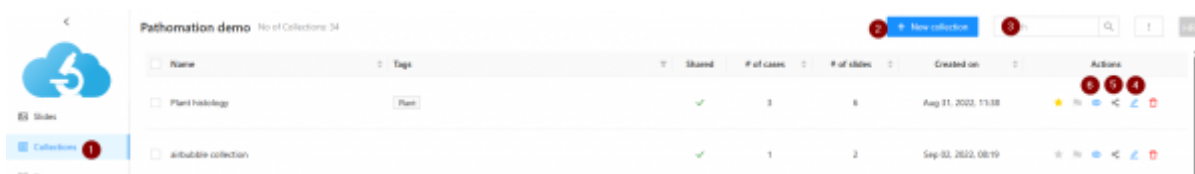


# Introduction

Case collections are a good way to organise images by case, add macro images, scanned reports and then share them for reviewing by others. If you work with multiple people and you want to have each person or group of persons to only have access to their cases, create separate collections for each intended use. The quick share allows you to share the whole collection in one go with anyone, or use the group function to assign a collection to registered users only.

## Creating a collection summary

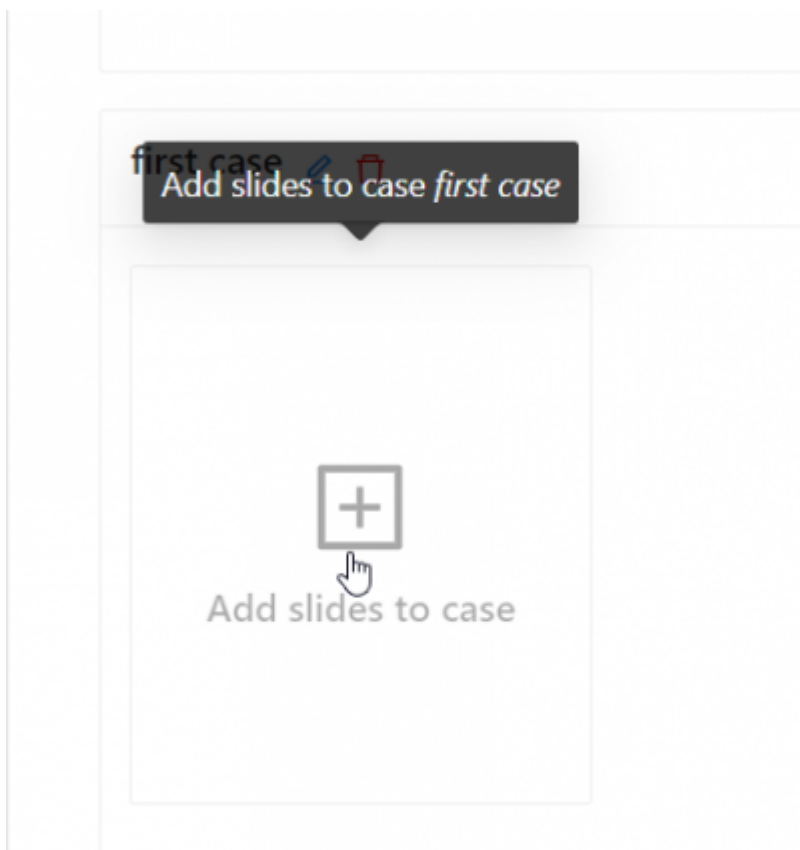
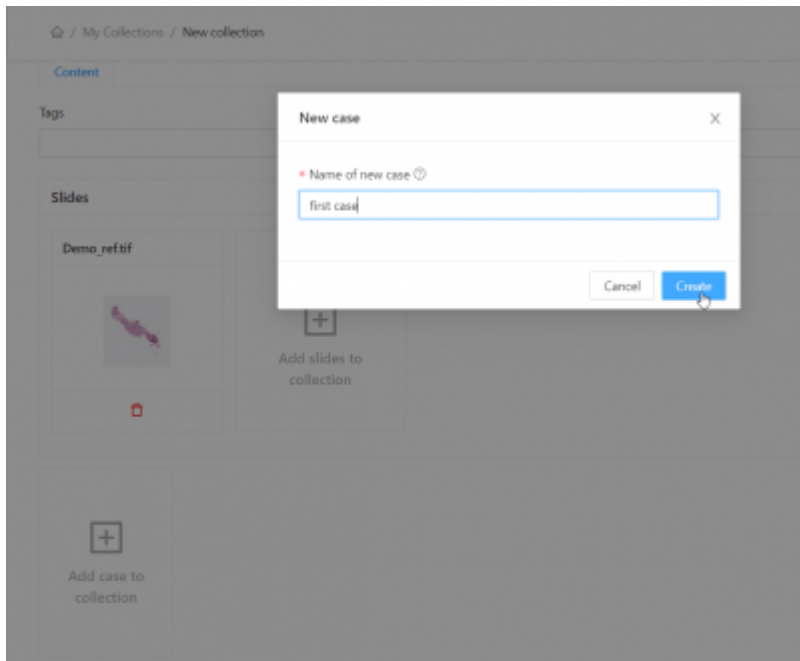


