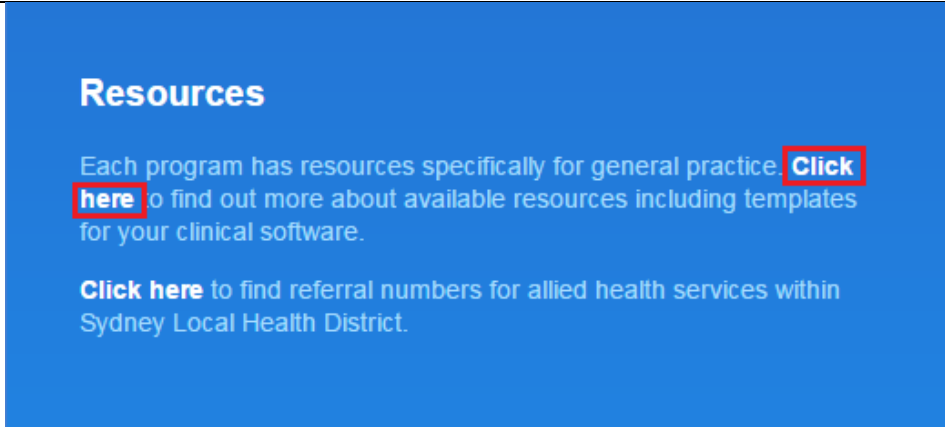
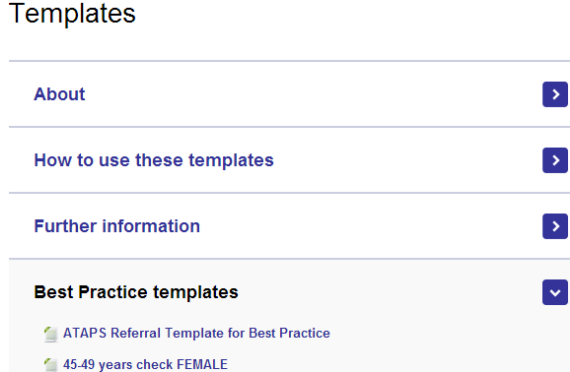
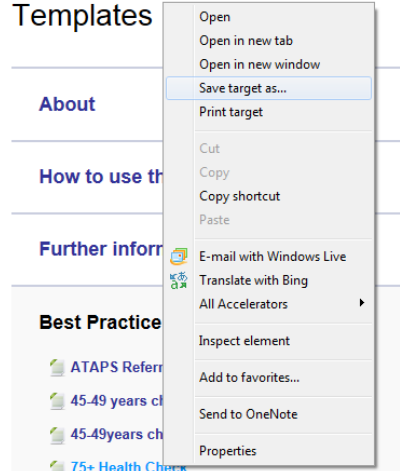
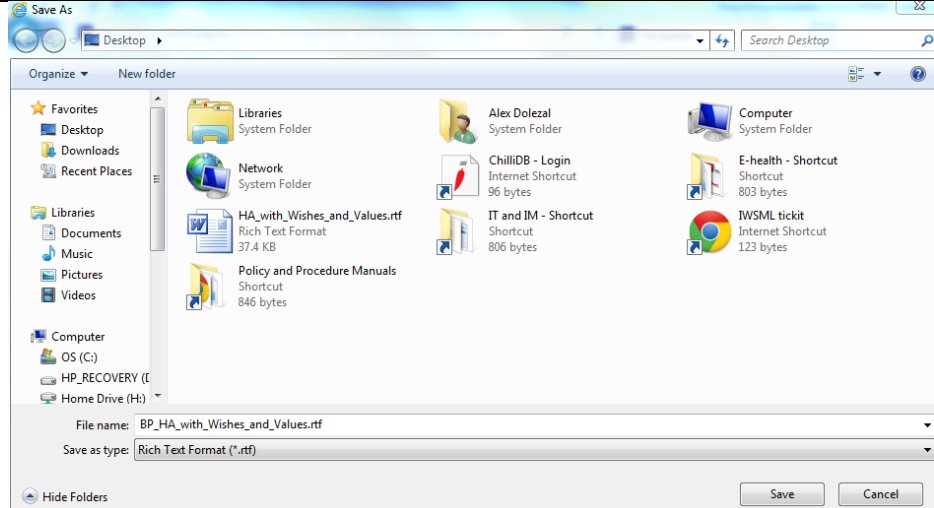


Best Practice Importing Templates from CESPHN Website

<p>Open your Internet browser, and type in www.cesphn.org.au. Click on <i>I am in General Practice – Resources – Click Here</i></p>		
<p>This will take you to the <i>Templates</i> section. To navigate to the Best Practice templates select the <i>Best Practice</i> hyperlink. This will show the downloadable templates.</p>		
<p>In this example you wish to download the <i>75+ Health Check</i>. To download the template right click the name and select <i>Save target as...</i> (in the Internet Explorer)</p>		

