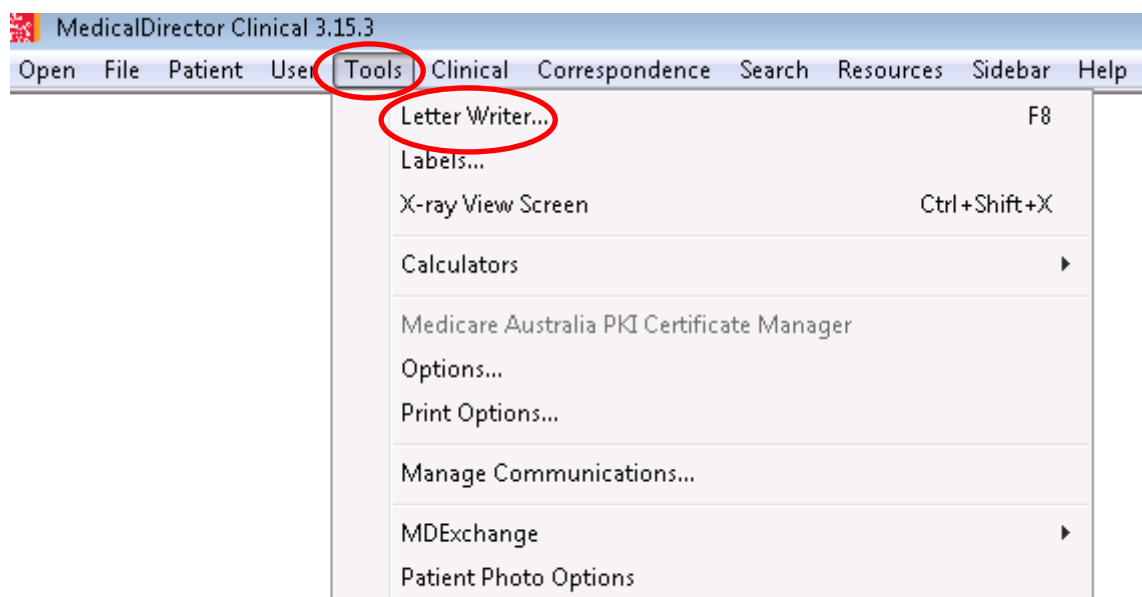


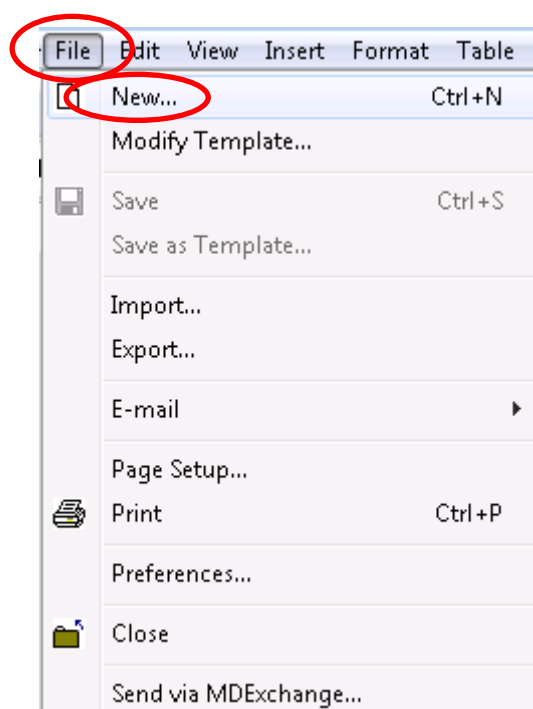
## Instructions for Importing Templates in to Medical Director

When importing templates in to Medical Director it is important that the document is saved in 'rtf' format and never opened before being imported in to the software. When saving a document to be imported, eg., from a USB, you must highlight the document by right-clicking and choosing **Save Target As**, (or similar), then save on to your computer in a place you can easily find it for importing, eg, on your desktop.

