**How to Export DICOM Files from Acteon**

1. On your desktop, right click, select New → select Folder and name the new folder with the Patient’s name.
2. Use the Acteon software and open the patient history. Right click on the image of the newest CBCT. Select “Export DICOMDIR”
3. Click the folder you made on your desktop with the patients name and click “Select folder” in the bottom right hand corner of the window.
4. The DICOM will now begin exporting. Click “OK” once completed.
5. After the DICOM has exported and saved, go to the patient’s folder on the desktop and verify the .dcm files were exported correctly. There should be several hundred files.
6. Go back to your desktop, right click on the file named after the patient, click on “send to” → “Compressed (zipped) folder”
7. A new folder will appear with either a zipper on it or a blue “Z”.
8. Login to O-RAD website and upload the compressed (zipped) file.