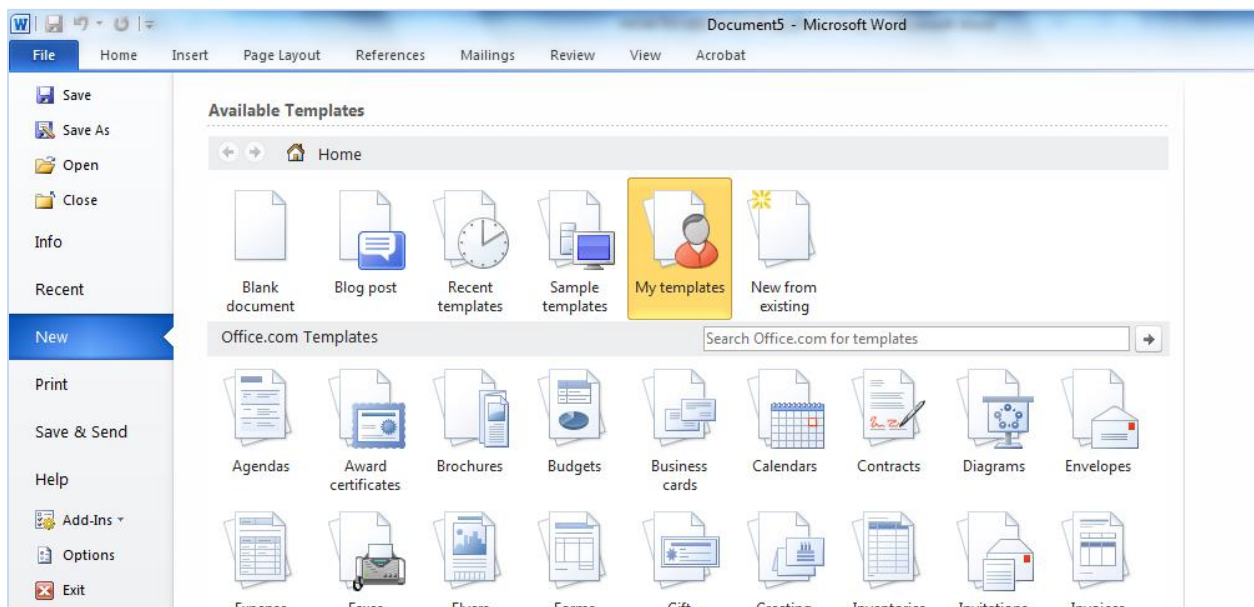


HOW TO USE THE ILRI DIGITAL LETTERHEAD

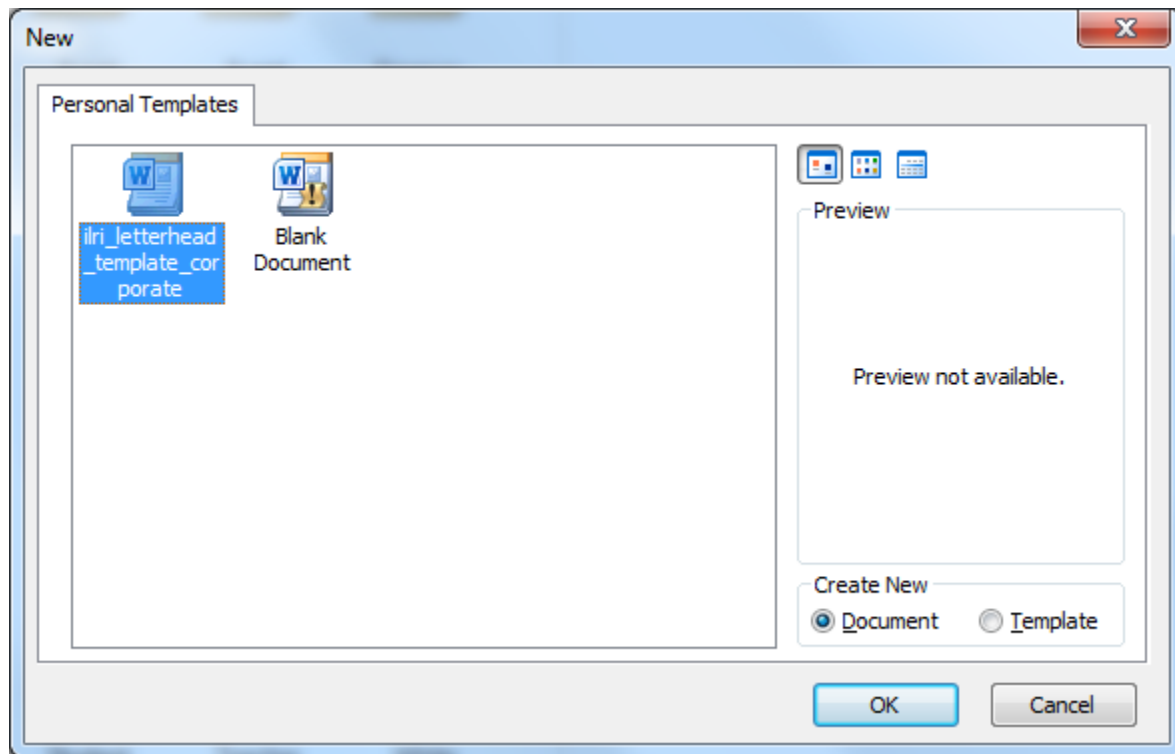
April 25, 2016

For Microsoft Office 2010

1. On Microsoft Word go to the **File Menu** and click on **New** to start a new document.
2. Under **Available Templates** tab select “**My templates**” as shown below.



