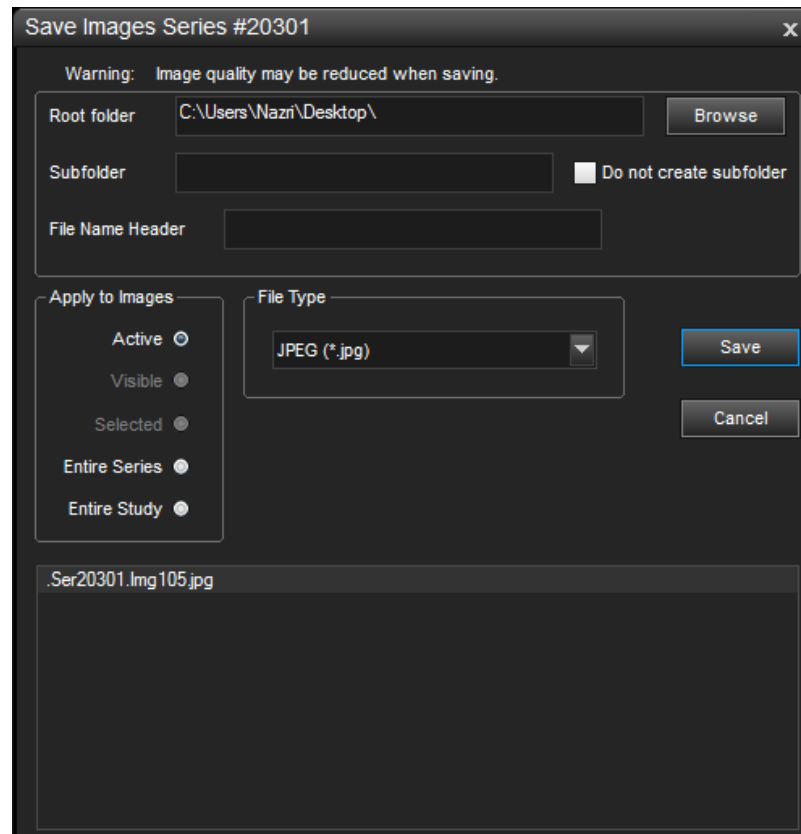


Saving image from PACS

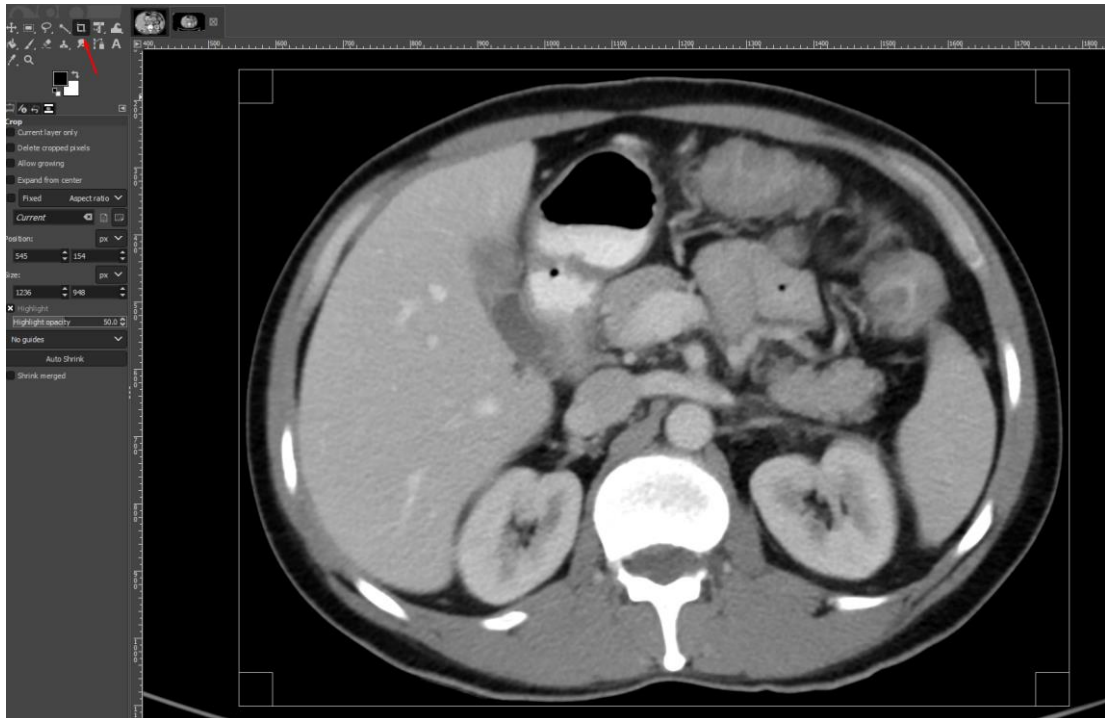
1. Choose image to export
2. Zoom image to fill whole viewport
3. Right click > save image



