



## Prevail 3.9.2: Creating Letterhead in Microsoft Word

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- 1) Create a Microsoft Word document that *only* contains your letterhead. (Make sure that you do create your letterhead in the header of this document; the text should be in the actual body of the document.) Save this blank letterhead document anywhere on your computer (it doesn't need to be saved in your Prevail documents folder).
- 2) Open a new document in Microsoft Word. Double-click in the header area of this document, so that you will be inserting the letterhead into the header of this document.
- 3) Click on the *Insert* tab along the top of the screen. Then, click on *Object > Object*, in the toolbar.
- 4) In the *Object* window, click on the *Create from File* along the top. Then, click on 'Browse' to navigate to your original letterhead document. Double-click on the original letterhead document when you locate it. Before you click 'OK' in the *Object* window, make sure you check the "Link to file" box. By checking this box, any changes that you ever make to your original letterhead will automatically update the document you are creating.
- 5) The letterhead from your source document appears in the header of your new document template. Continue creating the template as usual, and when you're finished, save this document in your Prevail documents folder
- 6) Return to Prevail, and click on 'Forms'.
- 7) Click 'Add' in the *Document List* window.
- 8) Complete the document information, as usual, and then click 'Done'.