## **Letters - Edit HTML**

All Letters are created in an HTML Editor and can be opened in HTML in order to insert customized HTML code outside of the editor or to edit any errors appearing in the Letter.

To Edit the HTML of any Letter

- Go to SETUP | PARAMETERS | LETTERS. See Letters
- Choose the Letter to edit. See Add or Edit Letters
- The Letter Editor will open.
- Click on the HTML icon and a new window will open here.
- You can then replace or edit all or part of the HTML code in the Letter.

