

# Certified Mail Software 4.0 STD

## Quick Start Guide

Technical Support is provided by



E-mail: [support@nwinds.com](mailto:support@nwinds.com)

### Postal Rates

*Postal rates do change. Please consult your local Post Office to verify the current.*

Note: to change rates, see figure 6 "Postal Fees".

### System Requirements

Pentium-based IBM PC with CD-ROM

Windows 95/98/2000/NT/XP/Vista/Windows 7, 8 and 10.\* (\*see "Installation Error Message", page 7), 64 MB RAM.

Windows-compatible inkjet or laser printer. 10 MB hard drive space available.

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Established 1887

## Introduction

Our new Certified Mail Software saves you from the tedious, repetitious task of filling in certified mail forms. Prepare an entire certified mail piece in less time than it takes to type a label. The software is easy to use: fill in the blanks on the screen image of the form then edit and print or save the data in a file for later editing or printing. The software automatically performs all of the calculations. Current standard certified mail fees have been programmed but if the rates change, they can be easily adjusted. *See figure 3, "Postal Fees".*

### 1. Install your Certified Mail 4.0 STD

- Download the program
- Unzip the file onto your hard drive
- Move setup file to your desktop or hard drive
- Open the program

### 2. Open your Certified Mail 4.0 STD

- CD
- Go to Start
- Run-> Browse-> d: Setupstd
- Click "Open"
- Click "OK"
- Follow the prompts

### 3. Obtain a Mailing ID

The Mailing ID number (Customer ID) is one component of the new tracking number.

It is required for all privately printed labels. It is a unique 9-digit customer ID that identifies the customer who prints the bar code.

If you don't have a Mailer ID, please call 800 522-9085, option 3, then option 6. They will walk you through the process of getting the Mailer ID.

*If you already have a Mailer ID number, go to step (4).*

### 4. Input your Mailer Number in field A

The screenshot shows a dialog box titled "Mailer Number". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog contains two text input fields. The first field is labeled "Mailer Number" and contains the text "123456789". The second field is labeled "Enter Identifier Serial Number" and contains the text "0000006". Below these fields are three buttons: "OK", "Cancel", and "Help". Two blue arrows point to the input fields: arrow "A" points to the "Mailer Number" field, and arrow "B" points to the "Enter Identifier Serial Number" field.

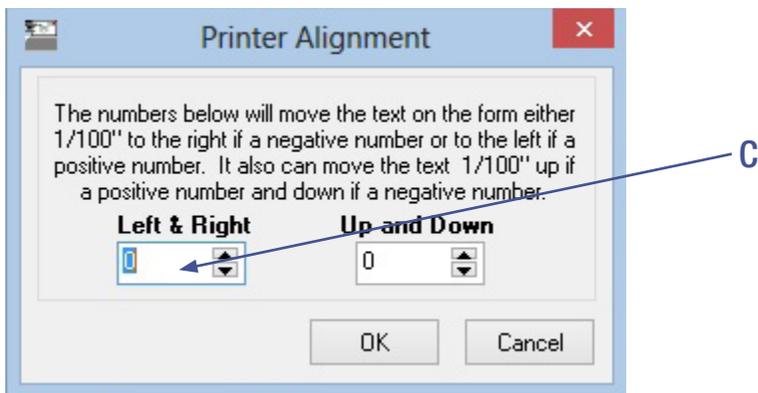
### 5. Assigning Identifier Serial number

Each computer on which this program is installed must have a unique serial number. We suggest that you use the first two numbers to identify each workstation, as shown in **B** above, i.e. 01000003 for first station; 02000003 for second station; 03000003 for the following station, etc.

## 6. Testing Printer Alignment

BEFORE you print labels, MAKE MULTIPLE COPIES of the certified mail form. Print test labels on these copies. If you need to align the print, choose "Options" and "Printer Alignment."

To make the correct alignment adjustments, measure the distance you need to move the type: e.g., to move 1/4" to the left, enter -25 in box **C**.



## 7. Postal Fees

Check default charges in the postage fee window **D**. Highlight the value that needs to be changed and correct it. When all the corrections have been made go to Option-> Default Postage-> Save Value. This locks in the values.

