

Printing Envelopes and Labels in L^AT_EX 2 _{ε} :

EnvLab Package *†

Boris Veytsman

1997/07/16

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*This file has version number v1.2, last revised 1997/07/16.

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1 Introduction

The standard `\makelabels` command in the L^AT_EX 2_& documentclass typesets labels on Avery 5352 sheets. A typical user may want more. *EnvLab* redefines `\makelabels` in¹ a more useful and customizable way.

The detailed usage of the package is described in the file `elguide.tex`. Here we just comment the macros.

2 Identification

First, we must say “Hello world.”

```
1 (*package)
2 \NeedsTeXFormat{LaTeX2e}
```

`\envlab@ok` Now let us check whether we in the letter documentclass. Actually we will accept
`\envlab@oops` any class that has `\makelabels` defined (custom letter classes, etc.)

```
3 \def\envlab@oops{%
4   \PackageError{envlab}{%
5     Envlab is used outside of \MessageBreak%
6     a letter-compatible documentclass}%
7   {You are trying to use Envelopes & Labels\MessageBreak%
8    package, but your documentclass does not\MessageBreak%
9    understand address formatting commands.\MessageBreak}%
10  Try standard document class letter\MessageBreak}}
```

¹hopefully

Media	Number per page	Rotation	Return address
Envelopes	One	Settable	Yes
Labels	Several	Not rotated	No
Big Labels	Several	Not rotated	Yes

Table 1: Differences between envelopes, labels and big labels

```

11 \def\envlab@ok{%
12   \PackageInfo{envlab}{%
13     {Envelopes & Labels package: found makelabels...}\MessageBreak%
14   Seems everything is OK. Good luck.}%
15 \ifundefined{makelabels}{\envlab@oops}{\envlab@ok}

```

3 Preliminary code

3.1 Switches, etc.

\if@envelope There are three kinds of things we can print: envelopes (default) labels and big labels The differences are summarized in Table 1.

```

16 \newif\if@envelope
17 \envelopetrue
18 \newif\if@biglabel
19 \biglabelfalse

```

\if@rotateenvelopes Now we must determine whether we want to rotate envelopes and whether to include return address (both yes by default).

```

20 \newif\if@rotateenvelopes
21 \rotateenvelopefalse
22 \newif\if@printreturnaddress
23 \printreturnaddresstrue

```

\@envelopeposition Now let us decide how to print envelopes. They can be either centered (default) or shifted to the left or to the right of the paper tray. The counter \@envelopeposition can be, correspondingly, either 0 or 1 or 2. The value of 3 corresponds to the “custom placing”, when the user sets \EnvelopeLeftMargin manually.

```

24 \newcount\@envelopeposition
25 \@envelopeposition=0\relax

```

\if@pswait The switches \if@pswait and \if@psautotray control optional manual feeding of envelopes and labels in Postscript printers (see Section 7.1 for details). The register \PSEnvelopeTray contains the name of the required tray.

```

26 \newif\if@pswait
27 \pswaitfalse
28 \newif\if@psautotray
29 \psautotrayfalse

```

	30 \newtoks\PSEnvelopeTray 31 \PSEnvelopeTray={/otherenvelopetray }
\if@barcodes	We can either print bar codes (default) or not. The second switch forces to print barcodes even if they are not last in the address (like Pa 16801\USA)
\if@alwaysbarcodes	
	32 \newif\if@barcodes 33 \newif\if@alwaysbarcodes 34 \@barcodestrue 35 \@alwaysbarcodesfalse
\if@EL@redefine@opening	Now let us decide whether to mess with the \opening command.
	36 \newif\if@EL@redefine@opening 37 \@EL@redefine@openingfalse
\if@capitalizeaddress	Also, we can either capitalize the address (default) or not.
	38 \newif\if@capitalizeaddress 39 \@capitalizeaddresstrue

3.2 Lengths and numbers

We want all lengths to be user settable, so no @ in the names.

An envelope has four basic lengths. The first two are self-evident. The third is the distance between the edge of the paper and the leading edge of the envelope. All pre-defined envelope sizes set this to zero. The fourth is the distance between the left edge of the paper and the envelope. Its value depends on the value of the \envelopeposition variable. We will preset it to zero

```
40 \newlength{\EnvelopeWidth}
41 \newlength{\EnvelopeHeight}
42 \newlength{\EnvelopeTopMargin}
43 \newlength{\EnvelopeLeftMargin}
44 \setlength{\EnvelopeLeftMargin}{0pt}
```

A label has more parameters. The first two are the same as for the envelopes. The next two define the distances from the paper edges to the beginning of the labels. The last one describes the distance between the labels.

```
45 \newlength{\LabelWidth}
46 \newlength{\LabelHeight}
47 \newlength{\LabelTopMargin}
48 \newlength{\LabelLeftMargin}
49 \newlength{\LabelRightMargin}
```

The following numbers define, how many labels are in each row and how many rows are on each page

```
50 \newcounter{LabelMaxCol}
51 \newcounter{LabelMaxRow}
```

The lengths above are *external* parameters that determine an envelope or a label. Now we will describe *internal* lengths. We define them here because the commands \SetEnvelope and \SetLabel determine them basing on the given envelope or label type.

```

\FromAddressTopMargin    The following lengths are self-evident.
\FromAddressLeftMargin
  \FromAddressHeight
    \FromAddressWidth
\ToAddressTopMargin
\ToAddressLeftMargin
  \ToAddressWidth

```

52 \newlength{\FromAddressTopMargin}
 53 \newlength{\FromAddressLeftMargin}
 54 \newlength{\FromAddressHeight}
 55 \newlength{\FromAddressWidth}
 56 \newlength{\ToAddressTopMargin}
 57 \newlength{\ToAddressLeftMargin}
 58 \newlength{\ToAddressWidth}

3.3 Main setting commands

OK, we are ready to set up envelopes and labels.

