After correctly following our instructions for PACS Sign On, if you have downloaded the ImageMedical Practice Builder Image Viewer and click on a study, Practice Builder will automatically launch and begin downloading the study’s images.

The status bar (shown below) along the bottom of the Practice Builder viewing window will show you an updated progress bar of the study’s images. Please be patient if you have selected a very large study as this may take from 20 seconds to a minute.

After the study’s thumbnails have finished loading, this Layout Manager will appear.

The top pane of the Layout Manager will show your viewing window and the series you are currently viewing. You can also use toolbar icons to divide your viewing window into viewing sections for hanging protocols. The bottom pane will show the study’s available image series.

To view a series, drag it from the bottom pane to the top pane’s viewing window. You can also double click it.

Close the Layout Manager when you are finished. You can return to this window at any time by pressing F6 on your keyboard.

Back in the viewing window, use the view menu as follows (important items are bolded):

Alt-T The Thumbnail panel shows your study’s series on a side panel for easy switching.
F6 Shows the Layout Manager previously described.
F7 Shows DICOM specific information. This is not necessary for general viewing.
F8 Shows a finalized or preliminary report, if available.
F9 Shows physician annotations to key frames. This is the default and a good idea.
F10 Shows study’s patient name, image compression, and other important information.
F11 Shows study’s images orientations. This is the default.

Toolbars Sets active toolbars. Use this to activate Annotation tools.

Activate these Annotation tools from the View->Toolbars menu. These two let you measure distance or an angle.
The T icon lets you add a text annotation to an image. Be sure to set this image as a key frame before adding the annotation or your changes will be lost when you close the study.

Use this toolbar icon to view a study’s finalized or preliminary report, if available.

Toolbox Toolbar

Normal Mode – This is the general cursor mode, used to select an image or object within the display.
Magnify Mode – Magnify the image. Left-click to apply an automatic zoom factor. Right-click to define a zoom region.
Magic X - Locate a defined point in one image on all other images that share the same frame of reference.

**Zoom Gauge** - Quickly zoom in and out of the selected image by dragging the gauge. The magnification factors are 8:1, 4:1, 2:1, 1:1, 1:2, 1:4 and 1:8.

**Fit Image to Window** - 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.

**Reset Image size** - Display the selected image with no magnification or interpolation of any kind applied.

**Reset Image window/level** - Reset the image(s) in the selected frame to their original window and level setting.

**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. The left slider bar controls the window width. The right slider bar controls the window center. The dropdown menu allows you to select a predefined window/level settings and create a label for the current settings. Some defaults always exist, including *Initial* and *Actual Range*.

In the viewing window, hold your right mouse button and drag to dynamically adjust the windowing for the current image series. You can also adjust windowing using the Windowing toolbar at the top of the screen.

**Grid Layout Toolbar** - The Grid Layout toolbar provides preset matrices for displaying series in 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.

**Tile Layout Toolbar** - The Tile Layout toolbar applies a tile pattern to a selected frame, controlling the number of images displayed in the frame. This toolbar is available by default in the layout manager, and can be displayed in the main viewing area as well. With a 1-up tile mode, the image frame displays the images in stack mode, facilitating cine operations. For any other tile mode, 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.

**Presentation Toolbar**

- **Show / Hide Localizer lines** - Display the localizer line(s) of selected images on orthogonal images. Hide localizer lines.
- **Show Image info** - Show/hide the demographic overlay data.
- **Show Orientation** - Show/hide the orientation markers on images in an image frame.