



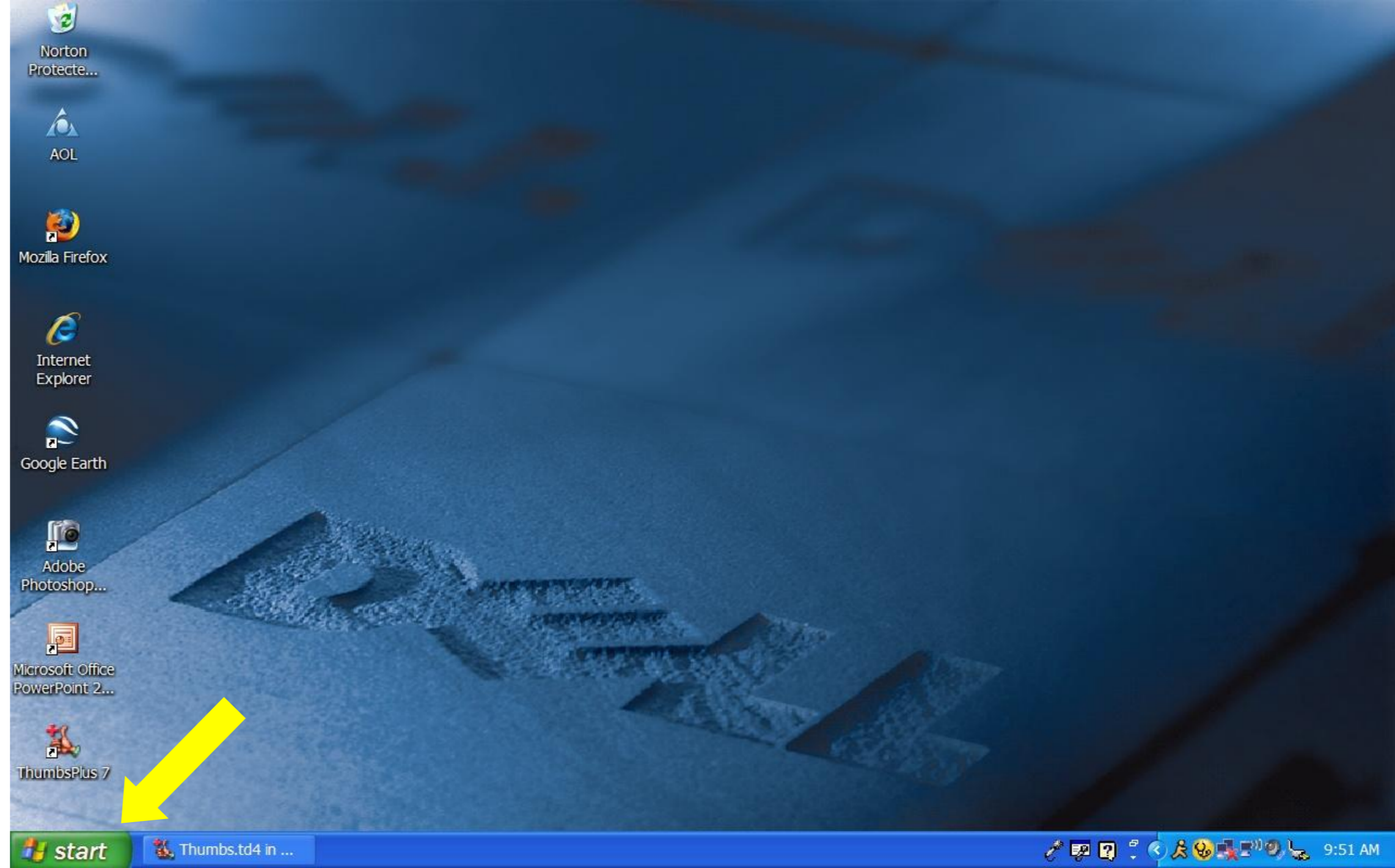
Credentialing

Instructions for Candidate- Mentor

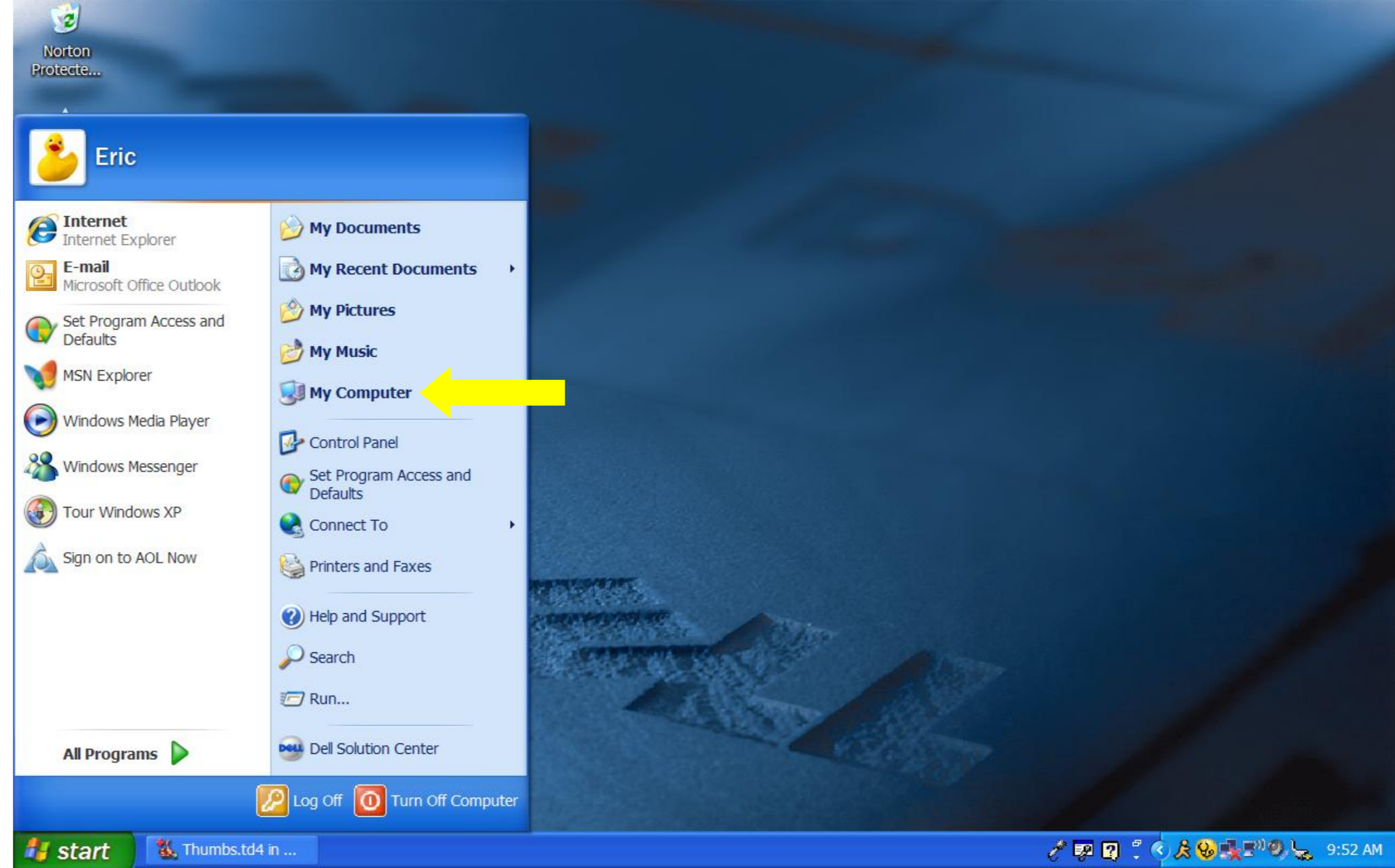
Digital Image Communication

**Create Folders For Templates and Power Point
Candidate - Mentor E-Mail Communication**

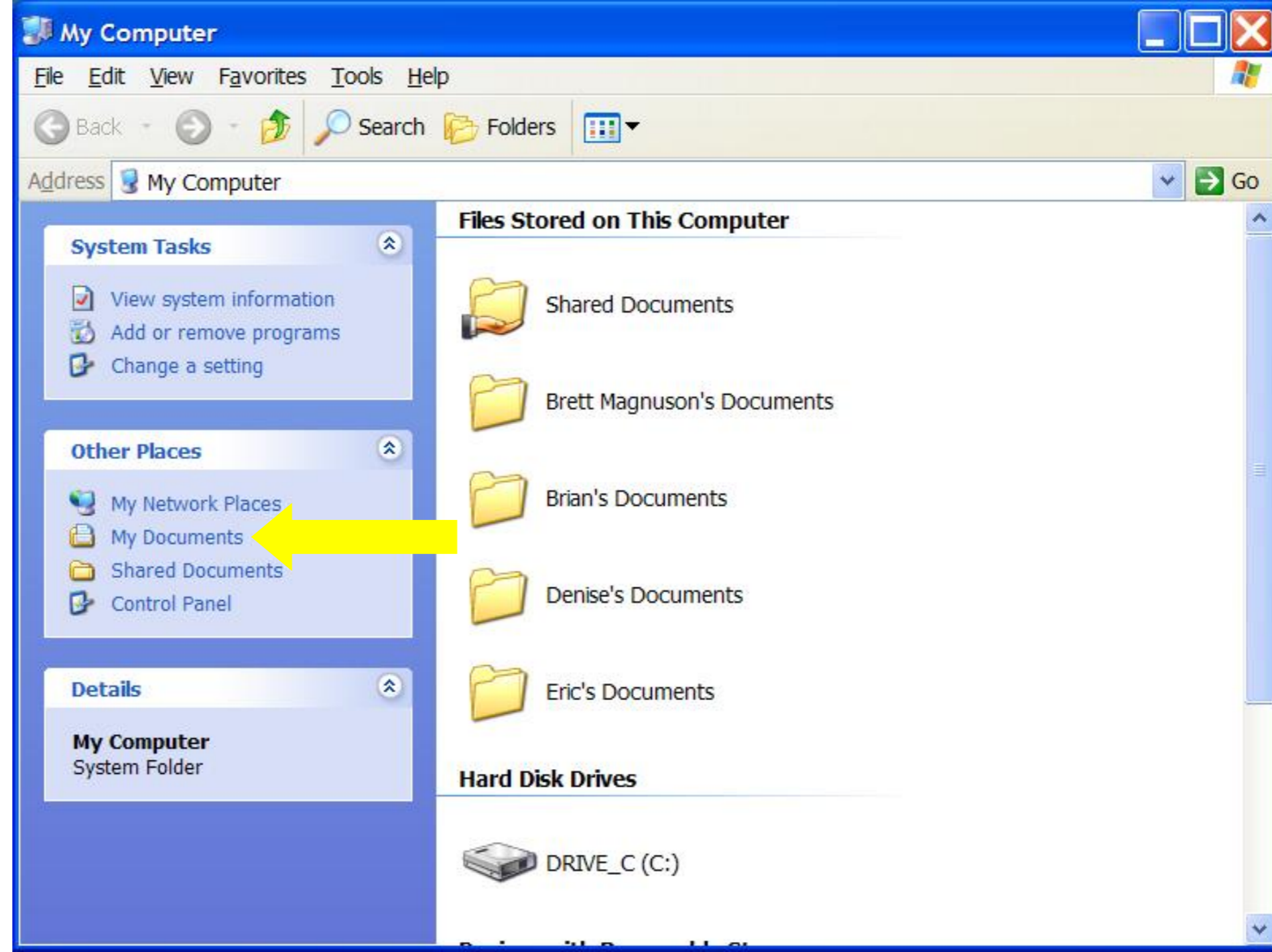
Left Click on **START**



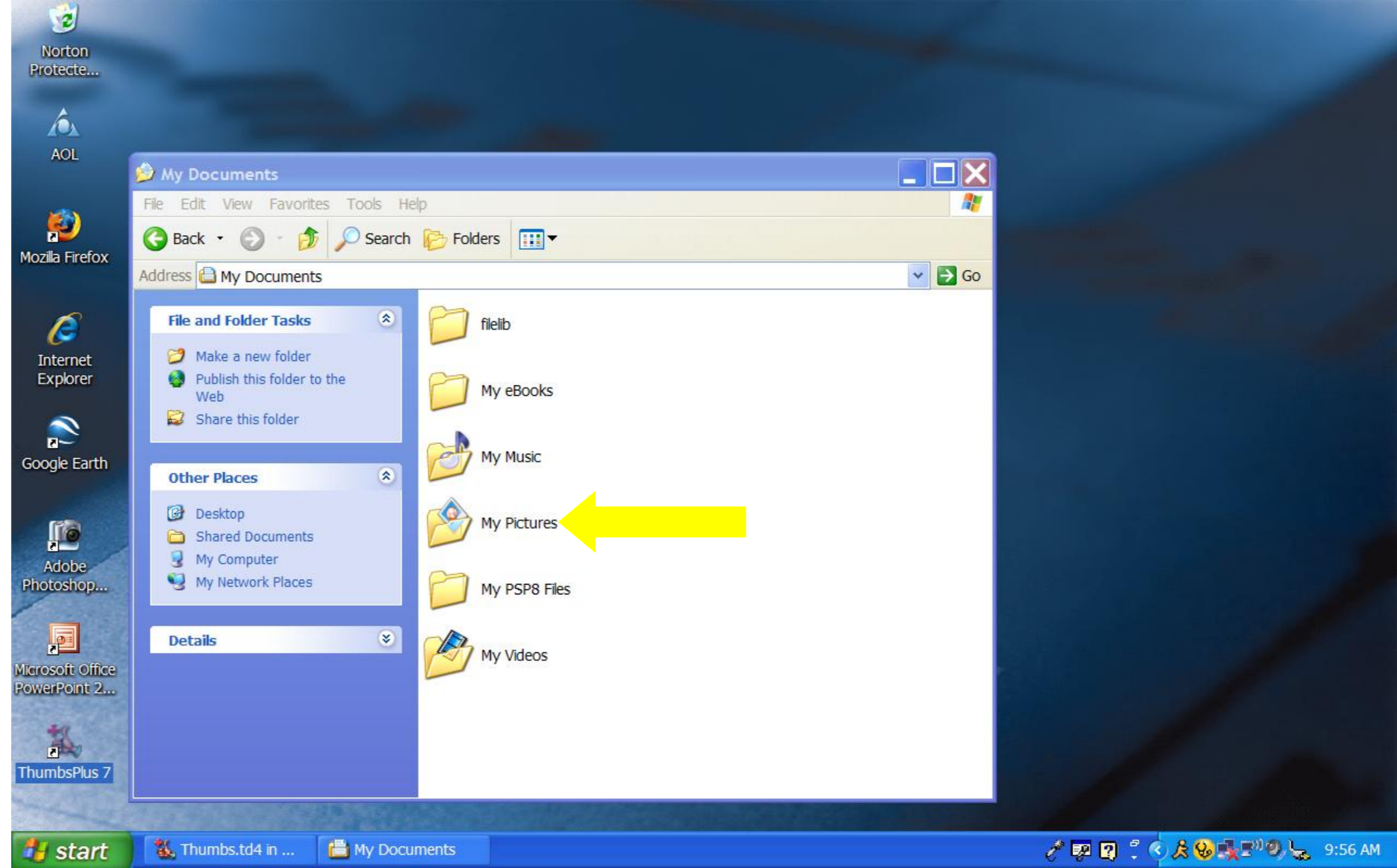
Left Click on My Computer



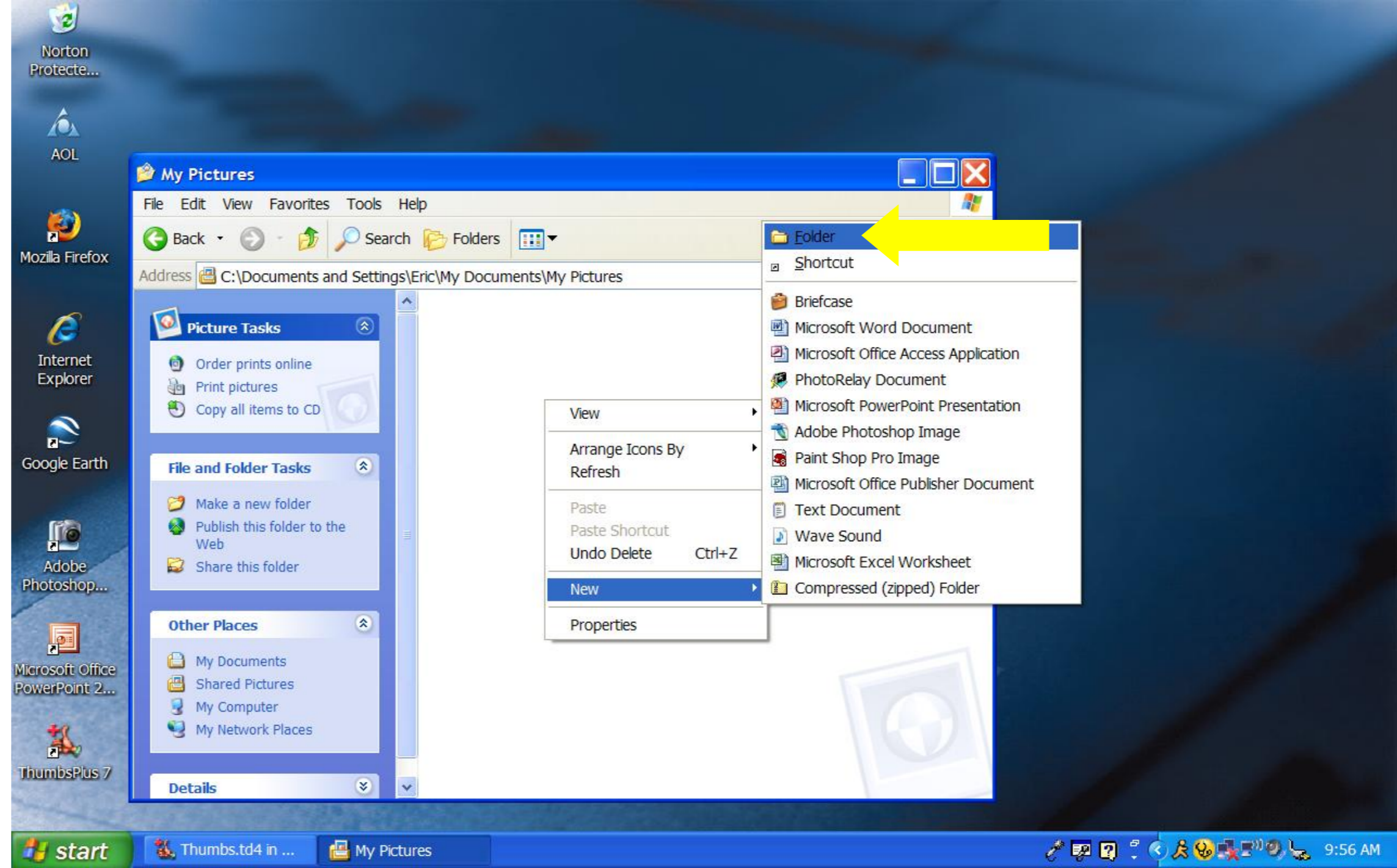
Left Click on Documents



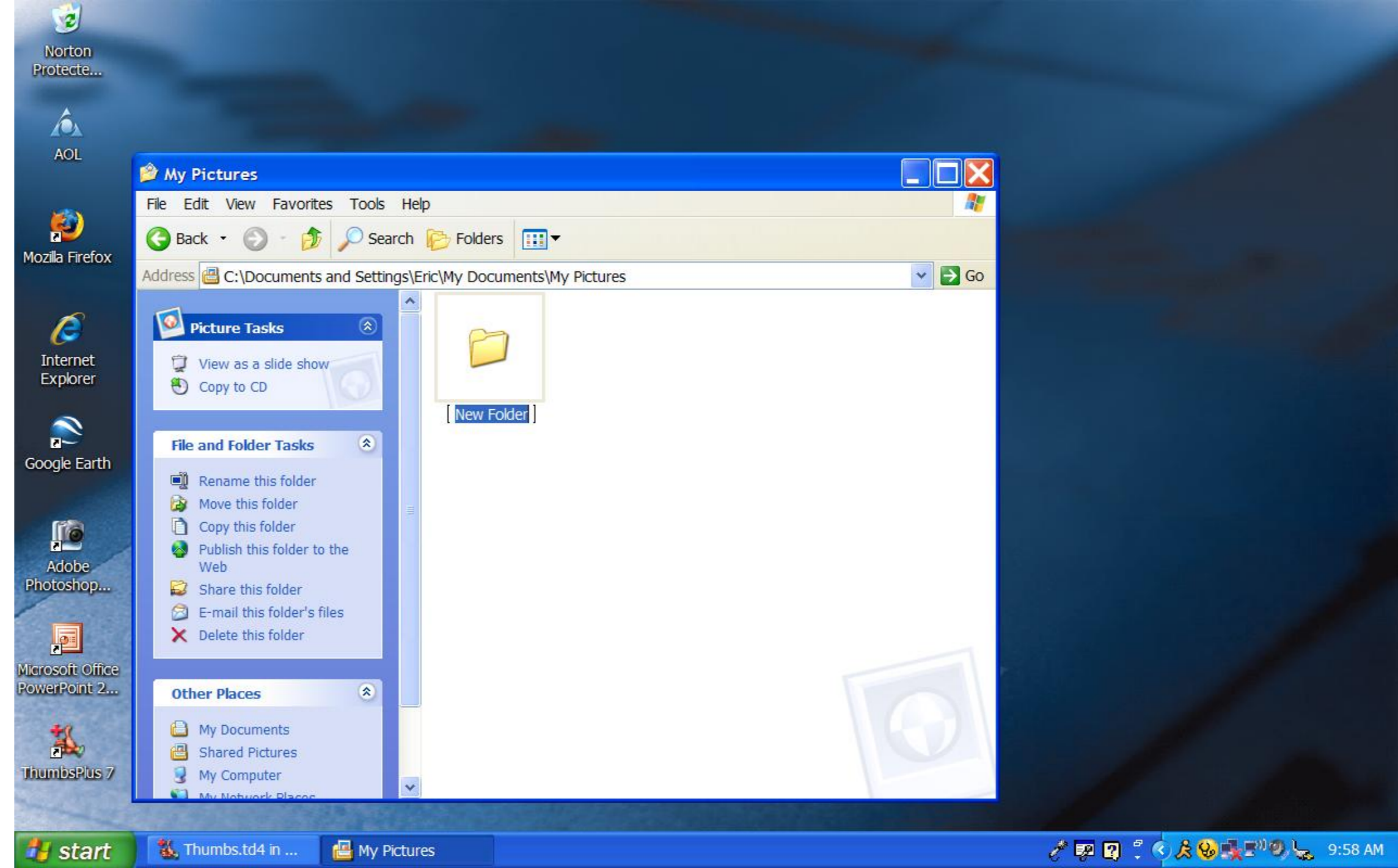
Left Click on My Pictures



