(Logo)

Guidance for standardized University of Portland electronic letterhead
Approved by the Office of Marketing and Communications, May 2008

Note: Please obtain template from Marketing and Communications and view in "Print Layout" so you can see the header and footer.

Header
- Use the graphic template supplied by Marketing and Communications. Do not alter the size or location of the header.

Body text
- Use Times New Roman 10, 11 or 12 pt (your choice of font size).

Footer
- Click on "View" then "Header and Footer" to change the following information (you may have to toggle between the header and footer in order to see the footer):
- *First Cell:* change your office/department's title—use official name (i.e., Office of Marketing & Communications, Department of English, School of Education) (7 pt., Arial, all caps)
- *Fifth Cell:* change telephone & fax numbers, formatted as *503.943.XXXX* (7 pt., Arial)

Questions? Please contact Amy Harrington, marketing and communication (x8232).