

# How to Prepare Your Documents for Upload



- All supporting documents and case studies *must be uploaded*. **We no longer accept anything by mail.**
- Supporting documents and case studies should be put together before submitting the online application because you will only have 1 week to upload your documents upon its submission.
- **The upload feature is not accessible until your online application has been received (the payment page must be submitted at the end of the online application).**

## **Important! File Names & Contents:** (for items listed on the [Accreditation Application Checklist](#))

### **Case Studies:**

- Each case study must be uploaded as a single PDF or PowerPoint file.
  - Combine multiple images exported from ultrasound machine (JPEG, TIFF, BMP, etc.) with its corresponding final report to make a single file
  - Videos must be uploaded separately from your PDF and/or PowerPoint files
- Label the file with the site name, specialty, exam type, and case identifier.
  - Examples:
    - *PDF, PowerPoint, Video:*
      - *Main Site – MSK – Comprehensive Elbow – Patient 1.pdf*
      - *Video Clip – Main Site – FeEcho Case 5 – atrioventricular.avi*

### **Physician Documents:**

- Each physician must have their own separate PDF or PowerPoint file, labeled with their first and last name, and should contain all required documents listed under “physicians” on the Application Checklist.
  - Example:
    - *Dr. Smith.pdf*

### **Sonographer Documents:**

- Combine all of your sonographers’ ARDMS and ARRT cards into a single PDF or PowerPoint file and title appropriately.
  - Example:
    - *Sonographers.ppt*
    - *RDMScards.pdf*

### **Ultrasound Machine Quality Assurance Reports:**

- Combine all ultrasound quality assurance reports into a single PDF or PowerPoint file and name appropriately.
  - Example:
    - *QualityAssuranceReports.pdf*
    - *QA.ppt*

### **Accreditation Master Services and Business Associate Agreement (MSA/BAA):**

- Must be printed out, completed, signed and dated and then scanned back in for upload. Title the file appropriately.
  - Example:
    - *Agreement.pdf*

## How to Combine Multiple Files into a Single PDF with Adobe Acrobat

- Please refer to the link that applies to your specific version of Adobe Acrobat:
  - Adobe Acrobat 9: <https://goo.gl/kwaLF1>
  - Adobe Acrobat 10: <https://goo.gl/vcd1BA>
  - Adobe Acrobat 11: <http://goo.gl/CpbhMH>
  - Adobe Acrobat DC (current version): <https://goo.gl/3Qp2VP>

## How to Import Multiple Images into PowerPoint by Creating a Photo Album

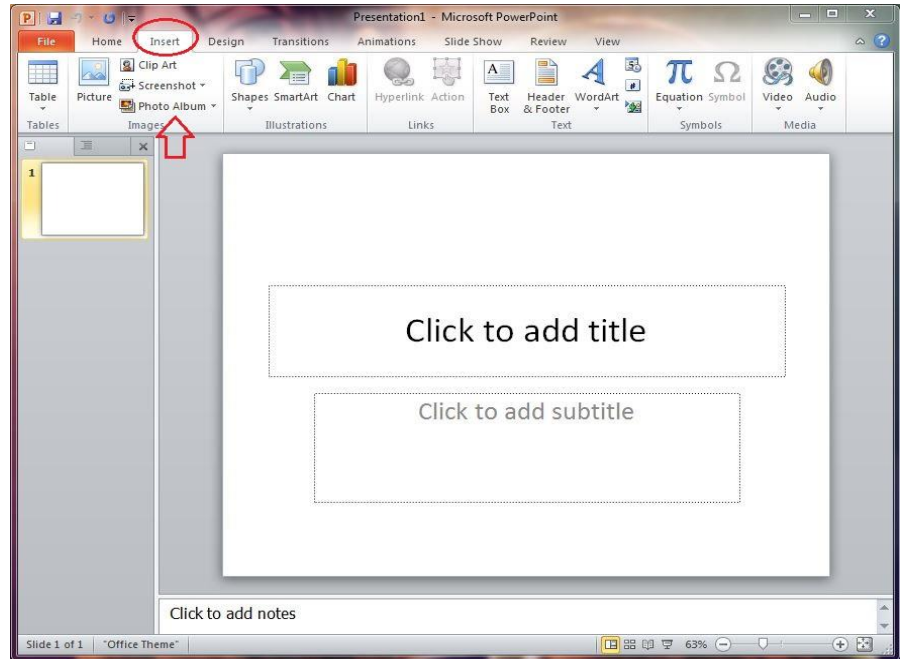
Insert images as a batch using PowerPoint's Photo Album tool.

