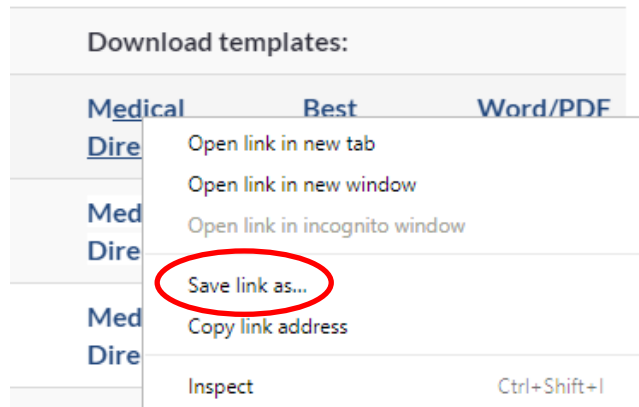


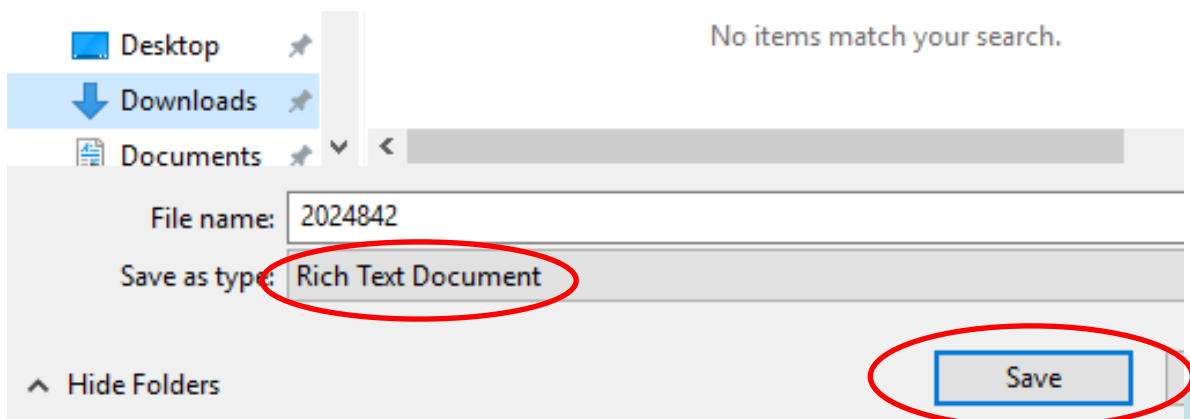
Importing Templates into Best Practice

Step One – Download from a website and save the template to your computer.

1. Right click on template link and click **Save link as...**



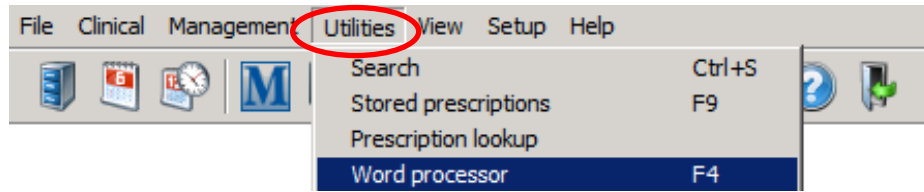
2. Locate the drive and/or folder where you wish to save the file in (e.g. Desktop or Downloads). Ensure that the file type is saving as **Rich Text Document** (this should already be selected). Click on **Save**. Remember where you are saving this



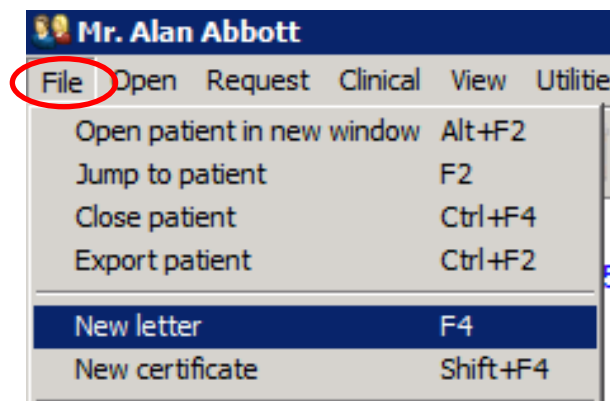
Note/ Do not double click on the attachment to open the template externally in Microsoft Word, or it may corrupt the data fields.

Step Two – Import the rtf file into a letter template.

