

Importing an RTF Template into Best Practice

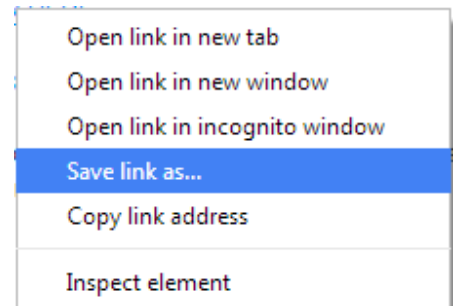
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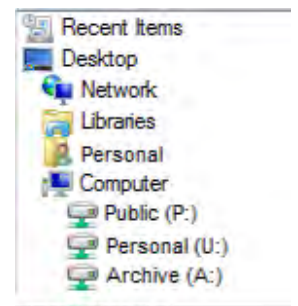
Save the template to your computer

➤ **Do not double click on the attachment to open externally in Microsoft word**

1. Right click and click “Save link as”

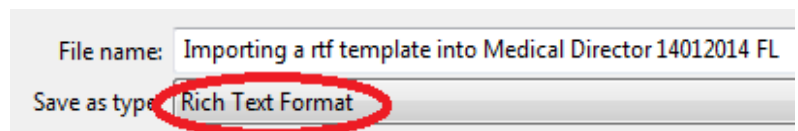


2. Locate the drive and/or folder where you wish to save the file in



3. Ensure that the file type is saving as Rich Text Format

➤ **(This should already be selected)**



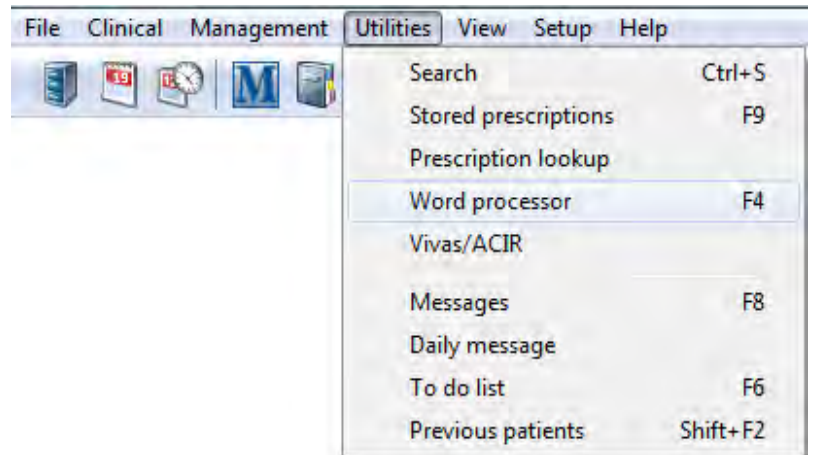
➤ **Remember where you are saving this**

