






Logging On

Opening a Study


Synapse/ARA/All Studies							
Patient Name	Accession No	Patient ID	Proc Description	Study Date Time	Modality	Status	I...
Doe, John							
Doe, John	2001121808...	00000000	CHEST , 1 VIEW	12/18/2001 8:2...	CR	Dictated	14

1. From the list of available folders choose All Studies.
2. Using the example shown above, enter patient last name or other preferred search method in open box at top of page. This brings up all available studies for the patient
3. Double click the patient name to view the study you've chosen to view


Navigation Within Power Jacket

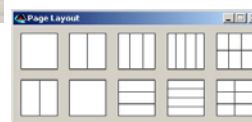
 Study Info	Includes referring physician, admission, and current patient location
 Report	Displays radiologists report. To PRINT a report ; open report, right click in report window and select "print"
 Notes	Each note has the authors log on username and time stamp followed by the note entry. Notes are attached to specific studies, not patients
 Docs	Shows all documents related to study
 Choose Series	Shows first image of each series of selected study in thumbnail size. To view series, left click the thumbnail of the series you wish to view then drag & drop into viewing window located outside power jacket

Comparing Studies

1. Left click the power jacket icon  if it is not already open (power jacket is a term used for the window that overlays the images)
2. Select a comparison study from the list of studies

Docs	Mod	Study Date	Description	Status	# Img
	MH	12/17/2002 7:44:01 AM	MRI KNEE W/O CONTRAST	Finalized	116
	CR	7/10/2002 8:35:00 AM	LUMBOSACRAL SPINE, AP/LATERAL WITH OBLIQUES	Finalized	0
	CP	7/10/2002 0:05:00 AM	THORACIC SPINE, AP AND LATERAL WITH SWIMMLI'S VIEW	Finalized	0
	US	12/19/2001 7:45:24 AM	US ABDOMINAL - COMPLETE	Finalized	21

3. Select the Compare Studies button to display both studies at the same time
4. Depending on Reading Protocol, 2 series may appear left & right or top & bottom
5. To compare more than 2 series, left click the page layout icon  request the desired amount of comparison studies from the new window
6. Alt + C scrolls through the list of comparison studies configured



Window Level, Zoom, & Pan are accessed by a right click or Interactive access step

1. Click and hold Left mouse button; Click the Right mouse button to view tool
2. While holding left mouse button, move the mouse to apply the tool
3. To select a new tool, continue to hold left button and Click the right button once

Image Adjustment and Modification

Right Click on Image for Menu - Left Click on Menu Item to Active the Tool		
Window Level	Ruler	Move the cursor to the desired starting position on image. Click & hold the left mouse button, drag to end position & release
Zoom	Text	Click the image where you wish the text to appear, type in text (Right Click Text to Delete).
Pan	Arrow	To Place a Pointer, Click once where the head of the arrow should be and drag the mouse away to show the tail, a Text box will appear for annotation.
Ruler R	Density Value	Hold the left mouse button to display Hounsfield units (CT). For other image types, this is the digital pixel value
Text T	Lock Tools	Locks the next selected. Press the Esc key to Unlock the tool
Arrow A	Image Presets	Select Image Presets and choose from dropdown list. Presets are Modality and Site Customizable
Density Value D	Scale, Rotate, Flip	Reorient/Resize the image by choosing from list.
Lock Tools L	Tools	Opens additional menu for less frequently used tools (<i>see additional toolset</i>)
Image Presets	Apply Tools	Allows selected tool to be applied to all selected images or individual image
Scale, Rotate, Flip	AON Factor	Displays predetermined compressed Image Version.
Tools	Copy to Clipboard	Copies selected images to Clipboard
Reference Lines	Tile Formats	Changes the amount of open images per series
Apply Tools	Cine	Opens a Video player for Multi-Frame Series
Save Image	Print	Opens Print Dialog box to print to a network film printer or Windows Printer
AON Factor		
Copy To Clipboard		
Tile Formats		
IntelliLink I		
IntelliScroll S		
IntelliScroll Add/Remove K		
IntelliScroll - Remove All C		
Cine...		
Print...		

Image Adjustment and Modification (cont.)

IntelliLink: is a feature that allows a user to navigate the same reference point on all 3D series having the same (Frame Of Reference) **FOR ID**. If the mouse is scrolled on the reference image with IntelliLink ON, the reference marker moves on all other images

IntelliScroll: is a synchronized scroll (stacking tool) that links multiple series obtained in the same plane. IntelliScroll is ON by default and auto synchronizes multiple series with the same FOR, even when the series are obtained with a different Slice thickness.

IntelliScroll Add/Remove: Allows the user to link Selected Series from Historical studies with different FOR to enable the IntelliScroll for comparison.

IntelliScroll – Remove All: Releases All Selected Series from the IntelliScroll

Hover over Tools in main menu	Tools: Additional Toolset	
Label Palette ...	Anonymize Text Overlay	Removes the Text from images that are patient identifiers
✓ Show Text Overlay Anonymize Text Overlay	Angle	Click once on Image for first point; click at desired Apex then click again at final point. This will automatically calculate the angle
✓ Show Annotations	Freehand ROI	Click on the image and hold the left mouse button while outlining the ROI. Area, Mean and Standard Deviation are displayed
Angle G	Bookmark Image	Places a Bookmark on the image for reference; use summary view to display bookmarked images for that study
Freehand ROI F	Interactive ROI	Places a Magnification Box in the Image. Click and hold left mouse button on desired image area.
Elliptical ROI E	Inverted ROI	Same as Interactive ROI with Reverse Grayscale
Rectangular ROI		
Bookmark Image B		
Interactive ROI O		

To log off:

- From the Menu Bar, left click the File button
- Select “Log Off”

Hot Keys:

F5	Refresh contents of window back to last Saved state
F11	Toggle to and from full-screen mode
Alt	Changes window level
Alt + Ctrl	Changes zoom factor
Alt + Shift	Pans Image
Alt + Shift + C	Auto Compare back step to the previously viewed historical study
Alt + F4	Closes the Open window
Alt + A	Returns to the previous Reading Protocol Step
Alt + C	Steps to the next available Comparison
Alt + D	Send mark dictated message to Dictation System (system integration required)
Alt + E	Display Series Picker
Alt + I	Display Current Study Information
Alt + N	Display Current Study Notes
Alt + R	Display Current Study Report
Alt + S	Advances to the next Reading Protocol Step
Alt + X	Closes all opened Comparison studies
Ctrl + scroll	Change tile format
Ctrl + Left click	Select multiple images
Ctrl + A	Selects All Images or Series
Ctrl + C	Copy Image(s) to Clipboard
Ctrl + V	Paste Image(s) in other opened Windows application
Shift + Left Click	Select sequential images
A + Left Click	Activate Arrow
B + Left Click	Activate Bookmark
C + Left Click	Activate IntelliScroll – Remove All
D + Left Click	Activate Density Value
I + Left Click	Activate IntelliLink
K + Left Click	IntelliScroll Add/Remove
L + Left Click	Lock tool activate; ESC to release lock tool
O + Left Click	Zooms in on target area
R + Left Click	Activate Ruler
S + Left Click	Activate IntelliScroll
T + Left Click	Activate Text
Number Pad 0-9	Image presets (Modality and Site Specific)
Home	Return to first image in the Series/Study
End	Jump to the last image in the Series/Study
Page Down	Scroll down 1 page/image
Page Up	Scroll up 1 page/image
Up Arrow	Scroll up one row of tiles
Down Arrow	Scroll down one row of tiles
Right Arrow	Scroll up one tile
Left Arrow	Scroll down one tile