National Institutes of Health

Windows computers

box

INSTRUCTIONS

5 STEPS

1. Find Imaging data Folder
2. Copy Folder to Desktop
3. Rename Folder
4. Compress Folder
5. Upload **Compressed-Folder** to **BOX**

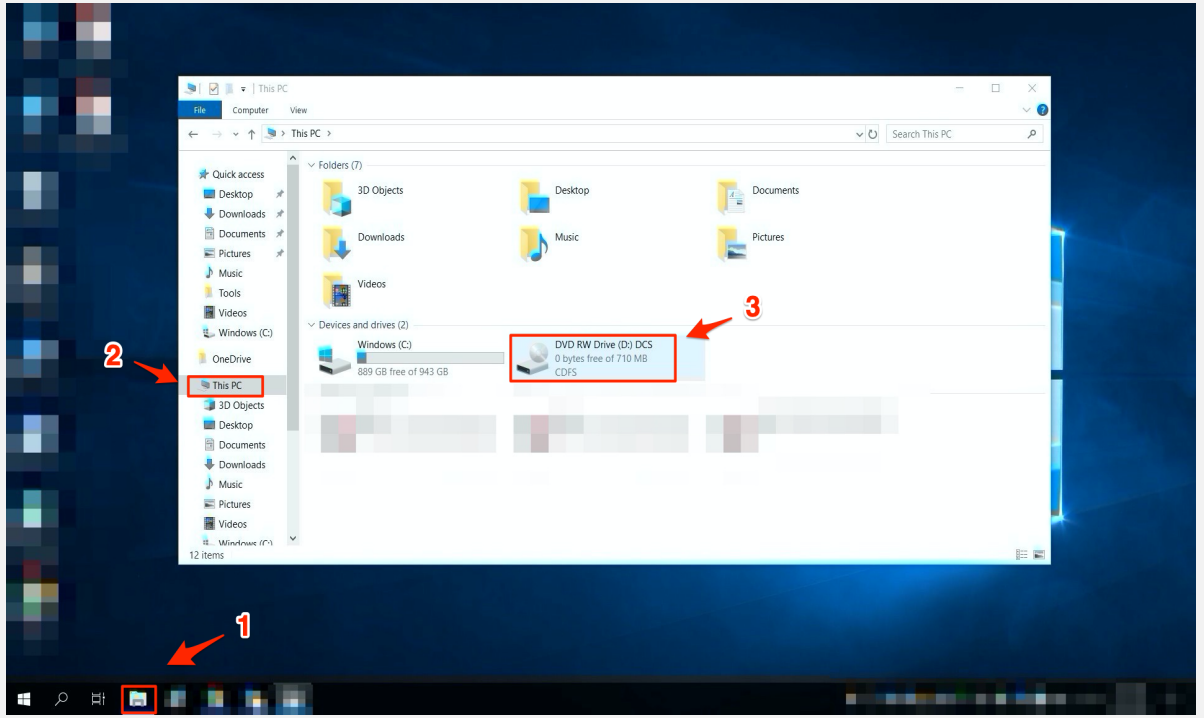
- WHEN UPLOADING PLEASE PROVIDE NIH CONTACT, PHYSICIAN, NURSE OR CLINICAL SERVICE

