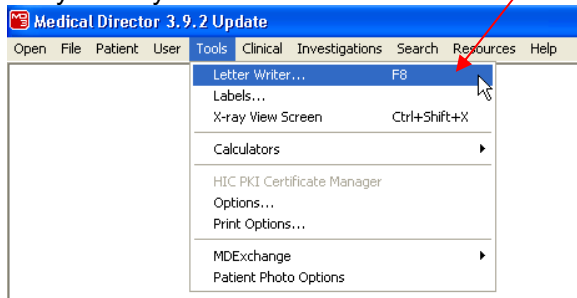


## Importing Templates in Medical Director

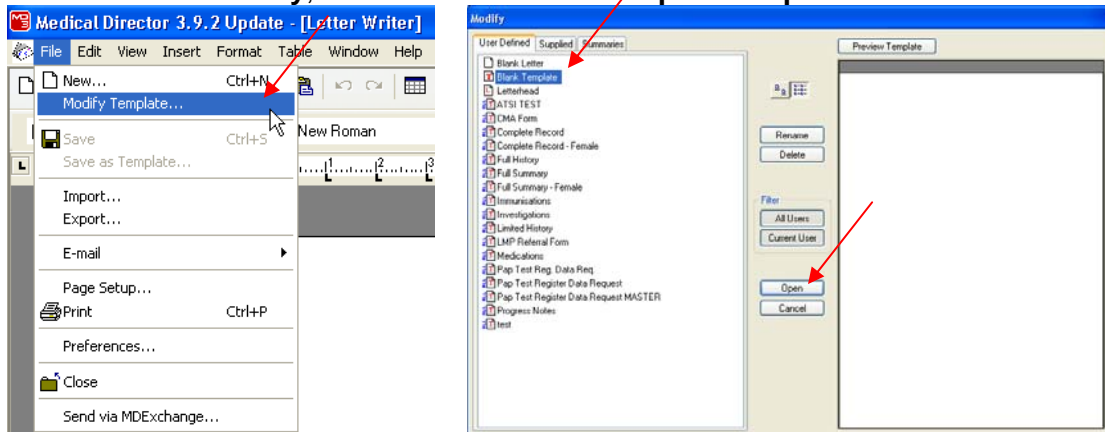


Medical Director

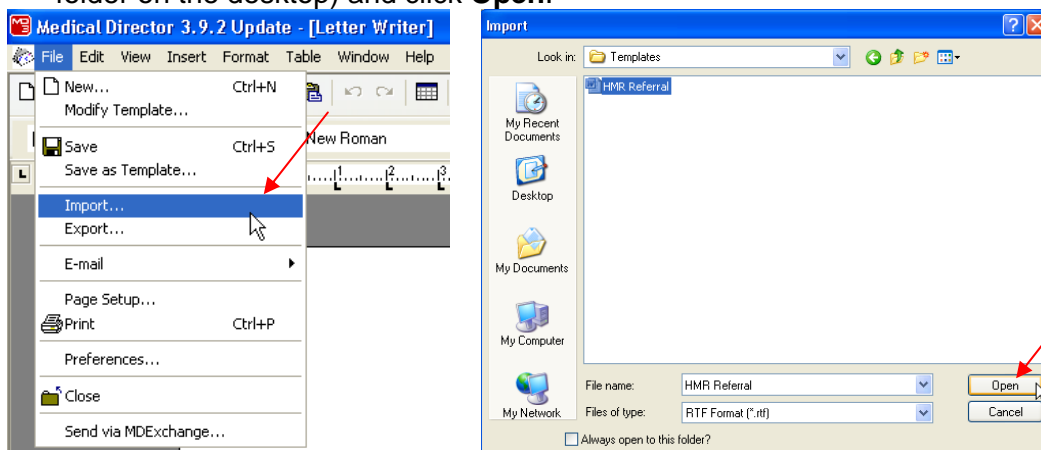
1. Open Medical Director by double-clicking the desktop icon.
2. Open the Letter Writer by clicking **Tools > Letter Writer** or press the **F8** key on your keyboard.



3. Click **File > Modify**, and then click **Blank Template > Open**.

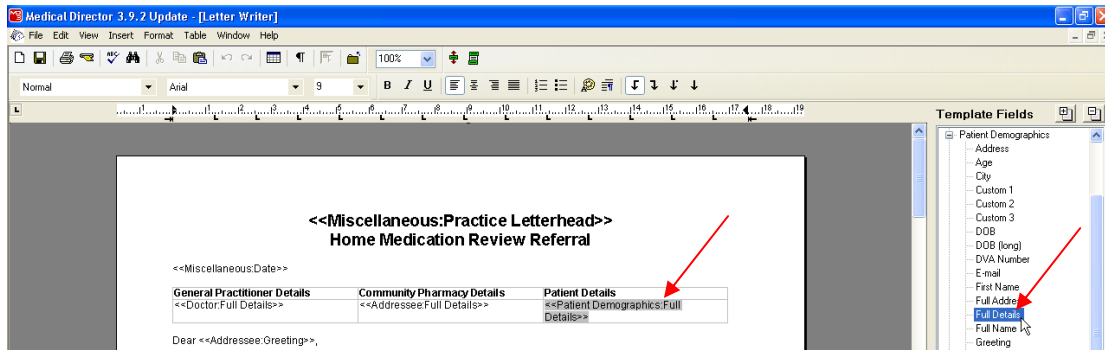


4. Click **File > Import**, then locate your template (in this case there is a Templates folder on the desktop) and click **Open**.

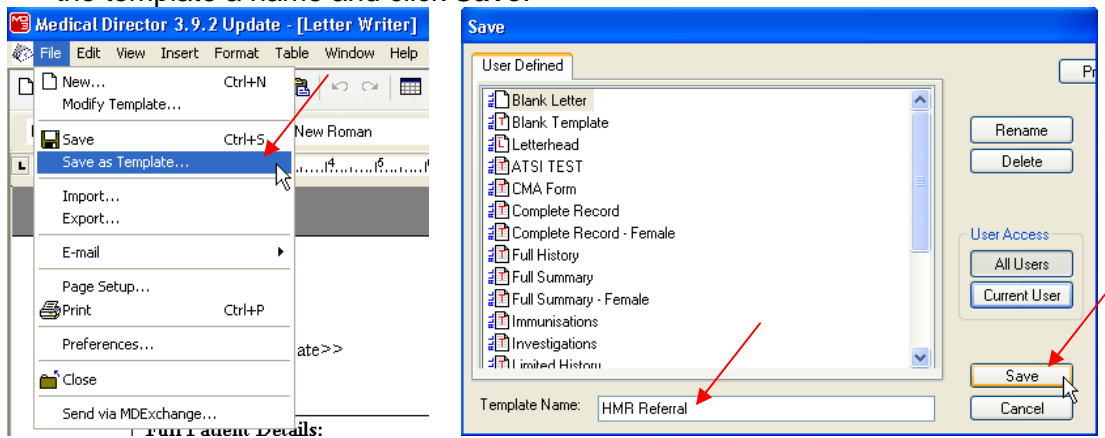


5. You can now customise the template if you wish. This is done the same as editing a document from a word processing application i.e. MS Word, except the fields marked by <<>> symbols are linked with database fields so editing them will break that link.

To add linked fields use the **Template Fields** window on the right. By double-clicking on the field will place the linked field wherever your cursor is placed.



6. Once you have finished editing the template click **File > Save as Template**, give the template a name and click **Save**.



7. You will now find the template under the **User Defined** tab when using the Letter Writer.