

THE SPINE CLINIC

Step by step guide to
Upload Scans

Step 1: Prepare your files

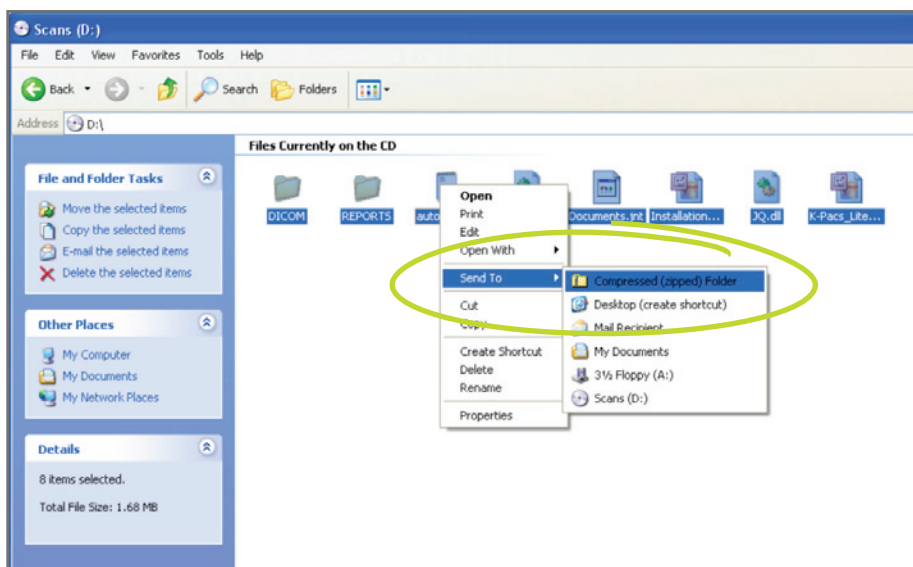
Before uploading your medical images you will need to prepare the files.

Insert your image disc into your computer and navigate to the CD drive, normally D:

Select the file(s) you'd like to upload to Google Docs. To select multiple files, press Shift or Ctrl and click all the files.

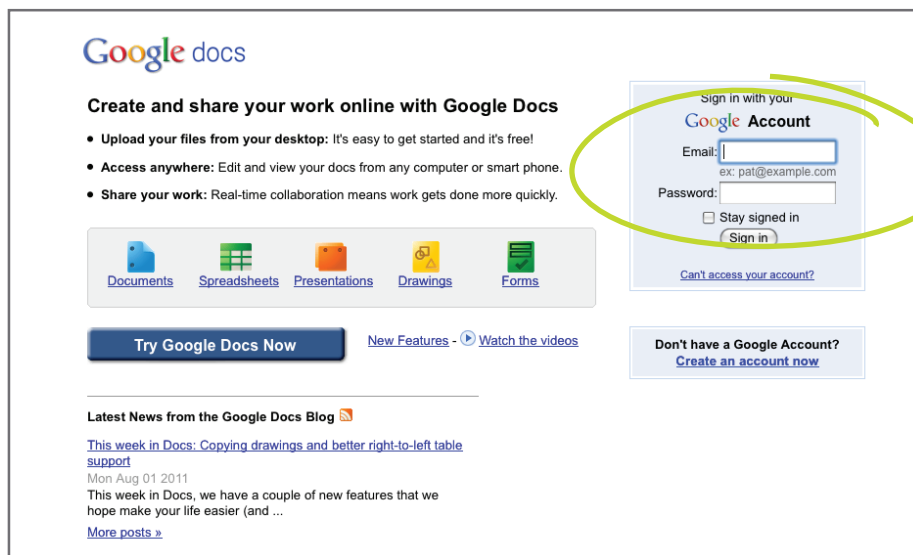
Then right click and move the mouse over to Send to and then select Compressed (Zipped) Folder.

Saved the Compressed File to your desktop.



Step 2: Log in

Open your internet browser and go to docs.google.com and log in using your username and password.

