How to copy a CD or DVD and upload it to IDT

CT or CBCT images on a CD or DVD are often received in an encrypted format and protected by a password. This is to protect the patient's confidentiality.

If you received an encrypted CD or DVD containing patient images, please zip up the entire CD/DVD and upload it to IDT using the method below. Please send us the password by a different method (e.g. by normal email or by phone).

Please Note: If you received the data as a Zip File (not on a CD/DVD) you may skip to Step 10.
If you received separate DICOM images in a folder please proceed to Step 8 to zip them first.
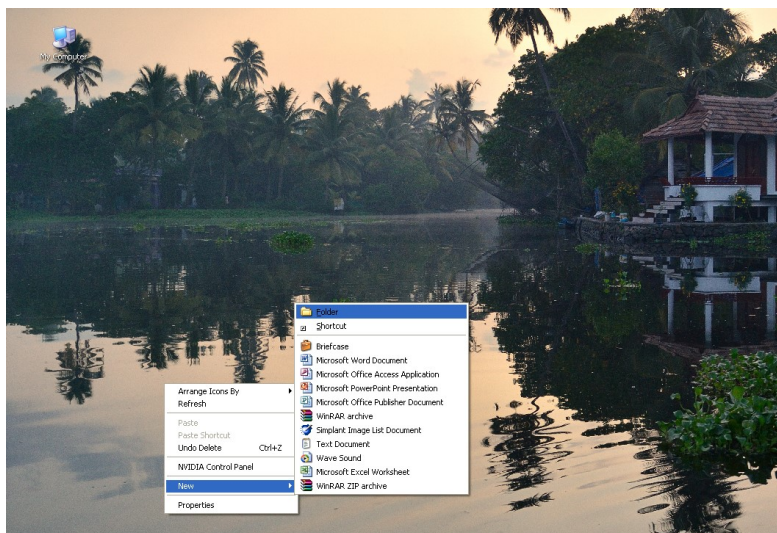
Step 1

Insert the CD in the CD drive.

If the CD **auto runs,** click here to cancel
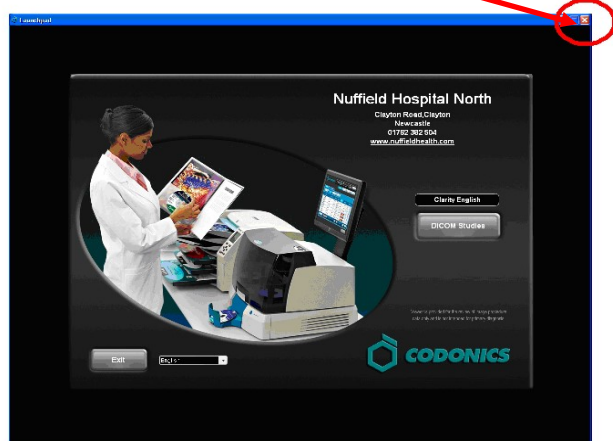
Step 2

- Move the mouse arrow to an empty part of the desktop.
- Click the right mouse button & select **New.**
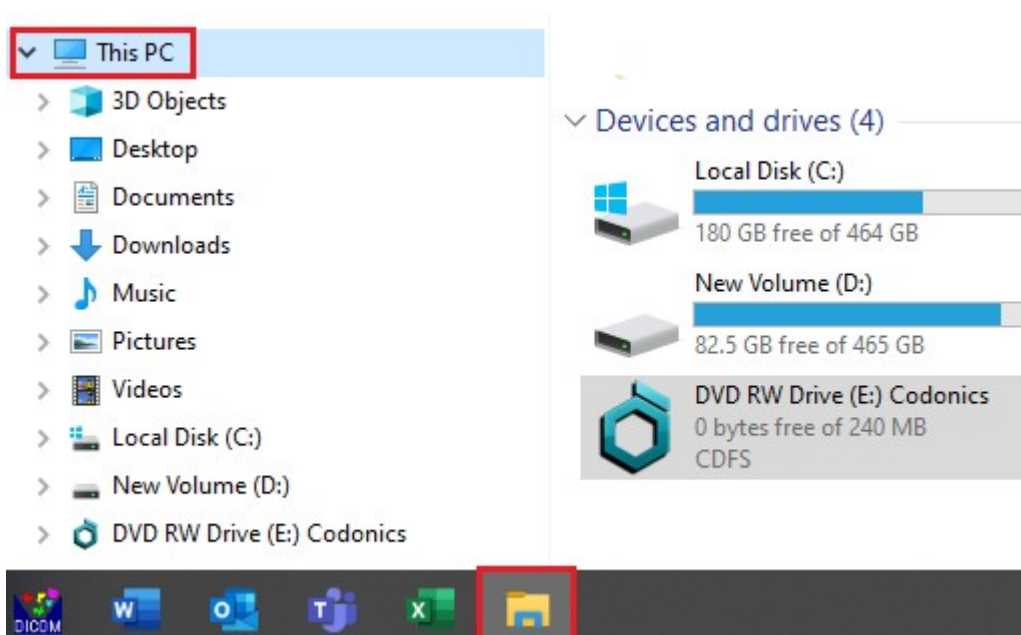- Click **Folder** - this will create a new folder on the desktop.

