

Importing templates

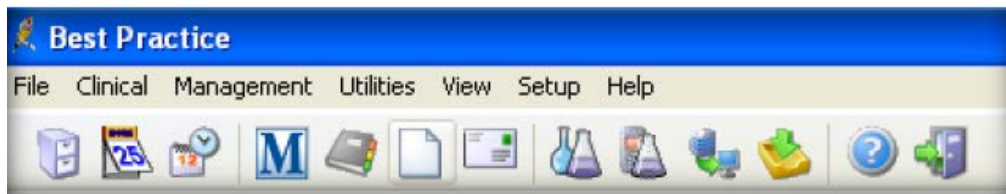
DO NOT OPEN TEMPLATES FROM THE WEBSITE

Right click on the template you require, then left click "Save Target As'. Save the template to a folder or to your desktop.

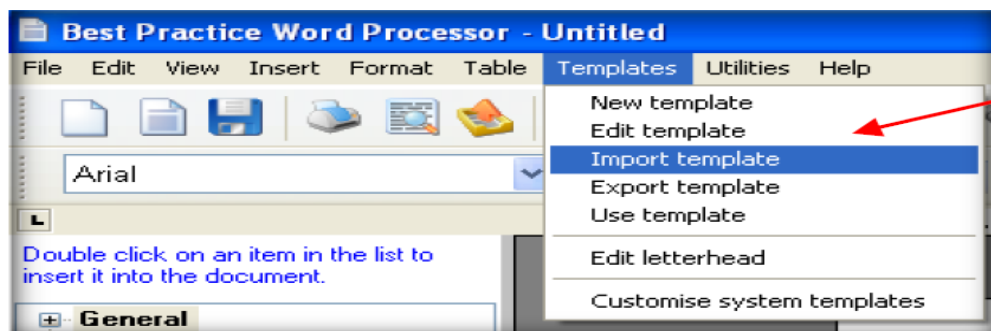
- [Best Practice](#)
- [Medical Director](#)

Best Practice

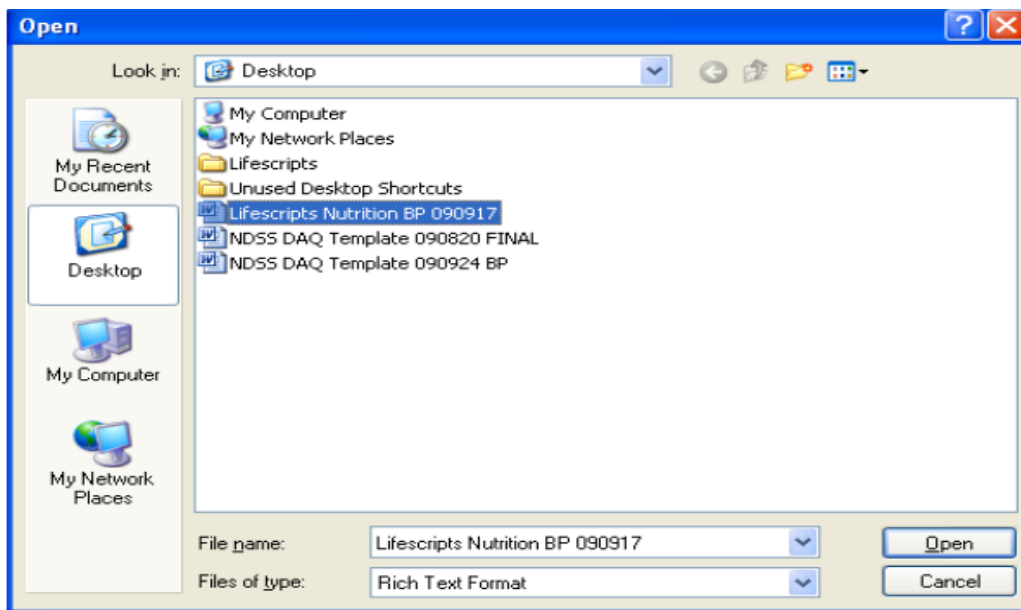
1. When importing a file from a website, right click the mouse on the template you want, and then left click **Save Target As**. Save the template to a folder or to your desktop.
2. At the main start screen, open the **Word Processor** by clicking the icon that looks like a piece of paper.



3. Once in the Word Processor, from the main menu, select **Templates**, then **Import Templates**.



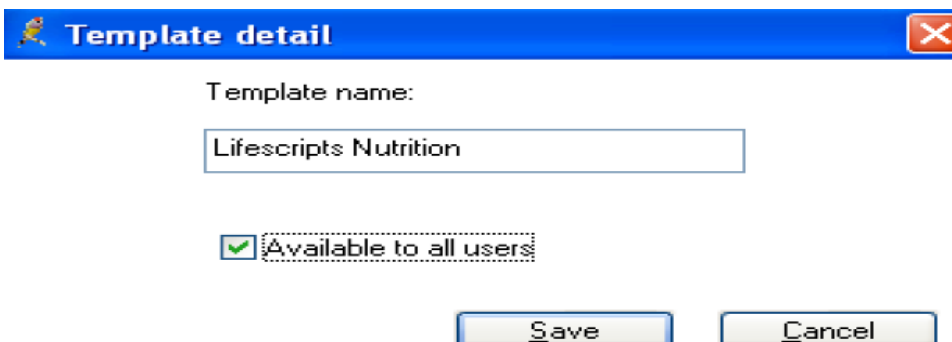
4. Select folder or desktop where you saved the template and highlight the template. Click **Open** to import your template.



