



Super Hybrid Mail

The Online Hybrid Mail System

**Printing by Mail Green
Delivery by Royal Mail**

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OVERVIEW

ABOUT THE HYBRID MAIL PROCESS BY MAIL GREEN.

The Mail Green Virtual Printer is a free application for installation on your Windows PC.

Printing to this Virtual Printer automatically uploads the work to our secure Web Servers. We do the rest.

Mail Green letters are produced on high quality materials in a modern UK factory.

Mail Green letters are delivered by the Royal Mail as part of the regular daily delivery round.

Mail Green allows you to benefit from delivery discounts usually only available to large print houses.

One and Two day delivery profiles are available.

A secure Web Portal allows you to monitor your print jobs.

The Mail Green system can be test driven at any time without cost or the need to enter payment details.

Simply install the Virtual Printer, follow the instructions, and create an electronic proof. Not only can you see an Electronic version of the Mail Piece you can also view a detailed invoice.

We have made it possible to perform a free evaluation of the actual system being offered without ever having to make a payment.

PC REQUIREMENTS

To use this system, you will require;

- 1) An Internet connection for updating, registering and uploading your work.
- 2) Access to an email account.
- 3) Administrator access to your PC. This is only for installation and activation. Once activated, the system is available to all users of your PC.
- 4) Microsoft Windows. Version* 7, 8 & 10 (32 or 64 bit).
- 5) An application to produce a Mail Merge (IE Microsoft Word, Open Office, Etc.)
- 6) The ability to produce a Mail Merge from your Word Processing application.
- 7) Updates, service packs and patches for your version of Windows.
- 8) Updates, service packs and patches for your printing application.
- 9) Microsoft DotNet framework. If not already installed on your PC, the Mail Green installer will request this from Microsoft.
- 10) Hard Drive Installation space <30MB. Additional disc space will be required if Microsoft DotNet framework is not already installed on your PC).
- 11) An additional 2GB of hard disk for large jobs (or jobs with large images), this is used for storing the files to be uploaded to the Web Server. Once this file is deleted, this space is no longer required.

*Basic functionality has also been tested on XP (service pack 3). However, support for XP is limited and we do recommend using a later version of Windows.

For general hardware requirements, we suggest following Microsoft recommendations for your version of Windows.

WHAT IS DOWNSTREAM ACCESS

Downstream Access is a service provided by the Royal Mail to Bulk Mail Processing companies like Mail Green.

By combining mailings from many customers, Mail Green can offer discounted UK delivery to everyone.

Various service levels and discounts are available to you. Please try our software (free of charge) to see by how much you can benefit.

DO ALL MY ADDRESSES QUALIFY FOR DOWNSTREAM SERVICES?

The Royal Mail may not accept all your addresses as correct or complete. These addresses will not qualify for the full discount but will always be cheaper than using stamps. Having one incomplete address does not affect the items with complete addresses.

PUTTING YOU IN CONTROL

The whole process can be completed from your PC.

No billing information is required from you until you have approved and are ready to send a job. This allows you to prepare and view a job whilst remaining free to cancel without ever having made a payment.

A proof print is displayed for your approval before you commit to an order

A full breakdown of costs is displayed before you commit to an order.

Even after you approve the order there is still time to cancel.

If you do decide to proceed with the job, you will be directed to a secure payment web site.
For your security, Mail Green holds no payment details on its servers.

Please remember that Mail Green is a real UK company with modern printing systems all located in the UK.

HOW WILL THE FINISHED JOB LOOK?

All letters are printed on quality matt A4 paper and enclosed in a white windowed envelope.

To evaluate us fully, we recommend preparing a short job using our system and viewing the electronic proof. This process is without obligation.

If you wish to see an end to end evaluation before sending mails to your Clients, why not create a test job and have it mailed to yourself?

CREATING AN ACCOUNT

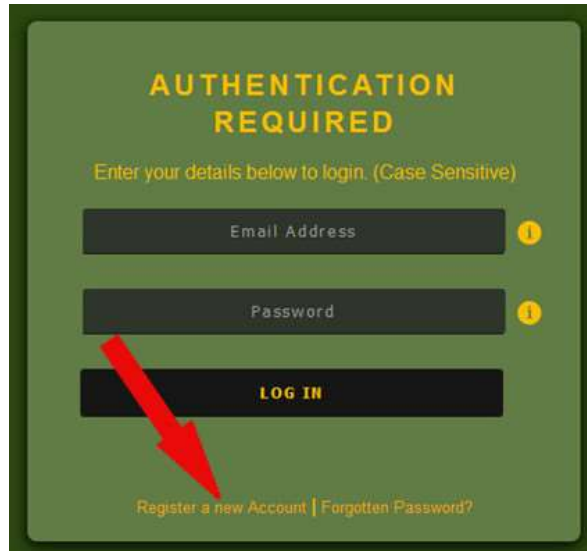
This process involves registering your details via our Portal. It does not require payment or bank details.

You will need to be on-line with access to your Email and a Web Browser to complete this step.

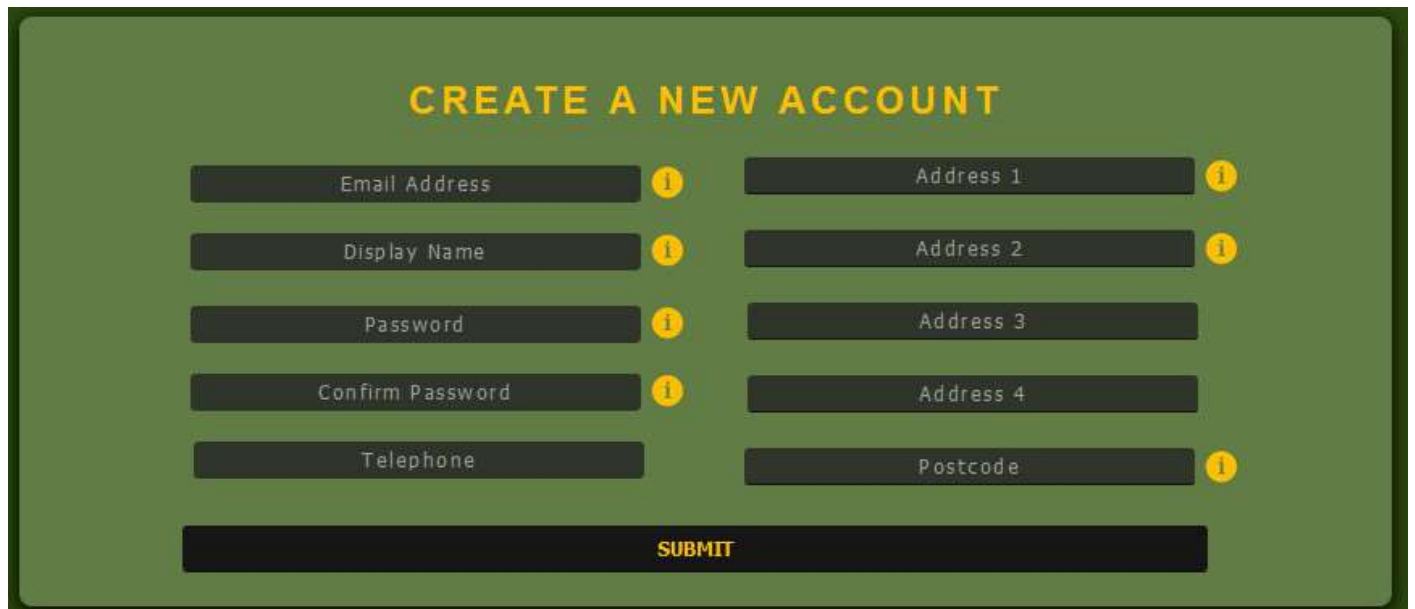
REGISTRATION – STEP 1 ENTER YOUR DETAILS

Please visit our Web Site at www.mailgreen.co.uk and click the ACCOUNT link.
(The account Link is found on the banner at the Top of the page.)

The following dialog will be displayed, please click 'Register a new Account' (indicated by the arrow).

A green dialog box titled "AUTHENTICATION REQUIRED" in yellow. Below the title is the instruction "Enter your details below to login. (Case Sensitive)". There are three input fields: "Email Address", "Password", and "LOG IN". Each of the first two fields has a yellow circle with an 'i' next to it. A red arrow points from the "LOG IN" button to the text "Register a new Account | Forgotten Password?" at the bottom of the dialog.

The following page will be displayed.

A green form titled "CREATE A NEW ACCOUNT" in yellow. It contains two columns of input fields. The left column has "Email Address", "Display Name", "Password", "Confirm Password", and "Telephone". The right column has "Address 1", "Address 2", "Address 3", "Address 4", and "Postcode". Each of the first four fields in the left column and the "Postcode" field in the right column have a yellow circle with an 'i' next to them. At the bottom of the form is a large black button labeled "SUBMIT" in yellow.

The fields with a yellow circle next to them are compulsory. Place your mouse in the circle to see any validation rules.

When ready, click the Submit button.

REGISTRATION – STEP 2 RESPOND TO THE ACTIVATION EMAIL

An Email is sent to the address you have given in the above dialog.

If you do not receive the Email, please check your junk folder and rules.

