



AKSIS

neurosurgery, orthopedics
and physical therapy

Dear patients, we bring you new and **updated** instructions for submitting your imaging tests that you have on CD/DVD media or on a computer (magnetic resonance imaging - MRI, computed tomography - CT, X-ray).

These instructions will tell you how to compress your CD/DVD media or any directory on your computer into ZIP format and send it directly to your doctor via the [WeTransfer.com](https://www.wetransfer.com) service.

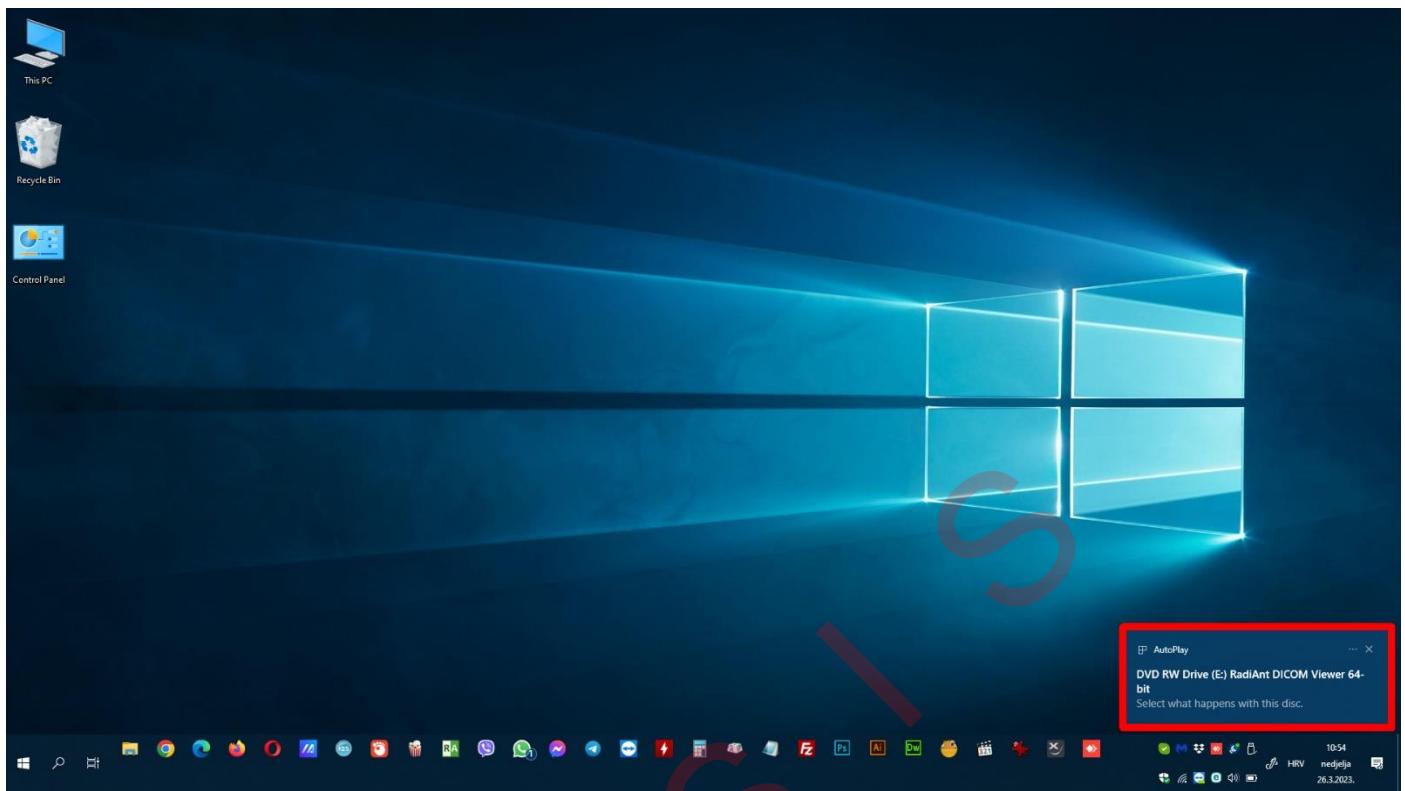
It is important to emphasize that it is not adequate to export slices of your images, e.g. magnetic resonance imaging, into JPG/PNG/PDF or some other format, but it is necessary to follow our instructions and thus deliver the images to us in the original DICOM format.

The instructions were created using the Windows 10 operating system, but are very similar and applicable to other Windows operating systems, such as Windows 8 and Windows 11.

