

TechLines

Technical Information Sheet

M7

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Designing Your Mailpiece for Inkjet Addressing

These guidelines will help to obtain the savings available using inkjet addressing to automate your mail. There are diagrams in this document to help in setting up your design and we welcome, and encourage, you to submit preliminary designs for verification.

The inkjet “window”

An area for the inkjet image must be reserved in the design of the mailpiece. We refer to this area as the inkjet “window.” It must be large enough to accommodate the image with required margins and be appropriate in background and lack of coatings. The window can not include the return address or indicia, or any other preprinted copy that might interfere with the inkjet imaging.

Size

A typical address is 1” by 4” (8 lines by 40 characters) and requires a 1½” by 4½” window. A wider address, adding personal or constant messaging or adding endorsements requires a wider window.

To figure how wide your window must be, you must know how many characters/spaces are in the widest line of your data. Since each character uses the same amount of space, you can then figure the required image width and then add ½” to both the right and left side. Our standard font has 10 characters per inch (CPI). A font with 12 CPI is also available. Although not postal legal for addressing, there is a 15 CPI font available for messaging; however, legibility is reduced with this font.

Keep in mind that a postal barcode is 3½” wide and takes one print line. An optional endorsement line will also use another print line. Vertical font pitch is normally 8 lines per inch on our printers with a 1” wide path. Adding ¼” top and bottom margin will allow all 8 lines to be used. If your files require fewer lines, the window can be reduced accordingly. If more than 1” deep is required, contact your customer service representative. Insufficient width in the address area will result in truncated data which can affect deliverability.

Coatings

Use of UV coatings or film laminates affects print quality. Even when using solvent-based ink, the print quality may not be good enough to meet postal barcode requirements. To ensure eligibility for postal automation discounts, a knockout window in the coating is required.

Background

Though we can inkjet image over some printed areas, there are ink and paper combinations that repel water-based inks – especially printing on coated stocks or over ink blends that contain over 50% of yellow or white inks in their formulas. Any background color will reduce the contrast of the image to the paper, reducing the legibility of the print. This is especially a concern with regard to any postal barcode, as there are contrast requirements for the barcode to be legal. **Maintaining a white background, especially behind the mailing address/barcode area is strongly suggested.** Please also note that background patterns, either printed or from colored fibers in the paper, can interfere with the barcode legibility and should be avoided for address areas. Our standard inkjetting color is black.

The Location of the “Window”

The placement of inkjet windows is dependent on the processing category of the mail and if the piece is to image **in-line** or **off-line**. The processing category is determined according to postal regulations by the physical characteristics of the piece, such as size, weight, layout, etc. It is suggested that you design according to the in-line specifications whenever possible to allow the greatest flexibility in scheduling. **In-line is required whenever there is inkjet imaging on an inside page.** The location of the inkjet window is determined by two factors – orientation and placement. Orientation refers to the direction of the image relative to the spine of the book. Inkjet imaging can be placed either parallel or perpendicular to the spine. Angles are not possible. Copy can be printed right side up or upside down relative to the spine. Placement is the distance from any edge of the piece, i.e. 3” from the spine.

Allowance must be made for any return address or permit imprint. This information must have the same orientation on the piece as the address and be above and outside of the address area.

