How to Use Our Email and Letter Templates

Thank you for using the **American Floral Endowment**'s email and letter templates! These templates were developed as a resource for each segment of the industry to save time. Below are step-by-step instructions for you to fill the template with your company's information and brand.

Recommended font family is 10 pt to 12 pt Times New Roman.
Document headings are 30pt Times New Roman.

Template Instructions:

1. Open template by double-clicking the file
2. Everywhere you see **Underlined & Bolded Text** replace with your relevant information
   a. Be sure to format text afterward
3. Copy content
4. Paste into email/letter

If for print:

1. Double-click within header boundary
   a. Select the temporary logo image
   b. With image selected, right-click
   c. Select *Change Picture*
   d. Select *From a File*
   e. Locate your logo file and upload
   f. Size accordingly
2. Double-click within footer boundary
   a. Select text box
   b. Click within text box
   c. Replace text with preferred contact information - phone, website, links, etc.
3. Send and share!

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