

# Importing an RTF Template into Medical Director

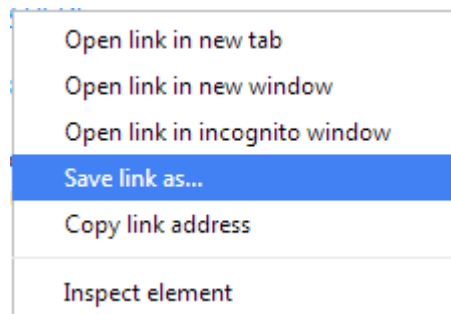
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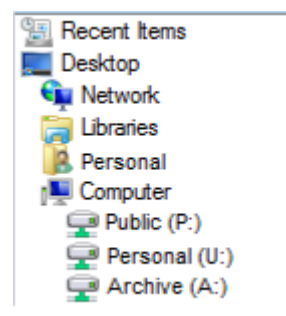
## Save the template to your computer

➤ **Do not double click on the attachment to open externally in Microsoft word**

1. Right click and click “Save link as”

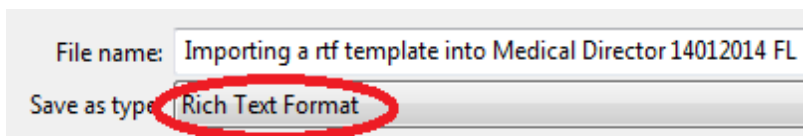


2. Locate the drive and/or folder where you wish to save the file in



3. Ensure that the file type is saving as Rich Text Format

➤ **(This should already be selected)**



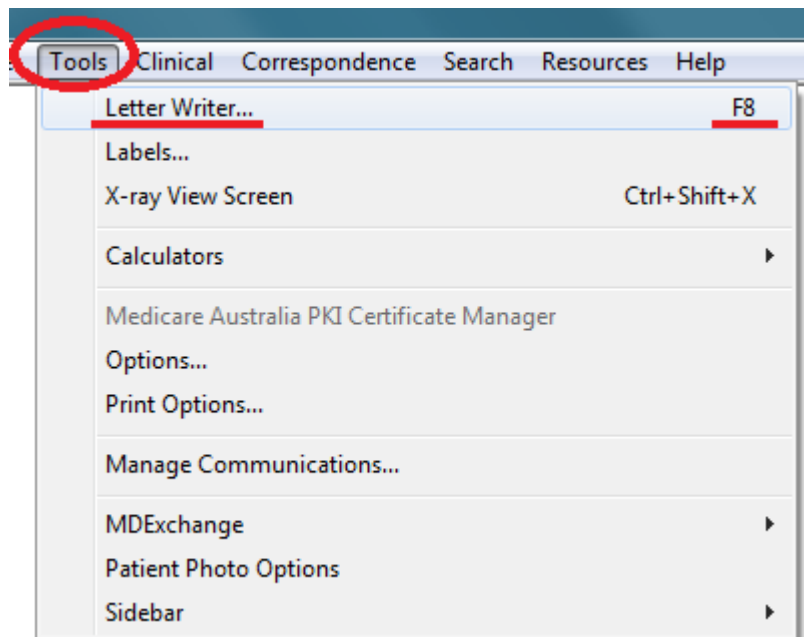
➤ **Remember where you are saving this**

