

MEDIAVET QUICK START GUIDE



Quick Start Guide

Software Basics

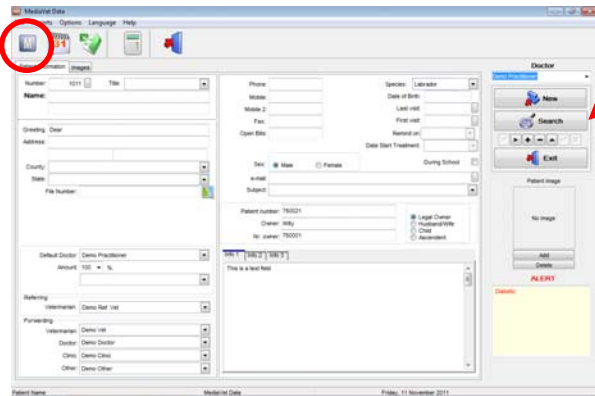
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OPENING MediaVet

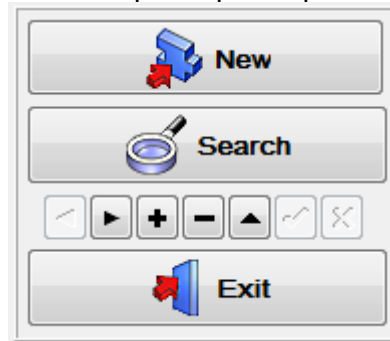


To open MediaVet, click the **MediaVet Data** desktop icon with the left mouse button.

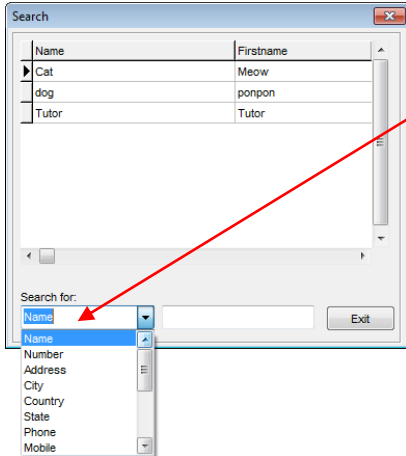
OPENING A PATIENT FILE



Click on **Search** to pull up the patient list.



You can search by Name, ID# or other criteria, simply click on the **"Search for:"** box.



Once you've decided the criteria to search type in the first few letters of the last name in the empty field on the right of the criteria and look at the results appearing as you type.

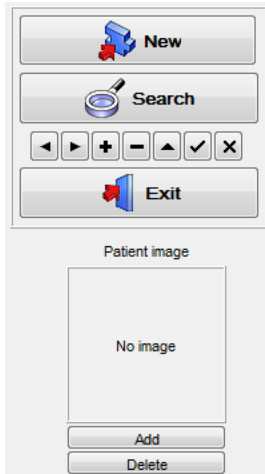
If the patient is in the list, double-click on their name.



MediaVet Icon

Click the **MediaVet icon** in the upper left hand corner of the screen to access their file.

OPENING A NEW PATIENT FILE

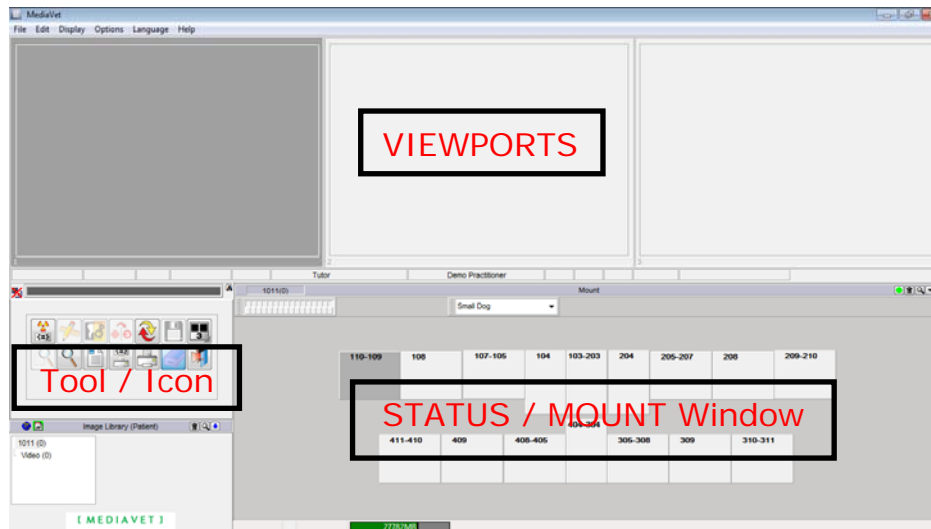


Left mouse click on **"New"** in the MediaVet window and enter the information required (Name, phone, etc.). The system will assign a number automatically. When done entering the info, click on the **"Save"** icon (checkmark).

To enter the client file, click on the MediaVet icon in the upper left hand corner of the screen. This will take you into that patient's file in MediaVet.

To edit information, click the **"Modify"** icon (triangle pointing up). Save once done.

SCREEN LAYOUT - EXPLANATION



Viewports: Active display area for all patient images. There are 5 different viewport layouts already made. You can customize any of them.

Patient information Bar: The bar in the middle showing you some info about the actual patient.

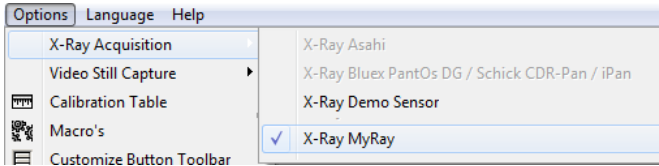
Status/Mount window: The area where the specific patient's images are displayed in a clinical fashion. Possibility to create your own.

Tool/Icon section: The area with all the icons. All of these can be used for certain tasks according to your needs.

ACQUIRING IMAGES ON A PATIENT

TAKING X-RAYS

- X-Ray sensor selection



Make sure that the sensor you are using is chosen from the option list at the top left of the screen before you commence taking images.

Once selected this sensor will become your default sensor until a new sensor is chosen.

