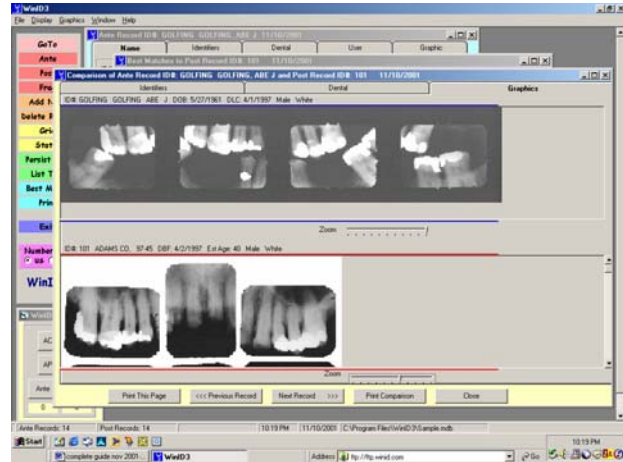


## SCANNING IMAGES

The WinID system nicely accepts scanned x-rays and if done properly, will help facilitate in the identification process. You will find that WinID3 will be able to zoom in by double-clicking on any part of an x-ray, thereby advancing our abilities in the ID process. As in all aspects of our procedures, it is imperative that only one record be opened at a time in the scan process. Please make absolutely sure of this before proceeding.



A note on the scanner.... As with all of our hardware in the Unit, handle the equipment with much respect. Should the equipment fail due to improper handling, it will make our journey that much harder – so be gentle. If you need to move or transport the scanner, turn off the power in the front of the unit, remove the power and connector cord from the computer and then lock the scanner. By locking the scanner you will prevent breakage. But, please remember to unlock the scanner prior to using it again.

If the scanner should fail, try rebooting the workstation that it is attached to and try turning the power on and off on the scanner as well. Make sure the connections are tight in back of the scanner and in back of the computer.

### Overview:

Scanned images will be stored as “jpg’s” in either the case folder as established for the database that you are working on within the WinID folder on our server. Do not store the image on the local workstation as it will not be seen within WinID network wide. A “jpg” format is being used because they allow for compression and will have a smaller file size. The name of the “jpg” should take the name of the record # . When the image name is inputted, **there will be no dashes supplied.** It is imperative the record number assigned to the “jpg” be the record number that currently is assigned to the record in WinID3. This can be checked and verified prior to input of the save record # file. Keep in mind that the name of the “jpg” will be immediately linked to the record in WinID.

### A note on x-rays....

Time taken to arrange radiographs to be displayed will be rewarded with graphics that are easy to use in the comparisons screen. Arrange radiographs so that the most significant radiographs are along the top of the image. The most significant radiographs may be the most recent set of bitewings or a panoramic radiograph. Before placing the mount facedown on the scanner screen, please make sure that all of the x-rays are tight with the mount to decrease the amount of “white space” between the x-ray and the mount which can be distracting when viewing in comparisons.

Also, if the x-rays are overly spaced out on the mount, try to remount the x-rays keeping the same relationship. This will create a tighter look when viewing the scanned images in WinID. Example: if you have a complete row of bitewings and a complete row of horizontal periapicals empty, move the bitewings up into the periapical row.

## **Mirrored x-rays:**

What about x-rays improperly labeled? First choice here is get properly labeled x-rays. Using the *Contacting Patient-Dentist Protocol* outlined in this guide, secure the best x-rays. Should this not be possible, then the x-rays should be scanned, saved and then mirrored (reversed in Adobe Photoshop) and then the mirrored x-rays should be merged with a mirrored WinID3 record. The odontograms in both records should be clearly compared to the mirrored dental x-rays to assure for accuracy.

