



VIEWER OPERATOR'S MANUAL

FOR PRACTICEBUILDER 1-2-3™

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PracticeBuilder 1-2-3 Viewer Operator's Manual
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1 Introduction

PracticeBuilder 1-2-3™ is an picture archive and communication system (PACS) and teleradiology system used to receive DICOM images, scheduling information and text reports, organize and store them in an internal format, and make that information available across a network via web and customized user interfaces. PracticeBuilder 1-2-3 is for hospitals, imaging centers, radiologist reading practices and any user who requires and is granted access to patient image, demographic and report information. PracticeBuilder 1-2-3 provides information management and distribution services. The system is comprised of acquisition components, a central system manager component, diagnostic and review workstation components and an archiving component.

The sections that follow provide instructions on installing, configuring and using the PracticeBuilder 1-2-3 Viewer. Operator instructions for all versions of the viewing application are contained in this document.

1.1 General Safety Information

PracticeBuilder 1-2-3 system components are not approved for direct patient contact applications.

The PracticeBuilder 1-2-3 PACS system components and associated cables must not be operated in the presence of moisture.

To avoid excessive product leakage and maintain product compliance to medical protective guidance requirements, the PACS and workstations power cords shall be connected directly to hardwired AC receptacles.

Federal law prohibits this device to sale or use by anyone other than a medical professional.

The PracticeBuilder 1-2-3 PACS system components must not be carried by the connecting cables.

Follow all safety labels on the equipment.

1.2 Indications of Use

The PracticeBuilder 1-2-3 PACS system acquires image and patient information from any one of several types of medical imaging modalities. The PACS' open software architecture enables hospital network users to enter, review, archive and print patient demographic and radiographic study information received from imaging modalities, a hospital information system (HIS) and/or a radiology information system (RIS). The patient demographics and order information can be routed through the hospital network structures and sent along with the diagnostic images to remote hosts for viewing and printers for hard copy imaging. The open system architecture allows for the adoption of changes in technology so that hardware can be switched while maintaining consistent workflow.

1.3 Patient Contact

The PACS system components are not approved for direct patient contact applications. The user must follow hospital cleaning and decontamination policies and procedures.

1.4 Product Safety

The PracticeBuilder 1-2-3 PACS system has been classified as an acceptable application of use in accordance with Medical Device regulations. The use of accessory equipment and/or hardware not complying with the equivalent product safety and EMC requirements of this product may lead to a reduced level of safety and/or EMC performance of the resulting system.

1.5 Contact Information

For more information concerning PracticeBuilder 1-2-3, or to report a problem with this manual or the software, contact eRAD/ImageMedical technical support.

eRAD/ImageMedical Technical Support

United States/North America
103 S Venture Drive
Greenville, SC 29615-3571
Voice: 1.866.760.2119
FAX: 1.864.234.7412

Europe
Maros u. 12
Budapest H-1122, Hungary
Voice: +36.1.489.4700
FAX: +36.1.489.4709

1.6 Abbreviations

The following abbreviations are used throughout this document.

DICOM..... Digital Imaging Communications in Medicine
EIM eRAD/Image Medical Corporation
HL7 Health Level 7
PB123 PracticeBuilder 1-2-3

1.7 References

The information contained in this manual references information from other sources, including PracticeBuilder 1-2-3's online help and other paper documents. Refer to the following sources of information for additional details on PracticeBuilder 1-2-3 viewer and server components.

- Operator's Manual for PracticeBuilder 1-2-3
- PracticeBuilder 1-2-3 browser's online help
- PracticeBuilder 1-2-3 viewer's online help

2 Getting Started

The PracticeBuilder 1-2-3 Viewer is an application that displays diagnostic quality medical images for review by radiologists, clinicians and other healthcare personnel. Access to the data generated during an imaging procedure requires a validated user session. The information in this section provides instructions for setting up your workstation for PracticeBuilder 1-2-3 and initiating a user session. The instructions that follow assume you have access to a workstation that satisfies the minimum required configuration.

PracticeBuilder 1-2-3 requires a web-enabled PC running Microsoft Windows 98, NT, 2000 or XP. The viewing application does not require any additional resource (memory, disk, etc.) than the operating system on which it runs requires, although performance will be negatively affected if there is limited memory. The recommended minimum amount of memory for displaying most average-sized image sets is 256MBs.

The dedicated and active-X viewers require a network connection to the PracticeBuilder 1-2-3 server. PracticeBuilder 1-2-3 supports Microsoft Internet Explorer version 5.0 and later, and Netscape Navigator version 5.0 and later.

PracticeBuilder 1-2-3 consists of three unique viewing applications. They are the dedicated viewer, the active-X viewer and the standalone viewer. The dedicated viewer application is explicitly tied to a workstation, and restricts access to other applications running on the same machine. The active-X viewer is a more accommodating viewing application that a user downloads and installs on any compliant workstation. The active-X workstation executes along side other applications running on the same workstation. The standalone viewer is design to operate without communicating with a PracticeBuilder 1-2-3 server. This version of the viewing application is used almost exclusively from a removable CD or DVD, and displays only the study information contained on the CD/DVD media.

All three viewing applications share the same graphical user interface and offer similar toolsets. With few exceptions, the instructions for setting up and controlling each of these viewing applications are the same. When the instructions for one differ from the norm, this manual makes note of the exception and provides specific details concerning the feature.

2.1 Workstation Setup

Before starting, the workstation must be removed from its shipping package, assembled according to the manufacturer's instructions, powered on, and configured to boot up and allow a user to log on. Furthermore, this manual assumes the workstation has access to the local area network, or the Internet, whichever is required. If the workstation does not meet these minimum requirements, contact your system administrator, computer manufacturer or your ISP provider for further assistance preparing your workstation for PracticeBuilder 1-2-3.

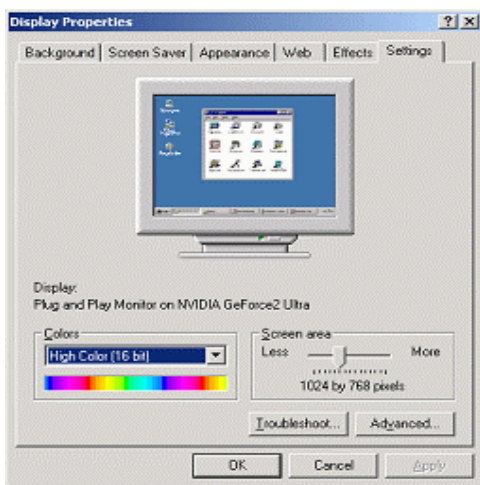
The PracticeBuilder 1-2-3 viewer executes on any supported Microsoft Windows platform. The default workstation configuration is often suitable. The area that most often requires modification is the monitor and display controller setting. PracticeBuilder 1-2-3 supports single and multiple monitor configurations, and a variety of bit depths and resolutions. The instructions in this section describe how to set up Microsoft Windows monitors to run PracticeBuilder 1-2-3.

The information provided in this section assumes the workstation is running a version of Microsoft Windows PracticeBuilder 1-2-3 supports. There are differences between Microsoft Windows 98, NT, 2000 and XP that may impact the information contained in this manual. By default, all Windows operations are shown for Windows 2000.

2.1.1 ADJUSTING MONITOR CONFIGURATION

Before initiating PracticeBuilder 1-2-3, make sure your Microsoft Windows monitor settings are configured for the best results. Your workstation should be configured for a 32-bit color map, or the highest possible

color map if 32-bit is not available. For a single landscape monitor, it is best to set the screen resolution for each monitor to at least 1280 by 1024. Smaller resolutions are supported if necessary.



To check or change the resolution on your Windows computer:

- Open the display settings panel from the desktop by right clicking on a blank area and selecting Properties. You can also open the display setting window from the Windows Control Panel.
- Select the Settings tab.
- Adjust the resolution with the slider bar under Screen Area. The recommended screen resolution is 1280 by 1024 pixels.
- Set the Colors drop down to 32-bit color, or the highest possible setting.
- Click Apply, then OK. When prompted to save the settings, click OK.

If you are using a display controller with its own setup page, click on *Advanced* and then select the tab that corresponds to the display controller. Follow the instructions in the display controller documentation to set up the monitor.

2.1.2 CONFIGURING MULTIPLE MONITORS

The PracticeBuilder 1-2-3 viewer supports one through four monitors. Each monitor can run at different resolutions. It is possible to mix color and grayscale monitors as well.

PracticeBuilder 1-2-3 uses the Microsoft Windows display settings to identify the monitors. In the Display Properties window, when more than one monitor is available, Windows labels them, starting with '1' and continuing up to the maximum number available. Use these numeric labels when configuring monitors in PracticeBuilder 1-2-3 as described in section 4.1.1.

For multiple monitor configurations, you can set the display settings for a multiple, independent Microsoft Windows environments on each monitor, or a single Windows environment that spans across all monitors. If you select the single Windows environment, you will have to configure the PracticeBuilder 1-2-3 viewer so it knows to split it's user interface properly across the monitors. See section 4.1.1 for information on configuring monitors in PracticeBuilder 1-2-3.

2.2 Accessing PracticeBuilder 1-2-3 Server

PracticeBuilder 1-2-3 is a web-enabled system that the user accesses with a web browser. As a result, many of the familiar conventions you find when visiting other web sites are available in PracticeBuilder 1-2-3. There is the home page, which is usually the first page you encounter when you gain access to the server. Most of the system's information is collected in a hierarchy of other pages that you access by clicking on hyperlinks. You can click on the browser's *Back* button to return to the previous page. You can save a particular page in your Favorites folder. You can even create a link to the PracticeBuilder 1-2-3 on another web page.

The PracticeBuilder 1-2-3 server is organized by a set of tabs displayed across the top of the browser window. The specific tabs that are available to you depend on the privileges your system administrator assigned to your user account. The first row of tabs provides access to the general functional areas. Examples include Worklist, Administration and Archive. The PracticeBuilder 1-2-3 viewer is available to the information displayed on the Worklist page.

2.2.1 INITIATING A BROWSER SESSION

To use the PracticeBuilder 1-2-3 dedicated or active-X viewer, you need a workstation connected to a network with access to the PracticeBuilder 1-2-3 server, and a supported web browser. Launch the web browser and enter the URL of the PracticeBuilder 1-2-3 server into the address line. The URL depends on your facility's configuration. If it is not configured as the browser's home address, ask your system administrator for the URL. The URL can be a hostname or an IP address. The following examples are all acceptable PracticeBuilder 1-2-3 URLs:

pacs.eradimagemedical.com
http://pacs.eradimagemedical.com
https://192.168.0.1

When the browser reaches the PracticeBuilder 1-2-3 server, it displays the Main page. Figure 2.2-1 shows PracticeBuilder 1-2-3's default Main page. Note that your main page may appear different due to customization.

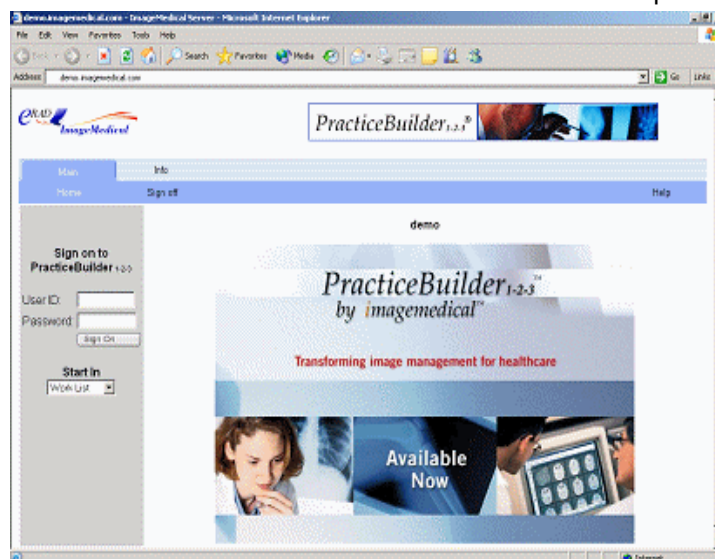


Figure 2.2-1 PracticeBuilder 1-2-3 Main Page

Regardless of which URL you entered, PracticeBuilder 1-2-3 forces your connection to use secure HTTP if the server is configured to provide secure communications to your workstation. If HTTPS is required, you may be prompted to verify the digital certificate. You can find instructions on how to accept the digital certificate and save it as a trusted key in your browser in the PracticeBuilder 1-2-3 Operator's Manual.

2.2.2 SIGNING ON FROM THE BROWSER

To sign on to the PracticeBuilder 1-2-3 server, you must possess a unique user account, assigned by your system administrator. The user account is used to identify you throughout the system. This allows PracticeBuilder 1-2-3 to download your personal profile from the server, providing you with the same custom interface regardless of your location. PracticeBuilder 1-2-3 also uses your account information to tag your actions automatically, so you do not have to explicitly enter your identification information each time you create, modify or delete data.

All versions of the Main page contain sign on fields on the left side of the page as well as a series of tabs near the top and running the width of the page. The tabs are used to access different PracticeBuilder 1-2-3 pages. Before you sign on, the only pages available are the Main page and the Info page.



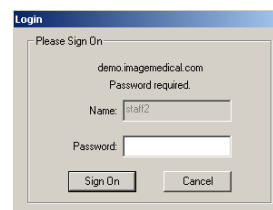
Enter your User ID and password in the fields on PracticeBuilder 1-2-3's Main page. Note that both the User ID and password are case sensitive. By default, PracticeBuilder 1-2-3 takes you to the Worklist page after it verifies your account information. If you wish to go to a different page, choose your preferred starting point from the pull-down menu just beneath the account ID and password fields. Click on *Sign On*, or press the return key, to continue.

Instruction Summary – Signing On

- Launch Internet Explorer or Netscape Navigator.
- Enter your PracticeBuilder 1-2-3 server URL from your Favorites list, or typing the IP address into the address textbox.
- Enter your User ID and password. Both are case sensitive.
- Click the Sign On Button.

2.2.3 SIGNING ON FROM THE VIEWER

It is possible to log out of PracticeBuilder 1-2-3 while a study is displayed in the viewer. You can explicitly request to log out from the browser, or the PracticeBuilder 1-2-3 can automatically log you out after a period of inactivity. If the PracticeBuilder 1-2-3 viewer is open when this happens, a login prompt appears on your screen. To log into PracticeBuilder 1-2-3, enter the password for the account displayed in the *Name* field, and click *Sign On*. Note that both the User ID and password are case sensitive.



If you want to change the user account, cancel the popup window, and log on from the browser, or use the *Sign On* item in the File menu.

2.3 Installing The PracticeBuilder 1-2-3 Viewer

The different PracticeBuilder 1-2-3 viewer applications have slightly differing installation procedures. The sections below provide instructions for downloading the viewer initially, and for upgrading to a new version when one is available.

The dedicated and active-X viewers require specific PracticeBuilder 1-2-3 user privileges. The specific privileges are defined in the respective section. Be aware that differences exist when downloading the viewer setup package depending on the browser version or operating system you use. While the wording or figures may be different than what is printed in this manual, the general procedure is the same.

To install an application on a Windows NT, 2000 or XP workstation, the Windows user account must have Windows Administrator or Power User privileges. Sometimes it is easier to run the PracticeBuilder 1-2-3 viewer setup program as an administrator while logged on as the current user, rather than logging in as an admin. For instructions on how to run the setup program as an administrator in Windows 2000 or XP, see section 2.3.1.

2.3.1 ADMINISTRATOR ASSISTED VIEWER INSTALLATION

On Windows 2000 and XP systems, your Windows user account must have administrator or power user privileges before you can install the PracticeBuilder 1-2-3 viewer. In most cases, the system administrator will log into Windows using an account with these privileges to install the viewer. Sometimes, it is easier to instruct Windows to install PracticeBuilder 1-2-3 viewer with an administrator account's privileges using the current account. Windows provides this function with the *Run As* command.

To use the *Run As* command, you need to know the ID and password of an account with administrator privileges, but you do not have to log out of Windows. Follow these instructions to install PracticeBuilder 1-2-3 using the *Run As* command.

- Step 1. Download the PracticeBuilder 1-2-3 viewer by selecting the *Download Viewer* tab on the worklist page, and select to save it to your workstation.
- Step 2. Locate the file, *pbsetup.exe* unless you changed the name when saving it, using Windows Explorer, the Microsoft Management Console (MMC), or the Control Panel.
- Step 3. Press and hold down the SHIFT key as you right-click the file icon, and select *Run As* from the popup menu.
- Step 4. In the dialog box, select the option *Run the program as the following user*, and enter the user name and password of a Windows account that has administrator privileges.
- Step 5. Click *OK* to start the installation process.

The install process proceeds as described in the section detailing the installation procedure for the specific viewer you are installing or upgrading.

2.3.2 INSTALLING ACTIVE-X VIEWER

To download and install the PracticeBuilder 1-2-3 active-X viewer, your user account must possess Open privileges, which your system administrator can assign to you. If you log into a workstation using an account that has Open privileges, PracticeBuilder 1-2-3 checks for the viewer and attempts to install it automatically if it is not found.

After you log on to the PracticeBuilder 1-2-3 server and go to the Worklist page, a popup notice may appear on the screen. If you do not have Windows administrator rights, the notice simply informs you that the viewer is unavailable and instructs you to contact the system administrator in order to download and install a copy onto the workstation. If you have Windows administrator rights, the notice asks if you want to download and install the latest viewer. When you consent to the upgrade, PracticeBuilder 1-2-3 downloads the viewer and invokes the installation wizard. Depending on your version of Windows, you have the option to download and store the PracticeBuilder 1-2-3 setup file and activate it manually, or to download and activate (Open) it when complete. There is no need to save the setup file to disk, so select to Open the file when the download completes.

In some instances, PracticeBuilder 1-2-3 will initiate the viewer installation process without prompting the user. This occurs when the workstation is running certain versions of Microsoft Windows and when using certain versions of Microsoft Internet Explorer. When the download completes, the installation wizard starts automatically.



To manually download and install a copy of the PracticeBuilder 1-2-3 viewer, click the *Download Viewer* tab in the second row of tabs under the *Worklist* tab. PracticeBuilder 1-2-3 downloads the viewer and invokes the installation wizard. As in the automatic install, there is no need to save the setup file to disk, so chose to Open the file when the download completes.

The PracticeBuilder 1-2-3 installation wizard takes you through the installation process step by step. Figure 2.3-1 shows the initial screen of the installation wizard. The process is as follows:

- Step 1. The InstallShield® Wizard launches. Read the information, take any necessary actions and click *Next*. Press the Ctrl and Esc keys simultaneously to view the task bar if you need to quit any other applications. It is not required to quit Internet Explorer or Netscape Navigator.
- Step 2. Read the License Agreement and click *Yes* if you agree to the terms.
- Step 3. If the default location for PracticeBuilder 1-2-3 is acceptable, click *Next*. Otherwise select a new location and click *Next*.
- Step 4. Click *Finish* when the install is completed.

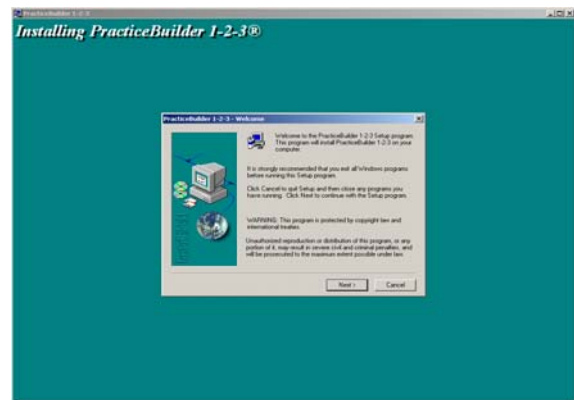


Figure 2.3-1 Install Wizard Screen

The viewer does not start automatically. Either open a study or manually start the viewer by selecting it from the Program Files menu under the Start button in the system tray. When PracticeBuilder 1-2-3 is executing, it appears as an icon in the taskbar.

Instruction Summary – Downloading the Viewer

- Log on and go to the PracticeBuilder 1-2-3 worklist page.
- If you are prompted to download the viewer, click *Yes*. Otherwise, click the *Download Viewer* tab.
- If asked to save or open, select *Open*. When the download completes, select *Open* to run the setup program.

- InstallShield© Wizard will take you through the setup. Accept the defaults, click on the *Next* button to advance, and click *Finish* to complete.
- You will return to the Work List. Single-click on a patient name to launch the viewer and load the images.

2.3.3 INSTALLING DEDICATED VIEWER

The PracticeBuilder 1-2-3 dedicated viewer generally comes preinstalled on a workstation. When you follow the workstation manufacturer's instructions for unpacking and setting up the computer, and then turn on power, you reach the Windows login prompt. Log in as using any user account that is not a Windows administrator account. The dedicated viewer automatically starts, and prompts you for your PracticeBuilder 1-2-3 account and password. For instructions on how to log onto the dedicated viewer workstation, refer to section 2.2.3.

When you see the PracticeBuilder 1-2-3 login prompt, the software is ready for configuration. To complete the configuration, you need to register the workstation at the PracticeBuilder 1-2-3 server, and enter the URL of the server into the dedicated viewer. To register the workstation, it must be added to the PracticeBuilder 1-2-3 table of devices. This table is available through the browser interface. For instructions on adding the dedicated viewer workstation to the devices table, see the PracticeBuilder 1-2-3 Operator's Manual.



When you start the PracticeBuilder 1-2-3 dedicated viewer for the first time, it prompts you for the URL of the PracticeBuilder 1-2-3 server. Enter the URL or the server's IP address into the *Server* field. Click on *Check Server* to verify you entered the correct address, and the workstation can communicate with the server. When you receive confirmation that the server was found, the PracticeBuilder 1-2-3 dedicated workstation is ready for use. Click *OK* to save the configuration.

2.3.4 INSTALLING STANDALONE VIEWER

The PracticeBuilder 1-2-3 standalone viewer is used most frequently to display images stored on a CD or DVD. You can create a CD/DVD containing images and results stored in PracticeBuilder 1-2-3, and an application to display them, a number of ways. To guarantee the viewer installed on a CD/DVD is the PracticeBuilder 1-2-3 standalone viewer, follow the instructions in the PracticeBuilder 1-2-3 Operator's Manual for creating removable media. The information in this section assumes the CD/DVD was created according to the instructions in that manual.

The PracticeBuilder 1-2-3 standalone viewer never gets installed on the workstation. Instead, it loads directly from the CD/DVD. Insert the CD/DVD into the drive on your workstation and close the draw. If you have the Windows auto play feature enabled, the standalone viewer automatically launches itself and runs from the CD/DVD. If you prevent auto play from launching the standalone viewer, it does not start automatically, or you need to start the standalone viewer manually for any reason, go to the *Start* menu, select *Run...*, and browse through the CD/DVD for the file named *pbcview.exe*. Click *OK* to start the PracticeBuilder 1-2-3 standalone viewer.

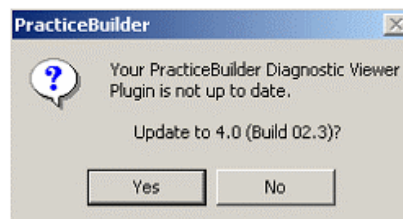
The standalone viewer executes until you explicitly terminate it. If a copy of the PracticeBuilder 1-2-3 active-X or dedicated viewer resides on the same workstation, the PracticeBuilder 1-2-3 standalone viewer does not affect it. In order for the standalone viewer to execute properly, the CD/DVD must remain in the drive at all times.

Note: Removing the CD/DVD from the drive when running the PracticeBuilder 1-2-3 standalone viewer may cause the application to lock up. While the application is loaded, the CD/DVD must remain in the drive at all times.

2.3.5 UPDATING THE VIEWER

Upgrades to PracticeBuilder 1-2-3 take place on the server. The workstation learns that an upgrade occurred the next time a user uses it to communicate with the server. This communication takes place when you log on to PracticeBuilder 1-2-3, or even in the middle of an existing user session.

The first time you refresh your worklist after a PracticeBuilder 1-2-3 upgrade, a popup notice may appear on the screen. If you do not have Windows administrator rights, the notice informs you that a new version of the viewer is available and instructs you to contact the system administrator in order to download and install a copy onto the workstation. If you have Windows administrator rights, the notice asks if you want to download and install the latest viewer. The option to skip an upgrade is available so you can download and install it when convenient. You should always perform the upgrade as soon as possible. If you clear the notice without installing the viewer, PracticeBuilder 1-2-3 will prompt you once each day until you do upgrade.



When you consent to the upgrade, PracticeBuilder 1-2-3 downloads the viewer and invokes the installation wizard. Depending on your version of Windows, you have the option to download and store the PracticeBuilder 1-2-3 setup file and activate it manually, or to download and activate (Open) it when complete. Select to Open the file when the download completes.

Upon occasion, a PracticeBuilder 1-2-3 viewer upgrade is mandatory in order for it to communicate with the upgraded server. When this condition exists, the prompt to upgrade is not displayed. The download and install process initiates immediately when you access the worklist the first time after the server has been upgraded.

3 Viewer Overview

All versions of the PracticeBuilder 1-2-3 viewer contain the same basic components. They consist of the main screen workspace, which contains the area for displaying images, the menu bar, the docked toolbars, the thumbnail panel and the status bar. Figure 3-1 illustrates the basic parts of the PracticeBuilder 1-2-3 viewer.

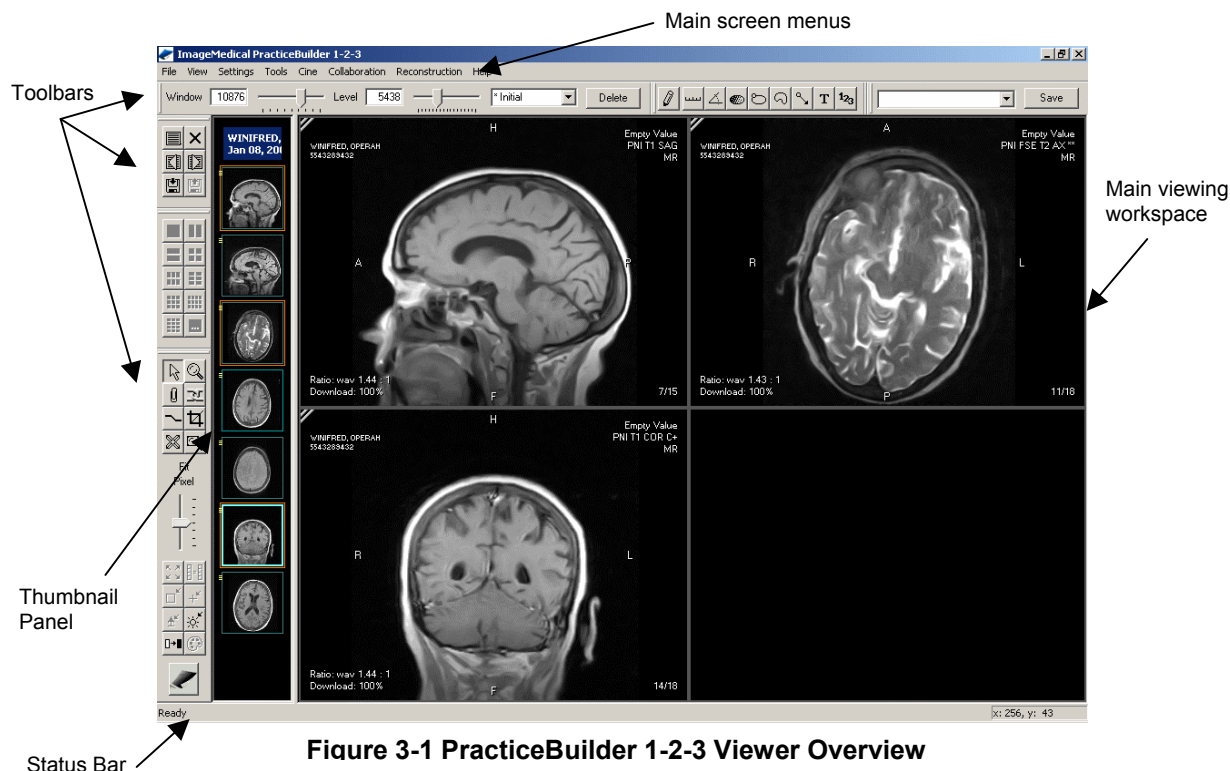


Figure 3-1 PracticeBuilder 1-2-3 Viewer Overview

The sections in this chapter provide information on the many components and constructs that make up the PracticeBuilder 1-2-3 viewer.

3.1 Toolbars

There is an assortment of toolbars in PracticeBuilder 1-2-3 viewer. Most of the toolbars are available from the main viewer workspace. A few are specific to one or more popup windows that you can display at various time when using the viewer. The toolbars are defined as follows:

<i>Standard</i>	Basic study and file control tools
<i>Toolbox</i>	Cursor modes and general viewer control tools
<i>Orientation</i>	Image orientation tools
<i>Window/Level</i>	Window width and center controls
<i>Annotation</i>	Annotation modes
<i>Grid layouts</i>	General grid layouts
<i>Tile layouts</i>	Tile modes for each frame in a grid
<i>Templates</i>	Hanging protocol template controls
<i>Cine controls</i>	Cine display controls
<i>Link controls</i>	Frame linking controls
<i>Audio controls</i>	Audio controls for dictation tools
<i>Status bar</i>	Dynamic status information

From the *View* menu, select the *Toolbars* item to display a list of available toolbars. If a check appears next to the label, the toolbar is displayed in the main workspace. The toolbar is either docked to the workspace's border, or floating as a detached window somewhere on the monitor. Display toolbars on a more permanent basis by selecting them in the *Settings* panel in the Customize Settings window. (See section 4.1.1 for more information.) To hide a toolbar, select the item from the *Toolbar* item in the *View* menu to remove the check mark, or uncheck the setting on the *Settings* panel in the Customize Settings window.

Some toolbars are also available in different PracticeBuilder 1-2-3 viewer panels. To display a toolbar in the respective panel, select the toolbar from the *View* menu item in the panel. For more information, refer to the section in the manual that discusses the specific panel.

To relocate a toolbar in the PracticeBuilder 1-2-3 viewer's main workspace, click the surrounding gray area and drag the toolbar to the desired location. To dock a toolbar to the workspace border, click and drag it back to any location outside the main image area. The toolbar snaps back into place.

Instruction Summary – Show/Hide Toolbars

To show/hide a toolbar for this session only:

- From the *View* menu, click on *Toolbars*, and select the toolbar you want to display. A checkmark appears by the name when the toolbar is displayed on your screen.





To show/hide a toolbar for this and future sessions:



- Select *Customize Settings* from the *Settings* menu.
- Click the *Settings* tab to view the setting panel.
- In the *Toolbars* section, click the checkbox to insert a check mark for the toolbar(s) you want to display.
- To hide a toolbar, click the checkbox to clear the check mark for the toolbar(s) you want to hide.

3.1.1 STANDARD TOOLBAR



The Standard toolbar provides tools for opening and closing studies. It contains buttons to display a list of studies available for display, close a study, open the next and previous studies, bookmark the current study, and restore a bookmarked study. By default, the Standard toolbar is not displayed on the main screen. To display the Standard toolbar, select *Standard* from the *Toolbar* item in the *View* menu at the top of the main screen. All the functions controlled by the buttons on the Standard toolbar are also available from the *File* menu, and in some cases via hot key sequences.

Function	Button	Menu Item	Hot Key	Description
Show study list		View→Study Panel ¹	F2 ¹	Display the list of available studies. In the active-X viewer, this function displays the browser's worklist. In the dedicated and standalone viewers, this function displays the Study List.
Close study		File→Close study		Close all the studies that are currently loaded in the viewer.
Bookmark study		File→Bookmark	Ctrl-Alt-B	Save the display state of the current study or studies, and allow the user to open a new study. Refer to section 5.1.4 for more information. All works in progress, including report, dictation, key images, and annotations are preserved. Bookmarking is recursive, using a last-in, first-out order.
Restore bookmarked study		File→Restore	Ctrl-Alt-R	Close the current study and restore the last bookmarked study.

Function	Button	Menu Item	Hot Key	Description
Open next study		File→Open next study	Ctrl-Alt-Up	Open the next study on the user's default worklist.
Open previous study		File→Open previous study	Ctrl-Alt-Down	Open the previous study on the user's defaults worklist.










