1. In the Morita program, locate the patient in your database and open the case.
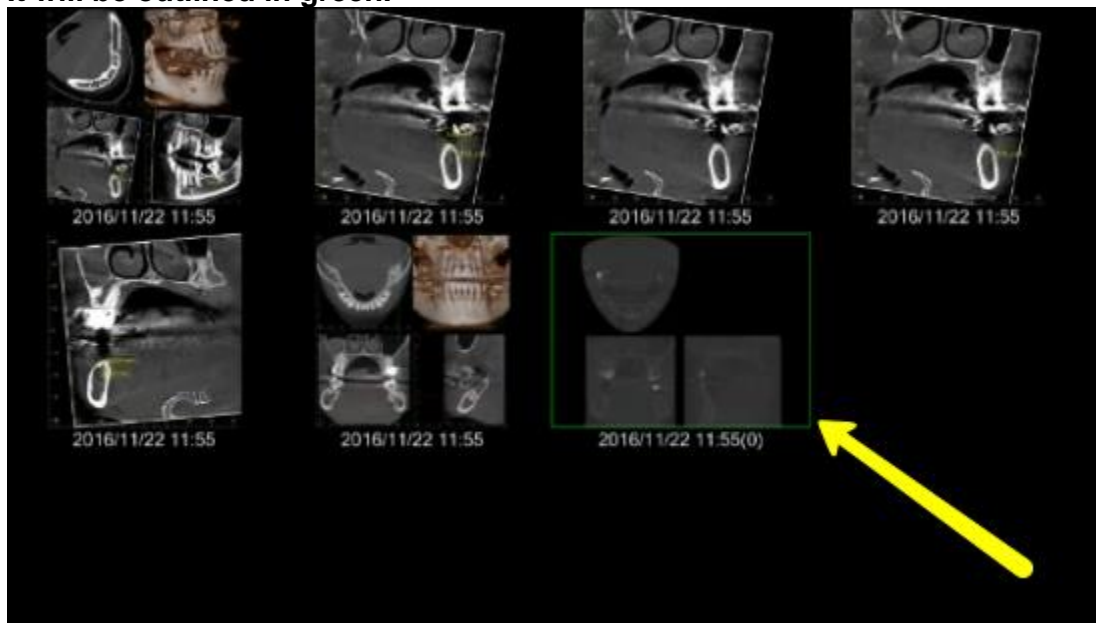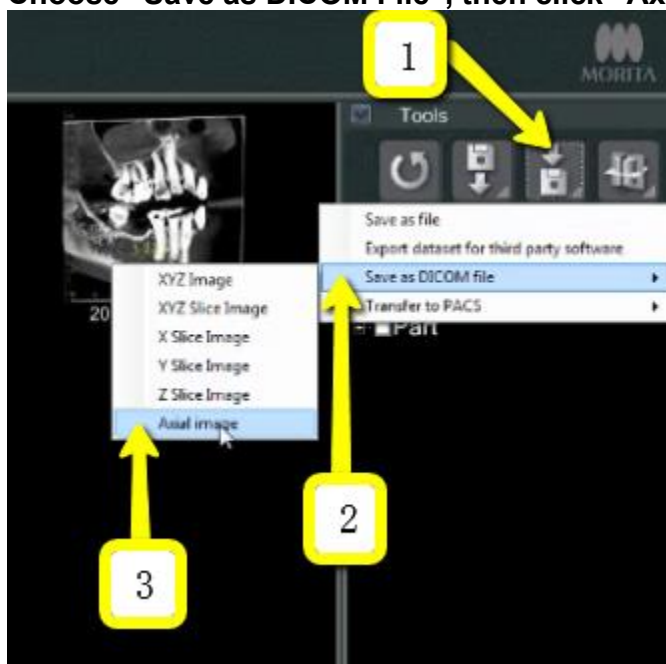**2. Click on the CBCT scan once to select it, but do not open it.**
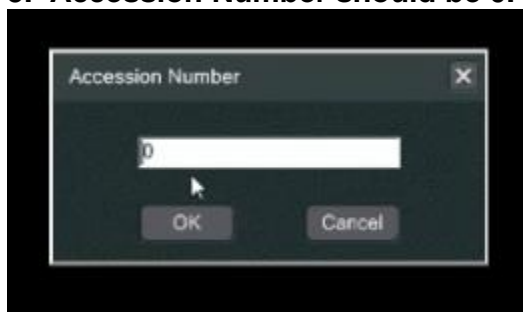**It will be outlined in green.**

