

# Postcard Tutorial

In this tutorial you will personalize a layout for a postcard, front and back. This job presents an opportunity to work with three AccurioPro® VDP features not covered in Tutorial #1:

**Longest Line Test** — a Test merge session that reveals whether any text frames will overflow when merging variable data with a document.

**CopyFit™** — a standard component of AccurioPro that detects text overflow conditions, and automatically repairs them.

**USPS Intelligent Mail Bar Code Keyword Link** — A specialized Variable Link that generates variable USPS Intelligent Mail bar codes from non-encoded data for a standard USPS Intelligent Mail while merging, allowing you to take advantage of discounted postal rates.

Topics covered in this tutorial:

- ✓ Running a Longest Line Test to check for text overflows
- ✓ Using CopyFit with AccurioPro to repair text overflows
- ✓ Using a USPS Intelligent Mail Bar Code Keyword Link

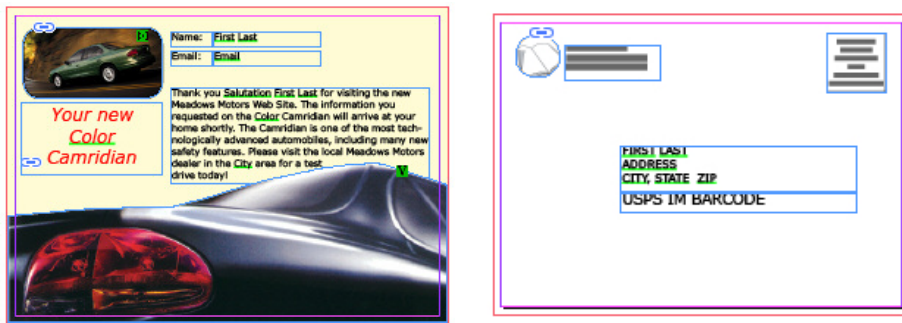
**AccurioPro**  
Variable Data

# Overview

## The Sample Document

The name of the sample document for this tutorial is “Postcard.indd” and it exists in the “2) Postcard” Tutorial Files folder. The document is a two-page layout for direct mail postcards. The front of the postcard requires five Variable Text fields (Salutation, First Name, Last Name, Email Address, and Car Color) and one Variable Picture field (the Automobile Photo). The back requires six Variable Text fields (First Name, Last Name, Address, City, State and ZIP) and a Variable USPS Intelligent Mail Bar Code.

The sample document, where most of the Links have already been assigned, looks like this:



## The Sample Data File

The variable data for this tutorial is contained within a tab-separated text file named “Postcard.txt” and it exists in the “2) Postcard” Tutorial Files folder. Also, the contents of the data file have been placed on the document’s pasteboard for your viewing convenience only. Below is a picture of the data in this file:

Salutation	First	Last	Address	City	State	ZIP	USPS IM Data	Email	Color	Photo
Mr.	Nancy	Thomas	192 Greenleaf Ave.	Bloomington	IL	60108-1234	1212312345678960108123456	N.Thomas@AOL.com	Black	black.eps
Mr.	Michael	McCorry	1622 N. Main St.	Greenfield	WI	53220-3209	1212312345678953220320912	McCorry@hotmail.com	Green/Gray	greengray.eps
Mrs.	Patricia	Vetter	2257 Roberts Rd.	Fort Collins	CO	80527-1234	1212312345678980527123456	vetter3@compuserve.net	Red	red.eps
Mr.	Steven	Moss	120 W. Mulvaney Ave.	Ontario	CA	91761-9879	1212312345678991761987912	smoss@usa.com	Green/Gray	greengray.eps
Ms.	Karen	Stevens	5251 W. Eighth Ave.	Ithaca	NY	14850-1432	1212312345678914850143212	K_Stevens@aol.com	Black	black.eps
Mrs.	Martha	Kitt	429 Mulberry St.	Louisville	KY	40222-5678	1212312345678940222567856	kitt@compuserve.net	Red	red.eps

This data file holds six records (lines), each containing ten fields (columns). Note that the last field, “Photo”, contains the name of graphic files (which are photographs of a *Camridian* automobile in several different color combinations). Each picture exists as a separate EPS file in the “2) Postcard” Tutorial Files folder.



For more information about data files for AccurioPro, see the **Database Files** manual, which is available in PDF format in the “Supplemental Documentation” folder in AccurioPro VDP Documentation.

# Preliminary Setup

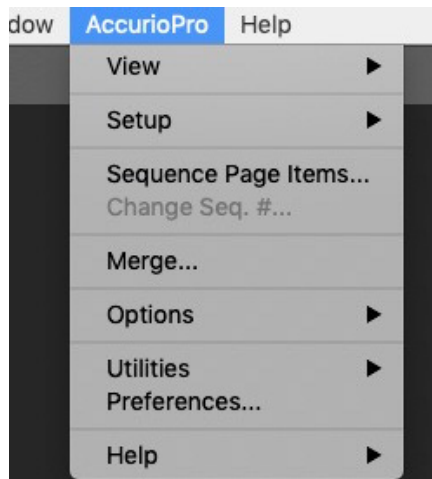
## Prerequisites

### Tutorial #1a

This tutorial assumes that you have completed **Tutorial #1a**. If you have not completed it, we recommend you do so before continuing.

### Run Adobe® InDesign®

If you are not currently running the InDesign application where you installed AccurioPro, launch it now. If AccurioPro has loaded successfully, you will see the **AccurioPro** menu appear on the menu bar. If you do not see the **AccurioPro** menu, repeat the instructions in the **AccurioPro Installation** manual, which is available in PDF format with the installer.



