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## Importing a Referral Template into Best Practice

1. Download and save the referral template to an accessible location, such as your Desktop.

**IMPORTANT: Do not open the referral template before importing it, as this may corrupt the file.**

2. In Best Practice, go to Utilities > Word processor.
3. Select Templates > Import template.
4. Locate and select the file, click Open.
5. Select File > Save as.
6. Enter a name for the template and select the checkbox Available to all users to allow other users access to
7. the template if required. Select Save. The template is now ready for use.

For assistance, please contact our Practice Manager  
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