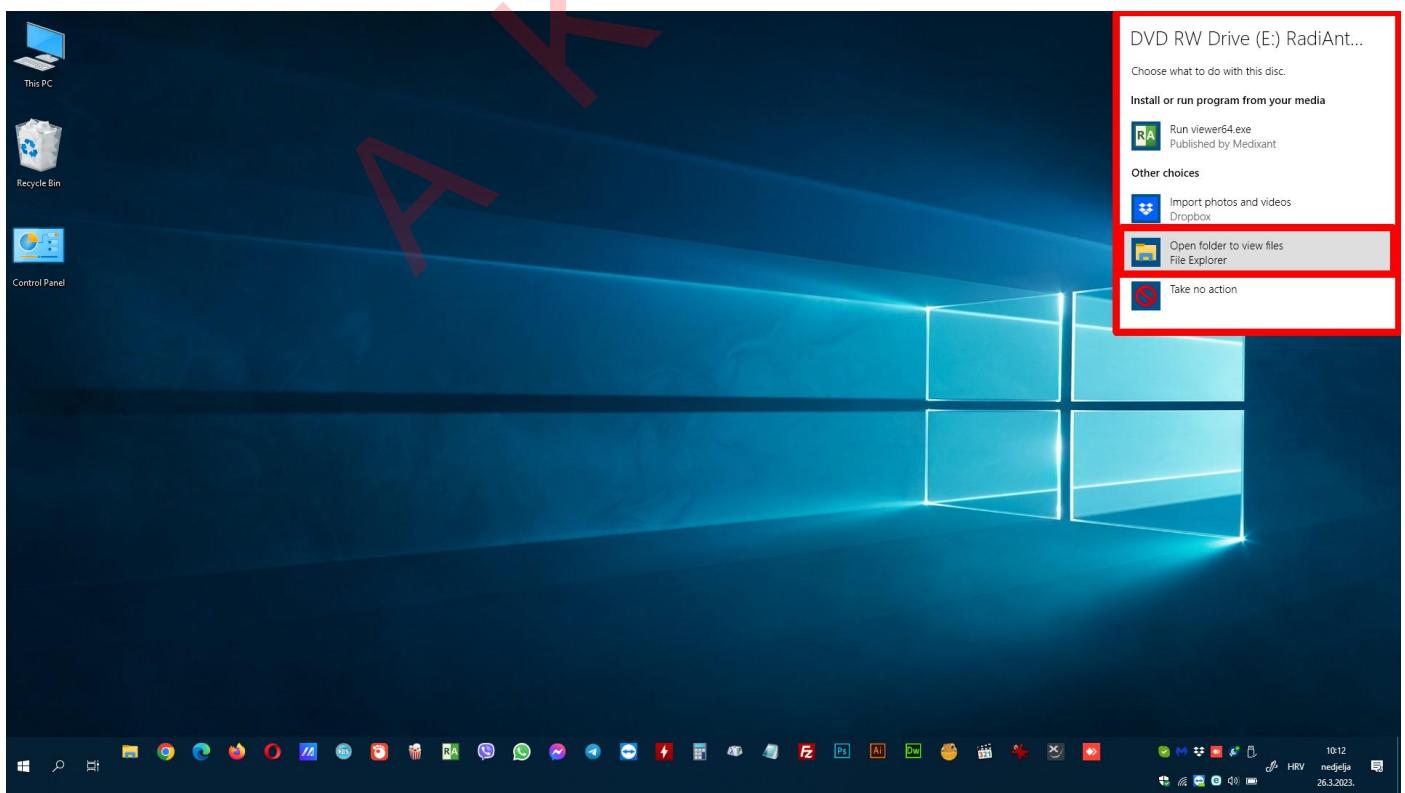
If you experience any difficulties during this process, feel free to contact us for help.

1st STEP: Opening CD/DVD media (1st method)

Insert the CD/DVD media into your computer, and wait for the autorun message that should appear in the lower right corner. When it appears, just click on it once.



