

Postal Explorer User Guide — Contents

Publication 821, January 1999

CONTENTS

INTRODUCTION

GETTING STARTED

OTHER EXPLORER OPTIONS

EXITING POSTAL EXPLORER

Introduction	1
Getting Started	2
Things You Can Do in Postal Explorer	7
Exercises	8
Copying	13
Advance Tools	14
Search	14
Linking and Bookmarks	17
Thumbnails	19
Links	19
Domestic Rate Calculator	20
Other Explorer Options	22
Exiting Postal Explorer	22

Introduction

Postal Explorer is part of the Postal Service's continuing effort to make more information available electronically. Some of the resources available in this version of Postal Explorer are:

Domestic

- *Domestic Mail Manual (DMM)*
- Domestic Rate Calculator
- Customer Support Rulings
- Postal Zone Charts

International

- Index of Countries
- *International Mail Manual (IMM)*
- International Rate Calculator

References

- *Designing Letter Mail (Pub 25)*
- *Designing Flat Mail (Pub 63)*
- *Preparing Standard Mail (A) (Pub 49)*

Web

- Postal Explorer on Internet
- USPS Rapid Information Bulletin Board System (RIBBS)
- USPS on the Web (Home Page)

Forms

- First-Class and Priority Mail
- Periodicals
- Standard (A)
- Standard (B)
- Miscellaneous

You will find more information resources when you launch Postal Explorer.

This user guide may be used in two ways. You may find it more practical to print it and follow the instructions from a hardcopy, or you can use it on screen by clicking back and forth between this guide and an open Postal Explorer application.

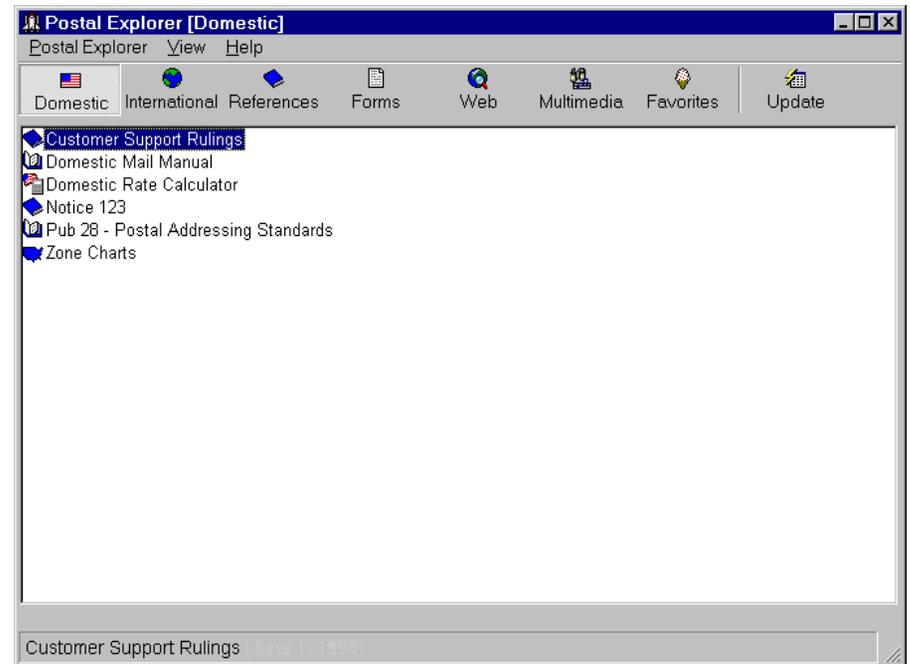
Getting Started

To work with Postal Explorer, you must be familiar with Windows 95 or Windows NT. Its use and navigation processes are based on the Windows application.

When you double-click on the Postal Explorer icon on your desktop, the Postal Explorer cover design appears.



The main menu follows immediately. The first time you open Postal Explorer, the **Domestic** icon on the toolbar will be depressed, showing in the lower window a list of the available selections under it. Thereafter, when you open Postal Explorer, the last active icon will be depressed.

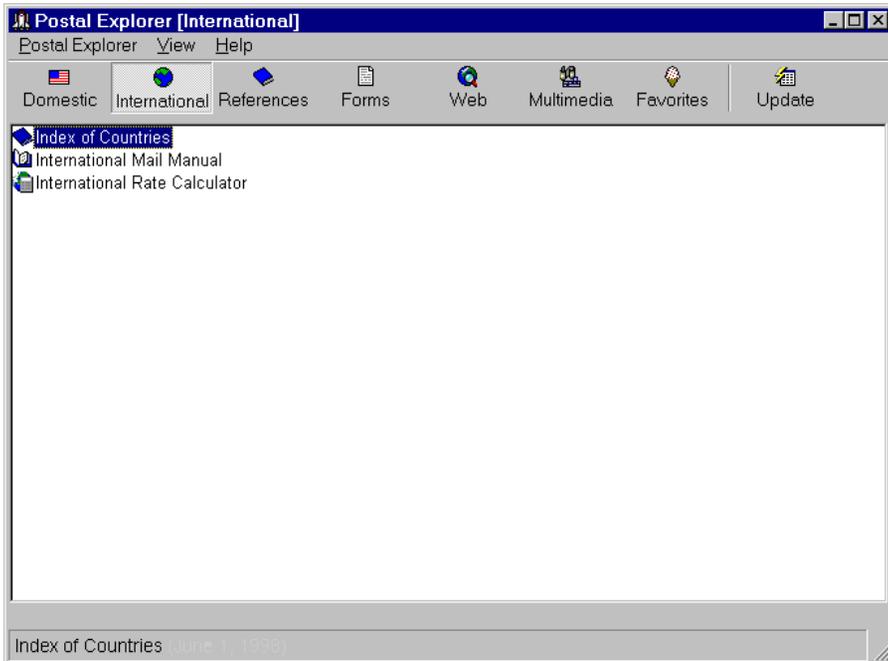


You can change the display mode in the lower window by clicking View on the menu bar and selecting Details, Large Icons, Small Icons, or List (as in the example above).

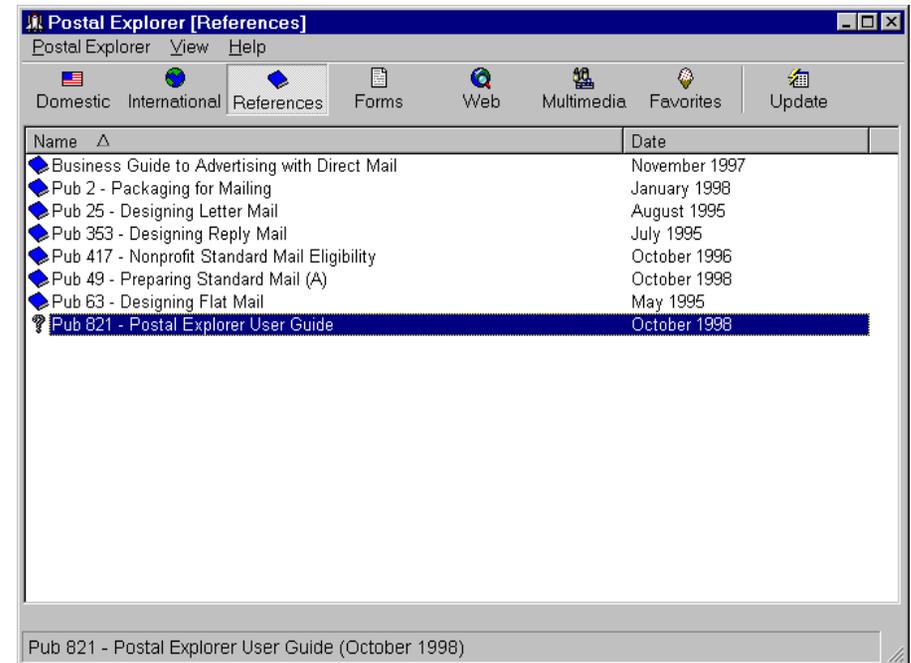
Getting Started

Note that the toolbar shows these icons: **Domestic**, **International**, **References**, **Forms**, **Web**, **Multimedia**, and **Favorites**. Clicking on an icon displays the available selections under it.

Click on the **International** icon to see the selections under it.

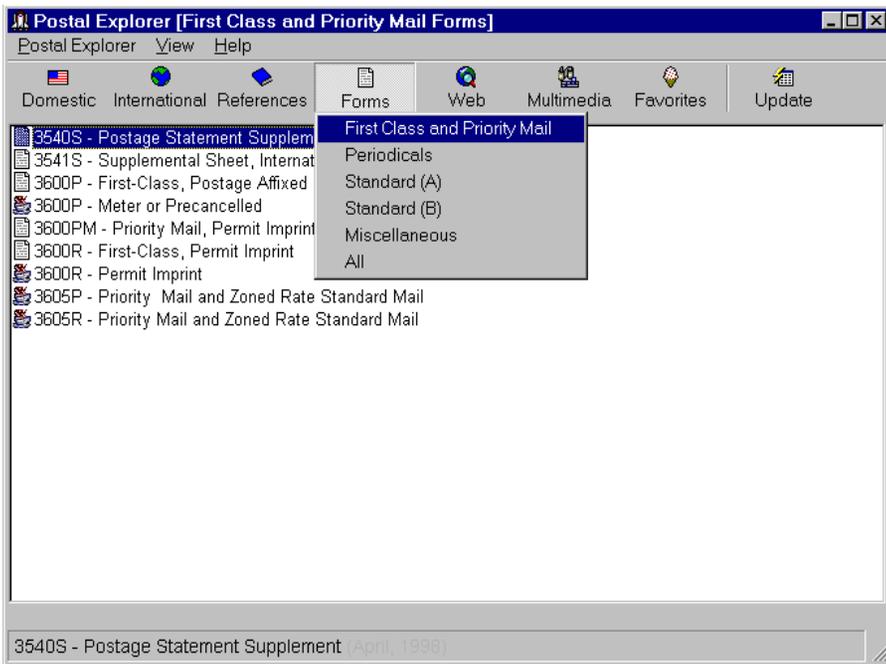


Click on the **References** icon.



