



# SCOTTISH RITE

Northern Masonic Jurisdiction



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# Letterhead Customization

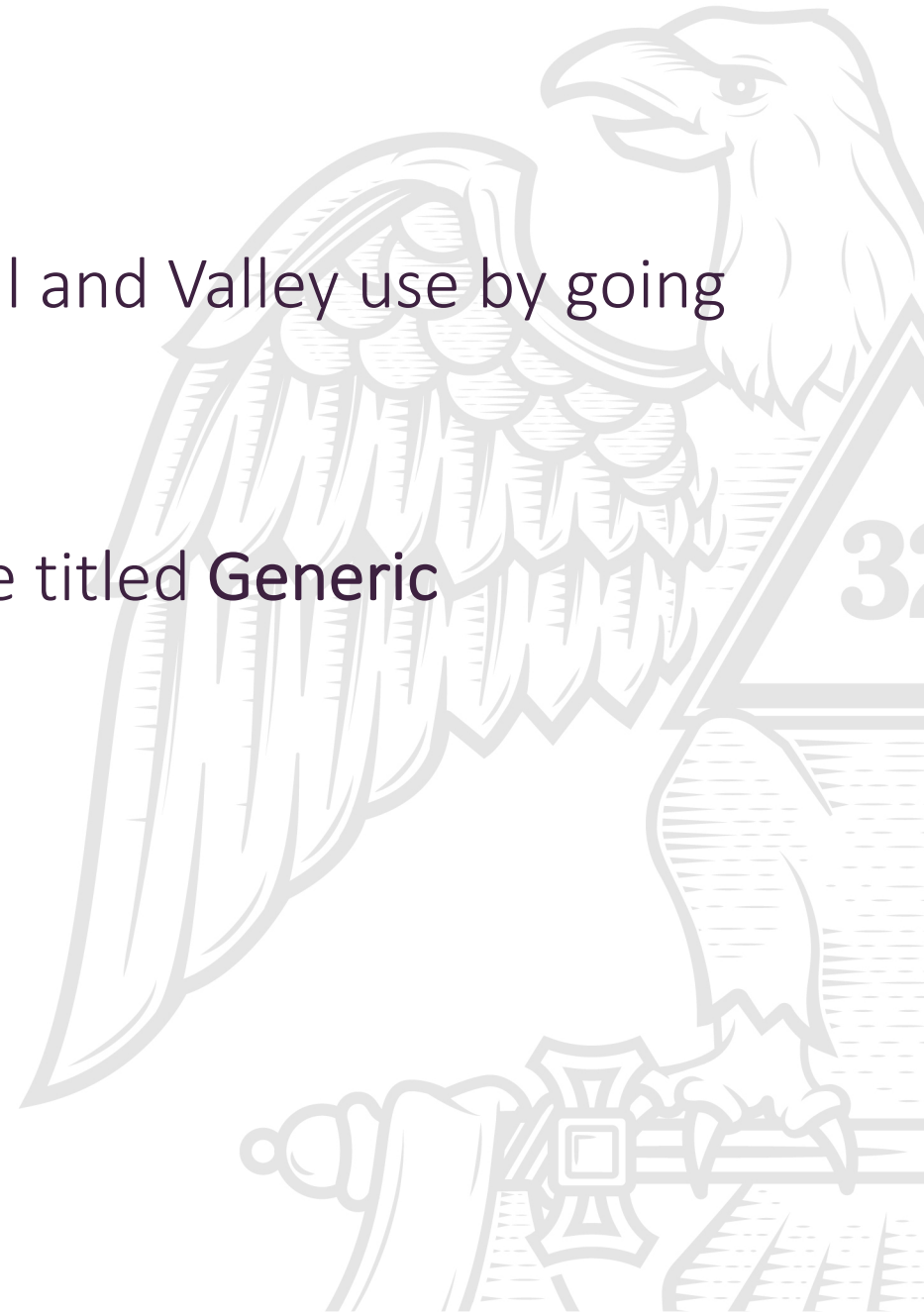
How to customize your own Scottish Rite, NMJ letterhead