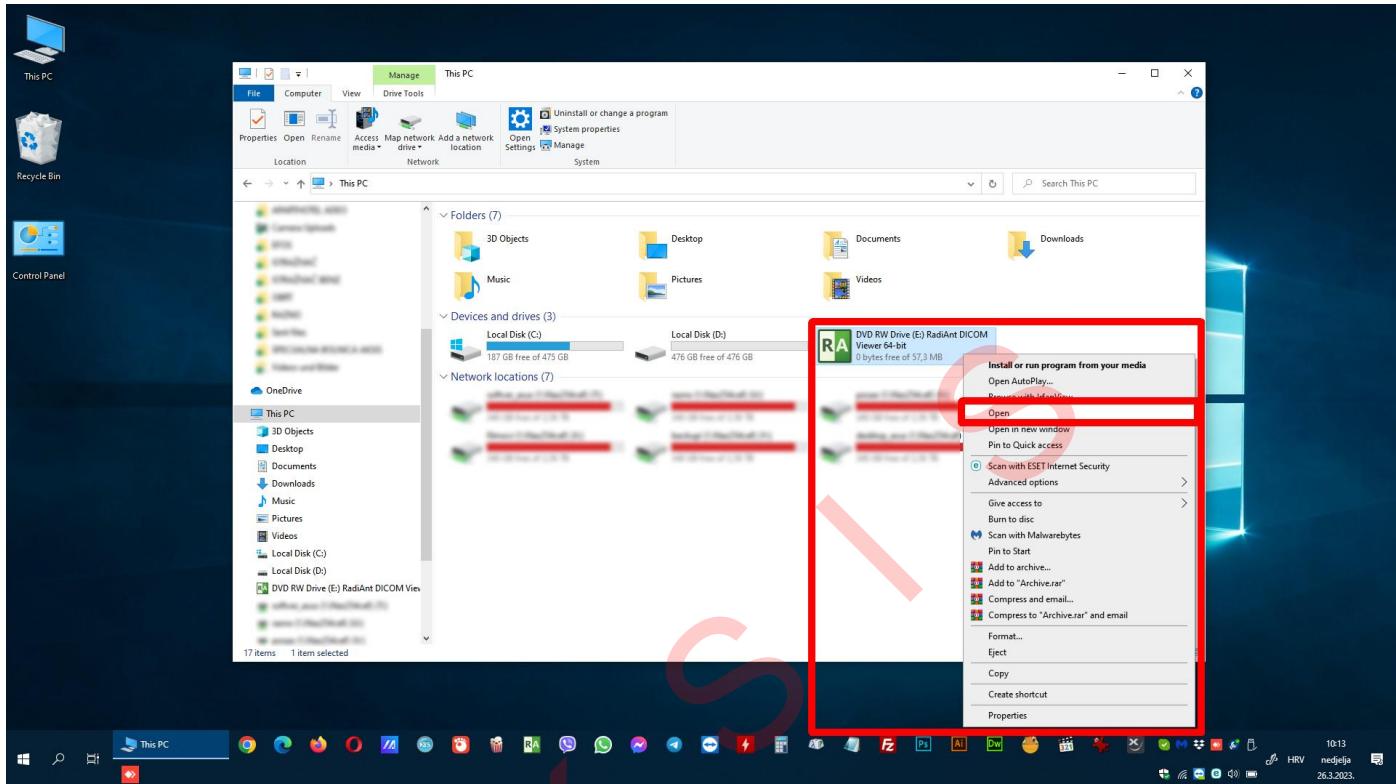
After that, an additional window will appear in the upper right corner, in which you need to click on the marked option to manually open the contents of the CD/DVD media.



