

Technology Tips

September 23, 2008



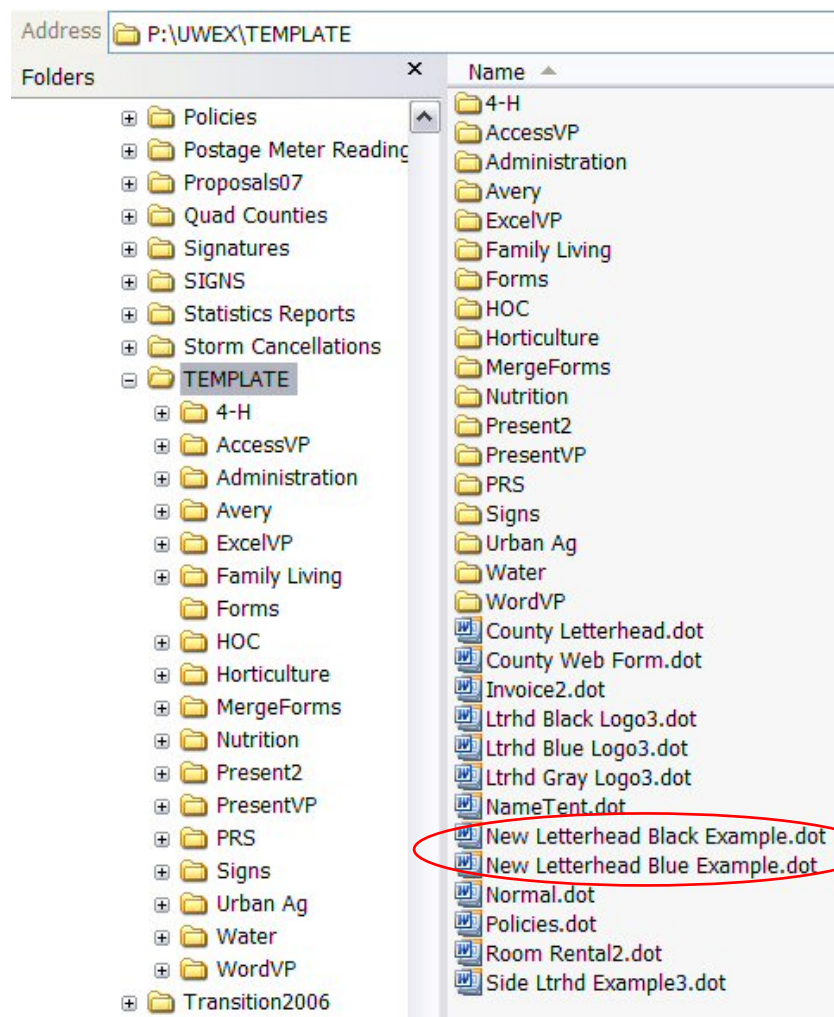
Question:

Milwaukee County UW-Extension has new letterhead incorporating both the Cooperative Extension logo and the County logo. How do I adapt the new office letterhead for my use?

