WELFORD CHART NOTES
NEWSLETTER

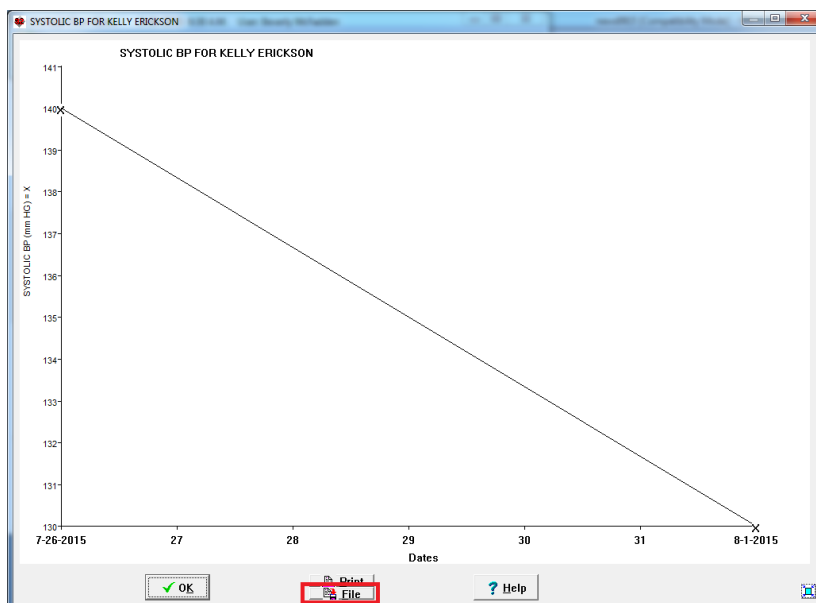**Volume 48, No. 3**   ◇   **September, 2015**

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SAVE YOUR LAB BOOK GRAPHS TO A FILE *(User's Manual, pg.1346)*

One of the handy new features in version 6.6 is the ability to save a Lab Book Graph to a file. If you want, you can then import that file into the Writer and incorporate it into a note or Template. Let's see how to do this:
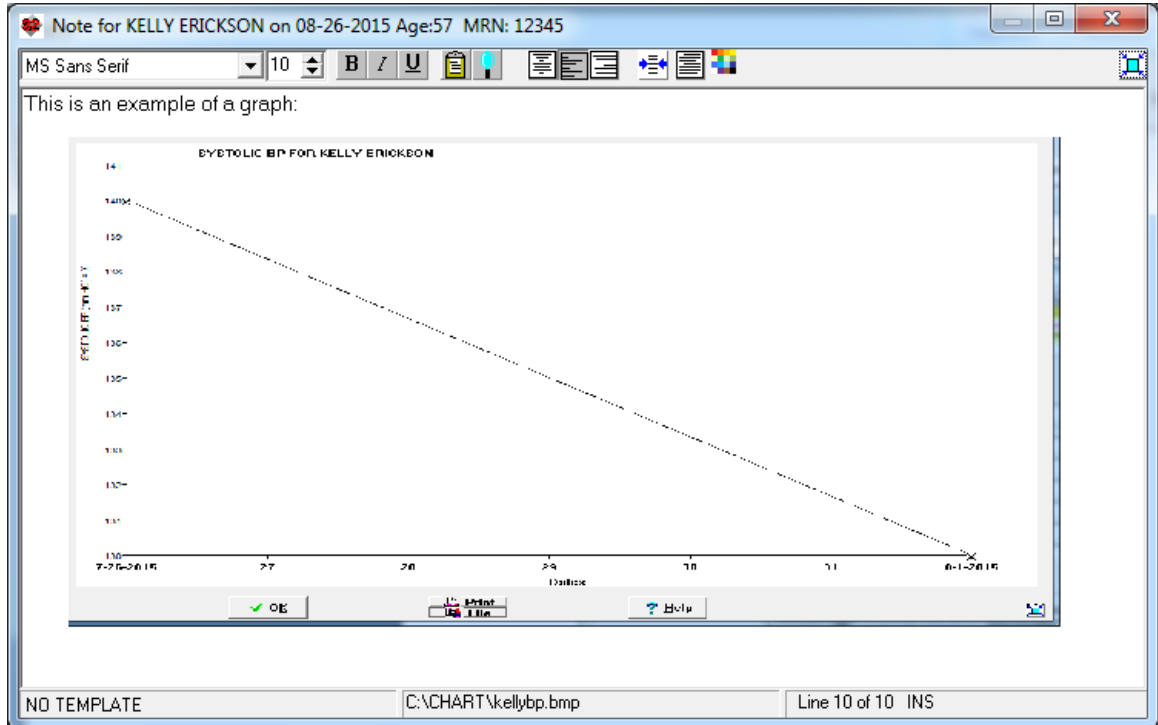
1. Press View\Lab Book.
2. Enter the name of the patient whose data you wish to graph, such as Kelly Erickson.
3. If this patient already has some data stored to graph, skip to step # 14 and use the test(s) you wish to graph instead.
4. Press **Add**.
5. For **Date**, enter 7-1-2015.
6. For **Test**, enter SYSTOLIC BP.
7. For **Result**, enter 140.
8. Press **OK** to store this.
9. For **Date**, enter 8-1-2015.
10. For **Test**, enter SYSTOLIC BP.
11. For **Result**, enter 130.
12. Press **OK** to store this.
13. Press **Cancel** to close Lab Book Add.
14. Press Utility**Graph**.
15. For **Begin Date**, enter 7-1-2015.
16. For **End Date**, enter 8-1-2015.
17. For **Patient**, enter KELLY ERICKSON.

18. For **1st Test**, enter SYSTOLIC BP.
19. Press **OK** to view the Graph.
20. Press **File** to save the graph to a file.
21. Enter the name of the file you wish to use, like KellyBP.BMP.
22. Press **Save**.
23. Press **OK** to close the Graph.
24. Press Cancel\Cancel to close the Lab Book.

Now, let's see how to incorporate the graph into a note.
1. Press Write\New Note\Note.
2. Enter Kelly Ericson as the name of the patient.

3. Accept today's date as the date of the note.
4. Choose any Template you wish to use (if any).
5. Type text into your note.
6. Position your cursor in the location where you want the graph to appear.
7. Press your right mouse button, then choose Image**Link** from the Writer context menu.
8. Specify KellyBP.BMP as the name of the file and press Open.
9. The graph is now located in your note at the cursor position.
10. Note that you can now widen the image of the graph by dragging your mouse along any edge or corner, and you can reposition the image by dragging your mouse while inside the image itself.

Note that you can similarly save a Graph to a file from the Lab Book Previous feature:
1. Press View\Lab Book.
2. Enter Kelly Erickson as the name of the patient.
3. Press <Pg Up> to see the most recent test results.
4. Highlight one of the SYSTOLIC BP lines.
5. Press **Utility\Previous\Graph**.
6. Note that you can press the **File** button on this graph as well, to save it to a file.

SEND US YOUR TIPS

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

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