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<Insert Address here>  
<Insert Date here>

<Insert Greeting here>

<Insert Reference line here>

<Insert Body text here>

Template Instructions

Replacing the University Marque with a sub-ID:

Double click on the University Marque to open the Header Area. Click on the Marque to highlight it (an outline with “handles” in each corner will appear). Select “Insert – Picture from File” and browse to the new logo file – best a PNG file with minimum 200dpi. Highlight the picture file and press “Open”. The picture will insert at original size and may extend the table row. To resize drag one of the corner handles, holding the ‘shift’ key while doing this will ensure it resizes proportionately. The header will adjust in size accordingly to the height of the sub-ID. To create your own template using your sub-ID, select “File – Save As” and insert a different file name. From the dropdown menu below the file name field select “Document Template (\*.dot)”. The location may then default to the template folder and you have to browse to where the new template file should be saved.

<Insert Salutation here>

<Insert Name here>

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| --- |
| <Insert subject/school/service/college name here> |
| <Insert address here>  <Insert contact details here (incl. Tel/Email – may be two lines)> |
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