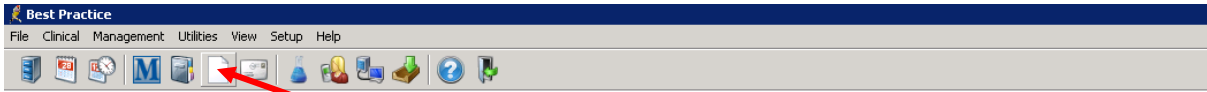


How To Import Templates Into Best Practice Software

Open Best Practice



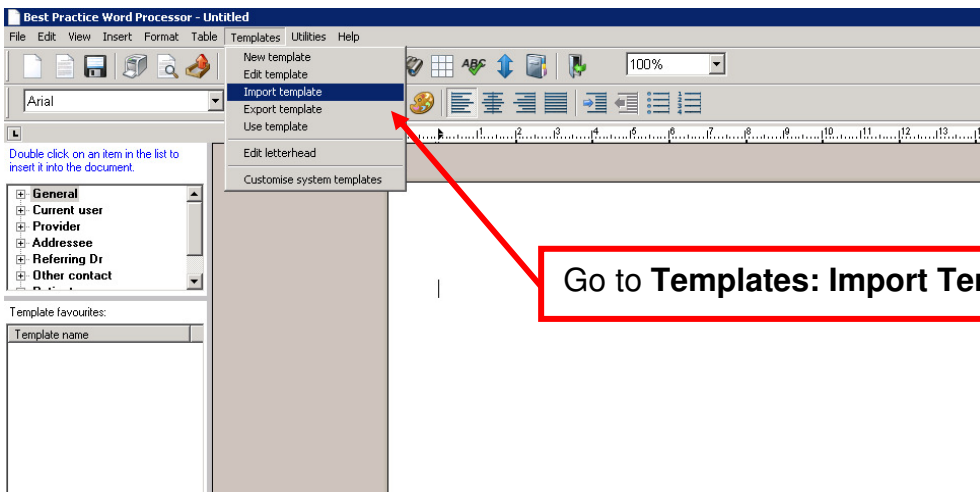
Open word processor

Go to the top tool bar
Click on the document icon

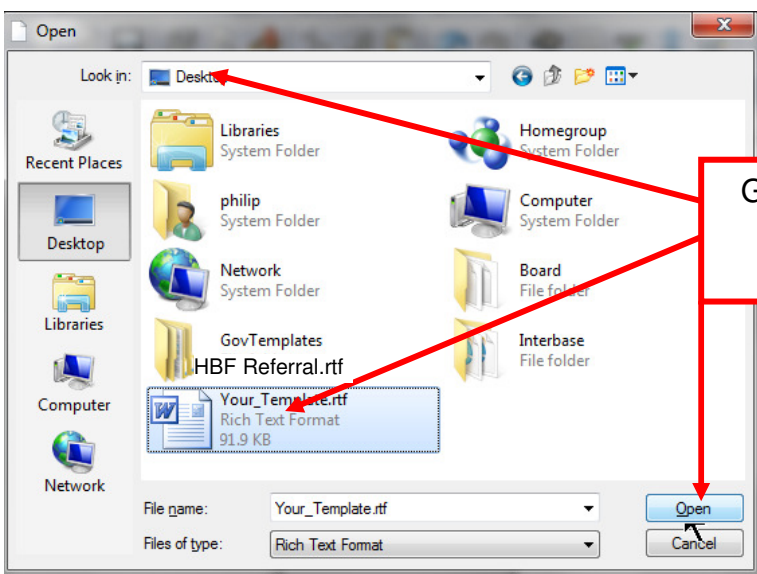
This will open up the word
processing tool



