

Using the Toolkit Newsletter and Letterhead Templates – for Mac Users

Note: This tutorial uses Word 2004 and actual Toolkit templates in the example, the procedures are similar for Word 2008.

First step – Go to the [Toolkit](#).

Let's say you want a Newsletter template.

Under The ANR Look, find the **Templates** page, and then click on **Newsletter mastheads**.

When you get to the Newsletter mastheads page – strongly resist the temptation to click on the sample image to use in your document. This is **not** the masthead; it is an **illustration** of one of the mastheads.



Scroll down the page and choose the Newsletter masthead that you want.



I'm choosing the Newsletter for UCCE.

Clicking on the link will download the file to your computer. Where the file is placed on your computer is dependent upon how you have your browser preferences set. No matter where it is initially placed, once the file downloads, you need to get it into your **My Templates** file in Word in order to use it.

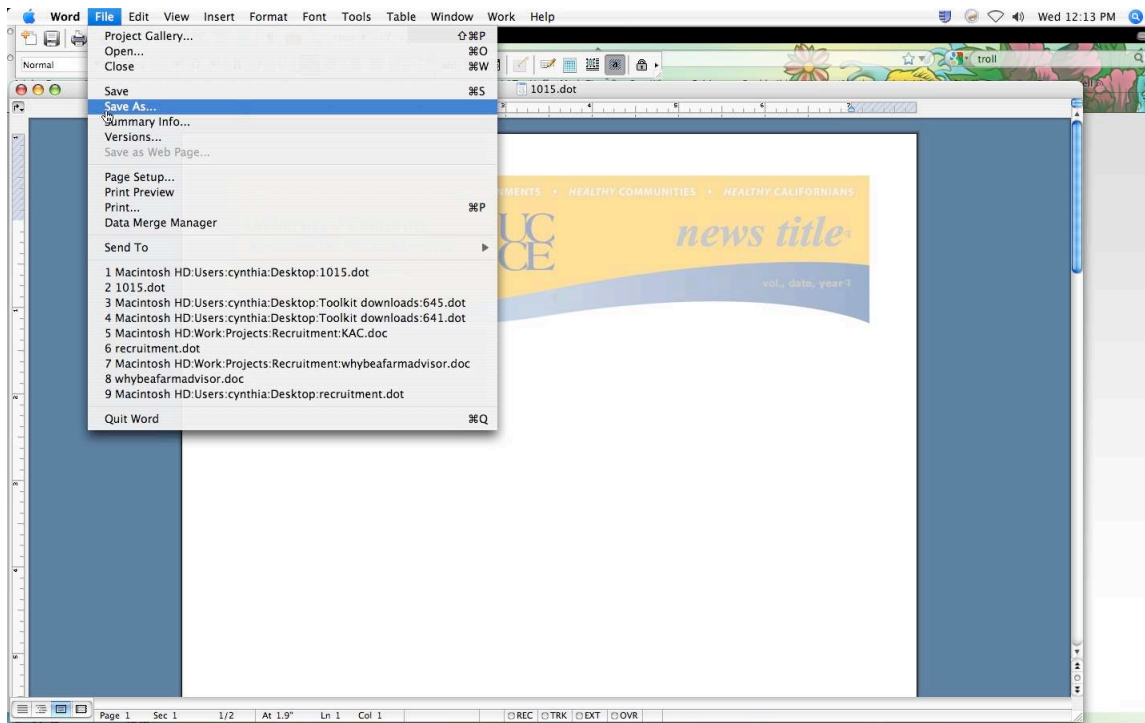
You can do this a couple of ways. If you know where the **My Templates** file is located, you can simply drag it into the folder.

But let's say you don't – there's another easy way to get it there.

