ZIP Code Search User Manual

What's new in Zip Code Tools v3

- **Optimized code:** Code rewritten to provide faster, more responsive searches even on lower end machines.
- **Download and update your data:** Download and update your zip code data from inside the program. No manual downloads needed!
- **Keep your data up to date:** Need the latest data all the time? Access the newest zip code database with our new data subscription service.

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Software Features

- **Look up any US ZIP code quickly and easily:** Real-time processing filters the data as you type!

- **Wildcard Searching on _all_ filter criteria:** Allows you to find all ZIP codes that meet your demands. For example: Find all ZIP codes that begin with "384" and are in a county that begins with "L". Or find all ZIP codes in "Alabama" where the city name begins with "Sh"

- **Find all ZIP codes within a radius:** Look up all the US ZIP codes within a certain distance from any other US ZIP code. You pick the distance!

- **Calculate the distance between two ZIP codes:** Given two ZIP codes, the program displays the city, state, and the distance between to two ZIP codes.

- **Export your data:** Export your filtered data to Comma Separated (*.CSV), Extensible Markup Language (*.XML), or Microsoft Excel Compatible (*.XLS) formats quickly and easily. These 3 formats are usable in many other software packages too numerous to mention.

- **Easy to use interface:** The easy to use interface makes ZIP Code Tools easy for both computer novices and experts alike!

System Requirements
- Windows 98 / Me / 2000 / XP / 2003 / Vista / Windows 7
- Microsoft .NET Framework Version 2.0
- Microsoft Windows Installer 3.1
- Internet connection is **required!**

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Installation Instructions

Important!!!

First, make sure that you have the .Net Framework Version 2.0 installed.
Most people already have this but if you need it you can download it free at:

http://www.microsoft.com/downloads/en/details.aspx?FamilyID=0856eacb-
4362-4b0d-8edd-aab15c5e04f5

The program will not run with this!! If you receive an error like:

The application failed to initialize properly (*0x00000135*)

Then you need to install the .Net Framework Version 2.0

- Download the setup file to your local hard drive
- Click setup.exe to begin the installation.
- Follow the on screen instructions until setup is finished.

That should do it! If you have any problems you can contact us at
support@zipcodestogo.com.

