

XCPT™ Treatment Planning and Communication System QuickStart Guide

Welcome to the XCPT QuickStart Guide. This tutorial is designed to get you up and running as quickly as possible.

When writing this tutorial we made some basic assumptions.

Those assumptions are:

- You have a basic knowledge of computer operation.
- You have downloaded and installed the XCPT Expert Treatment Planning software. (Instructions for downloading can be found below.)
- You have a computer that is running Microsoft Windows XP.
- You use analog or digital radiographs and have a basic digital camera in your practice. (Note: This program can be used with analog radiography but you will need a digital camera or full-page flatbed scanner with a color transparency adapter.)

We have designed XCPT to be as easy to use as possible. If you have any problems downloading or navigating through the program, please call our 24 x 7 Technical Support Desk at **1-800-962-2846**.

Let's begin with the download and installation procedures. (If you've already installed the software, skip to the Assistant's QuickStart section.)

1. Go to the XCPT website and click on **Download**.
2. Fill in the form. (* denotes required field)
3. A screen will appear thanking you for your information and allowing you to download your 30-day free trial subscription to XCPT Expert Treatment Planning software.
4. Click on the bar at the bottom of the screen that says, "**Download XCPT Here.**"
5. A box will appear on your screen that reads, "**File download-Security Warning**". Inside that box will be the question, "**Do you want to run or save this file?**"
6. Click on **Save** and save it to a folder of your choice.
7. To install the program, simply click on the folder, find the '**setup.exe**' file, then double click on it and follow the prompts on your computer screen.
8. Once the program has been installed an icon will appear on your desktop in the shape of a tooth with a small curved arrow on the bottom left corner.

Congratulations! Your new XCPT Expert Treatment Planning software is installed and ready to use.

(Tools and key points will be highlighted in **RED** to make this guide easier to use)

I. The Assistant's QuickStart

Use this section to learn:

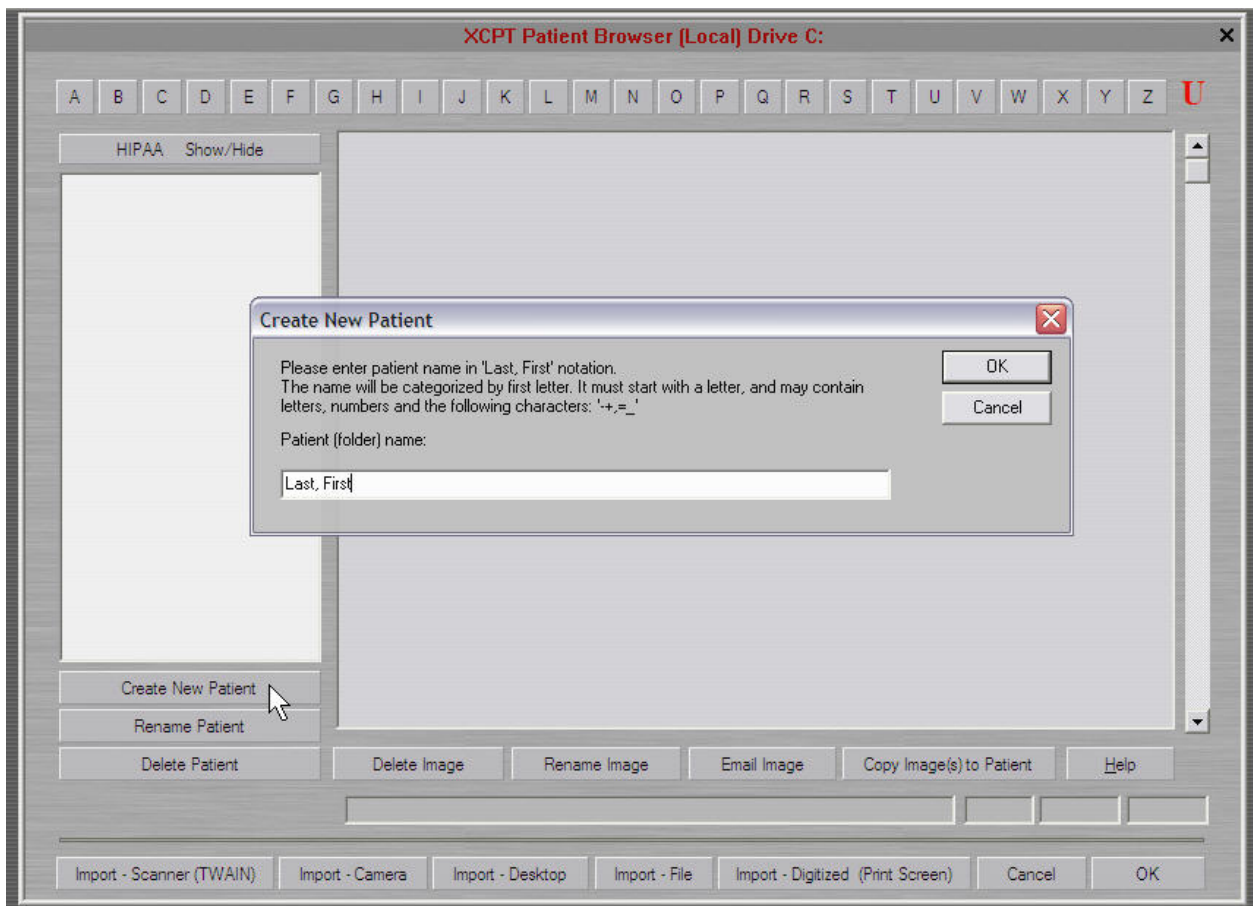
- a. To create a new patient folder
- b. To acquire an image from screen capture or copy, camera, transparency scanner, email, file from XCPT folder on your desktop, or any file on your computer or network.
- c. To prepare an image file for treatment planning.

A. Creating a new patient folder



(If the patient browser is not open, click on **Brows** on the top toolbar.)

- 1. Click on **Create New Patient** in the Patient Browser.
- 2. Enter the patient's name (Last, First)
- 3. Click **OK** or hit **Enter**.



B. Acquiring an Image (X-ray or Photograph)

Importing a digitized image from screen capture or copy (for digital radiography)

1. Open a desired image in its original application.
2. Capture the image by pressing the Print Screen key on your keyboard or copy the image using the edit menu.
3. Close or minimize the original application.
4. In the XCPT Patient Browser, click on **Import - Digitized (Print Screen)**
5. Double click on the thumbnail image or highlight the image and click **OK** to open it in Document View.

Importing from digital camera (for photograph of analog radiograph)

1. Attach the X-ray to your view box or computer screen after clicking on the **Light** button on the top toolbar of your XCPT screen.
2. Set your camera to the black/white if possible setting and take a picture of the X-ray from a distance of about 18 inches.
3. Plug your camera into a USB port on your computer. (make sure camera power is on)
4. Select **Cancel** from the memory stick window.
5. In the XCPT Patient Browser, click on **Import from Camera**. (If the contents of your camera's folder is not visible in the **Open** dialog, close it and select **Import from Camera** again.)
6. Double click on the desired image file.
7. Double click on the thumbnail in the Patient Browser and it will be opened in Document View.

Note: If you have a TWAIN compliant camera it may be necessary to select **Import – Scanner (TWAIN)** for step 5.

Importing from digital camera (for cosmetic photograph)

1. Take a cosmetic photograph.
2. Plug your camera into a USB port on your computer. (make sure camera power is on)
3. In the XCPT Patient Browser, click on **Import from Camera**. (If the contents of your camera's folder is not visible in the **Open** dialog, close it and select **Import from Camera** again.)
4. Select **Cancel** from the memory stick window.
5. Double click on the desired image file.
6. Double click on the thumbnail in the Patient Browser and it will be opened in Document View.

Note: If you have a TWAIN compliant camera it may be necessary to select **Import – Scanner (TWAIN)** for step 3.

Importing an image from the XCPT folder on your Desktop

1. Click on **Import from Desktop** in the Patient Browser.
2. Select an image from the XCPT Folder and click on **Open**.
3. Double click on the thumbnail in the Patient Browser and it will be opened in Document View.

Importing an image from file

1. Click on **Import from File** in the Patient Browser
2. From the **Open** dialog, click on the drop down arrow next to “Look In”
3. Browse to the location where the image is located
4. Select the desired image and click on **Open**.
5. Double click on the thumbnail in the Patient Browser and it will be opened in Document View.

Scanning an Image

1. Place the X-Ray on the scanner.
2. Click on File
3. Select Scanner Source
4. Select the Silverfast Driver
5. Click on **Import – Scanner (TWAIN)** in the Patient Browser. (see XCPT Help / Appendix for proper scanner settings)
6. Click on **Scan** in the Silverfast Driver.
7. Double click on the thumbnail in the Patient Browser and it will be opened in Document View.

Note: Vertically scanned images will need to be rotated to view correctly on your screen. Select the **Adj. Orientation** located in the main menu and then click on **Rotate Left** or **Rotate Right** to properly view the image.

C. Preparing an Image File for Treatment Planning

The **Assistant’s Toolbar** is on the right side of the XCPT User Interface.





The top and bottom buttons are the Object Selection or Idle Tools.






1. - The first step is to click on **Zoom** and the image size will change to fit the screen. On some computer systems, you may have to click **Zoom** more than once.




2. - Click on the **Crop** Tool to take away any unnecessary parts of the digital image. Place the cursor over any corner of the desired area. Click and hold the left mouse button and drag the cursor diagonally across the X-ray or photograph and release.


3.  (*with color correction*) or  (*without color correction*) To finish cropping the image, click on the **Auto** or **Auto X** Tool. and all non-selected parts are discarded and the X-ray is adjusted to fill an 8.5 X 11 sheet.


4.  (*Optional*) – Clicking on the **Mirror** Tool reverses the image.


5.  or  - Use the **L** or **R** Tool to mark radiographic orientation by selecting the tool and then clicking on the lower left or right hand corner of the image.

8.  - Click on the **Label** Tool. From the label dialog, click on **AddressBook**. Either enter a new entry by clicking on **Add New** or select the desired entry from the contact list and click **OK**. The contact email address will be imbedded in the file for automatic emailing. Click on the image to place the label.

9.  - (Optional) Click on the **Card** Tool to add a business card to the image. Select the desired business card and click **OK**. Click anywhere on the image to place the card.

10.  - To save the patient file, click on **Save** and the “Save Image File” window will appear. The file will already be named with the patient’s name on the folder. Click **Save** and two files are created. **Tx00** (the original image-not to be annotated) is saved in the Patient Browser. **Tx01** (Treatment Plan 1) will be saved in the Patient Browser and appear on the screen.

11.  Number the teeth using the XCPT Control Panel. Instructions for numbering teeth using the **Auto** function are discussed in section II.

12.  - (Optional) When you finish numbering, use the **Close** Tool to close the image and then open up the image from the patient browser in the examination room for the doctor to begin Treatment Planning!

II. The XCPT Control Panel



XCPT Control Panel

The XCPT Control Panel allows you to number teeth and insert restorative images, implants, and implant parts onto the image. The Control Panel appears transparent and floats in the center of the viewing area. It can be moved to any position on your desktop. Once the control panel is activated for numbering teeth or adding restorative or implant images, they can be placed as objects either singly or in automatic sequence (1 through 32 or 32 through 1.) The auto function allows you to number teeth or add images in sequence without having to click on each number. Click on **Auto +** (1-32) or **Auto -** (32-1) then click on the beginning number of the sequence. Click on the corresponding tooth and continue to click on teeth in sequence. To get out of numbering mode if you make a mistake, click on the Selection Tool. Numbers can be deleted by selecting them and then clicking on delete. If the image is in mirrored mode, click the **Rev** button on the control panel to reverse the numbers. See the Help Guide for more information....

III. The Doctor's QuickStart

In this section, you will create a basic XCPT Treatment Plan. The **Doctor's Toolbar** is located on the left side of the XCPT User Interface.

A. Creating a Basic XCPT Treatment Plan

Ideally, your assistant will have opened up the image file in **Document View** in the consultation room. The image will be annotated with an **L** or **R** for orientation and have a patient label, a business card, all teeth numbered, and the XCPT Control Panel open on the screen.



- Use the **Scribble** Tool to draw anatomical landmarks. Click on the **Scribble** Tool and a menu will appear containing selections for **Bone Line, Gum Line, Mandibular Nerve Line,** and **Sinus Line.** First, select **Bone Line.** Move the cursor to the starting point for the line. Then click, hold, and gently drag the cursor to the end of the bone line and release. Repeat the procedure for each line, and then close the Scribble Menu.



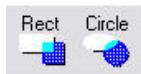
- The **Look** tool creates a movable magnification box. To create a look box click the icon and then click once anywhere on the image or click, hold, and drag diagonally across to a desired size. You will notice that only the image is magnified through the box. To view objects as well, double click in the magnification box.



- To magnify and display an area of importance, click on the **Mag** Tool. Click on the desired area for magnification or click, hold, and drag diagonally across to a desired size and a circular magnification will appear. This area can be moved to a desired location for annotation, by clicking and dragging it to where you need it. To enlarge or shrink it, use the **+** or **-** keys on your keyboard.



- The **Clip** Tool can be used to "clone" a portion of any image (radiograph or photograph.) For example, a clip of a periapical can be placed on or near a panoramic X-ray to show an area of concern. It can also be used for smile design with photographic images (see section III C.) Click on the **Clip** Tool and place the cursor over any corner of the desired area. Click and hold the left mouse bottom and drag the cursor diagonally across the area and release. Once an area has been clipped, it can be moved, resized, copy/pasted, and even saved as a gallery item. To quickly enlarge or shrink a clip, click on it and then use the **+** or **-** keys on your keyboard. To flip it vertically, press **V** on your keyboard. To flip it horizontally, press **H.**



- The **Rect** and **Circle** tools allow you to create editable shapes that can be used to represent sinus grafts, abscesses, membranes, etc. Select the tool and

then click on the image or click, hold, and drag the cursor diagonally across the desired size of the shape. The rectangle or circle can be moved to a desired location by clicking and dragging it to where you need it. Color and opacity can be changed using the object menu.



- Use the **XCPT Control Panel** to place all restorative items, implant objects, and dental implants. Click on the **Restorative** button for restorative images or **Implants** for implant images. Double click on your selections and the menus will disappear. Click on a desired tooth number. Place your cursor over the corresponding crown of the tooth and click to place your selected object. The fastest way to add objects in sequence is to use the **Auto** function. (See XCPT control panel instructions)

[Copy] [Delete]

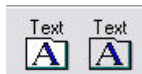
[Fore] [Back]

[Rotate] [Resize]

[Move] [Alpha] - Once a restorative or implant object is placed on the image, click on it to display the **Object Menu**. Notice that **Move** is blue, meaning that the **Move** function is enabled. To move the object, just click, hold, and drag. To resize it, click and hold on **Resize** while moving your cursor up/down or left/right. To rotate the Temp, click and hold on **Rotate** while moving the cursor up/down or left/right. To change the opacity, click and hold on **Alpha** while moving your cursor left/right. If you single click on the **Alpha** option, the Adaptive Alpha Blending Menu will appear allowing you to change the transparency level or the blending threshold of the selected object. To return an object to its original state, right click on the object and select **Restore Initial State**.



- The **Line**, **Arrow**, and **Draw** Tools allow you to create straight lines, arrows, or free form lines for treatment planning. Move the cursor to the starting point for the line. Click, hold, and gently drag the cursor to the end of the line and release. For multiple arrows or lines, hold the shift key. To choose the color and line thickness, use the **Color** tool prior to selecting **Line**, **Arrow**, or **Draw** Tool.



- The Text Tools allow you to create text boxes with or without a background. The font, color, and background can be changed using the object menu.



- The **Doctor's, Diagnostic, Surgical, Restorative, and Notes Galleries** are collections of commonly used clips, objects, and notes. To place a gallery item, click on one of the icons, select the desired item, and then click on the image. Once placed, items can be edited using the object menu. All the galleries are fully customizable. The Text Tools are used to create text boxes that can be saved as gallery items. Any object or image clip can be added, renamed to specify alpha numeric order, moved or copied to another gallery, or

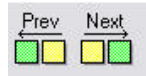
removed using the right click menu. For more information on galleries, see the Help guide.



- The **Measure** Tool can be used to measure the distance between two points on the image. All measurements are approximate and require calibration using the measurement of a known distance.



- Clicking on the **Tx++** Tool allows you to save and rename a file in numerical sequence, so that it can be prepared for the next phase of treatment planning.



- The **Prev** and **Next** Tools allow you to go forward or backward from the currently opened image file.

B. Cosmetic Tools

These tools are used on photographic images to demonstrate the effects of cosmetic procedures.



- The **Clip** Tool can be used in smile design by “cloning” teeth, lips, or pieces of gum and then resizing the clips to lengthen crowns, add gum, etc. Click on the **Clip** Tool and place the cursor over any corner of the desired area. Click and hold the left mouse button and drag the cursor diagonally across the area and release. Once an area has been clipped, it can be moved, resized, copy/pasted, and even saved as a gallery item. To quickly enlarge or shrink a clip, click on it and then use the **+** or **-** keys on your keyboard. To flip it vertically, press **V** on your keyboard. To flip it horizontally, press **H**.



- The **White** Tool is used for whitening or darkening teeth. Click, hold, and drag your mouse to encircle one or more teeth, release your mouse, click on whiten or darken until you reach the desired color and then select OK. The **White** Tool can be used in conjunction with the **Clip** Tool. Before whitening, select the clips and glue them to the background using the right click menu.

C. Communicating with XCPT



- The **Slide** Tool allows you to present opened image files in a slide show manner. Selecting the tool again will end the slide show.

Email as JPG or .XCPT file – To e-mail an XCPT Treatment Plan to a referring doctor, click on **File** in the Main Menu. If the referring doctor does not have the XCPT program, click on **Email as JPG**. This will open Outlook Express and a new message with the XCPT Treatment Plan attached will be created. If the email address is not in place, type in the email address and select send. More information about Emailing see the Help Guide...



- The XCPT Treatment Plan can also be printed if you have a printer set up on your computer. Select the **Print** Tool located on the Top Toolbar.

(* **Note:** Your XCPT treatment plan may also be saved and exported to other practice-management software applications by selecting **File** from the Main Menu and then clicking on **Export as .jpg.**)

