



## How to add templates to a controlled document

The following instructions are for use with Microsoft programs.

### Creating templates

1. Add data to GIOTTO program to produce templates required.
2. Ensure that the templates are in black & white – click on preview and if the templates are in colour click the 'Restore' tab.
3. Print all templates.

### Scanning templates

Scan templates using a standard scanner:

1. Scan using resolution at 600x600.
2. Save as tif file

### Editing templates

1. Open the scanned template document by right clicking & choosing edit; this should open the image up in 'Paint'. Fill the background of the template in black and any intermediate zones in yellow using the "fill with colour" tool.
4. Remove any text close to the disk template using the "cut" tool.
5. Save as an edited image (as tif) – keep the original scans as a back-up.
6. Click on the edited image, right click and open with 'Microsoft Office Picture Manager'.
7. Click on 'Edit picture'.
8. Select 'Crop' on the right hand side of the screen and crop the image as close to the disk template as possible.
9. Save as a cropped image.

### Inserting templates into SOP

1. Copy and paste as normal – the image will be very large but immediately right click and select 'Format Picture'.
2. Amend the height and width of the image to 9.1 cm.
3. Click 'Layout' and select 'Square' and 'Centre'. Click OK.
4. Add text boxes to label the disks around the template and 'Group' the template and the text boxes as one.
5. Print
6. Check that the disk template measures exactly 9cm – sometimes they need amending depending on how close to the template the original image was cropped.
7. Check the zone sizes using a ruler or calipers to ensure that they correspond to the data entered.