



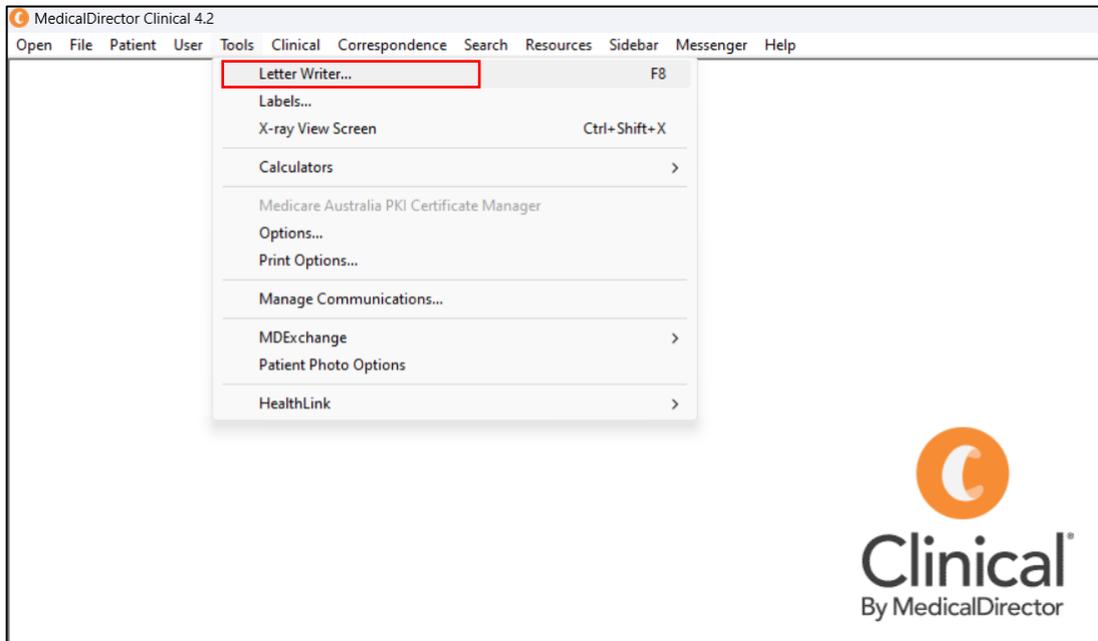
Clinical Software Templates

Medical Director: Importing an RTF into MD

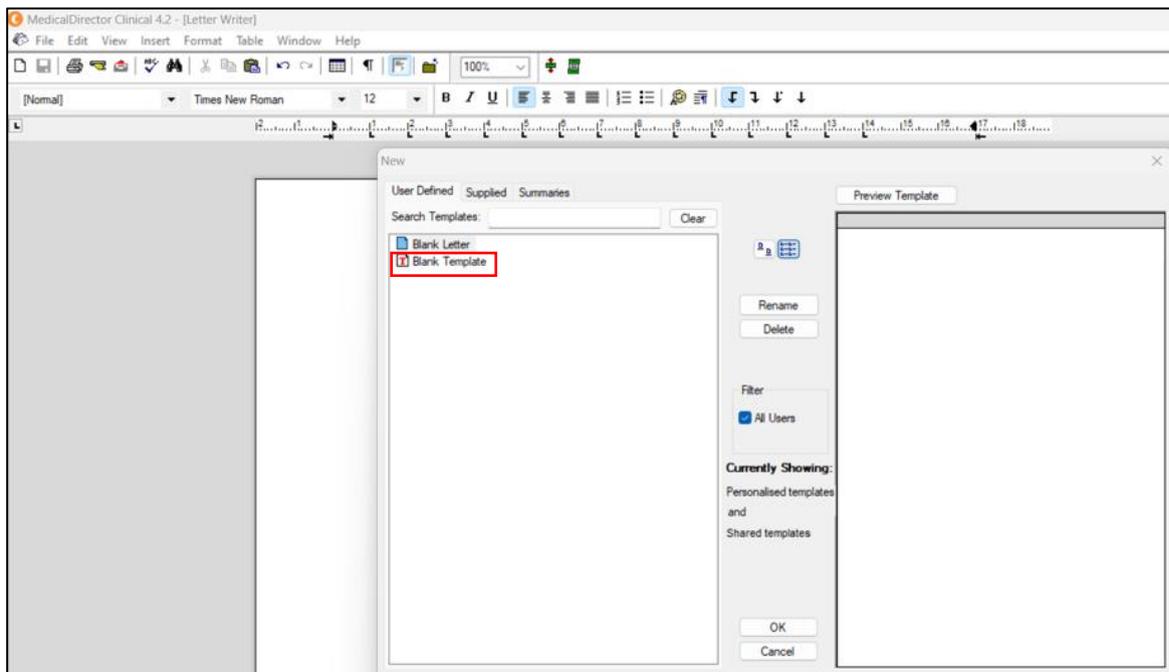
Importing an RTF into Medical Director

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

