International Standard

ISO 4882

Office machines and data processing equipment — Line spacings and character spacings

Machines de bureau et machines employées en traitement de l'information — Interlignes et espacements des caractères

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 4882 was developed by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the member bodies in August 1977.

It has been approved by the member bodies of the following countries :

Australia	Italy	Switzerland
Canada	Japan	Turkey
Chile	Mexico	United Kingdom
Czechoslovakia	Netherlands	USA
Finland	Norway	USSR
France	South Africa, Rep. of	Yugoslavia
Germany, F. R.	Spain	
Iran	Sweden	

No member body expressed disapproval of the document.

Office machines and data processing equipment — Line spacings and character spacings

0 Introduction

A number of different line spacings and character spacings can be used on office machines and data processing equipment. This variety causes difficulty amongst those concerned with the design and completion of forms.

This International Standard is intended to provide compatibility between forms and the machines used for their completion insofar as line spacings and character spacings are concerned by giving guidance to machine manufacturers and forms designers on the preferred spacings that should be used.

1 Scope and field of application

This International Standard specifies preferred line spacings and character spacings for office machines and data processing equipment.

2 Line spacings and character spacings

2.1 Line spacings

The preferred line spacing is 4,233 mm (1/6 in).

When closer line spacing is of special importance, a spacing of 3,175 mm (1/8 in) may be used.

2.2 Character spacings

The preferred character spacing is 2,54 mm (1/10 in).

Where higher density writing is required, a character spacing of 2,117 mm (1/12 in) may be used and for special applications, usually where no carbon copies are required, a spacing of 1,693 mm (1/15 in) may be used.

NOTES

1 In applications involving data processing or telecommunication printing equipment use of other spacings than those preferred may cause interchange difficulties.

2 In equipment allowing large varieties of type size also, other spacings than those above are used.