

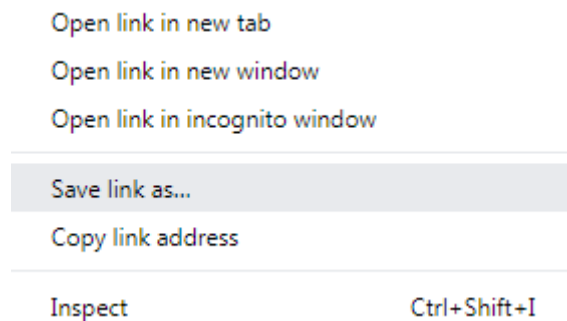
IMPORTING A TEMPLATE INTO MEDICAL DIRECTOR

NOTE: PLEASE DO NOT OPEN THE DOCUMENT IN WORD AS THIS MAY CORRUPT ANY TEMPLATE FIELDS.

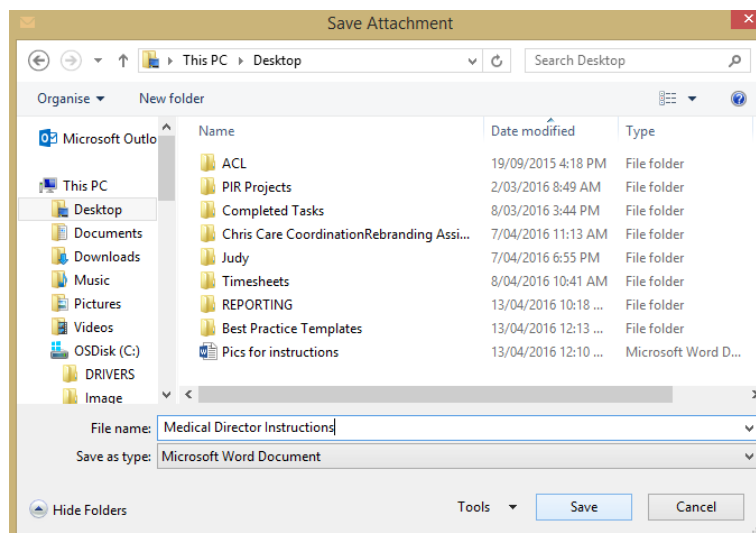
When downloading from our website, select 'Save as' rather than opening the document and saving.

Importing the template:

- 1) Right click on the link and select **Save Link As**

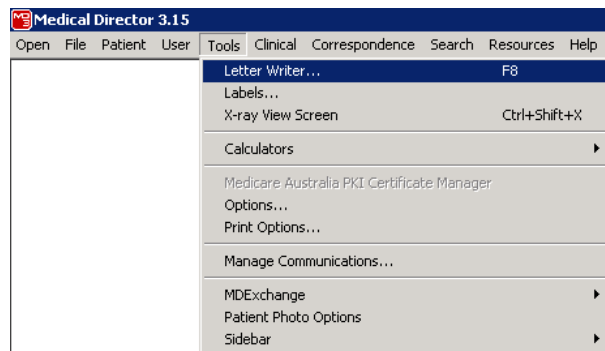


- 2) Select a location to save the template (e.g. Desktop) then press **Save**.

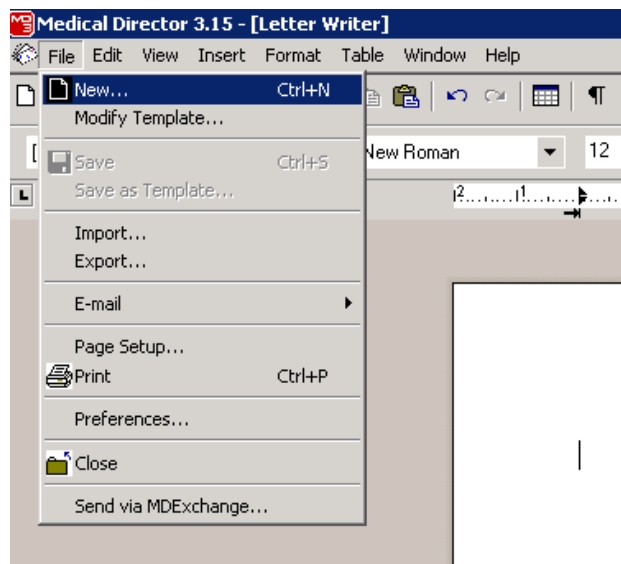


Do not open the document as this will cause issues with the template fields and formatting

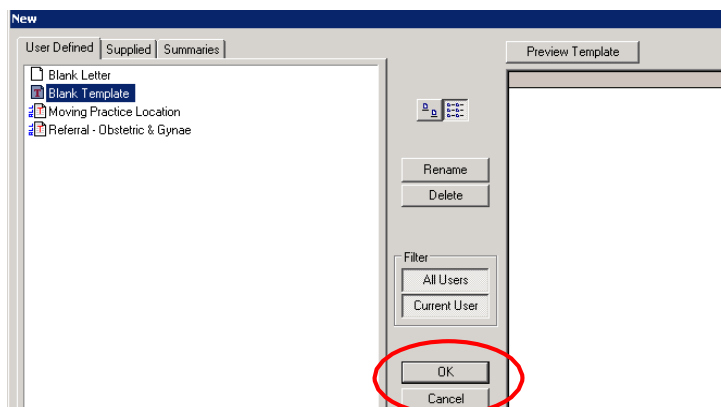
- 3) Open **Medical Director**. Go to **Tools** and select the **Letter Writer**.



