About Letterhead AddIn.dotm

This is the documentation produced by clicking on the question mark in the QAT when the file LetterheadAddIn.dotm is open or is loaded as an Add-In. It may not be as up-to-date as the one actually produced. See the text ReadMe file for more.

The (LetterheadAddIn.dotm) is designed to go in the Word [Startup Folder](http://addbalance.com/word/startup.htm). This is designed for Ribbon versions of Word (2007 and later). It should NOT be used at the same time as the StartLetter.dotm Add-In. The difference is that this Add-In does not require or use a separate file in [Workgroup Templates](http://www.addbalance.com/usersguide/templates.htm#Workgroup) Folder.

This was created to help someone on the [Word Answer Forum](http://answers.microsoft.com/en-us/office/forum/office_2010-word/replacement-normaldotm-file-not-being-loaded-by/5a16d8c8-918e-4c10-ac01-8901c4d3f01f) who wanted to use letterhead as the normal template. (This is a very bad idea.)

This also has a Macro named FileNew which will intercept that command, including the standard Ctrl+N shortcut. A new document, blank or based on another template, can still be created using File > New. (Office Button > New in Word 2007).

In earlier versions of Word, this could be used as a .dot file with a Letterhead.dot template as the target instead.

### QAT Modifications

This also contains three Quick Access Toolbar (QAT) modifications. The first runs the classic File New dialog and the second (with the pencil) creates another new letter from Letterhead Add-In template. The second one is attached to the FileNew macro. The third runs a macro that produces this help file.

To get rid of these QAT modifications, with this template **open**, go to More Commands on the menu for customizing the Quick Access Toolbar. *The title bar for Word should show StartLetter.dotm not a numbered document if this template is open.* Make sure that it is set to save changes in this StartLetter.dotm template, and delete the commands.

### Modifying this Template to for Your Letterhead

To use this template, you would put your letterhead’s text in the Letterhead Add-In template. Note that it does have a first-page header/footer and continuation header/footer. See my [download page](http://addbalance.com/word/download.htm#Addins) for other tutorials on using the first-page header/footer and continuation header/footer in letterhead.

You would want to customize the styles and text.

Alternatively you could copy the macros in the module modLtrAddin to your own template and put that in the Word Startup Folder.

This help file is in an AutoText building block contained in the template. The AutoTextEntry name is zLetterheadAddinHelpText.

You can substitute your own text if that makes this more useful for you.

### This document is protected from editing but there is no password. You can unprotect it.

You would do this with the Protection button on either the Review Tab or the [Developer Tab](http://addbalance.com/word/developertab.htm).

### Warranty – none – As Is – Updates

This is distributed “As-Is,” without warranty.

If there are any upgrades, they will be found on the page [Add-Ins](http://addbalance.com/word/download.htm#AddIns). This is Version 18.6.

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