

Using The Royal Mail Barcode With Astrojet Software

Before using the Royal Mail Barcode you must be accredited by the Royal Mail who will verify your Barcodes, please contact your Royal Mail account handler.

1. Using the Barcode feature in the Astrojet Layout Editor Software

Place the cursor in one of the printable areas, right click on the mouse and select "Insert" then "Barcode", from the drop down list select "BarCodeRM4SCC". The Royal Mail Barcode requires the data in the following format:

Postcode	DPS	Check Digit
EN11 0DQ	9Z	6

The open and closed brackets () that are required by the Royal Mail are produced automatically by the Astrojet Royal Mail barcode function, they are **not** required in your data. If the field used for the barcode in your data does contain spaces or () the Astrojet barcode function will ignore them.

If your data does **not** include the Check Digit, insert only the Postcode field and the DPS, if your data does not include the DPS you can use the default, for example 9Z. The Astrojet Royal Mail barcode function will automatically calculate the Check Digit.

To calculate the Check Digit you must enable the option to calculate it by making sure the Auto Check Digit option has been activated



If your data **does** contain the DPS and Check Digit then you must disable the Auto Check Digit option.*
 Insert the fields required from your data file, i.e. Postcode, DPS and Check Digit.



***Please note that this option will only work if you have the following version of software (or newer) V3.4 June 2004 Layout Editor # 04555, Control Panel # 03606. If you have a previous version of software you must use the True Type option as shown on the following page or contact the office to upgrade.**

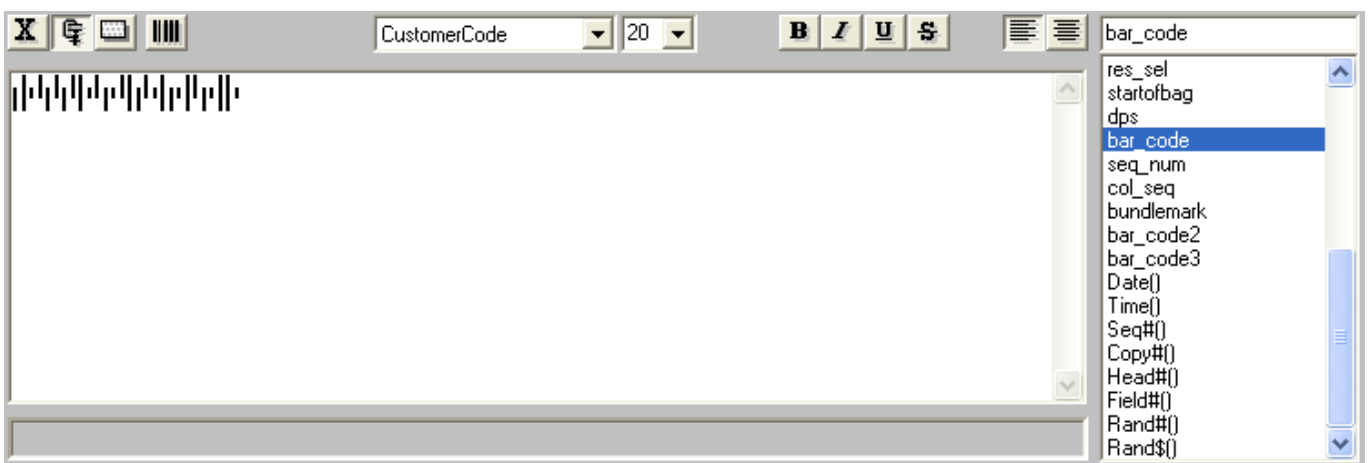
2. Using the Royal Mail Customer Code True Type Font

Place the cursor in one of the printable areas, right click on the mouse and select “**Insert**” then “**Text**”, from the font drop down list select “**Customer Code**”, this font must be installed on your PC, available for download from <http://www.mailsorttechnical.com>

The Royal Mail True Type Font Barcode requires the data in the following format:

“(Postcode+DPS+CheckDigit+)” **Note: The “ and + should not be included, used for example only.**
“(EN110DQ+9Z+6+)”

The field in your data file should look like (EN110DQ9Z6) - (Postcode+DPS+CheckDigit). The open and closed brackets () are the start and stop identifiers which are required when using the True Type Font. The Check Digit must be in your data when using the True Type font as the Astro software is unable to calculate it. It is **important that there are no spaces** in this field.



If you require any assistance please contact us on 01992 460111 or email support@ams-gb.com