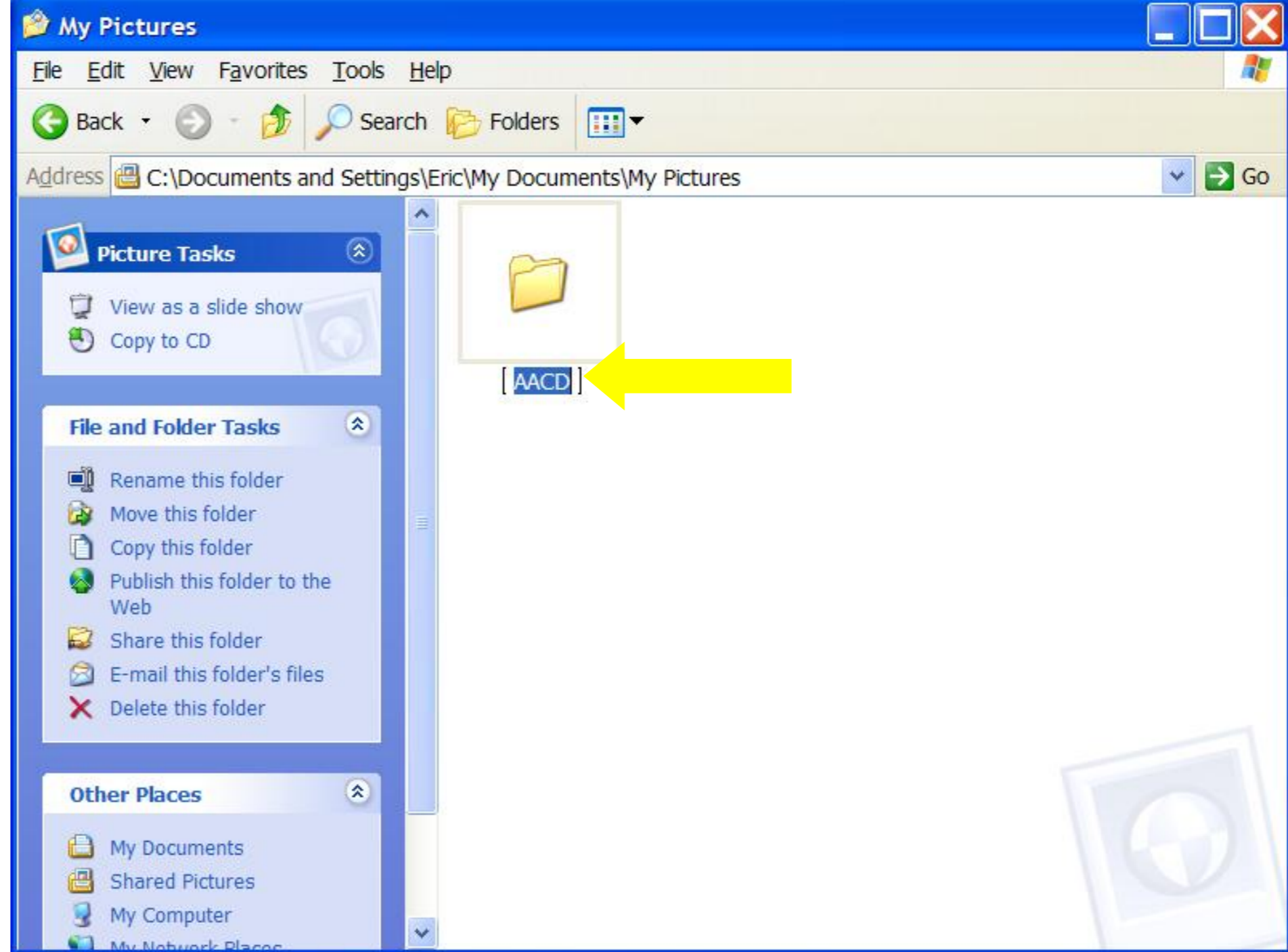
Right click
anywhere on the
white space,
slide your mouse
to New, and then
over to Folder



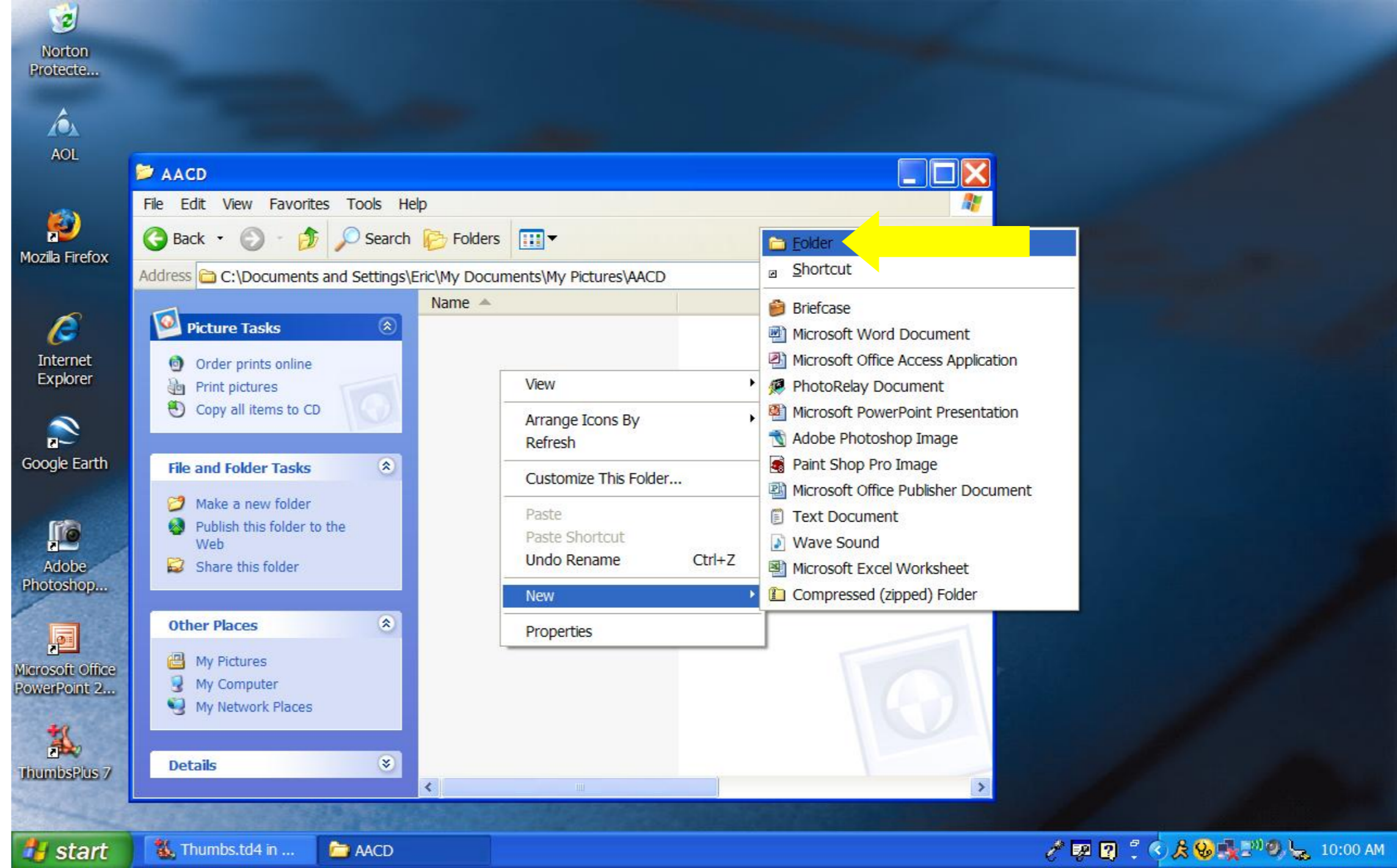
Use your
computer
keyboard to
type in AACD



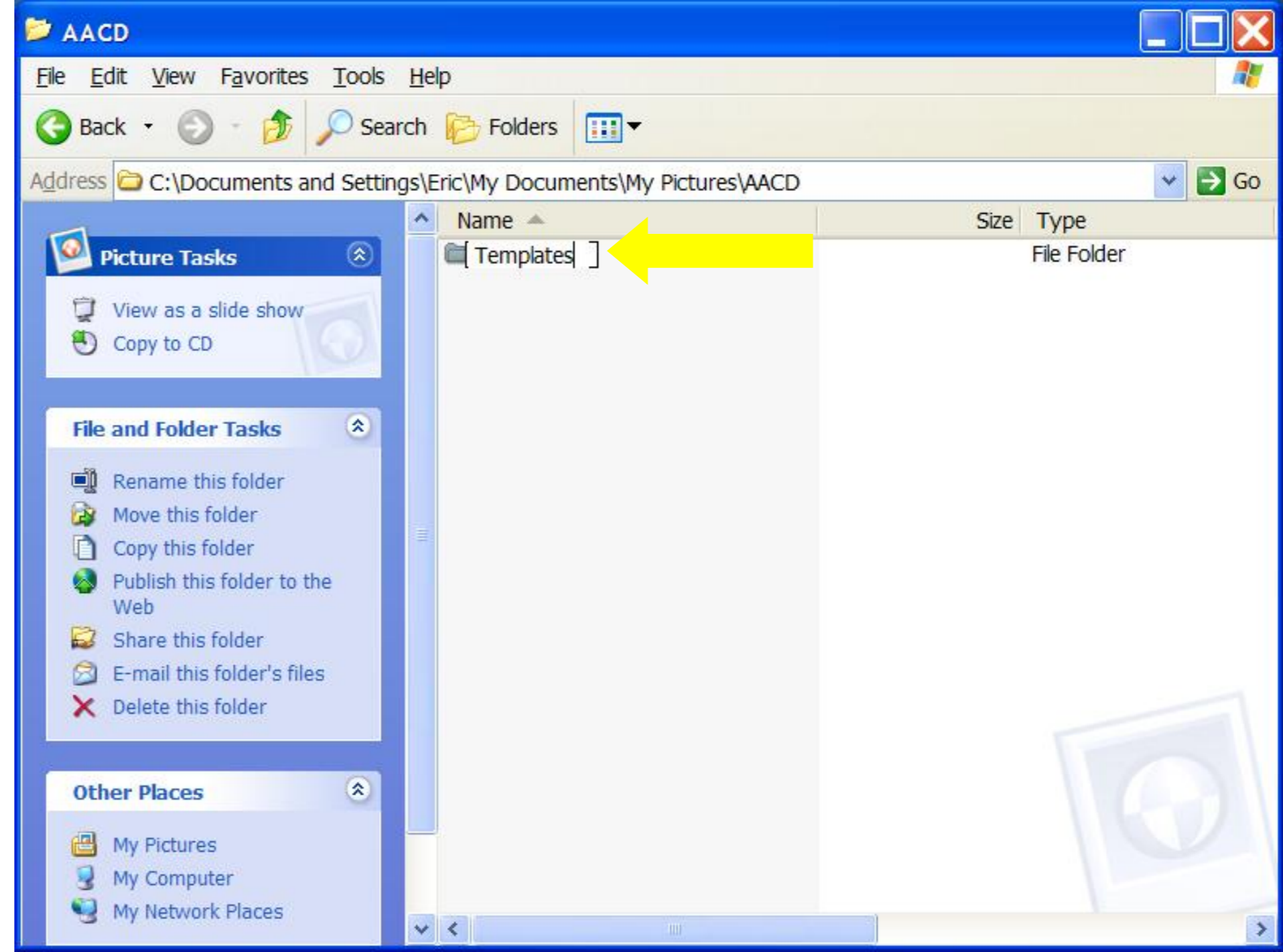
Double left
mouse click on
the new folder
AACD



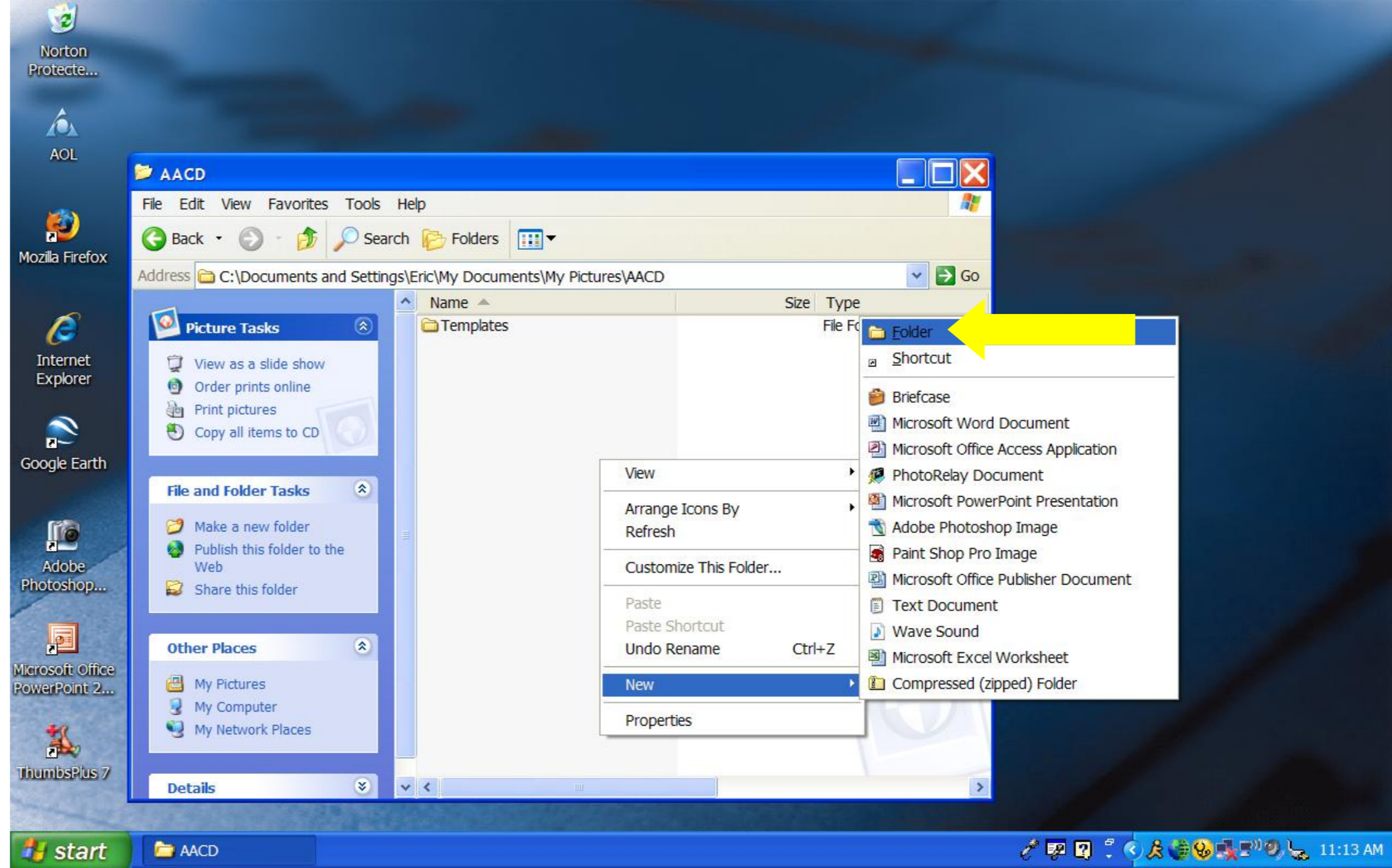
Right click
anywhere on the
white space, slide
your mouse to
New, and then
over to Folder



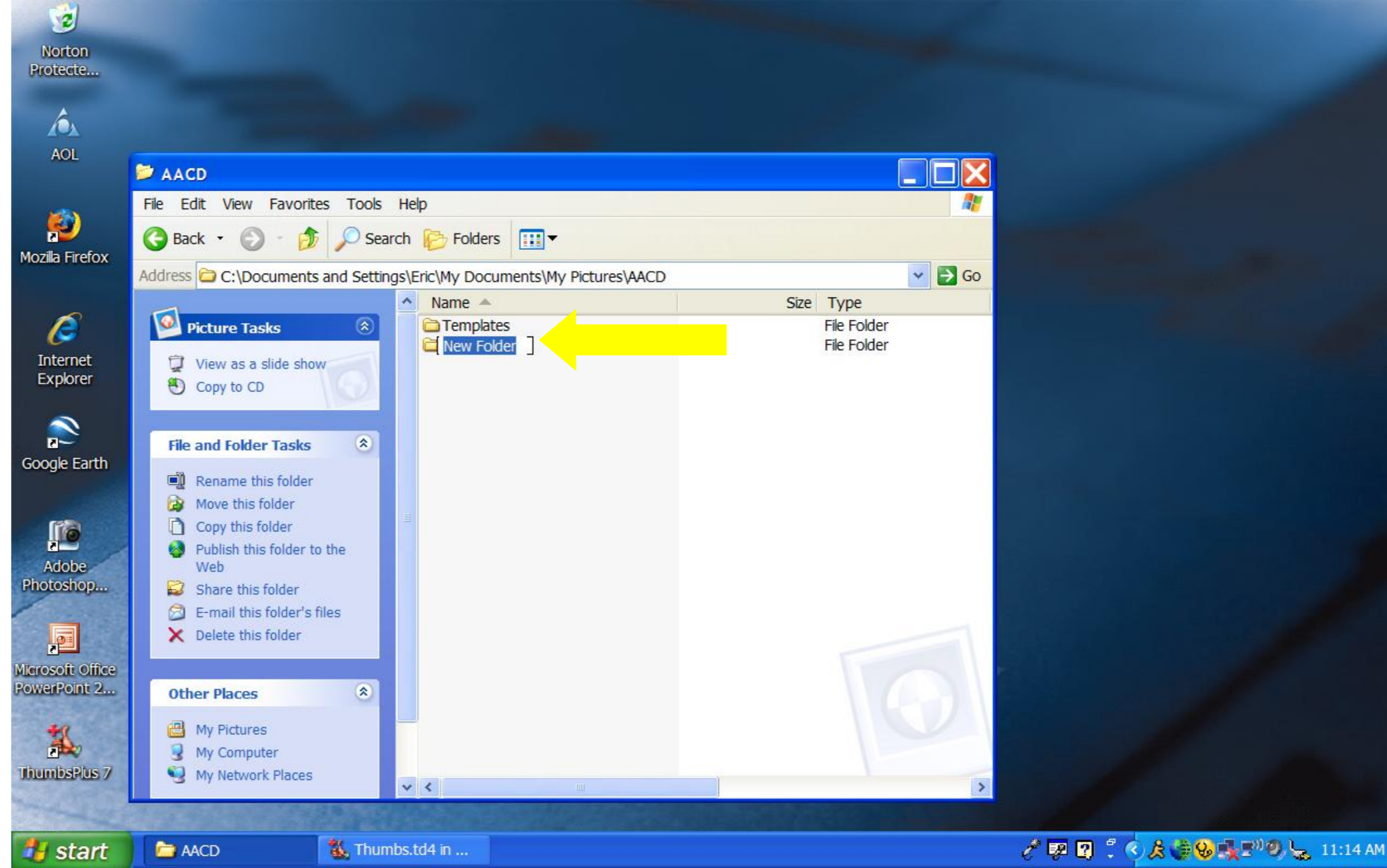
Use your
computer
keyboard to type
in **Templates**



