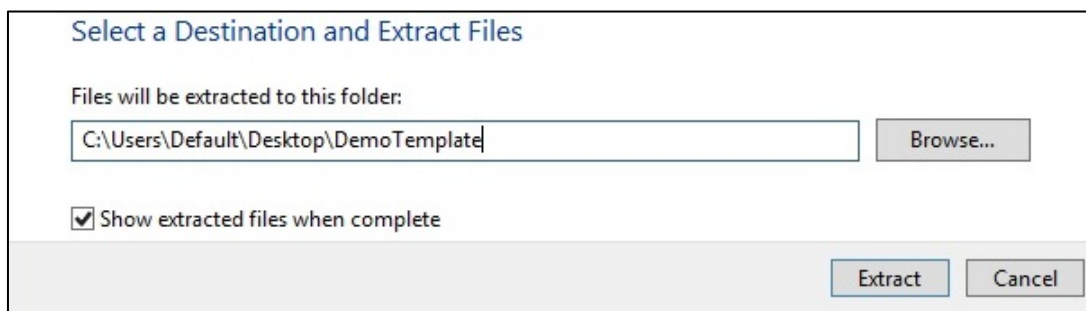


## Instructions for Genie templates


The Genie templates are saved as ZIP files which means you will have to extract them before you can import them to Genie.

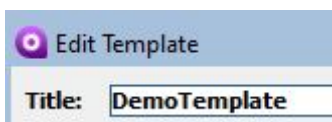
### Download and extract the template file:

- Right-click on the link and choose 'Save target as'. Save the file to a location on your computer such as your desktop.
- Right-click the downloaded ZIP file and choose 'Extract all'. Follow the prompts to extract the template file to a location on your computer. (By default this will create a folder containing the template file, in the same location as the ZIP file)



### Import the template file to Genie:

- In Genie with a patient record open click the 'quill' icon  on the toolbar to open the 'Letter' screen.
- In the 'Letter' screen choose 'New Template' from the 'Template' drop-down. This will take you to the 'Edit Template' screen.
- Go to – File – Open. Browse for the template file and 'Open' it. The template should then load into Genie.
- Give the template a name using the 'Title' field at the top of the screen and click 'Save' at the top-right.



- This will take you back to the 'Letter' screen where you should see that the template is now saved and available via the 'Template' drop-down.

