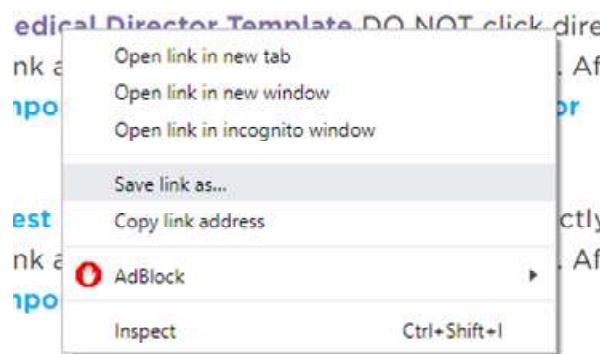




Saving the document

Templates that are imported into Best Practice should be saved in '.rtf' format. Please remember to never open this document before you import it in to the software as this will corrupt the file.

Highlight the document location and Right Click > **Save As**

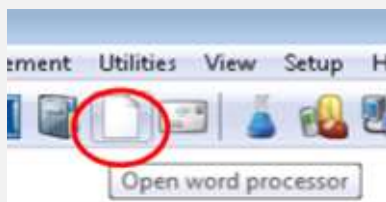


Save the file in an appropriate location
Reminder: do not open file

Importing Template

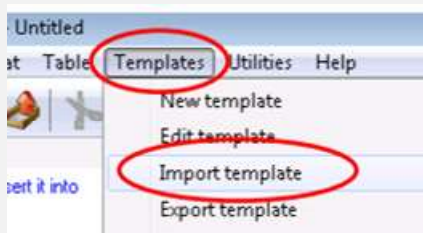
STEP 1

On the main screen, select the **Word Processor**



STEP 2

Select **Templates > Import Template**



STEP 3

Locate the saved .rtf document

STEP 4

Click on the **Save** icon



STEP 5

Name your new template, ensure the *Available to all users* check box is ticked and **Save**

