

Harrow Camera Club

Procedures Manual for Competitions and the Exhibition using ImageCompPro v16 and Windows Slideshow November 2008

Introduction

In this Manual:

- ImageCompPro, version 16, is abbreviated throughout as **ICPro**.
- References to the Competitions Secretary in relation to competitions should be read as referring alternatively to the Exhibition Secretary in relation to the Annual Exhibition.

This Manual is written assuming distinct roles in the management of competitions.

- The **Competitions Secretary**, who manages the competition process, and records scores and results.
- A **Collator**, who takes the CDs and entry forms submitted by members, and collates the data prior to the event. And, who:
 - May, with advantage, be the Competitions Secretary.
 - May, otherwise, be any of a group of volunteers, and may be different for each event.
 - NOTE. The procedures in this manual individually assume that collation is done on the Club laptop. Generic guidance is provided where:
 - A printed running order list is required, given that the Club laptop has no printer.
 - The Collator prefers to use a personal PC, and afterwards transfer the data to the Club laptop.
- A **Projectionist**, who uses ICPro to show the event. And, who:
 - Can not be the Competitions Secretary.
 - May, otherwise, be any of a group of volunteers (including the event Collator), and may be different for each event.
 - Requires use of the Club laptop and projector at the event.

The events covered by this Manual, and using ICPro, are:

- 'Monthly' projected Competitions.
- The Set Subject Annual Competition
- The Landscapes Annual Competition.
- The Slide/Digital of the Year Annual Competition.
- InterClub events eg, NWFed, Rosebowl.

The events covered by this Manual, and using Windows Slideshow, are

- The Sets of Slides/Digital Annual Competition.
- The Annual Exhibition.

The procedures in this Manual have been devised as the simplest possible arrangements, and have been tested to work as required.

ICPro Settings

Initially, the ICPro settings should be made immediately after installation of the software. Thereafter, settings must be checked for each event.

The recommended settings are the same for all events which use ICPro [Monthly; Slide/Digital of Year; Landscapes; Set Subject; InterClub]. They interact with the method of showing each event, and have been chosen to give the best effect with the no variation between events, and hence the least training.

NOTE: When the Collator uses his/her own PC to collate the image data for an event, then only the image data is transferred to the Club laptop, and this does not affect the ICPro settings.

On the opening screen of ICPro, use the row of large blue buttons. There is no need to check these after the initial setup at installation, as none of these options are used in practice.

DataBase button: This is for entrant names in Leagues. As Leagues are not used, no settings or data entry are required.

AV Show Presets button: The AV Show feature is not used, and the following settings are merely advised as being safe.

Option	Setting
Play	Manual
AutoPlay	10 seconds
Title bar	Yes
Display Image Author	No
Title/Author Fade	Yes
Title/Author time	4 seconds
Results table position	No
Image Score	No
Music	None

Leagues button: Leagues are not used, and no settings are required. At installation there is no data in the Leagues system.

On the control screen of ICPro, the Picset Presets and Info are used for each competition, and should be checked and set as required every time.

Presets: In the control screen, click to edit the Presets for Picset1, which should be set as in this Table:

Option	Setting
Load Sort	AlphaSort Sorts by TITLE, and hence gives the same order for every Load.
Pre/Post screen	Preview ✓; Comment ✓; Judging ✓
Preview time	6 seconds
Title bar	Preview x; Comment x; Judging ✓
Titles on for	3 seconds
Counter shows	Comment x; Judging ✓
Number of judges	One
Score mode	Default (Score all)
Voiceover	Comment x; Judging x
Results	Default (individual)
Results League save	No
Results - show author	No places
Allow placing	1 st only
Image size	1024 x 768
Colour space	sRGB

After editing for Picset1, click to save these values for all Picsets. After this, it is not necessary to edit the settings for the other Picsets.

Add Info: This Table shows the information required for each Picset when using its Add Info button. This information is cleared with the Picset before collating new image data for each event. Instructions on re-entering the data are given with those for each event

in Picset	Judge's name	Competition Name
1	(blank)	Beginners
2	(blank)	Promoted
3	(blank)	(blank)
4	(blank)	Annual Event
5	(blank)	InterClub Event
6	(blank)	(blank)

Obtaining Printouts

Printouts of the running order(s) are required for events using ICPPro, but not for events using Windows Slideshow.

