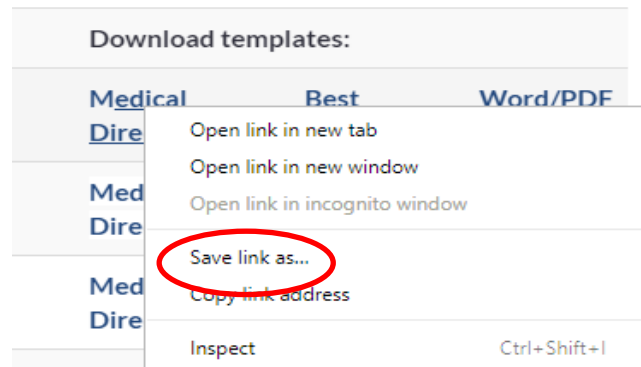


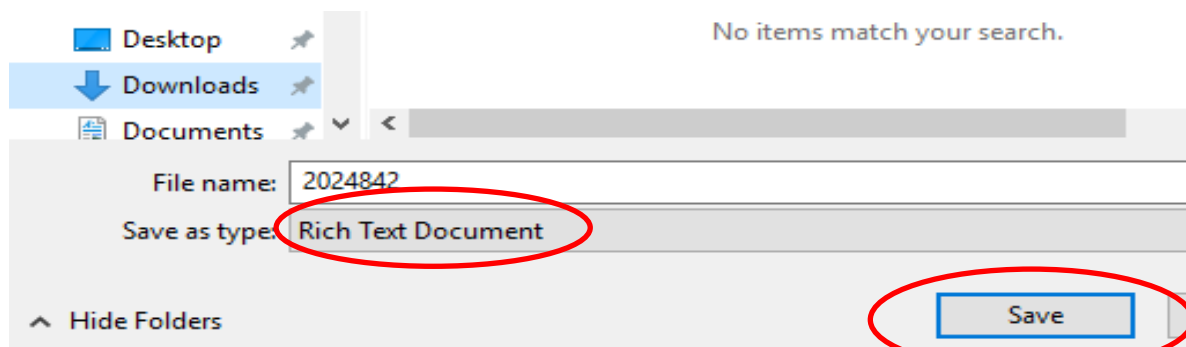
## Importing Templates into Medical Director

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

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



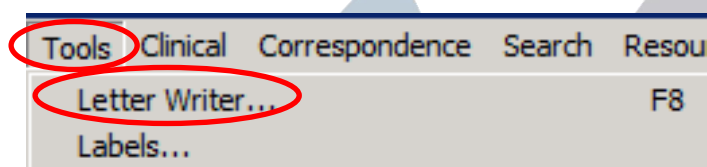
2. Locate the drive and/or folder where you wish to save the file in (e.g. Desktop or Downloads). Ensure that the file type is saving as **Rich Text Document** (this should already be selected). Click on **Save**. Remember where you are saving this



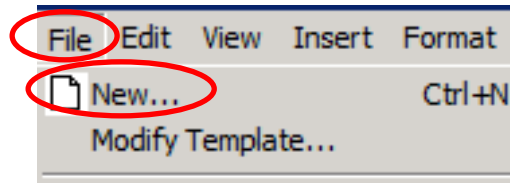
**Note/** Do not double click on the attachment to open the template externally in Microsoft Word, or it may corrupt the data fields.