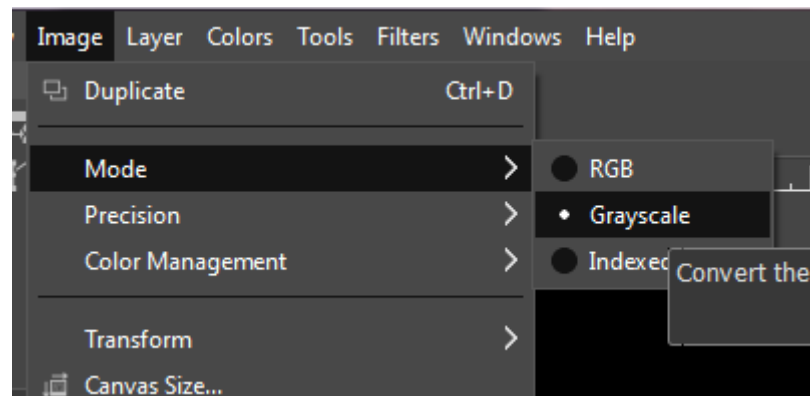
4. Save file type as JPEG.

Prepare image in GIMP

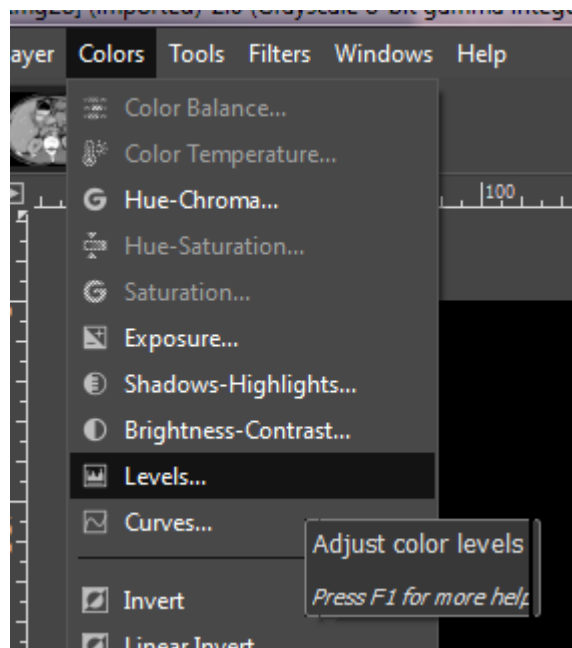
5. Open image in GIMP (or photoshop).
6. Crop image to have minimal deadspace. Press ENTER.



