



Universiteit  
Leiden

# User Manual

## Templates for letter, fax and memo



## Introduction

This user manual shows you how to use the templates of the Leiden University house style for letters, faxes and memos in Microsoft Word.

### What is a template?

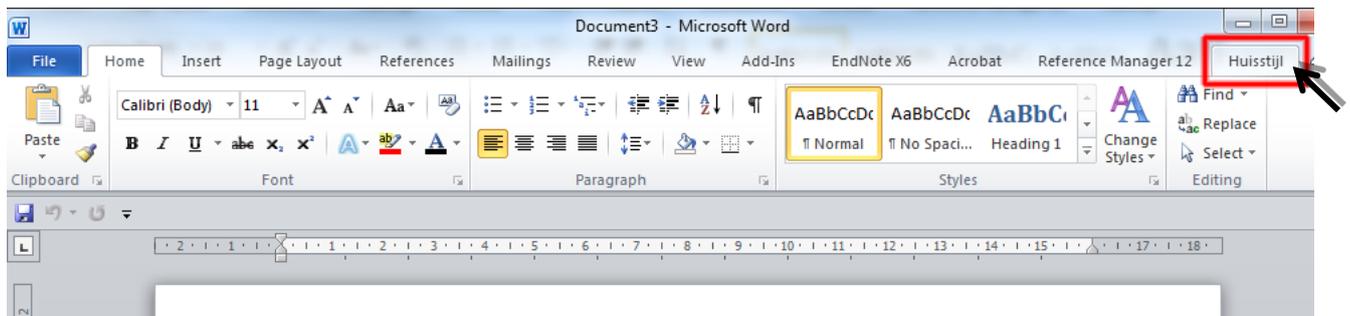
A template is a document type with in-built contents, including text, style and formatting, a page layout with margins and spacing and design elements such as colours and fonts that create a uniform look.

### What is a profile?

Profiles are templates in which certain data are set as a standard. For instance, your address and phone number. Using profiles allows you to save time.

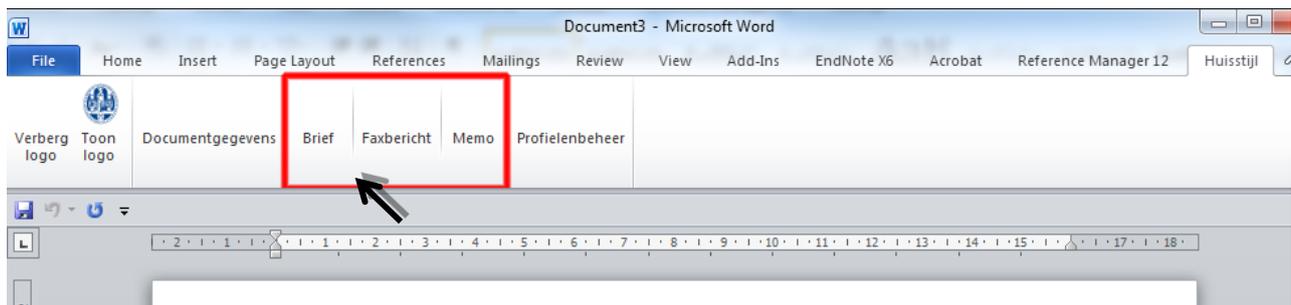
## Where can I find the templates?

In Word 2010, the templates for letters, faxes and memos can be found in the upper right-hand corner, under **'House Style'**.



## Using templates

1) Select the type of template you wish to use: **“Letter”**, **“Fax”** or **“Memo”**.



- 2) If you have created profiles in the past, you can now select these in the drop-down menu. If you haven't yet created any profiles, you can read how to do so in the explanation on "[creating profiles](#)".

