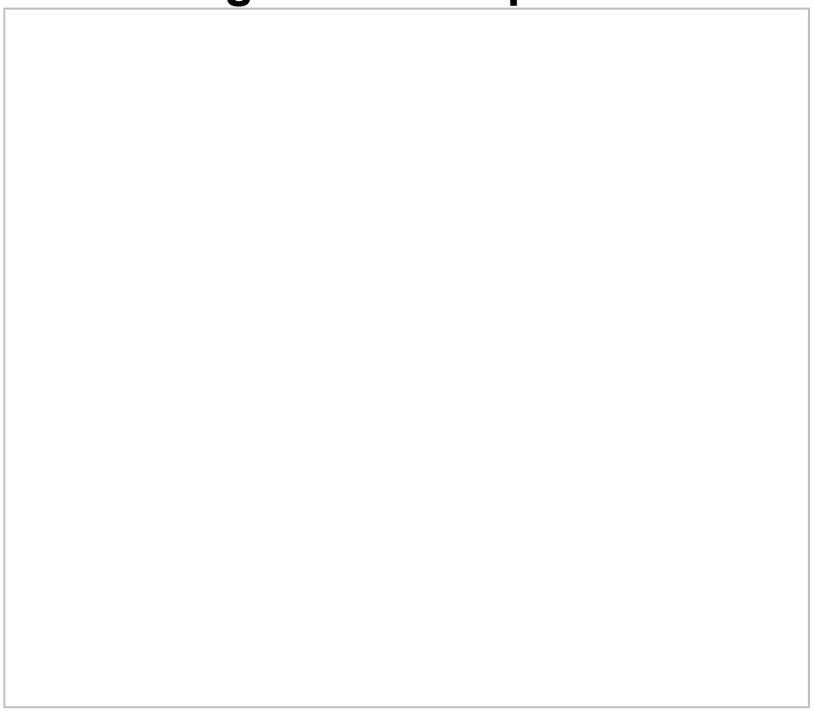
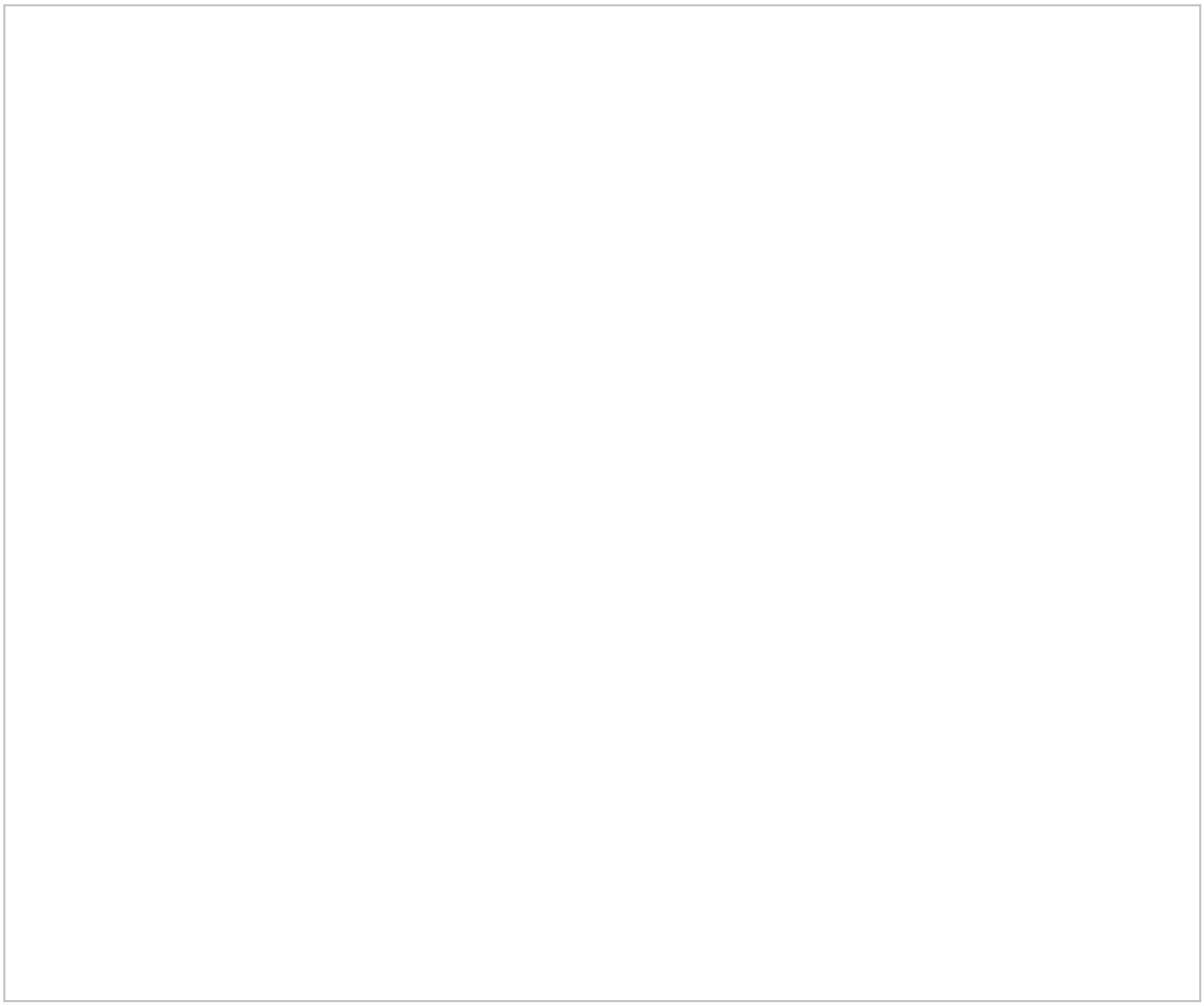
Creating Pechas with Microsoft Word 2013

