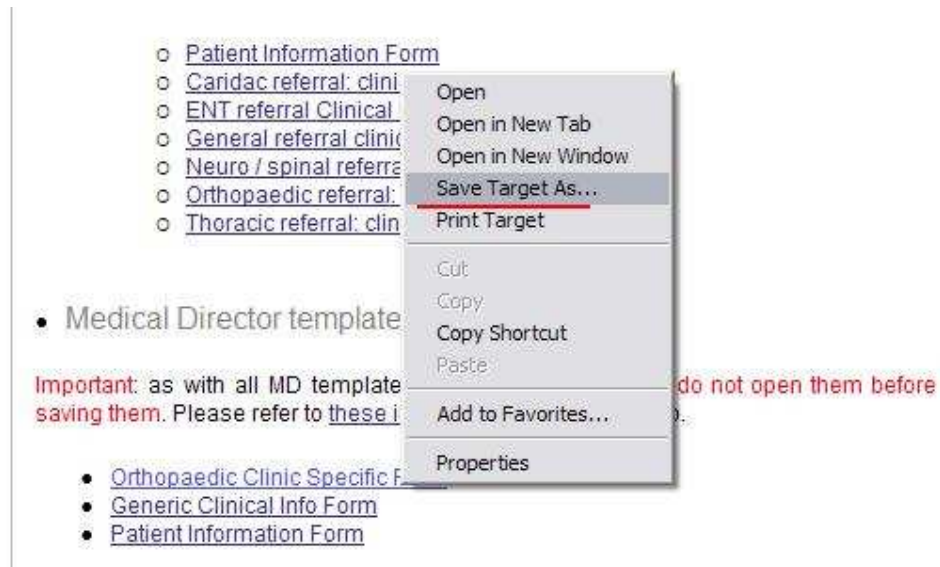


## Instructions for getting a new Template into MD (versions 2 and 3) (rtf format)

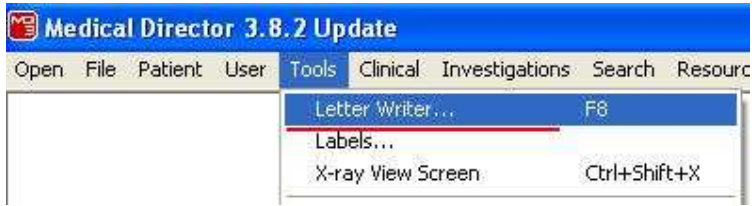
**Please note:** it is important that if you are downloading the template from a website that you do not open it with Microsoft Word. This may remove the merge fields that capture data extracted from MD. So if you are presented with a dialog box as below, choose: Save, not Open:



Another option is to right click on the link and choose “Save Target As...”:



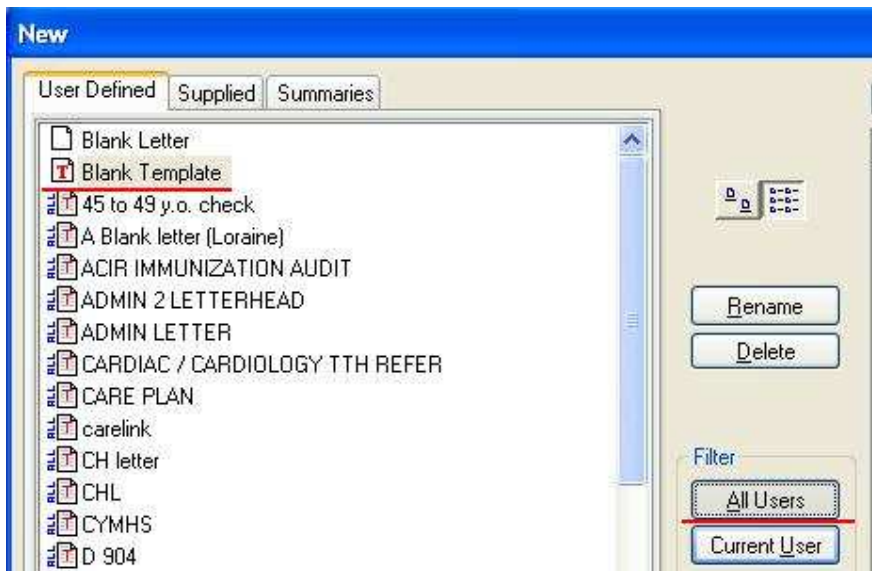
Once you have saved the file, go to Tools and Letter Writer:



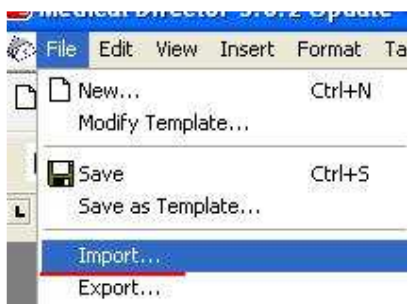
then File, New:



then Choose "Blank Template"



Then File, Import and browse to where you saved the template rtf file:



Then go to File and Save as Template, and give it what ever name you would like. If you would like all the doctors to have access to it, select "All users".