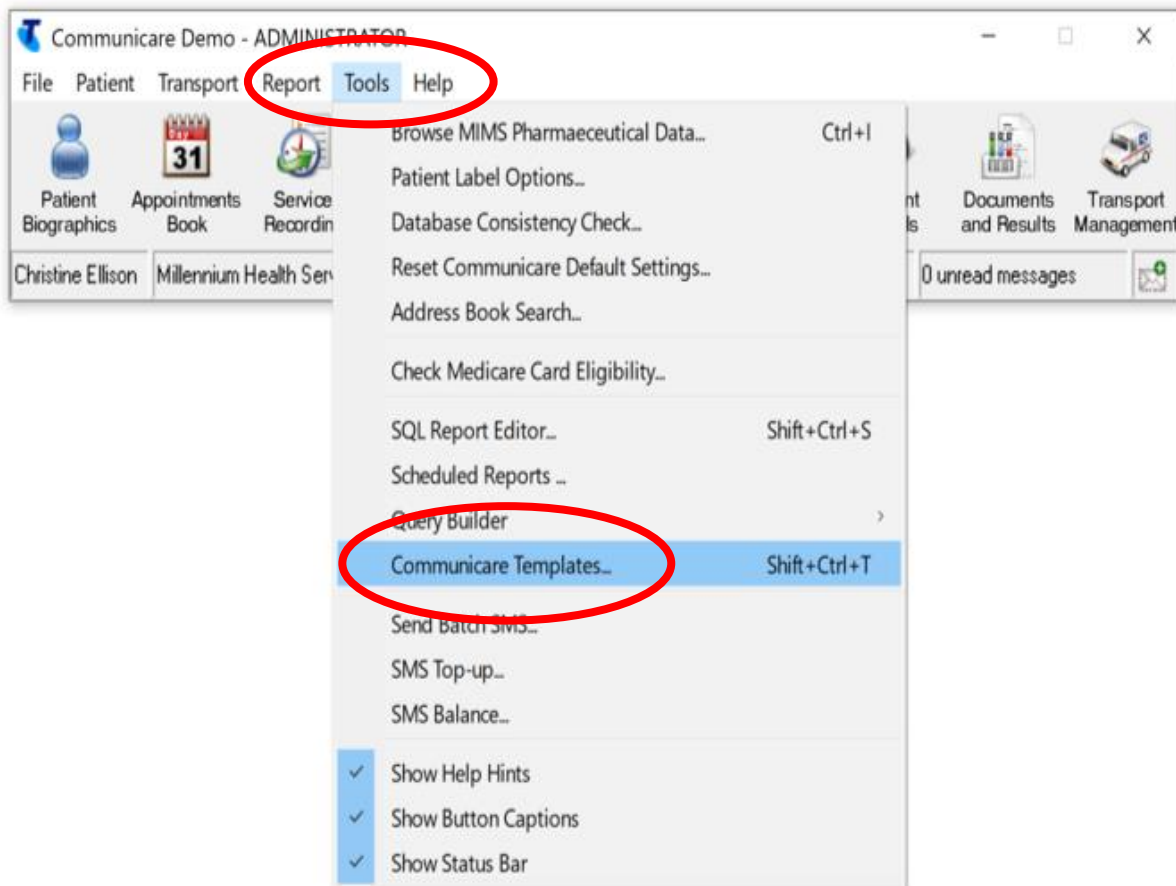
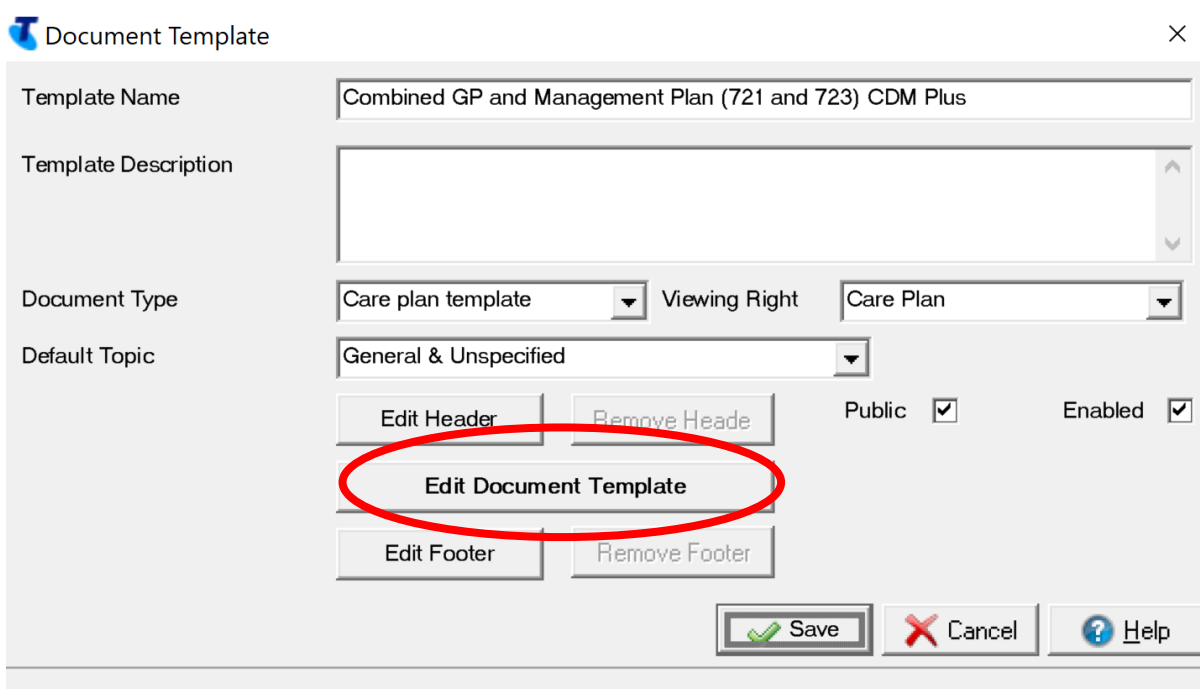


Editing a Template in Communicare


1. Select **Tools** then **Communicare Templates**



2. Double click on the template you wish to edit and then **Edit Template**



3. The template will open and you can **Edit** any changes to the document fields.
4. Once you have made the changes you need to **Close the Template** and it will bring you back to the same box in Step 2.
5. Select **Save**

 Document Template ×

Template Name

Template Description

Document Type Viewing Right

Default Topic

Public Enabled