

# Importing Templates into Medical Director

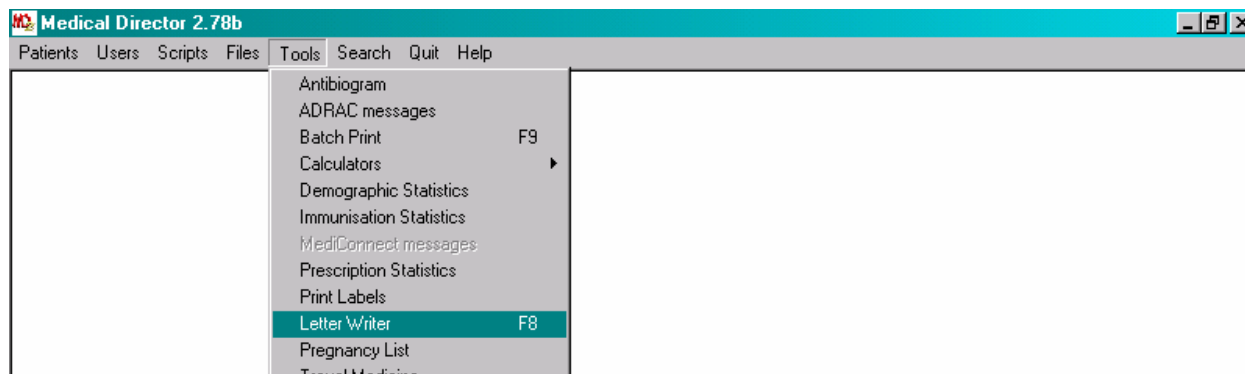
**NOTE:** Before installing a template into Medical Director (MD) it is best to save the attachment to your computer to import it from there.

**DO NOT OPEN THE ATTACHMENT** before importing it into Medical Director as this will corrupt the file and it will not work properly.

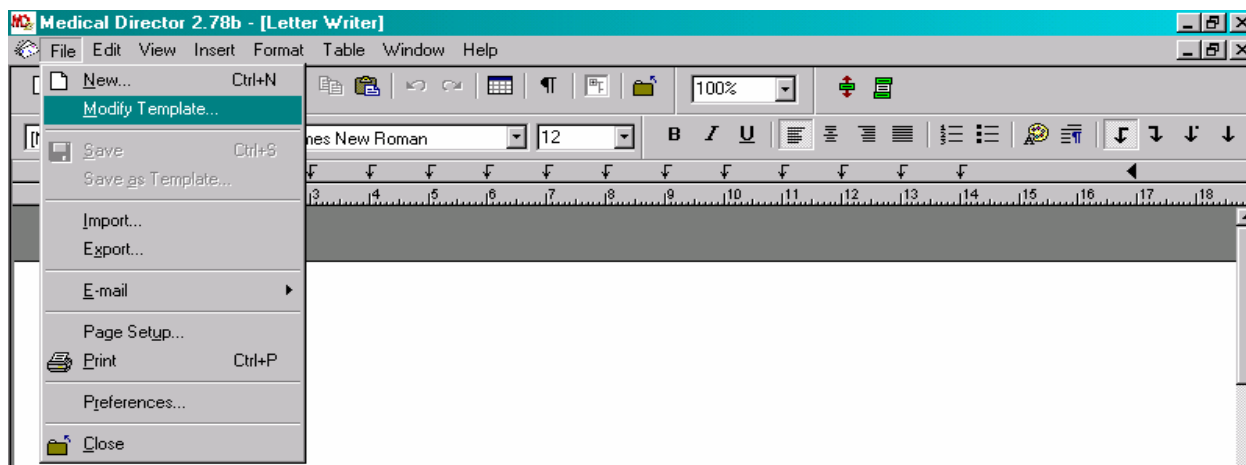
## INSTRUCTIONS FOR INSTALLING TEMPLATES

From the **Main Menu** in Medical Director:

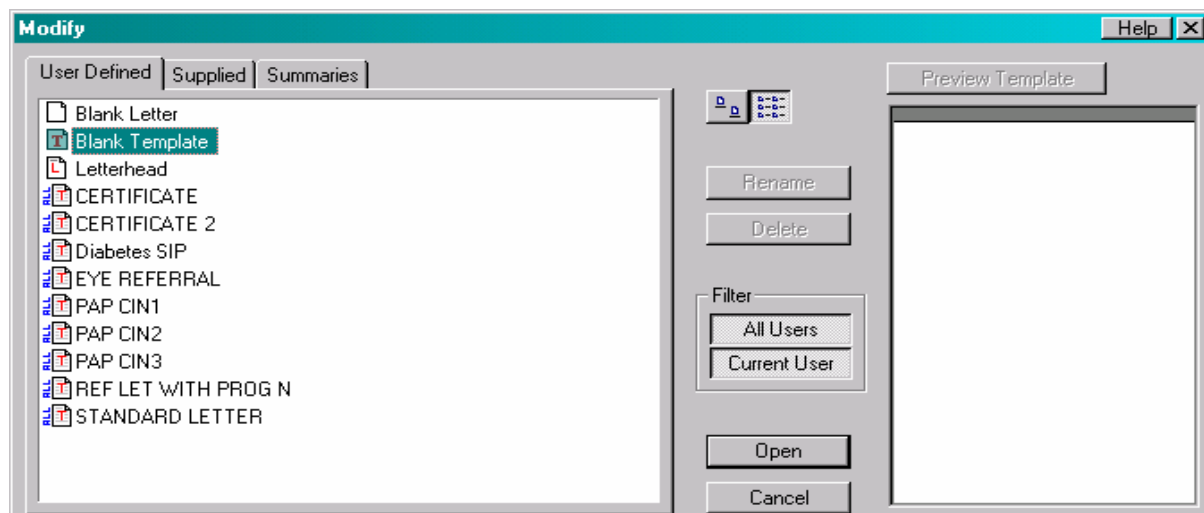
- Open letter writer by clicking on **Tools** then **Letter writer**.



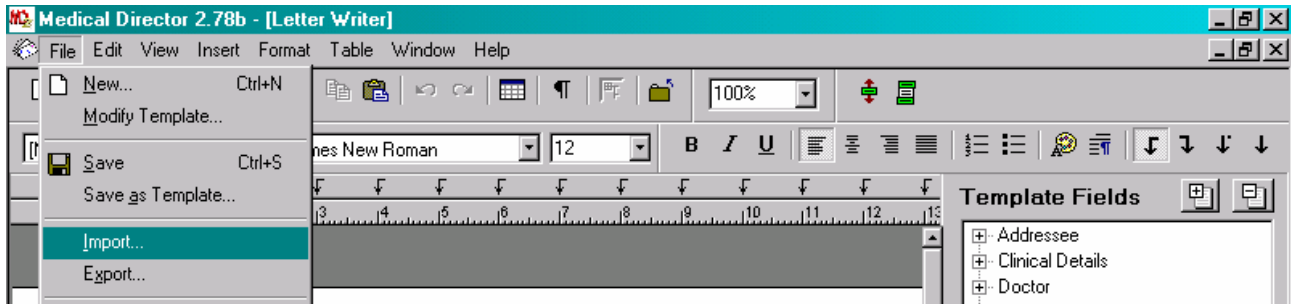
- In **Letter Writer** click on **File** then **Modify Template**.



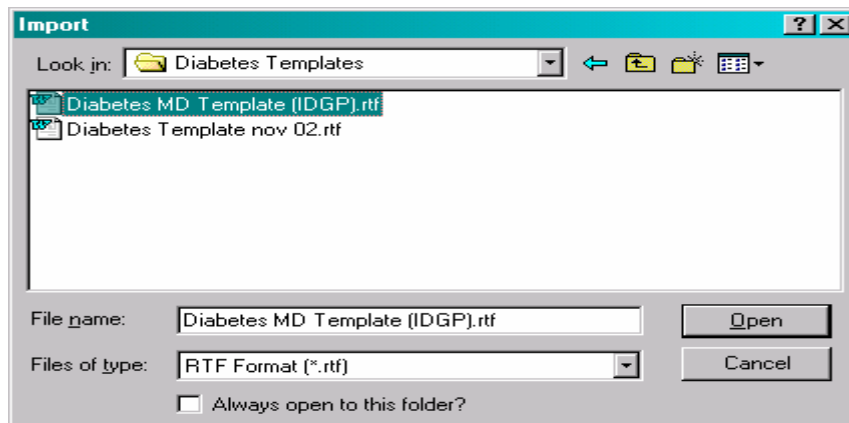
- Open a blank template by clicking on **Blank template** then **Open**.



