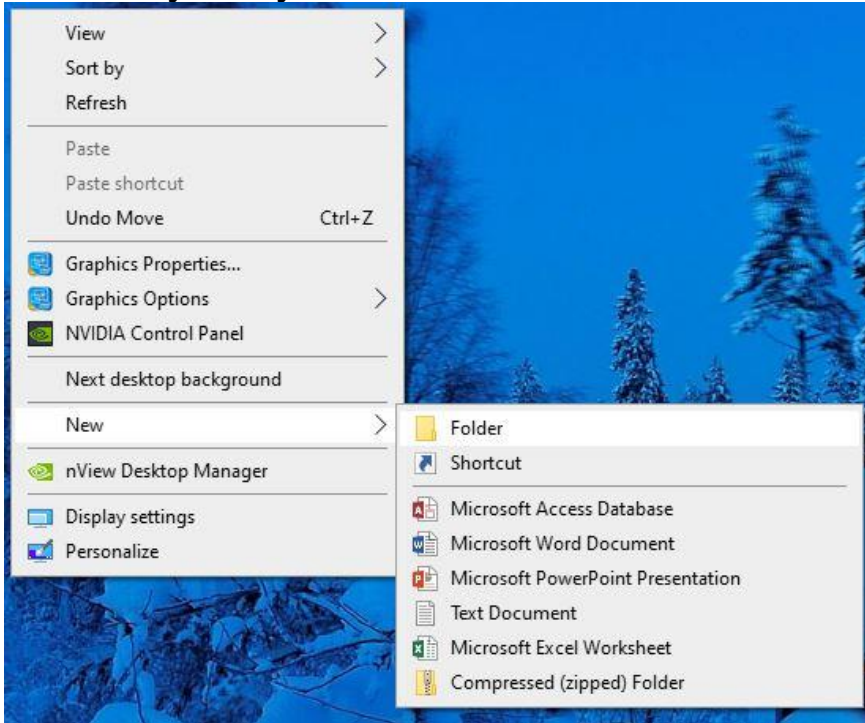
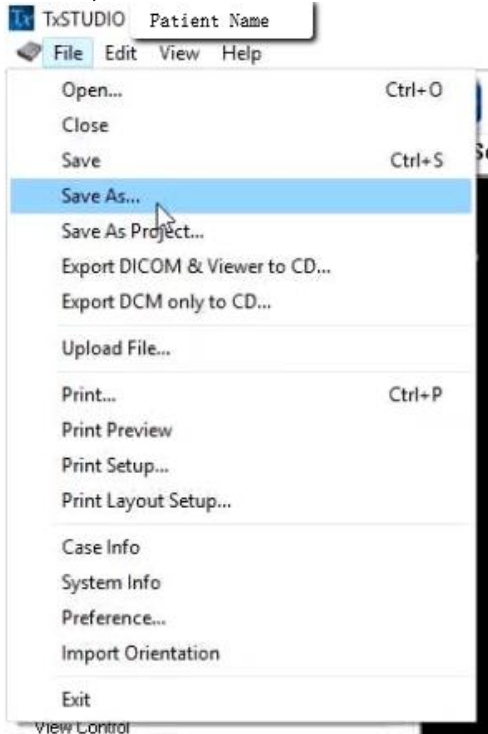


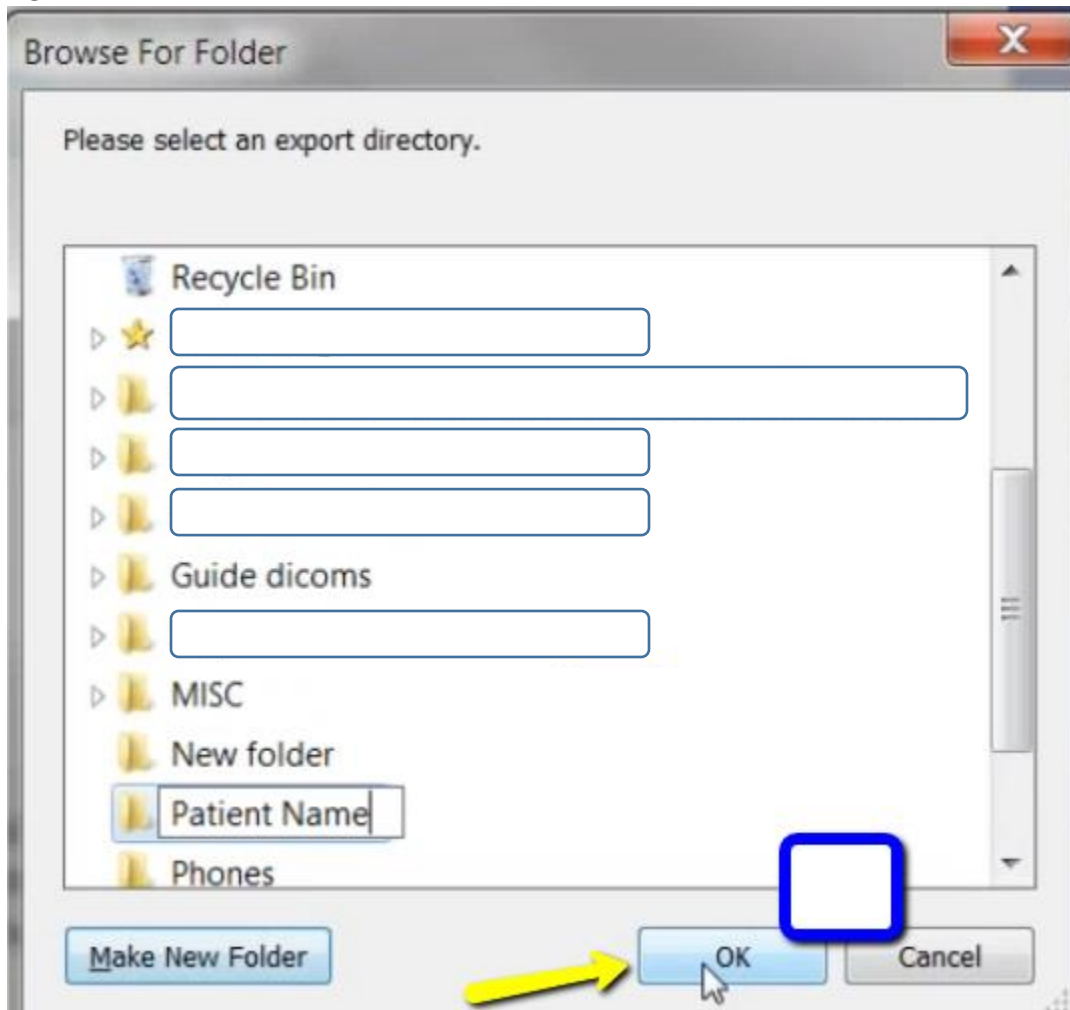
1. On your desktop, right click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



