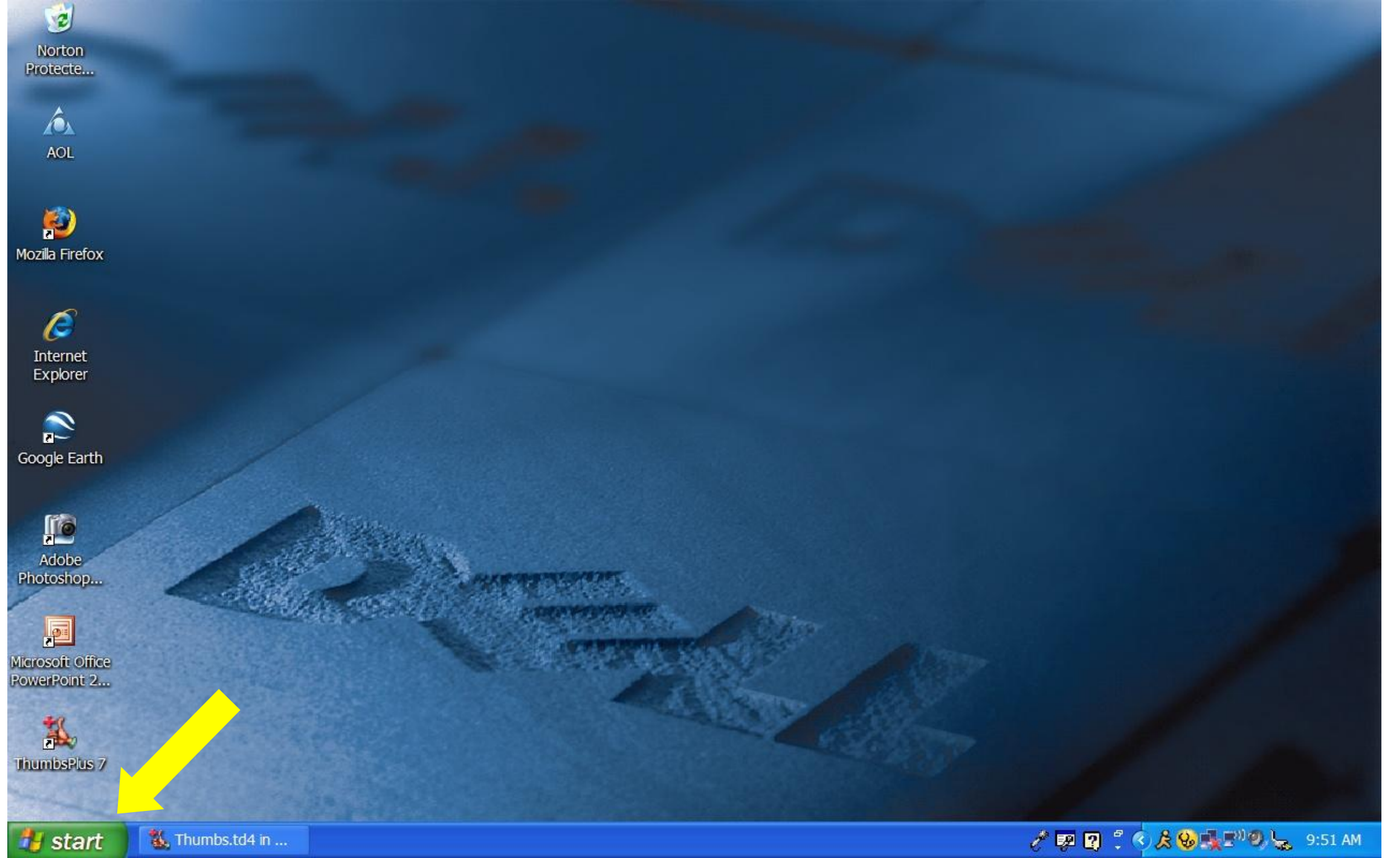
Credentialing

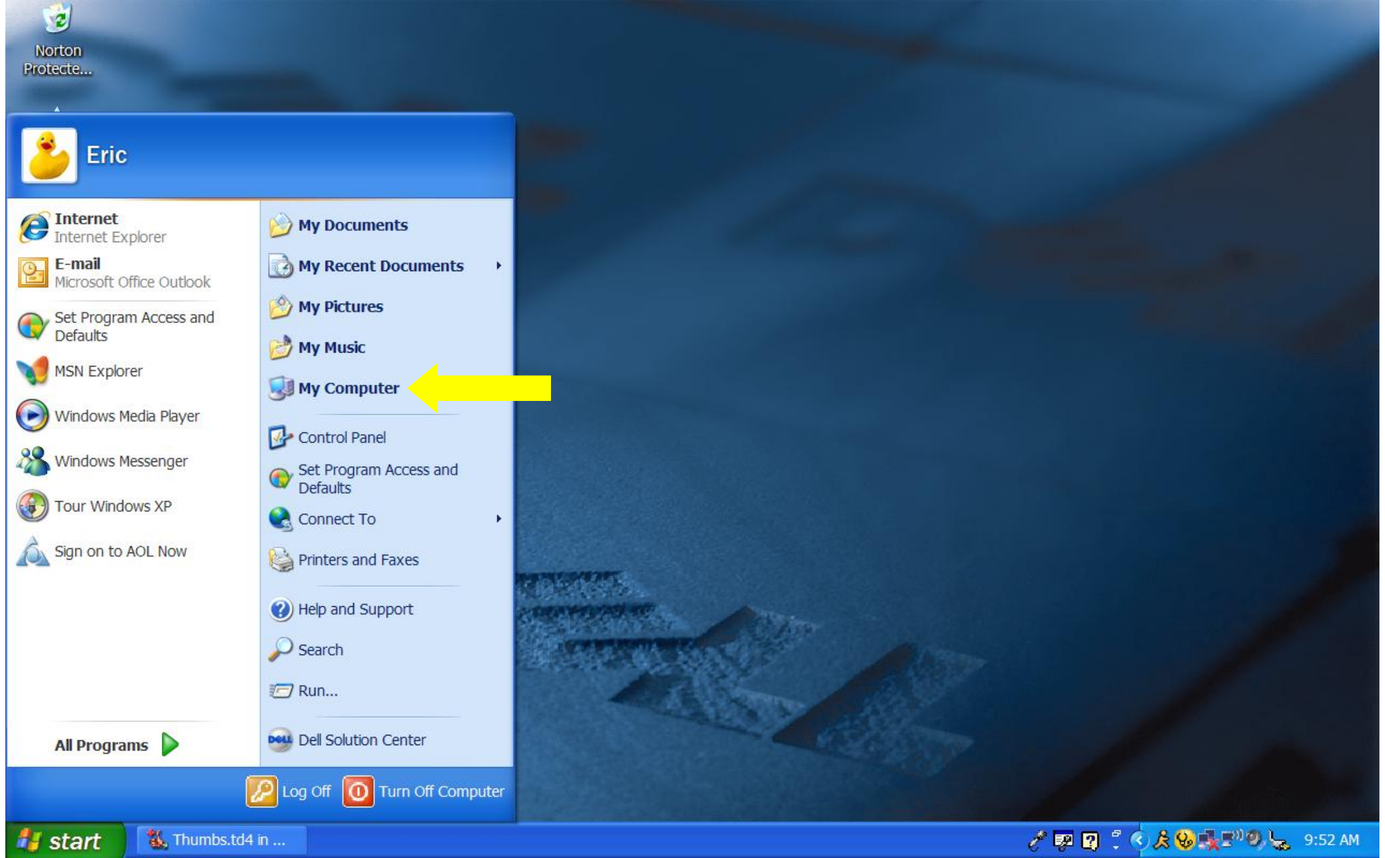
Instructions for Candidate- Mentor Digital Image Communication

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

Left Click
on **START**

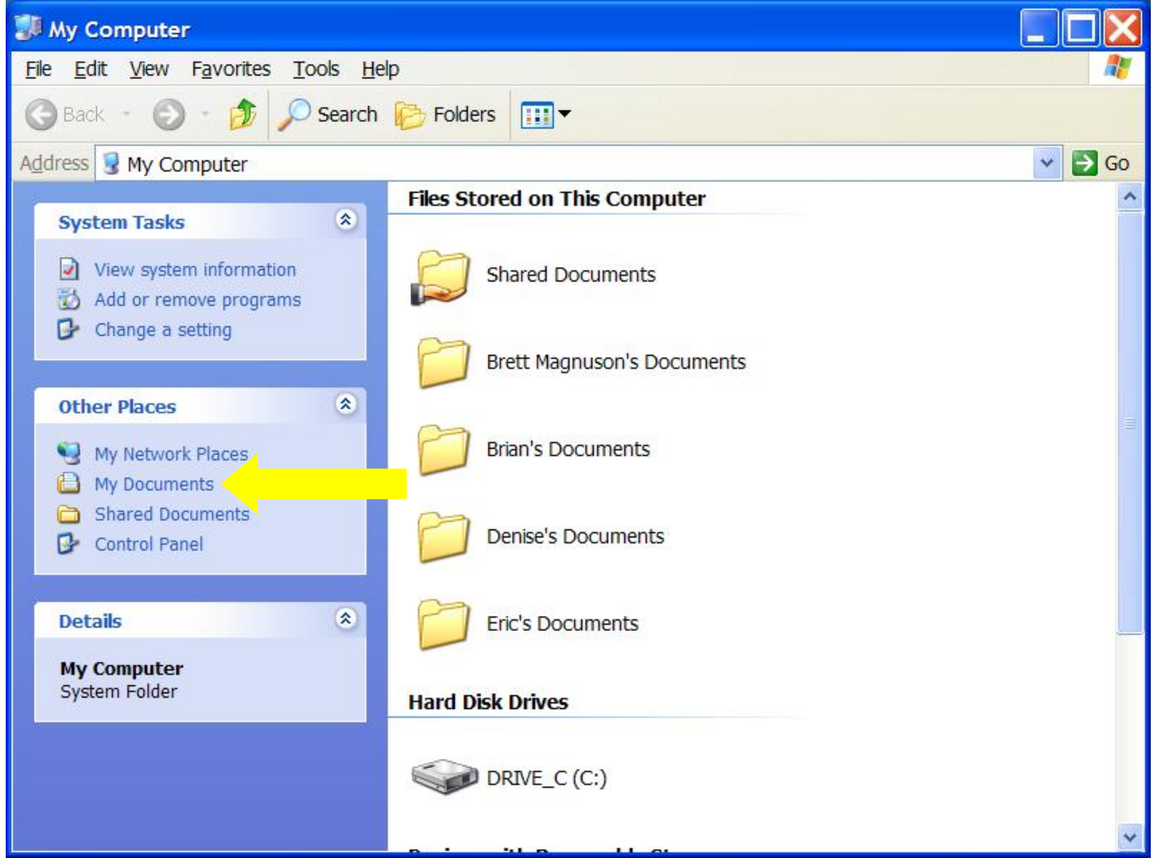


Left Click on **My Computer**

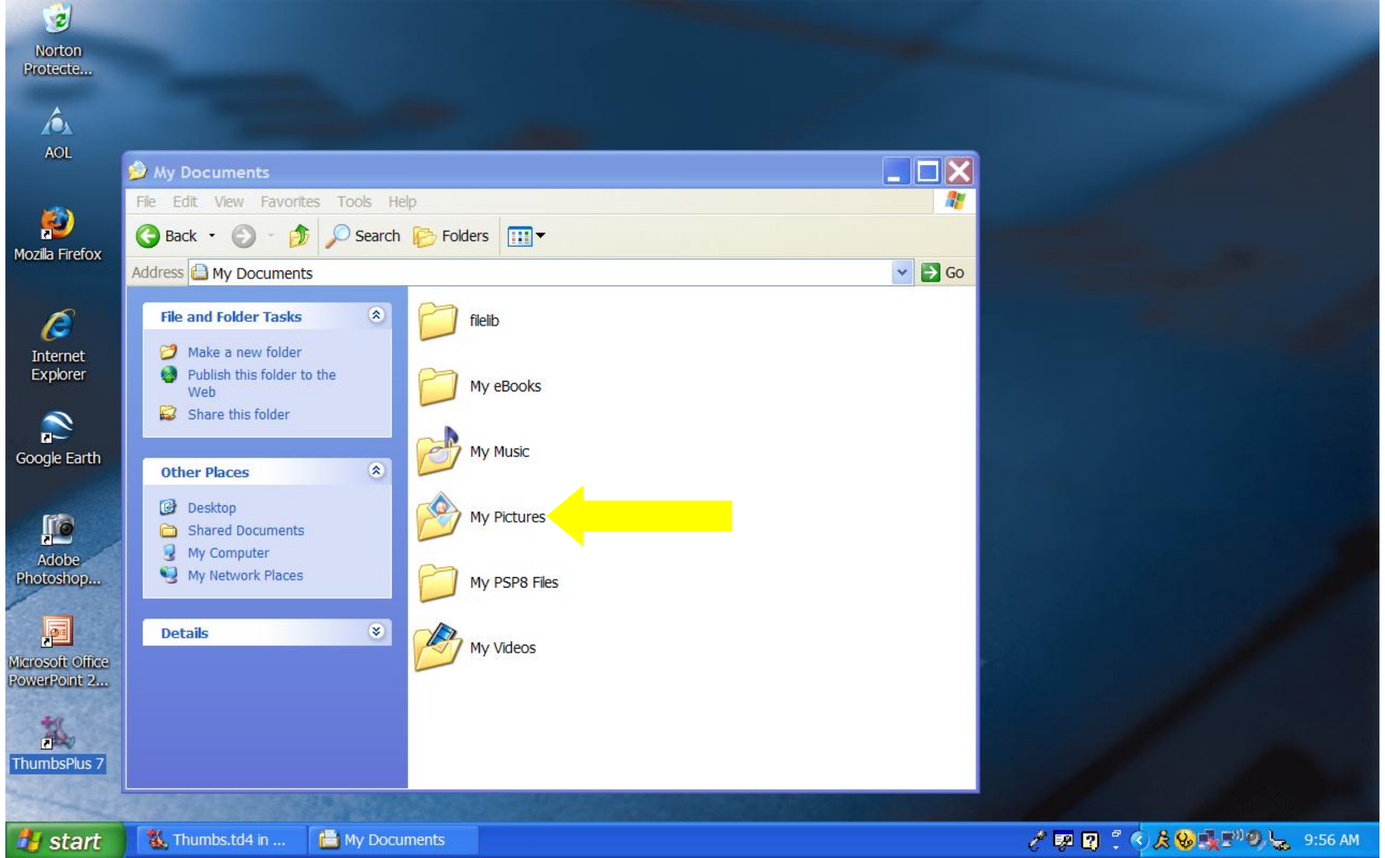


Left Click on

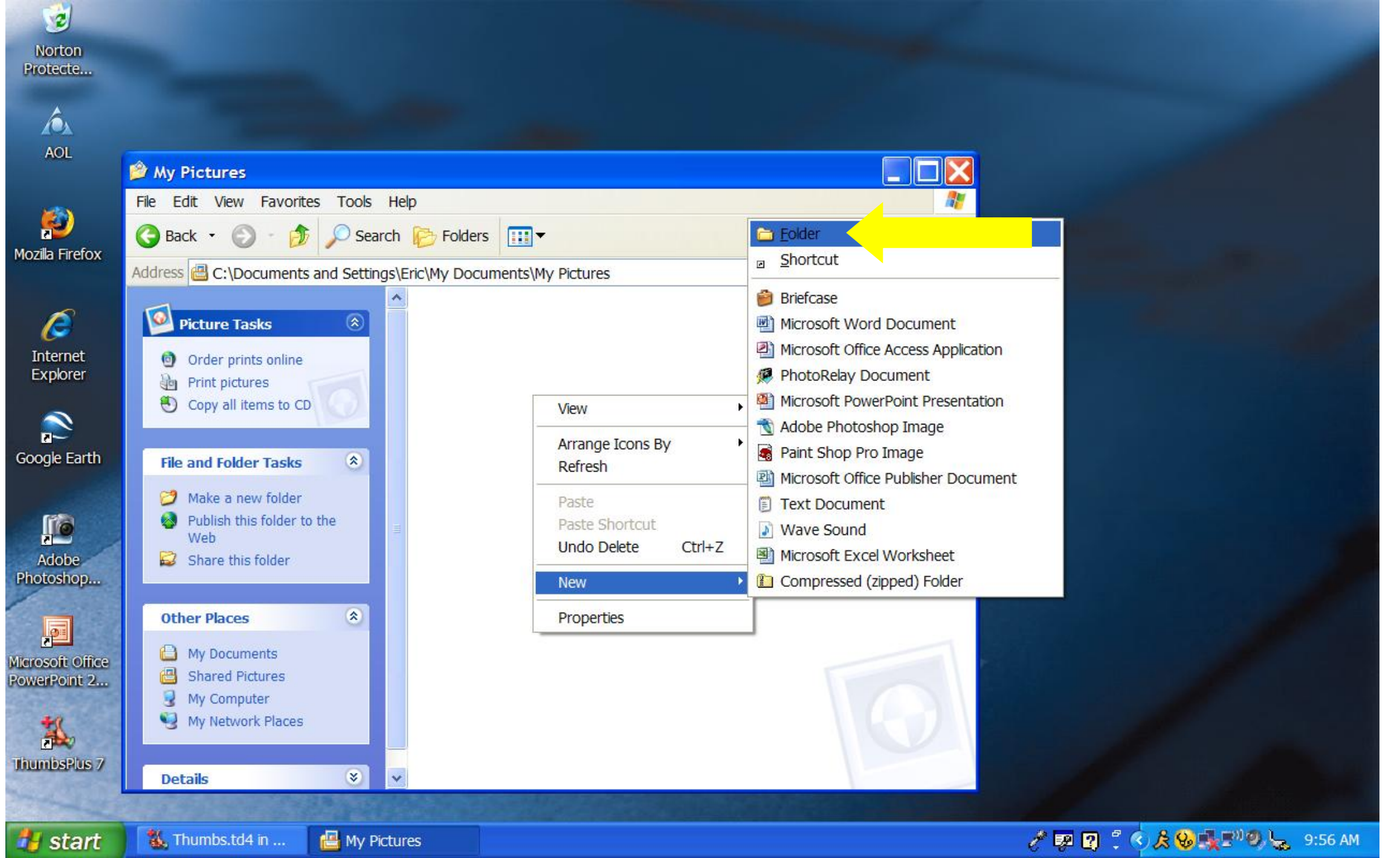
Documents



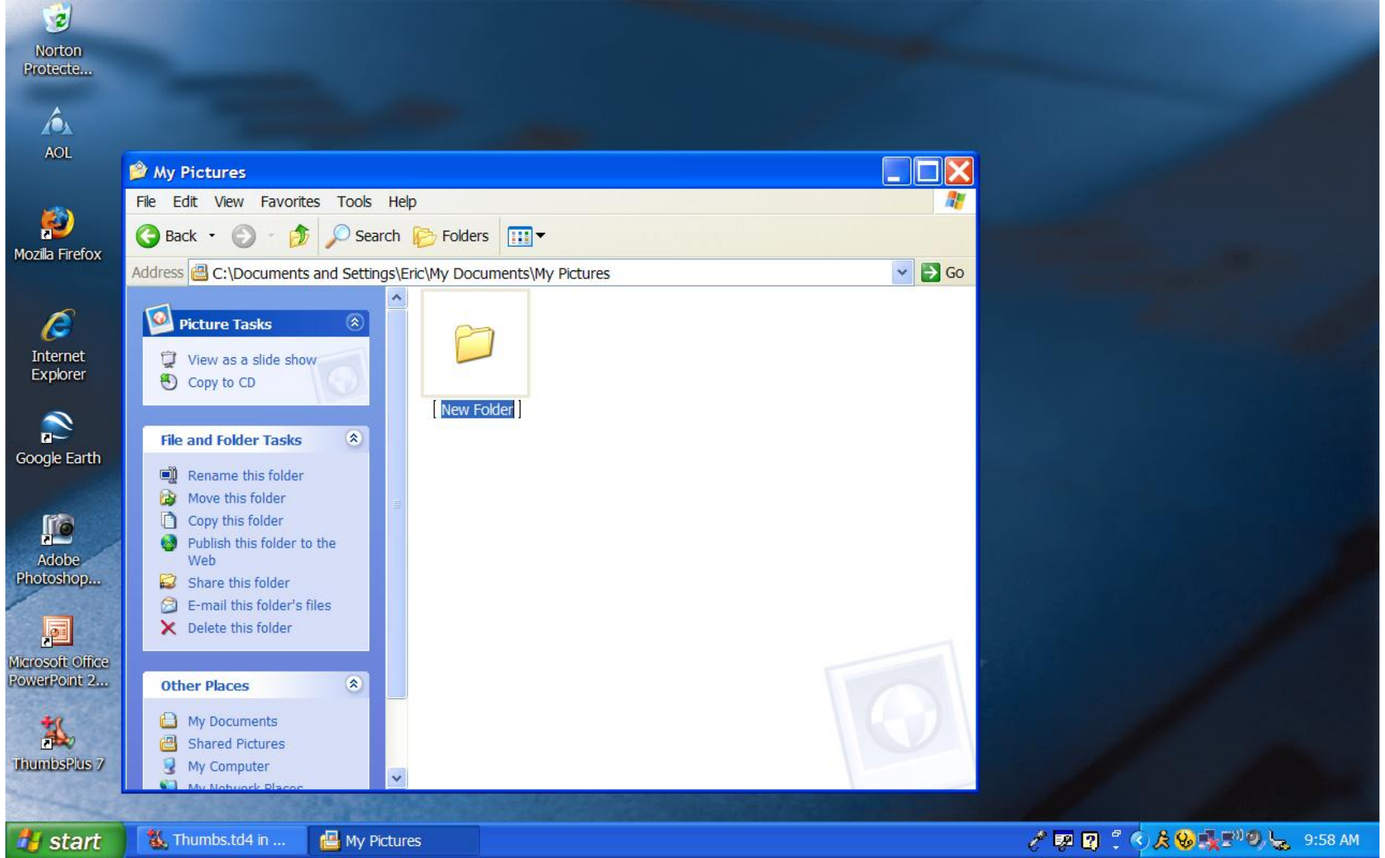
Left Click on **My Pictures**



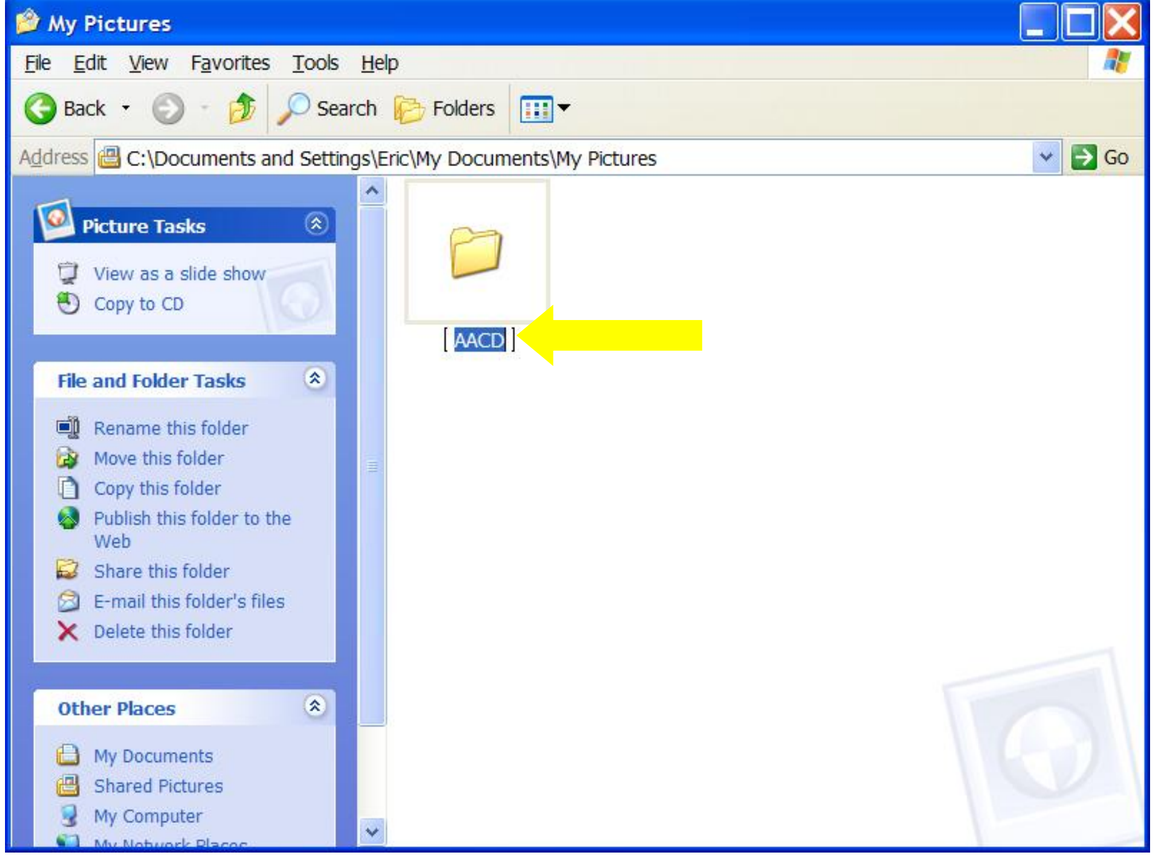
Right click anywhere on the white space, slide your mouse to **New**, and then over to **Folder**



