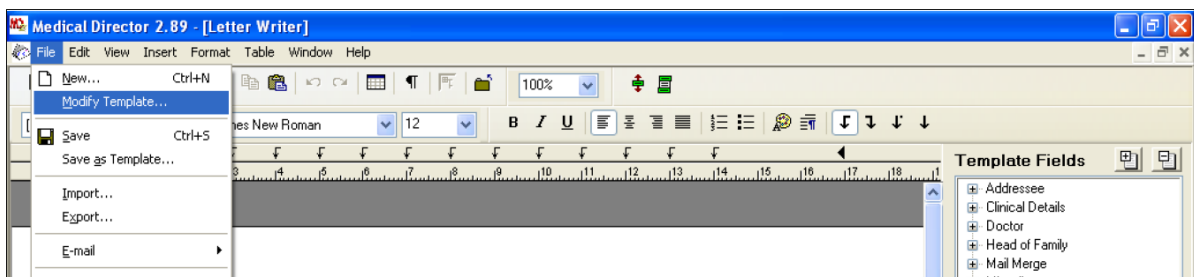


Importing Templates into Medical Director

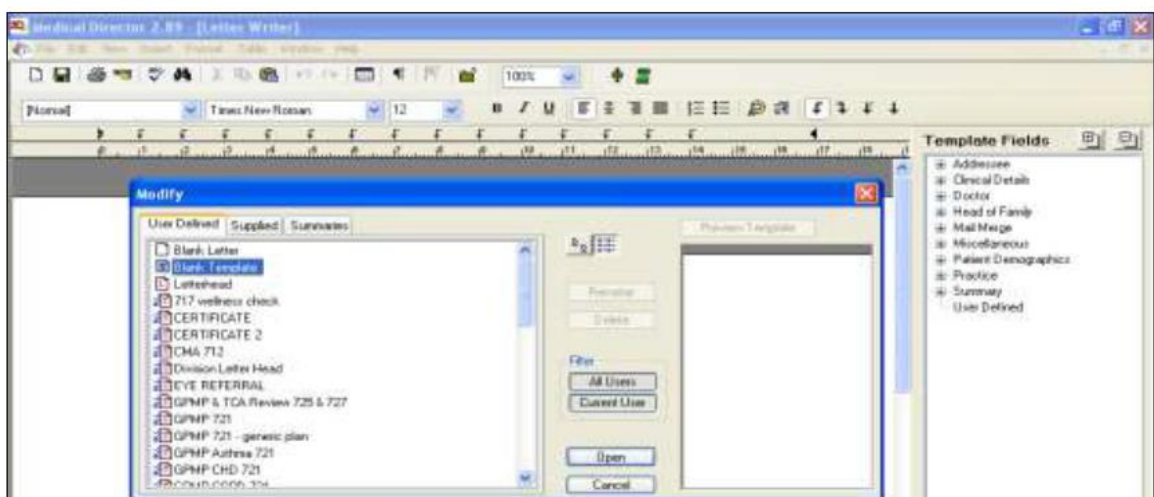
IMPORTANT: Do not open the template in Microsoft Word or any program other than Medical Director. If the template is opened in another program it will corrupt the links and it will have to be downloaded again. If you are downloading a file from a website, right click and the file and choose 'save target as' the file must be saved in rich text format, eg. 'rtf'.

Importing the template

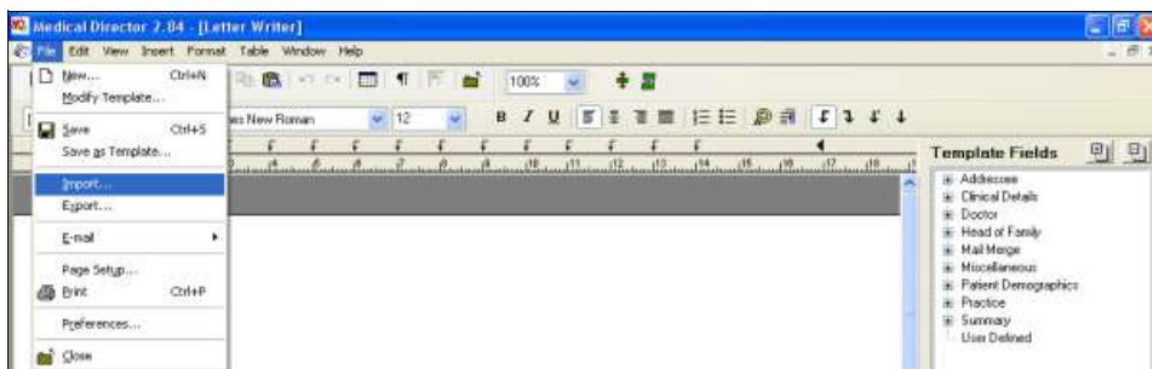
1. Open Medical Director
2. Go to the 'tools, menu
3. Choose 'letter writer',
4. Go to 'file' and choose 'modify template'



