



Prevail 4: Creating Letterhead in WordPerfect

- 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 WordPerfect document template appears, in WordPerfect, click on Insert > File.
- 5) Browse to your original blank copy of your letterhead, and double-click on it.
- 6) Your letterhead appears in your new document template. Continue to create the remainder of the document as usual, and click 'Save' in the Prevail *Document Designer* window when you're finished.