Dear Heather,

This is a test letter on letterhead. In word, it may look grayed out, but when you save it as a PDF or something, it should appear in full color. It should also print out in full color.

As long as you don’t delete it from the Header, it should stay put. You can resize or edit it by double clicking in the Header, click on the image, then use the editing options in your tool bar.

You can adjust the margins any way you like and it shouldn’t affect the image at the top.

- Tyler