

# PrintShop Mail - Win Postnet Barcode Setup

Postnet barcodes are created in Printshop Mail (PSM) two ways:

- 1) Using PSM's function **POSTNET(string\_value)** and Postnet font **PSMPostnet.ttf**
- 2) Using a different postnet font (see page 2)

The ascii character string used to create the barcode must contain 14 digits.

This string ⇒ **! 1 2 3 4 5 6 7 8 9 1 2 2 !** makes this ⇒ 

Positions 1 & 14 (!) represent tall bars that are added to the outside of the 12 digit number string. These bars are made by the postnet font's "tall bar" ascii character. PSMPostnet.ttf font uses the (!) for the "tall bar" character.

Positions 2-12 contain the Zip 5, Zip 4, Delivery Point 2 & Check Digit 1 information.

*No hyphens can be in the character string. (see page 2-How to Remove hyphens)*

When using PSM's Postnet function you will need to have a 11 digit number string ONLY. You can use 1 or more d-base fields in the Postnet function to build the 11 digits. PSM will automatically add the 12th numeric check digit and outside tall bar characters (positions 1 & 14). Both **POSTNET ([11digit])** or **POSTNET ([9digit]&[2digit])** formulas will work.

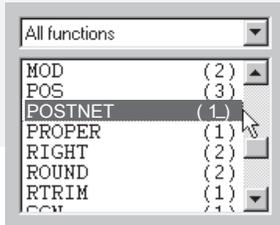
## Barcode setup using the POSTNET Function

- 1) Add a text box:



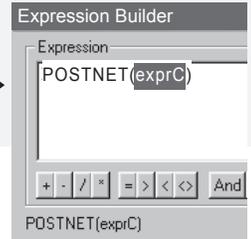
- A. Click **[T]** on the main menu, draw a text box. Type: **@barcode@** (any text is OK), exit box.
- B. Highlight text box. Right mouse click, select **Edit Expression > Variable "barcode"**. This opens the Expression Builder window.

- 2) Select the POSTNET function



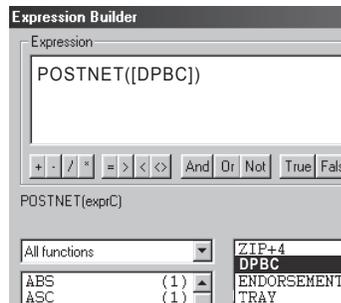
- A. Go to the **Functions** window (bottom left of the Expression Builder window).
- B. Scroll through the functions, highlight the POSTNET function and select it by double clicking the left mouse button.

*This moves the function into the Expression formula box. Highlighted is the area to enter the character string information.*



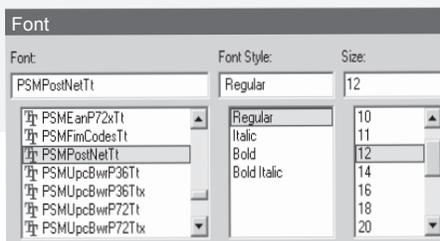
- 3) Select a database field

- A. Go to the **Fields** section (bottom right of the Expression Builder window)
- B. Select the database field by clicking 2x the left mouse button.
- C. Select **OK**.



Sample formula for using two d-base fields:  
**POSTNET ([ZIP] & [2Digit])**

- 4) Select a font



- A. Highlight **@barcode@** in the text box.
- B. Select **Text > Font**.
- C. Select Font: **PSMPostNet**.
- D. Select Size: **12**.
- E. Select **Apply > OK**.



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## Setup a postnet barcode using a font other than the PSMPostnet.ttf.

Create the 14 digit character string in the PSM text box. Use d-base fields and add tall bar characters when needed.

Below are d-base fields showing possible ways the characters could be seen.

14 characters	12 numeric characters	12 numeric characters split up		
DPBC	DPBC	DPBC	DP2	DPC
s123456789123s	123456789123	123456789	12	3

Text string in the PSM textbox would be:

@DPBC@

s@DPBC@s

s@DPBC@@DP2@@DPC@s

*A (s) character was added to the text string for the tall bar if the d-base field was missing it.*

Below are a list of mailing softwares, font companies, their postnet fonts and the “tall bar” characters for the fonts:

Software	Font Name	Tall bar Character
AccuZip	USPS Barcode	/
Azalea	ZipCode Barcode	s
BearRock	Postnet	!
BulkMailer5	Satbar	:
Mail Manager	USPSTFF	s
Pitney Bowes	PIBF	
PostalSoft	BarcodeUSPS	
PrintShop Mail	PSMPostnet	!
WASP	WPost	*

**ZipCode Barcode & USPSTFF** fonts could be used with the text strings above.

(Located above the “\” on the keyboard)

## Where do I get the PSMPostnet.ttf font?

The font is located in the PSM CD. It is in either the Installers or Miscellaneous > Barcode Library folders.

You can also email [support@printshopmail.com](mailto:support@printshopmail.com) & request a copy of the font.

## Font Size?

Font size should be 12.

It is recommended that you print a sample barcode and have a USPS Mailpiece Design Analyst (MDA) confirm the barcode is readable. This is a FREE service (you can email, fax or mail them a copy). Call the USPS Customer Service 800-238-3150 number to locate the MDA nearest you.

## Remove the hyphen from a ZIP4 (12345-6789) 10 digit field.

The problem is the postnet font will see the hyphen as a character and will generate a symbol that is NOT a bar. You need to remove the hyphen to use the 9 numeric digits.

Here is a sample Expression formula for removing the hyphen when using the PSM POSTNET function:

POSTNET(MID([ZIP4],1,5) & MID([ZIP4],7,4) & [2Digit])

Here is a sample Expression formula for removing the hyphen when NOT using the PSM POSTNET function:

Select the ZIP4 variable via **Windows > Object Variables**. MID([ZIP4],1,5) & MID([ZIP4],7,4)

In this case, the complete text string in the PSM textbox would look like this: s@ZIP4@@2Digit@@1Digit@s