HOW TO CAPTURE THE X-RAYS IMAGE FROM YOUR MONITOR SCREEN
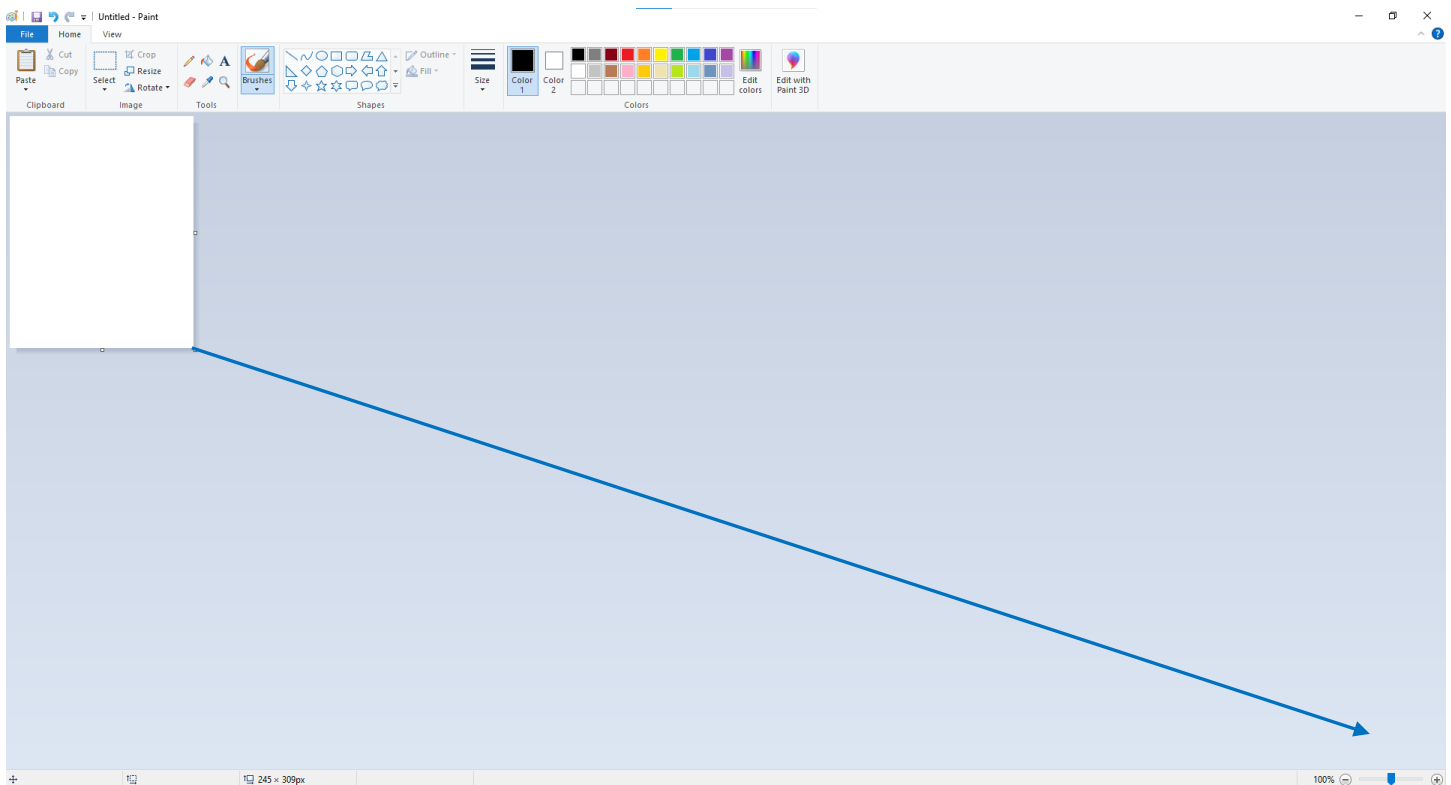
Scope:

This instruction shows you how to save a screen display of an X-Ray to an image file in .jpg format if your Practice Management System can display the patient's X-Rays but could not give you an easy way to download the X-Ray files. This HOW TO will use 2 Microsoft Windows apps to accomplish this task:
