ÿ Letterhead Pro forWord for Windows   - INSTRUCTIONS -

Order Form on Page 8

➤ **Note:** *When you are finished using Letterhead Pro, all templates and Letterhead Pro files may be removed from your Winword directory with the installed CLEANUP.EXE program. Use the RUN selection on the windows Program Manager menu (or equivalent), and select CLEANUP.EXE in the Winword directory. If you prefer, you may also activate CLEANUP.EXE from the DOS command line in that directory. All traces of Letterhead Pro files will be removed.*

Directions: Letterhead Pro may be used to design and order professionally created custom letterheads for Word. There are **10** sample letterheads and **6** logos installed. The letterhead may be placed into any new Word document by selecting **FILE** on the Menu, and then choosing **NEW**. You will be asked to select a *template*. Scroll up to the templates that begin with an **underscore** ("_"), and make a selection. The letterhead will appear on a new document. Repeat this procedure until you find a letterhead that appeals to you. Print the letterhead, alter it, and write in your own information. When satisfied with the changes, you may send it to **CPI Software** with a check or money order for **$29.95**. You will then receive your own customized template letterhead that may be selected anytime you open a new document.

❍ The following is a list of templates installed by Letterhead Pro:

1. _CLIPART	7. _MODERN
2. _COMPUTE	8. _REALTY
3. _LEFT	9. _REGULAR
4. _LEGAL	10. _SIDE
5. _LOGO	11. _TWOLINE
6. _MEDICAL	

➤ **Note:** *Each template begins with an underline or underscore. This is to distinguish these letterhead templates from any other templates that you may have in the the Winword directory, and it keeps all the Letterhead Pro templates together for easy selection.*

❍ When opening a **New** document, you are asked to select a *template*. The Letterhead Pro templates are named to give you an idea of the *type* of letterhead that the template contains. Each letterhead is a **graphical PCX image** and will automatically come up on a new document when the template is selected.

❍ Each template will display a graphical letterhead. Using a graphical image for a letterhead or logo allows you to use a very professional appearing design that could not be obtained using the regular text and drawing capabilities of Word.

❍ The **_Logo** template will display **6** logos that may be printed and customized to your design. You may obtain your own custom designed letterhead or logo for **$29.95** plus shipping. The logo, however, does not come setup within a template. You may use Word's **Picture** and **Frame** option to insert the Logo *anywhere* in a document.

❍ A graphical PCX *Watermark* (a light image of about 5% density that is placed behind the text of a document) is also available. Unlike most high end word processors, Word will *not* allow printed text over a graphical image. A sample watermark, **_WATERMK.PCX,** is installed in your Word directory, and may be placed into a document. Open a new document, select **INSERT** on the Word Menu, and then **PICTURE**. Finally, highlight **_WATERMK.PCX** and press the **OK**. button. Center it horizontally, and move it up or down to where you want it to appear on the page. Then, print the page. If you wish to use the watermark in Word, it would be necessary to first print the watermark, and then reinsert the paper in the printer and print the document over the watermark. Designing a watermark is much the same as designing a logo. The circled text logo, enlarged to about 4.5 inches in diameter and lightened to 5% density, makes a striking watermark.

❍ If you already have a *printed* letterhead that you would like **copied,** follow the instructions below to obtain your graphic letterhead template for Word. However, we suggest that you print out some of the Letterhead Pro letterheads. You may wish to order an additional letterhead or alter your present letterhead with some of the ideas presented in the above sample letterheads.

◯ Scanned Logos and designs may be incorporated into your letterhead.   If you have a logo or drawing that you would like to include in your letterhead, send a large clear copy on a sheet of white paper. Try to obtain the best copy possible, so that the scanner may be able to pick up all the small details. Also include instructions that indicate where you would like to have it placed.

◯ The letterhead designs used in the Letterhead Pro templates are only *suggestions*. You may use any text design of your own. If you wish to include **clip art** in your letterhead, you must have registered the clip art with the manufacturer or shareware author. You should also read the copyright information to make sure that you are able to use your clip art in this manner. If in doubt, contact the manufacturer to obtain permission for its use.