Note: when typing information into the fee fields, do not type the dollar sign (\$), but do type decimal points. The program performs the calculations.

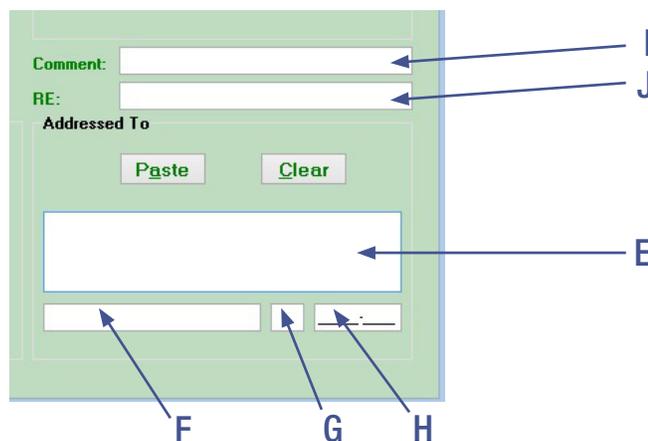


## 8. Addressee and Other Information

To enter the addressee information: under the "Addressed To" section, type the name and street address into the large box **E**. The city **F**, state **G** and zip code **H** are typed in the bottom three boxes.

Entering data in the "Comment:" and "RE:" boxes is optional.

The information entered in the comment line **I** will be saved to the report and printed on the receipt. The information entered in the "RE:" line **J** will be printed on the return receipt card, the receipt and a special file folder label.



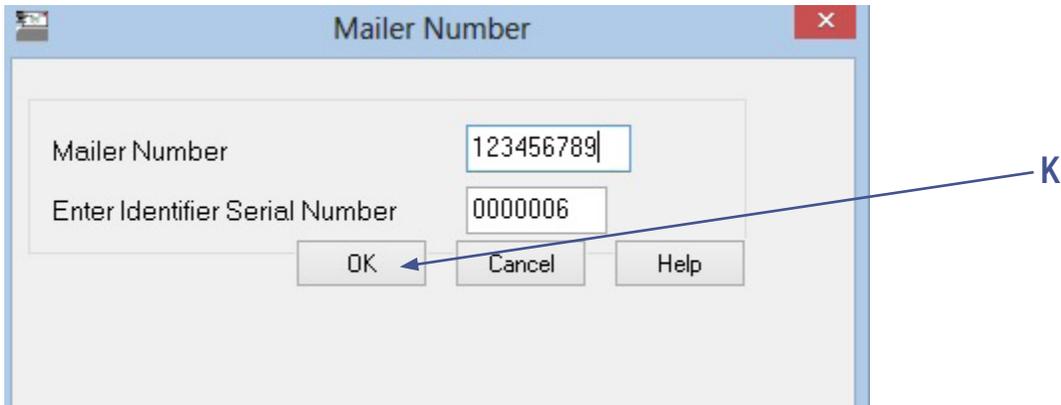
## 9. Printing

Position the label properly in the printer using the red feed arrow on the label as a guide. After the label has been properly loaded, click “OK.”

A screen will display the Customer ID and the mailer number being used. Click “OK” **K** to finish the printing and return to the input form.

Check your printer’s manual for the correct direction for loading labels. Most inkjet printers load upside-down; some load upside-down and backwards. Laser printers are usually loaded right-side up.

A quick look at the printer manual and test printing on label copies will save labels. Test run a copy of the label if your are not sure.

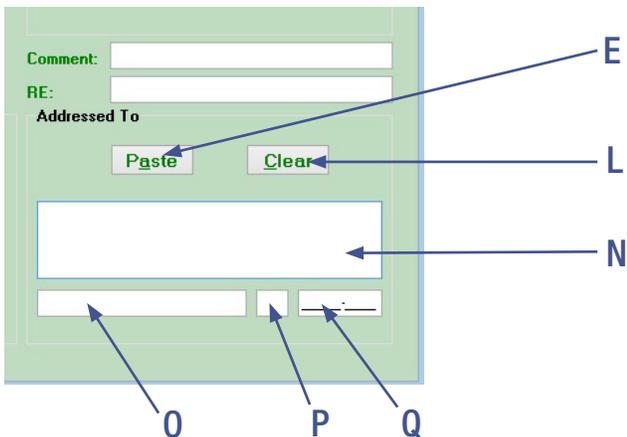


## 10. Start a New Mailer

Click on “Clear” **L** to remove the existing name and address. You can copy and paste text from any Windows-compliant program. Data Fields (**N** through **Q**) must be populated separately.

