

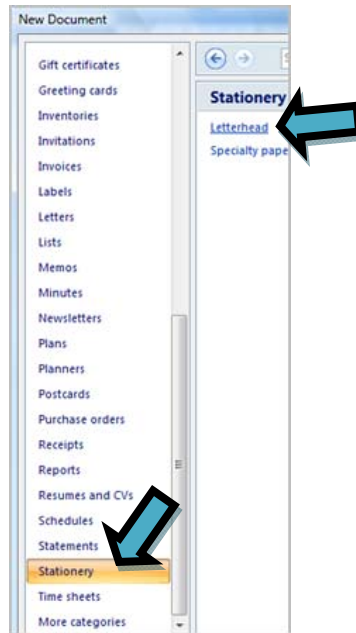
CREATING A LETTERHEAD

Create a Letterhead using the Online Templates

1. Open a New Blank Document

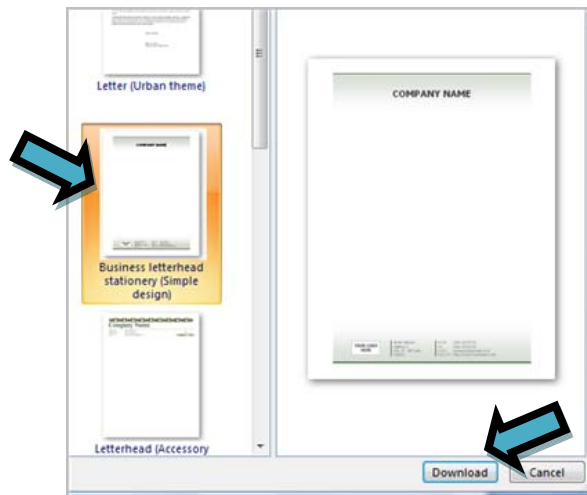
2. Select Stationery

3. Select Letterhead



4. Highlight the design

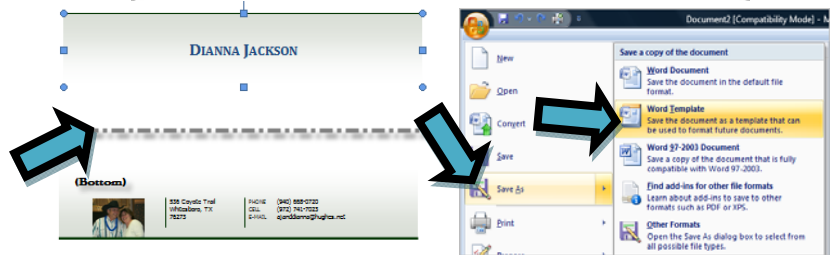
5. Click download



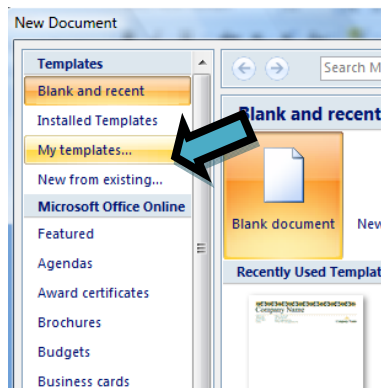
- 6. The new document opens
- 7. Replace the text with your data for the stationery



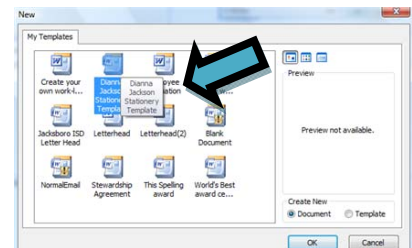
- 8. When you are satisfied with the stationery, save the document as a template.



- 9. Now to use the template, simply open a new document, click on My Templates.



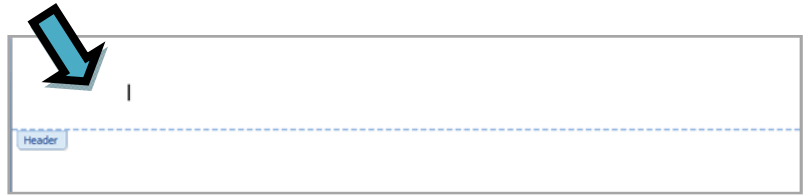
- 10. Highlight the template and click OK.



- 11. To save your new document use "SAVE AS" so that your stationery stays blank for future use.

Creating a Letterhead using you Own Design

1. Begin by opening a New Blank Document.



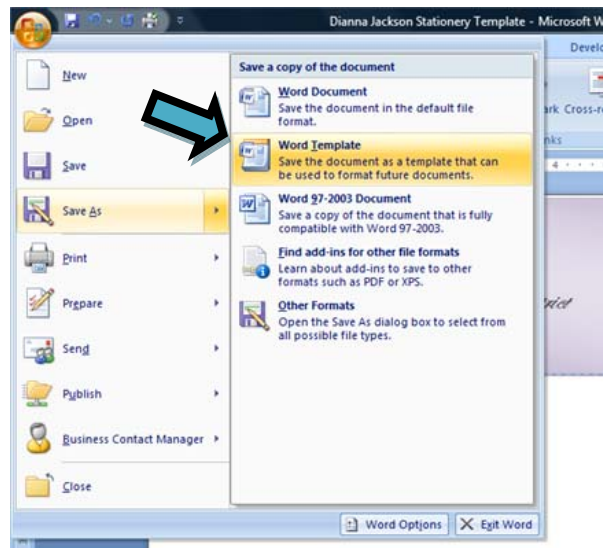
2. Double click in the Header Section.

3. Design your Header

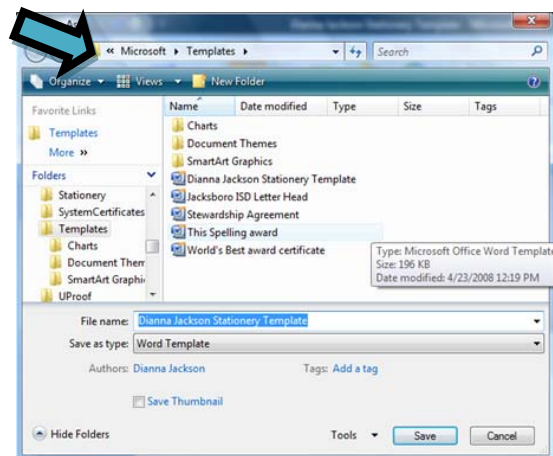
- Enter your information
- Insert a picture or clip art
- Insert rectangle shape and fill



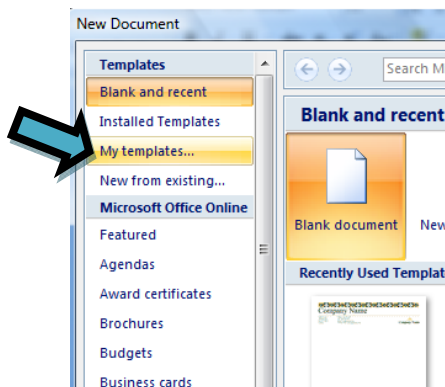
4. When completed, save the document as a Template that can be used to format future documents.



5. The template should be saved in the Microsoft > Template folder. This should open automatically.



6. Now to use the template, simply open a new document, click on My Templates.



7. Select the template and click OK.

8. When you use the template be sure to use the Save As command to save. This will preserve the template for future use.

