QUICK ENVELOPES™

User Manual

MAR Software™

THE WAVE OF THE FUTURE

About this manual

This manual and the software described in it are copyrighted by MAR Software™. Under the copyright laws, this manual may not be copied in whole or in part, without the written consent of MAR Software. This exception does not allow copies to be made for others, whether or not sold, but all of the material purchased may be sold or given to another person. Under the law, copying includes translating into another language.

Every effort has been made to ensure that the information in this manual is accurate. MAR Software is not responsible for clerical or printing errors.

Apple and Newton are trademarks of Apple Computer, Inc., registered in the United States and other countries. NewtonMail, Newton Backup Utility, Newton Toolkit and Newton are trademarks of Apple Computer, Inc. Canvas is a trademark of Deneba Software. PageMaker and Distiller are trademarks of Adobe Corporation. HP LaserJets are a trademark of Hewlett Packard.

Mention of third-party products is for informational purposes only and constitutes neither an endorsement nor a recommendation. MAR Software assumes no responsibility with regard to the performance or use of these products

Cover photo: The cover photo shows the Newton MessagePad 2000 resting on The Executive™ Newton Stand from MAR Software. To view the stand and our other fine Newton products, please visit our website at http://www.marsoftware.com.

Table of Contents

Chapter 1
Introduction to QuickEnvelopes™

Welcome to QuickEnvelopes from MAR Software. QuickEnvelopes is the first envelope printing utility designed for the Newton MessagePad. It is compatible with most ink-jet and laser printers. Exceptions and oddities we are aware of are noted in the appendix.

QuickEnvelopes was created due to numerous requests from our registered user base. We thank them for the inspiration.

The program currently supports printing to A10-sized envelopes. Other sizes will be added at a later date.

We at MAR Software would like to thank you for choosing QuickEnvelopes and we invite your comments and suggestions regarding our product. Please send email to us at support@marsoftware.com

or surface mail to:
MAR Software
1801 Shore Line Drive, Suite 233B
Alameda, CA 94501 U.S.A.

Installing QuickEnvelopes

The QuickEnvelopes application is installed onto your Newton using the Newton Backup Utility or the Newton Connection Utility.

1   If you want to install the software onto a storage card, insert the card into your Newton.

2   Connect your Newton to your desktop computer using a serial cable. For more complete instructions on doing this, see the Utility's user guide.

3   On your Newton, tap Extras 📁.

4   In the Extras Drawer, tap Dock 💻.

5   Choose the type of connection from the Connection Options slip.

6   On your Macintosh or Windows screen, select Install Package.

7   In the slip that appears, choose QuickEnvelopes.

8   On your Newton, tap Connect to establish a connection.

    The QuickEnvelopes application is installed in the Extras Drawer.

When QuickEnvelopes is first launched, a registration
screen appears. Enter the registration code on the line
provided and tap Register. You will find your registration
code on the registration card that came with your
QuickEnvelopes software, and on the back of the
installation diskette.

If no registration code is entered, QuickEnvelopes will
operate for 14 days as a trial version. After 14 days it will
expire and the registration code must be entered to re-
activate it.

After accepting the registration code, QuickEnvelopes opens to the overview and displays an unaddressed envelope. From the overview you can address this first envelope.

Addressing the first envelope

1 Tap the unaddressed envelope that appears in the Overview.

An address slip opens. The address slip shows the MessagePad owner's name and address as the sender. You can leave this as is, change any part of it, or choose a new sender from your address book.

To change the sender:

2 Tap rolodex icon next to Sender.

Your address book opens.

3 Choose a sender.

The new sender information will appear in the address slip. You can now choose the addressee.

Choosing the addressee

1 Tap the rolodex icon next to Addressee.

The address book opens.

