

Palm Envelope Creator v2.0.59.51

User's Guide

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<http://www.quartztechnologies.com>

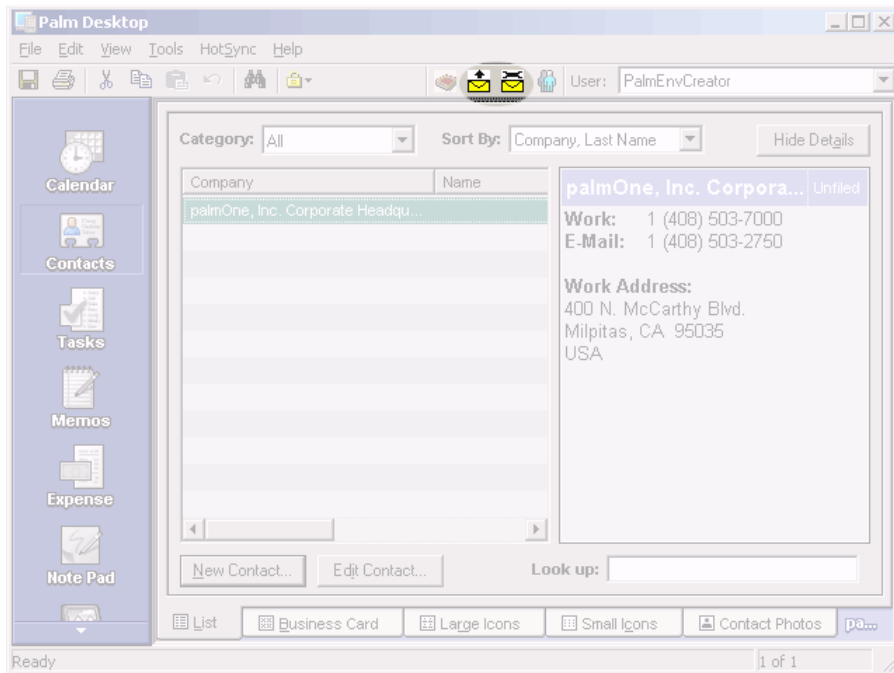
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INTRODUCTION

Thank you for your purchase of our Palm Envelope Creator Software. This is a software that integrates into Palm Desktop Software and enables you to print envelopes using your contact list data.

As it will run from inside your Palm Desktop Software, you don't need to deal with external applications to print your envelopes anymore. You will only need to use two new buttons that will appear once the Palm Envelope Creator Software is properly installed:



If you do not own a PDA, you still benefit from purchasing our software since the Palm Desktop Software usually can be downloaded free from <http://www.palmone.com> or other known download sites.

Palm Envelope Creator must be properly purchased and registered to function.

Convention: Throughout this manual you will be guided using screenshots where the parts non relevant to the instructions will be shown greyed out as in the graphic above. Your attention will be drawn to the necessary controls or data related to the instructions with full color, as shown with the two icons above.

Compatibility: Palm Envelope Creator Software has been developed and tested with Palm Desktop versions 4.1 and 4.1.4 running under Windows 98, ME, 2K, XP and XP Professional. It will probably run fine under other platforms and versions but we cannot support them neither guarantee proper operation.

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Important Note: Remember to take into account that some printers have a non-printable area at the margins, based on different media, printer, printer drivers or paper feeding type. Though we have done our best effort, some of the sizes and measurements may differ from actual setpoints values because of different printer driver implementations.

Purchasing: You can purchase Palm Envelope Creator Software at <http://www.palmgear.com>.

INSTALLATION AND REGISTRATION

1. Create directory : **c:\Program Files\QuartzTechnologies\PalmEnvCreator**
2. Unzip ALL files to: **c:\Program Files\QuartzTechnologies\PalmEnvCreator**
3. Close your Palm Desktop Software.
4. Run **c:\Program Files\QuartzTechnologies\PalmEnvCreator\PalmEnvCreatorInstaller.exe**
5. A dialog box will tell you if the software was installed.
6. When you press any of the new two buttons (see introduction page), you will be prompted with the registration information. Please fill in the Registration ID and Registration Code to properly register the software.

Note: if your **Program Files** directory is somewhere else than **c:\Program Files**, then replace **c:\Program Files** with the proper directory while using these instructions.

VERY IMPORTANT:

DO NOT UNZIP AND THEN COPY TO FINAL DIRECTORY, because there will be a file missing and installation will fail.

ONLY UNZIP ALL FILES TO FINAL DIRECTORY as explained in step 2 !!!

Be sure to have Administrator rights to install the software !!!

HOW TO UNINSTALL SOFTWARE

1. Go to directory: **c:\Program Files\QuartzTechnologies\PalmEnvCreator**
2. Close your Palm Desktop Software.
3. Run **c:\Program Files\QuartzTechnologies\PalmEnvCreator\PalmEnvCreatorInstaller.exe**
4. A dialog box should tell you that the program was removed. If it does not say so, please repeat steps 1 to 3.
5. Remove directory: **c:\Program Files\QuartzTechnologies\PalmEnvCreator** including all its contents.

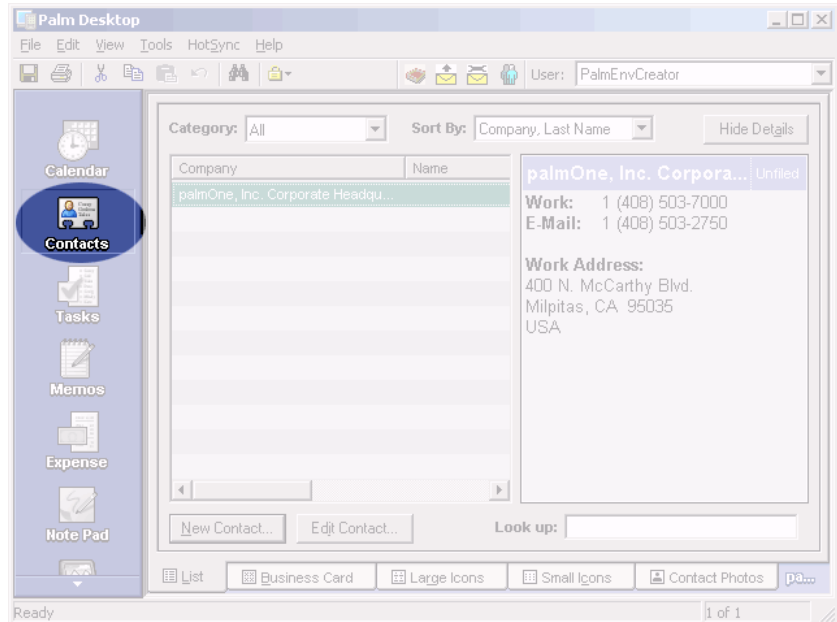
Note: if your **Program Files** directory is somewhere else than **c:\Program Files**, then replace **c:\Program Files** with the proper directory while using these instructions.