¹ The Show Study List appears as an independent panel in the PracticeBuilder 1-2-3 dedicated workstation and standalone workstations only.










3.1.2 TOOLBOX TOOLBAR

The Toolbox toolbar provides tools for setting the PracticeBuilder 1-2-3 viewer's cursor mode, adjusting



the image magnification ratio, resetting the display characteristics of an image frame, and displaying the report panel. The various buttons are grouped into two main groupings, the cursor modes and the display characteristics. To display the Toolbox toolbar, select *Toolbox* from the *Toolbar* item in the *View* menu at the top of the main screen. The functions available in the Toolbox toolbar are also available from the *Settings* and *Tools* menus, and in some cases via hot key sequences.





Function	Button	Menu Item	Hot Key	Description
Normal mode		Settings→Cursor→Normal	Ctrl-N	This is the general cursor mode, used to select an image or object within the display. Refer to section 3.9.1.1 for more information.
Magnify mode		Settings→Cursor→Magnify	Ctrl-M	Magnify the image. Left-click to apply an automatic zoom factor. Right-click to define a zoom region. Refer to section 3.9.1.2 for more information.
Key image mode		Settings→Cursor→Report attachment		Attach the selected image along with its current display settings and annotations to the report. Refer to section 3.9.1.3 for more information.
Link mode		Settings→Cursor→Cine link		Link one or more image frames together. Double-click the Link mode button to automatically link all related frames. Single-click the Link mode button, and then click and drag the cursor between two frames to manually link the data. Refer to section 3.9.1.4 for more information.
ROI with W/L mode		Settings→Cursor→ROI with W/L		Define a region of interest and apply the calculated window/level curve within it to the image(s) in the frame. Click and drag the mouse to define the region of interest. Drag the region around to position it. Refer to section 3.9.1.5 for more information.
Crop mode		Settings→Cursor→Cropping		Remove extraneous information from the viewable image in the frame. Click and drag the mouse to define the area to keep. Resize the area by dragging the region's borders. Double-click on the image to restore the original image. Refer to section 3.9.1.6 for more information.
Magic X mode		Settings→Cursor→Magic X		Locate a defined point in one image on all other images that share the same frame of reference. Refer to section 3.9.1.7 for more information.
Magic glass mode		View→Magic Glass	Alt-M	Display a floating magnifying glass for zooming in on the image data behind it. Refer to section 3.9.1.8 for more information.
Zoom gauge				Quickly zoom in and out of the selected image by dragging the gauge. The magnification factors is 8:1, 4:1, 2:1, 1:1, 1:2, 1:4 and 1:8.

Function	Button	Menu Item	Hot Key	Description
Fit image to window		Tools→Zoom→Fit to window	Ctrl-F	Fit the selected image to the size of the frame. This is also useful to reset the image size after using magnification and cropping tools.
Actual image size		Tools→Zoom→Actual size	Ctrl-Alt-A	Display the selected image at its real-world size. When active, the zoom mode renders the images in real-world size. When inactive, the zoom mode will render the images in pixel size, matching an image pixel to a monitor pixel. Refer to section 5.5.3.3 for more information. For actual size zoom mode to work, both the monitor and the image need to be calibrated. When you first enable actual size zoom mode, you are automatically prompted to confirm the monitor calibration. If the selected image does not already contain pixel size and spacing information, you are also automatically prompted to define it.
Reset image size		Tools→Reset→Image size		Display the selected image with no magnification or interpolation of any kind applied. The resulting image contains only original pixel values.
Reset image position		Tools→Reset→Image position		Reset the image(s) in the selected frame to the original position, which usually means centered in the image frame.
Reset image orientation		Tools→Reset→Image orientation		Reset the image(s) in the selected frame to the original orientation.
Reset image window/level		Tools→Reset→Window/Level		Reset the images(s) in the selected frame to their original window and level setting.
Invert grayscale		Tools→Invert		Invert the slope of the applied window/level curve.
Color/grayscale palette		Tools→Grayscale		Toggle the applied palette between color and grayscale.
Open report panel		View→Report Panel	F8	Display the full size report panel. Note that the hot key displays the last report panel (full or compact) used. Refer to section 3.6.3 for more information.

3.1.3 ORIENTATION TOOLBAR

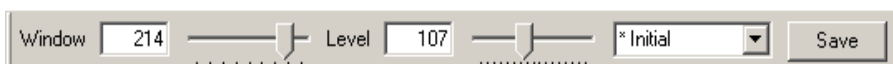


The Orientation toolbar provides tools for flipping and rotating images. To display the Toolbar, select *Orientation Tools* from the *Toolbar* item in the *View* menu at the top of the main screen. The functions available in the Orientation toolbar are also available from the *Tools* menus, and via hot key sequences.

Function	Button	Menu Item	Hot Key	Description
Flip horizontal		Tools→Transform→Flip horizontally	Ctrl-H	Flip image(s) in selected frame horizontally.
Flip vertical		Tools→Transform→Flip vertically	Ctrl-U	Flip image(s) in selected frame vertically
Rotate right		Tools→Transform→Rotate right	Ctrl-R	Rotate image(s) in selected frame to the right 90°.
Rotate left		Tools→Transform→Rotate left	Ctrl-L	Rotate image(s) in selected frame to the left 90°.

3.1.4 WINDOW/LEVEL TOOLBAR

The Window/Level toolbar provides tools for adjusting an image's window center













and window width. The toolbar consists of text boxes for reporting the current window/level settings and explicitly defining them, sliders for quickly adjusting them, and a text box for creating and applying preset window/level settings. To display the Window/Level toolbar, select *Window/Level* from the *Toolbar* item in the *View* menu at the top of the main screen. Adjusting the window and level setting is also available through mouse controls.

The left slider bar controls the window width. The right slider bar controls the window center. The drop-down menu allows for selection of predefined window/level settings. Some defaults always exist, including *Initial*, and *Actual Range*. The others were created by the user. See section 4.3.1 for information on creating and applying preset window and level values.

3.1.5 ANNOTATION TOOLBAR

The Annotation toolbar provides tools for adding graphics and measurements to images. You can add annotated text to a key images attached to a report, identify a specific region of interest (ROI), and calculate the average Hounsfield unit within a region of interest. In addition, you can draw pointers to a specific viewing area within an image, and use the measuring tools for determining the distance and angle between two points on an image. To display the Annotations toolbar, select *Annotation Tools* from the *Toolbar* item in the *View* menu at the top of the main screen. The functions available in the Annotation toolbar are also available from the *Settings* menus, and via mouse controls.





Function	Button	Menu Item	Description
Annotation mode		Settings→Cursor→Annotation→Select	General annotation mode, used for adding new annotation, and for selecting existing ones for editing and deleting. When in this cursor mode, spin the middle mouse button to flip through the individual annotation tools. Refer to section 6.2 for more information.
Distance measurement		Settings→Cursor→Annotation→Measure distance	Perform linear measurements. The image must be calibrated in order for the results to appear in units of distance.
Angle measurement		Settings→Cursor→Annotation→Measure angle	Perform angular measurements.
Hounsfield value		Settings→Cursor→Annotation→Hounsfield value	Calculates and displays the average pixel value within the defined area.
Region of interest area		Settings→Cursor→Annotation→Region of interest	Calculates the area within the defined region of interest. The image must be calibrated in order for the results to appear in units of area.
Free form region of interest area		Settings→Cursor→Annotation→Freehand region	Calculates the area within the defined region of interest. The image must be calibrated in order for the results to appear in units of area.
Add pointer		Settings→Cursor→Annotation→Pointer	Add a point graphic and an optional text string to the image.
Add text		Settings→Cursor→Annotation→Text	Define a text string and place it on the image.
Key image index number		Settings→Cursor→Annotation→Report figure number	Display a sequential number on the key image. This annotation tool is available only when applied to a key image in the report panel.
Spine labeling tool		Settings→Cursor→Annotation→Spine labeling tool	Display labels identifying vertebral disks and interspaces.

3.1.6 GRID LAYOUT TOOLBAR



The Grid Layout toolbar provides preset matrices for the main viewing workspace. This toolbar is available by default in the layout manager, and can


be displayed in the main viewing area as well. The majority of the preset matrix options split the screen

into symmetrical groups of image frames. The custom grid button, , pops up a window so you can define a custom grid by specifying the number of rows and columns you want to appear in the workspace area. The  button is used to apply a single grid layout across multiple monitors. For example, if you use a 1-up grid layout with a 12-up tile layout, you get 12 images displayed on the current screen, similar to a sheet of film displaying CT images. If you want the 12-up to continue onto a second monitor, select the span multiple monitor button, and the second monitor displays the second set of 12 images.

To display the Grid Layout toolbar, select *Grid layouts* from the *Toolbar* item in the *View* menu at the top of the main screen. In the layout manager, select *Grid layouts* from the *View* menu.

3.1.7 TILE LAYOUT TOOLBAR



The Tile Layout toolbar applies a specified tile layout to a selected frame. This toolbar is available by default in the layout manager, and can be displayed in the main viewing area as well. When the tile mode is 1-up, the image frame displays the images in stack mode, which facilitates the cine operations. When the tile mode is anything other than 1-up, the specified number of images appears in the frame. When you scroll through the images, one image is removed from the displayed set, the remaining images shift up or down, and one image is added. The custom tile button, , allows you to define a custom tile setting by specifying the number of rows and columns you want to appear in the workspace.

To display the Tile Layout toolbar, select *Tile layouts* from the *Toolbar* item in the *View* menu at the top of the main screen. In the layout manager, select *Tile layouts* from the *View* menu.

3.1.8 TEMPLATE TOOLBAR

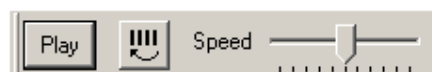
The Template toolbar contains a list of available hanging protocol templates, and allows you to create a label for the current layout. This toolbar is available by default in the



layout manager, and can be displayed in the main viewing area as well. To apply a template to the loaded study, click on the toolbar to display a list of templates. Select the template. To save the current layout as a template, click in the text box, enter the label, and click *Save*. To display the Template toolbar, select on *Templates* from the *Toolbar* item in the *View* menu at the top of the main screen. In the layout manager, select *Templates* from the *View* menu.

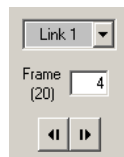
3.1.9 CINE CONTROL TOOLBAR

The Cine toolbar provides controls for automatic playback of a cine loop. This toolbar consists of a Play/Stop button, speed controls and a loop direction control. To display the Cine toolbar, select



Cine control from the *Toolbar* item in the *View* menu at the top of the main screen. The Cine toolbar is also available from the *Cine* menu, along with menu items for the functions found on the toolbar.

3.1.10 LINK CONTROL TOOLBAR



The Link toolbar provides controls for linking one or more image frames together. PracticeBuilder 1-2-3 will automatically link series in frames that are marked by the modality as sharing the same frame of reference. If this information is not encoded in the image object, you can manually link one or more frames together. Section 5.4 contains information on creating and using links.

PracticeBuilder 1-2-3 supports up to 7 individual link groups. The Link toolbar displays the link group assigned to the selected frame, the frame number currently displayed, and buttons for advancing through the stack of images. To display the Link toolbar, select *Link controls* from the *Toolbar* item in the *View* menu at the top of the main screen. Link controls are also available from the mouse.

3.1.11 AUDIO CONTROL TOOLBAR

The Audio toolbar provides controls for recording and playing back dictation. The Audio Control toolbar is available on the full report panel. This toolbar contains a record button, a play/stop button, and a delete button for removing portions of a recording. The gauge in the toolbar displays the current location of the recording, and can be used to jump ahead or rewind it. The text field displays the position in the recording in seconds. To display the Audio Control toolbar, open the report panel, and select *Audio Controls* from the *View* menu.



3.1.12 STATUS BAR

The Status Bar displays dynamic status messages as PracticeBuilder 1-2-3 performs some action. The status bar is the one toolbar whose location is fixed. If displayed, it appears at the bottom of the screen. The Status Bar displays the current working state, the loading progress bar, and the coordinates of the cursor in an image. Section 3.5 explains the information that is available on the Status Bar.

3.2 Menus

The PracticeBuilder 1-2-3 viewer menus at the top of the application window organize all of the functions and configuration tools. The list includes the File menu, View menu, Settings menu, Tools menu, Cine menu, Collaboration menu, and the Help menu. Additional menus may exist depending on the plug-in modules PracticeBuilder 1-2-3 loads when it initializes. Information on these conditional menus is available in Chapter 0. Other menus exist in the different PracticeBuilder 1-2-3 panels, although many of them are repeated or subsets from the main application window, included on the panel for convenience. Using the mouse, left-click on the menu label at the top of the screen to reveal the available options and submenus.

The PracticeBuilder 1-2-3 viewer menus are available as a popup menu, accessible from anywhere in the main viewer workspace. To display a popup menu, position the cursor over the main workspace and click the right mouse button. The popup menu disappears when you click any mouse button. If you are using a single-button mouse, hold down the Shift key and click the mouse button to display a popup menu.

3.2.1 FILE MENU

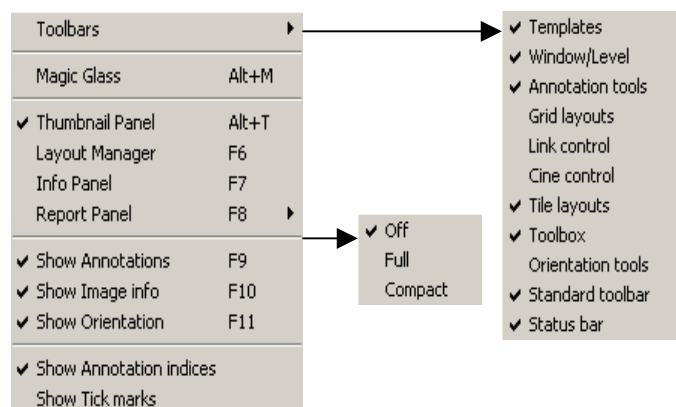
PracticeBuilder 1-2-3's File menu provides access to functions to sign on and off, open and close study files, bookmarking and restoring bookmarked sessions, saving images to files, printing images to Microsoft Windows and DICOM-compatible printers, clearing the PracticeBuilder 1-2-3 viewer cache, connect to collaboration session, and terminate the viewer session.

Menu Item	For details, see ...
Open previous/next study	Section 5.1.3
Close study	Section 5.6
Close views	Section 5.6
Bookmark/Restore	Section 5.1.4
Update plugins	Section 0
Send image/series	Section 7.1
Save images/series ...	Section 10.1
Copy image to clipboard	Section 10.1
Print	Section 11
Empty cache	Section 4.1.6
Sign on ...	Section 2.2.3
Sign off	Section 2.2.3
Connect to collaboration ...	Section 9
Exit	Section 5.6

Open previous study	Ctrl+Alt+Up
Open next study	Ctrl+Alt+Down
Close study	
Close views	
Bookmark	Ctrl+Alt+B
Restore	Ctrl+Alt+R
Update plugins	
Send image	
Send series	
Save image ...	Ctrl+Shift+I
Save series ...	Ctrl+Shift+S
Copy image to clipboard	Ctrl+Shift+C
Print ...	Ctrl+P
1 getpbs[6].pbs	
2 getpbs[2].pbs	
3 getpbs[3].pbs	
4 getpbs[2].pbs	
Empty cache	
Sign On ...	
Sign Off	
Connect to collaboration ...	Ctrl+Alt+C
Quit	Ctrl+Q

3.2.2 VIEW MENU

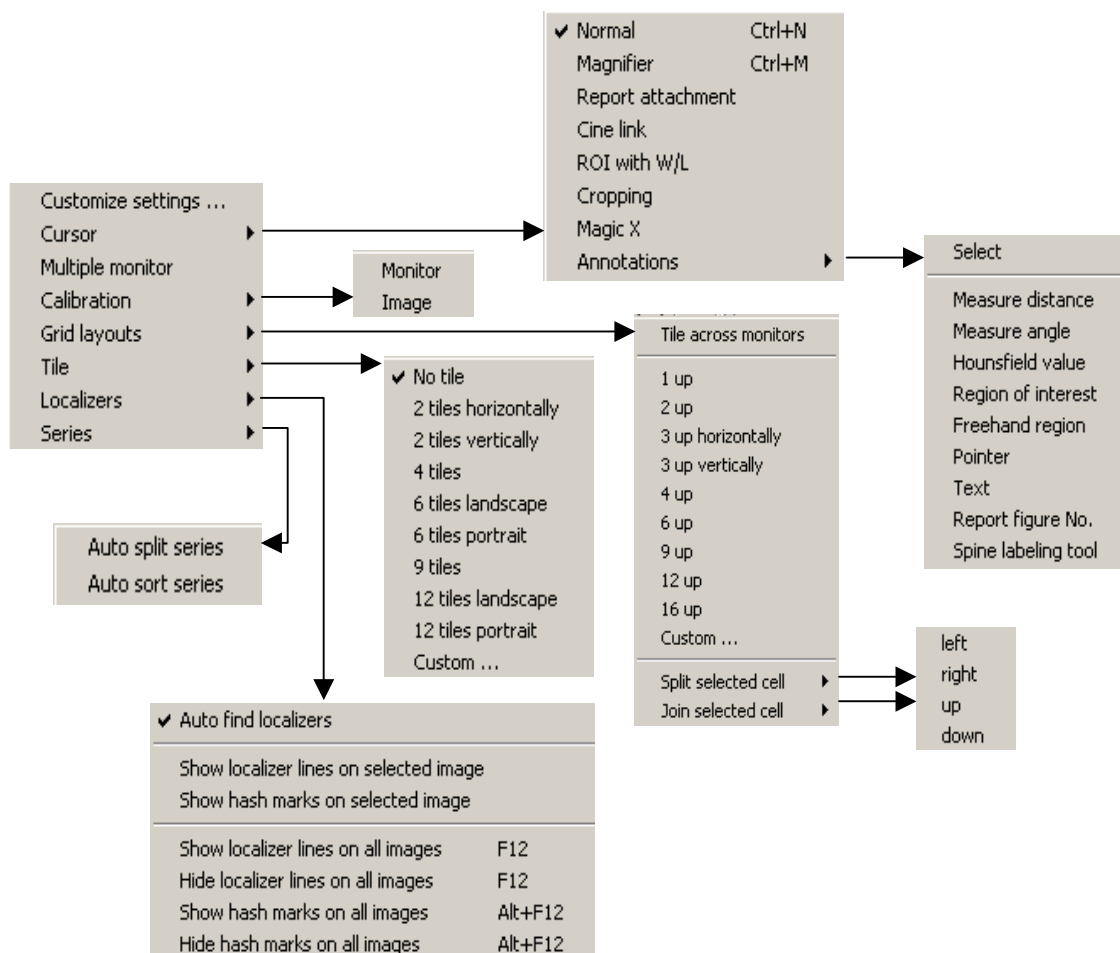
PracticeBuilder 1-2-3's View menu provides access to the toolbars, individual panels, the panning magnifying glass, and controls for displaying and hiding different image overlays.



Menu Item	For details, see ...
Toolbars	Section 3.1
Magic glass	Section 5.5.3
Thumbnail panel	Section 3.4
Layout manager	Section 3.6.1
Information panel	Section 3.6.2
Report panel	Section 3.6.3
Show/Hide annotations	Section 6.2
Show/Hide image overlays	Section 6.1
Show/Hide orientation	Section 6.1
Show/Hide annotation indices	Section 6.2
Show/Hide tick marks	Section 6.2

3.2.3 SETTINGS MENU

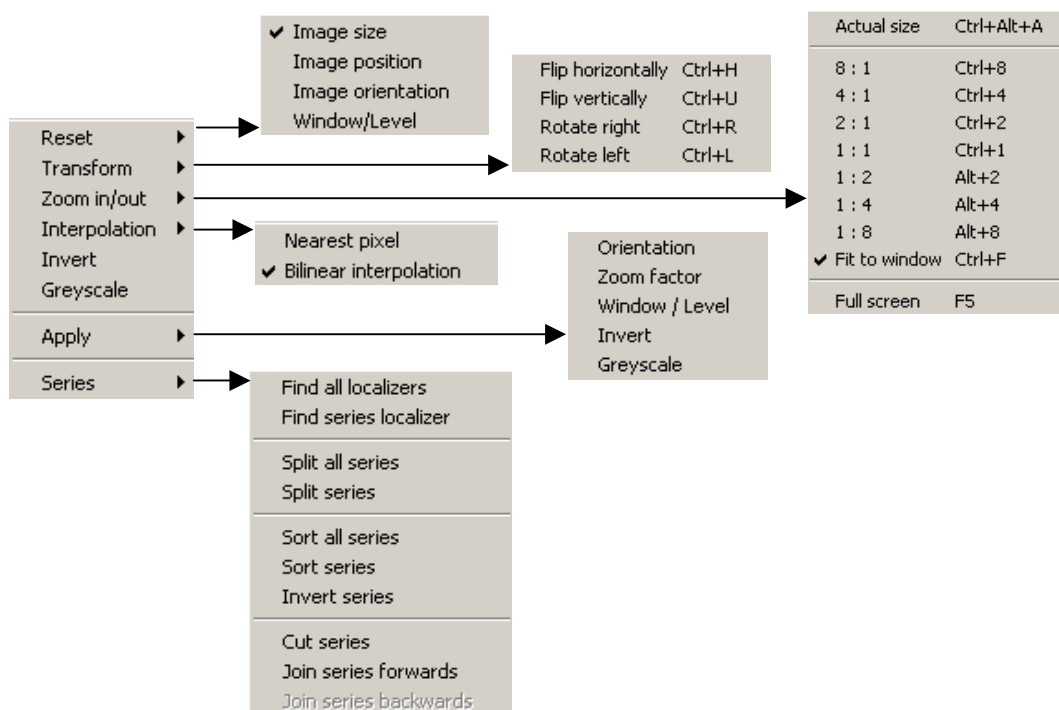
PracticeBuilder 1-2-3's Settings menu provides access to the customized settings window where you can customize the viewer characteristics, select a cursor mode, calibrate the image and monitor, change the grid and tile layouts, modify the localizer lines settings, and set series-specific settings.



Menu Item	For details, see ...
Customize Settings	Section 4.1
Cursor	Section 5.4, 5.5, 6.2, and 8.3
Multiple monitor	Section 0
Calibration	Section 4.5.1
Grid layouts	Section 5.3.1
Tile layouts	Section 5.3.2
Localizers	Section 6.1
Series	Section 5.4.1.1

3.2.4 TOOLS MENU

PracticeBuilder 1-2-3's Tools menu provides access to various tools that control the screen layout and the manner in which it renders the images. This includes the ability to reset the image characteristics, apply a zoom factor and an interpolation algorithm, invert the grayscale slope, apply color to the LUT, reorient the image, and customize the set of images in a series.

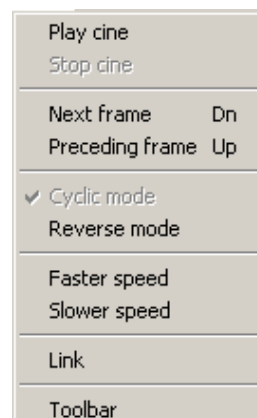


Menu Item	For details, see ...
Reset	Section 5.5
Transform	Section 5.5
Zoom	Section 5.5
Interpolation	Section 4.1.4 and 5.5
Invert	Section 5.5
Greyscale	Section 5.5
Apply	Section 5.5
Series	Section 0 and 5.4.1.3

3.2.5 CINE MENU

The PracticeBuilder 1-2-3 Cine menu provides controls for displaying stack views. The menu includes controls for cycling through the images in the stack view, which simulates playing a cine loop, controlling the looping mode, altering the playback speed, and displaying the cine controls as a floating or docked toolbar.

Menu Item	For details, see ...
Play/Stop cine	Section 5.5.1
Next/Preceding frame	Section 5.5.1
Cycle/Reverse mode	Section 5.5.1
Faster/Slower speed	Section 5.5.1
Link	Section 3.9.1 and 5.4.3
Toolbar	Section 3.1.9



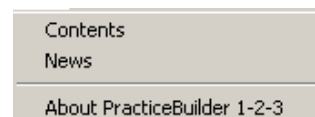
3.2.6 COLLABORATION MENU

The PracticeBuilder 1-2-3 collaboration menu enables a user to create a collaborations session, connect to an established collaboration session, and disconnect from a collaboration session. Refer to section 9 for complete details on collaboration sessions.

Connect ...	Ctrl+Alt+C
Disconnect	Ctrl+Alt+D

3.2.7 HELP MENU

PracticeBuilder 1-2-3's Help menu provides access to information about the PracticeBuilder 1-2-3 viewer. It contains detailed information on the available features, a summary of the newest features added in the last upgrade installed on your server, plus details about its version, which is helpful in the event you need to contact customer support. For complete details on PracticeBuilder 1-2-3 Help, refer to section 12.



3.2.8 RUN MENU

The PracticeBuilder 1-2-3 run menu exists on the dedicated workstation only. One of the features of the dedicated workstation is its ability to restrict access to third-party applications. This permits PracticeBuilder 1-2-3 to better allocate system resources, plus provides the system administrator a means to limit the use of the workstation for viewing images. The Run menu lists the configured applications that a user can invoke while using the PracticeBuilder 1-2-3 dedicated workstation. The Configure entry is available for configuring applications. An application can be invoked manually by selecting it from the menu, or automatically when the viewer initializes. For additional information on configuring third-party applications in a dedicated workstation, refer to section 4.5.3.

<Empty>
Configure ...

3.3 Image Viewing Area

The PracticeBuilder 1-2-3 image viewing workspace makes up the majority of the user interface, as shown in Figure 3-1. This is the area that renders the full fidelity image data, along with applied annotations, overlays, and other enhancements to the image data set. The main viewing area is the one area of the PracticeBuilder 1-2-3 viewer that you cannot hide or close.

The user can customize the image viewing workspace. The area can be subdivided into multiple areas called image frames. On multiple-monitor workstations, it is possible to define one image frame that spans across all the monitors. Each image frame can display the images in a number of tile modes. The default tile mode is 1-up, also called stack mode, meaning only one image appears in the frame. A 4-up tile mode displays two rows and two columns of images, displaying four successive images loaded into


the frame. By scrolling through the image frame, the user can display all the full-fidelity images loaded into the image frame. Section 5.3 contains information on modifying the grid and tile modes.

To load an image into the main viewing workspace, you need to drop a thumbnail image into it. See section 5.2.1 for details on loading images from the thumbnail panel and the layout manager.

3.4 Thumbnail Panel

The PracticeBuilder 1-2-3 viewer includes a panel in the main viewing workspace for displaying the thumbnail images of each series. When displayed, the thumbnail panel is located on the left border of the main viewing workspace, as shown in Figure 3-1.

A thumbnail image is a highly sub-sampled rendering of an image in the study, and can be used for quick identification of the full-resolution image. The thumbnail panel consists of one or more columns of thumbnail images, which may scroll off the bottom of the panel if too many rows exist. Each thumbnail image in the thumbnail panel corresponds to a single series in the study. If multiple studies are loaded in the thumbnail panel, a study identification header, listing the patient name and study date, separates each study.

To display the thumbnail panel, place the cursor over the leftmost border of the main viewing workspace. When positioned correctly, the cursor changes to a bi-directional arrow. Click the left mouse button and drag the border to the right, revealing the thumbnail panel. Size it to your preference and release the mouse button. You can also show and hide the thumbnail panel by clicking on *View* menu and selecting *Thumbnail Panel*, or by entering Alt-T on the keyboard. Change the thumbnail image size with the magnification tool, , by applying it directly to the thumbnail image, or by setting the default thumbnail size on the Customize Settings' *Layout* page.

Instruction Summary – Show/Hide Thumbnail Panel

- Log on to PracticeBuilder 1-2-3 and open a study in the viewer.
- Position the cursor over the left border of the main viewing workspace, until the cursor changes to a bi-directional arrow.
- Click and drag the border to the right using the left mouse button.
- To close the panel, click and drag the right border of the thumbnail panel to the left.

Each image in the thumbnail panel displays a blue progress bar along its bottom edge, showing the status of the image as it downloads from the PracticeBuilder 1-2-3 server. If the image already resides on the local workstation, the progress bar appears briefly as PracticeBuilder 1-2-3 reads the data from the hard disk. When the progress bar disappears, the full image is available for displaying in the Viewer. You can load a thumbnail into the main viewing workspace before or after the progress bar completes. PracticeBuilder 1-2-3 displays all the data that has downloaded from the server, and automatically updates the image when the rest of its data arrives. Note that the download completion percentage is displayed in the lower right corner of the image frame as part of the default overlay.



On the upper left edge of the thumbnail image, you will find a multiple-image series indicator. If three small lines intersect the left edge of the thumbnail image, the series consists of multiple images. If no such indicator exists, the image is a single image. You can scroll through multiple-image thumbnails the same way you scroll through images in the main viewing workspace. Each of the individual thumbnail images in the series has its own progress bar. As you scroll through the series, PracticeBuilder 1-2-3 displays the corresponding progress bar automatically.

The thumbnail image can contain a key image indicator. If the image represented by the thumbnail image is stored as a key image, the top left corner contains a circle. If no circle exists, there are no key images based on the image represented by the thumbnail image. To display the key image, open the report panel.

The color of the frame surrounding each of the thumbnail images denotes some status. For example, all the thumbnail images that are loaded into the selected image frame can be highlighted one color, while all the thumbnail images that are not in the selected image frame could be another. You can also select a color to indicate that the thumbnail images are not in any image frame, which can be used to point identify which series you have not viewed. Section 4.1.9 contains additional information on thumbnail frame colors.

For information on loading images from the thumbnail panel into the main viewing workspace, refer to section 5.2.1.

The thumbnail panel enables users to identify and access available series without having to open the layout manager. The images in the thumbnail panel have the same characteristics and functions as those contained in the layout manager.

3.5 Status Bar

The status bar, located at the bottom of the PracticeBuilder 1-2-3 viewer, displays the current status of an action. When the viewer is idle, the status bar displays *Ready*. When the viewer is downloading images from the PracticeBuilder 1-2-3 server, the status bar displays a blue progress bar. The progress bar moves across the status bar, indicating the percentage of the study information transmitted. When the progress bar completes, the thumbnail images are available for viewing. Note that when using image compression, the images may arrive at your station in waves of increasing fidelity. The individual progress bars in the thumbnail images indicate the progress of the individual image decompression.

On the far right side of the status bar is a quantitative indication of the download completion. When this value reports 0%, the transmission has not begun. In some cases, the PracticeBuilder 1-2-3 server may take some time to collect the selected study from its storage location. Once the data is ready for download, this field shows the progress.

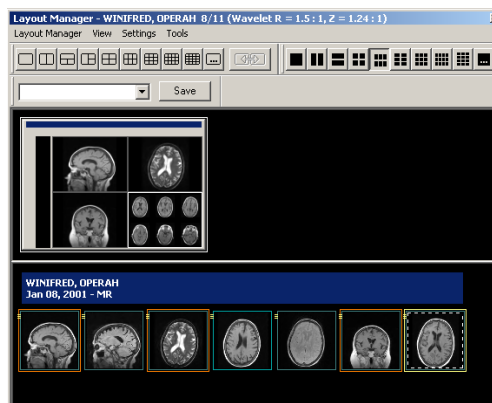
3.6 Independent Popup Panels

A number of control panels exist in the PracticeBuilder 1-2-3 viewer. These include the layout manager, the report panel, the object information panel, and the print control panel.

Each of the control panels appears as an independent popup window. You can display or hide them as needed. Most of them contain a setting to keep the window on top of the other PracticeBuilder 1-2-3 windows, including the main viewing workspace. If you want to keep the window displayed while you click on buttons and menus outside the window, pull down the first menu in the popup window and select *Keep on Top*. If a checkmark appears next to this item, the window will remain in the foreground. Clear the checkmark to allow the window to move to the background when you select another window on your workstation.

