

DiCentra Organiser User Guide



Release 1.5

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DiCentra Organiser Version: 1.5.44

Updated: 5th September 2019

What is *DiCentra* Organiser?

Intended Audience

It is assumed that readers of this document will already have a basic understanding of using *DiCentra* for preparing Projected Digital Image competitions for their photographic society. If you are new to *DiCentra*, you may find it helpful to view the *DiCentra Installation & Quick Start Guide* which can be accessed from:

www.wilburimaging.com/dicentra

It contains brief notes on competitions. More extensive documentation is installed with the *DiCentra* application and it can be found by clicking **DiCentra User Guide** on *DiCentra's* **Help** menu.

DiCentra Organiser

DiCentra Organiser does file and folder re-organisation to convert from the format some clubs use for entries to one that *DiCentra* can accept. Outline descriptions for club and inter-club competitions are below, with more detail in later sections.

DiCentra Organiser provides a basic set of functions for reorganising competition files and folders. There is also a more advanced application, *DiCentra Organiser Plus*, which has a richer set of functions. These applications take a somewhat different approach so you may find one of them matches your needs more closely than the other.

Club Competitions

DiCentra has been designed to expect an entrant's images for a competition to be provided as a folder of JPEG or TIFF files and for the entrant's name to be provided (once) as the name of the folder. However, a number of clubs find it more convenient to have entries in which the image's filename contains both the image title and entrant's name.

DiCentra Organiser re-packages a set of such entries into a folder for each entrant that contains just their images. These can then easily be loaded into *DiCentra*.

So a folder containing images shown on the left of the table below would be re-packaged into files and folders such as those shown on the right.

Original Folder and Files		Re-Packaged Folders and Files	
Folder:	FROM ENTRANTS	Folder:	FOR DICENTRA
File:	01 Trees; John Smith.jpg	Folder:	John Smith
File:	01 Persian Cat; Jane Brown.jpg	File:	01 Trees.jpg
File:	03 On the Move; Zoe Green.jpg	File:	02 Pigeon.jpg
File:	02 Pigeon; John Smith.jpg	File:	03 Grasshopper.jpg
File:	03 Grasshopper; John Smith.jpg	Folder:	Jane Brown.jpg
File:	02 What a Lark; Zoe Green.jpg	File:	01 Persian Cat.jpg
File:	01 Frog; Zoe Green.jpg	Folder:	Zoe Green
		File:	01 Frog.jpg
		File:	02 What a Lark.jpg
		File:	03 On the Move.jpg

Table 1: How DiCentra Organiser might convert a set of files into folders and files suitable for input into DiCentra (simple case).

As we shall see, it is not necessary to include an image number if the rules for the competition do not require it, and the separators can be chosen from a range of common ones.

Many clubs have several classes or categories for the same competition and DiCentra Organiser can do similar re-packaging for such competitions. The example in Table 2 below shows how entries for a competition with two classes (*Standard* and *Advanced*) might work. Two sets of rules would be needed (see later) and entries in the *Advanced* folder would be loaded into the advanced class competition and those from the *Standard* folder into the standard class competition. The order of the title, entrant and class can be changed to suit a club's tradition.

Original Folder and Files

Folder: FROM ENTRANTS

- File:** 01 Trees; **adv**; John Smith.jpg
- File:** 01 Persian Cat; **std**; Jane Brown.jpg
- File:** 03 On the Move; **adv**; Zoe Green.jpg
- File:** 02 Pigeon; **adv**; John Smith.jpg
- File:** 03 Grasshopper; **adv**; John Smith.jpg
- File:** 02 What a Lark; **adv**; Zoe Green.jpg
- File:** 01 Frog; **adv**; Zoe Green.jpg

Re-Packaged Folders and Files

Folder: FOR DICENTRA

- Folder:** **adv**
- Folder:** John Smith
- File:** 01 Trees.jpg
- File:** 02 Pigeon.jpg
- File:** 03 Grasshopper.jpg
- Folder:** Zoe Green
- File:** 01 Frog.jpg
- File:** 02 What a Lark.jpg
- File:** 03 On the Move.jpg
- Folder:** **std**
- Folder:** Jane Brown
- File:** 01 Persian Cat.jpg

Table 2: How DiCentra Organiser might convert a set of files into folders and files suitable for input into DiCentra (competition with classes).

Inter-club Competitions

A different form of re-organisation can be useful for inter-club competitions. It may be convenient for clubs to submit each of their members' entries in a separate folder bearing the member's name. *DiCentra* does not accept this form directly at present, but by using *DiCentra Organiser* one or more club folders can be re-organised ready to be loaded into *DiCentra* – see Table 3.

