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May 7, 2003

Mathematics Personnel  
(faculty, staff, graduate students, visitors)

Dear everyone,

On second thought, here is a simpler way to make the letterhead. It uses the same “letterhd.cls” file, but this time I make the *entire* top part of the page from one graphic image. Everything above the date is one picture, which I create one time. This saves me the trouble of using the picins package and adjusting its spacing.

In case you’re wondering, here’s how I made the graphic image: I used Microsoft Word for the text. I inserted the graphic image into the Word document. When I had it the way I wanted it, I took a “snapshot” using the Prnt Scrn key; then I pasted the image into a graphics program.

Yours truly,

Eric Schechter,  
Webmaster and Associate Professor  
Vanderbilt Mathematics