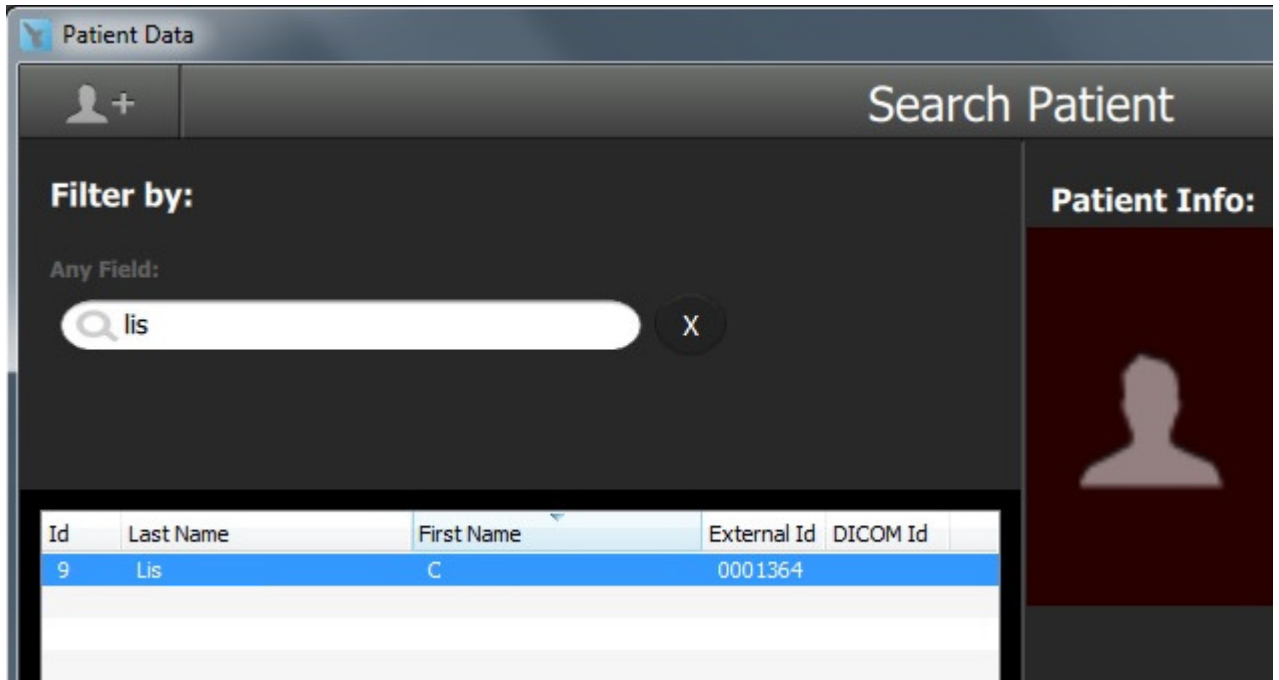


# How to save DICOM images from Acteon X Mind Trium to a Zip File that you can send to IDT Scans

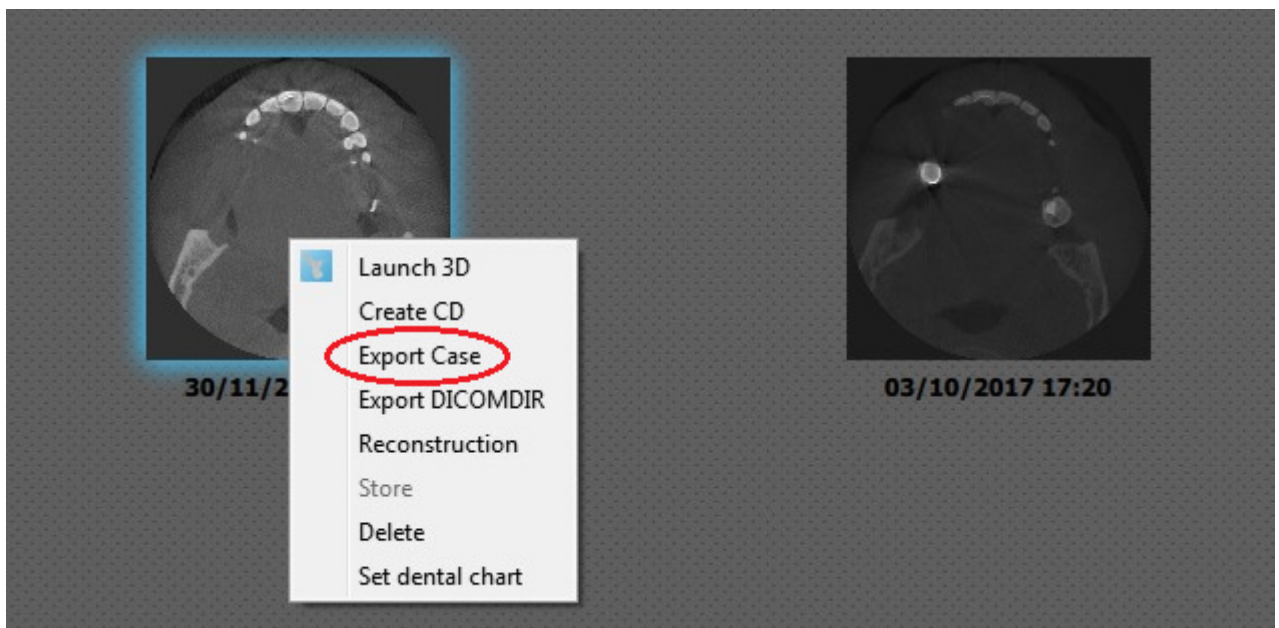
