

Importing Templates: Genie

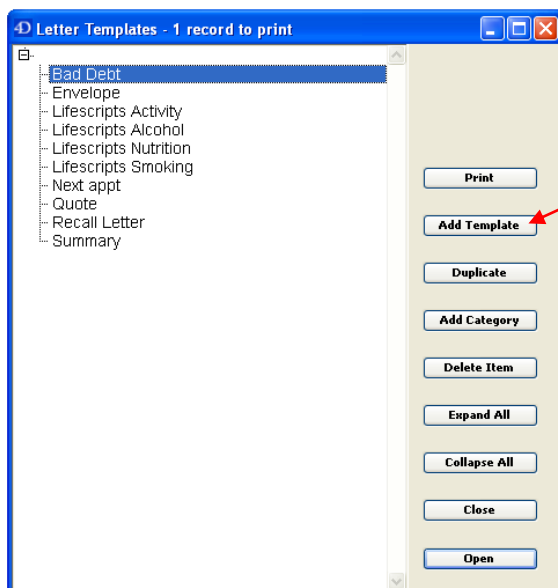


REMEMBER: it has to be either .4w7 or .4wt file formats, or .doc or .rft formats

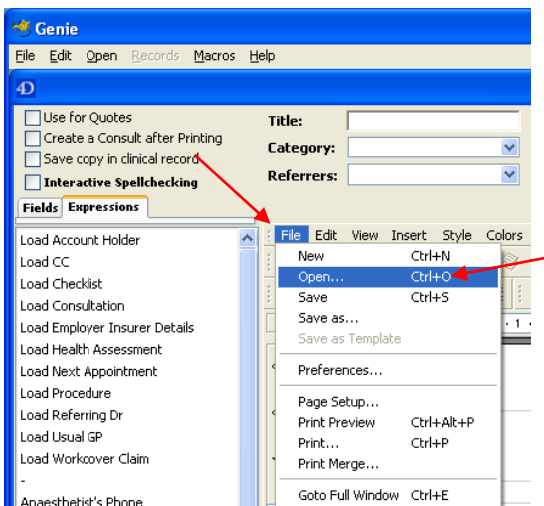
1. When importing a file from a website, **right click** the mouse on the template you want, and then left click **Save Target As**. Save the template to a folder or to your desktop.
2. From the front page of Genie, click on **Create or print a merged letter template** button.



3. To make or add a new template, click on **Add Template** or to edit an existing template, simply click on the template you want to edit.



4. Next, click **File** then **Open** and locate the template you want to import.



5. Finally, name the template and click **Save**. All done!