3.6.1 LAYOUT MANAGER

The PracticeBuilder 1-2-3 layout manager is a popup panel for previewing images loaded into the viewer, and organizing them in the main viewing workspace. The layout manager provides controls to select the monitors to use, the grid to apply to each monitor, the tile mode of each image frame, and the images to load into each image frame. After defining a layout, the layout manager can store the configuration as a hanging protocol template, which you can apply when loading a subsequent study, making it unnecessary to define the configuration again.



The center section of the layout manager contains an emulated display. These emulated monitors look and behave like the main viewer screens, but appear in the layout manager for simplicity. There is one emulated monitor for each real monitor. You have almost all the functionality present in the main Viewer as you do in each of the emulated monitors, including window and level, scrolling and resizing.

When you load a study into the PracticeBuilder 1-2-3 viewer, the layout manager automatically appears unless you explicitly instructed the viewer not to do so, or PracticeBuilder 1-2-3 automatically applied a hanging protocol. To manually display the layout manager, select *Layout Manager* from the *View* menu, or press the F6 function key. You can close the layout manager by clicking the Close button in the top right corner of the window, pressing the F6 function key, or, if the *Keep on Top* setting in the *Layout Manager* menu is unchecked, clicking outside the layout manager window.

3.6.2 INFORMATION PANEL

```
Info - WINPDRIVE (GPRASH-01)
Info Panel

AccessionNumber: Empty Value
AcquisitionDate: Jan 08, 2001
AcquisitionMetric: 925016270
AcquisitionNumber: 1
AcquisitionTime: 17:41:53
ActualBitUsed: 15
AngleTag: N
BeamReflectionTag: Empty Value
BestUse: 1815-055814205434041764058039139375031262767
BitWindow: 203093116295737007977187440180688662495534
BitAllocated: 16
BitSStore: 16
BitSUsed: 16
BitPartExamined: DPUAN
Columns: 256
ContentDate: Jan 08, 2001
ContentTime: 17:44:45
ContractIdStatusAgent: Gd-DTPA
ContractIdStatusStartTime: Empty Value
ContractIdStatusVolume: 0
dRbE: 13.6
DeviceSerialNumber: 12054
EchoNumbers: 1
EchoTime: 18.0
EchoTrainLength: 0
FileMetaInformationVersion: DcmOtherByteOtherWord
FlagAlloc: 98
FrameOffsetReferenceUID: 12.392.200036.9123.100.12.1.12054.2001010811.324
Height: 15
HighBit: 15
HighBitRVaU: 0
ImageComments: Empty Value
ImageName: H1
ImageNumber: 104
ImageOffsetReferenceUID: 104.3.6151832.12.3.301546.100.987331468.0.073730197
```

To display the information panel, select an image currently loaded into the main viewing workspace, and press the F7 function key, or select *Info Panel* from the *View* menu. The information panel is a text dump of the object's attribute list, sorted alphabetically. Private attributes inserted by the device that created the object that PracticeBuilder 1-2-3 does not interpret appear with a DICOM tag rather than an attribute label. To locate a particular field in the information panel, use the scroll bar on the right to move through the data. To hide the information panel, press the F7 function key again, or, if the *Keep on Top* setting in the *Info Panel* menu is unchecked, clicking outside the layout manager window.

The PracticeBuilder 1-2-3 report panel displays reports associated with prior studies opened in the viewer, as well as records reports for the new studies. The report panel includes the text of the main report, the text of the addendums to the report, the original dictations, if available, and the key images.

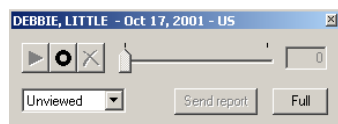
Report: DEBBIE LITTLE

Report Panel: New E/R Images Audio Report

Compact Send report Marked report Remove saved report		PRELIMINARY REPORT Name: DEBBIE LITTLE Adm#: Discharge#: Referral By: Review: ID: 43288 Date: Order#: 1 MIME Completed: Oct 17, 2001	
Key images: None Immunized: None		Radiologist: Report Date:	
STATUS <input checked="" type="radio"/> Unviewed <input type="radio"/> Viewed <input type="radio"/> Read <input type="radio"/> Dictated <input type="radio"/> Preliminary <input type="radio"/> Final		OBSERVATION <div></div>	
		REFERENCE <div></div>	

The full view report panel contains the most complete report information and access to the complete set of reporting functions. In the full view report panel, the user can record and edit a voice dictation, type and edit report and addenda text, review the patient demographic information, obtain information on who created the original reports and addenda, update the study state, and perform some simple management functions such as submitting the report manually to the server, clearing all the changes and starting over. The full view report panel also provides access to the study's key images.

The compact view report panel is a smaller version of the report panel, consisting primarily of the most common tools needed to dictate and submit a report. Reduce the full view report panel by clicking on the



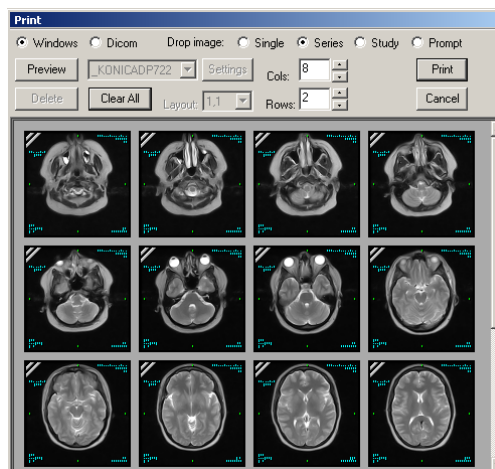
Compact button on the full view report panel. By compacting the report panel, you can view and manipulate images while dictating the report. For even less obstruction, you can dock the compact view report panel as a PracticeBuilder 1-2-3 viewer toolbar. To dock the company view report panel, drag it to the outside of the main viewing workspace and release it.

3.6.4 PRINT PANEL

The PracticeBuilder 1-2-3 print panel is a staging area used to collect images and format sheets of film for printing. The print panel provides tools for selecting and organizing the images, specifying the film sheet layout, and selecting a Windows-based or DICOM compatible printer along with its respective print parameters. The images in the print panel have most of the functional characteristics of images in the thumbnail panel and main viewing workspace, allowing you to enhance the display characteristics, such as change the window or level and adjust an annotation, prior to submitting the print job to the printer.

To open the print panel, select *Print...* from the *File* menu. By default, no images are loaded, unless you have already selected one of the series in the main viewing workspace. The process is to load the selected images into the print panel from either the thumbnail panel or the main viewing workspace, adjust them as necessary, select the print parameters, which differ depending on whether you are printing to a DICOM or Window printer, and then submitting the print job. The print panel remains displayed until you submit the print job. Close the print panel without submitting the print job by clicking on *Cancel* or the close button on the top right corner of the window.

Refer to section 11 for detailed instructions on how to build a film sheet and submit a print job.



3.7 Plug-in Modules

PracticeBuilder 1-2-3 supports independently licensed plug-in modules that offer a suite of functions not available in the baseline viewer. An example of a plug-in module is multiplanar reconstruction. When you install a PracticeBuilder 1-2-3 viewer on your workstation, it queries the server for a list of licensed plug-ins. If the viewer determines you are licensed to use a plug-in, it prompts you to download and install it. If a newer version of the plug-in exists on the server, the PracticeBuilder 1-2-3 viewer prompts you to download and install it as well. To see a list of available plug-ins, select *Update plug-ins* from the File menu. Once installed, the plug-in automatically initializes itself and makes its functions available.

You can find a complete list of PracticeBuilder 1-2-3 viewer plug-ins in section 0. Refer to the relevant subsection for specific details on how to use the features in the plug-in.

3.8 Display Modes

Normally, the PracticeBuilder 1-2-3 viewer shows the default display mode, consisting primarily of the main viewing workspace. Additional display modes exist. These display modes offer an alternative view of the data, usually for a specific, short-term purpose.

3.8.1 FULL SCREEN MODE

PracticeBuilder 1-2-3 offers a full screen display mode that eliminates all extraneous information from the monitor and uses all the space for displaying the image. When active, the menus and toolbars disappear from the screen, but all mouse controls remain available and you can apply them to the image.

Full screen display mode applies to an image frame. First load the image or series into an image frame, and apply a tile mode if necessary. To active full screen mode, select the image frame and press F5. To return to the normal display mode, press F5 again, or hit the Esc button.

3.8.2 CALIBRATION MODE

One of PracticeBuilder 1-2-3 viewer's zoom modes supports rendering the image using a real-world scale. To support this zoom mode, both the image and the monitor must contain calibration information. If either is not calibrated, the PracticeBuilder 1-2-3 viewer notifies you and invokes a wizard to collect the requisite information. You can also run this wizard manually. The calibration wizard uses two display modes, each different from the default display mode. The monitor calibration display mode consists of a set of rulers you adjust to indicate the actual size of an object on the monitor. The image calibration display mode displays the image in need of spacing information, and a tool for defining measured objects on the image, which PracticeBuilder 1-2-3 uses to define the physical size of the pixels.

Section 4.5.1 contains detailed information on the monitor calibration and instructions for calibrating one or more monitors. Section 5.5.6 contain additional information on image calibration and the image calibration display mode.

3.9 Mouse Operations

The mouse is a powerful tool in the PracticeBuilder 1-2-3 viewer. A large number of the most common functions available from menus, toolbars and function keys are also available from the mouse. With a little practice and some dexterity, you should be able to accomplish the majority of your task simply through the use of a three-button mouse with a wheel.

PracticeBuilder 1-2-3 is able to support a large number of functions on the mouse because it supports multiple cursor modes. Each cursor mode assigns specific functions to each of the mouse buttons. By changing the cursor mode, the different PracticeBuilder 1-2-3 functions become active. The following section outlines each of PracticeBuilder 1-2-3's cursor modes.

3.9.1 CURSOR MODES

PracticeBuilder 1-2-3 viewer has a number of cursor modes available to control which functions get applied when clicking one of the three supported mouse buttons. The cursor icon identifies the active cursor mode. There are a few ways to activate a cursor mode.

- Select the cursor mode from the *Cursor* submenu in the *Settings* menu.
- Select the cursor button in the *Toolbox* toolbar.
- Press the hot key combination (available for a limited number of cursor modes).
- Click the middle mouse button to toggle through the cursor modes.
- Press the minus (-) key to toggle through the cursor modes.

Some users select a cursor mode and want to use it until they explicitly select another cursor mode. Others prefer the cursor mode automatically reset to the default mode after applying an action. PracticeBuilder 1-2-3 lets the user specify whether the mode resets to the default or persists in the

selected mode. When clicking the mouse button, the cursor mode automatically resets to the default when you release the button. If you hold down the ALT key while pressing the mouse button, the cursor mode remains active after performing the action. This is useful when adding annotations or attaching multiple key images to a report.

Hold down the Alt key to remain in the cursor mode for magnify, key image, link, ROI with W/L, crop, magic X. The annotation cursor mode persists automatically, although it retains the specific annotation tool if you hold down the Alt key.

3.9.1.1 Normal Cursor



Use the Normal (arrow) Cursor to click and select menus, menu items, buttons, slider bars, images, and to click and drag to relocate toolbars and resize the Image and Thumbnail Windows. This is the default cursor mode.

3.9.1.2 Magnification Cursor



The magnification cursor mode is for zooming in and out on images. The magnification is based on the position of the cursor, so position the cursor over the point of interest before clicking the mouse.

When magnifying an image, a small plus sign (+) gets attached to the cursor, and a dotted white line appears in the image in the thumbnail panel, indicating the viewable magnified image in relation to the original image. Click the left mouse button to apply a 2x magnification to the displayed image, centered on the cursor location. Hold the Shift key down when clicking to double the magnification to 4x. The cursor displays two plus signs to indicate the 4x zoom factor.

To decrease the image size incrementally, hold down the Ctrl key when clicking the mouse. The icon includes a small minus sign (-) next to the cursor. Hold the Shift key with the Ctrl key to zoom out by a factor of 4x.

Clicking the right mouse button draws a zoom region. When you release the mouse, an image in the defined region is magnified to fit into the image frame.

Reset the image size by reloading the image into the frame from the thumbnail panel, clicking on the Reset Image Size button or menu item, or use the magnification mode to apply a reverse zoom.

3.9.1.3 Key Image Selection Cursor



The key image selection cursor lets you attach an image to a report. When activated, the cursor looks like a paper clip. To attach an image to a report, click on an image. When attached to the report, a key image icon is displayed in the top left corner of the image to denote the image is attached to the report exactly as rendered in the image frame. A paperclip icon appears in the top left corner of the image to denote the image is attached to the report, but not as it appears in the image frame. Click the key or paper clip icon on the image to remove it from the report.

3.9.1.4 Link Cursor



The link cursor is for linking one or more studies together so a single scroll command applies to all linked image frames. Double-click the link cursor button to automatically link together all series from the same study, in the same image plane and within the same frame of reference as defined by the imaging modality. To manually link image frames together, select the Link cursor mode, move the cursor to the first image frame, press and hold down the left mouse button, drag the cursor to the frame you want to link, and release the mouse button. To link a third frame to the first two, repeat by starting with one of the two original frames, and releasing the mouse when the cursor is in the third image frame. To remove a link, double-click on the link icon in the top-left corner of the image.

3.9.1.5 ROI With Window/Level Adjustment



A user can set the window width and center values for an entire image or study based on the dynamic range of a specified region of an image using the ROI with window/level adjustment

cursor mode. After selecting the ROI with W/L mode, position the cursor over the image, and click and drag to define the region of interest. When you release the cursor, the pixels within the region are used to define the window width and center. These values are applied to the entire image. The region defining the area remains on the screen. Resize it and drag it around to change the window and level settings. Click anywhere on the image outside the region of interest to remove it.

3.9.1.6 Crop Image Cursor Mode



Remove extraneous information from the viewable image in the frame with the crop image cursor mode. Click the image and drag the mouse to define the image region. When you release the mouse, all image data outside the defined region disappears from view. Click on the region border and drag it to resize the crop region. Select the Fit to Window mode to display the image as large as possible in the image frame. Double-click anywhere in the image frame to remove the crop region.

3.9.1.7 Magic X Cursor Mode



Locate a defined point in one image on all other images that share the same frame of reference using the Magic X cursor mode. Select Magic X mode, and click on an image. All series currently displayed in other frames scroll to the image closest to the selected point. If you click and hold the mouse button, the Magic X marker is displayed in each image frame. If you drag the mouse while holding down the button, the images update dynamically as the reference point moves.

3.9.1.8 Magic Glass Cursor Mode



Magic Glass cursor mode is actually a panning magnifying glass, zooming the image behind it. After activating the magic glass window, click on the popup window and drag it to move it around. The area under the image is magnified by a factor defined in your customize settings table. Only image data is magnified. To clear the magnifying glass, left-click anywhere outside of the zoom area.

Resize the magic glass window positioning the mouse over the edge of the window until it changes to a bi-directional arrow. Click the left mouse button and drag to resize the window. The window size can be up to 20% of the size of your display resolution. Note that large Magic Glass windows may result in ghosting as you drag it around. If you find this distracting, reduce the size of the magic glass window.

3.9.1.9 Annotation Cursor Mode



The annotation cursor mode is the general cursor mode for all annotation tools. The general annotation mode is needed to move and edit existing annotations. To apply a specific annotation, select the desired annotation from the annotation toolbar, or spin the wheel on the mouse when general annotation mode is active.

3.9.2 MOUSE FUNCTIONS

The following table lists PracticeBuilder 1-2-3 viewer's mouse functions and actions based on the location of the cursor when the action is requested.

Cursor Mode	Mouse Location	Left Button	Middle Button	Right Button
Pointer	Main Viewing Workspace	Click: Select image frame	Click: Toggle cursor	Click: Features popup menu
	Image	Click: Select image/series Drag: Scroll images (image fit-to-window), or Pan (resized image)	Click: Toggle cursor Roll: Scroll images	Click: Features popup menu Drag: W/L image/series
	Layout Manager	Click: Select image/study Dbl-click: open image/series Drag: Select multiple images/series	Click: Toggle cursor Roll: Scroll images	Click: Features popup menu Drag: W/L thumbnail image(s)
	Toolbars	Click: Select Dbl-click: Detach/attach toolbar Drag: drag toolbar	Click: Toggle cursor	Click: Features popup menu
	Elsewhere	Click: Select	Not used	Click: Popup menu

Cursor Mode	Mouse Location	Left Button	Middle Button	Right Button
Magnifying Glass	Image	Click: Zoom up and center Shift-click: Zoom up 2x and center CTL-click: Zoom down Shift-CTL-click: Zoom down 2x ALT-<cmd>: Stay in magnify mode after click	Click: Toggle cursor Roll: Scroll images	Click: Features popup menu Drag: Size zoom area
	Layout Manager	Click: Zoom up Shift-click: Zoom up 2x CTL-click: Zoom down Shift-CTL-click: Zoom down 2x ALT-<cmd>: Stay in magnify mode after click	Click: Toggle cursor Roll: Scroll images	Click: Features popup menu
Annotation Mode	Image	Click: Apply annotation graphic Drag: Reposition annotation graphic/move graphic endpoint/move annotation label/text	Click: Toggle cursor Roll: Scroll annotation tools	Click: Annotation popup menu Drag: W/L image/series
Key Image Selector	Image	Click: Select image as key image ALT-click: Stay in key image mode after click	Click: Toggle cursor Roll: Scroll images	Click: Features popup menu Drag: W/L image/series
	Layout Manager	Click: Select image as key image ALT-click: Stay in key image mode after click	Click: Toggle cursor Roll: Scroll images	Click: Features popup menu Drag: W/L image/series
Magic X	Image	Click: Display location of image in all displayed frames Drag: Dynamically display location of images in all displayed frames ALT-click: Stay in Magic X mode after click	Click: Toggle cursor	Click: Features popup menu Drag: W/L image/series
Link	Image / Layout Manager	Click-Drag-Release: Click on first series, drag to series to link, and then release ALT-click: Stay in Link mode after click	Click: Toggle cursor	Click: Features popup menu Drag: W/L image/series
	Cursor Toolbar	Dbl-click: Auto-link all series in same plane	Not used	Not used
Magic Glass	Image	Drag: Move the magnification window	Not used	Not used

3.10 Hot Keys and Macros

Hot Keys include various accelerator key combinations used to speed up the application of a function. The PracticeBuilder 1-2-3 accelerator keys operate only within PracticeBuilder 1-2-3 viewer, and may be in conflict with hot keys employed by other application installed on your PC.

F5	Full-screen Mode	F10	Show Image Overlay Info
F6	Show Layout Manager	F11	Show Orientation
F7	Show Image Information Dump	Alt-F11	Show Orientation Cube
F8	Show Report and Key Images	F12	Show localizer line
F9	Show Annotations	Alt-F12	Show hash marks
Ctrl-1	Zoom 1 : 1	Alt-1	Zoom 1 : 1
Ctrl-2	Zoom 2 : 1	Alt-2	Zoom 1 : 2
Ctrl-4	Zoom 4 : 1	Alt-4	Zoom 1 : 4
Ctrl-8	Zoom 8 : 1	Alt-8	Zoom 1 : 8
Ctrl-H	Flip horizontally	Ctrl-N	Normal cursor mode
Ctrl-U	Flip vertically	Ctrl-M	Magnification cursor mode
Ctrl-L	Rotate left	Ctrl-O	Open (study file)
Ctrl-R	Rotate right	Ctrl-Up	Open previous study
Ctrl-F	Zoom fit to window	Ctrl-Down	Open next study

Ctrl-Q	Close viewer	Ctrl-P	Print (selected images)
Home	Show first cine frame	Up	Show previous cine frame
End	Show last cine frame	Down	Show next cine frame
Ctrl-Z	Undo (text editor)	Shift-Del	Cut (text editor)
Ctrl-X	Cut (text editor)	Ins	Copy (text editor)
Ctrl-C	Copy (text editor)	Shift-Ins	Paste (text editor)
Ctrl-V	Paste (text editor)		
Ctrl-F	Fit image to window		
Alt-M	Magic glass window		

3.11 Running PracticeBuilder 1-2-3 Viewer

Each of the three PracticeBuilder 1-2-3 viewers use a different mechanism to start and terminate.

3.11.1 STARTING AND TERMINATING THE DEDICATE WORKSTATION VIEWER

The dedicated workstation starts automatically when the user logs onto Windows using the Windows account. In some cases, the PracticeBuilder workstation account may be set up as the default Windows account, meaning the workstation automatically boots to the PracticeBuilder 1-2-3 dedicated workstation. After the workstation initializes, the user receives a login prompt. This is the PracticeBuilder 1-2-3 sign on window, prompting for a valid PracticeBuilder user account ID and password. It is separate from the Windows account. After entering a valid PracticeBuilder user account ID and password, the workstation downloads the user's profile information and is ready to start displaying images. The study panel should automatically appear, listing the default worklist.

To terminate the application and log off from the workstation, select the Exit option from the File menu. This closes the open studies, and terminates the active session. When the PracticeBuilder 1-2-3 dedicated workstation session terminates, the user is also logged out of Window. It is not possible to terminate the PracticeBuilder 1-2-3 dedicated workstation viewer to run other Windows applications without having access to another Windows account on the PC. To learn how to run authorized applications while using the dedicated workstation, refer to section 4.5.3.

3.11.2 STARTING AND TERMINATING THE ACTIVE-X VIEWER

As the name indicates, the active-X viewer uses Windows Active-X controls to start. When you install the software, a file type is registered in Microsoft Windows. The default application for that file type is the PracticeBuilder 1-2-3 viewer. When you select certain items on the PracticeBuilder 1-2-3 worklist, the browser downloads a file of the registered type. As a result, Windows automatically launches the viewer.

To get to the worklist so you can load a study in the active-X viewer, you must log onto PracticeBuilder 1-2-3. Select the hyperlink that is the patient's name on the worklist, or click on the Open button, and the viewer starts. If you run the viewer in Standby mode, as described in section 4.1.1, the viewer is always loaded in memory and launches faster than it otherwise would.

To start the PracticeBuilder 1-2-3 active-X viewer without loading a study, go to the Windows Start button, and select Programs. A list of available programs appears. Select PracticeBuilder 1-2-3, and PracticeBuilder 1-2-3 again from its submenu. If configured to run in Standby mode, the viewer loads, but remains minimized in the system tray.

To terminate a viewing session, close the viewer application by selecting Exit from the File menu or clicking on the Close button in the top right corner of the application window. If running in configured for Standby mode, the active-X viewer doesn't really terminate. It closes the open study and then returns to

Standby mode. To completely terminate the active-X viewer, find the PracticeBuilder 1-2-3 icon in the system tray, right click on it, and select Exit.

3.11.3 STARTING AND TERMINATING THE STANDALONE VIEWER

The PracticeBuilder 1-2-3 standalone viewer is most often found on a CD or DVD. To launch the viewer, insert the CD or DVD into the drive on your workstation. If you have Windows autorun enabled, the viewer automatically loads. If this does not happen, go to the Windows Start menu, select Run, and enter `d:\pbuilder.exe`, where "d:" is the drive label for your CD/DVD device.

When the standalone viewer initiates, the study panel appears. The studies available on the CD/DVD for displaying in the standalone viewer appear in the study panel. It is not possible to load studies that do not appear on the CD/DVD.

To terminate the standalone viewer, select Exit from the File menu, or click on the close button in the top right corner of the application window.

4 Configuration Settings and Options

The PracticeBuilder 1-2-3 viewer supports a customizable graphical user interface (GUI). The user has the ability to define the screen layouts, toolbar arrangements, preset values, custom handling protocol templates, network settings, overlays, and other settings that make the GUI better suited to specific uses. PracticeBuilder 1-2-3 records each user's specific profile on the server, and downloads it to the workstation when a user logs in. This permits each user to customize their workspace without imposing their preferences on other users.

The sections in this chapter provide details for customizing the PracticeBuilder 1-2-3 viewer settings. These settings are available on all versions of the PracticeBuilder 1-2-3 viewer, except when noted otherwise.

4.1 Customize Settings Window

The customized settings window contains the means for settings and reviewing the viewer's default behavior and appearance. Open the customize settings window by selecting *Customize Settings* from the *Settings* menu. The customize settings window consists of a number of tabs, each with a set of configurable settings, plus an *OK*, *Cancel*, and *Reset All* button. To record all the changes you make on one of the pages in the customize settings window, click on the *OK* button. Use the *Cancel* button to close the customize settings window without saving your changes. The *Reset All* button resets all the viewer's settings to the original settings before you started editing them.

The customize settings windows contains a number of pages. A tab at the top of the pages, identifies each page. To go to a specific settings page, click on the corresponding tab. Note that some tabs may not be visible initially. At the far right of all the tabs are arrow buttons. Click on these buttons to display more tabs.

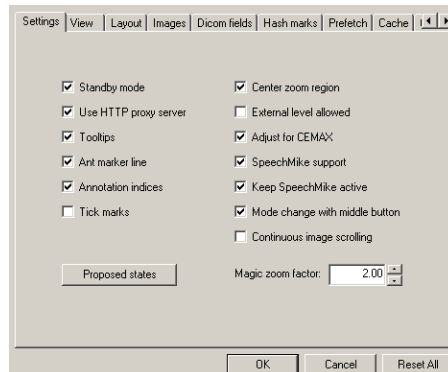
The available customize settings are grouped into the categories listed below. The sections that follow give detailed information on each of the customize settings pages.

Settings	General viewer feature settings
View	Monitor controls and panel settings
Layout	Image layout settings
Images	Image zooming and compression settings
DICOM Fields	Overlay and print header settings
Hash Marks	Localizer and Magic X spacing settings
Prefetch	Prefetch settings
Cache	Viewer cache usage settings
Colors	Custom color selections
Advanced	Communication and miscellaneous settings
Spine	Spine labeling tool settings

4.1.1 GENERAL SETTINGS

The general settings page in the customize settings window contains parameters that affect the way specific functions behave in the PracticeBuilder 1-2-3 viewer. To display the general settings page, select *Customize Settings* from the *Settings* menu, and click on the *Settings* tab.

In many cases, the general settings toggle the behavior of functions that different users prefer to be enabled or disabled, depending on the manner in which they use PracticeBuilder 1-2-3. Specifically, the general settings are follows:



Setting	Default	Description
Standby mode	Enabled	<i>Standby mode</i> instructs the viewer to load when Windows starts, and remain in memory. This permits the viewer to launch quicker when opening a study. When disabled, Windows must read the viewer from disk and load it before the viewer can start loading data.
Use HTTP proxy	Enabled	If a proxy server exists between the workstation and the server, certain communications actions are needed. This setting should be enabled at all times.
Tool tips	Enabled	Tool tips are popup text strings that help identify the function of a tool. When enabled, tool tips appear one second after you place the cursor over a button, field or gauge in the viewer. When disabled, no tool tips appear.
Ant line marker	Enabled	The <i>ant line marker</i> is the moving, dotted white line that marks the view area in a thumbnail image. When enabled, the ant line marker denotes the location and size of the image area displayed in the window when a zoom factor is being applied to the image. If disabled, the markers appear as a solid line the thumbnail image.
Annotation indices	Enabled	Image annotations can include an index for reference purposes. When enabled, an automatically incremented index is included with every annotation applied to an image. When disabled, the index is not displayed. Override this setting on an individual basis by right clicking on a specific annotation and select <i>Show Index</i> to toggle the setting.
Tick marks	Disabled	Linear measurement annotations support tick marks to assist in calculating distances. When <i>tick marks</i> are enabled, the marks appear on linear measurement annotations. Override this setting on an individual basis by right clicking on the specific annotation and select <i>Show tick marks</i> to toggle the setting.
Center zoom region	Enabled	The <i>center zoom region</i> setting defines the focal point location when establishing a zoom region. When enabled, the location of the cursor when you first click is set as the center of the defined region. When disabled, the location of the cursor when you first click is set as the corner of the defined region.
External level allowed	Disabled	The <i>external level allowed</i> setting provides you with the ability to set your window center value outside the defined region.
Adjust for CEMAX	Enabled	The <i>adjust for CEMAX</i> setting resolves a problem rendering images that were process by CEMAX products.
SpeechMike support	Enabled	The <i>SpeechMike support</i> setting instructs the viewer to apply the Philips SpeechMike controls to the microphone device. When enabled, the control file is loaded and the buttons on the SpeechMike function. When disabled, the controls on the SpeechMike are disabled.
Keep SpeechMike active	Enabled	The <i>Keep SpeechMike active</i> setting keeps the SpeechMike activated when you pause your recording.
Mode change with middle button	Enabled	The middle mouse button on a three-button mouse changes the cursor mode when clicked. Some mice are overly sensitive, and an attempt to scroll the mouse wheel inadvertently clicks the button. Disable the mouse click function by disabling the <i>mode change with middle button setting</i> .
Continuous image scrolling	Disabled	Scrolling through images in an image frame can progress smoothly by rendering every image, or quickly by skipping through the images at a rate based on the speed the user scrolls. When <i>continuous image scrolling</i> is enabled, the viewer may skip images to keep up with the scroll speed. When disabled, the viewer displays every image in the stack.
Proposed states	--	The <i>Proposed states</i> button opens the window used to set the states to propose when closing a study. See section 4.1.1.1 for more information.
Magic glass zoom factor	2:1	The <i>magic glass zoom factor</i> defines the magnification applied to the data inside the magic glass window. The default is a 2x magnification.

4.1.1.1 Proposed States

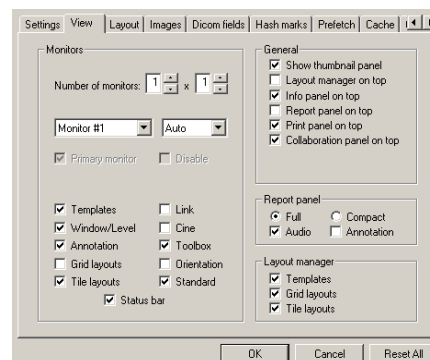
When closing a study, PracticeBuilder 1-2-3 attempts to set the study state to its new state based on the actions you performed while viewing the images. For example, if you opened a study that was in the *Unviewed* state, and you dictated a report, PracticeBuilder 1-2-3 would suggest you set the state to *Dictated* when you close the viewer. To define the defaults, open the proposed states window, and select the resulting state based on the defined action listed in the window. If you do not explicitly set the state of the study before you close the viewer, the prompt PracticeBuilder 1-2-3 displays suggests the defined state.



4.1.2 VIEW SETTINGS

The view settings page contains monitor configuration parameters, plus controls for setting viewing characteristics of the many panels available in PracticeBuilder 1-2-3. To display the view settings page, select *Customize Settings* from the *Settings* menu, and click on the *View* tab.

The majority of the settings on the view page determine how PracticeBuilder 1-2-3 uses the monitors. In a multiple monitor workstation, the PracticeBuilder 1-2-3 viewer can appear on one or more of the monitors. By identifying the primary monitor and which others to enable, the user can run PracticeBuilder 1-2-3 while leaving other applications, such as the procedure order information or the patient history, displayed on the remaining monitors.