Original Folder and Files		Re-Packaged Folders and Files	
Folder:	Barnbury Camera Club	Folder:	New\Barnbury Camera Club
Folder:	John Smith	File:	01 Trees_John Smith.jpg
File:	01 Trees.jpg	File:	01 Persian Cat_Jane Brown.jpg
File:	02 Pigeon.jpg	File:	01 Frog_Zoe Green.jpg
File:	03 Grasshopper.jpg	File:	02 Pigeon_John Smith.jpg
Folder:	Jane Brown	File:	02 What a Lark_Zoe Green.jpg
File:	01 Persian Cat.jpg	File:	03 Grasshopper_John Smith.jpg
Folder:	Zoe Green	File:	03 On the Move_Zoe Green.jpg
File:	01 Frog.jpg		
File:	02 What a Lark.jpg		
File:	03 On the Move.jpg		

Table 3: How *DiCentra Organiser* might convert a set of inter-club folders and files into folders and files suitable for input into *DiCentra*.

Why isn't this in DiCentra itself?

The main reason is that because entrants have to type their name (and class/category) for each image, there is a strong possibility that they will make mistakes. It was therefore felt better to do the processing and any corrections before loading images into *DiCentra*. Also, *DiCentra* does not support multi-class or multi-category competitions yet, so two or more competitions need to be set up in these cases.

Installing DiCentra Organiser

DiCentra Organiser can be downloaded from the Wilbur Imaging *DiCentra* web site. It does not require a license. It does use *Microsoft's .NET 4 Framework*, but that will already have been installed if you have *DiCentra 4* running on your machine.

To install *DiCentra Organiser*, proceed as follows.

1. Go to the DiCentra related applications web page at:
<http://www.wilburimaging.com/wisoftware/DiCentraApps.htm#dco>
2. Scroll down the page until you come to the *DiCentra Organiser* section.
3. Click on **Download DiCentra Organiser** and save the zip file somewhere convenient, for example on your desktop.
4. **Right-click** on the zip file and click on **Extract All**. Click **Next** a couple of times and then click **Finish**. This will create a folder on your desktop called *DiCentra Organiser x.x.x*, where x.x.x is the version number.
5. **Double-click** on the *setup.exe* file in this folder. Windows will probably display a security warning dialogue indicating the file comes from an unknown publisher. Click **Run**.
6. On Windows 7 or later you will probably have to confirm again that you are willing to allow this to be installed.
7. When the *Installer Wizard* is seen, click **Next** several times to move through the installer dialogues.
8. Then click **Install** on the last page.
9. *DiCentra Organiser* should now be installed.

Club Competitions without Classes

In this section we will look at how a set of files named with image title and entrant name can be separated into the relevant entrant folders for later input into *DiCentra*.

Preparation

We will assume that entrants have been told to submit their images with file names that start with the title, followed by an underscore, then the entrant's name and finally the extension '.jpg' or '.tif'. Thus, the following two filenames are acceptable:

Bodmin Moor_Fred Smith ARPS.jpg

Sacred Valley, Peru _ John Jones D.P.A.G.B..jpg

whereas:

Seeing Red – Arthur Green.jpg

Julie Ash _ Once Upon a Time.jpg

would not be. We'll return later to see why.

Having got image files from entrants, they should be copied to a folder which we will name '**Comp Originals**' in this example. A second (empty) folder should be created and we'll call that '**Comp Ready**'. You can choose any names you like for these folders.

DiCentra Organiser Processing

When you run *DiCentra Organiser* you will be presented with a screen like the one shown here. The latest version has more fields in the *Input Template* section but is otherwise the same.

