

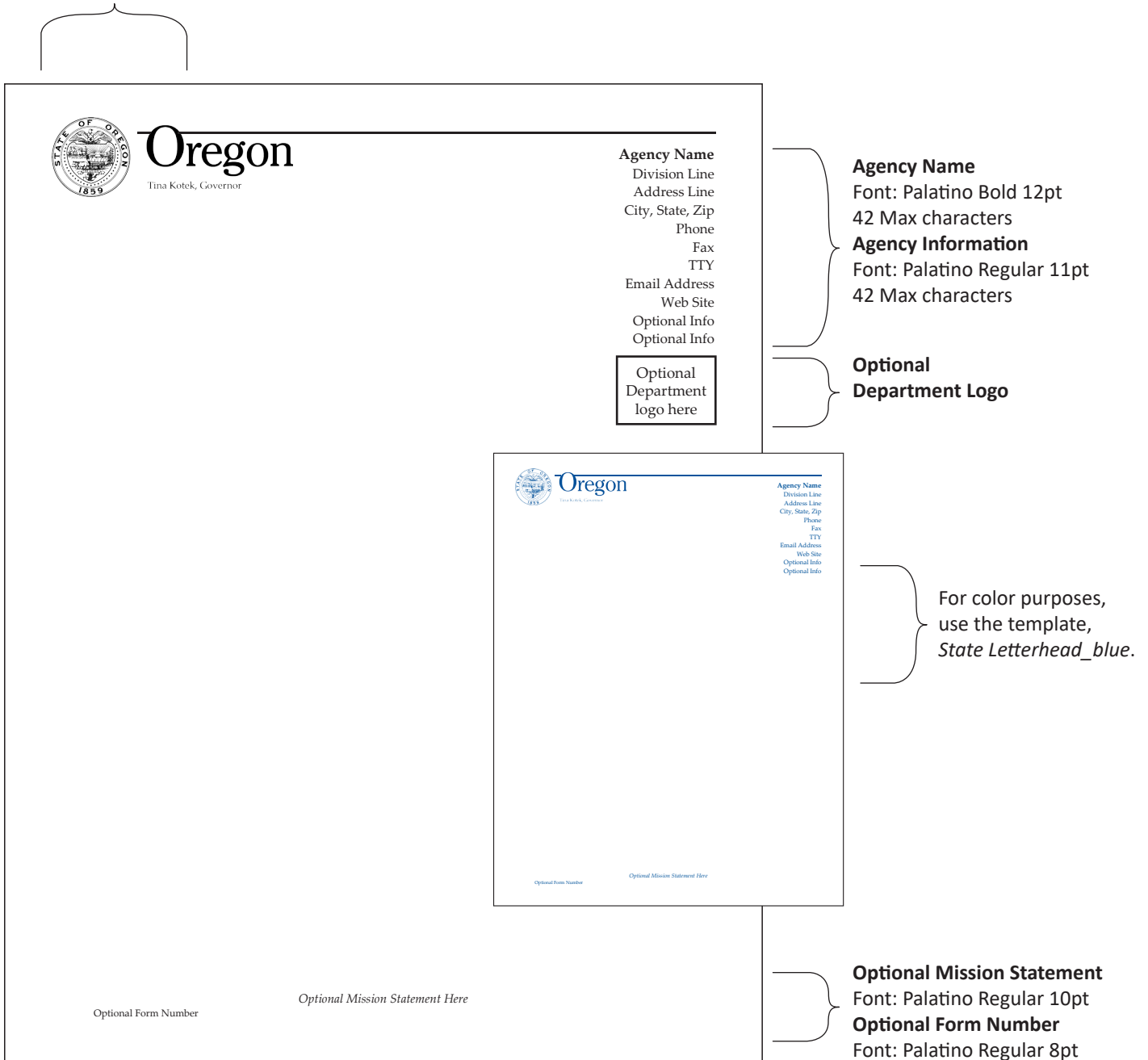
## Standard state letterhead format

Standard State Letterhead has standard layout format. Standard State of Oregon Letterhead Specifications including position of type, maximum number of characters per line, placement of state seal, etc.