Open Word Processor

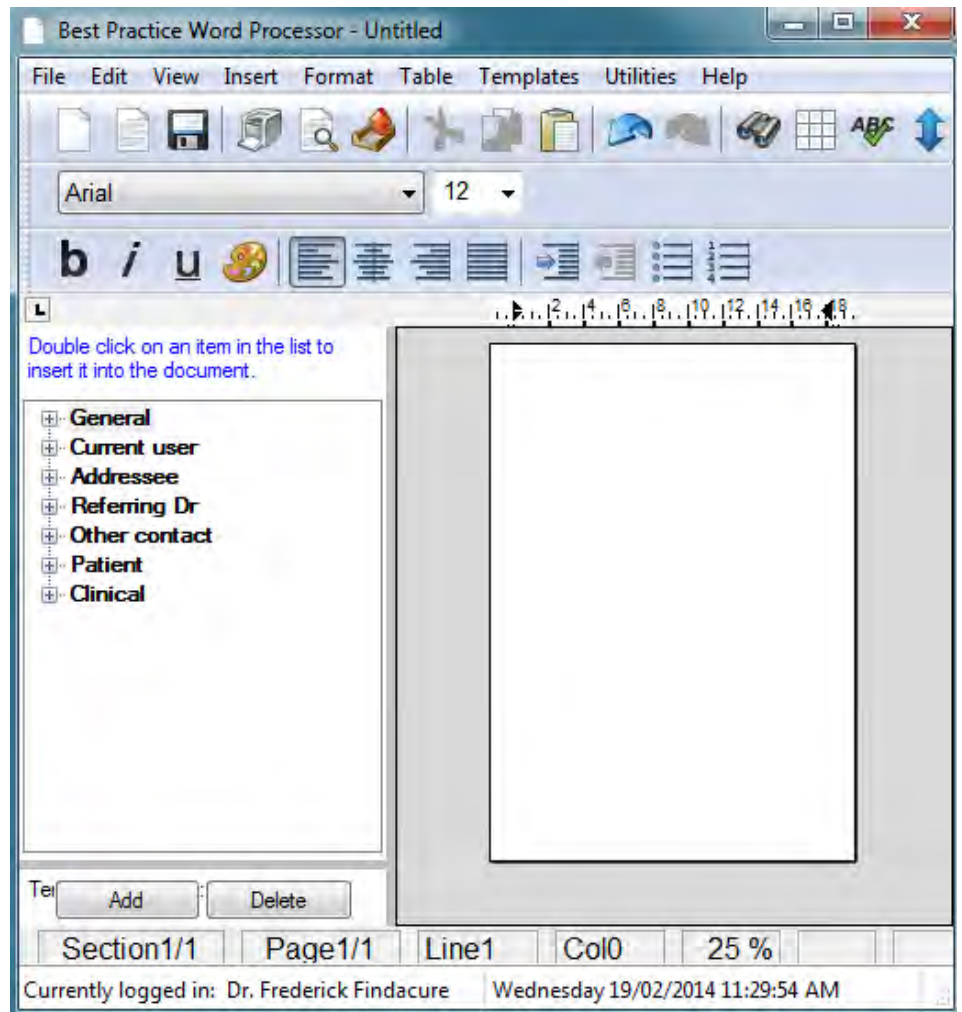
1. From the main screen go to Utilities then word processor

or

press F4 on your keyboard



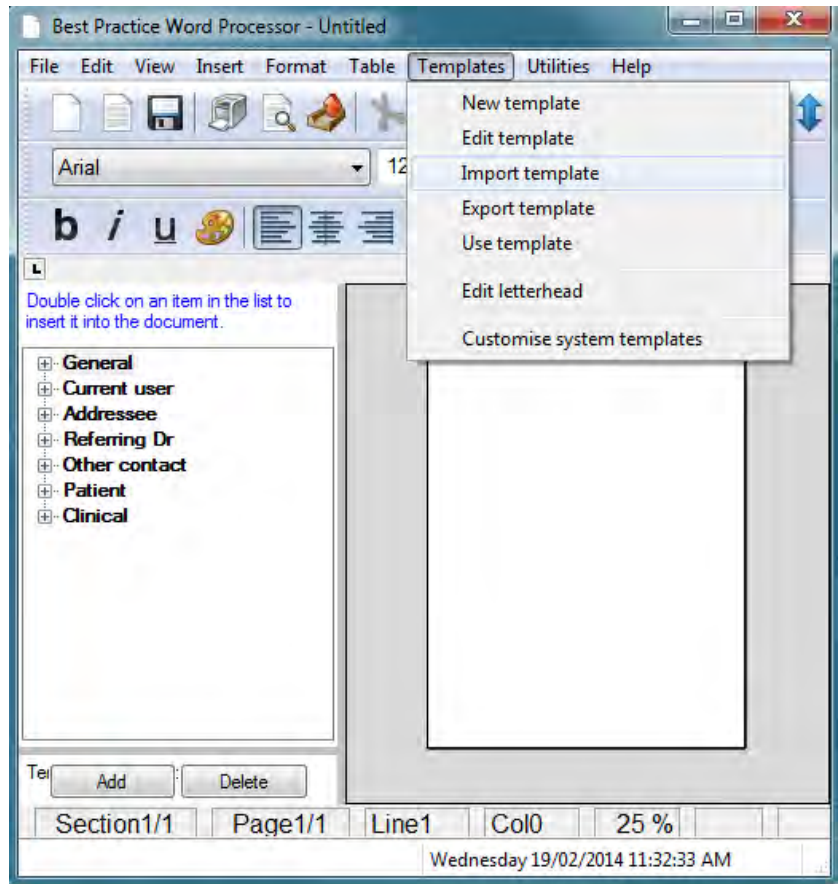
➤ You should now see a blank untitled document open in the word processor



