



National Institutes
of Health

Windows computers

box
INSTRUCTIONS

5 STEPS

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Folder

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Compressed-
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- WHEN UPLOADING PLEASE PROVIDE NIH CONTACT, PHYSICIAN, NURSE OR CLINICAL SERVICE
<https://www.cc.nih.gov/dcri/imaginglibrary.html>



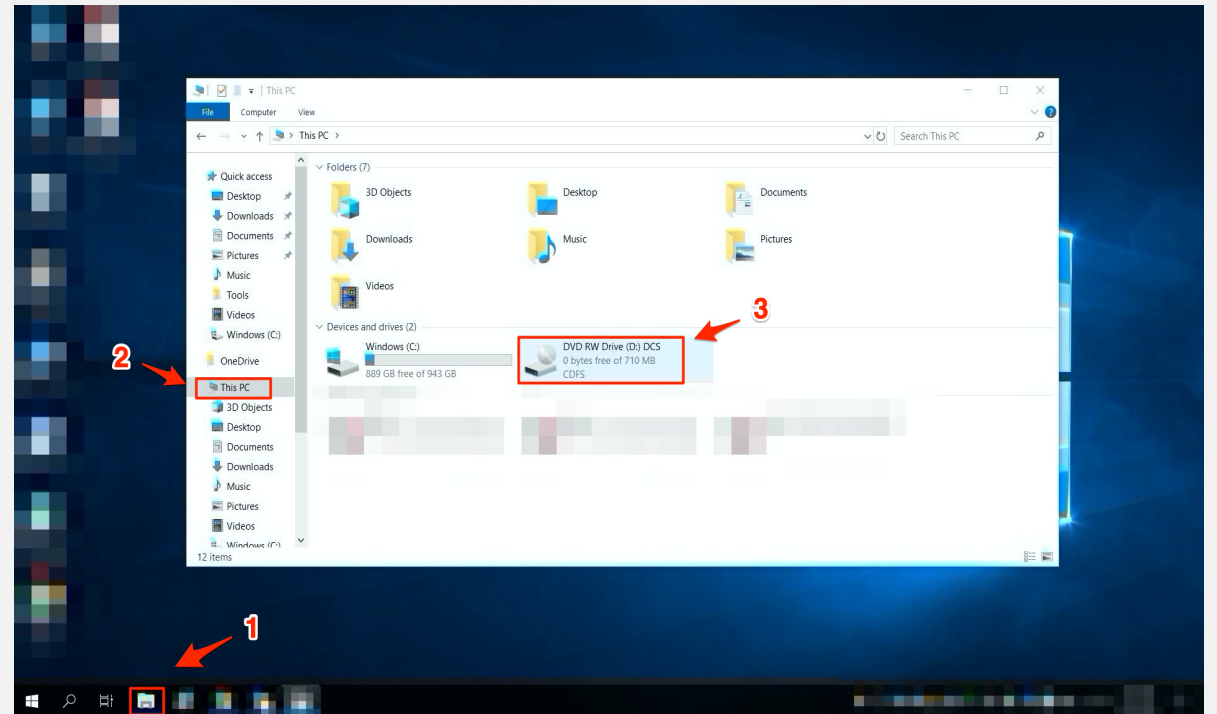
Find Imaging data **Folder**



Insert the CD

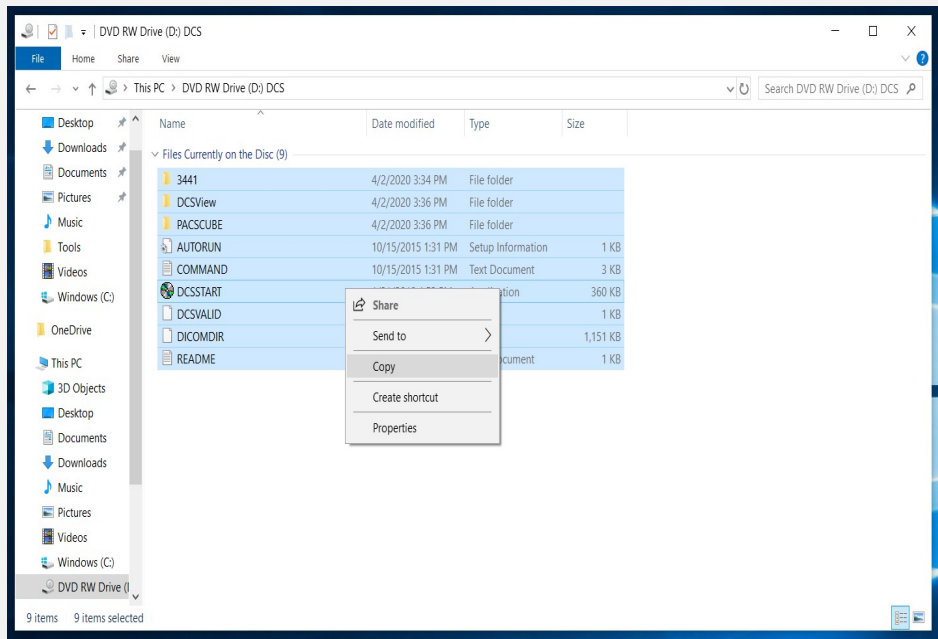


The imaging data can be found under the DVD Drive



Note:

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

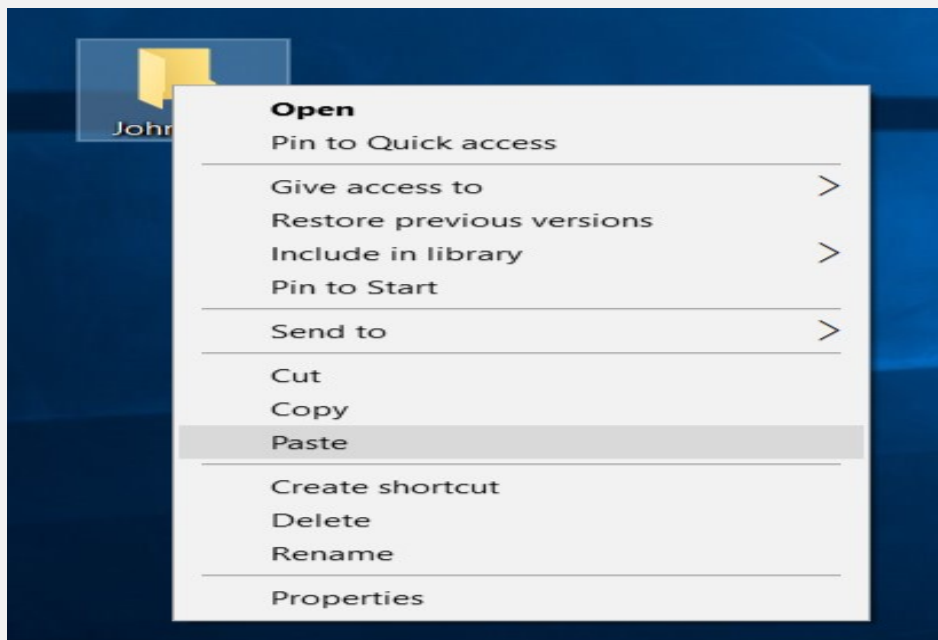


2

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)



