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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.