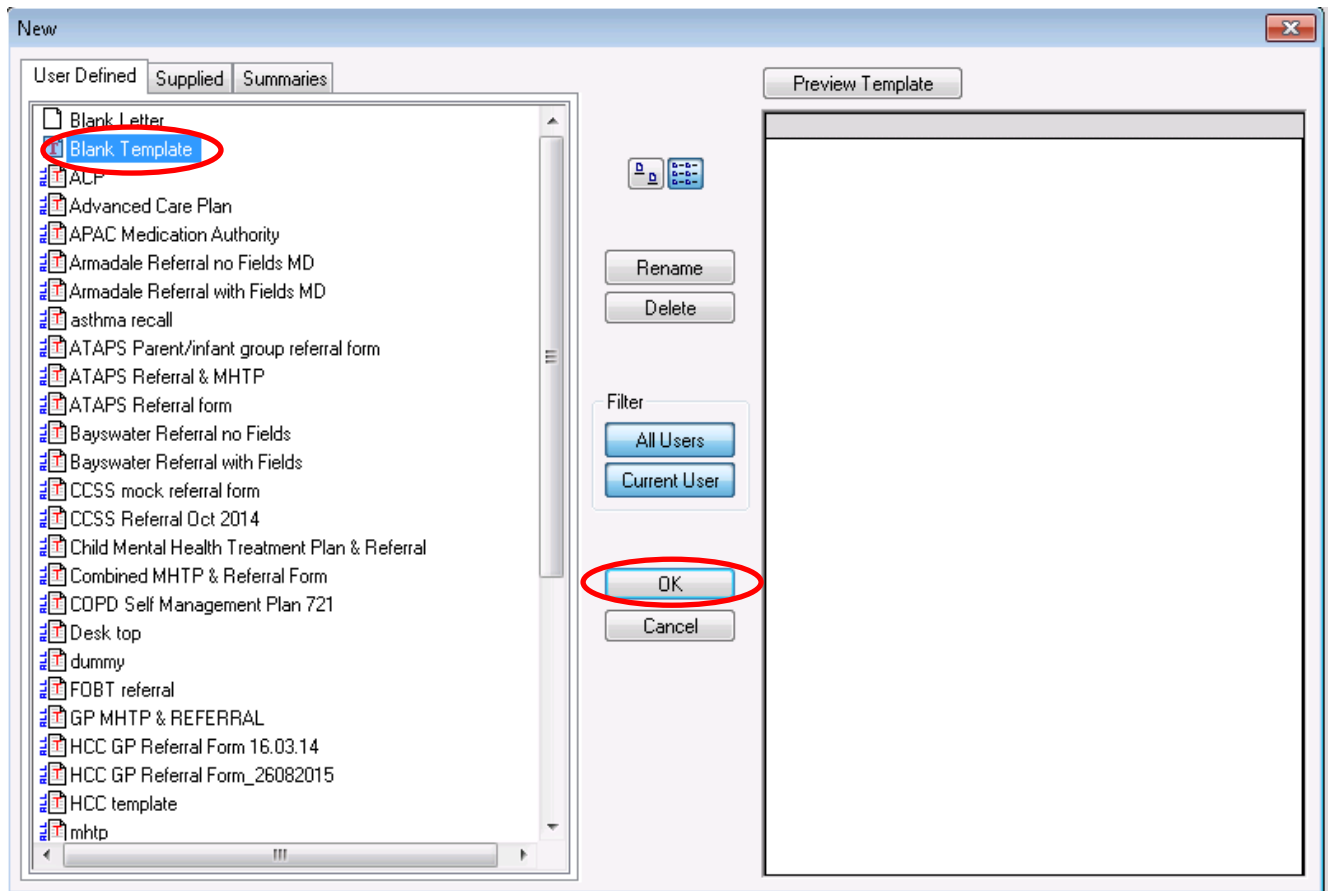
On the main screen, choose **tools** then **Letter Writer**



