



# Make your own letter head

1. **Open My doc and delete all**
2. **Make a new folder**
3. **Close My doc**
4. **Open Internet**
5. **Type : [www.google.com](http://www.google.com) in the address bar**
6. **Search some image for your letter head**
7. **Save an image into your folder**  
**Right click on the image → Save as image → Click Mydoc → Click your folder → give pic new name**

1. Open Word
2. View → Header and Footer
3. Insert → Picture → From file → click Mydoc → Click your folder → clicl pic
4. Type your Header
5. Right click on the pic → Format picture → Layout → In front of text → OK  
Move the pic where you want to be
6. Change your header's size and colour
7. File → Save as → Click Mydoc → Click your folder  
Give the document new name : Letter Head
8. Close word
9. Open Word
10. File → Open Click → Mydoc Click → your folder → Click Letter Head
11. Type your leter
12. Print the letter  
File → Print