Film Free Projection Extended

User Guide

Version 1.0

Film Free Projection Extended User Guide

Introducing Film Free Projection Extended

by Andrew Pepper

Film Free Projection Extended is a Windows program designed to allow camera clubs to run digital competitions using a laptop computer and a digital projector. The program is controlled using the laptop screen, keyboard and mouse, the projector is used to project the images.

This is the user guide for Film Free Projection Extended. The guide is organised into three major sections; Getting Started, Using FFPx in Detail and Walkthroughs.

By far the most useful advice I can give is to practice beforehand; if you don't want to wear out your projector bulb, then I'd recommend plugging a "normal" monitor into the second port of your laptop. Whilst practicing, try exploring what the program to do - read the manual, the experience of many camera clubs has, in one way or another, gone into the program so you may find ideas for new competitions which FFPx can help you run.

Film Free Projection Extended

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Film Free Projection Extended is written usual using Microsoft Visual Studio 2013 under the Windows 10 Operating System.

This user guide was prepared using Help and Manual from EC Software under Windows 10.

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Special thanks to:

The members of Mill Camera Group who are the FFPx alpha testers.

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Part I

Getting Started

1   Getting Started

1.1   Conventions Used in this Guide

Menu and dialog box options are shown in a **different** font. When references are made to other parts of the guide, a page number reference will be shown like this⁸.

The example windows and menus are generally taken from Film Free Projection Extended running under Windows 10, although where there are differences between the various versions of Windows that affects the use of FFPx, the examples will be from 8.1, 8 or 7 as appropriate.

Keyboard combinations are indicated by a plus ('+') sign. For example, if the guide says to press Ctrl+Home, that means to press the Ctrl key and at the same time press the Home key.

1.2   Setting up the PC

Introduction

FFPx is designed to be used on a computer with two monitors. The images are shown on the secondary monitor and the show is controlled from the main, or primary, monitor. This may seem an esoteric set-up, but in fact most laptop computers have a port into which you can plug a secondary monitor - the laptop's screen is the primary monitor. The ideal secondary monitor from our point of view is a digital projector.

Using a second monitor is straightforward; when you plug in a second monitor Windows detects the new hardware and asks what you want to do - for FFPx you want to extend the desktop.

Configuring the Second Monitor with Windows 10

When you connect a second monitor Windows 10 will usually automatically detect it and ask you what you want to do. You can change the configuration of the second monitor by holding down the Windows key (between the Ctrl and Alt keys on most keyboards) and tapping the P key; a panel slides in from the right asking you how you want to arrange the monitors; you want to extend the desktop:
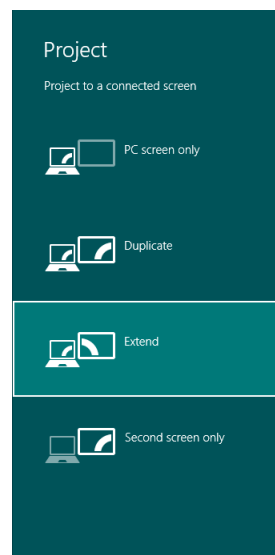
To set the relative positions of the monitors, *right* click the windows desktop and select **Display settings**. The display settings dialog appears:
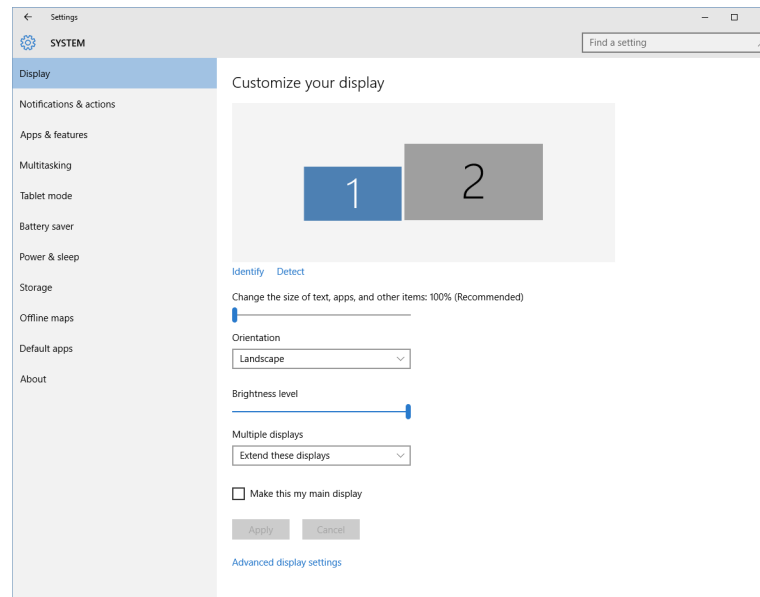
You can see the relative positions of the monitors at the top of the dialog and can drag them into their correct positions.

Configuring the Second Monitor with Windows 8.1

When you connect a second monitor Windows 8 will usually automatically detect it and ask you what you want to do. You can change the configuration of the second monitor by holding down the Windows key (between the Ctrl and Alt keys on most keyboards) and tapping the P key; a panel slides in from the right asking you how you want to arrange the monitors; you want to extend the desktop:
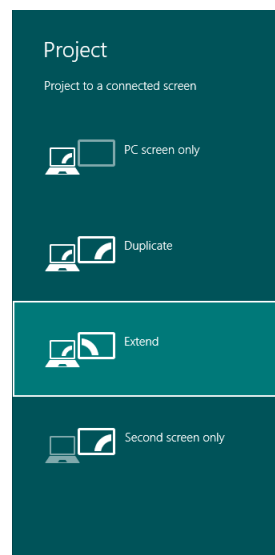
To set the relative positions of monitors, *right* click the Windows desktop and select **Screen resolution**. The screen resolution dialog will appear:
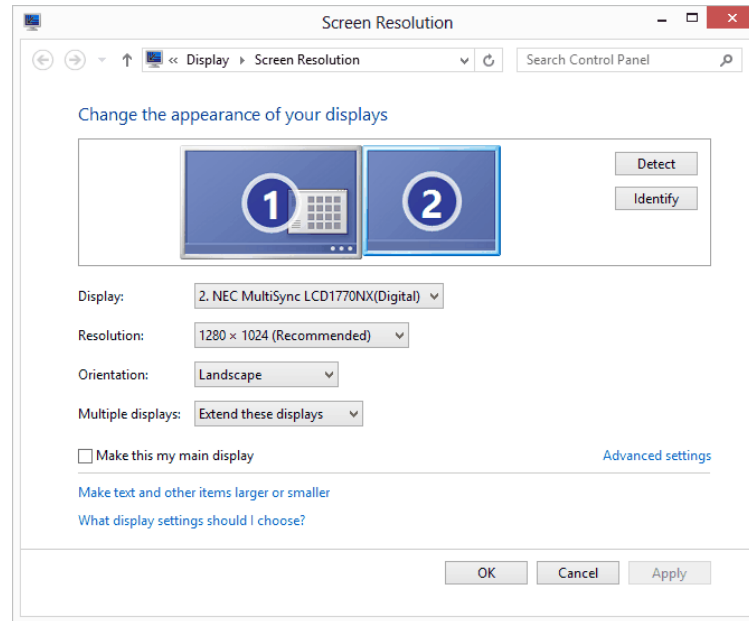
You can see the relative positions of the two displays at the top of dialog; it's important to make sure these match the actual positions of your setup - you can drag the monitors into the correct positions. For example, with a projector the projected image display is usually above the laptop screen, so the layout panel should look like this:

Configuring the Second Monitor with Windows 7

Windows 7 has simplified multi-monitor support compared with earlier versions of Windows. You can change the "projector mode" of Windows 7 by holding down the Windows key (this key is between the Ctrl and Alt keys on most keyboards) and tapping the P key; the projector options will appear and you can select **Extend**.

To adjust the relative positions of the displays, *right* click the desktop and select **Screen resolution**. The screen resolution dialog will appear:

This dialog is from a PC with two screens. If you have two screens connected but only one is working, try clicking the **Detect** button. The second screen should be detected. Make sure the **Multiple displays** option is set to "Extend these displays".
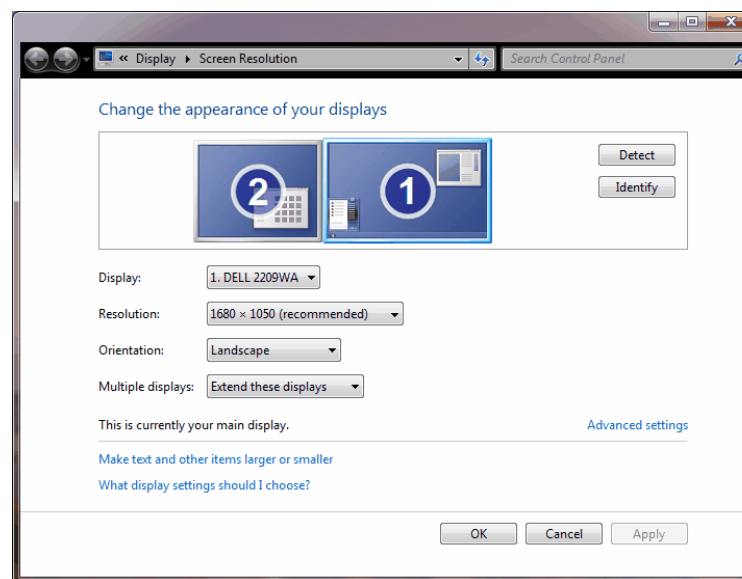

You can see the relative positions of the two displays at the top of dialog; it's important to make sure these match the actual positions of your setup - you can drag the monitors into the correct positions. For example, with a projector the projected image display is usually above the laptop screen, so the layout panel should look like this:

If your computer has two monitors, then FFPx will assume you want images projected onto the monitor that FFPx *isn't* running on.

Congratulations! With the monitors configured thus, you should be ready to run FFPx.

Installing Film Free Projection Extended

The downloaded FFPx installation zip contains two files; double click the setup.exe file to run the installation. Note that FFPx is developed and tested using Windows 10, people do use it with Windows 8.1 and, even, Windows 7, but Windows 10 is the recommended platform.

Updating an Earlier Version

If there was an earlier version of FFPx installed, this earlier version will be automatically replaced by the installation process.

If you have FFP installed

If you have Film Free Projection (ie the non-extended version of the program) installed. FFPx will install in addition to the existing FFP installation and you can run both if you want to. FFPx can read FFP sequences, but it can't save them. FFP can't read FFPx sequences.

1.3   Running FFPx

To run FFPx, under Windows 7, go to the Start menu, select **All Programs**, and under **RGMM** you should find **Film Free Projection Extended**; select that and Film Free Projection Extended will start.

To run FFPx under later versions of Windows press the Windows key to go to the Windows start screen and start typing **film free projection extended**; almost certainly, Windows will offer you **Film Free Projection Extended** as an application as soon as you type **film**. Once **Film Free Projection Extended** has been offered, press the Enter key.

A "splash screen" will be displayed showing the version number and who the program is registered to:

The example screen shown above is from a beta version; for the release version the BETA tag is removed. You can see the same information from the **About Film Free Projection Extended** dialog which you can open by going the **Settings** tab on the ribbon and clicking the More button on the **Registration** panel:
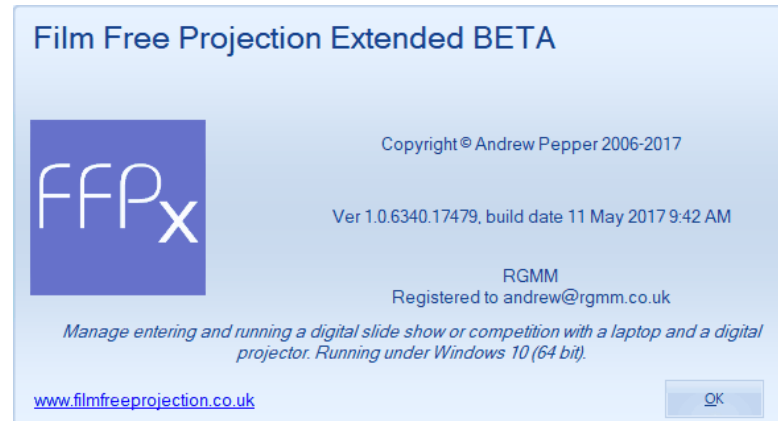
FFPx on the Desktop

When FFPx is installed any user of the computer can run it and an FFPx icon is automatically added to the desktop. You can right click this icon and pin it to the taskbar.

PC Settings whilst FFPx is running

If you need to adjust the screen settings whilst FFPx is running, select the **Windows "Display Settings" dialog...** option from the **Settings** tab on the ribbon. The Windows Screen Resolution dialog appears which allows you to enable the second monitor and set the relative position of monitors. More information about the dialog is given here [9] for Windows 10, here [10] for Windows 8.1 and here [12] for Windows 7. Note that if you are projecting an image or showing a test image, this will automatically be closed when this dialog is opened.

Unplugging the Projector whilst FFPx is running

Usually, and I speak from experience, this is something that happens accidentally. If the second monitor is unplugged whilst FFPx is running then FFPx will detect this and switch to single screen operation. When the second monitor is reconnected, then FFPx will switch back to use the second screen. However, Windows itself may try and "intervene" with the switching back and you may have to go to the **Settings** tab and click the **Use Second Monitor** option to move the projected image onto the correct screen.

1.3.1   The Ribbon

About the Ribbon

FFPx is largely controlled using a *ribbon* style interface at the top of the FFPx Window:
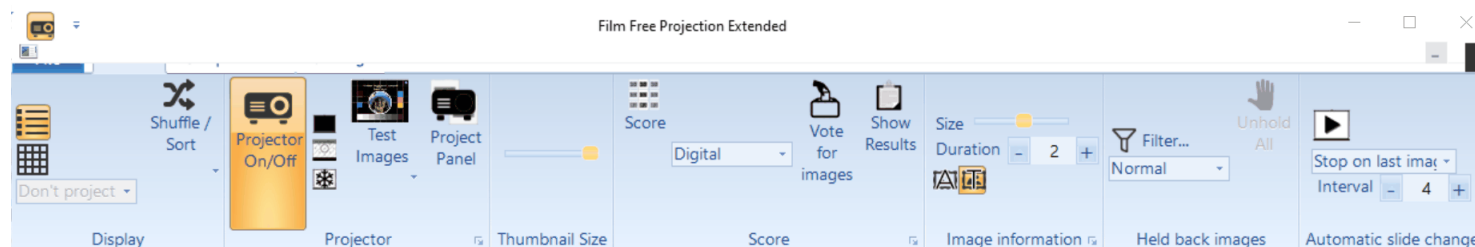
The FFPx ribbon consists of four tabs; **File**, **Home**, **Competitions** and **Settings**. The File tab contains a drop down menu but selecting one of the other tabs will display a different set of *panels*. Note that some panels have *more* buttons; for example, the Projector panel on the ribbon shown above has a more button - these generally provide detailed setting information for that panel.

You can move panels either on their own tab or to a different tab (excluding the file tab) by right clicking the ribbon and choosing **Move a panel**.

