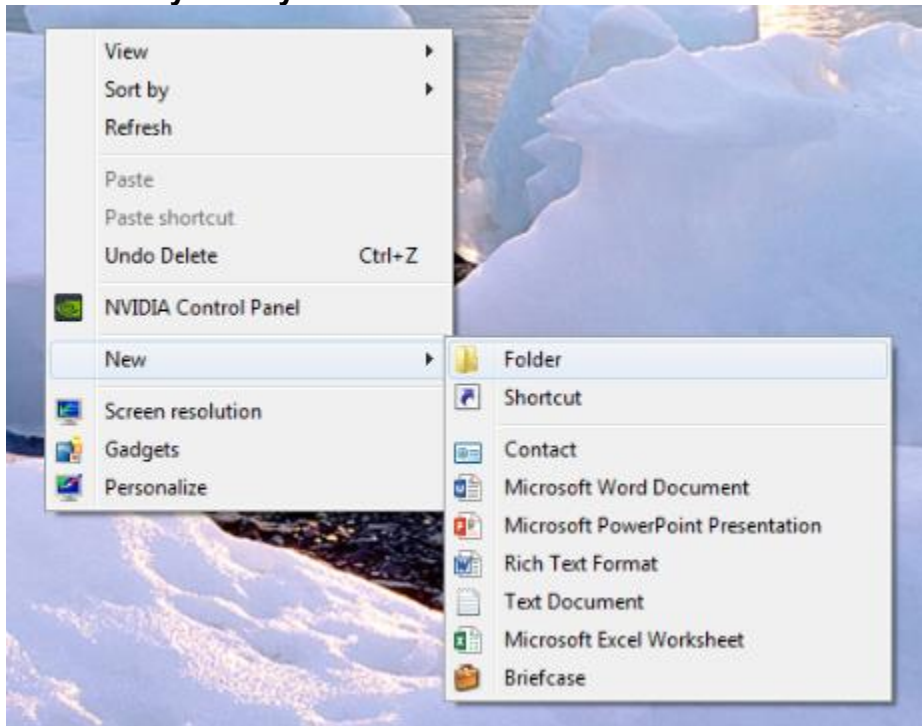
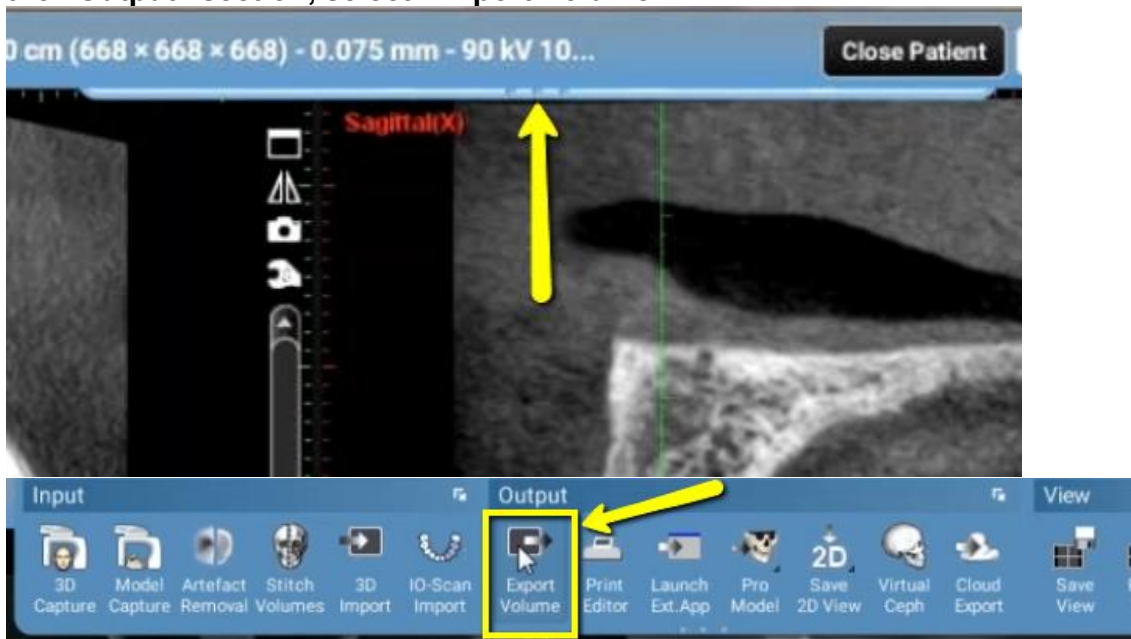


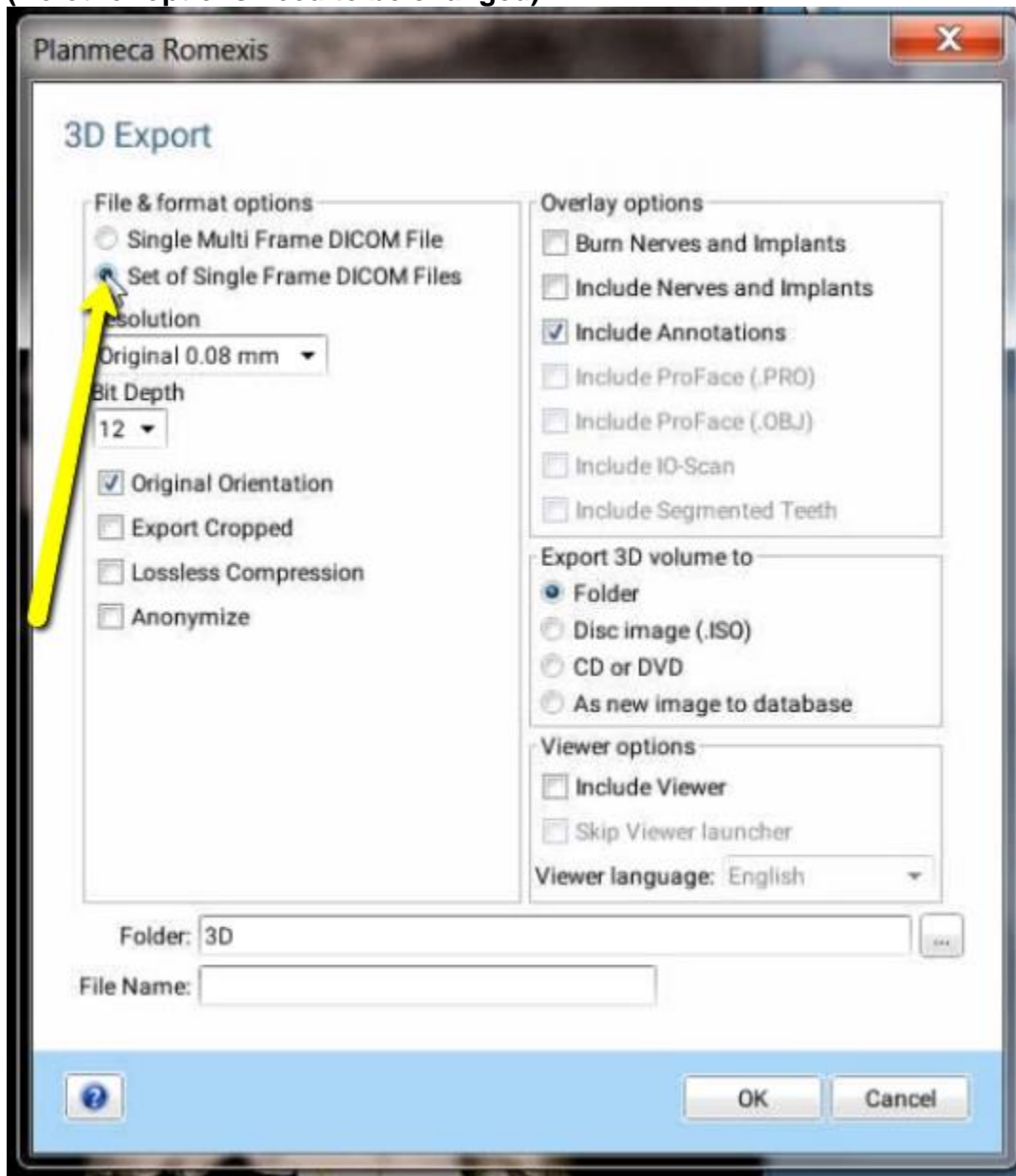
