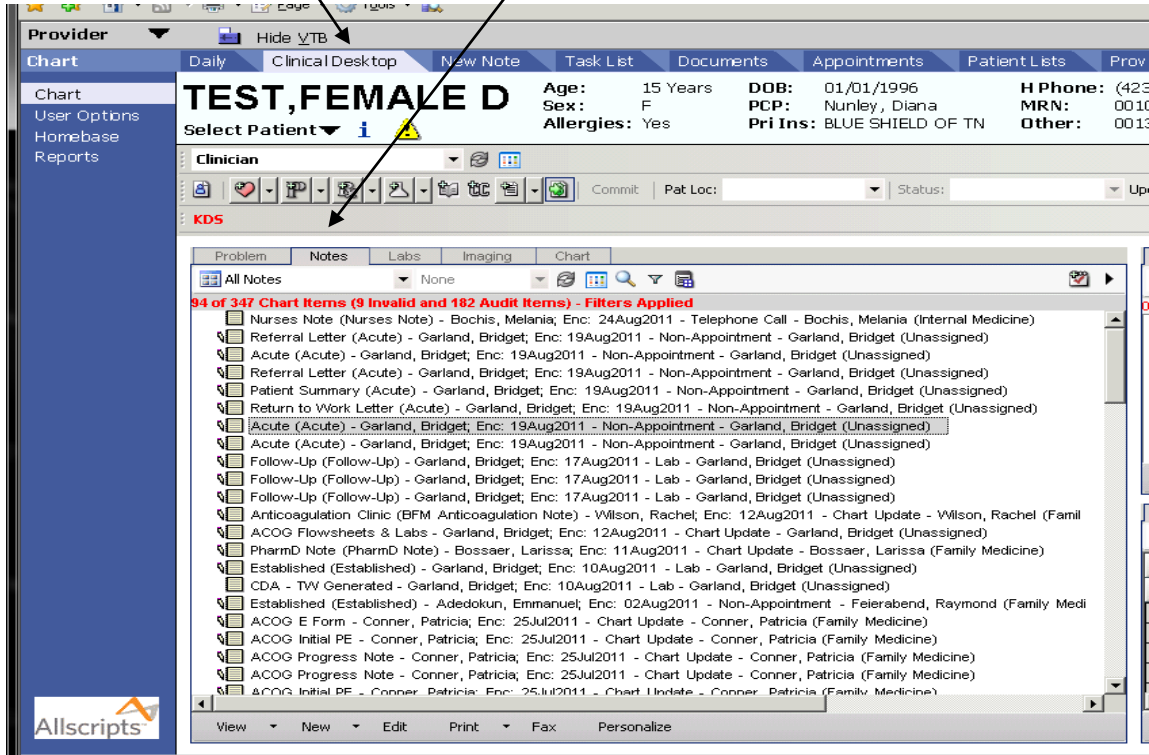


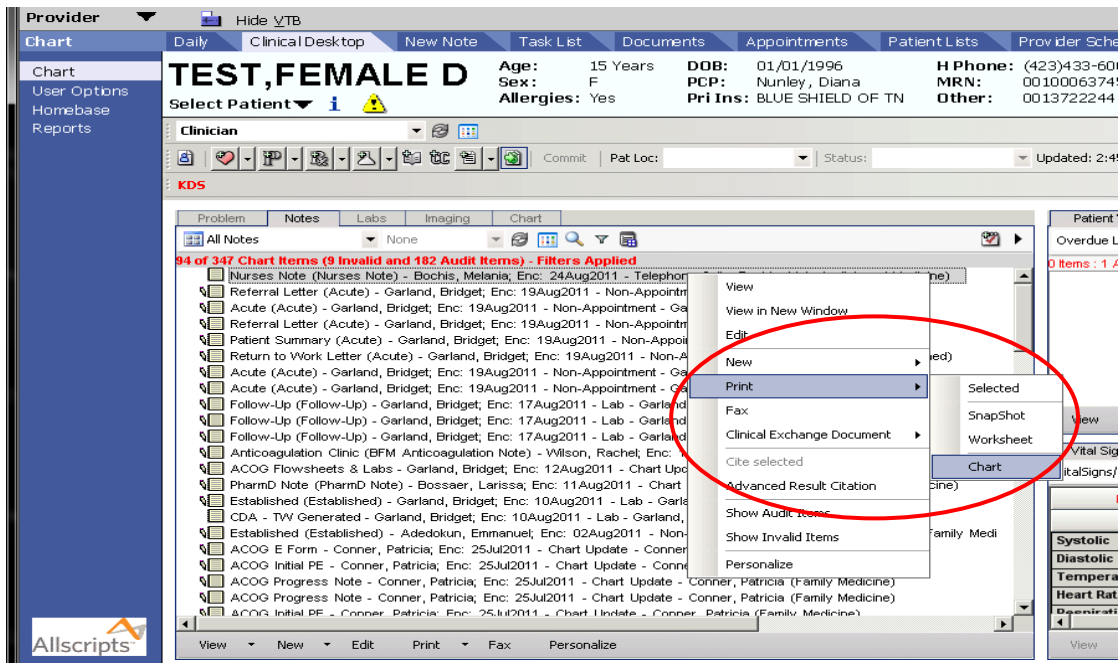
How to Change Print Template Settings

These settings must be changed in order for the correct letterhead to appear when printing or faxing entire sections from charts.

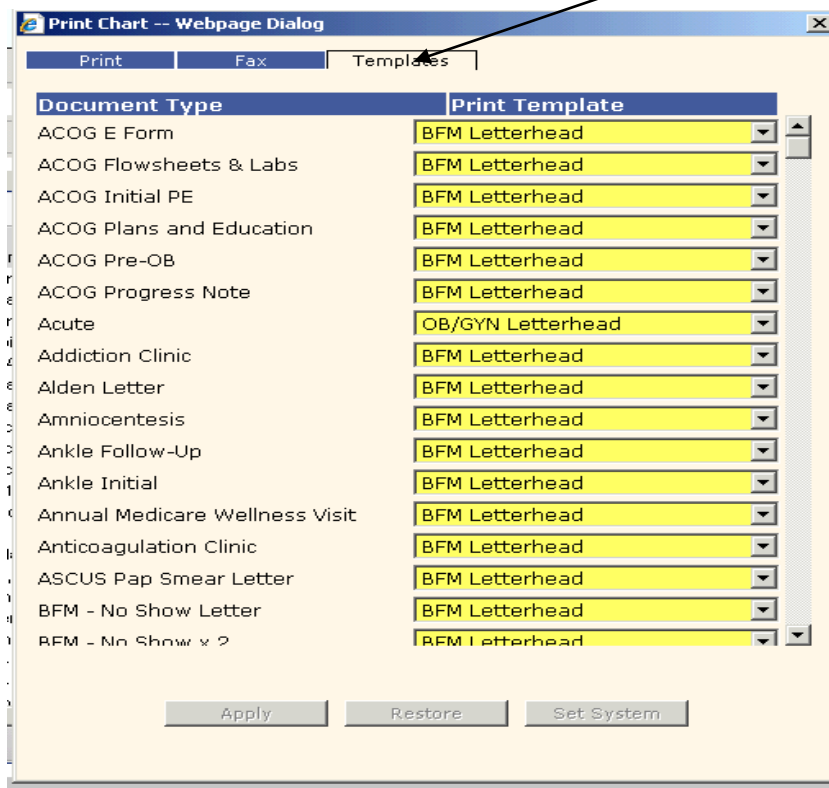
1. Pull up Test, Female.
2. Go to the Clinical Desktop and the Notes Tab.



3. Right click on the first note and select Print and Chart.



4. A Print Chart box pops up. Go to the Templates Tab.



5. Change the letterhead to reflect your office. **Please note that some templates cannot be changed (ex. Scanned Image)**