Letterier User Manual

For version 2.1.0 / Windows 10 and 11, 64-bit

This manual covers Letterier 2.1.0. Check the applicable instructions for the current distribution, publication, and review status. WebView2 Runtime is required.

Letterier lets you write directly on stationery, add photos or text boxes, and finish your letter as a PDF or a printed page. Letters and images stay on your computer, and ordinary use does not require an internet connection.

Distribution, system requirements, and contact

- Author: Y-TEC
- Distribution: Freeware. There are no paid features, trial limits, or payments.
- Software license: Apache License 2.0
- System requirements: 64-bit Windows 10 or 11 and Microsoft WebView2 Runtime
- Contact the author: Y-TEC Forge contact
- Product page: Letterier on Y-TEC Forge
- Source code: GitHub

For the portable ZIP edition, extract the ZIP before launching Letterier.exe from the extracted folder. Windows may show a warning because this edition uses a self-signed certificate. The current direct download is a portable ZIP and does not include a standard installer. For the Microsoft Store edition, select Install in Microsoft Store. The portable ZIP does not include WebView2 Runtime; install the official Microsoft Runtime if it is not already present.

To uninstall the portable ZIP edition, close Letterier and delete its extracted folder. To uninstall the Microsoft Store edition, open Settings → Apps → Installed apps on Windows 11, or Settings → Apps → Apps & features on Windows 10, open the menu for Letterier, and select Uninstall. Your .binsen, .binsenbak, PDF, and image files are not deleted automatically. Check them first and delete only files you no longer need.

Authors, licenses, and usage terms for bundled third-party components, fonts, and image resources are documented in THIRD_PARTY_NOTICES.md, ASSETS_LICENSE.md, and the legal folder included with the distribution. These resources are used and distributed under their stated terms.

Features added and improved in 2.1.0

Under Home → Page appearance, Print page numbers places horizontal Arabic numerals (1, 2, 3…) at the bottom center of each sheet, including vertically written letters. Editing, output previews, PDF and printing share the numbers. Selecting an output range preserves original page numbers. Enabling numbers reserves at least 16 mm at the bottom for the body; documents with small margins may reflow. Existing documents keep this option off.

Align line ends distributes extra character spacing across wrapped horizontal or vertical lines. Paragraph endings, manual line/page breaks, and the final line remain unexpanded. It inserts no spaces into the body and preserves explicit formatting. Existing documents keep this option off.

Selecting a font in bulk formatting now enables Set font. The current page follows keyboard navigation as well as clicks. After Undo/Redo, changed text or formatting is highlighted for about five seconds; removal is shown with a position marker. The affected location is brought into view. Editing or moving the cursor clears the marker. Markers are never saved, printed, or exported to PDF.

On Windows, vertical body text uses MS-IME's standard vertical candidate window. Google Japanese Input uses a vertical candidate window for normal conversion and predictions expanded with Tab, with click-to-confirm and candidate paging. Google's automatic suggestions retain the standard horizontal window. A connection failure displays an explanation and restores the previous input method. Text boxes retain their existing input method. Cancelling selected-text composition preserves the original text. Text-box preedit stays outside the document, saved data and undo history until confirmation.

Undo and Redo are temporarily disabled during IME composition. Confirm with Enter or cancel with Esc to enable them again. The title bar indicates the composing state.

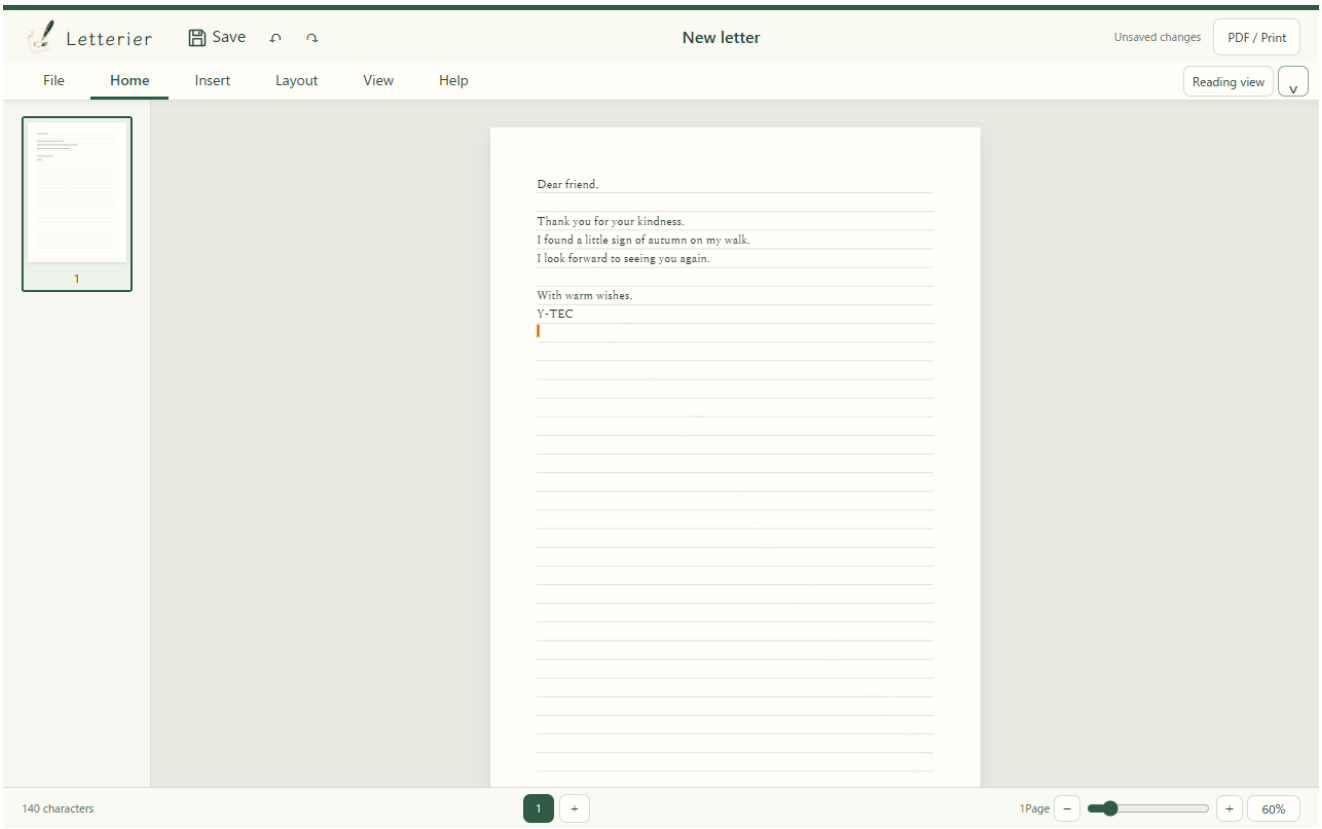
Koibumi Penji is not bundled. Fudegurume's official terms prohibit redistribution and restrict PDF embedding. Reconsideration requires a separate embedding and redistribution permission.

