


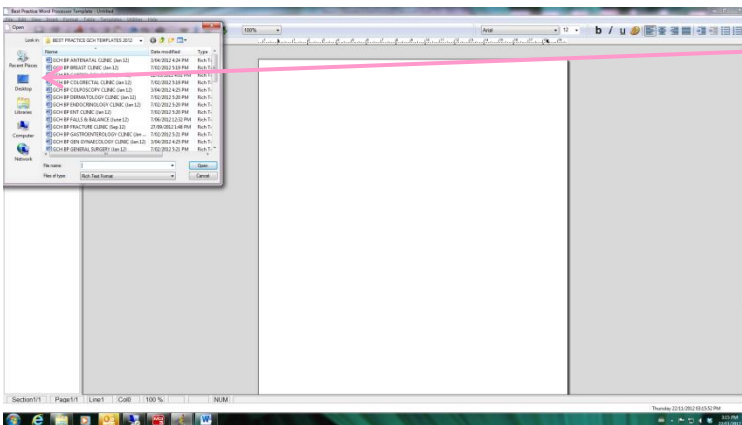
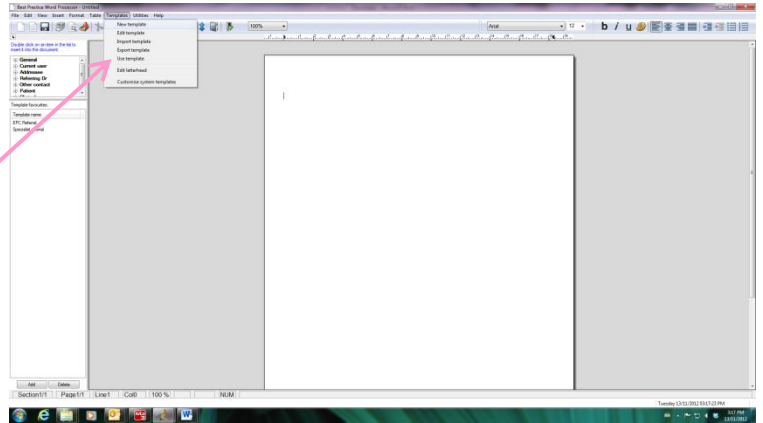
Import a Template into Best Practice

PLEASE NOTE: NEVER OPEN A TEMPLATE OUTSIDE OF BEST PRACTICE

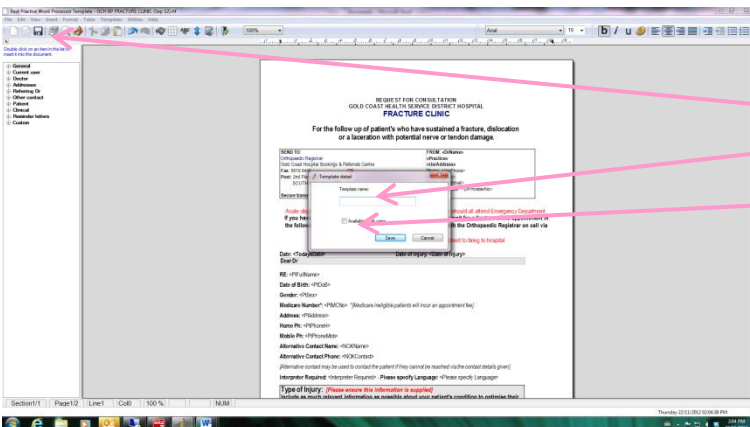
Right Click on the template – Choose “Save As”


Save the template you are about to import to your Desktop, this will make it easier to find at step 5

1. From the main screen in Best Practice
2. Click onto  (word processor)
3. Click Templates
4. Choose Import Template



5. Find your template from where you saved it at the start (Desktop)
6. High light
7. Open



8. Click onto Save 
9. Name your Template
10. If you want this to be available for ALL USERS put a tick in the box
11. Save