

# DiCentra Installation & Quick Start

For Release 3.8 onwards

## Overview

- DiCentra should install straightforwardly on Windows 7, Windows Vista, Windows XP, Windows 2000, and other reasonably recent versions of Windows. It has been tested on Windows 7, Windows Vista Home Premium, Windows XP and Windows 2000.
- DiCentra uses something called 'The .NET 1.1 Framework' from Microsoft. Please note, that you will still need this even if you have a later .NET Framework on your machine, e.g. 2.0 or 3.5. It can be easily installed (see below).

## Getting DiCentra from the Web

- The DiCentra installation package is about 8 MB in size. If you have a broadband connection it can be downloaded from:  
[www.wilburimaging.com/dicentra](http://www.wilburimaging.com/dicentra)
- Updates will be posted there from time to time.
- Should you need it, the .NET 1.1 Framework is available from the Microsoft site. There is a link on the above web page to get it. It is 23MB in size. Even if your machine already has .NET 2.0, .NET 3.0 or .NET 3.5 you will need .NET 1.1. They are all different packages, not just different versions, despite their names.

## Getting DiCentra by post

If you only have a dial-up connection you may prefer to get a copy on CD together with a copy of the .NET 1.1 Framework. To do so, please see the form at the end of this document and send it with an appropriate cheque to us.

## Trial Version Limitations

When you install DiCentra initially it only has limited facilities and will only allow you to make competitions with **at most 3 entrants, each with at most 3 images**. Also, until you purchase a full licence you will **not** be able to use the projector set up facilities.

## User Guide

The DiCentra **User Guide** is installed with the software. It contains details of all features and can be found at:

[Windows Start > All Programs > DiCentra > User Guide R3.pdf](#)

## Installing DiCentra for the First Time

### General

You need Administrator privileges to install or uninstall applications including DiCentra on Windows XP, Vista and Windows 7. Your normal login account will probably have such privileges, but if not, log in to a suitable account before trying to install or uninstall DiCentra.

**Windows 7:** DiCentra uses the .NET Framework 1.1. When you attempt to install it on Windows 7 you will get a message indicating it is incompatible. **Just ignore this message and continue with installation.**

**Windows Vista:** Vista tries to prevent you from installing software that might be insecure by displaying a dialogue with

[Unidentified Program Wants to Access Your Computer](#)

in large letters. When this happens, click on the [Details](#) button and if you see comforting words like Microsoft, Wilbur Imaging or DiCentra in the details you can safely click

[Allow](#)

# DiCentra Installation & Quick Start

For Release 3.8 onwards

## Network Installation

If you downloaded DiCentra from the web

1. Extract the files from the .zip file.
2. Double-click the [Setup.exe](#) file and installation will begin.
3. If you get a dialogue saying “Welcome to the DiCentra Setup Wizard” go to step 7 below.
4. Otherwise you will probably get the message:  
*“This Setup requires the .NET Framework version 1.1.xxx. Please install the .NET Framework and run this setup again. The .NET Framework can be obtained from the web. Would you like to do this now?”*  
and you will need to install the .NET Framework.
5. Download it from the Microsoft site by clicking on the link on the DiCentra download page and follow the instructions. After unzipping it if necessary, install it by double-clicking on:  
[dotnetfx.exe](#)  
(If you do not use the link on the DiCentra download page, do ensure that you are downloading the “1.1” Framework, and not the “2.0”, “3.0” or “3.5” Framework.)
6. Once that has completed, double-click on the DiCentra [Setup.exe](#) file again and you should now get the Welcome dialogue.
7. Click on [Next](#) and select [Everyone](#) to install DiCentra for all user accounts on your machine. Then click [Next](#).
8. Read the licence agreement and if you agree, select ‘I Agree’ and then click [Next](#).
9. Click [Next](#) to start the installation and once it has completed click [Close](#).

DiCentra is now installed on your machine and you will see a shortcut on your desktop and in your Start menu.

## Installation from CD

1. Load the CD in a suitable drive.
2. Double-click the [Setup.exe](#) file and installation will begin.
3. If you get a dialogue saying “Welcome to the DiCentra Setup Wizard” go to step 7 below.
4. Otherwise you will probably get the message:  
*“This Setup requires the .NET Framework version 1.1.xxx. Please install the .NET Framework and run this setup again. The .NET Framework can be obtained from the web. Would you like to do this now?”*  
and you will need to install the .NET Framework.
5. Double-click on:  
[dotnetfx.exe](#)  
on the CD to install the .NET Framework.
6. Once that has completed, double-click on the DiCentra [Setup.exe](#) file again and you should now get the Welcome dialogue.
7. Click on [Next](#) and select [Everyone](#) to install DiCentra for all user accounts on your machine. Then click [Next](#).
8. Read the licence agreement and if you agree, select ‘I Agree’ and then click [Next](#).
9. Click [Next](#) to start the installation and once it has completed click [Close](#).