# Open letter writer in medical director

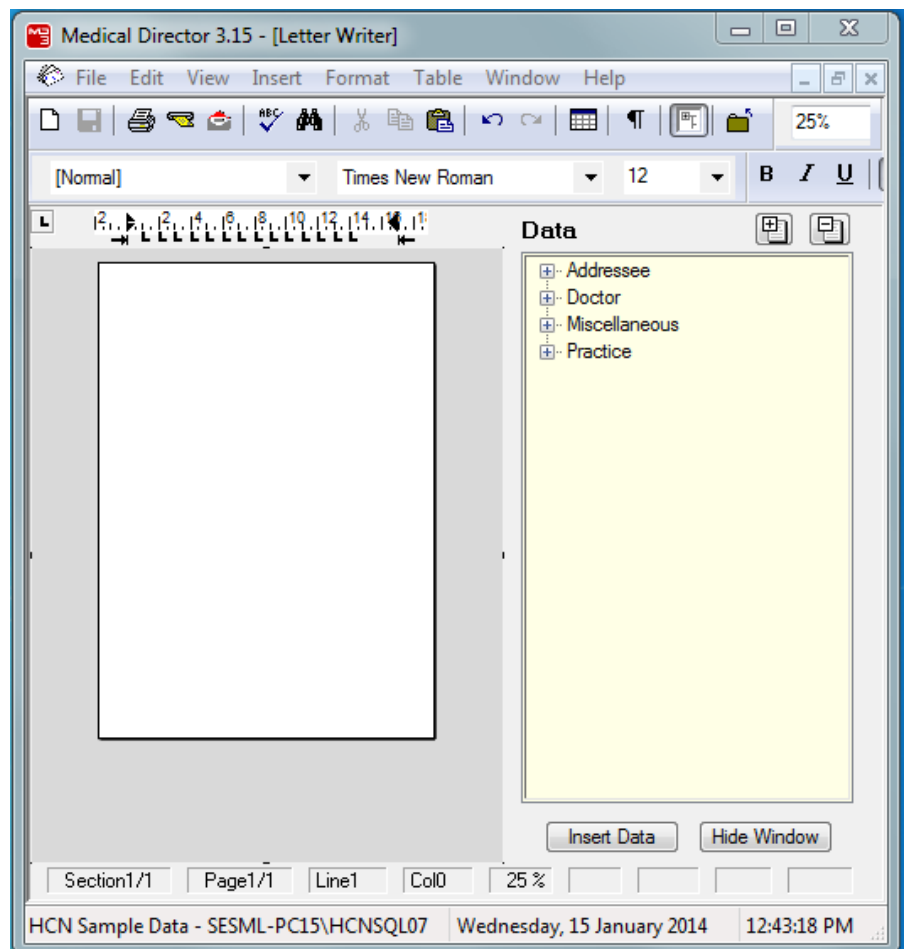
1. Click on Tools then Letter writer

or

press F8 on your keyboard



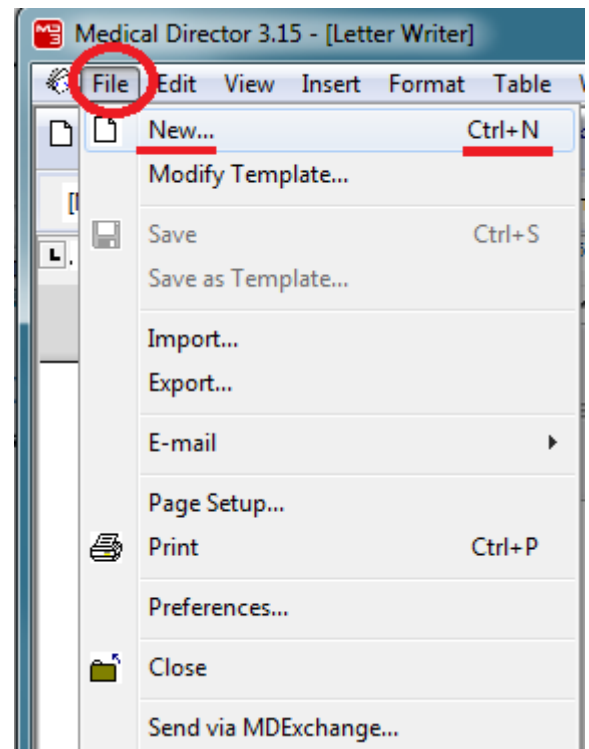
➤ You should now see a blank document open in letter writer



