



## Prevail 3.9.2: Creating Letterhead in WordPerfect

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- 1) Create a WordPerfect document that *only* contains your letterhead. 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 WordPerfect.
- 3) Click on the Insert > File.
- 4) Browse to your original blank copy of your letterhead, and double-click on it.
- 5) The letterhead from your source document appears in 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'.