

ImageCentrik™ User Guide

For version 1.01 February 05, 2010








Updated March 29, 2010

Introduction

ImageCentrik is a powerful, easy-to-use software tool that can turn any collection of images into an organized database of patient-specific photos, templates, and aesthetic presentations. You can store, edit and annotate images as well as simulate teeth lightening.

To make a customized presentation, simply drag and drop images and/or click on a pick list of descriptive phrases. You may then save, print or email the completed presentation. ImageCentrik aims to help you illustrate your treatment plans and more easily communicate dental concepts.

Contents

IMAGECENTRIK™ USER GUIDE.....	1
INTRODUCTION	1
GETTING STARTED	3
PRACTICE INFO	3
<i>Set-up Practice Info</i>	3
<i>Edit Practice Info</i>	3
<i>Add a new Doctor to the Practice</i>	4
PATIENT MANAGEMENT	4
<i>Add a New Patient</i>	4
<i>Select a Patient</i>	4
<i>Edit Patient Information</i>	5
IMAGE MANAGEMENT	5
<i>Importing Images</i>	5
<i>Exporting Images</i>	5
USING THE IMAGE EDITOR	6
ANNOTATION TOOLS	6
<i>Selection Tool</i> 	6
<i>Arrow Tool</i> 	6
<i>Circle Tool</i> 	6
<i>Freehand Draw Tool</i> 	6
<i>Erase</i> 	7
<i>Text</i> 	7
IMAGE ADJUSTMENT TOOLS.....	7
<i>Zoom</i> 	7

<i>Full Screen</i>		7
<i>Flip</i>		7
<i>Rotate</i>		8
<i>Incrementally Rotate</i>		8
<i>Normalize Image</i>		8
<i>Black and White</i>		8
<i>Brightness, Contrast and Color</i>		9
<i>Crop</i>		9
<i>Whiten</i>		9
<i>Undo</i>		9
<i>Redo</i>		10
MAKING A PRESENTATION		10
TEMPLATE GALLERY		10
<i>Template Categories</i>		10
<i>Loading a Template</i>		10
<i>Making a New Template</i>		11
<i>Draw Line Tool</i>		11
<i>Text Box</i>		11
<i>Picklist</i>		11
<i>Create Logo Box</i>		11
<i>Create Image Box</i>		12
<i>Create Address Box</i>		12
OTHER TOOLS		12
<i>Printing</i>		12
<i>Exporting to .PDF</i>		12
<i>Email</i>		13
<i>Backup/Restore data</i>		13
FAQ (FREQUENTLY ASKED QUESTIONS)		14
BUG FIXES		14
<i>An Error Displays on Startup of ImageCentrik</i>		14
SUPPORT		15

Getting Started

Once ImageCentrik™ has been installed you may open it by double-clicking the shortcut on the desktop, or clicking the shortcut in the Start menu.

Before creating presentations, you must first fill out your practice information, and doctor information.

Practice Info

The information entered in these fields will be automatically entered in templates wherever an Address Box is located. Doctor Info must also be entered to create presentations for cases. Doctor information will be used when looking up Patients or Cases

Set-up Practice Info

1. Click Practice Info > Set-up Information...
2. Enter the following fields
 - Practice Name
 - Street Address
 - City
 - State
 - Zip Code
 - Main Phone #
3. Click Save to store your settings

PRACTICE SET-UP & PERSONALIZATION

Practice Name: Dental Learning Centers

Street Address: 410 W Newport Way Suite A

City: Issaquah


State: WA

Zip: 98027

Main Phone #: (425) 557-7788

Enter Dr's Info

Dr's Name	E-mail
<input type="checkbox"/> Dr. John Smith D.D.S.	support@dlcenters.com

Add Practice Logo: 

Buttons: Add, Delete, Save, Cancel

Edit Practice Info

To edit Practice Information at a later time click Practice Info >Edit Information...

A custom logo may be added, which will be automatically placed in any Logo Box.

Add a new Doctor to the Practice

1. When in the Practice Info window, click the Add button located near the bottom-center of the window.
2. Double-click the field under “Dr’s Name” to change the field*
3. Double-click the field under “E-mail” to change the field. A valid e-mail address must be used for this field.
4. Click Save to store your settings

Patient Management

All unique patient information including attending doctor, images and Cases will be kept separate from other patients. To begin making a presentation for a patient you must first select that patient.

