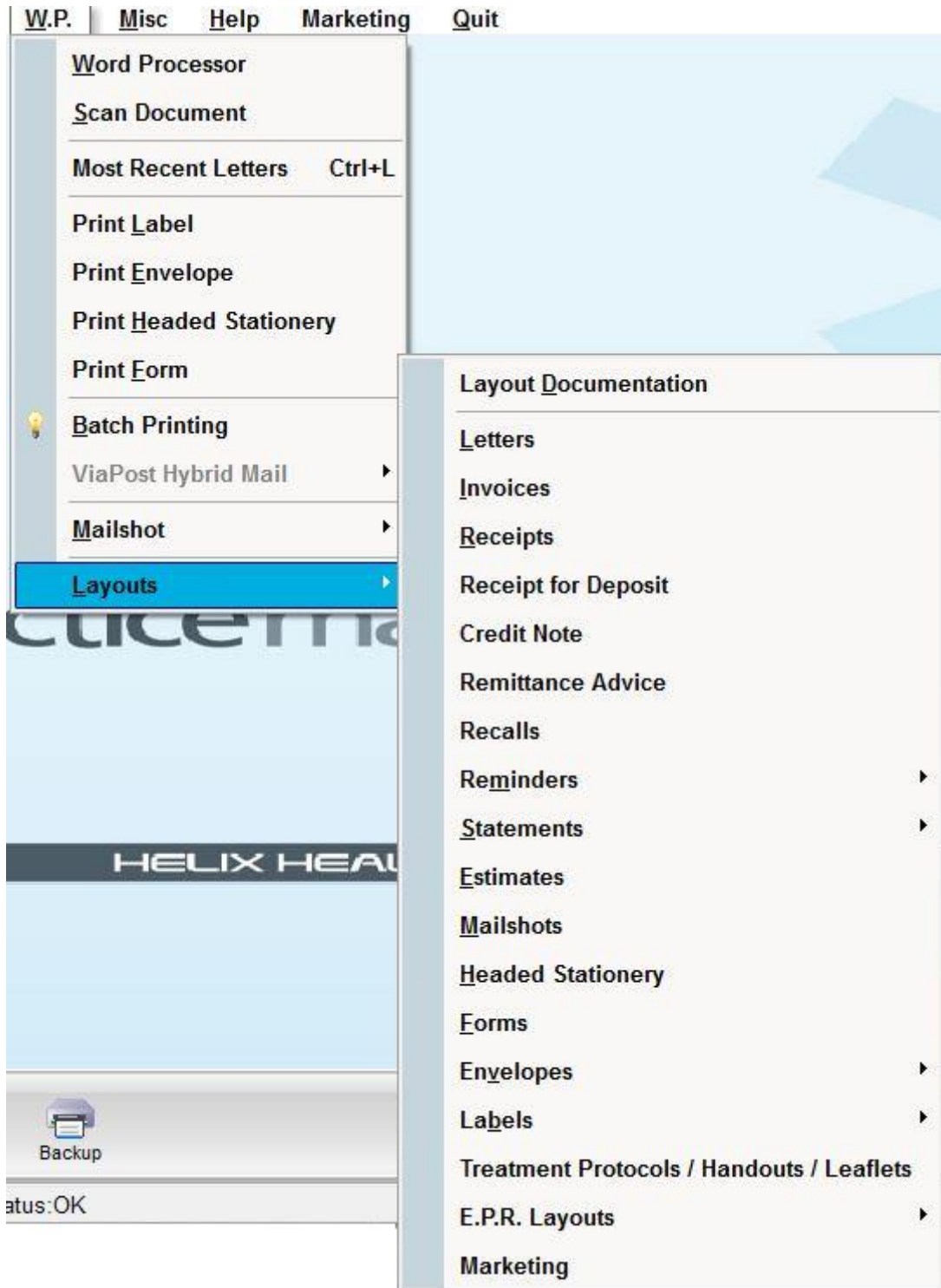


Layout Customisation Guide

You can edit any layout you have setup in DGL Practice Manager from Main Menu>WP>Layouts.



