

# Letterhead

THE HUB

WRD  
3

## OVERVIEW

A company's identity can be enhanced by having a consistent look and feel for all types of communication. Company letterhead is stationery that contains not only the name of the organization, but the logo, address, phone, and other relevant information. It can be saved electronically and used whenever a letter, memo, or other types of correspondence are written.

## STRATEGIES

1. Stick to one font that coordinates well with The Hub logo.
2. The most important piece of information should be the largest – in this case, the logo.
3. Read through all instructions prior to completing the project.

## INSTRUCTIONS

1. Using Microsoft Word, create a new document.
2. Save the document as Project WRD-3 Letterhead in your "Word" folder under "The Hub" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10 - 12 points, unless otherwise noted.
5. Be sure your document's line spacing is set up using single spacing with no additional line spacing between paragraphs.
6. Open the header and footer of the document.
7. In the header, insert The Hub logo, installed from The Hub Resource CD. Center and resize the logo so it is in proportion with the rest of the document.
8. Switch to the footer and key the following contact information center-aligned and single-spaced:

The Hub  
600 Hub Street ~ Austin, TX 73301  
Phone: 1-888-555-TEEN (8336) ~ Fax: 1-888-555-HANG (4264)  
Email: info@thehub.net  
www.thehub.net

9. Close the header and footer.
10. Carefully proofread your work for accuracy and format.
11. Resave the file.
12. Print a copy of the document if required by your instructor.

## your TASK

*Your task is to create and design Letterhead stationery using the header and footer of the document that The Hub will use to communicate with vendors, members, and employees. This template will be used for future correspondence that you create in other projects.*

## the SKILLS

- Create a letterhead template
- Use headers and footers

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