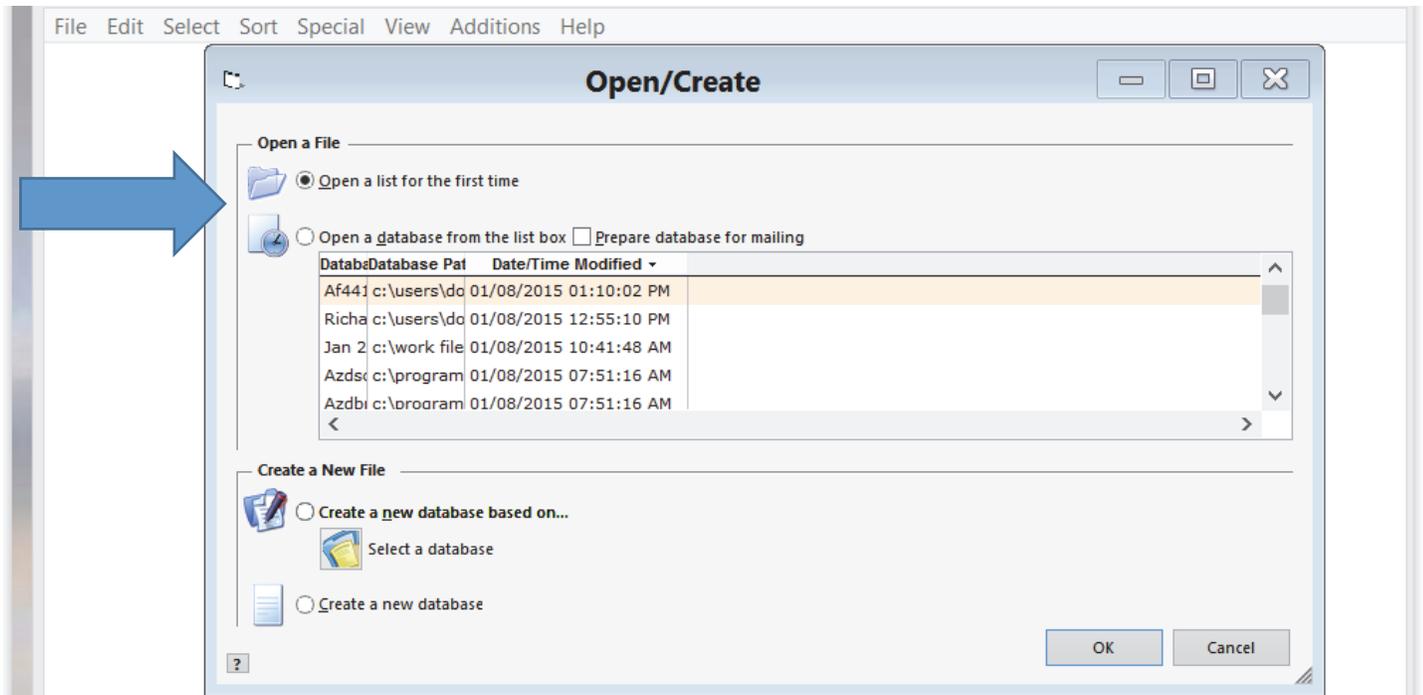
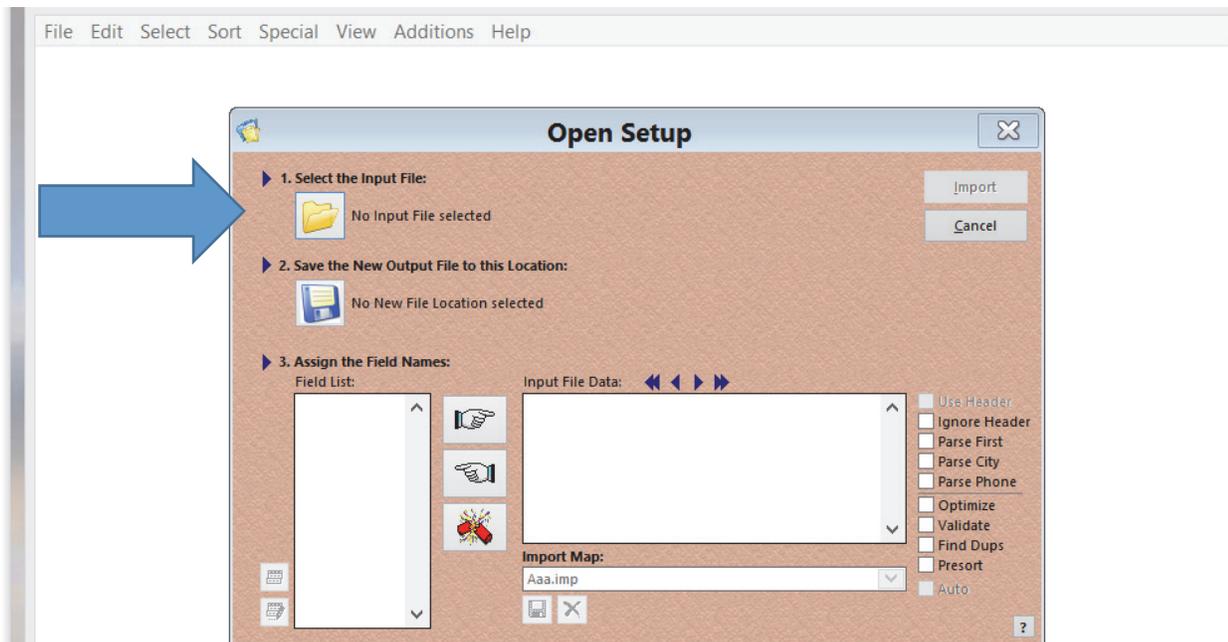


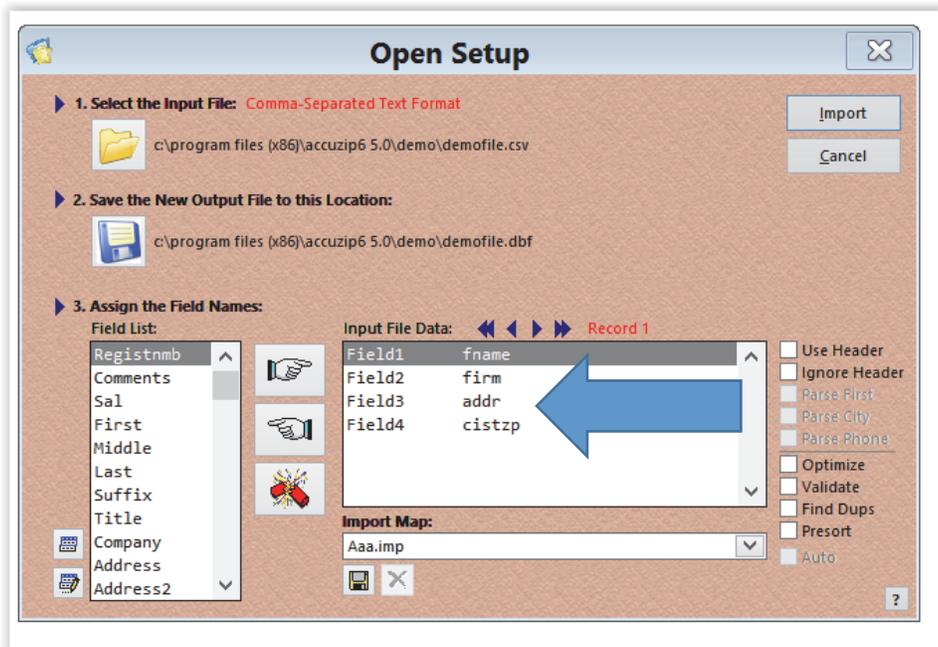
AccuZIP6 5.0 Walk Through: From Opening a List to Printing out your Reports and Addresses, A Complete Step-by-Step through the entire mailing process.



When AccuZIP6 opens you will see the Open/Create window, choose the Open List for the first time. Click OK.



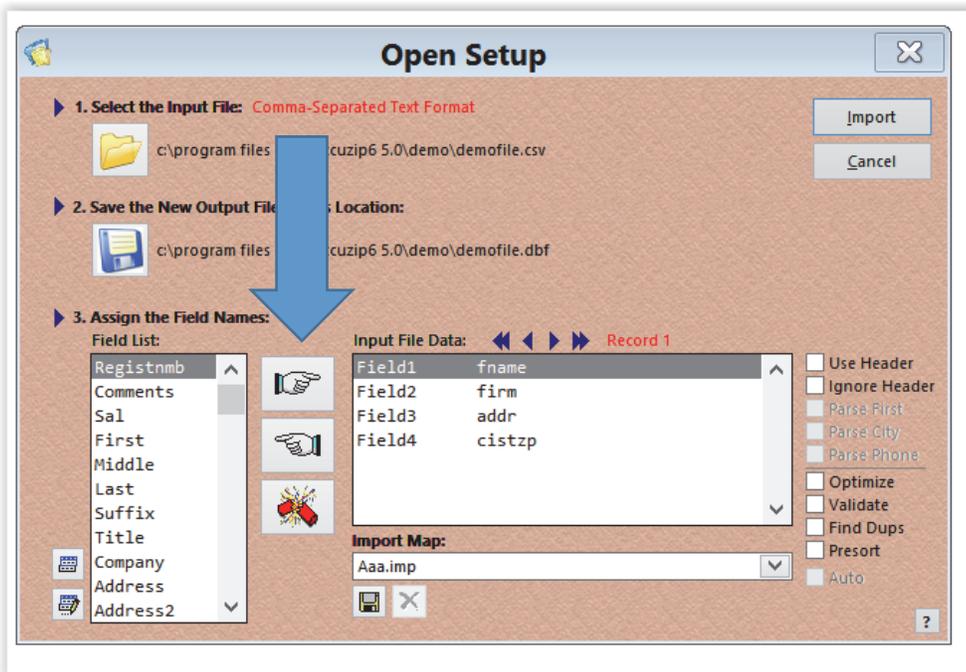
In the Open Setup window, click on the Yellow Folder button at Step 1. Locate the file you'd like to open in AccuZIP6, select that file then click OK.



