

Installing templates in ZedMed

Quick reference sheet

WARNING

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

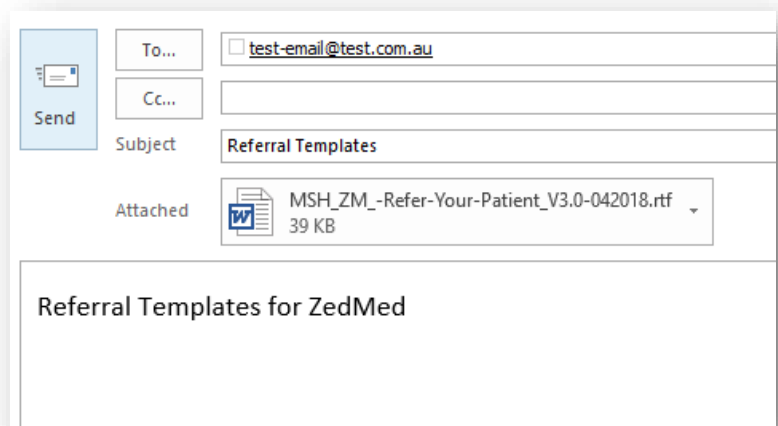
ZedMed templates can only be modified in ZedMed

Saving templates

For templates received as an email attachment:

Open email, Right click on Attached file and select Save as.

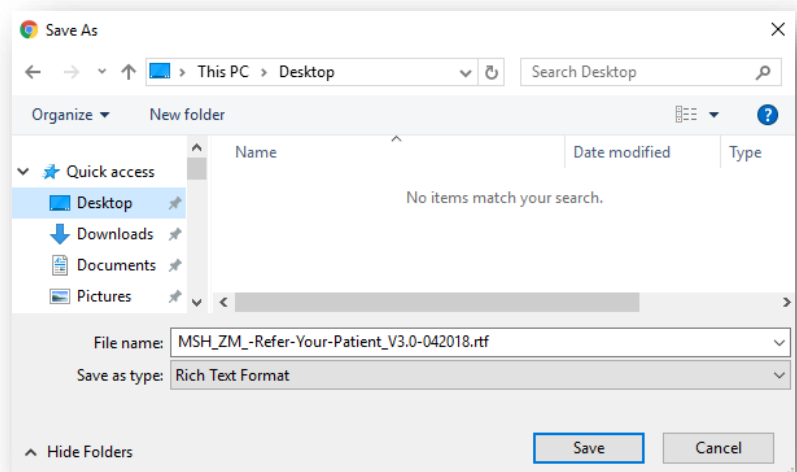
Navigate to your computer desktop. Then click Save.



OR

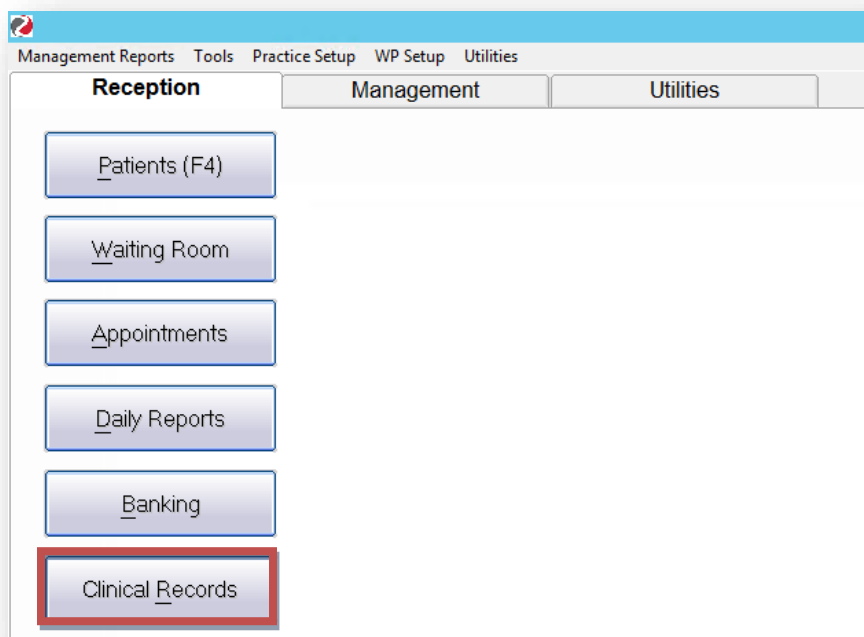
For templates downloaded from the Internet