DiCentra is now installed on your machine and you will see a shortcut on your desktop and in your Start menu.

# DiCentra Installation & Quick Start

For Release 3.8 onwards

## Documentation and Samples

- DiCentra will run in **trial mode** until you buy and install a licence. In trial mode you are limited to building and running competitions with at most 3 entrants and at most 3 images per entrant. You will not be able to run the projector setup functions either. You should be able to use all other features.
- Once you have installed DiCentra, the Windows Start menu contains a folder called *DiCentra*. In it you will find a link to the **User Guide** and **Release Notes**. You will need Adobe Acrobat Reader to read these files, and if you do not have it already there is a link on the *DiCentra* download page in order to obtain it.
- When you first start *DiCentra* it installs sample rules for:
  - a. a club competition
  - b. an inter-club competition, and
  - c. open competitions with and without club names.
- 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)
  - d. Folder CD 7 contains samples for the portfolio competition, and
  - e. Folder CD 8 contains examples of surname-first entries.
- Hopefully, you will find these useful in familiarising yourself with the rules, assembling and running a competition.

## Quick Start

To create a sample inter-club competition, proceed as follows:

1. **File > Open Rules** and select 'Sample Interclub Competition' from the list  
*This allows you to browse the rules that have been set up for this competition. Click on each of the tabs to see the format that has been defined for file and folder naming and the marking rules.*
2. When you have finished, click **Cancel**.
3. **Setup > Load Entries** and select the folder 'Brightlees Camera Club' by navigating to My Pictures > DiCentra > CD 3 in the dialogue box. Repeat for 'Chelsea Globe PS' on CD 4.  
*DiCentra will check the files and if necessary adjust them to fit the rules.*
4. **Setup > Make Competition**.  
*This will create and organise all the files you need to run the competition.*
5. **Competitions > Run Competition** will now start the competition.  
*A title screen will appear. You need to use keystrokes to navigate from one image to the next (right-arrow or enter) or add marks (0-9 and '.'). The full range of keyboard functions are in Appendix B of the User Guide. Note: In the trial version the marks will not be saved.*
6. To stop the competition, right-click to bring up a menu and click **Save and Exit**.  
*A number of features are accessible from the right-click menu. Indeed, DiCentra has been designed so that the most common features needed during a competition use the keys on the numeric keypad of the keyboard and the rest are available by right-clicking.*
7. If you have a licensed version and have entered marks when running the competition, use **File > Reports** to produce a detailed results sheet.  
*This produces a ranked list of entrants and the marks and certificate awards for the individual images depending on the options you select.*
8. That's it.

# DiCentra Installation & Quick Start

For Release 3.8 onwards

## Creating and Running Competitions

### 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.

Chapter 3 of the User Guide ([All Programs > DiCentra > User Guide R3](#) on the Windows Start menu) provides more detail on these steps.

### Other Samples

Try creating your own competitions from the sample rules and images provided:

- *Sample Club Competition* uses the images in the folders called CD 1 and CD 2 in the *DiCentra* folder in *My Pictures*.
- *Sample Open Comp – No Club* also uses folders CD1 and CD 2 as sample entries. When you load the entries you will be asked to enter a club name for each entrant. Tick the *Allow Blank Field* box if you don't want to provide one. When you make the competition you will be asked how many entries from each entrant you want to use. This feature allows you to roughly control the total number of entries in an open competition.
- *Sample Open Comp – With Club* uses folders CD 5 and CD 6 as sample entries.

### Portfolio Competitions

Portfolio competitions are where a collection of images by an author are to be judged as a group. Sometimes one mark is given to the collection, sometimes each image is marked and totalled and sometimes a combination is used. *DiCentra* portfolio competitions allow for any of these.

Because they are slightly different from other *DiCentra* competitions, here are a few notes that may be helpful:

1. *Rules:* You set up rules in the usual way and choose Portfolio Competition as the competition type.
2. *Folder/File names:* There are reduced options for file/folder formats and marking:
  - a. The folder name must be the portfolio name followed by semicolon or underscore followed by the author's name, for example, '*Evening Light; Fred Blake ARPS*'
  - b. Each file in the folder must start with a number from 01 upwards indicating the desired order of presentation, followed by a space and that image's title (and .jpg or .tif as appropriate), for example, '*01 Sunset in Morrocco.jpg*'
  - c. The marking scheme is always '*Marks*' - you can't use place marking
  - d. There are no tie-break policies to choose