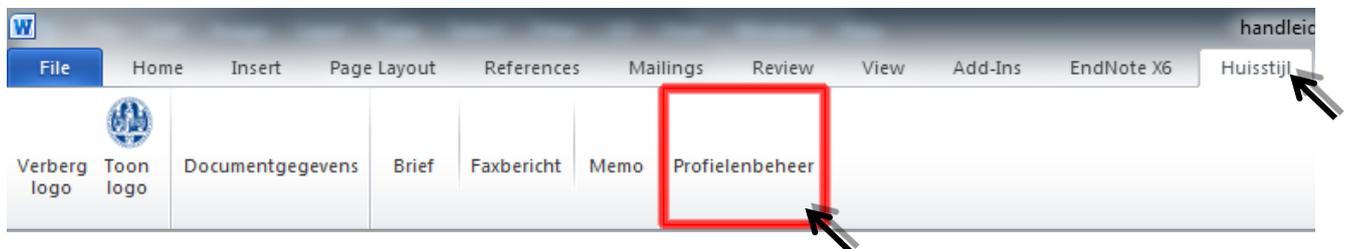
- 3) Complete the empty fields and select "OK". You will now see your letter, fax or memo appear as a working document.

<i>Nummer</i>		<i>Datum</i>	15 oktober 2013
<i>Uw brief van</i>	10/10/2013	<i>Doorkiesnr.</i>	8888
<i>Onderwerp</i>	Handleiding sjablonen	<i>Contactpersoon</i>	helpdesk@issc.leidenuniv.nl

## Creating profiles

Follow the steps below to create and work with new profiles.

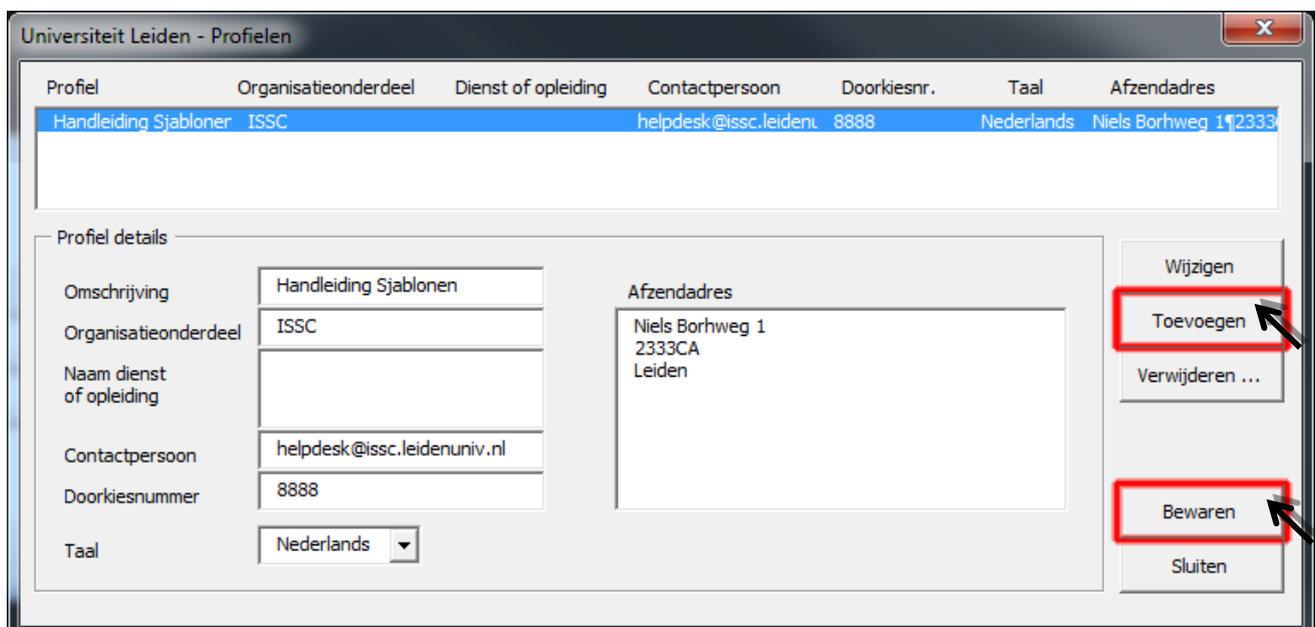
1) In the “**House Style**” menu, select the option “**Profile Editor**”.



2) If the list with profiles is empty, you will get the report below. Click “**OK**”.



3) Select “**Toevoegen**” (add) under profiles and complete the fields that are important to you. Select “**Bewaren**” (save).

