



How to Import Images into Metron from Another Source

Version 8.0 or later



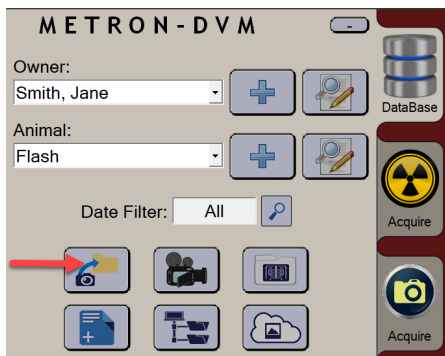
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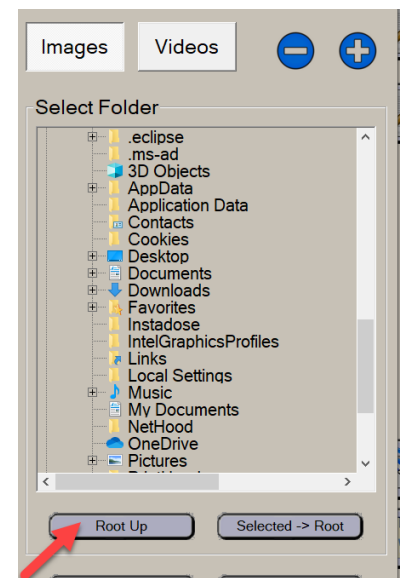
YOUR METRON ADVANCED IMAGING SOFTWARE IS CONTINUALLY BEING ENHANCED. WE LISTEN TO YOU, STRIVING TO ADD AND ENHANCE THE PRODUCT AND SERVICE TO ASSIST YOU WITH THE DIAGNOSIS AND TREATMENT OF YOUR PATIENTS.

This guide will show the user how to import DICOM & JPEG/TIFF Images from an external source such as a CD/DVD or USB Flash Drive.

1. Insert the CD/DVD with the images you want into the CD/DVD player or plug the USB Flash Drive into the PC.
2. Open Metron. (If importing DICOM skip to step number 3.) If importing JPEG/Tiff, verify the Owner and Animal fields are present (or create an owner & animal for the patient if you have not already done so). Create a study date under the Owner/Animal for the date the images you will be importing were taken.
3. Click the **Images Image** button, as shown below.

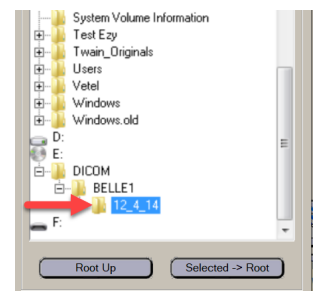


4. On the **Import Images** screen, press the **Root Up** button as shown to the right until the **Root Up** button disappears.



5. Use the scroll bar to scroll all the way down to the bottom of the directory list. Here you will see the CD/DVD drive listed with a picture of a CD next to it. If you are using a Flash Drive, the drive letter will be a letter such as F:\. When you double-click on the CD or Flash Drive, it will open the drive showing the folders on the disc or flash drive.

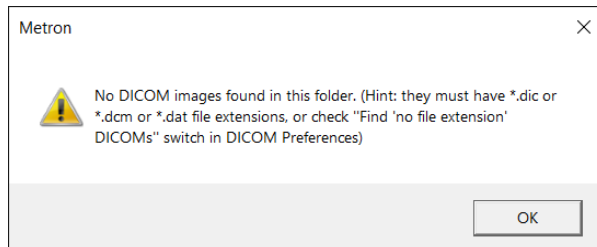
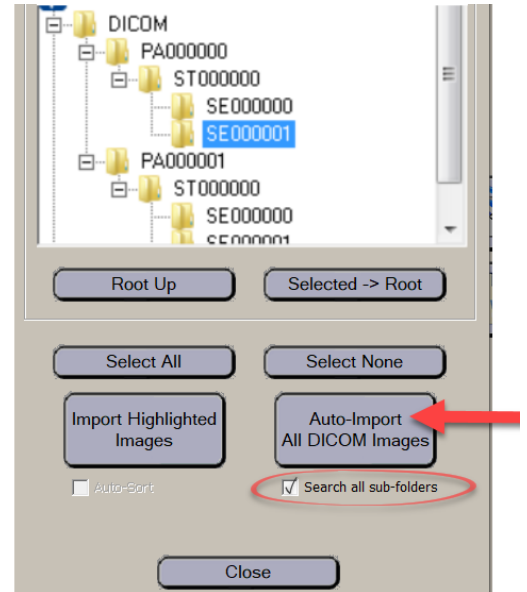
Note: Because every X-Ray software creates CDs/DVDs differently, you may not have the same folder structure on the CD/DVD as displayed in the picture to the right. You may have to look through multiple folders at different levels in order to locate the images on a disc. Oftentimes, there is a folder called **DICOM** on the CD/DVD - this is usually where the DICOM images will be located.