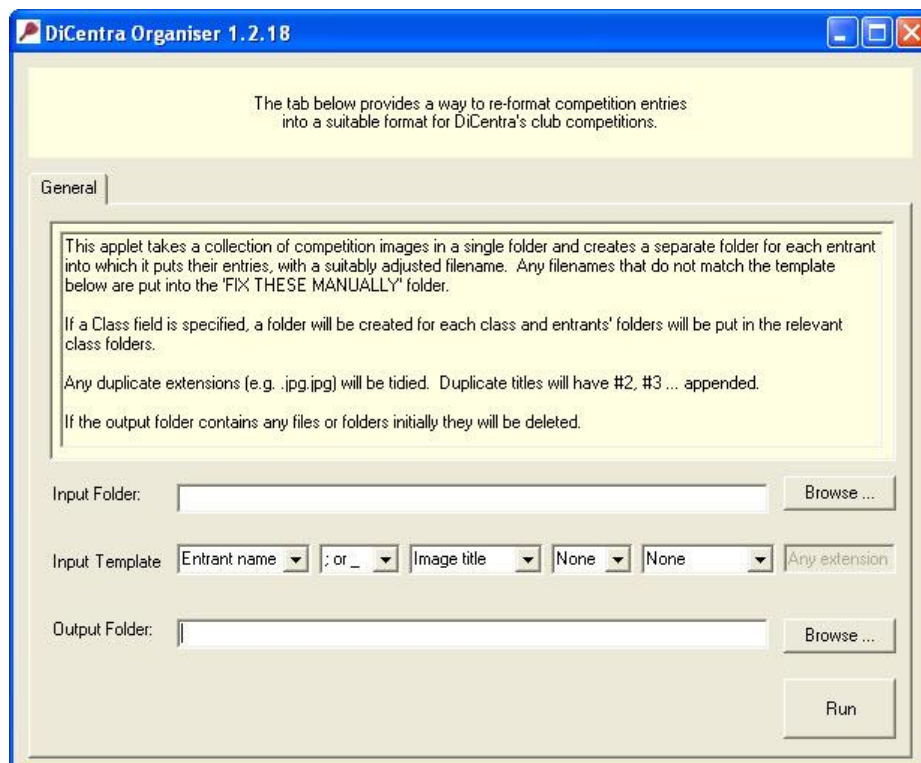


Figure 1: DiCentra Organiser Main Screen

1. Click on the **Browse** button alongside **Input Folder** and locate your **Comp Originals** folder and click **Open**.
2. Our input files contain the image title followed by the entrant name, so select **Image Title** in the first box alongside **Image Template**, and select **Entrant name** in the third box. The second box already contained **;** or **_** so we don't need to change that.
3. Click on the **Browse** button alongside **Output Folder** and locate your **Comp Ready** folder and click **Open**.
4. Now click **Run**.
5. If there are already files or folders inside your **Comp Ready** output folder you will be warned that they will be deleted if you proceed. Normally you would want to overwrite these as they are files from a previous run.

Other checks will also be made to ensure that the Image Template makes sense.

6. It is quite common for typing errors to occur in entrant names so a dialogue like that in *Figure 2* is shown, indicating all the different names found.

In this case, it can be seen that all the names were typed correctly as there are no variations of any of them. So, just click **OK** and go to step 8.

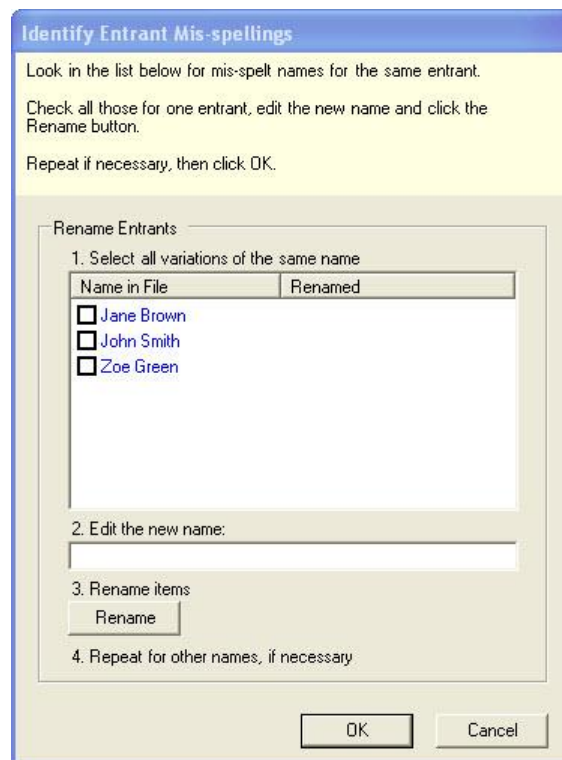
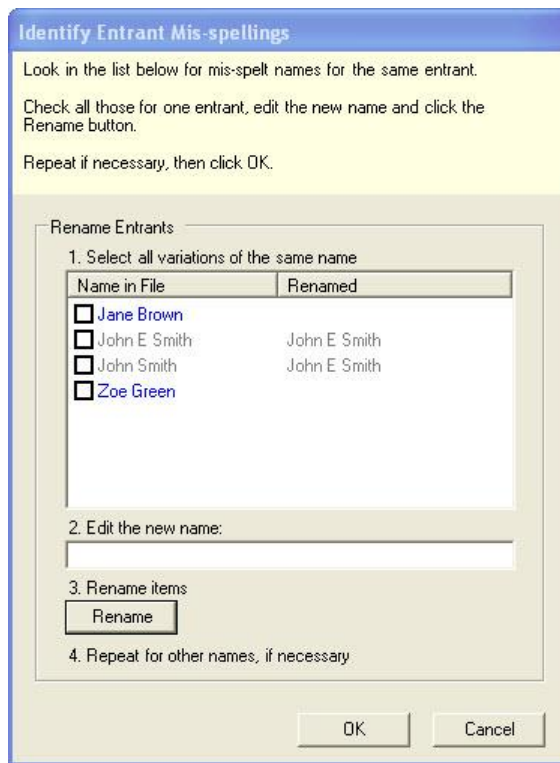
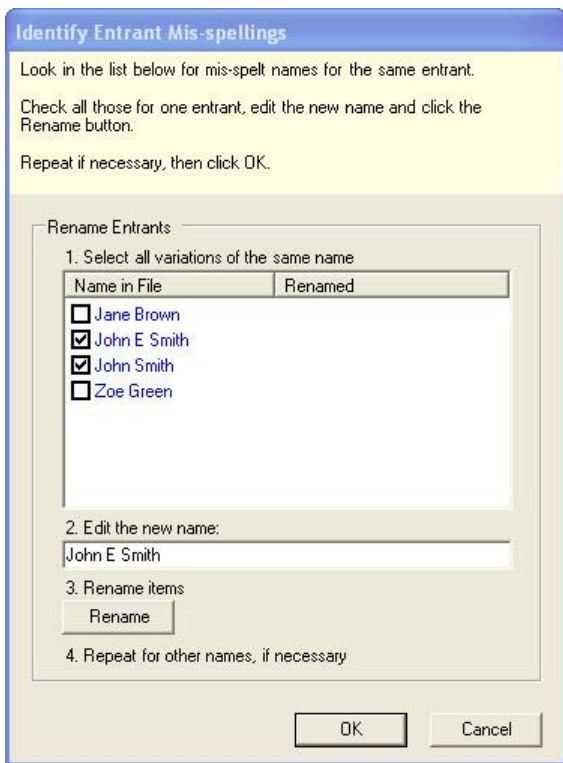


Figure 2: No Corrections Needed

7. **Misspelled entrant names:** To make all variations of a name identical:
 - a. Select the relevant name variants using the checkboxes as shown in *Figure 3* for John Smith.
 - b. One variant will then appear in the box labelled **2. Edit the new name**.
 - c. Edit that name, if necessary, and click **Rename**
 - d. The dialogue will now appear as shown in *Figure 4*.
 - e. Repeat steps a. to d. for any other name variations.
 - f. Click **OK** when you have finished.
8. That's it. After the files have been copied, the **Comp Ready** folder will contain a folder for each entrant, with their images inside.

Note 1: Any hidden files inserted in your folder by Windows or Bridge will be completely ignored when *DiCentra Organiser* does its processing.

Note 2: Some clubs include filename fields such as member number (as well as entrant name) which are not used by *DiCentra*. They may have other software which processes such fields. To ensure that such fields are not processed and passed to *DiCentra* the field type *Ignore* should be selected in *Organiser* for such cases.



Fixing Entrants' Mistakes (Manual Processing)

In some cases, entrants get their filenames wrong. The examples we used earlier were:

- 01 Seeing Red – Arthur Green.jpg
- Julie Ash _ Once Upon a Time.jpg

Arthur Green has used the wrong separator (-). It should have been an underscore. Julie Ash has got her name and the title in the wrong order and has also omitted the image sequence number.

If you run *DiCentra Organiser* it will report that '**1 input file did not match the template**'. This relates to Arthur Green's image. All such images are placed in a folder called '**FIX THESE MANUALLY**'. You will need to deal with these manually. Normally, it is best to correct the filename in the input folder and then re-run *DiCentra Organiser*. This time a folder of Arthur Green's images will be created.

In Julie Ash's case, a folder has been created for an entrant called '**Once Upon A time**' and an image called 'Julie Ash.jpg' has been placed inside. Again, you will need to correct the relevant input filenames and re-run *DiCentra Organiser*.

Entries with Sequence Numbers

Figure 3: Misspelled Names - (John Smith)

Figure 4: Corrected Names

Generally, the approach in the *Processing* section above works fine even if you expect each entrant's images to have a sequence number, provided the sequence number comes just before the title. For example:

- 01 Willows in Spring_ Andrews, Julie.jpg or
- John Smith_ 03 Pelican in Flight.jpg

(Of course, you would need different templates for these two cases.)

However, in some cases, the sequence number is not adjacent to the title, or it is preceded by some text (for example the word 'Image'). To deal with this you need to explicitly select *Seq. Number* as one of the fields in your template as shown in *Figure 5*. In this case any text immediately preceding the sequence number (no spaces) will be ignored and the output filename will consist of the sequence number followed by an underscore before the title.