\SetEnvelope The command \SetEnvelope has three parameters: optional top Margin, width and height of the envelope.

```

59 \DeclareRobustCommand{\SetEnvelope}[3][0pt]{%
60   \@envelopetrue%
61   \@biglabelfalse%
62   \setlength{\EnvelopeTopMargin}{#1}%
63   \setlength{\EnvelopeWidth}{#2}%
64   \setlength{\EnvelopeHeight}{#3}%
65   \setlength{\FromAddressTopMargin}{0.5in}%
66   \setlength{\FromAddressLeftMargin}{0.5in}%
67   \setlength{\FromAddressHeight}{0.33\EnvelopeHeight}%
68   \setlength{\FromAddressWidth}{0.5\EnvelopeWidth}%
69   \setlength{\ToAddressTopMargin}{0.5in}%
70   \setlength{\ToAddressLeftMargin}{0.5in}%
71   \setlength{\ToAddressWidth}{3in}}

```

\SetLabel The command \SetLabel has seven parameters: five lengths and two numbers. All are mandatory:

```

72 \DeclareRobustCommand{\SetLabel}[7]{%
73   \@envelopefalse%
74   \@biglabelfalse%
75   \setlength{\LabelWidth}{#1}%
76   \setlength{\LabelHeight}{#2}%
77   \setlength{\LabelTopMargin}{#3}%
78   \setlength{\LabelLeftMargin}{#4}%
79   \setlength{\LabelRightMargin}{#5}%
80   \setcounter{LabelMaxCol}{#6}%
81   \setcounter{LabelMaxRow}{#7}%
82   \setlength{\ToAddressTopMargin}{0.1in}%
83   \setlength{\ToAddressLeftMargin}{0.2in}%
84   \setlength{\ToAddressWidth}{\LabelWidth}%
85   \addtolength{\ToAddressWidth}{-\ToAddressLeftMargin}%
86   \addtolength{\ToAddressWidth}{-\LabelRightMargin}}

```

\SetBigLabel The command \SetBigLabel has seven parameters: five lengths and two numbers. All are mandatory:

```

87 \DeclareRobustCommand{\SetBigLabel}[7]{%
88   \@envelopefalse%
89   \@biglabeltrue%
90   \setlength{\LabelWidth}{#1}%
91   \setlength{\LabelHeight}{#2}%
92   \setlength{\LabelTopMargin}{#3}%
93   \setlength{\LabelLeftMargin}{#4}%
94   \setlength{\LabelRightMargin}{#5}%
95   \setcounter{LabelMaxCol}{#6}%
96   \setcounter{LabelMaxRow}{#7}%
97   \setlength{\FromAddressTopMargin}{0.0in}%
98   \setlength{\FromAddressLeftMargin}{0.5in}%
99   \setlength{\FromAddressHeight}{0.33\LabelHeight}%
100  \setlength{\ToAddressTopMargin}{0.1in}%
101  \setlength{\ToAddressLeftMargin}{0.5in}%
102  \setlength{\ToAddressWidth}{\LabelWidth}%
103  \addtolength{\ToAddressWidth}{-\ToAddressLeftMargin}%
104  \addtolength{\ToAddressWidth}{-\LabelRightMargin}%
105  \setlength{\FromAddressWidth}{\ToAddressWidth}%

```

4 Defining options

4.1 Envelope Sizes

```

106 \DeclareOption{businessenvelope}{\SetEnvelope{9.5in}{4.125in}%
107   \PSEnvelopeTray{/com10envelopetray }%
108 \DeclareOption{executiveenvelope}{\SetEnvelope{7.5in}{3.875in}%
109   \PSEnvelopeTray{/monarcenvelopetray }%
110 \DeclareOption{bookletenvelope}{\SetEnvelope{10.5in}{7.5in}%
111 \DeclareOption{personalenvelope}{\SetEnvelope{6.5in}{3.625in}%
112 \DeclareOption{c6envelope}{\SetEnvelope{162mm}{114mm}%
113 \DeclareOption{c65envelope}{\SetEnvelope{224mm}{114mm}%
114 \DeclareOption{c5envelope}{\SetEnvelope{229mm}{162mm}%
115   \PSEnvelopeTray{/162x229cenvelopetray }%
116 \DeclareOption{dlenvelope}{\SetEnvelope{220mm}{110mm}%
117   \PSEnvelopeTray{/dlenvelopetray }%

```

4.2 Labels sizes

```

118 \DeclareOption{avery5160label}{%
119   \SetLabel{2.75in}{1in}{0.5in}{0.19in}{0.12in}{3}{10}%
120 \DeclareOption{avery5161label}{%
121   \SetLabel{4.19in}{1in}{0.5in}{0.16in}{0.19in}{2}{10}%
122 \DeclareOption{avery5162label}{%
123   \SetLabel{4.19in}{1.33in}{0.83in}{0.16in}{0.19in}{2}{7}%
124 \DeclareOption{avery5163label}{%
125   \SetLabel{4.19in}{2in}{0.5in}{0.16in}{0.19in}{2}{5}%
126 \DeclareOption{avery5164label}{%
127   \SetLabel{4.19in}{3.33in}{0.5in}{0.16in}{0.19in}{2}{3}%
128 \DeclareOption{herma4625label}{%

```

```

129 \SetLabel{105mm}{42.3mm}{0mm}{5mm}{5mm}{2}{7}}
130 \DeclareOption{avery5262label}{%
131   \SetLabel{110mm}{34mm}{21mm}{4mm}{5mm}{2}{7}}
132 \DeclareOption{avery5163biglabel}{%
133   \SetBigLabel{4.19in}{2in}{0.5in}{0.16in}{0.19in}{2}{5}}%
134   \setlength{\ToAddressTopMargin}{0.1in}}%
135 \DeclareOption{avery5164biglabel}{%
136   \SetBigLabel{4.19in}{3.33in}{0.5in}{0.16in}{0.19in}{2}{3}}%