If you would like us to resend the Email, please repeat the registration process. You can use the same Email address but if the problem persists, you may wish to try a different address.

All Emails from Mail Green will show the sender as **system@mailGreen.co.uk**

The subject of the Activation Email will be;

Message from mailgreen.co.uk 'Please Activate Your Account!'

Please follow the instructions in the Email.

When the instructions in the registration email have been completed, a **Welcome** Email will be sent,

REGISTRATION – STEP 3 RECEIVE THE WELCOME EMAIL

The Welcome email contains your **CustomerID** code. This will be required when you install the Mail Green application.

All registration Emails from us will show the sender as **system@mailGreen.co.uk**

The subject of the Welcome Email will be; **Message from mailgreen.co.uk 'Your Account is Activated - Welcome!'**

Registration (Step2) triggered the sending of the Welcome Email to the address you registered with Mail Green.

You do not need to wait for this Email. You may download the Mail Green installation package immediately.

WHAT IS MY CUSTOMERID?

Your Customer ID was sent as in you Welcome Email when you activated your account.

Your Customer ID will look something like the following line.

XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

X indicates a character from this set 0 1 2 3 4 5 6 7 8 a b c d e f (and hyphen) The CustomerID will comprise 32 characters plus the four hyphens.

If you have misplaced (or not received) this Email, you can view your CustomerID from our Web Portal. Please see the **Editing My Account** section for step by step instructions.

The current PC user must have administrator privileges to register the Mail Green application (this normally means you have logged on to the PC using an administrators account).

Once the registration is complete, you do not require administrator privileges to use the Mail Green system.

EDITING MY ACCOUNT

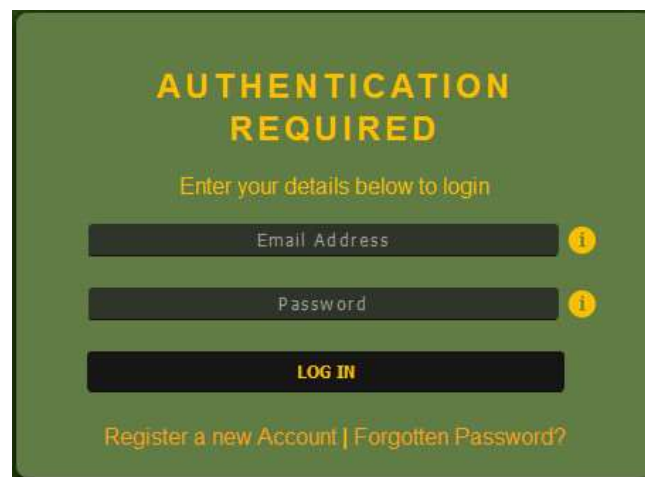
Once your account has been created – you may wish to update your details.

This section allows you to change your;

- 1) Password.
- 2) Email Address.
- 3) Screen Name.
- 4) Address.
- 5) Telephone Number.

You can also view your Customer ID (this cannot be changed).

To access the My Account section of the Portal, please visit the home page at **www.mailgreen.co.uk** and click on the **Account** tab. If the following page is displayed, please log in (if you are already logged in, you will not see this page).



A login screen with a dark green background. At the top, the text "AUTHENTICATION REQUIRED" is displayed in yellow. Below it, in smaller yellow text, is "Enter your details below to login". There are two input fields: "Email Address" and "Password", both with yellow information icons to their right. Below the fields is a black "LOG IN" button. At the bottom, there are two links in yellow: "Register a new Account" and "Forgotten Password?".

Once logged in, the following page will be displayed.



Click the **My Account** button. The following page is displayed.

Manage your account

Show User ID Refresh Main Menu Log Out

Email Address: ke@...uk.com Display Name: Kevin

Existing Password: ***** Address Line 1: The Green Shop

New Password: Address Line 2: 100 High Street

Retype New Password: Address Line 3: Address Line 4:

PostCode: BS16 1AA Telephone Number: 01225 123456

Update Login Credentials Update Contact Details

To view your **CustomerID**, click the button indicated by the Red Arrow. We recommend copying the CustomerID to your clipboard and pasting it into the installer window when it is requested.

If you make any changes to data on this page, please ensure you click the appropriate **Update** button (at the bottom of the image) to apply the changes. No changes are made until the button is clicked.

INSTALLING THE MAIL GREEN APPLICATION

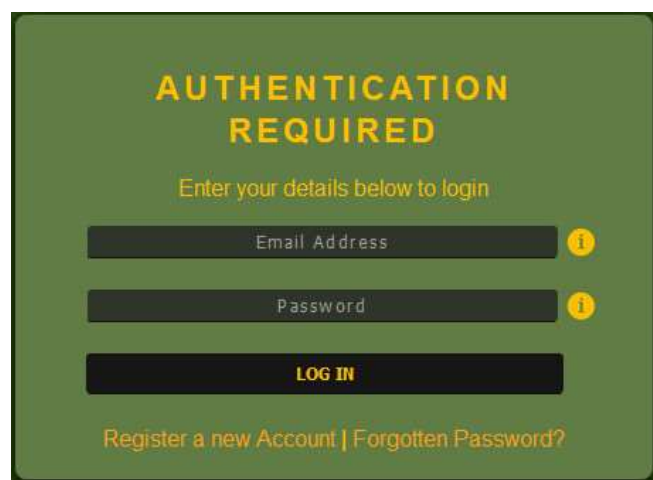
If you have not already created an account (via our portal) and obtained your CustomerID, then we recommend you do so now. To do this, please see the **Creating an Account** section.

Once you have created your account, we suggest you download the latest version of our software from our Web Portal. If you already have a copy of the software, you may install it as updates will be applied when you first use the software. We recommend always downloading the latest version before installing.

DOWNLOADING THE APPLICATION

Once you have created your account (See Creating an Account) you can log in to the Portal and Download the installer you require.

To access the Portal, please visit the home page at **www.mailgreen.co.uk** and click on the **Account** tab. If the following page is displayed, please log in – if you are already logged in, you will not see this page.

The image shows a login screen with a dark green background. At the top, the text "AUTHENTICATION REQUIRED" is displayed in yellow. Below it, a yellow instruction says "Enter your details below to login". There are two input fields: "Email Address" and "Password", each with a yellow information icon to its right. Below these fields is a black "LOG IN" button. At the bottom, there is a yellow link that says "Register a new Account | Forgotten Password?".

Once logged in, the following page will be displayed.



Click the Get Software button, a new page will open allowing you to select the 32 or 64bit version.

Before downloading the Mail Green application, you'll need to know if your Windows Operating System is 32 or 64 bit.

This information can be found from the "System" page in Windows. A useful shortcut to reach the Windows System page is available from the keyboard. Whilst holding down the 'Windows' key, briefly press the "Pause/Break" key (then release both keys).



The page displayed will show 'System Type' description ending in '64' or '32' bit system.

INSTALLATION.

To install the Mail Green application, you'll need to know if your Windows Operating System is 32 or 64 bit.

If you are unsure, see the previous section or ask the Microsoft website.

Please ensure you have administrator privileges (this normally means you have logged on to your PC using an administrators account) before you start the installer. If unsure, please ask your systems administrator or check your operating systems documentation for information on user/administrator accounts.

Please download the latest version of the installer from the Mail Green Web Site. You should download the 32 or 64 bit package – you do not need both (for one PC).

If you are using a supported version of Microsoft Word, we recommend downloading the template (dotx) files.

If you are not using Word – we suggest you also download the "alignment images".

PRE-INSTALLATION CHECK LIST

Before you begin the install, please ensure you have;

- 1) Created an account.
- 2) Received the confirmation '**Please Activate Your Account!**' email
- 3) Clicked the link in the '**Please Activate Your Account!**' email
- 4) Received the '**Your Account is Activated - Welcome!**' email and have your **CustomerID** available.
Alternatively, you can obtain your CustomerID from the Account Section of the Mail Green Portal.
- 5) Downloaded the Mail Green Installer package (32 or 64 bit).
- 6) Logged on as an administrator.

Normally, the above points will have been completed when downloading the software from our Web Site. If you have any issues please see the REGISTERING YOUR DETAILS section.

Please run the appropriate installer (32 or 64 bit) for your version of Windows.

A reboot will be required once the install is complete.

Once installation and reboots are completed, you should see the Mail Green Printer icon in the Windows list of available printers.



APPLICATION COMPONENTS

After installation, two new components will be available on your PC. These are the Job Monitor and the Job Manager.

JOB MONITOR.

The Job Monitor provides the user with notifications when jobs have been processed locally and are ready to be progressed.



The Job Monitor icon is in the task bar, near the clock. Call-outs will appear from this Icon when an event has occurred. Clicking the Job Monitor opens the Job Manager allowing the user to view available jobs.

JOB MANAGER.

The Job Manager is responsible for configuring, previewing (proofing) and pricing your print run.

Please also be aware of the Job Monitor.

The default location for opening the Job Manager is;

All Programs > Mail Green Ltd > PD1 > Job Manager.

Alternatively, if the Job Monitor is currently displayed, double left clicking it will open the Job Manager.

If the Job Monitor is available, you will see the following icon in the Windows notification area (near the clock on the task bar).