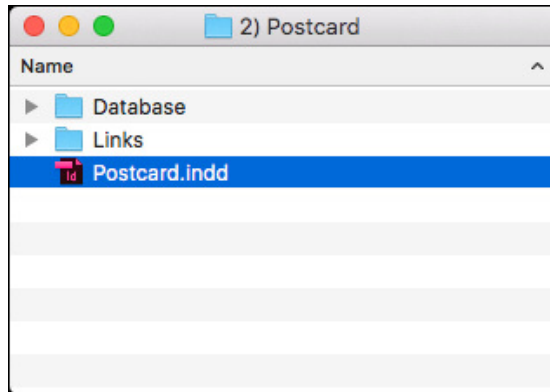
## Open the Sample Document

To open the document that has been prepared for this tutorial, follow the steps below:

1) Select **Open** from the **File** menu.

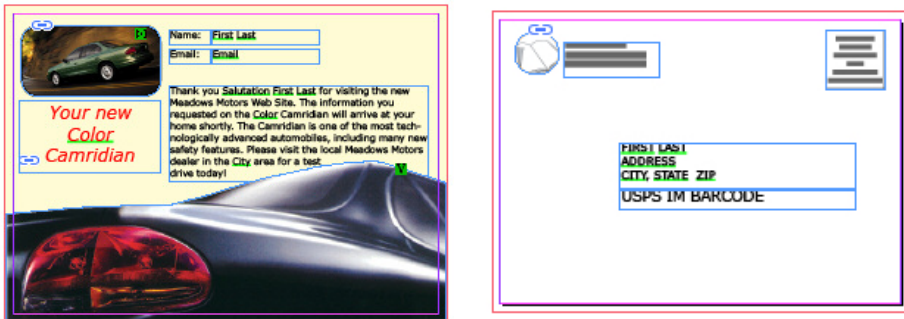
2) Select the file “Postcard.indd”.


The name of the sample document is “Postcard.indd” and it exists in the “2) Postcard” folder, which is inside the “AccurioPro Tutorial Files” folder. The files for this tutorial are shown below:



3) Click **Open** to complete your selection.

Replace any missing fonts and update any modified pictures (the pictures are included in the same Tutorial Files folder as the sample document). The sample document, where Variable Links have already been assigned, looks like this:



If you do not see green indicators for the Variable Links, confirm your **InDesign View** menu has its **Screen Mode** set to **Normal** and to **Show Frame Edges**. Note the green V icon  is indicating this non-variable picture is marked as a Variable for PPML output. For more information, see this Print Driver manual, available in PDF format in the “Supplemental Documentation” folder in AccurioPro VDP Documentation.

## ***This Document's Data Source Definition (DDF)***

A DDF has already been set up and assigned to the sample document for this tutorial. By default, the document's DDF settings will be automatically loaded into your AccurioPro settings when you open the document.

However, if you are running the Premium edition and have turned Off (unchecked) the **Always use Document DDF** preference, open the **AccurioPro** menu and select **Setup** ⇒ **Database Definitions**. If you see a warning that the document's DDF "2) Postcard" is missing, click **Yes**. The **Database Definitions** window will open and you will see "2) Postcard" is the document's **Current DDF**. Click **OK** to close the **Database Definitions** window. Either one of these DDFs—"Document" or "2) Postcard"—is appropriate for this tutorial. For more information, see the **Database Definitions** manual, which is available in PDF format in the "Supplemental Documentation" folder in AccurioPro VDP Documentation.



*Do NOT run **Setup** since the DDF is already set up.*



*For more information about AccurioPro Data Source Definitions, see the **Database Definitions** manual, which is available in PDF format in the "Supplemental Documentation" folder in AccurioPro VDP Documentation.*

## Testing for Variable Text Oversets

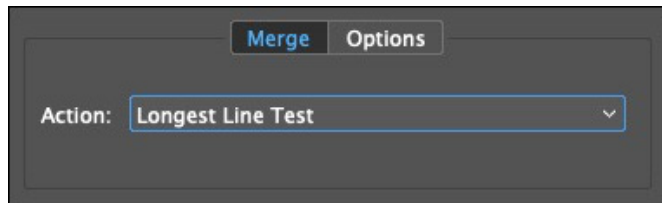
Before committing to a merge process, you can test your document for overset conditions by running a **Longest Line Test**. This test examines each field of your data file, calculates the longest line (widest data string), and then populates each corresponding Link in your document with that data.

Note that the calculation is based on the actual width of the text, not on the number of characters. Also, note that this test is designed to reveal oversets that may be caused by Text Links, which are the most common. This test does not reveal oversets that may be caused by Article Links (Article Links are a Premium-only feature).

### Run a Longest Line Test

Follow the steps below to perform a **Longest Line Test** on the sample document:

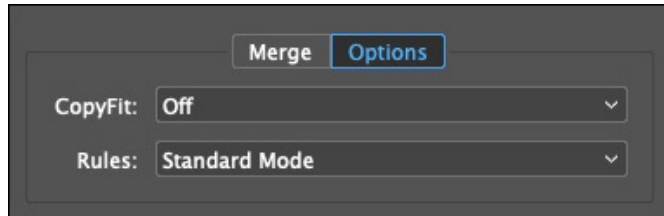
- 1) **Select Merge from the AccurioPro menu (or click Merge on the AccurioPro panel).**  
This opens the **AccurioPro** window.
- 2) **For the Records, select All, check Skip Header Row, and select Step by: 1.**  
The **Step by** option should be set automatically to the number 1 for this tutorial. If the default number is not the number 1, see **Tutorial #3** or start over with this tutorial.
- 3) **For the Merge Action, select Longest Line Test.**



- 4) **Show the merge options on the window.**  
To see options for this merge session, click the **Options** button.

5) For the **Options**, select **Off** for **CopyFit**, and select **Standard Mode** for **Rules**.

The **CopyFit** option will be discussed later in this tutorial. The **Rules** option is covered in **Tutorial #1b**. For this **Longest Line Test**, select the same settings as shown below:



6) Click **Start** and, if prompted for the data file, select **“Postcard.txt”**.

The “Postcard.txt” data file exists in the “2) Postcard” Tutorial Files folder.