The ribbon control is very versatile; you can change the colour scheme of the ribbon by right clicking in the ribbon and selecting **Ribbon Colour Scheme** from the menu that appears. You can also change the style of the ribbon; the default style is "2010", but you can change the style to "2007" or "2013":
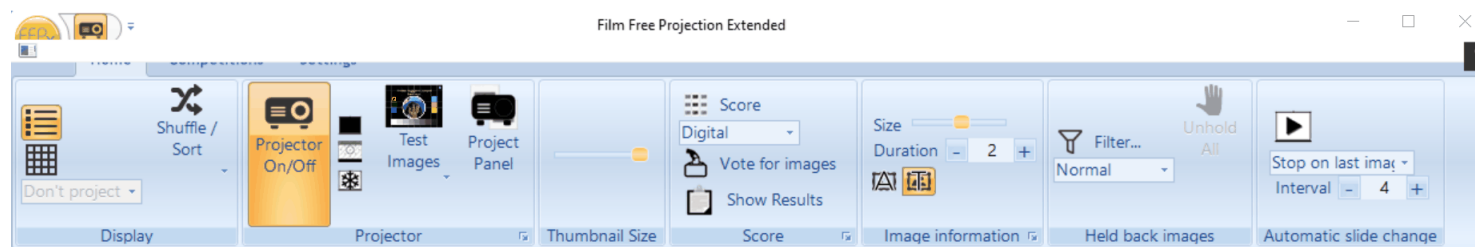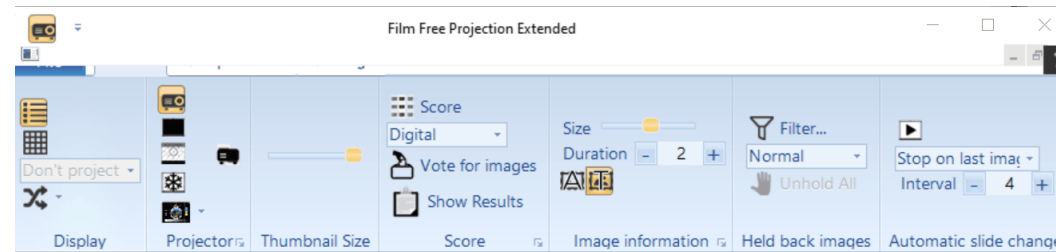

The Ribbon in "2007" Style
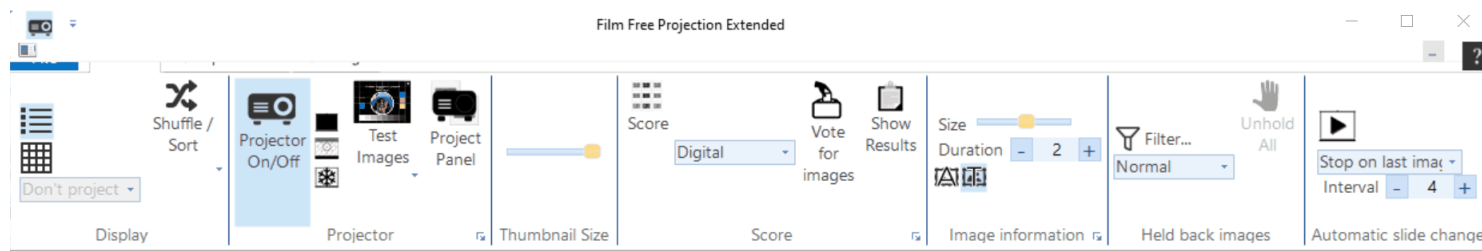
The Ribbon in "2013" Style

Note that in the "2007" style, the File tab appearance is a circle (known as an orb); it's function is identical to the normal File tab.

The ribbon automatically adjusts its appearance depending on the size of the display; for example, on a small display it will appear like this:
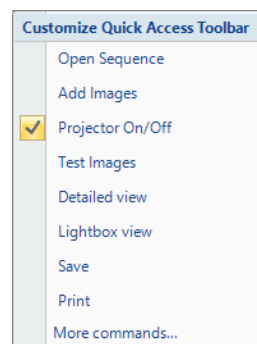

Hiding the Ribbon

You can hide the ribbon so that it appears as a list of tab titles by double clicking a tab title. Double click a tab title again to restore the ribbon.

The Quick Access Toolbar

At the top of the ribbon is the *quick access toolbar*. The quick access toolbar can contain commonly used controls that will be visible regardless of what tab is selected on the ribbon.

By default, the Projector button is available on the quick access toolbar, but you can put most controls on the quick access toolbar (the exceptions are controls with drop down menus). There are several ways to move a control to the quick launch strip but probably the easiest is to right click the control on the ribbon and select **Copy to Quick Access Toolbar** option.

If you click the small arrow to the right of the toolbar, you'll see a drop down menu with common controls which you can add or remove from the toolbar:


Restoring the Ribbon to Its Default Settings

You can restore the Ribbon to its default layout by right clicking the ribbon and selecting **Reset ribbon to defaults**; any moved panels will be put back to their original positions and the quick access toolbar will be left with just the Projector option.

1.3.2   The Start-up Options Window

When FFPx first starts or a new tab is opened the Start-up Options window will be shown:
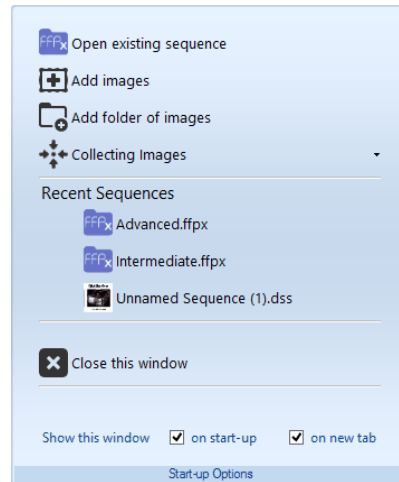
The Start-up Options window contains commonly used functions and quick links to previously opened sequences.

1.4   Adding Images

Adding Selected Images

To project images, you will need open an existing sequence, add some images or add a folder of images. To add images, you can select the **Add Images** option from the **File** tab or Start-up options window. You will see the **Open image files** dialog box:
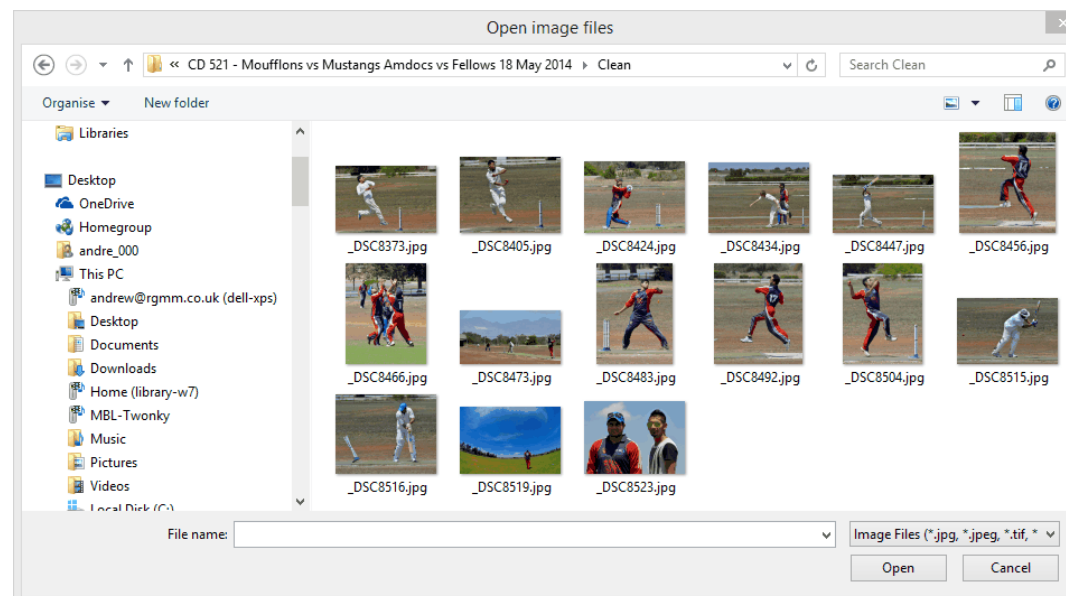
You can select multiple images using the normal Windows techniques (for example, dragging the mouse cursor across several images or holding the Ctrl key whilst clicking image names). Note that FFPx only supports JPEG or TIFF format files.

You can add more images to the sequence by selecting the **Add Images** option from the **File** menu, by adding a folder of images (described below [22]) or by dragging or pasting images into the sequence. The new images will be added to the end of the sequence.

Adding Images from Other Applications

You can add images from other applications; for example you if you are viewing images using Windows Explorer, you can add

those images to FFPx by dragging the images into FFPx or by using Copy and Paste to paste the images into FFPx. You can drag and drop a folder of images into FFPx; if you drop the folder into an existing sequence, the images in that folder will be added to the end of the sequence. If you drop the folder into the background area of FFPx or if there is no existing sequence, then FFPx will create a new sequence for the images. Note that subfolders will *not* be loaded and only one folder can be dropped at a time.

Adding a Folder of Images

As well as adding individual images, it is possible to add an entire folder of images. To add a folder of images, either select the **Add Folder of images** option from the **File** tab or the Start-up Options window. You will see the **Open image folder** dialog box:
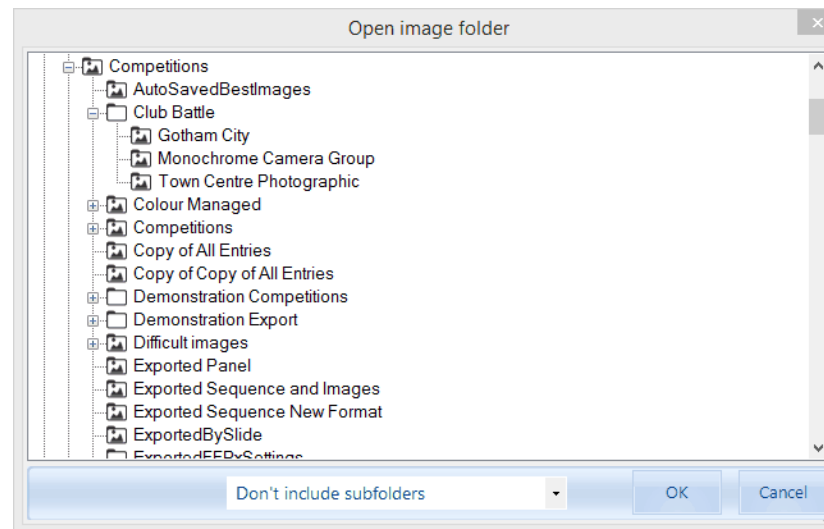

If a folder contains images, then if you "hover" the mouse pointer over the folder, FFPx will show the number of images within that folder as a tooltip. However, if the folder contains subfolders, then the image count does not include any images within subfolders.

At the base of the dialog is a dropdown menu with three options. These are:

Don't Include Subfolders; with this option selected; only the images in the selected folder will be loaded.

Include Subfolders; with this option selected images in the current folder and subfolders of the current folder will be loaded.

Load each subfolder into its own tab; with this option selected, images in the current folder and subfolders of the current folder will be loaded, but each folder will be given its own tab and the images loaded into the appropriate tab for each folder.

Whilst images are being added, FFPx looks at the *metadata*[81] information associated with the image files to obtain extra information about the image; including the author and title information.

Adding images to a Photo Entry based competition

You can't directly add images to a Photo Entry based competition; if you did, then Photo Entry wouldn't recognise the images when you tried to update the scores. To add images to a Photo Entry competition, go to the Photo Entry website and add them there then use the Load from Photo Entry option from the File menu.

1.5 Moving Images

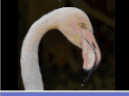One of the jobs of the projectionist is to move images so that they are in an appropriate order; for example, title images will usually have to be placed at the beginning of a sequence. There are two techniques that can be used:

Drag and Drop

In the example below, some images and a title slide have been loaded into FFPx - the title slide is, unfortunately, near the bottom of the list of images:

Number	Status	Thumb	Author	Title	Score
1			Andrew Pepper	Glass Still Life	-
2			Andrew Pepper	Stock War Memorial w...	-
3			Shannon Darrell	St Katherine's Dock	-
4			Shannon Darrell	Rhea	
5			Shannon Darrell	Merecats	-
6			Andrew Pepper		-
-	Locked				-
7			Dale Frank	Greek Recession	-

To move the title image (below number 6) to the top, drag it using the mouse until it is over the image you want it to replace; in this case image 1. If image 1 isn't visible FFPx will automatically scroll the images as you approach the top of the form. When the

mouse is over image 1, release the mouse button and the title image becomes the new image 1 - all the other images are shifted to make space.

Moving Images in Light Box View Mode

It is also possible to move images in lightbox view mode; you may find it easier to move images in lightbox view as you can see most, if not all the images simultaneously.

Cut, Copy and Paste

If you are moving images a long way, then you may find *cut and paste* an easier technique. As with the drag and drop example, we want to move the title image to the top of the sequence. But with cut and paste, we *right* click the title image and select **Cut** from the menu that appears:
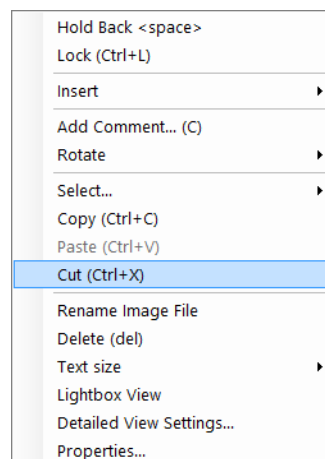
The image will vanish from the sequence; it has been placed onto the Windows clipboard. Right click the first image of the sequence and select **Paste** from the menu. The title image will be inserted at the position of the first image.

One advantage of cut/copy and paste is that you can select several images to be moved at the same time; hold down the Ctrl key on the keyboard whilst and click each image you want to move; multiple images will be selected. Then use cut or copy as before to move/copy the images to the clipboard; you can then paste all the images into position in one go.

1.6   Projecting Images

Once you have some images loaded into FFPx - either by Adding Images|21|, Adding a Folder of Images|22| or by Opening an Existing Sequence|47| - you can start to project the images. To do that, click the **Projector On/Off** button on the ribbon (by default, you'll find a duplicate on the quick access toolbar). FFPx will start projecting the first image of the sequence.

If you have a projector or monitor connected to the laptop's second monitor port, and assuming that the laptop has been configured correctly, then FFPx will use the second monitor to project the image. If there is no second monitor connected or configured, then a window will open to show the image. If the laptop's screen is wide enough (at least 1024 pixels) then this window is placed alongside the main FFPx window, otherwise it place on top of the FFPx window and is translucent so you can see any prompts that appear behind the window.

If you have Multiple Projectors/Screens Connected

If you have the luxury of 2 (or more) extra monitors/projectors, then the image may not appear on the screen you want it to. If this happens, go to the **Settings** tab on the ribbon select the screen you want to use from the Projector panel.

The Detailed View

The images are shown on the laptop screen as a table (this is called *Detailed View* mode); you can project any image simply by clicking the appropriate row. For example, in the table below, the image with the title "St Katherine's Dock" has been selected by clicking and that is the image that is projected.

Number	Status	Thumb	Author	Title	Score
1			Andrew Pepper	Glass Still Life	-
2			Shannon Darrell	Merecats	-
3			Dale Frank	Greek Recession	-
4			Andrew Pepper	Stock War Memorial with Daf...	-
5			Shannon Darrell	St Katherine's Dock	-
6			Shannon Darrell	Rhea	-
7			Dale Frank		-
8			Dale Frank	Storm over Aphrodite	-
9			Andrew Pepper	Wood Anemonies, Swan Wood	-

To move to the next image in the sequence, you can press the Enter key, the down arrow key or the Page Down key, to move to the previous image in the sequence press the up arrow or Page Up key.

Constrained Mouse

When images are being projected, the mouse is *constrained* to the FFPx screen - this stops the mouse pointer accidentally appearing on the projected image. You can turn off this constraint on the FFPx General Settings 270 page.

To stop projecting images, click the **Projector On/Off** button again.

1.7   Saving a Sequence

A sequence is automatically created when you add images. Each sequence is placed on a *Tab* and you can select the sequence to use by clicking the appropriate tab. You can save the sequence by clicking the **File** tab and selecting 🖫**Save** or by typing Ctrl+S. If the sequence hasn't previously been saved then you will be asked to name the sequence using a file selector dialog. If the sequence had been saved earlier (or is an existing sequence) then clicking **Save** will replace the existing sequence.

On the **File** tab the 🖫**Save** option has a submenu of options; you can select **Save As...**, **Save for multi-leg competitions**, **Save sequence and images** or **Save All sequences and images**. Going through these options:

Selecting **Save As...** will always ask for the sequence name.

Save for multi-leg competitions will open the **Save Sequence for Multi-Leg** dialog; this described in more detail here[292].
Save sequence and images saves the sequence and copies all the sequence images to a folder. This is intended to be used to transfer a sequence to another computer; ==**saving the sequence alone does *not* save the images**==.

Save all sequences and images is similar to **Save sequence and images**, except that every tab is saved.
FFPx has the facility to automatically save sequences, either when a score is entered or periodically; for more information see here[278].

As well as the names and locations of the images files, FFPx also saves the locked and held back state of each image, any scores recorded for the images, the *scoring scheme* and the competition mode. When you reload the sequence, it should be restored to be exactly as you saved it.

If you have modified a sequence (for example, by adding images or scoring images) then when you exit FFPx, you will be asked if you want to save the current sequence.

