

Intelligent Mail[®] Barcode Quick Guide

Printing the Intelligent Mail Barcode Using Mail Manager and MS Word

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Using This Document

Follow this document, in order, to create labels and print the Intelligent Mail barcode using Mail Manager and MS Word.

Creating the Presorted Output File from Mail Manager

We recommend outputting presorted labels as a comma delimited file.

1. Go to **Labels/Reports > Define Labels**.
2. Click **New**.
3. Check the **Print to file** box.
4. Choose **Delimited** for the File Type.
5. Set **Label Width** to **65**.
6. Click the **Options** button.
7. Select **Include a Header** under the Options heading.
8. Select **The file is made up of fields** under the Structure heading.
9. Click **OK** to exit the File Options window.
10. Click **OK** to exit the Delimited Properties window.
11. Place each field on its own line of the label.
12. Add the Intelligent Mail barcode field.
 - a. Enter your information in the Intelligent Mail barcode Properties window.
 - b. Select **Print human readable digits**.
 - c. Click **OK**.
13. Save and use the label.
14. Go to **Postal > Presort Active List** to presort the list.
15. Go to **Print > Labels** in the Presort Printing Summary window.
16. Save the label output file.

Creating a Letter

Create a basic letter using the MS Word Mail Merge Wizard along with the delimited file you created in Mail Manager.

1. Go to **Tools > Letters and Mailings > Mail Merge Wizard** on the MS Word main menu to open the Mail Merge Wizard.
2. Follow the on-screen prompts to start a document, write a letter, add recipients and insert address blocks.

Placing the Intelligent Mail Barcode in the Letter

1. In the Word document, position the cursor where the Intelligent Mail Barcode should appear.
2. Click on **More Items...** in the 'Write your letter' step of the Mail Merge Wizard to open the Insert Merge Field window.
3. Select the Intelligent Mail Barcode database field and click **Insert**.
4. Highlight the entire Intelligent Mail Barcode field in your letter and right click.
5. Change the font to **USPS4CB**.
6. Change the font size to **16**.

Note:

The UPSP4CB font is automatically installed with the Mail Manager program

How Can We Help?

BCC Contact Information

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Rev 1.0 9/08