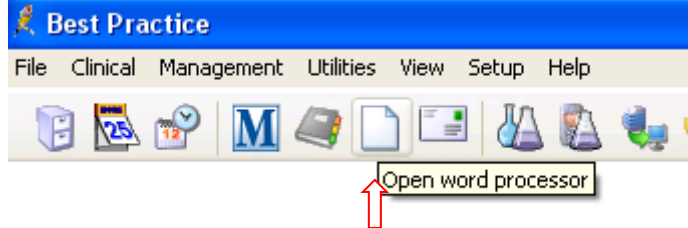
The box asking you to Save As will ask you where you wish to save the template. Select the place you wish to save it, in this example the Desktop. Click **Save**.



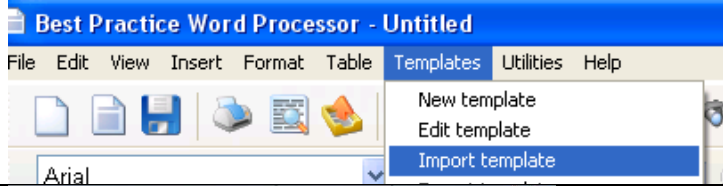
Save to the desktop. NB Do not double click the template to open. This could damage the template fields.



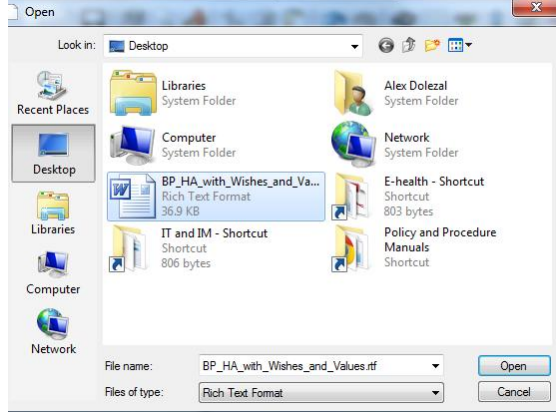
Open the word processor by clicking on the word processor icon.



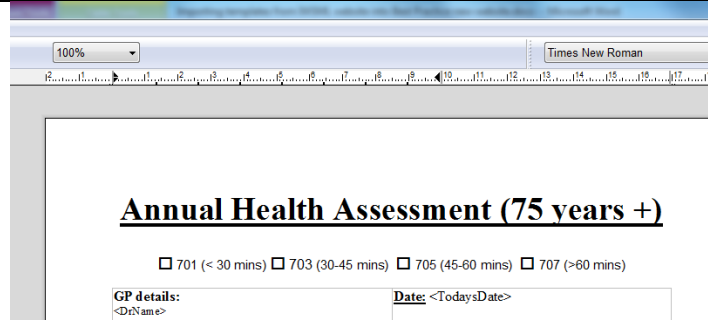
Once in the word processor is open select **Templates – Import template**.



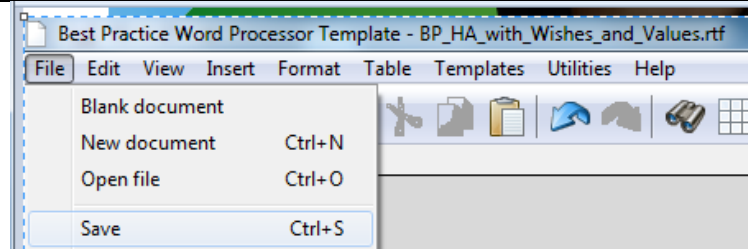
Navigate to where you saved the template, in our case the desktop. Select the appropriate template and click **Open**.



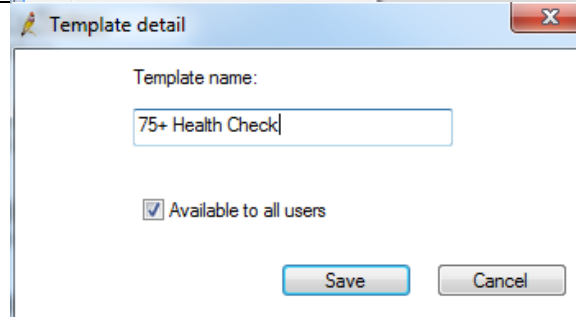
The template is imported into the word processor.



To save the template select **File – Save**.



Enter the template name, in this case **75+ Health Check** and click **Save**. Tick the box **Available to all users** if more than one user will be using the template.



If you open the word processor in the patient's file by clicking on **File – New Document** you will see the template if you scroll down in alphabetical order. Click **Open** to open.