Add a New Patient

1. Click Patient Management > Add New Patient...
2. Enter the following fields
 - Patient ID (alphanumeric)
 - First Name
 - Middle Initial
 - Last Name
 - Company Name (optional)
 - E-mail Address
 - Street Address
3. Choose the patient’s doctor from the drop-down menu
4. Click Save



You can also click the Add New Patient button in the Quick Links tab instead of navigating the drop-down menu.

If you intend to create a Presentation immediately after adding the new patient, mark the box that says “Select this patient” before clicking Save.

Select a Patient

1. Click Patient Management > Patient Search
2. Select the patient name from the drop-down menu
---- OR ----

3. Type the patient's name, last name first, followed by first name, separated by a space
4. Click Load



You may also click the Patient Search button in the Quick Links tab instead of navigating the drop-down menu.

Edit Patient Information

To edit patient information at a later time...

1. Click Patient Management > Patient Search...
2. Select the patient name from the drop-down menu
3. Click Edit

Image Management

All imported images will be specific to the patient that was active at the time the images were imported.

Importing Images

1. Click Image Management > Import Images...
2. Browse to the images you wish to use specifically for the patient
3. Select images by clicking and dragging or Ctrl + Clicking the desired images
4. Click Open

Depending on the size and quantity of the images, this may take up to a minute.



You may also click the Import Images button on the Quick Links tab instead of navigating the drop-down menu.

Exporting Images

If there are any images that have been edited or annotated in ImageCentrik™, you may save the images by exporting them to your computer.

1. Select the image(s) you wish to export by clicking it once
2. Click Image Management > Export Images...
3. Browse to the desired folder
4. Click OK

You may hide the Image Preview Sidebar by clicking Image Management > Show Images

Using the Image Editor

Double-clicking any image in ImageCentrik™ will open the easy-to-use image editor. The tools available will make editing and annotating images fast and simple.

Annotation Tools

Selection Tool



The Selection Tool allows you to select any object that has been created with the image editor (arrows, circles, drawings, text, etc...). To delete an object in the image editor first click the object, then click the Delete button next to the Selection Tool button. You may also press the Delete key on your keyboard.

Arrow Tool



For pointing at landmarks or illustrating direction the Arrow Tool may be used.

1. Click the Arrow Tool button
2. Click where you want the tail to begin on the image
3. Drag the mouse to where you want the point to end

The arrow tool may also be relocated. Using the selection tool, click and drag the arrow to a new location. Alternatively, once the arrow is selected, click one of the ends of the arrow to resize or pull that end to a different location. The color and thickness of the arrow may also be changed.

Circle Tool



The Circle Tool may be used to highlight or draw attention to a landmark or detail in an image.

1. Click the Circle Tool button
2. Click the object you want to circle in the exact center
3. Drag the mouse outwards to make the radius of the circle larger

The circle tool may also be relocated. Using the selection tool, click and drag the circle to a new location. Alternatively, once the circle is selected, click one of the corners of the box around the circle and drag to change the shape of the circle. The color and thickness of the circle may also be changed.

Freehand Draw Tool



The Draw Tool can be used to create hand-drawn lines on the image.

1. Click the Draw Tool button
2. Click and drag the mouse on the image

To stop drawing, click the Draw Tool button again, or click the Selection Tool

Please note that the Freehand Draw Tool will not contour to any part of the image automatically, and the accuracy and smoothness of the line that is drawn depends on the accuracy of your computer's mouse or peripheral device (touch pad, drawing tablet, touch screen etc...).

Erase



The Erase function will only erase lines drawn with the Freehand Draw Tool.

Text



If text notes are needed to explain an aspect of the image, the Text Tool is able to place a layer of alphanumeric characters over the image. The text can be a multitude of fonts and formats. The color and font size may also be changed.