- X-Ray Acquisition



You have to be in the right patient file

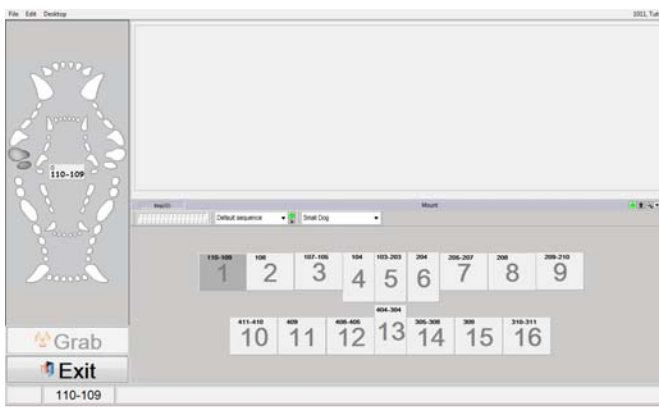
This icon is the one to use for acquiring x-rays in a status / mount. Click on it using the left mouse button.

There are different status / mounts available. You can also create your own.



For now, choose the **"Small Dog"** status and notice that it says **"Default Sequence"** on the left. These are the sequences. For the moment we will use the default ones.

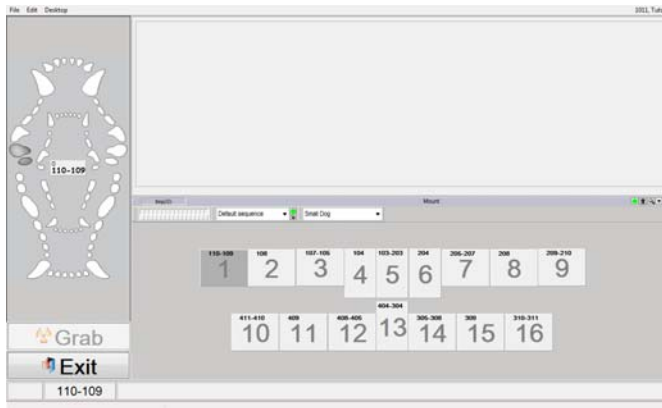
In each frame of the status you can see big numbers; they represent the sequence order. The smaller number corresponds to the tooth numbering on the chart.



To take an x-ray, choose a tooth range, position the sensor and push on the x-ray trigger. Once processed the image will appear and you will automatically be transferred to the next frame in the sequence.

You can skip frames and/or stop when you desire. Click on **"Exit"** and save your images.

Single Xray Acquisition



To take a single x-ray, highlight the tooth range that you are going to take an xray on by clicking it. It will turn dark gray. Now you can take your x-ray by activating the x-ray trigger.

Once finished click the **“Exit”** and click on **“Save”** in the window that pops up.

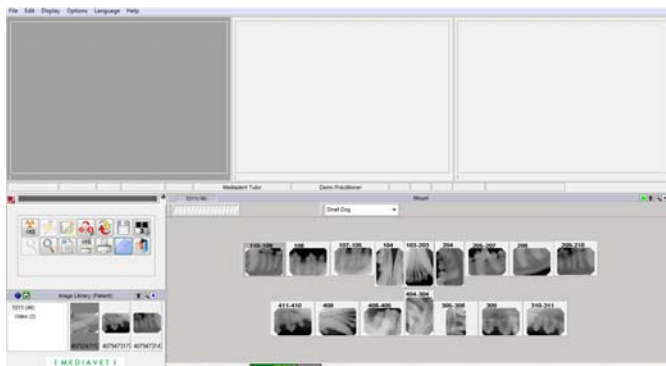
Note: If X-rays are not saved they will be lost.

Once the xray images have been saved you will re-enter the patient’s file for viewing and presentation of the images to the patient.

PLACING IMAGES IN THE VIEWPORTS



Once you have saved the images, you can view them in the **“Status”** window. (Choose the status that you used to take the x—rays in.)

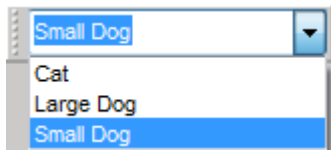


To view an image in a viewport, choose the viewport by clicking on it with the left mouse button, it will become darker grey.

Then double-click the image in the status that you would like to see in the viewport. (This can also be done from within the Image Library.)



The image will be displayed in the viewport in a bigger format. Double-clicking an image in a viewport will show it to you full screen. To exit from the full screen, double-click the image again.



You can change the status displayed anytime you want by clicking the left mouse button on the arrow next to the status name and choosing a different one with the left mouse button.

To select the number of viewport available, locate the icon that has two (2) black square and a number under it.

Notice the bottom right corner of the icon; it has diagonal lines across it.

If you click that corner with the left mouse button and hold it down, a choice menu will appear.

You can left click any of these icons to change the amount of viewports available. Note that the number is not necessarily the amount of viewports on the desktop.

SWITCHING IMAGES IN THE VIEWPORTS

To change an image that is already in a viewport for a different one, simply click on the viewport containing the image and double-click a new image in the status or the Image Library. The new image will appear instead of the one that was there.

To completely remove an image from a viewport, this will not delete the image, click on the top menu item "**Edit**" and choose "**Clear viewport**"

MOVING IMAGES IN THE MOUNT OR STATUS

You can drag and drop images from the Image Library or within a Status by **left mouse clicking** on the image **and holding** the left mouse button continuously moving it to another square or box in that mount. Release the left mouse button to drop the image.

Note: You need to click in the center of the box to grab the image and to drop it in the centre of the new box.

REMOVING IMAGES FROM THE MOUNT OR STATUS

To remove an image from the status you must first select the frame containing that image, it will become darker gray, and then click the right mouse button to get a menu. Choose "**Remove from status**" from that menu.

NEVER drag an image to the trashcan, it will be permanently deleted.

BASIC MOUSE FUNCTIONS

When there is an image in a viewport, if you move the mouse over the image holding down the **left mouse** button, it will activate the **Real time contrast and brightness** function.

While still holding down the left mouse button over the image, drag the mouse left to right or up and down until the image reaches the preferred brightness and contrast. You can save these changes by clicking on the **"Floppy disk"** icon.

If you use the **right mouse** button on an image in the viewport, it will activate the **Magnification** function. By continually holding the right mouse button, you can move the mouse around the image to magnify those areas in real time.

Note: It is also possible to use these 2 features when the image is in full screen mode.

