

DiCentra Organiser User Guide



Release 1.3

wilbur
imaging

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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 Digitally Projected Image competitions for their photographic society. If you are new to *DiCentra*, you may find it helpful to view the *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 at:

Windows Start > All Programs > DiCentra > User Guide R3.pdf

Club Competitions

DiCentra has been designed to expect 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 *DiCentra* users 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 | Re-Packaged Folders and Files |
|--|---------------------------------|
| Folder: FROM ENTRANTS | Folder: FOR DICENTRA |
| File: 01 Trees; adv ; John Smith.jpg | Folder: adv |
| File: 01 Persian Cat; std ; Jane Brown.jpg | Folder: John Smith |
| File: 03 On the Move; adv ; Zoe Green.jpg | File: 01 Trees.jpg |
| File: 02 Pigeon; adv ; John Smith.jpg | File: 02 Pigeon.jpg |
| File: 03 Grasshopper; adv ; John Smith.jpg | File: 03 Grasshopper.jpg |
| File: 02 What a Lark; adv ; Zoe Green.jpg | Folder: Zoe Green |
| File: 01 Frog; adv ; Zoe Green.jpg | 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).

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. For now, it was 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.

Inter-club Competitions

The opposite 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*.

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 1.1 Framework*, but that will already have been installed if you have *DiCentra* running on your machine.

To install *DiCentra Organiser*, proceed as follows.

1. Go to the DiCentra web page at:
www.wilburimaging.com/dicentra
2. Scroll down the page until you come to the *Downloads* section, and scroll a little further to find *DiCentra Organiser*.
3. Click on **Download** 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 *DiCentra Organiser Install* file in this folder. Windows will probably display an *Open File – Security Warning* dialogue indicating the file comes from an unknown publisher. Click **Run**.
6. On Vista or Windows 7 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** on the first page.
8. On the *Select Installation Folder* page, select **Everyone** and click **Next**.
9. Then click **Next** on the following page.
10. *DiCentra Organiser* should now be installed.

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 a semicolon, 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 similar to the one shown here.

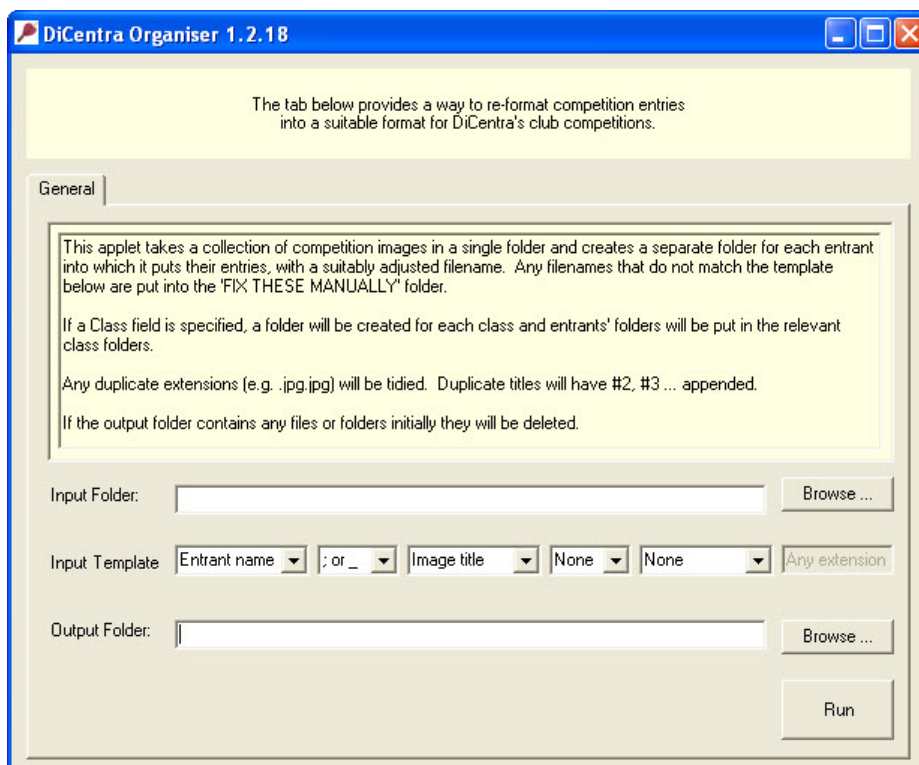


Figure 1: DiCentra Organiser Main Screen

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.