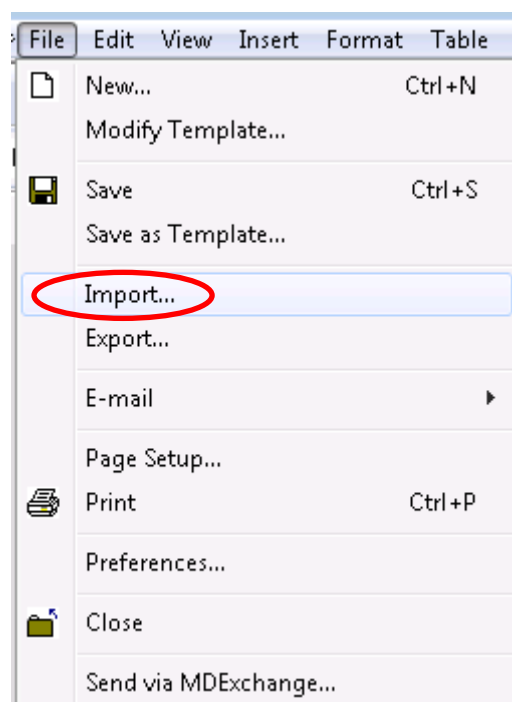
Choose **File**, then **New**



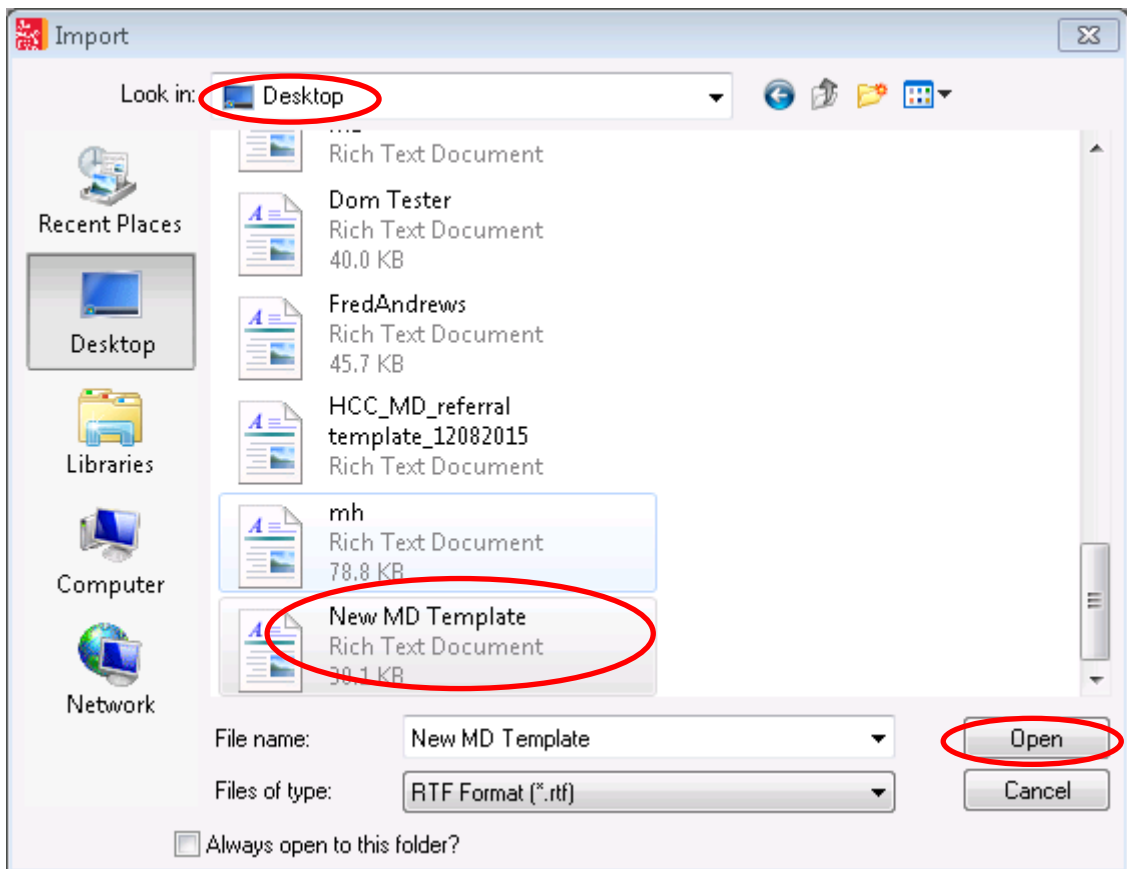
This screen will appear, choose **Blank Template**, then **OK**. A blank document will appear on the screen.



