

# Installing Templates in Medical Director Software

## WARNING

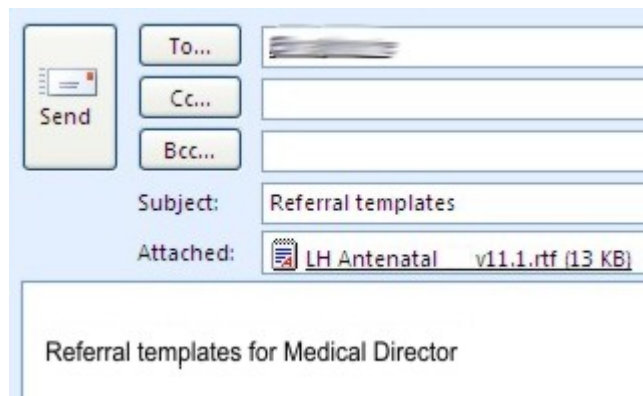
Do not open / modify / edit templates in Microsoft Word, as it will corrupt the template tags.

**Medical Director templates can only be modified in Medical Director**

### Saving Templates.

#### For templates received as an email attachment

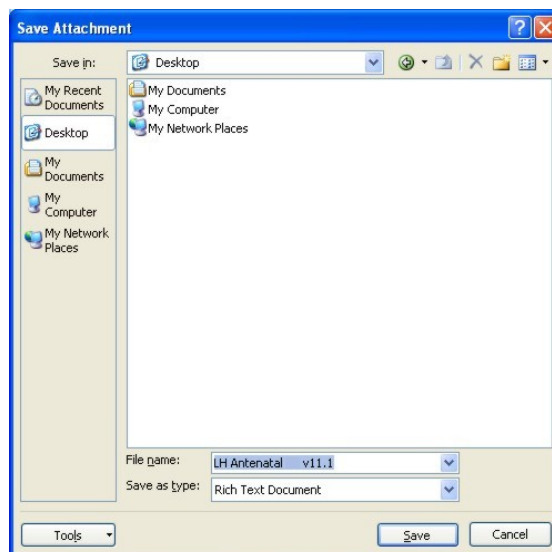
Open email -- Right click on Attached file and select Save as.



Navigate to your computer desktop. Then click Save.

#### For templates downloaded from the Internet

Click on Download on the website you are on and save on your computer desktop as above



### Installing Templates

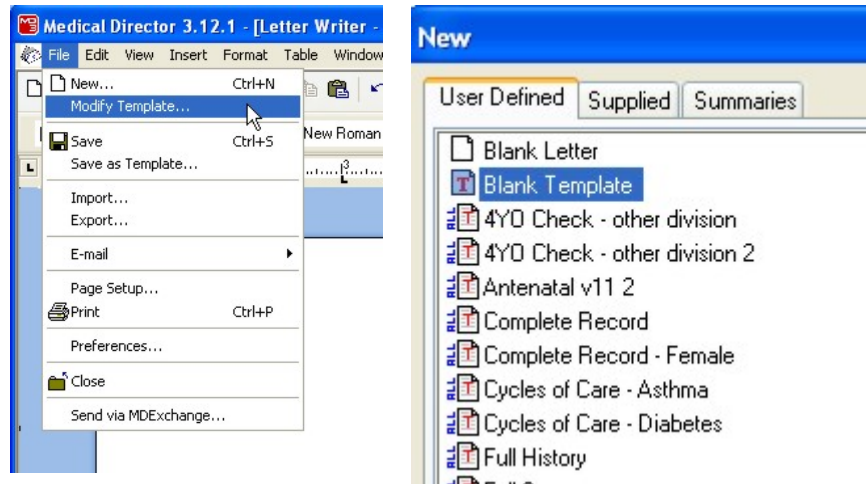
In Medical Director main screen or patient record, go to Tools – Letter Writer



The program may be set to ask which template you wish to use immediately. Cancel this action

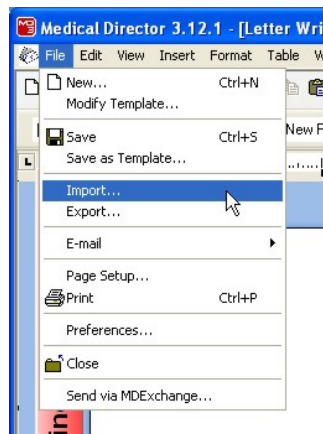
Go to File  
– Modify Template

Then select Blank  
Template  
and click OK



Go to File - Import

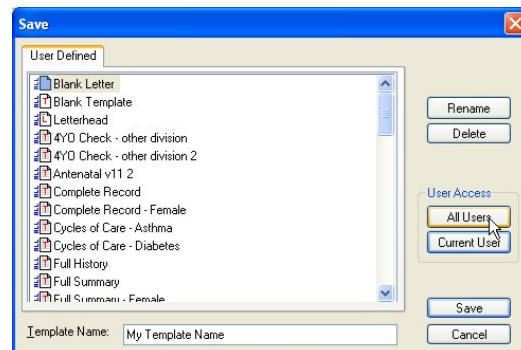
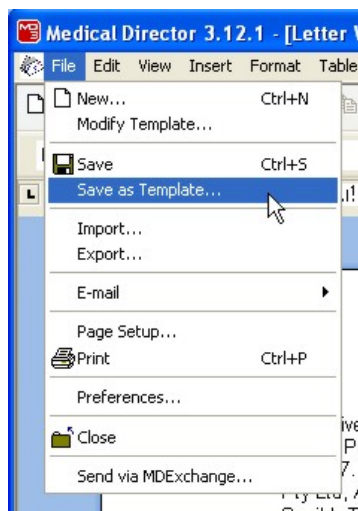
Navigate to templates location (desktop)  
in the same manner as for Saving on  
previous page. Select the template you  
wish to import and then click Open. The  
template will appear in the word  
processor.



**Save the template**

Go to File - Save as Template.

Name the template, following your practice  
naming protocol. Select ALL USERS. Click  
Save



Test the template to make sure it is working as expected.

**Congratulations! You have successfully installed a template in Medical Director.**