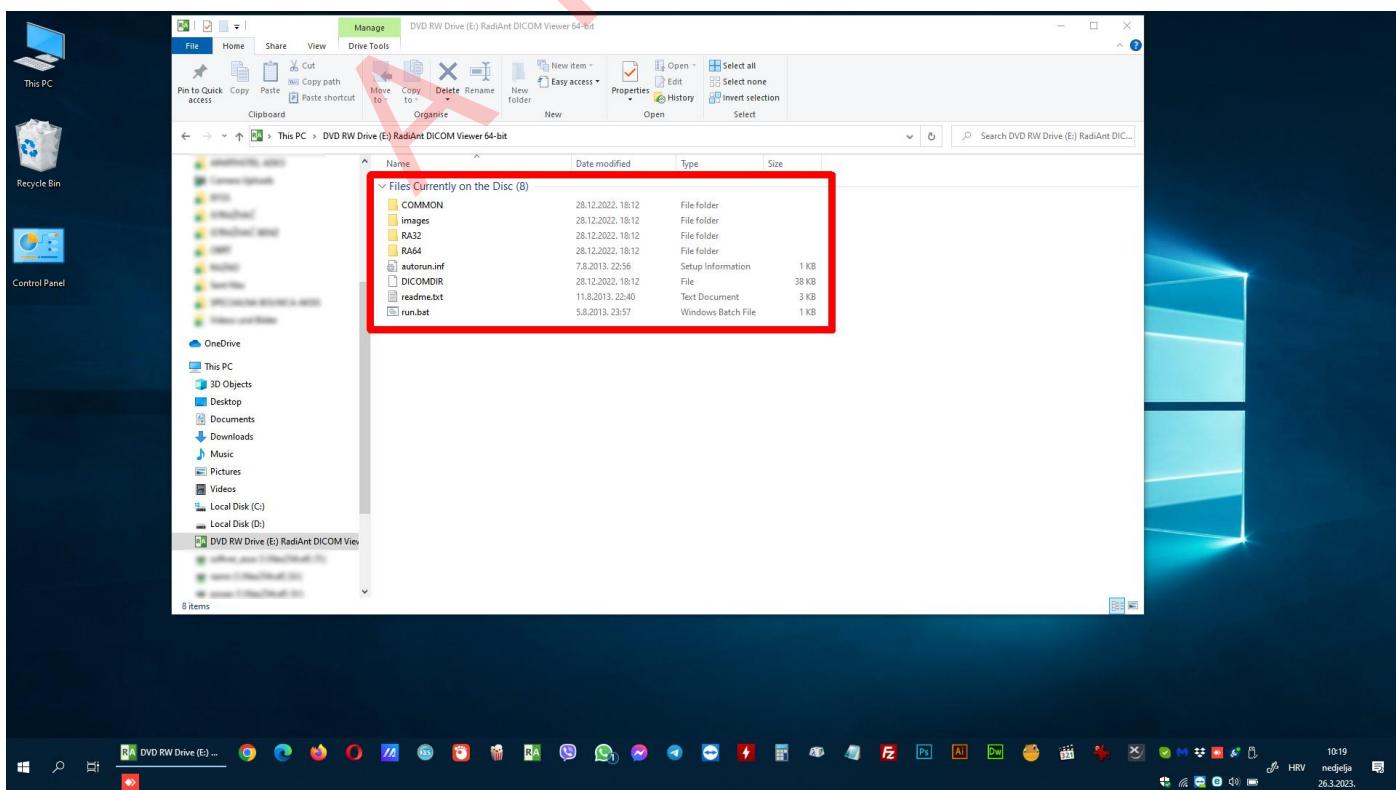
If the message about auto-starting the CD/DVD media did not appear for any reason, we have prepared for you instructions on manually opening the contents of the CD/DVD media.

1st STEP: Opening CD/DVD media (2nd method)

Manually open "My Computer", find the CD/DVD media, right-click on it, and left-click on "Open", as shown in the image below.

