Letterhead How-To Guide

# Introduction

## Purpose of the Letterhead

The official letterhead of NAYGN is a critical tool for formal communication. It reflects our organization's brand and professionalism, ensuring that all our correspondence is consistent and recognizable.

# Getting Started with the Template

## Downloading the Template

To use the letterhead template, please download the below .dotx file:



## Creating a New Document from Template

Creating a new document from the template is the preferred method as this won’t affect the template.

1. Once downloaded, double click the template file to create a new document.
2. Immediately go to File > Save As.
3. Choose a new file name and save it to your desired location.

See Next Page

# Using the Template

## First Page Header and Footer

The first page header and footer are designed to provide a professional appearance. The design elements should not be altered, however contact information may be updated for your needs.

* **Header**: Includes the NAYGN Logo and applicable contact information.
  + To update contact information, double-click in the header area to switch to the Header/Footer editing mode. Make the changes to the contact information ensuring elements remain properly aligned.
* **Footer**: Contains the “Energizing the Future of Nuclear” tagline and NAYGN favicon.

## Subsequent Pages

On subsequent pages, the header is simplified to maintain a clean look. This includes a smaller version of the logo and contact information moved to the footer. Make sure to update the footer contact information on the subsequent pages if it was changed in the header on the first page.

## Adding Additional Pages

To add more pages either insert a blank page, page break, or section break.

1. **Blank Page/Page Break**: Place your cursor where you want the new page to begin and use the appropriate tool in the Insert toolbar.
2. **Section Break**:Place your cursor where you want the new section to begin and use the appropriate tool in the Layout toolbar. This is useful for including portrait and landscape pages. After inserting a section break, open the Header/Footer editing mode by double-clicking in either the header or footer. Then deselect the “Different First Page” option in the toolbar ribbon.

## Customizing Content

When adding text to your document, maintain a professional and consistent appearance by following these guidelines:

* **Font Styles and Sizes**: The template is embedded with the Inter font which is NAYGN’s official font.
  + If your device does not have Inter, it can be downloaded for free from Google Fonts.
* **Margins and Spacing**: Keep the default margins and use the default single spacing for paragraphs.

# Finalizing the Document

## Proofreading

Before finalizing, thoroughly check for spelling and grammar errors to maintain a professional tone.

## Reviewing Format

Ensure that all formatting is consistent throughout the document. Check fonts, margins, and spacing.

# Saving and Sharing

## Saving the Document

We recommend saving your final document in both .docx and .pdf formats for versatility.

* **.docx**: For further editing.
* **.pdf**: For sharing, ensuring the format remains unchanged.

## Emailing the Document

When sending the document via email:

1. Attach the .pdf version.
2. If the file is large, consider compressing it using a zip file.

# Troubleshooting

## Common Issues

If the header or footer does not appear correctly on subsequent pages:

* Ensure you are using the correct template version.
* Check the Header & Footer settings in Word.

## Help and Support

For technical support, please contact [communications@naygn.org](mailto:communications@naygn.org).

# Best Practices

## Consistency

Always use the official letterhead for all formal correspondence to maintain brand consistency.

## Professionalism

Keep the tone and appearance of all documents professional. Use clear and concise language.

## Cleanliness

Avoid letting paragraphs of text carry to the next page. Take time to space the text appropriately to maintain header and text integrity.

# Conclusion

## Feedback and Updates

We value your feedback to improve our template and guide. Please send any suggestions or issues to [communications@naygn.org](mailto:communications@naygn.org). Updates to the template will be communicated via email.