



PLUG AND PLAY COMPUTERS

Tally Authorised Partner

Himatnagar, Gujarat

<https://www.tallyguj.in>

Mobile: 9426391348 / 7069500051

E-mail: tallyguj@gmail.com

YouTube: <https://www.youtube.com/@tallytipsntrick>

USER MANUAL

Envelope Printing & Address Book

Version 1.0 · For TallyPrime

Simple English · Real Tally Screens · Step by Step

Contact us:

Plug And Play Computers

Tally Authorised Partner

Himatnagar, Gujarat

Mobile: 9426391348 / 7069500051

E-mail: tallyguj@gmail.com

Website: <https://www.tallyguj.in>

YouTube: <https://www.youtube.com/@tallytipsntrick>

© Plug And Play Computers, Himatnagar, Gujarat. All rights reserved.

Tally, TallyPrime, Tally.NET, Tally Service Partner, TallyAcademy & Power of Simplicity are trademarks of Tally Solutions Pvt. Ltd. All other trademarks are properties of their respective owners.

Version: Envelope Printing & Address Book / 1.0

This manual explains how to print party mailing addresses on physical envelopes from TallyPrime, browse Address Book, configure size/logo/fonts, and print envelope from Sales invoice.

Support: 9426391348 / 7069500051 · tallyguj@gmail.com · <https://www.tallyguj.in>

Envelope Printing & Address Book

Introduction

This add-on prints a party's mailing address on a real envelope from TallyPrime — without typing the address again.

You can:

1. Print Envelope for Sundry Debtors, Sundry Creditors, or Any Ledger.
2. Open Address Book — list of ledgers with Address, State, Pincode, Mobile, E-Mail — and print envelope from there.
3. Configure envelope size (mm), orientation (Horizontal / Vertical), To / From labels, company name, logo size & position (Ctrl+E).
4. Print envelope for the buyer directly from a Sales invoice (F4 / Ctrl+Alt+E).

Settings are saved permanently (per company / system). Set once, use daily.

Note: Tally release should be TallyPrime.

Important!

Take backup of your company data before loading any new TDL / Add-on.

Before you print (data checklist)

Item	Where
Party address	Alter Ledger → Address (multi-line)
Mobile / phone (optional)	Ledger master contact details
Company name & address	Company Details (printed as From)
Company logo (optional)	Company Details → Include company logo (Alt+L) or path in Config
Envelope in printer	Select matching paper size in Windows printer setup

If a ledger has no address, preview shows: (No address saved for ... — add one via Alter Ledger)

Setup Guide

Step 1 — Load the TDL file (one-time)

1. Open TallyPrime and open your company.
2. Go to Gateway of Tally → F1: Help → TDL & Add-On → F4: Manage Local TDLs.
3. Set Load TDLs on Startup to Yes.
4. Specify the full path of main.tdl inside the envelope-addressbook folder (as given by Plug And Play Computers). Load only main.tdl — do not load src files separately.
5. Accept. Restart TallyPrime if prompted, then open the company again.