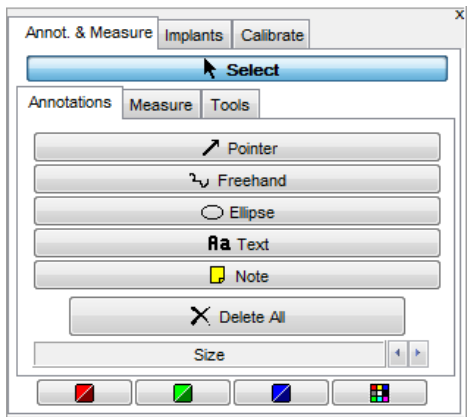
BASIC ICON FUNCTIONS



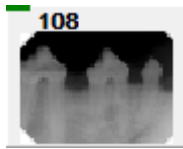
This icon opens the x-ray acquisition module. This is the icon to click when you want to take x-rays.



This is to create annotations, notes, symbols or to measure distances on the images. It brings a window with many options.



- **"Pointer tool"** is used to place an arrow on the image.
- **"Text tool"** is used to create text on an image. Click and hold left mouse button, drag a box, release the mouse button. Type the text you want. (You can choose color of the text.)
- **"Note tool"** is used to create text box on an image. Click and hold left mouse button, drag a box, release the mouse button. Type the text you want. (You can choose color of the text and it will appear like a Post-it notes.)
- **"Size"** is for the size of the object or text on the image. Use **"Pointer"** to select object or text.
- The four (4) color icons are to choose the color of the object/text.



An image with annotations or measurements will always display a **GREEN** rectangle on the top left of the frame. Holding the mouse over the green rectangle will show you: "**annotation available...**"



The filters icon is used to modify an image. When an image is too pale or too dark, you can try to tweak it with MediaVet filters. There are multiple filters available. When using the right exposure for the right bone structure and x-ray head, no filters are needed.



This is the icon for the automatic filters. There are five buttons available and are activated like the desktop icon; holding down the right bottom corner of the icon where the diagonal lines are.

There are 4 that are already configured for general use and can be modify if needed. They are 2=Lighten, 3=Darken, 4=Sharpen, and 5=Xtra Sharpen.

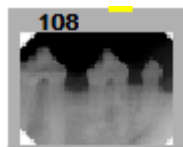
These automatic filters have to be configured in the options through the top menu "**Options**", "**Setup**", "**Optimize**". You can rename each filter to your needs.



To undo the changes to an image click the "**Reload**" icon and it will reload the original in the viewport.

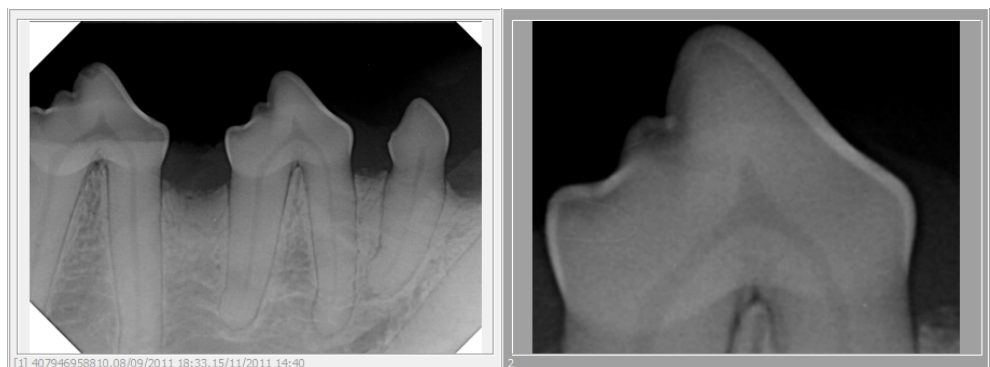


Click this icon to save modification made to an image. Be aware that clicking on the "**Reload**" icon will undo the saved changes.



A **YELLOW** rectangle will appear at the top of the frame when an image has been modified. Holding the mouse over the yellow rectangle will show you: "**Modified Image**".

This icon is the "**Region of Interest Rectangle**", a very practical and useful function of MediaVet. This allows you to draw a rectangle around a section of an image, click on a different viewport and click the icon again, the section you've selected will appear as a new image and you can save it as such.



[1] 407946958810,08/09/2011 18:33,15/11/2011 14:40



When you click on the **“Zoom window”** icon, a new window appears that is displaying the portion of the image you are pointing at. Moving the mouse around changes the view in the window accordingly. There are a few filters you can use with the zoom; they are located at the bottom of the window. On top of this window, you can choose the zoom factor to view.



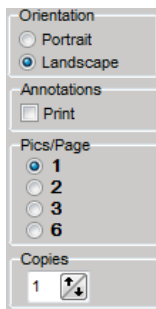
This is the **“Reporter”** module that allows you to create reports. We will look into this later on.



This allows you to see the status you are using in a full screen printable manner. This module is a quick way to print a full mouth without complicated options. It is the **“Fullscreen Mount”** icon.



The **“Print Classic”** icon allows you to print 1, 2, 3 or 6 images of a patient.



Click on the icon and then choose **“1 pics/Page”** at the bottom right. If you have annotations on the image and want to see them, put a check mark in the **“Annotations - Print”**, and choose the orientation for the image.

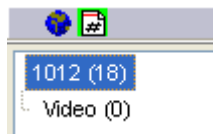
You can also choose the amount of copies you would like to print. Click the up or down arrow where it says **“Copies”**.

You can also insert short comments by typing them into the **“Comment”** box. This is for comments only, not to type a letter.

When ready, click on **“Setup Printer”** to choose the printer to use and the quality of the printout. Once done, click on **“Print”** and the printout will come out on the printer that you chose.

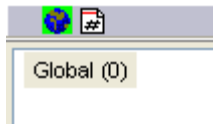


The **“Image Library”** icon has two (2) different look. When not activated the icon looks normal, when activated the icon seemed pushed in and becomes bluish. This module is very important; it contains all the images for each patient. You can drag and drop images from the image library to the status anytime by clicking and holding the left mouse button on an image and dragging it to the desired frame in the status.



