



Kaczynski Software Products

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Technical Support

If you have a question, be sure to consult the Readme file and this help file first. If you still need further assistance, technical support is available by postal mail or Internet e-mail for at least one year beyond the release date of the product, or three months after you register your copy, whichever is longer. Check the web site below for answers to common questions, or contact Kaczynski Software via e-mail or postal mail at the addresses shown below. **Sorry, but phone support is not available.**

e-mail:

Support@KaczynskiSoftware.com

web:

www.KaczynskiSoftware.com

mail:

Kaczynski Software
4285 S. Adell Ave.
New Berlin, WI 53151-5871



Disclaimer of Warranty

This software and documentation are provided **"as is"** and without warranties as to performance, merchantability, fitness for particular purpose, or any other warranties whether expressed or implied. The user assumes the entire risk of using this program. In no event will liability for any damages ever exceed the registration fee paid for the license to use the software, regardless of any form of the claim.

See Also

[License Agreement](#)

[Registration](#)



License Agreement

Evaluation Version

This is not free software. This software and documentation is owned and copyrighted by Kaczynski Software. You may use the software and documentation for evaluation purposes for up to 21 days without cost or obligation. After these 21 days, you must register the software if you continue to use it.

Registered Version

After the registration fee has been paid to Kaczynski Software, one registered copy of the program may either be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used nonsimultaneously by multiple people, but not both. You may access the registered version of the program through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network. Contact Kaczynski Software for information on site licenses.

See Also

[Registration](#)

[Disclaimer of Warranty](#)

Print Registration Form Command (File Menu)

Use this command to provide registration information and print a copy of the registration form.

See Also

Registration

Registration Command

Registration Dialog Box

Register Command (File Menu)

Use this command to register your copy of the program with the [Registration Dialog Box](#).

See Also

[Registration](#)

[Registration Dialog Box](#)

[Print Registration Form](#)

Register

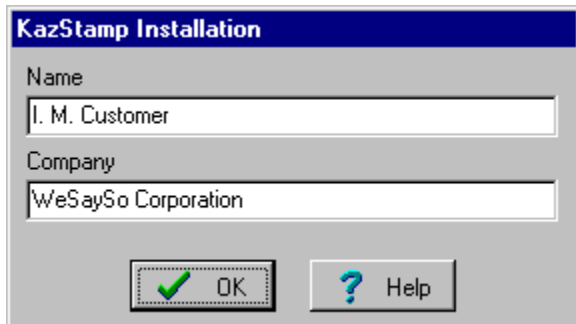
See the [File commands](#).

Help Menu

Use this menu to show topics in this help file.

Installation Dialog Box

The following dialog box appears when the program runs for the first time. Click on any field for additional help.



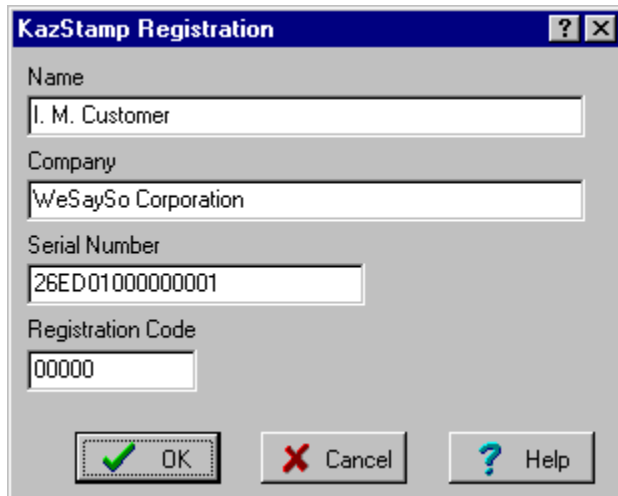
The image shows a dialog box titled "KazStamp Installation". It has a blue header bar with the title in white. Below the header, there are two text input fields. The first field is labeled "Name" and contains the text "I. M. Customer". The second field is labeled "Company" and contains the text "WeSaySo Corporation". At the bottom of the dialog box, there are two buttons: "OK" with a green checkmark icon and "Help" with a blue question mark icon.

Enter your name and (optionally) your company name. When the information is correct, push the OK button. Your copy of the program will be personalized with the information you provided.

See Also
[Registration](#)

Registration Dialog Box

The following dialog box appears when the Register command is used. Click on any field for additional help.



The image shows a Windows-style dialog box titled "KazStamp Registration". It has a title bar with a question mark and a close button. The dialog contains four text input fields: "Name" with "I. M. Customer", "Company" with "WeSaySo Corporation", "Serial Number" with "26ED01000000001", and "Registration Code" with "00000". At the bottom, there are three buttons: "OK" with a green checkmark, "Cancel" with a red X, and "Help" with a blue question mark.

Enter your name and (optionally) your company name. Check that the serial number matches the one in the registration letter you received from Kaczynski Software, and enter the registration number from the letter. When the information is correct, push the OK button. Your copy of the program is then registered to you. The pop-up boxes in the demonstration version will no longer appear.

If you do not have a registration number, use the Print Registration Form command to request one.

See Also

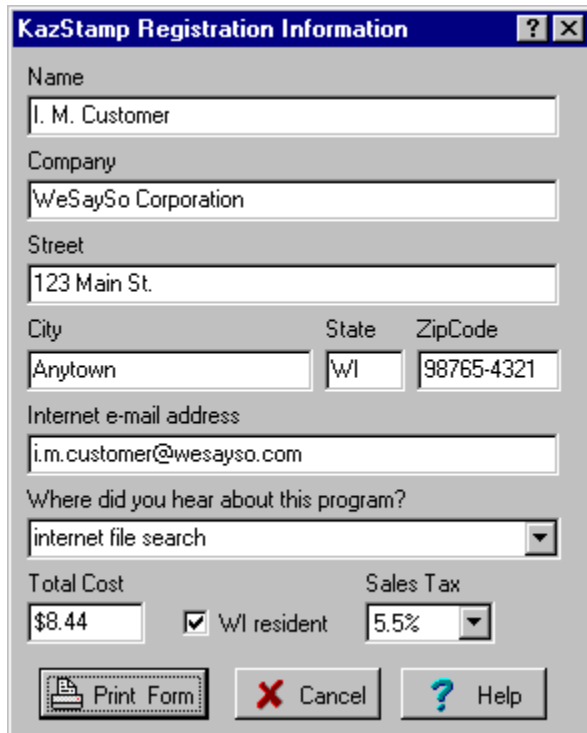
[Registration](#)

[Registration Command](#)

[Print Registration Form](#)

Registration Information

The following dialog box appears when the Print Registration Form command is used. Click on any field for additional help.



The dialog box is titled "KazStamp Registration Information" and contains the following fields and controls:

- Name: I. M. Customer
- Company: WeSaySo Corporation
- Street: 123 Main St.
- City: Anytown
- State: WI
- ZipCode: 98765-4321
- Internet e-mail address: i.m.customer@wesayso.com
- Where did you hear about this program?: internet file search
- Total Cost: \$8.44
- Sales Tax: 5.5%
- WI resident
- Buttons: Print Form, Cancel, Help

After the information is entered, click on the button to print the registration form..

See Also
[Registration](#)
[Registration Command](#)
[Print Registration Form](#)

Enter your name in this box so that your copy of the program can be personalized. This field is required.

Enter your company name in this box so that your copy of the program can be personalized. This field is optional.

This is a unique serial number for your copy of the software. Make sure that this number matches the one in the registration letter from Kaczynski Software.

Enter the registration number provided by Kaczynski Software. If you don't have a registration number, use the Print Registration Form command to request one.

Enter your street address.

Enter your city.

Enter your state.

Enter your zip code.

Enter your internet e-mail address if you wish to receive upgrade notifications.

This is the total cost that you should remit to Kaczynski Software.

Check this box if you are a Wisconsin resident.

If you are a Wisconsin resident, select the correct tax rate for your county. The total cost will be updated automatically.







KazStamp 8.0d Version Information

This help file is for KazStamp version 8.0d (build 8.0.4.2).



KazStamp 8.0d Overview

KazStamp is a utility program that makes it easy to print envelopes of any size with the following steps:

- 1) Enter the destination address in the KazStamp main window using any of the following methods:
 - Type the destination address into the text box after using the NewHelp_MainFile command or  button.
 - Load the destination address from a text file, rich text file, or KazStamp fileHelp_KazStampFile using the OpenHelp_MainFile command or  button.
 - Copy the destination address from the clipboard using the CopyHelp_MainEdit command or  button.
 - DragHelp_DragDrop a text file, rich text file, or KazStamp fileHelp_KazStampFile from the Explorer or Desktop and dropHelp_DragDrop it on KazStamp.
 - Double click on a KazStamp fileHelp_KazStampFile in the Explorer or on the desktop.
- 2) Select a return address using the combo box or use the Return Addresses command to create a new return address.
- 3) Select the envelope size using the combo box or use the Envelope Sizes command to define a new size.
- 4) Print the envelope using the Print Envelope command or  button.

Related Topics
[KazStamp Main Window](#)
[Shortcuts](#)



KazStamp Upgrade

Visit the [KazStamp website](#) to find out if an upgrade is available for KazStamp.



KazStamp Registration

There are two versions of KazStamp - evaluation and registered. (Use the About command from the Help menu to determine which version you have.) The evaluation version contains the exact same features found in the registered version. However, the evaluation version runs for a maximum of one hour at a time.

