

September 25, 2008

NGB LETTERHEAD INSTRUCTIONS

1. Recent changes have prompted revision to NGB letterhead. The primary change is use of National Guard Bureau instead of Department of the Army and Air Force. The font used on the first line of the letterhead (titled National Guard Bureau) is 12-point bold Arial; address lines are 8-point bold, Arial; and the body text is 13 point, Times New Roman.
2. Recent regulatory revisions direct the use of computer-generated letterhead. However, all provisions for format, color, and use of letterhead still apply.
3. The macros used in these templates may not be compatible with earlier versions of Microsoft Word (prior to MS Word 97). Later versions of MS Word may require an adjustment in the security options to enable template macros. Check security options in MS Word before downloading the template. To change security options for MS Word 2000, 2002, and 2003:
 - Click on the “Tools” menu
 - Select “Macro”
 - Select “Security”
 - Select “Medium”
4. MS Word usually opens the template and creates a new document and the “Autonew” macro runs automatically. If you receive a dialog box with a choice to “Disable” or “Enable macros,” select “Enable macros.” If the template opens instead of creating a new document, click on the “Create template” button on the “format” toolbar to run the macro that will create the template.
5. If you are located at the Army Guard or Air Guard Readiness Centers, you will need to update the address information for your organization. Double click the address to open header information. Type the appropriate Street Address on one line and the City, State, and Zip Code on the next. Maintain the following format for City, State, and Zip Code: City (One Space, No Comma) State (Two-letter abbreviation, no period, two spaces) Zip Code (nine digits with hyphen). Close header dialog box.
6. Once your information is on the letterhead you will need to save the template:
 - Click the “File” menu and select “Save as.”
 - Type a file name for the template. The default file name is NGB_Letterhead_Black or NGB_Letterhead_Blue, depending on your selection.
 - In the “Save as type” window, change to “Document Template (*.dot).”
7. Word should automatically change the directory to the folder in which your templates are located. If you wish to place your template in a subfolder, select that folder, then click “Save.”
8. Close the file.
9. To use the electronic letterhead stationary templates:
 - MS Word 97 - 2002**
 - Click on “File” and select “New.”
 - Microsoft Word defaults to your template folder. Select the template you created for the letterhead. (If you saved your template in a separate subfolder, you will need to open that subfolder.)
 - When finished, save your document as you normally would.
 - MS Word 2003 and above:**
 - Click “File” and select “New.”
 - Choose “On my computer...” located under Templates on the right hand side of the screen. Select the template you created for the letterhead.
 - When finished, save your document as you normally would.
10. If you need further assistance on how to use the templates, please contact us via email at NGBPDC@me.ngb.army.mil.