AACD Digital Photography Workshop

Table of Contents
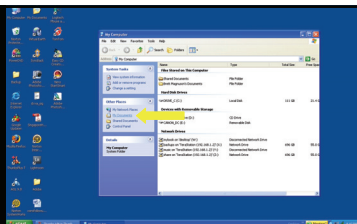
Create Folders for Images, PowerPoint Template, and Candidate-Mentor Communications
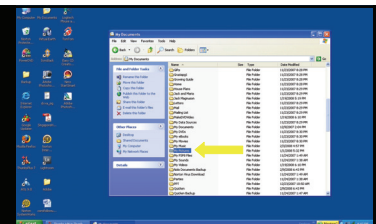
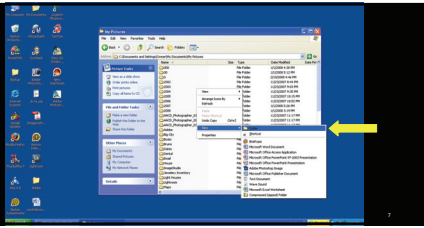Double Left Click on *My Computer*
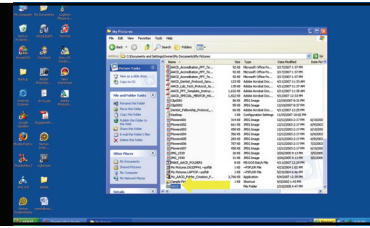

Double Left Click on *My Documents*

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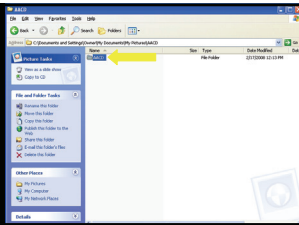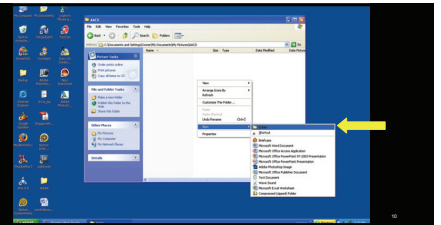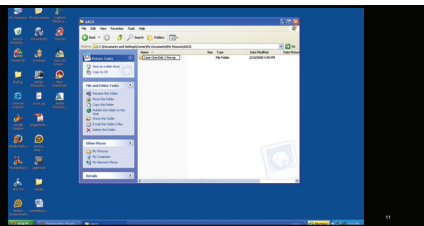
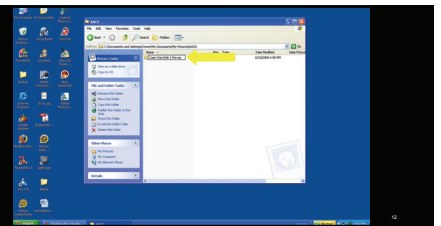Double left mouse click on the new folder **AACD**

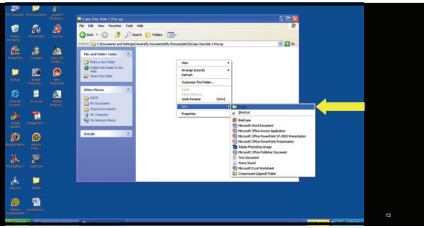**Right** click anywhere on the white space, slide your mouse to **New**, and then over to **Folder**

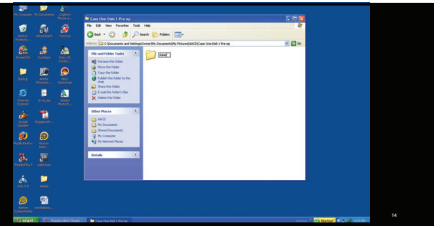Use your computer keyboard to type in **Case One Disk 1 Pre-op**

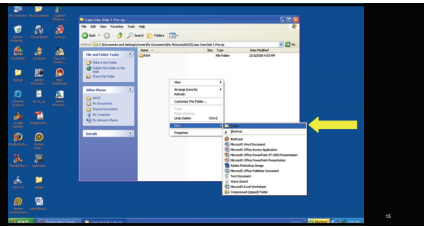Double left mouse click on the new folder **Case One Disk 1 Pre-op**

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

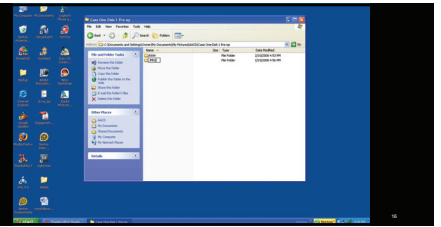
Use your computer keyboard to type in **_RAW_**

