Letterhead Practice:

Inserting and Formatting a Header and Footer. Inserting and Formatting an Image.

What is a Letterhead? A letterhead, or letterheaded paper, is the heading at the top of a sheet of letter paper. That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern. The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Wikipedia

Letterhead Examples

How to create a Letterhead

1. Open **MS WORD**. Create **NEW BLANK DOCUMENT**.
2. *Inserting a Header:*
   a. Click **INSERT tab > Header & Footer >** Click **Header**
   b. Click on first option **"Blank"**
   c. "Type Text" entry box appears at top.
   d. Begin Typing in entry box as follows:

      Your Name > Enter

      Street Address > Enter

      City, ST Zip

3. *Format the Text:*
   a. Click **HOME tab** > Highlight your Name > choose font **Arial** > **Size 20** > Click the **"B"** for Bold > Change Case to **UPPERCASE**
   b. Highlight your address and City, ST, Zip > choose font **Arial > size 16** > click the **"B"** for Bold
   c. Highlight all text, then go to **HOME tab** > **Paragraph** > **Center Align**

4. *Insert a ClipArt image:*
   a. Click **INSERT Tab** > **Illustrations** > **Online Pictures** > When "Insert Picture" window opens, type a search term in the space provided after "Bing Image Search" such as, "Flowers, Music, Food, Sports, etc. or be more specific like "Daisies, Guitar, Pizza, Baseball, etc.

b. Follow the search term with the word "ClipArt" like Food ClipArt, Pizza ClipArt, Baseball ClipArt, etc.

c. Click on an image, then click Insert

5. ***Resizing and Moving an Image:***

a. When image appears on the page, resize it by clicking and dragging on a corner. Resize the picture to an appropriate size (about 1 1/2" by 1 1/2"). You won't be able to move it though.

b. Move it to right side of Header by right clicking on the the image > In pop up menu, scroll down to **Wrap Text** > Click **"In Front of Text".**

c. Now you can move the picture up to right side of Header where it looks good to you. Make final adjustments move and size. Be sure that you keep within ¼" of top and ¼" from right side of page.

6. ***Inserting a Footer:***

a. Now place your cursor about ½ inch from bottom of page and double click. You are now in the footer area.

b. Click > "Date & Time" > Choose a Date Format > Click OK > Press Tab key > Type: "Your Name" > Press Tab key > Type: "Letterhead"

c. Your document should look similar to the example below.

EXAMPLE KEY below ⬇

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