KazStamp is not free software. You may use the evaluation version of KazStamp for up to fifteen days to evaluate the software. After those fifteen days, your copy of the program must be registered with Kaczynski Software if you continue to use it.

To register KazStamp, print a registration form using the [Print Registration Form](#) command from the File menu. Fill out the form and send it to Kaczynski Software with your registration fee of \$8. Your registration entitles you to:

- the registration number to register your copy of KazStamp
- [technical support](#)
- Internet e-mail notifications of future releases

Related Topics

[License Agreement](#)

[Technical Support](#)

[Disclaimer of Warranty](#)



KazStamp 8.0d Readme Info

1) Summary

Never address an envelope by hand again with KazStamp! Whether you're invoicing customers, writing to a friend, paying bills, or applying for a job, KazStamp gives your envelopes the look you want through different fonts, sizes, graphics, and colors. This updated release provides full integration with Microsoft Outlook, Word, and Excel. KazStamp still prints POSTNET bar codes, handles mass mailings, and provides Internet searches for zip codes.

2) Changes from previous releases

From 7.5c to 8.0d

- Integration with Microsoft Outlook - print envelopes for your Outlook Contacts from within KazStamp
- Integration with Microsoft Excel - store addresses in Excel and print envelopes using KazStamp
- Integration with Microsoft Word - improved toolbar to print envelopes using KazStamp from within Word
- Integration with Microsoft Clip Art - include a picture on your envelope
- Toolbars - move and customize all toolbars
- Import and print JPEG files
- Text search - search for text in the destination address

From 7.0a to 7.5c

- Ability to save attention line with destination address
- Internet search for zip codes
- Easier definition of envelope sizes, especially for non-standard envelopes
- Default settings for many popular printers
- Integration with Microsoft Word (see online help)
- Ability to change the stamp price

From 6.0b to 7.0a

- Different fonts, sizes, and characteristics within the address
- Ability to select a different graphic for each return address
- Print preview feature when defining envelopes
- Easier adjustment of printer and envelope size setup
- Attention line in the lower left corner of envelope
- Option to print the Postnet bar code above the address, below the address, or on the bottom of the envelope
- Ability to drop a shortcut on the application to open an envelope

3) List of files

- FILE_ID.DIZ - Program descriptions.
- README.DOC - Readme file for Windows 95 Wordpad
- KAZSTAMP.EXE - Windows application
- KAZSTAMP.HLP - Windows help file
- KAZSTAMP.CNT - Windows help contents file
- KAZSOFT.ENV - Address for Kaczynski Software
- USPSFORM.HTM - Web form used to search for zip codes
- KAZSTAMP32.INI - Configuration file (should be backed up regularly)
- DEFAULTENVELOPES.INI - List of default envelope settings for different printers
- INSTALLKAZSTAMPFOREXCEL.XLS - Installation for Microsoft Excel toolbar and macros
- INSTALLKAZSTAMPFOROUTLOOK.DOC - Installation for Microsoft Outlook toolbar and macros
- INSTALLKAZSTAMPFORWORD.DOC - Installation for Microsoft Word toolbar and macros
- KACZYNSKISOFTWARE.URL - Link to www.KaczynskiSoftware.com
- KAZSTAMP.XLA - Microsoft Excel add-in containing toolbar and macros
- KAZSTAMP.DOT - Microsoft Word template containing toolbar and macros

KAZSTAMPADDRESSBOOK.XLS - Microsoft Excel workbook to be used to hold addresses

If you've upgraded from version 7.0a, the following two files are obsolete and can be deleted:

KAZSTAMP32.EXE - Windows 95 executable file

KAZSTAMP32.HLP - Windows help file

4) Installation (depends on which file you downloaded)

KazStamp80c.exe Run this program that will guide you through the setup process.

KazStamp80c.zip Extract these files to a new folder. Run program **Setup.EXE** that will guide you through the setup process.

5) Removal

To remove KazStamp from your computer, select the Add/Remove Programs option in the Windows Control Panel. Choose KazStamp and click on the uninstall button.

6) Support

Contact Kaczynski Software on the Internet if you have any questions, comments, or suggestions:

E-mail: support@KaczynskiSoftware.com

Web: www.KaczynskiSoftware.com

Every attempt is made to respond to e-mail promptly. Kaczynski Software regrets that it cannot accept direct telephone calls.

7) License Agreement

This software and documentation is owned and copyrighted by Kaczynski Software. You may use the demonstration version of the software and documentation for up to fifteen days without cost or obligation. After these fifteen days, you must register the software if you wish to continue using it. After the registration fee has been paid to Kaczynski Software, you are entitled to use of one copy of the registered version of the software and documentation on one machine.

8) Disclaimer of Warranty

This software and documentation are provided "as is" and without warranties as to performance, merchantability, fitness for particular purpose, or any other warranties whether expressed or implied. The user assumes the entire risk of using this program. In no event will liability for any damages ever exceed the registration fee paid for the license to use the software, regardless of any form of the claim.

9) Distribution

You may freely distribute the most recent demonstration version of the software and documentation only in the format of the unaltered files from Kaczynski Software listed in Section 4. All files listed in Section 3 must be included without modification and you must confirm that you are distributing the current version of the software as found on the web site listed in Section 6.

KazStamp 8.0d (build 8.0.4.2).



KazStamp Shortcuts

Here are some of the shortcuts available in KazStamp:

- Use the file, edit, format, selection, and options toolbars to work with files and the clipboard quickly.
- Click the right mouse button on the return address, destination address, or attention line in the KazStamp main window to access commands for those text fields.
- Open one of the last six files from the bottom of the File menu.
- Use the standard Windows copy and paste functions to quickly get an address into KazStamp.
- Store multiple addresses in one KazStamp file, separating each address with at least one blank line.
- Double click a KazStamp file (or a shortcut to one) in the Windows Explorer to start KazStamp and load the file automatically.
- Right click a KazStamp file (or a shortcut to one) in the Windows Explorer and select the Open command to start KazStamp and load the file automatically.
- Drag a text, rich text format, or KazStamp file (or a shortcut to one) from the Windows Explorer and drop it in KazStamp to load the file.
- Drag a KazStamp file (or a shortcut to one) to the printer icon to print an envelope.
- Right click a KazStamp fileHelp_KazStampFile (or a shortcut to one) in the Windows Explorer and select the Print command to print an envelope.
- Print envelopes using KazStamp from Microsoft Office applications.



Postnet Bar Code

KazStamp can automatically print a bar code on the envelope for the post office to use in routing your letter. The Postnet bar code represents the five or nine digit zip code plus delivery information (if available) of the destination address. The Postnet bar code can be printed above the destination address, at the bottom of the envelope, or disabled using the [Options](#) command.

There are several versions of a Postnet bar code for the same address, each including different delivery information. **This is why Postnet bar codes generated by KazStamp do not always match those you see on mail you receive.** In particular, one version of the Postnet bar code often used by bulk mailers to obtain a discounted postage price includes the carrier route number. Since route numbers are not commonly known and need to be looked up in a massive database, KazStamp does generate this version of the Postnet bar code. However, to the best of Kaczynski Software's knowledge, the barcodes generated by KazStamp meet Postal Service specifications.

For more information on Postnet bar codes, see Section C840 in the *Domestic Mail Manual*, available from the [US Postal Service](#).



Return Address Graphic Files

Printing

KazStamp can print a graphic to the left of the return address. The graphic can be a JPEG (.JPG or .JPEG file extension), bitmap (.BMP file extension), icon (.ICO file extension), or a Windows metafile (.WMF file extension). A separate graphic can be specified for each defined envelope.

A few users have reported that they cannot print graphics on their particular printer. Please see the [Kaczynski Software web site](#) for more information.

Resizing

Bitmaps (.BMP files) and metafiles (.WMF files) can be resized when defining the return address. Icons cannot be resized.

Editing

By default, the Windows Paintbrush is used to edit a graphic file. However, a different graphic editor can be specified with the Options command.

Drag and Drop

An easy way to load any text file, rich text format file, or [KazStamp file](#) into KazStamp is to drag the file (or a shortcut to it) from the Explorer or Desktop and drop it into KazStamp.

To drag and drop a file, first click on the file or a shortcut to the file in the Explorer or on the desktop. Put the cursor over the file name, hold the left mouse button down, and move the cursor over the KazStamp window or icon. Release the mouse button, and the file will be loaded into KazStamp. If you had made any changes to the file previously loaded in KazStamp, you will be asked if that file should be saved before the new one is loaded.

Related Topics

[Open Command](#)

[KazStamp Files](#)

KazStamp Files

KazStamp can open and save plain text and rich text format files that are used by many word processors, such as Wordpad. Although any file extension can be used, KazStamp uses a default file extension of ".ENV".

The benefit of saving files with the KazStamp file extension is that they can be opened directly into KazStamp by double clicking on the file name or a shortcut to the file in the Explorer or on the desktop.

Multiple addresses can be placed in one file by separating each address with at least one blank line. Single, multiple, or all addresses from a file can be printed at once using the options in the [print dialog box](#).

Related Topics

[Open Command](#)

[Save As Command](#)

[Shortcuts](#)

Printer Setup Instructions & Tips

KazStamp uses the standard Windows printer setup box to define settings such as envelope size, orientation, paper source, print quality, etc. These settings are saved separately for each envelope defined in KazStamp.

