

# Installing templates in Genie

## Quick reference sheet

### WARNING

Do **not open / modify / edit** templates in Microsoft Word, as it will corrupt the template tags.

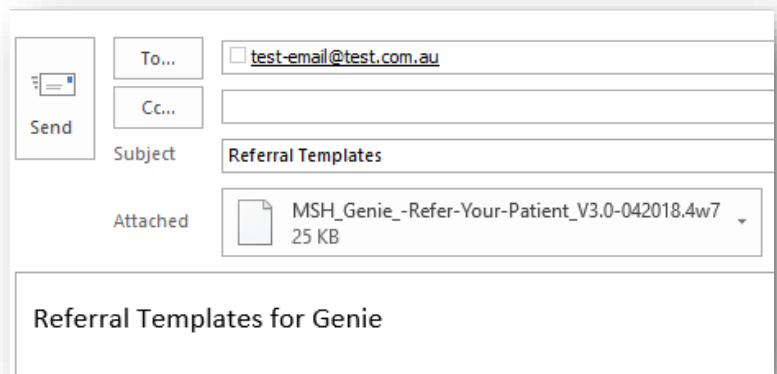
*Genie templates can only be modified in Genie*

## Saving templates

### For templates received as an email attachment

Open email -- Right click on attached file and select **Save as**.

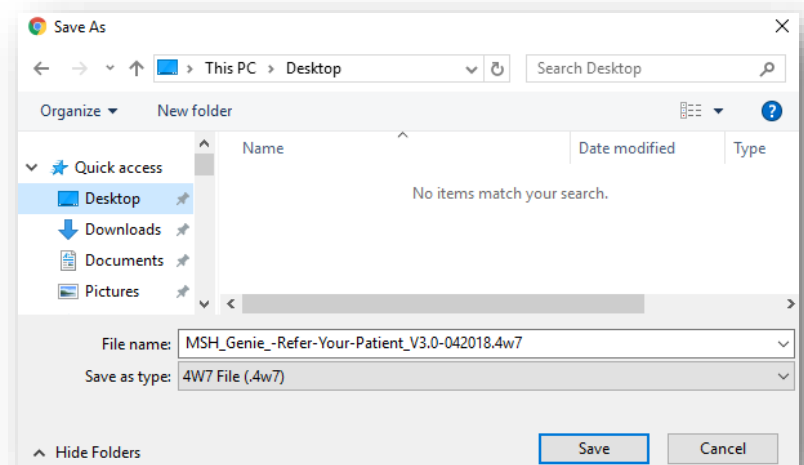
Navigate to your computer desktop. Then click the **Save button**.



OR

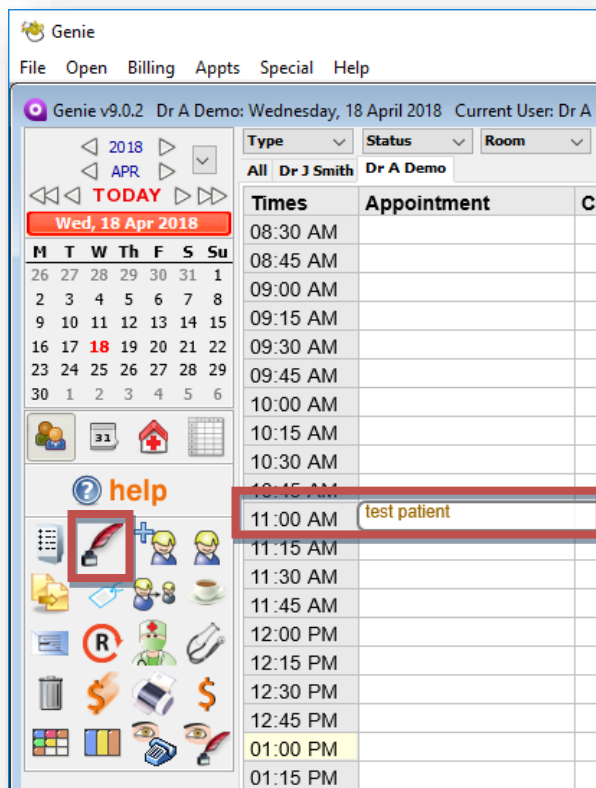
### For templates downloaded from the Internet

Click Download on the website you are on and save on your computer desktop.