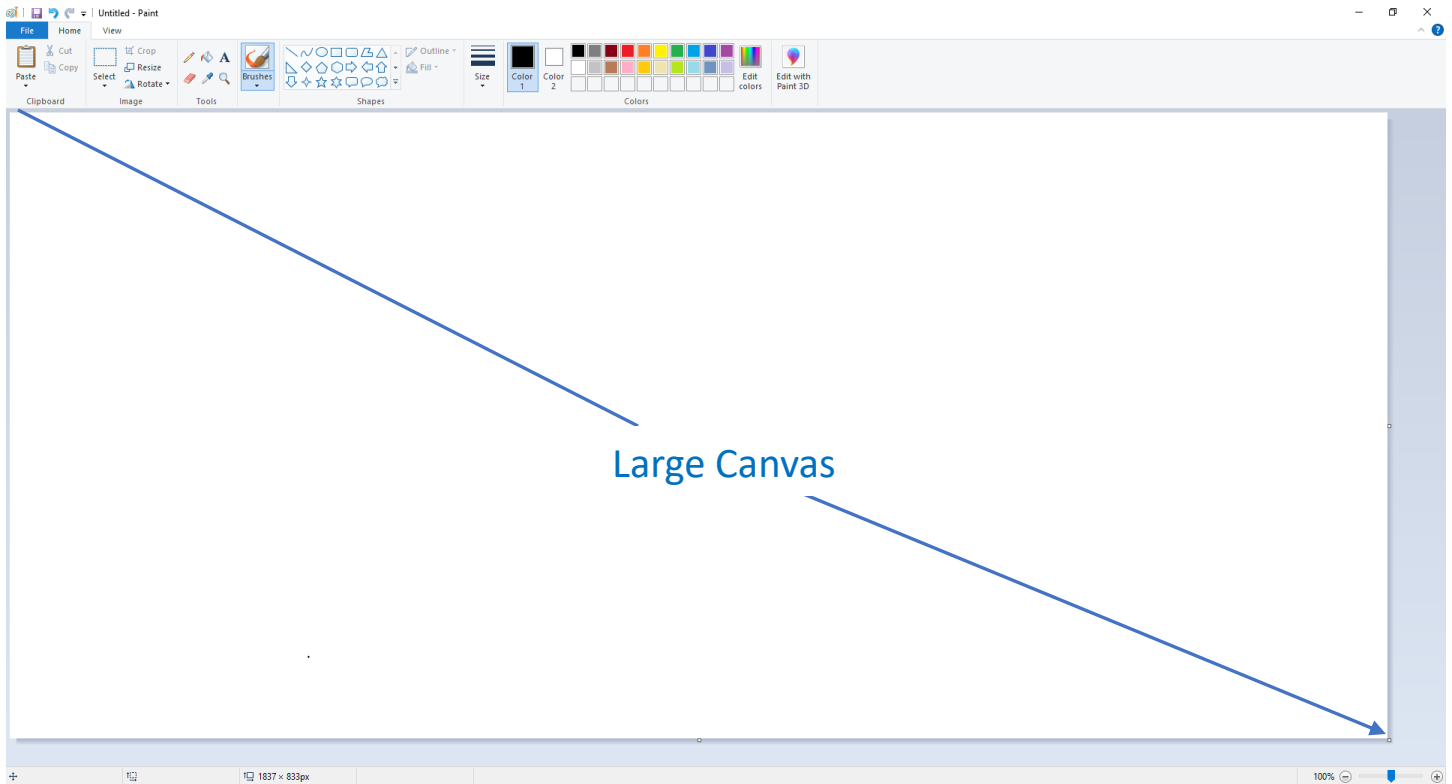
- **Paint** (in Windows Accessories Folder) and
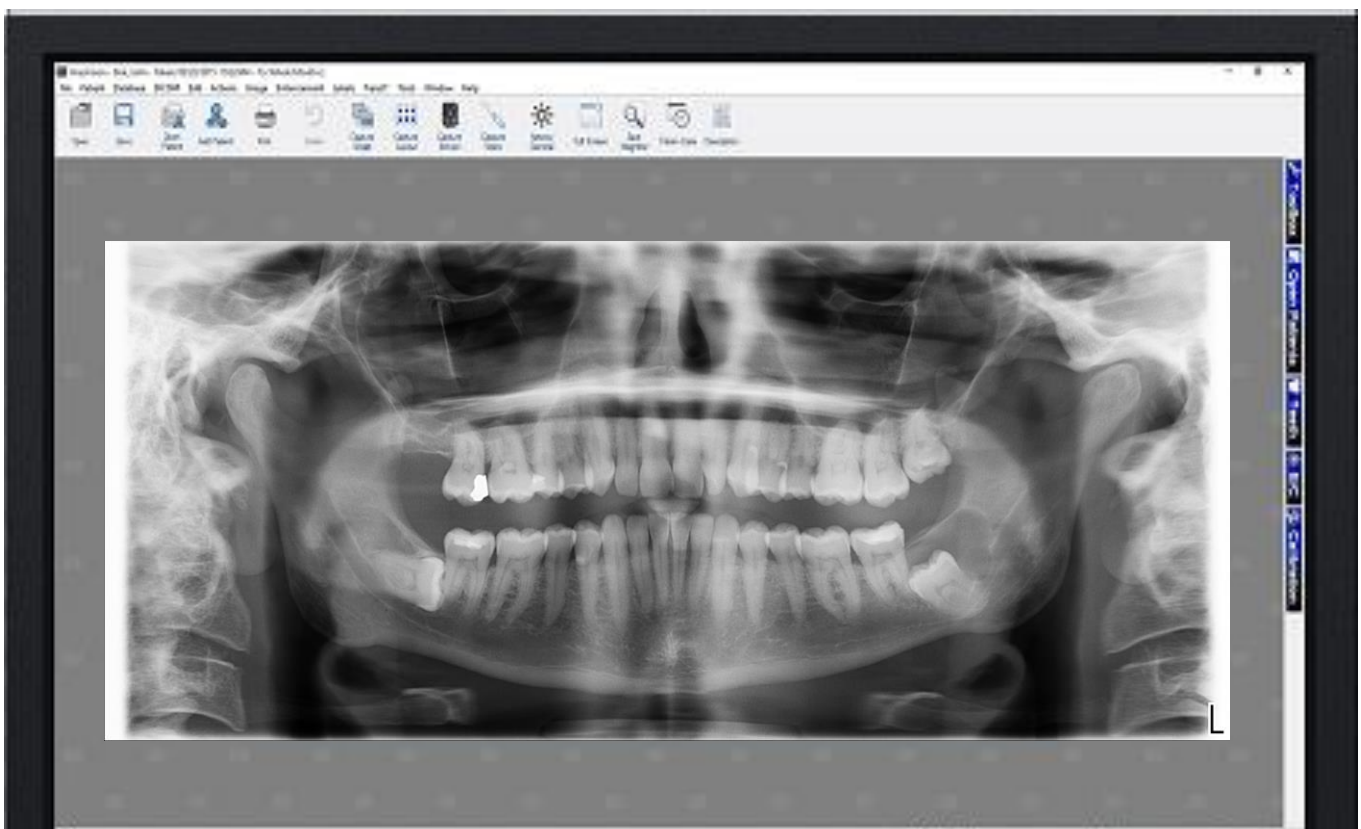- Snipping Tool (Shortcut **⊞** + **Shift ↑** + **S**).

The Steps:

1. Open Windows app **Paint** in Windows Accessories folder. Click on top menu item "File" and select "New". A new white canvas is open.
