IMPORTING TEMPLATES INTO MEDICAL DIRECTOR

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

Do not open this document before completing importing process as it will corrupt the medical software coding!

6. **Open Medical Director** and (either in the main screen or through a patient file) select **'tools'** then **'letter writer'**
7. Left click on **'file'** then left click on **'modify template'**
8. Left click on **'blank template'** then left click on **'open'**
9. Left click on **'file'** then left click on **'import'**
10. Left click on the 'look in' drop down arrow and select **'desktop'**
11. Left click on the template that you saved on the desktop earlier and left click on **'open'**
12. Left click on **'file'** then left click on **'save as template'**
13. 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**
14. Left click on **'save'**
15. You have successfully downloaded and imported the template and can now access it via the Medical Director Letter Writer
16. Return to the desktop and delete document by a right click on document log and selecting delete