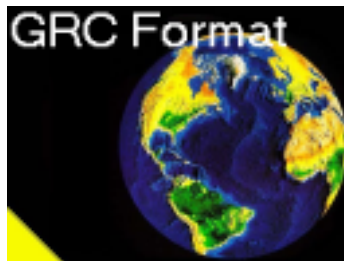


# **GRC Format™ version 1.2**

## **User's guide**



### **GRC Database Information**

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## GRC Format™

Storing international name and address data is already a major problem for database managers. As there are around 130 different address block formats in the world, outputting this data in a way that is correct for the postal services involved, and is pleasing for the recipient, is an extra problem which **GRC Format™** resolves. **GRC Format™** produces address blocks for label and envelope printing, or for mail merge, containing your data in the correct order and layout to improve postal handling and to prevent irritation to your customers. These are the major features of **GRC Format™** :

- Outputs data from 240 countries and territories
- Outputs data so that each field in the output file contains one line of the address block.
- Seamlessly handles empty input fields.
- Accepts any data structure, provided that the company, personal name and address name data in your data structure is not stored in more than 30 (alphanumeric) fields.
- Accepts and outputs data in Microsoft Foxpro and dBase III+ formats.
- Option to output data in Microsoft Excel format.
- Optional assignment of a user-defined string (for example, "For the attention of the Managing Director") if no personal name is contained in your data file.
- Optional assignment of an attention string in the correct language (for example, "Attn:", "A l'Attention du", "zu Händen" etc.) before the personal name.
- Optional assignment of a postbox string in the correct language (for example, "Postbox", "Boite Postal", "Postfach etc.) before the postbox number.
- Optional assignment of the country name in English or French
- Can handle different address formats in multi-lingual countries such as Switzerland (when the language is coded).
- Optional assignment of punctuation marks where required.
- Automatically assigns extra spacing and empty lines when the format requires this.
- Outputs only one address type (postbox or address) when both are present in your database for countries where only one is required for delivery.

Should you have any comments or suggestions for improvements to **GRC Format™**, we would be delighted to hear of them.



Countries have been chosen for inclusion in **GRC Format™** on a pragmatic basis, and on postal and address requirements. The list excludes countries with a claim to independence or which are *ipso facto* independent and includes some dependent territories. The parameters for inclusion have been that in terms of address systems a clear distinction can be made in some respect for the country or territory concerned.

# Technical Requirements

**GRC Format™** requires:

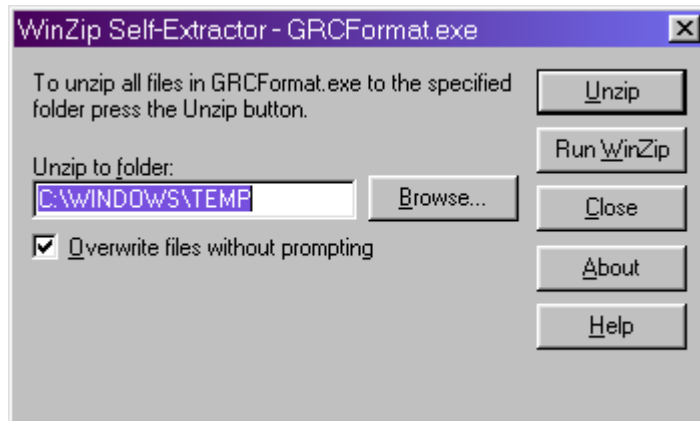
- An IBM compatible computer with 486 50 MHz processor or higher
- Mouse
- 10 MB RAM
- DOS version 3.1 or higher
- Microsoft Windows version 95 or higher, or Microsoft Windows NT 3.51 or higher.
- 5 MB of disk space

Furthermore, for each data table being processed, you must have:

- A field containing a country code (No longer than 30 characters)
- A field containing a unique ID / URN

# Installation

The file that you download from the GRC Database Information web site is a self-extracting zipped file. Run the file and choose the directory to which to unzip the files.



After unzipping the files, go to the specified directory and run the program **SETUP.EXE**. Follow the instructions to install **GRC Format™** on your local drive.

