

Clinical Software Templates

Medical Director: Importing an RTF into MD





An Australian Government Initiative

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**.

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

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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**.

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



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

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		Send via MDExchange							

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.







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