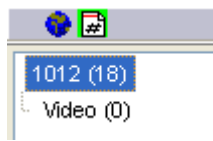
In the image library you can see the patients’ file number and the quantity of images in his library; that’s the number between parentheses.

Notice the two (2) icons on the top left of the library. These are the **“Global Library”** and the **“Patient Library”**. The active one is the one with the **GREEN** halo around it.



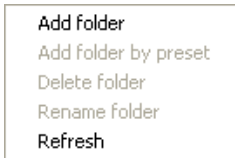
The **“Global Library”** is accessible from any patient and you will see the same images in that library whatever patient you are in. This is the goal of the library; it can be used to store your best procedures images including x-rays, intra-oral images, pans, ceph, movies, etc.

It can also be used to transfer images from a patient to another, in the case of images placed in the wrong patient as an example.



When you right click on an image in the **“Global Library”** or the **“Patient Library”**, you will see a menu that offers you to move or copy the chosen image to either library. You can select multiple images by holding down the **CTRL** key on the keyboard while left clicking the images that you want to move or copy.

In each of those libraries, the **“Global Library”** and the **“Patient Library”**, you can create sub-folders to store the images.



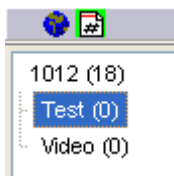
You create a new folder by highlighting one that exists, then you right click and choose **“Add folder”**.

Type the name you want and click the check mark.

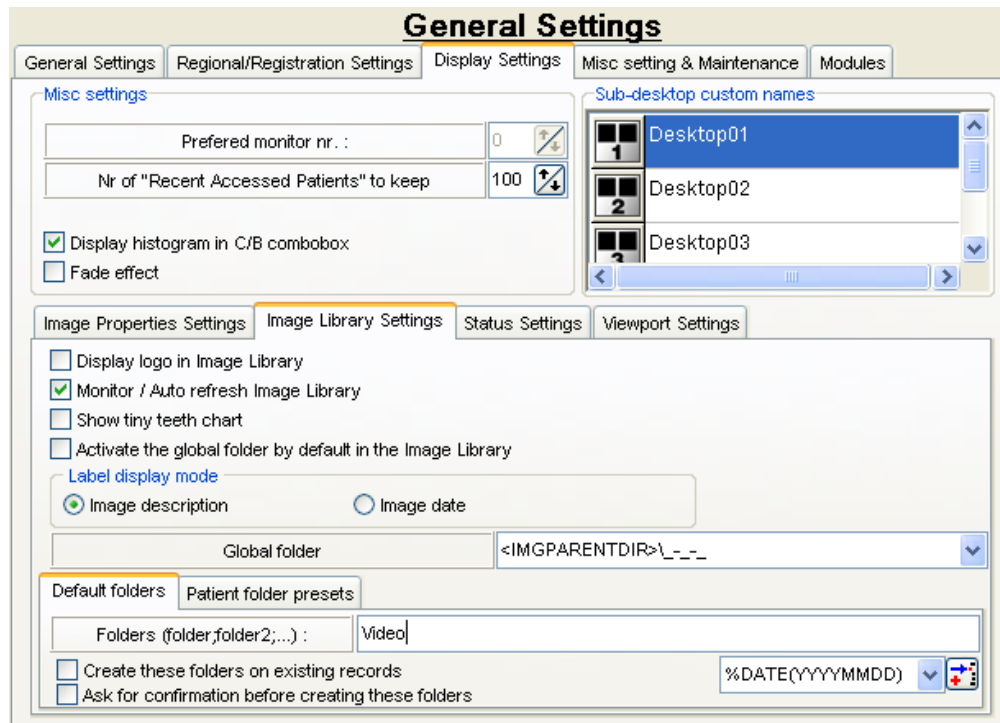


Now it will be listed under the folder you first highlighted. Notice the new folder also has a number between parentheses to indicate the quantity of images. You must drag and drop the images from one folder to another in order to move them.

Be aware that this newly created folder is available in this patient only; you will not see it in the other patients’ library. This particular function is available PER individual patient and should not be used if you want to see the folders in all the patients.



If you would like to have some folders created automatically with every patient, follow the next few steps.



TO PERMANENTLY CREATE FOLDERS IN EACH PATIENT'S LIBRARY

In MediaVet, click on **"Options"**, **"Setup"**, in **"General Settings"** click on the tab **"Display Settings"**.

In the middle of that screen, click on **"Image Library Settings"**

Near the bottom of this new screen you can see **"Default folders"** with **"Video"** already typed in the white rectangle. This is where you can type folders name that will be created with each new patient. You can delete the **"Video"** folder if you don't need it. Each folders' name must be separated by a semi-colon, as per displayed between parentheses.

Notice the two (2) options at the bottom:

- **"Create these folders on existing records"**. This option will create the folders you add for every patient including the already created ones.
- **"Ask for confirmation before creating these folders"**. This option will ask you a confirmation before creating the folders, each time you enter a new patient in MediaVet.

When using these options, be sure that this is what you want. The confirmation option might be very tiresome after a while, just keep this in mind.

After making any changes in the configuration, click on the **"Save Changes"** button or the modification will not be effective. Some function needs you to exit the software and open it again for the changes to take effect.



This is to exit the software. Be aware that it will actually put MediaVet on Windows taskbar. To close the software completely you must use the exit button from MediaVet DATA.

ADVANCED MOUNT FEATURES



On each frame of any mount you can see some color rectangles depending on what has been done to the image, they are rapid reminders.

- The **RED** rectangle means it is an original image.
- The **YELLOW** rectangle means the image has been modified.
- The **GREEN** rectangle means the image has annotations or measurements on it.

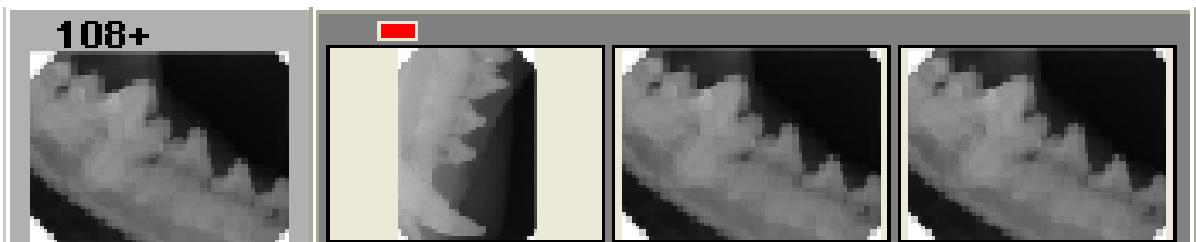


Since you can have more than one image per frame, a fast indicator has been included. When you see a "+" sign next to a tooth number or a teeth range, it means there is more than one (1) image in that frame.