On some Windows versions **GRC Format™** does not create an entry in the *Programs* section of the *Start*

button. If this is the case, run **GRC Tools™** by double clicking on grctools.exe from within Windows Explorer, or create a shortcut to **GRC Tools™** on your desktop and run it by double-clicking on the shortcut.

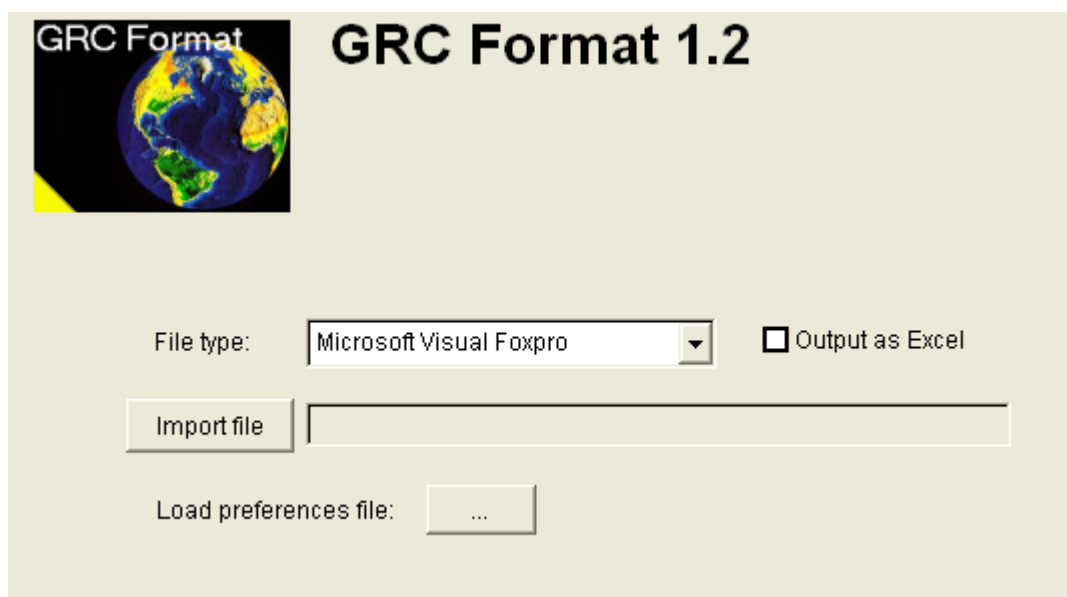
## Running GRC Format™

Run **GRC Format™** by double clicking on the **GRC Format™** icon.

The first requirement that **GRC Format™** has is to know the name of the file which contains the unformatted data, and the format in which it was created. **GRC Format™** currently allows input in these formats:

- Microsoft Visual Foxpro
- dBase III+

Additionally, you may choose to output the data in Microsoft Excel format.



Choose the file type from the drop down list, and choose an import file by clicking on the *Import file* button.


**NB: In this version the import file should not be stored on a network drive nor in a directory where the path contains a space. This will cause GRC Format™ to return an error.**

If you have saved a preference file from a previous run, you can load this using the *Load preferences file:* button. Note that preference file names commence with the string *prefers\_*.

When the file type and import file options have been chosen, you will be allowed to move on to the parameters page. Do this by clicking on the **Parameters** tab.

**GRC Format™** automatically creates an output file name for you in the directory where the input file resides. This file is named “O” followed by the day, month and year, and then by a letter incremented from a to z. Thus, your first file of 30<sup>th</sup>

November 2001 in that directory will be called O301101a, the second will be called O301101b and so on. This name is shown in the *Name of output file* field.

 If you should do more than 26 runs in a single day and have thus created results files ending in all letters between A and Z, A is reused for all remaining sessions for that date.

Fields containing: Country Code:  Unique ID:

**GRC Format™** requires in your incoming file a field (no longer than 30 characters) containing a standardised country name or code, and a field containing a unique identification for this record. The former is used to define the address block format. Both are written to the output file. You must specify both of these parameters using the drop-downs to process your data.