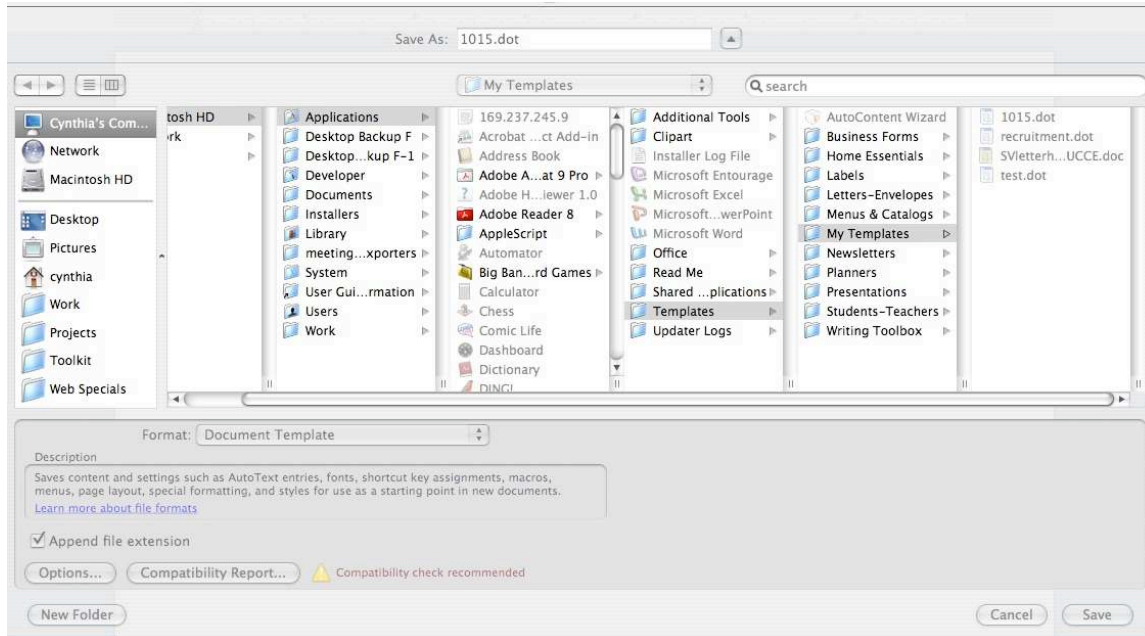
Open the template. You'll see that its file name is "1015.dot" The ".dot" means it is a template and Word handles these files in a different way than .doc or .docx files in order to protect them as templates.



Now use the **Save As** command.



You can name it something else at this point, but you cannot change the file extension nor can you save it anywhere except your **My Templates** folder.

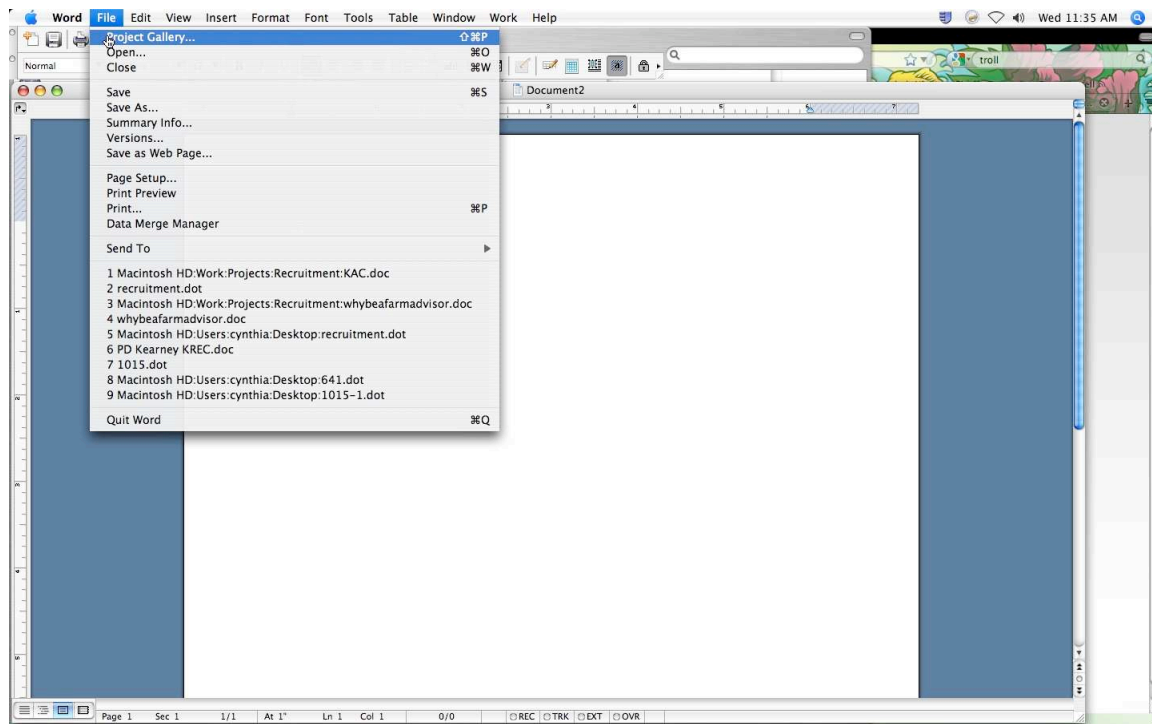


Here's what happens if you try to save it as a .doc or a .docx:

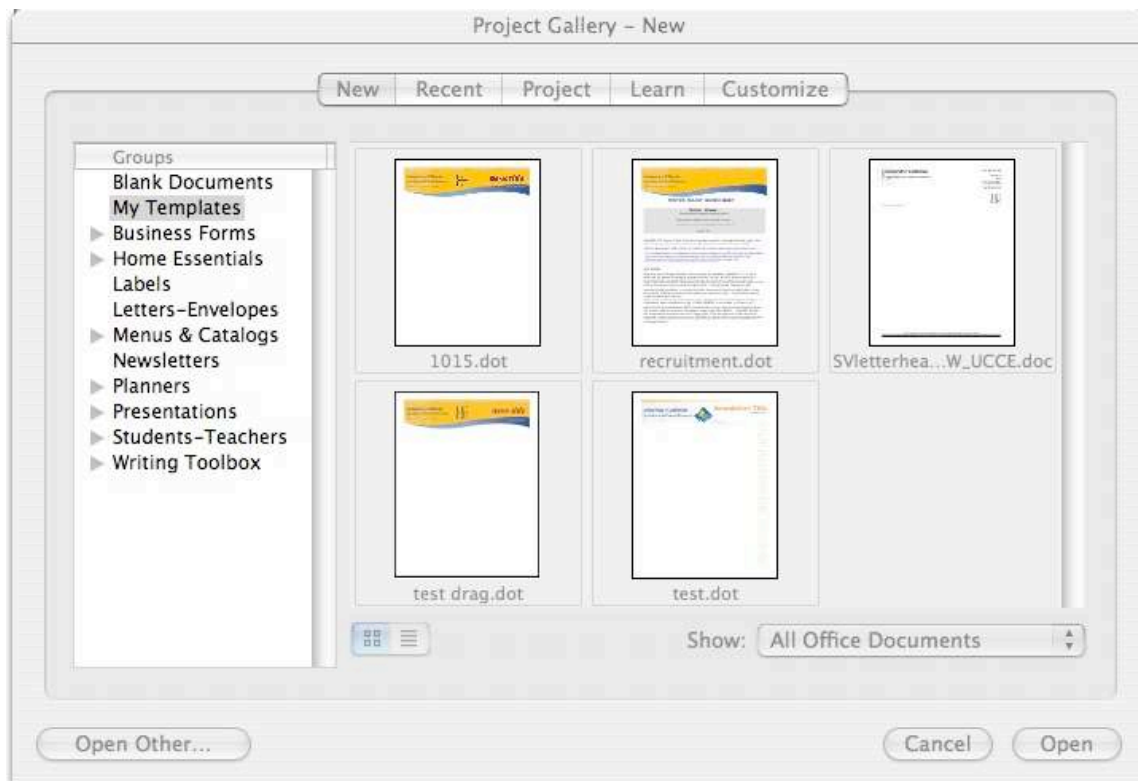


OK, now your file is in your **My Templates** folder – save and protected from unintentional changes. Now you can use it.

Go to Word. Under the **File** menu, choose **Project Gallery**.



Now choose **My Templates**, and all of your templates will be available
Double click on the template you want to use to open it.



You see that the template is now a new document. In the example below it is Document 2, yours may be called something else, it doesn't matter.