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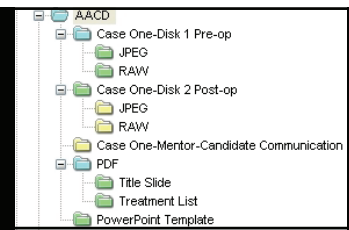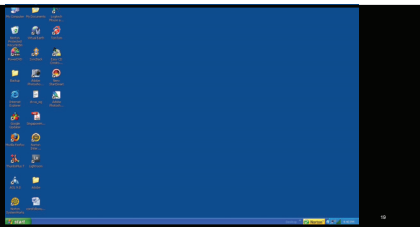

Use your computer keyboard to type in **_JPEG_**

Create Additional Folders
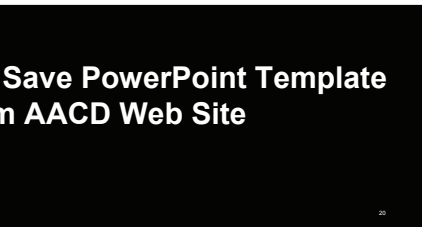
•Folders for each case type
•Pre-0p
•RAW
•JPEG
•Post-op
•RAW
•JPEG

•PowerPoint Template
•Candidate-Mentor Communication
•PDF
•Title Slide
•Treatment List

Close all Programs and return to desk top

Download and Save PowerPoint Template From AACD Web Site

Open your web browser and go the AACD web page

Left Click on *Accreditation*

Left Click on *Accreditation – Dentist/Lab Technician Protocol*

Left Click on *Template for Candidate-Mentor Communication & Workshops*

Left Click on
Save

Double Left Click *My Pictures*

Double Left Click on *AACD*

Double Left Click on *Templates*

Left Click on *Save*

Close all Programs and return to desk top
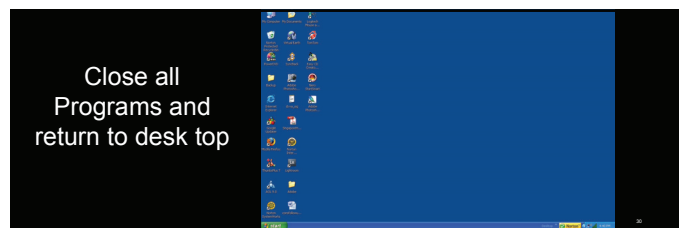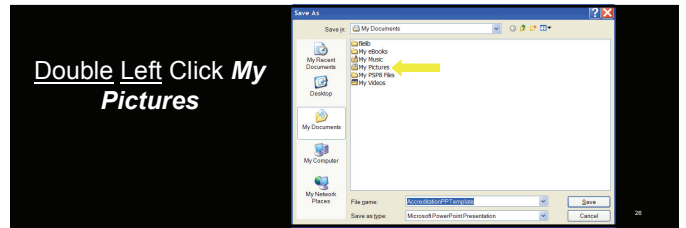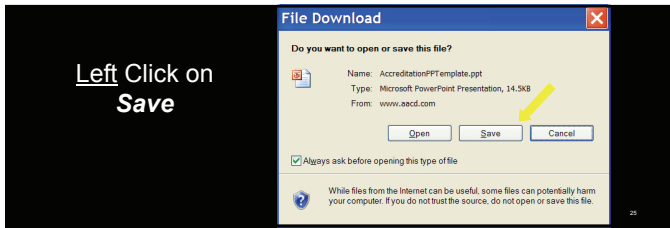
Download and Save PDF Title Slide and Treatment Slide From AACD Web Site
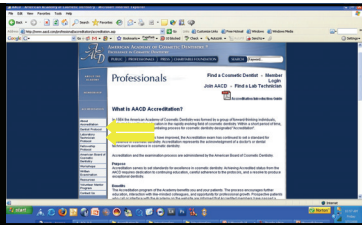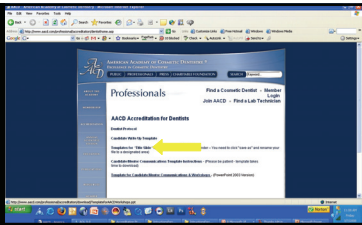
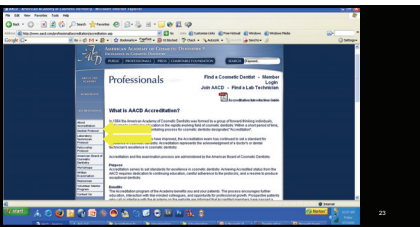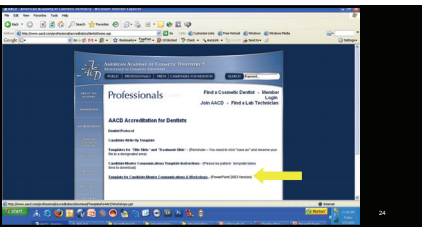Open your web browser and go the AACD web page
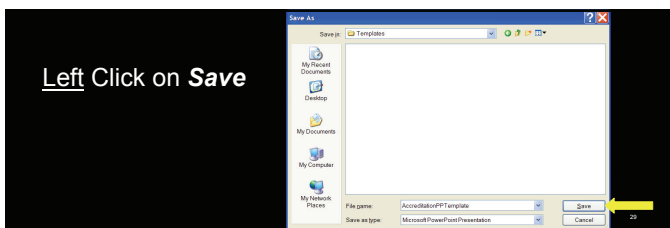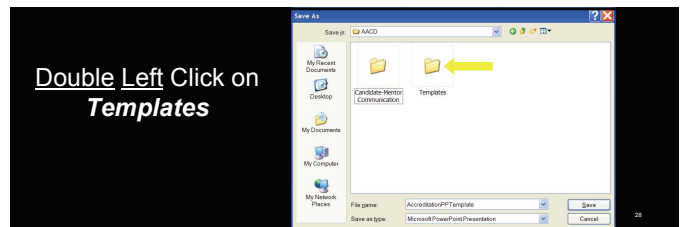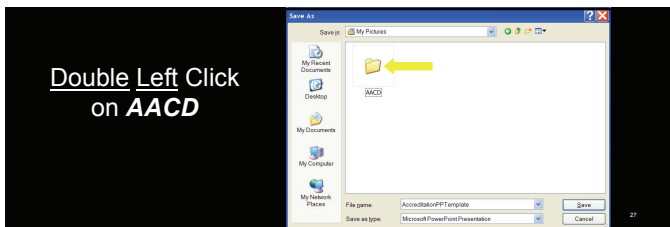

