

My HR Support Centre

How to Edit a Document

Removing the Header

1. Click on the **INSERT** tab
2. Choose **HEADER**
3. In the drop down menu click on **EDIT HEADER**—near the bottom
4. Click on the **LAYOUT** tab
5. Choose **DELETE**
6. In the drop down menu click on **DELETE ROW**
7. Click on the **HEADERS & FOOTERS TOOLS** tab (it will be above the design tab and should be highlighted in green)
8. Choose **CLOSE**

Removing the Footer

1. Click on the **INSERT** tab
2. Choose **FOOTER**
3. In the drop down menu click on **EDIT FOOTER**—near the bottom
4. Click on the **LAYOUT** tab
5. Choose **DELETE**
6. In the drop down menu click on **DELETE ROW**
7. Click on the **HEADERS & FOOTERS TOOLS** tab (it will be above the design tab and should be highlighted in green)
8. Choose **CLOSE**

Copy a Kea Letter onto Your Letterhead

You will need the Kea Letter **and** your letterhead open on your screen.

Starting with the Kea HR Document:

1. Check you are on the **HOME** tab
2. Click and hold **CTRL** whilst clicking on **A**
3. All the text should now be highlighted
4. Choose **COPY**
5. **CLOSE** the Kea HR Document
6. Go to your letterhead document
7. Choose **PASTE**

Format a Kea Letter

You will find prompts in all the letters where you need to add information. For instance **(Insert Date)**.

Go through the letter and complete all these prompts.

1. Check you are on the **HOME** tab
2. Click and hold **CTRL** whilst clicking on **A**
3. All the text should now be highlighted
4. Choose **FONT COLOR** and **BLACK** (all the font should now be black)
5. Choose **BOLD** (all the font should now be normal)

Saving a Kea Letter to Your PC

1. Click the **FILE** tab
2. Choose **SAVE AS** and choose your folder and file name
3. **CLOSE** the document

If you experience any problems accessing pages or downloading documents please get in touch immediately via the online support facility, by emailing me at kathryn@kea-hr.co.uk or by calling 0114 360 0626.