More space on a laptop

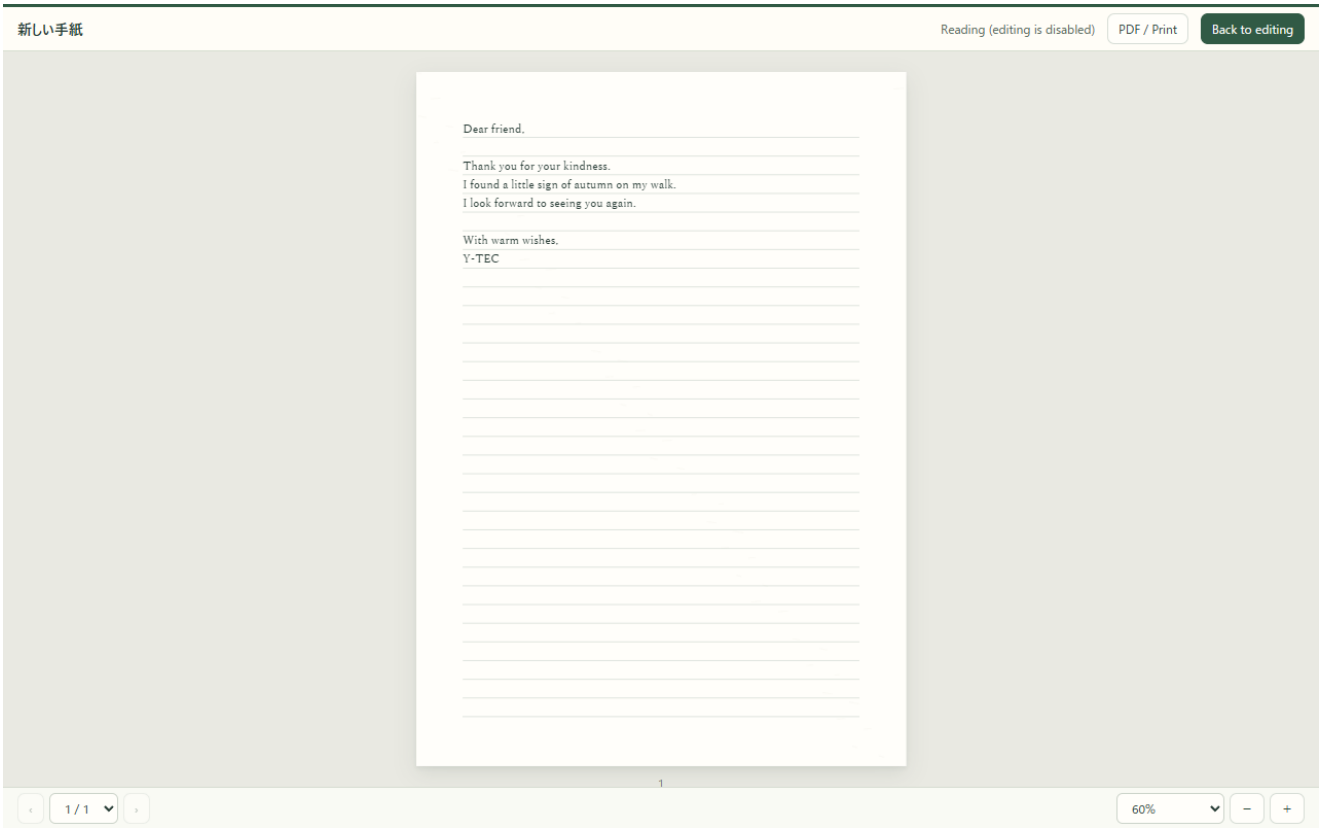
Use the chevron Collapse toolbar at the right end of the tabs, or Ctrl+F1, to hide the large command panel. Save, Undo/Redo and tabs remain available. Selecting a tab opens its panel; the chevron expands it too.

Choose Reading view at the right end of the tabs or on View to hide tools and side panels and read the letter without editing it. Photos and text boxes remain visible. Use the footer's Fit width, Whole page, zoom buttons and page selector. With focus on the paper, PageUp/PageDown changes pages and Home/End goes to the first/last page. PDF / Print remains at the top right.

Back to editing or Esc restores the editor's scroll position, zoom and collapsed state. If an output dialog is open, the first Esc closes that dialog. Confirm or cancel IME composition before entering Reading view. These display choices last for the current app session and are not stored in the document or undo history. Paper dimensions and printed text size do not change.



