

INSTRUCTIONS FOR FACIAL ANALYSIS PHOTOS

The following NINE photos are required – you may send more if you are dealing with a child who cannot pose. Note some photos are required with the flash on and other with the flash off. Read all instructions before commencing photos.

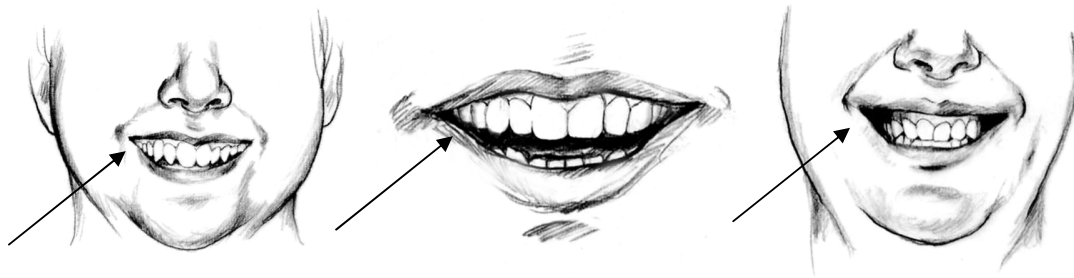
1. Front on no smile – hair behind ears (flash on)
2. Front on with a natural but full smile (flash on)
3. Front on with a wide fake smile (have patient show both their top and bottom teeth – flash on)
4. Front on hair raised up so hairline is fully visible (pull hair back **tightly with two hands** – flash on)
5. *Profile right - hair pulled back to show forehead shape from bridge to hairline – **use a hairband to hold back fringe so all forehead is seen** – hold the head very level and take the image at 90 degrees to the bridge of the nose (flash on)
6. *Profile left - hair pulled back to show forehead shape from bridge to hairline - **use a hairband to hold back fringe so all forehead is seen** – hold the head very level and take the image at 90 degrees to the bridge of the nose (flash on)
7. Front on with a natural but full smile (flash off)
8. Front on with a frown to show lines between eyes (flash off)
9. Front on with eyebrows raised to show forehead lines – hair held up (flash off)

- All photos close enough so face almost fills the screen
- Remove glasses
- Have patient sitting (upright chair) so you can take the photos level to their height
- Observe flash on and flash off instructions
- A plain light background is preferable (indoors)
- All photos with *head held straight* - both side to side and up and down
- Smile to show teeth very clearly - top and bottom row (have the patient do a "fake" wide smile)
- Observe *natural non-photo* smile and send the following information - do teeth fill the mouth or is there considerable shadow on the sides (compact smile)
- Observation of facial lines to be included (these don't show clearly on photos but might on the non-flash images - have the patient frown to see what lines appear)
- Photos to be sent attached to email as a .jpg file or .tif file – ensure each photo has the *first name of the patient and a separate number* so they download easily at this end eg Jack01, Jack02 etc

OBSERVE THE FOLLOWING INFORMATION IN PERSON AND INCLUDE IN EMAIL

SMILE

- compact (distinct shadows beside end teeth and full width of mouth on smiling)
- non rated – minor shadows beside last teeth and full width of smile
- full – teeth extend to edge of mouth fully within smile – both sides



a) Full smile (no shadows beside teeth) b) Unrated smile (small shadows beside teeth) c) Compact smile (shadows beside teeth)

LINES - Note which lines are visible if they are seen in person but don't show on the photos – forehead, between eyes, under eyes, from nose to mouth, cheeks, beside mouth, under mouth

Common photo errors

Please check the following before you finalise your photos

- All nine photos have been taken
- Each photo has the head held straight
- The hair is back from the ears on all images
- The whole forehead shows clearly on both profile image

Profile images – please check

The back is straight

The head is straight

The chin is held level (drop the shoulders, tuck the chin in very slightly)

The eyes are looking straight ahead

The hair is behind the ears

The hair is held back from the forehead

The background is light and non-cluttered (a plain wall is best)

The photographer is at the same level as the subject (patient on a chair)

The photographer ensures the bridge of the nose is centred the same on both the right and left profile images (furthest eye or lashes should not be seen)