



National Institutes  
of Health

# Mac Computers



## 5 STEPS

1

Find Imaging data  
Folder

2

Copy Folder to  
Desktop

3

Rename Folder

4

Compress  
Folder

5

Upload  
Compressed-  
Folder to BOX

- WHEN UPLOADING PLEASE PROVIDE NIH CONTACT, PHYSICIAN, NURSE OR CLINICAL SERVICE  
<https://www.cc.nih.gov/dcri/imaginglibrary.html>



## Find Imaging data **Folder**



Insert the CD



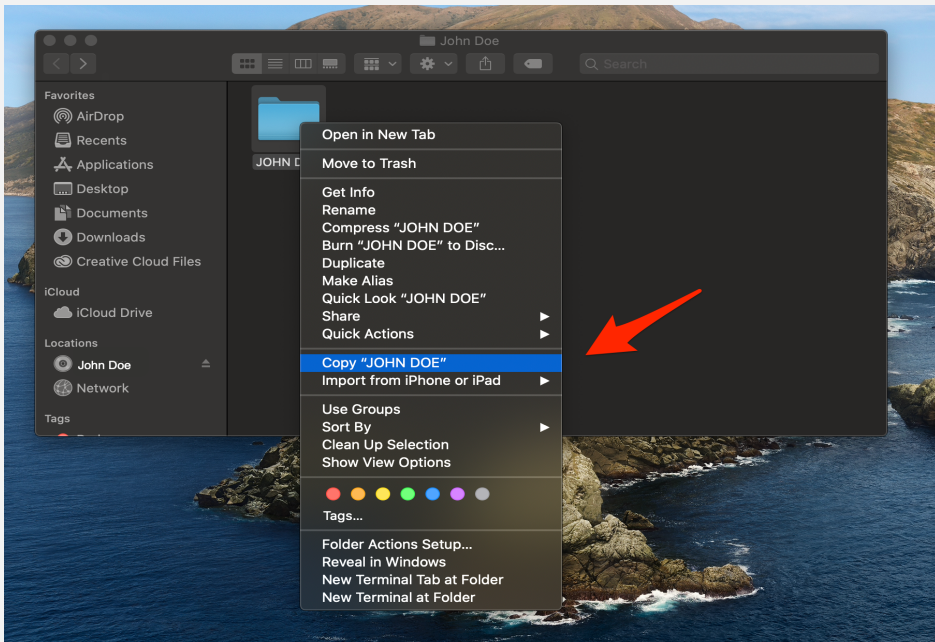
The imaging data can be found under the DVD Drive



Note:  
The CD/DVD may automatically play and display a menu. If this occurs, exit the menu/program that displays.

2

## Copy Folder to Desktop



Copy your imaging data to your Desktop



### Note:

Many times the imaging data is not contained under one root folder and you may see multiple files.

- You can always create a new folder on your Desktop and paste all those files in that new folder