Alternative text if no contact name:   
Assign text if this field is empty:

Your input file may not contain contact names for each address. If this is the case, you may want to specify a string which is used should a name be written, for example to specify the department to which the mailing should be routed. If this is the case, specify the string in *Alternative text if no contact name*.

You must also tell **GRC Format™** which field in your incoming data file needs to be empty for the replacement string to be specified. This is usually the field containing the family name of the contact person. Specify this field using the drop-down *Assign text if this field is empty*. **You must specify BOTH an alternative text AND the field which must be empty to assign the text for this option to be effected by GRC Format™.**

Assign Attention String?  Case of Attention String:  Upper  Mixed  
Assign text if this field is not empty:

The **GRC Format™** lookup table contains strings for some countries which are normally written before a personal name to indicate *For the attention of*, such as *zu Händen, A.C.A., T.a.v., Attn:* and so on. If you check *Assign attention string*, **GRC Format™** will assign these strings for you in the address block. Tell **GRC Format™** which field must not be empty (usually the family name of the person) for this string to be assigned by choosing a field from the *Assign text if this field is not empty* drop-down. If you do not assign a field, **GRC Format™** will not effect this parameter.

Specify also the case that you would like the string to be written - UPPER CASE or Mixed Case.

Assign Postbox String?  Case of Postbox String:  Upper  Mixed

Default Postbox String:

If you have a postbox number stored in your database without the string before it (i.e. 12345 instead of *P.O. Box 12345*), **GRC Format™** can assign the local postbox string in front of the number automatically for you, in the correct language. Check *Assign Postbox String* if you would like to do this. Because **GRC Format™** does not have a correct postbox string for every country, you need to decide which postbox string to use for those countries where the local language version is not available. Fill this in in the *Default postbox string* field. **If you do not add anything to the *Default postbox string* field, this parameter will no be effected.**

Specify also the case that you would like the string to be written - UPPER CASE or Mixed Case.

Assign Country Name?  In which language?  Case?  Upper  Mixed

If you would like the country name to be automatically assigned at the bottom of the address block, check *Assign country name*. Specify which language you would like the country name to be written in, and the case in which it is to be written. **If you do not specify a language from the drop-down, this process will not be effected,**

Once you have finished assigned parameters on this page, proceed by choosing the **Parameters 2** tab.

Fields containing: Language code:

Language codes for:

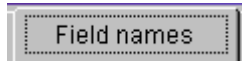
Belgium: Dutch:	<input type="text" value="nld"/>	Finland: Finnish:	<input type="text" value="fin"/>
French:	<input type="text" value="fra"/>	Swedish:	<input type="text" value="swe"/>
German:	<input type="text" value="deu"/>	South Africa: English:	<input type="text" value="eng"/>
Cameroon: English:	<input type="text" value="eng"/>	Afrikaans:	<input type="text" value="afk"/>
French:	<input type="text" value="fra"/>	Switzerland: German:	<input type="text" value="deu"/>
Canada: English:	<input type="text" value="eng"/>	French:	<input type="text" value="fra"/>
French:	<input type="text" value="fra"/>	Italian:	<input type="text" value="ita"/>

Save preferences file:

The parameters 2 tab is dedicated to those countries where multiple languages are spoken. In the case of Switzerland, the language region can dictate the output format of the address. For all specified countries, the language area will define which strings are written if you are assigned, for example, attention strings or postbox strings.

If you have your data language coded, specify the field in which the language code is written, and specify in the relevant *language codes* field the code which has been used in your data to indicate each of the languages. If you do not specify a language field or language codes, **GRC Format™** will use a “neutral” language output, usually English.

If you wish to save your parameters to use in a future run of **GRC Format™**, use the *Save preferences file:* button. You should save the preference file with a name commencing with the string *prefers\_*.



To continue, choose the  tab.

**GRC Format™** will correctly create address blocks from your data provided you have not spread the company, name and address data over more than 30 alphanumeric fields. On this page, you need to specify which data is stored in which fields. For each drop down, if you do not have this data, or you do not want the data to be output, leave the field blank.