Saving Tab Sets

As well as saving individual sequences, you can also save a *tab set* - this contains all the currently open tabs. For example, you could have two tabs (beginner and advanced), and save the tab set - both the sequences and tabs are saved. FFPx saves each tab as a separate sequence file, so you can always load just one sequence at a later date.

To save a tab set, select **Save as...** from the **File** tab's **Save** menu and change the **Save as type:** drop down to **Film Free Projection**

Extended Tab set:
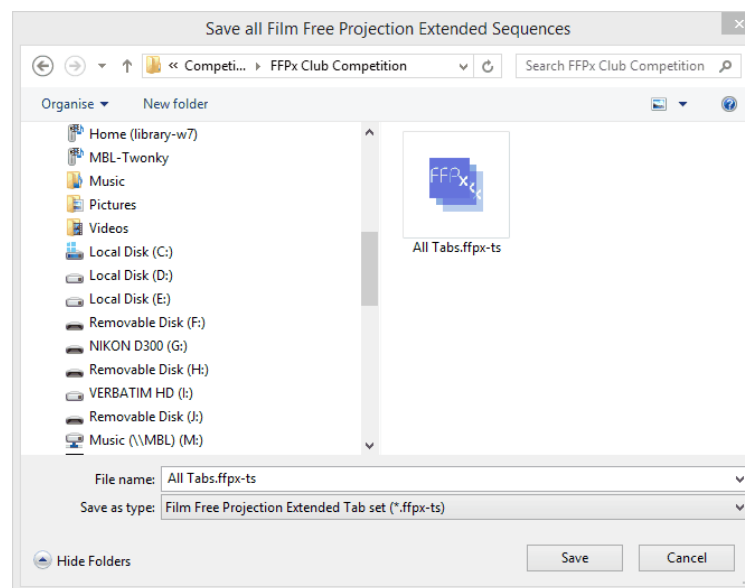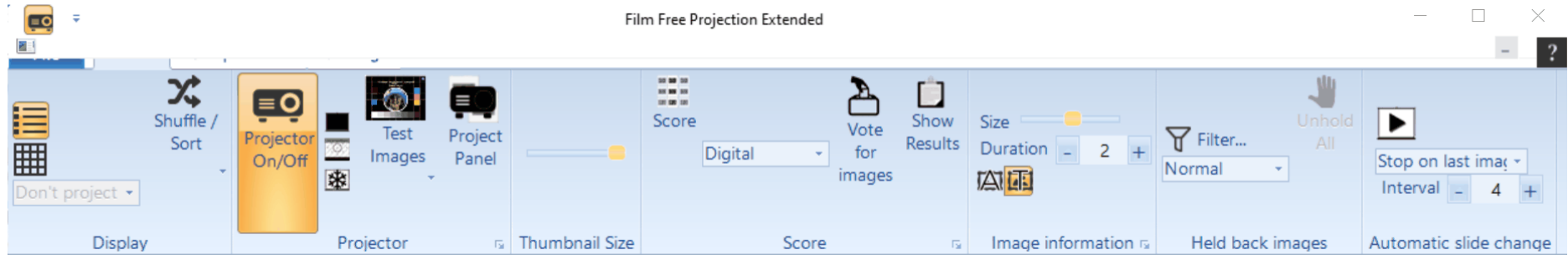

Now you can enter the name for the tab set.
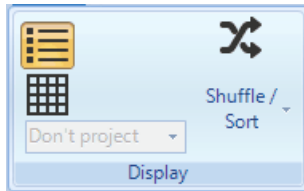
Part ⏸️
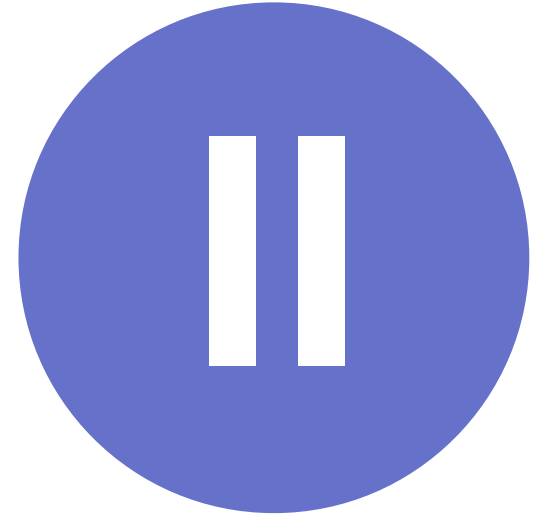
Using FFPx in Detail

2   Using FFPx in Detail

2.1   The Home Tab

When running a competition, FFPx is largely controlled using the Home tab on the ribbon:


The Display Panel

The first panel on the Home tab is the **Display** panel (shown left). This has options to switch between detailed view (≡) and lightbox view (▦). In lightbox view, you can choose to project the images on the lightbox; you can select from projecting all the images, projecting all the images with numbers - so the judge can refer to them or to project just the selected images.

There is also a drop down menu for shuffling or sorting images. This described in detail [here](#)⁵⁶.

The Projector Panel
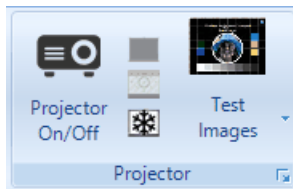
The **Projector** panel has controls for turning the projector on or off (▱), blanking the screen (■), projecting the shooting information for the image (▨), freezing the projected image (❄) and projecting a test image. Going through these options; clicking the blank screen button will project a solid black image, replacing whatever image is being projected.

Clicking the Shooting Information button will toggle the projecting of shooting information (exposure time,

aperture etcetera); you can see more about that here[146]. Clicking the freeze projector button will stop FFPx from changing the projected image if another image is selected; this is intended for the situation where the projectionists spots an error (for example, the author name or title might be misspelt) in an image. They can freeze the projector, correct the error and unfreeze the projector by clicking the button again. FFPx will flash the button when the projector is frozen.

The **Test Images** button will project a built-in test image. Clicking the arrow by the Test Images button will open the test images[36] dialog.
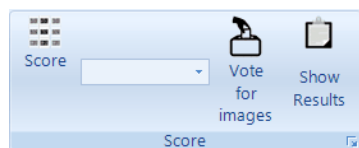
The Projector button has a More button that opens the projector settings dialog.

The Thumbnail Size Panel
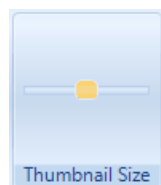
The **Thumbnail** size panel has a single control for setting the size of the thumbnail images in the detailed or lightbox views.

The Score Panel

The **Score** panel contains controls for scoring competitions; you turn scoring on or off using the Score button (⬚). Note that for FFPx to accept a score for an image, scoring must be turned on and the image must be projected.

To choose the scoring scheme for this competition, use the drop down menu on the panel. The **Vote for images** button is used to open the Vote for Images[196] dialog which is used to calculate image scores based on audience votes.

The Image Information Panel
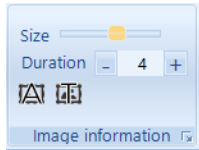
The **Image Information** panel contains controls for projecting extra information about the image; there are two buttons (⊠ and ⊞) which toggle the projection of the image's Author and Title respectively. The **Duration** value sets how long the information is shown for and the **Size** sets the size of the text.

The panel has a More button which opens the [projected information dialog](#)274.

Held Back Images Panel
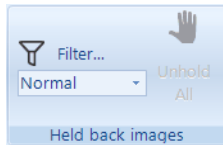
The **Held Back Images** panel contains controls for managing held back images; the Filter option opens the hold back filter dialog; more about that is [here](#)72. The dropdown on the panel allows you to select what images are shown (unheld images, held back only or all images). Finally, there is an Unhold all button that unholds all held back images.

Automatic Slide Change Panel
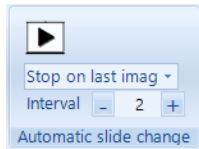
The automatic slide change panel controls automatic projection of images. If the automatic slide change button (▶) is clicked, then FFPx will show each image in turn starting with the currently selected image. You can stop the automatic show at any point by clicking the button again. By default, the automatic slide change stops when the last image in the sequence has been projected and FFPx will the return to showing the first image of the sequence. However, by clicking the stop option (in the example above this appears as **Stop on last image**) you can select from eight different options:

1. Stop on last image (the default).

2. Stop on locked image; this is useful if a competition is run in two sections. By placing a locked image - a title image of some kind - between the two sections, you can select Automatic Slide change and run through all the first section and automatically stops when it reaches the locked image.

3. Stop at end of panel. This is useful in panel competitions; as it automatically shows just one panel.

4. Stop at end of panel group. This is slightly more complicated to explain! Also used in panel competitions but in [slide](#)132 or [cycle](#)

133 mode - see the [panels]131 section for a description of these modes.

5. Continuous slide show; the sequence is continuously shown until the automatic Slide change tick box is unchecked or the stop option is changed.

6. Continuous slide show (all tabs); the current sequence is shown, when the sequence has been shown, the next tab is selected and that sequence is shown and so on. When the last tab sequence has been shown, FFPx starts again with the first tab sequence.

7. Full screen slide show; this option is only available if FFPx is being run on a computer with one screen or if the Use Second Monitor option has been turned off in the Settings menu. If the Full screen slide show option is selected then a continuous slide show is started; the images are shown full screen, so the FFPx window will disappear. A warning message is produced before the slide show starts. Pressing any key will stop the slide show and return to the FFPx display. This mode is designed for exhibitions where you want to show all the images as a continuous slide show.

8. Full screen slide show (all tabs); this is similar to the previous option except that the sequence on each tab is shown in sequence.

For all the stop options but the continuous, if the automatic slide change has shown the last slide in the sequence, FFPx will return to displaying the first image and the automatic slide change stops.

Interval

The **Interval** up down control sets the time between images in seconds when using automatic slide change. This can be changed whilst the automatic slide change is in progress.

2.2   Test Images

Showing a Test Images

If you click the **Test Images** button on the Home tab on the ribbon then a test image will be projected - regardless of the state of the projected image button. The idea is that you can check that the image from the projector fills the screen and to check that the keystone of the projector is set correctly. FFPx has two test images built-in one for 4:3 screens, the other for 16:9 screens and will automatically pick the appropriate one depending on your projector's aspect ratio. FFPx will expand the image to fill the projected image, regardless of the resolution of the projector. If you have more than one extra screen, then you can select the screen you want to use using the **Select Screen to Use** option from the **Settings** tab.

You turn off the test slide by clicking the test slide button again.

Choosing a Different Test Image

FFPx has two built-in test images and you can add up four of your own test images. For instructions on setting your own test images look [here]271.

Showing the Test Slide when FFPx Starts

On the [FFPx Settings General]270 tab there is an option to **Show Test Image on Start**. If this is checked, then FFPx will automatically project the test image as soon as FFPx starts.

2.3 Sequences

2.3.1 Detailed View

Most of the time FFPx is used with the *Detailed View*, the detailed view shows the image sequence as a table:

Night Colour Scheme

By default, FFPx uses a white background and black text; on the **Settings** tab you can click the **Use night colours** button - black background with white text:

With the Night Colour Scheme turned on, the detailed view will use a colour scheme like this:

Number	Status	Thumb	Author	Title	Score
1			Andrew Pepper	Glass Still Life	-
2			Andrew Pepper	Wood Anemon...	-
3			Andrew Pepper	Stock War Me...	-
4			Shannon Darrell	St Katherine's ...	-
5			Shannon Darrell	Rhea	-
6			Shannon Darrell	Merecats	-
7			Andrew Pepper		-
8			Dale Frank	Greek Reces...	-

The basic operation of FFPx is that you click the image you want to be projected. You can also use the up/down keys on the computer to move up and down the sequence, Ctrl+Home will select the first image of the sequence, Ctrl+End will select the last image in the sequence. Pressing Page Up will select the previous image, Page Down will select the next image.

For panel competitions; in detailed view, Ctrl+Cursor Up will take you to the start of the previous panel, Ctrl+Cursor Down will take you to the start of the next panel. In lightbox mode, Ctrl+Cursor Left takes you to the start of the previous panel, Ctrl+Cursor Right takes you to the start of the next panel.

Going through the columns in the table:

Number

This is the number of the image in the sequence; if an image has been held back then FFPx leaves a gap in the sequence number.

Status

This shows the state of the image. As well as the text, FFPx indicates the state of an image by changing the background colour. The state can be one of:

State	Meaning	Default Colour	Default Night Colour
Locked	The image has been locked[63] into position and is unaffected by shuffling[56].	Light blue	Dark blue
Held	The image has been held back[64], to see held back images, you can either tick the Held Back Only tick box or select Show All from the toolbar.	Orange	Chocolate
Held and Locked	The image has been held back and locked.	Yellow	Heart Gold
Winner	This state only applies to knockout competitions; the winning images of a knockout round are shown with a status of Winner.	Green Yellow	Sap green
Selected	This only applies to selection mode; selected images are shown with a state of Selected.	Green Yellow	Sap green
Viewed	This only applies to selection mode; when an image has been viewed, the background colour will change - the state field will not change.	Bisque	Tropical rain forest
Bad Panel Name	This state only applies to panel based competitions. It indicates that the loaded image doesn't have a correct panel name[131].	Lime Green	Ao (English)
Image Resolution Larger than the Projector's Resolution	The image's resolution is larger than can be projected. FFPx will automatically shrink images to fit the projector screen, so these images will project correctly, but using images much larger than necessary slows down FFPx so it is good practice to use the Resize Image[61] option for these images.	Pink	Rose taupe

You can change the colour used for different states on the [Detailed View settings]277 dialog.

Thumb

The Thumb column shows a thumbnail of the image. The size of the thumbnail can be adjusted using the **Thumbnail Size** slider (above the toolbox).

Filename

This is the filename of the image.

Author

The author name is obtained either from the image file or the image file name. The process is described in detail in the [Author, Title and Subject]81 section.

Title

Similarly to the Author name, the Title is also obtained from the image file or the image file name.

Subject

As with the Author and Title, the Subject is obtained from the image file or the image file name. The Subject column is not displayed by default. To turn on the display, you can *right* click the header row of the detailed view table and turn on display of the Subject column or use the **FFPx Settings** menu and select the **Detailed View** tab.

The subject field is used when scoring competitions which have a mixture of "set subjects". [FFPx can calculate the score for individual subjects]202 provided that the Subject field is set to the appropriate subject.

Score

The score field is used to show the score awarded to an image. Scores of zero are shown as a dash ("-").

The format of the score depends on the scoring scheme in use. When there is one score per image and a score is awarded to each image, then the score will be the number of points (for example, 8 or 9½). If there is more than one score recorded per image, then the score will be shown as the list of scores and the total (for example, 7 + 8 + 7 = 22). Finally, for ordinal scoring schemes the position is shown with the corresponding number of points in brackets (for example, First (10), Second (8) or Third (6)).

Votes

If you are using FFPx in Selection mode, then the Score column is replaced with a Votes column, showing the number of votes each image has received.

Comment

The comment column shows any comments associated with the image. There is more about adding comments here⁷¹.

Configuring the Detailed View

You can control whether the Thumbnails, Filenames, Author names, Titles, Subjects or Comments columns are displayed by right clicking the header of the table and selecting the columns from the menu that appears:
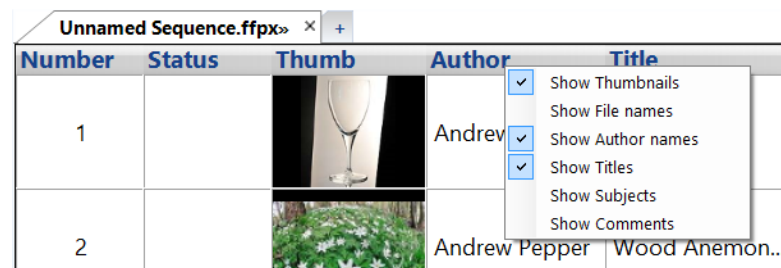
Alternatively, you can use the **FFPx Settings**²⁷⁷ dialog.

2.3.2   Lightbox View

The alternative to the Detailed View³⁷ usually used for FFPx is the *Lightbox View* mode; in this mode just the thumbnails of the images in the sequence are shown:

The lightbox view mode makes sorting images easier. If the mix & match competition is selected then FFPx only allows a lightbox view.

