AMERICAN SOCIETY OF PLASTIC SURGEONS®

Photo Manager Guide

Listed below are instructions on what to do before you start uploading photos, how to create new cases and upload patient before and after photos to your Enhanced Listing.

Before Uploading Photos

Please be advised that all information published within your Enhanced Listing is public and available to be viewed on the World Wide Web. Please do not include any private information or information that you do not want to be viewed publically. Please make sure patient names or any other identifying information is not visible on the photos.

1. Things to remember before you begin to upload photos:
    a. The maximum size allowed is 10MB
    b. Ensure lighting and background remains the same on both before and after photo views
    c. Make sure there are no miscellaneous objects in the background behind your patients such as a door handle, picture or desk
    d. Before and after photos must be separate files
    e. Upload before and after photos with consistent sizes
    f. Photos in the following sizes are acceptable:
    1000x750px, 1100x825px, 1200x900px, 1300x975px, 1400x1050px, 1500x1125px
    g. If possible, include at least 2 or 3 different views of each patient- typically the front, oblique and side views
    h. Unless essential to the before and after result, make sure to block out or crop out any unnecessary nudity

2. Microsoft Office Picture Manager is one of the most effective tools to use for editing your photos. This program is usually included in the Microsoft Office Suite, if it is available to you simply follow the instructions below to utilize.
    a. Right click on the photo you wish to edit
    b. From the menu highlight **Open With**, from the fly-out menu choose **Microsoft Office Picture Manager**
    c. Your picture will open in the Microsoft Office Picture Manager Program
    d. Click **Edit Pictures** from the tool bar at the top, the editing tools will display to the right of your photo
    e. From here you can use the different features to edit your photo

Sincerely,

The ASPS Enhanced Team

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Start using the Photo Manager

1. Please visit the ASPS website http://www.plasticsurgery.org/ , click on Member Log In located in the top right corner of the page and log in using your Username and Password.
2. Once logged in click on **My Account**, located at the top of the page
3. Scroll down and click on the **Photo Manager Plus** tab located in the middle of the page
4. Once in the Photo Manager you will need to, click **Create New Case**, this will start the photo upload wizard. You can then select a procedure.
   NOTE: If the procedure is not in the list, navigate to your 'My Account>Personal Information' page and click on the 'Update My Procedures' link.
5. Please read through the electronic legal disclaimer and check the box that confirms you have Accepted Patient Release on file. You are now ready to select your before and after photos from the files on your computer.
6. If your photos do not upload you will receive an error message explaining why they did not upload. If your photos did not upload correctly and you did not receive an error message please contact the ASPS corporate office at (847) 228-9900.
7. Once you are finished click on the **X** in the top right corner and you will be directed to review your photos. If you are not happy with the photos you can delete the set by clicking **Delete Set,** located under the photo. If you are happy with the photos uploaded you can continue with the photo upload wizard.
8. A new case will need to be created for each patient and/or procedure but multiple views/sets of photos can be added to the same case.

To learn more about getting the most out of your Enhanced Page listing, download the ***Enhanced Page Guide*** located under the My Enhanced Listing tab. If you have any questions please feel free to contact the American Society of Plastic Surgeons office at 847-228-9900 or email us at enhanced@plasticsurgery.org .

Sincerely,

The ASPS Enhanced Team