

How to Use Anatomage Share

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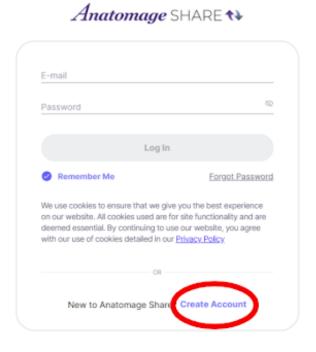
What is Anatomage Share?

Anatomage Share is a website platform where users can access Anatomage Created materials (like example activities, tutorial videos, How-to Documents, and more), upload and store their Anatomage content, and share material with other Anatomage users around the world.

How to Create an Anatomage Share Account

Step 1: Go to https://anatomageshare.com

Step 2: Tap Create Account.

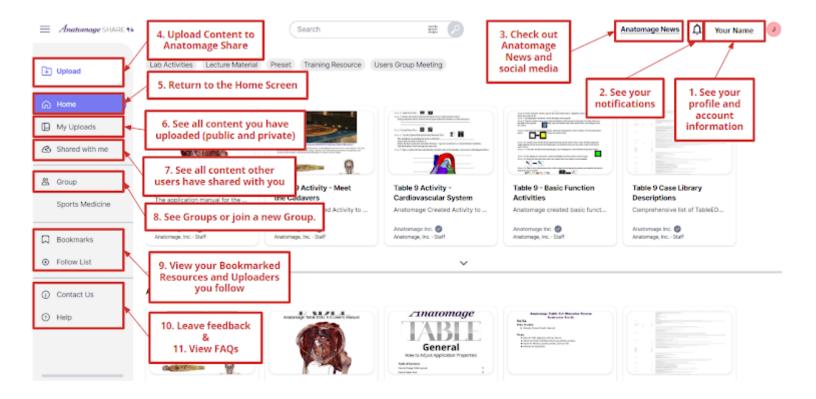


Step 3: This will take you to an account creation page where you can input your name, email, institution information, and list what Anatomage products you use.

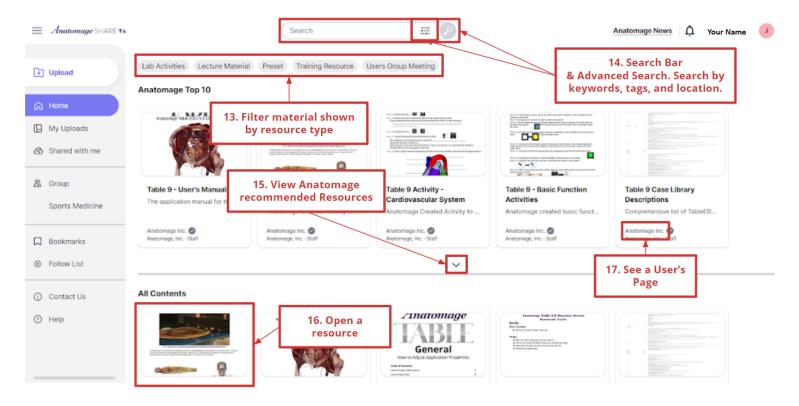
Once you have filled in your information, agree to Anatomage's terms and tap **Create Account** to finish setting up your Anatomage Share account.

How to Navigate the Home Screen

- 1. Tap your name to see your profile and account information.
- 2. Tap the <u>bell icon</u> to see your notifications.
- 3. Tap <u>Anatomage News</u> to see recent Anatomage social media.
- 4. Tap <u>Upload</u> to upload content to Anatomage Share.
- 5. Tap <u>Home</u> to return to the Home Screen from another page.
- 6. Tap My Uploads to see all content you have uploaded (public and private)
- 7. Tap Shared with me to see all content other users have shared with you.
- 8. Tap Groups to see Groups you are a part of, or join and create new groups.
- 9. Tap Bookmarks to see all content you have bookmarked.
- 10. Tap Follow List to see the list of AnatomageShare users that you follow.
- 11. Tap Contact Us to submit questions and feedback to Anatomage.
- 12. Tap Help to see FAQs.



