

## **Instructions for Using the PowerPoint Treatment Planning Template**

The treatment-planning template is a program designed to help you run a treatment planning session with your club. The following directions will help you follow the PowerPoint program and get the most from this process. There are instructions throughout the template. This will help you set up the program properly, and be able to run it once all of your information has been entered.

### **Before the Show**

- A. Create a folder on your computer desktop including case materials: intra-oral images, periodontal charting, radiographs and other relevant data.
- B. If you are not utilizing digital imaging for radiographs and periodontal charting go ahead and provide hard copies to the members.

### **Inserting and Editing Your Show**

- A. Insert text by simply clicking on the text boxes provided in each slide.
- B. Slides will indicate what type of patient information to provide.
- C. If your template shows a mountain-like icon below the titles of the images (i.e.- Full Face Smile) simply click that icon and it will ask you which picture file you would like to insert there.
- D. Simply navigate to the proper picture for that title and double click it (or click the “insert” tab at the bottom right) to insert it. At this point you will see the resizing boxes (6 of them) surrounding the image. Simply grab a corner and resize it to the desired size. If you need to move it, the grab tool allows you click on the image. It looks like this: 
- E. Hold the click and move the image wherever you like.
- F. If there is a slide that is not relevant for your particular presentation, simply click on the slide that you do not want, right click it and click on “delete slide”.
- G. To add a slide, go to the tool bar above and click on the “insert” tab and then click and highlight “add new slide”.
- H. Use the “back” icon at the top of the page should you make a mistake. It looks like this: 

### **Checking the Show Periodically**

- A. To review your presentation, go to “View” at the top text bar click on “Slideshow”.
- B. You may click the “From Beginning” icon on the upper left (below the “File” tab) to see the entire show, or click the “From Current Slide” to see the show from the current slide forward.

### **Saving Your Work**

- A. Save your work periodically by clicking on the “File” tab and choosing “Save As” **NOT** “Save”. The fundamental difference is that “Save As” will allow you to view and choose the name of the file you want to save it as, whereas “Save” simply overwrites whatever you already had. “Save As” is a safer and more deliberate way of saving files and should almost always be used in all programs when saving information.
- B. When you click “Save As” a box will appear. Next to “File name” you should type in the name of the file (the patient’s name is a good example).

### **On the Day of Presentation**

- A. To open the file when you want to present it, open PowerPoint first and then click on the “File” tab in the upper left. Then click on “open” and find and highlight the file. Click “open” and it should be ready for presentation. Click the “Slide Show” tab and “from beginning” and the show will play as you’ve set it up.