Double click on the header and footer fields to fill in your information

Edit Header:

1. Fill in college/center/institute name; style is always all capital letters in Aggie Maroon
2. DO NOT edit the Texas A&M Health line
3. Edit Department/Program line (delete if not applicable)
4. Edit name
5. Edit title

DO NOT change the logo.

Edit Footer:

1. Add a building name and office number, if necessary (e.g., Health Professions Education Building, Suite 123)

2. Add street address

3. Phone

4. Cell (delete if not applicable)

5. Fax (delete if not applicable)

6. Email

17. Website Do not include url prefix (http://)

PROOF YOUR WORK!