1. Select the text options on the Text Toolbar
2. Click the Text Tool button
3. Click on the image where you want the text to begin
4. Begin typing

Once you are finished, click outside of the text box or click the Selection Tool. To edit the text, first select the text box, and then change it by using the Text Toolbar

Image Adjustment Tools

Zoom



To zoom in on an image, click the Zoom In button, and then click the area to zoom in on. To zoom out, click the Zoom Out button

Full Screen



To view the active image without toolbars or menus, click the Full Screen button. Alternatively, click the Selection Tool and double-click the image.

Flip



Using the Flip tool on an image inverses the x or y axis of the image. All annotations will be flipped with the image, and the text will appear normally. Clicking the Flip Horizontally will make left, right and right, left; up and down will stay the same. Clicking Flip Vertically will make up, down and down, up; left and right will stay the same.

Rotate



With this tool an image can be rotated 90 or 180 degrees clockwise, or counterclockwise. Rotating an image will not mirror it in any way.

Incrementally Rotate



With Incremental Rotation an image will be nudged in the clockwise or counterclockwise direction for more accurate leveling. If an image is incrementally rotated then a cropping box will appear. Any segment of the image that is grayed-out and outside of the cropping box will be cut off once the image is double-clicked. This will prevent images from being an unusual or crooked shape when being used in a presentation.

The cropping box may be stretched by clicking and dragging on the corners of the box. It may also be moved by clicking and dragging the inside of the box

Normalize Image



To better align an image for dentistry and other dental-related practices the Alignment Crosshair may be used to more accurately straighten an image.

1. Click and drag the Alignment Crosshair to where you wish the center of the picture to be
2. While holding down Ctrl on your keyboard, click and drag one of the lines on the Alignment Crosshair until proper alignment is achieved
3. Click the Normalize Image button
4. Once you release the mouse button a cropping box will appear. Any segment of the image that is grayed-out and outside of the cropping box will be cut off once the image is double clicked

The cropping box may be stretched by clicking and dragging on the corners of the box. It may also be moved by clicking and dragging the inside of the box.

Black and White



Viewing an image in black and white can help evaluate brightness and shade differences of particular areas of the mouth, particularly discolored teeth. Simply click the BW button to convert the image to black and white (grayscale).

Brightness, Contrast and Color



Click the Brightness/Contrast/Color button to open the Brightness/Contrast/Color window. You can adjust these settings by clicking and dragging the sliders inside the window. A preview will show the end result without saving the picture unless you click Apply

Crop



Cropping a picture will remove any unwanted excess from the edges of a picture.

1. Click the Crop button
2. Click and drag the mouse to create a box over the desired area, and then let go of the mouse
3. Double-click inside of the box to crop. Any part of the image that is grayed-out and outside of the cropping box will be cut out

The cropping box may be stretched by clicking and dragging on the corners of the box. It may also be moved by clicking and dragging the inside of the box.

Whiten



For clients who want a look at what their teeth could be like with a whitening treatment, the Smile Whitening tool can easily create previews of whitened dentitions.

1. Click the Smile Lightening Tool button
2. Click the Select Area button
3. Click and drag the mouse to create a box over all of the teeth you want to lighten, and then let go of the mouse button.
4. If the coverage of the selection looks spotty or incorrect, click and drag the Select Area slider to adjust.
5. Touch up the areas you want whitened by using the Draw or Erase buttons
6. Once the enamel has been selected, click the Lighten Area button
7. Click and drag the slider at the top of the toolbar to whiten or better, click two times to the right of the slider

You may also change the tint of the whitening tool by selecting the proper colors from the drop-down menu located under the whitening slider. The size of the Draw and Erase tool may also be changed with the Size drop-down menu. The shape of the tool can be selected from the Shape drop-down menu.

Undo



If you made an error in the image editor you may click the Undo button to go back a step.



Redo

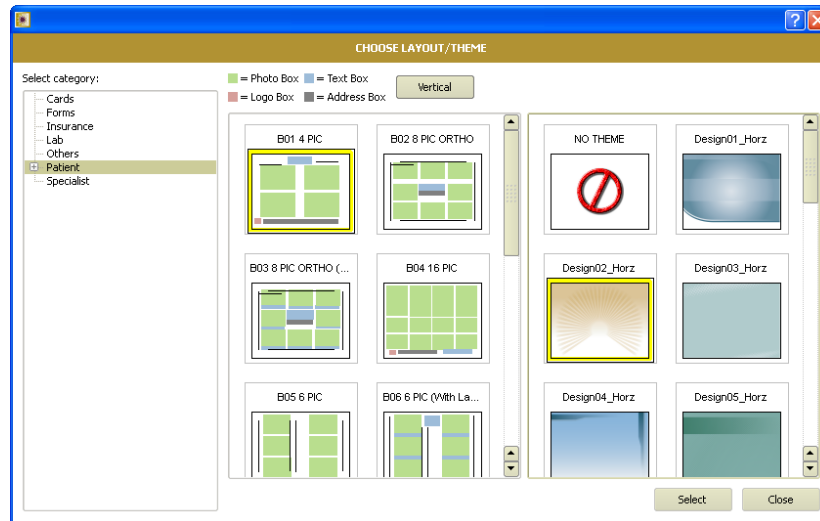
If you wish to cancel an Undo, click the Redo button.

Making a Presentation

Once you have your practice information, a patient, and some images, you can make presentations.

Template Gallery

ImageCentrik™ comes with many different template layouts for presentations. Templates can be customized and saved to make a precise and consistent presentation for each patient.



Template Categories

Each template category has similar templates and themes, however, the data and auto-text used in each category is different. If a presentation is being made for a patient, the Patient category would contain phrases and information that is specific to patients. New auto-text may be entered in, using the Pick-List (*see section Using the Pick-List*)

Loading a Template

1. Click Template Gallery > Choose Layout/Theme...
2. Select the category that applies to your presentation from the left-hand column
3. Select the template layout from the center column
4. (optional) Select the background theme from the right-hand column
5. Click Select

Making a New Template

1. Click Template Gallery > Choose Layout/Theme...
2. Select the category to create the new Layout from the left-hand column
3. Select Empty (Vertical or Horizontal) from the center column
4. Click Select

Draw Line Tool



The Draw Line Tool is used to create a straight line on the x or y axis to underline or separate segments of your presentation. Simply click the Draw Line button, and then click and drag across the screen to create a line.

The line width, style and color may be changed.

Text Box



Use Text Boxes to designate space on a presentation, specifically used for text information.

1. Click the Text Box button
2. Click and drag the mouse on the template to create a box over the desired area
3. Double-click a Text Box to begin typing

Picklist



The Picklist is a feature of the Text Box that stores commonly used phrases, specific to each category of template (Patient, Insurance, Other, etc...). You can use the Picklist to mark the phrases to be used in an ordered list inside the Text Boxes, and even place your own phrases into the Picklist.

1. Double-click a Text Box
2. Click the triangle at the top-right of the Text Box
3. Mark any applicable phrase
4. Click the Add button

You may add phrases by clicking the New button. You may also edit the style of bullet used in making ordered lists with the Picklist.

Create Logo Box



Logo boxes designate space on a presentation, specifically used to display a logo that has been loaded into the Practice Info section.

1. Click the Logo Box button
2. Click and drag the mouse on the template to create a box over the desired area

Create Image Box



Image Boxes are placeholders for images that have been loaded into ImageCentrik. Note that the images for one patient will not show up in another patient's image gallery.

1. Click the Image Box button
2. Click and drag the mouse on the template to create a box over the desired area
3. Click and drag any image from the image gallery to the Image Box

You can double-click an image in an Image Box at any time to open it in the image editor.

Create Address Box



An Address Box is used to automatically display all the information in the Practice Info section.

1. Click the Address Box button
2. Click and drag the mouse on the template to create a box over the desired area

Other Tools

Once you have completed a presentation, you may take use the other utilities that ImageCentrik™ includes.

Printing

A rectangular button with a dark grey background and white text that says "Print".

To print a rough preview of the presentation, click the Print button. Keep in mind that printing directly from ImageCentrik™ is not recommended for professional cases, and should be used for preview and demo purposes only. To print a high-quality hardcopy of the presentation, first export the case to a PDF file, open the PDF, and then print.

PDF is a file format created by Adobe and can be read by Adobe Reader.

Exporting to .PDF

A rectangular button with a dark grey background and white text that says "Export to PDF".

When making a professional case that you wish to save onto your computer, click the Export to PDF button. This will automatically create a high-quality copy of the presentation to be stored in a designated location.

1. Click Export to PDF
2. Browse to the folder you wish to save the file in
3. Click Save

Email

Email

Emailing a finished presentation to a patient will send them the information they need to know in an easy-to-access form.

1. Once you have finished creating a presentation, click Email
2. Confirm the patient's email address
3. (optional) Add cc email addresses and edit subject line
4. (optional) Edit body text
5. Click Send

You must have a valid email address entered in the Practice Info section, as well as the Patient Info section.

Once you click Send, ImageCentrik™ will export the presentation as a PDF file and send it to the targeted email address.

Backup/Restore data

To prevent data loss, backup your database to a safe location, preferably an external hard drive or storage device separate from the computer ImageCentrik is installed on. Before you back up your data, make sure all the Administrator Settings are configured.

1. Click Backup/Restore > Admin Settings > Change Password (default password is "password")
2. Enter a secure password, and the same password again in the Confirm field
3. Click OK
4. Click Backup/Restore > Admin Settings > Set Admin E-mail
5. Enter the Admin Password
6. Enter a valid email address

The email address will allow the Administrator to retrieve a forgotten password. Simply click Backup/Restore > Admin Settings > Retrieve Password to have the Administrator Password sent to the Administrator's email address.

Once the Administrator Settings have been configured, you may backup your patient database, or template database.

1. Click Backup/Restore > (Database - or - Template) backup/restore > Backup
2. Enter the Admin Password
3. Browse to the location you wish to backup your data to
4. Click Backup

This process may take some time depending on the speed computer and size of the database. Do not create backups on the same hard drive as we cannot guarantee the data will be safe from corruption or hardware failure.

To restore your database or templates...

1. Click Backup/Restore > (Database - or – Template) backup/restore > Restore
2. Enter the Admin Password
3. Browse to the location of the backup you wish to restore

4. Click Restore

FAQ (Frequently Asked Questions)

Q: I don't want to store my images in the ImageCentrik database. Can I still use other pictures in the templates?

A: Yes. You may place any .jpg image in an Image Box by simply copying the image (right-click > Copy) and pasting the image (right-click > Paste) directly into an Image Box

Q: Is it possible to edit an image once it has been placed in an Image Box?

A: Yes. Just double-click the image box you wish to edit and the Image Editor will open.

Q: Can I make my own templates?

A: Yes. Just open the Layout/Theme Gallery, select the category your new template will be in, pick the "Empty" layout, and any theme. Once you have done this, make your layout, then click the "Save Template" button above the toolbar. The picklist specific to this category will be available in the Text Boxes

Q: Does ImageCentrik support any image format other than .jpg/.jpeg?

A: Not yet, but this may be a feature in later versions.

Q: Is ImageCentrik compatible with Mac or Linux?

A: No. This program is exclusive to Windows operating systems.

Q: Can I switch my data from the Single version to the Networking version (or vice versa)?

A: Yes. Just use the Backup function to save your data, uninstall ImageCentrik, install the desired version of ImageCentrik, and Restore your backups.

Note: When converting to the Networking version, make sure the data is restored to the server computer.

Q: How can I talk to a support specialist about my problem?

A: See the Support section of this document.

Bug Fixes

An Error Displays on Startup of ImageCentrik

"Could not establish connection to the database"

Why is this error showing up?

ImageCentrik uses advanced programming languages in order to function. If your computer doesn't understand these languages, the program won't be able to read some of the programming, and prevent use. This problem may be the result of your computer not having Microsoft .NET Framework 3.5 installed.

How do I fix it?

Download and install Microsoft .NET Framework 3.5 by going to the link below

<http://www.microsoft.com/downloads/details.aspx?FamilyID=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en>

Support

For questions, comments or support, contact us via the following:

E-mail:	support@dlcenters.com
Phone:	(425) 557-7788
Fax:	(425) 557-1991
Street Address:	Dental Learning Centers 410 W Newport Way Suite A Issaquah, WA 98027
Website:	http://www.dlcenters.com/