Left Click on *Accreditation*
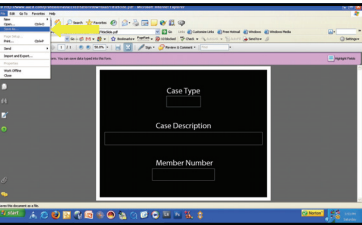
Left Click on *Accreditation – Dentist/Lab Technician Protocol*

Left Click on *Title Slide*

Left Click on *File* and then *Save As*

Double Left Click *My Pictures*

Double Left Click on *AACD*

Double Left Click on *PDF*

Double Left Click on *Title Slide*

Left Click on *Save*

Repeat download for *Treatment Slide*

Fill out *Title Slide* and *Treatment Slide* and include them in the RAW folders

43

Close all
Programs and
return to desk top

44

Microsoft RAW Image Viewer For Windows XP

Windows can <u>not</u>
read (view) RAW files

46

Supported Cameras

47

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http://www.microsoft.com/downloads/details.aspx?FamilyID=d48e80
8e-b10d-4ce4-a141-5866fd4a3286&DisplayLang=en

Click on Hyperlink or Copy and Paste to Browser
(or Google Microsoft RAW viewer)

Left Click on *Continue* for Microsoft to verify that you have a valid copy of Windows

Left click on *Download*

Left click *Run*

Next   *Install*   *Finish*

Images can now be viewed in Windows

Double **Left** click on a thumbnail to open it

To save as a JPEG, Right click and select *save as*
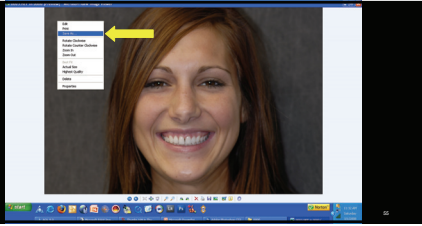
Name file and *Save* to desired location (Make sure file type is *JPEG Image*)
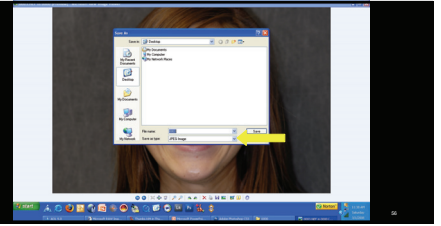
Close all Programs and return to desk top
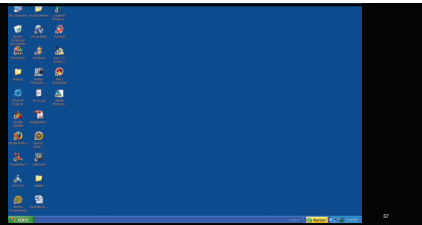
Copy Images to Your Computer

Insert Memory Card into Card Reader

Close any Programs that open when you insert the memory card

Double Left click on *My Computer*

Double Left click on the Memory Card

Double Left on *DCIM*

COPY RAW IMAGES TO YOUR COMPUTER

Left click on a RAW file

Hold Down the *Ctrl* Key and Left click the remaining RAW image files

Left click *Edit* and then *Copy To Folder*

Double Left click on *My Documents*

Double Left click on *My Pictures*

Double Left click on *AACD*

Double Left click on *Case One-Disk 1 Pre-op*

1) Left click on *RAW*
2) Left click *Copy*

COPY JPEG IMAGES TO YOUR COMPUTER

Left click on a JPEG file
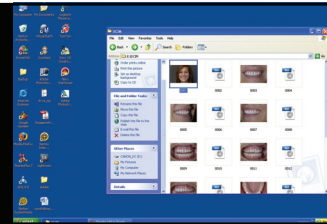
Hold Down the *Ctrl* Key and Left click the remaining JPEG image files
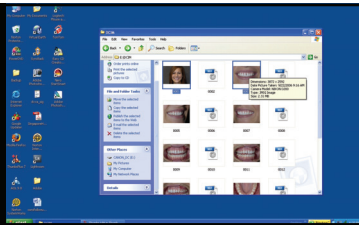
Left click *Edit* and then *Copy To Folder*
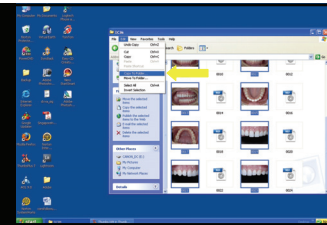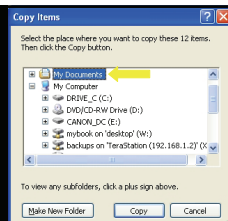
Double Left click on *My Documents*

Double Left click on *My Pictures*
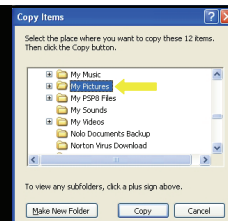
Double Left click on
AACD
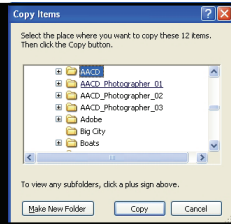
Double Left click on
Case One-Disk 1 Pre-op

1) Left click on *JPEG*
2) Left click *Copy*
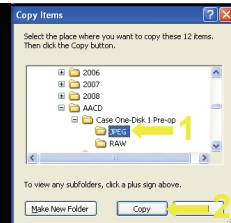
All the images
will begin to
copy
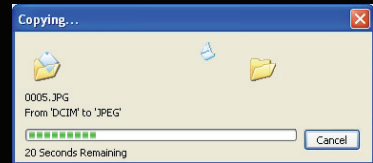
Close all
programs and
return to
desktop
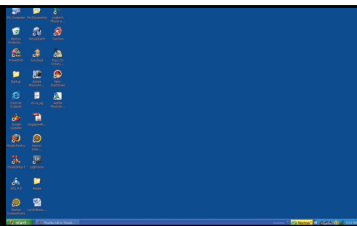
Opening and Using Template

Open PowerPoint
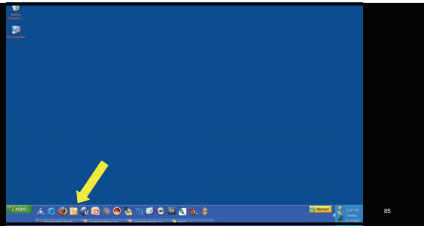
1) Left Click
2) then *Open*
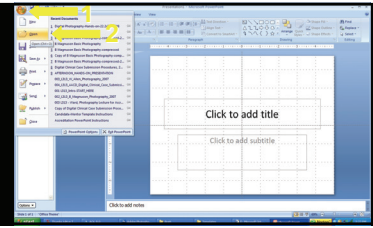
Double Left Click on *My Pictures*
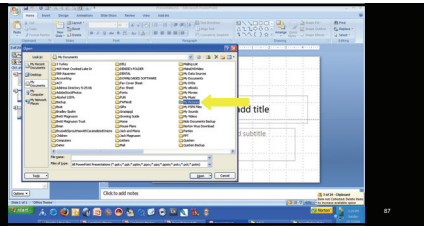
Double Left Click on *AACD*
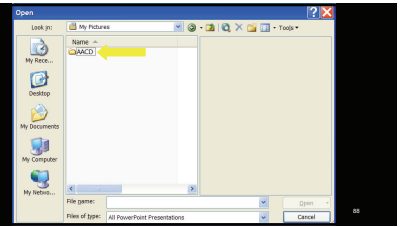
Double Left Click on *Templates*

