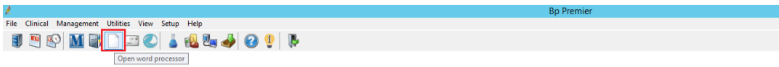
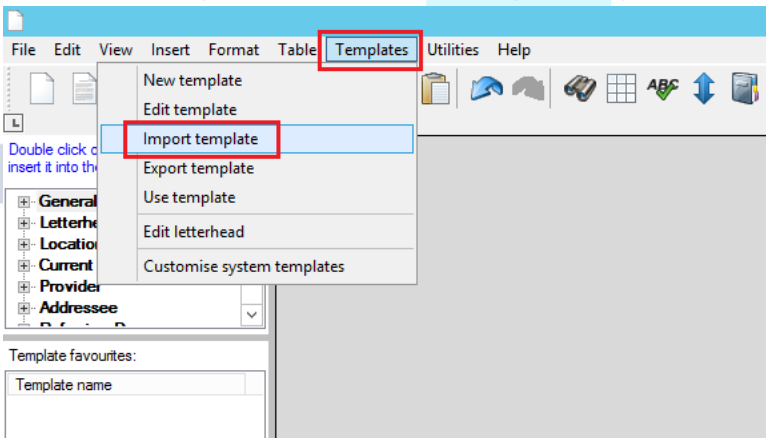


# Importing RTF eReferral Template


1. Download the RTF attachment from the website and save it somewhere you can easily locate. **NOTE: DO NOT open the RTF attachment as this will disturb the internal functions of the document.**
2. Open Best Practice
3. Open Word Processor



4. Select the "Template" tab and select "Import template"



5. Locate the downloaded RTF attachment and select "Open"

Once open, select the "Save" function 

You will now be prompted to name the document as something your GP's will find easy to remember and locate, and ensure you tick the "Available to all users" option. Then select "Save".