As with the Detailed View, the size of the thumbnails can be adjusted using the **Thumbnail Size** slider.

In lightbox view mode, the state of an image is indicates by the background colour of an image; the colours are shown below:

| State	Meaning	Default Colour	Default Night Colour
Locked	The image has been locked[63] into position and is unaffected by shuffling[56].	Light blue	Dark blue
Held	The image has been held back[64], to see held back images, you can either tick the Held Back Only tick box or select Show All from the toolbar.	Orange	Chocolate
Held and Locked	The image has been held back and locked.	Yellow	Heart Gold
Winner	This state only applies to knockout competitions; the winning images of a knockout round are shown with a status of Winner.	Green Yellow	Sap green
Selected	This only applies to selection mode; selected images are shown with a state of Selected.	Green Yellow	Sap green
Bad Panel Name	This state only applies to panel based competitions. It indicates that the loaded image doesn't have a correct panel name[131].	Lime Green	Ao (English)
Image Resolution Larger than the Projector's Resolution	The image's resolution is larger than can be projected. FFPx will automatically shrink images to fit the projector screen, so these images will project correctly, but using images much larger than necessary slows down FFPx so it is good practice to use the Resize Image[61] option for these images.	Pink	Rose taupe

You can change the colour used for different states on the Detailed View settings[277] dialog.

As well as the colour, the state is also indicated by the tooltip which is displayed when the mouse hovers over an image.

The **Image Tools** window which appears under the toolbox can be used to manipulate the projected image and to move projected labels; this is described in more detail here[75].

Projecting the Lightbox

If the projector is turned on and using the second monitor, you can project the images on the lightbox by selecting one of the projection options on the lightbox area of the toolbox:
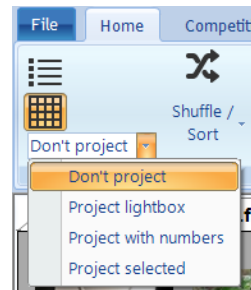
If **Project lightbox** is selected FFPx automatically resizes the images so they all fit on the projected screen. Because of this, if you have a large number of images, the thumbnails will be small and it may take several seconds before the projected images appear. The projected lightbox view looks like this:

If you select **Project with numbers** then the projected lightbox thumbnails have numbers superimposed upon them:

On the General Settings page, you can set if the numbers are placed at the bottom of the image or in the centre. This is described here₂₇₁.

On the lightbox view itself, numbers are also superimposed. This allows the judge to refer to images by number and the projectionist to know which images they are referring to.

If **Project selected** is selected, then only the selected images on the lightbox will be projected.

2.3.3   Status Panels

To the right of the image views (detailed or lightbox), FFPx shows status information about the selected image:
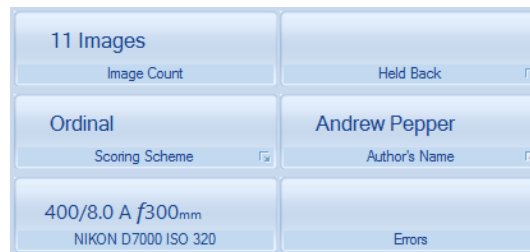
Going through each panel; the Image Count shows the number of images in the sequence. If there are any title or blank images, these will be shown separately.

The Held Back panel shows the number of held back images. There is a More button on the panel which opens a menu offering options to display unheld images (the default), held back only, all images or to unhold all held back images.

The Scoring Scheme panel shows the name of the current scoring scheme. The More button on the Scoring Scheme panel opens a menu for scoring:
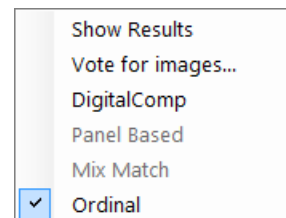
From this menu, you can show the results, open the Vote for Images¹⁹⁶ dialog or select another scoring scheme.

The Author's Name panel shows the author associated with the current image. If you click the More button on the Author's Name panel then a dialog appears which lets you edit the author, title and subject information for the image:
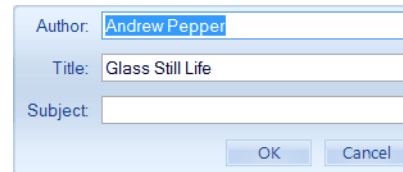
Note that this dialog will modify the image file's metadata.

The shooting information panel shows the shooting information retrieved from the image file; in the example above we can see the image was taken using a Nikon D7000 camera at ISO 320. The exposure was 400 at f8. Aperture priority was selected and the lens was set to 300mm focal length.

The Errors panel shows any errors; this is only used for panel competitions where the number of invalid file names will be shown.

2.3.4   Open Existing Tab Set or Sequence

From within FFPx

Once you have saved a sequence or tab set, you can reload it by selecting **Open** from the **File** tab or by clicking the **Open Existing Sequence** option on the Start-up Options window. FFPx will open a standard file selector dialog:
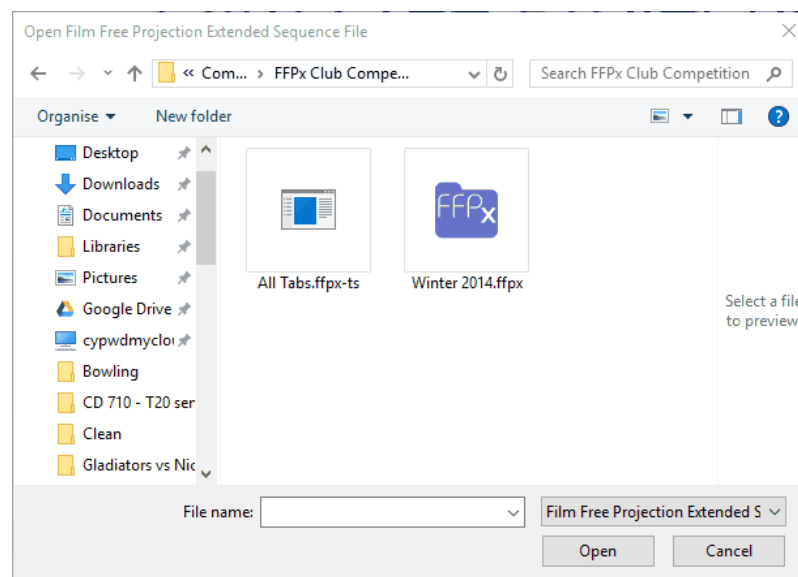
Sequences are stored as a .ffpx type file, tab sets are stored as .ffpx-ts type files. You can change the type of file to load from the file type dropdown; FFPx can also read .DSS sequence files (from Film Free Projection).

When you have selected a sequence or tab set file and clicked **Open**, FFPx will create a new tab and load the sequence(s); note that FFPx stores the name and location of each image file - not the actual images, so if you have renamed, moved or deleted any of the images files then FFPx will produce an "Problem Loading <filename>" error message.

If you want to move an entire sequence, including the images, to another machine use the **Save Sequence and Images**[28] facility. Similarly, if you want to move an entire tab set (all the current tabs, sequences and images) use the **Save All Sequences and Images**[28] facility.

As well as the image names and locations, the sequence files contains the type of competition (InterClub, Mix & Match and so on) and the scoring scheme used for scoring the competition.

If the scoring scheme saved with the sequence doesn't exist, then FFPx will add it to the list of scoring schemes. If you have an existing scheme with the same name as the scheme saved with the sequence, then FFPx will check if the saved sequence is different and, if so, create a new name for the added sequence.

For example, you create a sequence and select a scoring scheme called "ByAuthor" to score it. You save the sequence.

You decide to change the "ByAuthor" (for example, you change the minimum score from 0 to 1).

When you load your saved sequence, FFPx finds that the "ByAuthor" scheme being loaded is different from the existing one, it adds the loaded sequence with the name "ByAuthor(1)" and uses that sequence to score the sequence - unless you use the **Select Scheme to Use...** option from the **Score** menu to change it.

From Windows Explorer

You can also load a sequence from Windows Explorer by double clicking the sequence file. From within Explorer, FFPx sequences appear with an FFPx or FFPx tabset icon, for example:
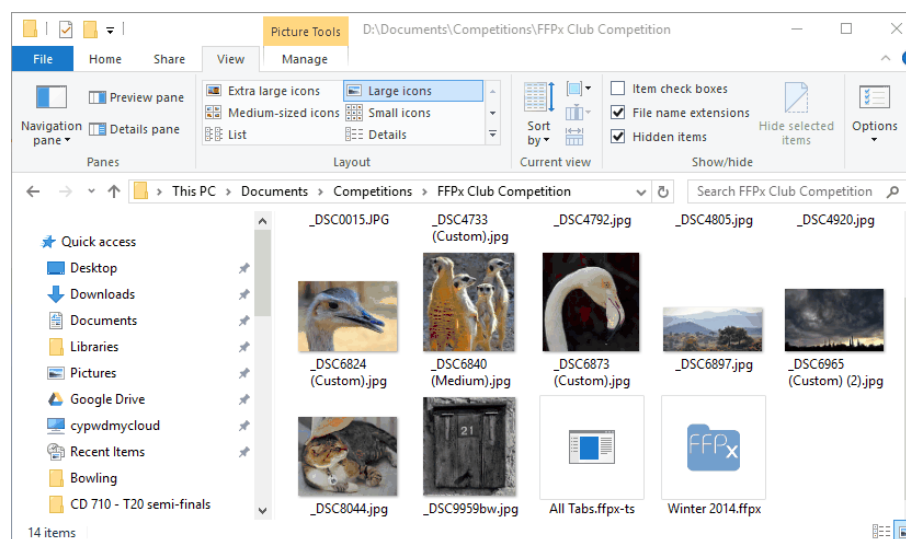
You can double click a sequence file and Windows will automatically start FFPx (if it isn't already running) and load the sequence file.

You can also drag and drop sequence files into a running version of FFPx.

You can right click the FFPx icon in the taskbar to see recently loaded sequences:
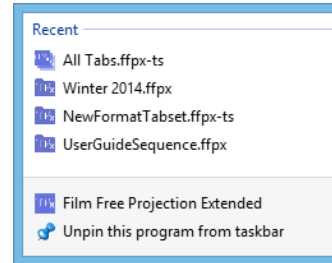
If you are using Windows 7, then the operating system remembers recently used sequence files and these can be opened from the Start menu.

If the images have moved

If the folder containing a sequence's images has been renamed or moved, then FFPx won't be able to load those images. FFPx asks if you want to "find" an image if it can't be loaded:
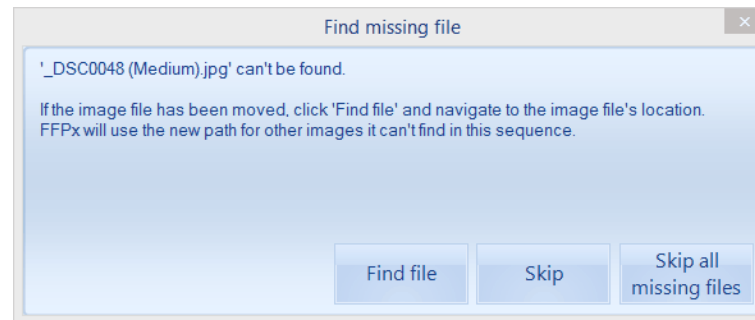

If you know where the image is, click the **Find file** button and you can navigate to the folder containing the image, select the image and FFPx will load it. If subsequent images can't be found, FFPx will check the selected folder to see if the missing images are in there.

Clicking **Skip** causes FFPx to ignore the image. Clicking **Skip all missing files** causes FFPx to ignore all the missing files.

If you have successfully used the **Find file** option, then after the sequence has been loaded you'll be asked if you want to save the sequence with the new image paths; clicking **Yes** means that the next time you load the sequence, the image files should be found.

2.3.5   Discarding Sequences

To remove the current sequence, click the small cross on the right hand side of the sequence tab:
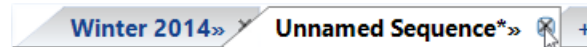
If there are images associated with the tab, you will be asked to confirm the discard; clicking **OK** will remove the sequence and the associated tab. If there is only one tab and you close that tab, FFPx will return to its start up state.

2.3.6   The Context Menu

In both the Table and Lightbox views, a *context menu* is available. To display the context menu, *right* click an image:
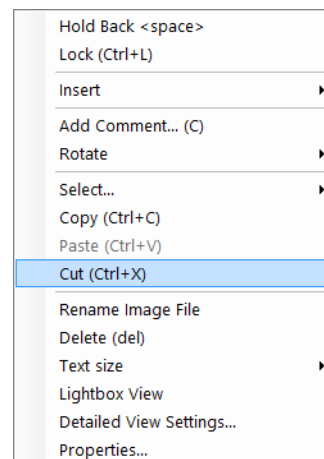
The actual entries available on the context menu depend, to some extent, on the competition type and whether the image has been scored.

Going through all the possible menu options:

Hold Back

This option is used to hold back⁶⁴ the selected image.

Lock

This option is used to lock[63] an image into position. If an image is locked then it won't be affected by shuffling the images.

Unlock All

If there are "locked" images, then this option allows you to unlock all locked images in the sequence.

Insert

The insert option has a submenu:

Blank

This option inserts a blank image (a solid black image) into the sequence at the current image position.

Blank Every...

This option inserts a blank image every *n* images.

Title Image...

This option opens a submenu that lets you insert a pre-defined title image into the sequence. You can see more about title images here[66].

Change Club Name...

If a title image is selected, then this option allows you to change the camera club name that's projected on some title images.

Change Competition Name...

If a title image is selected, then this option allows you to change the competition name that's projected on some title images.

Change Judge Name(s)...

If a title image is selected, then this option allows you to change the judge name(s) that's projected on some title images.

Add Comment...

Selecting the **Add Comment...** option will produce the **Comment** dialog:
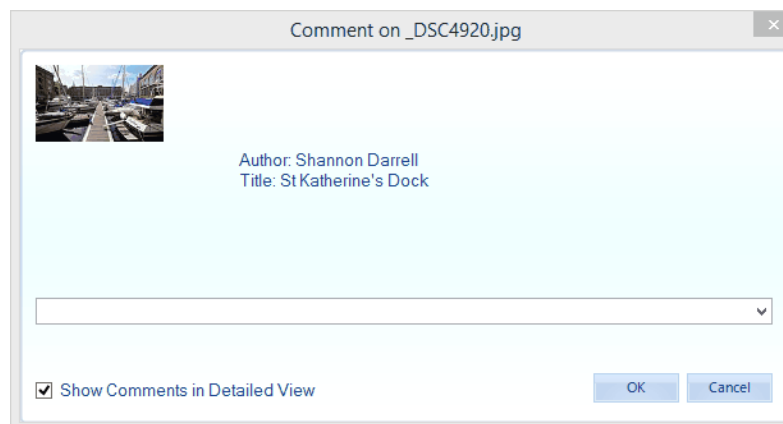
The **Comment** dialog allows you to add a comment to an image; there is more about commenting [here](#)[71].

Resize selected to fit projector

If an image is larger than required to fit the projector resolution, this option allows you to resize the image to fit the projector resolution.

Rotate

This option displays the **Rotation** menu which allows you to [rotate or flip](#)[61] images.

Ambiguous Metadata

This option will be visible if FFPx has detected ambiguous metadata. Metadata can be stored in three different locations in an image file, IPTC, XMP and EXIF (there is more about the different formats [here](#)[81]). If there is contradictory data - for example, if the EXIF author name is John but the XMP author name is Jane - then the metadata is ambiguous and you can select the **Ambiguous Metadata** option to resolve the problem; essentially by selecting the data you prefer to use. The **Ambiguous Metadata** dialog is described [here](#)[98].

Select...

The **Select...** option allows you to select images based on particular criteria:

- All; all the images are selected.

- Deselect All; all the images are deselected.

- All with this Score; all the images with the same score as the current image are selected.

- All by this Author; all the images with the same author name as the current image are selected.

- All with this Subject; all the images with the same subject as the current image are selected.

- All Locked images; all the locked images are selected.

- Invert Selection; any selected images are deselected, any deselected images are selected.

Cut, Copy, Paste

These options are used to move images within the sequence. The process is described here[25].

Selections

The Selections submenu is used if you are using FFPx in Selection[231] mode.

Panels...

This menu option only appears during panel based competitions; it drops down a **Panels** menu which allows you to select all the images in a panel or to sort the panels by score. See Panel Based Competitions[131] for more information.

