**How to use this letterhead:**

* This version of the letterhead should be used by units that have an identifier. If your unit does not have its own graphic identifier (logo), please use the fillable version instead.
* Double-click the top left-hand corner of the page to edit the header identifier and address block.
* Insert a **cmyk-right.png** version of your UM identifier into the header sized similar to the above example.
* Format your logo with text wrap (square) so you can move it down to line up with your address field (if needed).
  + Line up the left side of your identifier with the body copy.
  + Line up the bottom of your faculty text with the bottom line of your address.
  + Please make sure there is half an inch of margin above your address field.
* Double-click the footer to edit the URL field.
* Format your letter by using Arial 10.5 pt for body copy and Arial 9 pt for the address block
* Please ensure subsequent pages do not include the header; the header should only be used on the first page.
* Approved secondary logos may be added to the footer and left aligned with the UM logo.