

## Installing Templates into Best Practice

### WARNING

DO NOT OPEN THE TEMPLATE FILES IN MICROSOFT WORD – IT MAY CORRUPT THE SPECIAL TAGS THAT ARE USED BY BEST PRACTICE

For templates received:

- As email attachment- Right click on document and select "Save as". Navigate to your computer desktop and select "save"
- On CD- Insert CD. After a few moments a screen will pop-up displaying the "Disk for MD and BP" folder. Right click on the folder and select "Copy". Minimise all Windows Screens until you get to the Desktop then right click on a blank space on the desktop and select "paste". This will copy the files to your computer desktop.

1. In Best Practice main screen, click on the New Document icon:



2. Click on Templates → Import Template

3. Navigate to the folder on the computer desktop where you saved the templates, choose a template, click Open

4. Template will open in Best Practice, make any changes if desired

5. Save template: File → Save As

6. Click in template name field, type the name of the template, click Save

7. Repeat the procedure for the remaining templates

## Installing PDF Files into Best Practice

1. In a patient record, click on View → Patient Education Materials
2. Click on File → Import
3. Navigate to the folder on the computer desktop where you saved the templates, choose a template, click Open
4. Repeat the procedure for the remaining PDF files