

### **Medical Director Import Instructions**

**DO NOT DOUBLE CLICK ON THE “RTF” LINK TO OPEN IT. This will open the template in Word, which will overwrite all of the Medical Director Fields**

To save the template

1. Right click on the link and then select Save As... (Or Save Target As...) and then save the file to a location from where you can later retrieve it i.e. desktop or My documents.
2. Open Medical Director and then LetterWriter
3. File menu > Select modify template > Select blank template
4. File > Select import - locate downloaded file > save as template > name the template > save