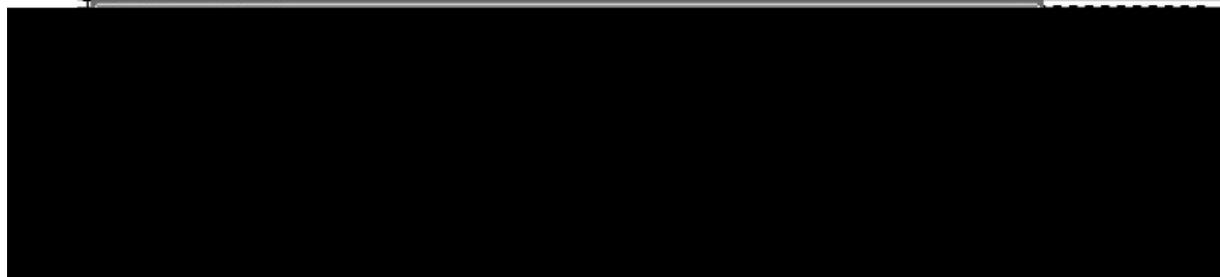


HELPFUL HINTS

1. The new letterhead macro template for windows is "NETL_Letterhead." The letterhead will be used for all memoranda and letters. The macro will prompt you to enter the appropriate data. The new concurrence macro template for windows is ConcurrenceTable.
2. Times Roman is the font NETL will be using to type all correspondence.
3. Do NOT type a signature block at the end of the memorandum. The person sending the memorandum will sign beside their name.
4. **Footers with document author or contact person information are mandatory on all NETL Memos and Letters. The only exception is correspondence being sent to Headquarters for signature.**
5. The information on the MEMORANDUM FOR, THROUGH, and FROM lines should be in all caps. The information on the SUBJECT line will be in upper and lower case.
6. The third line of the MEMORANDUM FOR, THROUGH, and FROM is indented two spaces (2.86" position). The SUBJECT's second line is not indented. It will stay flush with the first line.
7. There are two lines between the last lines of MEMORANDUM FOR and FROM. The text of the memorandum will begin on the third line down from the last line of the subject.
8. If a memorandum is being sent to three or more individuals, type DISTRIBUTION in the MEMORANDUM FOR prompt. Return two from the last line of the memorandum and type DISTRIBUTION:. Return and begin typing your list.
9. If a memorandum is addressed to two individuals, you will need to return twice from the last line of the MEMORANDUM FOR, indent four, and begin typing the second person's name.
10. The closing for all letters will always be "Sincerely."
11. The closing will begin two lines down from the last line of the letter. Tab to 4.25" position and type Sincerely. Return five, tab to 4.25" and begin your signature block.
12. Typist's initials will no longer be used.
13. If a date needs to be added to a memorandum or letter after you have completed the macro, you will have to arrow down two from the last line of the letterhead and the cursor will take you to the center prompt. Begin typing the date. Once a memorandum or letter has been signed/approved, you may use a date stamp or typewriter to date.
14. The words "w/attachment(s)" or "w/enclosure(s)" will no longer be used after a cc: list (i.e.,

cc w/o attachments). It will be assumed that the attachment(s) will be sent. The words "w/o attachment(s)" or "w/o enclosure(s)" will follow after the individual's name if they are NOT to receive a copy.

15. The cc: list will begin at the tab setting 1.31" position and bcc: list will begin at the tab setting 1.39" position.
16. Do not use Headquarters routing symbols (FE-1) or Forrestal/Germantown as part of the MEMORANDUM FOR address. Names and titles should be used instead.
17. REMEMBER to use spell-check on ALL documents.
18. Salutation
 - When it is not known if the addressee is a man or woman, use the name as given. For example: Dear R. C. Jones:.
 - When the identify of the specific addressee is not known, use "Dear Sir or Madam:."
19. Instructions to change the footer information after exiting the letterhead macro:
 - Select View at the menu line.
 - Select Header and Footer. The header information will appear at the top of your screen.
 - Select the icon Switch Between Header and Footer. The footer information will appear at the bottom of your screen. Make your changes and close.



The electronic notation of signature (original signed by) must be added to a memorandum or letter before it is sent electronically to the cc: or bcc: list.

21. If there are more than two addresses, use a distribution list.
22. The NETL Director's signature block for letters:

Carl O. Bauer
Director