➤ The next step is to import the template

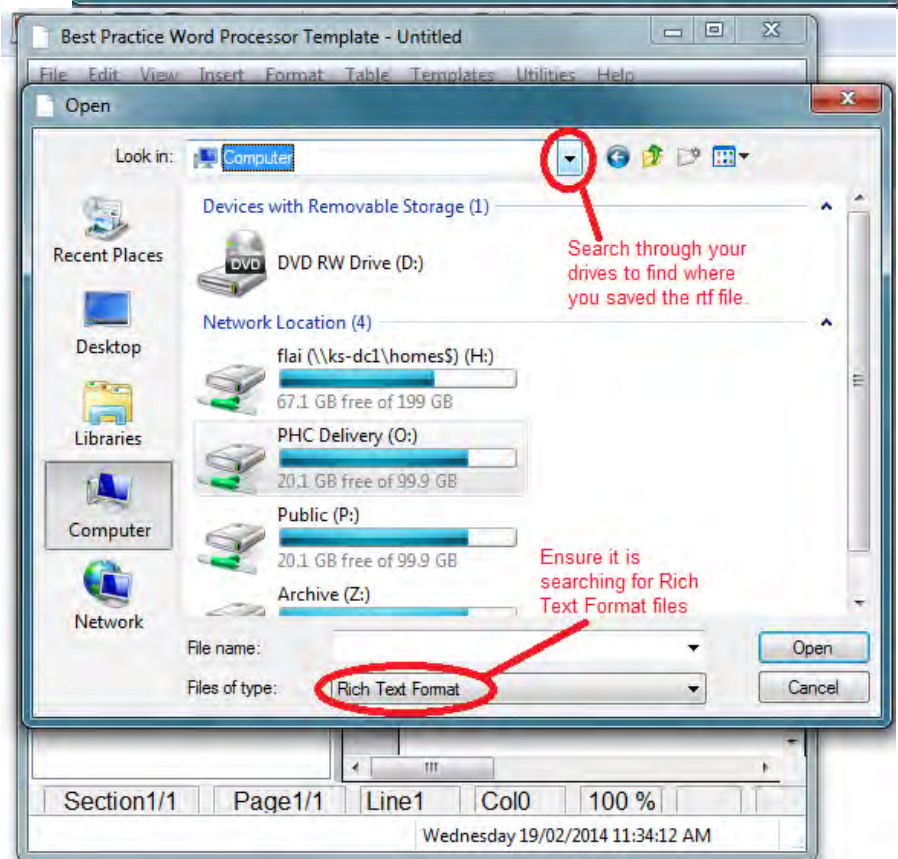
Import the rtf template

1. Go to “Templates” and click on “Import”



2. Find the location where you saved the rtf file to

- If you cannot see the file when the “Import” dialog box first pops up, click on the drop down box to search other locations
- Ensure the “FILES OF TYPE” says RTF Format (*.rtf)