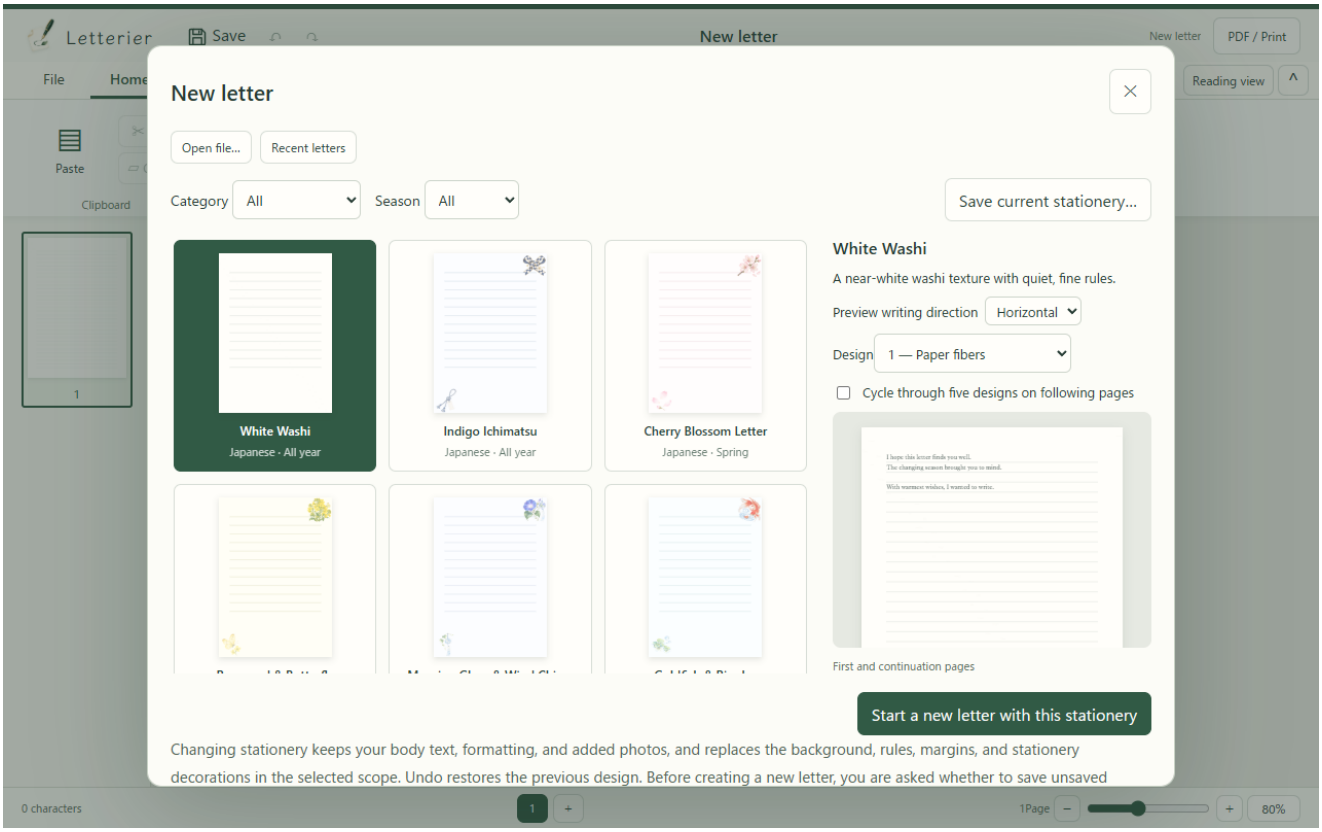
Collapsed toolbar



Reading view

Create your first letter

1. Use the startup New letter dialog, or choose Home → New letter.
2. Select a design and check the large preview on the right.
3. Select Start a new letter with this stationery.
4. Click the first writing line and type your letter.
5. Open File, then select Save as….
6. Open PDF / Print to review every page, save a PDF, or print.



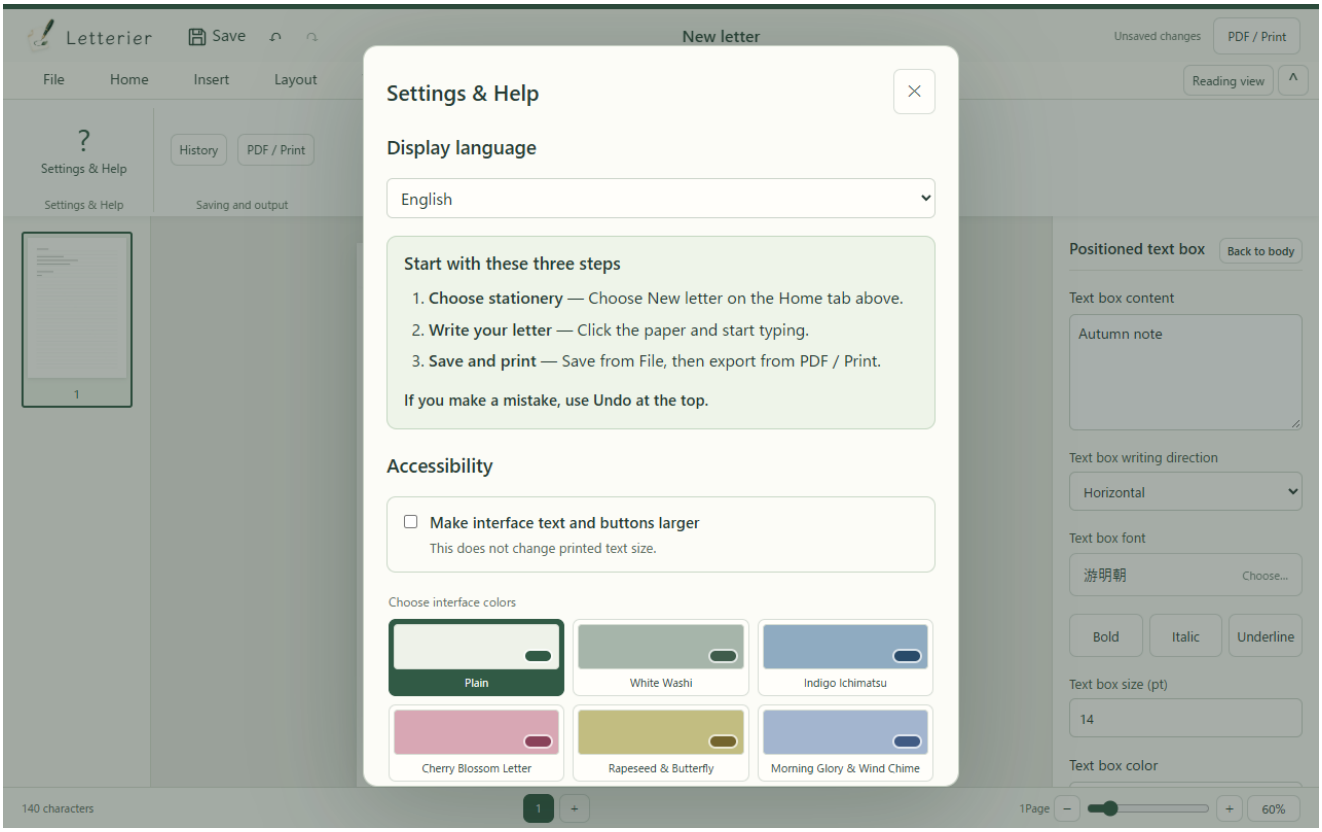
New letter stationery selector in English

