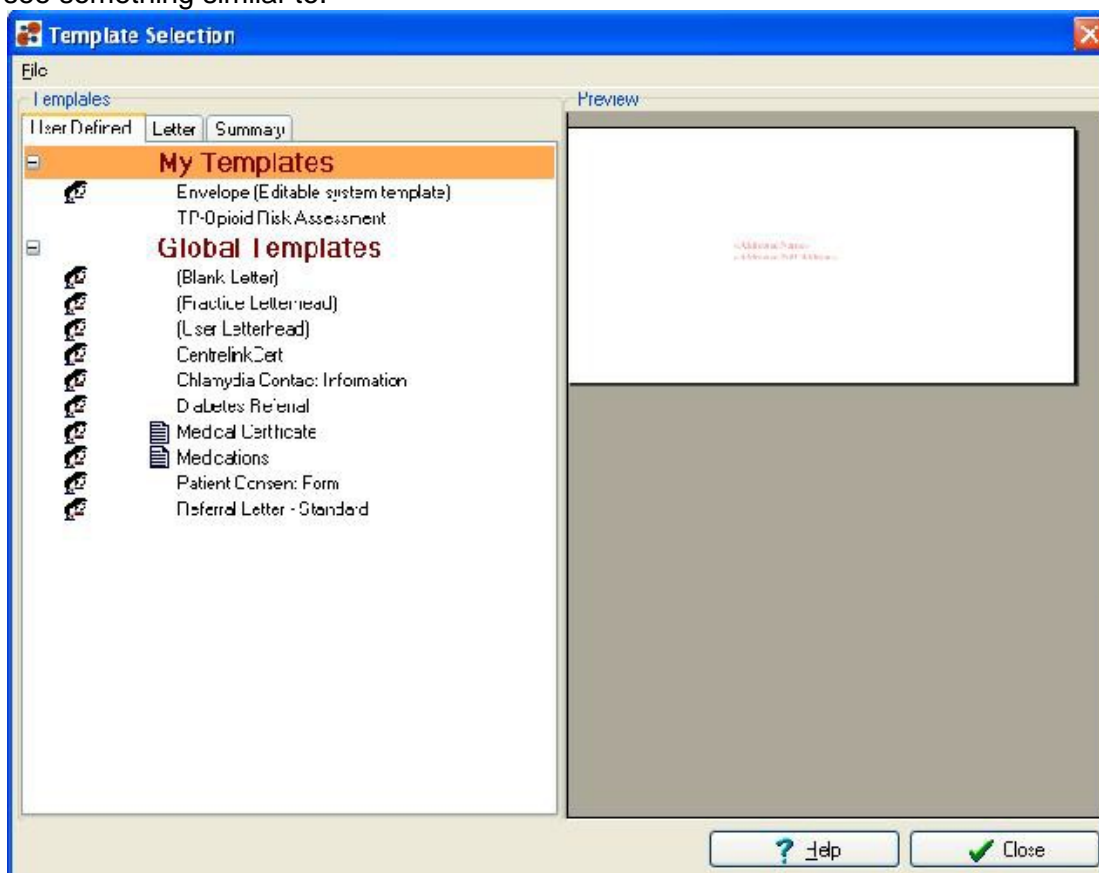


Importing Templates into Zedmed Clinical

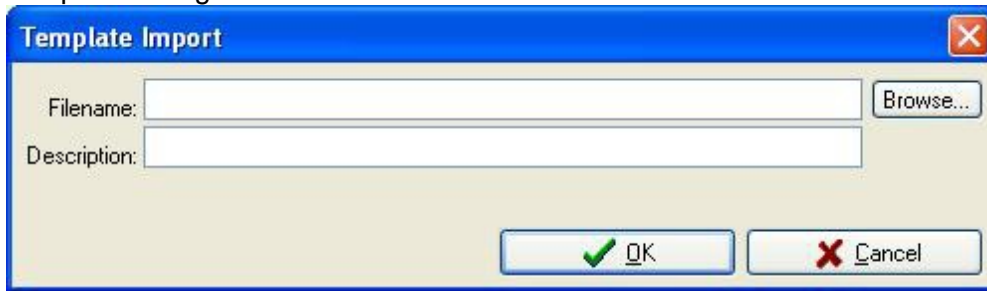
IMPORTANT: Do not open the template in Microsoft Word or any program other than Zedmed.. If the template is opened in another program it will corrupt the links and it will have to be downloaded again.

Importing the template

1. Download the template to a suitable location on your computer (e.g. your Desktop) **Please ensure you do not open this template prior to importing into Zedmed. If you do so, delete it and download it again.**
2. Open **Zedmed Clinical**
3. Select '**Tools**' from the menu bar, then '**Clinical WP Setup**' and '**WP Templates**'. You should see something similar to:



4. From the menu select '**File**' and '**Import Template**'. You should get the Import Template dialogue box as shown:



5. Click on the '**Browse**' button and navigate to the location in Step 1 where you downloaded your template and select the template.
6. Type a description for the template in the appropriate field
7. Click '**OK**'

The template should now appear in the *User Defined* list with your other templates (in alphabetical order) and can be used as normal.

You should delete the downloaded template from your download location.