

## Organize images on your hard drive

1. Put your cursor on the desktop, right click on a blank area and select "New" and then "Folder".
2. Type in "Patient Images" to name the new folder.
3. Double click on the "patient images" folder on the desktop to open your file manager.
4. Right click on a blank area, select "New" then "Folder" and type in patients' names (last, first).
5. Go to the "Address" window at the top of the screen, click on the down arrow and find your camera's or memory card's drive. (Fig. #1)
6. Highlight all the images, go to edit at the top of the page and "Copy" or delete the pictures from the camera or memory card.
7. Paste the images into the patient images folder.
8. Use your camera software to view the images and rename them for identification. In Windows XP—use the "thumbnail" option to view images instead of your camera's software.
9. Drag the appropriate images into each patient's folder.
10. This process makes it easy to attach and send images to Smile-Vision for cosmetic simulations

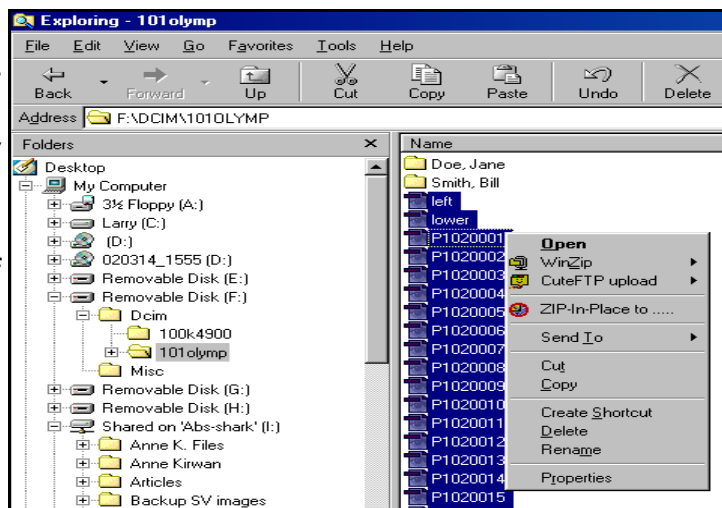


Fig. #1

## Download pictures from your imaging site

1. Point to the completed pictures on your imaging site and press the right mouse button.
2. A popup box will appear. Click on "save picture as"
3. You can then tell the computer the name of the picture (patient name) and where to put it on your hard drive (for example, C:/desktop/patient images/does, jane) (Fig. #2).
4. Type the letters .jpg after the file name.
5. Save your cosmetic simulations in the patient folder.

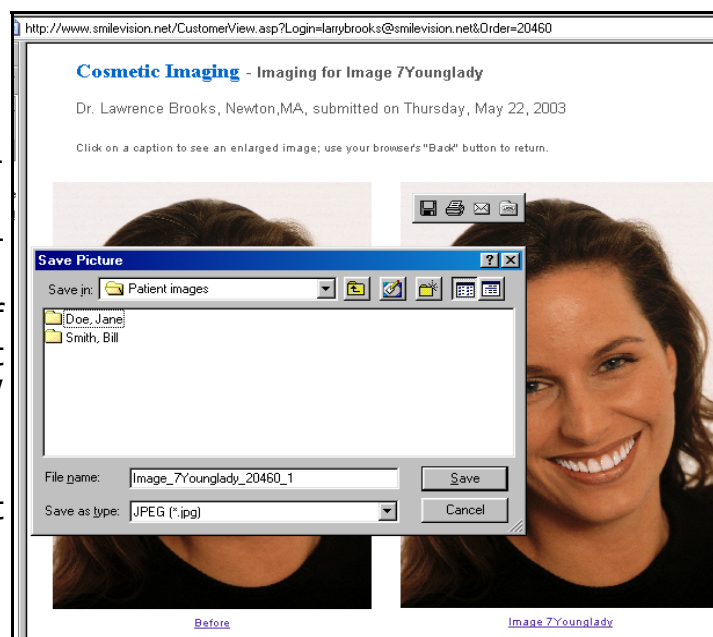


Fig. #2

### Smile-Vision

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