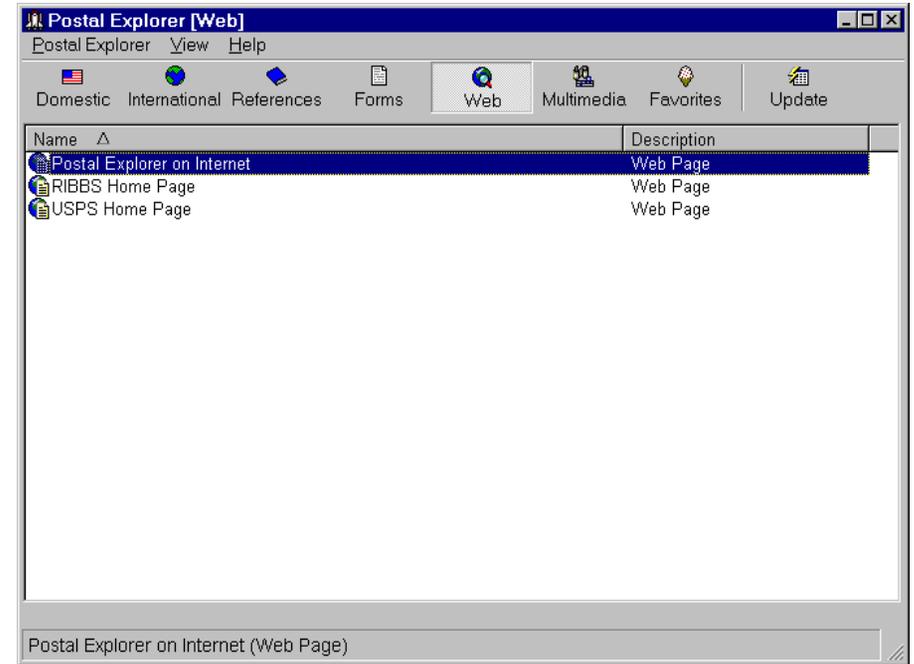
Getting Started

Click on the **Forms** icon.



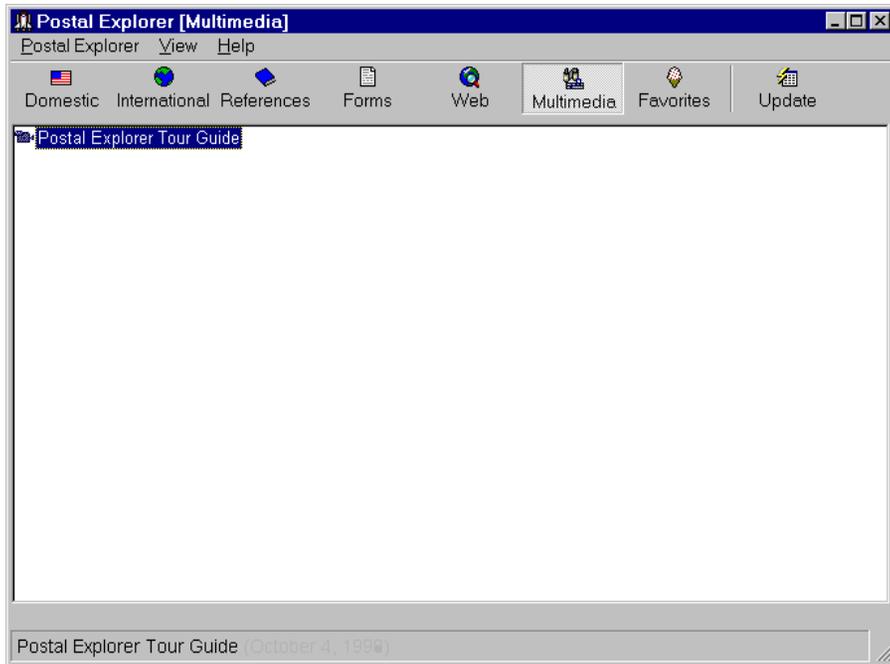
Click on an option in the pull-down menu to display the available selections for it in the lower window. In this example, the selections displayed are for First-Class and Priority Mail.

Click on the **Web** icon.



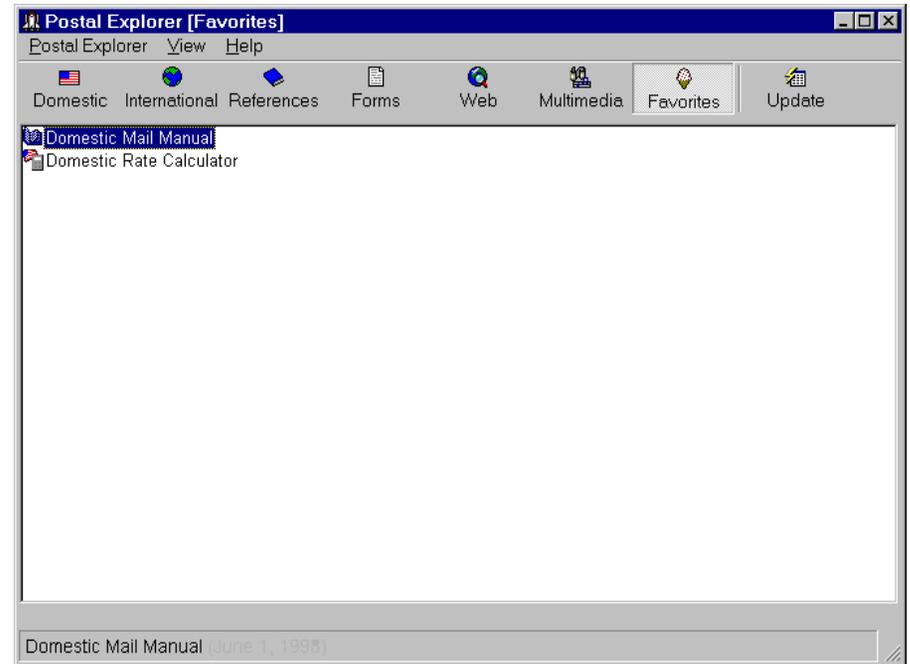
Getting Started

Click on the **Multimedia** icon.



Note: Tour Guide is not available to Postal Service users.

Click on the **Favorites** icon.

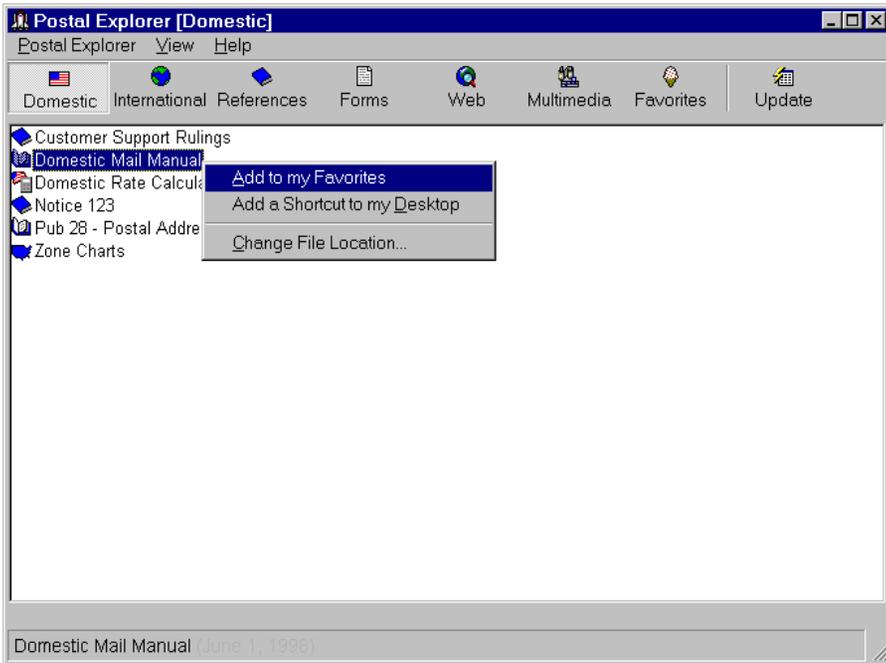


When you first open your Postal Explorer, the **Favorites** window will show *Domestic Mail Manual* and Domestic Rate Calculator. You can change this display (see next page).