I. Installing Pecha templates

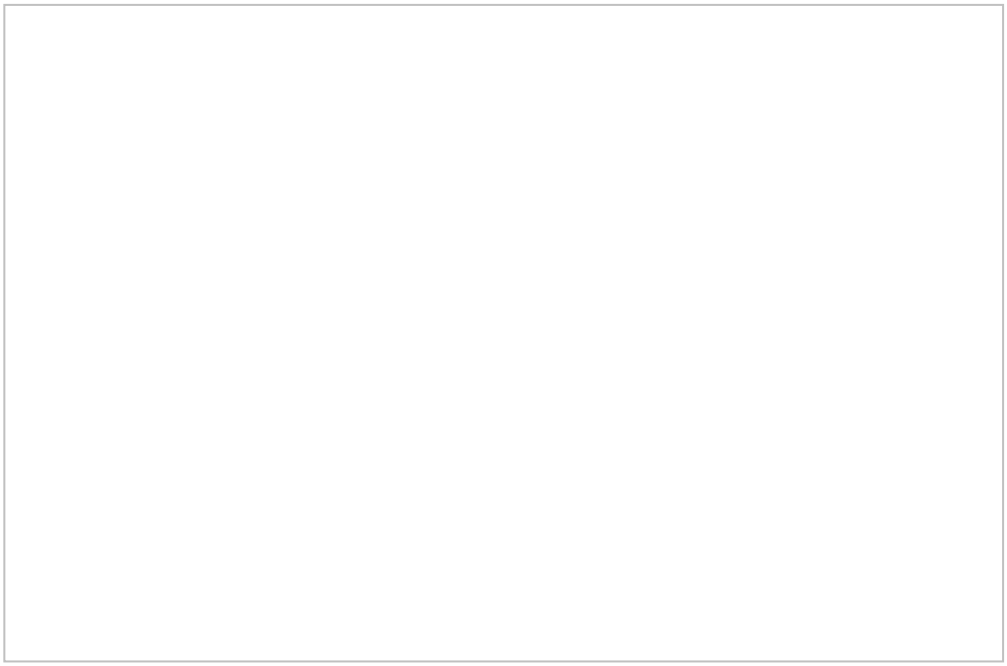


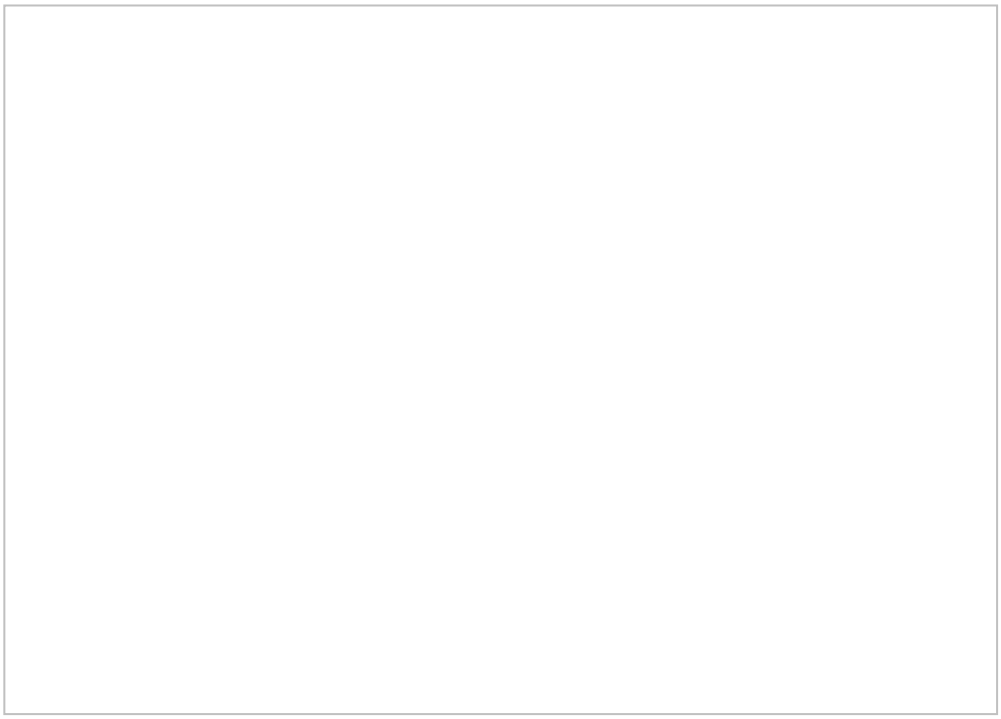


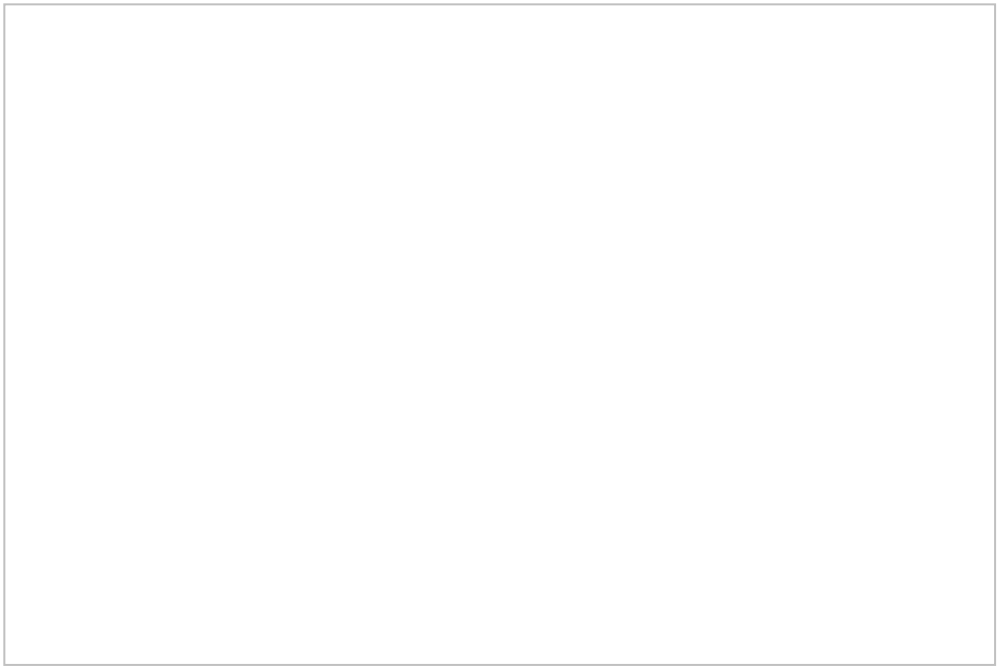
Replace “Username” with your user account name.
Open MS Word 2013 ► File ► Options ► Save..

