## **reference** Uploading reference Uploading Uploading reference Uplo

- 1. Download the templates from the RHealth website and save them to your 'Desktop' or 'Downloads' folder.
- 2. Once downloaded, open Best Practice, and open the Word processor in Best Practice.
- 3. Once in the Word Processor, click 'Templates' (a dropdown will appear):



4. When the dropdown appears, click 'Import template':



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5. When prompted, navigate to where you saved the downloaded templates (within the popup box), then click on the downloaded template and click 'Open':

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6. The template will then appear in the word processor, once imported, click 'File', then 'Save as':

B	p Premier Word Proce	essor Templa	ate - DDWMPHN - Psychological Therapies	I
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7. When you click 'Save as', you will be prompted to save the template to your Best Practice software. You can choose a name (however it will default to the file name), ensure you click 'Available to all users'. Click 'Save' to save it to your templates:

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8. The template will then be available to user under the 'Custom' tab of 'Word Processor Templates'

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WQPHN - Psychologica	I Services (RAC	Fs)	Yes	Custom	Sienka Type:
WQPHN - Wellbeing in	Schools Early In	tervention	Yes	Custom	Source and Camples Care Canadia site Services 38477 required
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