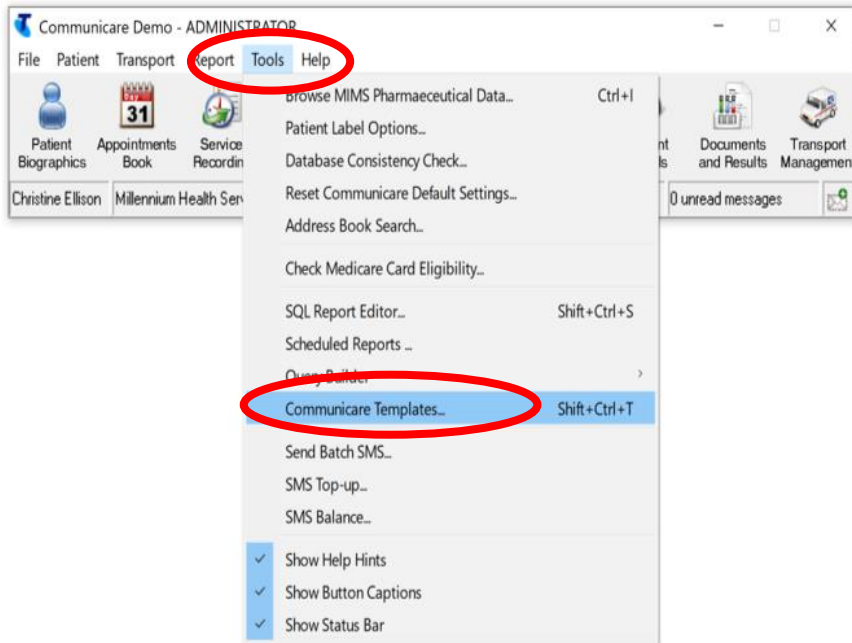


Adding a Template in Communicare

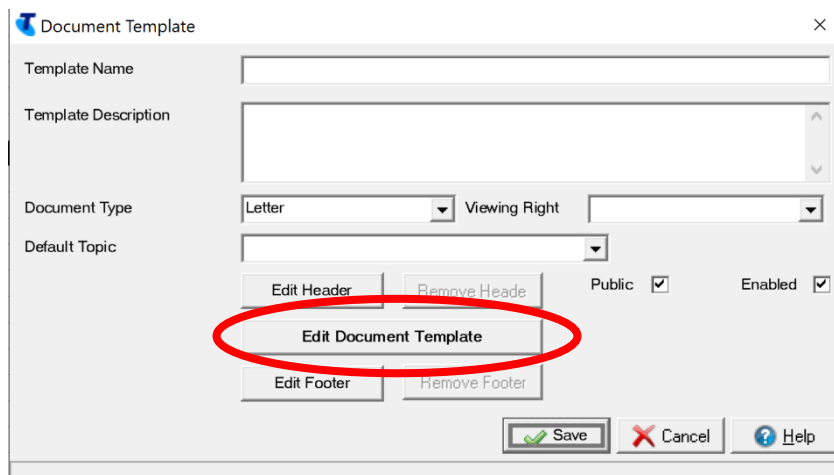
1. Insert the USB (or have saved to your Desktop or on Computer)
2. Select **Tools** then **Communicare Templates**



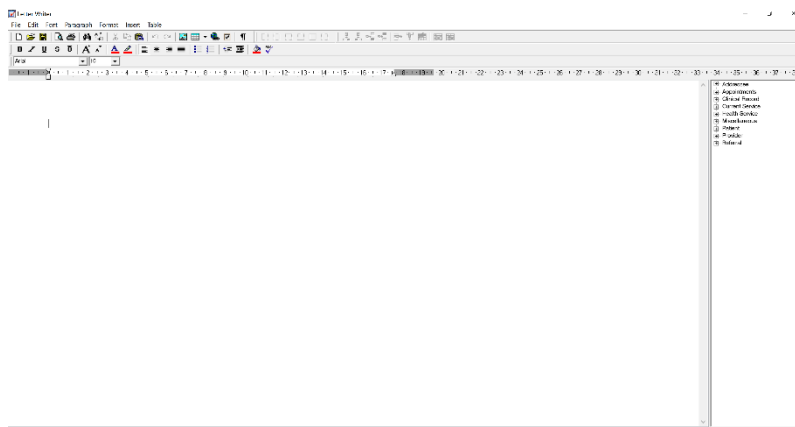
3. The template screen will open and select **Green Plus Sign**



4. Select **Edit Document Template** and a blank template will appear.



5. Copy the selected text in the template from your computer and paste into the blank template. Edit any other parts of the document you need to and then close the letter document.



6. Add a Template Name, Description Document Type, Viewing Rights and Default Topic and then **Save**

