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## Postal Barcoder Max User Guide

Updated May, 2025  
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## General User Information

### What Postal Barcoder Max does

Postal Barcoder Max is a complete tool for creating USPS Intelligent Mail barcodes (IMBs) barcodes. It also lets you access tracking information for barcoded letters and flats.

Postal Barcoder Max works for single pieces of mail and for entire mailing lists. It supports retail-price mail and various kinds of presorted mail. It can print barcoded addresses on labels or on your mail piece or it can save barcodes to your mailing list file so that you can use a mail merge or variable-data printing to print your addresses.

Postal Barcoder Max does all of the following functions:

- For regular First Class mail:
  - creates barcodes either one-at-a-time or from a file of addresses, and then prints your addresses with barcodes on labels or on your mail pieces, or saves the barcodes in your mailing list file so that you can print them with a mail merge or variable-data printing;
  - looks up tracking information from the USPS Informed Visibility tracking system.
- For bulk mail (First Class Presort, Marketing Mail, Periodical Class Mail, or Bound Printed Matter):
  - creates barcodes from a file of addresses, and then prints your addresses with barcodes on labels or on your mail pieces, or saves the barcodes in your mailing list file so that you can print them with a mail merge or variable-data printing;
  - looks up tracking information from the USPS Informed Visibility tracking system.
  - creates and prints barcoded tray and sack tags for presorted mail on standard business card stock;
  - creates and prints barcoded pallet labels for presorted mail;
- For Reply Mail and Share Mail:
  - creates single barcodes for layout purposes for reply cards and envelopes;
  - creates multiple barcodes for tracking individual reply pieces;
  - supports Business Reply, Qualified Business Reply, Permit Reply, Courtesy Reply, Metered Reply and Share Mail.
- Creates and saves 65-letter alphabetic barcode strings for a file that has numeric barcode strings (25, 29 or 31 digits).
- Looks up tracking information from the USPS Informed Visibility tracking system for all categories of barcoded letters and flats, except for Reply Mail and Share Mail (for which USPS does not yet offer remote lookup).
- For most functions, can be operated remotely from, or as a part of, other software.
- Includes a copy of our SmartBars12 barcode font so that you can print barcodes from the 65-letter barcode strings. To see how to use SmartBars12 with a mail merge in Word, check out our [demo video](#).

The trial version of Postal Barcoder Max has all the features of the registered version, except that it will stop operating after 30 days. It can be converted into a registered version simply by entering a correct registration code.

Postal Barcoder Max is compatible with mailing lists saved as Access, Excel, dBase, comma-separated (csv), tab-separated and bar-separated files. Lists saved in other formats, such as Microsoft Works, can generally be exported to one of these standard formats for Postal Barcoder Max to use.

If you are new to bulk mailing and/or need more information about how to prepare a bulk mailing, please see the [Learn About Bulk Mail](#) section of our web site for more details.

**Postal regulations often change, and we update Postal Barcoder Max to stay current with those changes. Using an out-of-date version of Postal Barcoder Max could cause your mail to be rejected. To find out if this is the latest version of Postal Barcoder Max, please see our [update page](#).**

## Purchasing Postal Barcoder Max

If you received this copy of Postal Barcoder Max as a trial, then you must purchase to continue using this software beyond the first 30 days.

When you purchase, you receive:

- a registration code that allows you to continue to run this trial copy beyond the initial 30-day trial period;
- updated files for a full year as necessary to stay in compliance with USPS regulations;
- free bug fixes for a year as necessary;
- full technical support via e-mail and phone;
- a free copy of our SmartBars12 barcode font.

You can purchase in the following ways:

- To purchase on the web using VISA, Master Card, American Express, Discover or PayPal, please go to our [online order page](#) for immediate delivery by Internet download, or to order a copy on CD-ROM.
- To purchase by check or government purchase order, or by credit card by mail or fax, please use our [mail/fax order form](#).

Thank you for your order!

## How to get lost registration codes

If you lose your registration code, you can retrieve it automatically from our web site. Go to our [Resend Codes](#) page, enter the email address that we have on file for your registration, and we will email your codes to you immediately.

We maintain registration codes for one year from your date of purchase. Sorry, we do not have registration codes available for older purchases.

## How to install on a different machine

You may download a new current copy of Postal Barcoder Max at any time by using the link in your original registration email.

If you are installing Postal Barcoder Max on a new computer, and your older machine is still working, you should first backup your Postal Barcoder Max settings so that you can transfer them to the new machine without having to re-enter everything. Choose Backup Postal Barcoder Max Settings from the File menu in Postal Barcoder Max on your old computer, and save the file it creates onto a flash drive. Then move the flash drive to your new computer, start Postal Barcoder Max on that computer, choose Restore Settings from Backup on the File menu in Postal Barcoder Max, and load the file from your flash drive.

You will need to enter your original registration code into the new copy of Postal Barcoder Max to convert the trial into a registered copy.

If you do not have your registration email, you can retrieve it automatically from our web site. Go to our [Resend Codes](#) page, enter the email address that we have on file for your registration, and we will send a copy of your registration email to you automatically. We maintain registration codes for one year from your date of purchase. Sorry, we do not have registration codes available for older purchases.

## Update policy

We will provide any bug fixes and updates based on new postal regulations at no charge within one year of your purchase date. We normally notify you of these updates via email, and provide these updates via the Internet. We may also notify you by email, if we have your address, to speed your receipt of any new information.

We learn of changes to bulk mail requirements through the Domestic Mail Manual and other official USPS sources. We are not obligated to notify you of any change that is not announced via a revision to the Domestic Mail Manual, although we may notify you of changes prior to such revision.

It is your responsibility to send us any changes to email or regular mail addresses. We will discontinue email notifications if your email is returned to us as undeliverable. We will discontinue regular mail notifications if your regular mail is returned without a forwarding address.

Make sure you include savepostage.com as an accepted sender in any email spam filter you may have. Otherwise, our update notices may be rejected by your email system as spam.

We are not responsible for updating Postal Barcoder Max if the USPS makes major changes in the bulk mail system that would, in our judgment, make it impractical for us to update your version of Postal Barcoder Max to remain in compliance.

## How to contact us

To reach us for tech support, customer services and all other questions, please use our [customer support page](#).

The customer support link above is generally the fastest way to get an answer to your question. In addition to a direct web form to contact us, there are also links to automatically receive a copy of your registration email or recent update notices, along with a list of frequent questions.

You can also reach us: By phone: 512-861-5463.

By mail: 1712 Morrow Street, Austin Texas 78757-1807

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## About Intelligent Mail Barcodes

### What are Intelligent Mail barcodes?

Intelligent Mail barcodes (IMBs) are barcodes used on envelopes, mailing labels, etc. that can be read by USPS sorting equipment. Properly barcoded mail can be automatically routed to the correct post office and carrier, and sorted to the individual mail box.

IMBs are used on letter-sized and flat-sized mail. A different kind of barcode, called an Intelligent Mail Package Barcode (IMpB) is used on parcel mail. If you are shipping bulk parcels, our [Postage \\$aver for Parcels](#) software produces the required tracking barcodes and electronic data file.

IMBs are also used for tracking. With a properly coded IMB, you can track follow the mail through each postal sorting facility, as it is read by automated sorting equipment. Note that this tracking does not tell you whether or when the piece has been delivered, since the piece is not scanned by the postal carrier. For more information on IMB tracking, see the [USPS tracking help page](#).

IMBs for presorted, bulk and reply mail must have the full nine-digit zip code plus (in most cases) an additional two-digit "delivery-point" code that is derived from the address.

IMBs for retail (not presorted or bulk) First Class mail can be created with just a five-digit zip code, with a nine-digit zip code, or with a nine-digit zip code plus two-digit delivery point code.

Since barcoding by the mailer saves handling, the USPS allows small additional discounts when bulk or presorted mail has correct Intelligent Mail barcodes. To qualify for barcoding discounts, the barcode must be printed in one of several specific locations, depending on the size and shape of the mail, and the mail itself must be of a size and shape that allows it to pass through automated sorting machines without jamming. The mailer must also show that the zip codes and delivery-point codes used to create the barcodes came from a source certified by the USPS. (See [How to get CASS-certified Codes](#) for more information on getting certified zip codes and delivery-point codes.)

There is no postage discount for barcoding your mail unless it is part of a presorted mailing. To find out more about presorting your mail, see the [Learn About Bulk Mail](#) section of our web site.

Other than tracking, there is no advantage to barcoding individual pieces of mail unless the mail is part of a larger presorted mailing that you are taking to the post office in specially marked trays or sacked. Barcoding an individual piece of mail does not reduce delivery time, nor does it save you on postage.

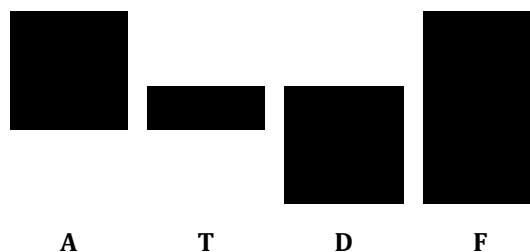
### How does a barcode work?

The following information is used to create the Intelligent Mail barcode for each piece of mail:

- the nine-digit zip code (or, for single-piece mail, the five-digit zip code);
- the 2-digit delivery-point code (when provided), that specifies the exact mailbox where the piece will be delivered;
- the class of mail for the mailing (First Class, Marketing Mail, reply, Ballot Mail, etc.);
- the mailer's Mailer ID number, assigned by USPS;
- a serial number for each piece of mail or for each entire mailing;

- an indication of whether the mailer is using any of several address change services offered by USPS;
- an indication of whether the mailer is using Informed Visibility tracking service; and,
- for flat-sized mail, the sort level of each mail bundle, if "optional endorsement lines" (OELs) are used on the mail.

All of this information is encoded using a complicated formula into a sequence of 65 letters, using the letters A, T, F and D. Each letter corresponds to a particular type of bar in the Intelligent Mail barcode. The letters correspond to the bars as follows:



Postal Barcoder Max automatically creates the sequence of 65 letters for each Intelligent Mail barcode. If you print the sequence of letters using an Intelligent Mail barcode font, the letters are printed as the correct bars. We provide the Intelligent Mail barcode font, called SmartBars12, with each copy of Postal Barcoder Max.

### How to get CASS-certified zip+4 codes and delivery point codes

For your barcodes to be accepted by the USPS, you have to prove that the zip+4 codes and delivery-point codes you used to create the barcodes are accurate (**except for single-piece First Class mail, which only requires five-digit zip codes**). To prove accuracy, you must be able to show that your codes came from "CASS-certified" address matching software. CASS-certified address matching software matches your addresses to the USPS master zip+4 data base.

CASS-certified software is usually too expensive to be practical for small-volume mailers. This is because the software must include a costly subscription to the USPS master zip+4 file, which must be updated every two months. Typically, over a year you could spend \$800 on CASS-certified software, which, for most mailers, is more than the savings that you would get from barcoding.

A more practical option is to send your list to a processing service that will perform the CASS-certified zip+4 match for you for a small fee (typically around \$35 for a small list).

Some firms that specialize in matching your address file to the postal zip+4 database are listed on our [CASS help page](#).

Mailing lists that are purchased from professional list providers are usually CASS-certified. Mailing lists that come from other sources, such as lists from government agencies, typically are not CASS-certified.

If your list is CASS-certified, you should receive a "CASS certificate" (USPS form 3553) stating that you have matched your addresses using CASS-certified software, which you must show to USPS on request.

## Where to print Intelligent Mail barcodes

If you are printing barcodes on standard #10 business envelopes, the following requirements apply:

- The barcode may be printed either in the lower right-hand corner of the envelope or as part of the address.
- If the barcode is printed in the lower-right hand corner, the left end of the barcode must be between 3 1/2" and 4 1/4" from the right edge of the envelope. Vertically, the barcode must be located between 3/16" and 1/2" from the bottom of the envelope.
- If the barcode is printed as part of the address, it may be either above the recipient's name, or below the city, state and zip code line. If you use an address keyline or an optional endorsement line, the barcode can be either above or below these lines. Intelligent Mail barcodes must be separated from the nearest printing by at least 0.028" above and below. The barcode can be no more than 5/8" above or below the nearest line of the address. And, there must be at least 1/8" space between the barcode and any printing to its left or right. The barcode must be at least 1/2" from both the left and right edges of the envelope, and at least 5/8" from the bottom of the envelope.
- If you use a label for the address and barcode, the barcode must be at least 1/8" from the left and right edges of the label. Intelligent Mail barcodes must be separated from the top and bottom of the label by at least 0.028".

For other sizes of mail, click one of these USPS links for details on barcode placement:

- [letter-sized mail](#)
- [flat-sized mail](#)

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## Using USPS Informed Visibility Tracking

Informed Visibility Mail Tracking and Reporting (IV-MTR) is a free service offered by USPS to show the mailer when and where a mail piece is scanned as it moves through the USPS system.

It does not provide actual delivery information, since each piece of mail is not scanned at the delivery mailbox, but it does show when the piece reaches its delivery post office and is prepared for delivery.

For how to sign up, click on "Register with USPS for Free Tracking" on the main screen of Postal Barcoder Max.