3

## Rename Folder



Rename the file in the following format



1. First 3 letters of the patient's last name
2. First 3 letters of the patient's first name
3. Patient's DOB (mmddyyyy)



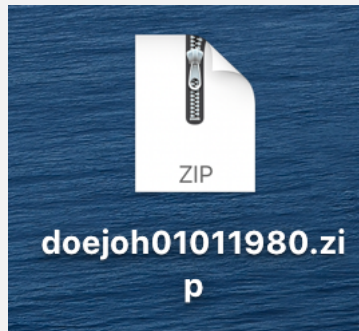
**Eg. doejoh01011980**

# 4

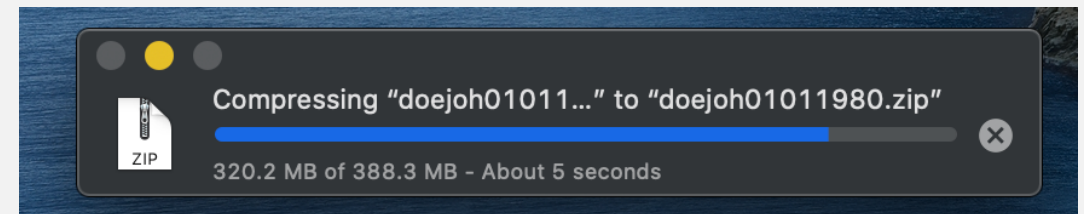
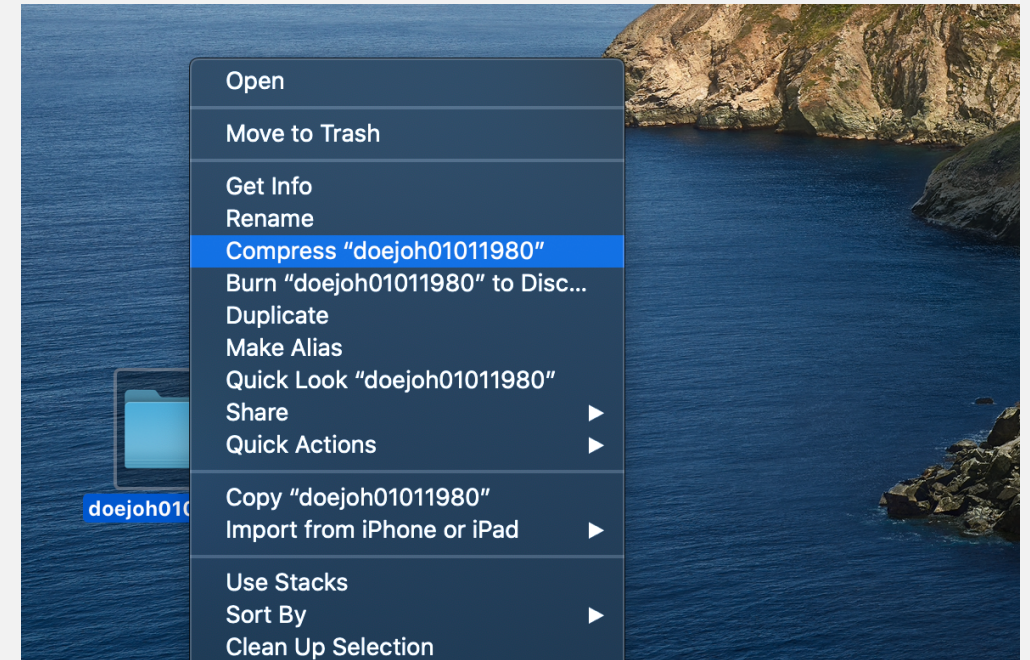
## Compress Folder

Right click and select – Compress “(Name of your Folder)”

This will compress your data into one zipped file.

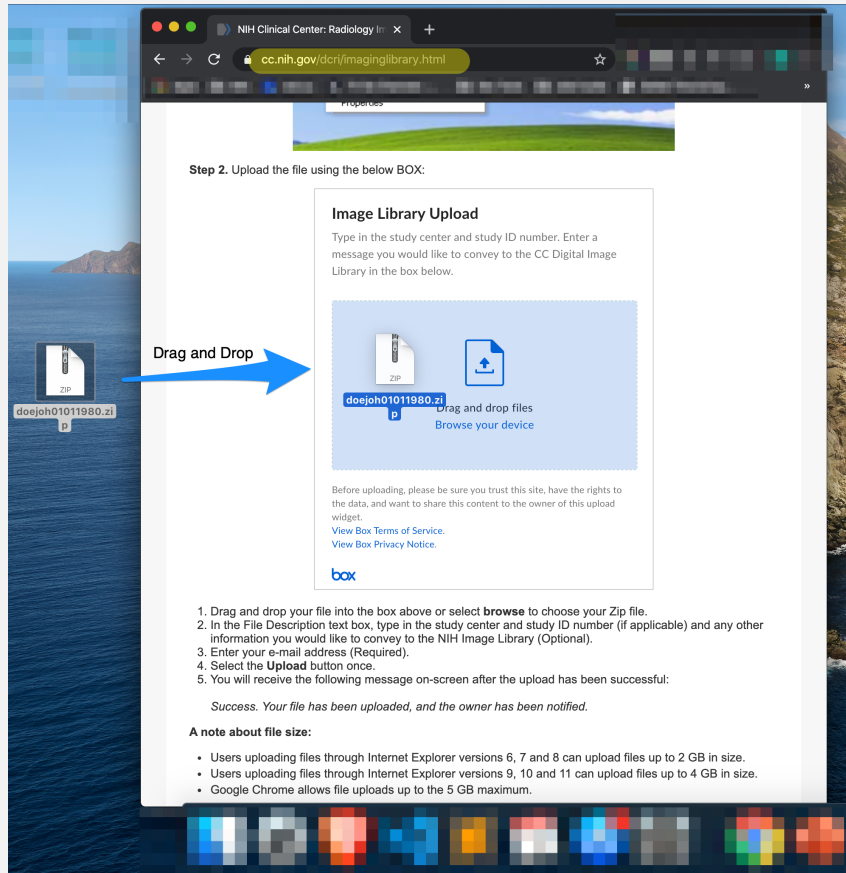


Your compressed file should look like this



# 5

## Upload **Compressed-Folder** to **BOX**



\* Upload at:

<https://www.cc.nih.gov/dcri/imaginglibrary.html>

### Image Library Upload

Type in the study center and study ID number. Enter a message you would like to convey to the CC Digital Image Library in the box below.

**NIH Contact**

File(s)

|                      |          |
|----------------------|----------|
| ✓ doejoh01011980.zip | 144.8 MB |
|----------------------|----------|

Description

Please notify...(NIH Physician, Nurse, or Clinical Service)

Your Email Address (required)

Your Email

Cancel Upload

box

\* Please provide NIH Contact, Physician, Nurse or Clinical Service



Success!



**Success! Your file has been  
uploaded.**

[Upload more](#)