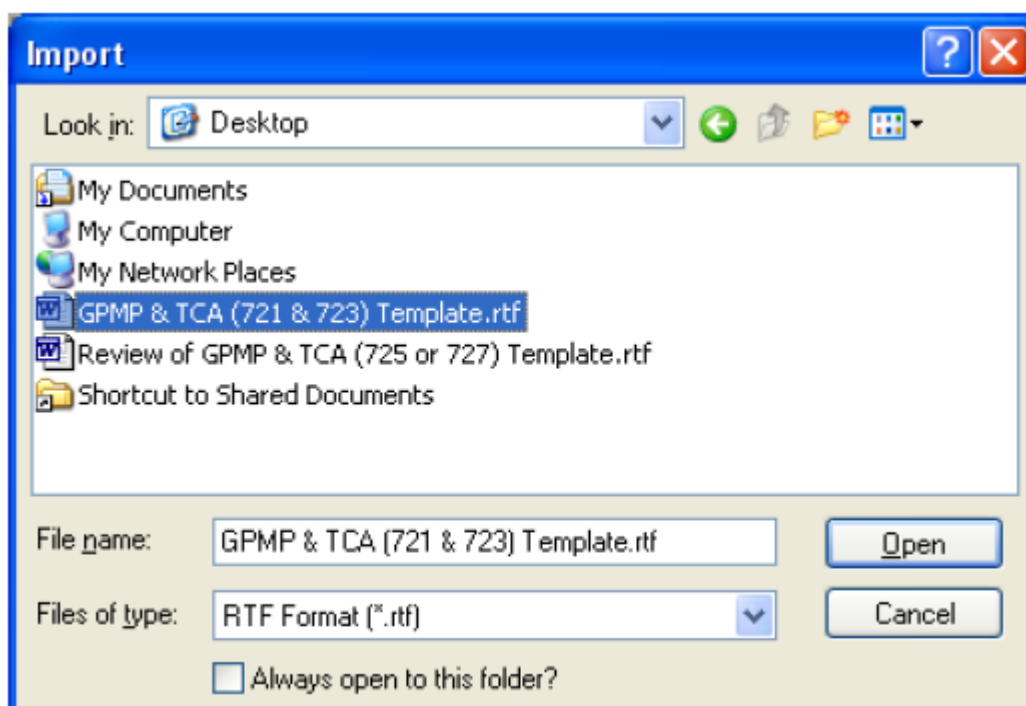
5. Open a blank template in the User Defined tab



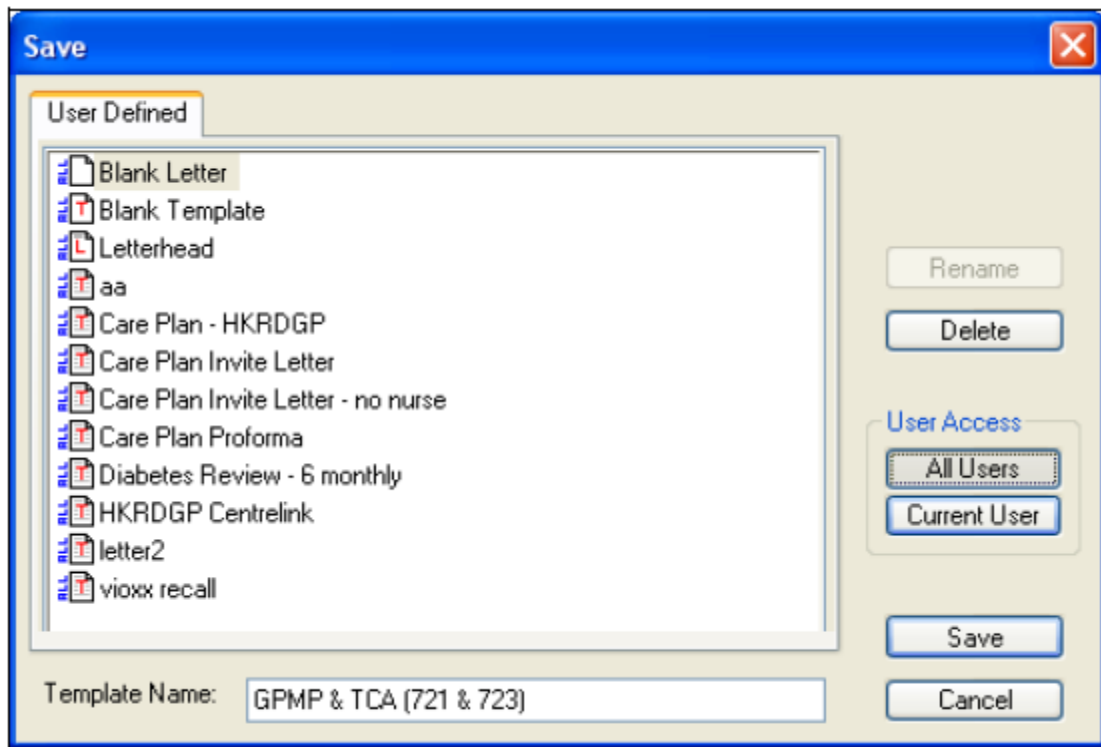
6. Then go to 'file' and choose 'Import Template'



7. Navigate to where the template has been saved and open



8. Go to 'file' and choose 'Save as Template'



9. Name the new template

10. Allow other users to access the template

The template is now stored within the Medical Director Software and ready for use.