

# **ZIPList5 Lite User's Guide**

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## **OVERVIEW**

ZIPList5 Lite is a database of every active ZIP code in the United States and its territories to which the US Postal Service delivers mail. The database contains one record for each of the approximately 41,000 active ZIP codes defined by the USPS.

We obtain a new list of ZIP codes and city names each month under license directly from the USPS. ZIPList5 Lite is accurate and up-to-date at the time of its release.

Because this database is a simple text file, it can be used on almost every type of computer, including PCs and compatibles, Macintoshes, and UNIX workstations.

The database is formatted as a comma delimited ASCII text file, making it easy to import the data into most database programs or spreadsheet programs, such as MS Access or Excel. The text file can also be searched by most text editors programs.

## **END-USER LICENSE**

Please read the accompanying license document, Z5LTELIC.TXT, which defines your rights and restrictions for using ZIPList5 Lite. Your license level is indicated on the invoice for ZIPList5 Lite issued to you by CD Light.

# INSTALLATION

ZIPList5 Lite is available on CDROM and can also be downloaded from our secure database server. The data content is the same in either case. You should select the proper installation notes below depending upon the the distribution medium you selected at the time you placed your order.

## INSTALLATION AFTER DOWNLOADING VIA THE INTERNET

ZIPList5 Lite is available to download from our secure database server in a variety of different formats. Each file contains the exact same data, but the data has been formatted for a specific desktop database program. You should download the proper format for your database program. You can download more than one format, if you wish, and you can download the data as often as you need to. There is no charge for downloading the data more than once.

Most files on our database server have been compressed for faster downloading. These files must be decompressed before you can use them with your database program. To make the decompression easier, most of the files have been made "self-extracting", which means that you do not need to use a specific program to decompress the files - they decompress themselves!

To install ZIPList5 Lite after downloading, follow these steps:

1. Download the format of your choice from the secure database server. Be sure to save the file to your hard drive, and note the name of the file and the folder where it has been saved.
2. If the file name ends in ".exe", such as Z5LTE.exe, the file is a "self-extracting" compressed file. To decompress the file you must "run" the file as a program so that it can decompress itself. Just double-click on the file name using Windows Explorer. The file will extract itself from the compressed form to its original format and name. Hint: Windows Explorer may not show the file extensions, depending upon settings in the View | Options menu.
3. The actual database file name depends upon the format of the data:

File Name	Format
Z5LTE.txt	Comma-delimited ASCII (also known as CSV)
Z5LTEA2K.mdb	MS Access 2000
Z5LTEA03.mdb	MS Access 2003
Z5LTEA07.accdb	MS Access 2007
Z5LTEX07.xlsx	MS Excel 2007
Z5LTE.dbf	dBase/FoxPro
Z5LTE.db	Paradox

4. Open the file using the database program of your choice.

## INSTALLATION from CDROM

ZIPLite5 Lite is available on the CDROM in a variety of different formats. Each file contains the exact same data, but the data has been formatted for a specific desktop database program. This means that all you need to do is select the proper format for your database program and simply copy the file containing that format from the CDROM to the proper folder on your computer. The files on the CDROM are not compressed.

To install this database from a CDROM, follow these steps:

1. Identify the file which has the data in the format you wish to use. The following table identifies the various formats available on the CDROM for this database:

File Name	Format
Z5LTE.txt	Comma-delimited ASCII (also known as CSV)
Z5LTEA2K.mdb	MS Access 2000
Z5LTEA03.mdb	MS Access 2003
Z5LTEA07.accdb	MS Access 2007
Z5LTEX07.xlsx	MS Excel 2007
Z5LTE.dbf	dBase/FoxPro
Z5LTE.db	Paradox

2. Using Windows Explorer, copy the file in the format of your choice from the CDROM to the desired folder on your computer.
3. Open the file using the database program of your choice.

## SUPPORT FILES

ZIPList5 Lite contains several support and cross-walk files which you may find useful. These files can be found on the CDROM or in the folder where the compressed archive was decompressed. Here are the files you should find:

FILE	CONTENT
Z5LTEdoc.pdf	ZIPList5 Lite documentation file (this file)
Z5LTElic.pdf	ZIPList5 Lite license file
ReleaseNotes.txt	List of recent ZIP code changes

## RECORD LAYOUT

The data records of the ZIPList5 Lite file consist of three quote-delimited, comma-separated, ASCII text fields, arranged as follows:

FIELD	TYPE	LENGTH
City Name	Variable length	ASCII 28 Liteimum
State Code	Fixed length ASCII	2 alpha characters
ZIP code	Fixed length ASCII	5 numeric characters

# **DATA FIELD DESCRIPTIONS**

## **City Name**

The City Name field contains a city name associated with the ZIP code by the USPS. The city named in each record is the “actual” city name for that ZIP code, as defined by the USPS.

Please note that this database does not include alias or alternate city names. If you need a ZIP code database containing alias or alternate city names please check out our other ZIP code database products, such as ZIPList5 Max, at [www.zipinfo.com](http://www.zipinfo.com).

## **State Code**

The state field contains the two-character alpha abbreviation for the state, as defined by the USPS, such as “CA” for California.

## **ZIP Code**

The ZIP code field lists only valid 5-digit ZIP codes currently defined by the USPS. Obsolete ZIP codes which have been "retired" from service by the USPS are not included in this database. There should be exactly one such record for each of the approximately 41,000 active ZIP codes.

The ZIP code field is treated as a text field, not a numeric field. This is to prevent the loss of the leading zeroes in certain ZIP codes when the data is imported into a database program. Treating all fields as text fields simplifies the importing and exporting of the data using a database program.

