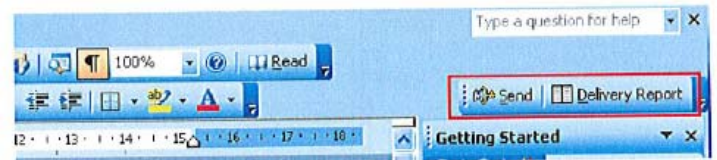


Using Medical Objects:

Retrieving the Send button in Word

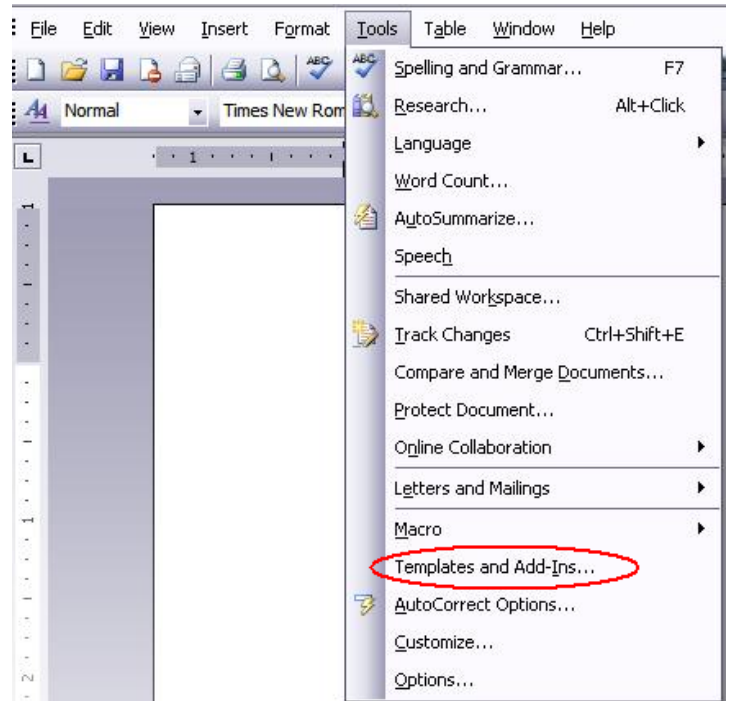
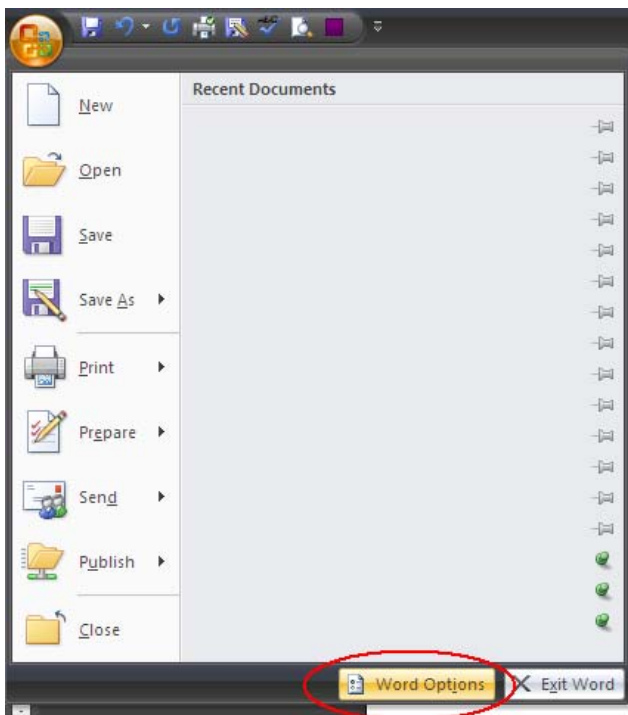


If the **Send** and **Delivery Report** button are missing from the Word tool bar or the **Add-Ins Tab** is missing, follow these steps to retrieve it.