A SIMPLE EXAMPLE

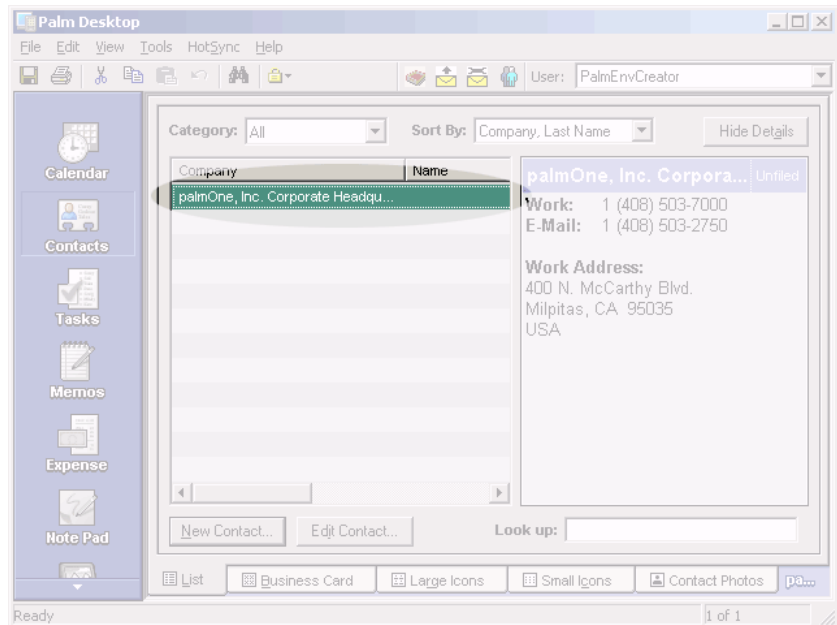
Before using the Palm Envelope Creator Software you need to install. Please follow the steps at the Installation Section before reading this section.

This is how to print your envelope from Palm Desktop:

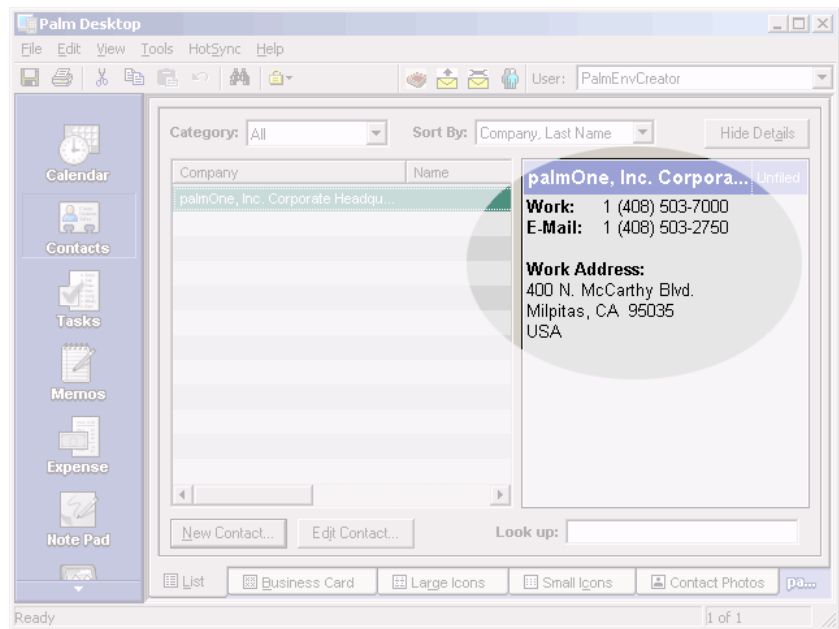
First choose **Contacts** at your Palm Desktop Software:



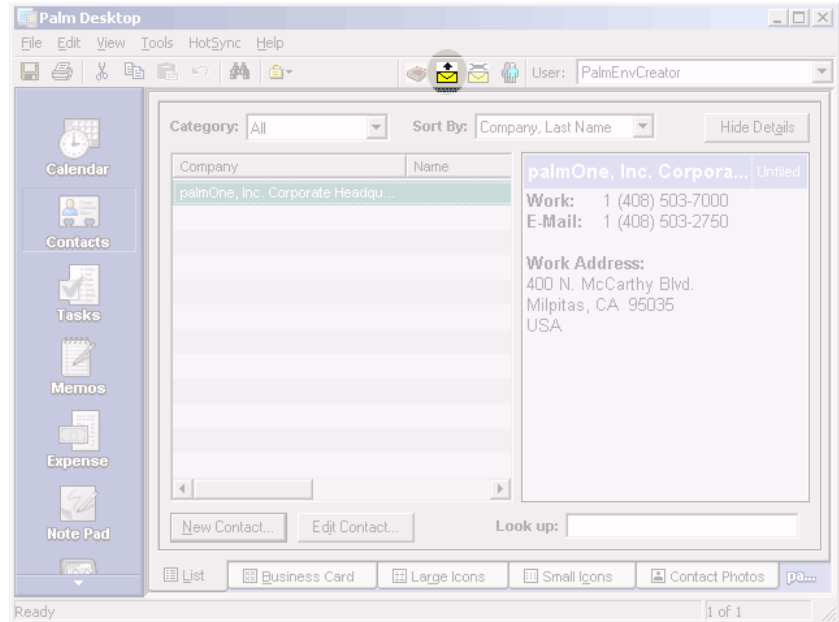
Then choose the contact in your contact list to whom the envelope should be addressed to:



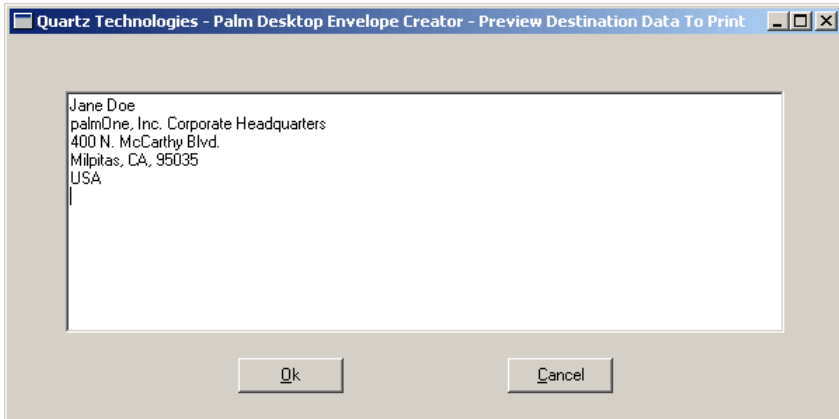
The data you will be printing in your envelope will be the data you already have for that contact:



