

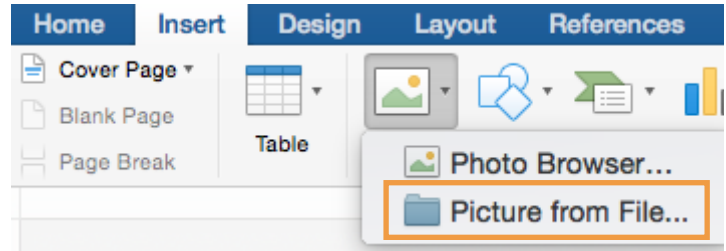
Creating Electronic Letterhead in Microsoft Word

Create a “new document” in Microsoft Word

Select Document Elements → Header
View → Header and Footer

From the top Word Navigation,
Insert → Pictures → Picture from file

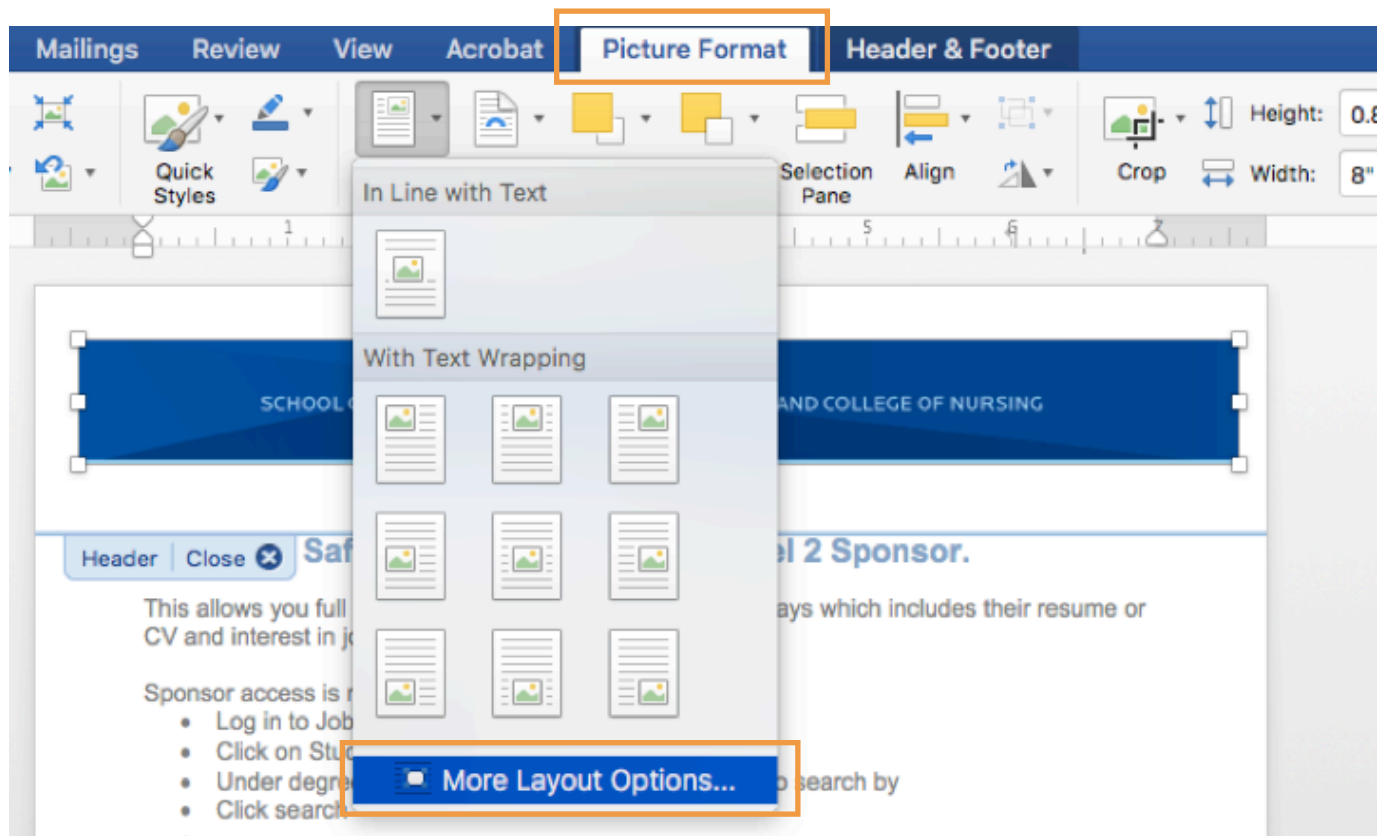
- Select the Letterhead PDF you downloaded from the Bluejay Print and Post



