NPD Update 3.52 (12/05/01)

The NPD CD contains four programs you may install:

1. New NPD Installation
2. NPD Update
3. AcornFTP
4. Adobe© Acrobat Reader 5.0

The New NPD Installation and the AcornFTP Installation may restart your computer.

It is redundant to run both the NPD Update and the NPD New Installation.

Save this CD so you will have a recent NPD Installation should you buy a new computer. If you have an internet connection, you are encouraged to install AcornFTP if you have not already done so. The best way to download a new version of NPD is to use the **Download NPD Update** button in NPD Tools. (The password is **update**, all in lower case.)

The following modifications have been added since the last update of 3.51 (08/30/01):

1. The Driver Drop List now better handles multiple drivers and the bundle counts for each driver is now correct.

2. The Changed and Deleted flags are now included in the downloaded daily transactions.

3. The daily transactions now automatically enters the effective date for service changes.

4. The Duplicate PAN report now shows both accounts with the same PAN.

5. The Prepare Agent to Post File can now handle 12 digit PANs.

6. The Agent Accounts not in Washington Post Database report now displays any invalid PANs you may have assigned to those accounts.

7. The Difference in Key Fields reconciliation report no longer displays a difference if the NPD status is VA (Vacation, Active) and the Post status is Inactive. This should help you get to the "zero errors" goal.

8. The Delivery Labels function has been upgraded to handle the fact that ML320 (and other) dot matrix printer drivers for Windows 2000 and XP support only full page labels. For Windows 2000 and XP, perform an Add Printer for your dot matrix printer and name it DotMatrix2. Select letter size (8.5 x 11) paper. Do not attempt to set the page size to 3.5 x 0.9375 inches as you did for earlier versions of Windows. Just leave it 8-1/2 x 11. When printing dot matrix labels, select the DotMatrix2 printer. The printer will page-eject to an 11in boundary on the last "page" of labels. You can use the DotMatrix2 printer with earlier versions of windows if you wish.

9. The problem with NPD displaying the incorrect edition after entering a service change with the downloaded daily transactions function has been corrected.

FYI

a. **The password to download a NPD update from NPD Tools is update. The password to FTP an Export for Address Check is earl.**

   ### *Please make note of these passwords so you won't have to call me for them!*

b. The Washington Post is moving forward with its Central Records project. If you are not already, you are advised to become **proficient in basic email and web browser functions**. Due to the variety of ISPs and software packages, providing assistance over the phone is often very difficult. This also applies to Address Updates sent to you via email.

c. The best time to call with questions or problems is from 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 6:30 p.m., Monday through Friday. ***Please limit calls at other times to emergencies.***

d. If you are **backing up to floppies** and it's taking more than 3 floppies, you are encouraged to purchase a ZIP drive or a CD-RW drive. They take the pain out of backing up and are much more reliable than floppies. ALWAYS have more than one set of backups. If your backup goes bad you may have to revert to a backup made a few days ago. A separate set for each day of the week can save you from re-keying all your customer data when Murphy strikes.

e. Also, use the **Backup on Normal Exit** option on the Main switchboard. While not a replacement for external backups, they are more convenient when you need to restore.

f. Stay current, get on my email list. If you are not on my email list, send an email to npd@acorndata.com. Be sure to include your name and area number. Of course, remember to notify me of any changes to your address, phone, or email.

g. You may make Visa/Master Charge payments to Acorn with PayPal. PayPal provides the credit card service for eBay and a number of other web sites. Visit www.acorndata.com and go to the **NPD eStores** page. There you can join PayPal (it's free). After you have joined, you must return to the NPD eStore to enter your payment.

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