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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)

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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. - Description:

- Name: FACE - Slug: - Parent:

- Click 'Add New Category'

Step 3b:

- Name: *Facelift* - Parent: FACE - Description: - Slug:

- Click 'Add New Category'

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WPFront	Add New Category	1			



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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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.

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

	New Case Disclaimer: Do not use patient's private information. You are liable and responsible for all information subm	itted.
	Gallery Tutorial: <u>View a step by step tutorial on how to use this CMS gallery.</u>	
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	입 Add Media 이 Add Form Visual Text	+ Add New Category

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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****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.

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Disclaimer: Do not Adherence to laws You are liable and	upload patient's private information or copyrighted material without permission. concerning patient privacy, copyrights and works of authorship are your response responsible for all information submitted.	
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Save all changes		

- 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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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

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