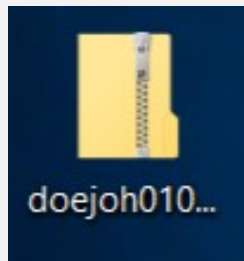
Eg. doejoh01011980

4

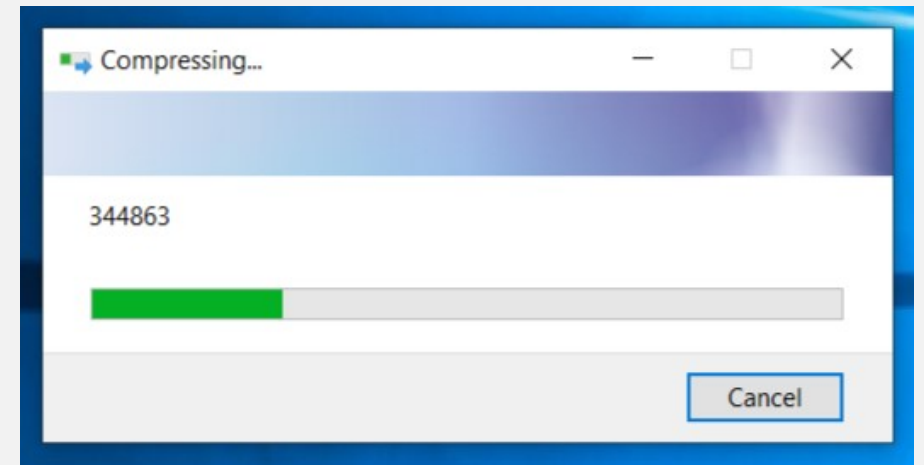
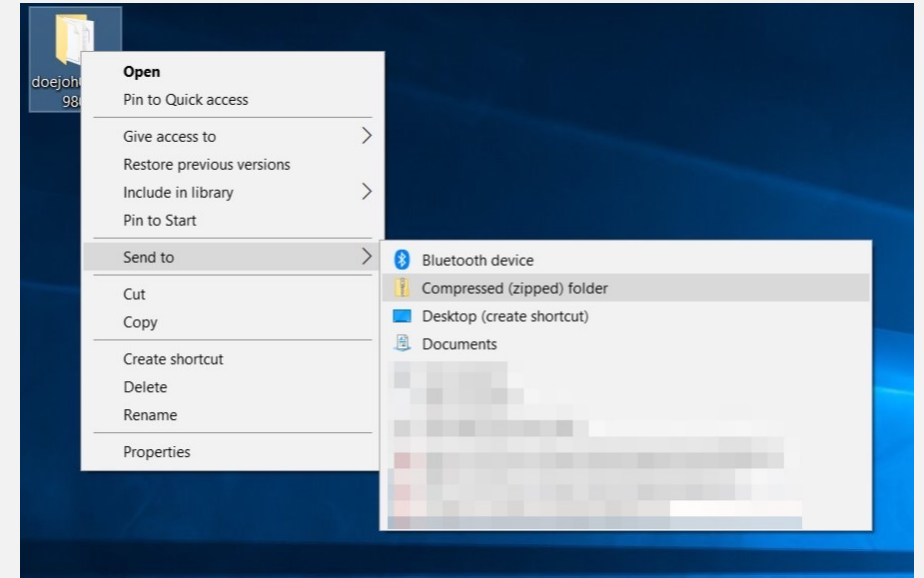
Compress Folder

Right click and select “Send to”
Compressed (zipped) folder

This will compress your data into one zipped file.

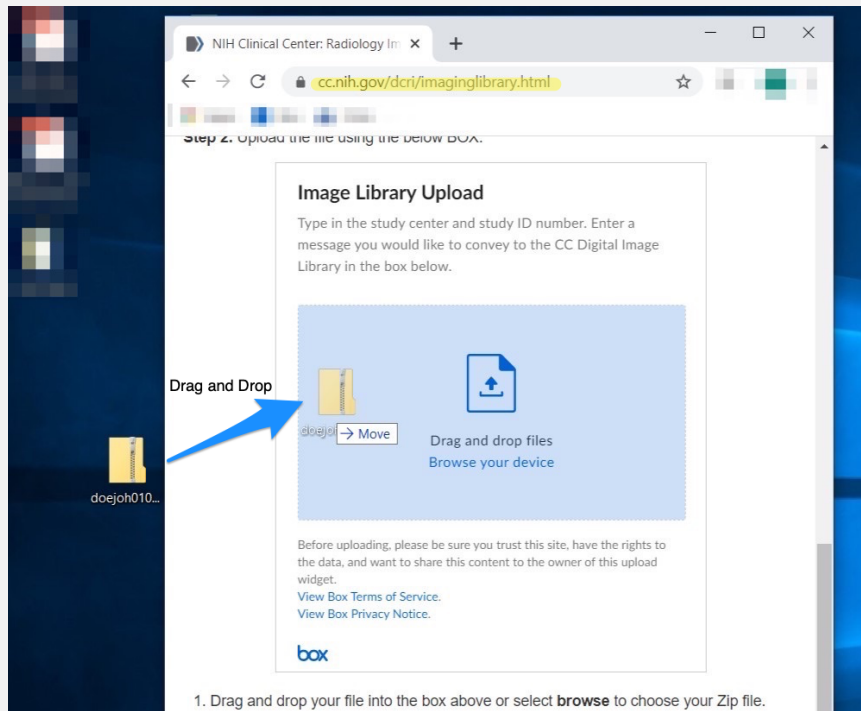


Your compressed file should look like this



5

Upload **Compressed-Folder** to **BOX**



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

Image Library Upload

Type in the study center and study ID number. Enter a message you would like to convey to the CC Digital Image Library in the box below.

NIH Contact

File(s)

✓ doejoh01011980.zip 270.8 MB

Description

Please notify...(NIH Physician, Nurse, or Clinical Service)

Your Email Address (required)

Your Email

Cancel Upload

box

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



Success!



**Success! Your file has been
uploaded.**

[Upload more](#)

