

DiCentra User Guide



Release 4.18.576

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imaging

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Chapter 1

Overview of DiCentra

Introduction to DiCentra

The *DiCentra* software allows you to run digitally projected photographic competitions. It provides support for the main steps in creating and running such competitions including:

- Definition of the required image format, file naming and marking scheme for the competition. These are the *Rules*.
- Loading of the entrants' images from CD, USB memory stick or other device and checking that the images conform to the rules.
- Once all images have been loaded, it creates the competition by selecting images from each entrant in turn.
- If a competition was assembled on a desktop machine it can be exported to a laptop for the actual presentation and judging of images.
- On the occasion of the competition, facilities are provided for setting up the projector for focus etc.
- During the competition, facilities for marking the images, holding selected images back and awarding medals and certificates are provided.
- The Navigator allows a range of images to be shown in thumbnail format on the screen or to be shown as a sequence at normal size. The criteria for selection include those with particular marks, those held back, those with medals or those from a particular entrant.
- Finally, results sheets can be produced on-screen or as a file ready for printing.
- Facilities are also provided for a certain amount of customisation of screens and for displaying web-like (HTML) notices as a running sequence in the interval.

About this User Guide

Although this is a lengthy document, to get started you only need to read Chapter 2 to be able to run most ordinary competitions. Demonstration rules and images for you to try out are installed with the application.

Chapter 2 provides a step-by-step guide to building your own competitions. Only some of the most common options are covered, but in many cases other options are either not needed or are fairly self-explanatory, so you should discover many useful features by exploration.

The remaining chapters cover each area of *DiCentra* and competitions in more detail. They provide more of a reference manual as well as discussion of the available choices. Finally, the Appendices contain some useful notes.

About DiCentra 4

DiCentra 4 contains all the features of the earlier DiCentra release 3 but uses Microsoft's .NET 4 technology to provide easier installation and support, particularly for Windows 7, 8 and 10.

Chapter 2

Creating and Running a Competition

Basic Steps

These are the steps involved in setting-up and running a *DiCentra* competition:

- Step 1:** Create the rules. The organiser chooses the name and sets rules for the competition, including whether it is a club or inter-club match and the marking scheme.
- Step 2:** Load entrants' images. DiCentra checks that they conform to the competition rules and will do its best to correct problems unless such correction is disallowed by the rules.
- Step 3:** Make the competition from the rules and the loaded images.
- Step 4:** (Optional) Export/import the competition to another machine for running the competition.
- Step 5:** Run the competition, entering the judge's marks or holding back images. Held back images can then be marked at the end.
- Step 6:** Display and/or print the results.

Rules

The competition rules enable an organiser to customise a competition for a club or inter-club match. The rules define:

- The type of competition: club, inter-club or open.
- The maximum allowable size of images, their colour space and file format (JPEG or TIFF).
- The maximum number of images that may be entered.
- File and folder name structure to enable relatively painless collection of image and photographer details.
- DiCentra supports three marking schemes: normal, triple judged and places. In the normal case, the marks range (with or without ½ marks) is specified. *Triple judged* competitions are those where three judges cast a mark between 2 and 5 for each image via a judging machine. Finally, *Places* is used where only the top images receive a place: 1st, 2nd, 3rd etc.
- The tie-break scheme can be chosen from: plus mark, discard from last image, discard from lowest mark or none. This is useful for inter-club competitions.
- Whether certificates are automatically awarded for images attaining a certain mark or better.

In practice, defining the rules is straightforward and in most cases only a few details need to be entered.

Folder Structure

For common types of competition, the process of entering photographer names, titles, clubs etc. can be tedious and time-consuming. To speed things up and to reduce the load on the competition organiser, *DiCentra* encourages entrants to provide this information in the name of the folder or image files that they submit.

For a club competition, a folder named after the photographer might contain the images. Each image's name would be a sequence number (indicating the order to be shown) followed by the image's title. This structure is not essential but it is easy for entrants to prepare. If they omit important details, *DiCentra* gives the organiser an opportunity to type them in.

Inter-club and open competitions generally require additional information, and this has to be specified in the rules, but if omitted it can also be entered by the organiser.

Loading Entries

DiCentra reads each entrant's images from CD or USB memory stick and checks that they comply with the rules. If the size or colour space is wrong these can be corrected automatically if the rules allow. A list of all files processed is shown on the screen and any that were automatically corrected are highlighted in blue as a warning to the organiser. Any that were rejected are highlighted in red.

Once all entries have been loaded in this way *DiCentra* assembles ('makes') the competition into a new folder by selecting one image at a time from each entrant, until the last entrant is reached (known as a *round*). It then goes back to the beginning and selects the next image from each entrant, and so on until all the images have been assembled.

The order of entrants in each round can be the same, or they can be randomised depending on the rules.

Sample Rules and Entries

Some sample competitions are provided with *DiCentra*, and you can use them as exercises or adapt them for your own competitions. When you first start *DiCentra* it installs sample rules for:

- a. a club competition
- b. an inter-club competition
- c. open competitions with and without club names
- d. a portfolio competition (where sets of an author's images are judged), and
- e. a club competition with entrant names specified surname-first.

If you use **File>Open Rules** you will see their names and you can select one to examine.

A folder called 'DiCentra' is also installed in your 'My Pictures' folder and you will find six folders inside. These are sample images as follows:

- a. Folders CD 1 and CD 2 are for the club competition
- b. Folders CD 3 and CD 4 are for the inter-club competition
- c. Folders CD 5 and CD 6 are for the open competition (with club), and
- d. Folder CD 7 are for the portfolio competition, and
- e. Folder CD 8 contains examples of surname-first entries.

You may find these useful in familiarising yourself with the rules, assembling and running a competition.

Step-by-Step Guide

STEP 1: Setting-up the rules for your competition

There are 3 ways to set up the rules for a competition:

- Use an existing set of competition rules without changes
- Adapt an existing competition's rules and change its name
- Define a set of rules for a new competition name.

The selection of rules is linked to whether the match you are setting up is a club or inter-club competition. So the competition type (club, inter-club or open) must be selected first.

1. Using an existing set of competition rules without editing:

- Select a name from the list of existing competitions in the DiCentra window (click ▼).
- Choose **File>Open Rules** to see the rules for this competition under the tabs labelled Images, Folder/files, and Scoring. Click Cancel when you have finished browsing them.

2. Adapting an existing competition:

- Select a name from the drop-down list of existing competitions in the DiCentra window (click ▼).
- Use **File>Open Rules** to view its rules and edit as required by choosing an option from each selector (click ▼).
- Change the name of the competition and click Save.

Note that the rule for filenames has several components, and varies for club and inter-club competitions. For inter-club rules, it is best to select Club Name for the folder name, and have the author's name as part of the filename. For club competition rules, it is best if the folder name is the author's name.

Note that the filename *must always include a sequence number*, as DiCentra uses this field when selecting images to project. If any numbers are missing from the sequence (e.g. 03 followed by 05) or there are duplicates, some (legitimate) images may be ignored.

For club competitions, a convenient rule for a filename is:

sequence number space image title

and the filename '02 Yorkshire Dales.jpg' is an example. (All filenames need to have a .jpg or .tif extension but DiCentra knows to ignore them when showing the title in a competition.)

Red dots appearing next to fields in the filename during editing indicate an illegal selection, for example, if none of the fields chosen is a sequence number. Positioning the mouse over the red dot will indicate the source of the problem. A set of rules cannot be saved until all errors have been fixed.

If the rules for a competition are changed after some entries have been loaded, these must be reloaded for checking against the new rules.

3. Defining a set of rules for a new competition name:

- Use **File>New Rules** and type in a competition name.
- Set the rules to your taste
- Save. The name will now appear in the drop-down list of competitions in the DiCentra main window.

STEP 2: Loading entries

Choose **Setup>Load Entry** to load entrants' images. This process will check and load the image files from each entrant's folder in turn. It will ask you to select one entrant's folder from a CD, USB memory stick or a folder on your hard drive.

If several entrants have shared a CD or USB memory stick just select one entrant's folder and after clicking **OK** a dialogue box will pop up after the first folder has been selected and let you select and load adjacent folders by ticking the appropriate box next to each name.

As mentioned earlier, *DiCentra* checks that each image conforms to the competition rules as it attempts to load it. If an image does not conform to the required size, filename or colour setting, *DiCentra* will attempt to remedy this unless your rules prohibit this.

At the completion of each **Load Entry** command, a pop-up will provide a brief summary of the images it has loaded. In addition, on the right of the main window there is a list of each entrant whose images have been loaded. Clicking on the **+** symbol shows each of the entrant's files and clicking further will show any problems. The entries in this list are colour-coded:

- **Black:** Image was loaded without problems
- **Blue:** This is a warning that the image colour space or size did not match the rules, but *DiCentra* has fixed the issue
- **Red:** An error was found with this file and it has not been included.

STEP 3: Making the competition

Having defined the rules and loaded the images, these can now be combined to make the competition.

- Choose **Setup>Make Competition** to make the competition. Behind the scenes, *DiCentra* creates a file linking the rules and the entries, which it will use to run the competition.

If some entrants submit late images after the competition has been made, simply go back to **Setup>Load Entries**. *DiCentra* will delete the old competition without having to reload the existing entries. You can then load the extra images, and re-make it.

STEP 4: Save a blank scoresheet (optional)

If you want to record scores on paper during judging, a blank scoresheet can be printed and used to record the marks.

- Choose **File>Reports** and select **Blank Scoresheet**. (Ignore the red indication next to **Competition Results** as there are no results yet.) The file can be saved anywhere convenient and can be opened and printed with Microsoft Word® or Wordpad®.

STEP 5: Exporting/importing the competition (optional)

If your competition is being run on a different machine you can export the relevant files to a USB memory stick or to a folder for writing to a CD. Use **File>Export** to do this. Use **File>Import** to transfer the files to the competition machine.

STEP 6: Running the competition

DiCentra emulates how club competitions are traditionally organised. Its Slide Show can provide a quick run-through of all the entries before judging starts, if this is wanted. For judging, the projectionist controls the progression from one image to

another in View mode; the image title is briefly displayed, and the image can be given a mark, held-back, or tagged in other ways.

After going through the images and awarding marks, the judge may want to review how many have been held back. Held back images can quickly be shown as thumbnails at the bottom of the screen and then selected for marking by double-clicking one.

Alternatively, the organiser can use the Navigator to make a more complex selection of images, including all those from a given entrant, and those with particular marks. The chosen images can then be shown as thumbnails in the Light Box or presented as a slide show or in View mode (normal full-screen mode) as needed.

Choose **Competition>Run Competition** to start running the competition. From this point on, the competition is controlled using the keyboard or by a menu accessed by right-clicking your mouse. This makes it fast and convenient to use.

Appendix A lists the keys used to run the competition and to access the Navigator and Scoreboard or you can press the F1 key to show the shortcuts on screen.

Example of running a club competition in DiCentra

Here is an example of how a club competition might be run using *DiCentra*.

1. Start with a quick run-through (optional). We could start with a quick run-through of all entries using Slide Show, as follows:

- After choosing **Competition>Run Competition**, the title page of the competition is displayed and you are in View Mode.
- Do **right-click>Slide show**. Slide show will loop through the images continuously, displaying each image for a few seconds.
- Do **right-click>Go to start** to quit Slide show. This will return to View mode and the competition title page will be displayed.

2. Awarding marks. Use View mode to mark images or hold them back. The progression from one image to another is controlled using the keyboard (see Appendix B):

- Click the right-arrow key → (or use your mouse wheel) to display the first image. The image number and title will appear briefly.
- To give the image a mark, enter the mark using the numeric keys. The image title and the mark will be briefly displayed. Type a dot to add a half mark, if half marks are allowed in the rules. If you made a mistake, use the **Delete** or **Del** key to clear the mark.
- To hold-back the image, press **h** or **/**. A red border will appear round the image.
- Click the right-arrow → key (or use your mouse wheel) to move on to the next image.

3. Reviewing and marking held-back images. At the end of the images, the judge may want to review how many have been held-back. The easiest way to deal with this is to move the mouse cursor to the bottom of the screen whereupon thumbnails of the held images will appear. (The *Navigator* can also be used and it is described in [Chapter 7](#).)

- Move the mouse cursor to the bottom of the screen. Thumbnails of the held images will appear and these can be scrolled left or right if there are too many to fit on the screen.
- Double-click on one that the judge wishes to mark. It will appear full-size and the thumbnails will disappear.

- Mark the image in the usual way. The Held back indication will disappear and the image will not show in the Held back thumbnails next time they are shown.
- Repeat these steps until all images have been marked.

4. Taking an interval. If you want to suspend *DiCentra* for a tea-break:

- Type **i** or choose **right-click>Interval** from View mode. An Interval screen will appear.
- Type **i** again or do **right-click>Interval** to re-start the competition from the point where you left off.

STEP 7: Saving the results

During, or at the end of the competition the ranked order of entrants and any awards can be displayed on the screen using **right-click>Scores** from View mode.

To save the detailed results of the competition, you must first return to the *DiCentra* main window as follows:

- From a View mode do **right-click>Save and Quit**.
- Then choose **File>Reports** and select **Competition Results**
- Select the components you want to see, e.g. **Awards** for certificates etc., **Ranked Marks** or **Statistics**
- Choose the filename and location for the results sheet and **Save** it
- You can now open the file with Microsoft Word® or Wordpad® and print or save the file to an external device, as required.

Other DiCentra Features Available to the Projectionist

Awarding half-marks and/or plus marks can be done using the keyboard while viewing the appropriate image (see Appendix B). Note that you will get a beep if the rules forbid half or plus marks. The winning image can also be tagged in this way and certificates and medals can be awarded similarly.

The **Navigator** is a useful tool for selecting a subset of images to view, based on different criteria (marks, club, entrant), and for choosing how you want to view them (View mode, Slide Show, or Light box).

The **Light box** is also very flexible. It displays thumbnails, and double-clicking one will project that image in full-screen View mode.

- To discard a thumbnail image from the Light box selection, do **right-click>Exclude** on it (the thumbnail goes dark).
- To restore an excluded image do **right-click>Include**.
- **Right-click>View** will then allow you to view each of the included images in turn.

To view a different group of images on the Light Box, just close its window to reveal Navigator again.

Authors' names can be displayed beneath the image title in View mode if required, by doing **right-click>Authors** or typing **a**. Turn off by clicking **Authors** again.

A **Scoresheet** can be displayed from View mode by typing **s** or do **right-click>Scores**.

To **Quit** showing the competition in View mode or Slide show, type **q**.

Chapter 3

Rules

About Rules

DiCentra's rules describe all relevant details about a particular competition. In particular they record:

- Its name, entry closing date and competition date
- The type of competition and number of entries allowed
- The image characteristics including size, colour space and file format
- The folder structure in which entries are expected to be provided
- The marking scheme, allowable marks range and tie-break method
- Other related details.

This chapter describes each of these areas.

Rules are created or updated using the **File>New Rules** or **File>Open Rules** menu items. The rules form that opens (see right) can then be completed. If your rules are inconsistent then a small red dot will be shown adjacent to fields that appear to be incorrect. Moving the cursor over these will indicate the likely cause of the problem.

Once all fields have been completed the **Save** button will save the rules to a file. It will only do this if there are no errors so if there are errors and you cannot see any red dots look at any hidden tabs to find them.

Rules

Use this form to update the rules for the selected competition
Be sure to work through each tab to define all aspects
(Red icons indicate errors or missing values)

Comp name: SPA Portfolio Comp
Comp type: Portfolio competition
Venue: Boxhill CC
Comp date: 06 December 2015 + 1 Year
Closing date: 29 November 2015

Images | Folder/Files | Scoring | Organiser | Judges

Enter details about the permitted number of entries, image size and format below.

Images/club: 0 Exactly
Max. images pp: 8
Max Width (px): 1400 Max Height (px): 1050
Colour space: sRGB
Reject oversize images:
Reject images with wrong colour space:
Allowed file type: JPEG TIFF
Border colour: Black
Thumb size: 280 px Knock-out comp?

Save Cancel

The Rules Form

Competition Name, Venue and Dates

The competition name is used throughout *DiCentra*. The rules are stored in a file with this name and all entries are loaded into a folder with that name. Consequently, it is important to name each competition differently to avoid entries from different competitions being mixed up or accidentally removed. (*DiCentra* will warn you before deleting loaded entries.)

For a sequence of club competitions it is worth indicating the sequence in the competition name, e.g. 'Brightlees PS First PDI¹ Comp 2007' or 'Brightlees PS PDI Comp – Heat 1'.

DiCentra will capitalise the first letter of each word in the competition name after you type it in. If you want different capitalization, just amend it.

¹ PDI – Projected Digital Image

Most characters can be included in the competition name. Some punctuation characters are not allowed in Windows folder or filenames, so *DiCentra* removes these. You should also note that if you attempt to export/import a competition via a CD, some CD burning software will refuse to save files with characters such as semicolon in their name.

The competition date and the entry date serve little purpose at present, except the competition date is used to determine the order of the competitions in the selector on the main form. So, even if you do not remove old competitions, new ones will tend to be towards the top of the list. The competition date also appears on the scoresheet and results reports.

If you want to run a similar competition to last year, you can use last year's rules as a template and just change the competition's name. (If you don't change the name you are likely to lose last year's competition.)

Using the **+ 1 Year** button advances the competition and closing dates by about one year, so that the new dates are on the same weekday as before.

If the venue is filled out it will be included in the header of the Scoresheet and Results printable reports.

Competition Type

Five types of competition are supported at present:

- Club competition
- Interclub competition
- Large Interclub competition
- All-comers or Open competition
- Portfolio competition.

The simplest of these is the **club competition** where each entrant is allowed to submit a number of entries up to some limit. The information needed per entrant is their name and distinctions, the title of the image and the preferred order of display (the sequence number).

An **interclub competition** differs in that the entrants are clubs. Each image submitted will have an associated sequence number, title and author. For such competitions the number of entries for each club should be identical and there may be some limit on the number of images from any one photographer.

The **large interclub competition** allows fixed or variable numbers of entries from each club. It also allows each image to have a reference number (e.g. C076123) if required. It is intended for use where a large number of clubs are involved, so the scoresheet format is adjusted accordingly.

The **all-comers competition** is a mixture of these two cases and it is assumed that entries are from individuals with a defined maximum number of images. Their club name is also expected to be provided. If it is not, the image will still be accepted but a warning will be added to the log when it is loaded (see [Chapter 4](#)).

Portfolio competitions are where a set of related images by a single author are to be judged as a whole. The whole group are presented sequentially on the screen. The rules specify the maximum number of images allowed per portfolio. At present, the folder/file format of entries is fixed and there is little choice in some of the marking options. As a result, the options may be disabled on the Rules form, or there may be no choice in the selector boxes.

A title image is automatically created for each portfolio, and this can either be a textual title or a composite of the portfolio images (up to the first 12).

Portfolios can be scored using marks or places. Marks can be added to any of the images including the title image and the total is shown on scoresheets. For place-marking, places can only be applied to the title image. In either case awards can be applied to any image in the portfolio.

Commands are provided in the main competition screen and in Lightbox Mk 2 for moving easily to the next or previous portfolio. See the Lightbox Mk 2 chapter for further details.

The Images Tab

Allowed Entries

Depending on the type of competition selected, the **Max. Images pp** (images per person) box and/or the **Images/club** box will be enabled for input and will allow you to define the number of images per entrant. If the tie-break policy is set to *Extra Image* (see below) the words *excluding tie-break image* will be shown to remind you that one more image is required.

Image Size

The majority of data projectors used for digital competitions have a native projected area of 1024 x 768 pixels (so-called XGA). Other more expensive projectors have a native size of about 1400 x 1050 pixels (SXGA+). Operating the projector at other than its native image size will produce visual artefacts that are unacceptable, such as blockiness. *DiCentra* allows you to specify the size of image that entrants should supply using the **Max. Width (px)** and **Max. Height (px)** boxes. Choose from one of the pre-set values in the drop-down box, or just type in your chosen size.

Auto-Scaling: It is important that entrants submit correctly sized images. If the image size differs from the size that is projected then scaling artefacts may be seen (zigzag edges are quite common). If you do not select the **Reject oversize images** option in the rules, *DiCentra* will scale images that are over size. However, it cannot prevent these artefact problems as they are image-specific. It is therefore best to encourage (require?) entrants to produce images of the correct size so that they can assess the image and correct any artefacts before submission.

Aspect Ratio: A decision is needed as to how much of the available screen area to use.

- **Full-Screen:** The obvious choice for maximum image size is the maximum screen size, typically 1024 x 768 pixels. This is good for landscape images, but portrait format images have a much reduced area. For example a standard 3:2 aspect ratio image in landscape format would be 1024 pixels wide by 682 pixels high. The same format portrait image would be 768 x 512 pixels. Thus, the portrait shaped image would only have just over half (56%) the screen area of a landscape image.
- **Square:** This sets the maximum width of any image the same as the screen height (typically 768 pixels) and is more like conventional 35mm slide projection. It does not use all of the projector's potential screen area, but portrait and landscape format images are projected with similar area. A disadvantage is that near-square images occupy a larger area on screen than either portrait or landscape images.

Both approaches are used in digital competitions in the UK. It can be argued that the square format is fairer because portrait and landscape shaped images have a similar size and impact. Others argue that the full screen area of the projector should be used even though portrait shaped images are then smaller.

File Format

JPEG files are commonly used for PDI competitions, although TIFF files are often accepted too. *DiCentra* allows you to choose which of these types are acceptable by ticking the **Allow File Type JPEG/TIFF** checkboxes when creating the rules. If you only tick one option, the other type of file will be rejected. No other file types are accepted.

Other points you might consider are:

- **JPEGs:** There is potentially a small loss in quality in the fine detail when the photographer converts images from, say, Photoshop format to JPEG. It is recommended that for PDI competitions, JPEGs should be created at the maximum quality.
- **TIFFs:** TIFF files are very much larger than JPEGs, but 25 or more should fit on a 650MB CD with room to spare.

TIFF files sometimes contain selections and layers, so the **Save Alpha Channels** and **Save Layers** boxes in Photoshop's **Save** dialogue **must** always be turned **OFF** when they are saved. *DiCentra* will reject TIFF images that are 16-bit, or contain selections or have layers.

If you expect entries to be submitted by e-mail, JPEG images should be used as they are so much smaller. Do check that the mail box you plan to use will not overflow if the expected number of JPEG images arrives.