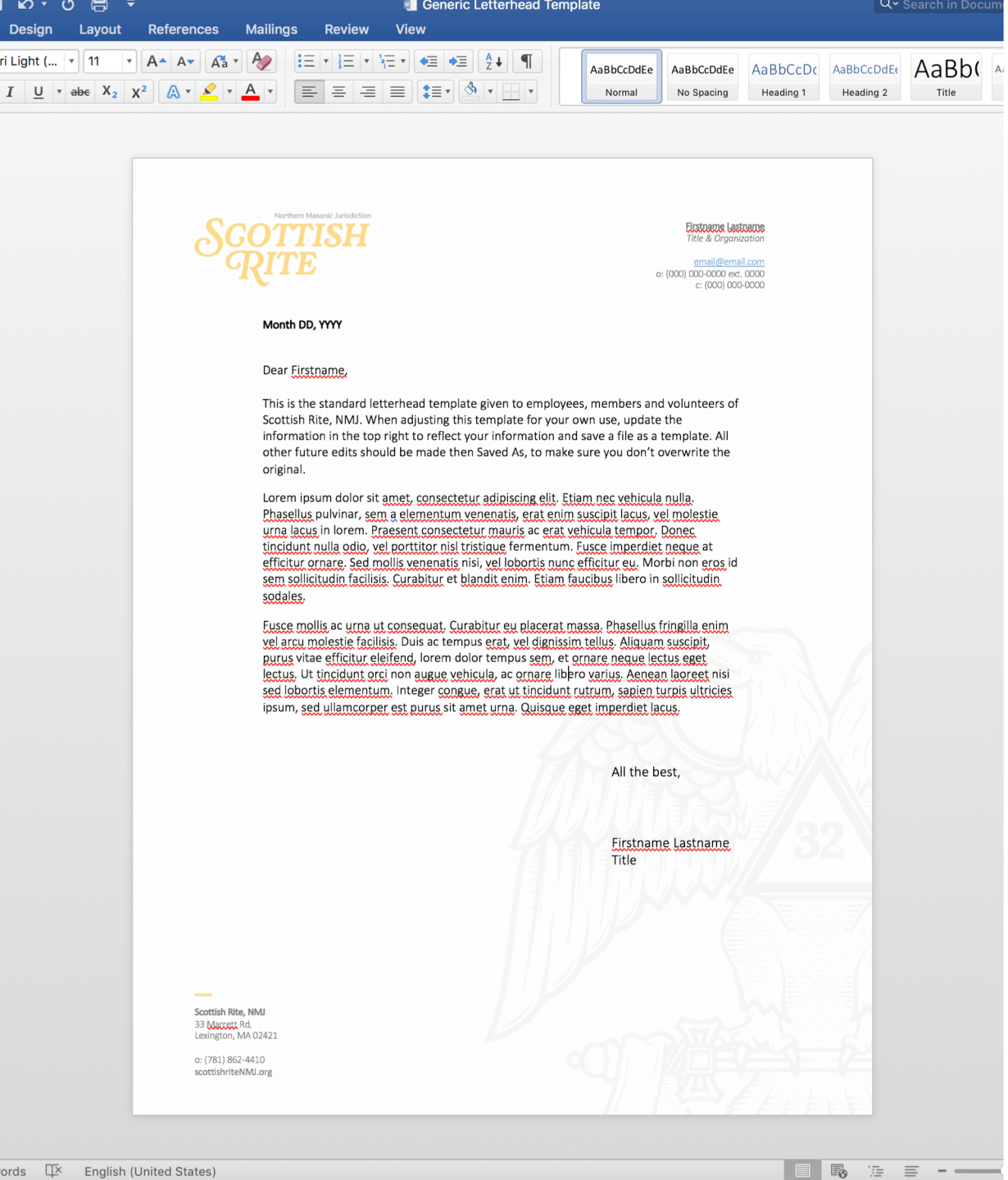
9/2018

# Letterhead Customization

Develop your own letterhead for your personal and Valley use by going through the following steps.

