

# QuickAddress for Windows

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QAS Systems Ltd  
7 Old Town  
London SW4 0JT

Tel: 0171 498 7777  
Fax: 0171 498 0303  
Tech. support: 0171 498 7788

## Introduction

The QuickAddress for Windows program allows addresses to be retrieved from postcodes, and pasted back into an underlying application. The program itself need only be executed once, and is subsequently accessed by the use of a "hot key" whenever an address is required. The address can then be pasted back into an application by one simple button click if necessary.

*Note: The only restriction on this demonstration program is that it will stop working on August 1<sup>st</sup> 1995 and the configuration program is not included. The configuration program enables QuickAddress to be set up for any type of address layout and pasting sequence. The demonstration program has a default pasting sequence that simulates a key press of **ENTER** after each address line.*

## Installing QuickAddress for Windows

If you are already running Windows, run the *SETUP.EXE* program on the CD disk by double-clicking on it from the *File Manager* or by using the *Windows Program Manager - File - Run* menu.

If you are at the DOS prompt and have not loaded Windows, type

```
win a:setup  
or win b:setup
```

The setup program will setup a QuickAddress program group.

## Running QuickAddress for Windows

To execute QuickAddress for Windows, double-click on the QuickAddress icon in the QuickAddress group of the Program Manager. The QuickAddress icon will appear at the bottom of the Windows screen to indicate that QuickAddress is running.

## Using QuickAddress for Windows

Once QuickAddress has been loaded, it remains active until closed by selecting the QuickAddress icon and selecting the *Close* option.

To find the address for a given postcode from within an application (eg *Write* from the *Accessories* group), press the **F12** key. A QuickAddress window will 'pop up'. A postcode should then be entered in the Postcode box, followed by **ENTER** or a click on the *Search* button. The corresponding address will be returned in the Address box unless an error has occurred, in which case an error message will be displayed. The address can then be edited as necessary, and this address pasted back into your application by clicking on the *Paste* button or by hitting **ENTER**. The address will be pasted back into your application at the position of the cursor when **F12** was first pressed, just as if it had been typed directly. If you need to add lines when editing the address in the QuickAddress window **CTRL-ENTER** should be used.

The *Clear* button (or ALT-R) can be used to clear the Postcode and Address boxes so that another postcode can be entered, and the *Cancel* button (or ESC) can be used to return to the original application without pasting back any address.

## Entering Postcodes

Postcodes can be entered in lower case without the space, e.g. sw40jt is valid. The previous three postcodes can be retrieved by clicking on the pull-down button next to the postcode box.

## Trouble Shooting

Make sure the CAPS LOCK is off when the address is pasted back, to prevent casing errors.

Do not attempt to run the QuickAddress program from any directory other than that containing the program, unless that directory is included in your environment PATH setting.

The QuickAddress for Windows program defaults to using the **F12** key. This can be changed to any function key (**F1** - **F12**) by editing the Command Line entry in the QuickAddress for Windows Program Properties and changing the 12 to the required function key number.

## **Related QuickAddress Products**

### **QuickAddress Pro V2**

QuickAddress Pro V2 provides you with complete, accurate addresses quickly and with the minimum of effort. If you supply the postcode, it will provide a pick list of the individual addresses to ensure that you enter a valid house name or number. If you do not know the postcode, you can enter components of the address, such as the house number, the street name, and the post town, and QuickAddress Pro V2 will return the full address complete with its postcode.

Features include the ability to retrieve a full valid address from minimal address information, wildcard searching, fuzzy matching, keyword matching, extensive on-line help, automatic pop-up, and many more.

### **QuickAddress Batch**

QuickAddress Batch takes files containing addresses in a variety of formats and enhances them. It:

- checks and corrects existing postcodes
- adds missing postcodes
- corrects spelling and layout errors
- adds missing address components
- puts the addresses into a standard format
- adds DataPlus codes and/or names

An interactive facility enables operators to clean up address which can not be matched automatically.

### **QuickAddress DataPlus**

A valid address can be linked with postcode related data. An additional package, DataPlus, can append this data to an address either through the interactive Pro V2 program or in batch mode. The following list shows some of the DataPlus datasets available. These are updated and added to at regular intervals:

- Grid Reference
- Local Education Authority
- Parliamentary Constituency
- Member of Parliament
- EEC Parliamentary Constituency
- Member of European Parliament
- District Health Authority

Delivery Point Type/Count  
STD Code