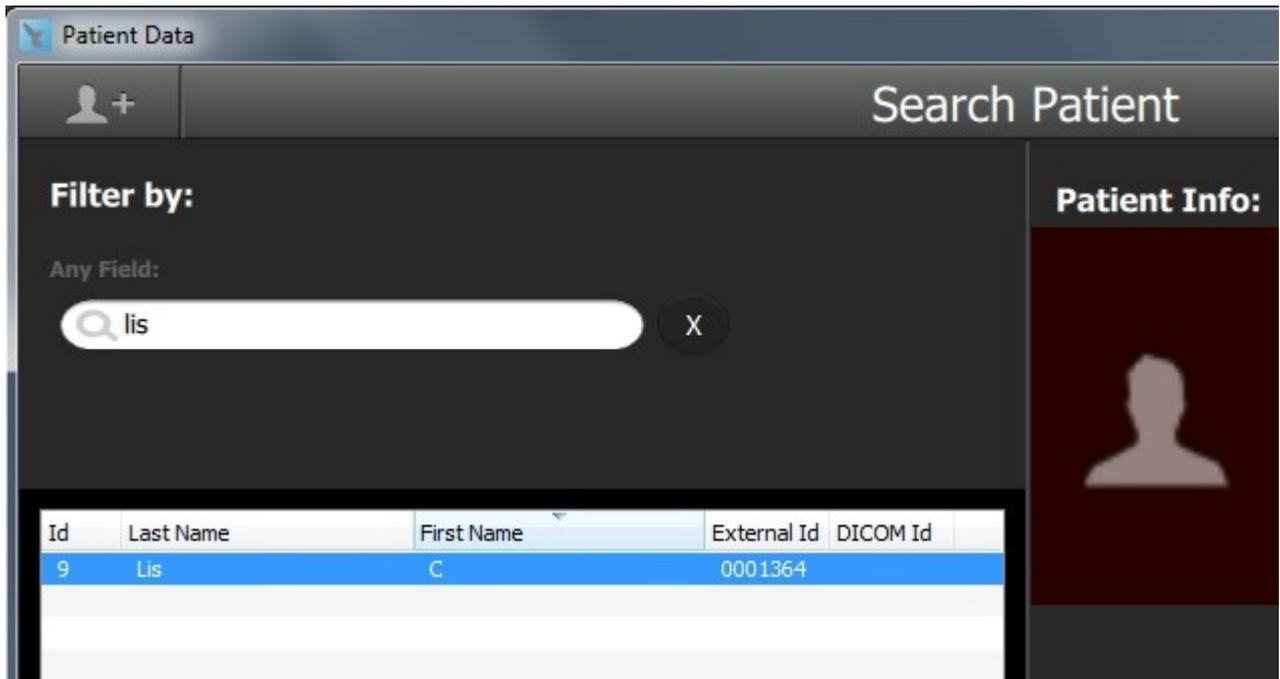


# Saving DICOM images from Acteon X Mind Trium to a Zip File you can send to IDT



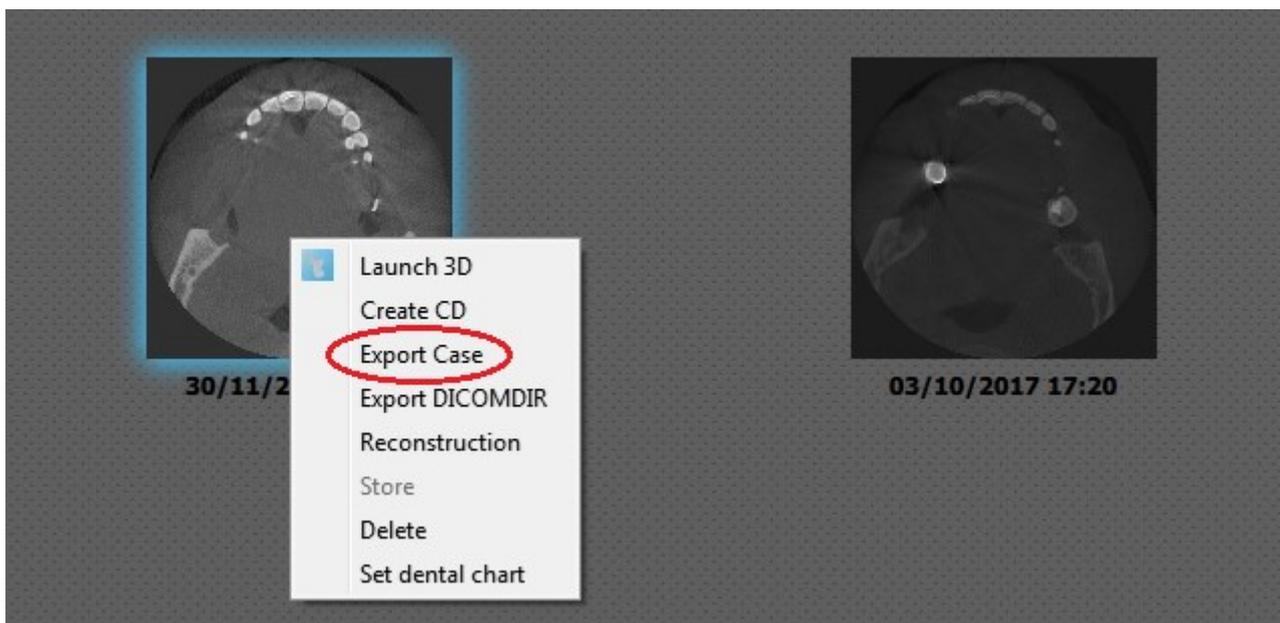
