Lookup GXE

http://www.zipcodedownload.com/Products/Family/Lookup/

User's Guide

ZIP Code Download Lookup GXE

Since its introduction, ZIP Code Download's Lookup GXE has become one of our most popular products. Lookup GXE gives you the power to perform complex lookups involving distance searches, radius searches, and ZIP Code-related information. It gives you the ability to quickly and easily load the results into your favorite programs - like Microsoft Excel, Lotus Notes, Access, Oracle, or many other programs.

This User Guide will walk you through the steps required to perform the different searches available with the Lookup GXE.
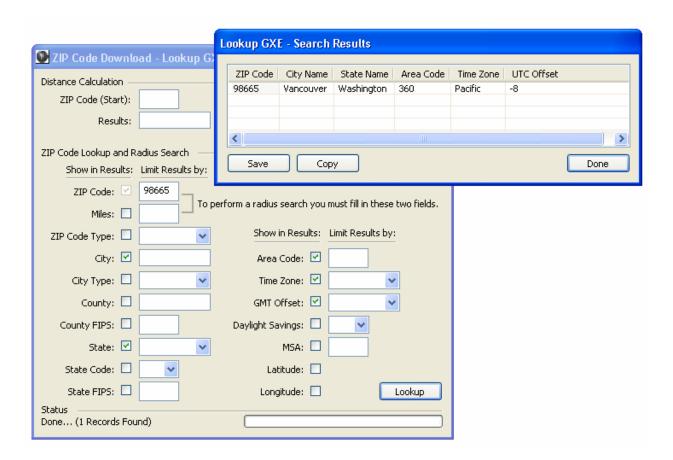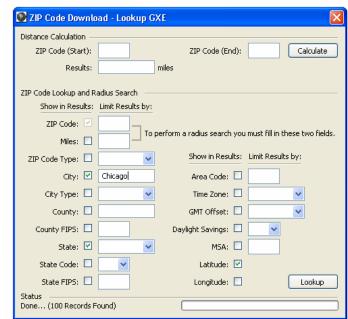
User's Guide Contents

Performing a Lookup

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
2. Check the boxes next to the information the you would like to look up (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude).
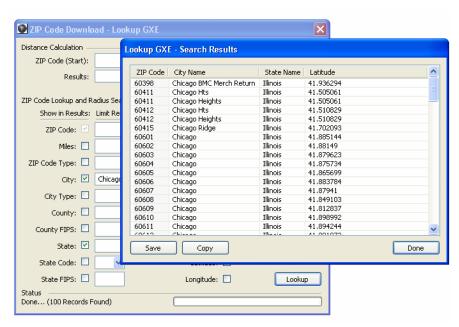3. Click "Lookup"
4. The results will display in another box.

Limiting Results in a Lookup Search

1. Check the boxes next to the information you would like to retrieve from the database (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude). ZIP Code will marked by default.

2. Enter the information that you would like to limit in the corresponding text box. For example, if you would like to limit the results to a certain state, check the "State" or "State Code" box and select the state you would like returned.
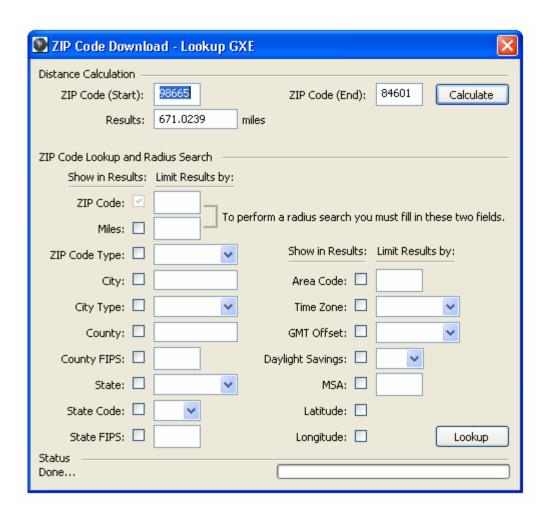
3. Click "Lookup"

4. The ZIP Codes and related information for the limits specified will open in a new window.
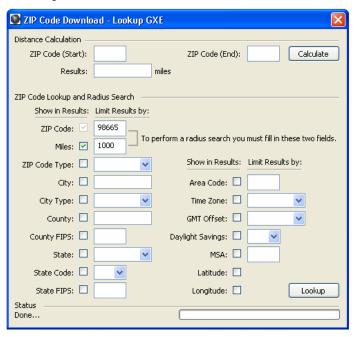
Calculating the Distance Between Two ZIP Codes