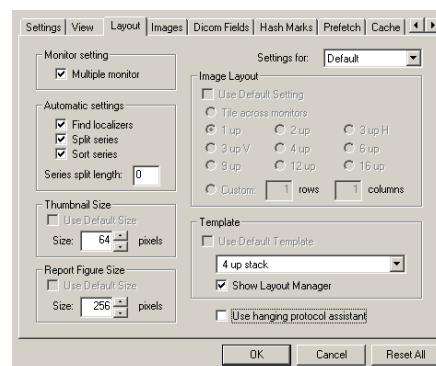


Section	Setting	Default	Description
Monitors	Number of monitors	1x1	The number of PracticeBuilder 1-2-3 windows to display on the current monitor. Useful to split a single 2560x1024 Windows monitor into two 1280x1024 monitors. Only active on single-monitor workstations.
	Monitor #	--	Select the monitor to configure. Numeric index refers to the Windows monitor number. See Windows Display properties.
	Auto/BW/Color	Auto	Set the monitor type to greyscale, color, or let PracticeBuilder 1-2-3 figure it out.
	Primary Monitor	Monitor #1	The selected monitor is the primary monitor, and will display the popup windows, display the thumbnail panel, and handle other functions. <i>Primary Monitor</i> can be selected for only one monitor.
	Disable	Disabled	Do not display PracticeBuilder 1-2-3 on the selected monitor.
	Templates	Enabled	Show/Hide the templates toolbar on selected monitor.
	Window/Level	Enabled	Show/Hide the window/level toolbar on the selected monitor.
	Annotation	Enabled	Show/Hide the annotation toolbar on the selected monitor.
	Grid Layouts	Disabled	Show/Hide the grid layouts toolbar on the selected monitor.
	Tile Layouts	Disabled	Show/Hide the tile layouts toolbar on the selected monitor.
	Link	Disabled	Show/Hide the link toolbar on the selected monitor.
	Cine	Disabled	Show/Hide the cine toolbar on the selected monitor.
	Toolbox	Enabled	Show/Hide the toolbox toolbar on the selected monitor.
	Orientation	Enabled	Show/Hide the orientation toolbar on the selected monitor.
	Standard	Disabled	Show/Hide the standard toolbar on the selected monitor.
General	Status bar	Enabled	Show/Hide the status bar on the selected monitor.
	Show Thumbnail Panel	Disabled	Show/Hide the thumbnail panel on the primary monitor.
	Layout Manager on top	Enabled	Keep the layout manager displayed on top of all other windows.
	Info Panel on top	Enabled	Keep the information panel displayed on top of all other windows.
	Report Panel on top	Enabled	Keep the report panel displayed on top of all other windows.
	Print Panel on top	Enabled	Keep the print panel displayed on top of all other windows.
Report Panel	Collaboration Panel on top	Enabled	Keep the collaboration panel displayed on top of all other windows.
	Full	Selected	Default to the full report panel when opening the report panel.
	Compact	Unselected	Default to the compact report panel when opening the report panel.
	Audio	Enabled	Show/Hide the audio toolbar on the report panel.
Layout Manager	Annotation	Disabled	Show/Hide the annotation toolbar on the report panel.
	Templates	Enabled	Show/Hide the templates toolbar on the layout manager.
	Grid Layouts	Enabled	Show/Hide the grid layouts toolbar on the layout manager.
	Tile Layouts	Enabled	Show/Hide the tile layouts toolbar on the layout manager.

4.1.3 LAYOUT SETTINGS

The layout settings page contains settings for presenting information in the PracticeBuilder 1-2-3 viewer. The page provides parameters for properly organizing series and image data, default sizes for thumbnail and report images, selecting default grid layouts, and identifying default hanging protocol templates. To display the layout settings page, select *Customize Settings* from the *Settings* menu, and click on the *Layout* tab.

The settings on the layout page apply to specific image types. PracticeBuilder 1-2-3 identifies an image type by the modality values stored in the series object. To assign settings to a particular image type, you must first select the modality type from the pull-down menu on the layout page. A general image type, called *Default*, appears at the beginning of the pull-down menu. When this value appears in the pull-down menu, the setting applies to all image types unless overridden with a specific setting. There are checkboxes on this page labeled *Use Default*. When checked, PracticeBuilder 1-2-3 uses the default setting for the selected image type. In other cases, a gray check appears in the checkbox, indicating the selection is actually defined by the default setting.



The table below provides detailed information on each of the settings on the layout page. There are two settings that apply to the entire page, and therefore are not assigned to any single section. The *Settings For:* menu contains all of the supported modality types that the settings on this page can apply to. The *Use hanging protocol assistant* checkbox enables and disables a number of the sections on this page. If the hanging protocol assistant is enabled, the hanging protocol template defines many of the settings. When disabled, the user settings take precedence.

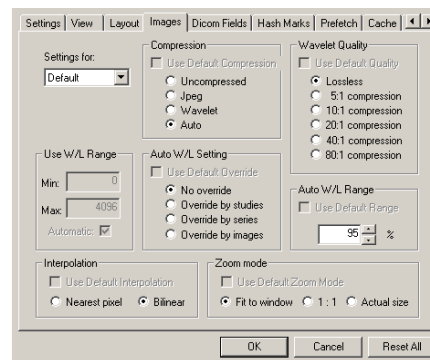
Section	Setting	Default	Description
	Settings for:	--	Select the modality the settings on this page apply to. Select the modality type <i>Default</i> to set the default settings for all the undefined parameters.
	Use hanging protocol assistant	Enabled	When enabled, the hanging protocol assistance attempts to select the best-defined hanging protocol template based on previous usage. When disabled, the Template settings take precedence.
Monitor setting	Multiple monitor	Enabled	Permit the PracticeBuilder 1-2-3 viewer to appear on all enabled monitors for the selected modality type. This setting is effective only when multiple viewer monitors are configured enabled, or the number of monitors configured on the view page is greater than 1.
Automatic settings	Find localizers	Enabled	When enabled, separate localizer images that are grouped in series with non-localizer images into their own series. When disabled, localizer images are grouped as specified by the object data.
	Split series	Disabled	Some series contain images in different planes, or using different acquisition parameters. PracticeBuilder 1-2-3 can sometimes identify these series. When <i>Split series</i> is enabled, the images are grouped together into individual series and made available to the user. When disabled, the series are grouped as specified by the object data.
	Sort series	Disabled	When enabled, always sort the images by image position, or slice number when position information is unavailable. When disabled, the series is ordered as it arrived at the server.
	Series split length	0	For series with fewer images than specified in the <i>Series split length</i> setting, separate all images into their own series. Useful for separating CR series into single images.
Thumbnail size	Use default size	Enabled	Use the default thumbnail size.
	Size	--	Override the default thumbnail size for the selected modality. The value is defined in pixels-squared
Report	Use default size	Enabled	Use the default image size.

Section	Setting	Default	Description
figure size	Size	--	Override the default figure size for the selected modality. The value is defined in pixels-squared.
Image Layout	Use default setting	Enabled	Use the default image layout setting.
	Tile across monitors	--	When selected, the selected tile mode is applied across all enabled monitors.
	N-up	--	The default grid layout for the selected modality type.
	Custom	--	Define a custom grid layout for the selected modality type.
Template	Use default template	Enabled	Use the default hanging protocol template setting.
	Template menu	--	Select the hanging protocol template to apply to studies of the selected modality type.
	Show layout manager	Enabled	When enabled, display the layout manager after applying a hanging protocol template. When disabled and a template was automatically applied, do not show the layout manager.

4.1.4 IMAGE SETTINGS

The customize setting window's image settings page contains image communication and interpretation information. The page defines defaults for compression modes, interpolation algorithms, and default window and level settings. To display the image settings page, select *Customize Settings* from the *Settings* menu, and click on the *Image* tab.

The settings on the image page apply to specific image types, identified by the modality parameters stored in the series object. To assign settings to a particular image type, you must first select the modality type from the pull-down menu on the image page. A general image type, called *Default*, appears at the beginning of the pull-down menu. When this value is selected, the settings apply to all image types except those overridden with a specific setting. There are checkboxes on this page labeled *Use Default*. When checked, PracticeBuilder 1-2-3 uses the default setting for the selected image type.



The table below provides detailed information on each of the settings on the image page. There is one setting that applies to the entire page, and therefore is not assigned to any single section. The *Settings For:* menu contains all of the supported modality types that the settings on this page can apply to.

Section	Setting	Default	Description
	Settings for:	--	Select the modality the settings on this page apply to. Select the modality type <i>Default</i> to set the default settings for all the undefined parameters.
Use W/L Range	Min	0	When overriding the defined window/level setting for an image, this is the lower window width setting.
	Max	4096	When overriding the defined window/level setting for an image, this is the upper window width setting.
	Automatic	Enabled	When enabled, use the actual pixel range as the window width and automatically calculate the level. When disabled, use the values defined in Min and Max. This setting applies only when no default window width and center value exists in the image object.
Interpolation	Use default	Enabled	Use the default interpolation algorithm.
	Nearest pixel		Use pixel replication to create pixels.
	Bilinear	Default	Use a bilinear interpolation algorithm to create pixels.
Compression	Use default	Enabled	Use the default compression algorithm.
	Uncompressed		Do not use any compression on the image data.
	Jpeg		Compress the image data using JPEG.
	Wavelet		Compress the image data using a progressive wavelet algorithm.
	Auto	Default	Have PracticeBuilder 1-2-3 select the best compression setting based on network configuration and utilization.

Section	Setting	Default	Description
Auto W/L Setting	Use default	Enabled	Use the default auto W/L override setting.
	No override	Default	Do not override the W/L setting defined in the image object.
	Override by study		When the entire study defines a full window width, replace it in each image with a calculated histogram equalization value.
	Override by series		When the entire series defines a full window width, replace it in each image with a calculated histogram equalization value.
	Override by image		When the image is defined with full window width, replace it with a calculated histogram equalization value.
Wavelet Quality	Use default	Enabled	Use the default wavelet quality setting.
	Lossless	Default	When using wavelet compression, use bit conserving quality factor.
	N:1 Lossy		When using wavelet compression, terminate the decompression when the selected ratio is achieved.
Auto W/L Range	Use default	Enabled	Use the default automatic window/level range.
	Distribution	95%	To eliminate the noise that may exist at the extreme ends of the distribution curve, reduce the data set to the defined distribution range.
Zoom mode	Use default	Enabled	Use default zoom mode.
	Fit to window	Default	Fit the image to the image frame. Use the interpolation algorithm selected for this modality type to create additional pixels.
	1:1		Display only original pixel data, with no zoom factor applied.
	Actual size		Display the image in the actual image size. This requires the monitors be calibrated for size before opening a study, and the image objects include pixel size information.

4.1.4.1 Ignore Default Window/Level Setting


Some modalities explicitly define a window width that reflects the full range of the pixel data, or a center value outside the window range, even if these settings result in poor image quality. By default, PracticeBuilder 1-2-3 applies predefined window width and center values, regardless of the results. To avoid applying bad window and level values, use the Auto W/L Setting tool to ignore the predefined values and use its own histogram analysis to set the initial window and level.

On the image settings page, go to the *Auto W/L Setting* area, select one of the override settings. *No Override* instructs PracticeBuilder 1-2-3 to use the window and level setting predefined in the image object. *Override by Study/Series/Image* means use the internal histogram analysis algorithm when the entire study, series or image defaults to a full window width. (The optimal setting is Override by Series.)

4.1.4.2 Correcting Invalid Window and Level Settings

Some imaging modalities and PACS systems change the original image data, causing rendering problems in a third party systems. If this occurs when using PracticeBuilder 1-2-3, you can force a correction that adjusts the window and level settings. From the image settings page, go to the *Use W/L Range* field, and set the minimum and maximum window and level settings for each modality. If you need to use the defined range, select Automatic, in which case PracticeBuilder 1-2-3 uses whatever the image object has defined for itself.

4.1.4.3 Compression Warning

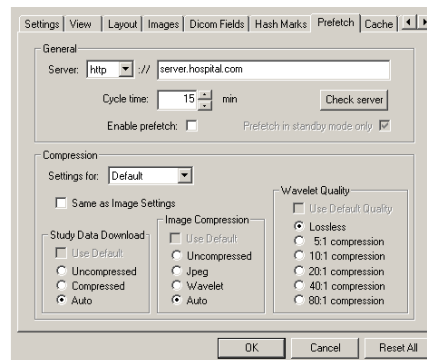
When compression is used to download images from the PracticeBuilder 1-2-3 server to the viewer, the image may contain bit errors that result in modified pixel values. This is common when employing compression ratios that are not bit conserving. To help the user know when a particular image was downloaded using a lossy compression ratio, a warning icon, , appears in the upper left corner of the image frame. To eliminate this warning, select *Uncompressed* in the image settings page's Compression section, or select *Wavelet* and set the Wavelet Quality setting to *Lossless*.

4.1.5 SERVER/PREFETCH SETTINGS

The server/prefetch settings page in the customize settings window configures the server setup for downloading and prefetching images. On the PracticeBuilder 1-2-3 dedicated workstation, the page is labeled *Server*. On the other viewers, it is *Prefetch*. The page contains the server address, the protocol

used to communicate with the server, prefetch settings and compression settings. To display the server/prefetch settings page, select *Customize Settings* from the *Settings* menu, and click on the *Server* or *Prefetch* tab.

Like some of the other settings pages, the Compression section settings apply to specific image types, identified by the modality parameters stored in the series object. To assign compression settings to a particular image type, select the modality type from the pull-down menu in the Compression section. A general image type, called *Default*, appears at the beginning of the pull-down menu. When *Default* is selected, the settings apply to all image types except those overridden with a specific setting. There are checkboxes on this page labeled *Use Default*. When checked, PracticeBuilder 1-2-3 uses the default setting for the selected image type.



The table below provides detailed information on each of the settings on the server/prefetch page.

Section	Setting	Default	Description
General	Server (protocol)	http	Use a secure (HTTPS) or open (HTTP) connection to the server.
	Server (address)	NULL	The server address. This value can be a hostname, such as pacs.hospital.com, or an IP address, such as 10.0.0.1.
	Cycle time	30 minutes	The time between queries for new studies. The more frequent the query cycle, the more traffic that results on the network.
	Check server	--	This button checks to see if the configured server is available. Use it to verify your configuration of the server.
	Enable prefetch	Disabled	Turn prefetching on and off. When checked, the workstation queries the server once every cycle for new studies as defined by the prefetch worklist filter. When unchecked, no checking occurs.
	Prefetch in standby mode only	Enabled	When prefetching is enabled, the query and subsequent downloads can take CPU cycles away from other PracticeBuilder 1-2-3 activities. On slower machines, this can impact the GUI performance. When <i>Prefetch in standby mode only</i> is checked, the query executes when the viewer is inactive and in standby mode. Clear this checkbox to continue to query and download studies when the viewer is open.
Compression	Settings for:	--	Select the modality the settings in this section apply to. Select the modality type <i>Default</i> to set the default settings for all the undefined parameters.
	Same as Image settings	Enabled	When checked, the viewer ignores the compression settings on this page and default to those on the Image settings page. To activate the settings on this page, clear the checkmark.
Study Data Download	Use default	Enabled	Use the default compression algorithm.
	Uncompressed		Do not use any compression on the study data.
	Compressed		Compress the study data. This uses lossless wavelet.
	Auto	Default	Have PracticeBuilder 1-2-3 select the best compression setting based on network configuration and utilization.
Image Compression	Use default	Enabled	Use the default compression algorithm.
	Uncompressed		Do not use any compression on the image data.
	Jpeg		Compress the image data using JPEG.
	Wavelet		Compress the image data using progressive wavelet algorithm.
	Auto	Default	Have PracticeBuilder 1-2-3 select the best compression setting based on network configuration and utilization.
Wavelet Quality	Use default	Enabled	Use the default wavelet quality setting.
	Lossless	Default	When using wavelet compression for the image data, use a bit conserving quality factor.
	N:1 Lossy		When using wavelet compression for the image data, terminate the decompression when the selected ratio is achieved.

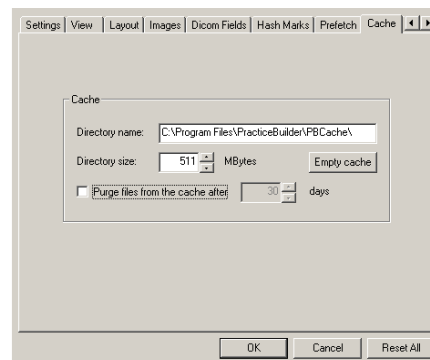
4.1.5.1 Prefetching

The prefetch settings in the PracticeBuilder 1-2-3 viewer turn the function on and off (*Enable prefetch*), and control the frequency of the prefetch operation (*Cycle time*), but they do not specify which studies to include. A worklist filter controls the study list. Section 4.4.1 contains information on setting up prefetch filters.

In addition to enabling the prefetch setting in the server/prefetch settings page, the PracticeBuilder 1-2-3 viewer must be running in standby mode. When the viewer is running in standby mode, the PracticeBuilder 1-2-3 icon appears in the Windows system tray. Refer to section 4.1.1 for information on enabling standby mode.

4.1.6 CACHE SETTINGS

The cache settings page defines the parameters the PracticeBuilder 1-2-3 viewer's cache uses to manage the study and image data. The page contains the location of the disk cache, its size and some control parameters. To display the cache settings page, select *Customize Settings* from the *Settings* menu, and click on the *Cache* tab.



The workstations' data storage cache uses a portion of the available disk space. When you open or prefetch a study the first time, PracticeBuilder 1-2-3 transfer the data from across the network and stores the data in the cache. For subsequent opens, PracticeBuilder 1-2-3 uses the data in the cache, eliminating the network transfer. Unless you have a complete understanding of the ramifications of changing the size of the disk cache, ask your administrator for assistance.

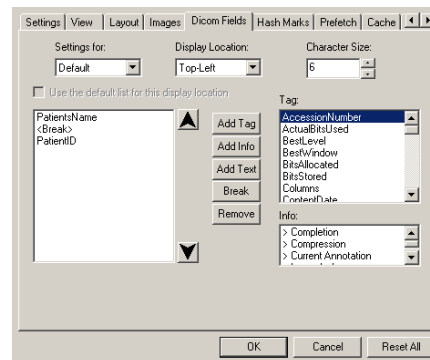
PracticeBuilder 1-2-3 manages the cache itself, so there is no need to do anything. The data on the cache settings page allow you to change the default cache settings, and to reclaim the cache space by clearing it. If you clear the cache, the data downloads across the network from the server the next time you open the study. Note that when upgrading the viewer to a new version, the cache may be cleared automatically.

Section	Setting	Default	Description
Cache	Directory name	C:\Program Files\PracticeBuilder\PBCache\	The directory PracticeBuilder 1-2-3 uses for the disk cache. If the default directory does not contain enough disk space, change the setting to a disk drive that does. Create the directory before entering it here.
	Directory size	511 MB	The size of PracticeBuilder 1-2-3's disk cache. It should be large enough to store all the images you want to be available locally at any one time. If too small, redundant image downloads result. If too large, other application on the workstation may not have the disk space they need.
	Empty cache	--	This function empties the cache. Use it to recoup disk space taken up by PracticeBuilder 1-2-3 data.
	Purge files from cache after X days	Disabled	If you want to purge the data from the local disk cache on a regular basis, enable this function by putting a check in the box. When enabled, enter the number of days between purges.

4.1.7 DICOM SETTINGS

The DICOM fields settings page contains tools for defining the overlays that appear on the images in the viewer and on printed film. To display the DICOM fields settings page, select *Customize Settings* from the *Settings* menu, and click on the *DICOM Fields* tab.

The settings on the DICOM fields page apply to specific image types, identified by the modality parameters stored in the series object. To assign settings to a particular image type, select the modality type from the pull-down menu on the DICOM fields page. A general image type, called *Default*, appears at the beginning of the pull-down menu. When this value is selected, the settings apply to all image types except those overridden with a specific setting. When checked, the box *Use the default list for this display location* instructs PracticeBuilder 1-2-3 to use the default setting for the selected image type.



The table below provides detailed information on each of the settings on the image page.

Setting	Description
Settings for:	Select the modality the settings on this page apply to. Select the modality type <i>Default</i> to set the default settings for all the undefined parameters.
Use the default list for this display location	Instructs PracticeBuilder 1-2-3 to use either the default setting for the specified <i>Display Location</i> , or to customize the <i>Display Location</i> for the selected modality type. When checked, the default settings are used. When cleared, the control panel is activated and you can customize the attributes. The default is checked.
[Control panel]	Work area for organizing the selected attributes to display in the area specified in <i>Display Location</i> . Clear the check in the <i>Use the default list...</i> box to activate this area.
Display Location:	The areas of the image and film that you can place demographic and study information. The available options include top-left, top-right, bottom-left and bottom-right corners of an image, and the header on a printed sheet of film. Select the appropriate location from the menu before making changes to the control panel.
Character Size:	The font size of the overlay data. The font type is not configurable.
Tag:	List of available attributes tags from the DICOM object. This list is created from the attributes defined in the object loaded in the viewer. If the attribute does not exist in this list, it is not defined in the DICOM object.
Info:	List of calculated values created by PracticeBuilder 1-2-3 that can be used in overlays.
Add Tag	Click this button to add an attribute from the Tag list.
Add Info	Click this button to add a value from the Info list.
Add Text	Click this button to add a text string.
Break	Click this button to insert a carriage return (new-line) character.
Remove	Click this button to remove the item selected in the control panel.
Up/Down arrow	Move the selected item in the control panel up or down the list.

Defining overlays for images and film consists of selecting the area of the image or film on which you want to display some data, selecting the information you want to display, and then formatting the information. PracticeBuilder 1-2-3 comes with a default overlay defined for all modality types. You can modify the general overlay specification, and also customize each overlay for specific modality types. The rules for doing either are the same.

Start by selecting the modality type from the *Settings for:* menu, or chose the default if you want to change the common overlay definition. Then, select the location of the overlay from the *Display Location:* menu. The control panel updates to show the current settings for that location. If the control panel is inactive, remove the check from the *Use the default list for this display location* box. The control panel can contain literal stings, such as labels, patient demographics, study information, calculated values, and new-line characters. Use the buttons to the right of the control panel to add and remove these fields.

When you want to insert an attribute, find it in the Tag or Info list, and click on the respective *Add* button. To insert a literal string, click on the *Add Text* button. A popup window appears. Enter the text, and click OK. The string appears in the control panel in quotation marks. Move the fields around the control panel by selecting the attribute and clicking on the up and down arrows to the right of the control panel. To insert a carriage return between two attributes, insert a new-line character by clicking on the *Break* button

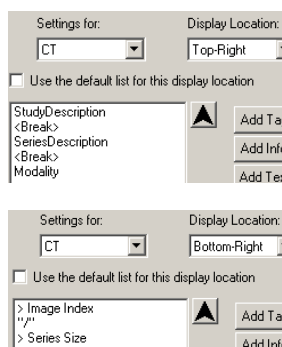
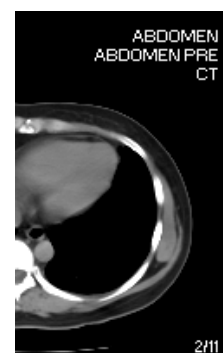
and moving it to the appropriate location. Remove any attribute in the control panel by selecting it and clicking on the *Remove* button.

The Info list contains calculated values, generated by PracticeBuilder 1-2-3 and based on the loaded study. The list of available values in the Info list is as follows:

Completion	The percentage of the image that has already downloaded to the viewer.
Compression	The compression ratio applied to the image.
Current Annotation	If an annotation is currently selected, the value of that annotation (i.e., the length, area, text string, etc.) appears in the overlay.
Image Index	The position of the image in the series. This is different from the Instance Number in the Tag list. The Instance Number is a value defined by the modality, and is not guaranteed to be sequential. The Image Index uses the position in the series, and therefore is always sequential.
Level	Current window center setting.
Packet Size	Size of the network packets in the download transmission.
Series Size	Total number of images in the series.
Window	Current window width setting.
Zoom	The zoom factor currently applied to the image.

The example of the overlay settings shown here includes the control panel for the top right and bottom right image areas, and the resulting image. In the top-right, a carriage return separates each of the three fields, and there are no literal strings displayed. As a result, in the event the value is empty, the field on the image will be blank. Sometimes it is better to include a label so when no value exists, it is more obvious to the user.

In the bottom-right, a literal string exists to separate the two fields. With no carriage return included, all three fields appear on a single line when displayed on the image.

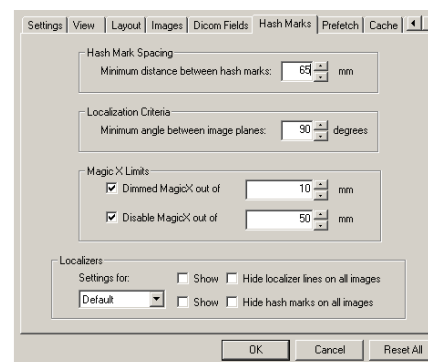



4.1.8 HASH MARK SETTINGS

The hash mark settings page defines the parameters the PracticeBuilder 1-2-3 viewer uses to calculate spacing limits for hash marks and other positioning features. You can define the distance that defines intersecting image planes and when the Magic X positioning tool is out of range. This setting page also sets the defaults for which kind of hash marks to display. To display the hash mark settings page, select *Customize Settings* from the *Settings* menu, and click on the *Hash Marks* tab.

PracticeBuilder 1-2-3 makes a distinction between hash marks and localizer lines. A localizer line is graphic that shows the intersection of one image on another. This setting applies to the selected image and results in a single line on the intersecting images. Hash marks are the collection of multiple localizer lines. This setting applies to all the series of images in the selected frame. The result are one or more lines drawn in the intersecting images, with the displayed image (in the stack frame) displayed using a bold line.

The following table describes the fields that appear on the hash mark settings page.

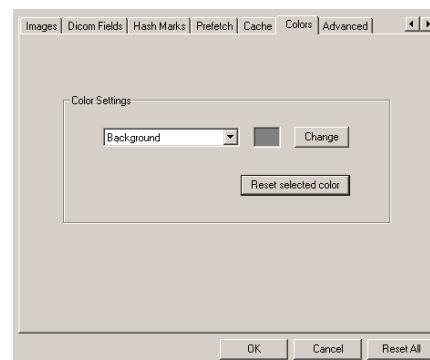


Section	Setting	Default	Description
Hark Mark Spacing	Minimum distance between hash marks	0 mm	Too many hash marks in a small area obscure the radiograph behind them. This setting defines the minimum spacing permitted between hash marks.
Localization Criteria	Minimum angle between image planes	90°	Some images are not completely orthogonal to others. This setting defines the angle of incidence between two intersecting plans that qualifies for displaying a localizer line denoting the intersection. If the two plans intersect as an angle greater than what is defined, the localizer line appears on the image.
Magic X Limits	Dimmed Magic X out of N mm.	10 mm	If the current position of the Magic X tool is more than the specified distance from the last image in a series, the graphic dims to a light gray. The graphic remains gray until the current position is within the defined distance, or it reaches the <i>Disable</i> distance.
	Disable Magic X out of N mm.	100 mm	If the current position of the Magic X tool is more than the specified distance from the last image in a series, the graphic disappears.
Localizers	Settings for:	--	Select the modality the settings in this section apply to. Select the modality type <i>Default</i> to set the default settings for all the undefined parameters.
	Show/Hide localizer lines on all images	Hide	Show or hide a single localizer line showing the intersection of the selected image on the image in all other image frames.
	Show/Hide hash marks on all images	Hide	Show or hide the hash marks showing the intersection of all images in the selected frame on the image in all other image frames.

4.1.9 COLOR SETTINGS

The color settings page contains tools for customizing the colors of the different parts of the viewer. To display the color settings page, select *Customize Settings* from the *Settings* menu, and click on the *Colors* tab.

You can customize many of the colors used in the PracticeBuilder 1-2-3 viewer. The list below defines each of the areas. When you select an area, the current color setting appears to the right of the area list. The color panel that pops up contains a list of predefined colors, and an option for defining custom colors.



Annotations	Image annotations
Background	Viewer background
Calibration rulers	Calibration ruler annotations
Current image	Frame color of thumbnail image that corresponds to the displayed image in the selected frame
Grid splitter	Image grid border
Hash line shadow	Used when only part of the localizer line intersects the image
Hash lines	Localizer lines and hash marks
Image background	Color of the image frame that does not contain image data
Information overlay text	Color of the overlay text displayed on an image
Information panel background	Background color of the information (info) panel
Information panel text	Color of the text in the information (info) panel
Marker line	View area border displayed on thumbnail images, when Ant Line Marker setting is disabled
Report panel background	Background color of the report panel
Report panel text	Color of the text in the report panel
Orientation information	Color of the orientation (left-right) markers overlaid on the image
Selected annotations	The active annotation, when creating or editing
Selected image	Grid border color of the selected image frame
Series #1-4	Color of the thumbnail border for 1 st through 4 th series. Colors repeat starting with the 5 th series.

Visible image

Color of the thumbnail image border for a series loaded in the selected image frame

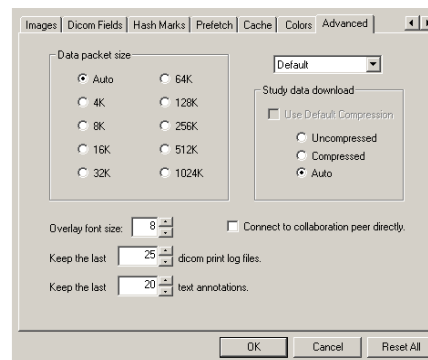
The table below provides detailed information on each of the settings on the colors page.

Section	Setting	Description
Color Settings	Area list	A list of areas that can be customized.
	Change	This button pops up a window from which you can set the color.
	Reset selected color	Resets the selected area to the default value.

4.1.10 ADVANCED SETTINGS

The advanced settings page defines miscellaneous PracticeBuilder 1-2-3 viewer parameters. To display the advanced settings page, select *Customize Settings* from the *Settings* menu, and click on the *Advanced* tab.

The data packet size settings define the network packet size best suited for fast data transfers. The study data download section controls the compression used on the control data downloaded to the workstation each time you open a study. The progress of the control data download is denoted by a blue progress bar displayed in the Status bar along the bottom of the main viewing area. The following table explains these settings and the others on this page.



Section	Settings	Default	Description
	Settings for:	--	Select the modality the settings on this page apply to. Select the modality type <i>Default</i> to set the default settings for all the undefined parameters.
	Annotation font size	8 point	Font size for the text used for annotations.
	Keep last N print logs	25	Keep the specified number of print logs on the workstation. Print logs show the results of a DICOM print request, and may be useful in the event a problem occurred.
	Keep last N text annotations	20	Keep the specified number of text annotations in the annotation text list.
	Connect to collaboration peer directly	Disabled	When a proxy server is involved in the network routing between two collaborating workstation, PracticeBuilder 1-2-3 needs to know to attempt to connect directly. When a check appears in the box, the workstation attempts to connect to the other workstation directly.
Data packet size	Auto	Auto	PracticeBuilder 1-2-3 selects the best packet size to use when transferring data from/to the server based on network configuration and utilization.
	Size		Override the automatic packet size setting and force packets to the specified size. Smaller packets are best used in slow, busy networks. Larger packets are best used in fast, quiet networks.
Study data download	Use default	Enabled	Use the default compression algorithm to download the control data, thumbnails, etc.
	Uncompressed		Do not use any compression on the control data.
	Compressed		Compress the control data. This uses lossless wavelet.
	Auto	Default	PracticeBuilder 1-2-3 selects the best compression setting based on network configuration and utilization.

4.1.10.1 Automatic Communication Optimization

PracticeBuilder 1-2-3 attempts to optimize the communications between the server and the viewer according to the available bandwidth, the network speed, location of the workstation, etc. You have the ability to override the optimization, but it is not recommended. To have PracticeBuilder 1-2-3

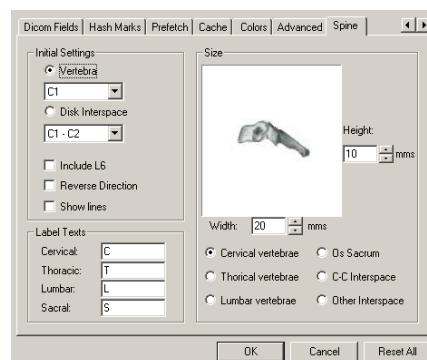
automatically perform this optimization, set the *Data Packet Size* to *Auto* and the *Study Download Data* to *Auto*.

When set to optimize the communications, PracticeBuilder 1-2-3 packages the initial study information it sends to the Viewer when loading the study based on the network performance. For example, if the Server detects that the workstation is located on the same local area network (as defined in the LAN-accessible IP Addresses section of the System Options on the Server page), the study information is transferred uncompressed in large data blocks, which improves the delivery time over a fast LAN. If the connection between the server and viewer is across a slow wide area network, PracticeBuilder 1-2-3 opts for compressed data and smaller packet sizes.

4.1.11 SPINE TOOL SETTINGS

The spine tool settings page defines default settings for the spine labeling annotation tool. The configuration defined on this page is reflected in the spine labeling window when you activate the annotation tool. To display the advanced settings page, select *Customize Settings* from the *Settings* menu, and click on the *Spine* tab.

The spine labeling function is an annotation tool used to quickly label the components of a spine. When activated, the user clicks on an image, and the next spine label appears. Subsequent clicks add the next label. To progress smoothly through the spine without requiring user interaction, defaults are needed. This page provides the default settings used by the spine-labeling annotation tool.



