

Character Spacing

To identify each character in the address, the optical character reader (OCR) must see a clear vertical space between the characters. Spacing between $\frac{3}{4}$ and 3 points is acceptable.

However, 1-point character spacing is recommended. Kerning or the overlapping or nesting of characters for special effects and appearances may not be used for printing address information (see exhibit 4-15).

Exhibit 4-15
Character Spacing
(not drawn to scale)



Word Spacing

To separate each word in the address, the optical character reader (OCR) requires a horizontal clear space between words that is at least equal to the width of one full-size character such as a capital M (see exhibit 4-16). Spacing between words should not exceed five full-size character spaces. This includes spacing between the two-letter state abbreviation and the ZIP Code or ZIP+4.

Exhibit 4-16
Word Spacing
(not drawn to scale)

