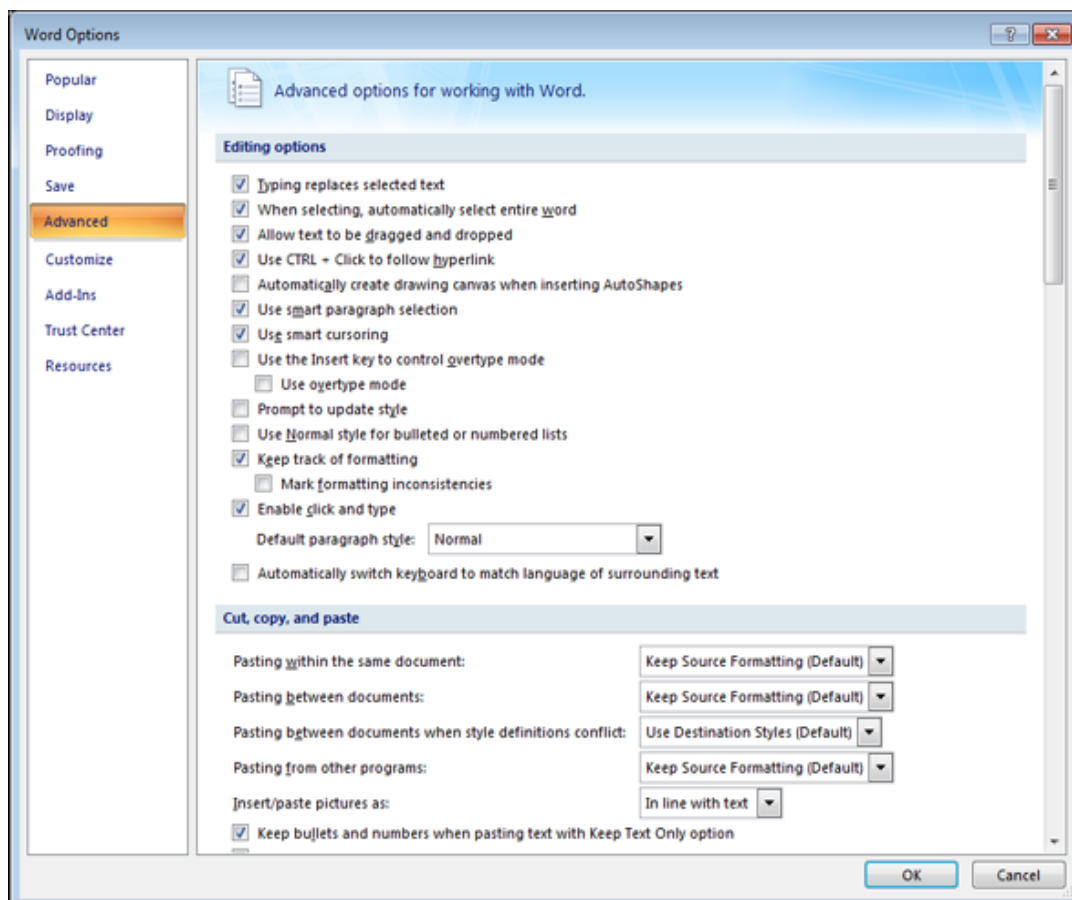
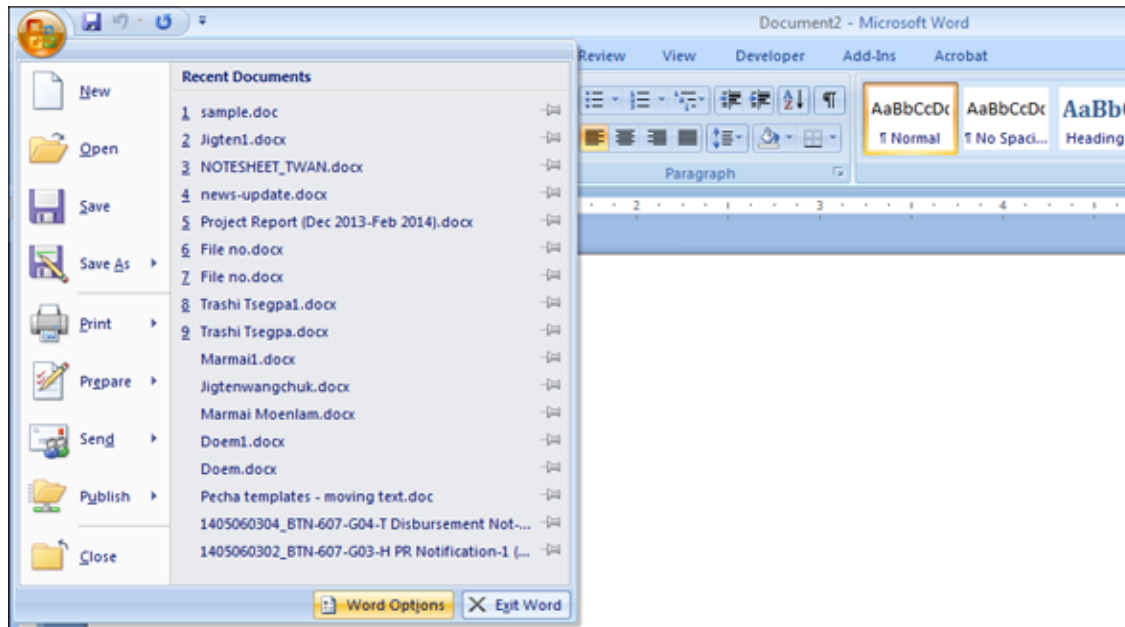


