

Task 2 Ethos of Automated Document

The ethos of automated document displays the automated data processing activities, which may involve automated document. Although the company does not have to integrate data automatically, and this activity could imagine the use of automation at a later date. The document is a reminder that is formed for patents informing them of their eye test.



1 Ahmad Road

Uxbridge

Middlesex

UB8 3QX

Tel: 01895 853311

Date: 24/05/1409

Your eye test is NOW DUE

«Gender» «Name»

«Address_1»

«Address_2»

«Address_3»

«Address_4»

Dear «Gender» «Name»,

It's time to book your regular eye test

It's been a while since we've seen you at New Vision and it's time for your regular NHS eye test - which is vital to the health of your eyes.

We want to make sure your eyes stay as healthy as possible and regular eye tests are the best way to do that. Just give us a call today on **01895 853311** with providing us your reference number: «Your_Reference». And we can arrange an appointment at a time that suits you.

Your NHS eye test checks more than just your vision

A New Vision eye test doesn't just check your vision; it can also pinpoint any health issues like glaucoma and

diabetes. That's why experts agree you should have your eyes tested regularly - and yours is available to you through the NHS.

Of course, if you've already made an appointment or have recently visited us for your eye test, then please ignore this letter.

If not, and you'd like to arrange a convenient time for an appointment, just call us today on **01895 853311**. We look forward to seeing you soon.

Yours sincerely,

Ahmad Dehghani

Branch Manager, New Vision

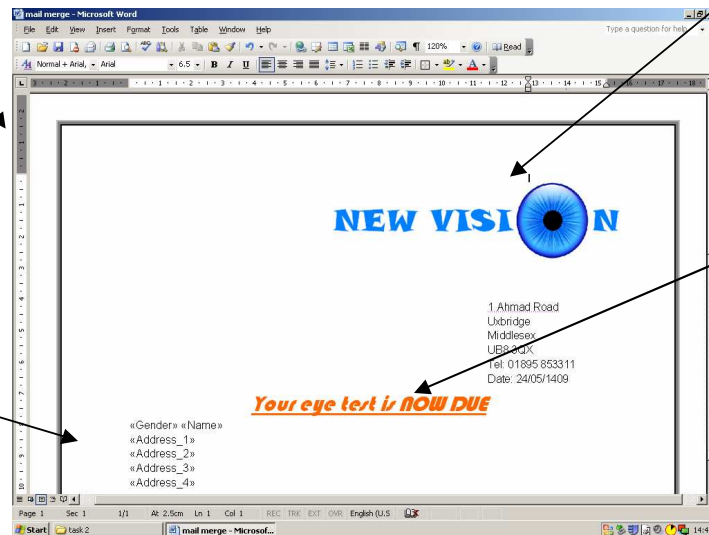
Design of automated document

Boarder
around the
document

Logo of the
institution

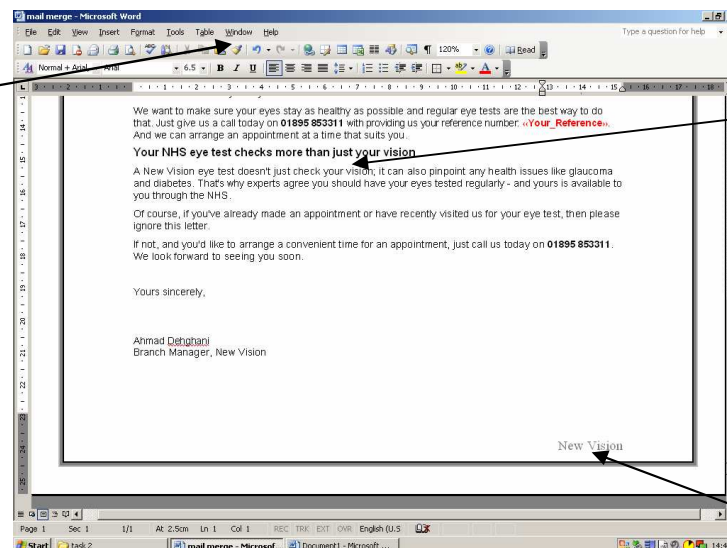
Mail merge
database

Bold, Italic,
Underlined,
Alignment, Bauhaus
93 font style, font
size & font colour
features are applied
for the main point of
the document



Marco
placed on
the toolbar
for printing

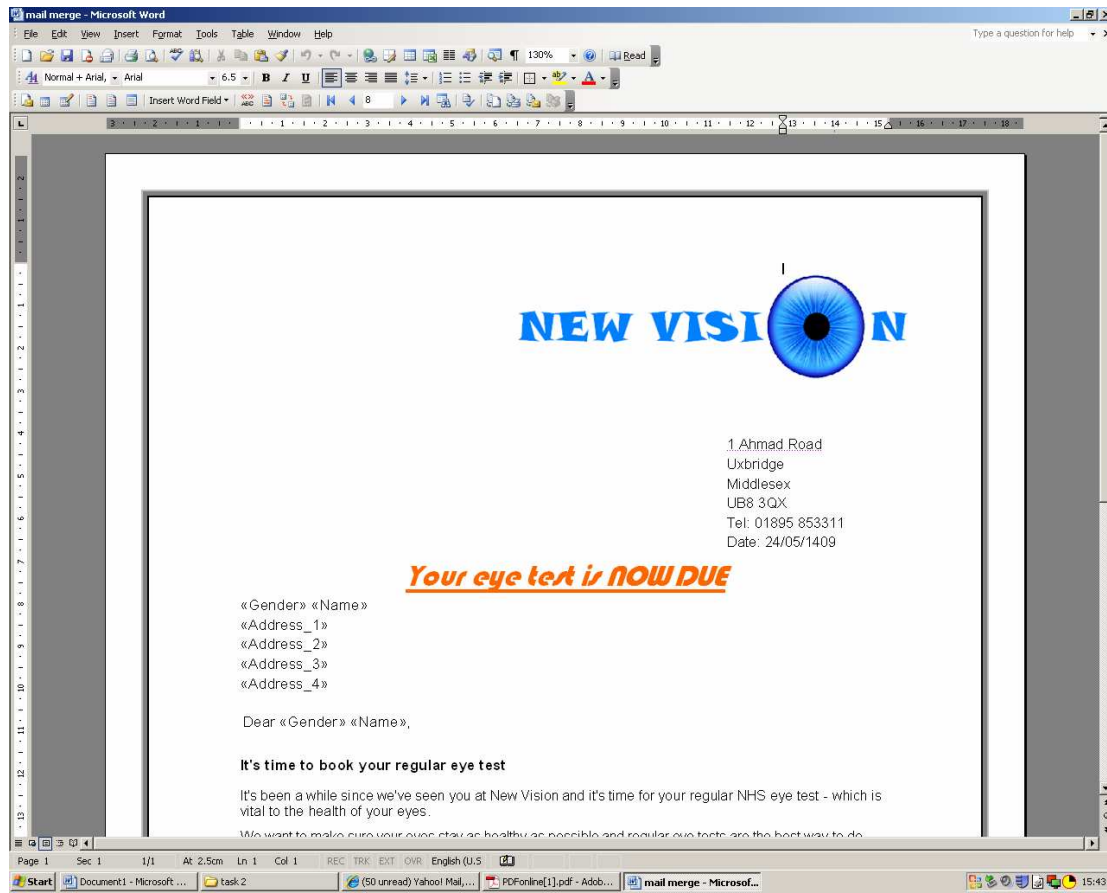
Line
spacing



Headers &

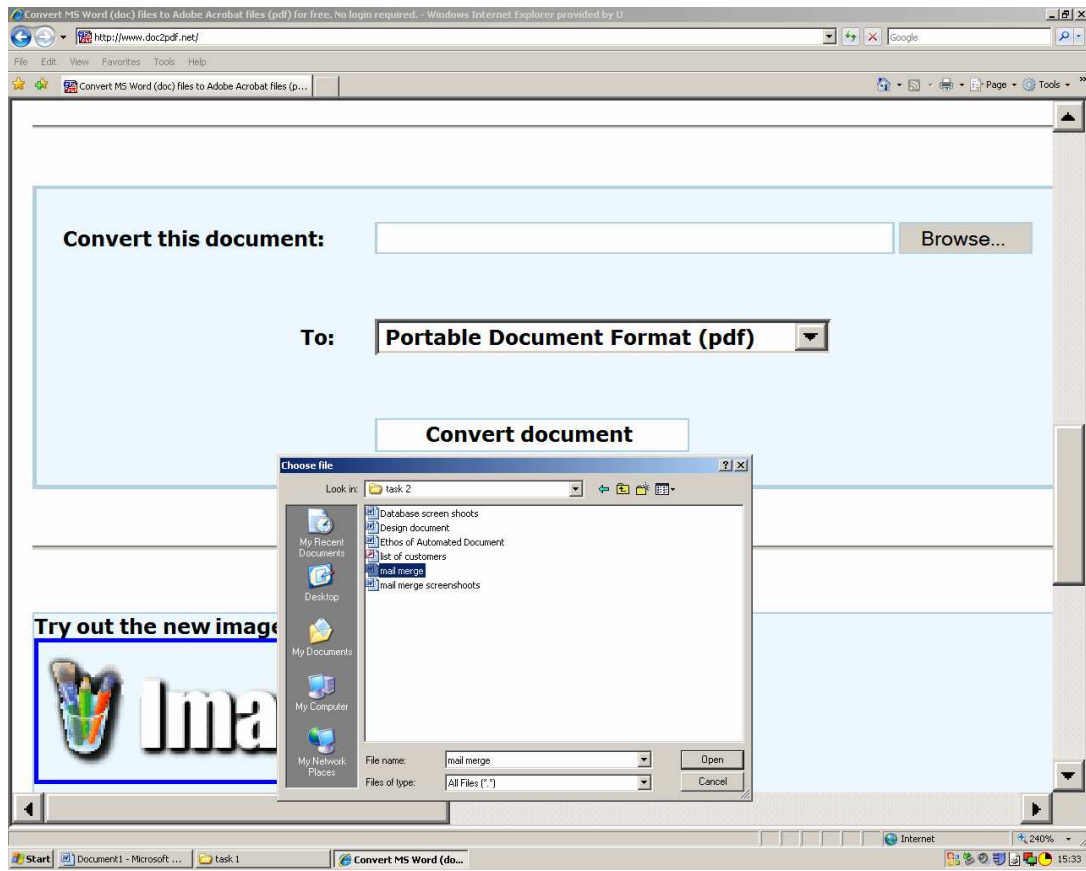
Automated Document's Compression Technique Screenshots

Compression before



The actual format of the file is (doc) 5.7mb. I have converted this file to pdf using Internet access online and after the compression the file decreased to 3.8mb.

Compression during



Compression after



Evaluation of Automated Documents

I was positively contented with the arrangement of mail merge letter I composed. I suppose it looked efficient. The initiation of the database attempted considerably well. The macros were adapted to the letter. I assume they functioned well and when I approved them they performed. I could also have allocated them to control keys for shortcuts. Whereas I allocated them to the toolbar, I could have composed my own icons which would have formed the whole structure more professional. I reckon the original letter for the patients was efficacious overall. I presume the dialect used flashed an efficient image. It might have been preferable not to have a query but phrasing it correspondent about the entitlement. Supposing I thoroughly used Times New Roman, I determine Ariel might have been a prominent choice. Times New Roman made it indicate minor 'attractive' and New Vision is likely to be encouraging. I assume that the size 12 was a reputable choice, 11 is too small and 13 displays child like. I suspect the overall formation looked very skillful, but maybe there should have been limited paragraphs as it looks a bit large.