```

4.3 Optional switches

All this should be evident...

```

137 \DeclareOption{rotateenvelopes}{\@rotateenvelopestrue}
138 \DeclareOption{norotateenvelopes}{\@rotateenvelopesfalse}
139 \DeclareOption{centerenvelopes}{\@envelopeposition=0\relax}
140 \DeclareOption{leftenvelopes}{\@envelopeposition=1\relax}
141 \DeclareOption{rightenvelopes}{\@envelopeposition=2\relax}
142 \DeclareOption{customenvelopes}{\@envelopeposition=3\relax}
143 \DeclareOption{printbarcodes}{\@barcodestrue}
144 \DeclareOption{noprintbarcodes}{\@barcodesfalse\@alwaysbarcodesfalse}
145 \DeclareOption{alwaysbarcodes}{\@alwaysbarcodestrue\@barcodestrue}
146 \DeclareOption{noalwaysbarcodes}{\@alwaysbarcodesfalse}
147 \DeclareOption{capaddress}{\@capitalizetruerelax}
148 \DeclareOption{nocabaddress}{\@capitalizetruerelax}
149 \DeclareOption{printreturnaddress}{\@printreturnaddresstrue}
150 \DeclareOption{noprintreturnaddress}{\@printreturnaddressfalse}
151 \DeclareOption{pswait}{\@pswaittrue\@psautotrayfalse}
152 \DeclareOption{nopswait}{\@pswaitfalse}
153 \DeclareOption{psautotray}{\@psautotraytrue\@pswaitfalse}
154 \DeclareOption{nopsautotray}{\@psautotrayfalse}
155 \DeclareOption{re}{\@EL@redefine@openingtrue}
156 \DeclareOption{nore}{\@EL@redefine@openingfalse}

```

4.4 Unknown options

All options we did not declare above are probably the options for the `graphics` package; let us send them there.

```
157 \DeclareOption*{\PassOptionsToPackage{\CurrentOption}{graphics}}
```

4.5 Default options

```

158 \ExecuteOptions{businessenvelope,rotateenvelopes,centerenvelopes}
159 \ExecuteOptions{printbarcodes,capaddress}
160 \ExecuteOptions{nopswait,printreturnaddress,nopsautotray,nore}

```

5 Configuration file

At this point we will look for the configuration file. This file is named `envlab.cfg`. The options declared in this file will supersede the ones declared in Section 4.5,

but will be in their turn be superseded by the options explicitly defined when the package is loaded.

```
161 \InputIfFileExists{envlab.cfg}{%
162   \typeout{Loading configuration file envlab.cfg}{%
163   \typeout{Configuration file envlab.cfg is not found}}}
```

Now let us discuss the structure of the configuration file. We want it to contain default options, and therefore to be loaded before the `\ProcessOptions` command. On the other hand we want it to contain some definitions that *supersede* the ones in this package. The hook `\AtEndOfPackage` helps to do this: we will just delay all definitions until later.

OK, let's construct an example of `envlab.cfg` file. The commands here essentially repeat Section 4.5, but we want to be foolproof...

```
164 </package>
165 <*cfg>
166 %%
167 %% The default options go here
168 %%
169 \ExecuteOptions{businessenvelope,rotateenvelopes,centerenvelopes}
170 \ExecuteOptions{printbarcodes,capaddress}
171 \ExecuteOptions{nopswait,printreturnaddress,nopsautotray,nore}
172 %%
173 \AtEndOfPackage{\relax % Customization goes here
174 }
175 </cfg>
176 <*package>
```

6 Processing options and loading packages

```
177 \ProcessOptions
178 \IfFileExists{graphics.sty}{%
179   \RequirePackage{graphics}{%
180   \PackageWarning{envlab}{%
181     You don't have the graphics package!\MessageBreak
182     Probably you will not be able to print\MessageBreak
183     envelopes sidewise. \MessageBreak}}}
```

7 Document layout

7.1 Printer specific commands

`\@beginlabelshook` The command `\@beginlabelshook` is called at the beginning of the printing of envelopes and labels. We define it to be a no-op, but it is possible to introduce some printer-specific commands (like paper change).

```
184 \def\@beginlabelshook{\relax}
```

`\@beginlabelpagehook` The command `\@beginlabelpagehook` is like `\@beginlabelshook`, but is called at the beginning of each *page* of envelopes and labels.

```
185 \def\@beginlabelpagehook{\relax}
```

\AtBeginLabels The hooks `\AtBeginLabels` and `\AtBeginLabelPage` redefine `\@beginlabelshook` and `\@beginlabelpagehook`. They are built like the standard L^AT_EX 2 _{ε} hooks `\AtBeginDocument`, `\AtBeginDvi`, etc. In the implementation we use the *internal* L^AT_EX 2 _{ε} command `\g@addto@macro`. In the current (June 1996) L^AT_EX 2 _{ε} release it is defined as:

```

\long\def\g@addto@macro#1#2{%
  \toks@\expandafter{\#1#2}%
  \xdef#1{\the\toks@}}

```

We quote this definition in case *They* change Their minds...

```

186 \def\AtBeginLabels{\g@addto@macro\@beginlabelshook}
187 \def\AtBeginLabelPage{\g@addto@macro\@beginlabelpagehook}

```

\Pswait PostScript printers can be switched to the manual feeding mode with the following code by *William Slough <cfwas@eiui.edu>*.

```
188 \def\Pswait{\special{ps: clear grestore @manualfeed 0 0 bop}}
```

The author explains his code in the following way:

Here is a possible explanation:

The clear removes operands from the PostScript stack, which has the effect of reversing some actions from the *previous* bop. Unfortunately, it reverses other important actions too (such as font size), but the grestore seems to get these back. Then the desired @manualfeed, followed by the "bop" for the beginning of page. The pair of 0's are used for bop and are completely bogus. However, from what I could detect, 0's are as good as anything. The values that DVIPS provides for bop seem to be related to DVI page numbers.

I make no guarantee about the reliability of this solution, but initial tests indicate it will work for my environment.

\PSautotray This implements the code by *Uri Blumenthal <uri@.ibm.net>*.

```

189 \edef\PSautotray{%
190   \special{ps:clear grestore
191     statusdict begin false setduplexmode
192     /manualfeed true def
193     \the\PSEnvelopeTray end 0 0 bop }}

```

The option `pwait` puts the `\Pswait` code in the beginning of each page. The option `\psautotray` puts there the `\PSautotray` code.

```

194 \if@pwait
195   \AtBeginLabels{\Pswait}%
196 \else
197   \if@psautotray
198     \AtBeginLabels{\PSautotray}%
199   \fi
200 \fi

```

7.2 Some useful counters for labels

\c@LabelCountCol These counters store the position of the currently printed label:
201 \newcounter{LabelCountCol}
202 \newcounter{LabelCountRow}

