

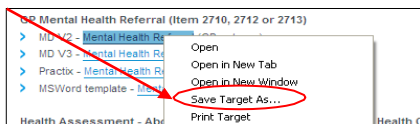
# Importing templates into clinical software

## eReferral templates

- [Best Practice](#)
- [Medical Director](#)

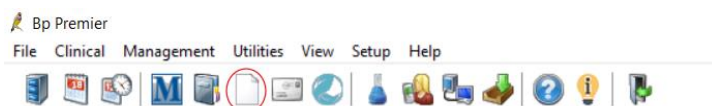
DO NOT OPEN templates.

Right click on the template you require, then left click 'Save Target As'. Save the template to a folder or to your desktop.

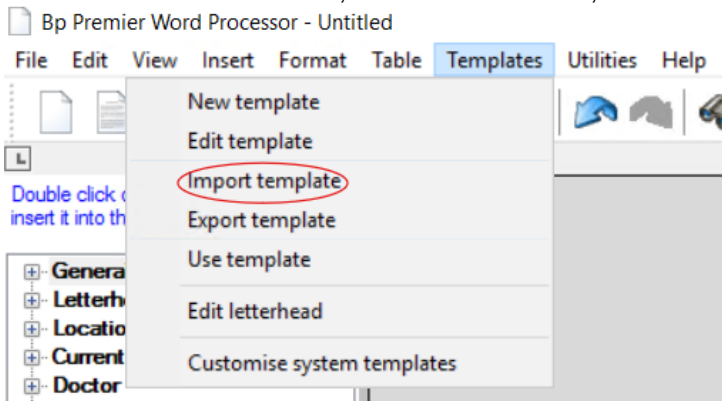


## Best Practice

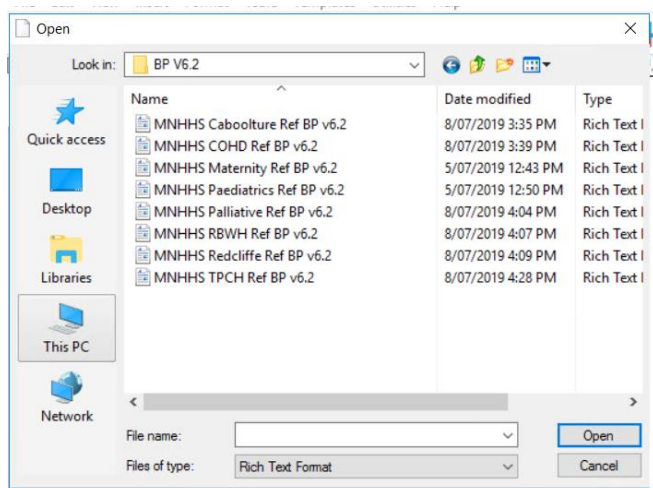
1. When importing a file from a website, **right click** the mouse on the template you want, and then left click **Save Target As**. Save the template to a folder or to your desktop.
2. At the main start screen, open the **Word Processor** by clicking the icon that looks like a piece of paper.



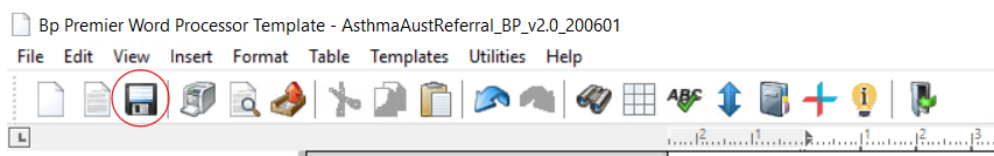
3. Once in the Word Processor, from the main menu, select **Templates**, then **Import Templates**.



4. Select folder or desktop where you saved the template and highlight the template. Click **Open** to import your template.

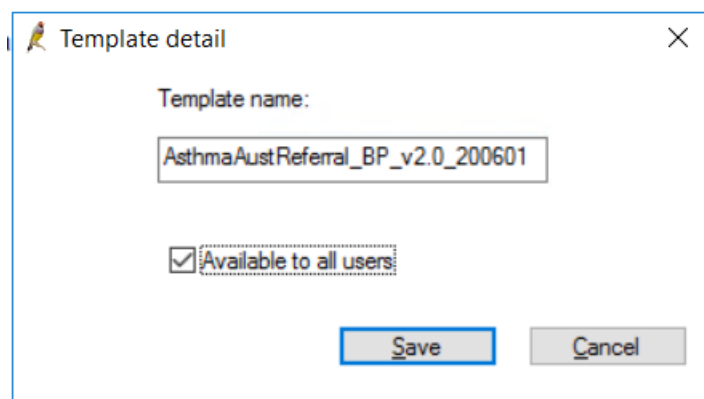


5. Now save your template, select the **Save** icon.



6. Finally, name the template. Make sure you tick the **Available to all users** box to give access to all users.

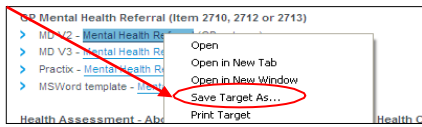
If you leave it unticked, only you will have access to that template. Select save and the template is now ready to be used.