To define an envelope:

- 1) Use the Envelope Sizes command. This command displays the Define Envelope Sizes window.
- 2) Press the **Add** button to define a new envelope size. This button displays the Define or Rename Envelope Sizes window.
- 3) Enter a description of the new envelope size. Choose the default settings for your printer from the list. If your printer is not listed, choose the first entry for generic printer settings. Press **OK** and the printer setup box for your printer appears.
- 4) Define any printer settings needed for your printer, such as paper size, orientation, paper source, resolution, etc. At a minimum you should choose the correct paper size for your envelope. There are three ways to define the envelope dimensions, listed in the recommended order:
 - a) Select a predefined envelope from your printer's list in the printer setup box.
 - b) Select "custom paper size" in the printer setup box and enter the custom envelope dimensions.
Note that some printers may not support custom sized paper so this option may not be available.
 - c) Select a predefined paper (probably letter sized) from your printer's list in the printer setup box that is larger than your envelope. In Step 6 below you will tell KazStamp the true size of your envelope.
- 5) When the printer setup box is complete, press the **OK** button to return to the Define Envelope Sizes window.
- 6) Check the **Printer Settings** tab to review the printer settings you selected.
- 7) On the **Envelope Sizes** tab, specify the correct envelope size. If you were able to choose your envelope size following Steps 4a or 4b above, then choose the first radio button to "use printer setup". If you chose a paper bigger than your actual envelope following Step 4c above, then choose the second radio button to "define custom envelope size" and enter the envelope dimensions.
- 8) Check the **Envelope Indents** tab to review and adjust the positioning of the address boxes on the envelope. Changes can be made by entering values into the table or by dragging the address boxes in the sample envelope at the bottom half of the screen. If the address box "snaps back" after you try to adjust its position, use the Options command to turn off the "Enforce Margins" setting.

Related Topics
[Define Envelope Sizes](#)

KazStamp Integration with Microsoft Office

KazStamp provides the following integration with Microsoft Word, Excel, and Outlook:

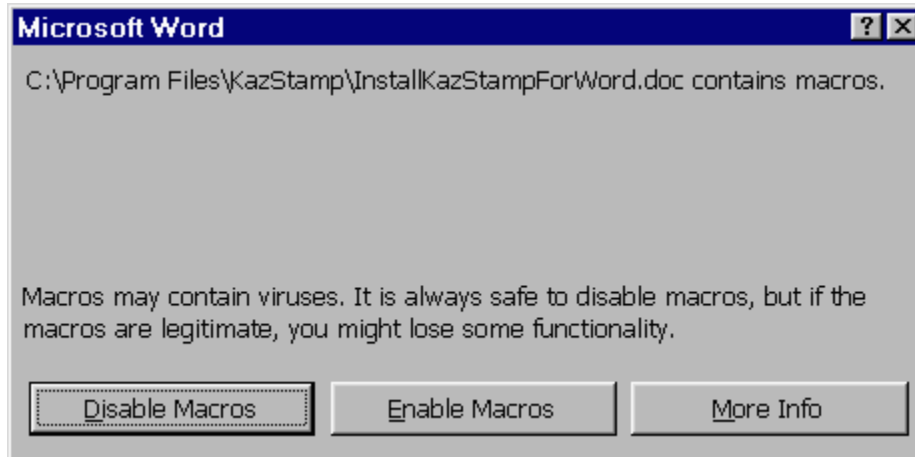
- Standard Windows cut, copy, and paste functionality to copy an address from any Windows program to KazStamp
- A Word Toolbar to send an address from Word to KazStamp
- Option in KazStamp to import Outlook contacts
- An Excel Workbook and Toolbar to maintain a list of addresses in Excel and send them to KazStamp
- An Outlook Toolbar to send an address from Outlook to KazStamp

Installing the KazStamp Toolbar for Microsoft Word

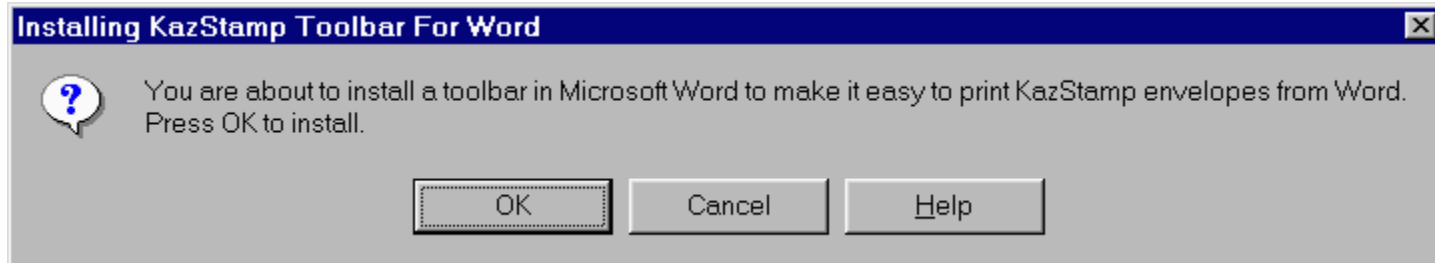
To install the KazStamp toolbar for Microsoft Word, [click here](#) or follow this menu path:

Start > Program Files > KazStamp > Install KazStamp Tools for Word

The following dialog box may appear:



If it does appear, click the **Enable Macros** button. You will be asked to confirm if you want to install the toolbar:



Click the **OK** button to install the toolbar.

Related Topics


[Using the KazStamp Toolbar for Microsoft Word](#)


[Error Messages with the KazStamp Toolbar for Microsoft Word](#)


Using the KazStamp Toolbar for Microsoft Word

KazStamp provides a toolbar for Microsoft Word 97 and Word 2000 that makes it easy to print an envelope with KazStamp from within Word. [Click here](#) for instructions on installing the toolbar.



To use the KazStamp toolbar in Microsoft Word, first select the destination address (highlight it with the mouse). Press the **Load** button  to load the address into KazStamp and adjust the settings before printing. Press the **Print** button

 to load the address into KazStamp and print it immediately using the default settings. Repeat for any number of addresses.

When done, press the **Close** button  to close KazStamp. To check the version of the KazStamp toolbar, press the **About** button




Related Topics


[Installing the KazStamp Toolbar for Microsoft Word](#)

[Error Messages with the KazStamp Toolbar for Microsoft Word](#)

Errors with the KazStamp Toolbar for Microsoft Word

The following errors may occur when using the toolbar. If you are still having trouble, [contact Kaczynski Software](#):

Please select the address that you want to copy to KazStamp first – Select (highlight) the address in Microsoft Word using the mouse. Then click on the **Load** button  or **Print** button

 to transfer the address to KazStamp.

Microsoft Word could not open KazStamp correctly – KazStamp is not setup properly. Run the setup program again. If you need a new copy of the program, [click here](#).

Microsoft Word could not create a new KazStamp envelope – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Word could not paste the address into KazStamp – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Word could not insert the address into KazStamp – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Word could not ask KazStamp to print the envelope – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Related Topics

[Installing the KazStamp Toolbar for Microsoft Word](#)

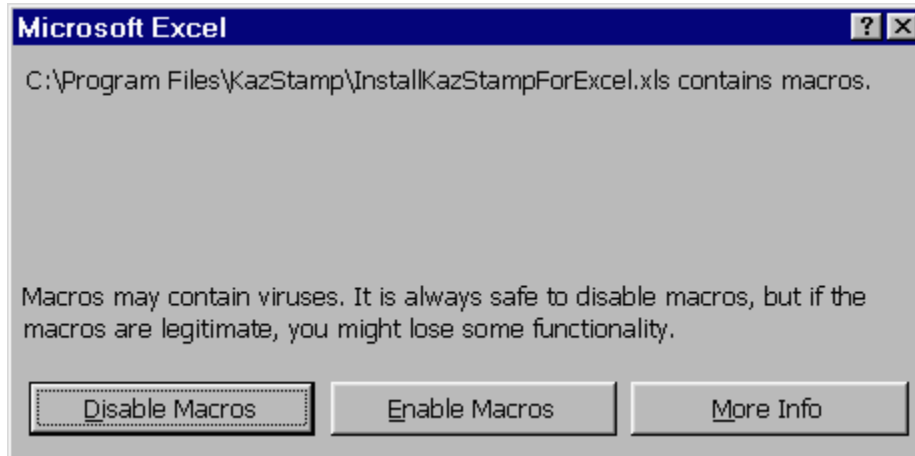
[Using the KazStamp Toolbar for Microsoft Word](#)

Installing the KazStamp Workbook and Toolbar for Microsoft Excel

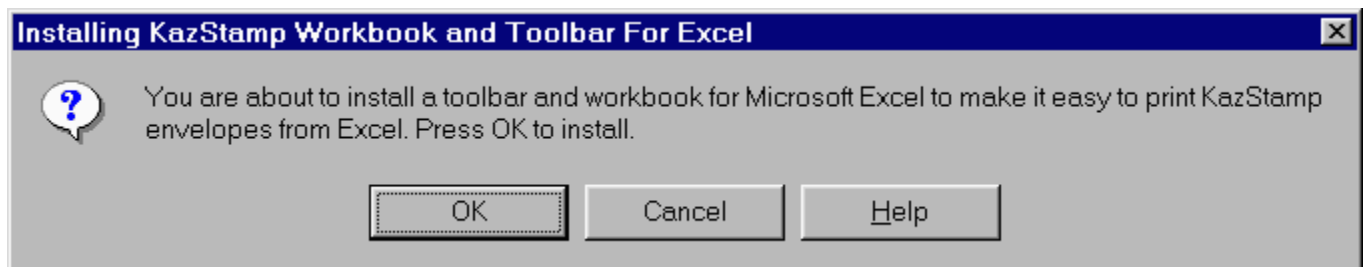
To install the KazStamp toolbar and address book workbook for Microsoft Excel, [click here](#) or follow this menu path:

Start > Program Files > KazStamp > Install KazStamp Tools for Excel

The following dialog box may appear:



If it does appear, click the **Enable Macros** button. You will be asked to confirm if you want to install the toolbar:



Click the **OK** button to install the toolbar and workbook. The installation program places the Excel workbook into your default data folder and displays the file name.

