## Introduction

There are two distinct types of mailings when it comes to mailing plans; machineable and presort. These two types of mailings have different methods of being uploaded into the EST Desktop software that Canada Post provides for mailers. If you attempt to upload a presort mailing plan through the method for machineable mail, you will encounter an error, and vice versa. Detailed below are the methods for uploading both machineable and presort mailing plans.

## Presort Mailing Plans (Addressed Admail Special Handling, Publications LCP)

Presort mailing plans are in either an .xml or .zip format and are for Addressed Admail Special Handling or Publications LCP. They can be uploaded via the file menu in the EST. If you have exported a compressed mailing plan (.zip) then you will need to select the "ZIP Files" or "All Files" option from the "Files of type" dropdown.

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Figure 1: Upload a Presort Mailing Plan via the File menu

😜 Upload Mailing Plan				
Steps 1. Choose the Presort Mailing Plan file 2. Upload Presort Mailing Plan data	Choose the Presort Mailing Plan file To upload a mailing plan, please choose the Presort Mailing Plan file you wish to convert. Look jn:  MailingPlan.xml			
	File name:     MailingPlan.xml       Files of type:     XML Files (*.xml)			
	< Prev Next > Einish Cancel			



Figure 2: Select the Presort Mailing Plan file (either in .xml or .zip format)

After uploading the mailing plan file, you will be able to create a mailing plan directly from this mailing or import it into a mailing you have already created. To create the mailing directly from the mailing plan, select "New->Mailing from Mailing Plan" from the File menu. This will bring up a window where you can select a previously uploaded mailing plan.

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Upload Mailing Plan	📆 Unaddressed Admail Mailing					
🚭 End of Day Alt-Y	🛑 Mailing from Template					
Exit	📵 Mailing from Default Folder Template					
	📲 Mailing from Mailing Plan					
<ul> <li>Background Tasks</li> <li>Messages</li> </ul>	Create a new Mailing Folder					

Figure 3: Select Mailing from Mailing Plan to create a new mailing from the mailing plan.

1	New Mailing from the second	om Mailing Plan	100400 (TEL 1716)				
-	Select the Mailing Plan to use to create the new Mailing.						
	Mailing Plan Id	File Name	Customer Refe	Upload Date	Product	Mailed On Be	
	E500000000	MailingPlan.xml		27-Jan-2015	Addressed Ad		
					OK	Cancel	
l							

Figure 4: Select previously uploaded mailing plan



## **Machineable Mailing Plans**

Machineable mailing plans are in a .txt format and are for any of the machineable formats (Addressed Admail, Publications or Lettermail). They can be uploaded by importing into a created mailing by clicking the Import button and then selecting your mailing plan file.

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Figure 5: Create a new mailing

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Navig	ation	🚱 Ma	ilings - /	Addressed Admai	I - New	nport mailin	g informat	ion into the	current Mailing

## Figure 6: Click the Import button

<b>e</b>	×
Steps	Choose the source for the import
1. Choose the source for the import 2. Perform import	Please choose the file or previously uploaded Mailing Plan you wish to import. Import from a file  Import from previously uploaded Mailing Plans
	Look in: 🗀 demo 💌 🗈 🏠 🎬 🗄
	MailingPlan.txt
	File <u>n</u> ame: MailingPlan.txt
	Files of type: Text Files (*.txt)
	< Prev Next > Einish Cancel



Figure 7: Select the machineable mailing plan file.