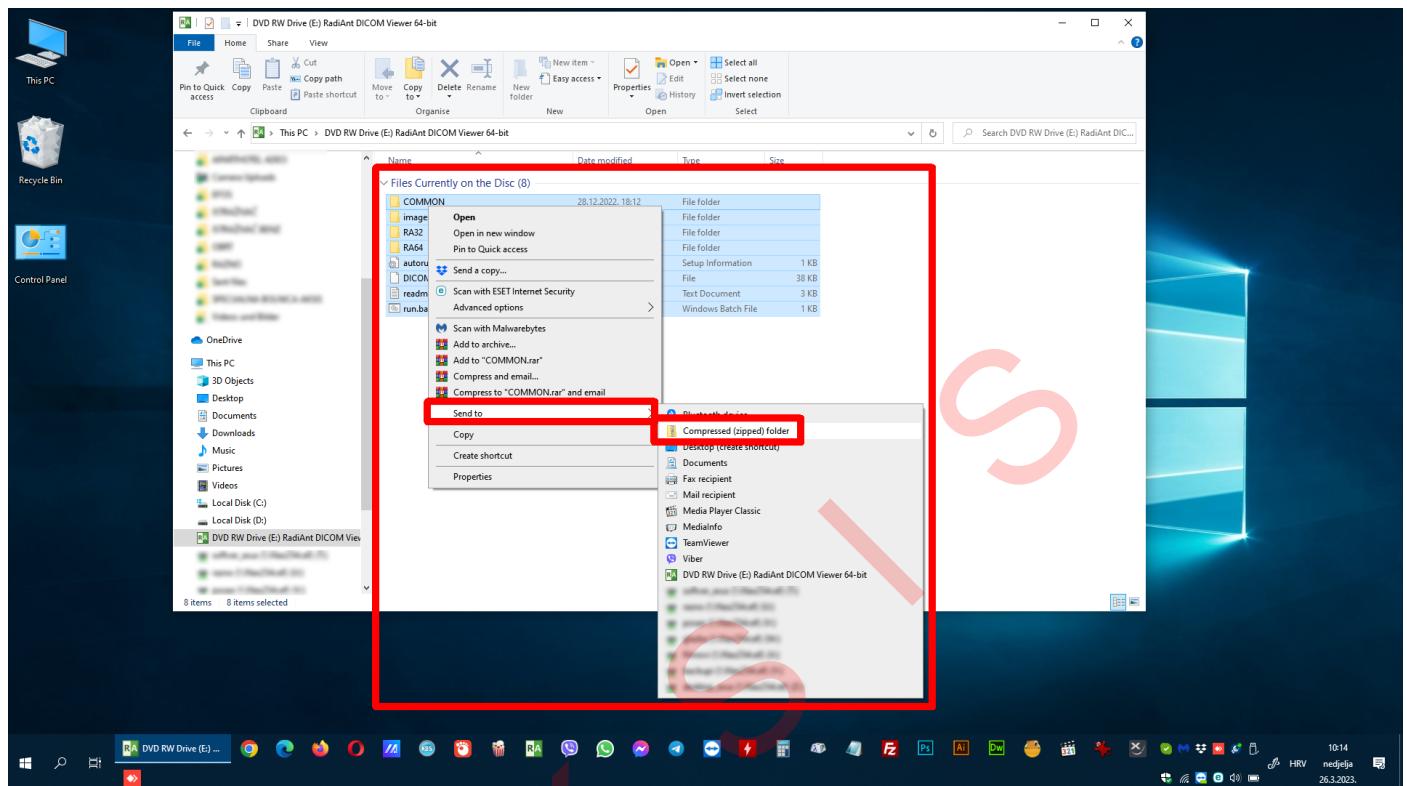


Following either of the two mentioned methods, we successfully opened the CD/DVD media.

