Create your own department letterhead

You will need two fonts, Uni Sans Book for the header and Open Sans for the footer. If you do not currently have these fonts on your computer, you can download them at uw.edu/brand.

1. Make sure this Word document is in Print Layout View (under the View tab).
2. Double (left) click on the header above (TYPE Your Department Signature Here).
3. (Left) click once more on the header to select it.
4. Type in your department name and your office/division if applicable.
5. (NOTE: the header font is Uni Sans Book. Download it at uw.edu/brand)
6. Exit from the header by double (left) clicking outside the header area.
7. Double (left) click on the footer below (Box XXXXXX 1234 YourStreet).
8. Replace the text with your department information. Delete or add any information to suit your needs while keeping the same order of information, font, size and layout style.
9. (NOTE: the preferred footer font is Open Sans. Download it at uw.edu/brand)
10. Exit from the footer by double (left) clicking outside the footer area.
11. Delete this text and "Save As" a Template (.dot) for your department to use.

This document is currently set up with a Section Break at the bottom that specifies that the next page will not have a header or footer. Refer to Word's Help menu for more information about headers and footers and other layout topics.