

# Letterhead User Specs

## ELECTRONIC LETTERHEAD

For your convenience, templates are available in Microsoft Word format for printed and electronic communication. A version without the Portland State University logo and address can be used on printed letterhead stock. A version that includes the logo and address can be sent electronically.

There are a limited number of site licenses for the official fonts, therefore the Word template was created using the secondary fonts, Verdana and Garamond. If you have the official fonts (Frutiger and Adobe Garamond), alternate templates are available from University Communications upon request. No other fonts should be used.

*Please note that if you use automated window envelopes, the date must be repositioned so the address is visible in the window. A standard template and a window envelope template are available for use.*

## CUSTOMIZING THE ELECTRONIC LETTERHEAD TEMPLATE

Once you have the master template on your computer, you may customize the header with your department and address information. There are the two basic address treatments: single department and school/college with departments. Examples below:

Line 1: Leave an empty line here — [blank]  
Line 2: Department — Office of University Communication

Lines 4+: Address information — [ Post Office Box 751 503-725-5555 tel  
Portland, Oregon 97207-0751 503-725-5555 fax  
email@pdx.edu  
www.pdx.edu

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Line 1: School/College in bold — **College of Liberal Arts and Sciences**  
Line 2: Department(s) — Department of English | Center for Excellence in Writing

Lines 4+: Address information — [ Post Office Box 751 503-725-5555 tel  
Portland, Oregon 97207-0751 503-725-5555 fax  
email@pdx.edu  
www.pdx.edu

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Notes: The school or college name should be bold and on its own line. No other department or unit should be bold. If you list more than one department or unit, separate the two names by placing a vertical bar (“|”) between them with two spaces on each side of the bar. If the names are too long for the provided text box, list the departments or units on separate lines and omit the vertical bar. Do not resize or reposition text boxes in the template.

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## PRINTED LETTERHEAD TEMPLATE

