**How to Export DICOM Files from NewTom**

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. With the scan open in the NewTom - NNT software:
3. Go to the File menu and choose “Save in DICOM format”.
4. Choose Sequence of Axial images.
5. Choose 512x512 Matrix.
6. Select the export location, select the folder on the Desktop that has the patient's name.
7. Once the DICOM export has completed, compress the folder with the patient's name on the Desktop into a zip file:
8. Right-click on the folder, click on send to and Select Compressed (zipped) folder.
9. Upload the .zip file to the patient's case to O-RAD.