



Quick Start Instructions for Using Postage Saver for Windows with Microsoft Access files (.mdb or .accdb)

Running a quick demonstration using the Postage Saver sample file

We suggest you run the sample file before using Postage Saver on your own file. You won't have to set anything up and you can see how Postage Saver works quickly and easily. We have included a small Microsoft Excel sample file for demonstration purposes. To run your own Access files, see the section below on running your own files.

- 1.) After installing the Postage Saver demo, double-click the Postage Saver icon (the yellow stamp), which should be on your desktop or in the Programs/Postage Saver Software section in your start menu. If you are asked for a registration code, click "Run As Demo" to continue your demo without entering any codes.
- 2.) In Postage Saver, go to the Sort menu and select the sort wizard. For a quick demo, just click "next" on each screen to use the sample information without making any changes, or you can fill in the actual information for your own mailings. There is a complete help page for each screen.
- 3.) After the information screens are complete, you will be asked to choose the file you want to sort. Navigate to your "Documents" folder (or your "My Documents" folder) and choose "Postage Saver Sample" (or "Postage Saver Sample.xls").
- 4.) The next screen will verify that Postage Saver can read the file, and will show you how many addresses the file contains. Click Finish to begin sorting the file.
- 5.) When the sorting is finished, you can choose the reports you want to print. After printing, Postage Saver will add sequence, tray, and group information to the sample file and re-save it in sorted order.
- 6.) You can open the "Postage Saver Sample" file in Excel to see the finished file. You can print the addresses using a mail merge in Word or another word processing program, and they will be in the correct order for bulk mailing, matching the reports printed by Postage Saver.

Adding barcodes to the sample file:

The Postage Saver demo installer includes the option to install a demo of Smart Barcoder, our postal barcoding software. When you purchase Postage Saver Pro, it includes a registered copy of Smart Barcoder at no extra charge.

If you installed the Smart Barcoder demo, you can add barcodes to the sample file.

- 1.) Run Postage Saver again, following steps 1 and 2 as above. This time, on the first screen of the sort wizard, change the choice on the third question from "Not Barcoded" to "Barcoded". Click next and continue through steps 2 through 5.
- 2.) Since you set Postage Saver to "Barcoded", it will give you an option to add barcodes once it has finished saving the sorted file. If you choose yes, Postage Saver will automatically run Smart Barcoder. Smart Barcoder will show you a setup screen, then ask you to pick a file, just like Postage Saver did. Choose the "Postage Saver Sample" (or "Postage Saver Sample.xls") again, click Finish on the next screen, and Smart Barcoder will add barcodes to the sample file.

3.) You can open the "Postage Saver Sample" file in Excel to see the finished file. You will see the barcodes in the "barcode" column, but they will be in character format, not barcode format. For example, the column will have something like:

TADTAFTDTFDDDAATADTTDTDTFDDAFDFDTFTAFAFFDAAFDFFFTDDTTDADTDFTDAAAT

Don't worry about this not looking like a barcode in the Excel worksheet. When you print these characters using the SmartBars12 barcode font, set at 12 point size, the letters will turn into the correct bars.

The easiest way to print the barcodes with your addresses is to do a mail merge using Microsoft Word or another similar word processor. When you set up the mail merge, choose "SmartBars12" as the font for the barcode field only, at a font size of 12 point, and the font will convert the 65 letters into 65 bars according to USPS requirements.

If you are not familiar with setting up a mail merge, or you need help doing this, please see our step-by-step video for setting up a mail merge at <http://savepostage.com/mailmerge.html> .

Using Postage Saver with Your Own Files

Running your own file is not much more difficult than running the sample file. Postage Saver will run most mailing list files without any modifications, but there are a few additional fields you may want to add.

Setting up your Microsoft Access file to use with Postage Saver:

For Postage Saver to read and sort your Access file, you just need to have each part of the address in a separate field. Postage Saver needs:

- A single field containing the entire zip code, **OR** a field with the first five digits and a different field with the next four digits. These should be **TEXT data type** fields, not number fields. If you are not barcoding your mail, you only need the first five digits.
- A field with a city and a different field with the two-letter state abbreviation, **OR** a single field with both separated by a comma and space, as in "Houston, TX". This field should be a text data type field.
- A field that Postage Saver will fill in to give you the sorting order. This field should be a number data type field.
- - If you have a Periodical Class permit and want to take advantage of In-County discounts, you need a field for the county (or, if you prefer, for a letter (like "Y") or word that indicates that the address is in-county.) This field should be a text data type field.