When Collating on the Club laptop

The ICPPro procedures create each running order as an HTML file on the desktop, viewable using Internet Explorer. The Club laptop has no printer, and the Collator has these options:

1. As a basic minimum, view the running order file(s), and make a manual paper copy.
2. Copy the running order file(s) to a memory stick; transfer the data to a computer with a printer; view each file using Internet Explorer, and print it.
3. If the Collator has a personal printer with USB cable, then it is permissible to install that printer on the Club laptop and print the files.
 - a. Many printers will install automatically using a default operating system driver if the printer is simply plugged into the laptop. Such a driver is likely to be adequate for text printing even if it does not use the full functionality of the printer.
 - b. Some printers require their own bespoke driver, and the Collator must have the original CD media containing the driver. Usually, the CD is inserted first, and the printer is only connected when instructed. This ensures that the operating system does not install a default driver.

Afterwards, delete the running order HTML File(s).

When Collating on a Personal PC

The procedures, as amended for collating on a personal PC, only create folders to match the ultimate Picset folders, and do not create any running order files using ICPPro.

Ultimately, ICPPro will load this data using ascending alphabetic order of filename. The Collator can replicate this by doing Menu > View > Arrange Icons by ... > Name. Ensure that the order is ascending, and not descending.

There is no operating system function to print out the list of files in a folder. The following is a workaround.

- Open a blank word-processing document eg, using WORD, and minimise this so that the desktop is viewable again.
- Open the folder containing the files whose file list is required. Check that the files are displayed in the required ascending order. Type Alt+PrintScreen which copies a snapshot of the folder window to the clipboard as a picture. [The PrintScreen key is usually towards the upper right of the keyboard.]
- Maximise the word-processing document. Position the cursor suitably, and paste the picture into the document.
- Repeat if there are several running order lists, adding them all to the same word-processing document, and preferably on separate pages.
- Print the word-processing document, which may then be deleted.
- Annotate the pages to make clear which page relates to which section of the competition.

Collating on a Home PC

The detailed procedures which follow are for collating each type of event assuming use of the Club laptop. When collating on a separate PC, the image files can be put into appropriate folders before being transferred to the Club laptop. Some facilities are not then available, particularly some of the file checking.

Collating for an ICPro event [Monthly; Set Subject; Landscapes; Slide/Digital of Year; InterClub]

The Collator must:

- Refer to the ordinary procedure, and collate the authors'/Clubs' work into a matching number of folders [2 for Monthly, 1 for others] preferably with matching folder names. The order of the files in each folder is not important.
- The individual image filenames must be carefully reviewed and corrected where necessary to meet the requirements. There is no real opportunity later to correct errors found when loading in ICPro.
- Print running order lists (see 'Obtaining Printouts').

The Projectionist must:

- Follow the 'Once only' part of the collation procedure to clear the required Picset(s), and to reinsert the event information.
- Open each folder on the CD/stick:
 - Do Menu > Edit > Select All to select all the files.
 - Do Menu > Edit > Copy.
 - Browse to the correct Picset folder, as expected for the event.
 - Do Menu > Edit > Paste to deposit the files in the Picset folder.
- Follow the 'Data Load' part of the collation procedure to Load the required Picset(s). Check that the running order list on screen matches the printed list provided, but ignore the need to print the screen list.
- Show the event according to the projection procedure.

Collating for a Slideshow event [Sets of Slide/Digital, Exhibition]

The Collator must:

- Refer to the ordinary procedure, and collate the authors' work into a matching folder structure, with matching folder names. Ie, the top level folder will be either 'Sets' or 'Exhibition', and that will contain a folder for each author, in turn containing the author's image files.
- Burn the top-level folder, with its contained folders and files, to a CD, or write to a memory stick, and hand over to the Projectionist using the Club laptop.

The Projectionist must:

- Open the CD/stick media, and copy the top-level folder, with its contained folders and files, to the desktop.
- Show the event according to the projection procedure.

Collation - Monthly Competitions

Receive all the CDs and entry forms from authors. CDs can be managed in batches, and it is not necessary to handle them all in one session.

Once only, before loading any CDs

- Open ICPPro. Select Single Screen view.
- On the control screen, in the table:
 - For Picset 1. Click on Clear data - ALL. Then click on Add Info and enter a competition name of 'Beginners'.
 - For Picset 2. Click on Clear data - ALL. Then click on Add Info and enter a competition name of 'Promoted'.
- Exit ICPPro

Start of a Session for 1 or more CDs.

