Importing an RTF Template into Medical Director

In this document-

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"
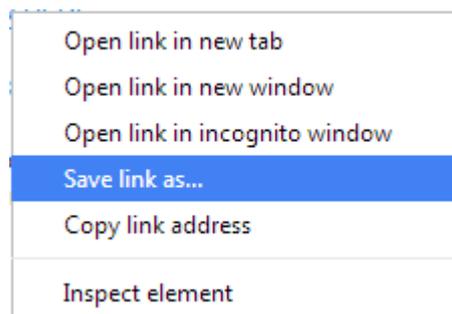
2. Locate the drive and/or folder where you wish to save the file in
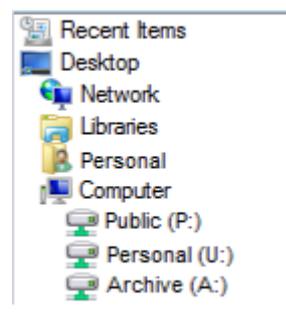
3. Ensure that the file type is saving as Rich Text Format

➢ **(This should already be selected)**
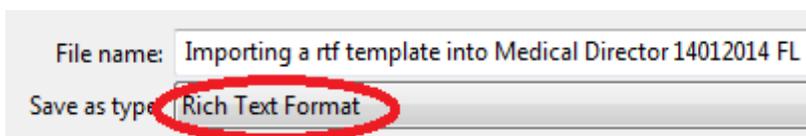
➢ **Remember where you are saving this**

Open letter writer in medical director

1. **Click on Tools then Letter writer**

   or
   press F8 on your keyboard
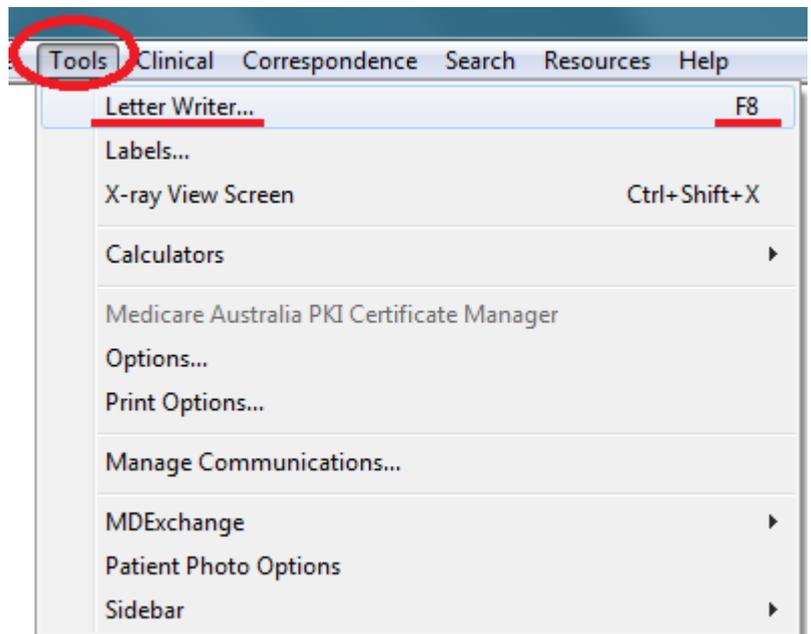
➢ **You should now see a blank document open in letter writer**
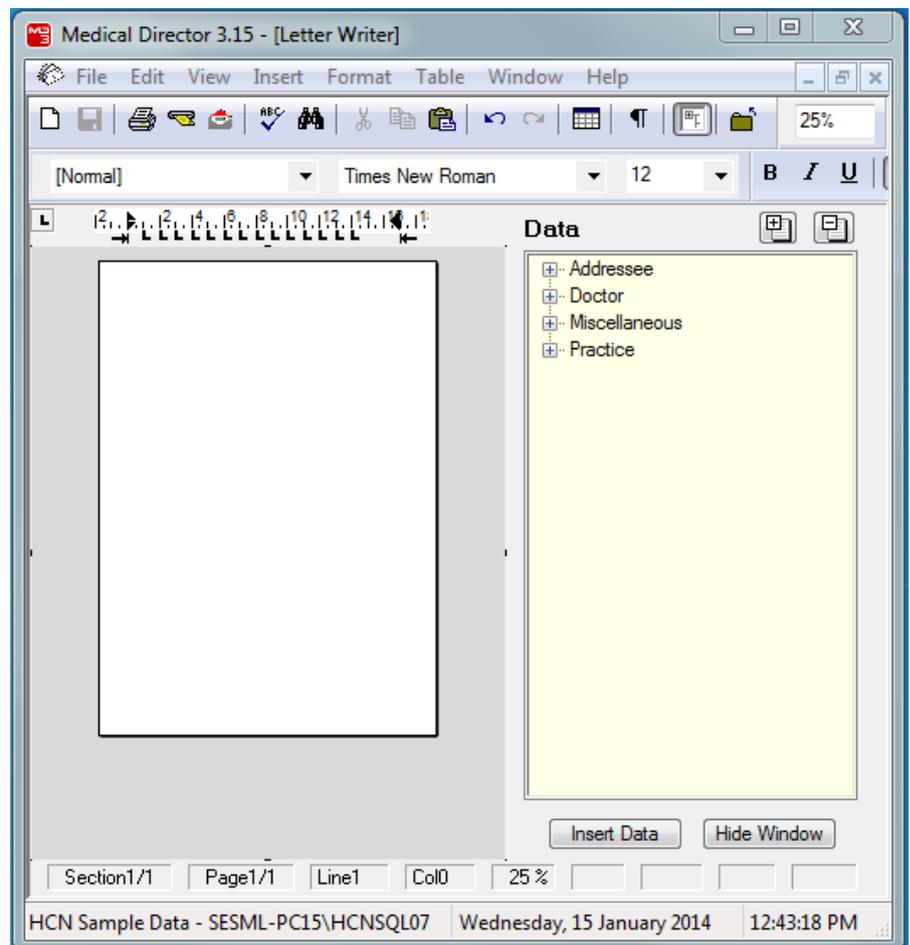
➢ **The next step is to open a new blank TEMPLATE**