How to Proceed

If you have not already done so, print this **LETPRO.DOC** file by selecting **File** and then **Print** from the **File** menu. You may then use these written instructions to call up the templates, and you will have a copy of the Order Form, Information and Suggestions, and Worksheet. *Follow the directions in A, B, or C, below:*

A. *If you do not currently have a letterhead, but would like to get some good ideas to help you design your own customized letterhead:*

☐ The letterhead may be placed into a document by selecting **FILE** on the Menu, and then choose **NEW**. A dialog box will appear and you will be asked to select a *template* for the document. Note that on this Menu, you may also choose to open a new *Document* or *Template*. Since you want to place a Letterhead Pro template on a *Document*, be sure that **Document** is selected. Scroll up to the top of the list and look for Letterhead Pro templates beginning with an **underscore** (for example: **_compute** or **_clipart**).

☐ After selecting a template, the letterhead will appear along with several dialog boxes. The dialog boxes will request the name, address, and name for the salutation of the recipient of this document. You may select to have the dialog boxes omitted when you order the template.

☐ **Y**ou may either enter your own information, or simply *cancel* each dialog box as it appears. After all dialog boxes disappear, you may examine the letterhead closely. The various letterheads are slanted toward different types of appeal. Use your first instincts as you see the letterhead. Print the letterhead if it strikes you in a positive way.

☐ After printing all the desired letterheads, combine their best features into one letterhead of your own design. Cross out the Letterhead Pro data and write in your own information. Use arrows to designate where you would like to move lines of text. Give the typefaces a little thought, and indicate what type of fonts you would like to use.

☐ **Typefaces:** The great thing about using a *graphic* letterhead, is that you may select typefaces and fonts that you do *not* currently own. We have a large selection of excellent proprietary typefaces that may be used to match any you may want. You may attach samples of typefaces that you would like to us to use (from magazines, letterheads, or even advertisements). Be sure to indicate which lines should contain the indicated typefaces. Include a typeface name if you know it. *If you do not indicate a particular font or typeface, we will use our best judgment to give you a typeface that will yield a good looking professional letterhead.*

⊞ Fill out the *Order Form* below, and mail to **CPI Software, PO Box 47097, St. Petersburg, Florida 33743-7097 with your remittance.**

☐ If you wish, you may select the *FAX BACK* option. We will fax the completed letterhead to you *(if you provide us*

with a fax number) and **hold** your order. This will give you an opportunity to edit and fax back an edited letterhead. We will make corrections, if any, to the letterhead, and ship it to you as a Word for Windows template. Should we not hear from you after **seven** days, we will send you the letterhead with template *as is*.

B. If you presently have a printed letterhead, and wish to have it transferred to a graphic image (with template) for use in Word:

☐ Send a copy of the letterhead with the ***Order Form*** below. You may include any additions or changes. Print clearly and carefully whatever changes you would like. Also enclose any samples of typefaces that you would like us to use, should you want to change the typeface. If possible, give the *name* of the typeface and point sizes.

☐ If you want to make extensive changes, follow the instructions in "**A**" above. Send us any copies of letterheads from Letterhead Pro that may help convey these changes.

☐ Letterheads are usually ***not*** scanned directly into a graphic image. The quality of scanned text is generally not good enough for typefaces used in a professional letterhead in Word. However, we may scan logos, drawings, and art forms with a black and white 600 dpi flat bed scanner, if you request it. All letterhead templates are normally in PCX *black* and *white* graphic images. If you have need for color letterheads to use with color printers, contact CPI Software.

☐The ***FAX BACK*** option (see the order form) may be included. This gives you the opportunity to view the finished letterhead and make any necessary changes. With the FAX BACK option, we will hold shipment of the letterhead for seven days *or* until we hear from you.

C. If you do not have a letterhead, and would like us to design one for you:

1. We would appreciate your filling out the *Optional Information* below. This gives us some direction, so that we may have some guidance in the design of your letterhead.

