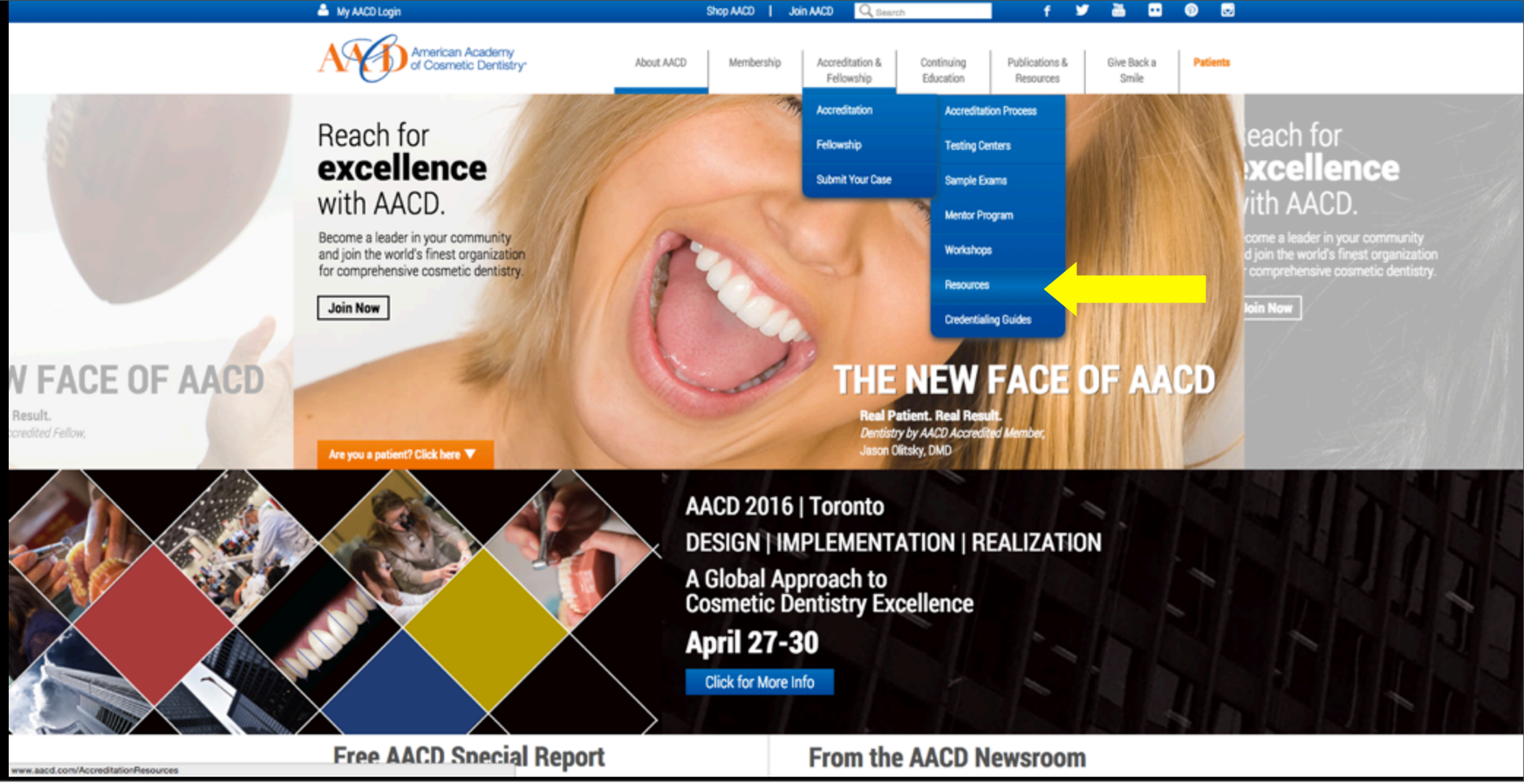
# Download and Save PowerPoint Template From AACD Web Site

Highlight:

1) ***Accreditation/Fellowship***

2) ***Accreditation***

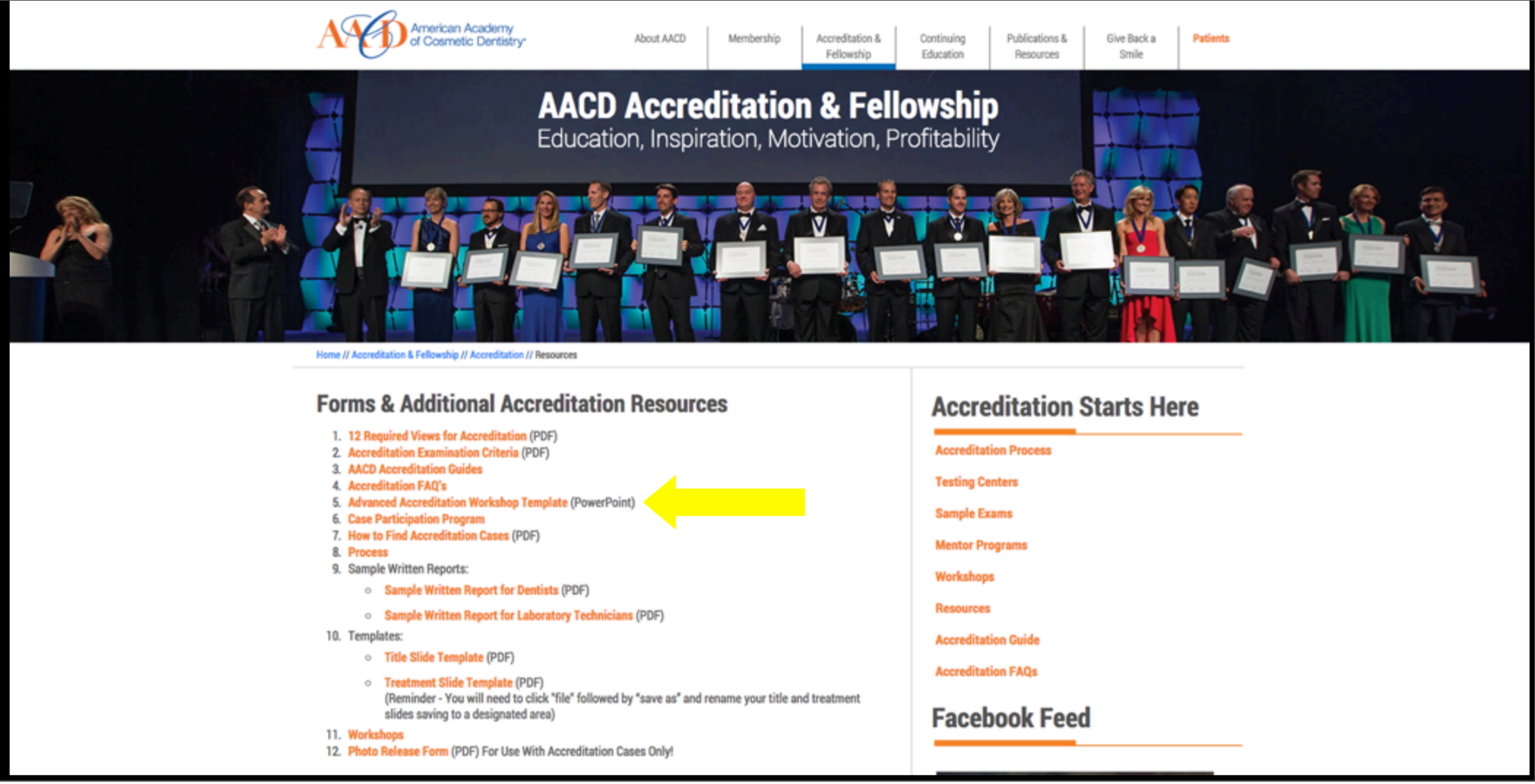
3) <u>Left</u> Click on: ***Resources***



