

## Importing Templates into Best Practice

**IMPORTANT:** Do not open the template in Microsoft Word or any program other than Best Practice. If the template is opened in another program it will corrupt the links and it will have to be downloaded again. If you are downloading a file from a website, the file must be saved in rich text format, and have the extension 'rtf'.

### Importing the template

1. Open Best Practice
2. Click on the 'word processor' icon
3. Click on 'Templates'
4. Choose 'import template'
5. Go to where the template is saved
6. Click 'open' and the template will appear
7. To save the template into Best Practice, go to 'file', 'save as', give the file a name
8. Ensure you have checked the box for all users to have access to the template.

The template is now stored within the Best Practice software and ready for use.

