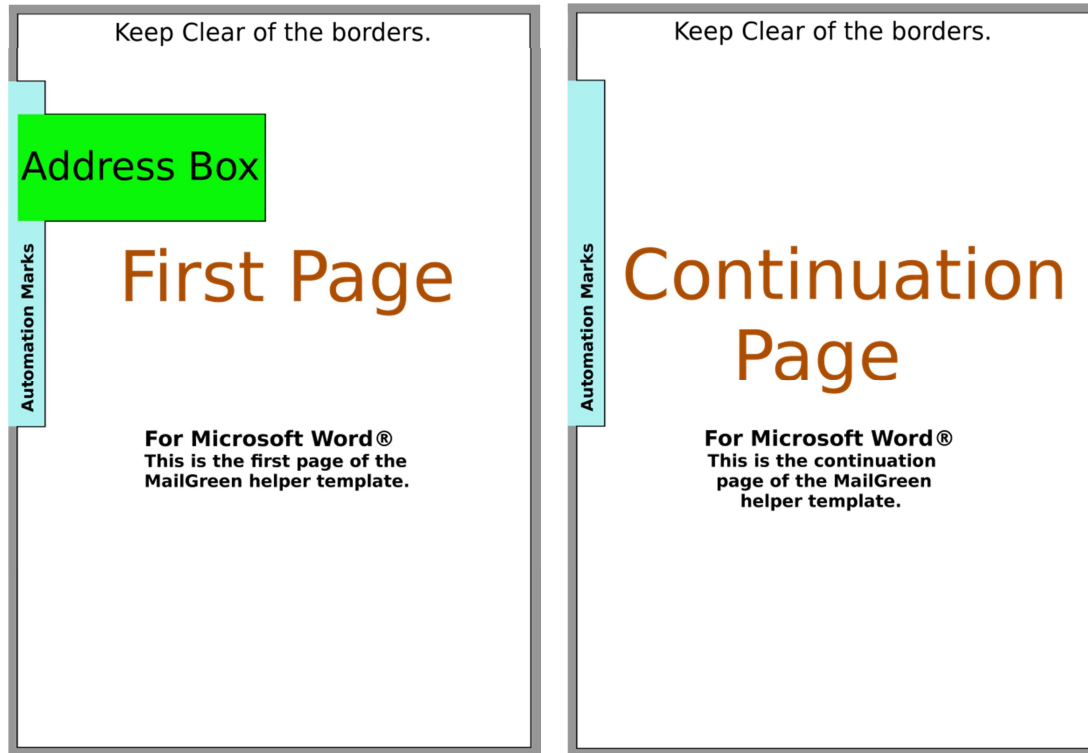


## Easy to use Microsoft Word Template



### How to use the **A4\_Portrait\_MailGreen** template.

Double click the template file and your Microsoft Word 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 only three 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.**

Use a MS Word Text box to contain the address inside the green area. This is a quick way of preventing Word 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 Automation marks are created by MailGreen – you do not need to enter anything in the blue area.

You do not need to remove the alignment image (the coloured areas) for small print jobs but for larger runs, it will reduce the upload time significantly. If you do choose to remove the image, it’s anchored in the header.

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