**Summary Sheet**

**Importing the Domestic Family Abuse
& Violence (DFAV) Action Plan**

Follow these instructions when importing the DFAV template.

If downloading from the internet:



1. Right Click on the template from the web page and select **‘Save link as’** or ‘**Save target as’.**

*Note: The template must be in rich text format or word format – not pdf*.

2. **Name the file** and **Save** this file to a drive / folder on your computer/desktop.

**File Type** = Rich Text Format.

*Important: Do not then double-click on this file from your computer as this will open it in Word and corrupt the fields.*

3. **Open BP Premier** and open the Word Processor - **F4** or blank page icon.



4. Select **Templates > Import Template** and navigate to where you saved the imported template eg. desktop.

5. **Modify the template (**if necessary).

6. Select **File > Save As** and name your template, ticking ‘Available to all users’ if you would like to share with others within the practice.

**7. Save**



8. Your template will then be accessible in the Template > Use Template function (Custom) list.