Section	Settings	Default	Description
Initial Settings	Vertebra	Enabled	This is the starting point for the vertebral labels. Select the starting vertebra. If the <i>Vertebra</i> radio button is selected, the tool defaults to labeling vertebral disks.
	Disk Interspace	Disabled	This is the starting point for the disk interspace labels. Select the starting disk interspace. If the <i>Disk Interspace</i> radio button is selected, the tool defaults to labeling disk interspaces.
	Include L6	Disabled	If checked, include L6 in the list of lumbar disks. If clear, L6 is not included in the default list of lumbar disks.
	Reverse Direction	Disabled	If clear, labeling progresses in the direction from cervical to sacral disks. If checked, labeling progresses in the reverse direction.
	Show lines	Disabled	If clear, labels appear with no lines connecting the label to the focal point. If checked, lines connecting the label to the focal point appear.
Label Texts	Cervical	C	Default prefix for new cervical disk labels
	Thoracic	T	Default prefix for new thoracic disk labels
	Lumbar	L	Default prefix for new lumbar disk labels
	Sacral	S	Default prefix for new sacral disk labels
Size	Height/Width	--	The height and width of the vertebra and interspaces, used when locating the intersecting points on orthogonal images. The value corresponds to the selected radio button.
	Cervical, Thoracic, Lumbar, Sacral vertebra, C-C Interspace, and Other Interspace	--	The object that corresponds to the reported height and width setting.

4.2 User Profiles

PracticeBuilder 1-2-3 supports customizable user profiles. A user profile contains the configuration data, viewer settings, hanging protocols, preset values and other information that make the user environment unique for each individual.

The system stores the profiles on the PracticeBuilder 1-2-3 server(s), and downloads them to the workstation when the user logs on. As a result, changes users makes to their profile while logged in at one workstation automatically propagate to the next workstation when the user changes location.

4.2.1 CREATING USER PROFILES

PracticeBuilder 1-2-3 automatically creates a user profile when the administrator creates the user account. A system default user profiles exists. After the user logs on and makes changes to the default profile, the changes are stored back on the server. It is possible to use a user profile from an existing account as the default when creating a new user account. This provides a method for setting up a set of default user profiles, such as one for technologists, one for radiologists, and another for orthopedists, and using this as the baseline profile when creating a new user account. For detailed information on creating user accounts, refer to the PracticeBuilder 1-2-3 Operator's Manual.

4.2.2 APPLYING USER PROFILES

When a user logs into PracticeBuilder 1-2-3, the user profile for that account automatically downloads to the workstation and remains there until the next user logs in. The user does not need to take any explicit action to apply their user profile.

PracticeBuilder 1-2-3 does not support the application of another user's profile to your account. If you want to add another user's setting to your profile, such as a hanging protocol template or series of preset window width and center values for a particular modality, you must set it up manually under your own account, or remove your entire account and recreate it using the other user's profile as the default.

4.3 Presets

PracticeBuilder 1-2-3 supports preset settings for window width and center, and hanging protocol templates. Preset settings allow you to group together one or more settings to a specific function, and then apply those settings all at once by selecting the tag from a list. In the case of preset window and level, you can create modality specific window/level pairs, and apply them to a selected image by selecting them from the list. In the case of hanging protocols, you can save the layout used to display a particular study, and then apply it to another study by selecting the tag from the list. If the hanging protocol assistant is active, it may apply the hanging protocol template automatically. In all cases, presets speed up image organization and presentation.

4.3.1 WINDOW WIDTH AND CENTER

The preset list of window and level values provide a list of all saved window/level settings for a specific modality type. The preset window/level list appears in the window/level toolbar. The list of preset values is in the pull-down menu. A few default values exist in the preset window/level list.

- *Initial* corresponds to the default window width and center values applied when the image is first displayed. These values come from, first, the window width and center values explicitly defined in the image object, and, if none are explicitly defined, the actual or auto range, depending on the settings in Customize Settings.
- *Actual Range* corresponds to a full window width, centered in the middle of the maximum range, as defined by the encoded image information.
- *Auto Range* corresponds to the result of a histogram equalization analysis performed on the data. In most cases, this results in a smaller distribution than the actual range due to the interpretation of the pixel data values.

To create a preset window/level entry, load an image into the image frame, and adjust the window width and center to the desired values. On the window/level toolbar, click the Save button, located next to presets list. An information box appears prompting you to enter a label for the settings. By default, the label appears as the window width and center separated by a slash. If you want to use something other than the default label, clear it and enter a new name. Complete the process by clicking on Add. The label appears in the presets list.

To change the settings for an image, set the window width and center in the selected image, and enter the name in the text field in the window/level toolbar. Click the Save button. A notice appears prompting you to confirm overwriting the original settings. Click Yes to complete the change.

Instruction Summary – Creating and Changing Preset Window/Level Settings

- Load image in an image frame and set the window width and center.
- Enter the preset window/level setting label in the text field on the window/level toolbar.
- Click Save.
- If the label already exists, confirm the change by clicking Yes on the popup confirmation notice.

To remove a preset window/level setting, select it from the preset list. The button next to the list changes to a Delete button. Click on the Delete button. A notice appears prompting you to confirm the delete request. Click on Yes to remove the preset setting.

The Initial, Actual Range and Auto Range settings cannot be deleted or modified.

4.3.2 HANGING PROTOCOL TEMPLATES

Hanging protocols refer to the way PracticeBuilder 1-2-3 displays the images on the screen. It consists of the grid layout, which series are loaded into which frames, the tile mode of each frame, the image in the series that appears on top of the image frame, the location of the current and prior series, series links, and frame characteristics such as window/level, zoom factor, and panning position. It can take some time to set up a hanging protocol for a study. Having to do so for each study can impact user productivity. By saving the hanging protocol as a template and then applying that template when you open a new study, you can save time setting up the study. PracticeBuilder 1-2-3 allows you to save your hanging protocols as preset templates.

Hanging protocol templates are available from the template toolbar. The template toolbar exists in either the main viewing area or on the layout manager. Once you define your layout and load the images into the emulated monitors, save the hanging protocol by selecting the Save button on the template toolbar. A popup window appears prompting you for a label. This label appears in the template list to identify the defined hanging protocol. Enter in a descriptive label for the configuration you just defined, such as *Default CT*, or *AP/Lat Chest with Priors*. Click on OK to save the settings.

Instruction Summary – Creating a Hanging Protocol Template

- Load series into image frames, scroll to starting image, apply window and level, zoom and position.
- Enter the hanging protocol template label in the text field on the template toolbar.
- Click Save.
- If the label already exists, confirm the change to the existing template by clicking Yes on the popup confirmation notice.

Hanging protocols defines the template based on the key-clicks used to organize the image series. For example, on a CT study, if you put the first series (usually the localizer) into the first grid location, put the second series into the second and third grids, with the second grid in stack mode and the third grid in a 2x2 tile mode, and a prior CT series in the fourth grid, the hanging protocol template consists of four images frames, with the first series in the first grid, the second series displayed twice as stated, and the prior in the last grid. When you apply the template to a study, the first and second series are displayed in

three frames. If a prior exists, it will be in the fourth frame. If a third series exists, it is not loaded when applying the template to a new study. If no prior exists in the new study, the frame is blank.

After defining one or more layout templates, apply them by selecting one from the pull-down list on the template toolbar. Refer to section 5.2.3 for details on applying a hanging protocol template to study images.

If you use one hanging protocol template more often than any other, you can define it as the default for studies acquired from a particular type of modality. By doing so, the hanging protocol assistant automatically applies the default template when you load a new study of the specified type. If you decide to use another template, simply select it from the template list in the Layout Manager.

To define a default template, first create and save the hanging protocol template as previously explained. To make a template the default, open the Customize Settings window (from the Settings menu) and go to the Layout page. In the Settings For list, select the modality type you want the default template to apply to, or *Default* to specify one template as an overall default. In the Template section of the same window, select the template from the pull-down list. If the Template area is disabled, it is because the hanging protocol assistance is active. To deactivate the hanging protocol assistant, clear the checkbox. After setting the default template to use, re-enable the hanging protocol assistant to instruct PracticeBuilder 1-2-3 to apply the specified template as the default when it cannot determine which template to apply automatically.

Instruction Summary – Assigning a Default Hanging Protocol

- Create and save the template you want to use as the default.
- Go to the Layout page in the Customize Settings window.
- Select the modality the default will apply to, or choose Default to set the viewer default template.
- Disable the hanging protocol assistance.
- Select the template from the pull-down list.
- Re-enable the hanging protocol assistant to make the default apply only when no specific template exists.

PracticeBuilder 1-2-3 records the window and level settings in the hanging protocol template if the window width and center values exist as preset window/level setting. Before saving the template, define and save the window and level settings as a preset W/L value. Apply the W/L settings to the images in a frame. Then save the template as previously defined. The next time you apply the template, PracticeBuilder 1-2-3 looks to see if the recorded W/L setting in the template matches a preset W/L setting for the modality type. If defined, PracticeBuilder 1-2-3 applies it to the image. Since PracticeBuilder 1-2-3 stores a separate list of preset W/L values for each modality type, it is likely that you will not have the same named W/L preset for more than one modality. As a result, PracticeBuilder usually applies preset W/L values to studies from the same type of modality that you used to create the template.

4.3.2.1 Hanging Protocol Assistant

The hanging protocol assistant is an automated pattern-matching algorithm that matches existing hanging protocol templates to the characteristics of the study. When opening a study, the hanging protocol assistant searches through the defined templates to find the one that best matches the study. If it finds a good match, it automatically applies it to the study and everything appears in the PracticeBuilder 1-2-3 viewer ready to view. If no good match is found, the hanging protocol assistant uses the configured default settings for the study's modality type. If no match is found and no default configuration exists, the assistant displays the layout manager so you can manually organize the study.

Turn the hanging protocol assistant on and off using the *Use hanging protocol assistant* checkbox on Customize Settings' Layout page. When enabled, the hanging protocol assistant inspects the characteristics of the existing study, and selects the template you used in the past for a study with similar characteristics. The assistant looks at the following study characteristics:

- study description
- body part

- modality
- number of studies
- number of series in study
- localizer image(s)
- number of monitors
- monitor orientation

The hanging protocol assistant is like an expert system, meaning it learns from observing your behavior as you use PracticeBuilder 1-2-3. As in any learning experience, the assistant initially knows very little about your reading behavior. By defining and saving templates for different layouts, and applying them to your study accurately, the hanging protocol assistant should be able to correctly select the best template after a short period of time. The hanging protocol assistant learns by analyzing the studies characteristics and noting the template you have applied when you close a study, and adds it to its rules base. If you change the template before closing the study, the assistant will not learn how to apply them correctly.

4.4 Prestaging

All the PracticeBuilder 1-2-3 workstations support prestaging technology via the viewer prefetch function. The viewer prefetch function consists of a prefetch worklist filter defined by each user, and a query initiated by the viewer. When the query request yields information on new studies that match the prefetch filter, PracticeBuilder 1-2-3 viewer retrieves the studies to the workstation and prestages them for viewing.

In addition to the prefetching function, the PracticeBuilder 1-2-3 dedicated workstation supports auto-routing. The auto-routing function permits the workstation to have a prefetch filter, in addition to the user's prefetch filter. Auto routing transmits the studies that satisfy the workstation's prefetch filter when they arrive on the PracticeBuilder 1-2-3 server.

4.4.1 PREFETCHING

When the user enables prefetching from the server/prefetch page in the Customize Settings window, PracticeBuilder 1-2-3 uses the worklist's filter definition labeled *Prefetch* to select the studies to send to the workstation. Define a filter that includes all the studies you want to prestage on the workstation, such as all high priority (STAT) studies, or all unviewed studies that take place during your reading hours, and save it as the prefetch filter. When the PracticeBuilder 1-2-3 viewer queries the server for new studies, it applies the user's prefetch filter and downloads the studies that are new to the list since the last query.

If no *Prefetch* worklist exists, PracticeBuilder 1-2-3 uses the *Default* worklist filter. Note that the *Default* filter usually does not limit the number of studies and therefore will result in downloading many studies to the workstation. This can unnecessarily slow down the network due to the additional traffic, and may fill up your Viewer cache with irrelevant studies. It is recommended that if you use prefetching, you define a worklist filter named *Prefetch*.

The server/prefetch settings page provides the only means for enabling and disabling prefetching. An administrator can disable prefetching by logging in from the prefetching workstation as the user who enabled it, and clearing the checkbox.

When enabled, prefetching occurs when the PracticeBuilder 1-2-3 viewer is loaded with a study and when it is running in standby mode. Depending on the resources and performance of your workstation, you may experience interference due to the background prefetch processing when using the viewer. If this happens, select *Prefetch in Standby Mode Only* in the Customize Settings' server/prefetch page. When selected, prefetching will cease when you open a study in the viewer and automatically restart when the viewer returns to standby mode.

Since prefetching continues to function after the user logs off of the workstation, excess data traffic can result when too many workstations have prefetching enabled. Reduce the network traffic by reducing the prefetch cycle time.

4.4.2 AUTO-ROUTING

The PracticeBuilder 1-2-3 dedicated workstation can have its own prefetching worklist, independent of a specific user. PracticeBuilder 1-2-3 calls this form of prefetching auto-routing. The Dedicated workstation controls auto-routing through an auto forward filter configured on the PracticeBuilder 1-2-3 server.

Start by defining a filter for all the studies you intend to auto-route to the PracticeBuilder 1-2-3 dedicated workstation. Assign a label and save the filter. On the *Other Lists* page, select the Auto Forward function for the new filter. In the popup window, select the specific PracticeBuilder 1-2-3 dedicated workstation device you want to route the matching studies to. Note that the dedicated workstation must exist in the device table on the Devices web page. Click *Apply* to save the settings. When the dedicated workstation is running, it periodically polls the PracticeBuilder 1-2-3 server. The default poll period is once every 30 seconds. When new studies that match the filter appear on the PB server, they are immediately downloaded to the dedicated workstation.

When a user logs into the dedicated workstation, auto-routing adds the user's personal prefetch worklist filter to the query requests. When the user logs off of the PracticeBuilder 1-2-3 dedicated workstation, prestaging returns to the workstation's auto-routing configuration.

4.5 System management

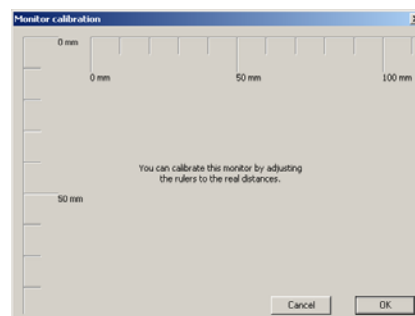
Under normal circumstances, the PracticeBuilder 1-2-3 viewer handles all the routine maintenance and system management functions. Nevertheless, a number of tools exist for manually verifying or overriding the viewer's regular procedures.

4.5.1 MONITOR CALIBRATION

Some digital modalities such as CT and MRI convey actual pixel size and spacing information. The Practice-BUILDER 1-2-3 viewer uses this data to automatically render images using the correct aspect ratios, calculate distances and area measurements, and display objects at their actual size. Some devices, such as frame grabbers, including ultrasound, and film scanners, do not. For the modalities that do not provide this information, PracticeBuilder 1-2-3 provides a calibration tool that the user can use to help the viewer generate it. For detailed information on image calibration, refer to section 5.5.6.

Once the pixel size and spacing information is available, PracticeBuilder 1-2-3 still needs to have information about the monitor in order to render images properly. For this reason, the user has the ability to calibrate the monitor. While image calibration is needed for each study, monitor calibration is only needed once for each monitor. However, for safety reasons, PracticeBuilder 1-2-3 prompts the user to confirm the monitor calibration for each study. Since PracticeBuilder 1-2-3 records the previous monitor calibration settings, if the monitor or display resolution has not changed, the user simply needs to confirm the setting.

To calibrate a monitor, select the Calibration item on the Settings menu, and select Monitor. A notice appears explaining how to use the monitor calibration tool. If you do not want this notice to appear each time, click on the checkbox that indicates you do not want to display it again. Then click on Next. Using a ruler held up to the monitor glass, drag the horizontal and vertical rulers on the screen using the mouse until they reflect the actual size. When finished, click on OK.



Repeat this process for each monitor, using the Settings menu at the top of each monitor to open the monitor calibration window for each respective monitor. Once you have calibrated all of the monitors, you will not have to do it again until you either update the PracticeBuilder 1-2-3 viewer, or modify the hardware or display settings.

4.5.2 EMPTYING CACHE

The PracticeBuilder 1-2-3 viewer cache can hold a lot of data, and therefore it may consume substantial amounts of disk space. If you share your PC with other applications, you may find it necessary to reclaim the disk space allocated to the viewer cache. Additionally, for security reasons, you may want to erase image files from your system after you have finished using them. Typically, PracticeBuilder 1-2-3 manages its cache by clearing unnecessary files on an as-needed basis. Therefore, no intervention is needed. Nevertheless, PracticeBuilder 1-2-3 provides manual and scheduled cache clearing functions to remove lingering data files from the disk.

To manually remove the data from the PracticeBuilder 1-2-3 cache, select the Empty Cache function from the File menu or from the Customize Settings' cache page.

Instruction Summary – Purging Cache

- From the File menu, select Empty Cache
- OR
- From the Settings menu, select Customize Settings
- Select the Cache tab
- Click on the Empty Cache button

To schedule a recurring purge of the cache, go to the Customize Settings' cache page. Click on the *Purge Files from Cache after N days* checkbox and set the number of days field. As long as PracticeBuilder 1-2-3 is running in standby mode, it will automatically empty the cache every *Nth* day.

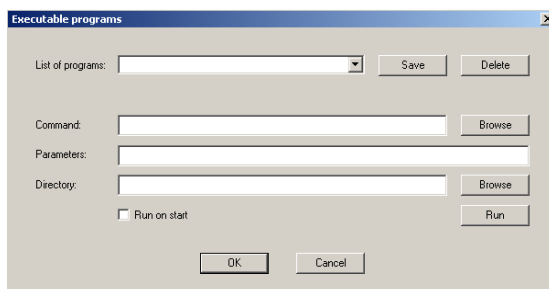
Instruction Summary – Schedule a Recurring Purge of the Cache

- From the Settings menu, select Customize Settings
- Select the Cache tab
- Click to put a check in the box labeled Purge Files From the Cache
- Enter the number of days after which a purge will take place
- Click on the Settings tab
- Click to put a check in the box labeled Standby Mode

4.5.3 RUNNING OTHER PROGRAMS

The PracticeBuilder 1-2-3 active-X and standalone viewers are both designed to function alongside other Windows applications. Provided the other applications are designed to do the same, any user should be able to run any application while the viewer is running, whether it is in standby mode or active with a study loaded.

The PracticeBuilder 1-2-3 dedicated workstation is different from the other PracticeBuilder 1-2-3 viewers in that it restricts access to the workstation. This provides PracticeBuilder 1-2-3 more control over the system's resources, and give the administrator better control over the use of the equipment. In order for other applications to execute, the administrator must register them in PracticeBuilder. Depending on how the admin registers the application, it can start automatically when PracticeBuilder 1-2-3 initializes, or can be run interactively when the user selects it from a pull-down list.



Any user can invoke configured commands from the Run menu on the PracticeBuilder 1-2-3 dedicated workstation. If the user account has Admin privileges assigned, the *Configure* item appears in the Run menu. Use *Configure* to add or modify commands in the run list. A popup window appears. Enter the application executable and path, its arguments, and select when to activate the application. Save the settings. To start the automatic applications, you must restart PracticeBuilder 1-2-3 by logging back into the workstation.

4.5.4 LICENSING

The use of the PracticeBuilder 1-2-3 active-X and dedicated workstation viewers require a valid license. All PracticeBuilder 1-2-3 licenses are customized for and installed on the server. When the user logs into PracticeBuilder 1-2-3, the server checks that the license is installed and permits the operation requested. Administrators can review the licensed components in the User License Information section of the Server web page.

The PracticeBuilder 1-2-3 active-X viewer requires the basic standard license. The dedicated workstation requires workstation licenses.

Plug-in licenses are managed separate from the basic and workstation licenses. A user is licensed to use the specified plug-in module if the server the user is logged into has the plug-in license installed. Since the plug-in license is server-based, it is possible for a user to have access to the plug-in module when logged into one server, and not have access to it when logged into another.

4.5.5 PERMISSIONS – OPEN RIGHTS, REPORT RIGHTS

Use of the PracticeBuilder 1-2-3 active-X and dedicated workstation viewers are privileged operations. To invoke the viewer, the administrator must have assigned Open rights to your account. If you receive a notification when attempting to open a study in the viewer informing you that you are unable to access the viewer application, contact your system administrator and request Open privileges..

The viewer has the ability to edit reports. Note that editing a report includes changing the state, adding a key image, saving a processed series back to the server, dictating a report, approving a report or making notes on the report page. Report edits require Report rights. If you are unable to save changes made to the study from the PracticeBuilder 1-2-3 viewer, contact your system administrator and request Report privileges.

4.5.6 NETWORK TRANSFER OPTIMIZATION

The best setting for optimized data downloads across a local area network is to use no compression and large data packets in the network transfers. Conversely, the best setting for optimized downloads across a wide area network is compressed data and small packet sizes. PracticeBuilder 1-2-3 automatically sets these settings based on its configuration and on measured feedback it obtains during each download operation. Nevertheless, it is possible to override these and force a specific compression application or network packet size.

PracticeBuilder 1-2-3 supports settings to define what address ranges constitute the local area network. They are defined in the LAN domain field on the server's Server web page. Any IP address not on this list is deemed accessible via a wide area network. PracticeBuilder 1-2-3 uses these settings to automatically adjust the compression setting and the initial network packet sizes for data transfers between its server and viewer.

The user can override these automatic settings from the customize settings window in the PracticeBuilder 1-2-3 viewer. The Advanced page controls the compression setting for download of the study summary information, and the packet size for all transfers. The Server/Prefetch and Image pages control the compression setting for the download of the image data. When set to Auto, these settings are dynamically set based on the PracticeBuilder 1-2-3 LAN domain setting, plus the measured feedback PracticeBuilder 1-2-3 obtains during each download operation. In almost all situations, Auto yields the best overall download performance.

5 Displaying Images

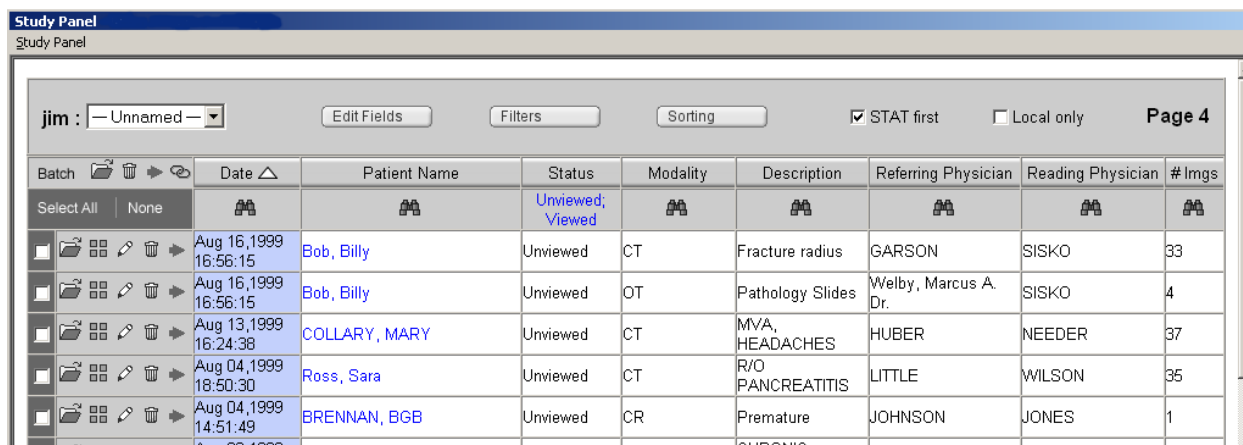
The primary function of the PracticeBuilder 1-2-3 viewer is to display full-fidelity images for primary interpretation. This section contains information on how to open and manage the viewing area, load a study, organize the images once they load, manipulate the data, and save your changes before closing.

5.1 Opening a Study



How you load a study into the PracticeBuilder 1-2-3 viewer depends on which viewer you use and where you start. In all cases, the first step is to display a list of available studies. The tools available for displaying the study list differ slightly among the different viewers. The sections that follow describe how to select one or more studies to load into the PracticeBuilder 1-2-3 viewer, how to navigate to other studies once you have one open, and what the different viewing modes mean.


5.1.1 OPENING A STUDY IN THE DEDICATED AND STANDALONE WORKSTATIONS

In both the PracticeBuilder 1-2-3 dedicated workstation and standalone viewer, you obtain a list of available studies by displaying the Study List window, shown below. The study list contains a table of studies that exist on the CD/DVD (standalone viewer) or in the local cache (dedicated workstation). In the dedicated workstation, it is possible to obtain a list of all available studies on the server by clearing the Local Only checkbox at the top of the study list window.




Batch	Date	Patient Name	Status	Modality	Description	Referring Physician	Reading Physician	# Imgs
Select All	None		Unviewed, Viewed					
	Aug 16, 1999 16:56:15	Bob, Billy	Unviewed	CT	Fracture radius	GARSON	SISKO	33
	Aug 16, 1999 16:56:15	Bob, Billy	Unviewed	OT	Pathology Slides	Welby, Marcus A. Dr.	SISKO	4
	Aug 13, 1999 16:24:38	COLLARY, MARY	Unviewed	CT	MVA, HEADACHES	HUBER	NEEDER	37
	Aug 04, 1999 18:50:30	Ross, Sara	Unviewed	CT	R/O PANCREATITIS	LITTLE	WILSON	35
	Aug 04, 1999 14:51:49	BRENNAN, BGB	Unviewed	CR	Premature	JOHNSON	JONES	1

To load a study, open the study list window by clicking the button, , in the Standard toolbar, or selecting CD Contents or Study Panel from the View menu. The study list has many of the functions available on the browser worklist, including sorting and filtering (dedicated workstation only) capabilities. Using these functions, locate the study you want to load. Click on the patient name, or the open button, , on the left side of the row.

To open multiple studies at one time, use the batch open function in the study list window. Using the list filter and sorting functions, get all the studies you want to load onto a single page in the study list. For each study, click to put a check in the box on the far left of each row. When all the studies are marked, click on the batch open button, , in the top left corner of the study list.

If PracticeBuilder 1-2-3 finds prior studies when attempting to open a study in the dedicated workstation, it displays them in the study list. The study you select is indicated by the shaded row. The other studies are relevant priors that have been prestaged from the archive. If using the PracticeBuilder 1-2-3 dedicated workstation, you can inspect the archive for other studies by selecting *Archive List* from the View menu to display the archive panel. Select studies from the archive list to retrieve them and load them on the PracticeBuilder 1-2-3 server. Note that they will not automatically route to your workstation. Clear the *Local Only* setting to get the server worklist, and load the study.

To continue loading the studies, select the ones you want to view by putting a check in the box on the far left of each row, and click on the batch open button,  in the top left corner of the study list. The PracticeBuilder 1-2-3 viewer loads the studies. Note that the relevant priors may have been prestaged to the PracticeBuilder 1-2-3 server and not auto-routed to the dedicated workstation. If this is the case, you may notice a delay as they transfer from the server.

PracticeBuilder 1-2-3 does not support adding a new study to a list of studies already open in the viewer. If you need to add a study to your viewer, you must save your work, close the current study, and open it again, this time adding the additional study to your list of selected studies.

5.1.2 OPENING A STUDY IN THE ACTIVE-X VIEWER

The PracticeBuilder 1-2-3 active-X viewer is a downloadable application that displays images stored on the PracticeBuilder 1-2-3 server. When you log onto the server, PracticeBuilder 1-2-3 checks to see if you have permission to display images in the active-X viewer. If so, it checks the version of the viewer currently installed on your workstation. If no PracticeBuilder 1-2-3 active-X viewer exists, or a newer one exists on the server, the viewer automatically downloads to the workstation. Under certain circumstances, you may be prompted before the download begins. You are advised to always download and install the latest version of the PracticeBuilder 1-2-3 viewer. Follow the instructions in section 2.3.2 to install the active-X viewer. When complete, you are ready to open studies.

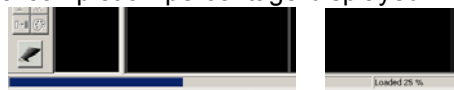
Opening a study in the PracticeBuilder 1-2-3 active-X viewer starts with the worklist page in the web browser. Request a study by clicking on the hyperlink in the Patient Name column, or click on the Open button to the left of the study information on the worklist. To open multiple studies at one time, use the worklist filter function and page size field to get all the studies listed on one worklist page, and then check the box on the far left side of each row. At the top left corner of the worklist, click on the batch open button. The PracticeBuilder 1-2-3 viewer loads all the selected studies.

Before opening the viewer, PracticeBuilder 1-2-3 checks the database for relevant priors that match the selected list of studies. If it finds any, it displays the list in a new worklist. The study you selected is identified by the shaded row. Select the studies you want to include by putting a check in the box to the left of each line, and click on the batch Open button at the top left corner of the worklist. If you want to open just one of the listed studies, click on the patient name hyperlink, or the Open button in the study's row.

For additional information on selecting a study list from the PracticeBuilder 1-2-3 worklist, refer to the PracticeBuilder 1-2-3 Operator's Manual.

If the PracticeBuilder 1-2-3 active-X viewer is running in standby mode, it will appear on the screen rather quickly. If standby mode is disabled, Windows will load the program into memory, and then it will appear on the screen. Since this involves reading the application from disk and loading it, it may take a considerable amount of time to launch the viewer, depending on the configuration of the workstation. To improve the time to launch the viewer, run it in standby mode. See section 4.1.1 for information on enabling standby mode.

There are two stages to opening a study. The first is the transfer of the study information from the server to the viewer. This occurs regardless of the whether or not the study already exists in the viewer's local cache. The progress of this download is shown by a blue line progressing across the Status bar, and by a completion percentage displayed in the far right of the Status bar. When the transfer completes, the





viewer has all the information it needs to display the thumbnail images, select a hanging protocol template, and start loading the images and report data.

The second stage of opening a study in the PracticeBuilder 1-2-3 viewer is the loading of the image and report data. First, PracticeBuilder 1-2-3 checks the local cache to see if the data is already on the workstation. If found, the data is loaded from disk. Otherwise, the viewer pulls the data across the

network from the PracticeBuilder 1-2-3 server. If redirection is enabled, the viewer pulls the data over from the closest server to minimize network traffic and download time. A blue progress bar located along the bottom edge of each thumbnail image shows the progress of each image download. To instruct PracticeBuilder 1-2-3 to download a specific image first, load that thumbnail into a frame in the main viewer workspace. All the series loaded into the main viewing workspace go to the front of the download queue, and the images displayed at the top of each frame get downloaded first.





5.1.3 OPENING NEXT AND PREVIOUS STUDY

In the PracticeBuilder 1-2-3 viewer, the user can immediately open the next study in the worklist by using the Ctrl-Alt-Down keys. Similarly, the Ctrl-Alt-Up keys open the previous study in the worklist. These functions are also buttons available in the Standard toolbar,  and .

To determine the next study, PracticeBuilder 1-2-3 first applies the current filter to the database, then finds the study you currently have open, and finally, opens the study that immediately follows it on the worklist. For the previous study, PracticeBuilder 1-2-3 does the same except it chooses the study that immediately precedes the current study on the worklist. The viewer does not qualify the study, meaning it is not possible to use the next/previous feature to open, say, the next *Unviewed* study. To accomplish this, you need to apply the appropriate worklist filter prior to using the next/previous function.

When you use the next/previous function, you are required to respond to any prompts that appear before PracticeBuilder 1-2-3 will close the open study. For example, if you have entered a report but failed to send it to the server, the viewer prompts you to either send it or delete it. Once you have cleared all the prompts, the current study closes and the next one opens without having to re-launch the viewer.