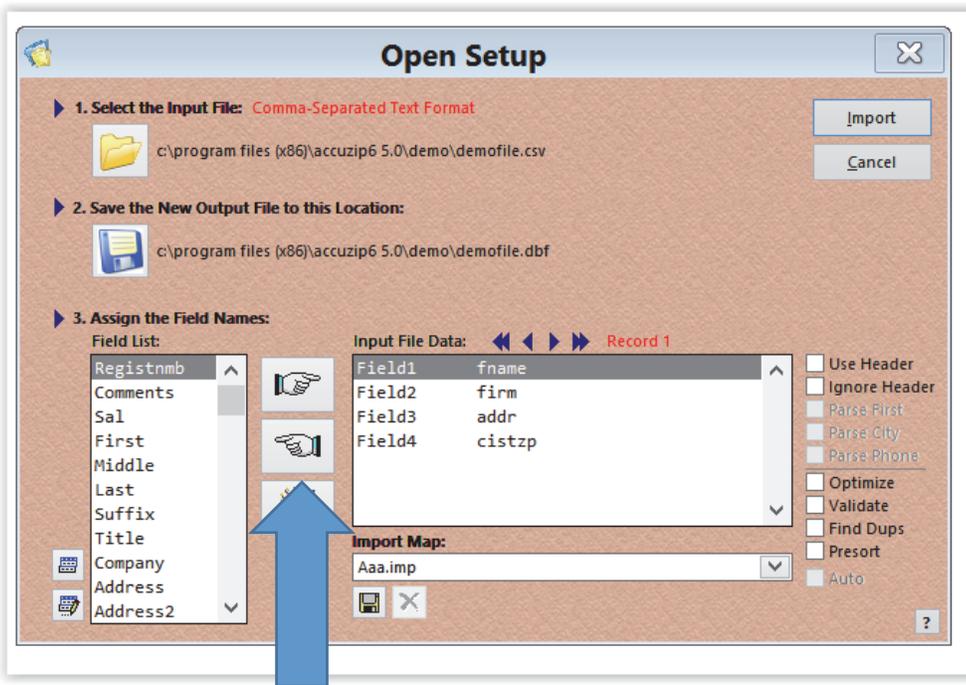
In the Open Setup window, you'll need to assign field names to your data. To do this, decide which information is in field1 of the list you are importing. (Fields of the list you are importing will be on the right.)



Then match that information to the Accuzip field list. (Accuzip fields are in the list on the left) (This step tells the software what information is contained in your fields and how to process that information for Validation, NCOALink and Presorting.)



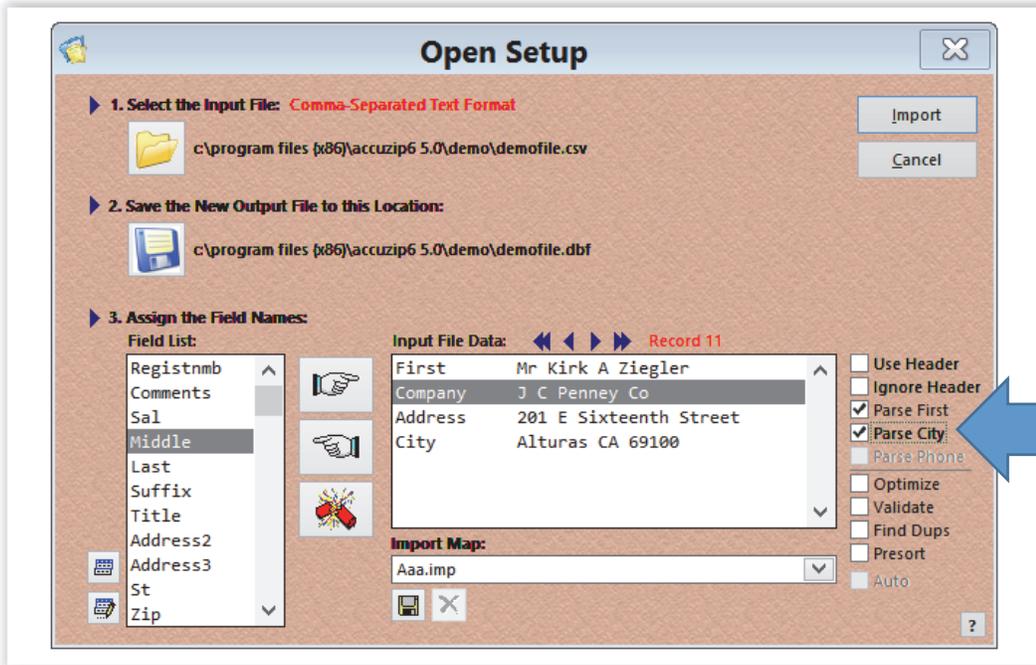
This can be done by clicking on the field on the right then the field name you are assigning to it on the left. Then clicking the hand pointing right to map that field. Or simply double clicking the Accuzip field name.



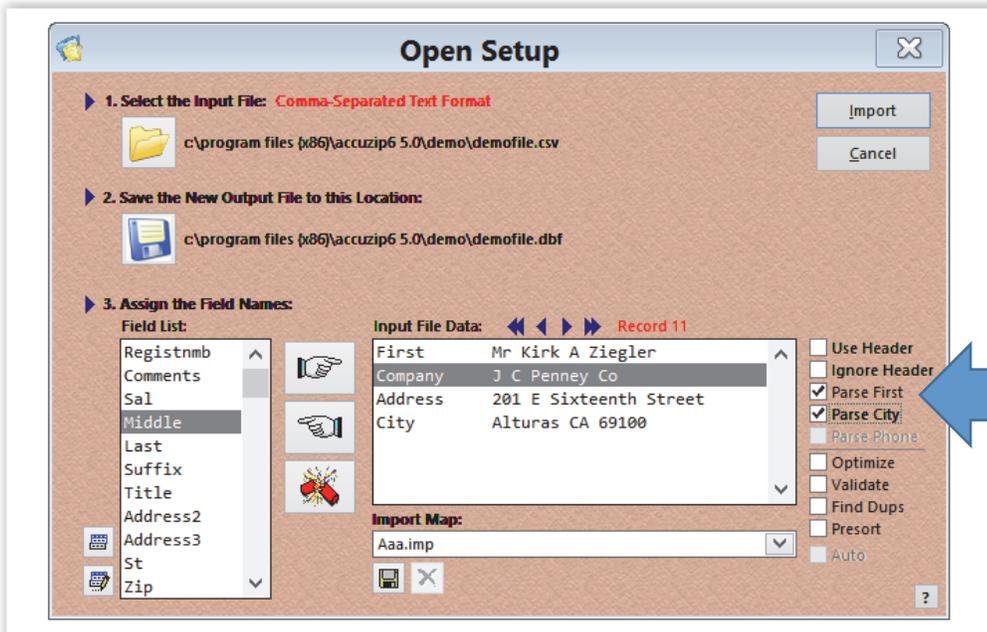
If you map a field incorrectly simple click the hand pointing to the left to move the field name from the center column back into the Accuzip field list.



You will need to map First to either first name or to the field containing the entire name. Company should be assigned to field containing the company information, if that is in your list. NCOALink uses the First and Company fields in combination to the addresss to look for address moves. If you have First, Middle, Last it will look at those but if there is no information in First it will not look at Last. This is why we assign First to a field with the entire name.



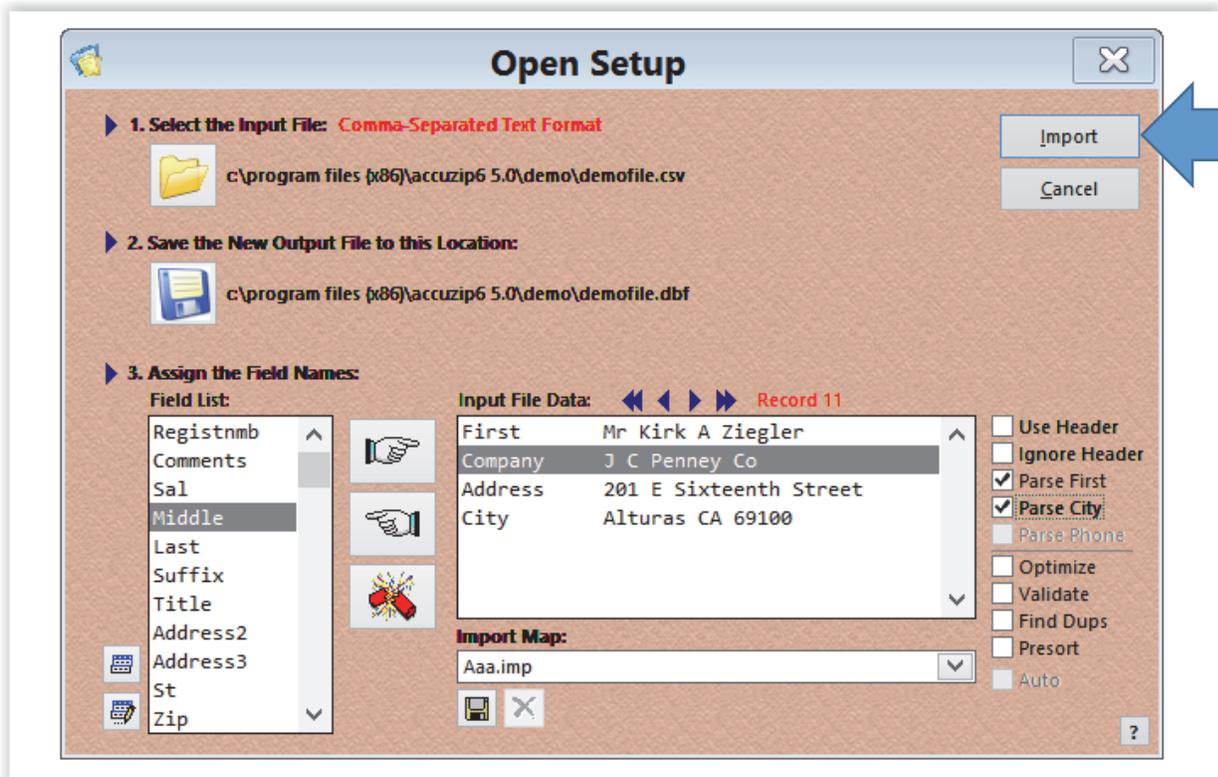
If you have City, ST and Zip all in one field assign City to that field then click the Parse City box. This will separate the City, ST and Zip into their own fields on import.



