

## Importing Templates into Medical Director

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 Medical Director and (either in the main screen or through a patient file) select **'tools'** then **'letter writer'**.
6. Left click on **'file'** then left click on **'modify template'**.
7. Left click on **'file'** then left click on **'import'**
8. Left click on the **'look in'** drop down arrow and select **'desktop'**.
9. Left click on the template that you saved on the desktop earlier and left click on **'open'**.
10. Left click on **'file'** then left click on **'save as template'**

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