



Carriage Return Line Feed Program

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For technical support call 1-800-238-3150.

OVERVIEW

The carriage return and line feed (CRLF) utility program is included on each CD provided with your AIS subscription product from the US Postal Service. CRLF allows users to extract and format data files by adding or removing carriage returns and line feeds. The extracted data can then be used in a number of programs that would otherwise interpret the data as one long string of data.

Additional functionality allows further manipulation of the extracted data based on certain criteria.

Although CRLF was designed to be used with AIS subscription products, it can be used on practically any data file.

BEFORE YOU START

Prior to using the CRLF utility, it is recommended that you copy the crlf.jar executable file from your product CD-ROM to your local hard drive.

A Java plug-in is required to run the CRLF utility program.

You will also need to know the exact record length of each of the USPS product files that will be utilized. Refer to the Address Information System (AIS) Product Technical Guide (AIS.pdf) included on your product CD-ROM.

Utility Features



| Menu | Menu Options |
|-----------|--|
| File | Open file Exit application |
| Configure | CRLF Utility Setup Text Editor Setup Create reusable file configurations |
| View | Retrieve stored file configuration list |
| Run | Add, modify or remove EOL character(s) on a selected file Break up large files into smaller files by record counters Extract records by matching a phrase within the record Find and replace text using a matching pattern Pad or truncate fixed length records on a selected file Replace all text within a given column range |
| Window | Refresh screen |
| Help | About CRLF Technical Support |

USING THE CONFIGURE OPTION

The CRLF utility uses a local configuration file called `crfconfig.xml`. This file stores your user defined file processing settings, saving you the trouble of entering a new file configuration every time the same file is processed.

Use the *CRLF Utility Setup* option to create a directory where your processed files will be saved. If you don't create a directory setting, the default is the same location as the CRLF application.

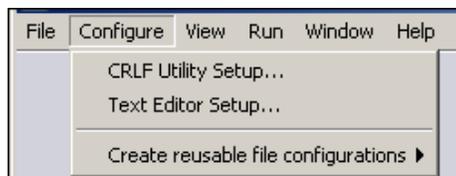
Use the *Text Editor Setup* to set your default editing tool. The text editor allows you to view files from the CRLF.exe.

To start,

1. Navigate to the location in which you saved the **crf.jar** executable file.
2. Double click the executable to launch CRLF.

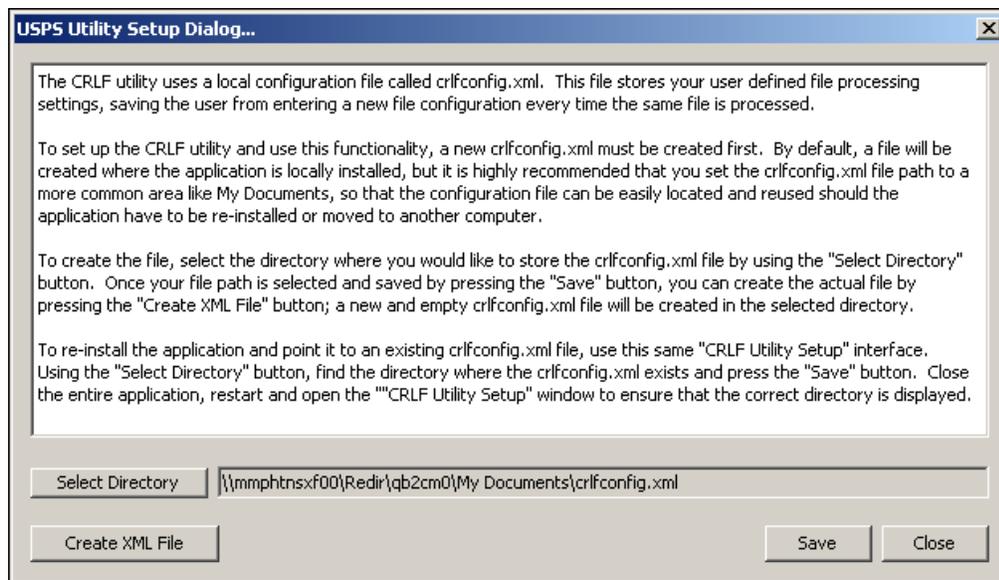
Configure CRLF Utility

By default, a file is created where the application is locally installed, but it is highly recommended that you set the `crfconfig.xml` file path to a more common area like My Documents, so that the configuration file can be easily located and reused should the application have to be re-installed or moved to another computer.