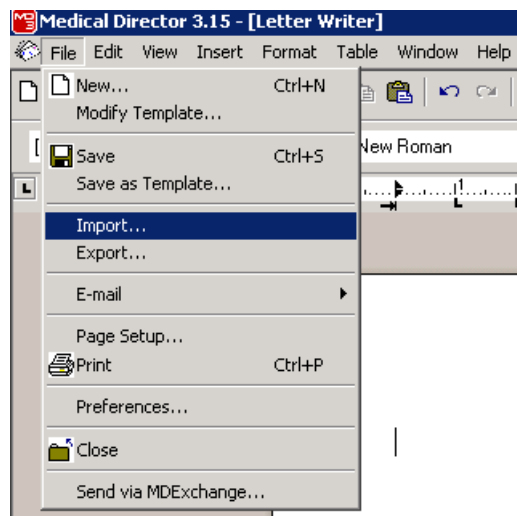
- 4) Go to **File** and select **New**.



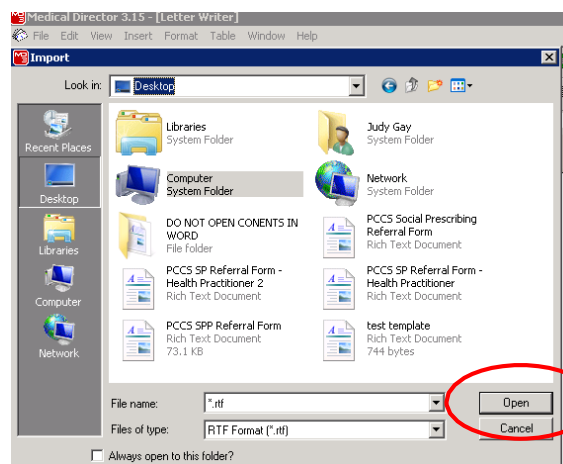
- 5) Choose **Blank Template** then press **Ok**.



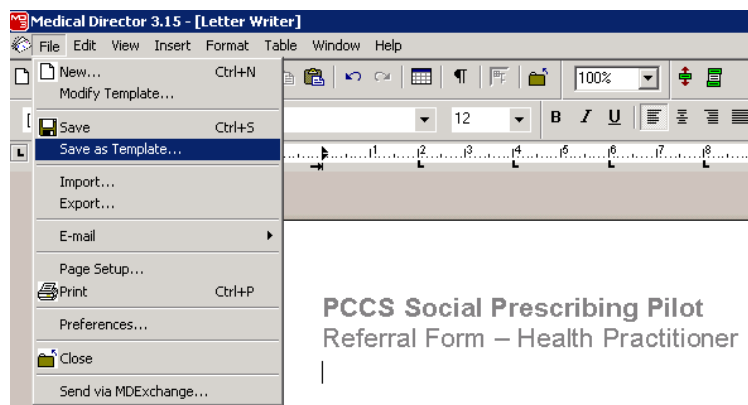
- 6) Go to **File** and select **Import**.



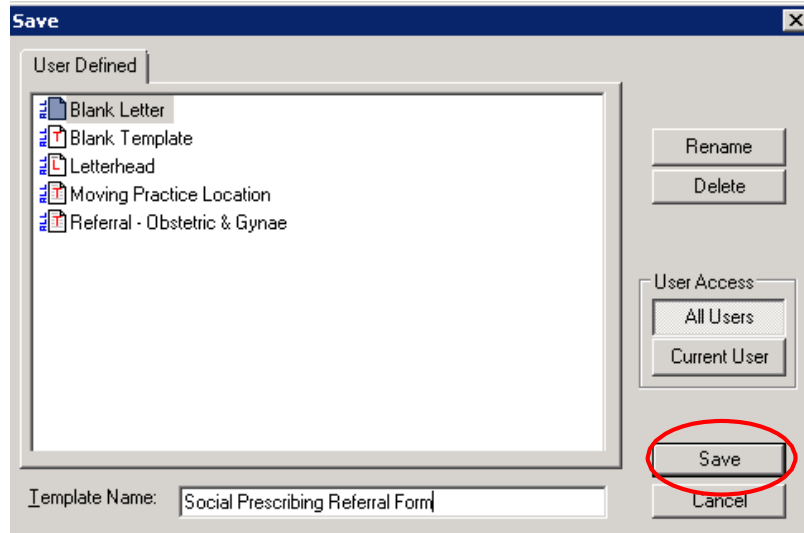
- 7) Locate the template from your desktop (or other location), **click** on the file and press **Open** (The template will display with the inbuilt fields)



- 8) The template will now open in a new screen. Go to **File** and select **Save as Template**.



9) Type in the **Template Name** and click **Save**.



The template has now been imported into Medical Director.