Related Topics

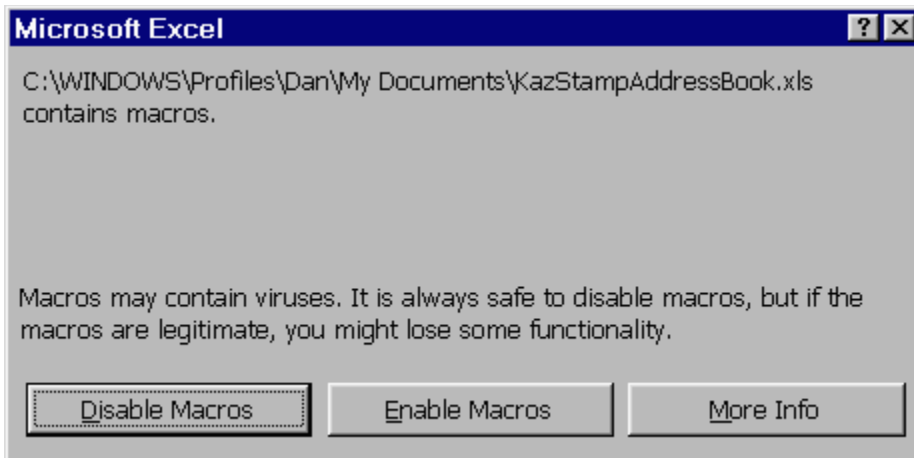
[Using the KazStamp Toolbar for Microsoft Excel](#)

[Error Messages with the KazStamp Toolbar for Microsoft Excel](#)

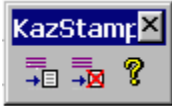
Using the KazStamp Workbook and Toolbar for Microsoft Excel


KazStamp provides a toolbar and workbook for Microsoft Excel 97 and Excel 2000 that make it easy to print an envelope with KazStamp from within Excel. [Click here](#) for instructions on installing the workbook and toolbar.

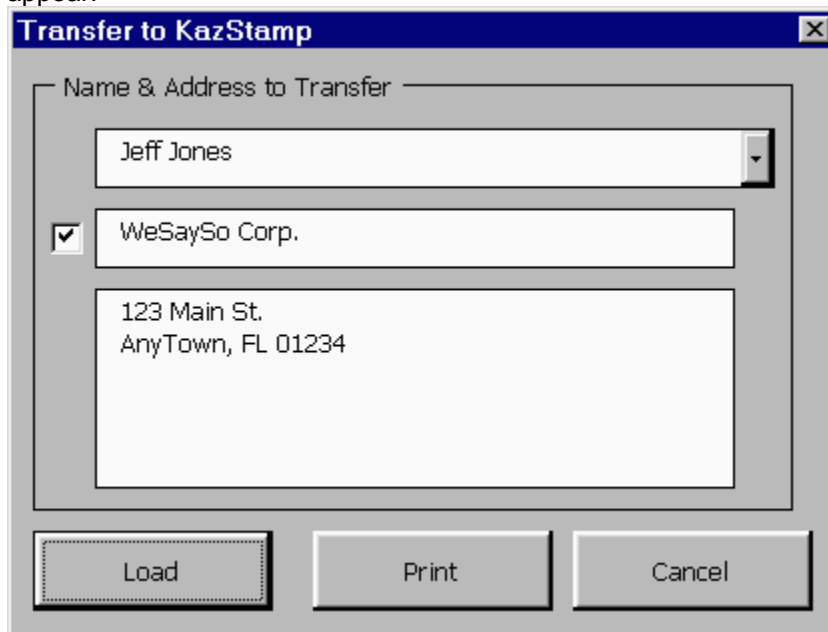
To open the workbook, start Excel and open file **KazStampAddressBook.xls**. This file is usually found in the default directory for Excel data files. When the address book workbook is opened, the following dialog box may appear:




If it does appear, click the **Enable Macros** button. The workbook will open. Enter addresses into the rows of the spreadsheet. **Do not delete any columns or the toolbar will not work!** If you are not using a particular column, hide it instead of deleting it. The following toolbar is available:



To use the KazStamp toolbar in Microsoft Excel, first select the address (highlight the row with the mouse). Press the **Load** button  to load the address into KazStamp. The following dialog box will appear:



Select the correct format of the name to use by using the drop-down list. Check the box next to the company name to include it on the envelope. Edit any information that you want changed on the envelope. Press the **Load** button to load the address into KazStamp and wait for you to manually print it. Press the **Print** button to load the address into KazStamp and print it using the default envelope and return address.

When done, press the **Close** button  to close KazStamp. To check the version of the KazStamp toolbar, press the **About** button




Related Topics

[Installing the KazStamp Toolbar for Microsoft Excel](#)

[Error Messages with the KazStamp Toolbar for Microsoft Excel](#)

Errors with the KazStamp Toolbar for Microsoft Excel

The following errors may occur when using the toolbar. If you are still having trouble, [contact Kaczynski Software](#):

Please select the address that you want to copy to KazStamp first – Select (highlight) the row of the address in Microsoft Excel using the mouse. Then click on the **Load** button  to transfer the address to KazStamp.

Microsoft Excel could not open KazStamp correctly – KazStamp is not setup properly. Run the setup program again. If you need a new copy of the program, [click here](#).

Microsoft Excel could not create a new KazStamp envelope – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Excel could not paste the address into KazStamp – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Excel could not insert the address into KazStamp – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Excel could not ask KazStamp to print the envelope – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Related Topics

[Installing the KazStamp Toolbar for Microsoft Excel](#)

[Using the KazStamp Toolbar for Microsoft Excel](#)

Installing the KazStamp Toolbar for Microsoft Outlook

For instructions on how to install the KazStamp toolbar in Microsoft Outlook 2000, [click here](#). **The toolbar cannot be installed in Outlook 97 or 98.** If you have problems installing the toolbar, [contact Kaczynski Software](#).

You can also [import contacts from Microsoft Outlook 98 or Outlook 2000](#) without using the toolbar. It is suggested that you try to import contacts first before trying the toolbar.

Related Topics


[Using the KazStamp Toolbar for Microsoft Outlook](#)

[Error Messages with the KazStamp Toolbar for Microsoft Outlook](#)

Using the KazStamp Toolbar for Microsoft Outlook


KazStamp provides a toolbar for Microsoft Outlook 2000 that makes it easy to print an envelope with KazStamp from within Outlook. **The toolbar cannot be installed in Outlook 97 or 98.** [Click here](#) for instructions on installing the toolbar. KazStamp also allows you to [import contacts from Microsoft Outlook](#) which does not require the toolbar to be installed.



To use the KazStamp toolbar in Microsoft Outlook, first choose a contact. Press the **Load** button  to load the address into KazStamp. The following dialog box will appear:

A dialog box titled 'Transfer to KazStamp' with a close button (X) in the top right corner. The dialog has a section titled 'Name & Address to Transfer'. Inside this section, there is a drop-down list showing 'Jeff Jones'. Below the list is a checked checkbox next to 'WeSaySo Corp.'. Underneath the checkbox is a text area containing the address: '123 Main St. AnyTown, FL 01234'. At the bottom of the dialog, there are three buttons: 'Load', 'Print', and 'Cancel'. The 'Load' button is highlighted with a dashed border.

Select the correct format of the name to use by using the drop-down list. Check the box next to the company name to include it on the envelope. Edit any information that you want changed on the envelope. Press the **Load** button to load the address into KazStamp and wait for you to manually print it. Press the **Print** button to load the address into KazStamp and print it using the default envelope and return address.

When done, press the **Close** button  to close KazStamp. To check the version of the KazStamp toolbar, press the **About** button



Related Topics

[Installing the KazStamp Toolbar for Microsoft Outlook](#)

[Error Messages with the KazStamp Toolbar for Microsoft Outlook](#)

Errors with the KazStamp Toolbar for Microsoft Outlook

The following errors may occur when using the toolbar. If you are still having trouble, [contact Kaczynski Software](#):

Microsoft Outlook could not open KazStamp correctly – KazStamp is not setup properly. Run the setup program again. If you need a new copy of the program, [click here](#).

Microsoft Outlook could not create a new KazStamp envelope – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Outlook could not paste the address into KazStamp – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Outlook could not insert the address into KazStamp – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Microsoft Outlook could not ask KazStamp to print the envelope – There appears to be a problem with KazStamp. Try again to see if the problem is resolved. If it persists, please [contact Kaczynski Software](#).

Data can only be transferred to KazStamp from a contact. The toolbar cannot do anything with a mail message, calendar entry, task, or journal entry. Select a contact and run the macro again

Related Topics

[Installing the KazStamp Toolbar for Microsoft Outlook](#)

[Using the KazStamp Toolbar for Microsoft Outlook](#)

Importing Microsoft Outlook Contacts

KazStamp makes it easy to import contacts from Microsoft Outlook 98 or Outlook 2000. KazStamp only imports contacts from the default contacts folder. Follow these steps:

- 1) Choose Import Outlook Contacts from either the file menu or the file toolbar.
- 2) In the Select Outlook Contact window, check the box next to each contact that should be imported.
- 3) In the Format Outlook Contact window, select the name and address format for each contact being imported.
- 4) Work with the list of contacts in KazStamp just as if you had typed them in.

