








OCR & Barcode letter template guide

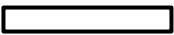
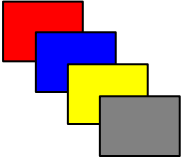
(MISC1218) June
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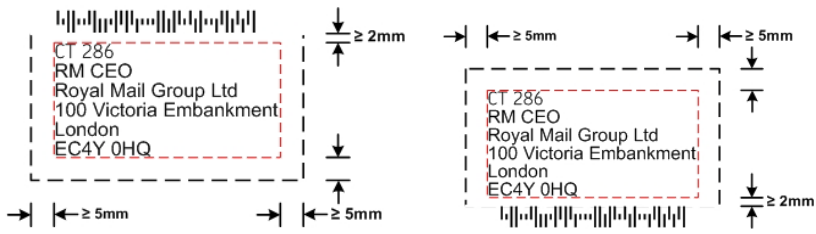

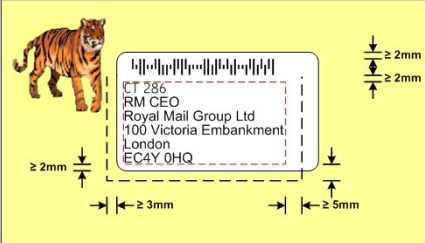

The purpose of this document is to provide a guide on the visual checks which can be done on machineable letters sent using OCR or Barcode. To make it as easy as possible to use, please refer to the index on the tool to show the checks required and then follow the checks in numerical order, this document indicates by means of a '✓' or a 'x' which check applies to which product.

Full product specifications are available in the technical specification user guides.

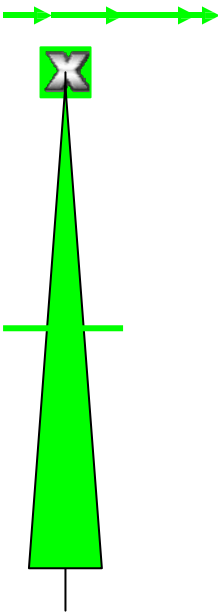
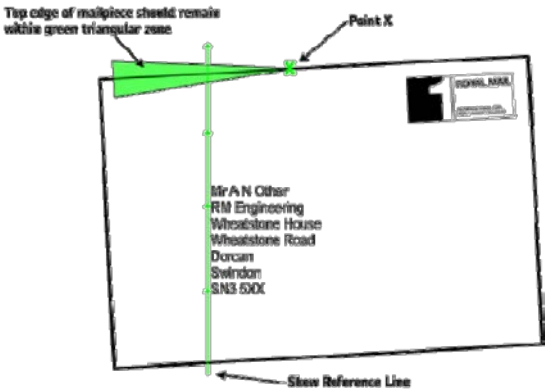
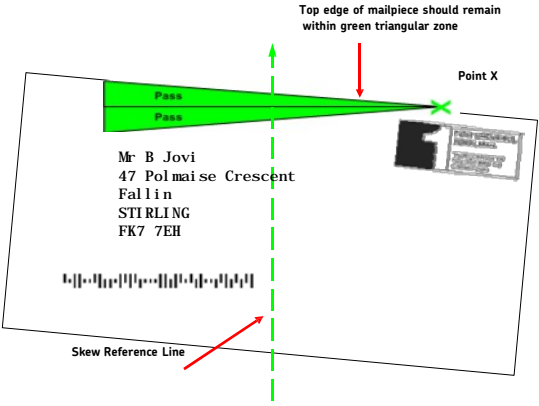
This guide is intended to be used with the plastic template (MISC1218).