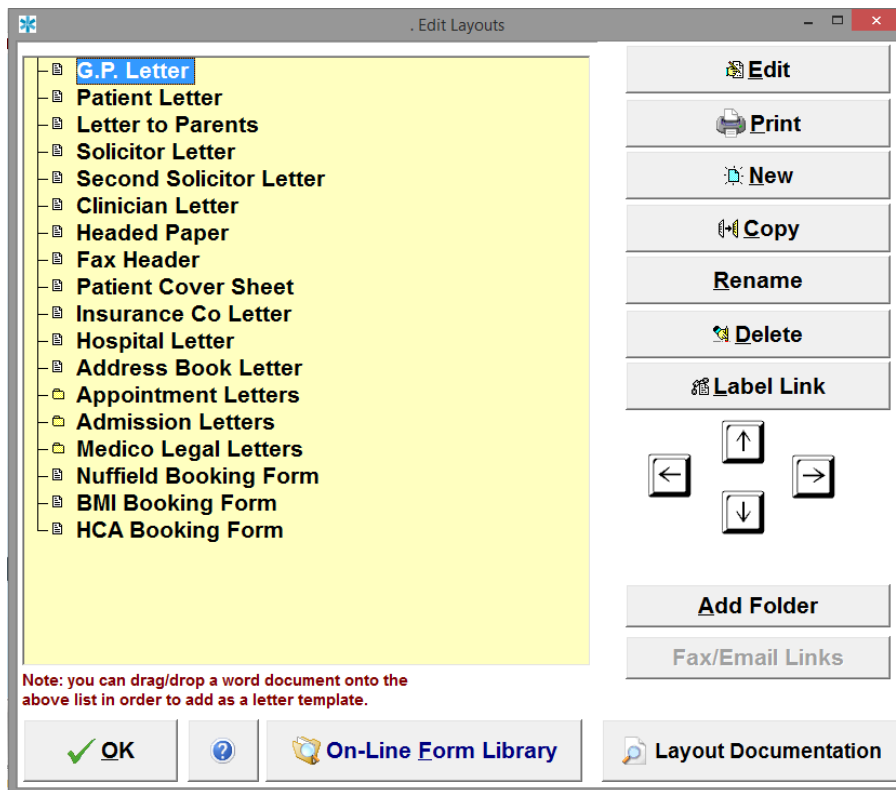
Need Help? Call 08450 664999

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DIRECTORS: E. Byrne (Managing), H. Beggs, D. O'Sullivan, G. Lindberg.

Creating a new layout or editing an existing one:



Edit:

Highlight the layout you need to edit and click the edit button. This will edit the current template but won't change any previous letters that have already been raised.

Print:

Allows you to print the layout template with no patient data.

New:

This will create a blank layout ready to start editing.

Copy:

Allows you to copy an existing layout with all the field codes and links for headers and footers. This is useful if you need to create a layout that is similar to an existing one rather than creating the whole layout from scratch.

Rename:

Allows you to highlight the layout you wish to rename.

Delete:

Deletes the layout.

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Label Link:

Highlight the layout you wish to link to a label when you print the layout for a patient.

Arrows:

The arrows allow you to move layouts up and down your list of templates or within a folder:

- Up Arrow moves a layout up.
- Right Arrow moves the layout in to a folder.
- Down Arrow moves a layout down.
- Left Arrow take a layout out a folder.

Add Folder:

This allows you to add a folder to save your layouts in.

DGL Online Form Library:

This contains a Library of common booking forms that can be copied to either your letter layouts or forms. The forms are preloaded with field codes in them and ready to use.

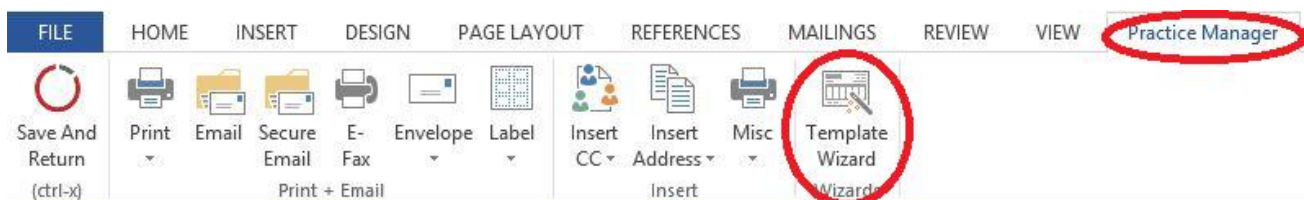


Linked Templates:

Practice Manager layouts are built with linked headers and footers. These make it easier for you to change multiple layouts at the same time, by simply changing one document. This means you can change all your letter headers on all your letter layouts simply by going to Main Menu>WP>Layouts>Headed Stationary.