After loading, Gateway of Tally shows: Envelope / Address Book

Step 2 — Open from Gateway

Go to Gateway of Tally → Envelope / Address Book

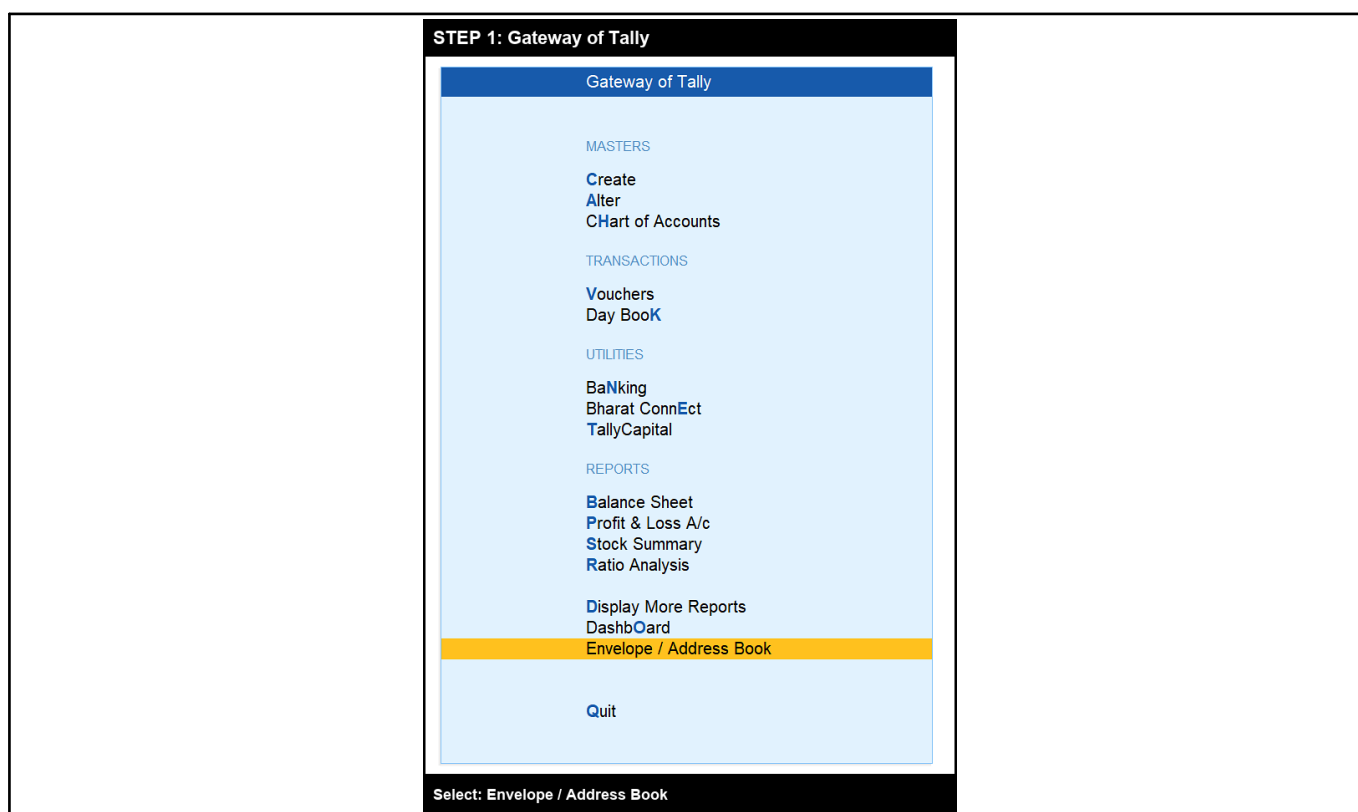


Figure 1: Gateway of Tally — select Envelope / Address Book

Step 3 — Choose how to pick the ledger

The submenu Envelope Printing / Address Book opens:

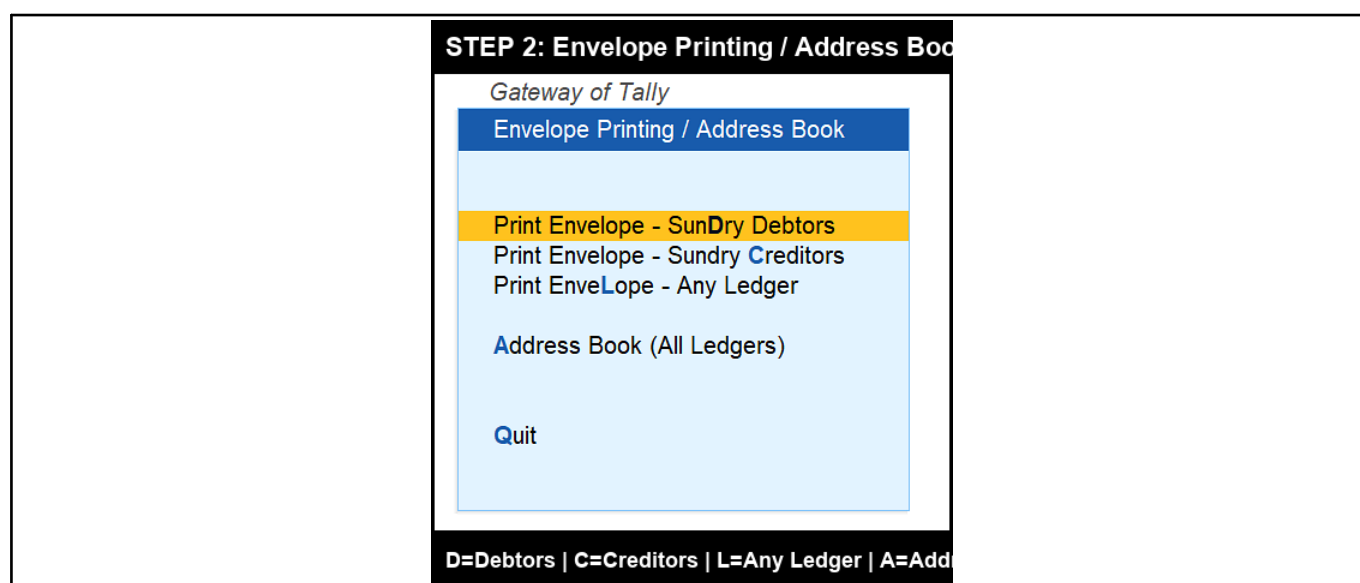


Figure 2: Print Envelope options + Address Book

Menu option	Key	Shows
Print Envelope – Sundry Debtors	D	Parties under Sundry Debtors
Print Envelope – Sundry Creditors	C	Parties under Sundry Creditors
Print Envelope – Any Ledger	L	All ledgers
Address Book (All Ledgers)	A	Contact list with address / mobile / e-mail

Highlight a ledger with ↑ / ↓ and press Enter to open the envelope preview.

Step 4 — Address Book

Select Address Book (All Ledgers) (key A). You see columns:

Ledger Name · Address · State · Pincode · Mobile No. · E-Mail

Ledgers are grouped (e.g. Sundry Debtors). Only ledgers with address or mobile appear.

Right side: E: Print Envelope · F4: Search Ledger

Highlight a row → press Enter (or E) to open envelope for that ledger.

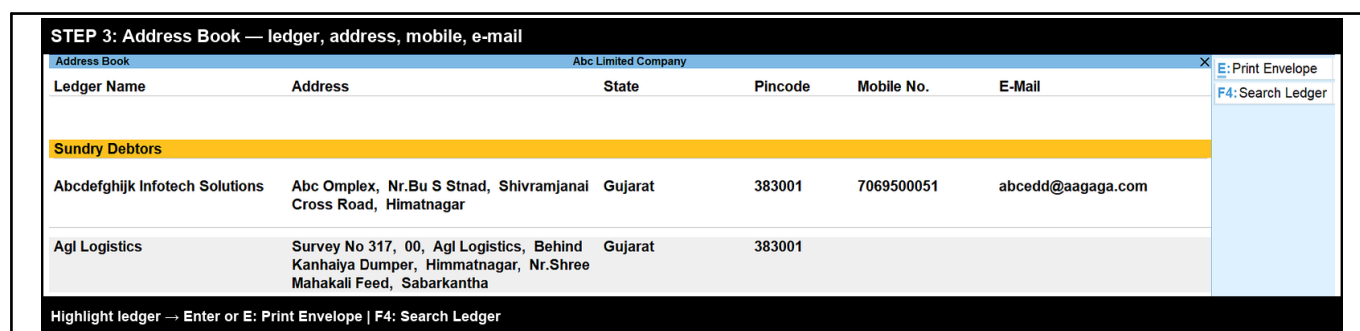


Figure 3: Address Book with address, mobile and e-mail

Step 5 — Envelope preview (To / From / Logo)

After selecting a ledger, the envelope preview opens. Example layout:

- To — party name, address lines, mobile
- From — your company name, address, mobile (when enabled)
- Logo — company logo (when enabled and path is set)

