

Placing The Address

Division of Enterprise Technology Guide

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Applicable For: DOA/DOA-Supported Agencies

Guide

Here are some hints and tips to enable you to obtain the maximum postal savings on large mailings.

1. Ensure the address information is in all upper case.
2. There should be no punctuation except in the ZIP+4.
3. Use a sans serif font (i.e., no embellishments)
 - a. Gothic Text 10 pitch font (GT10) [The preferred address font]
 - b. Gothic Text 12 pitch font (GT12) (The second choice)
 - c. Helvetica 10 point font (H24002) (Arial) (An also ran will receive read errors)
 - d. Helvetica 12 point font (H240B2) (Arial) (An also ran will receive read errors)

Cautionary Note: The envelope dimensions for which the following PPFA code has been written for are:

- #10 Size envelope
- Window dimensions are 3.7" X 1.1"
- Left edge of the window is .75" from the left edge of the envelope
- Bottom edge of the window is .5" above the bottom edge of the envelope.

You should be able to easily adjust the print line positioning in order to satisfy the placement of the window on the envelope you are using. For example, if the bottom of window is .8" from the bottom of the envelope then the first line should start at 1.84" from the top of the page.

Data placement

If performing a printline, repeat X, where X is the number of print lines you are coding for. Place the first line of the address at 0.8" from the left edge and 2.10" from the top of the form. Use a line space parameter of 6 LPI.

Example

The address information is located in characters 1–30 of the first four lines of the print record. The assumption here is that there may be other information on the same lines which you may or may not want printed in this same general area.

SETUNITS 1 IN 1 IN LINESP 6LPI;

PRINTLINE

```
REPEAT 4  
POSITION 0.0 0.0  
FONT FONT01;  
FIELD  
START 1  
LENGTH 30  
POSITION 0.8 2.10;
```

If having to place each line of the address individually. Place the first line of the address at 0.8" from the left edge and 2.10" from the top of the form. Place each remaining address line at 0.8" from the left edge and add 0.17" to the vertical parameter of the previous line.

Example

The scenario here is that the entire address field is located on one print line. This could just as easily work if the address information were in different print lines but not in consistent start character positions. You would just need more PRINTLINE commands.

```
SETUNITS 1 IN 1 IN LINESP 6LPI;  
PRINTLINE  
REPEAT 1  
POSITION 0.0 0.0  
FONT FONT01;  
FIELD /* Addressee Name */  
START 1  
LENGTH 30  
POSITION 0.8 2.10;  
FIELD /* Addressee Title */  
START 31  
LENGTH 30  
POSITION 0.8 2.27;  
FIELD /* Addressee Street Address */  
START 61
```

LENGTH 30

POSITION 0.8 2.44;

FIELD /* Addressee City / State / Zip */

START 91

LENGTH 30

POSITION 0.8 2.61;

Version History (Completed by Policy Office Staff)

Version	Revision Date	Description of Changes
1	1/29/2026	Move guidance to new style template.