PPSC Letterhead Instructions

**PLEASE NOTE:** Both Letterhead templates work best when using the Desktop Word Application instead of the online Microsoft 365 web platform.

**Step 1:**

Decide which Letterhead template to use.

* The PikesPeakState\_Letterhead will use the standard college logo.
* The DeptDivision\_Letterhead will utilize your particular Department or Division logo instead of the standard college logo.

**Step 2:**

Once you have decided which template is appropriate, download the zip file to your computer. Each ZIP file includes the Pikes Peak State College fonts from Google. If you haven't already downloaded and installed them, do so before using the templates. We want to keep our materials as consistent as possible, and using the correct fonts will help with that.

* For the Letterhead you will need to download Source Sans Pro onto your computer by double clicking each .ttf file (Mac) or selecting the file and choose the prompt install (PC). ***If you need assistance with installing fonts on your computer, contact ITSS.***

**Step 3:** PPSC Standard Letterhead

If you decide that you want to use the standard Pikes Peak State College Letterhead you will need to adjust the header to include the correct contact information in the sidebar. The logo is already placed and ready to go for you.

* In the Letterhead template file double click the logo at the top of the document to bring up the Header & Footer options in Word.
  + You can also navigate to the “Header & Footer” tab by going to the “Insert” tab and clicking the “Edit Header” prompt under “Header.”
  + If you need further assistance with editing your existing headers and footers visit: <https://support.microsoft.com/en-us/office/edit-your-existing-headers-and-footers-490423a3-3e5b-4080-aff0-c429ab5d6708>
* Once inside the header section you will find a text box including placeholder text for the sidebar contact information.
  + Highlight each line and put in the correct information you need.
* Close your “Header & Footer” tab and fill out the rest of the letter as normal.

**Step 3:** PPSC DeptDivision Letterhead

If you decide that you want to use the DeptDivision Letterhead you will need to adjust the header to include the correct sidebar information ***and*** logo.

* The first thing you will need to do is get your Department or Division logo from the website at: <https://www.pikespeak.edu/administration-operations/marketing/brand/Department%20Logos.php>
* Download your appropriate Logo package. ***You will use the JPEG version with the DeptDivision Letterhead template.***
  + If you have questions on which file type you should use, please reference the File Format Guide at: <https://www.pikespeak.edu/administration-operations/marketing/LogoFileFormatGuide.pdf>
* Unzip the download file (if needed) and save these logos on your computer.
* In the DeptDivision Letterhead template file double click the logo at the top of the document to bring up the Header & Footer options in Word.
  + You can also navigate to the “Header & Footer” tab by going to the “Insert” tab and clicking the “Edit Header” prompt under “Header.”
  + If you need further assistance with editing your existing headers and footers visit: <https://support.microsoft.com/en-us/office/edit-your-existing-headers-and-footers-490423a3-3e5b-4080-aff0-c429ab5d6708>
* Once inside the header section you will find a placeholder logo for “Office of the President”. Select the logo and under the Picture Format tab select “Change Picture”.
  + If you don’t see the “Change Picture” option, try expanding your window larger as it might be collapsed down in the header ribbon.
* Select the “From File” option and navigate to your logo and click “Insert”.
  + Be sure not to adjust the sizing of your logo as it is already set with the appropriate sizing and you do not want to stretch or skew it in any way.
  + If you need further assistance with replacing your logo image file visit: <https://support.microsoft.com/en-us/office/replace-or-delete-a-picture-in-microsoft-office-f50c4431-a785-49d1-9ee5-a732947cbf1a#:~:text=Click%20the%20picture%20you%20want%20to%20replace.,and%20then%20double%2Dclick%20it>.
* Inside the header section you will also find a text box including placeholder text for the contact information.
  + Highlight each line and put in the correct information you need.
* Close your “Header & Footer” tab and fill out the rest of the letter as normal

If you have any issues or questions please reach out to the Marketing and Communications team at: [Marketing@PikesPeak.edu](mailto:Marketing@PikesPeak.edu)