For detailed information on IV-MTR, see the [IV-MTR help site](#).

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## Step-by-Step Instructions

Here are step-by-step instructions for each of the functions that Postal Barcoder Max performs.

Regular First Class Mail:

[Creating and printing one address or barcode at a time](#)

[Creating and printing barcodes for an entire mailing list file](#)

Bulk/Presort Mail:

[Creating and printing barcodes for an entire mailing list file](#)

[Printing tray or sack tags](#)

[Printing pallet labels](#)

Reply Mail and Share Mail:

[Creating and printing barcodes one at a time](#)

[Creating barcodes for an entire mailing list file](#)

Other Functions:

[Tracking mail you have sent](#)

[Converting numeric barcodes to alphabetic barcodes](#)

## Regular First Class Mail – Creating and printing one address or barcode at a time

Postal Barcoder Max can create barcodes for outgoing single-piece First Class mail. You can then

- print the barcode and the address on a label on a standard label sheet or directly on your mail;
- print it by itself if the address has already been printed; or,
- copy/paste it into a separate layout in Microsoft Word or any other word processing software.

This function is designed for creating barcodes one at a time. You can also use Postal Barcoder Max to [create barcodes for a file of addresses all at once](#).

You do not save any postage by adding a barcode to regular First Class mail, nor does it make the mail move faster. However, if you have enrolled in [USPS Informed Visibility tracking](#), the barcode makes it possible to use Postal Barcode Max or the USPS IV-MTR system to monitor the mail piece's progress through the mail network.

1. Under "Regular First Class Mail" on the main screen, or from the menu at the top, click "Create Barcodes One at a Time".
2. At the top of the screen are three options for what you can do:

**I want to:**

- Enter a complete address and print it with a barcode added.
- Enter a zip code to create a barcode, and print just the barcode.
- Enter a zip code to create a barcode to paste into a document.

Choose the option you want.

Fill in the information needed to create the barcode, as follows:

**Enter the recipient's complete address:**

[Reload last address](#)

[What is standadrize?](#)

This entry only appears if you choose the "Enter a complete address..." option above. Use this when you want to print an entire address with the barcode. Simply enter the address in the box, with at least a 5-digit zip code. If you want to repeat the last address you used, you can re-enter that address automatically by using the Reload last address link, as long as you have not yet closed this window.

When you have entered an address with at least a city and zip code in the box above, the Standardize button will become active. When you click on the button, the software will check what you've entered against the USPS master address list, make any necessary corrections, and, if you haven't entered them, add the +4 part of the zip code and the two digit "delivery point" code (used in the barcode).

The software will display a box with the standardized information, and, if there are differences, will list what has been changed and ask if you want to use the standardized information. If the

information you have entered is correct, but is not in all-caps (as recommended, but not required, by USPS), you'll have the option to automatically change to all caps.

Your computer must be connected to the Internet to use this button. All information is provided by USPS, not by the software itself.

Enter 5 or 9-digit zip code:  -

If you have chosen an option other than "Enter a complete address..." you will need to enter at least a 5-digit zip code. Only the 5-digit zip code is required, but you may get faster delivery if you include the full 9-digit zip code.

If you have entered a complete address with a 5-digit zip code, and you use the Standardize button and select to use the standardized address, the +4 part of the zip code will be filled in automatically.

#### Address Correction Method

The address correction method is how USPS handles mail that it can't deliver, either because of a bad address or because the recipient has moved. There is a normal handling method provided free, but you can choose other options.

##### For First Class, normal handling is:

Within the first year after the customer files an address correction:  
mail is forwarded free.

For the next 6 months after the first year:  
mail is returned free, with the new address attached.

After that: mail is returned free, without the new address.

You've chosen: Normal handling  
USPS [Service Type ID code](#): 310

[Choose another method](#)

First Class mail is normally automatically forwarded within the first year after a move, if possible, with no notice to the mailer. If you want to be notified, or want to mail to be destroyed, there are other options available, sometimes at a cost.

To choose a different option from normal handling, click the "Choose another method" button to the [Address Corrections Options](#) screen showing all the options available, and letting you choose one. Since the address correction option must be encoded into the barcode, you must make this selection in the software in addition to marking the appropriate "endorsement line" (like "Address Service Requested") on the envelope.

Each combination of mail class, service options and address correction options is assigned a specific 3-digit "Service Type Identifier" (STID) code by USPS. The code is incorporated into the barcode.

Postal Barcoder Max takes care of this automatically, based on the combination of options you select, so you never have to know the correct Service Type Identifier. But sometimes, someone at USPS will ask you what STID you are using, or tell you to use a certain STID for your mailing. Postal Barcoder Max shows you what STID it will use in your barcodes, just in case you need to know.

Enter your [USPS Mailer ID](#):

To create barcodes, each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a

9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS.

If you do not have a Mailer ID number, you can request one for free by going to the [USPS Business Customer Gateway](#). If you don't know your Mailer ID, you can also find it there.

**Serial number for this barcode:**

Serial numbers are used with your Mailer ID to create unique tracking numbers for each piece of mail.

Postal Barcoder Max will show you the next serial number that you have not used for another mailing. In general, you should use the number that Postal Barcoder Max shows to avoid duplicating tracking numbers.

**2-digit delivery-point code (if available):**

The 2-digit delivery-point code is an extra two digits that designate the specific mailbox where the piece is to be delivered. You do not need to provide this for single-piece First Class mail, but if you have it, you should enter it here.

If you have entered a complete address without entering a delivery-point code, and you use the Standardize button and select to use the standardized address, the delivery-point code will be filled in automatically.

**Political Mail**     **Ballot Mail**

If you are mailing political mail or ballot mail, you should check the applicable box. Postal Barcoder Max will add special codes to the Intelligent Mail barcode for these kinds of mailings, so that the mail is properly handled by USPS.

Political mail is "any material mailed for campaign purposes by a registered political candidate, campaign committee, or committee of a political party, or political message mailing by a PAC, super PAC, or other organization engaging in an effort to influence or drive voter mobilization".

Ballot Mail is "any mail piece sent to or from an authorized election official containing a **live ballot** that may be used to cast a vote in an election".

Ballot mail does **not** include voter registration cards, absentee ballot applications, polling place notifications or other election materials other than actual ballots.

**Including "Or Current Resident" (or similar) in addresses.**

First Class mail is normally automatically forwarded if possible, or returned to the mailer, at no charge if the addressee no longer is at the address on the piece. You have the option of having the mail left at the address, instead of being forwarded or returned, by adding "OR CURRENT RESIDENT" to the address.

If you add "OR CURRENT RESIDENT" to the address, this information must be encoded in the barcode, so you should check this box so the software can produce the correct barcode.

If you check this box and have selected "Enter a complete address...", and use the software to print the address and barcode on your mail piece, "OR CURRENT RESIDENT" will be added automatically. You should not add it to the "Complete Address" box. If the address you enter has only two lines, the software will print "CURRENT RESIDENT", without the "OR".

- Once you've filled in all the appropriate information, you'll be able to print or cut/paste the barcode, depending on the option you chose at the top of the screen.

**Choose the label format to use:**

- 2 columns, 20 per page, 1 x 4 inches**  
Avery 5161/8161, etc.
- 2 columns, 14 per page, 1 1/3 x 4 inches**  
Avery 5162/8162, etc.
- 2 columns, 10 per page, 2 x 4 inches**  
Avery 5163/8163, etc.
- Roll labels, or directly on mail piece**  
Using measurements at right in inches.

**Choose label to print:**

**Which column?**

**Left**     **Right**

**Which row (1 - 10)?**

If you selected to print the complete address, you'll have the option to either print the address on a specific label on a standard label sheet, or to print directly on a roll label or on your mail piece. If you choose to print on a standard label sheet, you will then choose which specific label to print, by column and row, as shown above. Font sizes for printing on label sheets are automatically selected to fit the label.

**Choose the label format to use:**

- 2 columns, 20 per page, 1 x 4 inches**  
Avery 5161/8161, etc.
- 2 columns, 14 per page, 1 1/3 x 4 inches**  
Avery 5162/8162, etc.
- 2 columns, 10 per page, 2 x 4 inches**  
Avery 5163/8163, etc.
- Roll labels, or directly on mail piece**  
Set print location using fields to the right.

**Print location (inches):**

**From left edge:**

**From top edge:**

**Font size:**

If you choose to print on a roll label or directly on the piece, you'll need to fill in where you want the printing to start. Just enter the upper left location of the printing, measured in inches from the left edge and top edge of the label, page or envelope. You can also set the font size. USPS requires any font smaller than 8 point to be printed in all caps, so the software will automatically do that if you choose a small font.

If you selected to print just the barcode, you will be asked the same question - where you want the printing to start on the page. Just like above, enter the upper left location of the printing, measured in inches from the left edge and top edge of the page or envelope.



If you chose to print either the complete address or just the barcode, and have entered all of the necessary information, this button will be turned on. Just click it to print.

Make sure you have turned off any "reduce/enlarge" or "fit to page" options for your printer when you print the barcode. The barcode must be printed at the correct size, or it will be rejected by USPS.

**Here are the 65 letters that represent your barcode:**

AFAAFDTAFDDDFDFTDFTATDAATDTTDFAAFDTTADATDFTAATAAAFTDADTFATFDDTAAAF

If you chose to copy/paste your barcode manually into another document, this box will be shown. When you have entered all of the necessary information, a set of 65 letters corresponding to the barcode will appear in the box.

Double-click on the box to select the entire set of letters, then type ctrl-c to copy (command-c on a Mac.) You can then paste the set of letters into your document.

When this set of letters is printed with an IMB font, the letters will become bars. When you install Postal Barcoder Max, our SmartBars12 font is automatically installed at no extra cost. You must use 12 point for the font size or your barcode will not meet USPS requirements.

**Here is what the barcode should look like:**




This box shows what the actual barcode should look like when printed.

**The tracking number for this piece is:** 0030098765432100005

The screen shows the tracking number that is encoded into the barcode, which can be used to track the mail piece using Informed Visibility tracking. This number is automatically saved by the software so that it can be selected on the Tracking screen to track the piece. It can also be copied into other software.

Whenever you print or copy a barcode, Quick Lettertracker will clear the address and zip code and will automatically increase the barcode serial number, so you're ready to create the next barcode. If you need to reprint the address, so send another piece to the same address, you can reload the previous address by clicking the Reload last address link as long as you have not closed this screen.



2 tracking numbers have been saved.

You can select any saved tracking number from the list on the tracking screen to see its progress.

This note appears when you close the screen after having created barcodes and either printed them or copy/pasted them. Each tracking number is saved within the software, so that you can use the Tracking screen to check the progress of these pieces.

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## Regular First Class Mail – Creating and printing barcodes for an entire mailing list file

This function is designed for adding or printing barcodes for regular First Class mail for an entire file of addresses.

You can also use Postal Barcoder Max to [create barcodes one at a time](#).

You do not save any postage by adding a barcode to regular First Class mail, nor does it make the mail move faster. However, if you have enrolled in [USPS Informed Visibility tracking](#), the barcode makes it possible to use Postal Barcode Max or the USPS IV-MTR system to monitor the mail piece's progress through the mail network.

1. Under "Regular First Class Mail" on the main screen, or from the menu at the top, click "Add barcodes to a mailing list file".
2. At the top of the screen are two options for what you can do:

**I want to:**

**Use Postal Barcoder Max to print my addresses with barcodes on labels or directly on my mail.**

**Just save the barcodes in my mailing list file so I can print them with other software.**

Choose the option you want.

**Print all addresses, including any that cannot be barcoded.**

If you chose the option to print the addresses with barcodes, you can select whether or not to include those addresses that cannot be barcoded.

3. If you want to try Postal Barcoder Max using the Postal Barcoder Max sample mailing list file, instead of your own mailing list, you can skip this step.

If you chose the option to save your barcodes in your mailing list file, or if you chose either option and want to save tracking numbers or numeric barcodes, you need to make sure the file has columns to save the barcodes and tracking numbers or numeric barcodes, as applicable.

If your file is an Excel file (.xls, .xlsx), an Access file (.mdb, .accdb) or a dBase file (.dbf): you need to add those columns if they do not already exist. For Access and dBase, the barcode column should be a text column that can hold at least 65 characters, and the tracking column is a text column that can hold at least 20 characters for tracking numbers, or at least 31 characters for numeric barcodes.

If your file is a comma-separated file (.csv) or a tab-separated file (.tab, .txt), you can either provide columns for barcodes and tracking numbers, or Postal Barcoder Max can add them for you as discussed below.

4. Fill in the information needed to create the barcodes, as follows:

Enter your [USPS Mailer ID](#):

To create barcodes, each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a 9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS.

If you do not have a Mailer ID number, you can request one for free by going to the [USPS Business Customer Gateway](#). If you don't know your Mailer ID, you can also find it there.

[Political Mail](#)     [Ballot Mail](#)

If you are mailing political mail or ballot mail, you should check the applicable box. Postal Barcoder Max will add special codes to the Intelligent Mail barcode for these kinds of mailings, so that the mail is properly handled by USPS.

