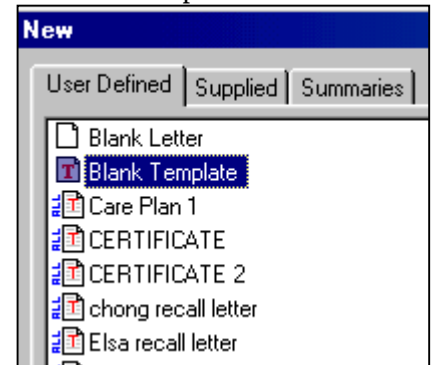


Importing the HMR templates from a floppy disk

As part of the course you will receive a floppy disk that contains 2 *HMR* templates.
Insert the floppy disk into the disk drive.

1. Open Medical Director and then open LetterWriter.
2. From the **File** menu select either **New** or **Modify Template** and double click on **Blank Template**.
3. From **File** menu select **Import**.
4. Navigate your way to the floppy disk and you will see a file called *HMR – Referral (NEV)*. Double click on it to open.



This will place the *HMR* Referral template text into the Blank Template. Click on any of the <<field:fields>> to check that they have imported correctly as fields. The field should turn grey, like this: <<Field:Field Name>>

5. From the **File** menu select **Save as template...**
6. Type in *HMR - Referral* for the **Template Name:** and then click on **Save**.
7. Once again click once on one of the fields <<xxxxxx:yyyy>> and if it turns to a grey background then the field has successfully transferred across.
8. Repeat the process from points 4-7 above and import the other *HMR* template, *HMR – Plan (NEV)*, naming it as *HMR - Plan* when you select **Save as template**.