https://www.cc.nih.gov/dcri/imaginglibrary.html

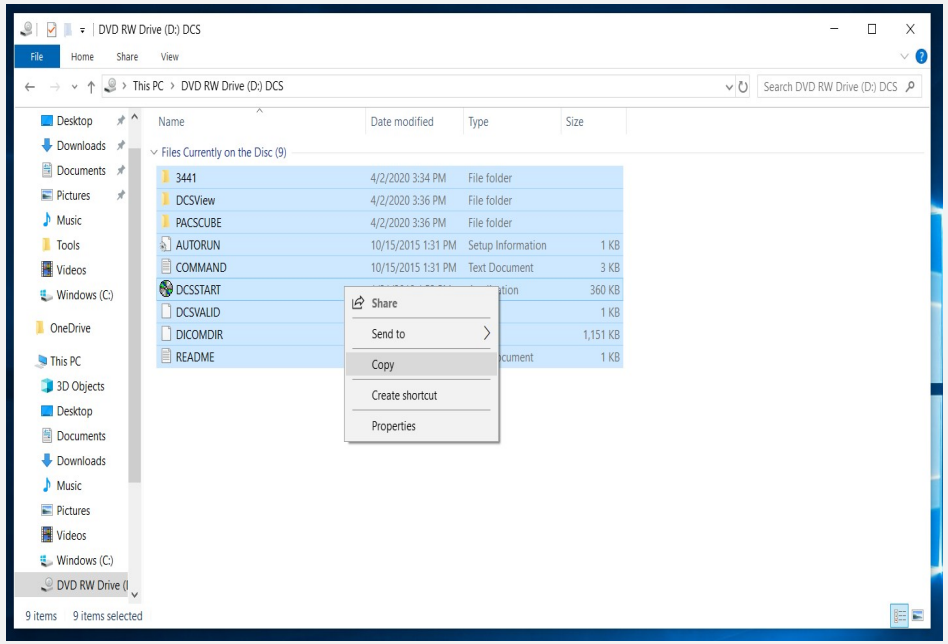
1 Find Imaging data Folder

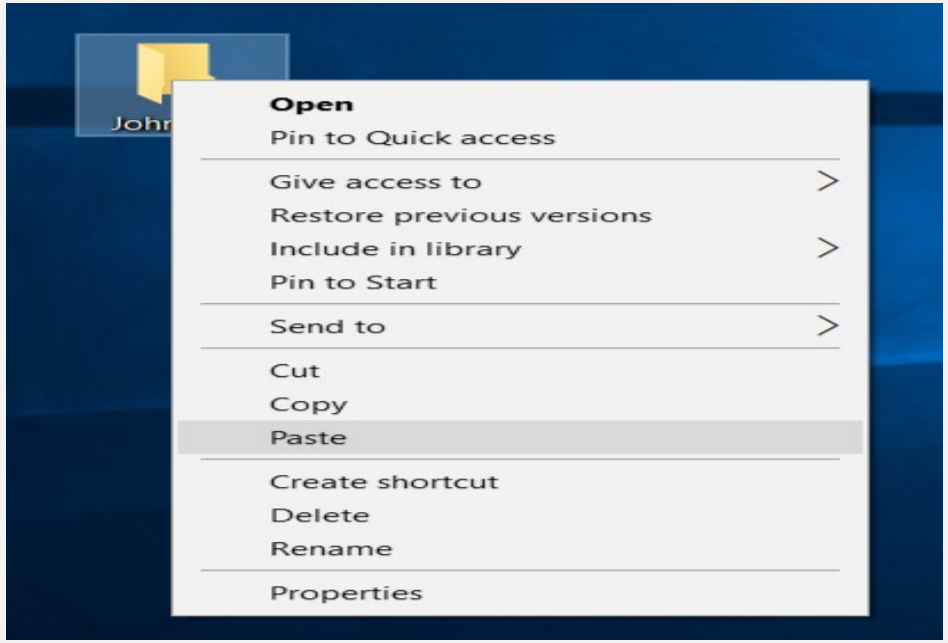
Insert the CD

The imaging data can be found under the DVD Drive



Note:
The CD/DVD may automatically play and display a menu. If this occurs, exit the menu/program that displays.





2 Copy Folder to Desktop

Copy your imaging data to your Desktop

Note:
Many times the imaging data is not contained under one root folder and you may see multiple files.

- You can always create a new folder on your Desktop and paste all those files in that new folder