   Move cursor to the lower right corner of the canvas and drag to largest possible canvas size
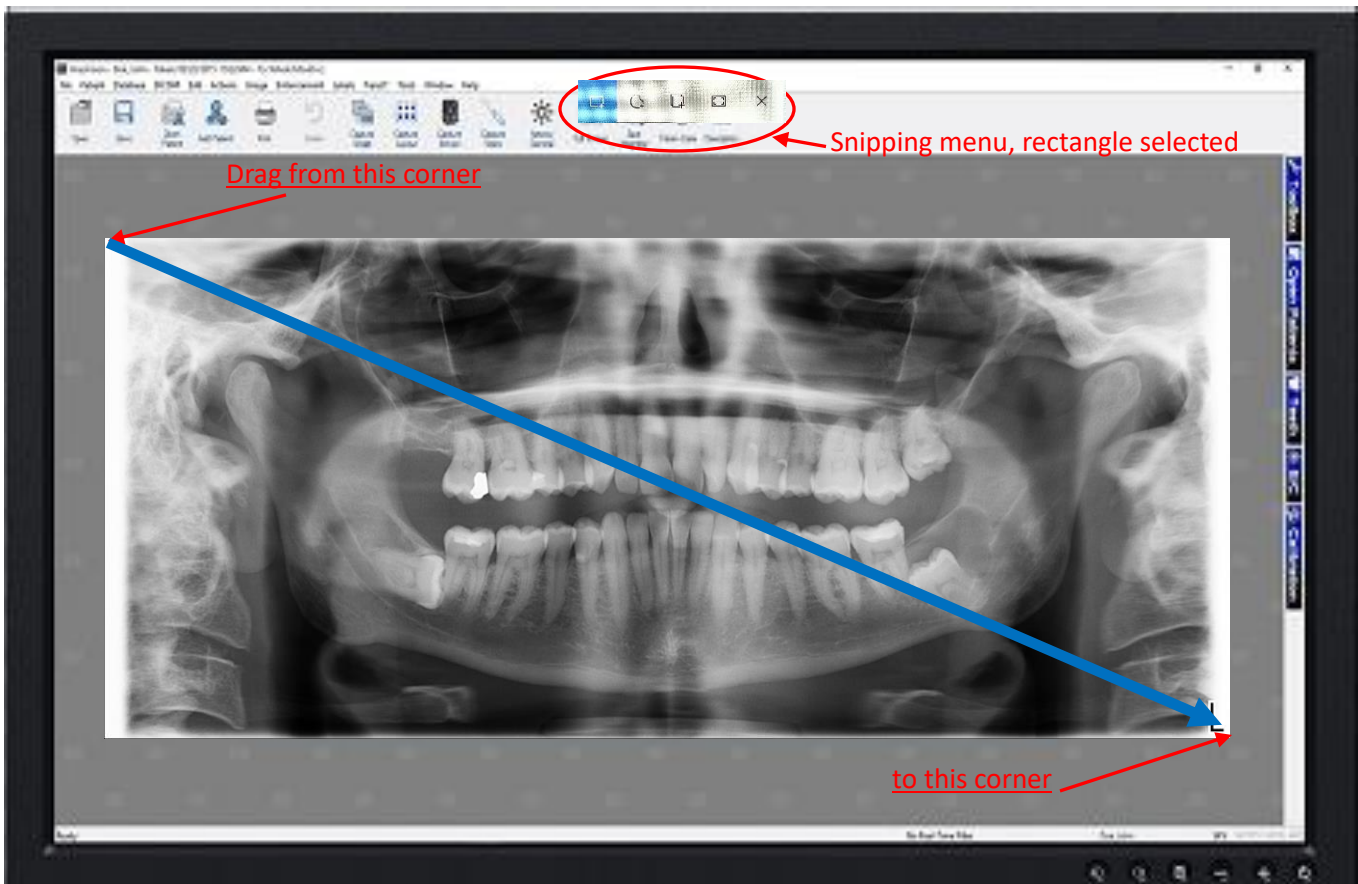
2. Go to your Practice Management Software, Patient Inquiry and view patient X-Rays. Write down on a note: Patient Full Name, Date of Birth, Date Taken of the X-Ray.