Image Colour Space

To get correct rendition of colours image files need a working space. The two common choices are *sRGB* and *Adobe RGB (1998)*. The latter has a larger gamut than the former, so potentially can deal with more deeply saturated colours. Data projectors usually have a larger gamut than *sRGB* but always have a rather smaller one than *Adobe RGB*. What is best?

- **Adobe RGB (1998):** This is the working space that most photographers use for preparing prints. If it is used for PDI, images with saturated colours may appear less saturated and detail may be lost in the saturated areas, compared to a print. The problem is that this loss will be different on different projectors.
- **sRGB:** This closely approximates the gamut of older monitors, and images that are converted to this working space will be slightly desaturated compared to Adobe RGB. The effect may be noticeable for images with strong saturated areas. However, because the photographer is doing the conversion themselves they can assess the effect and make some adjustments to compensate.

In summary, with:

- *Adobe RGB* there is a slightly greater gamut than *sRGB* when the image is projected, but the photographer cannot be sure how much the saturated colours will be changed.
- *sRGB* the photographer can predict (and soft proof on their own monitor) how the image should project, but some of the projector's potential gamut will not be used.

Unless the **Reject images with wrong colour space** box is ticked, *DiCentra* will adjust images to the colour space indicated in the competition rules.

- If the rules specified *Adobe RGB* and the image is in *sRGB*, there should be no noticeable change to the appearance of the image
- If the rules specified *sRGB* and the image was in *Adobe RGB* there may be a slight but noticeable de-saturation of the whole image

- If there was no working space in the image then there may well be a change in colour of the image compared to what the photographer saw when preparing the image on their monitor.

Reject Wrong Format Images

By default, DiCentra will fix problems with submitted images that are the wrong size or in the wrong colour space. For national and international competitions it is generally assumed that entrants are able to present images correctly. In such cases, ticking the **Reject Oversize Images** box or the **Reject images with wrong colour space** box when creating the rules will cause such images to be completely rejected. A report to this effect will be shown in the log (see [Chapter 4](#)) for affected images.

Allow limited image count

This only applies to club and all-comers competitions. If this is checked when you make the competition you will be informed of the total number of images in the competition if you choose N images per entrant. You can then select your preference and the first N images from each entrant will be used.

Border Colour

The **Border Colour** determines the colour of the background against which images are projected. This is normally Black, but other shades of grey can be selected instead.

Thumb Size

The **Thumb Size** determines the size of thumbnail images in the *Lightbox* (see [Chapter 7](#)) and the *Held panel* at the bottom of the screen (see [Chapter 6 - Reviewing Held Back Images](#)). The smallest size is appropriate for 1024 x 768 pixel projectors, but larger sizes may suit 1400 x 1050 projectors. Note: You cannot change the thumbnail size once the competition has been made in the standard lightbox (sorry!). However, the Lightbox Mk 2 does allow you to adjust the size of its thumbnails during a competition.

Knock-Out Comp

In knock-out competitions, all images are shown in pairs side by side on the lightbox and the weaker image is given a mark of 1 for each pair. After this first pass the unmarked images are shown in the same way and marked 2. This repeats until all images have been marked, increasing the mark after each pass. The highest scored image is the winner. See [Help > DiCentra Tutorials](#) for a fuller description of KO competitions.

Setting the **Knock-out Competition?** checkbox creates thumbnails to the correct size so that a pair of images fit on the screen in the lightbox.

Lightbox Mk 2 provides extra support for KO competitions by providing a command to mark rejected images using the scheme above. It also provides a command to remove marked images and randomise the remainder at the end of a round. See the Lightbox Mk 2 chapter for further details.

The Folder/Files Tab

General

For common types of competition the process of entering photographer names, titles, clubs etc. can be tedious and time-consuming. To speed things up and to reduce the load on the competition organiser, *DiCentra* encourages entrants to provide this information in the name of the folder or image files that they submit.

The **Folder/Files tab** on the Rules form allows you to specify the folder and file structure you expect and where the names and sequence numbers are to be found.

At present, only one item can be captured from the folder name. This is usually the photographer's name and distinctions, or the club name depending on the competition type.

Club Competitions: For a club competition the filename usually needs to contain at least the image title (plus file extension). The Rules dialogue allows you to indicate this as well as the separators between the items. Normally, if a sequence number and title were used, a space character would follow the sequence number as the separator.

Interclub Competitions: The folder name is the club name for interclub competitions. For large interclub competitions, the folder name must contain at least the club name, but can, optionally, be preceded by a club code in brackets and followed by a # sign and any notes. This can be useful to distinguish several different competitions e.g. Nature and Portrait. An example of this form of folder name might be:

(X03) Xanadu Photographic Club #Nature Entry

The file name for interclub competitions may include a reference number as the first part, followed by other details. The reference number can only contain letters and digits and must end in a digit e.g. X03723.

All-Comers Competitions: For all-comers competitions, entrants must number each of their images. This is so that if one or more images from each entrant are later removed to keep the total number within limits, the lowest numbered images will be retained.

If your club needs additional data in the image filename which *DiCentra* should not process, you can add an *Ignore* field in the filename rules. Such data will be completely ignored by *DiCentra* when images are loaded. *Ignore* fields can be used in all competition types except portfolio competitions.

Portfolio Competitions: For a portfolio competition, this is always set to '*Portfolio name; Author name*'. Either semicolon or underscore can be used to separate the two components. If neither appears, the whole folder name is taken as the portfolio name and the author is unnamed.

For portfolios, the files within the folder must all start with a sequence number, then a space, the title and the file extension (.jpg or .tif). If more than ten images are allowed per portfolio it is best to prefix images 1 to 9 with '0' to ensure that the sorting is correct.

Separators

For interclub competitions the filename would normally contain the sequence number (or reference number for large interclub competitions), the title and the photographer's name. The separator between these last two items can be a semicolon, an underscore or the word 'by':

- **Semicolon:** This is a fairly common choice. Note however, that if files with a semicolon in their name are written to CD, some burning software will refuse to write such files. Other burning software replaces unacceptable characters by an underscore before writing them to CD. If semicolon is specified in the rules, *DiCentra* will also accept an underscore as a separator to overcome this problem. No such problems occur if USB memory sticks are used for submitting entries.
- **Underscore:** This is a safe, if somewhat ugly, way of separating items. It works with CD writing software.

- **'by':** Using the word 'by' to separate the title and author name can also be used. If the word appears in the title, *DiCentra* may get confused. For example, 'By the stream by Fred Smith' would get interpreted as a blank title with the author being 'the stream by Fred Smith'. This sort of problem will be fixed in future, but it would be best to avoid this separator in the meantime.

Sequence Numbers

A sequence number may be included for each image and entrant submits. This specifies the order that the entrant wants their images to be displayed in. For All-Comer's competitions, where images may be excluded, the highest (last) numbered image(s) is/are removed. For inter-club competitions using the Extra Image tie break, the last numbered image is taken as the tie break image.

Sequence numbers can also be used to create a competition with images in a pre-determined order. Each image will have a unique sequence number in the range 1 to 9999 pre-assigned. If the **Randomise** order (see below) is set to **Use Sequence Numbers**, the competition will be produced in the chosen order.

Entry Numbers

For large competitions or exhibitions it can be useful to track entries using an entry number that is possibly assigned when the entries arrive. Ticking this box on the Rules form means that when each entrant's images are loaded *DiCentra* will ask for the entry number to be typed in. (It also allows name errors to be corrected at the same time.)

Entry numbers are not supported for portfolio competitions.

Image Reference Numbers

For other than Large Interclub or Portfolio competitions, a unique image reference number (**Image RefNo**) can be specified. It can be a number or a mixture of upper-case letters and digits. It must be the first field in the image's file name and the following separator cannot be space. The filename must not contain a sequence number as well as an image reference number.

When the competition is being made, a warning will be shown if duplicate reference numbers are found, although the competition will be made correctly. Full details of the duplicates can be found in the printable log report.

This feature provides a unique reference number for each image which is shown with the author details or the on-screen leader board during a competition, or the printable results. In the latter case there is an option to suppress showing the reference number. If image reference numbers are used in a competition, they will also be output as one or more columns in spreadsheet reports.

The Scoring Tab

Randomise

The **Randomise** selector on the **Scores tab** determines the way images are presented to the judge. If you select (**None**) the first image from each entrant will be presented in alphabetical order of the entrant's name (first *round*) followed by the second from each entrant in the same order and so on. Selecting **Once** randomly selects the order of entrants for the first round and uses the same order for subsequent rounds. If **Every Round** is chosen then the order is random in each round.

If there are a small number of entrants, for example two-way interclub battles, then **Every Round** is probably most appropriate.

All Images randomises the entries over all the images. This may result in an uneven spread of some entrants' images over the competition but may be preferred by some clubs. It is not available for portfolio competitions.

Reverse Alternate Rounds orders the first round in alphabetical order of the entrants' names. The next round will be in the reverse order, and the order will continue to alternate in this way for the rest of the images (including the tie-break image, if relevant).

Examples: For 5 entrants A-E and images 1-3 the result might be:

(None): A1, B1, C1, D1, E1, A2, B2, C2, D2, E2, A3, B3, C3, D3, E3

Once: B1, A1, C1, E1, D1, B2, A2, C2, E2, D2, B3, A3, C3, E3, D3

Every Round: B1, A1, C1, E1, D1, C2, E2, B2, A2, D2, D3, B3, A3, E3, C3

All Images: B2, C3, C2, D1, A2, E1, B3, D3, B1, A3, A1, E3, D2, E2, C1

Reverse Alternate Rounds: A1, B1, C1, D1, E1, E2, D2, C2, B2, A2, A1, B1, C1, D1, E1

For portfolio competitions, **(None)** means that the order of presentation of portfolios is in alphabetical order of the portfolio name. Choosing **Once** or **Every Round** means that the order the portfolios will be random. Of course, the order of presentation of the portfolio images themselves is determined by the sequence number at the beginning of the file name.

Use Sequence Numbers is used to present the competition images in a pre-determined order. Each image must have a unique number in the range 1 to 9999 as its sequence number.

If duplicates are found while loading an entrant's images, all but one of them are rejected. Do check the status log to ensure these errors are dealt with. If duplicates are found while the competition is being made a message will indicate the entrants and images causing the problem.

If you intend to download images from PhotoEntry with PhotoEntry's **Presentation Sequence** set, you must use this option.

Marking Scheme and Marks Range

Four marking schemes are supported:

- **Marks:** This is the normal case where the range of marks can be specified together with whether half marks are to be used.
- **Triple Judge:** In this case, three judges will anonymously award marks in the range 2 to 5 via a judging machine. Thus, the mark is in the range 6 to 15 and a note is made if any judge awards a '5' to the image.
- **Places:** Here, a small number of images will be awarded a place, so 1 indicates 1st place, 2 indicates 2nd etc.
- **Multi-Judge:** This is more general than *Triple Judge*, allowing between 2 and 5 judges to select images and then mark the selected images. If this option is chosen you will need to select the number of judges for your competition. Documentation on running multi-judge competitions can be found at: <http://www.wilburimaging.com/wisoftware/AN%20%20Multi-Judge%20Guide.pdf>

The chosen marking scheme is selected using the **Mark Scheme** selector and this will cause suitable default values to be set in the **Min Mark**, **Max Mark** and **Half Marks?** boxes. If the marking scheme is *Marks* the values in these boxes can be changed to your preferred range, for example 1 to 20 with no half marks. Note that a minimum mark of zero is not allowed.

For the *Triple Judge* or *Places* marking schemes, the **Min Mark**, **Max Mark** and **Half Marks?** boxes are disabled and cannot be changed. (Please contact enquiries@wilburimaging.com if you have a need for a different range of marks for triple judge competitions.)

For portfolio competitions, only **Marks** is supported.

Tie Break Policy

The **Tie Break** selector allows the competition's tie-break policy to be chosen. The options are:

- **Plus Mark:** This is the familiar tie-break policy where one image in a two-way competition is awarded a plus mark.
- **Discard from End:** For multi-way competitions, this discards the mark from the last image from each entrant and sees whether a tie still exists. If so, the mark of the next last image is discarded and a check made. This is repeated until a winner is found or all images have been discarded – a true tie.
- **Discard from Lowest:** This is similar to the above case, but each entrant's marks are first sorted into descending order. The lowest mark from each entrant is then discarded in turn until a winner is discovered or a true tie results.
- **Most High Marks:** The highest marks from each club are used to determine the ranking of tying clubs.
- **Extra Image:** This is only applicable to inter-club competitions and an extra image needs to be provided that will only be used if a club ties with one or more other clubs. If this option is selected, each image must start with a sequence number and the tie-break image is the highest numbered one.
- **None:** There is no tie-break policy. Typically used for club competitions. It is the only option available for portfolio competitions.

Note: DiCentra only uses tie-break policies for inter-club competitions. However, if you need to use them for club competitions, set the rules as though for an inter-club competition and remove the entrant name component from the file name. Entrants should submit their images in a folder bearing their name, as usual.

Auto-Certificates

In some competitions, all images scoring top marks are awarded a certificate automatically. This can be specified in the rules by ticking the **Auto-Certs** box. When this is done the mark box is enabled and a suitable marks range can be chosen.

The Organiser Tab

This tab allows you to record information about the competition organiser. It is included so that future applications may have contact details for the organiser and, if appropriate, the email or web address to use when submitting entries.

These fields may be left blank if you do not wish to use them.

The fields provided are:

- **Organiser Name:** The name of the organiser.
- **Organiser Club:** The organiser's club name.
- **Organiser Phone:** The organiser's preferred contact phone number. Only characters found in phone numbers are allowed, eg. +44 (0) 2234-1234.
- **Organiser Email:** The organiser's contact email address.

- **E-Submit To:** This can either be an email address or a web address if electronic submission of entries is allowed.

The Judges Tab

This tab allows you to record the judge's name. For triple judge or multi-judge competitions the appropriate number of judges can be entered. These fields may be left blank if you do not wish to use them.

If you do fill the details they will be shown in the header of scoresheets and results reports.

This feature is included so that future applications may use the details.

Chapter 4

Loading Images and Making the Competition

Loading Images

About Loading

DiCentra does the following when you attempt to load some images for a competition:

- It checks whether the competition has already been made
- It checks each image in the entrant's folder to obtain the entrant name, sequence number etc.
- It checks each file to see that its format is correct and, if necessary and permitted, it corrects it
- It creates a folder of the images, suitably sized thumbnails and a record of image details.
- It updates the status/log panel on the main form to show any issues discovered during loading.
- If you are running the trial version of the software it will only load up to three images from each entrant.

Loading Images

You request that images be loaded by first selecting the competition name in the **Competition** selector on the main form. Then use **Setup>Load Entry** to start the process.

You will then be asked to select an entrant's folder, e.g. 'Fred Smith' for a club competition or 'Brightlees PS' for an interclub competition (see right).

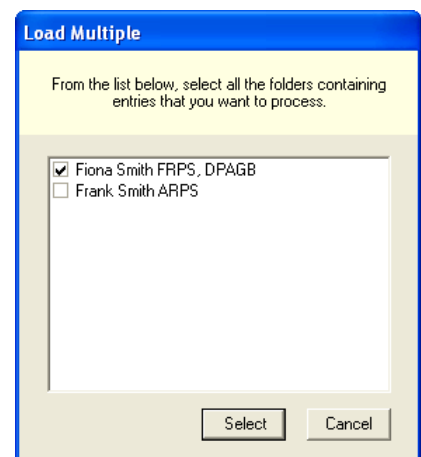
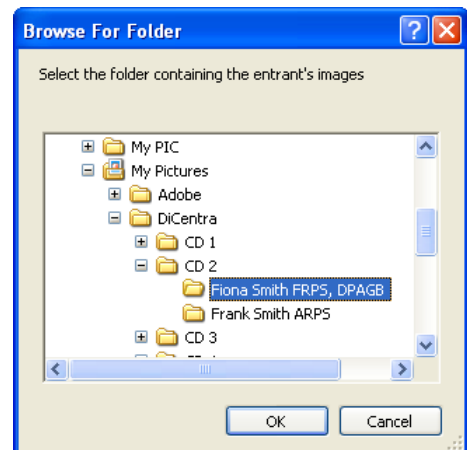
If there are other adjacent folders *DiCentra* will give you the opportunity to select others to be loaded at the same time – Load Multiple (see below right). Just tick the ones you want to load.

CDs can take a while to spin up to speed. If you can persuade several entrants to share a disk it can significantly speed the loading process using Load Multiple.

DiCentra then looks at each file and tries to extract the information it needs from the folder and file names. You will be asked to type in anything that is missing.

Once this is done *DiCentra* copies the original files into its own private area (see [Chapter 9](#) for its location), fixes any problems if it is allowed to by the rules, and creates some other files including image details and thumbnails.

After each entrant's images have been loaded a brief report is displayed before any remaining entries are loaded.



Depending on your *Preferences* (see [Chapter 9](#)) settings, if you attempt to re-load an entry after the competition has been made you will be warned and can choose to proceed or leave the competition intact.

Quick Multiple Loading: Many competition organisers copy the folder of each entrant's images into a master folder for the competition before loading them into *DiCentra*. In this case, you can load all entries without going through the dialogue above. Just select the master folder (rather than an entrant's folder) when you use the **Setup>Load Entry** command.

Portfolio Competitions

These are loaded in the same way as other competitions.

A title image is automatically generated for each portfolio and this can be either just a text title or a composite of thumbnails of the first 12 images in the portfolio. You will be asked during **Setup > Load Images** command which kind of title image you would like.

At the same time, you can choose to mark the title slide as *Held*. This can help in quickly navigating to a specific portfolio via the **Held panel** at the bottom of the competition screen.

Extra Image Tie-Breaks

For these competitions, the club's entry will be rejected if the extra tie-break image is omitted.

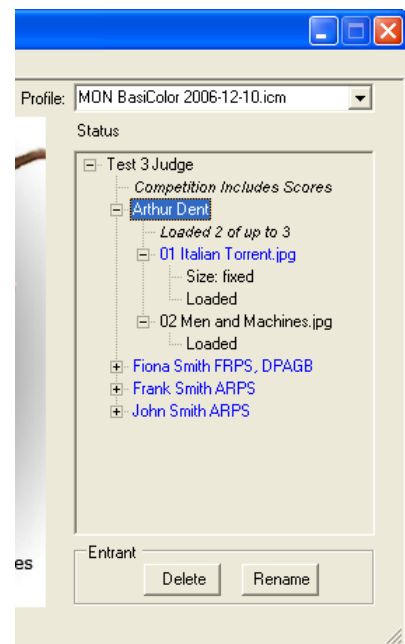
The Status/Log Panel

The *Status/Log* panel (see right) allows you to quickly see the status of a competition and whether there are problems with the entries that have been loaded. Entries can be expanded or collapsed by clicking the + and - icons.

The first entry is the status of the competition. In this example some entries have been loaded but the competition has not yet been made runnable. Other indications here are 'Ready to Run' and 'Scores Included'.

There follows a list of every entrant where an attempt has been made to load their images, together with a sub-entry for each file that was processed. All files, with the exception of a few Windows and Adobe system files are included.

Items in the list are colour coded. Red items are errors and usually indicate that some action is needed or an image has been ignored (skipped) or rejected. Blue items are warnings and there will be some information to indicate why, such as 'Colour Space: fixed' if the author submitted an image with the wrong colour space. Any items in black are for information and do not require action.



Saving the Log

The status/log information can be saved to a file as a record or for printing. To do this:

1. Select the competition using the **Competition** selector

2. Click on **File>Reports** and choose **Log of Load/Build Activity**
3. Click **Save As ...** and choose a suitable file location.

Error Messages

Here are the error messages that can appear in the log:

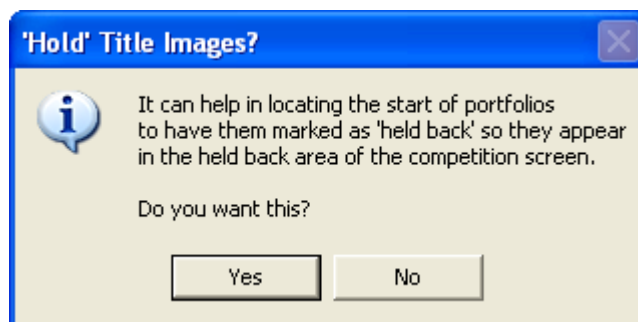
- *Empty Folder – No images:* The entrant's folder contains no images.
- *Loading Aborted:* You clicked the **Cancel** button when you were asked for details for this file.
- *Rejected: grayscale format:* The image is in grayscale format and 'Reject wrong format images' was selected in the competition's rules. The author should have converted the image to RGB.
- *Rejected: tiff+mask format:* The image is in tiff format with an embedded mask and 'Reject wrong format images' was selected in the competition's rules. The author should have unchecked 'alpha channels' when saving the file.
- *Rejected: wrong colour space:* The image uses the wrong colour space and 'Reject wrong format images' was selected in the competition's rules.
- *Rejected: wrong size:* The image is the wrong size and 'Reject wrong format images' was selected in the competition's rules.
- *Skipped: bad file:* The file was unreadable as a TIFF or JPEG file. This may be because it is a different format (e.g. Photoshop or BMP), or it is not an 8-bit RGB format file, or it is a TIFF file that contains alpha channels (saved selections).
- *Skipped: bad seq. no.:* The file has an incorrectly formatted sequence number and has been ignored.
- *Skipped: copy failed:* The image file could not be copied to *DiCentra's* assembly area.
- *Skipped: duplicate:* This file's sequence number is the same as an earlier one and it has been ignored.
- *Skipped: no extension:* The file has no extension so could not be processed.
- *Skipped: too many:* This file was ignored because enough images have already been loaded for this entrant.
- *Skipped: wrong file type:* The file is not a JPEG or TIFF file.
- *Skipped: your request:* You clicked the **Skip** button when you were asked for details for this file.
- **Unexpected Error:** This should not occur. If it does please contact software@wilburimaging.com.

Warning Messages

Here are the warning messages that can appear in the log:

- *Author: anonymous:* Self-explanatory. This is a warning, but if several occur in an interclub competition errors may result if there are more of these than images allowed per author.
- *Club: blank:* Self-explanatory.
- *Colour Space: fixed:* The image colour space was incorrect but *DiCentra* has corrected it for the competition.

- *Grayscale format: fixed:* The image was provided in grayscale format but *DiCentra* has corrected it for the competition.
- *Size: fixed:* The image size was incorrect but *DiCentra* has re-sized it for the competition.
- *Tiff+mask format: fixed:* The image was provided in tiff format with an embedded mask but *DiCentra* has corrected it for the competition.
- *Title: blank:* Self-explanatory.