Knockout Winner

This option is used during Knockout[111] competitions to change whether an image has won or lost a knockout round.

Clear Score(s)

If an image has a score associated with it, this option will be visible and can be used to clear the score. For most scoring schemes you can give an image 0 points to clear the score. However, for placed based competitions this isn't possible so the **Clear Score** option should be used to remove a "place" allocated to an image.

Rename Image File

This option is used to rename the image file; this is mainly used for panel competitions to correct misnamed files.

Delete

This option deletes the selected image.

Text Size...

The Text Size option opens a slider to adjust the text size of the detailed view table.

Detailed View Settings...

Open the FFPx settings dialog on the Detailed view tab.

Properties

This option is used to display the EXIF, XMP or IPTC[81] properties associated with an image.

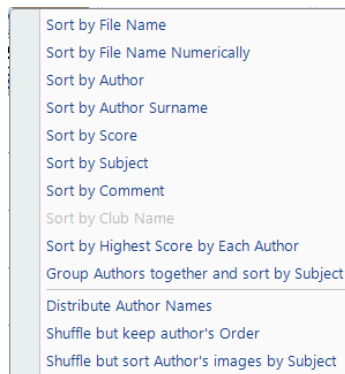## 2.4   Images

2.4.1   Shuffling and Sorting Images

A common requirement for camera club competitions is to randomly shuffle images; clicking the shuffle (⤬) button on the Home tab will arrange all the images in a random order - except for <u>locked images</u>[63]. If an image is locked then it keeps its position in the sequence; this is intended largely for title and end images - you can place a title image at the start of the sequence and an End image at the end, lock these two and click the shuffle button. All the images will be randomly arranged, except for the first and last images.

Multi-Leg Competitions

For <u>Multi-Leg</u>[126] competitions, it is vital if the final scoring is to be accurate that images aren't moved, to ensure this - or at least to make it very difficult! - FFPx disables the shuffle/sort options if the sequence is from a Multi-Leg competition.

Shuffle Options

As well as "straight" shuffling, there are a number of sorting/shuffling options available. Clicking the drop down arrow under the shuffle button displays the options:

Going through these options:

Sort by File Name

As you might expect, this sorts the images alphabetically by file name. This sort uses the Windows convention that having a

number in brackets will sort images numerically. For example, if you have images called:

image(1).jpg
image(2).jpg
image(10).jpg

Then a straight alphabetically sort would put them in the order, **image(1).jpg**, **image(10).jpg**, **image(2).jpg**. However, because the numbers are in brackets, FFP will sort these into the "correct" order - **image(1).jpg**, **image(2).jpg**, **image(10).jpg**.

You can also sort the sequence by score by clicking the **Filename** heading at the top of the Detailed View table.

Sort by File Name Numerically

If you name files using only numbers; eg 1.jpg, 2.jpg, 3.jpg and so on, then sorting by file name numerically will treat the file name as numbers and sort them into "numerical" order.

Sort by Author

This sorts the images alphabetically by author name. You can also sort the sequence by score by clicking the **Author** heading at the top of the detailed view table.

Sort by Author Surname

This is similar to the "sort by author" option except that FFPx looks for each author's surname and sorts alphabetically by that.

Sort by Score

This sorts the image by score with the highest scoring image first. You can also sort the sequence by score by clicking the **Score** heading at the top of the detailed view table.

Sort by Subject

Clicking **Sort by Subject...** will open the **Select Subject Order** dialog:
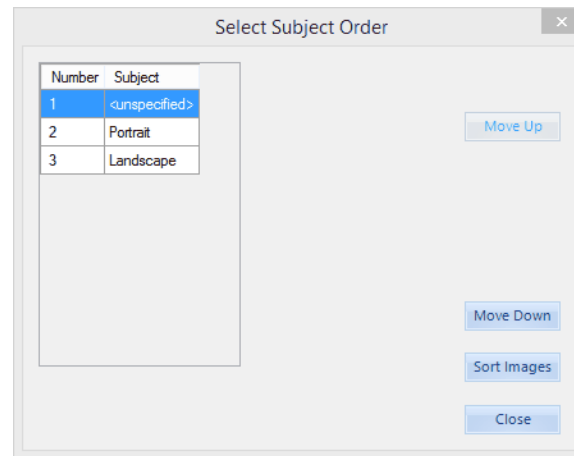
This dialog is used to select the order you want the sequence sorted into. For example, if you are running a competition with two "set" subjects of "portrait" and "landscape" with other images going into "open", you may want to judge all the portrait images first, then all the landscape and finally the open. Using the **Select Subject Order** dialog you can use the Move Up/Move Down buttons to move the selected subject into position and when everything is correctly placed, click the **Sort Images** button to sort the sequence into the subject order you've specified.

Sort by Comment

The **Sort by Comment** option will sort the sequence into alphabetic order of comment. You can also sort the sequence by comment by clicking the **Comment** heading at the top of the detailed view table.

Sort by Highest Score for Each Author

This option sorts the images by the highest score for each author, then the second highest score and so on. For example, there is a small competition with 3 entrants Andrew, Bill and Charlie. They receive scores as follows:

Author	Score
Andrew	6
Andrew	9
Bill	8
Charlie	9
Bill	9
Charlie	7

After sorting by highest score, the table sequence will be:

Author	Score
Andrew	9
Bill	9
Charlie	9
Andrew	6
Bill	8
Charlie	7

Group Authors Together and Sort by Subject

This option will group the images by author name, but sort each group by subject. The groups are randomly shuffled. This sort option is used by the Selection[231] mode.

Distribute Author Names

This option will sort the images trying to keep the author names separated as much as possible.

Shuffle but Keep Author Order

With this option, FFPx shuffles the images but keeps the original order of individual images. To explain; suppose an author enters three images (called One, Two and Three for simplicity's sake) and as projectionist, you load these images in the order One, Two and Three. After a "normal" shuffle, these images could end up anywhere in the sequence and the author's original order is lost. Using the Keep Author Order shuffle option, the images are moved but the author's order is maintained.

Shuffle but Sort Author's Images by Subject

With this option, FFPx shuffles the images but keeps the original subject order of individual images: Imagine that an author enters three images with the subjects of Portrait, Landscape and Open. As projectionist, you load these images in the order Portrait, Landscape and Open. After a "normal" shuffle, these images could end up anywhere in the sequence and the author's original order is lost. Using the Keep Author Subject Order shuffle option, the images are moved but the author's subject order is maintained.

Knockout Mode

If FFPx is running a knockout competition, then the shuffle function will try and stop pairs of images being by the same author. Shuffling is performed automatically at the start of each knockout round, so there is normally no need to use the shuffle command "manually" during the knockout competition.

Panel Mode

If FFPx is running a panel based competition, then the **Shuffle** button will shuffle the panels but not the images within each panel, so the order of the panels will change but the images will be kept in "panel" order.

Selection Mode

If you are in selection mode and have checked the **Group images by author and sort by subject** option on the [Selection Dialog](235), then clicking the **Shuffle** button will move the author groups around but keep the images grouped by author. If the **Group images by author and sort by subject** option is not checked, then clicking the shuffle button will perform a regular shuffle.

2.4.2   Rotating Images

To rotate an image *right* click an image. You'll see a rotate image option; click that to get the rotate menu:

| Insert |
| Add Comment... (C) |
| Resize selected to fit projector |
Rotate ▶	180°
	90° CW
Select... ▶	90° CCW
Copy (Ctrl+C)	Flip Horizontal
Paste (Ctrl+V)	Flip Vertical
Cut (Ctrl+X)
Knockout Winner
Rename Image File
Delete (del)
Text size ▶
Lightbox View
Detailed View Settings...
Properties...
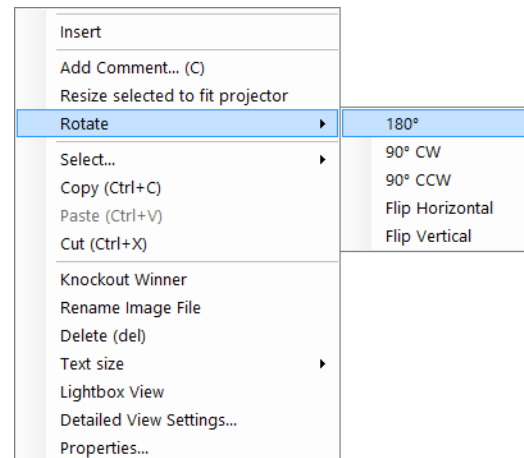
You click the rotation option you want. When you rotate an image the original image file is modified, so it's recommended that you only use copies of the images for competitions - this is the usual way of operating in any case. A side effect of this is that it is not possible to rotate read-only images (such as those stored on CD).

You can *temporarily* rotate a projected image using the Image Tools [75] Window.

2.4.3   Resizing Images

If images have a larger resolution than the projector supports, FFPx will automatically shrink the displayed image to fit the projector resolution [276]. However, it is good practice to resize the images to fit the projector resolution; it makes then images load and project faster.

When you load images into FFPx, they are automatically compared in size to the projector resolution. If an image is larger than necessary, then the background colour of the image's row in the detailed view is shown in pink. You can resize an individual image by right clicking and selected the **Resize selected to fit projector** option:
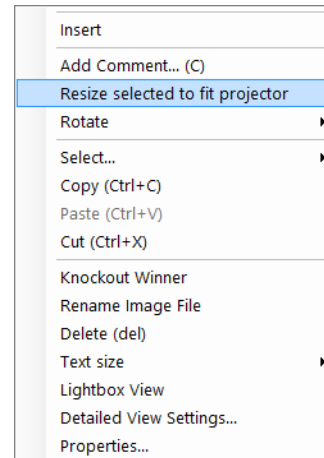
If a sequence has images that are too large within it, then the sequence title will have a "»" character added. You can right click the sequence title and select **Resize All Images to Fit Projector** from the menu that appears.

If the projector hasn't been opened or if the projector resolution is less than 1024x768 then FFPx doesn't offer the resize options. You can set the projector resolution using the 276.

If an image is being projected then FFPx cannot resize it.

2.4.4   Deleting Images

To remove an image from the sequence, you can select the image and press the delete key. You can also right click an image and select **Delete** from the menu that appears.

You can delete multiple images by holding down the Ctrl key whilst clicking them with the mouse and pressing the delete key to remove them all. You can delete *all* the visible images by pressing Ctrl+A and then pressing delete; only the visible images will be deleted - if there are held back images and **Show All** and **Held Back only** are not selected, then the held back images will not be deleted.

If you delete the last image in a sequence, then the tab associated with that sequence will be removed.

Note that the image file is not being deleted; the image is only being removed from the FFPx sequence.

2.4.5   Locking Images

If an image is locked then its position in the sequence is not affected by clicking the **Shuffle/Sort** button - ⤨. This is usually used for title and end images that are always in the same position in the sequence. To lock an image right click the image you want to lock;
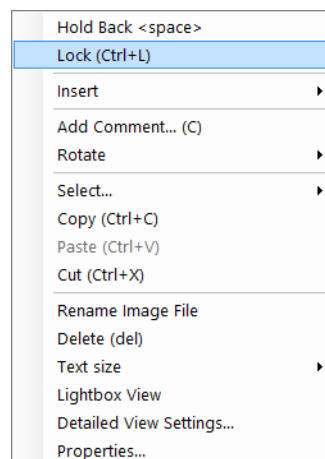
and select **Lock** from the menu that appears. To unlock an image that is locked, right click and select **Lock** again.

If an image is locked then, in detailed view mode, the colour of the row changes and the status of the image is shown as "Locked". If you are working with the lightbox, then you will see the status of the image as "locked" as a tooltip when the mouse hovers over the image.

A tip for held back images; if you have a title image which introduces the held back images then you can place that at the front of the sequence, lock it and hold it back - it won't appear in the normal sequence, but it will appear as soon as you switch to Held back only images.

Locked Images and Scoring

Locked images are treated differently from normal images; if an image is locked then FFPx assumes it is a title slide and

- will not insist on the image having an author name set even if the scoring scheme would normally require that all images have
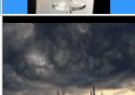
author names set.

- Will not include the image in the results summaries.

- The automatic slide change can be set so that it stops when it meets a locked image.

2.4.6 Holding Back Images

During a competition, the judge will often ask for an image to be "held back". This groups together the images the judge particularly likes for marking at the end. This is easy with FFPx.

During a competition, you will have a list of images such as this:

Number	Status	Thumb	Author	Title	Score
1			Andrew Pepper	Wood Anemonies, S...	-
2			Shannon Darrell	Rhea	-
3			Dale Frank	Contentment	-
4			Andrew Pepper	Glass Still Life	-
5			Dale Frank	Storm over Aphrodite	-

As an example, suppose the judge has just talked about the fourth image in the sequence - the row that is currently selected, however instead of giving it a mark he decides to "hold it back", you press the space bar on the computer; the image will disappear from the list of images and the next image will automatically appear. You can choose to show just the held back image by choosing the **Held back only** menu option in the Held back images panel on the Home tab, or from the menu associated with the Held Back status panel.

To see the held back images together with the non-held back select the Show all option from the Held back images menu or Held back status panel menu.

You can "unhold" *all* the held images by clicking the **Unhold All** button on the Home tab or by selecting the **Unhold all images** option from the Held Back status panel menu.

2.4.7   Selecting Images

You can use the "standard" Windows selection techniques to select images; holding down the Ctrl key allows you to select multiple images by clicking each image you want to select. You can also select a block of images by clicking the first image of the block you want to select then holding down the Shift key and click the last image of the block; all the images in the block will be selected.

More sophisticated selections are available on the **Select...** submenu of the context menu:

Hold Back <space>	
Lock (Ctrl+L)	
Insert	▶
Add Comment... (C)	
Rotate	▶
Select...	▶
Copy (Ctrl+C)	
Paste (Ctrl+V)	
Cut (Ctrl+X)	
Rename Image File	
Delete (del)	
Text size	▶
Lightbox View	
Detailed View Settings...	
Properties...	

Select... submenu:
- All (Ctrl+A)
- Deselect All
- All with this Score (0)
- All by this Author (Andrew Pepper)
- All with this Subject
- All Locked images
- Invert Selection (Ctrl+I)
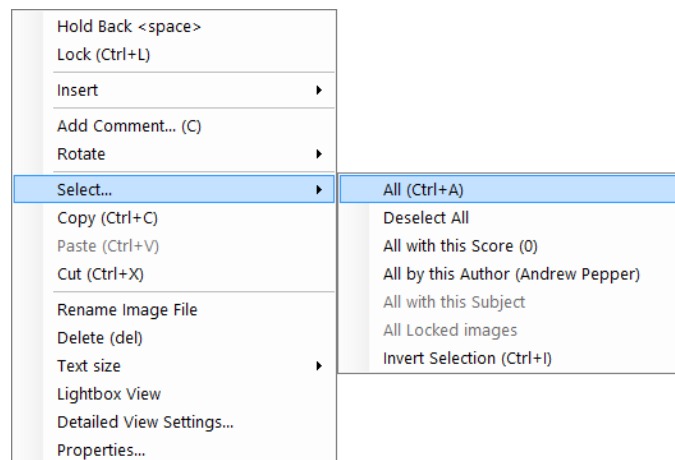
Going through the options on the **Select...** submenu:

- All; this selects all the images.

- Deselect All; this deselects all the images.

- All with this Score; this selects all images with the same score as the current image.

- All with Score Lower than...; this selects all images with a score below the score of the current image.

- All by this Author; this selects all the images by the same author as the current image.

- All with this Subject; this selects all the images with the same subject as the current image.

- All Locked Images; this selects all the [locked](#)⁶³ images in the sequence.

- Invert Selection; any selected images are deselected, any unselected images are selected.

2.4.8   Title Images

Title Images are images that FFPx can generate to give extra information to the viewers. For example, they can be used to introduce competitions, indicate the time for a break or the end of a competition.

FFPx comes with four built-in title images; *Welcome*, *Break time*, *End of Competition* and *Held Back Images* and it's easy to add new title images for your own requirements.

