

The **Library** tab located along the top level menu provides a central location for an organized library of ultrasound teaching study material. Users can upload files (images, teaching videos, and other documents) and organize them in folders by category, sub-categories, etc. Most types of documents are supported (e.g., PPT, Word, jpg, Excel, video).

- ❖ Users may only have read-only rights.

**CREATE A NEW FOLDER OR SUB-FOLDER:**

1. Select the  button at the top left of the screen to create a new folder.
2. Select  beside the new folder to enter the name.
3. **Right click** a folder to: (menu shown)

- ❖ Create a **New sub-folder**
- ❖ **Rename** a folder
- ❖ **Delete** a folder.
- ❖ **Upload** content to the folder.



- ❖ The **Delete** button at the top left of the screen deletes a file (image, pdf, document, etc.) not a folder. The button will be gray until a file is selected.

**UPLOAD CONTENT TO A LIBRARY FOLDER:**

1. Select the folder.
2. Select the **Upload** button at the top left of the screen to upload content to the folder.
3. Your desktop operating system will prompt you to locate your content and complete the upload.
4. Select the **Refresh** button at the top left of the screen to refresh the library content to display the file uploaded.



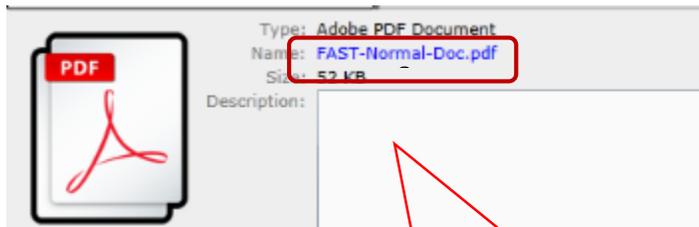
Name	Type	Created
phonocardiography_screenshot_light.jpg	JPEG Image	26/10/2011 12:28:31
S-Series-Sagittal-Abdominal-Aorta-Bifurcation.jpg	JPEG Image	26/10/2011 12:30:33

**Total: 2**

Type: Jpeg Image File Format  
 Name: S-Series-Sagittal-Abdominal-Aorta-Bifurcation.jpg  
 Size: 148 KB  
 Description: DOCUMENT YOUR COMMENTS HERE

## VIEW OR SELECT LIBRARY FOLDER CONTENT (FILE):

1. Select the folder.
2. The files contained within the folder are listed above the preview panel.
3. Scroll through the list to select the file of interest.
4. If a preview of the file does not appear in the preview panel, select the **Name** of the file (in blue print) below the preview panel to open the file.

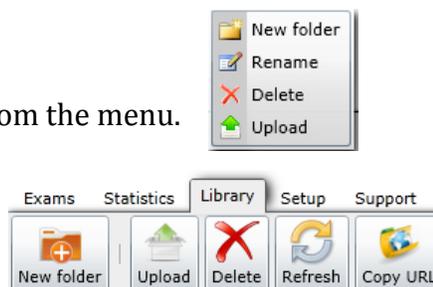


Place cursor in "Description" text box to enter free text description for selected file.

5. Select  Original Image Size  
 Full Screen

## DELETE LIBRARY FOLDERS OR INDIVIDUAL FILES:

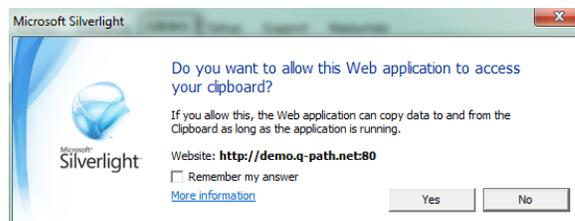
1. To delete a **FOLDER** right-click the folder. Select **Delete** from the menu.
2. To delete a **FILE**. Select the file (as described in previous section). Select the **Delete** button at the top left of the screen.



## EMAIL A COPY OF A FILE (document, image, video, etc.):

❖ The recipient is not required to access Q-path to view this file.

1. Select the folder.
2. Select the file (image, document, video, etc.) from the folder content list
3. Select the **Copy URL** button from the top left of the screen to email the file.
4. A prompt will ask you if you allow access to your clipboard. Select **Yes**.
5. A link is copied to your clipboard.  
e.g., <http://qpath.net/Invoke.ashx?Solution=&AppDomain=QPath&Request=DocumentFileExport&D>
6. Open a new email and paste the link in the body of the email. Enter the recipient, subject, etc. and send the email.
7. The email recipient selects the link from the body of their email. A window opens with the image, document, video, or other.



❖ A complete Q-path User Manual is located under the Support tab within your Q-path application.