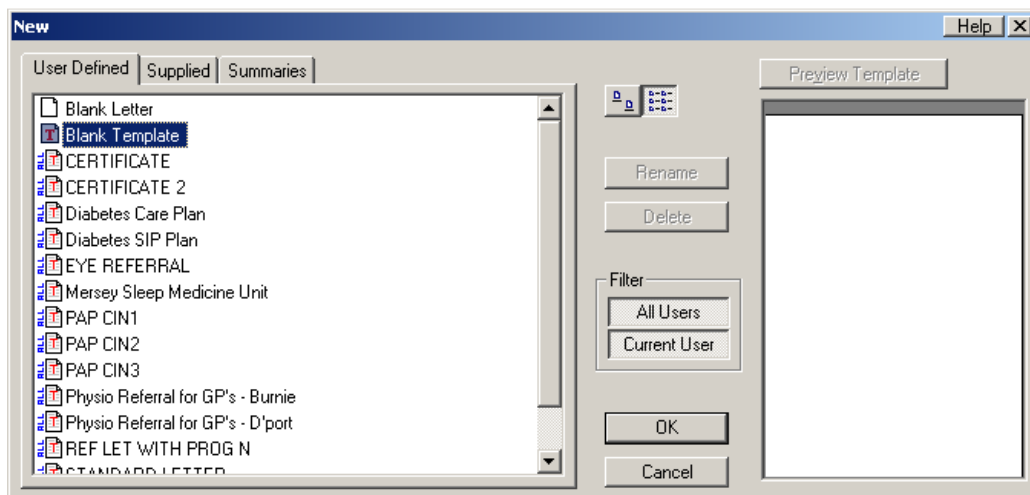


Importing a Supplied Template into Medical Director

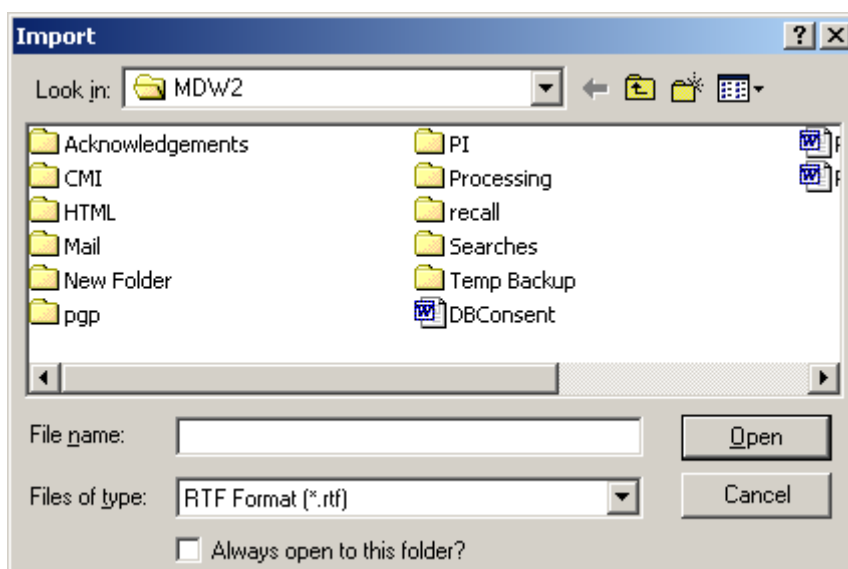
The Letter Writer can import and export the following file formats: RTF (Rich Text Format), *.doc (Microsoft Word), *.htm, *.html (HyperText Markup Language) and *.txt (Text) and import email.

1. **Open letter writer – F8**
2. **Select, File → New → Blank Template**

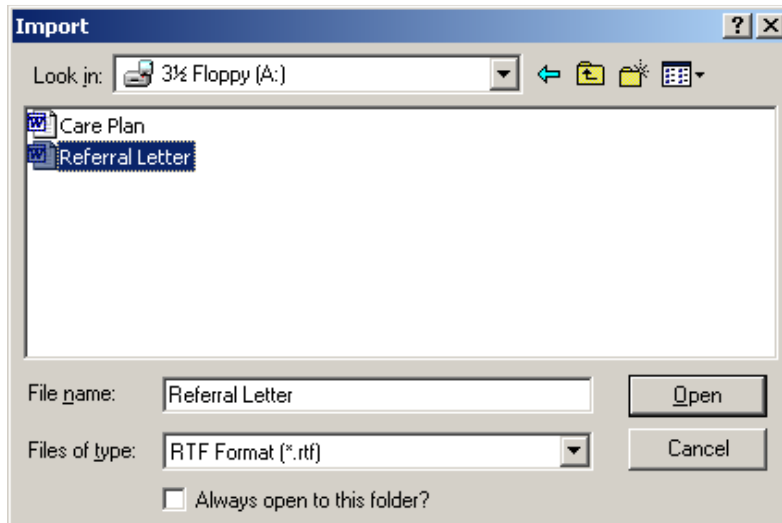


3. **Select, File → Import**

Navigate to the disk or directory that contains the new template;

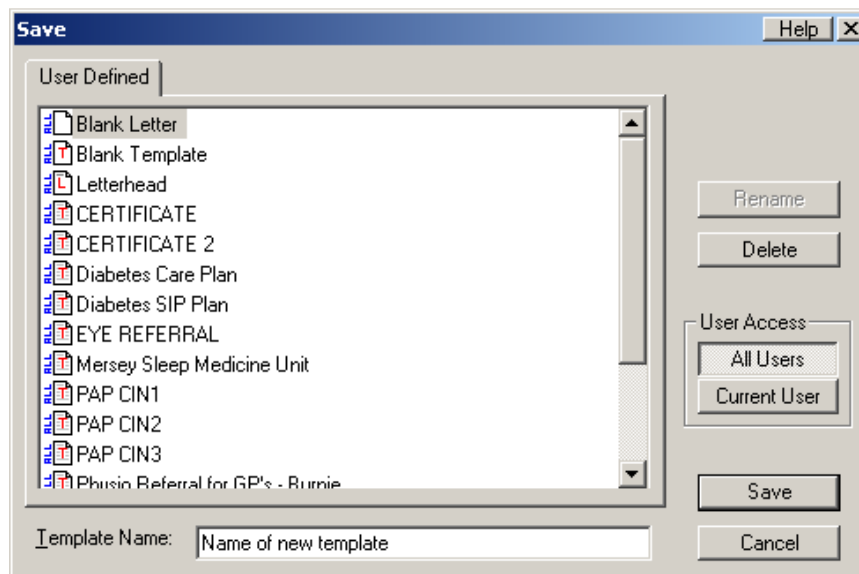


4. **Select the supplied template required → choose Open**



5. **Select, File → “Save as template”**

Type in name of new template (i.e. *“Physio referral for GPs – Burnie”*) etc;



If template is to be used by all GP's, ensure “All Users” is selected.

Select → Save

6. **Close Template**

The new template is now ready for use.