Template Wizard:

Template Wizard is an option within the Practice Manager toolbar in Microsoft word. It allows you to edit a layout and input a field code so that the information you need is populated automatically when you raise a letter. When you open the Template Wizard it will give you a range of field codes that can be entered in to the layout. Clicking on one of the options will input a field code in to the layout you are editing.

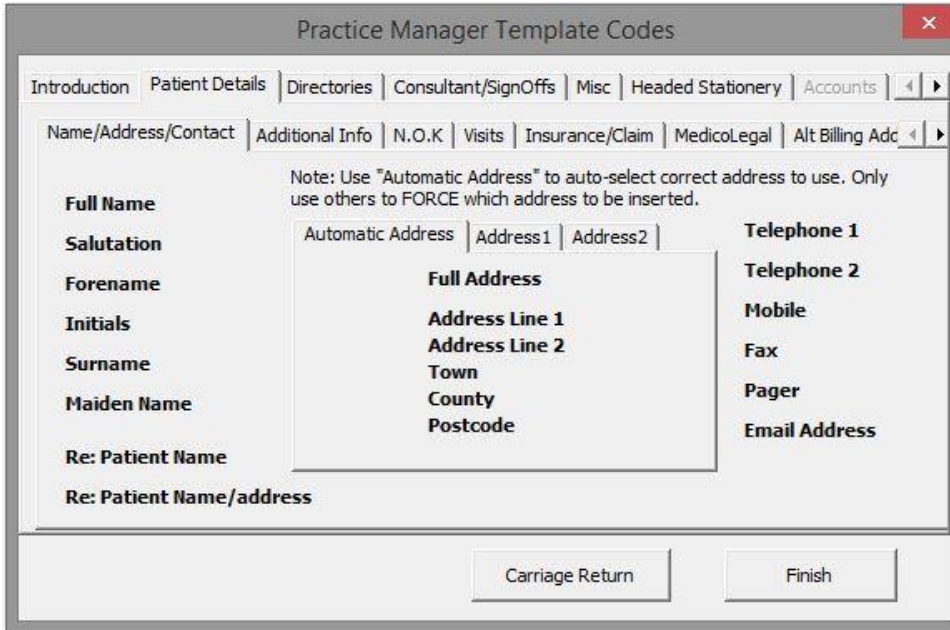


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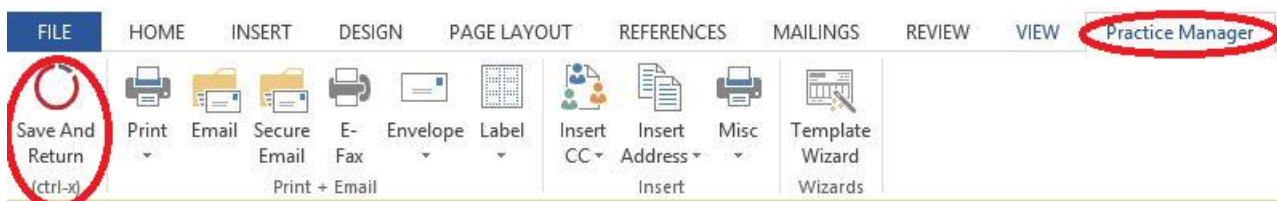
How to save a layout:

When you are amending layouts it is always IMPORTANT to save it when you have finished editing it. We use a 'save and return' function which can be accessed in 3 ways, as shown below.

In the top left hand corner of Microsoft word.



In the menu bar in Microsoft Word under the Practice Manager tab.



Alternatively you can simply press "Control" + "X" on your keyboard.