## DiCentra Installation & Quick Start

For Release 3.8 onwards

- e. Random can be selected as (*none*) which will present the portfolios in alphabetic order of their titles, or *Once* or *Every Round* which are identical and select the portfolios in random order (of course, the portfolio's images are still shown in the proper sequence order)
3. *Loading images*: The portfolio folders from the entrants are loaded in the usual way, and *DiCentra* will create an extra image for each portfolio, the title image, containing its name.
4. *Making a competition*: When you make the competition, you are given a choice as to whether you want the title images to be flagged as held back. This is actually a way of allowing the start of each portfolio to be located quickly using the held back window at the bottom of the competition screen.
5. *Scoreboard*: Particularly if you want the portfolio marks to be the sum of marks given to images it is worth setting the Ranked Portfolios checkbox in Scoreboard Options ([Competition > Scoreboard Options](#)). When scores are shown on screen the sum of marks for each portfolio will be shown. If *Details* are also checked then each portfolio's images will be listed underneath.
6. *Running a competition*: Running the competition is much like any other: any image can be marked or given an award.
7. *Portfolio marks*: Also, the title image can be marked or given an award - for example the overall mark for the portfolio.
8. *Navigation*: Individual portfolios can always be selected in the *Navigator* for normal viewing, a slideshow or in lightbox view. If you flagged the title slides as held back when you made the competition you can use the held back window at the bottom of the competition screen to quickly locate the start of each portfolio.

If there are only three or so images per portfolio you may find that opting to mark all title images as held back results in too much clutter, but even without marking them you can still find individual portfolios using the *Navigator*.

At present the maximum mark that can be assigned is the same for all images. Thus, if you want the images to be marked out of 10 and the panel as a whole to be marked out of 20 you will have to set the maximum mark in the rules to 20 and ensure that the scorer only marks images out of 10 but places marks out of 20 on the title image.

# DiCentra Installation & Quick Start

For Release 3.8 onwards

## Installing the Licence

When you purchase a DiCentra licence you will be provided with a user name which will generally be the name of your organisation, a licence key and a JPEG file. To install the licence:

1. Run *DiCentra* from a Windows account with Administrator privileges.
2. [Help > Install Licence ...](#) to open the installation dialogue
3. Type in your user name exactly as it was provided to you including capital letters and spaces between words.
4. Type in your licence code including the hyphens between the groups.
5. Unless it has been installed earlier you will be asked to locate the JPEG file that was provided.
6. DiCentra will then copy this file to the relevant place.
7. DiCentra will then check your credentials. If all is well you will notice the DiCentra title screen has been replaced by one containing your organisation's name, and the full range of menu items should now be available.
8. You will need to repeat this procedure if you install DiCentra on another machine, so please keep your credentials, including the JPEG file somewhere safe.

### PLEASE NOTE:

If you make any change at all to the filename or content of the JPEG file provided and try to use it, licence checking will fail and DiCentra will revert to the trial version.

## Installing an Update to DiCentra

1. Use [Control Panel > Add or Remove Programs](#) or on Windows Vista use [Control Panel > Programs > Uninstall a Program](#) to remove the old version of *DiCentra*
2. Follow the relevant procedure above for installing *DiCentra* from a network file or CD.
3. After updating a licensed version of *DiCentra* to version 3.3.53 you must start it up once from a Windows account with Administrator privileges before trying to use it from a non-Administrator account. This causes the licence credentials to be made available to all users.

Installing an update will not over-write or delete any of your existing rules or competitions.

## Problems

We are keen to get your feedback on DiCentra, and if you have things you would like to see in future versions please e-mail us at the address below.

If you have problems please e-mail us at:

[software@wilburimaging.com](mailto:software@wilburimaging.com)

giving details of your operating system and the symptoms, as well as your name and phone number.

## DiCentra Installation & Quick Start

For Release 3.8 onwards

### Order Form for DiCentra

	£	£
<input type="checkbox"/> Please provide me with DiCentra on a CD together with the Microsoft redistributable .NET 1.1 Framework.	5.00	
<input type="checkbox"/> Please provide me with a licence for DiCentra 3	35.00	
	<b>Total</b>	

Please make cheque payable to: 'Wilbur Imaging'.

Alternatively, if you would like to pay by credit card or PayPal, please e-mail me at [software@wilburimaging.com](mailto:software@wilburimaging.com) so that I can issue a PayPal invoice.

Name: .....

Organisation: .....

Address: .....

.....

.....

.....

Phone: .....

E-mail: .....

If paying by cheque, please post to: Steve Wilbur, Wilbur Imaging, 29 Monks Orchard Road, BECKENHAM, Kent BR3 3BH