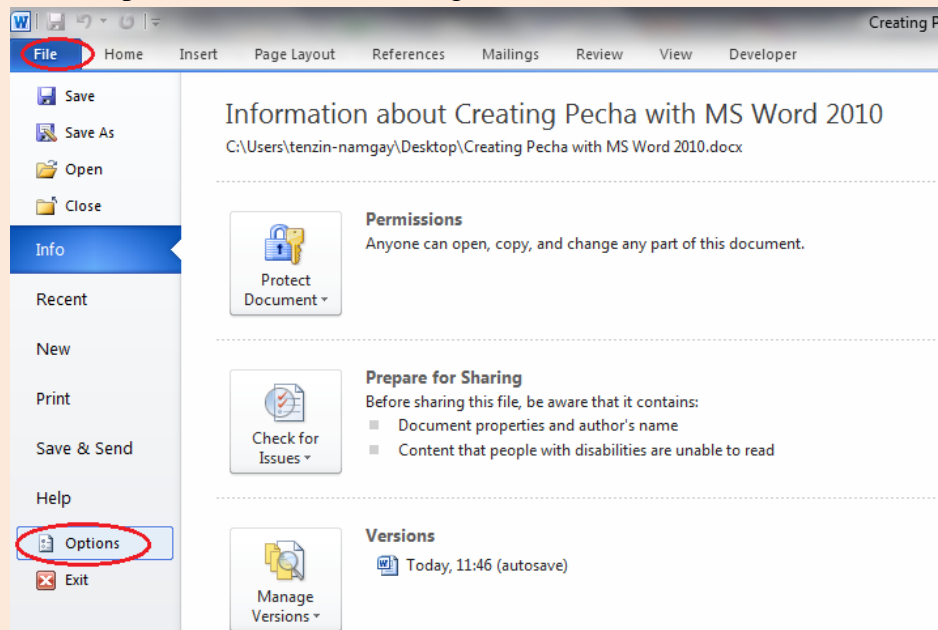


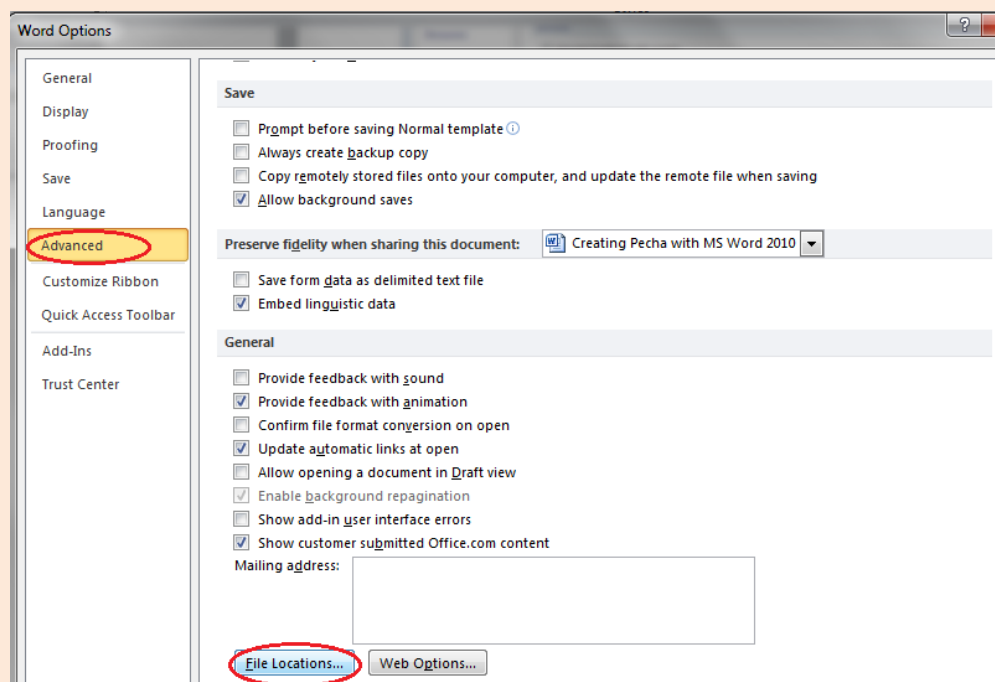
# Creating Pecha with Microsoft Word 2010

## 1. Installing the Pecha Templates.

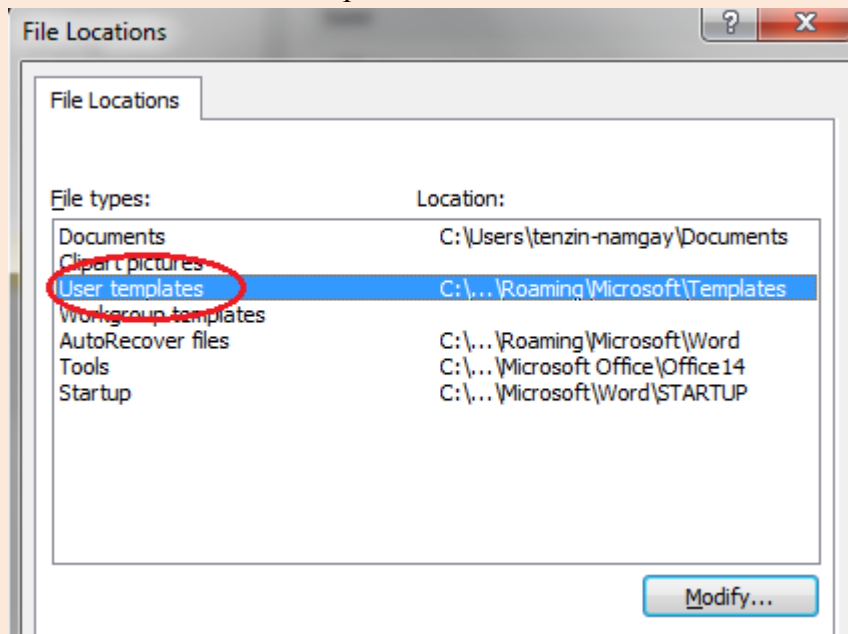
- i. Download all the template package from [here](http://www.dzongkha.gov.bt/IT/download/templates/Simple%20Pecha%20Templates%20(Word%202007).zip) (http://www.dzongkha.gov.bt/IT/download/templates/Simple%20Pecha%20Templates%20(Word%202007).zip).
- ii. Extract the downloaded folder and copy the templates (Ctrl+C).
- iii. Open MS office word 2010.
- iv. At the top, click on File ► word options



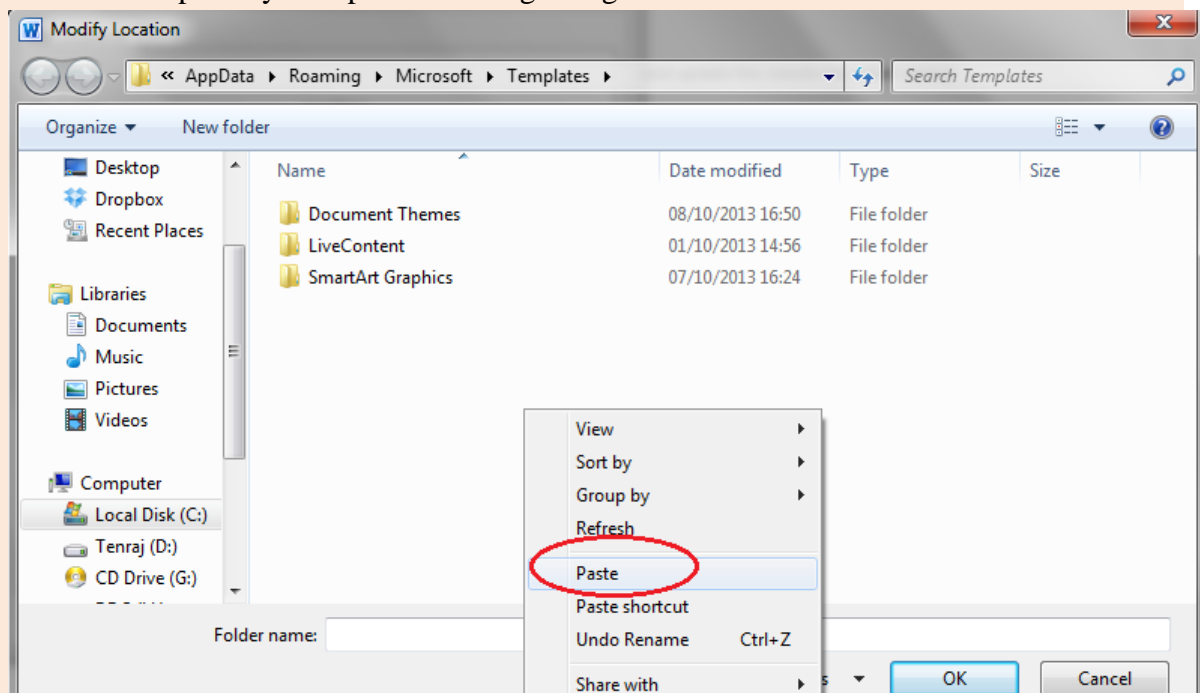
- v. Go to “Advanced” on the left pane and scroll down to the bottom and open “file locations”.



