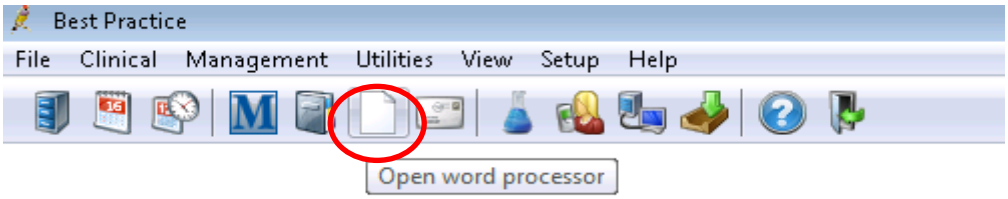
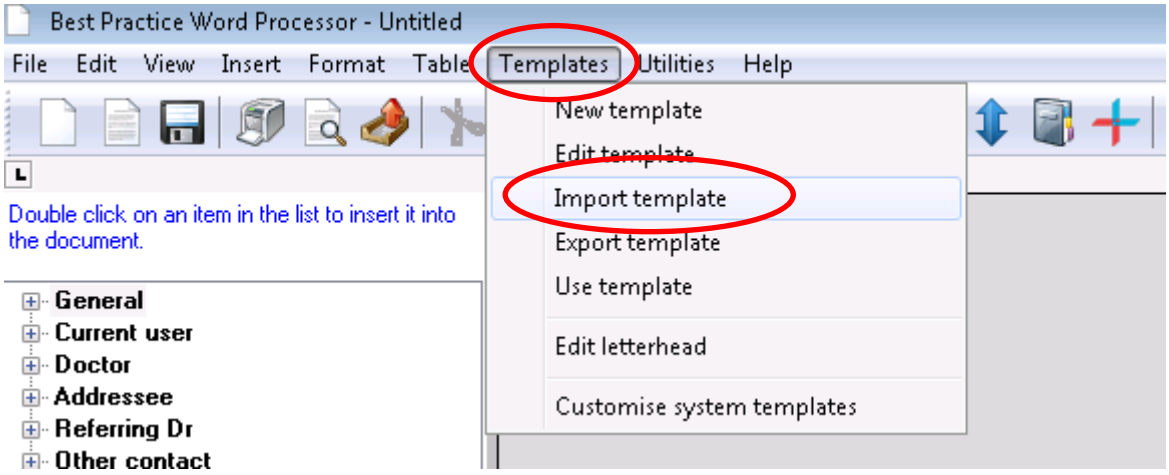
Instructions for Importing Templates in to Best Practice

When importing templates in to Best Practice 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.

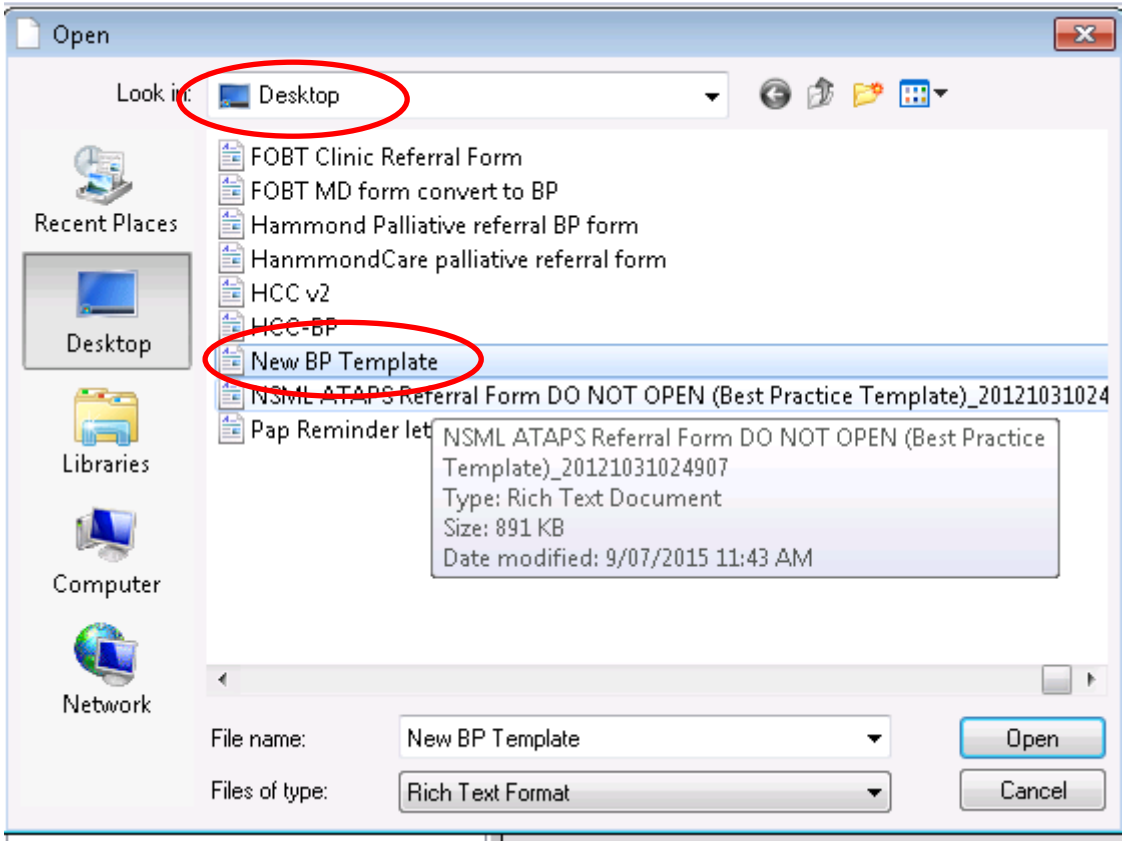
On the main screen of Best Practice, choose the letter icon.



The word processor opens, from the top menu choose Templates, Import template.

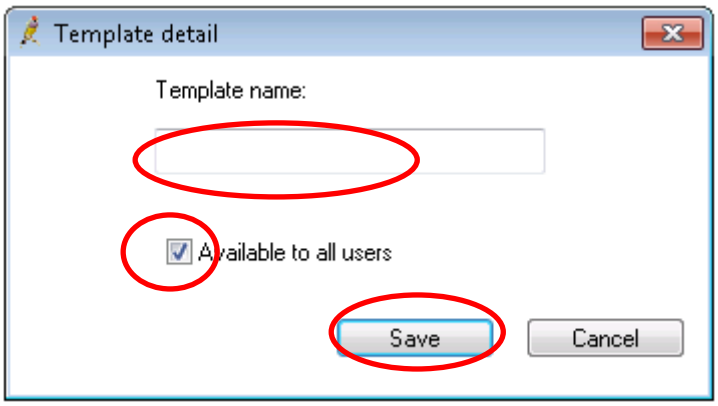


This box will appear, then navigate to where you have saved your 'rtf' document, eg Desktop. Highlight the document and click open. The document will then appear on your blank template in Best Practice.



Click on the save icon.

This box will appear, name your new template, ensure the Available to all users check box is ticked, then click Save.



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