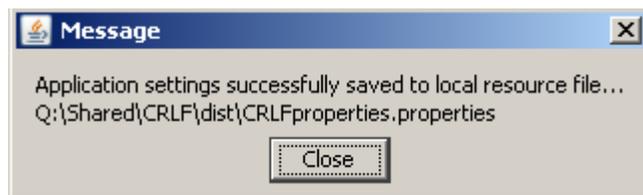
To **create** the new crlfconfig.xml file,

1. On the top menu, click Configure
2. Select CRLF Utility Setup



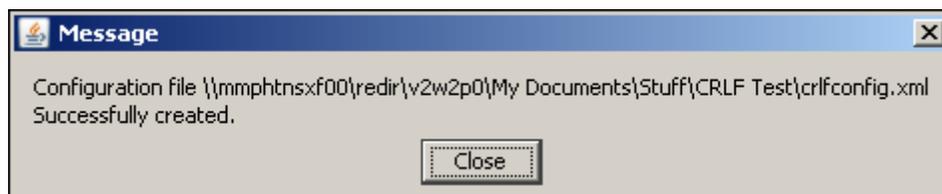
USPS Utility Setup Dialog box is displayed.

3. If the path displayed is not the location you wish to store the file, click Select Directory and navigate to the location on your local computer where you plan to store the crlfconfig.xml file.
4. Click Save to save the selected location.



Message appears indicating application settings were saved.

5. Click Close.
6. Click Create XML File to create the new and empty crlfconfig.xml file in the selected location.

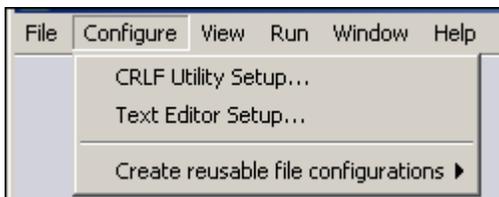


Message appears indicating the new crlfconfig.xml file was created.

7. Click Close to complete the setup.

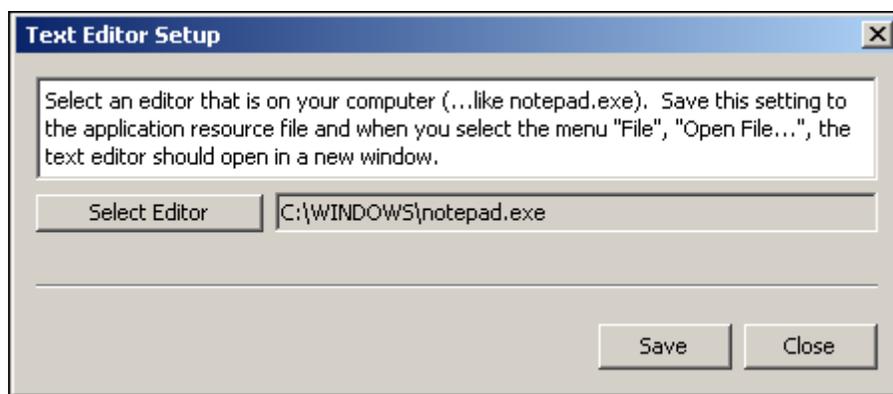
Text Editor Setup

The Text Editor allows you to view files from the CRLF.exe. Configure your preferred text editor to open as your default editing tool.



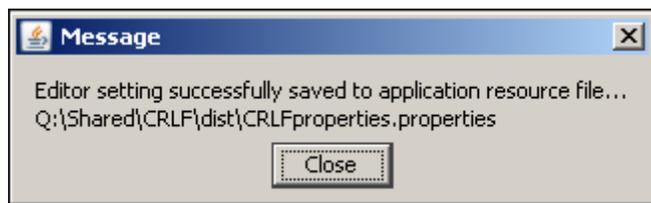
To setup the Text Editor

1. On the top menu, click Configure
2. Select Text Editor Setup



Text Editor Setup dialog box is displayed.

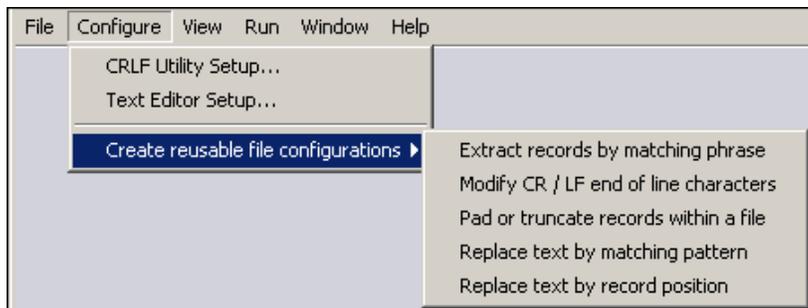
3. If the editor displayed is not the editor you wish to use, click Select Editor and navigate to the editor application you wish to use.
4. Click Save to save the selected location.