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

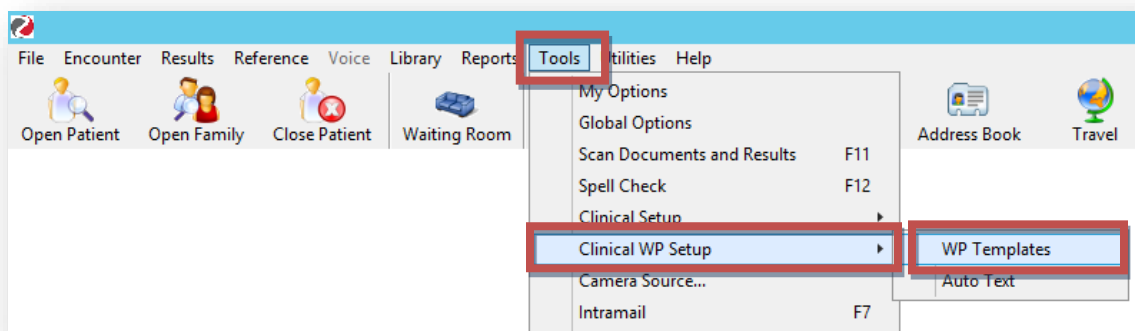


Installing templates in ZedMed

1. Open **Zedmed to the Reception menu**, then click on the **'Clinical Records'** button.

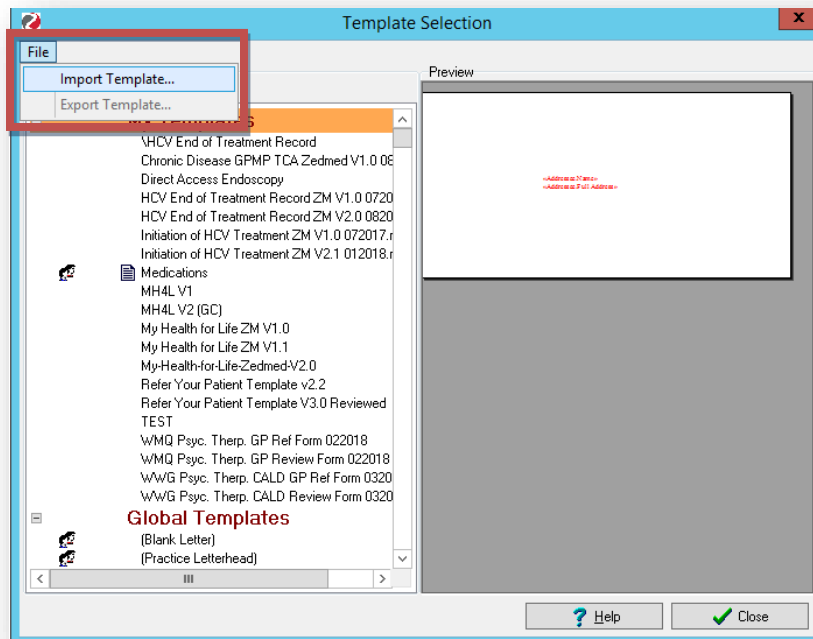


2. Navigate to **'Tools', 'Clinical WP Setup'**, then click on **'WP Templates'** to open the Word Processor.



Installing templates in ZedMed

3. To import the template, click on **'File', 'Import Template'**.



4. Browse to the desktop and select the template document and save with a **'Description'**. Once completed, your template will be available to use.

