Importing Templates into Best Practice

IMPORTANT: Do not open the template in Microsoft Word or any program other than Best Practice. If the template is opened in another program it will corrupt the links and it will have to be downloaded again. If you are downloading a file from a website, right click on the file, and choose the option 'save target as' the file must be saved in rich text format, eg. have the extension 'rtf'.

Importing the template

1. Open Best Practice
2. Click on the 'word processor' icon

3. Click on 'Templates'
4. Choose 'Import Template'
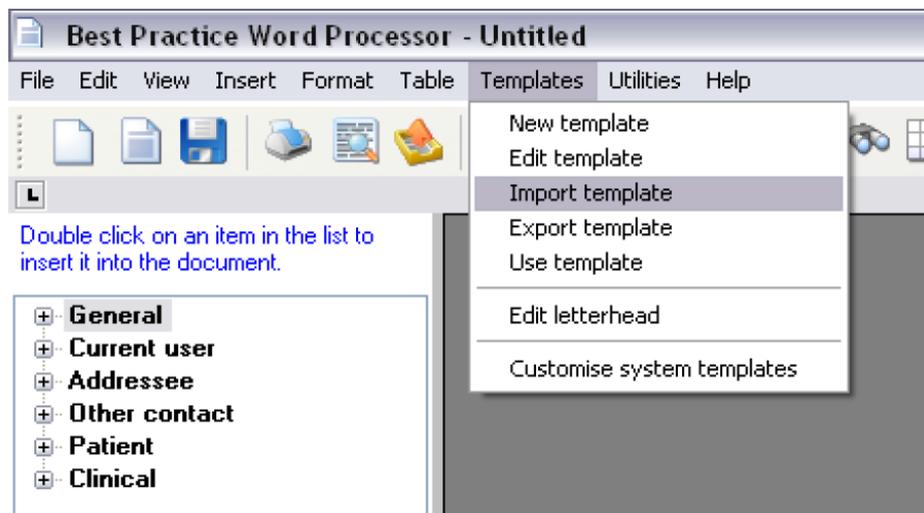
5. Navigate to where the template is saved.
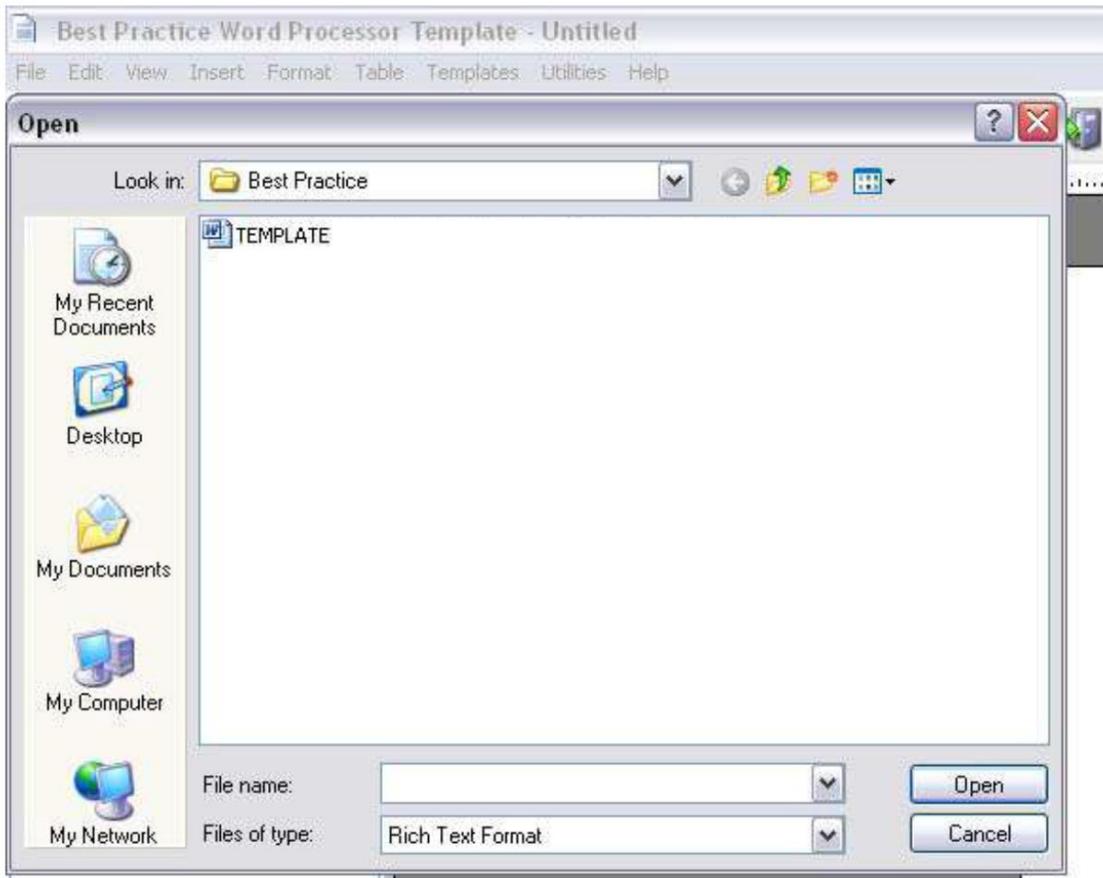
6. Click 'open' and the template will appear