Step 3

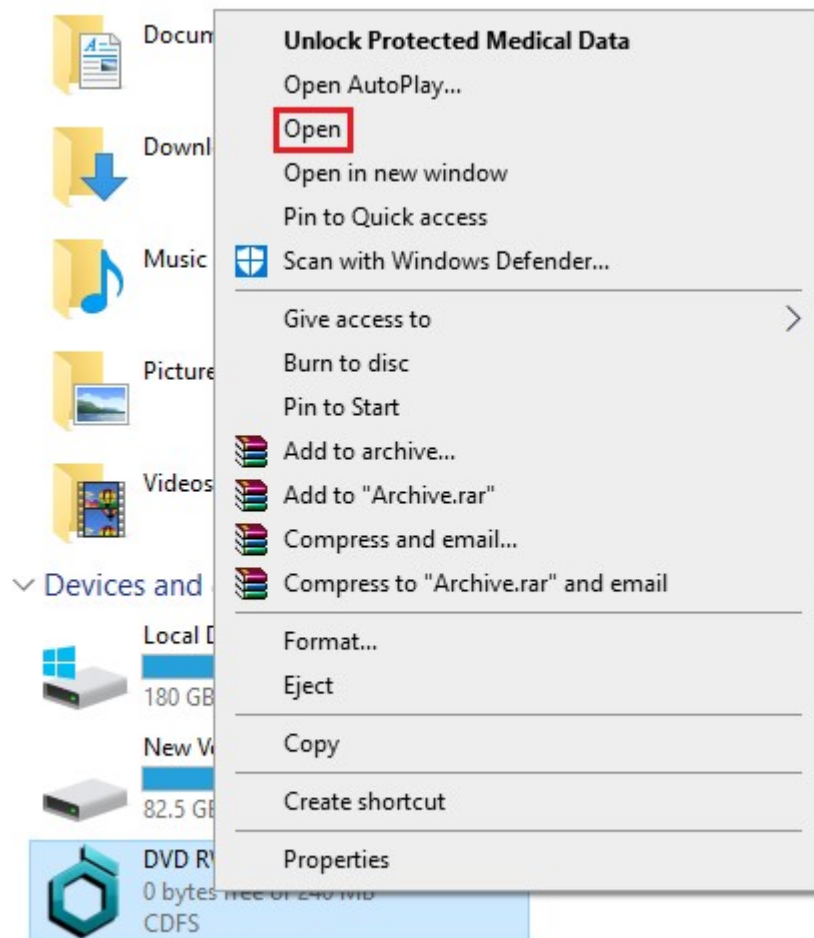Name the folder appropriately, e.g. use the **Patient Name**

