



How-to create a business or personal letter in WordPerfect?

- WordPerfect Office Suite
- WordPerfect Home & Student

Task:

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How-To:

There are a couple of ways to create a business or personal letter in WordPerfect:

Method 1:

1. Click File > New from Template
2. Select Stationary and click Business Letter or Personal Letter

Method 1 gives you a static letter which you can edit as you see fit.

Method 2:

1. Click File > New from Project
2. Beside create, choose [WordPerfect]
3. Choose either "Standard Letter" or "Letter, Business"
4. If prompted, allow Template Macros to run.

Method 2 gives a side panel which will allow you to further customize the look and feel of your letter.