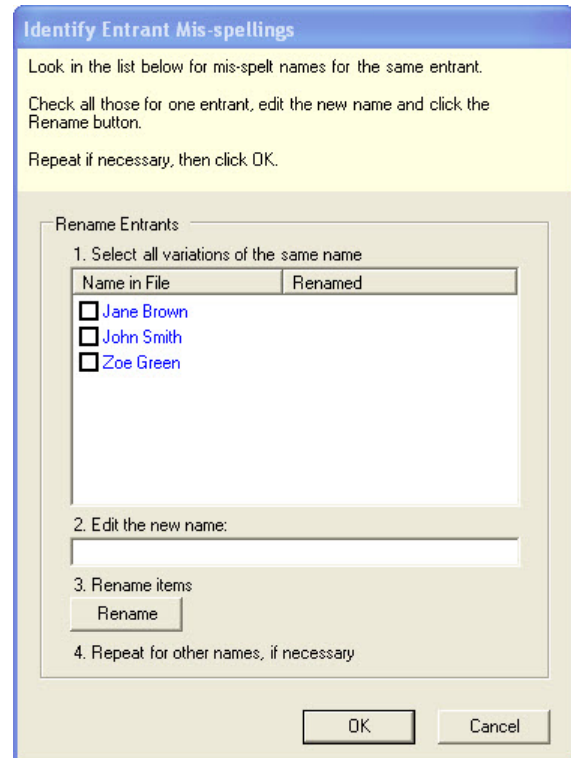


Figure 2: No Corrections Needed

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

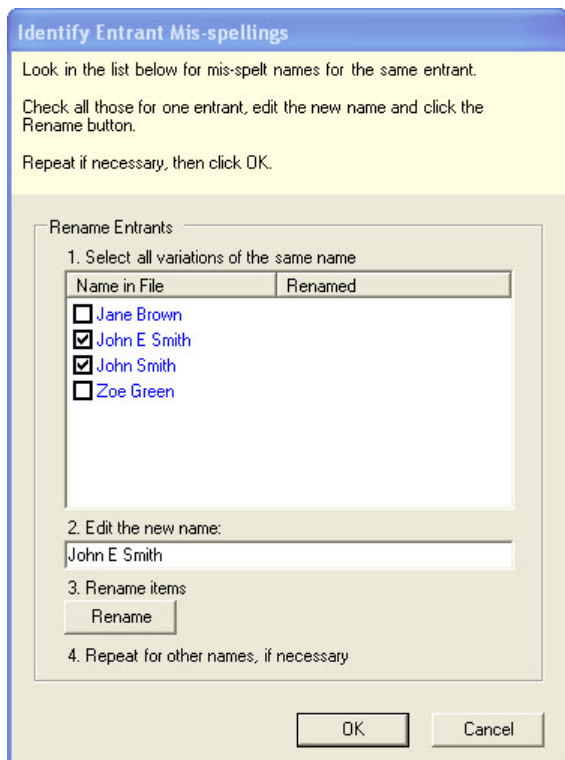


Figure 3: Misspelled Names - (John Smith)

