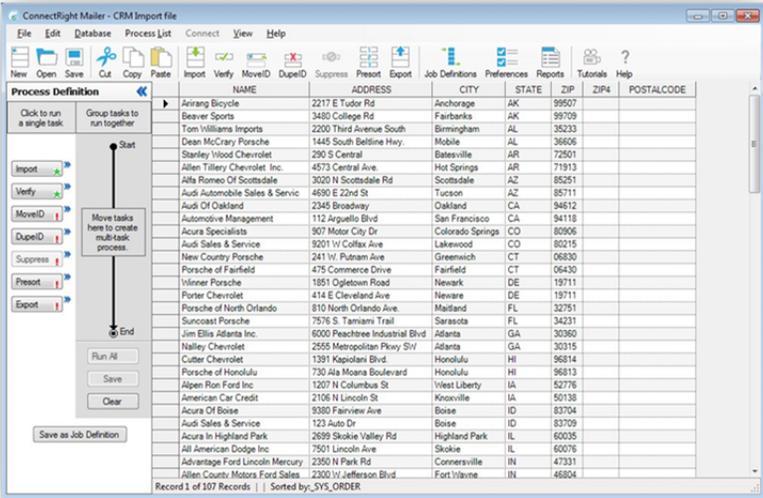
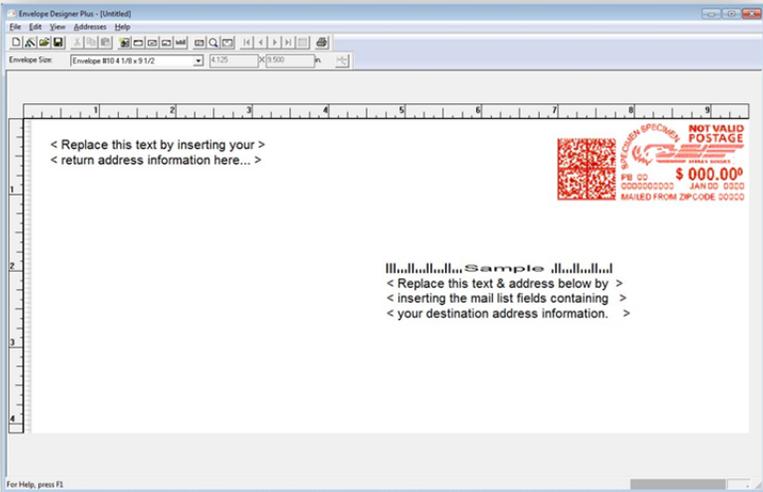


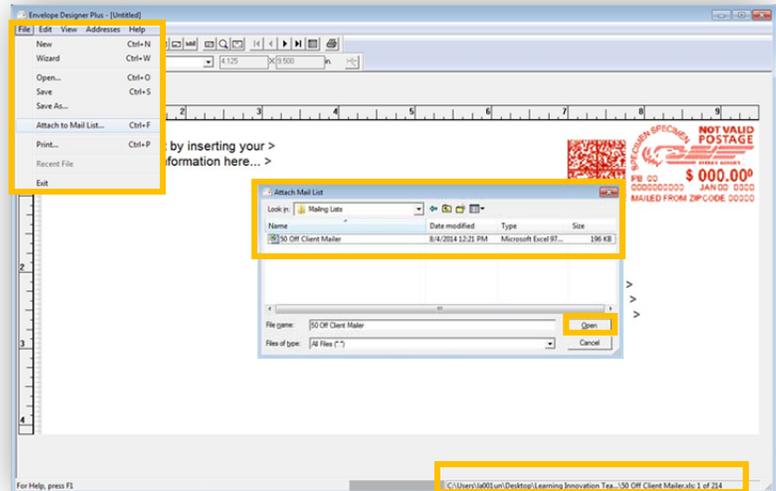
Objective: To successfully configure mail.dat for electronic processing.

	Comment	ACTION – DO THIS
1	<p>Envelope Designer Plus is a separate application that attaches to a mail list exported from ConnectRight Mailer.</p> <p>There are two methods to attach to an exported list. The first is to export the list and have ConnectRight Mailer automatically launch Envelope Designer Plus and attach to the exported list.</p> <p>The second method is to export the list and then manually attach to the exported list using Envelope Designer Plus.</p>	
2	<p>To automatically launch Envelope Designer Plus after export, review the Exporting a Mailing List tutorial for detailed instructions.</p> <p>To manually attach to the exported list, make note of where you stored your exported mailing list, close ConnectRight Mailer, and then launch Envelope Designer Plus.</p>	

ConnectRight™ Mailer Printing with Envelope Designer Plus

3

After opening Envelope Designer Plus, click File, Attach to Mail List. Browse to the location where your exported mailing list is stored and then click Open. Once selected, your attached list is shown at the bottom of the screen.

