

You have downloaded the synedra View Personal installation package.  
Run the executable file synedraViewPersonal.exe to install the program.

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synedra View Personal is a free DICOM and multimedia viewer. It offers you a range of tools to view medical DICOM images including multiplanar reconstruction. You can also view other image file formats like JPEG, BMP, GIF, PNG, and TIFF as well as PDF documents or videos.

## QuickStart Guide

Run the program synedra View Personal.

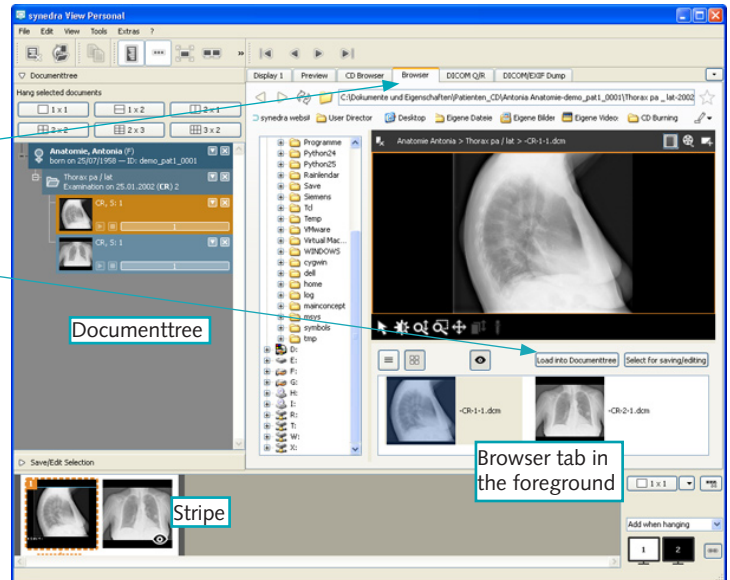
### How to open files:

- In the **Browser** tab: Select a directory with files. Select a file and click **Load into Documenttree**.
- Drag & Drop:** Open the Microsoft Windows Explorer and drag a file into the **Documenttree** on the left side of the synedra View Personal window.
- DICOMDIR** files in the **CD Browser**: Click **Open patient CD...** and select a DICOMDIR file.

### How to view documents:

synedra View Personal loads the files and displays them as documents in the **Documenttree**. Every entry contains a thumbnail and information on the document. The activated **Preview** tab shows the first document displayed in the Documenttree.

- In the **Documenttree**, click on another entry with a thumbnail to display the document in the **Preview** tab.

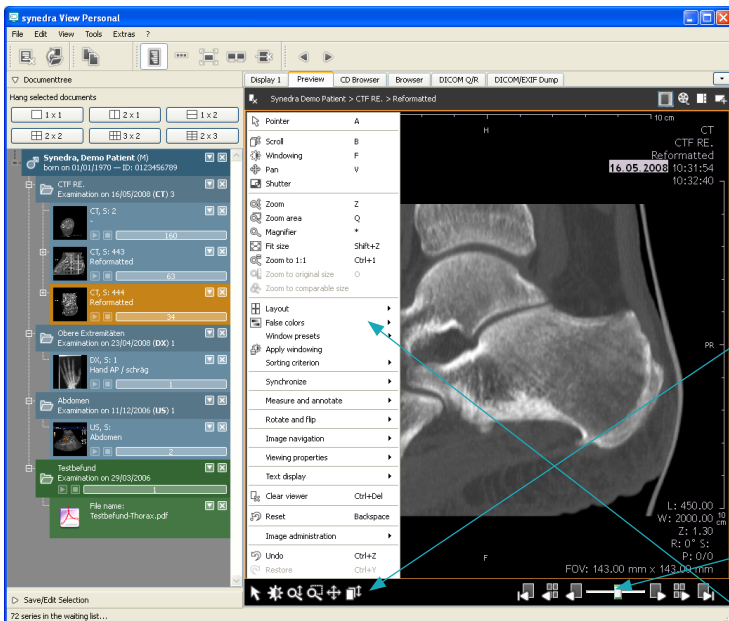


### How to use MPR:

- Open a series of transversal slice images to display it in the Preview.
- Click the MPR icon in the right-hand corner above the image to activate the MPR view.
- Adjust position:** Move the cross hair in the lateral navigation windows.
- Rotate axes:** Rotate the axes in the lateral navigation windows to create an oblique view in the main window.
- In the left main window, you can freely rotate the **rotation cube**.
- Click **reset** to restore the initial view.