After a contact has been imported it is never updated from Outlook again. If the contact changes in Outlook, it is necessary to import the contact again to get the updated data in KazStamp.

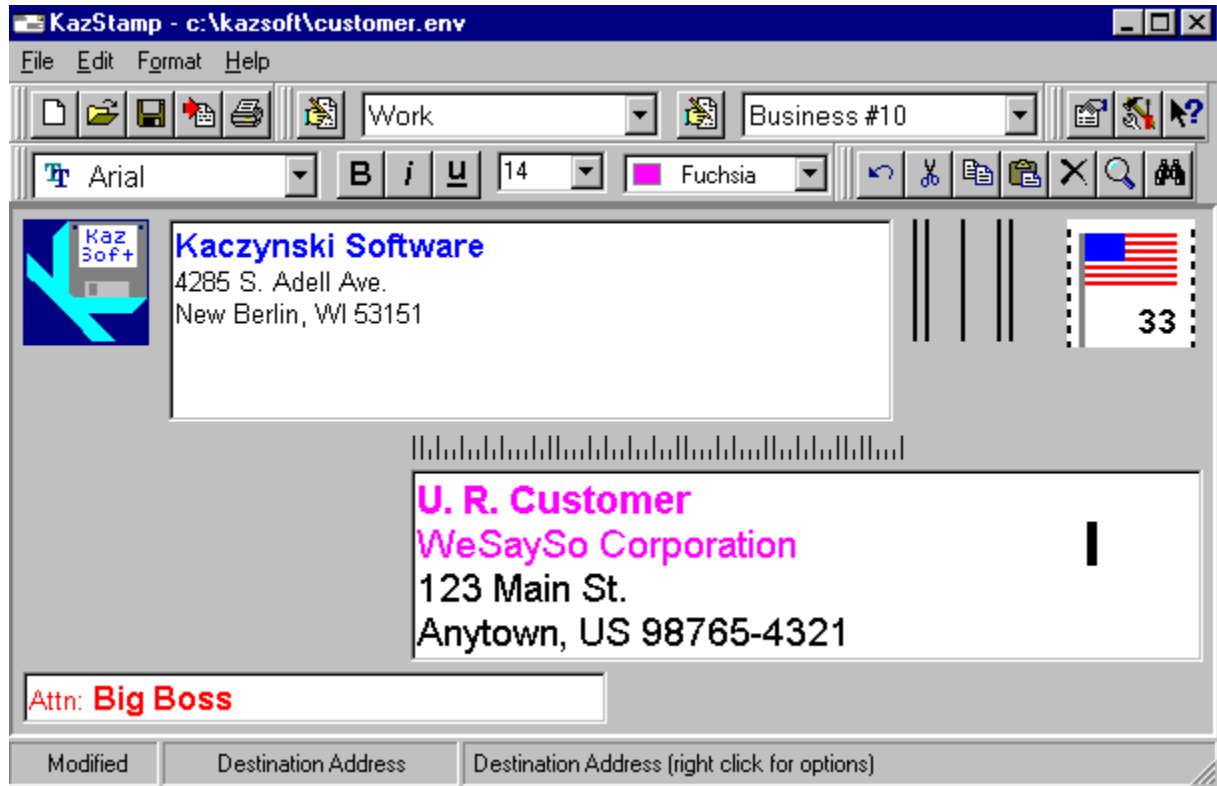
Windows Clipboard Functions

KazStamp supports the usual Windows cut (Ctrl-X), copy (Ctrl-C), and paste (Ctrl-V) functions to transfer a name and address from any Windows program into KazStamp.



KazStamp Main Window

This is the main KazStamp window. Click on any part of the sample window below for more help on that field.



This is the Return Address Graphic that is optionally selected when defining the return address.

This is the return address that will be printed on the envelope.

Choose an existing return address using the combo box. Define new return addresses using the **Change** button or the **Return Addresses** command.

Change the font or style by right clicking, using the Font Toolbar, or using the **Font and Style** command.

This is the destination address that will be printed on the envelope. There are several ways to load the address into this field.

Change the font or style by right clicking, using the Font Toolbar, or using the Font and Style command.

This is the attention line that will be printed on the lower left corner of the envelope.

Change the font or style by right clicking, using the Font Toolbar, or using the Font and Style command.

Look for future versions of KazStamp to offer electronic postage.

This is the Postnet Bar Code that the Post Office uses to route your letter.

This is a facing mark that informs the Post Office equipment that this envelope contains a bar code.

This is a description of the field or command that the cursor is positioned on. Popup help is also available and can be enabled or disabled using the Options command.

This box contains the word "**Modified**" when the file has been changed without being saved. This box contains the word "**Imported**" if the address was imported from Microsoft Outlook.

This box contains the words "**Destination**", "**Return**", or "**Attention**" to indicate whether the destination address, return address, or attention line is selected. The Edit commands, main toolbar, and font toolbar all operate on the selected text box.

File Menu Commands

Many of these commands are also available on the [File Toolbar](#).

New

Use this command to clear the address and create a new file for editing. If the file currently loaded into the address box has not been saved, you will be prompted to save the file before it is erased.

Open

Use this command to bring an existing [KazStamp file](#), text file, or rich text format file into the destination address box. If the file currently loaded into the destination address box has not been saved, you will be prompted to save the file before it is erased.

Save

Use this command to replace the contents of the current [KazStamp file](#).

Save As

Use this command to save the current file with a new name. You may wish to use the KazStamp extension of .ENV so that the file is recognized as a [KazStamp file](#) by Windows.

Close

Use this command to clear the address and create a new file for editing. If the file currently loaded into the address box has not been saved, you will be prompted to save the file before it is erased.

Import Outlook Contact

Use this command to [import contacts from Outlook](#).

Print Envelope

Use this command to [print an envelope](#) as it is shown on the screen.

Print Registration Form

Use this command to provide [registration information](#) and print a copy of the form used to [register](#) KazStamp.

Register

Use this command to [register](#) your copy of the program with the [Registration Dialog Box](#).

Exit

Use this command to save the current configuration and leave KazStamp.

Edit Menu Commands

Many of these commands are also available on the [Edit Toolbar](#).

Undo

Use this command to undo the last editing operation.

Cut

Use this command to remove the selected text and place it on the clipboard.

Copy

Use this command to copy the selected text to the clipboard.

Paste

Use this command to paste the clipboard contents into the address box at the current cursor position.

Delete

Use this command to delete the selected text from the address box without copying it to the clipboard.

Clear

Use this command to erase the address box without saving the contents. If you want to start a new file, use the [New command](#).

Select All

Use this command to select all text in the address box.

Find Text

Use this command to search for text in the destination address.

Lookup Zip Code

Use this command to search for the correct Zip+4 Code on the Internet.

Exit

Use this exit KazStamp.

Format Menu Commands

Many of these commands are also available on the [Format Toolbar](#), [Options Toolbar](#), or [Selection Toolbar](#).

Current Font & Style

Use this command to change the font and style for the return address, destination address, or attention line. This command is equivalent to changing the font and style using the toolbar.

Default Font & Style

Use this command to change the default font and style for the destination address and attention line. This font will be used automatically when a new envelope is created.

Return Addresses

Use this command to [define Return Addresses](#).

Envelope Sizes

Use this command to [define Envelopes](#).

Customize Toolbar

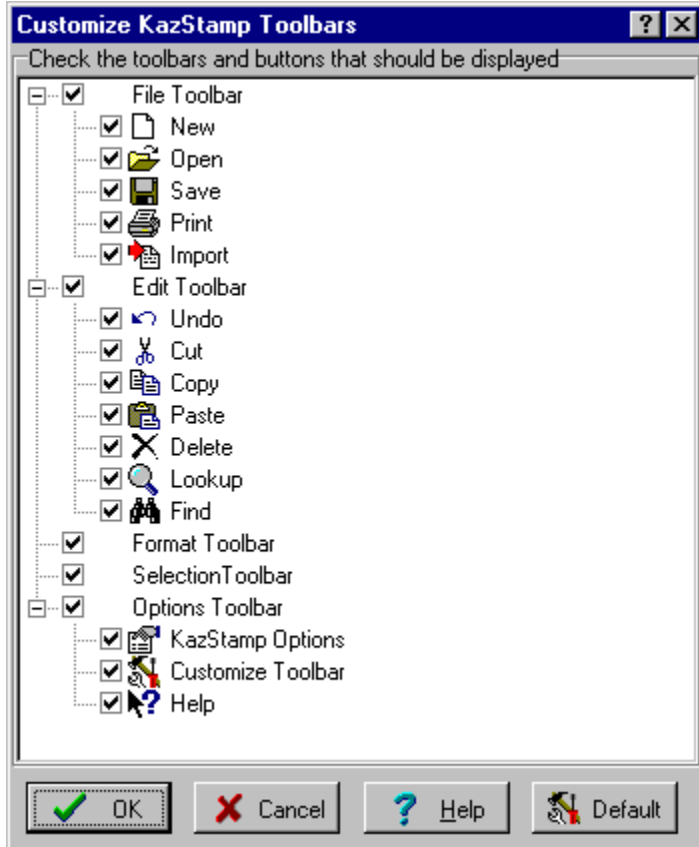
Use this command to [customize the toolbars](#).