\c@LabelOffsetCol And these counters provide the offset for the label printed on a partially used
\c@LabelOffsetRow sheet:
203 \newcounter{LabelOffsetCol}
204 \newcounter{LabelOffsetRow}
205 \setcounter{LabelOffsetCol}{1}
206 \setcounter{LabelOffsetRow}{1}

\FirstLabel The command \FirstLabel{<Row>}{<Col>} sets the counters LabelOffsetRow and LabelOffsetCol.
207 \DeclareRobustCommand{\FirstLabel}[2]{%
208 \setcounter{LabelOffsetRow}{#1}%
209 \setcounter{LabelOffsetCol}{#2}}

7.3 Fonts

\@toaddressfont We want the address to be printed in 12pt sans serif font. The return address
\@fromaddressfont will be printed in 10pt normal font.
210 \def\@toaddressfont{
211 \ifcase\@ptsize \large\or\normalsize\or\small\fi
212 \sffamily\selectfont}
213 \def\@fromaddressfont{
214 \ifcase\@ptsize \normalsize\or\small\or\footnotesize\fi
215 \normalfont}

7.4 Return address

\returnaddress The standard letter class defines \returnaddress to be null. This is sensible if we are printing labels, but not so good if we are printing *envelopes*. Therefore let us redefine it:
216 \def\returnaddress{\fromaddress}

7.5 Margins, page styles, etc.

\startlabels The command \startlabels is the internal command that prepares the paper for labels or envelopes, resets the internal counters and calls \begin{labelshook}.
217 \def\startlabels{
218 \clearpage%
219 \pagestyle{empty}%
220 \setlength{\topmargin}{-1.0in}%
221 \if@envelope%
222 \addtolength{\topmargin}{\EnvelopeTopMargin}%
223 \else \addtolength{\topmargin}{\LabelTopMargin}%

```

224   \fi%
225   \setlength{\headheight}{0pt}%
226   \setlength{\headsep}{0pt}%
227   \setlength{\footskip}{0pt}%
228   \setlength{\textheight}{200in}%
229   \setlength{\paperheight}{\textheight}%
230   \global\vsiz=200in\relax%
231   \addtolength{\textheight}{-\topmargin}%
232   \addtolength{\textheight}{-1.0in}%
233   \setlength{\oddsidemargin}{-1.0in}%
234   \if@envelope\relax%
235   \else%
236     \addtolength{\oddsidemargin}{\LabelLeftMargin}%
237   \fi%
238   \setlength{\evensidemargin}{\oddsidemargin}%
239   \setlength{\textwidth}{20in}%
240   \hsize=20in%
241   \baselineskip=0pt%
242   \lineskip=0pt%
243   \parindent=0pt%
244   \if@envelope

```

Now we can calculate \EnvelopeLeftMargin

```

245   \ifcase\the\@envelopeposition%
246     \setlength{\EnvelopeLeftMargin}{\paperwidth}%
247     \if@rotateenvelopes%
248       \addtolength{\EnvelopeLeftMargin}{-\EnvelopeHeight}%
249     \else%
250       \addtolength{\EnvelopeLeftMargin}{-\EnvelopeWidth}%
251     \fi%
252     \setlength{\EnvelopeLeftMargin}{0.5\EnvelopeLeftMargin}%
253   \or%
254     \setlength{\EnvelopeLeftMargin}{0pt}%
255   \or%
256     \setlength{\EnvelopeLeftMargin}{\paperwidth}%
257     \if@rotateenvelopes%
258       \addtolength{\EnvelopeLeftMargin}{-\EnvelopeHeight}%
259     \else%
260       \addtolength{\EnvelopeLeftMargin}{-\EnvelopeWidth}%
261     \fi%
262   \else%
263     \relax%
264   \fi%
265 \else%

```

Initializing labels counters...

```

266   \setcounter{LabelCountCol}{\theLabelOffsetCol}%
267   \setcounter{LabelCountRow}{\theLabelOffsetRow}%
268   \ifnum\theLabelOffsetRow>1%
269     \null%

```

```

270     \loop \vspace*{\LabelHeight}%
271         \addtocounter{LabelOffsetRow}{-1} \ifnum\theLabelOffsetRow>1%
272             \repeat%
273         \fi%
274     \ifnum\theLabelOffsetCol>1%
275         \loop \hspace*{\LabelWidth}\nolinebreak%
276             \addtocounter{LabelOffsetCol}{-1} \ifnum\theLabelOffsetCol>1%
277                 \repeat%
278         \fi%
279     \nopagebreak%
280     \fi%
281     \spaceskip0pt\relax%
282     \xspaceskip 0pt\relax%
283     \clubpenalty=0%
284     \widowpenalty=0%
285     \raggedbottom%
286     \loose%
287     \setlength\hfuzz{5in}%
288     \setlength\vfuzz{5in}%
289     \ignorespaces%
290     \beginlabelshook%
291     \beginlabelpagehook%
292     \nopagebreak}%

```

7.6 Printing of the addresses

`\PrintReturnAddress` This macro uses the text as an argument and prints it according to the conventions.

```

293 \newcommand{\PrintReturnAddress}[1]{%
294   \vspace*{\FromAddressTopMargin}%
295   \null\hspace{\FromAddressLeftMargin}%
296   \parbox[t]{\FromAddressHeight}{\FromAddressWidth}%
297   {\@fromaddressfont \lineskip=1pt
298     \if@printreturnaddress #1\else\relax\fi}}

```

`\PrintAddress` This macro works like `\PrintReturnAddress`, with several important differences: it prints barcodes if necessary *and* capitalizes the address.

```

299 \newcommand{\PrintAddress}[1]{%
300   \vspace*{\ToAddressTopMargin}%
301   \leavevmode
302   \null\hspace*{\ToAddressLeftMargin}%
303   \parbox[t]{\ToAddressWidth}{%
304     \lineskip=1pt
305     \if@barcodes \PrintBarcode{\#1} \fi
306     \toaddressfont
307     \if@capitalizeaddress \makecapitalized{\#1} \else #1 \fi}}

```

7.7 Label setup

`\PrintLabel` This macro prints a label in a parbox

```

308 \newcommand{\PrintLabel}[1]{%
309   \parbox[t]{\LabelWidth}{\LabelHeight}{%
310     \PrintAddress{#1}}}

```

\PrintBigLabel This macro makes a minipage with addresses on it, similarly to \PrintEnvelope below.

```

311 \newcommand{\PrintBigLabel}[2]{%
312   \begin{minipage}[t]{\LabelWidth}{\LabelHeight}{%
313     \baselineskip=0pt%
314     \lineskip=0pt%
315     \parindent=0pt%
316     \begin{center}%
317       \PrintReturnAddress{#1}\%
318       \rule{\ToAddressWidth}{0.1pt}%
319       \PrintAddress{#2}%
320     \end{center}%
321   \end{minipage}}

```

7.8 Envelope setup

Labels include one box per label, so their setup is simple. The situation with envelopes is different: they contain several boxes, and could be rotated, centered, etc.

