

How to copy a CD or DVD and upload it to IDT

CT or CBCT images on a CD or DVD are often received in an encrypted format and protected by a password. This is to protect the patient's confidentiality.

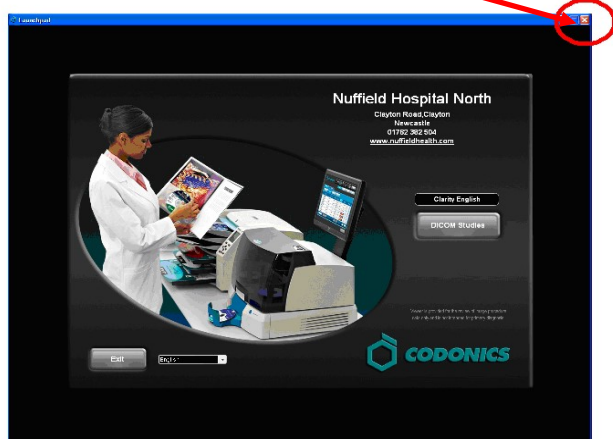
If you received an encrypted CD or DVD containing patient images, please zip up the entire CD/DVD and upload it to IDT using the method below. Please send us the password by a different method (e.g. by normal email or by phone).

Please Note: If you received the data as a Zip File (not on a CD/DVD) you may skip to Step 10. If you received separate DICOM images in a folder please proceed to Step 8 to zip them first.

Step 1

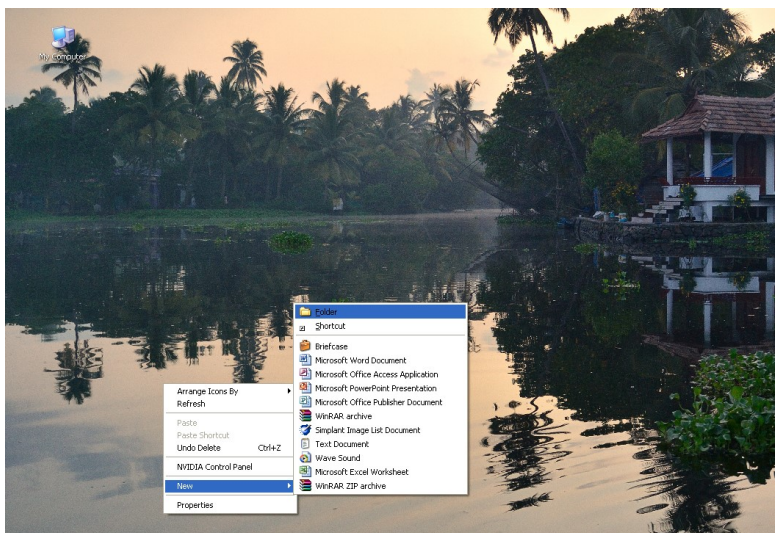
Insert the CD in the CD drive.

If the CD **auto runs**, click here to cancel



Step 2

- Move the mouse arrow to an empty part of the desktop.
- Click the right mouse button & select **New**.
- Click **Folder** - this will create a new folder on the desktop.



