

Memorandum

To: Jane Jones
CC: David Maxwell
From: John Smith
Date: 04/10/2017
Re: Proper use of memos

How to Use This Memo Template

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar.

To delete the background elements—such as the circle, rectangles, or return address frames, click on the boundary border to highlight the “handles,” and press Delete. Some of the objects are part of a background watermark, so you have to choose Header and Footer from the View menu in order to select them. To replace the picture in this template with a different one, first click on the picture. Then, on the Insert menu, point to Picture, and click From File. Locate the folder that contains the picture you want to insert, then double-click the picture.

To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.