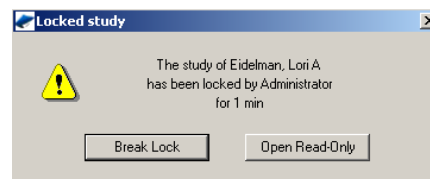
5.1.4 SAVE CURRENT WORKSPACE TO OPEN ANOTHER STUDY

When using the PracticeBuilder 1-2-3 viewer, a user can bookmark his or her work, and return to it later. To bookmark the active study, click on the Bookmark button, , or select Bookmark from the File menu. PracticeBuilder 1-2-3 saves the study's current state, including the image layout, selected key images, annotations, dictations, and study state. After bookmarking a study, it is safe to close the study and open the viewer again with another study, log out of the system, or open the same study again. To reload a bookmarked study, close the study you opened after bookmarking the original, or click on the Restore button, . If you changed user accounts, you need to re-login in as the original user to return to the bookmarked study state.

If the PracticeBuilder 1-2-3 viewer is open with a study that contains edits, PracticeBuilder 1-2-3 bookmarks it for the user automatically if the auto-logout timer expires. To restore the study, log in, open the viewer from the system tray, and click on the Restore button.

5.1.5 STUDY LOCKING AND READ-ONLY MODE

If you open a study but cannot make changes, the study is in read-only mode. This applies when you open a study from a CD, do not have report editing privileges or some other user has the study open already. When in read-only mode, you receive a notification informing you of this. You can continue to look at the study, but no changes you make are recorded. Some users may be given the ability to override the read-only privileges. If you have this ability, the notification informs you of who currently controls the editable version of the study, and prompts you to break the lock, as seen in the screen shot shown here. If you select to break the lock, you have the only write-enabled copy of the study. The other user does not receive any warning, and will not be able to save any additional changes. It is advisable to verbally notify the user listed in the notification that you intend to break their lock before doing so. This provides the user with the only warning, giving them an opportunity to save their work before they lose the ability to save changes.



5.2 Organizing the Study Data

Displaying images with PracticeBuilder 1-2-3 is completely customizable. You can change the characteristics of the display area, and specify how much of the window you want an image to occupy. You can stack images, tile them, increase and decrease image size, flip, rotate and invert images, change the window width and center, invert the grayscale slope, run a cine loop for a set of images, magnify images, change image attributes, and more.

The primary tools for organizing the images are the thumbnail panel, the layout manager and the hanging protocol assistant. The thumbnail panel contains a subsampled rendering of each image, usually grouped into series. The thumbnail panel exists to the left of the main viewing area, and is available at all times. The layout manager is a popup window that consolidates the entire viewing area across all configured monitors into a manageable popup window. From the layout manager, you can define the viewing workspace, organize the images, and save the settings as hanging protocols. The hanging protocol assistant automates the application of hanging protocols. It interprets study characteristics and finds an appropriate hanging protocol to apply.

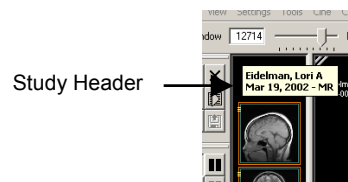
5.2.1 THUMBNAIL PANEL

The thumbnail panel lists all the available series. By default, the thumbnail panel is hidden. To display the thumbnail panel, select it from the View menu. When displayed, the thumbnail panel appears on the right of the main viewing area. See section 3.4 for details on the thumbnail panel.

Load a series of images from the thumbnail panel into the main viewing workspace by either double-clicking on the thumbnail image, or click and drag the thumbnail image to the viewing area using the left mouse button. To overwrite an existing set of images, use the drag-and-drop method. When you drop the series into a populated image frame, the new series replaces the previous one.

To concatenate multiple series into a single frame in the viewing workspace, hold down the Ctrl key while you drag and drop the series into the desired frame. When concatenating images and series into a single image frame, the cursor changes from the normal drag-and-drop cursor to one with a plus sign (+). This mode indicates the series being dragged will be added to the images that already exist in the frame.

To quickly load all of the series in a study into the main viewing area, double-click on the study's header. This method for loading series into the viewing workspace sets the viewer's grid across all available monitors to accommodate all of the series, and then loads on series into each image frame. The maximum number of image frames PracticeBuilder 1-2-3 creates on a single monitor is based on the monitor size, but is somewhere around 16. If more series exist than image frames, only the first few series are loaded. Use the drag and drop method of loading series to replace the series displayed in one of the image frames.



Instruction Summary – Loading Images Into Image Frame

To load the thumbnail in the next open image frame:

- Position the cursor over the thumbnail image and double-click the left mouse button.

To load or overwrite the thumbnail in a specific image frame:

- Click and drag the thumbnail image using the left mouse button to the selected image frame and release.

To concatenate multiple thumbnails to a single image frame:


- Load the first thumbnail series into an image frame.
- While holding down the Ctrl key, click and drag the second thumbnail image/series into the same image frame.
- Repeat as necessary, until all series are loaded into the selected image frame.

To load an entire study:

- Position the cursor over the study header and double-click the left mouse button.

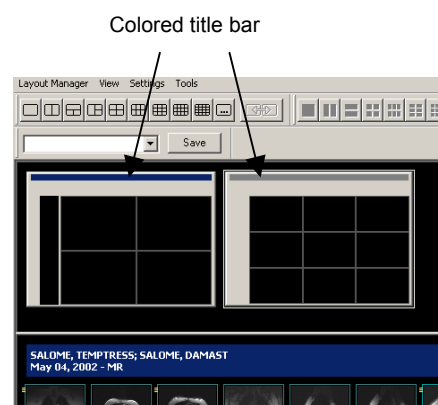
5.2.2 LAYOUT MANAGER

The layout manager consolidates the entire viewing area across one or more monitors into a compact popup window. Depending on your configuration, the layout manager may appear automatically when you load a study. When hidden, display the layout manager by selecting it from the View menu. For details on the layout manager, refer to section 3.6.1.

The first step in loading the images into the viewer workspace from the layout manager is to select the grid layout. From the grid tools toolbar, select the number of image frames you want to appear on each monitor. If you want a single grid to span across all your monitors, select the span button, . To apply a different grid to each monitor, ungroup them. By default all monitors are grouped. The white frame around each monitor in the layout manager notes this. Select each monitor independently by clicking on the colored (blue or gray) title bar in the monitor in the layout manager. When only one monitor is selected, assign the grid layout. To regroup all the monitors together, press and hold the CTRL key when clicking on the colored title bar.

The layout appears on the emulated monitors in the Layout Manager. Each time you click on a predefined grid button, the layout will change. You can resize the frames in the default grid by placing the cursor over the boarder lines in the emulated monitor, clicking the left mouse button, and dragging the line to obtain the desired size.

Loading the images into the grid is the same from the layout manager as from the thumbnail panel. Refer to section 5.2.1 for information on loading the series into the viewing workspace.



PracticeBuilder 1-2-3's default display mode is to display the layout manager when the study loads. If you want to prevent the layout manager from appearing each time you launch a study, set it to remain hidden until manually activated. Open the Customize Settings window and go to the layout page. Clear the checkmark in the box labeled *Show Layout Manager* to hide it. A check in the box instructs PracticeBuilder 1-2-3 to always display the layout manager. If the checkbox is disabled, it is because the hanging protocol assistant is enabled. In this case, temporarily disable the hanging protocol assistant by clearing the checkbox labeled *Use hanging protocol assistant*. Make your changes to the other settings, and then re-enable the hanging protocol assistant by putting a check back in the box.

5.2.3 HANGING PROTOCOLS

PracticeBuilder 1-2-3 provides hanging protocols for improving the time needed to organize the image data in the viewer. A hanging protocol is a record of how the series and images in a particular study are arranged in the main viewing workspace. You create hanging protocols by saving the current layout under a defined template name. When you select the hanging protocol template, PracticeBuilder 1-2-3 applies the grid layout, and then moves the series and images into the defined image frames. It also applies the defined linking state, window and level settings, zoom factor and frame position. See section 4.3.2 for a thorough description of hanging protocols.

Apply a hanging protocol by selecting the template from the Template toolbar. The Template toolbar can exist in the layout manager or the main viewing workspace. Click on the arrow button to display the list of available templates. Select the desired entry. PracticeBuilder 1-2-3 applies the template to the current study to the best of its abilities. If one or more series defined in the template do not exist in the open study, PracticeBuilder 1-2-3 leaves the image frame empty.

Instruction Summary – Applying a Hanging Protocol Template

- Open a study in the PracticeBuilder 1-2-3 viewer.
- From the template toolbar (in the main viewing area or layout manager), select a predefined template from the pull-down list.

The hanging protocol assistant is the tool that automatically checks the characteristics of the new study against the defined hanging protocol templates, and selects one to apply. If no good match is found, the hanging protocol assistant pops open the layout manager. Otherwise, it displays the series and images as the template specifies. For detailed information on how the hanging protocol assistant selects a template, refer to section 4.3.2.1.

When you end a study session, the hanging protocol assistant makes a note of the studies characteristics and the template you have applied at that time. The assistant analyzes this information and adds it to its rules base. Note that if you change the template before closing the study, the assistant will not learn how to apply them correctly.

5.3 The Viewing Area

The PracticeBuilder 1-2-3 viewing workspace displays the full-fidelity diagnostic images. This area makes up the majority of the graphical user interface, and is generally clear of any formatting or obstacles. To render the images in a manner conducive to each user's individual preferences, the user can apply different tools to manipulate the area's layout. The user can apply a predefined or custom grid layout, display images in a stack mode or in a tiled mode, create a common or disassociated environment across all monitors, and quickly hide all screen objects except the image to eliminate any distractions the interface may cause.

5.3.1 GRID LAYOUTS

PracticeBuilder 1-2-3 uses a dynamic grid to display images in the main viewing workspace. For example, a common grid layout is a 4-up symmetrical grid, consisting of two rows and two columns, as shown here, before adding the images. You can select from predefined grid configurations, define custom symmetrical grids, and create asymmetrical grids using the framing tool.



The tools for selecting and creating a grid pattern are available from both the main viewing workspace and the layout manager. The most common tool used for choosing a grid layout is the Grid toolbar. Click on the button showing the grid layout you want to apply to the main viewing workspace. You can also select a grid layout from the *Grid layouts* submenu on the Settings menu. On PracticeBuilder 1-2-3 workstations with multiple monitors, you can apply a different grid layout to each one. By default, all monitors use the same layout. To set just one, open the layout manager, and click on the colored title bar of the graphic that represents the monitor you want to make unique. The white border appears around the selected monitor only. Click the button on the grid toolbar to set the monitor setting. To move to another monitor, select it by clicking on the colored title bar. To group all the monitors again, hold the CTRL button while clicking on the colored title bar. A white border appears around all the selected monitors.

Each frame in a grid contains an independent instance of the images. This means when you place an image or series in multiple frames, each instance has its own display characteristics, such as window and level setting, zoom factor, orientation, and any characteristics. For example, you can render the abdominal series of a CT study in two different frames, and apply a tissue window/level setting to one frame and a lung setting to the other.

When you select a grid pattern, the defined frames always remain on the screen. However, you can change the size of each of the frames by dragging the borders to enlarge or reduce their size. When you place the mouse cursor over the line separating the grid's individual frames, the cursor icon changes to either a two-directional arrow or a four-directional arrow. The cursor indicates the direction in which you

can move the border. While holding down the mouse button, drag the mouse and the grid changes size. If you have the images displayed as Fit to Window, the image size changes in relation to the grid size.

Once you have loaded the images into the image frames, you can rearrange them by dragging them from one frame to another. When you move the images to another frame, the images in the destination automatically move to the original frame. Basically, you are switching the data in the two frames. If the destination frame is empty, the original frame clears after the move.


To move the images from one frame to another, position the mouse over the top left corner, over the two diagonal lines. The cursor changes to a hand. Click and hold down the left mouse button. Drag the frame to any other frame in the viewing workspace. Release the mouse when your cursor is situated over the destination frame.

To clear the images from a frame, drag the frame back to the thumbnail panel (on the main viewing workspace or in the layout manager.) You can quickly clear all the series by selecting a new grid layout from the grid toolbar.



5.3.1.1 Customizable grid layouts

The grid toolbar offers the user a fixed set of grid layouts. These consist of 1-up, 2-up, 4-up, and other symmetrical layouts, plus an asymmetrical 3-up. Two methods exist for creating custom grid layouts.


The custom grid button, , on the grid toolbar enables you to create symmetrical grids that are not already available. Click on the custom grid button. A popup window appears prompting you to enter the number of rows and number of columns to apply to your grid layout. After entering the values, click OK. PracticeBuilder 1-2-3 applies the defined row and column count. A limit to the number of rows and columns does exist. The particular limit depends on the resolution of your monitor.

The second customization tool creates asymmetrical grid layouts. With the frame-splitting tool, you can split existing frames in half. Each frame created has the same independence as any of the default grid frames, meaning you can insert any group of images into customized frames and apply a window and level, zoom factor, orientation, etc., to it. You can also save these customized layouts as templates.

To customize a layout, start with the best-fitting predefined grid layout from the grid toolbar, or use the *Grid layouts* submenu on the Settings menu. To split any one of the available frames into two independent frames, click to select the frame you want to split into two frames. From the *Grid layouts* submenu from the Settings menu, go to *Split selected cell*, and choose the position of the new frame relative the selected frame. A new, empty frame appears next to, above or below the original frame. To remove one of the frames, repeat the procedure, except select *Join selected cell* from the *Grid layouts* submenu.

5.3.2 TILE LAYOUTS

By default, each grid displays the series in stack mode, meaning the image at the top of the stack takes up all the space in the frame, with the other images behind it. This is actually a 1-up tile mode. You can expand the stack into individual image slices by selecting different tile mode. For example, if you want the images in a frame to appear similar to a common 12-up sheet of film, you would apply a 12-up tile mode, with four rows and three columns. PracticeBuilder 1-2-3's tiles modes are on the Tile toolbar, which is available in the main viewing workspace and the layout manager.

A toll exists for defining a custom tile layout. On the Tile toolbar, click the custom tile button, , and a popup window appears prompting you to enter the number of rows and columns to apply to your frame. After entering your preferences, click OK, and PracticeBuilder 1-2-3 applies the tile mode to the selected frame. Note that the number of rows and columns you can use is limited. The particular limit depends on the resolution of your monitor.

5.3.3 FULL SCREEN MODE

PracticeBuilder 1-2-3 provides a display mode that removes all screen objects, such as the toolbars, menus, thumbnails, and Windows taskbar, and displays the selected frame as large as possible on the monitor. This permits you to eliminate all potential distractions and extraneous light from the screen, leaving just the pixel data in the image object.

To display an image in the full screen mode, click on the frame and then press the F5 function key. While in full screen mode, you can apply most functions PracticeBuilder 1-2-3 makes available on the mouse, including window and level, panning and zoom. To return to the normal display mode, press the ESC button, or click the close button in the top left corner of the image.

5.4 Managing Series

PracticeBuilder 1-2-3 groups all images into series, usually as defined by the imaging source. In some cases, the series is defined as sequential images acquired as a result of a single pass through a scanner. Other times, they may be a collection of seemingly random screenshots. Generally speaking, a series is just a collection of one or more images. Each series in a study appears on the thumbnail panel and in the layout manager.

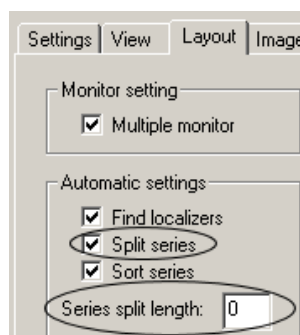
The sections that follow contain information on how to organize and manage series of images.

5.4.1 GROUPING AND UNGROUPING SERIES

By default, PracticeBuilder 1-2-3 uses the series grouping defined when the study was created. Sometimes, studies contain images grouped into series that users general prefer to view individually. PracticeBuilder 1-2-3 provides tools for automatically separating images based on their orientation, ungrouping series into single-image series, and manually splitting a series into one or more series.

5.4.1.1 Automatic Series Splitting

Imaging modalities group images together in a number of ways. For example, one vendor's CT may group the localizer image together with the first sequence of axial images, while another vendor's CT separate the localizer into its own series. PracticeBuilder 1-2-3 can look at the orientation of each image in a series, and regroup them accordingly. If configured to perform this check, the studies from both CTs in the example appear in PracticeBuilder with the localizer image in one series and the axial images in a second series.



To enable this check, open the Customize Settings window, and select the Layout page. In the Automatic Settings section, check the Split Series box. This setting can be assigned to any modality, or to all modalities by selecting the modality label in the Settings For menu.

Another automatic series splitting function addresses the situation when an imaging device put multiple images into a series and the user prefers they be managed independently. An example of this is when a CR acquisition system puts both the AP and lateral x-ray into a single series. PracticeBuilder 1-2-3 can be configured to separate all images in a series into individual series. This is most useful when the number of images in the series is fairly small. For this

reason, PracticeBuilder 1-2-3 uses a threshold to define the point at which it will separate the images into separate series, or keep them together.

To force all images in a series into separate series, open the Customize Settings window and go to the Layout page. Insert a non-zero value into the Series Split Length field. The value refers to the point at which the images remain in a single series in the Layout Manager and Thumbnail Panel. For example, if the value is 4, PracticeBuilder separates each series with 1 through 4 images into 1, 2, 3 or 4 series. For series with more than 4 images, PracticeBuilder leaves the series intact. A value of 0 means the function

is disabled. This setting applies to the selected modality type only. The Default setting does not apply to this function.

5.4.1.2 Concatenating Series

When loading images into an image frame, PracticeBuilder 1-2-3 copies each series to a separate grid location. To load two or more series into a single image frame, you must use the drag-and-drop mechanism as described in section 3.4 while holding down the CTRL key. Series concatenation is noted in the cursor. With the CTRL key depressed, the icon includes a '+' marker, indicating you are adding the selected series to the existing image frame, rather overriding it.

5.4.1.3 Manually Splitting and Joining Series

PracticeBuilder 1-2-3 provides the tools needed to manually split one series into two or more series. Start by scrolling through the thumbnail images, or the images in an image frame, until you arrive at the position where you want to insert the break. Right-click on the thumbnail image to display the popup menu. From the Tools menu, select Series, and then Cut series. A new series appears in the thumbnail panel or in the layout manager. The original series contains the images up to the break point. The new series contains the images from the break point to the end. Note that any instance of the series left in the main viewing area contains the original image series.

If you or PracticeBuilder 1-2-3 has separated a series and you want to join it together again, select the frame. From the Tools menu, click on Series, and then choose *Join series forwards* or *Join series backwards*. One of the two series will disappear from the thumbnail panel and layout manager. The resulting series contains the images from both original series.

5.4.2 SORTING SERIES


By default, PracticeBuilder 1-2-3 displays images in the order in which the modality acquired them. Unfortunately, scans frequently occur in both directions when the procedure calls for multiple series. In these cases, the first and last images in the series are opposite each other. This makes linking series irrelevant. To address the problem, PracticeBuilder 1-2-3 can sort the images based on slice position (relative to the patient) so that the order of the images in each series is the same.

To set it, open the Customize Settings window from the Settings menu. Go to the Layout page, and check the Sort Series box in the Automatic Settings section of the panel.

If you want to enable the sort for all modalities, first select Default from the Settings For: list. If you want to override the default setting, choose the modality you want from the list and enable or disable the sort setting in the checkbox. The setting will take effect the next time you launch a study.


5.4.3 LINKING SERIES

PracticeBuilder 1-2-3 has the ability to link together multiple series into independent groups of linked series. For example, if you have four series rendered in the viewer, you can link two series together into one link group, and link the remaining two together into a second link group, and have the two sets operate independently from each other. You can create up to 8 independent linked groups simultaneously.

To create a link group, click on the Link cursor mode button, , or click the middle mouse button until the Link mode appears. When in Link mode, move the cursor to the first frame you want in the link group, drag the mouse to the second frame, and then release. You will see a link icon appear in the top left corner of each frame. To add a third frame to the group, repeat the process, starting on either of the currently linked frames, and ending on the new frame. To create an independent link group, perform the same steps on two frames that do not belong to any other link group.

Instruction Summary – Linking Series

- Load two series into different image frames.

- Select the Link cursor mode by clicking the Link button, .
- Position the cursor over the first series in the image viewing area.
- Click and hold down the left mouse button, drag it to the second series, and release.

By double-clicking the Link (or Link Icon) button, the Viewer automatically links together all series from the same study, in the same image plane and tagged as spatially related to each other by the imaging modality. While PracticeBuilder 1-2-3 still allows the user to manually link multiple series together, this feature makes it faster by reducing the function to a single operation. When finished, you can identify which series are linked together by matching up like-colored link icons (in the top left corner of the frame). You can also manually add additional series to the automatically defined links, or unlink them.

To remove the link, select the frame you wish to remove from the link group, and then clear the check from the box on the Cine toolbar, click on the Link item in the Cine menu, or click on the link icon on the image.

PracticeBuilder only permits a frame to belong to a single link group. If you need to connect a frame to two different groups, you need to remove the original link. If you attempt to attach the frame to another link group, you will be prompted to acknowledge the ungrouping from the first group.

5.5 Managing Images

PracticeBuilder 1-2-3 offers a number of image manipulation tools for enhancing the data. You can change the image's window width and center, apply a zoom factor, flip, rotate and pan the images, and stack them to emulate a cine playback. Many of these settings can be applied automatically through hanging protocol templates, but they are most flexible when applied manually to individual situations. The sections below provide detailed information on applying image enhancement tools to the images loaded in the PracticeBuilder 1-2-3 viewer.

5.5.1 STACK MODE SCROLLING

PracticeBuilder 1-2-3 includes a 1-up, stacked frame tile mode. This tile mode can appear in any image frame, as explained in section 5.3.2. A few methods exist for scrolling through the images in the frame:

- Using a three-button mouse with a wheel, left-click on the frame to select it, and then spin the wheel to scroll through the images. Reverse the wheel direction to scroll in the opposite direction.
- When the image is display in Fit-to-window mode (section 4.1.4) scrolling is available from the left mouse button. Press and hold down the left mouse button while the cursor is over the image frame, and drag the mouse back and forth to scroll up and down the stack. Release the mouse to end the scrolling. Note that the left mouse button controls the panning function when the image is not in Fit-to-window mode.
- The Up and Down arrow keys advance the image stack. Select the image frame using the mouse, and then hit the Up or Down arrow key on the keyboard to move forward or backward through the stack. The Home and End keys just to the beginning and end of the stack, respectively.

By default, scrolling through a series of images may skip some slices in order to keep up with the drag of the mouse. This enables users to advance through a large series very quickly, but is problematic when you wish to smoothly progress through every image in the series. The *Continuous Image Scrolling* setting on the Customize Settings' Settings page (section 4.1.1) toggles between skipping quickly through the images and forcing every image slice to appear. When enabled, PracticeBuilder 1-2-3 displays every slice in the series if you drag the mouse and continue to hold it down until it reaches the desired image frame.

In addition to these manual scrolling tools, PracticeBuilder 1-2-3 supports a cine mode that automatically cycles through a series of images in an image frame. The cine mode setting is available in any image

frame that contains more than one image. You can apply the cine mode setting to one or more of the image frames simultaneously, and to linked image frames.

The cine mode controls are available from the Cine menu (section **Error! Reference source not found.**) and the Cine toolbar (section 3.1.9). The cine mode controls include play/stop playback, step one frame forward or back, cycle/reverse mode setting, and a speed adjustment.

To activate cine mode, select the image frame using the left mouse button, and select the Play option from the Cine menu or toolbar. The images display at a rate defined by the speed control. To activate cine mode in another window, repeat the process on the other image frame. If the frame is linked to one or more image frames, all of them play back the images at the same display rate. To stop the cine mode playback, select the image frame, and then the Stop option from the Cine menu or toolbar.

The Next/Previous functions in the Cine menu are equivalent to manually scrolling the image stack, as described earlier in the section.

When the cine playback reaches the end of the image stack, the cycle/reverse mode setting defines how PracticeBuilder 1-2-3 continues. In Cycle mode, cine playback cycles back to the beginning and repeats the same sequence. In Reverse mode, cine playback reverses the direction and displays the images in the reverse order until it reaches the beginning, at which time it reverses direction again, and continues. By default, cycle mode is selected. Find and change the applied cycle/reverse mode setting from the Cine menu or toolbar.

You can set the relative speed of the playback by adjusting the playback speed gauge in the Cine toolbar, or selecting Faster and Slower from the Cine menu. The playback speed is not synchronized to any clock, so there is no quantitative value to the speed setting. Use this feature simply to increase or decrease the rate at which images in the stack appear in the frame.

5.5.2 WINDOWING AND LEVELING

PracticeBuilder 1-2-3 provides multiple tools for adjusting an image's window width and center values. These include a sliding gauge, mouse control, predefined setting, explicit numeric definition, a region of interest histogram, and greyscale inversion. The customize settings includes some configuration parameters for assigning default values to images with not predefined window width and center, and for overriding those assigned values.


The quickest way to adjust the window width and center values for an image is by applying a preset setting to the image frame. On the Window/Level toolbar, click the pull-down list to display the available presets. Select one of the entries. The settings are applied to the selected image frame. For instructions on setting a preset window/level setting, refer to section 4.3.1.


The simplest tool for dynamically adjusting the window width and center values is the mouse control. Place the cursor over the image. The image can be a thumbnail or one that is loaded into an image frame in the main viewing workspace. Press and hold down the right mouse button while you drag the mouse. Right and left movements increase and decrease the window width. Backward and forward movements increase and decrease the window center. When you release the mouse, PracticeBuilder 1-2-3 updates the other images in the series by applying the same offset.


The mouse window/level tool applies the offset resulting from the mouse movement to all the images in the selected series. For example, after releasing the mouse, the new settings may have increased the window width by 10 and the center by -50. PracticeBuilder applies +10 and -50 to the current window/level values of each image. If the other images in a series start with a different window/level setting, they will be different after using the mouse tool. To quickly update all the images to the same window and level value, first apply a preset window/level setting to the series, and then adjust it using the mouse.


You can assign an explicit window width and center value to an image from the Window/Level toolbar. Click in the text field next to the appropriate label, delete the present setting, and type a new value into the area. Press the Enter key to apply it. If you enter in a value that is out of the range of pixel values, PracticeBuilder 1-2-3 will set it to the maximum.

The other controls for setting window and level in the Window/Level toolbar are the sliders. PracticeBuilder 1-2-3 distributes the possible range of values across the slider. By moving the slider left and right, you can quickly change the respective value. Start by selecting the image. Then click and hold down the window or level slider in the toolbar. Move the mouse left and right to move the slider. When you have come to the desired value, release the mouse.

PracticeBuilder 1-2-3 provides a window/level tool that uses the pixel distribution within a defined region of interest to calculate a window range with a center value set to the medium value, and then apply those settings to the entire image. This is a quick method for applying a density-specific setting to the entire image. For example, you can apply a bone window to an MRI object by selecting a part of the bone as the region of interest. To define the region of interest, select the ROI with window/level cursor mode, , and position the mouse cursor over the area in the image you want to define. Click and hold down the left mouse button while you drag the mouse to define the region of interest. As you move the mouse, lines outlining the region appear. Release the mouse to create the region. You can resize the region by selecting one of the edges with the mouse and dragging it. Position the mouse cursor over the middle of the defined region, click and hold down the left mouse button, and you can move the region around the image. As you do, the window/level within the region continues to update, using the pixels within the region to create the curve. Each time you release the mouse, PracticeBuilder 1-2-3 applies the window width and center values from the region to the entire image. To remove the region of interest, click on the image anywhere outside the region of interest area.

PracticeBuilder 1-2-3 supports an automatic inversion of the slope of the curve used to apply the window width and center. The result is an inverted greyscale image. To apply this setting, select the image in the image frame, and click the Invert image button, , in the Toolbox toolbar, or select Invert from the Tools menu.

To reset the window width and center values of the images in an image frame, click on the reset window/level button, , in the Toolbox toolbar, or select Window/level from the Reset submenu in the Tools menu.

For color images, PracticeBuilder 1-2-3 can apply a greyscale color map in place of the color palette. The result is a black and white rendering of the color image. To remove all color from a color image, click on the Color/Greyscale button, , in the Toolbox toolbar, or select Greyscale from the Tools menu. Note that of monochrome images, this feature is disabled.

At times, the images PracticeBuilder 1-2-3 receives have improperly encoded window width and center values, or the technologist may have inserted erroneous values into the image objects. To accommodate these situations, PracticeBuilder 1-2-3 provides configuration settings it can use to override some default values. On the Image page in the Customize Settings window, three settings exist for working around problems that may exist in images.

Use W/L Range – When the image object contains no preset window and level setting, PracticeBuilder 1-2-3 can define the default range to use for calculating the values. When this setting is enabled, PracticeBuilder 1-2-3 uses the actual range of pixels values to define the default window width, and positions the window center in the middle of the pixel range. When disabled, the defined minimum and maximum values are used to define the window width, with the window center position in the middle of the range.

Auto W/L Setting – Some image objects include unused bits in their definition of the pixel value, resulting in a very wide window width, even though the pixel data is confined to a

considerably smaller area. When active, this setting overrides the study/series/image with the actual pixel range as calculated by PracticeBuilder 1-2-3. Use this setting when a particular modality's images define a window range that is too large.

Auto W/L Range – Some images have noise at the extreme ends of the pixel distribution curve, which can distort the calculated window width and center values. Use this setting to eliminate the noise by defining how much of the pixel data to image include in the automatic calculation of the pixel distribution.

5.5.3 IMAGE ZOOM


PracticeBuilder 1-2-3 offers a variety of tools to magnify images. You can apply a predefined zoom factor to the entire image, define a region of interest and zoom that area to fit the image frame, pop up a magnifying glass window that magnifies the data behind it, dynamically magnify an image, and with some image and monitor calibration tools, display the image in its actual size.

Within an image frame, the image appears with some magnification factor applied, or it is automatically sized to fit inside the frame. Then fit to the image frame (fit-to-window mode, section 4.1.4), the entire image appears, and the zoom factor is optionally displayed as overlay text (section 6.1.) All other display modes apply a magnification factor. When magnified, some of the image may exist outside the image frame. When in this state, PracticeBuilder 1-2-3 activates a panning function that allows you to move the image around within the image frame to center a particular section of the image that may otherwise fall outside the display region.

When you apply a magnification factor to an image, the thumbnail images, if displayed, show the viewable region. The coinciding thumbnail image contains a dotted white line indicating the selected area of interest.

To quickly return the image to its starting point, use the reset buttons in the Toolbox toolbar. There are buttons to reset the image size to its original display mode (fit-to-window or original size), reset the image position after panning, plus additional reset functions to return the image orientation and window/level settings.

5.5.3.1 Applying Magnification

PracticeBuilder provides two different cursor modes to magnifying an image. Start by loading an image thumbnail to an image frame, and then select the image frame. Activate general magnification mode by clicking on the magnify cursor mode button, . The cursor turns into a magnifying glass. When in this cursor mode, there are two ways to zoom into an image. The first is to position the cursor over the center point of the area you wish to magnify, and press and release the left mouse button. The behavior differs depending on which buttons you hold down when you click the left mouse button, as follows:

None	Increase magnification factor doubled
Shift	Increase magnification factor quadrupled
Ctrl	Decrease magnification factor by one half
Shift+Ctrl	Decrease magnification factor by one quarter

The second way to use the magnification mode is to draw a region defining what portion of the image to display in the image frame. After setting the cursor mode to magnify, position the cursor in the center of the region you want to define, press and hold down the right mouse button, and drag the mouse. Dotted lines appear to define the region of interest. When you release the mouse button, PracticeBuilder 1-2-3 fits the defined region in the image frame, applying whatever zoom factor is needed. Note that the Center Region Zoom setting on the Customize Settings' Settings page toggles between defining the region from the center out, as described here, or from the top left corner of the area. For details, see section 4.1.1)

After you right or left click the mouse, the cursor mode returns to the Normal cursor mode. If you want to keep the cursor in magnification mode, hold down the ALT key as you click the left mouse button.


A dynamic zoom mode is available from the gauge on the Toolbox toolbar. When the toolbar is available, select the image to magnify, and drag the gauge to increase or decrease the magnification factor.

