



Memo

2/24/23

To: All Employees
From: Memo Department
Subject: Memos

We have designed a new template for memos and would like all of you to use it for internal correspondence. Consider this a general guideline and make changes as necessary.

- We recommend that you use the “bullet point” format whenever possible. This creates a more concise communication. You can change the look or style of the bullet points by choosing another font or type size.
- If your department has its own logo or letterhead, you may want to change the header of the memo and add the appropriate graphic. You can create a graphic in MacDraw II or MacPaint and insert it directly into your template.
- Before publishing your memo, be sure to use the Spelling Checker to catch any errors or typos. You may also want to use the thesaurus to find alternate suggestions for certain words.
- Use the mail merge feature in conjunction with your data base if you need to customize your memo to send to a large group of people.
- The footer contains the page number format and will automatically display the number of pages in your document.