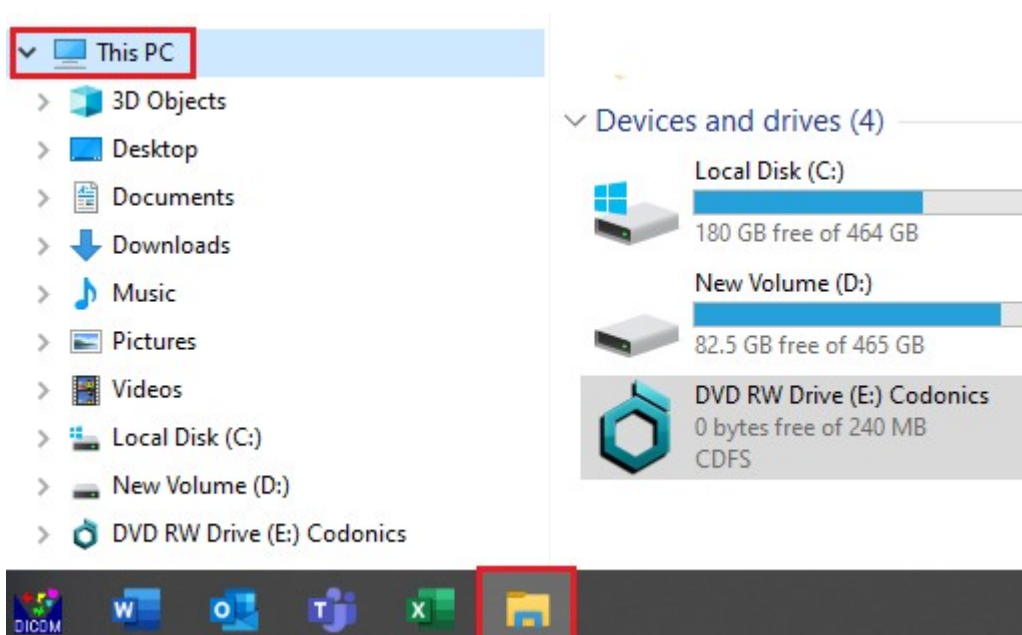
Step 3

Name the folder appropriately, e.g. use the **Patient Name**



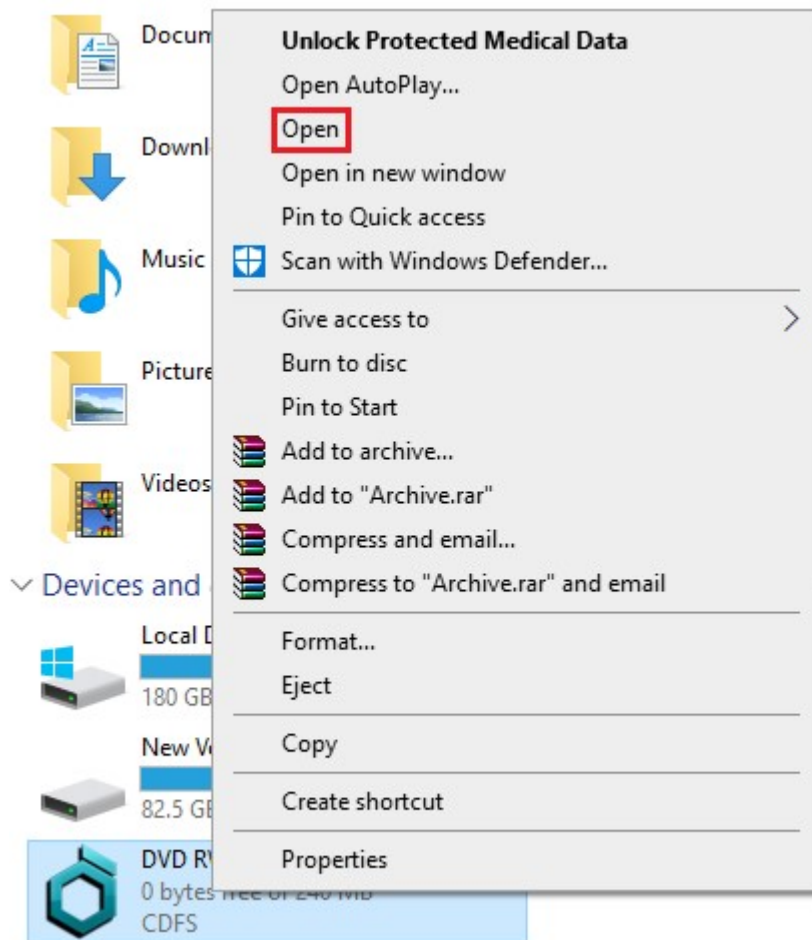
Step 4

Launch **File Explorer** & click on **This PC**.



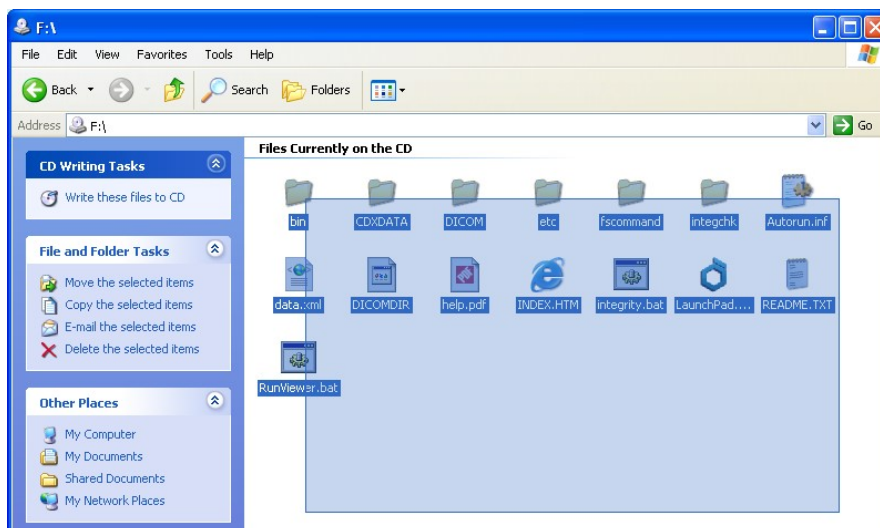
Step 5

Right-click on the CD/DVD drive icon (using the right mouse button) and select **Open**.