Political mail is "any material mailed for campaign purposes by a registered political candidate, campaign committee, or committee of a political party, or political message mailing by a PAC, super PAC, or other organization engaging in an effort to influence or drive voter mobilization".

Ballot Mail is "any **official ballot** mailed to or from authorized election officials.

Ballot mail does **not** include voter registration cards, absentee ballot applications, polling place notifications or other election materials other than actual ballots."

[Using Informed Visibility tracking](#). USPS setup required.

Check this box if you are using USPS Informed Visibility tracking for this mailing. Informed Visibility Mail Tracking and Reporting (IV-MTR) is a free service offered by USPS to show the mailer when and where a mail piece is scanned as it moves through the USPS system.

It does not provide actual delivery information, since each piece of mail is not scanned at the delivery mailbox, but it does show when the piece reaches its delivery post office and is prepared for delivery.

You can sign up for IV-MTR in your account on the [USPS Business Customer Gateway](#). If you do not have an account, you can sign up for one using the same link.

Once you have signed up, you can use Postal Barcoder Max to instantly check the progress of any mail piece that was barcoded for IV Tracking, without using the complicated USPS reporting site.

For detailed information on IV-MTR, see the [IV-MTR help site](#).

[Including "Or Current Resident" \(or similar\) in addresses](#).

First Class mail is normally automatically forwarded if possible, or returned to the mailer, at no charge if the addressee no longer is at the address on the piece. You have the option of having the mail left at the address, instead of being forwarded or returned, by adding "OR CURRENT RESIDENT" to the address.

If you add "OR CURRENT RESIDENT" to the address, this information must be encoded in the barcode, so you should check this box so the software can produce the correct barcode.

If you check this box and have selected the option to print your addresses, "OR CURRENT RESIDENT" will be added automatically when the addresses are printed.

**Each barcode contains a [serial number](#).**  
**Should Postal Barcoder Max automatically create the serial numbers?**

Yes. Use a different serial number for each piece (recommended).  
 Yes. Use the same serial number for all the pieces in this mailing.  
 No. Use the serial numbers that I'll provide in my mailing list file.

Serial numbers are used with your Mailer ID to create unique tracking numbers for each piece of mail, or, optionally, for each mailing as a whole.

If you choose either of the first two options, Postal Barcoder Max will automatically create the serial numbers, and assign new numbers for each mailing, so that you don't use the same tracking number on two different pieces of mail.

The second option is not available if you choose IV Tracking, since tracking requires each piece to have a unique serial number.

The third option lets you control the serial numbers manually. If you choose the third option, Postal Barcoder Max will use serial numbers that you have already entered into your mailing list file, rather than having Postal Barcoder Max create them. In this case, Postal Barcoder Max will read each serial number from your mailing list file and encode it into the barcode for the corresponding address. If you use this option, you must take care to make sure you do not duplicate serial numbers within the 45-day period, as Postal Barcoder Max will not track that for you when using this option.

First serial number for this mailing:

OR

Serial number for this mailing:

This is the starting serial number that will be assigned to a piece in this mailing. If you choose the first serial number option, the serial numbers will be assigned sequentially from beginning to end of your mailing list file. If you choose the second serial number option, this number will be used for every piece in the mailing.

Generally, you should not change this entry, since Postal Barcoder Max automatically sets this number to be the next number after the last one that you used (regardless of whether you used it for outgoing mail or reply mail.) You must not re-use a serial number with the same Mailer ID within the same 45 days.

However, if you use more than one computer or software program to create barcodes for the same Mailer ID, or if you have reinstalled the software after a hard drive crash, you must manually make sure not to reuse the same serial numbers. You can change the serial number shown here to make sure that you don't duplicate serial numbers within 45 days, per USPS requirements.

If you choose the third serial number option, and are providing your own serial numbers, Postal Barcoder Max will not check to see if you are re-using a serial number. You are responsible to prevent duplication if you are providing the serial numbers.

**Do you want to use normal handling?**

- Yes, normal handling is fine.
- No. Let me choose an address correction method.

First Class mail is normally automatically forwarded within the first year after a move, if possible, with no notice to the mailer. For the following six months, it is returned to the mailer with the new address. After that, it is returned without a new address.

There are other handling options available, sometimes at a cost.

To use the normal handling option, check the Yes box. To choose a different option, choose the No box, and, after you click Next, you will be shown a screen with all available options (including normal handling).

5. When you have finished answering all of the questions on this screen, click Next.
6. If you selected "Let me choose an address correction method", you'll now see the [Address Correction Options screen](#).
7. When you have completed the Address Correction Options screen, or if you selected "normal handling" for address correction, you will now see the standard window for opening a file. Choose the file to which you want to add barcodes.

Postal Barcoder Max installed a sample mailing list file when you first ran the software. If you want to use the sample file to try to software, choose the file named "Postal Barcoder Max Sample" from your Documents folder.

8. When you've selected a file, you will see the [Column Matching](#) screen.
9. When you complete that screen, Postal Barcoder Max will create read your mailing list file and create barcodes. If you chose to save barcodes or tracking numbers in your file, that information will be saved.
10. If you chose to print your addresses, you will now have the option to do that. You can print your addresses now, or wait and print them later by using the Print Addresses link in the File menu at the top of Postal Barcoder Max. (Only the most recent set of addresses is saved for printing.)

You have the option of printing on two different label formats, or directly on your mail piece.

To test your positioning, you can print a sample address from the File menu at the top of Postal Barcoder Max.

YOU'RE FINISHED!  
GREAT JOB!

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## Bulk/Presort Mail – Creating and printing barcodes for an entire mailing list file

This function is designed for adding or printing barcodes bulk/presort mail for an entire file of addresses. This includes Marketing Mail (letters and flats), First Class Presort, Periodical Class, and Bound Printed Matter (flats).

Bulk mail does not require barcodes, but you can save postage by adding them. You can also qualify for a waiver of your annual mailing fee by using "full-service" barcodes, and entering the details from your postage statement form on the USPS Postal Wizard web page. If you have enrolled in [USPS Informed Visibility tracking](#), the barcode makes it possible to use Postal Barcode Max or the USPS IV-MTR system to monitor the mail piece's progress through the mail network.

1. Under "Bulk/Presort Mail" on the main screen, or from the menu at the top, click "Add barcodes to a mailing list file".
2. At the top of the screen are two options for what you can do:

**I want to:**

- Use Postal Barcoder Max to print my addresses with barcodes on labels or directly on my mail.**
- Just save the barcodes in my mailing list file so I can print them with other software.**

Choose the option you want.

- Print all addresses, including any that cannot be barcoded.**

If you chose the option to print the addresses with barcodes, you can select whether or not to include those addresses that cannot be barcoded.

3. If you want to try Postal Barcoder Max using the Postal Barcoder Max sample mailing list file, instead of your own mailing list, you can skip this step.

If you chose the option to save your barcodes in your mailing list file, or if you chose either option and want to save tracking numbers or numeric barcodes, you need to make sure the file has columns to save the barcodes and tracking numbers or numeric barcodes, as applicable.

If your file is an Excel file (.xls, .xlsx), an Access file (.mdb, .accdb) or a dBase file (.dbf): you need to add those columns if they do not already exist. For Access and dBase, the barcode column should be a text column that can hold at least 65 characters, and the tracking column is a text column that can hold at least 20 characters for tracking numbers, or at least 31 characters for numeric barcodes.

If your file is a comma-separated file (.csv) or a tab-separated file (.tab, .txt), you can either provide columns for barcodes and tracking numbers, or Postal Barcoder Max can add them for you as discussed below.

4. Fill in the information needed to create the barcodes, as follows:

**What USPS mail class will you be using?**

- First Class Presort     Periodical Class
- Marketing Mail         Bound Printed Matter

The mail class is encoded into the Intelligent Mail barcode. You can click the link under "mail class" for details on each choice.

**What is the [size category of the piece?](#)**

Letters / Postcards    Flats

The size category is based on specific USPS requirements. You can click the link under "size category" for complete details.

Check if using "[Optional Endorsement Lines](#)"

Flat-sized mail must generally be sorted into specific rubber-banded "bundles", according to the sorting facility where they will be processed. The sorting level for the bundle must be indicated either by a colored sticker on the top piece of each bundle, or, more commonly, by specific wording, called the "Optional Endorsement Line (OEL)", at the top of the complete address, right-justified. The OEL is the line that looks like "\*\*\*\*\*5D 77995".

If an OEL is included in the address, it also is included in the barcode. So, if you are using OELs, you must have them in the mailing list file that you are processing with Postal Barcoder Pro. If you check this box, you will be asked to identify the OEL column in your data file, when you get to the Column Matching screen.

**What [barcode type](#) do you want to use?**

- Basic Service** - CASS-certified 9-digit zips with delivery point codes.
- Full Service** - CASS-certified 9-digit zips with delivery point codes.
- Tracking Only** - No barcoding discount. 5-digit or 9-digit zips ok.

There are three different categories of barcodes for letters and flats: "full service", "basic service" and "tracking only".

Full service gets you all the advantages of barcoding, including the deepest postage discounts, waiver of the annual mailing fee, and free tracking as the mail passes through postal facilities.

Basic service does not qualify you for a waiver of the annual mailing fee and earns a slightly smaller barcoding discount.

Full service and basic service require you to have up to date CASS-certified 9-digit zip codes and delivery point codes, which you usually would get from uploading your list to an online service. Check our [CASS certification help page](#) for more information.

Tracking only is if you don't want to bother with getting CASS-certified 9-digit zip codes and delivery point codes, but still want to track your mail. With this option, you cannot claim barcoding discounts and would sort your mail as if it was NOT barcoded.

We recommend that you use full-service barcoding, unless you are only adding the barcode for tracking and do not want to claim the barcoding discount, in which case you can choose "tracking only".

The only time you might want to use basic-service is if you are sending a mailing that has both barcoded and nonbarcoded pieces, because you do not have 9-digit zips or delivery-point codes for the nonbarcoded pieces. The USPS Postal Wizard does not currently handle mailings that combine barcoded and nonbarcoded pieces in the same mailing unless you are using basic-service barcodes.

But if you use basic-service barcodes, you will lose the waiver of your annual mailing fee.

So we recommend that instead of using basic-service barcodes, you use full-service barcodes and remove from your mailing any pieces that cannot be barcoded.

Enter your [USPS Mailer ID](#):

To create barcodes, each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a 9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS.

If you do not have a Mailer ID number, you can request one for free by going to the [USPS Business Customer Gateway](#)

[Political Mail](#)     [Ballot Mail](#)

if you are mailing political mail or ballot mail, you should check the applicable box. Postal Barcoder Max will add special codes to the Intelligent Mail barcode for these kinds of mailings, so that the mail is properly handled by USPS.

Political mail is "any material mailed for campaign purposes by a registered political candidate, campaign committee, or committee of a political party, or political message mailing by a PAC, super PAC, or other organization engaging in an effort to influence or drive voter mobilization".

Ballot Mail is "any **official ballot** mailed to or from authorized election officials.

Ballot mail does **not** include voter registration cards, absentee ballot applications, polling place notifications or other election materials other than actual ballots."

[Using Informed Visibility tracking](#). USPS setup required.

Check this box if you are using USPS Informed Visibility tracking for this mailing. Informed Visibility Mail Tracking and Reporting (IV-MTR) is a free service offered by USPS to show the mailer when and where a mail piece is scanned as it moves through the USPS system.

It does not provide actual delivery information, since each piece of mail is not scanned at the delivery mailbox, but it does show when the piece reaches its delivery post office and is prepared for delivery.

You can sign up for IV-MTR in your account on the [USPS Business Customer Gateway](#). If you do not have an account, you can sign up for one using the same link.

Once you have signed up, you can use Postal Barcoder Max to instantly check the progress of any mail piece that was barcoded for IV Tracking, without using the complicated USPS reporting site.

For detailed information on IV-MTR, see the [IV-MTR help site](#).

[Including "Or Current Resident" \(or similar\) in addresses](#).

For each class of mail, there is a standard way of handling mail that cannot be delivered because the addressee is no longer is at the address on the piece. You always have the option of having the mail left at

the address even if the addressee has moved. You do that by adding language like "OR CURRENT RESIDENT" to the address.

If you add "OR CURRENT RESIDENT" to the address, this information must be encoded in the barcode, so you should check this box so the software can produce the correct barcode.

If you check this box and have selected the option to print your addresses, "OR CURRENT RESIDENT" will be added automatically when the addresses are printed.

**Each barcode contains a [serial number](#).**  
**Should Postal Barcoder Max automatically create the serial numbers?**

- Yes. Use a different serial number for each piece (recommended).
- Yes. Use the same serial number for all the pieces in this mailing.
- No. Use the serial numbers that I'll provide in my mailing list file.

Serial numbers are used with your Mailer ID to create unique tracking numbers for each piece of mail, or, optionally, for each mailing as a whole.

If you choose either of the first two options, Postal Barcoder Max will automatically create the serial numbers, and assign new numbers for each mailing, so that you don't use the same tracking number on two different pieces of mail.

The second option is not available if you choose IV Tracking, since tracking requires each piece to have a unique serial number.