You may, however, choose to add some helpful information to your file, such as the tray each piece should be placed in, "Optional Endorsement Lines", or barcodes. If you just want to sort the file and/or print reports, make sure your Access table is closed in Access, and skip down to "Running Postage Saver".

Adding optional fields to your Microsoft Access file:

Postage Saver can add sequence numbers, tray/sack numbers, group/bundle numbers and USPS "optional endorsement lines" (OELs) to your list. None of these fields are required for Postage Saver to sort your file and print the USPS reports, but they may be helpful to you in preparing your mail.

If you want to add any of this optional information, use Access to add the following fields:

- Add a TRAY or SACK field if you want Postage Saver to add the tray or sack number for each piece of mail to your file. This field should be a text data type field. This information is also shown in the Mail Preparation Report printed by Postage Saver, so you don't absolutely have to add it to your file.
- Add a BUNDLE or GROUP field if you want Postage Saver to add the bundle or group number for each piece of mail to your file. This field should be a text data type field. A "bundle" is a stack of mail that is rubber-

banded together before it is placed in a tray or sack. Bundles are used for larger or irregularly-shaped pieces of mail. Groups are stacks of mail that are kept together in a tray but not banded. This information is also shown in the Mail Preparation Report printed by Postage Saver, so you don't absolutely have to add it to your file.

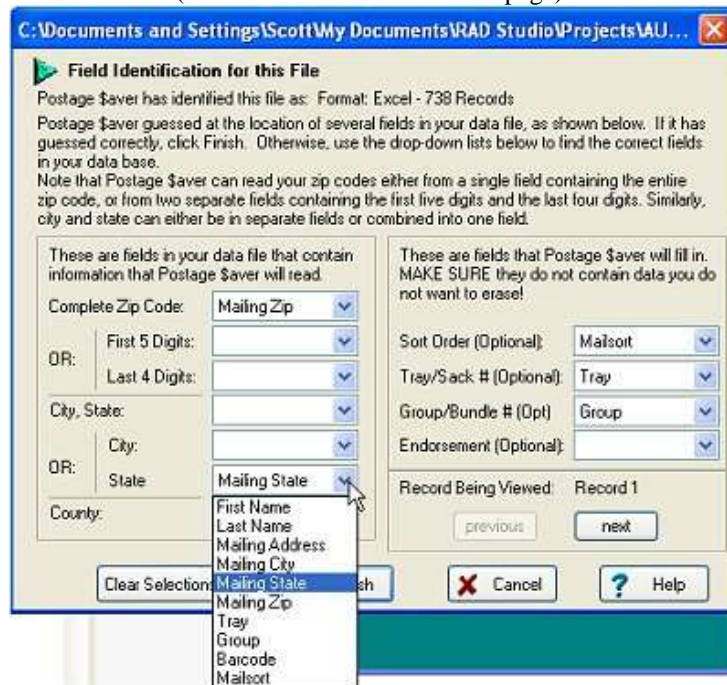
- Add an ENDORSEMENT field if you want Postage Saver to add an "Optional Endorsement Line" (OEL) for each piece of mail to your file. This field should be a text data type field. OELs look like "***** 3D 770" and are only used for bundled mail (see BUNDLE above). A mailer sending bundled mail can either put an OEL as the first line of each address, or can stick a specific colored sticker on the top piece of each bundle.

- Add a BARCODE field if you want to use Smart Barcoder (our optional barcoding program) to add barcodes to your mail. This field should be a text data type field. (To create barcodes for an actual mailing, you need a CASS-certified list, with nine-digit zip codes and a two-digit delivery point code. These are explained in the Instructions/Help menu in Postage Saver. Click the Table of Contents and choose the "Short Tutorial on USPS Bulk Mail for more information.)