# Creating Pechas with Microsoft Word 2007

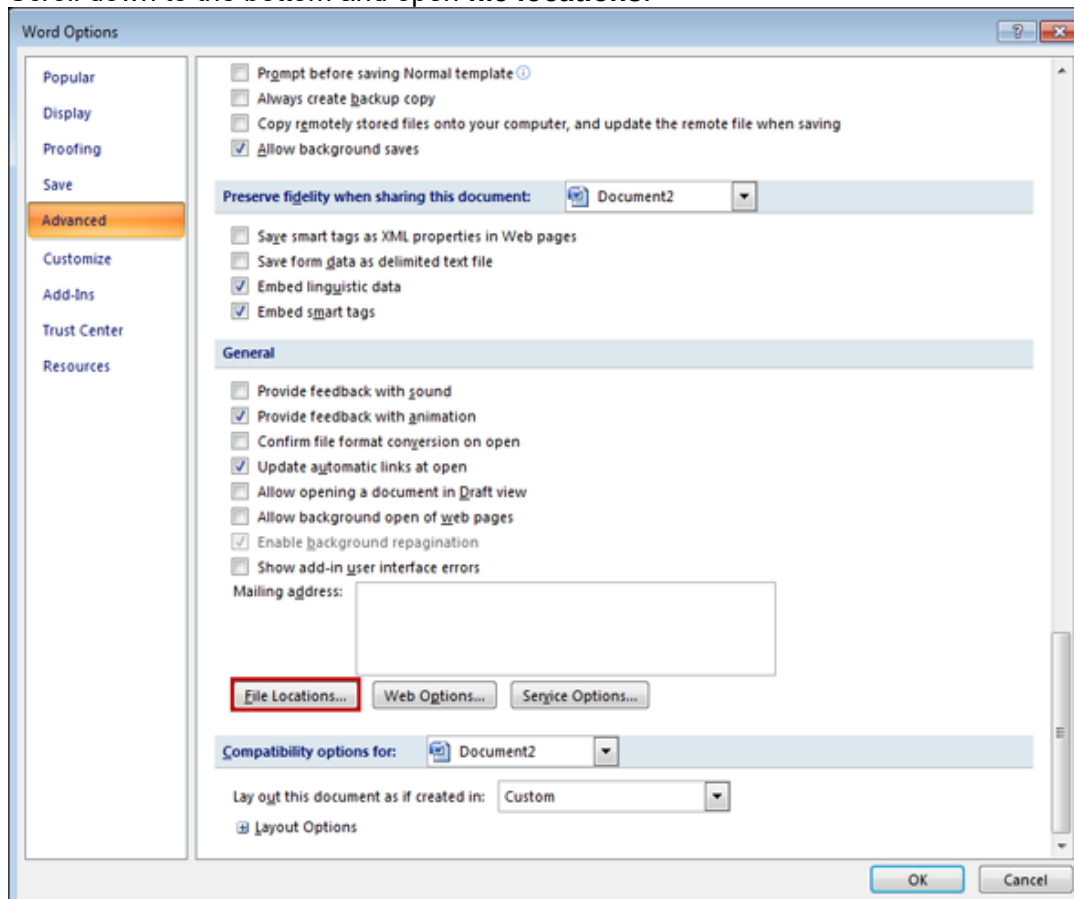
## Downloading and installing the pecha templates



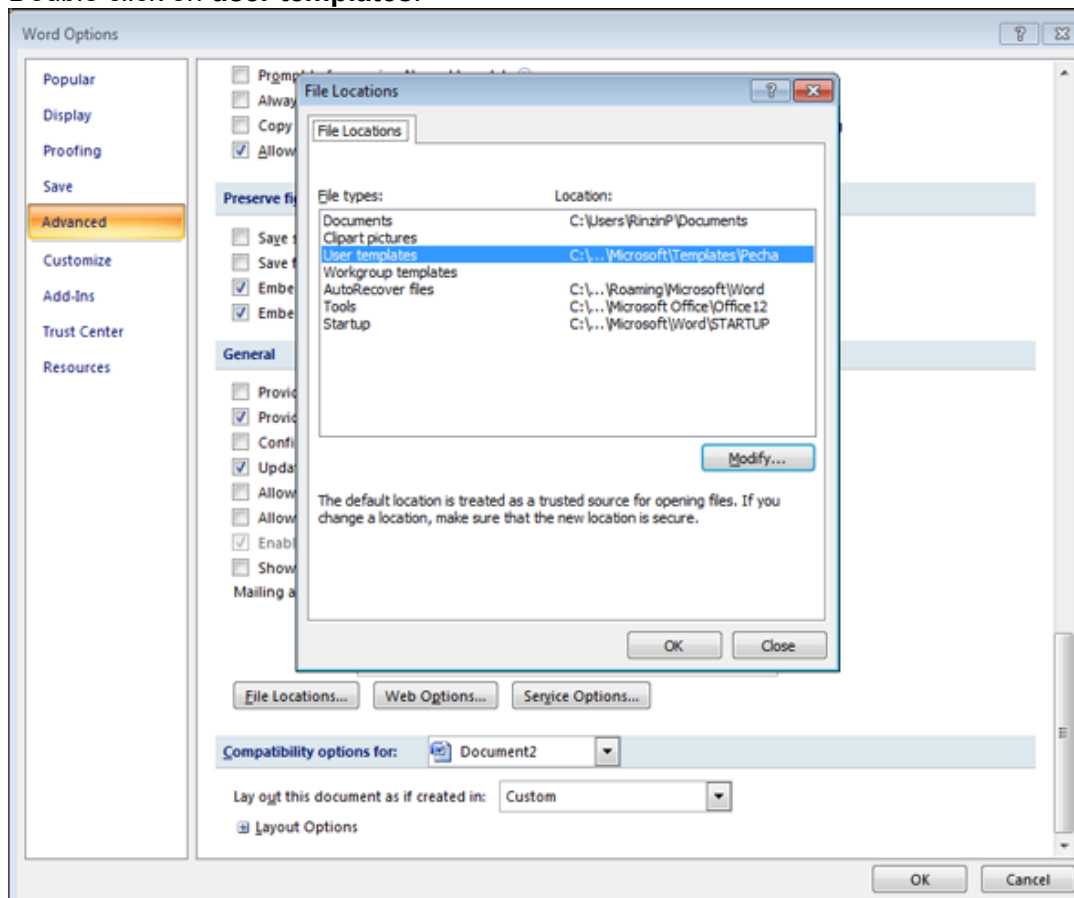
Download all the template package from [here](#).  
 Extract the downloaded folder and copy the templates (*Ctrl+C*).  
 Open MS office word 2007.  
 At the top, click on office button ► word options.