Open a new blank template

1. Go to File and then New or press ctrl + N at the same time on your keyboard
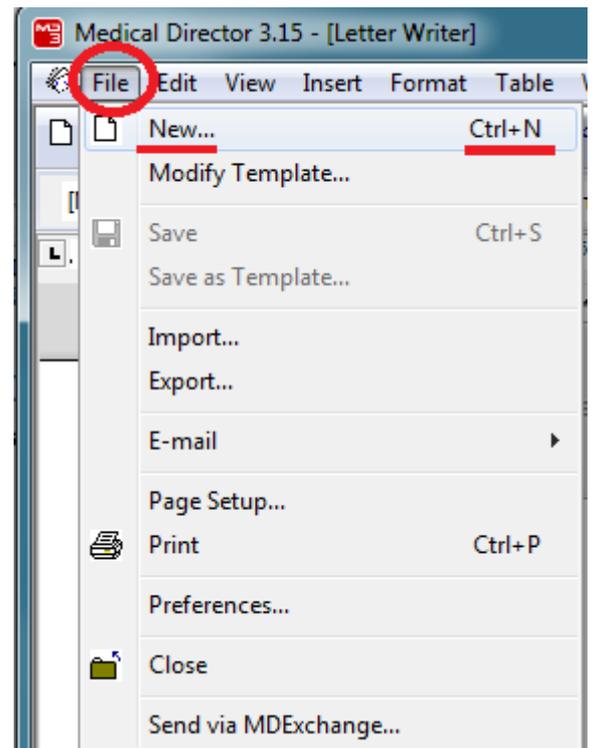
➢ **This will open a dialogue box prompting you to choose the type of letter you want to create**