5. Now save your template, select the **Save** icon.



6. Finally, name the template. Make sure you tick the **Available to all users** box to give access to all users. If you leave it unticked, only you will have access to that template. Select save and the template is now ready to be used.

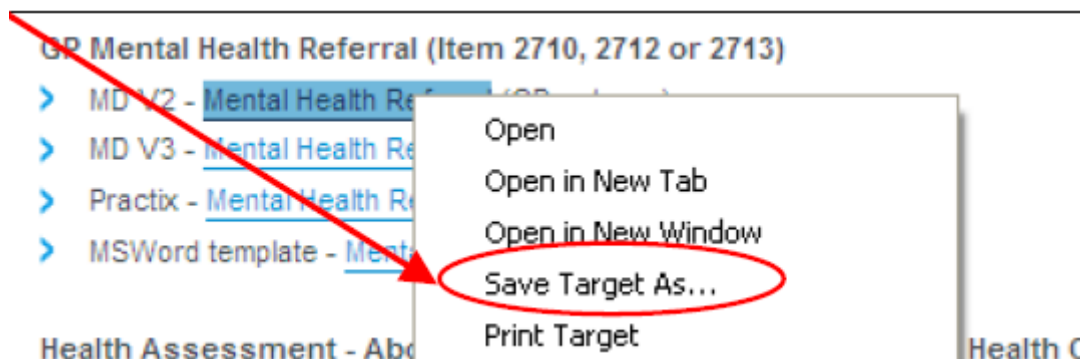


Medical Director

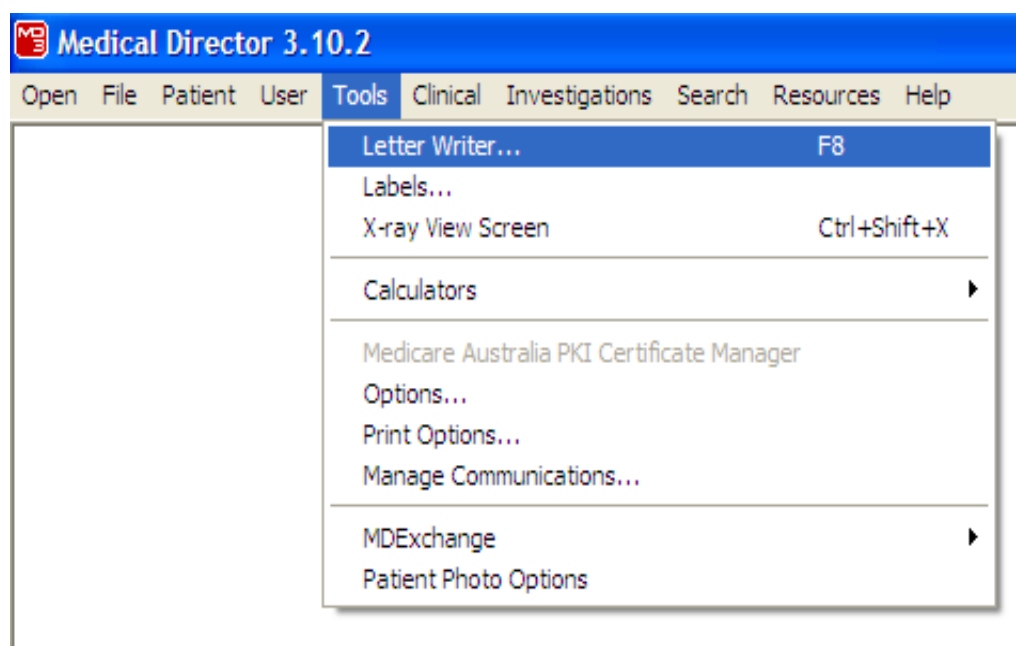
When importing to the Letter Writer templates with merge fields **must be in Rich Text Format (.rtf)**.

1. When importing a file from a website, **right click** the mouse on the template you want, then left click **Save Target As**. Save the template to a folder or to your desktop.

