

# Creating a Letterhead

The Letterhead project can add style and a professional flair to all your business letters and personal documents.

*All PrintMaster Gold projects are arranged in an on screen album for easy access. Click the project tab located on the right side of the album to select a project category.*

## Beginning a Letterhead

The following instructions describe how to create a new Letterhead project, open an existing Letterhead project (or template), save a Letterhead project, and print a Letterhead project.

1. Click on the **Letterhead** tab located on the PrintMaster Gold project album to:
  - a. Start a *new* Letterhead project.
  - b. Open an *existing* Letterhead project (or template).

PrintMaster Gold provides many different categories of Letterheads from which you may choose from. To browse a category, simply click on its tab located on the project album.

### To create a new Letterhead:

1. Click the **Make Your Own Letterhead** button to start a new Letterhead project.
2. When creating a new Letterhead, you will be prompted to select a page layout for your new project. Use your mouse to select the **Letterhead Size**.
  - The Size option **Tall** (or Portrait) prints text across the short width of the paper.
  - The Size option **Wide** (or Landscape) prints text across the long width of the paper.

### To open an existing Letterhead:

1. Choose the category to open by clicking on its tab. To open your own saved Letterhead projects, click the tab labeled: **Your Own**.
2. Highlight a Letterhead project by clicking on its preview. To see other Letterhead projects within the same category click the **Next** button on the bottom right section of the album.

A larger sample can be viewed by selecting the **Big Previews** item located just below the project album. To return to the standard preview mode click the Big Previews item again.

3. Click the **Open** button or press **[ENTER]** to open the selected Letterhead project.

### Opening projects from another disk

1. To open a project from a floppy disk, pull down the **File** menu and select the **Open From Disk...** item.
2. Select a Letterhead by clicking on its name in the File Name list—a preview of the highlighted Letterhead will appear to the right.
3. Click the **Open** button or press **[ENTER]** to open the selected Letterhead project.

## Letterhead Design Choices

The Design Choices menu provides a list of key design elements and commands you can work with to create, print, and save your own customized Letterhead projects. Additional commands and editing features may be accessed from the toolbar or menus at the top of the PrintMaster Gold screen.

Choose a design option by clicking on the corresponding sidebar button.

**Select Background** - Click this button to begin working on your Letterhead's **Background**.

**Select Text** - Click this button to begin working on **Text** for your Letterhead.

**Select Pictures** - Click this button to begin working on **Pictures** for your Letterhead.

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures.

## Save Letterhead

This command will enable you to save your Letterhead project with a unique name and description that you provide.

1. Click the **Save Letterhead** button located on the sidebar menu.

To save an existing Letterhead project under a new name and description, select **Save As...** from the **File** menu. PrintMaster Gold will then prompt you to type in a new file name and description.

2. If you are saving a new Letterhead project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.
3. Your Letterhead project will be saved under the category as displayed. To select a different category click on the **Category** box and click the desired category from the drop-down menu.
4. You may also attach a short description to your Letterhead project by typing it into the **Description** box.
5. To change the default drive and/or directory that your project will be saved to click **Change...** and select the new destination.
6. Click **OK** or press **[ENTER]** to save your Letterhead project.

## Save Picture Files in Project

This function embeds a copy of the picture files used in your Letterhead within the document itself so that the original picture file is not required the next time you open your Letterhead.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD. When selected PrintMaster Gold will not require you to insert the floppy disk or CD containing the picture(s) used each time you open your project.

## Print Letterhead

This option brings up the Print dialog enabling you to print your Letterhead project. From this dialog you can also choose the number of printed copies, the print quality, and other features. See the chapter entitled: *Printing a Project* for more details.

1. Click the **Print Letterhead** button to display the Print dialog box.
2. Click **Print** to begin printing your project.

## Done with Letterhead

This option closes the Letterhead project screen and returns you to the main PrintMaster Gold screen. From the main screen you can select other project types (*i.e., Banner, Calendar, etc.*) or exit the program.

1. Click the **Done with Letterhead** button to exit and return to the main menu. If you have not already saved your Letterhead, you will be prompted to do so at this point.