

Microsoft Word ~ Creating a Letterhead Template

Launch MS Word

Saving document as a Template

***You should get in the habit of saving early in the creation of your document and creating a system of organization so that you can quickly retrieve your work. Saving a template is a little different than saving most documents.

- **File/Save As/Save as Type: Document Template**
- Type “Letterhead” in the file name window

Using Headers and Footers


- Select **View/Header and Footer**

Type your name in the Header, as you would like it to appear on your letterhead. Change the font size and style if you like.

☺ *Save your work!*

- In the footer box type in your address, phone number, fax number or cell phone number and/or e-mail address
- Highlight and **Center justify**
- Add symbols before each line: **Insert/Symbol/Wingdings/Select symbol/Insert**

It might look like this:

 2800 Martin Street, Anytown, WA 98250
 (555) 676-6000 x5618
 (555) 961-5555
 logon@bham.wednet.edu

☺ *Save your work!*

Inserting a solid line

A thick solid line is often used to visually separate your footer from the body of your document. If the Drawing Toolbar is not on your screen, select **View/Toolbars/Drawing**. On the Drawing Toolbar select the **Line** button. As you move your cursor it becomes a cross hair in the shape of a plus sign. Place the cross hair at one of the top corners of the Footer, left mouse click, and drag to the other top corner of the Footer. (If you hold down the Shift key, it will make the line straight. To change the style, make sure the line is selected (it will have a box at both ends) then select a **Line Style**. Scroll until you find a style you like and select it.

You can also put a line at the bottom of the Header if you'd like.

☺ *Save your work!*