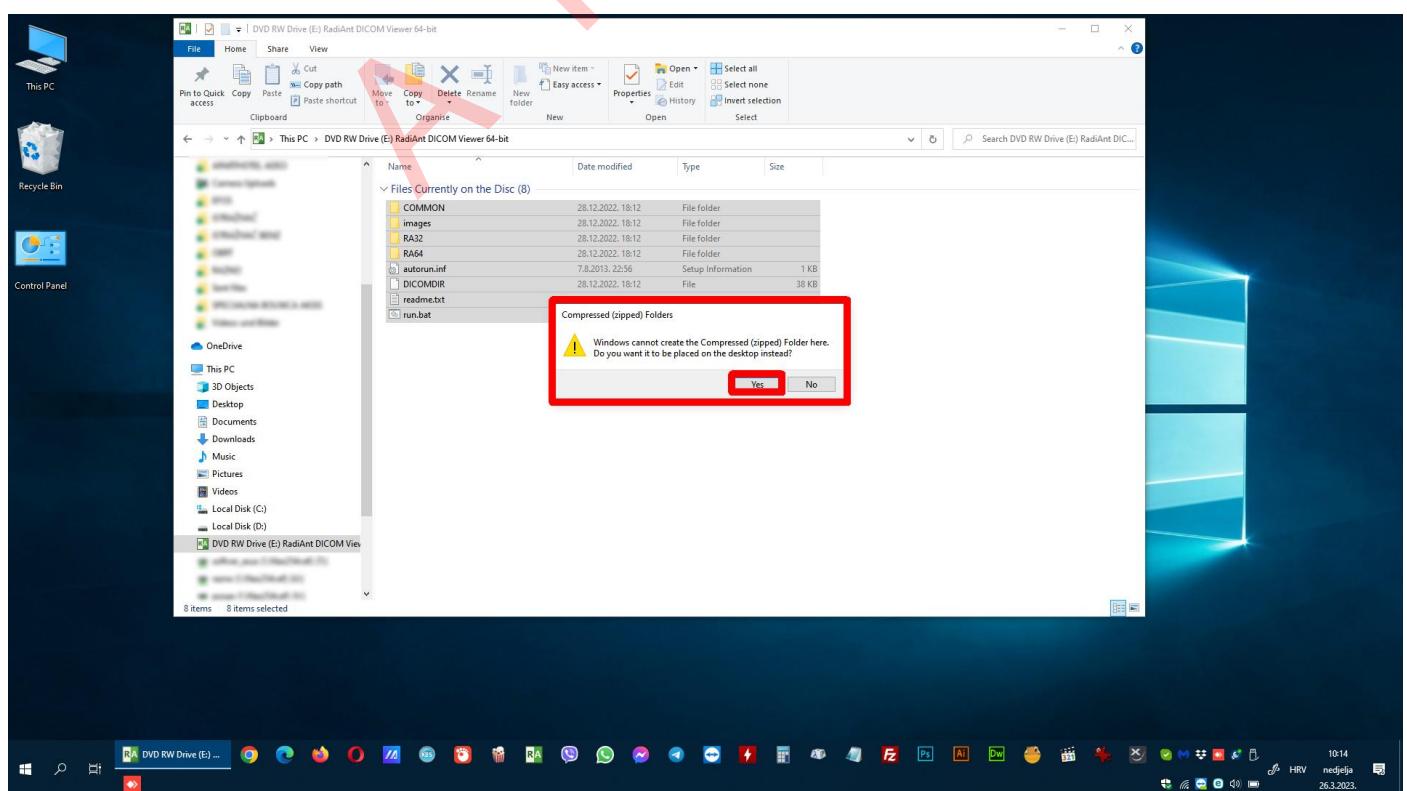


2nd STEP: Compressing the contents of CD/DVD media

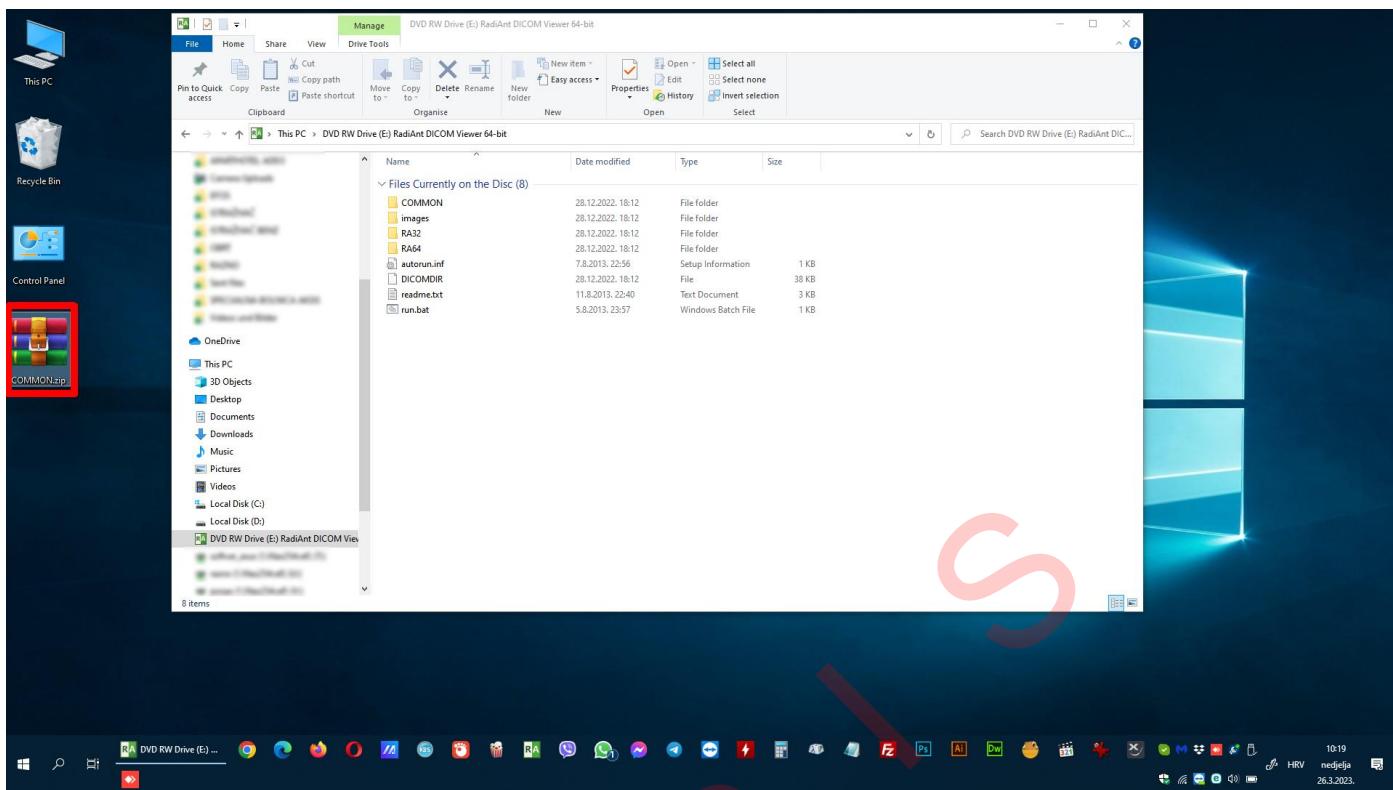
After you have successfully displayed the contents of the CD/DVD media, it is necessary to compress it into a single file, usually in ZIP format. It is necessary to mark the entire contents of the CD with the mouse or keyboard, and click on it with the right mouse button, then click on "Send to - Compressed (zipped) folder". With this, we will compress the media content and position it on the "Desktop".