The individual image files have to be sorted into two picsets according to the correct section of the competition.

- Open the folders - Picset1 Beginners, Picset2 Promoted - using their desktop icons.
- For each picset folder, do Menu > View > List to give the most compact view.
- Position and size the two picset folders so that both are viewable on the desktop.

Repeat for each author:

- Insert and open the author's CD.
- Select the matching entry form which should show any folder name used, the titles of the entries, and the section for each entry. An author is either a beginner or is promoted, so all the images from one author will be copied to the same picset folder.
- Browse to the author's folder for the event, positioning the window so that it is visible alongside the two picset windows. Do Menu > View > List to give the most compact view.
- Taking each entry listed on the form:
 - Identify the image file by title, and drag that file to the picset folder appropriate for the author's status. Ie:
 - picset1 is for Beginners, or
 - picset2 is for Promoted (ie, Advanced)
 - NOTE. Disc to disc drag is always a copy, and a file cannot be deleted from a CD.
 - Review the file name to make sure it is correctly in the format of TITLE by Author If necessary:
 - Rename the file within the picset folder.
 - NOTE. It is not possible to rename a file on a CD.
- NOTE. The ordering of the files in each picset folder is not important.
- Close and remove the author's CD.
- Replace the CD in its sleeve/case, and file with the entry form ready to be returned at the event.

End of a Session. (Close the picset folders)

The following steps apply only after all CDs have been processed in as many sessions as required. After this point, no more CDs can be accepted for the event.

Data Load, Score Sheets

- Open ICPro. Select Single Screen view.
- From the opening screen, click on the Presets for Picset 1, and confirm all the settings (see ICPro Settings pages above). Save the settings to all Picsets.
- Repeat the following for both Picset 1 and Picset 2:
 - Click the Load button.
 - NOTE. Loading a Picset causes a sort of the showing order for the images according to the preset option 'AlphaSort'. This places the images into alphabetic order of TITLE, and by Author within any identical TITLES.
 - If any errors are displayed, go back and correct the file names.
 - The running order is displayed.
 - Type Shift+S to save the running order including authors' names. Browse to the Desktop (as a convenient location), and save with the offered filename.
 - Type 'R' to return to the control screen.
- Close ICPro.
- The running orders are in HTML files on the desktop, viewable with Internet Explorer. Refer to the general notes about obtaining a printout of these files.

Handover

- The authors' CDs and forms are returned at the event.
- The Competition Secretary requires the printouts of the running order for each section.
- The Projectionist requires the laptop and projector.

Projection - Monthly Competitions

Overall

- Each Section is held independently in its own picset folder
 - Picset1 is for Beginners
 - Picset2 is for Promoted
- The Competitions Secretary determines the order of showing the Sections, and also has a list with the running order within each Section.

Showing

- Open ICPro. Select Single Screen view.
- Repeat the following for both Picset 1 and Picset 2:
 - On the control screen, below the table, click on the red dot for the Picset number.
 - For the Run Through:
 - Type 'C' for Comment.
 - The pre-screen shows the Picset title information.
 - Image Titles are not shown during this pass.
 - All advance is manual, and uses the Spacebar. Advance at a suitable speed for the judge.
 - At the end, a post screen reshows the club logo, and spacebar returns to the control screen.
 - For the Judging.
 - Type 'J' for Judging.
 - The pre-screen shows the Picset title information.
 - Image Titles are shown during this pass.
 - All advance is manual, and there are two ways to advance:
 - EITHER. Enter a score (1-20) and hit Enter. If a mistake is entered, then delete/backspace does not work. Keep typing until the correct score is shown. Ie, if the score should be 17, and you enter 18, then type another 17.
 - OR. Type 'H' for HoldBack (Enter is not required).
 - The Competitions Secretary makes a manual record of the scores.
 - At the end, a post-screen reshows the club logo.
 - Scoring HoldBack Images
 - The program will show if any images were held back from the completed Judging pass.
 - The HoldBack images are shown, with titles, and a score is entered as above by typing a number and hitting Enter. The Competitions Secretary keeps a record of scores.
 - Without a score, advance is by using the spacebar. The images cycle continuously, and it is not possible to leave this cycle until all the images have been scored.