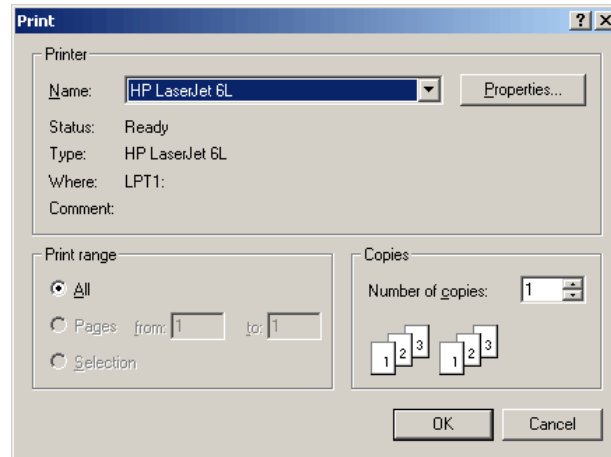
Then click on the **Print Envelope** icon:



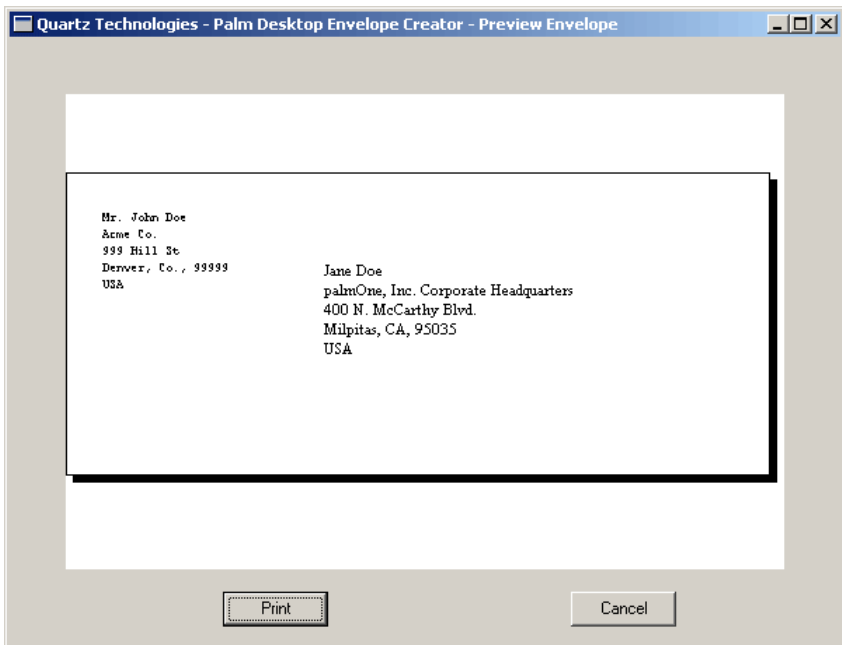
A window will be shown. In that window, you can make last minute modifications to the data (just in case you are missing some text or need to correct the spelling). Changes you make in this window will not be reflected on your Palm Desktop Software contact record, only on your envelope. Press **OK** to continue:



You can also select a different printer or printer properties before printing (i.e.: are you using thick paper?). Press **OK** to continue:



Finally, a print preview to have a last chance to cancel if something was not properly setup. If you select **Print**, ensure proper envelope feeding to the printer.



That is all you need to print your envelope. No need to open another application, no need to copy, paste or rearrange anything.

Now, please proceed to the “Advanced features” Section in order to know how to:

- Print in other type of envelopes
- Print using other fonts
- Include a return address
- Exclude a return address
- Have different formatting for different types of envelopes
- Batch printing of several envelopes at once
- Specifying what fields to print in Destination Address or adding fixed text.

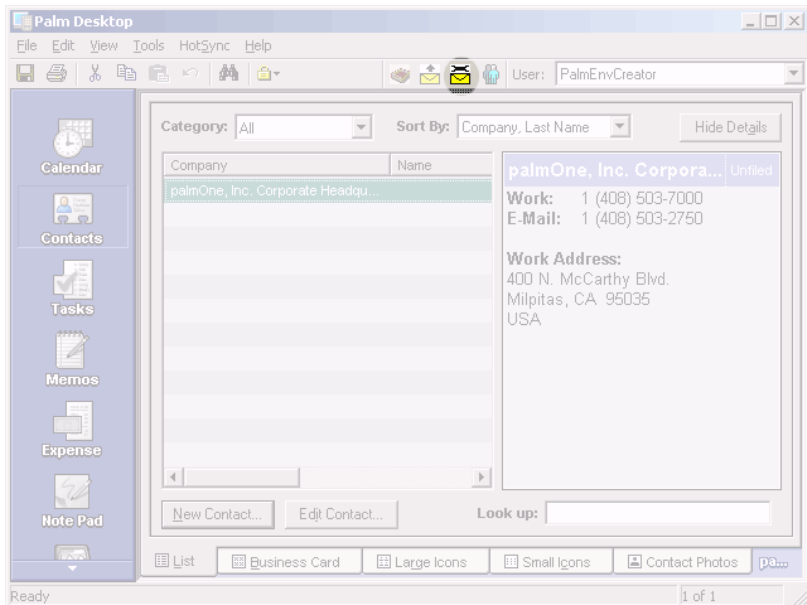
ADVANCED FEATURES

SETTING UP DIFFERENT TYPES OF ENVELOPES

The Palm Envelope Creator Software allows you to define several **Envelope Types** for routine use. Each **Envelope Type** allows you to have the following predefined settings:

- **Preferred Printer:** as different sizes and thickness are available according to different envelopes, you are enabled to assign different preferred printers for different Envelope types.
- **Paper size:** Here you select the paper size of your envelope.
- **Orientation:** Select the matching orientation for your printer/envelope combination.
- **Destination Address Design:** Position and fonts used for printing destination address.
- **Sender Address Design:** Position and fonts used for printing return address.

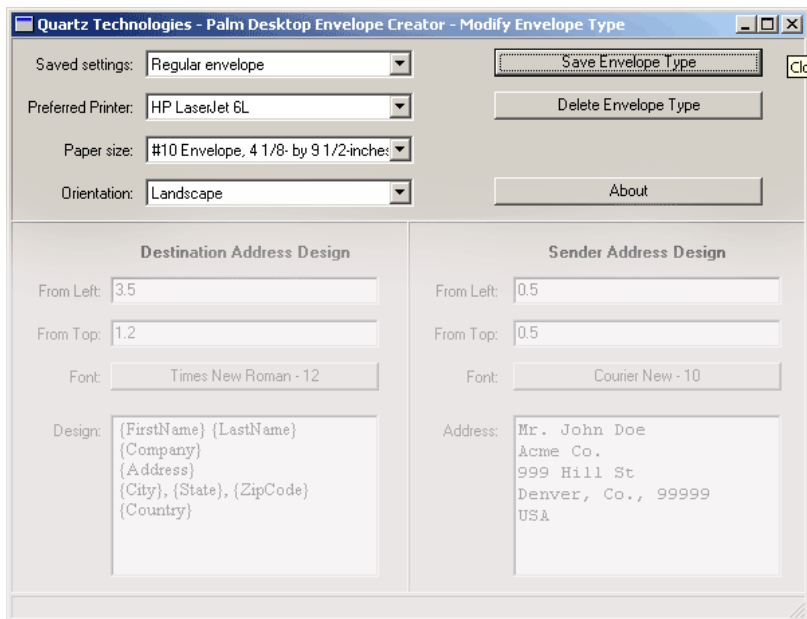
First select the Palm Envelope Creator **Tools** icon:



A window will appear with the last used settings. Choose the **Preferred Printer**, the Envelope size (**Paper Size**) and the **Orientation** and click on **Save Envelope Type**. Choose a new name and press **OK**. If you do not choose a new name, saved settings for current **Envelope Type** will be overwritten.

