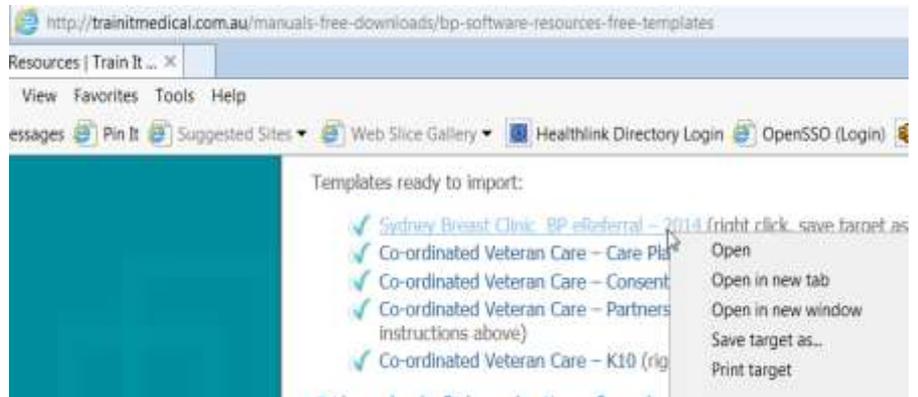


Follow these instructions when importing a template from the internet eg a referral template:

1. **Right Click** on the template from the web page and select **Save target as**

Note: The template must be in rich text format or word format – not pdf.



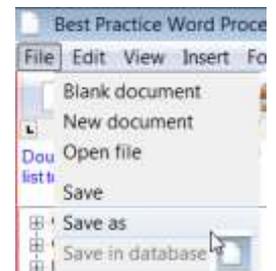
2. **Save** this file to a drive on your computer/desktop.
Important: Do not then double-click on this file from your computer as this will open it in Word and corrupt the fields.

3. **Open Best Practice Software** and open the Word Processor - F4 or blank page icon.



4. Select **Template > Import Template** and navigate to where you saved the imported template eg. desktop.

5. Modify your template and when finished select File, **Save as** and name your template, ticking 'Available to all users' if you would like to share with others within the practice.



6. Your template will then be accessible in the Template > Use Template function.

Check www.trainitmedical.com.au regularly for new Best Practice templates and helpful resources.

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These sheets are designed to supplement Train IT Medical training.
For training options please contact us and also refer to our website for further resources.