

PRINT DRIVER QUICK START GUIDE



DOCUMENT

Create your letter document...

When creating your document, please remember that Docmail applies a 3mm print margin to all A3 and A4 documents. There are two options available to accommodate this margin:

Shrink to fit - Docmail will automatically resize your document to allow for the 3mm print margin. This is the recommended setting for most documents.

Keep original size - This is the recommended option if you have any barcodes or if your document will be used for optical scanning. Please note any information within the 3mm margin will be cropped.

PRINT TO DOCMAIL

You can print any documents in the same way as you would to your local printer when on windows print dialog box you **select 'Docmail' as the printer.**

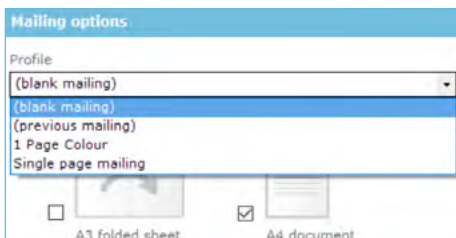
You will be presented with the login screen.

If your document is a PDF, to preserve font information, it is recommended that you drag and drop this straight into the print driver window.

MAILING OPTION

Select a product: This must be an A3 folded sheet or an A4 letter

Profile: A profile is a section of saved options that can be saved and used on mailings that require the same specification.



Mailing options

Profile

(blank mailing)

(blank mailing)

(previous mailing)

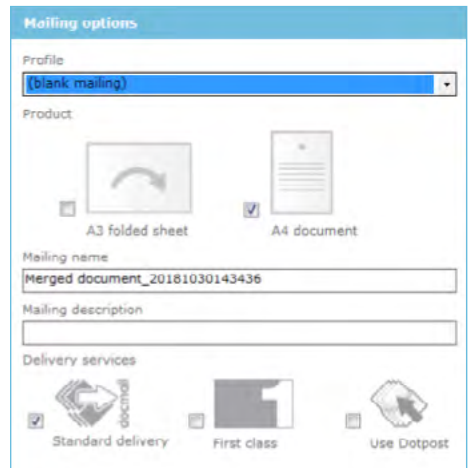
1 Page Colour

Single page mailing

A3 folded sheet A4 document

Please select the relevant profile from the profile drop down menu, if you are wanting to use saved settings.

Mailing name: You can give your mailing a name to identify it. The print driver will add a default mailing from your filename if you do not wish to add your own. Setting your own name may help you if you run reports later, so that you are able to identify any mailings processed.



Mailing options

Profile

(blank mailing)

Product

A3 folded sheet A4 document

Mailing name

Merged document_20181030143436

Mailing description

Delivery services

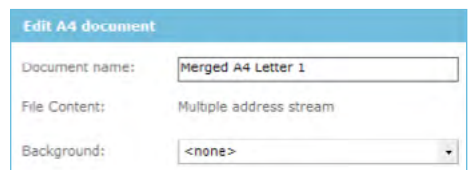
Standard delivery First class Use Dotpost

Delivery services: Choose standard delivery if you want the lowest prices or first class at an additional cost.

ADD DOCUMENTS

This screen shows details of the document that you are printing.

Document name: The name input by you, or the automatic reference allocated by Docmail.



Edit A4 document

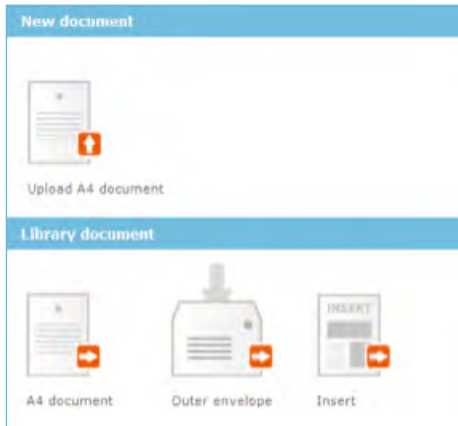
Document name: Merged A4 Letter 1

File Content: Multiple address stream

Background: <none>

Background: If you require an image or letterhead on the document, select the correct background from the drop-down menu. Click on 'Add documents' to upload additional documents, either from your computer or your library.

Inserts: Inserts can be either uploaded straight from your PC desktop or added within your library section.



ADD ADDRESSES

Extract Addresses: The blue box shows where the address panel will be added, unless you choose not to add an address panel as part of your envelope preference on the print and post step. Click on 'Extract addresses'.

Page identifier logic

Logic: Fixed number of pages

Pages: 1 Number of estimated recipients: 1

Extracted text using PDF

Mr Joe Bloggs
CFH Docmail Ltd
St Peters Park
Wells Road
Radstock
BA3 3UP

Document does not contain address

Clear address area on printed output

First line of address is full name

Maximum lines to extract: 7

Text extraction method: Default text extraction method

Select the area where the address shows on your document by clicking and dragging across your address. The extracted text will be shown in the box 'Extracted text using PDF'.

Once the address has been extracted, you will need to state the fixed number of pages that each recipient should receive. This then calculates the number of recipients in the mailing. Alternatively, a different logic can be chosen.

Select '**clear address area on printed output**' to remove the address panel on the document.

Enter addresses: Click 'enter addresses' to input addresses manually.

When you have entered all the names and addresses that you require, click on 'next'.

PRINT & POST

The print and post section allows you to choose how your document is printed.

Print options: Tick the boxes to choose whether your letter is printed in black & white or colour, and on one or both sides of paper.

Despatch: Choose a despatch date for your letters (up to 28 days from creation of the mailing) or leave the date as shown for despatch to take place as soon as possible. The earliest date is shown.

Print options

Black & White Simplex (Single sided) Colour Simplex (Single sided)

Black & White Duplex (Double sided) Colour Duplex (Double sided)

Despatch

As soon as possible 18 Select date

Despatch date Thursday 15th November 2018

Envelope preference

Standard - returns not managed

Envelope preference

Outer envelopes: Standard envelopes

Returns: Use own return address

Address panels: No address panels

Envelope design

Return address: PO Box Radstock

Standard envelope

A valid UK address must be entered for return to be processed

Apply

Envelope preference: Select the type of envelope you require for your mailing. These are available in C4 and C5. Options to select a windowed envelope or adding a bespoke design are also available.

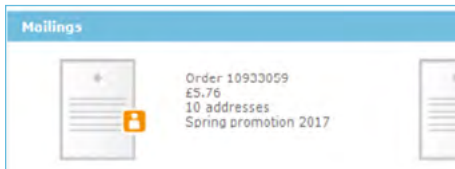
Returns: You can add your own return address to the front of the envelope by selecting 'use own return address' under envelope preference. Here you can enter the address you wish to see.

Address panels: If you are using a custom design envelope or a standard envelope with your own return address you can choose not to have an address panel added to your output document. This is done by selected the 'no address panels'. Please note that this options does include a surcharge.

PROOF & SUBMIT

When you have completed your mailing, click 'view proof'. You will be directed to the print driver dashboard where you can click on your created order to view the proof.

Click on an addressed envelope to view the proof.



For bulk mailings random samples from your mailing will be displayed along with details and the cost of the order.

If you are happy with the proof click on **'approve and submit'**. Within the view proof section you have the option to save mailing profiles for future use.

If you are happy to proceed, click on **'yes'** and your order will be submitted. The mailing status will be updated to **'submitted (awaiting production)'**.

Visit the Docmail help centre for more detailed instructions:

help.docmail.co.uk/virtual-print-driver

If you have any questions or require any assistance, please contact 01761 409701 or email customersupport@cfh.com.