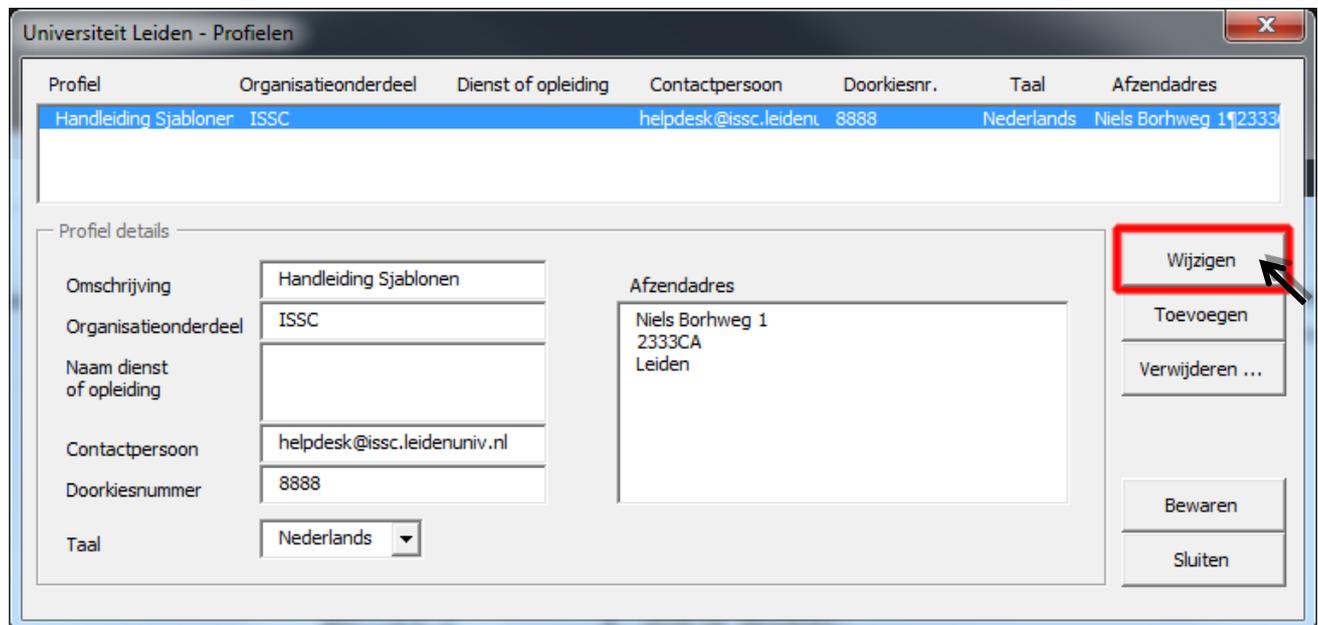


4) Click “**Sluiten**” (close) when you are done creating profiles.