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

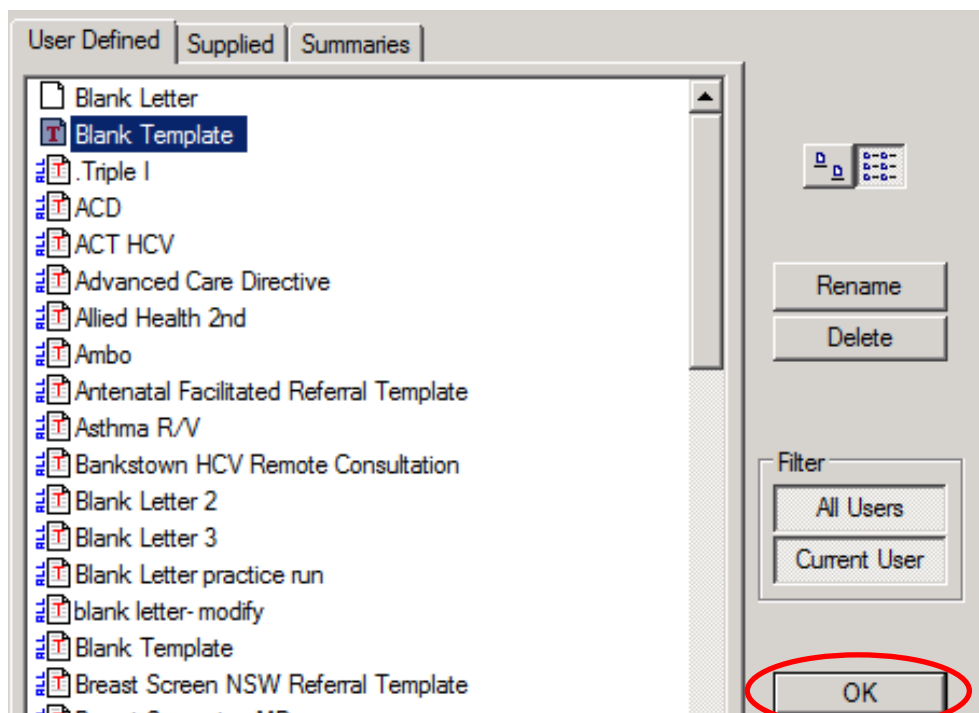
1. From the main screens, click on **Tools** then **Letter Writer** or press **F8** on your keyboard. You should now see a blank document open in letter writer.



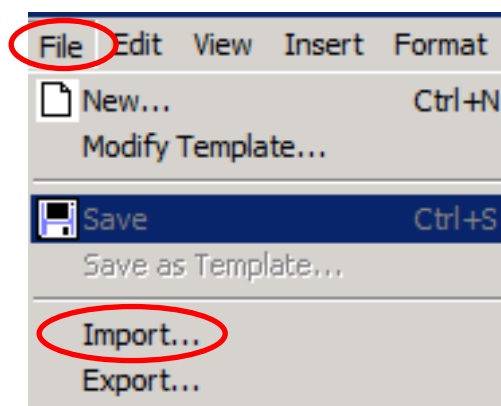
2. Go to **File** and select **New** or press **Ctrl + N** at the same time on your keyboard. The new window appears.



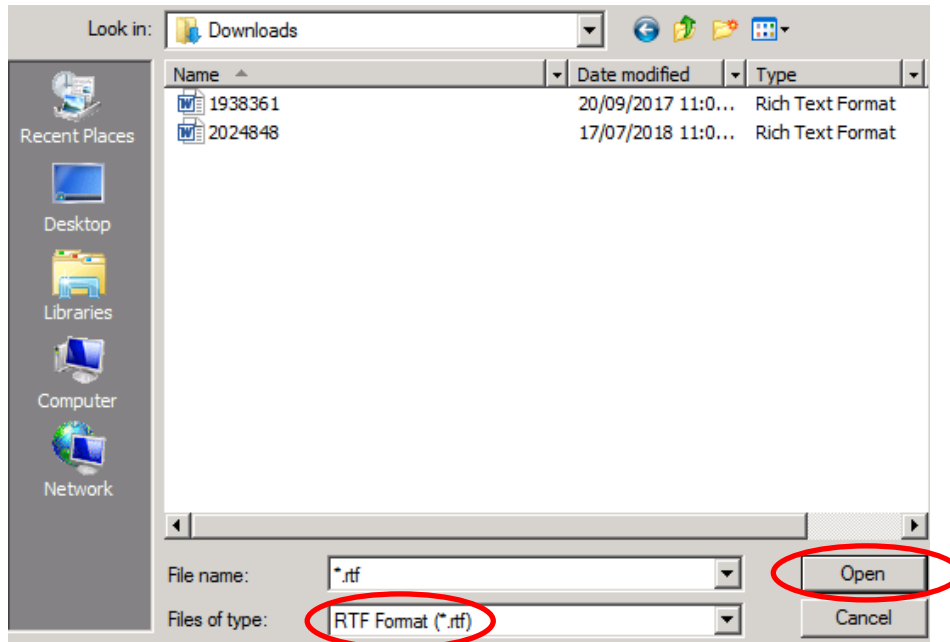
3. Select **Blank Template** then click the **OK** button. A new blank document will open.



