

Create Letterhead using Publisher

- Make sure your logo has been saved as a PNG
- Open Publisher
- File > New
- Look for and click on Letterhead in the Publication Types pane
 - Be sure what you pick fits the theme, or brand you are trying to build
 - Watch colors and other images - Are they complimentary to the logo your client chose?
 - Adapt your color fills and graphics to match
 - Scroll through and try out Newer Designs, Classic Designs
 - Browse Templates from Microsoft Office if you'd like to see more
 - Pick from Blank Templates, if you wish, to build a fully-customized Letterhead
- When you have found one, start to fill it with your client's content
 - Name of business/organization/event
 - Address
 - Phone number(s)
 - Email address?
 - Website URL?
 - Slogan?
 - What else should you include?
- Finally, swap out the logo image supplied with yours
 - Make it large enough to be visible but not so large that it distracts
 - If the image preset is too small and not able to be modified, delete that and insert your own logo where you wish
- Print a sample
- Save your document as letterhead.pub in your Desktop Publishing folder
 - When you use this as a template, always be sure to immediately resave it as the task.
 - For example, your first task is to create a Cover Letter. When you open letterhead.pub to do so, immediately save it as cover_letter.pub.
 - That prevents the template from ever being changed.
 - Create a copy of your template and leave it in your folder, to be sure!