

(This introduction assumes you are familiar with operating a Macintosh. If you're not, see your Mac's documentation for explanations of basic techniques for using the mouse and manipulating objects on the screen.)

Exploring the Macintosh manual interface

After starting ZP4 as described on the other side of this page, scroll ZP4's **states** window to find any state, then click on a state's name to select it. The other windows will be updated accordingly.

Click on the **cities** window to enable it. Scroll to a city of interest, or click and hold the small **ABC** icon above the vertical scroll bar, then choose a letter from A to Z in the resulting pop-up menu to jump to that point in the list of cities. Click on any city name to select it. The **streets** and **addresses** windows will be updated accordingly.

Click on the **streets** window to enable it. Type a street name on the keyboard and hit the Return key to find and select a street name. Use the arrow keys to adjust your selection. The **addresses** window will update and display house and apartment number ranges, ZIP+4 codes, carrier route numbers, company names, and other data. Select **About ZP4...** under the **Help** menu to display or print on-line documentation describing the manual interface in more detail.

Exploring the Macintosh event interface

(This only works under System 7, because program-to-program events are used.)

First start ZP4 running under System 7, then click to the Finder, and open the **GOODIES** folder in the **MAC** folder on the ZP4 compact disc. Inside **GOODIES**, open the **EVENTS** folder, then open the **LOOKUP** folder, then double-click the **LOOKUP** application icon. **LOOKUP** will display a sample address entry dialog.

In the **Company** field, type: semafour
In the **Address** field, type: 207 grenada
In the **City** field, type: rio del mar

Then click the **Find** button or hit the Return or Enter keys. **LOOKUP** will pass the address to ZP4, which corrects and standardizes the address and passes it back for display. Compare the corrected address with your original input, and note the warning messages. Try finding other addresses with **LOOKUP**. Notice how ZP4 updates its windows to show where it found each address.

LOOKUP is only one example of how any program might send and receive addresses to and from ZP4 for correction, and provides only the most rudimentary user interface. Additional information and complete source code for various event interfaces are in the **EVENTS** folder on the CD-ROM.

Exploring Macintosh batch processing

After starting ZP4, select **Batch processing...** in ZP4's **File** menu to get a dialog for selecting an input file, then use the dialog to select and **Open** the **SAMPLE.TXT** file in the **SAMPLE** folder in the **GOODIES** folder in the **MAC** folder on the ZP4 compact disc. Or, open any tab-delimited mailing list text file exported from any database.

ZP4 will read and display the fields in the first record in the mailing list file you opened. If you opened **SAMPLE.TXT**, ZP4 will guess and display the names of all fields in the address record. If you opened some other mailing list file, you may have to put labels on fields to tell ZP4 where the address data is stored in the records: click and hold on any field to get a pop-up menu, then select a name from the pop-up menu to label the field. Along with an **Address** field, you must also label at least a **City** or **ZIP** field before the **OK** button is enabled and batch processing can proceed. To get the best address correction results, label a **City**, a **State**, and a **ZIP** field. Use the **City-State-ZIP** label if your file keeps all three pieces of data in one field instead of separate fields. After labeling the file's fields, click **OK**.

ZP4 will display a list of all the input fields it can copy to the new output file it will be creating. Double-click the fields you want to include in the output file. Usually you'll choose to output the "corrected and standardized" versions of each input field. For

example, you might double-click **Address (final)**, **City (final)**, **State (final)**, and **ZIP (final)** to move those fields to the output list. Then click **OK**.

ZP4 will ask where to create the new output file, named **ZIP+4 records** by default. To enable the **Create** button, use the dialog's controls to select a writeable volume as the destination. Leave the various option boxes checked and click **Create**. ZP4 will create a new text file containing the fields you chose above, ready for importing into a database.

Batch processing has many options. Be sure to thoroughly read ZP4's on-line batch processing documentation by selecting **About ZP4...** under the **Help** menu while using ZP4.

Exploring other points of interest

ZP4 and the other tools on the CD-ROM have a large number of features and functions. For a complete description, consult the on-line documentation available by selecting **About ZP4...** under the **Help** menu while using ZP4, or simply continue exploring the software and compact disc.

If you have questions or comments or need more information, contact Semaphore Corporation by calling (408) 688-9200 or faxing (408) 662-2717 or send email to ZP4@semaphorecorp.com.

1 Installing ZP4 on a Macintosh

There is no required "installation" procedure before using ZP4 on a Macintosh, since ZP4 can run directly from CD-ROM. If you insert your ZP4 CD-ROM into your computer and your system complains with a dialog that says "this is not a Macintosh disc", then you need to read section 2 below. If your system doesn't complain, and the ZP4 CD-ROM appears as an icon on your desktop, you can skip to section 3 **Starting ZP4**.

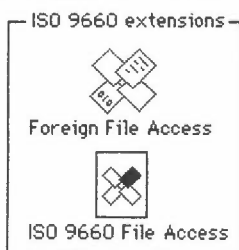
(The following instructions assume you are familiar with operating a Macintosh. If you're not, consult your Mac's documentation for explanations of basic techniques for using the mouse and manipulating objects on the screen.)

2 Making the ZP4 CD-ROM appear on your desktop

If you insert your ZP4 CD-ROM into your computer and the ZP4 compact disc appears as an icon on your desktop, you can skip to section 3 **Starting ZP4**. If your system complains with a dialog that says "this is not a Macintosh disc", then you need to read the rest of this section.