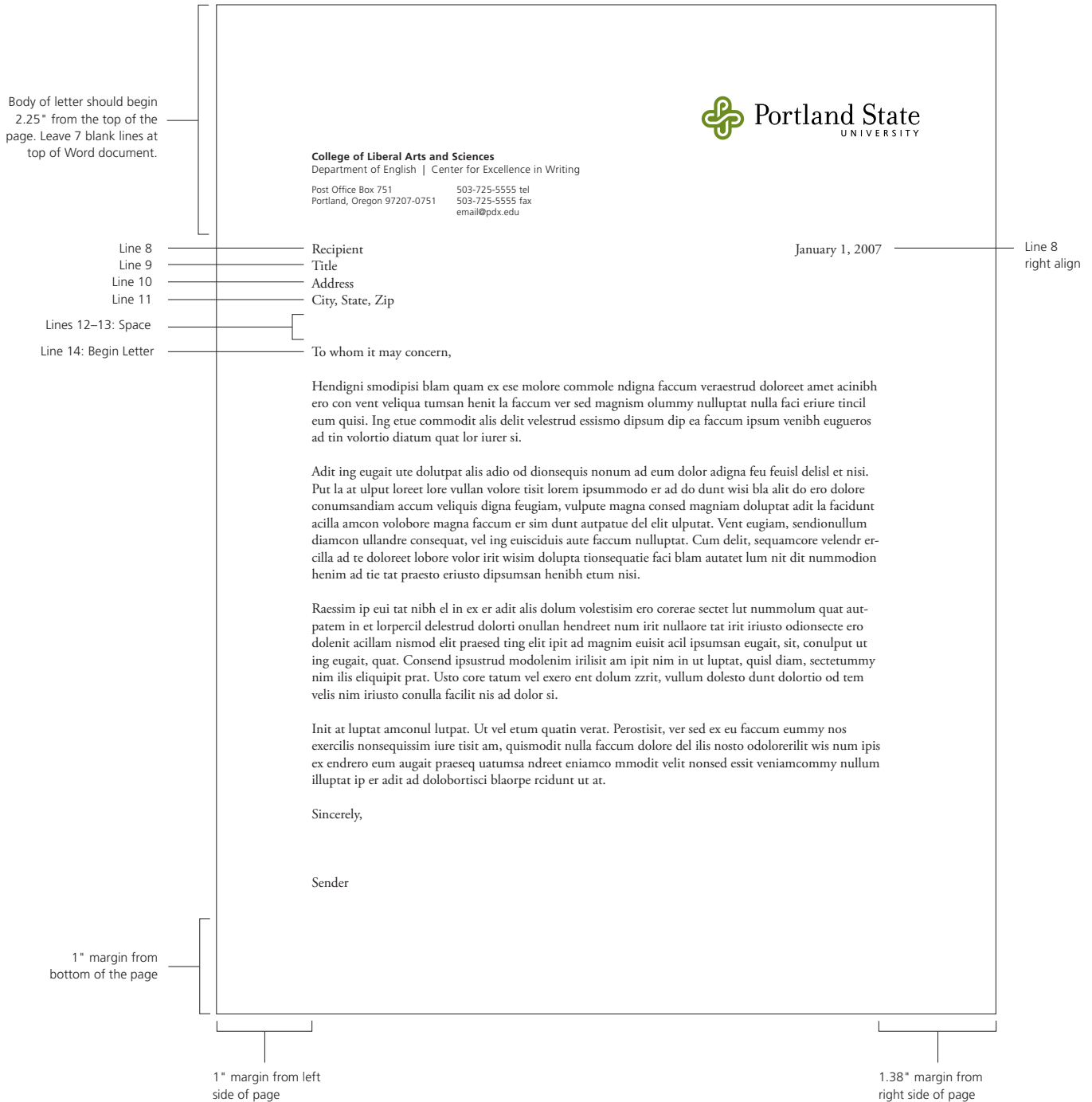
Use: psu\_plt\_standard.doc



# Letterhead User Specs

## PRINTED LETTERHEAD TEMPLATE: WINDOW ENVELOPE\*

Use: psu\_plt\_window.doc



\*The date is right justified on Line 8 so there is adequate room for displaying an address in a standard window envelope.

# Letterhead User Specs

## ELECTRONIC LETTERHEAD TEMPLATE

School/College: Verdana Bold, 7.5 pt or Frutiger Bold, 8.5 pt  
Department: Verdana, 6.5 pt or Frutiger Light, 7.5 pt  
Body of Letter: Garamond, 10 pt or Adobe Garamond, 11 pt

Use: psu\_elt\_standard.doc

Body of letter should begin 2.25" from the top of the page. Leave 7 blank lines at top of Word document.



**College of Liberal Arts and Sciences**  
Department of English | Center for Excellence in Writing  
Post Office Box 751      503-725-5555 tel  
Portland, Oregon 97207-0751      503-725-5555 fax  
email@pdx.edu

Line 8      January 1, 2007

Line 10      Recipient

Line 11      Title

Line 12      Address

Line 13      City, State, Zip

Lines 14—15: Space

Line 16: Begin Letter      To whom it may concern,

Hendigni smodipisi blam quam ex ese molore commole ndigna faccum veraestrud doloreet amet acinibh ero con vent veliqua tumsan henit la faccum ver sed magnism olummy nulluptat nulla faci eriure tincil eum quisi. Ing etue commodit alis delit velestrud essismo dipsum dip ea faccum ipsum venibh eugueros ad tin volortio diatum quat lor iurer si.

Adit ing eugait ute dolutpat alis adio od dionsequis nonum ad eum dolor adigna feu feuisl delisl et nisi. Put la at ulput loreet lore vullan volore tisit lorem ipsummodo er ad do dunt wisi bla alit do ero dolore conumsandiam accum veliquis digna feugiam, vulpute magna consed magniam dolutpat adit la facidunt acilla amcon volobore magna faccum er sim dunt autpatue del elit ulputat. Vent eugiam, sendionullum diamcon ullandre consequat, vel ing euisciduis aute faccum nulluptat. Cum delit, sequamcore velendr ecilla ad te doloreet lobore valor irit wisim dolupta tionsequatie faci blam autatet lum nit dit nummodion henim ad tie tat praesto eriusto dipsumsan henibh etum nisi.

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Init at luptat amconul lutpat. Ut vel etum quatin verat. Perostisit, ver sed ex eu faccum eummy nos exerci- lis nonsequissim iure tisit am, quismodit nulla faccum dolore del ilis nosto odolorerilit wis num ipis ex endrero eum augait praeseq uatumsa ndreet eniamco mmodit velit nonsed essit veniamcommy nullum illuptat ip er adit ad dolobortisci blaorpe reidunt ut at.

Sincerely,

Sender

1" margin from bottom of the page

1" margin from left side of page

1.38" margin from right side of page

**College or School (if applicable)**

Department Level 1 | Department Level 2

Post Office Box 751  
Portland, Oregon 97207-0751

503-725-5555 tel  
503-725-5555 fax  
email@pdx.edu

January 1, 2007 (line 8)

Recipient (line 10)

Title (line 11)

Address (line 12)

City, State. Zip (line 13)

Dear recipient (line 16),

Begin content here.



**College or School (if applicable)**

Department Level 1 | Department Level 2

Post Office Box 751  
Portland, Oregon 97207-0751

503-725-5555 tel  
503-725-5555 fax  
email@pdx.edu

Recipient (line 8)  
Title (line 9)  
Address (line 10)  
City, State. Zip (line 11)

January 1, 2007

Dear recipient (line 14),

Begin content here.