Go to **Advanced** on the left pane.

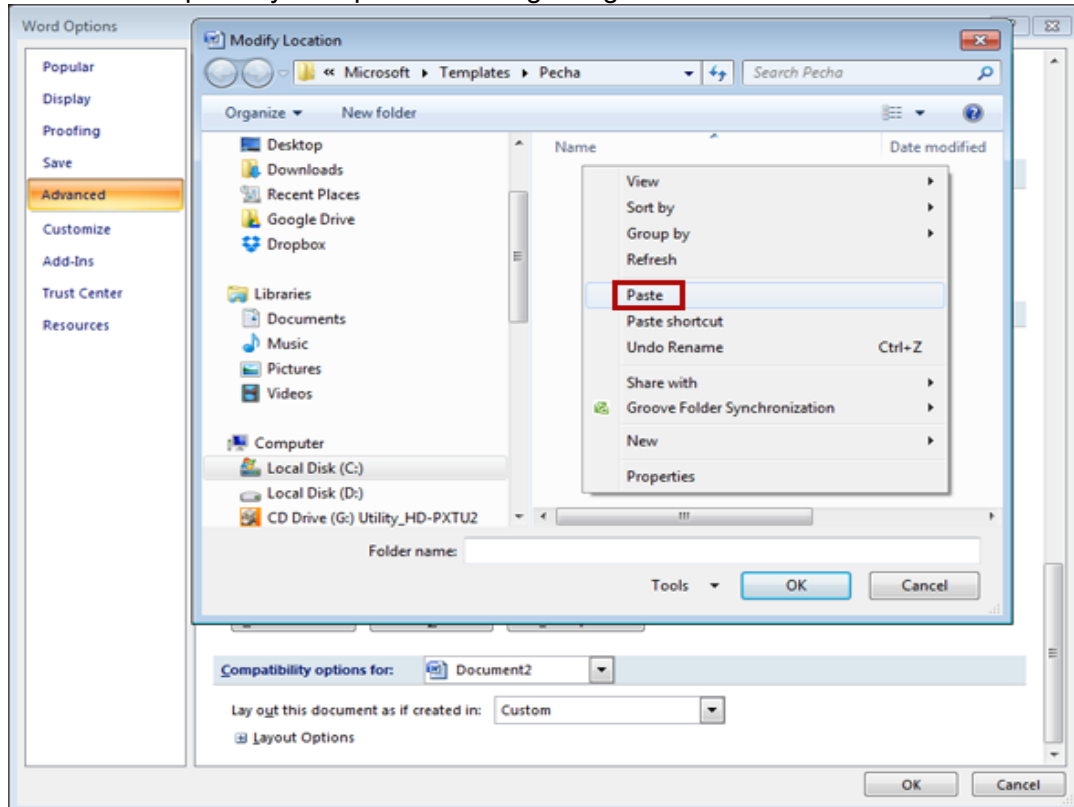
Scroll down to the bottom and open **file locations**.



Double click on **user templates**.



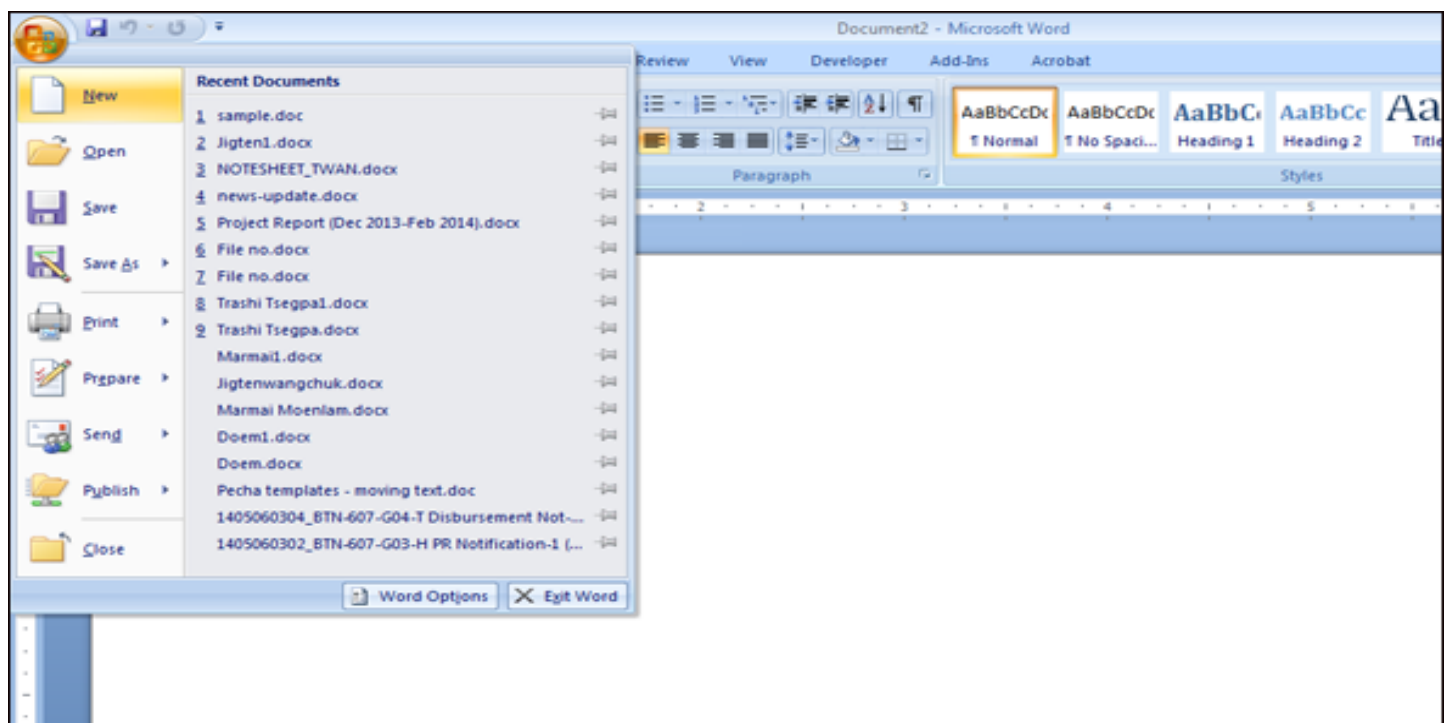
Paste the templates you copied in the beginning.