Double Left Click on *Accreditation Template*
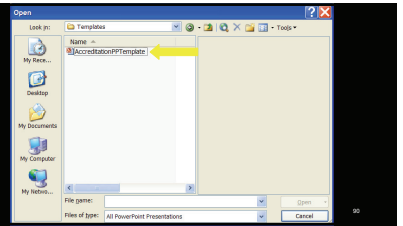
Complete Bracket Areas of Title Slide
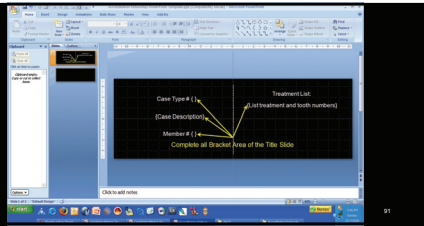
Example of Completed Title Slide
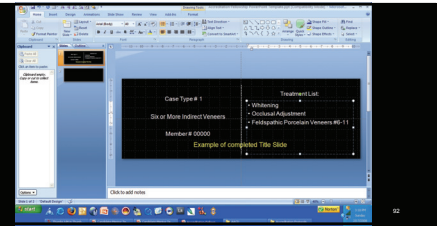
<u>Left</u> Click on *Slide #2*
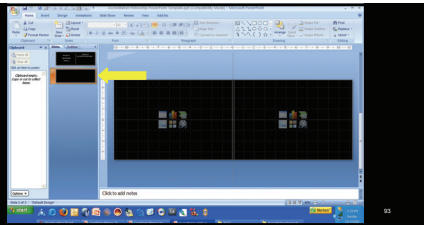
<u>Left</u> Click *Copy*
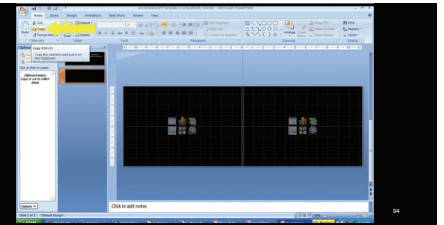
<u>Left</u> Click *Paste*
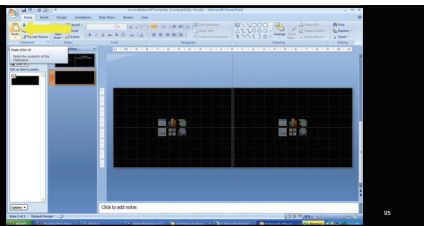
Repeat Paste until there are enough slides to hold all required photos including any technique photos and radiographs (note - two radiographs can fit on one slide)
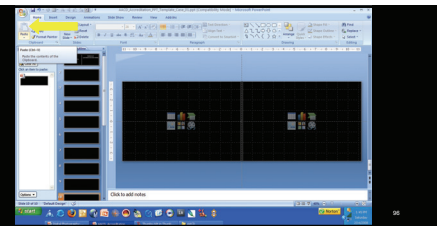
Diagram 2- Slide Arrangement

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
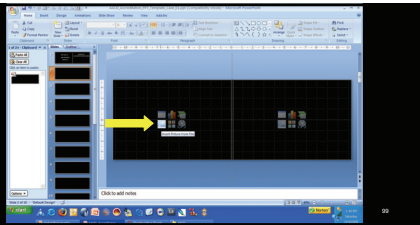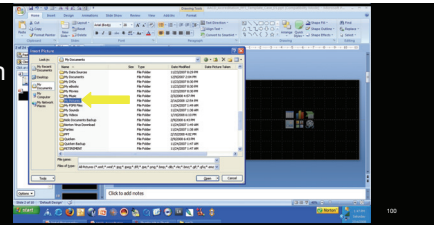
Left Click on *Insert Picture Icon*

Double Left Click on *My Pictures*
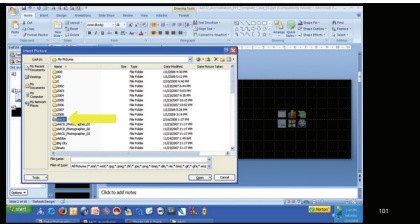
Double Left Click on *AACD*