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Software Overview
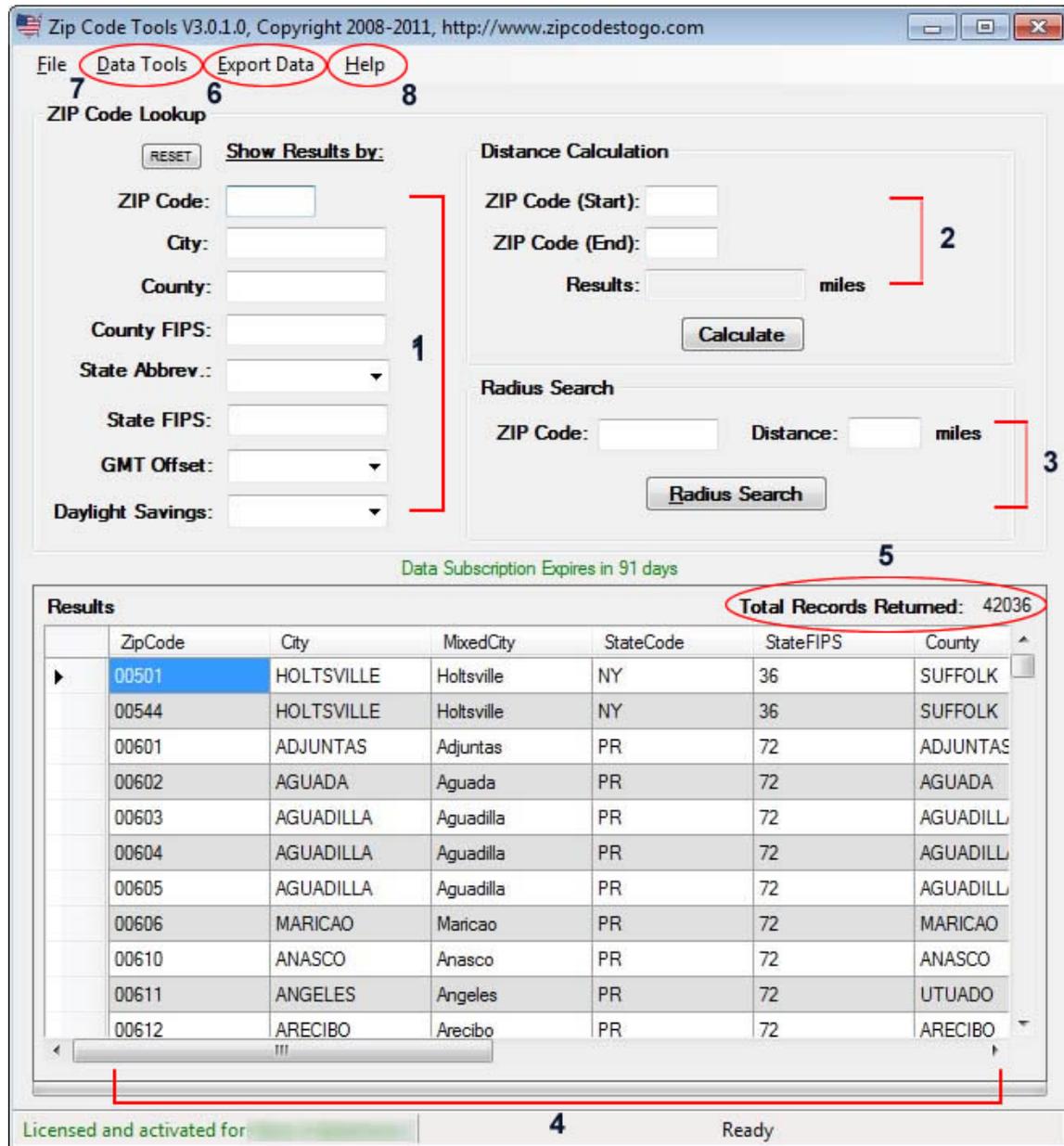
1. **ZIP Code filter criteria:** Filter your ZIP code data using any of these fields. The filtered data will be displayed in the results area(item #4) and the total number of records found for the entered criteria will be displayed in the bottom right-hand corner(item #5). The data will be filtered automatically as you type your criteria in.

2. **Distance Calculation:** Simple and to the point: enter a starting ZIP code and an ending ZIP code. Click the "Calculate" button to display the

number of miles between the two ZIP codes. Also, the city and state is displayed to the right of both the starting and ending ZIP code.

3. **Radius Search:** Enter a ZIP code in the radius search area, followed by the distance you would like to search from. Click "Radius Search" to display all the ZIP codes within that range in the results area (item #4).

4. **The filtered results:** This area returns the records found for both the ZIP code lookup and the radius search.

5. **Total records returned:** Displays the total number of records matching your selection criteria or the total number of records found when doing a radius search.

6. **Export Data menu:** From the export menu you can export your filtered data to Comma Separated (*.CSV), Extensible Markup Language (*.XML), or Microsoft Excel Compatible (*.XLS) formats quickly and easily.

7. **Data Tools menu:** Allows the user to download the latest database file to their computer and extend or restart their database subscription.

8. **Help menu:** Allows users to Activate their program and turn the software from a demo version to the full version