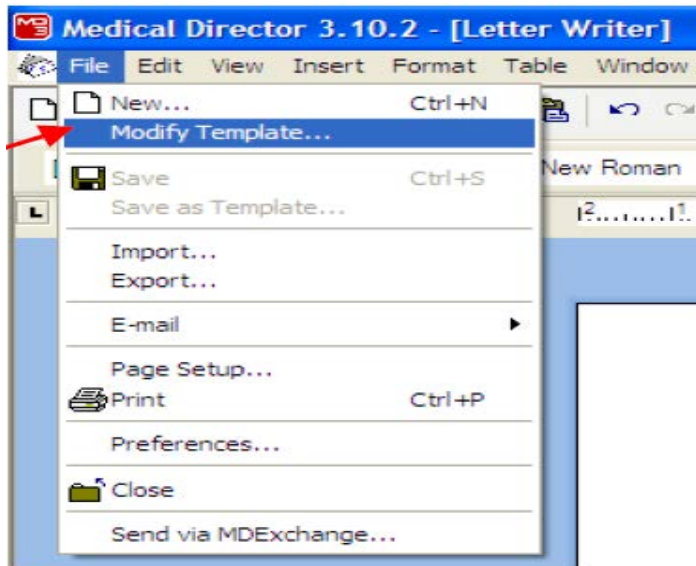
DO NOT OPEN IN MSWORD.



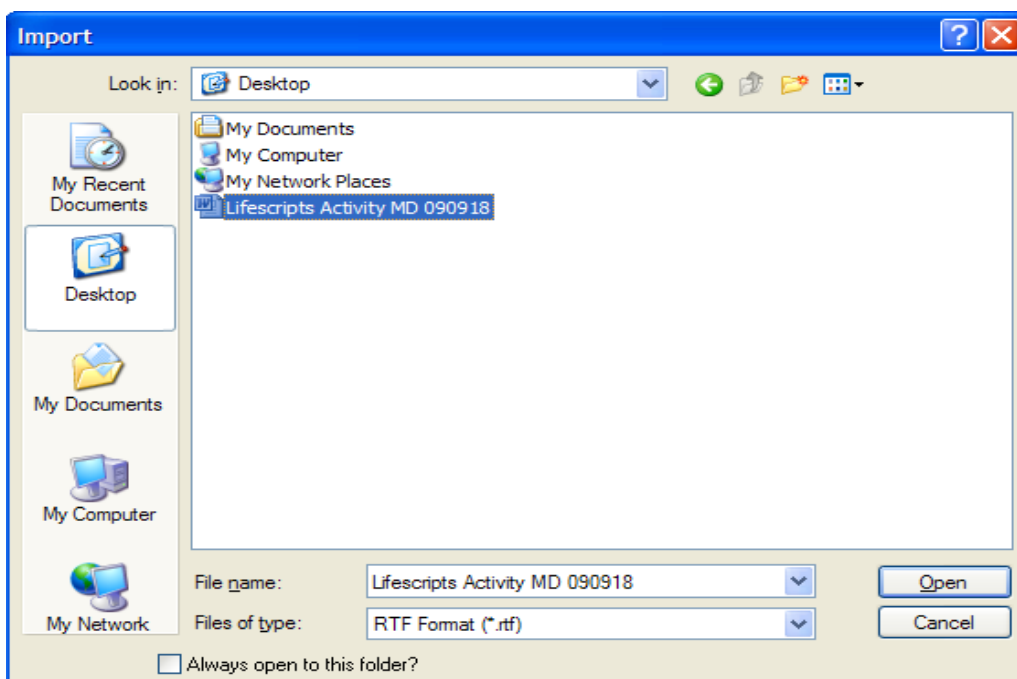
2. Open Medical Director **Letter writer** via the main menu, pressing **F8** or in a patient's file.



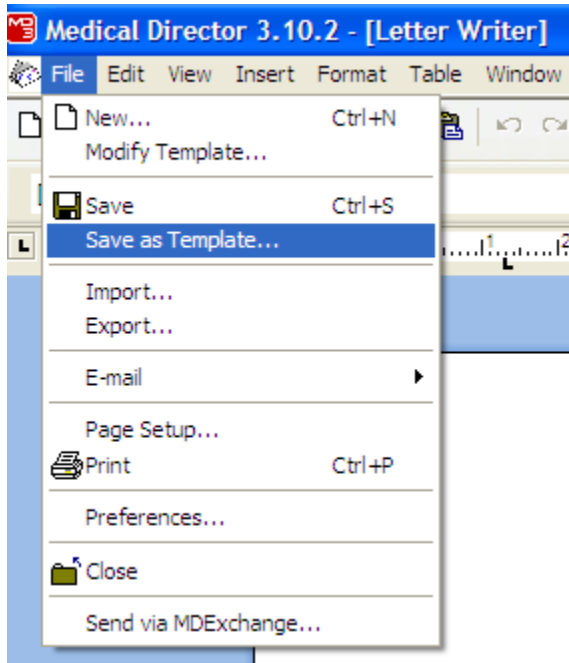
3. Once the Letter Writer is open, click on **File** from the menu bar and select **Modify Template**, then select **Blank template**. Once the blank screen comes back up, again click on file menu and select Import.



4. Select folder or desktop where you have saved the template and highlight the template. Click **Open**. This will import your template.



5. Now save your template by going back to the file menu and selecting **Save as Template**.



6. Give your template a name, select **Save** and it is ready for use