Step 6

Select the entire contents of the CD - Use the left mouse button to draw a box around them or press (Ctrl+A). Make sure all the files and folders are selected.

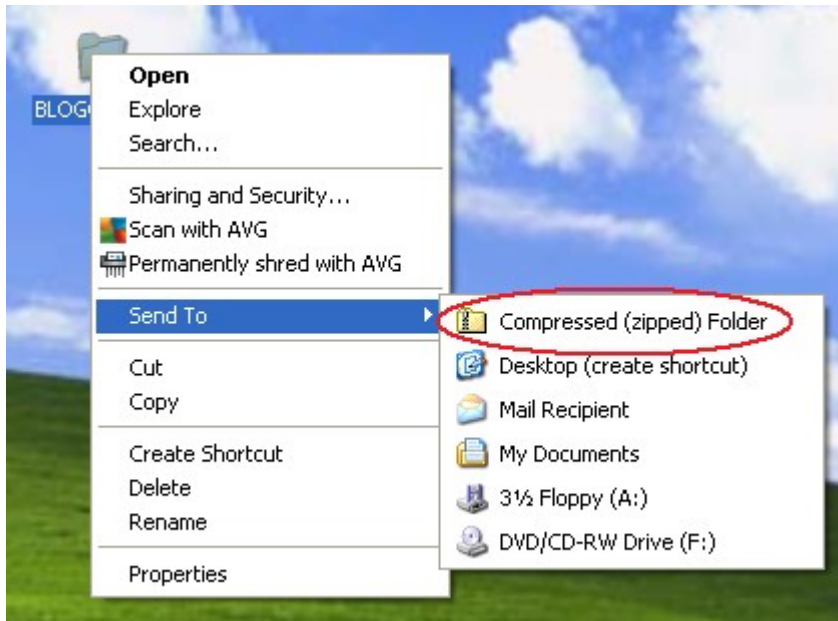


Step 7

Drag the entire contents into the new **Patient Name** folder you created on the Desktop in **Step 3**. This will take a few minutes to copy all the files.

Step 8

Right-click (with the **right** mouse button) on the folder you want to zip and select **Send to Compressed (zipped) Folder**:

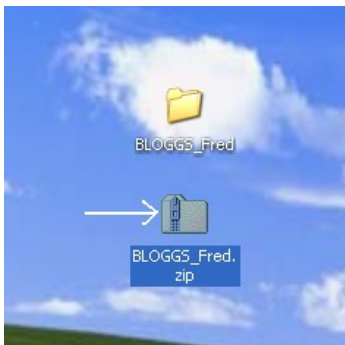


If this message appears, click **Yes**:



Step 9

Find the Zip File you just created – it will have a picture of a zip on it:



This is the Zip File to send to IDT.

