



# Auto Print User's Manual

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## Welcome

Thank you for choosing the Auto Print add-in, created by Sperry Software. This add-in allows you to print incoming and/or outgoing emails, set the criteria for determining what messages will be printed, and choose whether you want to have only the email message printed, only the attachment printed, or both.

This feature can be combined with Outlook's Rules Wizard so that only messages that flow into a particular Outlook folder are printed, and can be enormously powerful in the right circumstances, such as receiving faxes via email which also need to be printed.

### **To Print Incoming Email**

Select a folder where your email arrives (for this example, we'll use the Inbox). Click Choose Folder, and choose the Inbox. A message comes up warning that you will have to restart Outlook in order to have the Inbox be monitored, but that's ok. For now we'll keep configuring the add-in and when we're all done we'll restart Outlook.

For this example, we'll leave the Filter Rules at the default, "All Incoming Emails".

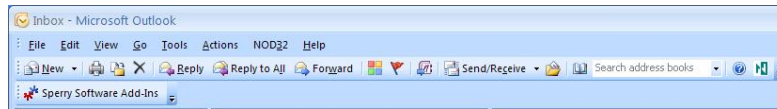
In "What to Print", we will check the "Print the Email" checkbox.

Click on Apply, Then OK, then restart Outlook.

Send yourself a message or have someone send one to you, and it will be printed

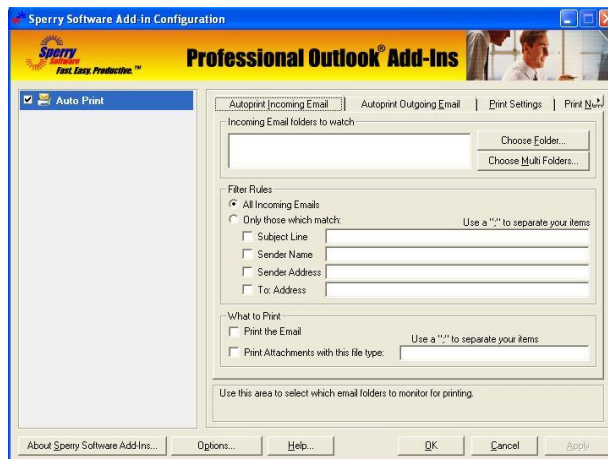
## Configuring the Add-in

Once the installation is complete, you are ready to use Auto Print. When you open Outlook you will notice a new button “Sperry Software Add-ins” added to the toolbar.



Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in’s functionality.

## AutoPrint Incoming Email Tab



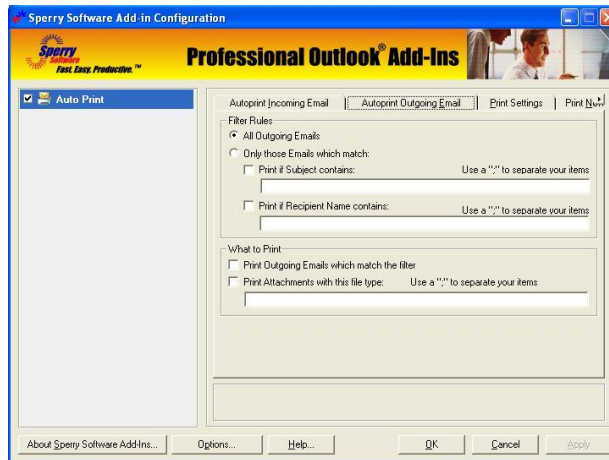
This area allows you to set the parameters for printing incoming (received) emails.

“Incoming Email folders to watch” enables you to choose which Outlook email folders you want the add-in to monitor for printing. Emails that arrive in this folder will be printed, depending on the settings in the Filter Rules frame. The emails can arrive via the normal send/receive mechanism, or they can be pasted (or dragged/dropped) from another folder into this folder.

The Filter Rules frame controls the criteria for determining which emails to print. You can choose to print “All incoming Emails” or “Only those which match” the criteria that you specify. You can choose to print only when the subject line matches, the sender’s name matches, the sender’s email address matches or the “To” address matches (in case you have more than one email address configured). Just like all the text fields in the Sperry Software line of add-ins, you can use wildcards for matching text, it’s not case sensitive, and you can specify multiple criteria by separating the items with semicolons.