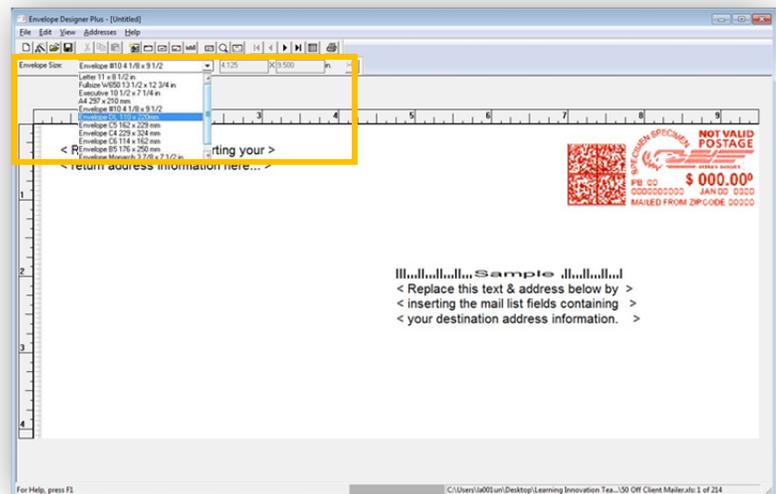


4

You can now design your envelope. Begin by selecting the Envelope Size for this mailing.

Select any of the predefined envelopes or choose "Custom" to define your own envelope size.

NOTE: Custom envelopes that do not conform to USPS width and length limits may be subject to a surcharge and could increase the cost of your mailing.

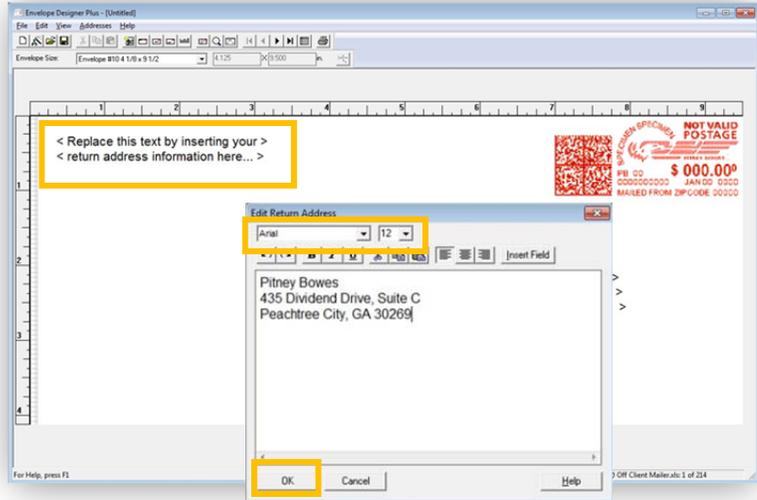


ConnectRight™ Mailer Printing with Envelope Designer Plus

5

Double-click the text in the upper left-hand corner of the envelope to enter the return address information.

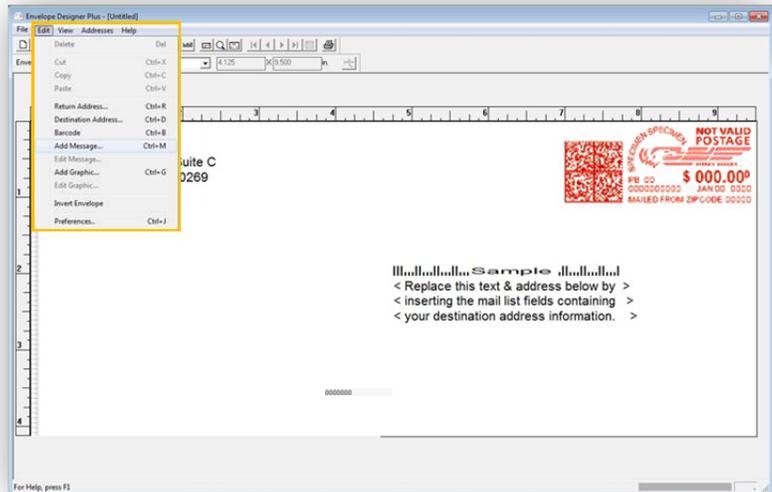
Replace the bracketed text with the desired address. Select the new text then click Font Face and Font Size options to customize the address appearance. Click OK when complete.



