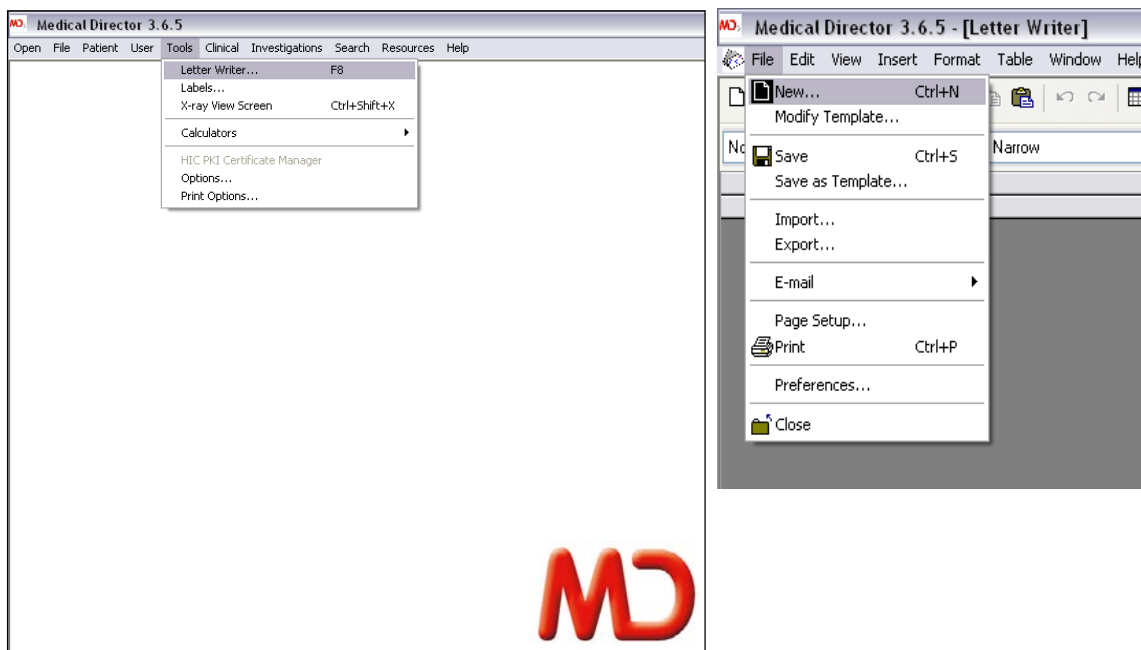


Importing Templates into Medical Director 2 & 3

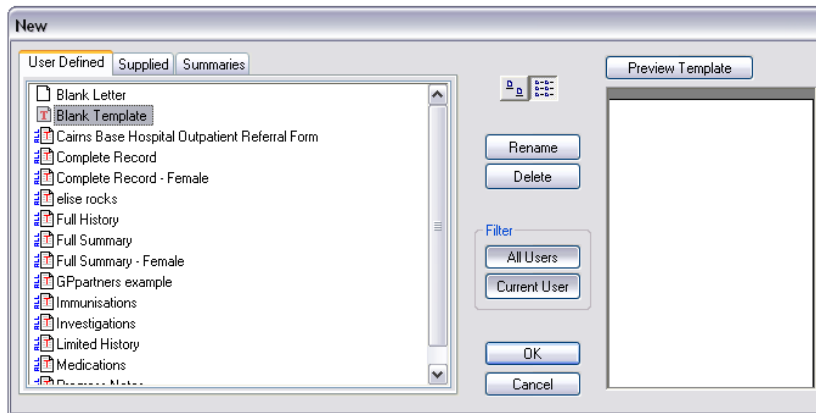
IMPORTANT: Do not open the template in Microsoft Word or any program other than Medical Director. If the template is opened in another program it will corrupt the links and it will have to be downloaded again.

Importing the template

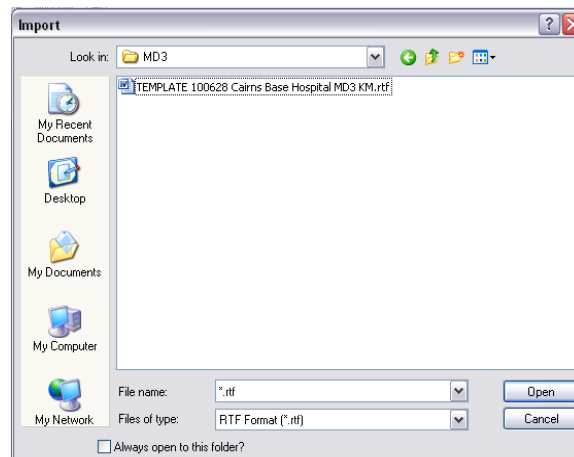
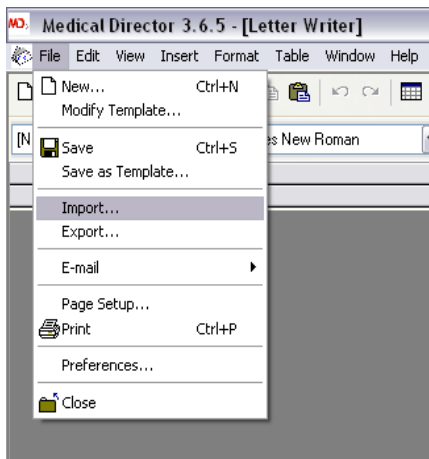
1. Open Medical Director
2. Click on the **Tools** menu and select '**Letter Writer**' (or press **F8**). Click on '**File**' and select '**New**'



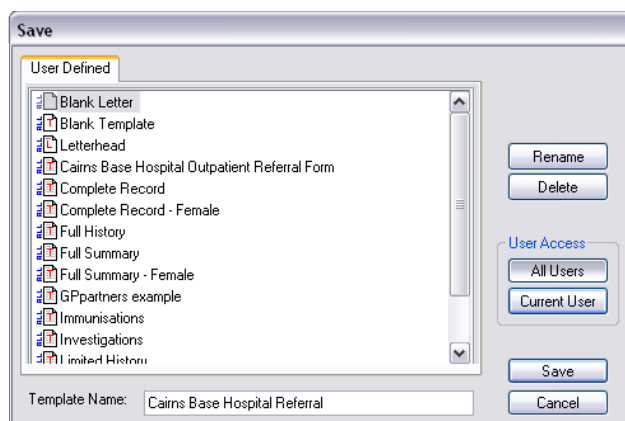
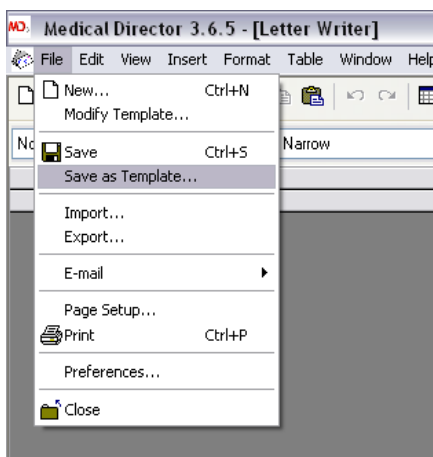
3. Click on **'Blank Template'** and OK



4. Click on **'File'** and select **'Import'**. Navigate to where the template was saved and click on **'Open'**.



5. Click on **'File'** and select **'Save as Template'**. Name the template and **Save**.



The template has now successfully been imported into Medical Director. To use the template simply open a patients file and press F8. Click on **'File'** and select **'New'**. Select the newly imported template and click on **OK**. Complete the fields in the pop up box and click **OK**.