Any deviations from Standard Letterhead Layout will be considered as a Non-Standard Letterhead. For agency specific "standard designs", exemptions may or may not require approval through Department of Administrative Services (DAS). However, you may change font styles for any line; (i.e. uppercase, lowercase, bold, italics, underline etc.)

For digital use, when a full font substitution must be made please choose something that closely resembles Palatino, such as Garamond or Times.

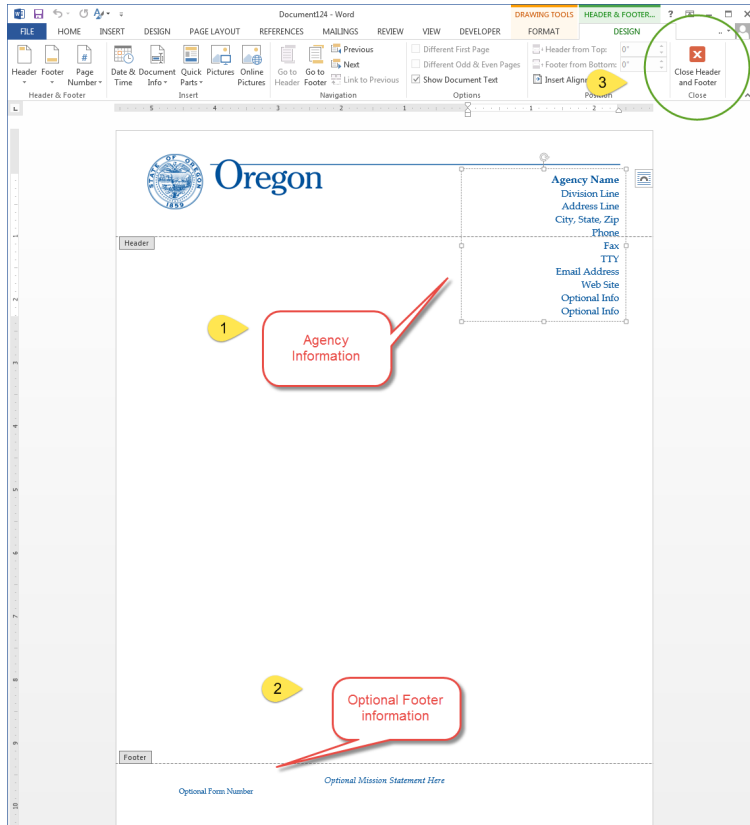
Do NOT alter the state seal, "Oregon"  
or "Tina Kotek, Governor" in any way.



## Customize your state letterhead template

Do not change the position of any items within the template. The font should be “Palatino Linotype” 12 pt bold for the agency name and 11pt regular for the information. The optional mission statement should be Palatino Linotype 10 pt italics while the form number should be 8pt regular. If you must substitute a different font, because you do not have this Palatino Linotype, please use something very similar.

1. Double click the header area to edit the agency information.
2. Edit or delete the optional footer information
3. Click “Close Header and Footer”



Choose File > Save as >

Enter your File name: **[Name your file]**

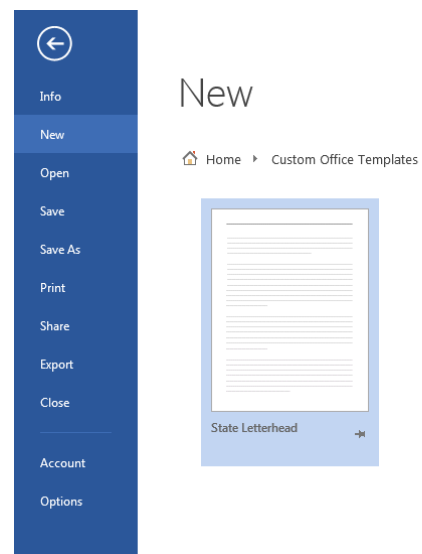
Save as type: **Word Template (\*.dotx)**

Navigate to your save location.

