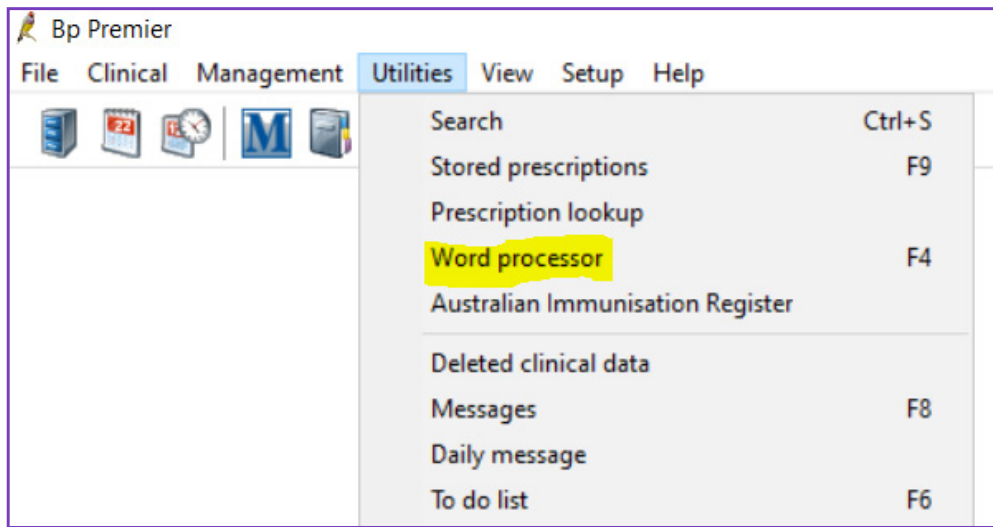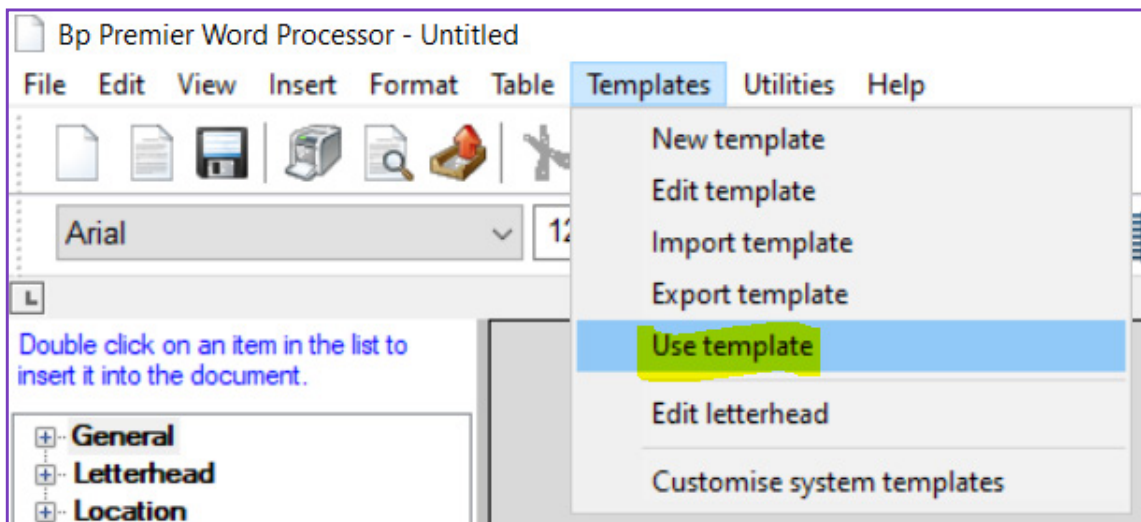# How to open and run your template in Best Practice

Step 1. Open Best Practice

Step 2. Click Utilities > Word Processor

Step 3. Templates > Use Template

Step 4. Select the Template and click Open

Step 5. Select the patient

Step 6. Fill out the form

Step 7. Template has been Generated