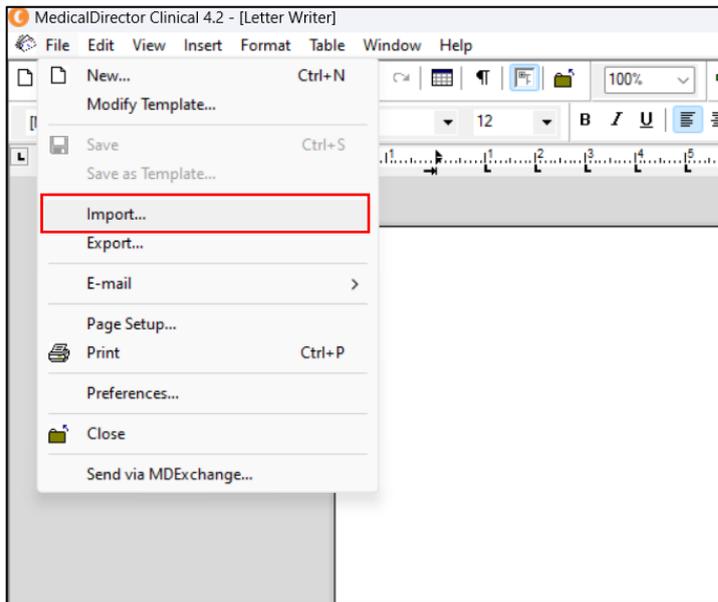
1. Open MD and go to **Tools** menu and then click **Letter Writer**.



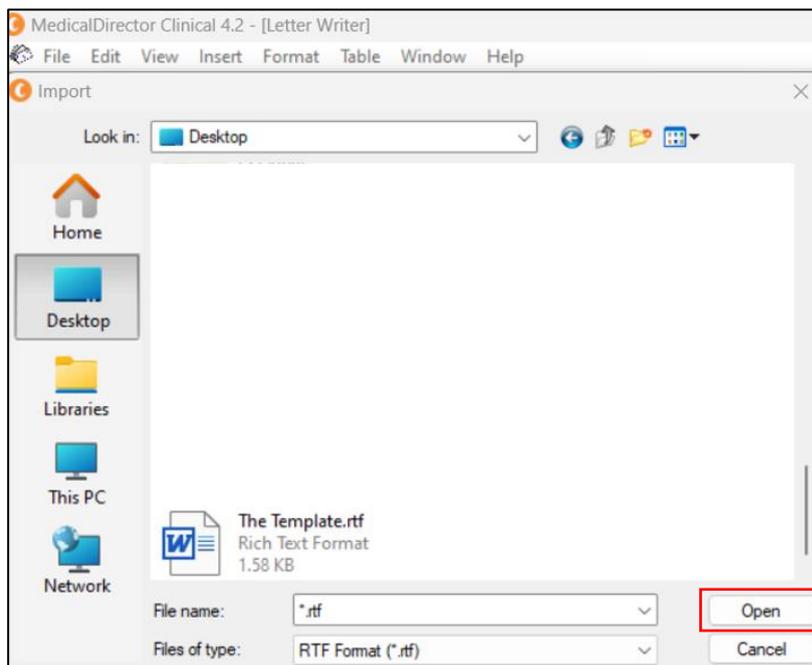
2. A pop-up window will appear. Select **Blank Template**.



