



Synapse Guide to Images and Reports

Excellence in Imaging for over 40 Years

Double click on the *Synapse* icon, which looks like this:



Type your provided username and password as follows:

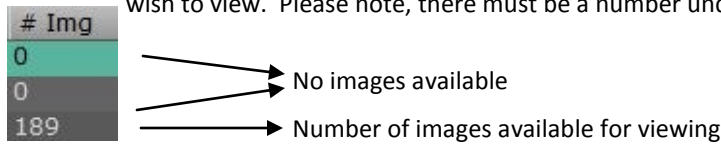
Username: xray\username _____

(Please note the “\” key is above the “Enter” key on your keyboard).

Password: _____

To see your patients, double click on the folder entitled “**My Referrals.**” To see all patients in a Group Practice, double click “**Custom Referring Physician.**” (Must find out what Dr. sees when they bring this screen up).

Once you have found and double clicked on your patient, all of their exams with XRA will be available for viewing. Double click on the exam you wish to view. Please note, there must be a number under the field marked “# **Img**” in order to see images.



Double click on the exam you wish to view.

IMAGE TOOLBAR



Hover over the top of your screen to see this toolbar. To make it appear permanently, click the “**Full Screen**” icon in the top right corner of your screen.

Commonly Used Tools:



Power Jacket — includes the study information, report, notes, and the series display.



Study Information — includes patient name, DOB, medical record number, DOE, etc.



Report — view and read the Radiologists’ report. To see better, click on “Docs”, then click Report to view. To print, right click to and choose “Print.”



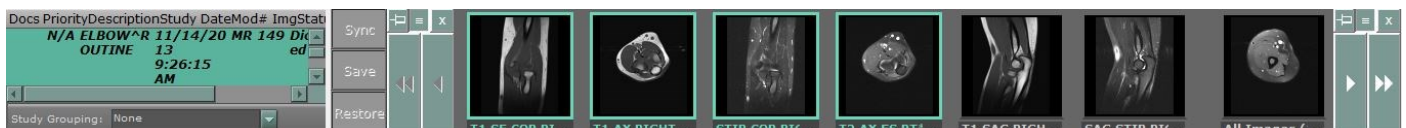
Choose Series — allows you to click and drag a desired series to a specific location on your monitor.



Page Layout — allows you to view one large image or view the images side by side. Just click on your desired format.



Series Picker Toolbar — allows you to drag and drop any series to see images side by side. The arrow down allows you options as to viewing the toolbar. Images would be shown as below.



To scroll through the images **with a mouse**, place your cursor on the page, click, and use the scroll wheel to move through the series of images.

To scroll through the images **without a mouse**, you can use the following keys on your keyboard.

Home: returns you to the first image of the series/study.

End: sends you to the last image in the series/study.

Page Down: scrolls down one page/image.

Page Up: scrolls up one row of tiles.

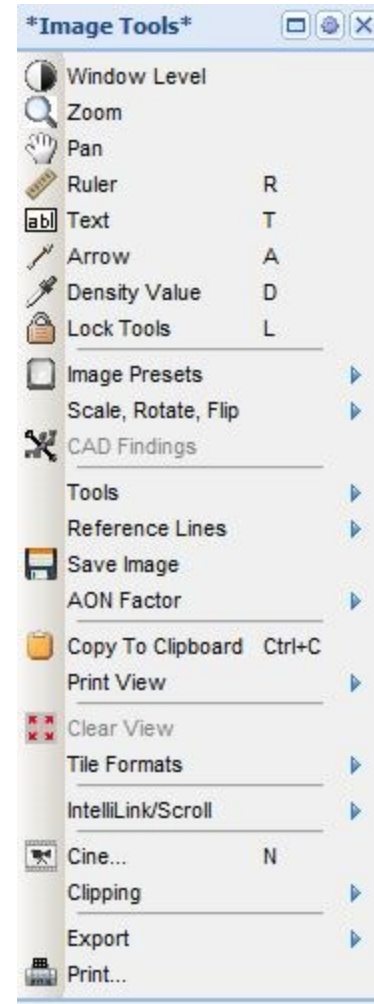
Up arrow: scroll up one row of tiles

Down arrow: scroll down one row of tiles

To magnify, move, or adjust contrast to your image, you can use the following shortcuts:

Click and hold the left mouse button down. At the same time, click the right mouse button. Your cursor will change to the **window level** icon. Continue to hold down the left mouse button and move the cursor to adjust the image's contrast. If you keep holding down the left mouse button and right click once more, you will see the cursor change to the **zoom** icon. Again, move your cursor to zoom in or out of the image. Keep holding the left mouse button down and right click one more time. The cursor will now change to the **pan** icon. As with the other two features above, moving your cursor will allow you to move the image around your screen.

You can also right click anywhere on your screen to access these features. The screenshot to the right is of the menu that will appear. It also includes a host of other features you can utilize to look at the images in the study.



Emergency Recovery Option

The F5 key will refresh your screen and bring the entire case back to its default format.