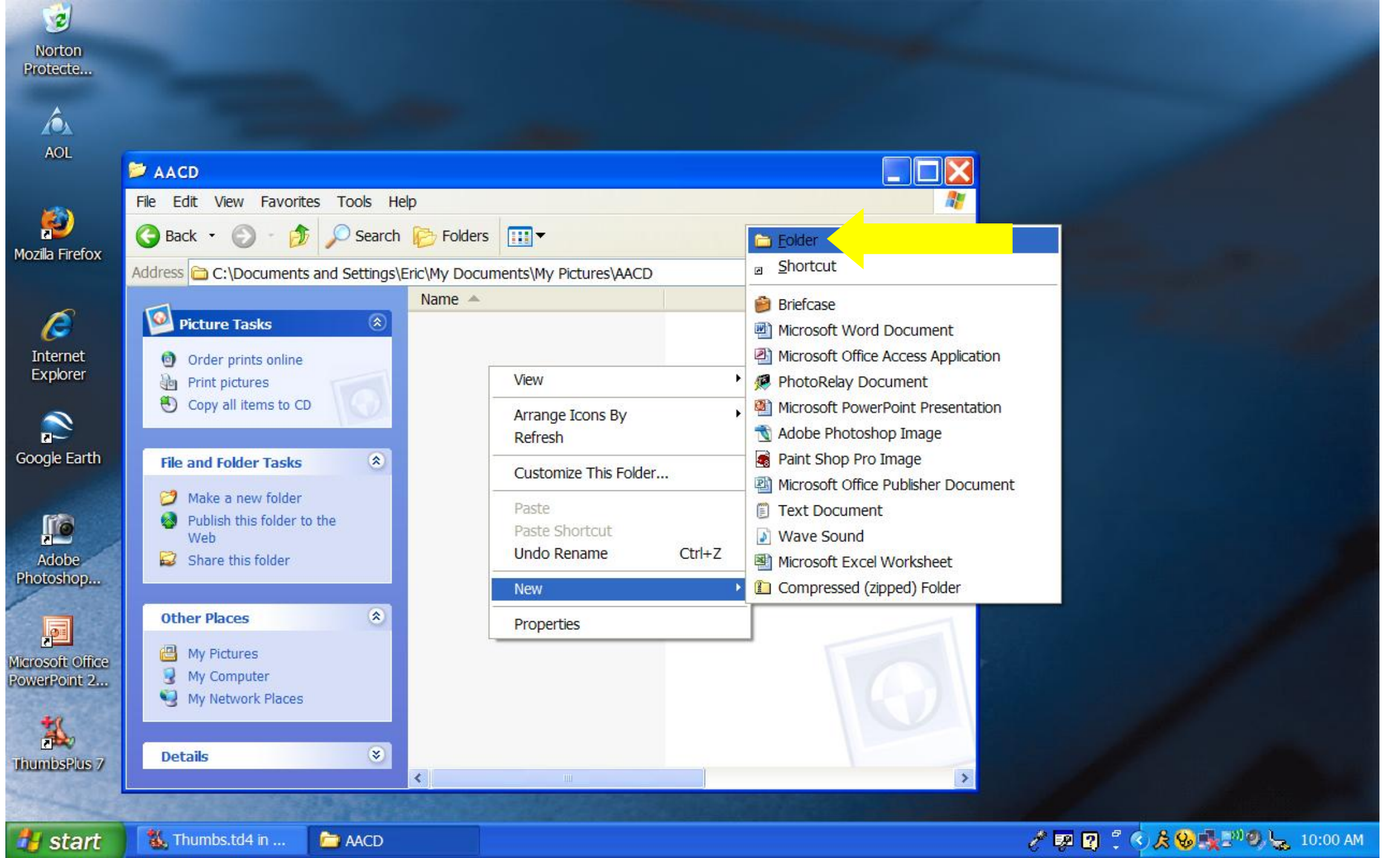
Use your computer keyboard to type in **AACD**



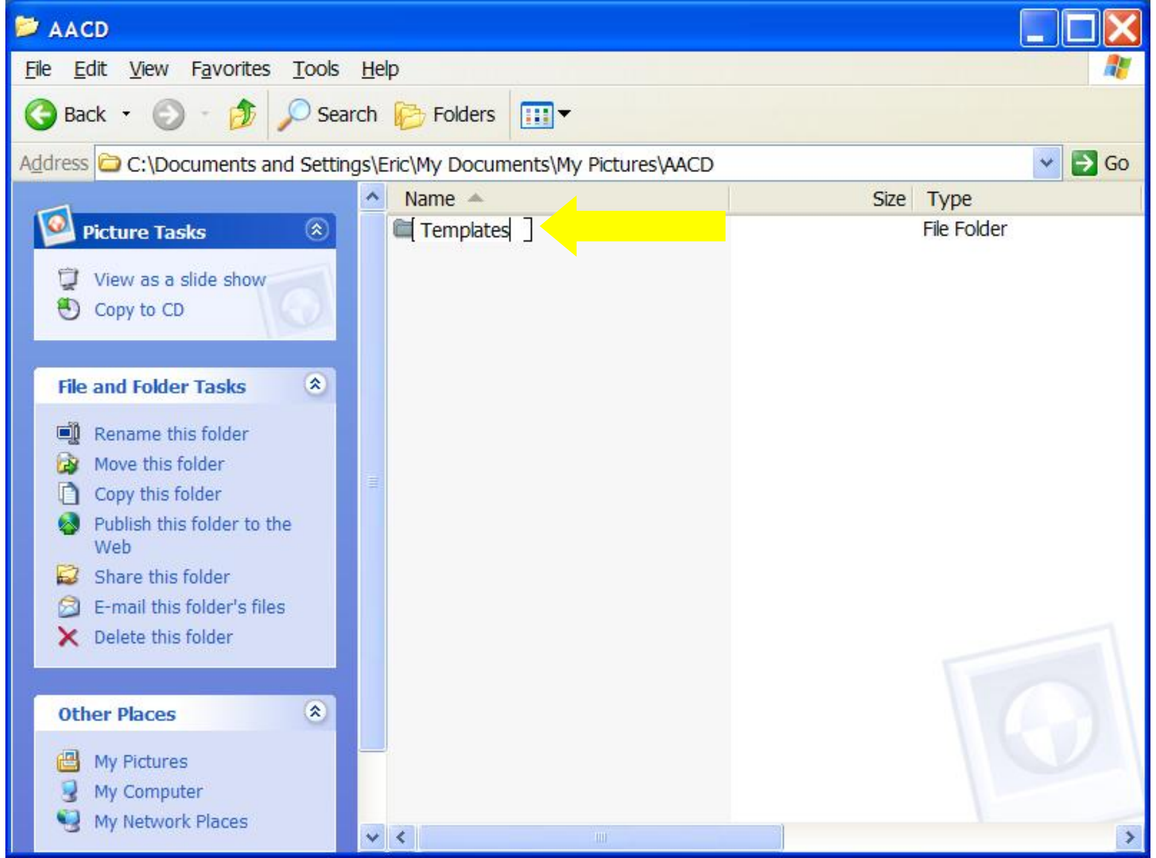
Double left mouse click on the new folder **AACD**



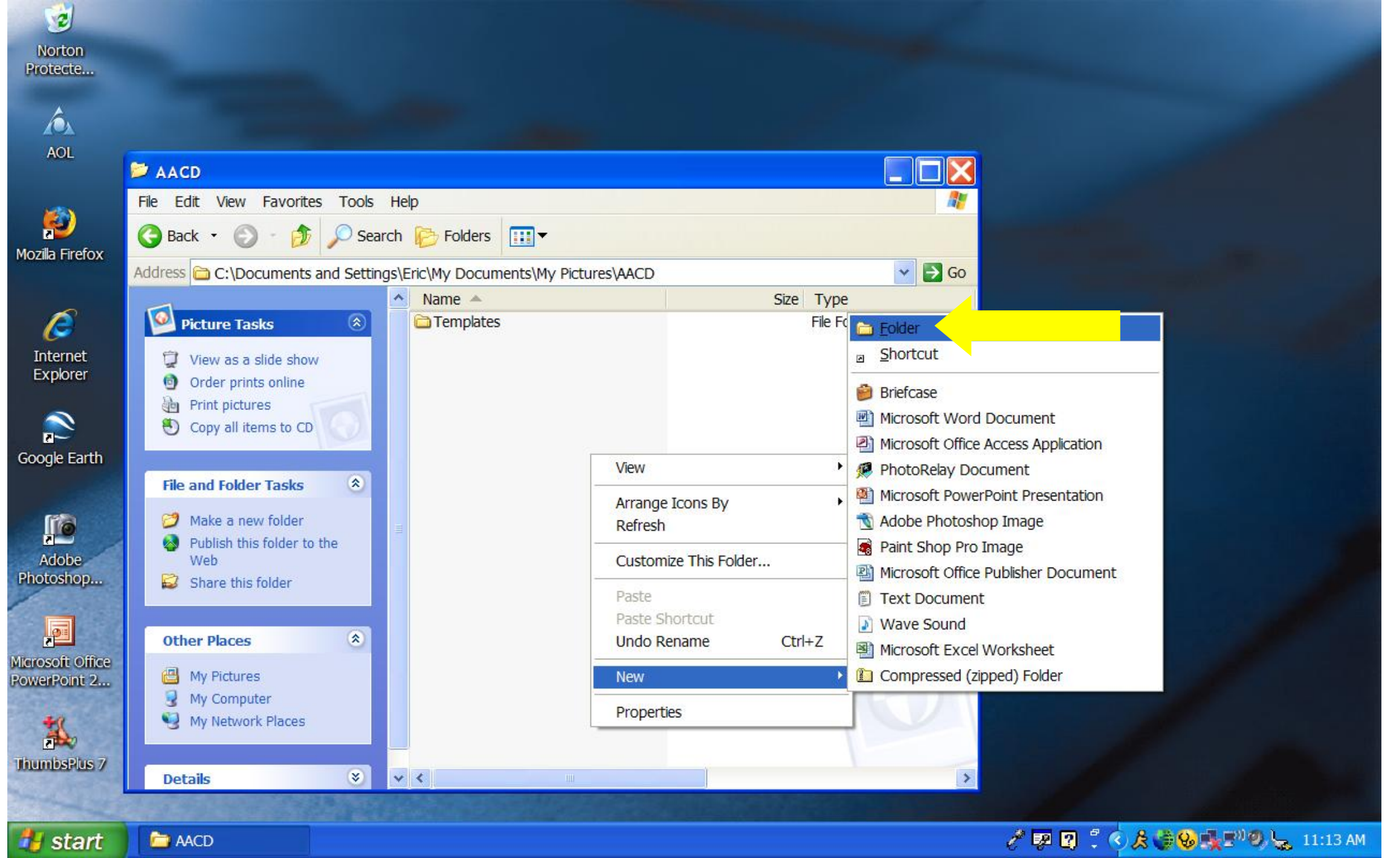
Right click anywhere on the white space, slide your mouse to **New**, and then over to **Folder**



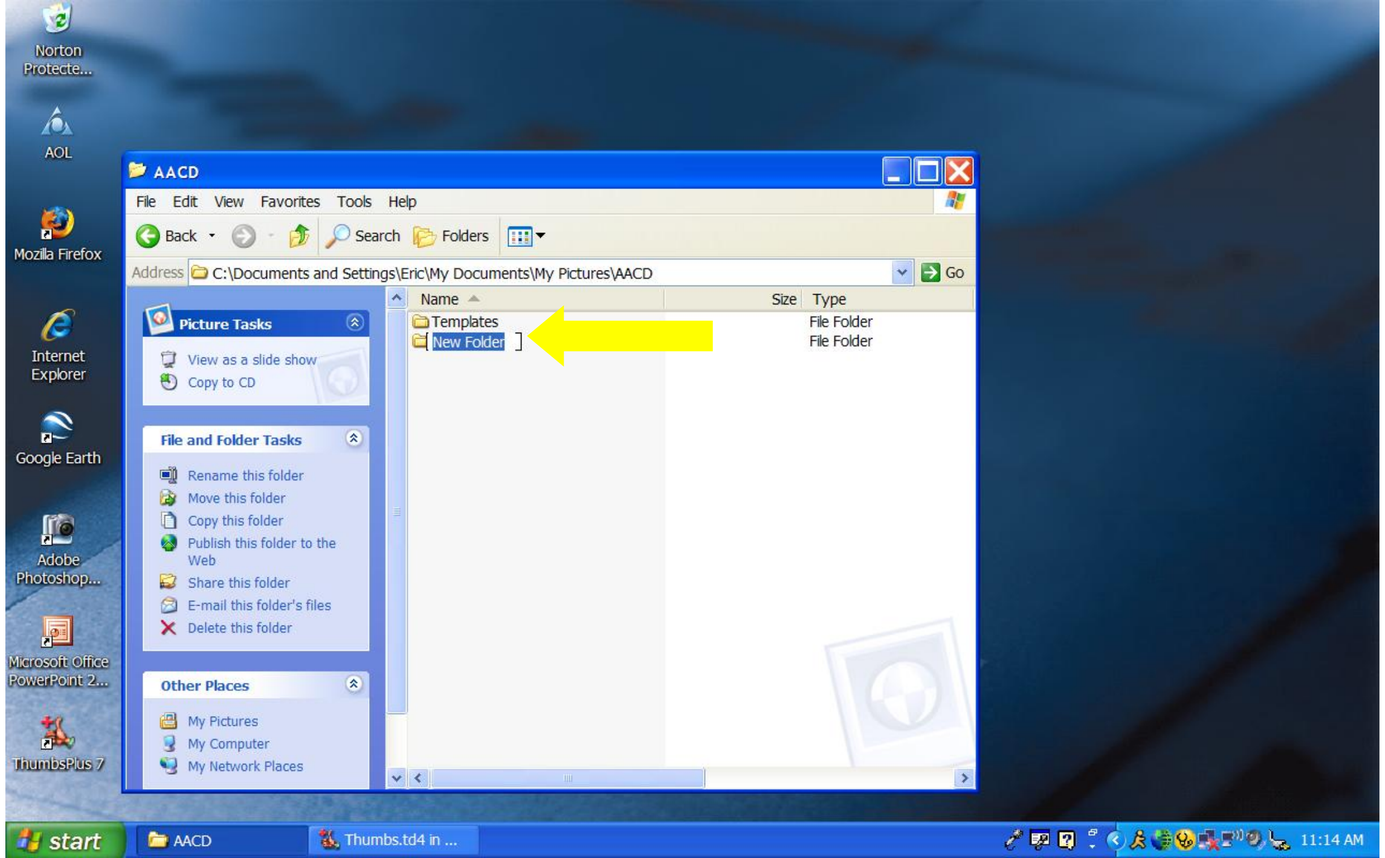
Use your computer keyboard to type in **Templates**



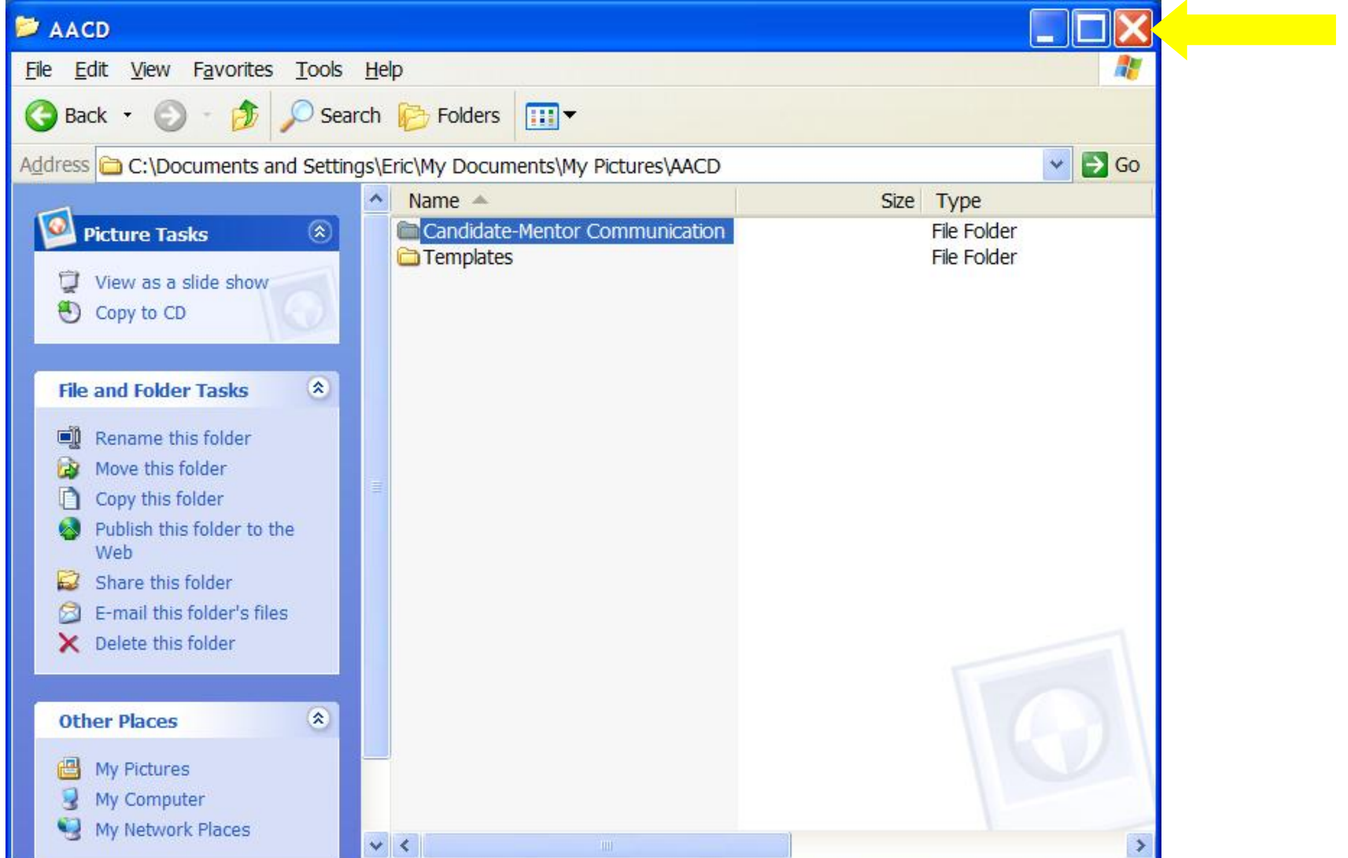
Right click anywhere on the white space, slide your mouse to **New**, and then over to **Folder**



