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## Tutorial on How to Measure and Export Images– VISUPAC Digital Imaging and Archive Management System

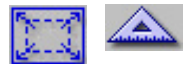
### Measuring Reference Setting Procedure (FF450 only, not necessary for FF450<sup>plus</sup> users)\*:

This procedure details how to create a measuring reference for images taken with the FF450. Simply, follow the script below:

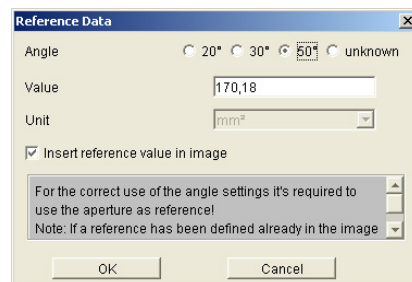
1. Select a patient and visit(s) from the database in Visupac. Open the patients' visit by either double-clicking on the visit or by clicking on the "Load proof sheet" button in the header.



2. Select and open the image you want to set a reference for by double-clicking on it. It will then open in the single view mode. At this point it might be necessary to shrink the image by clicking on the "Fit to screen" button to be able to see the images' border. Once it is opened click on the "Ruler" button to switch into the measuring mode.



3. Click once on the "Reference Circle" button to switch into the reference circle mode. Move your mouse over the image. (you will notice that the cursor changes from a pointer to a crosshair) Now, set three tags by clicking on the border of the images to declare a circle. The tags should be set away from each other as far as possible to obtain an accurate circle. In case the circle is too far off according to the border, please click on the "Reference circle" button again and select "Cancel". Start over again from the beginning of this paragraph. Otherwise, click the "Reference Circle" button and choose the "Angle" for to the selected image. Do not change the value for the respective angles. Press "OK". At this point the reference has been set.








4. You are now able to measure any objects in the image according to your Visupac users manual. Save the image

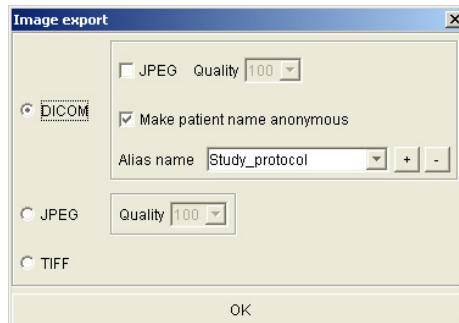
\* Note: This measuring procedure is only applicable for users of the FF 450 since the FF 450 does not have the capability to transfer sensor information to Visupac)

### Anonymous DICOM Export Procedure:

This procedure details how to export images, visits or patients for a clinical trial for a Reading Center.

1. To export single or multiple images select a patient/visit and open it by either double-clicking on the visit or by clicking on the “Load proof sheet” button in the header. Select the images you want to export for as anonymous DICOM files (the header becomes red, when selected) then click on the “Export Image” button on the left-hand side of your screen. The Export dialogue will open. Go to paragraph 3.   
2. To export entire visits or patients (including all visits) open the database and select the patient(s) or visit(s) and click on the “Export DICOM” button in the top of the header. (Multiple patients/visits are selected by holding the Ctrl-key). The Export dialogue will open. Go to paragraph 3. 
3. In the export dialogue window make sure that the “Make patient name anonymous” is checked. Go ahead and declare a “Study\_protocol” by typing in the study defined protocol you are providing images for. Note: No spaces are allowed for the protocols’ name. Instead of spaces you may use the underscore “\_”. Click the “+” button to add this study to the list. The result of declaring a study name in this box is having anonymous DICOM-files which names are beginning with the study protocol name. 

4. Hit the “OK” button and the “DICOM Export Save” window will open. Visupac displays the recommended filename already. It should look like this: ‘Study\_protocol\_186\_01011900\_16’. As you can see the first part of the name reflects the study protocol you have entered before. The following numbers are encrypted by Visupac and serve for database organizational purposes. Hence this procedure the patient demographics are encrypted and can not be seen on any other Visupac nor any other Imaging System, but only the on they have been created on.



5. All exported DICOM files are stored in the DICOM\_OUT folder, which is located in drive G:\ (or drive C:\ on older systems). All images can be stored on a recordable Compact Disc (CDR) by using the Easy CD Creator that is installed on your Visupac system.



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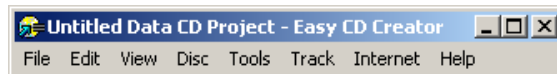
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## How to burn a CD that meets the requirements of a Reading Center

This procedure details how to burn a CD containing exported anonymous DICOM images.

Note: All DCOM files are supposed to be exported to the folder named “Dicom\_out”. This folder can exist either on drive “Boot (C:)” or on drive “Export (G:).”

1. Open Easy CD Creator by selecting Programs > Roxio Easy CD Creator 5 > Applications > Easy CD Creator From the Start menu.  
Note: This is just one way of several to open up a “Data CD Project”. After opening you should see the following title bar in the header of the window:



2. Now you can select the source files where the exported anonymous DICOM files are located. You can easily maneuver to the Dicom\_out folder by double-clicking on the designated drive, supposedly “Export (G:)”, then by double-clicking on the Dicom\_out folder, resulting in displaying the DICOM files in the file-selection-box.
3. If the Dicom\_out folder was empty before the Export process was started you can mark all files by selecting one of them (one mouse-click) and then press Ctrl+A. If the Dicom\_out folder was not empty, you can differentiate the files either by looking at the “Date modified” that indicates the time of export or by looking at the file name itself. If you know which files need to be burned, those can be selected by either holding the Ctrl-key pressed down + clicking on each file (Single-Selection) or marking the first filename in a continuous list of files, then scroll to the last file holding the Ctrl-key and clicking on the last file. Now all desired files should be selected.
4. The next step is adding the selected files to the data CD project. Simply click on the “Add” button to compile your CD project.
5. If necessary, you can name the CD by clicking on the number next to the CD-symbol shown in the Data CD project box. Right-click on the number to open a context menu; click on “Rename”. As a recommendation the name should contain the study identification and your site-number: “StudyID\_123”.
6. Make sure that a blank CD is in the CD burner drive. Start recording by clicking on the “Record” button that now should be marked red. Repeat this process as often as CD’s of this project are required.



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7. After the recording process is finished press "OK". You do not have to save the session. Check if the project was successful by opening the Windows Explorer: Right-click on Start, select Explore and go to the CD drive located under "My Computer". All previously selected files should now be seen in the right window.
8. After verifying that all anonymous DICOM files are on the CD, make sure to go to the Dicom\_out folder that still contains all files. In order to prevent your hard drive from filling up please select all files in the Dicom\_out folder and delete them by using the "Delete" key on your keyboard.

**DO NOT DELETE THE DICOM\_OUT FOLDER ITSELF!**