IMPORTING DICOM FORMAT *(If you are importing JPEG or TIFF, skip to step 10)*

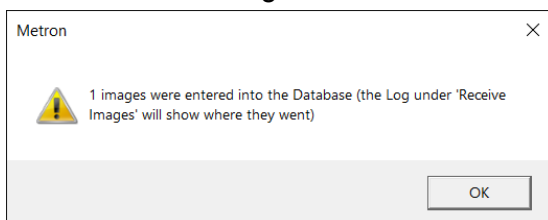
6. The following steps are for **DICOM** format:

- When the folder opens, you will see either .dcm or .dic (DICOM) images. If the images are in **DICOM** format, you can import them using the **Auto-Import All DICOM Images** button, as shown to the right.
- If you have multiple folders containing DICOM images. You can browse to the top folder and select the **Search all sub-folder** checkbox before clicking the **Auto-Import All DICOM Images** button.
- Click on the **Auto-Import All DICOM Images** button. If you get a message stating there are **No DICOM** images.



Go to System tab>DICOM Preferences>Other tab. Check the “**Find ‘no file extension’ DICOMs.**” Try importing again and also verify you have checked **Search all sub-folders**.

7. Once the import is accomplished, the following message will appear. Click the **OK** button and click the **Close** button to go back to the Database.



8. Metron will create a new Owner, Animal, and Date in the database. Click the **Receive Log** if you want to see what was created, and click the **Jump to Highlighted Study** button to bring you to the images.

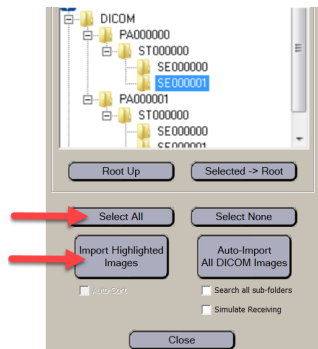


9. Once the images are imported into Metron, you are ready to label them with the correct anatomy and views. Then the Metron tools will be available to use.

IMPORTING JPEG OR TIFF FORMAT

10. The following steps are for other formats besides DICOM, such as **JPEG or TIFF**:

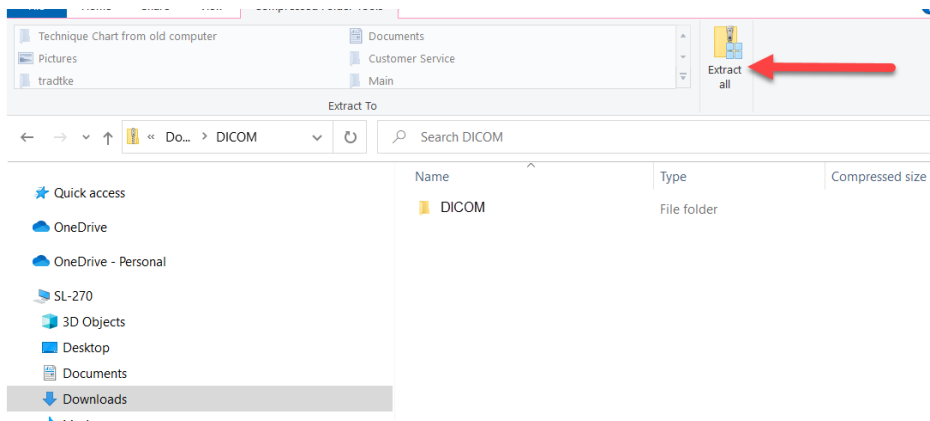
- a. Select all images using the **Select All** button. (If you would like to select only certain images, you can single-click each image on the left side of the screen.) Once the images are highlighted, then click the **Import Highlighted Images** button as shown below.



- b. If the images are in another format .jpeg, .tiff, etc., then it will add the images to the study you are currently in and mark them all as “other.”

11. Once the images are imported into Metron, you are ready to label them with the correct anatomy and views. Then the Metron tools will be available to use.

Note: If these images were emailed to you and you downloaded a **ZIP** file you will need to extract (ie: “unzip”) the file first. Right-click on the Zip file you downloaded and select “**Extract All...**”, then browse to the location of the images on the C:\ drive as described in steps #3 & #4 above.



Contact us if you have additional questions.

We can be reached at metron@metronsupportservices.com or 1-877-638-3868.