1. Enter first ZIP Code in the 'ZIP Code (Start):' box in the *Distance Calculation* section.
2. Enter the second ZIP Code in the 'ZIP Code (End):' box in the *Distance Calculation* section.
3. Hit "Calculate"

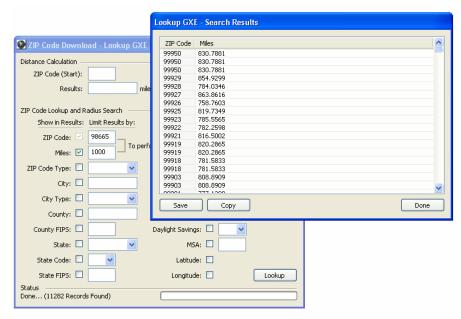The distance between the two ZIP Codes will be in the "Results" box. This distance is calculated in miles.

Performing a Simple Radius Search

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
2. Check the 'Miles' box and enter the number of miles you would like to search in the adjacent text field.

3. Click "Lookup"
4. The ZIP Codes in the radius specified will open in a new window.

Retrieving Information with a Radius Search

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
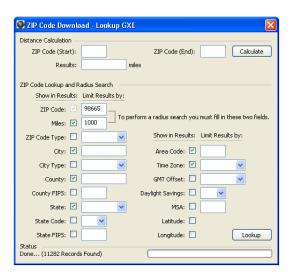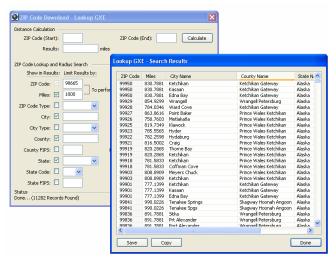2. Check the 'Miles' box and enter the number of miles you would like to search in the adjacent text field.
3. Check the boxes next to the information you would like to retrieve from the database (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude).

3. Click "Lookup"
4. The ZIP Codes and related information in the radius specified will open in a new window.
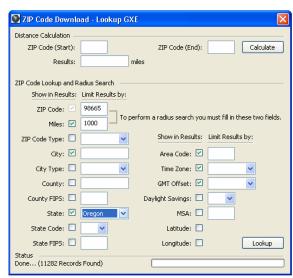
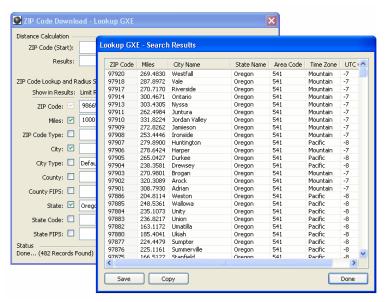www.ZipCodeDownload.com

Limiting Results in a Radius Search

1. Enter the center ZIP Code in the 'ZIP Code' box of the *ZIP Code Lookup and Radius Search* section of the Lookup GXE.
2. Check the 'Miles' box and enter the number of miles you would like to search in the adjacent text field.
3. Check the boxes next to the information you would like to retrieve from the database (ZIP Code Type, City, City Type, County, County FIPS, State, State Code, State FIPS, Area Code, Time Zone, GMT Offset, Daylight Savings, MSA, Latitude, Longitude).
4. Enter the information that you would like to limit in the corresponding text box. For example, if you would like to limit the results to a certain state, check the "State" or "State Code" box and select the state you would like returned.

5. Click "Lookup"
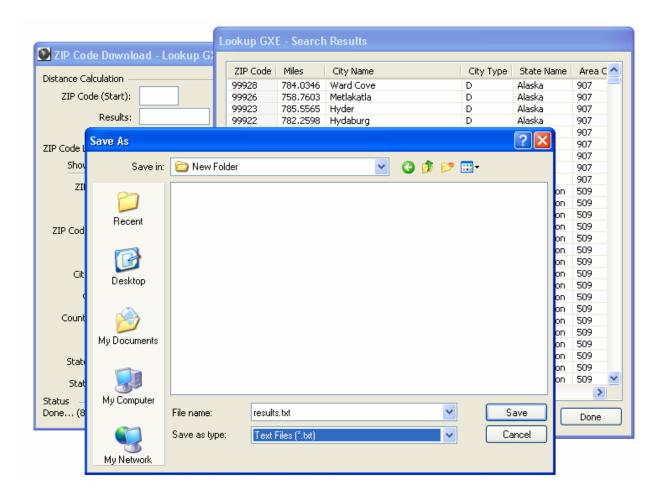6. The ZIP Codes and related information in the radius specified will open in a new window.