Making a Competition

Making a competition involves:

- Ordering all the images according to the *Randomisation* chosen in the rules
- Creating various files for keeping scores and running the competition.
- If you are using the trial version of the software, a maximum of three entries will be made into a competition.

Use the **Setup>Make Competition** menu item to achieve this.

The competition files are saved in *DiCentra's Assembly Area*. See [Chapter 9](#) if you need to know its location.

If your folder names started with a code for the entrant in brackets, e.g. '(A101) Fred Smith', a file containing the name to code mappings will be created. This is only appropriate for club and inter-club competitions. If there are missing codes, missing names or conflicts, these are reported in that file.

If the competition includes image reference numbers in the filenames, a warning message is displayed if there are any duplicate reference numbers, although the competition can still be run. More details of duplicates are included in the competition's printable log.

For *Portfolio* competitions, a dialogue will appear asking if you want to mark the portfolio title images as held back. This can be useful in quickly navigating to a selected portfolio when the competition is run.

If you select *No* navigation is still possible, it is just slower.

A sequence called "No Titles" is also generated for those who do not like titles to be seen between portfolios.

For *Multi-Judge* competitions, *DiCentra* creates an initially blank sequence for each judge's selected images. These are called *Judge 1 Selection*, *Judge 2 Selection*, etc.

Saving the Scoresheet

If you should want a blank scoresheet to enter the judge's marks during the competition:

1. Select the competition using the **Competition** selector
2. Click on **File>Reports** and choose **Blank Scoresheet**
3. Click **Save As ...** and choose a suitable file location.
4. Use Microsoft Word® or Wordpad® to print it.

Judges' Preview

If you should want to provide some images for the judge(s) to preview before the competition, or for them to make their initial selection in a multi-judge competition, you can do it as follows:

1. Select the competition using the **Competition** selector
2. Click on **Competition>Extract Images ...** and check **Rename Images**
3. Ensure that + Author is not checked
4. Click on **Extract** and identify where you want the extracted images to be saved. Two folders (*Images* and *Thumbnails*) are produced so it is best to save them to a new folder.

The images can be viewed as a slideshow in Windows Explorer. Adobe Bridge can be very useful too, as it allows the judge to flag marks with star ratings.

Deleting an Entrant

An individual entrant can be removed, including all their loaded images, thumbnail and other files:

1. Select the competition using the **Competition** selector
2. In the **Status/Log** panel select the entrant to be deleted by clicking on the entrant's name. You may need to expand the log to show the names
3. The **Entrant** section at the foot of the panel will be enabled. Click on the **Delete** button that is there.

Note: If the competition has already been made, deleting an entrant means you will need to re-make it afterwards.

Renaming an Entrant

Sometimes entrants include unnecessary details in their folder name. This can be changed as follows:

1. Select the competition using the **Competition** selector
2. In the **Status/Log** panel select the entrant to be deleted by clicking on the entrant's name. You may need to expand the log to show the names
3. The **Entrant** section at the foot of the panel will be enabled. Click on the **Rename** button that is there. A dialogue will be shown with the entrant's name.
4. Edit the name in the dialogue box and click its **Rename** button.

Note: If the competition has already been made, renaming an entrant means you will need to re-make it afterwards.

Deleting a Competition

A competition, including all its loaded entries, internal score files, etc. can be removed completely by:

1. Select the competition using the **Competition** selector
2. Click on **Setup>Delete Competition** and answer yes to the confirmation request.

Merging Images from Competitions (Advanced)

Sometimes it can be useful to make a new competition from some of the images from earlier ones. For example, you may have a competition for Portraits, another for Nature and another for Pictorial. Once these have been judged you would like the judges to choose their favourite images and decide on the overall medal winner.

Having to switch between three competitions is tedious, so it is possible to build a new competition for this purpose.

Another example is where you have inter-club competitions, and the top clubs go forward to the next stage.

These are dealt with by creating sequences in the earlier competitions and then using **Setup > Load Sequence**, and **Setup > Make Competition** in the usual way to create the next stage competition. This is described below.

The Competitions

All the competitions must be compatible. This means they are of the same type (Club, Inter-Club, etc., but not Portfolio), they have the same image sizes, file types and colour spaces. For club competitions they do not necessarily need to have the same number of images per entrant, although for inter-club competitions that is necessary at present.

It is easiest to create the rules for all the competitions at the same time so that they are compatible. To do this:

1. Use **File > New Rules** to create the first set of rules in the usual way, let's call them *First Heat*. Save them.
2. Use **File > Open Rules** to re-open *First Heat* and just change the competition name to *Second Heat* before saving them.
3. Use **File > Open Rules** again and this time change the competition name to *Finals*, and save.

Of course, you can change the competition dates while you are doing this if you need to.

The Heats

At the appropriate times, load images into the first and second heat competitions using **Setup > Load Images** and **Setup > Make Competition** in the usual way.

We'll assume that we are going to get the judge to choose the best images from the highest scoring images in the heats. So when each heat has been marked:

1. Go to the **Navigator** and, for example, select **Score equals 9 or better**
2. Click on the **Save ...** button and give the sequence a name, for example, *Best*. See Chapter 7 for more details.

Building the Finals

In order to create the *Finals* competition you will need to ensure that the results of the heats are on the same machine you are using. If you are doing this on a desktop machine and the heats were run on the club laptop, you will need to export results from the laptop back to your machine. See Chapter 5 for details. Of course, there is no reason why the *Finals* cannot be built on the laptop provided the rules are there.

To build the *Finals*:

1. In *DiCentra*, select *Finals* as the competition in the selector at the top of *DiCentra's* main form.
2. Click on **Setup > Load Sequence**. In the **Competition** selector, choose *First Heat*.
3. The **Sequence** selector should now be enabled and you should see *Best* listed there. Select it and click **OK**.
4. Repeat steps 2 and 3 for the *Second Heat* competition.

5. Now use **Setup > Make Competition** to create your finals. That's it.

Notes

- a. Only compatible competitions that contain sequences are listed in the competitions drop-down in **Setup > Load Sequence**. If you can't find what you are looking for you may not have copied the results and sequences back to your machine or you need to create a sequence.
- b. The new competition will include any awards or marks from the previous heat. This may be useful to you, but if not, you can clear them when you start to run the competition by selecting the **Clear all marks/awards and restart competition** option that is displayed.
- c. You can combine several sequences from one competition. For example, you may want to include all images getting an award as well as any that score 9 or more. Just create two sequences and use **Setup > Load Sequence** twice to include them. If an image appears in both sequences it will only be included once in the final competition.
- d. For inter-club competitions, you might want to include the top two clubs from each heat into the final. Again, create a sequence for each of the leading clubs and use **Setup > Load Sequence** to include them.
- e. There is a special case for inter-club competitions that use an extra image for tie-breaks. This image is normally hidden and when the club's images are selected in the Navigator it will not be included in the sequence. For such competitions, *DiCentra* automatically creates sequences called *Club Name (inc TB)* and these can be selected with **Setup > Load Sequence** if you need to.
- f. If you look at *DiCentra's* rules for a 'combined' competition after you have made it you may notice that the number of entries allowed for entrants (and clubs) has increased. This is normal and is done to ensure that if an entrant has qualifying images from several competitions, none will be rejected because the maximum image count has been exceeded.

Print Competitions

DiCentra can be used to manage the marks for print competitions. One tedious way of doing this is to duplicate a black JPEG image, rename them with the details for each print and put them into appropriately named folders ready for loading and competition creation. This works, but is not very convenient. **Setup > Load Print List** provides an easier way of managing such competitions.

In order to use this you define rules for the competition just as you would for a Digital Projected competition, and then create a text file with the details of each of the prints. The information needs to be in columns separated by a tab character and needs to be prepared as described below.

Print List with Placeholder Images

This is the simpler case. The first line of the print list text file must contain the word **Folder** at the start of the line. Each line after that contains details of a print. Type the information that would normally be the folder name in the first column (usually the entrant name), then *tab*, then each of the items that normally go into the filename, but ensure you separate them by a *tab*. (For a portfolio competition, where the folder name consists of the portfolio name and the author's name, type these as two columns separated by a *tab*.)

So, for a club competition where the rules indicate the entrant name goes in the folder name and the filename consists of a sequence number followed by the image title, the file might look like:

Folder	Seq	Title
Fred Smith	1	Botany Bay
Arthur Dent	2	Sunrise
Fred Smith	2	Trees in Winter
James Roberts	1	Golden Eagle
James Roberts	2	Wild Wolf
Arthur Dent	1	Men in a Boat
John Briggs	2	Whittling

Notes:

- On the first line you can add column names separated from each other by tab (as shown here). *DiCentra* completely ignores them.
- You should not include the file extension (.jpg), but if you do it will be ignored.
- If the Rules file includes an Ignore field, you must include it in the print list, otherwise your title or other field will be ignored, and that field will contain inappropriate data or be empty.

Once you have prepared this file and saved it, just use [Setup > Load Print List](#) and when asked, select the file. You will be asked to choose which entrants to re-load if some have already been loaded.

A set of placeholder images containing each image's title will be created. The competition can then be made in the usual way with [Setup > Make Competition](#) and run using [Competition > RUN COMPETITION](#).

Print List with Photographs

It can be useful to include photos of the prints as a double check when marking and possibly as a reminder at the end of season of what the best prints looked like. One way of doing this is to create your print list as before but add an extra empty column at the left. Also, ensure the first line starts with the word **Image** instead of Folder.

You might then take photographs of each print and transfer the JPEGs to a folder on your computer. To avoid being asked repeatedly to identify the appropriate image as each line of the print list is processed, include a unique sequence of characters from the relevant image in the first column. For example, if the image is called *P1000446.JPG* just put *446* in the first column. The print list might look like this:

Image			
446	Fred Smith	1	Botany Bay
448	Arthur Dent	2	Sunrise
	Fred Smith	2	Trees in Winter
451	James Roberts	2	Golden Eagle
	James Roberts	1	Wild Wolf
452	Arthur Dent	1	Men in a Boat
	John Briggs	2	Whittling

A placeholder image will be created if the first column for any entry is empty.

When you use [Setup > Load Print List](#) you will be asked to select the print list, and also the first image location. Thereafter, you will only be asked to identify the image location if the image number is not found in the same folder as the first image.

The competition can then be made in the usual way with **Setup > Make Competition** and run using **Competition > RUN COMPETITION**.

Editing Images

Occasionally, an image is shown in portrait format instead of landscape, or vice versa. This is usually because its metadata is not set correctly in the camera or processing software. Also, occasionally entrants mislabel their images and the title, author or club name needs to be changed. *DiCentra* incorporates a simple image editor to overcome these annoyances.

The editor can only be used after the competition has been made. To use it click on **Edit > Edit Image** and a dialogue similar to that shown here appears (but without the image details).

You can search for an image using its number, title, author, club or portfolio name as appropriate. Use the **Search for** selector to choose which of these to use. For image number or title type its number or part of its title in the **Select** search box. Then click on **Search**. For the other searches use the **Select** drop-down to select the author or whatever.

You can rotate the image by clicking the **Rotate** button as many times as necessary. Each click rotates it 90°.

You can change the title, author, club or portfolio name by typing into the appropriate box. Note that changing author, club or portfolio name will change that name on all images in which it appears.

Once any changes have been made the **Save Changes** button will be enabled and you need to click it to update the competition database. The **Save Changes** button changes to **Saved** when complete.

If several images match the text you typed into the search box you will see a warning message and the **Search** button will change to become the **Next** button. Clicking this allows you to cycle round all matches until you find the one you want.

Loading *PhotoEntry* Competitions from the Cloud

The third-party *PhotoEntry* application (<https://photoentry.uk/>) can be used to allow entrants to upload their images to the Cloud. These images can then be downloaded into *DiCentra* competition(s). Full details of how to set up compatible *PhotoEntry* competitions can be found using the **Help > PhotoEntry (PEX) User Guide** command.

The **Cloud > PhotoEntry** command can be used to download images, make *DiCentra* competition(s) and upload results after the competition has been marked.

Chapter 5

Export and Import

General

File > Export and **File > Import** allow competitions including the images, logs, rules and marks to be transferred between machines or file systems. Their main purpose is to allow a competition to be constructed on one machine (e.g. desktop) and then exported to a USB memory stick, CD or external file system. The competition can then be imported to the machine that will be used on the night (e.g. laptop). After the event, you may want to export the competition together with the results back to the desktop machine or to a CD or external file system for archiving.

Export can also be used to archive a completed competition including its marks.

Export

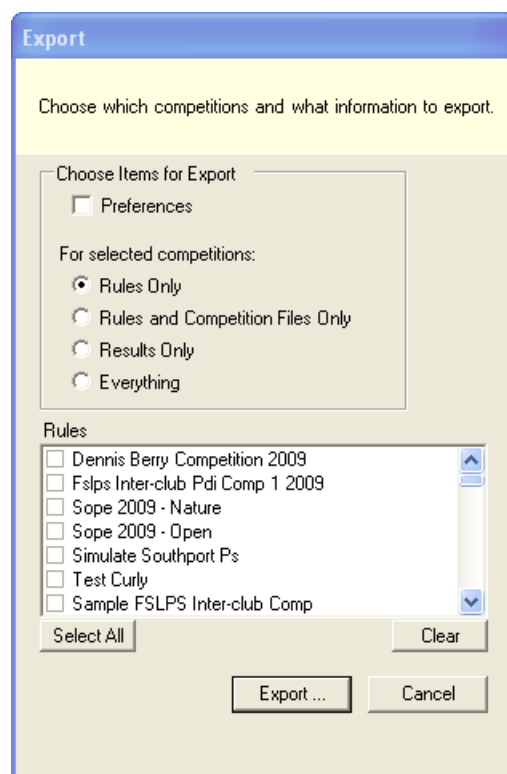
The export dialogue is shown on the right. For these notes we will assume that we are exporting from your desktop machine to the laptop that will be used for the judging.

Preferences

If you have no preferences set the check box will not be enabled.

However, if you chose fonts, colours or set other Preferences on your desktop machine (see [Chapter 9](#)) they can all be exported by ticking the Preferences box. There are a few caveats.

- If you export preferences that have a background image set, it will be copied to the same folder where DiCentra stores competition rules (see [Chapter 9](#)).
- If you use a special font for your titles you need to ensure that it is on both machines otherwise Windows will substitute a similar font.
- If you are using web pages for interval notices these will not be exported. You will need to transfer them to the other machine and set them in Preferences again. The reason is that *DiCentra* cannot easily determine all the folders that need to be transferred.



Rules and Competitions

You can export:

- Just the rules for selected competitions
- The Rules and the files needed to run the competition
- The Results of a competition, including rules, marks and any sequences you have created or

- All information about the competition.

In most cases where you are transferring a competition from a desktop machine to the one used to run the competition, the second option is most appropriate. For large competitions it avoids transferring all the original entries and can speed up transfers considerably. The disadvantage is that you will not be able to add any last minute entries and re-make the competition on the competition laptop.

The third option is useful after a competition when you want to transfer the results back to your master machine. It saves copying back lots of image files.

The fourth option includes all accepted and/or corrected images from entrants, any log information, the order of presentation for judging and marks after judging. Although there is some redundant information exported, it does allow last minute re-building of a competition on the laptop, if necessary.

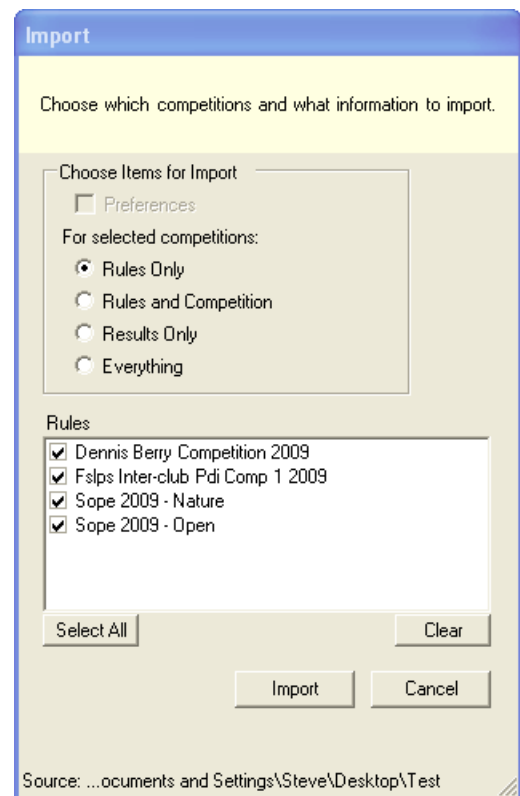
Selected competitions can be exported and you will be asked for a folder to use when you click **Export ...**. If you re-use a folder then the newly exported competitions will be added to it and you will be warned if you attempt to overwrite an earlier version of the same competition.

Import

The import dialogue is shown on the right and it appears once the import folder has been selected. This is the same folder on a USB memory stick or on a CD to which you exported.

Once you have chosen which rules and/or entries to import they will be copied to the correct place for DiCentra and will appear in its competition selector.

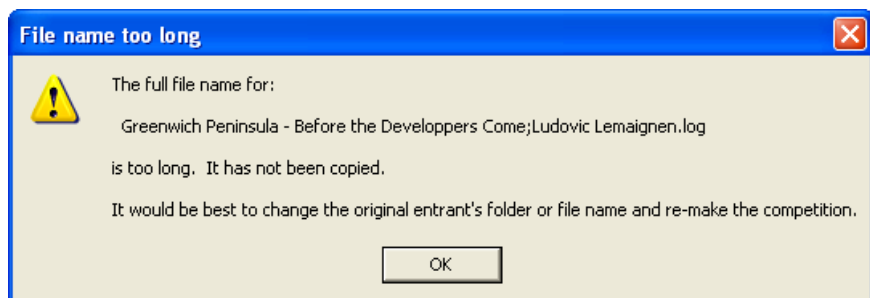
Once a competition has been judged you may want to re-import the results back to the desktop machine. **Rules and Competition** is the most appropriate option for this as it copies the results, the rules and the images actually used. It avoids copying the original entries again.



Filename Length

On Windows, a full pathname (filename plus all folders right back to the C:\ or corresponding device letter) cannot exceed about 256 characters. This is not usually a problem.

The full pathnames used by DiCentra include your username. Because of this, the pathname length of some files when you import competitions to a new machine may be slightly longer than this limit and cause a warning message (see above) to be displayed.



In some cases, importing only the competition rather than everything can fix the problem, but in other cases you may need to adjust name of one or more images or entrant's folders on the original machine and re-load them before exporting again.

Chapter 6

Running the Competition

Main Steps

This chapter concentrates on those steps that take place around the time that the competition is judged. The steps include:

- Choosing the appropriate projector colour profile
- Setting up the projector
- Running the competition and marking entries
- Selecting held back entries for marking
- Showing the results.

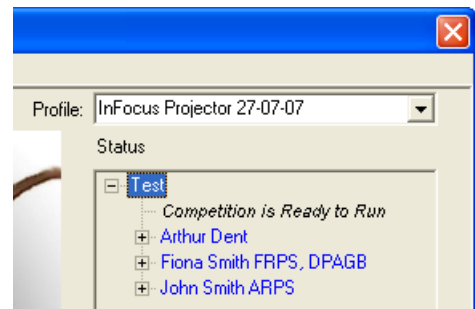
More complex selection of images is possible using the Navigator and Lightbox and these are described in the next chapter.

Projector Profile

In order to get consistent and accurate colours it is important to calibrate/profile your projector under the conditions that will be used for judging. Products such as DataColor's Spyder5Elite and X-Rite's Eye-One Photo can be used for this.

Once the projector profile has been produced, you can choose it using the selector (see right). You will probably notice a slight change in colour or contrast on screen when you make the selection. This is normal.

When you exit DiCentra it checks to see if you made a selection, and if so it restores the original profile.



Projector Setup

A variety of test images can be displayed to help you check that the projector is correctly set up before the competition begins. All test images are sized to fit the maximum image area defined for the current competition.

To use the tests:

- Select the competition in the main form's Competition selector. (This is needed so that *DiCentra* can indicate the image boundary position so that you can check that no pixels are cropped.)
- Use **Competition > Set up Projector** or **Ctrl+P** to start showing the tests.

At present the following tests are provided:

- Geometry test – to check that there are no problems with keystone distortion and that the image is not stretched or squashed
- Focus test – to help with focusing small text is placed at the middle and corners of the screen. Patterns with one and two pixel wide bars are also displayed. If, after focusing some of these bars have uneven brightness it may indicate that you are not running the projector at its native resolution. Check using

Windows' Control Panel > Display.

If the resolution is correct any unevenness is caused by the frequency response of your projector – in practice it is unlikely to be noticed.

- Uniformity test – to check if there are problems with colour variation across the screen, mid-grey is projected
- Brightness test – a white screen is projected so you can measure it with an exposure meter and have all competitions at similar brightness levels
- Black test – to check for certain pixel errors, black is projected. The previous two tests may also show up pixel errors such as pixels that are stuck at black, white or some primary colour.
- Shadow test – to check the effect of ambient lighting and contrast settings various dark patches are shown
- Highlight test – to check for burn-out in the highlights various light patches are shown
- Overall Contrast test – 5%, 3% and 2% step wedges are projected together with smooth wedges. This checks that all shades are distinguishable and that there are no colour artefacts in the smooth gradients.
- Colour Saturation test (5% steps) – Step wedges for all primary colours are shown against the fully saturated primary. Both fade-to-black and fade-to-white versions are shown. It will not be possible to see all steps in all colours due to the limited gamut of projectors and displays, but it can be instructive to see their limitations, especially in the cyans and yellows.
- Overall appearance – a standard colour test chart is projected to check a variety of colours.

A simple wizard is used to control these tests. If you move the cursor outside the box containing instructions they will disappear so that the test pattern can be viewed unimpeded. Any movement of the mouse will cause them to re-appear and moving the cursor inside the box will prevent it disappearing.

In addition to these tests you can add your own JPEG test images. These will be shown before the standard DiCentra test images (above). They will not be scaled to the projector size, so you must ensure they are correctly sized. They will be colour managed. Use [Preferences > Test Images](#) to choose your images.

