

Letter Designer - Start here

Last Modified on 06/16/2026 9:06 am CDT

The [Letter Designer](#) tool enables users to create custom letters using a WYSIWYG editor. Letter formats created with the Letter Designer can be utilized by multiple users and generated as needed.

Getting Started

- [Understand Ad hoc Letters Video](#)

How-To Guides

- [Create a new letter format](#)
- [Preferred Language Setup](#)

Tutorials

- [Letter Designer Video](#)

Explanation

- [Campus Fields and Sub Reports](#)

Reference

- [Letter Designer Tool Rights](#)
- [Letter Designer Field Descriptions](#)
- [WYSIWYG Field Descriptions](#)
- [Campus Sub Report Options](#)
- [Letter Formats](#)