

Importing The Butterfly Clinic Referral Template

- 1. Download the rtf attachment from the website and save it somewhere you can easily locate NOTE: Do NOT open the rtf attachment as this will disturb the internal functions of the document
- 2. Open Best Practice
- 3. Open Word Processor





4. Select the "Template" tab and select "Import template"

File Edit	View Insert Format Table Te	emplates Utilities Help
	New template Edit template	📑 👔 🔊 \land 🖓 🖽 🖓 🏦
Double click o	Import template	
insert it into the	Export template	
General Letterhe Locatio	Use template	
	Edit letterhead	
	Customise system templates	
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5. Locate the downloaded rtf attachment, select and "Open".

Once open, select the "Save" function

You will now be prompted to name the document as something your GP's will find easy to remember, and ensure you tick the "Available to all users" option. Then select "Save".

R	Template detail	x
	Template name:	
	The Butterfly Clinic Referral	
	Available to all users	Cancel