# How to use a PittPharmacy Formal Letterhead Template

## Setting up the template

1. Open the file, PittPharmacy\_Letterhead.docx.
2. Double-click in the header area to add your details

(If a double click doesn’t open the header, use the menu command “View: Header/Footer”)

1. add the content at the top left:

* Name and Degree
* Rank or Position

Or you may delete this if applicable

1. Add the content at the top Right:

* Phone number
* Email Address
* Change the address is needed

1. Do the command: “Save as Template”

This will save the file ready for your use, and each time you open it, it will open as a “new” file, but it will have the info you added above, already in place. The template has a different file type (.dotx). You may always go in and revise the header content if needed. You may save it with the other Word templates or any location you wish.

Notes:

This template may be used for single page or multi-page documents. On a multi-page document, it will automatically add page numbers starting on page 2

# More Info and Help Info

More about making and using Word templates: <http://www.addbalance.com/usersguide/templates.htm>