Exporting Data

Exporting data from the Lookup GXE is easy.

1. Run a lookup query following the directions in this manual.
2. Click "Save"
3. A box will open that allows you to save the results as a .txt document.
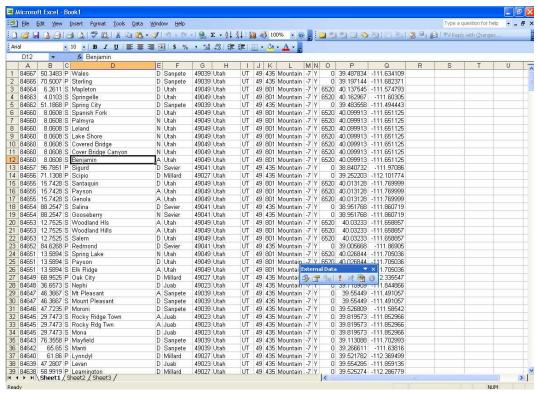4. Click "Save" again.

The results will be available to be viewed as a text file or imported into other programs, such as Excel.

Importing Data into Excel

After exporting information from the Lookup GXE, you may want to import the data into a spreadsheet program to manipulate it. Here are instructions for importing the data into Microsoft Excel.

1. Perform the desired lookup and export the data following the instructions in this guide.
2. Open Microsoft Excel
3. Select 'Import External Data' from the 'Data' dropdown menu and then select 'Import Data'
4. Select the file where you saved the data
5. In the Text Import Wizard, choose 'Delimited' as the data type and click 'Next'
6. Check the box 'Tab' as the delimiter. The chart should show the data fields in the appropriate columns.
7. Click "Finish" and select the cell where you would like the import to start
8. The data will now be in the appropriate columns.

Field Definitions

ZIP Code—ZIP stands for "Zoning Information Plan". It is used to signify a delivery route in the United States as designated by the USPS. In most cases a ZIP Code is a geographic region with a center point.

ZIP Code Type—The USPS has assigned each ZIP Code a "type." Why? It helps them sort mail more quickly.

- **S** - Standard - A "standard" ZIP Code is what most people think of when they talk about ZIP Codes - essentially a town, city, or a division of a city that has mail service.
- **P** - PO Box Only - Rural towns, groups of towns, or even high-growth areas of cities are given a "PO Box Only" ZIP Code type.
- **U** - Unique - Companies, organizations, and institutions that receive large quantities of mail are given a "unique" ZIP Code type.
- **M** - Military - Military bases overseas - and often vessels and ships - are given a "military" ZIP Code type.

City—The name of the city (and in some cases, organization) designated by that ZIP Code or postal code.

City Type—In many cases, a ZIP Code can have multiple "names", meaning cities, towns, or subdivisions, in its boundaries. However, it will ALWAYS have exactly 1 "default" name.

- **D** - Default - This is the "preferred" name - by the USPS - for a city. Each ZIP Code has one - and only one - "default" name. In most cases, this is what people who live in that area call the city as well.
- **A** - Acceptable - This name can be used for mailing purposes. Often times alternative names are large neighborhoods or sections of the city/town. In some cases a ZIP Code may have several "acceptable" names which is used to group towns under one ZIP Code.
- **N** - Not Acceptable - A "not acceptable" name is, in many cases, a nickname that residents give that location. According to the USPS,

you should NOT send mail to that ZIP Code using the "not acceptable" name when mailing.

County—A county is the largest administrative division in most states. Each ZIP Code in our database is assigned to one county. If a ZIP Code covers two counties, the "primary" county is used.

County FIPS—Each county in the United States is assigned a unique number for identification purposes - a "Federal Information Processing Standards" or FIPS code. The County FIPS code is a combination of a 2-digit state FIPS code as well as a 3-digit county code as designated by the National Institute of Standards and Technology (NIST).

State—A state in our database is a state, territory, province, or region as designated by the USPS. The database includes all United States territories and possessions that have been assigned ZIP Codes.

