Follow these steps to customize this letterhead template:

1. Simply enter in the information where indicated. To start, access the footer area. Once there, enter your name and title on the appropriate lines, typing over the instructional copy.
2. While still in the footer area, enter unit identity within the designated text fields as applicable. Then, enter the building address, telephone number, fax number, email address and official website for your unit identity.
3. Not all of the text lines available may be needed. In such instances, delete the nonapplicable texts lines completely.
4. Be sure to delete these instructions and any other placeholder copy.
5. Save your changes.

Please note: The pre-established settings within the header and footer of this document should not be changed. This includes the settings for font, line spacing, margins and colors in these regions, as well as the size and position of the brand extension mark. The pre-established settings within the body copy region of this document are recommended but not mandatory.