Use your computer keyboard to type in **Candidate – Mentor Communication**

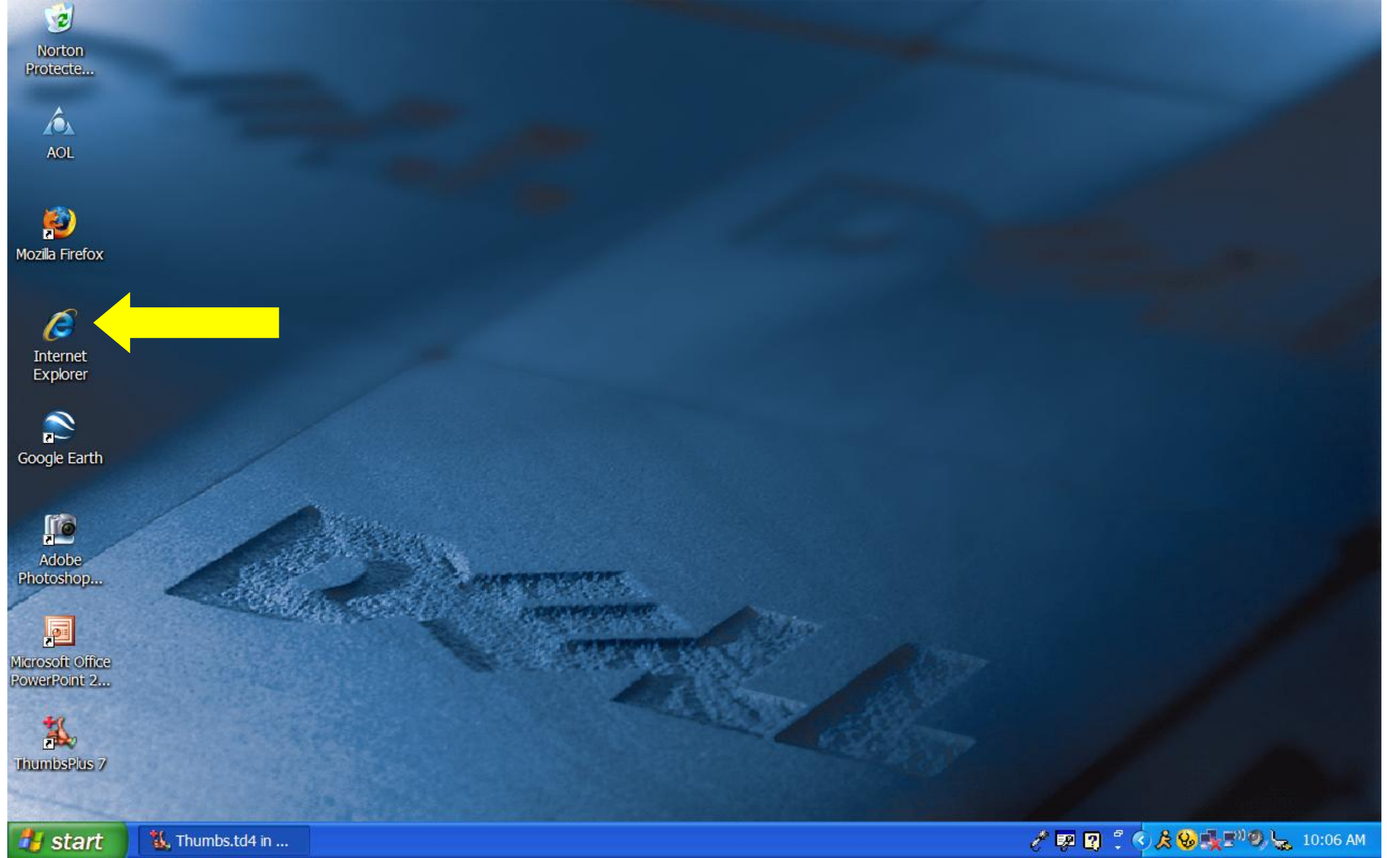


Close Program and Return to the Desktop



Download and Save Template From AACD Web Site

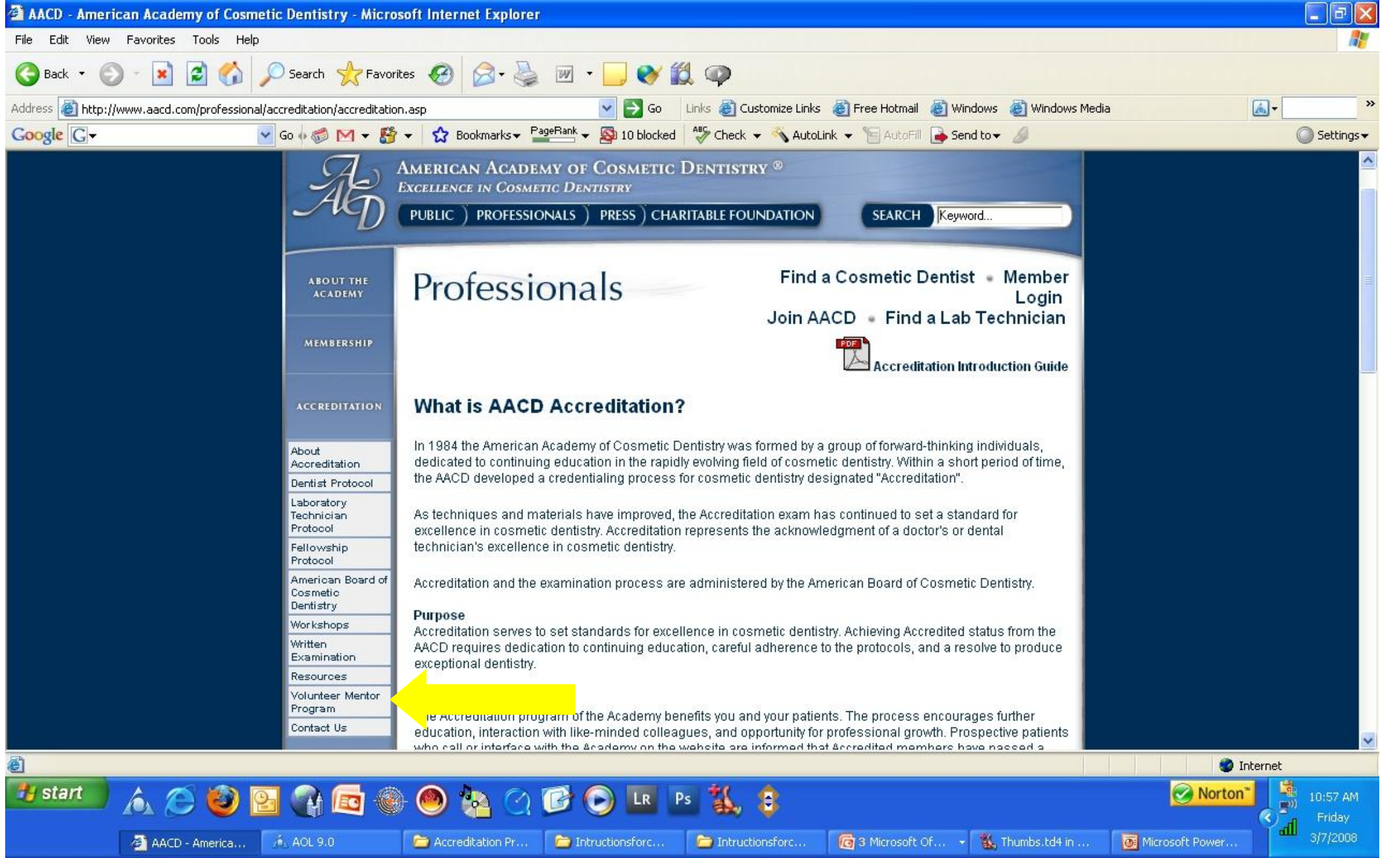
Open your web browser and go the AACD web page