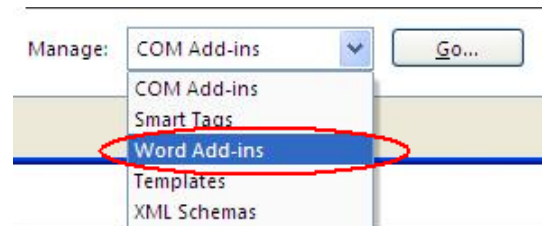
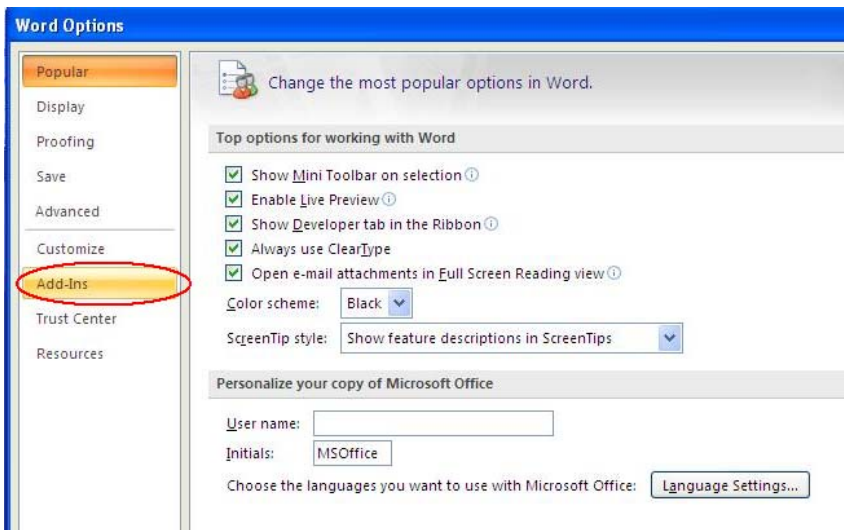


1. In Word 2007, open the **Office Button** and select **Word Options**.

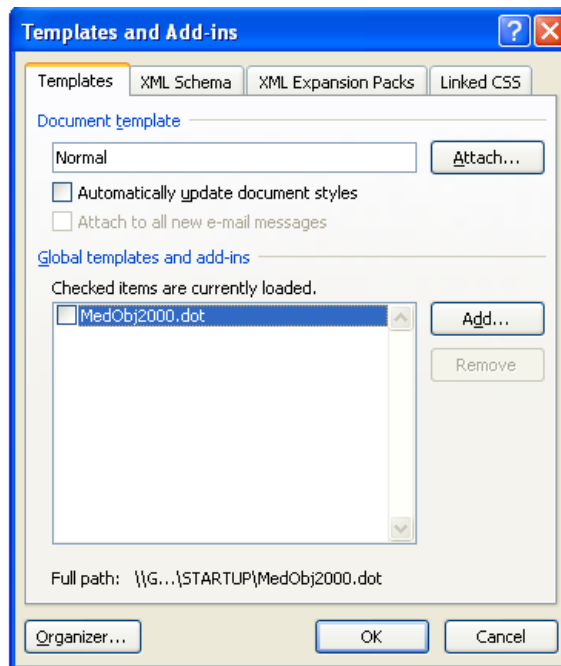
In Word 2003, open the **Tools** menu, and select **Templates and Add-Ins**.



In Word 2007, select **Add-Ins**, then using the drop down list next to **Manage**, select **Word Add-Ins**.