2. Follow the instructions in "**A**" above to produce letterheads from Letterhead Pro. Select any that appeals to you with notes on what you prefer as to design and typefaces.

☐ The ***FAX BACK*** option comes in very handy in this case, because it gives you the opportunity to make changes. After the design is faxed to you, the letterhead may be edited, and faxed back to us. We must, however, have a *fax number* from you on the Order Form.

➢ **ALLOW AT LEAST THREE WEEKS TO RECEIVE YOUR CUSTOMIZED LETTERHEAD OR LOGO. ALL ORDERS ARE PROCESSED IN THE SAME SEQUENCE THAT THEY ARE RECEIVED. THE AMOUNT OF TIME IT TAKES TO PROCESS YOUR ORDER DEPENDS UPON THE CURRENT LOAD OF ORDERS AHEAD OF YOU. THIS MAY VARY SHARPLY FROM TIME TO TIME.**

Conditions and Limitations

CPI Software may refuse any offer deemed as unreasonable or beyond the scope of this offer. All letterheads or logos are shipped in compressed PCX format. Drawings, clip art, logos, or images that are to be included in a letterhead, must be copyrighted by the customer, or have permission of the author or company who created the image, to include it in a letterhead. Under no circumstance will CPI Software be liable for the inclusion of such material by the creator or owner of the image who is not the person on entity on the Order Form. The signature of the customer on the order form signifies that the customer transfers all liability to the individual or company who is represented by that signature. All diskettes, forms, and instructions sent to CPI Software cannot be returned to the customer unless specific request has been made. Once CPI Software ships the letterhead, no returns or refunds are honored.

CPI software will not be liable to the user or any third party for use of this software nor its printed output, or for damages arising from its use, even if apprised of the possibility of such damages occurring. This software and accompanying instructions, or other written material, are to be used without any warranty of merchantability, fitness for a particular purpose, performance, or otherwise. CPI Software does not copyright letterheads, logos, or watermarks created for a customer, user, or entity, through this software: they are the sole property of the user or entity for whom it was created. When a letterhead, logo, or watermark has been shipped, CPI Software surrenders all ownership of the image, and all benefits or liabilities, are assumed by that user or entity.

**CPI Software
is a Member of the
Association of Shareware
Authors and Distributors**

Letterhead Pro for Word for Windows has been produced by a member of the Association of Shareware Authors and Distributors, and as such, has met their demands for professional programming. Any problems of a shareware nature that cannot be resolved by CPI Software, may be brought to the attention of the ASAD Ombudsman for possible correction. Please send all information, including the name and address of the person or company you received Letterhead Pro for Word for Windows from, to: ASAD, ATTN: Ombudsman, 2425 North Limestone Street, Springfield, Ohio 45503-1109.

Other Shareware Business Products from CPI Software:
**Laser Letterhead plus
The Letterhead Kit
Letterhead Pro for WordPerfect for DOS
Letterhead Pro for WordPerfect for Windows,
Letterhead Pro for Ami Pro
Letterhead Pro for WordStar for DOS
Letterhead Pro for WordStar for Windows**

Technical Assistance and Customer Service:
**Voice/Fax/Message Line
813-544-0212
or write to CPI Software, PO Box 47097, St. Petersburg, Florida 33743 USA**

➤ *Consider these possible problems:*

1. When designing a letterhead for Word, be aware that graphic images are actually *boxes*. If you design a letterhead that is wide (across the page) and also extends down the page at the left or right margin, the graphic letterhead forms a *box* from the top of the page to just below the last line of the letterhead on the left or right margin.

● In order for you to get into this *box* to create a document, we have to indicate to Word (in the template) that text may flow around the letterhead. This means that instead of having text fill in only *below* the letterhead, text may be written *around the side(s)* of the letterhead. Depending upon where the letterhead is located, it might cause a problem when you begin a new document. However, in some cases this works out very nicely. The *_side* template is an example of this. All of the text of the document flows down the right side of the letterhead.