Left Click on

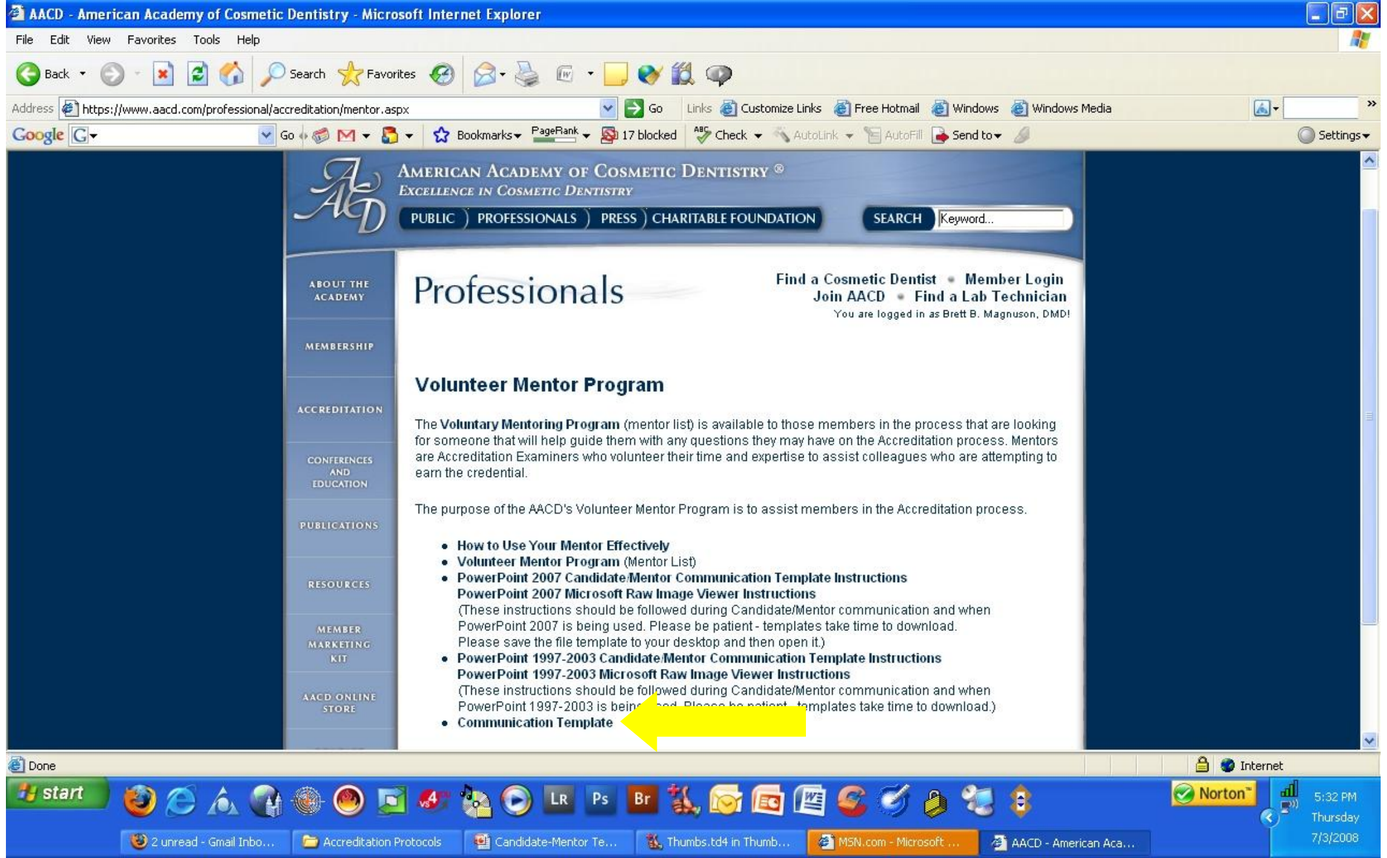
Accreditation

Left Click on **Volunteer Mentor Program**

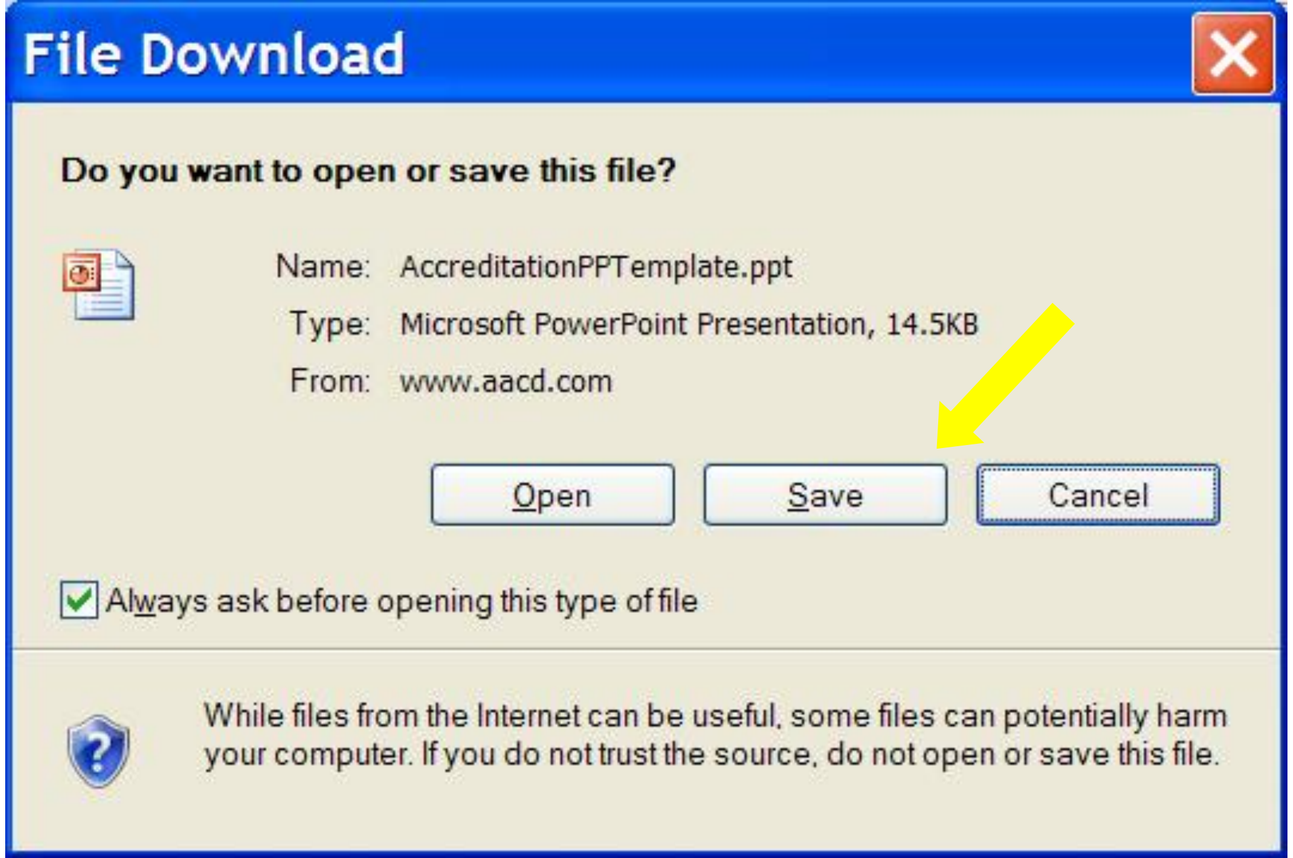


Left Click on

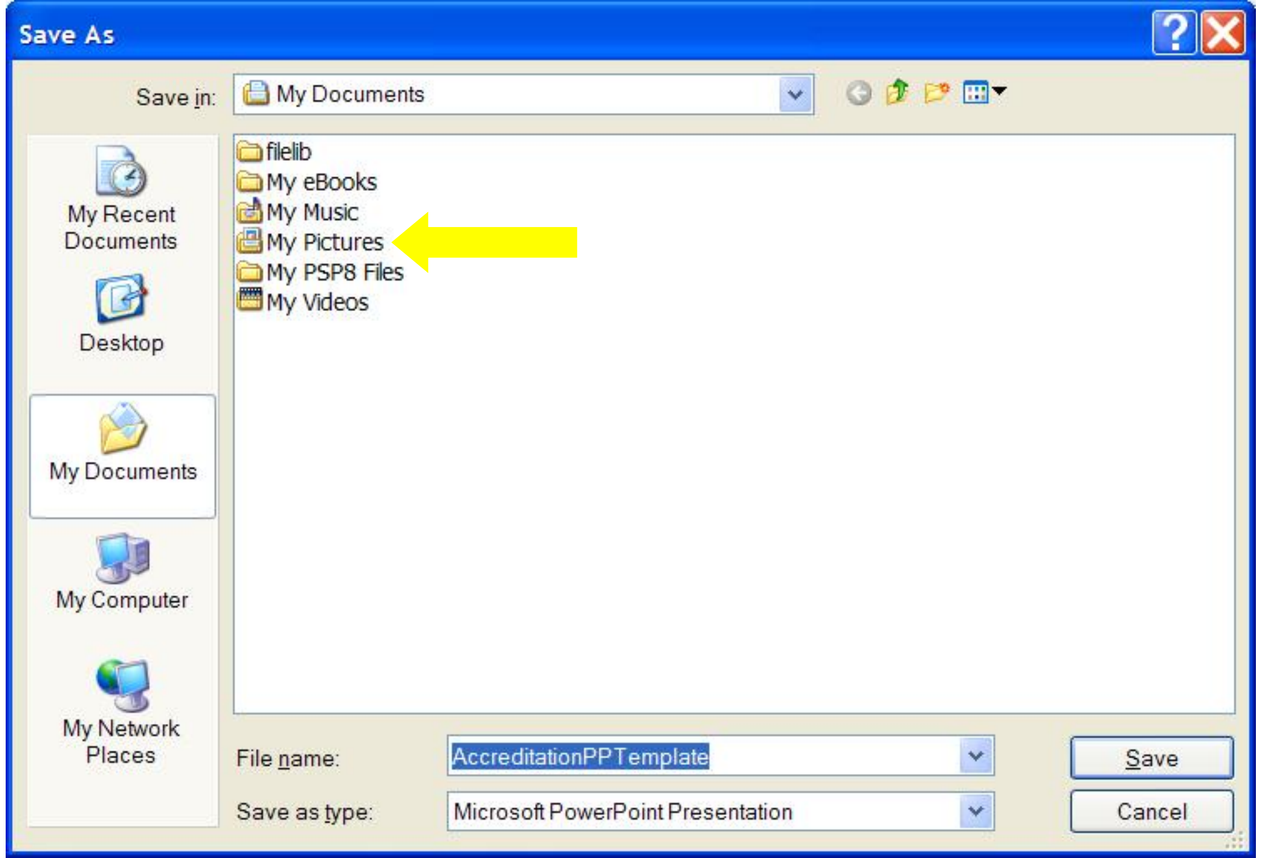
Communication Template



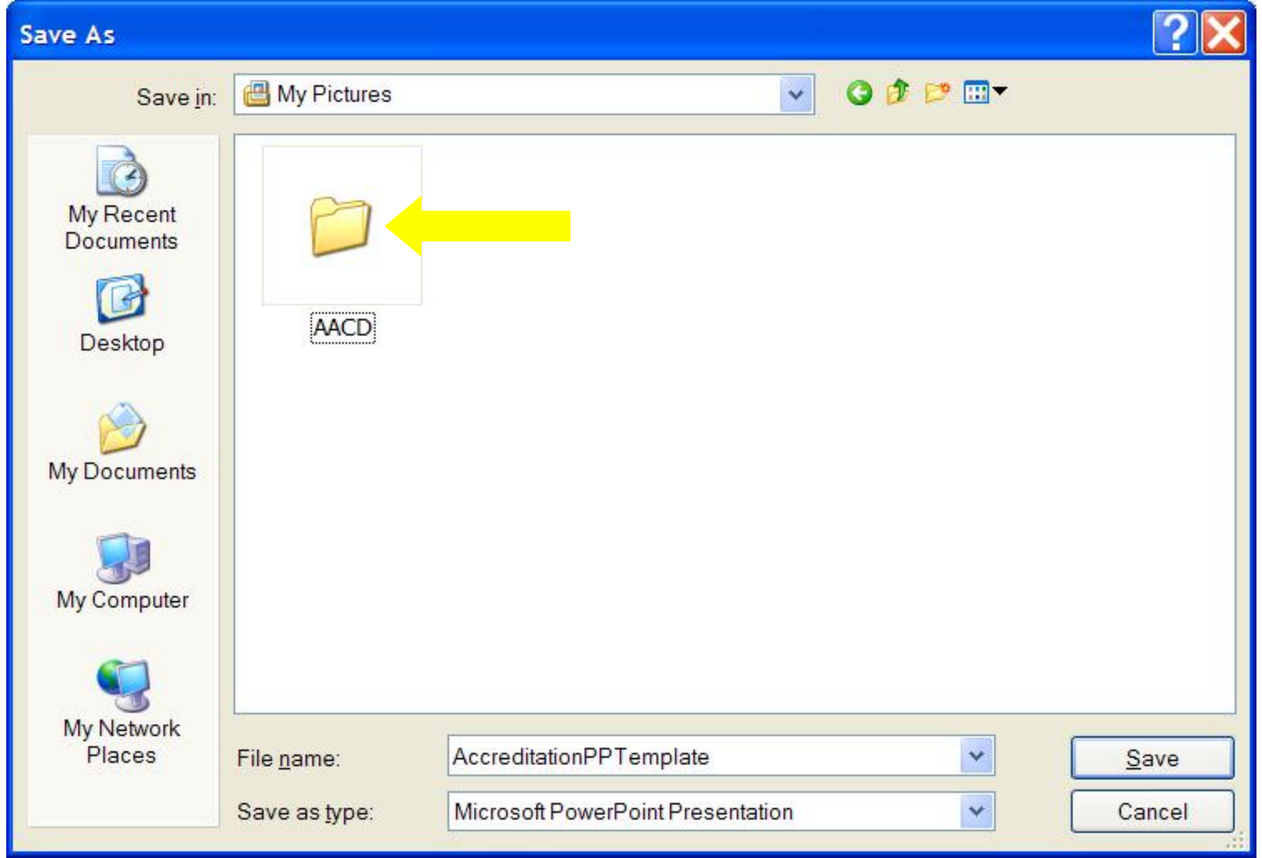
Left Click on
Save



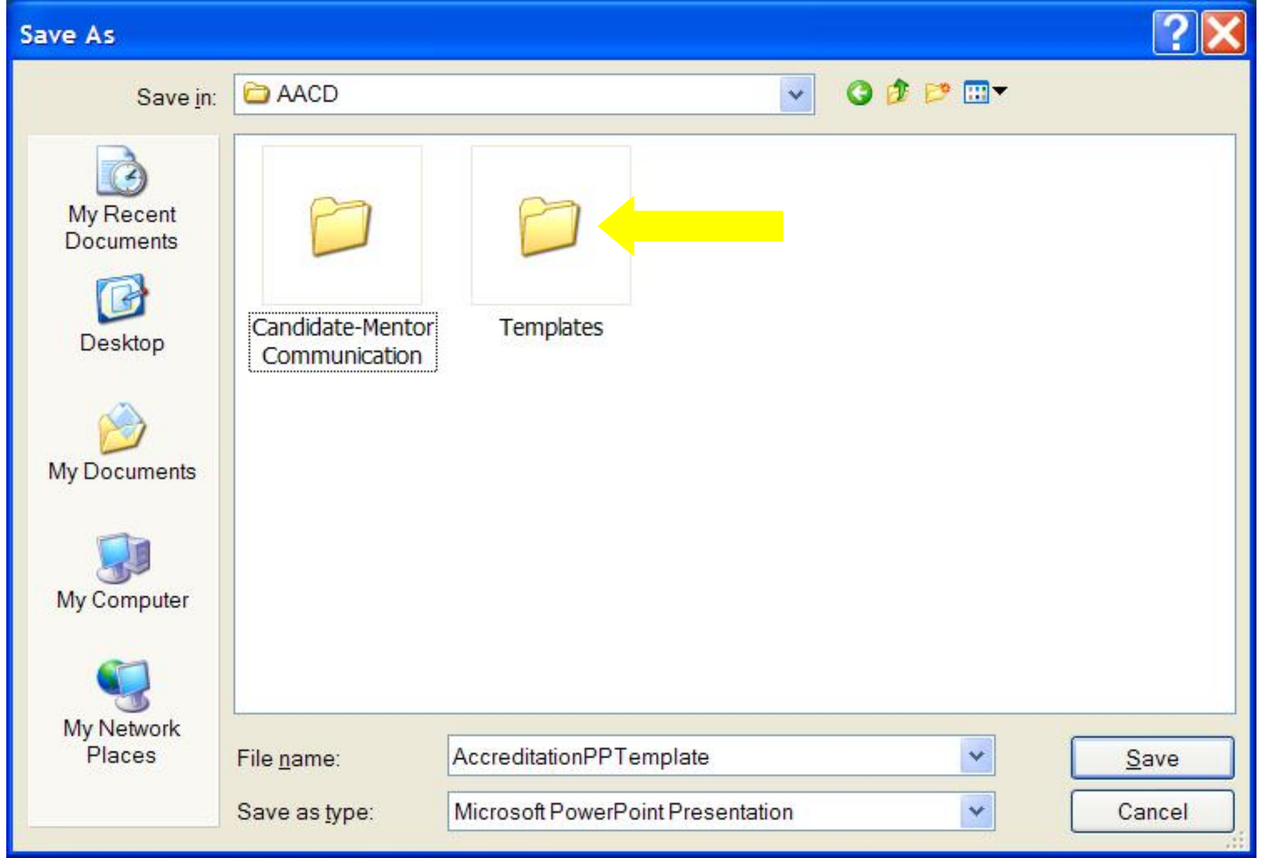
Double Left Click **My Pictures**



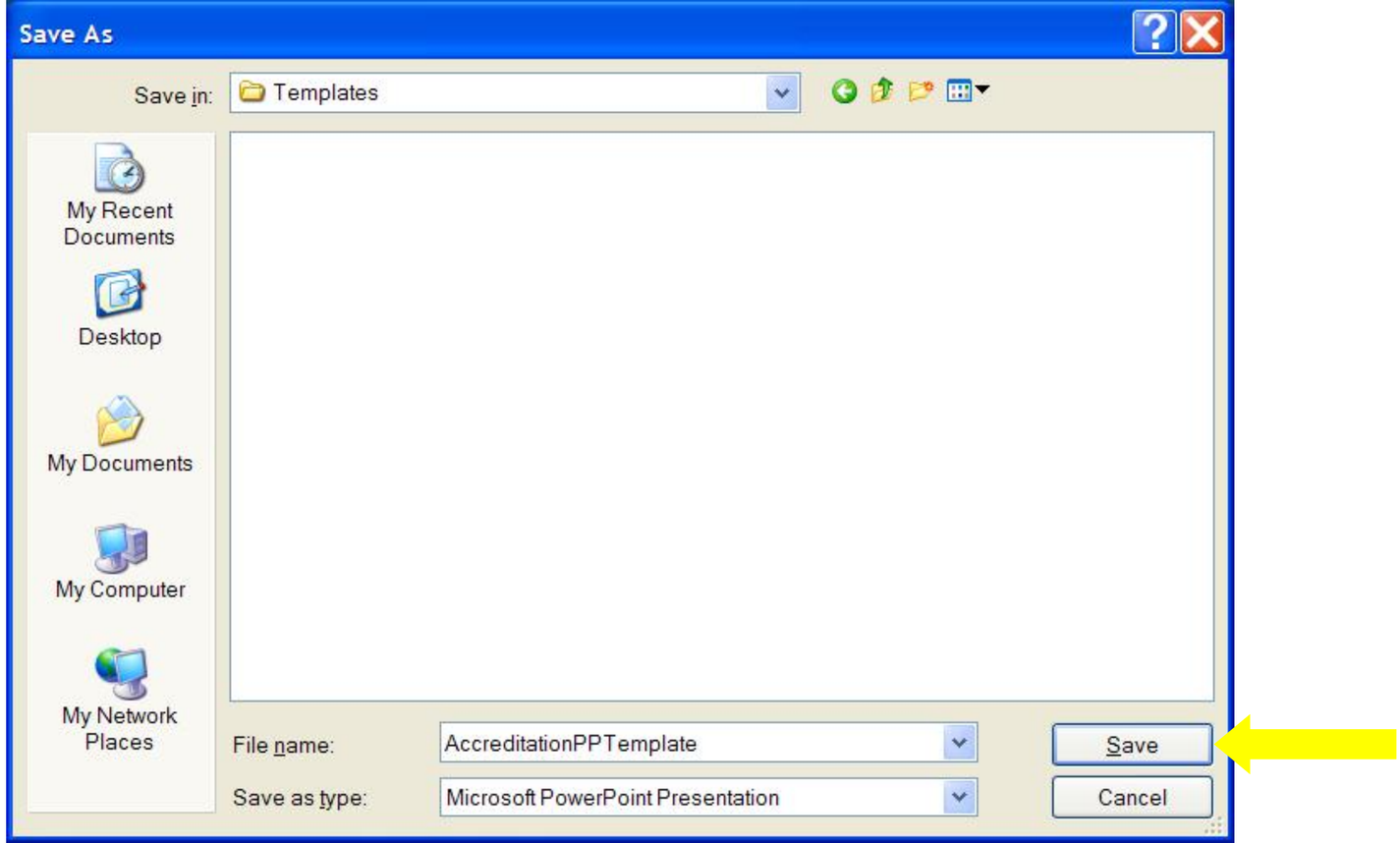
Double Left Click on **AACD**



Double Left Click on **Templates**

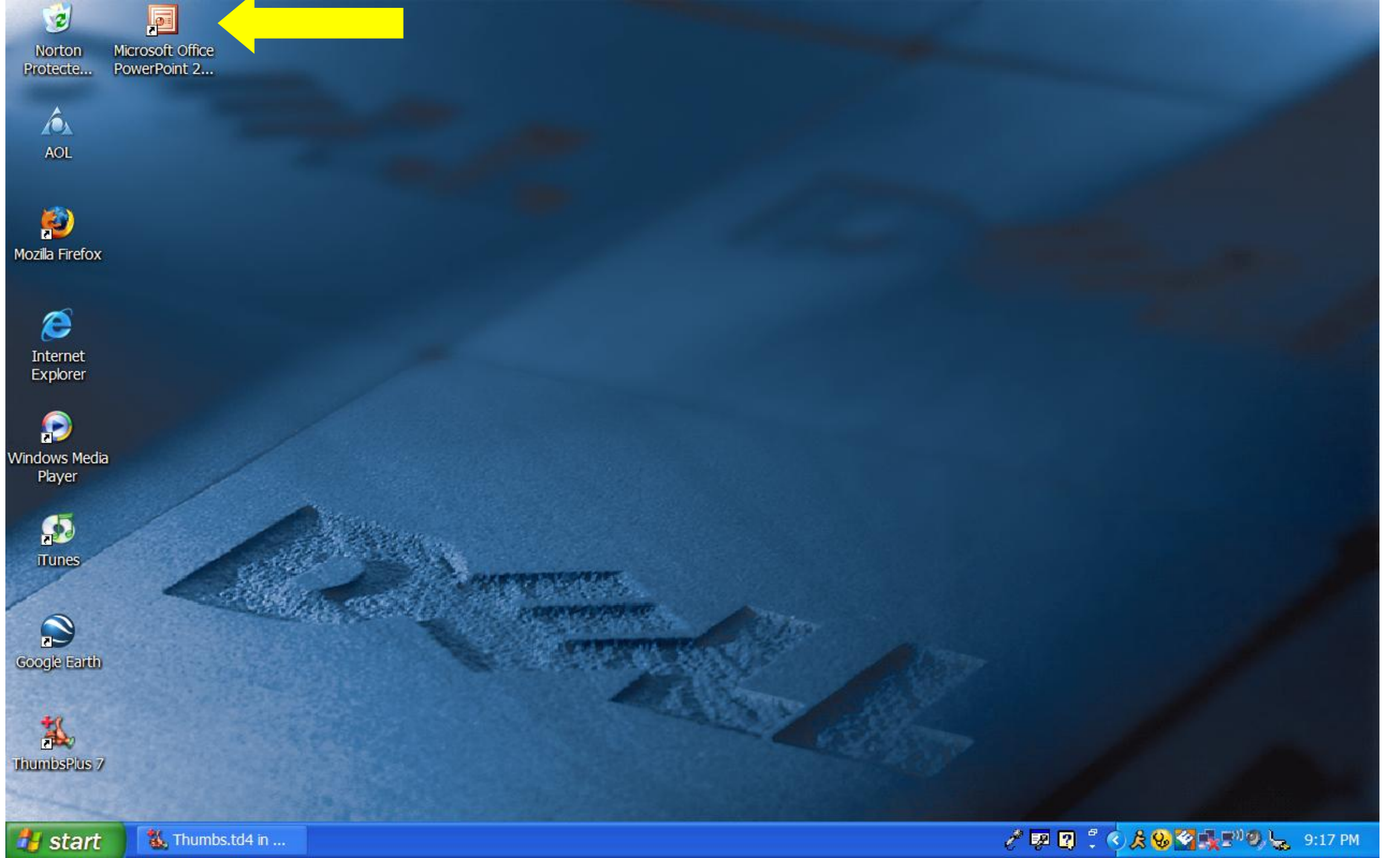


Left Click on **Save**



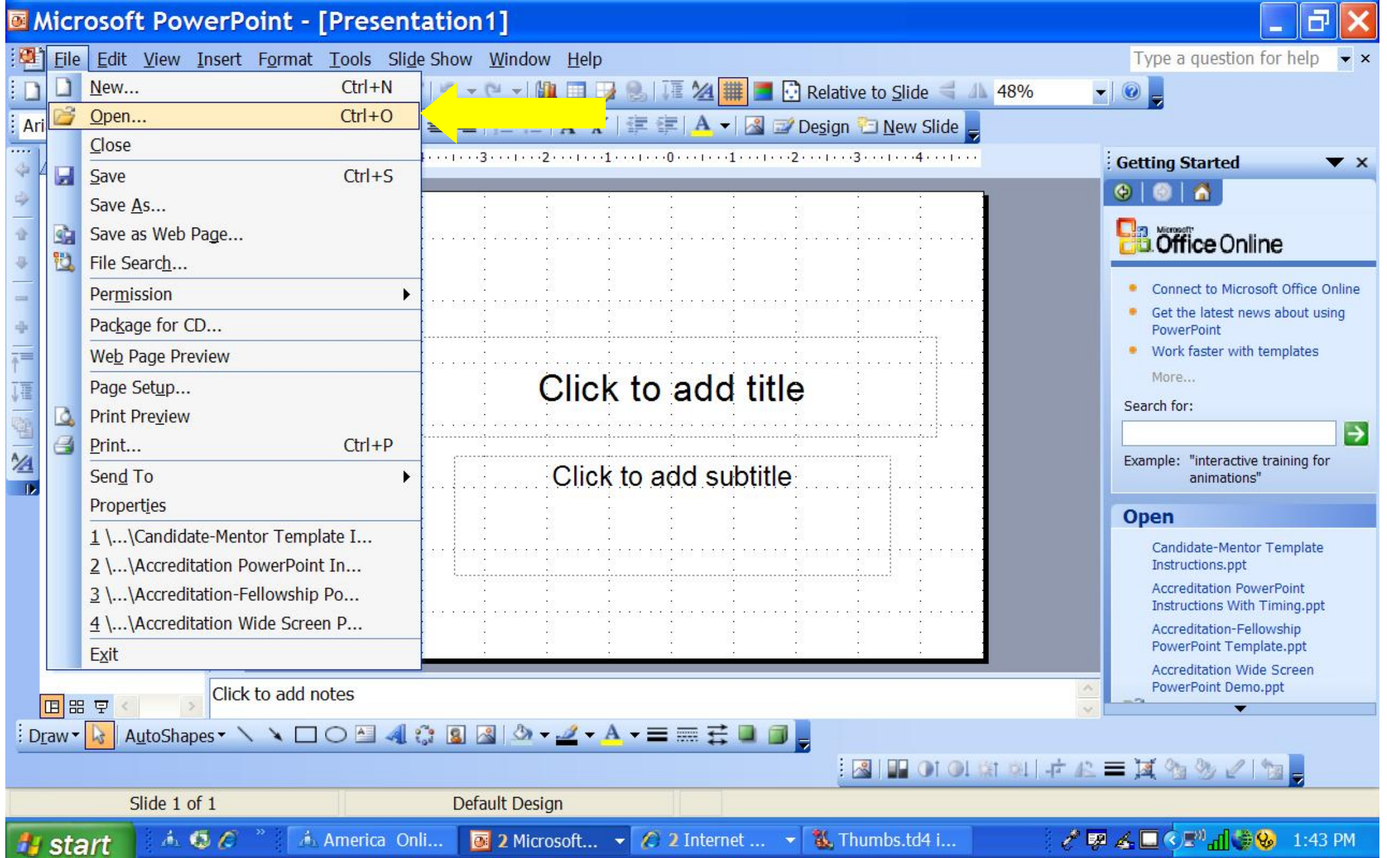
Opening and Using Template

Open PowerPoint