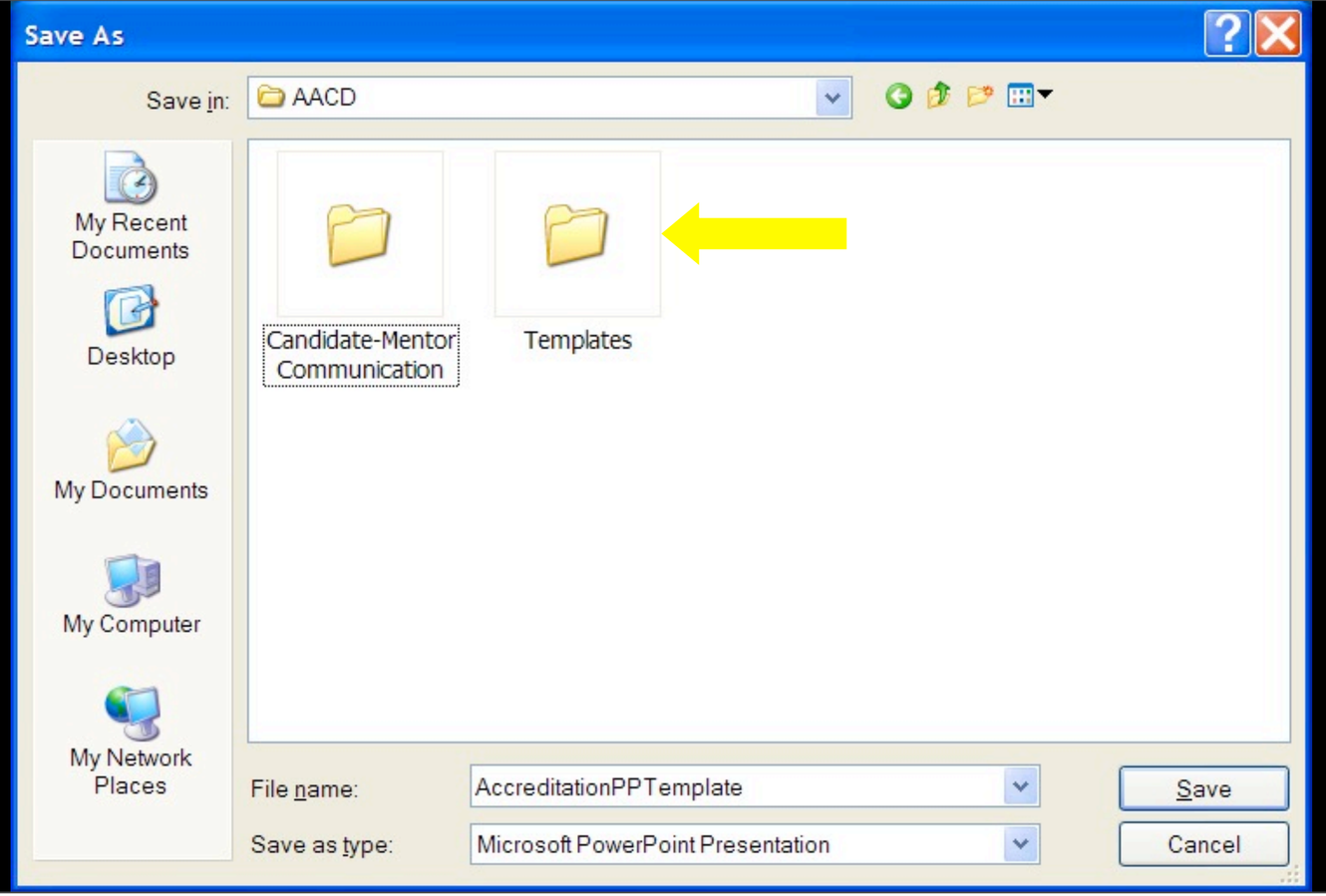
Left Click on:

***Advanced Accreditation Workshop Template***

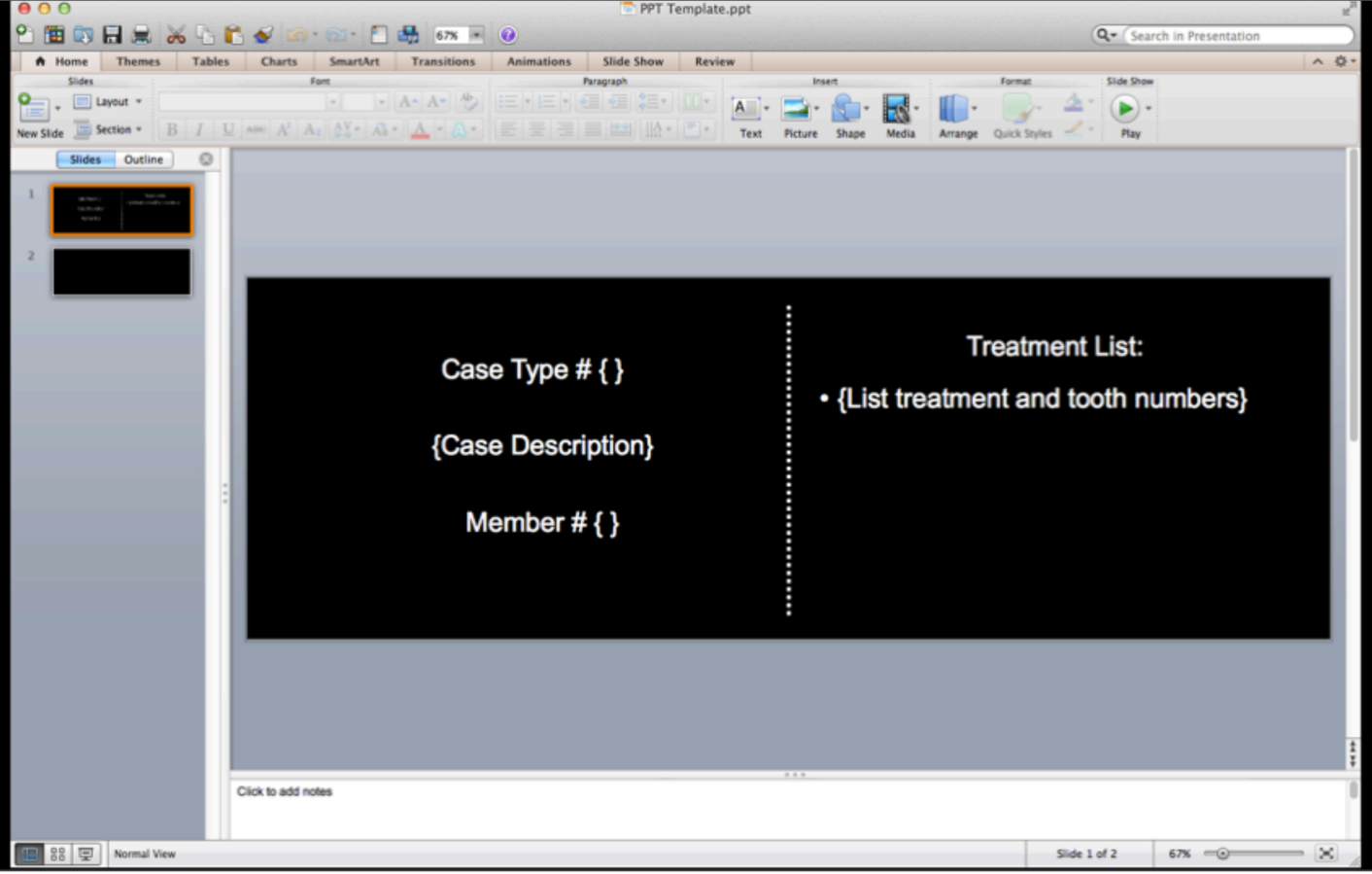
***(Powerpoint)***



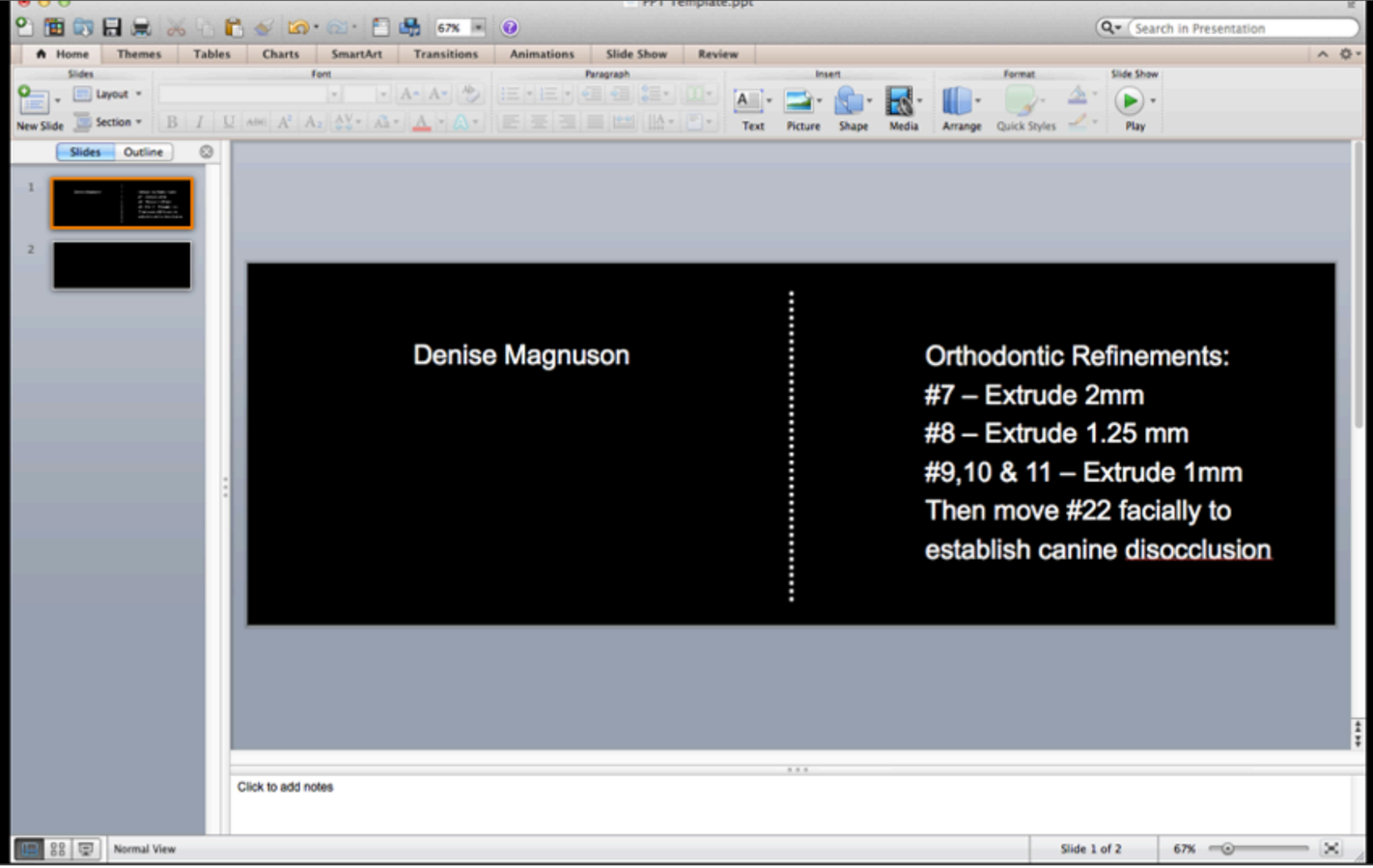
Create a folder called "***Templates***" and Save to a desired location



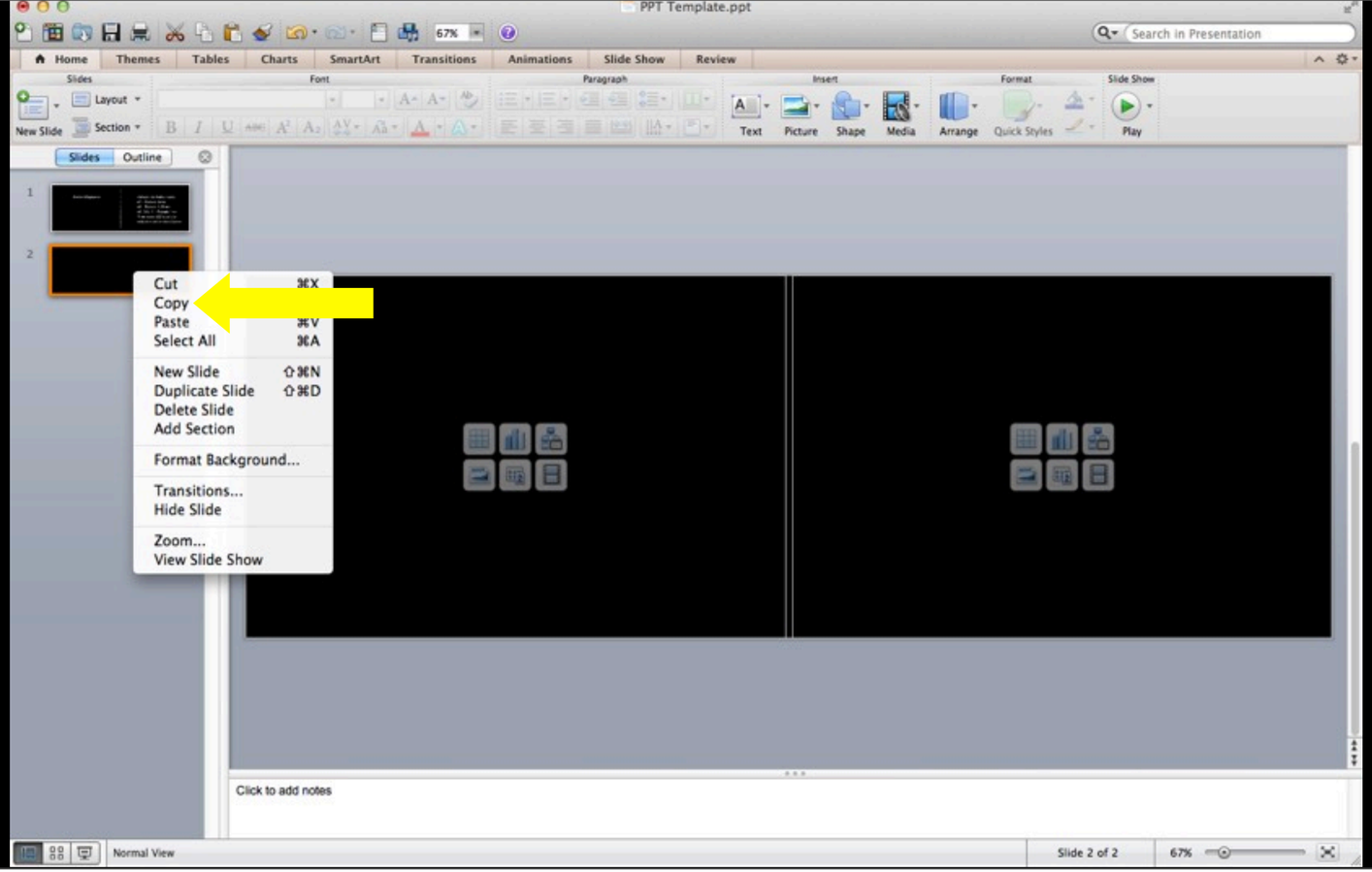
# Open PowerPoint Template and Complete Bracket Areas of Title Slide