The ZP4 CD-ROM is in the ISO 9660 format, so that data files on the disc are readable by both Mac and PC computers. Before an ISO 9660 compact disc like ZP4 can appear on your Mac's desktop, the **Foreign File Access** and **ISO 9660 File Access** extensions must be in the same folder as your CD-ROM driver extension on your hard disk whenever your computer starts up. Your CD-ROM driver extension is normally in the System folder if your Mac uses System 6, or in the Extensions folder in the System folder if your Mac uses System 7.

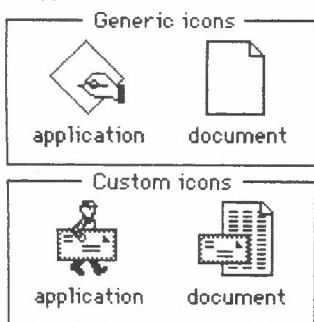
If the Foreign File Access and ISO 9660 File Access extensions are not already in the same folder as your CD-ROM driver extension, locate the installation software that came with your compact disc drive and install the two extensions in the folder containing your CD-ROM driver extension, then restart your Mac.



Once your Mac starts up with the three necessary CD-ROM extensions (CD-ROM driver, Foreign File Access, and ISO 9660 Access) in their proper locations inside the System folder, any ISO 9660 compact disc inserted into your CD-ROM drive will appear as an icon on your desktop in the usual manner. To begin using ZP4, see section 3 **Starting ZP4**.

Some older versions of CD-ROM drivers were distributed by hardware vendors before System 7 became available, and those drivers are not properly designed to work with an Extensions folder. If you are certain you have all three extensions (CD-ROM driver, Foreign File Access, and ISO 9660 Access) somewhere inside your System folder, but your System 7 Mac still can't recognize an ISO 9660 CD-ROM, try moving the driver or the other two extensions into or out of your Extensions folder, then restart your Mac. The possible locations required by a driver are: (1) all three extensions in the System folder, (2) all three extensions in the Extensions folder, (3) driver in the System folder and the other two extensions in the Extensions folder, and (4) driver in the Extensions folder and the other two extensions in the System folder.

Because of the limitations of the ISO 9660 format, applications and documents will sometimes appear as generic icons. ZP4 and all other applications on the compact disc will work properly when you double-click their application icons, whether they are displayed as generic icons or as custom icons. See section 7 for instructions on how to force custom icons to appear.



The ISO 9660 format also requires file names on the compact disc to use only upper case characters. Some older CD-ROM drivers also cause a trailing semicolon and version number (;1) to appear at the end of every file name. Because the icons representing ISO 9660 files can only appear in fixed positions that may cause file names to overlap on the display, choosing **View by Name** in the Finder is often the most convenient way to inspect the contents of the ZP4 CD-ROM.

3 Starting ZP4

Once the icon for the ZP4 CD-ROM is displayed on your desktop, double-click the CD-ROM icon to open a new window showing the contents of the compact disc: a COMMON folder, a MAC folder, a PC folder, a Z5_DATA folder, and a ZP4_DATA folder. Double-click the MAC folder icon to open a new window showing the contents of that folder: a CONTENTS.TXT text file listing all files on the CD-ROM, a GOODIES folder, a WHATSNEW.TXT text file that describes what's new in this edition of ZP4, a WELCOME.TXT text file containing the same information as this document, and the ZP4 application, displayed as either a generic icon or custom application icon.

To begin using ZP4, simply double-click the ZP4 application icon.

4 ZP4 documentation

The ZP4 compact disc contains extensive documentation that can be displayed or printed by selecting **About ZP4...** under the **Help** menu after ZP4 is running, then clicking the **Help!** button.

The CONTENTS.TXT file in the MAC folder includes a complete directory of all files on the ZP4 CD-ROM.

The other side of this page provides a brief introduction to ZP4 if you want to quickly get an overview of ZP4's capabilities.

5 Files changed by ZP4

ZP4 creates and updates a preferences file in the System folder. No other files are *automatically* installed, created, or modified as a result of starting ZP4.

6 If you've used previous editions of ZP4...

If you've used previous editions of ZP4, it's always a good idea to read the WHATSNEW.TXT text file in the MAC folder for a detailed description of how this edition of ZP4 has changed from previous editions.

You should also run the SCAN4ZP4 application in the GOODIES folder to locate any obsolete ZP4 files on your system that were copied from earlier editions of the ZP4 CD-ROM. Remove the obsolete files to free up disk space. Note that ZP4 will try to use any ZP4 preferences file left in the System folder by the previous edition of ZP4.

7 Optional procedure for creating icons

OPTIONAL: To make a custom icon instead of a generic icon appear for a given file, use the Finder to drag the application responsible for that file from the compact disc to your hard disk, then restart your Mac while holding down the option and command keys to make the system rebuild its desktop file, after which custom icons will be displayed for all file types defined by that application.

The ZP4 compact disc contains fourteen different applications, so the easiest way to make all possible custom icons appear on the compact disc is to use the Finder to drag all fourteen applications from the ZP4 compact disc to your hard disk, then restart while holding down the option and command keys.

This procedure is optional because all ZP4 programs and files will work properly no matter how their icons are displayed.

HANDLE YOUR CD-ROM WITH CARE! Protect the recorded (unprinted) bottom side of the compact disc from scratches, smears, dirt, dust, and fingerprints. Handle only by the edges or center hole. Do not place the recorded side on a hard surface. Use a soft cloth when cleaning the disc.