

1. To create and save your Viewing Layout Protocols, load images into the Viewer and open the Layout Manager. In Layout Manager create the number of viewports per monitor, the number of images per viewport, set the WW/WL, DFOV, etc. for the study.
2. Click on Save Protocol, choose the desired factors from the Definition window. Name and Save the protocol, then click Yes.
3. Close the Viewer. On the Patient List screen, click on Admin., and choose AW Administration. The invisible password is: *administrator*. Type the # for Exam Codes Management.
4. Type the # to Display the list of Exam Codes. The description should match exactly to the Exam Descriptions from the CT Scanner. Even case counts.
5. To create new Exam Codes, type the # for Define new Exam Codes. The exam code name should match the Exam Description, using \_ to hold spaces. Enter the Exam Description and link to a modality. Repeat until all the Exam Codes are entered. Then type q for Quit.
6. Click on Tools from the Patient List screen and choose Protocols Manager. The created Exam Codes will be in the left list. Highlight the desired Exam Code and click ADD to move it to the right list.
7. Click on Protocols. Choose the desired Layout Protocol from the right list. Click on Set Default. The Layout Protocol should list to the right of the Exam Code on the Exam Code/Protocol list. Click Save and close the menus.

To test: Locate an exam with the correct Exam Description, and double click on the axial series. The exam should open in the desired layout.

