

The sorting lists cannot be viewed, edited or printed using unregistered copies of Postage \$aver. You will be unable to maintain the accuracy of the sorting routines as USPS changes occur.

The Sorting Lists menu lets you view, edit and print the basic sorting lists that Postage \$aver uses to create and label packages and sacks. These lists are composed from information in the USPS Domestic Mail Manual. Making changes to these lists without proper care could result in incorrect sortation, leading to rejection of your bulk mailings by the USPS.

Import Update File: The simplest way to incorporate sorting changes into Postage \$aver is to use an update file provided to registered owners of Postage \$aver. When you choose this option from the Sack Labels menu, Postage \$aver will automatically update any lists with the information in this file.

For this function to operate properly, the P\$Updates.new file must be located in the same folder as Postage \$aver. Once the file has been used, its name will be changed automatically to P\$Updates.date, where "date" is replaced by the date that the file was used. If it is necessary to use this file again, the name must be changed back to P\$Updates.new to be recognized by Postage \$aver as an update file.

Edit Sorting Lists: This function allows you to manually edit the individual sack labels lists and the corresponding three-digit zip code lists. Choosing one of the lists will bring up a window showing the first sack label on the list. (Some labels require entries on two lines, with the entry on the second line split into a left-justified section and a right-justified section, which will be indicated visually in the window.)

To move through the list, use the "next" and "prev" buttons. (Pressing "prev" from the first label will take you "back" to the last label on the list, and pressing "next" from the last label will take you to the first label.)

To edit a label, make the changes you want to make and then press "Save". This will take you to a list showing you the three-digit zip areas for the label. Add any areas or delete any areas as necessary, then press "Save". Your changes will be recorded.

To change the zip codes without editing the label, press "Save" from the label window without making any changes to the label.

If you are editing the 3-digit zips list, the zip code window will have an additional field for "unique city" zips. This corresponds to the USPS designation of unique cities. To designate a label as a unique city for a certain three-digit area, enter that three-digit area into the unique city field.

If you are editing the state exceptions list, the exception zip code is listed on the second line of the label, rather than in a separate window.

Print Sorting Lists: This option lets you print any sorting list you choose.