2 Choose an addressee.

The addressee information will appear in the address slip.
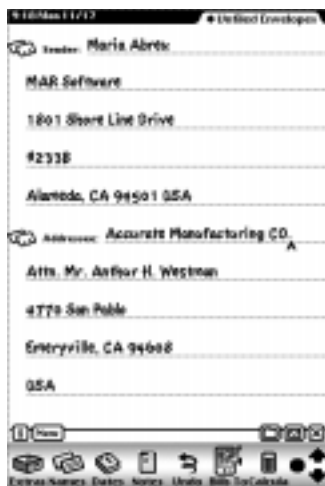
Chapter 3
Printing Envelopes

Once you have created an address slip, you can print it.

To print from an address slip

1 With the address slip you want to print open, tap the
   Action button and tap Print Envelope.

   The Print slip opens.

2 Choose a printer.

3 Choose a format. See *Print Formats* later in this chapter
   for more information on the available print formats.

4 Choose a font and size, if desired.

5 Place the envelope in the manual feed tray.
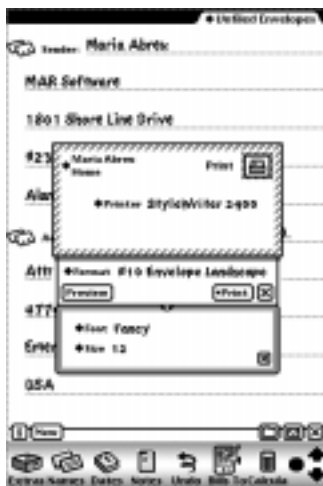
6 Tap Print.

Print Formats

QuickEnvelopes offers three print formats that cover most printing needs. You will need to place your envelopes in your printer's manual feed paper tray. You may wish to consult your printer's manual for instructions on using its manual feed tray with envelopes. You should also run tests using the different settings until you determine which one works best with your printer. See *Appendix A* for known printing limitations.

#10 Envelope Landscape

This setting is used primarily for inkjet printers. The envelope is fed into the printer as shown below. The envelope flap is at the top, facing the back of the printer.

InkJet printer, landscape mode

#10 Envelope Portrait Left

This setting is used primarily for laser printers. When you are facing the printer's manual feed tray, the envelope is fed into the left side of the tray as shown below. You may need to run tests to see exactly on which side the envelope flap needs to go. This varies from printer to printer.

Laser printer, Portrait Left

#10 Envelope Portrait Right

This setting is used primarily for laser printers. When you are facing the printer's manual feed tray, the envelope is fed into the right side of the tray as shown below. You may need to run tests to see exactly on which side the envelope flap needs to go. This varies from printer to printer.

Laser printer, Portrait Right

Printing Multiple Envelopes

While it is possible to print several envelopes at once, current limitations cause this to be a multistep operation on printers that use the portrait left and portrait right settings. See page 16 for more information on this limitation.

Quick Envelope

To print several envelopes at one time with portrait left or portrait right settings:

1 Go to the first envelope you want to print.

2 Choose Print from the Action button.

3 In the print slip, choose Print Later.

4 Do this for all envelopes you want to print.

5 Go to the Extras Drawer and open your InOut box.

6 In the InOut box, Print all.

To print several envelopes at once to printers that use the landscape setting:

1 Go to the overview and choose all the envelopes you want to print by tapping their checkbox.

2 Tap the Action button and choose Print.

Chapter 4
The Overview

When you launch QuickEnvelopes for the first time, it opens to the Overview. The Overview is a summary page that shows all the envelopes in the currently active folder. On first launch, the Overview appears with an unaddressed envelope in the Unfiled Envelopes folder.

Displaying all Envelopes in the Overview

Envelopes can be filed into individual folders. You may, for example, choose to file envelopes for the bills you pay in a Bills folder for easy access each month. You may have a separate file for friends, business, or any category you normally use.

In the overview you can view envelopes filed in a specific folder, or you can view all envelopes you have created.

To display all of the envelopes in the Overview

1   Tap the Overview button in the MessagePad button bar.

2   Tap the diamond at the top right of the Overview.

3   Tap All Envelopes at the bottom of the choice list.

You can also follow the steps above to switch to a different folder. Instead of tapping All Envelopes, tap the folder you want to go to.

Scrolling the Overview

The Overview displays a varying number of envelopes, depending on which Newton and which orientation you are currently using. If you have more envelopes than can be displayed, you must scroll to see the rest of them.

