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MAIL GREEN
www.mailgreen.co.uk

Created by MailGreen
to simplify layup and
Mail Merges for users
of LibreOffice (V5)

LibreOffice Writer 'Newsletter' Template A3

Address Area

First Side A3 News Letter
Maximum 1 sheet (2 sides)

The full name and address must be contained inside the green area.
We suggest using a text box to ensure the address reamains wholly inside the green area.
The contents of the green box are erased and rewritten in the required format. No background image is possible in the green area, it is always printed on a white background.
Only the address can be in the green area.
It is not possible to print on the grey border.

Second Side A3 News Letter
Maximum 1 sheet (2 sides)

This is the reverse of the A3 news letter product.
There can only be 1 sheet (one or two sides) in a NewLetter job,
It is not possible to print on the area denoted by the grey border.

How to use the A3 News Letter MailGreen template.

Double click the template file and your LibreOffice Writer application will open a new document. We recommend you save this document immediately with a new name. The first page of your new document will look like the "First Page" image. If you use a second page, it will look like "Continuation Page" image.

Remember, these Newsletter Mail Green Jobs can only be one sheet but you can print both sides. To do this, be sure to select Duplex in the MailGreen Job Manager (this will automatically set the **PagesPerDocument** at two whilst the **SheetsPerDocument** remains fixed at one.)

Your Newsletter will be folded twice to create an A5 piece for inserting into an envelope for mailing.

There are only three rules when using this simple template

1) The Grey and Green areas will be erased by the Mail Green application.
2) The recipient's name, address and postcode (nothing else) must be inside the green area.
3) Leave a visible gap (1mm is more than enough) between your text and any of the shaded coloured areas.

Tips, suggestions and notes.

Use a Text box to contain the address inside the green area. This is a quick way of preventing Office from adjusting the position of your text if some letters have longer addresses.

The MailGreen application removes the coloured areas (shown above) together with their contents. The data from the green address box is redrawn in 'Royal Mail format' with the required bar codes.
The results can be seen in the proof print.

The (2D) Barcodes you see in the proofs are automatically created by MailGreen software.

Libre Office has an unfortunate behaviour of selecting the background image anytime the page is clicked. To deselect, press the 'Esc' key on your keyboard.

Always check your proofs carefully; ideally get a second, third, fourth opinion from fresh sets of eyes.