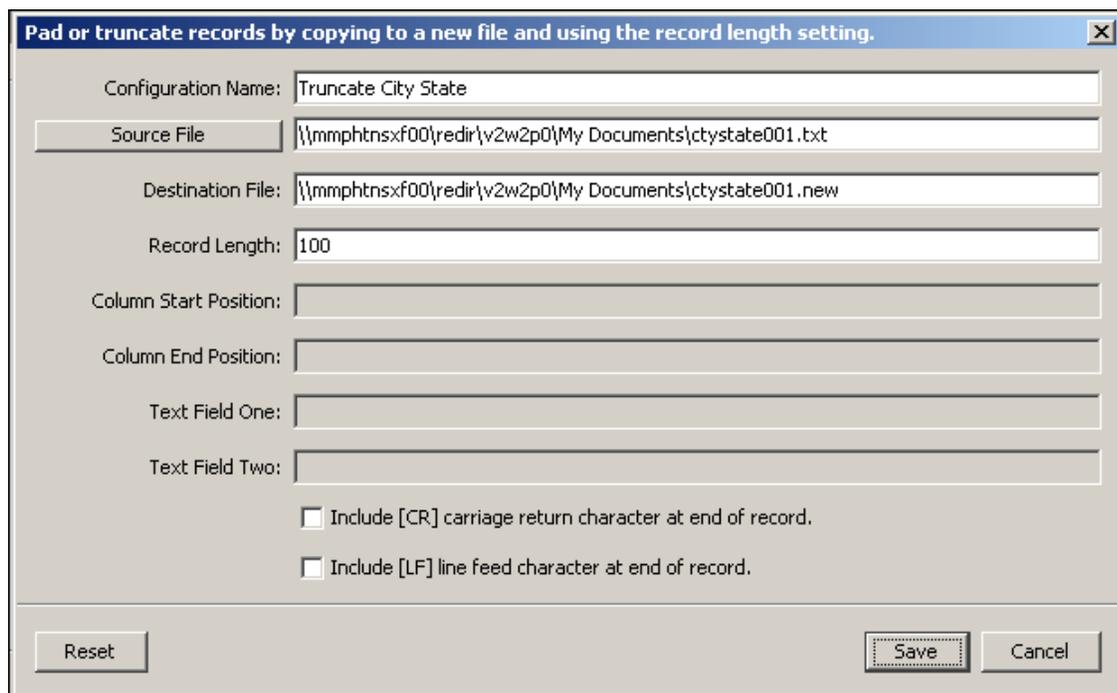
8. Click Close to complete the process.
9. Click Close to close the Text Editor Setup dialog box.

Create Reusable File Configurations

Create reusable file configurations to assist in executing processes that require repetitive actions.



1. On the top menu, click Configure
2. Select Create Reusable File Configurations.
3. Select a configuration



| Field | Description |
|-----------------------|---|
| Configuration Name | The name you choose for the reusable configuration. |
| Source File | The file <i>from</i> which the data will be extracted. |
| Destination File | The file that will contain the data extracted from the source file. |
| Record Length | The length of each record contained in the file. |
| Column Start Position | The starting position of a particular field. (Example: a 5-digit ZIP Code will start in column 2 and end in column 6) |

| | |
|---------------------|---|
| Column End Position | The ending position of a particular field. <i>(Example: a 5-digit ZIP Code will start in column 2 and end in column 6)</i> |
| Text Field One | Field used to identify text that will be used based on the type of extracting you are conducting. <i>(Example: find/replace or matching phrase)</i> |
| Text Field Two | Field used to identify text that will be used based on the type of extracting you are conducting. <i>(Example: find/replace or matching phrase)</i> |
| Include CR | Include/exclude carriage return characters |
| Include LF | Include/exclude line feed characters |

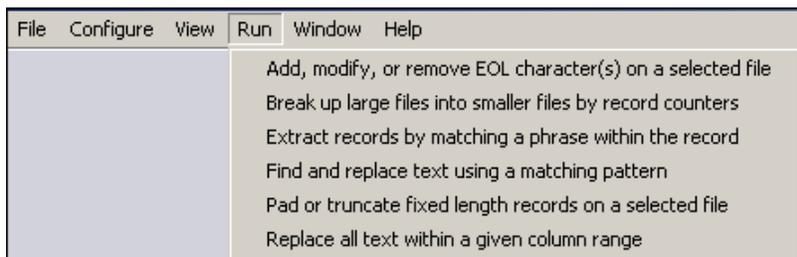
4. Complete the appropriate fields.
5. Click Save.

Your user-defined configuration is now saved. Use the View option to access and execute.

USING THE RUN OPTION

Now you are ready to start using the utility to extract records. On the AIS Product CD-ROM, open a product folder and extract a product to your hard drive using an uncompressing tool like PKUnzip or WinZIP. The extraction process requires a password to access/extract the file.

When complete, return to the utility program.



The Run menu gives several options for extracting data.

- Add, modify or remove EOL characters
- Break up large files into smaller files
- Extract records
- Find and replace text
- Pad or truncate fixed length records
- Replace all text within a given column range

In each extraction process, the selected Source File **must** be tested using the Test Source File feature displayed in each option prior to executing the process.