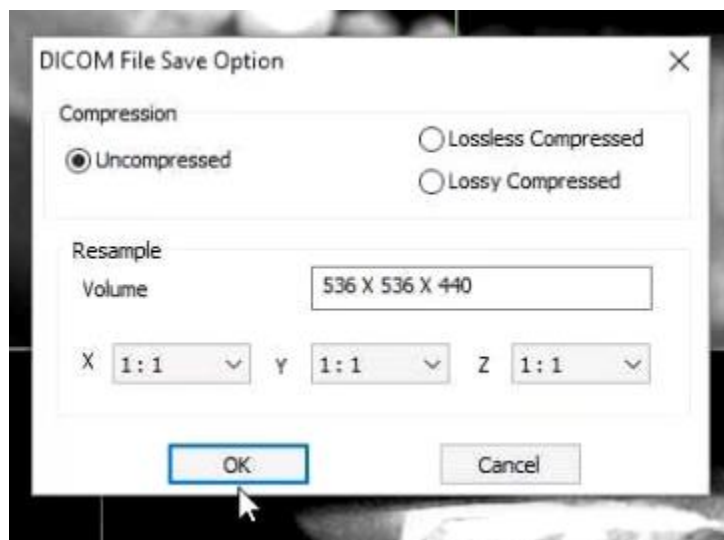
2. Open patient’s scan/image and click on “File”, “Save As”, “Multi File DICOM with .dcm”, and click “OK”.



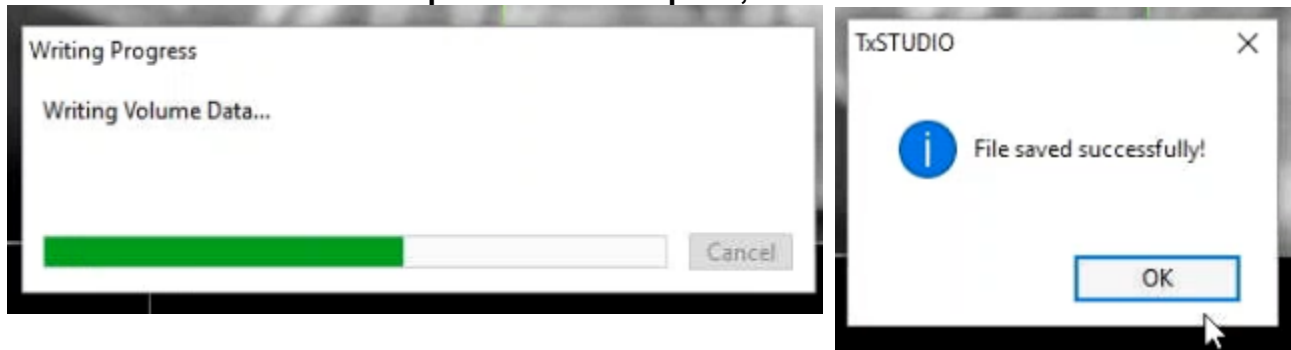
3. Go to the desktop, and choose the patient's folder that you just created, and click "OK".



4. On the next popup, make sure that "Uncompressed" is selected. Click "OK".



5. The Dicom will start to export. When complete, click “OK”.



6. After the DICOM exports, go to the patient’s folder that you created on the desktop and verify the .dcm files were exported correctly; there should be several hundred files.

7. Go back to the desktop, right click on the patient’s folder, go to “Send to”, and select “Compressed (zipped) folder”. A duplicate folder will be made with either a zipper on it, or a blue “Z”. Upload this compressed (zipped) folder.