Getting Started

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When you first start the program you will see a screen like this:
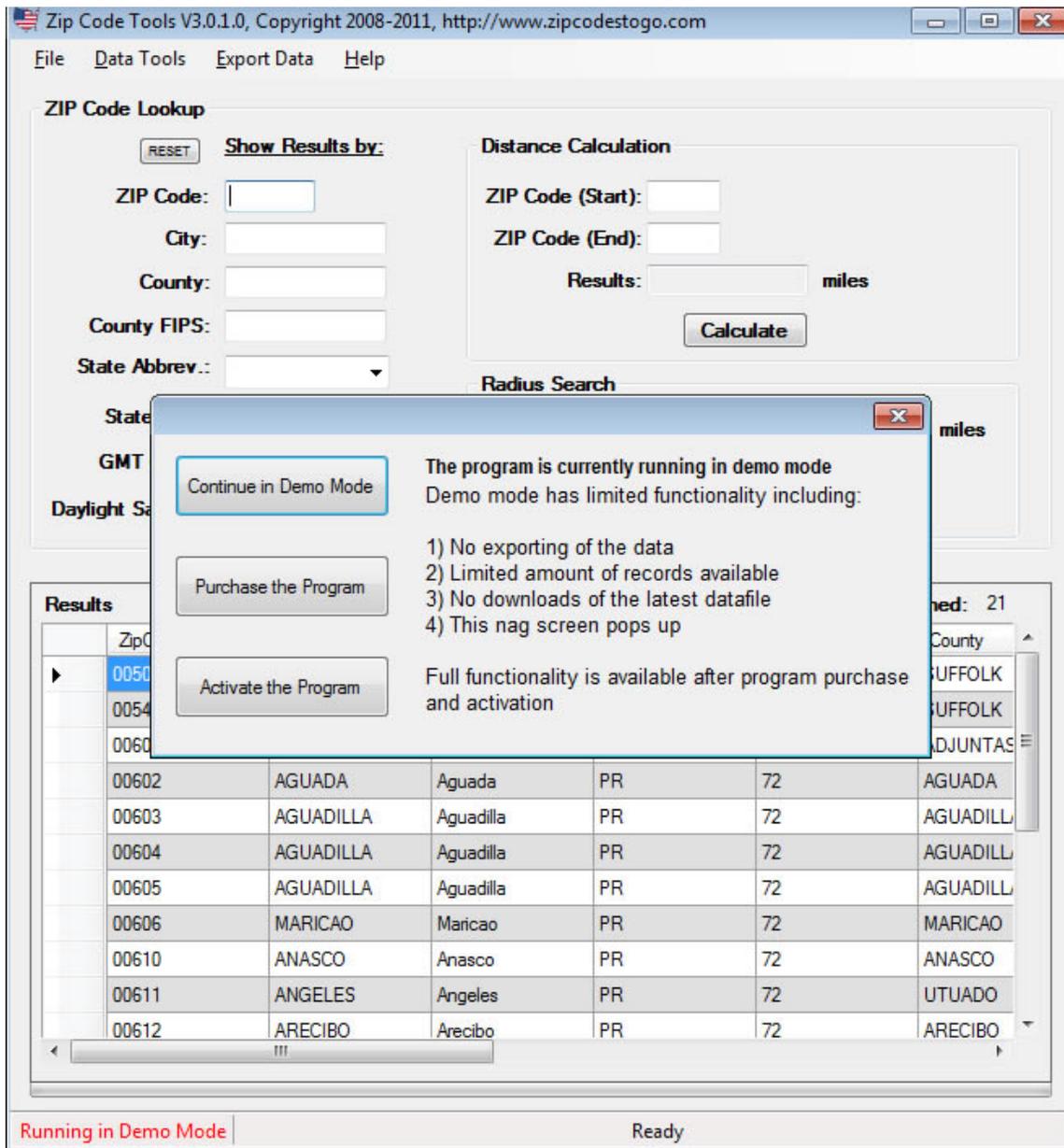
If you just want to test out the program you can click **"Continue in Demo Mode"** with limited functionality as described.

If you have just purchased the **full version of the program** then you are ready to "**Activate the Program".**