The “What to Print” frame determines whether to print the email, the attachment, or both. When printing attachments you will need to specify the file type(s) that you want to print, to avoid print attempts on unprintable file types. Again, you can separate multiple file types with a semicolon, or print any attachments using a wildcard like “\*.\*”.

## AutoPrint Outgoing Email Tab

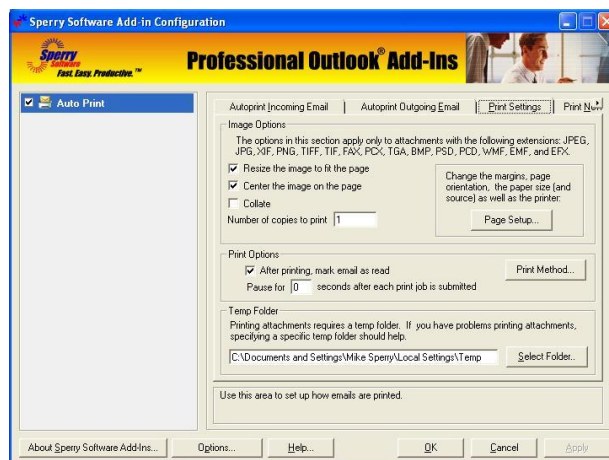


This tab allows you to set the parameters for printing outgoing (sent) emails. Most of the options are analogous in function to the incoming settings but apply to messages going out.

Filter Rules are similar to those for incoming mail choices, such as All Outgoing Emails or Only those Emails which match the criteria that you specify. However, only the Subject and the Recipient Name are available.

What to Print offers the same choices as incoming print emails or print attachments.

## Print Settings Tab



Choose print and image options including Size to Fit and Collate.

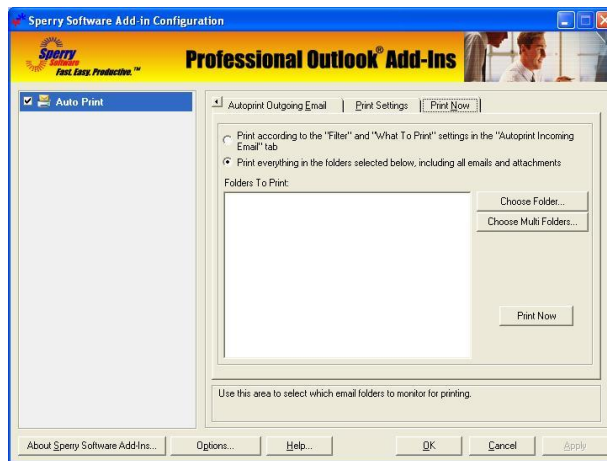
Resize the image to fit the page will expand or contract graphic images to exactly fit the page.

To print a complete copy of the document before the first page of the next copy is printed, select the Collate check box. If you prefer to print all copies of the first page and then print all copies of subsequent pages, clear the check box.

You can also specify the number of copies that you would like to print by default.

Temp Folder: Allows you to specify a specific folder for the print temp files. This option is helpful if you encounter problems with the automatic printing feature.

## Print Now Tab



This area allows you to print email that are already in the account.

In the Folders to Print section, you can determine what folders Auto Print will look for when searching for email to print.

If you choose “Print according to the ‘Filter’ and ‘What To Print’ settings”, Auto Print will only print email that meet the criteria determined in the “Filter” and “What to Print” settings found in the Autoprint Incoming Email” tab.

If you choose “Print Everything”, Auto Print will process all emails and attachments specified in the Folders to Print section.

## Troubleshooting

Q. The “Sperry Software Add-ins” button is not visible.

A. The add-in may have become disabled.

**For Outlook 2002, 2003 users:**

On the Outlook Menu, click Help...About Microsoft Outlook

Click the “Disabled Items” button

If “Sperry Software” is listed, enable it and restart Outlook

**For Outlook 2007 users:**

On the Outlook Menu, click Help...Disabled Items

If “Sperry Software” is listed, enable it and restart Outlook

The Sperry Software toolbar may not be set to “Visible”

On the Outlook Menu, click View...Toolbars and make sure that Sperry Software is checked.

Q. The “Sperry Software Add-ins” button does not respond.

A. Run the add-in Reset tool.

The add-in reset tool can be downloaded from

<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#).