2. Click on Blank Template
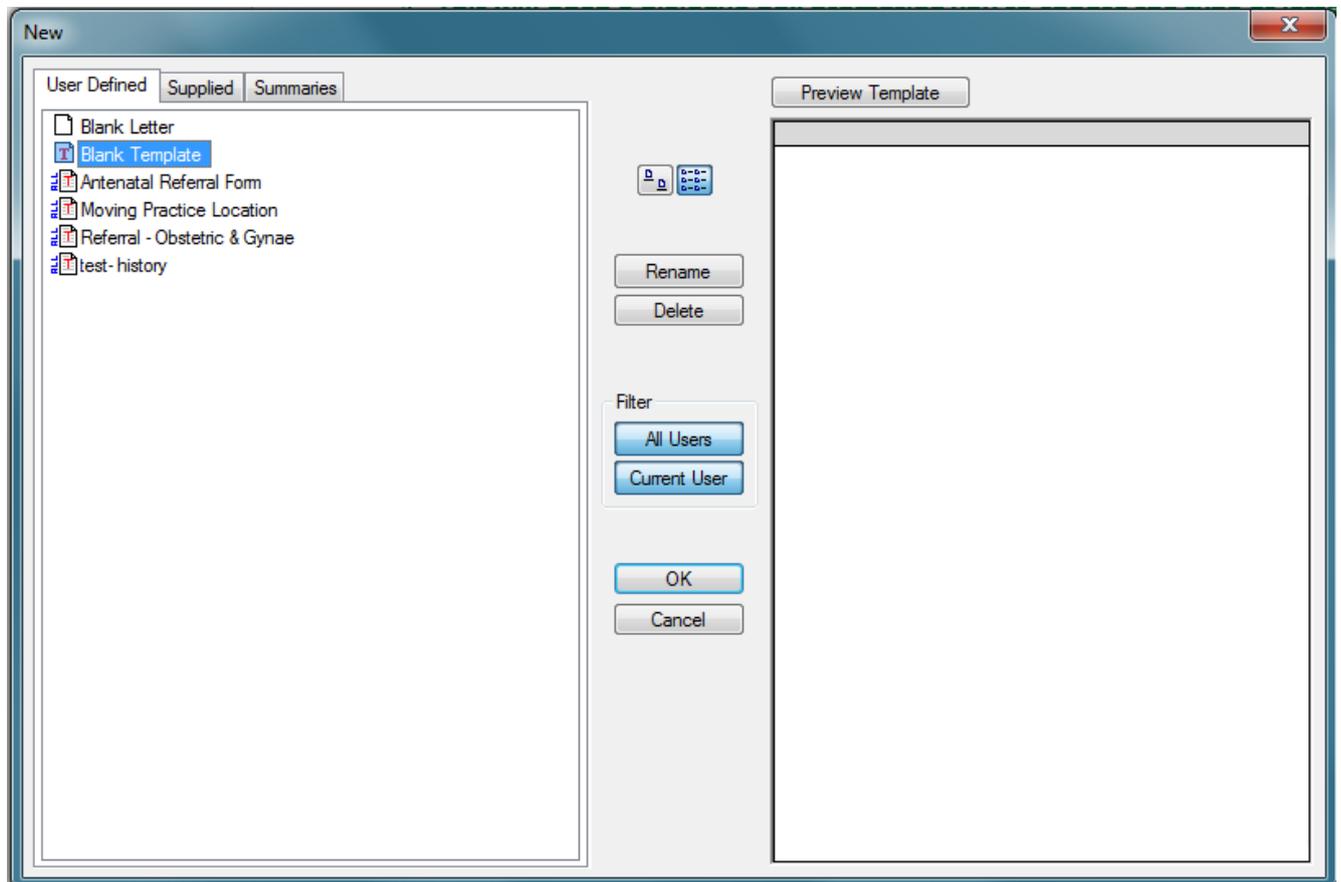
Import the rtf file into a letter template

1. Click on File and click "Import"
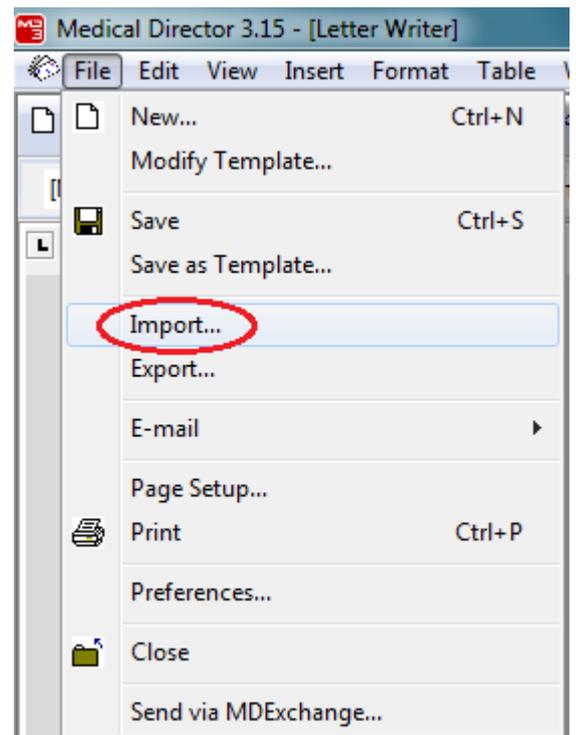
2. Locate the the drive and/or folder where you initially saved the file