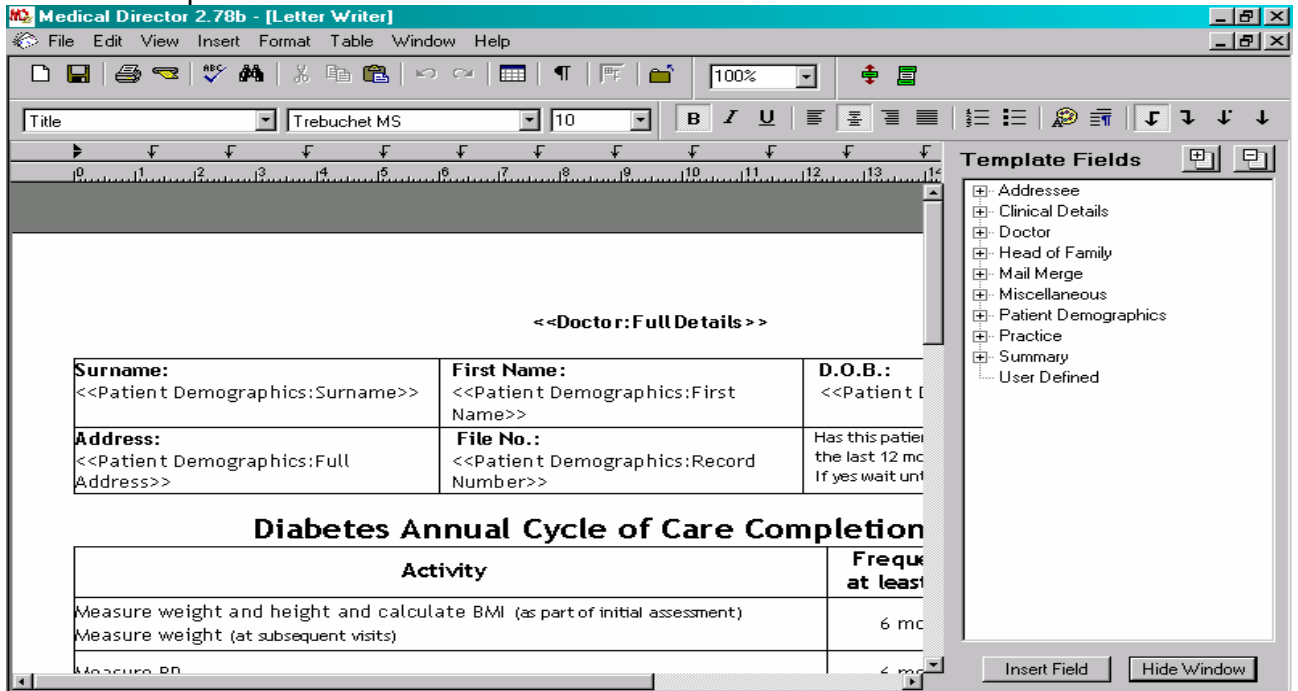
- Import the file by clicking on **File** then **Import**.



- A box will appear where you can search for the file you want to import by clicking on the *Look in* drop down box. Highlight the file you want then click **Open**.

