

Creating Letterhead in WordPerfect

Prevail 4

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.