

## CMS PHOTO GALLERY INSTRUCTIONS

**CAUTION: NEVER USE YOUR PATIENT'S NAMES WHEN NAMING OR DESCRIBING CASES. YOU MAY BE IN VIOLATION OF HIPAA POLICIES.**

**Step 1:** Log into WordPress using your assigned user name and password. (fig i)

**Step 2:** To the far left on your side bar locate and click the 'Gallery' section. (fig ii)



Fig i

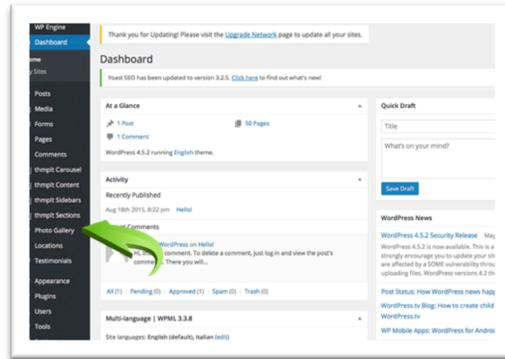


Fig ii

**\*\*Note:** Click here for 'Gallery Tutorial' including video. (fig iii)

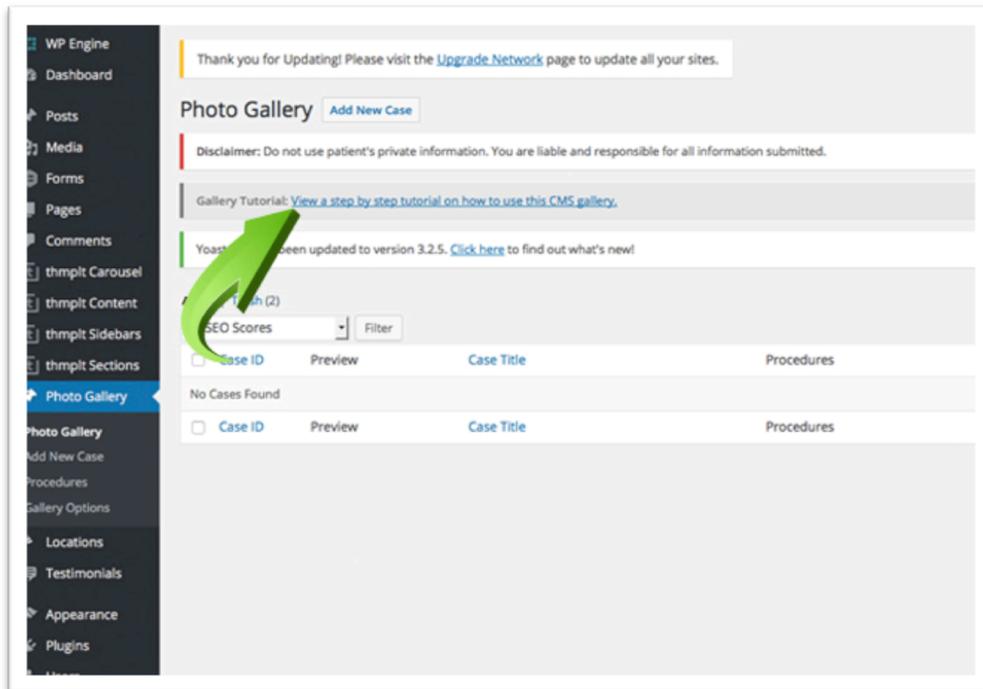


Fig iii

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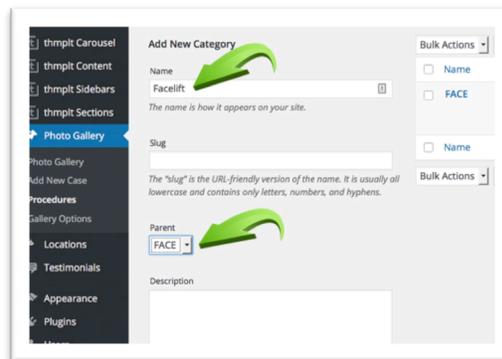
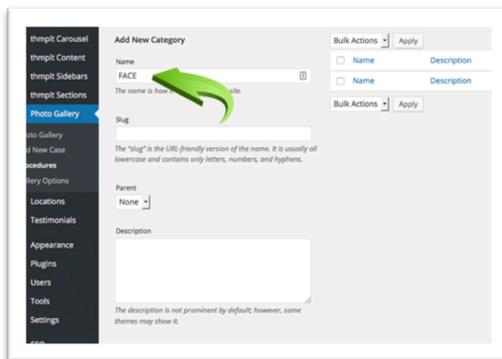
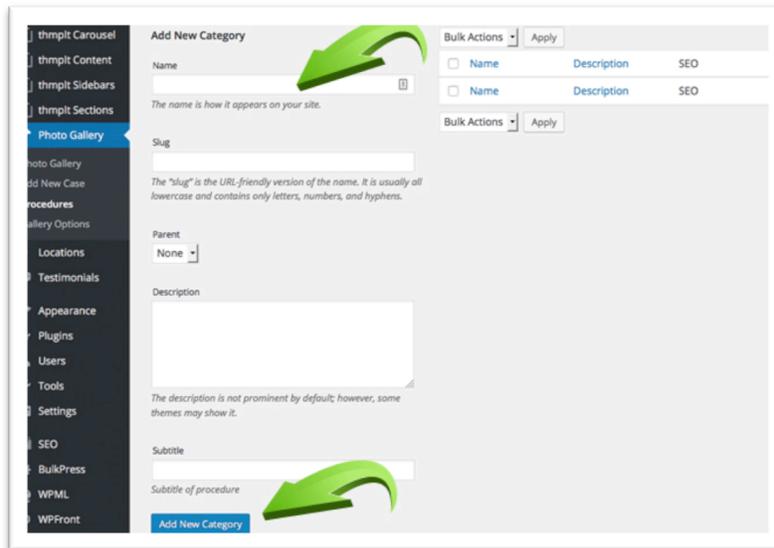