To scroll the Overview

- Tap the down arrow in the button bar to see items at the bottom of the Overview, or;

- Tap the up arrow to see items at the top of the Overview.

Switching From Overview to address slip

- Tap an envelope in the Overview to open it, or;

- Tap the New button and create a new envelope, or;

- Tap the Overview button to open the first envelope.

Chapter 5
The Preferences

QuickEnvelopes allows you to select which fonts to use when printing and displaying your envelope. You can choose the font each time you print, or you can set your favorite font in the QuickEnvelopes Preferences and that will be the font used by QuickEnvelopes each time you print.

To change the default font

1   Tap the Info button **i** and choose Prefs.

> ### Quick Envelope
> ● Display Font Casual
> ● Display Font Size 12
> ● Print Font Fancy
> ● Print Font Size 12
> ☐ Always store new envelopes internally
> ⊠

2   Adjust the settings as desired and close the Prefs slip.

All envelopes created after the changes will use the new settings.

Important InkJet printers will print the Newton Casual font, Laser printers will substitute this font.

Appendix A
Known Incompatibilities

Due to limitation in the Newton Operating System, some printing operations are not as straightforward as they are from desktop computers.

The Newton currently does not allow you to select a specific paper tray when printing. Therefore, it is not possible to choose a printer's manual feed tray. Some printers, such as the HP LaserJets will automatically use the paper placed in the manual feed tray, some printers, such as the Apple LaserWriters will not. If your printer does not automatically use the manual feed tray when paper (or envelopes) are placed there, you will need to empty the paper cassette in order to force the printer to use the manual feed tray. Apple is aware of this limitation.

A second limitation occurs when attempting to print multiple envelopes. You can choose several envelopes in the Overview and choose to print them, however, there is no provision for changing the print orientation when multiple items are selected. The printer driver will default to landscape. This means that printing multiple envelopes will work only if your printer can use landscape format (as is the case for most inkjet printers). If your printer requires either of the other two printing options, you will need to use the procedure described on page 11 to print multiple envelopes. We are attempting to find a workaround for this.

License Agreement
Quick Envelope

1. License. The application, demonstration, system and other software accompanying this License, whether on disk, in read only memory, or by any other media (the "Software"), the related documentation and fonts are licensed to you by MAR Software. You own the media on which the Software and forts are recorded but MAR Software and/or MAR Software's Licensor(s) retain title to the Software, related documentation and fonts. This License allows you to use the Software and fonts on a single Newton Product (which, for the purposes of this License, shall mean a product bearing Apple's Newton logo), and make one copy of the Software and fonts in machine-readable form for backup purposes only. You must reproduce on such copy MAR Software's copyright notice and any other proprietary legends that were on the original copy of the Software and fonts. You may also transfer all your license rights in the Software and fonts, the backup copy of the Software and fonts, the related documentation and a copy of this License to another party, provided the other party reads and agrees to accept the terms and conditions of this License.

2. Restrictions. The Software contains copyrighted material, trade secrets and other proprietary material and in order to protect them you may not decompile, reverse engineer, disassemble or otherwise reduce the Software to a human-perceivable form. You may not modify, network, rent, lease, loan, distribute or create derivative works based upon the Software in whole or in part.

3. Termination. This License is effective until terminated. You may terminate this License at any time by destroying the Software and related documentation and fonts. This License will terminate immediately without notice from MAR Software if you fail to comply with any provision of this License. Upon termination you must destroy the Software, related documentation and fonts.

Quick Envelope

4. Export Law Assurances. You agree and certify that neither the Software nor any other technical data received from MAR Software, nor the direct product thereof, will be exported outside the United States except as authorized and as permitted by the laws and regulations of the United States. If the software has been rightfully obtained by you outside of the United States, you agree that you will not reexport the Software nor any other technical data received from MAR Software, nor the direct product thereof, except as permitted by the laws and regulations of the United States and the laws and regulations of the jurisdiction in which you obtained the Software.