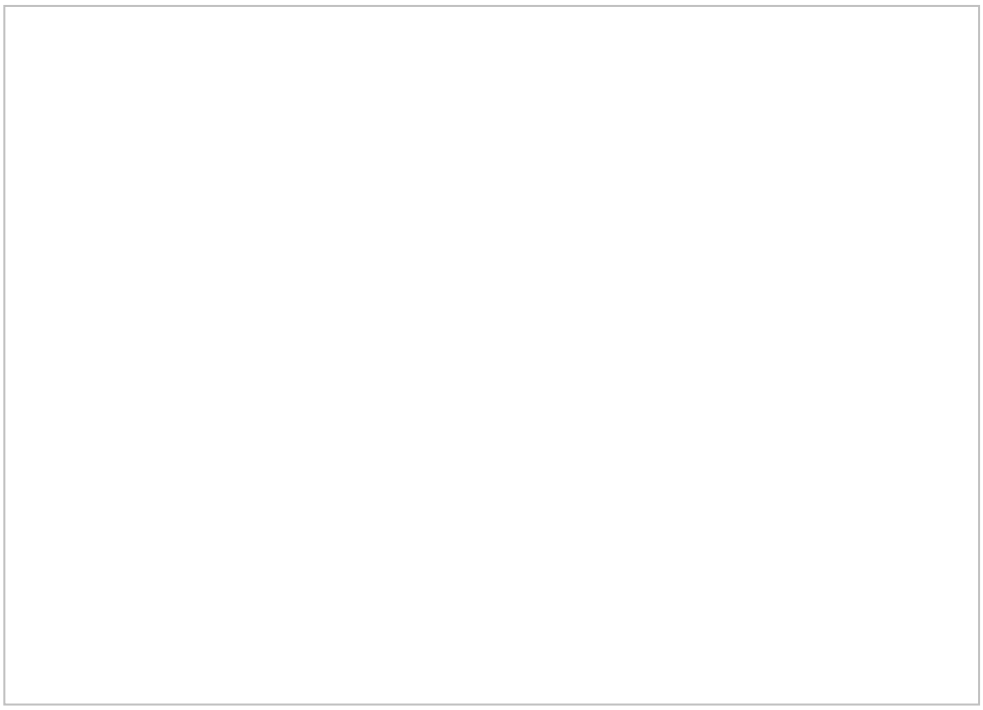
Enter the directory location “C:\Users\Username\Documents\Custom Office Templates\” under the option “Default personal templates location:”
Click on “OK” and close the MS Word 2013.

Navigate to your CD Drive ►Dzongkha Unicode-2015 ►Microsoft Office Templates ►Simple Pecha Templates (Word 2013).