In addition, when using original AIS product files, refer to the AIS.pdf file provided on the product CD-ROM to determine record length based on product layout.

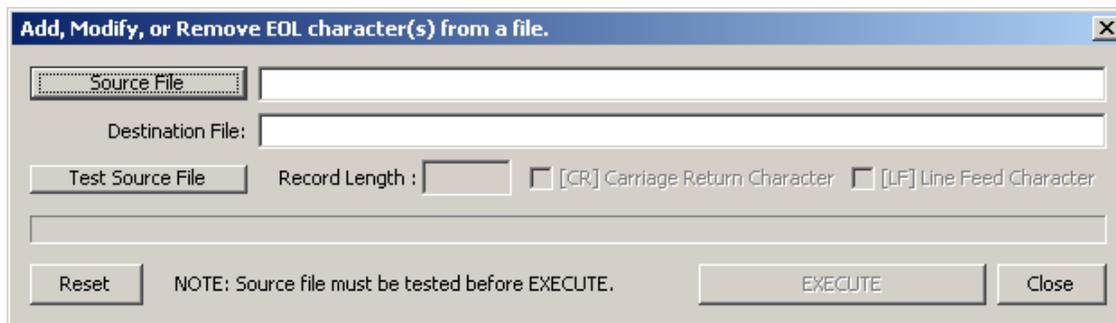
Add, Modify or Remove EOL Characters

This feature gives users the ability to add, modify or remove carriage return and line feed characters. Each file must be tested using the Test Source File feature before executing.

Note: The option to include or exclude carriage return and line feed characters is available in all extracting processes.

To add, modify or remove EOL characters:

1. Under the RUN menu, select Add, modify, or remove EOL character(s) on a selected file.

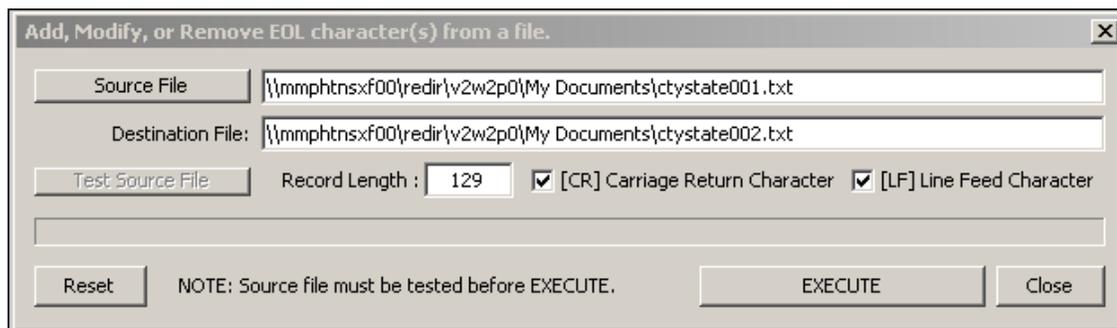


2. Click Source File and navigate to the file extracted from the product CD.

3. Click Open

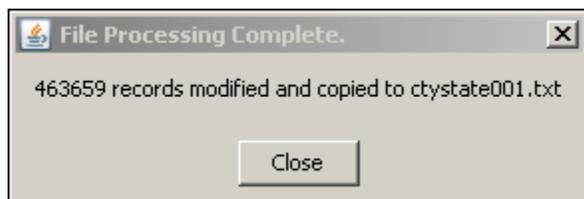
The Source File field displays the original file name. The Destination File field is populated with a default value. It is recommended that the default value of the Destination file be changed to a different name with a '.txt' extension (*Example: citystate002.txt*)

4. After the Destination file is renamed, click Test Source File



The validation process runs to determine if any errors exist in the file. When complete, a dialogue box appears indicating that testing is complete.

5. Click Close to close the dialogue box.
6. Enter the file record length (*Reference AIS.pdf document included on the AIS Product CD*)
7. Select CR to include carriage return characters at the end of each record length.
8. Select LF to include line feed characters between each record.
9. Click Execute to process the file.