For example:

Smith, John_IMAGE3_The cat and the canary.jpg

Would be copied to the output folder called '*Smith, John*' with the name:

3_The cat and the canary.jpg

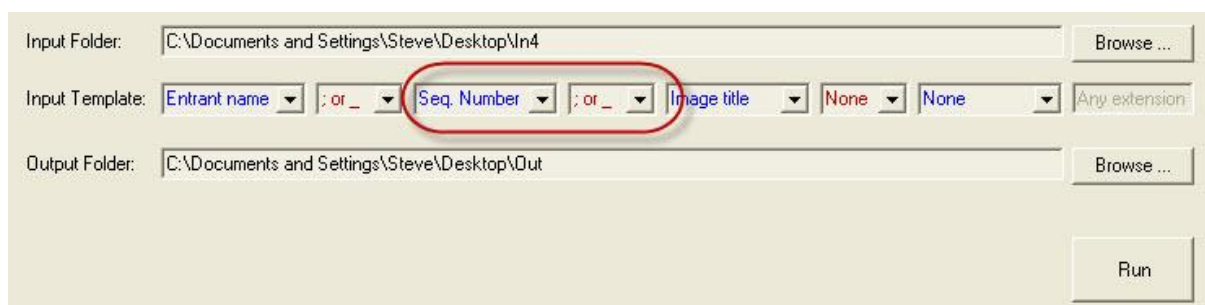


Figure 5: Specifying a Sequence Number in the Template

DiCentra Rules

Once the entered images have been re-packaged, they can be loaded into *DiCentra*. In order to do this we need to define compatible *DiCentra* rules. To do this:

1. Open *DiCentra* and click on **File > New Rules ...**
2. Type in the title for the competition, and adjust the date and any other aspects of the **Images** tab that you want. The result should be something like *Figure 6*.
3. Now select the **Folder/Files** tab as shown in *Figure 7*. If you want to use sequence numbers, no changes will be needed. Entrants will, of course, need to enter their preferred order of presentation (plus a space) immediately before the image title.
4. If you don't want to use sequence numbers:
 - a. Click the **Clear** button
 - b. Then select **Image Title** in the box immediately to the right of the words **File name:**

Rules

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

Comp name:

Comp type:

Comp date:

Closing date:

Images | Folder/Files | Scoring

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

Images/club:

Max. images pp:

Max Width (px): Max Height (px):

Colour space:

Reject images with wrong size or colour space

Allowed file type: JPEG TIFF

Border colour:

5.

Figure 6: DiCentra Rules - Image Details

Rules

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

Comp name:

Comp type:

Comp date:

Closing date:

Images | Folder/Files | Scoring

Enter details about the folder and file name conventions you require entrants to use.

Folder name:
eg. Fred Asquith ARPS, DPAGB

File name: + + + +
eg. 05 Sunset Scene

Comp. has Entry Numbers

Figure 7: DiCentra Rules - Folder/Files Details

5. Select the **Scoring** tab and make any adjustments for the marks range and scoring that you use.
6. Click on **Save**.
7. You are now ready to load the folders produced by *DiCentra Organiser*.

Loading Images into *DiCentra*

1. Start *DiCentra* and select the relevant rules from the **Competition** drop-down.
2. Click **Setup > Load Entry** and locate one of the entrants' folders that were just created by *DiCentra Organiser*, for example, the **John Smith** folder (Figure 8). Click **OK**.

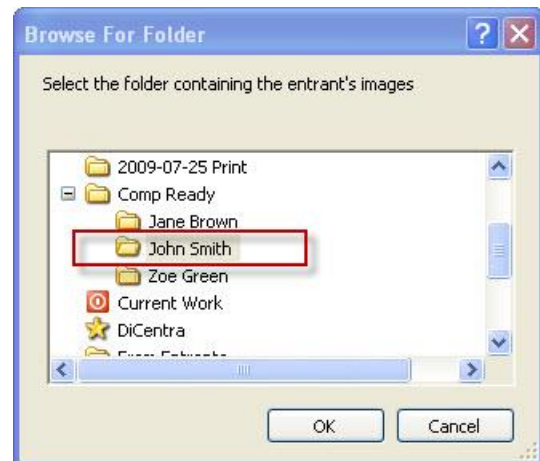


Figure 8: Selecting one of the entrants' folders

3. You will then be presented with a dialogue something like that shown in Figure 9.
4. Click **Set All** and then **Select**.
5. All entrants' images will be loaded into *DiCentra* in the usual way.
6. You should then click **Setup > Make Competition** to prepare the competition for judging.

