

Excel Postcode Formatter Guide

This Excel Postcode Formatting spread sheet is a simple tool designed to automatically format a list of full Postcodes into an uppercase, variable length e-GIF (e-Government Interoperability Framework) version of the Postcode which allows for a single space between the outward and inward parts of the Postcode.

Table of Contents

- Requirements..... 2
- Installation 2
- How To Use 2
- Postcode Formats 4
- Speed Considerations 4
- Updates..... 4
- Support 4

Requirements

To use this Excel spread sheet:

1. Excel version 2007 or later as part of Microsoft Office
2. Ability to enable macros within Excel

Installation

No installation is required other than copying the contents of the supplied zip file to a folder on your PC.

How To Use

Once saved to your PC, you can use spreadsheet by following these steps.

1. Open the spreadsheet called Postcode Formatter.xlsm.

IMPORTANT: If you see a yellow band across the top of the spread sheet when opened which says "SECURITY WARNING", you will need to click the 'Enable Content' button to allow the formatting functions to work in the spread sheet.

2. The spreadsheet has a single worksheet called 'Matching' and contains a sample list of 6 Postcodes. To test the spreadsheet is operating correctly, simply click on the red 'Format Postcodes >' button at the top left of the sheet.

If all is well, the sample Postcodes should be correctly formatted and a dialogue saying 'Formatting is complete!' will appear.

If the test does not work for any reason, please contact support@map-logic.co.uk for assistance.

