

## ADDING A LETTERHEAD IMAGE TO CLS II TRANSMITTAL LETTERS

### Step 1 – Save the bitmap file image – jpg or png

- a. Create a bitmap file containing the image you want to use for the letterhead.
- b. Save the bitmap file somewhere where it will be easy to find (say on the desktop, or in a folder on the server).

### Step 2 – Create a new transmittal letter to play with

- a. To become familiar with the process (it isn't difficult), use **SI 4,2,3** to create a copy of one your existing letters.
- b. Then use **SI 4,2,1** to edit this new letter.
- c. Remove **@lhead** from the top of the letter, and any blank lines that are "centered".
- d. Leave **@Today** in place if you want today's date printed at the top of the page.

### Step 3 – Insert the Letterhead image as a "header"

- a. With the new letter open in **SI 4,2,1**, click *Edit* at the top of the editor window, select *First Page Header/Footer* and then select *Create First Page Header*.
- b. The cursor will now be positioned at the left edge of the letter's header section.
- c. Click *Insert* at the top of the editor window, select *Embed Picture*, navigate to the folder where you saved the letterhead bitmap file, select the file and click *Open*. The new letterhead will appear at the top of the letter.

### Step 4 – Save the modified letter

- a. Edit the letter to remove any unwanted blank lines.
- b. Click *File* at the top of the editor window, then click *Save*.
- c. Close the editor window.

### Step 5 – Test the modified letter

- a. Use **TL 3** to test the new letter - remember to use the new letter number.
- b. Display and print the letter to make sure it looks ok.

### Step 6 – Modify your additional letters as needed

- a. Before proceeding, use **BU 3,1** to backup all of your existing CLS documents.
- b. Edit each letter and test it before proceeding to the next one.