

LETTERHEAD

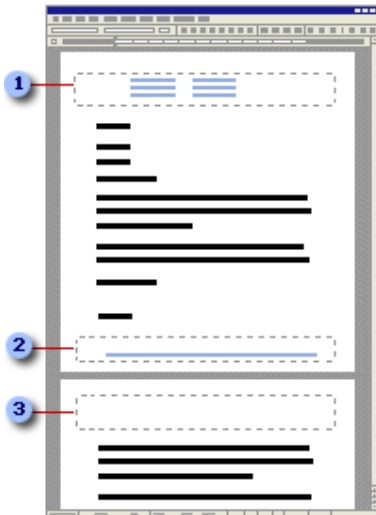
In a standard business letter, information is typically left-justified and flows down the page in the following order:

1. Name (optional) and address of the company that the author is representing
2. Current date
3. Recipient's address
4. Greeting to open the letter, such as "To Whom It May Concern"
5. Body of the letter, containing two to five paragraphs
6. Closing remark, such as "Sincerely"
7. Four lines of space for the author's signature
8. Author's name
9. Author's title, such as "Senior Business Manager" (optional)

Alternatively, your business letter format can begin with the date (from number 2 in the list above), and the following company information can reside in the header of your document:

- Company name
- Company address
- Telephone number
- Fax number
- E-mail address

You can then make your letterhead attractive and format it differently from the rest of your letter. For example, if the body of your letter is in font type Arial in 12 point and the font color is black, you might make the address in your letterhead Arial 8 point and blue. In the footer, you can also add your company's mission statement, logo, or some other important message. See the graphic below.



1 Company letterhead

2 Company message, such as "A. Datum Corporation is an equal opportunity employer."

3 Blank header on the second page of the document

Insert company letterhead

1. On the **View** menu, click **Print Layout**.
2. On the **View** menu, click **Header and Footer**.
3. On the **Format** menu, click **Tabs**, click **Clear All**, and then click **OK**.

Clearing the default tabs set for the header and footer allows you to insert your letterhead information at any .5" interval.

4. On the **Formatting** toolbar, choose the font type, font size, and font color you want.
5. Press the TAB key twice, type the company name, press TAB again, and then type the company telephone number.
6. Press the ENTER key to go to the next line, press TAB twice, and then type the company street number and name.

Note If you have a long street address, you may need to press TAB twice rather than once between each block of information in your header.

7. Press TAB until your insertion point is aligned with the telephone number above, and then type the company fax number.
8. Press ENTER, press TAB twice, and then type the company city, state, and ZIP code.
9. Press TAB until your insertion point is aligned with the fax number above, and then type the company e-mail address.
10. On the **Header and Footer** toolbar, click **Close**.

Insert company letterhead on page one only (recommended)

If you have a letter that is longer than one page and you do not want company letterhead to appear on each page, complete the following steps before you move on to the next procedure.

1. On the **File** menu, click **Page Setup**.
2. On the **Layout** tab, under **Headers and footers**, select the **Different first page** check box.

Insert company mission statement or logo in the footer

1. In print layout view, on the **View** menu, click **Header and Footer**.
2. On the **Header and Footer** toolbar, click the **Switch Between Header and Footer** button.
3. On the **Formatting** toolbar, choose the font type, font size, font color, and alignment option you want.
4. Enter the company message, mission statement, or logo.
5. If your letter is longer than one page and you want the footer information to appear on each page, on the **Header and Footer** toolbar, click the **Show Next** button, and then enter the company message, mission statement, or logo.
6. On the **Header and Footer** toolbar, click **Close**.

Tip You can save your new letterhead as a document template file (*.dot) that you can reuse later.