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

Tools Clinical	Correspondence	Search	Resources	Help		
Letter Write	r			F8		
Labels						
X-ray View S	ocreen		Ctrl	+Shift+X		
Calculators				•		
Medicare A	Medicare Australia PKI Certificate Manager					
Options						
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Patient Pho	to Options					
Sidebar				•		

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

😁 Medical Director 3.15 - [Letter Write	er]	
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Section1/1 Page1/1 Line1	Col0 25 %	Hide Window
HCN Sample Data - SESML-PC15\HCN	SQL07 Wednesday, 15 January	y 2014 12:43:18 PM

> 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

New		×.
User Defined Supplied Summaries	_	Preview Template
Blank Letter Blank Template Image: Antenatal Referral Form Image: Moving Practice Location Image: Referral - Obstetric & Gynae Image: Test-history	Rename Delete	
	Filter All Users Current User	
	OK Cancel	

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

Medical Director 3.15 - [Letter Writer]	
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HCN Sample Data - SESML-PC15\HCNSQL07	Wednesday, 15 January 2014 1:13:10 PM

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

Save	×
User Defined	Rename Delete User Access All Users Current User Save Cancel