

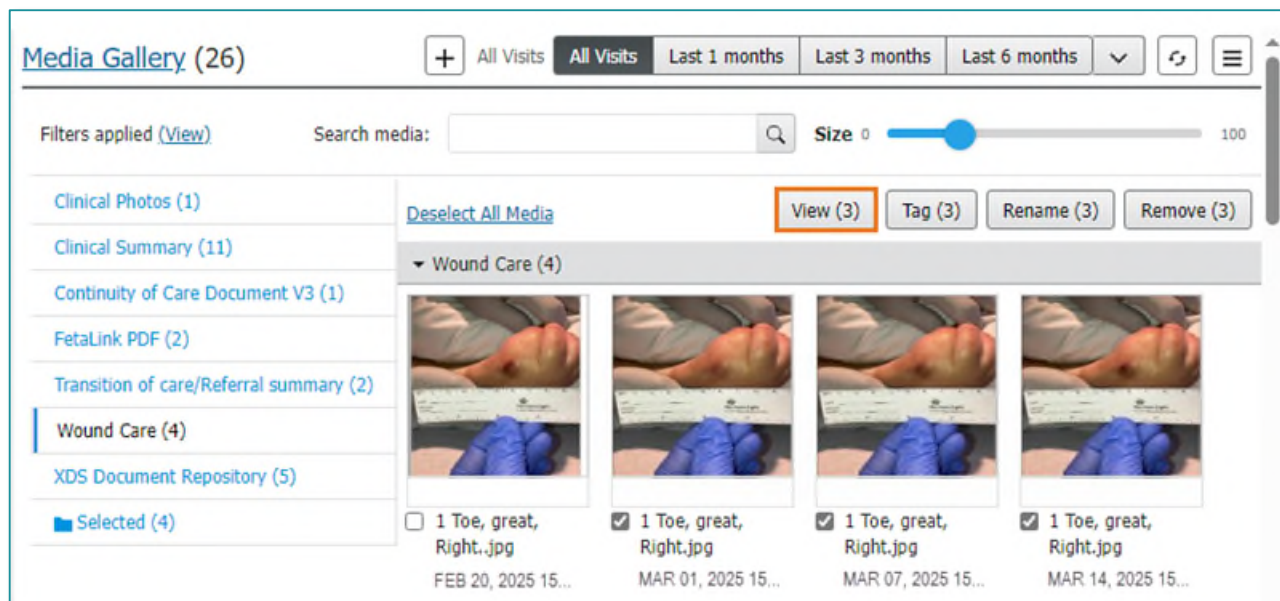
Clinical images can be viewed, tagged, renamed, and removed using Media Gallery component. Photos selected to be viewed within the Media viewer can be magnified, compared, and printed. Photos can be annotated in MultiMedia Manager.

Media Gallery Component

- The Media Gallery component is located on workflow MPages.
- View, Tag, Rename, and Remove photos that have been saved to the medical record.

View/Compare Image(s)

STEP 1: Select the checkboxes below the images, then click **View**.



STEP 2: **Media Viewer** opens.

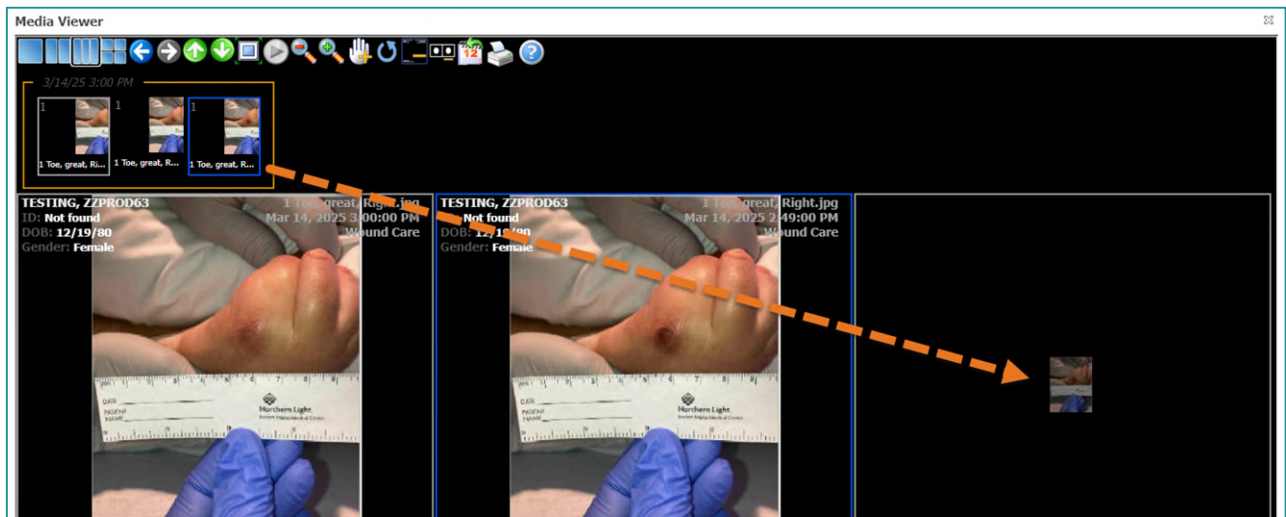
- The first selected image displays.

STEP 3: From the toolbar, select a display configuration button to compare the selected images.



NOTE: Up to four images can be viewed at once in the Media Viewer.

STEP 4: Click and drag image from the upper left view pane to one of the empty spaces below, in order of preference.



➤ Media Viewer Tools

- Arrow icons: Navigate to the next photo within the viewer.
- Maximize button: Maximize an image in a selected viewport.
- Magnify Glass icons: Zoom in/out on an image in a selected viewport.
- Hand icon: Move image in a selected viewport.
- Reset icon: Resets the viewport.
- Toggle Viewport Text button: Moves text displaying patient demographic information and wound description to the bottom of the viewport.
- Toggle Thumbnail button: Makes all viewports full screen.
- Print icon: Print images in selected viewports.



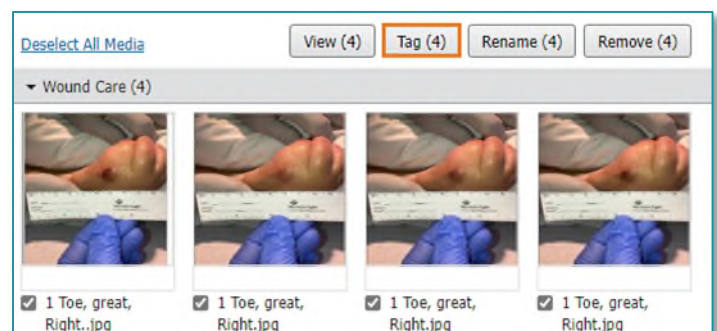
STEP 5: Click the X in the upper right corner to close Media Viewer.

Tag Image(s) into a Note

STEP 1: Select the checkbox under the image(s) to be tagged.

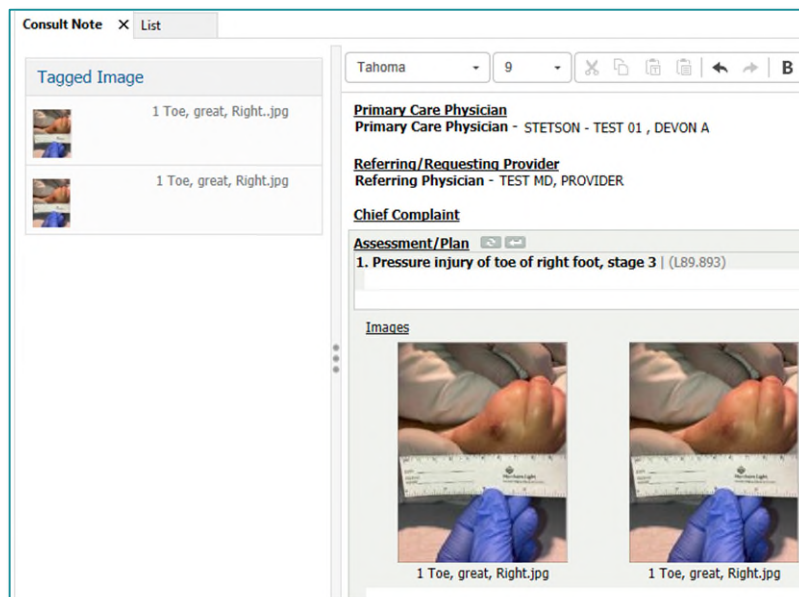
STEP 2: Click **Tag**.