## Step 1

Launch the Acteon software and find the required Patient.



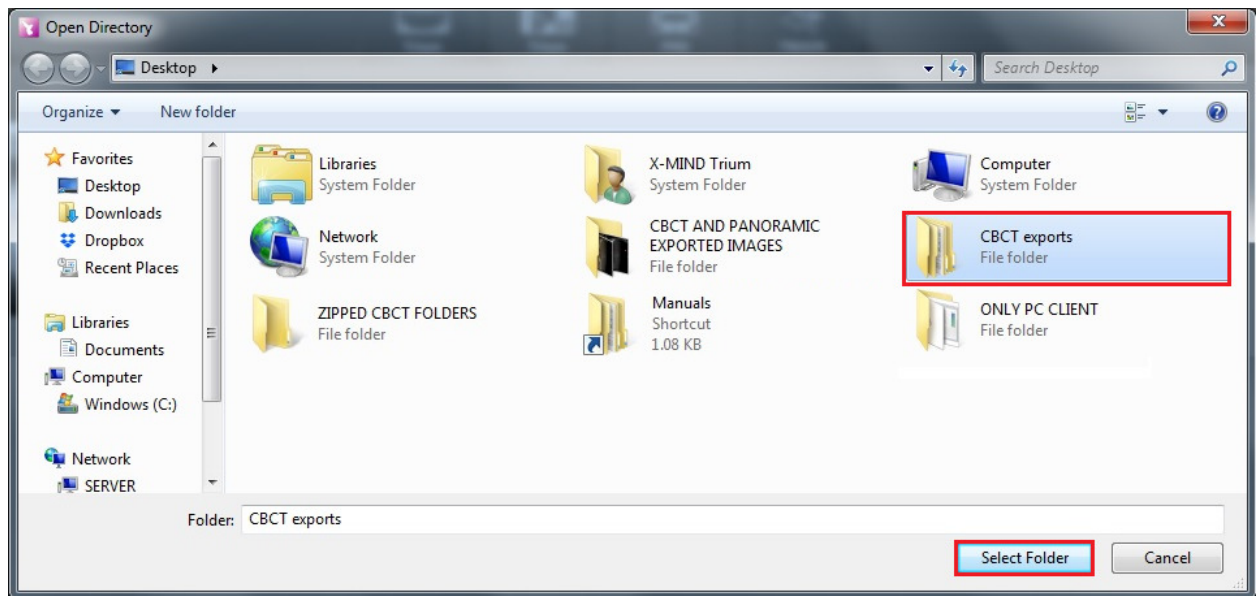
## Step 2

Right-click on the required Study and select “Export Case”.