## Editing profiles

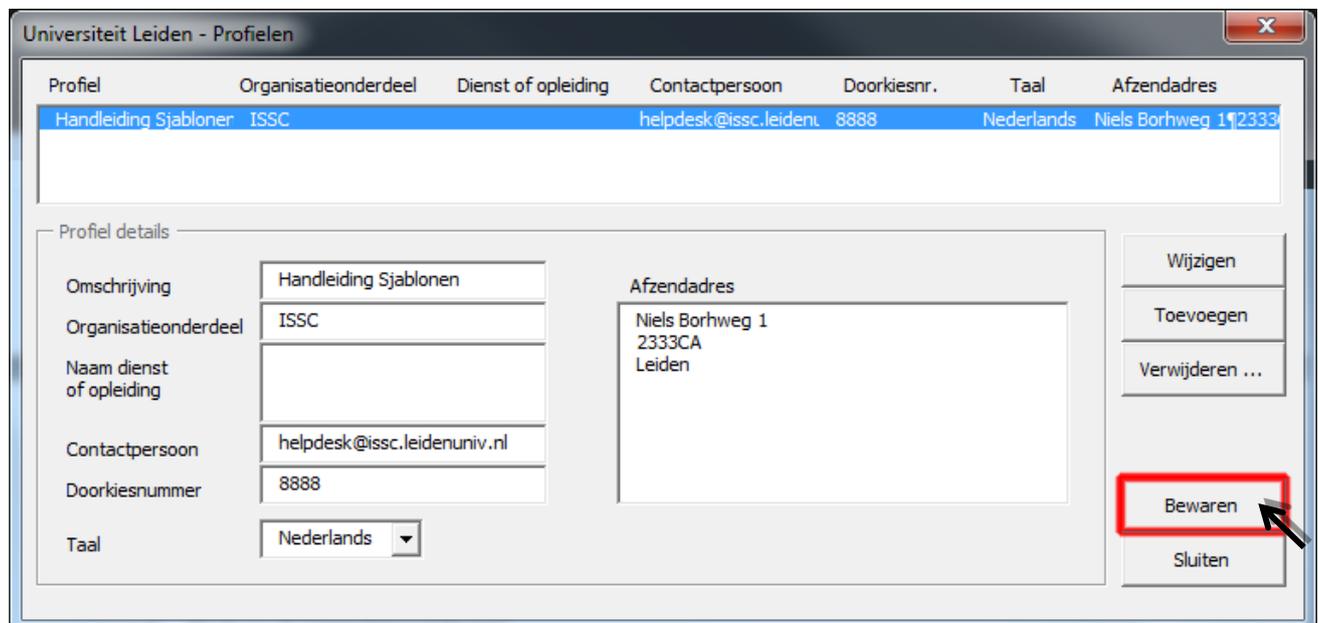
You can edit existing profiles by following the steps below.

- 1) In the “**House Style**” menu, select the option “**Profielenbeheer**” (Profile Editor).
- 2) In the drop-down menu select the profile you wish to edit.
- 3) Now select “**Wijzigen**” (edit).



The screenshot shows the 'Universiteit Leiden - Profielen' window. At the top, there is a table with columns: Profiel, Organisatieonderdeel, Dienst of opleiding, Contactpersoon, Doorkiesnr., Taal, and Afzendadres. The first row is highlighted in blue and contains the following data: Handleiding Sjabloner, ISSC, helpdesk@issc.leiden, 8888, Nederlands, Niels Borhweg 1, 2333CA. Below the table, there is a 'Profiel details' section with several input fields: Omschrijving (Handleiding Sjablonen), Organisatieonderdeel (ISSC), Naam dienst of opleiding (empty), Contactpersoon (helpdesk@issc.leidenuniv.nl), Doorkiesnummer (8888), and Taal (Nederlands). To the right of these fields, there is a large text area for 'Afzendadres' containing 'Niels Borhweg 1', '2333CA', and 'Leiden'. On the far right, there is a vertical stack of buttons: 'Wijzigen' (highlighted with a red box and an arrow), 'Toevoegen', 'Verwijderen ...', 'Bewaren', and 'Sluiten'.

- 4) You can now modify your data. Once you are done, select “**Bewaren**” (save)