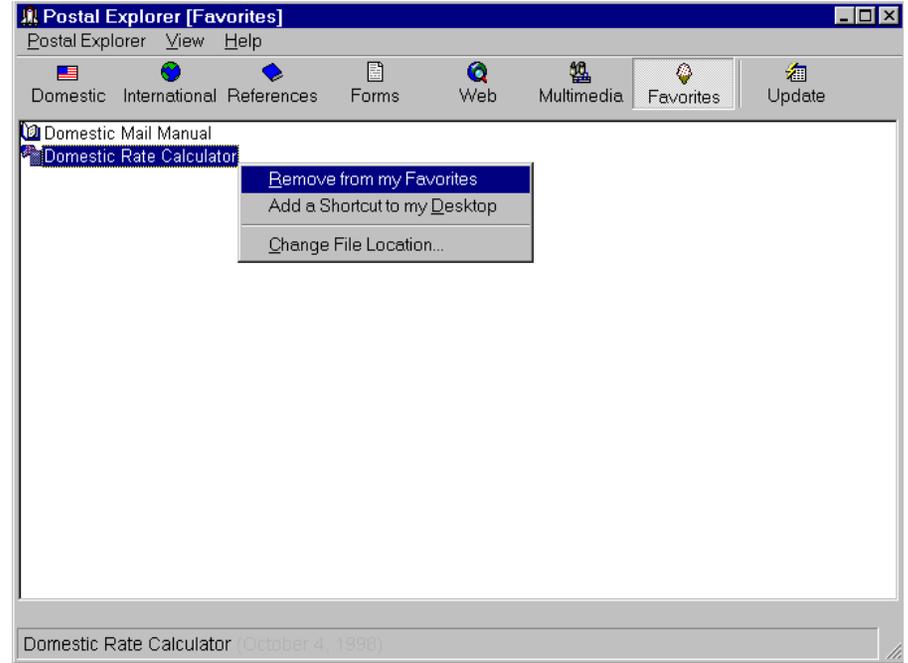
Note: The **Update** icon on the toolbar allows the user to download the latest databases to update the rate calculators. This icon is not available for postal LANs.

Getting Started

You can add selections by clicking on the desired toolbar icon, clicking and then right-clicking on the desired selection. A pop-up dialog box will give you the option of adding a shortcut on your desktop or adding the icon to your **Favorites** window.



You can also delete an icon from your **Favorites** window by right-clicking on the icon and selecting "Remove from my Favorites."



Things You Can Do in Postal Explorer

The menu bar in Postal Explorer works the same way as in any Windows application: click on a selection and a pull-down menu is displayed, then click on the desired option.

The toolbar icons represent application or program options.

Postal Explorer uses Acrobat Reader and its search engine to view and search all installed documents.

Clicking on any document icon in Postal Explorer will activate and deploy the Acrobat Reader menu bar and toolbar. The options on the menu bar and the toolbar represent the things you can do in Postal Explorer.

The following are capsule descriptions of the functions of each option on the toolbar (*wait until you do the exercises beginning on page 8 before clicking on these tools*):



 **Page Only** tool. When displayed, click on it to close the left column (where thumbnails or bookmarks, if any, are shown) and expand the page full-width.

 **Bookmark and Page** tool. On bookmarked documents, it appears on the toolbar when the page is full width. Click on it to display bookmarks, which are links that allow you to jump directly to the bookmarked item.

 **Thumbnails and Page** tool. Click on it to display thumbnail images of the pages instead of the bookmarks.



Hand tool. The hand shows when a page is first opened. Move the page by holding the left mouse button down, dragging the hand up or down (also left or right when the page is zoomed in), and releasing the left mouse button. Notice that the hand turns into a fist when the left mouse button is pressed.



Zoom In tool. To magnify the page view, click on it, then position the magnifier anywhere on the page where it does not turn into a finger, then click. Each click magnifies the view another size larger. Deactivate this tool by clicking on the hand on the toolbar.



Select Text tool. Use it to copy text from a manual, handbook, etc., to another document in MS Word or to an e-mail page. You can then edit the copied text as necessary. See detailed procedure in Copying.



First Page tool. Click on it to go to the first page of the open document.



Previous Page tool. Click on it to go to the previous page.



Next Page tool. Click on it to go to the next page.



Last Page tool. Click on it to go to the last page.



Go Back tool. Click on it to go back to the previous page displayed.



Go Forward tool. Click on it to advance to the page following the page from which you clicked on Go Back.

Getting Started



Actual Size tool. Click on it to display the page at 100 percent magnification.



Fit Page tool. Click on it to display the whole page on the screen.



Fit Width tool. Click on it to display the page the width of the window.



Find tool. Click on it to find words in the text of the open document. The Find dialog box will be displayed; type the words to find, then click on Find; the words located will be highlighted.



Search tool. Click on it to search for occurrences of a word or phrase in a document (or documents selected in the search index). See detailed procedure in Searches.



Search Results tool. Click on it to display the list of items found by the last Search.



Search Previous tool. Click on it repeatedly to scroll-search backwards through documents in the Search Results list.

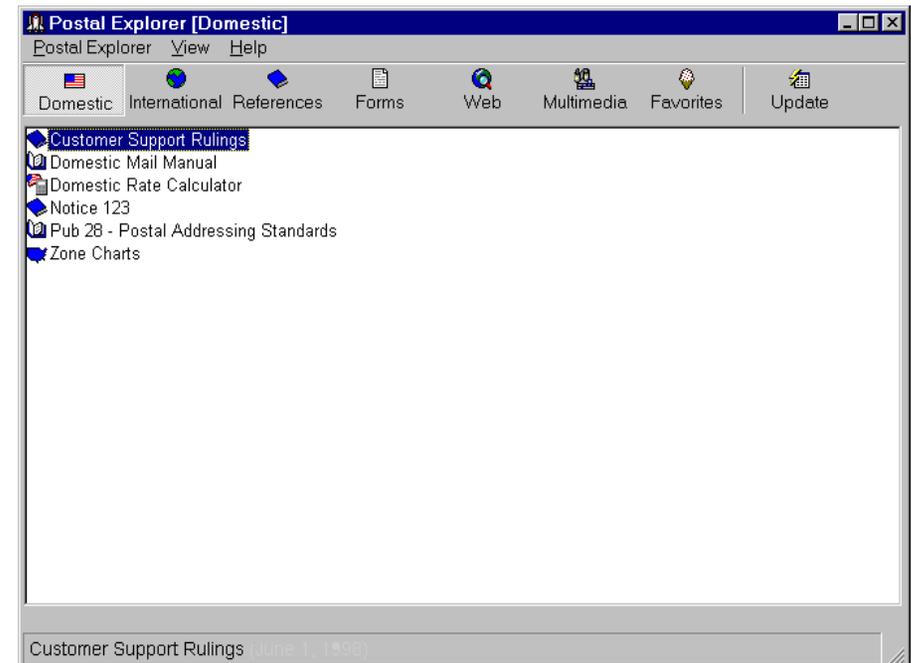


Search Next tool. Click on it repeatedly to scroll-search forward through documents in the Search Results list.

Exercises

When you use Postal Explorer, you use the tools previously described. There are variations on what you can do, depending on the selection you open. For example, you can calculate rates with the Domestic Rate Calculator or the International Rate Calculator.

To try the more common tools, click on the **Domestic** icon on the Postal Explorer main menu toolbar.



Getting Started

Click on *Domestic Mail Manual* in the window.

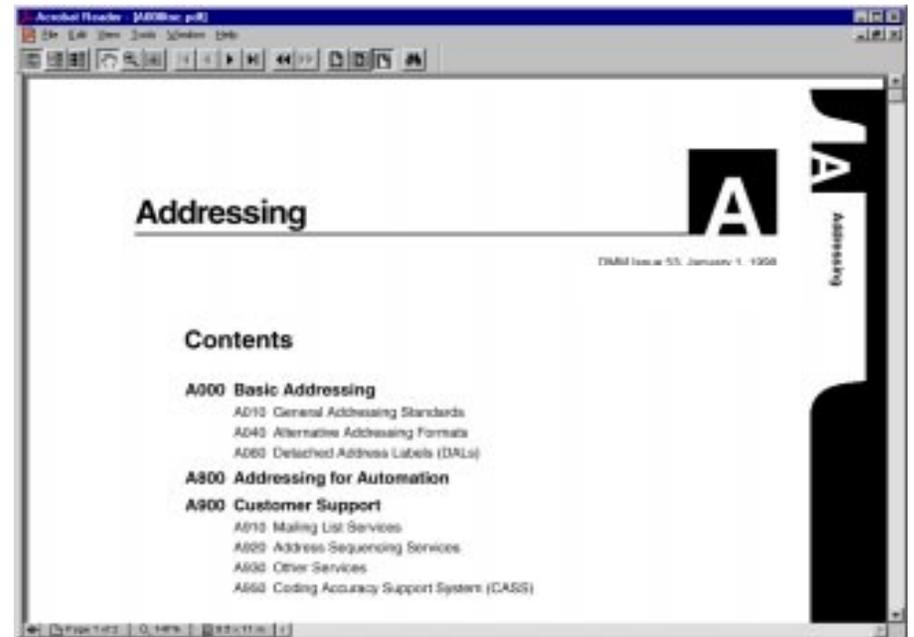
The overview table of contents will display.



This overview table of contents provides links that allow you to jump directly to any of the sections listed by clicking on it when the hand turns into a pointing finger.

Click on Addressing.

The Addressing table of contents page will display.

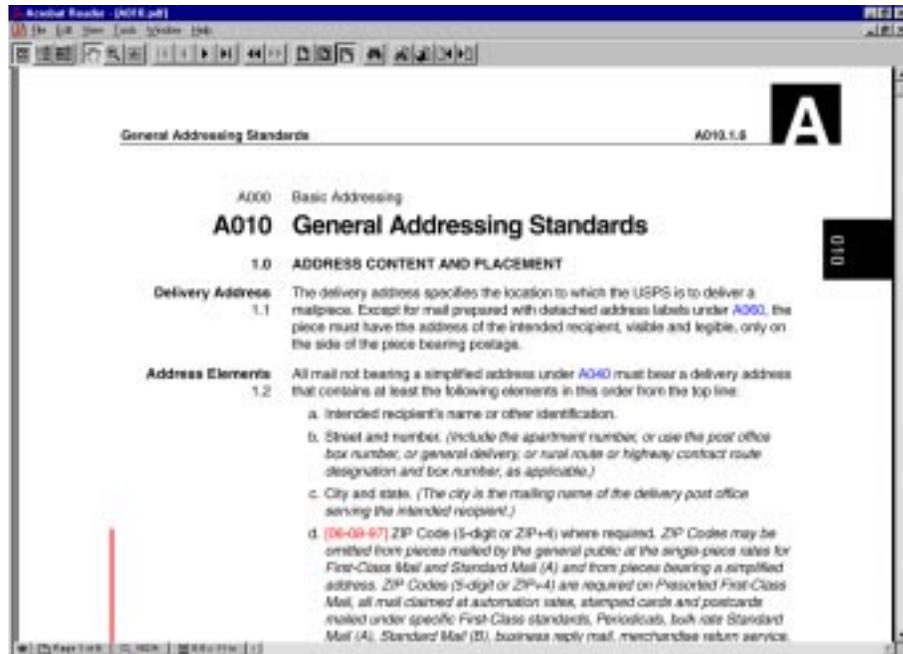


Like the overview table of contents, this and other tables of contents are linked to the sections listed and let you jump to the corresponding page when you click the pointing finger.