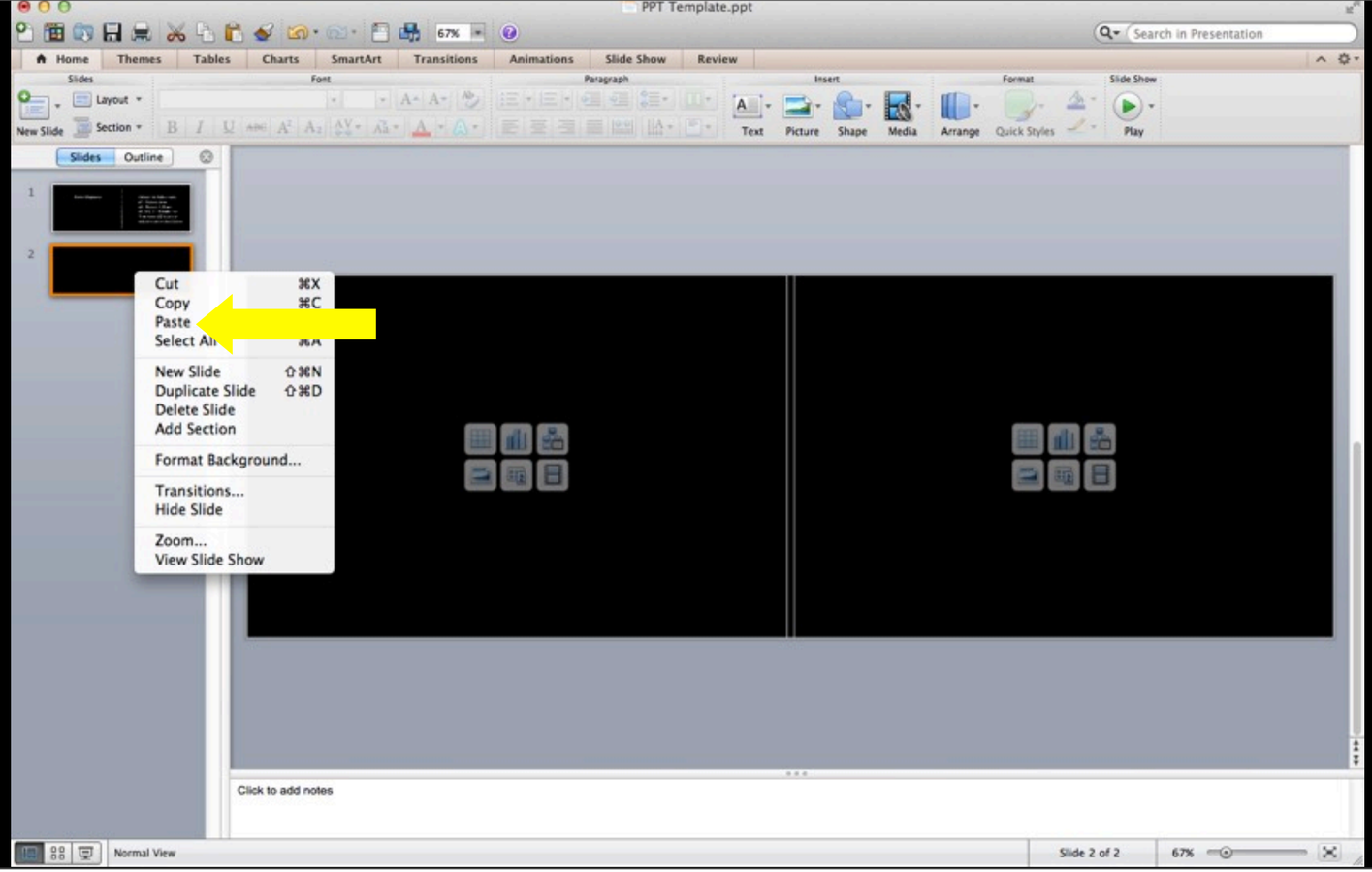
# Example of Completed ***Title Slide***