- (1) Select Collections on the sidebar to open the collections menu
- (2) Click + new collection to create a new collection
- (3) Search for existing collections you have made
- (4) Edit the selected collection, this is how to add or remove slides
- (5) Quick share of the collection via email or other means
- (6) View, this opens the viewing pane for the collection, you can open multiple images at once, synchronise images and annotate

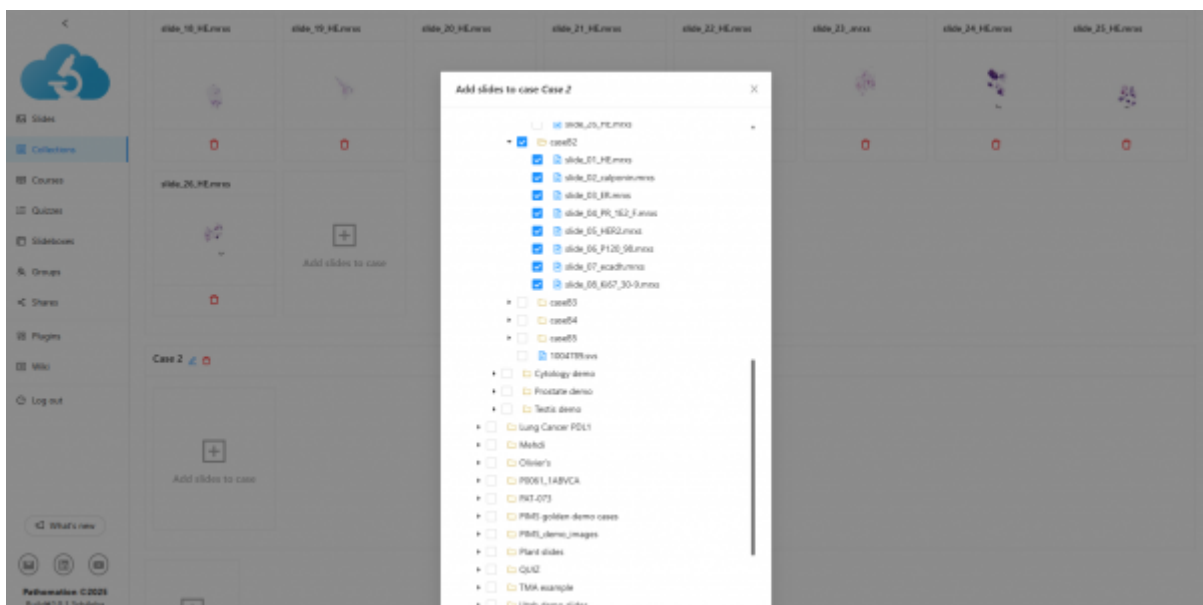
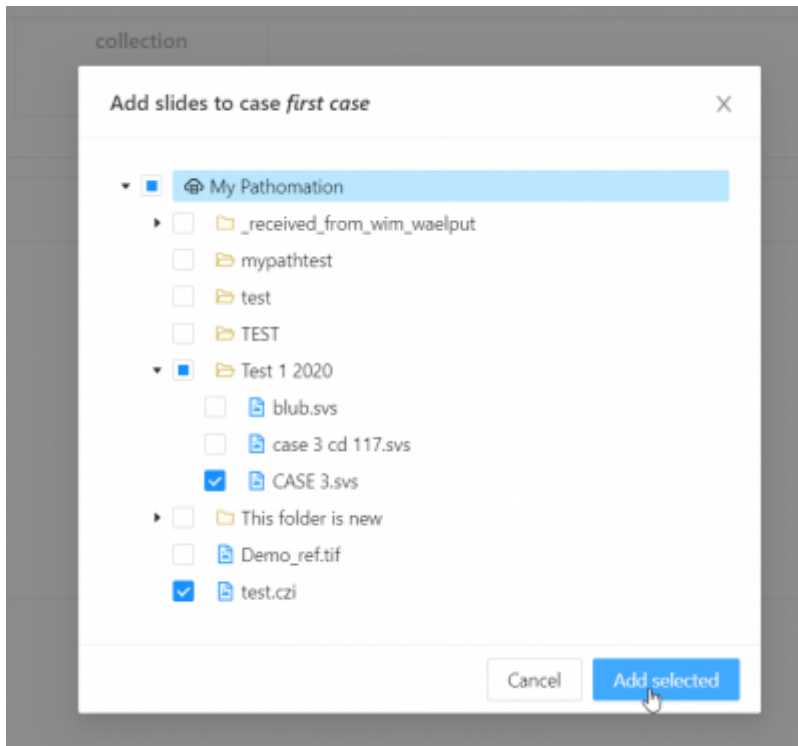
For full text read section: [How to Add Collections](#)

## Adding a case

click on the “add case to collection” button. You will be prompted to give a name to the case you would like to create.



Now you are able to add slides one by one to your case by selecting slides and pressing “Add selected”. If you already have all the slides that compose your case in one folder add all in one go by selecting the tick box at the folder level.



You can now preview your newly created collection by clicking on the "Preview" button.

All the slides in your collection appear in the Slides panel on the left of the viewing window. Slides in your collection can be viewed one at a time, or side by side in multi-view.

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