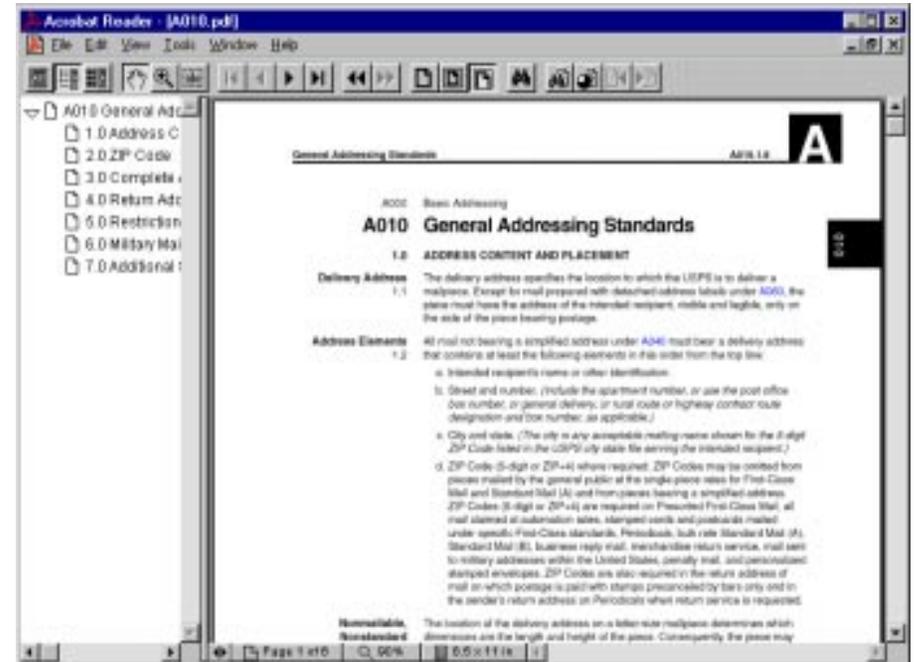
Getting Started

Click on Basic Addressing.

The Basic Addressing page will display.



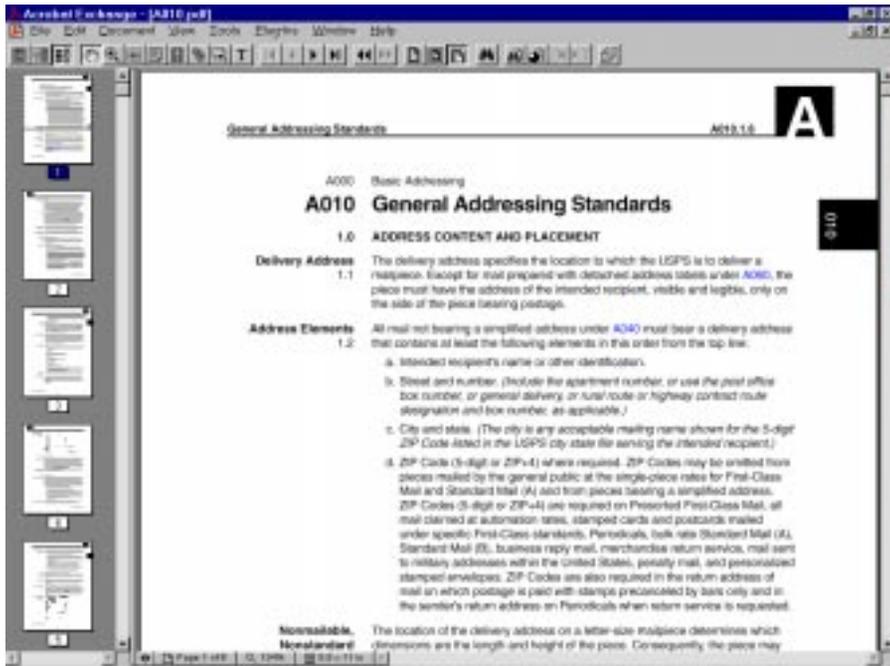
Click on the **Bookmark and Page** icon on the toolbar. The bookmarks appear in the bookmark column on the left of the screen.



Getting Started



Click on the **Thumbnails and Page** icon. The thumbnail pages are displayed on the left of the screen.



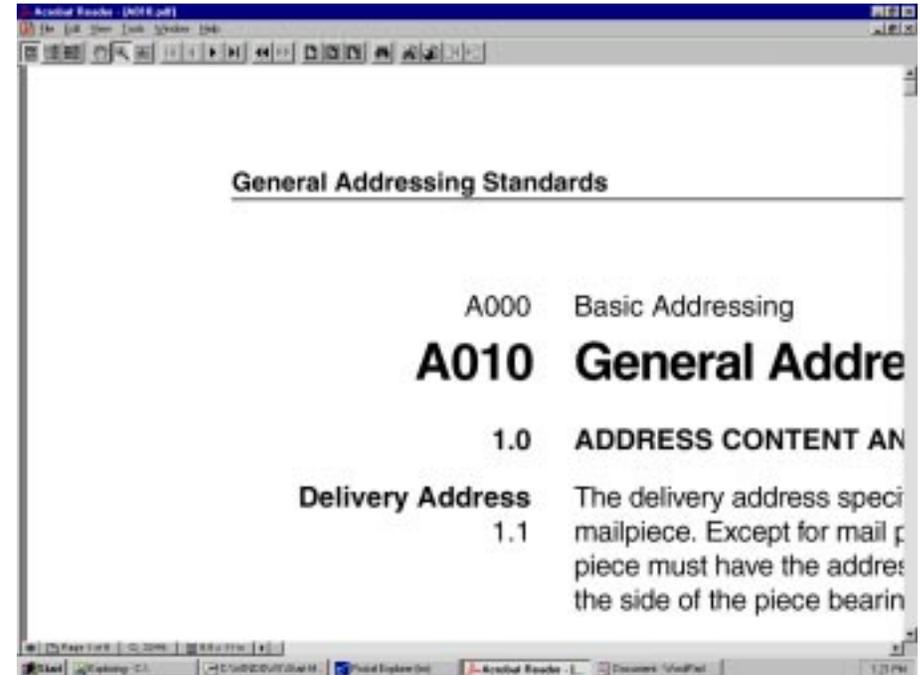
You can scroll the page up or down by clicking and dragging the **Hand** tool on either the outline box on the **Thumbnail** icon or on the page itself. Click on a **Thumbnail** page to go to that page.



Click on the **Page Only** icon to return to the full-page width.



Click on the **Zoom In** icon and click inside the page. The image size increases.



Note: Each time you click while the **Zoom In** function is active, the image size increases. To deactivate the **Zoom In**, click on the **Hand** icon.

Move the page around by clicking on the **Hand** icon on the toolbar; position the hand anywhere inside the page, hold down the left mouse button, drag in any direction, and release.

