

Figure 3.3

The **Preferences** pull down menu provides a whole set of options for customizing your particular use of Horos. This is detailed in Chapter 4.

**Check for Updates** will automatically check back with the Horosproject.com website to ensure you have the most up to date version of the software. What you want is the screen shown below that tells you your current version is correct.

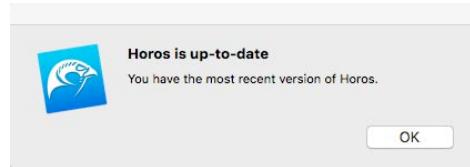


Figure 3.4

### Hide Horos

This function hides Horos on your machine. You will need to click on the Horos icon on the “dock” near the bottom of your screen to enable viewing of Horos on your screen

### Hide Others

This hides all applications except Horos. To have your other applications reappear, return to the drop down menu and that selection will now say: “Show All.” By selecting that option, any other applications you previously had on your screen will reappear.

### Quit Horos

This selection shuts down Horos completely. This is different than just minimizing Horos. If image transfers occur during the shutdown process, warnings will appear on the screen, enabling you to abort this shut down. When Horos is not enabled, any images not transferred may be lost.

## THE FILE MENU

This pull down menu includes the functions required to manage files, import files, store and export files. Many of these functions have an icon in the Toolbar that is described later in this chapter.

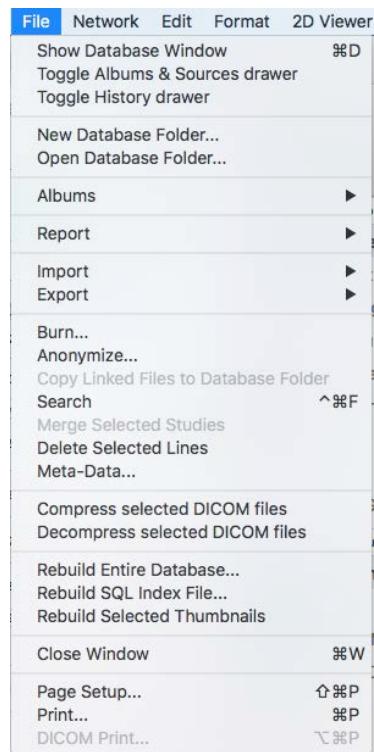


Figure 3.5

### **Show Database Window**

If it is not already, this selection displays the Database Window on the front tile. Usually this window stays open enabling you to access other studies as well as the patient list. However, if it is closed, this selection will cause it to redisplay. You can also access this same function in the 2D Viewer toolbar.

### **Toggle Albums & Sources drawer**

This selection will hide or display the Albums & Sources drawer, shown on the left of the screen below.

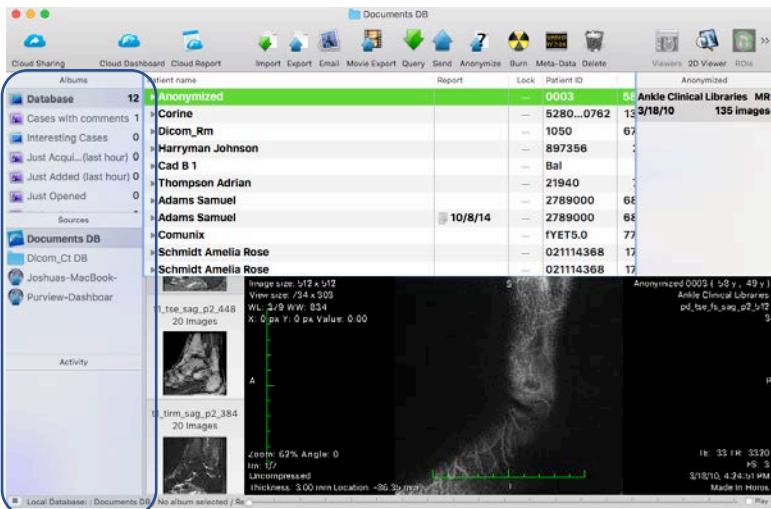


Figure 3.6

### ***Toggle History drawer***

This selection will either hide or display the History drawer on the right of the screen shown below.

