



How to Download Templates into Genie Software

- 1) Right click on the link and select Save Target As, and save it to your desktop.
- 2) The file is zipped (compressed) and needs to be unzipped, double click the zip folder and select extract,
choose your desktop and click extract.
- 3) Save the target on your desktop again and Save the template (.4WT) in an appropriate folder on the hard drive.
- 4) Open Genie and go to a Patient File.
- 5) Open a new Template
by clicking on the *Create or print a merged letter template (Shift-Ctrl-T)* button

6) Delete the text so the page is blank

This step is no longer relevant in the current version of Genie (7.4.1)

In the Letter Templates dialogue box click on "Add Template" - this creates a new blank template

- 7) Select File, Open and select the template from where you saved it.
- 8) Select Open. The template should appear.
- 9) Enter a name for the template :

This is entered in the "Title" text box at the top of the window - by default it contains "Untitled".

- You can optionally select a category for the template to be stored under - if you have set up categories.
- Click on the *Save changes to template* button
- On the *Confirm* dialogue box - click on "Save"
- Close the 4D Write Area by clicking on "Close"

10) When you select Save, the current patient details should be imported.