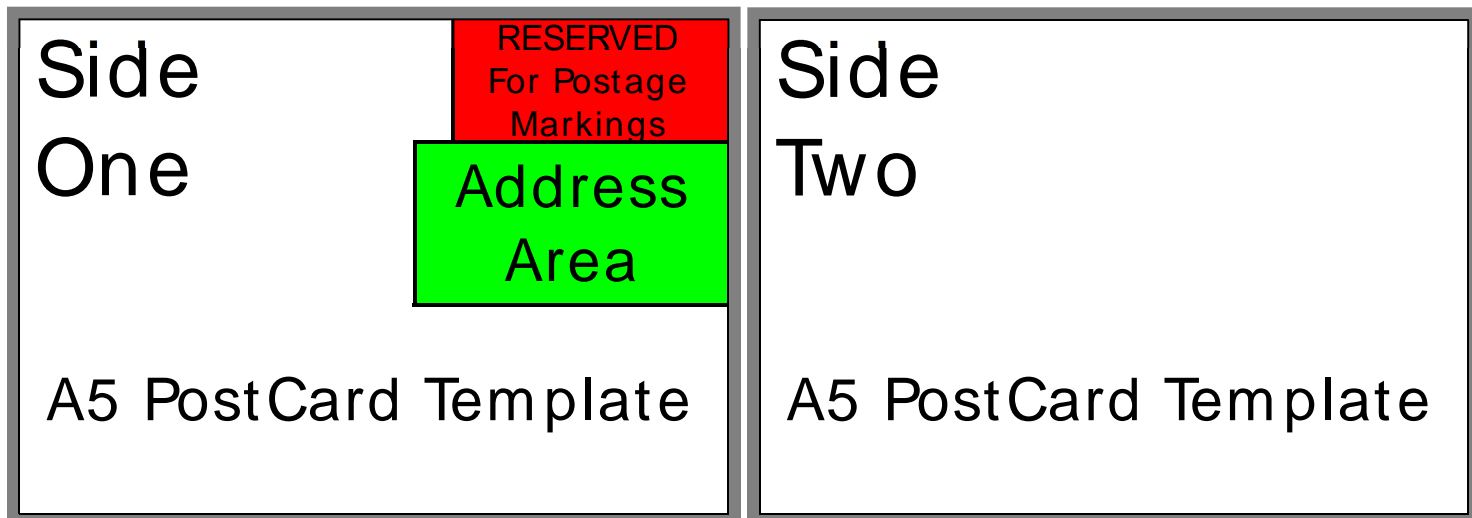




Easy to use Microsoft Word Post Card (A5) Template



How to use the **A5_PostCard_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 also want to print on the back (non-addressed) side of the Post Card, continue to the next page of the template.

As this is a PostCard template (no envelope) you can only produce one or two sides per job. You cannot mix one and two sided jobs in the same run. Please see user guide for further details.

There are only three rules when using this simple template

- 1) Any non-white 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.

You do not need to remove the alignment image (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.

The application you are using may not be perfectly 'WYSIWYG'. Example: extra space needs to be left around special effects such as WordArt®, especially if it is following curves.

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