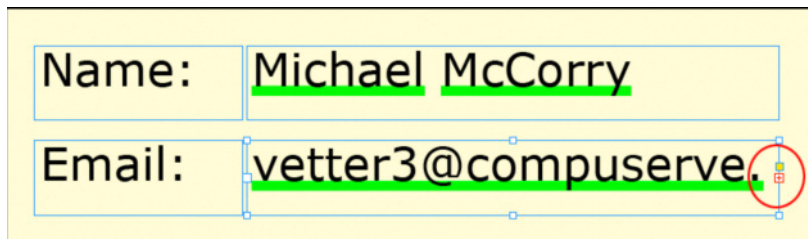
7) **Examine each merged Link.**

After you select the data file, the merge begins. Status windows show the activity of the merge progress. AccurioPro first calculates the longest line in each field in the data file and then populates the Links in the document with this data. For example, the longest lines for the Links on the front of the Postcard will be calculated as follows:

Link	Longest Line
Salutation	Mrs.
First	Patricia
Last	McCorry
City	Bloomingtondale
Email	vetter3@compuserve.net
Color	Green/Gray
Picture	greengray.eps

8) **Search for any overset text frames.**

While the “Name” text frame is fine, you may notice that the “Email Address” text frame is now overset, as shown below:



Also, the text frame containing the personalized marketing message is overset, as shown in the picture below:



**9) Decide how you will avoid overset text frames.**

If the **Longest Line Test** causes an overset, you can fix the problem at this point in one of two ways:

**Adjust the Layout:** You can now adjust the layout to fit the longest line (adjust the size of the text frames; reduce the point size or leading; etc.) before you run a File/Print merge session. If you do this, then you can be confident that the data being merged will not cause an overset. However, changes to the design will be in effect for all of the records to be merged.

**Use the CopyFit Feature:** Sometimes you cannot easily adjust your layout, or you simply do not wish to do so just to accommodate the few long lines in your data file. If that is the case, then you can apply the AccurioPro “CopyFit” feature, which will automatically adjust text when necessary while merging.

In the next set of steps, you will use CopyFit so you can retain the original design for records that do not cause an overset.



*The CopyFit module can also be used to locate and repair overset text frames. For more information, see the **CopyFit** manual, which is available in PDF format in the “Supplemental Documentation” folder in AccurioPro VDP Documentation.*

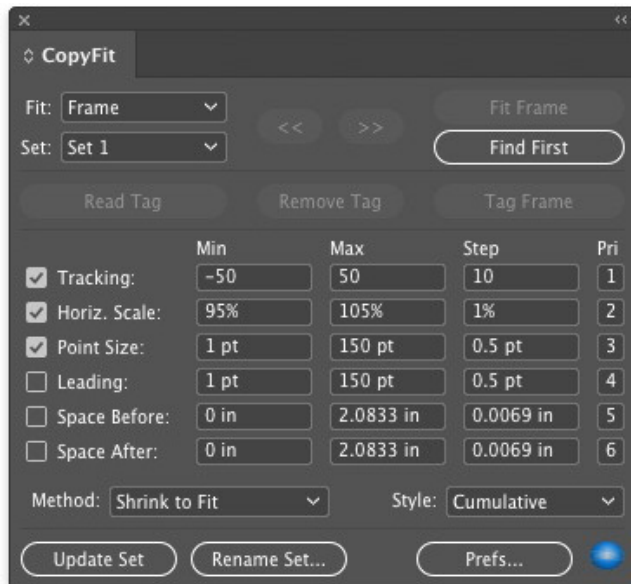


## Using CopyFit™ to Repair Oversets

The CopyFit module can be used to “tighten up” text within an overset text frame by automatically applying a set of user-defined parameters. CopyFit, which can be used as a stand-alone product with any document, has also been tightly integrated with AccurioPro (a CopyFit option appears on the **AccurioPro** window) for the express purpose of preventing oversets in your merged output.

### Open the CopyFit™ Panel

If the CopyFit panel is not visible, select **CopyFit Panel** from the **AccurioPro** ⇒ **View** menu. This opens the **CopyFit** panel, as shown below:



## Use CopyFit™ with AccurioPro

You can use CopyFit with AccurioPro in two different ways to automatically copyfit variable text while merging, as described below:

### Method 1 – Apply Same CopyFit Parameters to All Text Frames

With this method, you apply the same CopyFit parameters to any variable text frame that has an overflow condition in your merged output.

### Method 2 – Apply Different CopyFit Parameters to Individual Text Frames

With this method, you tag individual variable text frames with customized CopyFit parameters. This method allows you to assign different CopyFit parameters to each frame in the document. For example, you may want CopyFit to reduce the text size or leading in one variable text frame if it oversets, while in another variable text frame, you may want CopyFit to reduce the tracking instead. You will use this second method in the following steps.

## Tag Frames with CopyFit™ Parameters

You can use the **CopyFit** panel to assign customized CopyFit parameters to any variable text frame that may require copyfitting. First, select the variable text frame. Then, choose the CopyFit parameters for that frame and click the **Tag Frame** button on the CopyFit panel. You can continue to assign specific parameters to any variable text frame in the document.

When you are ready to merge data into the document, simply select **Tagged Frames Only** from the **CopyFit** popup menu on the **AccurioPro** window. Then, during the merge session, if text oversets a tagged frame when it is merged, CopyFit will automatically adjust the text according to the CopyFit parameters that are assigned to that frame.