For example, **Linda Johnston, DOB 05-18-1965, Date Taken 08-12-2024, and if possible, tooth numbers involved and reason for referral.** **Only Patient Full Name and Date Taken** are used in this HOW TO, but **DOB, Tooth Numbers and reason for referral** maybe be required when you upload and send the X-Rays to us.
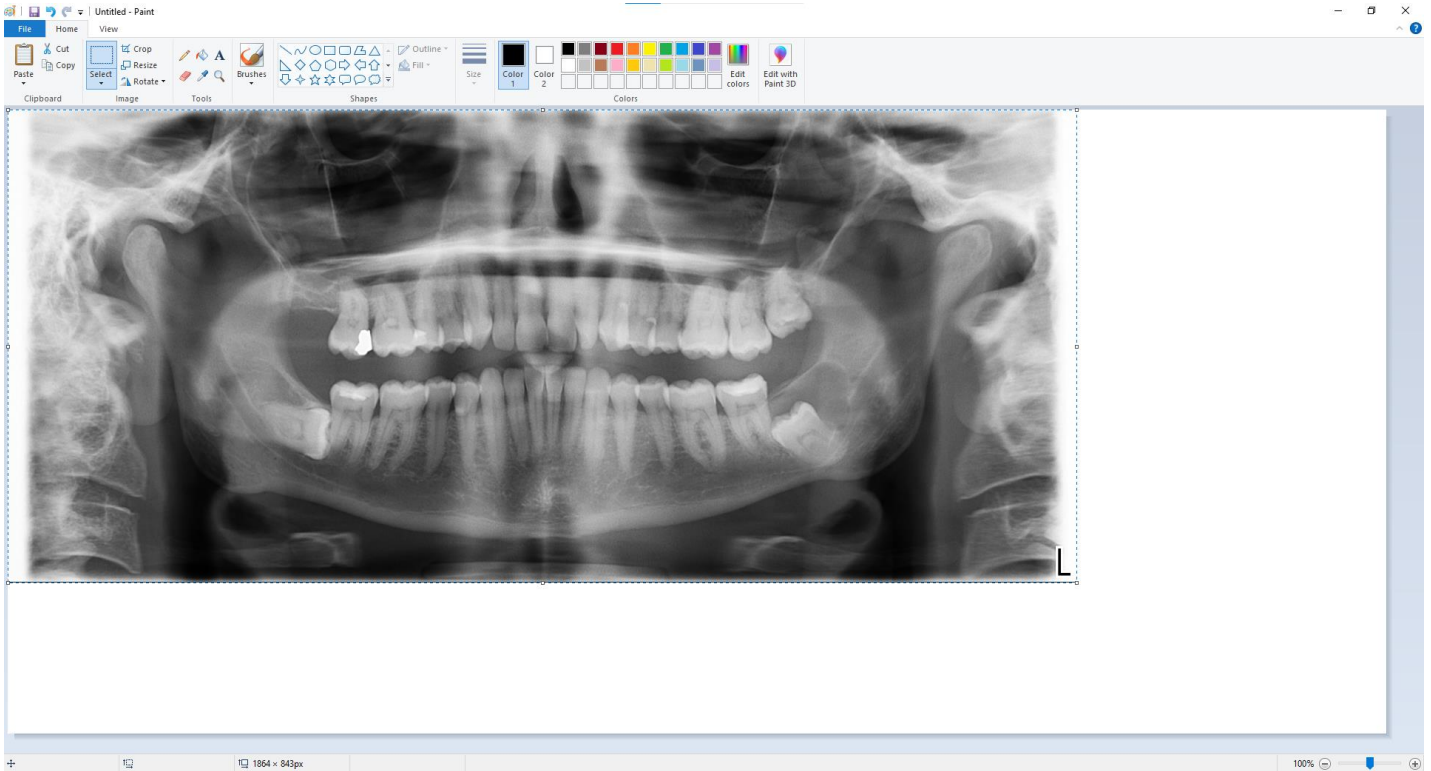
