

Edit and Delete Correspondence

You can edit and delete letters you composed in Correspondence.

1. On the Home screen, click **Correspondence**.
2. Select the letter you want to edit or delete, and click **Edit** or **Delete**.
3. If deleting, a confirmation dialog box displays. Click **Yes**. If editing, revise the document as needed and click **OK**.
4. HeadMaster automatically saves the document for use within the program. To save the letter for use in another program, on the File menu, click **Save As**. In the File Name box, enter a name for the file and click **Save**.