

Line Spacing

To separate each line in the address, the optical character reader (OCR) requires a vertical clear space between address lines that is at least 2 points (see exhibit 4-17). The maximum space between lines is the height of two full-size characters.

Exhibit 4-17

Line Spacing

(not drawn to scale)

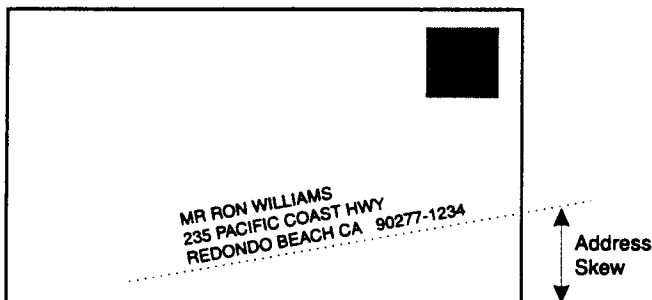


Address Block Skew

If the address block is slanted too much, the OCR might be unable to see a clear vertical space between each character. For this reason, the address should not be slanted (or skewed) more than 5 degrees, relative to the bottom edge of the mailpiece (see exhibit 4-18). This standard is especially important for the proper application of address labels.

Exhibit 4-18

Address Block Skew



Interfering Print

You should avoid using preprinted forms, labels, or inserts containing lines (such as dotted rules for address placement), outline boxes (such as borders for address placement), or prompting words (such as "TO:") in the address area. These nonaddress elements can interfere with optical character reader (OCR) recognition of the delivery address.