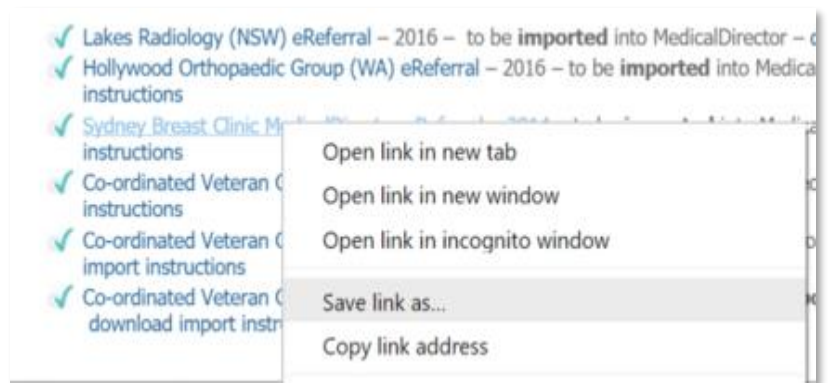# MEDICALDIRECTOR – IMPORTING TEMPLATES

Follow these instructions when importing a template from the internet eg a referral template:

1. **Right Click** on the template from the web page and select '**Save link as'**

*Note: The template must be in rich text format or word format – not pdf.*

2. **Save** this file to a drive on your computer/desktop.
Important: Do not then double-click on this file from your computer as this may open it in Word and corrupt the fields.

3. Open **LetterWriter** in Medical Director (Tools > LetterWriter or press **F8**)

4. Select **File > Modify Template > Blank Template > Open** (this is the blank template on which you will import the one you have saved).
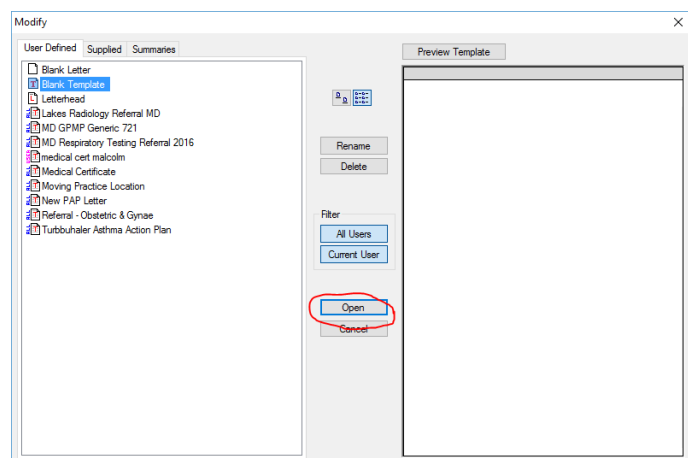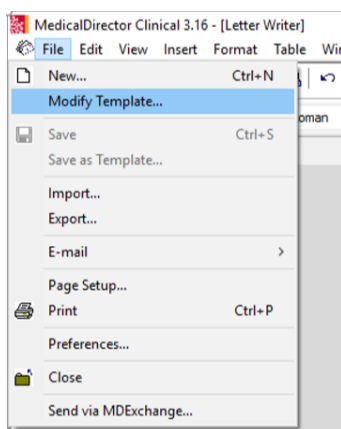
5. Select **File** then **Import** and navigate to where you saved the imported template eg. Desktop.
** Note: Templates contain data fields that will auto-populate with patient information. To ensure your data fields have not become corrupt click on one of the fields and they should become grey. If not they will not work so delete and re-import the template again.

6. Modify your template and when finished select **File, Save as Template** and name your template.

7. Your template will then be accessible in the '**User Defined'** templates tab.