\PrintEnvelope This macro makes a minipage with addresses on it.

```

322 \newcommand{\PrintEnvelope}[2]{%
323   \begin{minipage}[t]{\EnvelopeWidth}{\EnvelopeHeight}{%
324     \baselineskip=0pt%
325     \lineskip=0pt%
326     \parindent=0pt%
327     \PrintReturnAddress{#1}\%
328     \begin{center}%
329       \PrintAddress{#2}%
330     \end{center}%
331   \end{minipage}}

```

\@PrintEnvelope The following macro checks for rotation:

```

332 \newcommand{\@PrintEnvelope}[2]{%
333   \if@rotateenvelopes\rotatebox{90}{\PrintEnvelope{#1}{#2}}%
334   \else\PrintEnvelope{#1}{#2}%
335   \fi}

```

8 Printing of envelopes and labels

8.1 Main Command

\mlabel Now we are prepared to print actual envelopes and labels. It is done by the \mlabel command. It has two forms: for labels and envelopes.

```

336 \renewcommand{\mlabel}[2]{\ignorespaces%
337   \spaceskip Opt\relax%
338   \xspaceskip Opt\relax%

```

8.2 Printing of one envelope

```

339 \if@envelope%
340   \leavevmode%
341   \hspace*{\EnvelopeLeftMargin}%
342   \CPrintEnvelope{#1}{#2}%
343   \clearpage%
344   \Cbeginlabelpagehook%

```

8.3 Printing of one label

```

345 \else%
346   \ignorespaces%
347   \ifnum\theLabelCountCol>\theLabelMaxCol%
348     \\nopagebreak%
349     \stepcounter{LabelCountRow}%
350     \setcounter{LabelCountCol}{1}%
351   \fi%
352   \ifnum\theLabelCountRow>\theLabelMaxRow%
353     \vfill\eject\Cbeginlabelpagehook%
354     \setcounter{LabelCountRow}{1}%
355     \setcounter{LabelCountCol}{1}%
356   \fi%
357   \if@biglabel%
358     \PrintBigLabel{#1}{#2}%
359   \else%
360     \PrintLabel{#2}%
361   \fi%
362   \ignorespaces\nolinebreak%
363   \stepcounter{LabelCountCol}%
364 \fi}%

```

8.4 Printing of return labels

We print only mailing addresses on labels. The user is supposed to have preprinted return labels. Here we describe a utility for printing them. This utility should be used in a separate document.

`\@numreturnlabels` The counter `\@numreturnlabels` stores the number of return labels to be printed. Note that it is a `\TeX` counter, not a `\LaTeX` one.

```
365 \newcount\@numreturnlabels
```

`\printreturnlabels` This macro has two parameters: the number of labels to be printed and the text that is printed. It is the same on all labels.

```

366 \newcommand{\printreturnlabels}[2]{%
367   \@numreturnlabels=#1%
368   \def\toaddressfont{\fromaddressfont}%

```

```

369  \@capitalizetextfalse
370  \@barcodesfalse
371  \startlabels
372  \loop \mlabel{\relax}{\#2} \advance\@numreturnlabels by -1
373  \ifnum\@numreturnlabels>0\repeat}

```

9 Barcodes

9.1 Main command

The USPS Postnet codes are printed accordingly to the specifications Ref. [3]. The scanning algorithm is stolen from David Carlisle's `enumerate` package [1].

`\PrintBarcode` First, we extract barcodes by the command `\@extractbarcode`. Then we print them by `\printbarcode`.

```

374 \newcommand{\PrintBarcode}[1]{%
375   \@extractbarcode{#1}%
376   \@printbarcode}

```

9.2 Extraction of barcodes

We define zipcode as a sequence of digits (0–9) that:

- Has no characters other than digits and dashes (-) inside it
- Has no bracketed groups inside it and is not bracketed itself
- Is the last in the address field unless `\if@alwaysbarcodes=true`

We print this sequence plus the *control character*. The latter is defined as minus sum of digits of the zip code modulo 10 (that is, the complement of the sum of digits to a multiple of 10).

`\@zipcode` First, some internal registers. The token list `\@zipcode` contains barcode found
`\@zipcodesum` so far. The register `\@zipcodesum` first contains the sum of digits of the barcode,
`\@zipcodedefound` and then the control character. The switch `\@zipcodedefound` shows whether we found zip code so far.

```

377 \newtoks\@zipcode
378 \newcount\@zipcodesum
379 \newif\if@zipcodedefound

```

There are two modes for gobbling tokens:

State A: We are outside a potential zipcode sequence (`\if@zipcodedefound=false`)

State B: We are inside a potential zipcode sequence (`\if@zipcodedefound=true`)

`\@endaddress` • If we meet in any state the special token `\@endaddress`, we gobble it and
`\@finishzipcode` finish the loop.

```

380   \long\def\@finishzipcode#1{}

```

\@firstzipcode • If we meet a number (0–9) in state A, we initialize registers, process the token and go to state B

```

381   \long\def\@firstzipcode#1{%
382     \czipcode{\#1}
383     \czipcodesum=\#1\relax
384     \czipcodedefoundtrue
385     \czipcodeloop}

```

\@continuezipcode • If we meet a number (0–9) in state B, we just process it.

```

386   \long\def\@continuezipcode#1{%
387     \czipcode=\expandafter{\the\czipcode#1}
388     \advance\czipcodesum by #1
389     \czipcodeloop}

```

\@dashzipcode • If we meet a dash in state B, we gobble it.

```

390   \long\def\@dashzipcode#1{\czipcodeloop}