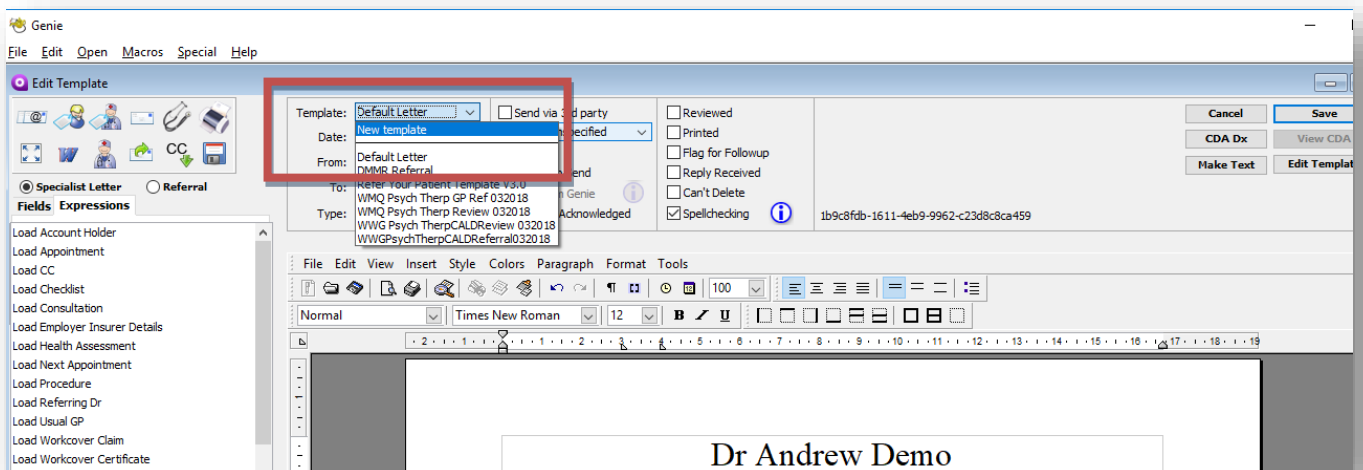


# Installing templates in Genie

1. Open Genie, from the main screen add a test patient to the 'Appointment' book, then click the 'red quill' button.

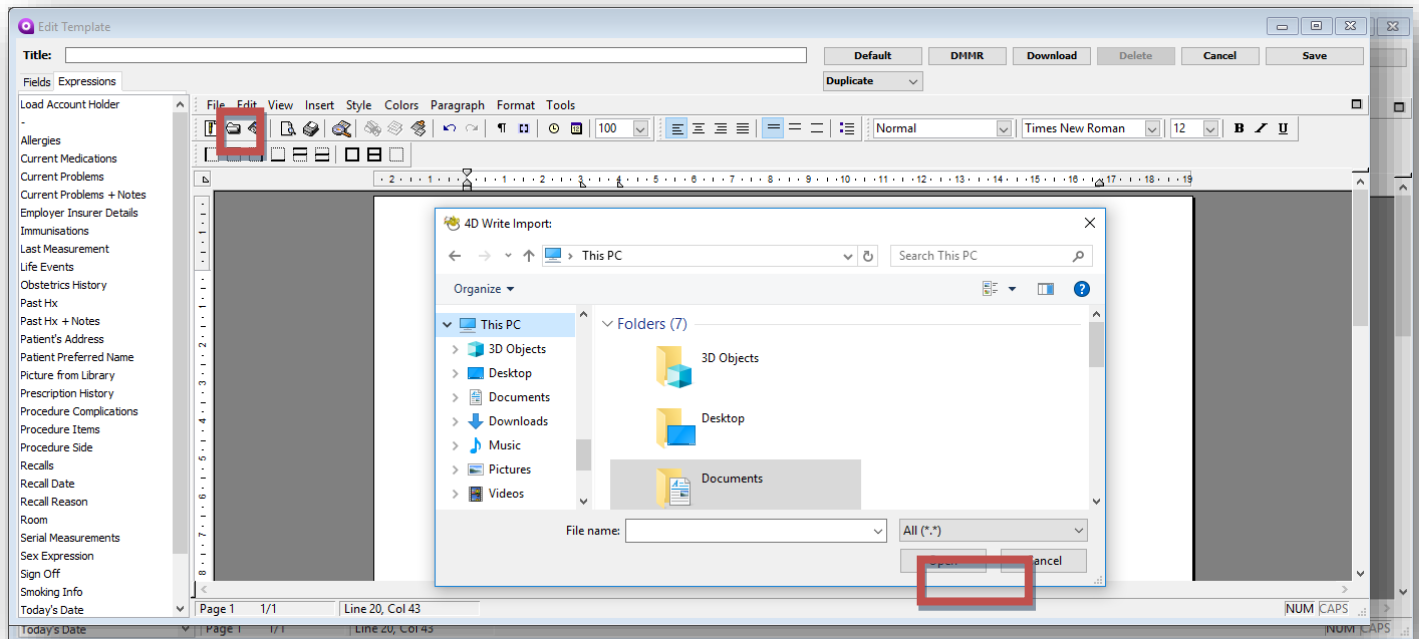


2. Click on the 'Template' drop down box and select 'New Template'.



# Installing templates in Genie

3. Select the **folder button** and navigate to the template saved on your desktop.



4. Enter a template name in the 'Title' section and then save. Once completed, your template will be available to use.

