

## **Importing Templates into Best Practice**

1. Right click on the template you want to import then click on '**save link as**'.
2. Save the template into the '**desktop**' directory of your computer.
3. Click on the '**save**' button .
4. The template has now been saved to your desktop.

**Do not open this document before completing the importing process as it will corrupt the medical software coding!**

5. Open Best Practice and click on Utilities >Word Processor
6. Click on Templates > Import Template
7. Find the template on your desktop and highlight it and then click '**Open**'.
8. Click on 'Save As', enter the template name and, if for use by all GPs, tick the 'Available to all Users' box. Click 'Save'.
9. You have successfully downloaded and imported the template and can now access it via the Best Practice Word Processor > Use Template.

**Return to the desktop and delete document by a right click on document log and selecting delete**