Remember that Destination Address Design and Sender (Return) Address Design are also saved individually for each **Envelope Type**. See the rest of this chapter to learn how to modify them.

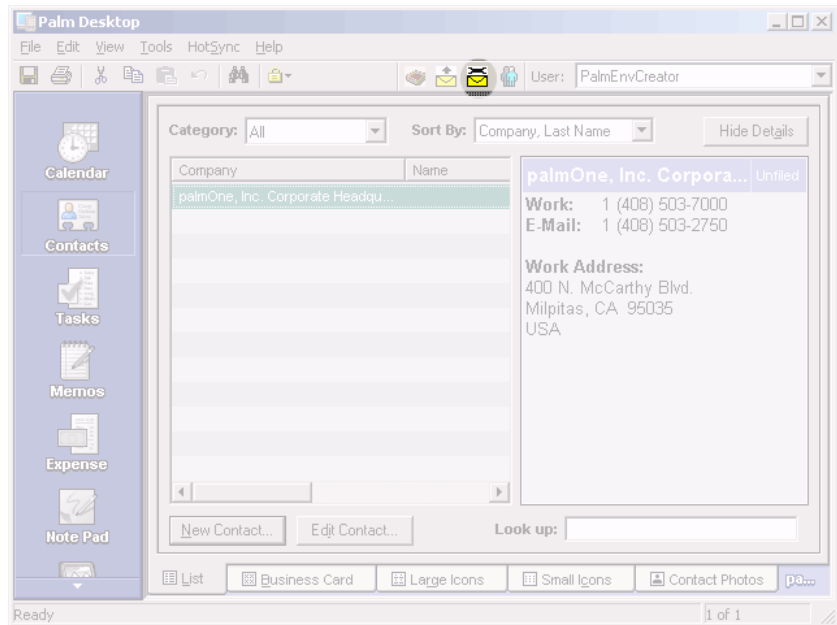
Close the window.



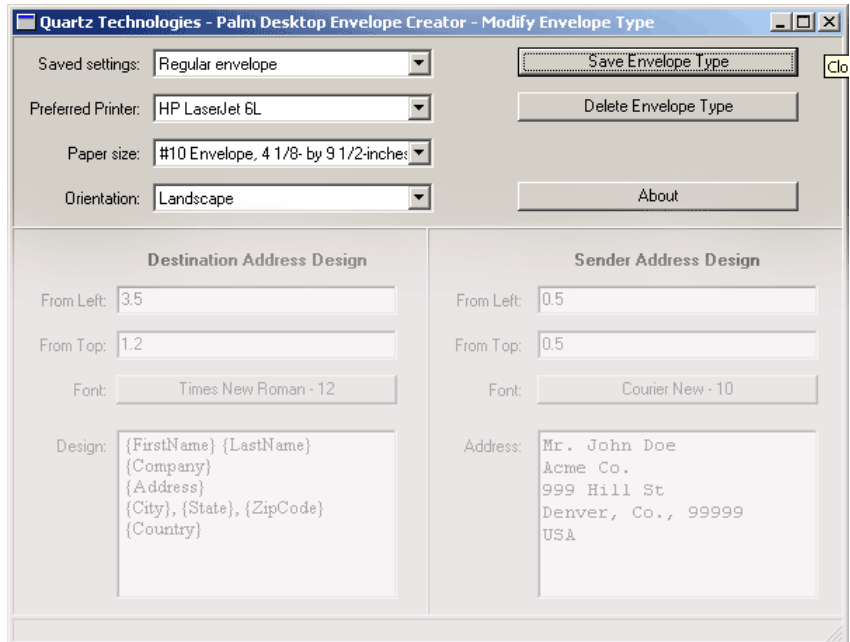
SPECIFYING WHAT TO PRINT IN DESTINATION ADDRESS

With the Palm Envelope Creator Software you can decide what fields coming from Palm Desktop Software (Address, City, State, ZipCode, etc.) to print in an envelope. You can also add fixed text, change fonts, specify where in an envelope has to be printed, etc.

First select the Palm Envelope Creator **Tools** icon:

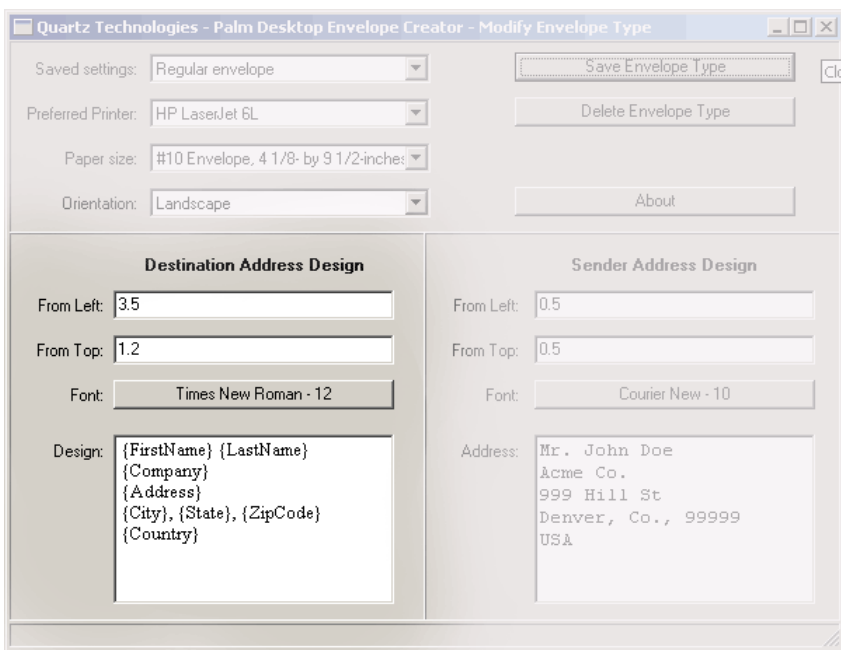


Select at **Saved Settings** the Envelope Type that you want to modify:



Select distances in inches **From Top** and **From Left** of the envelope borders where to print the destination address. Remember to take into account that some printers have a non-printable area at the margins.