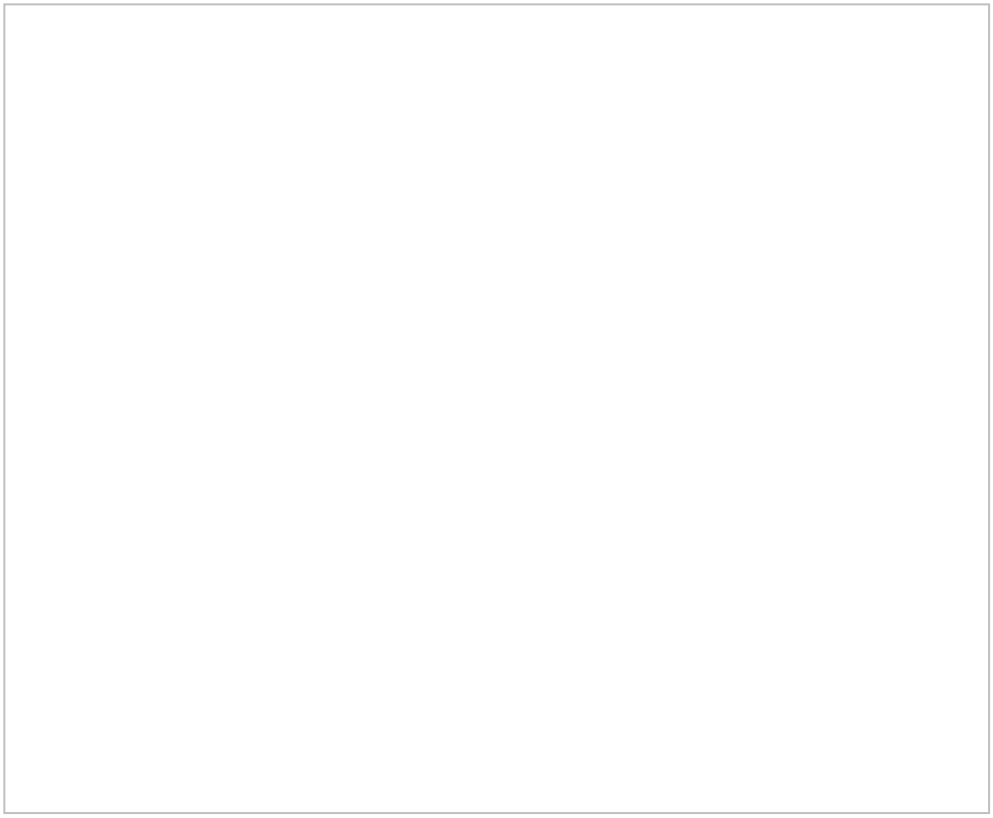




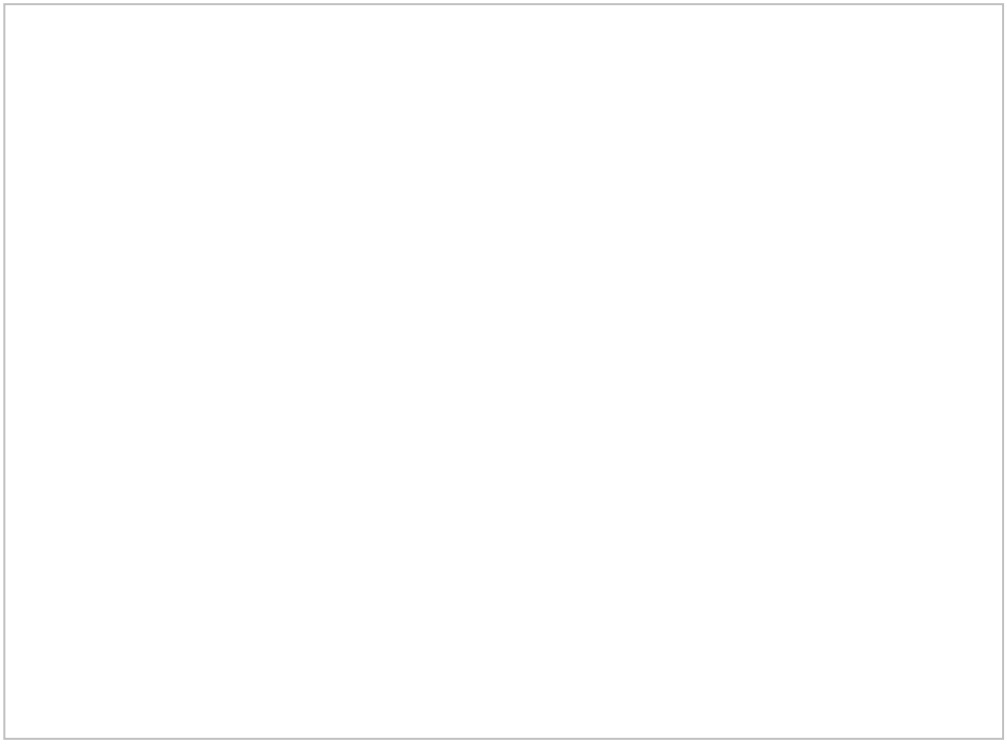


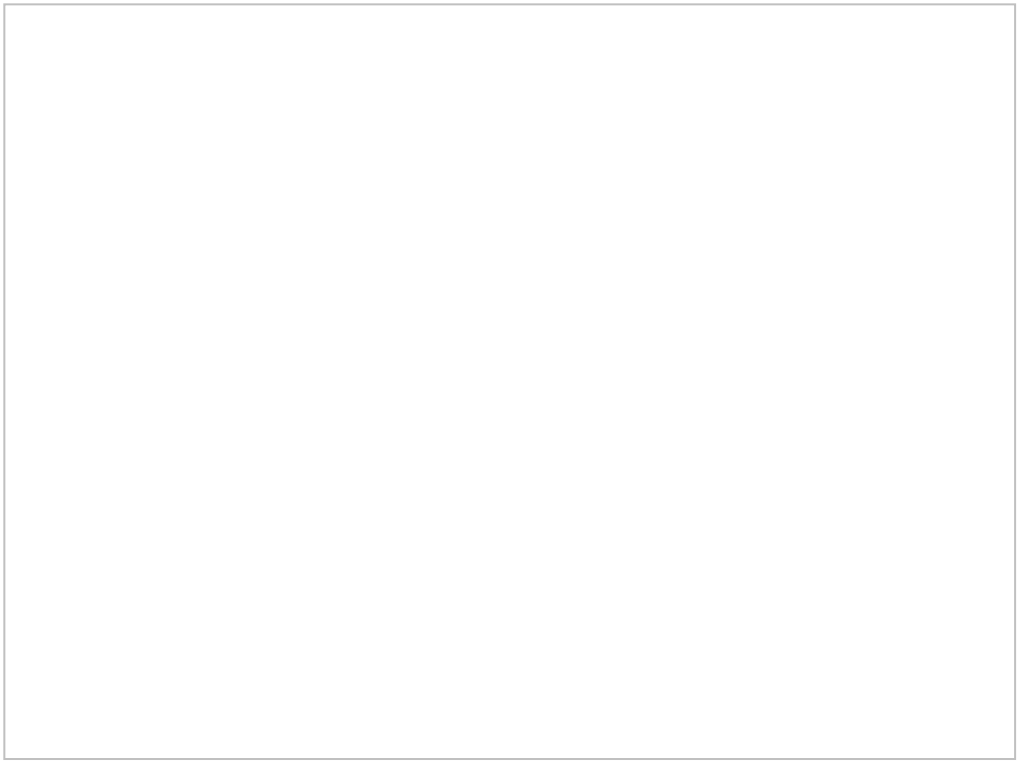


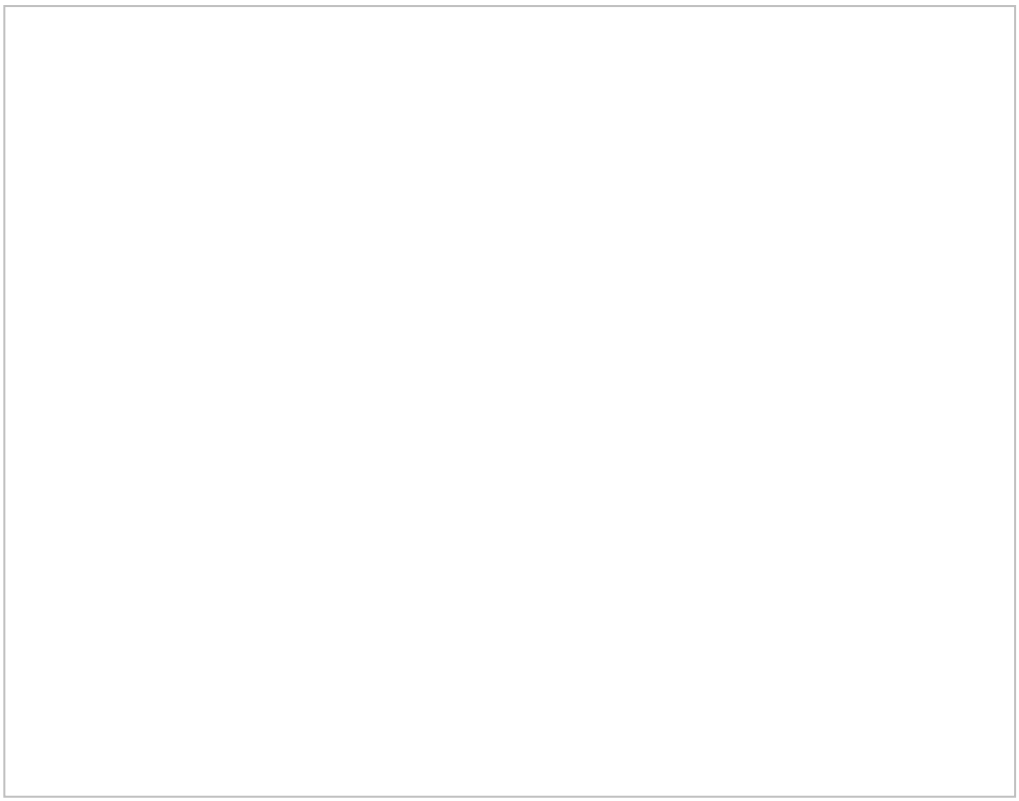
Copy all the templates.