- When all images have been scored, the Results table is shown.
 - If only one entry has received the highest score:
 - This entry will be awarded the bonus mark by the Competitions Secretary.
 - If more than more entry has received the highest score:
 - For each Title which has the highest score:
 - Click on the Title to select.
 - Hit Enter to show the image.
 - Hit Enter again to return to the Results screen.
 - Continue showing the individual Titles as required by the judge until a winner is chosen.
 - The bonus point is awarded by the Competition Secretary to the winning image. No change to the results table is required.
 - Type 'R' and confirm to leave the Results table.
 - You are now at the control screen, ready to Select another Picset.
- Exit the program after showing all the Picsets.

Collation - Set Subject Competition
Collation - Landscapes Competition
Collation - Slides/Digital of the Year Competition

Receive all the CDs and entry forms from authors. CDs can be managed in batches, and it is not necessary to handle all in one session.

Once only, before loading any CDs

- Open ICPro. Select Single Screen view.
- On the control screen, in the table:
 - For Picset 4. Click on Clear data - ALL. Then click on Add Info and enter a competition name of 'Annual Event'.
- Exit ICPro

Start of a Session for 1 or more CDs.

The individual image files are all to be placed in the same picset.

- Open the folder - Picset4 Annual Event - using its desktop icon.
- Do Menu > View > List to give the most compact view.
- Position and size the picset folder so that it is viewable on the desktop.

Repeat for each author:

- Insert and open the author's CD.
- Select the matching entry form which should show any folder name used, and the titles of the entries.
- Browse to the author's folder for the event, positioning the window so that it is visible alongside the picset window. Do Menu > View > List to give the most compact view.
- Taking each entry listed on the form:
 - Identify the image file by title, and drag that file to the picset folder.
 - NOTE. Disc to disc drag is always a copy, and a file cannot be deleted from a CD.
 - Review the file name to make sure it is correctly in the format of TITLE by Author If necessary:
 - Rename the file within the picset folder.
 - NOTE. It is not possible to rename a file on a CD.
- NOTE: The ordering of the files in the picset folder is not important.
- Close and remove the author's CD.
- Replace the CD in its sleeve/case, and file with the entry form ready to be returned at the event.

End of a Session. (Close picset folder)

The following steps apply only after all CDs have been processed in as many sessions as required. After this point, no more CDs can be accepted for the event.

Data Load, Score Sheets

- Open ICPro. Select Single Screen view.
- From the opening screen, click on the Presets for Picset 1, and confirm all the settings (see ICPro Settings pages above). Save the settings to all Picsets.
- For Picset 4 only:
 - Click the Load button.
 - NOTE. Loading a Picset causes a sort of the showing order for the images according to the preset option 'AlphaSort'. This places the images into alphabetic order of TITLE, and by Author within any identical TITLES.
 - If any errors are displayed, go back and correct the file names.
 - The running order is displayed.
 - Type Shift+S to save the running order including authors' names. Browse to the Desktop (as a convenient location), and save with the offered filename.
 - Type 'R' to return to the control screen.
- Close ICPro.
- The running order is in an HTML file on the desktop, viewable with Internet Explorer. Refer to the general notes about obtaining a printout of this file.

Handover

- The authors' CDs and forms are returned at the event.
- The Competition Secretary requires the printout of the running order.
- The Projectionist requires the laptop and projector.

Projection - Set Subject Competition
Projection - Landscapes Competition
Projection - Slides/Digital of the Year Competition

Overall

- The images are held in Picset4 - Annual Event.
- The Competitions Secretary has a list with the running order to match title to author.

Showing

- Open ICPro. Select Single Screen view.
- For Picset 4 only:
 - On the control screen, below the table, click on the red dot for Picset 4.
 - For the Run Through:
 - Type 'C' for Comment.
 - The pre-screen shows the Picset title information.
 - Image Titles are not shown during this pass.
 - All advance is manual, and uses the Spacebar. Advance at a suitable speed for the judge.
 - At the end, a post screen reshows the club logo, and spacebar returns to the control screen.
 - For the Judging:
 - NOTE. The aim of the judging pass is to either eliminate or to shortlist each entry.
 - Type 'J' for Judging.
 - The pre-screen shows the Picset title information.
 - Image Titles are shown during this pass.
 - All advance is manual, and there are two ways to advance:
 - EITHER. For an image eliminated, and not being held back for a shortlist, enter a score of 1 and hit Enter. If a mistake is entered, then delete/backspace does not work. Keep typing until the correct score is shown. Ie, type 1 until 1 (not 11) is shown.
 - OR. For an image being kept for a shortlist, type 'H' for HoldBack (Enter not required).
 - At the end, a post-screen reshows the club logo.
 - Judging the HoldBack Images:
 - NOTE: The aim of the HoldBack judging is to reduce the original set until only a shortlist of the top images remains. These are to be compared against the separate top slides entries to determine the winner.
 - The program will show how many images were held back from the previous Judging pass.
 - The HoldBack images are shown, with titles, and the judge
 - EITHER: Eliminates the image. Enter a score of 1, and hit Enter.
 - OR: Retains the image. Use the spacebar to advance without scoring.