```

\@spacezipcode • If we meet a space in any state, we gobble it and go to the state A. The trick is from Carlisle's enumerate package.

```

391   \def\@spacezipcode{%
392     \czipcodedefoundfalse
393     \afterassignment\czipcodeloop\let\EL@temp= }

```

\@abortzipcode • If we meet anything else in any mode, we gobble it and go to state A

```

394   \long\def\@abortzipcode#1{%
395     \czipcodedefoundfalse
396     \czipcodeloop}

```

\@zipcodeloop This macro is simple. We just put the next token into \EL@temp and process it through \czipcodeloop@.

```

397 \def\czipcodeloop{\futurelet\EL@temp\czipcodeloop@}

```

\@zipcodeloop@ This macro performs actual processing... We put the command that gobbles the next token into \EL@tempa

```

398 \def\czipcodeloop@{%
399   \ifx \cendaddress\EL@temp      \def\EL@tempa{\cfinishzipcode}    \else
400   \ifx 0\EL@temp \if@czipcodedefound \def\EL@tempa{\ccontinuezipcode}
401     \else          \def\EL@tempa{\cfirstzipcode} \fi \else
402   \ifx 1\EL@temp \if@czipcodedefound \def\EL@tempa{\ccontinuezipcode}
403     \else          \def\EL@tempa{\cfirstzipcode} \fi \else
404   \ifx 2\EL@temp \if@czipcodedefound \def\EL@tempa{\ccontinuezipcode}
405     \else          \def\EL@tempa{\cfirstzipcode} \fi \else
406   \ifx 3\EL@temp \if@czipcodedefound \def\EL@tempa{\ccontinuezipcode}
407     \else          \def\EL@tempa{\cfirstzipcode} \fi \else
408   \ifx 4\EL@temp \if@czipcodedefound \def\EL@tempa{\ccontinuezipcode}
409     \else          \def\EL@tempa{\cfirstzipcode} \fi \else
410   \ifx 5\EL@temp \if@czipcodedefound \def\EL@tempa{\ccontinuezipcode}

```

```

411           \else          \def\EL@tempa{\@firstzipcode} \fi \else
412   \ifx 6\EL@temp \if@zipcodedefound \def\EL@tempa{\@continuezipcode}
413           \else          \def\EL@tempa{\@firstzipcode} \fi \else
414   \ifx 7\EL@temp \if@zipcodedefound \def\EL@tempa{\@continuezipcode}
415           \else          \def\EL@tempa{\@firstzipcode} \fi \else
416   \ifx 8\EL@temp \if@zipcodedefound \def\EL@tempa{\@continuezipcode}
417           \else          \def\EL@tempa{\@firstzipcode} \fi \else
418   \ifx 9\EL@temp \if@zipcodedefound \def\EL@tempa{\@continuezipcode}
419           \else          \def\EL@tempa{\@firstzipcode} \fi \else
420   \ifx -\EL@temp \if@zipcodedefound \def\EL@tempa{\@dashzipcode}
421           \else          \def\EL@tempa{\@abortzipcode} \fi \else
422   \ifx \@ptoken\EL@temp          \def\EL@tempa{\@spacezipcode} \else
423           \def\EL@tempa{\@abortzipcode}
424   \fi\fi\fi\fi\fi\fi\fi\fi\fi\fi
425 \EL@tempa

```

\@extractbarcode The command \@extractbarcode puts barcode into the \@zipcode, and calculates the control character (10 minus sum of the digits of the barcode).

```

426 \long\def\@extractbarcode#1{%
427   \@zipcodedefaultfalse
428   \@zipcodeloop#1\@endaddress
429   \if@alwaysbarcodes \@zipcodedefaulttrue \fi
430   \if@zipcodedefault
431     \ifnum\the\@zipcodesum>0
432       \loop \advance\@zipcodesum by -10 \ifnum\the\@zipcodesum>0
433         \repeat
434     \fi
435     \multiply\@zipcodesum by -1
436   \fi}

```

9.3 Printing barcodes

\@barcodewidth First, some lengths. “L” and “S” below refer to “long” and “short” bars correspondingly.

\@barcodeLheight

\@barcodeSheight

```

437 \newlength{\@barcodewidth}
438 \newlength{\@barcodeLheight}
439 \newlength{\@barcodeSheight}
440 \newlength{\@barcodeskip}
441 \setlength{\@barcodewidth}{0.020in}
442 \setlength{\@barcodeLheight}{0.125in}
443 \setlength{\@barcodeSheight}{0.050in}
444 \setlength{\@barcodeskip}{0.026in}

```

\@barL The following macros print long and short bars.

\@barS

```

445 \ DeclareRobustCommand{\barL}{%
446   \rule{\@barcodewidth}{\@barcodeLheight}\hspace{\@barcodeskip}}
447 \ DeclareRobustCommand{\barS}{%
448   \rule{\@barcodewidth}{\@barcodeSheight}\hspace{\@barcodeskip}}

```

\@printonezip

\@printbarcode The scanning of \@zipcode is simpler than the scanning of the address: the

only tokens we can meet are digits. Well, we will add an end marking token to the list. Let it be the letter “S” (from “Stop”).

10 Capitalization

These macros process the address (actually, any string) according to the USPS recommendations. Specifically, they:

- Strip dots (.) and commas (,) from the address unless they are enclosed in brackets
 - Make all letters uppercase
 - Add 1pt space between letters
 - Add 1em space between words

An interesting question is whether we should de-accent accented letters. USPS says nothing about it. In the present version accents are *not* stripped. However due to the scanning algorithm they should be enclosed by brackets, like this: {\u S}andor {\c C}edi.

\@addr@\cap We store the capitalized address in the token list \@addr@\cap.

474 \newtoks\@addr@cap

The following macros process the tokens one by one.