If you select a frame with a "+" sign, and put the mouse cursor over the arrows that appears, you will see a pop-up window showing you how many images are in that frame. You can navigate through the images using the arrows.

If you hold down the left mouse button on the frame, the images will be displayed on the side of the frame. You can select one by using the left mouse button.



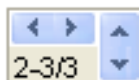
ADVANCED FULL SCREEN VIEWING

Once an image is in the viewport you can make it full screen by double clicking on it. Double click on the full screen image again to return to the main screen.

Once on the full screen mode, there are a few options you can use.



If you have several images in the patient's file you will see a little navigation tool at the top left of the screen. This tool allows you to view all of the images in full screen – like a slide show.



“**Horizontal arrows**” allow you to navigate through the mount series using the sequence associated to that mount. The numbers on the bottom left of the box represent the following information:

1st number: Image position in the sequence.

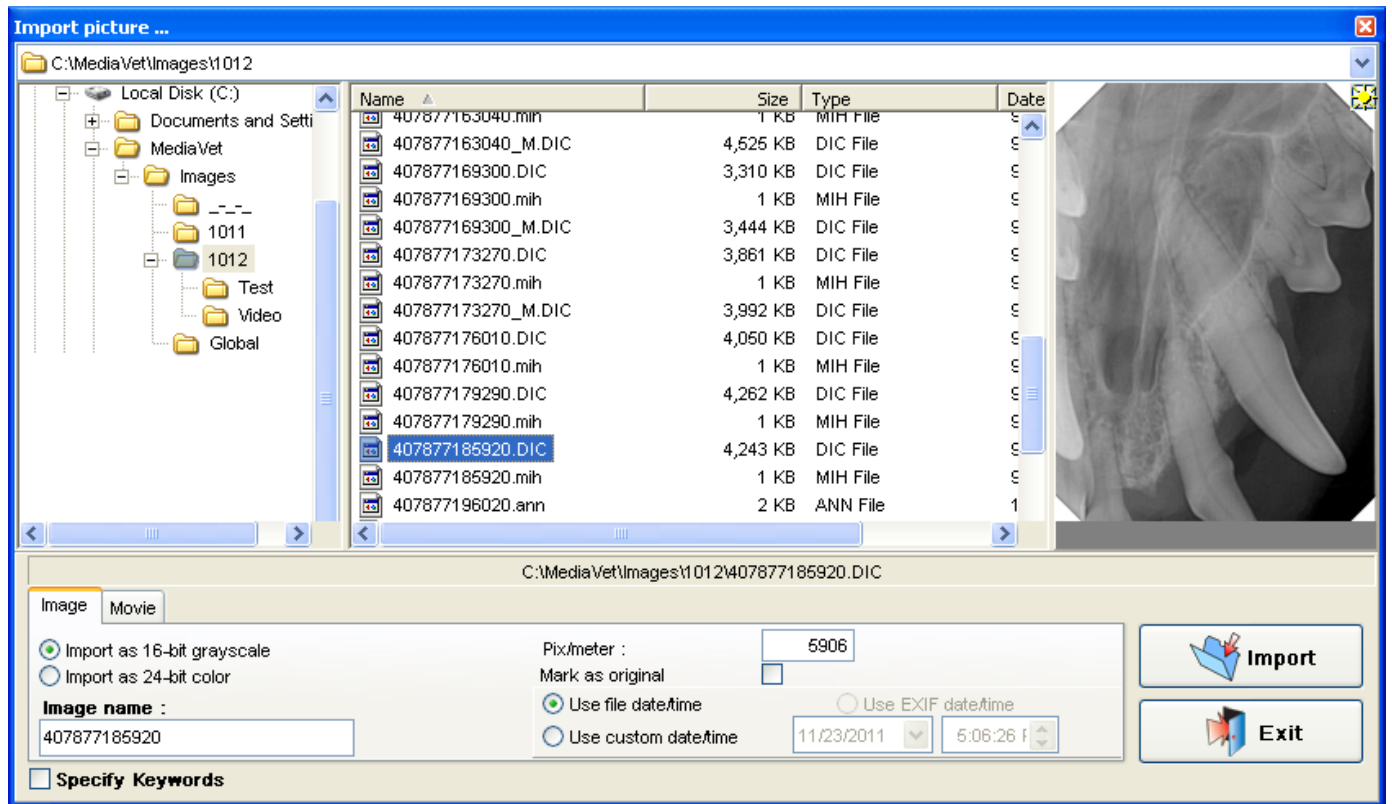
2nd number: Controlled by the “**Vertical arrows**”, represents the image you are viewing from the total number for that frame. In this example, we have 3 images in the frame and we are looking at the 2nd image of 3 total.

IMPORTING IMAGES INTO MEDIAVET

There are two (2) ways of importing images into MediaVet. You can import single images or use the “**Import Picture Directory**” which allows you to import multiple images at the same time in a chosen patient.

The difference between those, besides the fact that one will allow you to import only one image at a time, is that the single import gives you more options to apply to an image including control over the date, the name and the attributes.

Importing color images is easier with “**Import Picture Directory**” because it allows you to import them all at the same time.