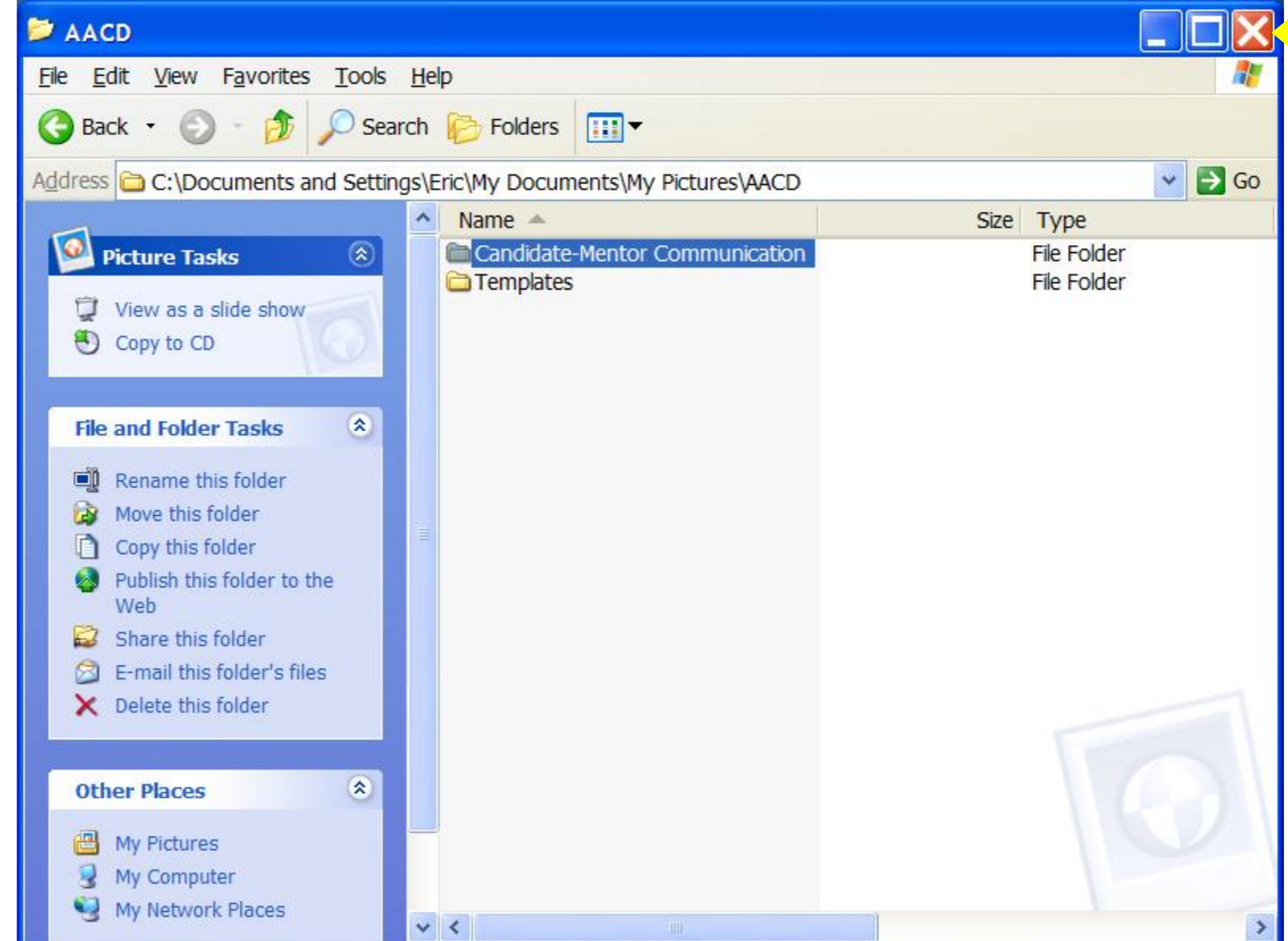
Right click
anywhere on
the white space,
slide your
mouse to New,
and then over to
Folder



Use your computer keyboard to type in Candidate – Mentor Communication

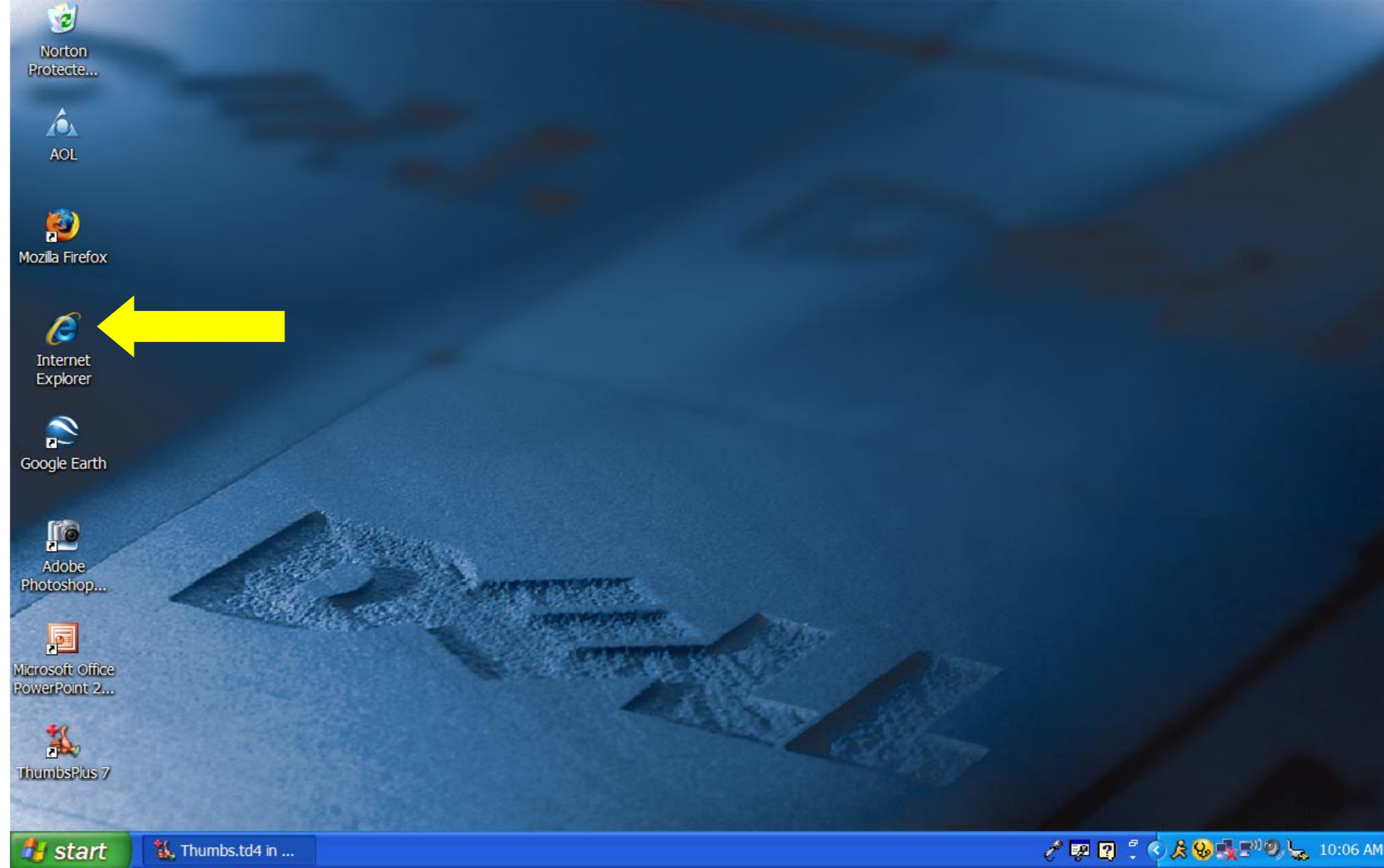


Close Program and Return to the Desktop



Download and Save Template From
AACD Web Site

Open your web browser and go the AACD web page



Left Click on Accreditation

The screenshot shows the Microsoft Internet Explorer browser window displaying the website for the American Academy of Cosmetic Dentistry (AACD). The address bar shows the URL <http://www.aacd.com/>. The main content area features a navigation menu with several buttons: PUBLIC, PROFESSIONALS, PRESS, CHARITABLE FOUNDATION, ACCREDITATION, ANNUAL CONFERENCE, and FIND A COSMETIC DENTIST. A prominent yellow arrow points to the ACCREDITATION button. Below the navigation menu is a search bar and the text "AMERICAN ACADEMY OF COSMETIC DENTISTRY EXCELLENCE IN COSMETIC DENTISTRY". At the bottom of the page, there is a footer with the text "©2007 American Academy of Cosmetic Dentistry | About AACD | Site Map | Disclaimer | Contact Us 1-800-543-9220". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time (10:56 AM Friday 3/7/2008).

Left Click on Volunteer Mentor Program

The screenshot shows the website for the American Academy of Cosmetic Dentistry (AACD) in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://www.aacd.com/professional/accreditation/accreditation.asp>. The website header includes the AACD logo and navigation tabs for PUBLIC, PROFESSIONALS, PRESS, and CHARITABLE FOUNDATION. A search bar is located in the top right corner.

The main content area is titled "Professionals" and features a sidebar on the left with the following menu items: ABOUT THE ACADEMY, MEMBERSHIP, ACCREDITATION, About Accreditation, Dentist Protocol, Laboratory Technician Protocol, Fellowship Protocol, American Board of Cosmetic Dentistry, Workshops, Written Examination, Resources, Volunteer Mentor Program, and Contact Us. A yellow arrow points to the "Volunteer Mentor Program" link.

The main content area contains the following text:

What is AACD Accreditation?

In 1984 the American Academy of Cosmetic Dentistry was formed by a group of forward-thinking individuals, dedicated to continuing education in the rapidly evolving field of cosmetic dentistry. Within a short period of time, the AACD developed a credentialing process for cosmetic dentistry designated "Accreditation".

As techniques and materials have improved, the Accreditation exam has continued to set a standard for excellence in cosmetic dentistry. Accreditation represents the acknowledgment of a doctor's or dental technician's excellence in cosmetic dentistry.

Accreditation and the examination process are administered by the American Board of Cosmetic Dentistry.

Purpose
Accreditation serves to set standards for excellence in cosmetic dentistry. Achieving Accredited status from the AACD requires dedication to continuing education, careful adherence to the protocols, and a resolve to produce exceptional dentistry.

The Accreditation program of the Academy benefits you and your patients. The process encourages further education, interaction with like-minded colleagues, and opportunity for professional growth. Prospective patients who call or interface with the Academy on the website are informed that Accredited members have passed a

At the bottom of the browser window, the Windows taskbar is visible, showing the Start button, various application icons, and the system tray with the date and time (Friday, 3/7/2008, 10:57 AM).

Left Click on Communication Template

The screenshot shows the AACD website in a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://www.aacd.com/professional/accreditation/mentor.aspx>. The page header includes the AACD logo and navigation tabs for PUBLIC, PROFESSIONALS, PRESS, and CHARITABLE FOUNDATION. A search bar is also present. The main content area is titled 'Professionals' and features a 'Volunteer Mentor Program' section. A yellow arrow points to the 'Communication Template' link in a list of resources.

AMERICAN ACADEMY OF COSMETIC DENTISTRY®
EXCELLENCE IN COSMETIC DENTISTRY

PUBLIC | PROFESSIONALS | PRESS | CHARITABLE FOUNDATION

SEARCH Keyword...

Professionals

Find a Cosmetic Dentist • Member Login
Join AACD • Find a Lab Technician
You are logged in as Brett B. Magnuson, DMD!

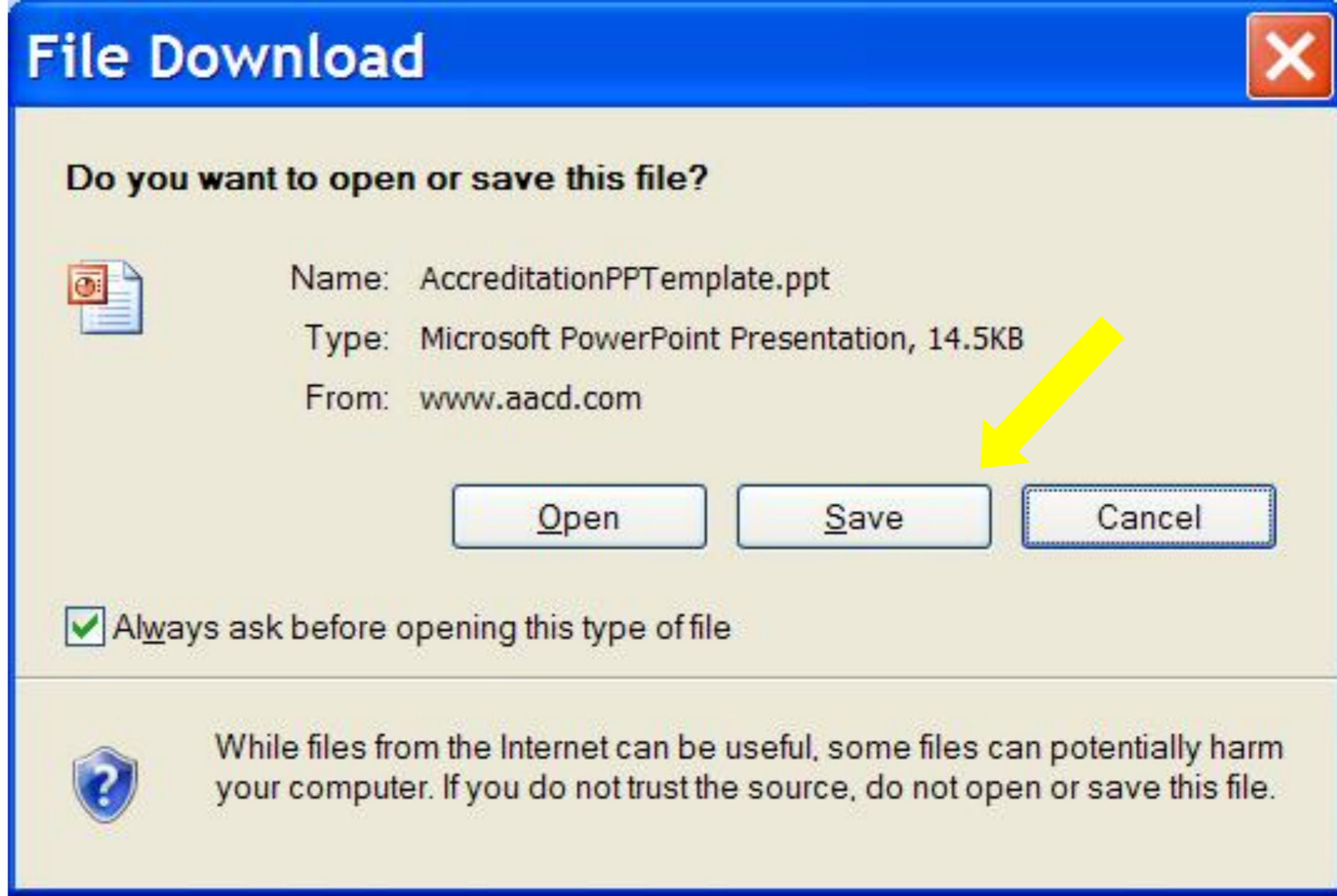
Volunteer Mentor Program

The **Voluntary Mentoring Program** (mentor list) is available to those members in the process that are looking for someone that will help guide them with any questions they may have on the Accreditation process. Mentors are Accreditation Examiners who volunteer their time and expertise to assist colleagues who are attempting to earn the credential.

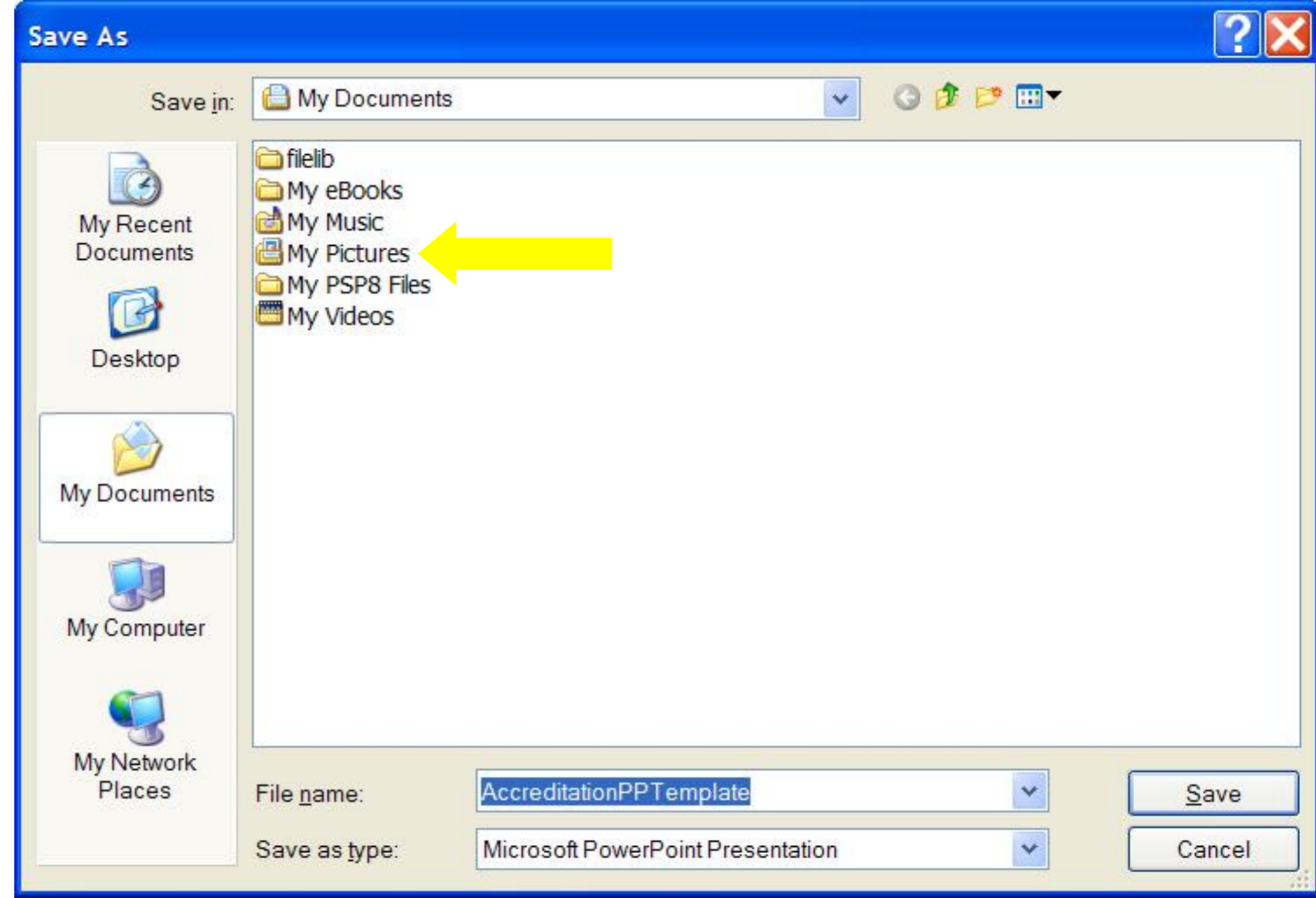
The purpose of the AACD's Volunteer Mentor Program is to assist members in the Accreditation process.

- **How to Use Your Mentor Effectively**
- **Volunteer Mentor Program** (Mentor List)
- **PowerPoint 2007 Candidate/Mentor Communication Template Instructions**
PowerPoint 2007 Microsoft Raw Image Viewer Instructions
(These instructions should be followed during Candidate/Mentor communication and when PowerPoint 2007 is being used. Please be patient - templates take time to download. Please save the file template to your desktop and then open it.)
- **PowerPoint 1997-2003 Candidate/Mentor Communication Template Instructions**
PowerPoint 1997-2003 Microsoft Raw Image Viewer Instructions
(These instructions should be followed during Candidate/Mentor communication and when PowerPoint 1997-2003 is being used. Please be patient - templates take time to download.)
- **Communication Template**