- Elimination of HoldBack images continues until the judge is satisfied with the shortlist of top images for comparison with the slides.
 - To exit the Judging pass, all images must be scored. Those finally held back in the shortlist are now all given a score of 20.
 - When all images have been scored, the Results table is shown. Remain in this state as the top slides and the top digital images have to be compared.
 - To alternate between showing slides and showing digital:
 - Use the projector remote control (NoShow button) to blank the display, and then obstruct the lens with the cardboard shade.
 - Uncover the lens and press NoShow to reveal the display again.
 - To Review the top digital images from the Results table:
 - For each Title which was scored 20 ie, held back for comparison with the slides:
 - Click on the Title to select.
 - Hit Enter to show the image.
 - Hit Enter again to return to the Results screen.
 - Continue showing the individual Titles as required by the judge until a winner is chosen.
 - Type 'R' and confirm to leave the Results table.
 - You are now at the control screen.
- Exit the program.

Collation - InterClub Competition

eg, NWFed; Rosebowl

Receive all the CDs and entry forms from Clubs. CDs can be managed in batches, and it is not necessary to handle them all in one session.

Once only, before loading any CDs

- Open ICPro. Select Single Screen view.
- On the control screen, in the table:
 - For Picset 5. Click on Clear data - ALL. Then click on Add Info and enter a competition name of 'InterClub Event'.
- Exit ICPro

Start of a Session for 1 or more CDs.

The individual image files are all to be placed in the same Picset.

- Open the folder - Picset5 InterClub Event - using its desktop icon.
- Do Menu > View > List to give the most compact view.
- Position and size the picset folder so that it is viewable on the desktop.

Repeat for each Club:

- Insert and open the Club's CD.
- Select the matching entry form which should show any folder name used, and the titles of the entries.
- Browse to the Club's folder for the event, positioning the window so that it is visible alongside the picset window. Do Menu > View > List to give the most compact view.
- Taking each entry listed on the form:
 - Identify the image file by title, and drag that file to the picset folder.
 - Note. Disc to disc drag is always a copy, and a file cannot be deleted from a CD.
 - SEE BOX FOR THE EXTENDED FILENAME FORMAT USED FOR INTER-CLUB EVENTS.
 - Review the file name to make sure it is in the correct format.
 - If necessary:
 - Rename the file within the picset folder.
 - NOTE. It is not possible to rename a file on a CD.
- NOTE: The ordering of the files in the picset folder is not important.
- Close and remove the Club's CD.
- Replace the CD in its sleeve/case, and file with the entry form ready to be returned at the event.

End of a Session. (Close picset folder)

The following steps apply only after all CDs have been processed in as many sessions as required.

Data Load, Score Sheets

- Open ICPro. Select Single Screen view.
- From the opening screen, click on the Presets for Picset 1, and confirm all the settings (see ICPro Settings pages above). Save the settings to all Picsets.
- For Picset 5 only:
 - Click the Load button.
 - NOTE. Loading a Picset causes a sort of the showing order for the images according to the preset option 'AlphaSort'. This places the images into alphabetic order of TITLE, and by Author within any identical TITLES. See box for the effect of the extended filename used for Inter-Club events.
 - If any errors are displayed, go back and correct the file names.
 - The running order is displayed.
 - Type Shift+S to save the running order including authors' names with the Club code suffixes. Browse to the Desktop (as a convenient location), and save with the offered filename.
 - Type 'R' to return to the control screen.
- Close ICPro.
- The running order is in an HTML file on the desktop, viewable with Internet Explorer. Refer to the general notes about obtaining a printout of this file.

Handover

- The Clubs' CDs and forms are returned at the event.
- The Competition Secretary requires the printout of the running order.
- The Projectionist requires the laptop and projector.