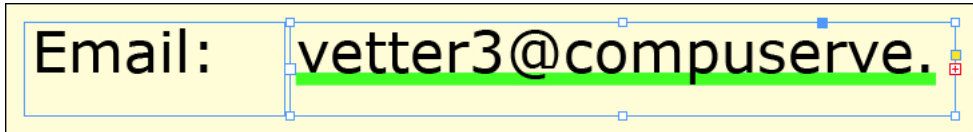


*CopyFit parameters are applied to the entire content of a text frame. You cannot target individual ranges of text or paragraphs within a frame. Additionally, note that CopyFit does not adjust the currently applied hyphenation or justification settings. Also, almost all of the CopyFit “Methods” do not prevent lines from wrapping. To control these settings, you can apply appropriate InDesign character and paragraph formats to the text before you merge the document.*

Follow the steps below to assign customized CopyFit parameters to the two text frames that the **Longest Line Test** indicated will overflow for certain records:

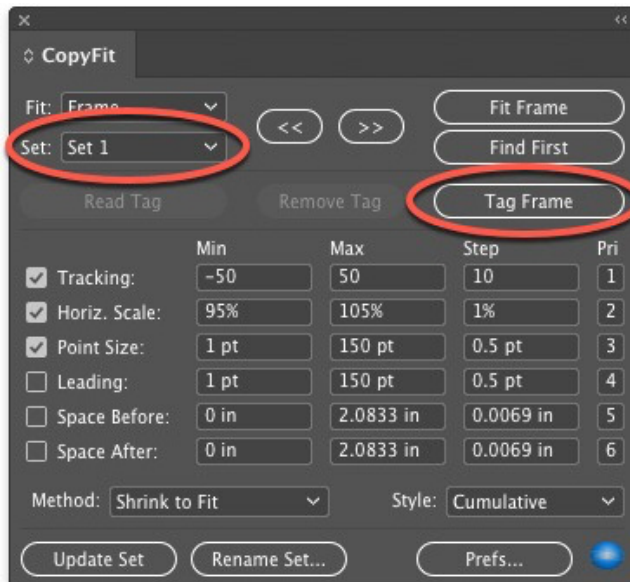
**1) Click on the “Email Address” frame in the sample document to select it.**

In InDesign, you can use the Type **T** tool, the Selection **⬮** tool, or the Direct Selection **⬮** tool to select this frame.



**2) Select Set 1 on the CopyFit panel and click Tag Frame.**

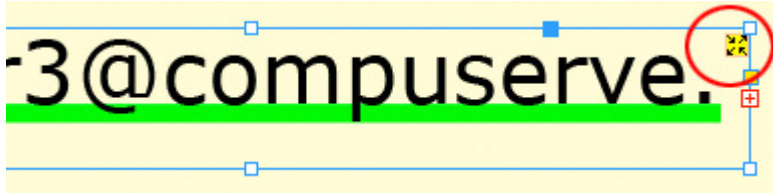
On the **CopyFit** panel, select **Set 1** from the **Set** popup menu to display the parameters that have been saved for Set 1. Then, click the **Tag Frame** button. This assigns the parameters as they are currently displayed on the panel to the “Email Address” frame, as shown below:



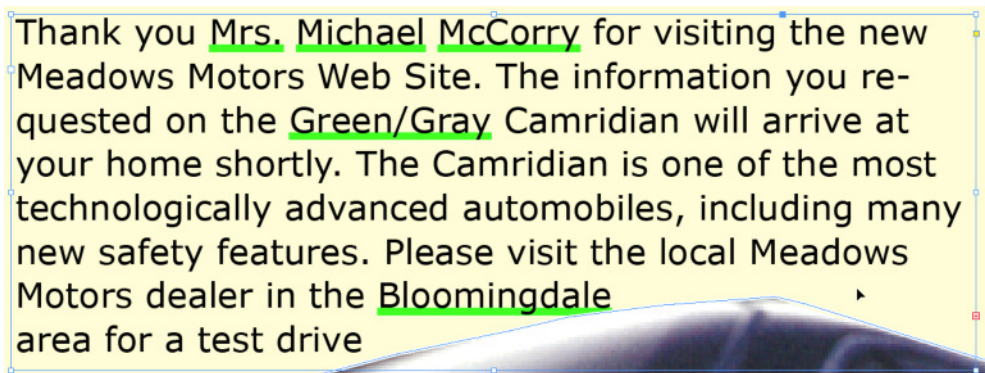
*Note that you have assigned the parameters that are displayed on the panel, not a reference to Set 1. If you later change the parameters for Set 1, this will not affect the parameters that you just assigned to this text frame.*

## Tutorial #2 – Postcard

Once tagged, if you are showing Frame Edges, a small non-printing yellow icon is displayed in the upper right corner edge of the frame to indicate it has been tagged with CopyFit parameters, as shown circled below:



**3) Next, click on the personalized “Marketing Message” frame to select it.**

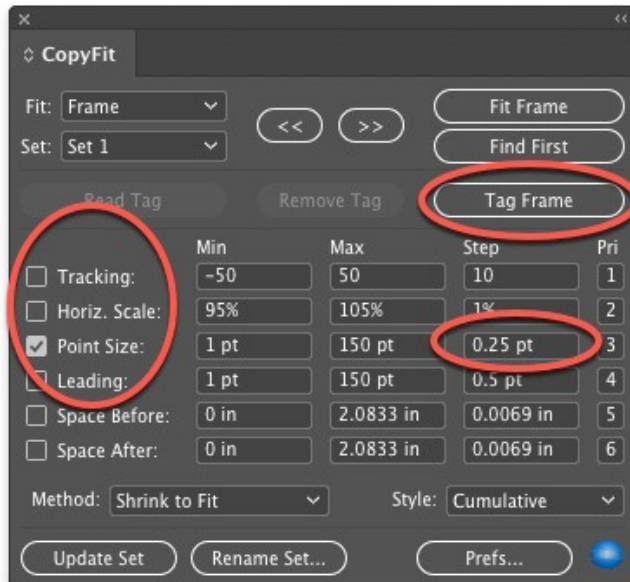


**4) Modify the parameters displayed for Set 1 on the CopyFit panel.**

For this example, uncheck **Tracking** and **Horiz. Scale** to turn these off (leaving only the Point Size setting checked). Also, change the **Step** for the **Point Size** parameter from “0.5 pt” to “0.25 pt”. This instructs CopyFit to reduce the point size in .25 point increments until the text fits. (The **Step** parameter indicates the amount by which a particular attribute will be increased or decreased in order to get the text to fit.)

**5) With the modified parameters displayed on the CopyFit panel, click Tag Frame.**

Before you click the **Tag Frame** button, make sure you still have the modified parameters for Set 1 displayed on the **CopyFit** panel, as shown below:



As mentioned before, a small non-printing yellow icon may be displayed in the upper right corner of this frame to indicate it has been tagged with CopyFit parameters. Next, you will see how these CopyFit parameters are applied when data is merged into the document.

