# WELFORD CHART NOTES NEWSLETTER

## Volume 50, No. 6

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### IMAGE UTILITY EXPORT TO CSV FILE (User's Manual, pg. 1390)

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Suppose you want to export all of the data regarding your image files (the path the name of the file, description of the image, patient name and number, date of the image, time of the image etc.) to another program that can accept data in CSV format. This is easy to do using version 6.7. Let's try it:

1. Press

Links\Images\Jump\Export to CSV.

- 2. Enter the Master Password.
- Designate the location and name of the CSV file you wish to use, such as IMAGES.CSV and press Save.
- 4. The program saves the data to the file. Let's see how it looks inside Microsoft Excel. Launch Microsoft Excel.
- 5. Press **Open** and select the file you just saved the data to.

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#### LAB BOOK VOCABULARY EXPORT TO CSV FILE (User's Manual, pg. 1390)

You can do the same sort of thing with your Lab Book Vocabulary. This feature also exports the LOINC code you have assigned to each term in the Lab Book Vocabulary. Let's see how to do it:

- 1. Press View\Lab Book\Utility\Vocabulary\Export.
- 2. The data are sent to the file LABVEXPT.CSV.
- 3. Let's see the data now in Microsoft Excel. Launch Microsoft Excel.
- 4. Press **Open** and select the file LABVEXP.CSV.

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**SEND US YOUR TIPS** If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

Welford Medical Computing, Inc.	or	MEDCOM Information Systems
3779 Hermitage Trail		2117 Stonington Avenue
Rockford, IL 6111		Hoffman Estates, IL 60195