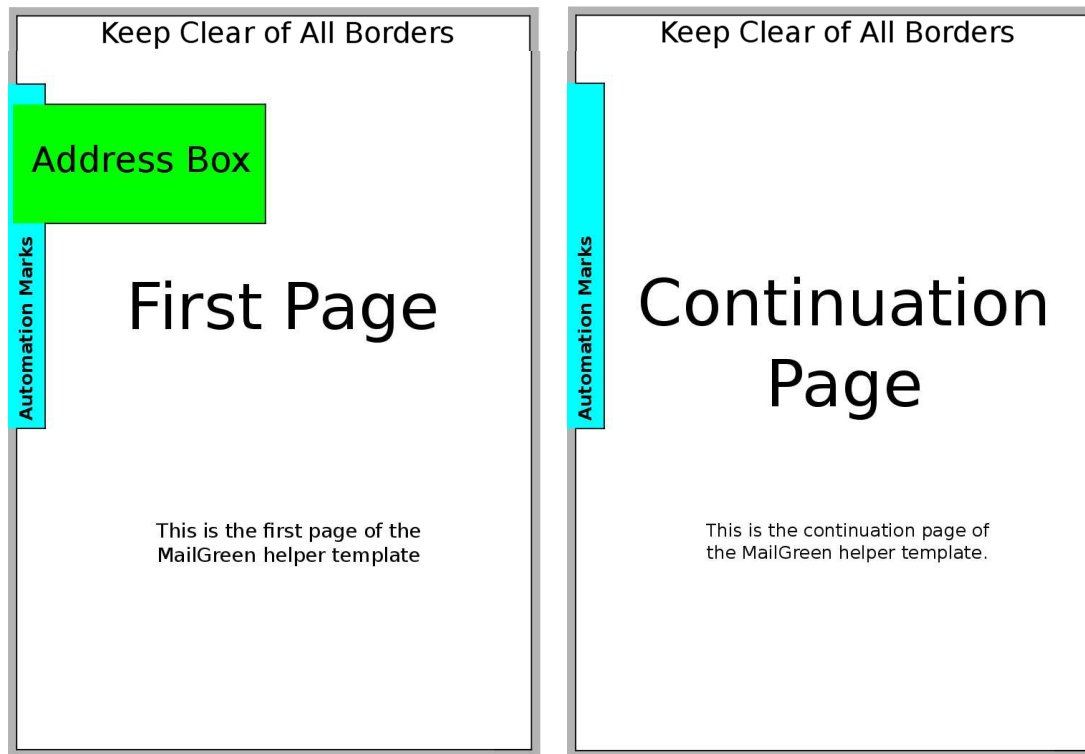


## Easy to use LibreOffice Writer Template



### How to use the **A4\_Portrait\_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 more than one page per document, the later pages will show the “Continuation Page” image.

#### There are three main rules when using this simple template

- 1) Any area that has a colour background 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 the black line (around the coloured areas).

#### Tips, suggestions and notes.

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 Automation marks are created by MailGreen – you do not need to enter anything in the blue area.

The template is configured not to send the background image (the coloured areas) to the printer, this reduces the time taken to upload your work. If you would like to remove the image, you’ll find it’s anchored in the header.

There is a small text box in the automation area that contains a page number tag. This is required if you are using variable page count features of MailGreen. You do not need to delete this – items in the automation area are not printed.

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