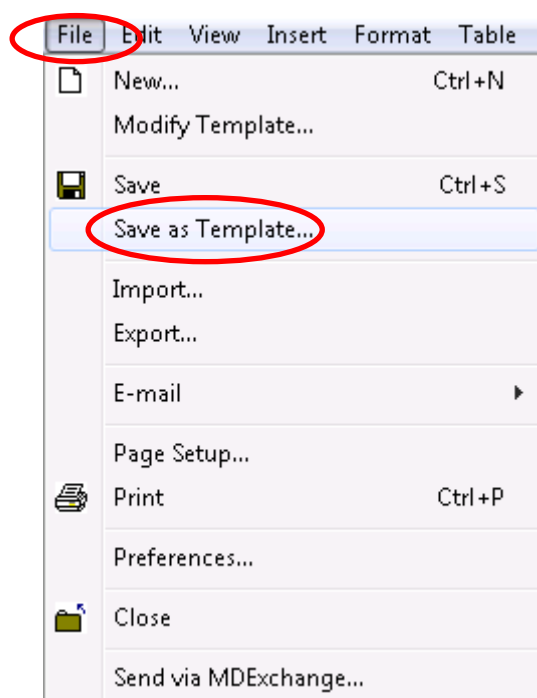
Click on **File** then **Import**



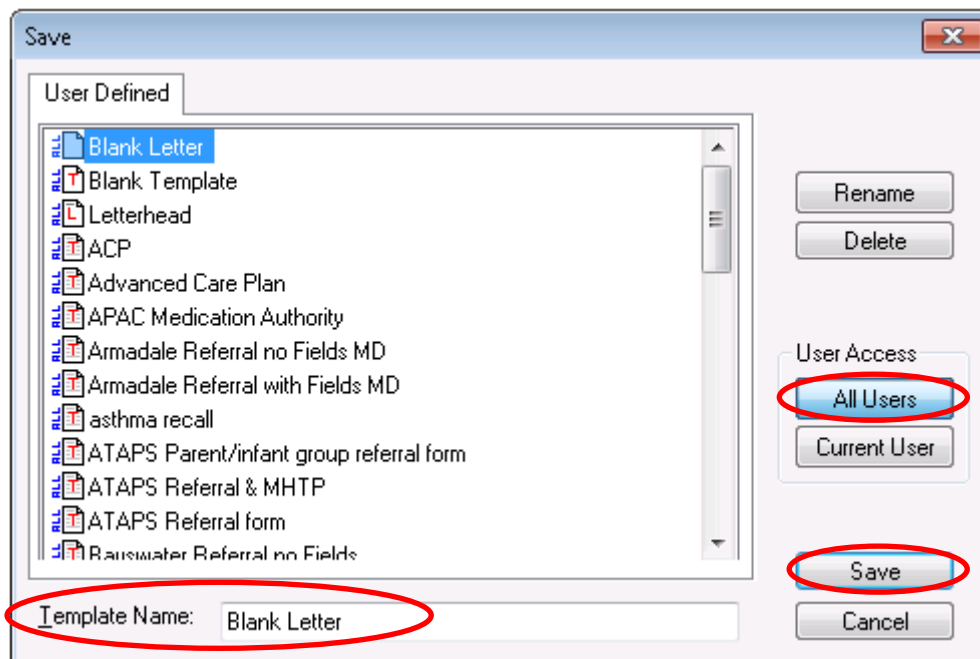
This box will appear, then navigate to where you have saved your 'rtf' document, eg **Desktop**. Highlight the document and click **open**. The document will then appear on your blank template in Medical Director.



To save the document, click on **file**, **Save as Template**.



This box will appear, go to the field, **Template Name** and give your template a name, ensure **All Users** is highlighted, then click **Save**.



The template will now appear in the list of User Defined templates within the clinical software.