Best Practice
An evolution in GP software



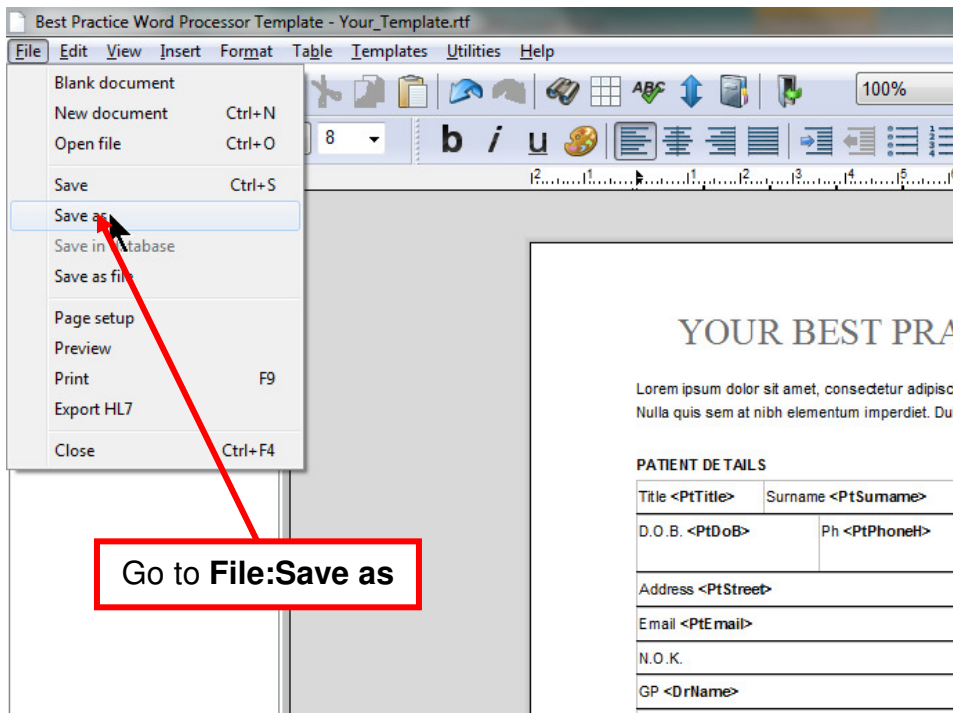
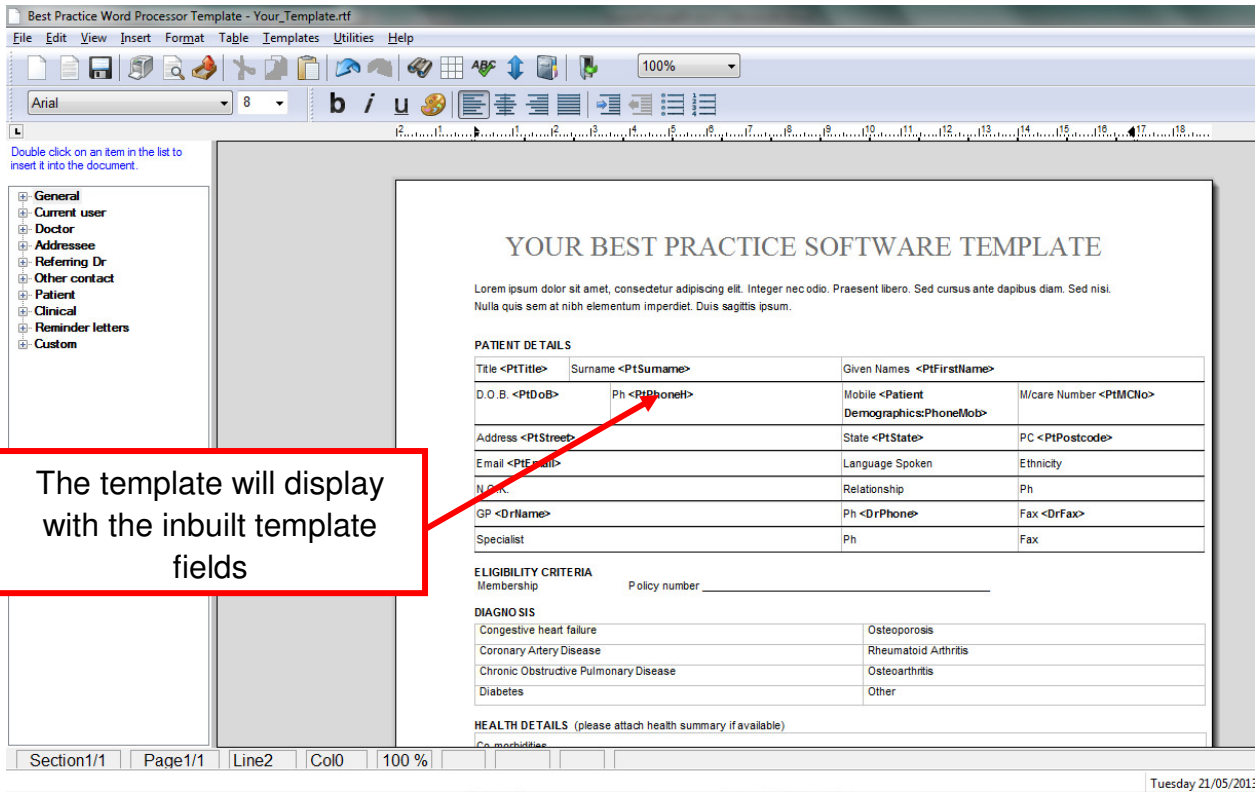
Go to **Templates: Import Template**



