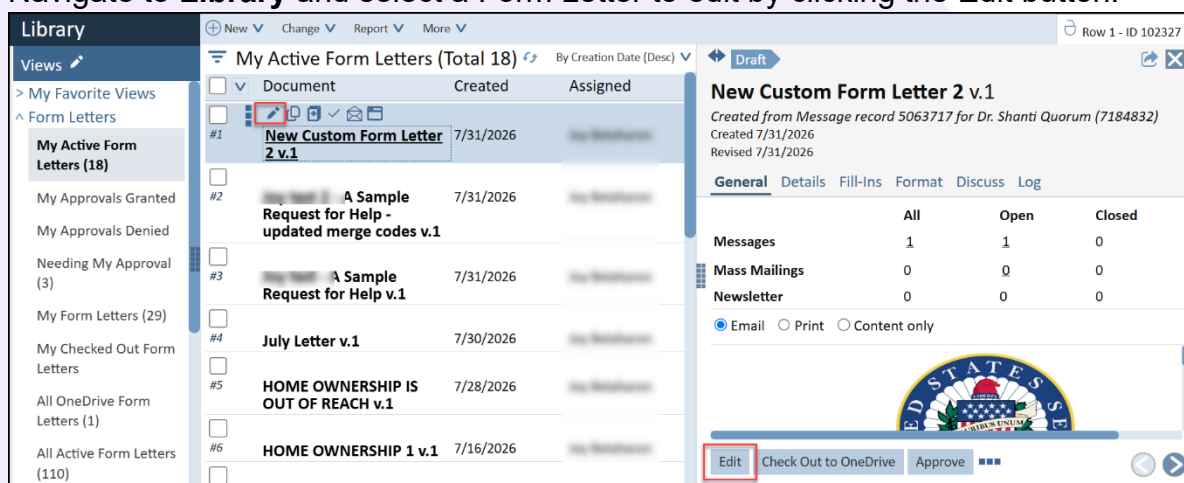


Editing a Form Letter Template

Market: House, Senate

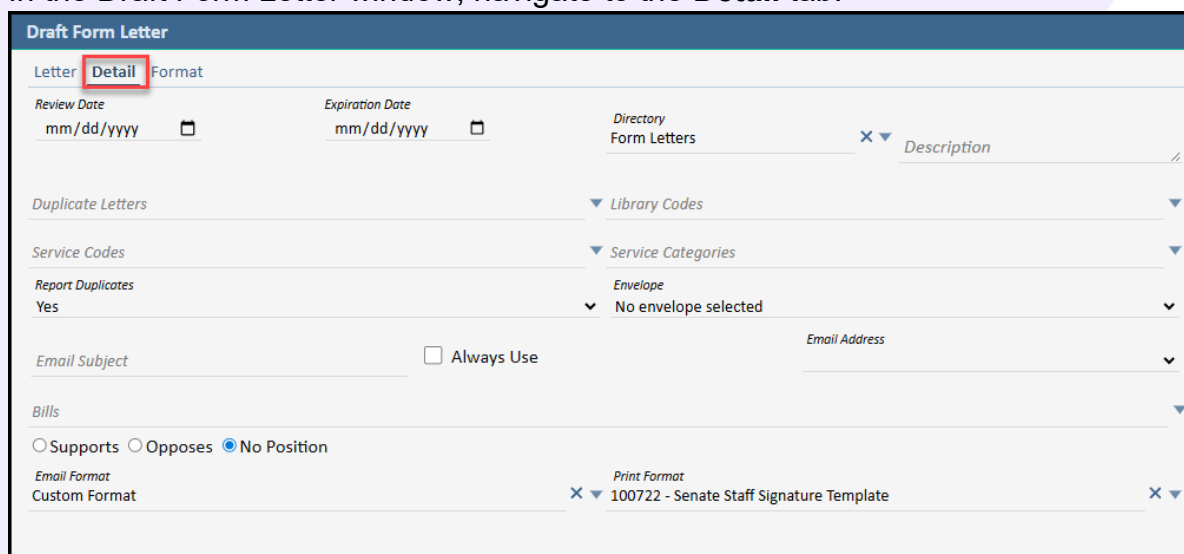
1. Navigate to **Library** and select a Form Letter to edit by clicking the Edit button.



The screenshot shows the 'Library' interface with a list of 'My Active Form Letters (Total 18)'. The 'New Custom Form Letter 2 v.1' is selected, and the 'Edit' button is circled in red. The right pane shows the 'Draft' window for this letter, including a table of messages and a preview of the letter content.

	All	Open	Closed
Messages	1	1	0
Mass Mailings	0	0	0
Newsletter	0	0	0

2. In the Draft Form Letter window, navigate to the **Detail** tab.



The screenshot shows the 'Draft Form Letter' window with the 'Detail' tab selected. The 'Detail' tab is circled in red. The window displays various fields for editing the form letter, including 'Review Date', 'Expiration Date', 'Directory', 'Form Letters', 'Description', 'Duplicate Letters', 'Service Codes', 'Report Duplicates', 'Email Subject', 'Always Use', 'Email Address', 'Bills', 'Supports', 'Opposes', 'No Position', 'Email Format', 'Custom Format', 'Print Format', and '100722 - Senate Staff Signature Template'.

Draft Form Letter

[Letter](#) [Detail](#) [Format](#)

☒ Email ☐ Print Edit Email Format

Draft Form Letter

[Letter](#) [Detail](#) [Format](#)

☐ Email ☒ Print Check Out

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