

CDS CONVERSION SOFTWARE INSTRUCTION SHEET

Using the CDS Conversion software

1. CDS files must be copied from CD/DVD to your harddrive and placed in the 'C:/CDSConversionV2/data'
2. Double-click on the 'CDS Conversion Utility' shortcut located on your desktop.

Extracting CDS data



IMPORTANT: BEFORE beginning the extract process you must move or delete previously unzipped CDS files to another location.

3. Click the 'Extraction-PK Reader for Windows' button to launch Zip Reader.
4. At the "Archive to Unzip" screen click '**Browse**' to locate the CDS file previously downloaded. Select C:\CDSConversionV2\Data.
5. Select the data file name you want to unzip by highlighting the data file name, and click the '**Open**' button.
6. Click '**Next**' button.



IMPORTANT: The file name/customer ID number (8 digits) must not be included in the file name in the 'Unzip to' screen to accurately unzip your files. Remove the customer ID number following the final backslash. The file name should appear as follows: C:\CDSConversionV2\data

7. PK Reader displays a default destination directory. You must change the default directory by entering the following destination to place unzipped CDS files at the 'Unzip to' prompt:
C:\CDSconversionV2\data. Always unzip to C:\CDSconversionV2\data(no numbers)
8. Click the '**Next**' button.
9. Enter the Product Password provided by CDS support in the '**Password**' prompt. CDS passwords are lowercase. WCD passwords are uppercase
10. Click the '**OK**' button.

Formatting the CDS file

1. Select the file to format.
2. Select the destination directory or '**Browse**' to locate your file.
3. Enter the Format File Name for the CDS output file if creating a single file.
4. Select Output Option.
5. Make Split files by ZIP Code selection.
6. Select USPS Field Formats.
7. Select Output Record Types
8. Begin processing by selecting the '**Process**' Button or pressing '**Enter**'.
9. A message appears informing you formatting is complete.
10. Press '**Exit**' to return to C:\CDSconversionV2\data\ to locate your files.