

WARNING

Do **not open / modify / edit** templates in Microsoft Word, as it will corrupt the template tags.

Medical Director templates can only be modified in Medical Director

Saving templates

For templates received as an email attachment

Open email -- Right click on Attached file and select Save as.

Navigate to your computer desktop. Then click Save.



OR

For templates downloaded from the Internet

Click on Download on the website you are on and save on your computer desktop as above.



Installing templates

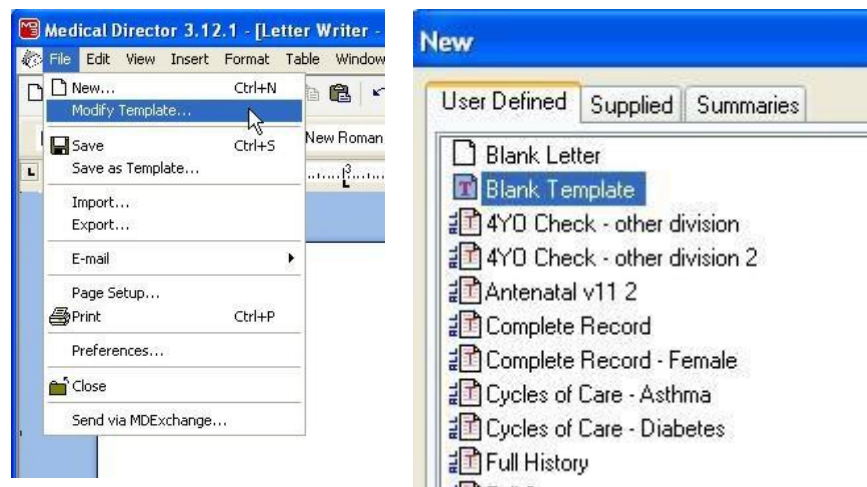
In Medical Director main screen or patient record, go to Tools – Letter Writer



The program may be set to immediately ask which template you wish to use. Cancel this action

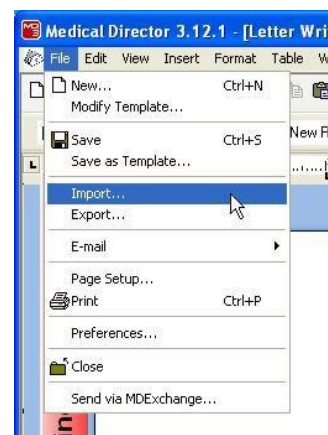
Go to File – Modify Template

Then select Blank Template and click OK



Go to File - Import

Navigate to templates location (desktop) in the same manner as for Saving on previous page. Select the template you wish to import and then click Open. The template will appear in the word processor.



Save the template

Go to File - Save as Template.

Name the template, following your practice naming protocol. Select ALL USERS. Click Save

Test the template to make sure it is working as expected.

Congratulations! You have successfully installed a template in Medical Director.