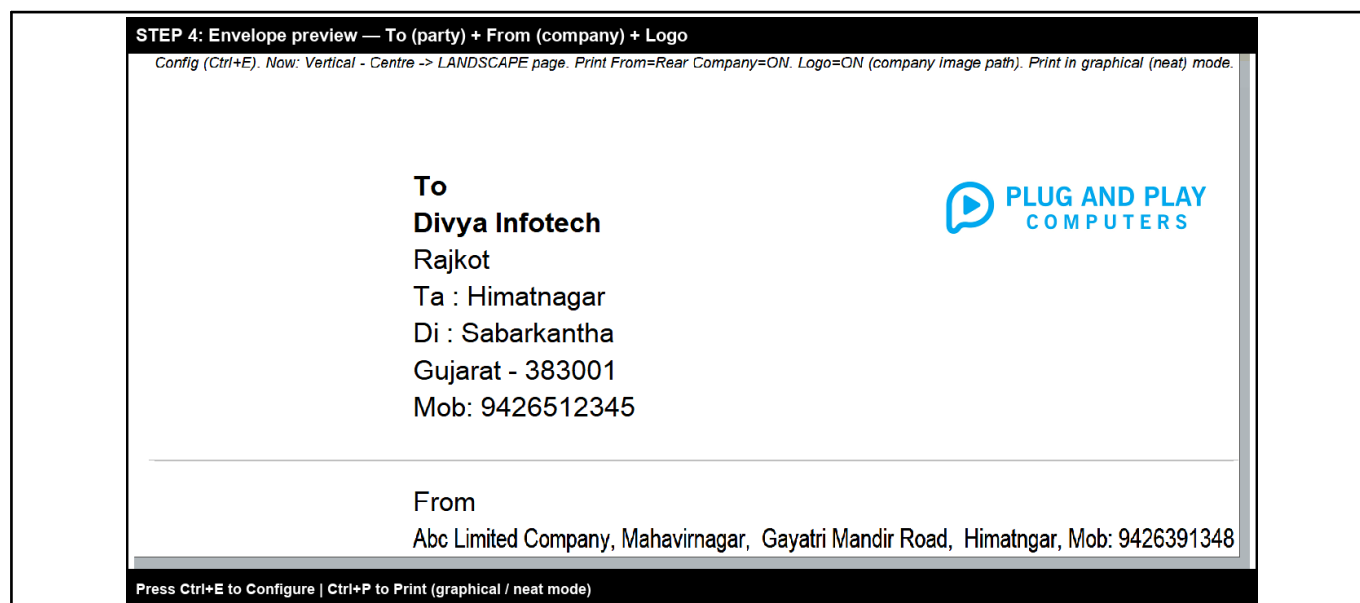


Figure 4: Envelope preview — party address (To), company (From), logo

On preview: press Ctrl+E to open Envelope Print Configuration. Press Ctrl+P (or your usual Print) to print. Use graphical / neat print mode (not draft) — same idea as cheque printing.

Step 6 — Configure envelope (Ctrl+E)

On the preview screen, press Ctrl+E (or use Configure on the right). Main options:

Setting	Purpose
Cheque Alignment	Horizontal / Vertical - Right / Centre / Left
Print From (Front / Rear)	For Vertical feed — Front or Rear
Space from Top / Left Edge (mm)	Move address block on the envelope
Envelope Width / Height (mm)	Physical envelope size used for layout
Address width / font size	Width of To block and point size
Print To / From labels	Show "To" before party and "From" before company
Print company name/address	Yes = print From block with company details
Separator line	Line between To and From blocks
Print company logo	Yes = print logo; set position and size (mm)
Logo position / path	Top Right / Top Left / etc. + image file path