The third option lets you control the serial numbers manually. If you choose the third option, Postal Barcoder Max will use serial numbers that you have already entered into your mailing list file, rather than having Postal Barcoder Max create them. In this case, Postal Barcoder Max will read each serial number from your mailing list file and encode it into the barcode for the corresponding address. If you use this option, you must take care to make sure you do not duplicate serial numbers within the 45-day period, as Postal Barcoder Max will not track that for you when using this option.

First serial number for this mailing:

OR

Serial number for this mailing:

This is the starting serial number that will be assigned to a piece in this mailing. If you choose the first serial number option, the serial numbers will be assigned sequentially from beginning to end of your mailing list file. If you choose the second serial number option, this number will be used for every piece in the mailing.

Generally, you should not change this entry, since Postal Barcoder Max automatically sets this number to be the next number after the last one that you used (regardless of whether you used it for outgoing mail or reply mail.) You must not re-use a serial number with the same Mailer ID within the same 45 days.

However, if you use more than one computer or software program to create barcodes for the same Mailer ID, or if you have reinstalled the software after a hard drive crash, you must manually make sure not to reuse the same serial numbers. You can change the serial number shown here to make sure that you don't duplicate serial numbers within 45 days, per USPS requirements.

If you choose the third serial number option, and are providing your own serial numbers, Postal Barcoder Max will not check to see if you are re-using a serial number. You are responsible to prevent duplication if you are providing the serial numbers.

**Do you want to use normal handling?**

- Yes, normal handling is fine.
- No. Let me choose an address correction method.

First Class mail is normally automatically forwarded within the first year after a move, if possible, with no notice to the mailer. For the following six months, it is returned to the mailer with the new address. After that, it is returned without a new address. Marketing Mail is normally not forwarded. There are other handling options available, sometimes at a cost.

To use the normal handling option, check the Yes box. To choose a different option, choose the No box, and, after you click Next, you will be shown a screen with all available options (including normal handling). Step-by-step instructions for adding barcodes for bulk mail to your mailing list file

5. When you have finished answering all of the questions on this screen, click Next.
6. If you selected "Let me choose an address correction method", you'll now see the [Address Correction Options screen](#).
7. When you have completed the Address Correction Options screen, or if you selected "normal handling" for address correction, you will now see the standard window for opening a file. Choose the file to which you want to add barcodes.

Postal Barcoder Max installed a sample mailing list file when you first ran the software. If you want to use the sample file to try to software, choose the file named "Postal Barcoder Max Sample" from your Documents folder.

8. When you've selected a file, you will see the [Column Matching](#) screen.
9. When you complete that screen, Postal Barcoder Max will create read your mailing list file and create barcodes. If you chose to save barcodes or tracking numbers in your file, that information will be saved.
10. If you chose to print your addresses, you will now have the option to do that. You can print your addresses now, or wait and print them later by using the Print Addresses link in the File menu at the top of Postal Barcoder Max. (Only the most recent set of addresses is saved for printing.)

You have the option of printing on two different label formats, or directly on your mail piece. To test your positioning, you can print a sample address from the File menu at the top of Postal Barcoder Max.

11. If you are going to use the USPS Postal Wizard to submit your mailing information to USPS, you will need to know the lowest serial number for the barcodes in the mailing. You can find that by choosing "Show Serial Numbers from Last Run" in the "Bulk / Presort Mail" menu at the top of the screen.

**YOU'RE FINISHED!  
GREAT JOB!**

## Bulk/Presort Mail - Printing tray or sack tags

Postal Barcoder Max creates barcoded tray tags or sack tags to USPS specifications, using information that you enter for each tag. You can enter the information for each tag one at a time, or you can create a file with the tag information and create tags from the file,

1. Under "Bulk/Presort Mail" on the main screen, or from the menu at the top, click "Create Tray/Sack Tags".
2. You'll see the Mailing Categories screen. This screen shows all the kinds of mail for which the software can create tray or sack tags. Select the category you are using.
3. Fill in the other information on the screen as follows:

### Mailer Company:

Fill in the name of your company. It will be printed on the tags. It does not need to be the full legal name of the company – just what identifies your company so USPS can find you if they need to.

### Mailer City State:

Fill in the city and state for the location of your company that is sending this mailing. Use the two-letter abbreviation for your state, with no comma or other punctuation.

### USPS Mailer ID#:

Each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a 9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS.

If you do not have a Mailer ID number, you can request one for free by going to the [USPS Business Customer Gateway](#). If you don't know your Mailer ID, you can also find it there.

### Auto-update tag serial numbers

Each tray and sack tag has a unique serial number. If you check this option, Postal Barcoder Max will increase the serial number for the tags each time you print a set of tags and then return to this screen.

### Check if this is an eVS (Electronic Verification System) shipment.

### Check if this is a USPS Ship shipment.

If you are signed up for USPS eVS (Electronic Verification System) or USPS Ship for shipping parcels and you are submitting this shipment using eVS or USPS Ship, you should check the appropriate box. "EVS" or "USPS Ship" will be included on the sack tag or pallet label as required by USPS.

- When you've completed the steps above, click Next. You'll see a screen on which you can enter the information for up to ten tags. If you want to enter the information manually, continue to step 5. If you want to print tags from a tag information file you have created, skip to step 7.
- To manually entering the tag information, here is the information you need to enter for each tag:

**Top Line of Tag**  
(including destination and zip)

This is where you enter what becomes the top line of the tag. For some tags, like the tag for a 5-digit tray/sack, this is just the city, state and zip for the tray, like HOUSTON TX 77005.

For other tags, there may be additional information required. For example, an AADC level tag will have the designation AADC, followed by the city, state and zip for the AADC distribution facility, like AADC BROCKTON MA 023 .

**Sort Level**  
(will determine 2nd line of tag)

5-Digit  
3-Digit  
ADC  
Mixed ADC  
Single-Piece

This is where you indicate the sort level of the tray/sack. Click on the box in the Sort Level column to show a drop-down list of possible sort levels. The box will show only those sort levels that are used for the mail category you selected on the previous screen.

To clear your selection, click on the left-arrow next to the selection box.

**Tray or Sack #**

Each tag must have a unique serial number. If you have a nine-digit Mailer ID#, your tray or sack numbers can be any number from 1 to 99,999. If you are a large volume mailer with a six-digit Mailer ID#, your tray or sack numbers can be as large as 99,999,999.

A tray or sack number may not be reused for 45 days from the time the tray or sack was mailed. The number assigned to a tray or sack does not need to match the number listed for that sack on the qualification report or other documentation for the mailing.

**Carrier Route Code**  OR **Scheme Letter**

The fourth column is used to add special information to the second line. Depending on the type and size of your mail, and sort level, this could be a carrier route code, a scheme letter, or may not be used at all.

If the tray or sack is going to a specific carrier route, you must enter the route code in this box. A route code starts with a letter, followed by three numbers, like "C004".

If the tray or sack is going to a specific three-digit scheme, the scheme may require an identifying letter (for example, "SCHEME A"). If there is only one scheme for the three-digit area, it will be designated as "SCHEME" without an identifying letter. Enter a letter in this box for a scheme ONLY if the scheme requires an additional letter. (Scheme letters are used for three-digit schemes only. Five-digit schemes never have scheme letters.)

**Add an outline around each tag - To make it easier to cut the tags, if you're **not** using perforated sheets.**

Tray tags are formatted to fit standard business card printer paper, such as Avery 5371 (for laser printers) or Avery 8371 (for ink jet printers). Each sheet contains two columns of five cards, with 1/2-inch margins at the top and bottom and 3/4-inch margins on the left and right.

If you would rather print the tags on non-perforated sheets and cut them yourself, you can set Postal Barcoder Max to print a cutting box around each tag. Use this checkbox to turn on cutting boxes.

6. To print the tags from the information you entered, click

**Print Tags Shown Above**

7. If you have prepared a file with tag information, you can print from that file instead of filling in the information manually.

The file has the following format:

TOP LINE OF TAG (tab) SORT LEVEL (tab) TRAY OR SACK NUMBER (tab) CARRIER ROUTE OR SCHEME LETTER

The Sort Level must correspond to a sort level listed in the Sort Level selector boxes, which are different for different types of mail. You must be sure that the mail category you selected on the previous screen is the correct category for the tags you intend to print. The Carrier Route or Scheme Letter can be left blank if not applicable.

When you click:

**Load and Print Saved File**

you will be able to select the file that contains the tag information. Once selected, Postal Barcoder Max will check the entries to make sure they are complete and correct, and show you any errors. If there are no errors, the tags will be printed.

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## Bulk/Presort Mail – Printing pallet labels

Postal Barcoder Max creates barcoded pallet labels to USPS specifications, using information that you enter for each label. These labels are required for preparing bulk/presort mail on pallets.

1. Under "Bulk/Presort Mail" on the main screen, or from the menu at the top, click "Create Pallet Labels".
2. You'll see the Mailing Categories screen. This screen shows all the kinds of mail for which the software can create pallet labels. Select the category you are using.
3. Fill in the other information on the screen as follows:

### Mailer Company:

Fill in the name of your company. It will be printed on the labels. It does not need to be the full legal name of the company – just what identifies your company so USPS can find you if they need to.

### Mailer City State:

Fill in the city and state for the location of your company that is sending this mailing. Use the two-letter abbreviation for your state, with no comma or other punctuation.

### USPS Mailer ID#:

Each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a 9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS. If you do not have a Mailer ID number, you can request one for free by going to the [USPS Business Customer Gateway](#). If you don't know your Mailer ID, you can also find it there.

4. When you've completed the steps above, click Next. You'll see a screen on which you can enter the information for each label. Once you've entered you can print the label.

Here is the information you need to enter for each label:

### Top line of label: (including destination and zip)

This is where you enter what becomes the top line of the label. For some label, like the label for a 5-digit tray/sack, this is just the city, state and zip for the tray, like HOUSTON TX 77005.

For other labels, there may be additional information required. For example, an AADC level label will have the designation AADC, followed by the city, state and zip for the AADC distribution facility, like AADC BROCKTON MA 023.

**Sort level of pallet:**  
(will determine 2nd line of label)

▼
✕

- CRs to a Single 5-Digit Zip
- 5-Digit
- 3-Digit
- SCF
- ADC
- Origin Mixed ADC
- Mixed ADC

This is where you indicate the sort level of the pallet. Click on the box to show a drop-down list of possible sort levels. The box will show only those sort levels that are used for the mail category you selected on the previous screen.

**Pallet ID number:**  
(assigned by mailer)

Each pallet must have a unique ID number.

If you have a nine-digit Mailer ID#, your pallet ID can be up to 9 characters long. If you are a large volume mailer with a six-digit Mailer ID#, your pallet ID can be up to 12 characters long.

Pallet IDs can include numbers or letters, upper or lower case, in any combination. A pallet ID may not be reused for 45 days from the time the pallet was mailed.

**Information for mailer area of label:**  
*This can be any information that the mailer wants to have printed on the label.*

You may add any other information to be printed in the "mailer area" of the label. Note that the mailer area should not include information that could be mistaken for a five-digit or three-digit zip code.

5. Once you have entered the required information, click Print Label to print. Labels are designed to print on full sheets of standard letter-sized paper. If you are mailing Periodical Class mail, USPS requires that the label be printed on pink paper. Otherwise, you must use white paper.

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## Reply Mail and Share Mail – Creating and printing barcodes one at a time

Postal Barcoder Max creates barcodes for Reply Mail and Share Mail layouts.

Reply Mail is required to include a barcode that identifies the recipient. Since the recipient of each piece is the same, these barcodes are generally included in the printing layout for the piece, rather than being printed individually on each piece.

Some mailers want to actually track each piece as it is being returned. For that, a unique barcode can be printed on each piece, instead of including the barcode in the printing layout. For that situation, Postal Barcoder Max can [create barcodes for an entire file of addresses](#).

Share Mail is a service where you can send out a stack of postage-paid cards to a customer, and ask them to mail one card to each of their friends. You get charged postage only for those pieces that are actually mailed, rather than having to put stamp on each piece whether the piece is mailed or not.

Share Mail is required to include a barcode that identifies the company that will pay the postage. Since the company is the same for each piece, these barcodes are generally included in the printing layout for the piece, rather than being printed individually on each piece.

Like Reply Mail, some companies using Share Mail want to actually track each piece as it is being mailed, and know who mailed it. For that, a unique barcode can be printed on each piece, instead of including the barcode in the printing layout. For that situation, Postal Barcoder Max can [create barcodes for an entire file of addresses](#).

Here's how to create a single barcode for a Reply Mail or Share Mail layout:

1. Under "Reply Mail & Share Mail" on the main screen, or from the menu at the top, click "Create a Barcode for a Print Layout".
2. Fill in the information needed to create the barcode, as follows:

Enter your **USPS Mailer ID**:

To create barcodes, each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a 9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS.

For some kinds of Reply Mail and Share Mail, USPS will issue a special Mailer ID for just that purpose. You must use that specific Mailer ID, which may not be the same as the one you use for your presorted mail.