Step 4
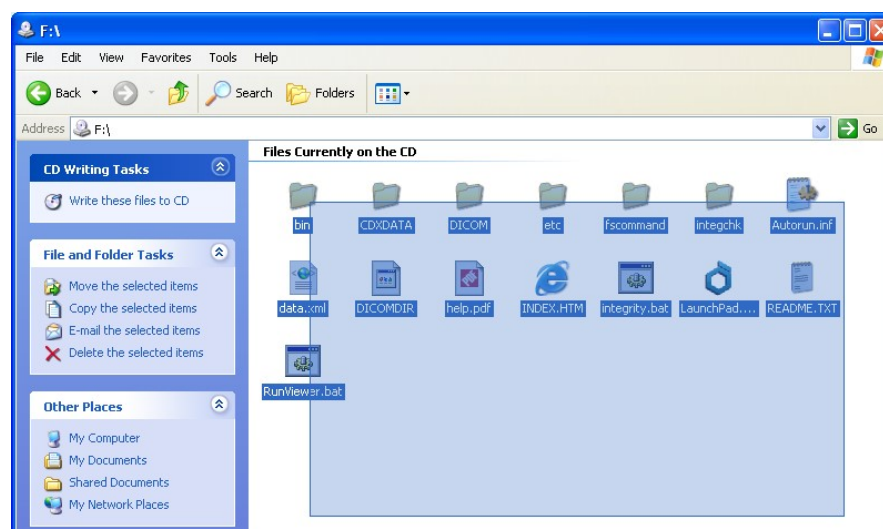
Launch **File Explorer** & click on This PC.

Step 5

Right-click on the CD/DVD drive icon (using the right mouse button) and select **Open**.

Step 6

Select the entire contents of the CD - Use the left mouse button to draw a box around them or press (Ctrl+A). Make sure all the files and folders are selected.
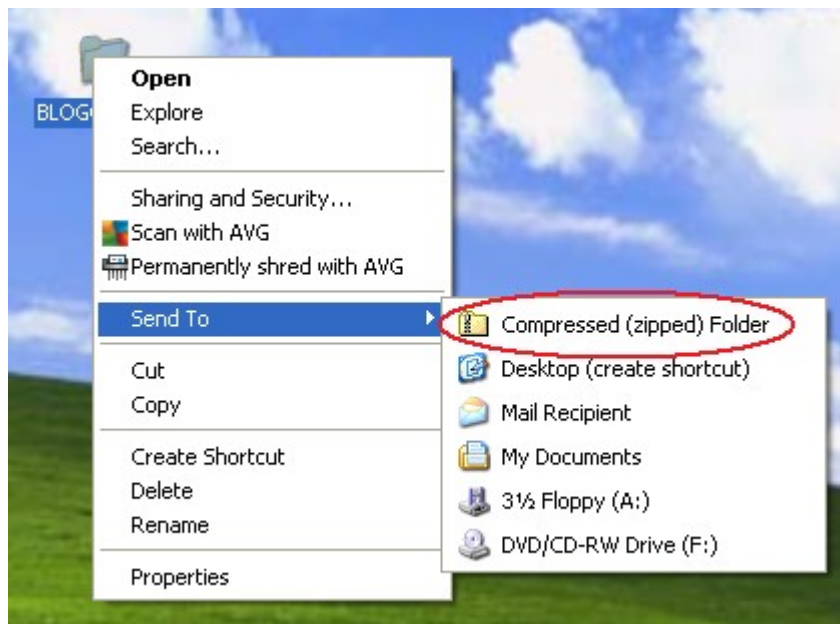
Step 7

Drag the entire contents into the new **Patient Name** folder you created on the Desktop in **Step 3.** This will take a few minutes to copy all the files.

Step 8

Right-click (with the **right** mouse button) on the folder you want to zip and select **Send to Compressed (zipped) Folder:**
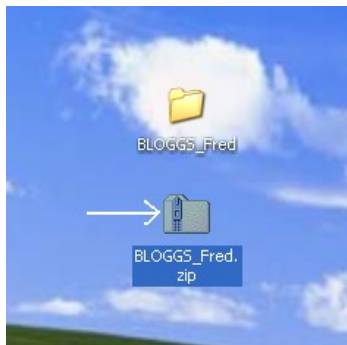

If this message appears, click **Yes**:

Step 9

Find the Zip File you just created – it will have a picture of a zip on it:

This is the Zip File to send to IDT.

Use Method A or Method B or Method C or any other method to send the Zip File to IDT.

Method A: if you have an sFTP Account

You can drag the .zip file into the "To_IDT" folder.