- vi. Double click on “user templates”.



- vii. Paste the templates you copied in the beginning.

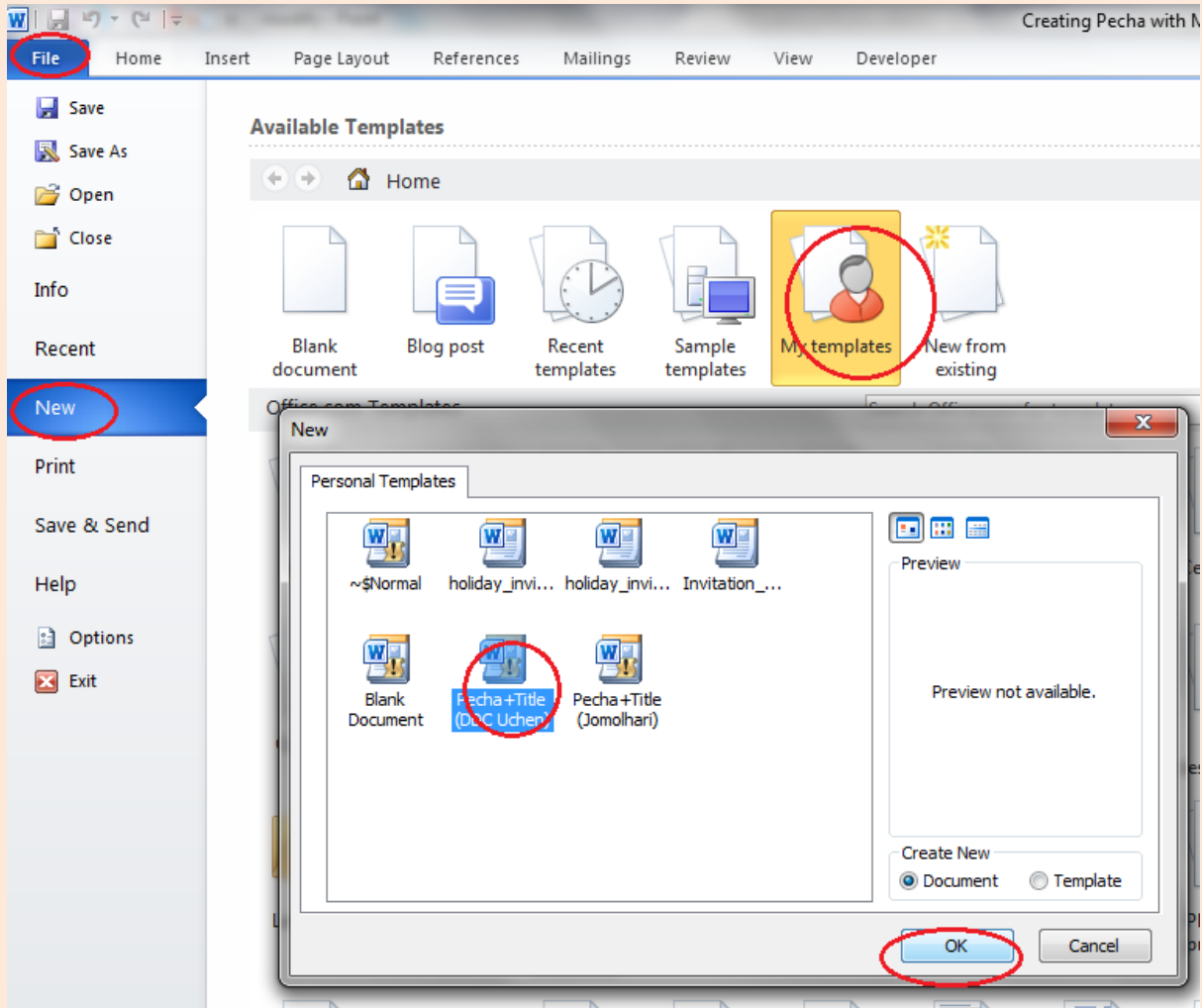


Note: You won't see the files you pasted.