Getting Started

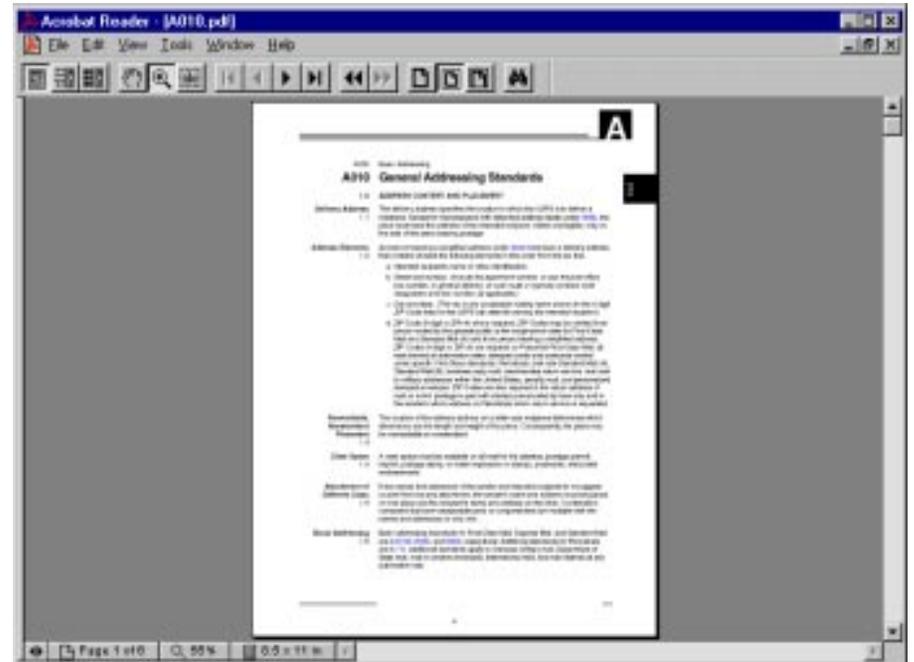
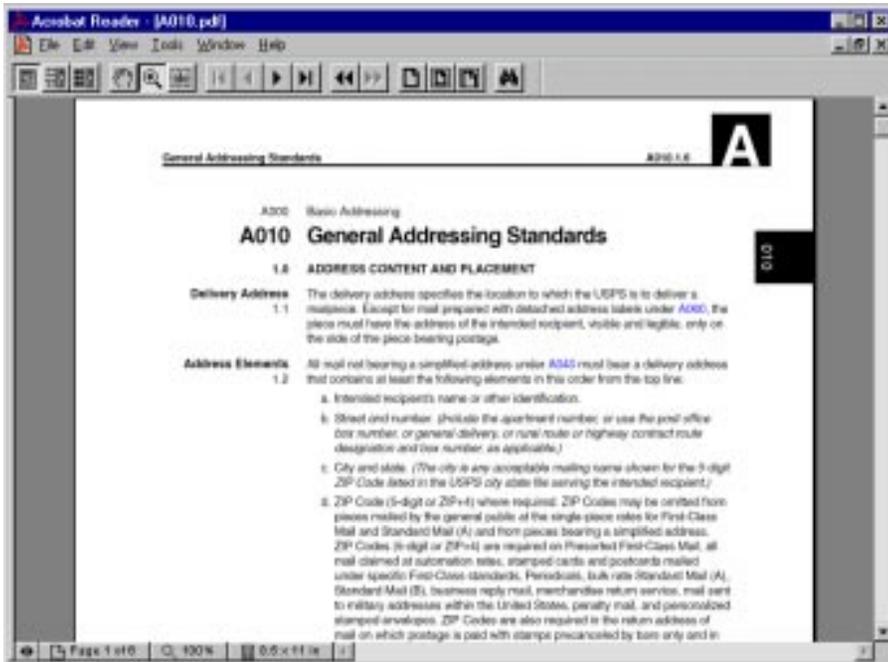
To resize the page, click on one of the following icons on the toolbar for the size you want:



Actual Size.

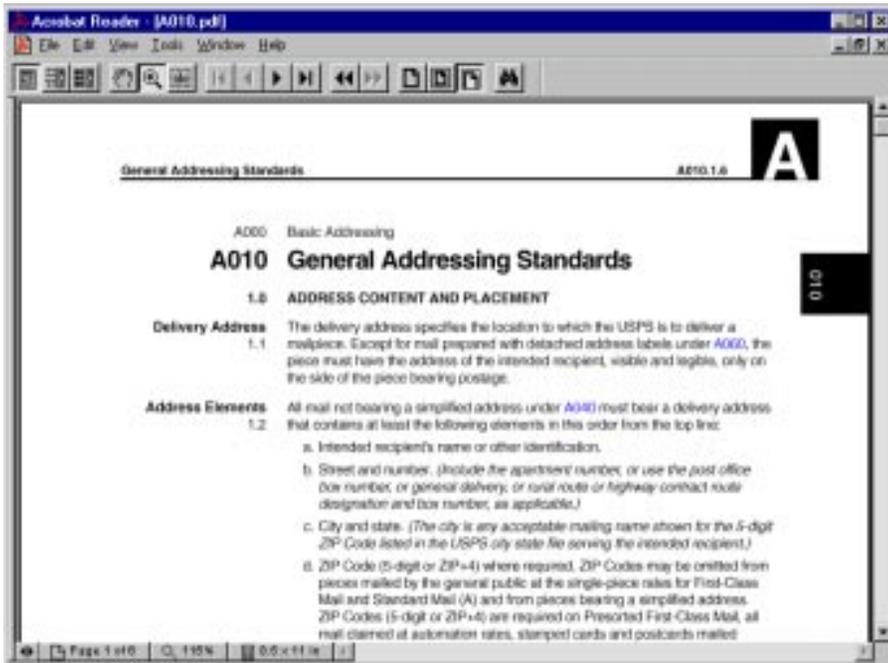


Fit Page.





Fit Width.

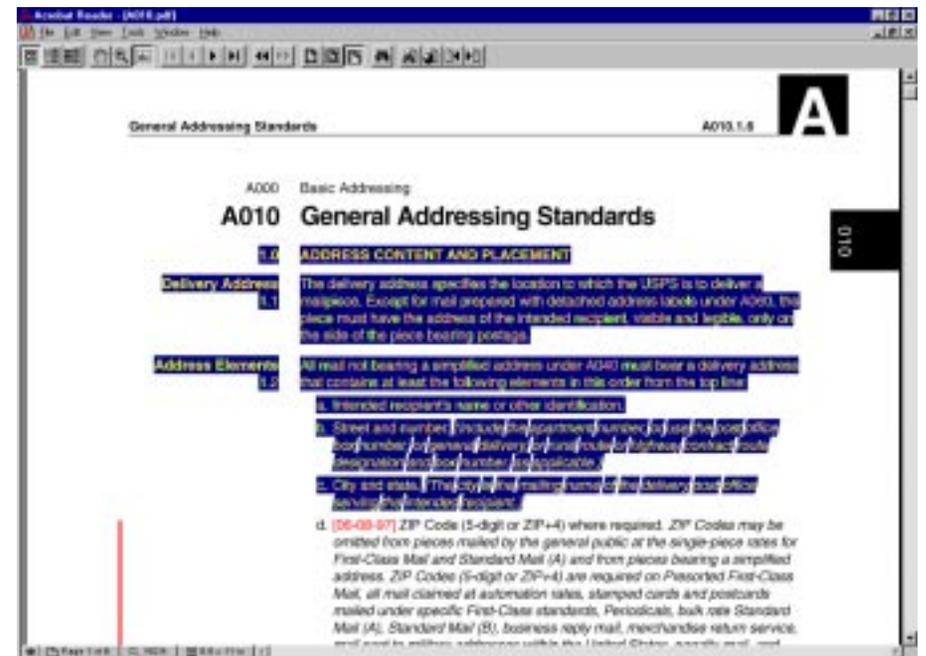


Copying

To copy text from a document in Postal Explorer, it is a good idea to first open a document into which the copied text is to be pasted. This could be a Word document or an e-mail message page.



1. Click on the **Select Text** icon.
2. Position the cursor at the point where you want to start copying, hold down the left mouse button, drag to the point where you want to end copying, and release. The text to be copied is now highlighted.

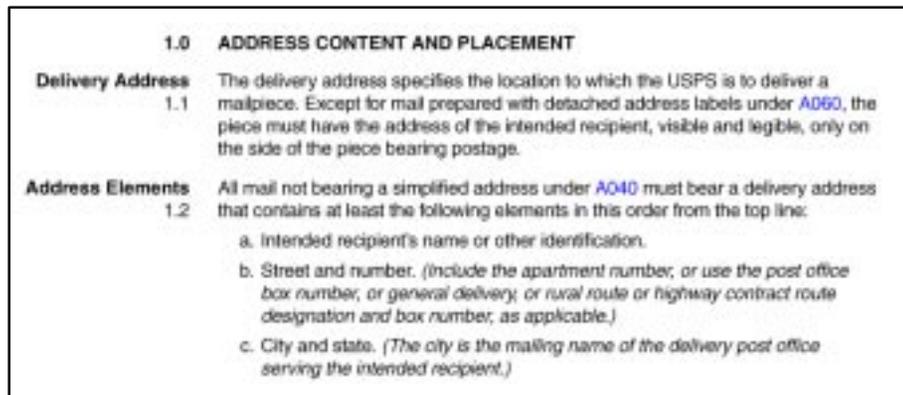


3. Click on Edit in the menu bar, then click on Copy in the pull-down menu.
4. Switch to a word processing or e-mail page, click on Edit in the menu bar, then click on Paste in the pull-down menu.

Getting Started

Here's another way to copy that exports the format but does not allow editing of the text after it is pasted. You can use this method if you are copying into a Word document.

1. Click on Tools in the menu bar, then click on Select Graphics in the pull-down menu.
2. Position the cursor at the point where you want to start copying, hold down the left mouse button, drag to the point where you want to end copying, and release.
3. Click on Edit in the menu bar, then click on Copy in the pull-down menu.
4. Switch to a Word document, click on Edit in the menu bar, then click on Paste in the pull-down menu.



The pasted copy is a picture frame and may be edited only as a picture.

Advance Tools

To advance pages forward or backward through the document, click on the **First Page** icon, the **Previous Page** icon, the **Next Page** icon, the **Last Page** icon, the **Go Back** icon, or the **Go Forward** icon. (See the icons under **Things You Can Do in Postal Explorer** on page 7.)

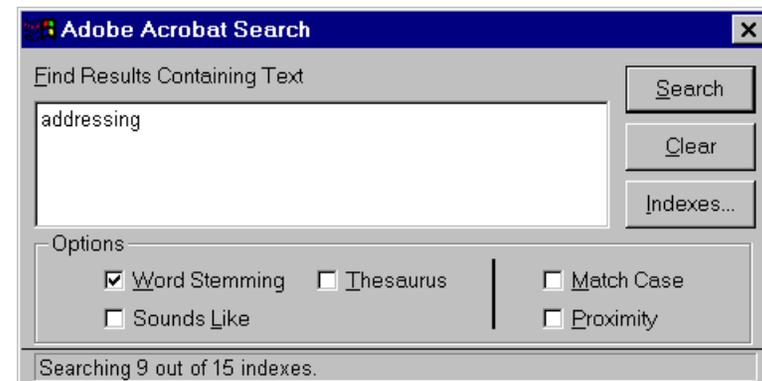
Note that only icons for valid selections will show on the toolbar; for example, the **First Page** icon will not show when you are on the first page.