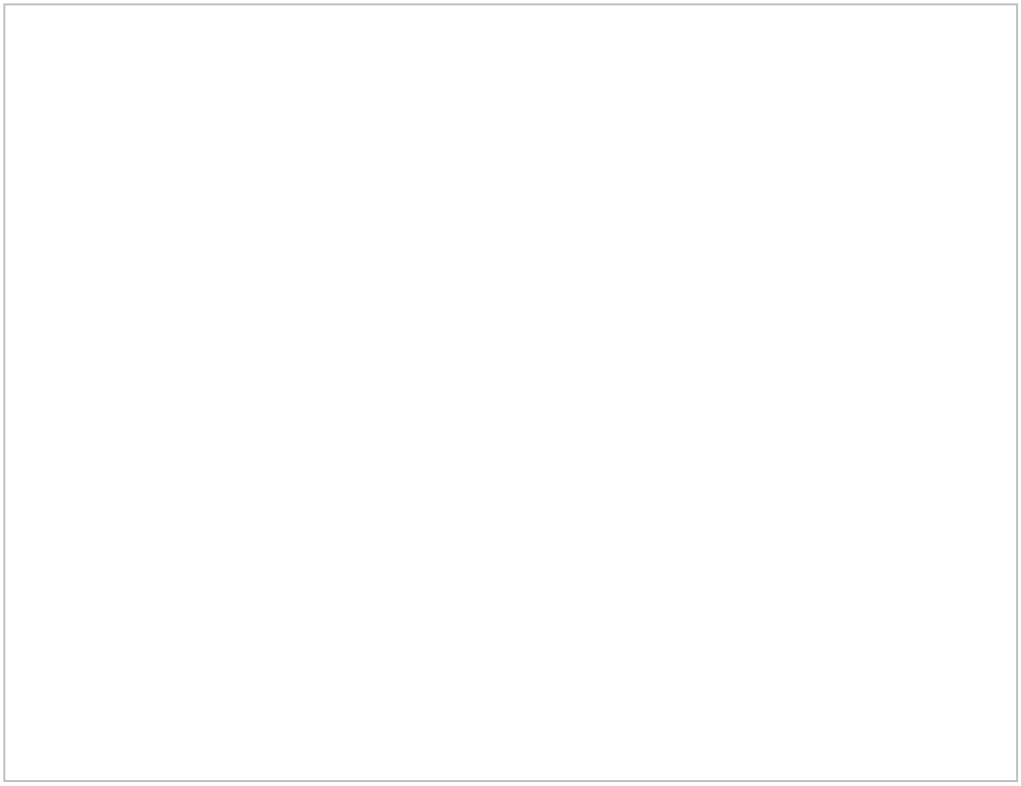


Paste it under This PC ► Local Disk (C:) ► Users ► Username ► Documents ► Custom Office Templates.