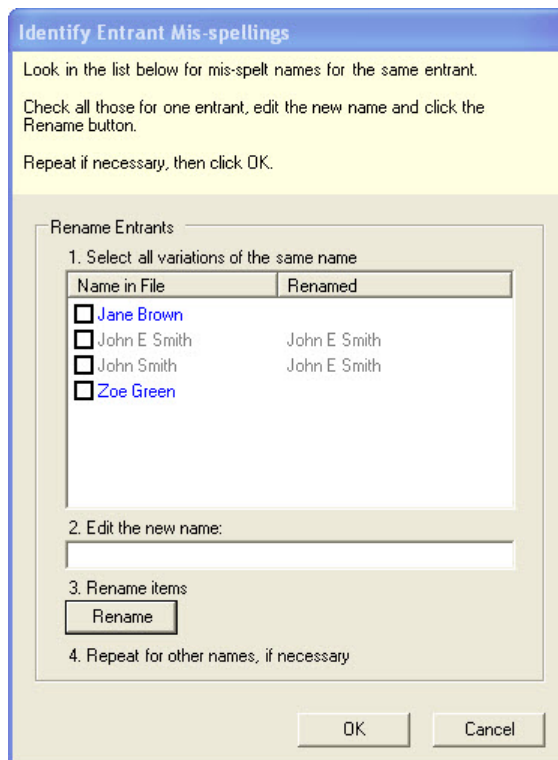


Figure 4: Corrected Names

Fixing Entrants' Mistakes (Manual Processing)

In some cases entrants really 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 a semicolon. 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 should 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