To insert a title image into a sequence, you *right* click where you want the title image to appear in the sequence and select **Insert Title Image...** from the context menu that appears. For example, to insert the Welcome title image:

Hold Back <space>	
Lock (Ctrl+L)	
Insert ▶	Blank
	Blank Every... ▶
Add Comment... (C)	Title Image... ▶ → Welcome
Resize selected to fit projector	Break time
Rotate ▶	End of Competition
	Held Back Images
Select... ▶	
Copy (Ctrl+C)	Manage Title Images...
Paste (Ctrl+V)	
Cut (Ctrl+X)	
Rename Image File	
Delete (del)	
Text size ▶	
Lightbox View	
Detailed View Settings...	
Properties...	
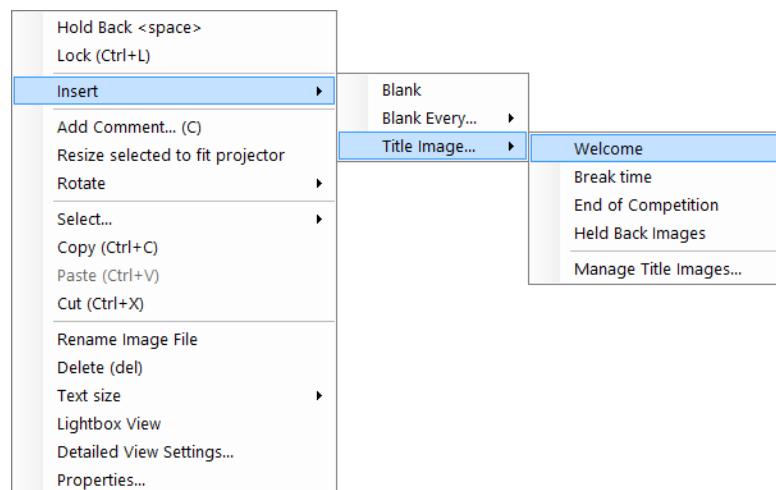
To insert an image at the end of the sequence, right click after the last image of the sequence - a smaller context menu appears that allows you to insert title image or blanks at the end of the sequence.

More about Title Images

- Title images are always inserted locked into position - they are unaffected by shuffling.

- It is possible to hold back title images; for example, the Held Back Images title image is automatically held back.

- Title images usually contain "custom" information - such as the camera club name, competition name or judge(s)'s name.

- If the custom information has not been defined then when you try and project a title image, you will be asked for the information.

Managing Title Images

To customize the built-in title images or to create new title images, select the **Manage Title Images** option from the context menu (shown above). The **Setup Title Images** dialog will be displayed:
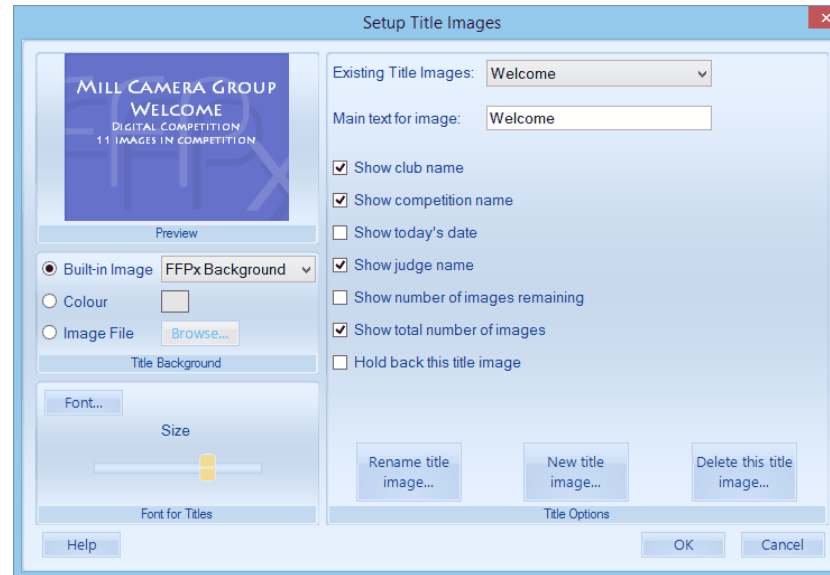
Going through the dialog; the top left shows a preview of the current title image. Under the preview, you can change the background; note that changing the background affects all the title images.

There are three types of background for title images; built-in images, a solid colour or an image file.

Under the Title Image Background box is the Font for Titles area; clicking the **Font...** button will open the font select dialog; this lets you choose the font face and colour used for title image text; it affects all title images.

Going through the large Image Options area on the right hand side of the dialog:

You can choose the title slide you're working on by selecting an option from the **Existing Title Images** dropdown.

The **Main text for image** area lets you set the text for the particular title image.

If the **Show club name** is checked, then the club name appears at the top of the image.

If the **Show competition name** option is checked, then the competition name is shown under the main text.

If the **Show today's date** option is checked, then today's date is shown.

If the **Show judge name** is checked, then the judge(s)'s name will be shown.

If the **Show number of images remaining** is checked, then the number of images in the sequence after the current title image will be shown. Note that title images and blanks are ignored when calculating the images remaining.

If the **Show total number of images** option is checked, then the total number of images in the sequence (ignoring title images and blanks) is shown. Note that this option combines "intelligently" with the Show number of images remaining option to form a single line of text.

If the **Hold back this title image** option is checked, then the title image will be automatically "held back" when it is inserted into a sequence.

Creating Title Images

To add a new title image, click the **New title image...** button. You'll be asked for the name of the new title image.

Deleting Title Images

You can delete the current title image by clicking the **Delete this title image...** button. You'll be asked to confirm the delete.

Renaming Title Images

You can rename the current title image clicking the **Rename title image...** button.

Restoring the Default set of Title Images

To go back to just the default, built-in, set of title images, delete all the title images; the built-in set will be restored.

Competition Information

Title images such as the Welcome image contains competition and club information; by default it will show the club name, the name of the competition, the judge(s)'s name(s) and the number of images in the competition. When you first project a title image, you will be asked for the information:
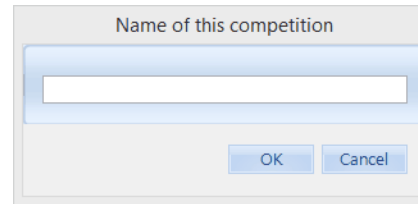
FFPx will save the club name and assume that the name doesn't change from competition to competition. The competition and judges' names will also be saved but as these are likely to change between competitions, you will be asked for these each time you run a competition - FFPx offers previously used names as you start to enter the information.

Changing Competition Information

You can change competition information by *right* clicking a title image; you'll see options to change the club name, competition name or judge(s) name:
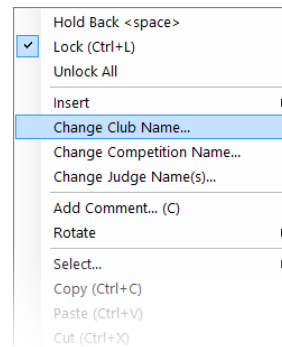
2.4.9   Commenting on Images

When an image is selected, you can add a comment either by typing "C" or by selecting **Add Comment...** from the [Context Menu](#)51.
Either way, you will see the **Comment** dialog:
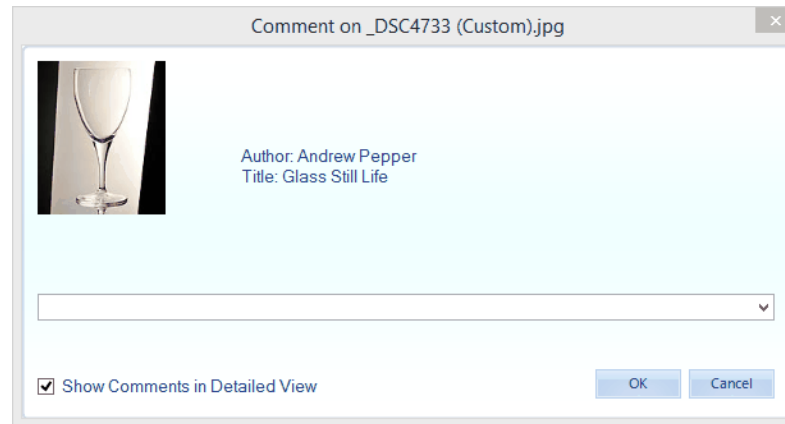
The **Comment** dialog shows a thumbnail of the image and the author, title and subject information.

You type the comment into the comment field. The drop down arrow on the comment field shows previous comments for other images and you can select a previous comment from the drop down. Also, as you type, FFPx will prompt you with "matching" comments to what you have typed.

At the base of the dialog is a **Show Comments in Detailed View** checkbox; if you add a comment this will be automatically checked as, presumably, you want to see the comments.
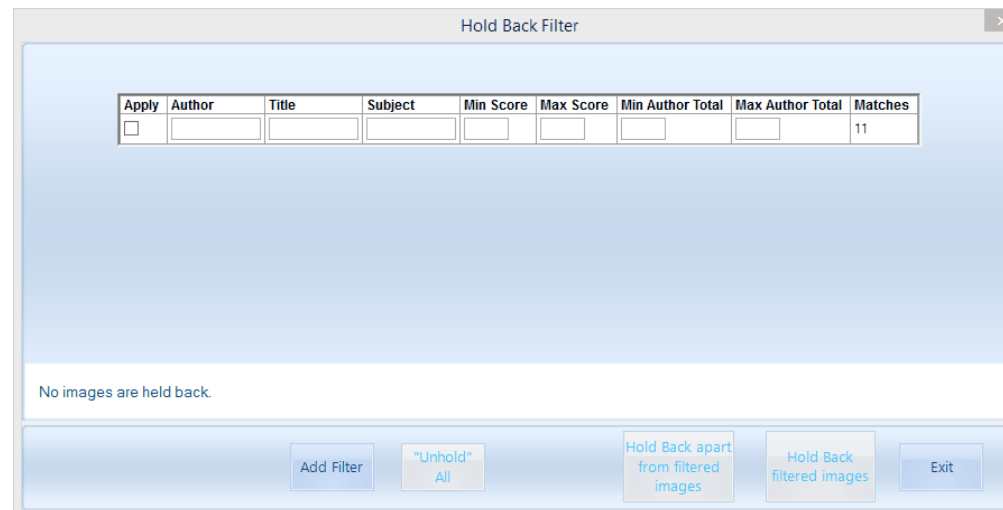
Clicking **OK** will save the comment in the sequence. Clicking **Cancel** will abort the **Comment** dialog.

Comments are *not* stored as part of the image but as part of the sequence (.DSS) file. So to save the comments, you must save the sequence file.

2.4.10   Hold Back Filter

The **Hold Back** filter can be used to hold back images based on a variety of criteria. For example, suppose you have just held a competition and at the end of the evening, you would like to show all the images that scored more than 8 points. The hold back filter makes it easy to hold back all the images that scored fewer than 8 points, leaving just the images with more than 8 points to be displayed.

To use the Hold Back Filter, click the **Hold Back Filter** button on the Toolbox. The **Hold Back Filter** dialog will be displayed:
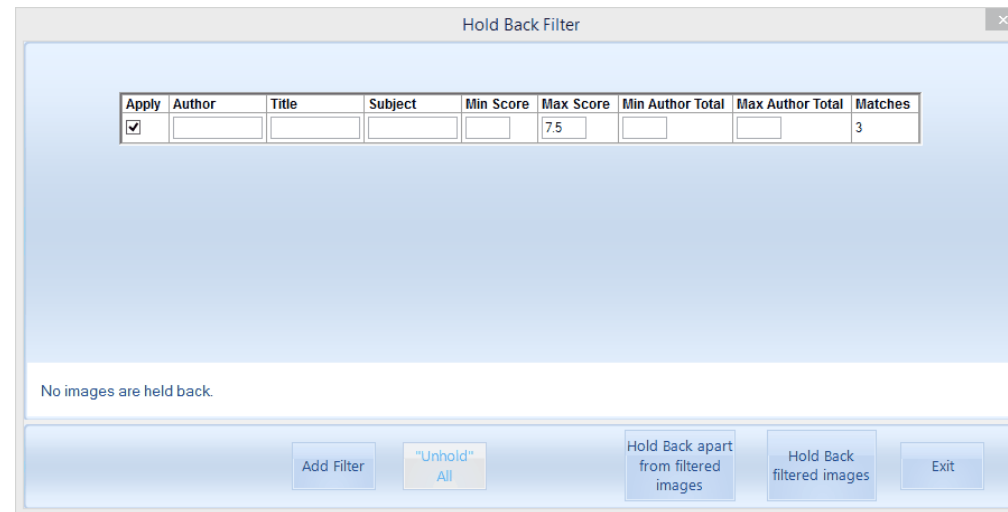
In the example we gave above, we wanted to hold back all the images that scored fewer than 8. To do that, we type "7.5" into the **Max Score** textbox and check the **Apply** checkbox; the dialog now looks like this:
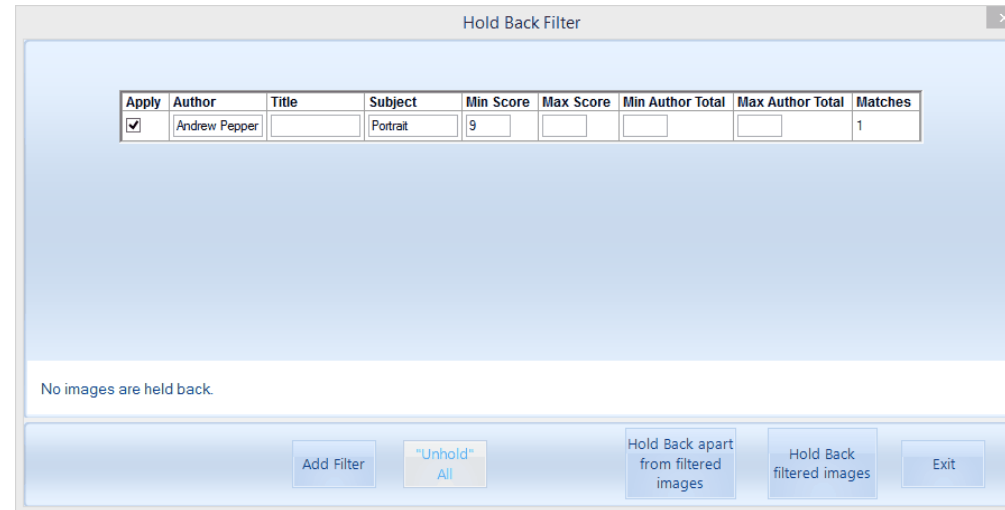
Apply	Author	Title	Subject	Min Score	Max Score	Min Author Total	Max Author Total	Matches
✓					7.5			3

No images are held back.

Add Filter   "Unhold" All   Hold Back apart from filtered images   Hold Back filtered images   Exit

Notice that the **Matches** field shows the number of images that will match this particular filter. To perform the hold back, we click the **Hold Back Filtered Images** button and then click **Exit**.

You can combine any of the fields, for example you could set the filter to hold back all the images by the author "Andrew Pepper" with a score of 9 or above with a subject of Portrait:

Note that you have the option to **Hold Back apart from the filtered images**; this will hold back all the images that don't match the filter.

Multiple Filters

Up to 8 filters can be defined. You can use multiple filters for more sophisticated tasks; for example, to hold back the images from Andrew Pepper or Dale Frank that score more than 8, we add a new filter (by clicking the **Add Filter** button) and set them as below:

Apply	Author	Title	Subject	Min Score	Max Score	Min Author Total	Max Author Total	Matches
✔	Andrew Pepper			8				4
✔	Dale Frank			8				2

No images are held back.

Add Filter | "Unhold" All | Hold Back apart from filtered images | Hold Back filtered images | Exit

"Unhold" All

The **"Unhold" All** button allows you to set the state of all the images to "Unheld".

2.4.11   Image Tools

The Image Tools window is used to temporarily change the projected image. It's also used as a preview window - it shows the image that's being projected. Using the Image Tools window, you can crop the image, zoom in on part of the image, flip the image, change the brightness of the image, display a "thirds" grid on top of the image and move a cross hair on the image. In addition, you can show the original image alongside the modified image so the audience (and judge) can compare the effect.

You can always remove any of the added affects by clicking the preview image.