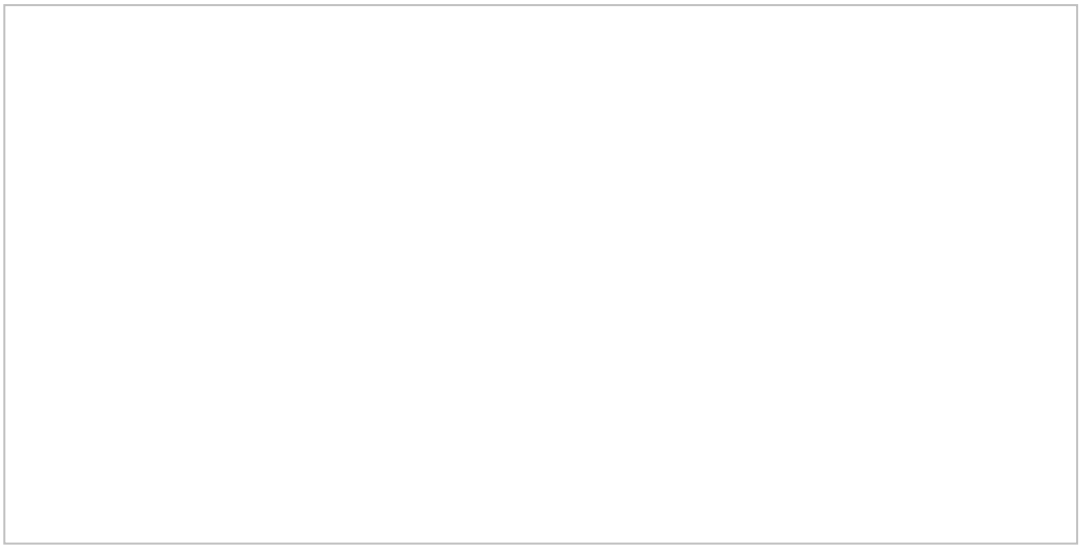




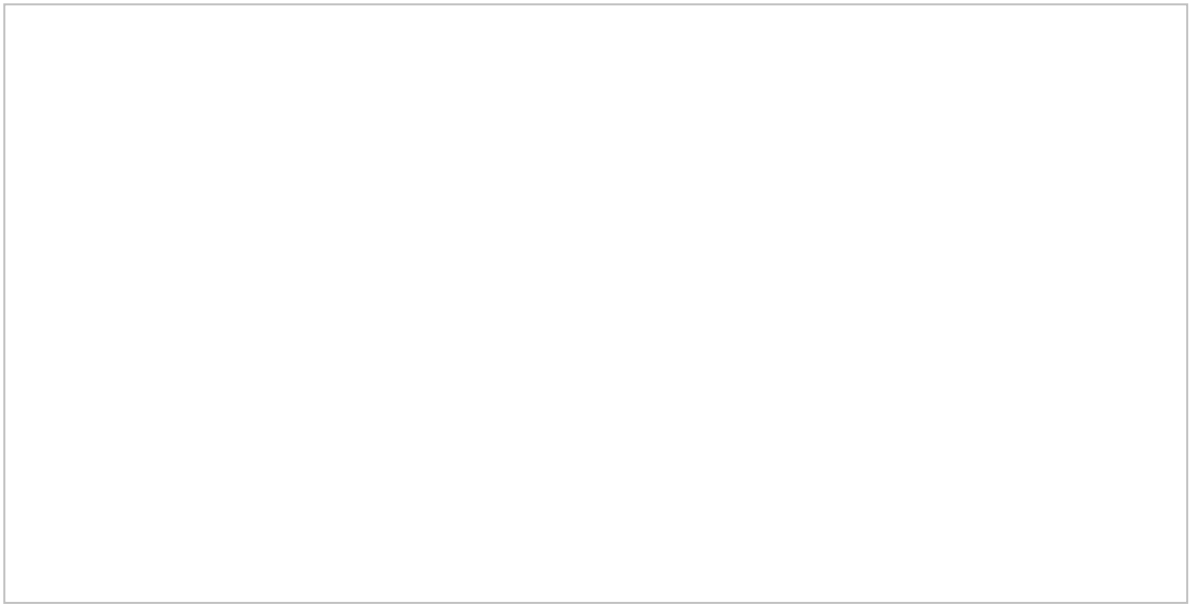




Open Microsoft Word 2013 ► File ► New► Personal.

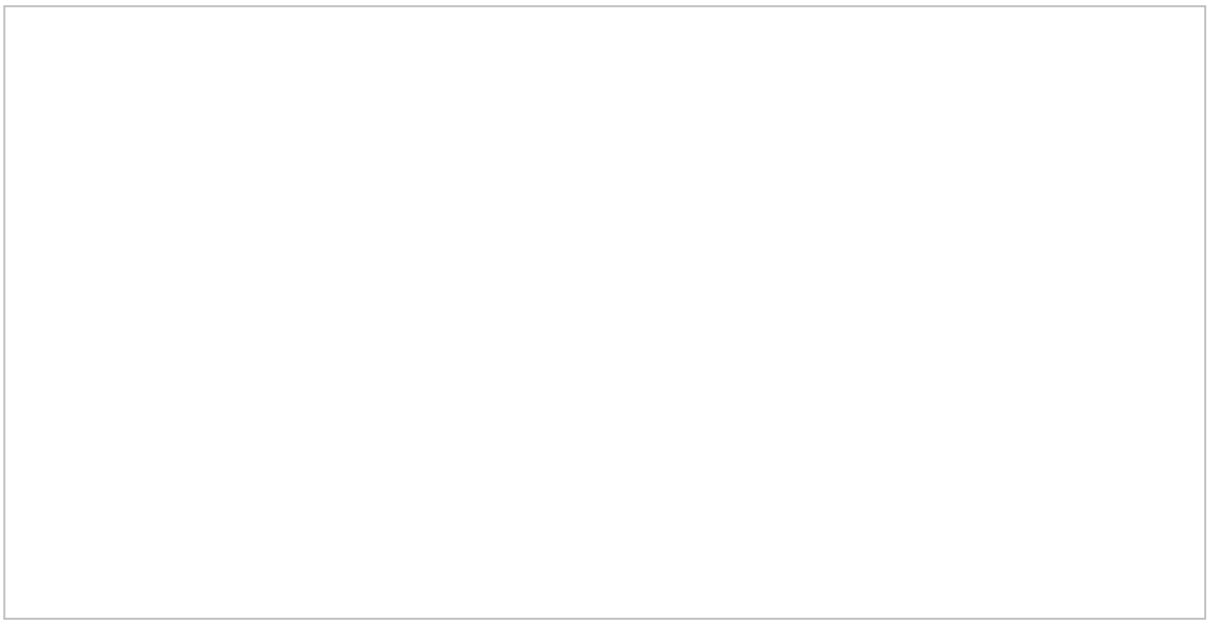


Click on one of following Pecha Templates;
Simple Pecha (DDC Uchen).dotm
Simple Pecha (Jomolhari).dotm
Pecha + Title (DDC Uchen).dotm
Pecha+ Title(Jomolhari).dotm
Enable Macro by clicking on “Enable Content”



Pasting Text

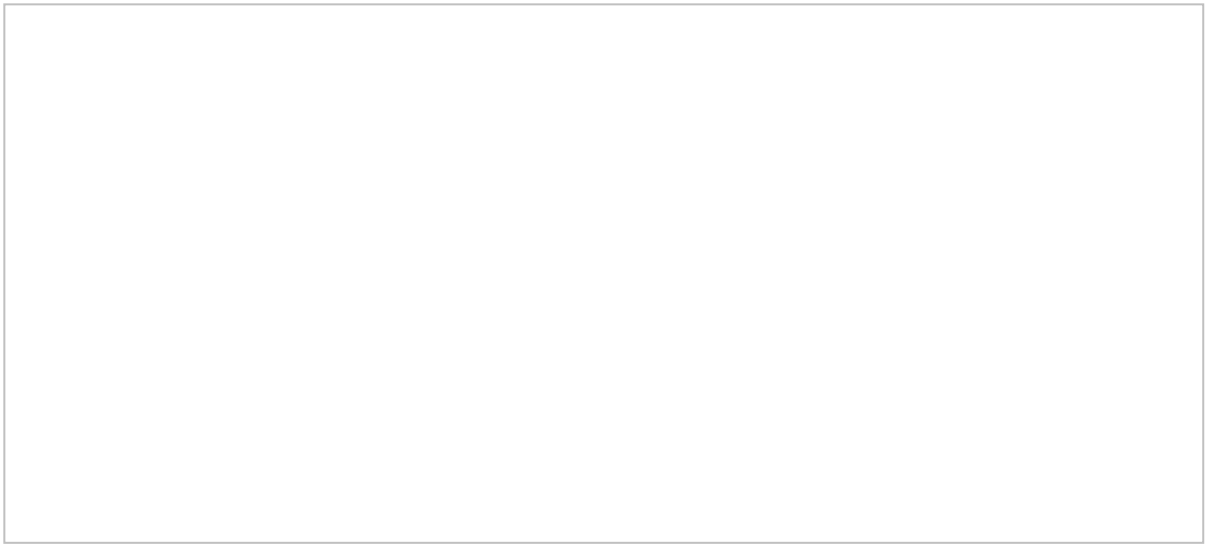
Open the document in which you typed the text for the body of the pecha. Select and copy all the text you want to paste in the pecha document.
Go to the pecha document you created from the template.
Place the cursor at the start of the first (non-title) page following the Gogyen ( )
Go to Add-Ins ► Pecha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



