**How to Export DICOM Files from Planmecca**

1. Anywhere on your desktop, Right click → select New → select Folder and name the new folder with the Patient’s name
2. Open the patient’s scan in Romexis and select the volume you want to export and load the scan
3. Go to OUTPUT and click on EXPORT VOLUME
4. A 3D export window should now appear. Continue to select the following settings:
* Under File and format options: Set of single frame DICOM files
* Resolution: Original
* Overlay options: (No check marks)
* Export 3D Volume to: Folder
* Viewer Options: (No check marks. Viewer is not needed)
* Next to folder on the right, Select “…” Look for the folder you created on your desktop with the patient’s name. Select this as your export location
* File name: Please include the Patient Name, Study Type information (example: Mandible) and date. Labelling is very beneficial, so include this information if possible.
1. Select “OK” to export the DICOM Files
2. After the files have been exported, locate the file you created earlier with the patient’s name.
3. Right click on the file, click on “send to” → “Compressed (zipped) folder”
4. This step compresses the individual DICOM files into a single .zip file that you can upload to the patient’s case on the O-RAD website.