

Re: Format of addresses in personal letters

Source: <http://www.tech-archive.net/Archive/Word/microsoft.public.word.newusers/2005-01/0637.html>

From: Suzanne S. Barnhill (sbarnhill_at_mvps.org)

Date: 01/15/05

Date: Fri, 14 Jan 2005 21:29:46 -0600

Well, you could do it with a two-column borderless table, using a row with an exact height larger deeper than either address. Set the vertical alignment for the return address cell to Top and for the inside address to Bottom. You could also add Space Before to the inside address paragraph to force it down. You could use text boxes instead, but that's just asking for trouble.

--

Suzanne S. Barnhill
Microsoft MVP (Word)
Words into Type
Fairhope, Alabama USA

Word MVP FAQ site: <http://word.mvps.org>

Email cannot be acknowledged; please post all follow-ups to the newsgroup so all may benefit.

"Brian Ellis" <ellis.b7@virgin.net> wrote in message

news:uc0Jxgp%23EHA.600@TK2MSFTNGP09.phx.gbl...

> Well, it is not a standard MS format thats for sure. Word seems to recognise

> only Block, Semi-block and Modified Block but there is less wasted space if

> the sender's address is on the right and the recipient's address is on the
> left and overlapping by a few lines. This layout is often seen where the
> company details are preprinted on the right and recipient's address
details

> typed high on the left. It is a format that has been in use for over 50
> years to my knowledge and results in a more compact, neater appearance,
> IMHO.

>

> So there is no solution in Word, then?

>

>

>

> "Suzanne S. Barnhill" <sbarnhill@mvps.org> wrote in message

> news:u05f2Op%23EHA.1296@TK2MSFTNGP10.phx.gbl...

> > What you describe is not a standard format for any type of traditional
> > letter. The return address block/letterhead is always above the inside
> > address even if the former is aligned right of center (semi-block
style).

> > See <http://www.kanten.com/styleguide/pdfs/slsp.pdf> or

> > http://jobsearchtech.about.com/od/letters/l/bl_sblock_p.htm

> >

> > --

> > Suzanne S. Barnhill

> > Microsoft MVP (Word)

microsoft.public.word.newusers: Re: Format of addresses in personal letters

> > Words into Type
> > Fairhope, Alabama USA
> > Word MVP FAQ site: <http://word.mvps.org>
> > Email cannot be acknowledged; please post all follow-ups to the
newsgroup
> so
> > all may benefit.
> >
> > "Brian Ellis" <ellis.b7@virgin.net> wrote in message
> > news:uqSwyxn%23EHA.2180@TK2MSFTNGP10.phx.gbl...
> > > Thanks but after typing the home address on the right, using the
> paragraph
> > > indent, I have been unable to type the recipients address on the left
> side
> > > of the page AND overlapping the home address by several lines without
> > > disturbing the home address. Several lines of typing in each address
> > share
> > > the same rows so typing on the left disturbs the right hand side.
> Fields
> > > would isolate the left from the right?
> > >
> > >
> > > "Suzanne S. Barnhill" <sbarnhill@mvps.org> wrote in message
> > > news:Oegkuan%23EHA.2272@TK2MSFTNGP10.phx.gbl...
> > > > Nothing to do with fields. You can use a paragraph indent (easiest
way
> > is
> > > with the ruler; see
> > > <http://word.mvps.org/faqs/formatting/UsingRulers.htm>).
> > > > But given that you're in possession of something more sophisticated
> than
> > a
> > > typewriter, why don't you create a full-blown letterhead? See
> > > > <http://home.earthlink.net/~wordfaqs/Letterhead.htm>
> > > >
> > > > --
> > > > Suzanne S. Barnhill
> > > > Microsoft MVP (Word)
> > > > Words into Type
> > > > Fairhope, Alabama USA
> > > > Word MVP FAQ site: <http://word.mvps.org>
> > > > Email cannot be acknowledged; please post all follow-ups to the
> > newsgroup
> > > so
> > > > all may benefit.
> > > >
> > > > "Brian Ellis" <ellis.b7@virgin.net> wrote in message
> > > > news:uw2IB7m%23EHA.3260@TK2MSFTNGP14.phx.gbl...
> > > > > How do I layout the addresses in Word in the same style as in a
hand
> > > > written
> > > > > letter, ie the senders address top right and the recipients
address
> > > top
> > > > left
> > > > > but set down two or three rows.
> > > > >
> > > > > It must be something to do with Fields but I cannot figure it out
> > > and
> > > > there
> > > > > must be a simpler way.
> > > > >

microsoft.public.word.newusers: Re: Format of addresses in personal letters

> > > > The need to overlap the addresses means the text flies about in an
> > > > uncontrolled way.
> > > >
> > > > Brian
> > > >
> > > >
> > > >
> > >
> > >
> >
> >
>
>