- The **Tag** icon populates under the tagged images.



STEP 3: Create note.

STEP 4: Drag and drop images from the **Tagged Image** column to the preferred section of the note.



Rename Image(s)

STEP 1: Select the checkbox under the image(s) to be renamed.

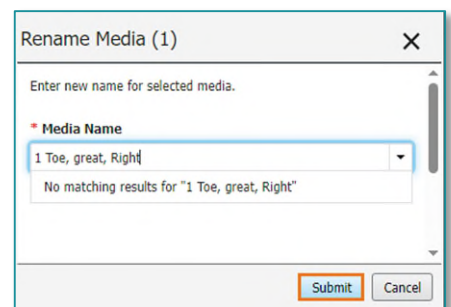
STEP 2: Click **Rename**.

- The **Rename Media** window opens.

STEP 3: Click the dropdown arrow to place the cursor in the free text box.

STEP 4: Type the image's new name in the free text box.

STEP 5: Click **Submit**.

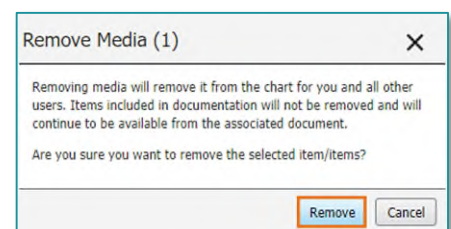


Remove Image(s)

STEP 1: Select the checkbox under the image(s) to be removed from the medical record.

STEP 2: Click **Remove**.

STEP 3: The **Remove Media** window opens.



NOTE: Clicking the **Remove** button when an image is selected will permanently remove it from the patient record. This is useful if the image was loaded in error or was replaced with a better-quality image. Removed images cannot be recovered.

STEP 4: Click **Remove**.

Annotate Image(s)

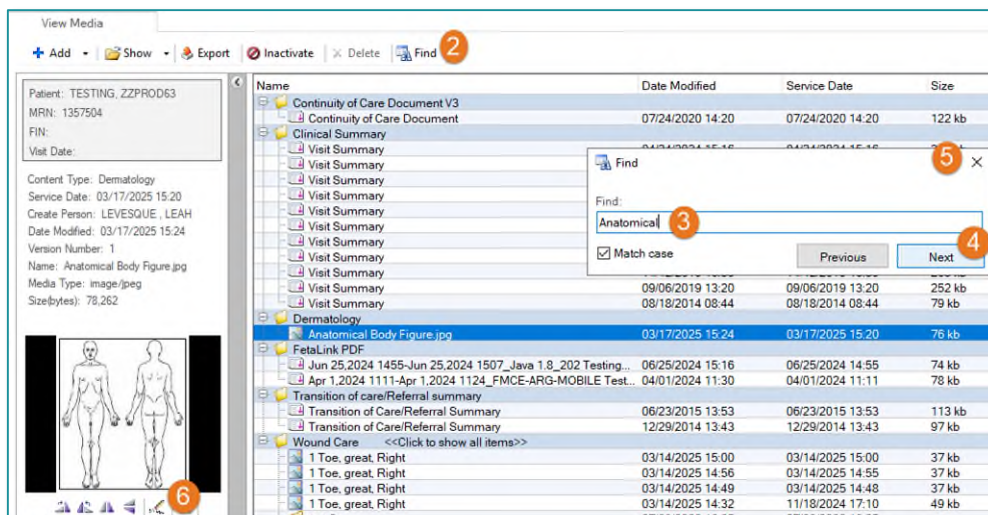
STEP 1: Click the **Media Gallery** hyperlink in the Media Gallery component.

STEP 2: Within MultiMedia Manager, select **Find**.

STEP 3: Type the name of the image in the free text box.

STEP 4: Click **Next**.

STEP 5: Click the **X** to close the Find window.



STEP 6: The selected image populates the left column view pane, click **Edit**.

STEP 7: Use tools in the toolbar to make adjustments and annotations on the image.



NOTE: To import, export, or correct images in MultiMedia Manager click [here](#) for more information.