

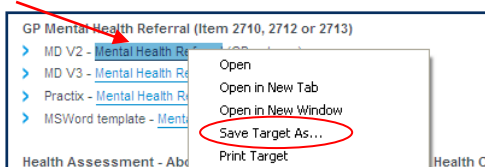
# Importing Templates: Medical Director



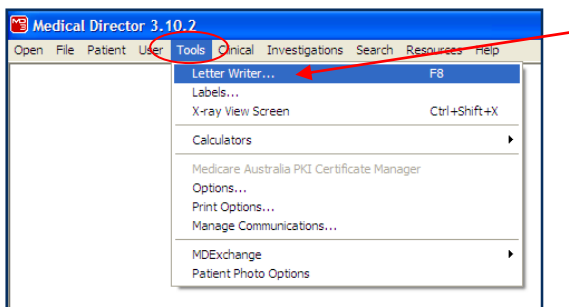
When importing to the Letter Writer templates with merge fields **must be in Rich Text Format (.rtf)**.

1. When importing a file from a website, **right click** the mouse on the template you want, then left click **Save Target As**. Save the template to a folder or to your desktop.

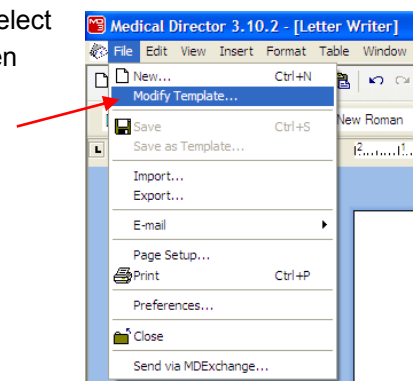
DO NOT OPEN IN MSWORD.



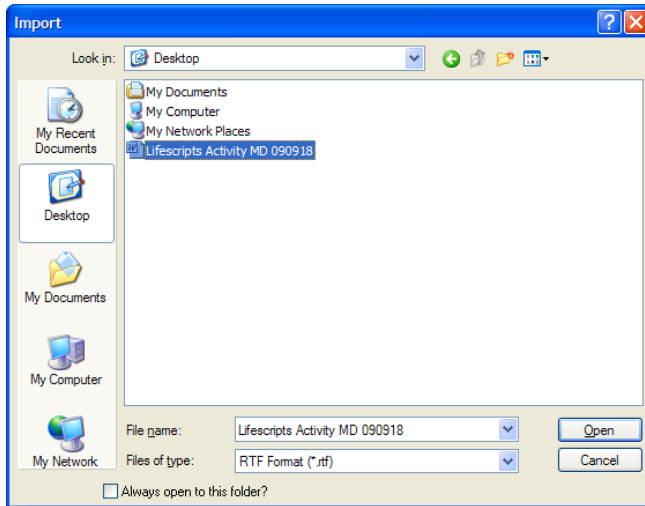
2. Open Medical Director **Letter writer** via the main menu, pressing **F8** or in a patient's file.



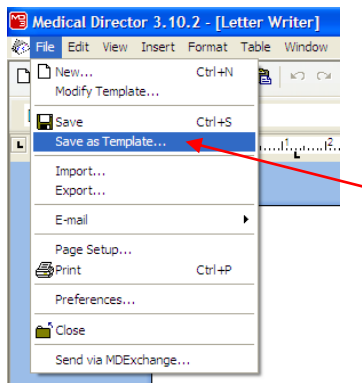
3. Once the Letter Writer is open, click on **File** from the menu bar and select **Modify Template**, then select **Blank template**. Once the blank screen comes back up, again click on file menu and select Import.



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



5. Now save your template by going back to the file menu and selecting **Save as Template**.



6. Give your template a name, select **Save** and it is ready for use.

