

# NAV3 – Creating or amending departmental letterheads

The document templates within CoreHR include macros (sets of instructions used to automate a task) that insert the departmental letter head and footer. In order for the macros to work correctly, the letterhead document needs to be formatted by inserting bookmarks.

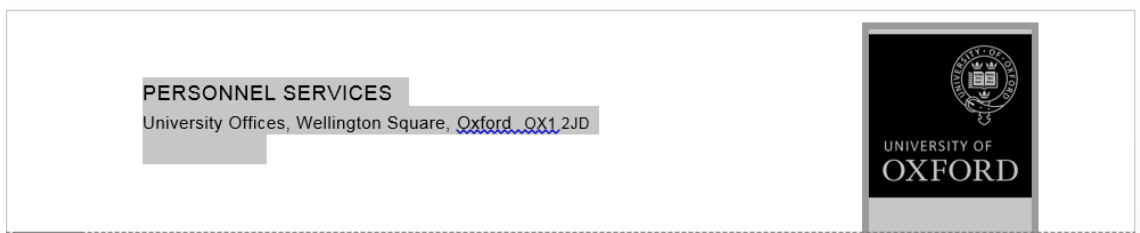
This guide covers the following process steps:

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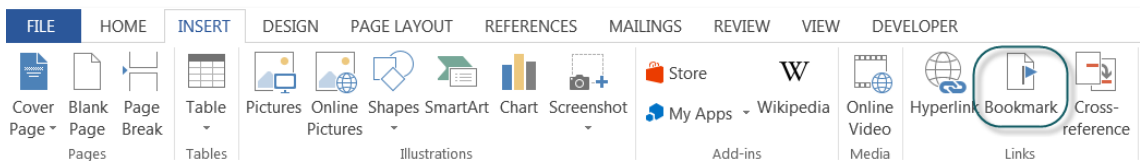
## 1. Creating a new letterhead document

1.1 Open the letterhead document.

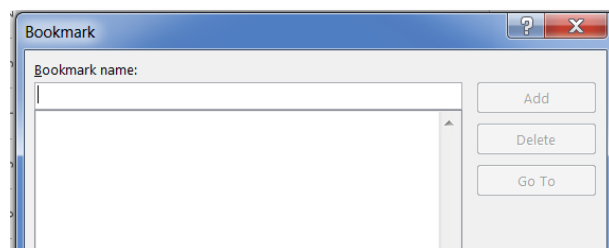
1.2 Click into the header, ensuring you have selected the entire contents.



1.3 Navigate to the **Insert** menu and Choose **Bookmark**.

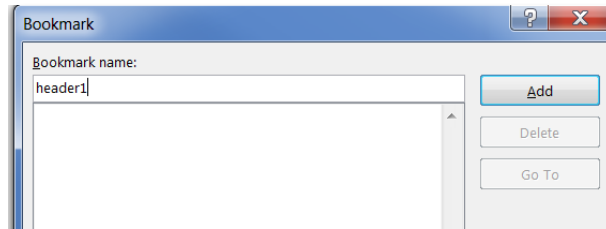


A pop up window will open:

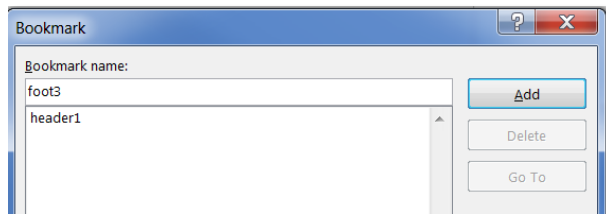


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- 1.4 Enter "**header1**" in the Bookmark name field and click **Add**. The pop-up window will close.

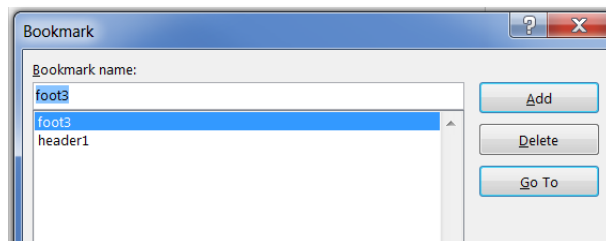


- 1.5 If the document includes a footer, repeat the process above (selecting all contents in the footer) and name the bookmark "**foot3**". The header1 bookmark will now be visible as shown in the box below.



**Note:** It is essential that the bookmarks names are entered exactly as shown in bold between the "" in order for the macros to recognise them.

- 1.6 To view the bookmarks you have added click on the Bookmark Icon again.



- 1.7 Click **Save** and close the letterhead document.

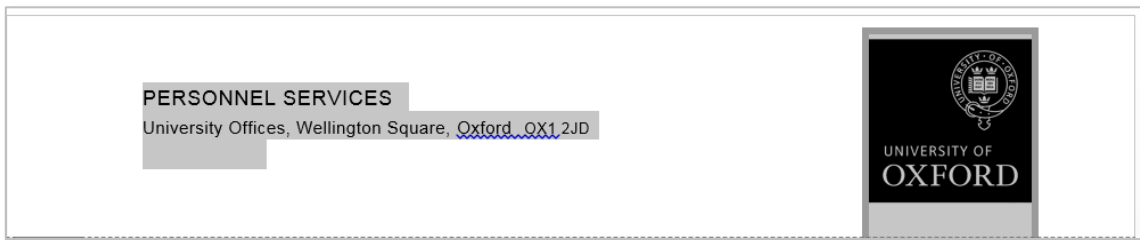
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## 2. Testing the letterhead

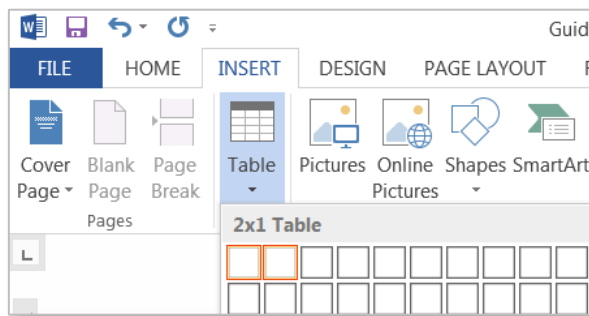
Save the new letterhead to the '**CoreApps**' folder on your C drive and name it **letter\_head**. Run a document from either Personnel or Recruitment to check that your new header and footer is displaying correctly.

If the letterhead does not display as expected you may need to add a table within the header and, if applicable, the footer and insert the text and images into that table.

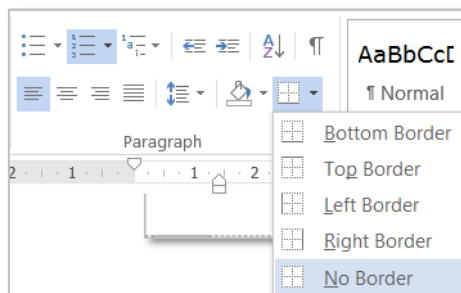
In the example below it would be advisable to create a table with one row and two columns:



- 2.1 Go to **Insert>Table** and highlight the number of rows/columns you want to add.



- 2.2 Adjust the width of the columns to fit the contents and remove the line borders.



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The Letterhead should now display as below:

