

POSTNET bar codes

This Windows Help file contains information about using Azalea Software, Inc.'s PostnetBars font to create POSTNET bar codes for ZIP codes. It is organized into four sections:

How do I use POSTNET bar codes?

Discounts from the US Postal Service

Business Reply Mail

Using the PostnetBars font

This shareware package is a teaser. Azalea Software, Inc. offers a complete line of PostScript bar code printing solutions, including POSTNET, Code 39, Code 93, UPC and EAN, and Interleaved 2 of 5. We offer products for the Mac, Windows, NeXT and other platforms.

All copyrights and trademarks are the property of their respective holders.

Azalea Software, Inc.

How do I use POSTNET bar codes?

You can print a POSTNET bar code on any letter you mail. Bar coding your mail makes it easier for the Post Office to scan, sort and route your letters. When you do large mailings, properly bar coded mail is eligible for discounts. Contact your local post office for details.

Begin by making sure that you have the correct 9 digit ZIP+4 code for the address. The USPS can provide ZIP+4 codes for one address or for a whole mailing list.

A complete POSTNET bar code consists of a start bar, the ZIP code itself, a check digit and a stop bar at the end. The start and stop bars are single tall bars. Numbers are a combination of five tall and short bars. Therefore a POSTNET bar code is comprised of 52 lines (1 start bar + 9 digits*5 bars + checkdigit*5 bars +1 stop bar).

The POSTNET bar code must be positioned within a clear zone that is 4.75" wide by .625" tall. The POSTNET bar code and its clear zone is positioned in the lower right corner of the mailpiece.

The PostnetBars font must be used at 16 points.

Discounts from the US Postal Service

Mail that is properly bar coded within the address block is eligible for reduced postage rates. For more information, contact your local post office or the *Domestic Mail Manual* available from the USPS.

Business Reply Mail

The postcards that fall into your lap whenever you open a new magazine are business reply mail. They don't need a stamp because someone got a business reply mail permit from the USPS. Business reply mail can be either a postcard or an envelope.

Business Reply Mail requires POSTNET bar codes, FIM bars and other design considerations. Consult your local postal account representative before creating the camera-ready art for a business reply piece. Too much money is at stake otherwise.

Using the PostnetBars font

The PostnetBars font is a TrueType font that is designed to be used with Microsoft Windows 3.1. Windows 3.1 must be installed before using the PostnetBars font. The PostnetBars font is installed by using the Control Panel, just like any other TrueType font.

1. Bring up the Control Panel and choose Fonts.
2. Click Add.
3. Locate the PostnetBars font in the Directories list box.
3. Select the PostnetBars Regular font in the List of Fonts list box.
4. Click OK.

You must restart Windows before the PostnetBars font will work properly. For further details, consult your Windows documentation.

Note: Always use the PostnetBars font set at 16 points

A POSTNET bar code is created from a string comprised of: $s123456789cs$, where s is the start or stop bar, 123456789 is the ZIP+4 code and c is the check digit.

The preferred location for a POSTNET bar code is in the address block above the recipient's name, no more than 4" from the bottom of the mailpiece. An alternate position is the lower right corner but above the name is easier to format.

The rightmost bar must be more than 1/2" from the right edge of the mailpiece, and the left most bar must be less than 10-/12" from the right edge of the mailpiece and more than 1/2" from the left edge of the mailpiece. The clearance between the POSTNET bar code and the name line must be greater than 1/25" and less than .625". For more detailed information, contact your local post office.

What are POSTNET bar codes?

POSTNET bar codes are used to print ZIP codes on mail. They allow the US Postal Service bar code readers to sort and route your mail faster and more accurately.

Check digit

The check digit for POSTNET bar codes is used to insure data integrity.

To determine the check digit subtract the sum of the ZIP code's digits from 100. The check digit is the last digit of that number. For example, the check digit for 12345-6789 is 5 because $1+2+3+4+5+6+7+8+9=45$, $100-45=55$ and 5 the last digit.

Start and stop bars

The single tall bars at the beginning and end of a POSTNET bar code.

FIM bars

Facing Identification Marks are used by the USPS scanners to determine what kind of mail a given piece is. There are four different FIM marks: A, B, C, and D.

FIM's must be placed within a clear zone that is 1-1/4" wide and 5/8" tall. The clear zone extends down from the top edge of the mailpiece and the right side of the clear zone is 1-3/4" from the right edge.

FIM A - courtesy reply with POSTNET bar codes

FIM B - business reply, penalty or franked mail without POSTNET bar codes

FIM C - business reply, penalty or franked mail with POSTNET bar codes

FIM D - OCR readable mail without POSTNET bar codes (courtesy reply window envelopes)

copyright 1992 [Jerry Whiting](#)

Azalea Software, Inc.

PO Box 16745

Seattle, WA 98116-0745

206 937-5919

Quality bar code fonts and utilities for DOS,
Windows, Macintosh, NeXT and other platforms.

Custom bar code work available.

jwhiting@igc.org
72627,746

