

# Duplicating an Existing Letter or Document in WorkCenter

Each of our letters and emails inside your WorkCenter library of forms and documents has already been programmed with mail merge field listing names. This field listing names will allow you to mail merge your documents from the data inside WorkCenter.

When creating a new letter or email, it is very easy to accomplish by duplicating one of the existing letters or emails. When you duplicate this document, you have the ability to name it an appropriate name and have the document loaded under your specified library and headings.

Once you have duplicated the item, it is very easy to delete the unwanted text while leaving the mail merge fields intact in the letter. You then can copy and paste your new letter into the body of this duplicated letter or simply type the information directly into the letter. Using this technique, you can create new letters in a matter of minutes for quick use in your marketing campaigns and client communications.

Follow these steps to accomplish this task

Step #1: Select a letter in your library and right click on that letter. Choose “Duplicate Item” and a box will appear called “Library Item”.

Step #2: Change the appropriate boxes to reflect your desired needs:

1. Type: Library where you wish this new letter placed
2. Category: The group sub-heading under the Library you selected in #1 above
3. Document Name: The name you have chosen for this document
4. Click the OK Button to accept your changes

Step #2: Locate the letter you have just created and right click on that letter and select Edit Item”

Step #3: Keep the mail merge field names and delete the body of the letter. Type your new contents or if you already have a document, copy the information from that document and paste it into this new document.

Step #4: If you have not selected a document that has your company logo or personal graphics inserted, you can do that at this time. You can view the flash video: **“Library - #7 Adding company logos and graphics to letters”** for detailed instructions.

Step #5: Save this document by clicking on FILE and then SAVE. Test the results of your work by selecting a contact record and double clicking on the new letter or document to make sure the mail merge fields are working and the letter meets your professional standards.