State Code—A state code or abbreviation is a two character designation for that state - for example, California is CA and Texas is TX, etc. State FIPS—A state FIPS is a two-digit code used to uniquely define each state as designated by the National Institute of Standards and Technology (NIST).

Area Code—The area code listed in our database is the primary or foremost area code for each ZIP Code. If multiple area codes belong to one ZIP Code, only the primary is listed.

Time Zone—The time zone to which that ZIP Code belongs. Only the primary time zone is listed for each ZIP Code.

GMT Offset—The GMT offset is the number of hours the particular ZIP Code is from Universal Time Co-ordinated (UTC), the international time standard, also known as Greenwich Meridian Time (GMT).

Daylight Savings—The daylight savings time flag indicates if a particular ZIP Code "obeys", or, in other words adjusts their clocks forward and back with the seasons. This information is particularly useful to determine time in other time zones with areas that may or may not use daylight savings time - for example, Arizona, Hawaii, and, of all places - Indiana.

MSA—MSAs or Metropolitan Statistical Areas, are 4-digit codes assigned to the roughly 340 metropolitan areas as designated by the Office of Management and Budget (OMB). They are primarily used to group cities together for statistical purposes or types of analysis. Latitude and longitude are a much more efficient way of accomplishing the same task.

Latitude—The daylight savings time flag indicates if a particular ZIP Code "obeys", or, in other words adjusts their clocks forward and back with the seasons. This information is particularly useful to determine time in other time zones with areas that may or may not use daylight savings time - for example, Arizona, Hawaii, and, of all places - Indiana.

Longitude—The longitude coordinate listed is an exact east/west point (to 6 decimal places) on the globe of the centroid or "middle" of the ZIP Code.

MSA Code Descriptions

0040	Abilene,TX	MSA
0060	Aguadilla, PR	MSA
0080	Akron, OH	SMSA
0120	Albany,GA	MSA
0160	Albany-Schenectady-Troy, NY	MSA
0200	Albuquerque, NM	MSA
0220	Alexandria, LA	MSA
0240	Allentown-Bethlehem-Easton, PA	MSA
0280	Altoona,PA	MSA
0320	Amarillo, TX	MSA
0380	Anchorage, AK	MSA
0440	Ann Arbor, MI	SMSA
0450	Anniston, AL	MSA
0460	Appleton-Oshkosh-Neenah, WI	MSA
0470	Arecibo,PR	MSA
0480	Asheville, NC	MSA
0500	Athens,GA	MSA
0520	Atlanta,GA	MSA
0560	AtlanticCity, NJ	MSA
0580	Auburn-Opelika, AL	MSA
0600	Augusta-Aiken, GA-SC	MSA
0640	Austin-San Marcos, TX	MSA
0680	Bakersfield, CA	MSA
0720	Baltimore, MD	MSA
0730	Bangor,ME	MSA
0740	Barnstable-Yarmouth, MA	MSA
0760	Baton Rouge, LA	MSA
0840	Beaumont-Port Arthur, TX	MSA
0860	Bellingham, WA	MSA
0870	Benton Harbor, MI	MSA
0875	Bergen-Passaic	PMSA
0880	Billings, MT	MSA
0920	Biloxi-Gulfport-Pascagoula, MS	MSA
0960	Binghamton, NY	MSA
1000	Birmingham, AL	MSA
1010	Bismarck, ND	MSA
1020	Bloomington, IN	MSA
1040	Bloomington-Normal, IL	MSA
1080	Boise City, ID	MSA
1120	Boston, MA	SMSA
1125	Boulder-Longmont	PMSA
1145	Brazoria, TX	PMSA
1150	Bremerton, WA	MSA
1160	Bridgeport-Milford, CT	SMSA
1200	Brockton, MA	SMSA
1240	Brownsville-Harlingen-San Benito, TX MSA	
1260	Bryan-College Station, TX	MSA
1280	Buffalo-Niagara Falls, NY	MSA
1305	Burlington, VT	MSA
1310	Caguas, PR	SMSA
1320	Canton-Massillon, OH	MSA
1350	Casper,WY	MSA
1360	Cedar Rapids, IA	MSA
1400	Champaign-Urbana, IL	MSA
1440	Charleston-North Charleston, SC	MSA
1480	Charleston, WV	MSA
1520	Charlotte-Gastonia-Rock Hill, NC-SC MSA	
1540	Charlottesville, VA	MSA
1560	Chattanooga, TN-GA	MSA
1580	Cheyenne, WY	MSA
1600	Chicago, IL	SMSA
1620	Chico-Paradise, CA	MSA
1640	Cincinnati, OH-KY-IN	SMSA
1660	Clarksville-Hopkinsville, TN-KY	MSA
1680	Cleveland, OH	SMSA
1720	ColoradoSprings, CO	MSA
1740	Columbia, MO	MSA
1760	Columbia, SC	MSA
1800	Columbus, GA-AL	MSA
1840	Columbus, OH	MSA
1880	Corpus Christi, TX	MSA
1890	Corvallis, OR	MSA
1900	Cumberland, MD-WV	MSA
1920	Dallas-Fort Worth, TX	SMSA
1930	Danbury, CT	SMSA
1950	Danville, VA	MSA
1960	Davenport-Moline-Rock Island, IA-IL MSA	
2000	Dayton-Springfield, OH	MSA
2020	DaytonaBeach, FL	MSA
2030	Decatur,AL	MSA
2040	Decatur,IL	MSA
2080	Denver-Boulder, CO	SMSA
2120	Des Moines, IA	MSA
2160	Detroit, MI	SMSA
2180	Dothan,AL	MSA
2190	Dover, DE	MSA
2200	Dubuque,IA	MSA
2240	Duluth-Superior, MN-WI	MSA
2281	Dutchess County, NY	PMSA
2290	Eau Claire, WI	MSA
2320	El Paso,TX	MSA
2330	Elkhart-Goshen, IN	MSA
2335	Elmira,NY	MSA
2340	Enid, OK	MSA
2360	Erie, PA	MSA
2400	Eugene-Springfield, OR	MSA
2440	Evansville-Henderson, IN-KY	MSA
2520	Fargo-Moorhead, ND-MN	MSA
2560	Fayetteville, NC	MSA
2580	Fayetteville-Springdale-Rogers, AR MSA	

