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| **To:** |  |
| From: |  |
| CC: |  |
| Date: |  |
| RE: |  |

HOW TO USE THIS 5.5”x8.5”   
MEMO TEMPLATE

Select text you would like to replace, and type your memo. Use styles such as H1 Memo Header or H2 Memo Header and Memo Body Copy in the Style control on the Formatting toolbar.

1. To replace the logo with the University logo of your choice, first double click on the picture to edit the header region of the document.
2. Next, click on the logo image and then right click to access the image menu.
3. Then, click on change picture. Locate the folder that contains the version of the logo you wish to insert, then double-click the picture.

Please note that the header and footer design is part of a background watermark element and is not meant to be altered.

**To save changes to this template for future use:**

1. Choose Save As from the File menu.
2. In the Save As Type box, choose Document Template.
3. Next time you want to use it, choose New from the File menu, and then double-click your template.

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Please use the copy function to replicate your memo on this side.

Delete the content on this page to print only one half-sheet memo, which will appear on the left side of an 8.5”x11” sheet of paper.