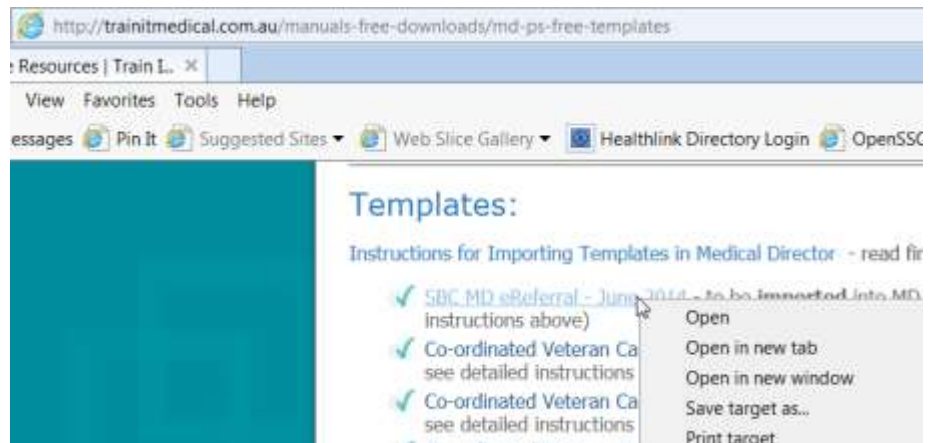


IMPORTING MD TEMPLATES

Follow these instructions to import a template from a website eg a referral template:

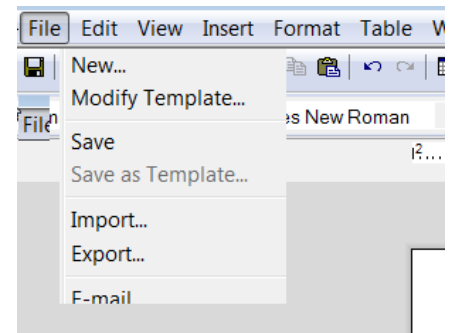
1. **Right Click** on the template from the web page and select **Save target as**

Note: The template must be in rich text format or word format – not pdf.



2. **Save** this file to a drive on your computer/desktop.
Important: Do not then double-click on this file from your computer as this may open it in Word and corrupt the fields.

3. **Open LetterWriter** in Medical Director (Tools > LetterWriter or press F8)



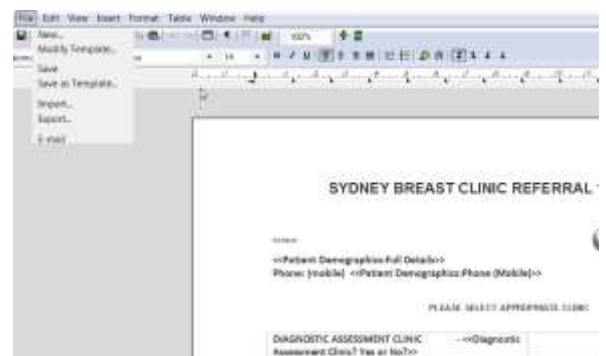
4. Select **File > Modify Template > Blank Template > Open** (this is the blank template on which you will import the one you have saved).

5. Select **File** then **Import** and navigate to where you saved the imported template eg. Desktop.

*** Note: Templates contain data fields that will auto-populate with patient information. To ensure your data fields have not become corrupt click on one of the fields and they should become grey. If not they will not work so delete and re-import the template again.*



6. Modify your template and when finished select File, **Save as Template** and name your template.



Check www.trainitmedical.com.au regularly for new Medical Director templates and helpful resources.

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This summary sheet is designed to supplement Train IT Medical training delivery. For training options or purchase of comprehensive learning materials please contact us or refer to our website for further resources.