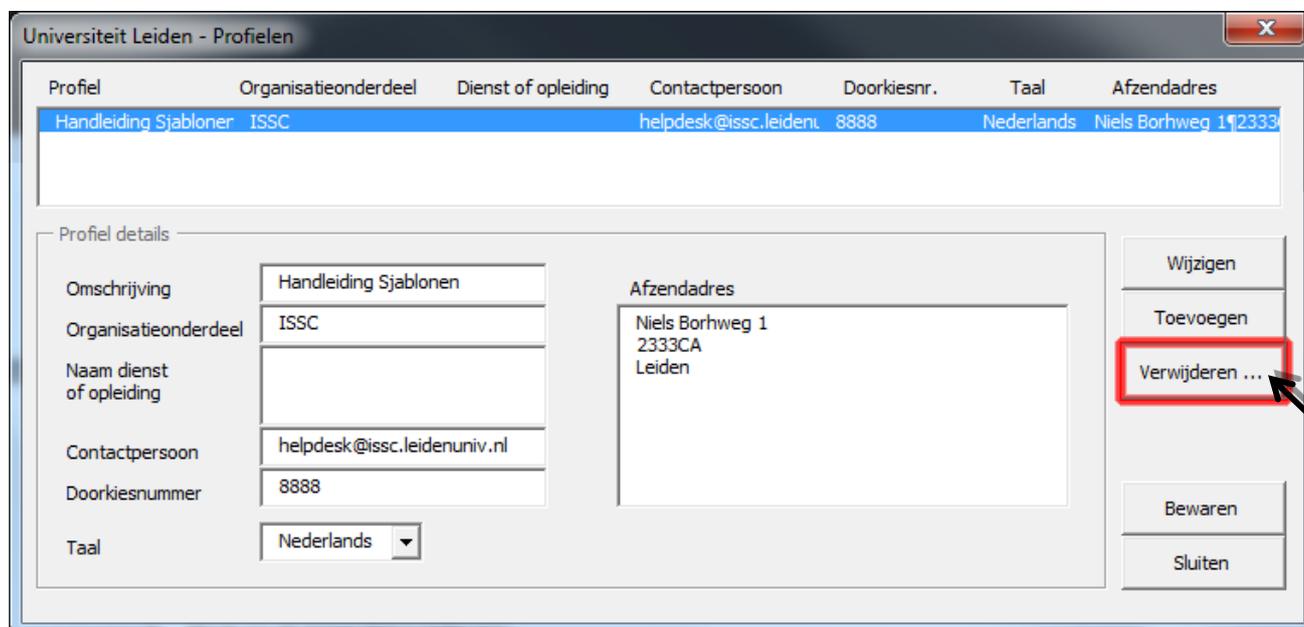


This screenshot is identical to the previous one, showing the 'Universiteit Leiden - Profielen' window with the same data. However, in this screenshot, the 'Bewaren' button in the bottom right corner is highlighted with a red box and an arrow, indicating the next step in the process.

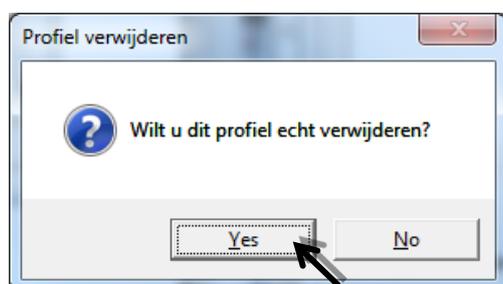
- 5) Click “**Sluiten**” (close) when you are done editing profiles.

## Deleting profiles

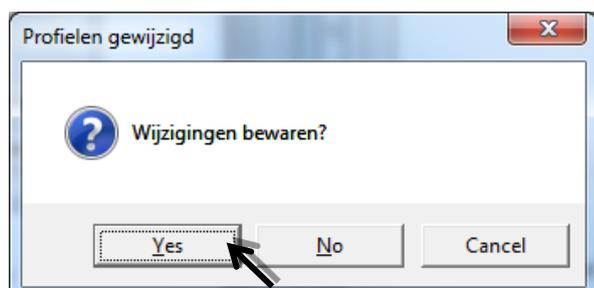
- 1) In the “**House Style**” menu, select the option “**Profile Editor**”.
- 2) Select the profile you wish to delete from the list.
- 3) Select “**Delete...**”.



- 3) Confirm that you wish to delete the profile. In the example below, select “**Yes**”.



- 4) Confirm that you wish to save the changes you've made. In the example below, select “**Yes**”.



## Displaying or hiding the logo

With the “**Verberg Logo**” (hide logo) and “**Toon Logo**” (display logo) buttons you can decide whether the University Logo will appear at the top of your letter template.

*This function is not available for Fax and Memo (the Logo always appears on those templates).*