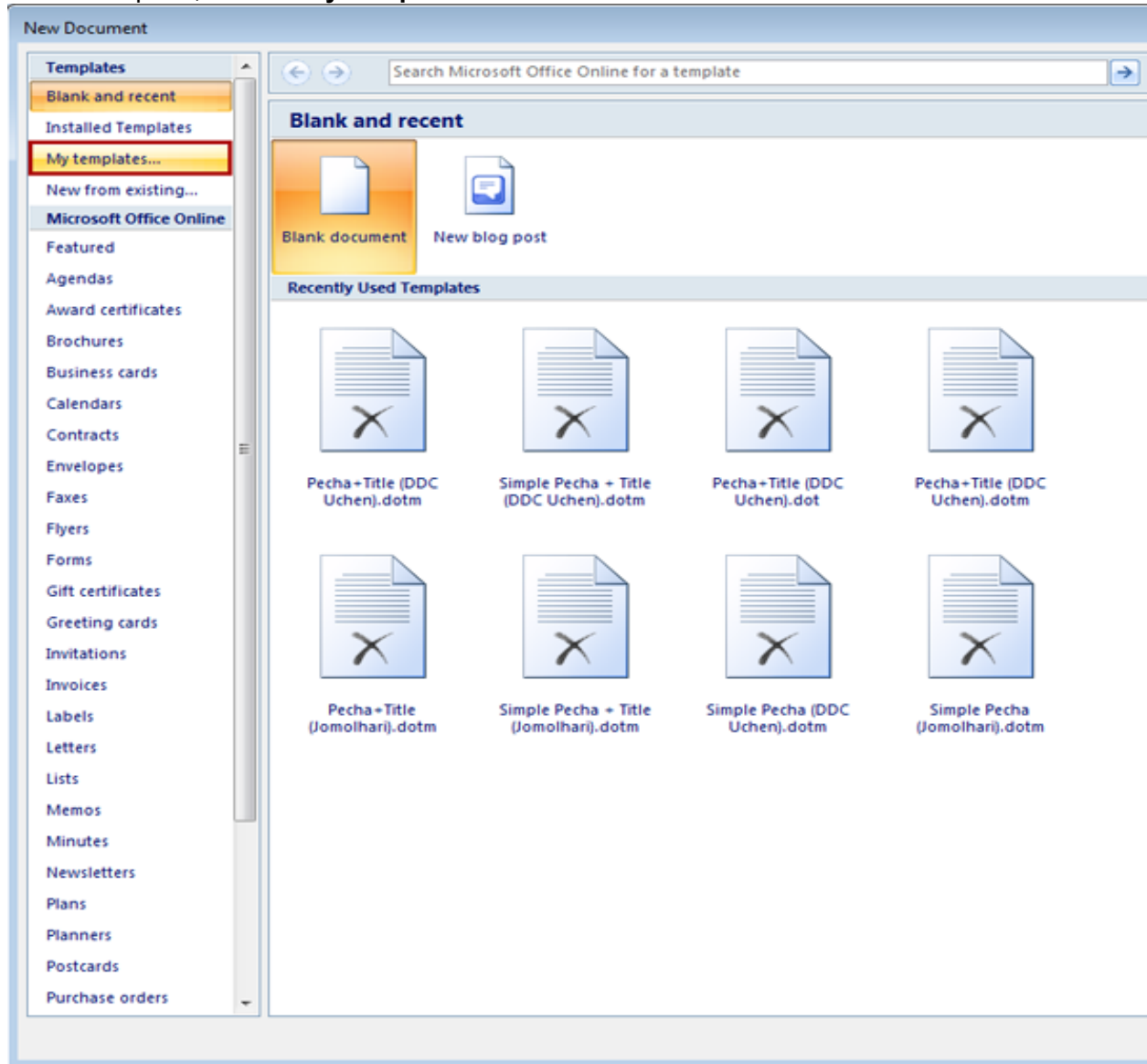
*Note: You won't see the files you pasted.*

Finally click on OK for all.

Once again go to office button ► New.

