**Business Letterhead Instructions and Template**

Written for Microsoft Office 2011 on Windows. For all other systems and versions instructions may vary.

Step 1: Go to View (in menu bar), click “header and footer”.

Step 2: Highlight “Address” line and type in your address on this line. The font should be Optima LT Std Regular, 8.5 pt, Black.

Step 3: Repeat step 2 for the following fields

* City, State, ZIP
* Telephone number “XXX-XXX-XXXX”
* website

Step 4: Click on the ENA logo. Right click and select “Change Picture”.

Step 5: Find your state or chapter logo and click “Insert”. Your logo should replace the ENA logo in the exact size and location. *TIP:* Use the EPS file of your logo for best print quality.

Step 6: Close the header and footer.

Step 7: Before saving this document as a template, delete this instructions page or page 1 of this document

Step 8: Go to File (in menu bar), click “Save As”, select in the “Save as Type” “Word Document”, name your file, and click “Save”.

Your file is ready for use.