➤ The next step is to open a new blank TEMPLATE

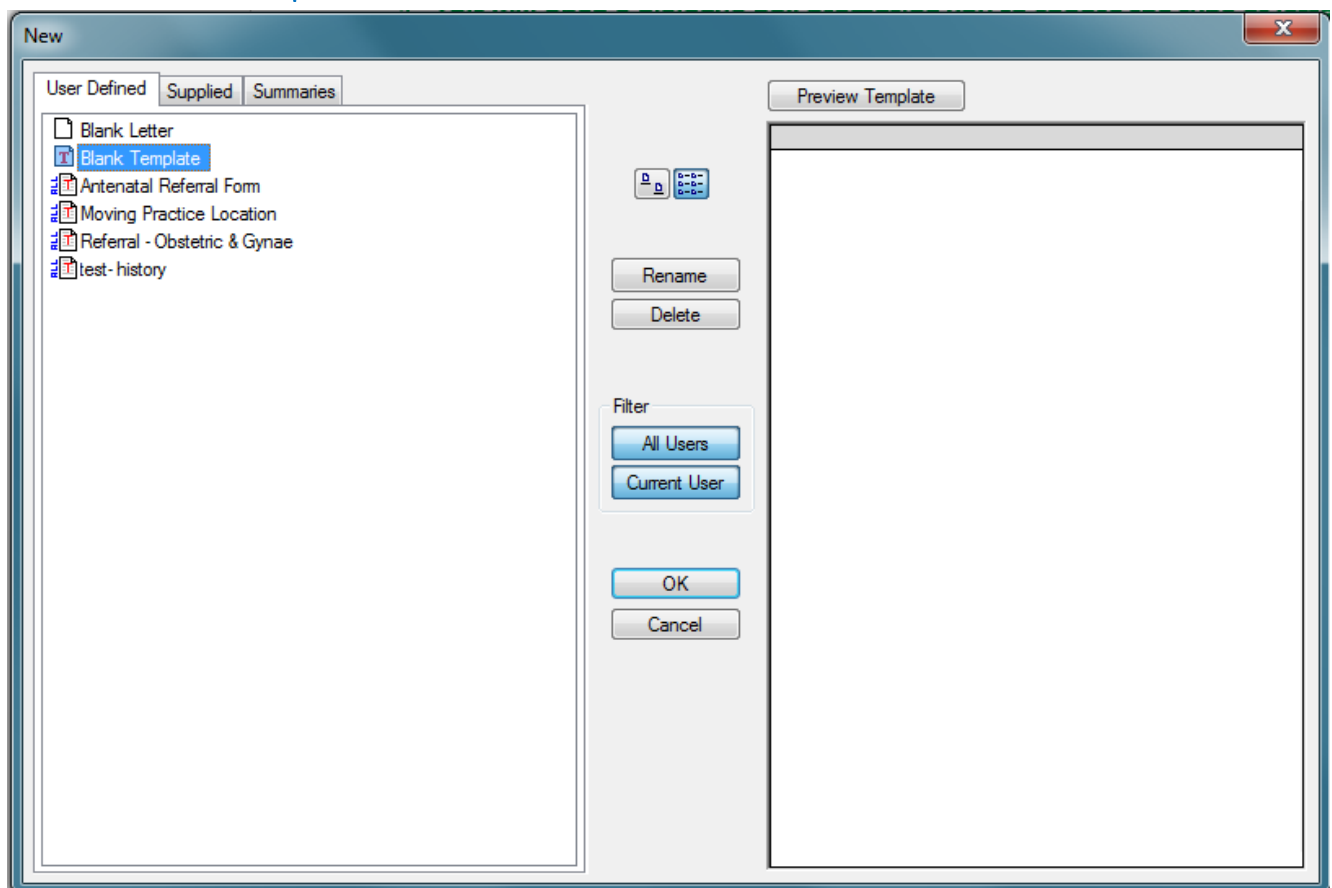
# Open a new blank template

1. Go to File and then New or press ctrl + N at the same time on your keyboard



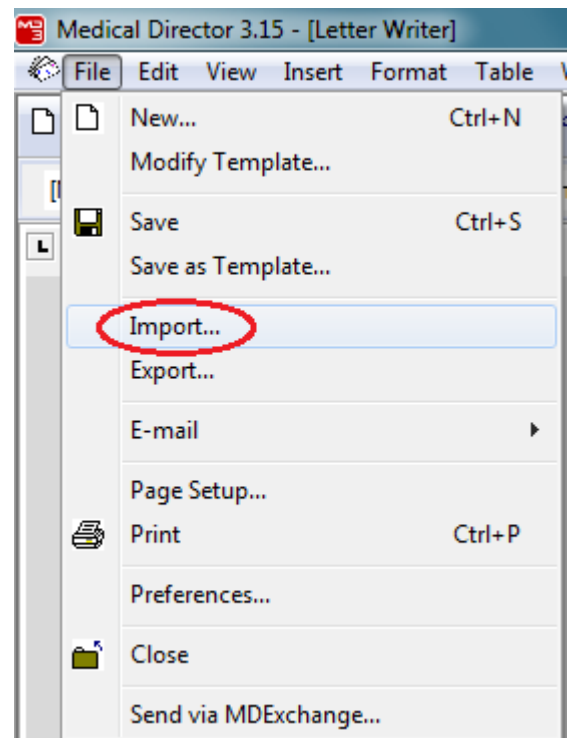
- This will open a dialogue box prompting you to choose the type of letter you want to create