7. Select Image > Mode > greyscale



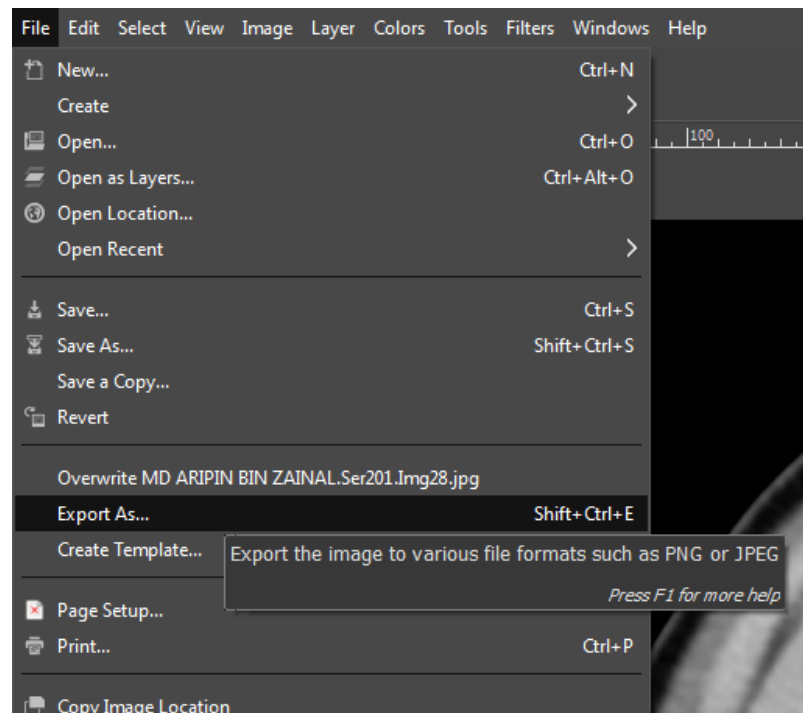
8. Select Colors > Levels



9. Move sliders to increase image contrast. Don't be scared to blow-out highlight or dark details that are not of interest (eg: bones in a soft-tissue window).

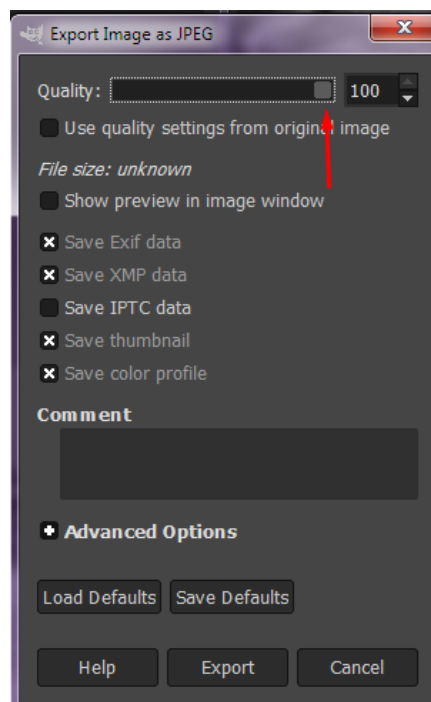


10. Select File > Export As



11. Name the file and click EXPORT AS

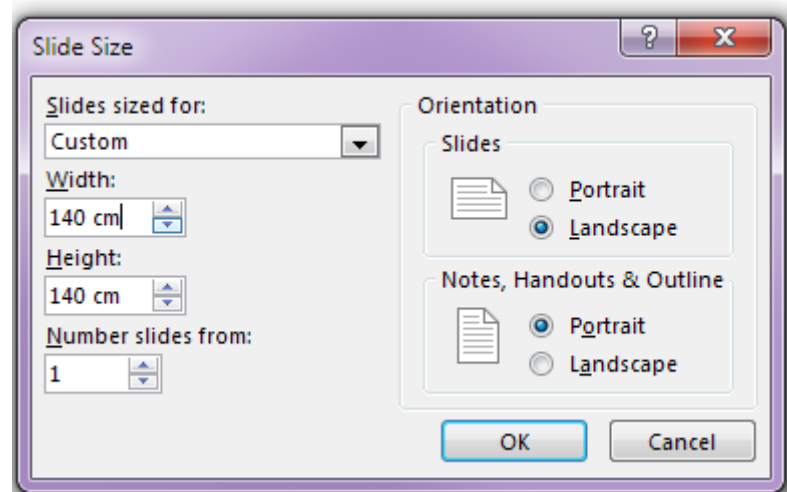
12. Increase Quality to 100%.



