DIRECTIONS FOR PERSONALIZING YOUR CLUB'S LETTERHEAD

Because different versions of *Microsoft Word* operate differently when using **headers** (that's what your letterhead will be), I have given directions here for both main versions. If you do not have *Microsoft Word*, you can download *Libre Office*, a FREE program that allows you to open, edit, and save *Word* files. To download *Libre Office*, go to www.libreoffice.org/download/instructions (This will tell you all you need to know about downloading the program). I will also tell you how to edit the letterheads for this program below.

Using *Microsoft Word 97-2003*
1. Download and open whichever version of the letterhead that you want to use.
2. Click on "View" and select "Header and Footer."
3. You can now change the text for your club's name, address, and website address (if you have one).
4. If you have chosen the version to add your own logo, click on "Insert>Picture>From file" and choose your club's logo wherever you have it saved. Then press "Close" on the little toolbar that popped up when you selected to view the header and footer. If you chose the version without your club logo, just close the toolbar after you have edited the text.
5. A note about your inserted logo: you can change the size of it by clicking on it, grabbing one of the corners and dragging it to the size you want, remembering that the GFWC logo should always be slightly larger than your own. You can also move it to the spot you want by dragging it. (And don't forget to delete the arrow and text that I added to the version where you insert your own logo before you SAVE the file.)
6. Save your file under a name like "Club Letterhead."

Using *Microsoft Word 2007-2010:* don't know why but they made this one more difficult!
1. Download and open whichever version of the letterhead that you want to use.
2. Click on the "Insert" tab and click on the ▽ below "Header" and select "Edit Header."
3. You can now change the text for your club's name, address, and website address (if you have one).
4. If you have chosen the version to add your own logo, click on "Insert>Picture and choose your club's logo wherever you have it saved. (Unlike the older version, you won't be able to move the logo without first clicking on the image so the "Picture Tools" tab will pop up. Open it and select "Wrap Text>In Front of Text.") When you have finished, close the header by first making sure the "Header and Footer Tools" design tab is open and just click on "Close Header and Footer." If you chose the version without a club logo, you close the toolbar the same way after you have edited the text.
5. A note about inserting logo: you can change the size of it by clicking on it, grabbing one of the corners and dragging it to the size you want, remembering that the GFWC logo should always be slightly larger than your own. (And don't forget to delete the arrow and text that I added to the version where you insert your own logo before you SAVE the file.)
6. Save your file under a name like "Club Letterhead."

Using *Libre Office*

1. Download and open whichever version of the letterhead that you want to use. You'll have to select "Open Copy" when you open it.
2. You can now change the text for your club's name, address, and website address (if you have one).
3. Go ahead and delete the arrow and the text I added if you are using the file that allows you to insert your club logo.
4. If you have chosen the version to add your own logo, click on "Insert>Picture>From File" and choose your club's logo wherever you have it saved. Resize the picture by dragging the corners to the appropriate size, keeping in mind that your club logo should be slightly smaller than the GFWC logo. Dragging the corners may distort the image so that you may have to use the little green boxes in the middle of the lines to compensate. Then, click on the image and drag it to where you want it.
5. To save your new letterhead, click "File" and "Save As"; select the folder you want to save it in and give it a name like "Club Letterhead."

Last Note

If you want to get fancy and know how to use it, use *Word Art* for your club name instead of the text given. Here is an example:

You can just copy (Control-c) and paste (Control-v) this example into your letterhead and change the text in *Word (7-2002* by double-clicking on it or in *Word 2007-2010* by right-clicking on it and selecting "Edit text." You can then use the *Word Art* toolbar to change the shape and color.

You can do this in *Libre Office* by clicking on "View>Toolbars>Drawing." The toolbar will pop up at the bottom. On the toolbar select the 🖼 "Fontwork Gallery" tab and choose the color and style you want. You can change the shape and the text (by double clicking on it and hi-lighting it to change it) later with the Fontwork Gallery toolbar that will pop up.