**How to Export DICOM Files from Carestream**

1. Create a new folder on the Desktop   
   On the desktop, Right click once “New” > “Folder” and Name the folder with the patient’s Name.
2. Open the scan in the Carestream software. Under the “Export” window, select the icon which says “Export the Volume” when you hover your mouse over it.
3. Browse to and select the folder you created on the desktop with the patient's name on it as the "Output Directory". This is important. You need to select the folder with the patient's name because CS3D will place several hundred DICOM files in the folder.
4. Make sure “Select axial matrix size” is set to whichever value says “Same as source”
5. Make sure “Select slice thickness” is set to whichever value says “Same as source”   
   and leave “Create isotropic volume” unchecked
6. Under "Output file format", choose "CT (one file per slice)"
7. Under “Select compression”, choose “Uncompressed”
8. Make sure “Anonymize” and “Create DICOMDir” are both unchecked
9. Click “Export”
10. Once the export is finished, right-click on the folder on your Desktop that has the patient's name on it, go to "Send to", and choose "Compressed (zipped) folder". This will create a new icon on your Desktop that will have the patient's name on it but the icon will most likely be a folder with a zipper on it. That is the file we need.
11. The .zip file will be created on the Desktop (the icon will likely look like a folder with a zipper on it). Upload that file to the patient's case to O-RAD.