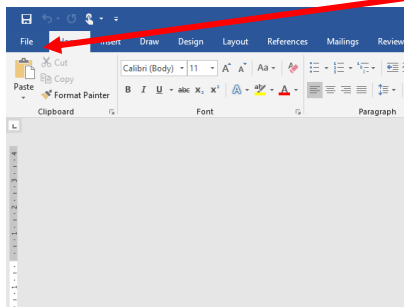


Oakleigh Grammar Letterhead template

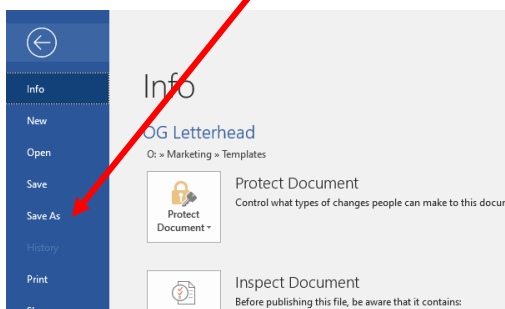
We have created a new Oakleigh Grammar Letterhead template in Word to use across the school. If you are creating an external letter, please use this template as it will ensure we present ourselves, professionally and consistently.

You will need to store the attached template in the right location to make it easy to apply. Microsoft Word should do this automatically when you take the following steps:

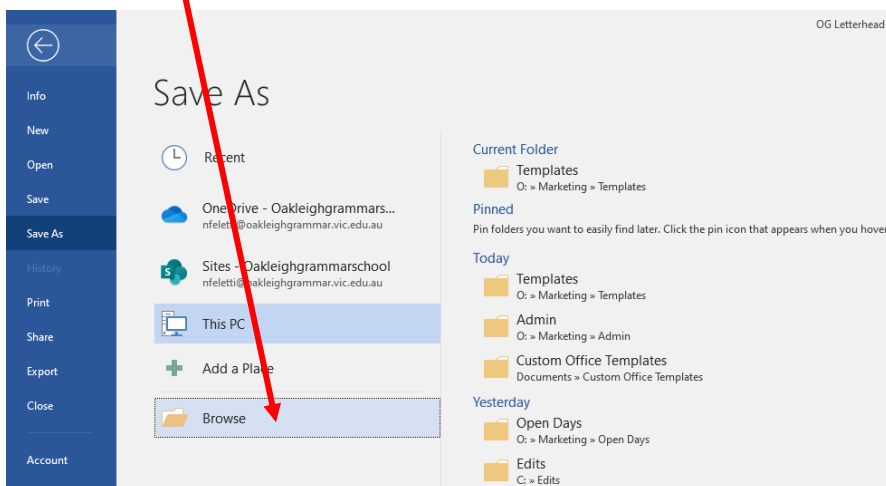
1. Open the attachment "OG Letterhead.doc" by double clicking it. This will open the file in Word.
2. Choose the File tab on the top left of your screen:



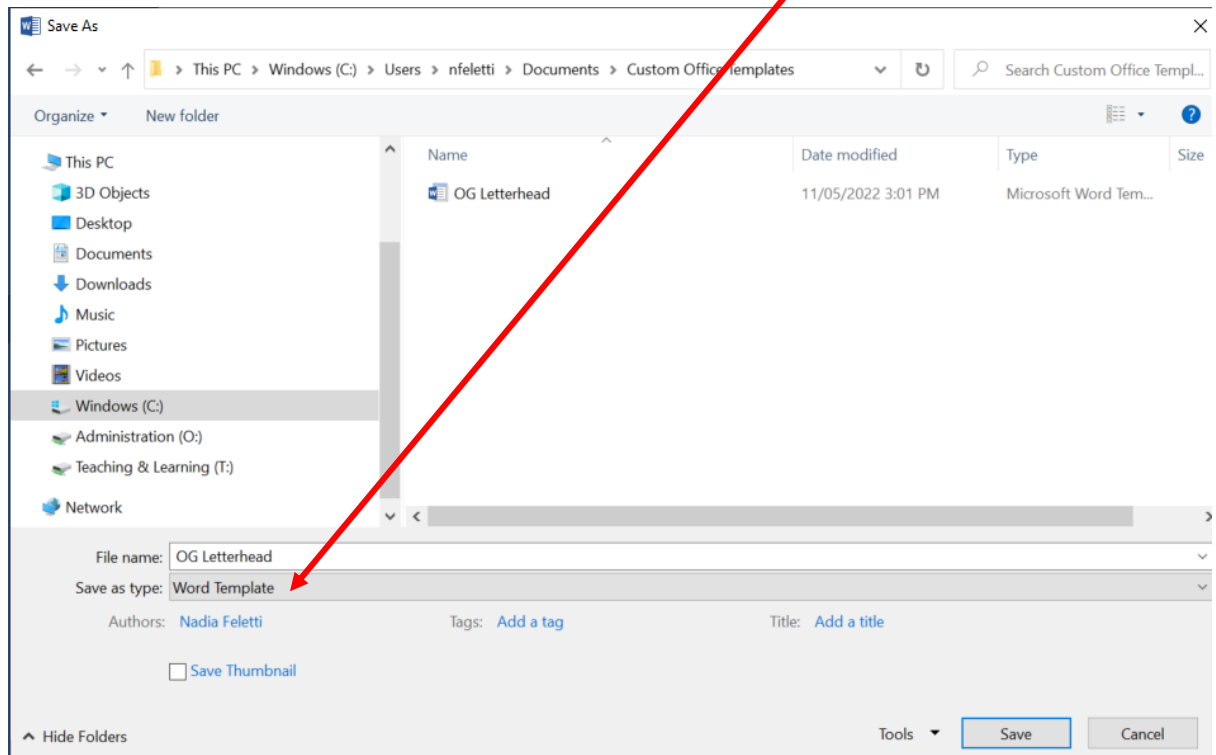
3. Then choose 'Save As':