Start your customization by opening up the file titled **Generic Letterhead Template.dotx** in Microsoft Word.

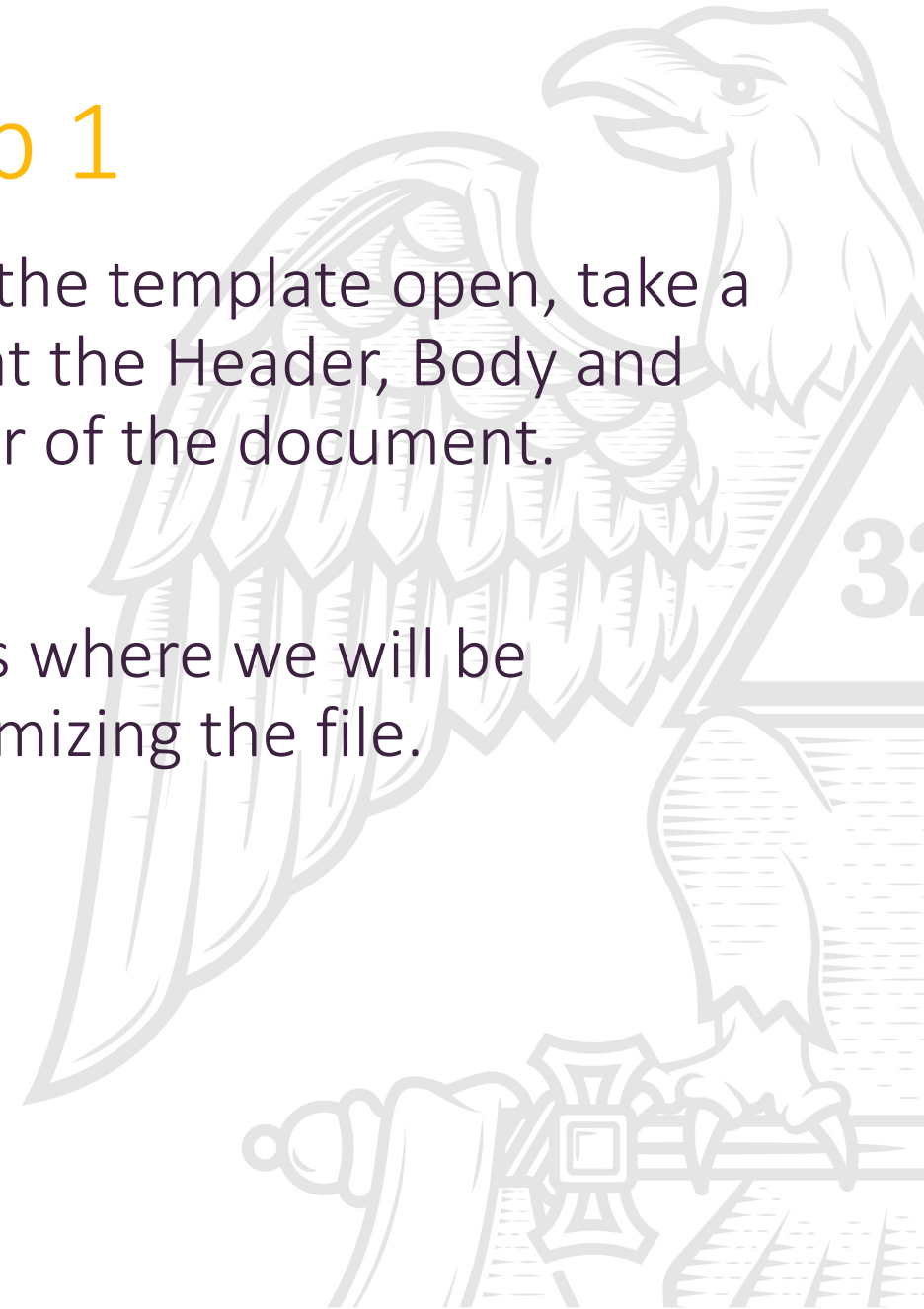




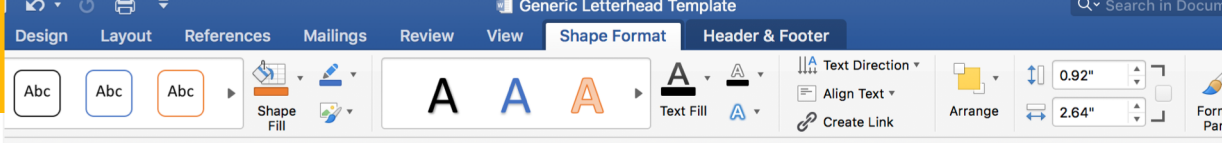
# Step 1

With the template open, take a look at the Header, Body and Footer of the document.

This is where we will be customizing the file.







Header

Northern Masonic Jurisdiction

**SCOTTISH RITE**

Month DD, YYYY

Dear Firstname,

This is the standard letterhead template given to employees, members and volunteers of Scottish Rite, NMJ. When adjusting this template for your own use, update the information in the top right to reflect your information and save a file as a template. All other future edits should be made then Saved As, to make sure you don't overwrite the original.

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All the best,

Firstname Lastname  
Title

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Footer

Scottish Rite, NMJ  
33 Marrett Rd  
Lexington, MA 02421

or: (781) 862-4410  
scottishriteNMJ.org

## Step 2 - Header

In the document, double click on the **top right** text box that is shown in the image on the left.

This is where you will input your contact information.

Change Your Information Here  
*Title & Organization*