Running Postage Saver:

- 1.) After installing the Postage Saver demo, double-click the Postage Saver icon (the yellow stamp), which should be on your desktop or in the Programs/Postage Saver Software section in your start menu. If you are asked for a registration code, click "Run As Demo" to continue your demo without entering any codes.
- 2.) In Postage Saver, go to the Sort menu and select the sort wizard. For an actual mailing, you need to fill in the information that applies to your own mailings. There is a complete help page for each screen. You should **not** need to make any changes to the "Preferences" screen if you are using an Access file.
- 3.) After the information screens are complete, you will be asked to choose the file you want to sort. Navigate to your Access file and select it. If your file has more than one table, Postage Saver will ask you to select the correct one.
- 4.) The next screen will verify that Postage Saver can read the file, and will show you how many addresses the file contains. Postage Saver has tried to automatically figure out which fields in your Access table are used for zip code, city, state, sort order, tray and bundle numbers, and OELs, and will show you those guesses on this screen.

(Please see screenshot on next page).



The white boxes show the fields in your Access table that Postage Saver has guessed are the ones it should use. In this example, Postage Saver figured out that the complete zip codes are in the Access field called "Mailing Zip", and that it needs to put the tray or sack numbers in the field called "Tray", etc.

If it has not matched up the correct fields, or if it has left a required field blank, click the arrow next to the white box for that field to see a list of all of the fields in your Access table. Then choose the appropriate field to match the information that Postage Saver needs. In the screen above, the user is selecting the Access field called "Mailing State" as the Access field where Postage Saver will find the state for each address.

If you aren't sure what data is in each field in your Access table, you can click the "next" button to see the first address in your table. The data will replace the field names in each drop-down list. You can move back and forth through your data by using the "next" and "previous" buttons.

Once you have identified all of the fields you need, click "Finish" and Postage Saver will move on to sort the file.

5.) When the sorting is finished, you can choose the reports you want to print. After printing, Postage Saver will add the sorting order and any additional information for which you provided fields.

6.) If you selected "barcoded", you will see a box asking if you want to add barcodes to your mailing. If you choose yes, Postage Saver will run a separate program called Smart Barcoder, our postal barcoding software. Smart Barcoder works very much like Postage Saver. See the description for adding barcodes to the sample file (above) for details.

7.) Now, open your file in Access to see the finished file. Using the sort order field that you created, sort the table in ascending (A-Z) order. You can now print the addresses and they will be in the correct order for bulk mailing, matching the reports printed by Postage Saver.

If Postage Saver was unable to process some of your addresses, for example because of missing zip codes, those addresses have been sorted as the last addresses in the file. They have not been included in the postage calculations for the postage statement or on any of the reports. Such pieces should either be deleted from your mailing or mailed with regular stamps as first class mail. (Note that if you fix the errors and wish to include them in your mailing, you should rerun Postage Saver so that they will be properly sorted and included in the reports.)

Including barcodes in your addresses:

If you used Smart Barcoder to add barcodes to your Access table, those will show up in the Access field you selected when you ran Smart Barcoder, but they will be in letter format, not barcode format. For example, the field will have something like:

TADTAFTDTFDDDAATADTTDTDTFDDAFDFDTFTAFAFFDAAFDFFFTDDTTDADTDFTDAAT

Don't worry about this not looking like a barcode in your Access table. When you print these characters using the SmartBars12 barcode font, set at 12 point size, the letters and numbers will turn into the correct bars.

Printing barcodes from your Access table:

To add the barcodes to your mailing, you should include the barcode field on the address layout you set up for printing. When you add the barcode field to your address layout, specify the Smartbars12 font (for that field only), set the size to 12 point, and the letters/numbers will be printed as the correct bars. (Note that when you change the font to Smartbars12, the name of your field shown on the address layout may change into a few bars instead of letters.)

Need More Help?

All of the above information, plus a helpful tutorial on bulk mail, is contained in the Postage Saver Help system. Find it in the Instructions/Help menu when Postage Saver is running.

If you cannot find what you need in the Help system, please e-mail us at <http://savepostage.com/pshelp.html> and we will respond promptly.

Thanks again for trying Postage \$aver.