KazStamp Options

Use this command to [set options](#) for the program.

Customize Toolbars

Use this dialog box to choose which toolbars are visible and which buttons are visible on the toolbars. Click on the dialog box below for more information. In addition, toolbars can be relocated by simply dragging them with a mouse to a new position.

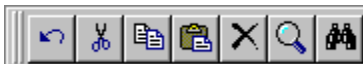


The available toolbars are shown below. Click on any button for more information.

File Toolbar



Edit Toolbar



Format Toolbar



Selection Toolbar



Options Toolbar



Check the box next to the button or toolbar that should be displayed. Clear the box next to any button or toolbar that should not be displayed.

Press this button to restore the default toolbar buttons and toolbar position.

File Toolbar

The following buttons are available on the file toolbar. Toolbars can be customized with the [Customize Toolbars](#) command. Click on any button below for more help.



Press this button to open a new address file. If the file currently loaded into the address box has not been saved, you will be prompted to save the file before it is erased.

Press this button to open an existing KazStamp file. If the file currently loaded into the address box has not been saved, you will be prompted to save the file before a new one is opened.

Press this button to save the KazStamp file that is currently loaded.

Press this button to save the KazStamp file that is currently loaded with a new name.

Press this button to close the KazStamp file that is currently in use. KazStamp will prompt you to save the file if it has been modified.

Press this button to save all KazStamp files currently in use.

Press this button to print an envelope using the current settings.

Press this button to one or more contacts from Microsoft Outlook.

Press this button to close KazStamp.

Selection Toolbar

The following buttons are available on the selection toolbar. Toolbars can be customized with the [Customize Toolbars](#) command. Click on any button below for more help.



Press this button to define return addresses.

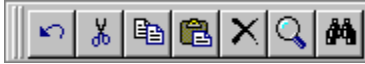
Use this combo box to select an existing return address for the envelope.

Press this button to define envelopes.

Use this combo box to select an existing envelope to print on.

Edit Toolbar

The following buttons are available on the edit toolbar. Toolbars can be customized with the [Customize Toolbars](#) command. Click on any button below for more help.



Press this button to undo the last operation.

Use to select all text into one file.

Press this button to cut the selected text and save it on the clipboard.

Press this button to copy the selected text to the clipboard.

Press this button to paste text from the clipboard into the selected text box.

Press this button to delete the selected text. If you want the deleted text in the clipboard, use the **Cut** button instead.

Press this button to clear all text. If you want the deleted text in the clipboard, use the **Cut** button instead.

Press this button to search for text in the destination address.

Press this button to check the Zip+4 Code for the selected address using the Internet.

Format Toolbar

The following buttons are available on the format toolbar. Toolbars can be customized with the [Customize Toolbars](#) command. Click on any button below for more help.



Use this combo box to choose a font for the selected text.

Use this combo box to choose the size of the font in points for the selected text. Note that the whole font toolbar can be displayed or hidden using the Options command.

Press this button to change the highlight the selected text with bold characters. Note that the whole font toolbar can be displayed or hidden using the Options command.

Press this button to italicize the selected text. Note that the whole font toolbar can be displayed or hidden using the Options command.

Press this button to underline the selected text. Note that the whole font toolbar can be displayed or hidden using the Options command.

Use this combo box to choose a color for the selected text. Note that the whole font toolbar can be displayed or hidden using the Options command.

Options Toolbar

The following buttons are available on the options toolbar. Toolbars can be customized with the [Customize Toolbars](#) command. Click on any button below for more help.



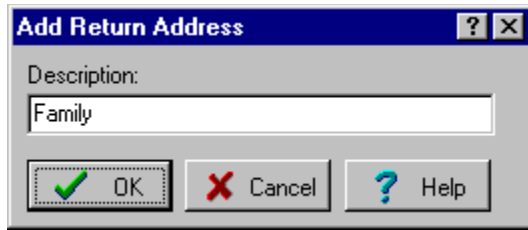
Press this button to display help for the main KazStamp window.

Press this button to change the KazStamp options.

Press this button to customize the KazStamp toolbars.

Define or Rename Return Address

Use this dialog box to define or rename a return address. Click on any field below for more help.



The image shows a standard Windows-style dialog box titled "Add Return Address". The title bar is dark blue with a question mark icon and a close button (X) on the right. Below the title bar, the text "Description:" is followed by a text input field containing the word "Family". At the bottom of the dialog, there are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon.

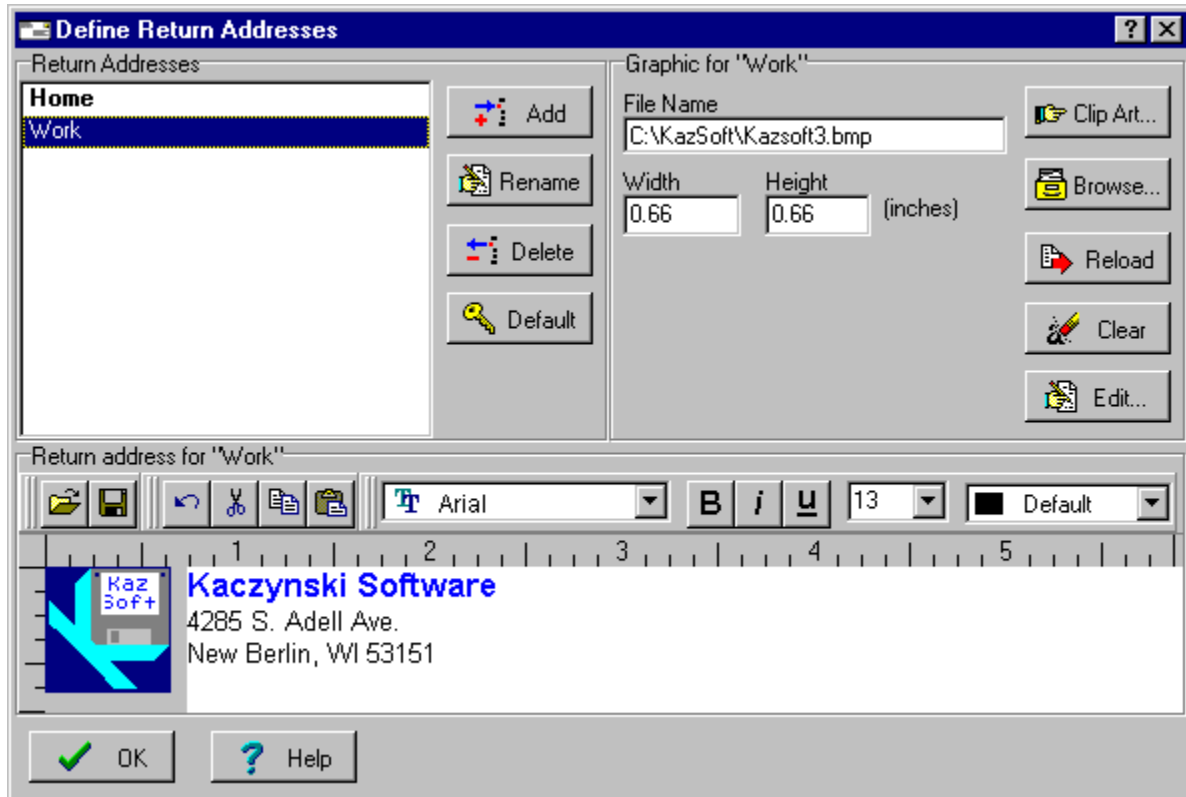
Use this box to enter a description of the return address. This description is for your information only and is not printed on the envelope.

Define Return Addresses

Use this dialog box to define the return addresses that can be printed on an envelope.

The upper left portion of the dialog box lists the return addresses that have already been defined. The entry in bold is the default address to select when the program starts. The upper right portion of the dialog box allows you to select a graphic file to print on the envelope. The lower portion of the dialog box shows a preview of what the graphic and return address will look like. Edit the return address directly in this box.

Click on any field below for more help.



Press this button to define a new return address.

Press this button to change the description of the highlighted return address in the list.

Press this button to remove the highlighted return address from the list.

Press this button to define the highlighted return address in the list as the default. The default return address is selected when KazStamp starts and is shown in bold in the list of return addresses.

Press this button to reload the graphic file and reset the graphic height and width to their default values.

Press this button to specify that a graphic should not be printed on the envelope.

This image is printed next to the return address.

This graphic file is printed on the envelope. Use the **Browse** or **Clip Art** buttons to select a file. Use the **Clear** button to prevent a graphic from being printed.

Press this button to select a clip art picture.

Press this button to select a graphic file.

Press this button to edit the graphic file using the drawing application specified with the Options command. After editing the graphic, press the Reload button to refresh the image.

Enter the width of the graphic. The units are set using the Options command. This field is enabled only when a JPEG (.JPG file), bitmap (.BMP file) or metafile (.WMF) file is selected. Icons (.ICO file) cannot be resized.

Enter the height of the graphic. The units are set using the Options command. This field is enabled only when a JPEG (.JPG file), bitmap (.BMP file) or metafile (.WMF) file is selected. Icons (.ICO file) cannot be resized.

This is the list of return addresses that can be printed on an envelope. Use the Add, Rename, and Delete buttons to modify the list. The default return address is shown in bold type.