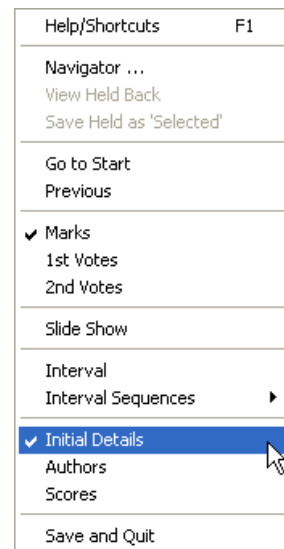
Running the Competition

The User Interface

The user interface has been designed to use the numeric keypad for frequently used commands like holding back images and awarding marks. This is to avoid having clutter on the screen that reduces the area available for competition images and distracts viewers. Less common commands can often be input using other keyboard characters or by **right-clicking** with the mouse to show the context menu (right). The items on the menu are tailored to the current competition, so it may not be exactly the same as seen here.

Because of this, it is strongly recommended that an external mouse and full-size keyboard are used rather than a laptop's keyboard and track pad.

The keyboard commands are in [Appendix A](#) and can also be seen during a competition by clicking on [Help/Shortcuts](#) in the context menu or by pressing the **F1** key.



A hidden panel at the bottom of the screen contains thumbnails of any held back images. Moving the cursor there will cause it to be displayed. See below for further details.

Note: When discussing key strokes below, normal keys are shown in quotes for emphasis, e.g. 'i' for the letter i. Do not type the quote characters. Special keys are shown in angle brackets for emphasis, e.g. <Ctrl> indicates pressing the Control key.

Starting and Stopping the Competition

Starting: Assuming the competition has already been selected on the main form, use [Competition > RUN COMPETITION](#) or **Ctrl+R** to start it. If this is the first time this day you will receive a prompt telling you which projector profile is selected. Click **Wrong** if it is incorrect and select the correct profile from the drop-down selector. Otherwise click **Correct**. You will not be nagged again that day.

If the screen is too small for the maximum image size specified in the competition's rules, you will receive a warning. This can arise for two reasons:

- a. You are previewing a competition on a small screen, or are running a print competition on a laptop with a small screen, or
- b. The Windows text scaling for the projector screen is not set to 100%.

In the first case, just click on OK and your images will be scaled to fit the available screen area. The lightbox and scoreboard will be scaled to a similar size.

If you are trying to run a competition on a projector and get this message it is probably case b. You will need to close *DiCentra* and set the text scaling to 100% for the projector screen. Use [FAQ 1](#) from [Help > DiCentra FAQs](#) for instructions. You should not proceed with auto-scaling as this can degrade the image losing or damaging thin key lines and other fine details, and distorting colours in such areas.

Normally, a banner page will be displayed, but if the competition has been fully or partially marked a dialogue will provide options allowing you to continue at the beginning or at the first un-marked image.

In particular, for multi-judge competitions you may wish to enter a judge's selection beforehand. See *Editing a Sequence* below. If some selections have been made in this way, you will be asked if you want to show only those images, or all images. Whichever you choose, all selected images will appear in the held-back panel at the bottom of the Competition screen.

Each time the banner page is displayed, the number of held and unmarked images is shown. If all images have been marked, *Competition Complete* is displayed. The exception is for inter-club competitions using the *extra image tie-break* policy, in which case the number of unresolved ties is shown. See below for how these can be resolved.

Hiding Marks: If a competition has been partially or fully marked the dialogue that appears will allow you to *Hide Marks and Awards*. If you choose to do this, all marks, awards and held back indications will be hidden on the main competition screen and in the Lightbox. Also, you will not be able to add or change any marks or awards nor hold back images.

At the point you want to reveal marks, use the context menu (**Right-Click**) on the Competition screen (not available in the Lightbox) to **Show Marks and Awards**. The marks etc. will be revealed and changes to marks and awards can now be made if necessary.

Note: Even while marks and awards are hidden you are able to select images by marks etc. in the Navigator. When the selected images are shown their marks etc. will be still be hidden.

Stopping: You can stop the competition at any time and return to it later. Use one of the following:

- Type **'q'**
- Press the **<Esc>** key
- **Right-click** to show the context menu and select **Save and Quit**.

These all close down the competition screen. Marks are saved to file whenever they are typed in so even if your machine fails during judging, any marks already entered should be safe.

Intervals: You can pause the competition for a (tea/coffee) interval using one of the following:

- Type **'i'**
- **Right-click** to show the context menu and click on **Interval**.

To resume at the same place repeat one of these actions.

Notices: It is possible to define one or more sequences of HTML (web-like) pages of notices or advertisements to be shown in the interval (see [Chapter 9](#) for details). In such cases, extra items will appear on the context menu allowing you to choose an interval sequence for display.

Once a notice sequence has started, you can use the mouse thumbwheel to move between notices.

Navigating through Images

Next: The following actions move to the next image or the end page unless the end page is already showing:

- **<right arrow>**, **<Enter>** or the mouse wheel.

Previous: The following actions move to the previous image or the title page unless the title page is already showing:

- **<left arrow>**, the mouse wheel or **Previous** on the context menu.

Restart: The following moves to the start of the competition (the title page):

- <up arrow> or **Go to Start** on the context menu. If a selection of images had been made in the Navigator and viewed these actions will reset the selection to include all images in the competition.

Slide Show: To show the images in sequence for the time set in *Preferences* click on **Slide Show** on the context menu. Do the same again to stop the slide show.

Navigating in Portfolio Competitions

If you opted to have portfolio title images flagged as *Held Back* when you made the competition, each title slide will appear in the held image area at the bottom of the screen – just move the mouse down and it will pop up. You can then select one of the portfolios by clicking on its thumbnail and then move through its images using the arrow keys as normal.

Alternatively, you can use the **Navigator** to view a portfolio – see [Chapter 7](#).

To move to the start of the next Portfolio use the **End** key. To move to the start of the current Portfolio use the **Home** key. If you are already viewing the title image of a portfolio **Home** will move you to the start of the previous portfolio.

To display all images in the current portfolio on the Lightbox use the **F4** key. (Note on some laptop keyboards you may need to use Fn + F4.)

Displaying Image Details

At various times, image details are briefly displayed on the screen. These include its number and any mark, award or held indication that has been assigned. The duration of display and the screen placement for these details can be changed using *Preferences* (see [Chapter 9](#)).

Normally, these details are displayed automatically when the image is first shown but this can be suppressed using *Preferences*. In a similar way it is possible to control whether the initial details are displayed before the image is shown, rather than overlaid on the image. During a competition, displaying image details when the image appears can be controlled by using the 'D' keyboard shortcut or the context menu's *Initial Details* item to toggle them on or off.

The details are displayed again automatically when the image is marked or held back. You can also force the details to be displayed again by holding down the <Ctrl> key.

Author and club details are not normally shown in the details, but they can be turned on (e.g. when all marking is complete) by one of the following:

- Type 'a'
- **Authors** in the context menu.

In each case you will be asked to confirm that you really want author names displayed from now on. Using one of these again turns author display off.

To display the author details for the current image momentarily, (e.g. after it has been marked,) type '#'.

If you are using Presentation Sequences from PhotoEntry to determine the order of images (**Randomise** set to **Use Sequence Numbers** in the competition's rules) you can switch between these 4-digit numbers and the image's index in the competition using the 'e' shortcut key. See [FAQ 18 - Presentation Sequences and Image Indexes.pdf \(wilburimaging.com\)](#) for full details

Marking Images

Normal marks: You enter marks by typing in one or two digits within the marks range for the competition. If the rules allow, you can add a half-mark by typing '.' and a plus mark by typing '+'.

Triple judge competition marks: There are exactly 10 valid marks for triple judge competitions: 6 to 15. To speed up marking only one digit is typed – the '1' for marks between 10 and 15 is omitted. Thus, '7' indicates a mark of seven and '2' indicates a mark of twelve. You can indicate that the scores include at least one 5 by typing '.' after the digit.

Triple judge votes: For triple judge competitions up to two rounds of votes can be cast as well as the original marks. To change to voting mode:

- Select **1st Votes** or **2nd Votes** from the context menu.

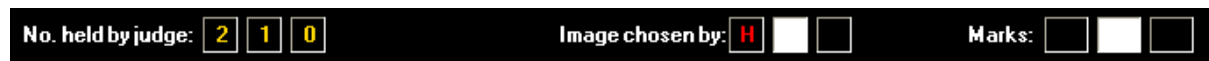
The marks 6, 9, 12 and 15 correspond to 0, 1, 2 and 3 votes respectively. You can type in any of the score digits (6, 9, 2 or 5) or the number of votes (0, 1, 2 or 3) and DiCentra will show the relevant number of votes.

Deleting marks: To avoid accidents you must use the key to delete incorrect marks. This also deletes any plus or half-marks and the held back status.

Portfolio marking: Individual images in a portfolio can be marked and assigned an award such as a certificate or medal. If an overall mark for the portfolio is to be given it is best to give this to the title image. Thus, the marks for portfolios can be the sum of individual marks, a single mark assigned to the title image or a combination.

If you earlier flagged the title slides as held back, when they are 'marked' the held flag will be cleared and they will no longer appear in the held back area at the bottom of the screen. Typing '/' after the mark is entered will retain their held state.

Multi-Judge Marking: Marks are entered in the normal way as described above. Once the first judge's marks have been entered hit the <Tab> key and the next judge's mark box will be highlighted. Enter their marks and hit the <Tab> key to move to the next. The accumulated total will be shown in the image details and the individual judge's marks are shown in the multi-judge status bar shown below.



Holding Back Images

The idea of holding back images for later marking is so common that easy-to-use features are included for this purpose. To hold an image back for marking later do one of the following:

- Type '/' or 'h'

Held back will be indicated either by:

- a coloured border around the image, or
- the word *Held* and a little H flag in the image marks area

depending on your *Preferences* settings.

The held back status is cleared automatically when a mark is entered. Alternatively, typing either '/' or 'h' again will clear it without assigning a mark.

Reviewing Held Back Images

If the cursor is dragged to the bottom of the screen while an image is being displayed, thumbnails of held back images will pop up in a strip at the foot of the screen.

Double-clicking on one of them opens it at full screen size ready for marking.

Alternatively, clicking the **View Held Back** item in the context menu or using the <down arrow> key allows the projectionist to show each held image in turn at full size using the navigation keys.

Also, clicking the **Show Held Images on Lightbox** item in the context menu or hitting the 'x' key shows thumbnails of all held back images in the Lightbox. You can then double-click on a thumbnail to have it shown full size ready for marking.

You can also use the Navigator (**Navigator** in the context menu) as an alternative and slower way of dealing with held images (see [Chapter 7](#)).

Reviewing Other Images

Sometimes you would like to re-process any images that have scored a high mark. The **Navigator** (see [Chapter 7](#)) can be used to select these images and you might display thumbnails in the **Lightbox** for the judge. Double-clicking a thumbnail brings it up full-screen for marking or assigning awards. Press the **F3** key to flick back to the same selection on the Lightbox if the judge needs to make more awards. (This can be used with other selections too.)

Selections in Multi-Judge Competitions

In multi-judge competitions you may only want to allow each judge to select, say, 4 images. This can either be done using the *Sequence Editor* or, as you view the images you type 'h' or '/' to select (hold) the image. This will add or remove a selection by the first judge. To indicate a selection by the second judge, first hit the <Tab> key and then type 'h' or '/'. The tab key moves to the next judge each time you hit it.

The multi-judge status bar (see above) indicates which judges have selected the image, and how many images in total they have each selected.

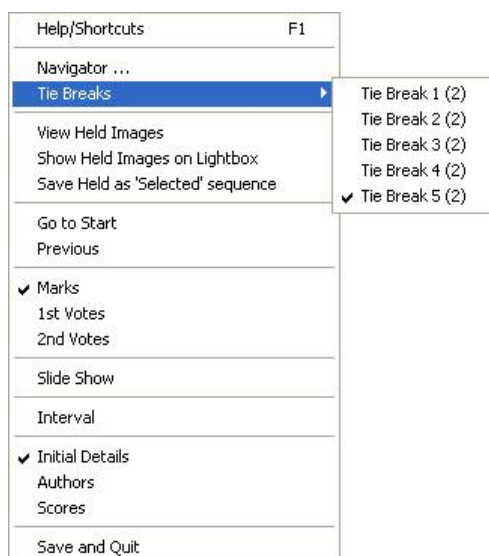
Extra Image Tie-Breaks

If extra image tie-breaks are being used and all the images have been marked, *DiCentra* will show the number of tie-breaks on the banner page.

To resolve tie breaks, use the context menu (**Right-click** on the screen) and select **Tie Breaks** and then click on one of the tie breaks listed. You can now use the right- and left-arrow keys to move through the relevant tie-break images and they can be ranked 1, 2, ... by typing **1, 2**, etc. .

The number of clubs involved in a tie is shown in brackets, and once resolved a tick mark appears in the menu.

The menu does not indicate the clubs involved or the position being decided, but Tie Break 1 refers to a tie for a lower place than Tie Break 2, etc. Thus, if you are only interested in ties for top place, if you resolve the highest numbered tie, there is certain to be a clear 1st and 2nd place.



Awards

Certificates and medals can be awarded to images. Typing the relevant key combination below adds an award to the current image. Typing it again removes it.

- *Winner:* <Alt>+w (Hold down <Alt> and type 'w')
- *Gold medal:* <Alt>+g
- *Silver medal:* <Alt>+s
- *Bronze medal:* <Alt>+b

- *Ribbon:* <Alt>+r
- *First place:* <Alt>+1
- *Second place:* <Alt>+2
- *Third place:* <Alt>+3
- *Fourth place:* <Alt>+4
- *Certificate:* <Alt>+c or type `*`
- *Hon. Mention:* <Alt>+m
- *Best in Exhibition:* <Alt>+x
- *Judge's Choice:* <Alt>+j
- *Very Highly Commended:* <Alt>+v
- *Highly Commended:* <Alt>+i
- *Commended:* <Alt>+o

Scores

The current scores can be displayed while the competition is being run. Use one of the following:

- Type `s` or click **Scores** on the context menu.

After the competition is over and the main form has been displayed again, you can save a printable scoresheet by using **File > Reports ...** and selecting **Competition Results**.

If the text size on the scoreboard is too small, it can be increased using a **Scale Factor** setting such as 1.2 in **Edit > Preferences > Image Details**. This scaling will also apply to the image details that are typically shown when an image is marked.

Customising Scores

Some fairly basic information is provided on the competition scoreboard. To tailor this:

- Use **Competition > Scoreboard Settings ...** before you run the competition
- Choose the scoreboard elements you want to include (these are similar to those available for the printable results)
- Click on **Save**

Then run the competition in the usual way. When you show the scoreboard your chosen information will appear.

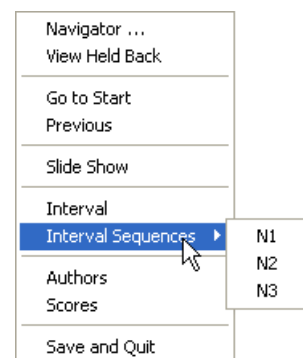
Intervals

To pause the competition during a tea break:

- Right-click to bring up the context menu and click **Interval** or type `i`
- This will display an interval banner page.
- To end the interval, repeat the process.

Intervals with Notices

More complex interval sequences can be produced if you want to show a programme or some advertising. Producing such sequences is described in Chapter 9 under **Notices & Adverts**.



If we wish to show such notices:

- Right-click to show the context menu and click **Interval Sequences**
- Select one of the sequences, e.g. **N1**, from the fly-out list (see right).
- To stop the sequence, right-click and select **Stop**.

Remember to disable any screen savers if the interval is likely to be lengthy!

Miscellaneous

Sometimes, by accident a mark does not get entered for an image. The *Navigator* provides facilities for identifying all unmarked images (or part-marked, selected images for *Multi-Judge* competitions) so that they can be marked before the competition ends.

DiCentra provides a number of features to support triple judge competitions and exhibition acceptances. They are mostly found in specialist selections in the *Navigator* and features of the *Lightbox* (see [Chapter 7](#)).

Sequences

Sequences provide a means of collecting a group of images together under a name of your choice for a particular competition. For example, in a large competition, you might want to show a handful of the competition's images to the judge at the start of the evening so that he/she can get an idea of the standard. Creating a sequence called, say 'For Judge', would be one way of doing it. As their name suggests, sequences maintain a particular order of presentation. You can also add captions between images in a sequence.

Sequences can be used for pre-defined presentations, for the *Extract* command or for producing selective reports and spreadsheets.

For *Multi-Judge* competitions there will be sequences corresponding to each judge's selected images. These are called *Judge 1 Selection*, etc. If judges choose their selections before the competition, you can create their selection by editing the relevant sequence with the *Sequence Editor*. In such cases any captions or duplicate images will be ignored.

Creating and Editing Sequences

DiCentra has always had sequences, and they can be created visually, by moving image thumbnails around in the *Lightbox* (see [Chapter 7](#)). You can also create them using the **Competition > Edit Sequence** menu item.

If the current competition already has some sequences defined, you will be presented with a dialogue to select one of the existing ones for editing or to create a new one.

If the current competition has no sequences, the sequence editor dialogue will open with an empty list. You then need to enter the name for the sequence. Captions and image numbers can be added. Once you are satisfied, you can save the sequence. See below for details.



For an existing sequence, you will be presented with the same dialogue box, but with all the entries in the sequence displayed (see the figure on the next page). When new items are added they are inserted after the selected item (highlighted in blue). Just click any item in the list to select it. To add a caption, click on the **Caption** radio button and type the caption text in the box provided. Then click the big Insert button,

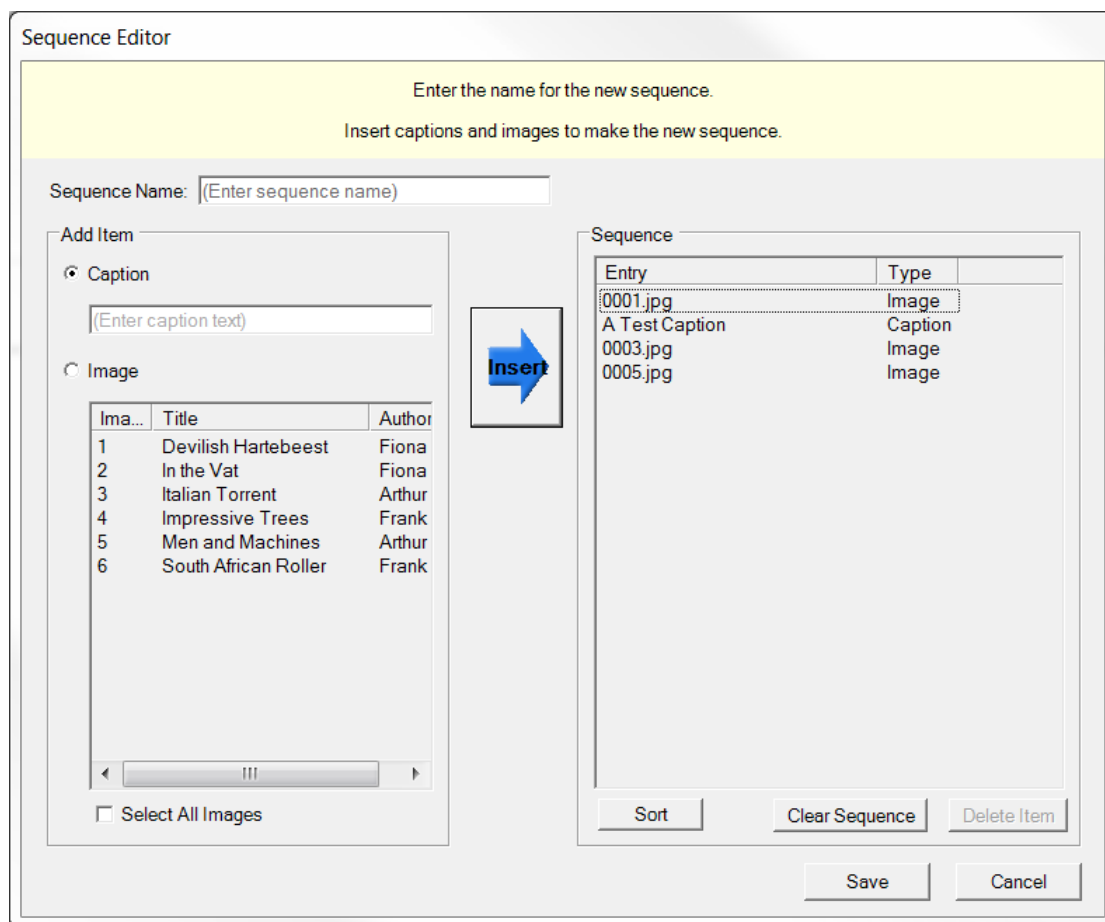
or just hit the **Enter** key. Images are added in a similar way, but as you type in the number of the image its title and author will be briefly displayed.

If you need to insert an item before the first item, the easiest way is to:

1. **Select** the first item
2. Insert the new item and also insert the first item again using the Caption or Image buttons
3. Select the first item in the list and click the **Delete** button to delete it.

Clear All clears the complete sequence.

Note that the **Save**, **Delete** and **Clear All** buttons are disabled if there are no items in the list.



You can set the **Select All Images** checkbox and then use **Insert** to transfer all images to your sequence.

Although it is not shown in the screenshot above, there is a **Sort** button under the left hand panel. This allows you to sort the competition's images by title, author or image number (default). It can be very useful when you are searching for a particular image title in a large competition.

The **Sort** button under the right hand panel allows you to sort the images in your sequence based on the image number, the author's name, by a best guess of their surname, or by marks scored. Note that if there are any captions in the sequence, sorting will remove them.

Deleting Sequences

If a competition has any sequences, use the [Competition > Delete Sequence](#) menu item to choose one to delete.

Random Sequences

It can be useful to create a short random sequence of images to show the judge(s) for competitions with large numbers of images. use the [Competition > Random Sequence](#) menu item to create one. You will be asked for the sequence length and reminded of the maximum length you can choose.

Sequences do not include images that are disqualified at the time the sequence was made.

Sequences cannot be made for Portfolio competitions. For inter-club competitions, depending on the length requested, at least one image from each club will be included.

Disqualified Images

Images may be disqualified using the [Competition > Disqualify Images](#) menu item to choose those to delete. Disqualified images behave as follows:

- They **do not appear** when competition images are displayed full screen or in the *Lightbox*.
- They **do not appear** in the on-screen scoreboard or the printed results ([File > Reports > Printable Reports > Competition](#)), although an indication of the number disqualified will generally appear.
- They **do not get extracted** when all or a selection of the images are extracted to a folder (see below).
- They **do appear** in the regular printed blank scoresheet, but with the text ***** DISQUALIFIED ***** alongside and the mark space blanked ([File > Reports > Printable Reports > Blank Scoresheet](#)). The judge's blank scoresheet does not show them.
- They **do appear** in the spreadsheet results, but all marks and awards will be blank and *** DQ *** will be shown in the mark space ([File > Reports > Spreadsheet Reports](#)).