- viii. Finally click on OK for all.

## 2. Creating Pecha document from the Pecha Template.

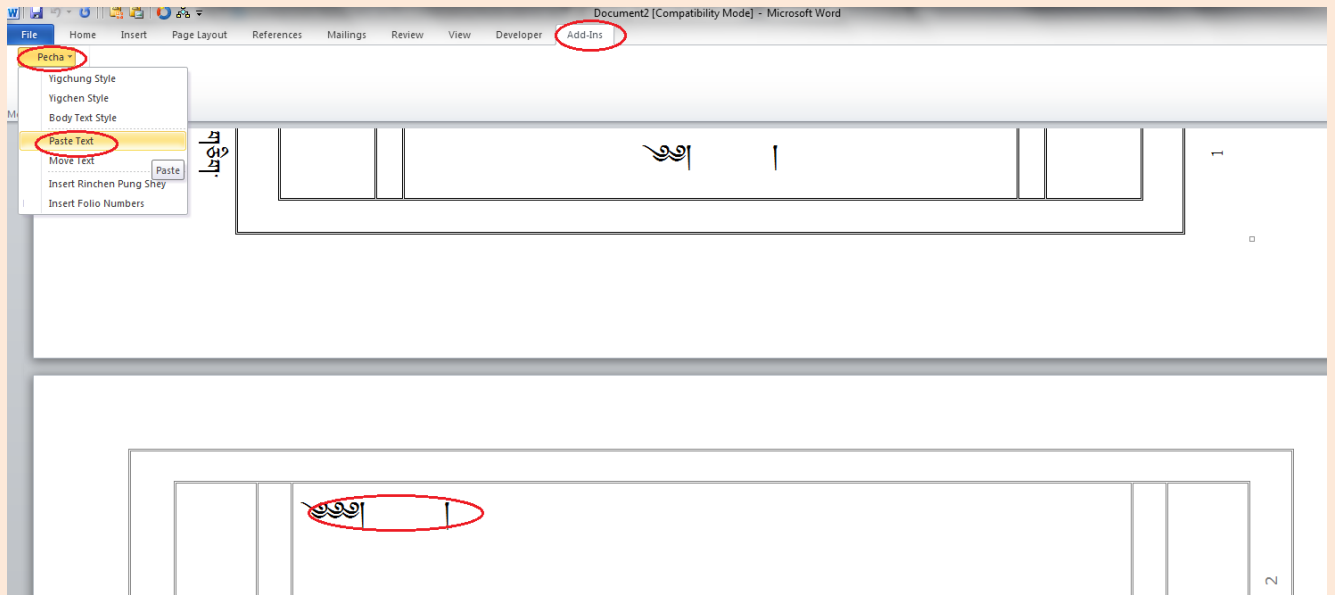
- i. Once again go to File ► New. Click on “My Templates” and then click on one of following Pecha Templates.
  - i. Pecha + Title (DDC Uchen).dotm
  - ii. Pecha+ Title(Jomolhari).dotm.



- ii. Click Ok.

## 3. Pasting Text

- i. Open the document in which you typed the text for the body of the pecha. Select and copy all the text you want to paste in the pecha document.
- ii. Go to the pecha document you created from the template.
- iii.
- iv. Place the cursor at the start of the first (non-title) page following the Gogyen (🌀 | )
- v. Go to Add-Ins ► Pecha ► Paste Text.



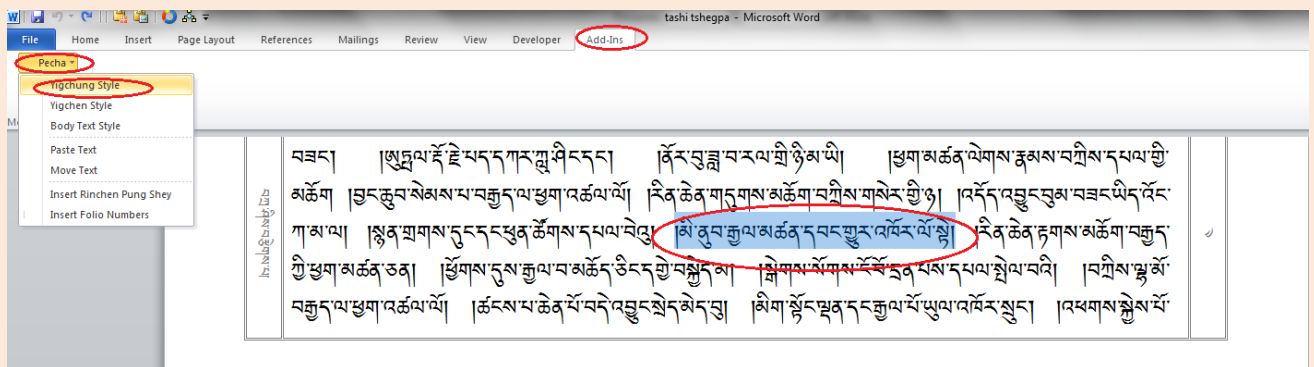
The text you pasted should flow automatically from page to page.

