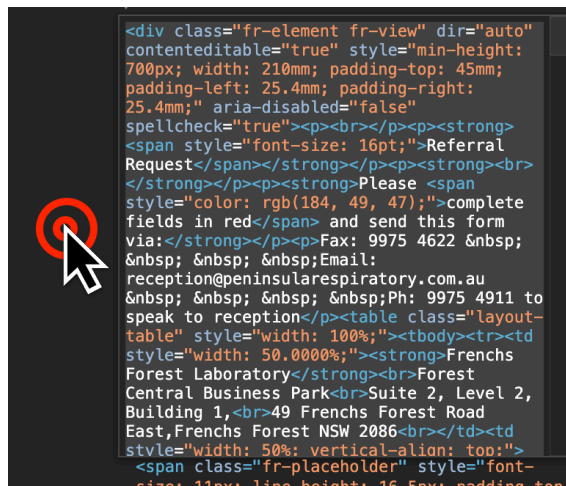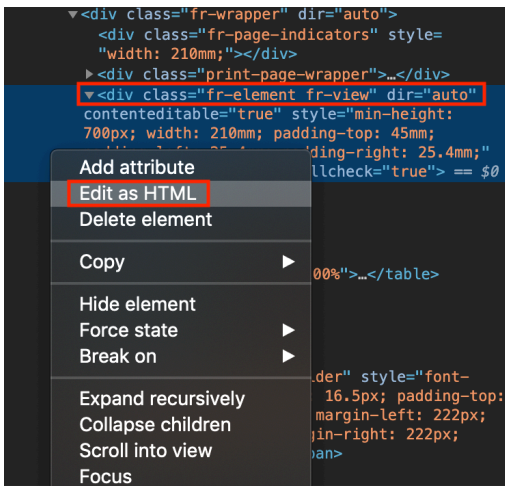# Installing the eReferral template in Gentu

1. Download the "Gentu eReferral Template" from www.peninsularespiratory.com/pftReferral.html

   - Be sure to "**Save**" the file to a location you will be able to find later (e.g. the Desktop)

   - Open the file and copy all of the text to the clipboard with "**Control+C**" on windows or "**Command+C**" on a Mac.

2. Open Gentu and navigate to **Settings > Print Templates > Letter Templates**.

3. Click the "+ Add" button and enter "**Peninsula Respiratory**" as the name.

4. Click the Letterhead area to select from your pre-saved letterheads, or select "**Blank**".

5. Right-click the body of the letter and click on "Inspect Element" or "Inspect" depending on your browser software.

6. In the opened Element Inspector window, look for the line starting with:
   "**<div class="fr-element fr-view" dir=**"

7. Right-click this section and select "**Edit as HTML**" or "**Edit > HTML**" depending on browser.

8. **Highlight/Select <u>ALL</u> the text in that section** and replace it by **pasting the text** previously copied to the clipboard into this area. Click outside the text area to apply the change.

9. If completed successfully, you will see the template appear clearly in the Letter Template window like the screenshot below. Otherwise, reload the page and try again from step 6.

10. Scroll to the bottom of the page and click the "Save" button.