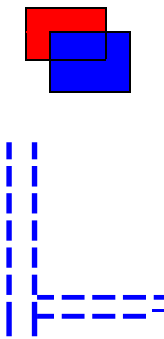
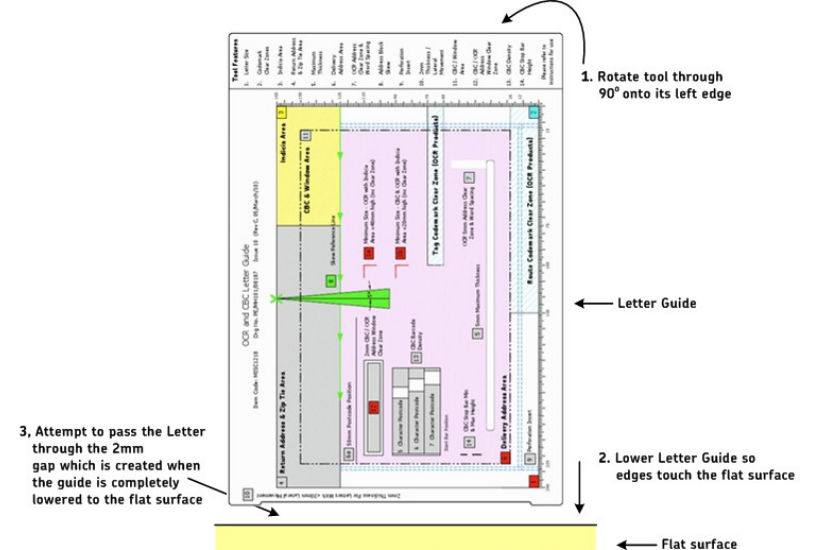
CHECK NUMBER		PRODUCT	
		OCR	BARCODE
1. Letter Size Min & Max 	CHECKING THE MINIMUM & MAXIMUM LETTER SIZE Place the bottom left corner of the letter in the bottom left corner [red 1] and check a) the letter touches or covers the lines at 1b (minimum size). For Access services this will be 1a. b) the letter does not exceed the dimensions of the template i.e top right corner No 3.	✓	✓
2. Clear zones Tag & Route 	CHECKING THERE ARE CLEAR ZONES FOR THE TAG & ROUTE CODES Place the bottom right corner of the letter into the bottom right corner [blue 2] and check a) that there is no print, graphics, patterning, window material or other marks in the Route Codemark and Tag Codemark Clear zones.	✓	✗
3. Indicia area 	CHECKING THE INDICIA & ITS CLEAR ZONES ARE IN THE CORRECT AREA With the letter in landscape or portrait orientation, place the top right corner of the letter into the top right [yellow 3] corner and check a) that the whole of the Indicia (e.g. PPI, stamps, franking) and its required clear zones are within the yellow indicia area. b) that there is no print, graphics, patterning, window material or any other marks within 5mm of the indicia.	✓	✓
4.1 Return Address Block Area 	CHECKING THE RETURN ADDRESS, IF ON THE FRONT, IS IN THE CORRECT AREA Place the top left corner of the letter into the top left corner [grey 4] and check a) that if the Return Address Block is printed on the front of the envelope it does not fall outside of this Return Address Block / Zip Tie Area NB this area is the grey box which extends right to the Indicia area [No 3] and down to the top of the Delivery Address area (pink)	✓	✗
4.2 Zip Tie Area 	CHECKING THE ZIP TIE IS IN THE CORRECT AREA Turn the letter so that it is face down with address and PPI is to the back, align the top left corner of the reverse side of the letter into the top left corner [grey 4] and check a) that the zip tie perforation does not fall outside the Return Address Block / Zip Tie area. NB The Zip Tie may extend the full length of the mailpiece so it is possible that it will go into the yellow indicia area but it is not permitted to be lower than the grey box.	✓	✓

