

## Loading a Template into Medical Director

- **Do not open** the .rtf file. Opening will make inactive the data field in the template.
- Download the template to your hard drive.
- In Medical Director
  - click Letter Writer or Control T
  - click File and click Modify Template
  - double click Blank Template
  - click File
  - click Import
  - select template from your hard drive
  - click Save as Template
  - name the template
  - click Save
  - close file
- To test the template
  - click Letter Writer or Control T
  - click File and click Modify Template
  - select template
  - check if all data fields are active by clicking the cursor in the centre of the field. Active fields will show grey marking over the entire field. Inactive fields will remain white.
  - reinsert inactive fields from the Template Fields box (right screen)
  - click Save and name the file
  - close file
  - test template again
- The above instructions also enable you to alter the template to your own preferences

If you require further assistance please view the help files in Medical Director or contact Medical Director Help Desk on 1800 241 910