

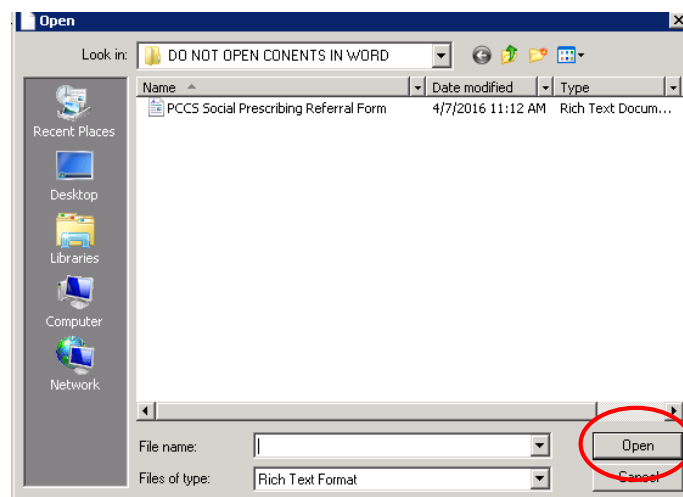
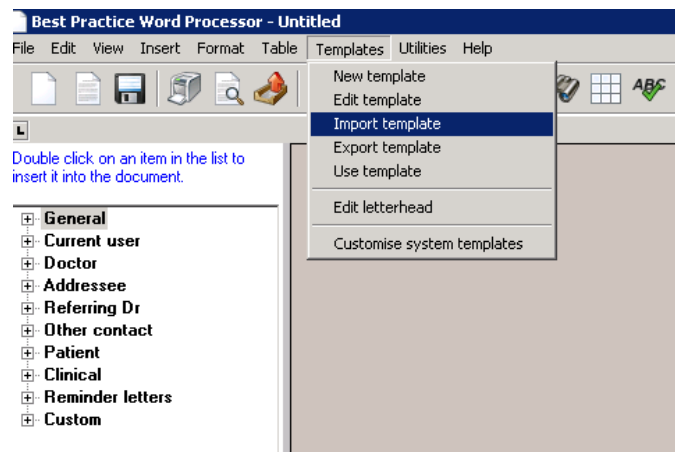
IMPORTING A TEMPLATE INTO BEST PRACTICE

NOTE: PLEASE DO NOT OPEN THE DOCUMENT IN WORD AS THIS MAY CORRUPT ANY TEMPLATE FIELDS.

If downloading from a website or email select '**Save as**' rather than opening the document and saving.

Importing the template:


- 1) Save the template file to a folder on your PC.
- 2) To open the '**Word processor**' press the icon or the **F4** key. When on the main Best Practice screen you can also select **Utilities > Word processor**. When in a patient record, select **File > New Letter**.
- 3) Select **Templates > Import Template**. Browse to the directory that you have saved the .RTF template into. Select the file name to be imported and press the **Open** icon.

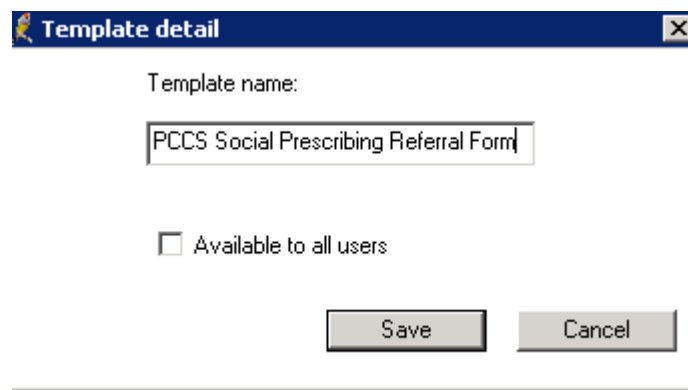


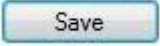


- 4) The template will now be displayed in the Word processor. Make any changes that you might require and then save the template.

Saving a template

To Save the Template choose **File > Save as** or select the  icon to save the Template. The '**Template Detail**' dialog bog will be displayed showing the previous name for the template.



- To save with a new name, type the new name into the '**Template name**' field and Press the  button.

Note: Ensure you have selected 'Available to all users' check box to allow other users to have access to the template if required.