## Step 1

Launch the Acteon software and find the required Patient.



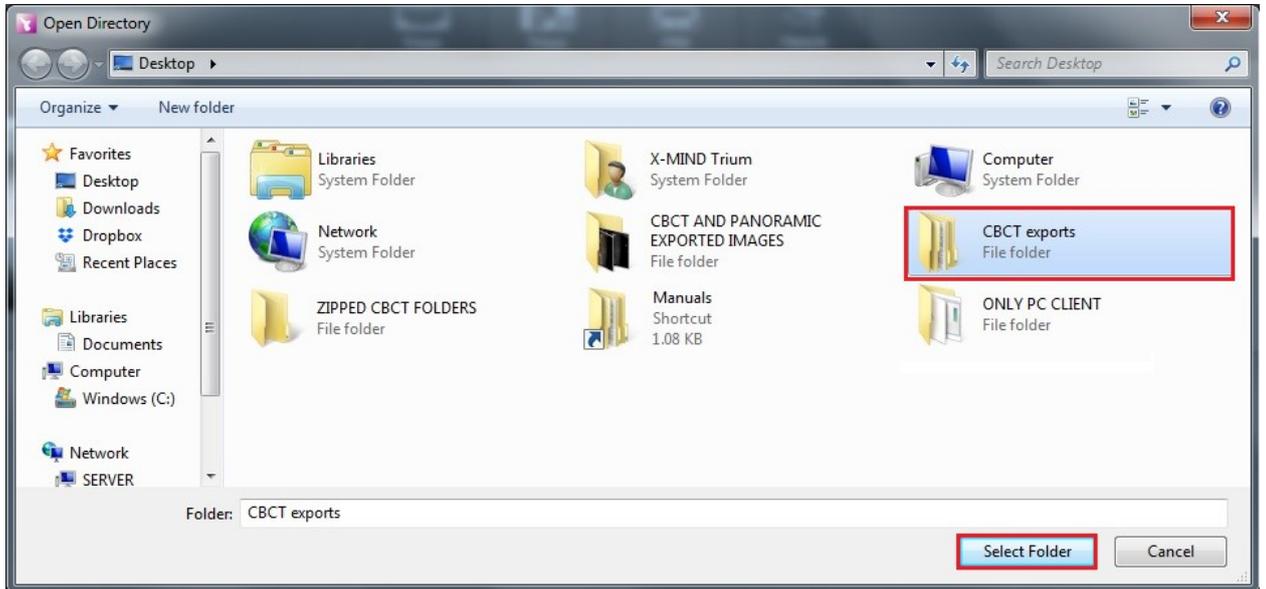
## Step 2

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:



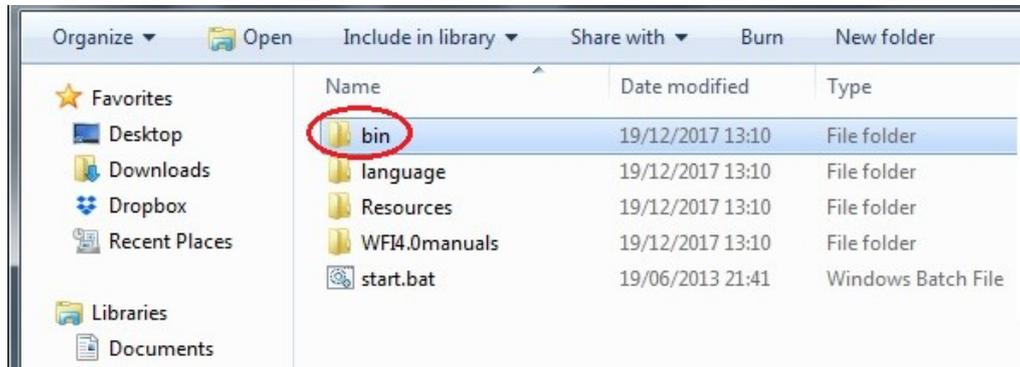
### Step 5

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



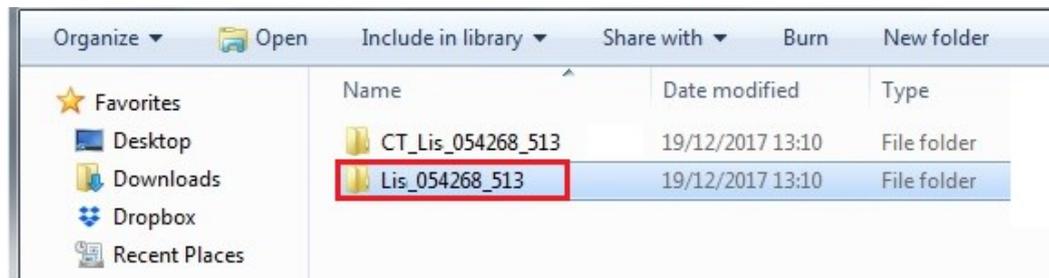
## Step 6

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.



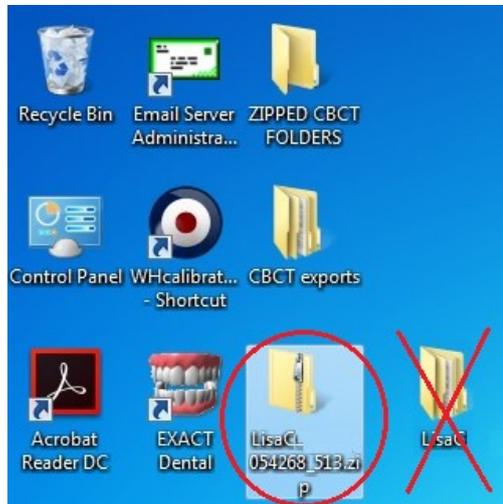
## Step 8

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.