Search

The Search function is one of the most powerful features of Postal Explorer. It lets you search the entire opened document and any other document selected in the search index for occurrences of a word (see Index Selection box next page).



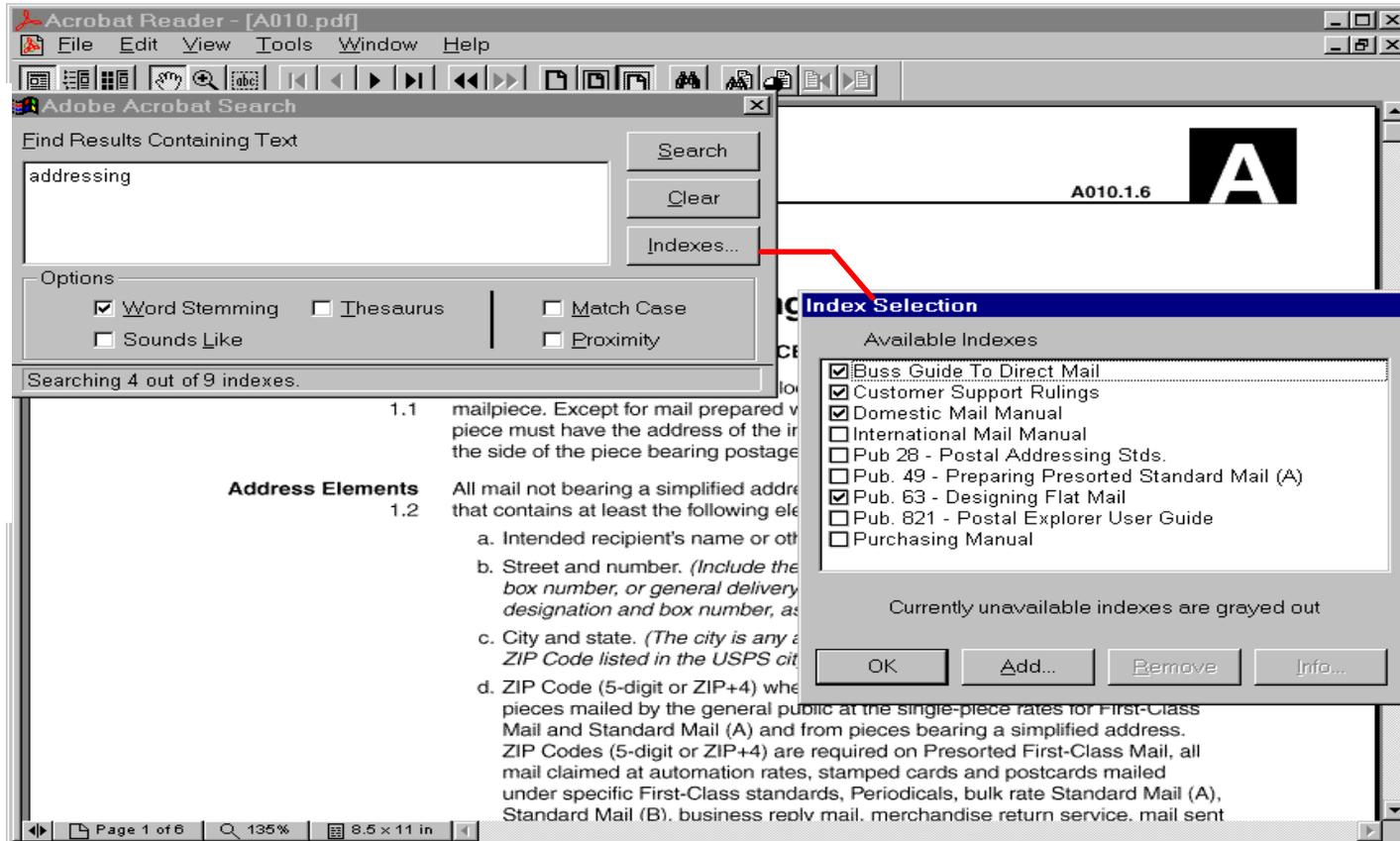
When you click on the **Search** icon, the Adobe Acrobat Search dialog box is displayed. The **Word Stemming** box is also checked in this example — in addition to *addressing*, the search will find similar words, e.g., *address*, *addressed*, *addresses*.

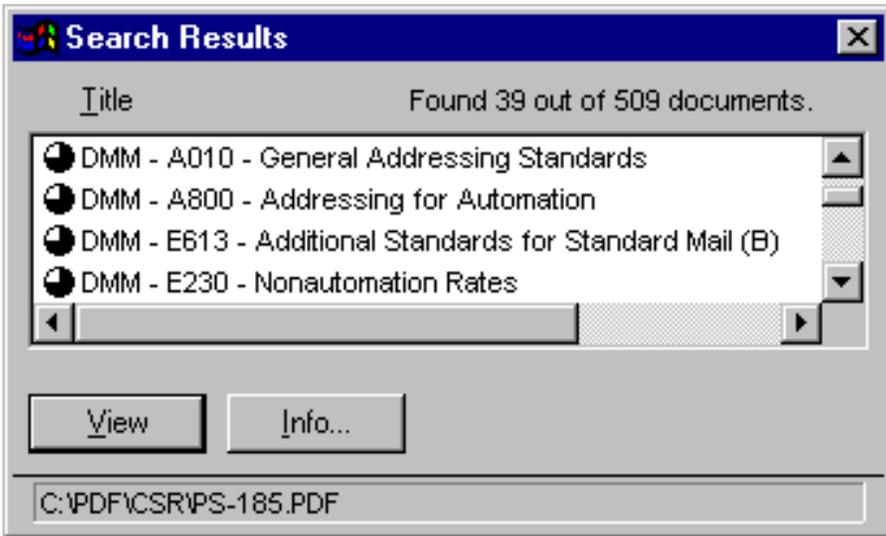


Getting Started

Before searching, click on the Indexes button in the Adobe Acrobat Search dialog box, then add or remove documents in the Index Selection box. The search will include all the selected documents on the list.

In the Adobe Acrobat Search dialog box, type the word to be searched (in this case *addressing*). Then click on the Search button. The Search Results selection box appears (see next page).

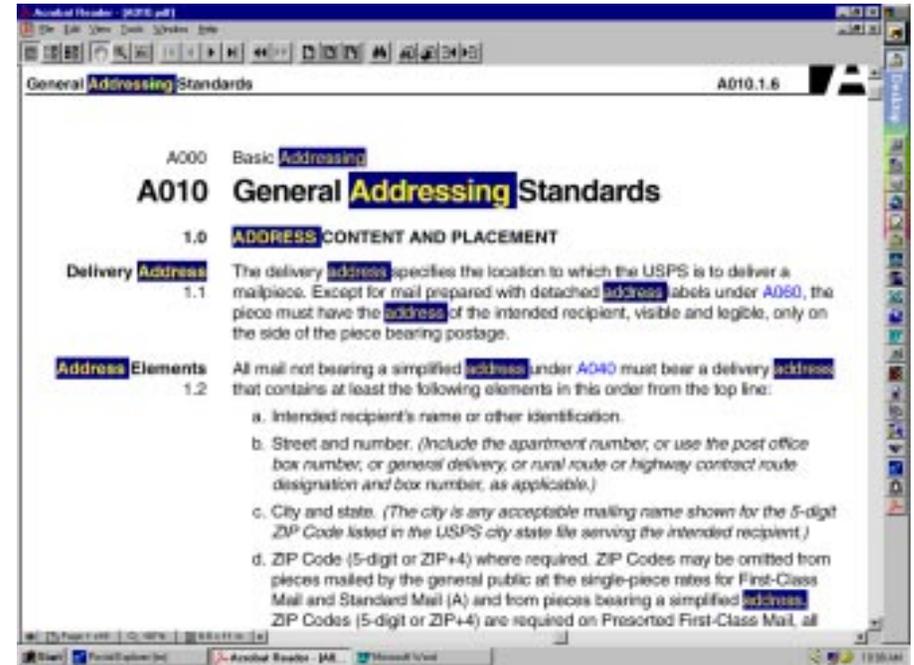




This is a list showing where the word was found. The list is in the order of frequency of “hits” in the targets, i.e., the first item listed has the highest number of hits, the next item has the second-highest number of hits, and so on.

To display an item, click on it, then click on the View button; or simply double-click on the selection.

The page then appears with the word highlighted at every “hit” (in this case “addressing”).



To return to the **Search Results** selection box, click on the **Search Results** icon on the toolbar.



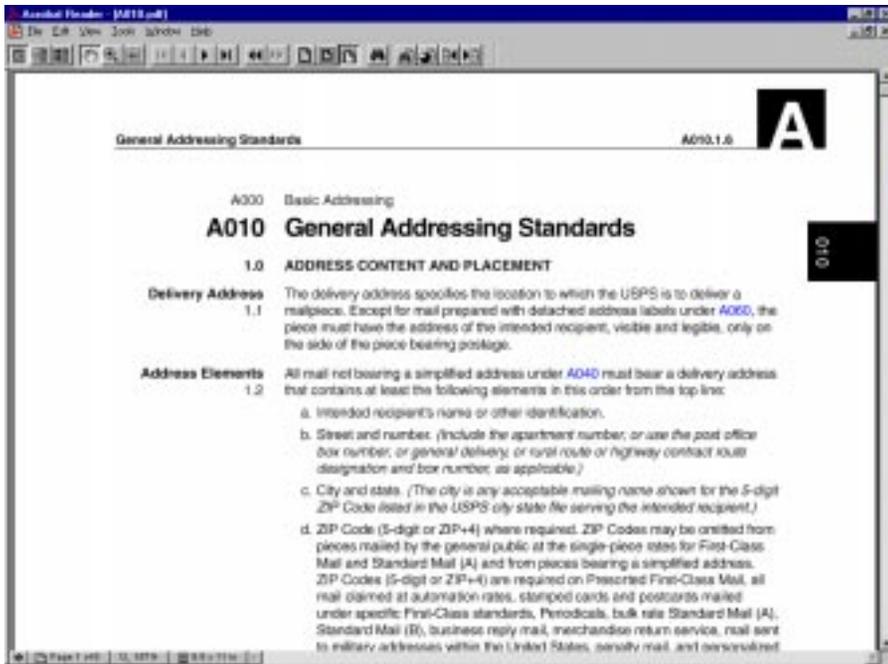
To scroll through the “hits” in the **Search Results**, click on the **Search Next** icon or the **Search Previous** icon on the toolbar.

