EXPORTING FROM NewTom

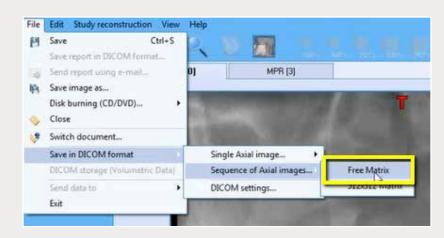
UPLOAD GUIDE



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	View			
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Step 1: Right-click on an empty space on your desktop to create a new folder ("New" → "Folder"). Type in the patient name and click "Enter".



Step 2: Open the patient's scan and click on "File" \rightarrow "Save in DICOM format" \rightarrow "Sequence of Axial images" \rightarrow "Free Matrix".

Browse For Folder	
Please select the folder to save into	
Desktop	
 B prexion M Computer M Network 	
Patient Name	
	Stor DICOM files creation procedure successfully completed Pr
Make New Folder	OK

Step 3: Select your newly created folder from your desktop and click "OK" to export. Click "OK" when DICOM has successfully exported.

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Step 4: Go to the patient's folder and confirm the .dcm files were exported correctly (there should be several hundred files).

	Open		1	
o	7-Zip	->		
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	Move to Dropbox			
	Share with			
	Restore previous versions			
	Include in library	•		
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_	14		-	Web Courier (FileTrans) (W:)
			9	SA iCat Exports (X:)

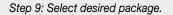
Step 5: Return to your desktop and right-click on the patient's folder to send to a compressed folder ("Send to" → "Compressed (zipped) folder"). A duplicate folder will be created with either a zipper or a blue "Z". Note: If following a Dual Scan Protocol, zip scans individually and label accordingly (i.e., "Patient Scan" and "Denture Scan").



Step 6: Upload your case on glidewelldental.com, then click and log in to "My Account". Note: Use Google Chrome when uploading your case; additionally, if you do not have an account, please contact us and we will set it up for you. Your scan can also be sent on a disc or USB drive via standard shipping methods if digital upload is not possible.

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