Extended Filename Format for InterClub Events:

- The normal filename format for ICPro is TITLE by Author. This is extended for InterClub events to include a sequence number and a ClubCode.
- TITLE is prefixed by Seq, a two digit number which is the required showing order for entries within each Club. Example: 02 SEAL-6
- Author is suffixed by Entrant (ie, ClubCode), as shown in the CACC list. Example: Joe Smith HAR
- Full Example: 02 SEAL-6 by Joe Smith HAR

When the images are sorted during Loading (AlphaSort method):

- Images will sort in blocks by Sequence number ie, all 01 followed by all 02, etc.
- Within each Sequence number, images are sorted alphabetically by TITLE, and then by 'Author ClubCode' within any identical TITLES. This has the effect of randomising the Club order within each Sequence block.
- The full filename (Seq TITLE by Author Entrant) is on the sorted entry list available only to the Competitions Secretary.

When Titles are displayed during judging and on the Results screen, the Sequence prefix is also shown, but 'Author Entrant' is not shown.

Projection - InterClub Competition eg, NWFed, Rosebowl

Overall

- The images are held in Picset5 - Inter-Club Event.
- The Competitions Secretary has a event score sheet, and a running order sheet showing 'Seq TITLE Author Entrant'.

Showing The Event

- Open ICPro. Select Single Screen view.
- For Picset 5 only:
 - On the control screen, below the table, click on the red dot for Picset 5.
 - For the Run Through:
 - Type 'C' for Comment.
 - The pre-screen shows the Picset title information.
 - Image Titles are not shown during this pass.
 - All advance is manual, and uses the Spacebar. Advance at a suitable speed for the judge.
 - At the end, a post screen reshows the club logo, and spacebar returns to the control screen.
 - For the Judging.
 - Type 'J' for Judging.
 - The pre-screen shows the Picset title information.
 - Image Titles are shown during this pass.
 - All advance is manual, and there are two ways to advance:
 - EITHER. Enter a score (1-20) and hit Enter. If a mistake is entered, then delete/backspace does not work. Keep typing until the correct score is shown. Ie, if the score should be 17, and you enter 18, then type another 17.
 - OR. Type 'H' for HoldBack (Enter is not required).
 - The Competitions Secretary makes a manual record of the scores.
 - At the end, a post-screen reshows the club logo.
 - Scoring HoldBack Images
 - The program will show if any images were held back from the completed Judging pass.
 - The HoldBack images are shown, with titles, and a score is entered as above by typing a number and hitting Enter. The Competitions Secretary keeps a record of scores.
 - Without a score, advance is by using the spacebar. The images cycle continuously, and it is not possible to leave this cycle until all the images have been scored.
 - When all images have been scored, the Results table is shown.
 - For Inter-Club events requiring awards such as Stars.
 - The number of images to be considered depends on how many have the top score, and how many awards there are. For example, if there are two awards available with one 20 and three 19s, then four images must be considered. The Competitions Secretary will instruct as required.

- For each image to be considered:
 - Click on the 'Sequence Title' to select.
 - Hit Enter to show the image.
 - Hit Enter again to return to the Results screen.
- Continue showing the individual images as required by the judge until the awards are chosen.
- The awards are recorded by the Competition Secretary. No change to the results table is required in ICPro.
 - Type 'R' and confirm to leave the Results table.
 - You are now at the control screen.
- Exit the program.

Collation - Sets of up to Seven Slides/Digital Competition

Receive all the CDs and entry forms from authors. CDs can be managed in batches, and it is not necessary to handle all in one session.

Once only, before loading any CDs

- Make a New Folder on the Desktop, and name it 'Sets'

Start of a Session for 1 or more CDs.

- Open the 'Sets' folder using its icon on the desktop.
- Do Menu > View > List to give the most compact view.
- Position and size the folder so that it is viewable on the desktop.

Aim: Each author's set is to be placed in its own folder inside the 'Sets' folder, with its contained images in the correct showing order.