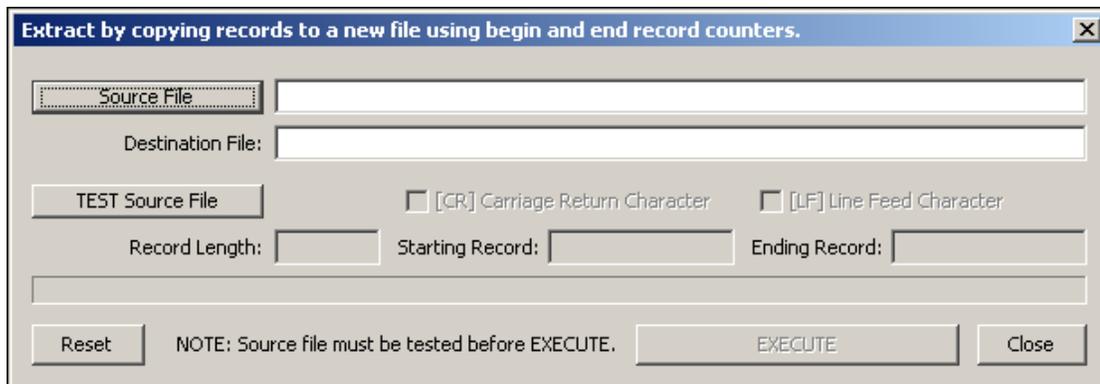
A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.

10. Click Close to close the dialogue box.
11. Click Reset to process additional files, or click Close to complete the process.

Break Up Large Files

This feature gives you the ability to create smaller files from a large file by extracting data based on the starting record and the ending record.

1. Under the RUN menu, select **Break up large files into small files by record counters.**

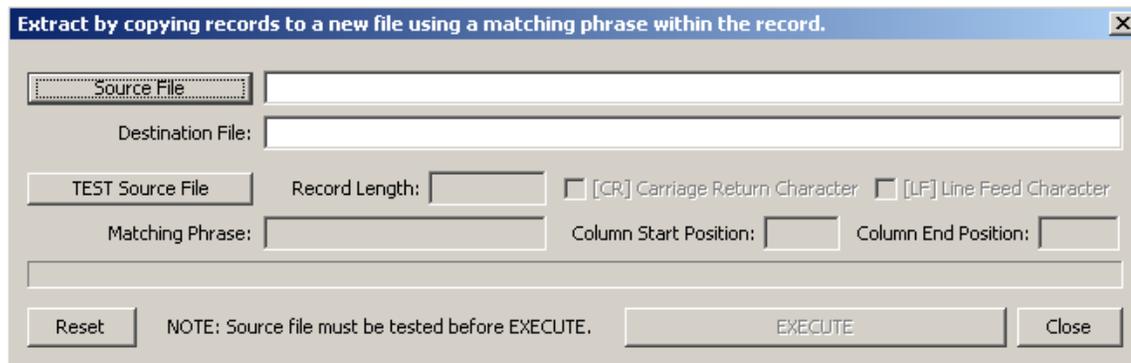


2. Click Source File and navigate to the file you wish to use.
3. Click Open
The Source File field displays the original file name. The Destination File field is populated with a default value ending with 'extracted'.
4. It is recommended that the default value of the Destination file be changed to a different name with a '.txt' extension (*Example: citystate002.txt*)
With both the Source File and Destination file fields populated, a test must be done on the source file.
5. Click Test Source File
A validation process runs to determine if any errors exist in the file. When complete, a dialogue box appears indicating that testing is complete.
6. Click Close to close the dialogue box.
7. Enter the Starting Record and the Ending Record.
8. Click Execute to process the file.
A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.
9. Click Close to close the dialogue box.
10. Click Reset to process additional files, or click Close to complete the process.

Extract Records by Matching Phrase

This feature gives you the ability to extract records based on a phrase by indicating the matching phrase, the column start position and the column end position.

1. Under the RUN menu, select **Extract by matching a phrase within a record.**



2. Click Source File and navigate to the file you wish to use.

3. Click Open

The Source File field displays the original file name. The Destination File field is populated with a default value ending with 'extracted'.

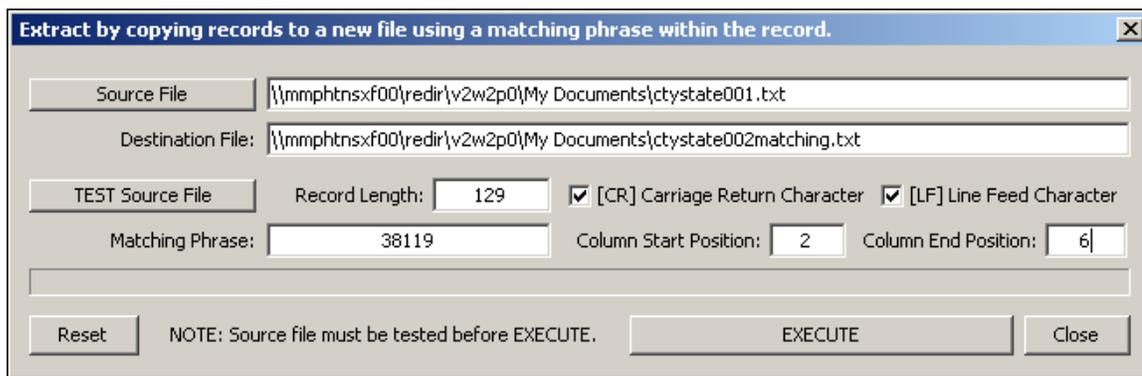
4. It is recommended that the default value of the Destination file be changed to a different name with a '.txt' extension (*Example: citystate002.txt*)

With both the Source File and Destination file fields populated, a test must be done on the source file.