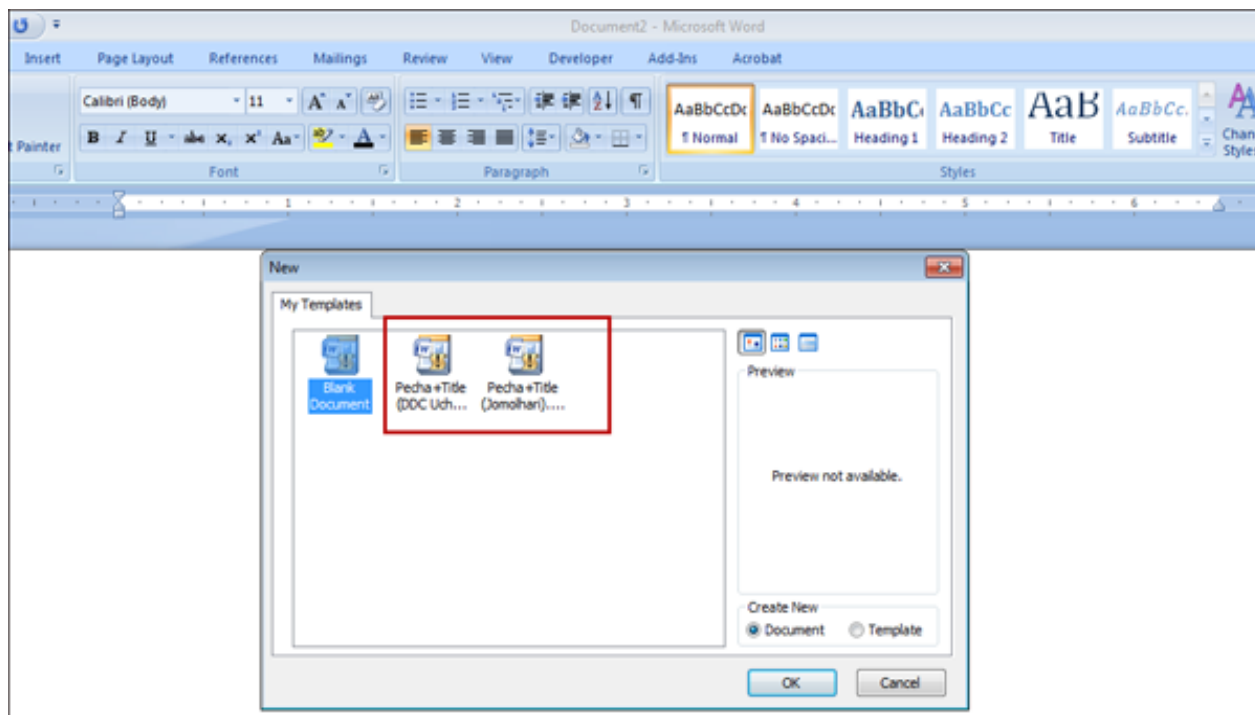


On the left pane, click on **My Templates**.



You can now use any of the following templates:

- i. Pecha + Title (DDC Uchen).dotm
- ii. Pecha + Title (Jomolhari).dotm



## Pasting Text

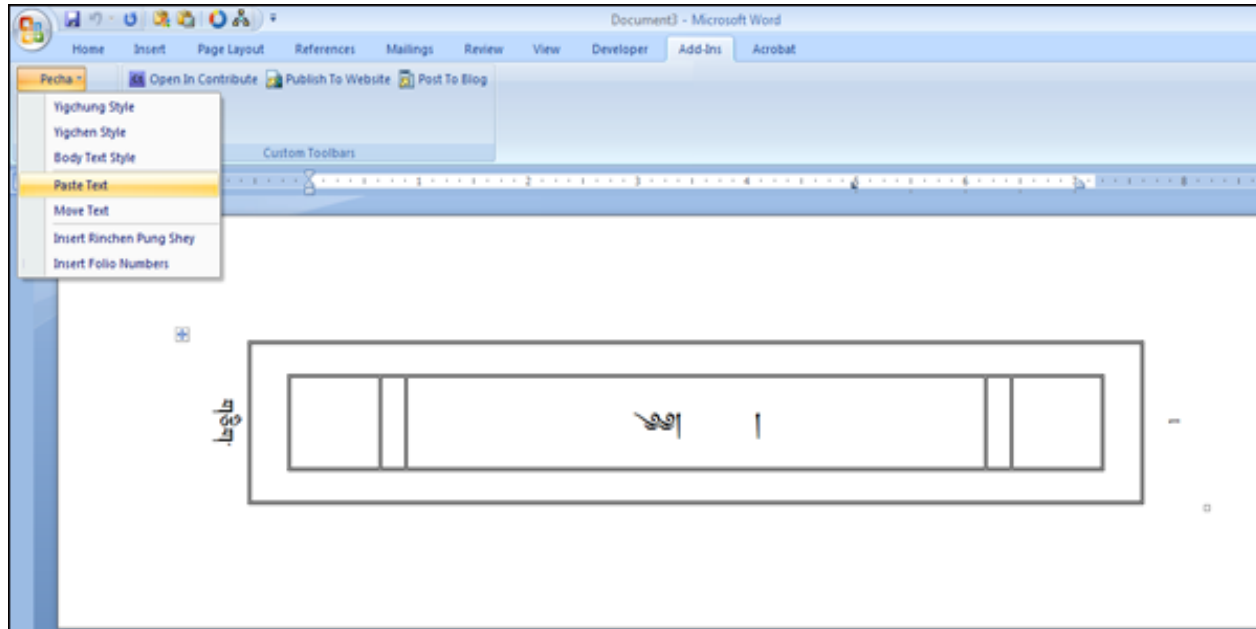
Open the document in which you typed the text for the body of the pecha. Select and copy all the text you want to paste in the pecha document.