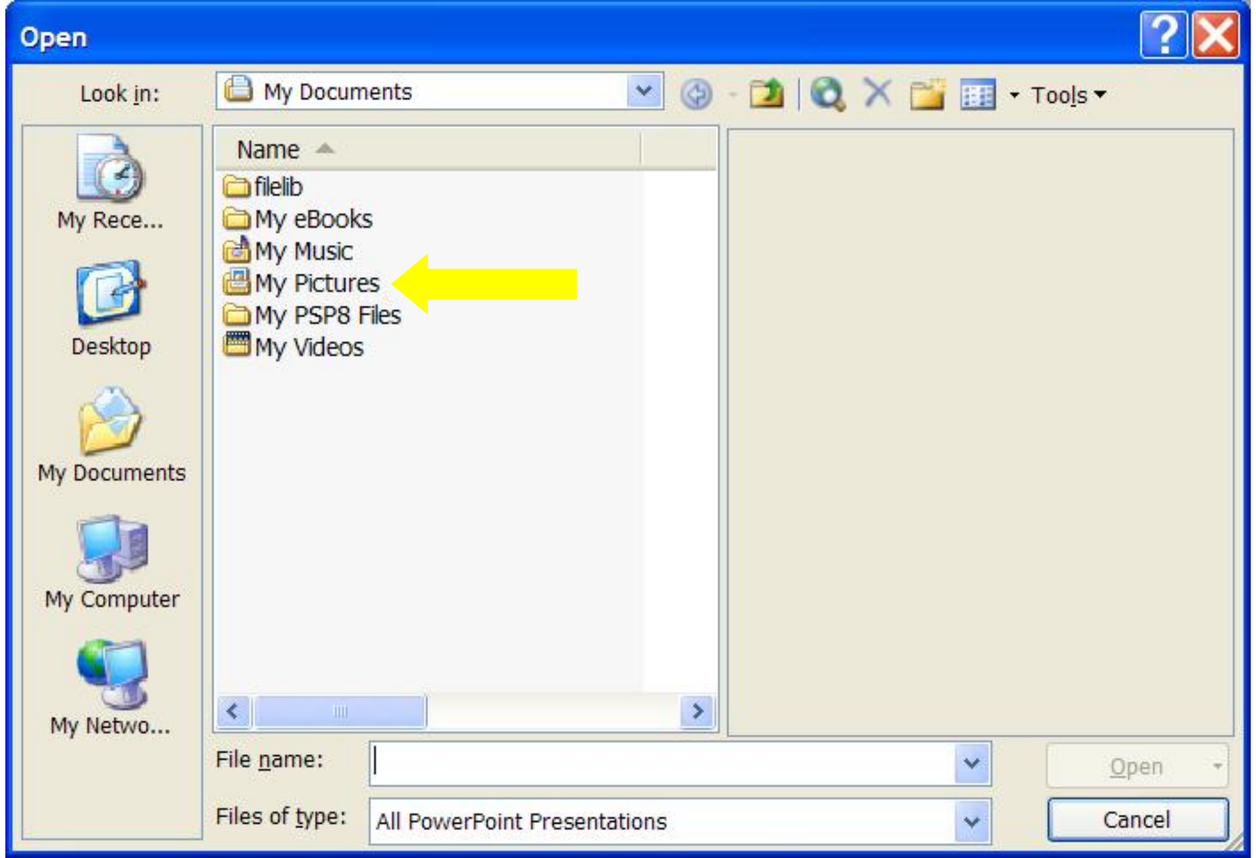
Left Click on

File > Open

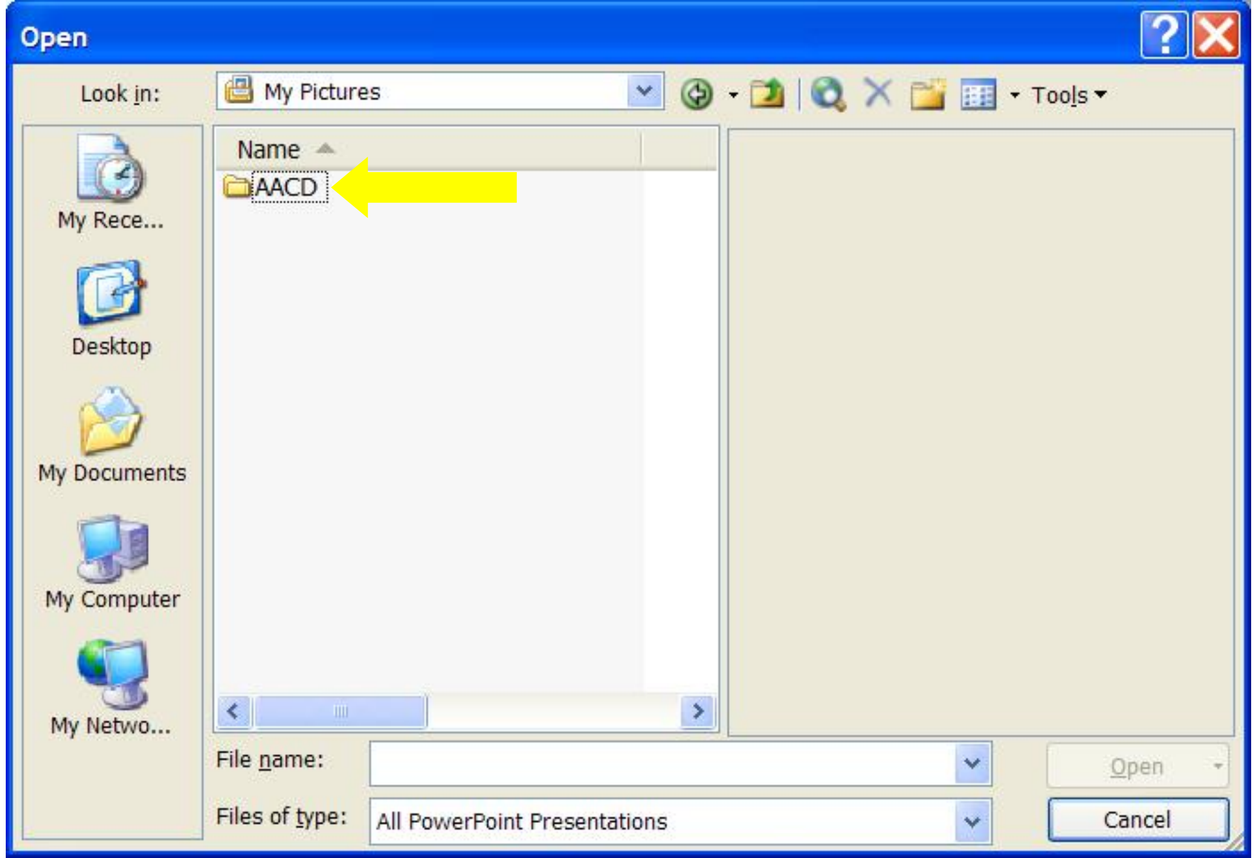


Double Left Click on

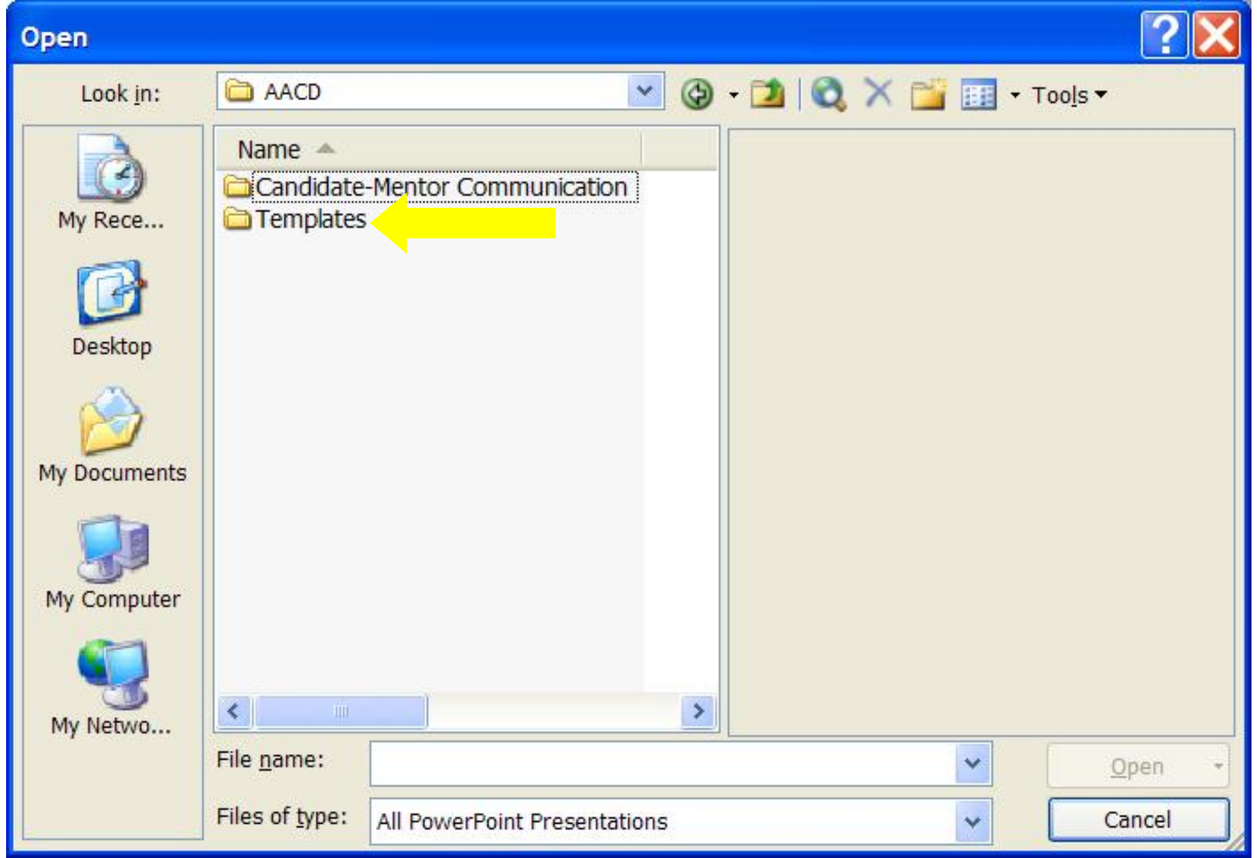
My Pictures



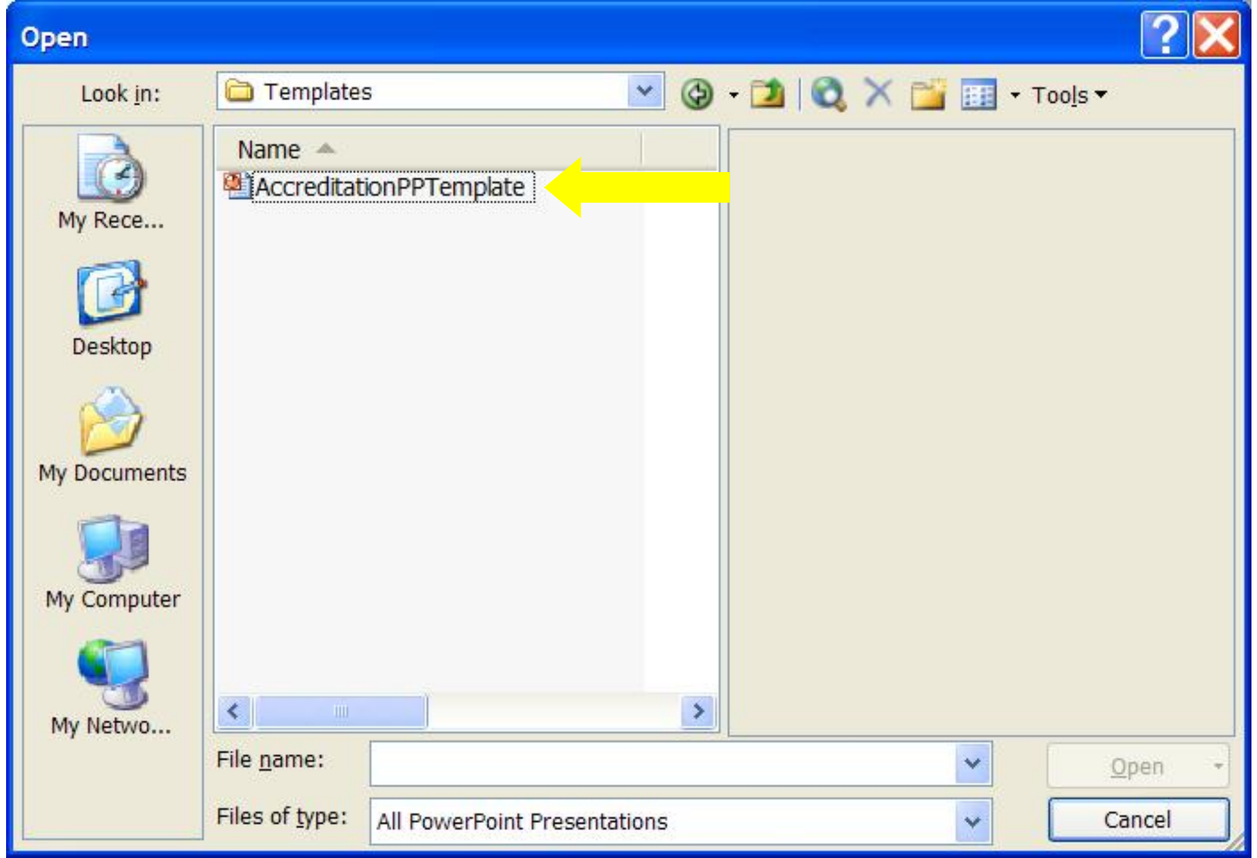
Double Left
Click on **AACD**



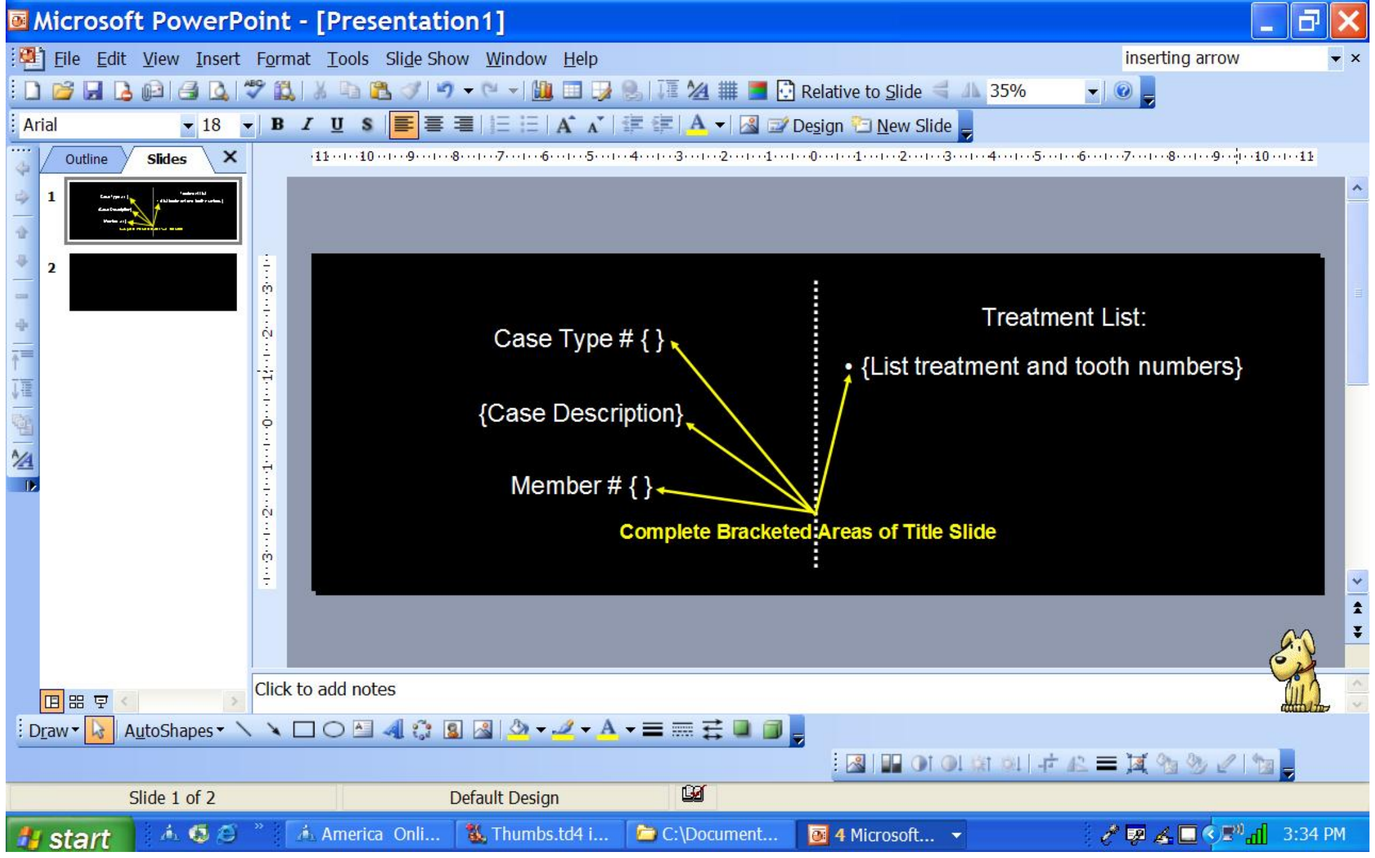
Double Left Click
on **Templates**



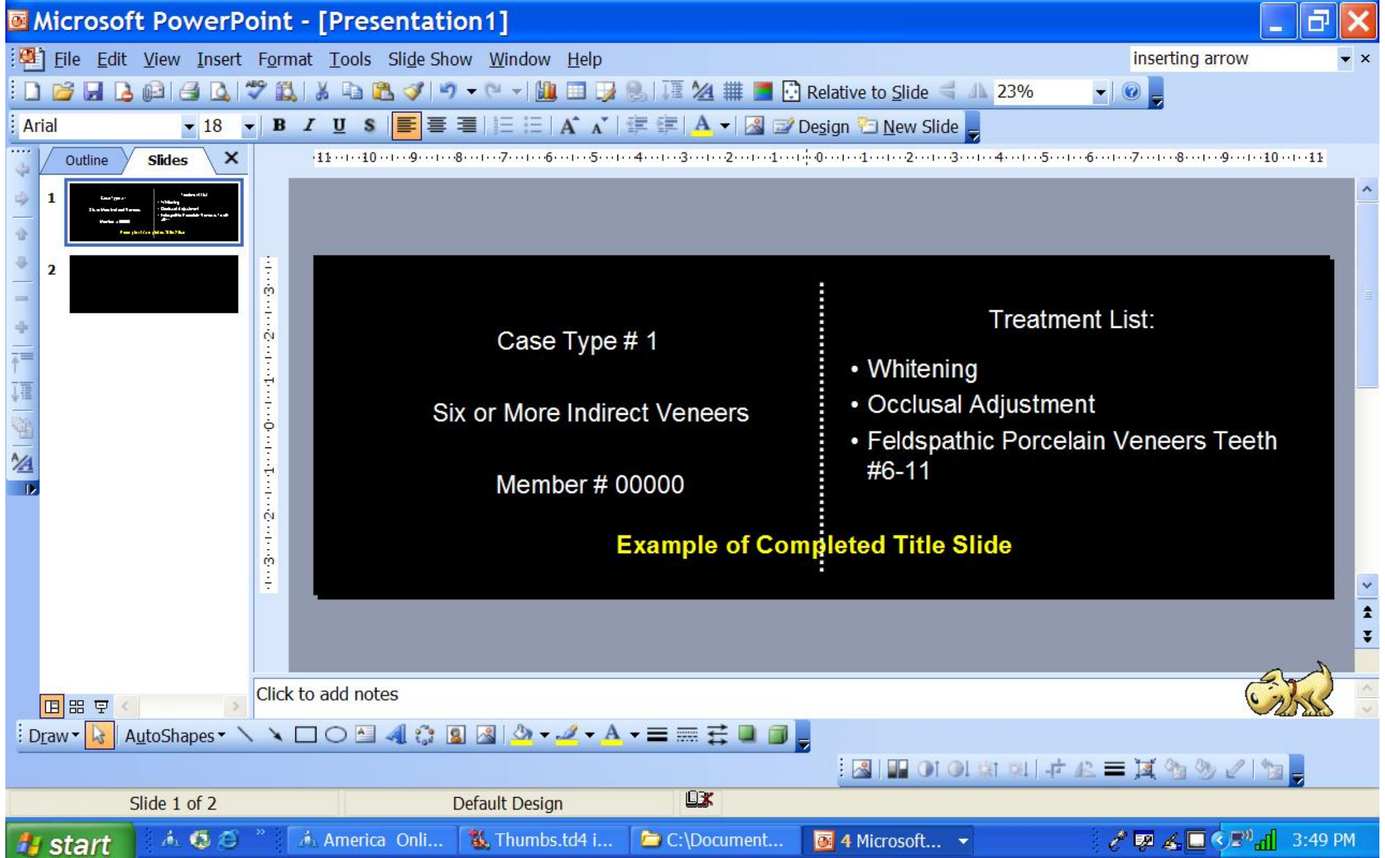
Double Left Click on **Accreditation Template**



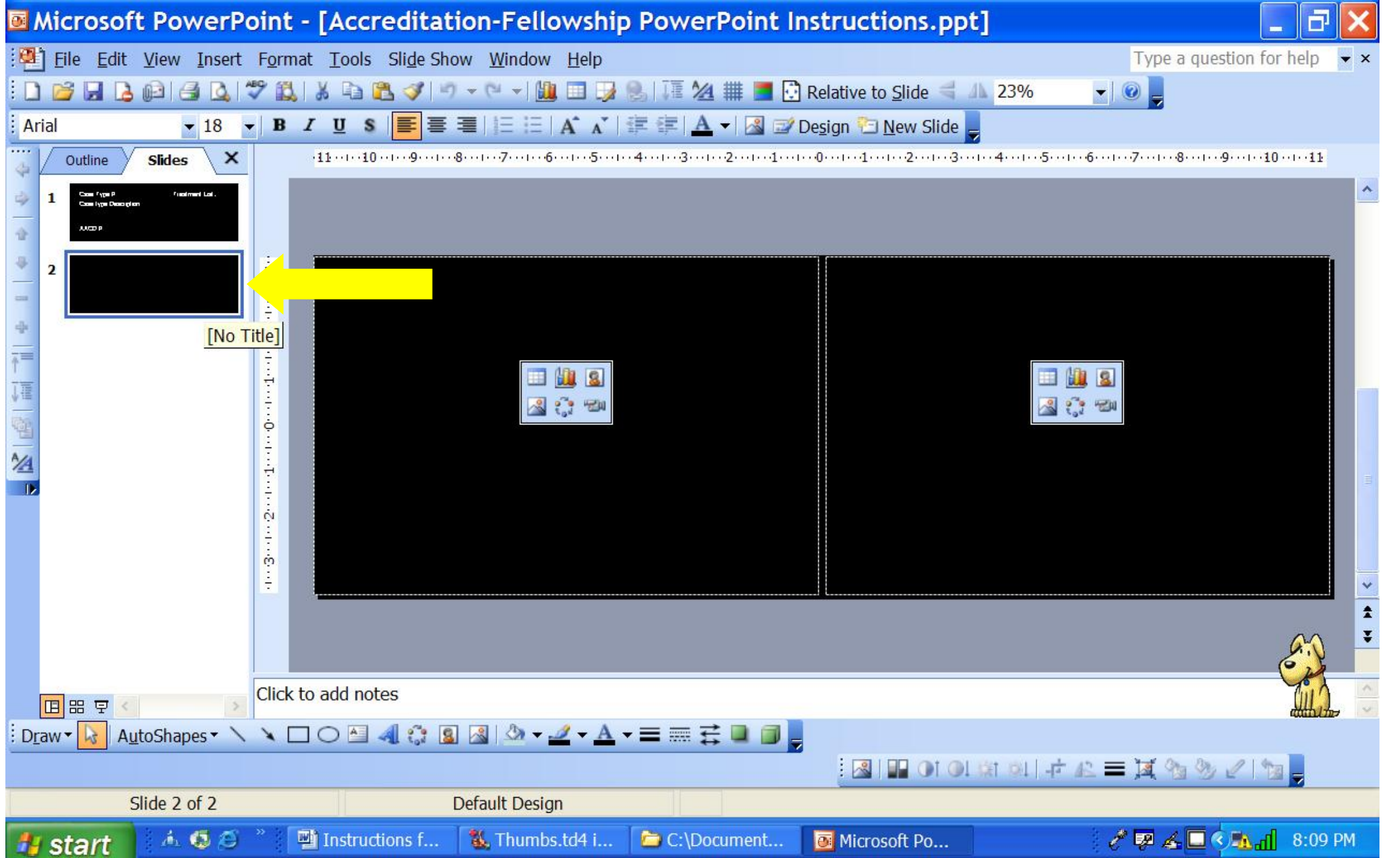
Complete Bracket Areas of Title Slide



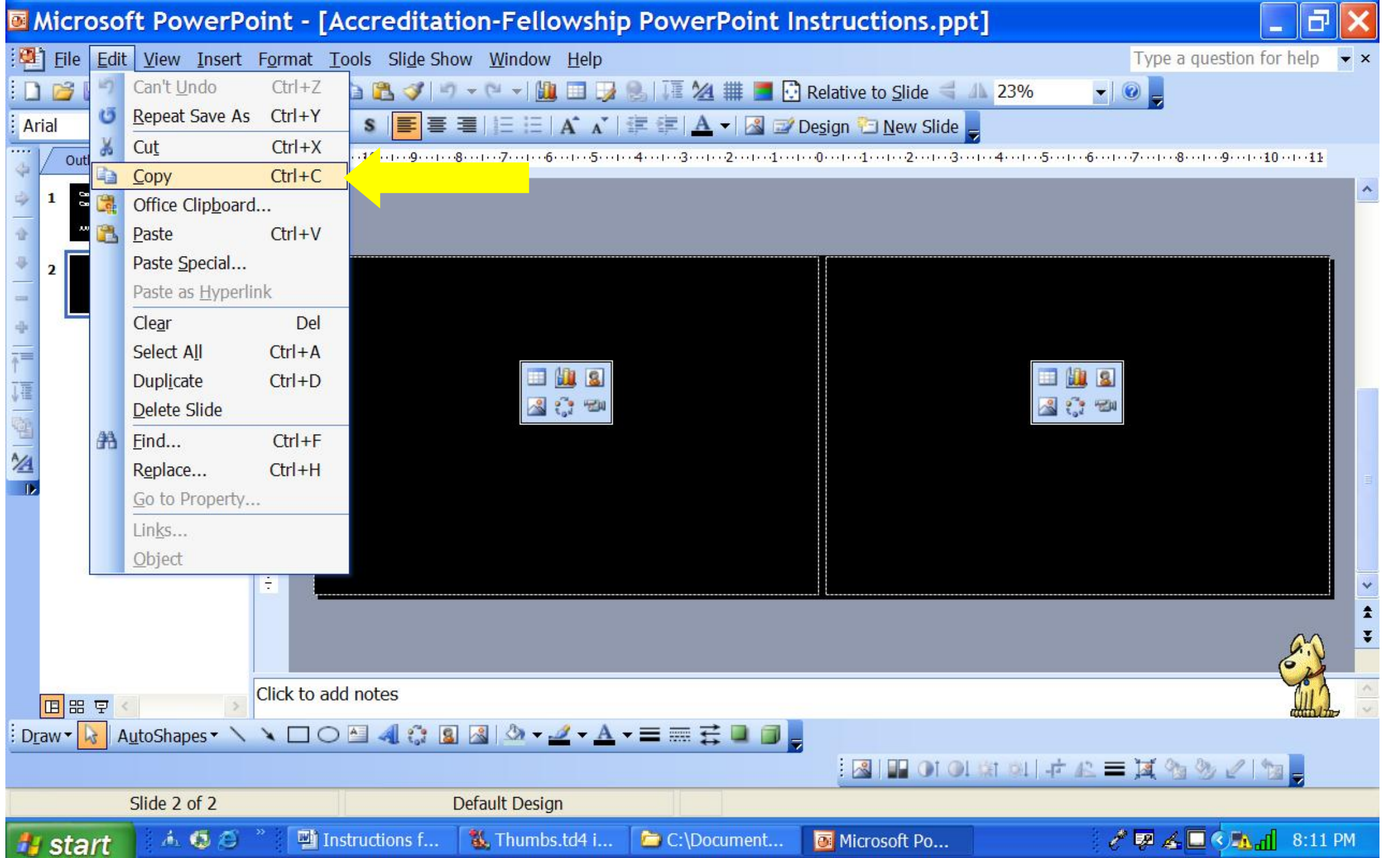
Example of Completed Title Slide



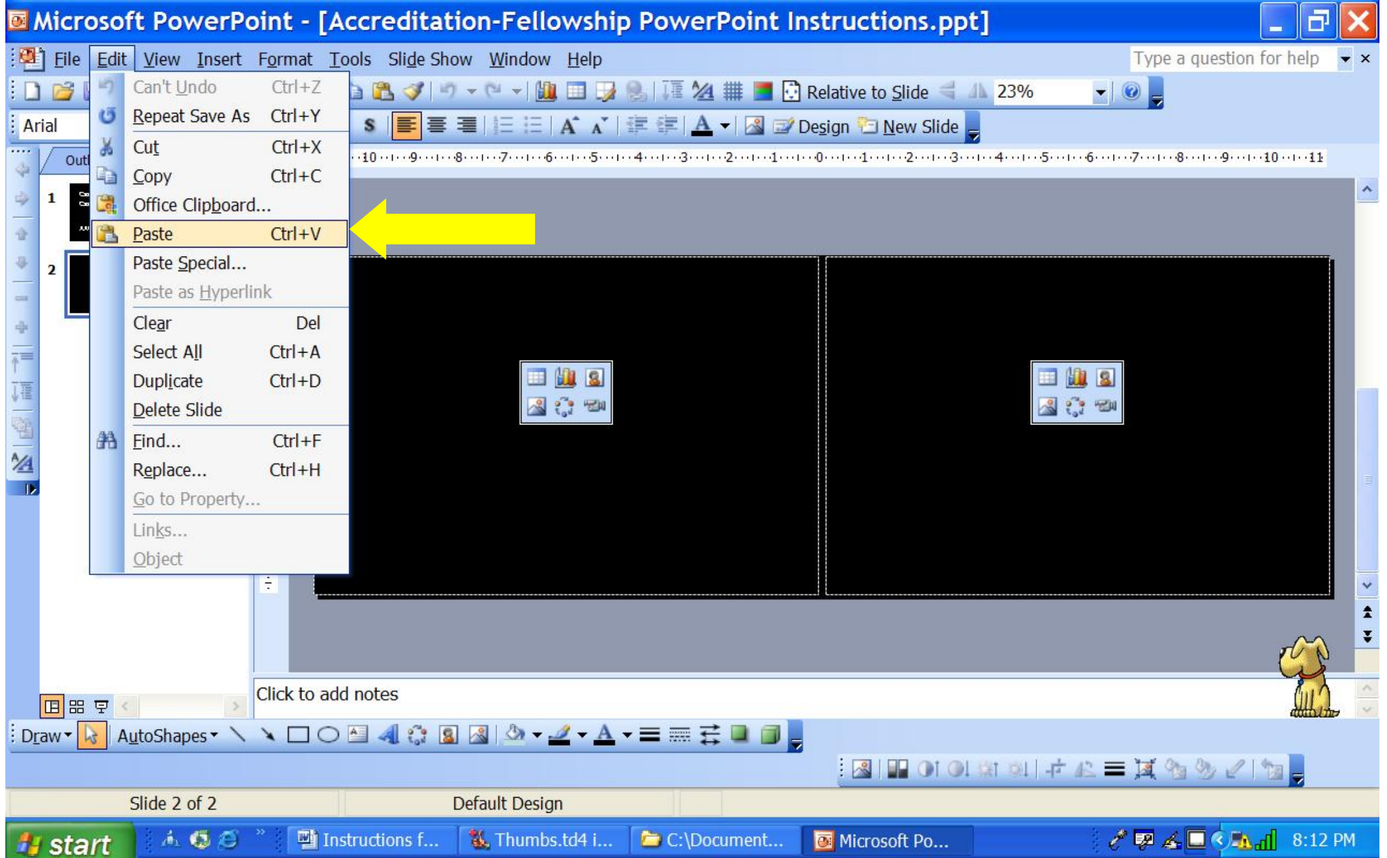
Left Click on Slide #2



Edit > Copy


Microsoft PowerPoint - [Accreditation-Fellowship PowerPoint Instructions.ppt]
File Edit View Insert Format Tools Slide Show Window Help
Type a question for help
Can't Undo Ctrl+Z
Repeat Save As Ctrl+Y
Cut Ctrl+X
Copy Ctrl+C
Office Clipboard...
Paste Ctrl+V
Paste Special...
Paste as Hyperlink
Clear Del
Select All Ctrl+A
Duplicate Ctrl+D
Delete Slide
Find... Ctrl+F
Replace... Ctrl+H
Go to Property...
Links...
Object
Relative to Slide
23%
Design
New Slide
Arial
Click to add notes
Draw
AutoShapes
Slide 2 of 2
Default Design
start
Instructions f...
Thumbs.td4 i...
C:\Document...
Microsoft Po...
8:11 PM

