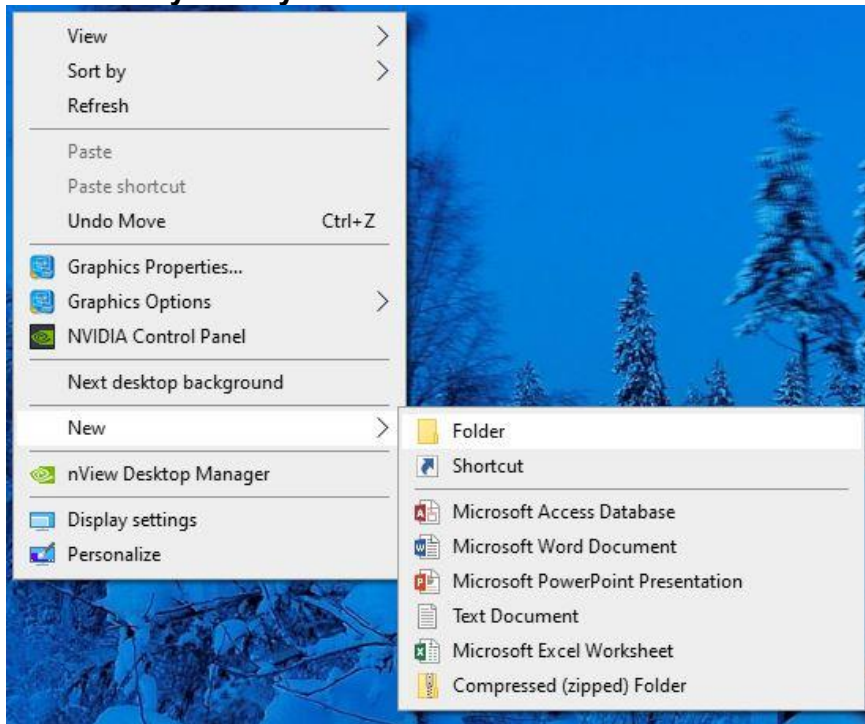
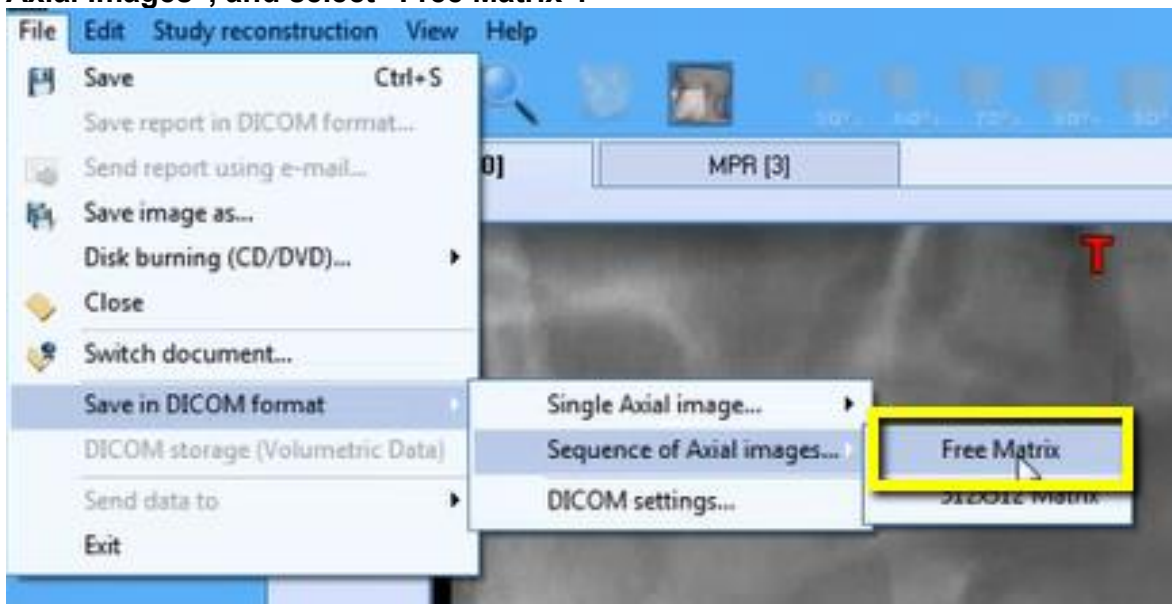


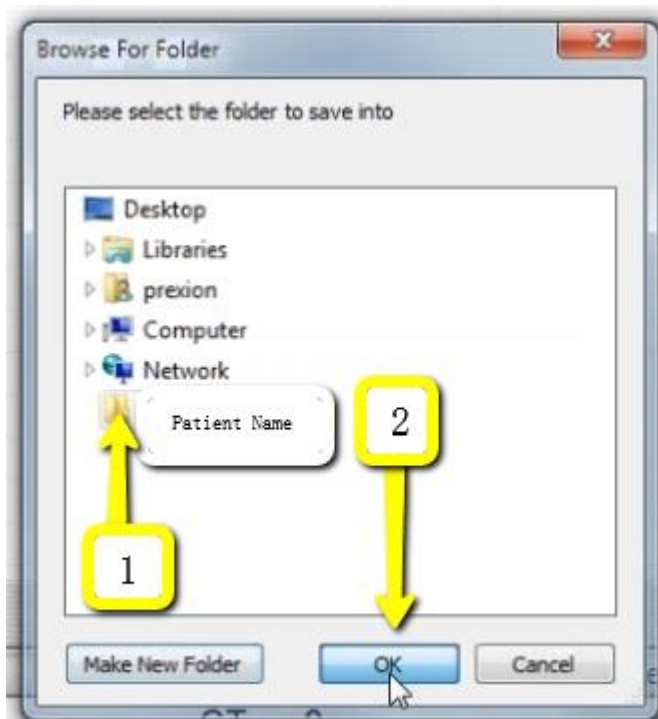
1. On your desktop, right click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



2. Open the patient’s scan. Select “File”, “Save in DICOM format”, “Sequence of Axial Images”, and select “Free Matrix”.



3. On the next window, select the folder you just created on the desktop. Click “OK”. Another window will appear once DICOM has exported. Click “OK”.



5. 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.

6. 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.