Note: Copy and paste the title separately from the body content, i.e. the first page.

## 4. Formatting Text

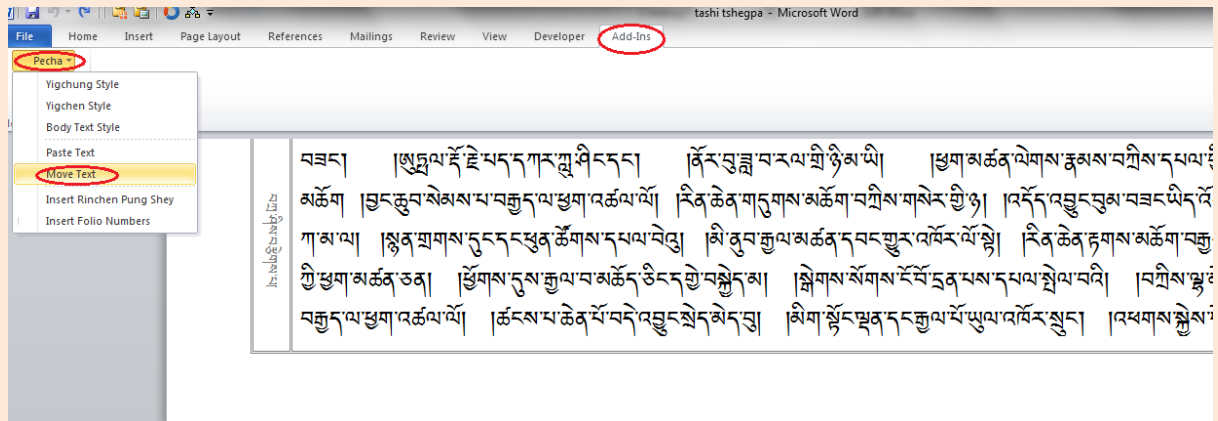
### i. Making Small Text

If you need to make certain words as small, select the words. Go to Add-Ins ► Pecha ► Yigchung Style.



## ii. Moving Text

Go to the option Add-Ins ► Pecha ► Move Text

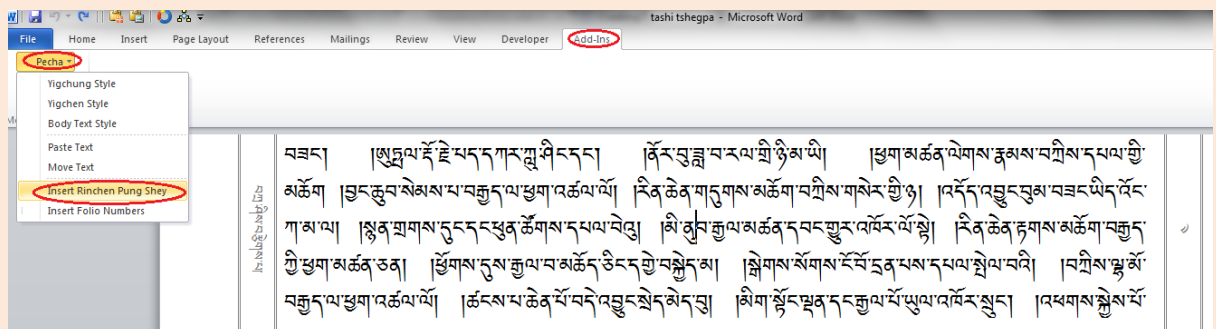


These pecha templates use the header and footer features of Word to define the pecha borders. Word allows separate header and footer definitions only for the first, odd, and even pages of a section. As the border and margins used on the first few folios of pecha is normally different than those used on the succeeding folios, we need to move some of the text to a new section to get the proper borders and margins. The pecha templates contain a macro to automatically accomplish this task.

