

# IMPORTING TEMPLATES INTO BEST PRACTICE

1. Right mouse click on the template you wish to import from the list provided
2. Click on 'save target as'
3. Left click on the 'save in' drop down arrow and select 'desktop'
4. Left click on the 'save' button
5. A 'download completed' screen will appear – left click on the 'close' button
6. Open Best Practice and from the Main screen, select 'utilities', 'word processor'
7. Once the word processor opens, select 'templates', 'import template'
8. Left click on the 'look in' drop down arrow and select 'desktop'
9. Left click on the template that you saved on the desktop earlier and left click on 'open'
10. Then click on 'file', 'save as'
11. Name the template appropriately ensuring it is prefixed with BH to ensure all Barwon Health templates are grouped together. eg. BH Orthopaedic Outpatients, BH Diabetes Referral Centre
12. Tick the box 'Available to all users if required'
13. Click save
14. You have successfully downloaded and imported the template and can now access it via 'Template', 'Use Template' or by clicking on the 'new document' icon
15. Return to the desktop and delete document by a right click on document log and selecting delete