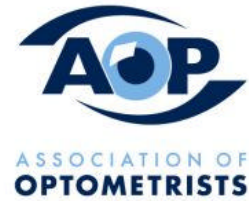


# Instructions to set up:- Driving Standards Letter template



- 1) **MAKE A COPY OF THE ORIGINAL BEFORE YOU START!**
- 2) Open *Driving Standards letter.dot* using Microsoft Word (the .dot may well be hidden from you by windows so don't worry if its just *Driving Standards letter* that you see but the template is the one with the yellow stripe at the top)
- 3) Tools menu>>unprotect document (this allows you to edit any of the bits of the document so be careful what you change). There is no password set on this document.
- 4) Right click on the box to the Right of practice stamp a cursor should appear in the box and you can insert your practice name address etc so the “stamp” prints automatically every time you use it
- 5) When you are satisfied with your personalised template, Tools menu>>protect document... then select forms in the dialogue box and Ok. If you set a password, don't forget it as you will never be able to change it again if you do...
- 6) Use File>>Save As and select document template as the “save as type” line (its usually already set to this and greyed out but do check as its important). I would suggest that you save the document as a different name so that you preserve the original in case of problems. (eg Driving Standards Letter 1.dot). If you give Windows half a chance, it will try to put the template file hidden away with other templates. As a rule, the Driving Standards Letter template is best saved where you plan to save all the other patient letters rather than Windows esoteric default location.
- 7) The easy way to access the Driving Standards Letter is to copy it or a shortcut to it to your desktop. Then when you want to use it just double click on it and Word will open it as a new document (see below)
- 8) Advanced Changes:-
  - a. If you want to edit the contents of either of the drop down boxes (Mr/Mrs etc and field results) to meet your own requirements Right click on the relevant box and select properties
  - b. Edit the list of possible values/coments. The top one will be the default and if you only have one, then the drop down becomes redundant but its easier to edit it this way than delete the drop down box.
  - c. Click OK to confirm the final drop down list contents
  - d. Change any other text that you want to but watch out for Word's tendency to shift the lines around if you get too enthusiastic with your editing!
  - e. If you have made any “advanced changes” go back to 5) and save the template again

## To use the Template:-

- 1) Just click on the desktop shortcut. Word will load up with a blank Driving Standards Letter ready to fill in.
- 2) You can change referral to notification if you wish then tab along through the boxes in turn. (Mrs/Mr etc is also a drop down list) and type the necessary info into each box in turn. You can swap between boxes with the mouse too if you wish.
- 3) WARNING> For some unknown reason, Word's spellchecker doesn't seem to work within the form. We haven't managed to change this yet and if anyone knows a way to fix this please let me know!
- 4) When you have finished, use File>>Save. Word will prompt you save your completed form under a new name as a normal word document and not overwrite the .dot template file unless you specify “save as type” as document template again (which would mess up your template and be rather self defeating!).