

# Write a Document

In the Patient tree, click **Correspondence > Create document**.

Create a document

The screenshot shows the 'Correspondence' section with a sidebar on the left containing icons for home, clock, search, and mail. The main area has a 'Create document' button. Below it is a search bar and a table with columns 'Date', 'Detail', and 'From'. A blue arrow points from the 'Create document' button to a 'New document for Peter Abbott' dialog box. This dialog box has a 'Filter by name' search bar and a table with columns 'Details', 'Type', and 'Updated'. Below the table is a 'Create a blank document' button and a 'Use template' button.

Details	Type	Updated
Discharge Letter	Shared	Discharge Let... N/A
Letter	Shared	Letter N/A
Medical Certificate	Shared	Medical certi... N/A
Outcome Measure	Shared	Report N/A
Referral Letter	Shared	Referral N/A

Use the document writer

The screenshot shows a document writer interface for a letter. The subject line is 'Letter for Mx Peter Abbott to ACC - Accident Compensation Corporation'. A toolbar at the top includes options like Undo, Redo, Image, Table, Link, Header, Footer, Page Setup, Page Number, Break, and Find. A 'Merge fields' panel on the right lists various database fields like 'Name', 'Address', and 'Patient' with 'Preview' buttons. Three green callouts are present: '1' points to the subject line, '2' points to the layout options in the toolbar, and '3' points to the Merge fields panel.

1. Change the document's subject.
2. Change document margins, paper, and layout options.
3. To insert a database value, place your cursor where you want the value to display and select the database field from the options in Merge fields.

The screenshot shows a 'Save' button with a dropdown arrow. The dropdown menu is open, showing three options: 'Save draft and exit', 'Done and email', and 'Done'.

To save a draft, click the drop-down arrow for the option:

- An action will be added to **Today's Notes**.
- The document will be saved to **Correspondence** with the status of **Draft**. Click the **ellipsis** next to the document to print, preview, download, edit, move or delete.