\@finishaddrcap If we meet the special token \@endaddress, we gobble it and stop.

```
475 \long\def\@finishaddrcap#1{}
```

\@dotcommaaddrcap If we meet comma or dot, we gobble it and do *not* stop. This macro is also useful for gobbling L^AT_EX 2_E letter commands like \voidb@x and \unhbox.

```
476 \long\def\@dotcommaaddrcap#1{%
 477   \@addrloop}
```

\@newlineaddrcap If we meet \\, we add it to the list

```
478 \long\def\@newlineaddrcap#1{%
 479   \@addr@cap=\expandafter{\the\@addr@cap #1}
 480   \@addrloop}
```

\@bgroupaddrcap If we meet \bgroup, we add it to the list the complete group (uppercase)

```
481 \long\def\@bgroupaddrcap#1{%
 482   \@addr@cap=\expandafter{\the\@addr@cap {\MakeUppercase{#1}}}
 483   \@addrloop}
```

\@spaceaddrcap If we meet a space we gobble it (oh-oh) and add it to the list.

```
484 \def\@spaceaddrcap{%
 485   \@addr@cap=\expandafter{\the\@addr@cap\hspace{0.6em}}
 486   \afterassignment\@addrloop\let\EL@temp= }
```

\@otheraddrcap And if we meet anything else, we make it uppercase and add to the list

```
487 \def\@otheraddrcap#1{%
 488   \@addr@cap=\expandafter{\the\@addr@cap%
 489     \MakeUppercase{#1}\kern1pt\relax}
 490   \@addrloop}
```

\@addrloop This macro is simple. We just put the next token into \EL@temp and process it through \@addrloop@.

```
491 \def\@addrloop{\futurelet\EL@temp\@addrloop@}
```

\@addrloop@ This macro performs actual processing...

```
492 \def\@addrloop@{%
 493   \ifx \@endaddress\EL@temp      \def\EL@tempa{\@finishaddrcap} \else
 494   \ifx .\EL@temp                \def\EL@tempa{\@dotcommaaddrcap} \else
 495   \ifx ,\EL@temp                \def\EL@tempa{\@dotcommaaddrcap} \else
 496   \ifx \voidb@x\EL@temp         \def\EL@tempa{\@dotcommaaddrcap} \else
 497   \ifx \unhbox\EL@temp          \def\EL@tempa{\@dotcommaaddrcap} \else
 498   \ifx \\\EL@temp               \def\EL@tempa{\@newlineaddrcap} \else
 499   \ifx \bgroup\EL@temp          \def\EL@tempa{\@bgroupaddrcap} \else
 500   \ifx \@sptoken\EL@temp        \def\EL@tempa{\@spaceaddrcap} \else
 501                                         \def\EL@tempa{\@otheraddrcap}
 502   \fi\fi\fi\fi\fi\fi\fi
 503   \EL@tempa}
```

\@make@capitalize

```
504 \long\def\@make@capitalize#1{%
 505   \@addr@cap={\relax}
 506   \@addrloop#1\@endaddress
 507   \the\@addr@cap}
```

11 Games with .aux file

The commands described in this section write something to the .aux file, and thus change the way *EnvLab* treats the labels and envelopes. Since the action is delayed till the .aux file is processed, these commands affect only the labels automatically extracted from the `letter` environment, and do not affect the labels explicitly defined by the \mlabel commands in the main file.

\@cmlabel The macro \@cmlabel stores the status of the \cmlabel as determined by \makelabels. It is a no-op at the start. If \makelabels redefines \cmlabel, we catch it through the \AtEndDocument hook. Note that since \makelabel is allowed only in the preamble, we are not in danger of redefining commands too early.

```
508 \let\@cmlabel=\gobbletwo  
509 \AtEndDocument{\let\@cmlabel=\cmlabel}
```

The next four commands redefine \cmlabel to suppress or resume printing mailing labels.

\suppresslabels This command suppress printing labels and envelopes until it is resumed by \resumelabels or similar commands.

```
510 \def\suppresslabels{\if@filesw\immediate\write\auxout{  
511   \string\@suppresslabels}\fi}
```

\@suppresslabels This is the internal command that performs the actual processing.

```
512 \def\@suppresslabels{\let\@cmlabel=\gobbletwo}
```

\resumelabels These commands resume printing labels and envelopes if it was suppressed by \@suppresslabels or similar commands.

```
513 \def\resumelabels{\if@filesw\immediate\write\auxout{  
514   \string\@resumelabels}\fi}  
515 \def\@resumelabels{\let\@cmlabel=\@cmlabel}
```

\suppressonelabel These commands suppress printing of one label or envelope. The macro \@oldcmlabel is used to store the system state.

```
\@oldcmlabel 516 \def\suppressonelabel{\if@filesw\immediate\write\auxout{  
517   \string\@suppressonelabel}\fi}  
518 \def\@suppressonelabel{\let\@oldcmlabel=\cmlabel%  
519   \def\cmlabel{  
520     \let\cmlabel=\@oldcmlabel%  
521     \gobbletwo}}
```

\printonelabel These commands resume printing for one label or envelope. The macro \@oldcmlabel is used to store the system state.

```
522 \def\printonelabel{\if@filesw\immediate\write\auxout{  
523   \string\@printonelabel}\fi}  
524 \def\@printonelabel{\let\@oldcmlabel=\cmlabel%  
525   \def\cmlabel{  
526     \let\cmlabel=\@oldcmlabel%  
527     \@cmlabel}}
```