### What type of reply mail are you sending?

- |  |   |
|--|---|
| <input checked="" type="radio"/> <b>Business Reply</b> | <input type="radio"/> <b>Courtesy Reply</b> |
| <input type="radio"/> <b>Qualified Business Reply</b>  | <input type="radio"/> <b>Metered Reply</b>  |
| <input type="radio"/> <b>Permit Reply</b>              | <input type="radio"/> <b>Share Mail</b>     |

Choose the kind of Reply Mail you are sending, or select Share Mail if applicable.

Business Reply and Qualified Business Reply are used when you want the envelope or card to say that postage will be paid by the recipient. You must have a reply account set up with USPS, and the envelope or card must be designed according to a specific format.

For Permit Reply, you must be set up to have USPS charge the postage to your mailing permit.

Courtesy Reply is when you want to provide a pre-addressed return envelope, but you do not want to pay the postage. No setup with USPS is required for Courtesy Reply.

Metered Reply is when you actually put postage on the piece using a postage meter. In that case, you are charged for every piece you create, whether it is mailed or not. No setup with USPS is required for Metered Reply.

Share Mail, as described above, is when you send a bunch of cards to a customer and ask them to mail them to friends, with the postage charged to you for each one they actually mail. You must be set up with USPS to do Share Mail, and your mailpiece must be approved by USPS.

9-digit zip code:

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If you are using Reply Mail, you must enter your 9-digit zip code. If USPS gives you a special zip+4 code for a Business Reply Mail account, you must use that zip+4 instead of the one that you use for other mail.

2-digit delivery-point code:

A delivery-point code is an extra two digits that specifies your exact mailbox. It is never printed on the piece, but it is included in the barcode.

If you are using Permit Reply, Courtesy Reply or Metered Reply, you must provide the 2-digit delivery-point code for your address.

If you don't know your delivery-point code, you can look it up by going to the "Regular First Class Mail" menu in Postal Barcoder Max, and selecting "Create Barcodes One at a Time". Then, choose the "Enter a complete address ..." option at the top of the screen, enter your address where indicated, and click the Standardize button. The software will contact USPS and get your delivery-point code, and it will appear in the "2-digit delivery-point code" field on that screen.

Using **Informed Visibility** tracking. USPS setup required.

Check this box if you are using USPS Informed Visibility tracking for this piece of mail. Informed Visibility Mail Tracking and Reporting (IV-MTR) is a free service offered by USPS to show the mailer when and where a mail piece is scanned as it moves through the USPS system.

It does not provide actual delivery information, since each piece of mail is not scanned at the delivery mailbox, but it does show when the piece reaches its delivery post office and is prepared for delivery.

You can sign up for IV-MTR in your account on the [USPS Business Customer Gateway](#). If you do not have an account, you can sign up for one using the same link. For detailed information on IV-MTR, see the [IV-MTR help site](#).

**Ballot Mail**

If you are mailing ballot mail, you should check the applicable box. Postal Barcoder Max will add special codes to the Intelligent Mail barcode for this kind of mailing, so that the mail is properly handled by USPS.

Ballot Mail is "any **official ballot** mailed to or from authorized election officials. Ballot mail does **not** include voter registration cards, absentee ballot applications, polling place notifications or other election materials other than actual ballots."

**Uniformed and Overseas Citizens Ballot**

Check this box if the ballot mail you are creating is a return ballot envelope under the Uniformed and Overseas Citizens Ballot Act (UOCAVA).

**You want USPS to charge for your reply mail based on Mailer ID, instead of zip+4 code. ("MID-based IMB option")**

This is an option offered by USPS for mailers that receive reply mail for more than one entity. If the MID-based option is selected, USPS will charge for and track reply mail according to Mailer ID (MID) numbers. Otherwise, reply mailer is charged and tracked according to the nine-digit zip code of the mailer's reply account. If you are using the MID-based option, click the box.

**Serial number for this barcode (required):**

Serial numbers are not required for Reply Mail or Share Mail. However, you may enter one if you wish. This can be helpful if you are doing multiple mailings and want to keep track of which one generated the reply, or if you are using Informed Visibility tracking (in which case a serial number is required).. There is no requirement that serial numbers for reply mail be unique in any way.

If you want Postal Barcoder Max to create barcodes with unique serial numbers for each return envelope or Share Mail piece, see [create barcodes for an entire file of addresses](#).

3. Once you have entered all of the information needed to create the barcode, it will appear on the screen.

**Here is what the barcode should look like:**



4. You can then either print it or copy/paste it into your document.

To print the barcode:

**Enter where to print the barcode on the page (in inches):**

**From left edge:**  **From top edge:**

If you chose to print barcode, you'll need to fill in where you want the printing to start on the page. Just enter the upper left location of the printing, measured in inches from the left edge and top edge of the page or envelope.

**Print Barcode**

If you chose to print either the complete address or just the barcode, and have entered all of the necessary information, this button will be turned on. Just click it to print.

Make sure you have turned off any "reduce/enlarge" or "fit to page" options for your printer when you print the barcode. The barcode must be printed at the correct size, or it will be rejected by USPS.

To Copy/Paste the barcode into a document:

**Here are the 65 letters that represent your barcode:**

AFAAFDFAFDFFDFDFTATDAATDTTDFAAFDTTADATDFTAATAAAFTDADTFATFDDTAAAF

If you chose to copy/paste your barcode manually into another document, this box will be shown. When you have entered all of the necessary information, a set of 65 letters corresponding to the barcode will appear in the box.

Double-click on the box to select the entire set of letters, then type ctrl-c to copy (command-c on a Mac.) You can then paste the set of letters into your document.

When this set of letters is printed with an IMB font, the letters will become bars. When you install Postal Barcoder Max, our SmartBars12 font is automatically installed at no extra cost. If you are using SmartBars12, you must use 12 point for the font size or your barcode will not meet USPS requirements.

Make sure you have turned off any "reduce/enlarge" or "fit to page" options for your printer when you print the barcode. The barcode must be printed at the correct size, or it will be rejected by USPS.

**The USPS Service Type ID code encoded into your barcode is: 300**

Each combination of mail class, service options and address correction options is assigned a specific 3-digit "Service Type Identifier" (STID) code by USPS. The code is incorporated into the barcode.

Postal Barcoder Max takes care of this automatically, based on the combination of options you select, so you never have to know the correct Service Type Identifier. But sometimes, someone at USPS will ask you what STID you are using, or tell you to use a certain STID for your mailing.

So, Postal Barcoder Max shows you what STID it will use in your barcodes, just in case you need to know.

**Create Another**

If you click this button, zip code and delivery-point code fields will be cleared (if they are showing), and the barcode will be cleared. The serial number will automatically be increased by one to make sure you don't use the same serial number twice.

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## Reply Mail and Share Mail – Creating barcodes for an entire mailing list file

This function is designed for creating a group of barcodes for Reply Mail or Share Mail, and allows you to save tracking numbers for each barcode. That lets you keep track of who is returning your Reply Mail, or who is sending out your Share Mail.

You can either save each barcode to a particular address in your mailing list file, or you can create and save a file with a quantity of barcodes that you can assign to addresses separately.

Unlike barcodes for First Class and bulk mail, barcodes for Reply Mail and Share Mail are not connected to the address you are sending your pieces to. So you don't have to worry about getting the barcode on the "right" mail piece. Of course, the Reply Mail barcode does include your reply address, so you can't use it with pieces that are not addressed back to you.

Here's how to create these barcodes:

1. If you want to create a file that only contains barcodes and tracking numbers, skip to step 2.

If you want to add barcodes to an existing mailing list file, or add tracking numbers, you need to make sure the file has columns to save the barcodes and tracking numbers.

If your file is an Excel file (.xls, .xlsx), an Access file (.mdb, .accdb) or a dBase file (.dbf): you need to add those columns if they do not already exist. For Access and dBase, the barcode column should be a text column that can hold at least 65 characters, and the tracking column is a text column that can hold at least 20 characters for tracking numbers.

If your file is a comma-separated file (.csv) or a tab-separated file (.tab, .txt), you can either provide columns for barcodes and tracking numbers, or Postal Barcoder Max can add them for you as discussed below.

2. Under "Reply Mail & Share Mail" on the main screen, or from the menu at the top, click "Add Barcodes to a File".
3. Fill in the information needed to create the barcodes, as follows:

Enter your **USPS Mailer ID**:

To create barcodes, each mailer must have a unique Mailer ID issued by USPS. The Mailer ID is usually a 9-digit number beginning with a 9, though for large-volume mailers it may be a 6-digit number. The Mailer ID is NOT the same as the mailer's permit number, CDID number, or any other number you may have from USPS.

For some kinds of Reply Mail and Share Mail, USPS will issue a special Mailer ID for just that purpose. You must use that specific Mailer ID, which may not be the same as the one you use for your presorted mail.

**What type of reply mail are you sending?**

- Business Reply**                       **Courtesy Reply**  
 **Qualified Business Reply**         **Metered Reply**  
 **Permit Reply**                               **Share Mail**

Choose the kind of Reply Mail you are sending, or select Share Mail if applicable.

Business Reply and Qualified Business Reply are used when you want the envelope or card to say that postage will be paid by the recipient. You must have a reply account set up with USPS, and the envelope or card must be designed according to a specific format.

For Permit Reply, you must be set up to have USPS charge the postage to your mailing permit.

Courtesy Reply is when you want to provide a pre-addressed return envelope, but you do not want to pay the postage. No setup with USPS is required for Courtesy Reply.

Metered Reply is when you actually put postage on the piece using a postage meter. In that case, you are charged for every piece you create, whether it is mailed or not. No setup with USPS is required for Metered Reply.

Share Mail, as described above, is when you send a bunch of cards to a customer and ask them to mail them to friends, with the postage charged to you for each one they actually mail. You must be set up with USPS to do Share Mail, and your mailpiece must be approved by USPS.

**9-digit zip code:**
 - 

If you are using Reply Mail, you must enter your 9-digit zip code. If USPS gives you a special zip+4 code for a Business Reply Mail account, you must use that zip+4 instead of the one that you use for other mail.

**2-digit delivery-point code:**


A delivery-point code is an extra two digits that specifies your exact mailbox. It is never printed on the piece, but it is included in the barcode.

If you are using Permit Reply, Courtesy Reply or Metered Reply, you must provide the 2-digit delivery-point code for your address.

If you don't know your delivery-point code, you can look it up by going to the "Regular First Class Mail" menu in Postal Barcoder Max, and selecting "Create Barcodes One at a Time". Then, choose the "Enter a complete address ..." option at the top of the screen, enter your address where indicate, and click the Standardize button. The software will contact USPS and get your delivery-point code, and it will appear in the "2-digit delivery-point code" field on that screen.

**How many barcodes should Postal Barcoder Max create?**

- Add one to each address in my mailing list file.
- barcodes, saved in a new file.

Postal Barcoder Max can create multiple reply barcodes in two different ways. It can add a barcode and corresponding tracking number to an existing mailing list file, so you can then create a reply envelope with the specific barcode for that sender. Or, it can create a new file just containing a quantity of barcodes and tracking numbers, which can then be used either merged with an existing mailing list file or used to create an unassigned group of reply envelopes.

To add reply barcodes and tracking numbers to an existing mailing list file, choose the first option. To create a separate file of barcodes and tracking numbers, choose the second option and fill in the number of barcodes you want to create.

**Name of the new file:**

- Name it "barcode.txt", without asking.
- Let me name it each time.

This option only appears if you choose "saved in a new file" above.

The file created by Postal Barcoder Max can either be automatically named "barcode.txt" and saved in your "documents" folder, or you can choose a name and folder each time the file is saved. If you name it yourself, Postal Barcoder Max will stop and display the standard "Save File" window each time it sorts a file. Otherwise, it will save the file without stopping to display the window.

 **Using [Informed Visibility](#) tracking. USPS setup required.**

Check this box if you are using USPS Informed Visibility tracking for this piece of mail. Informed Visibility Mail Tracking and Reporting (IV-MTR) is a free service offered by USPS to show the mailer when and where a mail piece is scanned as it moves through the USPS system.

It does not provide actual delivery information, since each piece of mail is not scanned at the delivery mailbox, but it does show when the piece reaches its delivery post office and is prepared for delivery.

You can sign up for IV-MTR in your account on the [USPS Business Customer Gateway](#). If you do not have an account, you can sign up for one using the same link. For detailed information on IV-MTR, see the [IV-MTR help site](#).

 **[Ballot Mail](#)**

If you are mailing ballot mail, you should check the applicable box. Postal Barcoder Max will add a special code to the Intelligent Mail barcode for this kind of mailing, so that the mail is properly handled by USPS.

Ballot Mail is "any **official ballot** mailed to or from authorized election officials. Ballot mail does **not** include voter registration cards, absentee ballot applications, polling place notifications or other election materials other than actual ballots."

 **[Uniformed and Overseas Citizens Ballot](#)**

Check this box if the ballot mail you are creating is a return ballot envelope under the Uniformed and Overseas Citizens Ballot Act (UOCAVA).

You want USPS to charge for your reply mail based on Mailer ID, instead of zip+4 code. ("MID-based IMB option")

This is an option offered by USPS for mailers that receive reply mail for more than one entity. If the MID-based option is selected, USPS will charge for and track reply mail according to Mailer ID (MID) numbers. Otherwise, reply mailer is charged and tracked according to the nine-digit zip code of the mailer's reply account. If you are using the MID-based option, click the box.