**NB: All fields should be of character / alphanumeric type. Specifying a numeric field will cause an error in GRC Format™ .**

Company Name	COMPANY	▼
Department	DEPARTMENT	▼

Specify the company name field and the department field if you would like this data output.

Contact Form of address	SALUT	▼
Contact Given name		▼
Contact Initials		▼
Contact Prepositions		▼
Contact Family name	NAME	▼
Contact Seniority		▼
Contact Suffix		▼
Contact Job title		▼

Seven fields are allowed for your contact’s name and job function. Again, it is not problem if you do not store your data exactly in this way. Provided the normal (Western) writing order is followed when you specify the fields, the data will be correctly output. In this example, the whole name is stored in a single field.

**NB: in some countries personal names are written in different orders, for example in Hungary, China and Japan. If your data is correctly fielded, i.e. the family name is always in the family name field regardless of the order in which it is written, then GRC Format™ will correctly output the name. If your database contains names so that the given name field contains the first name that is written and the family name the last name which is written, i.e. that the names have already been entered in reverse, then contact us - we shall provide you with an alternative file to prevent the names being reversed a second time for these countries.**

Building Name		▼
Building No. - Prefix		▼
Building Number		▼
Building No - Suffix		▼

You may store the building or sub-building information in an address separately in your data file. In these fields, you can specify the appropriate fields. For example, if an address is **Room 7 A, Station House**, then

**Room** is the building number prefix, **7** is the building number, **A** is the building number prefix and **Station House** is the building name. If you keep this data in a single field, specify that field name in the *Building name* drop-down.

Street Address	ADDRESS1	<input checked="" type="checkbox"/> Punctuate
Street No. - Prefix		<input type="checkbox"/> Punctuate
Street Number	NR	
Street No. - Suffix	NRSUFF	
Zone/DD Locality	ADDRESS2	
(Dep.) Locality		

The street address may be specified in these 6 fields. These allow for a street address, a secondary street address line (for example, an industrial estate or a small village name) and a third street address line (larger village etc.). For example, if an address is

**via Milano km 7 camera b** then **via Milano** is the street address, **km** is the street number prefix, **7** is the street number and **camera b** is the street number suffix. Another example, if you simply have your street address in fields **address1**, **address2** and **address3**, specify these fields in the drop-downs *street address*, *zone/DD locality* and *(Dep.) Locality*. **GRC Format™** will output them in the correct order.

**GRC Format™** gives you the opportunity to write punctuation, if required, to your output address block. The *Punctuate* check box is automatically turned on when you choose a field, but you can turn it off. This option refers to punctuation which immediately **precedes** the contents of this field. In this case, the punctuation option usually writes a comma between the house number and the street address. For example:

*Punctuate* is checked, output is:

**17, rue de Paris**

*Punctuate* is NOT checked, output is:

**17 rue de Paris**

(Of course, this only applies when the number and the street address have been stored in separate fields - the *punctuate* option will add punctuation between fields on output, not within fields.

Postcode	ZIP	<input checked="" type="checkbox"/> Punctuate
Postal City	CITY	<input checked="" type="checkbox"/> Punctuate
Sorting Code	SC	<input checked="" type="checkbox"/> Punctuate
Province	STATE	
Postbox	PB	
Postbox Postcode	PBPC	<input checked="" type="checkbox"/> Punctuate
Postbox City	PBTOWN	<input checked="" type="checkbox"/> Punctuate
Postbox Sort. Code		<input checked="" type="checkbox"/> Punctuate
Postbox Province		<input type="checkbox"/> Punctuate
Country Name	COUNTRY	

The final set of fields requests the locations of postal code, postal town, sorting code (numbers or data which immediately follow the postal town name, on the same line) and province information. As, for some countries, postboxes have their own postal codes and postal towns etc, this information is also collected where available. You may specify the same postal town and postal code names for the

postbox as for the street address data - **GRC Format™** will not output it twice.

The specification of a *country name* field is not allowed if you have chosen the parameter *assign country name*.

