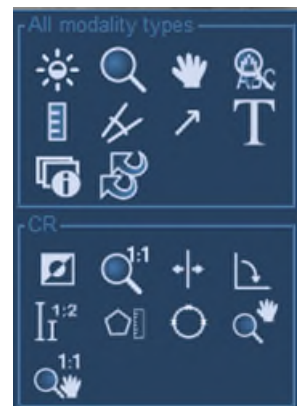**Image Area Mark Up Tools enable staff to calibrate images, take measurements, highlight, and/or annotate areas with arrows or text. Mark ups can be hidden, modified, or deleted.**
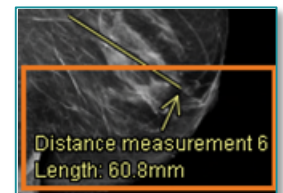
Imaging Area Mark Up Tools

➢ **Mark Up Tools Menu**

STEP 1: Select exam from task list to display image.

STEP 2: Right-click anywhere on the image to access the tool menu.

STEP 3: Left-click to select desired tool.

- The selected tool attaches its icon to the **arrow**.

STEP 4: Right-click to deactivate tool.

➢ **Image Measurements**

STEP 1: Right-click anywhere on the image to access the tool menu.

STEP 2: Left-click the **ruler** icon.

STEP 3: Left-click to use tool at starting point of measurement.

STEP 4: Move the mouse from the measurement start point to the end point.

NOTE: **Do not click. Hold and drag to create a measurement.**

STEP 5: Left-click at the end point to conclude the measurement.

- Measurements display with an arrow indicating end point and measurement calculation.

STEP 6: Right-click to deactivate the ruler when measurement is complete.

- Imaging Mark Up Tools auto track number of measurements taken for each image.

➢ **Deleting a Measurement**

STEP 1: Right-click directly on the **measurement** line.

STEP 2: Select **Delete**.

➢ **Configuring a Default Tool**

STEP 1: Follow **Steps 1-6** above to select the ruler tool, create a measurement, and then deactivate the tool.

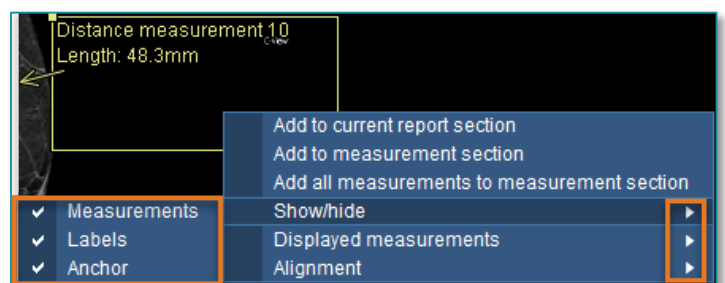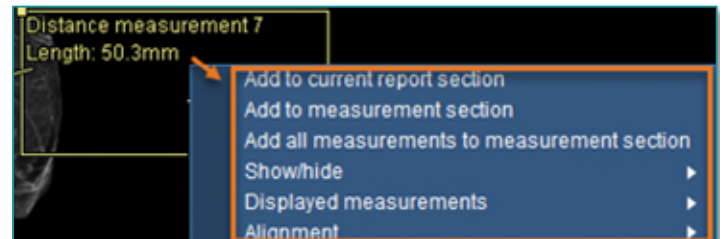**STEP 2**: Hover over the measurement text to highlight.

STEP 3: Left-click to enable enhanced measurement indicated by a **yellow box**.

STEP 4: Right-click for more tools.

STEP 5: Select **side arrow** to see additional options.

STEP 6: Select or deselect desired options.

NOTE: **These measurements are set as the user's default and do not have to be changed again.**

➢ **Adding Text Annotation**

STEP 1: Right-click anywhere in the image to open tools menu.

STEP 2: Left-click the **T** icon.
  ▪ The **T** icon attaches to the arrow.

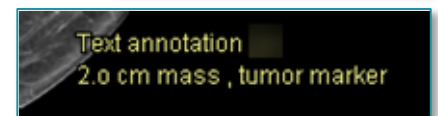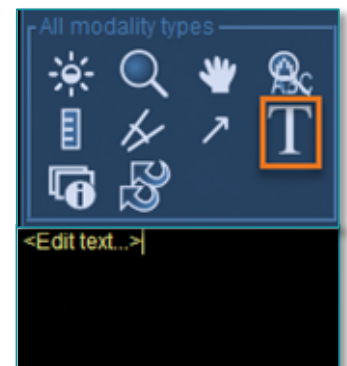**STEP 3**: Move the arrow on the image where text is to be added.
  ▪ Once **Annotation** is created, it can't be moved.

STEP 4: Left-click to open **Text box**.

STEP 5: Free text **Annotation**.

STEP 6: Right-click to deactivate **Text** tool.
  ▪ Only text annotation and comments display on image.

➢ **Deleting a Text Annotation**

STEP 1: Right-click **annotation**.

STEP 2: Select **Delete.**