This icon is used for both the Job Manager and the Job Monitor.
The Job Monitor icon appears near the clock whilst the Job Manager icon appears near the Windows button.

If the Job Manager has already been opened, you will see the same icon near the Windows button of your task bar. A single left click will restore the application to your screen. Note that clicking through All Programs approach will not start a new instance of the Job Manager. Only one instance may exist at a time. Attempting to open a second will simply switch to/ highlight the Icon.

Please read the following sections before using the job manager.

USING THE MAIL GREEN APPLICATION

WHY USE MAIL GREEN TEMPLATES (FOR MS WORD)?

Templates are optional.

It is not compulsory to use the supplied MailGreen templates. If you prefer to manually configure Word, the required settings are given later in this document.

What do Word templates do?

Word uses templates to store your settings and configuration for new Word documents. A fresh install of Word uses the default template supplied by Microsoft.

Benefits of Mail Green Templates.

If you are not sure your Word installation is using the original settings, one option is to use a template supplied by Mail Green. This will ensure your Word installation is ready to work with the Mail Green application. You can still use Word in your default configuration whilst simultaneously working on a Mailing that is based on the Mail Green Template. By using our templates, no changes will be made to your original Word settings.

Security concerns when using templates?

MailGreen do not supply templates containing Macros.

All MailGreen template files use the“.dotx” extension whilst templates containing macros use “.dotm” extension.

Why should I use Mail Green Templates?

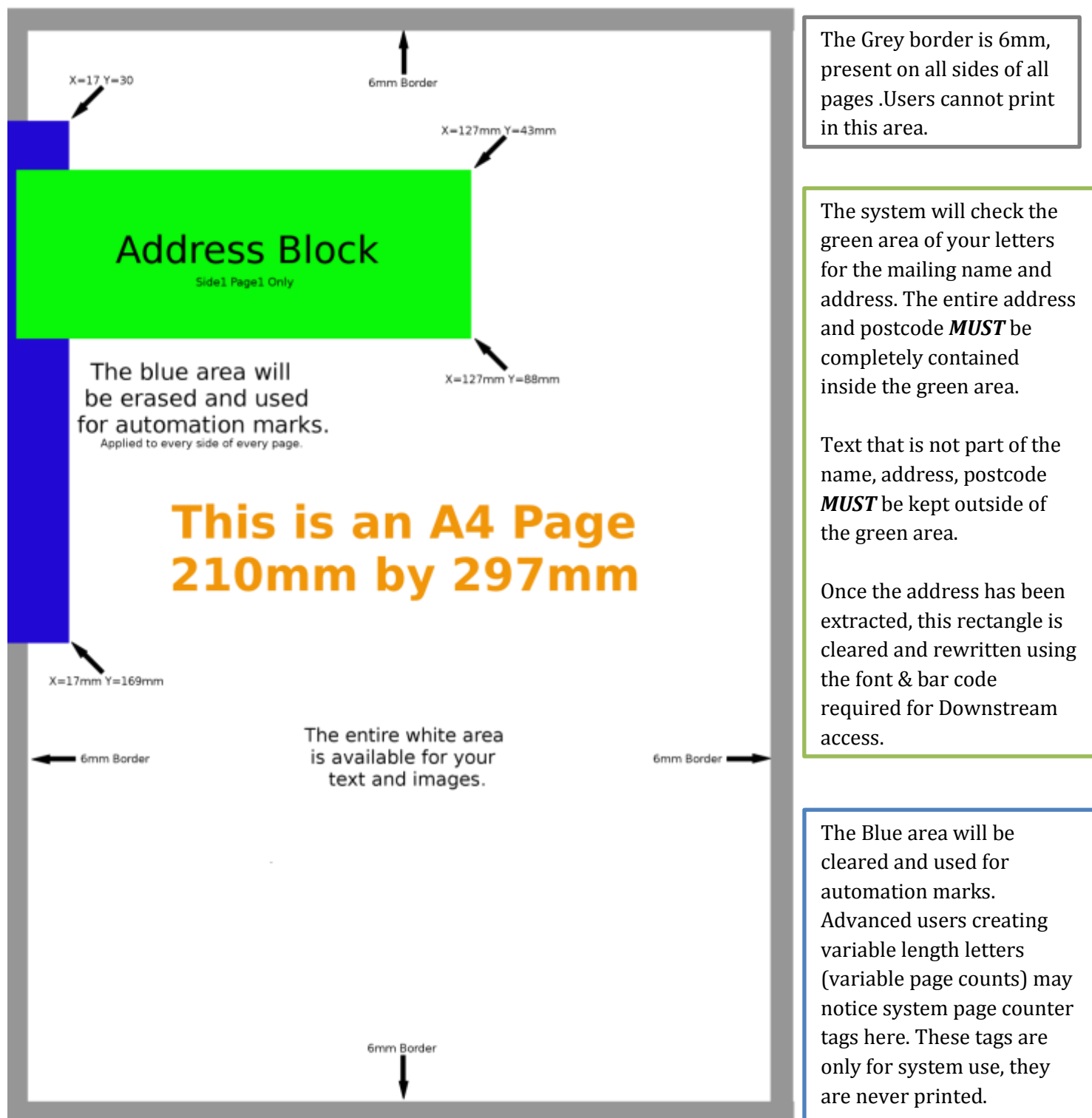
Configuring Microsoft Word to perform MailMerges can be time consuming (or confusing). With this in mind, Mail Green has designed its software to work with Word 2010 in default configuration (for most tasks). If you are using our Variable Page Count option – we suggest using our template, if you prefer not to then one small deviation from Words default configuration is required.

What permanent impact will using Mail Green Templates have on my Word installation?

Mail Green Templates have no lasting effect on your Word installation. Clicking one of our template files causes Word to spawn a new document with the required settings. Next time you click ‘New’ in your Word installation, a Word document using your settings (not Mail Greens settings) will be created. To create a new Word document using the Mail Green template – simply click the template again.

It is possible to replace your default Word template with one from a third party. We do NOT recommend doing this as changes (affecting all your Word documents) could be applied to your Word installation.

LAYOUT AND BLANKING AREA REFERENCE.



The page borders (marked in grey) are enforced for all pages (fronts and backs).

The Green area is only used on the first side of the first page.

The Blue rectangle is enforced for all pages (fronts and backs).

Mail Green recommends you use one of our preconfigured templates. These are provided for Duplex or Simplex printing, fixed and variable page counts.

HOW TO USE A MAIL GREEN TEMPLATE IN MS WORD 2010.

Once you have selected the Mail Green template you require, double click the [selected template name].dotx file.

Word will now open a fresh document with the alignment backgrounds visible and the required settings applied.

You do not have to use the alignment images – you may remove the backgrounds before starting but you will need to ensure your document is created in accordance with the Mail Green requirements.

Save the Word Document as a [project name].docx file.

Prepare the Mail Merge as you would normally. Ensure all the address fields remain completely inside the green rectangle. Please remember that some of your records may contain longer address lines than other records.

Once you have established that you do not have anything in the blue* or grey areas and only the name/address falls inside the green area.

*If you are using a variable page count template, an auto-generated page tag will appear in the blue area. This will not be visible in the preview or the final print.

Before merging the Word document – you must remove the alignment back ground image otherwise parts of it will appear in the printed output.

HOW TO REMOVE THE ALIGNMENT IMAGES.

The alignment image (component of the Mail Green template) is anchored to the page header.

Please note that as the alignment image is different for the first and continuation pages. Therefore if your job uses more than one page (or side), you will need to remove the alignment image from page 1 and 2.

If you have not used the header section.

If you have not made use of the header – you can delete it and the alignment image will also be removed.

Most versions will allow you to remove the header section by following these menus [Insert > Header > Remove Header]

For more detailed information on how to remove the header, please see Microsoft Word documentation.

If you are using the header section.

If the header section is in use, you will need to remove the alignment image on its own. If any of your documents are more than one side, you will need to remove the image from page1 and page2.

To access the image it will be necessary to open the header (the image is anchored to the header). Once the header is open, it is possible to click select the image and choose delete.

For more detailed information on how to remove images, please see Words documentation (Word refers to images as 'Pictures'- (please remember, pictures anchored in the header can only be deleted whilst the header is open).

You can now continue with your Mail Merge as you normally would.

SELECTING THE CORRECT M.G. TEMPLATE (MS WORD 2010).

Mail Green has supplied templates that are free to use when printing to the Mail Green application from Microsoft Word.

As mentioned previously – you do NOT have to use these templates, you can manually configure Word if you prefer.

THE TWO TEMPLATES TO CHOOSE FROM

- 1) Fixed Page Count (where every mail piece in your job uses the same number of sides).
- 2) Variable Page Count (where some mail pieces require more sides than others).

You need to establish if every letter in your mail merge will have the same number of sides. If your printing is a simple advert or newsletter then it's likely that the only variable text will be the address block. This should mean each mailing will require the same number of sides. If you are sending detailed invoices or highly customised mailings, then some mailings may require more pages than others.

If you're sure your mail merge will use a fixed number of sides then choose the **Fixed Page Count** template.