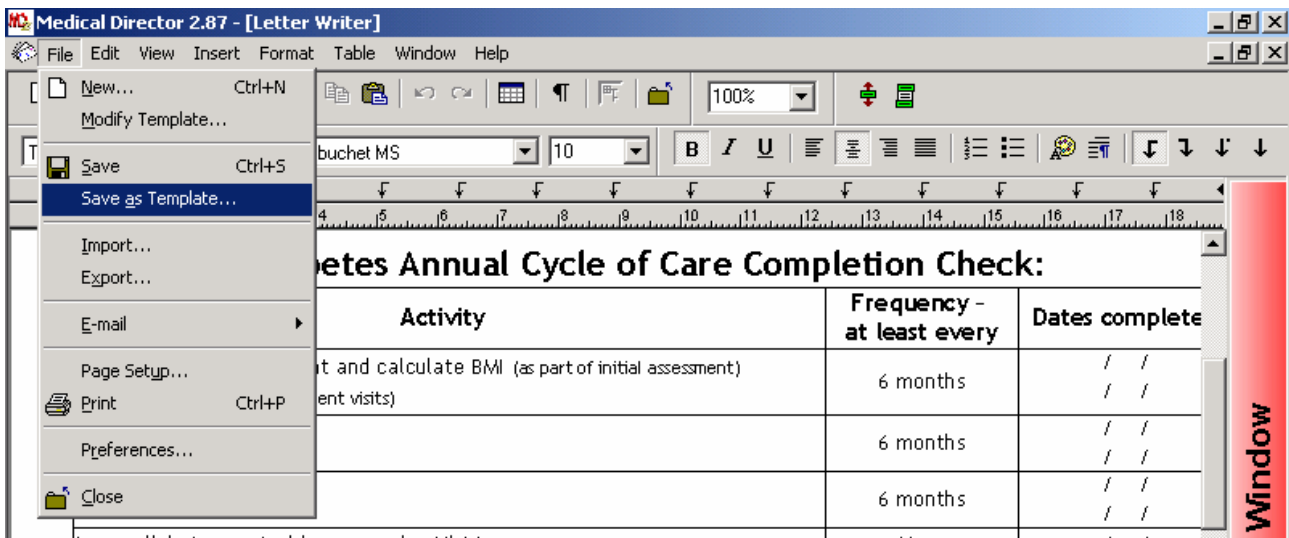


- The file will open in letter writer

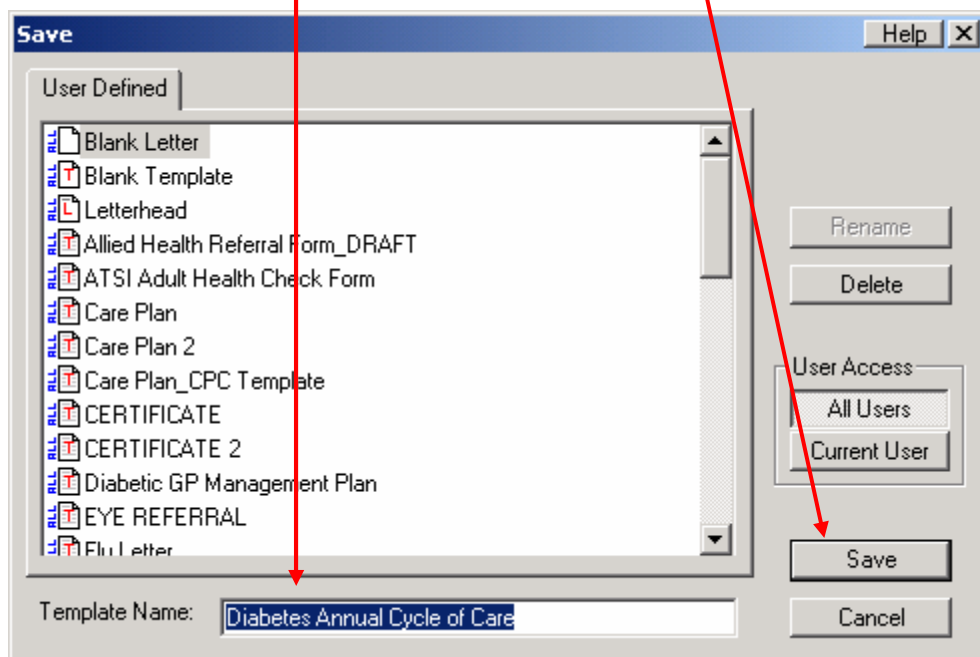


(If you need to you can change the template or modify formatting at this point).


- To save the template - click on **File**, then **Save as template**:



- Then type in the name for the template and click **Save**.



## To Use the Template in a Patient's File:

- Open patient file
- Open letter writer by clicking on **Tools** then **Letter Writer** - or use the  shortcut
- Open new file by clicking on **File** then **New**
- Select the template you want to use - (if it is one that you have imported it will be in the *User defined* list) and click **OK**.

The patient and GP details should be imported.