5. Click Test Source File

A validation process runs to determine if any errors exist in the file. When complete, a dialogue box appears indicating that testing is complete.

6. Click Close to close the dialogue box.



7. Enter the Matching Phrase, Starting Position and the Ending Position.

8. Click Execute to process the file.

A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.

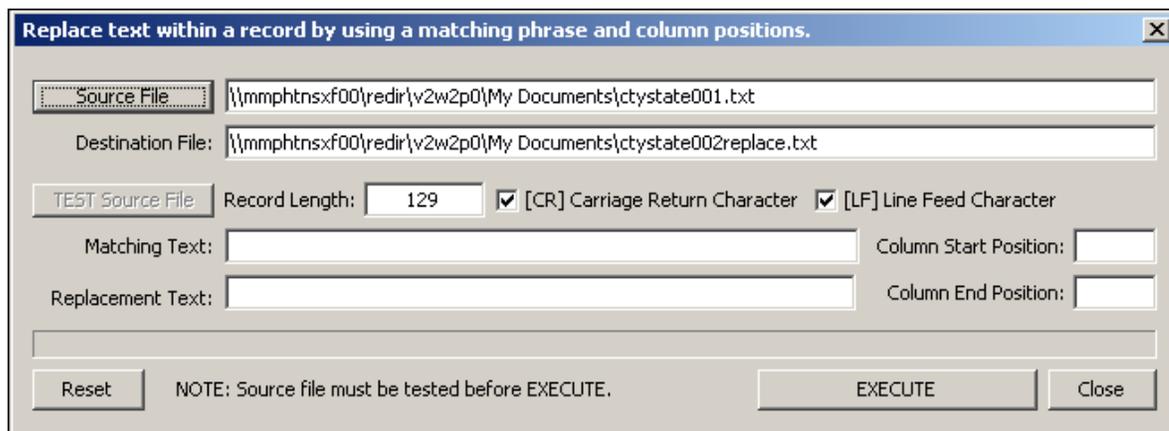
9. Click Close to close the dialogue box.

10. Click Reset to process additional files, or click Close to complete the process.

Find and Replace Text Using Matching Phrase

This feature gives you the ability to find and replace text using a matching phrase. To create the new file, enter the matching text and the replacement text in addition to the column start position and the column end position.

1. Under the RUN menu, select **Find and replace text using a matching pattern**.



2. Click Source File and navigate to the file you wish to use.

3. Click Open

The Source File field displays the original file name. The Destination File field is populated with a default name.

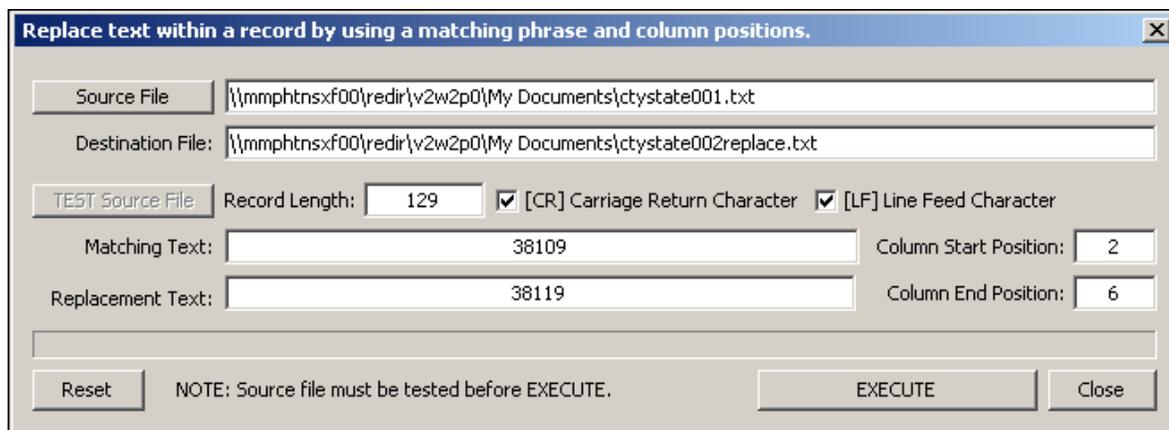
4. It is recommended that the default value of the Destination file be changed to a different name with a '.txt' extension (*Example: citystate002.txt*)

With both the Source File and Destination file fields populated, a test must be done on the source file.

5. Click Test Source File

A validation process runs to determine if any errors exist in the file. When complete, a dialogue box appears indicating that testing is complete.

