To ULM Faculty and Staff,

This electronic letterhead template is provided for **official university communications in digital formats only**. It should not be used for printed correspondence.

#### **How to Customize the Template**

1. **Open the header**
   * Double-click the header area.
   * Replace the placeholder text with your department’s name, address, and contact information.
2. **Follow these formatting rules**
   * Do **not** change the header text size.
   * Do **not** alter the spacing between vertical bars (“ | ”).
   * Use **Times New Roman** in the header:
     + Department name: **Bold**
     + Contact information: Regular
   * Use **Arial** for all body text.
3. **Finalize your document**
   * Delete these instructional notes.
   * Save the file as a reusable template.
   * After entering your body text, you may save the document as a **PDF** or **Word file** to share.

#### **Important Reminder**

The electronic letterhead does **not** replace official printed ULM letterhead.  
For printed correspondence, all academic and administrative units must use official stationery and envelopes, available through the [**Hederman Brothers ULM Storefront**](https://ulmon.hederman.com/).