**DIRECTIONS**

1. Enter text in the left margin of the letterhead by either double clicking in the header area (where the MSU logo is located) of the template document or going to “view” and selecting “header and footer.”
2. Do **NOT** modify the size, postion, aspect ratio, etc. of the MSU logo or seal.
3. Once you make your changes in the left margin, delete these directions and save the file as a template (.dotx extension) and use as your custom template.
4. Open your custom template and type your letter or paste text in the content area. Then save that document as a Word document (.docx extension). Your template then remains intact.