

# **Editing Existing Forms and Documents in your WorkCenter Library**

We at vForms have created a standard library of letters and emails for your convenience. You have the option to add new documents to your library, purchase add-on marketing libraries such as the Sue Woodard English and Spanish libraries, and you can also edit your existing letters to meet your specific needs.

This video will address editing your existing letters in your library to meet your professional standards.

**Step #1:** Open WorkCenter and click on the “Library Tab” at the top of the screen view.

**Step #2:** Select the letter you wish to edit by clicking the box with the “+” sign next to the group heading. Your forms and letters will appear. Right click on the desired letter and select “Edit Item”.

**Step #3:** You will notice that these letters already have mail merge fields loaded into the documents. Simply make your changes in the body of the letter by clicking into the letter and typing.

**Step #4:** If you wish to add a company logo or personal graphic to the letter, watch the flash video named: “Library - #7 Adding company logos and graphics to letters” or read your WorkCenter Quick Start Guide. The guide can be located by clicking on the “Web Center Tab” and then the “Training Center Tab”. Make sure you select the WorkCenter 2.0 Quick Start Guide.

**Step #5:** After editing your document, click “FILE” and the “SAVE”.

**Step #6:** Test your letter for edits. Click on a contact record and then double click on the edited letter and it will open. Make sure it meets your professional standards. Repeat the process above if you need additional changes in your letter or document.