6. Click Close to close the dialogue box.



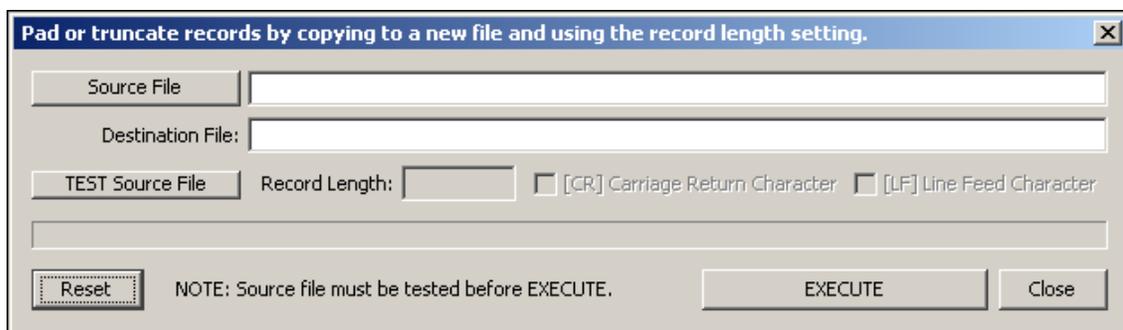
7. Enter the Matching Text.
8. Enter the Replacement Text.

9. Enter the Starting Position and the Ending Position of the matching text.
10. Click Execute to process the file.
A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.
11. Click Close to close the dialogue box.
12. Click Reset to process additional files, or click Close to complete the process.

Pad or Truncate Record Lengths

This feature gives you the ability to pad or truncate records with a fixed length by increasing the record length (pad) or decreasing the record length (truncate).

1. Under the RUN menu, select **Pad or truncate fixed length records on a selected file.**



2. Click Source File and navigate to the file you wish to use.

3. Click Open

The Source File field displays the original file name. The Destination File field is populated with a default name.

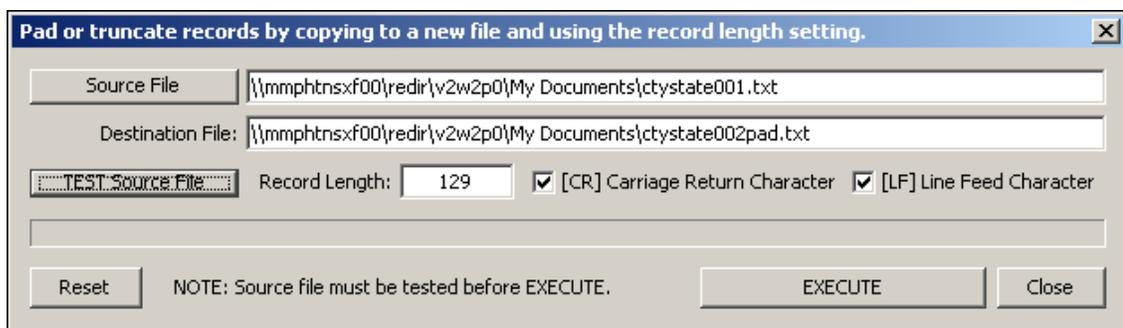
4. It is recommended that the default value of the Destination file be changed to a different name with a '.txt' extension (*Example: 'delstat001extract.txt'*)

With both the Source File and Destination file fields populated, a test must be done on the source file.

5. Click Test Source File

A validation process runs to determine if any errors exist in the file. When complete, a dialogue box appears indicating that testing is complete.

6. Click Close to close the dialogue box.



7. Change the Record Length to decrease the length of each records starting from the last character.
8. Select check-boxes to include or exclude carriage return and line feeds. Click Execute to process the file.

A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.
9. Click Close to close the dialogue box.
10. Click Reset to process additional files, or click Close to complete the process.

Replace Text

This feature gives you the ability to replace text within a given record (for all records in the file) using column positions. Enter the replacement text, the column start position and the column end position. The replacement is applied to all records in the file.

1. Under the RUN menu, select **Replace all text within a given column range.**

Replace text within a record by using a only column positions.

Source File: [Browse] [Field]

Destination File: [Field]

TEST Source File [Button] Record Length: [Field] [CR] Carriage Return Character [LF] Line Feed Character

Replacement Text: [Field] Column Start Position: [Field] Column End Position: [Field]