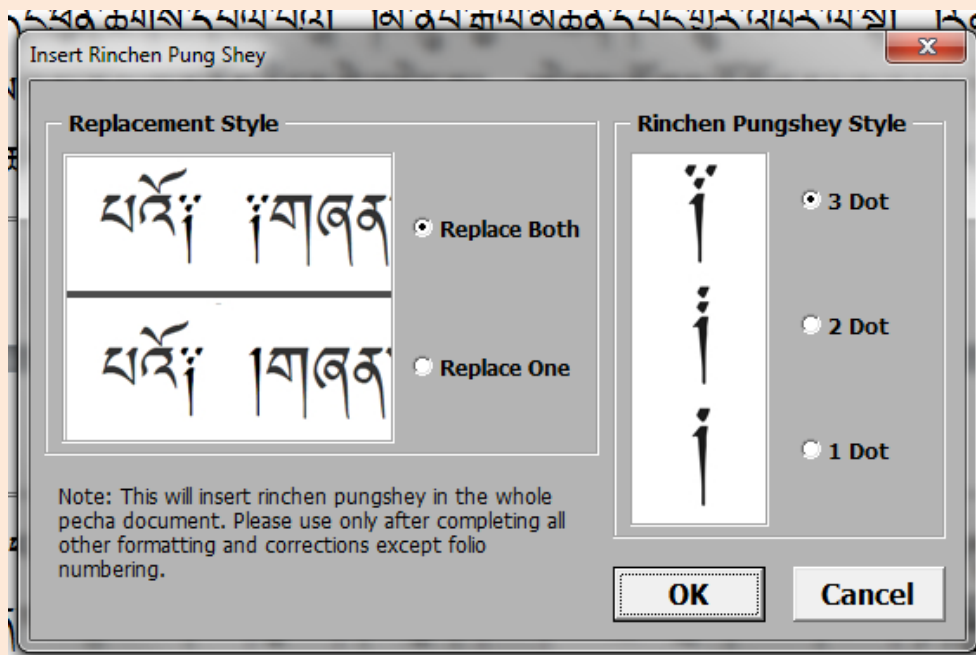
Note: This macro should only be run after you have formatted Yigchung – especially for the first few folios – as this formatting will affect the amount of text that can fit on a page or folio.

## iii. Inserting RinchenPungShey

- Go to the option "Add-Ins ► Pecha" and click on "Insert RinchenPungShey"

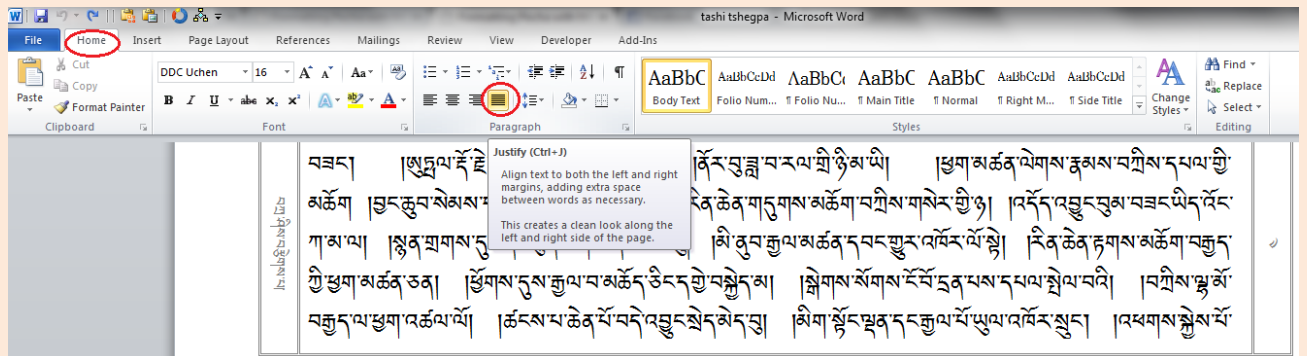


- b) You will see three types of RinchenPungShey available for Pecha as shown below. Select any Dots as per your requirement and then click OK. Once it is complete, the RinchenPungShey will be applied as per the pecha rules.