2600	Fitchburg-Leominster, MA	MSA
2620	Flagstaff, AZ-UT	MSA
2640	Flint, MI	MSA
2650	Florence, AL	MSA
2655	Florence, SC	MSA
2670	Fort Collins-Loveland, CO	MSA
2680	Fort Lauderdale-Hollywood, FL	SMSA
2700	Fort Myers-Cape Coral, FL	MSA
2710	Fort Pierce-Port St. Lucie, FL	MSA
2720	Fort Smith, AR-OK	MSA
2750	Fort Walton Beach, FL	MSA
2760	Fort Wayne, IN	MSA
2800	Fort Worth, TX	SMSA
2840	Fresno,CA	MSA
2880	Gadsden,AL	MSA
2900	Gainesville, FL	MSA
2920	Galveston-Texas City, TX	SMSA
2960	Gary-Hammond-East Chicago, IN	SMSA
2975	Glens Falls, NY	MSA
2980	Goldsboro, NC	MSA
2985	Grand Forks, ND-MN	MSA
2995	Grand Junction, CO	MSA
3000	Grand Rapids-Muskegon-Holland, MI MSA	
3040	Great Falls, MT	MSA
3060	Greeley,CO	MSA
3080	Green Bay, WI	MSA
3120	Greensboro--Winston-Salem--High Point, NC MSA	
3150	Greenville, NC	MSA
3160	Greenville-Spartanburg-Anderson, SC MSA	
3180	Hagerstown, MD	MSA
3200	Hamilton-Middletown, OH	SMSA
3240	Harrisburg-Lebanon-Carlisle, PA	MSA
3280	Hartford, CT	MSA
3285	Hattiesburg, MS	MSA
3290	Hickory-Morganton-Lenoir, NC	MSA
3320	Honolulu, HI	MSA
3350	Houma, LA	MSA
3360	Houston, TX	SMSA
3400	Huntington-Ashland, WV-KY-OH	MSA
3440	Huntsville, AL	MSA
3480	Indianapolis, IN	MSA
3500	Iowa City, IA	MSA
3520	Jackson,MI	MSA
3560	Jackson,MS	MSA
3580	Jackson,TN	MSA
3600	Jacksonville, FL	MSA
3605	Jacksonville, NC	MSA
3610	Jamestown, NY	MSA
3620	Janesville-Beloit, WI	MSA
3640	Jersey City, NJ	SMSA
3660	JohnsonCity-Kingsport-Bristol, TN-VA MSA	