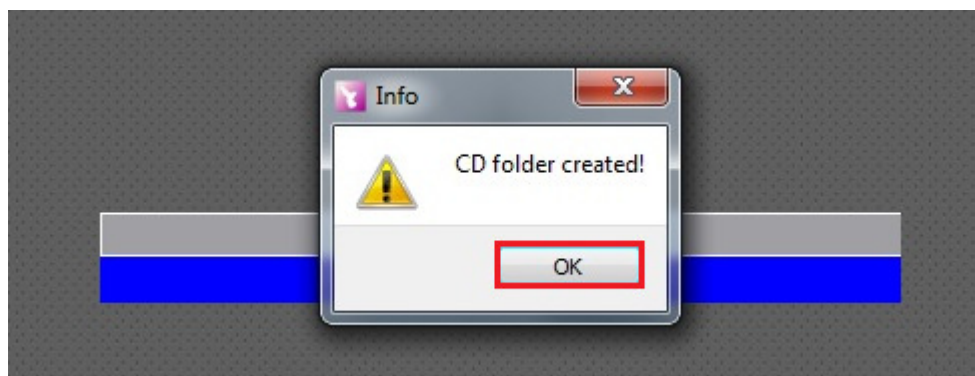
### Step 3

Browse to the folder called “**CBCT Exports**” on your Desktop and click “**Select Folder**”.  
If the “**CBCT Exports**” folder isn’t already present you can create it.



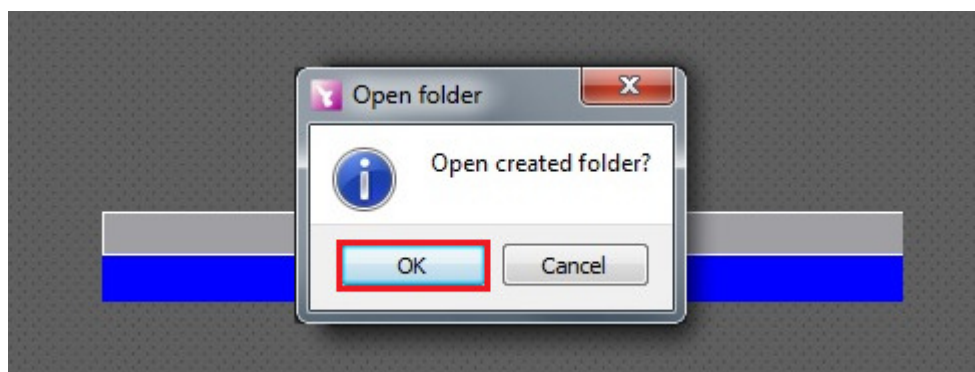
### Step 4

If the Export is successful you should see the following message:



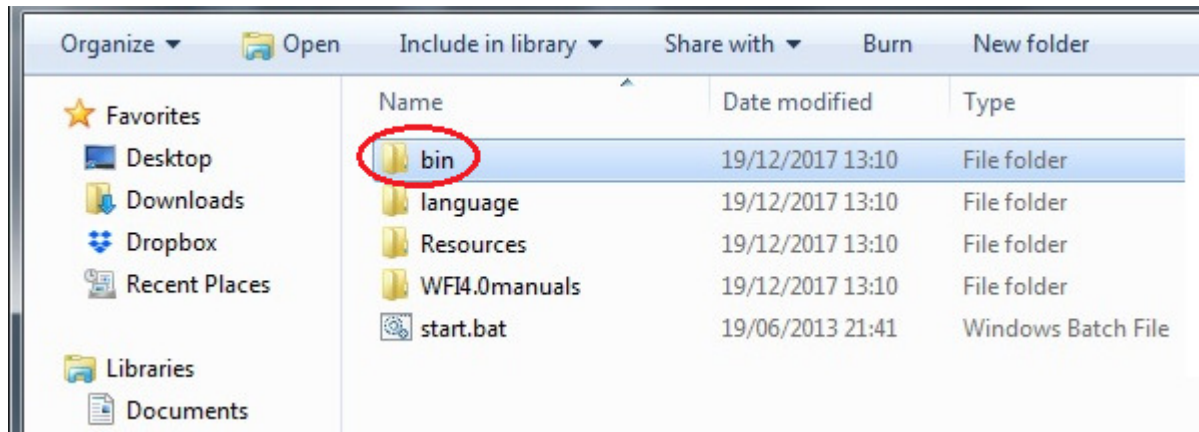
### Step 5

Click “OK” then “OK” again to open the CD folder you just created.



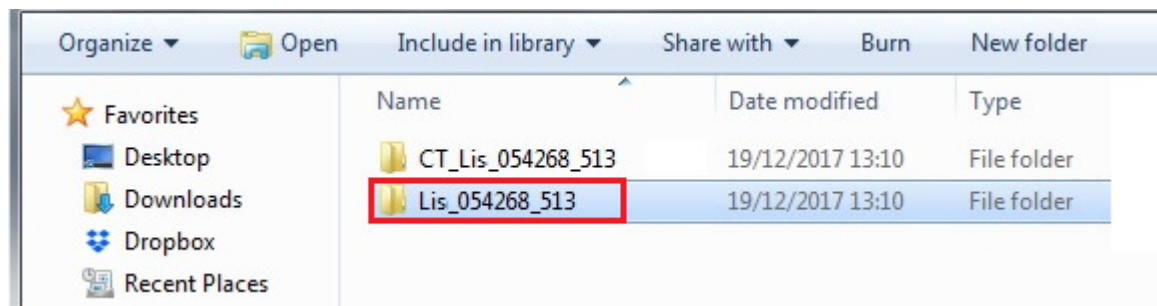
## Step 6

You will see a folder similar to the one shown below. Double-click **“bin”** as that is where the DICOM images are stored.



## Step 7

Double-click the folder called **“Storage”** and you will see your patient listed. There will be 2 folders for your patient: one with **“CT\_”** in front of the patient name, and one without. The folder **without “CT\_” in front of the patient name** is the one containing the DICOM images.



## Step 8

Right-click the folder **without “CT\_” in front of the patient name** and select **“Copy”**.

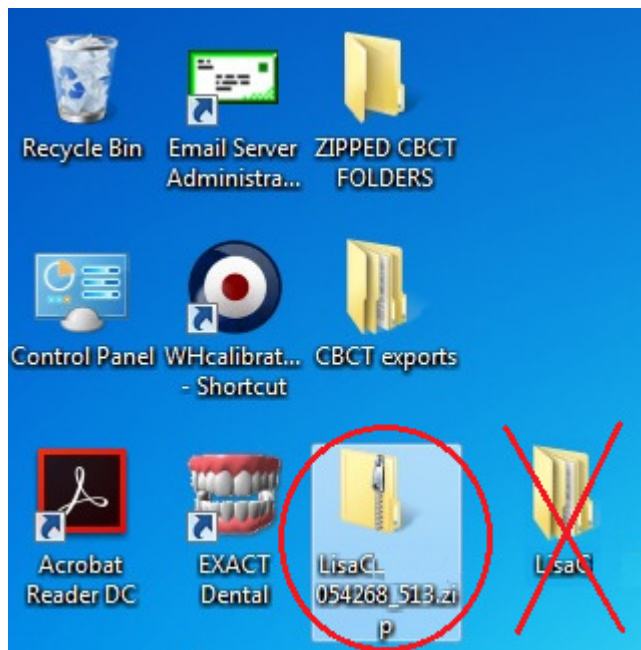
Right-click on your Desktop and select **“Paste”**.

This will make a copy of the folder on your Desktop.



## Step 9

Right-click the **folder you just made on your Desktop** and select “**Send To**” and then select “**Compressed (zipped) folder**”. This will make a Zip File (with a picture of a zip) on your Desktop. The file name will end with .zip.



The file ending in .zip (with a picture of a zip) is the Zip File that you need. You can delete the copy of the patient folder from your Desktop as it is no longer needed.

## Step 10

You can send the Zip File to a colleague by copying it to a memory stick, or by emailing it to them.