Each illustrated design uses separate primary and supporting artwork. Plain and rule-focused designs may have no illustration. Text wrapping accounts for margins and artwork placement, so lines near decoration can have a different available width.

All twenty series (ten Japanese and ten Western) offer five choices under Design. Cycle through five designs on following pages starts from the selected design and returns from design 5 to design 1. Turn it off to keep the same design. Personal templates use their saved settings.

Screen overview

- Top: the File, Home, Insert, Layout, View, and Help ribbon tabs, save status, and PDF / Print.
- Left: an optional page list.
- Center: the paper where you type and arrange items.
- Right: detailed settings for a selected image or text box. Body formatting is on Home; paper settings and the default font are on Layout.
- Bottom: character count, page navigation, and zoom information.

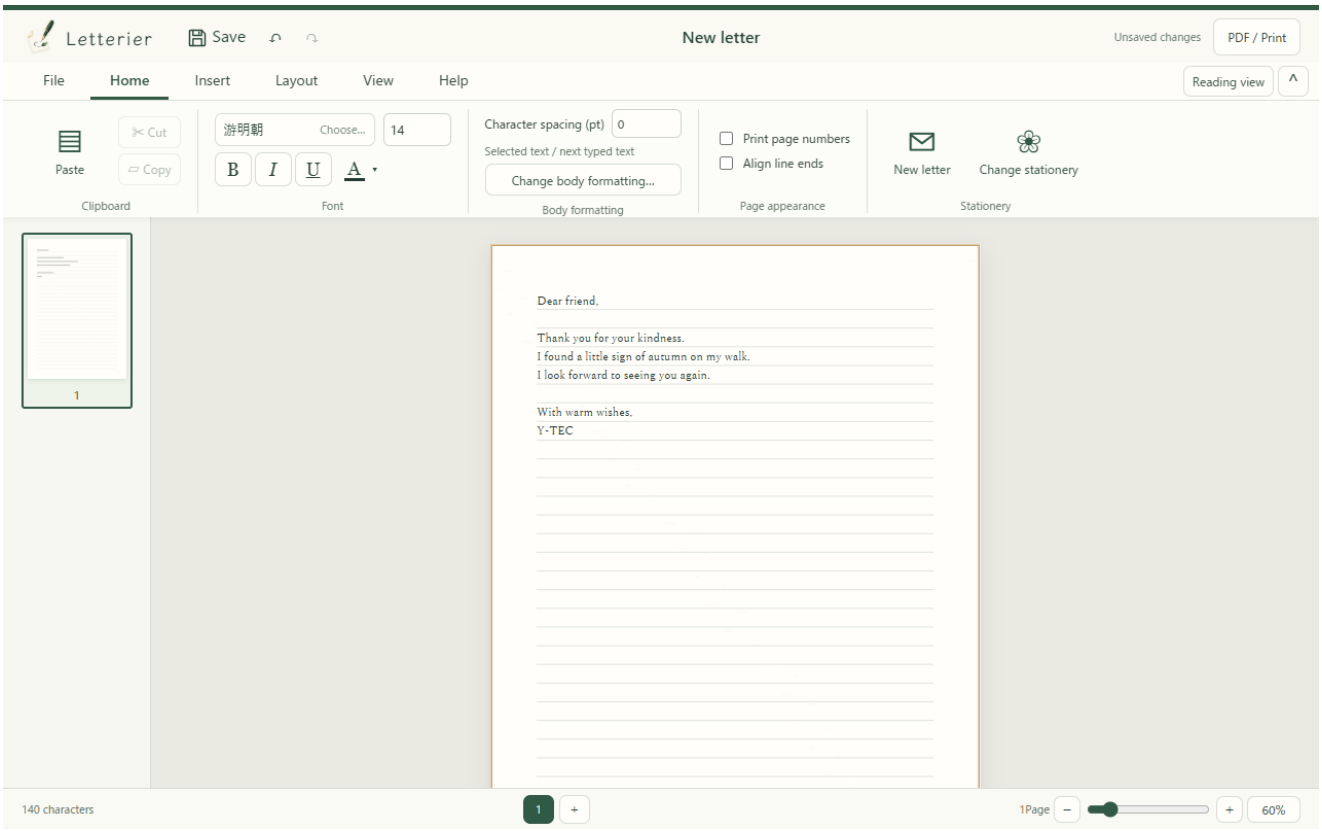


Settings and Help in English

In Settings & Help, enable Make interface text and buttons larger when standard controls are difficult to read. This changes only the controls, not the printed letter. You can also choose a higher-contrast color theme.