   ➤ **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)**
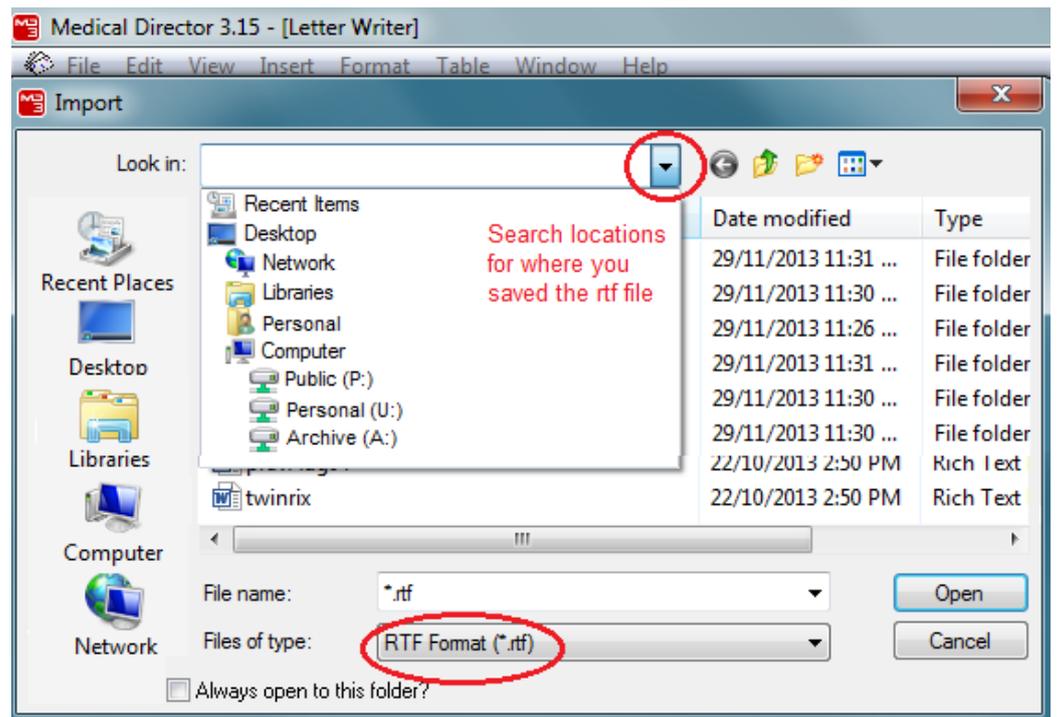
3. Once you have located the file, click on OPEN

