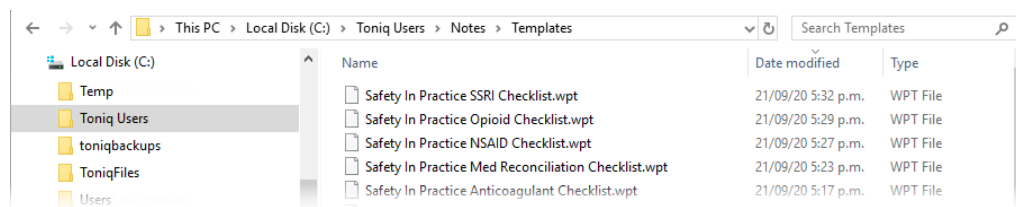# How to Load Toniq Templates
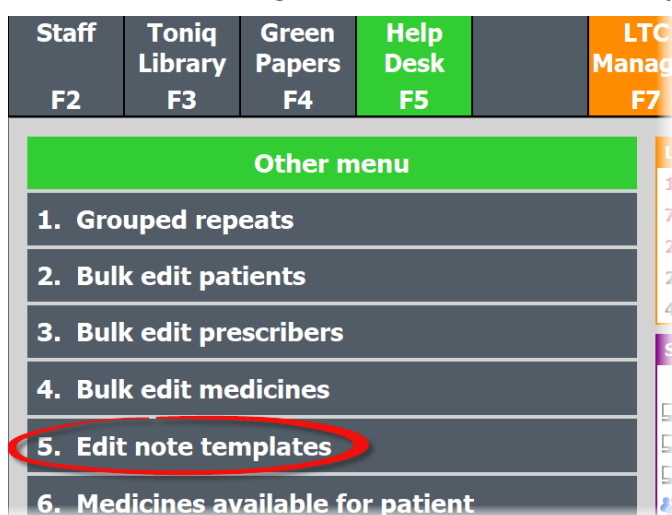
Loading .WPT Toniq Template Files

1. **Save the Template to C:\Toniq Users\Notes\Templates:**
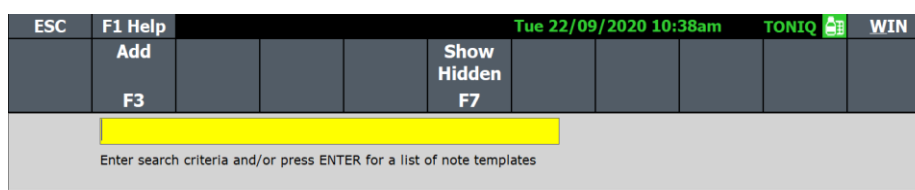

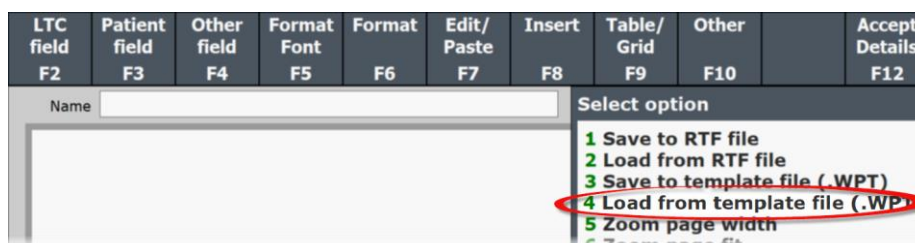2. **Load the Saved Template into Toniq**

   a. From the main menu, go to **9. Other** > **5. Edit note templates**:

   b. Press **F3 Add**:

   c. Then press **F10 Other** and select **4 Load from template file (.wpt)**:
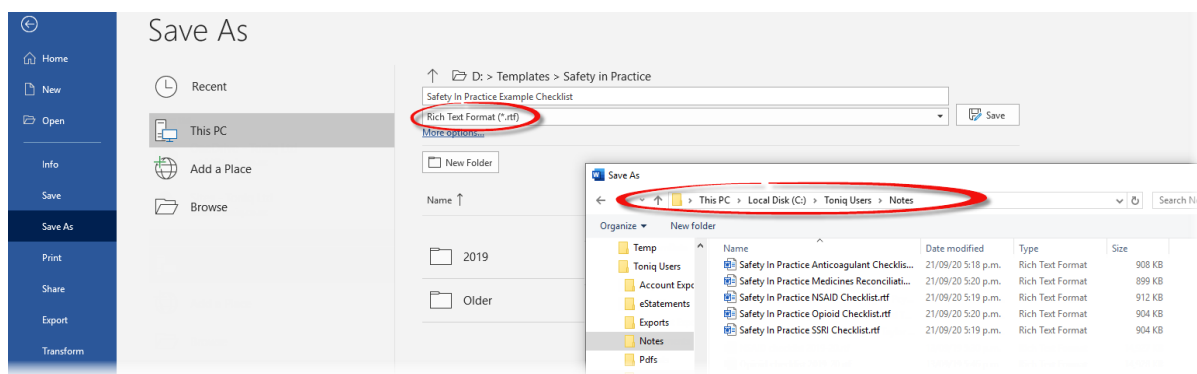