2. Click on Blank Template



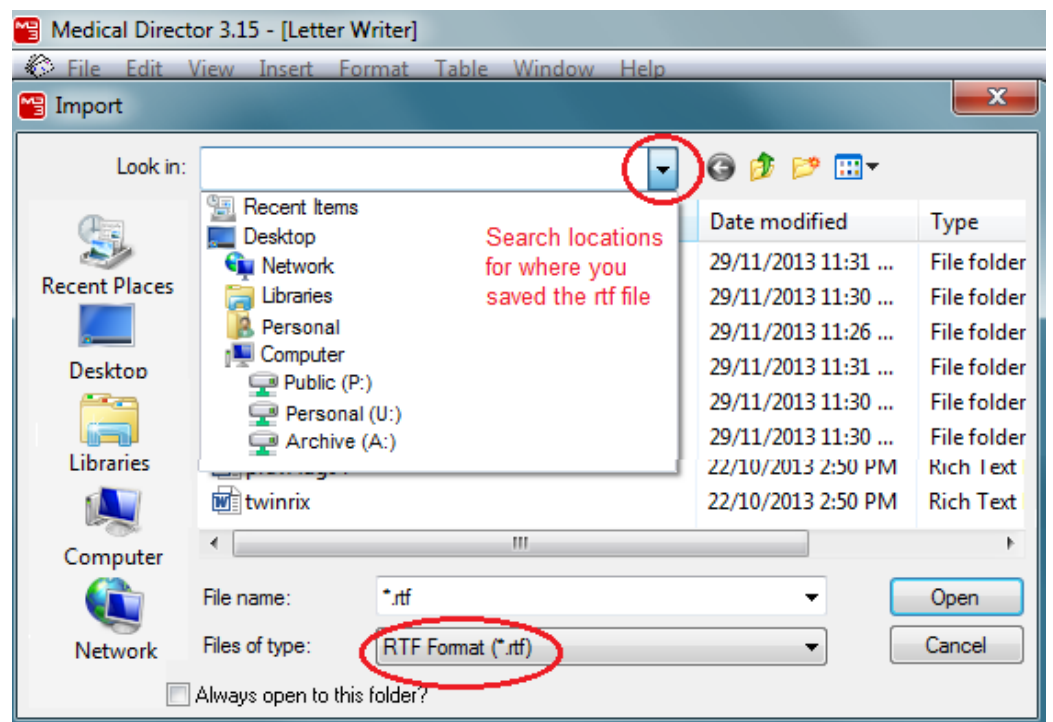
# Import the rtf file into a letter template