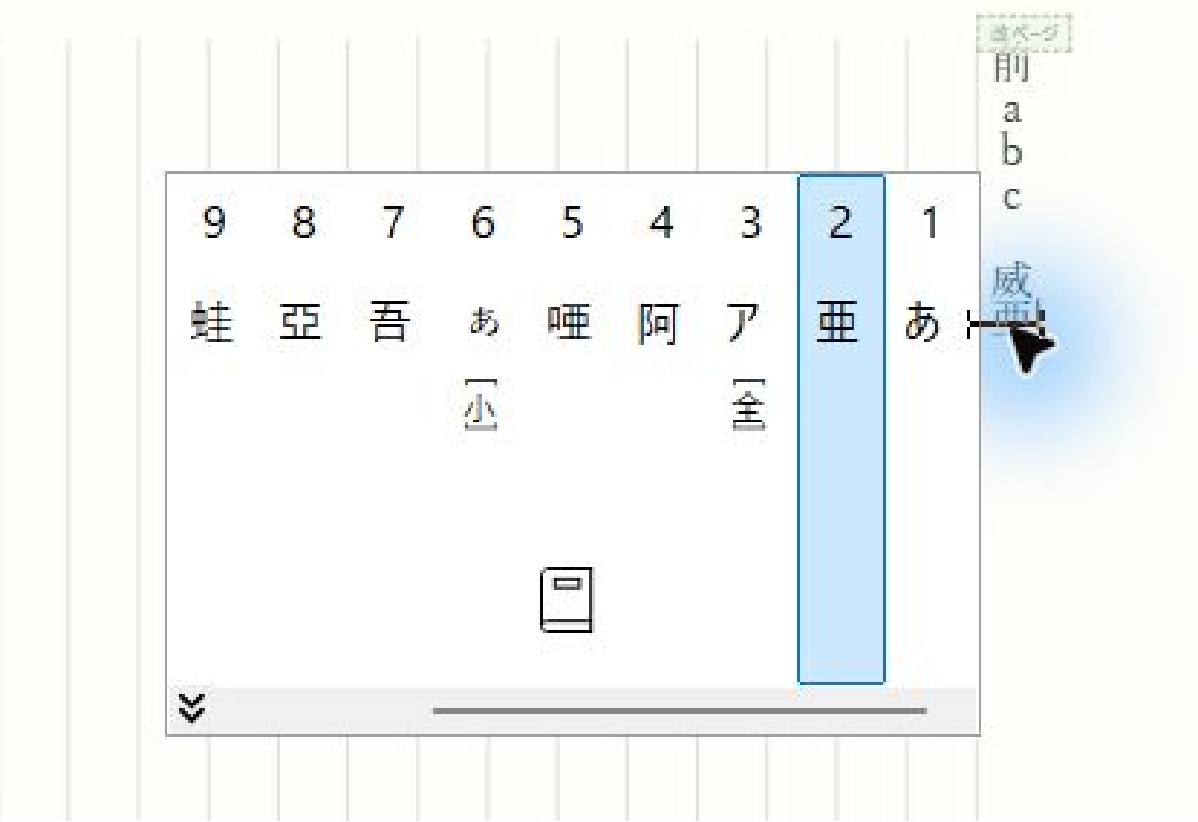
Write in English

On Layout, choose Horizontal under Writing direction. Press Enter for a new paragraph and Ctrl+Enter for a deliberate page break. Letterier prefers spaces when wrapping English text, so ordinary words are not split at the page margin.



English horizontal letter

Vertical writing remains available for Japanese documents. For English letters, horizontal writing is recommended and is the format used throughout this manual.



MS-IME vertical candidates on Windows; Japanese input example, enlarged

Start on an unused line

Even in a new letter, click an unused line such as line five to start there. IME preedit appears on that line and stays there when confirmed. Confirmation adds any necessary blank lines and page breaks together with the text. Clicking or composing alone does not add content. Cancelling preserves the original document; one Undo after confirmation removes both the text and the added blank lines.

With a candidate list open, Esc may first close the list; another Esc may be needed to cancel the preedit. Check your IME display rather than assuming one Esc always completes cancellation.

Horizontal text within vertical writing

Select body text, then use Layout → Horizontal-in-vertical. The automatic two-digit option groups two digits horizontally. The selected-text option explicitly applies horizontal composition to the selection; the normal vertical option restores ordinary vertical layout. Review the result with the chosen font and size before PDF output or printing.

Fonts and formatting

Use Default body size (pt) on Layout to set the default from 6 to 72 pt. Text inheriting the default changes with it; sizes explicitly assigned to selected text remain unchanged. Use Change body formatting··· to give the whole body the same size.

Character spacing (pt) on Home accepts 0 to 12 pt; 0 keeps normal spacing. It applies to selected body text, or to the next text you type when nothing is selected. It also works vertically, treating a two-digit upright combination as one unit. A selection with mixed spacing shows a blank field. Wider spacing can change wrapping and page count, so review every page before output.

Keep first and last paragraph lines together tries to avoid leaving only the first or last line of a paragraph on another page. Short paragraphs and paper constraints can prevent keeping every line together.

