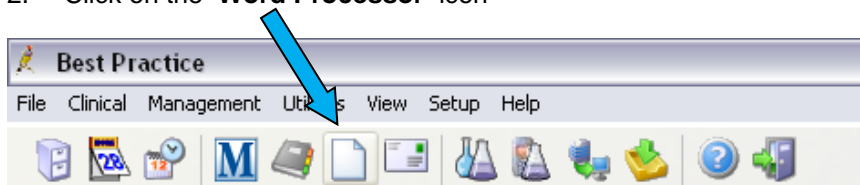


# Importing Templates into Best Practice

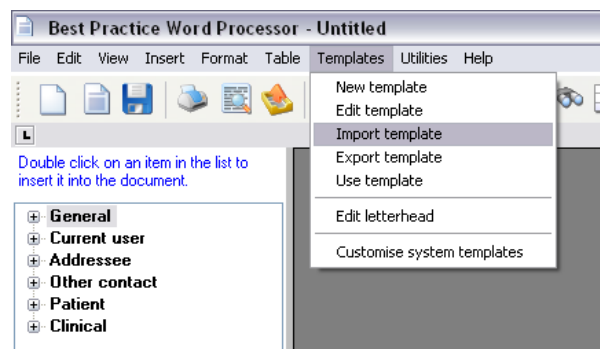
**IMPORTANT: Do not open** the template in Microsoft Word or any program other than Best Practice. If the template is opened in another program it will corrupt the links and it will have to be downloaded again.

## Importing the template

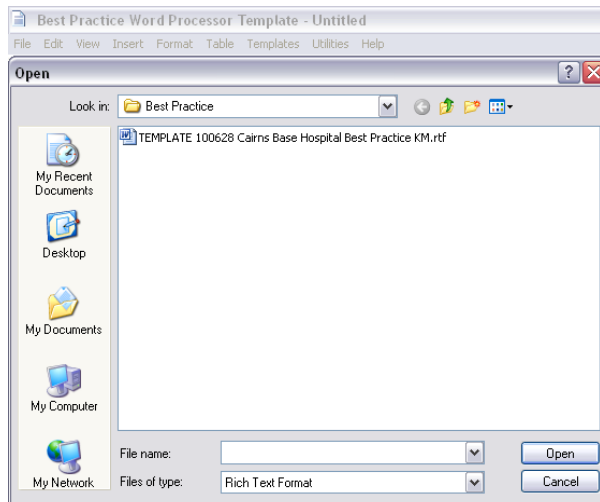
1. Open Best Practice
2. Click on the **'Word Processor'** icon



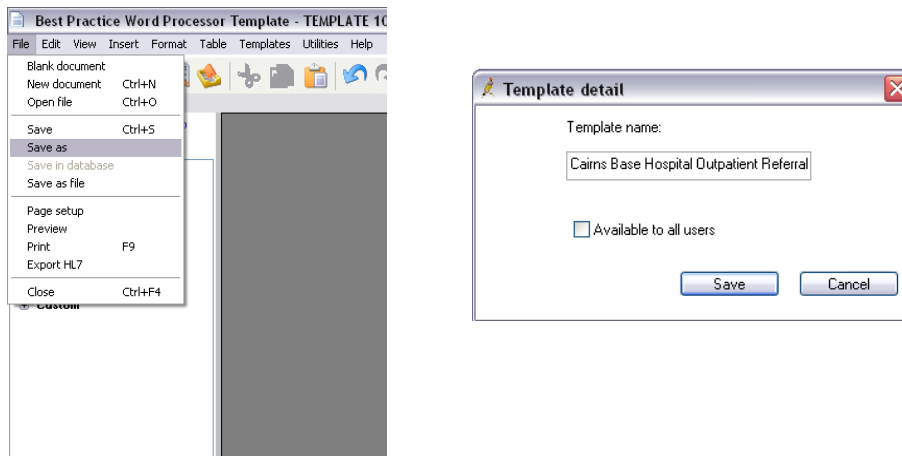
3. Click on the **'Templates'** menu and select **'Import Template'**



4. Navigate to where the template has been saved and click on **Open**.



5. The template should now appear on the screen. Click on the **'File'** menu and select **'Save as'**. Name the template and click on **Save**.



6. The template has now successfully been imported into Best Practice. To use the template open a patients file and click on the **'New Letter'** icon