Formatting Text

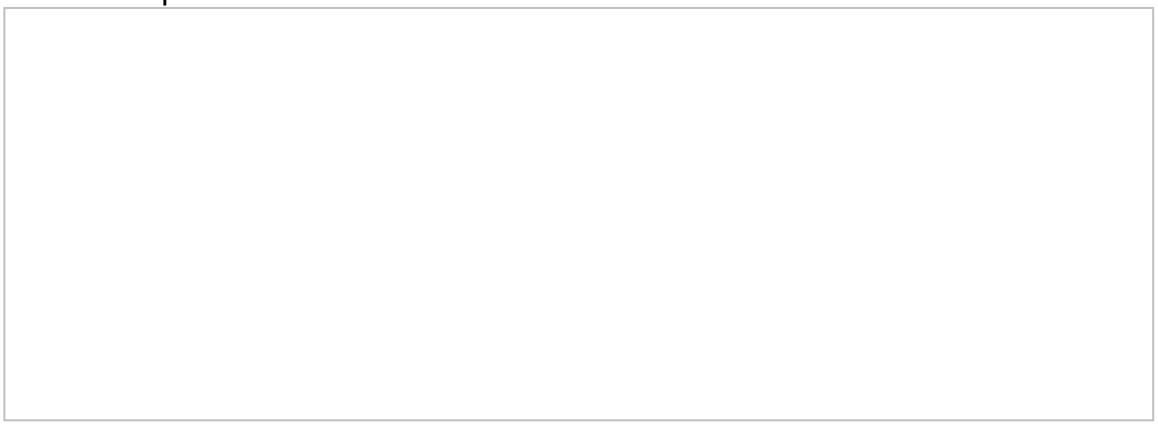
1. Making Small Text

If you want to make certain words small (Yigchung), select the desired line of words and go to Add-Ins ►Pecha►Yigchung Style.



2. Moving Text

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

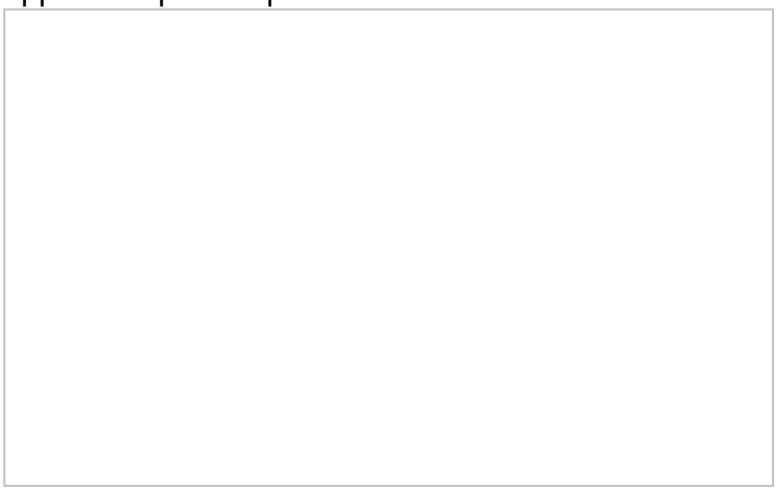


These pecha templates use the header and footer features of Word to define the pecha borders. Word allows separate header and footer definitions only for the first, odd, and even pages of a section. As the border and margins used on the first few folios of pecha is normally different than those used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

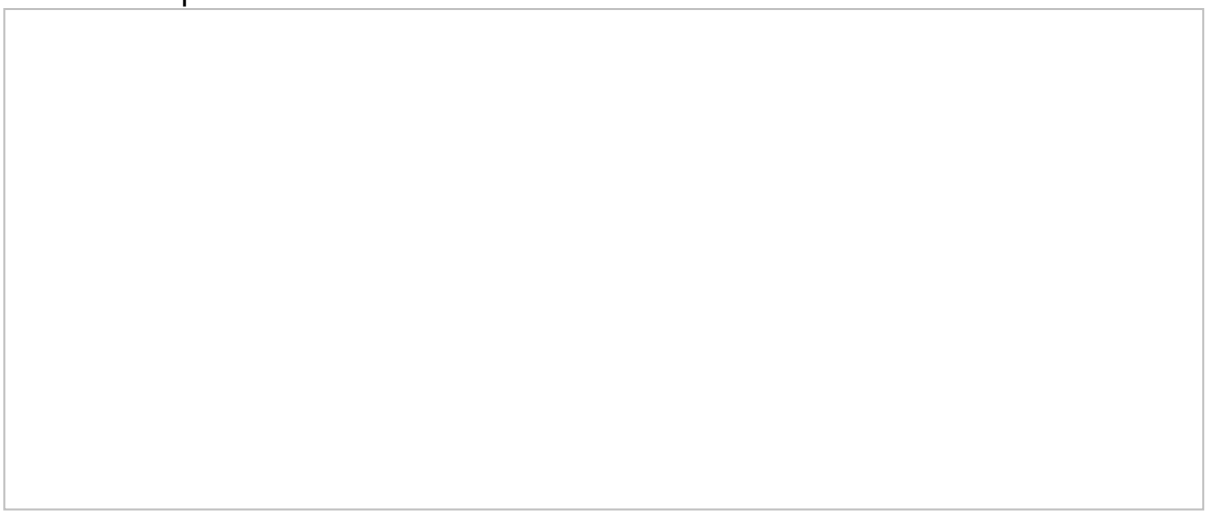
i. Click on the option Add-Ins ►PechaInsert►RinchenPungShey.

ii. 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.