**Each barcode contains a serial number. Should Postal Barcoder Max automatically create the serial number**

**Yes**

**No. Use serial numbers that I'll provide in my mailing list file. (Do not reuse any serial # within 45 days.)**

Serial numbers are used with your Mailer ID to create unique tracking numbers for each piece of mail.

If you choose the first options, Postal Barcoder Max will automatically create the serial numbers, and assign new numbers for each mailing, so that you don't use the same tracking number on two different pieces of mail.

The second option lets you control the serial numbers manually. If you choose the second option, Postal Barcoder Max will use serial numbers that you have already entered into your mailing list file, rather than having Postal Barcoder Max create them. In this case, Postal Barcoder Max will read each serial number from your mailing list file and encode it into the barcode for the corresponding address. If you use this option, you must take care to make sure you do not duplicate serial numbers within the 45-day period, as Postal Barcoder Max will not track that for you when using this option.

First serial number for this mailing:

This is the starting serial number that will be assigned to a piece in this mailing. If you choose the first serial number option, the serial numbers will be assigned sequentially from beginning to end of your mailing list file.

Generally, you should not change this entry, since Postal Barcoder Max automatically sets this number to be the next number after the last one that you used (regardless of whether you used it for outgoing mail or reply mail.) You must not re-use a serial number with the same Mailer ID within the same 45 days.

However, if you use more than one computer or software program to create barcodes for the same Mailer ID, or if you have reinstalled the software after a hard drive crash, you must manually make sure not to reuse the same serial numbers. You can change the serial number shown here to make sure that you don't duplicate serial numbers within 45 days, per USPS requirements.

If you choose the second serial number option, and are providing your own serial numbers, Postal Barcoder Max will not check to see if you are re-using a serial number. You are responsible to prevent duplication if you are providing the serial numbers.

4. When you have finished answering all of the questions on this screen, click Next.

5. If you chose to add barcodes to your mailing list file, you will now see the standard window for opening a file. Choose the file to which you want to add barcodes. Otherwise, skip to step 7.
6. When you've selected a file, you will see the [Column Matching](#) screen.
7. When you complete that screen, Postal Barcoder Max will read your mailing list file and create barcodes, and save barcodes or tracking numbers in your file.
8. If you chose to save barcodes in a new file, Postal Barcoder Max will now do that. It will save the barcodes and tracking numbers either as "Documents/barcode.txt", or in a file that you will be asked to name, depending on what you selected on this setup screen.

YOU'RE FINISHED!  
GREAT JOB!

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## Tracking outgoing mail and reply mail


If you sign up for USPS Intelligent Visibility (IV) tracking, you can track your letter-size and flat-size mail as it passes through the postal sorting system. Note that you don't actually get delivery confirmation with this service, since mail is generally not scanned when it is delivered (except for parcels).

Postal Barcoder Max can connect you directly with the USPS IV tracking system so you can check the status of mail you have sent. For the mail to be tracked, it must have a barcode, and the barcode must be encoded for IV tracking. IV tracking is free!

For step-by-step instructions for signing up for IV tracking, click "Register with USPS for Free Tracking" in the Tracking menu in Postal Barcoder Max.

Here's how to use Postal Barcoder Max to get tracking information:

1. To get tracking for mail you have sent, choose "Get Tracking for Mail You've Sent" from the Tracking menu. To get tracking for reply mail, choose "Get Tracking for Reply Mail" from the Tracking menu.
2. You'll see a screen to select or fill in tracking numbers.

Enter your login for the USPS Business Customer Gateway: User name:   
Password:    save password?

Fill in your login credentials for the USPS Business Customer Gateway. USPS does not provide information from the Informed Visibility tracking system without a valid log in to an account that is set up for IV tracking.

If you want the software to save your password, click the checkbox. Your user name will be saved either way.

Enter a [tracking number](#), [numeric barcode](#) or [tray/sack barcode](#):

You can enter a tracking number, a numeric barcode number or, for outgoing mail, a tray/sack tag barcode number for any barcoded mail you have sent that used the Mailer ID that is connected to your IV tracking account.

The tracking number is always a 20-digit number that includes your Mailer ID. The numeric barcode includes the tracking number but has the zip code and the delivery-point code (if it was used to create the barcode) added at the end. It is 25, 29 or 31 digits long. The tray/sack tag barcode number is a 24-digit number printed under the barcode graphic on each tag.

If you have created barcodes for First Class Mail one at a time using Postal Barcoder Max, the tracking numbers for those barcodes are saved and displayed in this box, along with the top line of the address (if a complete address was used) and the zip code:

Or choose a tracking number you created one at a time with Postal Barcoder Max:

X Pa

Date Created	Recipient	Zip Code	Tracking Number	
02/04/2024	MOUNTAIN WORLDWIDE	25504	0031018765400000899	^
01/31/2024	ABC CORPORATION	77027-1875	00310901187654000897	
01/07/2024	AZTEC PLUMBING	87415	00310901149177000822	v

You can select any of the lines in this list to check for tracking information, or use the search box to find the item to track using any column to search. You can use the trash icon to remove an entry from this list.

Items on this list are deleted after 50 days from the date they are created. IV tracking information is no longer available on the USPS system after 30 - 45 days from the date of the first scan.

For reply mail, you'll see a date selection box:

Friday , October 20, 2023 v

For tracking reply mail, USPS requires you to enter a date when the piece was scanned by their equipment. We can't explain this requirement, since you don't have a way to know when the mail was sent, but nonetheless, you can't get reply mail tracking without entering a date. So this selection box lets you select a date when you think the piece you are tracking was scanned by USPS.

Get Info from USPS Informed Visibility Tracking

Once you've entered a tracking number or barcode, or have selected one from the list, then click this button to get the tracking information.

- Once you either double-click on an entry in the list, or click the Get Info From USPS button, Postal Barcoder Max will attempt to contact the USPS IV tracking system to get tracking information.

You'll see the response in the lower portion of the screen.

**Request status:** Tracking information received

This will show the initial response from the USPS system.

**Delivery Step:** Preparation for carrier delivery (USPS phase 919)

The mail phase is the step in the USPS process where the mail was last scanned. This listing will show a simplified description of the step, and the USPS mail phase number for the step (in this case, 919). The phase number may be useful if you need to contact USPS about the mail piece, as it corresponds to a more detailed description than the one shown.

**Scan location:** White River Junction VT 05001

This is the location of the postal facility where the tracking information shown was gathered.

If the piece has been delivered, the last scan location is not necessarily the delivery post office, since mail is often prepared for delivery at a central post office rather than the delivery post office. In that case, the mail is generally not also scanned at the delivery post office, so the final scan will be from the facility where the mail is prepared for delivery.

**When scanned:** 05/06/2021 17:27:06

This is when the tracking information shown was gathered.

**Expect another scan?** Probably not. Piece should have been delivered.

This tells whether the tracking information shown is expected to be updated before the piece is delivered. Since the piece is not scanned when it is delivered, this tells you whether it has reached what is expected to be the last step where it is scanned.

Note that even if no additional scan is expected, it could be rescanned if it is mis-sorted or comes back for forwarding or return. In such cases, new tracking information would be available to reflect any new scans.

**Destination zip:** 05828

This is the destination zip for the piece or container, as determined from the barcode on the piece or tag.

**Original predicted delivery:** 09/24/2021

This date is when the piece is predicted to be delivered, based on the initial scan and the predicted service for the piece.

**Updated delivery date:** 09/24/2021

This is the expected delivery date based on when the piece was prepared for delivery.

**Print Tracking History**

If tracking information is found for the piece you select or enter, you can print the entire tracking history for the piece by clicking this button.

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## Converting numeric barcodes to alphabetic barcodes

Intelligent Mail barcodes (IMBs) consist of 65 bars of four different kinds. The barcode is created from a set of 65 letters using a barcode font that changes each letter to a corresponding bar.

Each set of 65 letters, in turn, are created from a set of 25, 29 or 31 numbers (depending on whether the user supplies a 5-digit or 9-digit zip code, and whether a delivery-point code is supplied). Some software products create the sets of numbers, but do not convert them to letters.

This screen converts the barcode numbers into the barcode letters so that the barcode can be printed with an Intelligent Mail barcode font. Our SmartBars12 font is provided along with Postage Barcoder Max, and is installed when you install the software. You can use it to print the letters as the corresponding bars, by setting the font size to 12 point.

Here's how to convert a file with numeric IMBs into alphabetic IMBs:

1. If the file that has your numeric barcodes is an Excel file (.xls, .xlsx), an Access file (.mdb, .accdb) or a dBase file (.dbf), make sure you provide a column for Postal Barcoder Max to use to save the alphabetic barcodes. For Access and dBase, make sure the column is a text column, at least 65 characters long. For comma-separated (.csv) or tab-separated (.tab, .txt) files, you can either provide a column or Postal Barcode Max can add a column for you.
2. Under "Numeric to Alpha" in the menu at the top, click "Convert Numeric Barcodes to Alpha".
3. You'll see the standard window for opening a file. Choose and open the file that contains your numeric barcodes. (Make sure the file is not also open in other software.)
4. You'll now see the Column Matching screen. It will confirm the name and type of file you have opened, and the number of records in that file.

**The file you opened is: Smart Parcel Mailer Sample.xls.**  
It's an Excel file, with 542 records.

Make sure that's the file you wanted.

**Choose the column that contains your numeric barcodes:**

Numeric barcode:\*   

Use this box to select the column in your file that contains the numeric barcodes. Instructions for using this selector box are at the top of the Column Matching screen.

**Choose the column from your file to save your alphabetic barcodes:**

Be sure to select a column that do not already have information in them that you need.

Alphabetic barcode:\*   

Similarly, use this box to select the column in your file where you want to save the alphabetic barcodes.

Create a new column to save the alphabetic barcodes if no column is selected above.

This box is visible when the mailing list file you select is a comma-separated file (.csv) or a tab-separated file (.tab, .txt).

Postal Barcoder Max saves the alphabetic barcodes in your mailing list file in column that you choose with the corresponding selection box, as discussed above. If you leave the selection box blank, but check "Create new columns...", Postal Barcoder Max will add a column for alphabetic barcodes at the end of each row in your mailing list file.

5. Click Finish to proceed. The software will attempt to do and save the conversions, and will show you the results. You can open your file to see the results. You should see sets of 65 letters in the column you selected to save the alphabetic barcodes.

YOU'RE FINISHED!  
GREAT JOB!

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## Address Correction Options Screen

USPS offers many different options for handling mail when it cannot be delivered. That includes when the recipient has moved and has filed a change of address notice, in which case the carrier is generally not supposed to leave the mail.

Each class of mail has its own set of rules for how such mail would normally be handled. For example, First Class mail with a forwarding order on file (less than one year old) is automatically forwarded without notice to the mailer, whereas Marketing Mail is simply thrown away without notice.

You can usually choose other options for whether or not the mail is forwarded, returned to you, or destroyed, and whether or not you get notice (and whether the notice is on paper or electronic.) You generally specify these options by printing an instruction like "Address Service Requested" on the mail. But if you barcode the mail, the instruction must also be encoded in the barcode, so Postal Barcoder Max must know if you are going to choose an address correction option other than normal handling.

Note that adding a phrase like "Or Current Resident" to the address also changes the way the mail is handled if the recipient has moved, and limits the address correction options that you can choose. For example, for Marketing Mail, if you add "Or Current Resident" (or address the piece without the name of a person or company), then the piece will be delivered regardless of who or what company is at the address, without notice to you, and you cannot specify any address correction option.

If you are creating barcodes one at a time for First Class mail, and click

**Choose another method**

or if you are creating barcodes for a file of addresses for First Class mail or bulk/presort mail and choose "Let me choose an address correction method",

**Do you want to use normal handling?**

- Yes, normal handling is fine.
- No. Let me choose an address correction method.

you'll be shown the Address Correction Options screen.

Address correction options can be complicated. We recommend you contact USPS at [acs@usps.gov](mailto:acs@usps.gov) for help, or look at the [USPS ACS help page](#).

Here's how that screen works:

- The screen will show you the options available for the class of mail you are using, and the effect each option has when the recipient has filed a forwarding order.

Choose an address correction method:	First year after address change	Next 6 months after first year	After that
<input checked="" type="radio"/> Normal Address Correction	forwarded free	returned, new address attached	returned
<input type="radio"/> Address Service Requested Option 1	forwarded, new address notice sent	returned, new address attached	returned
<input type="radio"/> Address Service Requested Option 2	forwarded, new address notice sent	returned, new address notice sent	returned, notice sent
<input type="radio"/> Change Service Requested Option 1	discarded, new address notice sent	discarded, new address notice sent	discarded, notice sent
<input type="radio"/> Change Service Requested Option 2	forwarded, new address notice sent	discarded, new address notice sent	discarded, notice sent
<input type="radio"/> Return Service Requested	returned, new address notice sent	returned, new address notice sent	returned, notice sent
<input type="radio"/> Temp. Return Service Requested	forwarded if change is to temporary address, otherwise returned, notice sent if returned		returned, notice sent

For example, for First Class mail, the normal method provides free forwarding to the new address for the first year after a change of address is filed, but no notice of the change to the mailer. Then, for the next six months, such a piece would be returned to the mailer for free, with the new address on an attached sticker. After that, the mail would still be returned for free, but there would be no new address shown. If you want something other than normal handling, you can select it from the choices offered. Your choice will be encoded into the barcodes that the software creates. If indicated below, you must also print a specific line of text on the envelope.