3. Press and hold all 3 keys ⊞ + Shift⬆ + S at the same time to open a **snipping tool**. A snipping menu is display on top of the monitor's screen and the entire screen is covered in thin white transparency

Click and hold at the upper left conner of the X-Ray image, then drag to the lower right corner of the X-Ray. When you release the hold at this point, the selected portion of the screen (the X-Ray image) is copied to the computer clipboard. A preview of the copied X-Yay image is briefly displayed at the lower right of the monitor screen.
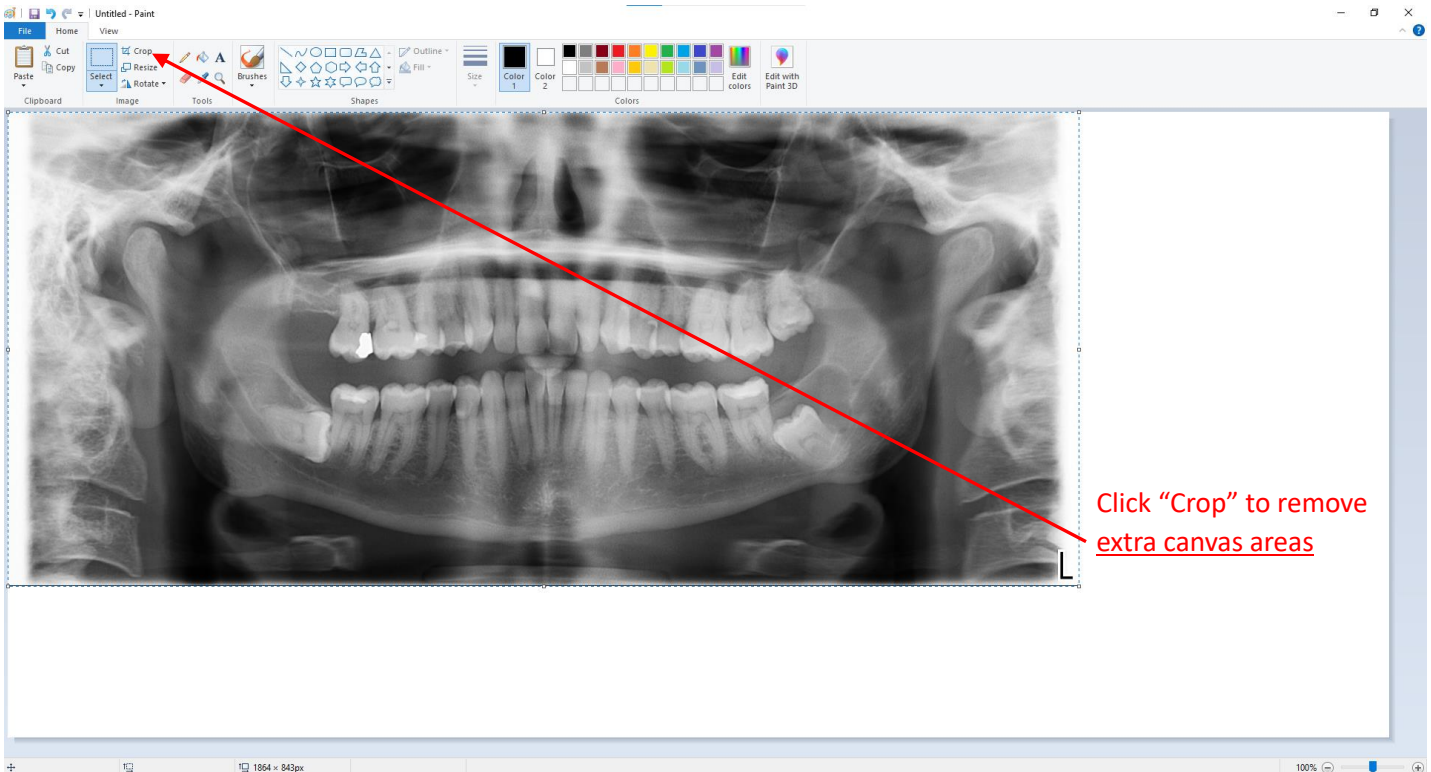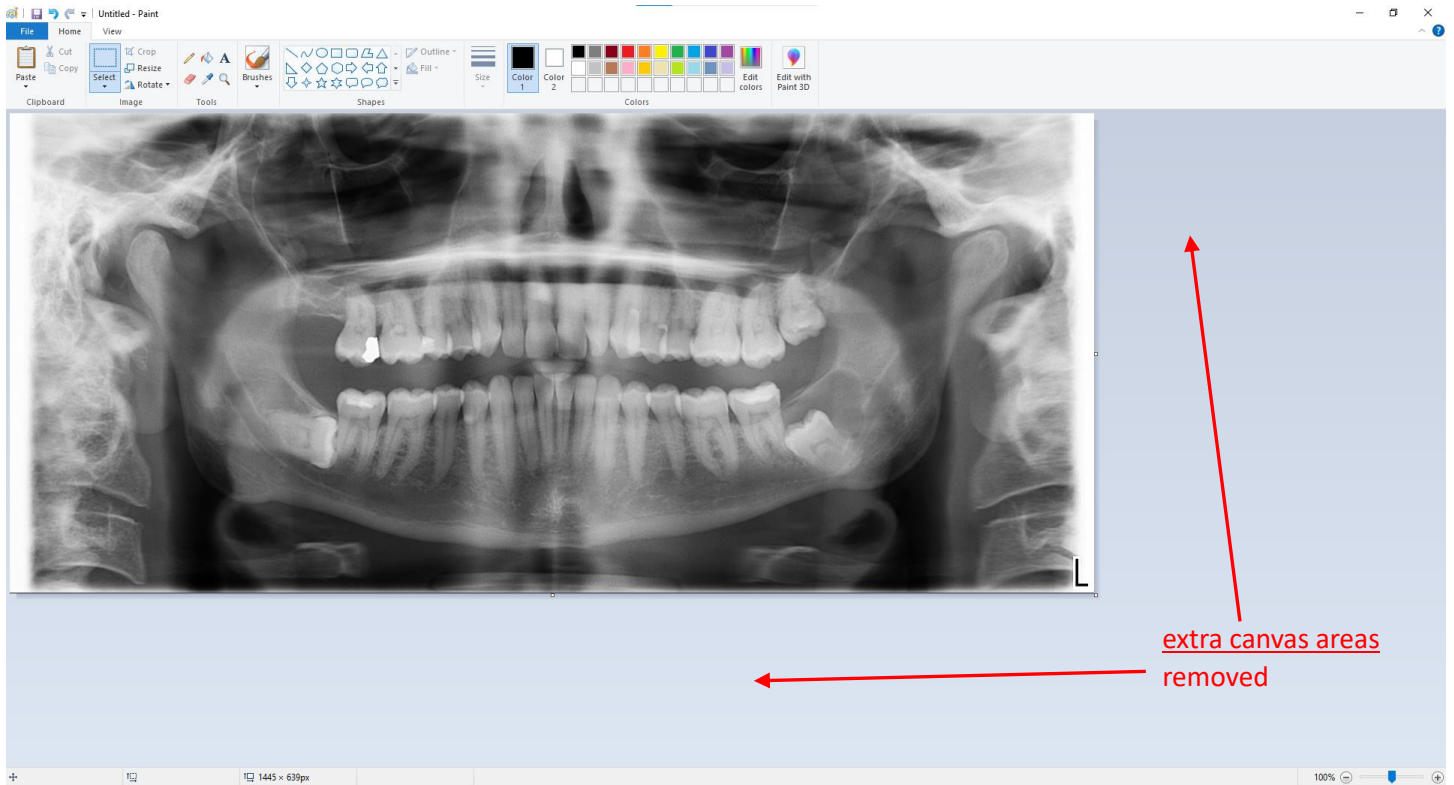
4. Go to the app , paste the clipboard to this app by

Press and hold + . The X-Ray image is now displayed on top of canvas.