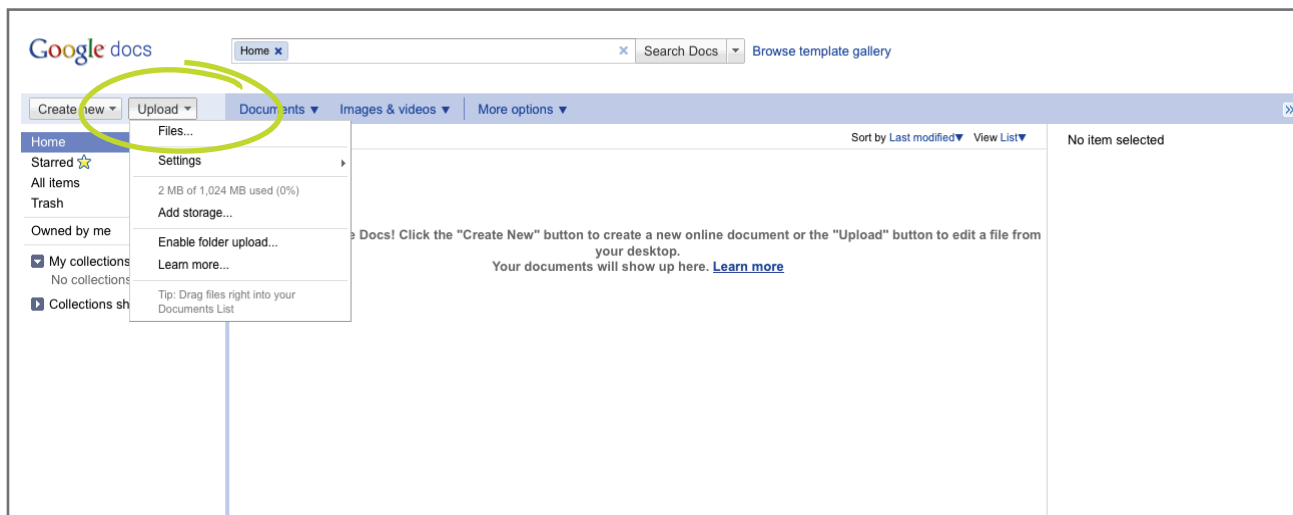


Step 3: Upload files

In your documents list, click the Upload button and select Files from the drop down menu.

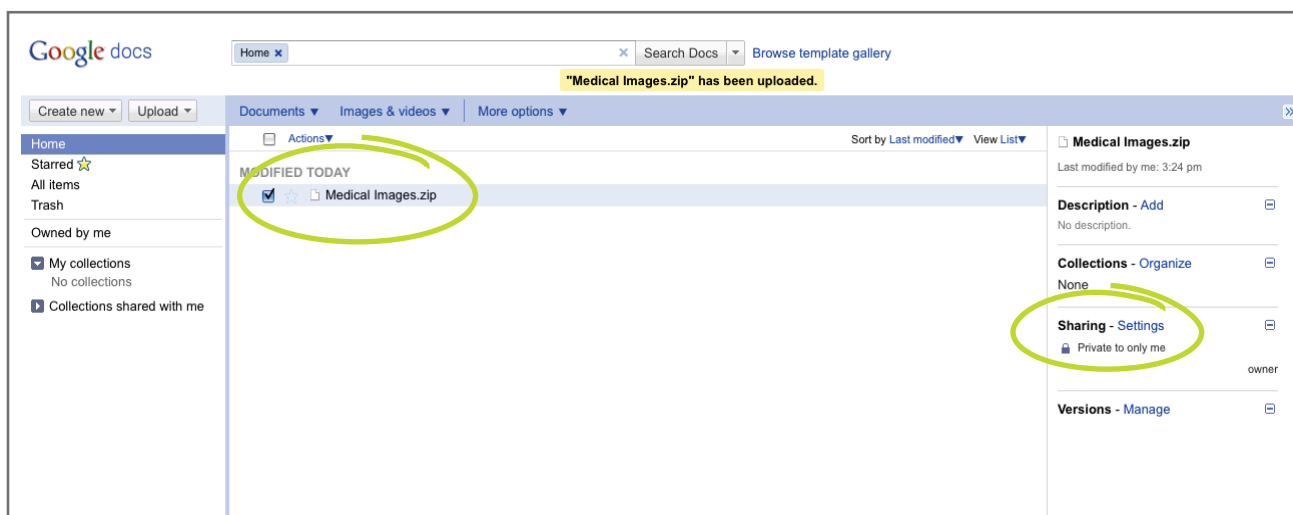
Select the file you'd like to upload to Google Docs.

To select multiple files, press Shift or Ctrl and click all the files to upload.



Your file will appear in your Documents List.

Tick the box next to the zip file in your documents list and then click on the Sharings settings on the right side of the screen.