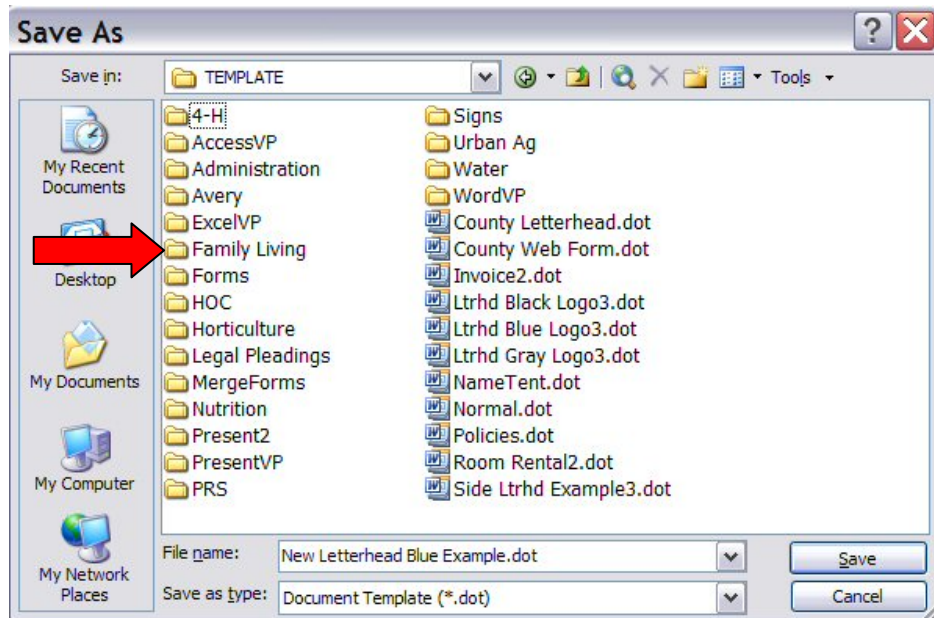


Answer:

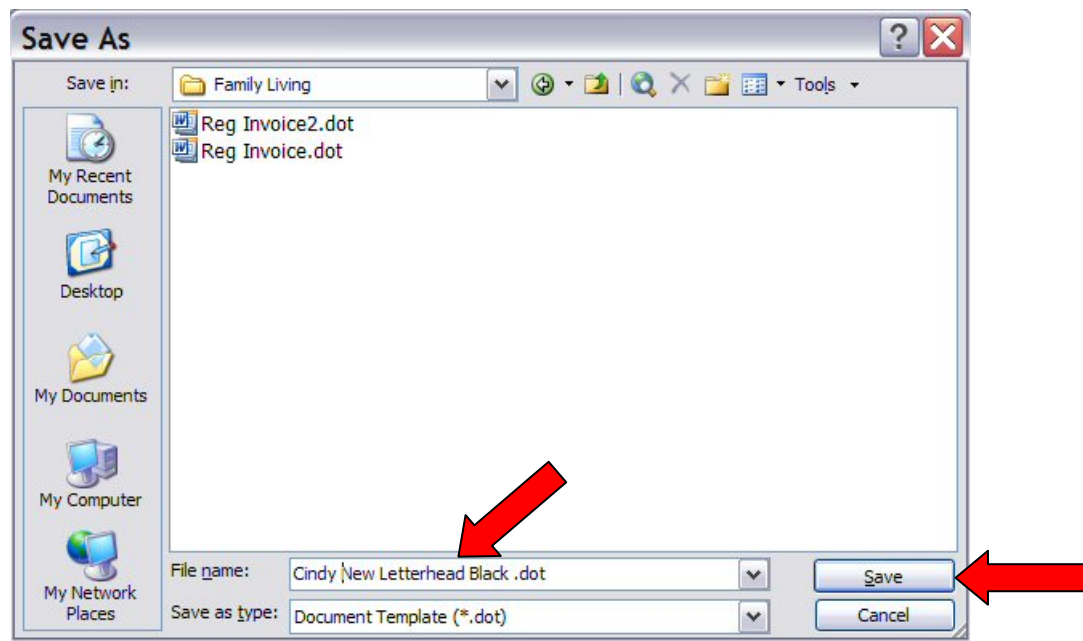
- 1 The new office letterhead is a Word template saved in a shared Templates folder on the network. To make your own version of the letterhead, go to **P:\UWEX\Template**. You will see two versions of the template – one with the color logos and one with the black logos. If you do most of your correspondence in black and white, open the file called: **New Letterhead Black Example.dot**.



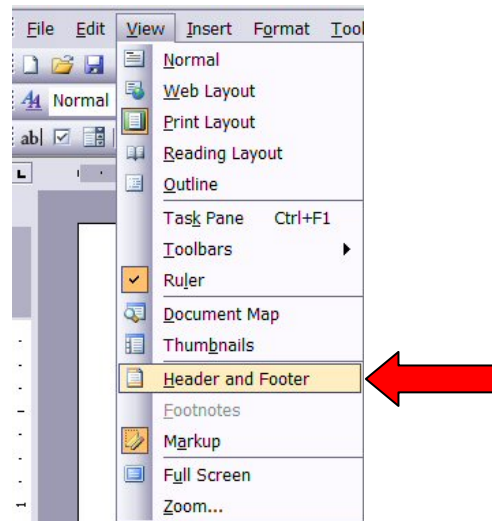
- ② Since this is a “read only” file, the first step is to save the file with a new name. Click **File** on the menu bar and then **Save As** in the drop-down menu. The Save As window will open in the P:\UWEX\Template folder which has many subfolders. You will want to save your letterhead in the **folder for your program area**. Therefore, if you are in Family Living, double-click on the Family Living folder to open it.