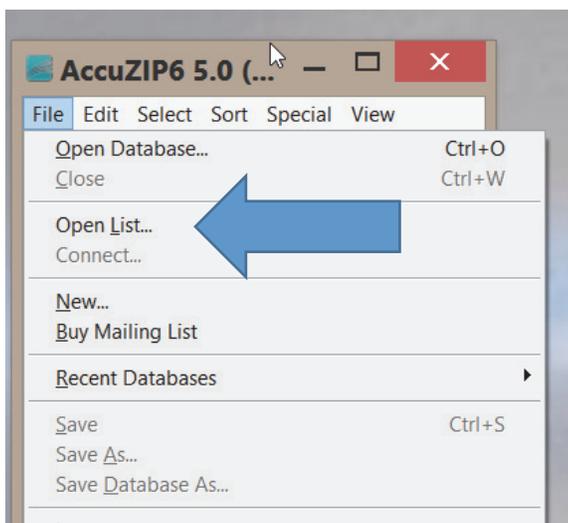
The same action can be done with a field containing the entire name. Assign that field to First then click the Parse First box. This will separate the name into Sal, First, Middle and Last fields on import.



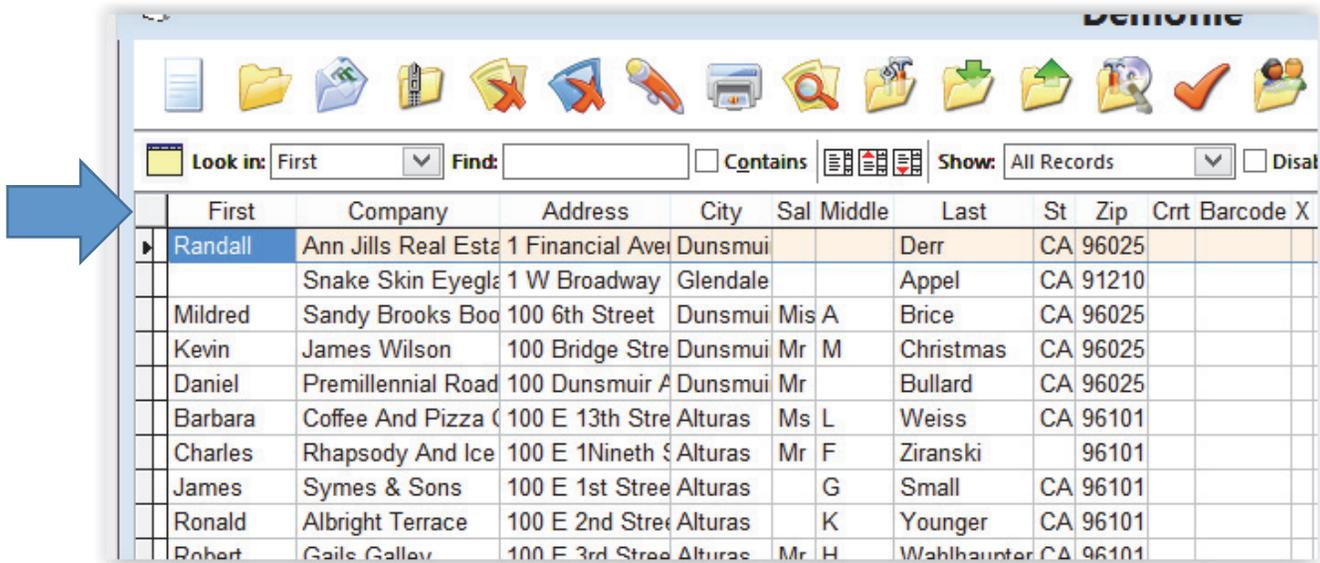
If you do not assign field names to fields in your list Accuzip will import them with the list. It will not delete any fields. Those fields will be named "Field8", Field9" etc. depending on their position in the list.



After you have finished assigning the Accuzip field names simple click import to import the list into Accuzip for processing.



If you are on the main screen you can access the Open Setup Screen again by going to File>Open List.

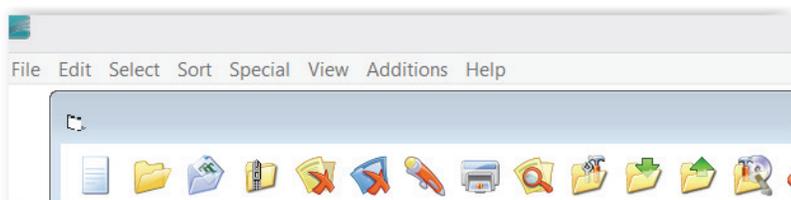


After the list imports it will appear on your screen as above.

If you want to collapse the field columns to the length of the longest record for easier viewing, simply double click the small box in the left corner.



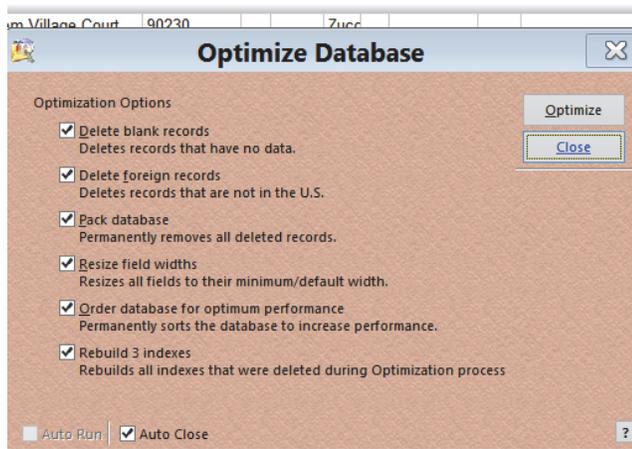
This is your Icon Bar you can access most Accuzip processes through these icons. Hovering over each will give you their function.



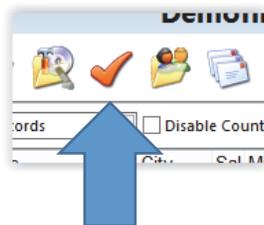
A complete list of all Accuzip functions can also be accessed in the drop down menus located at the top of your Accuzip Screen.



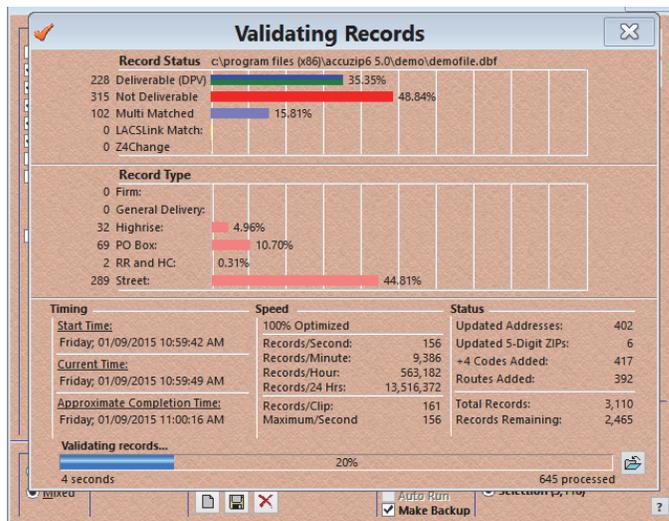
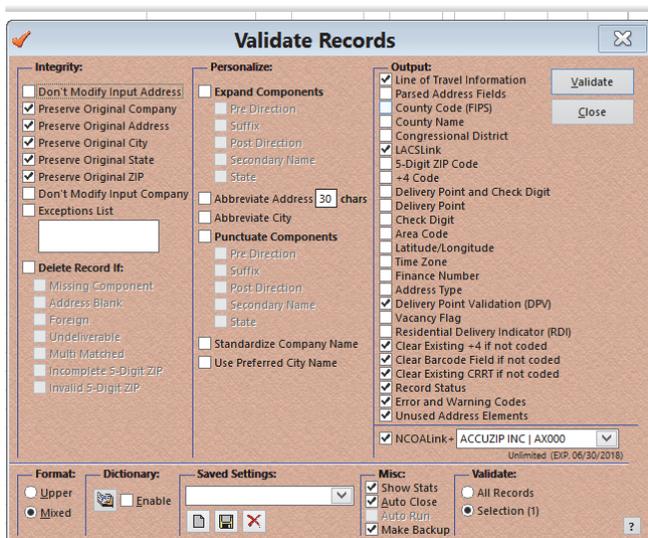
The four icons or functions that you will use most often are **Optimize** – **Validate Records**– **Show Duplicates** – **Presort Setup Screen**.



