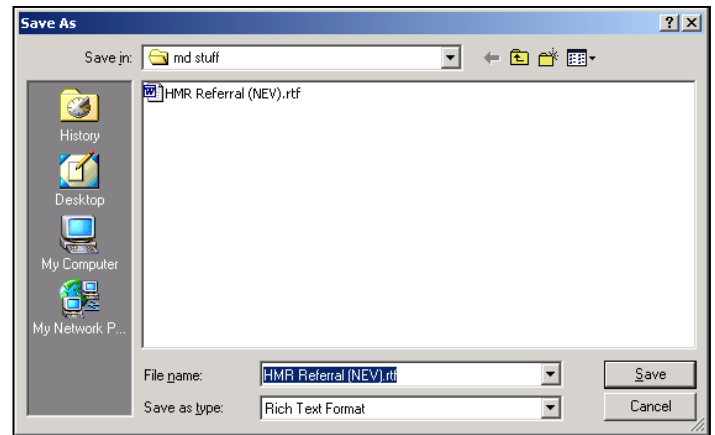


Importing Medical Director templates from the NEVDGP website

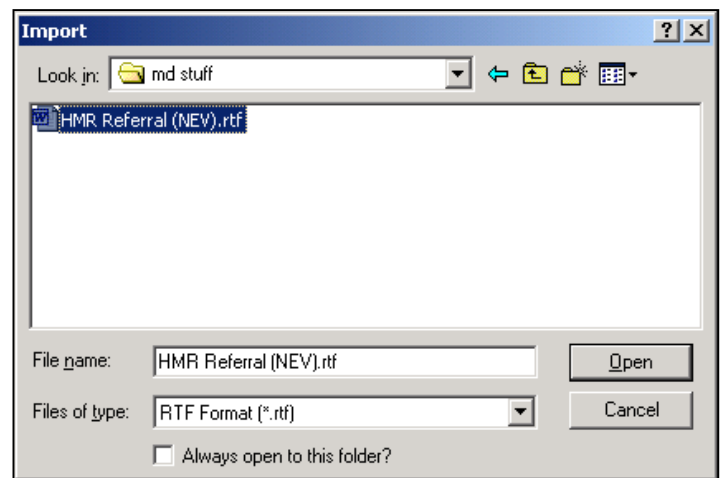
On the webpage

1. Right click on the template (eg. HMR referral) and select **Save target as...** and select a location on your hard drive (one that you will be able to find later).
2. Click on **Save**.



In Medical Director

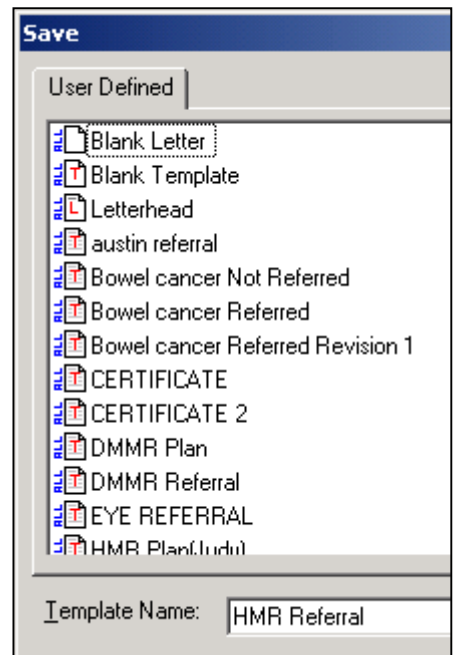
1. Open Medical Director and then open LetterWriter.
2. From the **File** menu select **New** or **Modify Template** and double click on **Blank Template**.
3. From **File** menu select **Import**.
4. Navigate your way to where you saved the attachment (eg. the HMR referral). Double click on it to open.



This will place the *Referral* text into the Blank Template.

Click on any of the <<field:fields>> to check that that they have imported correctly as fields. The field should turn grey, like this: <<Field:Field Name>>

5. From the **File** menu select **Save as template...**
6. Type in *a filename* (eg. HMR Referral) for the **Template Name:** and then click on **Save**.
7. Once again click once on one of the fields <<xxxxxx.yyyy>> and if they turn to a grey background then the fields have successfully transferred across.



To use the template

1. Open Medical Director and then open LetterWriter.
2. From the **File** menu select **New** and select the appropriate template (eg. HMR referral). Follow the prompts and your template will be populated with information from the MD database.