Linking and Bookmarks

There are three ways you can link from one place to another: from one spot to another spot on the same page, from one page to another in the same document, or from one document to another document. This is made possible by bookmarks, thumbnails, and links.



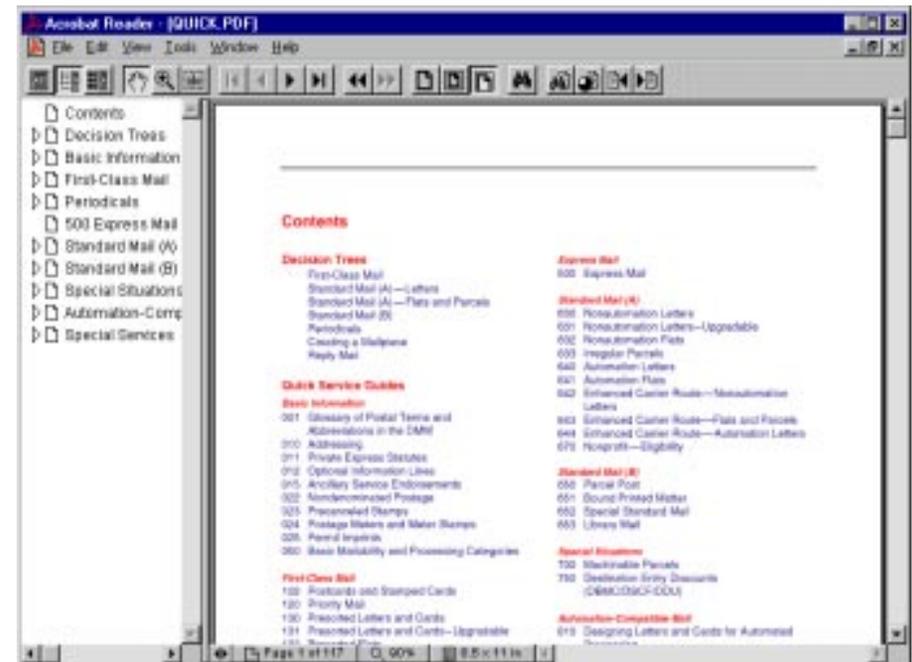
On the General Addressing Standards screen (see previous page), click on the **Go Back** icon until you bring up the Addressing table of contents, then click on Basic Addressing to bring up the first page of the General Addressing Standards without the “hits” highlights.



Click on the **Bookmarks and Page** icon.

The bookmarks are displayed on the left of the screen.

You can expand the bookmarks column by clicking and dragging the right vertical border between the column and the page towards the right.



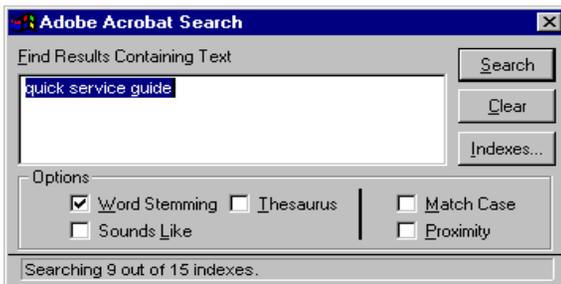
Getting Started



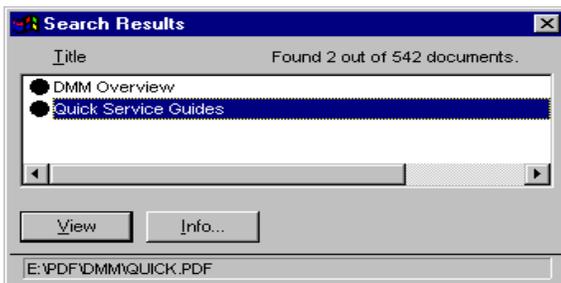
Some bookmarks show only a main title, but you can display subordinate titles under them by clicking on the **triangle** to the left of the main title. The triangle rotates and the list of bookmarks expands so that you can click on them. To close the expanded bookmark list, click again on the triangle.



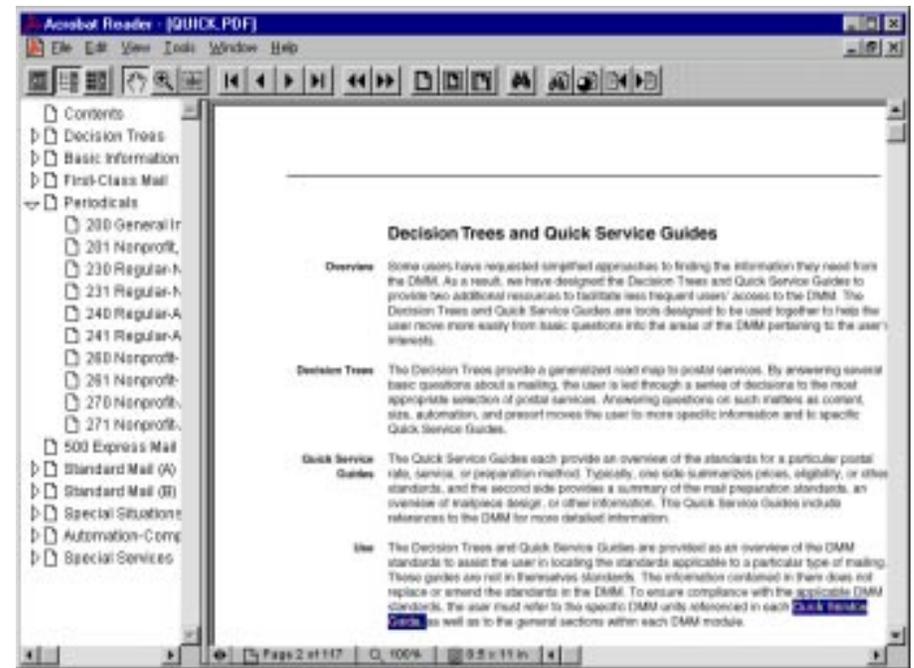
Click on the **Search** icon and type “quick service guide” in the text box, then click on the Search button.



Double-click on “Quick Service Guides” in the **Search Results** dialog box.



This page appears, showing the bookmarks on the left of the screen.



Like any Windows screen, you can widen or narrow the bookmarks column by clicking and dragging the right vertical border toward the left or right.



Click on a **bookmarked** title to jump to the page where the material under that title is located.



To return to the page where you clicked on a bookmark, click on the **Go Back** icon on the toolbar.

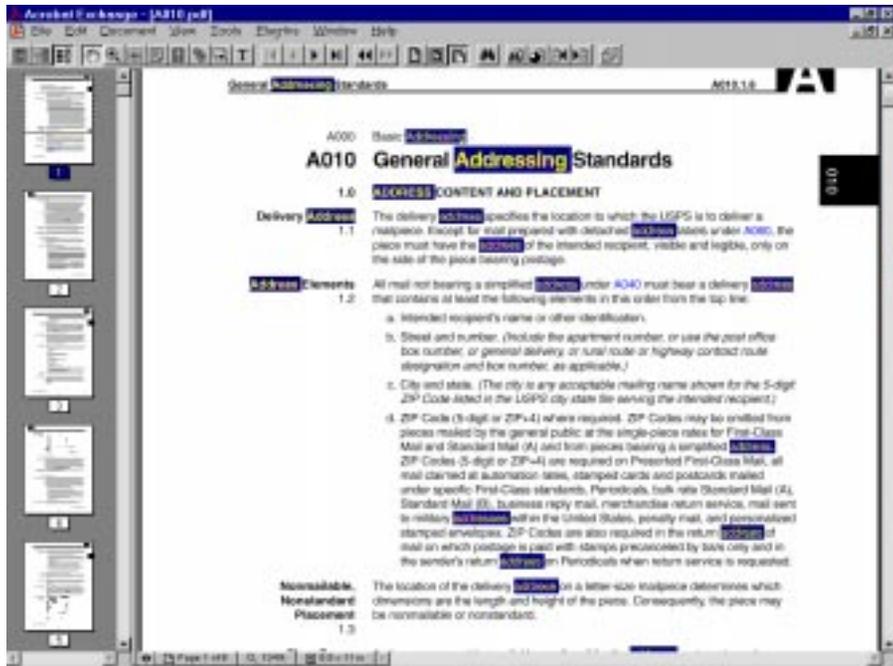
Thumbnails

Thumbnails are miniature pages and appear in the left column.



Click on the **Thumbnails and Page** icon.

The thumbnails appear on the left of the page.



Click on any part of a thumbnail to display it on the page area to the right. You can scroll up or down within a page area by using the hand tool on the thumbnail. Jump from one page to another by clicking on any thumbnail. You can scroll the thumbnails by using the up arrow or down arrow in the vertical scroll bar between the thumbnails and the page area.