Repeat for each author:

- Insert and open the author's CD.
- Select the matching entry form which should show any folder name used, the titles of the entries, and their showing order.
- If the author has used a folder for the images:
 - Browse to view the author's folder for the event (without opening it).
 - Drag the author's folder to the 'Sets' folder.
 - As necessary, rename the author's folder within the 'Sets' folder to be the author's name.
 - Open the author's folder within the 'Sets' folder.
- If the author has put all images in the root of the CD:
 - Make a new folder in the 'Sets' folder, name it for the author as above, and open it.
 - Drag all the individual image files from the CD to this new folder.
- Taking each entry listed on the form, in the required order of showing:
 - Identify the image file by title, and rename it as necessary it to become a two digit sequence number (01-07) in the showing order within the author's set.
 - NOTE. It is not possible to rename a file on a CD.
- In the author's folder, click Menu > View > Arrange icons by > Name to put the files in ascending order of showing sequence.
- Close the author's folder. Close and eject the author's CD.
- Replace the CD in its sleeve/case, and file with the entry form ready to be returned at the event.

End of a Session. (Close the 'Sets' folder on the desktop)

Handwrite a list of the authors' names.

Handover

- The authors' CDs and forms are returned at the event.
- The Competition Secretary requires the list of authors.
- The Projectionist requires the laptop and projector.

Projection - Sets of up to Seven Slides/Digital Competition

Overall

- The images are held in the desktop folder 'Sets'.
- The Competitions Secretary has the list of authors, and will allocate a running order by author. The running order list is supplied to the projectionist

Before Showing the Event

- Open the 'Sets' folder on the desktop.
 - Open each author's folder in turn:
 - If necessary, click Menu > View > Arrange icons by > Name to put the files in the correct sequence order.
 - If 'View as a slideshow' is not available, right click in the folder, click on Customise this folder, select 'Pictures best for many files' and OK.

Showing the Event

- Open the 'Sets' folder on the desktop.
- For each author, selected in turn by name from the running order:
 - Open the author's folder, which contains the images sequenced for showing.
 - Click on the first image (Sequence 01)
 - Click 'View as a slideshow' to run the author's sequence.
 - Click on the Stop icon to prevent automatic advance, and move the mouse off the screen. Advance images manually using the arrow keys.
 - Close the author's folder.
- The results are determined by consultation between the judge and the Competitions Secretary.
- Winning sets can be reshown by selecting individual authors' folders as above, in any required order, and showing the images using Slideshow as before.

Collation - Annual Exhibition

Receive all the CDs and entry forms from authors. CDs can be managed in batches, and it is not necessary to handle all in one session.

Once only, before loading any CDs

- Make a New Folder on the Desktop, and name it 'Exhibition'
- Open the folder. Right click in the empty folder area and click Customise this folder. In the drop list, select 'Pictures best for many files' and OK the choice.

Start of a Session for 1 or more CDs.

- Open the 'Exhibition' folder using its icon on the desktop.
- Do Menu > View > List to give the most compact view.
- Position and size the folder so that it is viewable on the desktop.

Aim: Each author's set is to be placed in its own folder inside the 'Exhibition' folder, with its contained images in any order.

Repeat for each author:

- Insert and open the author's CD.
- Select the matching entry form which should show any folder name used, and the titles of the entries.
- If the author has used a folder for the images:
 - Browse to view the author's folder for the event (without opening it).
 - Drag the author's folder to the 'Exhibition' folder.
 - As necessary rename the author's folder within the 'Exhibition' folder to be the author's name.
- If the author has put all images in the root of the CD:
 - Make a new folder in the 'Exhibition' folder, name it for the author as above, and open it.
 - Drag all the individual image files from the CD to this new folder.
 - Close the author's folder.
- Close and eject the author's CD.
- Replace the CD in its sleeve/case, and file with the entry form ready to be returned at the event.

End of a Session. (Close the 'Exhibition' folder on the desktop)

NOTE: No running order list is required for either the list of authors' folders, or their contents.

Handover

- The authors' CDs and forms are returned at the event.
- The Projectionist requires the laptop and projector.

Projection - Annual Exhibition

Overall

- The images are held in the desktop folder 'Exhibition'.
- The images for each author are shown together, and authors are in any order.

Before Showing the Event

- Open the 'Exhibition' folder on the desktop, containing a folder for each author.
- Open each author's folder in turn:
 - If 'View as a slideshow' is not available, right click in the folder, click on Customise this folder, select 'Pictures best for many files' and OK.

Showing the Event

- Open the 'Exhibition' folder on the desktop, containing a folder for each author.
- For each author in the order displayed:
 - Open the author's folder, which contains the image files.
 - Click 'View as a slideshow' to run the author's sequence.
 - Click on the Stop icon to prevent automatic advance, and move the mouse off the screen. Advance images manually using the arrow keys.
 - Either the author or a commentator discusses each image.
 - Close the author's folder

(End)

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