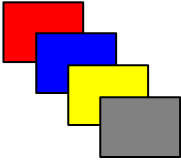
CHECK NUMBER		PRODUCT	
		OCR	BARCODE
5. Maximum thickness (5mm) 	CHECKING THE LETTER IS NO THICKER THAN 5MM Either place the tool on a desk so that the slot [5] overhangs the edge of the desk or hold it as rigidly as possible, a) slide the letter though the slot. If it passes through, even with a little pull/push and is not damaged in any way the (ie buckled window, torn or the address print removed) then the item has not exceeded the maximum thickness & meets spec NB if there is any doubt use the rigid PIP template MISC814	✓	✓
6. Delivery Address Block Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED Place the letter into the bottom left [red 1] corner and check a) that the Delivery Address Block, including any Mailer Defined Information, and the recipients name is entirely within the pink Delivery Address Block Area [6]. b) repeat the procedure by placing the letter into the bottom right [blue 2] corner and check the same c) repeat the procedure by placing the letter into the top right corner [yellow 3] and check the same* d) repeat the procedure by placing the letter into the top left corner [grey 4] and check the same* *If any part of the Delivery Address Block falls within the Return address Area [grey 4] then the line with the postcode has to fall below the 50mm line as shown on the tool.	✓	✗

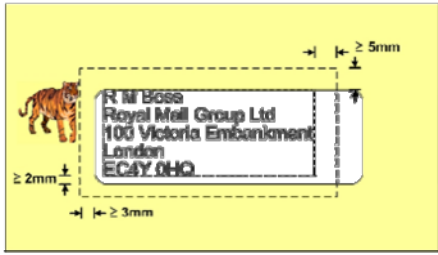
CHECK NUMBER	PRODUCT	OCR	BARCODE
		<p>7.1 Address Clear Zone</p>  <p>CHECKING THERE IS A CLEAR ZONE AROUND THE ADDRESS Use the Address Clear Zone mark [7] and 5mm thickness slot [5] as a guide to check</p> <p>a) there is 5mm clear on the right and bottom of the Delivery Address Block.</p> <p>then rotate the tool 180° and check</p> <p>b) there is 5mm clear on the left and top of the Delivery Address Block.</p> <p>Note that the edge of any window does not constitute an infringement of the 5mm Delivery Address Block clear zone requirement.</p> <p>WHERE A VALID ROYALMAIL BARCODE HAS BEEN INCLUDED ABOVE OR BELOW (NOT TO THE RIGHT OR LEFT) THE DELIVERY ADDRESS BLOCK THE FOLLOWING CLEAR ZONES APPLY AT ALL TIMES, INCLUDING WHEN THE ITEM IS TAPPED ON EACH OF IT'S FOUR EDGES</p> <ol style="list-style-type: none"> there must be 5mm clear zone to the left and the right of the Delivery Address Block and the side (above or below) which is not adjacent to the Barcode. there must be 2mm or more clear zone between the Delivery Address Block and the barcode and no window or label edge may fall within the 2mm clear area. (Check No 12.3)    	<p>✓</p>

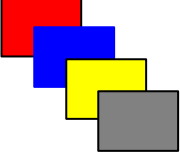
CHECK NUMBER		PRODUCT	
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7.2 Delivery Address Block - Word & Line spacing	<p>CHECKING THE SPACING OF WORDS AND LINES IN THE ADDRESS ARE CORRECT</p> <p>To check that the spacing between separate words within the Delivery Address Block is always less than 5mm</p> <p>a) use the 5mm clear area [5 or 7] and place one edge of this area at the end of a word, the next word has to fall within the clear / cut out area.</p> <p>[Where MDI is included in the Delivery Address Block, spacing between the characters is not limited to 5mm]</p> <p>To check the spacing between all the lines of the Delivery Address is always less than 4mm</p> <p>b) use the 5mm clear area [5 or 7] and place one edge of this area underneath a line, the next line has to fall within the clear / cut out area</p>	✓	✗

