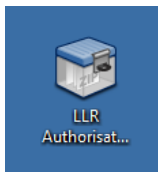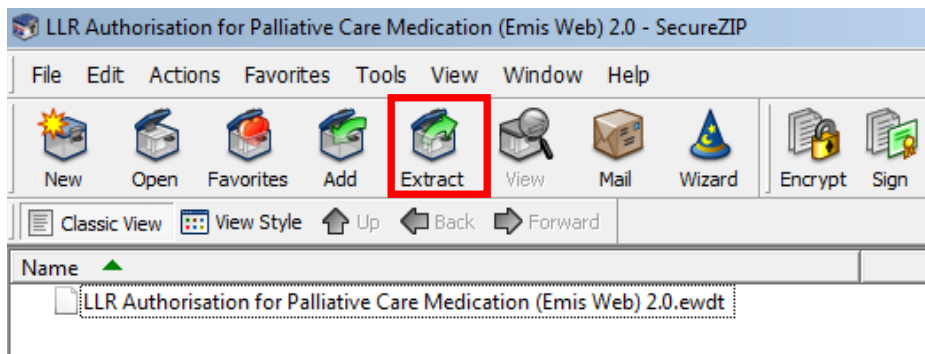# Quick Reference Guide:
Adding Letter Templates to EMIS Web

1.	Save the zip folder to your desktop.

2.	Open the zip folder, select the document you wish to import into Emis Web and select the extract button.


3.	Select a location to extract the file to, you may have a designated folder or you may choose to extract to your desktop and remove once imported into Emis Web.

	PLEASE DO NOT OPEN THIS FILE ONCE EXTRACTED OR IT MAY NOT IMPORT SUCCESSFULLY AND YOU WILL NEED TO DELETE IT AND START AT STEP 1 AGAIN. Emis web document templates (ewdt) can only be viewed within Emis Web and will not open without being imported first.

4.	Now open Emis Web. Click on the **Emis button** in the top-left corner, then select **Configuration > Template Manager**.
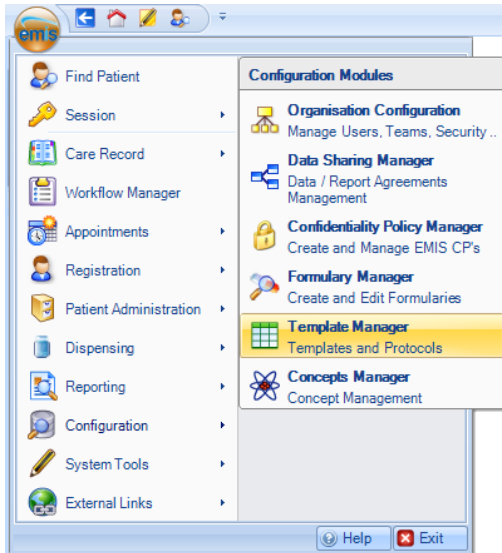
5.	Select the **Document Templates** tab from the left section of the screen.
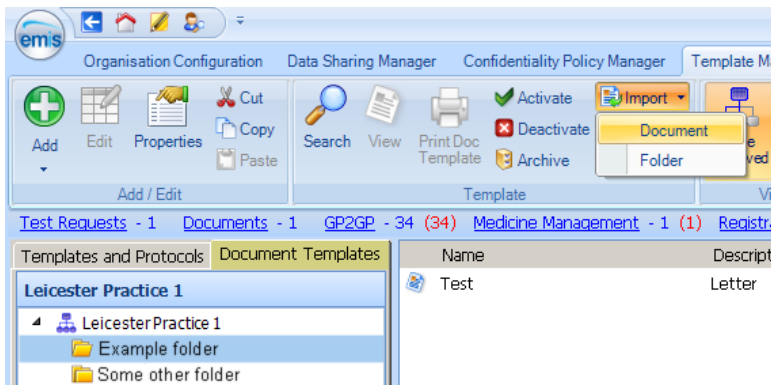
6.	Select the folder the document should be added to.

7.	From the ribbon menu, select **Import > Document**.

8.	Select files of type **EMIS Web Document Templates**, then select the document from the location that it was saved to previously in step 3, then click **Open**.

For further assistance, contact the Service Desk on 0116 295 3500