

## Instructions for Letterhead Template

1. Open the Letterhead Template Document
2. Click on the Footer or Go to View Headers and Footers
3. Type your Information over the Example Information
4. Go to File, then Save As
5. Save Your Template with a File Name you can recall, so that once you save it, you will be able to use your personalized letterhead without creating a new template each time.

If your department name needs more than one line, you will press Enter after the first line. Type the second line.

**All Text should remain Right Justified.**

### **Notes:**

Do not make changes to the fonts or font sizes.

Do not make changes to the placement of the information on the template

Do not add your e-mail address or other information. These items should be included in the body of your letter or message if you need to convey them to the recipient.