Editing a Form Letter Template

Market: House, Senate

1. Navigate to **Library** and select a Form Letter to edit by clicking the Edit button.
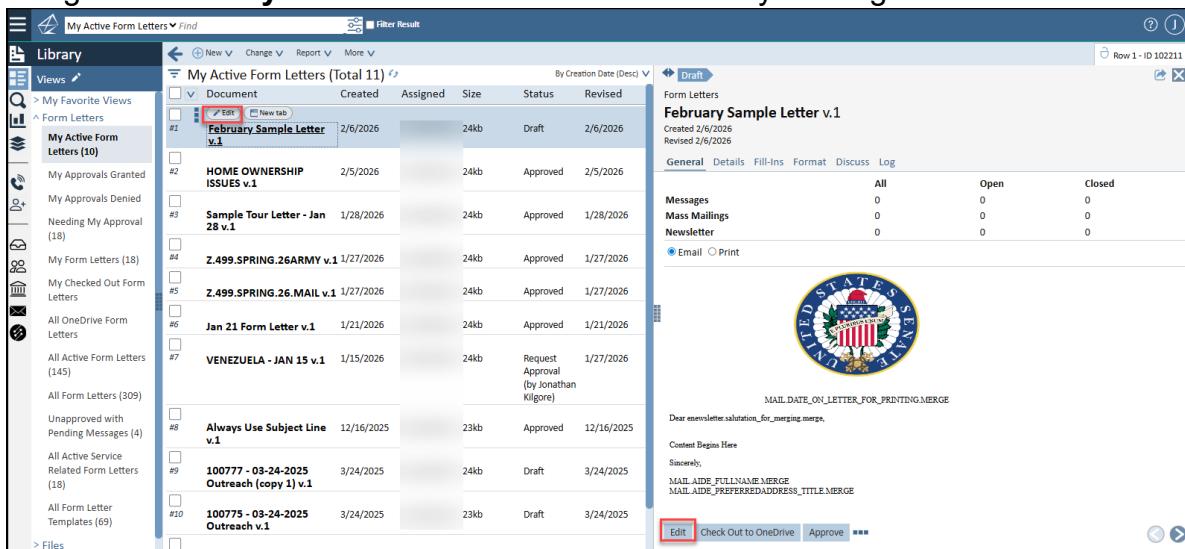

2. In the Draft Form Letter window, navigate to the **Detail** tab.
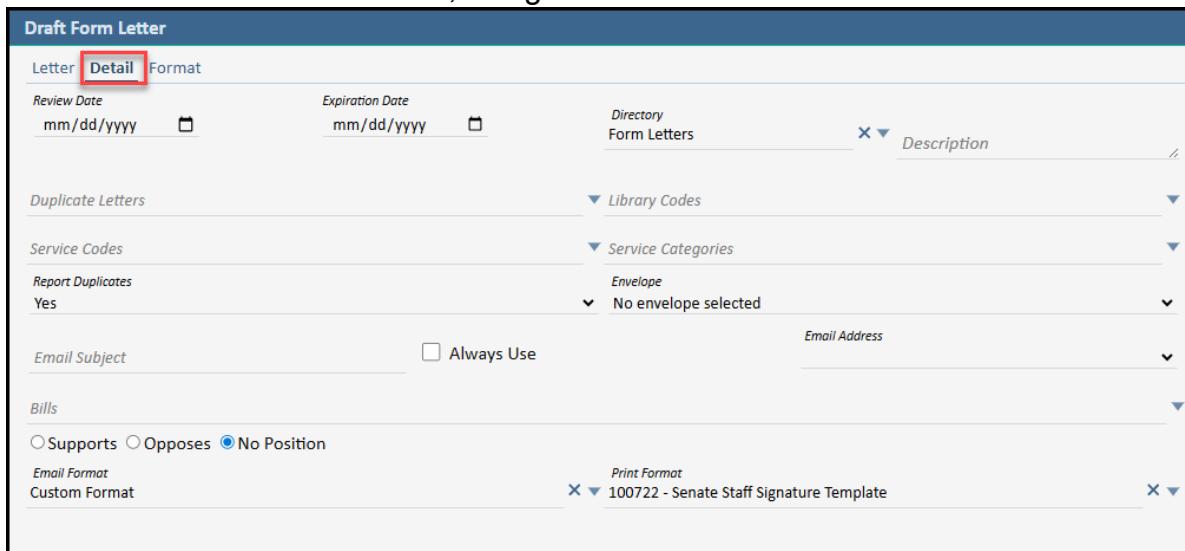
3. In the Detail tab, clear the fields in the **Email Format** and **Print Formal** by clicking the X to delete the existing information.

4. Click to the **Format** tab.

5. Select either the **Email** or **Print** format to edit and then click the corresponding button. If you choose to edit the Email format, the button will display **Edit Email Format**. If you choose to edit the Print format, you will click the **Check Out** button. You will either check out/check in to One Drive or use IQ Edit.

6. Make your edits to the template and click the appropriate Save button.