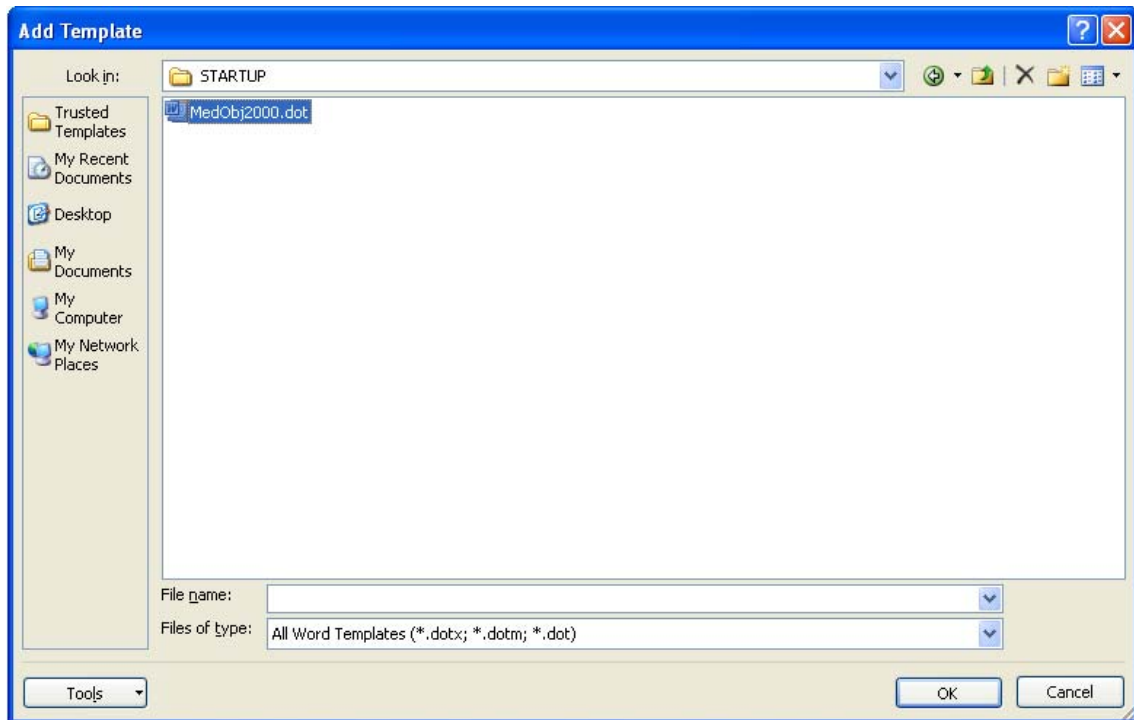


2. The **Template and Add-Ins** window will now appear. Under the **Global templates and add-ins** you should see **MedObj2000.dot**. If this is not ticked, tick the tick box and click OK.



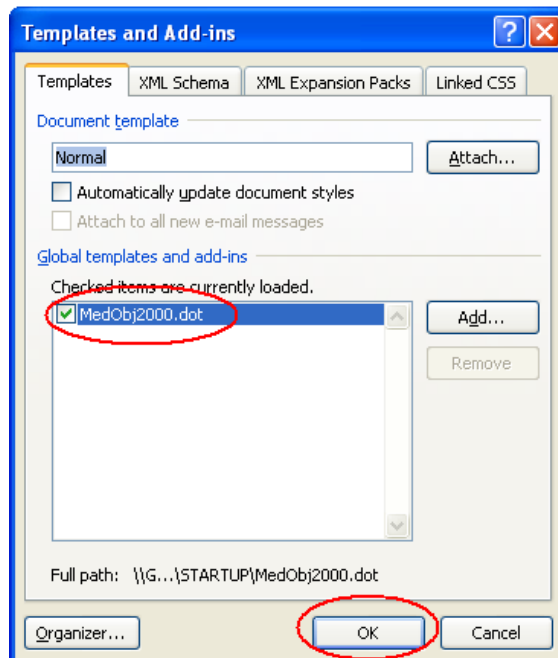
If MedObj2000.dot is not listed under the **Global templates and add-ins**, you will need to add the template. Click the **Add** button.

3. The **Add Template** window will now open. The **MedObj2000.dot** template should be available here to select, so click on the template and click **OK**.



If the **MedObj2000.dot** template is not available, you will need to call Medical Objects Helpdesk on Ph: 07 5456 600.

4. Under the **Global templates and add-ins** you should see **MedObj2000.dot**. Tick the tick box and click **OK**.



The **Send** and **Delivery Report** buttons are now available on the Tool Bar or Add-Ins Tab.