3. On the right side of the screen, click on "Save DICOM" button.
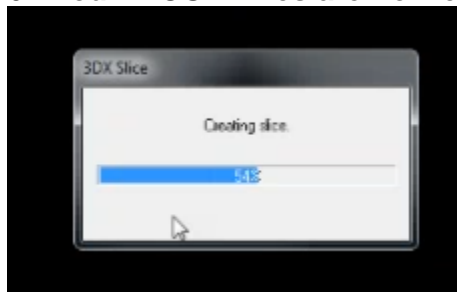**Choose "Save as DICOM File", then click "Axial Image".**

4. A box will pop-up titled "Slice Setting". Change the "Interval" and "Thickness" to the lowest setting possible (about 0.160 for each setting). Then click "OK".
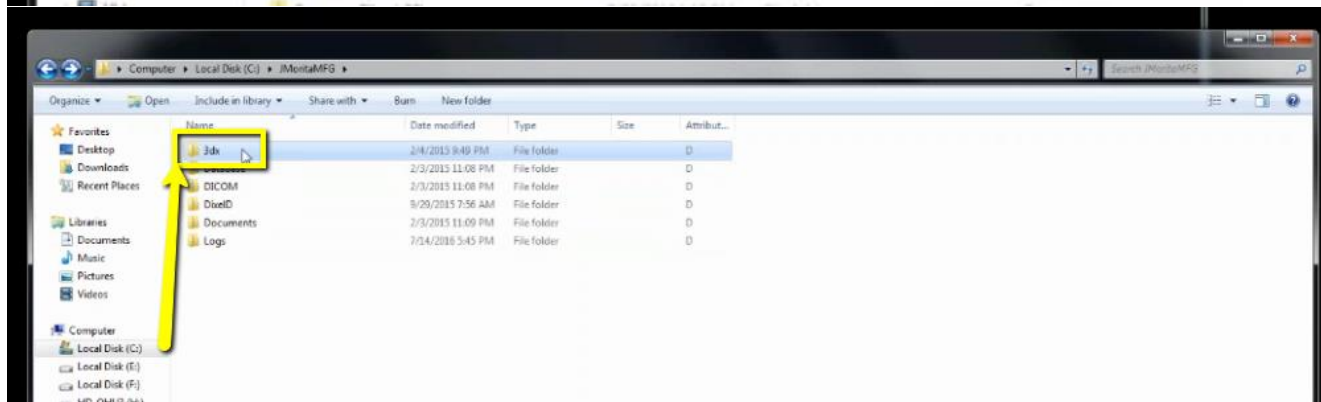