If it's possible that your Mail Merge may require a different number of sides for some of the recipients', please choose the **Variable Page Count** template.

Duplex and Simplex printing are handled by the same templates. Duplex/simplex is set in the Mail Green Job Manager (after you have uploaded the job).

BACK GROUND IMAGES

Controlling Back Ground Images from the Word Processor.

You do not have to use the Mail Green backgrounds approach – if instead, you prefer (or need) to add your backgrounds in your word processing application – please do so. We suggest not adding them until your document is fully aligned. The images you are adding may obscure the alignment images (if you are using them).

Controlling Back Ground Images from the Mail Green Application.

If the same image is always used (example: a Headed paper with Logos) the user can save considerable processing and upload time by uploading these images in advance of the print job. The backgrounds are then selected after the print job (without backgrounds) is uploaded.

To clarify, if page one of a job uses image "sheepDog" then every page one of the job must use image "sheepDog".

Page2 could also use image "sheepDog" but it doesn't have to.

If page2 uses image "policeDog" then every page2 in the job must also use image "policeDog".

Be aware that these backgrounds;

- 1) Are only suitable for images where the text is not required to automatically wrap around the image.
- 2) Must have been printed (uploaded) to the Mail Green system ready to use. The Mail Green printer does not allow adjustments (levels, brightness etc.) post upload.
- 3) Will be hidden behind any images used directly in the Word file.

For more information, please see 'Printing with a Background' in the 'Extra Options' section.

WORKING WITHOUT A MAIL GREEN TEMPLATE

This section is only applicable if you have chosen NOT to use one of our Mail Green Templates for Word.

If you are not using Word then you could still use the Alignment Images supplied by Mail Green.

FIXED PAGE COUNT DOCUMENTS.

To check if any additional configuration is required, please check the documentation supplied with/for the application you are using.

Please refer to the layout diagram to ensure;

- 1) You place the address in the correct position for it to be correctly read by the Mail Green system.
- 2) Everything other than the name and address is placed on the white area of the layout diagram.

VARIABLE PAGE COUNT DOCUMENTS

Please refer to the layout diagram to ensure;

- 1) You place the address in the correct position for it to be correctly read by the Mail Green system.
- 2) Everything you want to print (other than the name and address) is placed on the white area of the layout diagram.
- 3) A Page ID tag is placed (wholly) in the Blue area of the layout diagram.

This is used by the Mail Green system to identify the current page (of pages) in the current document.

The page number tag can be horizontal or vertical text. You find it easier to keep it in the blue if you place it vertically.

When adding a page number tag;

- 1) Please use a regular font at (size) point 6 or greater on every page.
- 2) We recommend using vertical text (IE 'normal orientated text if the page was landscape).
- 3) Recommended text position X=7mm, Y=165mm (where top left corner of the portrait page is X=0, Y=0).
- 4) The tag must of the exact format **<[pg#01]>** where 01 is the page number and the first page is page 01.
- 5) Two digits must be used for every tag. Example: **Page 5** would be entered as **<[pg#05]>**.
- 6) You may use any method to implement the tag. Providing it is in the correct format and wholly in the Blue zone, the Mail Green application will accept it.

Tip

when creating the template, Mail Green added the page tag by anchoring a Text Box in the page footer and locating it in the blue area of the layout diagram. Word was configured to produce the tag in the format mentioned above. The Text box could alternatively be anchored in the page header. These are not the only ways of achieving a page tag on the left page edge, but they are the ones we used for our testing.

PRINTING YOUR MAIL MERGE.

Once you are ready – print your Mail Merge to the Mail Green Printer installed on your PC.

Select the print function from your word processor application. This may not be the same ‘print’ button you use for a single letter. For example, in Word 2010 it is;

Mailings > Finish and Merge > Print and select the Mail Green Printer.

For more information on Mail Merges, please see the documentation supplied with/for your word processing application.

Unless you have set it as your Default Printer, ensure you select the Mail Green printer when printing. The default name for the Mail Green printer is “Mailgreen PD1”.

PROCESSING A JOB.

You need to view the Job Manager to proceed. If the Job Manager is not currently visible on your screen, it can be opened from the start menu or via the Job Monitor.

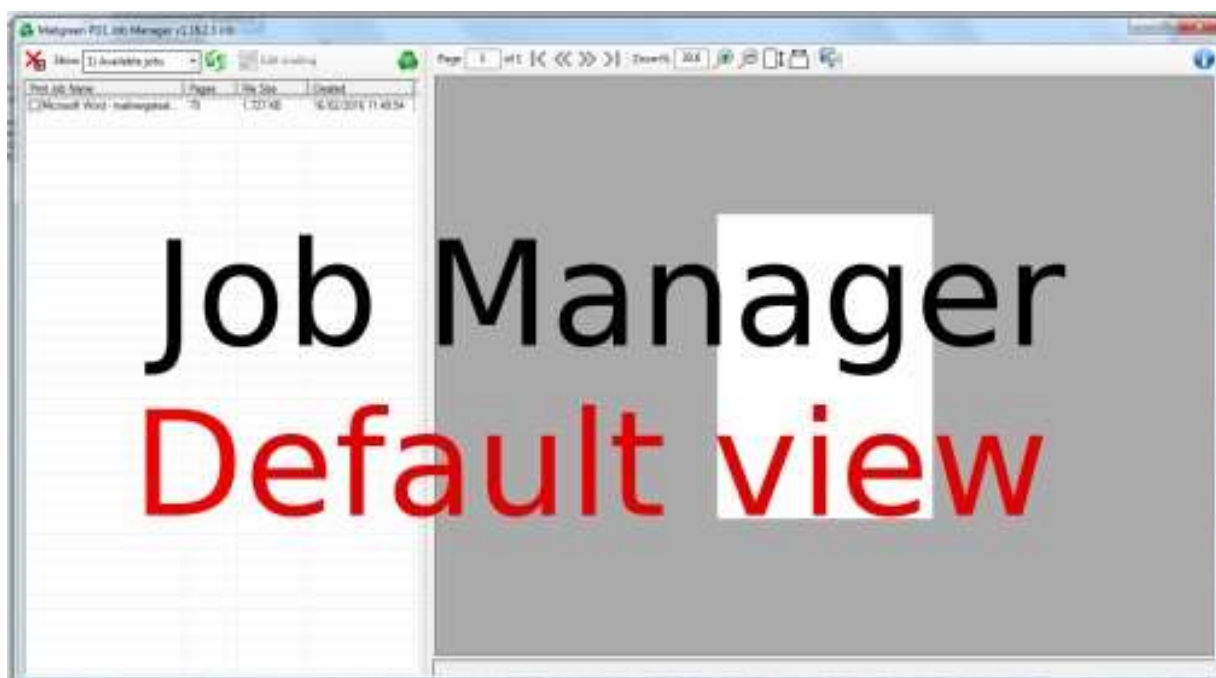
The default location on the start menu is;

All Programs>MailGreen Limited>PD1>JobManager

Clicking the job monitor (found near to the clock) also opens the Job Manager.

USING THE JOB MANAGER.

When you first open the job manager, the screen will look like this ;

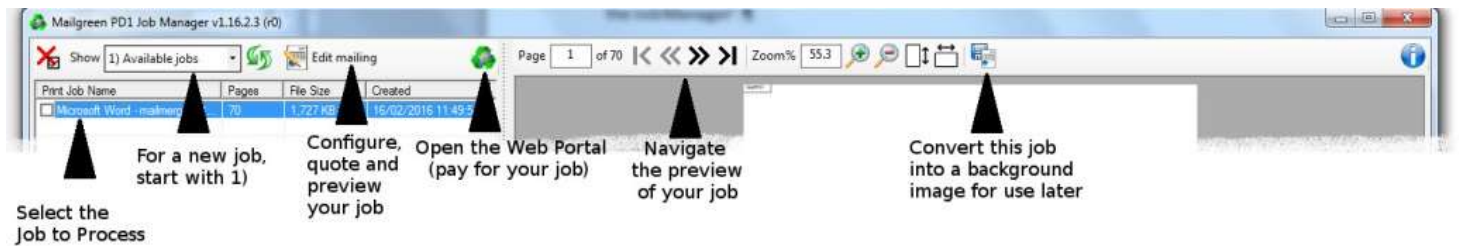


To progress your job, please select (left click) the ‘Print Job Name’ you wish to use. In this example, there is only one print job. While no Print Job is selected, the **Edit Mailing** button is greyed out and not available.

To delete a print job, check the box to the left of its name and then click the Red Cross at the top left of this screen shot.

Once you have highlighted the Job you wish to progress, the ‘Edit Mailing’ button becomes available.

