



Prevail 4: Creating Letterhead in Microsoft Word

- 1) In Prevail, click on Administration > Document Setup.
- 2) Click 'New' at the top of the *Document Designer* window.
- 3) Enter a "Document Title" and "Document Type" in the *New Document Wizard* window. Then, click 'Finish' at the bottom of the *New Document Wizard* window.
- 4) After your blank Microsoft Word document template appears, in Word, click on the *Insert* tab along the top of the screen. Then, click on Object > Object, in the toolbar.
- 5) 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.
- 6) The letterhead from your source document appears in your new document template. Continue creating the template as usual, and when you're finished, click 'Save' at the top of the Prevail *Document Designer* window.