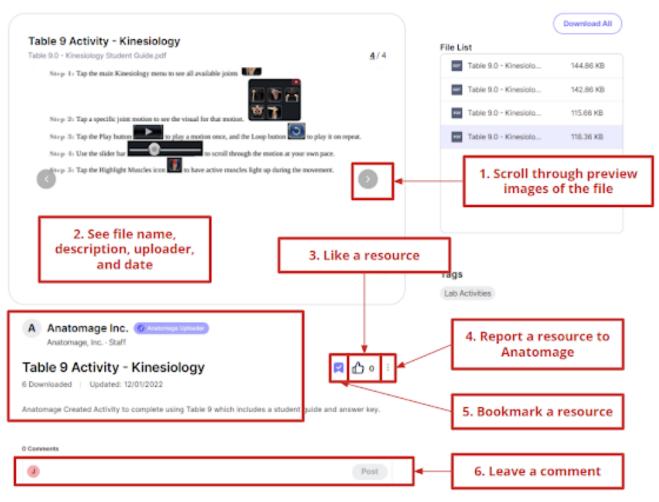
- 13. Select a filter tab to filter to only resources that fit that category.
- 14. Type in the <u>Search Bar</u> to search through available resources by keyword or creator name. Tap the Advanced Search button to add filters like tags and file location.
- 15. Tap Anatomage Top 10 arrow to view all the resources in the current Top 10.
- 16. Tap on any resource to open in.
- 17. Tap on an Uploader name to see their personal page.



How to View, Like, Comment, Bookmark, and Report Files

Step 1: Open the file you'd like to view details for by clicking on it.

- 1. Scroll through preview images of the file using the arrows.
- 2. View the file name, description, uploader and date.
- 3. Tap the Like button to like a file
- 4. Tap the 3 dots to report a file to Anatomage.
- 5. Tap the bookmark icon to save a resource to your Bookmarks.
- 6. Type a comment and tap post to comment on the file.

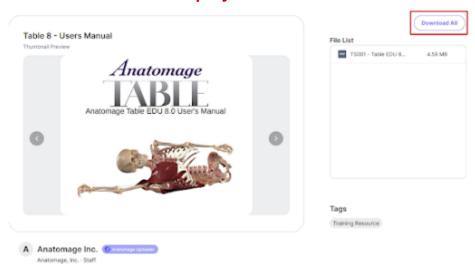


How to Download Public Content from Anatomage Share

Step 1: Locate the resource you'd like to download, and tap on it to open it.

Step 2: If you would like to download all files in the folder, or if there is only one document to download, tap "Download All" to begin the download automatically.

Note: You may need to allow pop ups on anatomageshare.com in order to download multiple files at once!



Step 3: If you would only like to download select files from a grouped folder, hover over the file you would like until a download icon pops up. Select this icon to begin the download.



How to Upload Content to Anatomage Share

Step 1: Tap **Upload** to begin the upload process.

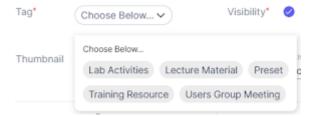
Step 2: Hover over Supported File Formats (?) to see a list of all file formats supported by Anatomage Share.

Step 3:

- Drag and drop files to the Drag & Drop Files box to drop them directly into Anatomage Share.
- Tap Browse Files to upload a single file from your computer.
- Tap Browse Folder to upload a full folder of files from your computer.
- Tap 🔁 Video Link to embed a web video directly into AnatomageShare.

Step 4: Give your file or folder a Title and a detailed Description.

Step 5: Choose which Tag(s) apply to your files.



Step 6: Decide if you want your folder to be private (just for you) or public (**available to all of Anatomage Share**) by using the Visibility check box. Publicly shared files will not count toward your free private storage limit.



Note: Files are listed as public by default.

Step 7: Optional - upload a Thumbnail as your file/folder's preview image.



Step 8: Edit the Author Name if needed.

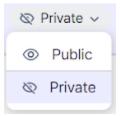


- Step 9: Once all required fields are filled in, tap Upload
- Step 10: Go to My Uploads to see all uploaded files.

How to Edit your Uploaded Files

Step 1: Tap My Uploads to see all your uploaded files. Click on a particular file to open the Content Detail View for that file.

Step 2: To change the visibility preference of a file (public or private) from the My Uploads menu - tap the current visibility status and choose the one you would like.



Step 3: To change other details of a file <u>from the My Uploads Menu</u> - hover over the file and tap the icon, then choose <u>Edit Content Details</u>.

To change other details of a file $\underline{\text{from the Content Detail View}}$ - tap the edit button in the top right



Step 4: From here you can adjust all file settings, including Title, Description, Tags, Visibility, Thumbnail, and Author.

Step 5: Tap Save to save any changes to the file.

How to Delete an Uploaded File

Step 1: Go to the my Uploads menu.

Step 2: Tap the dot next to the file you would like to remove.

Step 3: Tap 🗓 Remove in the top right corner.

How to Share a File with Another Anatomage Share User

From the My Uploads page:

Step 1: Tap My Uploads to see your uploaded file.

Step 2: Hover over the file you would like to send and tap the Airplane Icon 🧖 .



Step 3: Enter the email address(es) you would like to share the file to.

Step 4: Tap Add to add the email address.

Step 5: Tap Send to send the file. The recipient will receive an email and a notification in their Anatomage Share account if they have one. The file will appear in their "Shared With Me" menu.