The interpolation mode on the Customize Settings window's Image page specifies the interpolation algorithm used when the image is resized. There are various options for determining interpolation. The Nearest Pixel (default) option uses a pixel replication algorithm to create new pixels. The Bilinear option performs a first order interpolation using the bordering pixel values to replicate the missing pixels. While bilinear interpolation results in a smoother image, there are more derived pixel values than there are when using the nearest pixel algorithm.

To display the selected image frame on the entire monitor, press the F5 key, or click on the Tools menu, select Zoom In/Out, and click on Full Screen. When in full screen mode, all of PracticeBuilder 1-2-3's toolbars, menus and other graphics disappear, and the entire monitor is used to display the selected image frame. Many of the same tools that are available in the normal mode are also available in full screen mode, including window/level, scrolling, and panning. To return from full screen mode, press the ESC key, or click on the close button in the top left corner.


When a frame displays images in tile mode other than 1-up, you can quickly enlarge one particular image to the frame size by double-clicking on the image. For example, if the frame is configured to show 2 rows and three columns, and you want to look more closely at the fourth image of the six displayed, place the cursor over the fourth image and double click. The image will appear as large as the frame will allow, which is equivalent to displaying it in 1-up tile mode. To revert back to the NxM tile layout, double click again.

5.5.3.2 Magic Glass

A magnifying glass tool exists for zooming in on images. The Magic Glass feature is a floating magnifying glass that magnifies the image behind it. To activate the Magic Glass, select the Magic Glass entry in the View menu, click on the Magic Glass cursor button, , from the toolbar, or type Alt-M on the keyboard. A popup window appears in the main viewing workspace. Move the popup window over the image(s) by dragging it with the mouse. The area under the image is magnified by the zoom factor defined on the Customize Settings' Setting page. Be aware that while the mouse button is pressed, PracticeBuilder 1-2-3 uses a pixel replication algorithm for magnification. When you release the button, PracticeBuilder 1-2-3 applies the configured interpolation algorithm. Only image data is magnified. To clear the magnifying glass, left-click anywhere outside of the zoom area.

You can resize the Magic Glass window that floats over the images can by dragging the edge of the window. Move the mouse over the edge of the window until it changes to a bi-directional arrow. Click the left mouse button and drag to resize the window. The window size can be up to 20% of the size of your display resolution. Note that large Magic Glass windows may result in ghosting as you drag it around. If this is not acceptable, reduce the size of the Magic Glass window.



5.5.3.3 Actual Size Mode

The Actual Size Zoom mode is a setting that affects the way an image is rendered when not displayed in fit-to-window mode. The Actual Size Zoom button, , appears in the toolbox toolbar. When depressed, the PracticeBuilder 1-2-3 renders the images in real-world size. When not depressed, PracticeBuilder 1-2-3 renders the images in pixel size, matching an image pixel to a monitor pixel. You can toggle the actual size zoom mode by clicking on the button in the toolbar, or selecting it from the Tools menu, under the Zoom submenu.

In order for actual size zoom mode to work, both the monitor and the images in the study need to be calibrated. When you first enable actual size zoom mode, PracticeBuilder 1-2-3 automatically prompts you to confirm the monitor calibration. If the selected image does not already contain pixel size and spacing information, PracticeBuilder 1-2-3 automatically prompts you to define it. See sections 5.5.6 and 4.5.1. Note that if you apply the image calibration settings to the entire study, you are not prompted for this information again, at least not until you open another study.


5.5.3.4 Image Panning

After magnifying an image, the part you are interested in may fall outside the image frame. PracticeBuilder 1-2-3 provides a panning tool to let you reposition the image within the image frame. To pan a magnified image, position the mouse cursor over the image and press and hold down left mouse button. Then, drag the mouse to move the image to the desired location. When panning an image, the cursor changes to the panning mode. Note that in order to pan images, the images must be displayed in some mode other than fit-to-window.


Use the reset position button, , in the Toolbox toolbar to reset an image position to the center. Use the reset size button, , in the same toolbar to reset the magnification mode.


5.5.4 FLIP AND ROTATE

PracticeBuilder 1-2-3's transform functions let you flip an image horizontally or vertically, as well as rotate it to the right or left. This function works on thumbnail images as well as images displayed in an image frame. Click to select the image you want to flip or rotate, and then apply the respective function from the Orientation toolbar, from the Transform item on the Tools menu, or using the shortcuts: Ctrl-H to flip horizontally; Ctrl-U to flip vertically; Ctrl-L to rotate left; and Ctrl-R to rotate right.

To reset the image orientation, use the reset button, , in the Toolbox toolbar.

5.5.5 IMAGE CROPPING

Cropping an image allows the user to mask out unwanted parts of an image. To define a crop area, load the image into an image frame. Select the Crop mode button, , in the Toolbox toolbar, or select Crop from the Cursor item on the Tools menu at the top of the screen. Position the cursor over the top-left corner or the area you want to keep, press and hold down the left mouse button, and drag the cursor to define the cropped image. When you release the mouse button, PracticeBuilder 1-2-3 hides everything except what is within the defined area. A dotted-line frame appears around the entire image.

To resize the area, move the cursor over the edge of the dotted-line frame until the cursor changes to a bi-directional arrow. Click and drag the mouse to position the edge of the crop area. To resize the image to fit the frame, click on the Fit to Window button, , in the Toolbox tool bar.

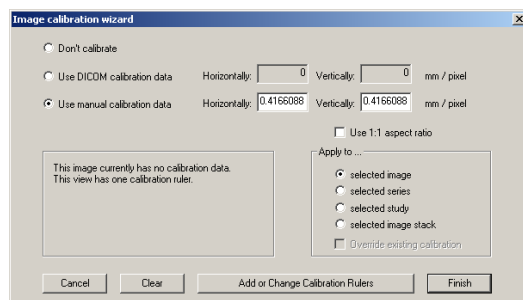
Remove the crop area by moving a thumbnail into the frame, or double-click on the image.

5.5.6 CALIBRATION

Some imaging modalities convey enough real-world pixel size and spacing information that PracticeBuilder 1-2-3 can automatically render images using the correct aspect ratios, calculate distances and area measurements, and display objects at their actual size. For the imaging modalities that do not provide this information, such as frame grabbed images and scanned film, the user can have PracticeBuilder 1-2-3 generate the information by calibrating the image that appears on the screen.

When the pixel size and spacing information is available, whether supplied by the modality or entered by the user, PracticeBuilder 1-2-3 still needs to have information about the monitor in order to render some images properly. For this reason, the user has the ability to calibrate the monitor. While manual calibration for images needs to be performed for each study, monitor calibration is only needed once for each monitor. For safety reasons, the user is prompted to confirm the monitor calibration for each study. Since PracticeBuilder 1-2-3 records the previous monitor calibration settings, if the monitor or display resolution has not changed, then the user simply needs to confirm the setting. Section 4.5.1 contains instructions for calibrating the viewer monitors.

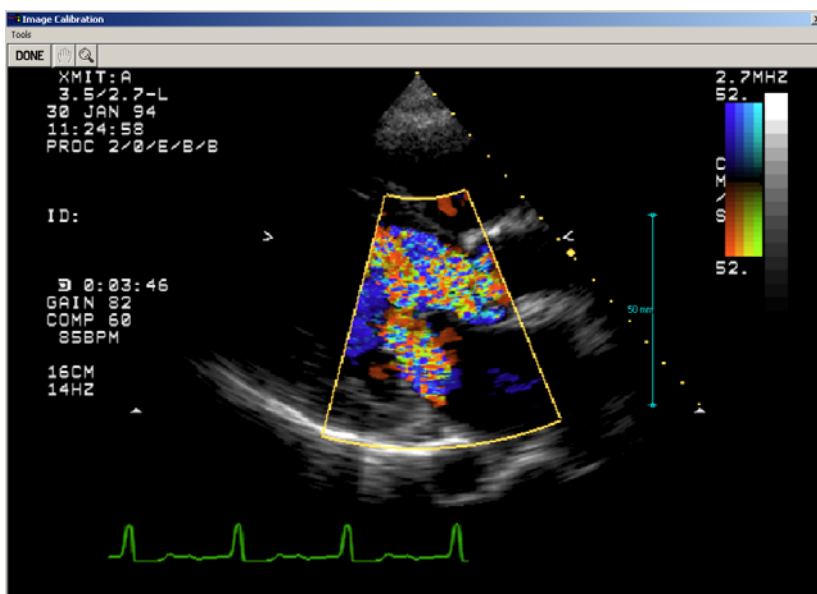
To perform image calibration, select the Calibration item on the Settings menu, and select Image. The image calibration wizard window appears showing the current pixel sizing information. If the *Use DICOM calibration data* setting is selected and contains non-zero values, it means the image object already




contains enough information for PracticeBuilder to use. The Apply To section of the window allows you to assign the calibration information to an image, a series of images, the entire study, or to all the images loaded into the selected image frame. The default setting is usually the best. If you need to override the default, click the option you want to use for these parameters.

If the image does not contain DICOM calibration data, you need to calibrate the image manually so PracticeBuilder 1-2-3 can determine the spacing information it needs to assign real-world dimensions to the pixel data. To manually calibrate the image, click on *Add or Change Calibration Rulers*. The viewer enters image calibration mode, and displays the image and a new set of tools.

The calibration tools lets you draw one or more rulers on the image and then assign a length to each one. Using this information, PracticeBuilder calculates the pixel sizes. When you first enter calibration mode, a full-screen window appears with an image display. The cursor is now a ruler cursor, similar to the linear measurement annotation tool. Click, drag and release the mouse to place a ruler over the image. When you release the mouse, you will be prompted to enter in a distance, in millimeters. The objective is for you to draw the ruler over an object in the image for which you know the distance. For example, place the ruler over a measurement graph, or a lead ruler/marker, that appears in the image. You can pan and zoom the image to get a more accurate result by clicking on the buttons in the top left corner of the window. The more rulers you define at various angles, the more accurate the size calculations will be. When finished, click *Done*. When back at the main calibration window, chose to apply this setting to the present image, the series, the frame or the entire study, and then click on *Finish*.



5.5.7 MAGIC X POSITION LOCATORS

When a study contains multiple series in multiple orientations (axial, coronal and traversal), it is sometimes necessary to display the same point in all three axes simultaneously. You can do this using PracticeBuilder 1-2-3's Magic X function. Set the Magic X cursor mode by selecting the button, , from the Toolbox toolbar, or from the Cursor item in the Settings menu. Your cursor will change to a fat X. Place the cursor over the point of interest on one of the images. Left-click on the mouse, and the slices in the other frames that also contain this point are displayed. If you have localizer lines enabled on these other images, you will see how the entire slice intersects the other images. After clicking on the image, the cursor mode reverts back to the normal mode. If you wish to reposition the images again, you need to reselect the Magic X cursor mode.

The Magic X cursor changes when the icon falls outside a defined distance from the intersecting image. The purpose of this is to provide the user with a clear indication that the referenced image displayed when using the Magic X tool (i.e., the closest intersecting image to the primary image) is far enough away from the primary image that the intersection is really not relevant.

The user can define the distance from the intersection used as an indication that it is out of range by setting the Magic X Limit values on the Hash Marks page in the Customize Settings window. The first field, Dimmed Magic X after *N* millimeters, causes PracticeBuilder 1-2-3 to dim the Magic X icon in the referenced images once the active Magic X icon moves more than *N* mm away from the closest slice. This happens most often when you reach the end of the series. The second field, Disable Magic X after *M* millimeters, erases the Magic X icon in the referenced image once the active Magic X icon moves more than *M* mm way from the closest slice.

5.5.8 MULTIPLANAR RECONSTRUCTION

PracticeBuilder 1-2-3 supports multiplanar reconstruction as a plug-in module. Refer to section 7.1 for complete details on the MPR plug-in.

5.6 Closing a Study

PracticeBuilder 1-2-3 uses the action of closing a study to perform a few maintenance operations. First of all, it verifies that the user saved their work. After saving the work, PracticeBuilder 1-2-3 updates the user profile on the main server. As a final step, PracticeBuilder 1-2-3 sees if there is a bookmarked study that needs to be reopened.

In the event the user recorded a dictation, created a report, attached key images, or changed the study state, and did not save those changes, PracticeBuilder 1-2-3 notifies the user. The notice asks if the user wishes to save his or her work. The prompt permits the user to update some of the information in the notice window. When not possible, the user must return to the specific area and save the work. One of the fields to update is the study state. The suggested state included in the prompt is configurable from the Settings page in the Customize Settings window. See section 4.1.1.1 for details.

You can close a study from the File menu by selecting Close Study. This leaves PracticeBuilder 1-2-3 viewer running, although there are not open studies, and therefore most of the functions are disabled. You can also close the study by terminating the PracticeBuilder 1-2-3 viewer. The last way to close a study is to open a new study. If you return to the worklist or the study panel and select a new study, PracticeBuilder 1-2-3 automatically closes the open session before loading the new one.

Note: If you want to add a new study to the studies already loaded, you must return to the worklist or study panel, and add the new study to the group of studies you want to open, and select a batch open.

5.6.1 TERMINATING THE VIEWER

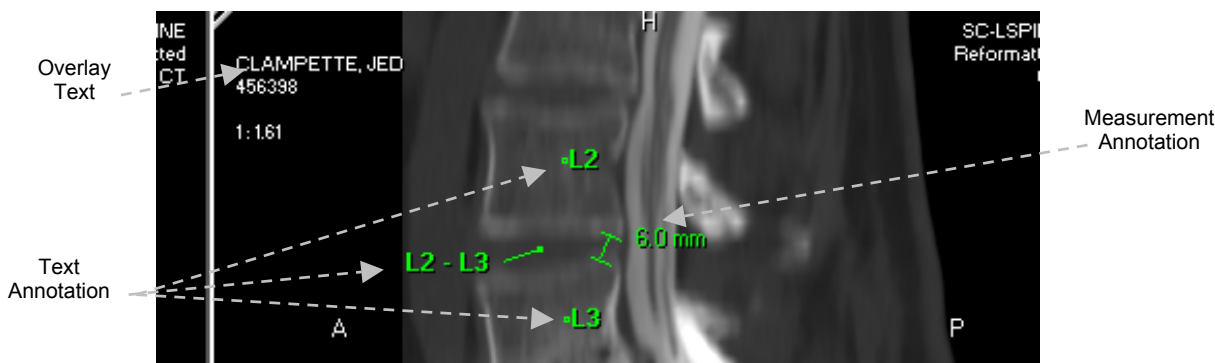
To terminate PracticeBuilder 1-2-3, select Quit from the File menu. In the active-X and standalone viewers, the conventional Windows close button in the top right corner of the application performs the same action as the Quit function.

In the dedicated workstation, closing the viewer results in the termination of PracticeBuilder 1-2-3 and logs the user out of the workstation. In the active-X viewer, the Quit function returns the viewer to the standby mode, if selected, or terminates the application entirely. If standby mode is active, you can completely terminate the viewer after quitting PracticeBuilder 1-2-3 by right-clicking on the icon in the system tray and selecting Exit.

6 Overlays and Annotations

PracticeBuilder 1-2-3 supports overlays and image annotations. Overlays are lines of text containing details about the patient, the acquisition procedure, the image and other information usually defined by the imaging modality or information system. When displayed, overlays appear in the corners of each image frame.

Annotations are text and graphics that usually reference some detail in the image, such as a linear measurement or an arrow pointing to some anatomical structure. When displayed, annotations appear on top of the image. See the example of text labels and a measurement annotation in the picture below.



The sections that follow give details on creating, displaying, hiding and saving overlays and annotations.

6.1 Overlays

Overlays consist of textual information identifying the patient, exam type, acquisition data, and image characteristics. Overlays appear on the image in the corners of each image frame, centered along the edge of the image (in the case of orientation markers), and directly over the image (in the case of hash marks). Overlay configurations are specific to each user account, and for each modality type. By default, overlays are displayed in each image frame, but you can hide them at any time using the function keys.

6.1.1 TEXT OVERLAYS

Text overlays contain information defined by the modality and encoded in the image object along with the pixel data, plus some calculated values. To display the text overlays in the image frame, press the F10 button, or select Show Image Info from the View menu. To hide the text overlays, repeat the action.

The default user profile includes a general overlay configuration that is applied to all image types. You can customize these settings to your own preferences from the Customize Settings window. Open the window from the Settings menu, and go to the DICOM Fields page. Select the modality type whose overlay configuration you want to modify, select the location on the image, and use the Add, Remove and arrow buttons to insert, delete and move the identifiers to the preferred location. See section 4.1.7 for additional details. Save your settings, and they appear on the image frame.

To set the font size for text overlays, return to the DICOM Fields page of the customize settings window. The font size is configurable for each area of the image. Again, select the modality type and the location. Set the font size in the Character Size field by deleting the current setting and entering in a new value, or use the up/down arrows to the right of the text box to increase/decrease the font size. When you click on OK, the changes will take place immediately.

6.1.2 ORIENTATION MARKERS

Orientation markers indicate the position of the imaged body. There are six orientation labels plus one label to indicate an unknown value:

A	Anterior (or front)
F	Foot
H	Head
L	Left side
P	Posterior (or back)
R	Right side
?	Unknown

Orientation markers appear in the center of each side of the image. Generally, one marker appears on each side. If the gantry was tilted during the acquisition, there is a chance the direction increases in multiple directions. When this is the case, the orientation markers are multiple values, and are listed in the dominant order. For example, an orientation marker of LH indicates the primary direction of the vector leading off to that side of the image is toward the patient's left side, but also progresses toward the patient's head. Usually, when this appears, the mirror side of the image would contain the opposite orientation markers. In this example, you would likely see RF on the other side of the image.

When the orientation marker contains multiple values, it is often beneficial to have a visual representation of the image to understand the degree of tilt in the image. To assist in this visualization, PracticeBuilder 1-2-3 provides an overlay that shows how the image slice exists in the 3-dimensional space. It appears as a cube along the lower edge of the image. The Alt-F11 key sequence toggles the display of this orientation overlay. In the cases where the image is square to the patient, the overlay appears as one of the letter labels encased in a square. However, if the image orientation is angled to any degree, the overlay appears as a 3-dimensional box with the letter identifying each respective orientation.

PracticeBuilder 1-2-3 determines the orientation markers from information encoded in the image object. When the image object does not provide enough information for PracticeBuilder 1-2-3 to accurately determine this information, no orientation is provided. In this case, PracticeBuilder 1-2-3 displays question marks (?) in place of the orientation marker.

To display the orientation markers, press the F11 key, or select Show Orientation from the View menu. To hide the orientation markers, repeat the action.

6.1.3 LOCALIZERS LINES AND HASH MARKS

Localizers lines and hash marks are overlays that show the intersection of a referenced image on an orthogonal view. When they appear, they reference the image or images in the selected frame. If you select a different image frame, the localizer lines and hash marks on the images change to reflect the intersection of the newly selected image. In most cases, localizer lines and hash marks appear on orthogonal images.

Note that localizer lines and hash marks appear only when the images are defined by the modality to be in the same frame of reference. If the modality does not explicitly define all the image objects this way, PracticeBuilder 1-2-3 cannot identify the relationship between the images, and therefore it cannot show where one intersects the other. You can verify two images are in the same frame of reference by opening the Information Panel, and comparing the value Frame of Reference UID. If the attribute is missing or the value is different, localizer lines and hash marks are not supported.

While localizer lines and hash marks refer to the same information, PracticeBuilder 1-2-3 makes a small distinction between the two. In PracticeBuilder 1-2-3, localizer lines refer to a single line showing the intersection of the referenced image on the other views. Hash marks are the collection of localizer lines showing the intersection of all the images loaded into the referenced frame on the other views. When displaying a localizer line, a single line appears. When displaying hash marks, multiple lines appear.

If an image is encoded by the modality as a localizer, PracticeBuilder 1-2-3 automatically displays localizer lines and hash marks on it. For all other image types, you must instruct PracticeBuilder 1-2-3 to

display them. If you want PracticeBuilder 1-2-3 to attempt to detect which images are localizers, go to the Settings menu and select Localizers. Then click on Auto find localizers to mark it with a check. Repeat the process to remove the check. When enabled (checked), PracticeBuilder tries to identify images that are orthogonal to the other images in the series or study, and separates it out as a localizer. When identified as a localizer, PracticeBuilder 1-2-3 automatically displays the localizers lines on it.

To show localizer lines, press the F12 button, or go to the Settings menu, select Localizers and then click on Show localizer lines on all images. To hide localizer lines, press the F12 button again, or select Hide localizer lines on all images from the same Settings menu. You can make this setting permanent from the Hash Marks page in the Customize Settings window. Select the modality type, and put a check in the box to show or hide the localizer lines.

To display hash marks, press the Alt-F12 key combination, or go to the Settings menu, select Localizers and click on Show hash marks on all images. To hide hash marks, press the Alt-F12 key combination again, or select Hide hash marks on all images from the same Settings menu. When hash marks are displayed, one line is highlighted. This line indicates the intersection of the image currently displayed in the reference frame. You can make this setting permanent from the Hash Marks page in the Customize Settings window. Select the modality type, and put a check in the box to show or hide the hash marks.


Displaying localizer lines in tiles frames takes on some of the properties of displaying hash marks. If two image frames, each with a multiple image series in two different orientations (e.g., axial and coronal) are displayed in stack mode, and you enable each series to show localizer lines and select one of them, the other shows the intersection of the selected one as it intersects it. If you change the tile mode from stack mode to two by three tile mode, you will see six localizer lines displayed on the image still rendered in stack mode. These six lines correspond to all six images displayed in the tile frame. As you scroll through the tile frame, the six localizer lines change to reflect the six displayed images.

In the Customize Settings window, the Hash Marks page contains some configuration parameters that affect localizer lines and hash marks. The hash mark spacing parameter defines the space between hash marks. If the slice thickness is too small, PracticeBuilder 1-2-3's hash marks may run together, resulting in a solid block of color and completely obstructing the image. To make sure there is enough space between the hash marks so the image underneath can be identified, use the hash mark spacing field to define the minimum distance between hash marks.

The localization criteria parameter in the Hash Marks page defines the angle PracticeBuilder 1-2-3 uses to determine whether or not two images are in the same plane or not. If the angle between the image planes is greater than the value defined, the two planes are considered orthogonal, and a localizer line appears.

Section 4.1.8 contains details for setting the hash mark spacing and localization criteria parameters.

6.2 Annotations

Annotations provide you with the ability to attach text and graphics to an image. The Annotation Toolbar contains a series of eight buttons for working with annotations. The Annotation button, , puts you in the annotation mode, providing you with the ability to create, move, modify and delete an annotation. The available annotations are adding text strings, linear and angular measurements, area measurements using circular and free-form regions of interest, Hounsfield units, a pointer graphic, key image numbering and spine labels. When a specific annotation tool is selected, the cursor changes to identify it. Set the specific annotation tool by selecting it from the annotation toolbar, or if already in annotation cursor mode, spin the middle mouse button to advance through the available tools.

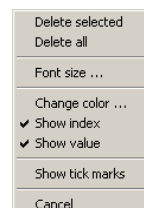
Most annotations consist of a graphic such as a line representing a rule for linear measurement, or a ring representing the area defining a region of interest, a value such as the measured length, or a text string, and an annotation index number. The index number starts at one ('1') for each image, and increments by one for each annotation you add to an image. When displayed, these indices can be used as references

to the annotations in the report, or when discussing the data during a collaboration session. The value and index components float independently from the graphic. If one is obstructing part of the image, click on the component with the left mouse button, and while holding the button down, drag it to another location. To move all three at the same time, move the graphic component.


You can hide all the annotations using the F9 function key, or by selecting Show annotations from the View menu. When hidden, the annotations still exist, but do not appear on top of the image. To display the annotations again, repeat the sequence.

To set the font size of annotations, open the Customize Settings window from the Settings menu and go to the Advanced page. The font size is specified in the field labeled *Annotation font size*. To change the setting, delete the value and type in a new size, or use the up/down arrows to the right of the edit box to increase/decrease the font size. When you click on OK, the changes get applied to all existing and future annotations.





To modify or remove an existing annotation, click on the Annotation button to enter annotation mode, and then click to select the annotation you want to change. When selected, you can drag the annotation around, or adjust its settings. Right click on the annotation to pop up a menu (shown here) containing annotation commands. From this menu, you can remove the selected or all annotations, show or hide the annotation index number, numerical value such as the length or area or the tick marks in a linear ruler, or change the font size or color.



6.2.1 TEXT ANNOTATIONS

Use the Add Text button, , to create or add text to an annotation that you want subsequent viewers to see. Click on the image where you want to insert the text string. A window appears with a field for entering the text string. This field is also pull-down list containing the previously entered annotation strings. If you have entered the text string before, you can select it from this list. The feature supports an auto-completion capability such that PracticeBuilder 1-2-3 automatically fills in the value once you have entered enough for it to find a match. By default, the history file retains the last 20 values. Enter the text and click on OK. To remove unwanted values from the history list, select the value from the text annotation window and click on the Delete button.

6.2.2 MEASUREMENT ANNOTATIONS

PracticeBuilder 1-2-3 supports linear measurements, , angular measurements, , and area calculations on oval, , and free-form, , regions. Linear measurement values are displayed in millimeters. Angles are displayed in degrees. Area values are in square millimeters. If the image object does not contain pixel size and spacing information, PracticeBuilder 1-2-3 displays measurements in pixels. To convert pixels to real-world dimensions, you must calibrate the image. (See section 5.5.6.)

To use the linear, angular and oval ROI measurement tools, select the respective annotation button and left-click with the mouse on the image. While holding down the left mouse button, drag the cursor to expand the measurement ruler or region. Release the mouse button to get the measurement value. You can adjust the measurement graphic by clicking on one of the edges and dragging it to resize.


For the angle measurement, the initial application of the graphic defines only one leg of the angle graphic. You will have to click and drag the second leg of the graphic to set the angle properly.

The free-form region of interest tool defines a geometric area that cannot be enclosed using the other ROI tools. To define a space, click on the free-form ROI button. Move the cursor to a starting point on the image and click the left mouse button. While holding down the left mouse button, drag the mouse to define the region. When you release the mouse button, PracticeBuilder 1-2-3 automatically closes the region by connecting the end point with the start point. PracticeBuilder 1-2-3 calculates the area within the defined space and displays it on the image. To correct the region outline, move the mouse until it


crosses over the point to want to move. The cursor changes to either a two-directional or four-directional arrow. Click the left mouse button and drag the mouse to move the line. If you hold the Shift key while dragging, the line will move in an arc. Without the Shift key, you will just move the point under the cursor. When done, release the mouse button. PracticeBuilder 1-2-3 recalculates area inside the region.

The calibration tool uses the linear measurement annotation tool to define the ruler used to calibrate the image. Linear measurements added during image calibration appear only when in calibration mode.


6.2.3 HOUNSFIELD UNIT ANNOTATIONS

The Hounsfield annotation tool creates a region of interest and calculated the average Hounsfield unit (or the average pixel value if the pixels are not actually in Hounsfield units) within that region. To perform this calculation, select the Hounsfield ROI button, , click on the image, and drag the mouse to define the region of interest. When you release the mouse, PracticeBuilder 1-2-3 calculates the average value and displays it. To resize the region, click on one of the edges of the graphic, and drag it.

6.2.4 REPORT IMAGE NUMBERING

When attaching key images to a report, it is useful to label each image so you can reference them in the report. With the text annotation tool, you can manually add a textual identifier to each key image before attaching it to the report. With the Report Image Numbering annotation tool, PracticeBuilder 1-2-3 can drop a sequential numeric label onto each image in the report, eliminating the need to explicitly type in a text annotation. To use the report figure numbering tool, click the button, , open the full-size report panel, and click on a key image. The next number in the sequence appears where you clicked. To move the numeric label, select the annotation and drag it to another location on the same key image. To delete the annotation, right-click on the selected annotation and select Delete.


6.2.5 POINTER GRAPHIC ANNOTATION

The pointer graphic tool draws an arrow on the image. Select the pointer annotation button, , and click on the image. Drag the mouse to adjust the size of the pointer. You can rotate the graphic around its head by clicking on the end of it and dragging it around.

The pointer graphic tool can contain a text string. The advantage of adding text to the pointer graphic over using the text annotation tool is that PracticeBuilder 1-2-3 manages the two annotations as one. Therefore, if you move or adjust the point graphic, the text automatically follows. To assign a text string to a specific pointer annotation, first drop the pointer annotation onto an image. Hold the Ctrl key when you click to place the pointer annotation on the image, and the text box automatically appears. Alternatively, right-click on the pointer to display the popup menu and select *Edit text*. The text list appears. Select a text string from the pull-down list, or type a new string into the text window. Click *OK*.

6.2.6 SPINE LABELING ANNOTATION

The spine-labeling tool is for labeling vertebrae and disk interspaces. The result is similar to adding text annotations to an image of a spine, except the spine-labeling tool uses predefined labels, and displays them in their corresponding location on images in all orthogonal planes.

Select the spine-labeling tool by clicking on the spine label annotation button, . When active, a spine labeling control panel appears, listing the predefined vertebral and disk interspaces. To apply a label, select the starting point from the control panel, and then click on the image to place the label. The label automatically advances to the next label after you place each one, so left-click again to drop the next label. To automatically advance in the opposite direction, check the box labeled Reverse Direction in the spine labeling tool window. Continue until you are done. To skip a label, change the next label in the pull-down list in the popup window. To toggle between vertebral labels and disk interspace labels, press and hold the Alt key while clicking on the mouse. For disk interspaces, and when you drag vertebrae labels away from their default location, a line appears. To display the line after you are done labeling the image, check the box labeled Show Lines in the spine labeling tool window.

To customize the spine-labeling tool, use the Spine page in the Customize Settings window. You can set the default starting point for both disks and interspaces, and select which one is enabled initially. You can include or exclude L6, and define the default labeling direction. You can also modify a default label used, and the spacing between vertebral bodies when placing the spine labels on orthogonal views. See section 4.1.11 for details.

When placing the specified labels in the orthogonal images, PracticeBuilder 1-2-3 uses the label's focus point. If the graphic intersects the image within the defined distance from the focus point, it appears in intersecting plane. The spine labels appear in all orthogonal images automatically, as long as the images belong to the same Frame of Reference, as defined by the original images modality. If the Frame of Reference is not predefined, you will have to label each of the images individually. If the focus point falls outside the distance specified, no label appears.

The center point of the annotation is identified by the little dot next to the label. This is the focus point, referenced when identifying the point on other images. You can add or remove a line connecting the dot to the label by dragging the text away from its default location. To make the lines persist after exiting the annotation mode, select *Show Line* in the control panel. Move the label by selecting annotation cursor mode, and dragging the label where it needs to go. To remove a single label, select annotation cursor mode, right-click on the label to pop up the annotation menu, and select *Delete Selected*. Select *Delete All* from the same menu to remove the spine labels and all other annotations. To remove all spine labels, including all the labels in intersecting planes, and leave other annotations, click *Reset* on the spine label popup window.

7 Plug-in Modules

PracticeBuilder 1-2-3 uses plug-in modules to add packages that perform specific functions. Plug-in modules are individually licensed. When you log in and open the PracticeBuilder 1-2-3 viewer, it checks the server to see which plug-ins are licensed. The viewer then loads the licensed modules, which may result in the addition or modification of menus, popup windows, and toolbars. The sections below provide all the instructions on how to use a particular plug-in module.

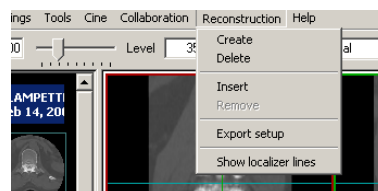
7.1 Multiplanar Reconstruction Plug-in

PracticeBuilder 1-2-3 supports multiplanar reconstruction (MPR) as a plug-in module. The MPR plug-in is available for the dedicated workstation, downloadable and standalone versions of the viewer. When the viewer starts, it obtains the plug-in licenses from the server. If the viewer finds a valid license for the MPR plug-in module, it automatically downloads and installs the plug-in on the workstation. If the MPR plug-in was installed using one server and the user switches to a PracticeBuilder 1-2-3 server that does not contain a valid MPR plug-in license, the viewer does not initiate the plug-in and MPR is unavailable.