Highlight and select “Copy” usually found under Edit-> Copy in your Windows program. Switch to Certified Mail and click “Paste” **A**.

Tip: mass copy then paste into field **N**, then cut and paste into fields **O**, **P** and **Q**.

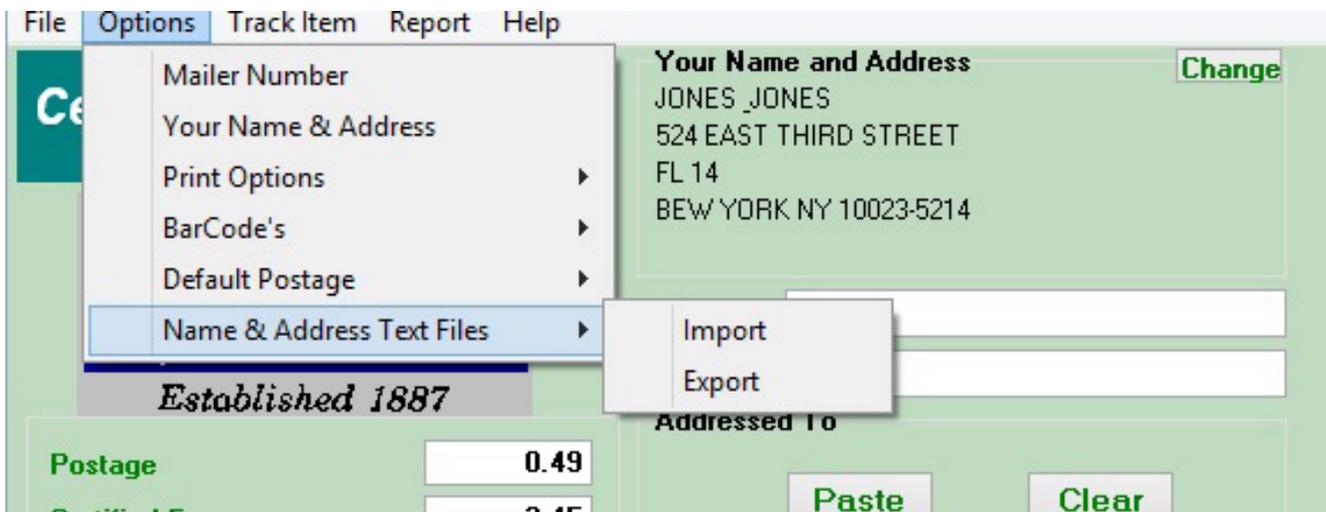


## Importing Names Addresses Into Certified Mail Software Using Comma Delimited Text Files—4.0 Standard Version

1. Close Certified Mail software — it should not be open while editing the Excel spreadsheet.
2. Assuming that the name and address database is in an Excel spreadsheet, you have to edit the spreadsheet by adding the following captions to the top row, **all lower case and in bold** as shown below:

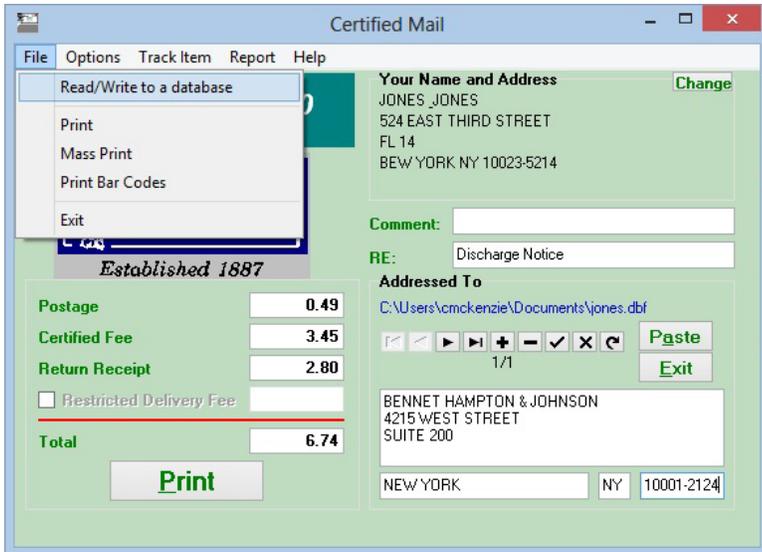
	<b>name</b>	<b>address1</b>	<b>address2</b>	<b>address3</b>	<b>city</b>	<b>state</b>	<b>11111</b>
	A	B	C	D	E	F	G
1	<b>name</b>	<b>address1</b>	<b>address2</b>	<b>address3</b>	<b>city</b>	<b>st</b>	<b>11111</b>
2	Bob Crane	2 Pace Street			Raleigh	NC	28112
3	Microsoft, Inc.	15 South Street			San Francisco	CA	95115
4	Apple Computers	15 Fruit Rd			Palo Alto	CA	94223
5							
6							
7							

3. Go to File-> Save As-> CVS (Comma Delimited).
4. Close Excel spreadsheet. Click “Yes” to save. Be sure you’ve selected CVS file type.
5. Open the Certified Mail program. On the top left part of the screen, click Options-> Name & Address text files-> Import.



6. Find your CVS file in Documents or the C drive. Click File-> Open-> Save. You will see a 1" square dialog box that says “Import Done!”.

- Return to the Certified Mail program on the top left corner. Click File-> Read/Write to a Database-> Find CVS file-> Open. You should now be in a Database file type.



- In the "Addressed To" section of the Certified Mail home page, see the captions that were created in the Excel spreadsheet. Click the forward pointing arrow until each name in your spreadsheet database appears.
- Mass print or print individual names and addresses by going to "File."

## Installation Error Message

If you get an error message after opening the Certified Mail Standard for the first time, you need to run the software as the administrator.

If you have an icon on the desktop, right-click it and go to "Properties," then go to step 4 below. Otherwise, follow these steps from the beginning:

1. Right-click the "Start" button and select "Explorer" or "Open Window Explorer."
2. Select the "Local Disk: C:" and click "Cert3" folder.
3. Select and right-click "Cert3Pro" and left-click "Properties."
4. In the "Cert3Pro Properties" menu, click the "Compatibility" tab.
5. Go down to "Privilege Level" and check the "Run this program as an administrator" box.
6. Click "Apply" and/or "OK."
7. Close out and restart "Certified Mail Pro."

## Other Software Problems and Solutions

### **I'm getting an error involving Machnm1.exe.**

1. Close Certified Mail.
2. Use the Windows "Search" or "Find" functions to look for machnm1.exe and keylib32.dll. Be sure to search all files and folders on your hard drive.
3. Delete all copies of those two files.
4. Go to [nwinds.com](http://nwinds.com), download the latest version of the software and re-install. AFTER RE-INSTALLATION, REBOOT **BEFORE** YOU RUN THE PROGRAM. After rebooting, your program should work normally but may need to be re-registered.

### **My Printer only prints the bar code and the receipt.**

The font file on your computer is corrupted.

1. At [nwinds.com](http://nwinds.com), download CertFont.exe at Technical Support-> Certified Mail Pro.
2. Execute the file. This provides a program to repair your font file.
3. Restart your computer. If you are running Windows XP or 2000 you may also need to download the newest print drivers for your printer from your printer's download drivers page, (i.e., [hp.com](http://hp.com); [lexmark.com](http://lexmark.com)).

### **My printouts are all messed up. The print is too big, too small, the wrong font, etc.**

1. Check the printer alignment.
2. Check the printer setup, paper size and paper alignment.

If the those steps do not solve the problem:

1. Restart your computer.
2. Reset your printer (consult your printer manual for instructions).

## Support

If you have a problem with the Certified Mail program, e-mail [support@nwinds.com](mailto:support@nwinds.com) for a response within 24 hours.