Double Left Click on *Case one-Disk 1 Pre-op*
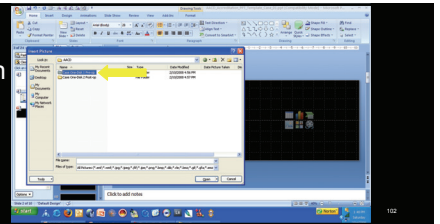
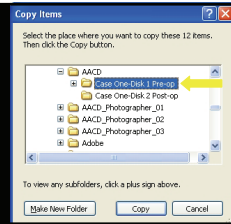Double Left Click on *JPEG*
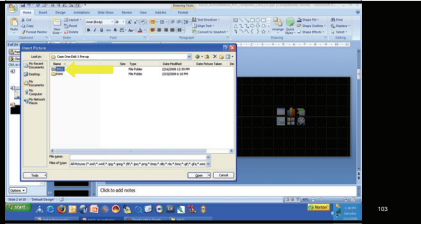
Left Click on *Down Arrow* and then *Thumbnails* if Images are not visible
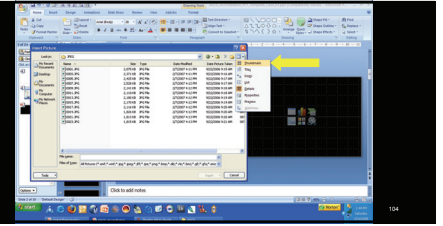
1) Left Click o**n** *Pre-Op Image*
2) *Insert*
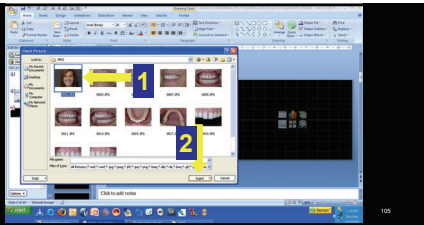
Left Click on *Insert Picture Icon,* find and insert the Post-op image
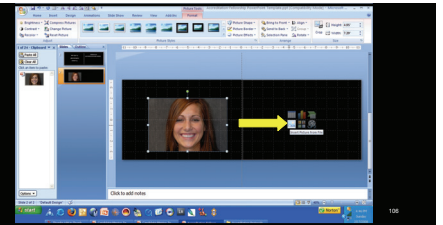
Image Should Be About The Same Size As Template Box. If Not, Click and Drag Corner of Image to Resize to Template Box
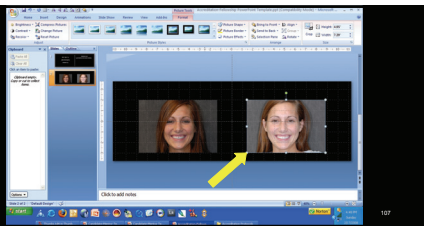
Continue Inserting All AACD Required Views
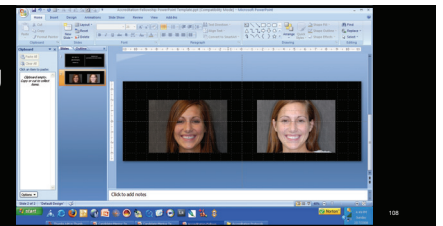
Demo of Wide Screen Power Point View

PowerPoint 2007 Automatically Compresses The File So That It can Be E-Mailed To Your Mentor

Saving the PowerPoint

<u>Left</u> Mouse Click
 > *PowerPoint Presentation* to save to *PowerPoint 2007*
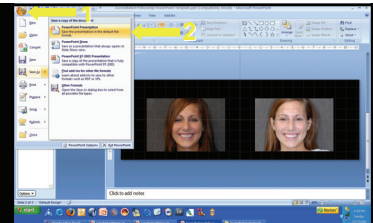
<u>Left</u> Mouse Click
 > *PowerPoint 97-2003 Presentation* to save to PowerPoint 2003
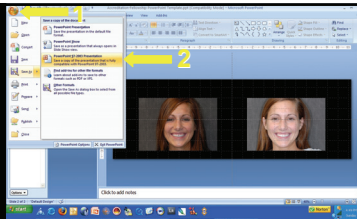
Double <u>Left</u> Click
My Pictures

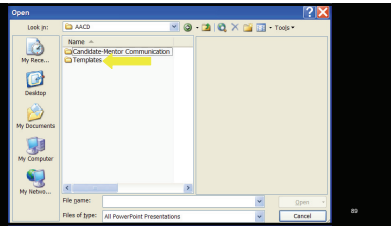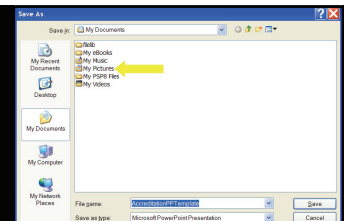Double Left Click on **AACD**
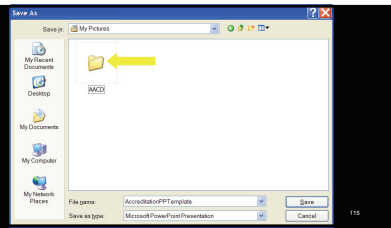
Double Left Click on *Candidate–Mentor Communication*
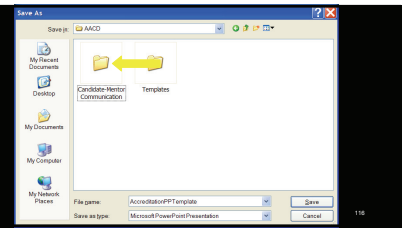
1) Rename File
2) Left Click on *Save*
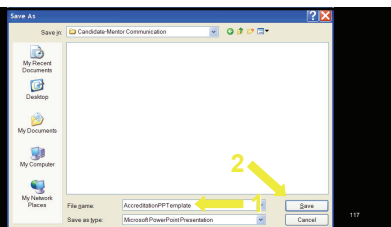
Self Evaluation