The Image Tools Window

The **Image Tools** window is always displayed to the right of the image table:
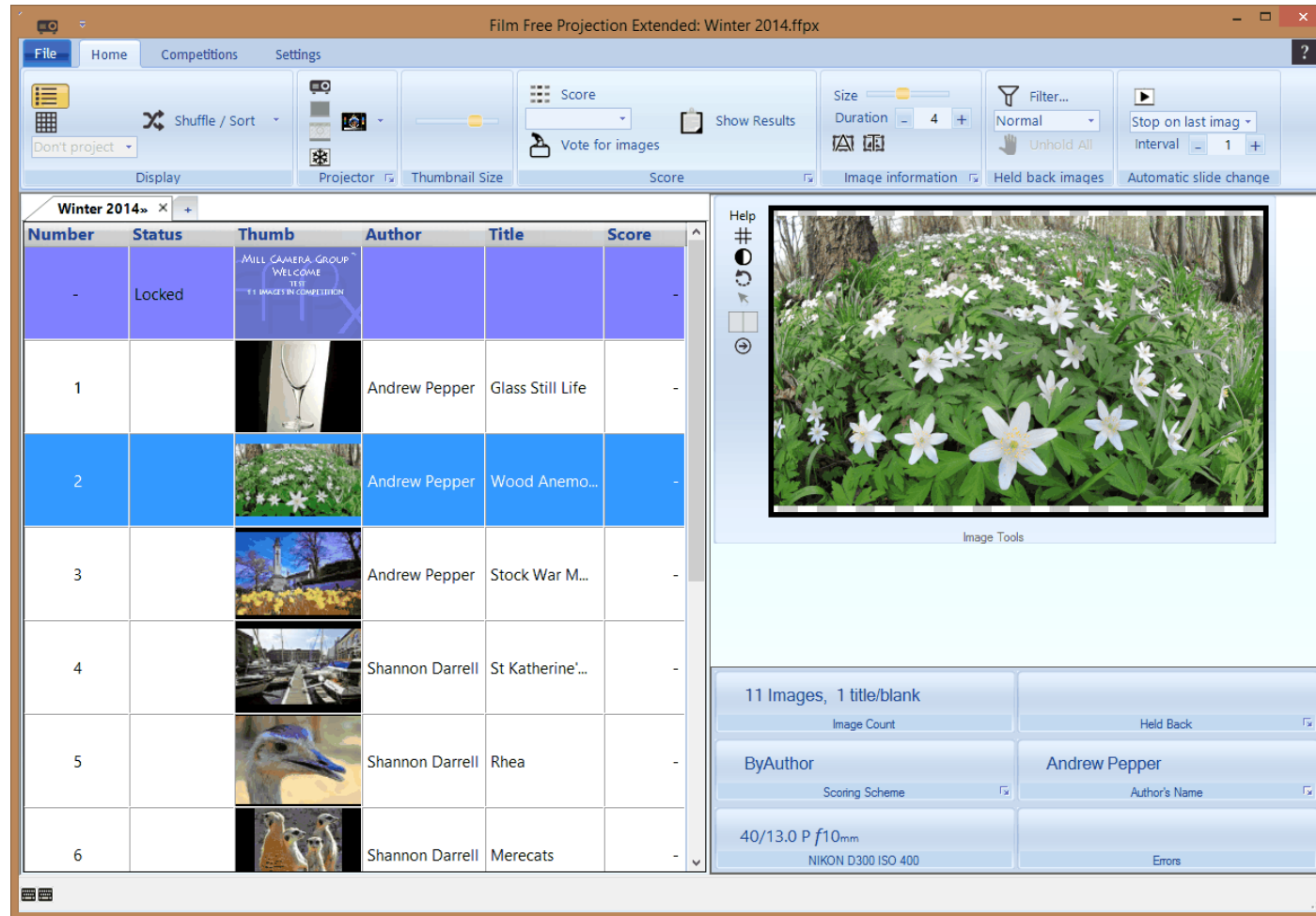
The **Image Tools** window shows the currently projected image, including the Author, Title and Subject information (if the appropriate metadata projection is turned on).

Cropping Images

You can crop the projected image by dragging the edge of the image on the **Image Tools** window. For example, imagine the image

below is being projected. The ever wise judge points out that the sky is boring and adds nothing to the image;

by dragging the edges of the image using the mouse, you can change the image to look like this:
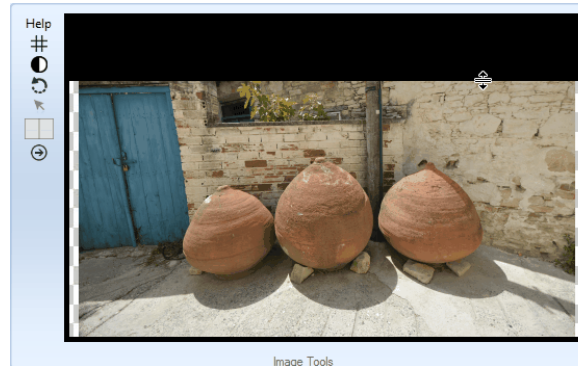
The projected image will change to reflect the new crop.

Note that the cropping is not saved, nor does it affect the original image.

You can remove all cropping by clicking the image in the **Image Tools** window.

Zooming into Part of the Image

To zoom into part of the image, use the mouse to drag a rectangle across the preview image in the **Image Tools** window. A dashed rectangle will appear on the preview and also on the projected image. When you release the mouse button, the projected image

will zoom to the rectangle you've drawn. The dashed rectangle will remain on the preview image. For example, in the preview image, I've dragged a rectangle around the three urns:

The Image Tools

On the left side of the Image Tools is a tool strip:

Going down the strip:

Help

The help button displays help; explaining how to use the cropping and zooming tools.

"Thirds" Grid Tool

Clicking the "thirds" icon (#) will add a "thirds" grid to the projected (and preview) image:

The Brightness Adjustment Tool

Clicking the adjust brightness icon (◑) drops down a slider tool to adjust the brightness of the projected image.

Rotate Projected Image

Clicking the Rotate Projected Image icon (↻) opens a menu to choose to flip the image horizontally or vertically.

Project a Pointer

Clicking the Project Pointer icon (↖) adds a crosshair cursor to the projected image. As you move the mouse cursor on the preview image, the projected cursor also moves - so you can use this to point to particular parts of the image.

Compare with Original

Clicking the Compare icon (▱) projects the original image alongside the adjusted image so that the audience (and judge) can compare the modified image with the original. For example, for the image below the original is on the left, the modified version has been zoomed and flipped horizontally.

Swap the Tool Strip Dock

Clicking the change dock button (⊛) will move the image tools strip to the right hand side of the preview image. For some laptops, the tool strip can be hidden by the pop-up score window; changing the dock to the right hand side will prevent that.

Moving Metadata

The **Image Tools** window can also be used to move projected *metadata*. As you will recall, metadata is extra information about the image. For example, for the following image, the display of title is turned on. Unfortunately, it happens that the title is placed directly in front of the ladies' faces in the photograph:

On the **Image Tools** window, you can drag the metadata away from the faces:

The projected image will change to reflect the changed position of the metadata. As with cropping, the change is temporary and when the next image is projected the metadata will be in its usual position. It is possible to permanently change the position of projected metadata in the **FFPx Settings** 276 dialog.

2.4.12   Image Information

For scoring most competitions, FFPx will usually need to know the author of each image, in addition many clubs insist on images having a title and, for set-subject competitions the subject of the image is also required. As we've said before, this kind of information about the image is called *metadata*. FFPx can obtain metadata using three systems:

1. From the contents of the image file; as well as the actual image, there are places in the image file to store metadata. When a digital camera takes a photograph, it usually saves "shooting" information - such as exposure, aperture, camera model and so on - as part of the image file. It's also possible to set the author name, image title and image subject within the file.

2. From the file name; with this system, the author, title and subject are made part of the file name. So an image called (for example) Snowdrop by Andrew - Portrait.jpg - would be (once the appropriate settings have been made) interpreted by FFPx as having the author name "Andrew", the title "Snowdrop" and the subject "Portrait".

3. From the Photo Entry online system; author and title information is associated with each image.

FFPx can be configured to use either of the first two systems, or a combination - if the image file contains the information, it is used, but if it is missing then the file name is used instead. Competitions created using Photo Entry will always use the information provided by Photo Entry.

You configure which system you want to use by selecting the More button on the **Obtaining Image Information** panel from the **Settings** tab on the ribbon.

Technical Background - EXIF, XMP and IPTC

EXIF, XMP and IPTC are systems for storing metadata as part of an image file.

EXIF is an acronym for Exchangeable Image File Format (well nearly!) and is a widely supported standard for storing information in image files. Most digital cameras store detailed shooting information within the image using EXIF. As well as shooting information, it is possible to store a range of extra information; for our purposes the author, title and subject are the most useful. Also, some DSLRs allow you to set the author name automatically.

XMP is an equally dodgy acronym for Extensible Metadata Platform. XMP was developed by Adobe and, as the name implies, is easier to extend than EXIF. To get slightly technical, XMP uses a description language called XML which is a highly flexible and, as the name implies, extendible information storage system; all the versions of Windows after XP uses XMP by preference (XP used EXIF). As with EXIF, XMP provides the facility for storing the Author, Title and Subject for an image.

IPTC is a, surprising successful, acronym for International Press Telecommunications Council. Adobe Photoshop stores metadata using both IPTC and XMP.

One complication is that an image can have any or all of EXIF, XMP and IPTC data attached so there are three places where the

Author, Title and Subject might be stored. In most cases, the information is only in one area and FFPx will use whichever area has the information set. If there are images with different metadata in the different areas then there is an **Ambiguous Metadata** dialog which makes it possible to decide which to prefer for particular images.

Viewing and Setting with Windows 7

Windows 7 made viewing and setting image metadata easier than earlier versions of Windows. To view and/or set the metadata you need to open Windows Explorer:

- Double clicking Documents will open Explorer.

- Press the Windows key (found between the Ctrl and Alt key on most keyboards) and, keeping the Windows key held down, press E to open Explorer.

- With Windows 7, you can right click the Start button and choose **Open Windows Explorer** from the menu that appears.

Now you can navigate to the folder which contains images and click an image; the metadata appears at the base of the Explorer window:
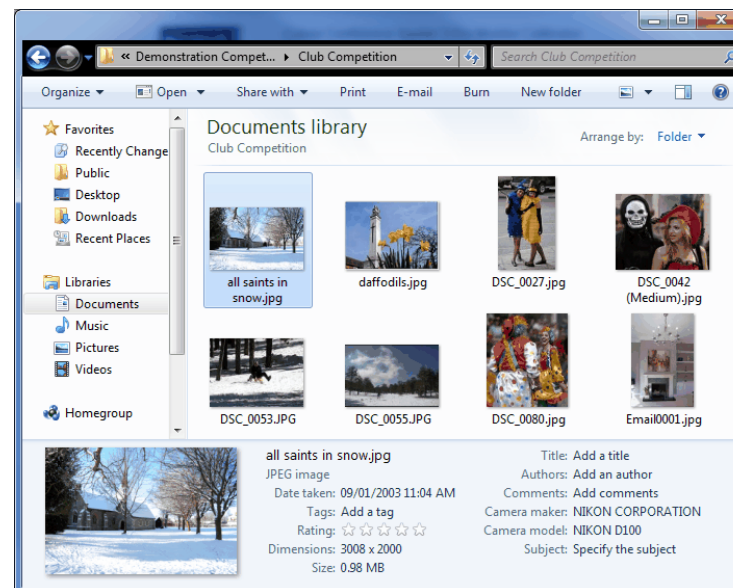
You can set the Author, Title or Subject by clicking the appropriate field at the base of the Explorer window (the area is called the **Details** pane). For example, the metadata below has been set with the Author as Andrew, Title as All Saint's in the Snow and the Subject as Landscape:
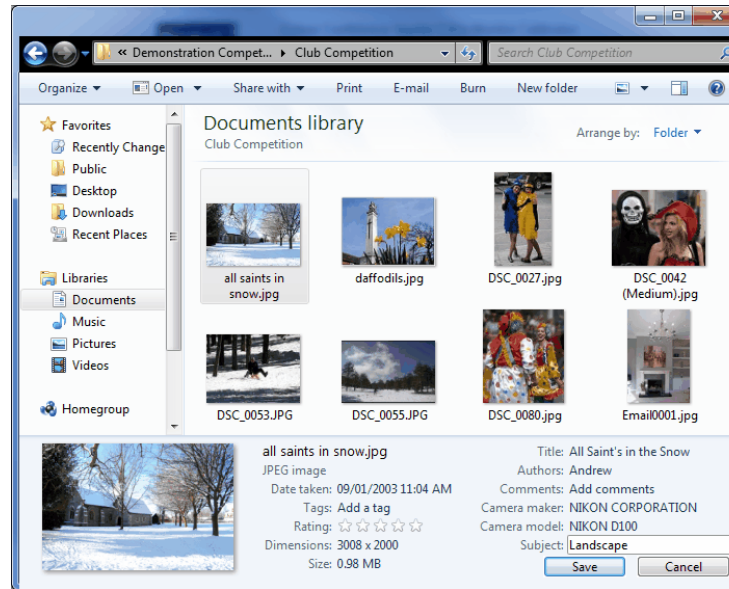
Note that a **Save** button has appeared; to set the metadata, the **Save** button must be clicked - that will set the metadata for the selected image.

If the **Details** pane isn't visible, then you need to turn it on - in the **Organize** drop down, there is a **Layout** submenu that should allow you to turn on the **Details** pane.

Multiple Images

You can set metadata for multiple images; for example, you can set the author fields for all the images in a folder by selecting all the images and setting the Author metadata - clicking **Save** will set all the images to have that Author.

Viewing and Settings with Windows 8 and later

Windows 8's version of Explorer has changed to use the ribbon style interface. There are several ways to open Explorer; two

common ways are:

- Click the Folders icon in the Windows taskbar - 📁,

- Hold down the Windows key (between the Ctrl and Alt keys on most keyboards) and at the same time press the "E" key.

Once Explorer opens, you can navigate to the folder containing your images.
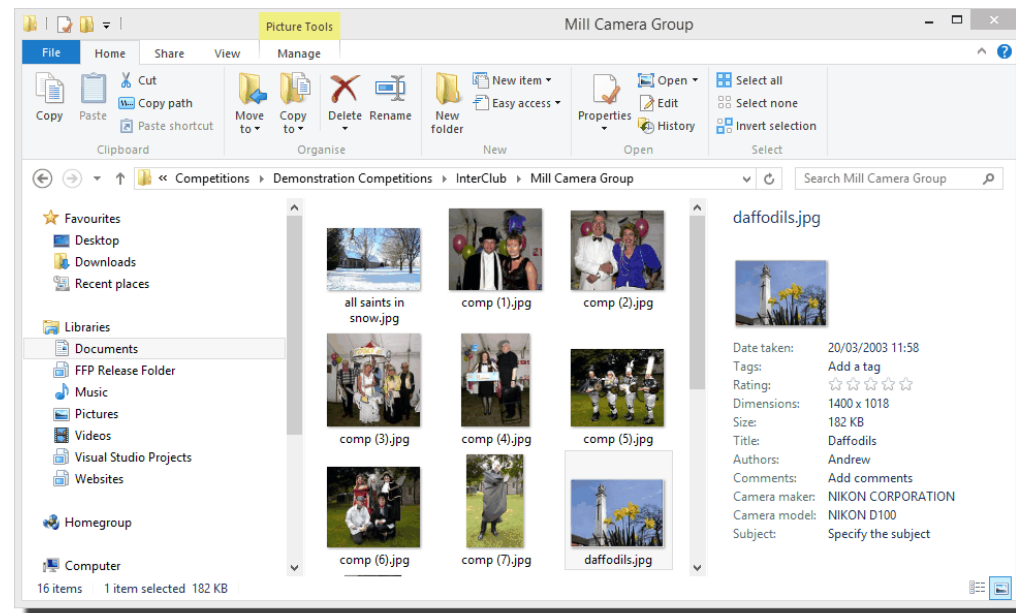
As you can see, the image metadata appears in the Details pane alongside the images when you click on an image. If you can't see the Details pane, then select the View tab on the ribbon and make sure the Details pane is selected:
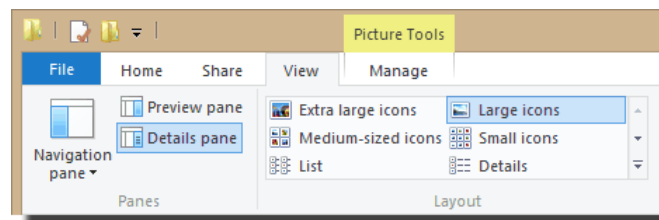
You can set the metadata by typing into the appropriate field in the Details pane; for example, to set the Title, click alongside the **Title:** field in the details pane and type the title you want. When you click the field, a **Save** button will appear which you can click to save the changes to the metadata.