   Highlight the required template, e.g. *Safety In Practice SSRI Checklist.wpt.*

   Note: use <Backspace> to get to exit out of folders and get to a higher level of file location if you saved the template to a different place.

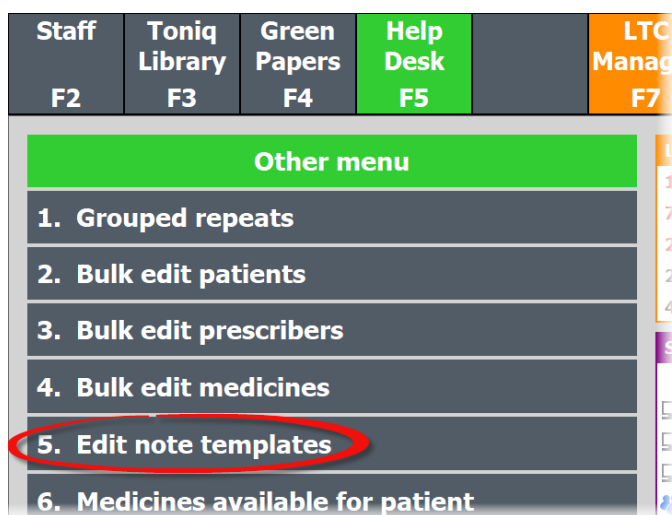   d. Press **F12 Accept Details** to save the template.

Loading Word Documents as Toniq Templates

1. Save the Word document as an .RTF (Rich Text Format) to C:\Toniq Users\Notes:
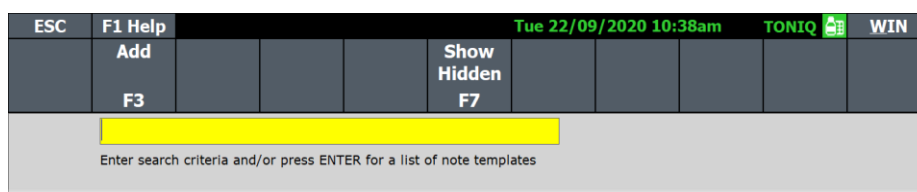

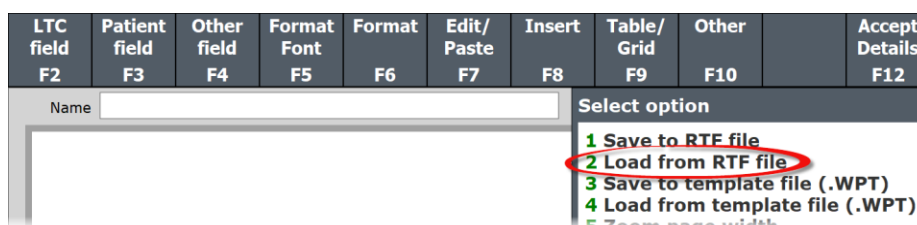**2. Load the Saved Template into Toniq**

   a. From the main menu, go to **9. Other** > **5. Edit note templates**:

   b. Press **F3 Add**:

   c. Then press **F10 Other** and select **2 Load from RTF file**:

Then choose the required template.

Note: use <Backspace> to get to exit out of folders and get to a higher level of file location if you saved the template to a different place.

d. Once loaded, use the options in **F3 Patient field**, **F4 Other field**, and **F8 Insert** to add parameters – patient details (first and last names, NHI, DOB, address, phone number etc.), note date, and interactive tick boxes respectively:

e. Press **F12 Accept Details** to save the template.

Using Toniq Templates

- To use the template, select a patient, open their diary **(F10 Other > Open patient diary)**, then press **F7 Use Tmplate**:

- Begin typing part of the template's name to find it:

- Toniq will automatically fill in the patient details, note date, and you can also use the tick boxes: