All envelopes leaving the Catholic Center as of March 1, 2010, must be processed in all caps with no punctuation. All fonts must be least 10-point style. There should be one space between city and state, and two spaces between state and zip code. No handwritten envelopes or labels will be allowed.

Please follow the address and punctuation codes listed on your example documents.

SAMPLE
MR AND MRS JOHN SANSBORN
2425 RIDGE BLVD
INDIANAPOLIS IN 46260

To uppercase envelopes and labels, please use the following instructions:

1. Process your mail merge
2. After envelopes or labels are complete, please go to Edit, then click on Select All
3. Next, go to Format, then click Change Case
4. Go to UPPERCASE and click
5. Finally, scroll through your envelope or label mail merge to make sure all names/words are in uppercase.

To delete punctuation such as periods or comma, please use the following instructions:

1. Go to Edit and select Replace
2. In the Find What space, enter a (., &:,;@, etc.) (*See attached PDF document*)
3. Then, go to Replace With
4. Leave Replace With blank to delete the punctuation mark
5. Use Find Next to remove each mark
6. Repeat this process until all punctuation marks or special characters are removed.

If an abbreviation is not available, use the entire name instead of an incorrect abbreviation.

Batches of mail that leave the Catholic Center must be scrubbed every quarter. The reason for scrubbing the data is to alleviate errors and decrease mailing costs for the archdiocese.

TIPS
- Please omit bar codes because Word currently does not reflect correct zip codes.
- Parish mailings can be addressed to:
  Recipient Line
  Parish Name   Parish No.
- Remove all special characters, multiple blanks and punctuation as listed on section 354 of Publication 28 (*See attached PDF document*).