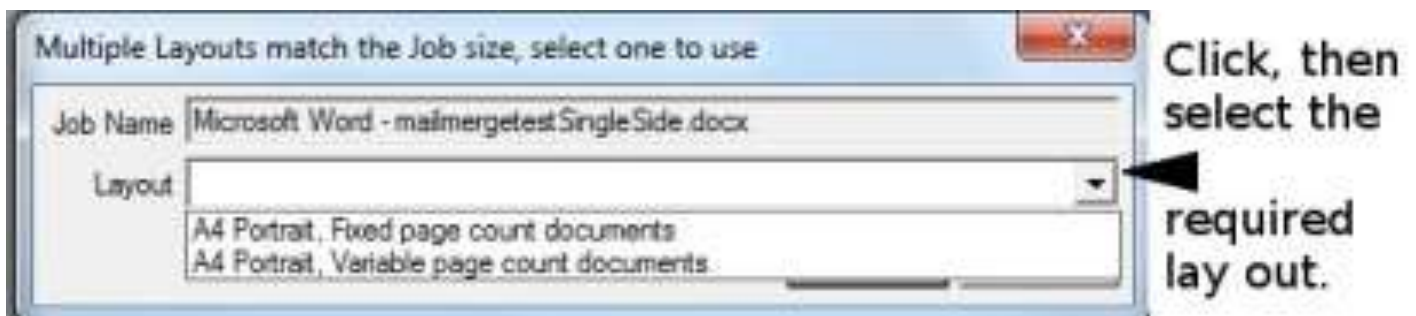
Job Manager View – explained



The following example uses **FIXED** page count letters. If you are unsure what is meant by 'FIXED' in this context, please see the 'Selecting Correct Template' section.

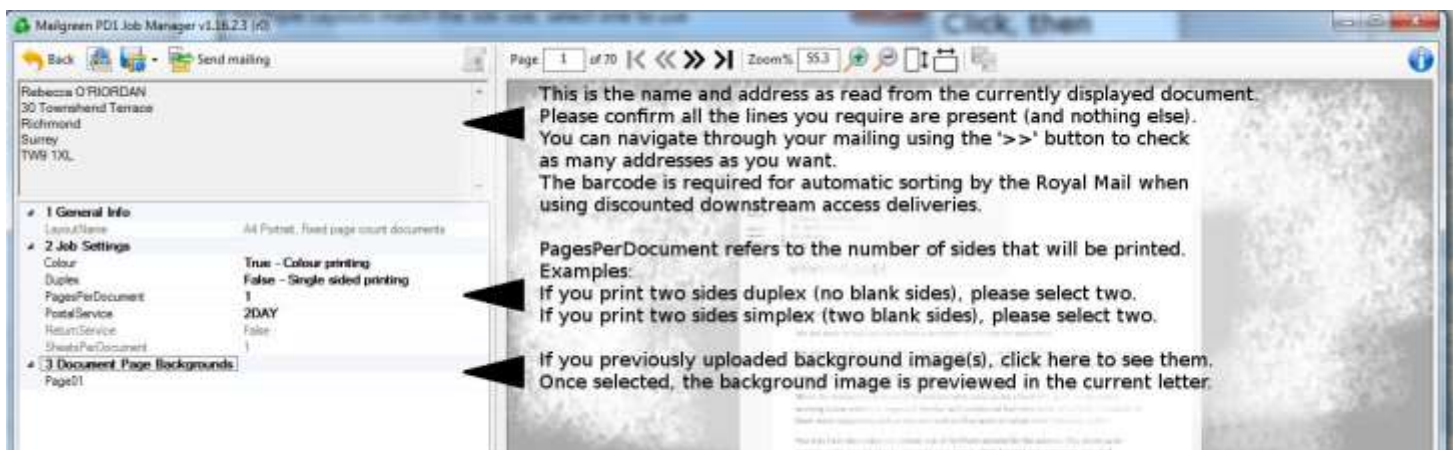
(With reference to the diagram above) Click edit mailing, to view the screen below.

Choose the layout you require. If you are unsure which layout to use, please refer to the previous section "Selecting the Correct Mail Green Template" for a detailed explanation.



For this example, we have selected, "A4 portrait, Fixed page count documents". If you choose "Variable Page Count" please ensure that you either use the variable page template provided (for Word) or see the sub section **Page number tag (variable page count documents only)** in the "Working Without a Mail Green Template" section.

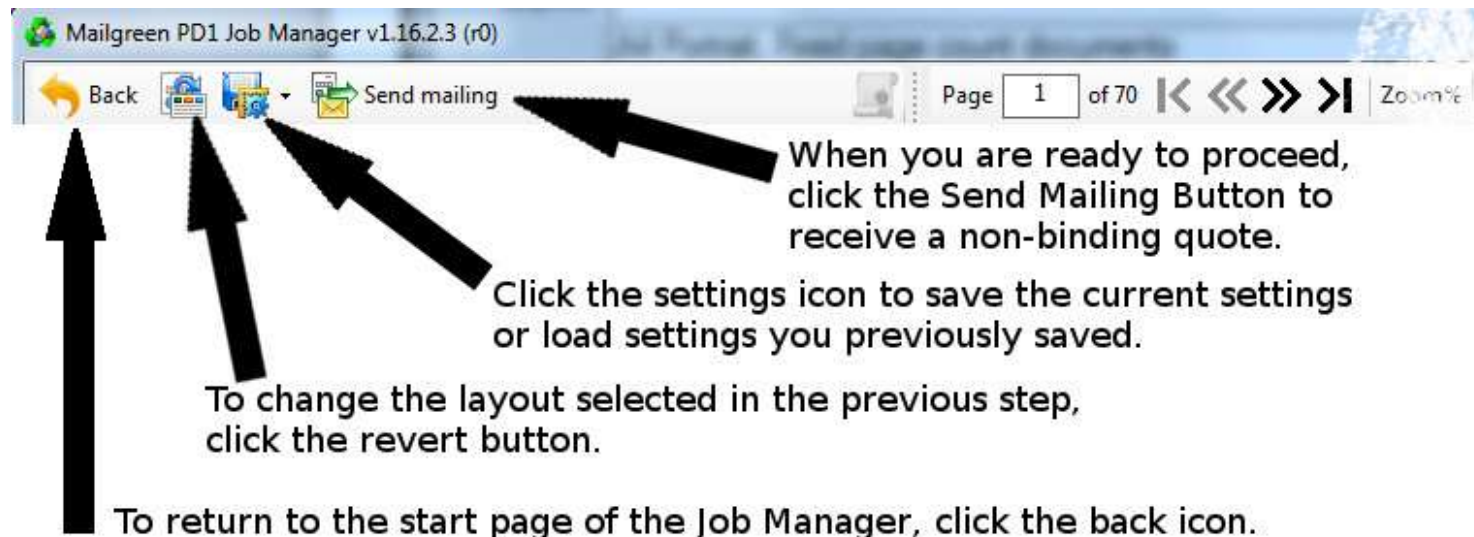
Once you have selected the required layout and clicked OK, the following options appear in the main Window.



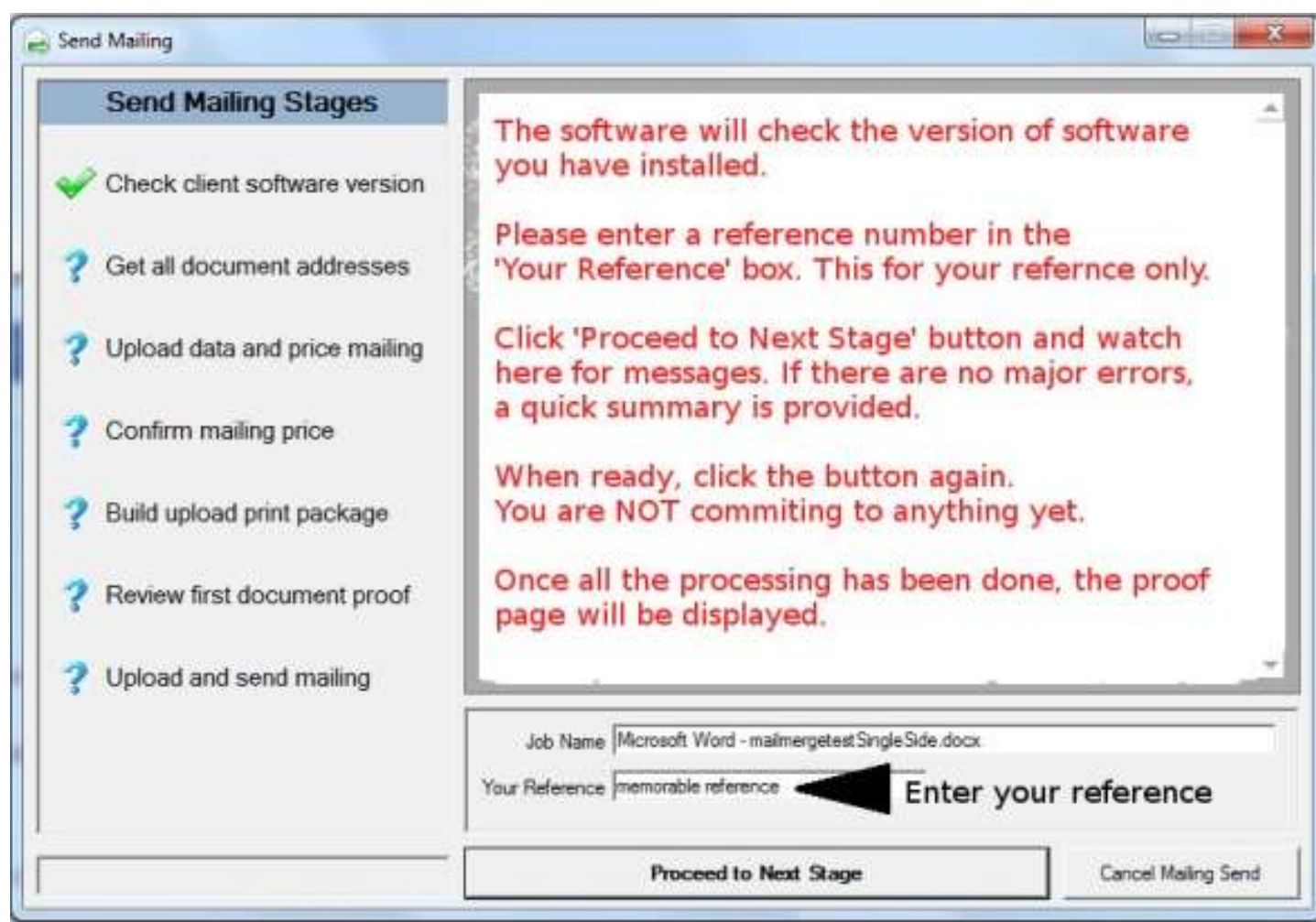
Steps to follow;