Letter Mail

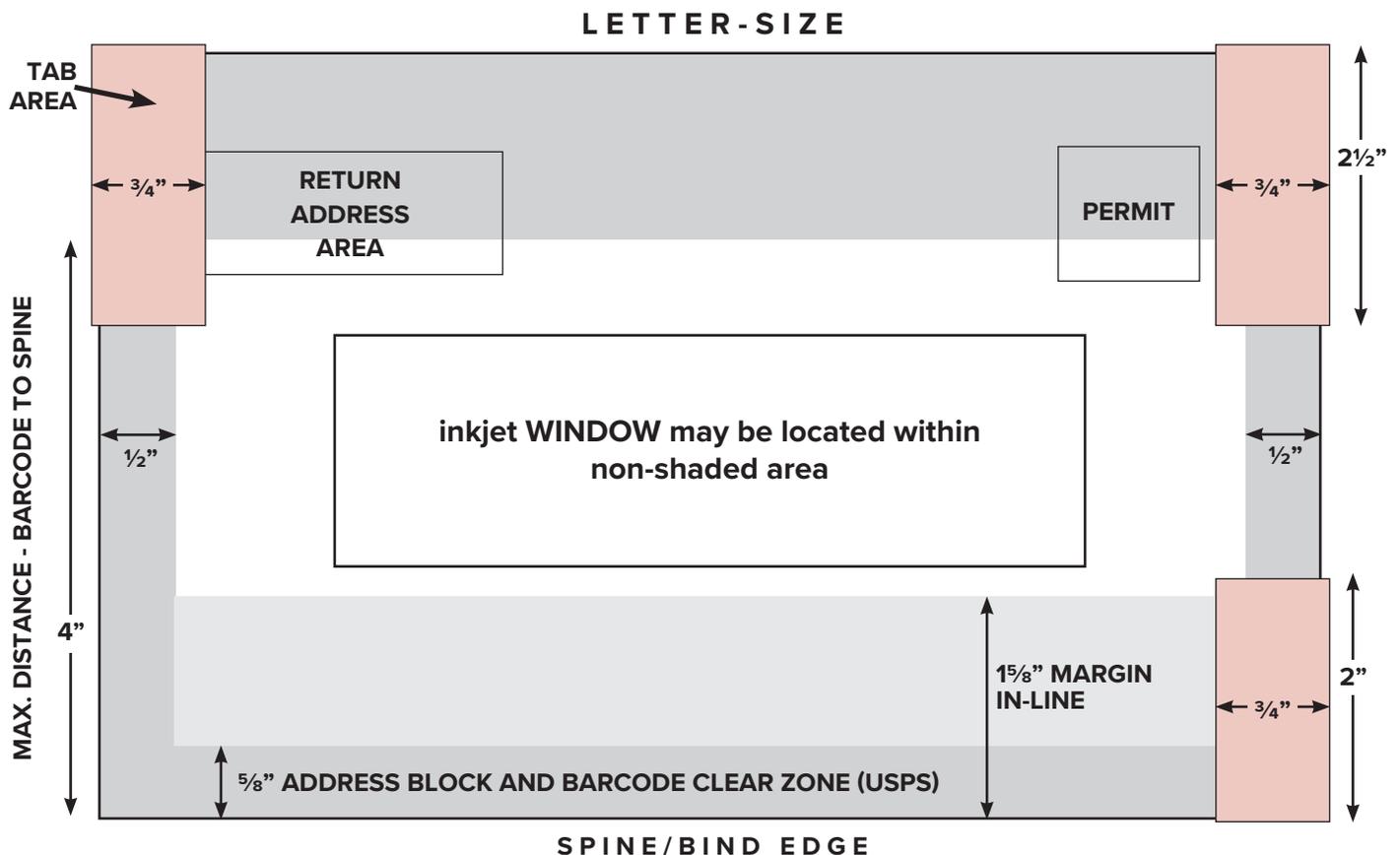
Letter-size mail requires the address to be placed so that it reads to you when the piece is held with the spine toward you. There should be a ½” margin from the head, foot or face edge of the book to the inkjet window.

Off-line production ONLY: The window may be no closer than 5/8” to the spine

In-line production ONLY: The window may be no closer than 15/8” to the spine

The barcode must be within 4” of the spine. Also, no part of the barcode can be more than 10½” from right hand edge of the piece.

Automation pieces do require tabbing. The tabs are translucent and will cover small areas of the front and back cover. Please take care to ensure that no critical information is printed in these areas. Three 1½” tabs are required for an automated mailing. The top tabs on the leading and trailing edge must start within 1” from the edge. The bottom tab on the lead edge must start within ½” from the bottom edge.



Flat-Size Mail

Flat size placement standards are a bit trickier since the implementation of the Flats Sequencing System (FSS) by the US Postal Service (USPS) in 2009. The rules below apply to all flat-sized Periodicals, Standard Mail, and Package Services flats mailed at presort, carrier route, and automation prices. (They do not apply to First-Class Mail!)