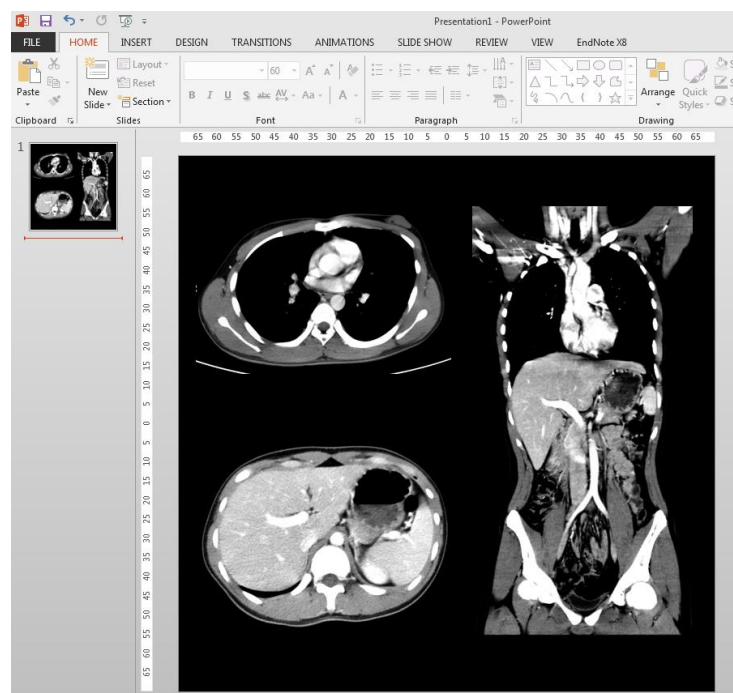
13. Save file.

Annotating & Assembling Images in Powerpoint

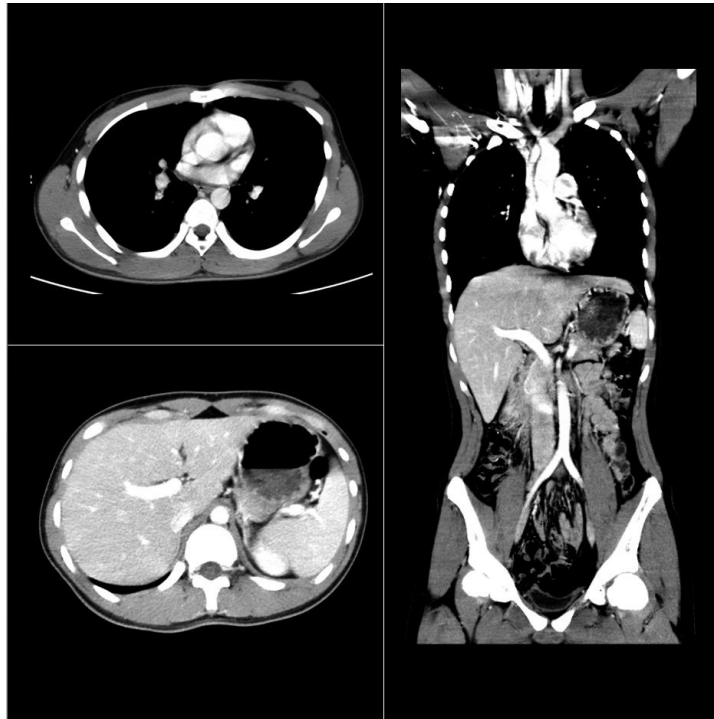
14. Create a new powerpoint file
15. Set slide size to 140x140cm:



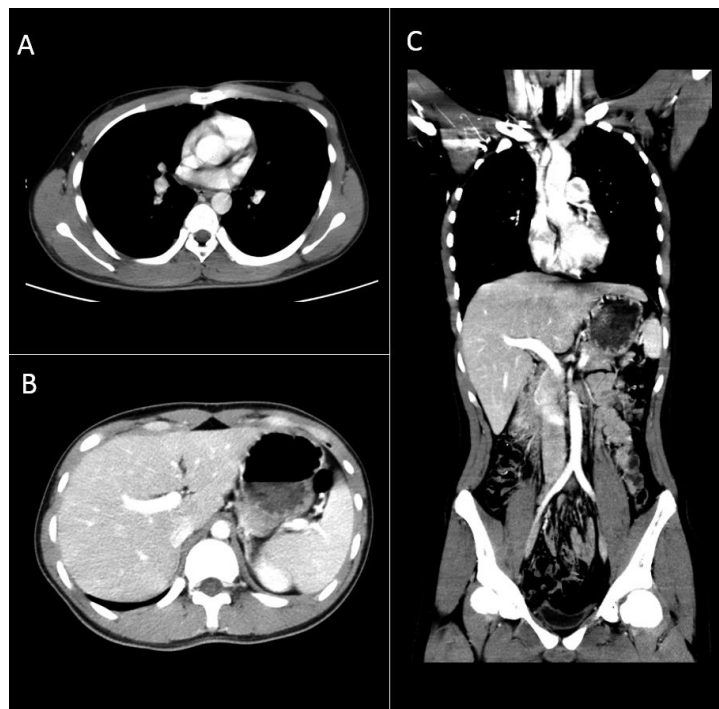
16. Change the background to solid black
17. Paste edited images into the slide. Up to 4 sectional images can be put in per slide. Avoid dead space around images.
18. DO NOT alter the image's aspect ratio (retain the image's height-width ratio). You can ensure this by pressing SHIFT while resizing.



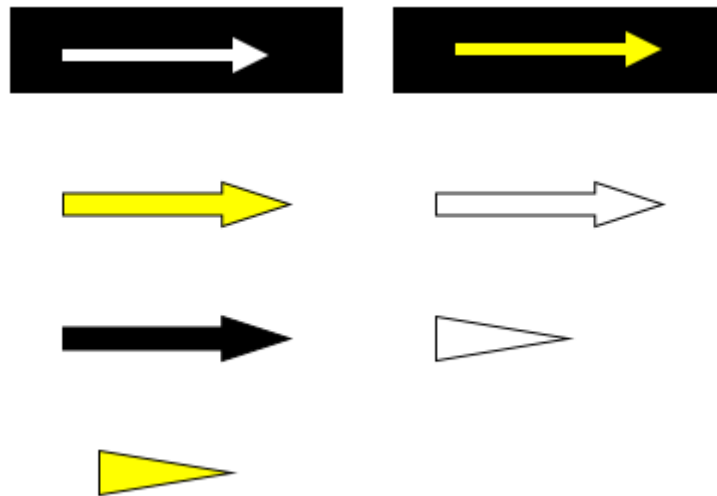
19. Insert white straight lines to divide up figure