Links

Some text or elements on a page have links so that by clicking on them you jump directly to a related text, reference, exhibit, page, document, etc. Links are usually indicated by a box around the linked text or element.

Links may be highlighted or displayed as blue text or numbers such as in the example at left. When the cursor (a hand, a pointer arrow, a zoom symbol, or a crosshair) passes over a link, the cursor turns into a pointing finger. By clicking the pointing finger, you link directly to the text, page, document, etc.



To return to the page where you clicked on the link, click on the **Go Back** icon on the toolbar.

Domestic Rate Calculator

The Domestic Rate Calculator lets you calculate the rates for all classes of mail, displaying the results of the calculations instantly.

Click on the **Domestic** icon on the main menu toolbar, then double-click on the Domestic Rate Calculator icon in the lower window.

The Domestic Rate Calculator selection screen appears, with the First-Class Mail icon depressed.

USPS Domestic Rate Calculator [First-Class Mail]

File Mail Class Utilities Help

First-Class Mail Priority Mail Express Mail Periodicals STD Mail (A) STD Mail (B) Rate log What's this

First-Class Mail

Nonautomation Automation Nonstandard Surcharge

Size: Letters, Flats and Small Parcels

Rate: Single-Piece

Selected Special Services:

Service	Fee
Registered with Insur...	\$6.20
Return Receipt	\$1.25

Add or Remove Services

ZIP Codes and Zone Information (Not Required) Destination Information

Origin: 02140 Cambridge, MA Zone: 5

Dest: 53122 Elm Grove, WI Intra-BMC Inter-BMC Local Entry Discount

Weight and Pieces

Weight Limit: 13 Oz

Single-Piece Wt: 1

Pieces: 1

Rate Logging

Postage Due: \$7.78

2 Dcmls 3 Dcmls

Messages

Postage	\$0.33
Service Fees	\$7.45

Total	\$7.78

In addition to First-Class Mail, there are icons for Priority Mail, Express Mail, Periodicals, STD Mail (A), STD Mail (B), Reply Mail, and Rate Log.

Make your entries in the input boxes and appropriate buttons, then click on the Calculate button. The result of the calculation will appear in the Messages area and the Postage Due box in the lower right and lower center of the screen.

USPS Domestic Rate Calculator [First-Class Mail]

File Mail Class Utilities Help

First-Class Mail Priority Mail Express Mail Periodicals STD Mail (A) STD Mail (B) Rate log What's this

First-Class Mail

Nonautomation Automation Nonstandard Surcharge

Size: Letters, Flats and Small Parcels

Rate: Single-Piece

Selected Special Services:

Service	Fee
Registered with Insur...	\$6.20
Return Receipt	\$1.25

Add or Remove Services

ZIP Codes and Zone Information (Not Required) Destination Information

Origin: 02140 Cambridge, MA Zone: 5

Dest: 53122 Elm Grove, WI Intra-BMC Inter-BMC Local Entry Discount

Weight and Pieces

Weight Limit: 13 Oz

Single-Piece Wt: 1

Pieces: 1

Rate Logging

Postage Due: \$7.78

2 Dcmls 3 Dcmls

Messages

Postage	\$0.33
Service Fees	\$7.45

Total	\$7.78

Follow the same procedure with the other mail class icons on the toolbar.

Rate Log

Rate log lets you run the rate logging and spreadsheet functions through the Utilities command in the menu bar.

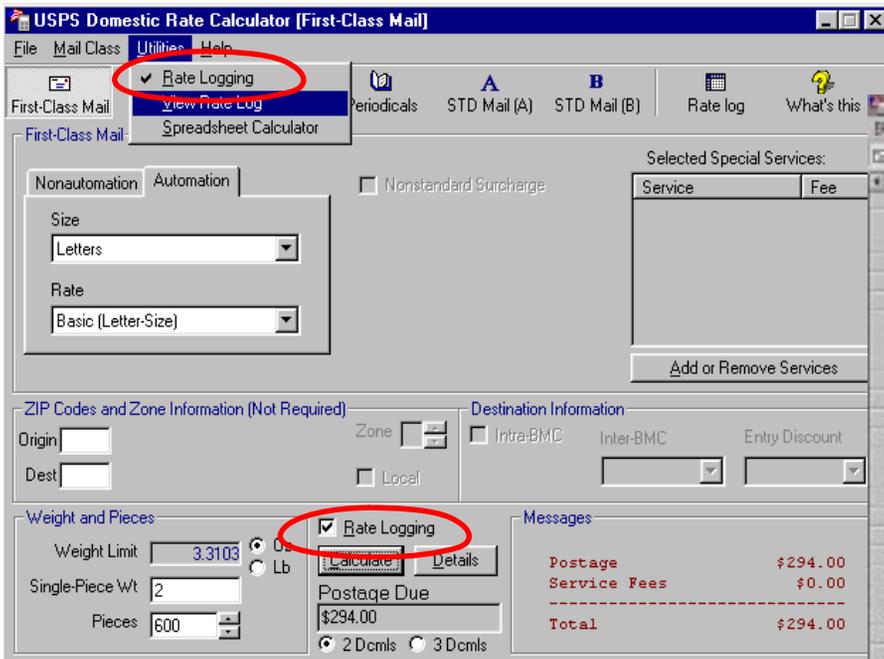
Example of how to use the rate logging function for First-Class Mail:

1. Click on Utilities in the Domestic Rate Calculator menu bar. In the pull-down menu, click on Enable Rate Logging. Note that the square click box next to Rate Logging at the bottom center of the window now shows a ✓. You can also enable Rate Logging by clicking directly on that click box without using the Utilities command.

2. Calculate rates by making entries in the input boxes and appropriate buttons, then clicking on the Calculate button.
3. Click on View Rate Log in the Utilities pull-down menu or on the Rate Log icon on the toolbar.

The Postal Explorer Rate Log screen will show data reflecting the inputs into the First-Class rate calculator function.

The toolbar on the Rate Log screen shows your options, such as print the rate log, clear it, or save it as a spreadsheet file.



The screenshot shows the Rate Log screen with a spreadsheet. The spreadsheet has columns for Size, Surcharge, Sort Level, Weight, Pieces, Piece Rate, Postage + Fees, and Special Services. The data is as follows:

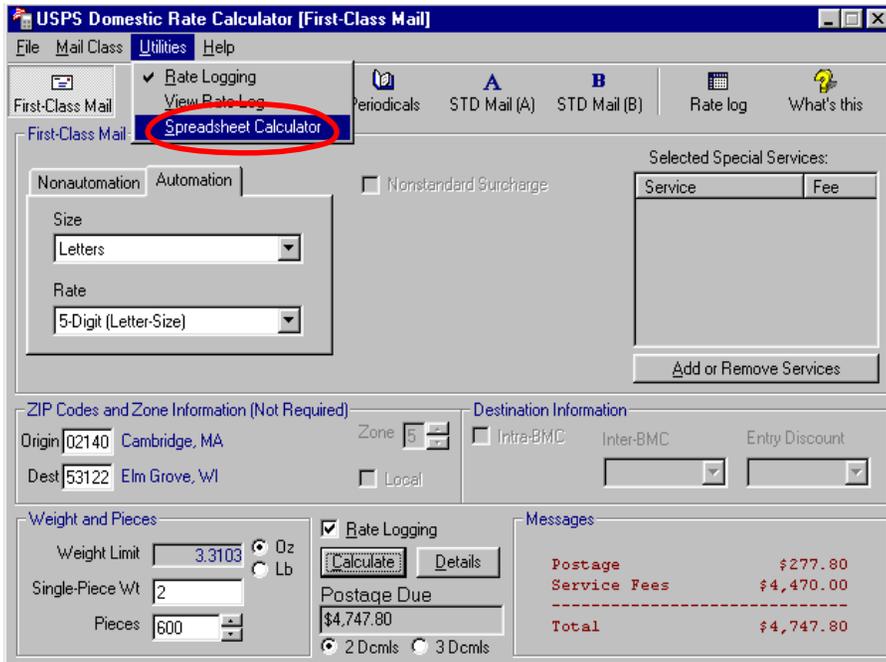
	A	B	C	D	E	F	G	H
	Size	Surcharge	Sort Level	Weight	Pieces	Piece Rate	Postage + Fees	Special Services
1								
2	Automation Letters	---	5-Digit (Letter-Size)	2 Oz	600	0.403	\$247.00	
3	Automation Letters	---	3-Digit (Letter-Size)	2 Oz	600	0.401	\$240.60	
4	Automation Letters	---	Basic (Letter-Size)	2 Oz	600	0.490	\$294.00	
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Getting Started

Rate Calculator Spreadsheet

To run the rate calculator spreadsheet function:

1. Click on Utilities in the Rate Calculator menu bar.
2. Select Spreadsheet Calculator in the pull-down menu.
(See graphic below.)



Other Explorer Options

You will become familiar with Postal Explorer as you try its various options. Once you get to the Web home page through the Postal Explorer toolbar, your options are a combination of the Netscape and Acrobat Reader tools as you move to and from browser to document. It is assumed that you have some familiarity with the Web environment.

Exiting Postal Explorer

When you clicked on an icon on the Postal Explorer toolbar, you also opened an Acrobat Reader window. Similarly, you opened a Web window when you clicked on the Web icon. You can exit Postal Explorer, the Acrobat Reader window, or the Web window by clicking on Files in the menu bar, then clicking on Exit in the pull-down menu. You can also exit from any of them by clicking on the X on the upper right corner of the window.



*Some portions copyrighted to and reprinted with permission from Adobe Systems Incorporated.
Acrobat® Reader© 1987-1996 Adobe Systems Incorporated. All rights reserved.
Adobe and Acrobat are trademarks of Adobe Systems Incorporated.*