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First click the "Help" button, then select **"Activate Program"** from the menu:
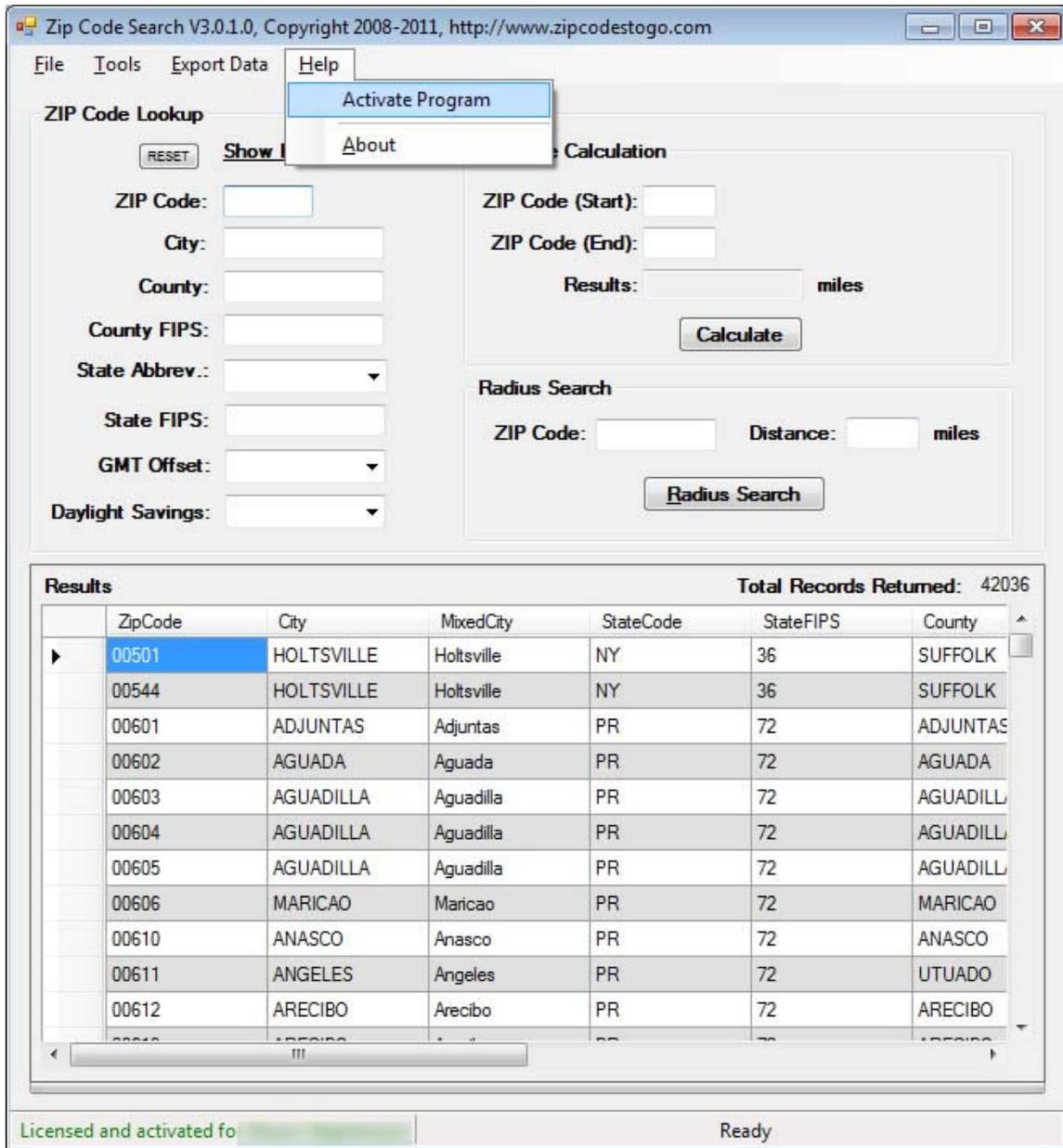
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You are presented with the following screen once you select **"Activate Program"**:

Enter your first and last name and **the exact same Paypal e-mail address** you purchased the program with. You will receive an e-mail from Paypal(after you paid but before activation) that includes your **Transaction ID.** Place the transaction ID in the appropriate box and **click "Submit Activation Details".**

******NOTE: Using the wrong e-mail address or Transaction ID will cause the activation to fail!)**

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Successful program activation will look similar to this:

Be sure to restart the program after activation.

If program activation failed, be sure you entered the correct e-mail and transaction ID.

Also make sure that your internet connection is working properly.

If you are positive you've entered the information correctly and that your internet service is working, please contact support@zipcodestogo.com .

Include any error messages you may have received during activation as well as the registration information you're using.(Name, Paypal e-mail, transaction ID)

Checking for Data updates

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To download the latest zip code database file, you need to access the "Data Tools" menu and select **"Check for Updates"**
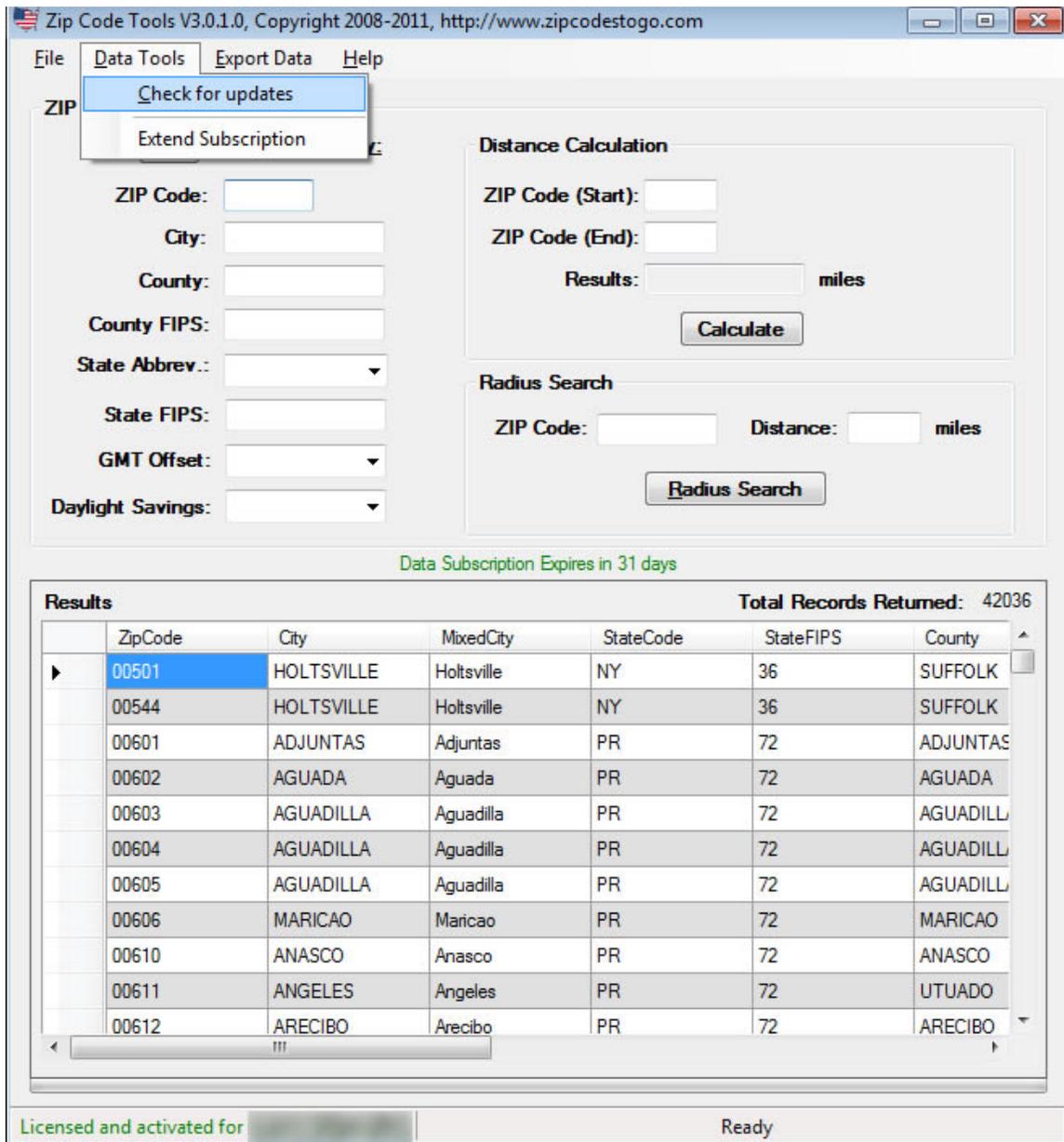
Updates occur once per month so checking for new updates everyday isn't necessary.

NOTE: If you're running in Demo Mode or your zip code database subscription has expired you will *NOT* be able to download the latest data file.
Extending or restarting your zip code database subscription

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If your database subscription is expired or about to run out you can extend or restart your subscription by selecting **"Extend Subscription"** from the **"Data Tools"** menu

Only two boxes need to be filled in on this screen. The first four should be filled automatically with the information you used when activating.

When you purchase a subscription extension from our website you will receive an e-mail with a transaction ID (just like with program activation)

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You must enter the Subscription Email address (the one you purchased the subscription with) and the Transaction ID (the one for the subscription, *not* program activation).

Click "**Extend Subscription**"

If everything was entered correctly a message indicating your subscription was extended or restarted will be displayed.

If you receive an error message and have double-checked your entries and internet connection you can contact support@zipcodestogo.com for assistance.

ZIP CODE TOOLS LICENSE AGREEMENT

Important – Read Carefully

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