



Old Dominion

M E M O R A N D U M

To:
From:
CC:
Date:
Re:

The template opens in Page Layout View. Remain in this view while completing this template. To begin with:

- Select the PLACEHOLDER information and type your company name. If your name is longer than the PLACEHOLDER text, stretch the text box to fit. You can do this by clicking on the corner handles and pulling in the direction you wish to expand.
- Select the logo PLACEHOLDER. Click Picture on the Insert menu, and then locate your artwork. You can replace the logo with clip art or a picture from a file.
- Select each line of the address and contact information and type your text.

Type your remaining text. If you want to change text styles, select a new style from the Style list. When you have completed your memorandum, click Save on the File menu, and then type a unique name.

To delete PLACEHOLDERS: click the item and press the Delete key on your keyboard.