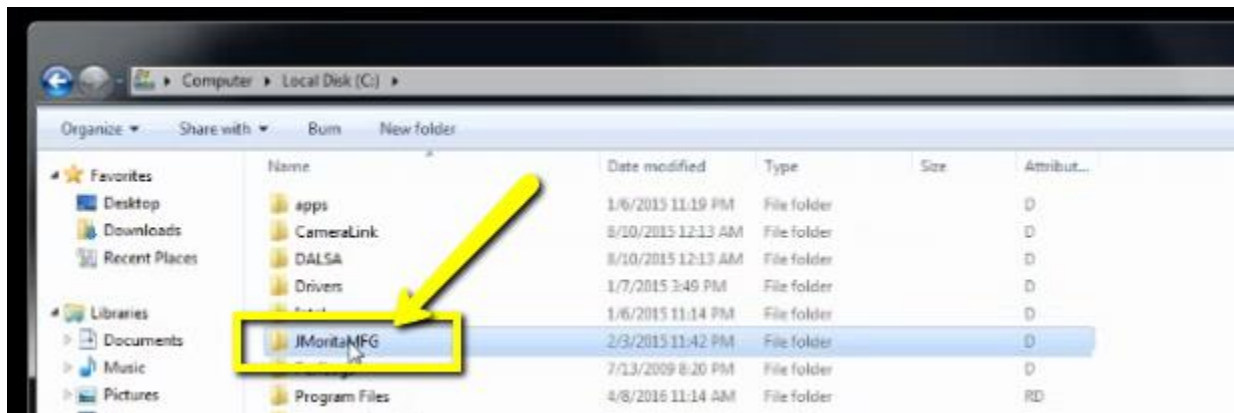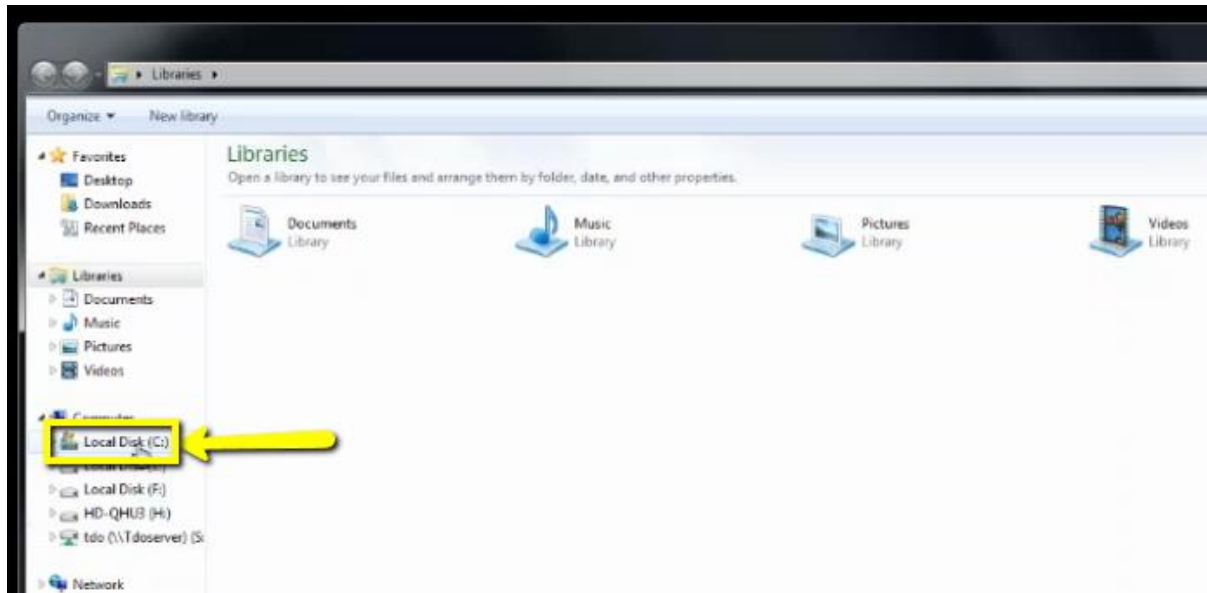**5. Accession Number should be 0. Click "OK".**
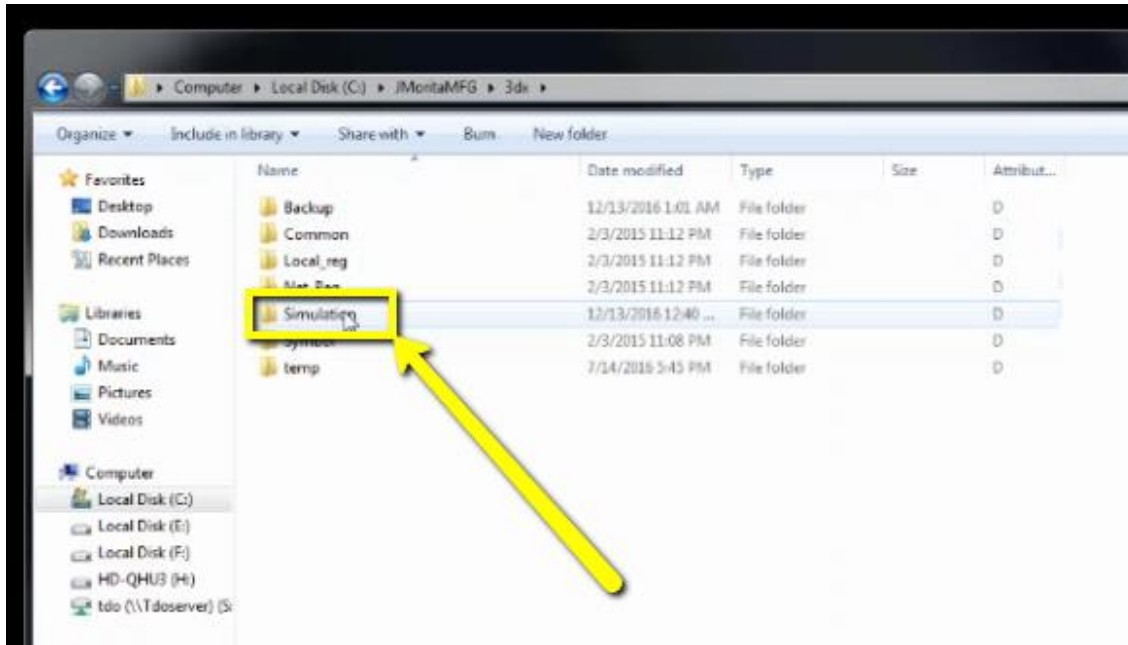