The list of disqualified images is held as a special sequence called **## DISQUALIFIED ##**. You can include captions if you want, for example to remind you why the following image was disqualified. You can use *DiCentra's Navigator* to select this sequence if you do want to view the disqualified images, however any marks or awards added will be ignored in the results, and also when the *Navigator* makes a selection.

In a competition that is using an extra image to resolve ties, if a tie-break image is disqualified it will not be presented for ranking. Sometimes this may mean the tie does not need to be resolved by the judge. *DiCentra* recognises such cases and does not prompt for tie resolution.

In *Portfolio* competitions, if a portfolio's title image (text image inserted by *DiCentra*) is marked as disqualified then all images in that portfolio are disqualified. Disqualifying any other image only affects that image.

Extracting Images

Competition organisers often want to extract all, or selected images from a competition. Some of the reasons are:

- They want to send the images to the judge beforehand so that he/she can advise on any they recommend for selection or awards
- For exhibition selections, they want to extract those images that have received awards so that they can be included in the exhibition catalogue
- They want to extract images to be included on a web site, or
- They want to run a slideshow on a Digital Photo Frame or similar device.

DiCentra provides a mechanism for doing this using [Competition > Extract Images](#).

Images are extracted from a competition that has already been made. This is so that the image numbers have been set to indicate the order of presentation. You can extract all entries or just those in a specified sequence (see previous sections). If you use a sequence, its captions will be ignored.

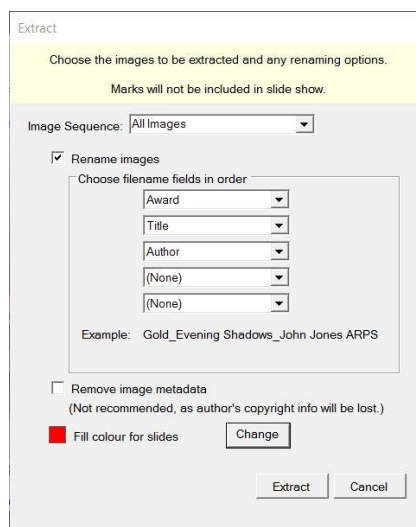
Three folders are created, called *Images*, *Thumbnails* and *Slideshow*, and the relevant entries and their thumbnails are copied to these folders. The image size is that determined by the competition rules. The thumbnails have a maximum size of 160 x 160 pixels. The slideshow images have the image title, entrant name and any award as text at the bottom of the image.

In some types of competitions the image filenames may contain the name of the entrant. In order to hide this from the judge, if that is where the extracted images are destined, you can specify what information is to be included in the filenames. Click on [Rename Images](#) and select the information you want to include from the drop-down selectors.

The fill colour for slideshow images can be changed from the default black to one of your choice using the [Change ...](#) button. This colour is used to pad out each image to the maximum allowed size for the competition.

Note that the metadata inside the image file may contain information such as the photographer's name. Because the way in which this is stored in image files depends on the application the photographer used, *DiCentra* cannot easily remove this so it does not attempt to.

Once the folders have been extracted, *Photoshop's* [File > Automate > Web Photo Gallery ...](#) or other tools can be used to create web pages.



Chapter 7

The Navigator and Light Box

The Navigator

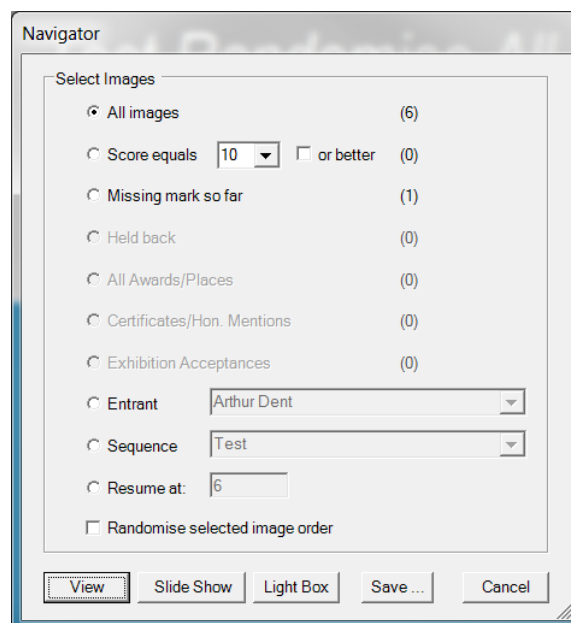
The Navigator enables you to select various images for viewing. Three viewing methods are provided:

- In the normal way at full size – by clicking the **View** button
- As a slide show – using the **Slide Show** button
- At thumbnail size in the *Lightbox* – using the **Light Box** button.

It also allows you to save selections.

Selections

The range of selections on offer varies with the type of competition. For an ordinary competition the *Navigator* might look like the image here. Extra choices are provided for triple judge competitions or when *Exhibition Acceptances* are enabled. If places rather than marks are used then the score selection is hidden.



The number of images matching a criterion is normally shown, but if there is none the option is disabled. In the example above three images have been held back and one has an award (Medals/Winners/Places). There are none without marks, so that option is not available.

The dialogue should be self-explanatory in most cases. To select all images scoring 9½ or better the value '9½' would be selected in the **Score Equals** selector and the **or better** box would be ticked. At each stage the number of matching images will be shown in brackets.

If you select **Entrant** the adjacent selector is enabled and you can then select one of the entrants: individuals for club competitions or clubs for interclub competitions. For portfolio competitions, this will show a list of the portfolio names from which you can select one.

With **Competition > Edit Sequence** or within the *Lightbox* it is possible to create named sequences and if these exist the **Sequence** selector will allow you to select one of them.

For All-comers competitions you may want to select all the entries either from an individual or from a club. Select **Entrant** to deal with individuals and select **Sequence** to select all the entries from members of a selected club.

With Portfolio competitions you can select images by portfolio **Title** or by **Entrant**. If Entrant is chosen then all portfolios by that author will be selected.

For multi-judge competitions, the **Missing mark so far** item changes to **Part- or un-marked held images**, allowing you to quickly identify those selected images where some or all of the judges have not yet awarded a mark.

The **Sort by** drop-down at the bottom of the Navigator offers several choices:

- **None** – No sorting (default). This should be used if you are displaying a sequence with captions inside as the other options remove any internal captions.
- **Image Number** – Sort by ascending image number.
- **Random** – Random image order. This may be useful, for instance, in knock-out competitions.
- **Worst Score First** – Sort by lowest mark or highest numerical place first.
- **Best Score First** - Sort by highest mark or lowest numerical place first.

You can show the sorted sequence immediately (**View**, **Slide Show** or **Lightbox**) or save it for later presentation using the **Save...** button.

Although internal captions are removed with sorting, you can add appropriate captions back once you have saved the sequence by using **Competition > Edit Sequence** from DiCentra's main menu.

When **Show Authors** is checked, both the image's title and its author are displayed in Lightbox Mk 2. This option is disabled if you are using the standard lightbox.

Finally, if you want to go to a specific numbered image, select **Resume** at and type in the image number.

Viewing the Images

View: To view the selected images (e.g. the unmarked ones, assuming there are some):

- Select **Missing mark so far**
- Click on **View**

The Navigator will disappear and the competition banner page will be shown. Moving to the next image will show a caption describing the images selected: in this case 'Images Missing Marks in Completed Rounds'. Moving on again brings you to the first image of the selection.

Note that pressing the <up arrow> key clears the selection and returns to the competition banner with all images available.

Slide Show: If you click **Slide Show** the same images will be selected and will be automatically shown in succession at the rate set in *Preferences* (see [Chapter 9](#)). Preferences also determine whether they are shown in an endless loop. To stop the slide show:

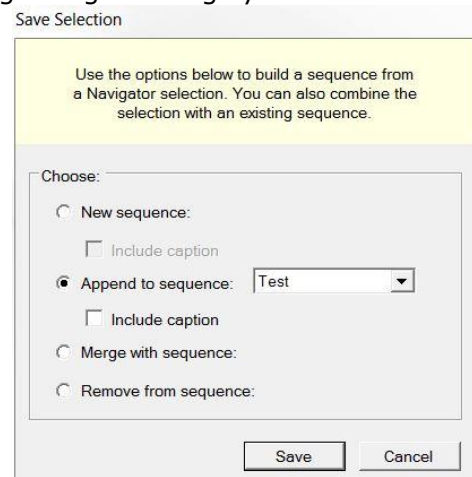
- **Right-click** anywhere on the screen to show the context menu
- Click on **Slide Show**.

Light Box: Clicking on **Light Box** shows thumbnails of the selected images. These can then be inspected and manipulated as described in the next section.

Saving Selections

The selection you have made can be named so that you can use it later. This can be useful for, say, extracting images scoring 8 or more or all those that have been held back. To do this:

- Use the Navigator to make the selection



- Click on **Save ...**
- In the dialogue that opens (see right) enter a name such as *My Sequence* in the box provided. You can use spaces in the name if you like.
- Click **Save**

Sometimes you might need more complex selections, for example those images that scored 7 or 8 only. You can do this as follows:

- Use the Navigator to select the images scoring **7**
- Click on **Save ...**
- In the dialogue box that opens **Save** it as a new sequence called *Sevens And Eights*
- Use the Navigator to select the images scoring **8**
- Click on **Save ...**
- In the dialogue that opens select **Merge with Sequence**
- Select *Sevens And Eights* from the drop-down box that will appear and click on **Save**

The sequence *Sevens And Eights* can then be used to show the selected images in the Lightbox or in normal competition view etc.

Of course, if your competition rules allowed half marks the above steps would not include images scoring 7½ or 8½. To do this:

- Use the Navigator to select the images scoring **7 or better**
- Click on **Save ...** and save it as a new sequence called *Sevens And Eights*
- Use the Navigator to select the images scoring **9 or better**
- Click on **Save ...** and select **Remove from Sequence**
- Select *Sevens And Eights* from the drop-down box that will appear and click on **Save**

Similarly, if you wanted to be able to present all images that scored 9 or better, but had not been given awards:

- Use the Navigator to select the images scoring **9 or better**
- Click on **Save ...** and save it as a new sequence called *High Scorers*
- Use the Navigator to select **All Awards**
- Click on **Save ...** and select **Remove from Sequence**
- Select *High Scorers* from the drop-down box that appears and click on **Save**

Finally, **Append to Sequence** allows you to add a new sequence at the end of the current sequence, optionally including the caption for the Navigator selection. This differs from the **Merge with Sequence** in two respects. First, **Append to Sequence** does not remove duplicate images from the sequence. Secondly, captions are not removed. This can be useful if, for example, you wanted to have a sequence of the two winning club's images in an inter-club competition.

To view any of these sequences:

- In the Navigator click on the **Sequence** radio button
- Select the name of the sequence from the sequence drop-down box
- Click on **View, Slide Show** or **Lightbox** to present your images.

The terms *Sequence* and *Selection* have been used almost interchangeably above. Saving a selection produces a list of images in numerical order, and this is the order in

which they will be shown if no further changes are made. However, you can use the Sequence Editor (**Competition > Edit Sequence ...**) or Lightbox to insert captions into the sequence and (rather awkwardly) re-arrange the order of presentation.

Static Sequences

The sequences described above consist of an ordered list of image numbers and may also include captions. They are 'static' because unless you edit them, they always produce the same presentation on the screen or in printed results. The term 'Static Sequence' is just a way of emphasising you mean this type instead of the newer 'Dynamic Sequences.

Static sequences can be **created** in several ways:

- a. Using the sequence editor - **Competition > Edit Sequence > (New Sequence)**. You can select images to add to the new sequence, sort them by image number, image title, author name, best guess surname or image mark. You can also add captions, such as "Winner" or "Certificates" to precede appropriate images.
- b. Using the Navigator. After you make a selection in the Navigator just click on the **Save ...** button and give your new static sequence a name. If you use a marks-based criterion for your selection, it is the image's marks and held state at the time you make the sequence that are used.
- c. Using the old lightbox. (The new lightbox does not support creating sequences at present.) By **right-clicking** on an image and selecting **Exclude** you can prune the images displayed to produce your selection. You can also add captions by **right-clicking** between two thumbnails. Finally, you can **right-click** and **Save** the selection as a sequence.

You can **edit** these sequences in one of two ways:

- a. Use the sequence editor - **Competition > Edit Sequence > <Sequence Name>**.
- b. Use the Navigator to combine sequences. For example, to create a sequence of all images scoring between 15 to 18 inclusive, you would first use the Navigator to create a sequence of all images scoring **15 or above** – let us call it '**Score 15 to 18**'. Then use the Navigator to select all images scoring 19 or above and click on **Save ...** Select **Remove from sequence** and select '**Score 15 to 18**' then **Save**.

You can **use** these sequences in several ways:

- a. When starting a competition after it has been marked, to show the high-ranking images as a slide show, individually or on the lightbox. You would probably create the sequence with the Navigator sorting by 'Worst score first' and then you might use the sequence editor to add any captions. The sequence would be selected when you start to run the competition or from the Navigator's **Sequence** selector.
- b. When printing results or producing a spreadsheet of results to limit the reporting to specific images.
- c. When extracting images (**Competition > Extract Images**).

Limitations:

- a. Static sequences relating to marking or awards can (obviously) only be made once the competition has been marked.
- b. A static sequence applies to a single competition only.

Dynamic Sequences

Dynamic sequences were introduced in DiCentra in version 4.16. Essentially, they overcome the two limitations of static sequences:

- a. They can specify marking-related conditions (e.g. "Mark is 17 or greater", "Unmarked images", etc.). The condition is evaluated when you run the

sequence, so you can prepare a dynamic sequence in advance and run it later during the competition.

- b. They apply to all competitions having the same type (e.g. club competition), the same marks scheme (e.g. marks) and the same maximum marks. So, if you use the same kind of competition repeatedly you would only need to define a dynamic sequence to show the top-scoring images once, for example.

Dynamic sequences can be **created** as follows:

1. Make your competition in the usual way (or you can create a dummy competition of the same type and marking parameters). Run the competition.
2. Type **'n'** to open the Navigator.
3. Select the criteria you want to use for the dynamic sequence, e.g. to show the top images you might choose marks of 17 or better, worst score first, and show authors. Note: You cannot choose entrant names, portfolio names or 'resume at'.
4. Click on **Save ...** then select **New Dynamic Sequence** and enter a name for it, e.g. **'Top Images'**.

You can **edit** a sequence as follows:

1. Select the competition you used to make the dynamic sequence (or one of the same kind) and run it.
2. Type **'n'** to open the Navigator.
3. Click on the **Sequence** radio button and select the dynamic sequence to be edited. In the selector, dynamic sequences are flagged with "(Dyn)" before their name. The fields in the navigator dialogue will change to those in the selected sequence and the sequence radio button will be de-selected.
4. Make any changes to the earlier criteria and click **Save ...**
5. Select **New Dynamic Sequence** and type in the new sequence name and click **Save ...** (If you type in the original name you will need to confirm you want to update it.)

You can **run** a dynamic sequence as follows:

1. Select the competition and run it.
2. Type **'n'** to open the Navigator.
3. Click on the **Sequence** radio button and select the dynamic sequence to be edited. In the selector, dynamic sequences are flagged with "(Dyn)" before their name. The fields in the navigator dialogue will change to those in the selected sequence and the sequence radio button will be de-selected.
4. Click on the **View, Slide Show** or **Lightbox** button.

Limitations of dynamic sequences are:

- a. You can only execute dynamic sequences from the Navigator. You cannot directly use them to limit reports or for extracting images as with static sequences. To overcome this, you can select a dynamic sequence in the Navigator and then save it as a static sequence once the competition has been marked.
- b. You cannot combine dynamic sequences. However, to speed up producing static sequences like **'Score 15 to 18'** above, you could create two dynamic sequences **'Score 15 to 20'** and **'Score 18 to 20'**. Once the competition is marked, open **'Score 15 to 20'** in the Navigator and save it as a static sequence called **'Score 15 to 18'**, then open **'Score 18 to 20'** and remove it from the static sequence **'Score 15 to 18'**.
- c. You cannot add captions to dynamic sequences.

Other Points

Show Authors

- a. This works when either static or dynamic sequences are run from the Navigator (**View**, **Slide Show** or **Lightbox** (Mk 2)).
- b. Static sequences will not show authors when started from the **RUN COMPETITION** dialogue. You will need to use the context menu (**right-click**) to select **Show Authors**.
- c. If you use the old lightbox you will need to select an image and then type '#' to display the author name.

Deleting Sequences

1. On the DiCentra main form select the correct competition for static sequences or one of appropriate type for dynamic sequences.
2. Use the **Competition > Delete Sequence ...** command to delete either kind of sequence. If you do not see the required dynamic sequence listed, check that the selected competition is the right kind.

The Lightbox

An example of the *Light Box* is shown below.

The selected images are shown together with their marks, awards (gold, certificate etc.), flags (plus mark etc.) and votes if any. If the cursor is moved between two images a caret appears momentarily (A) that can be used to indicate where a caption needs to be inserted.

Image Decorations

At the foot of each image there may be a number of decorations.

The mark box: The image's mark, if it has one, will be displayed at the bottom left hand side of the image. If it is held back the little blob (the held flag) at the top left of the mark box will be shown and the word *Held* may also appear, depending on your choice in *Preferences*. If a plus mark has been awarded (or *at least one 5* for triple judge competitions) a red flag will appear at the top right of the mark box.

Awards: A coloured box in the middle bottom of the image indicates an award and they contain a single character:

G, S, B for **Gold**, **Silver** or **Bronze** medals respectively,

R or W for **Ribbon** or **Winner** respectively

C or M for **Certificate** or Hon. **Mention** respectively,

X or J for Best in **Exhibition** or **Judge's Choice** respectively,

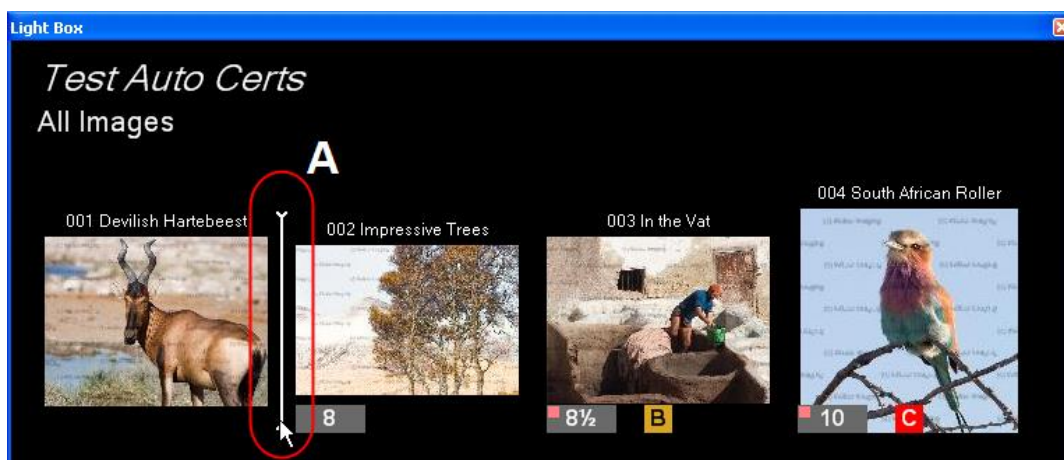
V, I or O for **V**ery Highly Commended, **H**ighly Commended or **C**ommended respectively, or,

1, 2, 3 or 4 for first, second, third or fourth place.

Votes: If any votes have been awarded in a triple judge competition, one or two boxes showing the 1st and 2nd votes will be shown at the bottom right. There are none in the above example.

Marking Images

Most competitions can be marked in the *Light Box* by clicking on their thumbnail to select them and typing a mark in the usual way. Because the thumbnail annotations can be too small for the audience to see, the Image Details bar, used when marking full-size images, is shown in the Light Box. This bar can also be displayed at will for any selected image by typing 'z'.



Marks or votes can be added for *Triple Judge* competitions depending on the marking mode selection made from the context menu on the main competition screen.

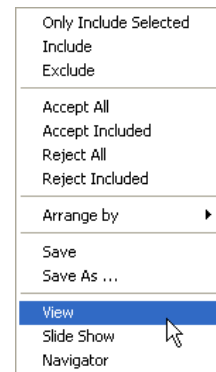
Multi-Judge competitions, where more than one mark is added per image, cannot be marked in the *Light Box*.

Images can be held or un-held in the usual way.

Alternatively, **double-clicking** on any image will open it full-screen and it can then be marked.

Alternatively, you can **right-click** to show the context menu and click **View** to show and mark all selected images in a similar way to **View** in the *Navigator*.

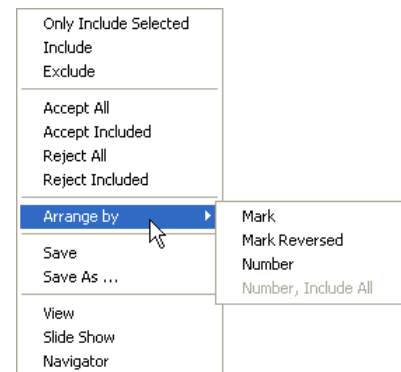
If the *Hide Marks and Awards* option has been turned on you will not be able to add or change marks in the *Light Box*.



Sorting Images by Mark

In order to identify the leading images when allocating awards, you can sort images into mark or sequence number order. To sort them, **right-click** on a black area of the Lightbox and the context menu (right) will appear. Select **Arrange by** and **Mark**. The thumbnails will be shown in descending mark order, and any that have not been marked will be moved to the end and dimmed ('excluded' – see Named Sequences below).

Mark Reversed shows the images in ascending order of mark, i.e. lowest mark first.



Number, Include All sorts by sequence number and includes all images even if some had previously been excluded. This command is disabled if there are no excluded images.

Number sorts by sequence number in ascending order but does not merge the included and excluded sets of images.

Note: Any captions will be removed if the thumbnails are sorted. See Adding Captions to Sequences below for adding new ones.

Adding Awards to Images

It is possible to assign awards within the Lightbox. In order to do so, first select the relevant thumbnail by clicking on it. A white border will appear round the thumbnail.

Typing one of the command characters on the right will allocate the relevant award to the image and an indication will appear underneath. An award can be removed by typing the command character again.

