MyGraphics™ - Size and Position

This guide provides the specifications that you need to consider when preparing graphics, explains how to position graphics and also outlines the different areas of your envelopes on which you can print your graphics.

Size

	Height	Width (min)	Width (max)
Inches	0.867"	0.5"	6.0"
Pixels*	260px	150px	1800px
Millimeters	22mm	12.7mm	152.4mm

*Use an image resolution of **300ppi** for best results
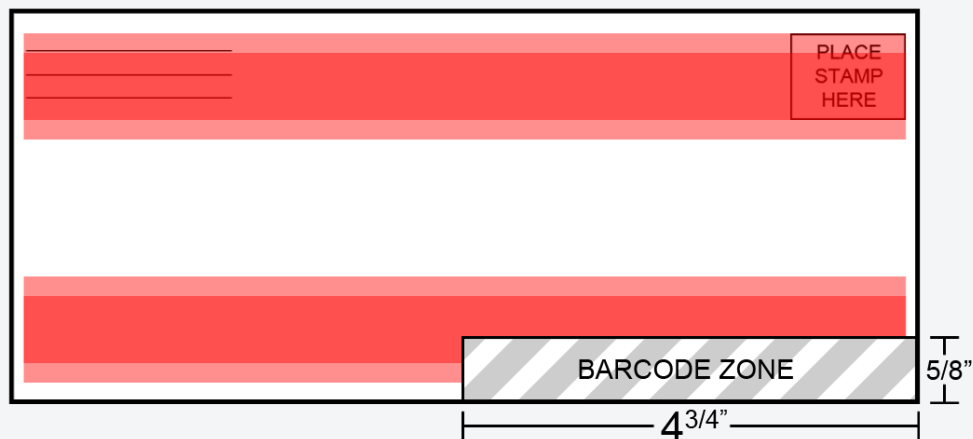
Format

The MyGraphics Designer accepts the following graphic file types:
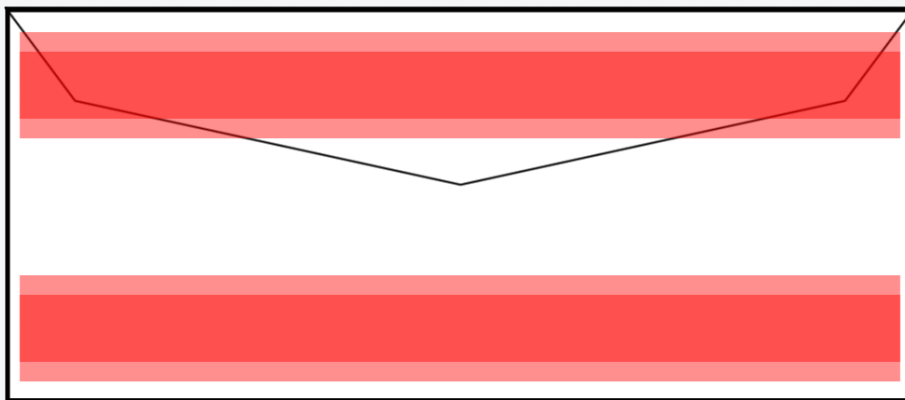
.png, .jpg, .gif and .bmp

If you have an image that is in a different format, you can send it to mygraphicsteam@pb.com and we will convert it for you.

Printable Envelope space

Aside from being able to print graphics across the top of your envelopes, you can print along the bottom and back as well. The images below highlight the space on your envelopes on which you can print.

Depending on the class of mail, the USPS requires that customers who do not print their own IMB or POSTNET barcodes keep the 'Barcode Clear Zone' clear of images or text. (DMM 202.5.1)

*Printing graphics on the bottom or back of the envelope requires that you load the envelopes either rotated or upside down depending on where you intend to print.

Positioning

The positioning of graphics takes place on the **Edit Envelope** screen of the Connect+. To adjust the horizontal position of your graphics, use the controls highlighted below:

You can also adjust the left, right and top margins of the graphics. To do this, select the **Print Position** option on the left menu.

If you have any further questions, feel free to contact us.

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