## **IMPORTING INTO A DATABASE PROGRAM**

You may wish to import the Z5LTE.TXT data file into a database program where you will be able to search the data more efficiently and sort the data into an order which better suites your needs. Z5LTE.TXT can be used with almost any commercial database program, such as Microsoft ACCESS, Paradox, dBase, FoxPro, or a spreadsheet program such as MS Excel, etc.

To import ZIPLite5 Lite into a database program:

1. Start your database program in the usual way.
2. Select "IMPORT" from one of the menus.
3. Select the file to import: Z5LTE.TXT
4. If necessary, specify the import data format. Any of the following terms may be used to describe the text format of the Z5LTE.TXT file:

- delimited text
- delimited ASCII
- comma delimited ASCII
- ASCII (DOS) text

After importing the data, save the converted data in the native format of the database program. You should now be able to sort and search the data using the normal sort and search functions of the database program.

You may wish to build an index for the database. Using an index may shorten searches of the data by your database program. Note, however, that some database programs cannot create an index for a data field which is not unique. The data fields of Z5LTE.TXT are not unique, since the same data can (and often does) appear in more than one record of the file.

## **SEARCHING Z5LTE.TXT USING A TEXT EDITOR**

Many text editors can work directly with Z5LTE.TXT. Just open the file and use the normal search commands to find a particular city, county, area code, or ZIP code. However, some text editors, such as Windows Notepad, cannot process a file as large as ZIPLite5 Lite.

## **SEARCHING USING A WORD PROCESSOR**

Many word processing programs can import a text file and search it using the normal search commands. If you must specify the import file format, choose something like this: "ASCII (DOS) TEXT".



## **SORTED ORDER**

ZIPList5 Lite data records are sorted in ascending order by ZIP code. If you prefer to order the data by city, county, or state, we suggest that you import the data into your own database program where you can sort the data into the order you prefer.

## **MILITARY ZIP CODES and APO/FPO**

The USPS delivers mail to US military installations around the world. As a result, the USPS has assigned ZIP codes to these facilities, even though they are actually on foreign soil. These ZIP codes have been given a state code which generally defines the area of the world in which they are found, and a city name of APO (Army Post Office) or FPO (Fleet Post Office). The military ZIP codes and assigned state codes are as follows:

ZIP Code Range	State Code	Area
09000 - 09999	AE	Europe
34000 - 34099	AA	Central America (Canal Zone)
96200 - 96699	AP	Pacific

Please note that these ZIP codes lie outside the territorial boundaries of the United States, and therefore do not include county name, county FIPS codes, latitude, longitude, MSA, PMSA, or market area information.

## **DO ZIP CODES EVER CHANGE?**

Yes, ZIP codes do change, and far more often than you might imagine. Many parts of the country are growing, with new subdivisions and streets being added daily. As the population density increases in urban areas, apartment buildings replace single-family dwellings. The US Postal Service is constantly forced to add more ZIP+4 codes just to handle the growth. And just like area codes, a given 5-digit ZIP code can reach its ZIP+4 expansion limit. This forces the USPS to split existing ZIP codes and add new ZIP codes. When ZIP code ranges become too fragmented or because of USPS service area changes, entire ranges of 5-digit ZIP codes are sometimes "realigned". Such realignments can affect hundreds of thousands of addresses. It isn't unusual for hundreds of new 5-digit ZIP codes to be assigned or hundreds to be deleted by the USPS in each calendar quarter.

### **ZIP CODES CHANGE EVERY MONTH**

You have received from us the most accurate and up-to-date list of zip codes you can get anywhere! Each month the USPS adds, deletes, or modifies dozens of zip codes. Yes, they do add and delete zip codes each month! We receive the current list of active ZIP codes directly from the US Postal Service each month. If you can't find a ZIP code in our database, there is just one simple reason: your ZIP code is not an active ZIP code at this time! If your list of ZIP codes is a few years old, there may be thousands of differences between your list and the current list of active ZIP codes.

Our database is correct. If you were to get the data directly from the USPS you would find exactly the same ZIP codes as in our database. And it would cost you a lot more!

## **QUARTERLY and MONTHLY UPDATES AVAILABLE**

With all these changes happening so fast, it is hard to keep up. That is why we offer quarterly and monthly updates for ZIPList5 Lite. If you need the most current ZIP code and area code information, we suggest a quarterly or monthly subscription to ZIPList5 Lite. A quarterly subscription consists of four quarterly releases (the current version Lite the next three quarterly updates). A monthly subscription consists of 12 monthly releases (the current version Lite the next 11 monthly updates). Order once, pay once, and receive a full year's worth of the latest ZIP code data. Best of all, we offer this service at a discounted price. If you did not specify a subscription when you placed your original order, contact CD Light within 30 days of your original purchase. We will convert your order to a subscription, and credit your original purchase price toward the subscription fee. For more details, see our Internet site, [www.zipinfo.com](http://www.zipinfo.com), or call us at 866-256-2042.

## **ERRORS and OMISSIONS**

Over time the ZIP code data in ZIPList5 Lite will become "out-of-date". If you find something you believe to be wrong we would like to hear from you. Please send your comments to us via any of these methods:

Voice    866-256-2042 or 281-292-3270  
email    [support@zipinfo.com](mailto:support@zipinfo.com)

Thanks for choosing ZipLis5 Lite!

CD Light, LLC d.b.a. ZipInfo.com(TM)  
[www.zipinfo.com](http://www.zipinfo.com)  
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