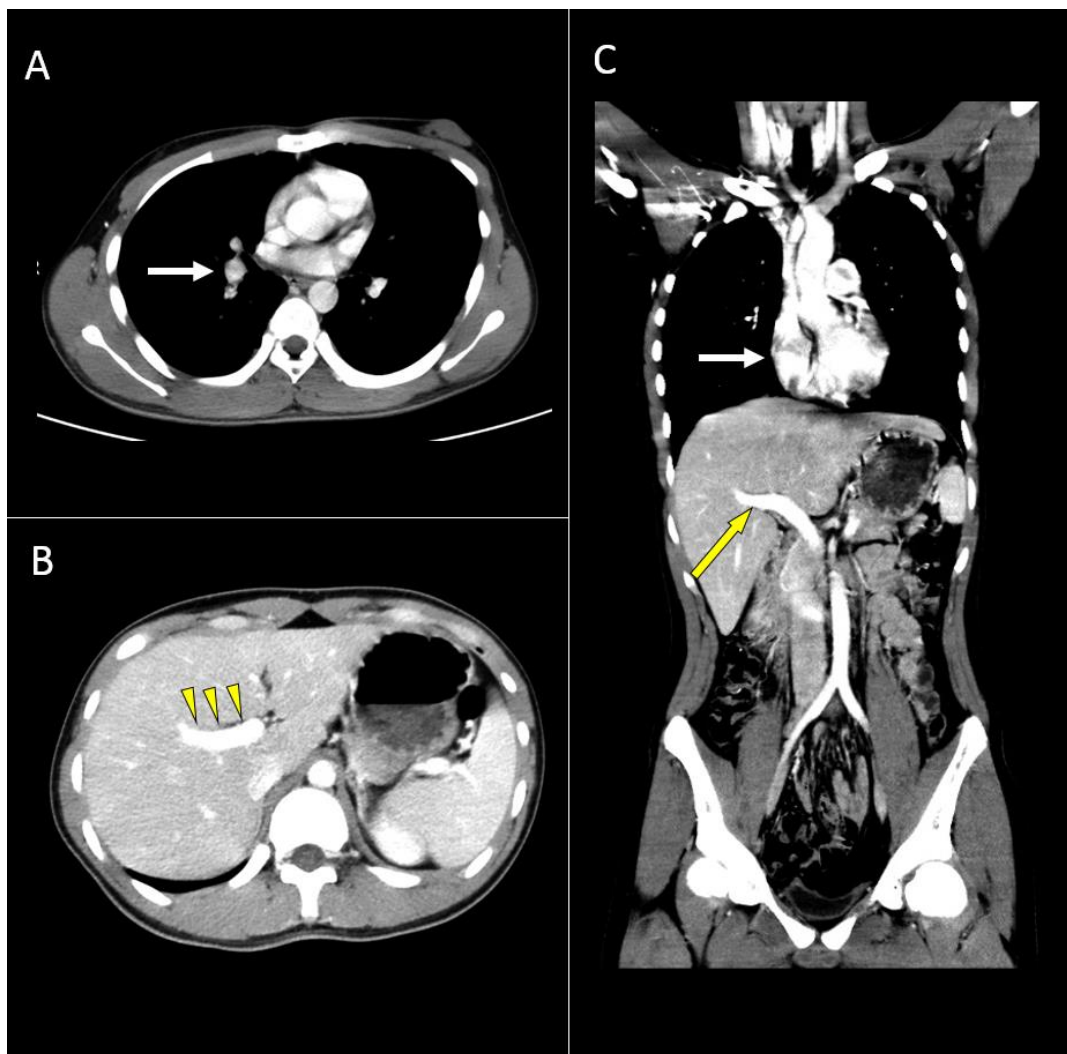
20. Insert figure labels



21. Insert annotation arrows. Variants of suggested arrows:



22. Position arrows accurately and unambiguously. Use arrow keys.



23. SAVE as Powerpoint format. This is your main image file. Any changes can be made to this file and re-exported to JPEG.
 24. SAVE image as JPEG.
 25. Check to ensure image dimensions are about 25megapixels. This will ensure a sharp printed image.
-

About printing images:

26. For photos (radiology, histology etc) images, use inkjet on photo paper (glossy or matt). DO NOT use laserjet on photo paper.
 27. Always test print your images, check with your supervisor if they're good enough, and adjust accordingly and reprint. Due to differences in monitors and printers, this may take a few attempts.
-

About printed image size:

28. Ideally, images should be large enough to be meaningful. They must be diagnostic.
29. Therefore, when printed on A4 paper, images should measure 15cm in width (corresponding to the document margins set out by UM thesis guidelines), and 15cm in height.
30. Should your image not be ideal for a square aspect ratio, the height may be increased, or more likely, decreased, accordingly. The minimum height is 10cm, corresponding to a 4R photo size.
 - Typical size (square) : 15 x 15cm
 - Minimum width : 15cm
 - Minimum height : 10cm
 - Maximum height : as appropriate