For First Class mail, USPS offers a free service to securely destroy any mail that cannot be delivered. If you are using this service, you should check this box so that the instruction will be encoded into the barcode. This service is only offered with a "Change Service" option, where the mail is not returned to the mailer but the mailer is sent an electronic notice of any forwarding address. For more information, see the [USPS Secure Destruction help page](#).



There are four options for receiving notices of address changes or non-delivery when you specify an option other than normal handling.

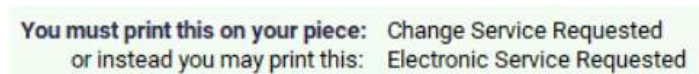
Paper notices are generally the most expensive, but require no setup with USPS other than marking the envelope as required and correctly encoding any barcode you print on the piece. Paper notices are not available for certain address correction options.

The other three options provide notices electronically. All three require setup with USPS, but all are less expensive than paper notices.

A Traditional ACS (address correction service) account is the oldest system of electronic notices. For each piece of mail, you must print a special "keyline" of letters above the address to identify your account and the piece of mail. A barcode is not required, but if you are using barcodes, it must be encoded to indicate Traditional ACS service.

OneCode ACS was the first system to use barcoding in connection with address correction, rather than a keyline.

The Full Service ACS option is available when using full-service barcodes for bulk/presort mail (not regular retail). Full Service ACS notices are free under certain conditions, and are easy to set up using the [USPS Business Customer Gateway](#).



For an address correction option other than normal handling, you generally have to print a special

instruction line on your envelope, in addition to encoding the instruction into your barcode. Postal Barcoder Max automatically figures out what instruction you need to print.

Note that if you are requesting electronic change of address notices, you can usually use either the specific phrase for the service you want, like "Change Service Requested", or you can use "Electronic Service Requested" regardless of the specific address correction option you have chosen. If you choose the latter, then USPS will look at the barcode to determine which option you want.

The phrase must be printed in one of these four locations:

- Directly below the return address.
- Directly above the delivery address area (which includes the delivery address block and any related non-address elements such as a barcode, keyline, or optional endorsement line).
- Directly to the left of the postage area and below or to the left of any price marking.
- Directly below the postage area and below any price marking.

The type size of the phrase must be at least 8 points. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the phrase is required.

The USPS [Service Type ID code](#) encoded into your barcode is: 300

Each combination of mail class, service options and address correction options is assigned a specific 3-digit "Service Type Identifier" (STID) code by USPS. The code is incorporated into the barcode.

Postal Barcoder Max takes care of this automatically, based on the combination of options you select, so you never have to know the correct Service Type Identifier. But sometimes, someone at USPS will ask you what STID you are using, or tell you to use a certain STID for your mailing.

So, Postal Barcoder Max shows you what STID it will use in your barcodes, just in case you need to know.

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## Column Matching Screen

This is the screen that you see after you open a file with Postal Barcoder Max.

On this screen, you can confirm that you have opened the correct file that you want to use. You also use this screen to tell Postal Barcoder Max where the information it needs is located in your file.

At the top of the screen, you'll see the name of the file you just opened, the kind of file (Excel, csv, Access, etc.), and the total number of records (rows) in the file.

**The file you just opened is: Smart Parcel Mailer Sample.xls.  
It's an Excel file, with 542 records.**

Sometimes, the number of records shown might include records that have been deleted from your file but not actually erased by your data base program. If the screen shows one extra record, that may be because there is a column names record at the top of the file. For example, in Excel, there is usually a row that contains the names of the columns. You should not be concerned about a record count that is off by just one extra record.

### Column matching boxes:

Your mailing list file has various pieces of information for each address, such as the zip code, the city, etc. Each piece of information is in a separate “column” in your mailing list file. In some files, each column has a name to identify the contents of the column. In other files, only the actual mailing list data is included.

Here is part of an Excel file showing column names and mailing list data. Row 1 has the column names; row 2 and below has the mailing list data.

	A	B	C	D	E	F
1	Company	Street Address	City	State	Zip Code	Delivery Pt
2	UNIVERSITY OF HOUSTON	1 MAIN ST	HOUSTON	TX	77001-1234	01
3	ALLRIGHT PARKING	1301 MAIN	HOUSTON	TX	77002-4523	01

Postal Barcoder Max needs to know which columns contain the information it needs to create barcodes for your mail. For example, in the file shown above, Postal Barcoder Max needs to know that the zip code is in the fifth column, and the delivery point code is in the sixth column.

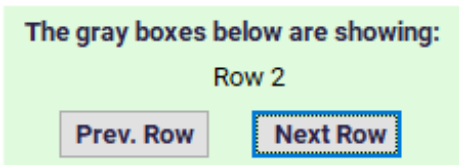
Each item that Postal Barcoder Max uses has a section on the Column Matching screen, so you can tell Postal Barcoder Max where to find that item in your mailing list file. For example, Postal Barcoder Max needs to know the zip code for each address, so there is a section where you can tell Postal Barcoder Max where to find the zip code in your mailing list file (note that the whole zip code can either be in a single column, as shown in the Excel file above, or can be split into two columns):

**Zip Code:\***

First 5 Digits:   OR Full Zip:

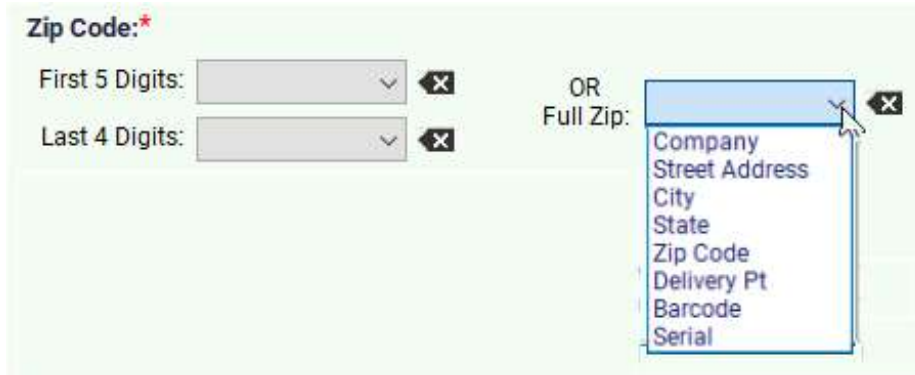
Last 4 Digits:

Each gray box (or white and blue box on Macs) shows all of the columns in your mailing list file, one row at a time. If your mailing list file has column names, the box will show those. Otherwise, it will show the first address in the file.

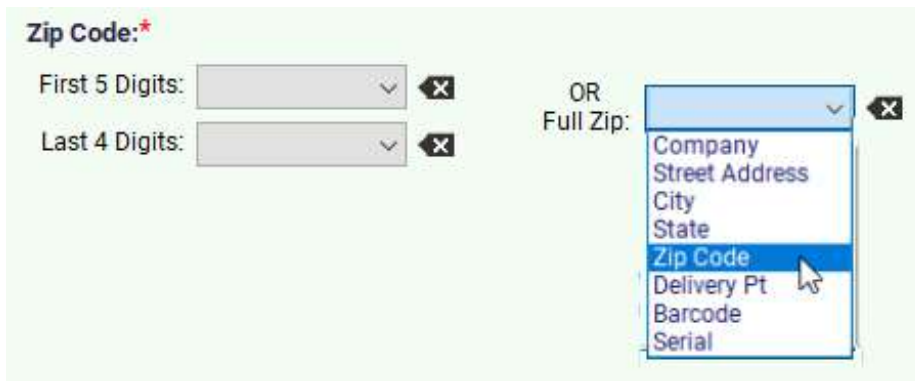


You can use the Prev Row and Next Row buttons at the top of the screen to step through the file to see other rows in the selection boxes if you want.

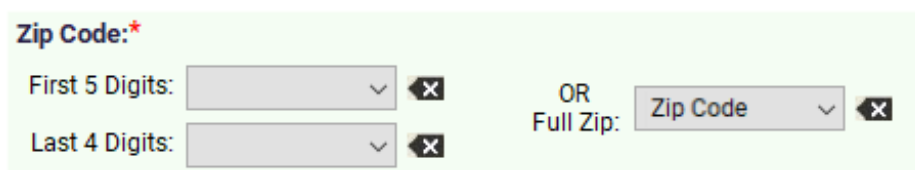
Here's the selection list showing the column names the Postal Barcoder Max automatically found in the Excel file shown above:



Since this Excel file has the entire zip code in one column (rather than splitting it into two columns), you would use the "Full Zip" box, as shown, and select the "Zip" column:



After you make your selection, it will show in the box at the top of the list:



**Some columns are automatically matched:**

When you open your mailing list file in Postal Barcoder Max, Postal Barcoder Max will try to figure out which columns in your file match the information it needs, and will make selections from the lists on this screen for you automatically. If you are opening the same file you last used, and the file has column names, the software will use the same columns as from your last run,

If Postal Barcoder Max has guessed correctly, you can leave it alone. But if Postal Barcoder Max has chosen incorrectly, or has left something blank that it needs, you should make the correct selection for that item.

A column in your data file cannot be assigned to more than one item, since there is no circumstance under which Postal Barcoder Max would want to read the column for two different items of information. If you choose a column for one item, like "Full Zip", and you then try to choose the same column for another item, like "First 5 Digits", it will be removed from the first item and that box will become blank.

**Clear selections:**

The left arrow next to each selection box is used to clear the selection.

You can clear all selections at once by clicking on Clear All Selections at the bottom of the screen.

**Information about specific columns:**

The Column Matching screen will only ask you for the information it needs for the task you are trying to accomplish.

For example, if you are printing barcoded address labels, the software needs to know where to find the Name field(s) in your mailing list file, so it can print the names on the labels. But if you are just adding barcodes to your file and not using Postal Barcoder Max to print the addresses, it doesn't need to know where the name field is, because it does not need the name to create the barcode.

If you are using Postal Barcoder Max to print addresses, it needs to know where at least one name column is in your mailing list. It can be either the Full Name or the Organization Name, or the First Name and the Last Name. The columns are used only for printing purposes, and do not affect the barcode.

This is an additional line that is printed below the personal name and above the organization name. It is optional. It is only used for printing purposes and does not affect the barcode.

If you are using Postal Barcoder Max to print addresses, it needs to know where the main address line (Line 1) column is in your mailing list file. You can optionally identify a second address line (Line 2) that will be printed below the main line.

The address lines are usually only used for printing purposes, and do not generally affect the barcode. However, when you are using Postal Barcoder Max to create barcodes for bulk/presort mail, USPS requires that you provide the "delivery-point" code explained below. If you are using Postal Barcoder Max for demo

purposes only (and not creating an actual mailing), and you don't have delivery-point codes, the software will guess the delivery-point code using the first line of the address. This is designed only to allow you to see how the software works without needing to have delivery-point codes, but it is not acceptable for USPS barcoding purposes.

**City and State:\***

City:   OR City, State:

State:

If you are using Postal Barcoder Max to print addresses, it needs to know where the city and state columns are in your mailing list file. You can have the city and the state in separate columns, or you can have them together in a single column. However, the zip code must not be in the same column as the city and state. City and state are only used for printing purposes and do not affect the barcode.

**Zip Code:\***

First 5 Digits:   OR Full Zip:

Last 4 Digits:

Postal Barcoder Max can read zip codes from your data base in two different formats. You can either have the zip code in a single column containing the entire zip code (such as 77001-1234 or 770011234), or you can have the first five digits in a different column from the last four digits.

If you have only 5-digit zip codes, you should still show the column containing those zip codes as the entire zip code column. Otherwise, if you show that as the First 5 Digits column, Postal Barcoder Max will require you to also designate a Last 4 Digits column.

Nine-digit zip codes (along with delivery-point codes discussed below) are required for barcodes for bulk/presort mail. For regular First Class mail, you only need 5-digit zip codes, although the additional four digits are helpful if you have them.

**Delivery Point Code:**

A "delivery-point code" is a 2-digit code that specifies an exact mailbox within a 9-digit zip code area. The delivery-point code is never printed on the mail piece, but it is included in the barcode.

For bulk/presort mail, the delivery-point code is required for the barcode.

For regular First Class mail, the delivery-point code is not required, but is helpful to include in the barcode if you have it.



The only way to get an accurate delivery-point code is to check the address on the USPS master address file. If you are doing this one at a time, you can look up the delivery-point code in the zip code search on USPS.com. When you are using Postal Barcoder Max to barcodes for regular First Class mail one at a time, the software automatically looks up the delivery point code when you click the Standardize button.

To get delivery-point codes for an entire mailing list file, as is required for bulk/presort mail, you must use what USPS calls a "CASS-certified" software to get the delivery-point codes. CASS-certified software is expensive, partly because must be updated six times a year with a new copy of the USPS national address data file. For small-to-medium volume mailers it is usually less expensive to pay a list processing service to add

delivery-point codes to your mailing list. Here's [more information and some links](#) to companies that provide this service.