3680	Johnstown, PA	MSA
3700	Jonesboro, AR	MSA
3710	Joplin,MO	MSA
3720	Kalamazoo-Battle Creek, MI	MSA
3740	Kankakee, IL	MSA
3760	Kansas City, MO-KS	MSA
3800	Kenosha, WI	SMSA
3810	Killeen-Temple, TX	MSA
3840	Knoxville, TN	MSA
3850	Kokomo,IN	MSA
3870	La Crosse, WI-MN	MSA
3880	Lafayette, LA	MSA
3920	Lafayette, IN	MSA
3960	Lake Charles, LA	MSA
3980	Lakeland-Winter Haven, FL	MSA
4000	Lancaster, PA	MSA
4040	Lansing-East Lansing, MI	MSA
4080	Laredo,TX	MSA
4100	Las Cruces, NM	MSA
4120	Las Vegas, NV-AZ	MSA
4150	Lawrence, KS	MSA
4160	Lawrence-Haverhill, MA-NH	SMSA
4200	Lawton,OK	MSA
4240	Lewiston-Auburn, ME	MSA
4280	Lexington, KY	MSA
4320	Lima, OH	MSA
4360	Lincoln,NE	MSA
4400	Little Rock-North Little Rock, AR	MSA
4420	Longview-Marshall, TX	MSA
4480	Los Angeles-Long Beach, CA	SMSA
4520	Louisville, KY-IN	MSA
4560	Lowell, MA-NH	SMSA
4600	Lubbock,TX	MSA
4640	Lynchburg, VA	MSA
4680	Macon, GA	MSA
4720	Madison,WI	MSA
4760	Manchester, NH	MSA
4800	Mansfield, OH	MSA
4840	Mayaguez, PR	MSA
4880	McAllen-Edinburg-Mission, TX	MSA
4890	Medford-Ashland, OR	MSA
4900	Melbourne-Titusville-Palm Bay, FL MSA	
4920	Memphis,TN-AR-MS	MSA
4940	Merced,CA	MSA
5000	Miami, FL	SMSA
5015	Middlesex-Somerset-Hunterdon, NJ PMSA	
5080	Milwaukee, WI	SMSA
5120	Minneapolis-St. Paul, MN-WI	MSA
5140	Missoula, MT	MSA
5160	Mobile,AL	MSA
5170	Modesto,CA	MSA
5190	Monmouth-Ocean, NJ	PMSA
5200	Monroe,LA	MSA