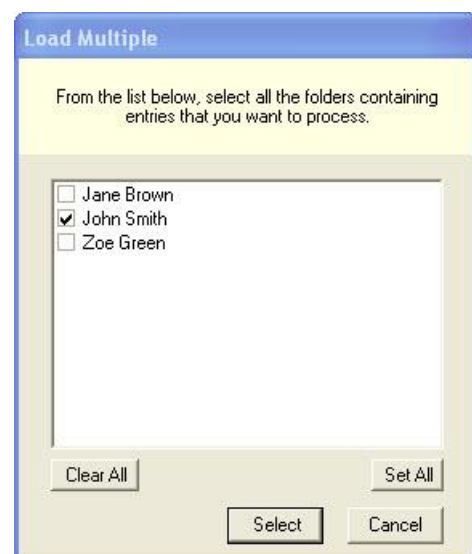


Figure 9: *DiCentra* Load Multiple Dialogue

Club Competitions with Classes or Categories

Dealing with competitions where entrants are divided into classes such as *Standard* or *Advanced*, or which involve categories such as *Portrait*, *Pictorial*, *Monochrome*, etc. is almost the same as the procedure above, except that one extra item needs to be included in the filename. So, a filename might be something like:

01 Flight of Swans_Adv _ Joe Smith ARPS.jpg

Input Template

Whether you are using classes or categories, you need to select **Class** as one of the fields in the input template. You also need to specify separators between fields. They do not need to be the same, but beware of characters like dash or hash (#) that might appear in someone's image title. *DiCentra Organiser* should generally deal with such cases properly, but it might occasionally produce a result you were not expecting. It is generally safest to use underscore as separators. So an input template might be:

Figure 10: Possible input template for competition with Classes

DiCentra Organiser Processing

Again, all submitted images must be placed in a single folder and they will then be re-packaged into a folder for each class, and within these there will be a folder for each of the relevant entrants and their images.

The procedure is exactly as before, the only exception being that a dialogue such as that shown in *Figure 11* will also appear if more than two class names are found. This allows you to correct any misspellings of the class or category name. In this case we would want to ensure that both the words *adv* and *advanced* were treated the same and relevant entries would be placed in the *advanced* output folder.

As before, you will need to check to see if a 'FIX THESE MANUALLY' folder exists and, if so, fix the original file names. You will also need to fix any cases where the title/entrant name/class fields are in the wrong order.

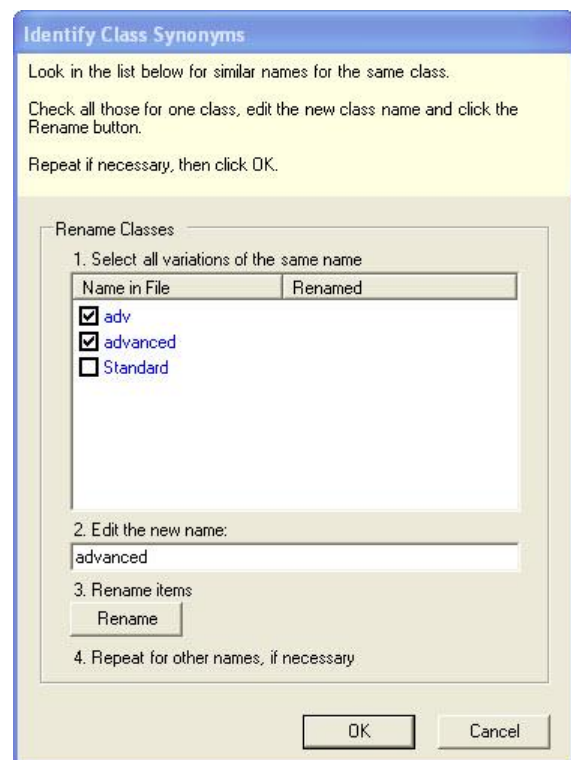


Figure 11: Class Synonyms dialogue

DiCentra Rules

Rules for competitions with classes are identical to those without. The only thing that is different is that you will need one set of rules for each of the classes. The easiest way to do this is as follows:

1. Create the rules as shown above for one class and ensure that the competition title contains the class name, for example, *PDI Comp #1 - Standard*.
2. **Save** the rules in the usual way.
3. Click on **File > Open Rules ...** and select these rules from the dialogue
4. Change the competition title to include the next class, say, *PDI Comp #1 - Advanced* and click **Save**.
5. Repeat for any other classes or categories. Each competition will be expecting the same image sizes, and using the same marking schemes, etc..

Loading Images into DiCentra

Again, this is very similar to the procedure used for competitions without classes, except:

1. You need to select the competition for the relevant class from *DiCentra's Competition* drop-down.
2. When you use **Setup > Load Images** you will need to navigate to one of the entrants' folders inside the relevant class folder that *DiCentra Organiser* created.

Club Portfolio Competitions

Using Organiser for portfolio competitions is very similar to using it for regular club competitions with the following differences.

- You need to select *Portfolio title*, *Seq. number* and *Entrant name* as fields in the Organiser template.
- You may include *Image title* or omit it, depending on whether you want entrants to include a title with each image.

It is possible that entrants may mis-spell the portfolio title in some of their image files. As a result, while the input files are being processed, you will be presented with a dialogue to check and if necessary correct mis-spelled portfolio titles. This dialogue is like the ones shown in Figures 3, 4 and 11 for correcting entrant names and class names.

In DiCentra there are no choices for the folder/file structure for portfolio competitions. When setting up the DiCentra rules you just need to set the options in the Images and Scoring tabs of the Rules dialogue.

Inter-Club Competitions

In this section we will look at how a set of folders and files submitted for an inter-club competition or large inter-club competition can be re-organised.

DiCentra Rules

In order to correctly re-organise the folders and files, *DiCentra Organiser* needs to know what *DiCentra* rules you will be using, so you need to create these rules first. Let us suppose we are using a *Large-Interclub Competition* - it is slightly more flexible than a standard inter-club competition. (The process is just the same for a regular inter-club competition.) You need to generate the rules to specify the maximum images per entrant and the number of images allowed for each club – see *Figures 12* and *13*.

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: Test LIC With Organiser

Comp type: Large inter-club competition

Comp date: 07 March 2010

Closing date: 07 March 2010

Images | Folder/Files | Scoring

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

Images/club: 10 Exactly

Max. images pp: 2

Max Width (px): 768 Max Height (px): 768

Colour space: sRGB

Reject images with wrong size or colour space

Allowed file type: JPEG TIFF

Border colour: Black

Save Cancel

Figure 12: Inter-Club Image Details

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: Test LIC With Organiser

Comp type: Large inter-club competition

Comp date: 07 March 2010

Closing date: 07 March 2010

Images | Folder/Files | Scoring

Enter details about the folder and file name conventions you require entrants to use.

Folder name: Club name
eg. Old Etonians Photographic Society

File name: Reference number + space + Image title + semicolon + Entrant name + (None)

(None) Clear

eg. V05578 Sunset Scene;Bill Giles

Comp. has Entry Numbers

Save Cancel

Figure 13: Inter-Club File Naming

Image Limits: Use the first tab in *DiCentra's* Rules dialogue to set the kind of competition, the number of images that entrants and clubs are allowed, as well as the kind of images that you want (JPEG or Tiff).

Filename Format: Use the Folder/Files tab to specify the filename format. **Please note** that clubs will be using a different format to submit their images. Here you must include at least the image title and entrant name, in that order. You can use any separator between them that is allowed.

You can include a reference number or leave it out, but if you include it in the rules, entrants must include one before their title. It is probably best to include this, and ask entrants to number their images in their preferred presentation order. This should cause the images from different entrants to be spread throughout the presentation.

Tie-Break (not shown): Extra Image tie-break on the Scoring tab is not yet supported. If you specify it, DiCentra Organiser will remind you that this is not allowed and not process your files.

Remember: You must create a suitable set of *DiCentra* rules before you try to process inter-club competition entries with *DiCentra Organiser*.

Preparation

Clubs need to prepare their images in a folder whose name is the name of the club. Inside this folder will be one folder per entrant, and the entrants will put their images in these folders.

The image filenames must be in one of the following forms:

- Title.ext
- Ref+Title.ext

where **Ref** is a reference number that only contains alphabetic and numeric symbols, **+** is the separator you specified in the rules between the reference number and title, **Title** is an acceptable title and **ext** is the image file extension (jpg, tif, etc.). See Table 3 for an example.

DiCentra Organiser will remove any part of the tail end of an image title that begins with the separator you specified in the rules between the title and the entrant name.

Although *DiCentra Organiser* will read input folders and files from CD, it is probably best to copy all CDs to a temporary folder on your hard drive first.