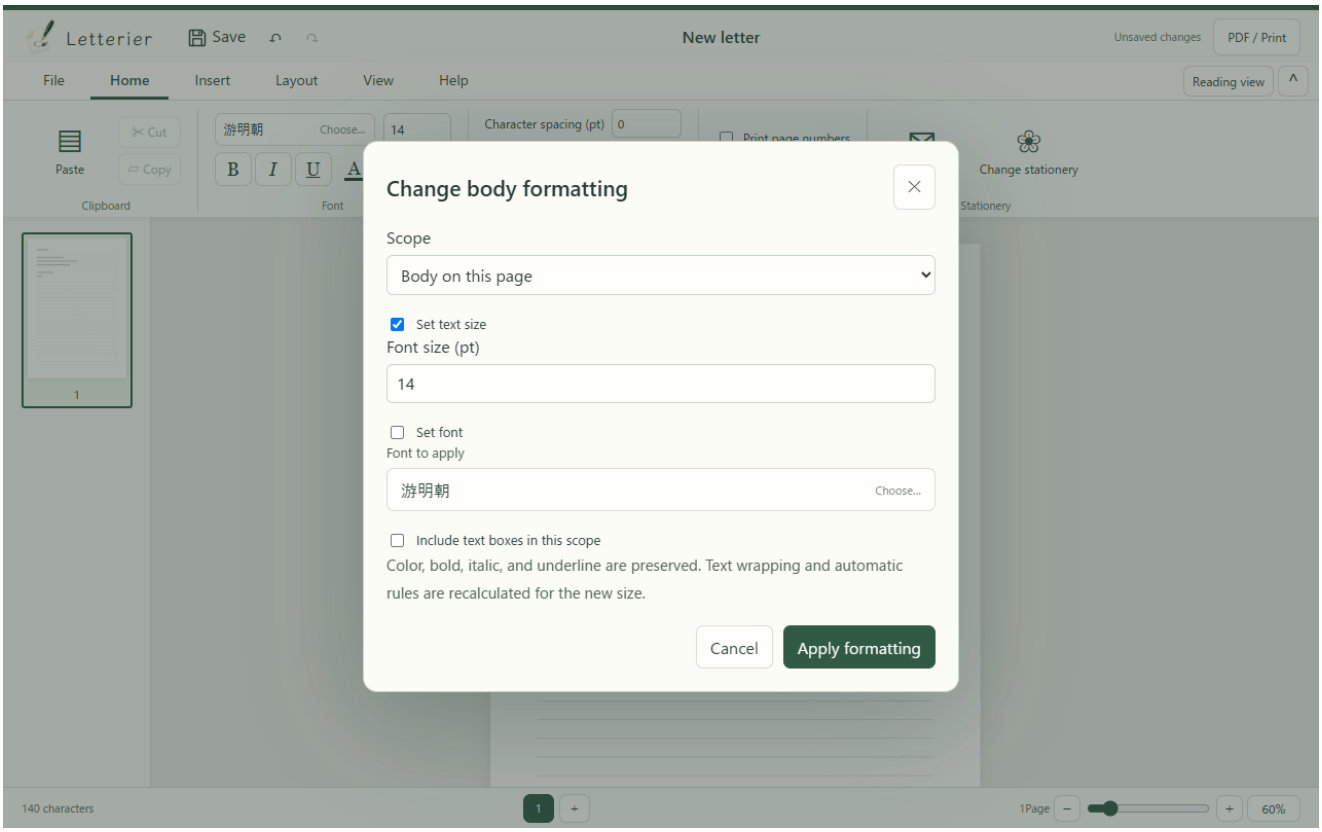
The Text color button on Home offers 20 swatches and Custom color. Select part of the body first to change only that selection. Click outside the palette, press Esc, or choose Close to dismiss it. Closing after keyboard interaction inside the palette returns focus to the Text color button.

Choose Default body font on Layout before you start writing. To change existing text, use the bulk body-format dialog on Home and choose the current page or all body text. Size and font can be changed separately while color, bold, italic, and underline are preserved. Include text boxes only when you want them changed too.

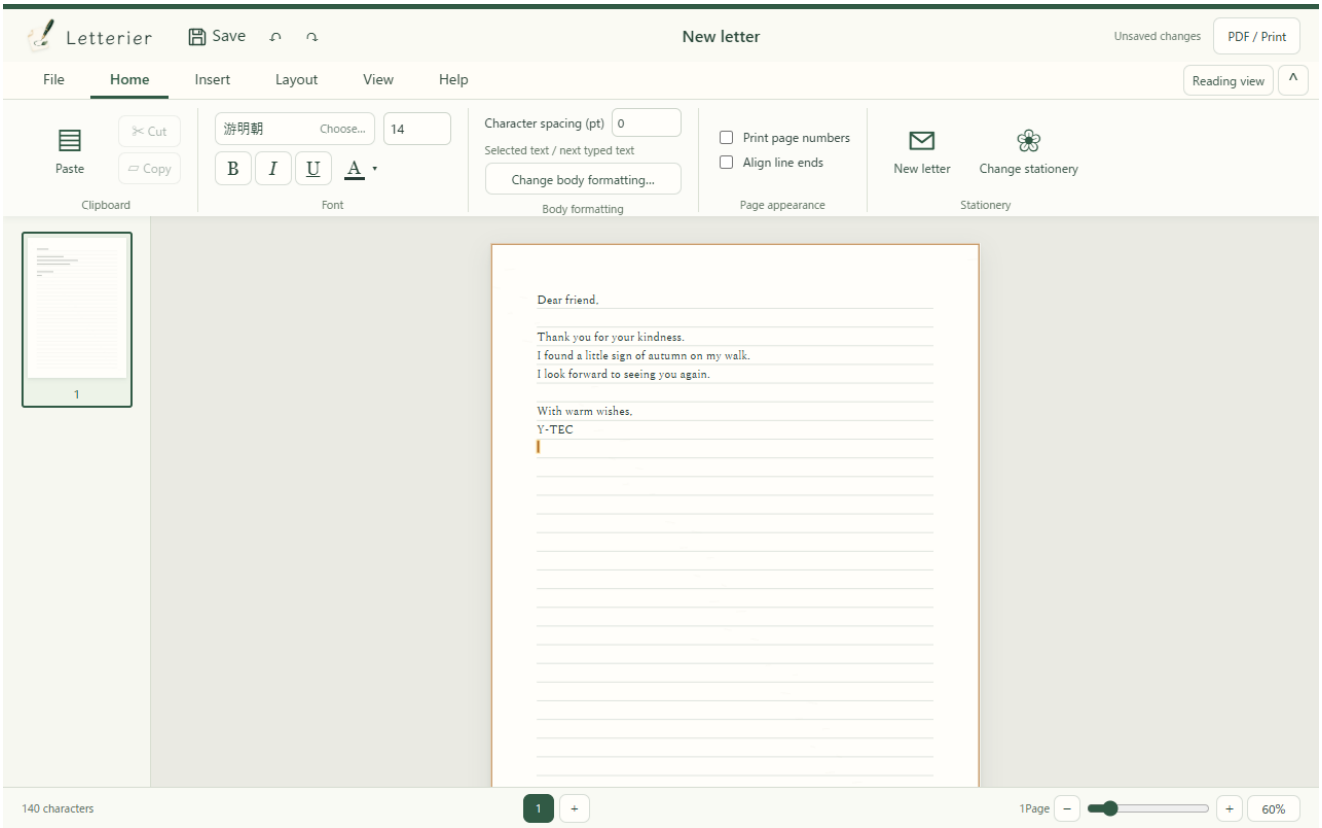
To change only part of the letter, select the text first, then set its font, size, bold, italic, underline, or color in the Home font controls. With no selection, formatting applies to the next text you type. A new line inherits the formatting of the line where you pressed Enter.

