
Adding your own patient education leaflets into MD

Downloading a Word document from the web and adding to the patient education leaflets into MD

In the following example we will grab an information pamphlet from Dermnet NZ for a leaflet on Pyogenic granuloma and place it in the Patient Education Leaflets.

1. Go to the [Dermnet NZ](http://www.dermnetnz.org) (<http://www.dermnetnz.org>) site. Open the Patient Education Leaflets and from the alphabetical list choose P then open the Pyogenic granuloma leaflet.
2. Highlight the pamphlet, right click in the middle of the highlighted text and select **Copy**.
3. Open a blank document in Word. Right click in the middle of the blank page and select **Paste** and then **Save** the document (into the My Documents folder).
4. Open MD and a patient record and click on the Mortarboard icon - Patient education (or Control+L).
5. Click on the **Custom** tab.
6. From the **File** menu select **New** and then **Leaflet**. Navigate to where you saved the leaflet (such as the My Documents folder). Change the 'Files of type:' to "Word document (*.doc)
7. Double click on the Pyogenic granuloma leaflet. This will be listed under the Patient Education folder where it is easy to call up and print.

Downloading a pdf document from the web and adding to the patient education leaflets into MD

In the following example we will download a pamphlet on combating obesity – this has links to resources and useful websites and is suitable for GPs to hand to the parents of children with weight management issues.

1. Go to the North East Valley Division of General Practice' Lifescript's section of the website at: <http://www.nevdgp.org.au/?content=27>
2. Click on the [Weight Management](#) link.
3. Click on the resource: [Combatting childhood obesity, inactivity and improving diet and nutrition](#) – this will open the pamphlet in Acrobat as a pdf file.
4. From the **File** menu select **Save As...** Select a location such as the My Documents folder – you need to be able to find it later. Give the file an appropriate name, such as "Combatting Obesity".
5. Open MD and a patient record and click on the Mortarboard icon - Patient education (or Control+L).
6. Click on the **Custom** tab and then click on the **Patient Education** folder (to highlight it).
7. From the **File** menu select **New** and then **Category**. Type in "Preventative Care".
8. Click on the Preventative Care folder to highlight it. From the **File** menu select **New** and then **Leaflet**. Navigate to where you saved the "Combatting Obesity" leaflet (such as the My Documents folder).
9. Double click on the file to add it to your leaflets.

To view the leaflet:

Double click on the newly saved "Combatting Obesity" leaflet.



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