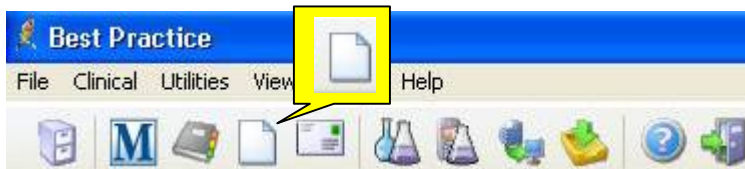


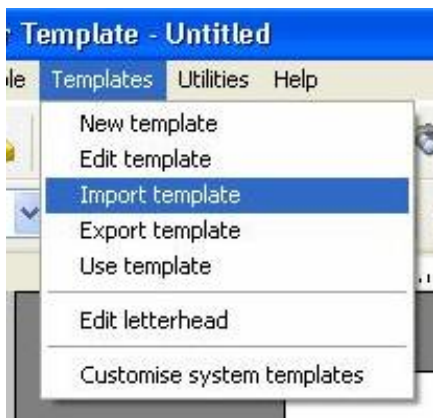
Instructions for loading Referral Templates into Best Practice.

Important: Best Practice Templates cannot be opened in any other program other than Best Practice itself. If the template is opened in another program it will corrupt the links and you will be required to download the template again and delete the corrupt version.

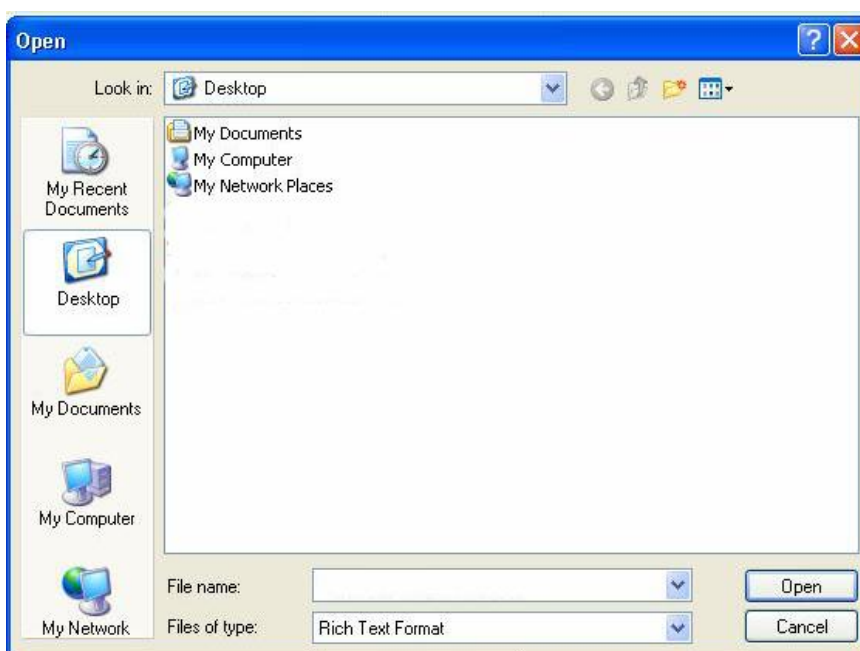
1. Open Best Practice and Login
2. Close the patient search screen and open the 'Word Processor'



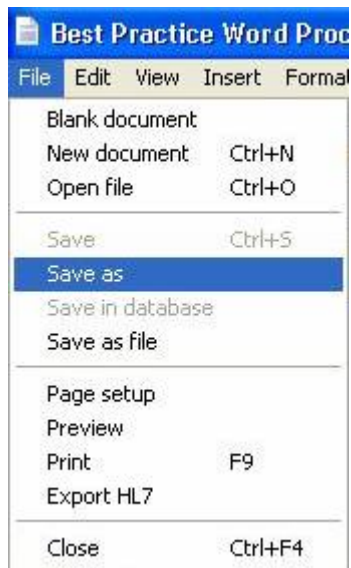
3. Click on the 'Templates' menu and select 'Import Template'



4. This will open the file navigation window, navigate to where the template has been downloaded to, select the template and click 'Open'



5. The template should now appear on your screen. Select the 'File' menu and select 'Save as'. Name the template and select 'Save'



The template is now ready for use.