**6) Select Save from the File menu to save the changes in this document.**

You have finished assigning CopyFit parameters to frames in the document. In the next set of steps, you will see how to apply these parameters while merging.



*If you would like to change the parameters that are stored in a CopyFit set, show that set's parameters in the **CopyFit** panel, edit the displayed parameters, and then click the panel's **Update Set** button. Updating a set will not affect any parameters that have already been assigned to a text frame. If you wish to modify those parameters, you must retag the frames.*

## Merge with CopyFit™

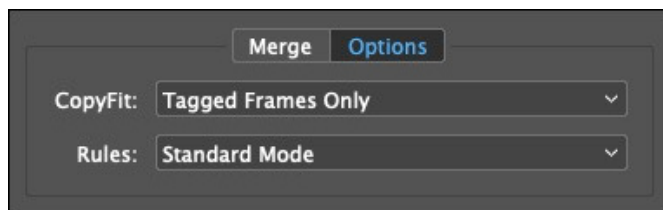
CopyFit can be applied during any merge process, including a **Data Preview** or **Longest Line Test**. For example, follow the steps below to apply CopyFit during a **Longest Line Test**:

- 1) **Confirm changes to the document have been saved before continuing.**  
This will allow you to revert the document if you wish to do so after testing (for example, to remove any changes applied by CopyFit during the test).
- 2) **Select Merge from the AccurioPro menu (or click Merge on the AccurioPro panel).**
- 3) **For the Records, select All, check Skip Header Row, and select Step by: 1.**  
The **Step by** option should still be set automatically to the number 1 for this tutorial. If the default number is not the number 1, see **Tutorial #3** or start over with this tutorial.
- 4) **For the Merge Action, select Longest Line Test.**
- 5) **Show the merge options on the window.**  
To see options for this merge session, click the **Options** button.
- 6) **Select Tagged Frames Only for CopyFit, and select Standard Mode for Rules.**

For the **CopyFit** option, selecting **Tagged Frames Only** instructs AccurioPro to use CopyFit only on text frames that have been tagged with CopyFit parameters and to adjust the text in these frames according to the frame's assigned CopyFit parameters. (Note the **CopyFit** popup menu also provides a list of all your CopyFit Sets. "Set 1" is the default selection. When "Set 1" is selected, then all variable text frames will be copyfit when necessary using the parameters that are currently stored for Set 1.)

You can leave **Rules** set to **Standard Mode** (its default setting).

For this tutorial, select **Tagged Frames Only** for **CopyFit** and **Standard Mode** for **Rules**, as shown below:



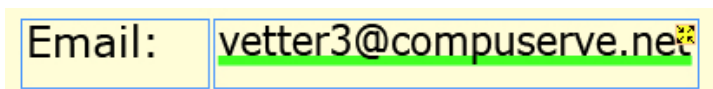
- 7) **Click Merge and, if prompted for the data file, select "Postcard.txt".**
- 8) **Review the merged results.**

As before, each Text Link in the document is filled with the longest line from its data field. As each link was merged, AccurioPro checked for overset variable text frames. In this example, it detected the merged "Email" Link and the personalized "Marketing

## Tutorial #2 – Postcard

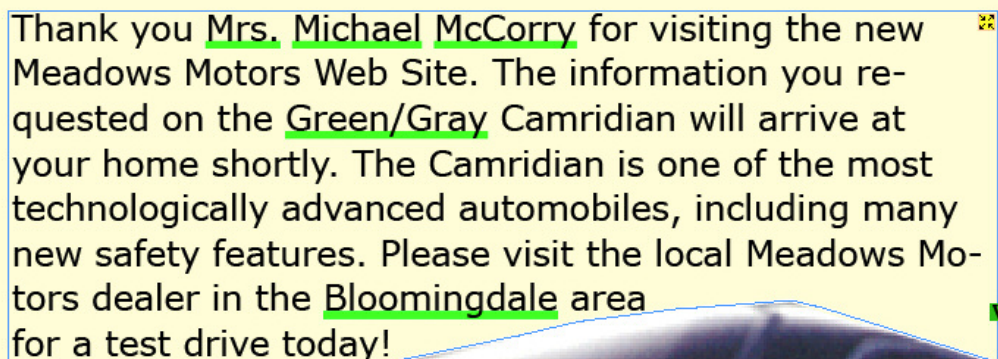
Message” caused text to overflow. Since these two overset frames have been tagged with CopyFit parameters and this merge is using CopyFit on “Tagged Frames Only”, AccurioPro called the CopyFit module to apply the specific CopyFit parameters that were assigned to each of these frames.

When complete, your document is filled in with the longest lines for each Link and the problem text should now fit in both cases. For example, the first reformatting option assigned to the “Email Address” frame was to reduce the tracking and the tracking has been reduced, as shown below:



Email: vetter3@compuserve.net

Since you assigned different CopyFit parameters to the “Marketing Message” frame, the copy has been fit by reducing the point size of the text by .25 increments instead of decreasing the track amount, just as you specified when you tagged this frame for copyfitting. For example, the previous text has been reduced to a point size that is slightly smaller, thereby allowing all of the text to fit, as shown below:



Thank you Mrs. Michael McCorry for visiting the new Meadows Motors Web Site. The information you requested on the Green/Gray Camridian will arrive at your home shortly. The Camridian is one of the most technologically advanced automobiles, including many new safety features. Please visit the local Meadows Motors dealer in the Bloomingdale area for a test drive today!

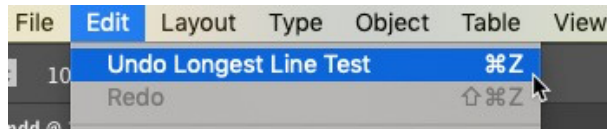


For a more detailed discussion about the CopyFit software, see the **CopyFit** manual, which is available in PDF format in the “Supplemental Documentation” folder in AccurioPro VDP Documentation.