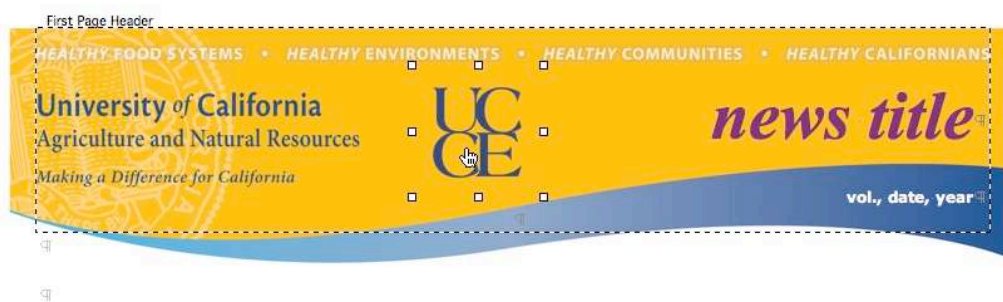
Now you can make and save changes.

The masthead graphic is in a **Header**. Double click on the graphic to activate the header.

Make the changes you want to the header. You can change the text on the right as well as delete or change the logo in the center. Everything else is static.



Editing the copy



Editing the logo

Once you have the masthead as you want it, save it.



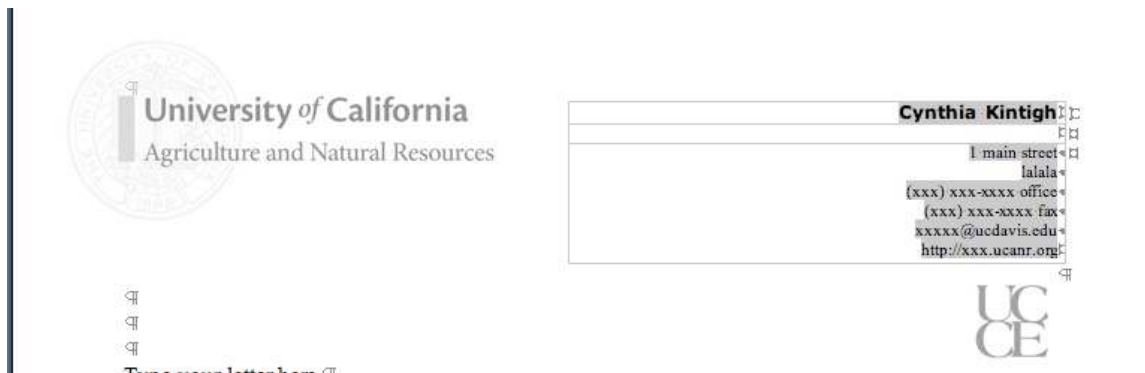
Since you're now working on it as a document, you can re-name it and save it anywhere you like on your computer.

Letterhead Templates

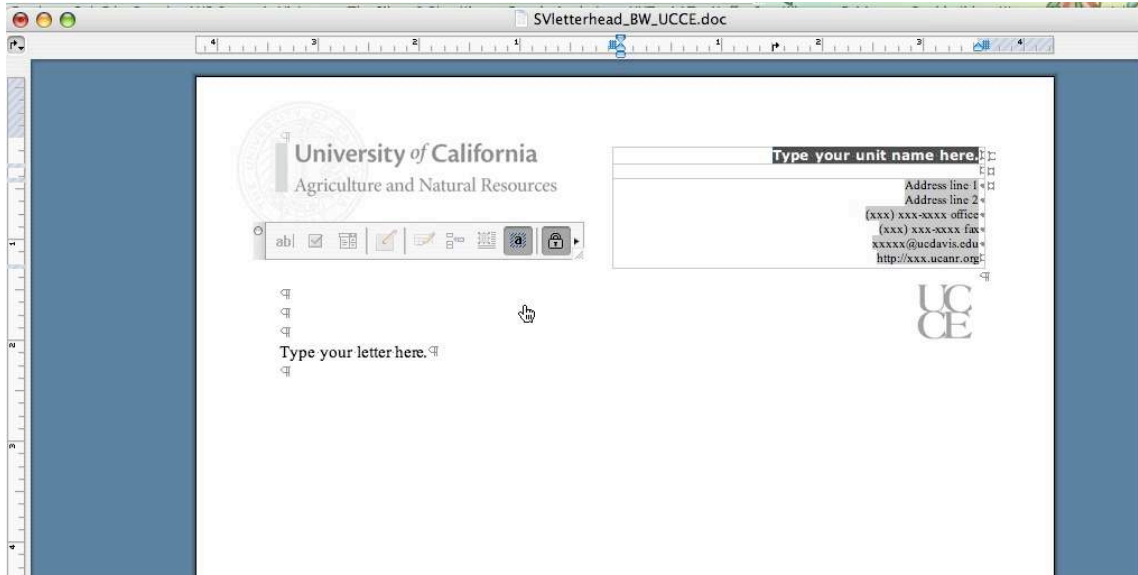
The downloading and saving procedures for the letterhead templates is the same as for the newsletter templates.

