



GP Complete Template Instructions

Importing Templates into GP Complete

1. Open **GPCComplete** then the **Resources Menu** then **Letter Writer**
2. Select **File Menu** then **Modify Template** then **Blank Template**
3. Select **File** then **Import**
4. Find and select the file to be imported then click **Open**
5. Select **File** then **Save as Template**
6. Type in a new name for the template then Click **Save**