

## **INSTRUCTIONS FOR DOWNLOADING TEMPLATES AS ATTACHMENTS TO E-MAILS**

Follow these instructions:

1. Mouse click on one of the attachments
2. You will be asked whether you wish to open it or save it.
3. Choose SAVE
4. You will be asked where you wish to save it
5. Browse to the file folder where all of your TimeSaver Templates are  
located
6. Open that file
7. Save to that file
8. If the attachment is a replacement of an existing template, you will be  
asked if you wish to replace the existing file. Answer YES
9. If the attachment is not a replacement of an existing template it will be  
saved to the open file
10. Repeat this with each attachment included with the e-mail
11. Once this is complete, if the attachment is a new template, you must add  
the template to the TimeSaver Library

### **TO ADD TEMPLATE TO LIBRARY**

1. Open your Hot Docs

2. Click on "Edit" on tool bar
3. Select "Add item"
4. Click on the "Browse" icon located on the right of the space entitled "File Name"
5. Browse to the file where your templates are located
6. At the bottom of the screen you will see a "drop down menu" entitled "Files of type"
7. For all "Word Templates" select "Text templates" For all PDF templates select "Form template"
8. For "Word" templates the selection will appear as follows: "Text Template (.rtf; .dot; .wpt; tpl) For all PDF templates the selection will appear as follows: "Form template (.hft; .hpt)
9. After you have made your choice for either text templates or form templates, browse to the particular form you wish to add to the library.
10. Mouse click on it and it will be highlighted
11. Click on "Ok"
12. In the next dialog that appears, if there is nothing in the space for "Title" you must give the template a title. Simply mouse clicking in the

space will insert the title of the template but you can give it any name you want.

13. Once you have given it a name or if the name is already there, click "OK"

14. At this point the template will be added to the library. If it is not where you want it to be in the library, use your mouse to click on it and drag it to where you want it to be