- 1) Choose Colour or Black&White printing.
- 2) If this is a **FIXED** page count job; choose the number of pages. This is vitally important as the system uses this value to decide which pages to extract the address block from. If you have variable length documents then this option is not available.
- 3) Choose the level of Postal Service. For the best value, select 2day.
- 4) Assign any backgrounds you have previously created to one or more pages of your document.

EXPLANATION OF ICONS USED IN THE JOB MANAGER.



When you are ready to proceed, click the 'Send Mailing' Icon to progress to the next stage.



APPROVING THE PROOF

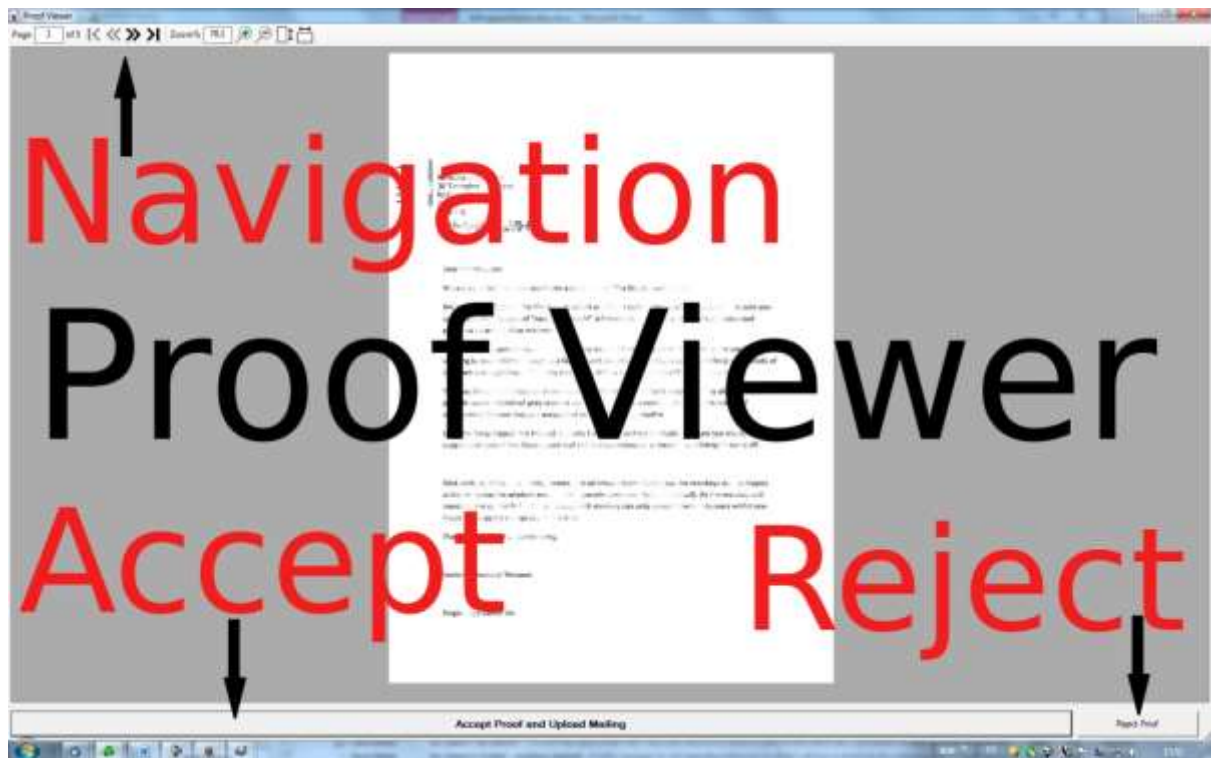
Once the previous page has been completed, a proof will be displayed.

Carefully review the proof. If you wish to see other pages, please view them in the (word processing) application used to create them (before you printed to the Mail Green Printer). There is only the one proof per job displayed from the Portal.

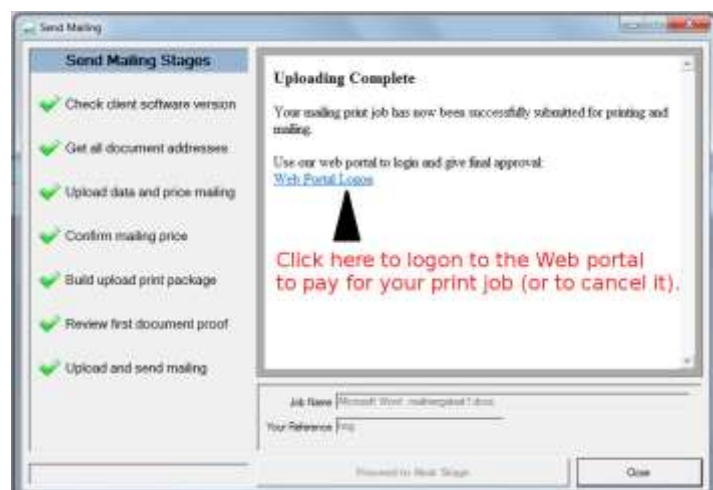
This proof is a true representation of the final print. Anything that is visible here will be present in the printed page. No further backgrounds, images, text or water marks will be added.

If you want to abort, please just click the 'Reject Proof' button to cancel.

If you are ready to accept the job, click the accept button. The data will be uploaded to our secure web server. You are still NOT committed; the job can still be cancelled later.



Once the 'Accept' button has been clicked, the proof viewer Window will close, leaving the 'Send Mailing' window open.



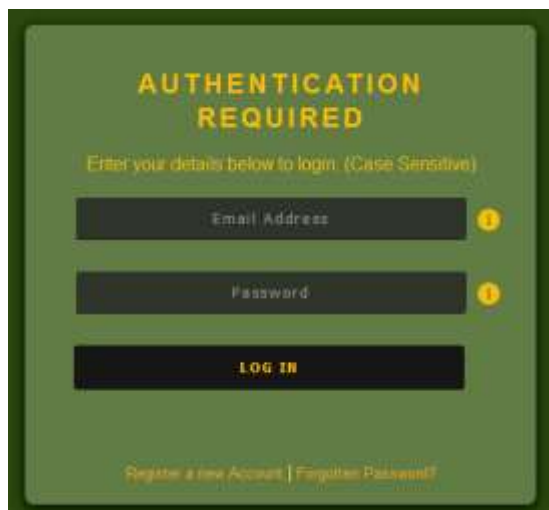
PROCESSING THE JOB PART 2: USING THE WEB PORTAL

In the previous steps, your mailing was uploaded and you viewed the proof.

It is necessary to use the Web Portal for final approval and payment (or cancellation) for your print job.

To enter the Web Portal, either click the link in the 'Send Mailing' Window or enter the following URL in any of the supported browsers.

<http://www.mailgreen.co.uk/portal.aspx>



You can arrive here from the link in the Job Manager or by using the URL above.

To get here from the Mail Green home page, select 'Account' from the top banner.

The Portal is the secure part of our website. Here you create and manage your account, payments, approvals and downloads.

REGISTERING A NEW ACCOUNT

Please refer to the information near the start of this document **"Creating An Account"**.

FORGOTTEN PASSWORD

Click the lower right link "Forgotten Password". You will be prompted to enter the email address you used when creating account. A reset link will be sent to that address. Please remember that the address (when used on the Mail Green site) is Case-Sensitive and must be entered in the same case as when the account was activated.

If you do not know the (Case-Sensitive) Email address used, it no longer receives Email or you do not have access to it – please contact Mail Green for assistance.

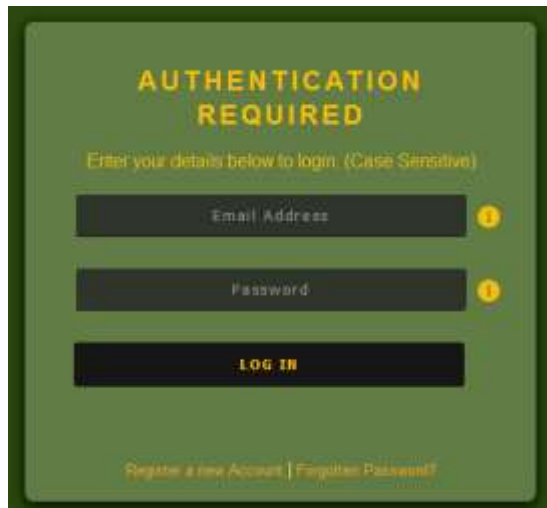
LOGGING IN TO YOUR ACCOUNT

Please remember that Email addresses and Passwords used for logging in to Mail Green are Case-Sensitive.