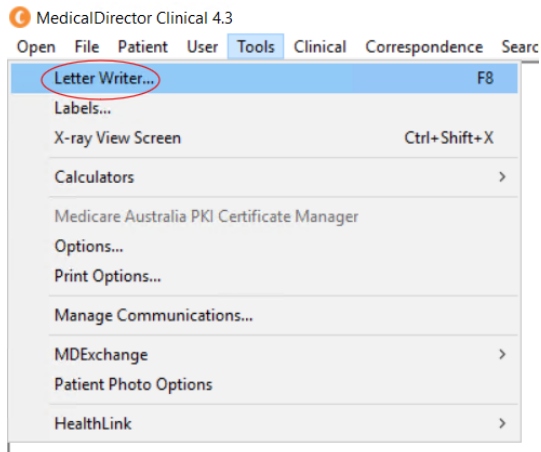
# Medical Director

DO NOT OPEN templates.

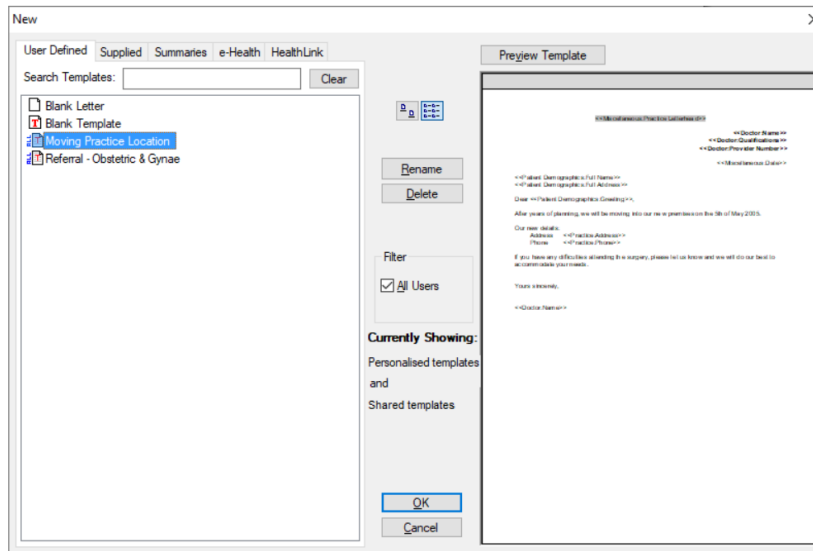
Right click on the template you require, then left click 'Save Target As'. Save the template to a folder or to your desktop.



1. Open Medical Director **Letter writer** via the main menu, pressing **F8** or in a patient's file.



2. From within [Letter Writer](#) select **File > New**. The **New** window appears

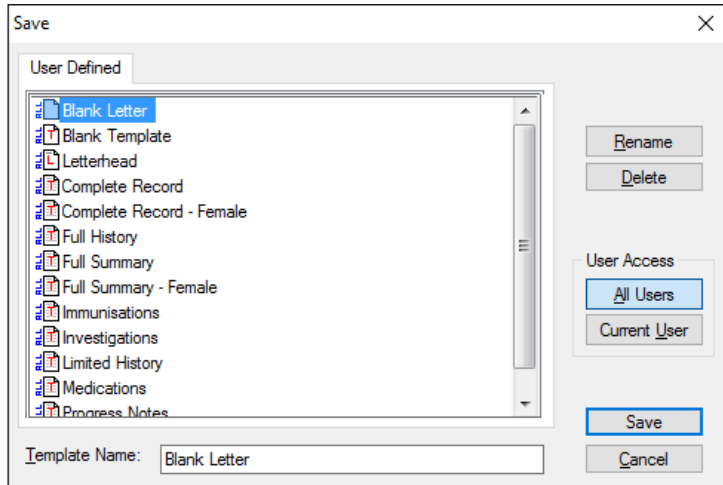


3. Select **Blank Template** and click **OK** A new blank document will open.

4. Select **File > Import**.
5. Locate, select and open the file you wish to use as a template.

Whilst you can import documents of the types rtf, doc, htm, html, and txt and then save them as templates, if you want to import a Letter Writer template from another Medical Director Clinical user, the template must be in RTF format.

6. Select **File > Save as Template**. The **Save** window appears.



7. Enter a name for the template and click **Save**. The template is now ready for [use](#).