



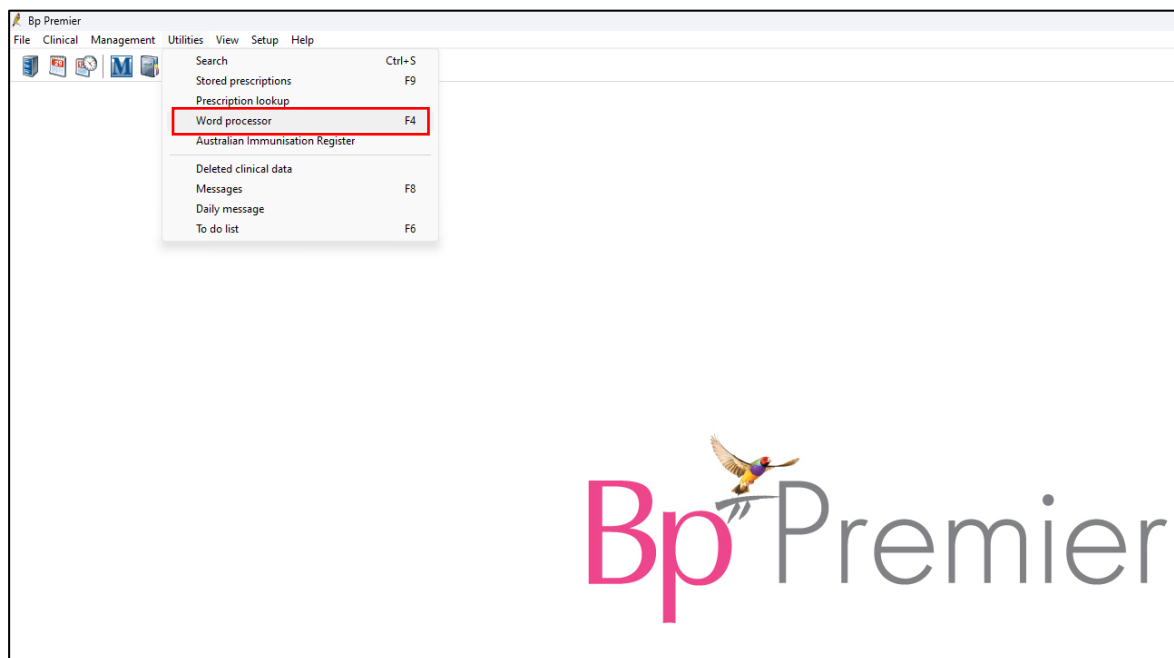
# Clinical Software Templates

Best Practice: Importing an RTF into BP

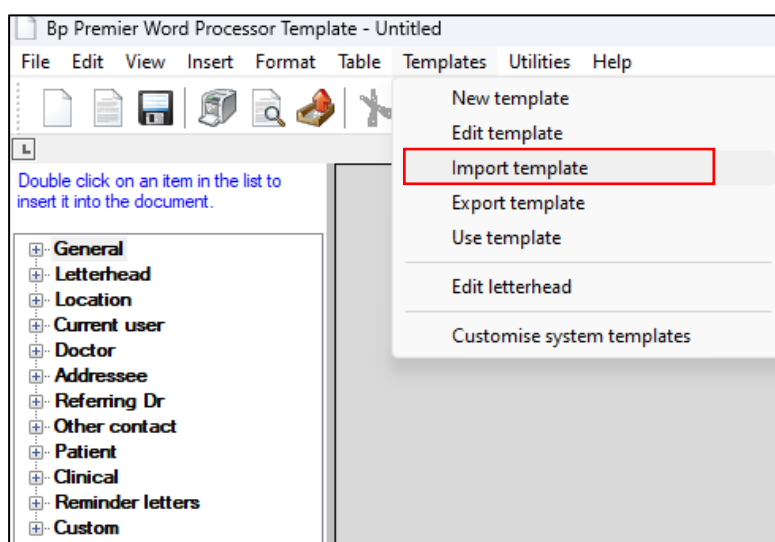
# Importing an RTF into Best Practice

Ensure you have saved the template you want to import to your computer.

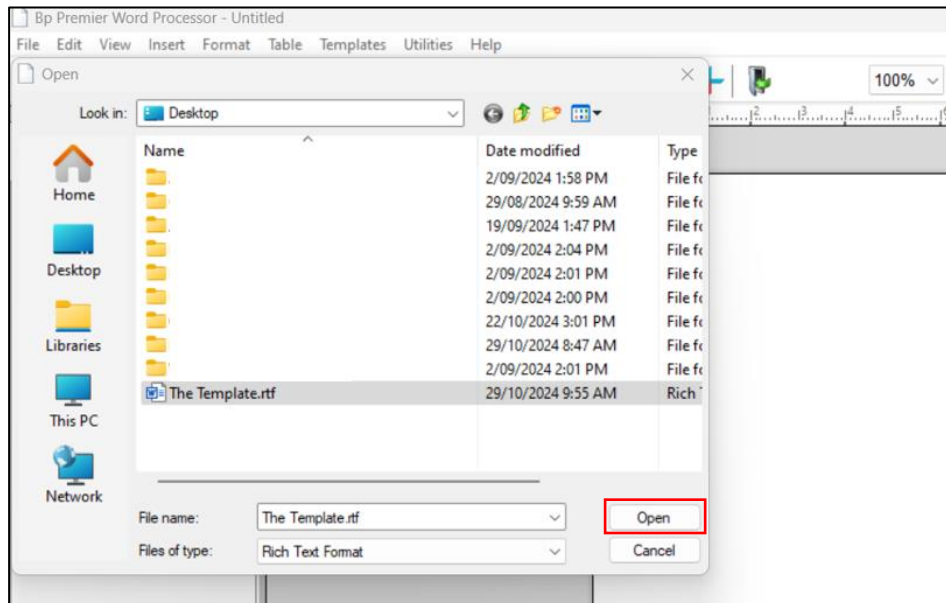
1. Open BP and go to **Utilities** menu and then click **Word processor**.



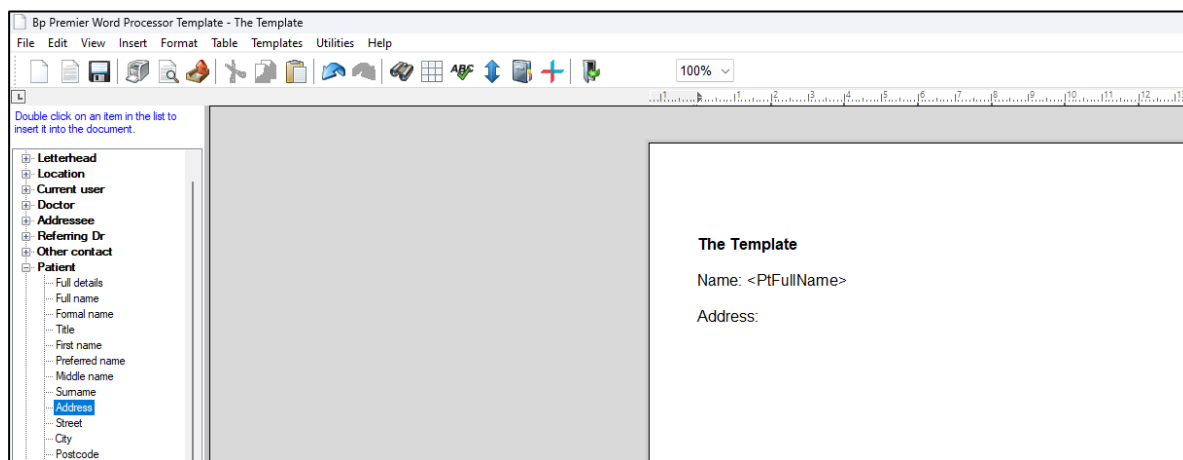
2. Go to **Templates** menu and then click **Import template**.



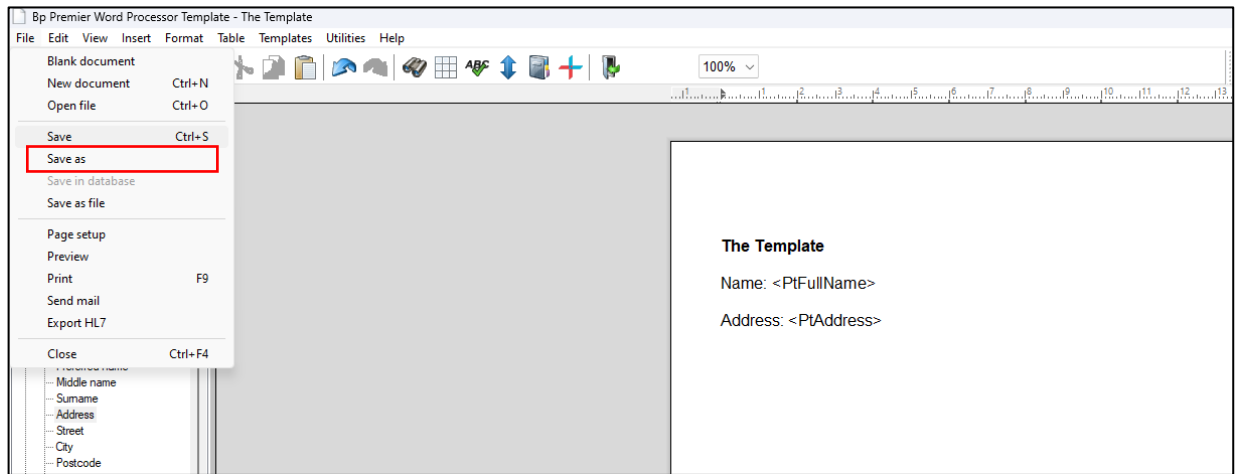
3. Navigate to template location, select the template you wish to upload, and then click **Open**.



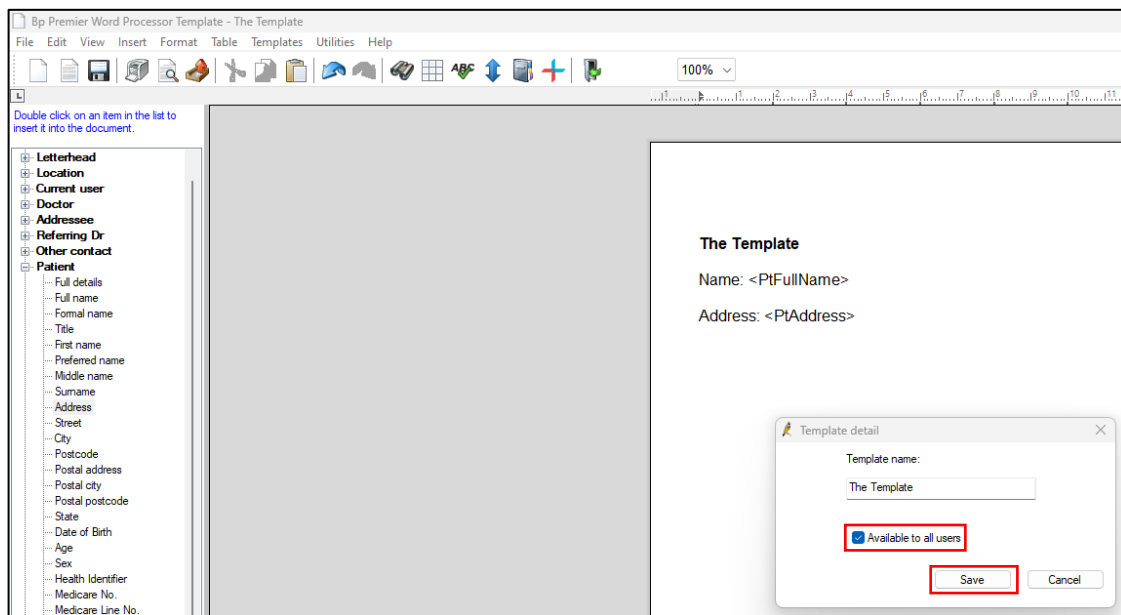
4. Review the template and ensure that it has loaded correctly.



5. Go to **File** and then **Save As**.



6. Provide an appropriate name for the template to use later, tick **Available to all users** and then click **Save**.



Now the template will be available for the use of all users

# phn

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