

## IMPORTING TEMPLATES INTO BEST PRACTICE

1. Right mouse click on the template you wish to import from the list provided
2. Click on **'save target as'**
3. Left click on the **'save in'** drop down arrow and select **'desktop'**
4. Left click on the **'save'** button
5. A 'download completed' screen will appear – left click on the 'close' button
6. Open **Best Practice** and from the Main screen, select **'utilities', 'word processor'**
7. Once the word processor opens, select **'templates', 'import template'**
8. Left click on the **'look in'** drop down arrow and select **'desktop'**
9. Left click on the template that you saved on the desktop earlier and left click on **'open'**
10. Then click on **'file', 'save as'**
11. Name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. **BH Orthopaedic Outpatients, BH Diabetes Referral Centre**
12. Tick the box **'Available to all users if required'**
13. Click save
14. You have successfully downloaded and imported the template and can now access it via **'Template', 'Use Template'** or by clicking on the **'new document'** icon
15. Return to the desktop and delete document by a right click on document log and selecting delete