[email@email.com](mailto:email@email.com)  
 o: (000) 000-0000 ext. 0000  
 c: (000) 000-0000

letterhead template given to employees, members and volunteers of  
 When adjusting this template for your own use, update the  
 top right to reflect your information and save a file as a template. All  
 could be made then Saved As, to make sure you don't overwrite the

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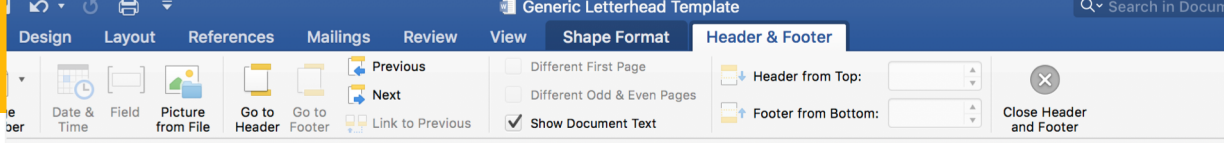
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## Step 3 - Header

When changing your information, feel free to adjust the content to however you need it.

If you would like to add or remove lines of text to fit your purpose, feel free to.





Northern Masonic Jurisdiction

**Header** **SCOTTISH RITE**

Change Your Information Here  
Title & Organization  
email@email.com  
o: (000) 000-0000 ext. 0000  
c: (000) 000-0000

Month DD, YYYY

Dear Firstname,

This is the standard letterhead template given to employees, members and volunteers of Scottish Rite, NMJ. When adjusting this template for your own use, update the information in the top right to reflect your information and save a file as a template. All other future edits should be made then Saved As, to make sure you don't overwrite the original.