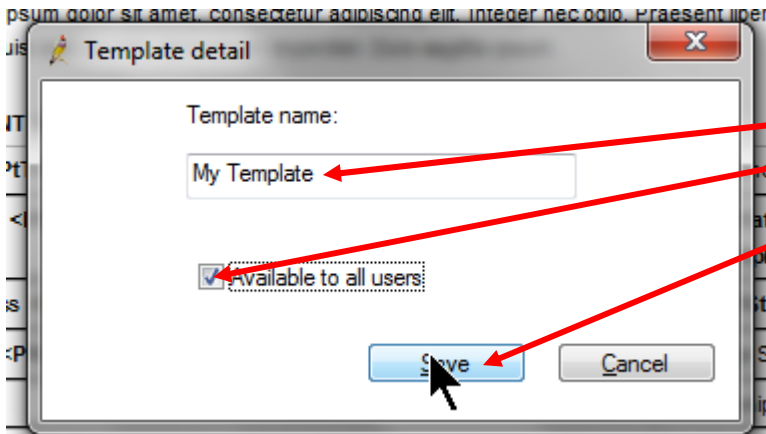
Go to the **Desktop** and locate your
template.

Click on it then press **Open**

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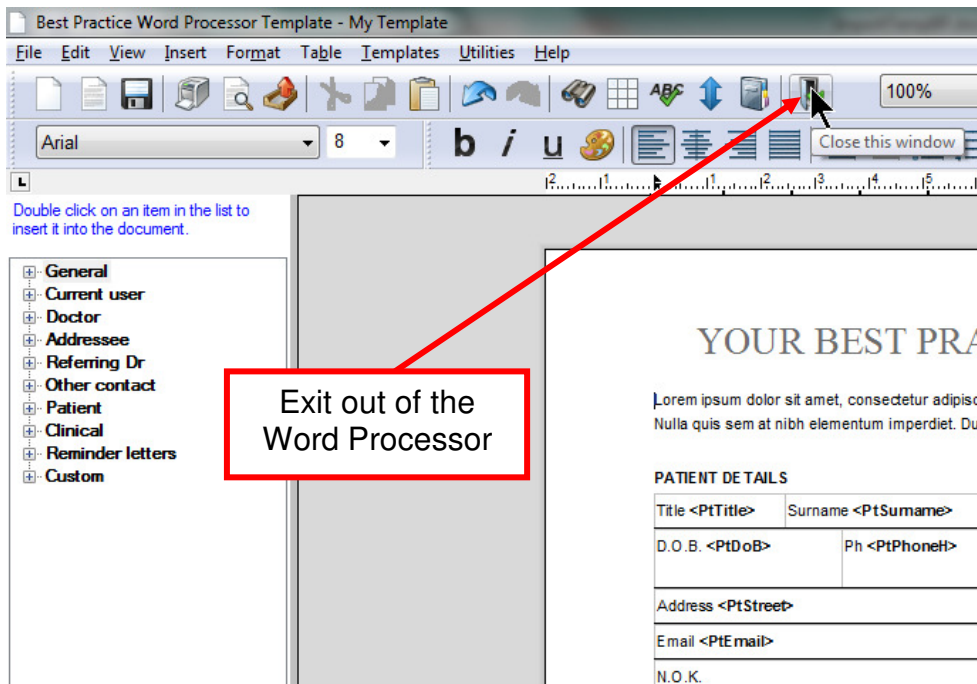
How To Import Templates Into Best Practice Software



Type in the **Template name**

Tick the checkbox to make it **Available to all users**

Then select **Save**



Exit out of the
Word Processor

The template has now been imported into Best Practice