Some vendors provide a 3-digit code which they call a delivery-point code. Actually, this is a combination of the delivery-point code and another part of the barcode, called the check digit, which is no longer used. If your address file has 3-digit codes instead of 2-digit codes, Postal Barcoder Max will interpret these as the delivery-point code plus the check digit and will calculate the barcode accordingly.


**For demo purposes only**, if you do not have delivery-point codes, and are preparing barcodes for bulk/presort mail, Postal Barcoder Max can guess the correct delivery-point codes from the addresses, so you can see how the software works. However, for barcodes for a bulk/presort mailing that you intend to mail, you must use delivery-point codes from a CASS-certified source.

**Optional Endorsement Line (OEL):\***   

If you are creating barcodes for bulk/presort mail that is flat-sized, and you have selected that you are using Optional Endorsement Lines (OELs), then Postal Barcoder Max will ask you to identify the column in your mailing list file that contains the OELs.

The OEL is a line at the top of the address that looks like \*\*\*\*\* 5-DIGIT 77001. The OEL is used to avoid using the brightly-colored stickers that are generally required on the top piece of any sorted bundle. (Bundles are generally required for presorted flat-sized pieces, but not for letter-sized pieces.) The OEL indicates the destination of each specific bundle.

If you are using OELs, the OELs are required to be encoded into the barcodes.

**Barcode Serial Number:\***   



This selection appears ONLY if you have selected the option to provide your own barcode serial numbers as part of your mailing list file, rather than having Postal Barcoder Max create and assign them. In other words, you've selected the third barcode serial number option on the setup screen.

**Barcode:\***   

If you are using Postal Barcoder Max to save barcodes in your mailing list file, rather than to print them, this is the column in your mailing list file where Postal Barcoder Max will save the barcode characters.

Postal Barcoder Max will fill this column with a 65-letter sequence, which will be converted into the correct bars when printed using the SmartBars12 barcode font (installed with Postal Barcoder Max).

**Be careful:** Postal Barcoder Max will fill the column you select with new barcodes. It will erase anything that was already saved there, so make sure you do not select a column that already has information you need.

Tracking Number     Numeric Barcode

You can save each tracking number into your mailing list file, or you can save the entire numeric barcode. You should use this box to choose the column in your mailing list file where the tracking number or numeric barcode should be saved. Most tracking software, including Postal Barcoder Max, requires just the tracking number to track mail. But some software requires the entire numeric barcode, so we provide that option.

**Be careful:** Postal Barcoder Max will fill the column you select with new tracking numbers or numeric barcodes. It will erase anything that was already saved there, so make sure you do not select a column that already has information you need.

**Choose the column that contains your numeric barcodes:**

**Numeric barcode:\***   

This box only appears when you are using Postal Barcoder Max to convert numeric barcodes to alphabetic barcodes.

Use this box to select the column in your file that contains the numeric barcodes. Instructions for using this selector box are at the top of the Column Matching screen.

**Choose the column from your file to save your alphabetic barcodes:**

Be sure to select a column that do not already have information in them that you need.

**Alphabetic barcode:\***   

This box only appears when you are using Postal Barcoder Max to convert numeric barcodes to alphabetic barcodes.

Use this box to select the column in your file where you want to save the alphabetic barcodes.

**Create a new column if no column is selected.**

This box is visible when the mailing list file you select is a comma-separated file (.csv) or a tab-separated file (.tab, .txt).

Postal Barcoder Max saves barcodes and tracking numbers or numeric barcodes into your mailing list file in columns that you choose with the corresponding selection box, as discussed above.

Normally, if you don't select a column for barcodes or for tracking numbers or numeric barcodes, that information is not saved. But if you "Create new columns...", Postal Barcoder Max will create new columns and save barcodes and tracking numbers or numeric barcodes into those columns if you have not selected an existing column for either or both.

For example, let's say you want Postal Barcoder Max to save tracking numbers. but you don't already have a column for tracking numbers, so there is no column for tracking numbers listed in the selection menu next to "Tracking Numbers".

If you leave the "Tracking Numbers" selection menu blank, but check "Create new columns...", Postal Barcoder Max will add a column for tracking numbers at the end of each row in your mailing list file.

Leave this box unchecked if you only want Postal Barcoder Max to save information for which you already have a column in your mailing list file.

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## Using Postal Barcoder Max to print your addresses

If you use Postal Barcoder Max to add barcodes to a file of addresses, you can use Postal Barcoder Max to print the addresses on any of several popular label formats, on roll labels or directly on your mail piece.

If you've selected the option of having Postal Barcoder Max print your addresses (on the "Add barcodes to a file of addresses" screen), you'll be able to do that right after barcodes are created. You can also print (or reprint) the addresses later from the File menu in Postal Barcoder Max, as long as you have not prepared another mailing.

Each set of addresses is saved for printing only until you prepare another list. Address sets are not saved permanently.

### Choose the label format to use:

- 3 columns, 30 per page, 1 x 2 5/8 inches**  
Avery 5160/8160. Too narrow for barcodes.
- 2 columns, 20 per page, 1 x 4 inches**  
Avery 5161/8161, etc.
- 2 columns, 14 per page, 1 1/3 x 4 inches**  
Avery 5162/8162, etc.
- 2 columns, 10 per page, 2 x 4 inches**  
Avery 5163/8163, return address, indicia.
- Roll labels, or directly on mail piece**  
using measurements at right.

Addresses can be printed on any of 3 label formats, as shown. (3 columns per page labels are grayed out, as they are not wide enough to fit barcodes with the required empty space on the left and right sides.) Or, each address can be printed on roll labels or on a separate page, at a position you specify, so that you can print the addresses directly on the mail piece.

If you choose the 2 x 4 label option, you can add your return address and indicia (permit imprint) to the labels.

If you have chosen the option of adding barcodes to your addresses, the barcodes will be printed at the top of the address, per USPS rules. (USPS also allows barcodes below the address, or in the lower-right corner of the mail piece for letter-sized mail, but Postal Barcoder Max does not support those options.)

Some labels may not be tall enough for all of your lines of information to fit. For example, an address that includes a personal name, job title, company name, two address lines and a barcode will not fit on a 1" label. Postal Barcoder Max automatically reduces the size of the type to fit all of the lines of your address, if possible, subject to the minimum font size allowed by USPS.

If Postal Barcoder Max cannot fit all of the lines on the label and stay in compliance with USPS rules, it will ask you to change the label option and it will not proceed. If you can't use a larger label, your other option is to re-run the mailing with fewer address lines. For example, you may need to not use the job title.

**Print return address (4 lines max):**

If you have chosen 2" x 4" labels, you'll see the option to print your return address on each label. To do so, check the checkbox and enter your return address below it. You can enter a maximum of four lines. Blank lines will be removed and do not count as one of the four.

**Print indicia on label**

**City and state of permit:**



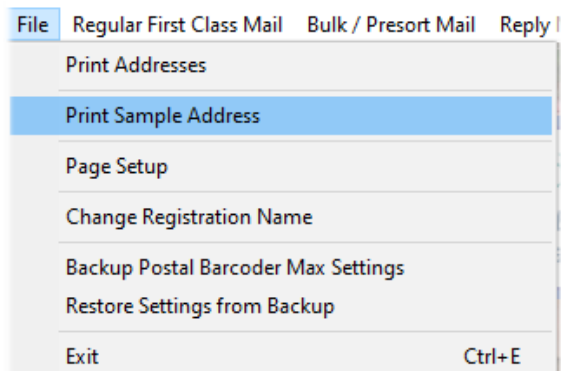
**Permit Number:**

If you have chosen 2" x 4" labels, and you are preparing First Class, Marketing Mail or Bound Printed Matter, you'll see the option to print your indicia (postage paid box) on each label. (Periodicals do not use an indicia.) To do this, check the checkbox and fill in the city and state of the post office where your permit is held, and the permit number.

### Printing or reprinting addresses after preparation

Postal Barcoder Max saves the address information for the most recent list that you have prepared. You can print, or reprint, those addresses by going to the File menu in Postal Barcoder Max.

### Printing a sample address



You can print a test address at any time by going to the File menu in Postal Barcoder Max.

### Using a mail merge to print your addresses using other software

You may prefer to use software other than Postal Barcoder Max to print your addresses. For example, you could want to use a label format that Postal Barcoder Max doesn't support. Or, you might be using a "variable data" press to print the mail piece and the addresses at the same time.

If you are using software like Microsoft Access or Filemaker Pro, you can set up your address printing within that software. If you are using an Excel (.xls, .xlsx) file, or a comma-separated or tab-separated (.csv, .tab, .txt) file, you can use your file to do a mail merge in Word.

If you are not familiar with setting up a mail merge, or you need help doing this, please see our step-by-step video for setting up a mail merge at <http://savepostage.com/mailmerge.html>.

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## Odds and Ends

### If you forget to write down the serial number range for the USPS Postal Wizard

If you are preparing full-service barcoded mail, you must enter your mailing information on the USPS Postal Wizard web site. The Postal Wizard will ask for the lowest serial number in the mailing (or the serial number for the entire mailing, if you've chosen to use only a single serial number).

Postal Barcoder Max gives you this information on the screen that it shows when it has finished creating the barcodes. If you forget to write these numbers down, or lose them, you can display them again by going to the Barcodes for Outgoing Mail menu and choosing Show Serial Numbers from Last Run.

### Change Registration Name

It's easy to change the name of the registered user that appears on the welcome screen when Postal Barcoder Max opens. That's helpful when someone else has taken over the job of preparing the mailings in your organization.

To do so, first contact Postal Barcoder Max to request that the name of the registered user be changed in our files, and to request a new registration code for the new name.

Once you have the new code, choose Change Registration Name from the File menu in Postal Barcoder Max and follow the instructions on screen. Postal Barcoder Max will close. When you restart Postal Barcoder Max, you will be able to enter the new name and registration code.

Note that our system only allows one registered user name for each registration. We cannot have multiple names on the same account, unless additional registrations are purchased.

### Backup and Restore Postal Barcoder Max Settings

It's easy to backup the information on the Settings screens in Postal Barcoder Max. This not only will save you from having to re-create the settings if you system crashes, but makes it easy to transfer Postal Barcoder Max to a new computer.

Choose Backup Postal Barcoder Max Settings from the File menu. Postal Barcoder Max will make a copy of the settings in a file that you can save to a flash drive or any other safe place.

Then, to reinstall those settings on any copy of Postal Barcoder Max, choose Restore Settings from Backup and then choose the file that you saved.

### Saving a Tracking Analysis Log

To troubleshoot issues with tracking information retrieved from the USPS Informed Visibility tracking system, it is helpful to provide us with the exact transmissions that are being sent and received by Postal Barcoder Max. The software can create a log of these transmissions for each tracking query you run.

To create a tracking log, first use Postal Barcoder Max to track mail you've sent or to track reply mail. Then, close the tracking screen, but do not exit Postal Barcoder Max. Go to the File menu in Postal Barcoder Max and choose "Save Tracking Analysis Log". The software will ask you where you want to save the log. You should choose a location where you can find it, so you can email it to us.

Note that you must save the log before exiting the software. The software does not "remember" tracking information from a previous session.

### Running Postal Barcoder Max from the command line or shell (Windows only)

If you know how to use command line or shell interface, you can run Postal Barcoder Max from within other programs. Here are the parameters:

```
"[PATH]/pbm.exe" "[FILE TO BE PROCESSED, WITH FULL PATH] " "[SCREEN SKIP OPTION]"  
"[NAME OF ACCESS TABLE OR EXCEL SHEET]" "[FUNCTION TO PERFORM]"
```

The Screen Skip Option parameter is not required, but if used, will cause Postal Barcoder Max to skip certain screens or warnings so that the process will require less user input, as follows:

NOCOLMATCH - Column Matching screen will be skipped. Software will use selections from previous run. Requires that the file has a header row with column names.

NOSETUP - Column Matching screen and setup screen will be skipped. Software will use selections from previous run. Requires that the file has a header row with column names.

NOWARN - Column Matching screen, setup screens, and information screens will be skipped. Software will use selections from previous run. Requires that the file has a header row with column names.

If you don't want to use any of these options, you can set this parameter as blank.

The fourth parameter lets you specify a specific Access table or Excel worksheet within the file. If there is only one table or worksheet, this parameter can be set to blank.

The fifth parameter specifies which function Postal Barcoder Max will perform, as follows:

FIRST - Regular First Class Mail / Add Barcodes to a Mailing List File.

BULK (or blank)- Bulk/Presort Mail / Add Barcodes to a Mailing List File.

TAGS - Reply Mail & Share Mail / Add Barcodes to a File

CONVERT - Numeric to Alpha / Convert Numeric Barcodes to Alpha

Postal Barcoder Max will exit when it has finished processing the file specified in the command line.

We will be happy to work with developers on specific applications.

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**Learn About Bulk Mail -**  
**Our online guide to what you need to know about mailing and tracking**

<https://savepostage.com/bulkmail101/learn.html>

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