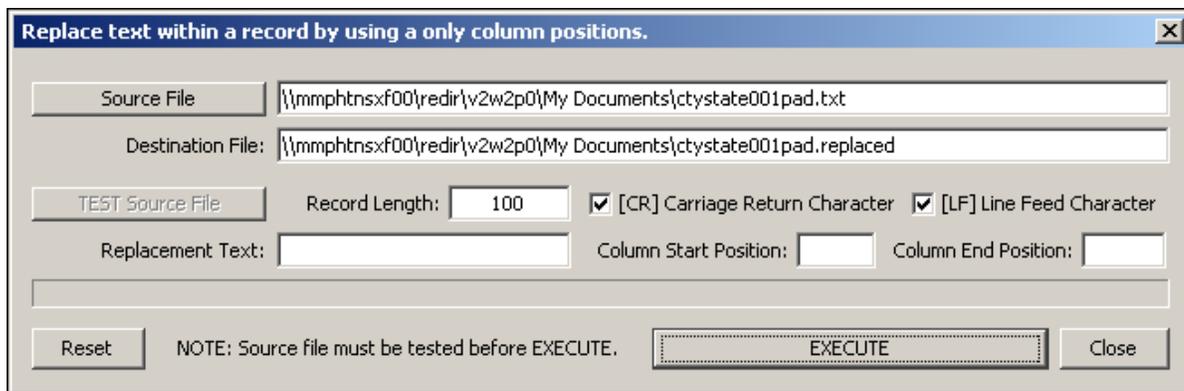
[Reset] NOTE: Source file must be tested before EXECUTE. [EXECUTE] [Close]

2. Click Source File and navigate to the file you wish to use.
3. Click Open

The Source File field displays the original file name. The Destination File field is populated with a default name.
4. It is recommended that the default value of the Destination file be changed to a different name with a '.txt' extension (*Example: 'delstat001extract.txt'*)

With both the Source File and Destination file fields populated, a test must be done on the source file.
5. Click Test Source File

A validation process runs to determine if any errors exist in the file. When complete, a dialogue box appears indicating that testing is complete.
6. Click Close to close the dialogue box.



7. Enter the replacement text you wish to include in the file.
8. Enter the starting position of the series of columns that will be replaced.
9. Enter the ending position of the series of columns that will be replaced.
10. Click Execute to process the file.

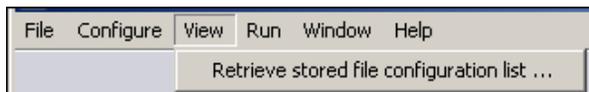
A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.

11. Click Close to close the dialogue box.
12. Click Reset to process additional files, or click Close to complete the process.

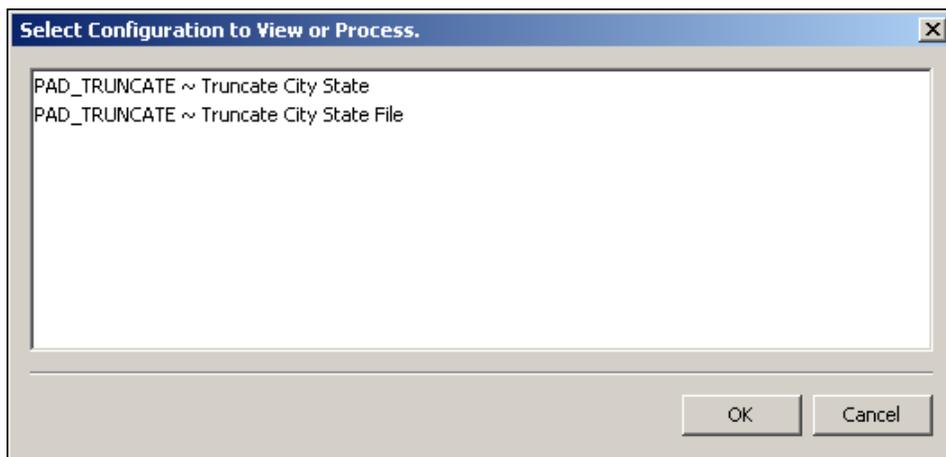
USING THE VIEW OPTION

When user-defined configurations are created using the Configure menu option, the configurations are stored for later use to assist in avoiding repetitive processing steps.

Use the View menu option to access and execute user-defined configurations.



1. Click View on the main menu.
2. Select Retrieve Stored File Configuration List

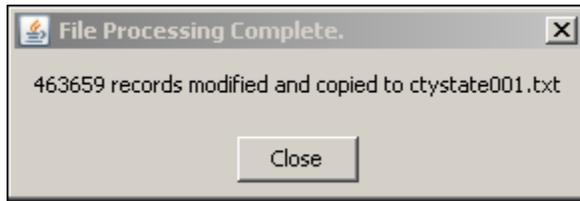


3. Select the desired user-defined configuration from the list and click OK.



4. The Destination File field is populated with a default value ending with 'new;. It is recommended that this default value of the Destination file be changed to a name with a '.txt' extension (*Example: citystate002.txt*)
5. Click TEST Source File
6. Make other required selections and/or input.

7. Click Execute to start the process.



A file process window displays the progression of the request. Large files takes longer to process. When complete, a dialogue box appears indicating the process is complete.

8. Click Close to close the dialogue box.
9. Click Reset to process additional files, or click Close to complete the process.