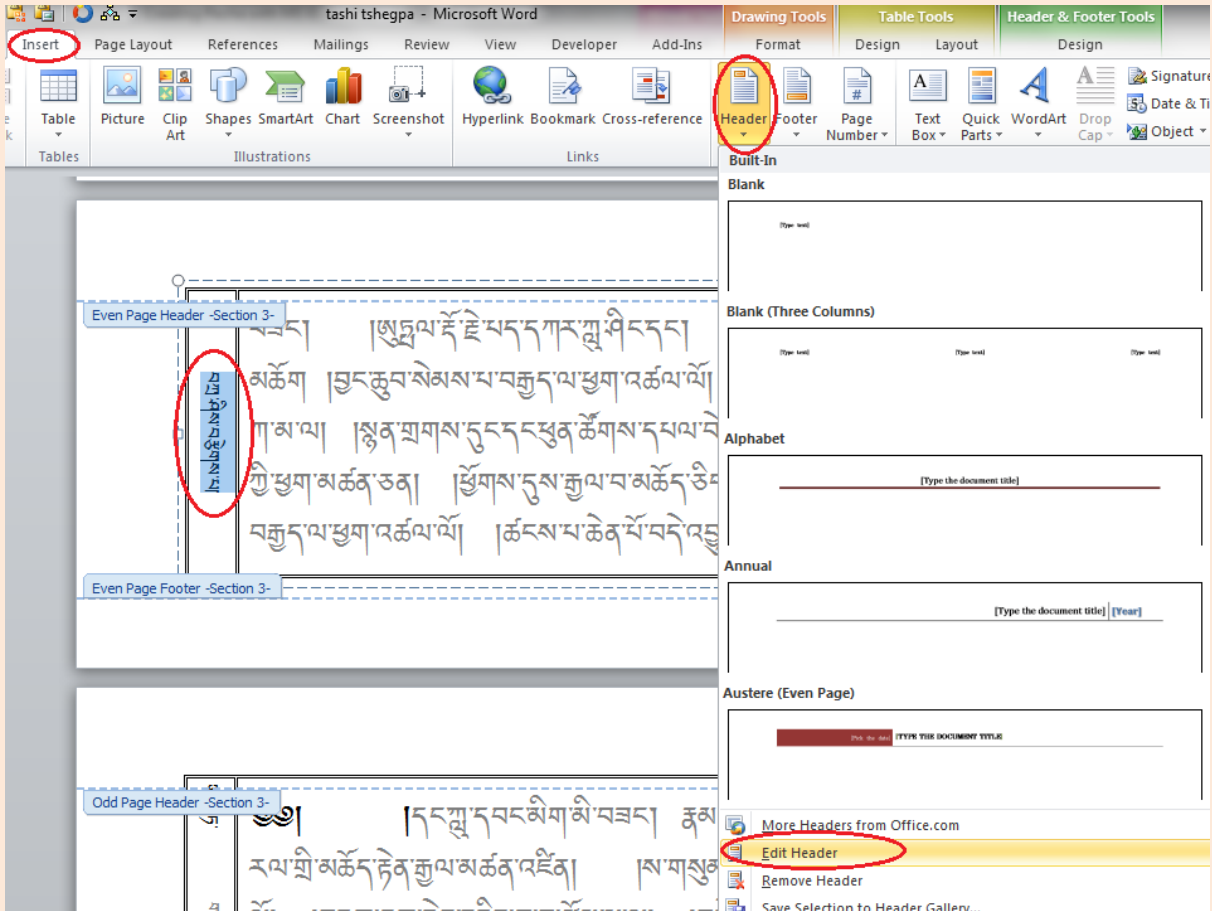
## 5. Justify the Document

After the above formatting is completed, you can justify your document by clicking on "Justify" from the toolbar option under "Home".



## 6. Inserting Margin Titles

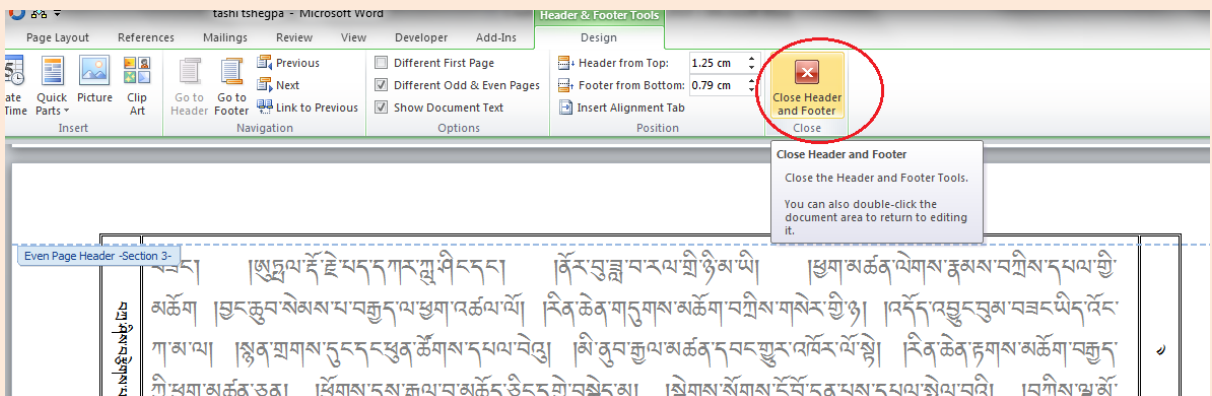
- i. To insert a short title in the left margin, go to "Insert ► Header ► Edit Header". Type any title on 2nd and 4th pages.



