

# Importing an RTF Template into Best Practice

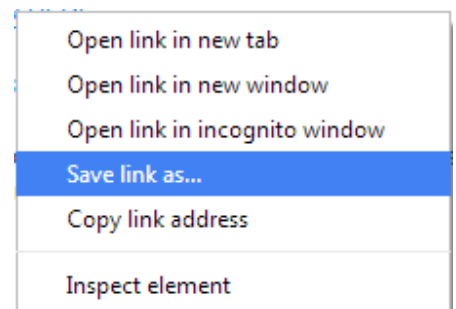
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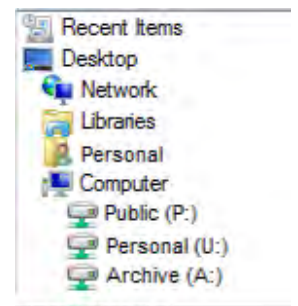
## Save the template to your computer

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

1. Right click and click “Save link as”

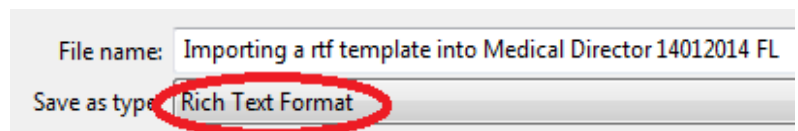


2. Locate the drive and/or folder where you wish to save the file in



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

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



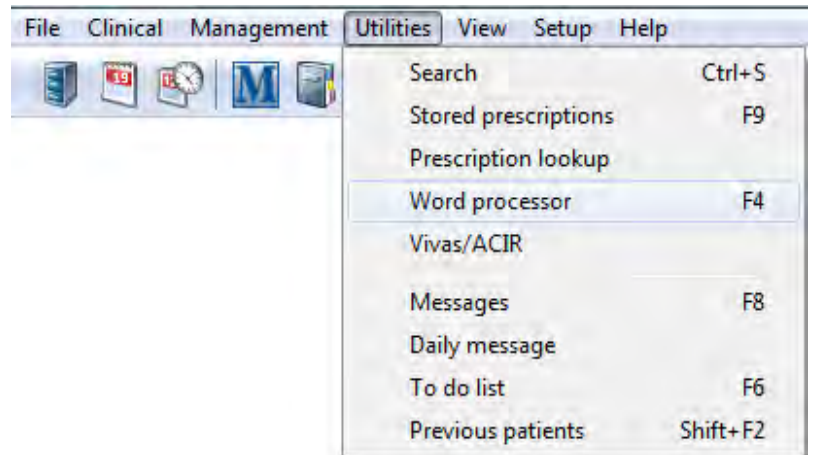
➤ **Remember where you are saving this**

# Open Word Processor

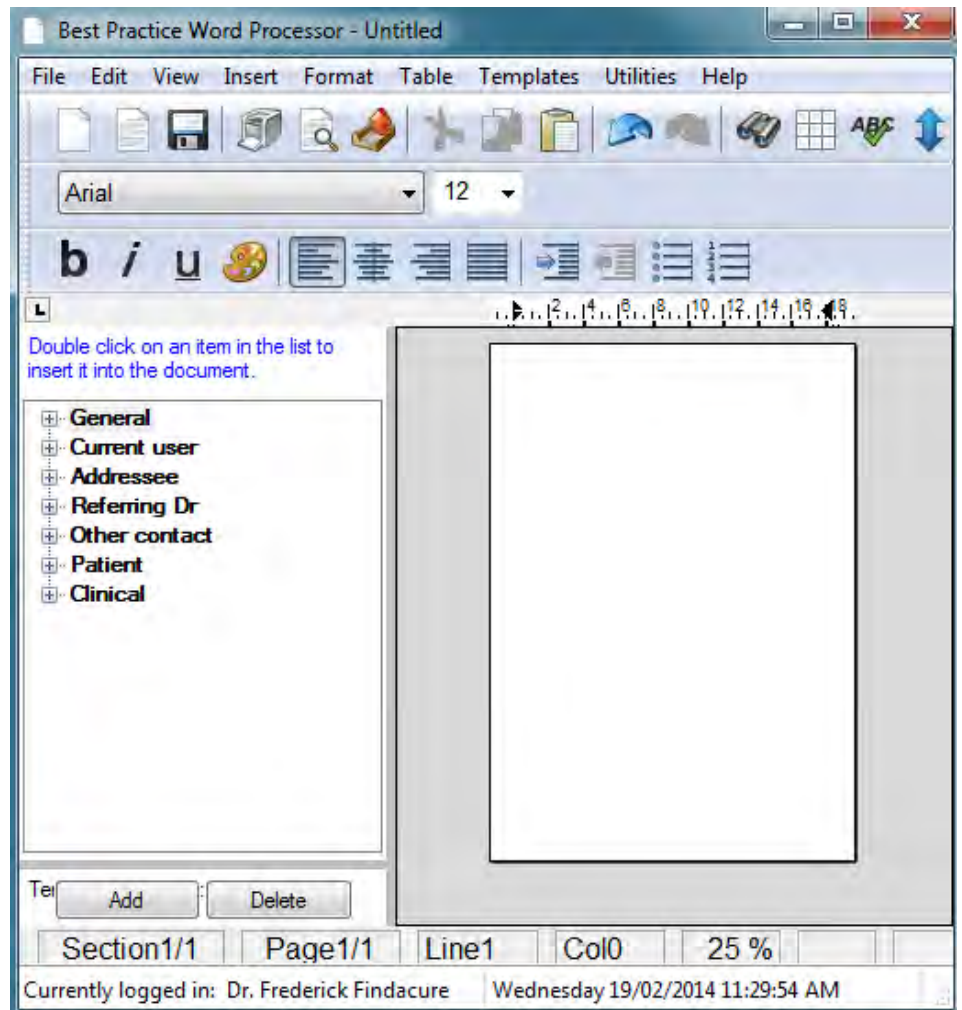
1. From the main screen go to Utilities then word processor