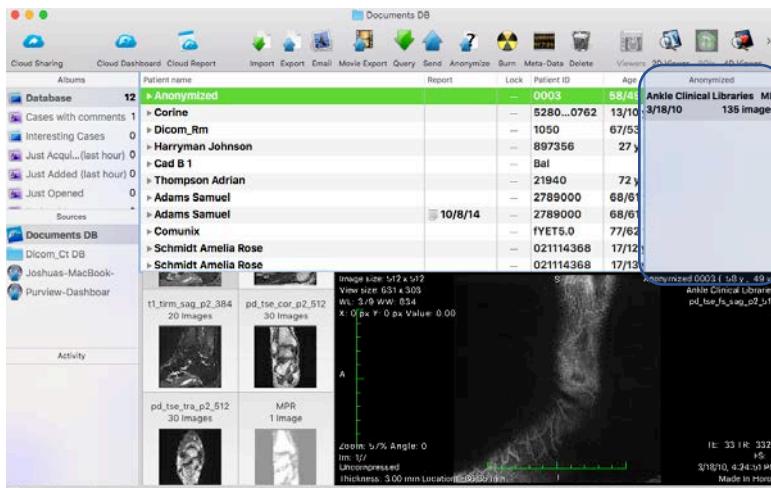


Figure 3.7

### ***New Database Folder . . .***

When you make this selection a new database folder will be created. Horos will manage multiple image database folders that you can switch between using the Open Database Folder... function – the next selection on this menu below New Database Folder. By default, a new folder will be located in your home directory.

The newly created database folder will appear in the Sources list of the Database window above. This function is also available in the Preferences Menu – Locations selection.

### ***Open Database Folder . . .***

This selection will open whatever specific database folder you specify enabling you to switch between database folders.

### ***Albums***

This menu item contains the submenu shown below.



Figure 3.8

#### ***Add an album . . .***

This allows you to create and name a new album. You may not name two albums the same.

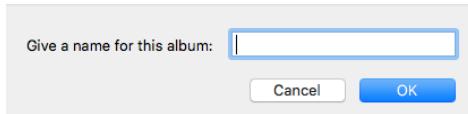


Figure 3.9

Once created, the album will appear in the list on the left hand side of the screen.

#### ***Add a smart album . . .***

Similar to adding an album, this option enables you to create and name a new smart album. A smart album is different in that it filters studies to match the criteria that is selected from the list shown. Depending upon the selection made, you will be prompted to enter the content for the filter category selected.



Figure 3.10

***Delete selected album . . .***

This option will enable you to delete the album currently selected from the Album list.

***Save albums . . .***

This option enables you to save your albums as a named file in a designated location on your computer or storage device.

***Import albums . . .***

This option enables you to import a list of albums from a selected file location.

***Create default albums . . .***

This option will create a list of default albums, such as 'Today CT' or 'Yesterday MR' for a set of potential modalities.

***Report***

There are two ways you can report in Horos. The first is a basic reporting system that uses your default selected word processing software (generally MS Word or Pages). You may only associate one report with a single study. This report file is document file created by Horos using a template that already includes the patient's demographic data generated from its DICOM tag. This may then be edited using your page editor.

The second way of reporting in Horos is to use the Cloud Reporting system. This is a plug-in feature that is detailed in Chapter 10. Horos Cloud Reporting is accessed via the icon shown in the Menu Bar below.



Figure 3.11

Your menu may appear a bit different depending upon whether you have customized the tool bar.

***Open Report***

This option enables you to open the existing report that has already been begun for this study. If there has not yet been a report started, using this option will cause a new one to be created.

### **Delete Report**

This option enables you to delete the report related to this study. If there is not existing report, nothing will occur.

There are two other options from this sub menu: **Covert to PDF** and **Convert to DICOM PDF**. Converting to PDF will do just that – it will convert your editor file to PDF format and store it in that format. Converting to DICOM PDF does the same but inserts it into the study.

### **Import**

This option generates a sub-menu with three different methods for importing images into your database.



Figure 3.12

You can import a file located on your computer or another designated storage location. You can import an image from a specified URL (you will be prompted to enter the URL address) that will then be downloaded. You may use any supported file transfer protocol for imports from a URL. You also can import raw data (binary or pixel data) also from a file on your computer or another designated storage location. When you do so you will be prompted for the Patient Name, pixel spacing and other related information.

This function supplements standard DICOM communication query and retrieval.

### **Export**

The Export selection will display a sub-menu as shown below.



Figure 3.13

The functions associated with selections from this sub-menu are described below.

#### **Export to DICOM Network Node**

You can use this selection to send images to a PACS or workstation by directing the selected study to a predefined DICOM node (from the list of DICOM destinations set in Preferences) using the DICOM communication protocol.

#### ***Export to Movie***

This selection enables you to send a series of images that can be displayed as a movie sequence in either a Quicktime movie or an MPEG64 movie.

#### ***Export to JPEG/TIFF***

This selection enables you to save images in either a JPEG or TIFF image formats in a designated location on your computer or another selected storage location. These JGEP files can then be displayed as an ordinary picture file using a program or can be printed on a standard printer.

#### ***Export to Raw***

*This option enables to you create images in a raw format image matrix.*

#### ***Export to DICOM file(s)***

This option enables you to send images as DICOM files to any other program that uses that format file. You can also use this option to send the file to another database.

#### ***Export to Email***

This option enables you to send an encrypted .ZIP file using your default email program. You will be prompted to enter a password of 8 or more characters that will be used to decrypt the image.

#### ***Export to iPhoto***

This option enables you to send image files in JPEG format to your iPhoto directory.