\ChangeEnvelope	This macro writes \SetEnvelope to the .aux file. It has two forms: starred and and unstarred. In the unstarred mode it also writes \startlabels to the .aux file. In the unstarred form it does not. Since we want to treat <i>both</i> stars and optional arguments, we introduce two internal commands that can be invoked by the main macro.
\@ChangeEnvelope	
\@ChangeEnvelopeStar	
528 \def\ChangeEnvelope{\@ifstar{\@ChangeEnvelopeStar}{\@ChangeEnvelope}}	
529 \newcommand\@ChangeEnvelopeStar[3][Opt]{%	
530 \if@filesw\immediate\write\@auxout{%	
531 \string\@SetEnvelope[#1]{#2}{#3}}%	
532 \fi}	
533 \newcommand\@ChangeEnvelope[3][Opt]{%	
534 \if@filesw\immediate\write\@auxout{%	
535 \string\@SetEnvelope[#1]{#2}{#3}}	
536 \immediate\write\@auxout{\string\@startlabels}	
537 \fi}	
\@SetEnvelope	We define this command as no-op at beginning, and then redefine it before reading .aux file.
538 \def\@SetEnvelope[#1]#2#3{}	
539 \AtEndDocument{\let\@SetEnvelope=\SetEnvelope}	
\ChangeLabel	This macro writes \SetLabel to the .aux file. It has two forms: starred and and unstarred. In the unstarred mode it also writes \startlabels to the .aux file.
\@ChangeLabel	
\@ChangeLabelStar	In the unstarred form it does not. Since we want to treat <i>both</i> stars and optional arguments, we introduce two internal commands that can be invoked by the main macro.
540 \def\ChangeLabel{\@ifstar{\@ChangeLabelStar}{\@ChangeLabel}}	
541 \newcommand\@ChangeLabelStar[7]{%	
542 \if@filesw\immediate\write\@auxout{%	
543 \string\@SetLabel[#1]{#2}{#3}{#4}{#5}{#6}{#7}}%	
544 \fi}	
545 \newcommand\@ChangeLabel[7]{%	
546 \if@filesw\immediate\write\@auxout{%	
547 \string\@SetLabel[#1]{#2}{#3}{#4}{#5}{#6}{#7}}%	
548 \immediate\write\@auxout{\string\@startlabels}	
549 \fi}	
\@SetLabel	We define this command as no-op at beginning, and then redefine it before reading .aux file.
550 \def\@SetLabel#1#2#3#4#5#6#7{}	
551 \AtEndDocument{\let\@SetLabel=\SetLabel}	
\ChangeBigLabel	This macro writes \SetBigLabel to the .aux file. It has two forms: starred and and unstarred. In the unstarred mode it also writes \startlabels to the .aux file. In the unstarred form it does not. Since we want to treat <i>both</i> stars and optional arguments, we introduce two internal commands that can be invoked by the main macro.
\@ChangeBigLabel	
\@ChangeBigLabelStar	
552 \def\ChangeBigLabel{\@ifstar{\@ChangeBigLabelStar}{\@ChangeBigLabel}}	

```

553 \newcommand{\@ChangeBigLabelStar}[7]{%
554   \if@filesw\immediate\write\auxout{%
555     \string\@SetBigLabel{#1}{#2}{#3}{#4}{#5}{#6}{#7}}%
556   \fi}
557 \newcommand{\@ChangeBigLabel}[7]{%
558   \if@filesw\immediate\write\auxout{%
559     \string\@SetBigLabel{#1}{#2}{#3}{#4}{#5}{#6}{#7}}%
560   \immediate\write\auxout{\string\@startlabels}%
561   \fi}

\@SetLabel We define this command as no-op at beginning, and then redefine it before reading
.aux file.

562 \def\@SetBigLabel#1#2#3#4#5#6#7{%
563 \AtEndDocument{\let\@SetBigLabel=\SetBigLabel}}

```

12 Reimplementation of the \opening command

\re Some people like to put below the address information like
 Re: our recent talk

A way to do this is to include it in the address like this:

```

\begin{letter}{%
  Dr.~Austin Tankel\\
  Some University\\
  Anytown, Pa 12345\\
  Re: Our recent talk}
\opening{Dear Austin:}

```

However, this additional info will be put in the mailing label, which is wrong. Here we describe a macro that works like this:

```

\begin{letter}{%
  Dr.~Austin Tankel\\
  Some University\\
  Anytown, Pa 12345}
\re{Our recent talk}
\opening{Dear Austin:}

```

Now, the implementation. First, lets us check whether the option `re` is chosen (otherwise we don't bother to redefine the commands):

```

564 \if@EL@redefine@opening
\re The command \re just defines \recontents. Also, we initialize \recontents to
\recontents be initially empty
565 \newcommand*{\re}[1]{\def\recontents{#1}}

```

\ReName By default it is just plain style “Re: ” (note the space!)

```
566 \def\ReName{Re: }%
```

\opening Now we redefine the standard \opening command to include the \re info. Here is the quote from the standard letter class [2]:

Text is begun with the \opening command, whose argument generates the salutation, as in

```
\opening{Dear Henry,}
```

This should produce everything up to and including the ‘Dear Henry,’ and a \par command that follows. Since there’s a \vfil at the bottom of every page, it can add vertical fill to position a short letter. It should use the following commands:

- \toname : name part of ‘to’ address. Will be one line long.
- \toaddress : address part of ‘to’ address. The lines separated by \\.
- \fromname : name of sender.
- \fromaddress : argument of current \address declaration– null if none. Should use standard institutional address if null.
- \fromlocation : argument of current \location declaration– null if none.
- \telephonenum : argument of current \telephone declaration– null if none.

We just \ReName and \recontents here...

```
567 \renewcommand*{\opening}[1]{\ifx\@empty\fromaddress
568   \thispagestyle{firstpage}%
569   {\raggedleft\@date\par}%
570 \else % home address
571   \thispagestyle{empty}%
572   {\raggedleft\begin{tabular}{l}\ignorespaces
573     \fromaddress \\\*[2\parskip]%
574     \@date \end{tabular}\par}%
575 \fi
576 \vspace{2\parskip}%
577 {\raggedright \toname \\ \toaddress \par}%
578 \ifx\@empty\recontents\relax
579 \else
580   {\raggedright \ReName \recontents \par}%
581 \fi
582 \vspace{2\parskip}%
583 #1\par\nobreak}%

```

Now we close \if@EL@redefine@opening:

```
584 \fi
```

And the last line:

```
585 
```

References

- [1] David Carlisle. *The enumerate package*. CTAN, v2.02 edition, January 1994.
- [2] Leslie Lamport, Frank Mittelbach, and Rainer Schöpf. Standard letter document class for L^AT_EX version 2e. CTAN, 199c.
- [3] USPS. *Designing Business Letter Mail (Pub 25)*, August 1995.

Change History

v0.9	\mlabel: Put \@beginlabelpagehook in the envelope printing	14
	General: Beta version	1
v0.91	General: Added new option— alwaysbarcodes	1
v0.92	General: Added \IfFileExists when loading packages	8
v1.0	General: First released version ...	1
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	Fixed typos in elold.ins	1
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	Moved \PSwait code to \AtBeginLabelPage	9
	Moved \PSwait code to \AtBeginLabels	9
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	Added new option: dlenvelope (thanks to J.P.Jansen@net.HCC.nl)	6
	Added new option: herma4625label (thanks to J.P.Jansen@net.HCC.nl)	6
	Added new options: psautotray, nopsautotray	7
	Added new options: re, nore ..	7
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