5240	Montgomery, AL MSA	6800	Roanoke,VA MSA
5280	Muncie,IN MSA	6820	Rochester, MN MSA
5330	Myrtle Beach, SCMSA	6840	Rochester, NY MSA
5345	Naples,FL MSA	6880	Rockford, IL MSA
5350	Nashua, NH SMSA	6895	Rocky Mount, NC MSA
5360	Nashville, TN MSA	6920	Sacramento, CA MSA
5380	Nassau-Suffolk, NY SMSA	6960	Saginaw-Bay City-Midland, MI MSA
5400	New Bedford, MA MSA	6980	St. Cloud, MN MSA
5480	New Haven-Meriden, CT MSA	7000	St. Joseph, MO MSA
5520	New London-Norwich, CT-RI MSA	7040	St. Louis, MO-IL MSA
5560	New Orleans, LA MSA	7080	Salem, OR MSA
5600	New York, NY-NJ SMSA	7120	Salinas,CA MSA
5640	Newark, NJ SMSA	7160	Salt Lake City-Ogden, UT MSA
5660	Newburgh-Middletown, NY SMSA	7200	San Angelo, TX MSA
5720	Norfolk-Virginia Beach-Newport News, VA-NC MSA	7240	San Antonio, TX MSA
		7320	San Diego, CA MSA
5775	Oakland, CA PMSA	7360	San Francisco-Oakland, CA SMSA
5790	Ocala, FL MSA	7400	San Jose, CA SMSA
5800	Odessa-Midland, TX MSA	7440	San Juan, PR SMSA
5880	OklahomaCity, OK MSA	7460	San LuisObispo-Atascadero-Paso Robles, CA MSA
5910	Olympia,WA MSA		
5920	Omaha, NE-IA MSA	7480	Santa Barbara-Santa Maria-Lompoc, CA MSA
5945	Orange County, CA PMSA		
5960	Orlando,FL MSA	7485	Santa Cruz, CA SMSA
5990	Owensboro, KY MSA	7490	Santa Fe, NM MSA
6015	Panama City, FL MSA	7500	Santa Rosa, CA SMSA
6020	Parkersburg-Marietta, WV-OH MSA	7510	Sarasota-Bradenton, FL MSA
6080	Pensacola, FL MSA	7520	Savannah, GA MSA
6120	Peoria-Pekin, IL MSA	7560	Scranton--Wilkes-Barre--Hazleton, PA MSA
6160	Philadelphia, PA-NJ SMSA		
6200	Phoenix-Mesa, AZ MSA	7600	Seattle-Everett, WA SMSA
6240	Pine Bluff, AR MSA	7610	Sharon,PA MSA
6280	Pittsburgh, PA MSA	7620	Sheboygan, WI MSA
6320	Pittsfield, MA MSA	7640	Sherman-Denison, TX MSA
6340	Pocatello, ID MSA	7680	Shreveport-Bossier City, LA MSA
6360	Ponce, PR MSA	7720	Sioux City, IA-NE MSA
6400	Portland, ME MSA	7760	Sioux Falls, SD MSA
6440	Portland, OR-WA SMSA	7800	South Bend, IN MSA
6450	Portsmouth-Dover-Rochester, NH-ME MSA	7840	Spokane,WA MSA
		7880	Springfield, IL MSA
6480	Providence-Fall River-Warwick, RI-MA MSA	7920	Springfield, MO MSA
		8000	Springfield, MA MSA
6520	Provo-Orem, UT MSA	8040	Stamford, CT SMSA
6560	Pueblo,CO MSA	8050	State College, PAMSA
6580	Punta Gorda, FL MSA	8080	Steubenville-Weirton, OH-WV MSA
6600	Racine, WI SMSA	8120	Stockton-Lodi, CA MSA
6640	Raleigh-Durham-Chapel Hill, NC MSA	8140	Sumter,SC MSA
6660	Rapid City, SD MSA	8160	Syracuse, NY MSA
6680	Reading,PA MSA	8200	Tacoma, WA SMSA
6690	Redding,CA MSA	8240	Tallahassee, FL MSA
6720	Reno, NV MSA	8280	Tampa-St. Petersburg-Clearwater, FL MSA
6740	Richland-Kennewick-Pasco, WA MSA		
6760	Richmond-Petersburg, VAMSA	8320	Terre Haute, IN MSA
6780	Riverside-San Bernardino-Ontario, CA SMSA	8360	Texarkana, TX-Texarkana, AR MSA
		8400	Toledo,OH MSA

8440	Topeka,KS	MSA
8480	Trenton, NJ	SMSA
8520	Tucson,AZ	MSA
8560	Tulsa, OK	MSA
8600	Tuscaloosa, AL	MSA
8640	Tyler, TX	MSA
8680	Utica-Rome, NY	MSA
8720	Vallejo-Fairfield-Napa, CA	SMSA
8735	Ventura, CA	PMSA
8750	Victoria, TX	MSA
8760	Vineland-Millville-Bridgeton, NJ	SMSA
8780	Visalia-Tulare-Porterville, CA	MSA
8800	Waco, TX	MSA
8840	Washington, DC-MD-VA	MSA
8880	Waterbury, CT	MSA
8920	Waterloo-Cedar Falls, IA	MSA
8940	Wausau,WI	MSA
8960	West Palm Beach-Boca Raton, FL	MSA
9000	Wheeling, WV-OH	MSA
9040	Wichita,KS	MSA
9080	WichitaFalls, TX	MSA
9140	Williamsport, PA	MSA
9160	Wilmington, DE-NJ-MD	SMSA
9200	Wilmington, NC	MSA
9240	Worcester, MA	MSA
9260	Yakima,WA	MSA
9270	Yolo, CA	PMSA
9280	York, PA	MSA
9320	Youngstown-Warren, OH	MSA
9340	Yuba City, CA	MSA
9360	Yuma, AZ	MSA

Updates for the Lookup GXE

Many people are surprised to find out that ZIP Codes change regularly. The USPS updates its database on a monthly basis. You can purchase the updated information from ZIP Code Download as needed

To update your database, you need to purchase the USA 5-digit ZIP Code Database, Commercial Edition from ZIP Code Download. Information on this database is found on our website.

After you have purchased an update, you will need to download the Microsoft Access 97 or later version of the database. After you download and extract the data, replace the database in the Lookup GXE folder with the new database you purchased.