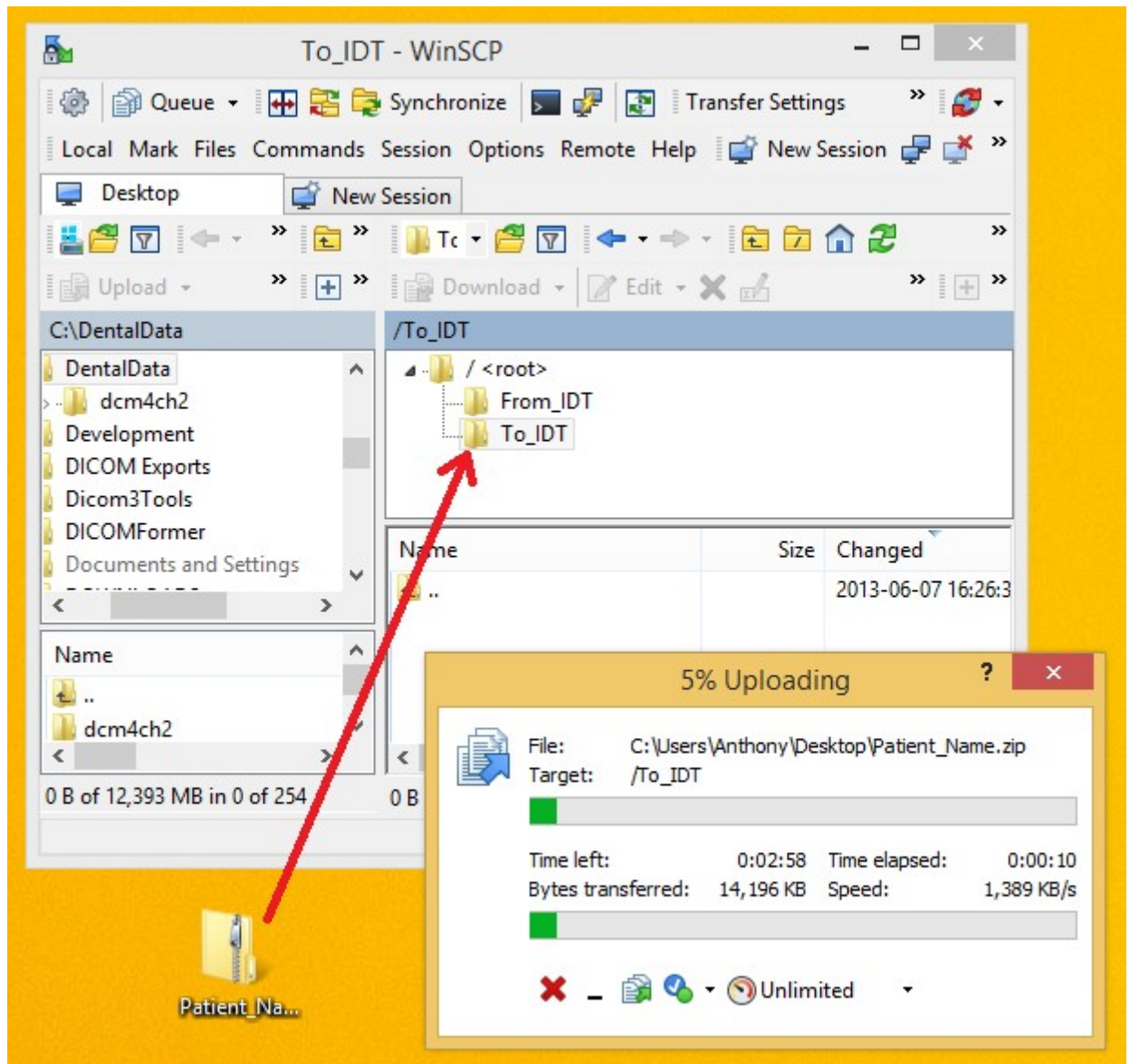
Use Method A or Method B or Method C or any other method to send the Zip File to IDT.

Method A: if you have an sFTP Account

You can drag the .zip file into the "To_IDT" folder.

Step 10A

- On your Desktop, double-click **WinSCP** to launch it.
- Drag the Zip File from your Desktop into the **To_IDT** folder.
- When the Zip File has finished uploading, delete it from your Desktop.

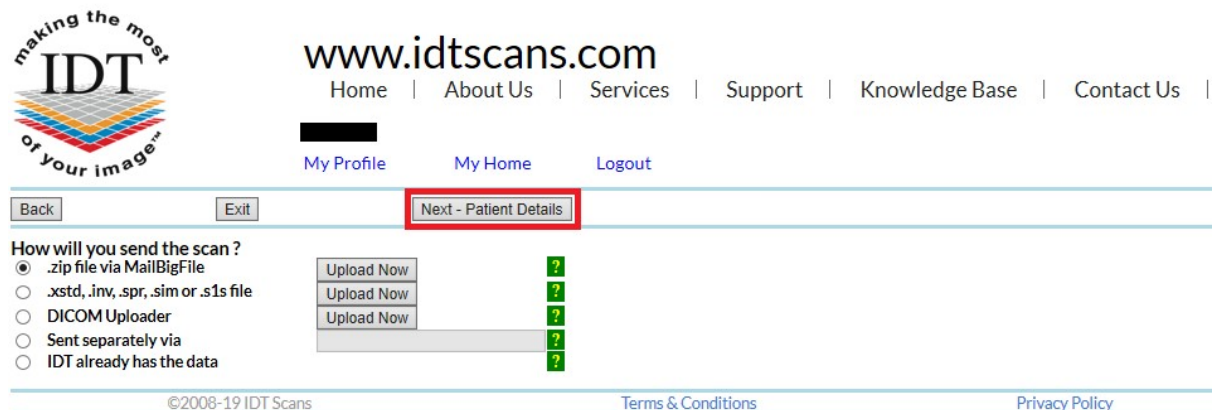


Method B: if you have registered on www.idtscans.com

You can send the .zip file while you are booking in the work you require.

