

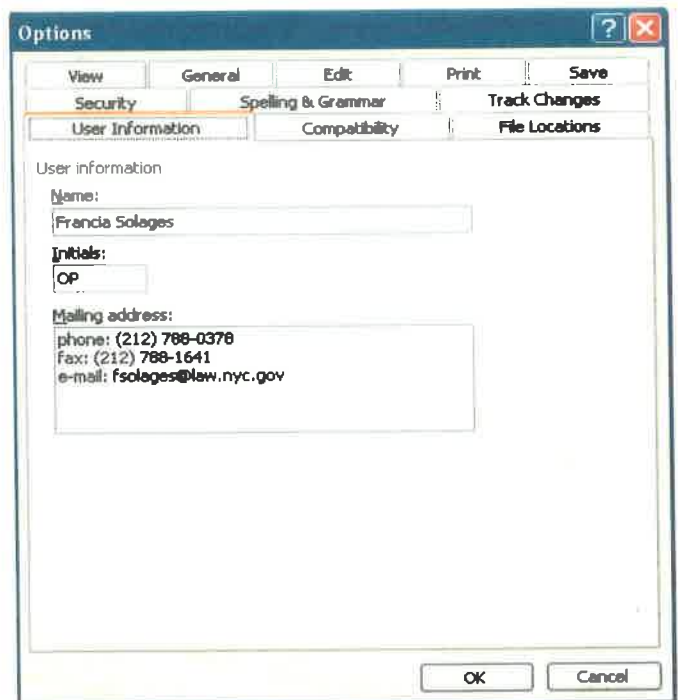
SETTING UP USER INFORMATION WITHIN WORD

The Law Department's policy is that all correspondence produced on our Agency's letterhead must contain the sender's e-mail address, along with the telephone and fax numbers. The Agency has created electronic letterhead, memorandum, and fax cover sheet templates that "pull" your personal information from the *User Information* dialog box within Word and place this information automatically on your correspondence. In order for Word to do this you need to supply the application with your information. Below is a sample of how the information should be entered.

Note: The Mailing Address field (within the User Information dialog box) will contain your phone and fax numbers, as well as your e-mail address, instead of your office mailing address, because that is already included on the letterhead.


STEPS

1. Open Word by double-clicking the icon on your desktop or use Start/Programs/Word.
2. Click on **Tools** and select **Options**.
3. Click on the *User Information* tab.
4. In the *Name* field, type your name (as you would like it to appear on your letterhead).
5. In the *Initials* field, type your Division's two letter acronym. The acronyms appear on the back of this form (see sample to the right).
6. In the *Mailing Address* field, type the following information, (press the **Enter** key after each line of text): a) your phone number [preceded by the word "phone:"]; b) your fax number [preceded by the word "fax:"]; and c) your e-mail address [preceded by the word "e-mail:"].
7. When done, click on **OK**.



The screenshot shows the 'Options' dialog box in Microsoft Word, with the 'User Information' tab selected. The 'Name' field is filled with 'Francis Solages'. The 'Initials' field is filled with 'OP'. The 'Mailing address' field is filled with three lines of text: 'phone: (212) 788-0378', 'Fax: (212) 788-1641', and 'e-mail: fsolages@law.nyc.gov'. The dialog box has standard Windows window controls at the top and 'OK' and 'Cancel' buttons at the bottom right.

Test a template to see how the *User Information* works:

1. From the icon toolbar, click on the  for Template.
2. Click on the *More* tab; select the *e-Letterhead* or *e-Memoranda* folder and scroll to the template that matches your office location or division.
3. Double-click on the template to open it.
When the template opens, your personal information will be displayed on the top right hand side of the page.

You will only have to enter your *User Information* once. In the future, any template that uses Word's *User Information* will automatically launch/open with the information you provided. As the template is a normal document after it is opened, the text is completely editable. Therefore, those preparing letters or memos for people other than themselves can edit the user information as necessary.

If you encounter any problems, please call the Help Desk at (212) 788-0406