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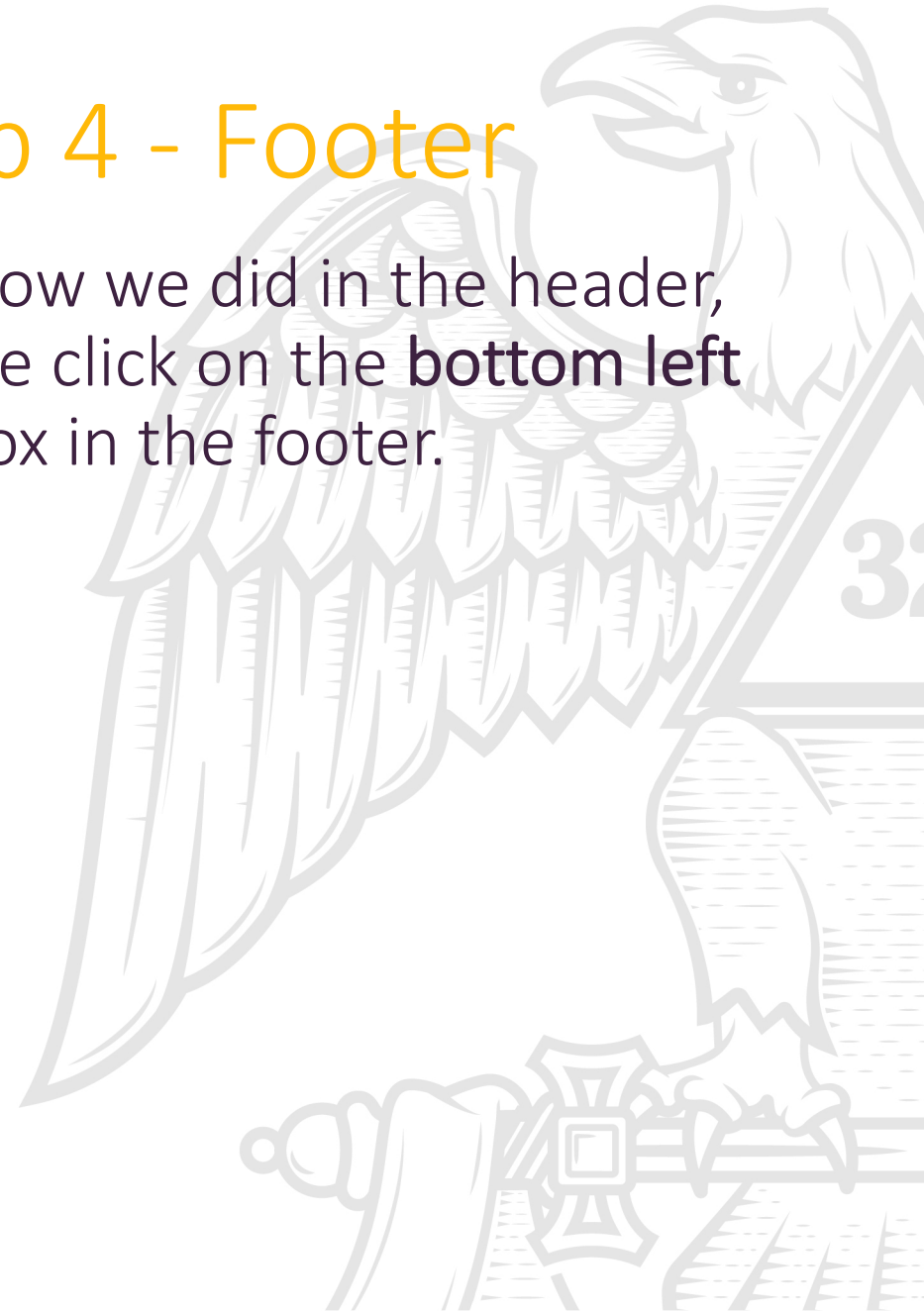
All the best,