\*Recommended: Libraries > Documents > Custom Office Templates

Now you have saved a custom template of the State Letterhead for your use. Save new letters as a regular word file and the template will not be changed.

To be able to select this template in your library, save to the recommended location and follow the instructions...

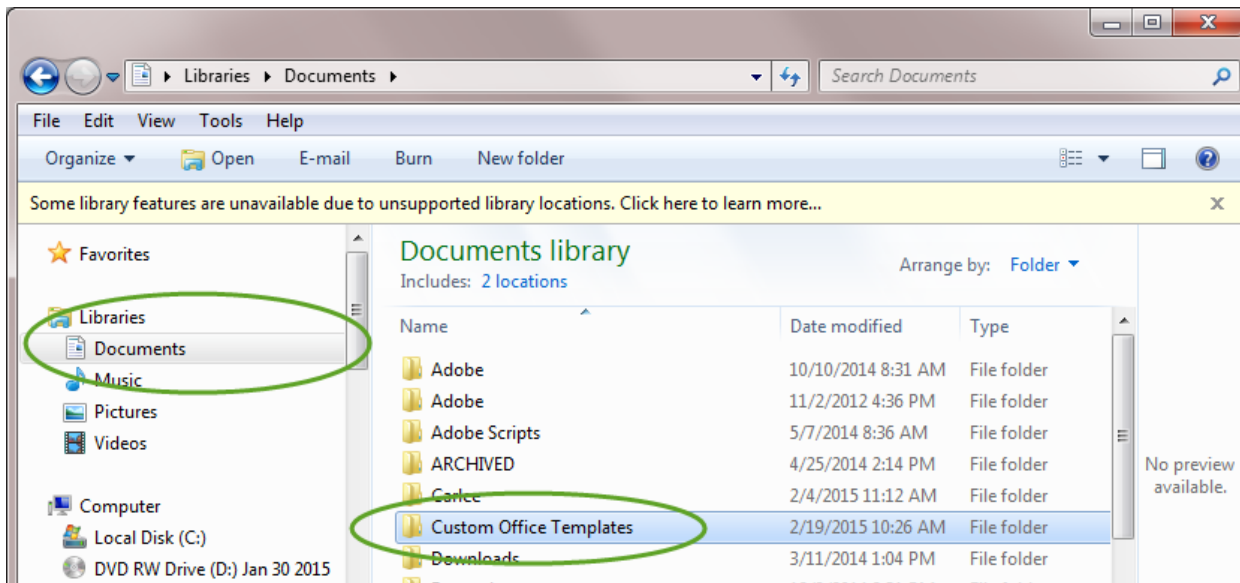


## Saving your word template to your library

To find the location of the folder “Custom Office Templates”, go to

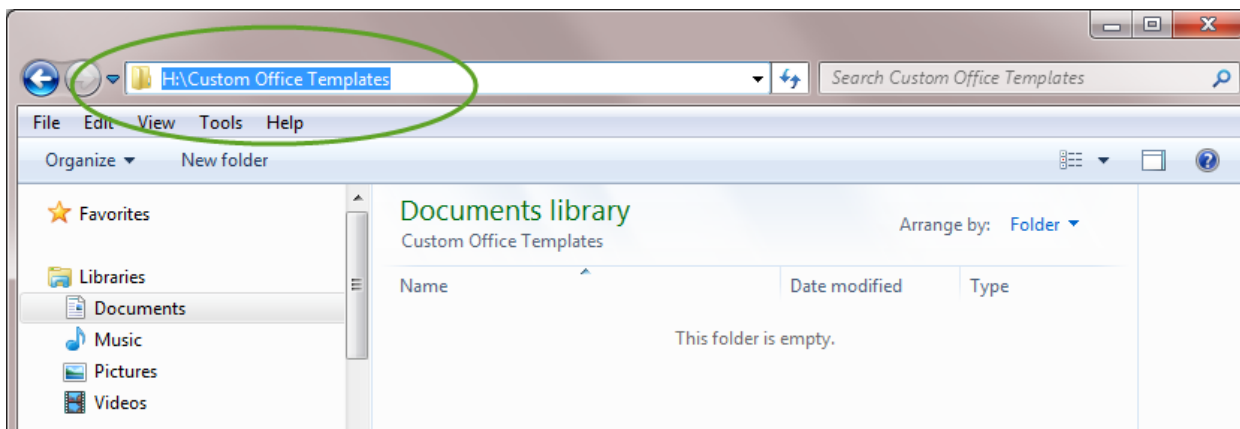
Libraries > Documents > Custom Office Templates