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

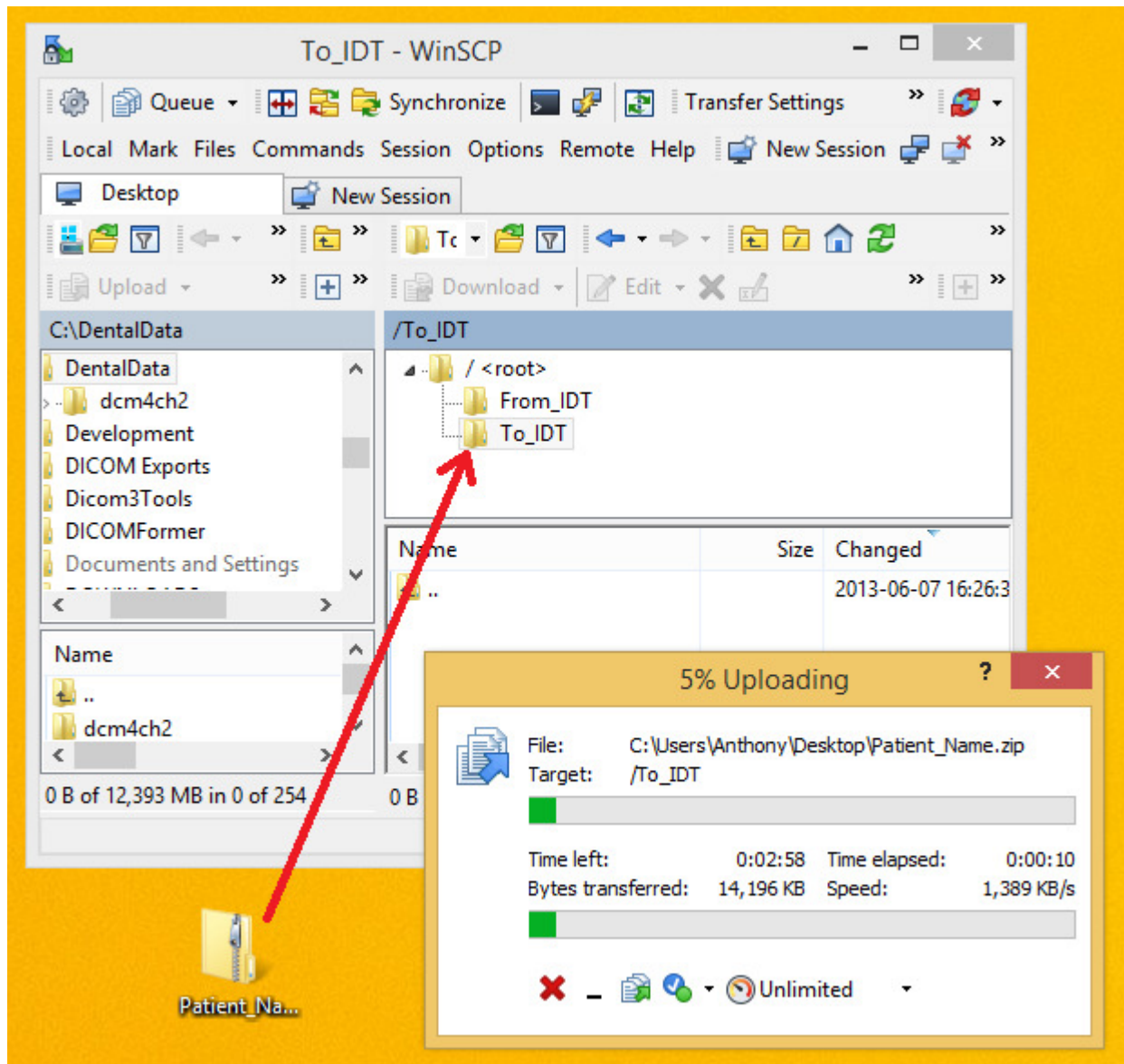
# How to Send the Zip File to IDT Scans

## Method A: if you have an sFTP Account

You can drag the Zip File into your "To\_IDT" folder.

### Step 11A

- 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.

