Importing Templates into Medical Director

IMPORTANT: Do not open the template in Microsoft Word or any program other than Medical Director. If the template is opened in another program it will corrupt the links and it will have to be downloaded again. If you are downloading a file from a website, the file must be saved in rich text format, and have the extension 'rtf'.

Importing the template

1. Open Medical Director

2. Go to the 'tools' menu

3. Choose 'letter writer'

4. Go to 'file' and choose 'new'

5. Open a blank template in the User Defined tab

6. Then go to 'file' and choose 'import template'

7. Navigate to where the template has been saved and open

8. Go to 'file' and choose 'Save as Template'

9. Name the new template

The template is now stored within the Medical Director software and ready for use.