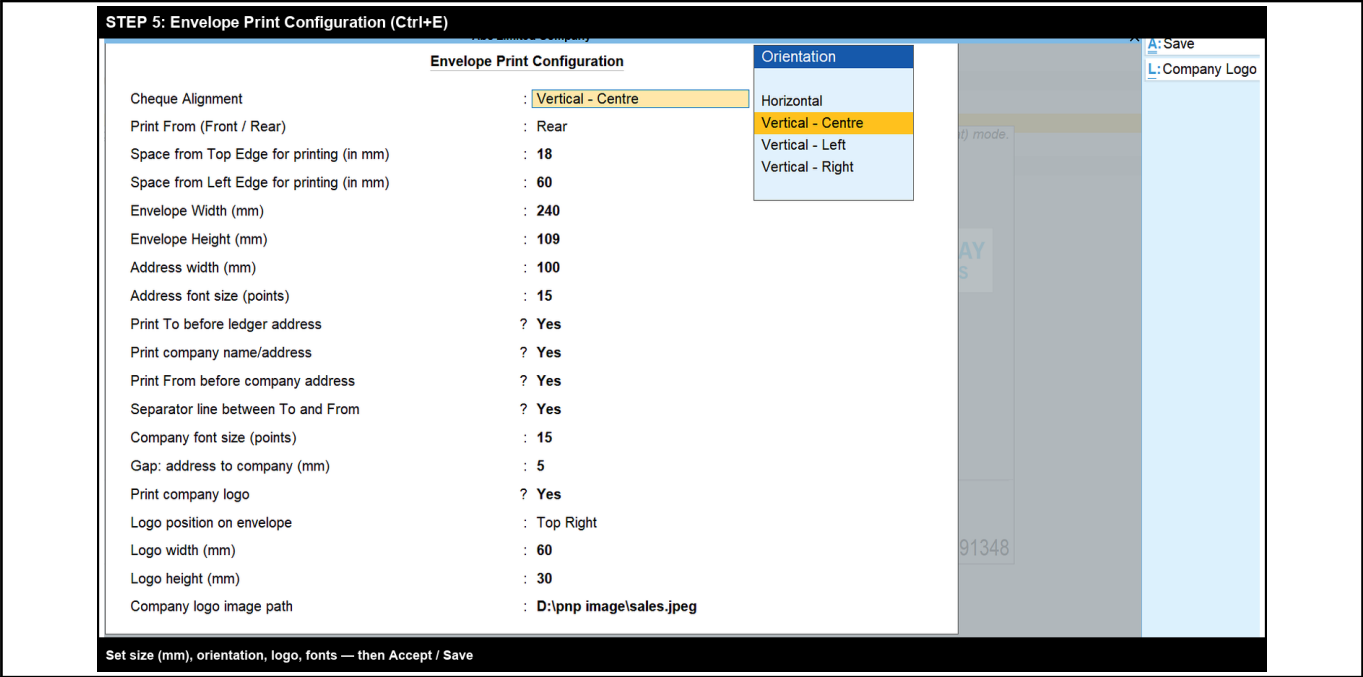


Figure 5: Envelope Print Configuration — dimensions, orientation, logo, fonts

Print Envelope from Sales Invoice

You do not need Gateway for every sale. Print envelope for the buyer from Sales:

A. While creating / altering Sales voucher

Open Sales voucher → select party → use right-side Print Envelope (shortcut Ctrl + Alt + E).

B. On Sales print screen

Print the invoice → on print landing, press F4 – Print Envelope (or letter E). Opens envelope for the invoice party.

C. From Day Book

Open a Sales voucher from Day Book → F4 or Ctrl+Alt+E → Print Envelope.

These shortcuts are for Sales vouchers (buyer party). Other types may not show an active button.

How to use every day

1. Keep party addresses updated in ledger masters.
2. Gateway → Envelope / Address Book (or Sales shortcut).
3. Pick ledger (or use Address Book) → Enter.
4. Check preview (To / From / Logo). Adjust with Ctrl+E if needed.
5. Load envelope in printer → set paper size → Ctrl+P (graphical/neat mode).

Quick path reference

Action	Path / Key
Load TDL	F1 → TDL & Add-On → F4 → load main.tdl
Open menu	Gateway of Tally → Envelope / Address Book
Print by group	D = Debtors · C = Creditors · L = Any Ledger
Address Book	A · Enter / E = Print Envelope · F4 = Search
Configure	On preview: Ctrl+E
Print	Ctrl+P · graphical / neat mode
From Sales	F4 Print Envelope · Ctrl+Alt+E

FAQ

Which Tally version is required?

TallyPrime. Load main.tdl from the envelope-addressbook folder.

Menu Envelope / Address Book is missing.

Confirm main.tdl is loaded (F1 → TDL & Add-On → F4) and restart TallyPrime.

Preview shows no address.

Alter the ledger and save Address lines. Preview will show a clear message if address is empty.

Print is blank.

Use graphical / neat print mode (not draft). Set envelope size in Config and matching size in printer driver.

How do I set company logo?

Company Details → Include company logo (Alt+L), or set logo path and Print company logo = Yes in Ctrl+E. Choose logo position (e.g. Top Right) and width/height in mm.

Can I print horizontal and vertical?

Yes. Ctrl+E → Cheque Alignment: Horizontal or Vertical - Right / Centre / Left. For Vertical, set Print From Front or Rear as needed.

Does Address Book show all ledgers?

It lists ledgers that have address or mobile. Empty contact masters are hidden so the list stays useful.

How do I get support?

Call 9426391348 / 7069500051 or e-mail tallyguj@gmail.com. Website: <https://www.tallyguj.in>. YouTube: <https://www.youtube.com/@tallytipsntrick>

For New TDL / Tally Knowledge Videos

For regular updates on new TDL customizations and Tally knowledge videos,

please SUBSCRIBE to our YouTube channel

<https://www.youtube.com/@tallytipsntrick>

or visit our website for new regular updates.

YouTube: <https://www.youtube.com/@tallytipsntrick>

Website: <https://www.tallyguj.in>

E-mail: tallyguj@gmail.com

Mobile: 9426391348 / 7069500051

Plug And Play Computers

Tally Authorised Partner · Himatnagar, Gujarat

— End of User Manual —