The size field is blank when the selection contains different font sizes; this does not mean text is missing. Enter a value from 6 to 72 pt to give the selection that size while preserving other formatting. Out-of-range input is not applied, and leaving the field restores the current-size display. Keep the intended text selected; Undo reverses a change.

Drag from selected body text to another position to move it with its formatting intact. Hold Ctrl when dropping to copy it instead. Copying body text does not duplicate images or text boxes. One Undo reverses the operation.



Bulk body-format dialog



Temporary Undo target marker

Save and edit your own stationery

Open Home → Change stationery, then Save current stationery··· and give it a name. Without the include-text option, the template stores backgrounds, rules, and images, but not body text or text boxes. Choose your saved template under the personal-template type in both New letter and Change stationery. Changing stationery preserves body text, formatting, and your added photos; choose all pages, the current page, or a page range.

To edit a template, apply it to a letter, make adjustments, then select the original registration and update it. Updating a registration does not change other letters already created from it.

Backgrounds, line length, and rules

Open Layout → Background, rules, and margins···. Choose a background image, drag its preview to move it, and use the four corner handles to resize while preserving its aspect ratio. Fit-to-paper, contain, and reset controls are also available. Press Esc during a drag to cancel that gesture.

The target full-width characters per line is a guide based on the default font; leave it blank to use the margins. Mixed fonts, sizes, and Latin characters can change the actual character count. Text wraps to fit the paper, and lines with larger text receive enough spacing.

New letters enable font-size-aware automatic rule spacing and thickness by default. Disable the corresponding setting to adjust it manually. Opening an older document does not silently replace its manual rule settings with automatic ones.

Pages

A continuation page appears automatically when the current page is full. Use Start a new page here to insert a deliberate page break.

Use Duplicate, move, or delete··· to preview a page operation before applying it. One page operation creates one undo step, so a single Undo restores the previous document arrangement.

Photos and images

1. On Insert, select Photo / Image and choose a file.
2. Drag the image to position it.
3. Use the selected-item controls to adjust size, rotation, opacity, stacking, anchoring, and text wrapping.

To move an image to another page, keep holding it near the top or bottom edge. The document scrolls automatically and keeps the dragged image visible. After dropping it, check that the full image is inside the destination page.