WEB PORTAL HOME

To manage your Account and to progress Jobs, please log in to visit the Web Portal Home.

<http://www.mailgreen.co.uk/portal.aspx>

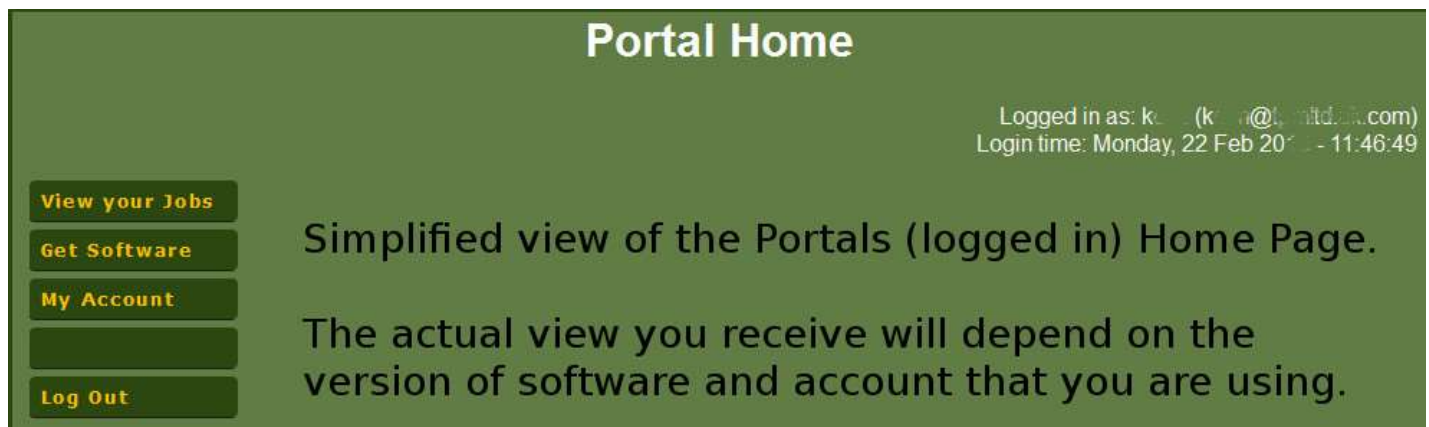
A screenshot of the 'AUTHENTICATION REQUIRED' login page. The page has a dark green background. At the top, it says 'AUTHENTICATION REQUIRED' in yellow. Below that, it says 'Enter your details below to login. (Case Sensitive)' in yellow. There are three input fields: 'Email Address', 'Password', and a 'LOG IN' button. Each field has a yellow 'i' icon to its right. At the bottom, there are links for 'Register a New Account' and 'Forgotten Password?'.

You can arrive here from the link in the Job Manager or by using the URL above.

To get here from the Mail Green home page, select 'Account' from the top banner.

The Portal is the secure part of our website. Here you create and manage your account, your payments, approvals and downloads.

Once logged in, you will see the following page.

A screenshot of the 'Portal Home' page. The page has a dark green background. At the top, it says 'Portal Home' in white. On the right, it says 'Logged in as: k... (k...@...itd...com)' and 'Login time: Monday, 22 Feb 20... - 11:46:49'. On the left, there are four buttons: 'View your Jobs', 'Get Software', 'My Account', and 'Log Out'. To the right of these buttons, it says 'Simplified view of the Portals (logged in) Home Page.' and 'The actual view you receive will depend on the version of software and account that you are using.'

Your main task from this page is likely to be viewing the Jobs you have uploaded.



You can download the Mail Green software from the button here and use the "My Account" link to manage your passwords and other personal information.

PRINTING OR VIEWING YOUR JOBS

Pease click "View your Jobs" to see the following dialog.

Logged in as: keith
Login time: Monday, 22 Feb 2016 - 12:32:41

Main MenuLog Out

Job Reference	Job Name	Date Uploaded	# Envelopes	# Pages	Cost	Approval Status	Production Status	Last Update	Actions
again	Microsoft Word - mailmergetest1.docx	Friday, 19 Feb 2016 - 16:37:27	118	118	£47.2	NO	UPLOADED	Friday, 19 Feb 2016 - 16:37:27	 
trifora	Microsoft Word - mailmergetestOnePageSingleSide.docx	Friday, 19 Feb 2016 - 15:18:09	14	19	£5.83	YES	UPLOADED	Friday, 19 Feb 2016 - 15:18:09	
man	Microsoft Word - mailmergetest1.docx	Friday, 19 Feb 2016 - 15:12:34	118	118	£47.2	YES	UPLOADED	Friday, 19 Feb 2016 - 15:12:34	

The lower two jobs have already been printed and are only displayed for your reference. As these rows contain only historical information, they have no icons in the "Actions" column.

To approve the job, click the green arrow. You will be given a chance to Confirm or Cancel.

Once confirmed, you will be redirected to the secure payment page.

To cancel a job, click the red cross and confirm.

Once you have approved [Actioned] the job(s) and completed the payment process, your job will be produced.

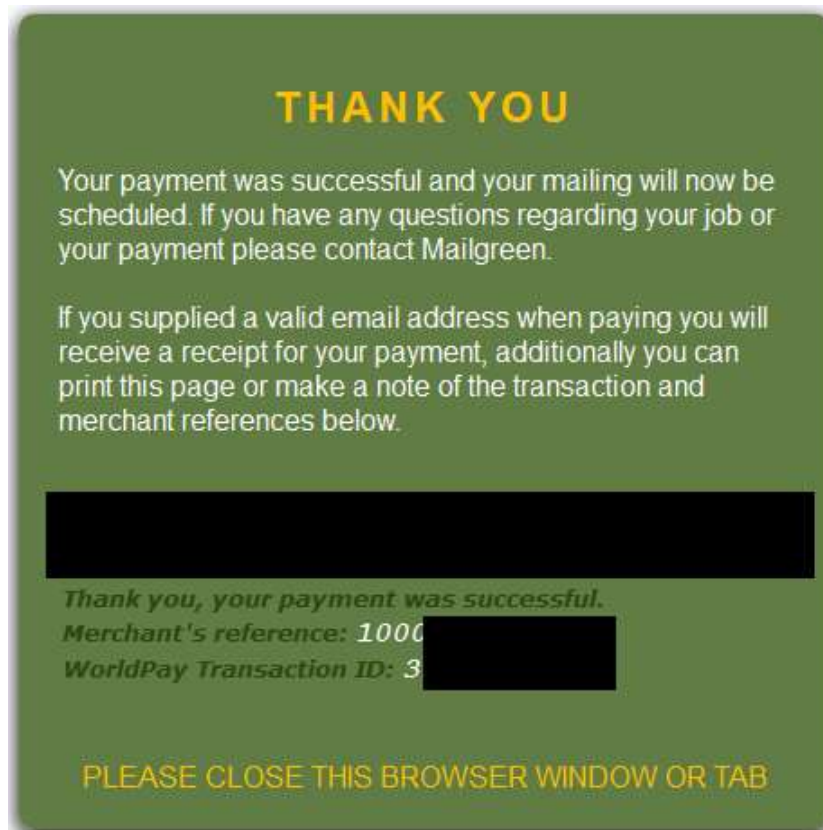
You can log in and check this Portal to monitor the progress of your jobs and confirm they have left for delivery.

PAYMENT PAGE

For your protection, Mail Green does not collect, process or store any bank card or any bank account information on its servers. Instead you will be redirected to an approved secure payment handling Web Site. No account details are shared with Mail Green.

Once Payment is made you will be forwarded to a printable Web Page which will confirm if the payment was successful. A copy of the details are also emailed to the address registered to your account.

The page will look something like this;



EXTRA OPTIONS.

PRINTING WITH A BACKGROUND'

If your print job has background image –you may consider uploading them in advance of the main job. This allows the mail merge to be processed and uploaded quicker – the background images are selected when the job is loaded into the

There can be a different image for each printed face of paper but each letter must use the same image on the same side. For example: If the first letter uses “background-Photo-1” on page 1 then EVERY letter in the job must use “background-Photo-1” on page 1.

Pre-loading of backgrounds is ideal for water marks and letter head images. It vastly reduces upload and processing times on your PC. Mail Green can process images loaded this way or images that were part of the original word processing document.

Pre-loading is NOT suitable if your Word Processor is wrapping text around the images.