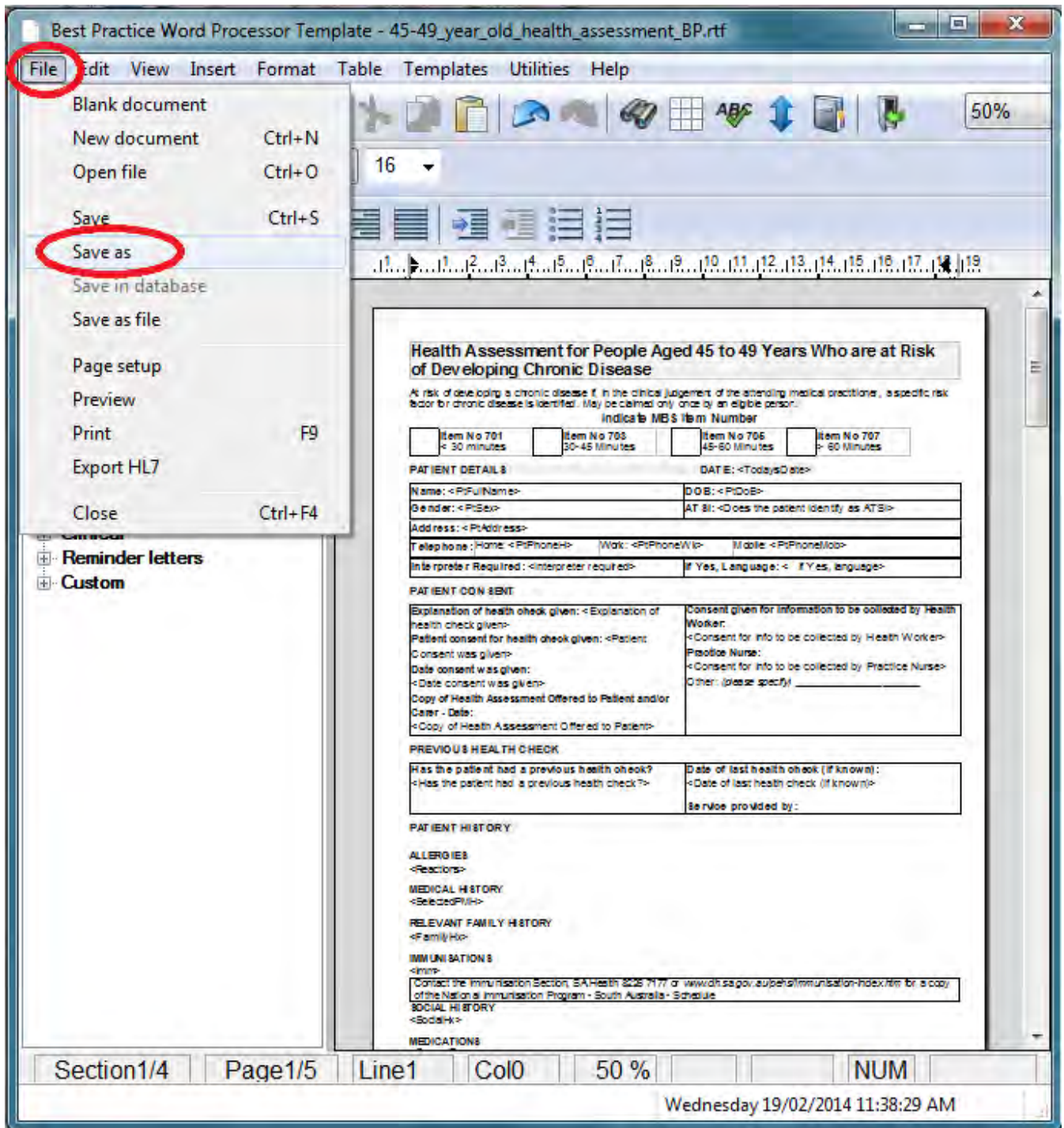


3. Once you have located the file, click on OPEN

- You should now see the template open in Best Practice

Save as a template on Best Practice

1. Click on file
2. Click on "Save as"



3. Enter a template name and click on save