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

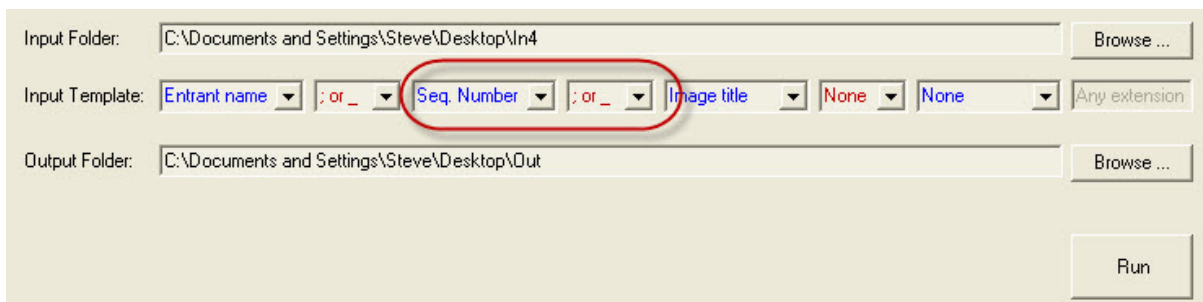


Figure 5: Specifying a Sequence Number in the Template

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:**

5

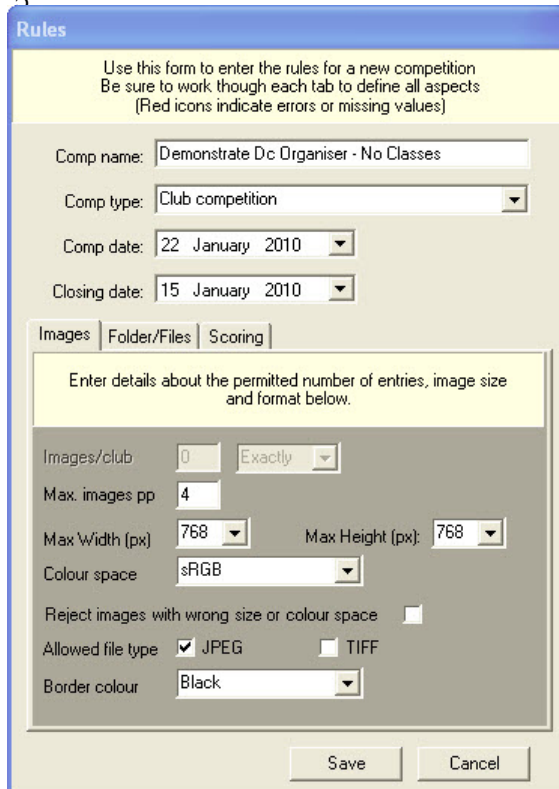


Figure 6: DiCentra Rules - Image Details

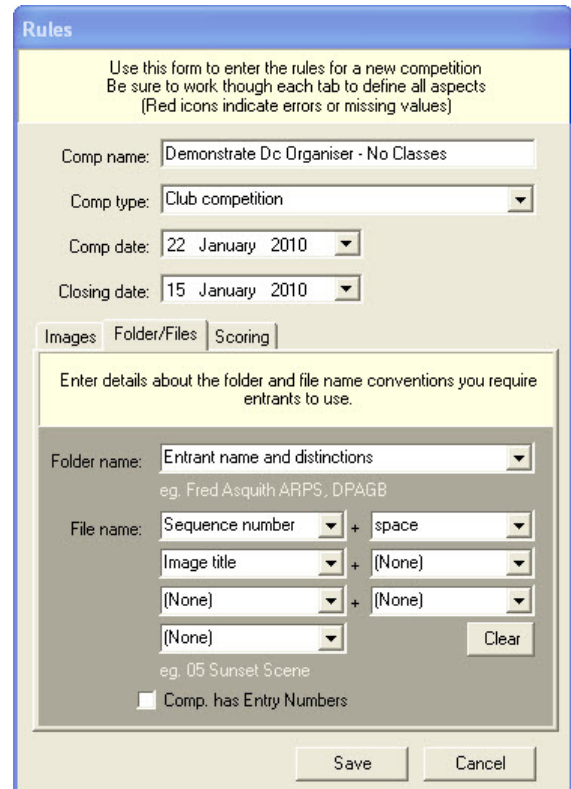


Figure 7: DiCentra Rules - Folder/Files Details

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** dropdown.
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**.

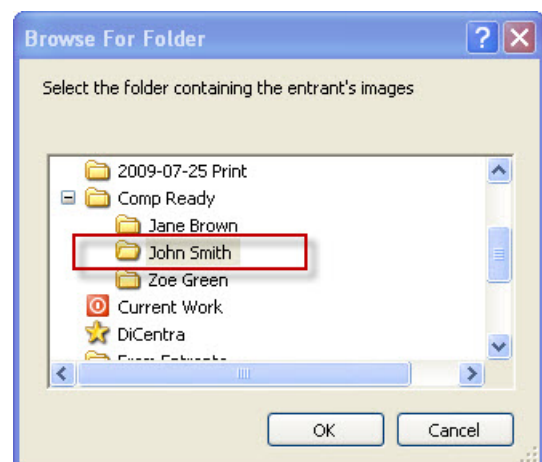


Figure 8: Selecting one of the entrants' folders

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.

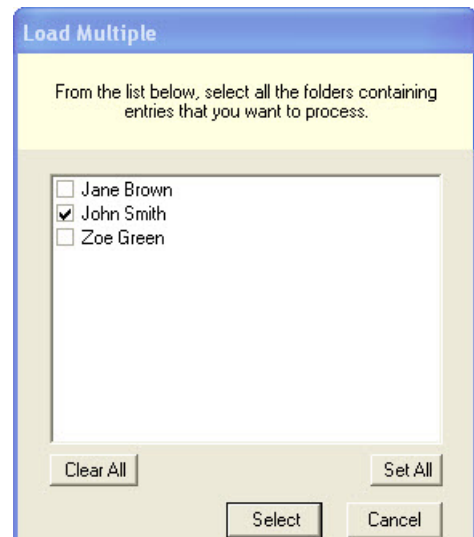


Figure 9: DiCentra Load Multiple Dialogue

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 semicolon as separators. So an input template might be:

The image shows a dialog box titled 'Input Template' with several dropdown menus and text boxes. The fields are: 'Image title' (dropdown), a separator dropdown containing '; or _', 'Class' (dropdown), another separator dropdown containing '; or _', 'Entrant name' (dropdown), and 'Any extension' (text box).

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.