NOTE: To create your letterhead image, populate your letterhead content on the Bluejay Print and Post website, in the “Templates” section. Once complete, click the “PDF Proof” button at the bottom of the page. The layout of your letterhead, including all contact information, will be automatically downloaded to your computer.



Select Picture Format → Position (see below)
Position → More Layout Options



In the Advanced Layout Screen – “**Position**” tab:

Horizontal:

Absolute position enter “0” to the right of **PAGE**

Vertical:

Absolute position enter “0” below **PAGE**

Advanced Layout

Position Text Wrapping Size

Horizontal

☐ Alignment Left relative to Page

☐ Book layout Inside of Margin

☒ Absolute position 0 to the right of Page

☐ Relative position relative to Page

Vertical

☐ Alignment Top relative to Page

☒ Absolute position 0 below Page

☐ Relative position relative to Page

Options

☒ Allow overlap ☐ Move object with text

☒ Layout in a table cell

☐ Lock anchor

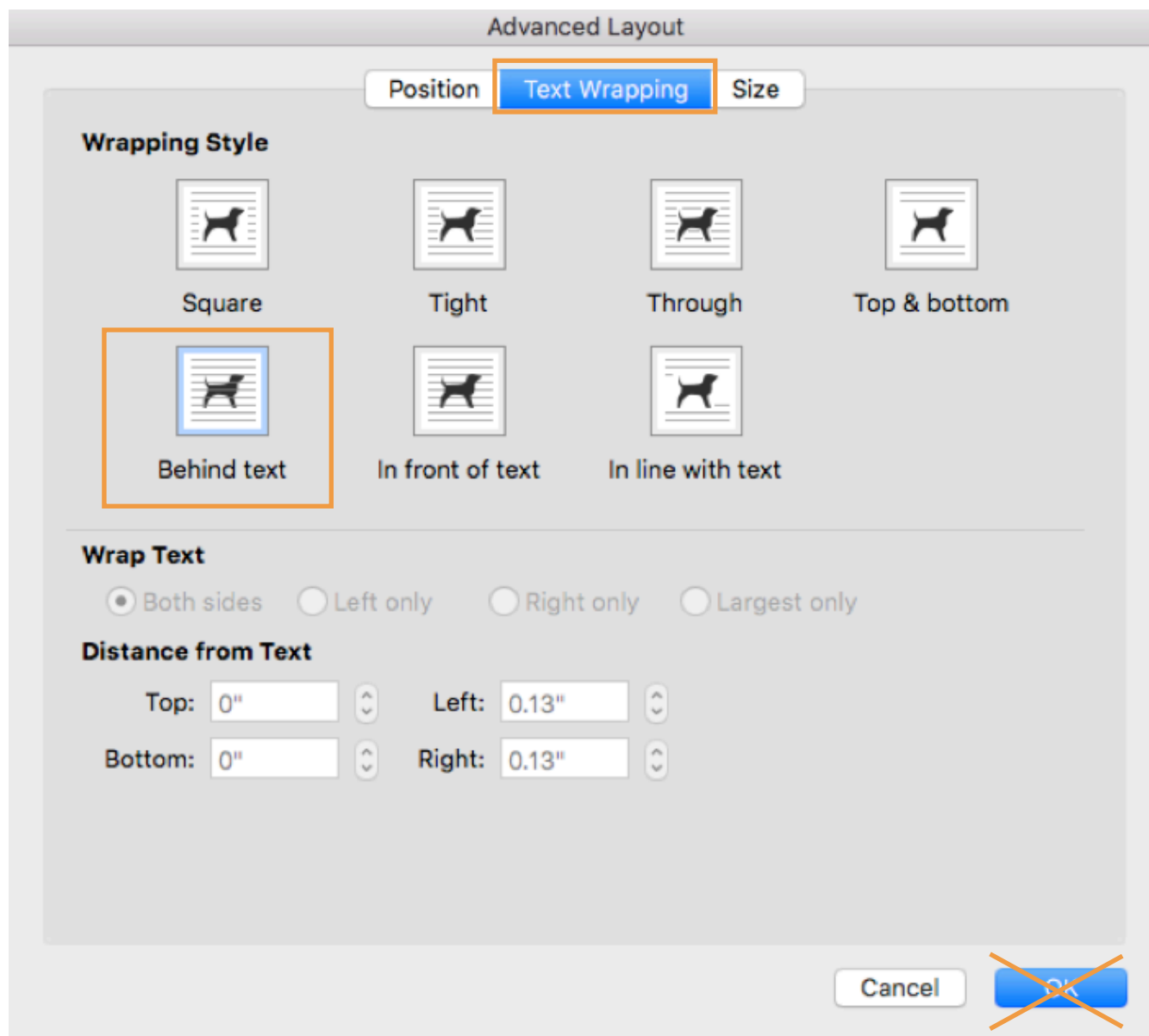
Cancel OK