DiCentra Organiser Processing

When you run *DiCentra Organiser* and select the *Interclub* tab you should see something like:

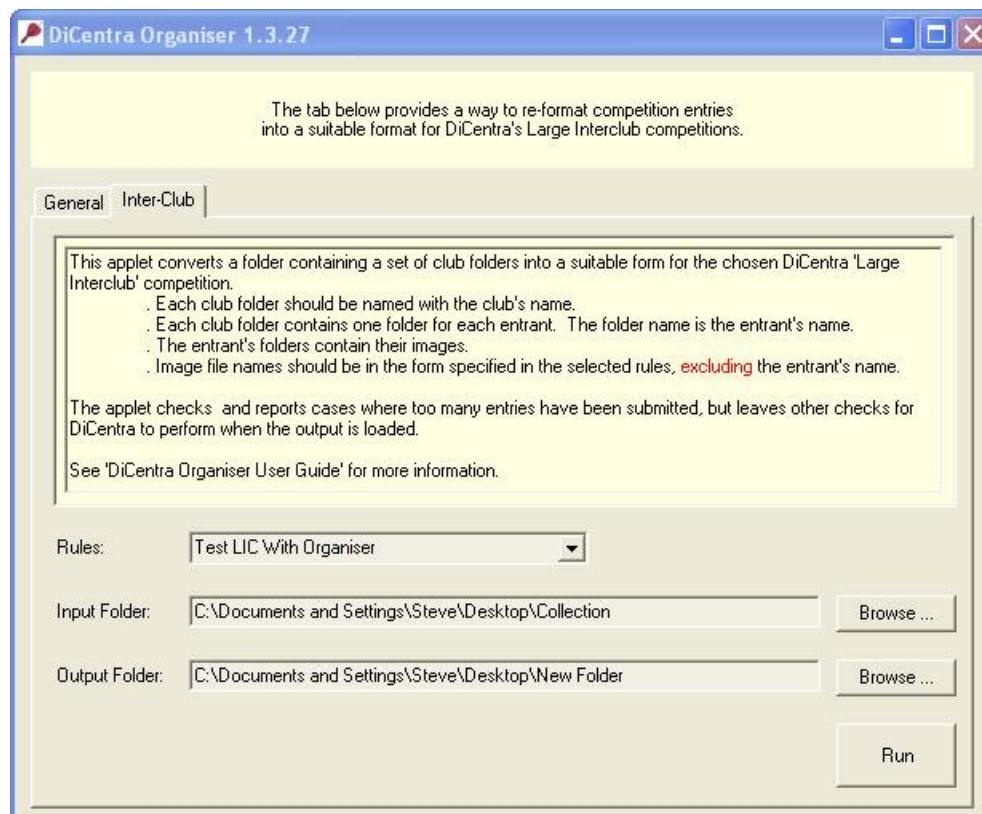


Figure 14: Inter-Club tab in DiCentra Organiser.

The *Rules* drop-down will list all inter-club rules on your machine, from which you should select the one you need. Use the *Browse* button adjacent to the *Input Folder* box to select the club's folder that you want to process, or if you have several clubs to be processed collect them into another folder. It is always best to specify an empty folder to receive the re-organised club folders.

Click the **Run** button when you are ready. If there are problems *DiCentra Organiser* should provide a fairly helpful message indicating the cause and solution.

The result of this will be one or more club folders in your output folder, together with a *log file*. It is worth looking at this log file as it will report on entrants or clubs with more entries than allowed in the rules. A fragment of a log file is given below.

```
DiCentra Organiser 1.3.27 Log
Rules:          Test LIC With Organiser
Max. per entrant: 2
Max. per club:  5 Maximum

Chelsea Globe PS
-----
    Jackie Smith DPAGB
      Accepted: 01 Devilish Hartebeest; Chelsea Globe PS.jpg
-      Title changed to: 01 Devilish Hartebeest
      Accepted: 02 In the Vat; Chelsea Globe PS.jpg
-      Title changed to: 02 In the Vat

    Jenny Briggs ARPS
      Accepted: 01 Impressive Trees.jpeg.jpg
      Accepted: 02 South African Roller.jpg
**     Rejected (Entrant limit): 03 More Impressive Trees.jpg

    Valid no. of club entries found: 4
-----
```

You will notice that reports of serious errors are preceded by two asterisks at the start of the line, while cases where the title has been truncated are indicated by a preceding dash.

DiCentra Processing

The entries from the clubs whose entries you have just processed can now be loaded into *DiCentra*:

1. Start *DiCentra* in the usual way and ensure that the correct competition is selected.
2. Click on **Setup > Load Entries**
3. In the folder dialogue that appears, navigate to one of the **club folders** in the output folder you created above. Click OK
4. If several clubs' entries have been processed, click on **Set All**. In either case, click **Select**.
5. The images should now be loaded in the normal way. *DiCentra* will do further checking on image size, colour space that *Organiser* didn't do.
6. Use **Setup > Make Competition**

Problems

If you have problems using *DiCentra Organiser* or with this user guide please let us know by e-mailing:

software@wilburimaging.com