3 Rename Folder

Rename the file in the following format

1. First 3 letters of the patient's last name
2. First 3 letters of the patient's first name
3. Patient's DOB (mmddyyyy)

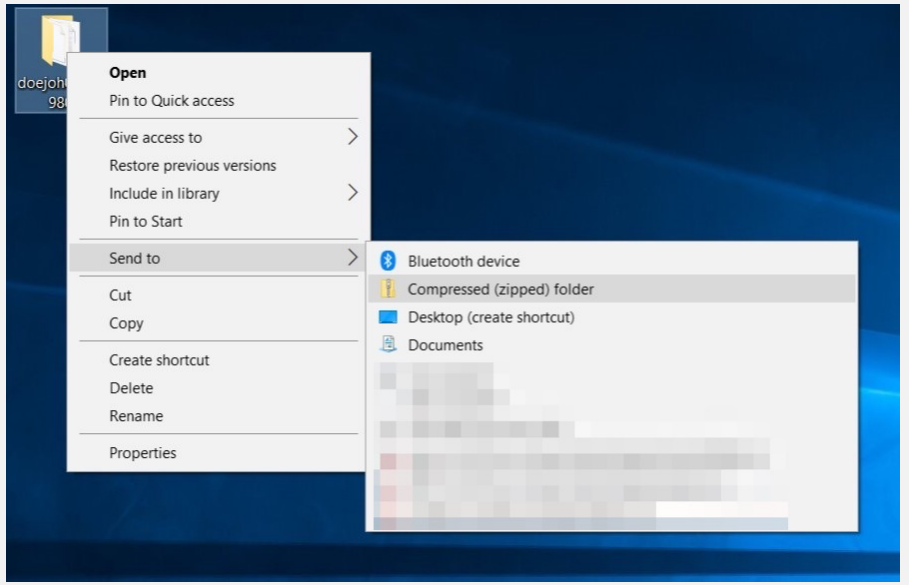
Eg. doejoh01011980

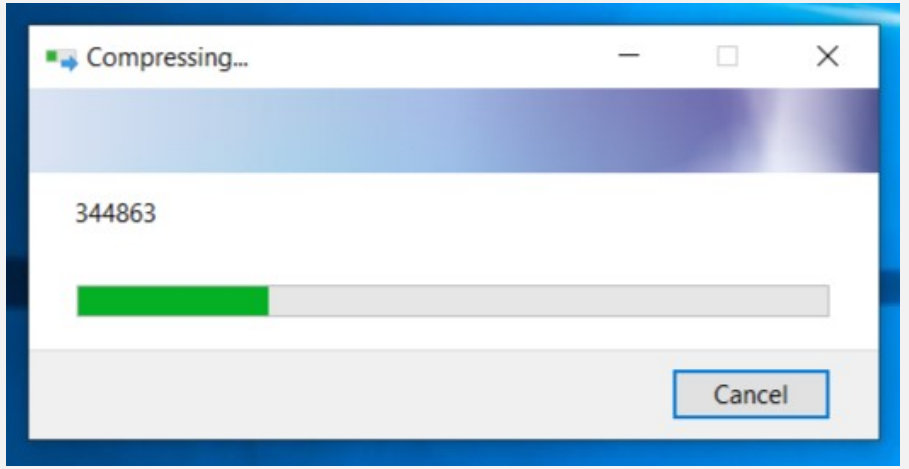
4 Compress Folder

Right click and select "Send to"
Compressed (zipped) folder

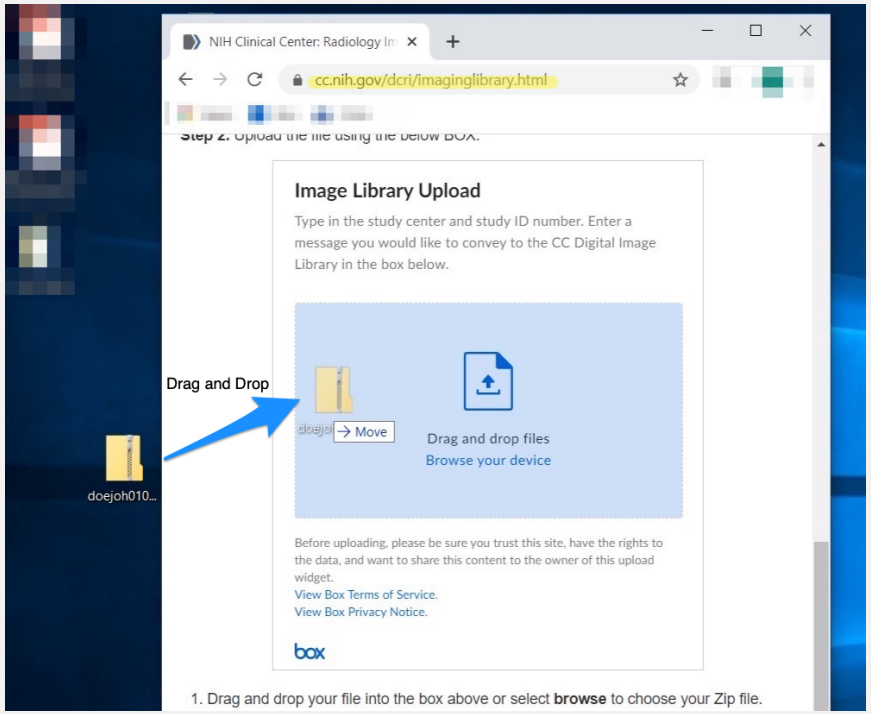
This will compress your data into one zipped file.