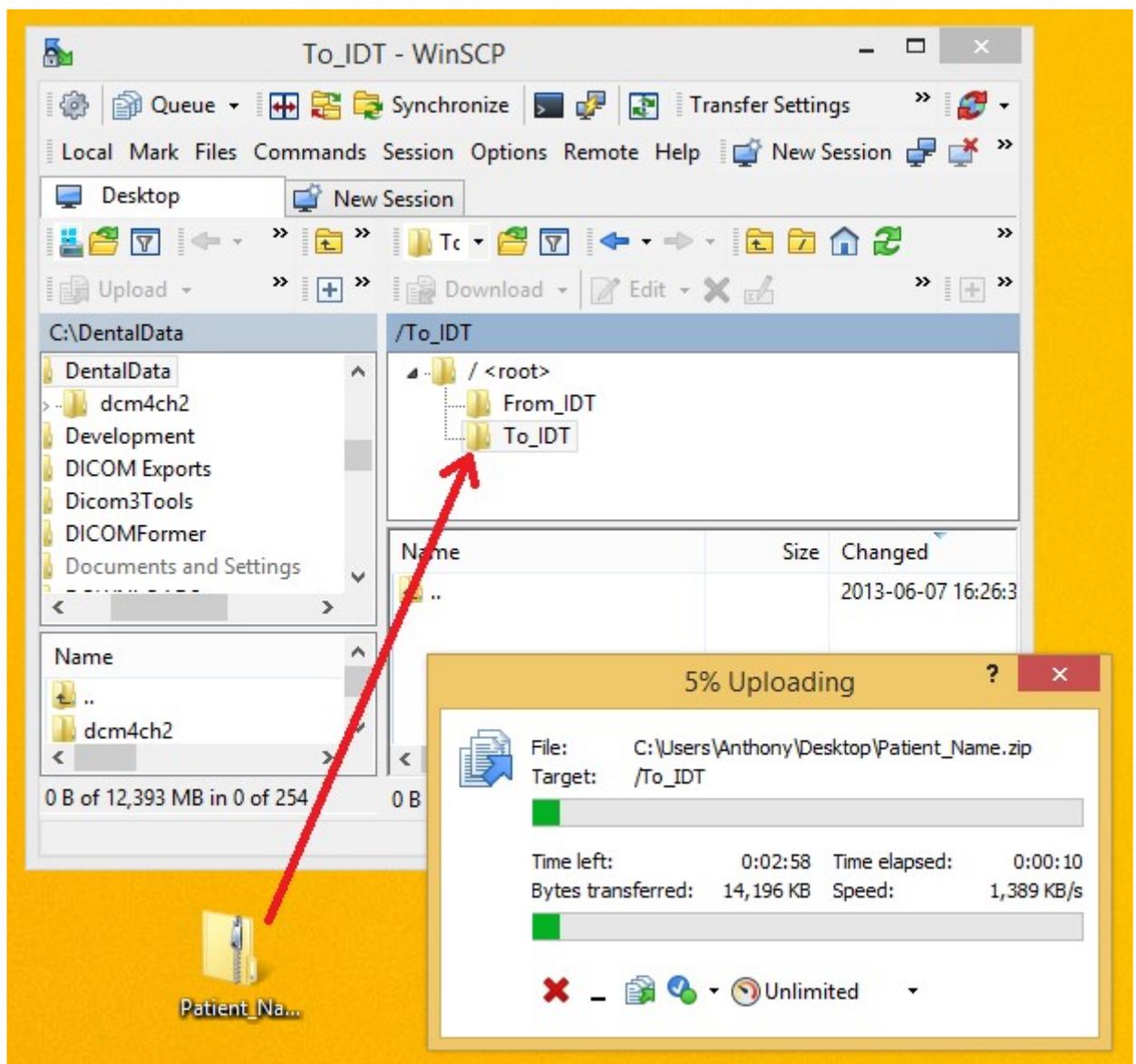
## How to Send the Zip File to IDT

### 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 via MailBigFile"** and click on "Upload Now".



The screenshot shows the IDT website interface. The logo on the left reads "making the most of your image" with "IDT" in the center. The main header includes "www.idtscans.com" and navigation links: Home, About Us, Services, Support, Knowledge Base, and Contact Us. Below the header, there are links for "My Profile", "My Home", and "Logout". A navigation bar contains "Back", "Exit", and "Next - Patient Details" (highlighted with a red box). The main content area asks "How will you send the scan?" with several radio button options: ".zip file via MailBigFile" (selected), ".xstd, .inv, .spr, .sim or .s1s file", "DICOM Uploader", "Sent separately via", and "IDT already has the data". To the right of these options are three "Upload Now" buttons, each with a green question mark icon. The first "Upload Now" button is highlighted with a red box. The footer contains "©2008-19 IDT Scans", "Terms & Conditions", and "Privacy Policy".

- Attach and send your Zip File (see below)
- Click **"Next – Patient Details"** to 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 IDT website interface for "Mail a Big File to idtscans.com". The logo on the left reads "making the most of your image" with "IDT" in the center. The main header includes "www.idtscans.com" and a small image of a person's face. Below the header, the text "Mail a Big File to idtscans.com" is displayed, followed by "In Secure Mode" with a lock icon. The form consists of three 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 is highlighted with a red circle. The footer contains "Developed & Hosted by Dessol | ©2005 - 2017 | Powered By MailBigFile.com | Switch to Multi Uploader" and "MailBigFile © registered trademark of MailBigFile Ltd" with flags for the UK, France, and Germany.

### 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**":



#### Step 12C

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



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

it is easy to send data to  
IDT Scans :)

**3**

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