



Printing consent forms written in Word, (or similar), from Premvet clients.

Step 1: Create your form in Word;

We would suggest that you create a specific folder to store all the forms you want to use with Premvet. Call it something descriptive such as Premvet Consent forms

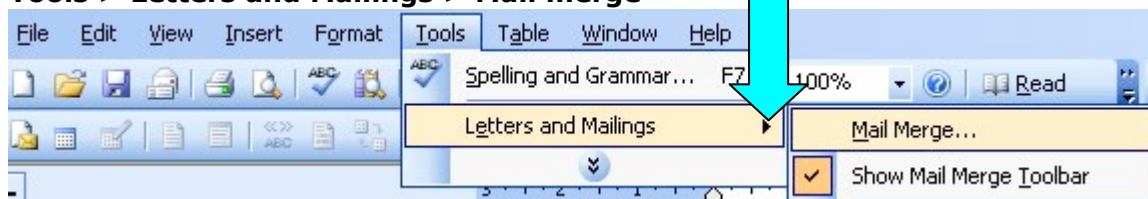
NB: It is a good idea to save these documents in more than one place, in case something happens to the computer they were written on. You can also configure Backup Edge to back up this folder when it does your main overnight backup, providing the folder is on the same network as the Premvet server.

Step 2: Add some merge fields to the form.

You will now need to add in some merge fields so that details such as the pets name and details can be incorporated in the finished printout. To do this, follow these steps

From the Word toolbar select

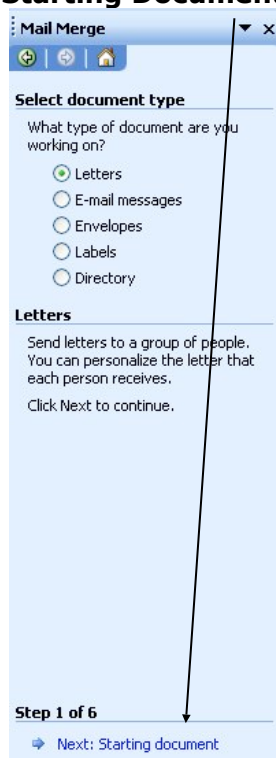
Tools > Letters and Mailings > Mail merge



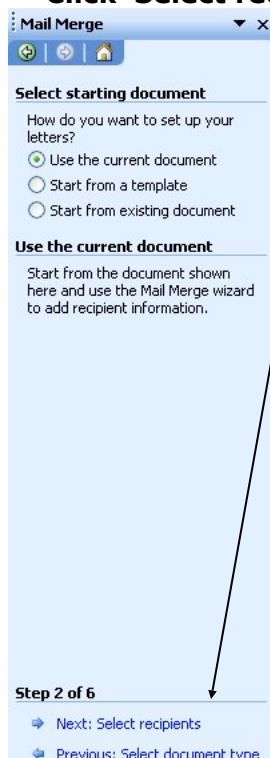
Follow these steps to find the data file called Wordcsv.csv

Click on 'Next'

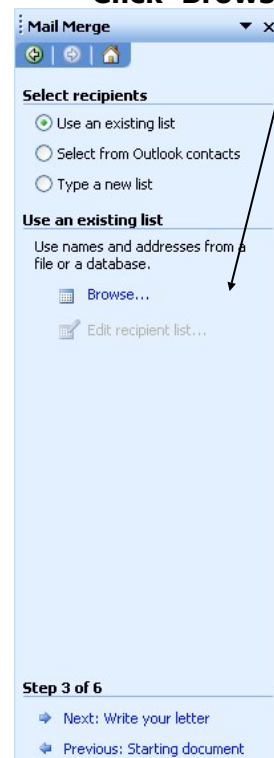
-Starting Document



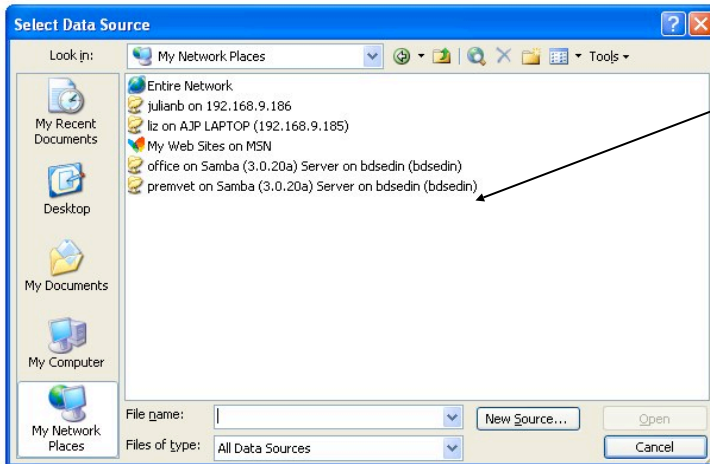
Click 'Select recipients'



Click 'Browse'



- When you see this screen, double click 'My Network Places', then look for the 'premvet on samba' line and double click it



A new screen should appear showing all the folders and directories in Premvet

- Look for and double click on the file called WordCsv, this is the file that contains all the merge information you need for your forms, letters and mailings.
- Add the merge information you want to your letter using the same instructions as in **Step 4** of Merging Premvet for recalls in the previous section. It is simplest to insert all the merge fields at once and then cut and paste them to the positions you want them to be in throughout the form.
- Once all your merge fields are in place, click on the 'View Merge fields' icon in the mail merge toolbar and check that client details replace the correct merge fields.



- Save the document in the folder you created, this keeps all your original documents safe.
- You also need to save the document in Premvet so that you can call it up from a clients' record card. To do this click on **File > Save As > My Network places > Premvet on samba > text**
- Call it something very simple such as ga_consent. **DO NOT leave spaces in the filename. Premvet can't read spaces in Word filenames, use hyphens or underscores.**

So, you have written your form, added merge fields so that client details can be incorporated and saved the forms into a directory (premvet/text) that PremVet can find them in.

Once you have written all your forms, it is best to create an index within Premvet so that all staff can access them quickly and easily from a clients card without having to remember what filename you may have given each form.

NB: If you do not know how to create this index please refer to the guide "How Do I create an index for Windows documents"