• Use the "ACCREDITATION EXAMINATION CRITERIA" to evaluate your work
• Copy and paste all applicable CRITERIA, add your comments and include as cover page of e-mail sent to your mentor

ACCREDITATION EXAMINATION CRITERIA

• **20. CASE SELECTION / DIAGNOSIS / TREATMENT PLANNING**
• 21. Is case selection appropriate to achieve an optimal result in all views?
• 22. Is the choice of technique and material appropriate for the case?
• 23. Has function been considered in the choice of treatment (eg. occlusal forces)?
• 24. Have all necessary clinical disciplines been incorporated to achieve an optimal result (orthodontics, periodontal plastic surgery, etc.)?

ACCREDITATION EXAMINATION CRITERIA

• **30. PHOTOGRAPHY AND RADIOGRAPHY**
• 31. Is the photography well done with proper exposure and composition?
• 32. Are all the required views shown according to the Accreditation Photography Guide?
• 33. Are x-rays appropriate to show marginal adaptation of all teeth required to be treated per the Accreditation protocol?
• 34. Is the photography free of excess moisture and debris?
• 35. Do the radiographs show problematic clinical issues (i.e. open, overhangs, pathology or other defects)?
• 36. Has digital photography protocol been followed?

ACCREDITATION EXAMINATION CRITERIA

- **40.** **ELEMENTS OF DENTAL ANATOMY**
- 41. Is the emergence profile natural?
- 42. Is the labial anatomy appropriate? Are there three planes for the labial contour of the central incisor?
- 43. Have line angles been properly developed?
- 44. Is the surface polish and texture appropriate?
- 45. In the occlusal view, is the incisal edge position appropriate and is there a definite incisal edge?
- 46. Is the height-to-width ratio of the restored tooth (teeth) appropriate?

ACCREDITATION EXAMINATION CRITERIA

- **50.** **ELEMENTS OF COLOR/SHADE/APPEARANCE**
- 51. Has underlying tooth color been properly managed to allow for an optimal cosmetic result?
- 52. Does the restoration have "show through" of tooth structure or the fracture line under the material?
- 53. Is the color (hue, value, chroma) selection appropriate/natural, not monochromatic?
- 54. Are effects of internal and surface color characterizations appropriate?
- 55. Is the degree of opacity realistic?
- 56. Is incisal translucency and halo effect appropriate?

ACCREDITATION EXAMINATION CRITERIA

- **60.** **PROSTHODONTIC ELEMENTS**
- 61. Is margin placement and design appropriate? Are the margins visible?
- 62. Is there evidence of cement or resin at the margins?
- 63. Was an appropriate pontic design selected and was it developed properly to ensure optimal tissue health and contour?
- 64. Is the interproximal contact or connector proper in length and position?
- 65. Is the choice of luting material appropriate?
- 66. Is there evidence of iatrogenic damage to adjacent, opposing or treated teeth?

ACCREDITATION EXAMINATION CRITERIA

- **70.** **PERIODONTAL ELEMENTS**
- 71. Is the periodontal health optimal?
- 72. Is gingival architecture appropriate (in all views) and in harmony with smile design?
- 73. Should gingival recontouring, shaping, and/or ridge augmentation have been done?

ACCREDITATION EXAMINATION CRITERIA

- **80.** **SMILE DESIGN ELEMENTS**
- 81. Are incisal edges in harmony with the smile line?
- 82. Is the midline appropriate?
- 83. Is the axial inclination appropriate?
- 84. Are the incisal embrasures proper? Is there a natural progressive increase in the incisal embrasure size
  - from the central to cuspid?
- 85. Are the principles of proportion and central dominance appropriately used?
- 86. Is the cervical/incisal tooth length symmetrical from right to left?
- 87. Are contra-lateral teeth in harmony in terms of size, shape and position?
- 88. Is the buccal corridor properly developed?
- 89. Are the cervical embrasures proper? No dark triangles?