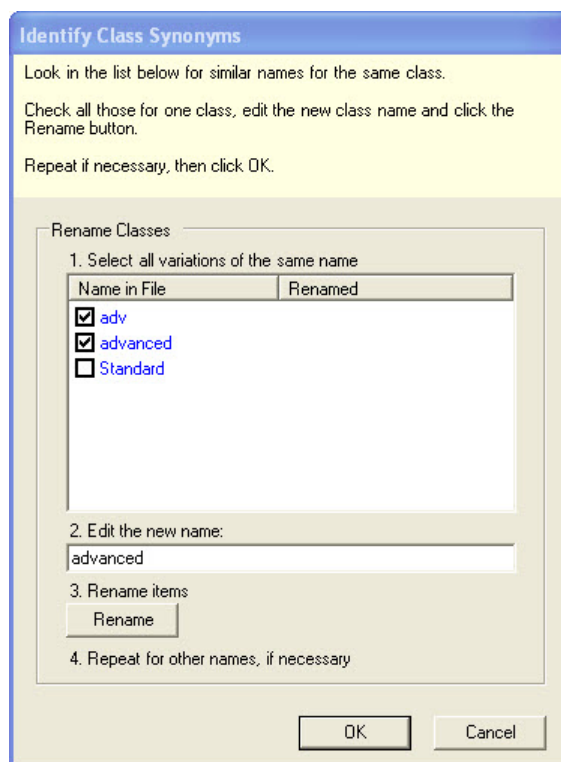


Figure 11: Class Synonyms dialogue

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.

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:

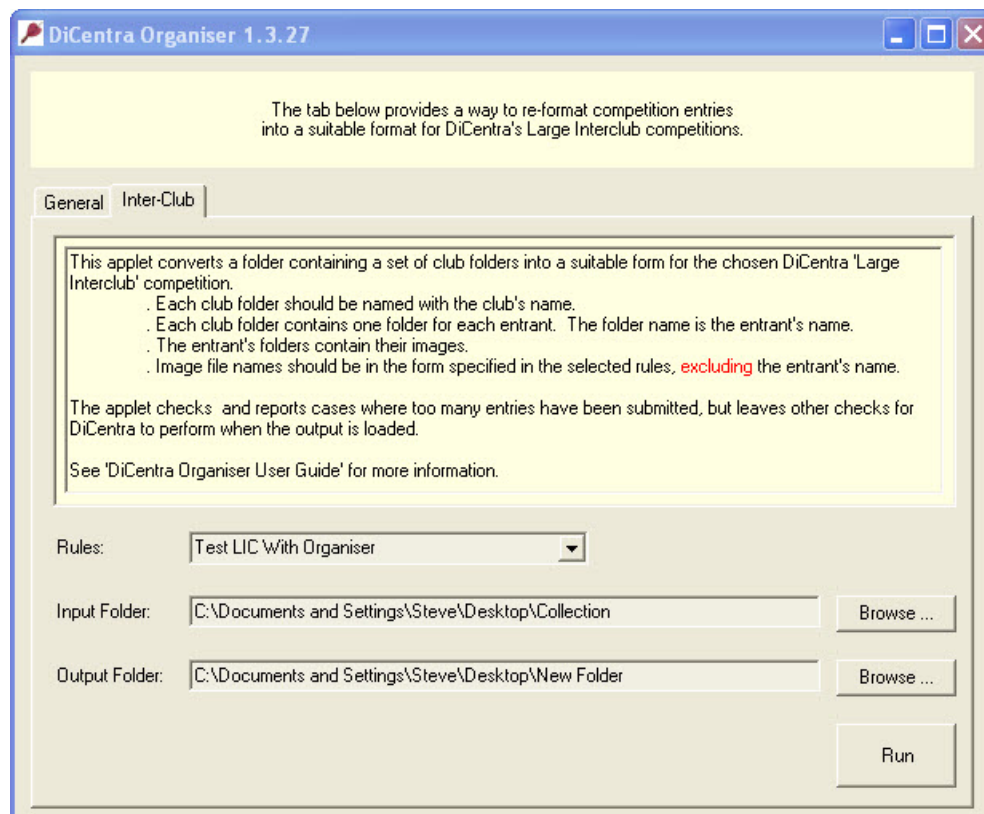


Figure 14: Inter-Club tab in DiCentra Organiser.

The *Rules* drop-down will list all inter-club rules on your machine, from which you should select the ones 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**

Limitations

DiCentra Organiser cannot currently re-organise Portfolio competition files.

Problems

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

software@wilburimaging.com