

**University Advancement**University Communications and Marketing

New England Center 15 Strafford Avenue Durham, NH 03824

V: 603.862.0045 F: 603.862.1188 TTY: 7.1.1 (Relay NH)

www.unh.edu

## Setting up your letter template or Fax cover sheet:

Select the text block so that you can customize it for your office or department. If you choose not to have as much information, simply delete what you don't need. After you have set your address block, rename the document, save it, and make it your master file. Each time you use the template, rename your file when you save the document.

To use the Fax cover sheet, simply set your address block text, save it with a new name, then place the cursor at the paragraph mark to type in your information.

If you have questions or problems, feel free to contact Martha Barker at Martha.barker @unh.edu.