

Creating Letterhead in WordPerfect

Prevail 3

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'.