## Restore the Document to its Original Format

Applying CopyFit during a merge session may modify the original document. For example, the Longest Line Test merge session that you just ran changed the original formatting of text in two frames. If you then use this document “as is” for another merge session, AccurioPro will start the merge session with the new text formatting that was applied by the previous merge session.

To start a merge session with the original text formatting, first return the document to its previous state by using the InDesign **Undo** command (open the InDesign **Edit** menu and select **Undo Longest Line Test**). This prepares the document to be merged anew. Before continuing with this tutorial, **Undo** the **Longest Line Test** now, as shown below:



You are then ready to continue with this tutorial where you will run another merge session on this document.



You may uncheck the **Prompt for Data File Each Time** preference on the AccurioPro **Preferences** window if you would like AccurioPro to remember the data file that you last selected instead of prompting you to choose it again each time you start a merge. To see which data file was last selected, open the **Data Source Definitions** window (**AccurioPro** ⇒ **Setup** ⇒ **Data Source Definitions**). To select a different file, click the **Select** button on the **Data Source Definitions** window. You may select any data file that has the same attributes as the previously selected data file.



## Using the USPS Intelligent Mail Keyword Link

In this tutorial, you will see how to create and use the USPS Intelligent Mail Bar Code Keyword Link. A USPS Intelligent Mail Bar Code is a special kind of bar code that contains information (including a Zip Code) in a machine-readable format, allowing mail to be quickly sorted and tracked by machines at the post office. This normally translates into discounted postage rates for your mailings. For more details about the USPS Intelligent Mail Bar Code, visit the USPS Intelligent Mail Bar Code web site.

In this tutorial, you will be adding a variable USPS Intelligent Mail Bar Code under the address panel on the back of the sample document, as shown below:

<u>FIRST LAST</u> <u>ADDRESS</u> <u>CITY, STATE ZIP</u>
USPS IM BARCODE

The sample data file for this tutorial contains Raw USPS Intelligent Mail data that has not yet been converted to the USPS Intelligent Mail Bar Code format. Below is an example:

**Raw USPS Intelligent Mail data:**

0070012345612345678960602123478

**Converted USPS Intelligent Mail Bar Code data:**

FDFTTTFTATTTDAADFFTFADTATAAFDTDFFAATADDTDDTFD DATAFFFTFTDDFTFDFTAD

If a data file already contains Converted USPS Intelligent Mail Bar Code data, then you can simply use the Variable Link that Setup creates for you. Assign this Link to placeholder text in the document, apply a USPS Intelligent Mail Bar Code font to this linked text, and merge!

If a data file contains Raw USPS Intelligent Mail data that has not yet been converted, AccurioPro can produce variable USPS Intelligent Mail Bar Codes for you. To do this, AccurioPro uses a feature called a “Keyword Link”. A Keyword Link is a specially-named Variable Link that performs a specific function. For example, a Bar Code Keyword Link will automatically encode the link data in a format that is appropriate for the type of bar code being produced.

AccurioPro provides a USPS Intelligent Mail Bar Code Keyword Link that will automatically translate Raw USPS Intelligent Mail data into Converted USPS Intelligent Mail Bar Code data during a merge session. The name of this Keyword Link is “\_BARCODE\_USPS\_IM\_”.

When merging data into a “\_BARCODE\_USPS\_IM\_” Keyword Link, AccurioPro reads the raw data from the USPS Intelligent Mail field, translates the data to the Converted USPS Intelligent Mail Bar Code format, and then displays the converted data in the USPS Intelligent Mail Bar Code Keyword Link in your document.



*For the merged data, you must apply a USPS Intelligent Mail font in your document. The USPS Intelligent Mail fonts are available from the USPS. More information about these fonts is provided later in this tutorial.*



*As noted earlier, a Keyword Link processes existing data to provide some type of “special” merged output. For more information on all of the available AccurioPro VDP Keyword Links, see the **AccurioPro VDP Keyword Links** manual, which is available in PDF format in the “Supplemental Documentation” folder in AccurioPro VDP Documentation.*

## Prerequisites

To place a USPS Intelligent Mail Bar Code Keyword Link in the sample document, or in any other document, you will need the following:

### Valid Data

All of the data for the “\_BARCODE\_USPS\_IM\_” Keyword Link must be in a single data field and this field must contain valid raw Intelligent Mail Bar Code data. However, if the data for this Link is separated across several data fields and you are using a Premium edition of AccurioPro, then you can use a Link Rule to set the data for the Link to be a combination of the data from all of the Links for these fields. For more details about this, see the **AccurioPro VDP Rules** manual, which is available in PDF format in the “Supplemental Documentation” folder in AccurioPro VDP Documentation.

The \_BARCODE\_USPS\_IM\_ Keyword Variable Link will consider data valid if the data follows the specification from the USPS. That is, the data must contain a minimum of 20 digits and a maximum of 31 digits. Additionally, this Keyword Variable Link will assume the data is organized as follows: Barcode ID (2 digits), Service Type (3 digits), Mailer ID (6 or 9 digits), ZIP+4+DP (0, 5, 9, or 11 digits). This means the numeric data for an Intelligent Mail barcode should contain either 20, 25, 29, or 31 digits.



*If the data for a USPS Intelligent Mail Bar Code is already in the Converted USPS Intelligent Mail Bar Code format (for example, the data is a long string of upper case letters), then you do not need to use a Keyword Link for this data. Instead, you can import the data directly, using the Variable Link that Setup created for that field. The only other requirement is that you must apply an appropriate USPS Intelligent Mail Bar Code font to the text in your document.*

## The USPS Intelligent Mail Bar Code Font

In order to see and print correctly the Intelligent Mail Bar Codes that are generated by the \_BARCODE\_USPS\_IM\_ Keyword Link, a compatible USPS Intelligent Mail Bar Code font needs to be installed on your system. You can acquire USPS-approved fonts for USPS Intelligent Mail Bar Codes from the USPS IMB Resources web page. For more details, go to <https://postalpro.usps.com/mailing>. To download the non-AFP fonts, go to <https://postalpro.usps.com/onecodesolution>.

