

13 Stationery Templates
WordPerfect Magazine
Bonus Files

The included PRSNL01.WPT through PRSNL13.WPT stationery templates (bundled inside the PRSNL.ZIP file) are ready to use.

Note: The templates can be copied to the default documents directory or to a directory of your choice.

To see what one of the templates looks like, open the included PDF file (also bundled inside the PRSNL.ZIP file) whose name matches that of the template (e.g., PRSNL01.PDF matches PRSNL01.WPT).

Each template uses a ROSE.WPG graphics image. If you want to change the graphic image, first retrieve a template file by pressing Retrieve (Shift-F10), typing the filename you want to use and (Enter). Then press Graphics (Alt-F9), (4) User Box, (2) Edit, type 1 and press (Enter). Press (1) Filename, type the name of the new graphic or press List Files (F5) to select an image from a specific directory. Press (Y) Yes to replace the image, then press Exit (F7). Repeat these steps to replace other images in any other User Boxes or Figure Boxes as well.

To save your changes, press Save (F10), and type a new name to keep your original template unique, then press (Enter).

You're now ready to type your letter. When you're finished, view your document by pressing Print (Shift-F7), (6) View document. Press Exit (F7) when finished viewing. To print, press Print (Shift-F7), (G) Graphics Quality, (4) High, then press (1) Full Document.