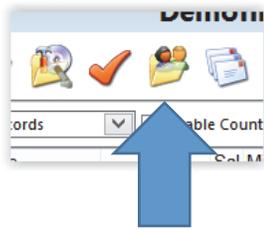
Optimize- Deletes blank records and permanently removes them from your database (which is the Pack Database option) when those boxes are checked. It will also remove Foreign records if the option is checked and it puts your list in a permanent ZIP Code order to make validation a little faster when that box is checked.



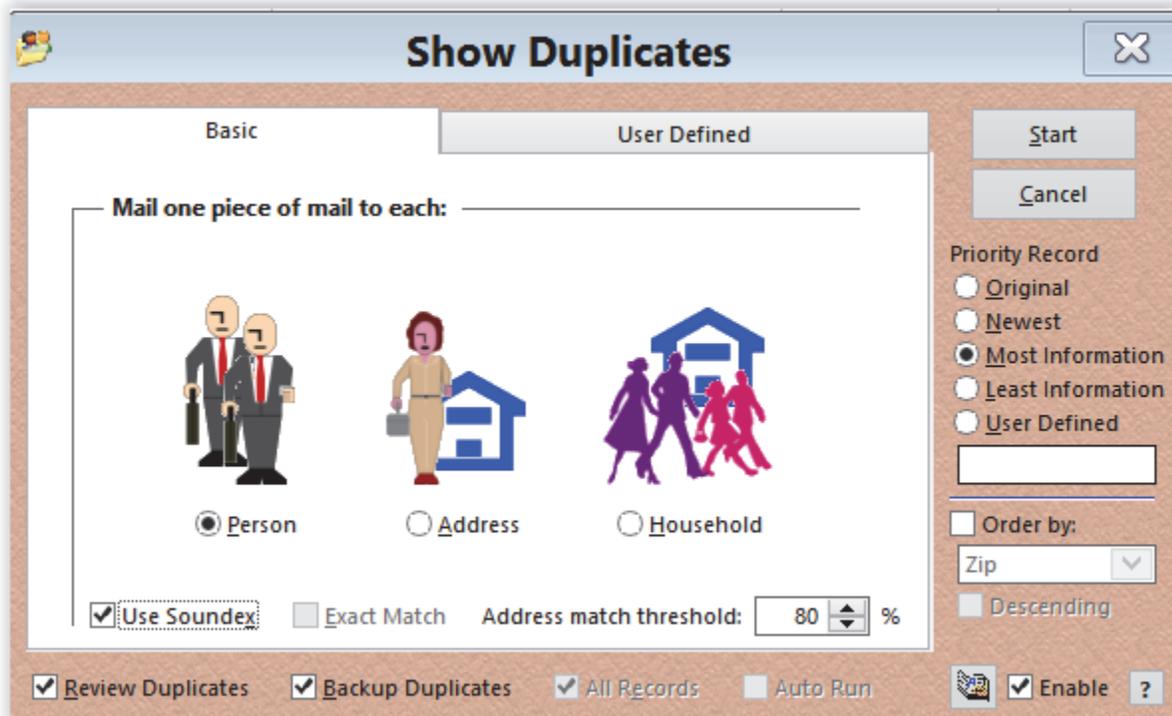
Validate Records - Validation is the CASS Certification process that compares your addresses against the USPS Database, LACSLink database, and DPV Database, and corrects and standardizes your addresses, and validation adds the ZIP+4, carrier route, and barcode information to your data for the purpose of getting lower rates during the presort process. Line of Travel adds information needed for FSS (Flat Sequence Sorting). Click on the Validate button to begin the process.



When Validation finishes the file will be process through NCOALink. NCOALink provides permanent change-of-address records filed with the United States Postal Service® in the last 18 months by customers who want their mail forwarded to their new address.



Show Duplicates is ran during most list cleanup processes. If you do not need a duplicate check then move forward to the Presort Setup Screen.

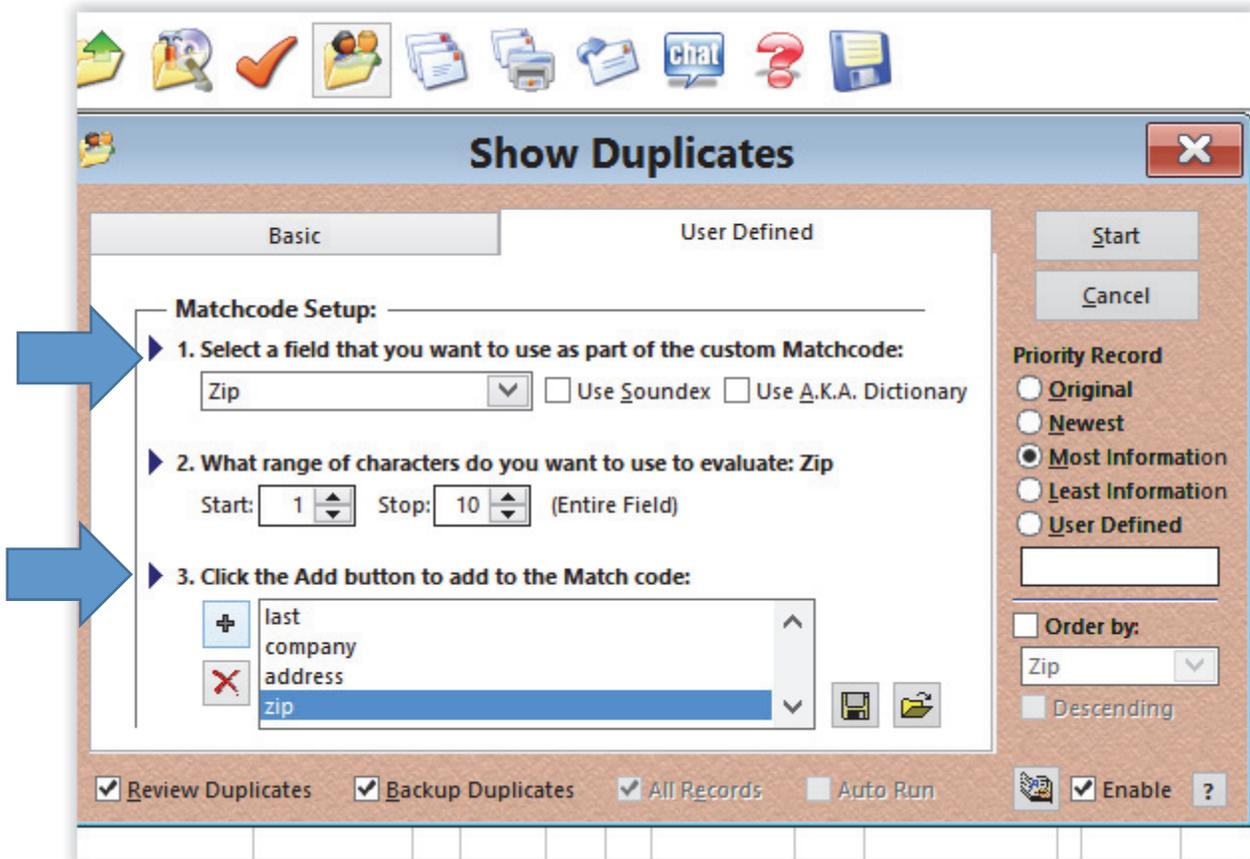


There are 3 preset choices on the Show Duplicate's Basic Tab.

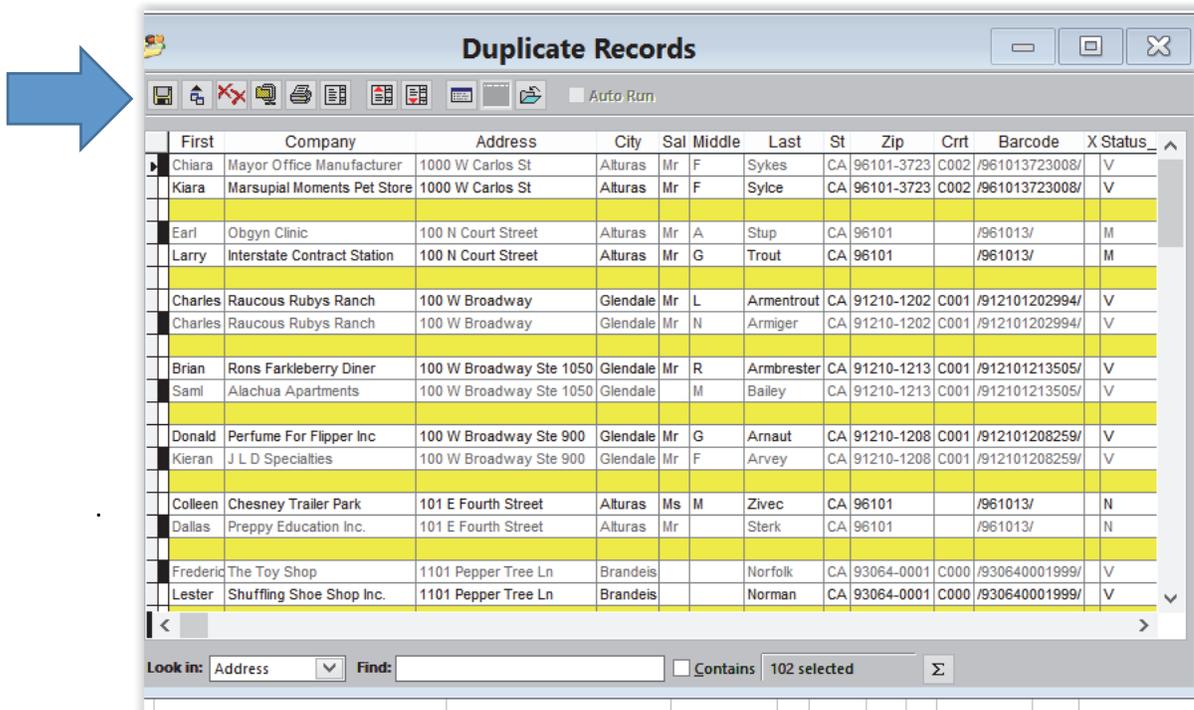
Person = Uses the First, Last, Address and Zip fields.

