DiCentra FAQs – 15

1ˢᵗ December 2020

Running Portfolio Competitions with DiCentra

Question: Recent versions of DiCentra have new features to support portfolio competitions. What are they and what are the best ways to use them?

Answer: DiCentra now provides an option for a portfolio's title slide to contain thumbnails as well as features to just show these or just show the portfolio's images in the competition screen or the Lightbox Mk2. The notes below describe how the features in DiCentra release 4.16.469 or later can be used.

Creating a Portfolio in DiCentra

When you load images for a portfolio in DiCentra 4.16.469 or later the dialogue shown here will appear.

Title Slide: If you choose Text-only title slide the title slide will just show the portfolio's title (as in previous DiCentra versions).

If you choose Thumbnails and text title slide the first 12 images of each portfolio will be made into thumbnails for the title slide. The title text is also included.
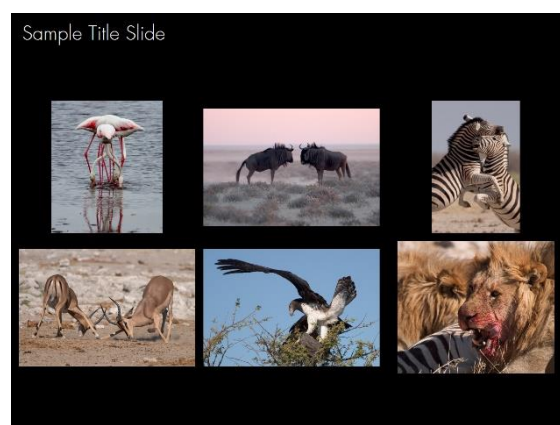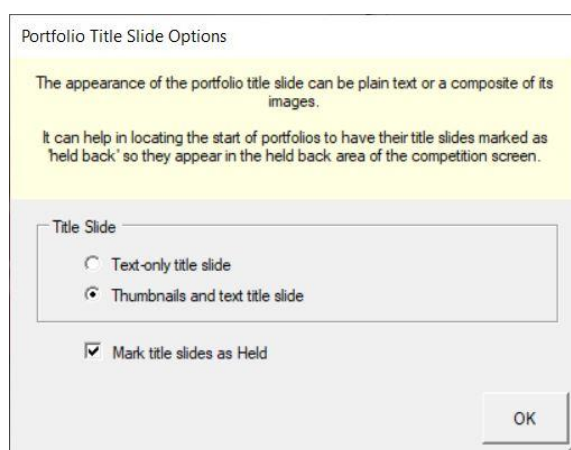
Mark Title Slides as Held: It can sometimes be helpful to be able to quickly find the start of a particular portfolio so this option allows you to flag all the title slides as Held so that the Held panel at the bottom of the competition screen can be used for locating a specific portfolio.

Showing Portfolio Images Full-Screen

The simplest way of running a portfolio competition is to use Competition > RUN COMPETITION. There are several keyboard shortcuts that help you navigate from one portfolio to another and show only the title slides. The latter is most useful when you have opted for thumbnails on the title slides.

End key: This key moves forward to the title slide of the next portfolio.

Home key: This key moves backwards to the title slide of the current portfolio or if a portfolio title slide is already showing it will move back to the title slide of the previous portfolio.

F or f key: This key toggles between just the title slide of each portfolio or the title slide and all images. It can be useful when the judge wants to quickly review and compare several portfolios without using the lightbox.

Clicking image in Held panel: If you have asked DiCentra to mark all title slides as held while building the competition, or have only marked selected title slides as held, then clicking one of the thumbnails in the Held Panel will select just that portfolio. The competition title will be displayed, and right-arrow (or Return) will move through the images of the portfolio unless you have used **F/f** to just show the portfolio title slide.

You can of course 'hold' individual images other than the title slide in portfolios. If you click on one of these in the Held Panel, just that image will be shown full screen as a sequence of one. So, using right- or left-arrow will cycle around the competition banner and the selected image only. Home and End will move to the next or current/previous portfolio.

> **Try This:** At the start of the competition click on the first title slide in the held panel. Using right- and left-arrow will cycle round the images of that portfolio and will not move to the next portfolio. Use the End key to move to the next portfolio, or the Home key to move to the previous one. This technique allows you to work with only one portfolio at a time but easily move to the next one when you are ready. The image details (press the Ctrl key) show the image's position in the sequence (e.g. 3 of 6).

Up-Arrow key: As usual this will revert to showing all images in the competition as you step through them with the left- and right-arrow keys. If the **F or f** key has been used (an odd number of times) it will allow you to skip through all title slides in turn.

Down-Arrow key: As usual, this will show all held images in the competition as you step through them with the left- and right-arrow keys.

Showing Portfolio Images on Lightbox Mk2

In this document the term *Lightbox* refers to *Lightbox Mk 2*. The original lightbox does not have most of the features described here.

Enabling Lightbox 2

Lightbox 2 makes the viewing of portfolios as a set easier and allows you to mark them. To use it:

1. On DiCentra's main window use Edit > Preferences > Lightbox
2. Select Use Lightbox Mk 2
3. You can then set various default conditions such as the number of images per row, if you want.

Basic Lightbox Functions for Portfolios

Often the judge and audience would like to see all images of a portfolio together – perhaps you have not used image thumbnails on the title slide, or you have more than 12 images in the portfolio – so the lightbox view is useful.

Let us suppose that we are viewing an image in one of the portfolios full-size in the competition screen. To view its whole portfolio in the lightbox:

F4 key in the competition screen: This opens the lightbox and displays thumbnails of the title slide and images on the lightbox.

P key in the lightbox: This hides the title slide, so you just see the images. Pressing the same key again re-displays the title slide.

F key in the lightbox: This hides the images, so you just see the title slide. Pressing the same key again re-displays the images.

Images per Row: Moving the cursor to the bottom of the screen will reveal some lightbox controls including Images per row. Using this you can fit up to 10 images per row on the screen. Unfortunately, it is not possible at present to use a "hanging layout" for displaying thumbnails according to the photographer's taste. Sorry!

Click on a thumbnail: To mark an image you need to select its thumbnail first by clicking on it, then type in the mark or award command. See also below.

Double-Click on a thumbnail: Double clicking on a thumbnail will bring the image up full-size in the competition screen. You can use **F3** in the competition screen to re-display the images in the lightbox.

End key in the lightbox: This displays the thumbnails of the next portfolio in the lightbox.

Home key in the lightbox: This displays the thumbnails of the previous portfolio in the lightbox.

 # key in the lightbox: This displays the author name for the selected thumbnail. Pressing the same key again hides the author.

A or a key in the lightbox: This displays the author name for all images in the competition, even those images that are not currently visible, so beware. Pressing the same key again hides the authors.

Using the Navigator with Portfolios

The navigator works as normal for portfolios with a couple of exceptions when using the lightbox. So, for example, you can select all held images, those scoring a given mark, etc. However, the **P** and **F** commands do not work with these selections.

Exception 1: Held Images selection: If a selected image is the title slide (thumbnail or text) then the whole portfolio will be shown in the lightbox. If a few images (non-title slides) are held then just those images will be shown in the lightbox. This behaviour may be useful if your competition has an award for best individual image and the judge wants to compare several candidates.

Exception 2: All images selection: Selecting All Images in the navigator with the lightbox shows all portfolios including title slides. Each portfolio's images start on a new row, but there is no other indication of the start of a new portfolio. The **P** and **F** commands can be used:

P-key in the lightbox: This can be used so that you can see all portfolio images without the distraction of the title slides.

F-key in the lightbox: This can be used to see all portfolio title slides without the individual images. This is intended for the case where the judge wants a compact way to compare all portfolios. It is also a convenient way to mark portfolios quickly.

Marking Portfolios

The most common convention for marking portfolios is to mark their title slide in the competition screen or the lightbox.

If the marking scheme for the competition is Marks, then any of the other images can also be marked. The total marks for the portfolio will be shown on the printable and screen scoresheets if the Ranked Portfolios option is selected. The individual image marks will also be shown if Show Details is selected.

If the marking scheme for the competition is Places, then <u>only the title slide</u> can be given a place.

Awards such as Certificate, Gold Medal etc. can be given to the title slide and/or several images in a portfolio with either marking scheme.   As usual, only one award is allowed per image.

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