

14.05. Importing abbreviations

Importing abbreviations is a great way of quickly entering a large number of abbreviations for use in [dispensary mode](#) (see the [Abbreviations](#) section for details).

To create the import file, create a spreadsheet with two columns like this:

	A	B
1	Abbrev	Expanded text
2	od	once daily
3	bd	twice daily
4	tid	three times daily
5	tds	three times daily
6	qid	four times daily
7	qds	four times daily
8	ac	before food
9	pc	after food

Enter the short abbreviation you will type in the *Abbreviation* column. Enter the text this will be expanded to in the *Expanded text* column. Make a new row for each abbreviation.



Note: your abbreviations cannot contain the underscore (_), period (.) or comma (,) characters

When the spreadsheet is complete, export it as a tab delimited text file.

Close the spreadsheet application then choose **File > Import > Import abbreviations...** from the menus in mSupply. Select the file you just created in the window that opens (navigate to it and either double-click it or single-click on it and click on the **Open** button). The following import options window will be displayed:

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