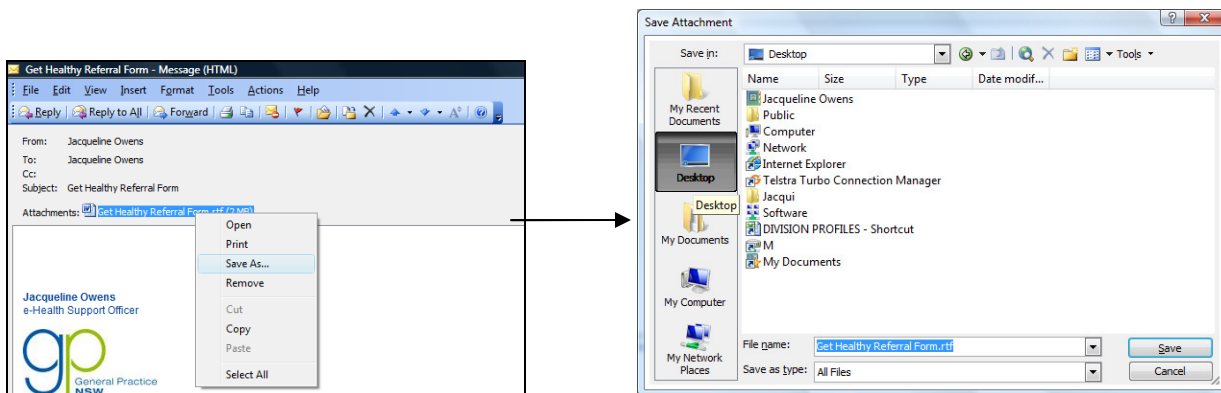


Importing Templates into Medical Director

WARNING: Do not **modify /edit** templates in Microsoft word, it will corrupt the template tags –
Medical Director templates can only be modified in Medical Director

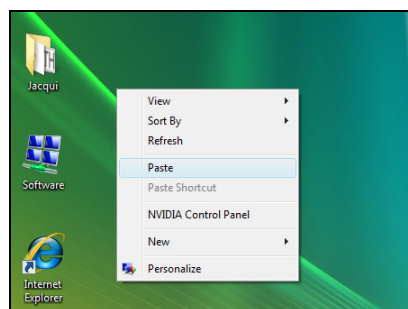
For templates received as email attachment

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



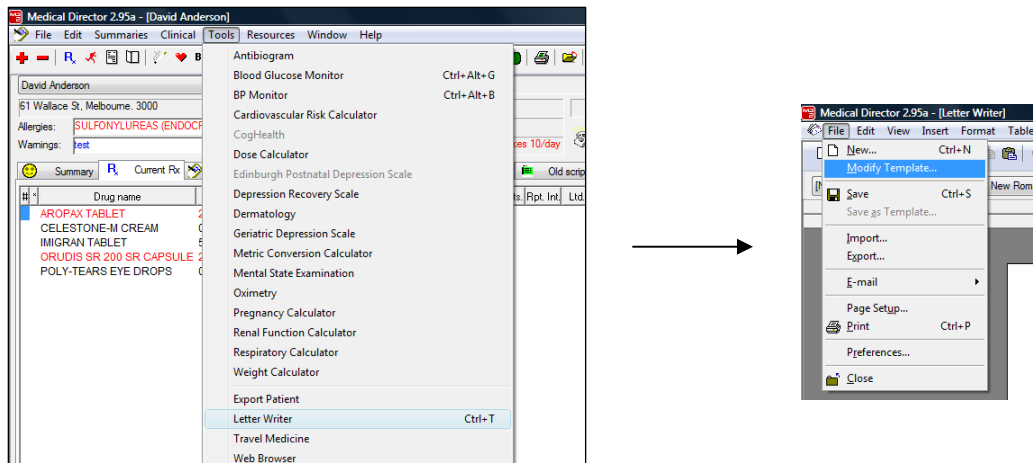
For templates received on CD

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

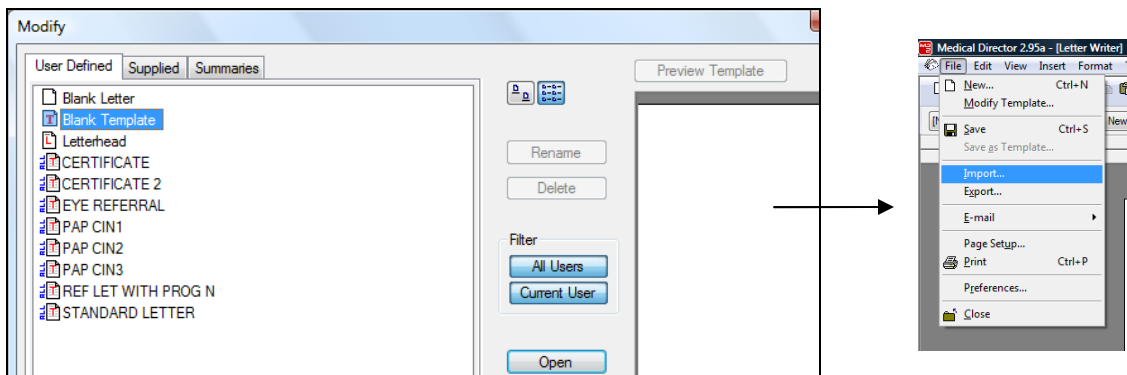


Importing a template

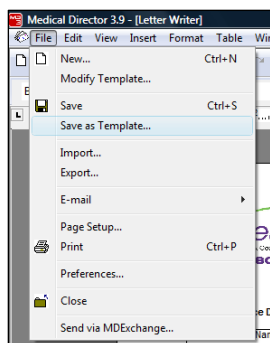
Main screen or Patient Screen → Tools → Letter Writer → File → Modify Template



Blank Template → File → Import



Navigate to templates location (desktop) → Open → Make changes to template if required

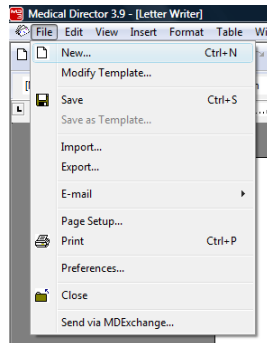


To save the template go to File → Save as Template → Name the template → click Save

TIP: add a * at the beginning of template name for it to appear at the top of the **user defined** list.

Using the template

Letter Writer → File → New



User Defined → find template → Ok