Then the system will show you the usual warning message. It is necessary to click on "Yes."

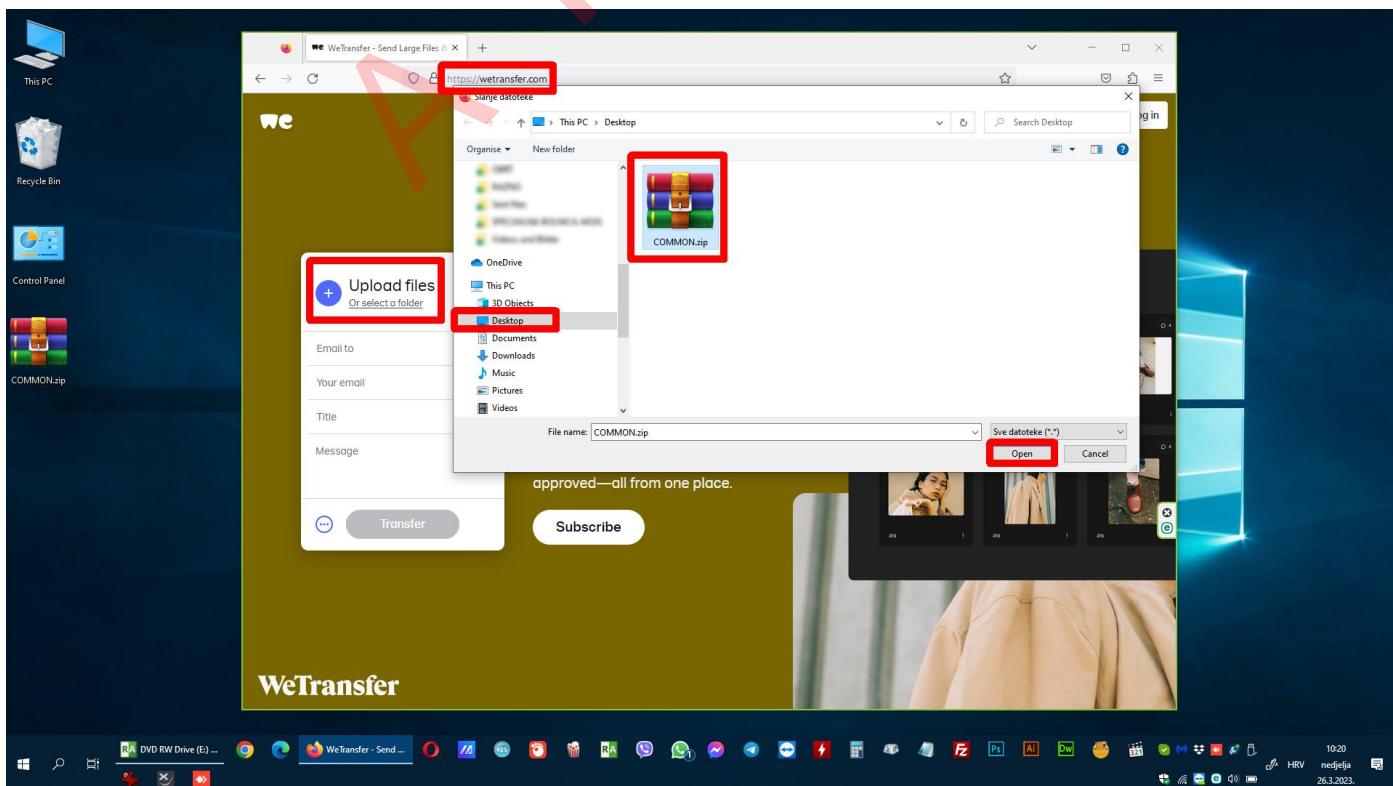


In a few moments, the compressed file will be created and placed on your "Desktop". In our case, the file is named "COMMON.zip", but this is not a rule and it is not wrong if your file has a different name. The most important thing is that you have selected and compressed all the files.