Note: If the program does not allow you to edit the Position, move on to the next step – “Text Wrapping”, and return to Position after you’ve made those adjustments.

In the Advanced Layout Screen – “Text Wrapping” tab:

Wrapping Style:

Select “Behind text”



In the Advanced Layout Screen – Size tab:

Height:

“Absolute” 11”

Width:

“Absolute” 8.5”

→ Click OK

Advanced Layout

Position Text Wrapping **Size**

Height

☒ Absolute
☐ Relative relative to

Width

☒ Absolute
☐ Relative relative to

Rotate

Rotation:

Scale

Height: Width:

☒ Lock aspect ratio
☒ Relative to original picture size

Original size

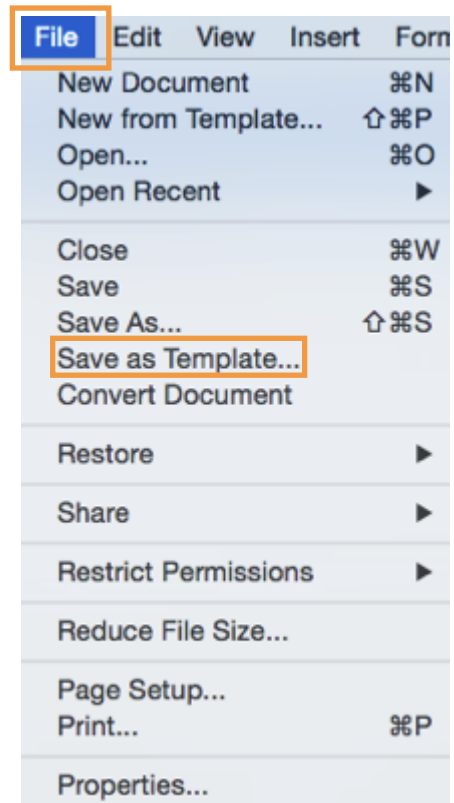
Height: Width:

Save the File:

For future use, it's recommended that you save this as a "Word Template", so it's readily available for you.

File → Save as Template

- It will automatically save this template in your computer's "templates" folder, which will allow it to be accessible directly from Microsoft Word in the future.



Using the Online Letterhead Template:

Then when starting a new document:

File → New from Template → Select your Letterhead

