

Modifying Machineable Specifications to Add Value to Your Mailings

To provide you with more flexibility when creating your mail items and align with the capabilities of Canada Post's new automated equipment, the following changes will be made to the *Machineable Postal Standards* guide for Standard / Short and Long (S/L) Incentive Lettermail, Addressed Admail and Publications Mail.

Note: Please refer to the *Machineable Postal Standards* for complete requirements.

Current Specifications

Quiet Zone Within and Around the Address Block

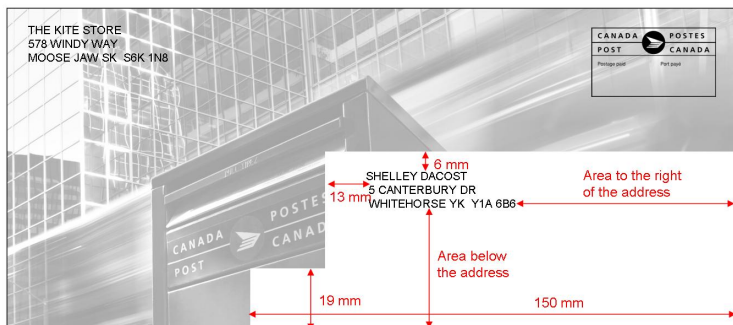
Leave clear of printing and dark colours the Quiet Zone located within and around the address block, as follows:

- 13 mm to the left of the address block
- 6 mm above the top line of the address block
- the entire area to the right of the address block
- the entire area below the address block.

Quiet Zone for Barcoding

Leave clear of printing and dark colours the area where Canada Post's automated equipment applies a fluorescent barcode:

- *on the front side of the item:* the area 19 mm high by 150 mm long measured from the bottom right edge.



Specifications effective January 16, 2012*

Quiet Zone Within and Around the Address Block

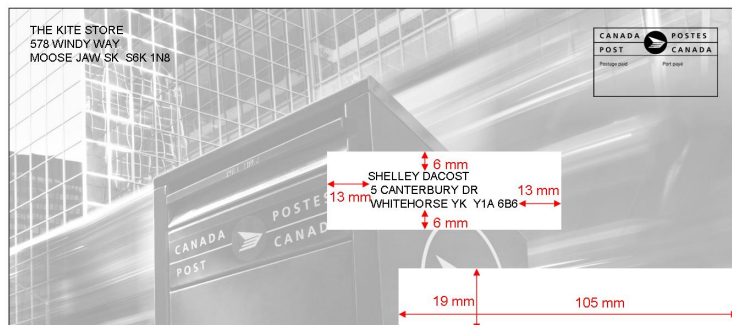
Leave clear of printing and dark colours the Quiet Zone located within and around the address block, as follows:

- 13 mm to the left and 13 mm to the right of the address block
- 6 mm above the top line and 6 mm below the bottom line of the address block
- customers wishing to print text to the right and below the address block must provide samples to Canada Post for testing and approval prior to depositing the mailing.

Quiet Zone for Barcoding

Leave clear of printing and dark colours the area where Canada Post's automated equipment applies a fluorescent barcode:

- *on the front side of the item:* the area 19 mm high by 105 mm long measured from the bottom right edge.



Acceptable Fonts

The following fonts are recommended for address printing:

- Courier (font size 11-12)
- Courier New (font size 11-12)
- Letter Gothic (font size 10-12)

Other acceptable fonts (font size 10-12) include Alpha Gothic, Arial, Copy Pica, Elite, Helvetica, Lotus Line Draw, Ms Line Draw, New Gothic, Pica, Univers (W1), Universal.

Fonts **not** recommended for address printing include: Times New Roman, Arial Black, Harrington, Baskerville Old, Comic Sans MS.

Acceptable Fonts

All types of fonts are acceptable for address printing, provided:

- all characters are clear, well-defined and have a space no smaller than 0.1 mm between them
- font size is set between 10 and 14 pts (the optimal character height is between 2.3 mm and 3.3 mm)
- no bold, underlined, italic, or script/decorative fonts are used.

Card and Postcard Strength

Cards and postcards must be strong enough to withstand machine processing. We recommend using paper with a weight of at least 135 gm².

Card and Postcard Strength

Cards and postcards must be strong enough to withstand machine processing. We recommend using paper with a weight greater than 160 gm².

* The new machineable specifications will only apply to mailings deposited at Canada Post sites that have new mail sorting equipment. These sites will be identified in the "Induction Locations and Cut-off Times" document posted at canadapost.ca/mailpreparation. For complete details refer to the *Machineable Postal Standards* guide at canadapost.ca/postalstandards.