3rd STEP: Sending the file to your doctor via the [www.WeTransfer.com](https://www.wetransfer.com) service

After successfully mastering the previous steps, you need to go to the www.wetransfer.com service website, accept the conditions, click on "Upload files", select the file that we placed on the "Desktop" in the previous step, and click on "Open".

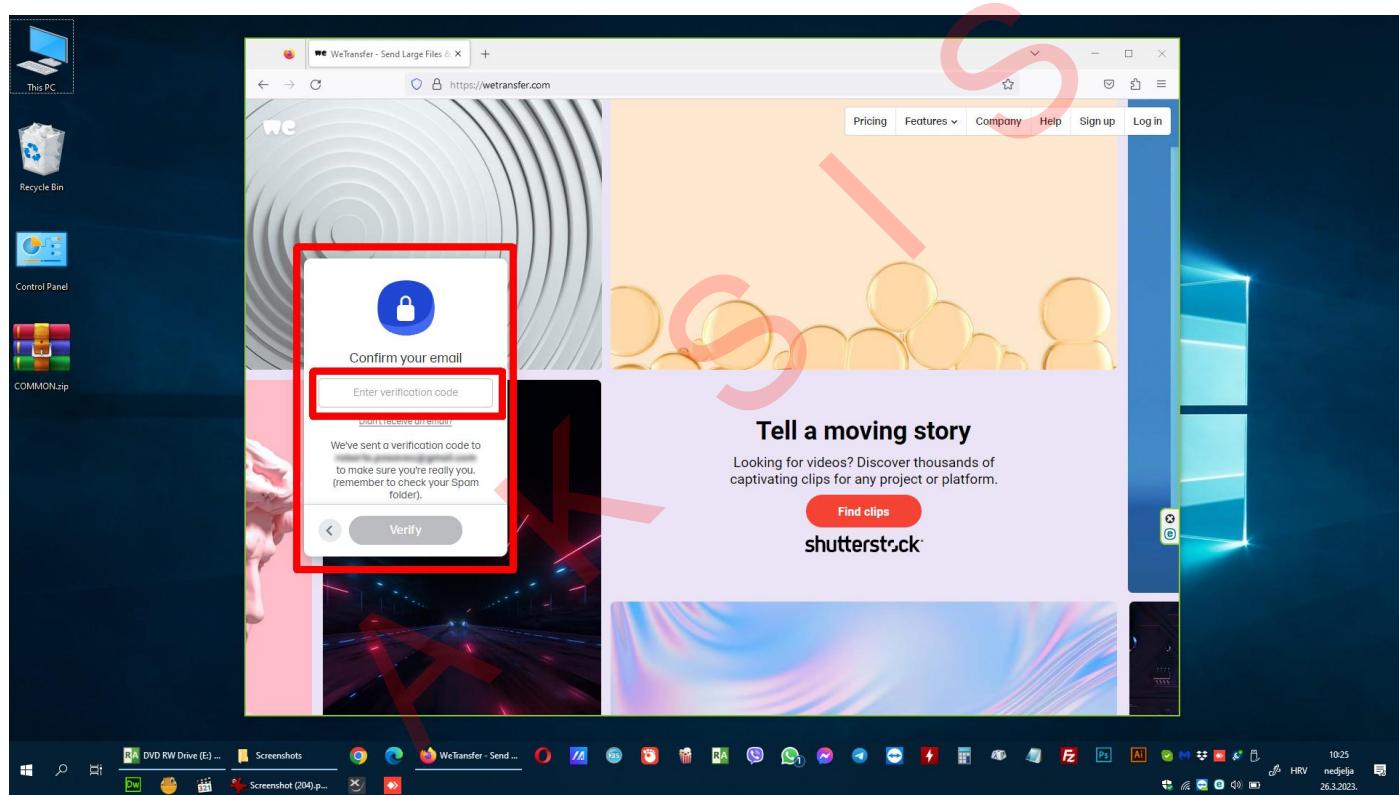


After that, you need to fill in the required data, i.e. the empty fields in the window on the left side of the WeTransfer service:

- Email to (mandatory): **your doctor's email address**
- Your email (mandatory): **your email address**
- Title (optional): **message title**
- Message (optional): **your message to the doctor**

Now that you have successfully selected the file you are sending and filled in all the required information, you can click "Transfer" to start the file transfer.

A message with a control code will arrive at your email address (the one you entered a moment ago), which upon receipt must be entered on the website of the WeTransfer service. After entering it click on "Verify".



After that, the transfer of files to your doctor will begin. Depending on the speed of your internet connection, the transfer will take a few minutes.

In case of difficulties, feel free to contact us.

Your Special hospital AKSIS