Photo Album is useful for creating a series of slides that are primarily images.

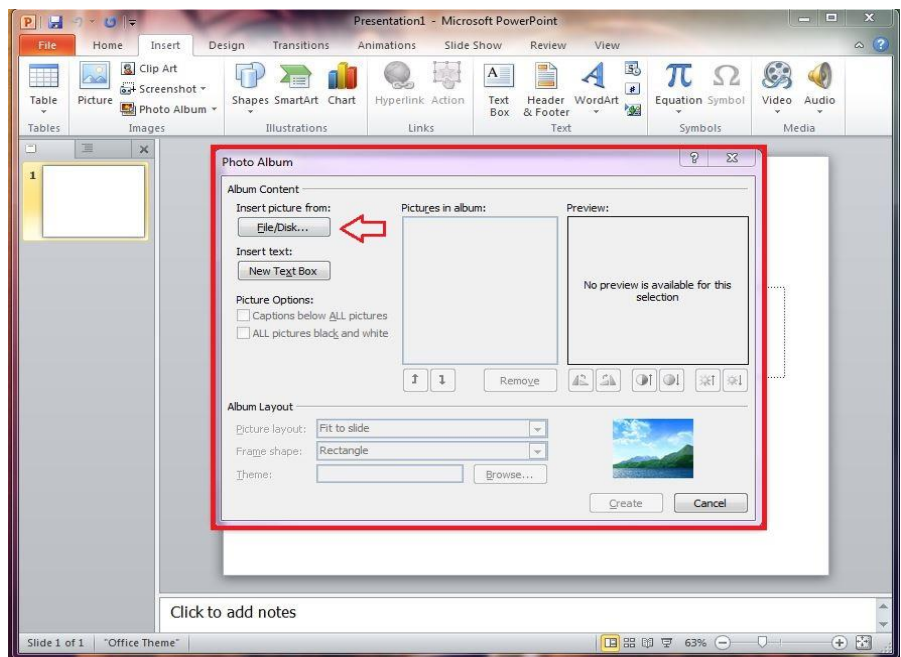
*This process may differ slightly depending on the version of PowerPoint you are using.*

### **Create a Photo Album**

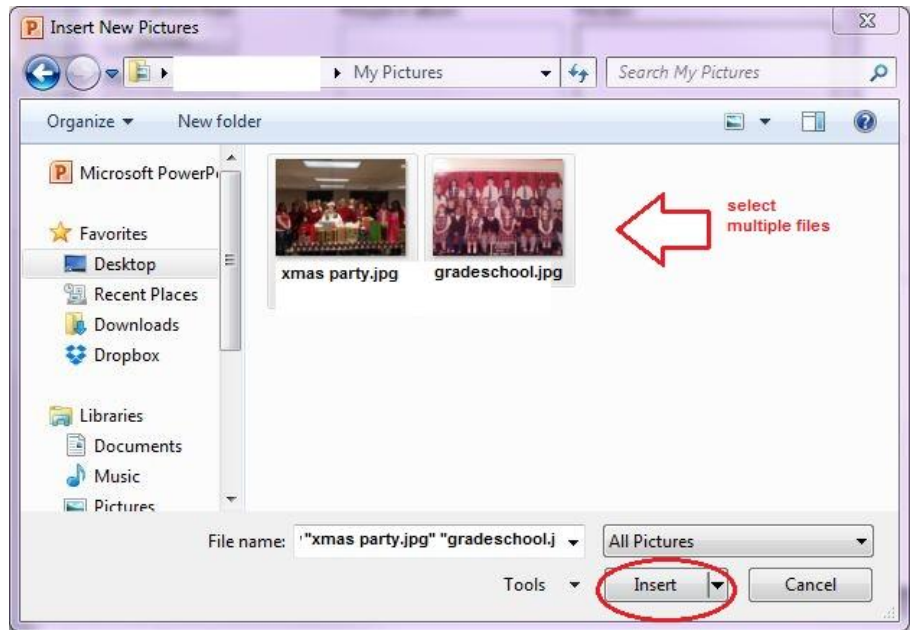
1. On the "Insert" tab, click on "Photo Album":



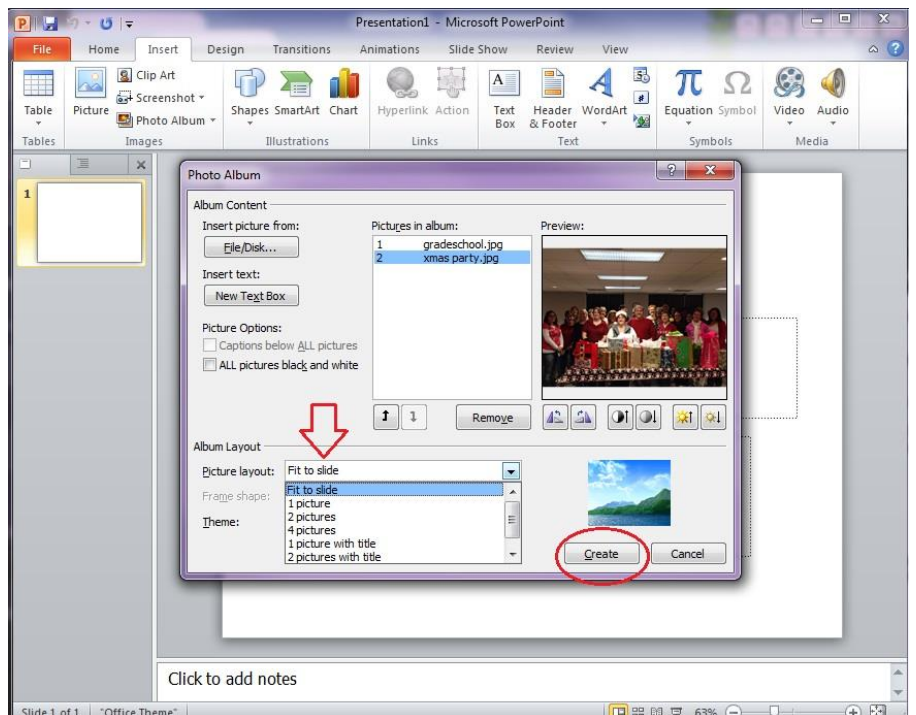
2. In the Photo Album dialogue box, click on "Insert Picture from File/Disk":



3. Navigate to the folder where your images are stored:
  - Holding the buttons “CTRL” and “A” together will select all files in the folder, or, you can select multiple files by holding down the “CTRL” button and clicking your mouse on each picture
4. Once you have selected all of the pictures you want to add to your presentation, click “insert”. Repeat this step for as many pictures as you want to add to the photo album:



5. The files you selected will now be listed under “Pictures in album” in the photo album dialogue box. Under “album layout” in the Photo Album dialogue box, click on the drop down list for “Picture Layout”. Choose how you would like the pictures displayed:
  - If you want the pictures to stretch so they fill an entire slide, make sure to choose “fit to page”
  - If you need to add text to the slides with pictures on them, choose “1 picture with title”



6. In the Photo Album dialogue box, click on “Create”. All of the pictures you selected will now be inserted as individual slides.