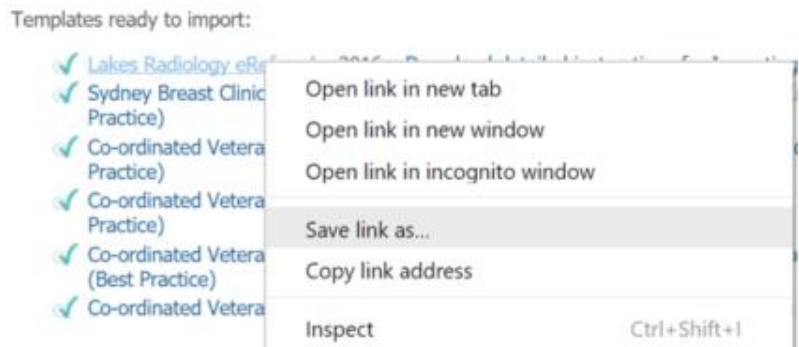


BEST PRACTICE – IMPORTING TEMPLATES

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

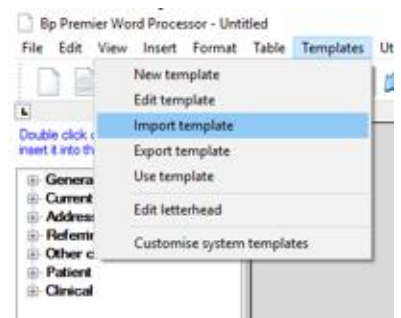
2. **Save** this file to a drive on your computer/desktop.



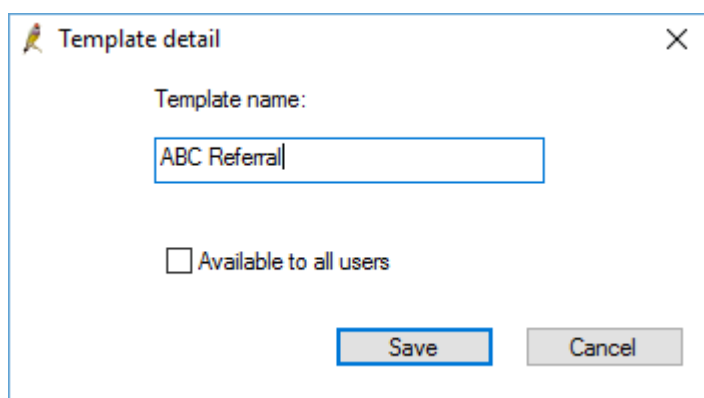
Important: Do not then double-click on this file from your computer as this will open it in Word and corrupt the fields.

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**.