

Using the Sue Woodard add-on Libraries with WorkCenter

We at vForms are very proud of our relationship with Sue Woodard and Mortgage Market Guide. For everyone's information, Sue Woodard is a nationally recognized speaker, a top executive with Mortgage Market Guide and a high producing loan officer with CTX Mortgage.

We have released both the English and Spanish libraries that Sue Woodard has personally designed. We have also created 12 English and 6 Spanish Action Plans to use in conjunction with Sue's library forms. By using these letters and Action Plans, you will be able to duplicate Sue's very successful approach to generating and closing more loans and making more money.

When you purchase either or both of these marketing, communications and follow-up letters, you will be emailed a file and instructions for importing these documents into your WorkCenter Library. We recommend that you download and print the **"Using the Sue Woodard Libraries with WorkCenter"** PDF form on our website. You can locate this document through your WorkCenter software. Click on the Web Center tab and then the Training Center Tab. You can also go to our www.vForms.com website and click on the Training/Support icon button located at the left side of the website screen.

Upon receipt of the email from vForms, open your WorkCenter and click on the Library Tab. Drag the forms from your desktop or email into the library area inside WorkCenter. Wait a few moments and you will see the forms added to your WorkCenter. The English and Spanish library forms will load under their specific tab headings inside WorkCenter. As you can see by our flash video, we have both the English and Spanish tabs showing.

You use the same procedure as your standard library forms in accessing and using the letters and documents. Each of the Sue Woodard library forms already have the Header1 and Footer1 field names added to them. This will expedite your use of the forms if you choose to use the default image files in your setup options. Please review the following flash video for more information on these pre-programmed images: **"Setup Options - #4 Using pre-programmed images to populate graphics into letters"**.

Under the Action Plans, you will also note that there have been several Action Plans added to your WorkCenter for use with the Sue Woodard Library Forms. Please read the WorkCenter Quick Start Guide, watch the flash videos pertaining to Action Plans for more detailed instructions on using Action Plans and read the "Using the Sue Woodard Libraries with WorkCenter" document explained above.