## Instructions for adding the Osteoscan Template to Best Practice (tested on Saffron Edition Build No: 1.11.0.924).
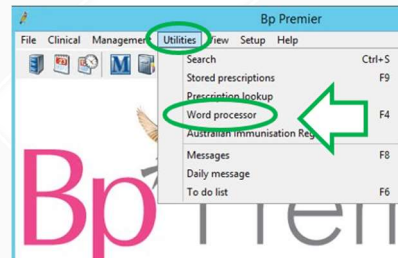
1. Please download the template file (*OsteoscanBP.rtf*) from our website, place the downloaded file on the *"Desktop"*
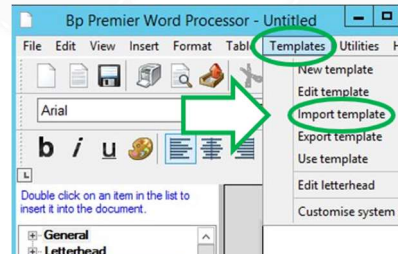
   Alternatively download the Zip file, open the Zip file and extract the template from inside, place the extracted template on the Desktop.

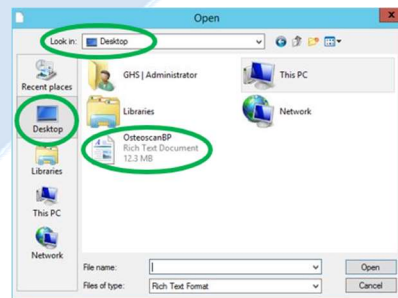2. Open Best Practice, login as a user with high privileges (ie: Practice Manager)

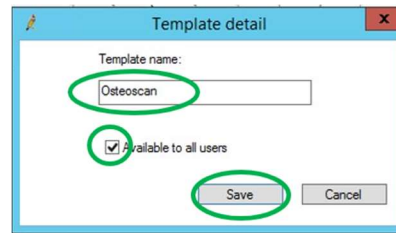3. Open the *"Word Processor"* (it's in the upper menu, Utilities then Word Processor)



4. Once inside the *"Word Processor",* go the upper menu, click on Templates and then *"Import Template"*



5. On the window that pops up titled *"Open"*, select the *"Desktop"* from left sidebar, then select the file we downloaded in step 1, and click *"Open"*

6. Within the Word Processor, on the top menu, select File then **"Save as"**, a new window will pop up asking for the Template Name, type in **"Osteoscan"** and tick the box that says **"Available to all users"**



7. Hit **"Save"** and close all Windows, now the template is available for anyone to use