Edit > Paste


Microsoft PowerPoint - [Accreditation-Fellowship PowerPoint Instructions.ppt]
File Edit View Insert Format Tools Slide Show Window Help
Type a question for help
Can't Undo Ctrl+Z
Repeat Save As Ctrl+Y
Cut Ctrl+X
Copy Ctrl+C
Office Clipboard...
Paste Ctrl+V
Paste Special...
Paste as Hyperlink
Clear Del
Select All Ctrl+A
Duplicate Ctrl+D
Delete Slide
Find... Ctrl+F
Replace... Ctrl+H
Go to Property...
Links...
Object
Relative to Slide
23%
Design
New Slide
Click to add notes
Draw
AutoShapes
Slide 2 of 2
Default Design
start
Instructions f...
Thumbs.td4 i...
C:\Document...
Microsoft Po...
8:12 PM

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)

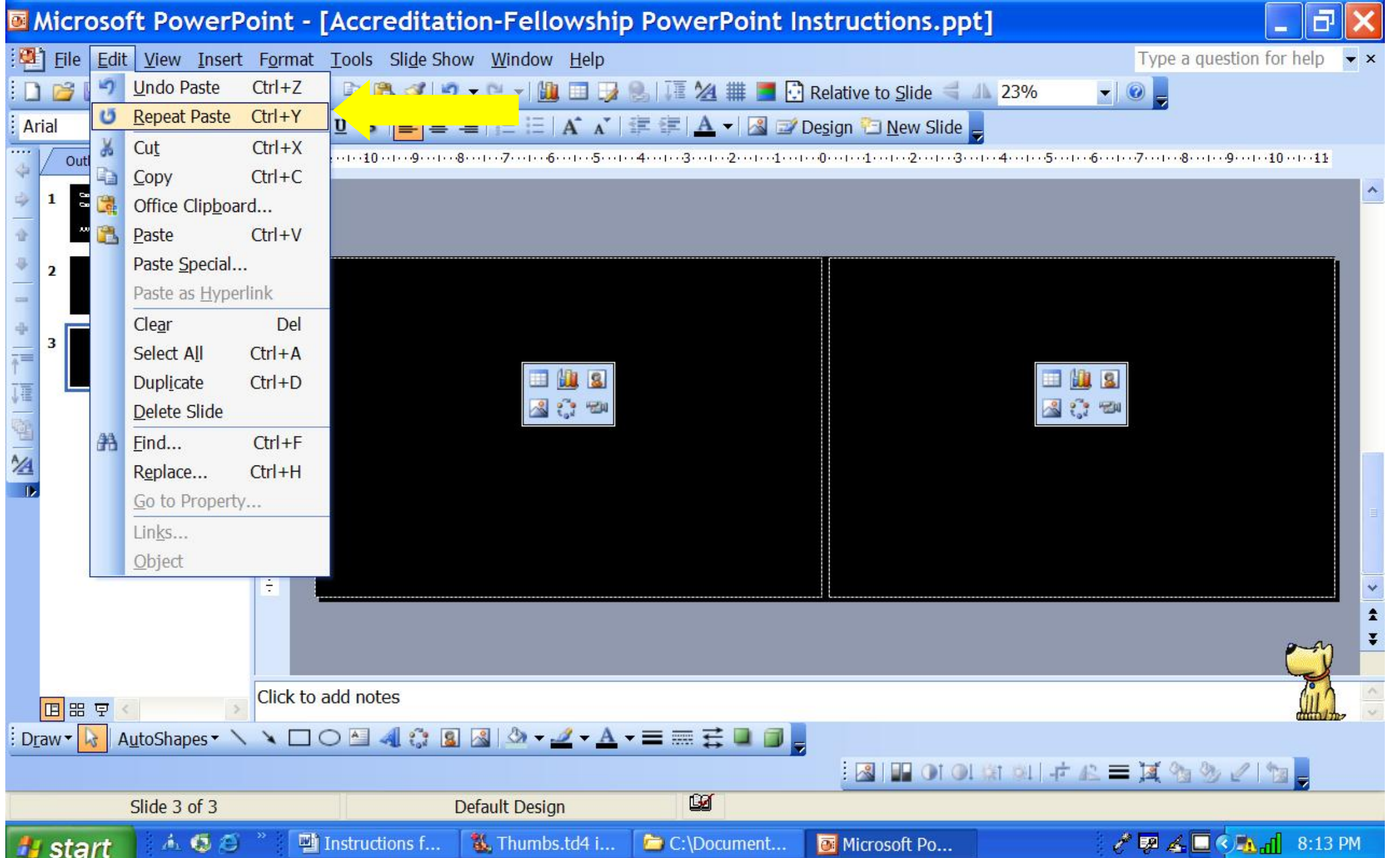


Diagram 2- Slide Arrangement

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

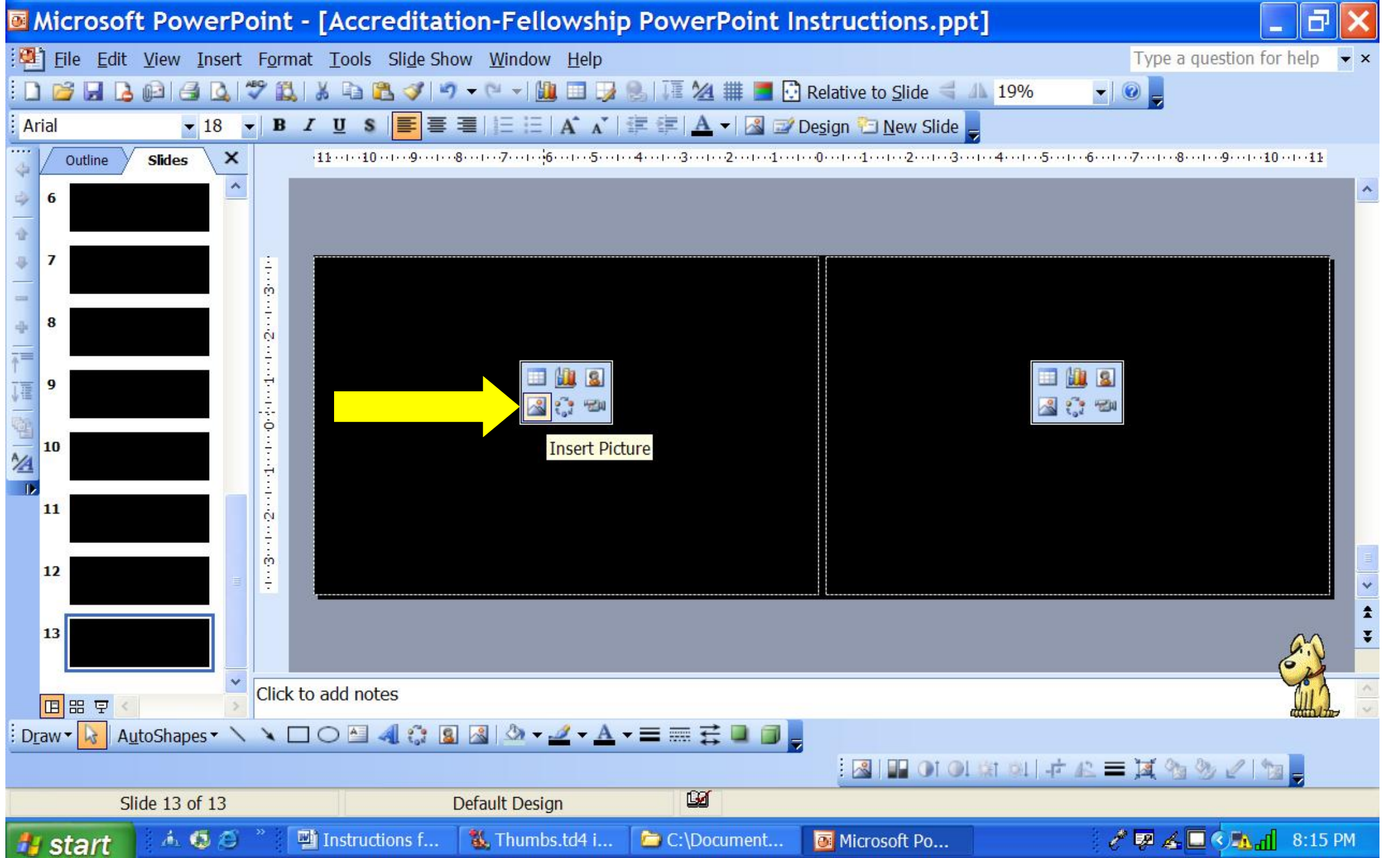
Post-op on Right

Start with Full Face 1:10

Left Click on

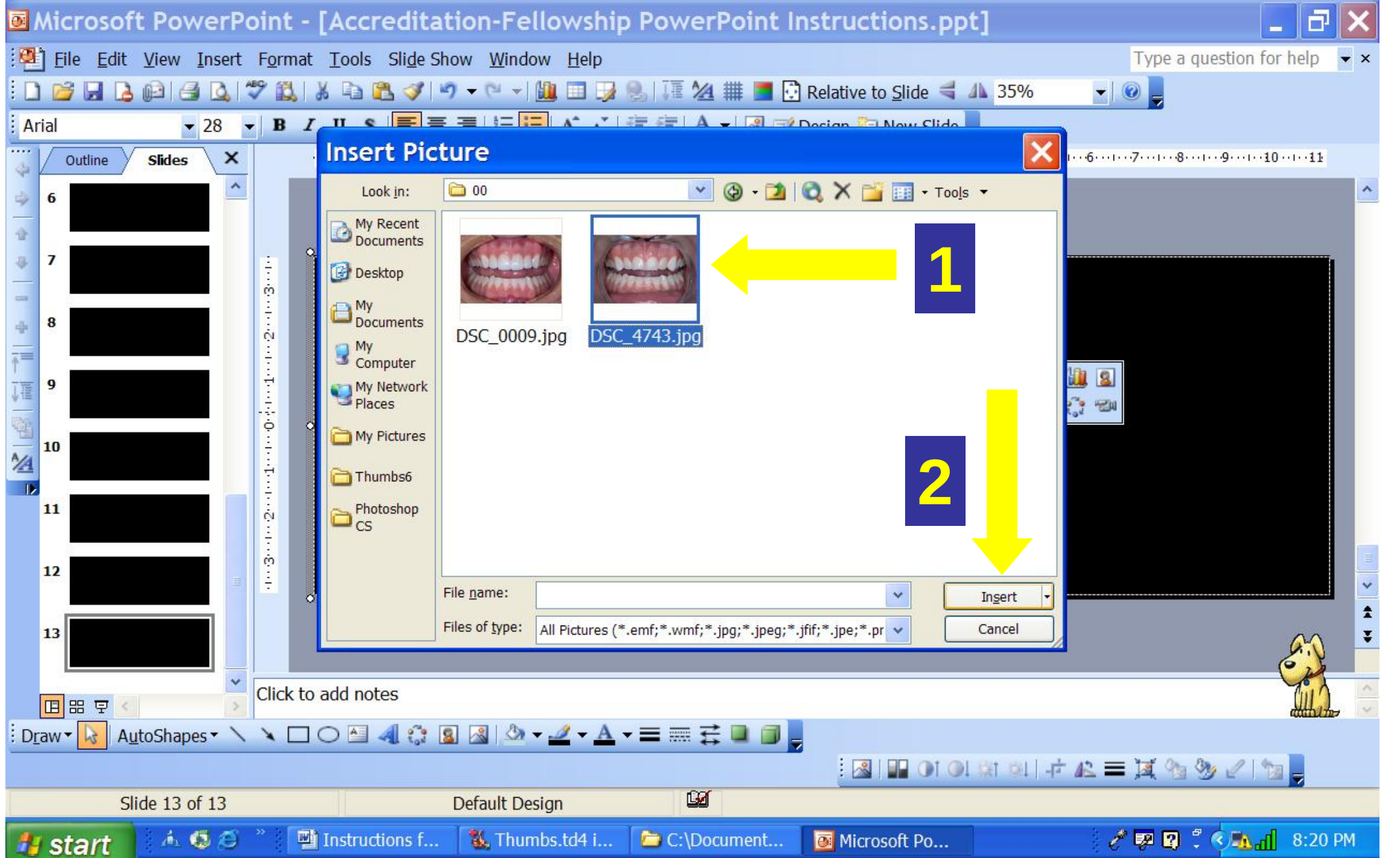
Insert Picture

Icon



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

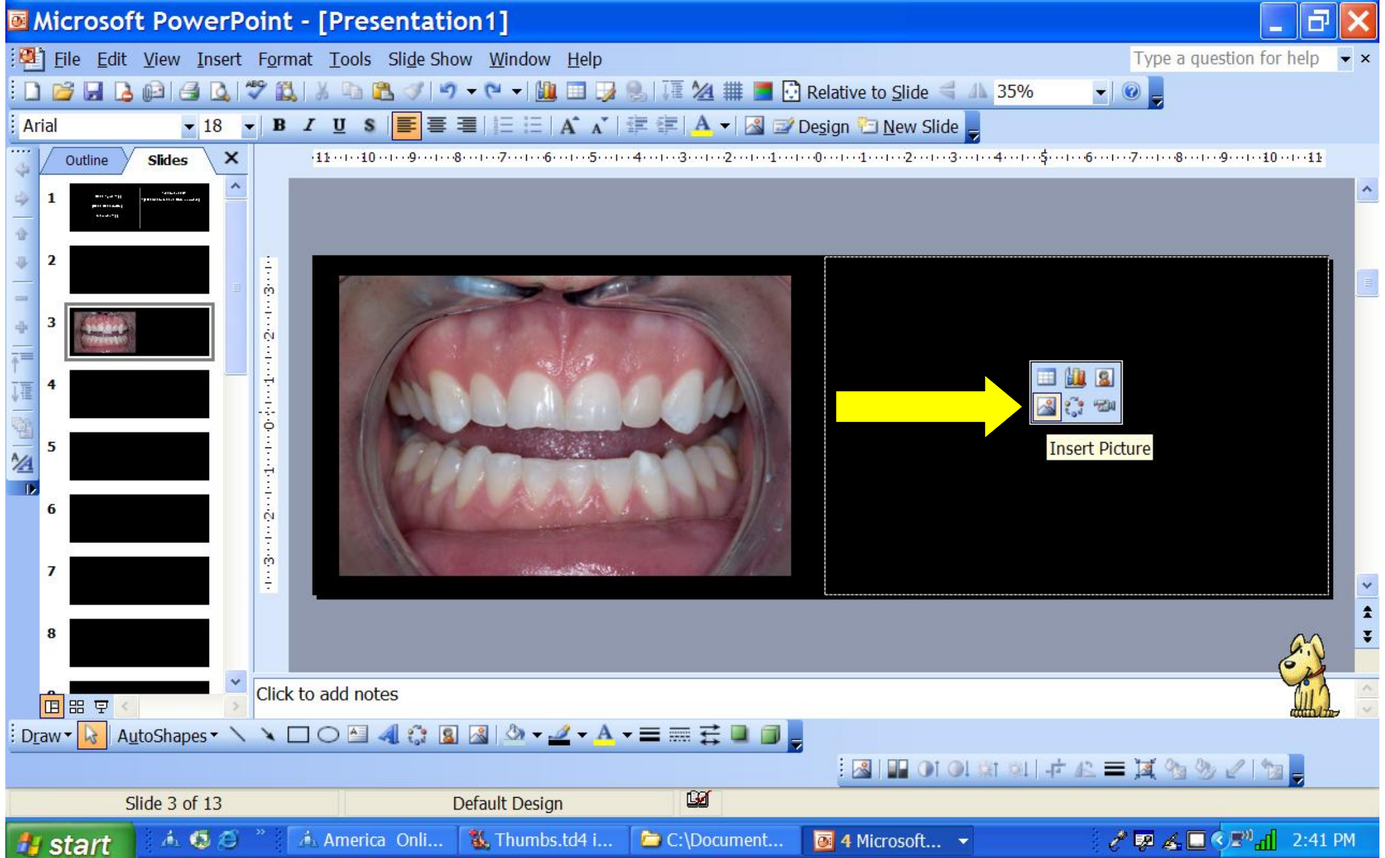
2) ***Insert***



Left Click on

Insert Picture

Icon



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

2) ***Insert***

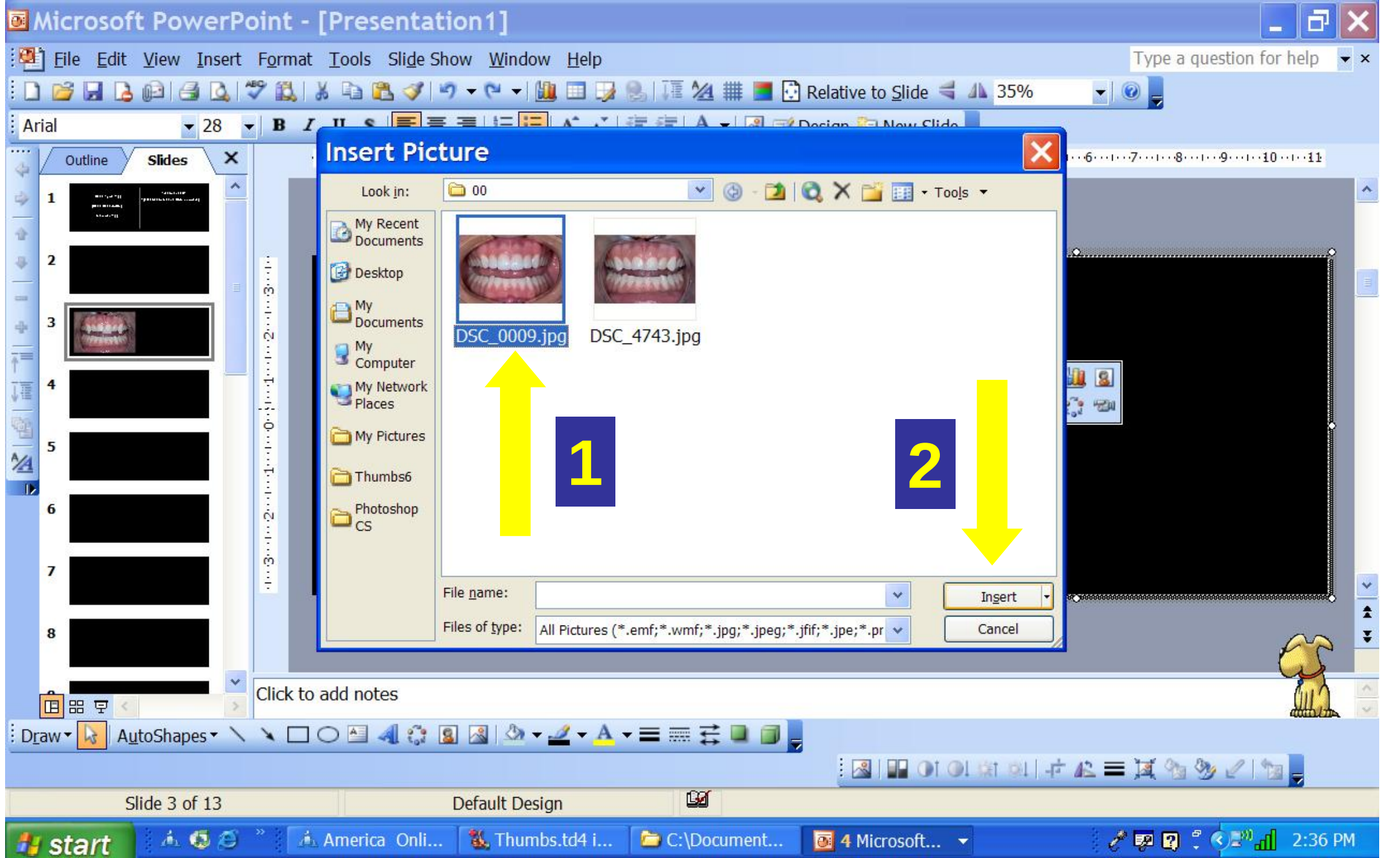
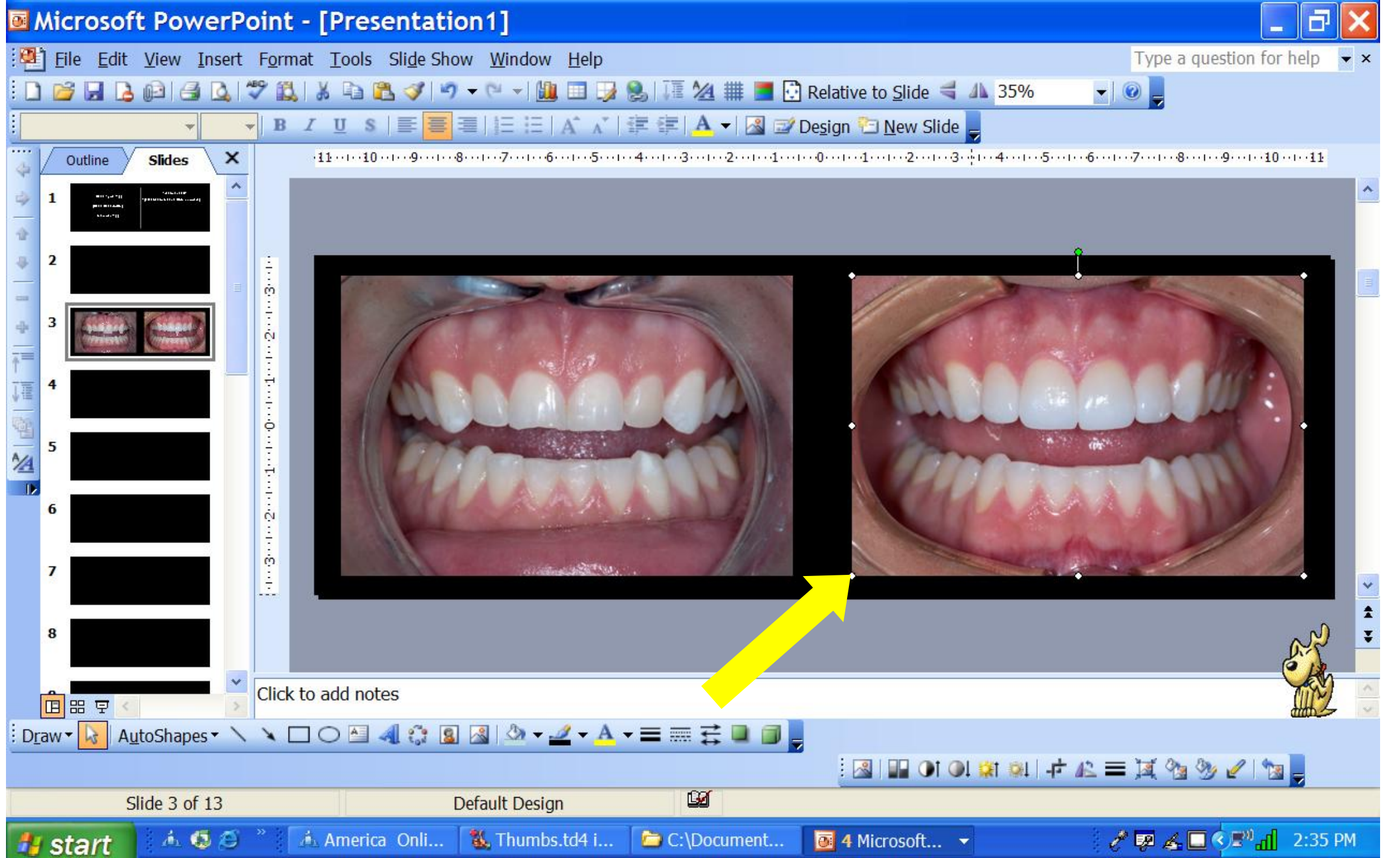
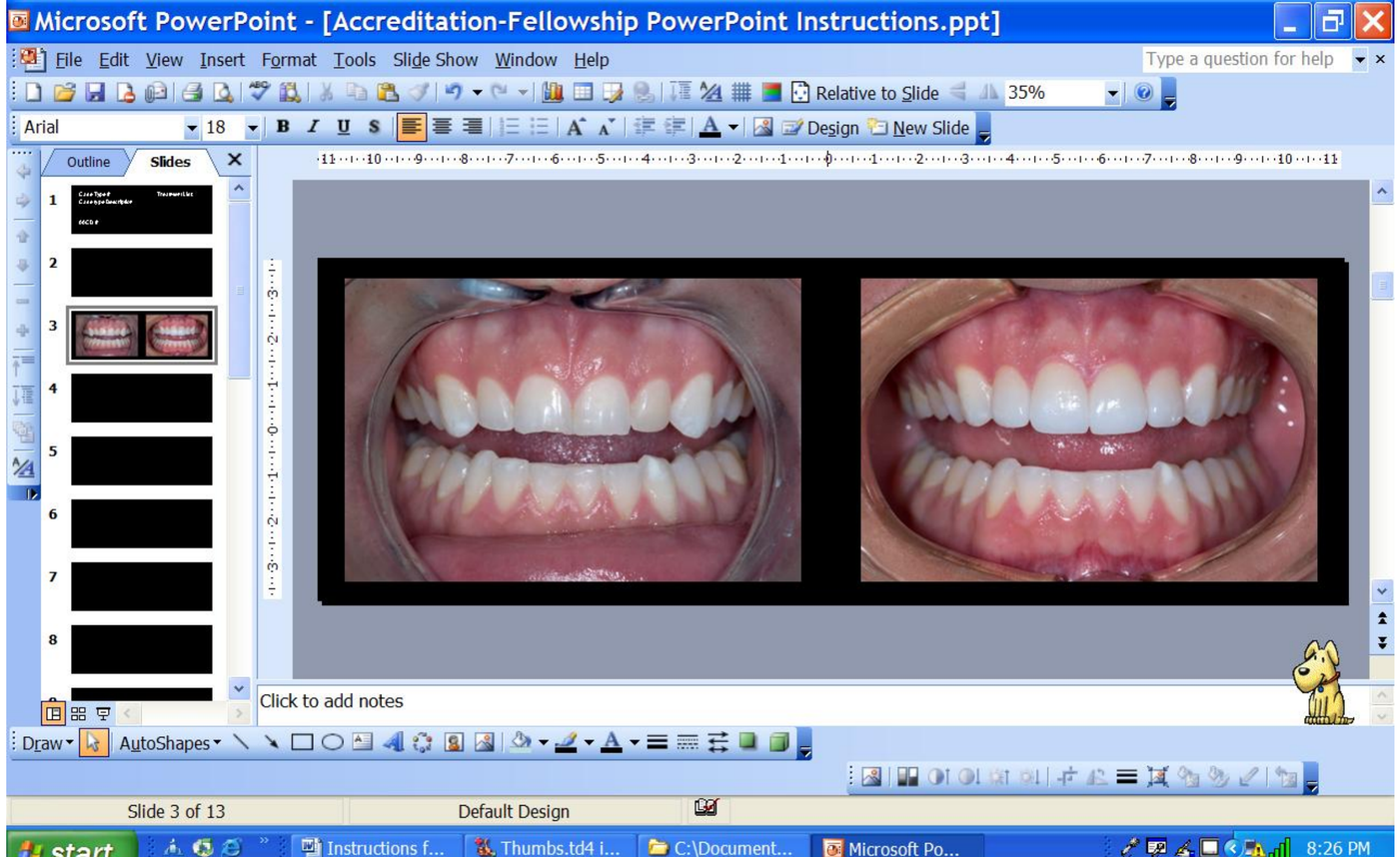


Image Should Be About The Same Size As Template Box. If Not Click and Drag Corner of Image to Resize to Template Box



Continue Inserting All AACD Required Views



Demo of Wide Screen Power Point View

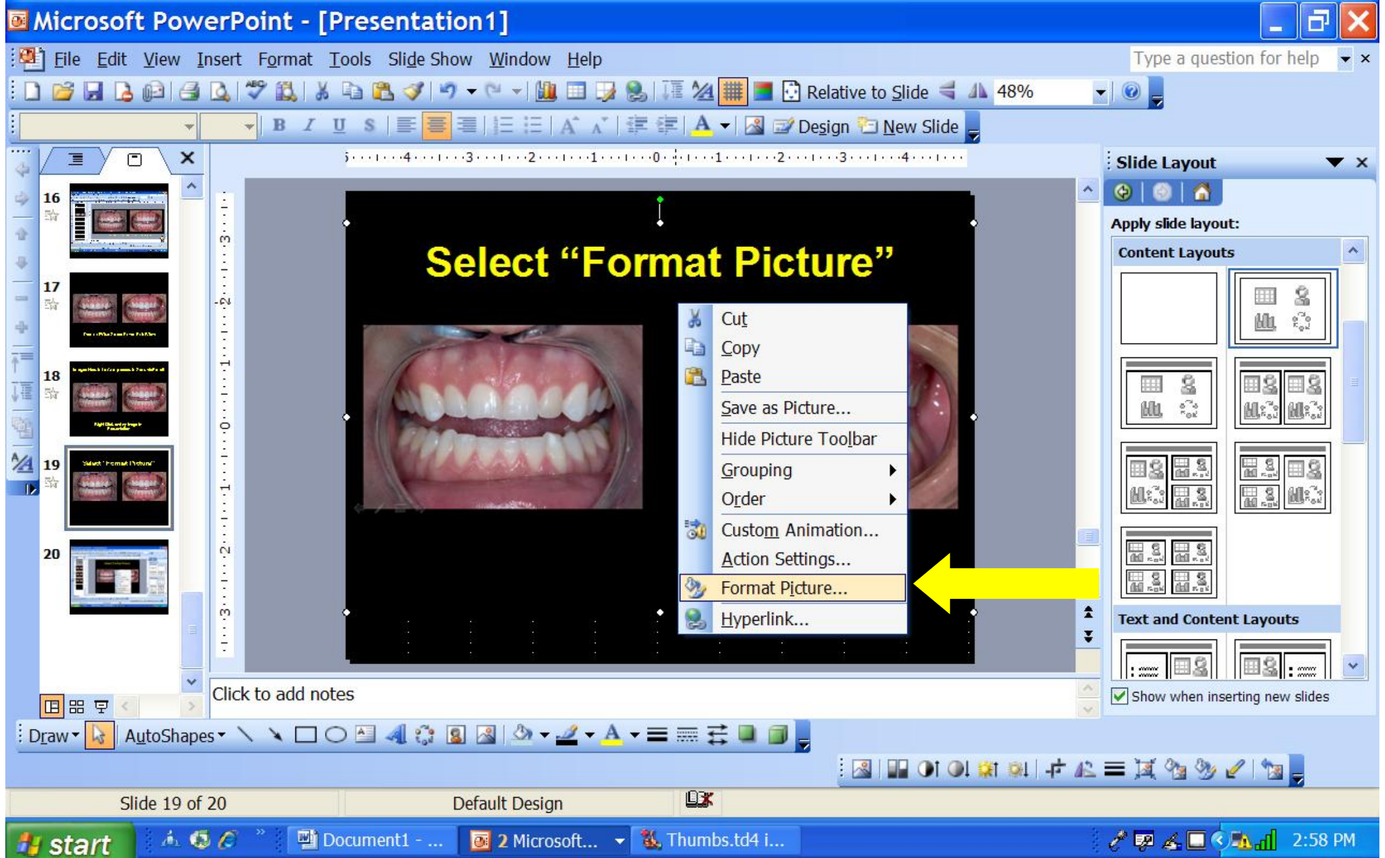
Compressing The PowerPoint 97-2003 So That It can Be E-Mailed To Your Mentor

Images Need to be Compressed to Send via E-mail

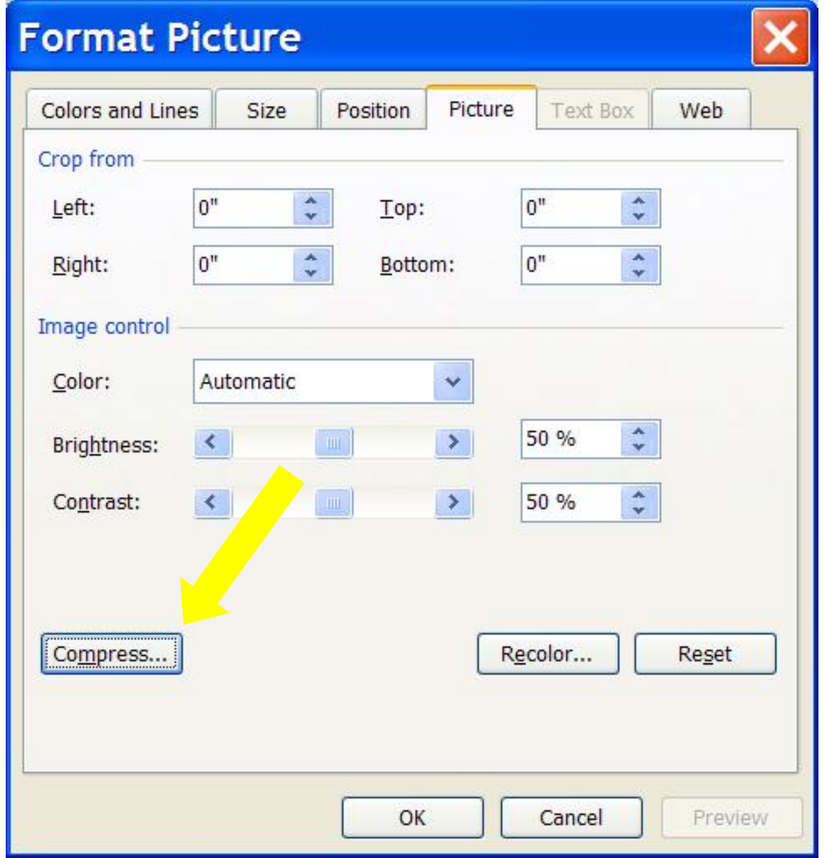
Right Click on Any Image in Presentation