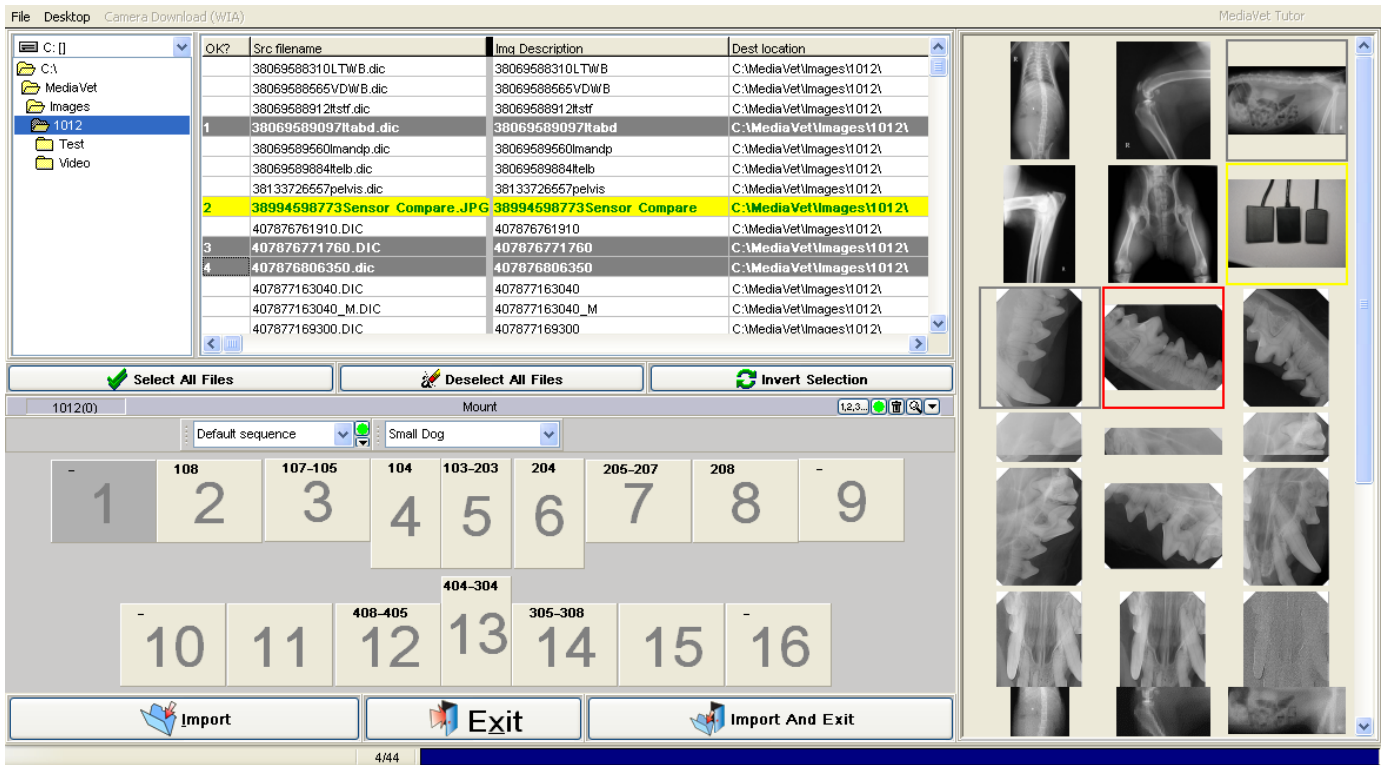
When using “**Import Picture**” from the “**File**” menu, you get this window. Navigate to the folder that contains the image you want to import in the left pane of the window.

To see an image before importing, double click it and it will be displayed on the right pane like the example. (Do NOT import files with extension “.mih” or beginning with the word “**Stamp**”, they are not the actual image.)

You can specify that the image is an original by putting a check mark in that choice. X-Ray images should always be imported as “**16-bit grayscale**” so that you can manipulate them in MediaVet. You can also change the “**Image name**” by typing it in that rectangle.

You can keep the original date of the image or use a “**custom date/time**” by choosing that choice and selecting a date and time yourself.

The “**Import Picture Directory**” looks different than the single import, it allows you to import multiple images at the same time and in a specific mount and/or order.



On the image above you can see the “**Import Picture Directory**” window. On the top left you navigate to the folder containing the images to import.

You can select the images by clicking in the “**OK?**” column; a number and a color bar will highlight your choice. Yellow bar is for color images and gray bar is for grayscale images. To view a single image before importing it, click on its name and a color frame will appear on the right pane to indicate the selected image (the same applies if you click directly on an image on the right pane, its name will be highlighted in the list).

NOTE: the above explanation works only if you are configured a certain way. Click on the menu item “**Desktop**” and verified that there is a check mark on the choice “**Thumbnails**”, if not click to choose it.

Before importing, always choose the proper mount by using the drop down arrow menu in the mount area. Notice the big dark gray numbers; they are the sequence number in which the images will be imported. This is why the mount should be decided before importing the images.

When all the images you need are selected and you are sure of the mount to use, you can click on “**Import**” or “**Import And Exit**” to proceed. The only difference between those two (2) is that the regular import will not take you out of this window until you click on “**Exit**” at the bottom.

REPORT WRITER MODULE

Simply select from a list of pre-formatted reports, drag and drop the appropriate x-rays and/or images, add your signature and click on print. When using MediaVet Data, your patient information can be entered automatically. Add new custom reports to meet your needs.

Can be used by any general practitioner to print case presentations, reports on problem areas or simply send out before and after images with appropriate text.

MAIN ICONS DESCRIPTION



To display the mounts with any images already in it. You can change the mount as you desire.



To display the image library of the actual patient.



Icon to print your report.



This is to email your report. The email software must be configured already for MediaVet to be able to send the report. The report will be sent as a PDF file.



This is to create a new report; it is the same as clicking on the menu item **"File"** and then clicking on **"New"**.



To load an already created report, click on this icon. It is the same as clicking on the menu item **"File"** and then clicking on **"Load"**.