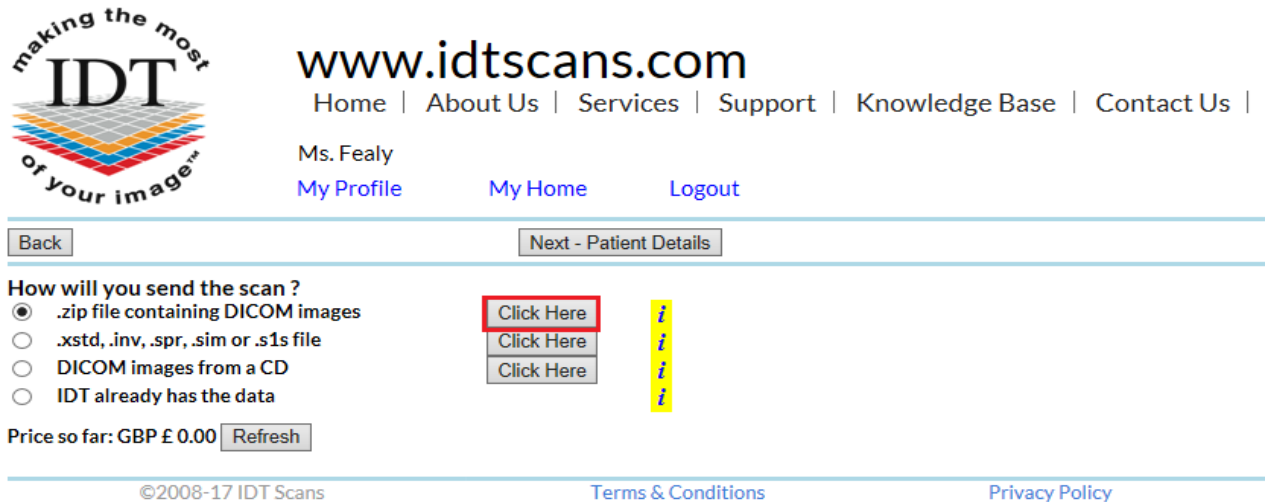


## Method B: if you have registered on [www.idtscans.com](http://www.idtscans.com)

You can upload the Zip File while booking in the work you require.

### Step 11B

- Go to [www.idtscans.com](http://www.idtscans.com)
- Log into your account and start booking the case in
- Select “.zip file containing DICOM images” and click on “Click Here”.



The screenshot shows the IDT Scans website header with the logo "making the most of your image™ IDT". The navigation menu includes "Home | About Us | Services | Support | Knowledge Base | Contact Us |". The user is logged in as "Ms. Fealy" with links for "My Profile", "My Home", and "Logout". Below the navigation, there are "Back" and "Next - Patient Details" buttons. The main content area asks "How will you send the scan?" with four radio button options: ".zip file containing DICOM images" (selected), ".xstd, .inv, .spr, .sim or .s1s file", "DICOM images from a CD", and "IDT already has the data". To the right of the first option is a red-bordered "Click Here" button. To the right of the other three options are "i" icons. Below the options is a "Price so far: GBP £ 0.00" and a "Refresh" button. The footer contains "©2008-17 IDT Scans", "Terms & Conditions", and "Privacy Policy".

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

### Step 12B

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>



The screenshot shows the "Mail a Big File to idtscans.com" interface. It features the IDT Scans logo and a small image of a person's face. The interface is in "Secure Mode" and consists of three numbered steps: 1. "Attach Files (maximum file size 2GB)" with a "Browse..." button; 2. "Your Email Address" with a text input field containing "@idtscans.com"; 3. "Message" with a text input field containing "it is easy to send data to IDT Scans :)". The "Send All Files" button at the bottom of step 3 is circled in red.

## Method C: if you haven't registered yet

You can upload the Zip File first, then book in the work you require.

### Step 11C

Go to [www.idtscans.com](http://www.idtscans.com)

If you haven't registered, click "Upload Your File Now":



[www.idtscans.com](http://www.idtscans.com)

[Home](#) | [About Us](#) | [Services](#) | [Support](#) | [Knowledge Base](#) | [Contact Us](#)

Get the most out of your dental CT/CBCT scans

REFORMAT AN EXISTING SCAN

REQUEST A RADIOLOGY REPORT

REQUEST A NEW DENTAL CT SCAN

IMPLANT SIMULATION, MODELS, GUIDES

UPLOAD YOUR FILE NOW



## Step 12C

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



www.idtscans.com

[Home](#) | [About Us](#) | [Services](#) | [Support](#) | [Knowledge Base](#) | [Contact Us](#) |

---

# Upload Files

If you are requesting work for IDT Scans to do, please click on one of the following links and follow the steps in the Online Booking wizard:

- [Reformat an Existing Scan](#)
- [Request a Radiology Report](#)
- [Implant Simulation, Treatment Planning, Guides](#)

If you want to send us a single file, please click here:

- [Upload a Single File](#)

If you want to send us multiple files, please place them in a folder. Right-click on the folder and select “Send to” and then select “Compressed (zipped) folder”. Then click on the following link and select the zipped folder:

- [Upload a Zipped Folder](#)

Please visit our extensive [Knowledge Base](#) for further information, or [Contact Us](#).

---



## Step 13C

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>



www.idtscans.com



### Mail a Big File to idtscans.com

In **Secure Mode**

1

**Attach Files** (maximum file size 2GB)

2

**Your Email Address**

**Message**

3

Developed & Hosted by Desso | ©2005 - 2017 | Powered By [MailBigFile.com](http://MailBigFile.com) | [Switch to Multi Uploader](#)



MailBigFile ® registered trademark of MailBigFile Ltd