1. On your desktop, right click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



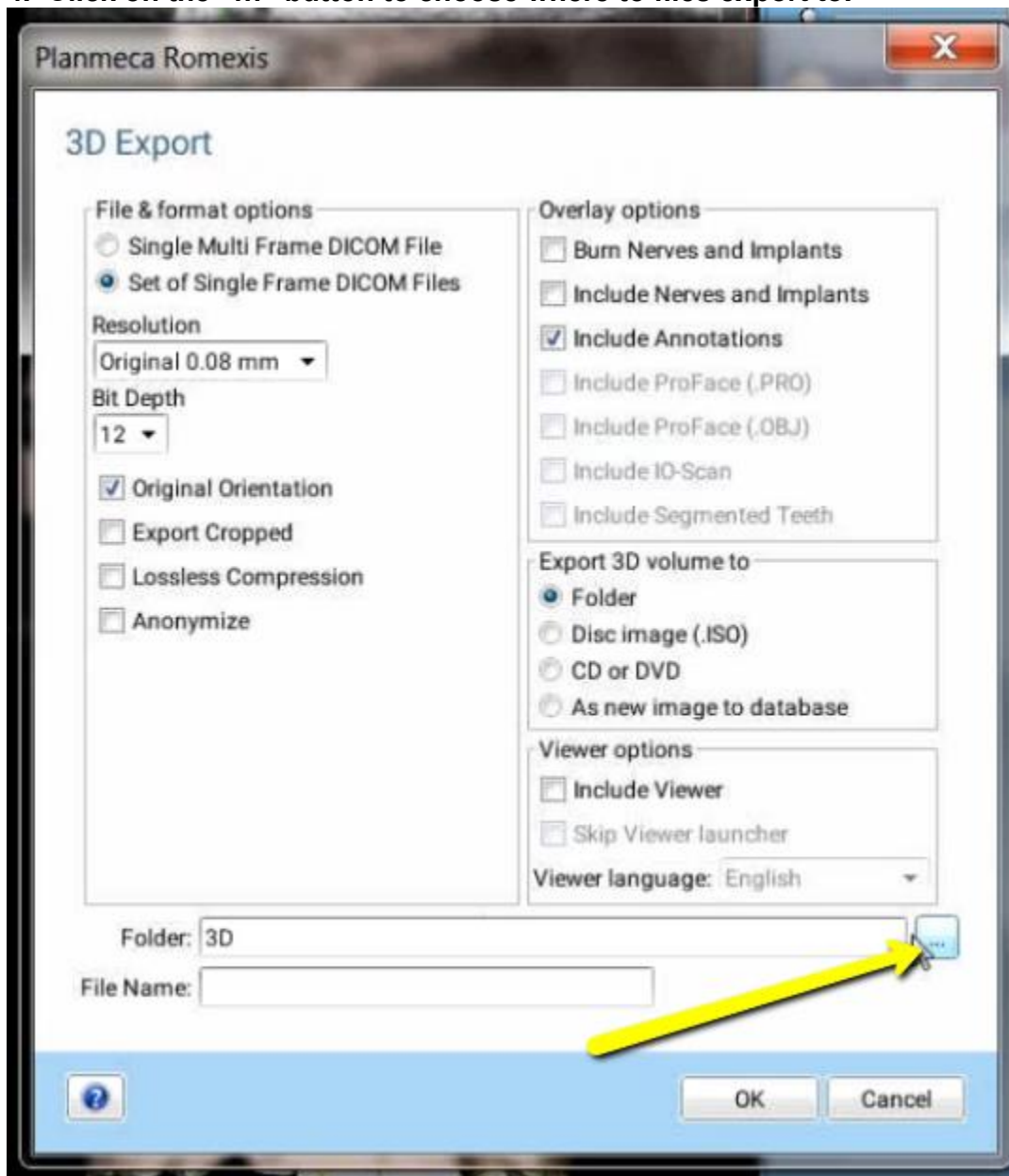
2. Open patient’s scan. At the top of the screen, hover over the drop down menu. In the “Output” section, select “Export Volume”.