6. Your DICOM Files are now exporting.

7. When the export is complete, you will see a new alert window that says "Finished saving the Axial Image DICOM File". Click "OK".
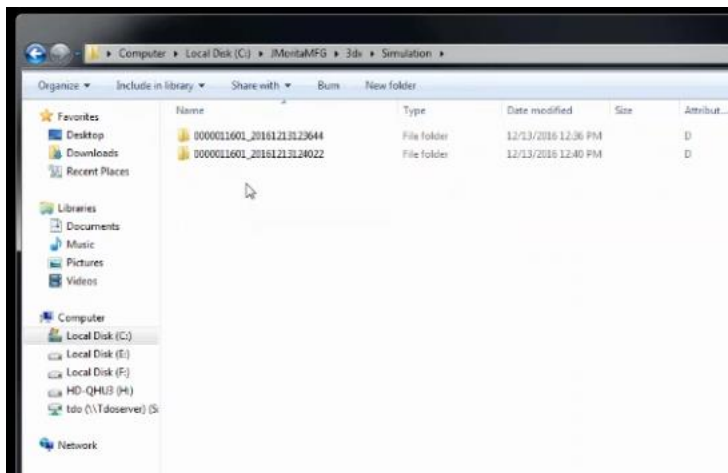
8. Locate these DICOM files by clicking on "Local Disk (C:)", then "JMoritaMFG", "3Dx", "Simulation".
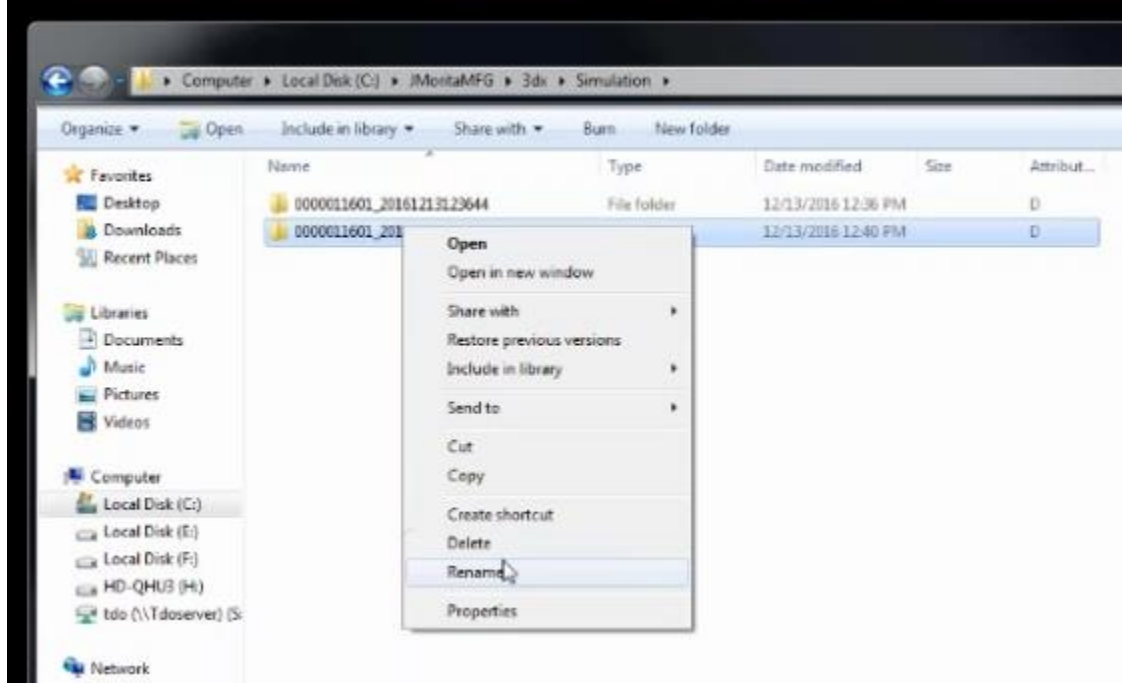
9. Files will be labeled with patient number first, followed by date of scan.

10. Once you have located the correct scan, right click on the folder, go to "Rename" and type in the patient's name.

11. 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". Use this compressed (zipped) folder to upload the case.