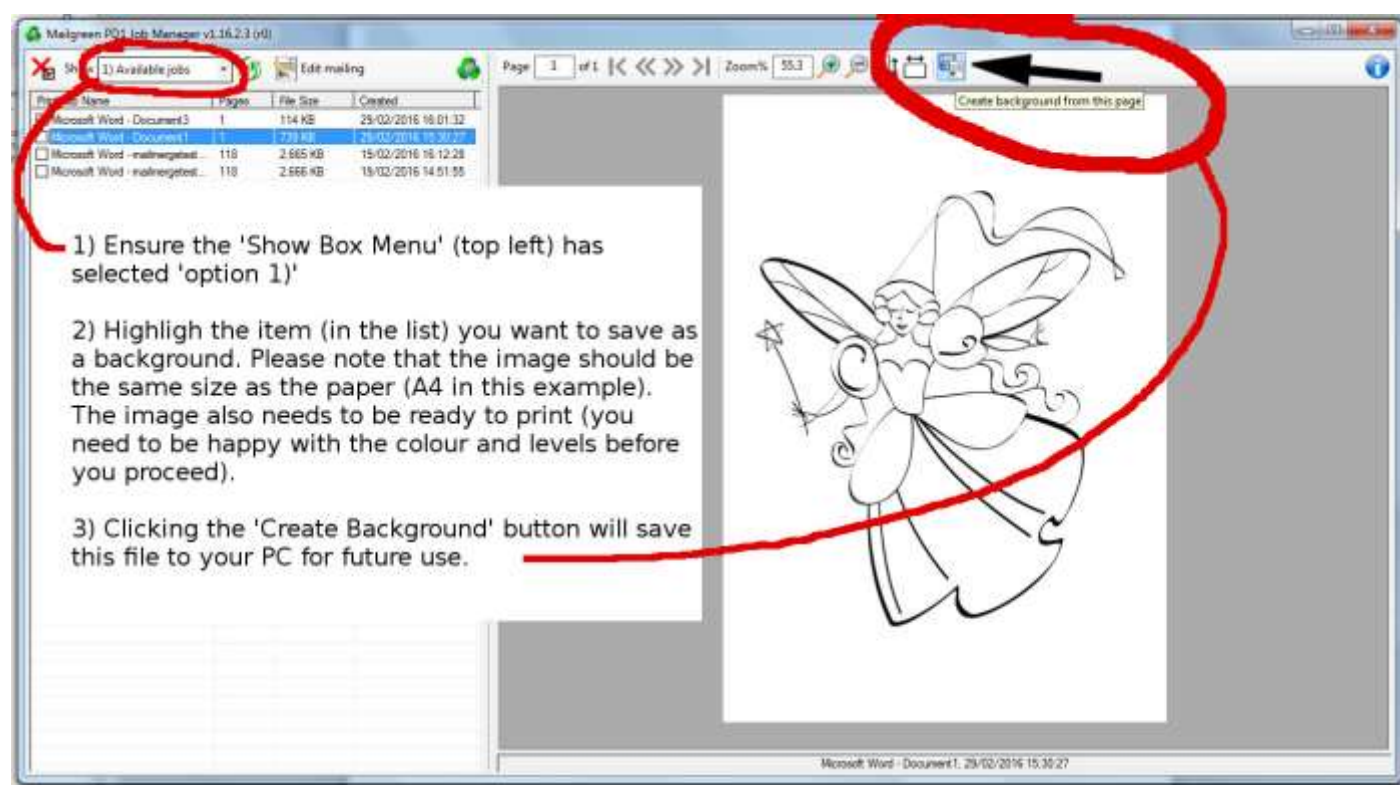
How to create a background image.

Prepare the image in whatever Image Tool or Word Processor you choose. This can be any application that allows you to produce the image with the properties you require. Once ready – print the job to the Mail Green Printer.

Once printing has completed, open JobManager.

Ensure **Available jobs** is selected from the pull down menu (see diagram) Select the Image you have uploaded and click the ‘Create background...’ button.

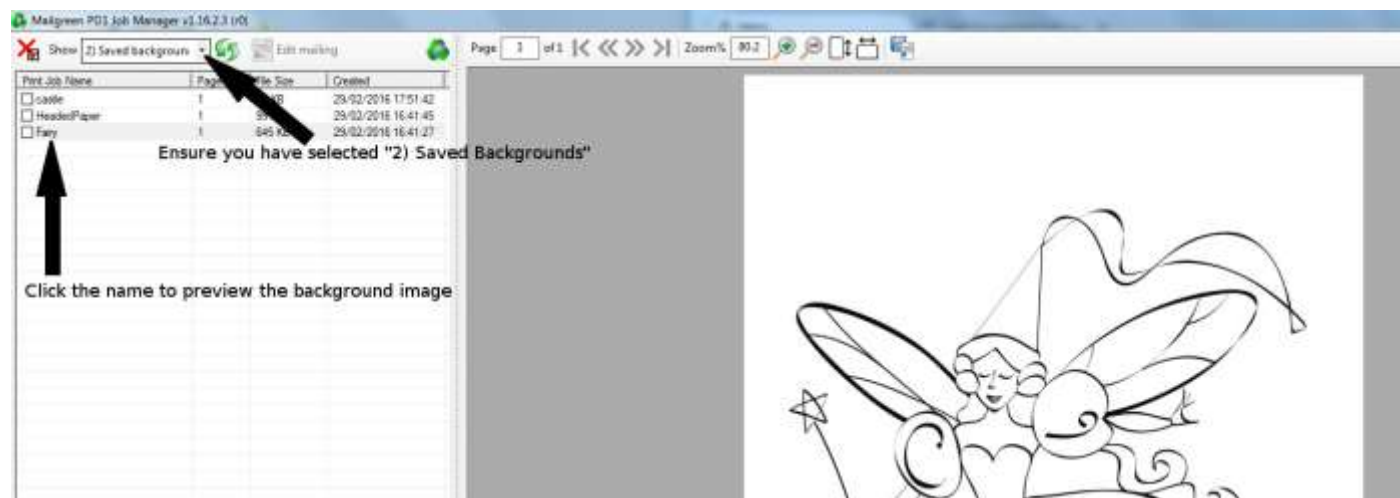
Please remember that the image will need to be the correct size (A4) and the settings (IE colour/brightness etc.) need to be configured before as they cannot be changed once sent to the Mail Green printer.



Previewing the background image you have saved to your PC

You do not need to preview the backgrounds to use them. This preview would normally be used to delete unwanted backgrounds or help identify the correct image when you are choosing one.

You must select **Saved backgrounds** from the pull down menu to proceed.



Applying Back Ground Images to Jobs.

In the previous steps, back ground image(s) were printed to (and stored in) the MailGreen Library on your PC.

To use one of these background images, start processing the print job that will be using the backgrounds.

Once you have sent your mail merge job to the Mail Green printer and selected the layout for your document, this screen will be displayed;

1 General Info
LayoutName: A4 Portrait, Variable page count documents
PageTagFound:

2 Job Settings
Colour: True - Colour printing
Duplex: False - Single sided printing
PostalService: 2DAY
ReturnService: False

3 Document Page Backgrounds

Page	Background
Page01	Fairy
Page02	castle
Page03	Fairy
Page04	HeadedPaper
Page05	
Page06	
Page07	
Page08	

Instructions:

- Highlight page column to enable this pull down arrow.
- Click arrow to list available backgrounds.
- Click the background you wish to use for the page selected in the left column.
- The selected background will be displayed in the preview window.
- Any other 'backgrounds' already added by your word processing application will hide backgrounds added here.

Additional Text:

Each page in each mailpiece will be represented here. If the corresponding right column is empty, no background will be used for that page.

Note if the same background is to be used for more than one page then it must be selected for each page that it is required.

Please be aware that a background added using the above method is the very first image to be added to the page (the 'back most' image). All other images are printed above this image and will obscure it. Most word renders a transparent background image as opaque preventing any other lower layers from displaying.

Example: if in your word processing application, you use a background image that covers the whole page then any additional backgrounds you add here will often not be visible. This is true even if the image (added in Word) is transparent.

EXAMPLE PRINT JOB – MAIL SHOT.

The blue dotted line indicates the edge of the page and is NOT printed. It is used in this example to illustrate the blank border that is enforced on all edges of the paper.

G77000016 1 32900

Alex Maynard

Demo

NE65 7AG



Dear Alex Maynard,

Thank you so much for joining the Mailgreen revolution!

As you will have already determined, Mailgreen is the most cost effective and efficient way to send your mail. Your mail-piece inclusive of the cost of posting is less than the cost of a stamp, so you can't go wrong. Plus, sending all your mail pieces by simply printing to the Mailgreen print driver makes it the easiest and most efficient way to send mail. Now you can send more mail for less and reach your customers and friends for a fraction of the cost.

I'm guessing you have already done your homework and compared the Mailgreen service to the competition? If you haven't then please do! You will find that not only are we the cheapest, but we are also the only company offering a full GREEN solution.

The basic principles of Mailgreen include

- Target mail and reduce unwanted mail
- Use Recycled or low carbon footprint replenishable products
- Ensure materials used can be recycled
- Promote the use of responsible products on your mailing
- Promote recycling the mail piece
- SAVE MONEY

We are so pleased you have joined us and hope you can make incredible savings whilst using our super efficient service. If you have any questions or queries, please see our online training videos and FAQs or contact us.

Yours Sincerely,

MailGreen

Mailgreen



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