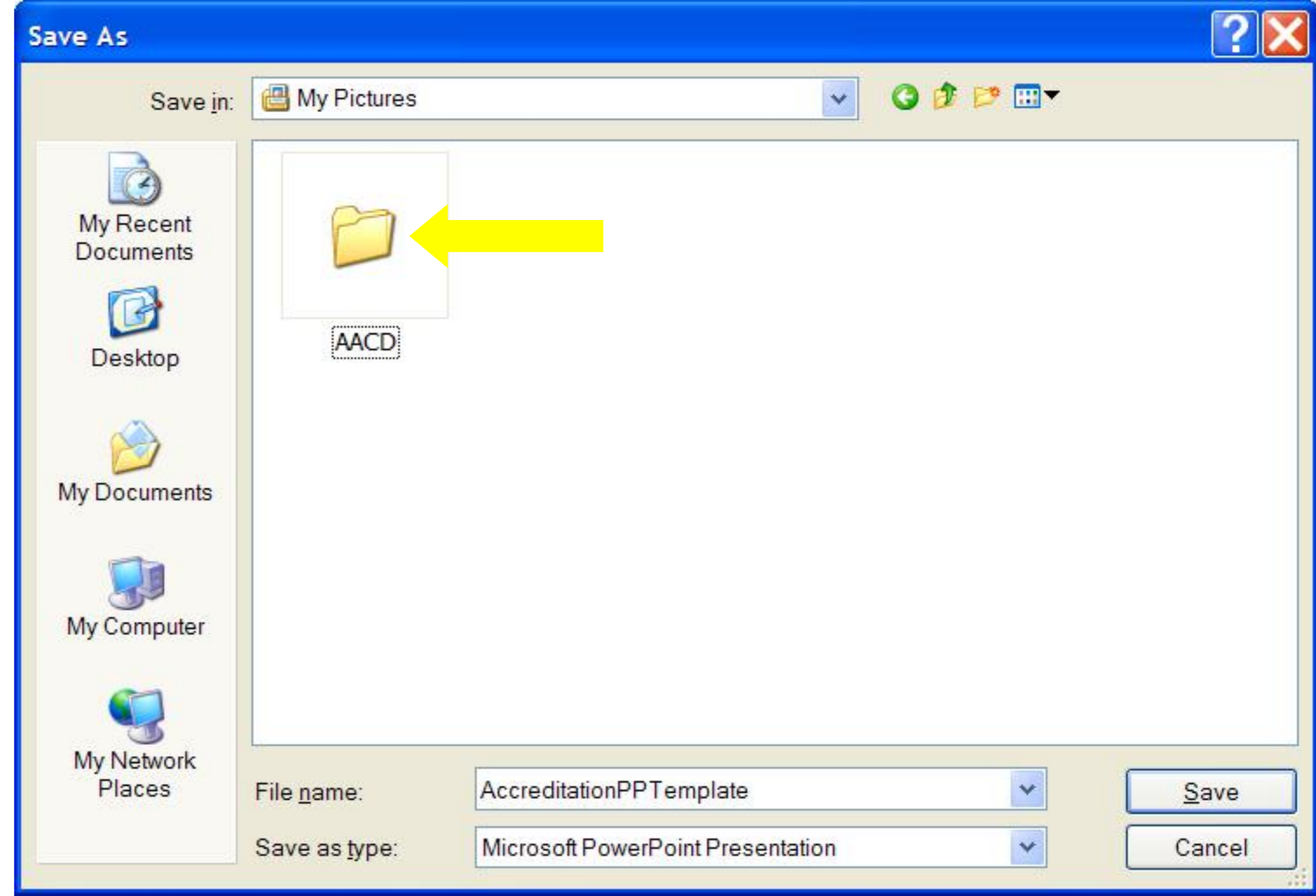
Left Click on
Save



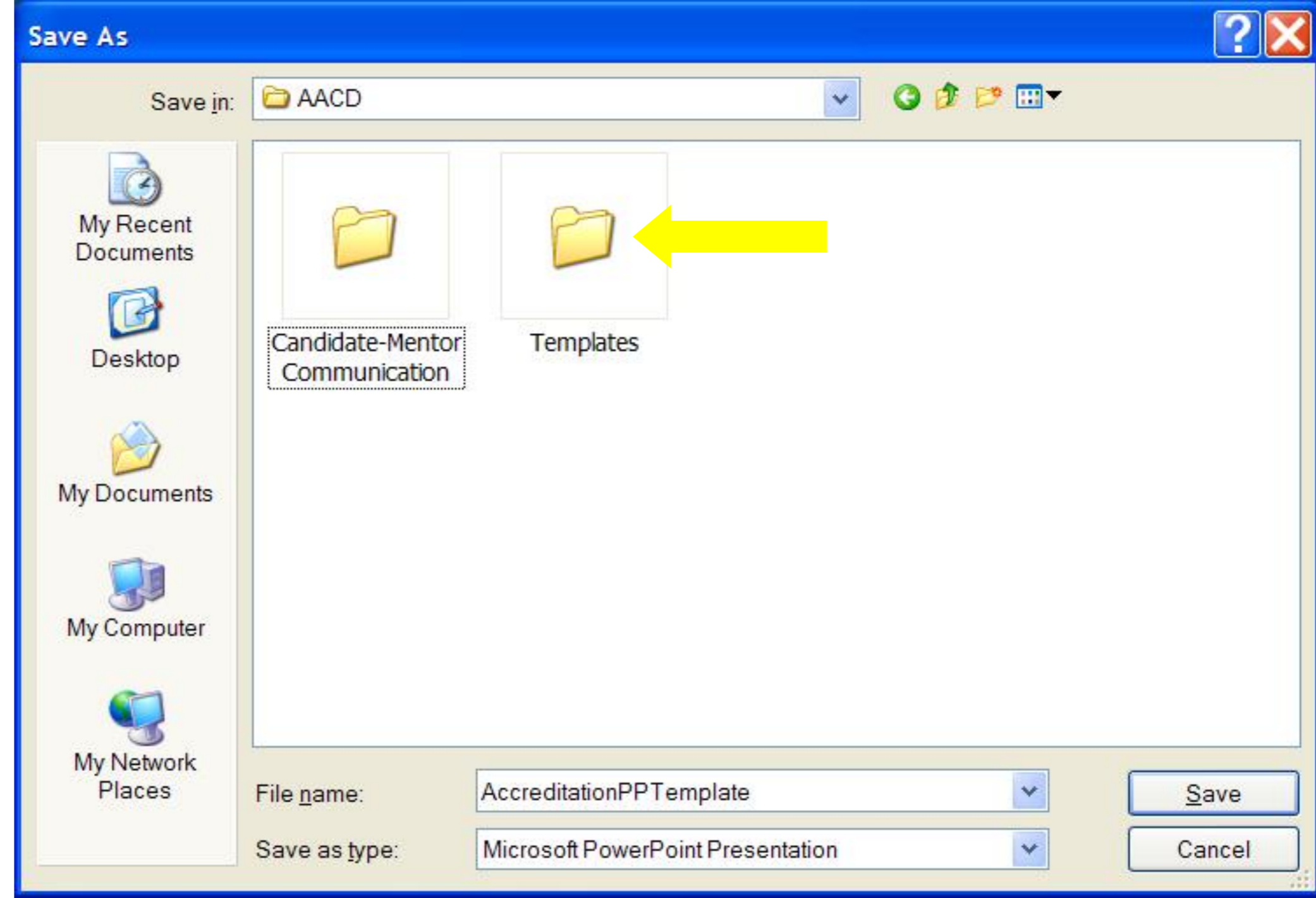
Double Left Click My Pictures



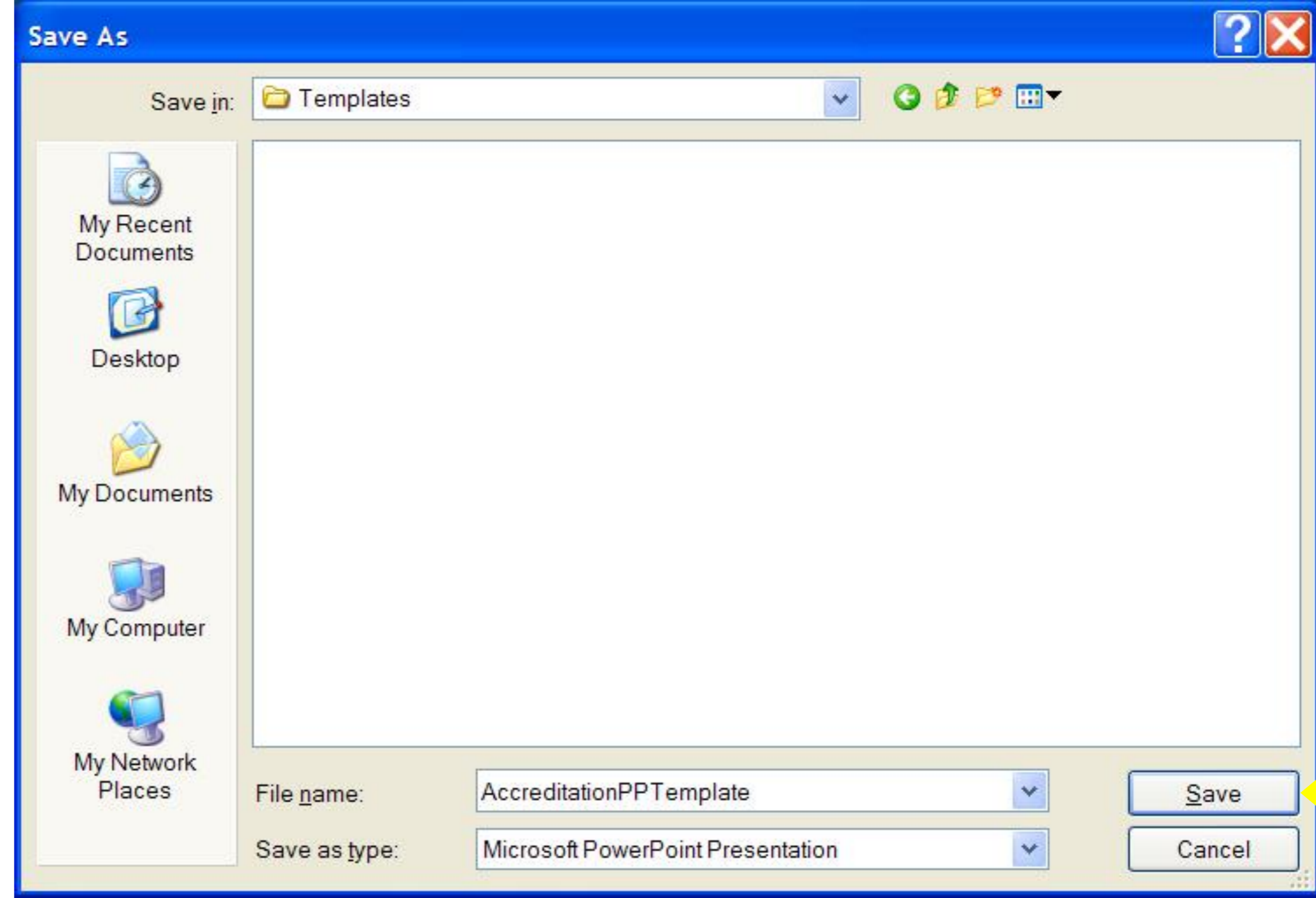
Double Left Click
on **AACD**



Double Left Click on Templates

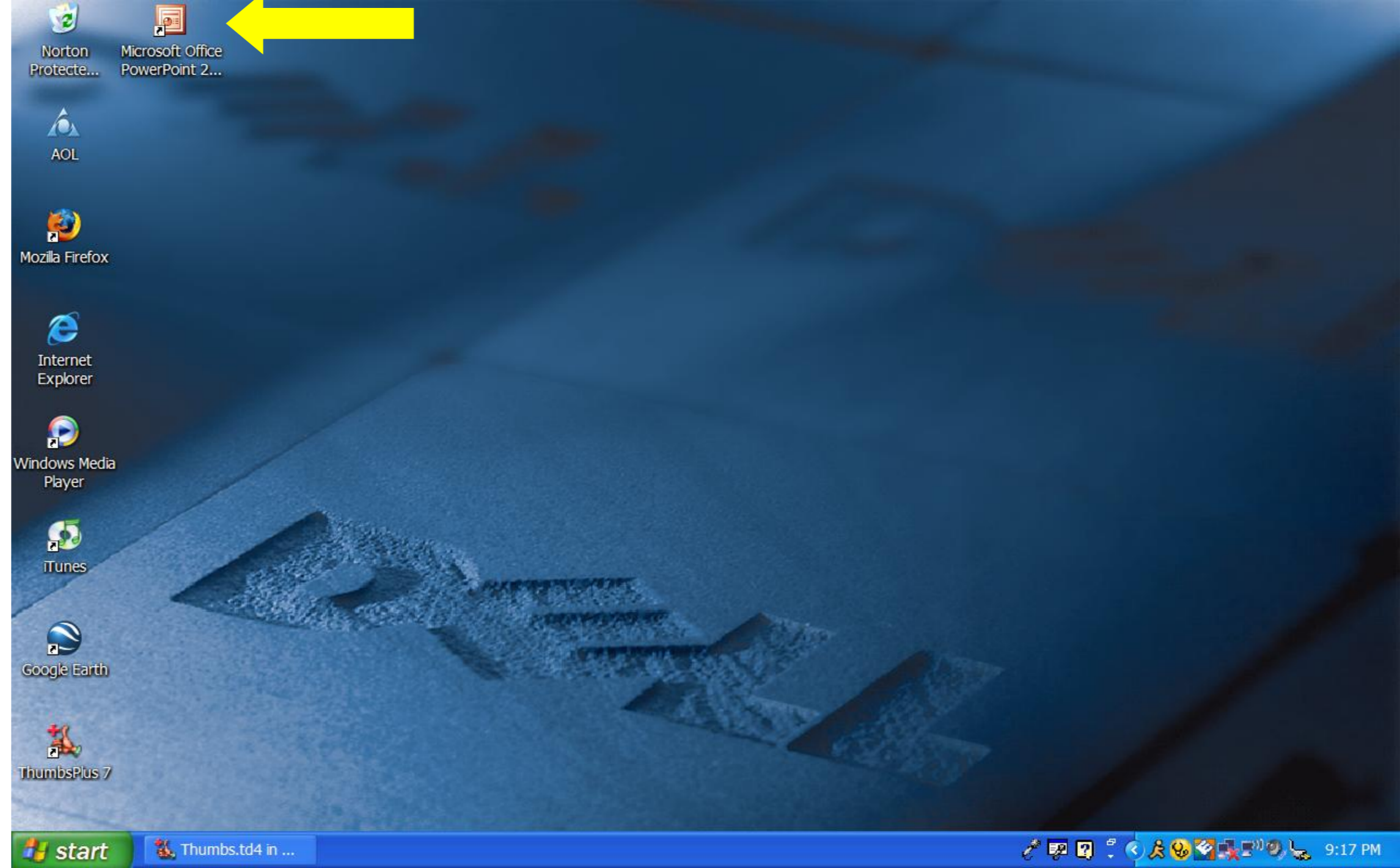


Left Click on **Save**

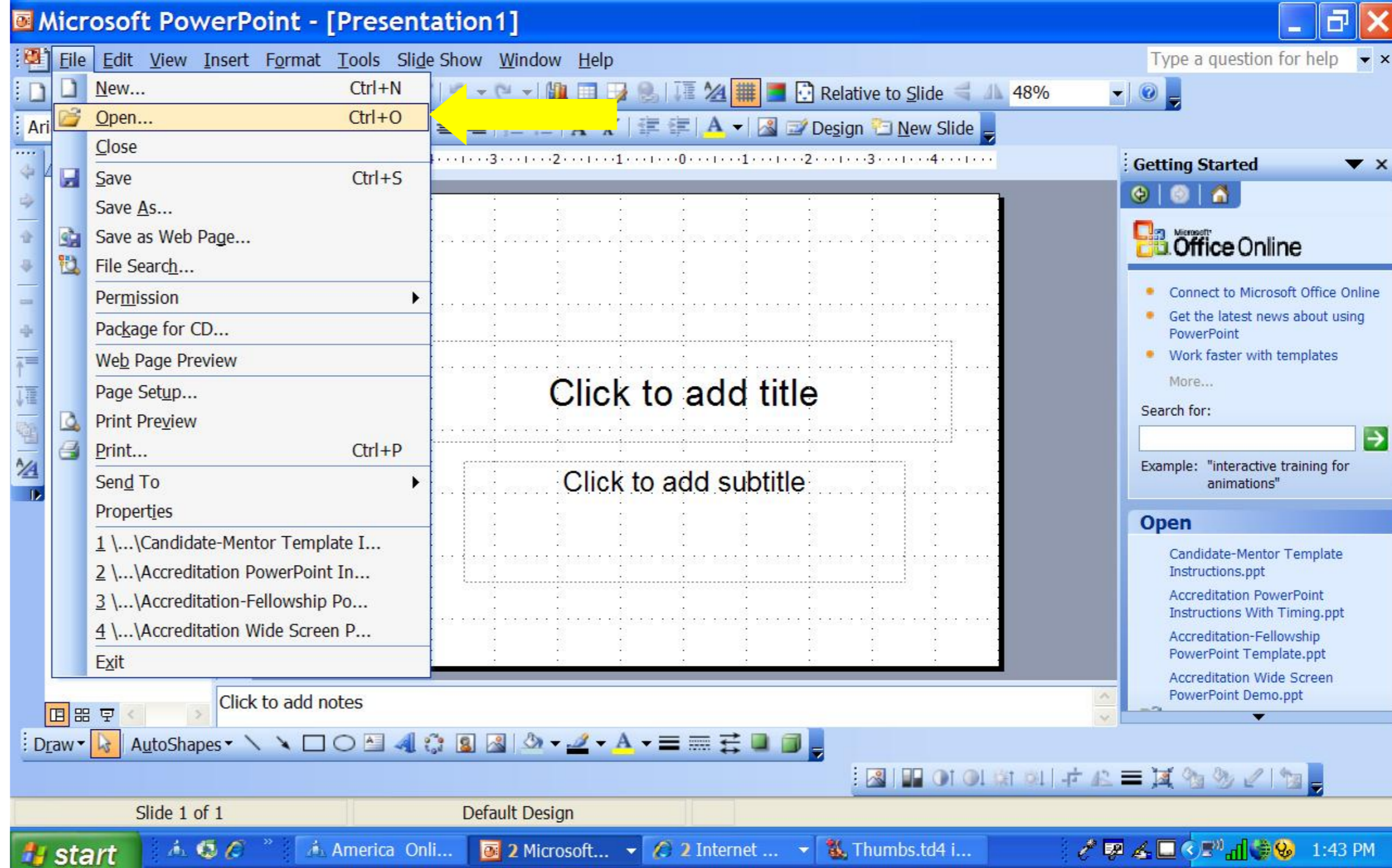


Opening and Using Template

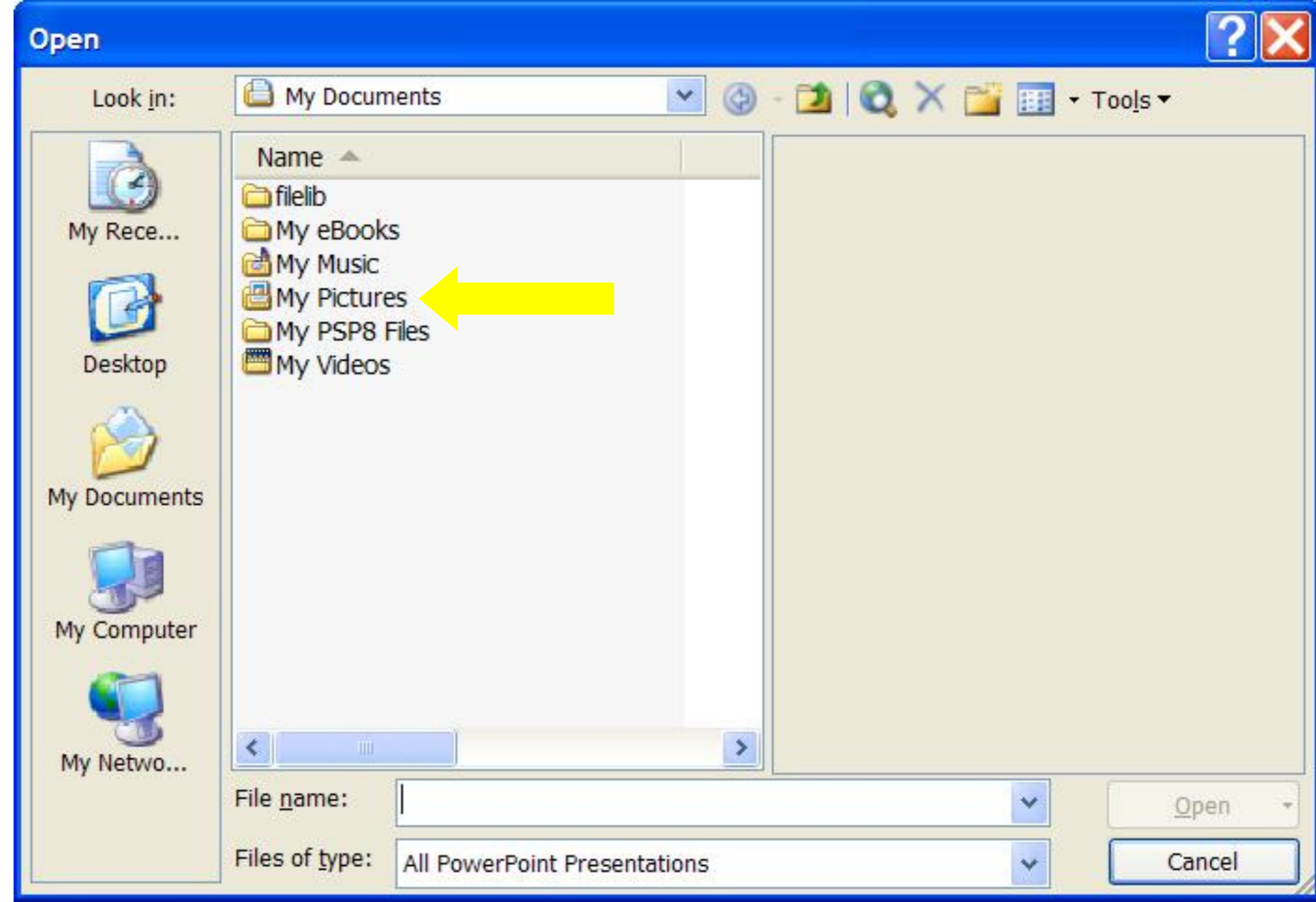
Open PowerPoint



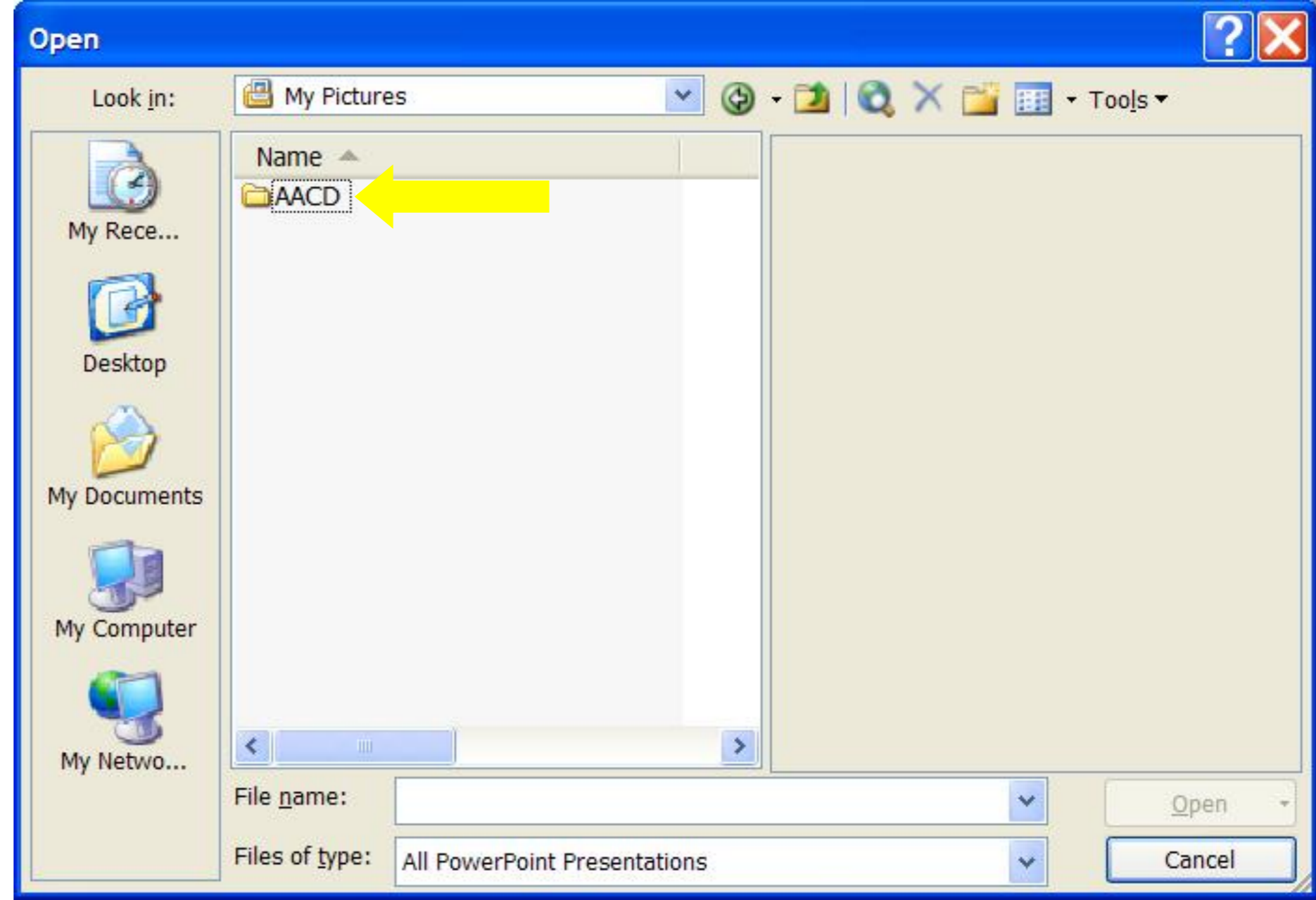
Left Click on
File > Open



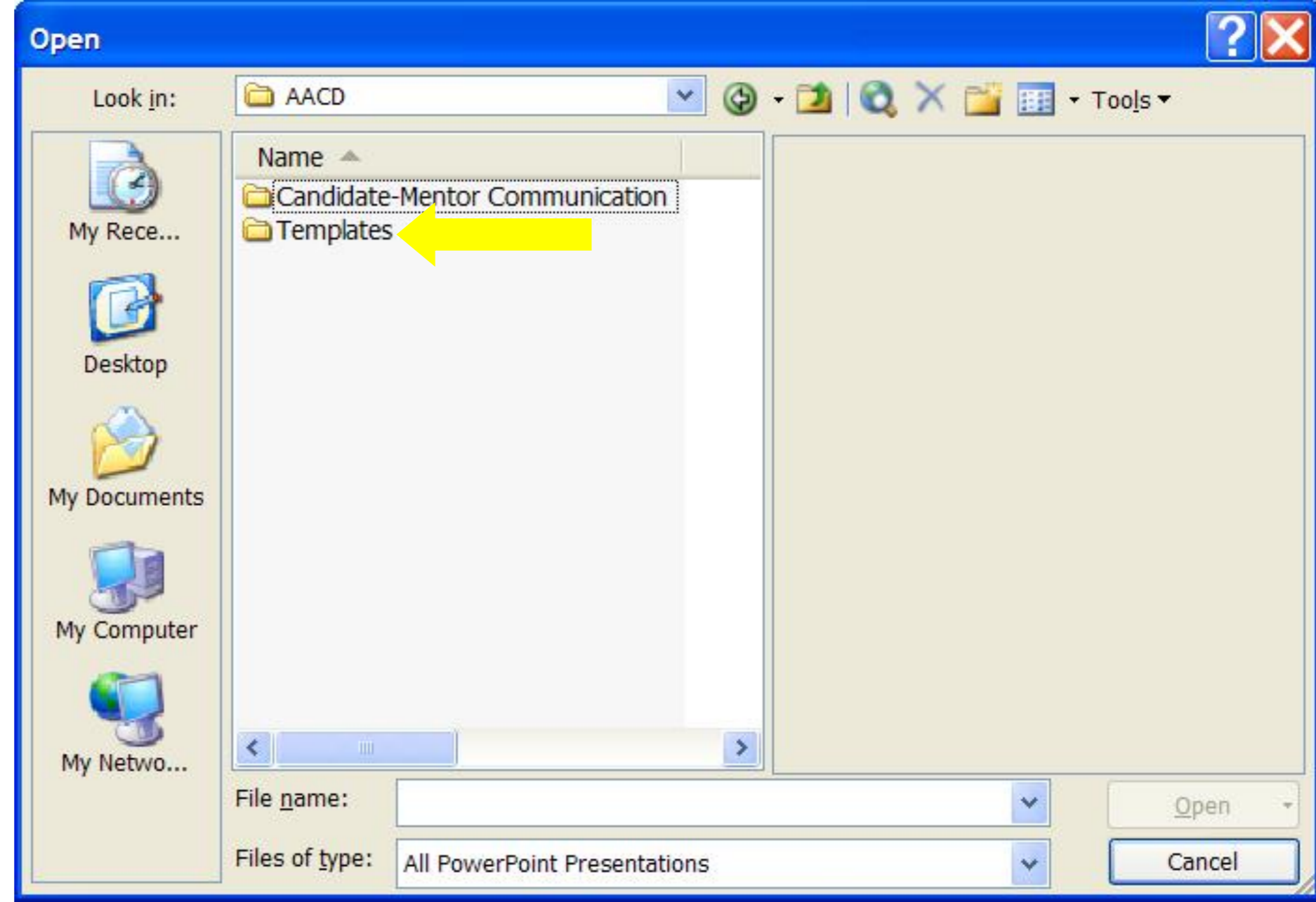
Double Left Click on
My Pictures



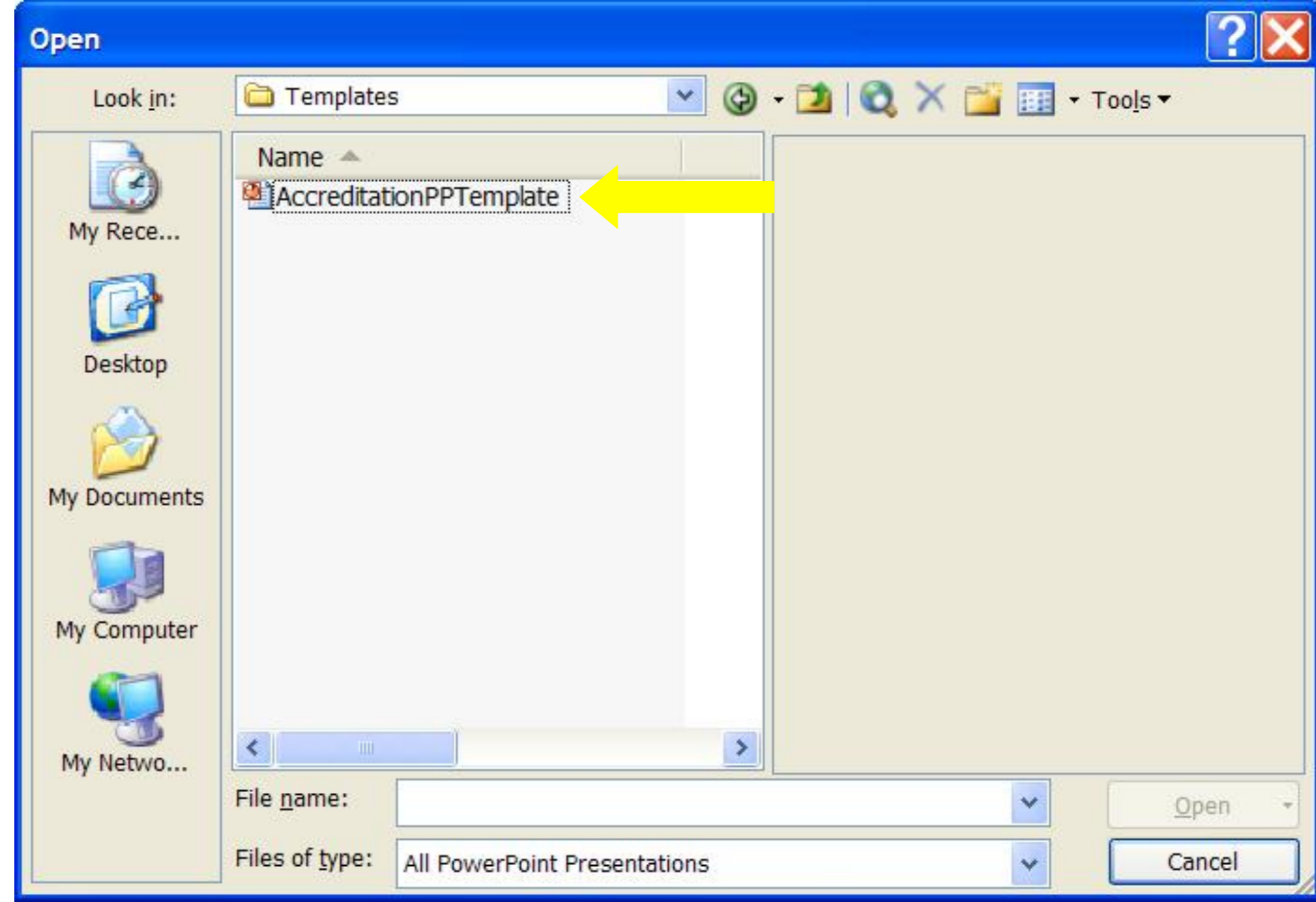
Double Left
Click on **AACD**



Double Left Click on **Templates**



Double Left Click on
**Accreditation
Template**



Complete Bracket Areas of Title Slide

The screenshot shows a Microsoft PowerPoint window titled "Microsoft PowerPoint - [Presentation1]". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help), a toolbar with various icons, and a status bar at the bottom. The main slide area is dark gray and contains the following text:

Treatment List:
• {List treatment and tooth numbers}

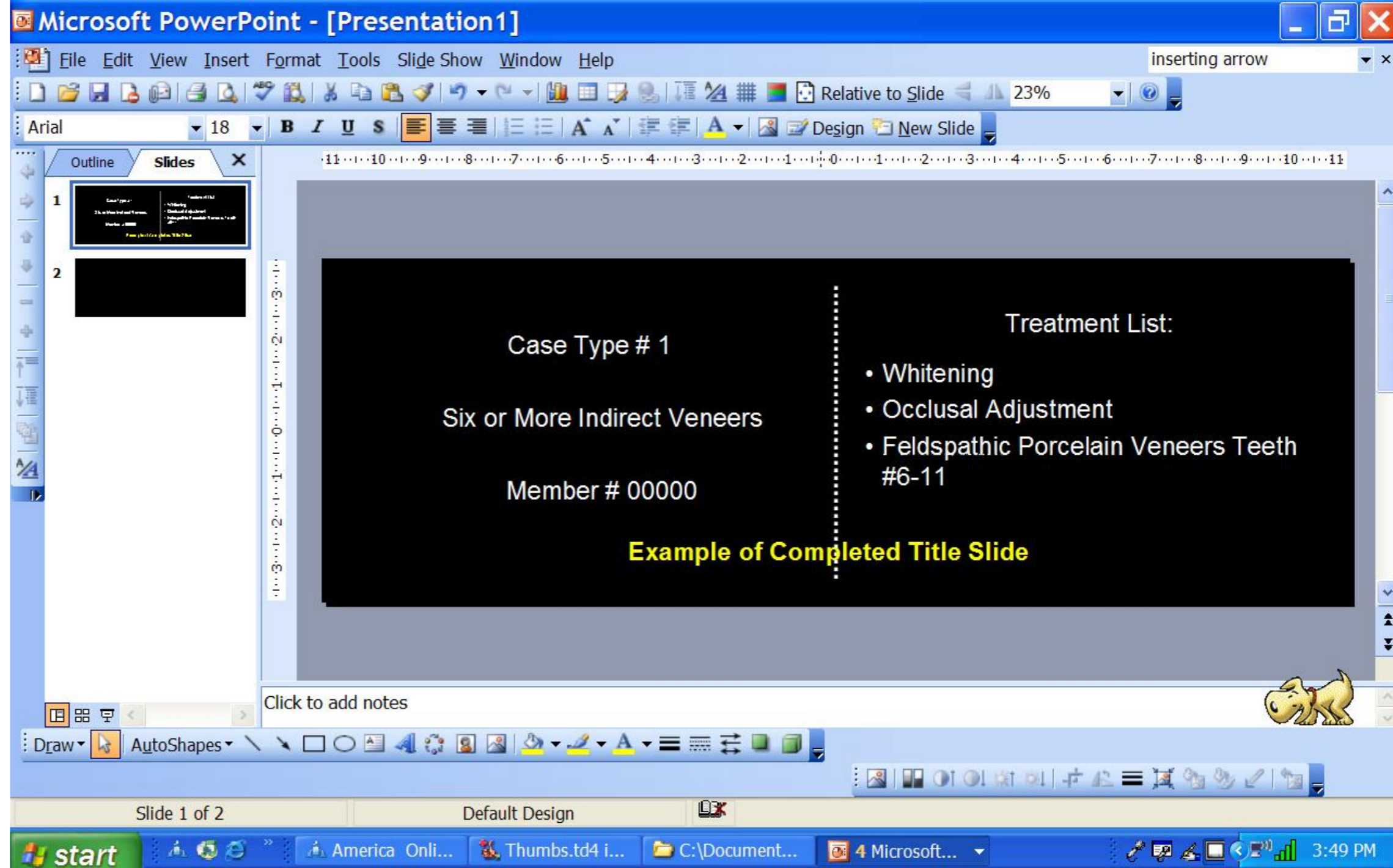
Case Type # { }
{Case Description}
Member # { }

Complete Bracketed Areas of Title Slide