#### ***Export Displayed Database List as. . .***

This option, useful for analyzing studies or patient populations, creates a TAB delimited file of the database selected. This file can then be imported into a program that translates delimited files into a spreadsheet or database.

***Burn. . .***

Use this function to create a CD or DVD of the images and studies selected. When you choose Burn, the following sub-menu appears.

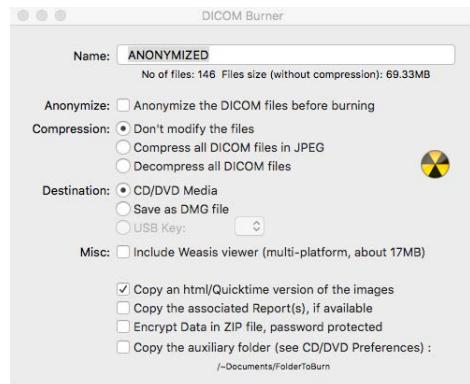


Figure 3.14

From this sub-menu select the options you desire to burn a CD or DVD with these images and an optional embedded viewer. This CD or DVD may be encrypted and named.

***Anonymize. . .***

Use this option to create an anonymized copy of the DICOM image selected. It does this by stripping all of the patient demographic information from the DICOM tag. As you can see from the selection window below, you can change the DICOM tags shown or you can decide to change other selections from the entire set of DICOM fields.

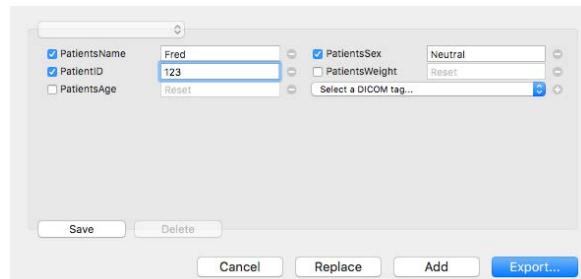


Figure 3.15

**When anonymizing a file, please be sure that no private information has been embedded in the images themselves as well.**

***Copy Linked Files to Database folder***

If you would prefer to actually copy the image files of selected studies that are not currently stored in a Horos Data folder, this option will permit you to copy these and store them in Horos.

## ***Search***

This selection allows you to enter a string (a word or a sequence of characters) in a search field to identify any study that matches that string in any of its DICOM fields. If the string is found, all studies that meet that criteria will display. Until you remove that string from the search field, only those studies will display.

## ***Merge Selected Studies***

You can use this option if you need to merge two or more studies together. You will need to highlight two or more studies in the study list. The warning box shown below will then appear. From this box you can select whether you wish to merge the database only or also the DICOM file headers.

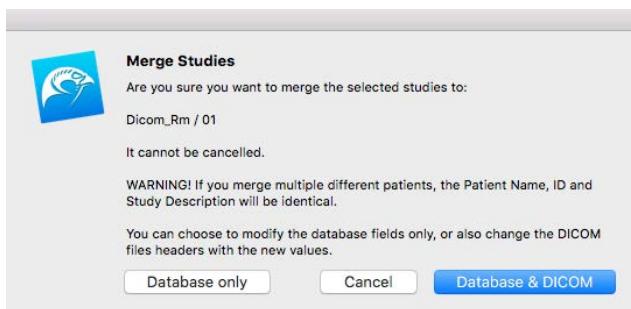


Figure 3.16

## ***Delete Selected Lines***

This option enables you to delete a selected study from the list. This is the same as if you pressed the delete key. A warning box will appear ensuring you wish to continue with this deletion.

## ***Meta Data***

This option allows you to display and edit (if enabled in Preferences) the DICOM file's metadata. When you select this option a screen of the fields, their tag descriptions and content will appear.

## ***Compress selected DICOM files***

If you need to conserve space on your computer or storage device, you may want to store your DICOM files as compressed. You can use either JPEG or JPEG 2000 compression formats

(whichever is set in Preferences) to compress these files. Compressed files take up less disk space but increase the time required to reload.

#### ***Decompress selected DICOM files***

This is the opposite of the selection above. Use this if a file is currently stored in a compressed format.

#### ***Rebuild Entire Database . . .***

There are times when your database SQL file may become corrupted. If this happens, use this selection to rebuild the SQL file index. When you do so the following warning screen will appear. You can select either a complete rebuild or a re-import and clean.



Figure 3.17

#### ***Rebuild SQL Index File . . .***

For similar reasons as the Rebuild Entire Database, this option enables you to rebuild the files index.

#### ***Rebuild Selected Thumbnails***

If the thumbnail views are not displaying correctly for a particular study, you may wish to use this option.

#### ***Close Window***

If you wish to close the display on the screen, use this option. This is the same as pressing the red radio button on the top left hand corner of the screen.

#### ***Page Setup . . .***

This option invokes the standard Apple printer selection box allowing you to select your printer and page orientation.