# Memorandum

**To:**      [Click here and type name]

**CC:**      [Click here and type name]

**From:**    [Click here and type name]

**Date:**    1/3/2023

**Re:**      [Click here and type subject]

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## How to Use This Memo Template

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar.

To delete the background elements—such as the circle, rectangles, or return address frames, click on the boundary border to highlight the "handles," and press Delete. To replace the picture in this template with a different one, first click on the picture. Then, on the Insert menu, point to Picture, and click From File. Locate the folder that contains the picture you want to insert, then double-click the picture.

To save changes to this template for future use, on the File menu, click **Save As**. In the **Save As Type** box, choose **Document Template** (the filename extensions should change from *.doc* to *.dot*) and save the template. Next time you want to use the updated template, on the **File** menu, click **New**. In the **New Document** task pane, under **Templates**, click **On my computer**. In the **Templates** dialog, your updated template will appear on the General tab.

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