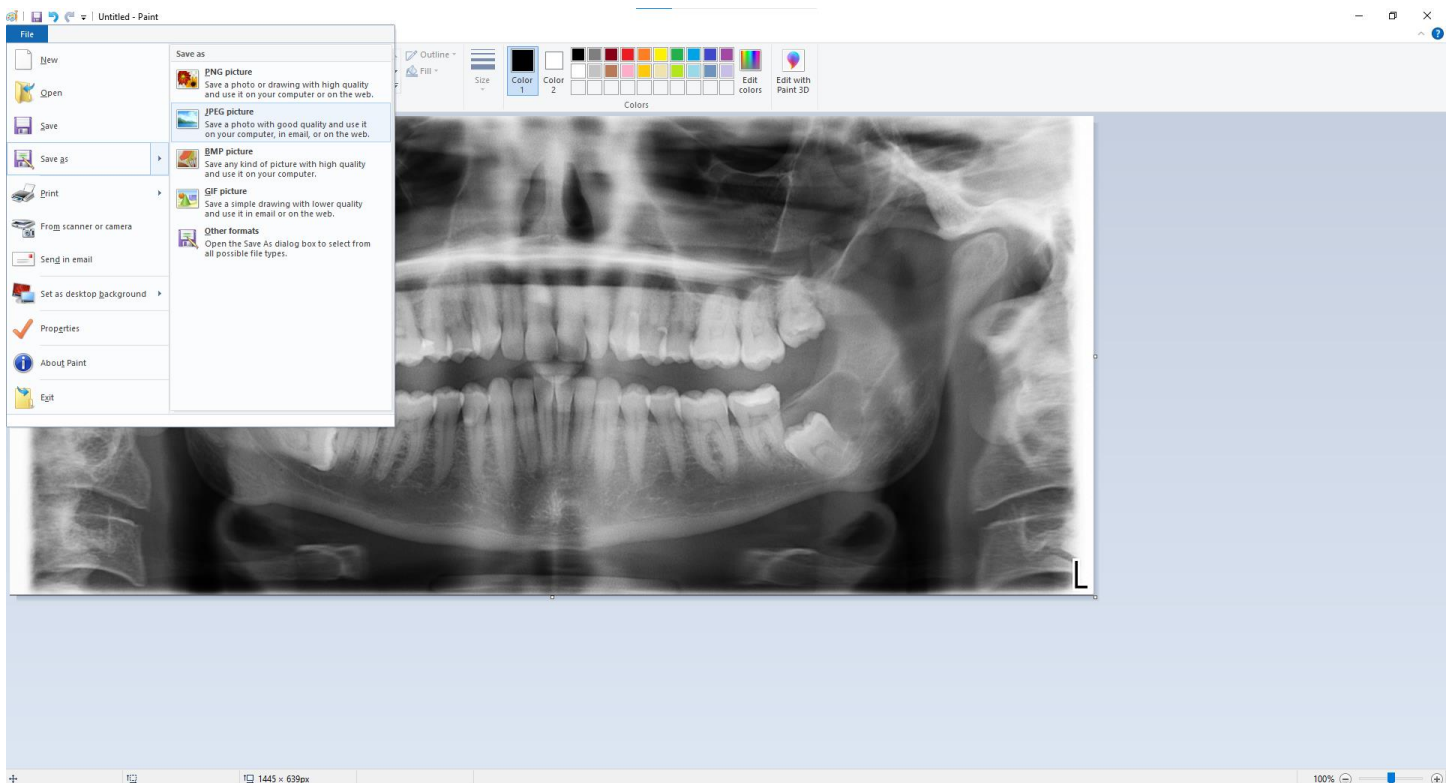The canvas is larger than the X-Ray image. There are extra white canvas areas around on the right and below the X-Ray. Click "Crop" to remove the extra canvas area.
