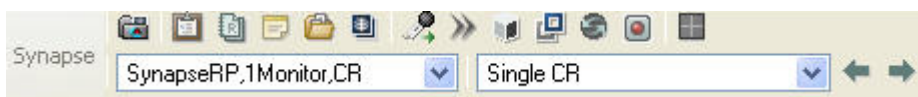


QUICK REFERENCE GUIDE

To Begin Logon – Press Ctrl + Alt + Delete

- Enter your User name and Password - click OK or press the Enter key.
- Locate the Study you wish to view by selecting the appropriate Folder.
- Select images by Left click. To see the next image, use the mouse wheel or arrow keys.
- To access Synapse tools, move the mouse to the top of the screen. The toolbar shown below will appear as part of the Explorer Toolbar.



To View Order Information (Alt+I), Reports (Alt+R), or Notes (Alt+N)

- On the Synapse Toolbar, click the desired icon or use the Alt+ keyboard shortcut.

To Compare Previous Studies

- On the Synapse Toolbar, click the Power Jacket icon. (Alt+C for Auto Select Comparison)
- Double click on the desired study from the list. The original study and its comparison will reformat according to the layout instructions of the appropriate reading protocol. If there is no matching reading protocol, the original study will reformat to the left Monitor and the selected comparison will appear on the right Monitor.
- To close comparisons, click the Power Jacket icon, and click Compare Off. (Alt+X)

Changing Page Layouts and Selecting other Series

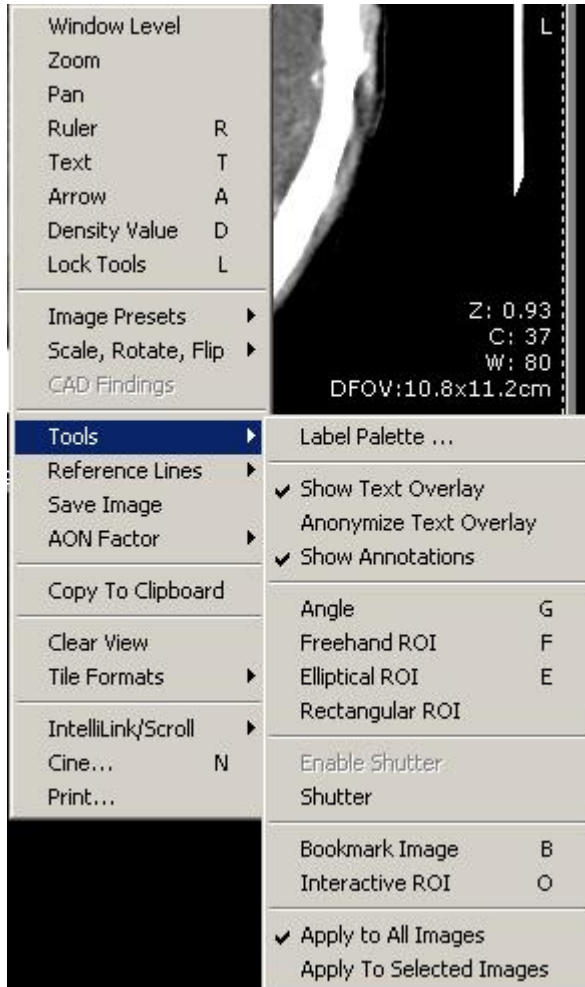
- To choose a specific series from the Study, select the Choose Series icon (Alt+E). Click and drag the desired series to a new location on the monitor.



- To change the Page Layout, select the page layout icon. Click the desired format. All images will be reformatted on screens.



- To change the up count, right click on the displayed image, then select **Tile Formats** and choose the desired format (for a shortcut, press and hold **Ctrl** key + mouse wheel, move mouse down to increase, up to decrease the number of images).



To restore default display, press F5.

When image review is complete:

- Left click the button on Windows Taskbar once.
- Select Log Off and select Yes.