6

Including a message line on your envelope enables you to notify your customers of upcoming events or special promotions.

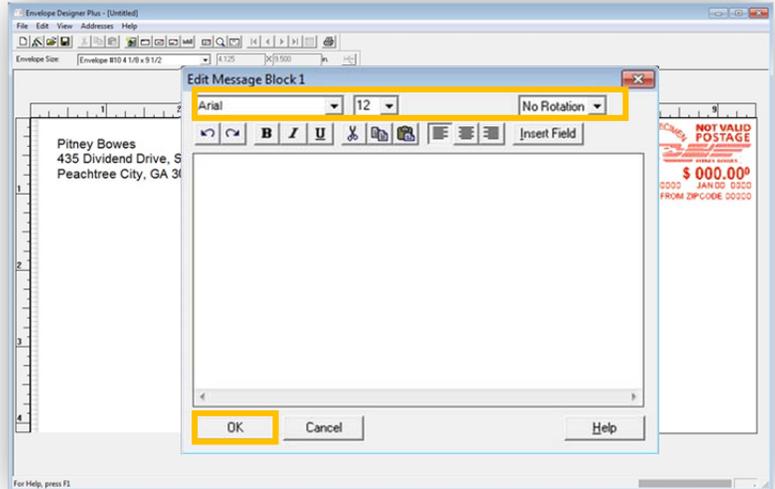
To customize and add a message line, click Edit, Add Message.



ConnectRight™ Mailer Printing with Envelope Designer Plus

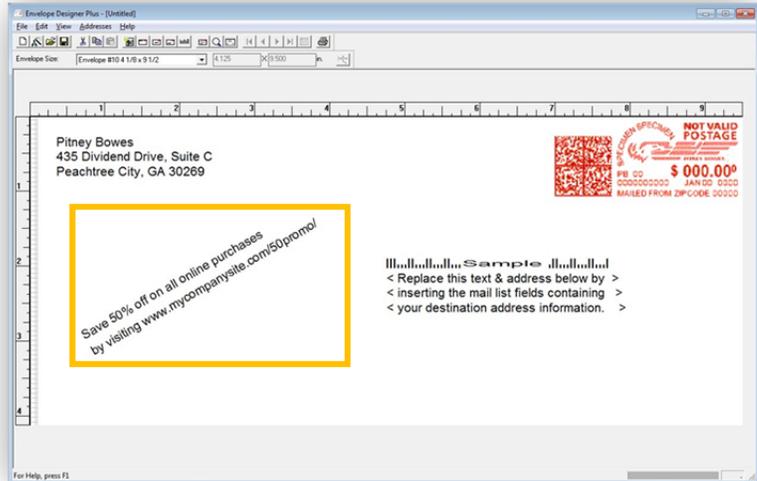
7

Enter the desired text, select the Font Face and Font Size options then choose how much the text should be rotated. This enables you to offset and position the text to gain more attention. Click OK when complete.



8

If you need to change the message line, double click on the text to reopen the dialog box. You may also click and drag the message line around the screen for optimal placement.

