

Letterhead Template – User Guide

Thank you for purchasing this Letterhead Template!

Software Requirement

- Adobe Illustrator

Package Includes

- 1 Editable Adobe Illustrator (.AI) File
- User Guide (PDF)
- Font Information

How to Edit the Template

1. Open the **.AI** file in Adobe Illustrator.
2. Use the **Type Tool (T)** to edit the text.
3. Replace the placeholder content with your own business information.
4. Add or replace your **logo** as needed.
5. Customize the fonts, colors, and other design elements.
6. Adjust the layout and positioning according to your requirements.
7. Save your customized file.

How to Save & Export

To keep your editable version:

File > Save As

For printing:

File > Save As > Adobe PDF

You can also export the letterhead as **JPG or PNG** if required for digital use.

Fonts

The fonts used in this template are google Fonts.

Printing Tips

- Check the document size before printing.
- Make sure all text and important elements are within the safe area.
- Use high-quality print settings for the best results.
- Export as a high-quality PDF for professional printing.

Support

If you have any questions or need assistance with the template, please feel free to contact us at *info@motivefiles.com*

Thank you for choosing our template. We hope you enjoy using it!