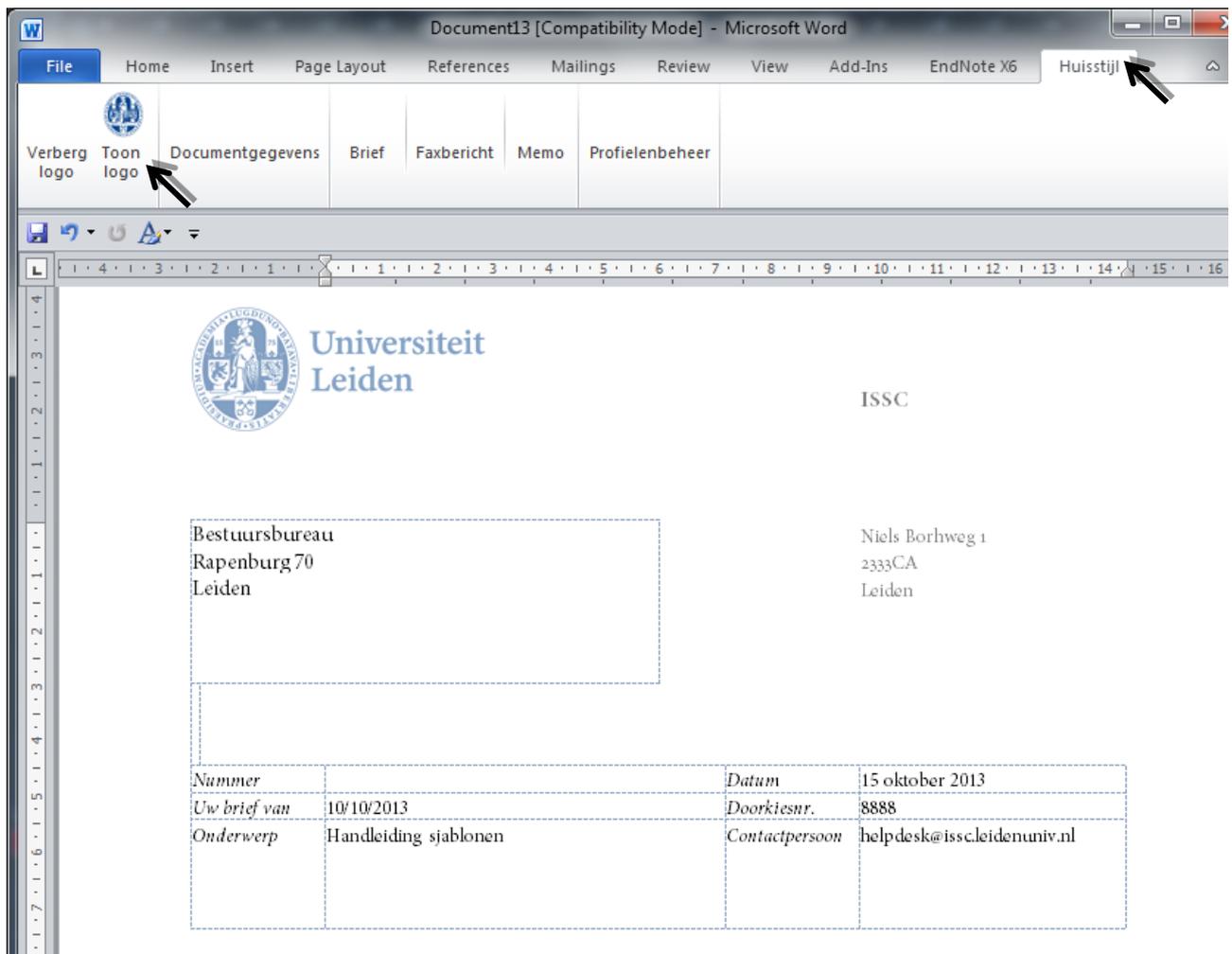


### How should I use this option

If you are printing on blank paper, select “**Toon Logo**”.

If you are printing on letter paper that has been pre-printed with the University Logo, select “**Verberg Logo**” if the Logo is visible (the default setting is that it is hidden).

- 1) Once you have selected a letter profile, go back to the “**House Style**” menu and select the “**Toon Logo**” or “**Verberg Logo**” option.

