

9-Digit ZIP Directory

The 9-Digit ZIP Code Directory is the ultimate reference tool for looking up any 9-Digit ZIP Code in the entire United States! It even standardizes your address to postal standards for you. The result is more accurately addressed mail and fewer undeliverables! Enter an address and get the corresponding 9-Digit ZIP Code instantly! Or, enter a street name, city and state to view all 9-Digit ZIP Codes along that street. Also, you may enter a 5 Digit ZIP Code and get the city and state; similarly, a 9-Digit ZIP Code will give you the city, state, and street name.

The United States Postal service uses 9-Digit ZIP Codes to increase the deliverability of mail. Generally, there are three tiers of 9-Digit ZIP Codes. At the most basic level are the 9-Digit ZIP codes assigned based on Street number and name. Within these house/building numbers, there may be suite or apartment numbers which would have a unique 9-Digit ZIP Code. A company might be assigned a unique 9-Digit ZIP Code as well.



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Catalog of Other Products and Services

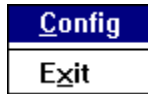
(New topic text goes here.)

JumpBack1

//This topic conatians a macro jump that will accept a context sensitive help call from the program and direct the Contents Help Topic to be displayed.

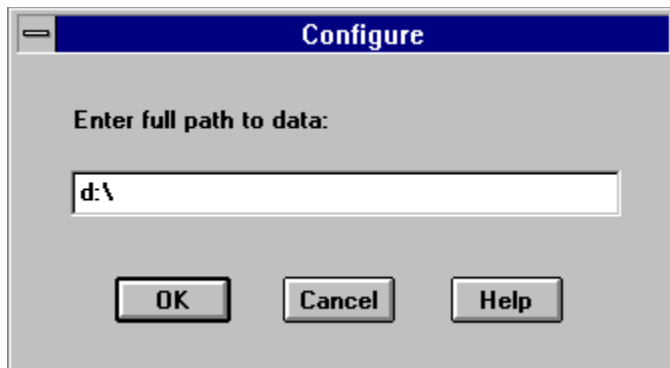


Setting the Data Source Configuration



When the program is installed, it remembers which drive letter designates the location of the CD-ROM. This may change due to a new hardware installation, such as a hard drive or an additional CD-ROM drive. Use the Data Source Configuration Window to reset where the program expects to find the CD-ROM.

In the File Menu, click the Config Menu Item to set the location of your CD-ROM. On most computers this is drive D and would be entered as D:\ in the Configure Window.





Command Buttons



Clear All Clears all fields of search criteria.



Hints Displays a hint on how to effectively use the current screen.



Catalog Displays a catalog of products and services offered by ABI.



Copy Copies the current record to the Windows Clipboard.



Searching The CD-ROM



[Searching by Complete Address](#)



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[Using the Cities Tab](#)



Searching by Complete Address

- ❶ Click the Address Tab.
- ❷ In the Address Box, enter the full street address. For example, enter 9140 West Dodge Rd.

Hint: You may need to try different forms of the address if your search fails. For example, use RR or RT instead of Route. Use PO Box instead of Box and use Highway instead of HWY etc.

- ❸ In the City Box, enter the name of the appropriate city.
- ❹ In the State Box, enter the two-letter state abbreviation.
- ❺ Click the Search & View Tab to begin the search.

The Result

If you enter a valid and complete address, including street/house number, an exact 9-Digit ZIP Code match will be displayed. For example, the 9-Digit ZIP Code for entering 3651 Vermont Street, San Diego, CA is 92103-4414.

Note: If an exact match is not found, all valid house/building range numbers for the street entered, (with the corresponding 9-Digit ZIP Codes), will be displayed. If suite or apartment numbers exist for the street entered, implying more precise 9-Digit ZIP Codes, this will be noted in the Comment Box.



Searching by Street Name

- 1 Click the Address Tab.
- 2 In the Address Box, enter a street name or number. For example, enter Main Street.
- 3 In the City Box, enter the name of the appropriate city.
- 4 In the State Box, enter the two-letter state abbreviation.
- 5 Click the Search & View Tab to begin the search.