Left Click

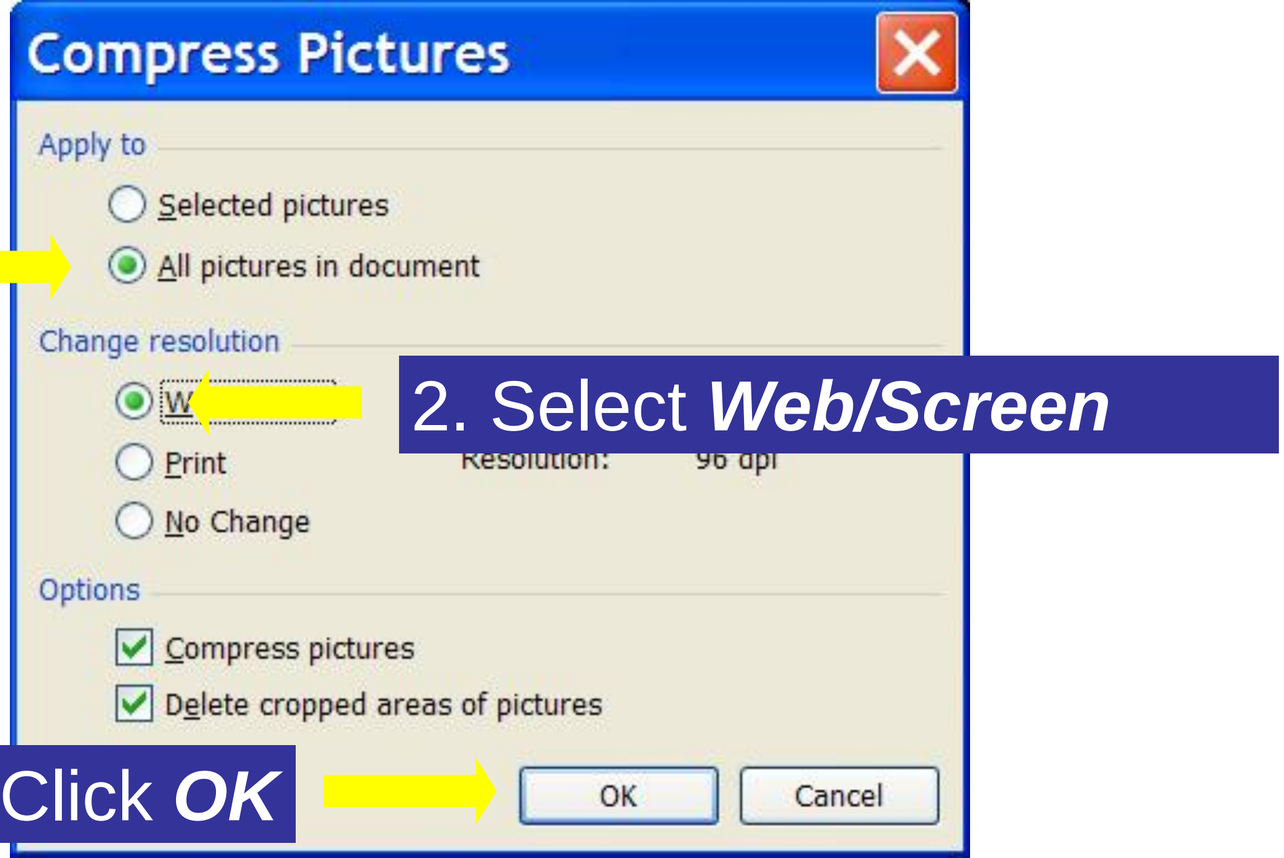
Format Picture



Left Click ***Compress***



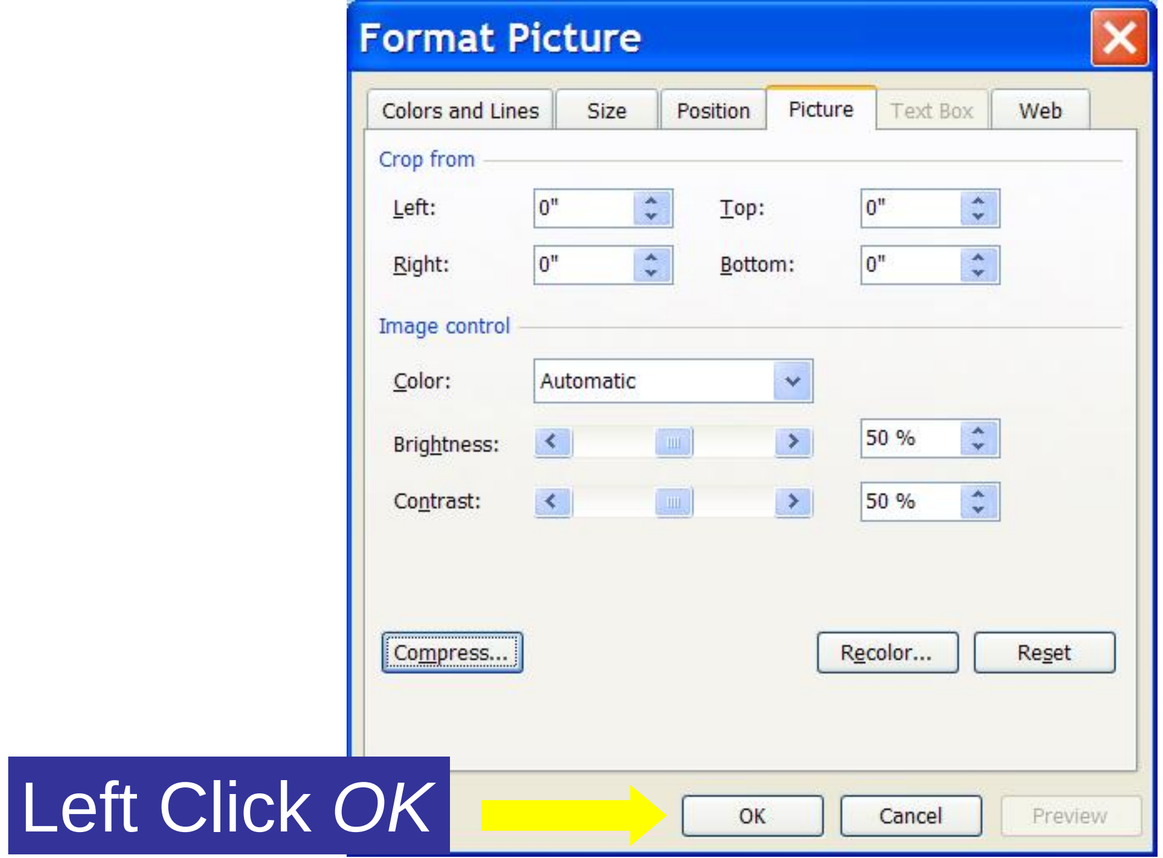
1. Select ***All Pictures***



2. Select ***Web/Screen***

3. Left Click ***OK***

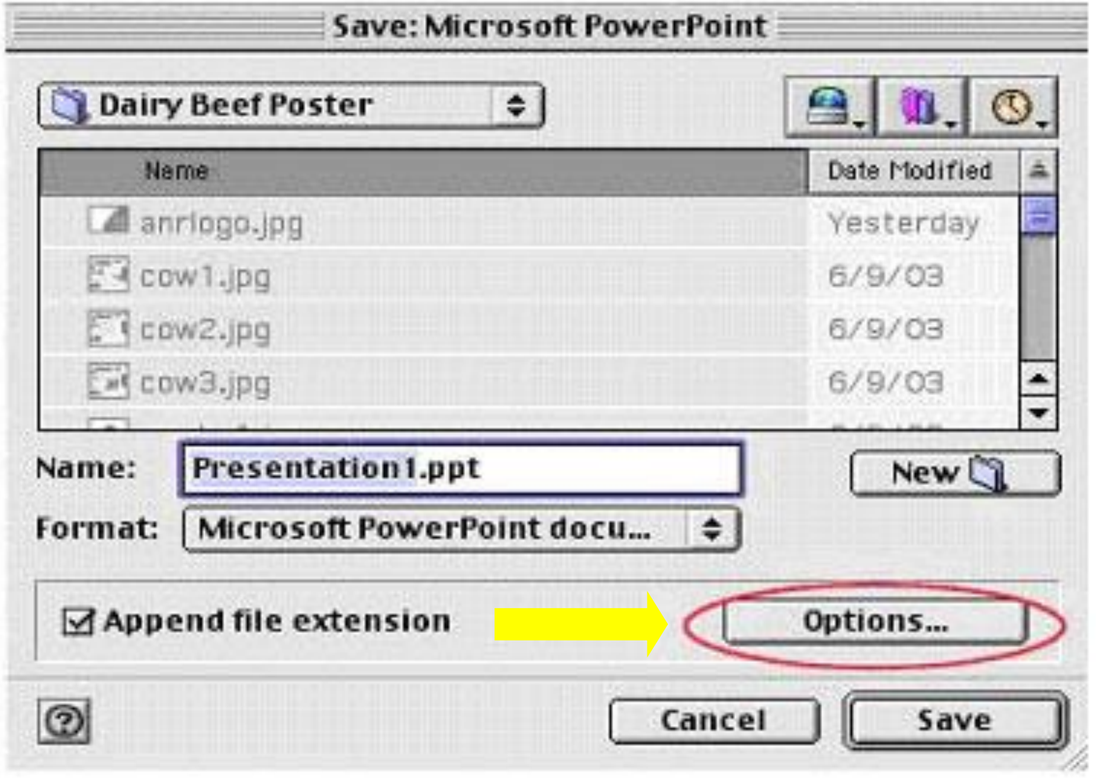
Left Click ***Apply***



Left Click *OK*

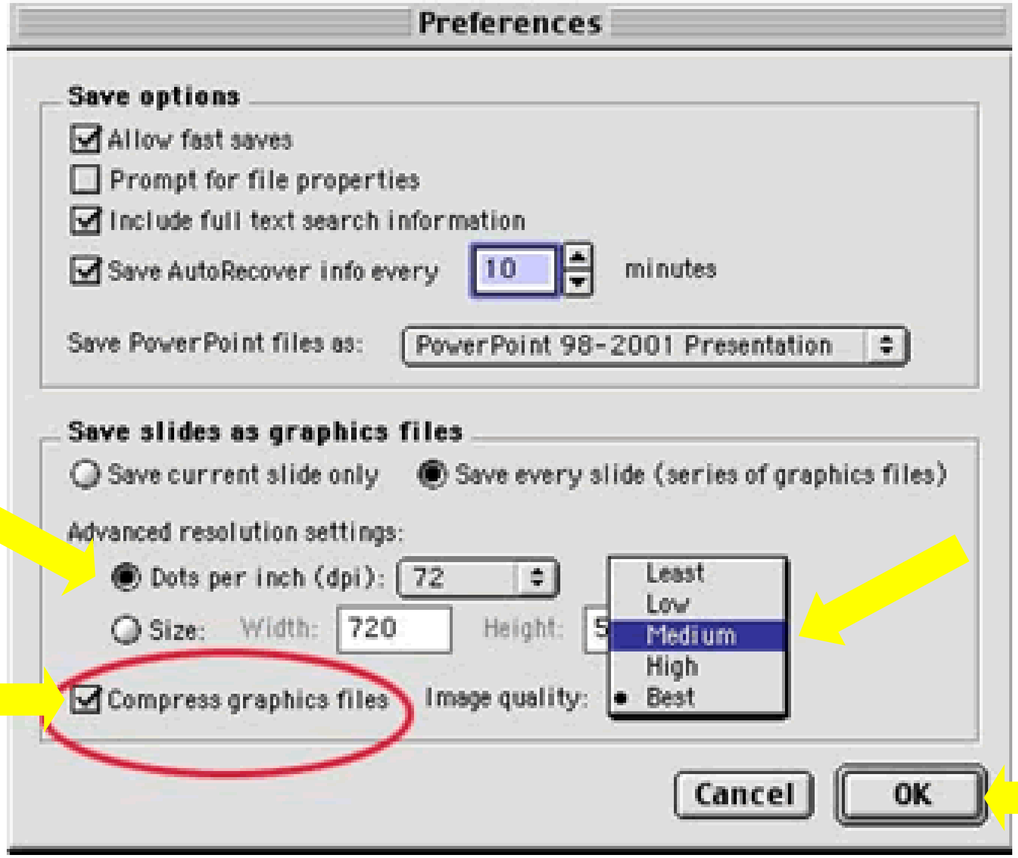
Compressing The PowerPoint In Mac So That It Can Be E-Mailed To Your Mentor

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***



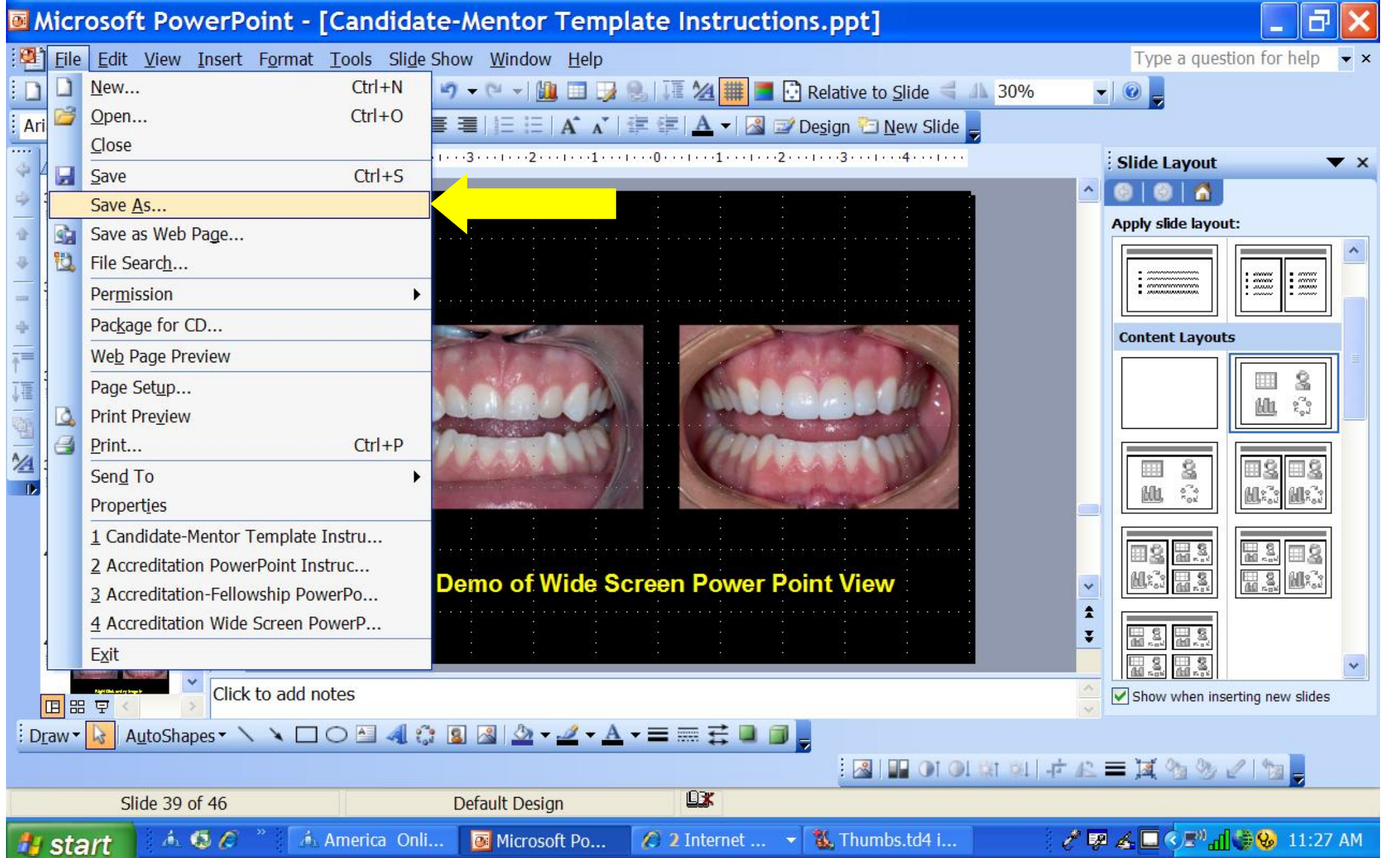
3. Set *Image Quality* to ***Medium***

4. Left Click ***OK***

Saving the PowerPoint

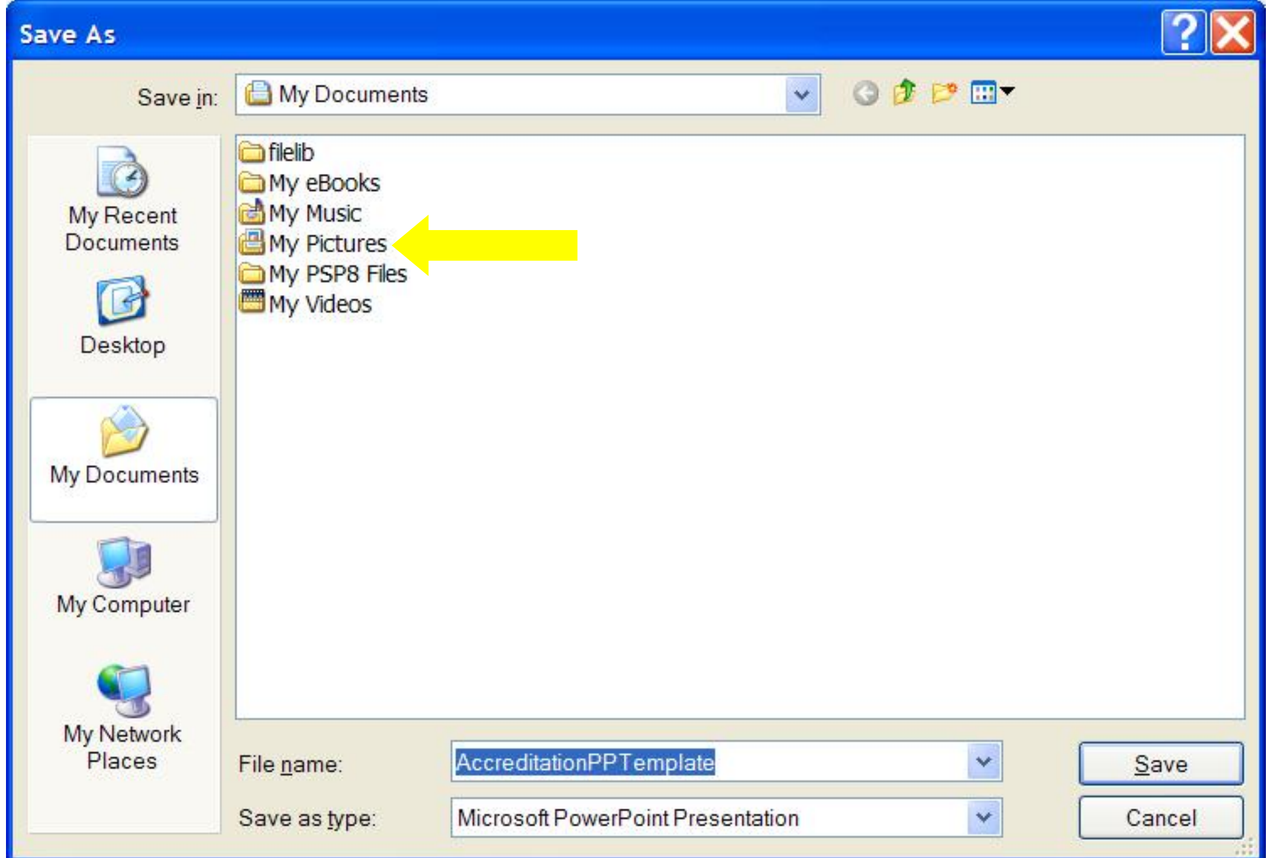
Left Click

File > Save As

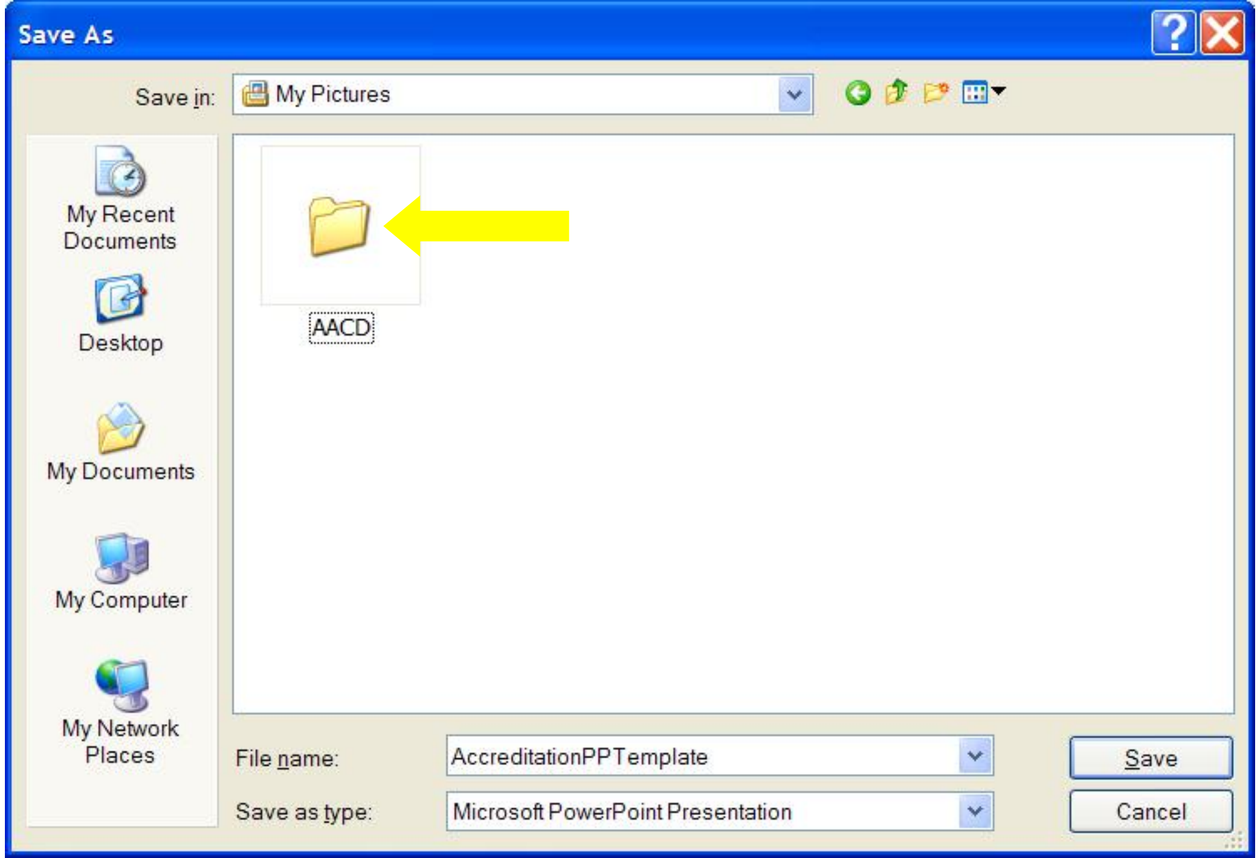


Double Left Click

My Pictures

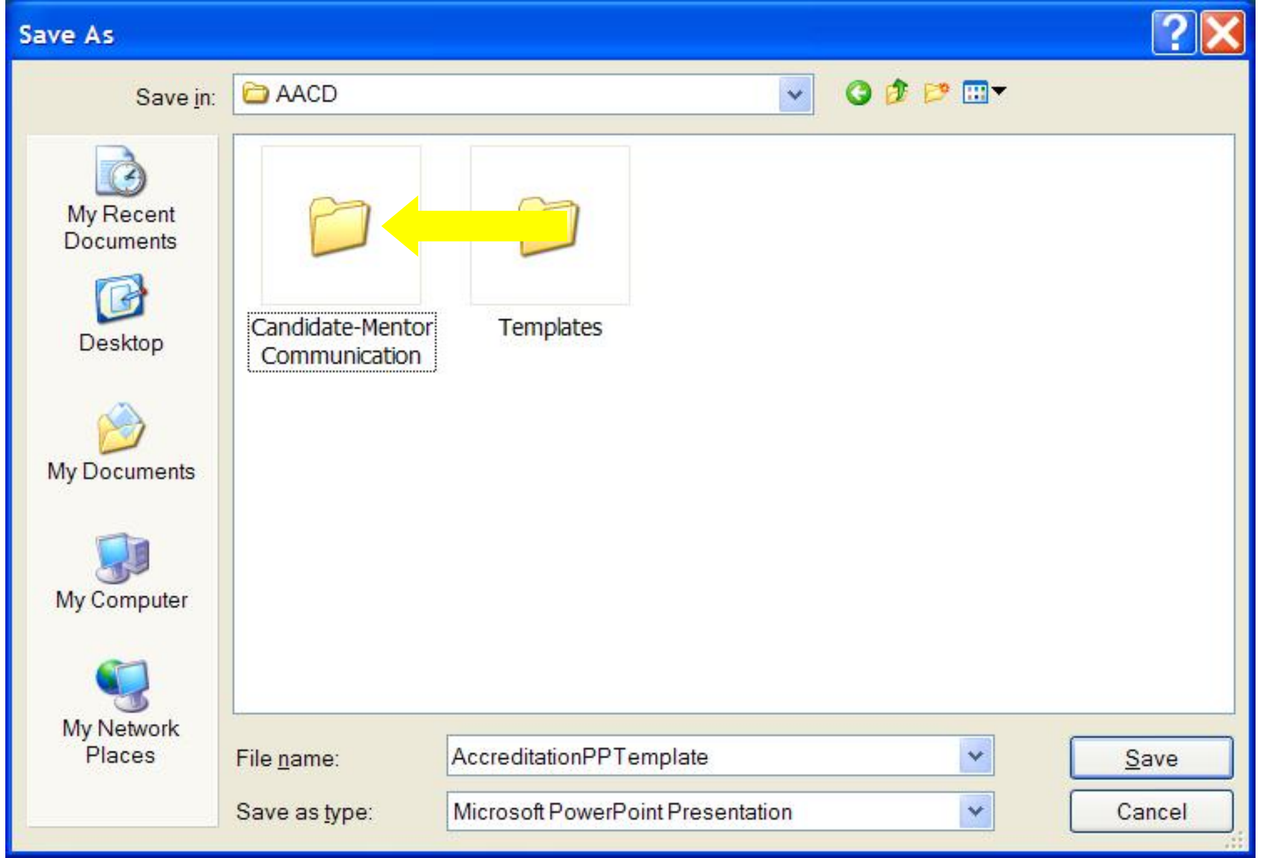


Double Left Click
on **AACD**

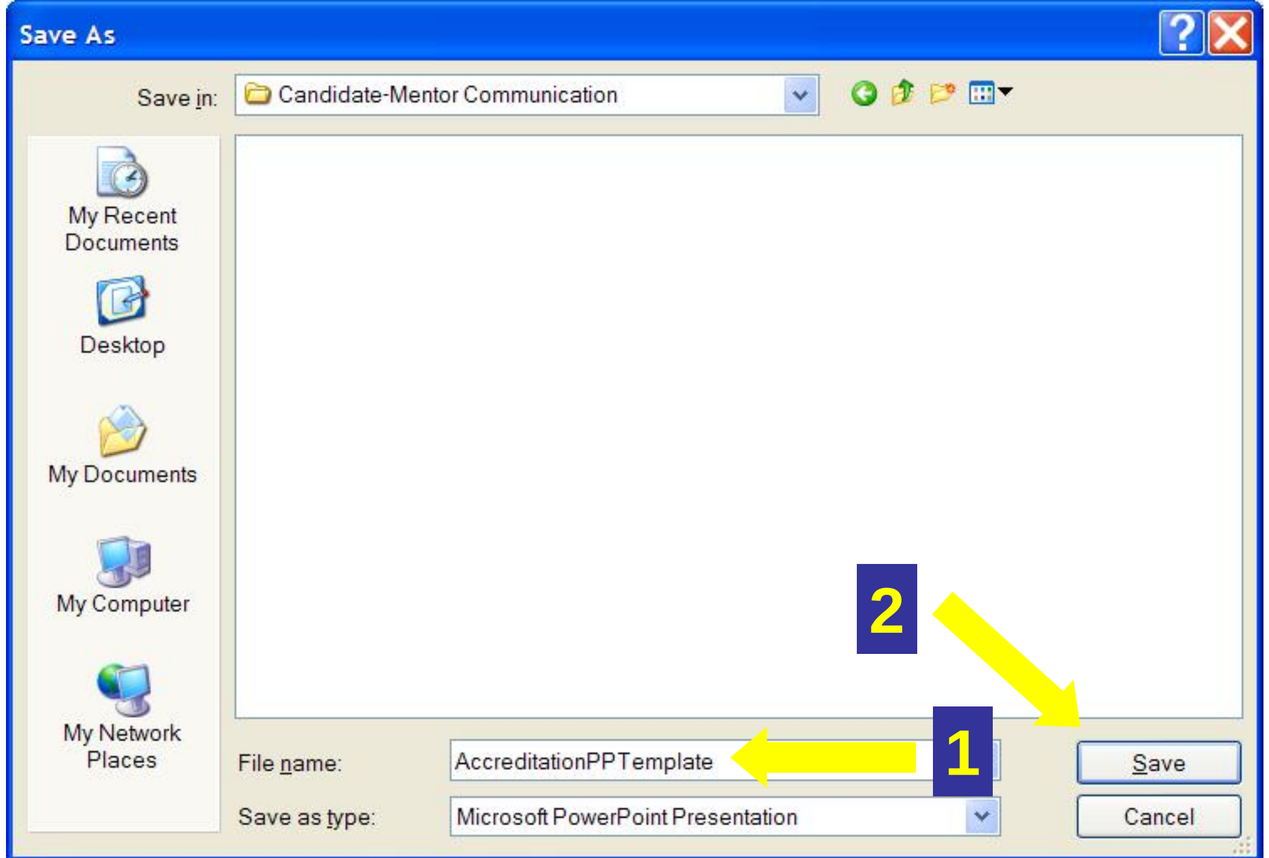


Double Left Click on

Candidate–Mentor Communication



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



Credentialing