A vertical dashed line is positioned to the right of the bracketed text. Three yellow arrows point from this line to the three bracketed areas: "Case Type # { }", "{Case Description}", and "Member # { }". A fourth yellow arrow points from the line to the bullet point "{List treatment and tooth numbers}".

The slide is titled "Slide 1 of 2" and "Default Design". The Windows taskbar at the bottom shows the Start button, several open applications, and the time "3:34 PM".

Example of Completed Title Slide

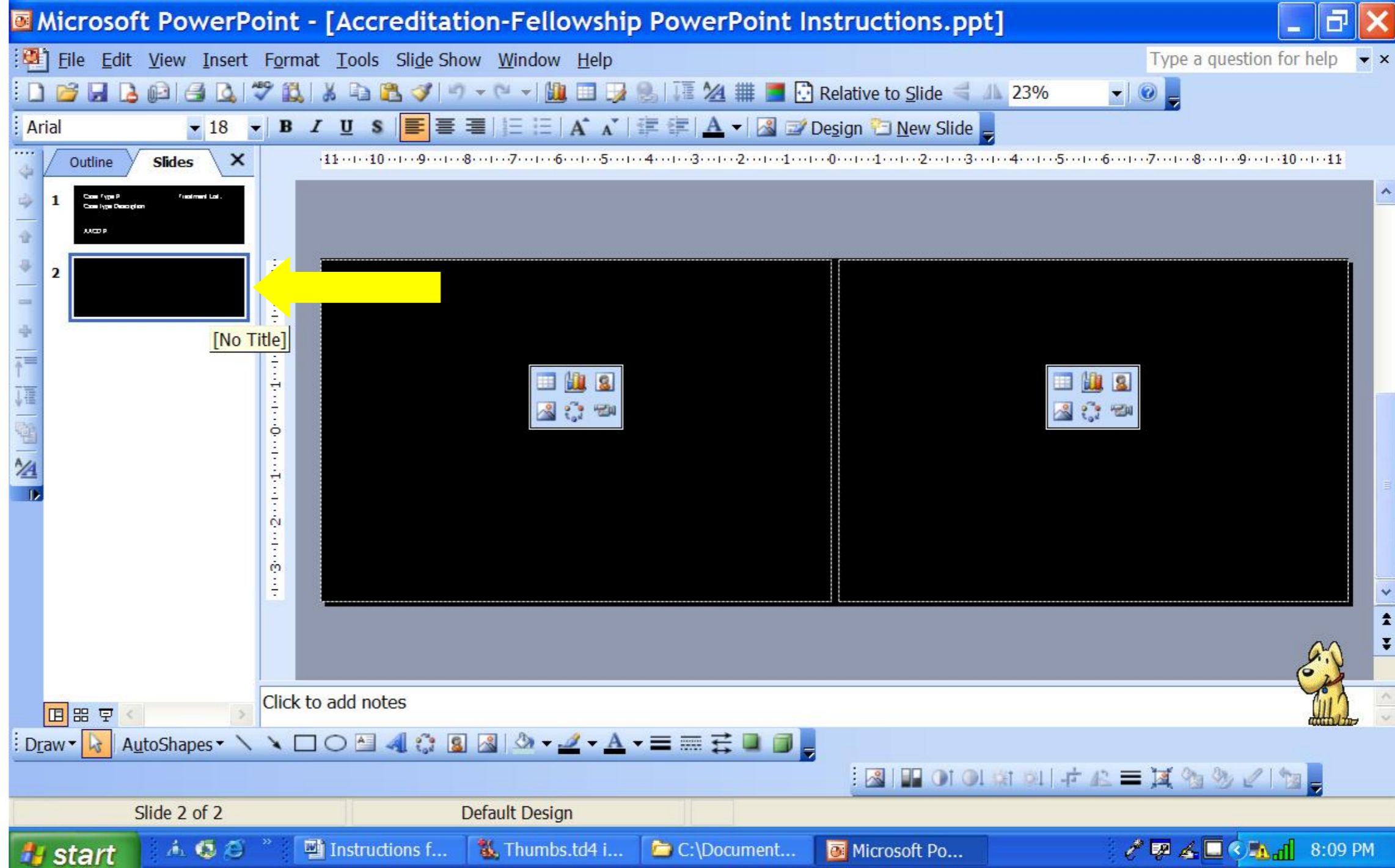


The screenshot displays the Microsoft PowerPoint interface for a presentation titled "[Presentation1]". The main slide area shows a dark-themed title slide with the following content:

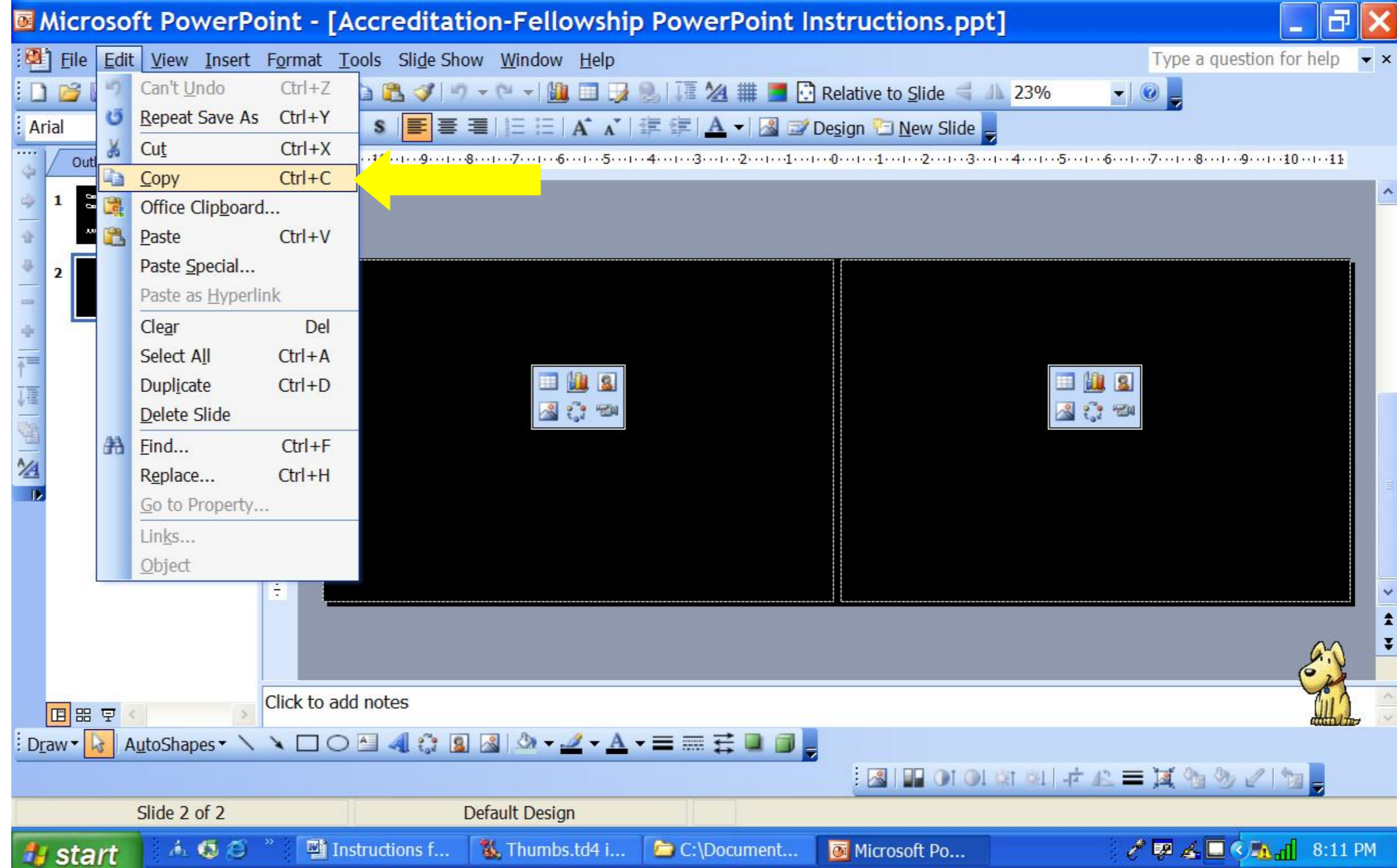
- Case Type # 1
- Six or More Indirect Veneers
- Member # 00000
- Treatment List:
 - Whitening
 - Occlusal Adjustment
 - Feldspathic Porcelain Veneers Teeth #6-11

The text "Example of Completed Title Slide" is written in yellow at the bottom of the slide. The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help), a toolbar with various icons, and a status bar at the bottom showing "Slide 1 of 2" and "Default Design". A small cartoon dog icon is visible in the bottom right corner of the slide area.