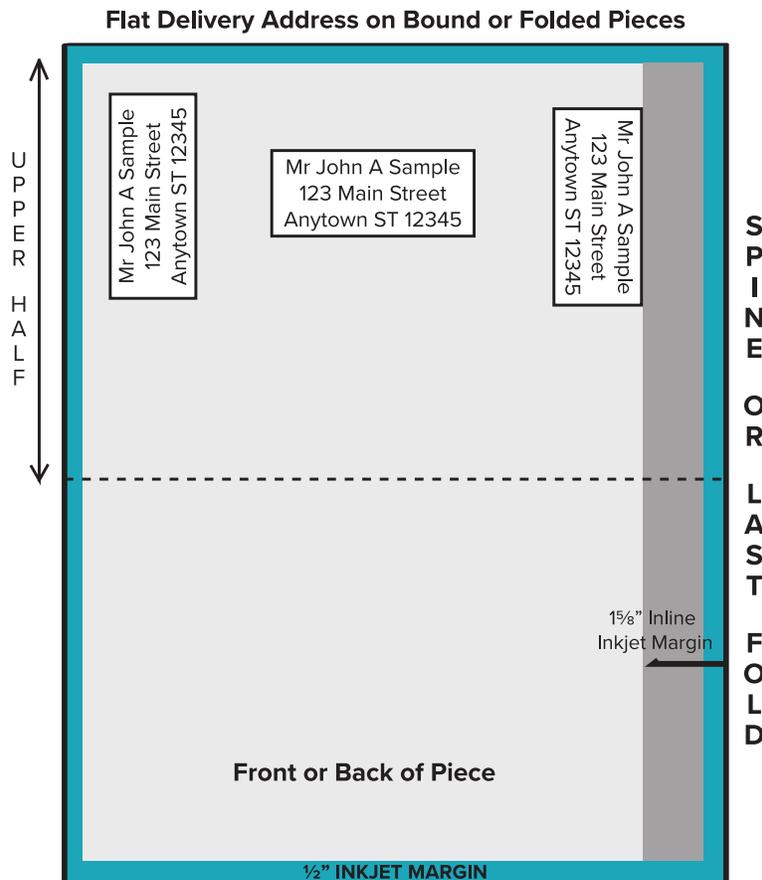
The delivery address must be entirely within the “top” half of the mailpiece. To identify the top of the mail piece place the spine (or last fold) on the right facing you, regardless of the direction of printing and if it is the front or back of the mailpiece. Divide the spine in half and the upper portion is the top half. The address cannot read upside down with the spine held to the right. For pieces contained in a polybag or envelope, either of the longest edges can be considered the spine.

When placement of the address is perpendicular to the spine, the address must be oriented as shown below and must be within the top half of the mailpiece. When placement of the address is parallel to the spine, the address can be oriented in either direction as shown below, however if the address will cross the center line (merge into the lower half) the address must *start* within 1” from the top of the piece. Please note spine must always be held to the right.

In-line production ONLY: When addressing parallel to the spine – the address window may be no closer than 1 $\frac{5}{8}$ ” to the spine.