1. Click on File and click "Import"



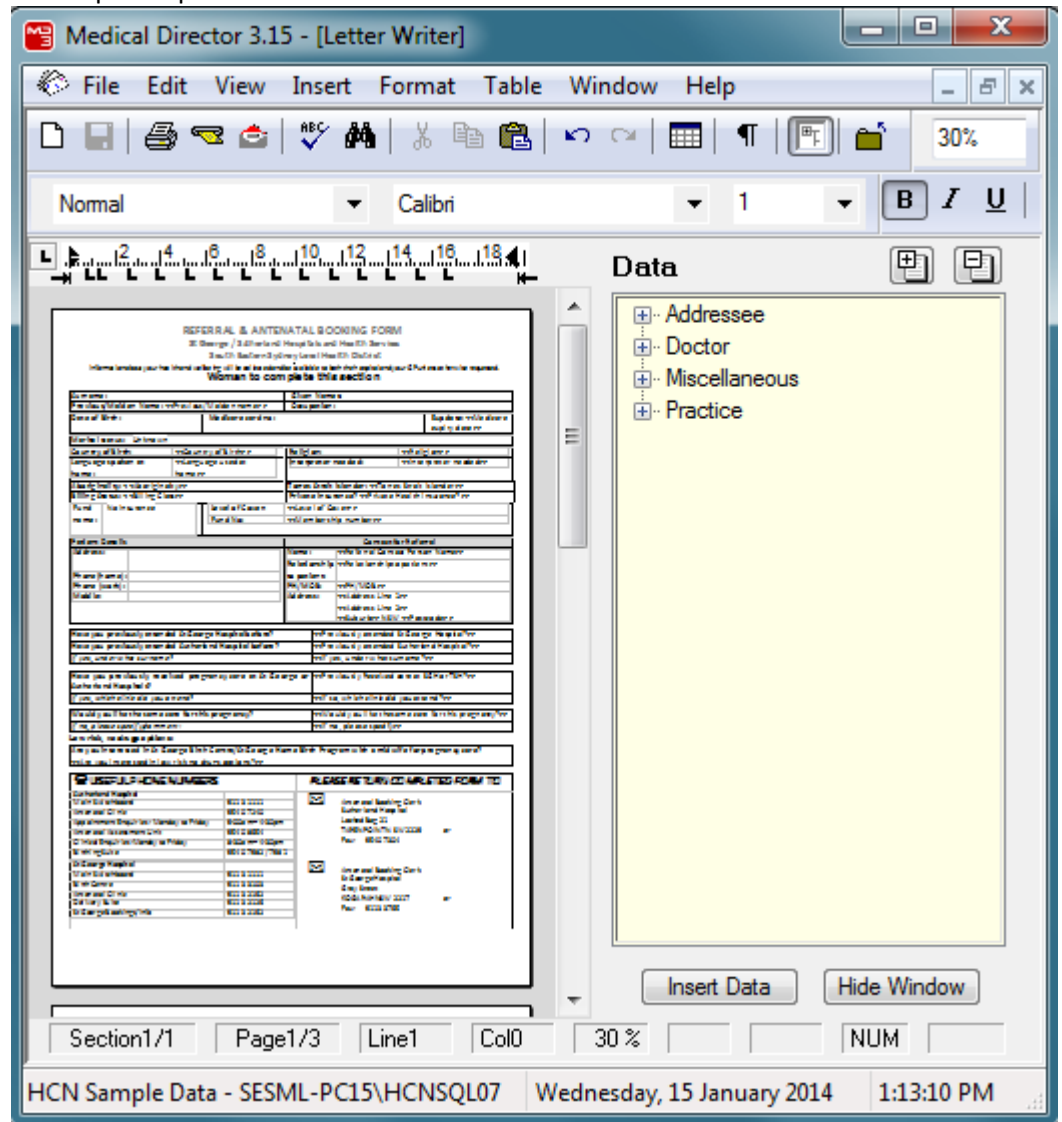
2. Locate the the drive and/or folder where you initially saved the file

- If you cannot see the file when the "Import" dialog box first pops up, click on the drop down box to search other locations
- Ensure the "FILES OF TYPE" says RTF Format (\*.rtf)



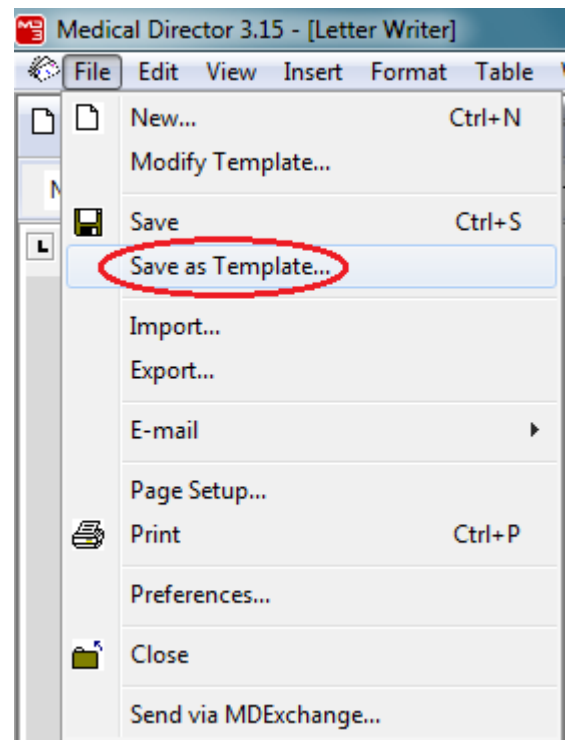
### 3. Once you have located the file, click on OPEN

- You should now see the template open in medical director



# Save your imported file as a user-defined template in letter writer

1. Click on file
2. Click on "Save as Template"



3. Enter a template name and click on save

