Name

Company

Address Line 1

Address Line 2

Dear NAME,

OVERVIEW: These instructions will show you how to update the template footer text (below) with your department/office information.

1. Make sure this Word document is in Print Layout View (under the View tab).
2. Double (left) click on the footer below.
3. 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.

(NOTE: the preferred footer font is Open Sans. If that font is not on your computer, you can use 9 pt. Calibri Regular. You can download Open Sans for free at http://www.washington.edu/brand/files/2014/09/Open-Sans.zip or to download all of the preferred UW fonts for free go to http://www.washington.edu/brand/graphic-elements/font-download/.)

1. Exit from the footer by double (left) clicking outside the footer area.
2. 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.