

Installing a Template in Zedmed

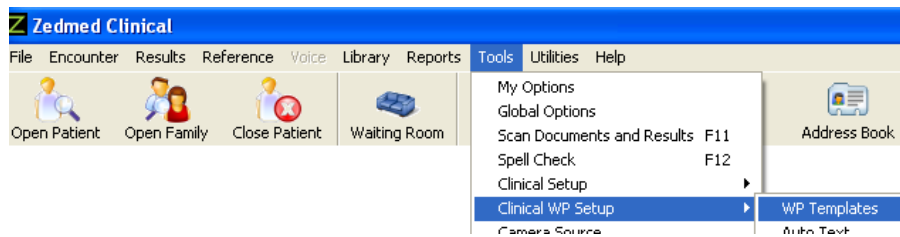
Note: Right-click to save the file to your computer.

Click on the Link to the Template and download the document. Right click on the downloaded document, select **show in folder**, right click and copy and paste document to your desktop ready to import.

Do not open the word document directly. (This will corrupt the fields)

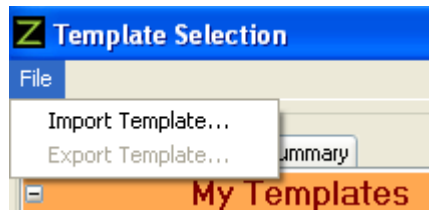
Go to > **Tools** tab

Select > **Clinical WP Setup** then select > **WP Templates**



Template selection box will appear

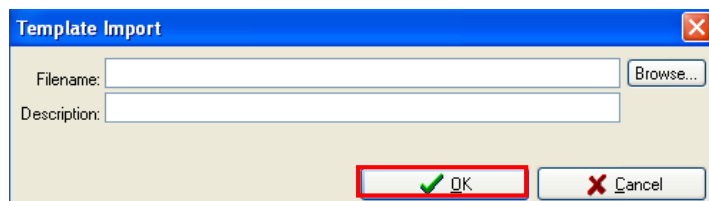
Select > **File > Import Template**



Template Import box will open

Browse for the template (rtf doc) you wish to import

Description – Name the Referral Template **MHC Referral**

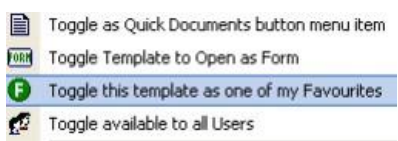


Select > **OK**

Template is now stored under > **User defined** > **My**

Templates Select **MHC Template** > **right click** > select

- **Toggle as quick Documents**
- **Toggle this Template as one of my**
- **Toggle Available to all users**



Favourites