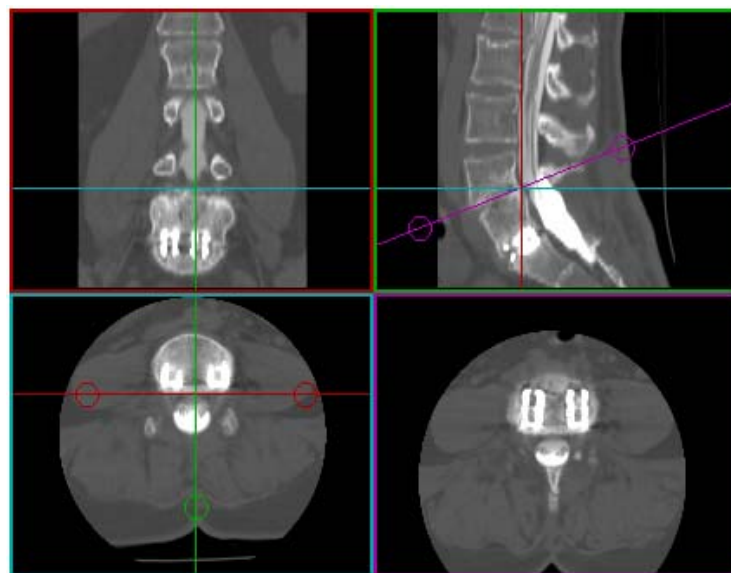
Like the general PracticeBuilder 1-2-3 viewer, if a newer version of the plug-in is available, the viewer downloads and installs the update automatically. Since a plug-in does not require a formal installation process, Windows administrator privileges are not necessary to install or upgrade a plug-in.

MPR allows a user to create a completely artificial view of the available image data. For example, if an axial series exists, and you wish to view the images in a coronal orientation, MPR can create the coronal view. Additionally, you can use MPR to create a view at an oblique angle. The MPR module creates a volume using the available data, and allows the user to select the plane that cuts through the volume. The result is a series of images that the user can view, save to the server, archive, and attach as a key image.

To create the MPR volume, load a series into the main viewer and select *Create* from the Reconstruction menu that appears at on the top of the PracticeBuilder 1-2-3 GUI. Use the series with the most slices to obtain the best results.



When you create an MPR frame, the volume is created and the image frame separates into four smaller frames. Each frame contains a single orthogonal view (sagittal, coronal, and axial) plus an oblique angle view. The oblique image frame is the results window, and is represented by the purple localizer in the coronal view. The other three frames are control windows.



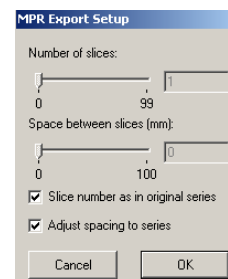
Oblique (generated) view

If the series is particularly large, creating the volume may take a little time. A progress bar appears to show you how much additional time is needed to create the data volume.

Using the color-coordinated localizers (i.e., the color of the line matches the color of the frame containing the image in that plane), move and rotate the oblique image. You can window and level the image using the regular window/level

tools. The other tools are unavailable in an MPR image frame.

When you have the results you want, export the series to PB by double-clicking on the oblique image, or selecting *Insert* from the Reconstruction menu. Once the series is exported back to the viewer, it is available from the thumbnail panel and you can perform any available function on the image. From the Reconstruction menu, the Export Setup item opens the exporting control panel. From this control panel, you can define the number of slices to include when you export the regenerated series (default is 9 slices) and define the spacing you want to use between the slices (default is the same as the original series). To change the default, uncheck the box, and enter the number in the respective field.



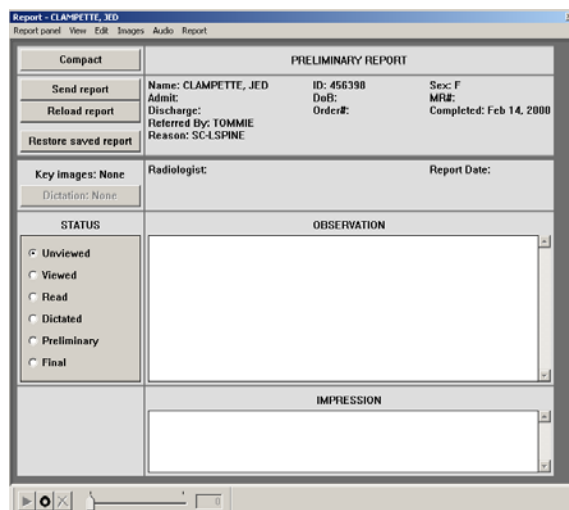
You can attach exported regenerated images as key images, and send exported regenerated images and series to the server to be available to other users. Key images are automatically sent from the workstation to the server. You can manually push any image back to the server using the Send Series and Send Image items on the File menu. Images are returned to the PracticeBuilder 1-2-3 server via HTTP. There is no additional configuration needed on the server to accept the transfer of images from the viewer to the server.

8 Reports

PracticeBuilder 1-2-3 includes reporting functions that enable a user to record a text or dictated report, and to attach selected images to a report along with their presentation state. Reports from prior studies are available for display from the viewer. A user also can create an addendum to a report.

Two report panels exist as described in section 3.6.3. The full report panel includes the patient and procedure information, the report text, and the key images, amongst other details that make it useful for reviewing information about prior studies. The compact version of the report panel is better suited for dictating a report or addendum. The compact report panel contains some basic study identification information plus controls for recording a voice clip. You can configure PracticeBuilder 1-2-3 to default to one report panel or the other from the Customize Settings' Settings window.

Since the report panel is customizable, yours may appear with more or less information than this manual describes. The default report panel contains a report state (empty, preliminary or final), patient and procedure information such as the patient name, date of exam and the order number, report information such as the name of the radiologist who generated the report and the date, the report text, addendums, key images, a number of buttons and the study status. The functions assigned to the various buttons on the report panel are as follows:




Button	Description
Compact/Full	Toggle between the compact report panel and the full report panel.
Send Report	Submit the report to the PracticeBuilder 1-2-3 server.
Reload Report	Erase all the changes and restore the original report.
Restore saved report	If you previously saved a report to your local workstation (using the <i>Save to hard disk</i> option in the Report menu), read it from disk and load it in this report panel.
Dictation/Listen	Play back the dictation for this report component. A <i>Listen</i> button exists for the main report and for each addendum.
Status buttons	Set the study status to the selected state. In a Final report, only the last addendum has an active Status button section.

The following sections contains information on opening prior reports, creating text and recorded reports, attaching key images, and submitting the changes to the PracticeBuilder 1-2-3 server.


8.1 Displaying Prior Reports

When PracticeBuilder 1-2-3 loads a study into the viewer, it includes the report if the server has a copy. Reports for prior exams could come from one of many sources. A user can enter it directly from the PracticeBuilder 1-2-3 viewer. The report could be transcribed into PracticeBuilder 1-2-3 from the report editing web page. Reports created from third-party devices such as a Radiology Information System (RIS) can be imported into PracticeBuilder 1-2-3 as well. Once the server has the report data, it makes it available in the viewer's report panel.

To display the prior report, open the full report panel by clicking the report button, , from the toolbox toolbar. If you have more than one study loaded into the viewer, the report panel displays that corresponds to the selected image frame or thumbnail image. If no images are loaded into the main viewing area and no image frame is selected, the report panel displays the report of the first study listed in the thumbnail panel.

8.2 Creating A Report

Before you can create a report in PracticeBuilder 1-2-3, you must possess reporting privileges. Creating a report includes entering text or a recording, plus attaching a key image or even changing the study state. If the report panel does not contain editable fields, you are not entitled to save change to the report or key images to the PracticeBuilder 1-2-3 server. Speak with your system administrator if you need to change the settings on your account.

When you want to create a report, start by selecting an image in the study. Click on an image frame or a thumbnail image. This informs PracticeBuilder 1-2-3 which study you want to edit. To create the report, open the report panel by clicking on the Report button, , in the toolbox toolbar. If you press the Record button on a Philips Speechmike, you will open the compact report panel.

A report can consist of the observation and impression, addendums, key images, and the voice recordings. Only one of these components is needed to make up a report, although a report can consist of all of them. Creating an observation, impression, addendum and a dictation are described in the following sections. Attaching key images is described in section 8.3.

8.2.1 TEXT REPORTS

The fields available for entering a text report exist only on the full report panel. The default report format consists of an observation section and an impression section. PracticeBuilder 1-2-3 does apply any restrictions to the use of these fields other than they will remain separate, both in the viewer, and from the PracticeBuilder 1-2-3 web page report. To enter text into either of these fields, click in the window and type your report. While there is limited formatting capabilities available, white spaces such as spaces and carriage returns, are preserved.

8.2.2 DICTATION

PracticeBuilder 1-2-3 records dictations in the viewer using any Windows compatible microphone and sound card. Follow the manufacturer's installation instructions for these components before attempting to record a report in PracticeBuilder 1-2-3.

The recording controls are located in the Audio toolbar, which you can attach to the report panel by selecting *Audio Controls* from the View menu in the report panel. The recording controls contain a play/stop button, and record button and a delete button. There is also a progress gauge showing you where in the current recording you are.

Start recording a dictation by selecting the Record button on the Audio Toolbar, or from the Audio menu. When you are finished with the recording, click on the Stop button. Play back the dictation by rewinding it to the beginning of the recording and pressing the Play button.

You can remove part of a recording by positioning the locator at the start of the unwanted section and clicking on the Delete button in the Audio Toolbar. The entire recording from the present location to the end will be deleted. PracticeBuilder does not support removing just a section in the middle of a recording. Deleting removes everything to the end of the report. Modifying a middle section must be done through inserting verbal instructions into the voice stream, indicating the start and end of the section to purge. It is not possible to delete any part if the report component (observation, impression or addendum) has been approved and is in the Final state.

The PracticeBuilder 1-2-3 viewer supports tighter integration with the Philips SpeechMike than it does for other microphones. No setup is necessary. Install the SpeechMike device according to its instructions, and then restart the Viewer. When installed, you can use the SpeechMike for recording dictations. To record, click on the *Record* button on the SpeechMike. The compact report window appears. To start recording, press the Play button and speak. To stop recording, press the Play button again. To add additional data, press the Play button to append the voice to the existing recording. If you select Rewind or Fast Forward, you can reposition the starting point for recording more data.

8.2.3 ADDENDUMS

You can correct or modify uneditable (Final) reports from the report panel by attaching an addendum to the report. If a report or an addendum is unapproved, you can modify the report. When a study is in the Final state, the approved text and dictation are not editable and a new addendum section appears at the bottom of the report panel, after the original observation and impression text and other addendums, if present. Enter the addendum as you would for the initial report. Click on the Record button to dictate an addendum, or enter text into the editable text field on the full report panel to type an addendum.

To play back an addendum's dictation, open the full report panel, scroll down to the addendum section, and click on the Listen button.

8.2.4 RESTORING A REPORT



PracticeBuilder 1-2-3 provides two methods for restoring a report. The first method is to restore the report with the version that is presently stored on the PracticeBuilder 1-2-3 server. Provided you have not saved any changes, click on the *Reload Report* button in the full report panel. PracticeBuilder 1-2-3 retrieves the last stored report from the server.

After creating a report, it is possible to encounter problems when you attempt to save it to the PracticeBuilder 1-2-3 server. For example, while reading the study and creating a report, the network between your workstation and the server may have gone away. Another example is when another user forced PracticeBuilder 1-2-3 to remove the write permissions from your session, and you were not notified. To save your work, you can make a temporary copy of the report on your local workstation's disk, and restore it at a later time so you can submit it to the PracticeBuilder 1-2-3 server. To save a report to your workstation, select *Save to hard disk* from the report panel's Report menu. To restore it, open the study from the worklist at a later time, open the full report panel, and click on *Restore saved report*. The text, dictation, key images and study state you previously saved are loaded into the report panel. You can now submit it to the server using *Send report*.


8.3 Key images

In PracticeBuilder 1-2-3, you save the presentation state of a rendered image by making it a key image and attaching it to a report. Key images selected for a particular study are displayed in the full report panel. To display the full report panel, select Report Panel from the View menu, or press the F8 function key. The key images, rendered in their saved window/level settings and with the saved annotations, appear at the bottom of the report.

PracticeBuilder 1-2-3 indicates an image has been marked as a key image by displaying a key image icon in the top left corner of the image when it is displayed in an image frame. Clicking on the icon opens the report panel and display the image attached to the report.

The viewer contains two key image icons: a paper clip and a key. A paper clip icon, , denotes that a particular image is attached to the report and viewable on the report panel. The key icon, , indicates that the marked image is rendered using the same display characteristics (window/level, annotation, etc.) as the image attached to the report. These icons allow the user to discriminate between multiple instances of the same images attached to a report, each with a different set of parameters.

8.3.1 ATTACHING KEY IMAGES


To save the presentation state of an image in the main viewing area, select the image when the cursor is in key image mode. To select the cursor mode, click on the key image button, , in the toolbox toolbar. The cursor changes to a paper clip. Position the cursor over the image you want to save, and click the left mouse button. The key icon appears in the top left corner.

If you want to save the image as a key image again, make the necessary changes to the image – the key image icon in the top left corner changes to a paper clip, indicating the image in the frame no longer

appears like it does in the report panel – set the cursor to key image mode and click on the image again. In the report panel, two images appear, each with their individual display characteristics.

To select multiple images without having to reset the cursor mode between each click, hold down the Alt key while you click on mouse button. The cursor mode will remain in key image mode after each mouse click.

Instruction Summary – Saving a Key Image

- Load an image into an image frame, and set the display characteristics (window, level, annotation, etc.)
- Select the key image cursor mode button, , from the toolbox toolbar.
- Click on the image.

In the full report panel, the number of key images attached to each report segment (main report and each addendum) is listed in each segment's header.

When attaching key images to a report, it is useful to label each image so you can reference them in the report. With the text annotation tool, you can manually add an identifier to each key image before attaching it to the report. With the report figure numbering annotation tool, PracticeBuilder 1-2-3 can automatically drop a sequential numeric label onto each image in the report, eliminating the need to explicitly type in a text annotation. To use the report figure numbering tool, see section 6.2.4.


8.3.2 MODIFYING KEY IMAGES


Images in the full report panel are editable, as if they were in an image frame. Open the full report panel, select the image, and change the window or level, add an annotation, change the zoom factor, etc. When modifying the image in the report panel, there is no need to reassign it as a key image.

Additionally, you can drag and drop the key image from the full report panel into any image frame to manipulate its settings. Note that changed settings from an image frame do not get save unless you reselect the image as a key image and resubmit the report. To drag an image, position the cursor over the diagonal lines in the top left corner of the image until the cursor changes to a hand. Press and hold down the left mouse button, and drag the image to its destination. When the cursor is over the destination image frame, release the mouse button.



Once a report is approved, i.e., the study state becomes Final, the images attached to that report segment cannot be modified. To make a change, you must add an additional key image reflecting the updated settings.

8.3.3 REMOVING KEY IMAGES

To remove a key image, it must be display in an image frame in the main viewing workspace. The image in the image frame must appear exactly as it does in the report panel as well. If the key image icon appears as a key icon, , then the image is ready for deleting. If this icon is not displayed on the image, you must move it from the full report panel to an image frame. To do this, open the full report panel, and find the key image you want to remove. Click on the diagonal lines in the top left corner of the image, and drag it to an available image frame in the main viewing workspace.

To complete the remove process, put the cursor into key image mode by selecting the key image cursor mode button, . Move the cursor over the image frame of the image you want to remove. The cursor changes to a key with an 'X' through it. When in this mode, click on the image. You are prompted to confirm the delete request. Click on Yes to remove the key image. You can also remove the key image when in Normal cursor mode by placing the cursor over the key image icon in the top left corner of the image. The cursor changes to a key with an 'X' through it. Click on the icon, the confirmation prompt appears. Confirm the removal as before.

Instruction Summary – Removing a Key Image

- Click on the report button, , to open the full report panel.
- Scroll to the key images, and find the one you want to remove.
- Click on the top left corner of the key image and drag it to an image frame in the main viewing workspace.
- Select the key image cursor mode, .
- Click on the image.
- At the popup notice, confirm the removal by selecting Yes.

It is not possible to remove a key image attached to a report segment that has been approved and is in the Final state.

Removing one key image has no affect on any other key image, or any other instance of the selected image that may be saved as a key image. To remove multiple key images based on a single image, you must remove them individually using the procedure defined above.

8.4 Submitting Reports

After you create any report component, including recording a dictation, adding text to the report impression, attaching a key image, amending a report or just changing the report state, submit the report by selecting the *Send Report* button on the report panel.

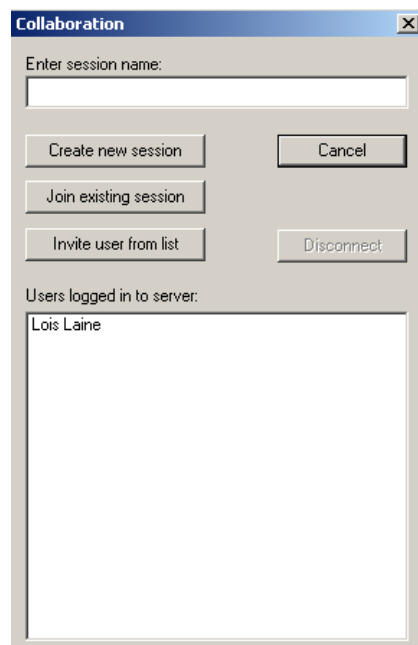
If you create a report and decide to continue working on the study before submitting it, you can close the report panel at any time by clicking on the *OK* Button. When you close the study, PracticeBuilder 1-2-3 checks to see that you saved your work. If the report is not submitted, PracticeBuilder 1-2-3 prompts you to send the report.

When you attempt to save a report, and the viewer encounters a network problem, you can save the report on your local hard disk so you can submit it at a later time. From the full report panel, select the *Save to hard disk* option from the Report menu. Be aware that this is not the equivalent to submitting the report to the PracticeBuilder 1-2-3 server. It simply saves your work on your local machine so you can come back to it at another time. When the network problems are resolved, open the same study. PracticeBuilder 1-2-3 detects the saved report, and notifies you that you have a copy of a report on your machine. From the notice, click on Yes to import the saved report. Everything you saved is not returned to the viewer, and can be saved to the PracticeBuilder 1-2-3 server.

9 User collaboration

When multiple users need to consult with each other while viewing a study, PracticeBuilder 1-2-3 allows them to share a common instance of the Viewer. When a user initiates a collaboration session, his/her viewer appears on the workstation of the invited participants, and the actions applied by any one of the users is rendered on the other's workstation. There is dual-cursor support so that each user can see what the other is doing, and what they are highlighting. When used in combination with a telephone, the participants can communicate and review the same study as though they were sitting together at the same workstation.

Collaboration requires that the other participant(s) have the PracticeBuilder 1-2-3 viewer installed on their workstation and running in standby mode (see section 4.1.1), and are presently logged into the same PracticeBuilder 1-2-3 server under his or her own account.



To establish a collaboration session, select the *Connect* option on the Collaboration menu. A window appears, with a list of users connected to PracticeBuilder 1-2-3. At this point, there are two options. If all the intended participants are directly accessible from the network by the server, meaning they are on the same local area network, or the network does not consist of NAT devices or other redirection devices, the collaboration host can invite users to join. If the server cannot reach one or more of the participants, the host must explicitly create a collaboration session and the participants must individually join it.

In the case where the server can address the workstation of each participant, select the user you want to add to the collaboration session and click on *Invite User From List*. The other user will receive a prompt notifying him that you wish to establish a collaboration session. If they accept the session, PracticeBuilder 1-2-3 launches itself on the other user's workstation, and displays what is presently displayed on your workstation.

In the case where the server cannot address the workstation, or when the invite request fails with a message indicating the server could not connect to the workstation, the host will have to create a session

and each user will have to join it. Start by having the host create a session name and click on *Create New Session*. Then have each participant type in the same session name and click on *Join existing session*. When everyone has joined the session, the workstation screens will contain the information displayed on the host's screen.

When the connection is accepted, you will see a second cursor appear on your workstation. The white cursor is yours. The red cursor is the cursor on the other user's workstation. As each of you moves your cursor, the other will see it move on his own workstation. Any action you take to change the image display, including window/level settings, scrolling, series selection, zooming, annotations, etc., will appear on the other workstation. The collaboration session only affects the main viewing workspace. The popup windows, including the report panel, settings windows, notices, layout manager, and print panel, are not shared on other participant's workstations.

At all times during a collaboration setting, one of the users is the master, meaning they have control of the session. By default, the host is the master. For security purposes, none of the other users can obtain control of the session without the master granting it to him. To request control, the other user simply clicks their mouse on the workstation. A notice appears on the master's workstation indicating that the other user requested control of the session. The master user can either turn over control to the other

user, or deny the request. If control is passed over, then the original master must request it back using the same technique.

When the session is over, either user can request to terminate the session by selecting the Disconnect option from the Collaboration menu, or the user who established the session can close the viewer. Once the session is terminated, the users resort back to the same access to the studies as they had prior to the collaboration session.

10 Saving data

The PracticeBuilder 1-2-3 viewer allows the user to save the image data to files on the local workstation using a limited number of standard formats.

10.1 Saving JPEG images

Users can save a copy of an image or series of images to the local file system in a JPEG formatted file by using the Save function. Under the File menu, select Save Image, which saves the selected image, or Save Series, which saves all the images in the selected series to individual JPEG files. After requesting one of these options, PracticeBuilder 1-2-3 pops up a window from which the user can select a destination directory and a file name. If saving a series of images, PracticeBuilder 1-2-3 automatically appends a numeric increment to the base file name and place one image in each file. The resulting file contains the annotations, zoom factor, window/level setting, and all other display characteristics as they appear on the screen.

A user can also copy the selected image into the system clipboard so the image can be pasted into another application. Select the image and choose the Copy option from File menu. To paste the image, open the other application and select the paste option as defined by that application.

10.2 Saving DICOM images

To save a copy of the original DICOM image, you must use the browser interface. The PracticeBuilder 1-2-3 viewer cannot save DICOM objects. From the browser interface, you can create a DICOM-conformant media by using the Export function, downloading the resulting ISO file to your workstation, and then writing this to a CD or DVD using the CD/DVD writing software installed on your PC. PracticeBuilder 1-2-3 does not provide an application to write the data to the CD/DVD media. Refer to the PracticeBuilder 1-2-3 Operator's Manual for additional information.

11 Printing

From the PracticeBuilder 1-2-3 viewer, you can print full-resolution images to DICOM conformant imagers, or to ordinary printers supported by your Microsoft Windows operating system. The printing procedure starts by selecting one or more images that are currently loaded into the PracticeBuilder 1-2-3 viewer, and arranging them in the print panel. For information on the print panel, see section 3.6.4 and the section below.

You can print or hide the image overlays when you print images to either a Windows printer or a DICOM printer. If the overlays are displayed on the screen when you request the print job, the resulting images will display them as well. If the overlays do not appear on the images, they will not appear on the film or paper. To display the overlays, select Show Image Information from the View menu, or hit the F10 key.

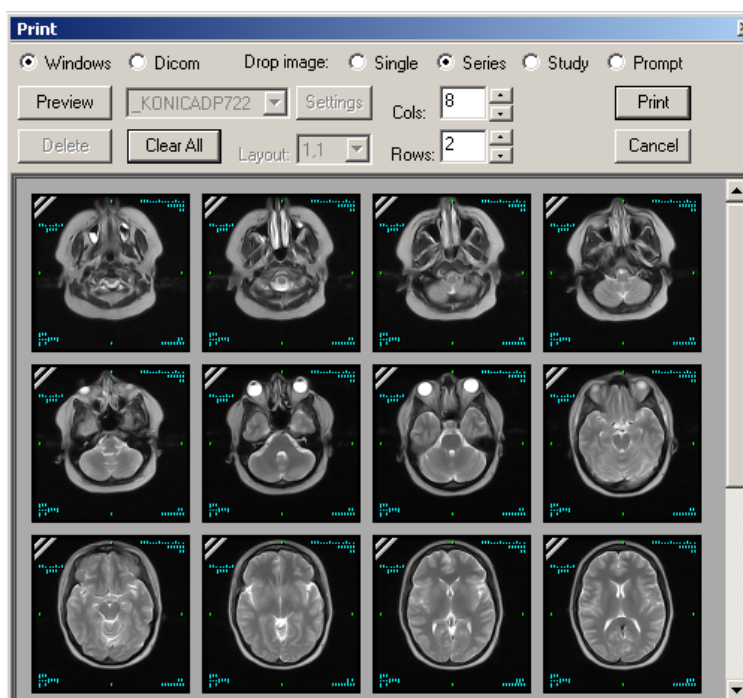
When printing images from the PracticeBuilder 1-2-3 viewer, if hash marks are displayed on the image, they will appear on the printout.

If the user has defined a print header for Windows printouts, it also appears on DICOM printouts.

11.1 Print panel

To display the print panel, select Print from the File menu. If you have an image frame selected when the print panel pops up, PracticeBuilder 1-2-3 automatically loaded it into the print panel. The number of images PracticeBuilder 1-2-3 loads depends on the Drop Image setting. PracticeBuilder 1-2-3 either loads the selected image, the entire series, the entire study, or prompts the user to select an image range. If no image frame or series is selected, the print panel opens with no images automatically loaded.

To load additional images into the print panel, position the cursor over the diagonal lines in top left corner of the image in the image frame. The cursor changes to a hand. While holding down the left mouse button, drag the image over the print panel and release the mouse button. The images in the print panel appear in a tile mode, meaning they are not stack. Use the scroll bar on the right of the window to see all of the images.



To remove any or all images in the Print window, click to select the image and then click on the Delete button. If you want to clear all the images, click on the Clear All button. It is not possible to delete more than one image at a time with the exception of deleting all the images.

If you need to reorganize the images in the Print window, click on the image's top left corner and drag it from its current location and drop it into the destination position.

The remaining fields on the print panel are specific to the print device's protocol. See the following sections for additional information.

11.2 DICOM Printing

When printing to a DICOM printer, select DICOM in the print panel. This enables all of the DICOM printing options. The pull-down menu lists all of the available DICOM printers. Select the printer you want to send the print job to, and the Layout. The Layout shows the number of columns and rows on a printed sheet of film. The options are represented as *column, row*.

To review the default printer parameters as defined in the printer configuration file on the server, click on the Settings button. In most cases, the default settings are defined to work with the selected printer and changes should not be necessary. However, there are times when you may want to change a setting for a single print job. Modifying the parameters from this window changes them for the current print job. If you wish to make the change permanent, you must have the system administrator change the setting on the server.

The DICOM print settings consist of three tabbed pages. The Film page contains the settings that apply to the film itself. The Session page contains the settings that apply to the entire print job. The Others page contains miscellaneous settings. Each of these settings is described in the table below.

Many of the settings contain an option to use the default. The default is a value defined in the DICOM printer configuration file. This file is created by the systems administrator, and is available from the Server page in the browser interface. The default settings are usually the best option. Only override the default when you know how it will affect your results.

Page	Setting	Parameters	Description
Film	Film Orientation	Portrait, Landscape	Specifies the orientation of the film. Default is usually portrait.
	Trim	Trim, No Trim	Specifies whether the film sheet is to contain trim. The default is usually no trim.
	Decimate/Crop behavior	Request crop, Request decimate, Request fail	Specified what happens to the image when it does not fit within the defined boundaries of the image box.
	Presentation LUT	Illumination and reflection values	Use these values to define the presentation LUT applied to the images. Default is to set Illumination to 2000 and Reflection to 10.
Session	Film session options	Copies	The number of copies to request.
		Destination	If the DICOM printer supports multiple destinations, indicate which one to request.
		Priority	Specify the print priority, if supported.
		Owner	Indicate the owner of the print job.
	Annotation options	Annotation	Submit this value to the printer to use as annotation. The application of this string depends on the printer.
		Prepend date	Prepend the date to the annotation added by the printer.
		Prepend printer name	Prepend the printer name to the annotation added by the printer.
		Prepend illumination	Prepend the illumination information to the annotation added by the printer.
	Medium type	Blue film, Clear film, paper	Specifies the type of medium to use in the print request. The application of this value depends on the capabilities of the printer.
Others	Film session label		Print this value as a header to each sheet printed. By default, this contains the information specified in the print header defined on the Customize Settings' DICOM field page.
	Film size ID	Printer specific	Specify the default film size.
	Magnification	Printer specific	Specify the default zoom factor applied. This is in addition to any zoom factor already applied to the image when it is loaded into the print panel.
	Smoothing type	Printer specific	Specify the smoothing algorithm to use when interpolating the data.

Page	Setting	Parameters	Description
	Border density	Printer specific	Specify the density of the border. Usually a value of BLACK or WHITE is sufficient.
	Resolution ID	Printer specific	Specify the resolution identifier.
	Config info	Printer specific	Printer-specific configuration parameter to send to the printer.
	Empty image density	Printer specific	Optical density to use in areas where no image exists.
	Max density	Printer specific	Maximum density to use when printing.
	Min density	Printer specific	Minimum density to use when printing.
	Image box magnification type	Printer specific	Override the default magnification for a specific image.
	Image box smoothing type	Printer specific	Override the default smoothing type for a specific image.
	Image box config info	Printer specific	Override the default printer-specific configuration parameter for a specific image.

The one notable print setting is the header used on the printed sheet. The default print header is defined on the Customize Settings panel, under the DICOM Fields tab. You can change the default string by editing it in the print panel. Whatever appears in this field will appear at the top of each sheet of film. In order to appear on the film, the DICOM printer must support the Field Session Label feature.

After selecting the printer, the layout and confirming the printer settings, if necessary, click on Print to initiate the print job. A popup window appears notifying you that the print request is in process. Depending on the type of printer, a print request may take a long time. When the printer confirms it has received all the information and can proceed with the print job, PracticeBuilder 1-2-3 pops up a notice indicating the request is complete. If any errors occurred, an error message appears.

It is possible to obtain detailed information exchanged between the PracticeBuilder 1-2-3 viewer and the printer during a DICOM print session. This is only necessary when some anomaly occurs, and the print request failed. To enable print logging, open the Customize Settings window from the Settings menu, and go to the Advanced page. Make certain the value in the *Keep the last N DICOM print log files* is greater than zero. Print logs are stored in the c:\Program Files\PracticeBuilder\dicomprint\logs directory. If print problems exist, a customer support representative may request these files.

11.3 Window Printing

When all the images you want to print are present in the Print window, select the number or rows and columns you want to appear on the printed sheet. Note that the images displayed in the print panel do not necessarily conform to this setting. To preview the print results, click on the Preview button. In the popup window, select the printer and click on OK. A new popup appears showing you what the results should be on the selected Windows printer. You can either select to continue the print from this point, or cancel out to return to the PracticeBuilder 1-2-3 print panel and click on Print to execute the print job.

11.4 Printing Reports

PracticeBuilder can print a copy of the report directly from the Viewer to a printer connected to your PC. To print the report, open the full report panel. From the top of the report panel window, select Report and then click on Print. Your standard print window will appear. Click on OK to send the report and the attached key images to the printer.

12 Online Help

PracticeBuilder 1-2-3 provides an online help system that provides assistance to users while they are using the interface. The online help contains a searchable database containing information on many topics and features, plus a summary of the latest features available in the viewer. From the online help, you can also obtain details on the version of the PracticeBuilder 1-2-3 viewer you are running, which can be requested if you need to contact support for assistance.

In the event the online help does not provide enough information on the requested topic, please consult the written documentation.

To display the release news, select News from the Help menu. A window appears containing links to a number of subjects, arranged in functional groups. To obtain details on any particular topic, click on the link.

To display the complete help system, select Contents from the Help menu. A window appears consisting of some tabbed pages. The Contents section is an organized collection of the help subjects. This information is useful if you need to obtain an overview of some area of PracticeBuilder 1-2-3. For information on a single topic, select the Index tab, and type the subject in the field provided. When you find the specific, double click to open the detailed information on the topic. To get back to the Index, select Help Topics from the details page.

To obtain details about the specific version of the PracticeBuilder 1-2-3 viewer installed on your workstation, select About PracticeBuilder 1-2-3 from the Help menu. If asked by a customer support representative which version of the PracticeBuilder 1-2-3 viewer you have installed on your machine, provide the version number (and the build revision if specified) listed in the popup window.