



## **Exporting DICOM files from NewTom**

1. Create a new folder on the desktop (right-click desktop and select “New Folder”). Name the folder with the patient’s name.
2. Open the patient’s CBCT scan in your NewTom CBCT machine. In the top left corner, click “File”, chose “Save in DICOM format”, then choose “Sequence of Axial images”, and click “Free Matrix”.
3. A window should appear which allows you to pick the location where you will export the DICOM files to. Select the folder which you created on the desktop in step 1, and click “OK”. The DICOM files should now be exporting. When the DICOM files have finished exporting click “OK”.
4. Open the desktop folder you created in step 1 to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.
5. Access your account on the Oral Radiology Consultants website and select the desktop folder you created in step 1 to upload your images. There is no need to compress or zip the folder. *Tip: Before clicking “Upload Selected Studies”, click “Preview Selected Studies”. This allows you to scroll through a preview of the CBCT slices to verify you are uploading the entire scan.*