Address = Uses the Company, Address and Zip fields.

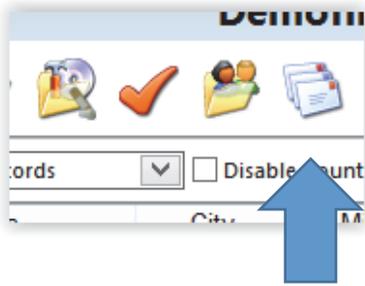
Household = Uses the Last, Address and Zip fields.



There is also a User Defined Tab. This allows you to choose any field in your list to use for the Match Code in your Duplicate Check. Simple choose the field in section 1. Click on the + sign in section 3 to add it to the list of Match Codes. To remove a field you can choose the field and then click the red X to remove it from the Match Code list.



The duplicates review screen will appear after the Duplicate process is completed. Simply click the Update Database icon. The records marked for deletion will be updated in your list



The last icon we will go over is the Presort Icon.

Presort Setup

Piece Setup:

Class: Standard Mail
Status: Profit
Size: Letter
Weight: Ounces 0.02000
Type: Machinable Print Barcodes Full Service IMb Rates
Pay Type: Imprint Picture Permit Surcharge

Container Setup:

Type: MM Trays
Minimum: 1374 1.7862 lbs.
Maximum: 1615 2.0995 lbs.
Volume: 0 cubic Inches (cu in)
 Pallets
Min/Max: 1000 4000

Include Non ZIP+4 Records Repositionable Notes
 Include Carrier Route Level Detached Address Labels
 Endosed Business Reply

Periodicals:

News In-county
 Create Firm Packages
 Contains Advertising Ride-Along
00.0000 % Pounds 0.00000

Mail Drop Setup:

ZIP+4:
 Carolina PR
 Sectional Center Facility
 Network Distribution Centers

Database and Presort Information:

Demofile.dbf
Save Presort Folder to:
Presort Folder name: Presort Folder
Job ID: (8 Characters Max) 4960NTBT Create Unique
Saved Settings:
 Prepare in Reverse order

Incentives:

N/A
N/A % %

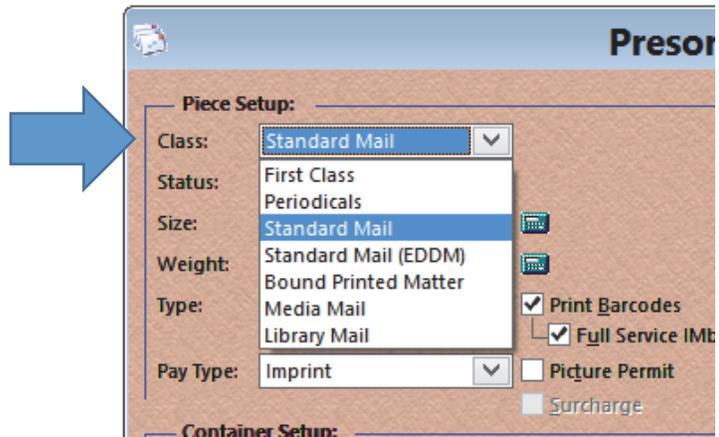
[Intelligent Mail Setup...](#)

Presort Close

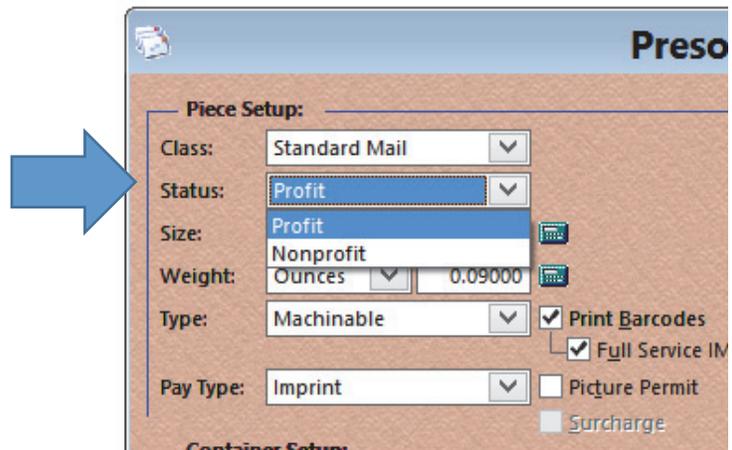
Auto Close Auto Run

The Presort Setup Screen allows you to give the software all the specifications to presort the List.

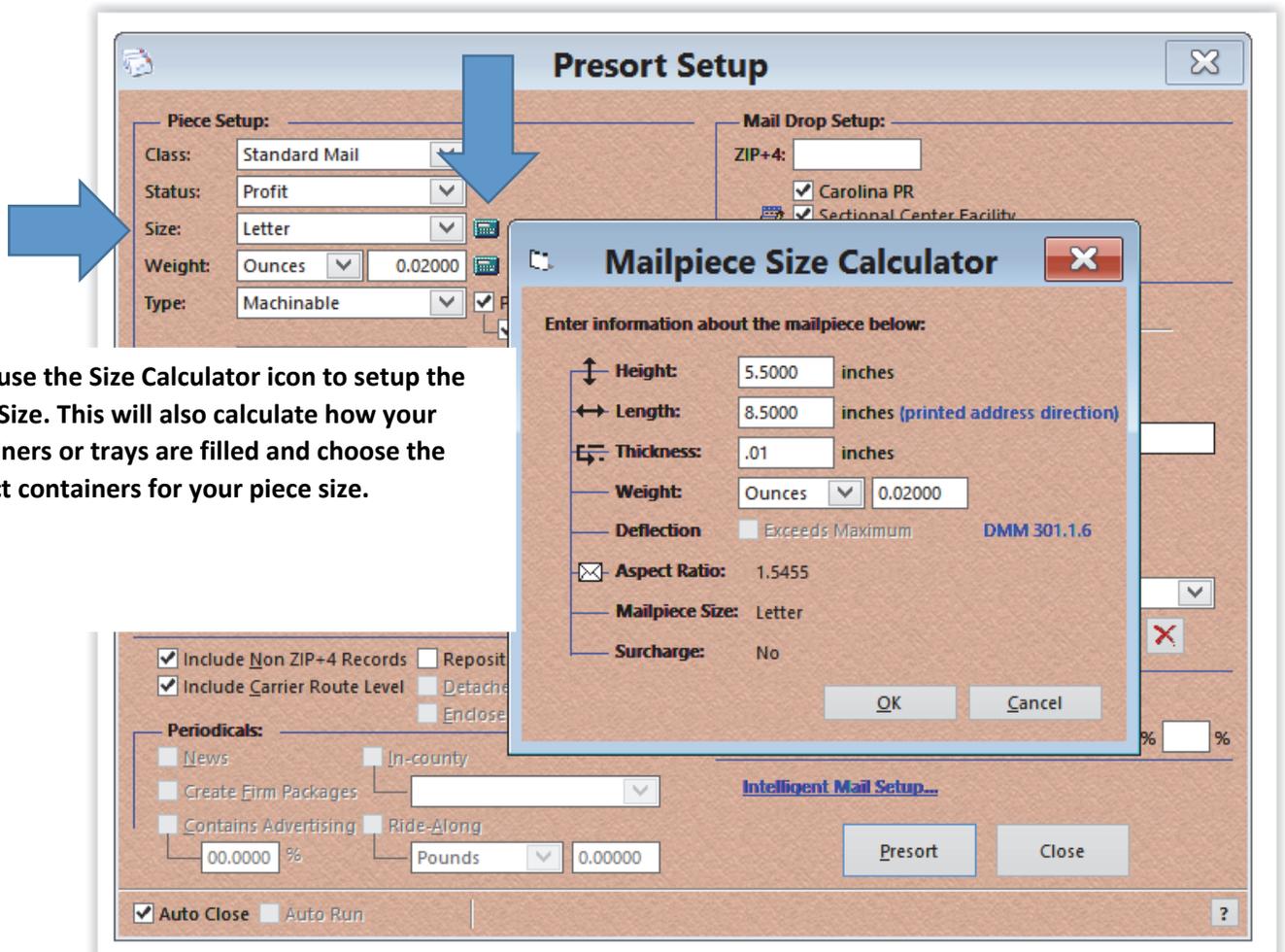
First choose the correct Class.



Second choose the Status.