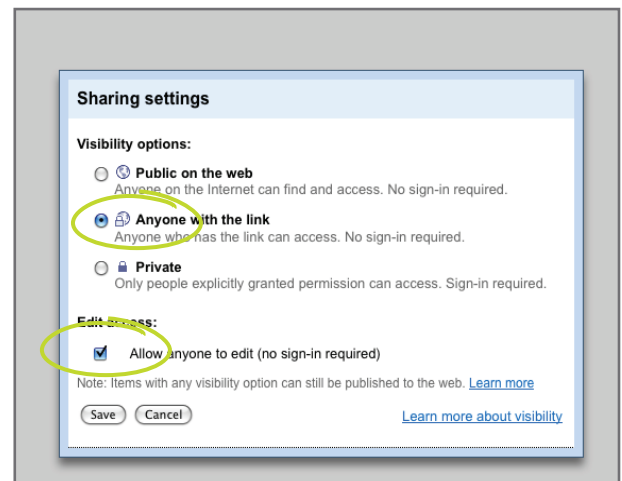
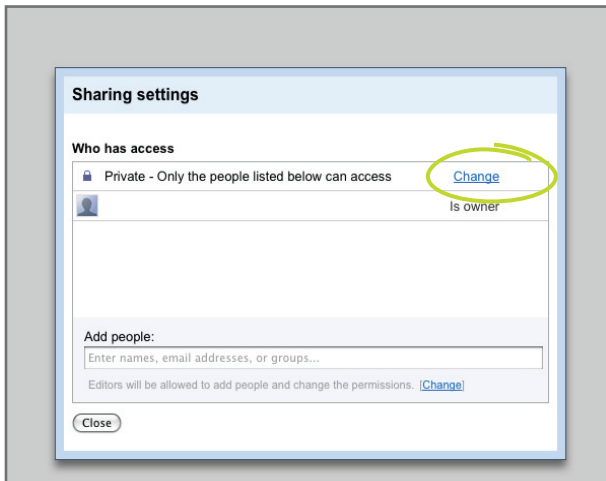


Step 4: Change settings

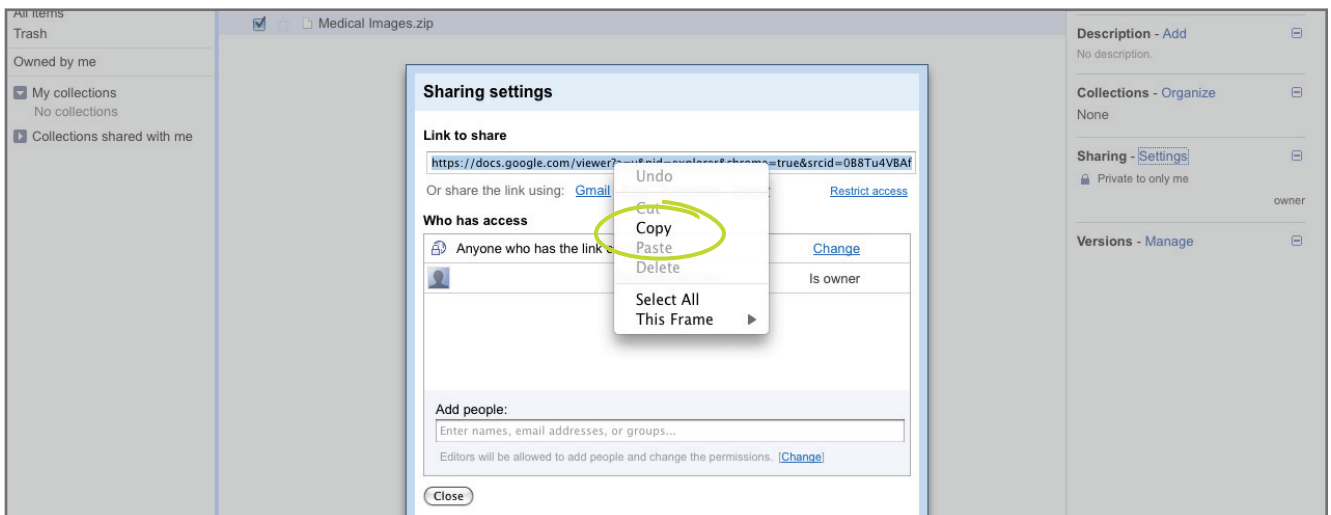
Click Change

Change the settings to 'anyone with a link' and tick the Edit access box.

Click Save.



Copy the highlighted link (right mouse click, copy)



Open your email program and paste the link into the email.

Send the email to nickboeree@ukconsultants.co.uk