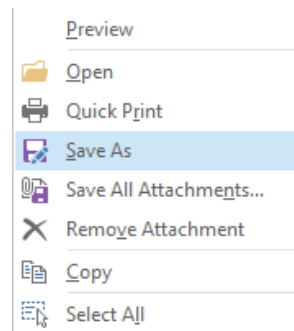# IMPORTING A TEMPLATE INTO MEDICAL DIRECTOR

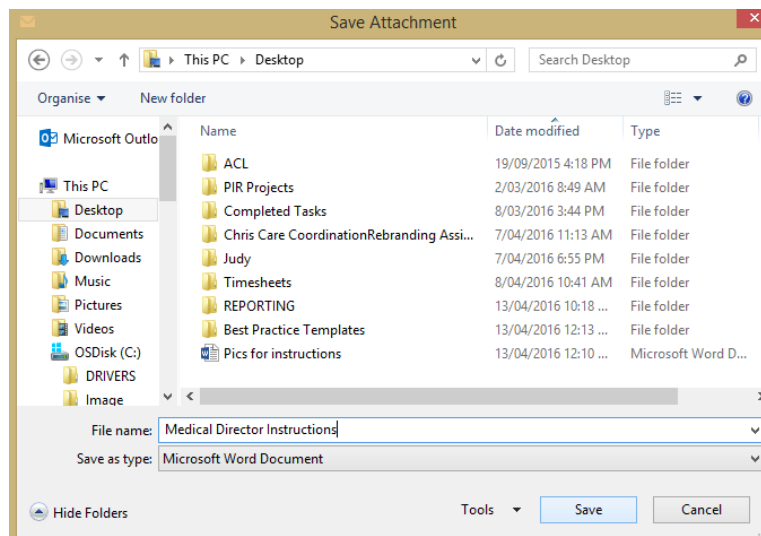**NOTE:** PLEASE DO NOT OPEN THE DOCUMENT IN WORD AS THIS MAY CORRUPT ANY TEMPLATE FIELDS.

If downloading from a website or email select 'Save as' rather than opening the document and saving.

Importing the template:

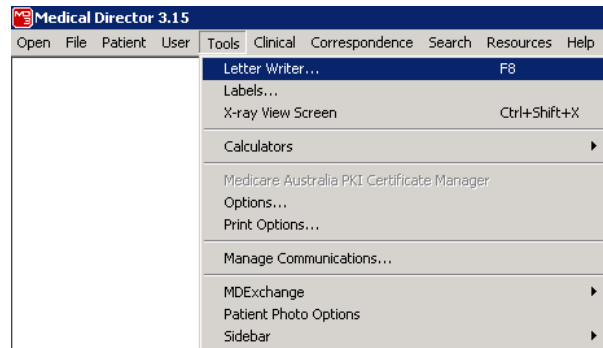1) Right click on the document and select **Save As**.

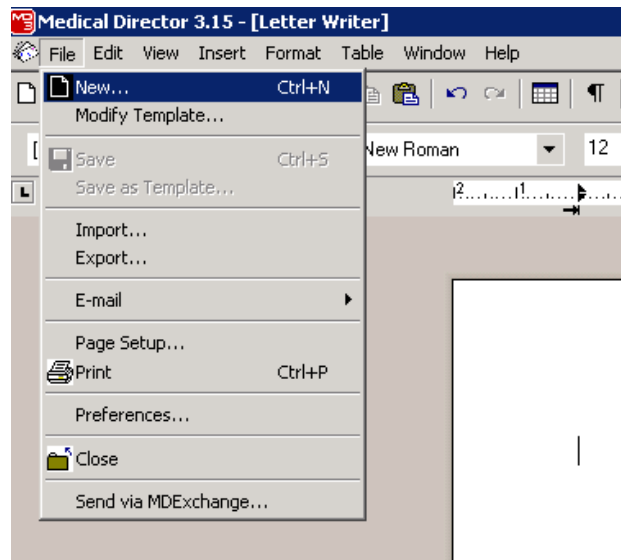2) Select a location to save the template (e.g. Desktop) then press **Save**.