**GRC Format™** gives you the opportunity to write punctuation, if required, to your output address block. The *Punctuate* check box is automatically turned on when you choose a field, but you can turn it off. This option refers to punctuation which immediately **precedes** the contents of this field. An example of punctuation for these fields is for Brazil where a hyphen is usually written between the postal town name and the state code. Thus:

*Punctuate* is checked for *Province*, output is:


**10100-859 RIO DE JANIERO - RJ**

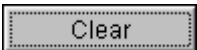
*Punctuate* is NOT checked for *Province*, output is:



**10100-859 RIO DE JANIERO RJ**

Click on the tab  to continue.

For each country chosen, **GRC Format™** needs to make a link between the country code used within the input database and the country names, so that the correct output format is created per country. **GRC Format™** remembers links made, so if your country codes remain stable, this process will only have to be done for each country once. Known links are presented in the bottom box. Country codes not yet known are presented in the top left-hand box. Highlight each code, highlight the country name to which it should be linked in the top right-hand box, and choose

. To clear any highlighting you have done in error, choose

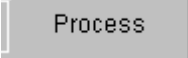
. To re-link an incorrect link (or to prevent **GRC Format™** from processing a given country during this session), highlight a made link in the bottom


box and choose . Choose  to clear all made links and re-start the linking process.

Highlight the country code in the first list and highlight the country name in the second list to which the code belongs.

Country Codes	Country Names	
	Afghanistan *	Clear
	Albania	Link
	Algeria	
	American Samoa	
	Andorra	
	Angola	
	Anguilla	
	Antigua and Barbuda	
Links Created		
GB --> United Kingdom		Remove link
		Remove all links

**NB: For those countries where an address block format is either not fixed or not known, the country name is followed by an asterisk. In these cases GRC Format™ will use its own parameters to create an acceptable address block.**

Click on the  tab to continue

If you are ready to process your data, click on .

**GRC Format™** will start creating your output file, running through each country in alphabetical order of the country code used. This screen shows you the progress through the process, the length in characters of the longest address line yet created, and the length in lines of the longest address block yet created. Press F2 to stop processing at any time.

<b>Run</b>		Press F2 to stop processing	
Name of input file:	C:\DMTOOLSTESTFILES\TEMPTEST.DBF	Records:	0
Name of output file:	C:\DMTOOLSTESTFILES\O251001A.DBF	Records:	85
Now processing:	<b>GB --&gt; United Kingdom</b>		
Progress:	0%		
Length of longest output field (characters):	36	Largest address block size (in lines):	7
Countries to be done	Countries completed		
GB --> United Kingdom			

# Output

**GRC Format™** produces an output file with the address block correctly re-created from your input data for that country.



Field	Value
Field1	GRC Database Information
Field2	T.a.v. Dhr G.R. Rhind
Field3	Postbus 15213
Field4	1001 ME AMSTERDAM
Field5	The Netherlands
Field6	
Field7	
Field8	
Field9	
Field10	
Field11	
Field12	
Id	X789f
Coun_code	NL

Fields field1 to field12 contain the address block lines exactly as they should appear on the envelope, label or mail merge, (including empty lines within address blocks where required). The fields ID and COUN\_CODE contain the ID / URN from your original data (allowing you to link back to that data if required) and the country code for this record, for reference.

## Technical Support

If you have any questions about **GRC Format™**, or you come across any problems, please let us know.

GRC Database Information provides an e-mail only support service (address: [graham@grcdi.nl](mailto:graham@grcdi.nl)). You are guaranteed the full-attention of the author of the software. When looking for solutions to problems, we must be able to re-construct the problem at GRC Database Information. We must therefore have the following information:

- Your name, company name, address, telephone number and e-mail address
- The operating system that you are using
- A full description of what happens (what happens on the screen; what error message (if any) do you get; at what point (if any) does failure occur)
- Which parameters you chose to run the process
- Send also a copy of you input data so that we can try to replicate the problem.

We shall do our best to solve your problems, or, if **GRC Format™** was deliberately designed to do something that you did not expect, why this is the case. If we have made an error, we shall try to get a new version of the software to you as quickly as possible.

If you have any suggestions for changes or improvements to **GRC Format™** we would gratefully receive these at the same e-mail address. In this way we can ensure that **GRC Format™** is the tool you need and not the tool we think you need.