Go to the pecha document you created from the template.

Place the cursor at the start of the first (non-title) page following the Gogyen (ཡོག་ཡོག་ )

Open the template you want to use (follow the previous step 9).

Go to Add-Ins ► Pecha ► Paste Text.



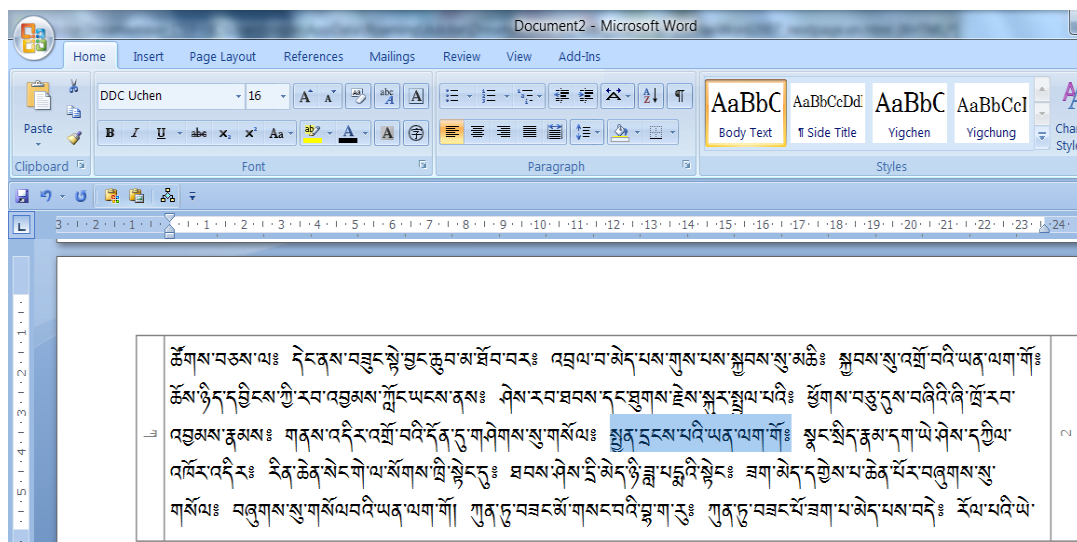
The text you pasted should flow automatically from page to page.

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

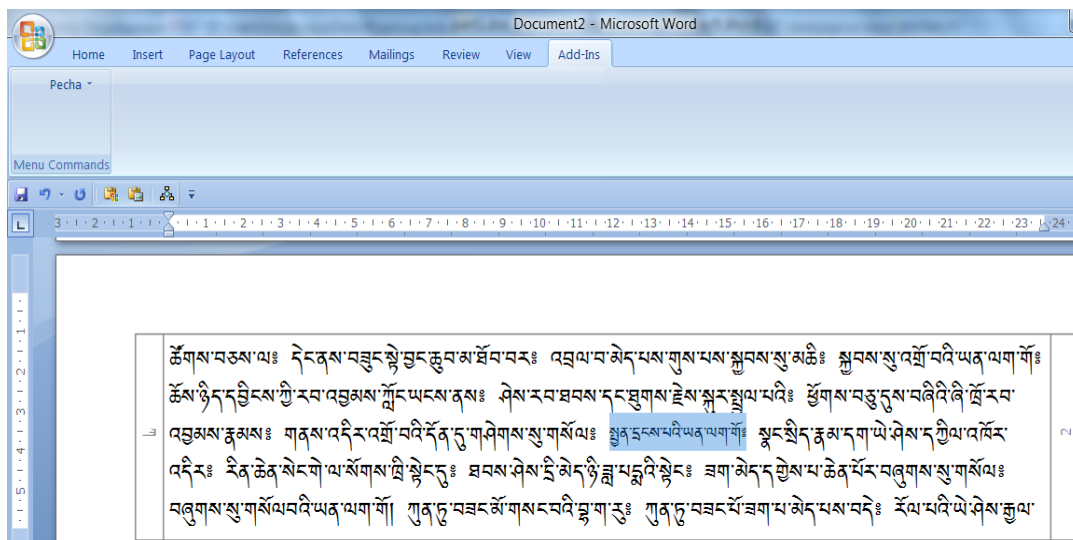
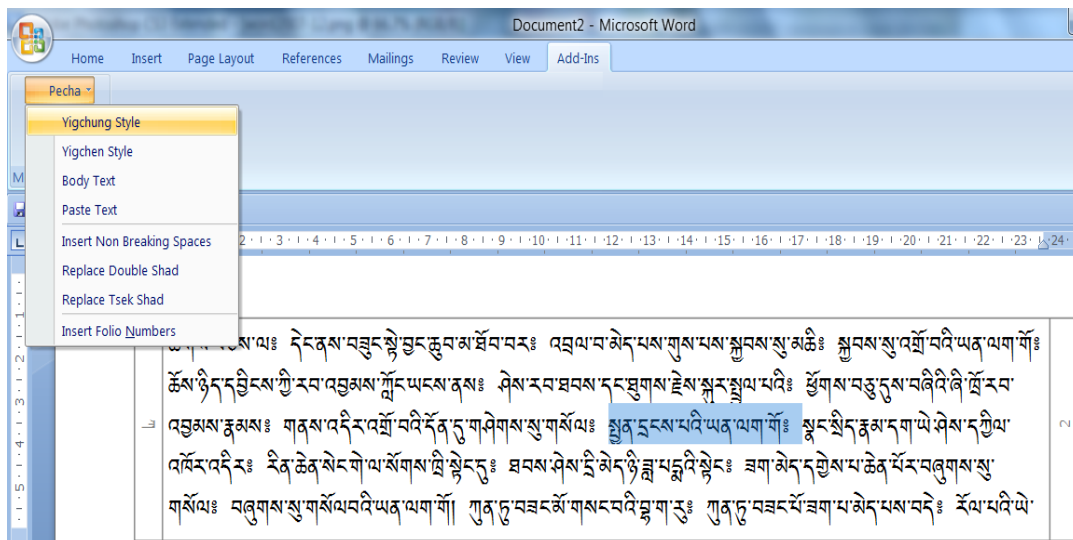
## Formatting Text

### 1. Making Small Text

i. If you need to make certain words as small, select the words.

