

MANLY WARRINGAH DIVISION

OF GENERAL PRACTICE

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