

February 1, 2010

Jane Doe  
University of Houston  
4211 Elgin Rm 151  
Houston, TX 77204-1003

Dear Jane,

The new University of Houston letterhead presents some new formatting challenges. As you can see by this template, the initial margins of your letter should be established as follows:

- **Word 2007–PC platform:** Select the *Page Layout* tab on the menu bar. In the *Page Setup* section, choose *Custom Margins* from the *Margin* drop-down list and change the default margin settings as indicated below:
- **Word 2003–PC platform:** Select *Page Setup* from the *File* drop-down list on the menu bar and change the default margin settings as indicated below:
- **Word–Mac platform:** Select *Document* from the *Format* drop-down list on the menu bar and change the default margin settings as indicated below:

**Top margin:** 2 inches (you may adjust up or down depending on how far down your heading information extends on the page)

**Bottom margin:** 1 inch

**Left and right margins:** 0.5 inch

The date and addressee block will be aligned at 0.5 inch with the left hand margin of your new letterhead. Beginning with the salutation, the text of the letter should be indented an additional 2.25 inches for a total of 2.75 inches from the left-hand edge of the page. To establish the modified left margin for the body of letter, make the following adjustments:

- **Word 2007–PC platform:** Select the *Page Layout* tab on the menu bar. In the *Paragraph* section, change the *Left Indent* to 2.25 inches.
- **Word 2003–PC platform and Word–Mac platform:** Select *Paragraph* from the *Format* drop-down list on the menu bar. On the *Indents and Spacing* tab, make sure that *General Alignment* is set to *Left* and change the *Left Indentation* setting to 2.25 inches.

If the text of your letter is long enough to require a second page, the margins will need to be adjusted as follows:

- **Word 2007–PC platform:** Select the *Page Layout* tab on the menu bar. In the *Paragraph* section, change the *Left Indent* back to 0. In the *Page Setup* section, choose *Custom Margins* from the *Margin* drop-down list and change the top margin to 1 inch. Make sure that *Apply to:* is set to *This point forward*.
- **Word 2003–PC platform:** Select *Paragraph* from the *Format* drop-down list on the menu bar. On the *Indents and Spacing* tab, return the *Left Indentation* setting to 0. Select *Page Setup* from the *File* drop-down list on the menu bar and adjust the top margin to 1 inch, and make sure that *Apply to:* is set to *This point forward*.
- **Word–Mac platform:** Select *Paragraph* from the *Format* drop-down list on the menu bar. On the *Indents and Spacing* tab, return the *Left Indentation* setting to 0. Select *Document* from the *Format* drop-down list on the menu bar and change the top margin to 1 inch. Make sure that *Apply to:* is set to *This point forward*.

General information about the graphic standards for all University of Houston stationery can be found at [www.uh.edu/policies/graphicstandards/stationery/index.php](http://www.uh.edu/policies/graphicstandards/stationery/index.php). If you have additional questions about use of the new stationery, feel free to contact University Marketing or Printing and Postal Services.