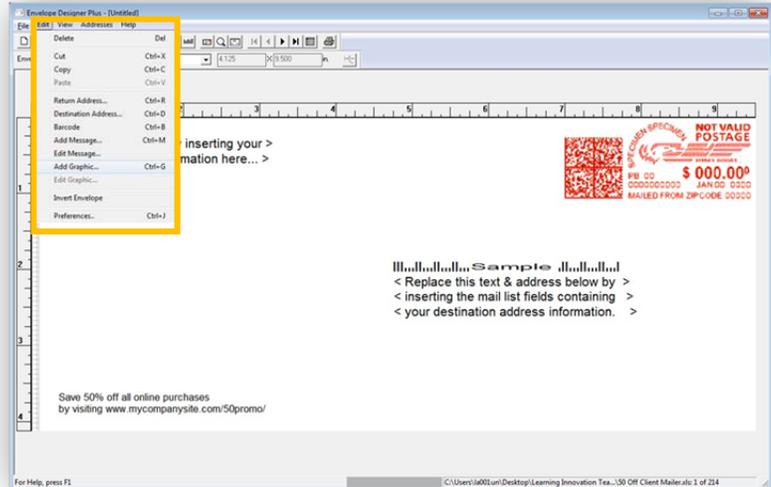


ConnectRight™ Mailer Printing with Envelope Designer Plus

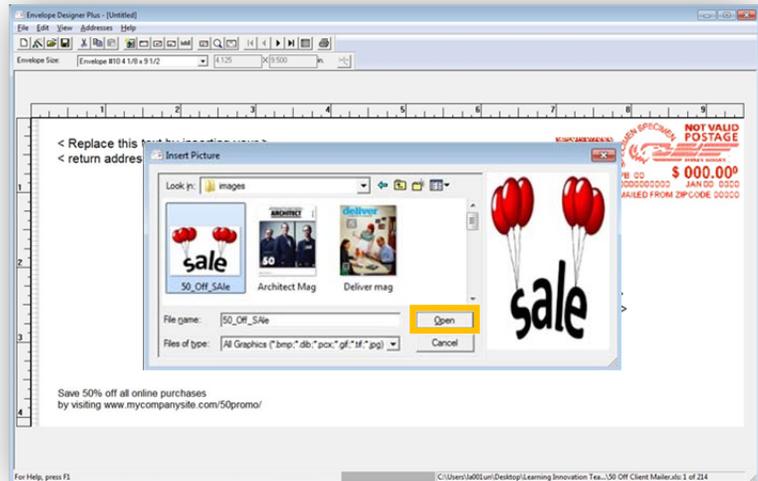
Adding a graphic to your envelope will add visual interest and increase the likelihood that your mailing will be opened by the recipient.

Click Edit, Add Graphic to select a picture from your hard drive or network location.

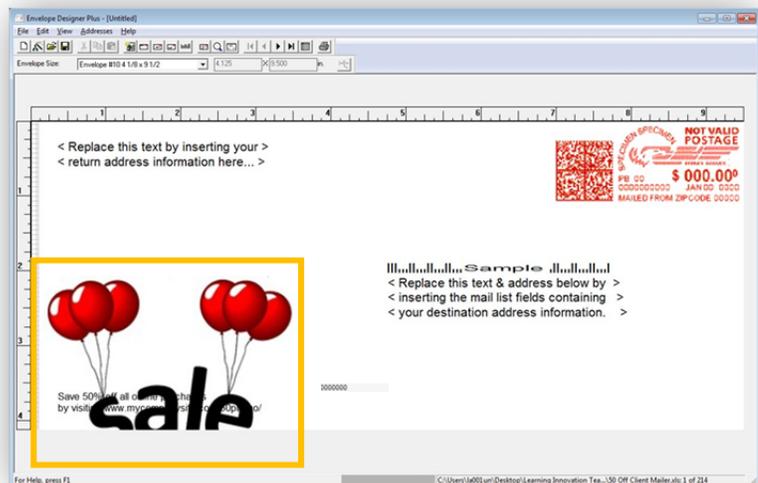
NOTE: The supported file types are: .bmp, .dib, .pcx, .gif, .tif, .jpg



Browse to the desired location, click the desired picture then click Open. **NOTE:** If the desired picture is not displayed, ensure that the file is a supported graphic type.



If you need to change the picture size, click on the image and resize using the image handles. To move the picture, click on the image and then drag to the desired location.

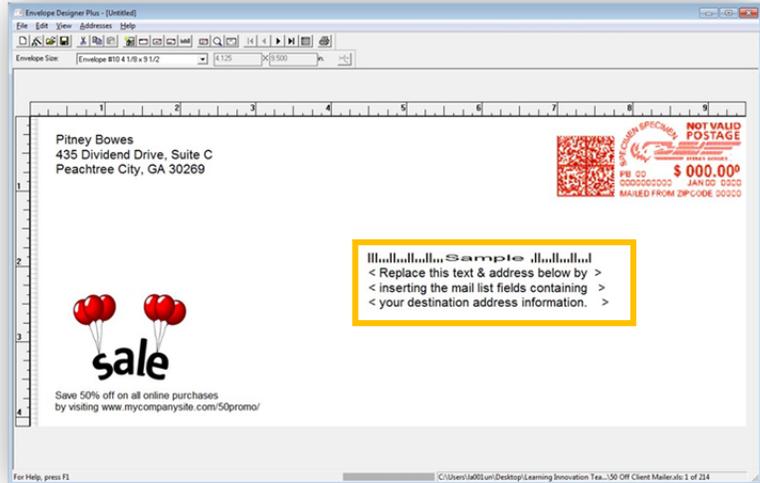


ConnectRight™ Mailer Printing with Envelope Designer Plus

You must now indicate the fields from your list to include in the recipient's address.

