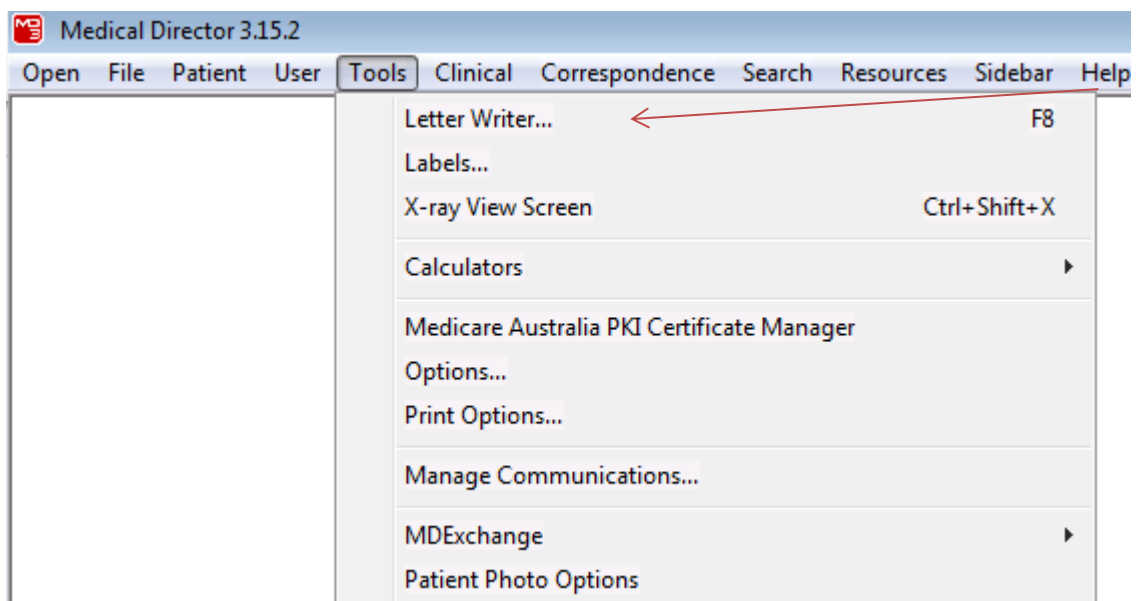


Importing Templates into Medical Director

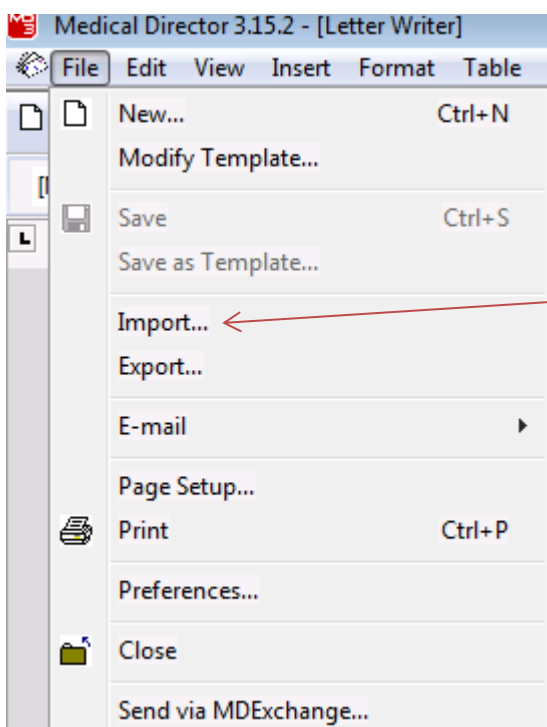
1. Browse to the Marathon Health Website > www.marathonhealth.com.au
2. From the website homepage, Go to Resources > Document Templates and select Medical Director Templates from the Menu on the left hand side.
3. Locate the required template, right mouse click on it and select Save Target As.

Note: Do not open the template, as this will cause issues during the import process.