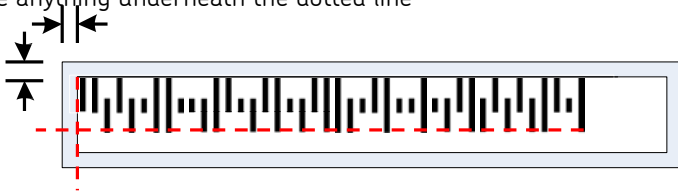
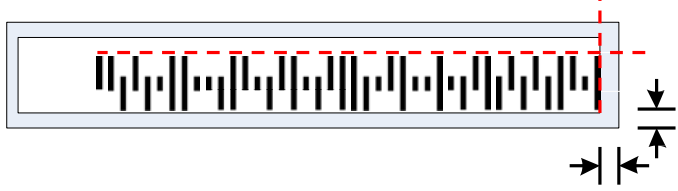
CHECK NUMBER	PRODUCT	OCR	BARCODE
		<p>8. Skew Delivery Address Block Barcode</p> 	<p>CHECKING THE SKEW OF THE DELIVERY ADDRESS BLOCK / BARCODE IS CORRECT</p> <p>To ensure skew is correct (address for OCR, barcode for Barcode) please do the following</p> <ol style="list-style-type: none"> holding the envelope in the top left corner, tap the envelope on the bottom and right edges to move the insert as far into the corner as possible lightly hold the bottom right and tap the first corner you were holding (top left) now place the letter on a flat surface rotate the template 90 degrees clockwise <p>a) align the green line [green 8] along the left edge of the address block (OCR) or the stop bar (BARCODE)</p> <p>b) slide the address block / stop bar vertically along the green line until the 'x' of the green triangle is touching the edge of the letter</p> <p>The top edge of the letter has to fall within this green triangle</p>  

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<p>9. Perforation Inset</p> 	<p>CHECKING ANY ROULETTE PERFORATIONS ARE CORRECTLY POSITIONED To ensure that the roulette perforations are 12mm (+/-1mm) from the edge of the mailpiece</p> <p>a) place the corner of the letter where there are perforations into the left corner [red 1] and ensure that any perforations fall within or touch the two blue dotted lines along the left and bottom of the template [9]</p> <p>b) place the corner of the letter where there are perforations into the right corner [blue 2] and ensure that any perforations fall within or touch the two blue dotted lines along the right and bottom of the template</p> <p>NB if the perforations fall outside of the dotted 'frame' the item does not meet specification.</p>	✓	✓
<p>10. Lateral movement (2mm thickness)</p> <p>N.B: This applies to the movement of the largest insert</p>	<p>CHECKING THAT THE MAXIMUM INSERT MOVEMENT IS NOT EXCEEDED Inserts in letters up to 5mm thick are permitted 20mm lateral movement. Inserts within letters no more than 2mm thick are permitted 30mm lateral movement.</p> <p>If there is more than 30mm lateral movement the letter does not meet specification.</p> <p>If there is 30mm lateral movement check the letter is no more than 2mm thick by</p> <p>a) position the left edge of the Tool [6] vertical along a solid flat surface</p> <p>b) check if the letter can pass through the 2mm gap which has been cut out of the template</p> <p>If it does not pass through then the letter is more than 2mm thick</p> 	✓	✓

CHECK NUMBER		PRODUCT	
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11. Window Area 	CHECKING THE WINDOW AREA ON THE FRONT IS CORRECTLY POSITIONED You are checking that window material does not go into the 'frame' around the template (15mm from top, right and left, 18mm from the bottom). 1. Place the bottom left corner of the Letter in the bottom left corner [red 1] and check 2. Place the bottom right corner of the Letter into the bottom right [blue 2] and check 3. Place the top right corner of the Letter into the top right corner [yellow 3] and check 4. Place the top left corner of the Letter into the top left corner [grey 4] and check a) the window does not extend into the border 'frame' shown by [11] b) does not go into the Tag Codemark or Route codemark zones (for OCR).	✓	✓

CHECK NUMBER		PRODUCT	
		OCR	BARCODE
12.1 OCR Delivery Address Block clear zone - window envelope	<p>CHECKING THERE IS THE REQUIRED CLEAR ZONE WHEN AN ADDRESS IS BEHIND A WINDOW</p> <p>While 5mm clear zone is the minimum requirement around the entire Delivery Address Block, there has to be a minimum of 2mm between the edge of the address block and the edge of the window on the right, left and bottom.</p> <p>To check the 2mm clear zone please</p> <p>a) use the BARCODE clear zone box 'frame' [12] to check that there is not less than 2mm between the right, left and bottom edges of the Delivery Address Block and the edge of the window</p> <p>NB please tap each side before checking</p> <p>NB if the Mailer Defined Information (MDI) is the top line of the Delivery Address Block it can be totally visible, partially obscured or totally obscured by the top edge of the window. We will accept the addressee details tapping right up to the edge of the window or they can tap out partially to the top and right or completely to the top but recommend they remain fully visible at all times. The remainder of the Delivery Address Block must remain visible at all times, and the required clear zones met.</p>  <p>IF THERE IS A VALID RM 4 STATE BARCODE ON THE ITEM PLEASE REFER TO CHECK NO 7.1 FOR PERMITTED CLEAR ZONES.</p>	✓	✗