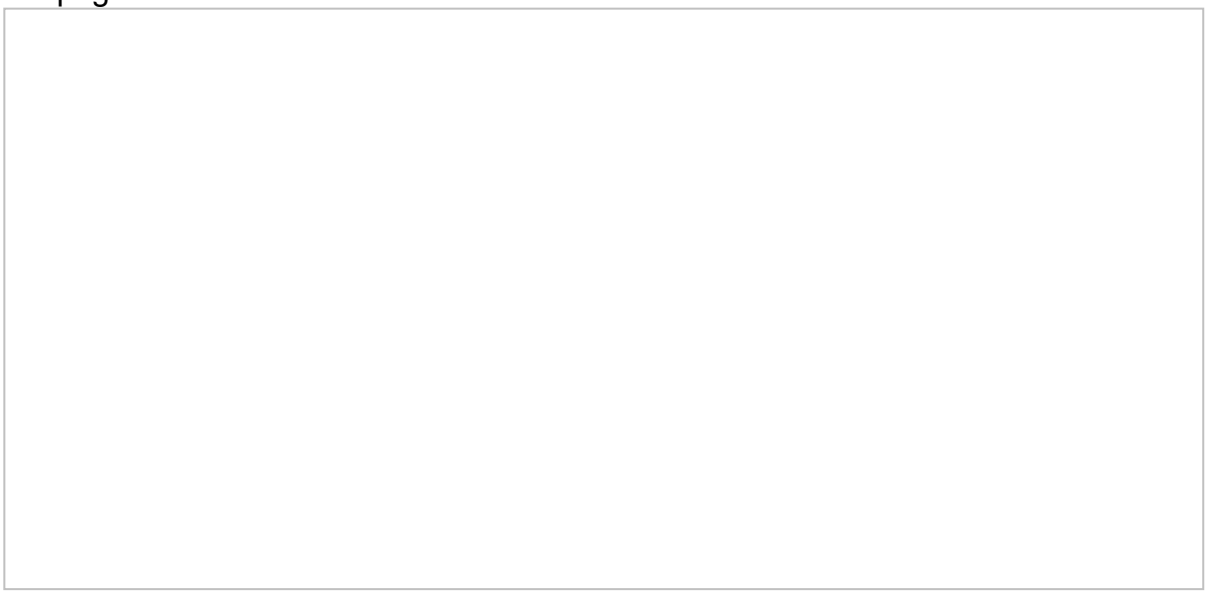
4. Justify the Document

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



5. Inserting Margin Titles

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



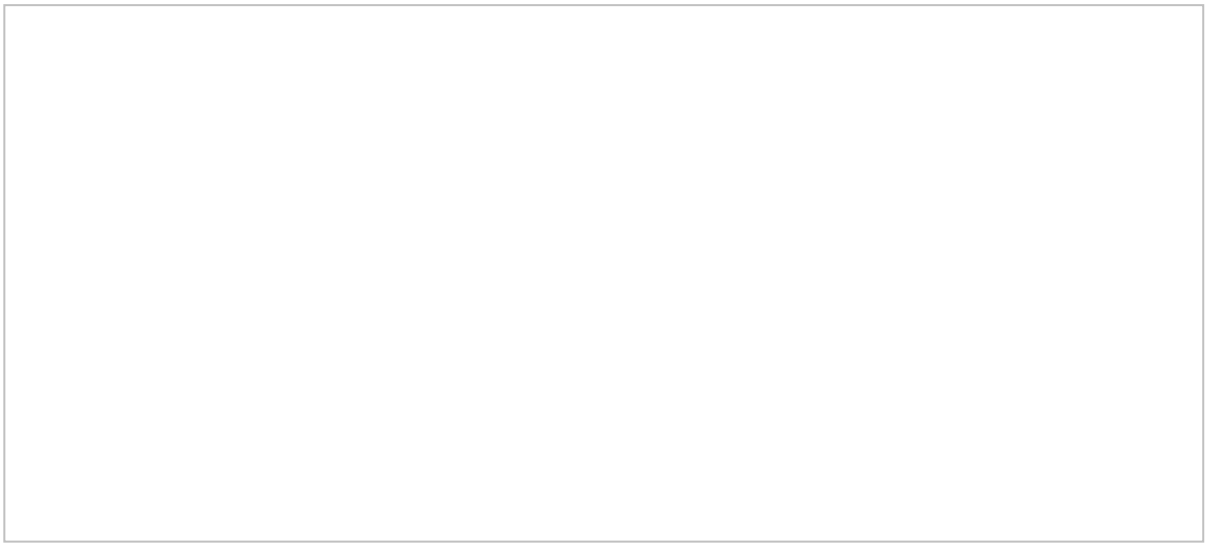
Once the title on 2nd and 4th pages is typed, same title will be updated on rest of the even pages.

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

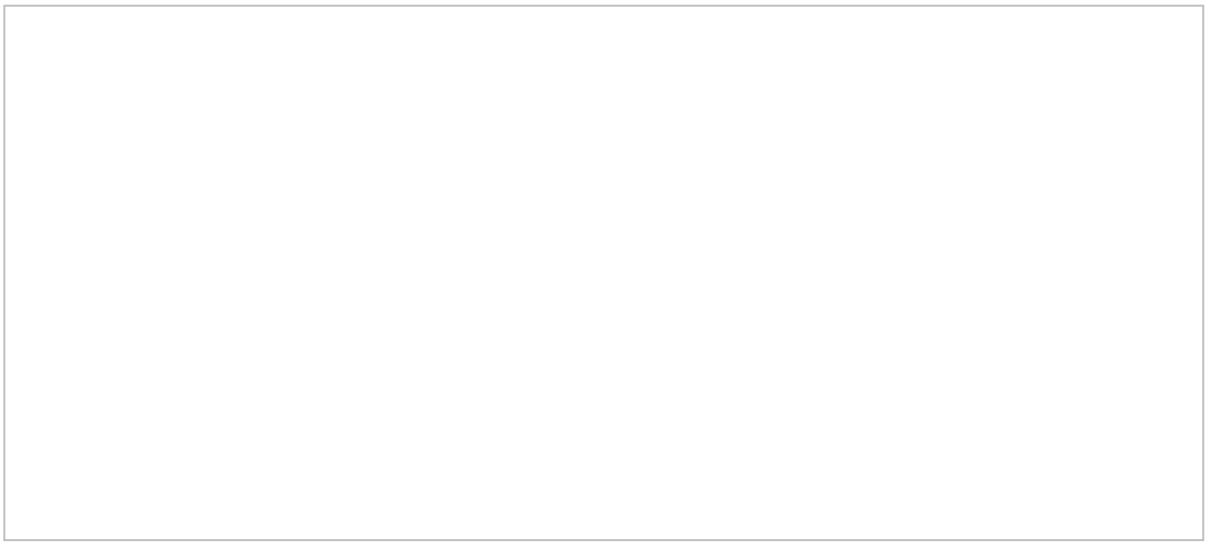
Once you have inserted the title, close the header and footer.

6. Inserting Folio Numbers

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



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.