

Creating Letterhead in WordPerfect

Prevail 9

1. In Prevail, click on Administration > Document Designer.
2. Click 'Create' at the top of the *Document Designer* window.
3. Enter a "Document Type" and "Document Title" in the popup window. Then, click 'Save' at the top right-hand corner.
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.