Your compressed file should look like this

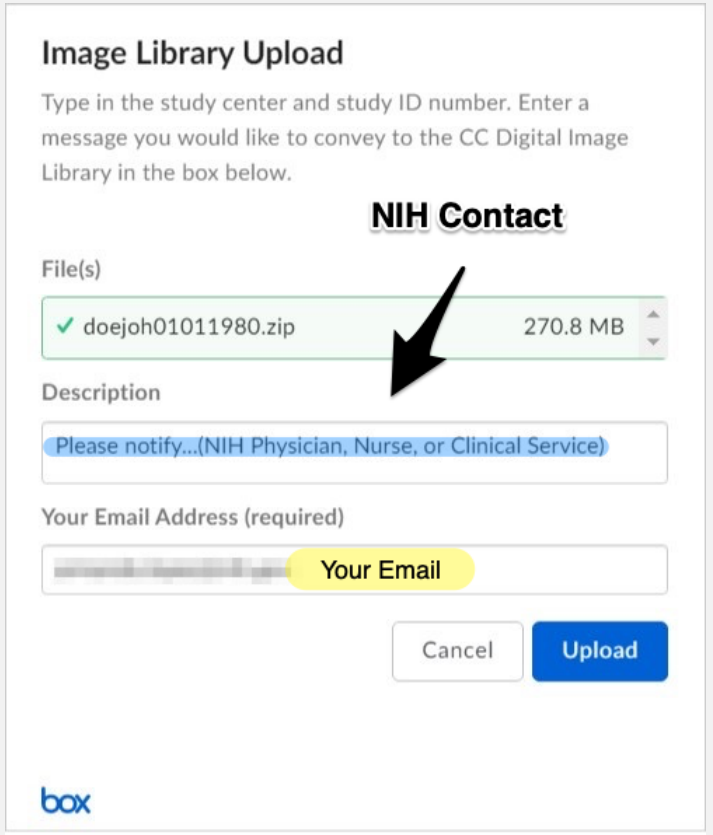


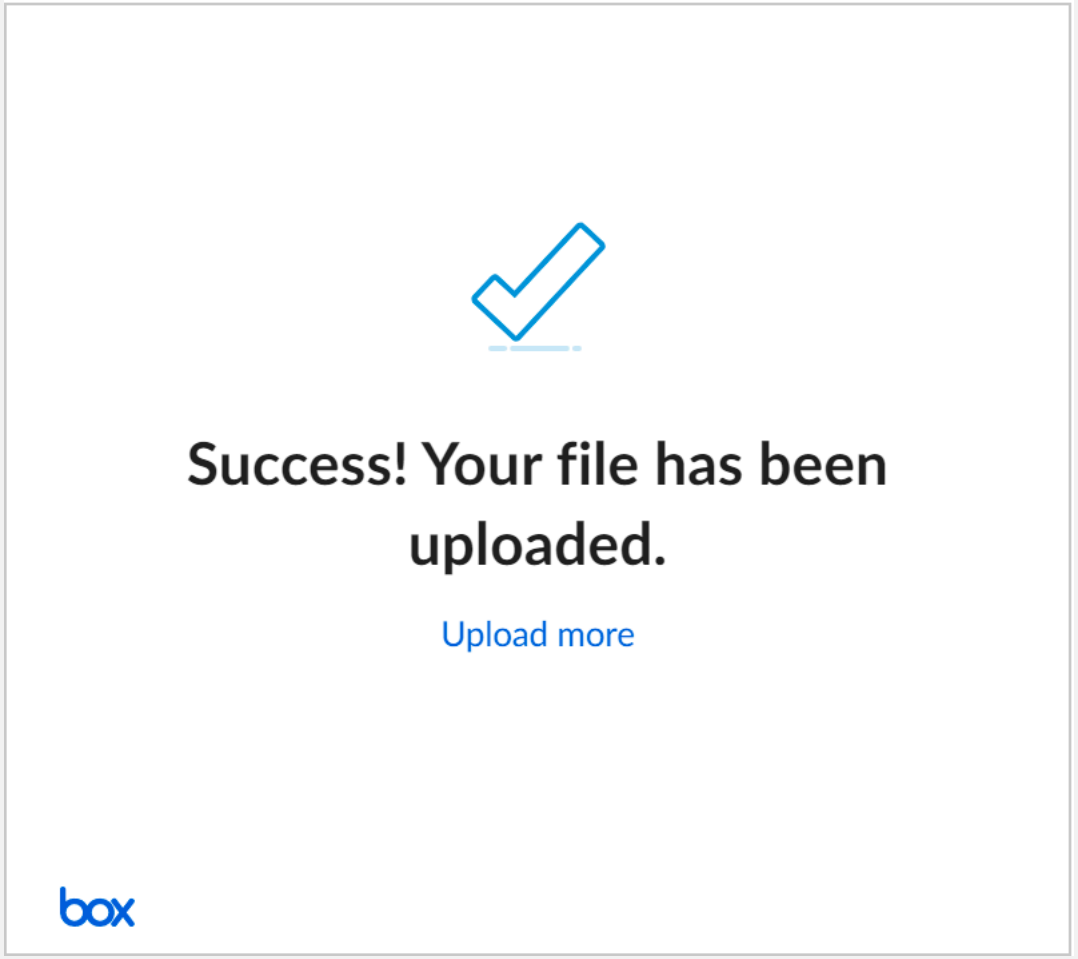


5 Upload Compressed-Folder to BOX



* Upload at:
https://www.cc.nih.gov/dcri/imaginglibrary.html



* Please provide NIH Contact, Physician, Nurse or Clinical Service

Success!