Open the folder



Double click in the top location bar and select/copy the location address. It will look something like:

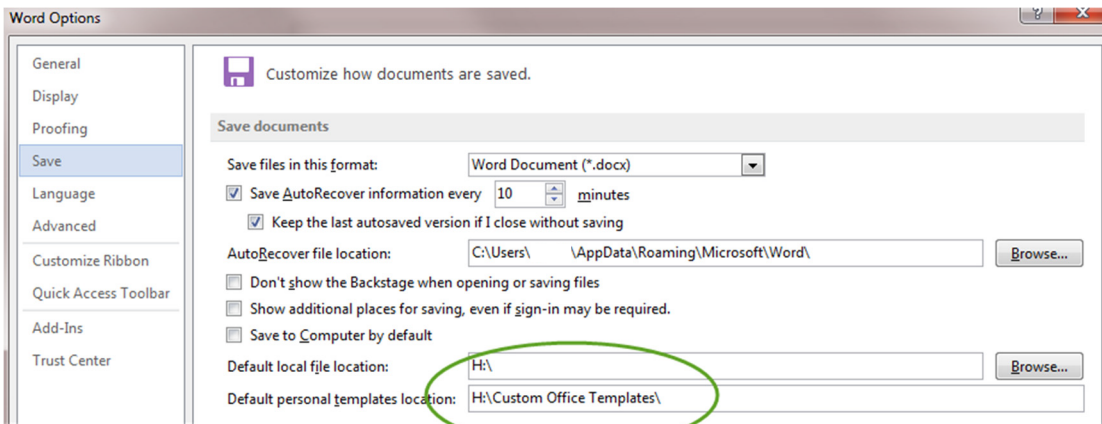
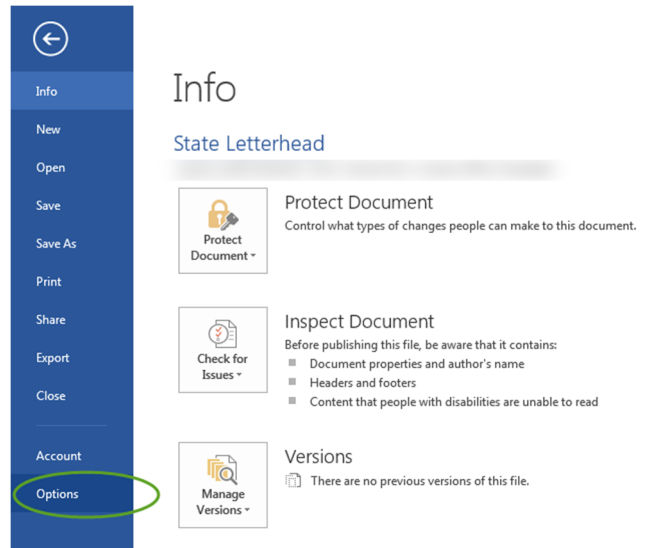
H:\Custom Office Templates



Within Word go to:

File > Options > Save

Under the section Save documents go to "Default personal templates locations:" Paste your location address here.



Now when you open a new document you can go here:

