

## Mail Factory Quick Start Guide

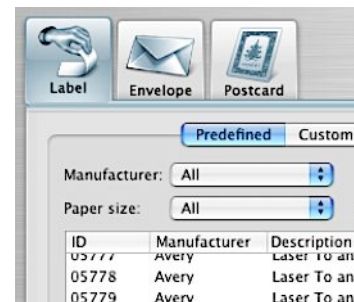
Design and print envelopes, postcards, mailing and shipping labels.

The **Assistant** lets you create a label, envelope or postcard in three easy steps. It comes up when you launch Mail Factory.



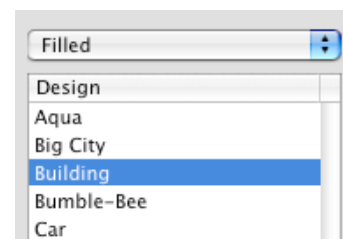
### Step One:

First, click on the *Label, Envelope or Postcard* button at the top of the window depending on what you're going to create. Then, from the list below, choose the label or postcard paper or envelope size you're going to use. To narrow the search, use the filters above the list, or the search box below. The selected layout will display in the preview area at the right. Once you've found the desired label or postcard layout or the envelope, click **Next**. To design your document from scratch, click the **New Blank** button (this will skip following steps).



### Step Two:

Here you can choose one of the supplied designs for your label or envelope. Specify a category in the *Category* drop list at the top left part of the window. The *Design* list will display the available designs for this category. Click on the name in the list to select the design. It will appear in the preview area at the right. Once you've found the design you want to base on, click **Next**.



### Step Three:

Now it's time to address your label or envelope. At the Step Three you have access to Sender, Recipient and Print List databases from corresponding tabs.

- **Sender database** – embedded database for return addresses.
- **Recipient database** – persons' data from one of external sources or embedded My Recipients database. It is useful for printing single envelope or labels with one recipient address.
- **Print List** – recipient database for batch printing multiple envelopes or labels with different recipient addresses.

Prefix	First Name	Middle Name
	Alan	
Last Name		Suffix
Flegg		
Company		Department
Anytech Ltd		
Job Title		
Unix System Administrator		

Select a person in Sender database and in Recipient (or Print List) database. Personal data fields on tabs can be filled manually or you can paste address from the Clipboard using **Paste from Clipboard** button.

Now you click **Finish** to close the Assistant and edit the label or envelope. The *Edit* window will open. In the *Edit* window you will see recipient and sender address panels will be filled with selected data.

## Editing Your Label or Envelope

In the *Edit* window you can modify and move the address panels and other objects (pictures, text, etc.), change colors and fonts.

### Selecting and Moving Objects

Click on an object (a picture, an address panel or a text field) to select it and drag the mouse to move it around. Hold down the **Shift** key to select more than one object. When you select a graphic object (an image), it displays handles on its corners, which you can drag to resize it. To duplicate the selected objects, press **Cmd+D**. To delete them, press **Del**. You can change the properties of the selected objects in the *Inspector* window.

## Address Panels

An address panel contains fields, such as Name, Address, City, etc. which can be filled with address information – either manually or from the Address Book. To enter an address manually or edit existing data, click the specific field and type in the text. To use a contact from the contact manager, click on the *Contacts* toolbar button and choose a name from the list. *Contacts* window represents Sender, Recipient and Print List databases. You can also paste an address from the Clipboard (menu **Edit**→**Paste from Clipboard**) – it will be analyzed and inserted into the proper fields of the address panel.

To add an address panel click **Address Panel** button on the toolbar. Using **Format** → **Refers To** menu define what person the selected address panel refers to: *Sender* or *Recipient*. Use the *Inspector* to disable unwanted fields, show or hide the barcode (for US, Canada and UK addresses only), change the font size and color. You can change template of the selected address panel from the **Format** → **Address Template** menu.

## Text and Address Fields

To create a text box, click the “**A**” button on the toolbar. You can also add a text box or a separate address field dragging it from the *Design* window to *Edit* window (click the *Design* button on the toolbar to open the window). Then type the text into field. You can change the text properties, such as font, font size, alignment and color in the *Inspector*. Or you can call the standard *Fonts* and *Colors* windows from the **Window** menu.

## Pictures

You can add images to your label, envelope or postcard – for instance, a company logo. A collection of images already comes with the program. Open the *Design* window by clicking the *Design* toolbar button. In the *Design* window, select the *Image Collection* or *Handling Labels* tab. Then click on an image and it will be inserted into the document. To insert your own picture, you can drag and drop it into the program or choose **Custom Folder** on **Image Collection** tab. Or you can search and download a picture from the Internet – use **Search Images on Internet** from the **File** menu. In the *Inspector* you can change properties of the selected picture – apply a mask, change opacity, rotate or tint it. You can also crop the image to remove the parts you don't like – choose the **Crop Image** command from the **Edit** menu and mark the crop area in the resulting dialog.

## Smart Shapes

The *Design* window has Smart Shape tab. This is embedded source of vector images. Their properties can be changed in the *Inspector*.

## Printing

You can print your documents on virtually any laser or inkjet printer. Click the **Print** or **Merge Printing** button on the toolbar. The *Print* dialog will come up. At the left part of the dialog you can see a preview of your document. At the right part you can choose the printer, set the starting position for labels or postcards, the number of labels, envelopes or postcards to print, etc. If you're going to print multiple addresses select **Merge Printing** radio button, you can select or edit the print list using the drop-list below. Click the **Next** button and the window with advanced print options will come up. In this window you can choose printer, change number of copies and other settings. Now you can decide whether you want to print, see the preview or save the document as PDF. If your labels don't line up correctly on the label paper, it means that you need to calibrate the printer. Choose **Calibrate Printer** from the **File** menu, and follow the instructions in the dialog that will come up.

## Registering Program

Once you've received your License Code after the purchase, you need to register the program to remove the limitations of the trial version. Call the **License** dialog from the *application menu* or by clicking the **License** button in the message box that comes up after launching the program. In the dialog, enter your name and the License Code you received.

## Additional Information

More information can be found in the Online Help and on the program's web site:

[www.belightsoft.com/products/mailfactory/MFHelp](http://www.belightsoft.com/products/mailfactory/MFHelp)  
[www.belightsoft.com/mailfactory](http://www.belightsoft.com/mailfactory)  
[www.belightsoft.com/faq](http://www.belightsoft.com/faq)

If you don't find the answer to your question there, or something is still unclear, please write us to [support@belightsoft.com](mailto:support@belightsoft.com) or fill out the form at [www.belightsoft.com/support](http://www.belightsoft.com/support)