Step 10A

- On your Desktop, double-click **WinSCP** to launch it.
- Drag the Zip File from your Desktop into the **To_IDT** folder.
- When the Zip File has finished uploading, delete it from your Desktop.
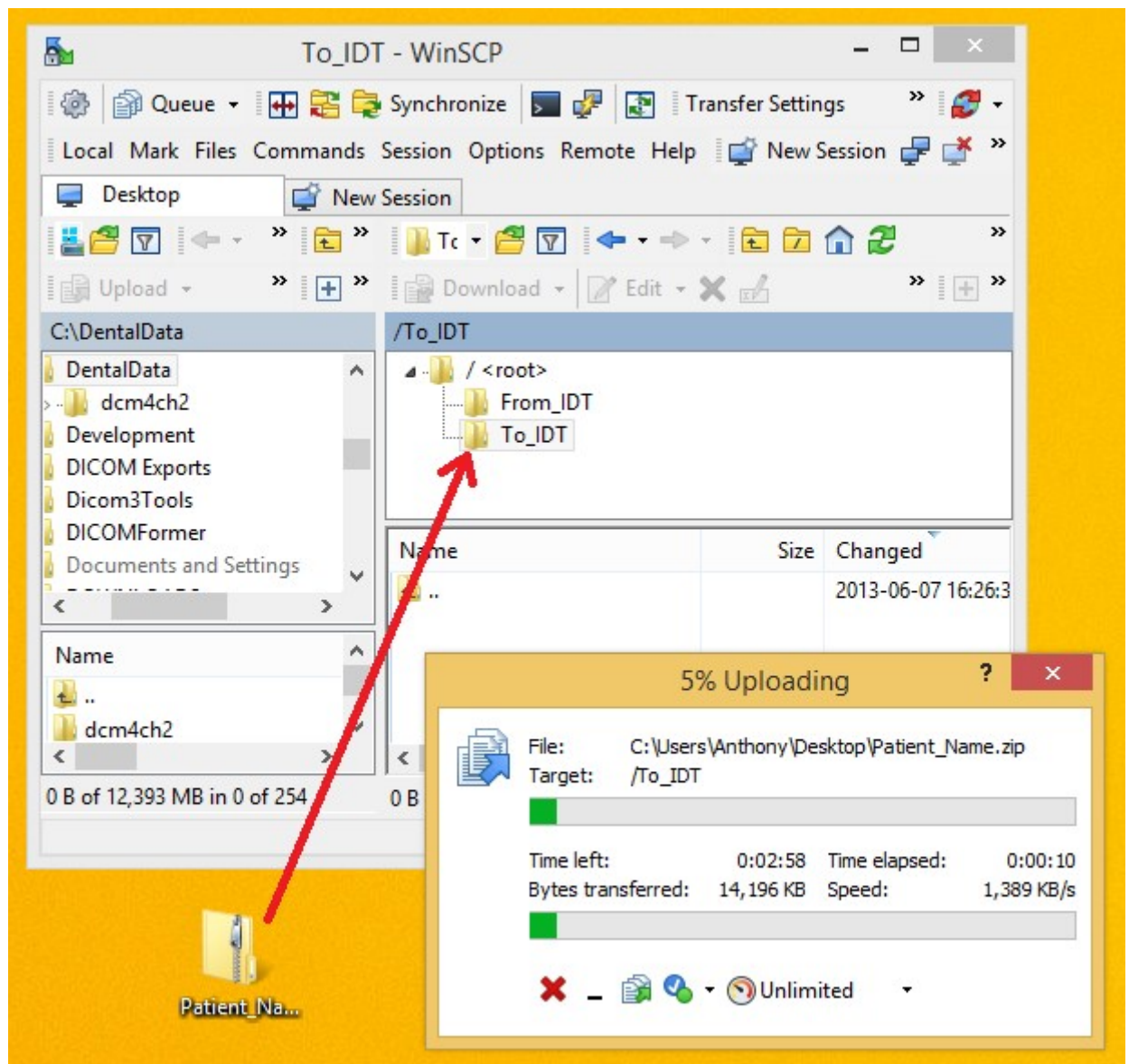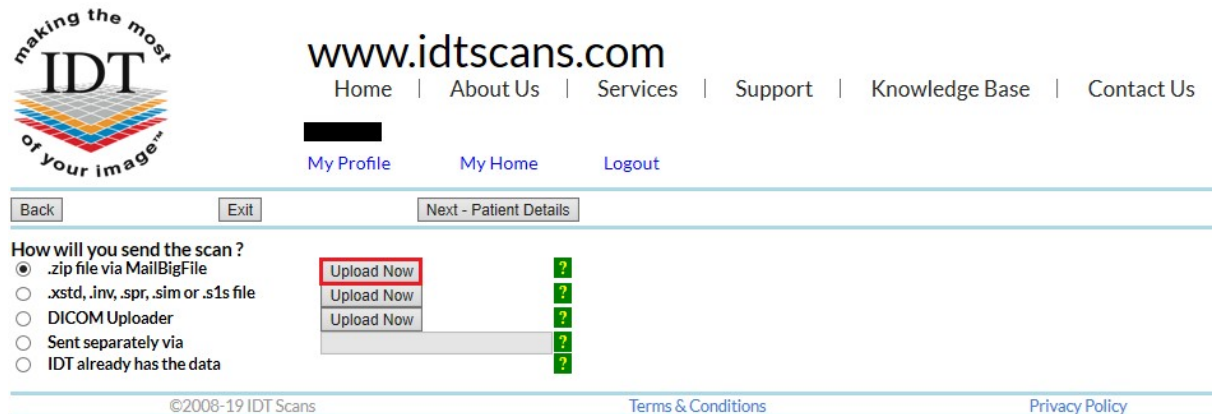
Method B: if you have registered on www.idtscans.com