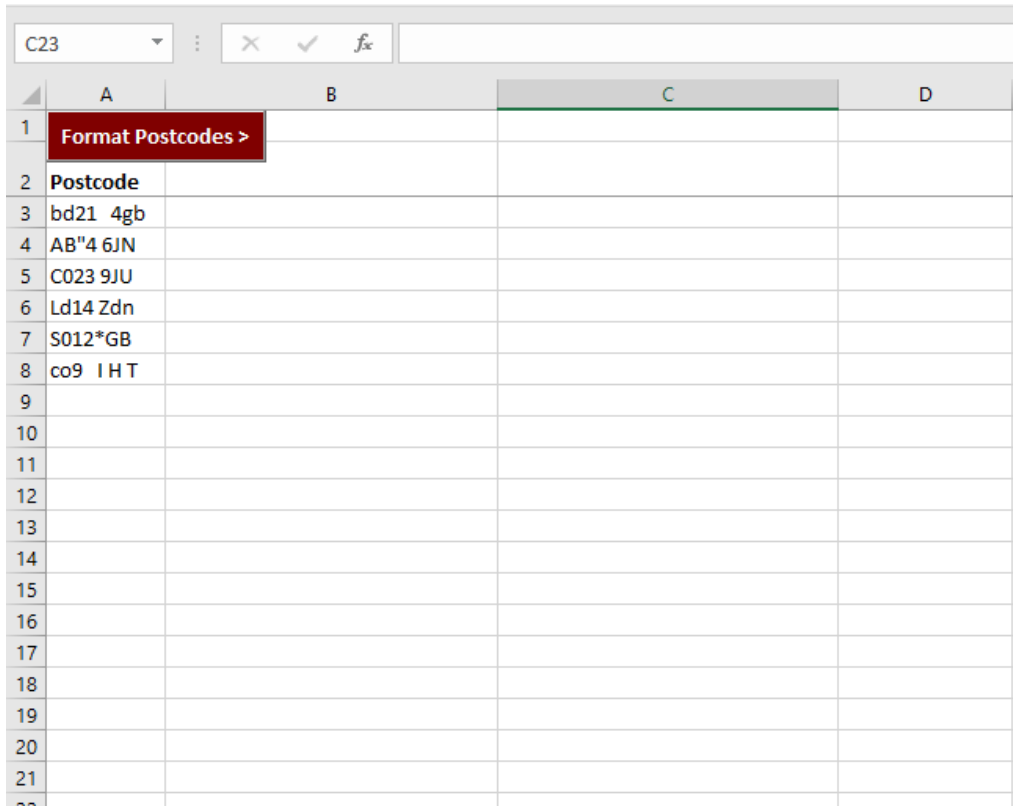


Fig 1: Initial Screen

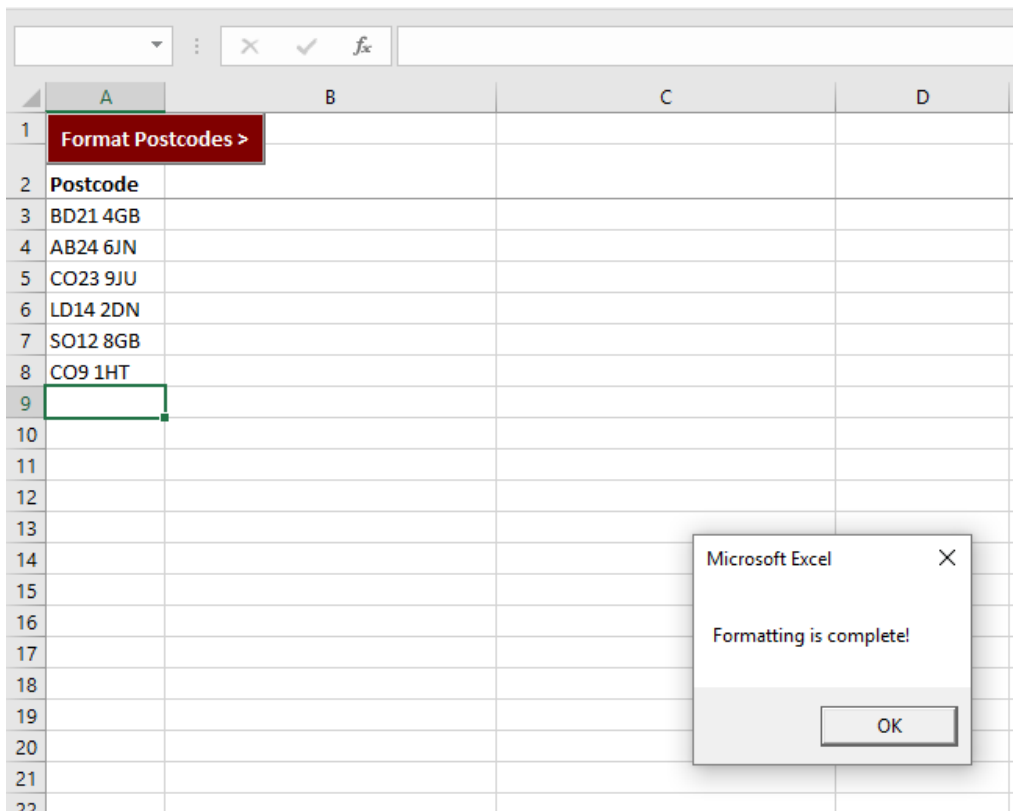


Fig 2: Screen After Test Formatting

3. You can now select and delete the sample Postcodes in the spread sheet. **Note:** you cannot delete the first two rows as these are protected and required to run the formatting process.
4. Now paste your list of Postcodes into column A below the 'Postcode' heading. Please ensure there are no blank rows in your Postcode list as this will cause the formatting to stop at that point.
5. Once done, just hit the 'Begin Formatting >' button again to format your own Postcodes.
6. You can now save your cleaned Postcodes or copy and paste them to other spread sheets or applications as necessary.

Postcode Formats

The spread sheet creates the variable length e-GIF (e-Government Interoperability Framework) version of the Postcode which allows for a single space between the outward and inward parts of the Postcode. For example UB7 0EB has a single space between the UB7 and 0EB portions and similarly B1 1AA also has a single space between the B1 and the 1AA.

The spread sheet will fix any spacing issues for you automatically and the most common typing errors including:

- 0 instead of O (and vice versa)
- I instead of 1
- 2 instead of Z
- 5 instead of S
- Shifted numbers such as " instead of 2

However, please note that it cannot correct every single typing mistake and error so manual visual checks of the Postcodes should also be made.

Speed Considerations

We estimate that you can format approximately 100 Postcodes per second using our spread sheet.

Therefore, processing a few hundred records at a time is very quick but if you have thousands of Postcodes it may be worth making up a cup of tea!

Updates

Updates will be released on an ad hoc basis as and when improvements are made. These will be issued free of charge to all users.

Support

If you have any questions or require further information regarding this Excel Postcode Formatter, please contact us directly at support@map-logic.co.uk