How to Use the Electronic Letterhead

1. Download the letterhead file from 2100 website
2. Save PNG file to your computer. Give it an easy-to-remember name   
   if you want.
3. Create your cover letter/newsletter/fancy document in Microsoft Word   
   (or other word processing program).
4. For Microsoft Word: go to *Insert Pictures*
5. Choose the PNG file from wherever you stored it in Step 2.
6. Once the image is in your file, right click on the letterhead picture, and choose to *Wrap Text*, and make sure the letterhead picture goes *Behind the Text*.
7. Click on the corners (not the sides) in order to resize the letterhead picture so that it meets all the corners of the page.
8. Save document. (You can also turn your Word document into a PDF either by “printing” with a PDF converter, or saving it as a PDF rather than .doc file.)

Keep in mind that this electronic version of the letter is NOT for printed documents. The color will not print to edges of the page, and it’ll look goofy and unprofessional. If you need printed letterhead, you can order it in the staff store.

If your document will be both printed and emailed, print out all the copies of the doc you need on your letterhead paper. Then go in and add the electronic letterhead using the steps outlined above. Save the document as a PDF, and you’re ready to send your document professionally and beautifully.