## Create a USPS Intelligent Mail Bar Code Keyword Link

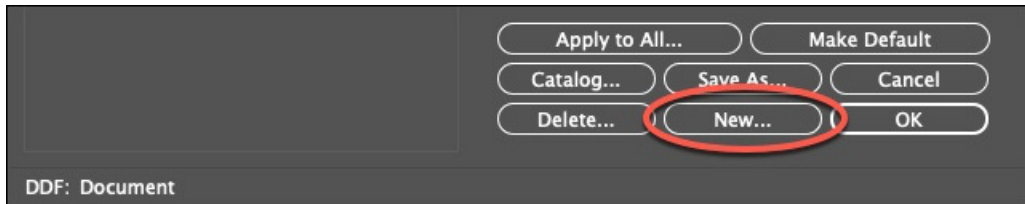
To create a USPS Intelligent Mail Bar Code Keyword Link, follow the steps below:

- 1) From the **AccurioPro** menu, select **Setup** ⇒ **Variable Links**.

This opens the **Variable Links** window, which is described in **Tutorial #1a**.

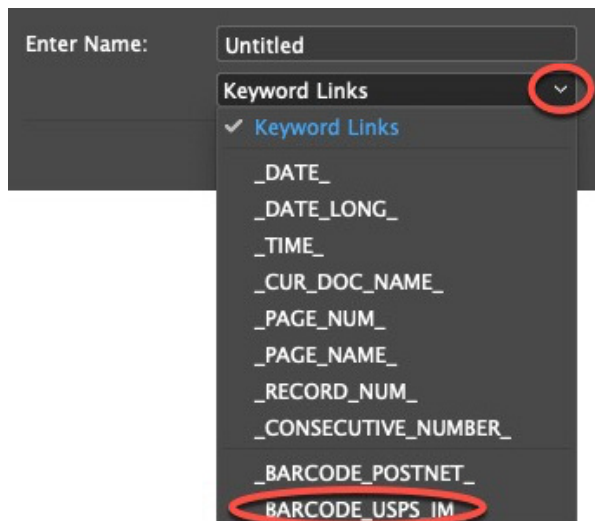
- 2) Click the **New** button to create a new **Variable Link**.

The **New** button is shown circled in the picture below:



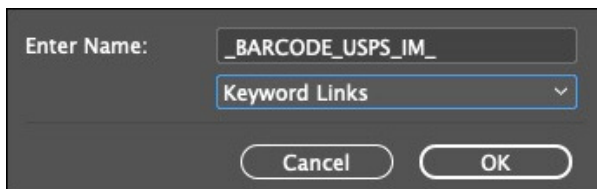
3) **Select BARCODE\_USPS\_IM from the Keyword Links popup menu.**

Select BARCODE\_USPS\_IM from the **Keyword Links** popup menu, as shown below, and AccurioPro will enter its name automatically in the **Name** box when you release the mouse button:



4) **Click OK.**

Click **OK** to add this new Keyword Link and return to the **Variable Links** window. If you are warned that the Link already exists, replace the existing one.



5) **Click on BARCODE\_USPS\_IM in the list on the Variable Links window.**

Next, you will select the appropriate settings for this new Link.

6) **Select the USPS\_IM\_Data field for the BARCODE\_USPS\_IM Keyword Link.**

For a Barcode Keyword Link, you must select an appropriate field. For this tutorial, all of the USPS Intelligent Mail data for this Keyword Link is in the field named “USPS\_IM\_Data”. Select that field in the popup menu now.

7) **Do NOT specify any required Prefix and/or Suffix for the Link.**

You do not need to specify start/stop characters for any of the AccurioPro Barcode Keyword Links. Specifying a **Prefix** and/or **Suffix** will result in an invalid bar code.

8) The BARCODE\_USPS\_IM\_ Keyword Link should now look like this.

The screenshot shows the 'Variable Links' dialog box. On the left, a list of names includes 'Address', 'City', 'Color', 'Email', 'First', 'Last', '**\_BARCODE\_USPS\_IM\_**', 'Photo', 'Salutation', 'State', and 'ZIP'. The name '\_BARCODE\_USPS\_IM\_' is highlighted and circled in red. On the right, the 'Setup' section has 'Field: USPS\_IM\_Data' and 'Type: Text' circled in red. Below this are tabs for 'Text', 'Picture', 'Article', and 'GroupPicture', with 'Text' selected. Further down are 'Filter: None' and 'Link Color: Default'. The 'Data Options' section has checkboxes for 'Prefix' and 'Suffix', both unchecked. Below that is an 'Empty Link' section with a dropdown set to 'Error' and a text field containing 'Empty Field!'. There is also an unchecked checkbox for 'Remove empty lines'. At the bottom of the dialog are buttons: 'Apply to All...', 'Make Default', 'Catalog...', 'Save As...', 'Cancel', 'Delete...', 'New...', and 'OK'. The status bar at the bottom left indicates 'DDF: Document'.



The **Link Type** for any AccurioPro Bar Code Keyword Link, including the “\_BARCODE\_USPS\_IM\_” Keyword Link, should be **Text** (which is the default setting). This Variable Link should not add a **Prefix** or **Suffix**. Note this Keyword Link will automatically include any required start/stop and check/correction information in the merged data. You may select any setting you wish for the **If Link is Empty** option. If you elect to **Substitute** data, enter encoded data for the substitution.

9) Click **OK**.

This closes the **Variable Links** window and returns you to the document.

## Assign a USPS Intelligent Mail Bar Code Keyword Link

You are now ready to assign the USPS Intelligent Mail Bar Code Keyword Link to text for the bar code in the sample document. This process is exactly the same as assigning any other type of Variable Link. When the document is merged, though, additional automatic processes take place.

With a regular Text Link, for example, AccurioPro does not modify the data that is replacing the text in the document during a merge session. With a `_BARCODE_USPS_IM_` Keyword Link, AccurioPro does modify the data. The Intelligent Mail data is read and then converted to the Converted Intelligent Mail Bar Code format for placement in the document. If an appropriate font has been applied to this Link in the document and if the text has been sized per the font's requirements, you will now have a valid USPS Intelligent Mail Bar Code.

