

Letterhead Directions

- The file is filled with sample dummy text set within the correct margins, and this text should be typed over with new correspondence.

- The 2 pages in the document demonstrate that if/when a letter runs to another page, the header and footer and margins automatically repeat on subsequent pages. If only one page is needed, delete the copy on page 2 and the document goes back to one page.

- If printing a document on this letterhead template, it will say "header/footer is set outside the printable area, do you still want to print" select "yes" All the elements in this template are well within the printing area of a desktop or in-house printer, which is .25 margins. It's a quirk of Word- it has no effect on this template. It prints fine from within Word and when a PDF is made/printed, nothing is cut off or near being cut off.