

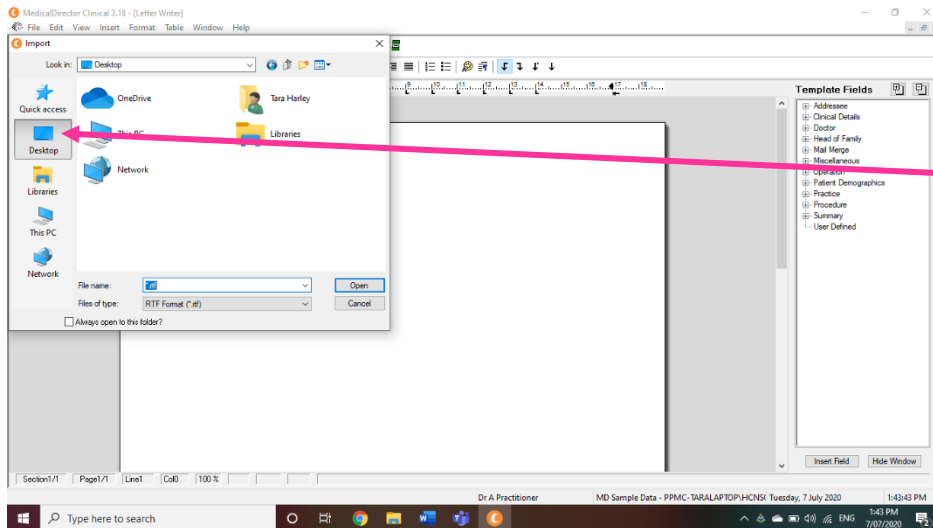
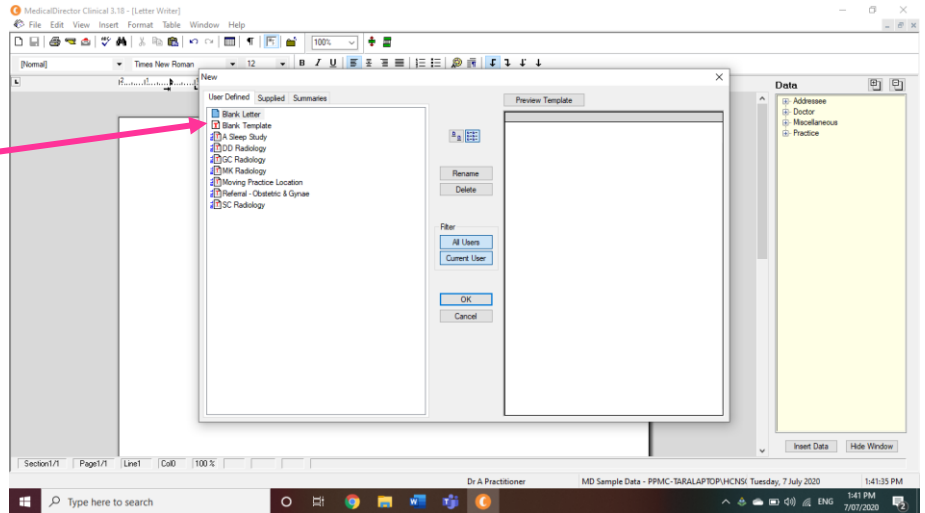
Import a Template into Medical Director

PLEASE NOTE: NEVER OPEN TEMPLATES OUTSIDE OF MEDICAL DIRECTOR

Right Click on the template – Choose “Save As”

Save the template you are about to import to your Desktop, this will make it easier to find at step 8

1. From the main screen of Medical Director
2. Click onto 'Tools'
3. Click onto 'Letter Writer'
4. Click 'Blank Template'
5. Click 'OK'



6. Click onto 'File'
7. Click onto 'Import'
8. Find where you saved your template at the start (Desktop)
9. Click 'Open'

10. Click 'File'
11. Click 'Save as Template' (The Save window appears)
12. Enter a name for the template
13. If you want this to be available for ALL USERS - click
14. Click 'Save' The template is now ready for use.

