

Design your letterhead

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Your letterhead is the logo, address and footer printed around every letter. You lay it out once, and every document written in Desk can use it. You can keep more than one, say for each office or team.

Before you start

You need to be an admin in Desk to set up letterheads and fonts.

1 Start a letterhead

Go to **Settings** > **Documents**

Under **Letterheads**, press **New letterhead** and give it a **Name**, like “Main office”.

2 Add the pieces

Use the buttons above the page to add what you need:

- **Text**, for your address, phone number or the line in your footer
- **Add a picture**, for your logo
- **Page number**, where **{page}** and **{pages}** are filled in for you

3 Put them in place

Drag each piece to where it belongs in the **Header** or **Footer**, and drag its corner to resize it. Press a piece to change its words, size, colour and how it lines up, or **Remove** it.

For an exact position, type it in millimetres under **Where, in millimetres**.

4 Choose later pages and margins

Under **Later pages**, choose **Same as the first**, **Logo only** or **Plain**. Set the margins in millimetres if the defaults don't suit your paper.

5 Save it

Switch on **Use it for new documents** if this should be the usual one, then press **Save letterhead**.

Your house fonts

On the same page, **House fonts** lets you add the fonts your firm uses. Pick one under **Add from Google Fonts**, or upload a TTF or OTF file of up to 2 MB and say which style it is.

Under **Type and filing**, choose the fonts for **Headings** and **Body text** and the usual **Text size**. Switch on **Only the house fonts** to keep everyone's documents in your own type, then press **Save**.

Filing finished documents

If your organisation uses Folio, switch on **File finished documents in Folio** and choose the **Folio folder**. Each client and matter gets its own folder inside it.

If something goes wrong

A document still shows the old letterhead.

Each document keeps the letterhead chosen for it. Open it and pick the new one from the **Letterhead** list above the page.

You can't add another font.

There's a limit to how many fonts one Desk can keep. Remove one you no longer use, then add the new one.