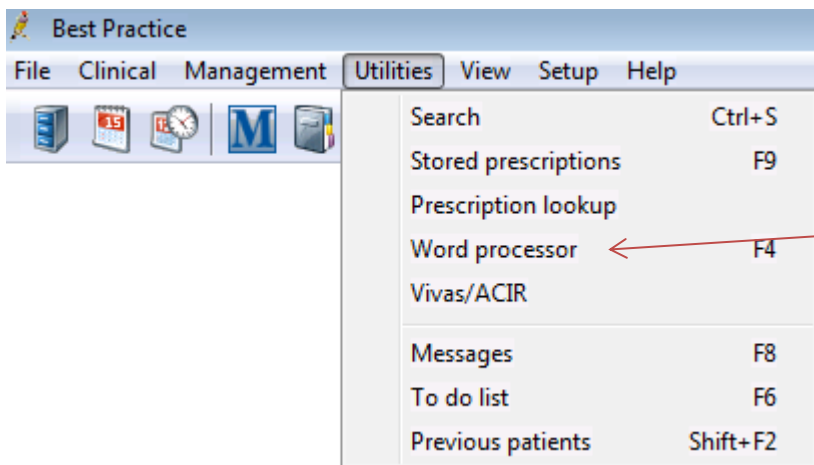
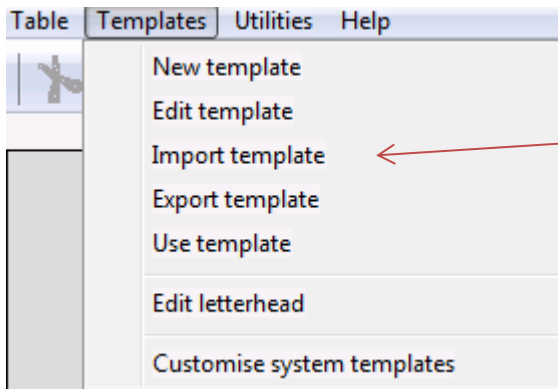


Importing Templates into Best Practice

1. Browse to the Marathon Health Website > www.marathonhealth.com.au
2. From the website homepage, Go to Resources > Document Templates and select Best Practice 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 Best Practice, select Utilities > Word Processor.



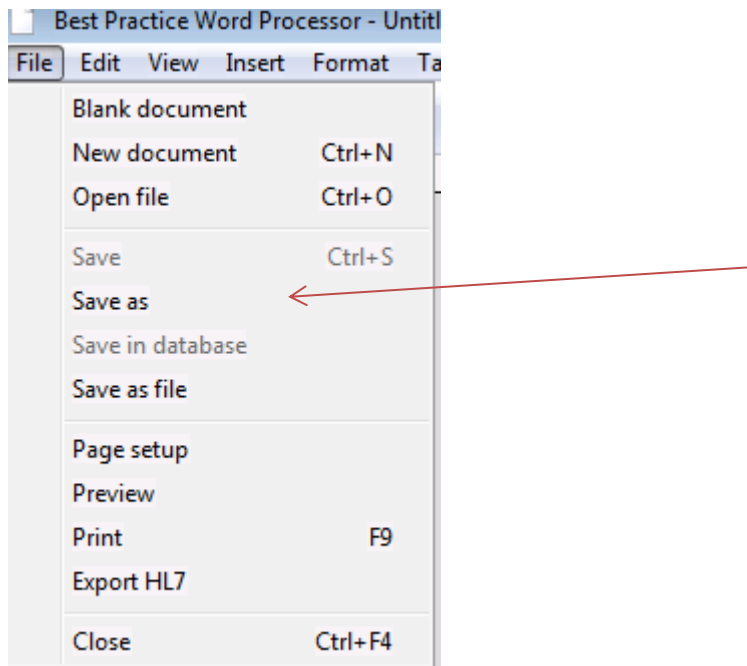
6. Go Templates > Import Template.



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, provide a name and click Save.

This will save the template in Best Practice for later use.



9. If you would like this Template to be available to all Best Practice users, then tick the box before saving.

