



Importing Templates Into Clinical Software

If you are downloading the template from the Web, simply "Right-click" on the link and save to your computer using "Save Target as". Do not open the template in your word processing program, as this can disable the template fields.

Medical Director 3

The template will usually be in the form of an ".rtf" file. Ensure that you have this file, either on a floppy disk, or saved on your hard drive.

In Medical Director, go into Letter Writer.

From the File menu, select "*Modify Template*"

Select "*Blank Template*"

From the File menu, select "*Import*"

Browse to where you have the rtf file saved.

Select the file and click on "*Open*"

From the File Menu, select "*Page Setup*" and adjust the margins, (usually 6-10mm each side)

From the File menu, select "*Save as Template*"

Type an appropriate name, and decide whether you want to make the template available to yourself, or all users. (User Access Buttons)

Click on "*Save*"

The template is now available for use through Letter Writer using the "New" command or Icon Button.

Best Practice

The template will usually be in the form of an ".rtf" file. Ensure that you have this file, either on a floppy disk, or saved on your hard drive.

Go to Correspondence Out

Select Add

From the Templates menu select "*Import template*"

Locate file and open

From File menu select "*Save as*"

Type in an appropriate Template name, and tick the "*Available to all users*" box if appropriate.

Click on "*Save*"