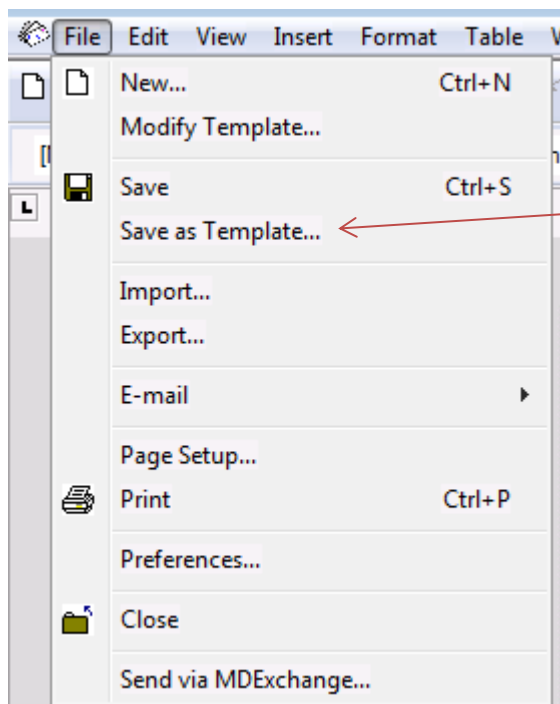
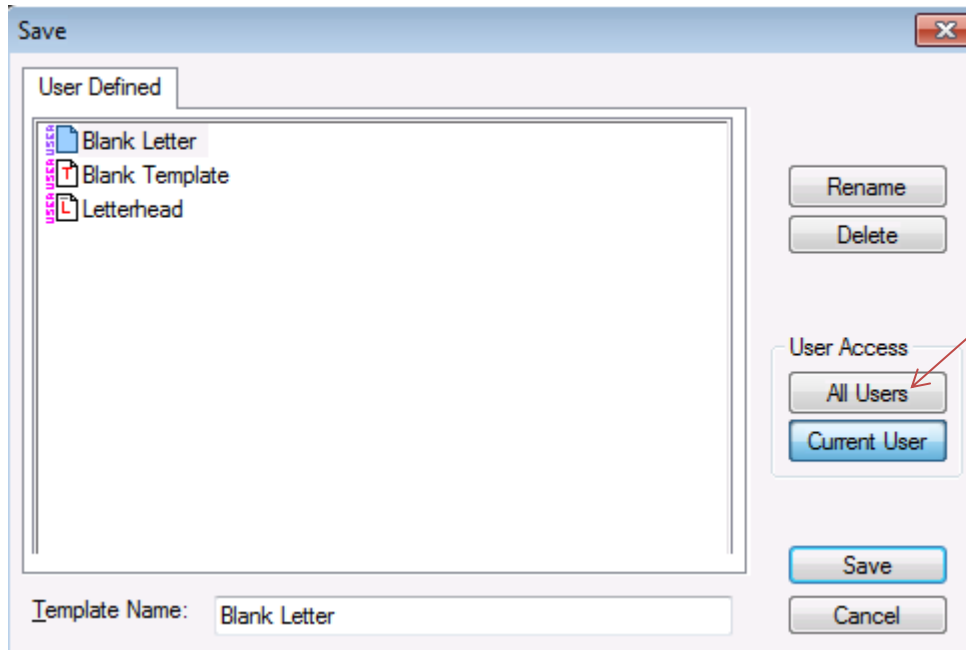
4. Browse to where you would like to save the Template, and then click Save.
5. Log into Medical Director, select Tools > Letter Writer.



6. Go File > Import...



7. Locate the Template you saved from the WML Website, select it and then click Open.
8. Once the Template has opened, click File > Save As Template, provide a name and click Save. This will save the template in Medical Director for later use. Make sure you select All Users to make the template available to every Medical Director User



Note: If Save as Template and Save are greyed out, then proceed with the steps below.

- I. Click File > Modify Template. Open any template up.
- II. Once you have a template open then start again from Step 6.
- III. If prompted to save, then just click No.