### How to use the viewing tools:

- Toolbar:** Click on an icon from the toolbar at the bottom of the Preview tab, e.g. Zoom. Then, click on the image and hold down the left mouse button while moving the mouse cursor up and down. Most of the other tools are used in the same way, i.e., by moving the mouse while holding down the mouse button.
- Move the **sliders** in the toolbar to adjust contrast and brightness (Window/Level) or to scroll images (for series of image slices).
- Toolmenu:** Right-click the image to open the toolmenu. The toolmenu contains all tools suitable for each file format.
- Keyboard shortcuts:** Click on the image and press the **BACKSPACE** key to reset any changes to the image.



*Tip:* The status bar at the bottom of the program window indicates when document loading is in progress: "x series in the waiting list ..."



synedra View Personal supports English, German and French. From the menubar, choose **Extras > Settings > Advanced** to select another language.

## Save DICOM images as JPEG

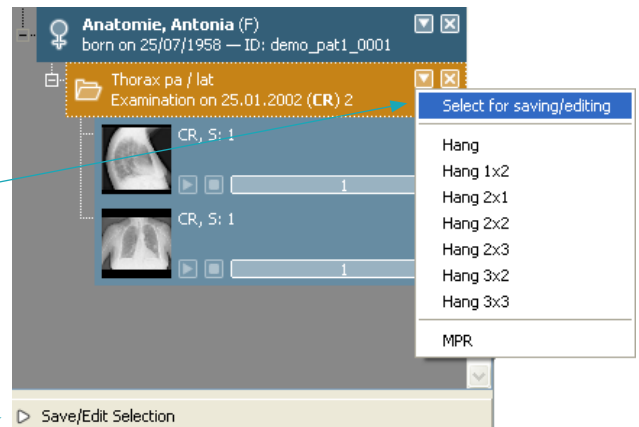
You can save individual images, examinations or series as JPEG files to use them e.g. in a presentation or integrate to them into a text document.

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### How to select images for saving:

- To select an **individual image** for saving, open it in the Preview or the **Display**. Then, right-click and select **Image administration - Select unedited image for saving** from the context menu.
- To select an **examination or a series** for saving, right-click an examination or a series displayed in the Documenttree. Then, choose **Select for saving/editing** from the context menu.



### Open the Save/Edit Selection:

After having selected the documents, click at the bottom left to activate the **Save/Edit Selection**.

In the Save/Edit Selection, the upper area provides an overview of the documents selected for saving, and their respective file size.

Select the saving options from the area below.

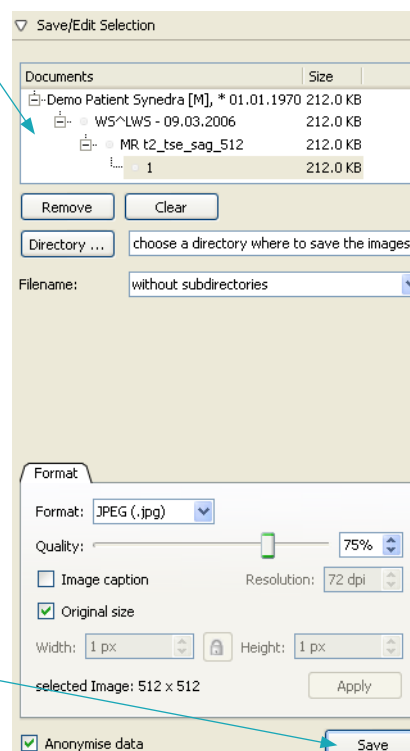
### How to determine your preferred saving options:

The most important options include:

- Directory:** Click **Directory** and choose the directory to which you save your files.
- Format:** e.g. JPEG format
- Quality:** You can modify the quality (and with that the size) of the exported JPEG images, i.e. by using the sliders.
- To save the **image without text**, deselect the checkbox next to the **Image text** option.

### Click on the Save button:

After having selected all options, click on the **Save button**. The files will be saved to the selected directory.



**Info** For further information, please refer to the View Personal help. To open it, click on the question mark from the menu bar or press the F1 key.