Do not open the document as this will cause issues with the template fields and formatting
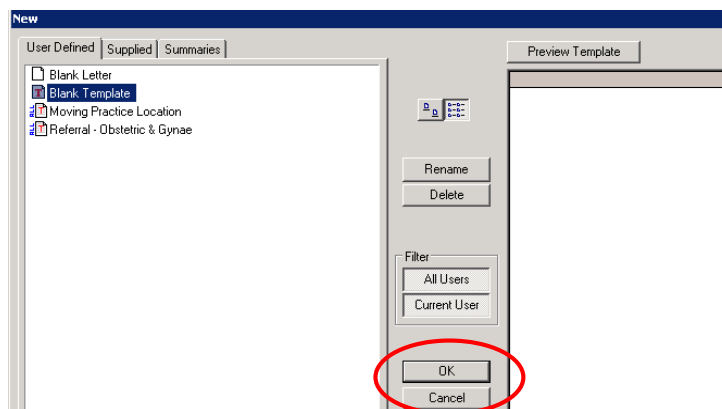
3) Open **Medical Director**. Go to **Tools** and select the **Letter Writer**.
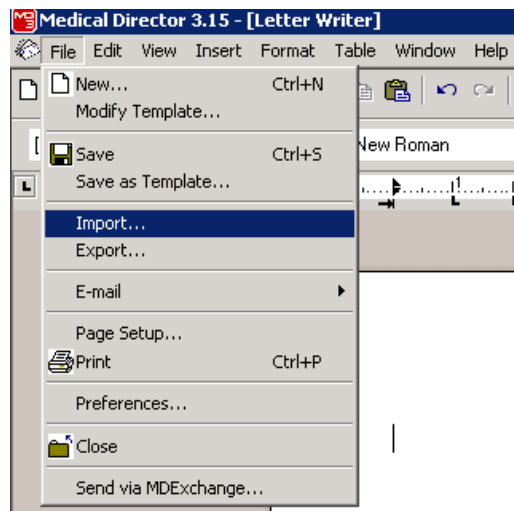

4) Go to **File** and select **New**.

5) Choose **Blank Template** then press **Ok.**
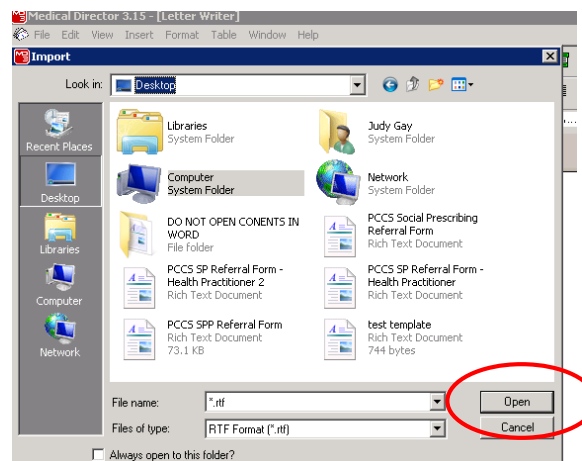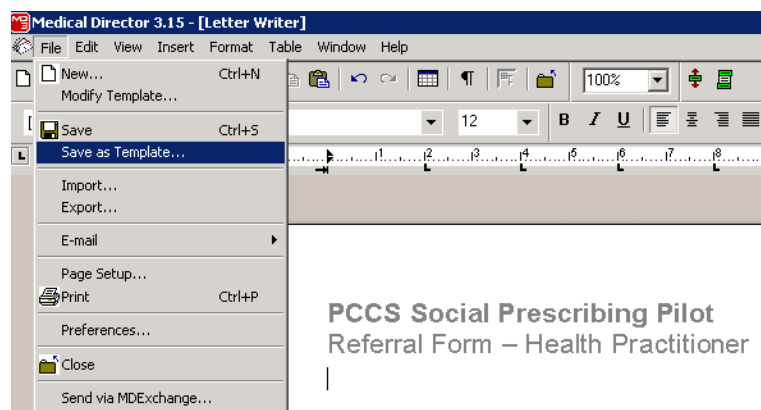
Primary &
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Services Limited

6)   Go to **File** and select **Import.**

7)   Locate the template from your desktop (or other location), **click** on the file and press **Open** (The template will display with the inbuilt fields)
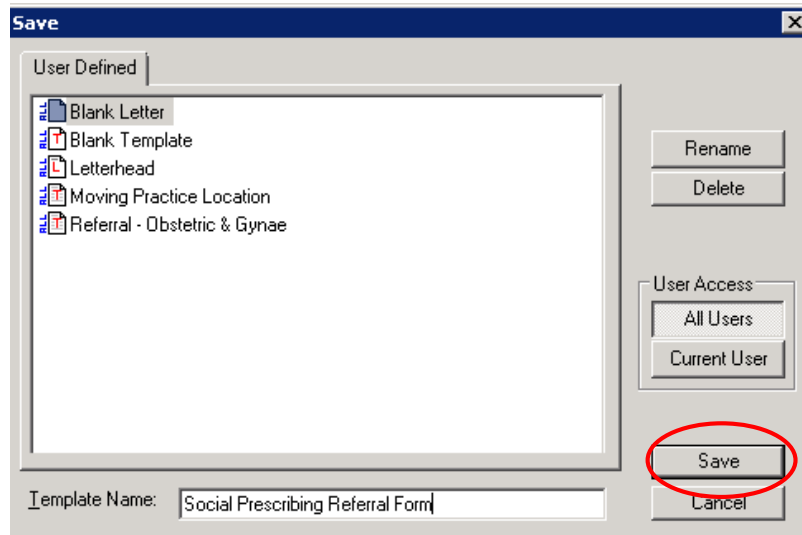

8)   The template will now open in a new screen. Go to **File** and select **Save as Template**.

9) Type in the **Template Name** and click **Save**.

The template has now been imported into Medical Director.