How to Search for a Form Letter

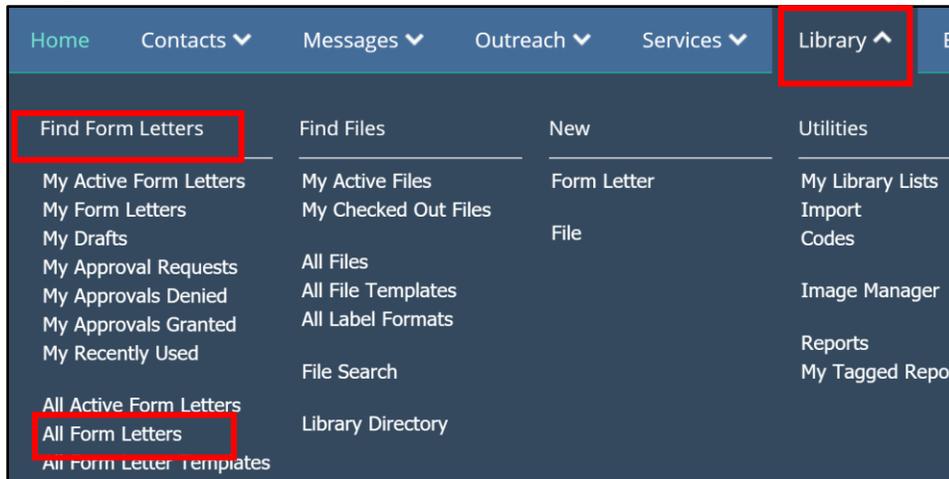| |
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| **Market:** Federal/State/Local, House, Senate |
| **Module:** Library |
| **Purpose:** This guide provides instruction on how to search for Form Letters in the Library module |
| **Key Benefits** |
| IQ Library provides capability to store Form Letters in directory folders that can be shared amongst office staff to expedite the search process. |

1. Navigate to **Library** > **Find Form Letters** > **All Form Letter.**

2. Choose the method to sort the search results.

3. Use the **filters** to narrow down your search for form letters. Two best practices are to: (1) type the title of a Form Letter or type "Form Letter" in the Filter Text or (2) to use the **Library Code.**