Letterhead -- Incorporating Your Graphics in Google Docs

Introduction:

In this project, you are to use the logo you created in the Creating a Business Logo Assignment to create a business letter on letterhead.

Business letters and other correspondence are often printed on "letterhead" paper.   Letterhead paper is often used to make correspondence "official."   Here are some links to examples of letterhead paper: letterhead paper example 1, letterhead paper example 2.

The letterhead itself is positioned at the top of the page. It usually contains the company logo and sometimes the company name, address, and other contact information.

On letterhead paper, you may also find a footer, which may also contain contact info or other things, such as a motto or slogan, or address. Example of letterhead with footer.
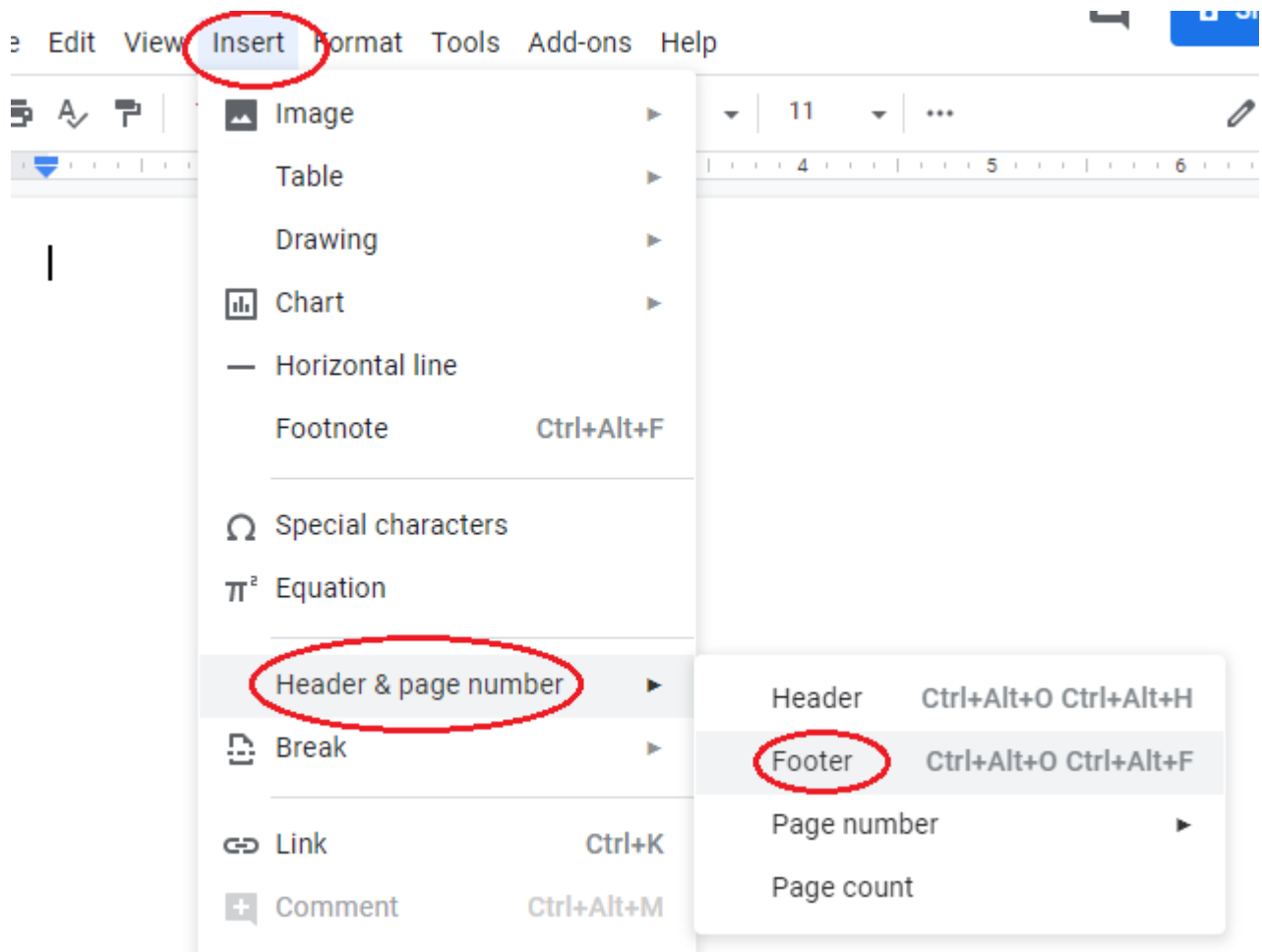
Required:

In this project, you will use the logo you created in the Creating a Business Logo Assignment to create a business letter on letterhead.   Use the following steps to complete the project.

1. In Google Docs, insert your logo. (see screenshot below). Resize the drawing as necessary
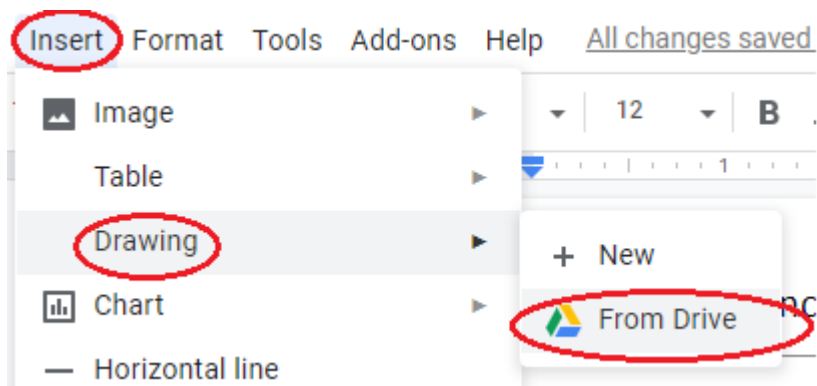
2. Next, add address and contact info (see examples above) for your header, and format as necessary (fonts, font size, center, etc.)
3. Below the letterhead, write a short (2-3 paragraph) business letter telling a potential customer about a product your company is producing.
4. Insert a footer into your document (see screenshot on next page) and add contact info, or other info about your company (see example above for footer).

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Footnote   Ctrl+Alt+F

Ω Special characters
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Header & page number ▶   Header   Ctrl+Alt+O Ctrl+Alt+H
Break ▶   Footer   Ctrl+Alt+O Ctrl+Alt+F
                                Page number ▶
Link   Ctrl+K   Page count
Comment   Ctrl+Alt+M

5. Name the document **Letter to Customer - your name**.   When you have completed the letter, download it as a PDF and also move it to your BCIS 1305-yourname folder.

Submitting Your Assignment

In Blackboard, submit the following for **Letterhead** assignment
1. The clickable link to **BCIS 1305-yourname** folder. You shared this folder with previously, so I should be able to access its contents.
2. **Letter to Customer - your name.pdf** (which you downloaded above)