

## 1. Fairmont State / Pierpont Letterhead

Fairmont State letterhead is created by typing information in a Microsoft Word template.

This "print-on-demand" format will allow you to place letterhead with a pre-printed logo into a copier and format the address information as needed. This keeps individual offices from having to incur the expense of printing and storing large quantities of personalized letterhead.

### ***A. There are three pre-printed letterhead headings available:***

Fairmont State  
Fairmont State University  
Pierpont Community & Technical College

### ***B. To format your letterhead:***

Add your office information to the top of your letter using the template created in Microsoft Word and located on the Fairmont State web site at: <http://www.fairmontstate.edu/wgc/letterhead> and on the Pierpont web site at: <http://www.pierpont.edu/wgc/letterhead>

### ***C. Please follow the template guidelines to maintain a consistent Fairmont State look:***

Full office title  
The words "West Virginia" are not abbreviated  
Phone, fax and toll free numbers written as follows: (000) 000-0000  
Type size is 7 point  
Type font is Palatino  
All words are upper and lower case.

### ***D. If you need a second line for your office area, hit RETURN and continue typing the title.***

Office Title  
<space>  
1201 Locust Avenue  
Fairmont, West Virginia 26554-2470  
Phone (304) 000-0000  
< no space here if you include any of the following information >  
Fax (304) 000-0000  
Toll Free (800) 641-5678, Ext. ?  
E-mail ???????@fairmontstate.edu (or ???????@pierpont.edu)  
Web www.fairmontstate.edu (or www.pierpont.edu)

## 2. Fairmont State / Pierpont E-mail / Electronic Letterhead (not meant to be printed)

These files are electronic versions of the letterhead. They are meant to be distributed electronically (via e-mail, PDF files, or on CD's.) Because printers vary in quality and color these files are not meant to be printed.

These versions are located on the Fairmont State web site at: <http://www.fairmontstate.edu/wgc/letterhead>  
These versions are located on the Pierpont web site at: <http://www.pierpont.edu/wgc/letterhead>

Be sure to use the appropriate version for your program, or school and follow the guidelines in the information file.

### ***Contact Info***

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