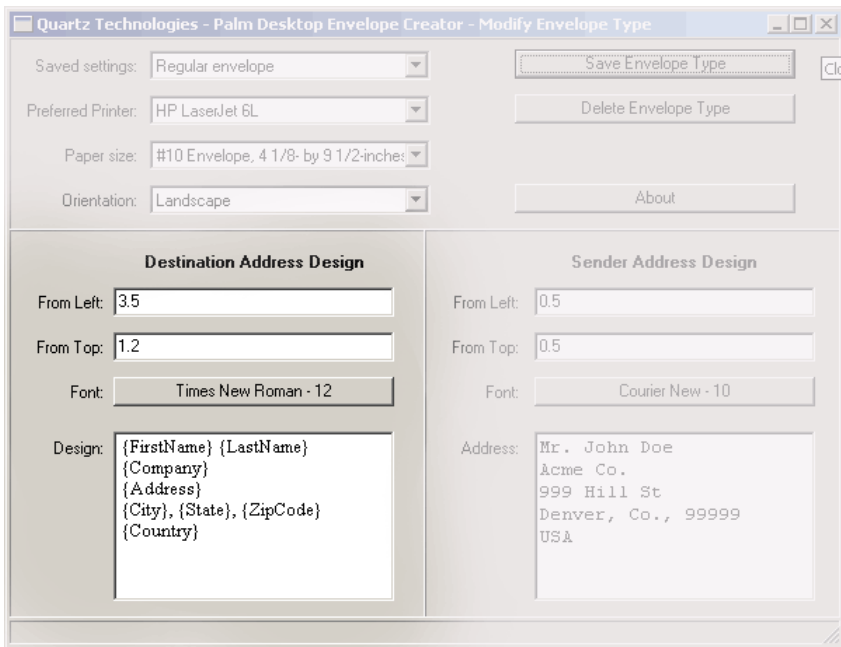
Select the font type and size that will be used to print the Destination Address.



Fill the **Design** box with the fields you want the software to retrieve from Palm Desktop Software, in the position where you would like it printed. Those fields will be replaced with the corresponding contact data at print time of the currently selected contact record at the Palm Desktop Software. You can also add fixed text or punctuation marks where you want them to appear. Just remember not to use curly brackets or braces as they are used to specify fields.

Select **Save Envelope Type** and then **OK** to save the changes.

Please see sections "Available Fields for printing Destination Address" to see which fields are supported by your Palm Desktop Version.



AVAILABLE FIELDS FOR PRINTING DESTINATION ADDRESS

Available Fields for printing Destination Address with Palm Desktop 4.1.0

This is the list of the available fields you can use at destination address and that will be replaced with the corresponding data at print time:

{FirstName}	{LastName}	{Title}	{Company}	
{Address}	{City}	{State}	{ZipCode}	{Country}
{Custom0}	{Custom1}	{Custom2}	{Custom3}	

Note: To check your Palm Desktop Version please go to "Help", "About Palm Desktop".

Available Fields for printing Destination Address with Palm Desktop 4.1.4

This is the list of the available fields you can use at destination address and that will be replaced with the corresponding data at print time:

{FirstName}	{LastName}	{Title}	{Company}	
{Address}	{City}	{State}	{ZipCode}	{Country}
{AddressEx}	{CityEx}	{StateEx}	{ZipCodeEx}	{CountryEx}
{Custom0}	{Custom1}	{Custom2}	{Custom3}	

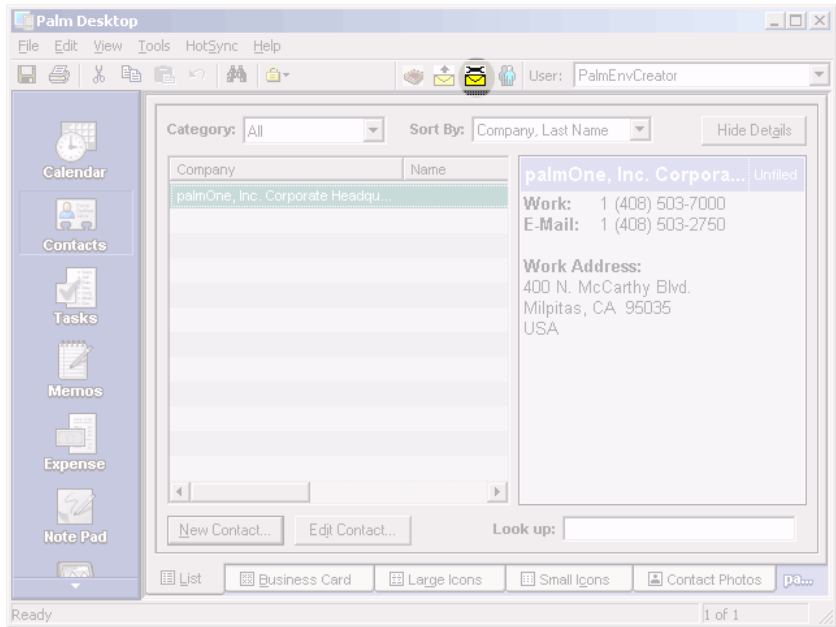
Please note that AddressEx, CityEx, StateEx, ZipCodeEx and CountryEx will not work for Palm Desktop 4.1.0, since it prints the Home Address instead of the Work Address, feature available only on Palm Desktop 4.1.4 and above.

Note: To check your Palm Desktop Version please go to "Help", "About Palm Desktop".

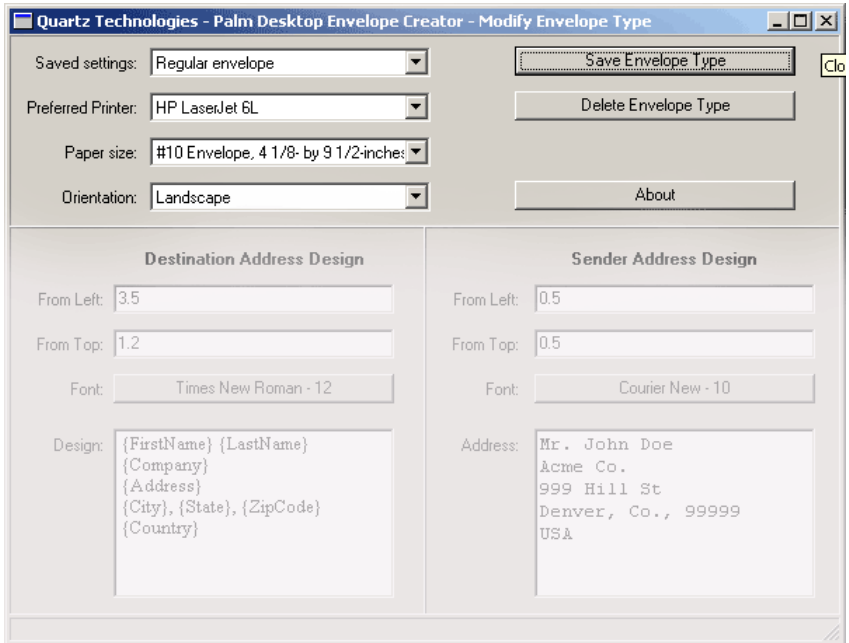
PRINTING A RETURN ADDRESS

If you want to have an **Envelope Type** print a predefined return address, follow these steps:

First select the Palm Envelope Creator **Tools** icon:



Select at **Saved Settings** the Envelope Type that you want to modify:

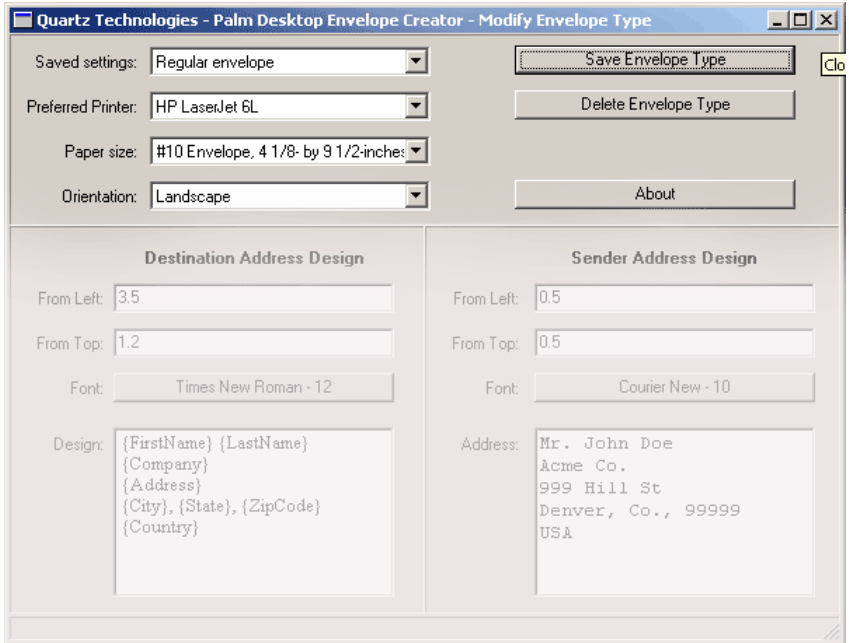
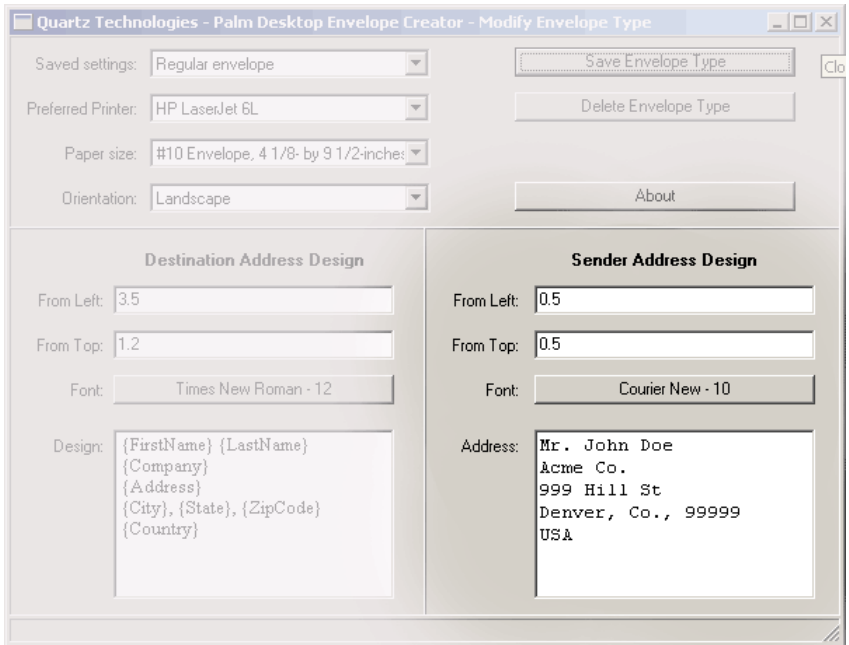


At the Sender Address Design fill in with the return address the **Address** box. This is a fixed text that will be printed always for this **Envelope Type**. Select approximate inches **From Left** and **From Top** of envelope where it will be printed. Select **Font** type and size to use while printing.

Remember to take into account that some printers have a non-printable area at the margins, based on different media, printer, printer drivers or paper feeding type.

Select **Save Envelope Type** and then **OK** to save the changes.

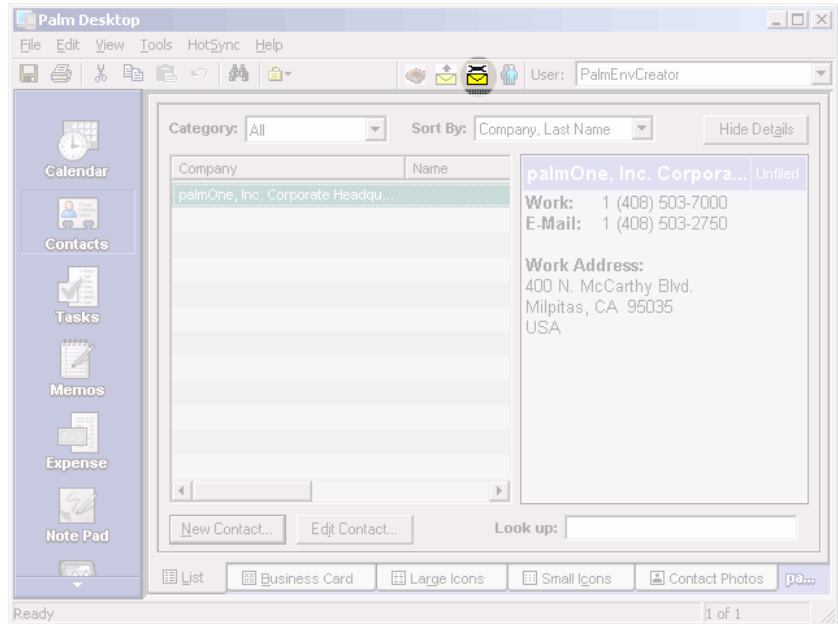
Close the window.



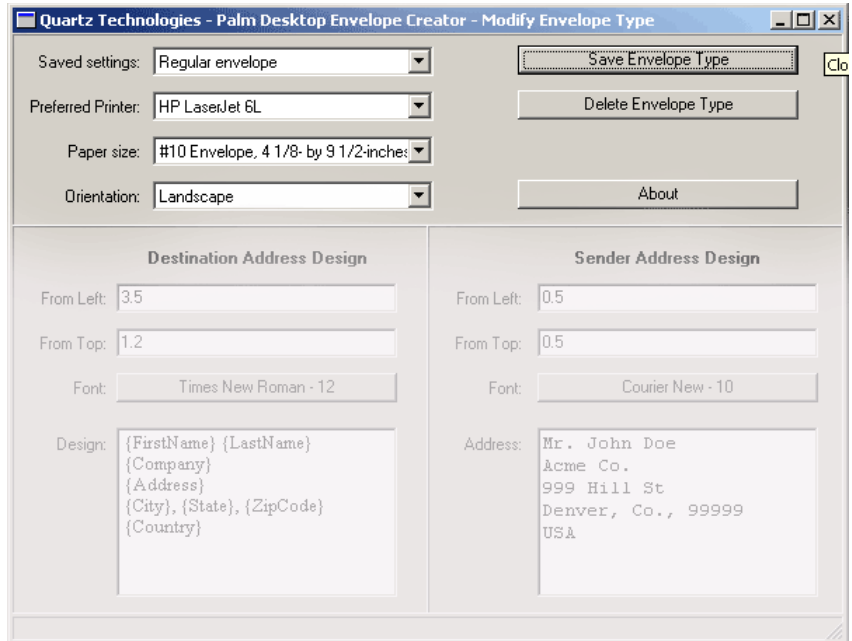
IF YOU DO NOT WANT TO PRINT A RETURN ADDRESS

If you want to have an **Envelope Type** NOT to print a return address, follow these steps:

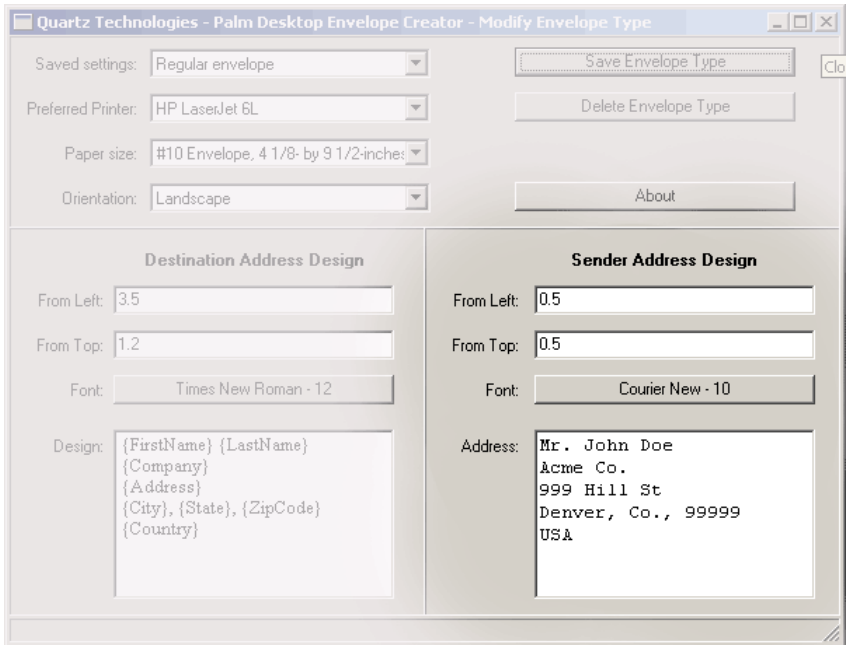
First select the Palm Envelope Creator **Tools** icon:



Select the **Envelope Type** that you want to modify.

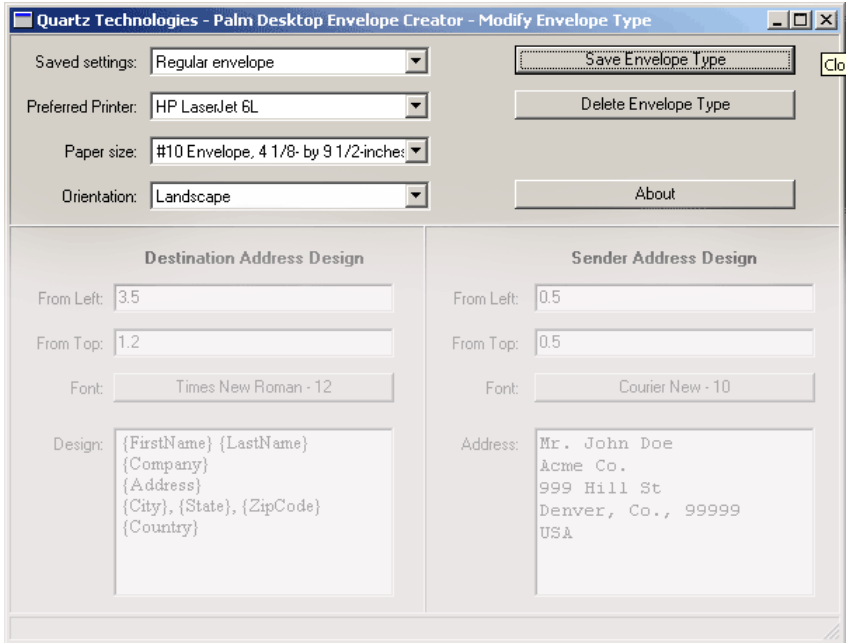


At the Sender Address Design **DELETE ALL TEXT** at the Address box.



Select **Save Envelope Type** and then **OK** to save the changes.

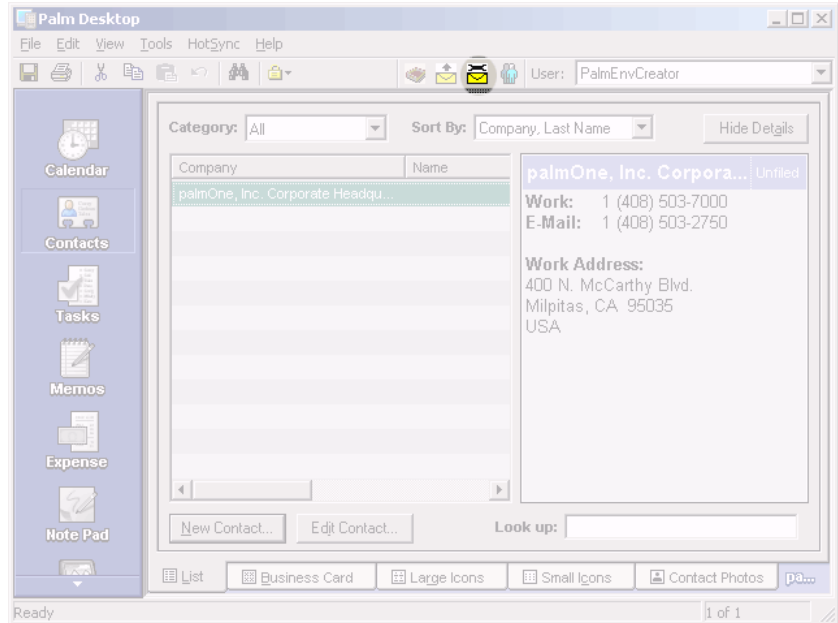
Close the window.



SETTING UP AN ENVELOPE TYPE WITH ANOTHER ENVELOPE TYPE AS A STARTING MODEL

You need to select an already existing envelope type setting, and save it under a new name. Then modify it and save the changes.