Right Click
Blank Slide
and
Left Click ***Copy***



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



# 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

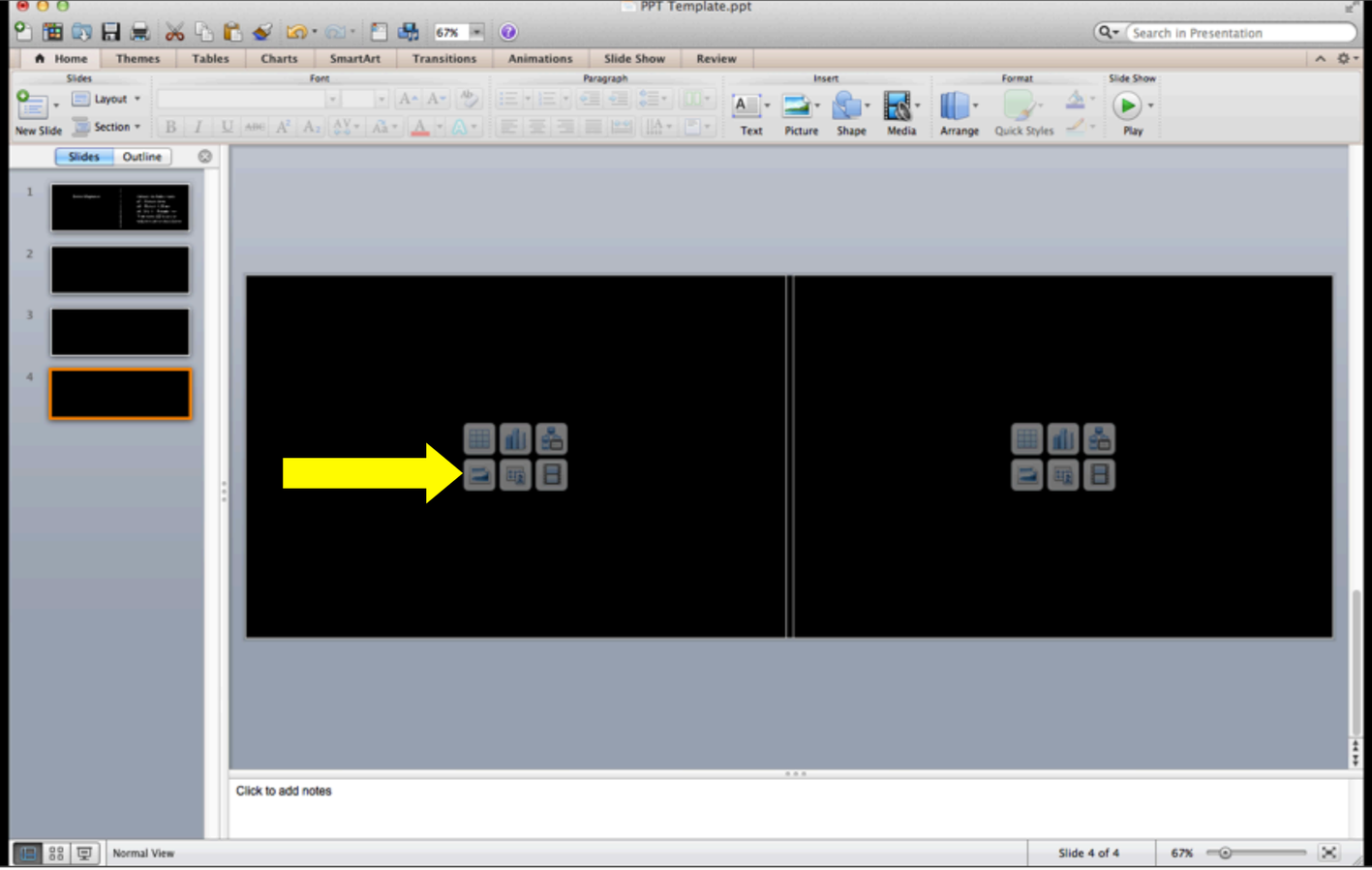
Post-op on Right

**Start with Full Face 1:10**

**(JPEG Not RAW)**

Left Click on

***Insert Picture Icon***

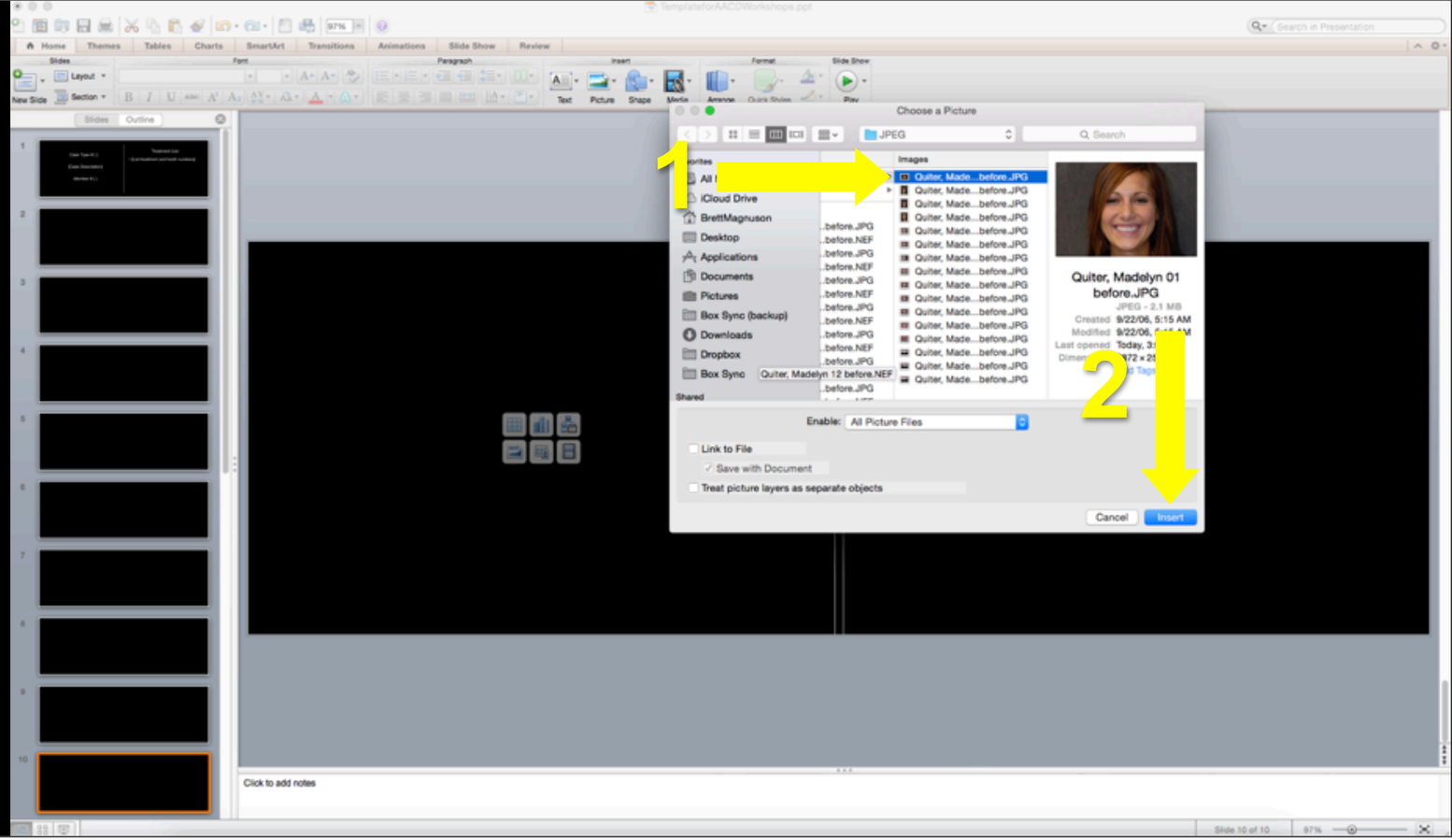


1) Locate and

Left Click on

***Desired Image***

2) ***Insert***



If Images are **not** visible

Left Click on ***Down Arrow*** and then ***Thumbnails***

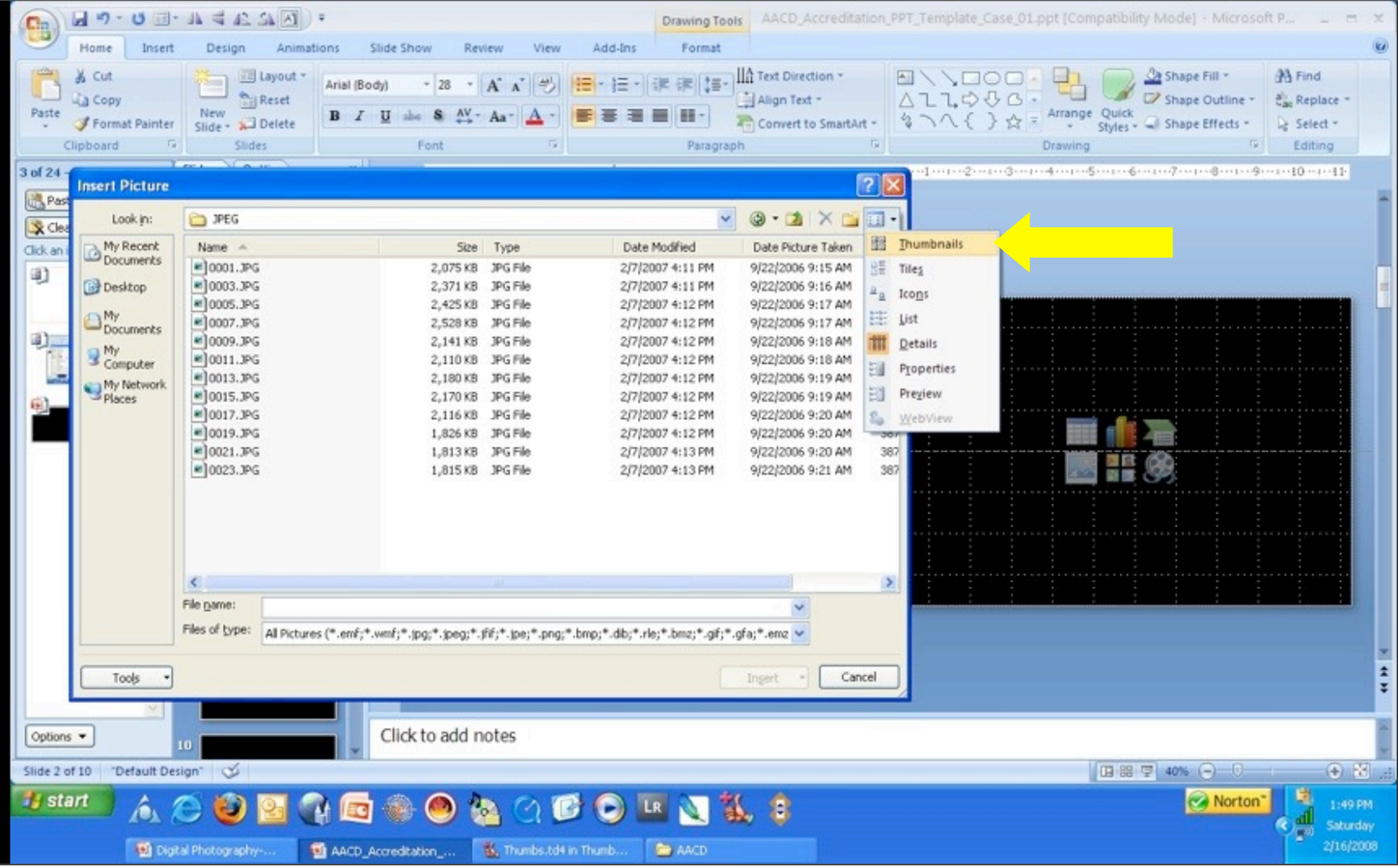
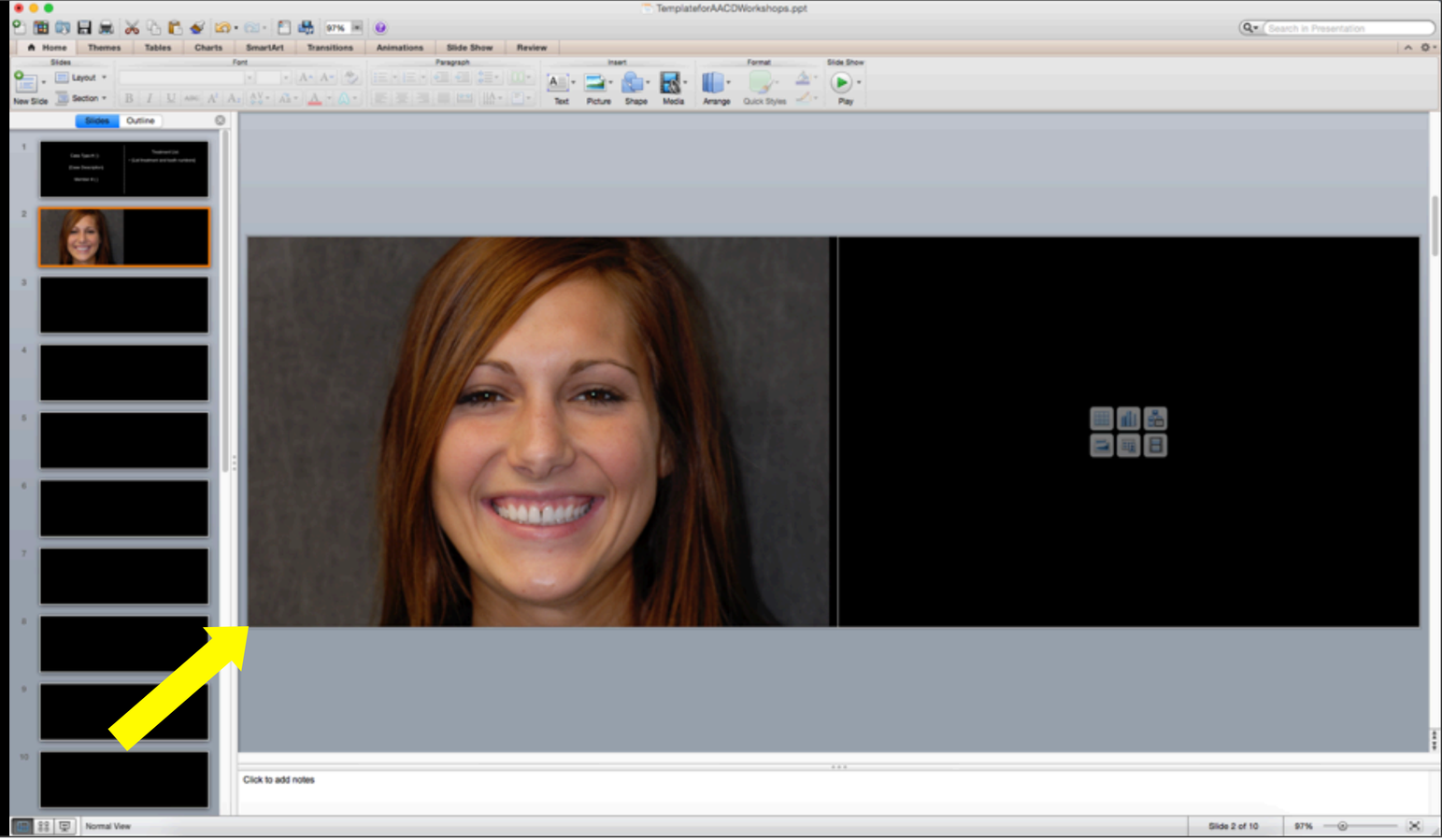
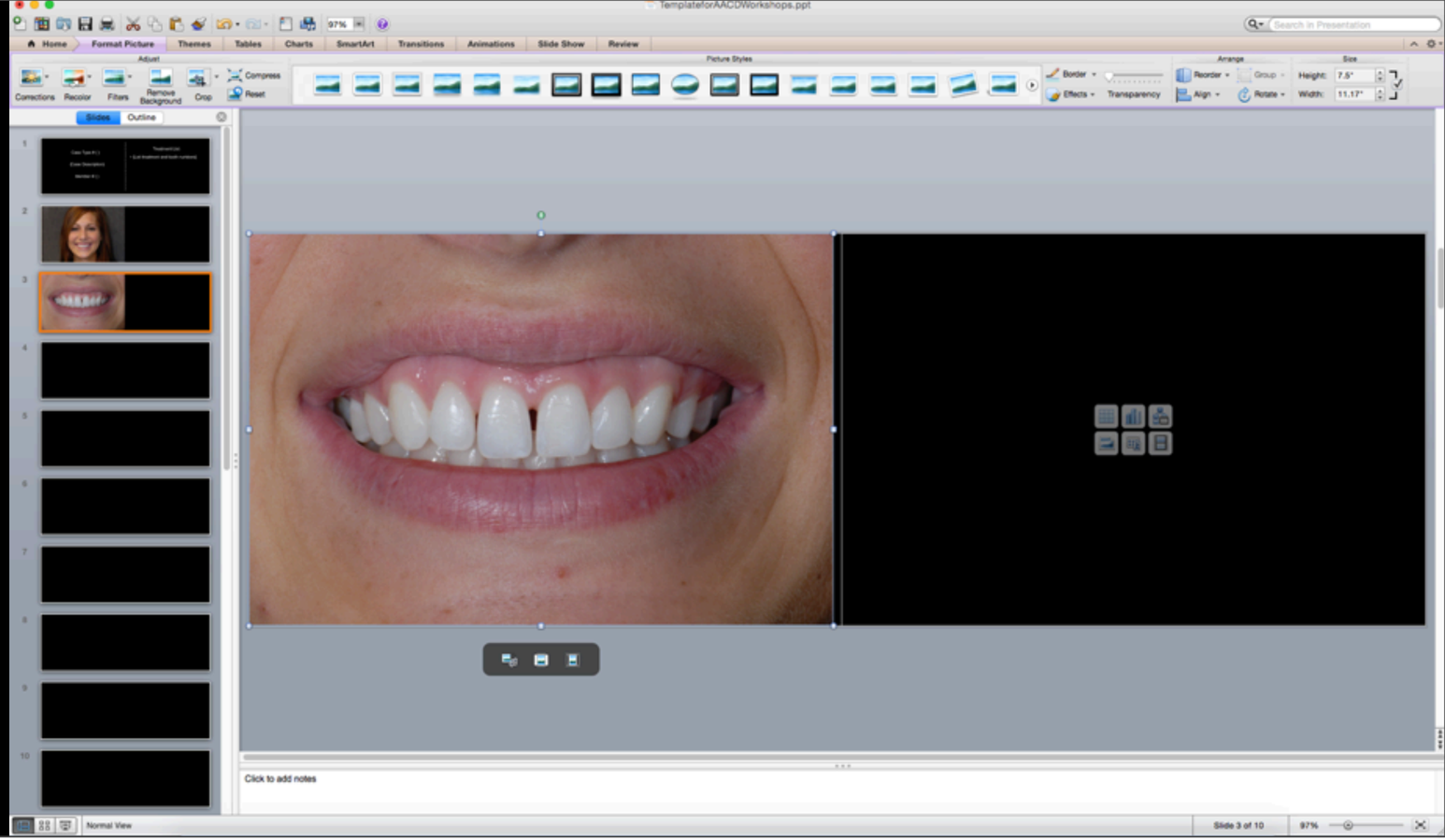


Image Should Be About The Same Size As Template Box.  If Not, Click and Drag Corner of Image to Resize to Template Box

Use the Left < and Right > on Keyboard to Position



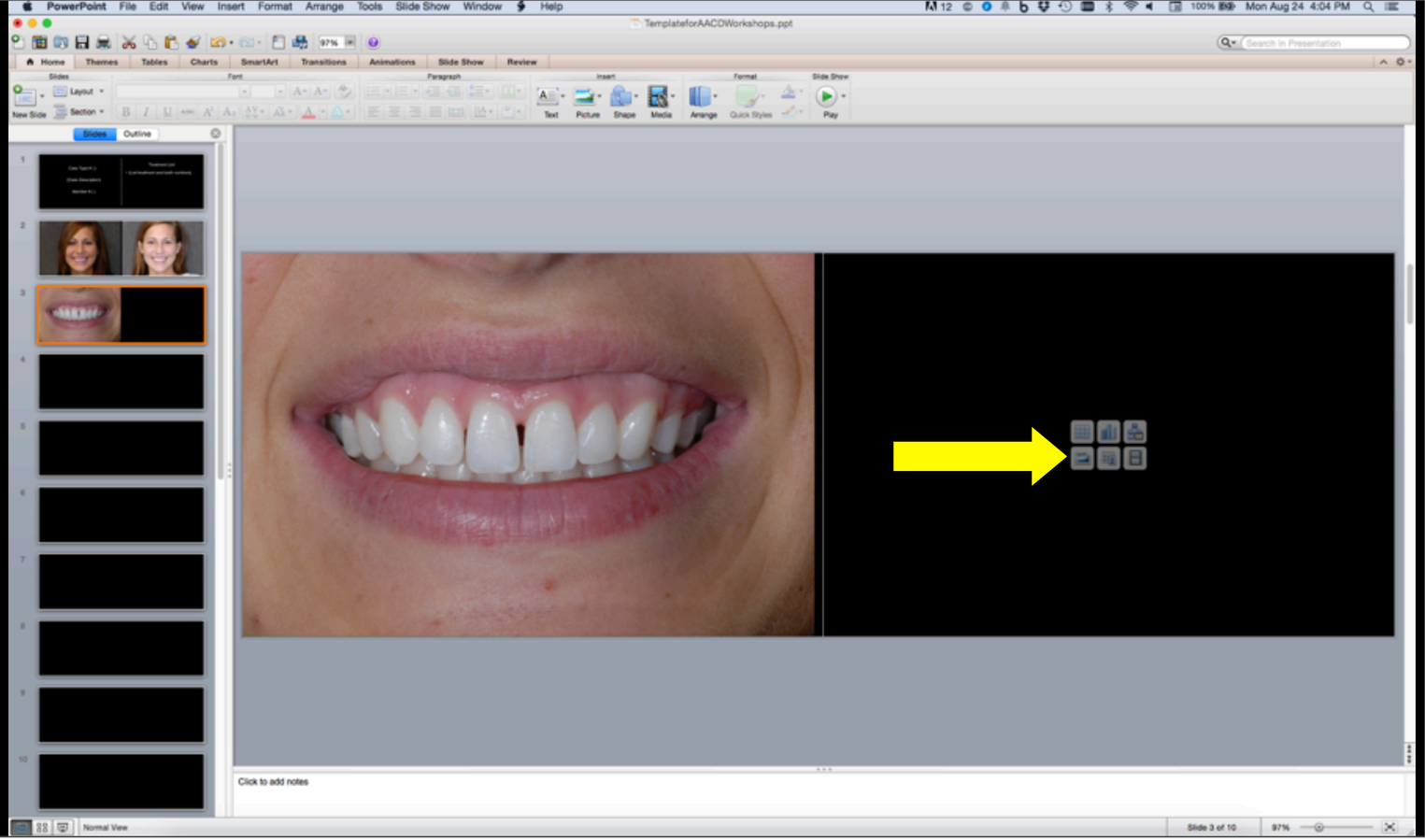
# Continue Inserting All Necessary Images



Left Click on

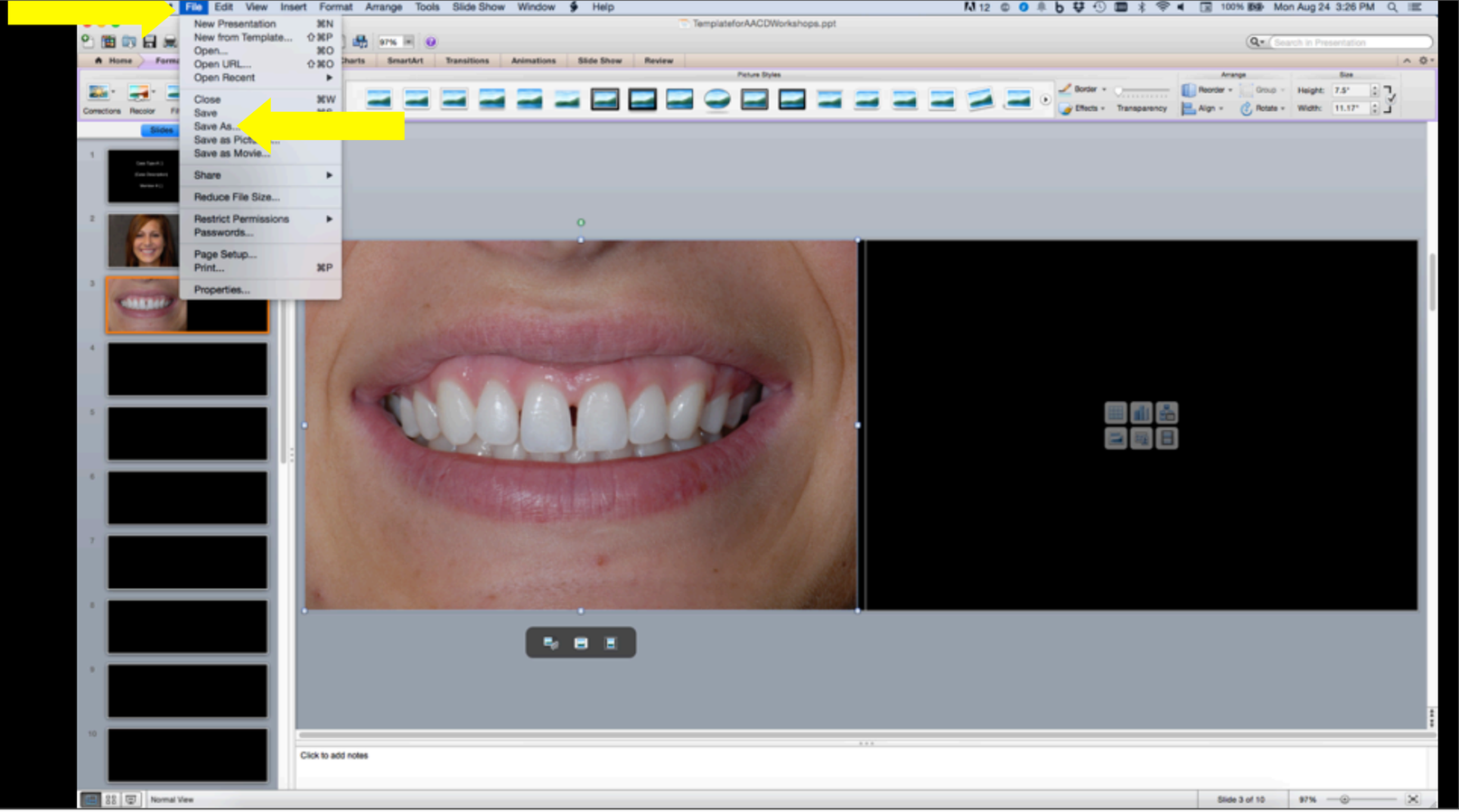
***Insert Picture Icon***

Find and insert the Post-op images



# Saving the PowerPoint

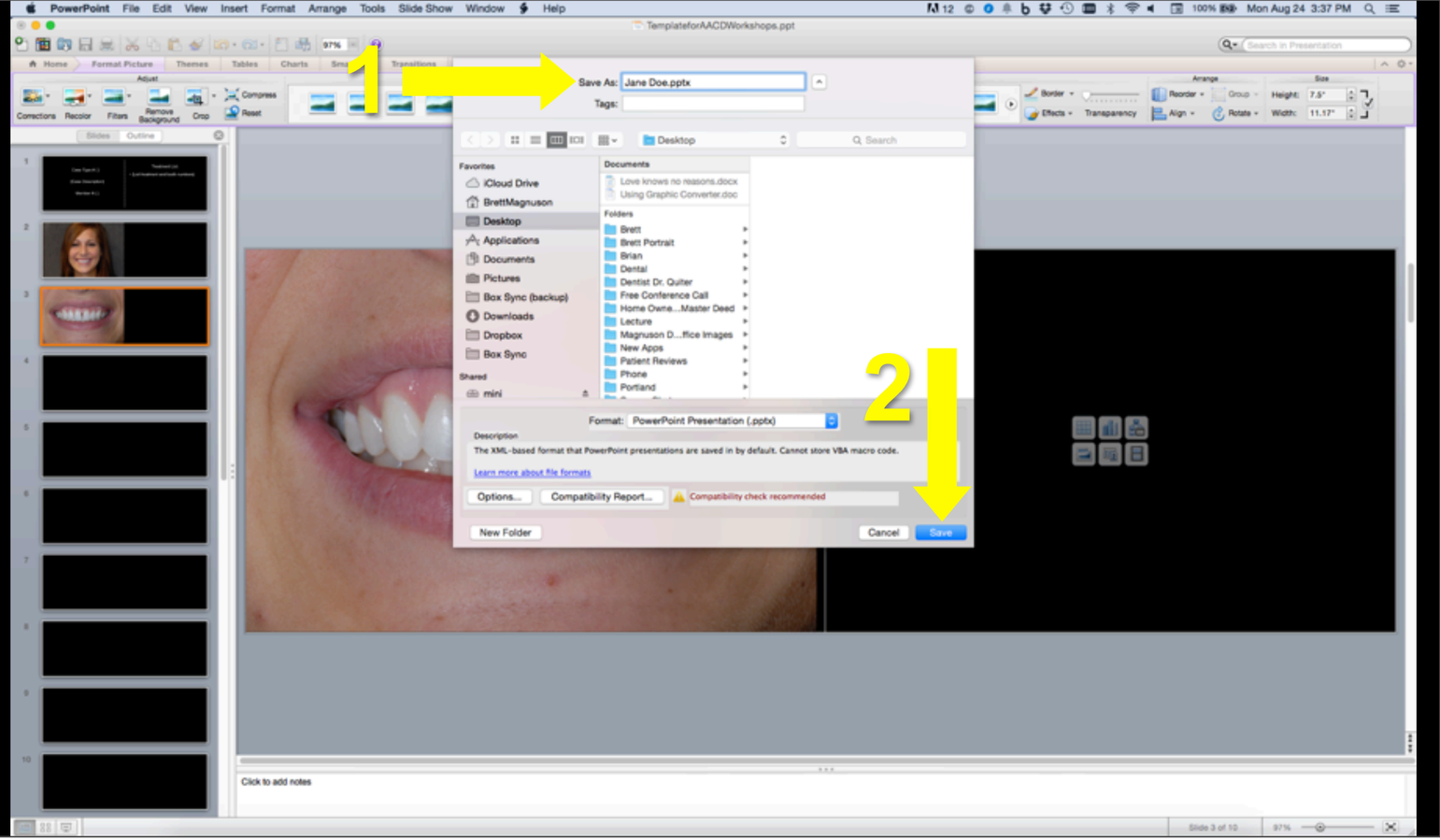
Left Click on ***File***
and then
***Save as***

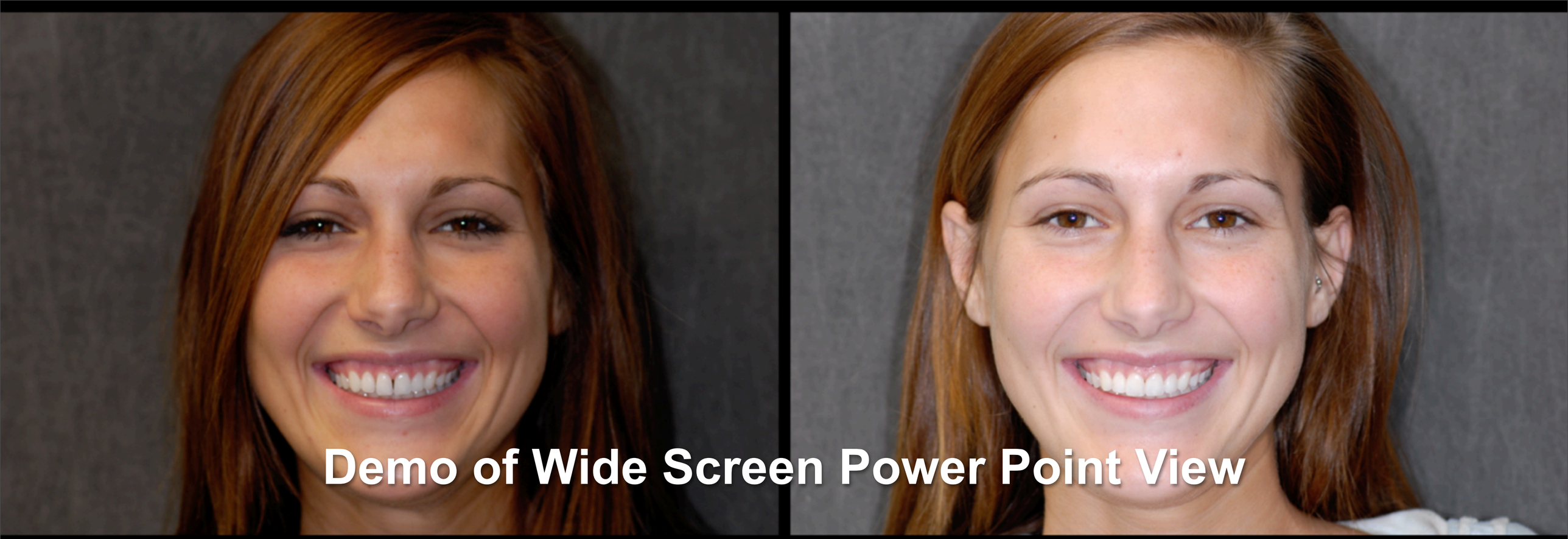


1) Rename File!!

2) Find the desired location and

Left Click on ***Save***




Demo of Wide Screen Power Point View

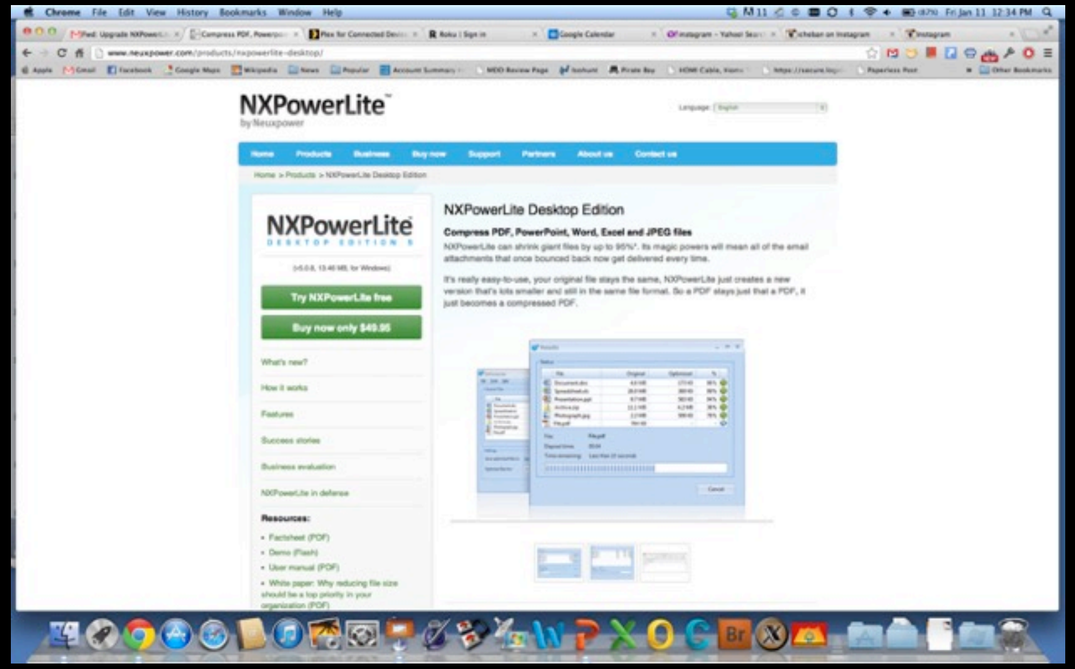
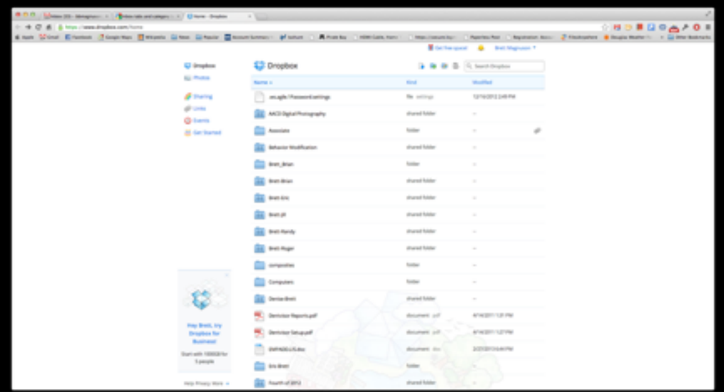
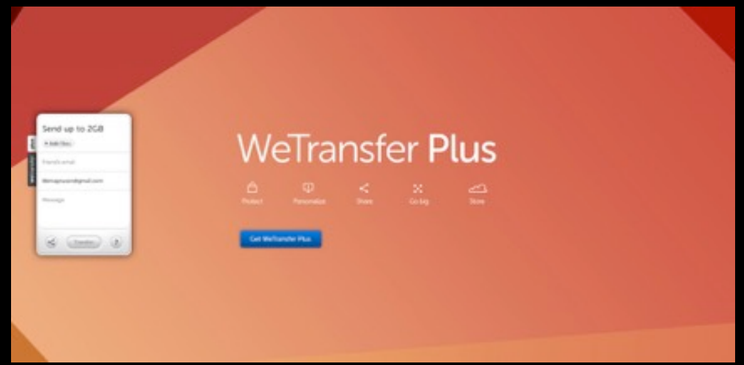
If your PowerPoint e-mail won't upload or it is too large for your mentor to receive it on their e-mail server your jpeg images may need to be compressed prior to insertion. This is all e-mail server dependent.

After market software can be purchased to compress the PowerPoint

or

Dropbox transfer sites can also be used

# Windows and Mac NXPowerLite to Compress PowerPoint



# DropBox, Box, WeTransfer and Others for Large File Transfer