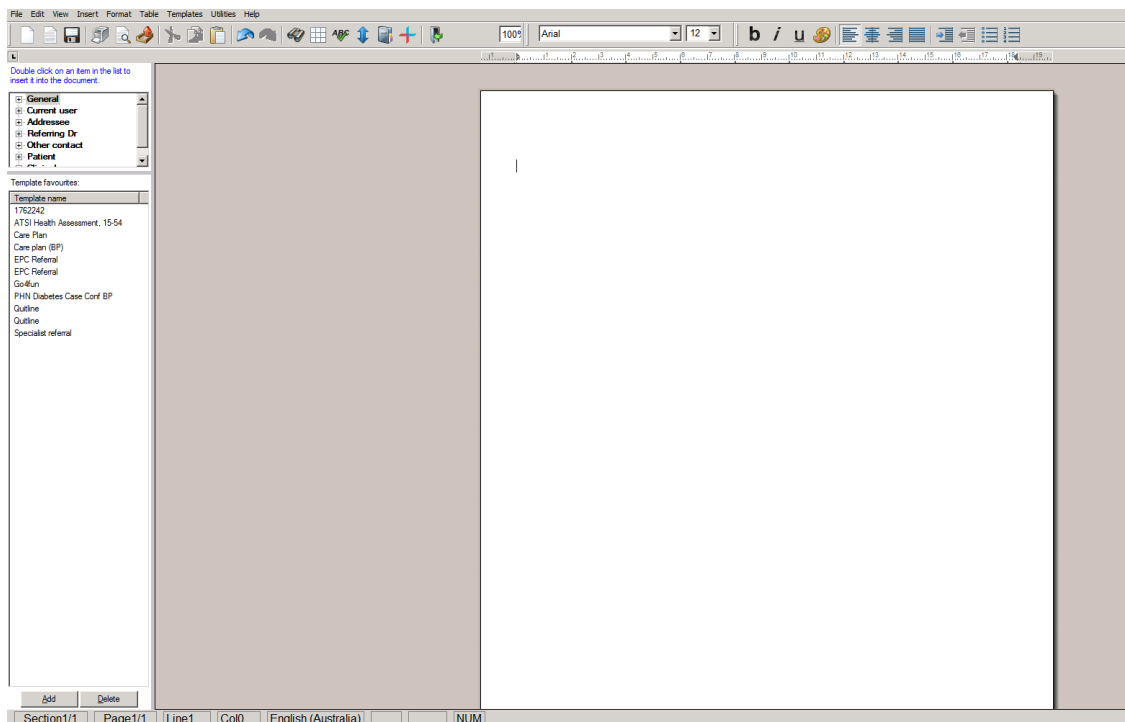
1. From the main screen go to **Utilities** then **Word processor** or press **F4** on your keyboard.



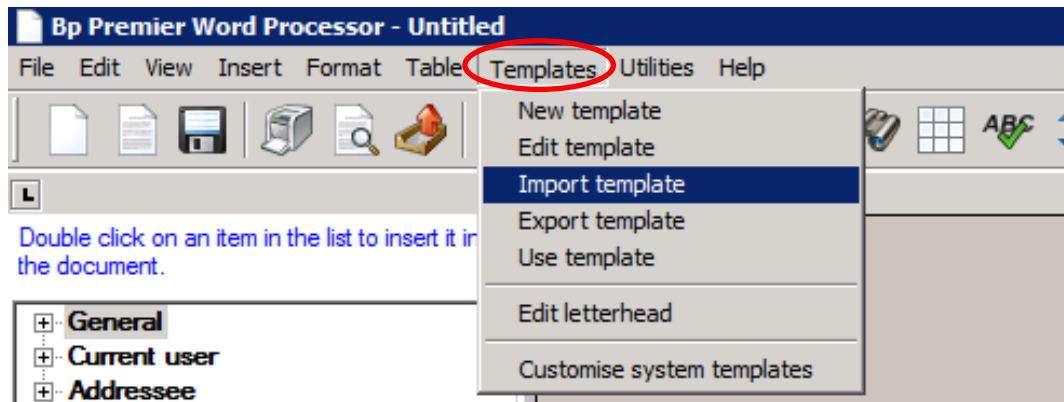
The word processor can also be opened from within a patient record. When in a patient record, select **File > New Letter**.