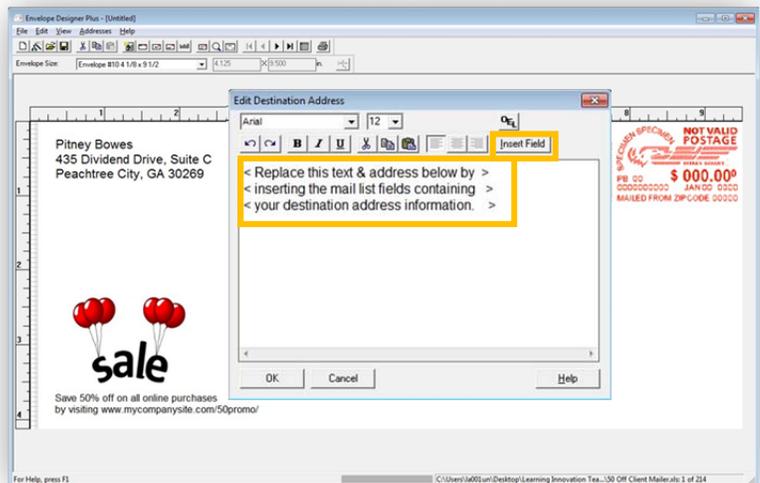
Double-click the recipient address text to open the dialog box.

12



Delete the instruction text inside, including the brackets. Finally, click the Insert Field button to select the merge fields from your address list.

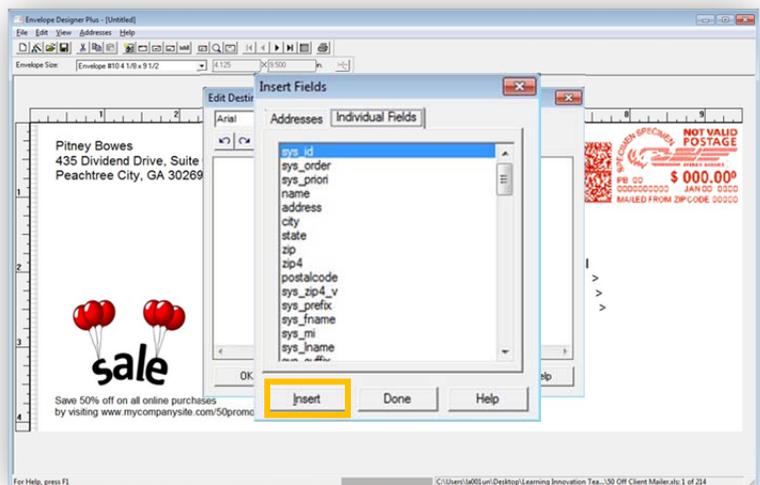
13



All fields that were exported from ConnectRight Mailer will be listed. Select each field that you wish to include in the recipient's address (such as name, address, city, state, zip and zip4), and click Insert.

When all fields have been selected, click Done.

14

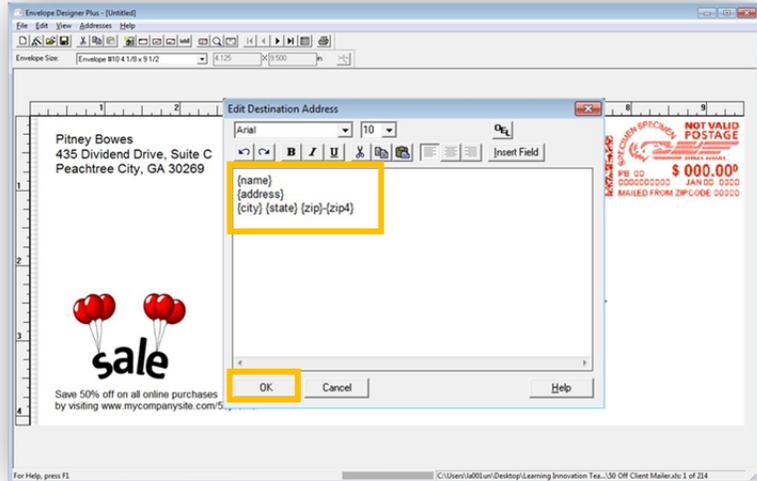


ConnectRight™ Mailer Printing with Envelope Designer Plus

15

You can now format how the address will appear on the envelope. For instance, press the enter key after any field to move the remaining fields to the next line. Also add spaces and punctuation to properly format your address.