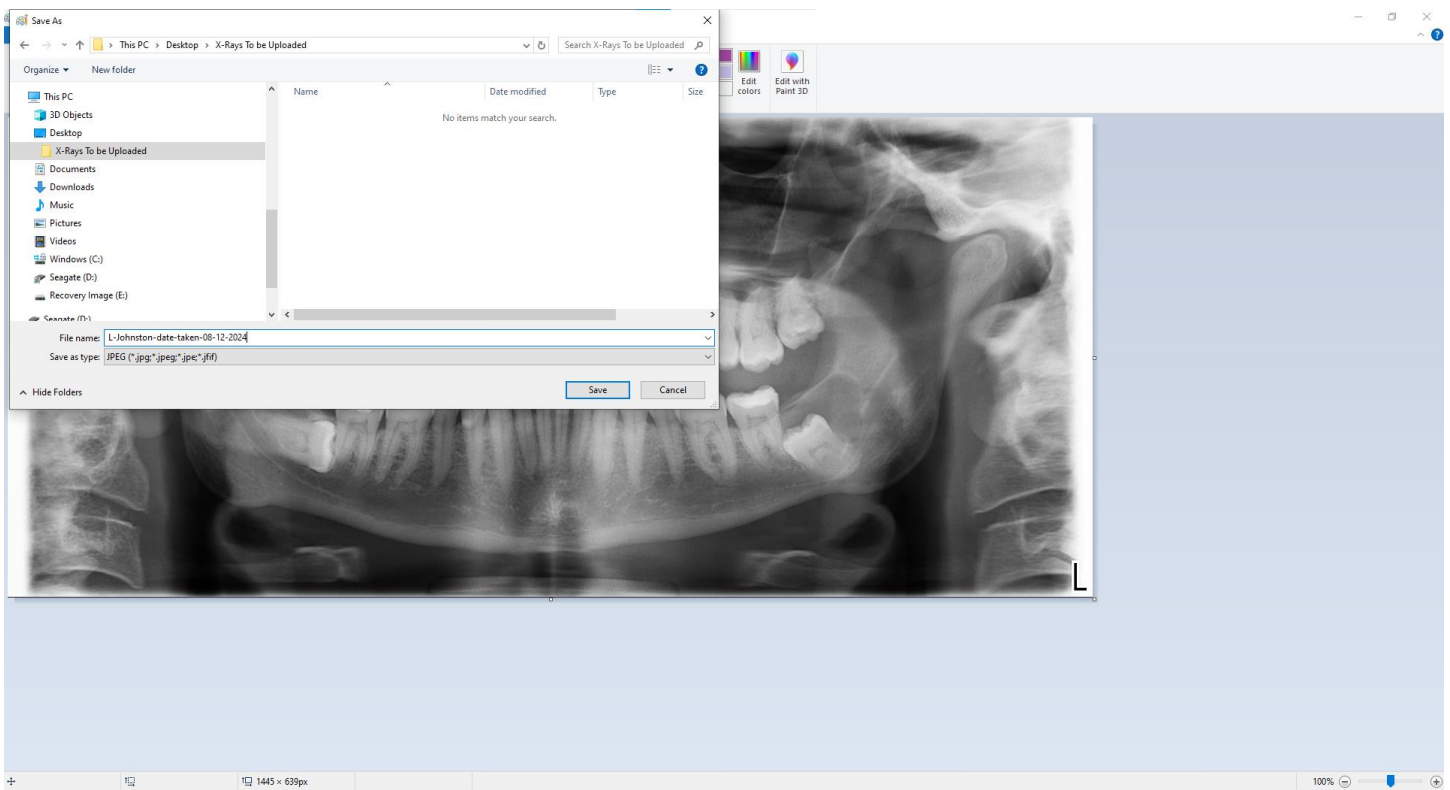

Click "Crop" to remove extra canvas areas

extra canvas areas
removed

5. Click on "File", a dropdown menu is displayed, then **do not Click** but move the cursor to hover over "Save as" and select "JPEG picture" on the right panel.

6. The Windows Explorer will open up for you to select the folder that you would save the X-Ray image into. For example, folder "**X-Rays To be Uploaded**".
-   Make sure you know where this folder is for retrieving the X-Ray images later. In this example, this folder is on Desktop.
-   Rename the file name "Untitled" to a new file name using the following format, using with "-" for date for date format:
    o   Patient FirstName LastName, date taken mm-dd-yyyy
    o   For Example: **Linda Johnston, date taken 08-12-2024**
    o   where Full Name and taken date were on the note you wrote down earlier.
-   Before Click "Save" button, Make sure "Save as type:" is JPEG(*.jpg,*jpeg,*.jpe,*.jfif) as previously selected.

7. Repeat Steps 1 to 6 for the next X-Ray.

8. When you are ready, go to website oralsurgeryde.com and select the webpage menu item "Referring Doctors" to upload the X-Rays.