5. Government End Users. If you are acquiring the Software and fonts on behalf of any unit or agency of the United States Government, the following provisions apply. The Government agrees:

 (i) if the Software and fonts are supplied to the Department of Defense (DoD), the Software and fonts are classified as "Commercial Computer Software" and the Government is acquiring only "restricted rights" in the Software, its documentation and fonts as that term is defined in Clause 252.227-7013(c)(1) of the DFARS; and

 (ii) if the software and fonts are supplied to any unit or agency of the United States Government other than the DoD, the Government's rights in the Software, its documentation and fonts will be as defined in Clause 52.227-19(c)(2) of the FAR or, in the case of NASA, in Clause 18-52.227-86(d) of the NASA Supplement to the FAR.

6. Disclaimer of Warranty on Software. You expressly acknowledge and agree that use of the Software and fonts is at your sole risk. The Software, related documentation and fonts are provided "AS IS" and without warranty of any kind and MAR Software and MAR Software's Licensor(s) (for the purposes of provisions 6 and 7, MAR Software and MAR Software's Licensor(s) shall be collectively referred to as "MAR Software") EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. MAR SOFTWARE DOES NOT

WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFT-
WARE WILL MEET YOUR REQUIREMENTS, OR THAT THE OPERA-
TION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR-
FREE, OR THAT DEFECTS IN THE SOFTWARE AND THE FONTS
WILL BE CORRECTED. FURTHERMORE, MAR SOFTWARE DOES
NOT WARRANT OR MAKE ANY REPRESENTATIONS REGARDING
THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE AND
FONTS OR RELATED DOCUMENTATION IN TERMS OF THEIR COR-
RECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE. NO ORAL
OR WRITTEN INFORMATION OR ADVICE GIVEN BY MAR SOFT-
WARE OR AN AUTHORIZED REPRESENTATIVE OF MAR SOFTWARE
SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE
SCOPE OF THIS WARRANTY. SHOULD THE SOFTWARE PROVE DE-
FECTIVE, YOU (AND NOT MAR SOFTWARE OR AN AUTHORIZED
REPRESENTATIVE OF MAR SOFTWARE) ASSUME THE ENTIRE
COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION.
SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION IF IM-
PLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT AP-
PLY TO YOU.

7. Limitation of liability. UNDER NO CIRCUMSTANCES INCLUD-
ING NEGLIGENCE, SHALL MAR SOFTWARE BE LIABLE FOR ANY
INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT
RESULT FROM THE USE OR INABILITY TO USE THE SOFTWARE
OR RELATED DOCUMENTATION, EVEN IF MAR SOFTWARE OR
AN AUTHORIZED REPRESENTATIVE OF MAR SOFTWARE HAS
BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME
JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION
OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES
SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO
YOU. In no event shall MAR Software's total liability to you for all
damages, losses, and causes of action (whether in contract, tort
(including negligence) or otherwise) exceed the amount paid by
you for the Software and fonts.

8. Controlling Law and Severability. This License shall be gov-
erned by and construed in accordance with the laws of the United

States and the State of California, as applied to agreements entered into and to be performed entirely within California between California residents. If for any reason a court of competent jurisdiction finds any provision of this License, or portion thereof, to be unenforceable, that provision of the License shall be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this License shall continue in full force and effect.

9. Complete Agreement. This License constitutes the entire agreement between the parties with respect to the use of the Software, related documentation and fonts, and supersedes all prior or contemporaneous understandings or agreements, written or oral, regarding such subject matter. No amendment to or modification of this License will be binding unless in writing and signed by a duly authorized representative of MAR Software.

Index

Colophon
The MAR publishing system

This manual was written, edited, and produced on a desktop publishing system using Apple® Macintosh PowerPC computers and Adobe® PageMaker™. Technical illustrations were drawn in Canvas™; screen shots were created with Newton Toolkit software and edited in Canvas. Proof pages were created on Apple LaserWriter printers. The final electronic manual files were created with Adobe PageMaker. PDF files were created using Adobe Acrobat Distiller™.

Text type is Apple Garamond and Adobe Helvetica Black.

Quick Envelope