CHECK NUMBER		PRODUCT	
		OCR	BARCODE
12.2 BARCODE Location 	CHECKING THAT THE BARCODE IS CORRECTLY POSITIONED You are checking that Barcode does not go into the 'frame' around the template (15mm from top, right and left and no more than 125mm from the bottom of the envelope) <ol style="list-style-type: none"> 1. Place the bottom left corner of the Letter in the bottom left corner [red 1] and check 2. Place the bottom right corner of the Letter into the bottom right [blue 2] and check 3. Place the top right corner of the Letter into the top right corner [yellow 3] and check 4. Place the top left corner of the Letter into the top left corner [grey 4] and check <ol style="list-style-type: none"> a) the Barcode does not extend into the border 'frame' shown by [11] b) does not interfere with the Indicia and its required clear zone [3] c) when in the bottom left corner [red 1] it is not positioned more than 125mm up from the bottom of the envelope d) when in the bottom right corner [blue 2] it is not positioned more than 125mm up from the bottom of the envelope 	<p style="color: red; font-size: 2em;">✘</p>	<p style="color: green; font-size: 2em;">✔</p>

CHECK NUMBER		PRODUCT	
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12.3 2mm BARCODE Clear Zone	<p>CHECKING THERE IS 2MM CLEAR ZONE AROUND THE BARCODE N.B. the Barcode is not permitted to fall out of the window Please tap the corners being checked</p> <p>1. after tapping the top and left of the envelope, place the first line of the Barcode (start bar) inside the inner frame of the Barcode Clear Zone box [12] then move the Barcode so it is aligned to the left and the top.</p> <p>2mm border required at the top & on the left side of barcode Ignore anything underneath the dotted line</p>  <p>a) check there is no text, graphics, window edge or print of any kind within the left and top of the border 'frame'. Ignore anything to the right of the Barcode and below the barcode.</p> <p>2. after tapping the right and bottom of the envelope, place the last line of the Barcode (stop bar) inside the inner frame of the Barcode Clear Zone box [12] then move the Barcode so it is aligned to the right and bottom.</p> <p>2mm border required underneath & on the right side of barcode Ignore anything underneath the dotted line</p>  <p>a) check there is no text, graphics, window edge or print of any kind within the right and bottom of the border 'frame'. Ignore anything to the left of the Barcode and above the Barcode.</p>	<p>✘</p>	<p>✔</p>

CHECK NUMBER	PRODUCT	OCR	BARCODE
		13. BARCODE Density	<p>CHECKING THE BARCODE DENSITY IS ACCEPTABLE</p> <p>To ensure that the barcode is the correct density / size please count the number of characters in the Postcode – do not include any spaces, e.g NE1 1AA would be six, and select the correct box [13]</p> <p>a) place the start bar in the thin white gap & use this as an ‘anchor’ for the barcode</p> <p>b) the stop bar should fall within the white area of the selected box.</p> <p>NB: if the stop bar falls on the line between the grey and white area (on either side) this will be acceptable</p>
14. BARCODE Stop Bar height	<p>CHECKING THAT THE BARCODE ‘STOP BAR’ HEIGHT IS ACCEPTABLE</p> <p>Please use check [14] place the stop bar alongside each of the two vertical lines in turn to check that</p> <p>a) the stop bar height is less than or equal to the maximum full bar height</p> <p>the stop bar height is no shorter than the minimum full bar height</p>	✗	✓

