

### How To Take a Photograph

- From PTOE log into case number
- On tool bar select "Images" icon, this should open up a separate window called Imaging (You can also get to this screen directly from the "Image Management" icon from the App bar)
- On toolbar select "Acquire images" icon, this should open your InPhoto Capture PS box
- Select "Camera settings" and make sure the following settings are selected:
  - o Resolution = Small
  - o Image quality = Normal
  - o Flash Mode = Off
- Use pointer on the bottom of the camera screen to zoom in and out
- Select "Capture to Twain," this should open up the Object Image Processing window
- Select "Save" if you are satisfied with the photo or "Back" to retake the photo
- Close the InPhoto Capture PS box using the red X at the top right hand corner
- In the Imaging box select the "save" icon to save the picture to the case report
- To modify the name of the part type:
  - o Go back to the tool bar and click "Figure #" under "Gross Description" until it is highlighted. This will then allow you to change the name.

### How To Take a Photograph For Cases That Are Not Accessioned or For Tumor Board

- From PTOE log into a random case number
- On tool bar select "Images" icon, this should open up a separate window called Imaging (You can also get to this screen directly from the "Image Management" icon from the App bar)
- On toolbar select "Acquire images" icon, this should open your InPhoto Capture PS box
- Select "Camera settings" and make sure the following settings are selected:
  - o Resolution = Medium
  - o Image quality = Normal
  - o Flash Mode = Off
- Use pointer on the bottom of the camera screen to zoom in and out
- Select "Capture to File," this should open up the Object Image Processing window
- Select "Save" if you are satisfied with the photo or "Back" to retake the photo
- Close the InPhoto Capture PS box using the red X at the top right hand corner
- The image should be directly saved in the shared drive under Pathology >Image Storage>Gross Images>Year>Month