

## **GlobalRad Foundation: teaching files**

*The following instructions will guide you through creating and editing teaching files. You must be able to access images from your computer before you can create teaching files. If you can not do so, please refer to the network setup instructions.*

**Note: NovaRad Enterprise Viewer provides a HELP menu with instructions on many of the features you will want to use. To access this menu, open NovaRad Enterprise Viewer and look for the HELP menu appearing at the top of your computer screen.**

### **1. Open NovaRad Enterprise Viewer:**

To open Enterprise Viewer, click on the icon appearing on your computer's desktop. Once Enterprise Viewer is open, move your cursor to the right side of your computer's screen to bring up the menu.

### **2. Accessing and Adjusting Images:**

Access the desired images. If you are not able to do this, refer to the network setup instructions. To adjust the contrast of an image, click and hold the right mouse button. Moving the mouse from left to right and up and down will allow you to change the window/level of the image. Clicking and holding the left mouse button allows you to scroll to the previous or next image series.

### **3. Selecting Images:**

Once you have accessed the desired images, you must select the images you wish to submit. To select an image simply click on it. To select more than one image, hold down the **Ctrl** button on your keyboard while clicking on several images.

### **4. Uploading a Case:**

Once you have selected the images, click **Key Images** and then select **GlobalRad**. Choose 8 bits/pixel. Hit OK. You will be prompted to select from various menus including organ system, anatomic location, pathologic category, etc. It is also possible to add reports, notes, or references. For example, this can be done by copying and pasting an existing report into the field of interest. Once the form is completed, select **OK** to upload the case to GlobalRad.

**Note: A window will appear with the terms of use for GlobalRad, which must be agreed to before posting a case to GlobalRad.**

### **5. Questions:**

If you have questions regarding accessing or adjusting images, or uploading cases, please contact GlobalRad:

email: [globalradcontact@aol.com](mailto:globalradcontact@aol.com)