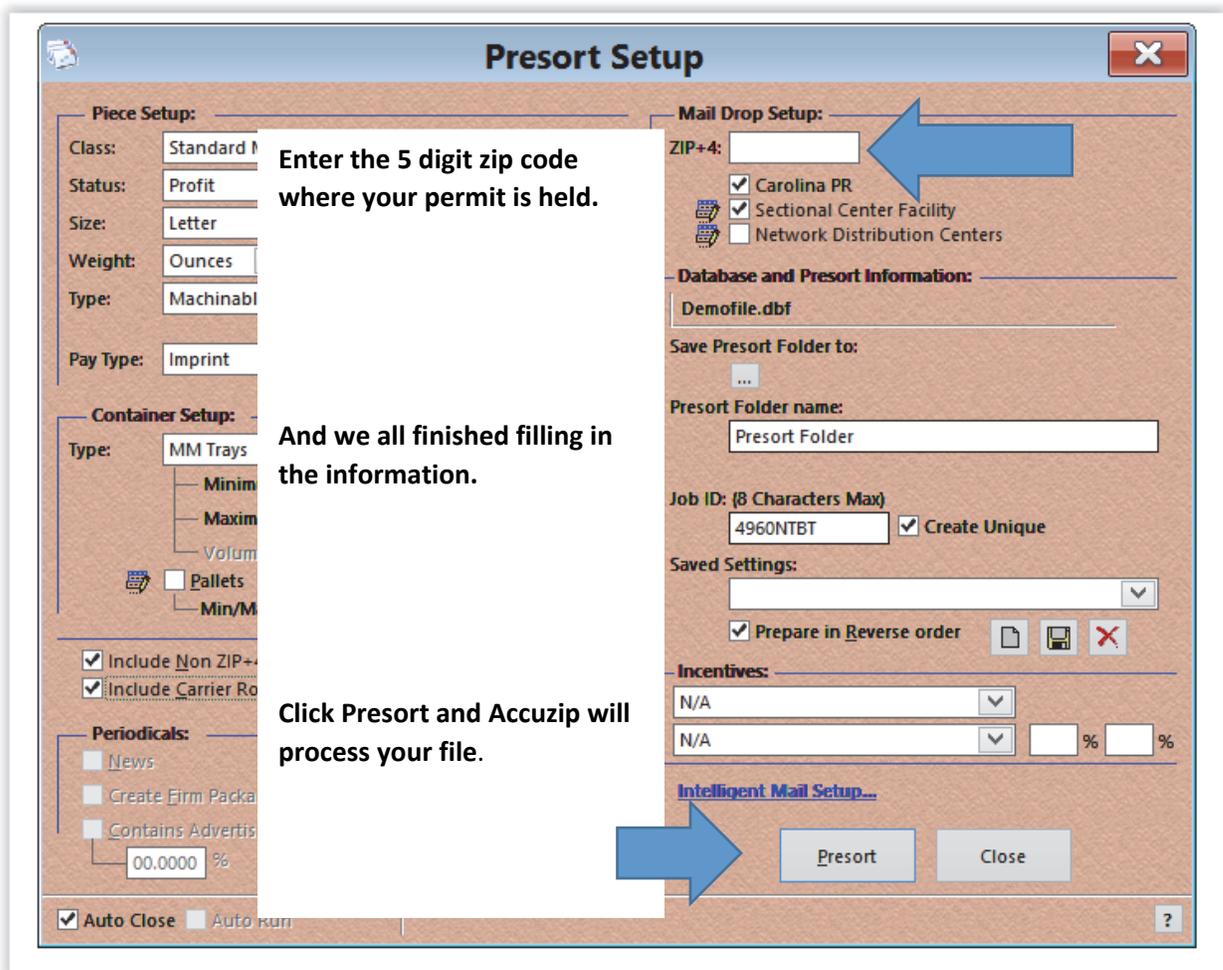
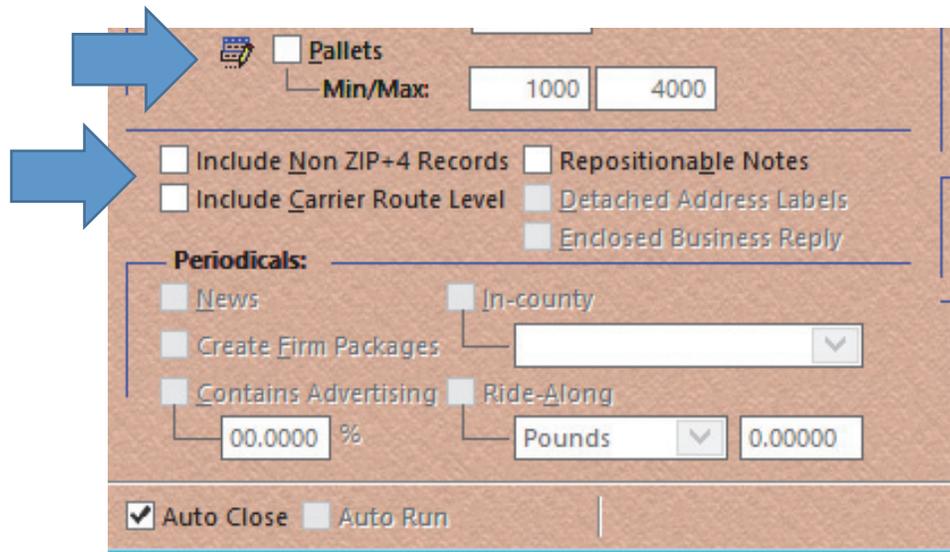


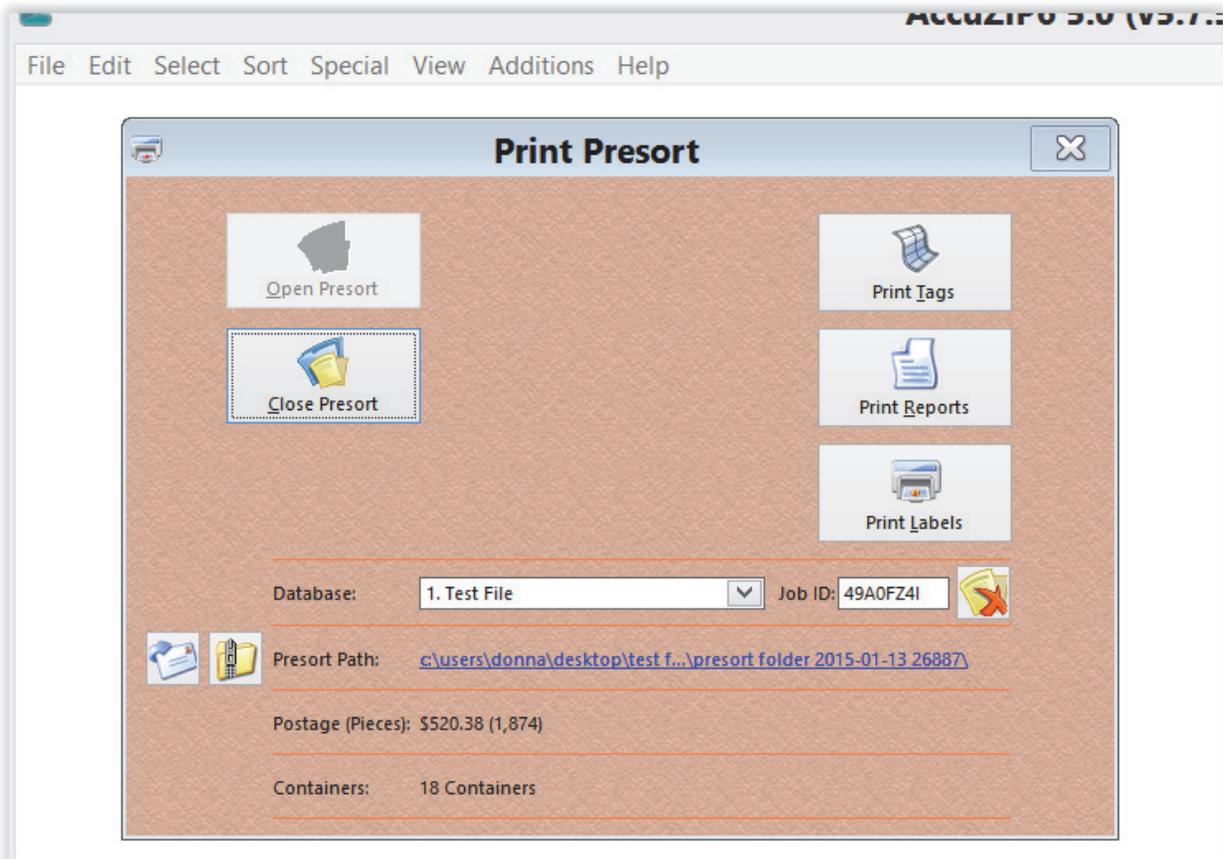
Third use the Size Calculator icon to setup the Piece Size. This will also calculate how your containers or trays are filled and choose the correct containers for your piece size.



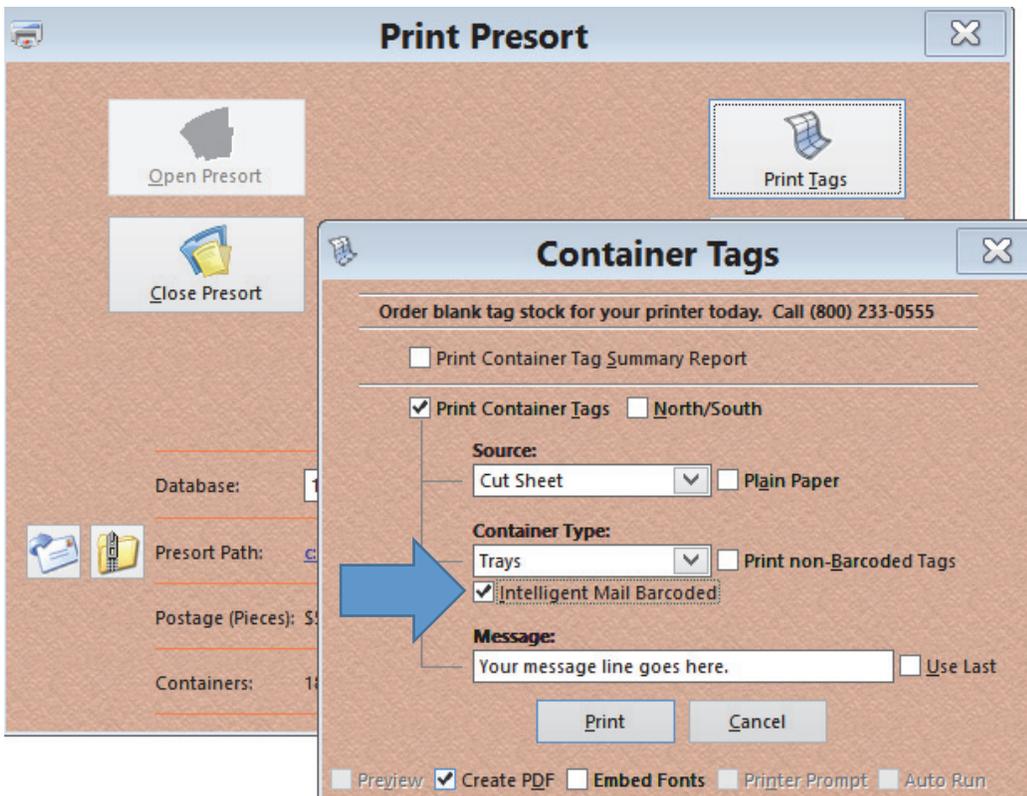
If you have the Pallet module you can choose to Palletize the mail.