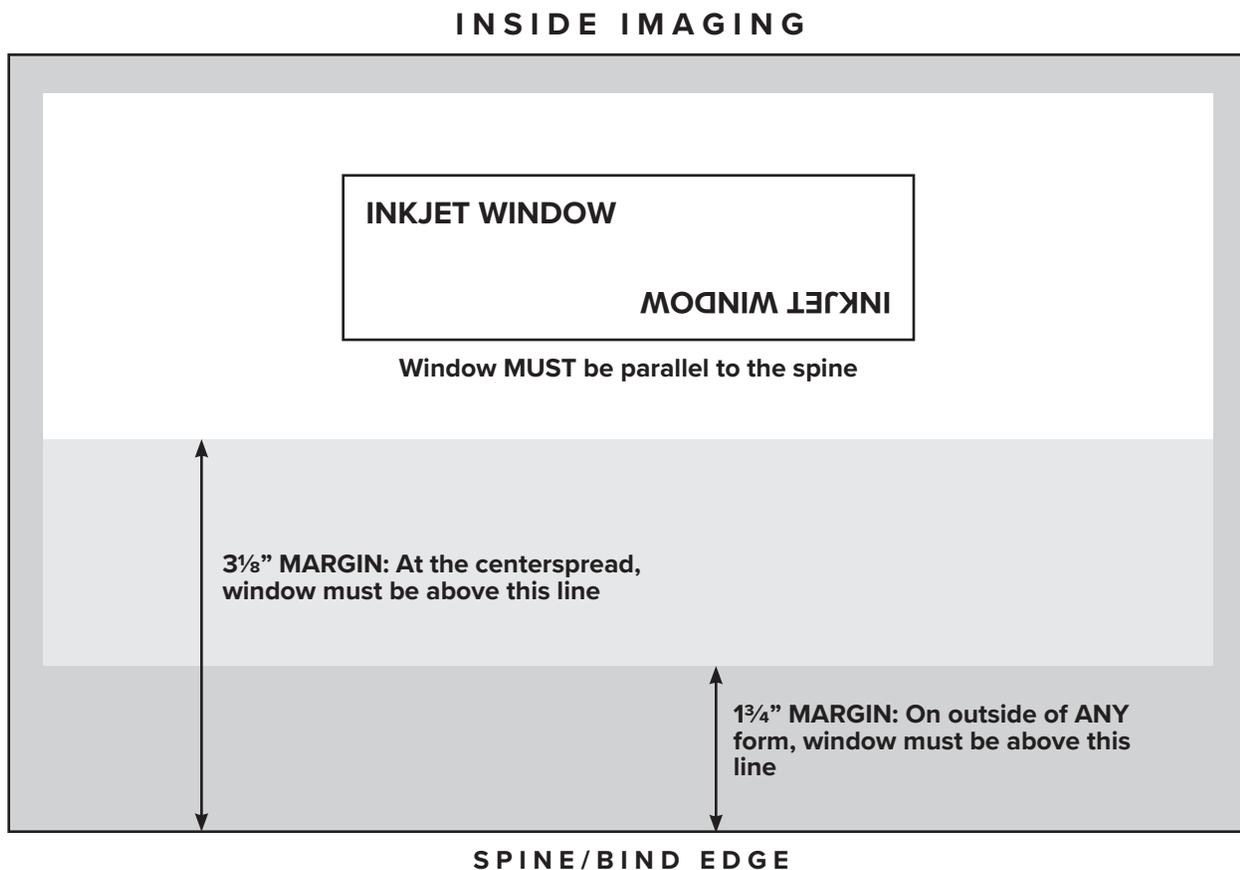
Other tips:

- When the address is on an insert polywrapped with the host piece, please contact your customer service representative as design must avoid polywrap seams.
- Placement of the permit and return address in relation to delivery address must remain the same as the address is read (permit to the right or upper right, return address to the upper left).
- There should be a $\frac{1}{2}$ ” margin any edge of the book to the inkjet window.
- If you are CoMailing, there are additional requirements, please see Tech Sheet M10.



Inside Imaging

- Inkjet imaging at specific locations inside the book can be done with the in-line process.
- A window for the inside image must also be allowed for.
- Book *must* be saddle stitched.
- Any outside (cover) inkjet window must follow the in-line guidelines.
- Orientation of the inside image **must** be parallel to the spine.
- Imaging may be at the centerspread of the book or on the outside of any press signature or bind-in piece, such as a business reply card or order form envelope.
 - If at centerspread, window must be no closer than 3½” to the spine.
 - If on outside of any other form, the window must not be closer than 1¾” to the spine.
- Bind-in pieces will align with the bottom of the book if imaging on the back cover.
- There must be a ¼” margin from the head, foot, or face edge to the inkjet window.
- 2-up digest-size pieces (5⅜” x 8⅜”) require all inkjet imaging be parallel to the spine.



Other Things...

Enclosures

Anything included in an automated mailing that will be returned to you, such as a reply card, must also be automation compatible. Please discuss any inserts with your customer service representative prior to production.

Die cut windows

We can inkjet through cut-outs in covers. In most cases, this will not affect qualifying for automation rates. The cut-out must be at least as big as the inkjet window.

Thumbedge Imaging is also available

This refers to inkjet imaging on the trimmed face of a perfect bound book. The image to be printed is handled as a graphic image rather than a data file that requires a specific font. The image must be sized so that there is a minimum of ⅛” margin from the copy to the front and back cover and ⅛” margin to the head and foot. The image must be line copy (not grayscale) and please keep in mind that the resolution of the printer and the roughness of the printing surface will obscure any fine detail.