2. If we were to design your letterhead in two or more *separate* graphic sections, the text would flow around or between each portion. An example of this would be a letterhead located at the top of the page, and another portion at the bottom of the page. This, however, requires the equivalent of two or more letterheads, *and you would be charged accordingly.*

3. If your letterhead is large, and you are using a **laser printer**, you must have *several* megabytes of ram in your laser printer to accept the large graphic image *and* the page of written document text. If not, the page or image will only *partially* print. However, most laser printers will allow you to install additional ram memory.

- If you are using a laser printer that has *less* than a megabyte of ram installed, take care not design a large letterhead. When the document is sent to the printer, it must have enough ram installed to take the typed document, the graphic letterhead, and other pictures, graphics, or images on the page.

- Laser printers are **page formatted**. They print an entire page at one time, while dot matrix and most ink jet printers go line by line and utilize print buffers. If your laser printer can manage a similar letterhead, such as in the example letterheads of Letterhead Pro, and a full page of typed document, it should be able to print your customized letterhead with no problem.

- Before sending in your letterhead design, you may **test** your laser printer to see if it can print both the written document *and* the graphic letterhead. Select a letterhead of similar design from the Letterhead Pro collection of example letterheads. Type a full document onto the letterhead page. Send it to the printer and see if there is any problem printing it. If all goes well you should, in all probability, have no trouble printing your custom designed letterhead.

4. If your printer will not print graphics, see if the proper printer driver is installed for Windows. Some printers will print text very well using a *generic IBM* print driver, or one that is intended for a similar printer. Print drivers are small programs that contain all the printer's commands to print text and graphics. If the print driver does not contain all of the proper graphics commands, it will not be able to print letterheads.

Optional Information and Suggestions

All information here is confidential and will be used for designing the graphic letterhead or logo. *Nothing is circulated to a third party.* All information is optional.

A. Is letterhead/logo for business or personal use? __Business __Personal

B. If for a business, please answer the following:
Does the business deal in 1. Services, 2. Selling a product, 3. Medical Profession, Attorney, or Teaching Institution.   Answer 1, 2, or 3:_____

If you sell a product, please indicate what type of product:_____

If you deal in services, please indicate the type of service:_____

If you have a special message, phrase or slogan, please indicate:

_____
_____

If a professional, please indicate field of practice:_____

C. Circle the **number** in front of the selections below to indicate your <u>preferences</u> in a letterhead: (Select as many as you wish)

1. Conservative	**16**. Place shadows behind the
2. Different	letters of the company name
3. Modern	**17**. Center the letterhead
4. Traditional	**18**. Left Justify the letterhead
5. Use Clip Art	**19**. Right Justify the letterhead

6. Use Geometric Figures, such
as triangles, circles, squares
7. Use a baseline under the letterhead
8. Box in or frame the letterhead
9. Place a shadow around a box/frame
10. Underline the company name
11. Place company name in header and
address in footer at bottom of page
12. Keep letterhead small at top of page
13. Use a large letterhead of 2" height
14. Company name in large letters, but
keep address and other info small
15. Company name only slightly larger
than address or other info

20. Run letterhead down left
side of page
21. Run letterhead down right
side of page
22. List names of department
heads on right/left margin
23. Use script typeface for
company name only
24. Use all script typefaces
25. Do not use script typeface
26. Use decorative fancy fonts
27. Use only san serif fonts
similar to helvetica
28. Use times roman type fonts

D. Keep in mind that the basic parts of a letterhead may include:

1. Company or Personal Name
2. Street Address or Post Office box number, or both
3. Telephone and/or Fax number
4. Names of officers in a company, department heads, etc.

5. A line indicating business or
profession, i.e. "Attorney at Law"
6. A motto or short slogan
7. Logos, geometrics, base line

E. Some things to avoid:

1. Unnecessary abbreviations - use complete word where space allows
2. The ampersand (**&**) may be used in a company name, but rarely elsewhere
3. Do not attempt to use quotes (**""**) for emphasis
4. Avoid using the same point size for all lines of letterhead text.