First select the Palm Envelope Creator **Tools** icon:

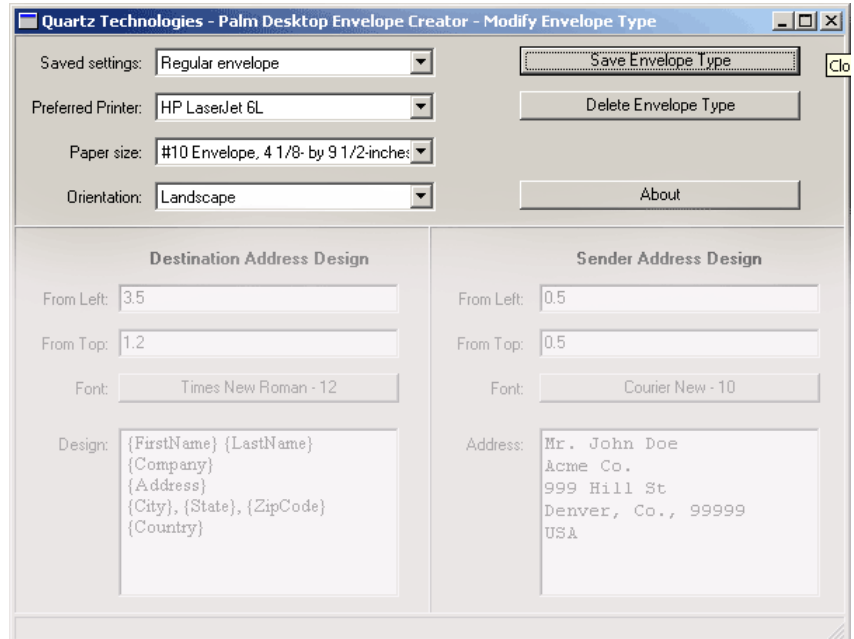


Select an already existing **Envelope Type** from which to derive new settings.

CHOOSE A NEW NAME for **Envelope Type** and press **OK** to save the new settings.

Modify Preferred Printer, Paper Size, Orientation, Destination Address Design, Sender Address Design. Click on **Save Envelope Type** and press **OK** to save the new settings.

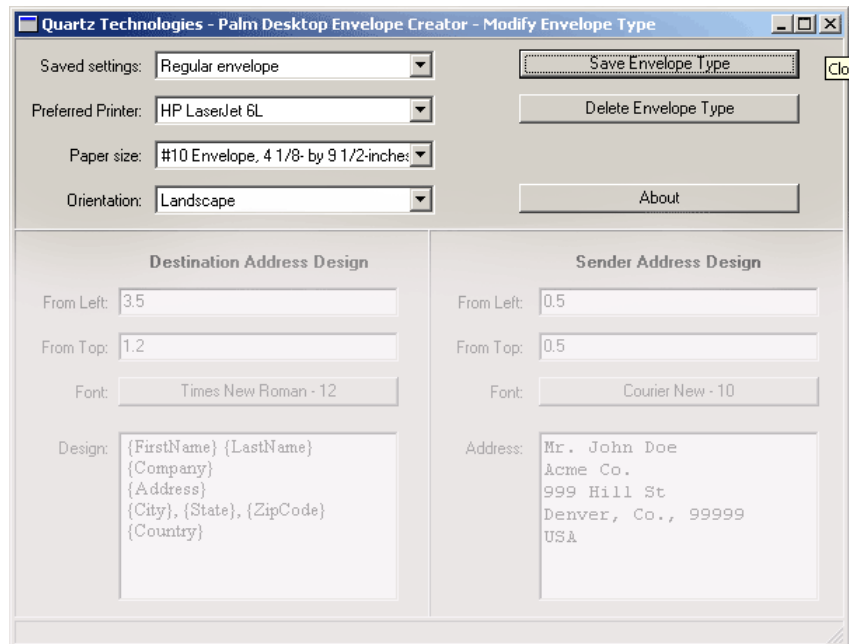
Close the window.



SELECTING ENVELOPE TYPE USED FOR PRINTING

Select an already existing **Envelope Type**.

Close the window.

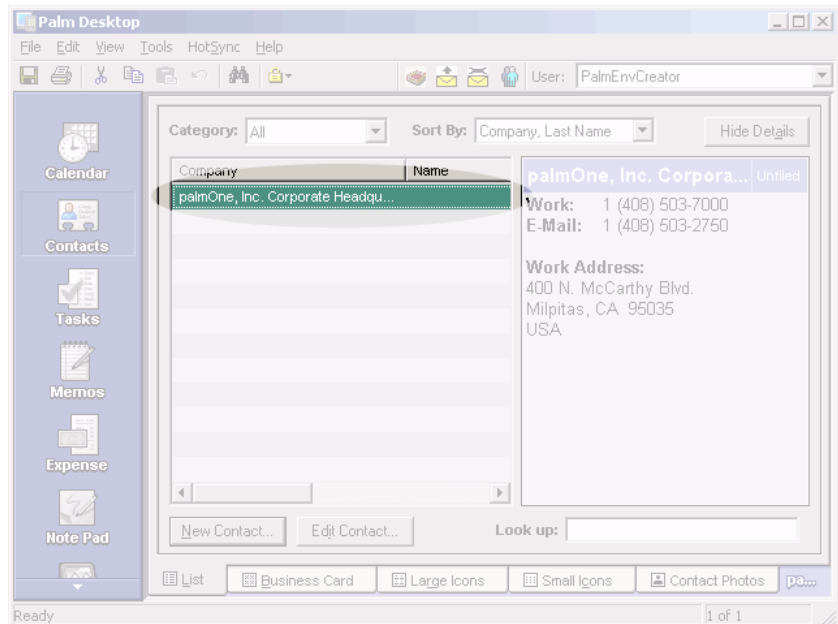


PRINTING SEVERAL ENVELOPES AT ONCE (BATCH PRINTING)

Just select several contacts at the Contacts page (press Ctrl key while selecting contacts).

Then follow instructions to print any envelope.

You can also select a category first to narrow down the list before "Ctrl" clicking the required contacts to be printed.



SUPPORT

Please read this manual thoroughly first. It will probably answer most of your questions. Navigate through the table of contents to find different subjects.

If you have a question, suggestion and/or problem that is not covered in this manual, please complete our support form at <http://www.quartztechnologies.com>. Have your license and your purchase data with you as you will be required to fill in some data.

DIFFERENCES FROM OLDER VERSIONS

DIFFERENCES FROM VERSION 2.0.57

1. Added XP Professional support.
2. Only asks for printer at the beginning of batch printing.
3. Registration ID and Registration code label change.
4. About forms reflects correct program version.

DIFFERENCES FROM VERSION 2.0.55

1. Added the possibility of multiple printing.
2. Added possibility of printing work or home address.
3. Print queue shows which contacts are being printed. (Open printer to see print queue).
4. Updated installation software.