Command	Award	Command	Award
<Alt>-w	Winner	<Alt>-c or <Alt>- <NumStar>	Certificate
<Alt>-g	Gold	<Alt>-m	Hon. Mention
<Alt>-s	Silver	<Alt>-x	Best in Exhibition
<Alt>-b	Bronze	<Alt>-j	Judge's Choice
<Alt>-r	Ribbon	<Alt>-v	Very Highly Commended
		<Alt>-i	Highly Commended
<Alt>-1	First Place	<Alt>-o	Commended
<Alt>-2	Second Place	h or /	Hold
<Alt>-3	Third Place		
to	to		
<Alt>-9	Ninth Place		

Named Sequences

You can remove images from the displayed set as part of the judge's selection process or you might want to prepare a sequence of the competition images so that they can be shown at an awards ceremony. The facilities described here assist in that.

Using **right-click** on any thumbnail in the *Light Box* will bring up the context menu shown on the right (see diagram above). Clicking on **Exclude** will dim the thumbnail and move it to the bottom of the sequence.

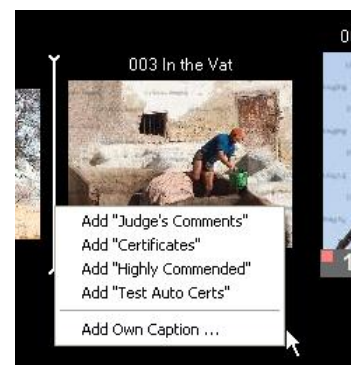
Right-clicking on an excluded image allows you to **Include** it back in at the end of the sequence.

Right-clicking on the caret (A in the first image) allows you to add one of the provided captions or create a new caption with your own words (see right).

Captions can be excluded just like images, so if you don't like the standard caption provided you can add your own or have none at all.

At present there is no easy way to change the order of captions and images. **Only Include Selected** excludes all images other than the selected one and you can then include the others back in the desired order, but this is tedious.

Once you have the sequence you want it can be saved using **Save** or **Save As ...** in the light box's context menu. Using **View** or **Slide Show** from the context menu will



display the included items of the sequence. This sequence will in future appear in the *Navigator* so it can easily be selected.

Adding Captions to Sequences

Sequences are usually created to show particular selections of images. A caption is automatically added to each sequence indicating the criterion used to select it in the Navigator.

Additional captions can be added. **Right-click** to the left of the image where it is to be inserted and the context menu will appear and show several options. You can choose one of the standard ones provided or click on **Add Own Caption** to add your own text.

Navigator Features for Triple Judge Competitions

When you are running a triple judge competition the Navigator has a number of extra options (see right).

For marks between 9 and 11 inclusive, one or both of the '5'-related check boxes will be enabled. With the score equals 10 or better selected, their meaning is:

- **Has at least one '5'**: All images with 12, 13, 14 or 15 are automatically included. Only those images that scored 10 or 11 and a '5' will be included.
- **Has a '5' if the mark = X**: (X is the mark in the box above.) All images scoring 11 to 15 inclusive are included together with those 10's that also have a '5'.

If any votes have been cast, the relevant vote criteria are enabled and can be used to further restrict the images chosen.

Exhibition Acceptances

This feature provides a way of accumulating several different *Navigator* selections. For example, we might want to project all images awarded medals, or certificates as well as some other top scoring images for the judge's comments at the start of the exhibition.

Accepting a Set of Images

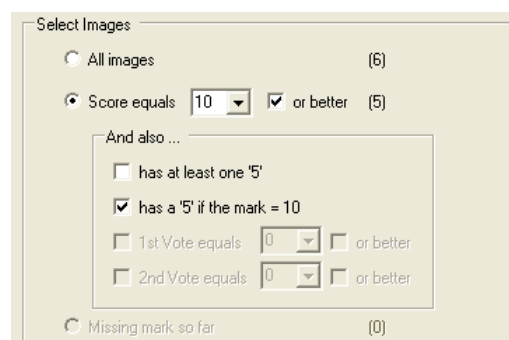
Images are flagged as accepted using the *Light Box's* context menu (see right). When *Exhibition Acceptances* are allowed in the competition rules, the context menu has four extra items to allow you to Accept or Reject the included images in the light box. These are shown in the second group on the right. Here are some examples of using them.

To accept all medal winners:

- Select **Medals/Winner/Places** in *Navigator*
- Click on **Light Box**
- **Right-click** on a clear area of the *Light Box* to show the context menu
- Click on **Accept All** to accept them.

To add all certificated images:

- Select **Certificates** in *Navigator*
- Click on **Light Box**
- **Right-click** on a clear area of the *Light Box* to show the context menu



- Click on **Accept All** to accept them.

To add selected images scoring 9½ or 10:

- Select **Score equals 9½ or better** in *Navigator*
- Click on **Light Box**
- **Right-click** on one of the images to be accepted and click on **Only Include Selected**
- **Right-click** on another of the images to be accepted and click on **Include**
- Repeat until all the required images have been included.
- Click on **Accept Included** to accept them.

When an image has been accepted a small green flag will appear in the bottom left of the image thumbnail area.

Viewing Accepted Images

If we want to show these acceptances later, all that is needed is:

- Open the *Navigator*
- Select **Exhibition Acceptances**
- Click on **View** or **Slide Show** as appropriate.

Removing all Acceptances

If you make a mistake and want to remove all acceptances:

- Open the *Navigator*
- Select **Exhibition Acceptances**
- Click on **Light Box**
- **Right-click** on a clear area of the *Light Box* to show the context menu
- Click on **Reject All** to reject them.

Selected Results Report

If you want to produce a results report of only a selection of images you need to save the selection as a named sequence as described in the [Named Sequences](#) section above.

In particular, to report on all the Exhibition Acceptances:

- Accumulate all the acceptances as described in [Accepting a Set of Images](#) above
- Use the Navigator to show all exhibition acceptances in the Lightbox
- Use the context menu (right-click) and **Save As ...** with a name such as 'Acceptances'
- Exit back to DiCentra's main screen and **File > Reports ...**
- Select Competition Results
- Choose 'Acceptances' from the **Show** selector and choose what should be included in your report.
- Click **Save As ...** to save the report. It will indicate that only images from the 'Acceptances' sequence are included.

Chapter 8

The Mark 2 Light Box

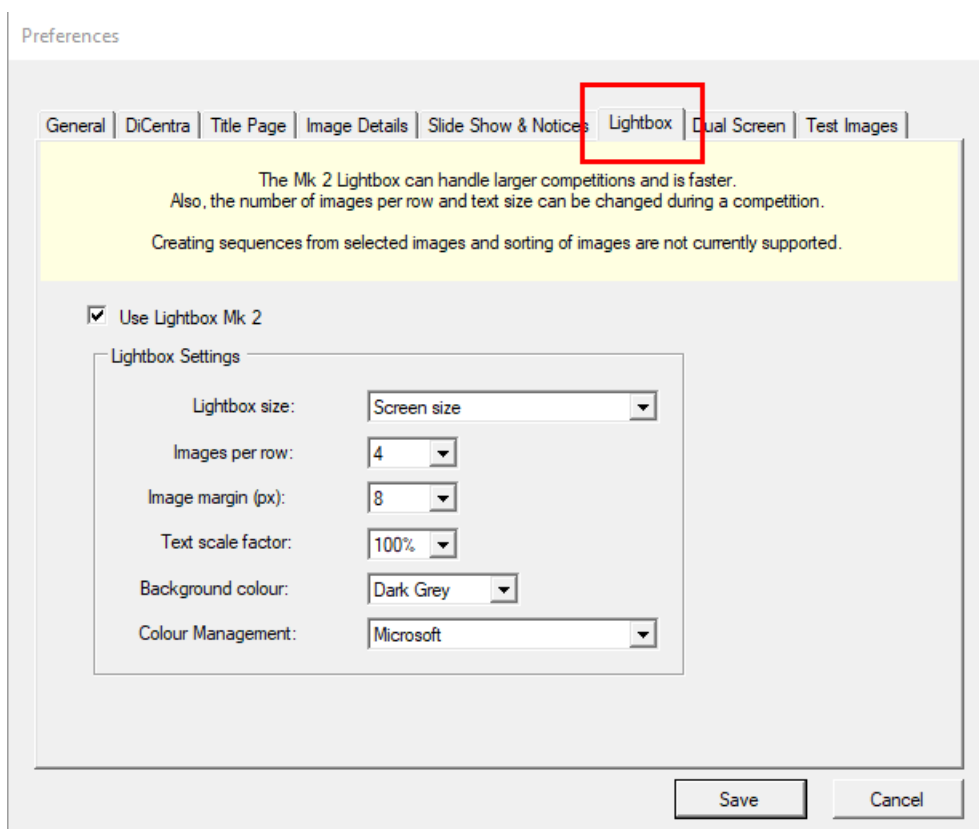
Introduction

The Mk 2 lightbox has been added to DiCentra in version 4.13 and users can choose to use it or the standard lightbox via an option in DiCentra's **Preferences**. It allows text scaling and thumbnail size to be adjusted while the lightbox is open. It also overcomes an issue in the standard lightbox which only allows about 50 images to be displayed correctly for knock-out competitions (2 images at a time). At present, the sorting and selection feature in the standard lightbox are not available in the Mk 2 version.

The selected images are shown together with their marks, awards (gold, certificate etc.), flags (plus mark etc.) and votes if any.

Lightbox Mk 2 Preferences.

There is a *Lightbox* tab in Preferences (**Edit > Preferences**) which allows the new lightbox and various options to be selected.



Use Lightbox Mk 2

If ticked, the new lightbox will be used, otherwise the old one will be.

Lightbox Size

There are three choices:

- *Max. Image Size* – The lightbox occupies the same screen space that images do. This is the same as the old lightbox. This means that if you have arranged projection so that images are as large as possible on the projection screen, the lightbox will be fully displayed. For a competition with 1400 x 1050 px images, the lightbox will be that size, even if the projector setting is for 1920 x 1080 px.
- *Screen Size* – The lightbox fills the whole projector screen area. With a 1400 x 1050 px competition on a 1920 x 1080 px projector, the lightbox size would be 1920 x 1080 px.
- *Max. Image width, screen height* – A mixture of the above choices that may be useful for some.

Images per row

This determines the default number of images per row shown on the lightbox and can be between 3 and 7. For judging and other purposes you can change the number while the lightbox is open to between 1 and 10 images per row but that will not change this default value.

For *Knock-out competitions* where a pair of images are judged side-by-side, two images per row are automatically selected.

Image Margin (px)

This determines the width of the border around each image.

Text Scale Factor

The size of text on the lightbox is adjusted automatically when the number of images per row is changed. If the size is consistently bigger or smaller than you would like you can adjust the default scaling factor here.

The text size can also be changed when the lightbox is open but that will not change the default text size.

Background Colour

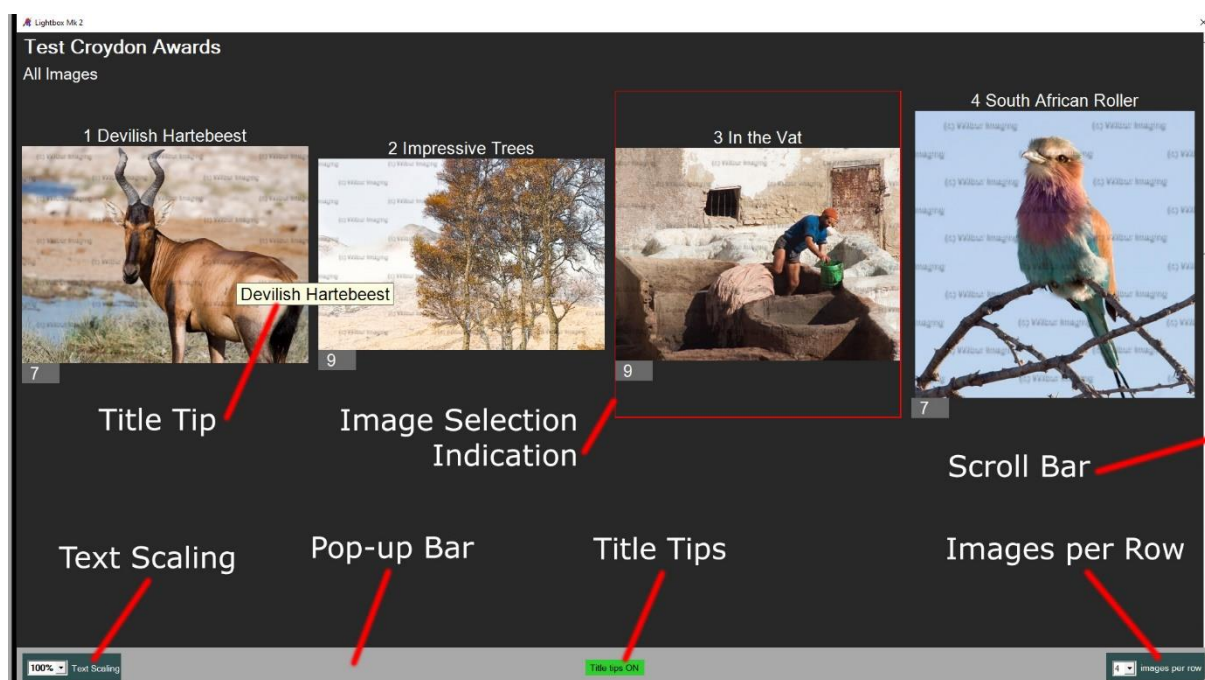
You can choose *Dark Grey* or *Black* as the background colour.

Colour management

DiCentra uses *LittleCMS* colour management for rendering images for projection. However, this is particularly slow because image scaling and colour management for thumbnails must be done when the thumbnails are first shown.

There are two alternatives: *None* and *Microsoft*. Both are much faster than *LittleCMS*. I would suggest using the *Microsoft* option.

Lightbox Features



Lightbox Mk 2 has the following features:

- *Pop-Up Bar*. Dragging the cursor to the bottom of the lightbox displays the pop-up bar which contains three controls. Moving the cursor outside the pop-up bar hides it.
- *User-specified number of images per row*. The default is set via [Preferences > Lightbox](#) and it can be changed during a competition using the *Images per row* drop-down control at the right of the pop-up bar.
- *User-specified text scaling*. The default is set via [Preferences > Lightbox](#) and it can be changed during a competition using the *Text scaling* drop-down control at the left of the pop-up bar.
- *Title Tips*. When you hover the mouse over an image a 'tool tip' will display showing the full title of the image. This can be useful with larger numbers of images per row because the thumbnail titles may be truncated. The title tips show the full title.
 Title tips can be annoying, so they can be turned off from the pop-up bar. Clicking the *Title Tips* indicator toggles their state. The icon on the pop-up bar is green when they are enabled and red otherwise. Typing 't' also causes the Title Tip state to be toggled.
 If author names are enabled ([see below](#)) they will be included in the tips, including entrant name and club name for inter-club and all-comers competitions.
- *Just-in-Time processing*. To speed up displaying images, scaling and colour management are only done when an image is first displayed at a particular size. So, at 4 images per row, typically only 8 images will be processed before they are displayed. For competitions with several tens of images or more this is a considerable improvement.
- *Marking, awards and holding back*. These features are included. Just select the image by clicking on it and type the mark or code for the award or held.
- *Opening from the competition or Navigator*. These are supported as for the original lightbox but also see the Navigator changes below.

The following functions have not been included in Lightbox Mk 2 at present.

- *Sorting.* The original lightbox allowed images to be sorted inside the lightbox. This is not possible with the Mk 2 version, but sorting is now possible within the Navigator.
- *Selecting.* It is not possible to select a set of images within Lightbox Mk 2 and then to use this selection to mark the images as exhibition acceptances or to create a new sequence from the selection.
- *Captions.* Similarly, captions cannot be created in the lightbox.
- *Image Details.* The image details bar is not shown in Lightbox Mk 2. It was introduced because of issues of text visibility in the earlier version. *Title Tips* and text scaling in this version should provide similar functionality.

If any of these restrictions cause problems for the way you use DiCentra, please contact enquiries@wilburimaging.com so they can be considered for inclusion in a future release.

Image Decorations

At the foot of each image there may be several decorations.

- *Marks.* The image's mark, if it has one, will be displayed at the bottom left hand side of the image.
- *Held.* If it is held back the little blob (the held flag) at the top left of the mark box will be shown.
- *Plus Mark or 'At Least one 5'.* If a plus mark has been awarded or *at least one 5* for triple judge competitions a red flag will appear at the top right of the mark box.
- *Awards.* A coloured box in the middle bottom of the image indicates an award and they contain a single character:
G, S, B for **G**old, **S**ilver or **B**ronze medals respectively,
R or W for **R**ibbon or **W**inner respectively
C or M for **C**ertificate or Hon. **M**ention respectively,
X or J for Best in **E**xhibition or **J**udge's Choice respectively,
V, I or O for **V**ery Highly Commended, **H**ighly Commended or **C**ommended respectively, or,
1, 2, 3 or 4 for first, second, third or fourth place.
- *Votes.* If any votes have been awarded in a triple judge competition, one or two boxes showing the 1st and 2nd votes will be shown at the bottom right.

Marking and Holding Back Images

Images can be marked or held back in the lightbox. To do this click on the image to be marked to select it, then type the marks or 'h' or '/' to hold the image back.

To change existing marks, select the image, press 'delete' and then type in the new marks.

For triple judge competitions you can enter first or second round votes instead of the primary marks. To do this you need to **select the marking mode** as '1st Votes' or '2nd Votes' in the context menu for the main competition screen before you use the lightbox.

Multi-Judge competitions, where more than one mark is added per image, cannot be marked in the *Light Box*.

To display just the held images on the lightbox, use the 'x' command from the main competition screen.

If you are in the lightbox and prefer to view an image at full size before marking, **double-click the relevant image**. After marking you can return to the lightbox using the **F3** key. If you were originally showing held images in the lightbox, only held images will be shown again (excluding the marked image).

Adding Awards

Awards can be added within the Lightbox. To do so, select the relevant thumbnail by clicking on it. A red border will appear.

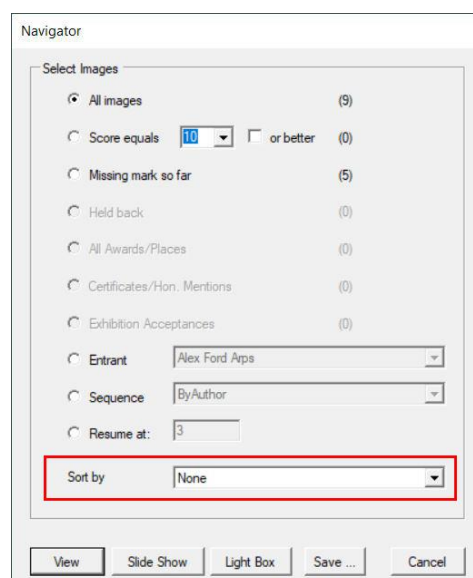
Typing one of the command combinations below will allocate the relevant award to the image and a letter will appear underneath (see above for the list). An award can be removed by typing the command combination again.

Command	Award	Command	Award
<Alt>-w	Winner	<Alt>-c or *	Certificate
<Alt>-g	Gold	<Alt>-m	Hon. Mention
<Alt>-s	Silver	<Alt>-x	Best in Exhibition
<Alt>-b	Bronze	<Alt>-j	Judge's Choice
<Alt>-r	Ribbon	<Alt>-v	Very Highly Commended
		<Alt>-i	Highly Commended
<Alt>-1	First Place	<Alt>-o	Commended
<Alt>-2	Second Place	h or /	Hold
<Alt>-3	Third Place		
to	to		
<Alt>-9	Ninth Place		

The Navigator and Sorting

There is a **Sort by** drop-down at the bottom of the Navigator. This offers several choices:

- **None** – No sorting (default). This should be used if you are just displaying a sequence with captions inside as the other options remove any internal captions.
- **Image Number** – Sort by ascending image number.
- **Random** – Random image order.
- **Worst Score First** – Sort by lowest mark or highest numerical place first.
- **Best Score First** - Sort by highest mark or lowest numerical place first.



You can show the sorted sequence immediately (**View**, **Slide Show** or **Lightbox**) or save it for later presentation using the **Save...** button.

Although internal captions are removed with sorting, you can add appropriate captions back once you have saved the sequence by using **Competition > Edit Sequence** from DiCentra's main menu.

Showing Authors

To show the author names for all images in the lightbox use the **'a'** command. You will be asked to confirm to avoid accidentally disclosing authors during judging. Using the **'a'** command again will toggle author names off.

To show the author of an individual image on the lightbox first select the image by clicking on it. Then use the **'#'** command. Select the image and use **'#'** again to toggle the author name off.

Help Screen

Lightbox Mk 2 has its own help screen which shows the commands for assigning awards to images and a summary of the commands described here. **F1** shows the help screen. If you are running in dual-screen mode the help screen can be left on the desktop screen throughout your competition.

Portfolios in Lightbox Mk 2

Pressing **F4** from the main competition screen in a Portfolio competition displays all images of the current portfolio in the lightbox. If you are using Lightbox Mk 2 there are several extra commands in the lightbox. These include:

- **End** key – move to the next portfolio in the competition. If the current portfolio is the last of the competition **End** will move to the first portfolio of the competition.
- **Home** key – move to the previous portfolio in the competition. If the current portfolio is the first of the competition **Home** will move to the last portfolio of the competition.
- **Up-Arrow** key – move to the first portfolio of the competition.

(These keys do not work with the standard lightbox.)

The way this might be used is as follows.

- Ensure that you have selected the **Lightbox Mk 2** using **Edit > Preferences > Lightbox**.
- You might also want to change the default **Images per Row** setting in Preferences so that all portfolio thumbnails fit on screen.
- Run the competition with **Competition > RUN COMPETITION** and use **F4** to bring up the first portfolio on the lightbox.
- Show each portfolio in turn by repeatedly pressing the **End** key.
- (Use **Home** to move back to the previous portfolio or **Up-Arrow** to return to the first portfolio of the competition.)
- To view a portfolio's images full screen, **double-click** on the any image of the portfolio (on the normal competition screen).
- Step through each image of the portfolio using the **Right-Arrow** or **Left-Arrow** keys.
- Return to the portfolio view on the lightbox by pressing **F4**.

- Press **End** to move to the next portfolio on the lightbox.
- Images can be marked either on the competition screen or the lightbox screen.

Author Names:

- If you want to turn all author names on or off in the lightbox you need to use the **A** command. You'll be asked to confirm when you turn them on.
- You can show the author of an individual image by first selecting it in the lightbox (red border shows) and then using the **#** command. Using the **#** command on the selected image again will hide the author name.

Other portfolio-related commands are:

- **P** key - Use the **P** (portfolio) command to hide the title image (text or thumbnail composite depending on the choice you made when making the competition). Typing **P** again toggles the title images back on again.
- If you want to mark portfolios in the lightbox, especially if you are using place marking, you must display the title image so that you can select it for marking.
- **F** key - The **F** (first) command, by contrast, hides the images of the portfolio. It provides a quick way of comparing several portfolios if the title image is a thumbnail composite). Typing **F** again re-instates the hidden images.

Held Portfolio Titles

When you make a portfolio competition (**Setup > Load Images**) you can choose whether to mark the title image as held. This means that you can move to a portfolio using the Held panel at the bottom of the main competition screen.

If you use the **X** command in the main competition screen, all held images are shown in the lightbox. For Lightbox Mk 2 if a held image in a portfolio is also the title image the whole portfolio is shown. (The **P** and **F** commands can be used to control whether the whole portfolio, just the images or just the title is shown.) This also applies to held portfolio titles selected via the Navigator.

Marking Portfolios

Portfolios can use marks or places. Marks can be applied to any image in the portfolio including the title image. The portfolio mark in reports is the sum of the individual marks.

For place marked portfolios the place-ranking can only be set on the title image. Attempts to place-mark any of the images will be ignored.

You can apply an award to any image including the title image whether using marks or places.

Knock-Out Competitions

A common way of running knock-out competitions is for pairs of images to be shown side-by-side on the lightbox and for one of the pair to be rejected by giving it a mark. Once all pairs have been processed in this way, the remaining unmarked images are selected, randomised, and then processed in the lightbox in the same way. This is repeated until all images have been processed.

This processing can be achieved by using DiCentra's Navigator and giving a mark of 1 to the rejected images in round 1, 2 to round 2 rejections and so on. This has the benefit of giving a rough ranking to the images.

Lightbox Mk 2 simplifies this process by providing an **R** (reject) command which automatically applies the mark corresponding to the current round to the selected (rejected) image. At the end of the round there is a **Next Round** button on the pop-up

bar at the bottom of the screen. This selects and randomises the remaining unmarked images ready for further judging.

Once all but one image has been rejected the appropriate mark will be given to the winning image and the button will change to **Ranked Images**. Clicking on it at this stage will show all the competitions images starting with the winner and working down to images with lower marks.

Warning: Do not double-click on images to view them full screen as this will upset the marking used with the **R** command.

Chapter 9

Reports

About Reports

DiCentra does not have facilities for directly printing its various reports. Instead it saves the reports as files that can be opened with Word® or WordPad®. One advantage of this is that you can cut and paste from these files to your own publications or web pages. If you use Word, consistent use is made of its Styles so it should be relatively easy to re-format the reports to your taste.

Three kinds of printable reports are available:

- The Status/Log to allow you to keep track of images that have been loaded and those that have problems or have been rejected.
- A blank scoresheet that lists the images in the order they will be presented so that you can manually record the scores if you need to. There are options to print just the title and name of entries suitable for sending to judges, and to prevent separation of the report into 'rounds'.
- The competition results. There are several options available that are described below.

Additionally, it is possible to produce spreadsheet reports of certain details of a competition that can then be processed by a spreadsheet or database application.

Simple Printable Reports

File > Reports > Printable Reports ... produces the dialogue on the right.

- Select the relevant option
- If you have not licensed Word on your machine, select **WordPad**
- Click **Save As ...** to save the report.

DiCentra uses the desktop as the default folder to save your reports but if you choose to save a report elsewhere the last folder used will then be set as the default.

If a competition has several classes in separate DiCentra competitions, the reports can be saved by clicking the **Multi-Save As ...** button. A dialogue will then allow you to select the reports to save from those competitions scheduled for the same day.

Log of load/build activity

This will produce a printable record of the images loaded and any adjustments to size and colour space made by DiCentra.

Blank Scoresheet

If the competition has not yet been built, **Blank Scoresheet** will be disabled.

You can create a regular scoresheet containing all entries in the competition, by default. With the exception of **For Judge**, the entries will show the image number, title, author and club, where relevant.

For Judge: If this is selected, the scoresheet will just contain the image numbers and titles in numerical or sequence order for the judge to use.

Split into Rounds: It may be useful to include separators to show when all entrants' first or subsequent images have been shown. If so, tick the checkbox.

Sequences: If the competition has one or more sequences defined for it (see Chapter 6) you can produce a scoresheet containing just the images in the scoresheet. The report will show the original image numbers which will also be displayed on screen when the competition is run. If **Split using captions** is checked then any captions in the sequence will be printed too.

Thumbnails: You can choose to show the thumbnail of each image on the scoresheet. These can be small, medium or large (1", 2" or 3" resp.).

Note that the Word/WordPad files produced can grow to hundreds of megabytes in size for large competitions with thumbnails. You will receive an error message in such cases and need to re-run the report without thumbnails.

Saving Ink: Most scoresheets are a grid of squares with the image details one to a row and columns for each round or club depending on the competition type. It is inappropriate for marks to be entered in many of these squares and the invalid ones are greyed out. On inkjet printers this can waste a lot of ink so there is an option to save ink using a large 'X' instead of greying out.

Competition Results

If there are no results, **Competition Results** will be disabled.

If there are results various options are presented.

Show: This allows you to report the results for all entries or for a specific sequence that has been saved. This is mainly intended for organisers to report on Exhibition Acceptances (see also [Selected Results Report](#)).

Awards: A section of the report will be added to show those images that received any form of award: Gold, Certificate, etc.

Marked Images Only: All images whose mark meets the criterion will be included in the report. This can be useful to show only the top scoring images.

Author Scores: For inter-club competitions this changes to Club scores and in both cases shows the total of the marks for each entrant.

For competitions that use entry numbers, the option to **Sort by Surname** is enabled. If it is not checked sorting is by entry number in this case, otherwise surname sorting is used.

Statistics: Selecting Statistics provide a summary of the number of entrants, images and awards of each type. It also provides information about the marks distribution.

If a subset of images (e.g. Acceptances) is being reported on the statistics section includes summaries for all images and the subset.

Exclude All Scores: If this is selected, all scores are removed from the report, although awards (Gold, etc.) are still shown.

Sequence: If the competition has one or more sequences the report is limited to the images in the sequence. The report shows the images in the sequence order with sequence captions interspersed, if selected.

Thumbnails: You can choose to show the thumbnail of each image on the results. You can choose to only show them for any or all areas of the results, and each area can have a different sized thumbnail. For example, you may choose to show large thumbnails only for images with awards.

Note that the Word/WordPad files produced can grow to hundreds of megabytes in size for large competitions with thumbnails. You will receive an error message in such cases and need to re-run the report without thumbnails.

Printed Certificates

DiCentra does not provide a mechanism for directly printing certificates, but it does provide the data table and suitably formatted thumbnail images for you to make them using mail merge in Microsoft Word, Microsoft Publisher or other similar applications.

Full details are provided using [Help > Printed Certificate Guide](#).

Spreadsheet Results

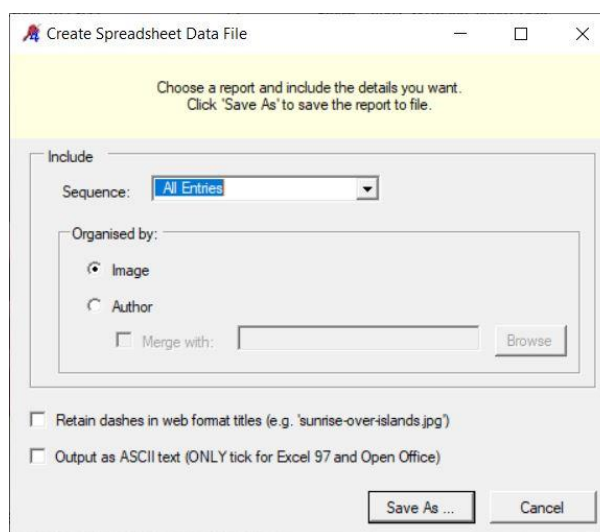
Once the competition has been made, a spreadsheet of all entries can be produced. Its format is described below.

[File > Reports > Spreadsheet Reports ...](#) produces the dialogue similar to that shown below for club competitions.

If **Organised by: Image** is selected the spreadsheet will have one row for each image. If **Organised by: Author** is selected the spreadsheet will have one row for each entrant with all their image details in the same row.

For inter-club and all-comers competitions the spreadsheet will always be in image-per-row format, so the 'Organised by:' section of the dialogue is not shown in such cases.

If the *Lightbox* has been used to create a sequence of images, for example the acceptances in a large exhibition or competition, a spreadsheet of just those images can be created using the sequence selector on the dialogue.



Normally, any dashes in a title are replaced by a space when exporting to Excel. This is to clean up any filenames that have been formatted in a web-friendly way, e.g. 'The-Angry-Cat.jpg'. Selecting the **Retain dashes in web format titles** option retains any dashes in the title. Beware: If the title only contains dashes and digits and it can be interpreted as a date, when the file is read into Excel it will be changed to a date. For example, '1-11-11' will be converted to 01/11/2011 in the UK. '1-23-11' will be left as text in the UK but may be converted to a date elsewhere.

Spreadsheet output is compatible with *Excel 2003* onwards, but not with *Excel 97*. There can also be spurious characters on the first line when it is read into *Open Office*. If you check the **Output as ASCII text** box the file produced will be readable by these applications (but not by *Excel 2003* onwards). Note that the '½' symbol is replaced by '?' in ASCII text files.

Merging Series Results

It is possible to merge the results from a series of similar club competitions so that a season's results can be aggregated. Assuming that the author-per-row spreadsheet of the first competition has been produced, the second competition's results can be merged as follows:

- With the second competition selected on DiCentra's main screen, click on **File > Reports > Spreadsheet Reports ...**
- Select **Organised by: Author** and then check the **Merge with: checkbox**
- The **Browse** button can now be used to locate the spreadsheet from the first competition of the series.
- If you click **Save As ...** you can now choose a filename to save the merged results to.

Note: The file you merge with must be the exact .csv file that *DiCentra* produced, not a .xls file that you have derived from it. To help you avoid accidentally overwriting this file, it is saved as a read-only file.

Where there are identical entrant names in both heats of a competition the results will be merged into a single row. However, results for *Tom Jones* and *Thomas Jones* would not be merged and if these were the same person, you would need to do some copying and pasting before producing the end of season results.

Spreadsheet Format

The spreadsheets are created as a text file with extension '.csv'. The separators between fields are, in fact, tabs as this allows the file to be opened quickly in Excel by double-clicking on the .csv file's icon.

The first few rows contain information such as the competition name and date. Slightly different columns are produced for regular marked, place-marked and triple-marked competitions.

The ImageRef field corresponds to the **Image RefNo** or **Image Reference** field in the image's filename and is omitted if not included in the competition's rules. For large Interclub Competitions this is shown in column 2 or B if *Legacy format* is selected when producing the spreadsheet, otherwise it appears after the ESeq field.

Here are brief descriptions of the fields:

<i>ClubCode</i>	Club code (for large inter-club competitions only)
<i>ImageRef</i>	Image reference identifier (only for large inter-club competitions where specified in the rules and Legacy format chosen in the spreadsheet dialogue)
<i>Club</i>	Club name (for inter-club and all-comers competitions only)
<i>PrintName</i>	The entrant's name in a printable form, e.g. Josie K Smith, ARPS
<i>SortName</i>	Their name in a sortable form, e.g. SMITH, Josie K
<i>Forenames</i>	Their forenames, e.g. Josie K
<i>Surname</i>	Their surname
<i>Distinctions</i>	Their distinctions
<i>OrigName</i>	The name as it was entered originally, e.g. Josie K Smith ARPS
<i>Seq</i>	The sequence number of the image in the competition
<i>ESeq</i>	The entrant's sequence number of the image (1 to max. entries per person or club)
<i>ImageRef</i>	Image reference number (only if specified in the rules)
<i>Title</i>	The image's title
<i>MarkT</i>	Printable mark, e.g. 9½+
<i>MarkN</i>	Numeric mark, e.g. 9.75 (plus mark is coded as 0.25)

<i>Award</i>	Any award, e.g. Gold
<i>Place</i>	Place (in a place-marked competition)
<i>Flag5</i>	An indication that image scored at least one 5 in a triple judge competition, e.g. '[5]'
<i>Vote1</i>	Votes in first voting round of a triple judge competition
<i>Vote2</i>	Votes in second voting round of a triple judge competition

For row-per-entrant spreadsheets, the column labels have '-1', '-2' etc. added to indicate the image to which they refer.

Also for this type of spreadsheet, the first few rows contain the following information:

Row 1	<i>Max images/Mark scheme.</i> The first column of each competition indicates the number of images in that competition and the second column indicated <i>Marks, Places or TripleJudge</i> . This is particularly useful when processing merged results from a competition series.
Row 2	<i>Competition name.</i> The first column of each competition indicates its name.
Row 3	<i>Competition date.</i> The first column of each competition indicates its date or <i>Date Unknown</i> .

Chapter 10

Preferences

Preferences

Those options that are specific to a particular competition are included in the competition's rules. Preferences are the options that apply more generally.

Use **Edit > Preferences ...** to access the Preferences dialogue. They control:

- How held back images are to be indicated on screen
- Where the image area is to be placed on screen if the maximum image size is smaller than the screen area
- The layout of competition captions, including use of a background image and choice of fonts
- The time that the image details are displayed and the interval between images in slide show mode
- Which, if any, HTML-formatted images are to be used for interval notices and advertisements.

General Preferences

This tab deals with a few miscellaneous things to configure DiCentra.

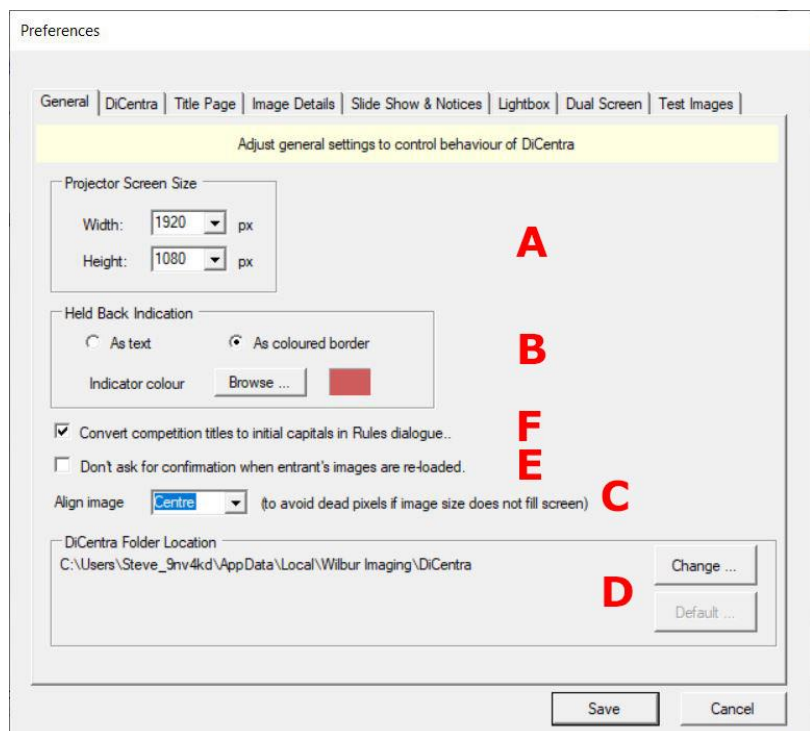
Projector Screen Size (A)

This option allows you to indicate the projector image size you will be using. It is used to ensure that the image on the Title Page tab correctly indicates the shape and placement of the title. It is needed because the screen size of the display used for setting up a competition is often different from the projector size.

Held Back Indication (B)

You can indicate Held Back images either by a coloured border around it, or by the word Held in place of marks. This option determines which.

If you choose to have a coloured border, you can choose the colour of the border. The default is rose coloured.



Align Image (C)

If the competition's rules specify the maximum image size is smaller than the full projector screen size, this option can be used to move the image to the left or right. For example, if the maximum image size were 768 x 768 pixels on a 1024 x 768 projector you might align the image left if there were a dead pixel towards the right of the screen.

DiCentra Folder Location (D)

DiCentra keeps the rules you define and your competition entries, results etc. in a folder that is hidden away. Its location is shown at (D).

In normal operation you should not need to edit, move or delete any files that *DiCentra* keeps for its own purposes, except by using the **Change** or **Default** buttons. If you do make manual changes you may find that the competition fails to run or even that *DiCentra* crashes unexpectedly.

If you need to archive competitions it is best to use **File > Export**.

If you want to move the *DiCentra* competition data elsewhere to free up space on your system drive or just to make it more accessible, use the **Change** button and specify the new location when asked. Any existing competition data will be copied to the new location and the old data folder will be renamed to '*DiCentra* to <current date>'. The latter can be deleted after you have backed it up if you need to save disk space.

If you want to revert back to using the default location use the **Default** button.

Re-Load Confirmation (E)

Normally, *DiCentra* reminds you when you try to re-load an entrant's images that have already been loaded and asks if you want to overwrite the old ones. Apart from the small time taken to re-process the images there should be no harm in replacing the original images. If you select this option, the dialogue is suppressed when the entry is reloaded.

Rules Name Capitalisation (F)

By default, this option is selected so that the name used when creating a competition will have the first letter of each word automatically capitalised ("initial caps"). This means that abbreviations such as BPS will appear as Bps. If you select the 'ps' and re-type it as 'PS' without changing other parts of the name, the name will appear correctly.

Forcing capitalisation in this way can be tedious if you want the competition name to be all capitals. Unchecking this option before creating rules leaves the competition name in the rules exactly as you typed it.

DiCentra Preferences

Competitions Menu

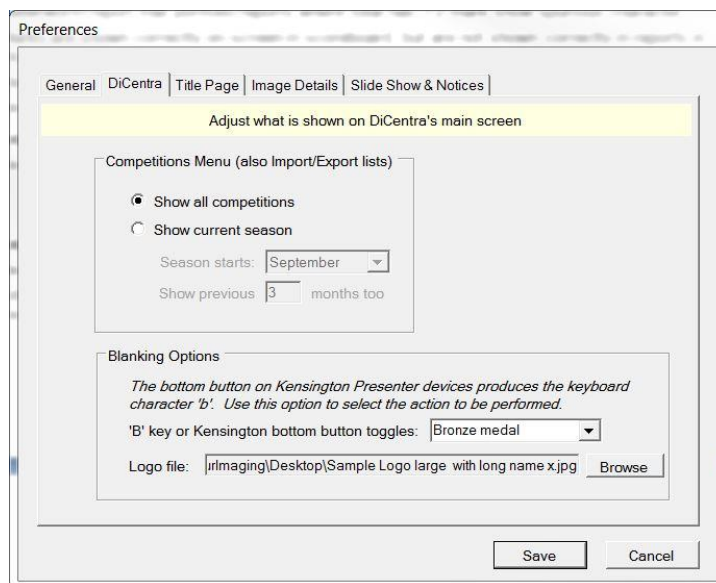
After you have used DiCentra for a year or so, the number of competitions in the Competition drop-down box on the main screen can become large and unmanageable. To help, competitions are always shown in reverse date order, that is, recent or forthcoming competitions are always shown at the top of the list.

Even so, it can be useful to limit the list to only show the current season's competitions and the preferences on this tab allow you to control this.

You can define when your club's season starts, and also whether to show competitions from the tail end of the previous season (competitions in the previous June, July and August in this screen shot). Any competitions being prepared for next season will also be shown.

On the main screen just below the drop-down list there is an indication of whether all or just the current season's competitions are being shown.

Note: This option also affects the number of competitions shown in the import/export dialogues.



Blanking Options

You can use a Kensington Presenter device to go to the next or previous image in a DiCentra competition. The bottom button sends the character 'b' or '.' to DiCentra. You can select the appropriate character code for your device from the first drop-down here.

By default, pressing this button while the main image screen is showing will award a Bronze medal to that image. Using the drop-down here this behaviour can be changed and the following options are available:

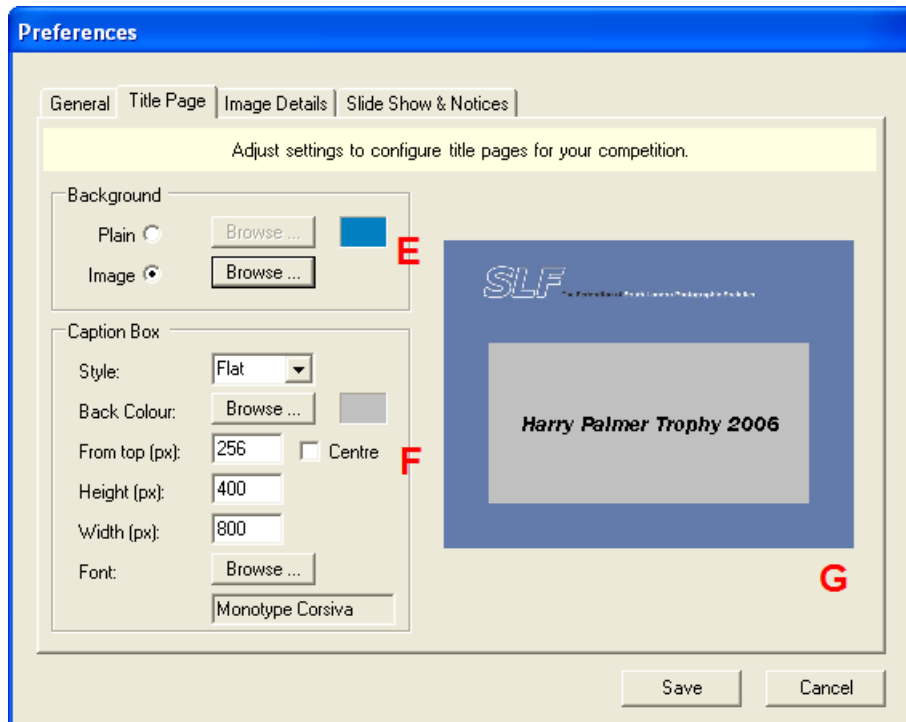
- Bronze medal (default)
- Blank screen
- Display club logo
- Mark current image as held
- Display Interval screen

If no logo image has been chosen, or if there is a problem with it (missing or bad) then your licence image will be shown instead.

To choose your logo use the **Browse** button.

Title Page Preferences

These preferences control the layout of title pages and other captions used during the judging of competitions. (The background for the images themselves is controlled by the rules and is normally set to black.)



Background (E)

If you choose a plain background you can choose a colour from the Windows palette.

Alternatively you can use a JPEG image with your club's logo if you like. If you do this, ensure it has the same pixel dimensions as the projector screen (e.g. 1024 x 768 pixels) otherwise it may be cropped or tiled.

Caption Box (F)

The controls in this area allow you to provide simple styling of the caption box including its position, colour and font. All measurements are in pixels. The caption is always centred from left to right. To avoid calculations, the **Centre** checkbox centres it vertically.

Note: If you use a different machine for the competition from the one used to set the Preferences, do ensure that it has the same font installed. Otherwise, Windows will use a similar font that may not be as attractive.

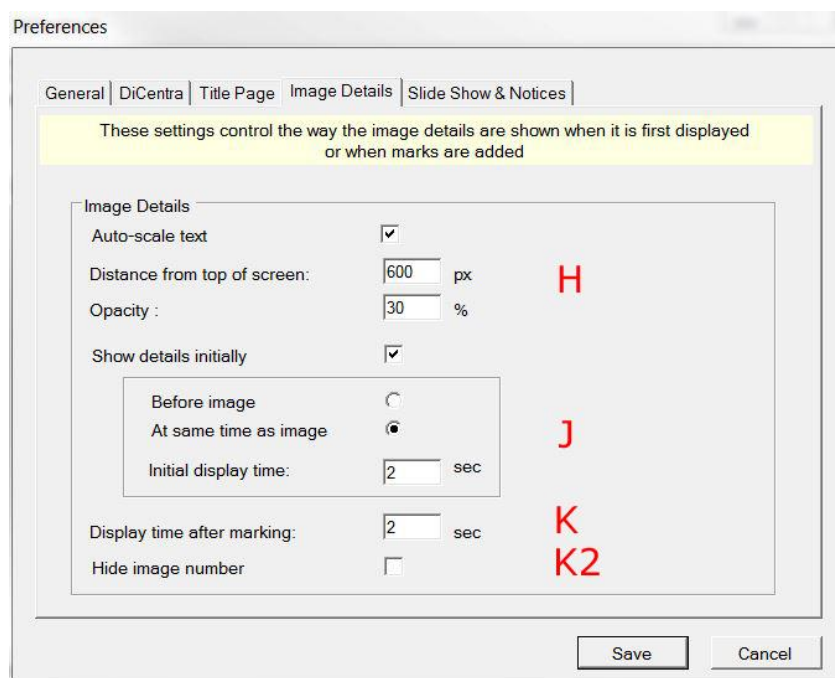
If you check the **Only in Sequences** checkbox then the competition banner page will not show the competition name. Any captions in sequences will be shown as normal against your background image (if selected).

Layout (G)

A layout guide is shown and updated when you change any caption settings. The Projector Screen Size settings on the General tab are used for this.

Image Details Preferences

These preferences control how the image details are shown and for how long.



General (H)

The text on the image details panel is automatically scaled if **Auto-scale Text** is set. The scaling is related to the maximum image height allowed for the competition and when used the text should be easily readable. If this is not set, then the image details may be too small when the maximum image height is larger than about 1000 pixels.

With **Auto-scale Text** set, you can adjust the scaling further by setting the **Scale Factor** to a value between 0.5 and 2, e.g. 1.2.

The distance of the image details from the top of the screen can be set with **Distance from Top of Screen**. Experience suggests that a value such as 100 or 200 is best as it allows the image details to be easily seen at the back of the audience.

The opacity of the black background for image details can be reduced using **Opacity**. A value of about 55% provides reasonable contrast against a variety of images without being too obtrusive. Values below 20% are not recommended.

Initial Details (J)

If **Show details initially** is checked, the image's details, including its number, title and any marks or awards are shown whenever the competition progresses from one image to the next. Otherwise, no details will be shown when the image is first displayed. In all cases the details will be shown when marks or awards are assigned, or on demand when the Ctrl or # keys are pressed.

Other options are available if **Show details initially** is checked. These are in the indented box. The two radio buttons allow you to select whether the initial details are shown before the image (**Before image**) to avoid obscuring it, or overlaid on the image (**At same time as image**).

The **Initial display time** controls the duration. For all timers the duration can include fractions of a second, e.g. 2.5 seconds.

Display Time After Marking (K)

Image details are shown automatically when the image is marked and **Display Time after Marking** controls this. This also controls the time the details will be shown when the Ctrl or # keys are pressed to bring up the details on demand.

Hide Image Number (K2)

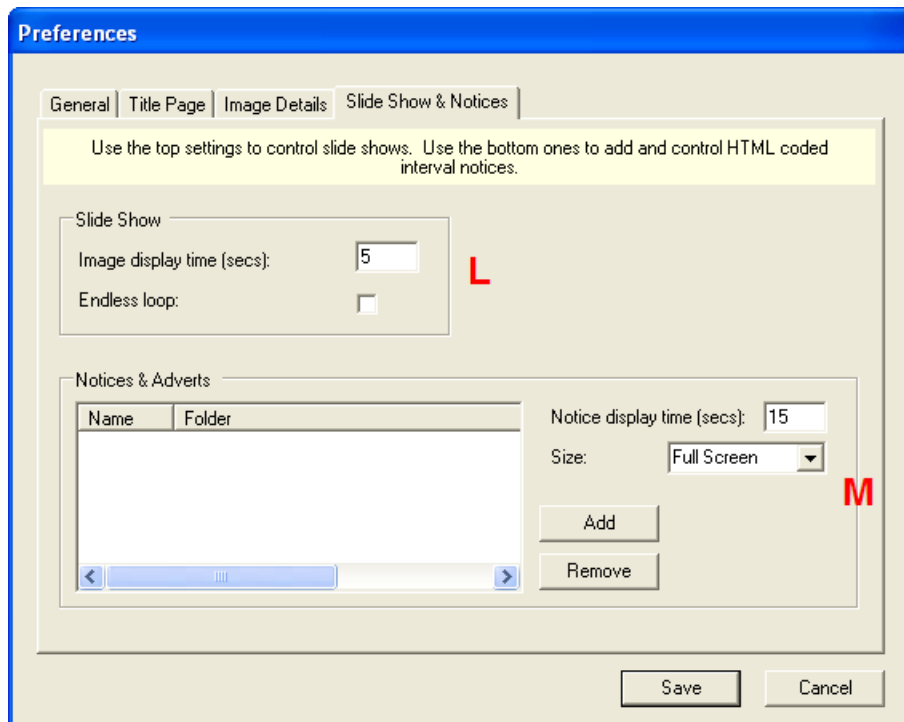
On some occasions, such as when you have set up a sequence to match pre-agreed image ordering, it can be confusing to see the original image numbers. **Hide Image Number** controls this. When checked, no image number will be displayed on screen when the competition is being run.

Awards Badges

The badges used to indicate Gold, Silver, Bronze, Ribbon, Winner and Certificate in the image details are Tiff files. See [Appendix C](#) if you want to replace them with your own images.

Slide Show & Notices Preferences

These preferences control the time images are displayed in a slide show. They also allow HTML (Web) sequences to be set up for interval notices.



Slide Show (L)

These two settings are self-explanatory.

Notices & Adverts (M)

It is possible to add several sets of images to be shown as interval notices or advertisements. They need to be constructed as Web pages (HTML) using applications such as Dreamweaver.

As an example, for 'Finals Day' three sequences were produced. The first is shown before things start and shows the programme in turn for each part of the day followed by some pages (0612 etc. below) with the winner and runners-up of a previous competition, then a short programme of forthcoming events.

Each filename starts with a sequence number that determines the order in which they are displayed. Only .htm or .html files are displayed.

Within the top-level folder, other folders containing images or CSS stylesheets can be included.

Here is what the folder/file structure might be:

Folder: **Finals Day 2007**

Sub-Folder: **Images**

-- images used by the pages

Files: ...

Sub-Folder: **Stylesheets**

-- stylesheets used by the pages

Files: ...

Sub-Folder: **N1**

-- first sequence of notices

File: **01 Finals Day.htm**

-- first notice in first sequence

File: **02 Programme 1.htm**

File: **03 Programme 2.htm**
File: **04 Programme 3.htm**
File: **0612.htm**
File: **0613.htm**
File: **0614.htm**
File: **0615.htm**
File: **07 Events.htm**
Sub-Folder: **N2** -- second sequence of notices
File: **01 Finals Day.htm**
File: **03 Programme 2.htm**
...
Sub-Folder: **N3** -- third sequence of notices
File: **01 Finals Day.htm**
File: **04 Programme 3.htm**
...

Having constructed these web pages they need to be introduced to DiCentra using Preferences. Under **Notices & Adverts** click **Add**. You are asked to provide a name for the sequence and then browse for the folder. In this case we might call the first sequence N1 and select the folder called N1 in Finals Day 2007. We would then repeat the process for N2 and N3.

The time for which each notice is displayed is set using **Notice Display Time**.

Notices can either fill the whole of the screen area or be confined to the same maximum size as the competition images using the **Size** selector.

Dual Screen Preferences

If you are working in *Dual Screen* mode, DiCentra will blank the desktop screen. The **Select** button on this tab allows you to change the blank screen colour.

Test Image Preferences

Use this tab to choose a few of your own JPEG images to be shown with the **Competition > Projector Setup** command. These images will not be scaled to fit your projector, so you must ensure they are the correct size for the projector. They will be colour managed and should be in either sRGB or Adobe RGB (1998) colour space.

Chapter 11

Dual-Screen Working

Overview

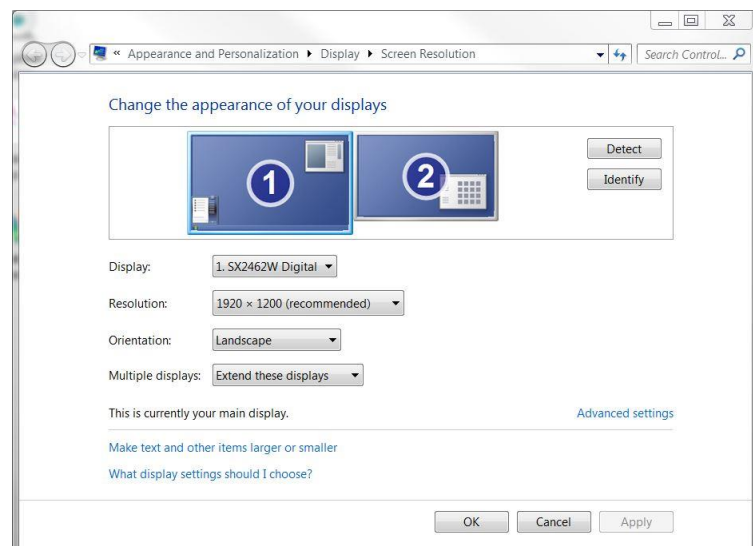
DiCentra 4.6 and later versions allow the competition images, scoreboard and light box to be displayed on the projector screen, while other management screens, such as the Navigator, can be shown on the laptop screen, if desired. This has two advantages. First, the audience is not distracted from the image being displayed, and secondly, setup for projector screens which are a different size to the laptop screen is rather easier.

Windows Setup

In order to use this feature you need to set your displays in extended mode, where the displays (or projectors) attached to the computer form a single virtual screen that extends the laptop's built-in screen. (It works just the same on desktop computers with multiple displays.)

There are several ways of setting this up, but the following should work on Windows 7 and later.

1. **Right-click** on a blank area of your machines desktop display and select **Screen Resolution** from the menu that is displayed.
2. Plug the projector into the external display port on your machine. If the machine is already switched on the projector should be recognised after a few seconds. (The laptop screen may blank briefly during this time.) If it is not recognised you may need to reboot.
3. On the *Screen Resolution* dialogue, select **Extend Desktop** from the **Multiple Displays** selector. You should see something like the image here.
4. Select the projector screen, either using the **Display** selector or by clicking on the relevant screen icon at the top of the dialogue.
5. Change the resolution to the most suitable one for your projector and competition rules, for example: 1400 x 1050, 1680 x 1050, 1920 x 1080 etc.
6. For *DiCentra* it does not matter whether the projector screen is logically on the left or right of the main screen.
7. Click **OK**. Now, when you move the cursor horizontally off the laptop screen to the side with the projector it should appear on the projector screen. Also, if you drag an icon or window from the laptop screen it should appear on the projector.



This is all that needs doing in Windows to prepare for dual-screen working.

DiCentra Setup

In dual-screen mode you can choose which screen to use for the competition projection, the *Projector Screen*, and which one to use for the Navigator, the Help screen and for dialogue boxes intended for the projectionist, the *Desktop Screen*. Generally you will likely use the laptop screen as the Desktop Screen, although you can use the same (projector) screen for both.

The first time you use *DiCentra* with multiple displays you will be asked to identify which displays to use for which purpose. You do this by dragging each dialogue that appears (shown on the right) onto the appropriate screen.

If you make a mistake, or want to change the arrangement for some other reason, you can use [Edit > Configure Screens](#) to repeat the Projector/Desktop setup.



Projector Setup and the Competition

Before you run a competition or use Projector Setup in dual-screen mode, *DiCentra* behaves exactly as any other application. Dialogue boxes appear on the laptop screen, irrespective of the choices above.

However, when you use projector setup or start a competition *DiCentra's* main form will disappear and the images will appear on the screen you have designated as the projector. In particular, the following information will appear on the projector screen at appropriate times:

- Competition images
- Banners and selection titles
- Image details
- Held back thumbnails (bottom of screen)
- Scoreboard
- Lightbox and associated context menus.

The following will appear on the desktop screen at appropriate times:

- Navigator
- Help screen
- Operator dialogues, such as confirmation that author names are to be displayed and held or marks are to be cleared.

Features and Differences

Generally, the intention has been to ensure that all management and operator messages during a competition should be shown on the desktop and not disrupt the audience's enjoyment of images. There are a couple of caveats.

Context Menu: During a competition the main context menu ([right-click](#) on the displayed image or banner) allows you to start slide shows, change marking mode for triple judge competitions and more besides. This still works in multi-screen mode but

will come up on the projection screen. To avoid this, use the **m** shortcut key instead of **right-click**. It will then appear on the desktop screen instead.

Other Context Menus: When an interval sequence of HTML pages or JPEG images are being shown (set up in **Preferences > Slide Show & Notices**), right-clicking will bring up a small context menu on the projector screen to allow you to pause or stop the sequence. There is no way that this can be displayed on the desktop screen.

Similarly, in the Lightbox the context menu will always be displayed on the projector screen.

Help Screen: In multi-screen mode the help screen (**F1** or **Help/Shortcuts** from the context menu) is displayed on the desktop screen. A useful new feature is that in this mode it can be left displayed while the competition is running, providing a quick on-screen reference to the projectionist. If it takes up too much room it can be minimised and then later restored when needed.

Appendix A

DiCentra Competition Commands

Below is a summary of commands that can be used to navigate around and mark a competition.

Right-click produces a context menu of additional commands. In dual-screen mode the command **m** brings up the context menu on the desktop (laptop) screen.

Navigation	Effect
<Enter> <Right-arrow> or mouse wheel down	Next image
<Left-arrow> or mouse wheel up	Previous image
<Up-arrow>	Go back to the first image of the competition
<Down-arrow>	Go back to the first of any held back images
u	Go to first unmarked image
x	Show any held images in the Lightbox
<F3>	Show the last Navigator selection on the Lightbox
<F4>	Show the current portfolio on the Lightbox
<F6>	Show all image thumbnails on the Lightbox
<F7>	Show all unmarked image thumbnails on the Lightbox
<Tab>	Move to next judge in Multi-Judge competitions
Note: On some laptop keyboards you may need to hold down the <i>F_n</i> key before the function key.	

Image Details	Effect
<Ctrl>	Show image details again
# or \	Show image details again including author
a	Show author (toggle)
d	Display image details initially (toggle)

Held Images	Effect
/ or h	Mark image as held (toggle)
c	Clear all held images

Marking	Effect
0-9	Mark – typing a mark that is too big will produce a beep
. (dot)	Half mark or 'at least one 5' for triple judge comps
+	Plus mark
<Delete> or <Backspace>	Delete mark, held back and award for image

Awards	Effect
<Alt>+w (hold down <Alt> and press w)	Winner award (toggle)
<Alt>+g	Gold medal (toggle)
<Alt>+s	Silver medal (toggle)
<Alt>+b	Bronze medal (toggle)
<Alt>+r	Ribbon (toggle)
<Alt>+1	First place (toggle)
<Alt>+2	Second place (toggle)
<Alt>+3	Third place (toggle)
<Alt>+4	Fourth place (toggle) (up to <Alt>-9 for ninth place)
<Alt>+c or *	Certificate award (toggle)
<Alt>+m	Hon. Mention (toggle)
<Alt>+x	Best in Exhibition (toggle)
<Alt>+j	Judge's Choice (toggle)
<Alt>+v	Very Highly Commended (toggle)
<Alt>+h or <Alt>+i	Highly Commended (toggle)
<Alt>+o	Commended (toggle)

Other	Effect
s	Show score board
n	Navigator (various forms of selection)
i	Interval (toggle)
k	Blank screen (toggle)
o	Show logo (toggle)
e	Toggle between Presentation Sequence numbers and Image Indices for suitable competitions
q or <Esc>	Quit

Appendix B

Preparing Images for Competition

These notes may be helpful as guidance to your club members in preparing images for PDI competitions.

Using Photoshop 6 or later

1. Open the image in *Photoshop* and flatten any layers.
 1. Use **File>Automate>Fit Image**, and type in the required image size, e.g. 768x768.
 2. Use **Image>Mode>RGB Color** to convert the image to RGB if it was prepared in CMYK, Grayscale, Lab or Indexed colour.
 3. Use **Image>Mode>8 bits/channel** to convert the image to 8 bits per channel.
 4. Use **Image>Mode>Convert to Profile** and convert image to sRGB ² or Adobe RGB (1998) working space, depending on the competition rules. (For Photoshop CS2 use **Edit>Convert to Profile**).
 5. Use **File>Save As** to save the image to disk or memory stick. Remember to:
 - rename it, if required
 - include the .jpg or .tif extension as appropriate, if you are using a Mac
 - a. **JPEG:** Save it with high quality (10 or greater). Ensure that the box next to *ICC Profile* is ticked.
 - b. **TIFF:** Ensure that there is no tick in the *Alpha Channels* box of the Save dialogue.

Using Photoshop Elements 3.0

1. Open the image in *Photoshop Elements 3.0* and flatten any layers.
6. Resize the image:
 - a. Use **Image>Resize>Image Size**, and ensure that the *Resize (bicubic)* and *Constrain Proportions* boxes are ticked, then
 - b. Under *Pixel Dimensions* type 768 into the width or height box that is showing the larger number of pixels. The other number will adjust accordingly. Click **OK** to complete the process.
7. Use **Image>Mode>RGB Color** to convert the image to RGB if it was prepared in Grayscale or Indexed colour.
8. The image colour space cannot be converted in *Photoshop Elements 3.0*, so there is no equivalent to step 5 in the Photoshop instructions above.
9. Use **File>Save As** to save the image to disk or memory stick. Remember to:
 - rename it, if required
 - include the .jpg or .tif extension as appropriate, if you are using a Mac

² Projectors are not capable of displaying the full *Adobe RGB* gamut so it is best to use the smaller *sRGB* gamut for projected competitions.

- **JPEG:** Save it with high quality (10 or greater). Ensure that the box next to *ICC Profile* is ticked.

Using Photoshop Elements 4.0 or Later

1. Open the image in *Photoshop Elements 4.0* or later and flatten any layers.
10. Resize the image:
 - a. Use **Image>Resize>Image Size**, and ensure that the *Resize (bicubic)* and *Constrain Proportions* boxes are ticked, then
 - b. Under *Pixel Dimensions* type 768 into the width or height box that is showing the larger number of pixels. The other number will adjust accordingly. Click **OK** to complete the process.
11. Use **Image>Mode>RGB Color** to convert the image to RGB if it was prepared in Grayscale or Indexed colour.
12. Use **Image> Convert Color Profile>Apply sRGB Profile** or **Image> Convert Color Profile>Apply Adobe RGB Profile** to convert the image to the colour space required by the competition rules.
13. Use **File>Save As** to save the image to disk or memory stick. Remember to:
 - rename it, if required
 - include the .jpg or .tif extension as appropriate, if you are using a Mac
 - **JPEG:** Save it with high quality (10 or greater). Ensure that the box next to *ICC Profile* is ticked.

Appendix C

Other *DiCentra* Information

General

DiCentra keeps rules, settings, loaded images and competitions in folders on your hard drive. It should not normally be necessary to access these files or folders directly – Load Entry, Make Competition, Delete Competition, Import and Export should provide the necessary access to them.

However, if you need to inspect them, use **Edit>Preferences ...** and select the **General** tab on the dialogue that opens. There you will find the folder path leading to *DiCentra*'s private area where rules, preferences etc. are stored.

Some of the folders along this path may be hidden so you may need to set Explorer's Options to show hidden files and folders.

Within that folder there is a folder called *Assembly Area* that stores the loaded images for each competition and the competition itself.

Changing the name of any folder or file in this area is likely to cause *DiCentra* to crash. Similarly, changing the contents of files will generally cause unpredictable results.

The file extensions used are:

- .txt for details of entries, competitions etc.
- .log for warnings and errors noted during loading of entries
- .wie for entries
- .wik for judges individual marks in *Multi-Judge* competitions
- .wip for preferences
- .wiq for image/caption sequences
- .wir for rules
- .wis for settings

Please note that the internal structure of these files may change in future *DiCentra* releases.

Awards Badges

If you want to replace the standard ones with some of your own design:

- Create them as 100 pixel x 100 pixel Tiff files
- Any unused area must be transparent – be careful to preserve this when flattening and saving in Photoshop
- You do not need to embed a working colour profile
- The files must be called GoldS.tif, SilverS.tif, BronzeS.tif, RibbonS.tif, FirstS.tif, SecondS.tif, ThirdS.tif, FourthS.tif, CertS.tif, HonMentionS.tif, WinnerS.tif, BestinExS.tif, JudgeChoiceS.tif, VHCS.tif, HiCoS.tif or CommS.tif.
- They need to replace the files in ...\\Program Files (x86)\\Wilbur Imaging\\DiCentra\\Award Images\\

- You need to do this from a Windows administrator account. When you copy your new image to the above folder you will probably see the dialogue shown here. Click on **Continue** to complete the transfer.
- If you are using a Windows standard account (non-admin), you will see a message that indicates “You don’t have permission to save in this location”.
- **Note:** When updates to DiCentra are installed the images will be replaced by the standard ones again, so do keep a copy so you can restore them.

