Name: *(your name here)*
Institute: *(Name of your institute here)*
Examination: *(mention part 1 or 2, month & year of examination here)*

Important instructions for completing and submitting Xray Section

1. Original hard copy of Xray (preferably DIGITAL) must be posted to College office along with logbook and CD/DVD.
2. In addition, Digital photograph (atleast 2 MP) of xray must also be sent on the CD/DVD. Take care to avoid distorted image because of non-perpendicular orientation of camera.
3. Use font as "Times Roman" font size 10.
4. **Your material must be typed strictly in appropriate columns as in the template provided.**
5. Each Xray must be saved as separate document in format: "your name_xray_xray number" eg. First xray will be saved as "Hemant shah_ xray _1.doc" and second xray as "Hemant shah_ xray _2.doc"
6. All xray to be stored in xray folder on CD. All photograpgh images must also be saved in same folder with name of image correctly written in the row provided. Preferable give same name.
7. Structure of Folders on CD/DVD (clearly write your name, institure and examination, year appearing with CD writer pen)
   CD: Logbook of Hemant Shah Part 1 Feb 2012
      a. **ECG folder**
      b. **ABG Folder**
      c. **Xray Folder**
         - Hemant shah_Xray_1.doc
         - Hemant shah_Xray_1.jpg
         - Hemant shah_ Xray _2.doc
         - Hemant shah_Xray_2. jpg
         - Hemant shah_ Xray _9.doc
         - Hemant shah_Xray_9. jpg
         - Hemant shah_ Xray _10.doc
         - Hemant shah_Xray_10. jpg

      d. **CT folder**
      e. **Hematology Folder**
      f. **Biochemistry Folder**

8. Print out of each document must be submitted in Hard Copy of Logbook with each xray starting on new page.