Advice for working with the templates in this directory.

The directory contains two templates:

START HERE.dotm generates a blank Child and Adolescent Mental Health Services form. This is the destination document to which extracted notes will be copied.

templates/Initial Assessment Form.dotm is the blueprint for a blank document for the initial assessment notes. This is the source document from which notes will be extracted. You will not need to manually create this document as it is automatically generated along with the blank CAMHS form.

To create a new pair of blank documents (one CAMHS form and one Initial Assessment form) you can either:

**DOUBLE CLICK** START HERE.dotm

or

**right click** START HERE.dotm and select **new** from the menu that appears.

Alternatively, if you want to edit the templates themselves you should **right click** the template file and select **open** from the menu. This does NOT create a new document based on the template but instead opens the template to allow you to make changes to it.