The Result

If you enter a complete street name along with the city and state, a listing of all house and building range numbers, (with the corresponding 9-Digit ZIP Codes), will be displayed. Please note that Even and Odd ranges will be listed as follows:

| | | | |
|-------------|-----------------|-----------------------|------------|
| 200- 298 | Williams Ave | Salt Lake City, UT | 84111-4626 |
| 201- 299 | Williams Ave | Salt Lake City, UT | 84111-4625 |



Searching by ZIP Code

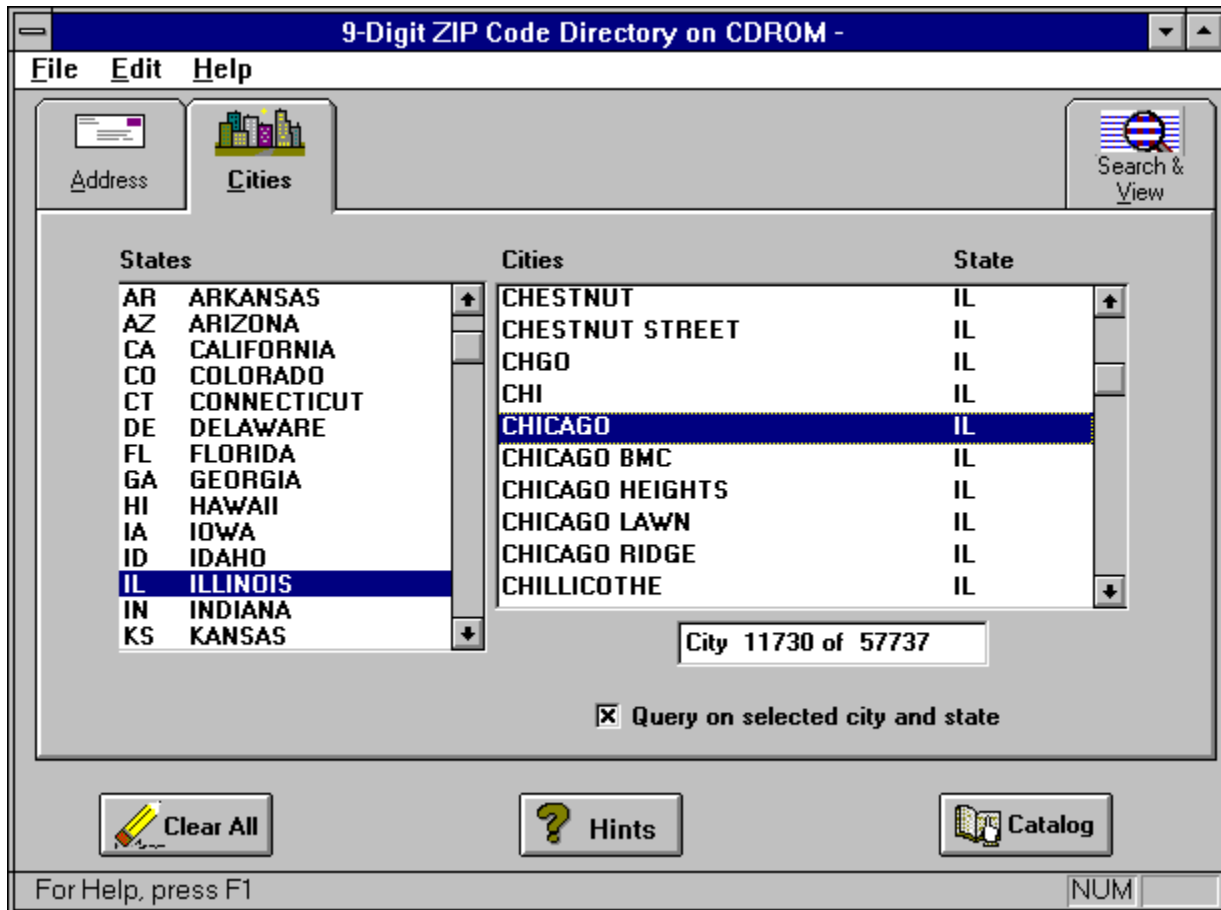
- ❶ Click the Address Tab.
- ❷ In the ZIP Code Box, enter either a 5-Digit or a 9-Digit ZIP Code.
- ❸ Click the Search & View Tab to begin the search.

The Result

If you enter a valid 5-Digit ZIP Code, the corresponding city and state will be displayed. If you enter a valid 9-Digit ZIP Code, the corresponding street name, city and state will be displayed. If the 9-Digit ZIP Code is designated for a specific building or company name, that information will be displayed as well.



Using the Cities Tab



You can use the Cities Tab either to verify the spelling of a city or to select Query criteria. Check the Query on selected city and state checkbox to use the selected city/state in the next query.

To select a city on the Cities Tab do the following:

- 1 Click the Cities Tab.
- 2 Use either the mouse or the [UP ARROW]/[DOWN ARROW] keys on your keyboard to highlight a state.
- 3 Click on the list of cities.
- 4 Enter the first letter only of the city you wish to find. If the city does not appear in the window, use the [DOWN ARROW] key to scroll to the desired city.
- 5 Click the Search and View Tab and verify the Query on selected city and state checkbox is checked to begin the search.

The Result

If you searched the database for ZIP Codes, the exact ZIP Code for the selected city will be displayed. If a city has more than one ZIP Code, a list of ZIP Codes will be displayed.

