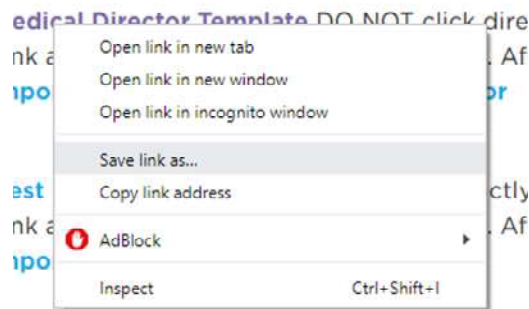


Saving the document

Templates that are imported into Medical Director 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**

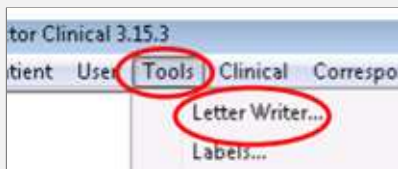


Save the file in an appropriate location
Reminder: do not open file

Importing Template

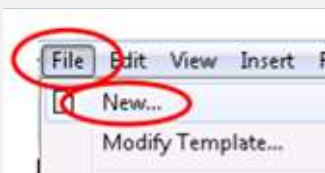
STEP 1

On the main screen, select **Tools** > **Letter Writer**



STEP 2

Select **File** > **New**



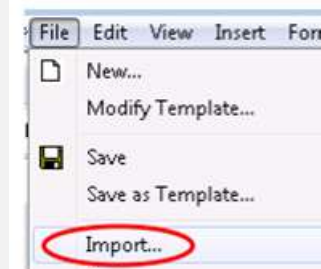
STEP 3

Chose **Blank Template** and then **OK**.
A blank template will appear on the screen.



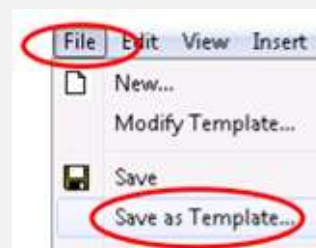
STEP 4

Select **File** then **Import**, and locate the saved .rtf document



STEP 5

To save the document, click on **File** > **Save as Template**



STEP 6

Choose an appropriate template name and select **Save**