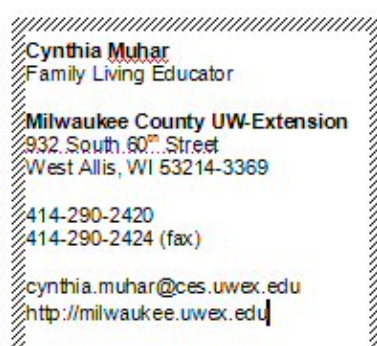
- ③ Drop your cursor in the File Name box at the bottom of the window and **type a new name for the file** such as Cindy New Letterhead Black.dot. Then click the **Save** button.



- 4 The next step is to edit the template. You will notice that the logos and text are gray. This is because they are in the header and footer layer of the Word document. To edit this layer, click **View** on the menu bar and then click **Header and Footer** in the drop-down menu.



- 5 Now the logos and text will look black and your cursor will be blinking in the header box at the top of the page. Click next to “Tom Johnson” to drop your cursor in the text box with the name and contact information. **Edit the text** to replace the name, title, telephone number and email address with your information.

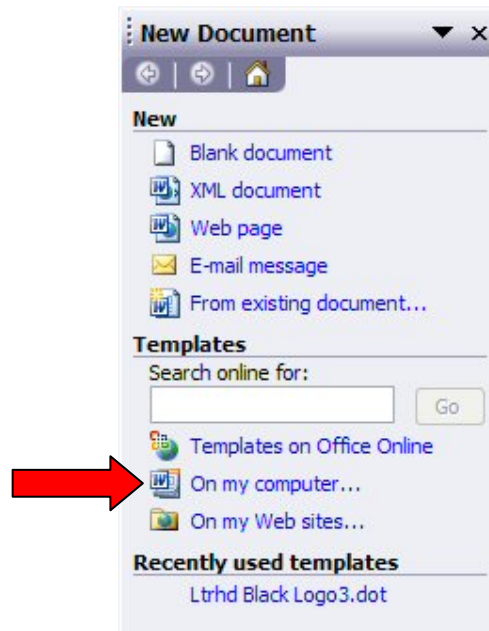


- 6 When you are done, click the **Close** button on the Header and Footer toolbar.

