



INSTRUCTIONS FOR DOWNLOAD

- Ensure the .4w7 file is saved somewhere on your computer.
- Highlight any patient in the appointment book or patient list and click the referral/reply letter icon.
- Click on the 'Template' drop down menu at the top of the window.
- Choose 'New Template'.
- Enter a name for the template.
- Open the small 'File' menu.
- Select 'Open...'
- Navigate to the .4w7 file on your computer.
- Highlight the file and click 'Open'.
- Click the 'Save' button in the top right corner to save the new template so that it can be used for all patients in the future.