

Sample letters - guidance

Viewing Highlighting

The insertion point and instructions in the sample text are highlighted in yellow, as shown in the following example:

If you have any enquires on this matter, the » insert the name of the agency involved contact is » insert the name of the contact person, who can be contacted on (02) » insert the contact person's telephone number.

If the insertion point and instructions in the sample text are not highlighted in yellow, the highlighting must be turned on. On the Tools menu:

- click Options, and then click on the View tab;
- tick the Highlight check box, and click the OK button.

Copying text

Copy the relevant sample text (inside the box) and paste it into an appropriate letterhead template.

Overtyping of highlighted text

Click onto and select each insertion point and the following instructions, highlighted in yellow, and overwrite with your project specific details.