

Date June 2, 2004
To Communications
From Jane Smith
Subject Preparing Internal Memos

*Note: Approval Block should not
be separate from document.*

To open a PNNL template, place the cursor on "File" on the menu bar, click and slide the arrow down to "New," select the PNNL tab in the dialogue box that opens, then select **PNNL_Memo_Template.dot**, which will open up the new internal memo template. The template defaults to 1-inch margins and automatically sets up the second page. Use full block style. Single spacing with double spacing between paragraphs is preferred.

The PNNL template for internal memos will automatically prompt you for these fields:

- project number,
- addressee (you may have more than one),
- sender,
- subject, and
- distribution list.

For memos addressed to several people or to a long list of people, type the word "Distribution" in the "To" space and list the names under "Internal Distribution" or attach a separate cover sheet showing the distribution list in alphabetical order. Remember that outside agencies are not to be copied on internal correspondence.

If you don't have a saved distribution list on file, then *cancel* when prompted for it. You can then move your cursor to the top of the right hand box and click just to the left of the circle to add your own distribution list. List copy recipients in alphabetical order. Don't forget to add *File/LB* below the last name on the distribution list.

Use staff members' initials (or first names, if preferred) in the "To" space. If initials are used, type them in caps with no periods or space between the initials. Be consistent in the use of initials or first names.

The subject of the memo is typed in initial caps and is underlined. The template automatically initiates the underline feature.

If the memo requires an approval block, place it on the original document.

Note placement of the special handling notation at the top of the first page (the approval block).

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At the end of the memo, type the initials (capitalized) of the person signing the memo, followed by a colon or slash and the typist's initials (lower case). When the memo is written for another person's signature, the initials can be typed as JCB/ABC/bc (person signing/author/typist). If there is an attachment, type "Attachment" two lines below the reference initials.

Management may be required to approve correspondence prior to presentation for signature. Refer to the Internal Correspondence section of this subject area.

XXX/xx

Attachment(s)/Enclosures