# How To Import Templates Into Best Practice Software

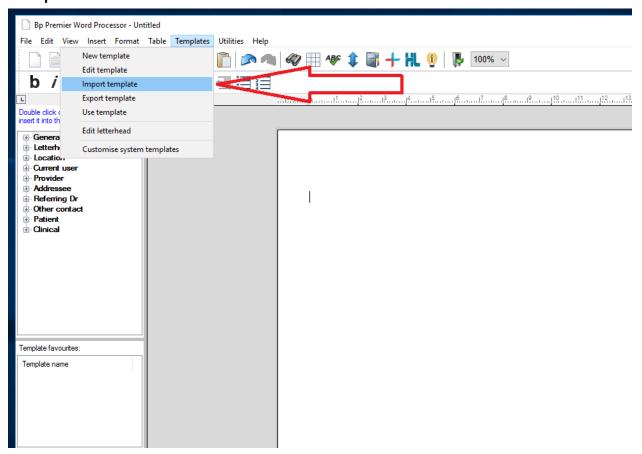
Step 0: Get "Express Cardio Service Referral" template via our website or email. Save it to your local computer and PLEASE DO NOT open the file.

PS: If you accidentally open the file, please download it again or call us for help.

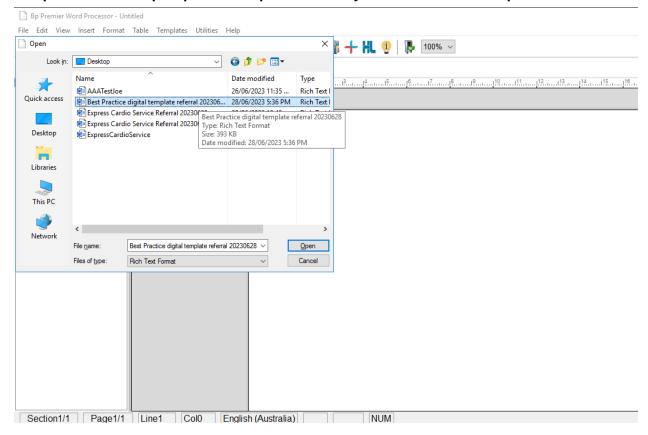
Step 1: Login BP and start word processor



## Step 2: Import template from menu: Templates->Import template

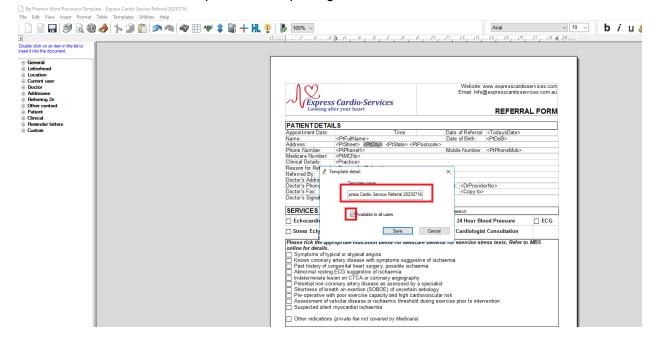


#### Step 3: Select proper template file you saved in step 0



### Step 4: Save the template and allow all users to access it

PS: Please don't edit the template after importing it.



#### Step 5: close window and exist word processor