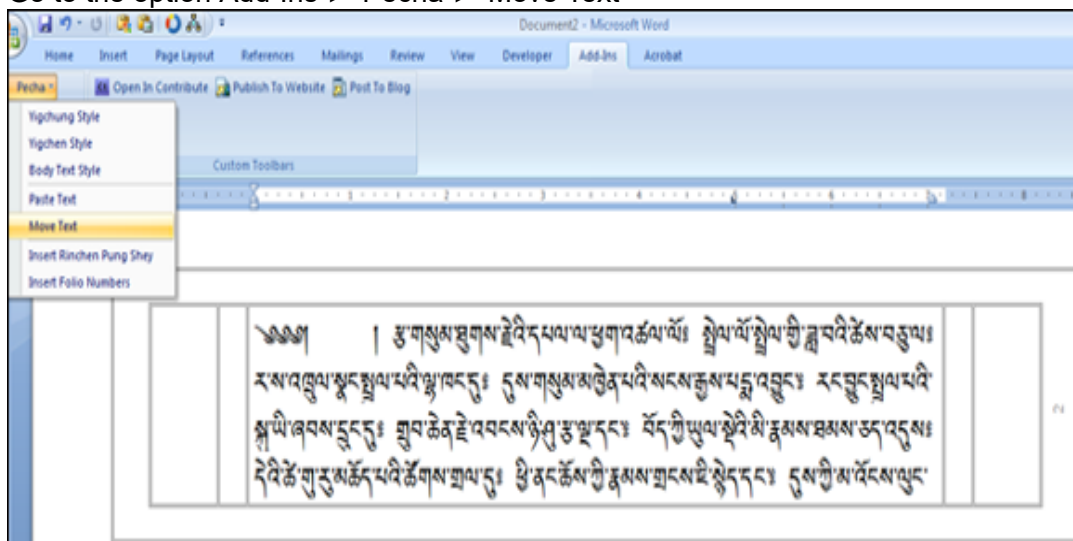


ii. Go to Add-Ins ► Pecha ► Yigchung Style.



## 2. Moving Text

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



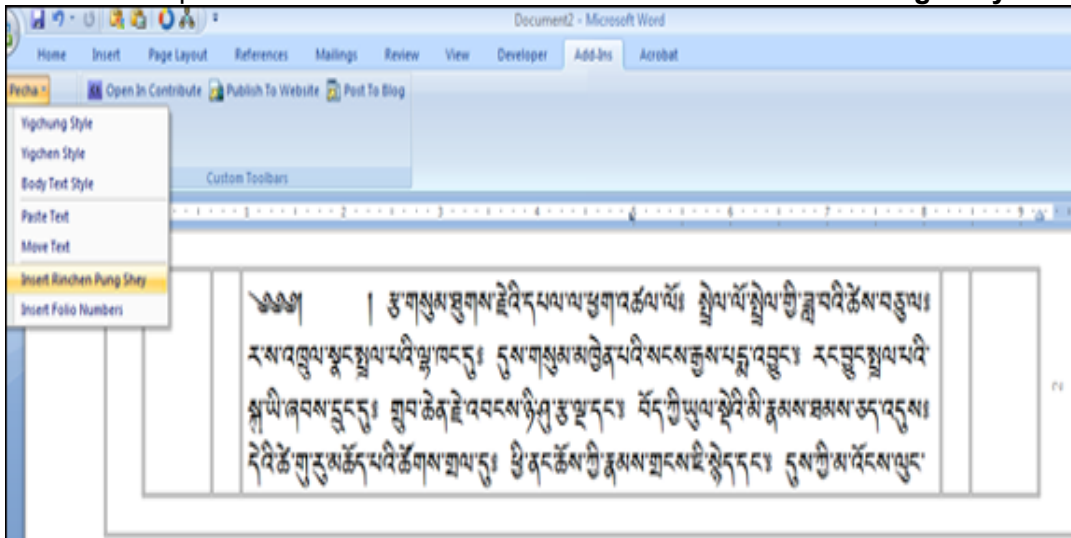
These pecha templates use the header and footer features of Word to define the pecha borders. Word allows separate header and footer definitions only for the first, odd, and even pages of a section. As the border and margins used on the first few folios of pecha is normally different than those used 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.*



### 3. Inserting Rinchen Pung Shey

a. Go to the option **Add-Ins ► Pecha** and click on **Insert Rinchen Pung Shey**



b. You will see three types of Rinchen Pung Shey available for Pecha as shown below:

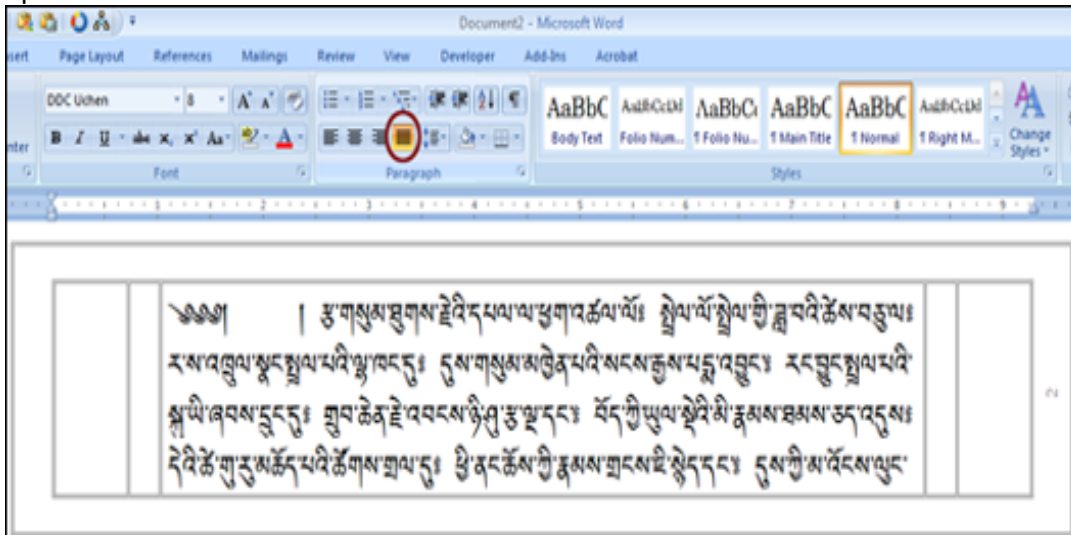


c. Select any Dots as per your requirement and then click OK.

f. Once its complete, the Rinchen Pung Shey will be applied as per the pecha rules.

### 4. Justify the Document

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



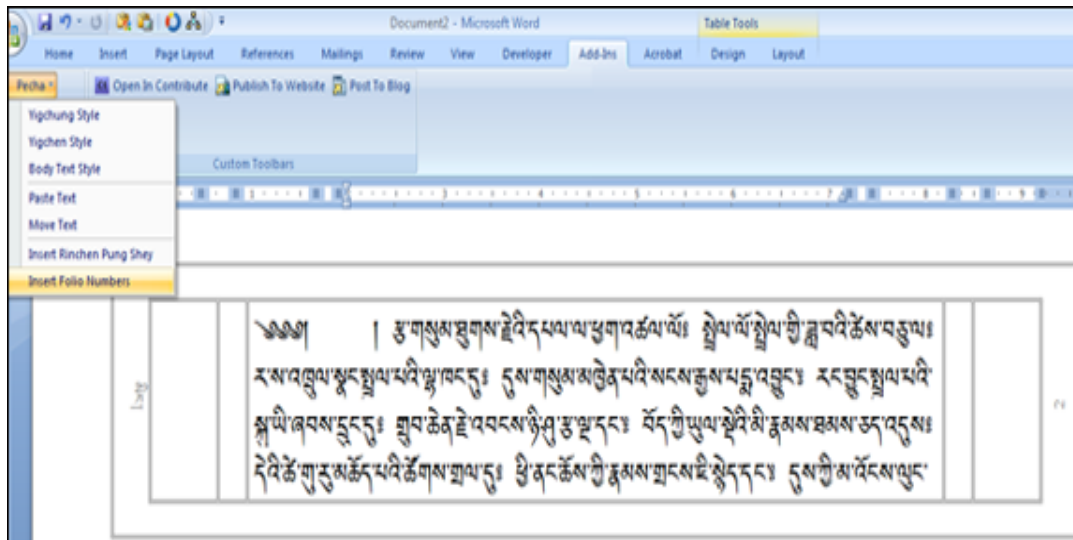
### 5. Margin Titles & Folio Numbers

[illegible]

The screenshot shows the Microsoft Word interface with the 'Header & Footer' ribbon selected. The 'Close Header and Footer' button is highlighted with a red circle. The document content is in Tibetan script, and the page number '2' is visible on the right side.

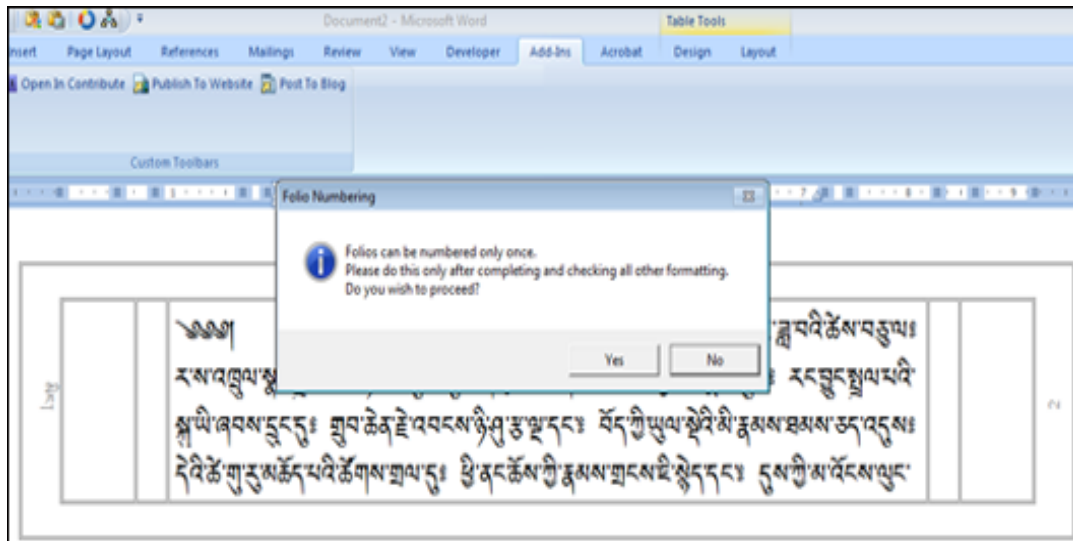
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You will be prompted with an alert message.

Click **Yes**.



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