

Summary Sheet

Importing the Domestic Family Violence (DFV) Action Plan

Follow these instructions when importing the DFAV template.

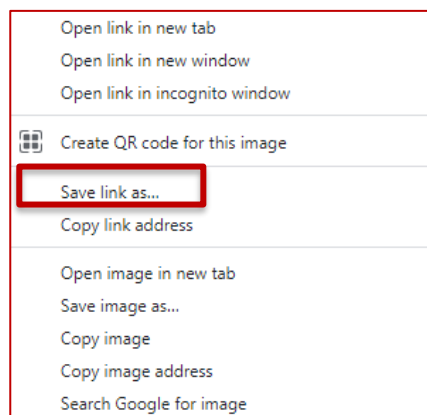
If downloading from the internet:

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

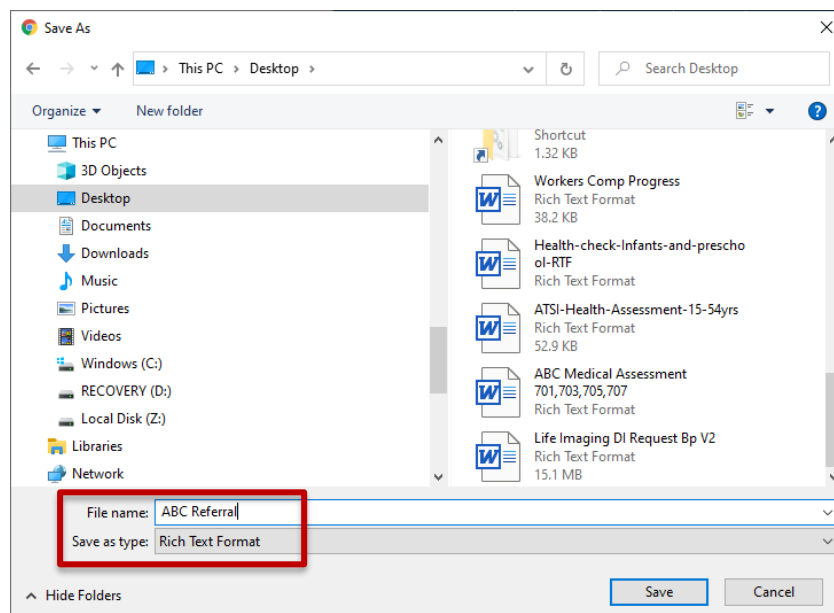
Note: The template must be in rich text format or word format – not pdf.

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

File Type = Rich Text Format.

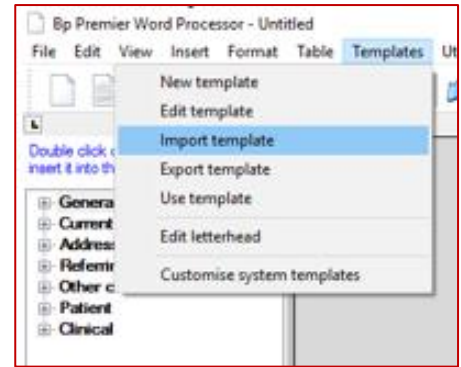


Important: Do not then double-click on this file from your computer as this will open it in Word and corrupt the fields.



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

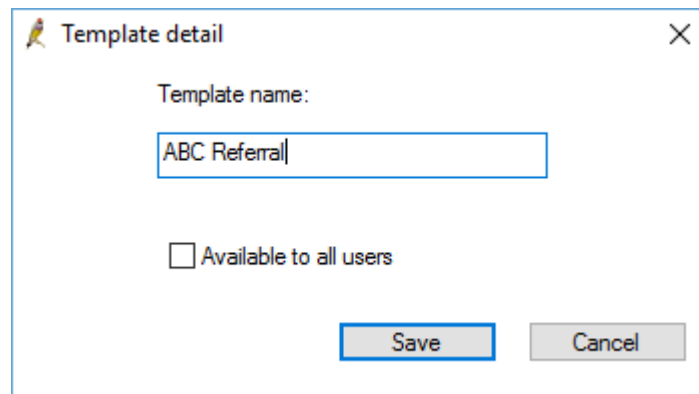
4. Select **Templates > Import Template** and navigate to where you saved the imported template eg. desktop.



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.