Close all programs and return to desktop
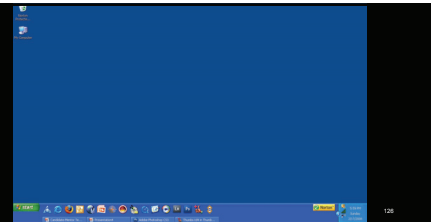
Create CD's For Submission

Compact Disk # 1

• Folder One:
- 12 required pre-operative RAW images
- pdf Case title listing from AACD website
- pdf Treatment listing from AACD website
- RAW technique views when applicable
- Case Type III – periapical radiograph showing edentulous space or failing tooth *prior* to implant placement

• Folder Two:
- 12 required preoperative JPEG images converted from the RAW images in folder one

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Compact Disk # 2

• Folder One:
- 12 required post-operative RAW images
- pdf Case title listing from AACD website
- pdf Treatment listing from AACD website
- Post treatment periapical radiographs

• Folder Two:
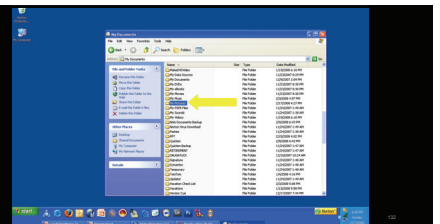- 12 required post-operative JPEG images converted from the RAW images in folder one
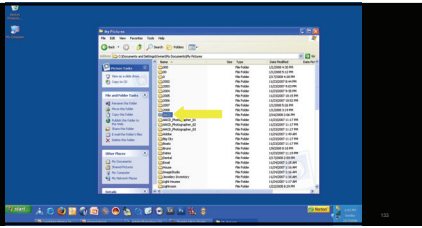

Double Left click on *My Computer*
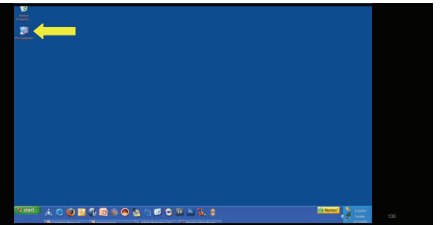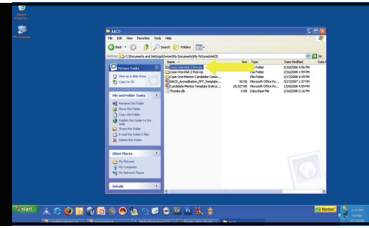

Double Left click *My Documents*
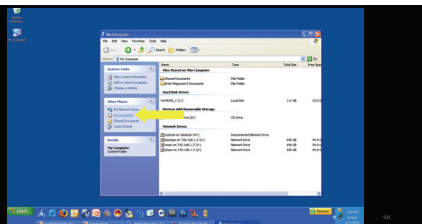
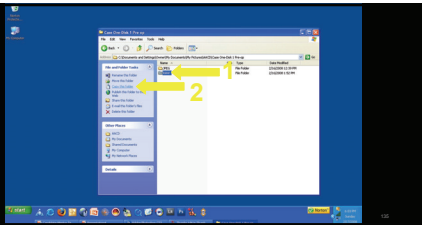Double Left click *My Pictures*
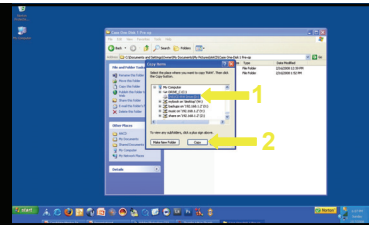
Double <u>Left</u> click
AACD

Double <u>Left</u> click
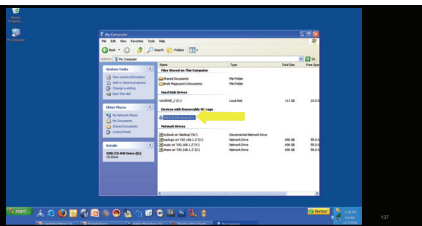*Case One-Disk 1 Pre-op*

1) <u>Left</u> click *RAW*
2) Then <u>Left</u> click
Copy This Folder

1) <u>Left</u> click
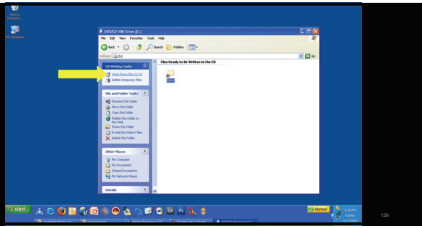*DVD/CD-RW*
2) Then <u>Left</u> click
Copy

Double <u>Left</u> click
DVD/CD-RW
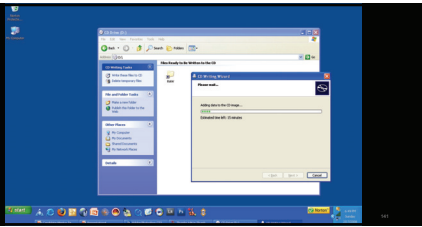
INSERT A BLANK WRITEABLE CD IN THE DVD/CD DRIVE

Left click
Write these files to CD

Left click
Next

When finished
eject CD

1) Properly label CD using instructions from The Testing
   Protocol for Accreditation
2) Open CD and verify files and images have been copied

Close all
programs and
return to
desktop

Credentialing