To assign the USPS Intelligent Bar Code Keyword Link to text in the sample document, follow the steps below:

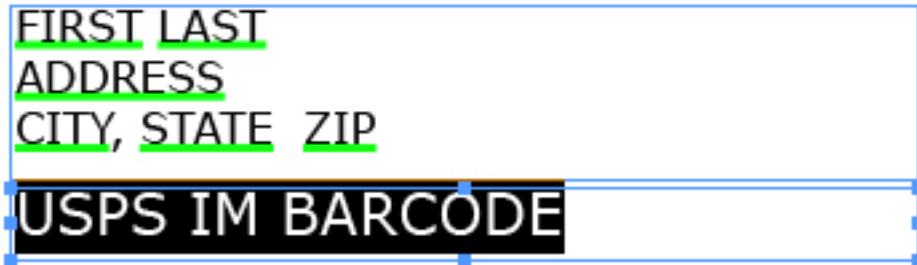
**1) Open the document “Postcard.indd” if it is not already open.**

**2) Open the **AccurioPro** panel if it is not already open.**

To open the panel, select **View** ⇒ **AccurioPro Panel** from the **AccurioPro** menu.

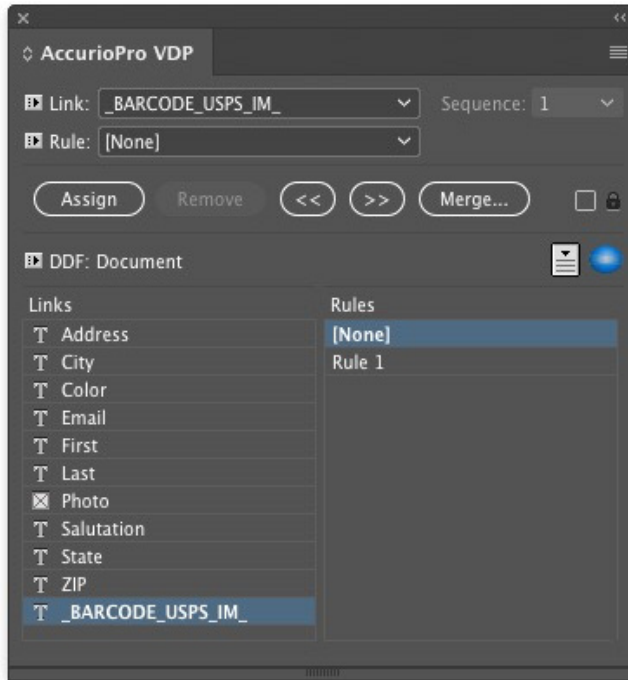
**3) Drag-select (highlight) the text “USPS IM BARCODE”.**

The “USPS IM BARCODE” text is located on the right side of page two in the sample document, in a text frame underneath the text frame containing the address fields, as shown in the picture below:



*Do not use CopyFit on a text frame that contains a Bar Code Keyword Link. Additionally, for best results, do not apply any tracking, ligaturing, or nonproportional scaling to this text.*

- 4) On the **AccurioPro** panel, select **\_BARCODE\_USPS\_IM\_** from the **Link** popup menu. This is the Link that will be assigned to the selected text, as shown below:



- 5) Click the **Assign** button on the panel.

This “sets” the Link assignment. A green underscore marks the linked text after you click the **Assign** button, as shown below:

USPS IM BARCODE

- 6) Apply a **USPS Intelligent Mail Bar Code** font to the variable text.

Since bar code fonts may not have glyphs for a Text Link’s placeholder characters that are in a document before it is merged, initially your variable text may look strange, as shown below:



- 7) Select **Save** from the **File** menu to save the changes in this document.

You’ve now completed all the steps required to have AccurioPro automatically include variable USPS Intelligent Mail Bar Codes in your merged output.

## Preview the USPS Intelligent Mail Bar Codes

You may want to preview what the bar codes will look like in the merged output. You can use any of the Test merge sessions that include a document preview for this. For example, here's what the fully-linked address panel looks like after running the **Longest Line Test**:

MICHAEL MCCORRY  
120 W. MULVANEY AVE.  
BLOOMINGDALE, CO 60108-1234



If you forget to apply a USPS Intelligent Mail Bar Code font to the USPS Intelligent Mail Bar Code Keyword Link's text, the address panel would instead look like this:

MICHAEL MCCORRY  
120 W. MULVANEY AVE.  
BLOOMINGDALE, CO 60108-1234

TAFTDDDDTAADDFAFAFFATFF-



## **Additional Bar Code Products**

### **Linear Bar Code Module**

Both the USPS Intelligent Mail Bar Code and PostNet Bar Code Keyword Links are standard features of AccurioPro. To convert data to other types of linear bar code formats (for example, UPC, Code 128, Code 39, Interleaved 2 of 5, and others), the optional Linear Bar Code Module may be used in conjunction with AccurioPro. The Linear Bar Code Module provides support for a number of popular bar codes and includes a free set of bar code fonts for these additional Bar Code Keyword Links.

### **2D Bar Code Module**

To convert data to a 2D Bar Code format (for example, QR Code, Data Matrix, PDF417), the optional 2D Bar Code Module may be used in conjunction with AccurioPro. This optional module for AccurioPro allows you to place any number of variable and/or non-variable 2D Bar Codes in a document.

### **More Information**

For information about the Bar Code Modules, visit [www.designmerge.com/barcode](http://www.designmerge.com/barcode).

## **Coming Up**

That's it for the "Postcard" tutorial. You have learned how to copyfit variable text while merging and how to set up a document to merge non-encoded USPS Intelligent Mail data into a USPS Intelligent Mail Bar Code Keyword Link. In the next tutorial, **Tutorial #3**, you will set up a document to merge data from more than one record into a page, using either a consecutive step-by-step order or a cut and stack order.