Once the title on 2nd and 4th pages are typed, same title will be updated on rest of the even pages.

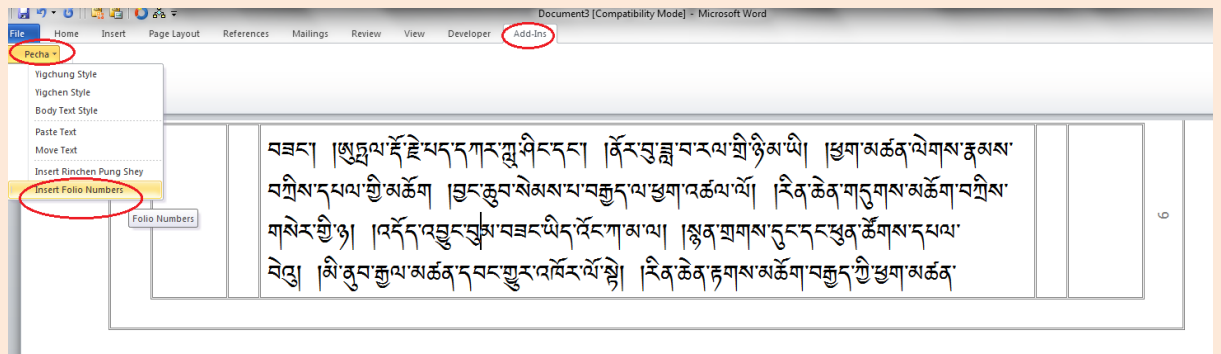
Note: Titles on every even page should be same. Therefore, enter same title on 2nd and 4th pages.

- ii. Once you have inserted the title, close the header and footer.



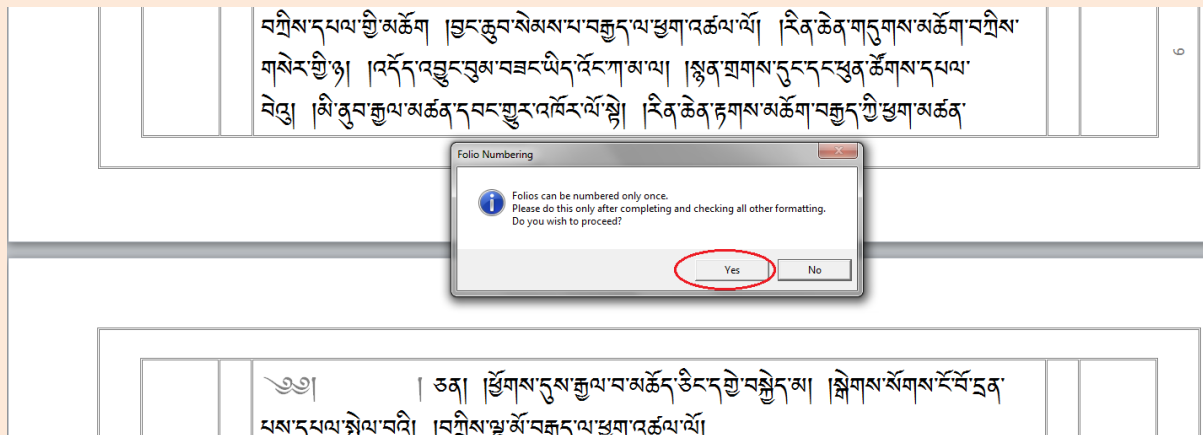
## 7. Inserting Folio Numbers.

- i. You can insert Folio numbers by clicking on "Add-Ins ► Pecha ► Insert Folio Numbers"



- ii. You will be prompted with an alert message.

Click "Yes".



Once the page numbers are inserted, save your file to any location you wish to.