7. To save the template in to Best Practice, go to 'file', 'save as', the name the file.
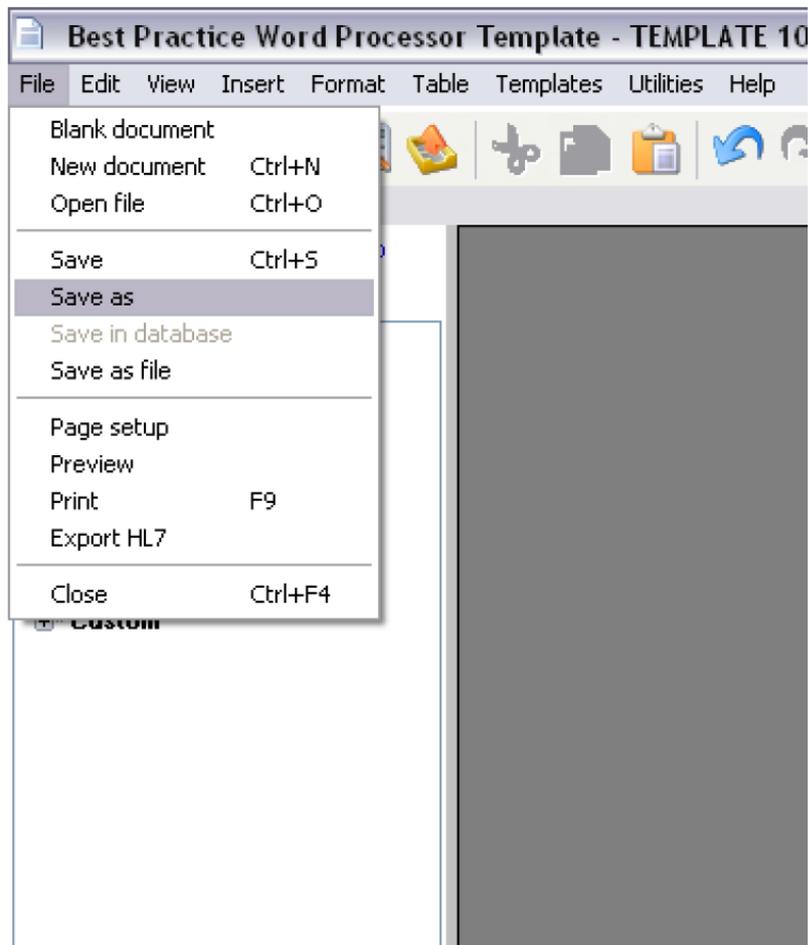
8. Ensure you have checked the box for all users to have access to the template.

The template is now stored within the Best Practice software and ready for use.