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To customize this letterhead,

View the footer and update the text with your department’s name, address and other contact information. Then delete this message and save the file as a template.

* Do not change the size of the text.
* Do not change the spacing between the vertical bars “ | ” and the text before or after.
* The font should be Adobe Garamond, Garamond or any font in the Garamond font family.
* You may opt to change the logo to your unit logo but keep the sizing consistent with the Alcorn State University logo.
* Do not delete the digital document footer.