Importing Templates:

Best Practice

Step 1: Moving the Template to your Computer

- Right mouse click on the template you wish to import from the Montserrat website;
- Click on **'save target as'**
- Left click on the 'save in' drop down arrow and select **'desktop'**
- Left click on the **'save'** button
- A 'download complete' screen will appear
- Left click on the **'close'** button

Note: Do not open this document before completing importing process as it will corrupt the medical software coding.

Step 2: Saving the Template to Best Practice

- From the Main screen open the Word Processor. The can be opened from either utilities or via the 'paper' icon
- Now select 'template' and 'import templates'
- Now select Desktop where you originally saved the file and select that file by highlighting it and clicking 'open'
- Now click on 'file' and 'save as'
- Now name your template. (we recommend Montserrat Endoscopy Referral)
- Tick the 'Available to all users' check box
- Click Save

The template has now been successfully saved and can be accessed via 'template', 'use template' or by clicking on the 'new document' icon.

To complete the process, return to the original file created during Step 1, and delete this file from your desktop.