



## Installing templates in Best Practice

For templates received:

- As an email attachment – right click on the attachment and select “Save As”. Save the attachment to a location in your computer that you can find later.
- On a website - right click on the file/document and select “Save As”. Save the file/document to a location in your computer that you can find later.

1. In the main screen of Best Practice, click on the New Document icon
2. Click on Templates → Import Template
3. Navigate to the folder on the computer where you saved the attachment/file/document
4. Select the template to be uploaded and click Open
5. The Template will open in Best Practice, before saving it, you can make any changes necessary
6. Save Template: File → Save As
7. Click template name field, type the name of the template, click Save

## Installing PDF files into Best Practice

1. In a patient record, click on View → Patient Education Materials
2. Click on File → Import
3. Navigate to the folder on the computer desktop where you saved the templates, choose a template, click Open

*Adapted from the Manly Warringah Division of General Practice*