### *Creating your categories/procedures.*

**Step 3:** Under your gallery section click on the **'Procedures'** tab and fill in your procedure information, for example we will use a Facelift case for this tutorial.

- Name: **FACE**      - Slug:
- Parent:
- Description:
- Click **'Add New Category'**

### **Step 3b:**

- Name: **Facelift**      - Slug:
- Parent: **FACE**      - Description:
- Click **'Add New Category'**



**If you notice Facelift is now a sub category of your Facelift procedure.**

**\*\*Note:** At this point you may create all your categories and subcategories before moving to the next step.

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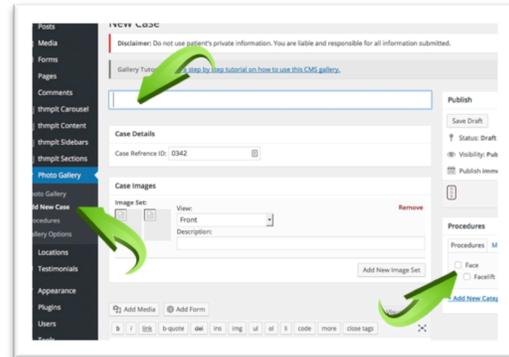
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### *Adding a case.*

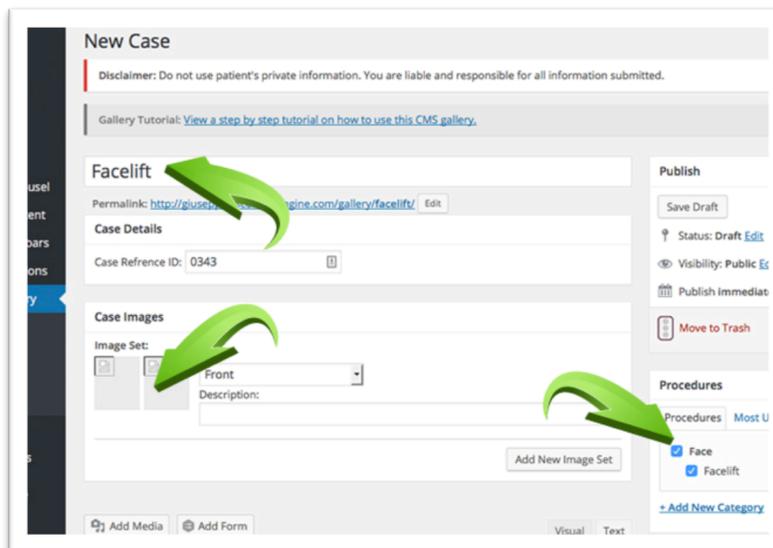
**Step 4:** To the far left on your side 'Add New Case' tab and fill in your case information, for example:

- Enter Title Here: **Facelift**

**\*\*Note:** It is very important that you name your case before you move on.



**Step 5:** Under Case Images click the grey box under Image Set.



In the pop-up window click **'Before Image'** then in that new pop-up window select where your case images are, for example

- Click the **'From Computer'** tab at the top
- Click the **'Select Files'** button then locate the image on your computer and click 'Open'. (Fig i)
- Once all your images are uploaded click **'Save All Changes'**. (Fig ii)

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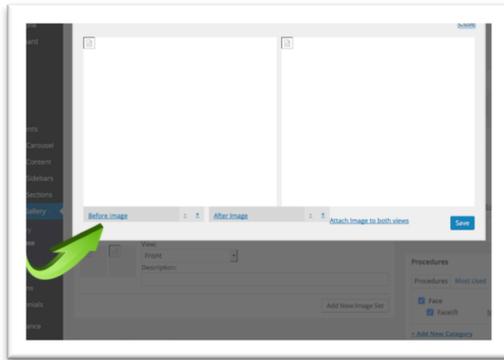


Fig i

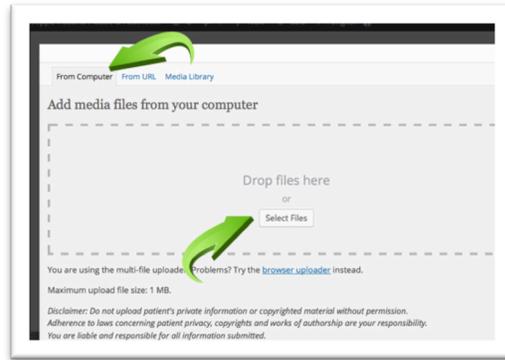
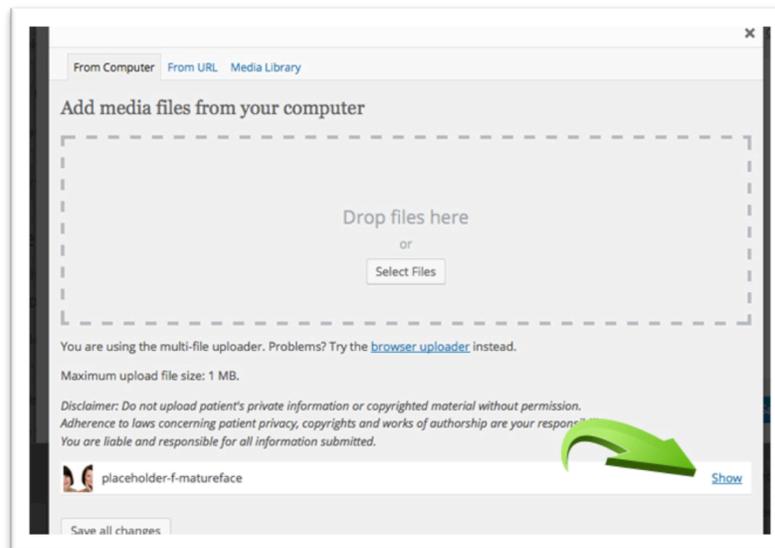


Fig ii

**\*\*Note:** All your images are now saved to the **'Gallery'** tab at the top.

**Step 5a:** To the right click **'Show'** next to the case image you want to add and the options will cascade.



- Click **'Use this image'**. (Fig i)
- Now you are back to that pop-up window with your before image inserted. Simply adjust the image to fit the window by using the zoom tool ('-' and '+' buttons). You may also click and drag the image itself to position it correctly. (Fig ii)

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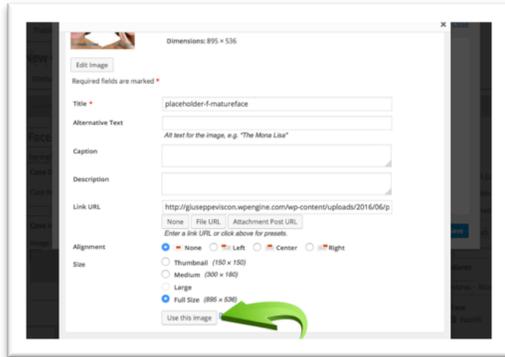


Fig i

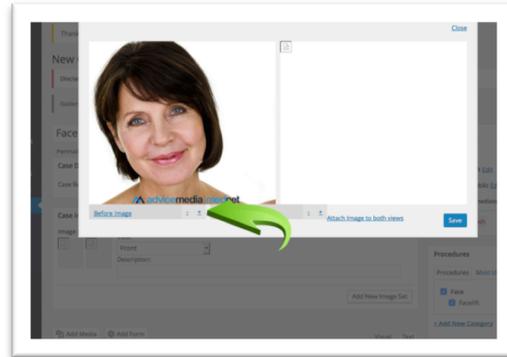


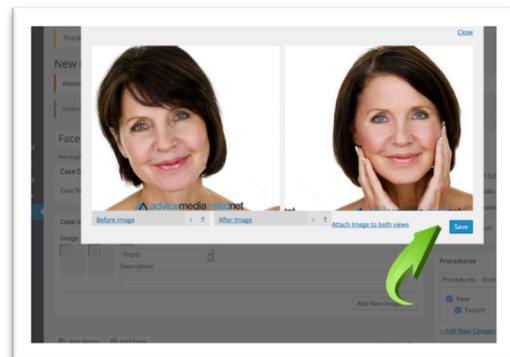
Fig ii

**Step 6:** Now click **'After Image'** then in that new pop-up window select where your case images are from the top tabs **'From Computer'**, **'From Url'**, **'Gallery'** or **'Media Library'**.

We will select **'Gallery'** as we uploaded all our images from this example in Step 5.

**Step 6b:** Repeat Step 5a.

**Step 7:** Click **'Save'**.



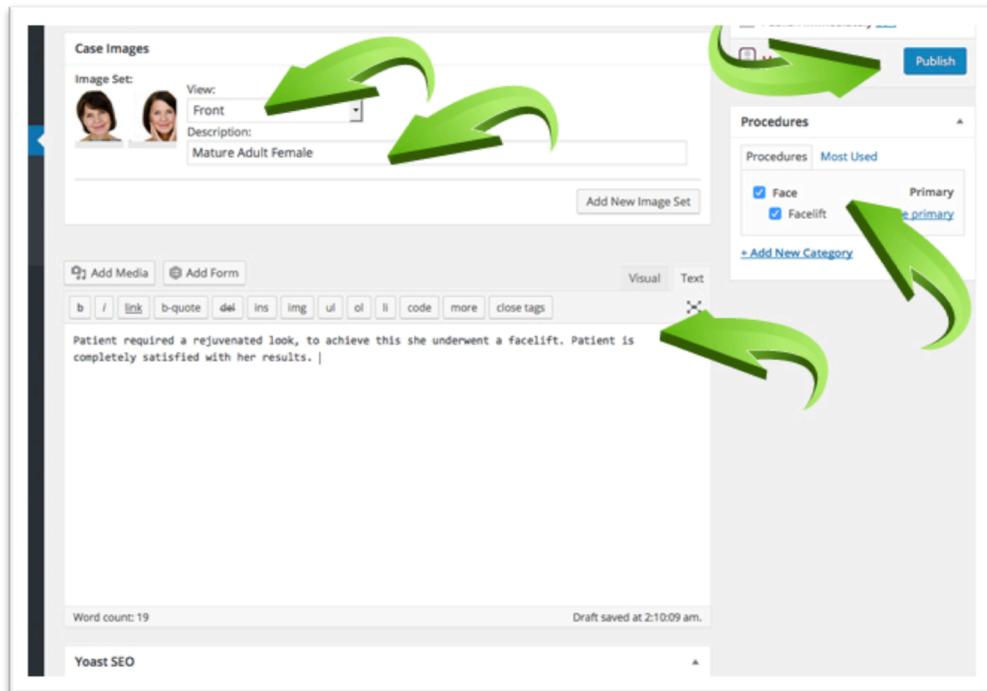
**Step 8:** Fill in all your available case information then click **'Publish'**. For example

- View: ***Front***
- View Description: ***Mature Adult Female***
- Case Description: ***Patient required a rejuvenated look; to achieve this she underwent a facelift. Patient is completely satisfied with her results.***

Now you are done with this particular view of this case.

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### *Adding additional case views.*

**Step 9:** Click 'Add New Image Set' and repeat steps 5 to 7.

**Step 10:** Fill in all your available case information then click 'Update'. For example  
- View: *Side*                      - View Description: *Mature Adult Female Profile*