There are two differences in how the letterhead templates work once they're downloaded and safely in your **My Templates** folder.

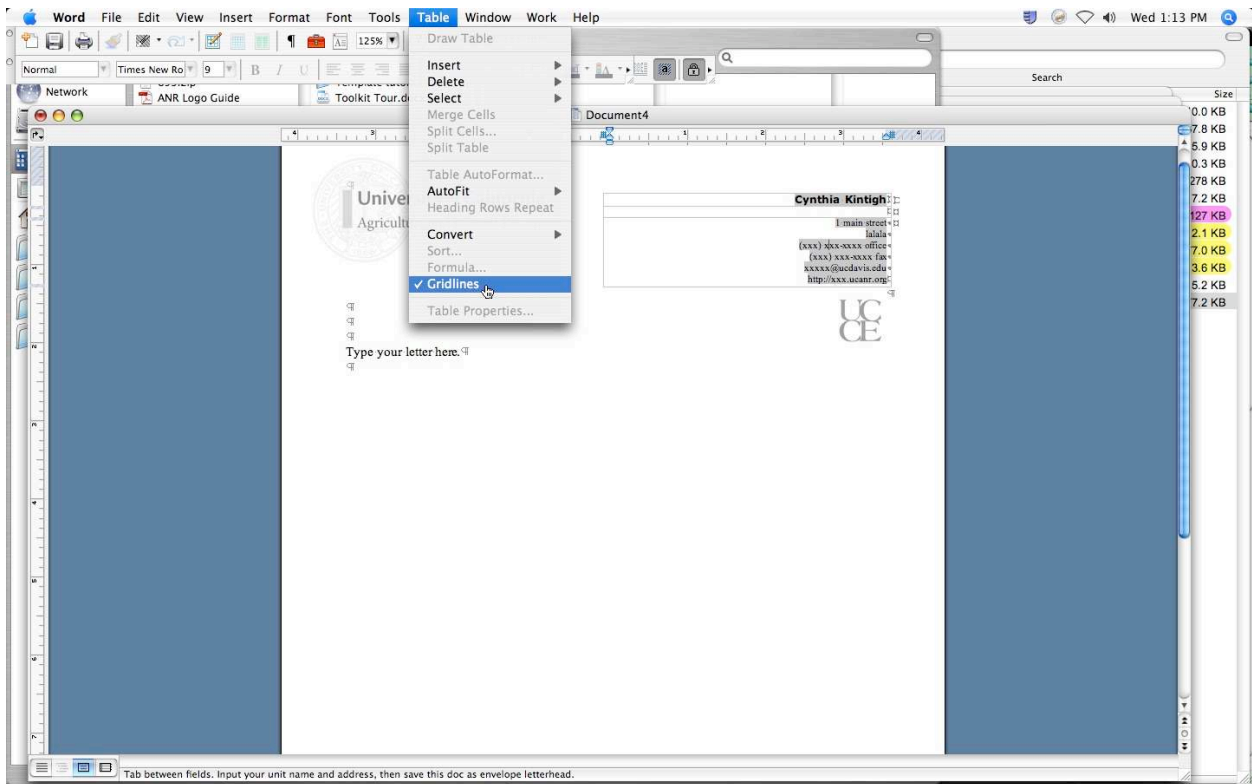
The letterhead looks something like this when you download it. If you're printing, the grey highlighting in the form fields will not print nor will the gridlines. But if you want to e-mail this document, that's a different story.



Access your **Forms** toolbar. It's under **View** and **Toolbars**. Click on the shading icon to turn the form field shading off.



And to turn off the gridlines – another simple step:



Uncheck **Gridlines** on the **Table** menu.

And now your letterhead will look like this:



University of California
Agriculture and Natural Resources

☞
☞
☞
☞

Type your letter here. ☞

Cynthia Kintigh ☞☞
☞☞
1 main street* ☞
lalala*
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