Next choose if you want to include Non Automated records and if you would like a Carrier Route level sort

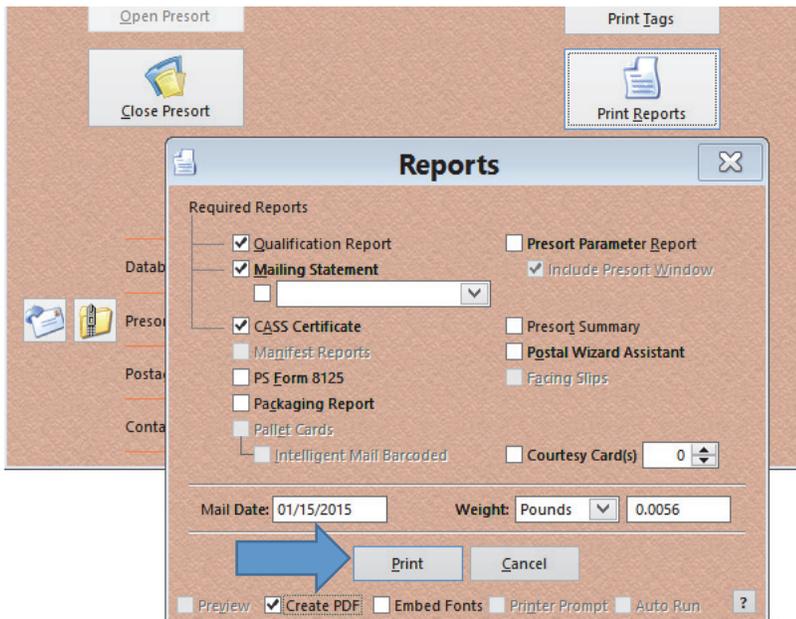




This is your Print Presort screen. On this screen you have a path to your presort folder. All PDF's printed from the Print Presort screen are saved in the Presort Folder. You also have the Postage, Piece count and Container count.

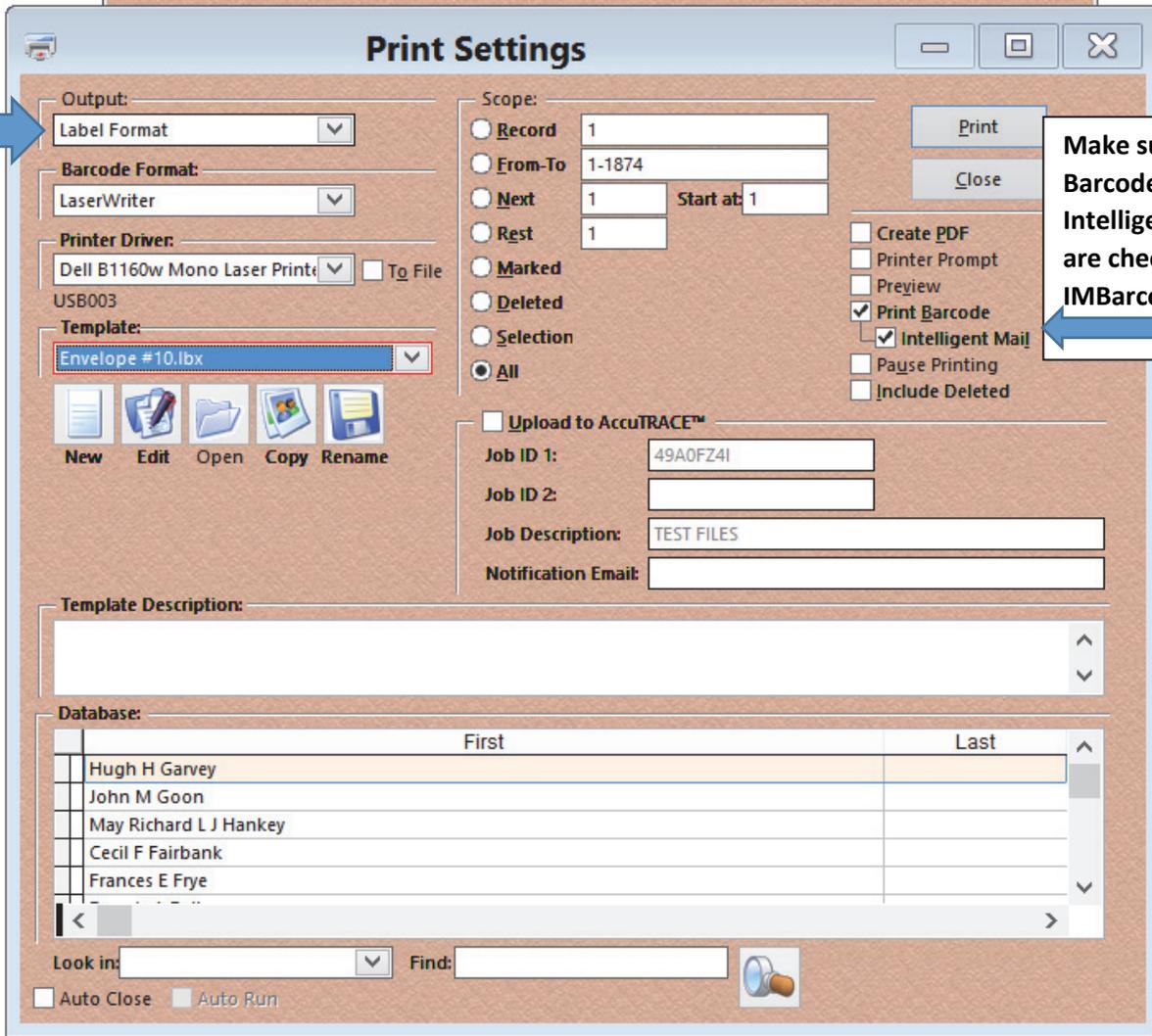
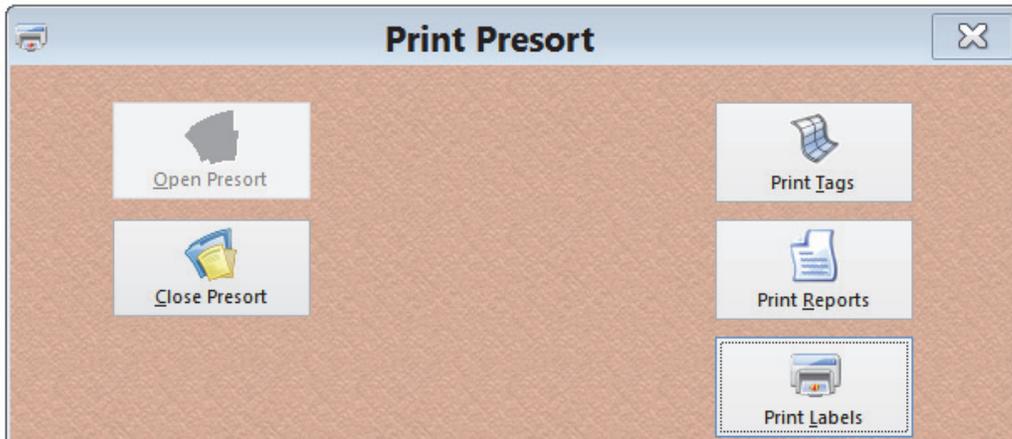


First we want to Print Tags make sure you check the box for Intelligent Mail Barcoded Tags. The Message line is there for your use.



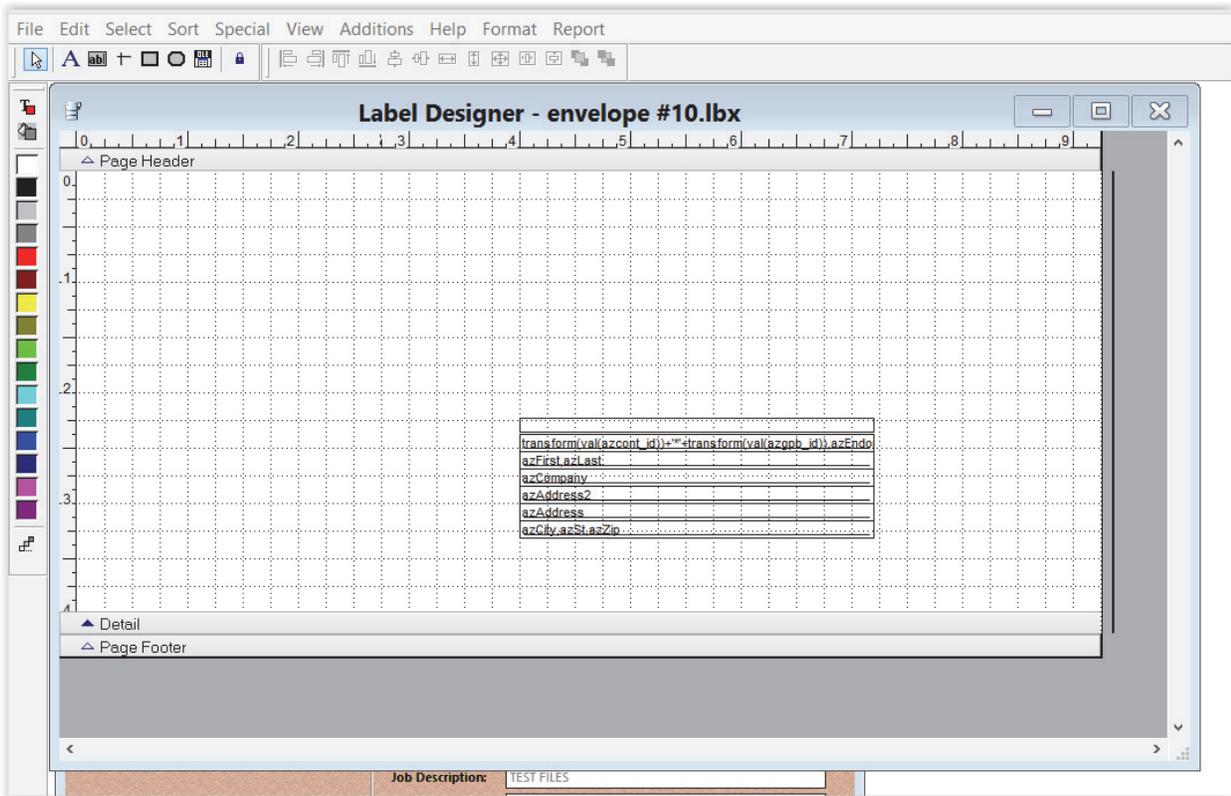
Printing reports is your next step. The Qualification Report, Mailing Statement and Cass Certificate are the 3 required by your BMEU. The 8125 is required when making a drop shipment and the Pallet Cards if you are presorting to Pallets. All other forms are for your in house use. When you choose print you are moved to the Mailing Statement Setup Screen.

