

Zip+4 USPO Address Format

Use the following steps to create a fixed length output file required by the U.S. Post Office for Zip+4 formatting.

- 1) Select Non-delimited as the output file format.
- 2) Create a new filter or read in an existing filter.
- 3) Select Edit Custom Filter from the Edit menu (if you are using a fixed length record file as the input file, you must also read in that file to edit the filter).
- 4) Double-click on a field to set it's field attributes.
- 5) Click on the Fixed Length Output box to select it.
- 6) Enter the desired fixed width of the field in the box directly below the check box.
- 7) Set any other options, and then click OK.
- 8) Repeat steps 4 thru 7 for all fields that you desire to extract as fixed length.