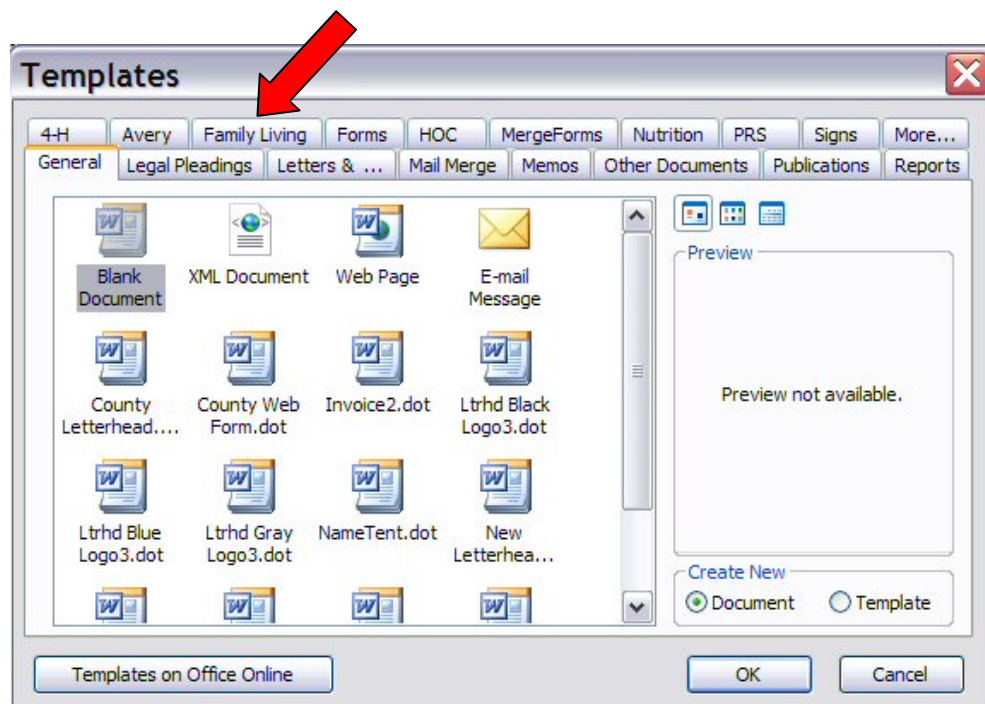


- 7 To save your work, click **File** on the menu bar and then **Save** in the drop-down menu. Click **File** and then **Close** to close the completed template.

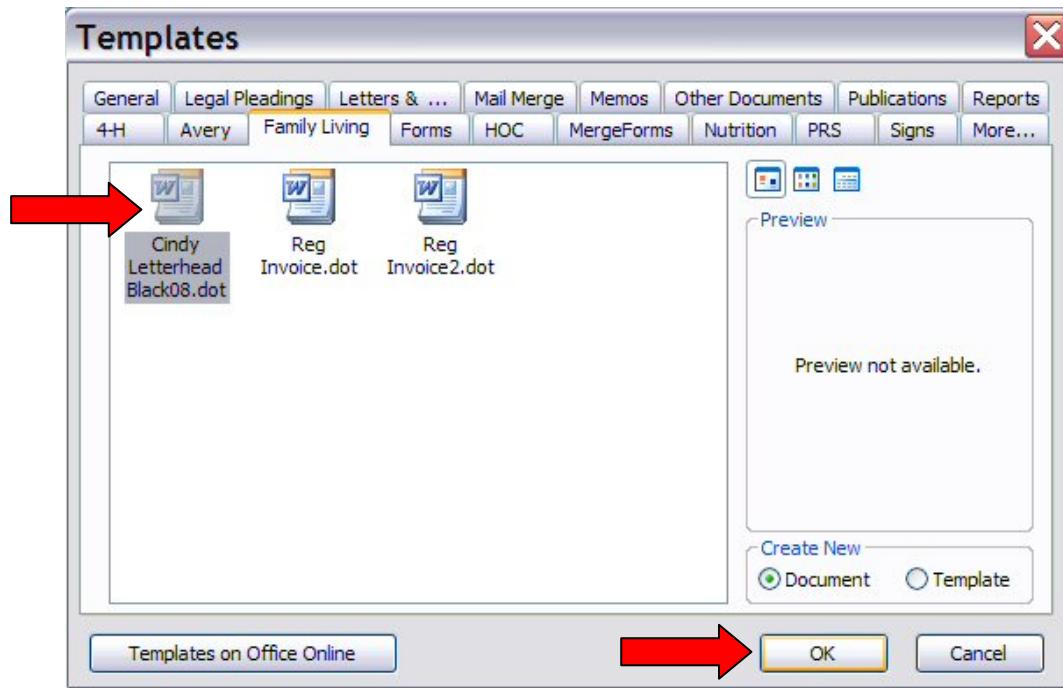
- 8 OK. The template is done. How do you use it for a letter? Click **File** on the menu bar and then **New** in the drop-down menu. A New Document bar will appear on the right side of your screen with three categories in it – New, Templates and Recently used templates. Under Templates, click **On my computer...**



- 9 A window will open showing the Template folder with many tabs across the top. Select the **tab for your program area**.



- 10 Your personalized template will be one of the choices. Click to **highlight it** and then click the **Open** button.



- 11 A brand new document will open with your letterhead information. Do a **Save As** to give the document a name and save it in one of your network folders (P or M). Then type your letter!