From the Content Detail View:

Step 1: Tap My Uploads to see your uploaded file.

Step 2: Click on the File you would like to share. You can share public and private files. The file will go directly to the "Shared with me" folder of the recipient.

Step 3: Tap the Airplane icon to share the file.



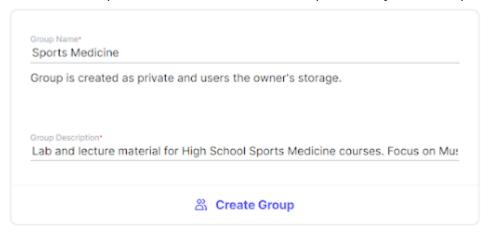
Step 4: Follow Steps 3-5 above.

How to Use Groups

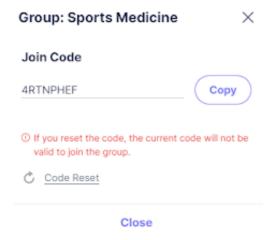
How to Make a Group

Step 1: Open the Group menu in the left toolbar. 🖧 Group

Step 2: Under "Create Group", enter a Name and Description for your Group.



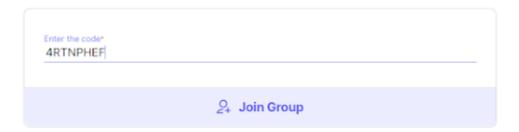
Step 3: Tap Create Group. This will automatically generate a group code. **Share this code** with other users so they can join a group.



How to Join a Group

Step 1: Open the Group menu in the left toolbar. 😤 Group

Step 2: Under" Join a Group with a Code", enter the group code that corresponds to the group you would like to join (this must be provided to you by another group member).



Step 3: Tap Join Group to join.

How to Upload to a Group

Upload Directly to the Group

Step 1: In Group, open the page for the Group you would like to upload to.

Step 2: Tap Group Upload

Step 3: Upload content as normal (see How to Upload Content to Anatomage Share).

Add a Public Document to the Group

Step 1: Go to the detail page for the resource you would like to add to the group.

Step 2: Tap the three dots and choose Add to Group. Add To Group

Step 3: Select the Group you would like to link the resource to from the list.

Add a Private Document to the Group

Step 1: Go to My Uploads to see your available resources.

Step 2: Hover over the resource you would like to add, and tap the three dots in an add to Group

OR: Go to the Content Detail View for the resource, and follow the same steps as adding a public document to the group.

How to Edit or Delete a Group

Step 1: In Group, open the page for the Group you would like to edit or delete (must be your group).

Step 2: Tap the Settings icon.



Step 2: Tap Edit Group Information to edit the Group. Tap Delete Group to delete the Group.



How to Leave a Group

Step 1: In Group, open the page for the Group you would like to leave.

Step 2: Hover over the Joined button.



Step 3: Tap Leave.



How to Adjust your Account Details

How to Edit your Information

Step 1. Tap your name in the top right corner.

Step 2: Select My Account.

Step 3: Tap the icon to make edits.

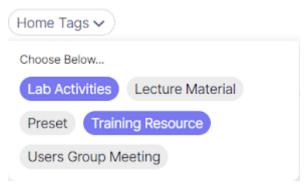
Step 4: Tap the icon to save edits.

How to Adjust your Home Tags

Step 1. Tap your name in the top right corner.

Step 2: Select My Account

Step 3: Tap the Home Tags drop down and select any tags you would like to prioritize on your Home Page.

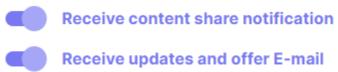


How to Adjust your Notification Preferences

Step 1. Tap your name in the top right corner.

Step 2: Select My Account

Step 3: Toggle your notification preferences.



How to Change your Password

Step 1. Tap your name in the top right corner.

Step 2: Select My Account.

Step 3: Enter your current password and select Change Password to reset.

How to Delete your Anatomage Share Account

Step 1. Tap your name in the top right corner.

Step 2: Select My Account

Step 3: Select Delete Account - Note: All uploaded public and private files, shared files, and comments will also be removed. All data is non-recoverable.

How to Interact with User Pages

How to View your Page

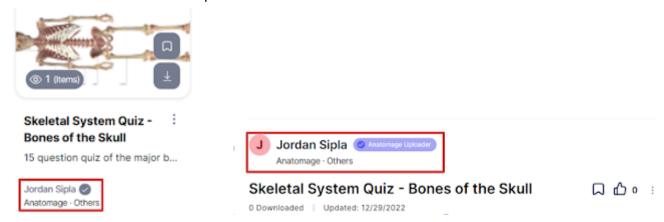
Step 1. Tap your name in the top right corner.

Step 2: Select My Page

How to View Someone Else's Page

Step 1: Tap on the Name of the person whose Page you want to view.