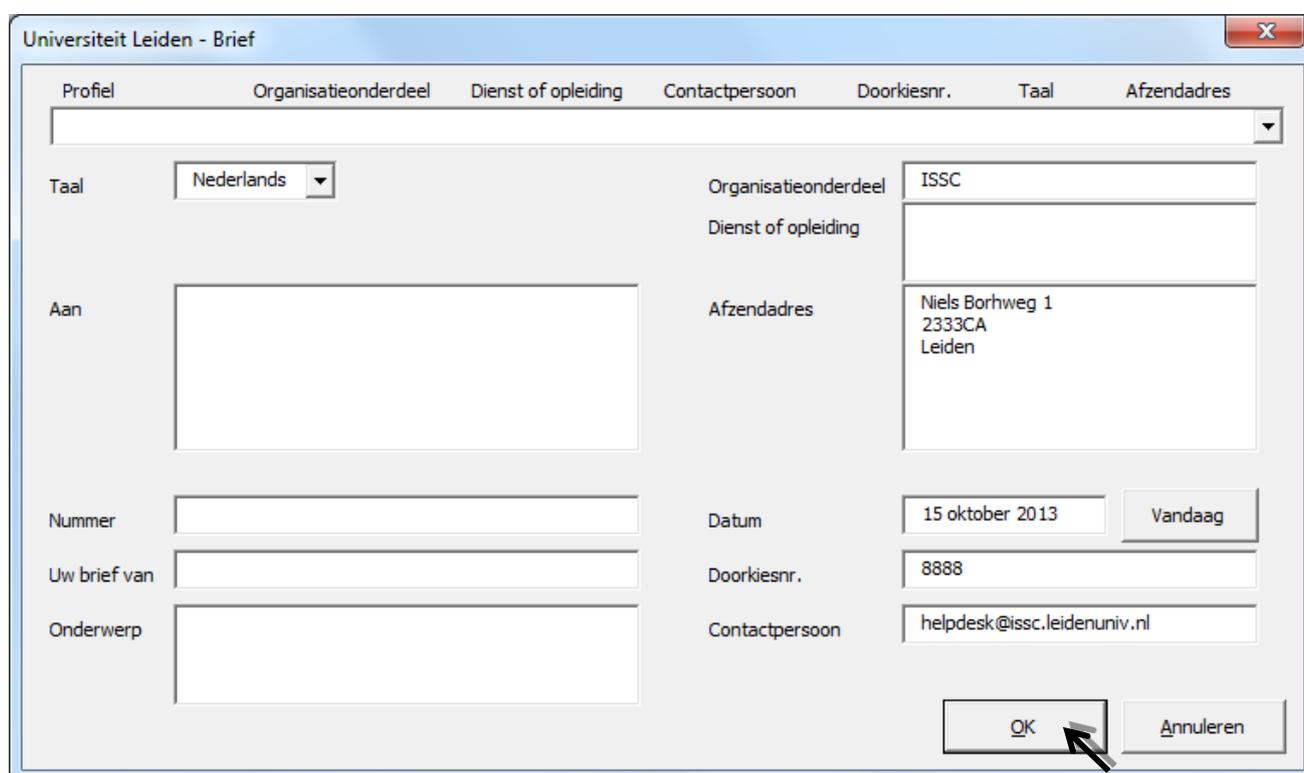


## Editing your document

- 1) If you wish to make changes to the letter, fax or memo template you are working with, select the option “**Documentgegevens**”(document data) in the “**House Style**” menu.



- 2) Make the required changes.

A screenshot of the 'Universiteit Leiden - Brief' dialog box. The dialog has a title bar with a close button. Below the title bar is a dropdown menu with the following options: 'Profiel', 'Organisatieonderdeel', 'Dienst of opleiding', 'Contactpersoon', 'Doorkiesnr.', 'Taal', and 'Afzendadres'. The main area contains several fields: 'Taal' (set to 'Nederlands'), 'Organisatieonderdeel' (set to 'ISSC'), 'Dienst of opleiding' (empty), 'Aan' (empty text area), 'Afzendadres' (set to 'Niels Borhweg 1, 2333CA, Leiden'), 'Nummer' (empty), 'Datum' (set to '15 oktober 2013' with a 'Vandaag' button), 'Uw brief van' (empty), 'Doorkiesnr.' (set to '8888'), 'Onderwerp' (empty), and 'Contactpersoon' (set to 'helpdesk@issc.leidenuniv.nl'). At the bottom right, there are 'OK' and 'Annuleren' buttons, with a black arrow pointing to the 'OK' button.

- 3) Select “**OK**”.

N.B.: these modifications only apply to the document you are currently working with. If you are working on the basis of a profile, the profile itself remains unchanged. If you wish to make changes to an existing profile, see [“Editing profiles”](#).