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**Importing Templates into Medical Director**

**Downloading the template:**

* + Go to the [www.cvclinics.com.au](http://www.cvclinics.com.au)
	+ Go to ‘for referrers’
	+ ‘Referral forms’
	+ Click download
	+ Save the template to your computer hard drive eg: my documents

**Importing the template into Medical Director**

* Open Medical Director
* From the Main Menu
	+ Go to **‘Tools’**, then **‘Letter Writer’**
	+ Click **‘File’** and click **‘New’**
	+ Click **‘Blank** **Template’**, then **‘OK’**
	+ Click **‘File** and finally click **‘Import’**
	+ Find the template, highlight it, then click **‘Open’**

**Saving the template**

* Your final step is to save it permanently in MD. To do this
* From the Letter writer in MD
	+ Click **‘File’** and then click **‘Save as Template’**
	+ Give the template a name (Make sure you give the template a name you will recognise later)
	+ Once you click **‘Save’**, the template will be available for use in Medical Director.