Names can be found on the preview of content and in the content detail view.



How to Follow a Page

Step 1: Go the Page of the person you want to follow

Step 2: Tap Follow + Follow

How to Download Presets from Anatomage Share onto the Table

Presets You Uploaded

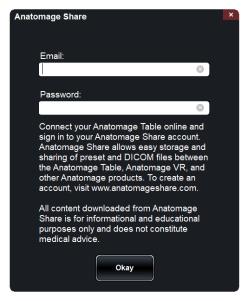
Step 1: Upload the Preset to AnatomageShare.com following the instructions in this Document.

Step 2: Connect your Anatomage Table to the Internet via Ethernet (available on all Tables) or WiFi (Available on Tables shipped after April 2021).

Step 3: In the main application Menu, choose Anatomage Share



Step 4: Log-in with the same ID and Password you use for the Anatomage Share website.



Step 5: Go to Files



Step 6: Go to the "My Uploads" tab.

Step 7: Check the box next to a VPF file to download that file to the Table



Presets Others Uploaded

Step 1: On your AnatomageShare.com account, mark the VPF you want to access on the Table in one of three ways:

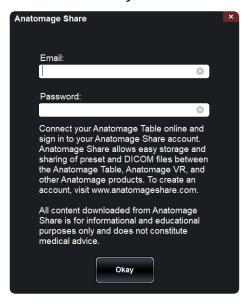
- 1. Bookmark it with the Bookmarks Tab.
- 2. Have the file shared within a Group you are in.
- 3. Have the file creator share the file with you directly.

Step 2: Connect your Anatomage Table to the Internet via Ethernet (available on all Tables) or WiFi (Available on Tables shipped after April 2021).

Step 3: In the main application Menu, choose Anatomage Share



Step 4: Log-in with the same ID and Password you use for the Anatomage Share website.



Step 5: Go to Files



Files

Step 6: Depending on how the file was shared to you, go to the "Bookmarks", "Shared", or "Groups" tab.

Step 7: Check the box next to a VPF file to download that file to the Table



How to Open a Downloaded File on the Table

Through the Anatomage Share Menu

Step 1: Follow the previous instructions to download the VPF file onto the Table.

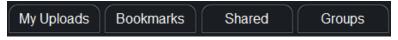
Step 2: In the main application Menu, choose Anatomage Share



Step 3: Log-in with the same ID and Password you use for the Anatomage Share website.



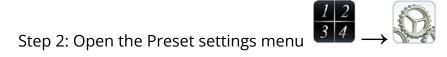
Step 5: Go to the tab in which the VPF file is located



Step 6: Tap on the title of the VPF file you would like to open. This will automatically open the scan the VPF was created in, and pre-load the presets into the preset menu.

Through the Preset Menu

Step 1: Open the Cadaver or Scan in which you would like to open a downloaded preset.







Step 5: Tap the preset you would like to open to open it on the Table.

Note: All presets downloaded onto the Table will appear here. If you attempt to open a preset designed in a different cadaver than the one you have opened, the Table will warn you, but proceed with opening the file.

How to Download Files into Anatomage Tablet or VR

(For Anatomage Tablet / VR customers only)

Anatomage VR must be connected to the internet in order to access Anatomage Share.

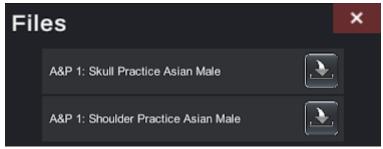
Step 1: In Anatomage VR main menu, tap the Account icon



Step 2: Log-in with the same ID and Password you use for the Anatomage Share website.

Step 3: Tap Files to access uploaded files.





The download icon will turn gray when a file has been fully downloaded to AnatomageVR.

How to Download Files into Anatomage Tablet or VR

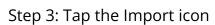
(For Anatomage Tablet / VR customers only)

Files must be downloaded to Anatomage VR before they can be opened. See previous step for instructions.

For .VPF Preset Files:

Step 1: Open the cadaver or Case Library scan that you would like to open the preset in.







to see available VPFs.

Step 4: Locate your preset in the Import Preset Menu under Anatomage Share Files.

For Practice Quiz .VPF Files:

Step 1: Open the cadaver (male or female) that you would like to Practice in.



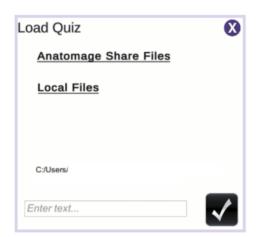
Step 2: Select the Practice icon



Step 3: Tap the import icon



Step 4: Locate your preset in the Load Quiz Menu under Anatomage Share Files.



For DICOM Files:

Step 1: Locate the downloaded DICOM series in the files menu.



Step 2: Double tap the DICOM file you downloaded. It should open automatically.