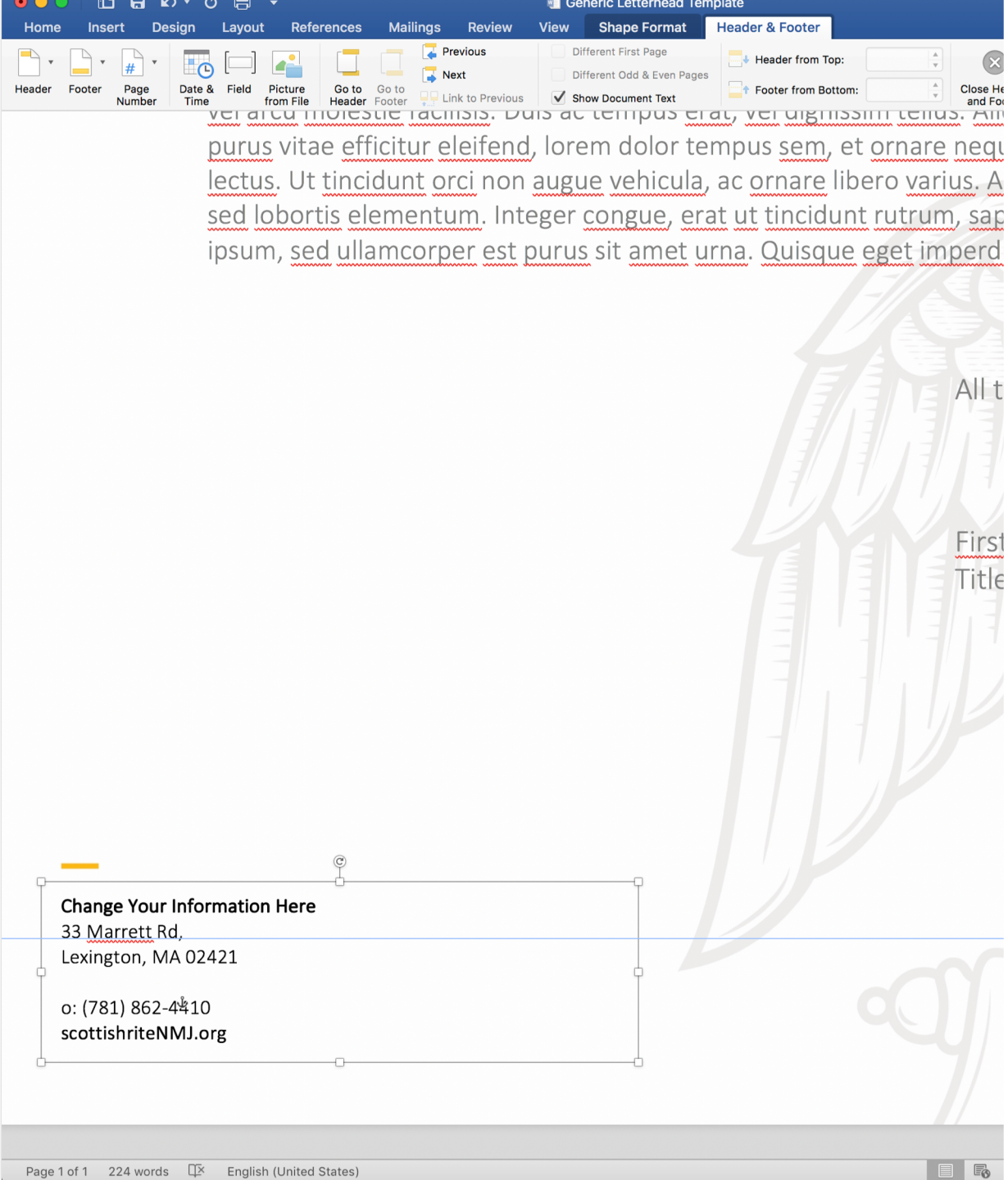
Firstname Lastname  
Title

**Footer** **SCOTTISH RITE**  
Northern Masonic Jurisdiction  
Scottish Rite, NMJ  
33 Marrett Rd.  
Lexington, MA 02421  
o: (781) 866-4410  
scottishriteNMJ.org

## Step 4 - Footer

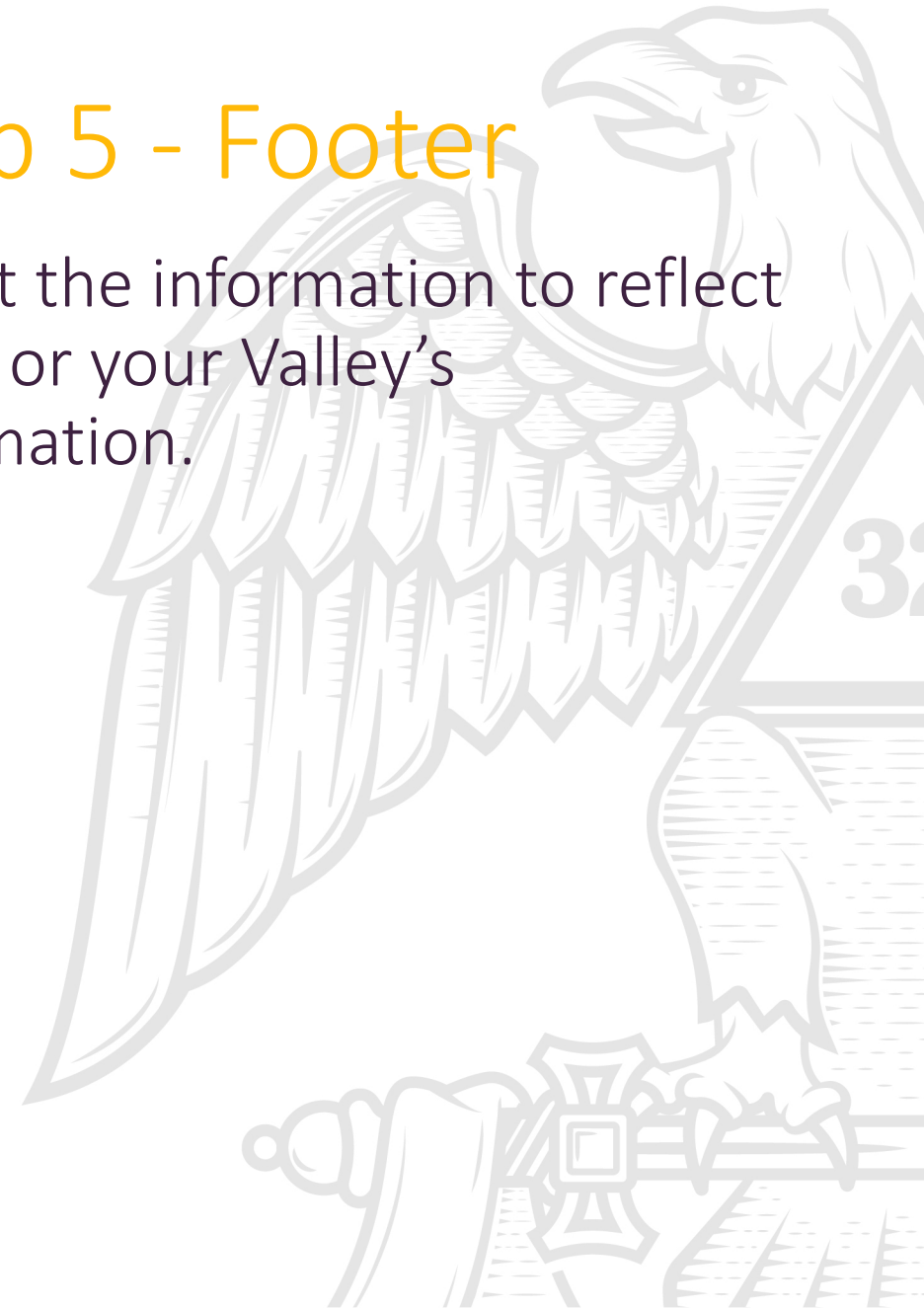
Like how we did in the header, double click on the **bottom left** textbox in the footer.





## Step 5 - Footer

Adjust the information to reflect yours or your Valley's information.





## Step 6 - Saving

After you have customized your template, go to File > Save-As to save it as **ScottishRite\_Letterhead\_YOURNAMEHERE.dotx**

Whenever you're about write a letter, open your custom template file and save the new file so you don't overwrite the original.







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Thank You!