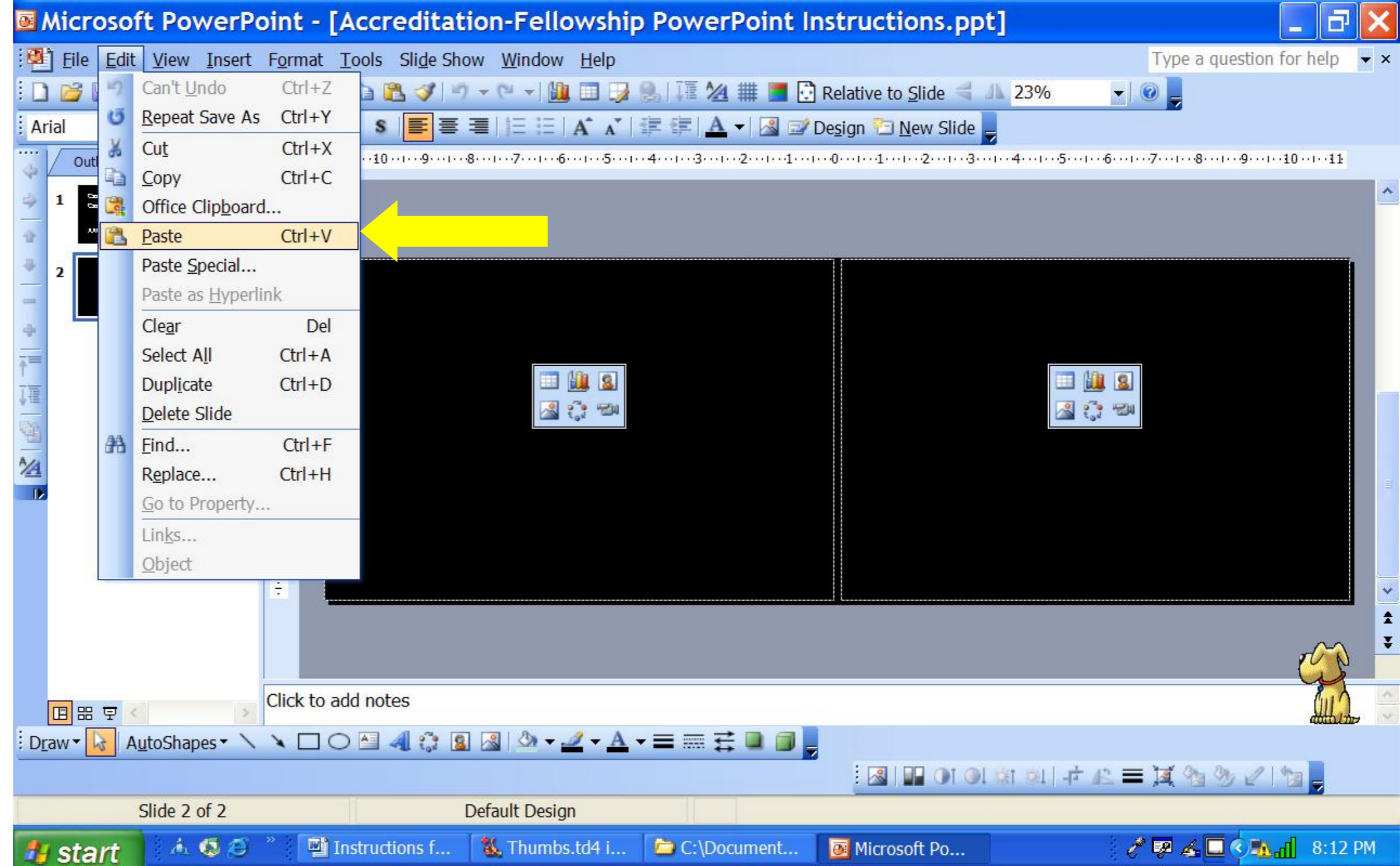
Left Click on
Slide #2



Edit > Copy



Edit > Paste



Edit > Repeat Paste
until there are enough
slides to hold all
required photos
including any
technique photos and
radiographs (note - two
radiographs can fit on
one slide)

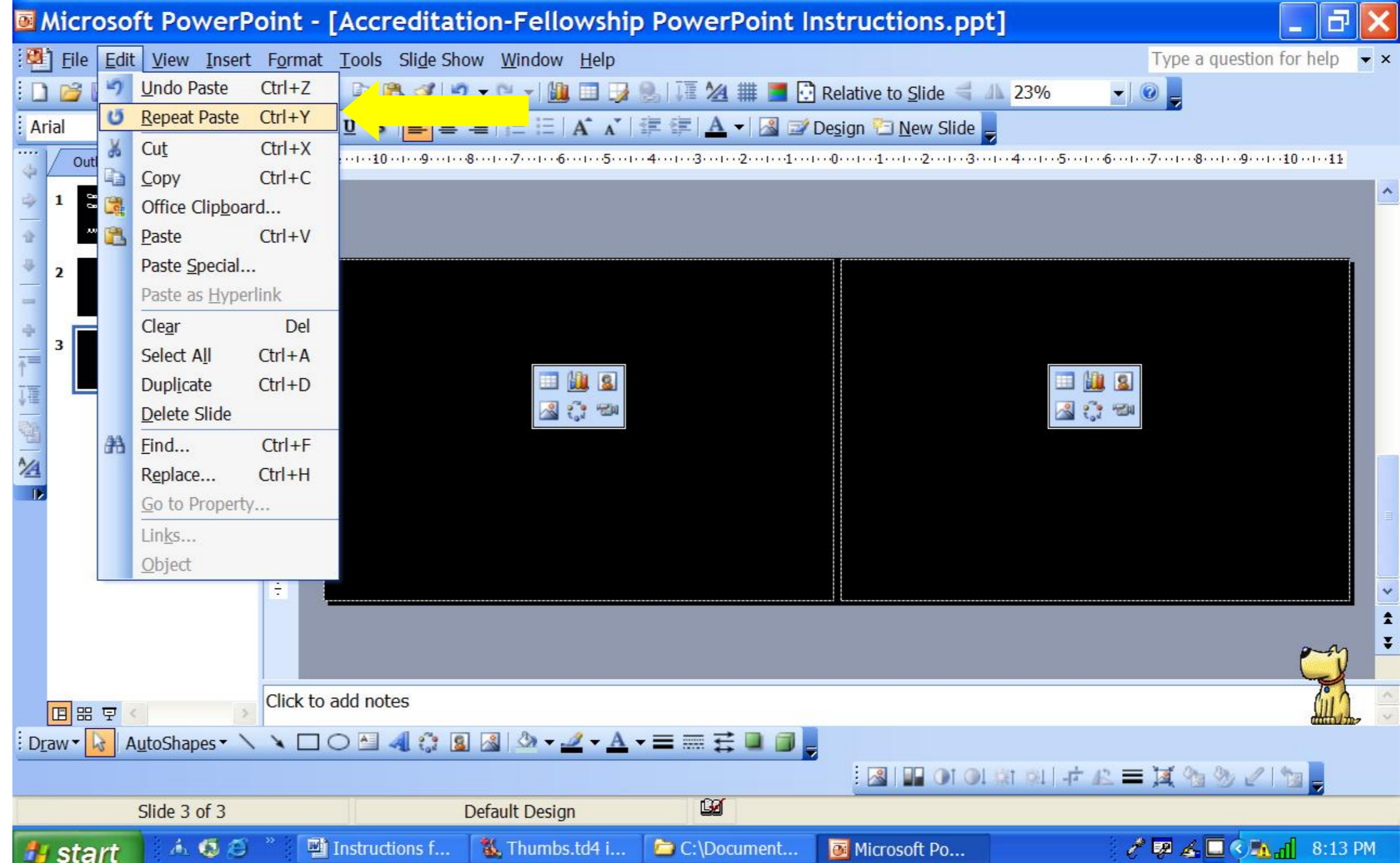


Diagram 2- Slide Arrangement

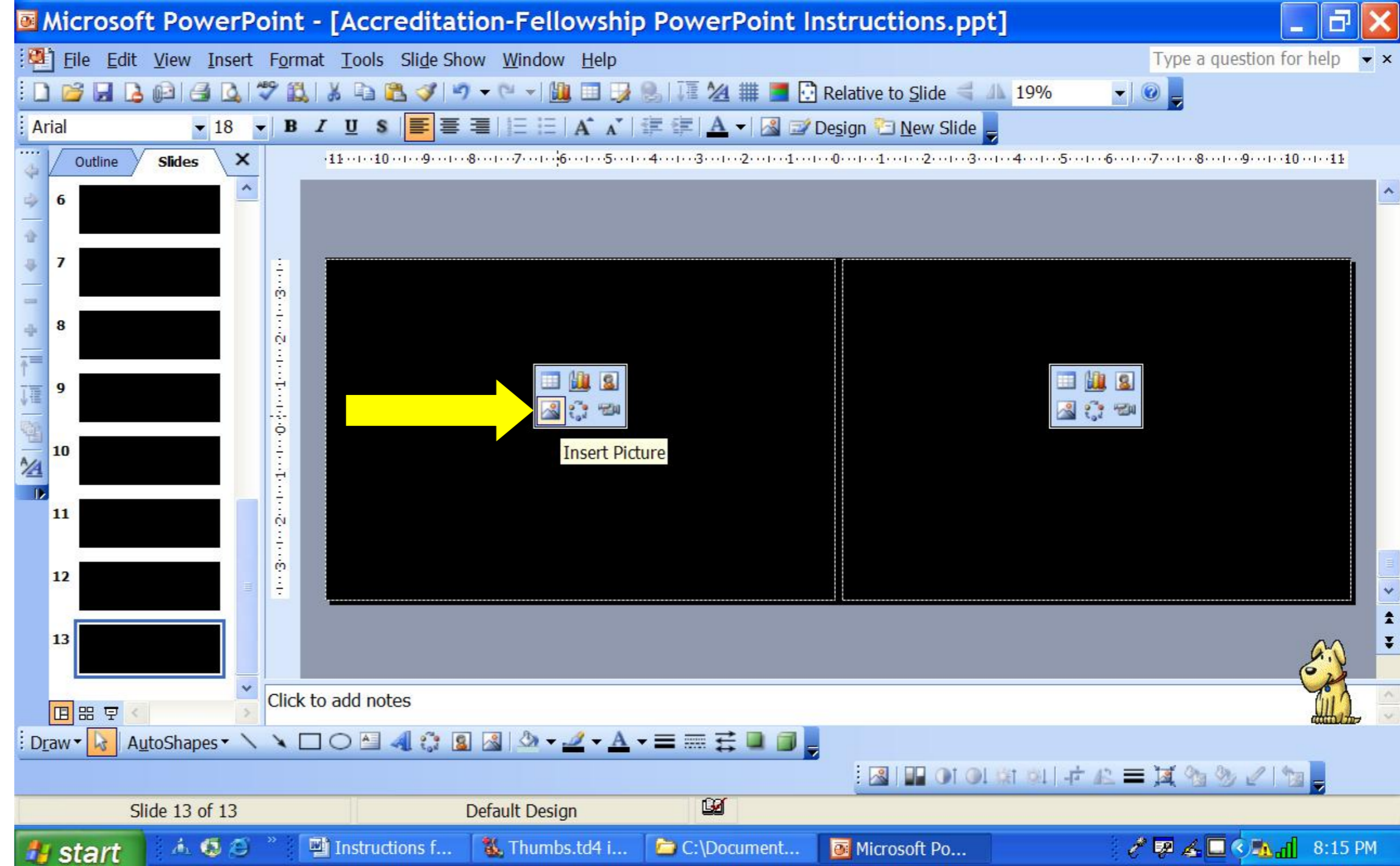
1. Title Slide
2. Full face 1:10
3. Front Smile 1:2
4. Right Smile 1:2
5. Left Smile 1:2
6. Front Retracted 1:2
7. Right Retracted 1:2
8. Left Retracted 1:2
9. Front Retracted 1:1
10. Right Retracted 1:1
11. Left Retracted 1:1
12. Occlusal Max 1:2
13. Occlusal Mand 1:2
14. X-ray (Two/slide)
15. X-ray (Two/slide)
16. Technique
17. Technique
18. Technique
19. Technique
20. Technique