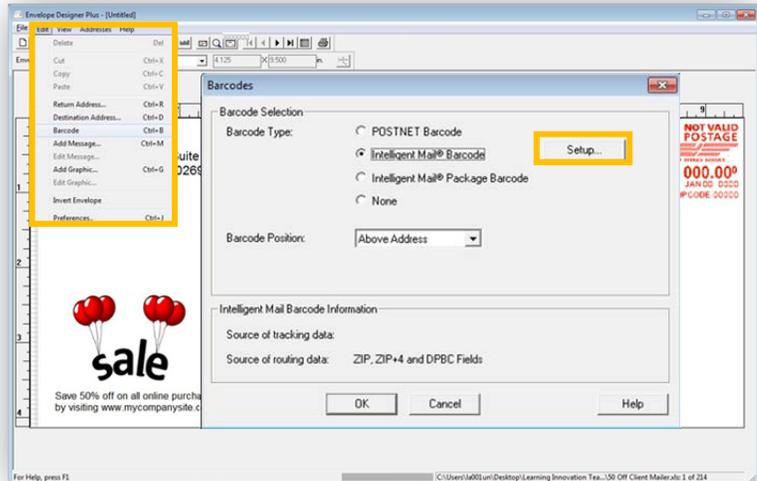
You can also change the Font Face and Font Size as indicated previously. Once your address is properly formatted, click OK to complete.



16

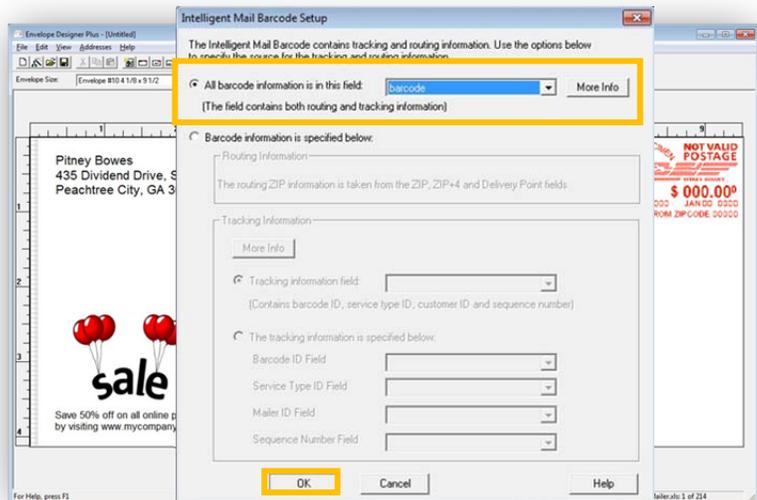
To include the Intelligent Mail Barcode, click Edit, Barcode.

Select Intelligent Mail Barcode then click Setup to specify IMb options.



17

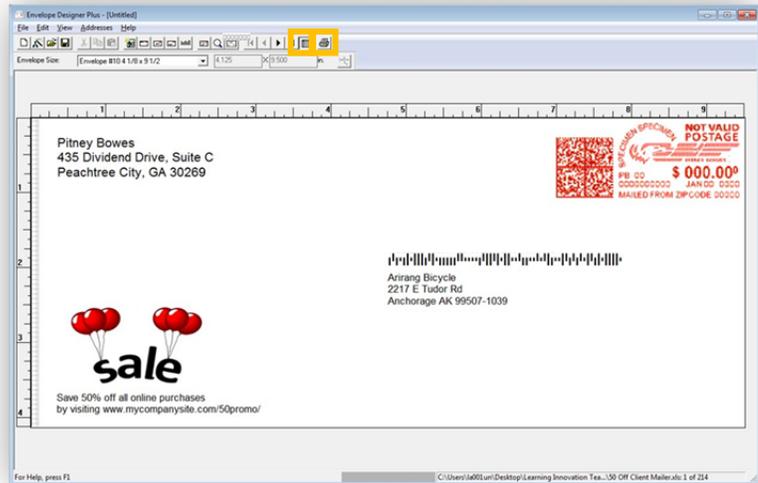
On the IMb Setup screen, select "All barcode information is in this field", then select either the barcode or imb_encode field from the drop down menu. Click OK when complete.



18

To review the address fields and appearance, click the Data/Design Mode button to toggle.

When everything is formatted properly and ready for printing, click the Print button to open the printer dialog and send the envelopes to the printer.



NOTES: