

- 1. Set Margins to 1"
- 2. 10-12 point professional font
- 3. Single spacing and no additional spacing between paragraphs
- 4. Insert The Hub logo in the header
- 5. Key address in the footer section of the document
- 6. Type your name in the body of the document, not in the header for this assignment.
- 7. Save as Hub Letterhead
- 8. Print and turn in

The Hub

600 Hub Street ~ Austin, TX 73301

Phone: 1-888-555-TEEN (8336) ~ Fax: 1-888-555-HANG (4264)

Email: <u>info@thehub.net</u> www.thehub.net