Tepper E-Letterhead Summary

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General Information

E-letterhead templates allow for individual and departmental customization within an established framework to present the Tepper branding consistently between digital and print format. Two versions are available:

1. **Tpr-E-letterhead-Final** is a digital replica of the official Tepper Letterhead with a wide left margin
2. **Tpr-E-letterhead-ALT** is an alternative version when more page space is required

Tepper-E-letterhead documents are locked to protect the Tepper branding assets: Tepper Logo, Block T and nameplate fonts. E-letterhead can only be unlocked by a TAS associate if changes to the template are required.

The protected documents have the following limitations:

– Cannot perform mail merges
– Cannot change margins, page orientation, or insert page numbers
– Cannot insert comments, biographies or use tracking

E-letterhead cannot be unlocked to perform the above functions since it would affect the placement of branding assets as in the past. Please contact TAS or Rosemarie Lang to inquire about mail merge services with your E-Letterhead document.

E-Letterhead Details

The preferable font for Tepper digital e-letterhead is Verdana 8pt, though you have the ability to format the font type and size as desired.

Tpr-E-letterhead-Final specs:

– 2.25" Left and .75 Right Margins on page 1 only
– .75" Left and Right Margins on page 2 and consecutive pages
– Nameplate appears in the Left Margin below the Logo and Carnegie Mellon University address
– A small gray block-T appears in the bottom left margin and does not repeat on consecutive pages

Format Margins to print on hard copy letterhead:

The Word Document needs to be set up using 2 sections to accommodate the difference margin settings.

– Set page 1 left margin to 2.25
– Insert a section break for page 2 (Layout > Breaks > Next Page) set the left margin to .75 and select either "this section" or "from this point forward" at the bottom of the panel.

Tpr-E-letterhead-ALT specs:

– .75 Left and .75 Right Margins on page 1 only
– .75" Left and Right Margins on page 2 and consecutive pages
– Nameplate appears to the right below Carnegie Mellon University address
– A large gray block-T appears in the center of the document and does not repeat on consecutive pages