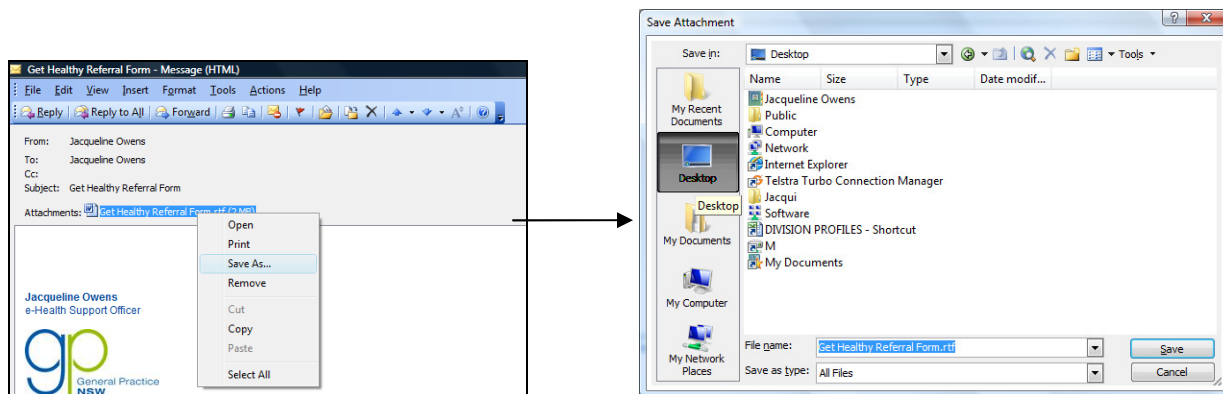


## Importing Templates into Best Practice

**WARNING - Do not modify /edit templates in Microsoft word, it will corrupt the template tags -  
Best Practice templates can only be modified in Best Practice**

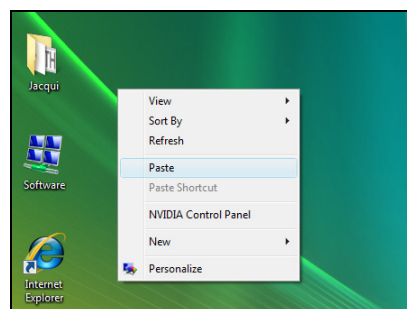
### For templates received as email attachment

Open email → Right click on document icon → select Save as. Navigate to your computer desktop and select Save



### For templates received on CD

Insert CD → a folder will pop-up displaying the contents of the disk → Right click on the folder / template → select Copy → Go to desktop → right click on a blank space on the desktop → select Paste

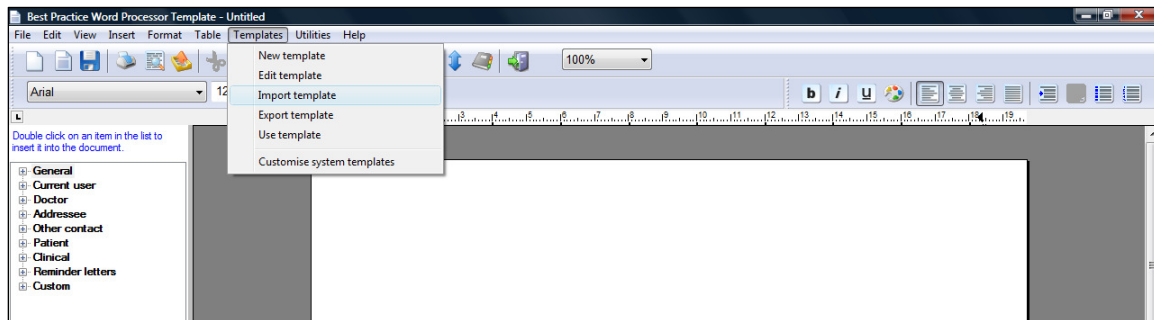


## Importing a template



Main screen or Patient Screen → Open Word Processor

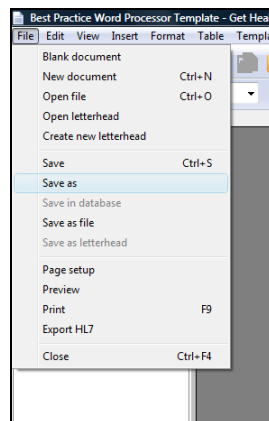
Template --> Import template



Navigate to templates location (desktop) → click Open

The template will appear in the word processor, make any changes if required

**Saving the template:** File → Save As



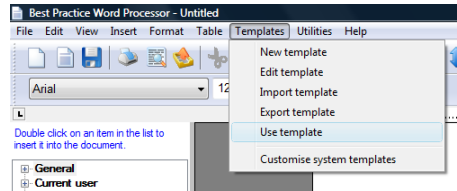
Name the template → tick / untick available to all users → Save

## Using the template

Patient screen → Open Word Processor



Template → use template



Choose template → Open

