

## Important Information on downloading and saving the Self-review Toolkit

- From the following web page  
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_126809](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_126809)
- Scroll to bottom of page
- Open the following documents
- **'Download How to use the Self-review tool kit (PDF 26k)**

This will give you some useful information on how to use the toolkit

- **'Download Self-review tool (XLS.2366k)**
  - Click on the above
  - Click on the open button in the pop up box
  - Click on enable macros\*
  - The self-review toolkit should open. This may take some time depending on your computer system
  - **Do not enter data straight away**
  - Click on File
  - Save as
  - Then save as you would normally save documents. It is recommended that you have a robust back up procedure in place and that you back up this tool kit, following your normal processes and procedures.
  - Always remember to save changes on exit
- **'You're Welcome: Quality criteria for young people friendly health services**

This link opens up further information on You're Welcome including an information booklet explaining the scheme in more detail.

\*If the enable macros box does not pop up, a help screen should appear with further instructions to follow.