➢ You should now see the template open in medical director
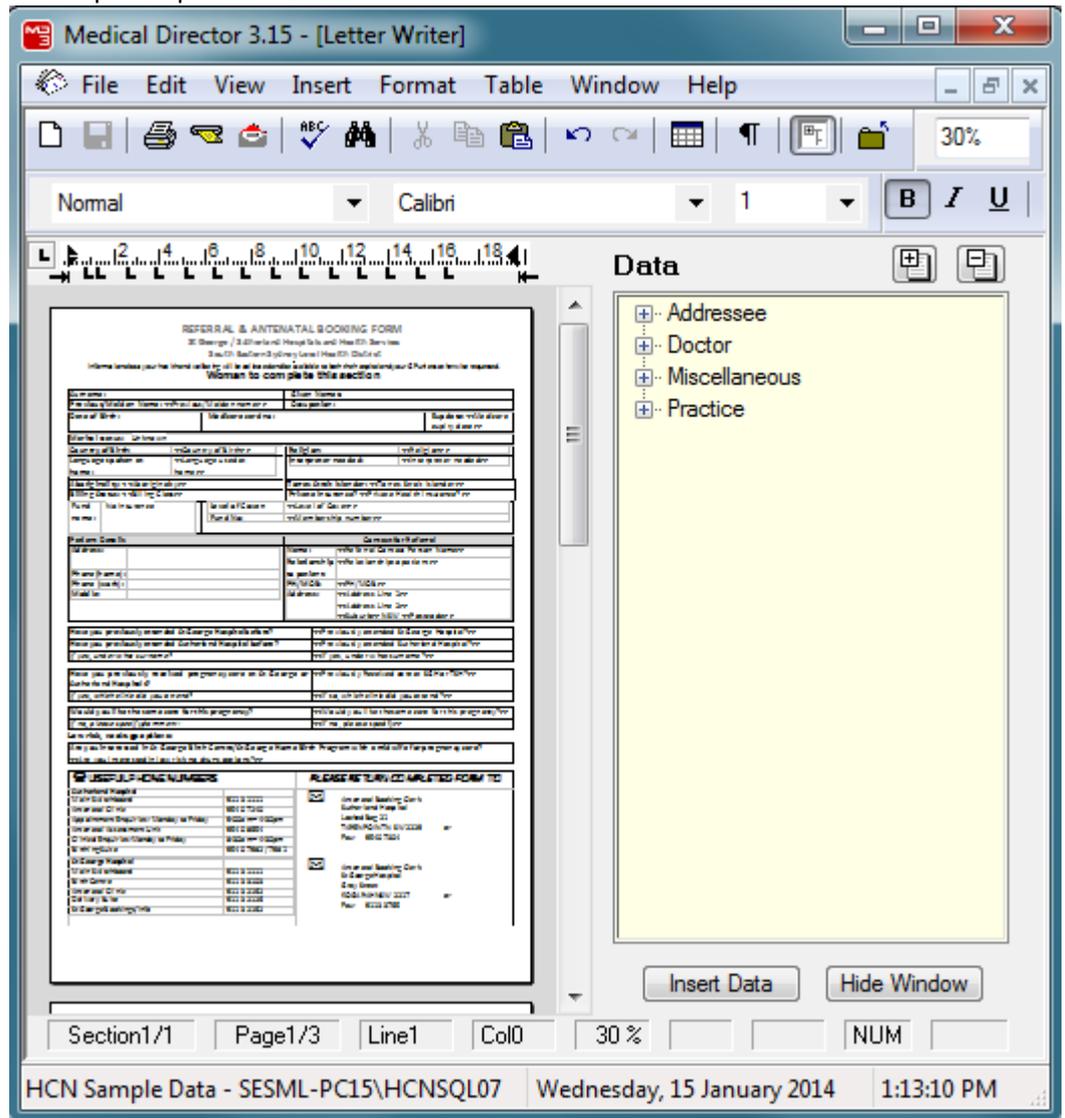
Save your imported file as a user-defined template in letter writer

1. Click on file
2. Click on "Save as Template"
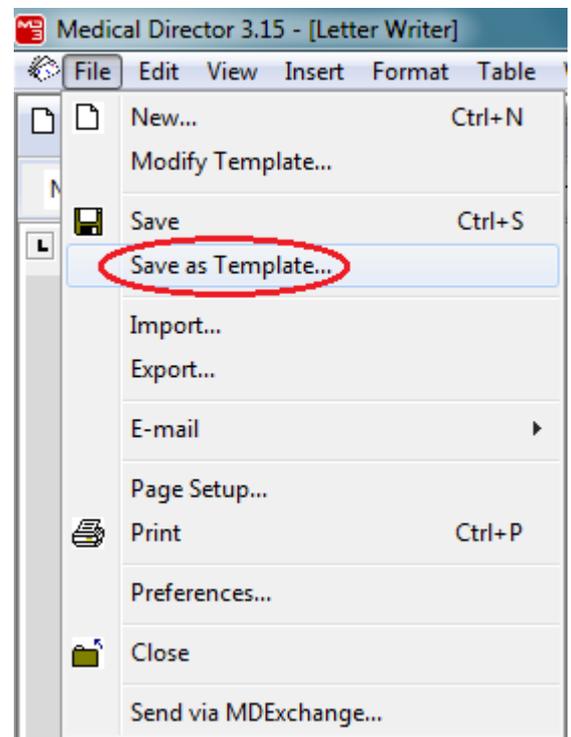
3. Enter a template name and click on save