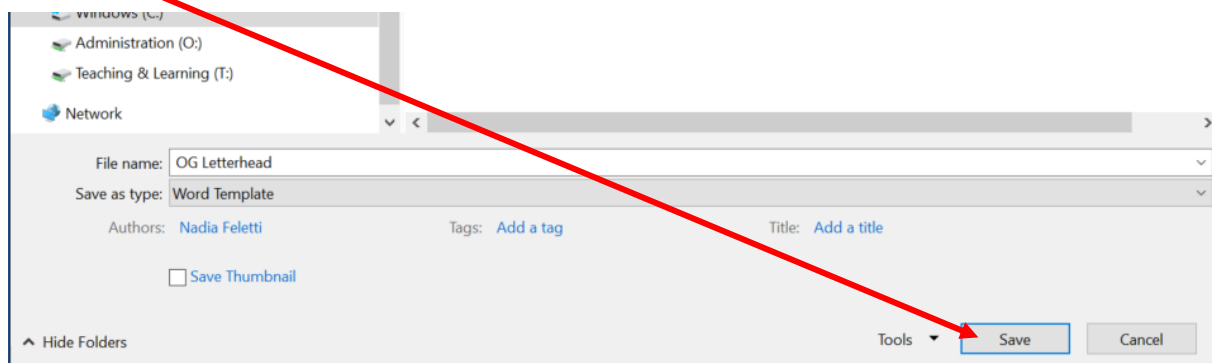
4. Click 'Browse':



5. Under the “Save as type:” drop down menu, choose “Word Template”:



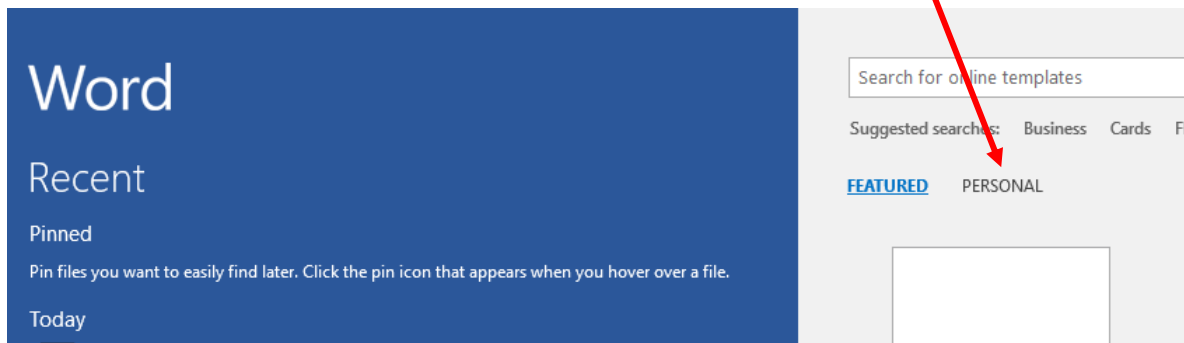
6. By choosing “Word template” Word automatically chooses the location in which to store this file. Hit “Save”:



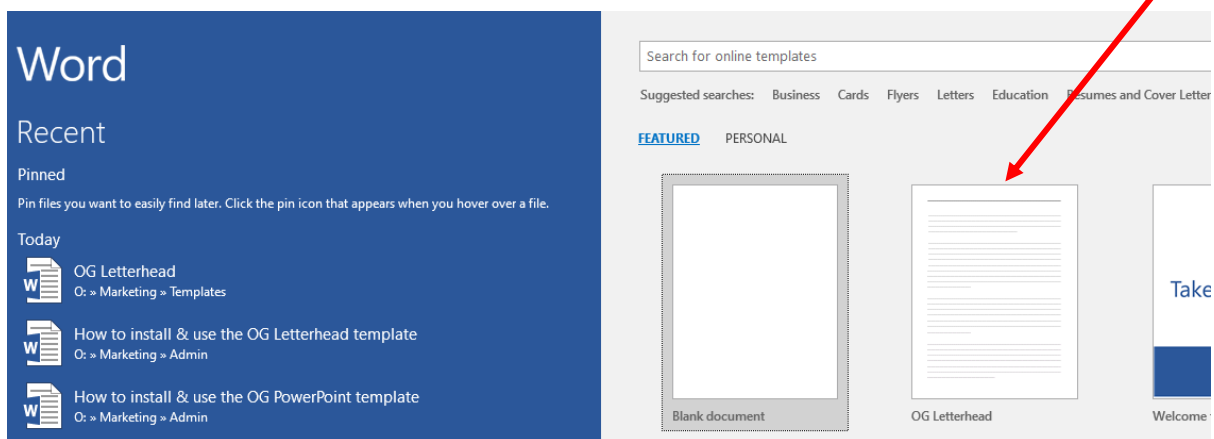
7. Your template is ready to use.

To use the Word letterhead template

1. Open Word and click on "[PERSONAL](#)" at the top of the screen as shown:



2. The template will appear. Double click the OG Letterhead icon and a fresh blank letterhead will appear and be ready for use. It will prompt you to rename the file when you choose 'Save'.



NOTES:

- If the screen at step 1 above does not appear for you, open a blank document, go to **File > New** and then follow steps 1 and 2 above.
- In order for us to maintain consistency and professionalism please do not alter the fonts of the presentation.
- If your letter is more than one page long, the second page will appear without the header on it (it will still have the address details at the bottom).