

### Importing Templates into Best practice

Templates are usually in the form of a .rtf (Rich Text File) file. **They must not be opened except in Best Practice. To import them into Best Practice:**

1. Right-mouse click on the file and select **Save as**. Go to the folder or location on the hard drive of the computer where you want to save it, and select **Save**.
2. Start the Word processor module (either from the main menu or from within a patient record by selecting **Correspondence Out > Add** from the menu bar)
3. Click **Template Menu > Import Template** from the Menu Bar  
Find and select the template file to be imported, and either double-click on it or press 'open'- this will import the template into Best Practice
4. Modify the layout if required to suit the page
5. Save the template by selecting **File > Save as**
6. Type in a new name for the template and tick on **All Users** depending on who is to have access to the template
7. Click **Save**
8. This will save the template under the **Custom** tab

### Using Templates

To create a letter or document based on a template, you must open Letter Writer from within a patient record.

1. Select **File > New letter** from the Menu Bar, alternatively select templates> Use template
2. Highlight the template to be used under the **All, Custom and Supplied** click **OK**
3. Respond to any prompts for addressees, dates, drop-down boxes, etc
4. Check the completed letter or document and make any changes required
5. Save the letter in the patients file by selecting **File > Save** from the Menu Bar or clicking the Save icon on the Toolbar
6. Complete or modify the **Letter Details**
7. Click **Save**.

To print the letter, select **File > Print** from the Menu Bar, or click the **Print** icon on the Toolbar.

## Modifying Templates

To make changes to a template:

1. Open Word processor from the main menu or from within a patient record
2. Select **Templates > Edit Template** from the Menu Bar
3. Select the template to be changed (or Blank Template to create a new one)
4. Make the required changes to the template
5. Save the template by selecting **File > Save as**
6. Either save the template with the same name or type a new name and click **Save**.

## Adding or Deleting Rows in a Table

Some information in templates is set out in tables. These can be distinguished by the lines surrounding the text.

Text can be added or deleted within the boxes in the normal way.

Rows can be removed by placing the cursor in the row to be deleted and choosing **Table > Delete > Row** from the Menu Bar.

Rows can be added by placing the cursor in the row adjacent to where the row is to be inserted and choosing **Table > Insert > Row above/Row below** from the Menu Bar.

Moving within a table is done by clicking in a cell with the mouse, by using the arrow keys, or by using the **Tab** key to go forward and **Shift+Tab** to go back.

## Auto Fill

Auto text is used to save time by storing frequently used phrases or paragraphs.

To create an entry in Auto Text:

1. Select **Insert > Auto Fill** from the Menu Bar
2. Click on the **Add** button
3. Type the text in the **Auto Fill** box and a shortcut on the **Shortcut** box
4. You can cut and paste from another document into the text area
5. Click **OK**.

To insert Auto Text into a letter or document

1. Position the cursor where you want the text and type the shortcut
2. If you cannot remember the shortcut, select **Insert > Auto Fill** from the Menu Bar, highlight the shortcut from the list, and click **Insert**.