Zip Code Book for Windows

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Registration

If you have already registered Zip Code Book, then we want to thank you for your purchase and support.   THANK YOU!

If you are using the shareware version of Zip Code Book, then we want to thank you for trying it. You are granted a limited 30-day license to evaluate this product.   If plan to use Zip Code Book beyond this 30-day evaluation period, you must register.   Zip Code Book is protected by Copyright laws, and failure to comply with the terms of this limited-use license is a serious copyright violation.

Zip Code Book registration costs only $25.   With registration you receive an enhanced copy of Zip Code Book which has the latest zip code database.   The database supplied with the registered version is over twice as large (over 75,000 records) as the one included with the shareware version.

The databased used by the Zip Code Book is highly compressed.   Registered users will also receive a .DBF version of the database which can be used by any database program which can read (or import) standard .DBF files.

For an extra $15 (that's a total of $40), you can also sign-up to receive the next three quarterly zip code database updates when available.   Most People choose this option.

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Introduction

Zip Code Book is a zip code (and city, state, area code) lookup program for Windows.   Enter a zip code to find the corresponding city, state and area code.   You can also find a zip code by entering a city name and two-digit state abbreviation.   Zip Code Book supports copy and paste to and from other Windows applications (like word processors, spreadsheet programs and databases). Contains a database of over 75,000 zip codes and city/place names.

Zip Code Book comes with the most recent database of all the city and place names and corresponding zip codes recognized by the US Postal service.   We use information from the official Post Office database of zip codes as well as information from other sources.   We ship updates of the database in March, June, September and December of each year.

Annual subscriptions (four quarterly database updates) are available from Ultimate Software for $20 per year.   If you only want to update your database once a year, you can order any individual update for $10.

Finding Zip Codes

To find a city name from a zip code, simply enter the city name in the city field and the state abbreviation in the state field (example CA=California).   If the city was found in the database, the first zip code matching the city name will appear instantly.

If you are unsure of a city's spelling, you can type in just a part of the city name.   For example, to find a zip code for Schenectady, New York, enter "S" in the city field and "NY" in the state field.   Since there are many cities in New York that start with an "S" that are alphabetically before Schenectady, another city's information appears.   However, if you click on the "More" button, you can scroll down through the list which appears until you find Schenectady.   Since Schenectady is a large enough city to have multiple zip codes, there are a few different zip codes for the city.   Choose one of them to bring up zip code and area code information for Schenectady.

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Additional Records

More

Any time that Zip Code Book completes a search for a zip code (or city name) a button with the caption "More" will appear on the Zip Code Book window.   Clicking on the "More" button allows you to search additional records.

If your search was on zip code (you entered a zip code and hit enter), the list that pops up after you click the "More" button will be of consecutive zip codes from the zip code you entered down through the next 100 zip codes.   You can double-click on any of the records to display the full information for that record including the city, state, zip code and area code.

If your search was on city name (you hit enter whenl the cursor was in the city or state field), you can click on the "More" button to view additional city names in alphabetical order.   You can double-click on any record in the list to bring up full information for that record including the city, state, zip code and area code.

The "More" button is very useful, especially since there is often more than one zip code for a city and more than one city (or place name) with the same zip code.

Windows Clipboard

Zip Code Book supports the Windows clipboard.   This means that you can copy a zip code or city name to the clipboard from within another program and paste it into one of the Zip Code Book fields. More importantly you can click on the "Write to Clipboard" icon (pictured above) to save Zip Code Book information to the Windows clipboard.   You can then paste this information into your other application.

Example

For this example we will use the "Write" program that comes with Windows, however, you can follow along using any program which supports the Windows clipboard.   In Write type in the zip code for your city.   Now highlight the text by holding down the left mouse button and dragging the mouse pointer over the five digits of your zip code.   The zip code should now be highlighted.   Now hold the "Ctrl" key and press "C" while holding down the "Ctrl" button.   This will copy your zip code to the clipboard.   Now go into Zip Code Book.   Click on the zip code field (the text box to the right of the words "Zip Code."   Now hold "Ctrl" and press "V."   Your zip code should now be in the zip code field.   Press Enter and your city, state and area code should instantly appear.

To copy information from Zip Code Book to your application, click on the "Write to Clipboard" icon. This brings up a list of options including "Do not copy to clipboard", your city name, state, zip, area code, city address line, city address line with a comma after the city name, and city/state/zip with a return after each field.   Choose this last option by clicking on it.   Now go back to your other application (Write or whatever application you are using for this example).   Click somewhere on the window to bring up a cursor on your application's window.   Now hold down "Ctrl" and press "V." This should copy your city name, state and zip code to the screen.   Each should be on a different line.

Finding City Names

To find a city name, enter a zip code in the zip code field and press Enter.   If you have entered a valid zip code, the city name, state abbreviation and area code will instantly appear.

To look up additional cities, continue to enter zip codes in the zip code field.   You can enter as little as the first three digits of the zip code.   The first zip code in the database which begins with the three digits you entered will appear.   Use the "More" button to search through up to 100 zip codes which follow the database record currently displayed.   Click on any record you wish to display.

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Changing Screen Colors

To change the background color of the Zip Code Book window, simply click on the "Change Color" button (pictured above).   There are eight possible background colors to choose from.   When you exit Zip Code Book, the last color setting used is set as the default.