

## X-Ray Scanning

1. Click small xray picture on the relevant patient's record (bottom right hand corner). Place x-rays in scanner
2. Then click '**NEW**'
3. There will be a small button that looks like a slightly open scanner at the top of the page - please click this.
4. Then click '**PREVIEW**' – cancel the preview when you can see you x-ray/x-rays on the page in front of you.
5. There will be small box that you need to drag around the x-rays. This can be done by placing the arrow on either side of the box and dragging until it is neatly around the xrays you are scanning.
6. If your x-rays are in the wrong position before scanning there are buttons such as '**rotate**' and '**flip**', (these are the buttons with the arrows on them), play about with these until your x-rays are sitting as you would like.
7. Once your x-rays are in the position that you would like please click '**SCAN**'. Once this has scanned close the window at the front.
8. SAVE this image by clicking on the small disc at the top of the page and save in x-ray folder which you will find by going 'MY NETWORK PLACES', 'C ON REC', then clicking 'X RAYS'. Once there you will be able to RIGHT click and PASTE the name of the x-ray in the box next to '**FILE NAME**'. Note that the x-ray will automatically have a name all you have to do is right click and paste. Click '**SAVE**'
9. Now please close the window by clicking the cross at the top right hand corner.
10. You will now be back in the x-ray folder screen, the small white box is where you would like to put your x-rays so please RIGHT click on this area. Again you want to save this x-ray and as above you need to RIGHT CLICK and PASTE in the box next to '**FILE NAME**'.
11. This next bit is important, you are always going to be saving this as a reference so please always **TICK** the '**STORE AS REFERENCE ONLY**' button.
12. Then click on **OPEN**
13. You should now have the stored the x-rays successfully.