You can send the .zip file while you are booking in the work you require.

Step 10B

- Go to **www.idtscans.com**
- Log into your account and start booking the case in
- Select "**.zip file containing DICOM images**" and click "**Upload Now**"

- Attach and send your file (see below)
- Carry on booking in the case while the file is being sent to IDT.

Step 11B

Follow the 3 steps below to attach and send your file. If you cannot see the Browse button please install Adobe Flash Player from http://get.adobe.com/flashplayer
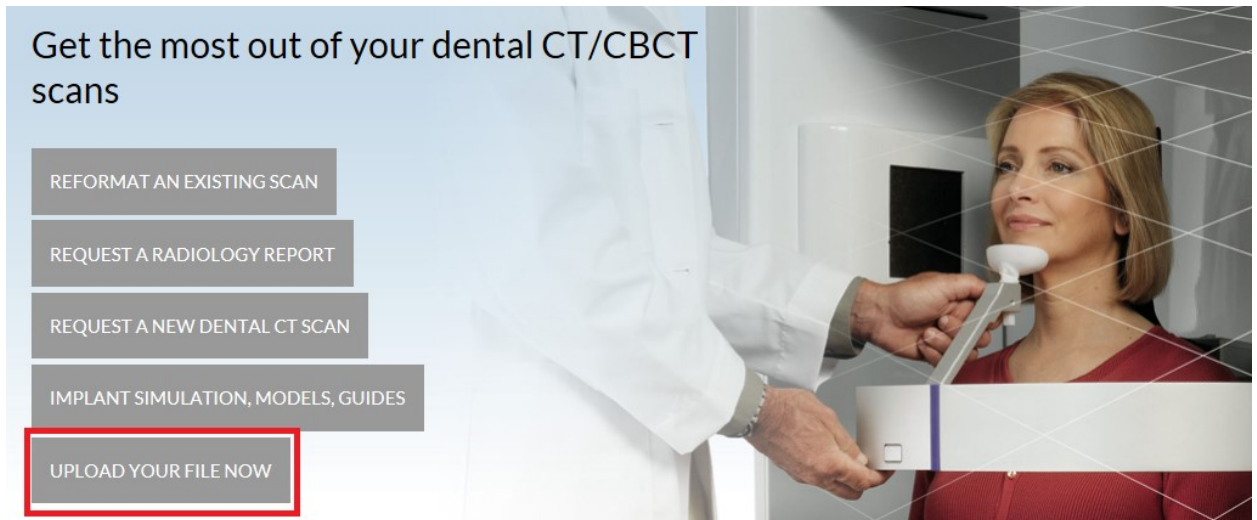
Method C: if you haven't registered yet

You can send the .zip file first, then book the work in later.

Step 10C

Go to **www.idtscans.com**
If you haven't registered, click on "**Upload Your File Now**":

Step 11C

On the next page, click on "**Upload a Zipped Folder**":

Step 12C

Follow the 3 steps below to attach and send your file. If you cannot see the Browse button please install Adobe Flash Player from http://get.adobe.com/flashplayer