## **Mechanics of scanning x-rays:**

1. Work in teams of two dental professionals at all times.
2. Work on either Ante or Post records but please, not both at the same time. Also, please do not open more than one envelope. Be careful to avoid cross matching and intermingling of information contained in the records that you are working on. Periodically, clear your desk and take frequent breaks as scanning can be a tedious process.
3. To avoid placement errors, x-rays must be mounted. Although it will be easier if you constantly place the mount face down on the scanner bed, you can always reverse the image horizontally or vertically after the image has been scanned. Images can also be rotated clockwise or counter-clockwise after they've been scanned as well. You can also lighten, darken or change the contrast of images to promote better visual acuity and clarity.
4. Make sure that the scanner glass is clean. Make sure that all of the x-rays on the mount have been inserted all of the way, so that no "white" space will be seen against the mount. Also, make sure that the x-rays are as tight as possible within the mount vertically. Place the x-rays face down in mount and square off the mount against the top and right border on the glass on the scanner. When scanning panoramic films, be consistent in placement which will help in orientation after you've scanned but before you've modified or saved the image.
5. To initiate the scanning process place your film squarely in the middle of the scanner flatbed. Press the "teal" button on the top right front of the scanner. This will bring up Photoshop and the scanner software. (Should PhotoShop lose its source – the source is Epson-Twain Pro 2.0 32-32).
  - i. The scanner software should have the following default settings in position:  
Source -TPU for Pos Film
  - ii. Destination – screen-web
  - iii. Resolution - 300 (DPI)
6. Click on the PREVIEW and the scanner will scan the x-ray and place it on the screen. After the image has appeared the next step is to crop the image to remove the unnecessary borders. Editing an image allows you to get rid of unnecessary details and modify the image's dimension and graphic size so the image will quickly fill the screen space allotted by WinID3. If necessary, you can preview again to see the scanned result. If you are happy with the next preview (which can be skipped) click on scan to finalize the process.
7. After the image has scanned, close out the preview box and the scan screen leaving the untitled image displayed on the screen. If you are unhappy with the image, just start over again making the necessary correction before scanning again.
8. WinID3 will display images that are less than 2000 pixels in width and less than 2000 pixels in height. To make sure of this go to edit and then to image size. Make sure that both the width and the height are 2000 or less.

9. To save the image, go to file and then save. We want to save the image on the server as a “jpg” in either the image folder associated with the database we have established within WinID3. To do this you want to save in My Network Places and click on WinID3 on the network server if you are on a network. When this folder opens, you want to save the image in the image folders that have been so delineated in WinID Do not enter using a dash and make sure that you use zeros “0” and not ohs “O”.
10. It will be more productive if you scan all of your images in a session then link them up. A suggested session should consist of no more than 20 sets of records.
11. After scanning a record, place a RED “S” mark onto the upper left corner on the outside of the record envelope which will confirm to the observer that the radiographs have been scanned.

### **Scanning multiple x-rays into the same WinID3 file:**

If presented with several sets of x-rays taken in Ante or Post-mortem, try to pick the best of the best. If you feel that both sets warrant input, then in saving, save the best set with an “A” following the record number and a “B” following the second or subsequent set. Example: \*\*\*\*\*A. In linking the x-ray to WinID3, use the “A” file. When doing comparisons, be aware that when looking at graphics, there may be two or more sets of pictures to look at as well, a good way of communicating this, would be to place “dupe” in the identifier field in the victims record.

### **Linking The Scanned X-ray Into The WinID Record**

1. Go to WinID and open the ante or post record you are trying to link the x-ray with.
2. Find the record's Names and Numbers tabbed page. Press the **Add Graphics** button. Navigate to and highlight the desired graphic. Press open.
3. Go to the graphics tabbed page to see the graphic displayed. When first looking at the graphic it will be maximally enlarged. Reduce the size of the image by pressing on the right side of the bar under the x-ray. By either pressing on the right or left of the bar, you will be able to manipulate the image to fit the screen. You can also scroll up and down by either using the scroll bar on the right of the screen or by using the wheel on the mouse (if so equipped!).
4. After linking an x-ray to a WinID record, place a RED “line” mark through the previous Red “S” which will confirm that the radiographs are now linked.