

Exporting DICOM Files from Carestream CS 3D (CS3D) Software

- 1 Create a New Folder with the Patient's name**
 - Right-click anywhere on your desktop where there isn't an icon.
 - Select **New > Folder**, and name the folder using the **patient's full name**.

- 2 Open the CBCT Scan**
 - Launch the **CS 3D Imaging** software and open the patient's scan.
 - On the menu on the left, click the **Export Volume** button (it looks like a skull with an arrow pointing to the right).

- 3 Select Output Folder in Export Window**

In Section 1 "File and directory" section, select **Browse** to and select the folder you created in Step 1 as the **Output Directory**.

▲ This is important: CS3D will generate several hundred DICOM files, so the correct folder must be selected.

- 4 Section 2 Resolution:**
 - **Axial Matrix Size:** Select the option labeled "**Same as source.**"
 - **Slice Thickness:** Select the option labeled "**Same as source.**"
 - **Create Isotropic Volume:** Leave **unchecked**.

- 5 Section 3: Output File Format:**
 - Choose "**CT (one file per slice).**"
 - Compression: Choose "**Uncompressed.**"
 - Make sure "**Anonymize**" and "**Create DICOMDir**" are **unchecked**.

- 6 Export the Files**

Click **Export** to begin the DICOM export process.

- 7 Verify the Export**

Open the folder you created on the desktop and confirm that it contains several **hundred .dcm files**, representing the CBCT scan slices.

- 8 Compress the Folder** (Do not skip this step!)
 - On the desktop, Right-click on the patient's folder now with DICOM files.
 - Select "**Send to**" → "**Compressed (zipped) folder.**"
 - A zipped version of the folder will be created, typically marked with a zipper icon or a blue "Z".

- 9 Upload the Zipped Folder**
 - On IDR portal, navigate to the **IDR interpretation request form**.
 - Upload the zipped folder as part of your case submission.