3. A **New** dialog box will open
4. Under the “**Personal Templates**” tab, select “ilri_letterhead_template_corporate” as shown below
(other templates for regional offices are also there)



5. Click on **Ok**
6. A new word document based on the ILRI template will open. Click on the various sections to insert the necessary content
7. Save your file as normal.
8. This template should be used for ALL official letters, contracts and correspondence. Letters should be printed on blank paper. Regional and country offices have their own versions that include the local address at the top right of the page.
9. For any problems, contact ServiceDesk@cgiar.org



Type letter no.

Click here to enter a date.

...

[Type the recipient address]

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

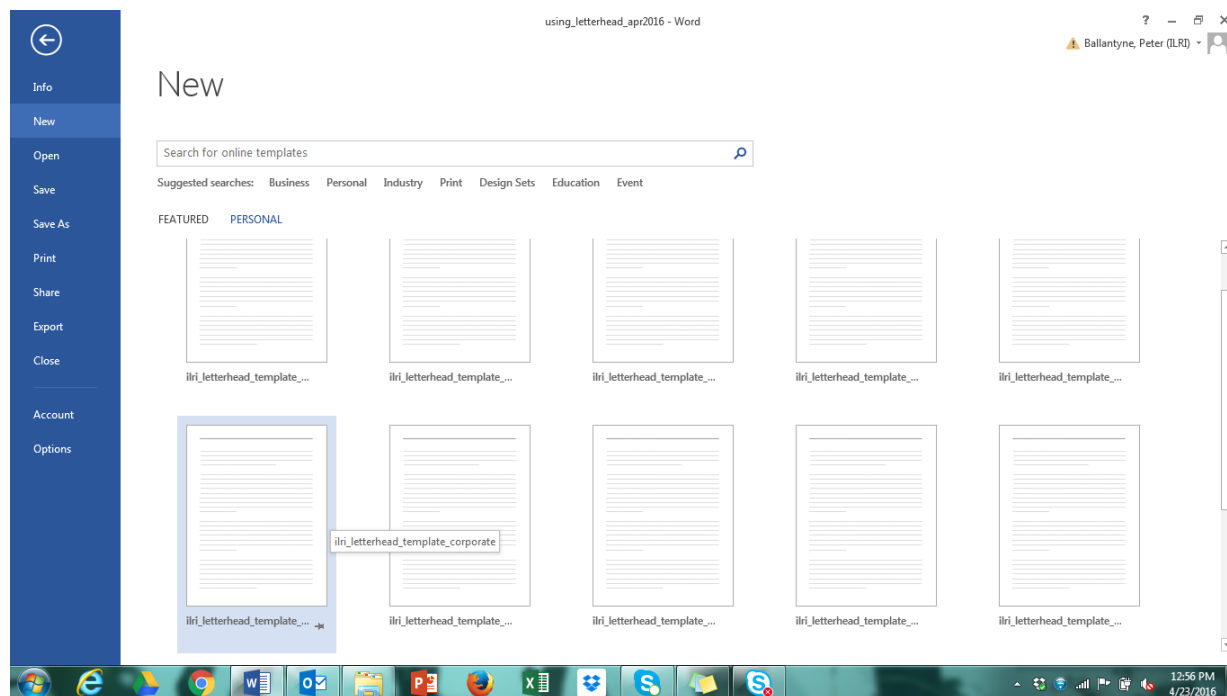
To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

[Type the closing]

Hilary Wanyiri

For Microsoft Office 2013

1. On Microsoft Word, go to the **File Menu** and click on **New** to start a new document.
2. Under the “**PERSONAL**” tab, select “ILRI_Letterhead_Template” as shown below



3. A new word document based on the ILRI template (as seen below) will open. Click on the various sections to insert the necessary content
4. Save your file as normal.
5. This template should be used for ALL official letters, contracts and correspondence. Letters should be printed on blank paper. Regional and country offices have their own versions that include the local address at the top right of the page.
6. For any problems, contact ServiceDesk@cgiar.org

Document3 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW Wanyiri, Hilary (ILRI-ICR...

Paste

Clipboard

Font

Paragraph

Styles

Editing

ILRI
INTERNATIONAL
LIVESTOCK RESEARCH
INSTITUTE

CGIAR

Type letter no.

Click here to enter a date.

...

[Type the recipient address]

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[Type the closing]

Hilary Wanyiri

Patron: Professor Peter C Doherty AC, FAA, FRS
Animal scientist, Nobel Prize Laureate for Physiology or Medicine-1996

PAGE 1 OF 1 185 OF 203 WORDS 90%