WORKSHEET FOR LETTERHEAD PRO

✍ This Worksheet is included as a guide. It may be helpful if you are creating a letterhead from *"scratch."* Print or draw out everything by hand that you want on the letterhead. Even if you are not an artist, attempt to sketch any geometric designs and their placement in the letterhead. If you do not keep things in scale; our design department will accomplish that for you. Some lines below may be ignored if they do not suit your purpose.

Line 1 - Company name..:_____

Line 2 - Optional line.:_____

Line 3 - Address/PO Box:_____

Line 4 - City/State/Zip:_____

Line 5 - Telephone/Fax number:_____

Line 6 - Optional line.:_____

The optional lines contain business type, mottos, and slogans. The address line and City/State/Zip may be on one line, if desired. For only a two line letterhead, use the format below:

Line 1 - Company name:_____

Line 2 - Address/PO Box/City/State/Zip/Telephone/Fax/Number:

⇩ *Draw a brief sketch below, showing how you want to arrange the above information on the letterhead page. Attach additional sheets of paper and any of the letterhead examples that you have selected from the Letterhead Pro selection. Keep things as simple as possible.*

⬚ Order Form
Word for Windows

IF FILLING IN FORM FROM INSIDE WORD FOR WINDOWS, USE THE ***TAB KEY*** TO NAVIGATE FROM FIELD TO FIELD OR ***SHIFT+TAB*** KEY TO BACKUP

Form LPWW393
TM

◼ *Fill in Name, Shipping Information, and Telephone/Fax Number:*

Name:					
Company:					
Street:					
City, State, Zip:					
☎ Telephone:		**Fax:**		¤**Place an X at DiskSize:** =**5.25"**		<**3.5"**

¤ *Place an X in one box:*

⇨ **I am designing my own letterhead. Attached are Worksheet and other materials.**

⇨ **I wish to copy my present printed letterhead. A sample of my letterhead is attached.**

⇨ **Please design my letterhead for me. Optional Information and Worksheet are attached.**

¤ *Place an X in the appropriate box if the Fax Back option and pop up dialog boxes are wanted:*

⇨ **I want the FAX BACK Option:** *After the letterhead, logo, or watermark image is designed, it will*

be faxed to me (see above fax number). I will make changes, if any, and fax it back to CPI Software. CPI Software will then ship the graphic with all desired changes. If I do not reply within seven (7) days, CPI Software will ship the product as is, without changes. The cost for this option is $5.00 and is included below.

⇨ **I want the dialog boxes that pop up for data input when my template is called up.**

☐ *Fill in the Proper Quantities and Prices:*

⇨		Template Letterhead(s) for Word @ $29.95 each	
⇨		Logo(s) in PCX Graphic Format for Word @ $29.95 each	
⇨		Watermark(s) in PCX Graphic Light Density (5%) Format for Word @ $29.95	
⇨			
⬚ Fax Back Option as described above - Add $5.00			
⬚ Florida Residents Add 6% (Pinellas County 7%) State Sales Tax			
⬚ Shipping and Handling Add $5.00 (US and Canada - All Others Add $10.00)			**5.00**
➢ **Total Amount of Enclosed Check or Money Order**			

Make Checks and Money Orders Payable to CPI Software, and Mail to:
Post Office Box 47097, St. Petersburg, Florida 33743-7097 USA.

Due to the low price of this offec, we cannot accept credit cards. All currency in US Dollars with checks drawn on a bank or branch in the United.States

Allow a minimun of 3 weeks to receive your customized graphic images. All orders are processed in the order that they are received.

- This Statement Must Be Signed if Clip Art or Graphic Images Are to be Used -

Clip art may be included if these images are the property of the above customer. Commercial images must have the express permission of

the manufacturer in order to include them in a letterhead or other graphic image. All clip art and graphics must be on a diskette in bit map or

outline form (PCX, TIF, BMP, WMF, EPS, etc.). If this is true and you have read Conditions and Limitations above, please sign below:

Signature:		*Date:*