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## Template Instructions

**These templates are set up to make planning and utilising Experience Based Design (EBD) as easy as possible.**

The templates are pre-written with customisable fields for you to personalise for to your organisation and service.

The editable fields are highlighted in grey in the Word templates. Please note that the grey highlight will not print or show if exported into another format, such as PDF. This is purely for guidance. All other text and images are locked.

The Word templates are also watermarked. This watermark will be removed by NHS Elect once you have completed it and returned it to us for review. This is to ensure that all documents are correctly completed. We will also insert your Trust logo into the templates once approved.

For further help please contact:

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