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Winvelope is a utility for addressing and printing any size envelope from within the Windows environment.

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An Overview of Winvelope

Winvelope is a utility that simplifies the addressing and printing of envelopes from within the Windows environment. Any size envelope can be addressed and printed with just a few quick keystrokes (or mouse clicks). Windows COPY and PASTE functions may be used to transfer addresses from any Windows document to Winvelope for printing.

With Winvelope, you can create unlimited envelope and return address files, format text with any font installed in Windows, optionally use a .BMP file as a graphic logo, print to most HP compatible laser printers without having to switch back and forth from landscape to portrait orientation, access Windows Cardfile for storing and retrieving frequently used addresses, and print POSTNET bar codes for 'speedy' delivery through our beloved Postal Service.

Statement of Disclaimer

J. E. McCullum, the author of Winvelope, hereby disclaims all warranties relating to this software, whether expressed or implied, including without limitation any implied warranties of merchantability or fitness for a particular purpose. The author will not be liable for any special, incidental, consequential, indirect or similar damages due to loss of data or any other reason, even if the author or an agent of the author has been advised of the possibility of such damages. In no event shall the author's liability for any damages ever exceed the price paid for the license to use the software, regardless of the form of the claim. The person using the software bears all risk as to the quality and performance of the software.

See also...

[Register Winvelope](#)

Configuring Winvelope for your Printer

Default Printer Orientation

Prior to trying to print from Winvelope, activate the OPTIONS pull-down menu and select PRINTING DEFAULTS. From this screen, select whether your printer prints envelopes in the portrait or landscape orientation. After this selection is made and saved, Winvelope will automatically print the envelope in the correct orientation without having to access Printer Setup. If landscape orientation is chosen, Winvelope will return the printer to portrait mode after the envelope is printed.

Default Paper Bin (Tray)

This option, also found in the PRINTING DEFAULTS setup routine, is primarily for laser printers. This setting will control which paper source will be accessed when the print job is sent to the printer. This setting is particularly important to Hewlett Packard IIP, IIIP, and other similar type laser printers which will not feed an envelope from the manual feed tray when the lower paper cassette is installed without a direct call from the software. Owners of these printers will want to select BIN 0 (UPPER TRAY), or BIN 2 (MANUAL FEED), if the lower paper cassette is installed. This will allow you to have the lower cassette as the primary paper source and Winvelope will print the envelope from the upper tray.

Owners of other types of laser printers may use this setting to choose whether or not a manual feed prompt is desired when Winvelope prints an envelope. This may be desirable if the printer is located a distance from the user or if the printer is being shared and there is potential for someone else's printjob ending up on your envelope! A little trial and error may be necessary here to get the desired effect, as a particular BIN number may produce different effects on different brands and models of printers.

If you are using a non-HP compatible laser or dot-matrix printer AND are getting garbled printouts, you should disable Winvelope's printing defaults.

See also...

[Change the Print Margins](#)

Using Existing Envelope Files

To use an envelope file that was supplied with Winvelope or one that you have previously created and saved, select 'Open Envelope...' from the FILE menu and make a selection from the dialog box. You may also open envelope files by using the icon buttons along the left side of the screen.

The active envelope file will remain the default until a new selection is made and will display as part of Winvelope's window caption.

See also...

[Create a New Envelope File](#)

Creating New Envelope Files

To create a new envelope file, select 'New Envelope...' from the FILE menu. Save the file using a descriptive filename that can be easily recognized for selection from the 'Open Envelope...' file dialog box. Next, fill in the approximate print margins for each item (these can be adjusted later as needed).

It is sometimes helpful to print a new envelope the first time on a full 8.5x11 inch sheet of semi-transparent paper. You can then place the actual envelope underneath the paper in the position that matches your printer's feed path and use a ruler to measure the amount of adjustment needed.

The envelope file can now be selected by either using the 'FILE, Open Envelope...' menu command, or by clicking the 'Other' envelope icon button located at the bottom left of the Winvelope screen.

See also...

[Change the Print Margins](#)

[Use an Existing Envelope File](#)

Creating Return Address Files

To create a return address file, select 'Create New Return Address...' from the FILE menu. Enter the return address text as you wish it to appear on the envelope and save using a descriptive filename that you will be able to recognize later. You may create as many return address files as needed.

You may edit an existing return address file by selecting 'Edit Existing Return Address...' from the FILE menu.

See also...

[Use .BMP Files for Graphic Logos](#)

Addressing an Envelope

Addressing the envelope can be accomplished by typing the address text directly onto Winvelope's addressee textbox, pasting an address that has been copied to Windows Clipboard from a wordprocessing document, or by clicking Winvelope's Cardfile button and selecting a previously stored address.

See also...

[Select Fonts and Attributes](#)

Selecting Fonts and Attributes

To change fonts and/or font attributes, either click on the Winvelope Fonts button or TEXT pulldown menu. Next, choose the text that you wish to modify, (return address, addressee, or message text). The standard Windows font common dialog box will appear from which you can make your selections.

You may adjust font sizes between 6 and 28 pts. In order to conserve screen space, fonts 18 pt. and larger will be displayed on screen as 18 pt., but will print in the correct size.

Font and attribute selections will automatically be saved as default for the corresponding envelope file until changed again by this procedure.

Changing Print Margins

Adjustment down to a tenth of an inch can be made to the top and left print margins for the return address text, addressee text, bar code, FIM code, and message text positions. These adjustments are made by selecting 'Print margins...' from the File menu. If adjustment is necessary, it may be easier to print to an 8-1/2" x 11" sheet of paper first and then measure approximately how far margins need to be adjusted to hit the envelope. Margins are measured from the extent of the printer's print range rather than from the edge of the envelope.

See the Winvelope documentation for suggested print margins for some of the more common envelope sizes.

Using .BMP Files for Return Address Logos

You may optionally choose to use a bitmap (.BMP) graphic file as a logo for the return address. This feature does not support postscript printing.

First, you will need to create a logo. The image needs to be rather large. Winvelope prints at a scale of 1 printed inch per 300 screen pixels. To print a logo 2 inches wide by 1 inch tall, you will need to create a graphic image 600 x 300 pixels. Use Paintbrush or similar application to create the logo by setting the scaling units to pixels (PELS), size the work area to 300 times the size in inches that you want to print, (600 x 300 in the example above), and use all of the work area to create your image. You can also work with scanned images, but the same sizing considerations will hold true. You can incorporate a return address in your logo by adding it in with the text tool of your paint/drawing program. Save the image as a monochrome .BMP file.

After the logo has been created, activate 'Select Graphic Logo...' under Winvelope's OPTION menu. Use the directory/file listbox to search for and select the .BMP file. This file will remain the default logo until changed by this process again. Select the icon button depicting an envelope with a logo (fourth from the left) to print the graphic as the return address. The print position of the logo is controlled by the return address margin settings. The selected logo will display on the screen envelope graphic, but the screen image will not be an indication of the printed size of the image. The screen image will always be enlarged to fill all the allotted screen space.

Printing Envelopes

To print an envelope, select 'Print' from Winvelope's FILE menu, or click on the 'Print' icon button. For most HP compatible laser printers, it is not necessary to use 'Printer Setup' to change to landscape orientation. The landscape setting in Winvelope's 'Printing Defaults...' will cause the envelope to be printed landscape and then automatically return the printer setting to portrait.

A 'Printer Setup' button is provided for those whose printer and/or printer driver does not support this automatic switching to landscape and paper bin selection provided by Winvelope's 'Printing Defaults' settings. The current variety of CANON and ATECH Publisher's Powerpak printer drivers are known not to support this feature. HP Deskjet users will need to use 'Printer Setup' to select ENVELOPE as the paper size prior to printing.

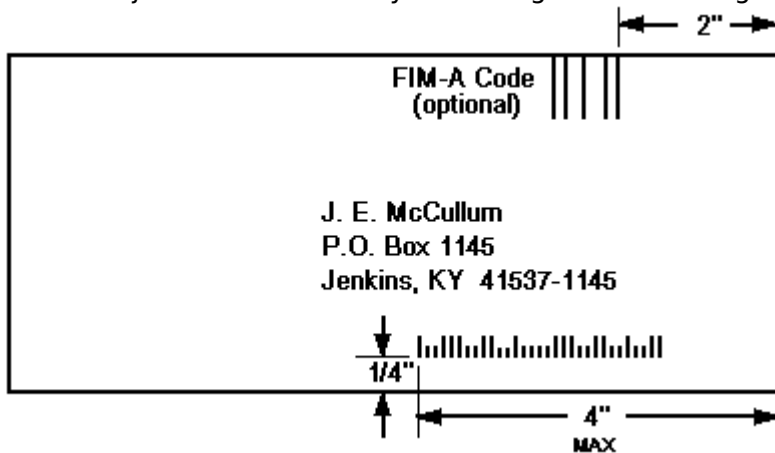
If you have access to more than one printer, you may also use 'Printer Setup' to select from a list of Windows installed printers. The active printer and port will display at the bottom of the screen. Printers selected in this manner become the default Windows printer.

See also...

[Configure Winvelope for your Printer](#)

Printing with POSTNET Bar Codes

POSTNET bar codes and the FIM -A code may be printed by making the appropriate selections under the OPTIONS menu or clicking the corresponding icon buttons. Print position adjustment is made by activating the 'Print Margins...' under FILE menu.



The FIM code should be printed no more than 2 inches from the right edge of the envelope and as close to the top edge as possible.

The beginning of the POSTNET bar code can be no more than 4 inches from the right edge of the envelope and approximately 1/4 inch from the bottom edge. See the Winvelope documentation for more detailed information on this subject.

See also...

[Change the Print Margins](#)

[Print the Envelope](#)

Registering Winvelope

...and getting a good night's sleep!

Winvelope is user supported (SHAREWARE) software and is not free. Users may evaluate Winvelope for a maximum of 30 days, after which a registration fee must be paid or Winvelope should be deleted from your system. This will keep you from feeling guilty and losing sleep. Registering shareware has also been said to cause Windows to run up to 500% faster, help in weight loss, grow hair on balding men, and more!

Registered users receive the latest version of Winvelope in their choice of diskette size, notices of future updates, and extended product support.

You can register by completing and printing the online registration form provided under Winvelope's HELP menu.

Getting Product Support

Product support may be obtained by any of the following:

Telephone: (606) 832-2493 Please call between 6:00 pm and 9:00 pm Eastern Time Zone.

Fax: (606) 832-2493

Compuserve: ID 71620,24

Software registration is not required for product support, however the author cannot return phone calls to non-registered users.

See also...

[Register Winvelope](#)

Finding Other Good Windows Shareware

Shareware distributors (call for catalog)

The Public Software Library (PsL) - (800) 242-4775

Software Excitement - (503) 826-8083

The Software Labs - (800) 359-9998

Public BBS's (modem settings: 1200/2400/9600, N,8,1)

Atlanta Windows BBS - (404) 516-0048

The Windows BBS - (607) 722-0177

Toolbar Icon Button Functions



This icon button turns off the return address printing option, so that the envelope prints without a return address.



This icon button turns on the return address printing option and imports the default return address for the active envelope. A return address file must have been previously chosen to be default or the return address area will remain blank.



This icon button activates a file open dialog box for the user to select a return address file to import to the active envelope. This return address will then remain the default until another is chosen. You must have previously created and saved at least one return address file or the file listbox will be empty.



This icon button turns on the graphic logo return option. When activated, the default graphic bitmap (.BMP) file is displayed in the return address area. A bitmap file must have been previously chosen using Select Graphic Logo under the Options menu or the area will remain blank.



This icon button turns the POSTNET bar code printing option on or off.



This icon button turns the FIM code printing option on or off.

POSTNET

POSTNET is a bar coding system used by the U.S. Postal Service to allow high speed sorting equipment to recognize the addressee ZIPCODE. It is identified as a series of tall and short vertical marks, most often found in the lower right corner of an envelope that has passed through the mail system.

BIN nos.

BIN nos. correspond to the paper trays available to laser printers. By varying this number, you can instruct your laser printer to prompt for MANUAL FEED and choose from the available paper trays. This number is generic and produces different results on different model printers. Trial and error will be necessary to achieve the desired effect.

common dialog

Common dialog refers to the standard dialog selection box used by Windows 3.1 applications for opening and saving files, selecting fonts, printer selection and setup, and color selection.

FIM code

FIM code refers to the 'Facing Identification Mark' used by the Postal Service to help in mail sorting. The 'FIM-A' pattern supplied with Winvelope consists of 5 vertical lines printed just to the left of the postage area of the envelope. The presence of this mark alerts the automatic scanning equipment that the envelope has been pre-printed with a ZIP+4 POSTNET bar code.