4. Click on **File** and select **Import**.

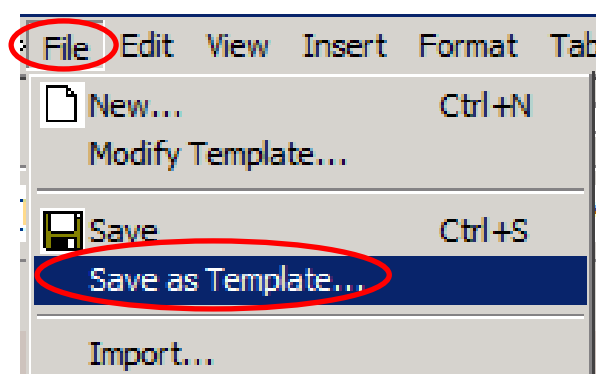


5. Locate the drive and/or folder where you initially saved the file. Select the file and click on **Open** button. You should now see the template open in Medical Director.

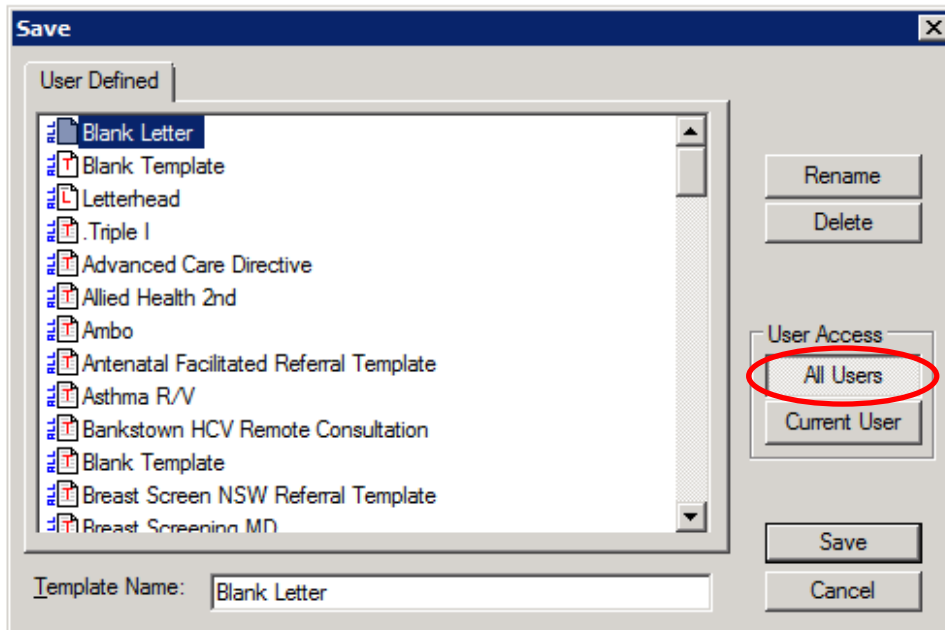


**Note/** If you cannot see the file when the "Import" dialog box first pops up, click on the drop-down box to search other locations. Ensure the **Files of type** says **RTF Format (\*.rtf)**.

6. Click on **File** and select **Save as template**.



7. Select a **User Access** option, type a name for the template in the **Template Name** text box and click the **Save** button.



- **All Users:** These templates are available to everyone on your network. The icon in the template list is marked with the word ALL, in blue text, as seen in the image above.
- **Current User:** These templates are available only to the user who created them. The icon in the template list is marked with the word USER, in violet, as seen in the image below.



## REFERENCE

Medicaldirector.com. (2018). *MedicalDirector*. [online] Available at: [https://www.medicaldirector.com/help/index.htm#t=topics-clinical%2FImporting\\_Templates.htm](https://www.medicaldirector.com/help/index.htm#t=topics-clinical%2FImporting_Templates.htm) [Accessed 2 Aug. 2018].