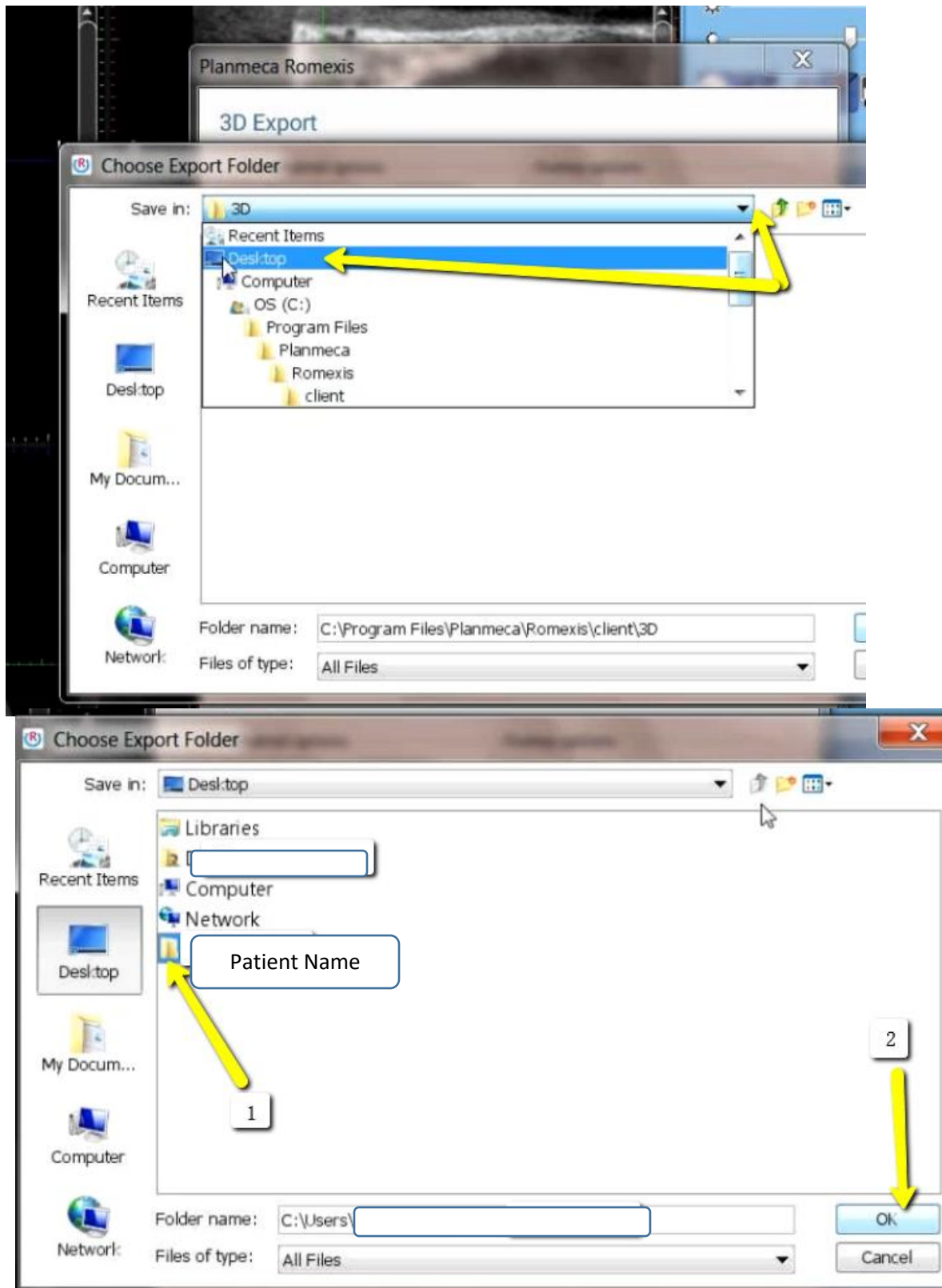
3. A pop up box will appear. Select “Set of Single Frame DICOM Files”. (No other options need to be changed).



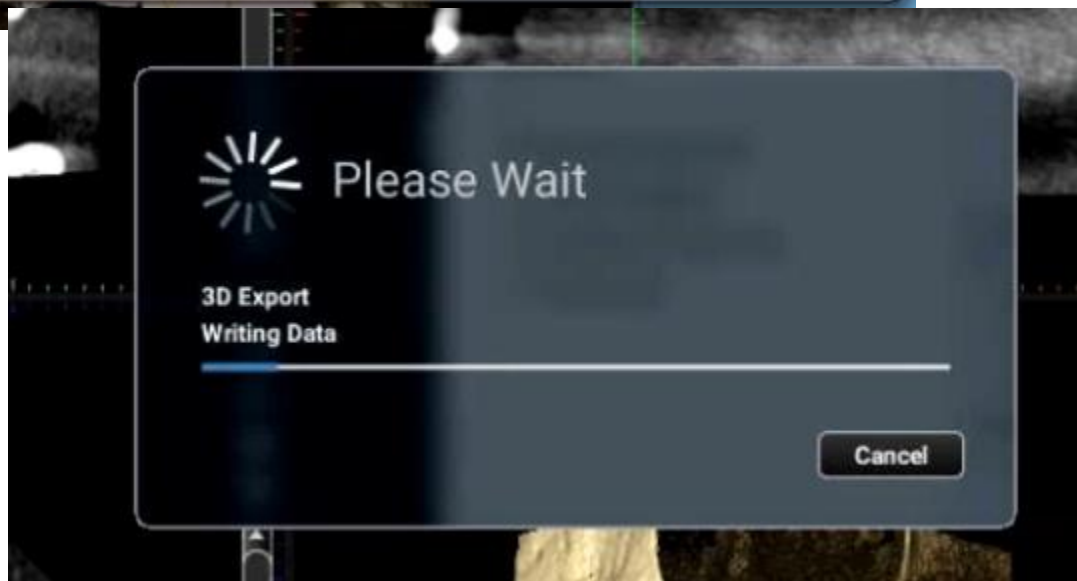
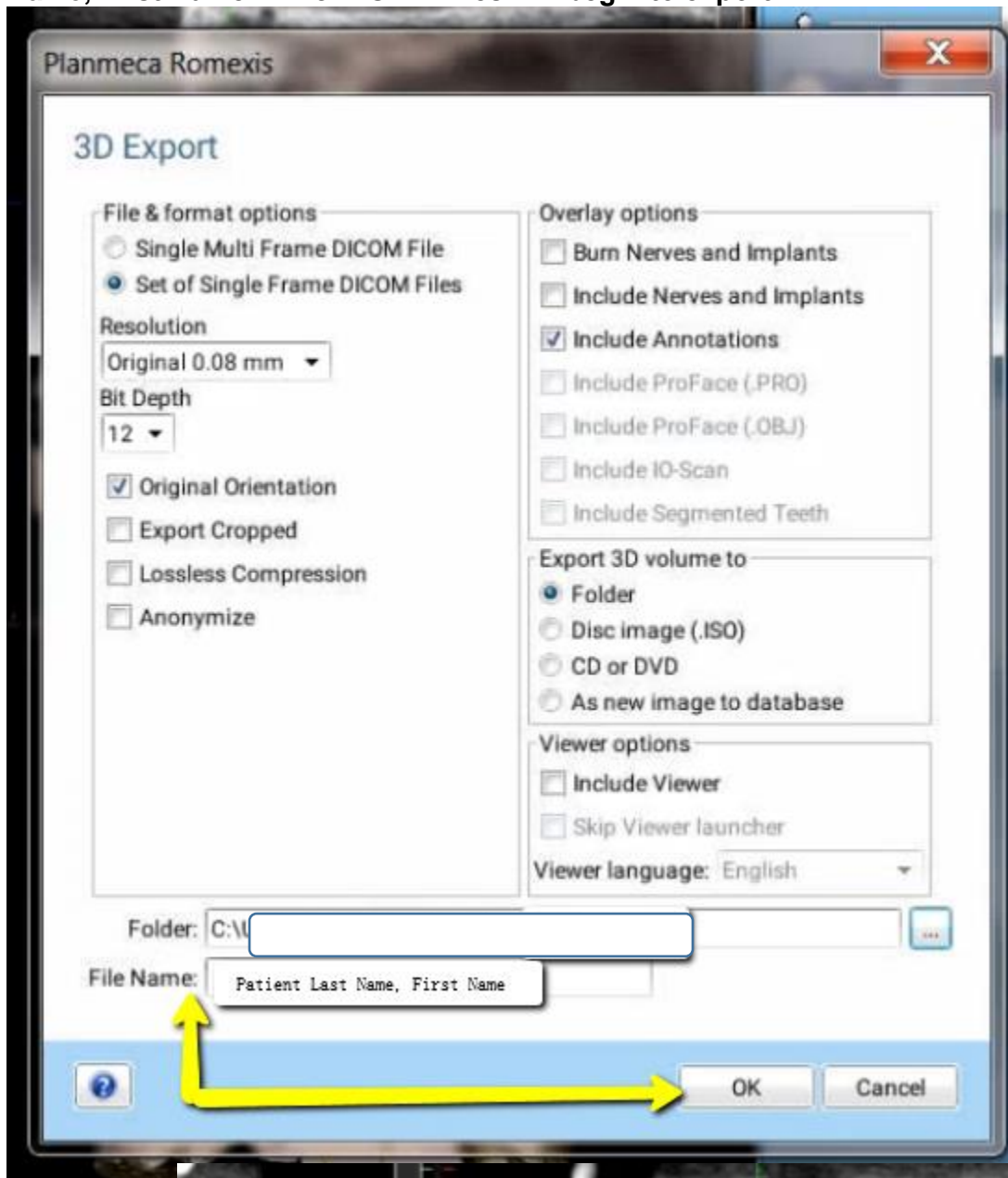
4. Click on the “...” button to choose where to files export to.



5. A second pop up box will appear. Go to the desktop, select the patient's folder that you just created, and click "OK".



6. The second pop-up box will disappear. Under the file name, type “Patient Last Name, First Name”. Click “OK”. Files will begin to export.



7. 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.

8. 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.