



ALTERING TEMPLATES

Sometimes it is necessary to alter templates which you have received over the web or by email. These templates have been designed by practices for their own use and may sometimes contain information which is not relevant to you.

Don't let this put you off using them. It is very simple to change them. Follow the simple instructions below to do this

- Open a test file in Health one ie **'John Test'**
- Click **File**, now click **Open** now choose **Template**
- Now you have a box with all the templates available on your computer *** (All templates are situated in C:/honeywin/Config/Set1/Canevas)*
- Choose the file you wish to alter by **double clicking** on the **file name**.
- Now you have been directed to the file for editing. (IMPORTANT: **Make sure your window is MAXIMISED by clicking on the Maximise icon at the top Right of the window**).
- If the Heading or footer is not to your liking. Double click anywhere in this area and amend accordingly by typing any changes. You can also use the **INSERT** button at the top of the file if you want to insert any fields from health-one.
- Once you have altered your document exit out by clicking on the **X** at the top right hand side of the window. You will be asked **do you want to save this template**. Click **yes** if you are happy with the changes or click **No** if you are not.
- Finally don't worry if you mess it up or you want to try to make alterations, but are unsure. The joy with the website is that you can always re-load your template if you save it incorrectly or you want to replace it.