Pre-op on left

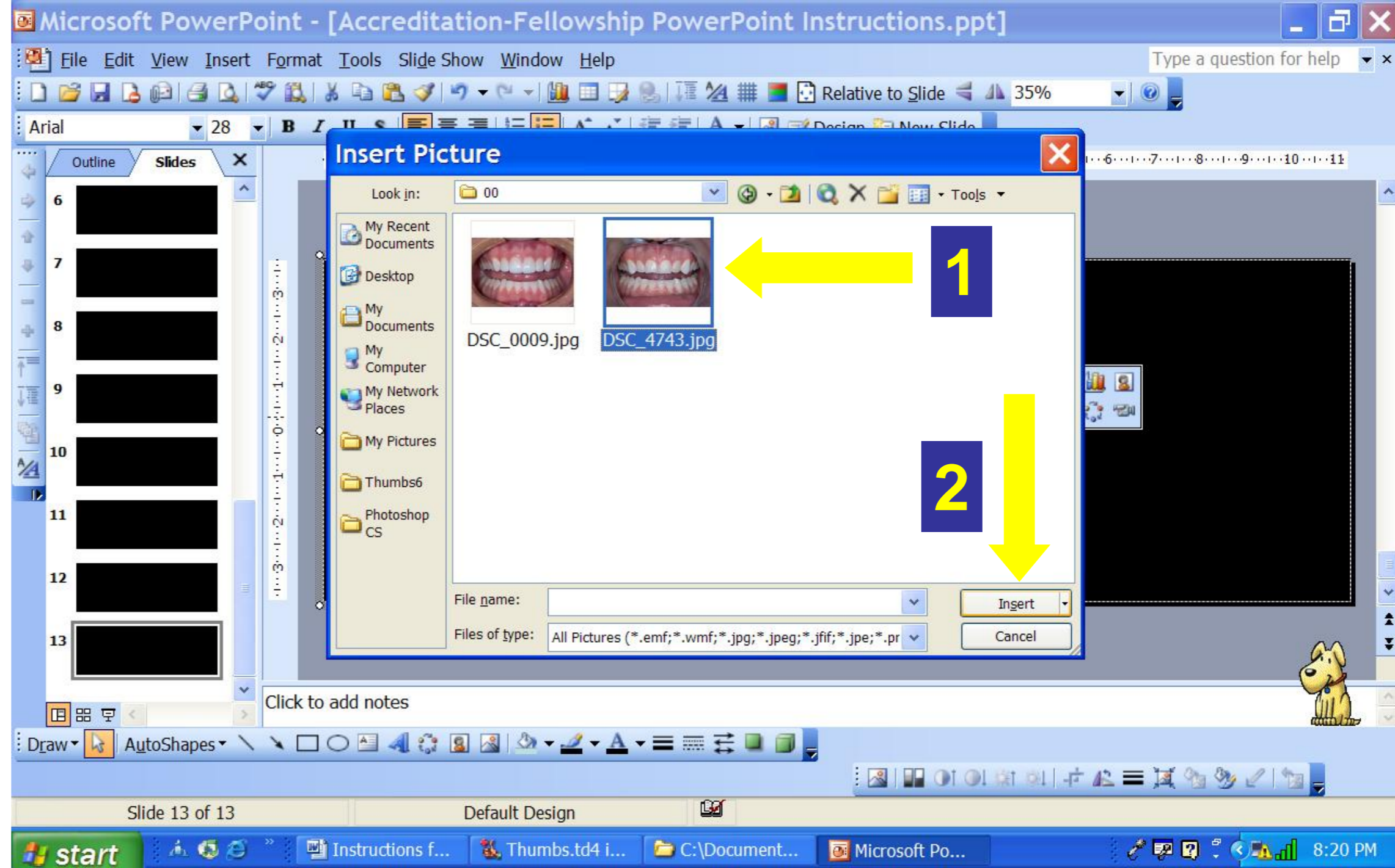
Post-op on Right

Start with Full Face 1:10

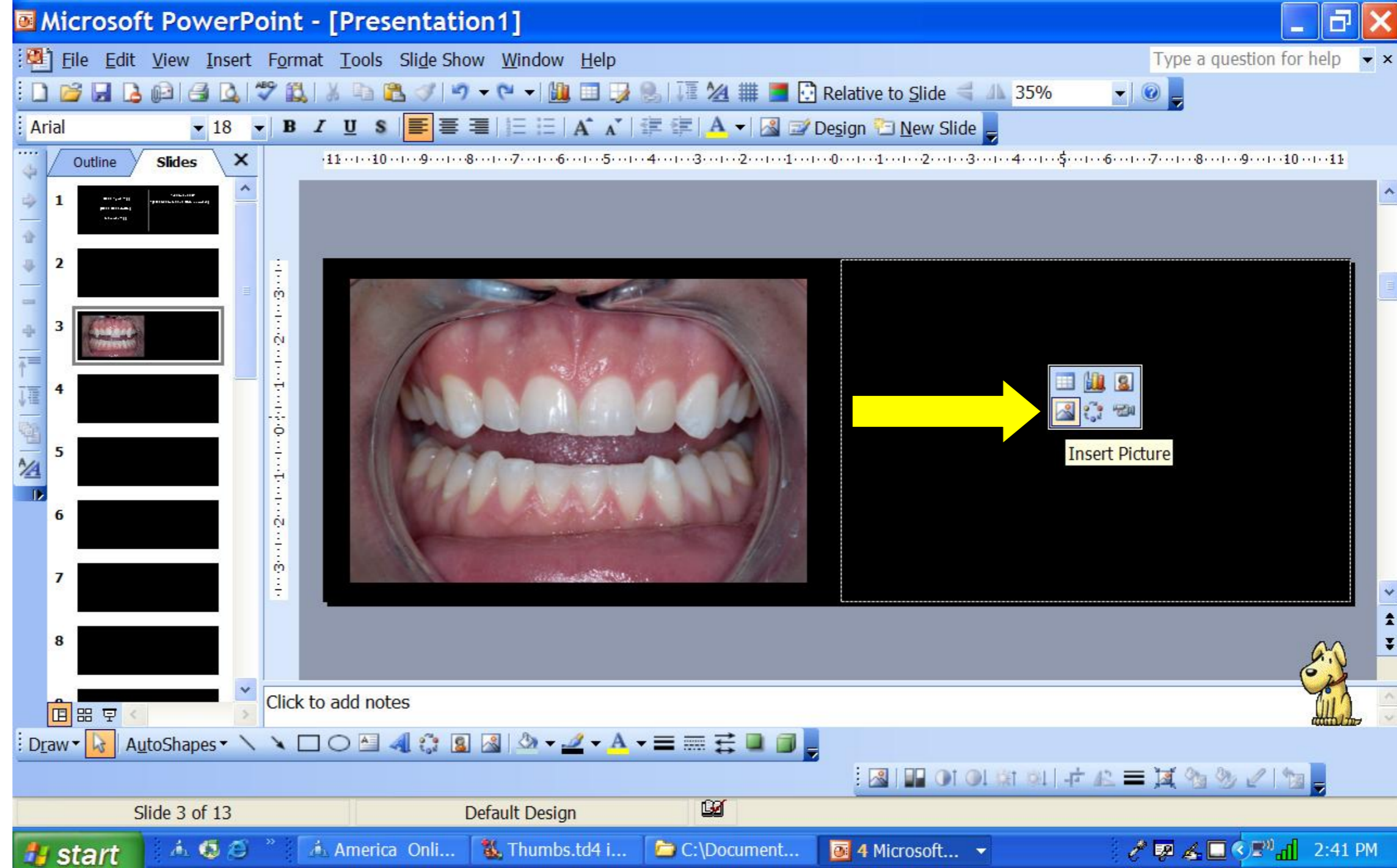
Left Click on *Insert Picture* Icon



- 1) Left Click on **Pre-Op Image**
- 2) *Insert*



Left Click on *Insert Picture* Icon



- 1) Left Click on **Pre-Op Image**
- 2) ***Insert***

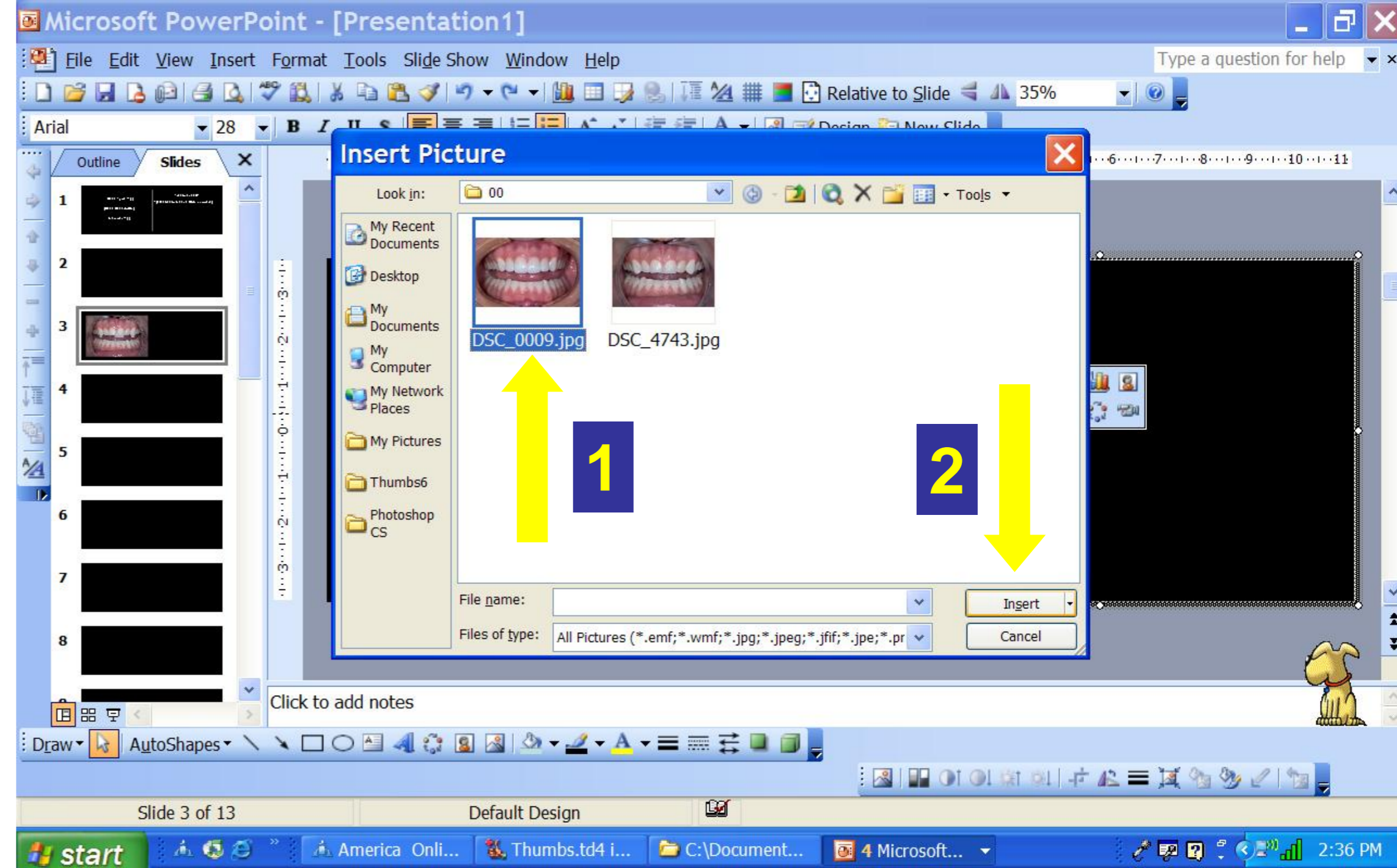
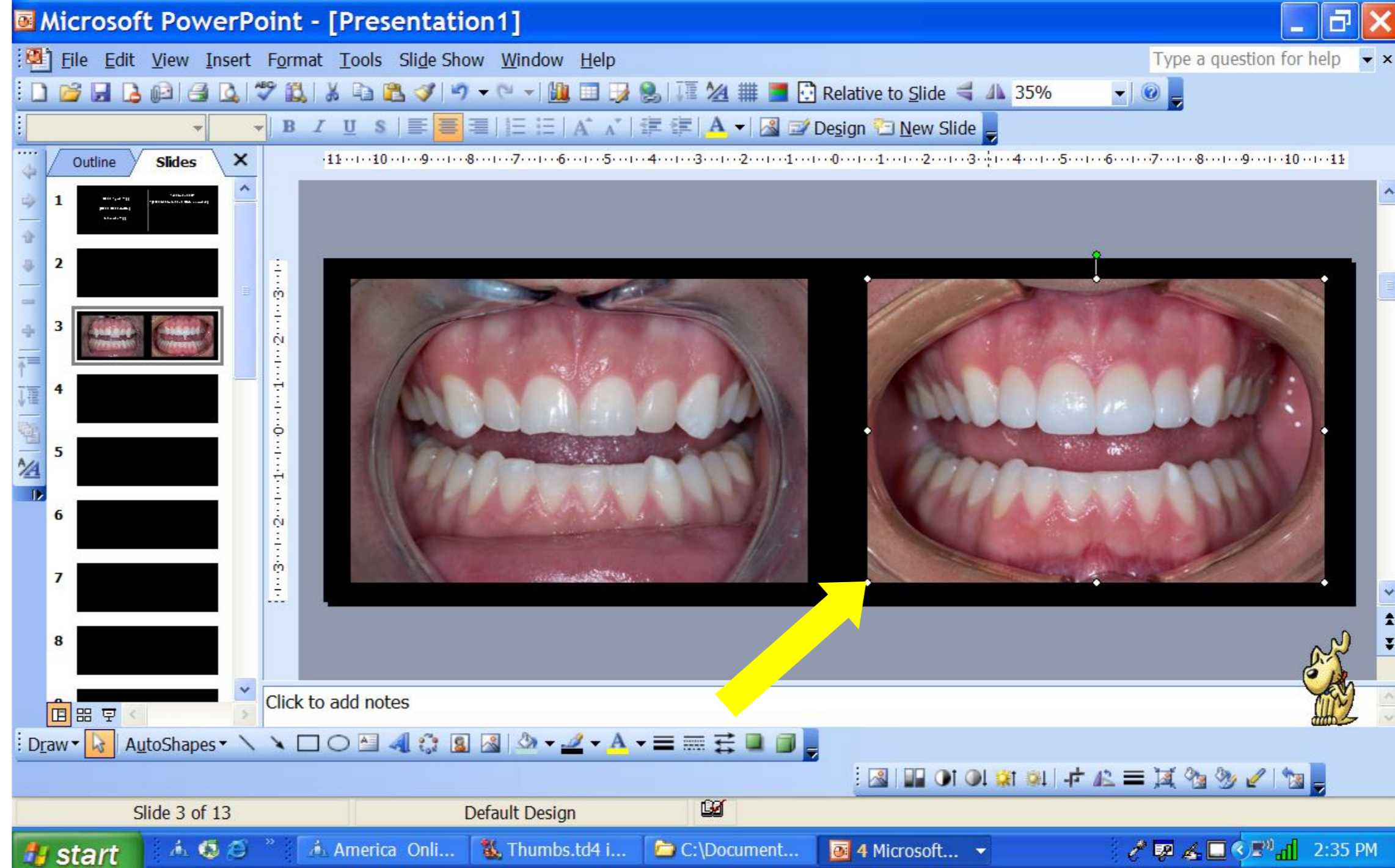


Image Should Be About The Same Size As Template Box. If Not Click and Drag Corner of Image to Resize to Template Box



Continue Inserting All AACD Required Views

The screenshot displays the Microsoft PowerPoint interface for a presentation titled "Accreditation-Fellowship PowerPoint Instructions.ppt". The current slide is slide 3 of 13, showing two side-by-side intraoral photographs of a patient's teeth. The left image shows a close-up of the upper teeth, and the right image shows a close-up of the lower teeth. The software interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help), a toolbar with various icons, and a status bar at the bottom indicating "Slide 3 of 13" and "Default Design". A small cartoon dog icon is visible in the bottom right corner of the slide area.



Demo of Wide Screen Power Point View

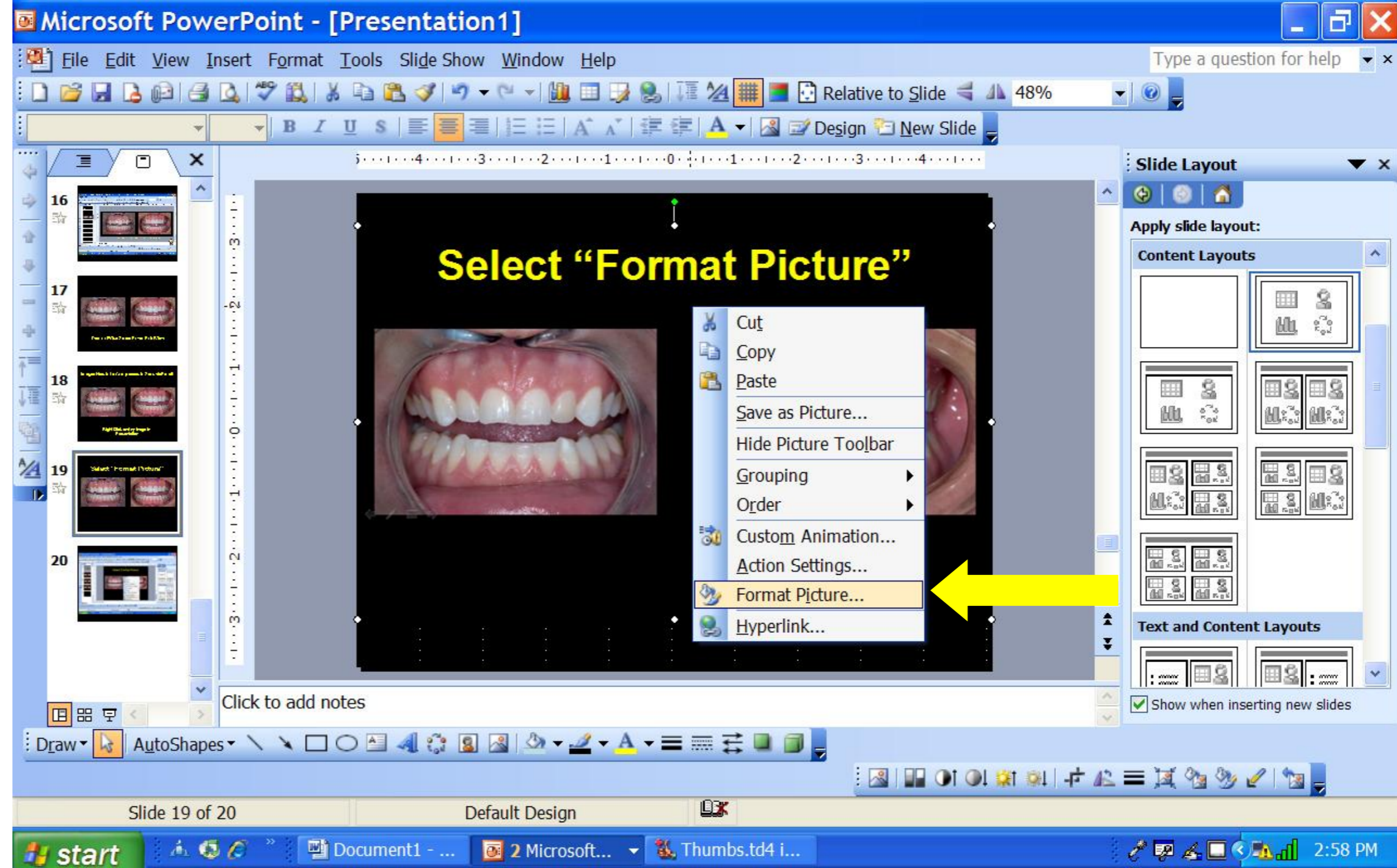
**Compressing The PowerPoint 97-2003 So
That It can Be E-Mailed To Your Mentor**

**Images Need to be Compressed to
Send via E-mail**

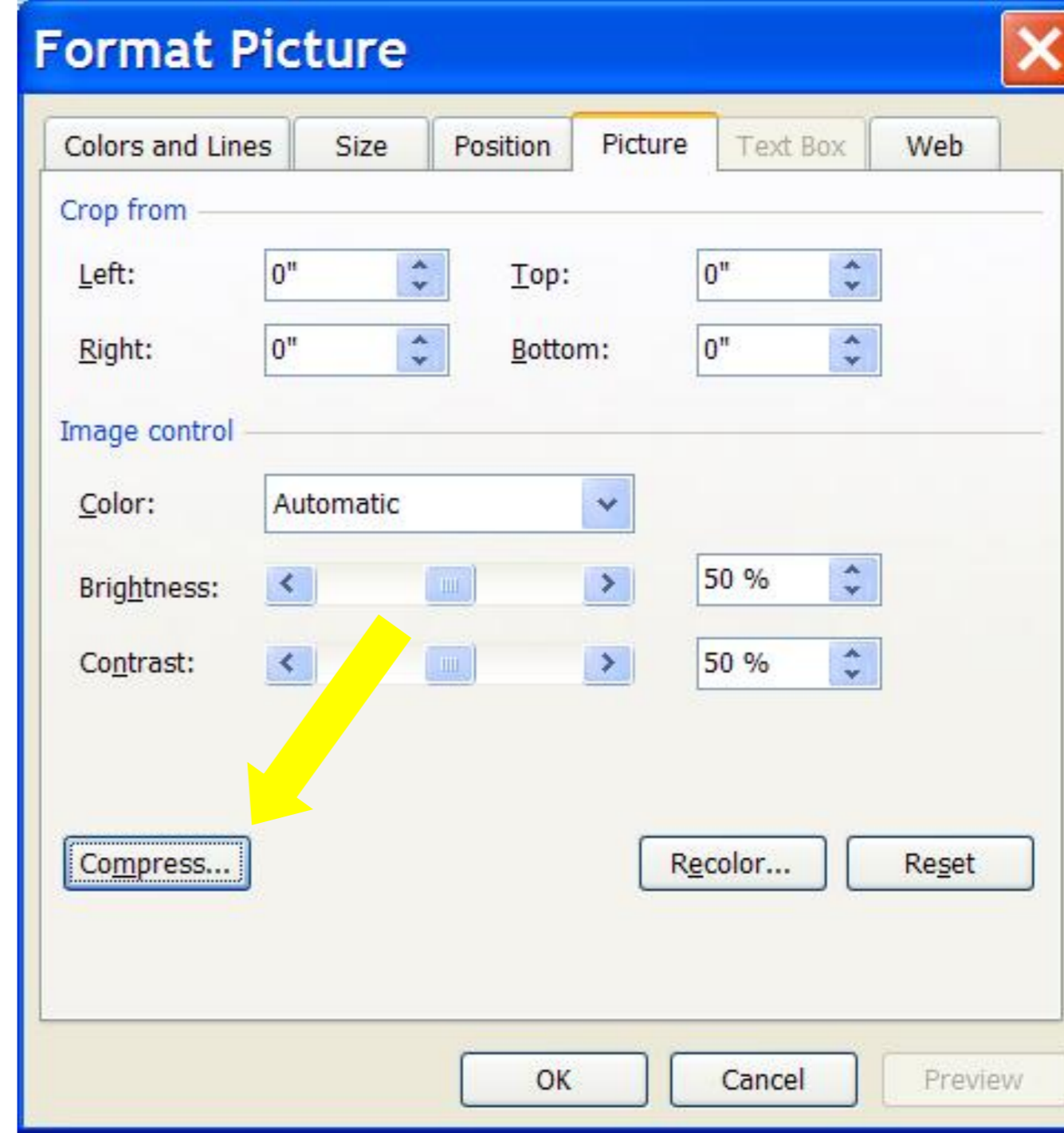


**Right Click on Any Image in
Presentation**

Left Click *Format Picture*



Left Click *Compress*



1. Select *All Pictures*



2. Select *Web/Screen*

3. Left Click *OK*

Compress Pictures

Compressing Pictures may reduce the quality of your images. Do you want to apply picture optimization?

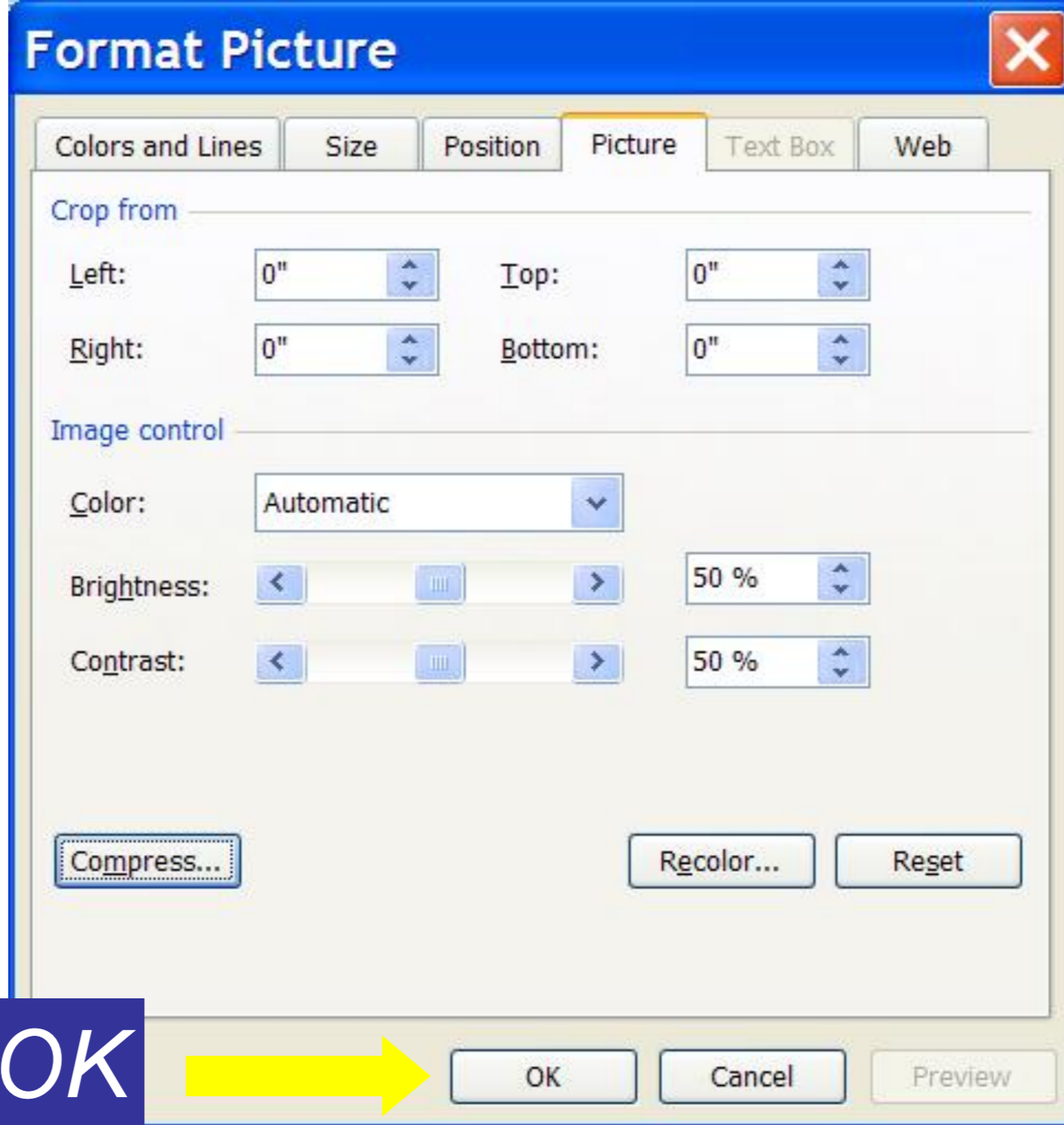
Don't show me this warning again.



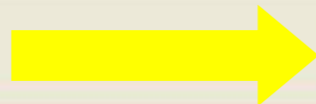
Apply

Cancel

Left Click *Apply*

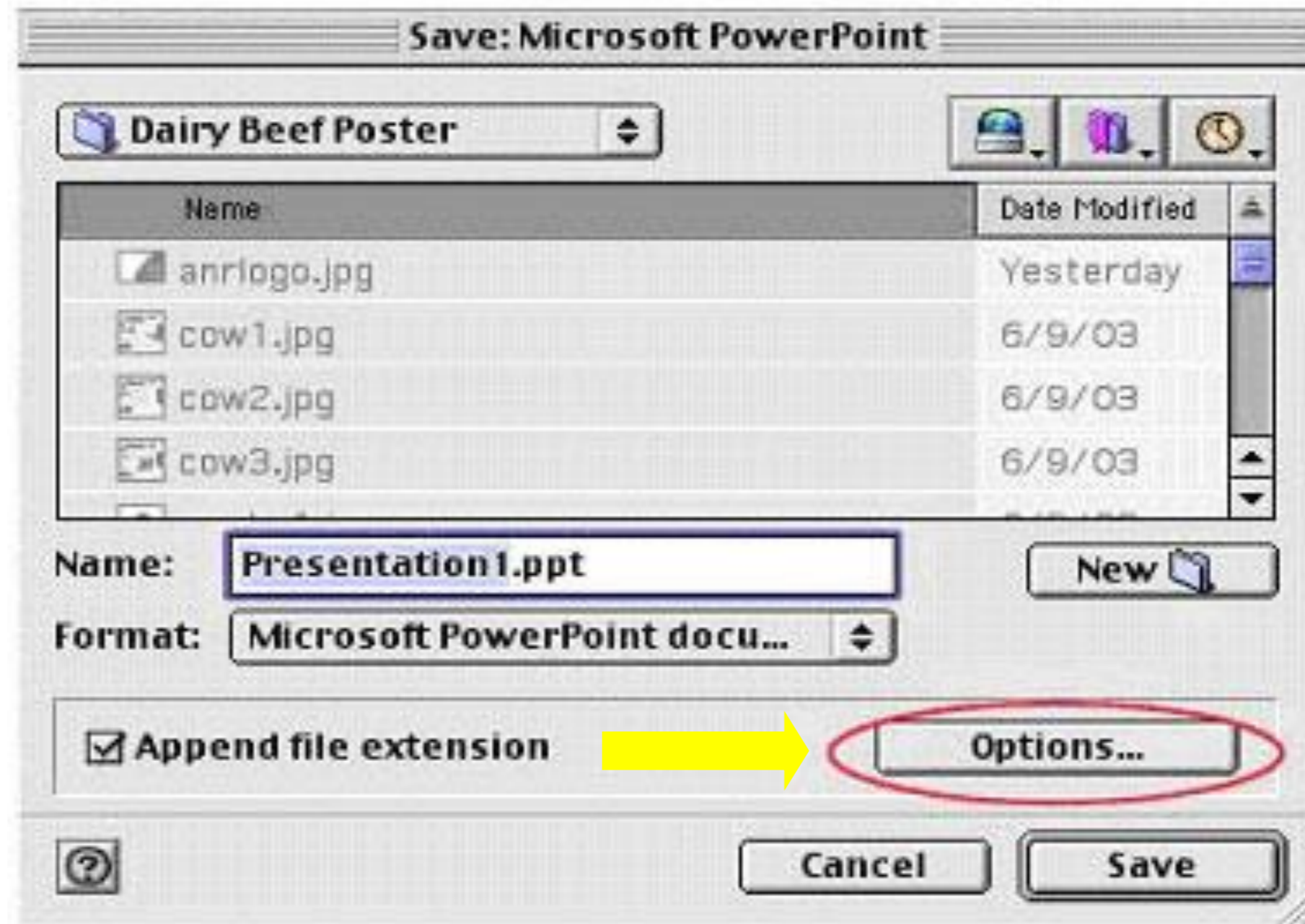


Left Click OK

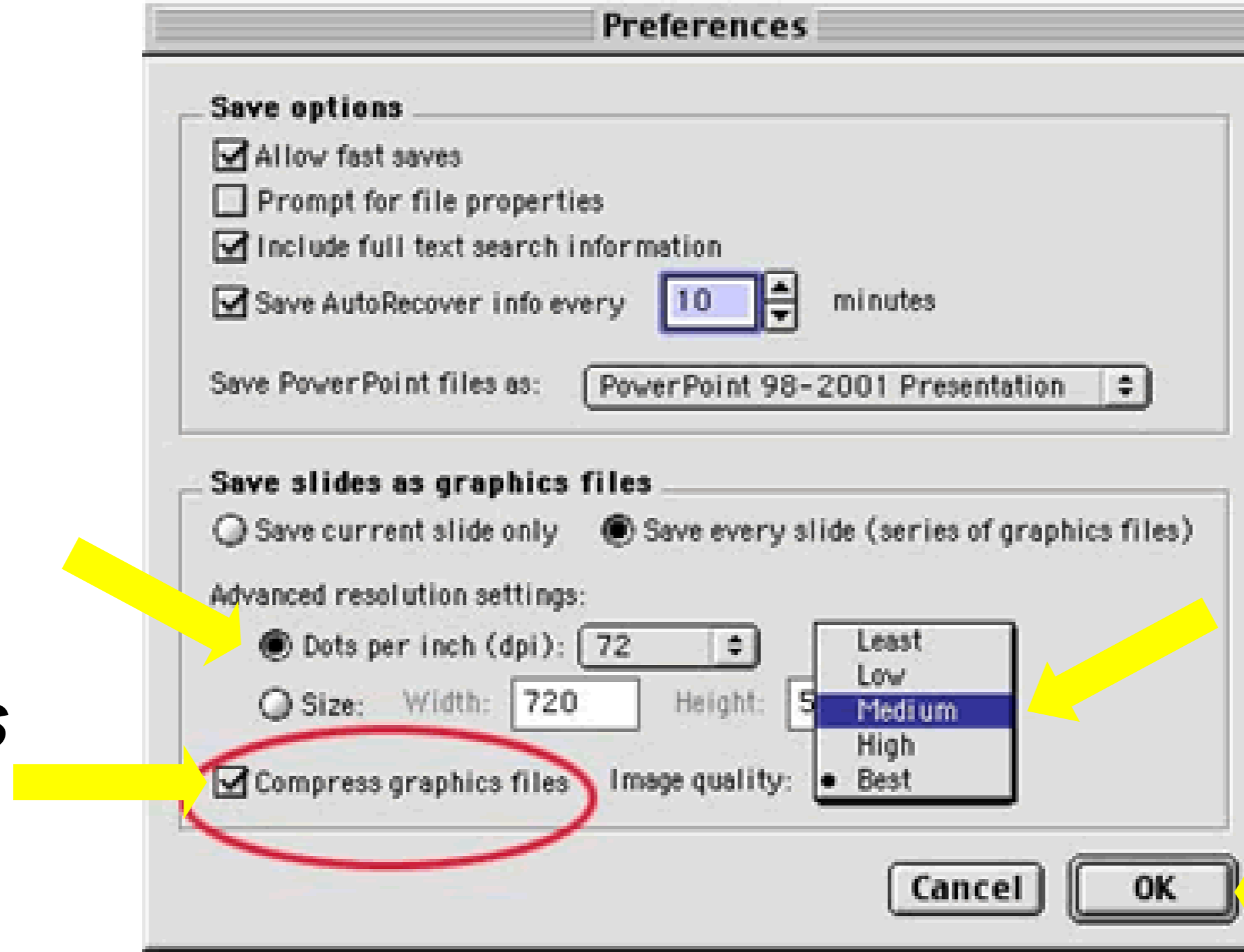


**Compressing The PowerPoint In Mac So
That It Can Be E-Mailed To Your Mentor**

On the Mac using
MS PowerPoint
2001, when you save
the PowerPoint file,
Left click *Options*