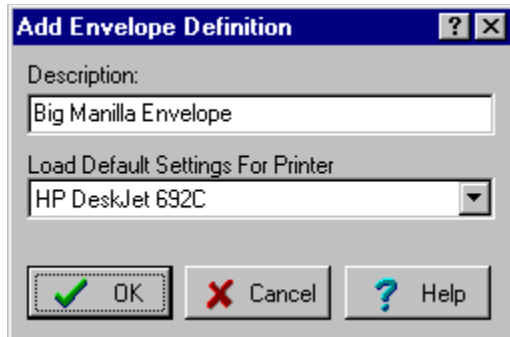
Press this button to load the return address from an existing text file.

Press this button to save the return address to a file.

This is the actual return address that will be printed for the highlighted entry. Edit the return address directly in this box.

Define or Rename Envelope Size

Use this dialog box to define or rename an envelope type. Click on any field below for more help.



The image shows a Windows-style dialog box titled "Add Envelope Definition". The dialog has a title bar with a question mark icon and a close button. Inside, there is a "Description:" label followed by a text input field containing "Big Manilla Envelope". Below that is a "Load Default Settings For Printer" label followed by a dropdown menu showing "HP DeskJet 692C". At the bottom, there are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon.

Field	Value
Description	Big Manilla Envelope
Load Default Settings For Printer	HP DeskJet 692C

Enter a description of the envelope type.

Select a default envelope.

Define Envelope Sizes

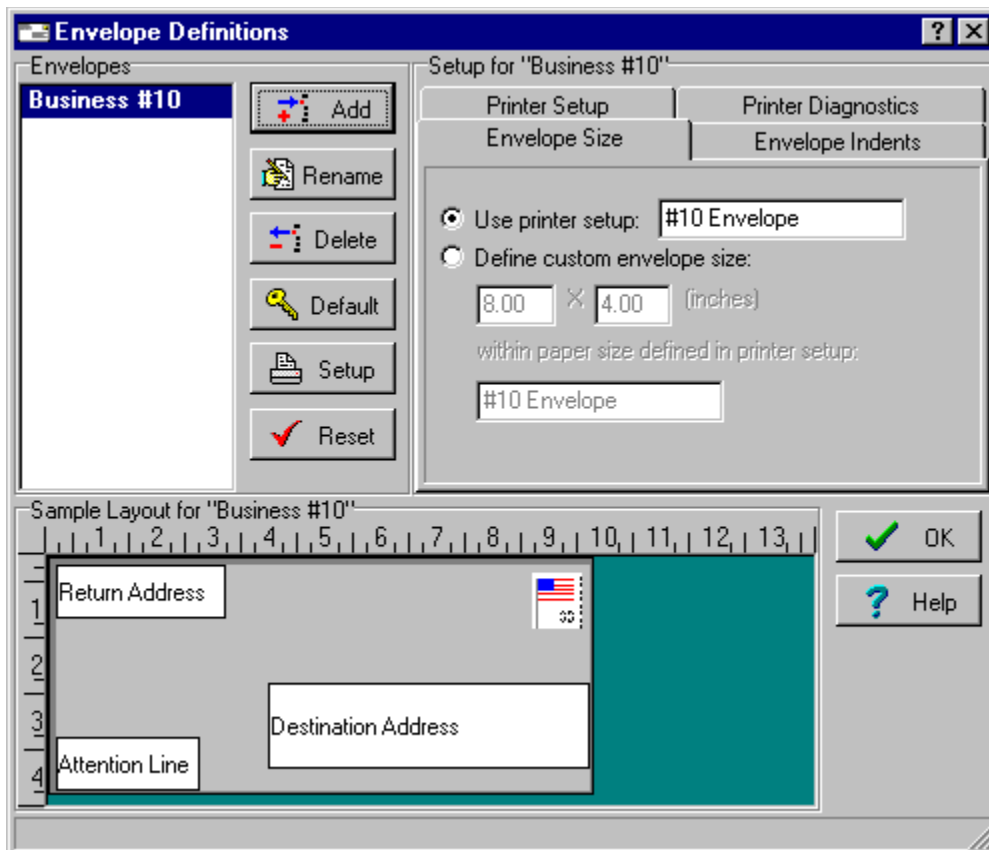
Use this dialog box to define the size of the different envelopes that you want to print. This window is displayed using the [Envelope Sizes](#) command.

The upper left portion of the dialog box lists the envelopes that have already been defined. The entry in bold is the default envelope size to select when the program starts. The upper right portion of the dialog box shows the details of the envelope highlighted in the list. The lower portion of the dialog box shows a preview of what the envelope will look like. The text boxes inside the preview can be dragged to reposition them.

The envelope details in the upper right corner are separated on two tabs: printer and envelope. The printer settings can be changed by double clicking on the grid or pressing the **Setup** button. The envelope settings can be changed by entering into the grid or moving the text blocks in the preview window at the bottom.

To restrict (or remove the restriction) the location of the various text boxes to those areas of the envelope approved by the Post Office, see the [Options](#) command.

Click on any field below for more help, or view the [Printer Setup Instructions & Tips](#) for additional information.



Press this button to add a new envelope to the list.

Press this button to change the description of the highlighted envelope in the list.

Press this button to remove the highlighted envelope from the list.

Press this button to define the highlighted envelope in the list as the default. The default envelope is selected when KazStamp starts and is shown in bold in the list of envelopes.

Press this button to specify the printer settings such as envelope size, orientation, paper source, etc. needed to print this envelope.

Press this button to restore the default indentations of the return address, destination address, and attention line.

This is the list of envelopes that have been defined. Use the Add, Rename, and Delete buttons to modify the list. The default entry is shown in bold type.

Envelope Size

This tab specifies whether the envelope/paper size selected in the Printer Setup box should be used, or whether a custom envelope height and width should be used. Click on the individual fields for more information.

Envelope Indents

The indentations can be manually entered in the table or can be adjusted by dragging the address boxes in the envelope sample at the bottom of the screen.

Return from left

This is the horizontal distance between the left printable envelope edge and the return address.

Return from top

This is the vertical distance between the top printable envelope edge and the return address.

Destination from left

This is the horizontal distance between the left edge of the envelope and the destination address.

Destination from bottom

This is the vertical distance between the bottom edge of the envelope and the destination address.

Attention from left

This is the horizontal distance between the left printable envelope edge and the attention line.

Attention from bottom

This is the vertical distance between the bottom printable envelope edge and the attention line.

Printer Diagnostics

Your printer returns the following settings:

Print Area

This is the area of the envelope that your printer can actually print on.

Upper Left Margin

This is the minimum top and left margin for your printer.

Lower Right Margin

This is the minimum bottom and right margin for your printer. These values are adjusted after an envelope is printed.

Print Graphics

This field indicates if your printer is capable of printing graphics.

Resize Graphics

This field indicates if your printer can resize bitmaps (.BMP file extension) or Windows metafiles (.WMF file extension).

Printer Setup

The settings below are selected in the Printer Setup for this envelope and can be changed by pressing the **Setup** button.

Printer

This is the name of the printer selected for this envelope.

Paper Size Description

This is a description of the selected envelope/paper size reported by your printer.

Paper Size Dimensions

These are the dimensions of the selected envelope/paper size reported by your printer.

Print Quality

This is the print quality selected for the envelope.

Color

This indicates if the envelope will be printed in color.

Orientation

This specifies whether portrait or landscape orientation is used. The sample envelope on the screen will always be shown with portrait orientation.

Paper Source

This specifies where the envelopes are loaded in your printer.

Select this radio button to use the envelope/paper size defined in the Printer Setup box. Change this entry by pressing the **Setup** button.

Select this radio button if you were not able to define the exact envelope/paper size in the Printer Setup box. Enter the custom width and height of your envelope below. **The paper size selected in the Printer Setup box must be larger than the custom width and height entered below.** Change the Printer Setup by pressing the **Setup** button.

Enter the custom width of the envelope.

Enter the custom height of the envelope.

This box shows the current paper size selected in the Printer Setup box. **The paper size selected in the Printer Setup box must be larger than the custom width and height entered below.** Change the Printer Setup by pressing the **Setup** button.

The bottom portion of the dialog box shows a preview of the envelope. The text boxes can be dragged to change their indentations. If you cannot position them correctly because they keep snapping back to the bottom of the page, turn off this feature using the Format > Options command.

KazStamp Options

Use this dialog box to define miscellaneous options for the program. Click on any field below for more help.

The image shows a Windows-style dialog box titled "KazStamp Options". The dialog has a blue title bar with a question mark icon and a close button. The main area is divided into several sections:

- General Options:** A group box containing six checked checkboxes: "Show pop-up hints", "Show text box borders", "Clear attention line", "Save attention line", "Show font samples", and "Enforce margins".
- POSTNET Bar Code:** A group box containing three radio buttons: "Print above address" (selected), "Print on bottom edge of envelope", and "Don't print".
- Units of Measure:** A group box containing two radio buttons: "Inches" (selected) and "Centimeters".
- Stamp Price:** A small box with a text field containing the number "33" and a dropdown arrow.
- Envelope Color:** A group box with a color selection area showing a grey swatch and a dropdown menu currently displaying "BtnFace".
- Graphic Editor:** A group box with a text field containing the path "c:\windows\pbrush.exe" and a "Browse..." button with a folder icon.

At the bottom of the dialog, there are four buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), "Help" (with a blue question mark icon), and "Defaults" (with a document icon).

Check this box if a popup hint box should be shown for the item the cursor is pointing to.

Choose English or metric measurements with these radio buttons.

Choose the placement of the Postnet Bar Code with these radio buttons. Note that the post office requires a bar code at the bottom of the envelope to be less than 5/8" from the bottom edge of the envelope. Some printers cannot print this close to the bottom of a page.