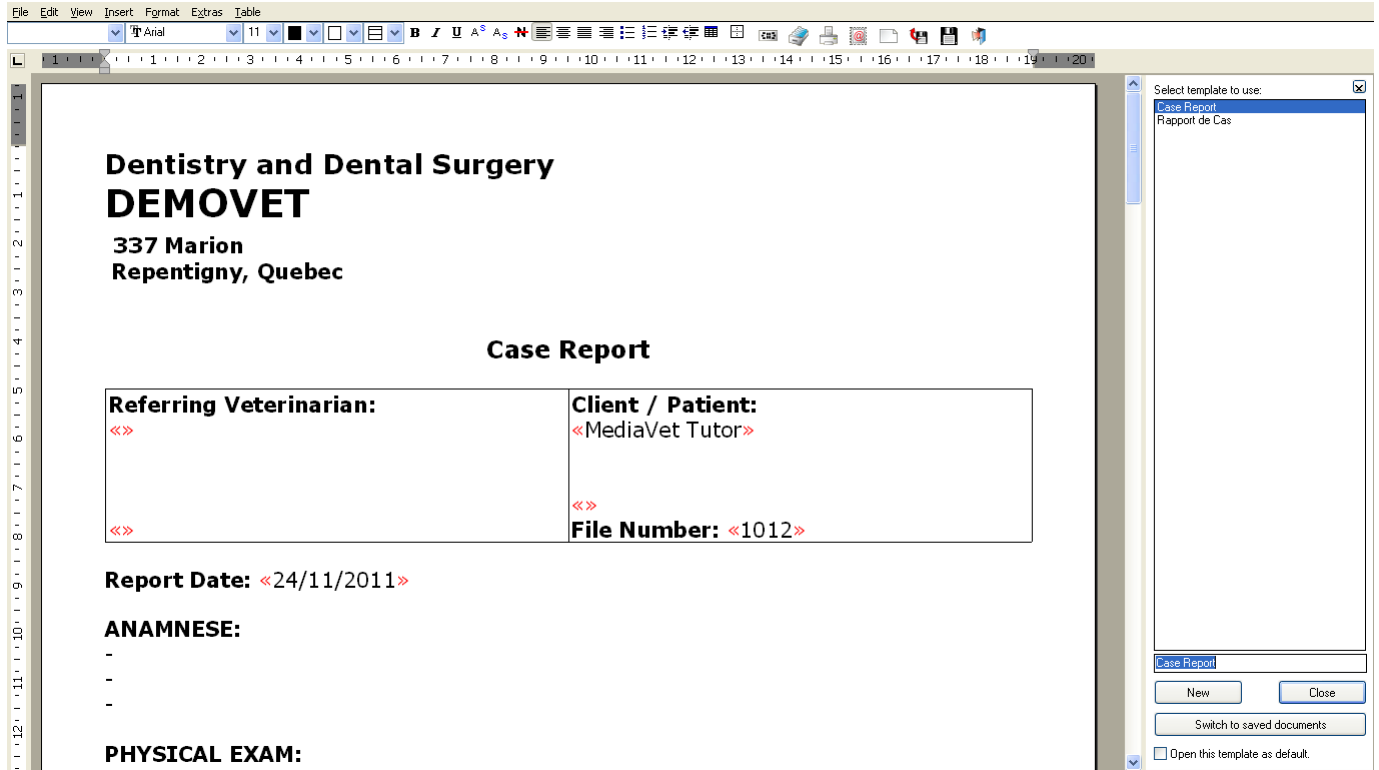


To save a report, click on this icon. It is the same as clicking on the menu item **"File"** and then clicking on **"Save"**.

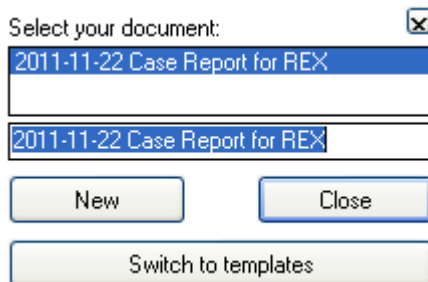


Click this icon to exit the report writer module.

USING AN EXISTING TEMPLATE OR SAVED REPORT

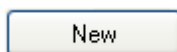


When you click on the **“Reporter”** icon, you enter in the module with a pre-loaded template. You can choose the template that you want in the list: **“Select template to use:”** on the right, you can **“Switch to saved documents”** by clicking that button at bottom right of the window, you can load a file using the menu items **“File”**, **“Load”**, or you can create a new template by using the **“New”** from the **“File”** menu. *(The load and new command are available as an icon as explained earlier.)*

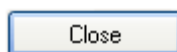


When you click on **“Switch to saved documents”** the right side of the window changes and the button at the bottom becomes **“Switch to templates”** to allow you to go back to the templates list.

In the example we created a report and saved it to show an example of a saved letter.



If you click on **“New”**, the right pane will disappear and you will be presented with a blank page to create a new report.

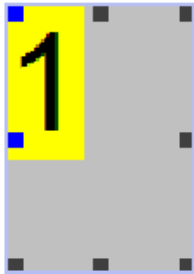


If you click on **“Close”**, the right pane will disappear and you will see the template that was loaded on-screen.

INSERTING IMAGES IN AN IMAGE BOX



Click on your choice to use the **"Image Library"** or the **"Mount"** by clicking the appropriate icon. (*Top right icons menu.*)



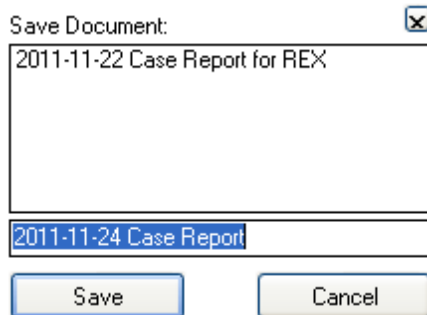
Click the left mouse button on one of the image box where you want to insert an image. Notice the little squares around the image box, we will explain later.



Double click any image from the the **"Image Library"** or the **"Mount"** and it will appear in the box. To add other images to the other boxes you don't need to select them, once an image has been inserted, the next time you double click an image it will go to the next box in the sequence (*big number in yellow rectangle on the left of the box*).

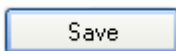


Once done with your document, you need to save your work. Click on the save icon and it will bring a new pane on the right side.

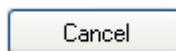


The changes are the top title and the bottom part of the pane. In the top rectangle you can see already saved reports, if applicable.

You can save it with the displayed name that includes the date of the day or you can type the name you want in the highlighted rectangle.

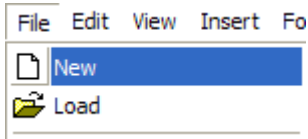


If you click **"Save"** the report will be saved with the name written in the rectangle over the save button.



If you click **"Cancel"** the save pane will disappear and you will be returned to your document without any changes.

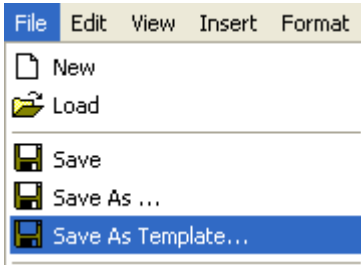
CREATING A NEW REPORT



Click on **"File"** and **"New"**. You can also use the button **"New"** at the bottom of the pane.