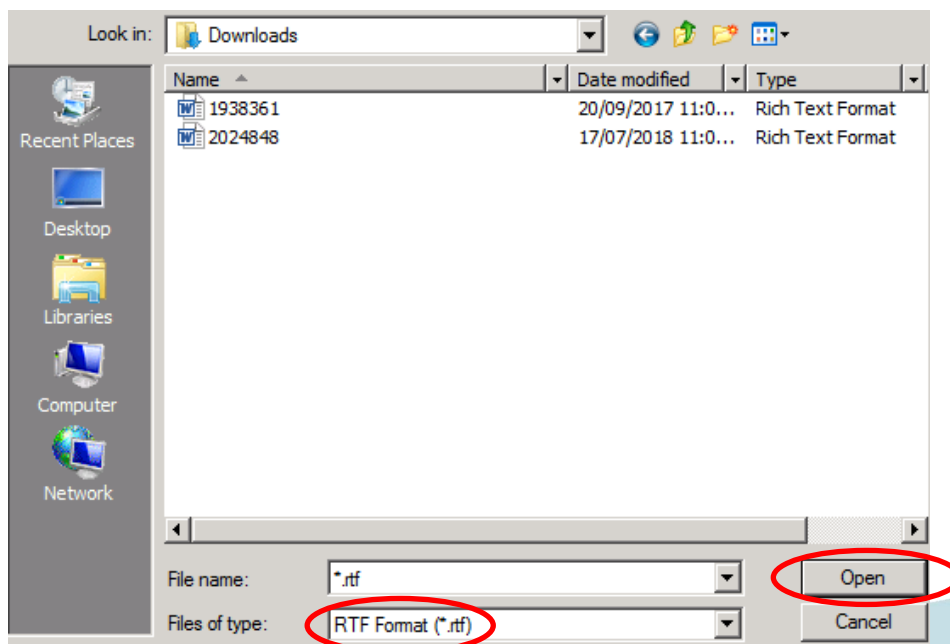
You should now see a blank untitled document open in the word processor.



2. Go to **Templates** and click on **Import Template**.

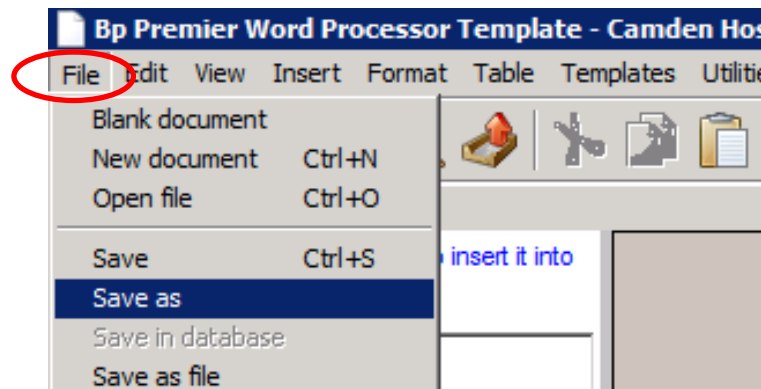


3. Locate the drive and/or folder where you initially saved the file. Select the file and click on **Open** button. You should now see the template open in Best Practice.

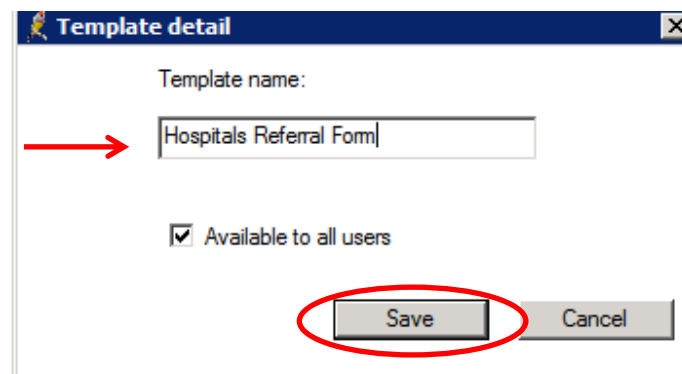


Note/ If you cannot see the file when the "Import" dialog box first pops up, click on the drop-down box to search other locations. Ensure the **Files of type** says **RTF Format (*.rtf)**.

4. Click on **File** and select **Save as**.



5. Enter a name for the template and click on **Save**. The template is now ready for use.
 - **Available to all users:** If ticked, the template will be available to everyone on your network. Otherwise, it will be available only to the user who created them.



REFERENCE

Bpsummit.com.au. (2018). [online] Available at: http://www.bpsummit.com.au/BP_FAQ-BPtemplate.pdf [Accessed 6 Aug. 2018].