Check this box if the text boxes in the main window should have a border around them.

Check this box if the attention line should be erased each time a new file is loaded.

Check this box if the attention line should be erased each time a new file is loaded.

Check this box if the program should verify that the location of the destination address, return address, and attention line are acceptable according to Post Office specifications.

Leave this box unchecked if you need to select a paper size that is larger than the actual envelope.

Check this box to see the actual fonts displayed in the font selection combo boxes.

Use this control to select the envelope color for the main KazStamp window.

Select the current price of a stamp from this combo box.

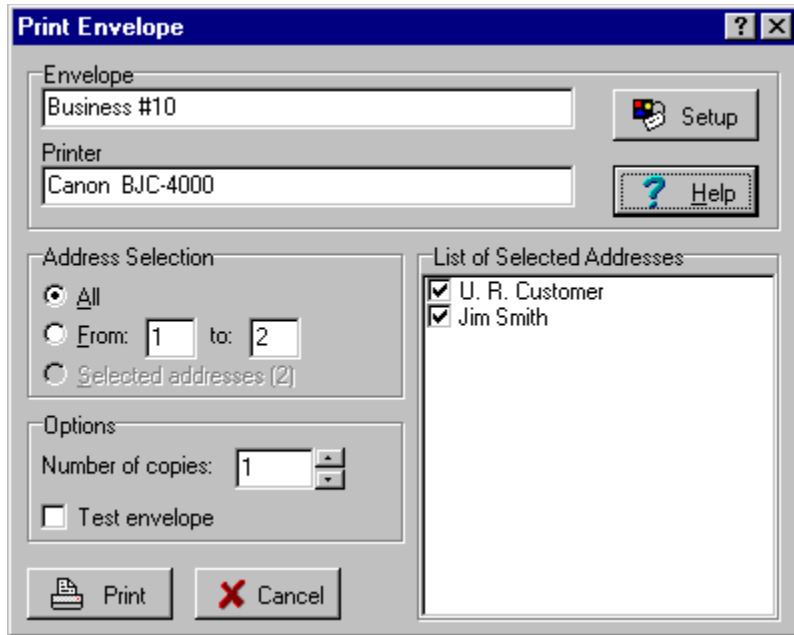
Select the color of the envelope for the KazStamp main screen using this combo box.

This field contains the file name of the editor used to change graphic files.

Press this button to restore all default options for KazStamp.

Print Envelope Options

Use this dialog box to set some printing options. Click on any field below for more help.



The dialog box is titled "Print Envelope" and contains the following elements:

- Envelope:** A text field containing "Business #10" and a "Setup" button.
- Printer:** A text field containing "Canon BJC-4000" and a "Help" button.
- Address Selection:** Three radio button options: "All" (selected), "From: 1 to: 2" (with input fields for 1 and 2), and "Selected addresses (2)".
- Options:** A "Number of copies:" label with a spin box set to "1" and a "Test envelope" checkbox.
- List of Selected Addresses:** A list box containing "U. R. Customer" and "Jim Smith", both with checked selection boxes.
- Buttons:** "Print" and "Cancel" buttons at the bottom.

This box shows the currently selected envelope definition. Change the entry by pressing the **Setup** button.

This box shows the currently selected printer. Change the entry by pressing the **Setup** button.

Check this button to print all envelopes in the file.

Check this button to print a range of envelopes.

Enter the number of the first envelope that should be printed. Your selected range of envelopes will be checked in the list at the right.

Enter the number of the last envelope that should be printed. Your selected range of envelopes will be checked in the list at the right.

Check this button to print all selected envelopes.

Use this field to enter the number of desired copies.

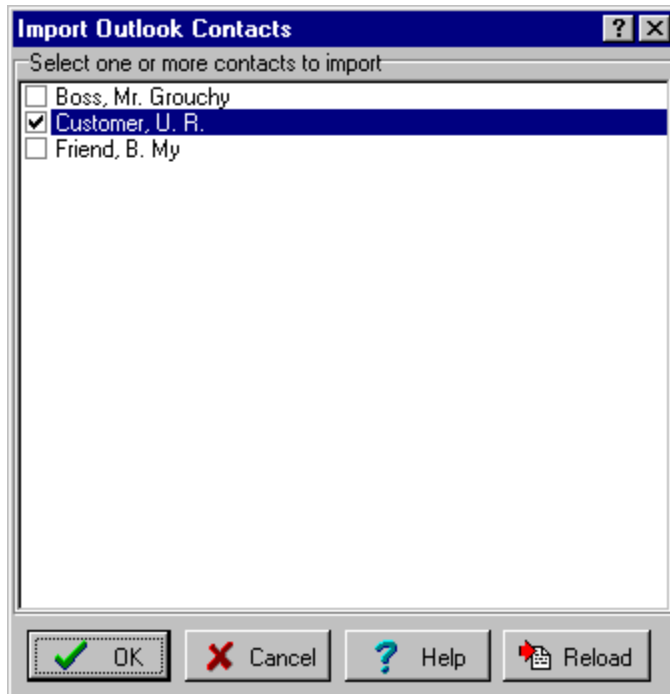
Check this button to print the envelope(s) with a border around the outside edge. This shows you where KazStamp thinks the edge of your envelope is and can be useful when adjusting the printer settings.

Check the addresses in this list to print. (Multiple addresses can be placed in one file by placing a blank line between entries.)

Press this button to change the printer or envelope settings or to select a new printer or envelope.

Select Outlook Contact

Use this dialog box to select one or more Outlook contacts to import into KazStamp. Click on any field below for more help.

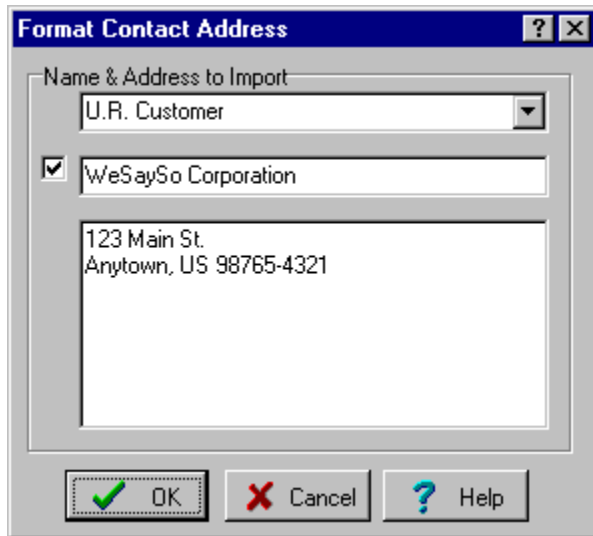


Check the box next to any contacts that should be imported.

Press this button to refresh the list of contacts from Outlook.

Format Outlook Contact Address

Use this dialog box to format the address of the Outlook contact being imported into KazStamp. Click on any field below for more help.



The dialog box is titled "Format Contact Address" and has a blue title bar with a question mark icon and a close button. It contains a section labeled "Name & Address to Import" with a dropdown menu showing "U.R. Customer". Below this is a checked checkbox next to a text field containing "WeSaySo Corporation". A larger text area below that contains the address "123 Main St." and "Anytown, US 98765-4321". At the bottom, there are three buttons: "OK" with a green checkmark icon, "Cancel" with a red X icon, and "Help" with a blue question mark icon.

Format Contact Address ? X

Name & Address to Import

U.R. Customer

WeSaySo Corporation

123 Main St.
Anytown, US 98765-4321

OK Cancel Help

Use this combo box to select the format of the name that should be imported.

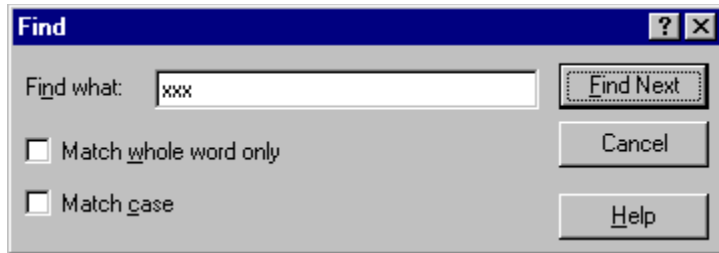
Enter the name of the company to import. This field can be blank if no company name is desired.

Check this box to import the company name. Clear this box if the company name should be ignored.

Enter the destination address for this contact. By default this is the address with the field "**this is the mailing address**" checked for this contact in Outlook.

Find Text

Use this dialog box to search for text in the destination address. Click on any field below for more help.



The image shows a standard Windows-style dialog box titled "Find". The title bar is dark blue with the word "Find" in white, and it includes a question mark icon and a close button (X). The main area of the dialog is light gray. On the left, there is a label "Find what:" followed by a text input field containing the text "xxx". To the right of the input field is a button labeled "Find Next". Below the input field are two checkboxes: "Match whole word only" and "Match case", both of which are currently unchecked. To the right of these checkboxes are two more buttons: "Cancel" and "Help".

Enter the text to search for.

Check this box if the case should be matched exactly. Clear this box to search for text regardless of case.

Check this box if the text entered must be found as a word. Clear this box if the text can be part of a larger word.

Press this button to find the next occurrence.

Press this button to close the dialog box.

Select Clip Art Dialog Box

The following dialog box appears when a clip art image is selected. Click on any field for additional help.



When the picture has been selected, push the **OK** button to continue.

This is the clip art picture that was selected.

Press this button to select a different clip art picture.