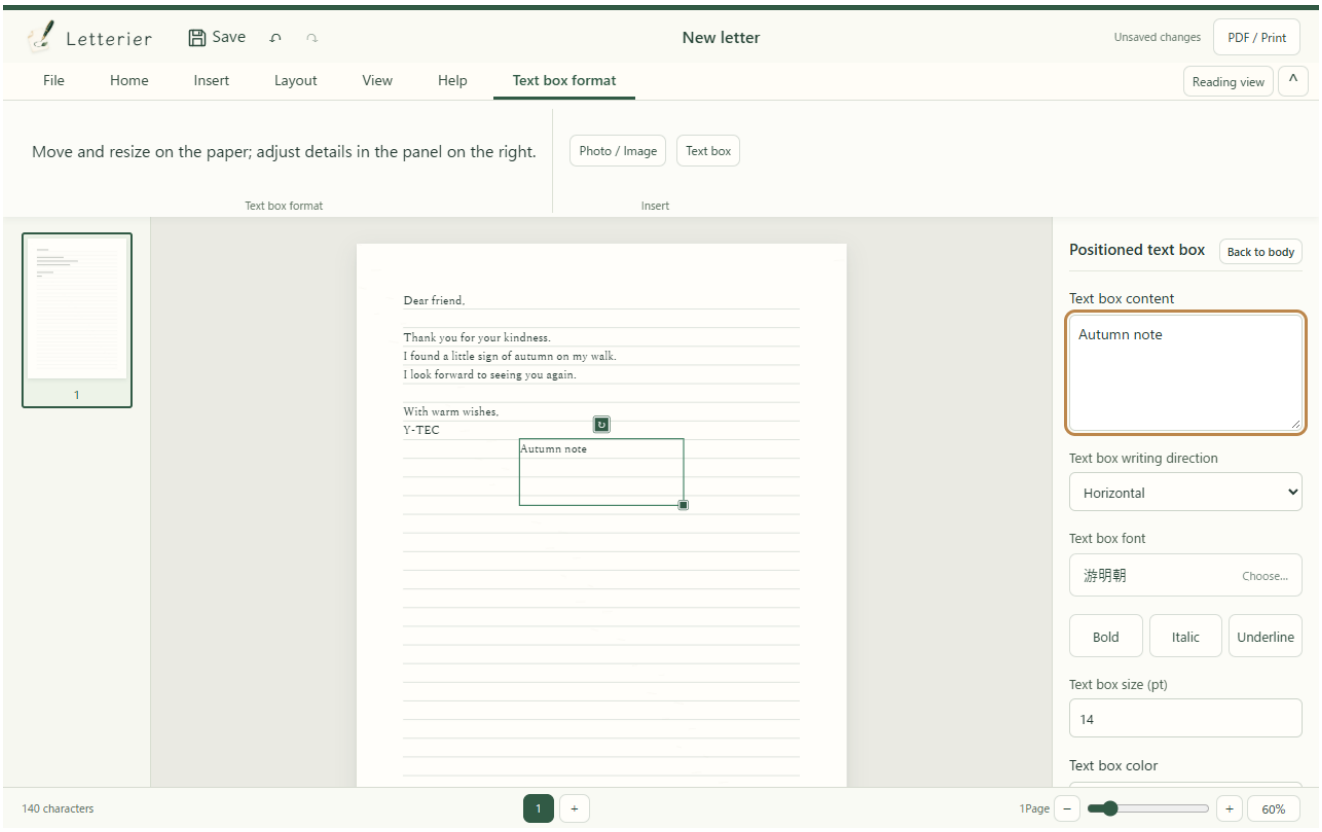
Supported image formats and limits

- JPEG/JPG, PNG, BMP and static WebP load as ordinary images.
- GIF and animated WebP let you select one frame; animations are not printed as moving content.
- SVG supports a static subset without scripts or external references.
- HEIC/HEIF requires a compatible Windows codec. Convert to PNG/JPEG when the codec is unavailable.
- PSD uses the saved merged image; layer editing and recompositing are unsupported.
- AI requires PDF-compatible saving. As with PDF, select a page to place it as an image.
- Limits include 16 MiB per input file and 64 MiB of document assets. Not every variant of each format is supported.

See the bundled IMAGE-FORMATS.md for detailed conditions.

Text boxes

Select Text box to place text that moves independently from the letter body. Select the box, then choose Horizontal or Vertical under Text box writing direction. This setting is independent of the body writing direction, so a vertical note can be placed on a horizontal letter. Selecting body text continues normally even when the pointer crosses a text box.



A horizontal text box positioned independently from the letter body

Save and recover work

Use File → Save as··· to create a .binsen document. After that, Ctrl+S or Save updates it. The recovery-save status refers to automatic local recovery data, not completion of a named-file save.

Letterier also keeps local recovery data while you work. History stores 50 normal revisions plus protected versions and lets you preview a revision before restoring it. A normal .binsen file contains the current text, formatting and images, not earlier revisions. Use Export backup with history··· to create a portable .binsenbak file.

Automatic recovery never overwrites the original file. A failed recovery save shows a warning and retries up to three times, after 5, 15 and 30 seconds. Its warning clears on success. If failure persists, check the save status and save a named file. When creating, switching or closing, choosing Save stops that operation if saving fails or the destination dialog is cancelled. Normal startup does not silently reopen your last letter; open it explicitly from the recovery notice. The state before a history restoration is retained as a protected version.

Autosave is not a substitute for a separate backup. Save important letters by name and keep another copy on a different drive.

Save a PDF or print

Open PDF / Print and review all pages before output.

Copies appear below the printer, followed by the page range. Check these settings before choosing Print with these settings. Save as PDF is at the bottom of the settings column.

- Save as PDF creates a PDF at the document's physical paper size.
- Print with these settings submits to the selected Windows printer. Check the printer, paper, copies, and every page before using it.
- Fit to printable area is recommended for home printers because it avoids clipping at the paper edge.
- Actual size can clip edge decoration where a printer cannot print.

The dotted printable-area guide is for preview only and is not printed.

Ordinary Latin letters and digits in vertical text stay upright in both the editor and PDF. ASCII brackets and two-digit vertical combinations use their own layout. Review every output page after mixing fonts or sizes.

Switch the preview between the selected print settings and actual-size PDF. Printer fit settings never shrink the PDF. Leave the page range blank for all pages, use 2 for page two only, or 1-3,5 for a range. Nonexistent page numbers disable output.

Zoom and popups

The next launch restores the normal window size and maximized state saved when you closed the app. If the display arrangement changes, the window is adjusted to a visible work area. The default size may be used if the setting could not be saved.

The bottom-right slider adjusts display zoom from 50% to 125%. Minus and plus change it by 5%; clicking the percentage resets it to 100%. The View tab controls the same zoom. Zoom affects the screen only, not PDF or print dimensions, and 100% may not match physical size on your screen.

Dismissible screens such as Help also close when you click outside their frame. Pressing inside and dragging outside does not dismiss them. Use the provided controls for busy or mandatory dialogs. Dismissing an unsaved-change prompt cancels the pending switch.

Change the interface language

Open Settings & Help, then choose Japanese or English under Display language. Letterier remembers the choice for the next launch.

Keyboard shortcuts

- Ctrl+S: Save
- Ctrl+Shift+S: Save as
- Ctrl+Z: Undo
- Ctrl+Y: Redo
- Ctrl+Enter: Page break
- Ctrl+A: Select the whole body while the paper is active
- Ctrl+F1: Collapse or expand the toolbar
- PageUp/PageDown with the Reading view paper focused: Previous or next page
- Home/End with the Reading view paper focused: First or last page
- Esc in Reading view: Close the output dialog, or return to editing

Troubleshooting

- Caret not visible: click the writing line where you want to type. The caret also appears on unused lines.
- Cannot save: use Save as… in another folder, then check free disk space and write permission.
- Image cannot be opened: see Supported image formats and limits in this manual or convert it to PNG or JPEG.
- Printing takes time: wait for the Windows print window and avoid pressing Print repeatedly. Text and rules remain vector; only stationery artwork and photos are embedded as images. The whole sheet is not flattened into one image.
- Controls are hard to read: enable larger interface text and choose a clearer color theme in Settings & Help.

When reporting a problem, include the Letterier version, the steps you followed, the result you expected, and what happened instead. Do not share private letter text or personal images unless they are necessary for the report.

Letterier

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