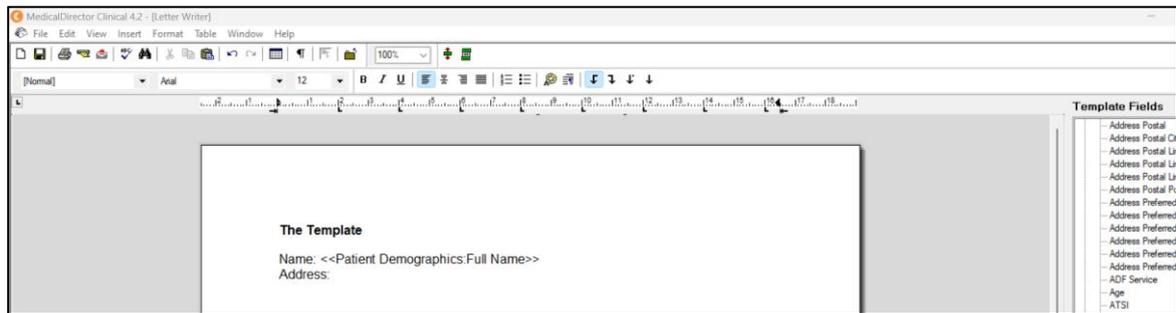
3. Go to **File** menu and then click **Import...**



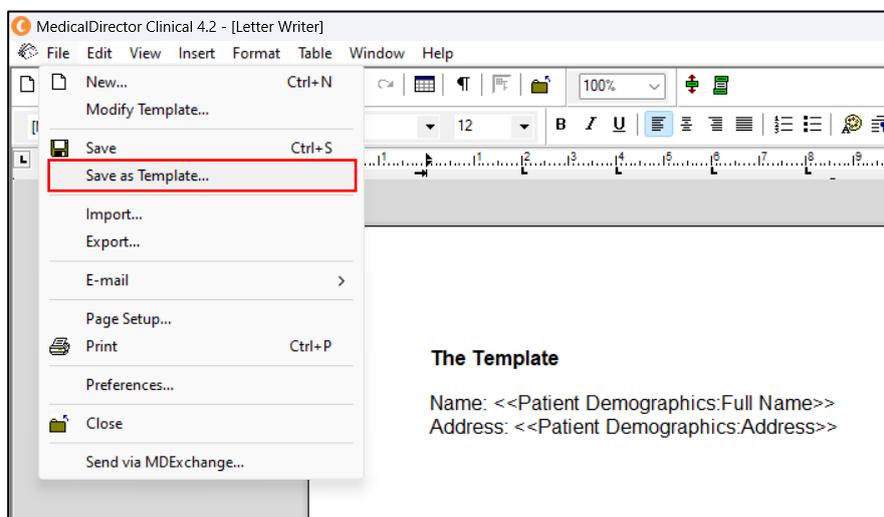
4. Navigate to template location, select the template you wish to upload, and then click **Open**.



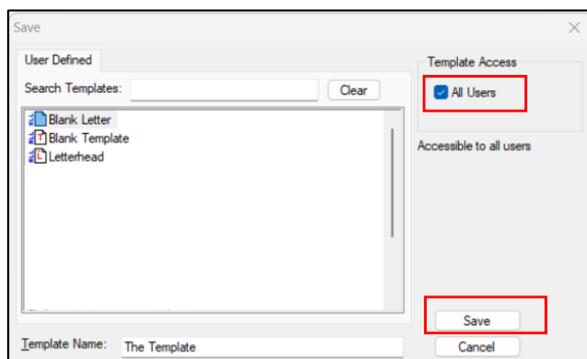
5. Review the template and ensure that it has loaded correctly.



6. Go to **File** and then **Save As Template...**



7. Provide an appropriate name for the template to use later, ensure the **All Users** checkbox is ticked, and then click **Save**.



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

phn

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