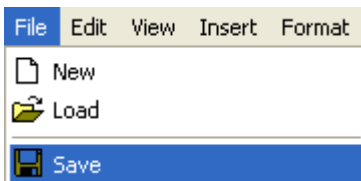
A new blank page will be displayed. You can type in the text, insert various fields, images, logos, etc.



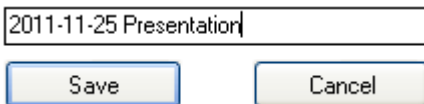
To save the report as a template, which are accessible from any patients, click on **"File"** and **"Save As Template..."**.



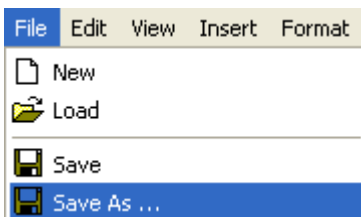
Type the name you want to call the document and click on **"Save"**.



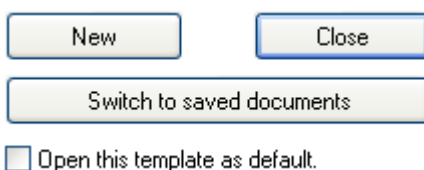
To save your report as a document for this patient only, click on on **"File"** and **"Save"**.



Notice that there is a date that will be automatically written in front of the document name, we recommend leaving it there for identification purpose. You can also type the name you want and click on **"Save"**

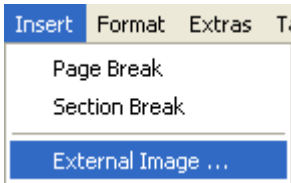


If you want to rename a report that you have modified you will use the **"Save As ..."**. This works with regular report or templates.

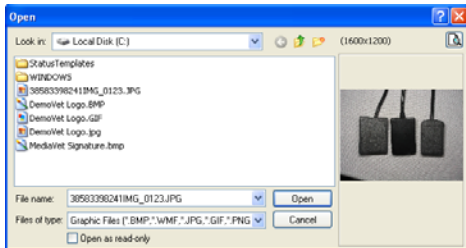


When you are in the templates window, notice at the bottom the option that you can check. You can choose a template by highlighting it and then put a check mark in the option **"Open this template as default"**. Next time you go in reporter, that template will be loaded automatically.

INSERTING A LOGO



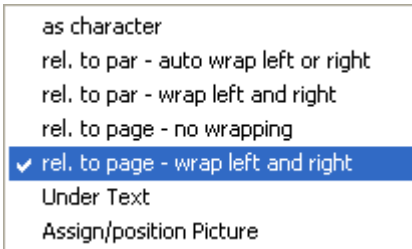
Click on **"Insert"** and then **"External Image ..."**



A window will appear that allows you to browse and locate the image you want to insert. Notice that you can insert images in the following format: **"BMP"**, **"WMF"**, **"JPG"**, **"GIF"**, and **"PNG"**.



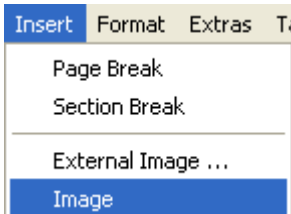
Once you've found the image, click on **"Open"** to insert it. The image will be inserted where the cursor is on the report. It will be displayed at full size which may not be what you are looking for. In order to resize the image to your liking, ALWAYS left click one of the BOTTOM CORNERS and bring it back to its opposite side, the image dotted frame will be displayed to show you the approximate size you are at.



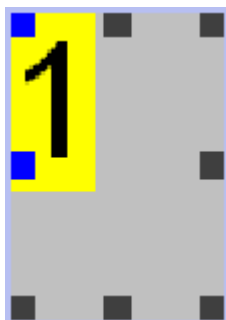
Next you want to be able to move or add text around your image. Right click on the image to get this menu.

Click on **"rel. to page – wrap left and right"** which allows you to move the picture wherever you want on the page and the text will adjust itself automatically. Of course you can try any other choices.

INSERTING IMAGE BOXES

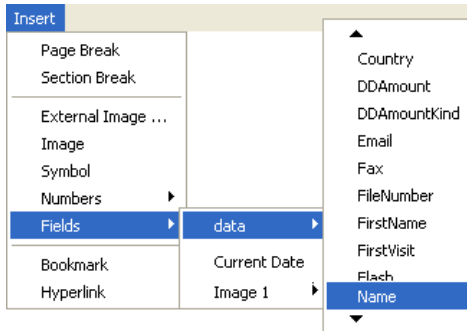


Click on **"Insert"** and then **"Image"**



The image box will appear on the report. For the resizing and the positioning of the box, it works the same way as described above for inserting of a logo.

INSERTING AUTOMATIC FIELD FROM MEDIAVET DATA



Click on **"Insert"**, **"Fields"** and then **"data"**. Choose the field you want to add from that list that appears. Notice the up and down arrow which indicates more fields to view.

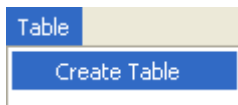
For this example, click on **"Name"**.

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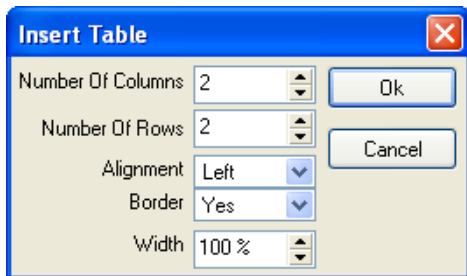
The field and its content will appear on the report where the cursor is positioned. Notice the red angled brackets, these indicates a field. If you see those on a report and nothing in between, it means that the field is empty in MediaVet DATA. You can add as many fields as you want.

INSERTING A TABLE

With the actual reporter you cannot insert text boxes. Instead you can insert tables in which you will insert your text. You can manipulate the table like a text box.



Click on **"Table"**, then **"Create Table"**.



This window will appear allowing you to decide some of the options of the table to insert.

Once you've decided the option you want to use, click on **"Ok"** and the table will be created where the cursor was positioned.