or

press F4 on your keyboard



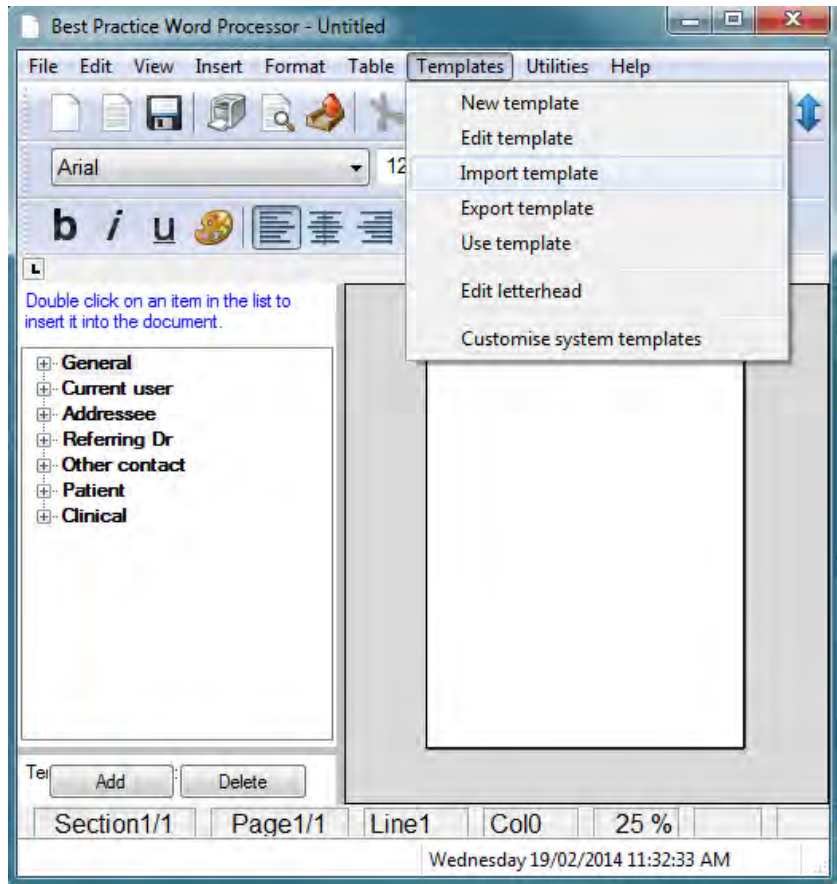
➤ You should now see a blank untitled document open in the word processor