Step 10B

- Go to **www.idtscans.com**
- Log into your account and start booking the case in
- Select **“.zip file containing DICOM images”** and click **“Upload Now”**



The screenshot shows the website header with the IDT logo and navigation links. The main content area is titled 'Next - Patient Details' and contains a form with the question 'How will you send the scan?'. The first option, '.zip file via MailBigFile', is selected. To the right of the form, there are three 'Upload Now' buttons, each with a green question mark icon. The 'Next - Patient Details' button is highlighted with a red box.

- Attach and send your file (see below)
- Carry on booking in the case while the file is being sent to IDT.

Step 11B

Follow the 3 steps below to attach and send your file. If you cannot see the Browse button please install Adobe Flash Player from <http://get.adobe.com/flashplayer>



The screenshot shows the 'Mail a Big File to idtscans.com' form. It is titled 'Mail a Big File to idtscans.com' and is in 'Secure Mode'. The form has three steps:

- 1 Attach Files** (maximum file size 2GB): A file selection area with a 'Browse...' button.
- 2 Your Email Address**: An email address field containing '_____@idtscans.com'.
- 3 Message**: A text area containing 'it is easy to send data to IDT Scans :)'. Below the text area is a 'Send All Files' button, which is circled in red.

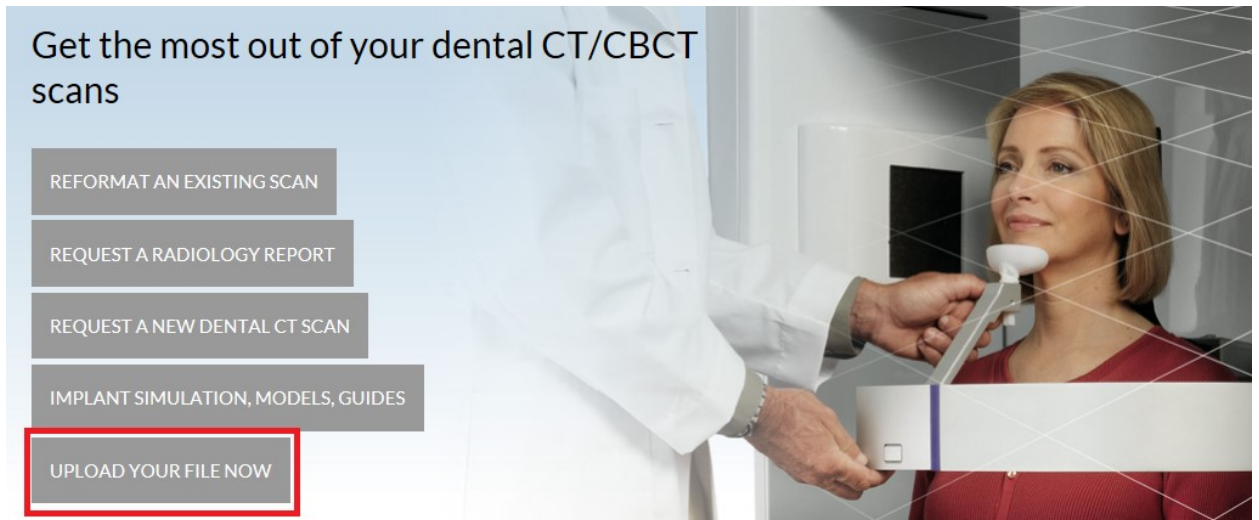
Method C: if you haven't registered yet

You can send the .zip file first, then book the work in later.

Step 10C

Go to www.idtscans.com

If you haven't registered, click on "Upload Your File Now":



Step 11C

On the next page, click on "Upload a Zipped Folder":



www.idtscans.com

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Upload Files

If you are requesting work for IDT Scans to do, please click on one of the following links and follow the steps in the Online Booking wizard:

- [Reformat an Existing Scan](#)
- [Request a Radiology Report](#)
- [Implant Simulation, Treatment Planning, Guides](#)

If you want to send us a single file, please click here:

- [Upload a Single File](#)

If you want to send us multiple files, please place them in a folder. Right-click on the folder and select "Send to" and then select "Compressed (zipped) folder". Then click on the following link and select the zipped folder:

- [Upload a Zipped Folder](#)

Please visit our extensive [Knowledge Base](#) for further information, or [Contact Us](#).

Step 12C

Follow the 3 steps below to attach and send your file. If you cannot see the Browse button please install Adobe Flash Player from <http://get.adobe.com/flashplayer>



www.idtscans.com



Mail a Big File to idtscans.com

In Secure Mode

1 **Attach Files** *(maximum file size 2GB)*

2 **Your Email Address**

Message

it is easy to send data to
IDT Scans :)

3

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