1. Set dpi to **72**
2. Check **Compress graphics file**

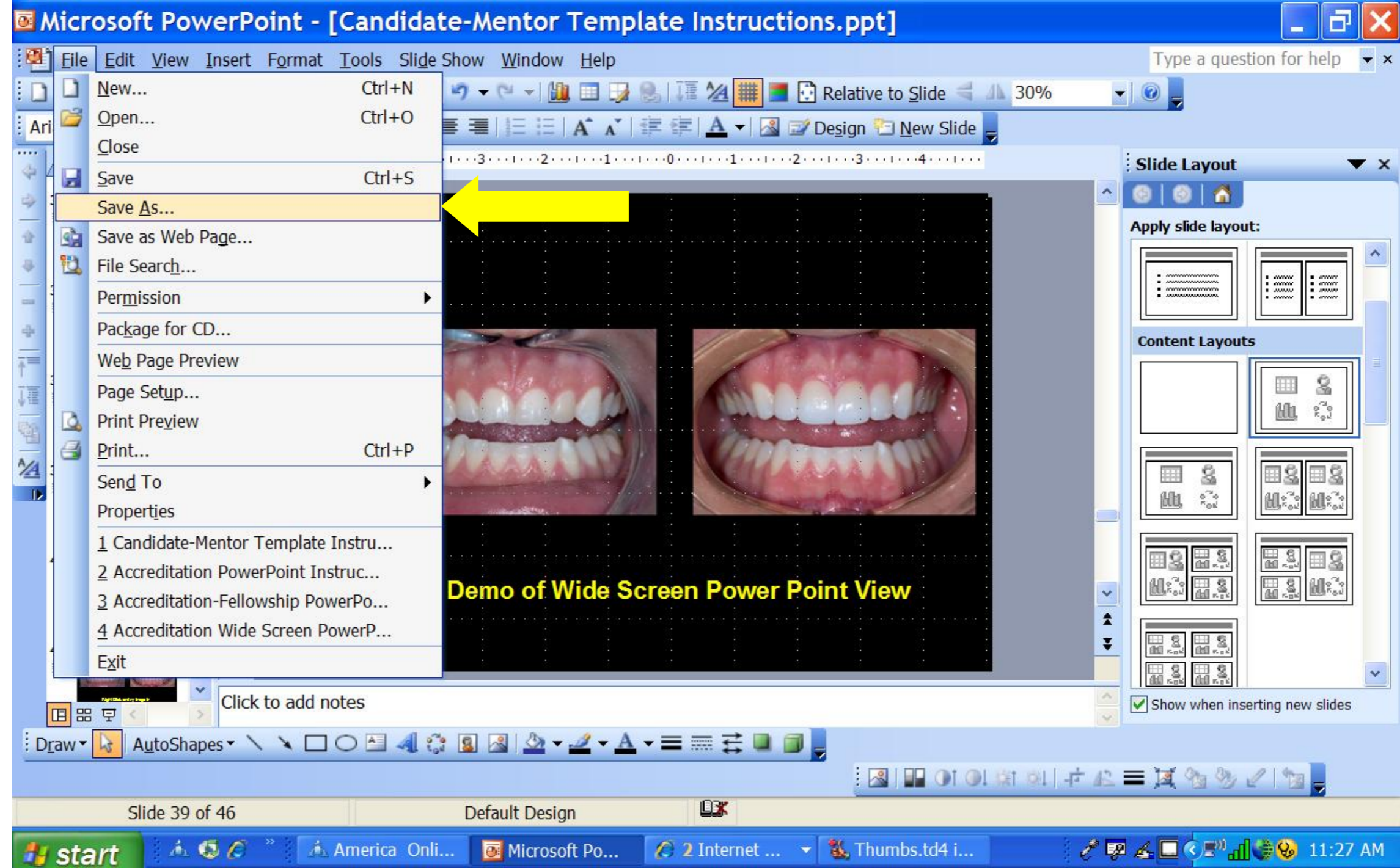


3. Set *Image Quality* to **Medium**

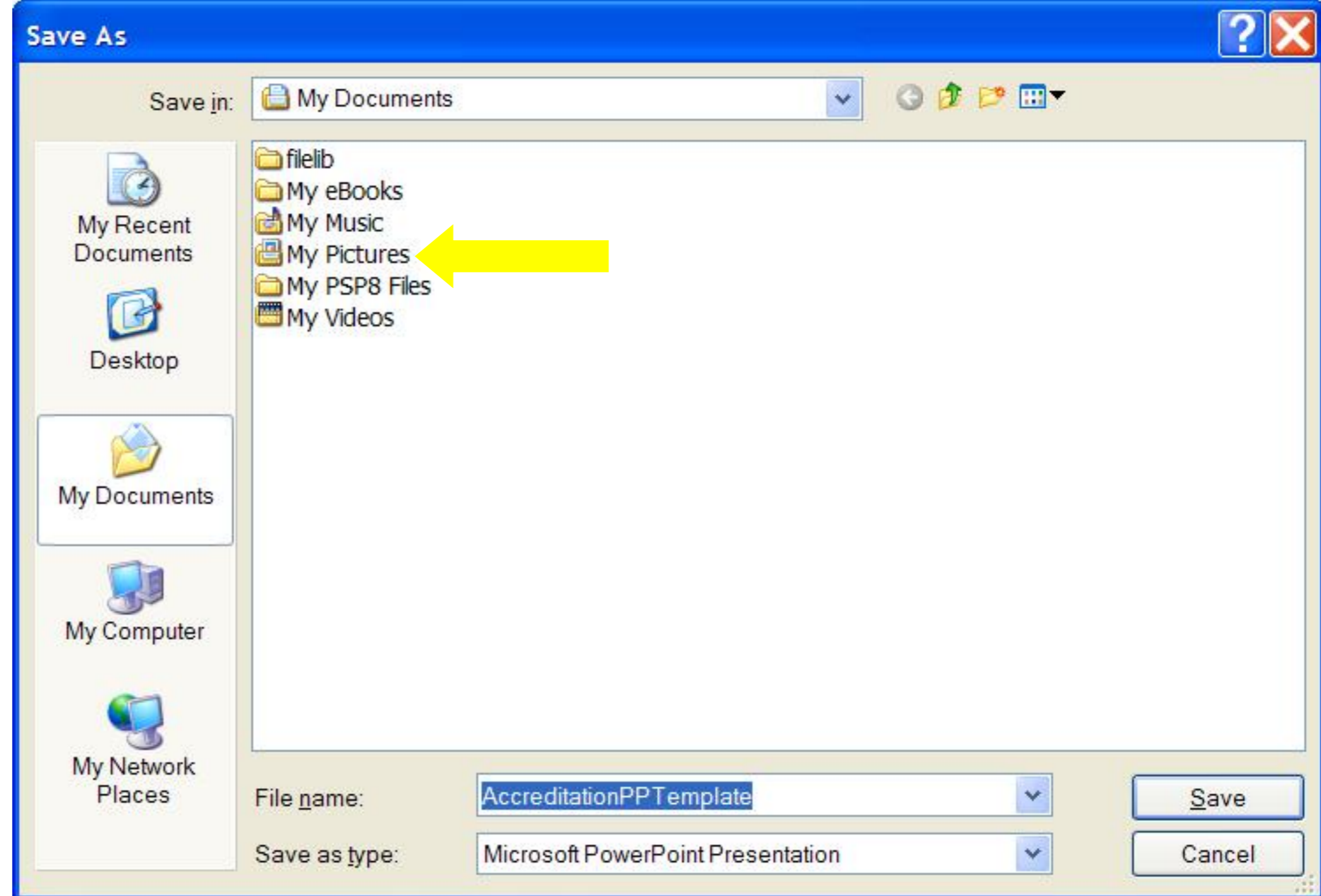
4. Left Click **OK**

Saving the PowerPoint

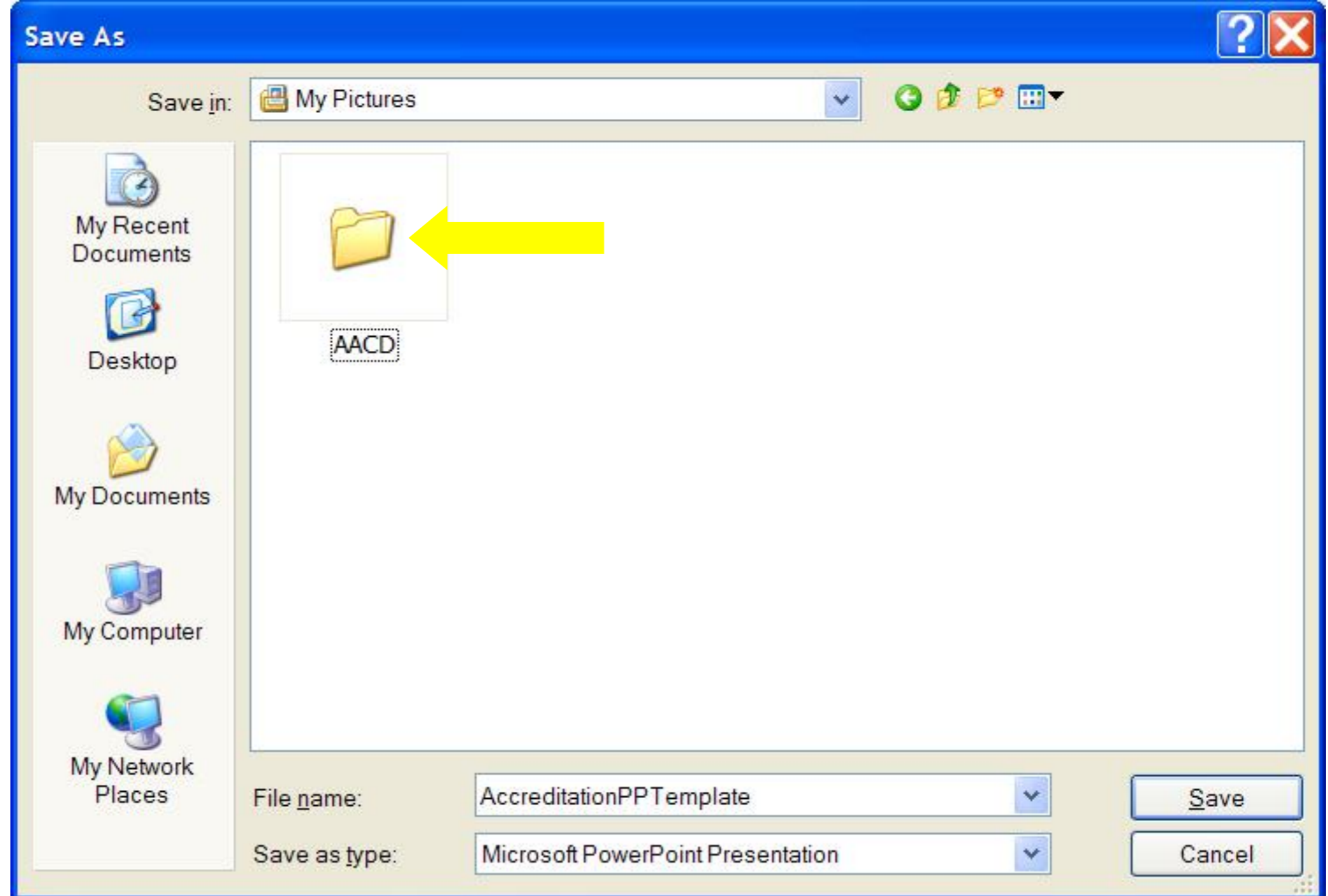
Left Click
File > Save As



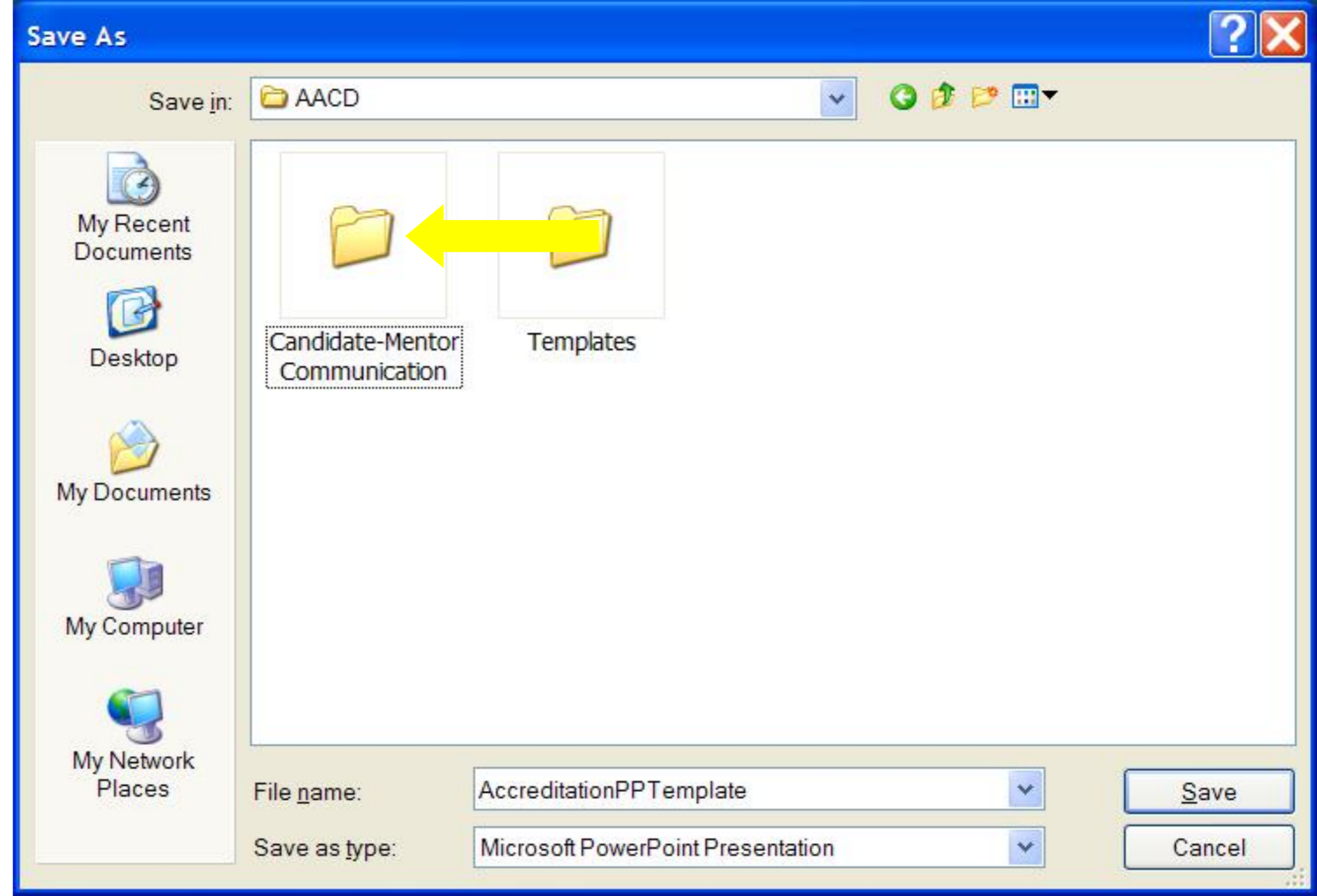
Double Left Click
My Pictures



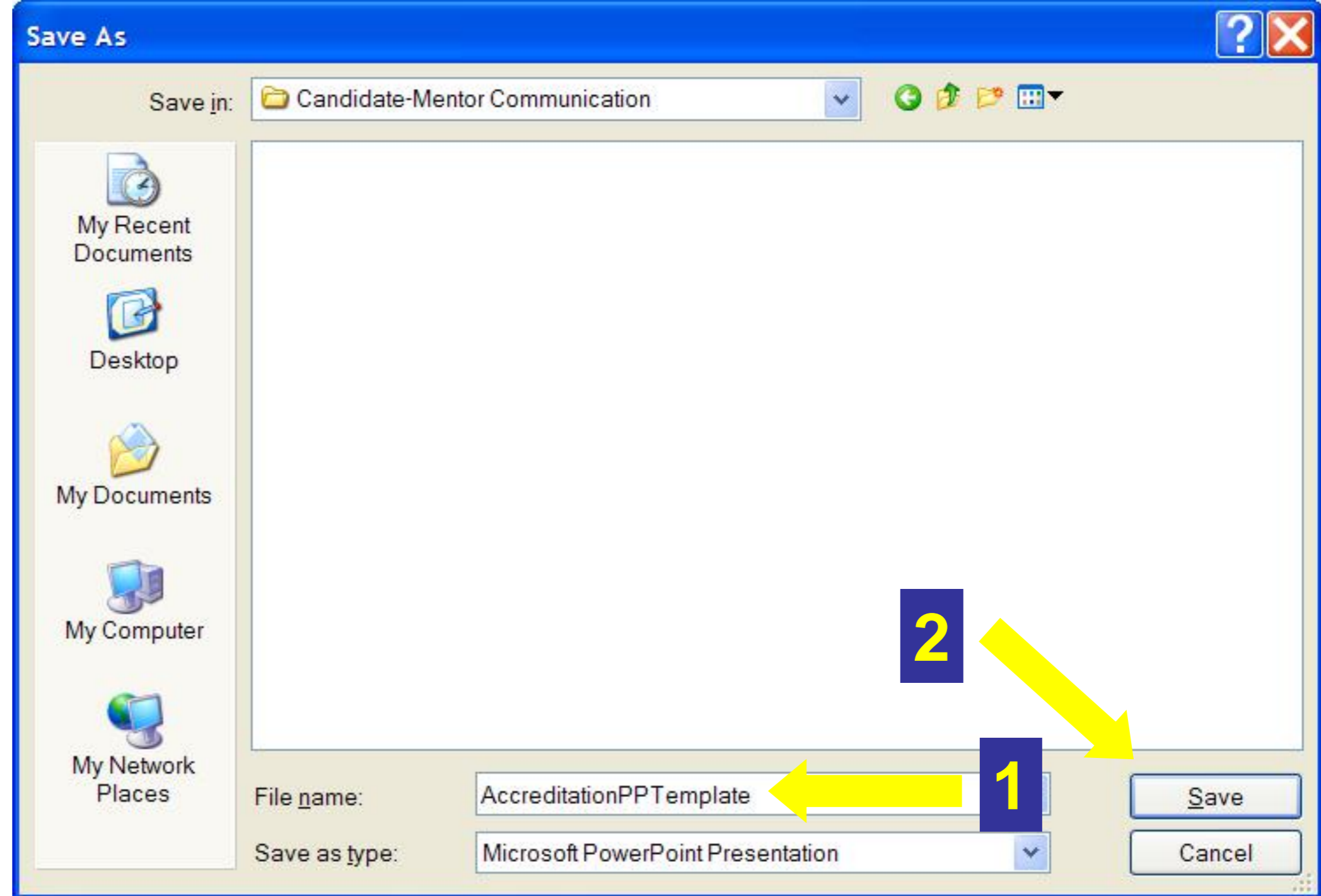
Double Left Click
on **AACD**



**Double Left Click on
Candidate–Mentor
Communication**



- 1) Rename File
- 2) Left Click on **Save**





Credentialing