➤ The next step is to import the template

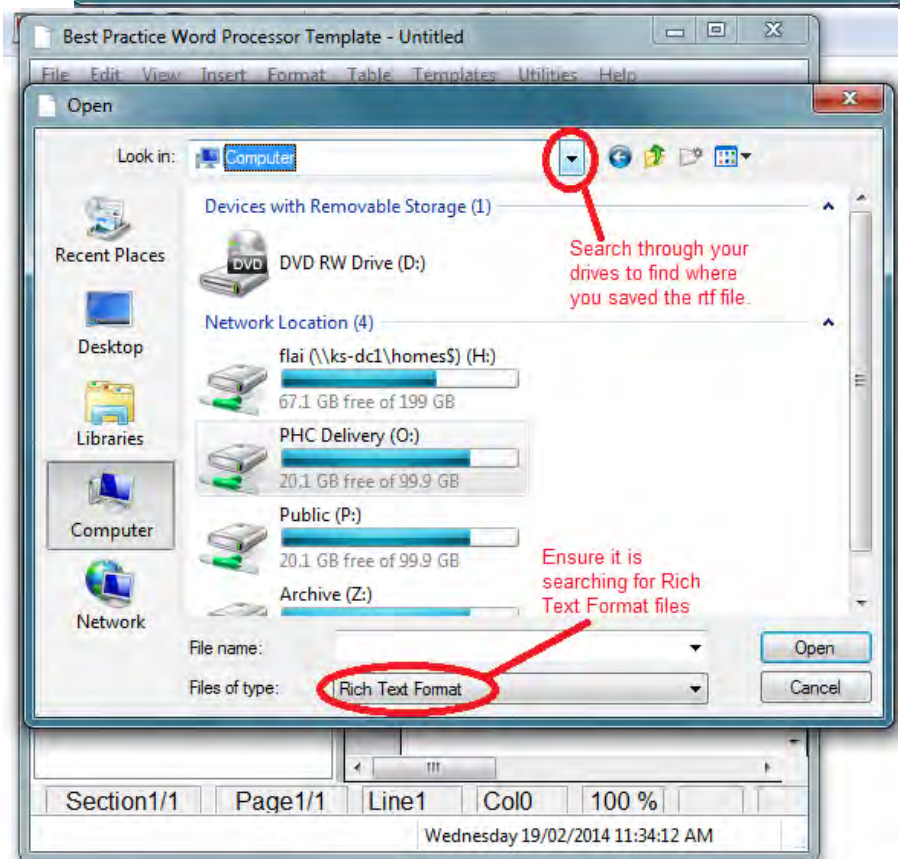
# Import the rtf template

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)



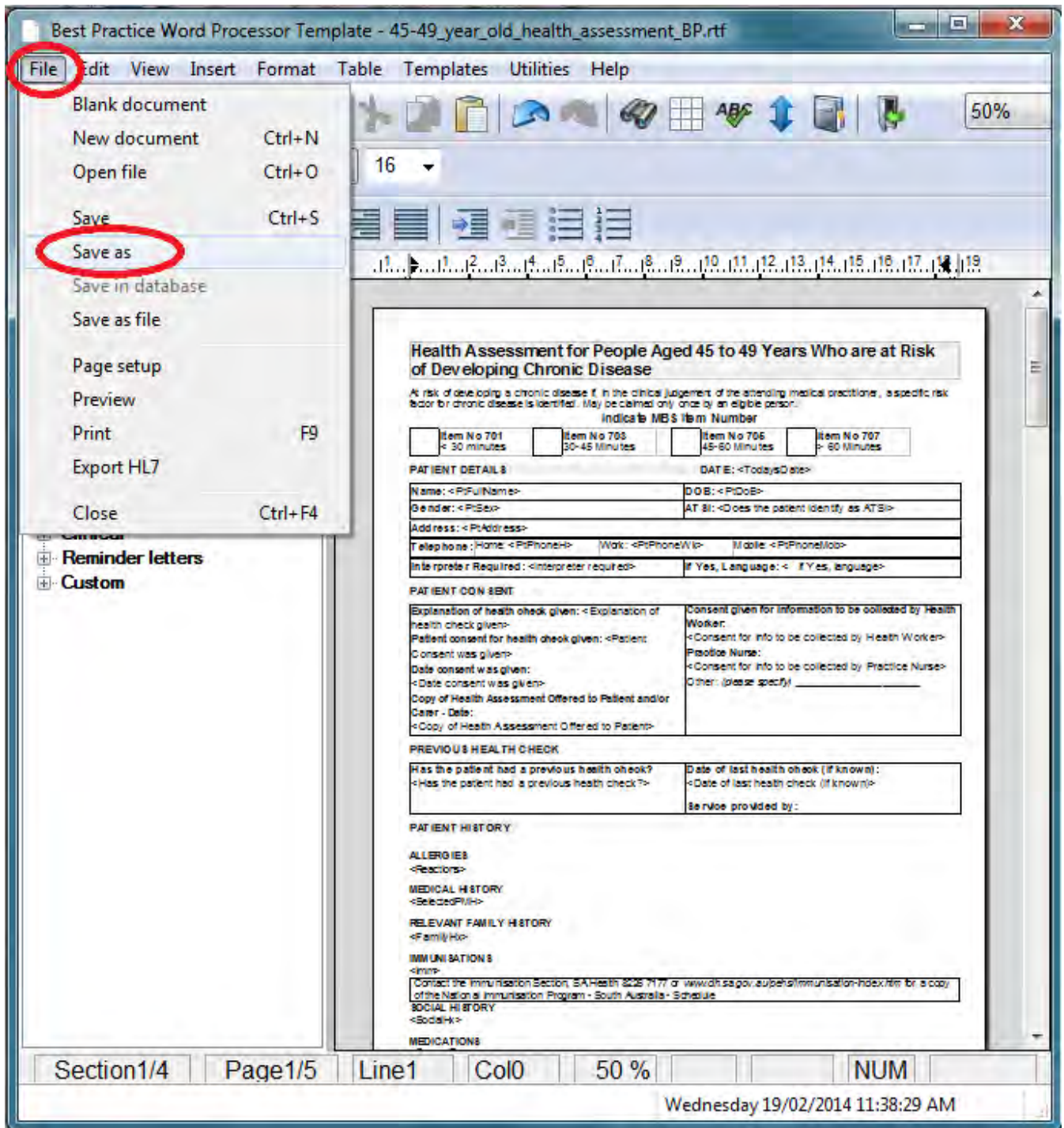
3. Once you have located the file, click on OPEN

- 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