

## ZK-Shell Help

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## Introduction

What is ZK-Shell? ZK-Shell is a shell program that will allow you to use the popular DOS memory resident program ZIPKEY in Microsoft Windows.

ZIPKEY version 2.03 or newer is required to use this program. If you do not have a copy of ZIPKEY you can obtain an evaluation copy from your favorite shareware disk vendor, BBS or by calling 1-800-IBM-DISK and asking for the ZIPKEY shareware disk. This number is for the Public Brand Software shareware vendor in Indianapolis, Indiana.

ZIPKEY may also be purchased directly from:

Eric Isaacson Software  
416 E. University Avenue  
Bloomington, Indiana 47401-4739

Phone: 1-812-339-1811

This program will allow you to enter a known ZIP code, call ZIPKEY to look up the city and state and then type the City, State and ZIP code into your word processor. If you need to look up a ZIP code, you can enter the two letter state abbreviation and the city name and ZK-Shell will have ZIPKEY look up the ZIP code for you.

## Setup

In order to use ZK-Shell to paste the City, State and ZIP code into your word processor, you must tell ZK-Shell the format to use. There are three formats:

The normal letter format:

St. Petersburg, Florida 33712-5631

The letter using two letter state abbreviation:

St. Petersburg, FL 33712-5631

The US post office desired method:

ST. PETERSBURG FL 33712-5631

In order to use ZK-Shell, you must first have the ZIPKEY program loaded into memory before starting Windows. This may be accomplished by adding the loading of ZIPKEY into your AUTOEXEC.BAT file. If you do not have ZIPKEY loaded, ZK-Shell will give you an error message to let you know that it's not loaded.

ZIPKEY is a memory resident program for looking up ZIP codes from supplied state and city names or city and state names from supplied ZIP codes. ZIPKEY is a trademark of Eric Isaacson.

## Look in ZIPKEY

First a little about moving around ZK-Shell. The Tab key will move the cursor from field to field and button to button. The Shift+Tab will reverse this movement. You may also select the buttons with the Alt+[the underlined character] in the buttons.

The area just below the "Enter ZIP Code" and above the list box is where the city, state and ZIP will be displayed for pasting into your word processor. The Paste and Minimize button will perform the paste function for you. We have provided macros for the popular word processors making this as seamless as possible. See the text file README.1ST for pointers to the various macros.

As you type the state and city in ZK-Shell, the list box will display possible cities and ZIP codes. You can double click a line in the list box to select it or use the keyboard by tabbing to the list box, using the up and down keys to mark an entry and press enter to select.

If you look up a ZIP code and want to do another, you should use the Clear and Start Again button to start over. Backspacing the information that you entered will also do the same thing.

There are several ways to use ZK-Shell to interface with ZIPKEY.

A general need is to look up a ZIP code for a city and state that is known. The ZK-Shell program window has three data entry areas. Two of these areas are "Enter State" and "Enter City". To look up a ZIP code, you would type in the two letter state abbreviation in the Enter State field and then the full city name in the Enter City field. As these are entered, information will be displayed in the ZK-Shell screen. In cases of multiple ZIP cities, a list of ZIP codes, area codes and cities will be displayed in the list box. If there are more than can be displayed in the on screen box, a scroll bar will allow access to the overflow. Don't forget to use the Clear and Start Again button to do additional searches.

If you have the ZIP code but are unsure about how to spell a City name, you can use the feature to look up the city and state and paste it into your word processor. In this case, you would enter the ZIP code in the "Enter ZIP Code" field of the program and press the Paste and Minimize button. Remember, you can also use the underlined shortcut keys by pressing Alt plus the underlined key on the button.

## **Paste and Minimize**

The Paste and Minimize button will minimize the ZK-Shell application to an Icon and paste the City, State and ZIP code as displayed on the screen into the clip board for passing to your word processor. We have supplied macros to make this a seamless paste into your word processors.

## **Clear and Start Again**

This button should be used if you are going to look up more than one ZIP code or City and State. Use it after each lookup is complete.

## **Exit**

Believe it or not, Exit needs a little explanation. You may exit this program using several different methods, by your choice. The Exit button, or selecting the File, Exit selection, by pressing Alt+X or double clicking on the close button at the top of the window. No matter which one you chose, they all still just close the application and exit to the state prior to entering ZK-Shell.