This is your Mailing Statement Setup Screen. Information entered here populates to the Mailing Statement and the maildat file for Full Service Mailings.



Make sure the Print Barcode and Intelligent Mail boxes are checked to create the IMBarcode.

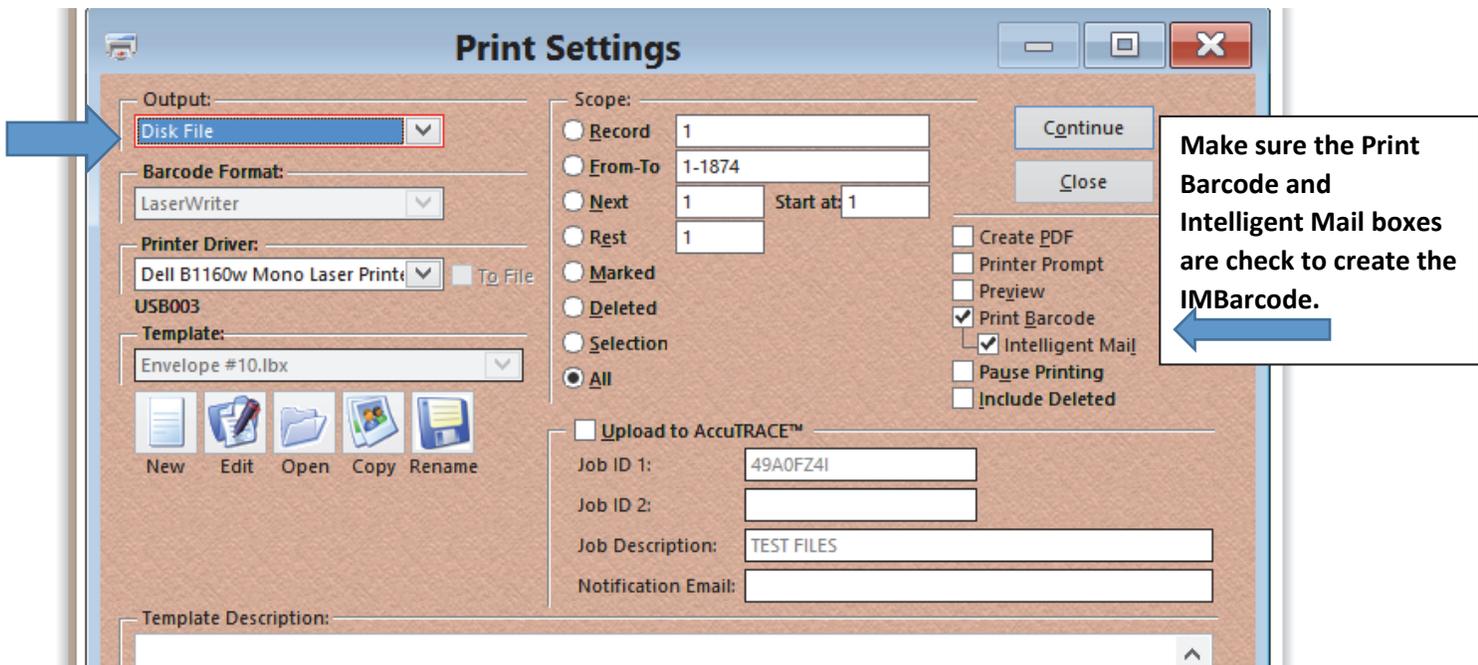
Print Setting Screen - to print Avery labels or direct imprint with a template to your inkjet machine you will use the output of Label Format. Choose the Avery Label number or start with our Generic or Envelope #10 template for ink jetting.



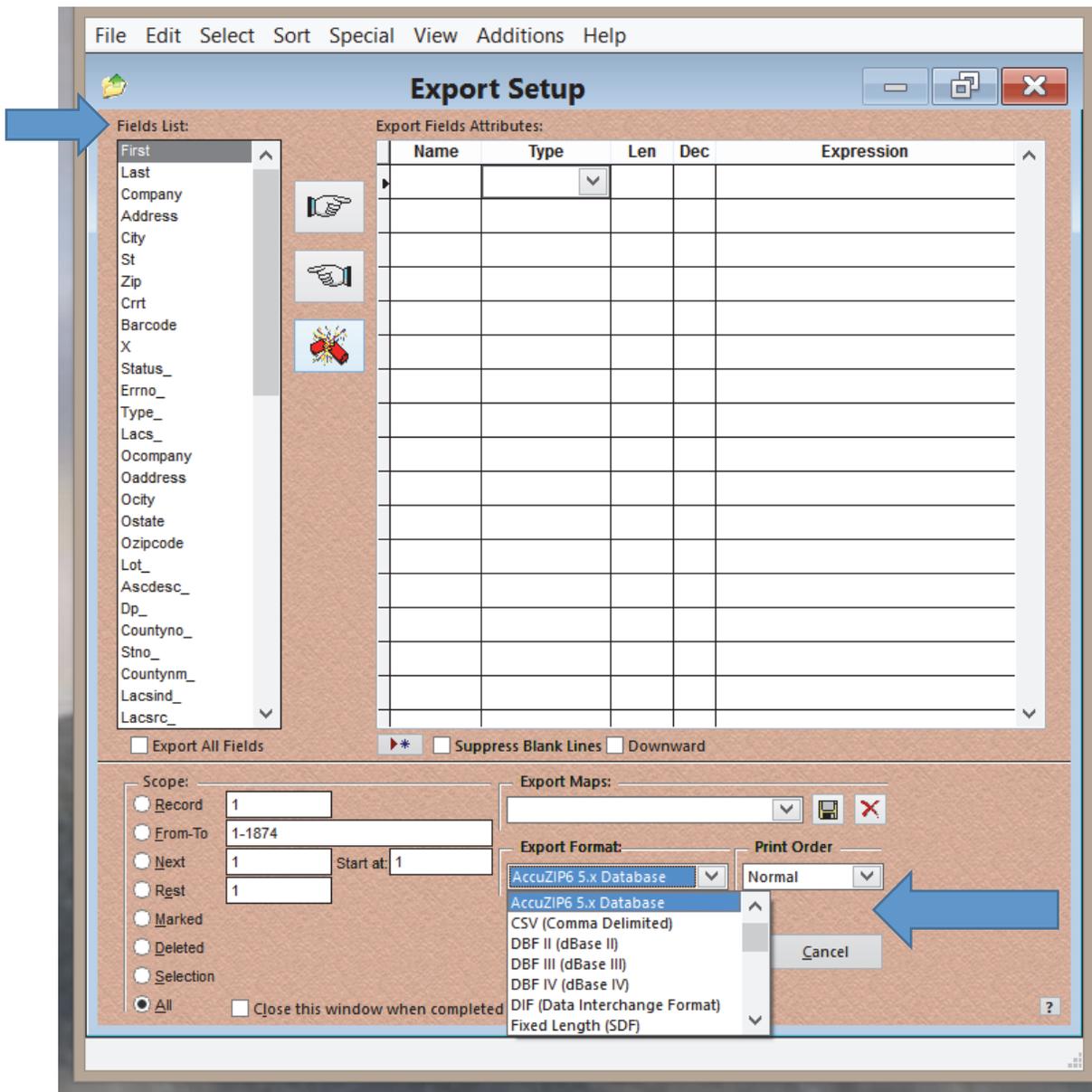
When you open the Template in Edit you get the Label Designer screen. On this screen you can adjust the template to meet your needs, and you can also add pictures or static text.

Accuzip has a Label and Reports Webinar on the website that will help you in learning the Label Designer features.

<http://www.accuzip.com/tutorials/>



If you choose to export a file for digital printing or using with other software choose Disk File under output. Choose Continue to move forward to the Export Setup Screen.



On this screen you can choose the fields from your Field List that you need to export for processing. Simply double click on the fields to move them over to the Export Field list, or click the field on the left then click the hand pointing right to move the field over.

At the bottom of the screen you can choose the format you wish to export them to. Click on Export, then give the file a name and decide where you'd like to save it.

Once printing or exporting is finished, then you've completed a mailing in AccuZIP6!