Multiple Images

You can set metadata for multiple images; for example, you can set the author fields for all the images in a folder by selecting all the images and setting the Author metadata - clicking **Save** will set all the images to have that Author.

Setting on the Macintosh

Setting image metadata with the Macintosh is not easy. It is *possible* to set the EXIF information using the **sips** tool in the command window. To access the command window, you use the **Terminal** program - under **Applications/Utilities**.

Although it's possible with **sips**, it isn't recommended. There are easier ways:

Use the File Name

Probably the easiest way for Macintosh users is to use the file name to hold the author/title/subject information; this is described in more detail .

Use Photoshop

Most photographers will be using Photoshop (or a similar image manipulation package). The procedure for setting metadata with Photoshop is described .

Use XnView

XnView is a utility program which is available for MacOS, Windows and Linux. Although it's mainly intended for viewing information about images, it is possible to set metadata, in particular the Author and Title.

You can download XnView from the www.xnview.com website. Once installed on your Mac, run the program and you can navigate to your images. Select the image you want to change and from the **Edit** menu select the **Metadata...** submenu and then **Edit IPTC data...**.

The **Edit IPTC Dialog** appears (the examples below are from the Windows version):
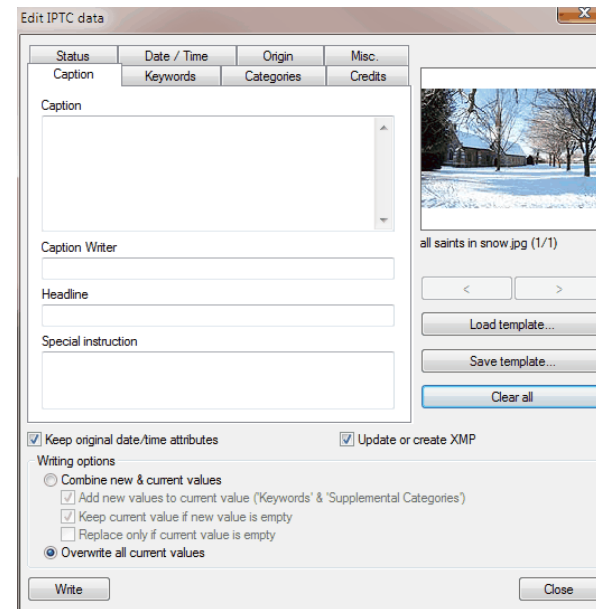
The *Caption* area on the dialog corresponds to "Title", so enter the title for your image there. To set the Author name, select the **Credits** tab:
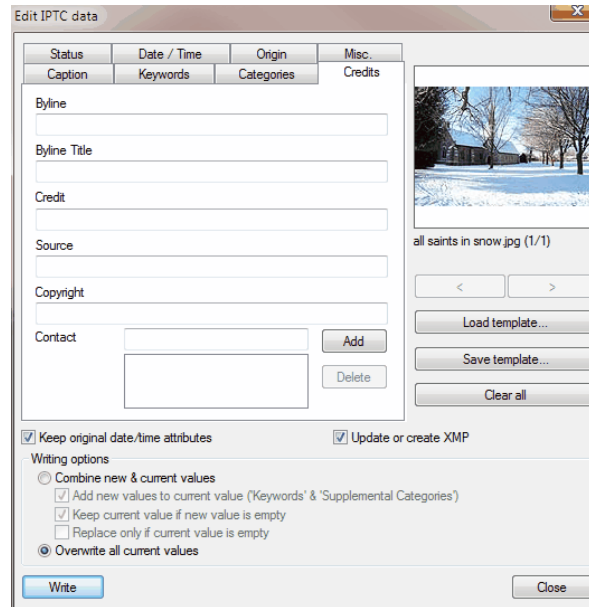
The *Byline* area corresponds to the Author name; enter your name in the Byline area to set the Author name.

Click **Write** to update the metadata for the image.

One restriction of XnView is that it can't set the "Subject" field for an image.

Use Online Entry Systems
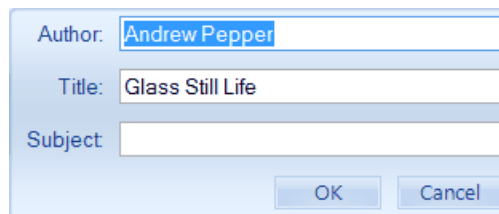
Any computer that has access to the Internet with a browser can be used with the FFPx Online Entry System[103] or the Photo Entry[104] system.

Metadata Within FFPx

To examine the metadata associated with the current image with FFPx, click the More button on the **Author's Name** status panel:
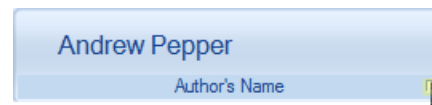
This will open the **metadata** dialog:

Author:	Andrew Pepper
Title:	Glass Still Life
Subject:	

OK   Cancel

You can set the metadata values of Author, Title and/or Subject using the **metadata** dialog, note that if the image file is read-only you will not be able change the metadata and that FFPx will only change the EXIF area of an image.

Setting Metadata with Photoshop

Adobe Photoshop uses both the IPTC and XMP areas for metadata and you can set the XMP/IPTC metadata for an image with Adobe Photoshop (using the **File Info...** option from the **File** menu). However, for historical reasons, the names used by Adobe for fields are different from those used by Microsoft for the same fields; the following table shows the how the names are used:

Windows name	Adobe Photoshop Name
Authors	Author
Title	Document Title
Subject	Description

FFPx uses the author, title and subject information in several ways:

- When scoring a competition, the Author field must be correctly set if the scoring scheme is adding together the scores per author.

- When printing out a score sheet, the author, title and subject can be shown for each image.

- You can tick the show author and/or show titles options and FFPx will briefly show the author or title on the projected image.

- When using the Knockout competition, FFPx will try and avoid having two images by the same author in the same round.

- The Subject field is used for competitions where there is a mix of set-subjects and open images; the score Report Summary dialog allows you to <u>score only the images with a particular subject</u>[202] or break down the score by subject.

Setting How FFPx Obtains Metadata

To change how FFPx obtains metadata, select the More button from the **Obtaining Image Information** panel on the Settings tab of the ribbon; the **Image Information** dialog will appear:
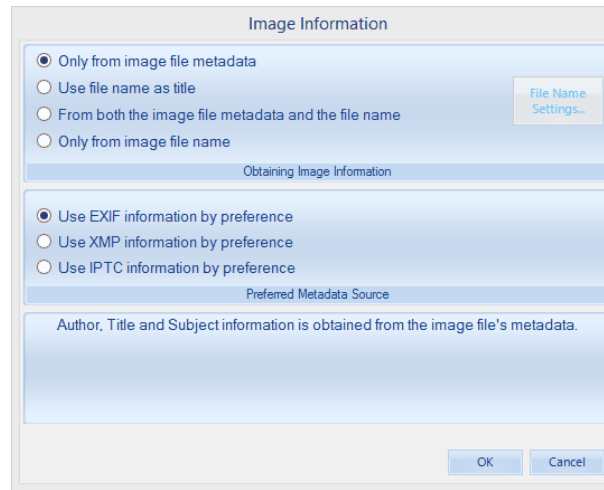
At the top of the dialog, you set how FFPx obtains information; going through these options briefly:

Only from image file metadata

With this option, FFPx looks in the file for the metadata information - the file name is ignored.

Use file name as title

A useful compromise is to use the file name as the title; as we've seen, it's possible to set the author name for multiple images - so if a club member sends you a set of images without the metadata set, it's quick to set the author name on all of them. However, it's time consuming to set the title for each individual image. If you (or your club's projectionist) don't mind setting the author name, then you could request members to make the image file name the title.

With the **Use file name as title** option checked, FFPx will look for an image title in the metadata, if none is present the image file name is examined - FFPx tries to ignore images that are actually file names generated by popular camera manufacturers; so image files who's names start with "_DSC" or "_IMG" will be ignored as these are unlikely to be the titles. Assuming the image file name

isn't recognised as being a camera generated one, the file name is used as the title.

Although using the file name as a title can make your club's members' lives easier, there are some restrictions. There are some characters that can't be used as part of the file name - you can't use any of the following:

Character Name	Character
Double Quotes	"
Less than sign	<
Greater than sign	>
Vertical bar	|
Colon	:
Asterisk	*
Question mark	?

From both the image file metadata and the file name

With this option selected, FFPx looks in the image file for metadata, if there's none there then it can try and interpret the file's name - the way the file name is interpreted is described in detail below.

Only from the image file name

FFPx can use the image file name to store the author, title and/or subject information. To set this up, you enter an example file name and the resulting author, title and subject that would be produced by that file name. Once you've done that, assuming that members use the correct format for their file names, FFPx should be able to deduce the author, title and/or subject automatically.

There are a couple of restrictions in using the file name; apart from not being allowed the "forbidden" characters - listed above, you also need to avoid "ambiguous" schemes; for example - suppose your example file is **Sunny by Andrew.jpg** - the title is "Sunny" and author, "Andrew". This looks fairly safe until Fred wants to use the title "Side by side" - the resulting filename is **Side by side by Fred.jpg** - so FFPx has to decide whether the title is "Side" and the author is "side by Fred" or the title is "Side by side" and the author is "Fred".

You can avoid this kind of problem by using "unusual" characters; for example, curly brackets don't usually occur in titles, so you could use a file name format such as **{Side by side} Fred.jpg**; now members can use, more or less, anything they like as a title.

However, balanced against this is trying to keep things as simple as possible for members.

Setting up FFPx to use the File Name

Before you set up FFPx, you should decide what format you're going to use for file names; for this example, we'll use the format:

title -- author.jpg

So a valid file name would be **Kingfisher -- Andrew.jpg**, note that I've used two dash characters ('--') as this is unlikely to occur in titles.

To set up FFPx to use the file name, select the More button from the **Obtaining Image Information** panel on the Settings tab of the ribbon. The Image Information dialog will appear:
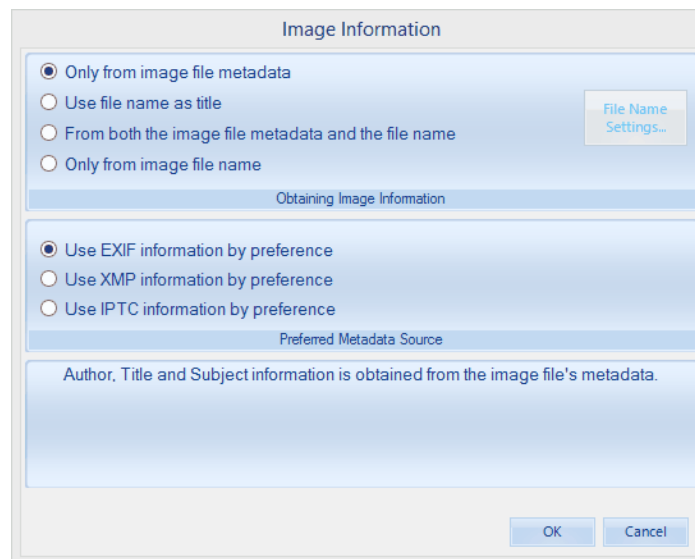
Before you can set up how the file name is formatted, you need to set the Obtaining Image Information option to either **From both the image file metadata and the file name** or **Only from image file name**. For this example, we select **From both the image file metadata and the file name** as it's the most commonly used option.

Now you can click the **File Name Settings…** button; the **Use File Names for Metadata** dialog appears:

Enter an example file name into **The Sample file name** text box; we'll use the example from above:

Under the Sample File name area, there is an **Ignore camera generated file names** option. If this is checked (the default) then FFPx will ignore file names that are generated by the popular cameras.

Enter the author and title that this file would generate into the appropriate areas:

Note that there is a "Conversion template" that is being displayed; this shows how the sample file name is being interpreted.

Once you've entered the author and title, you can click **OK** and the settings are saved. Now if you load images with the appropriately formatted file names, you should see the author and title information for each image:

Number	Status	Thumb	Filename	Author	Title	Score
1			All Saints -- Fred.jpg	Fred	All Saints	-
2			Bad Date Night -- Jill.jpg	Jill	Bad Date N...	-
3			Carnival -- Jill.jpg	Jill	Carnival	-
4			Daffodils -- John.jpg	John	Daffodils	-
5			Flappers -- Andrew.jpg	Andrew	Flappers	-
6			Snow -- John.JPG	John	Snow	-
7			Snow scape -- Andrew.JPG	Andrew	Snow sc...	-

Setting the Subject

If you're competition needs the subject set, then the procedure for the file name is very similar to the example above for an image with author and title:

For the example, the subject (Portrait) has been added to the file name and to the Subject field.

Numbers in File Names

If your club uses numbers in file names - for example, to indicate a priority for each image, or the number of the competition - then you should put a number in the sample file. For example, if your camera club has a file format such as **Title_Author_Subject_Priority.jpg**, so that **Andrew_Kingfisher_Wildlife_2.jpg** might be a valid file, the dialog would look like this:

The "2" in the sample file has been replaced by "[NN]" in the Conversion Template; when FFPx loads image files, it will ignore numbers in that position of the file name.

Which is Best?

As you have probably noticed, there are often several ways to do something with a computer, but there is rarely a "best" way. For regular competitions, some clubs prefer the online entering system, some insist their members set the metadata correctly and email the entries to the projectionist, some use the file name system and, doubtless, some use a mixture of all systems.

For smaller clubs, with a few members bringing memory sticks containing images "on the evening", using the folder name as the author name is quite convenient - the projectionist creates a folder for each member and copies their images into the appropriate folder, FFPx can then load all the folders in one go and use the folder name as author.

During the "learning" phase of switching to digital competitions, using the file name as the title is quite a good compromise; some users will set the metadata correctly, others will struggle, but happily set the file name as the title - the projectionist has to manually set the author name for those images.

For most clubs, I'd recommend the combination of systems - obtaining the information from both the image metadata or (if that is absent) the file name; it makes life much easier for members who use Mac computers. There are two drawbacks with only using

the file name: Firstly, because some characters are "illegal" for file names, these characters can't be used for image titles - for example, you can't use question marks.

Secondly, if the members have misnamed their images (perish the thought!), then correcting the file names is more difficult than correcting the file metadata; that's because it's possible to set the author name in the metadata for several images in a single operation, with the file name, you would have to rename each file individually.

Preferred Metadata Source

Under the obtaining image information panel, there's a panel for setting the preferred metadata source. As you'll recall, there are three places that metadata can be stored in the image file and FFPx looks in all of them. If there's metadata in more than one place, and it differs, then you can select which source FFPx should "prefer". FFPx will warn you about this "ambiguous metadata"; there's more about that <u>here</u> [98] .

Using the Folder Name

There is another way of setting either the author name or subject for images; FFPx can use the folder name as the author or subject. This system is useful for small groups of people, but is difficult to manage with larger numbers. This is described in more detail <u>here</u> [100] .

2.4.13 Ambiguous metadata

Occasionally images have ambiguous metadata. As explained in the <u>Image Information</u> [82] section, there are three areas which can be used to store metadata. FFPx examines all three areas when a sequence is loaded and if the areas contain ambiguous information about the image, the problem is flagged with the message:

> Some of the images have ambiguous author, title or subject information.
> Right click any image and select 'Ambiguous Metadata' to see these images.
>
> OK
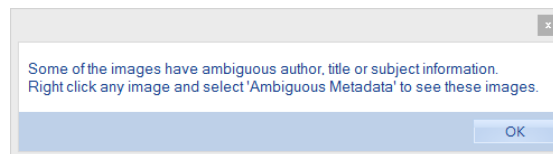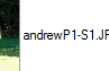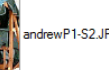
For example, if an image has "Andrew Pepper" in the EXIF area and "Andy Pepper" in the XMP area, then the author name is ambiguous - the scoring system built into FFPx assumes that the same author name is used for all images by that author.

To correct the ambiguous metadata, *right* click any image and select the **Ambiguous Metadata...** option from the context menu that appears. The **Ambiguous Metadata** dialog will appear:
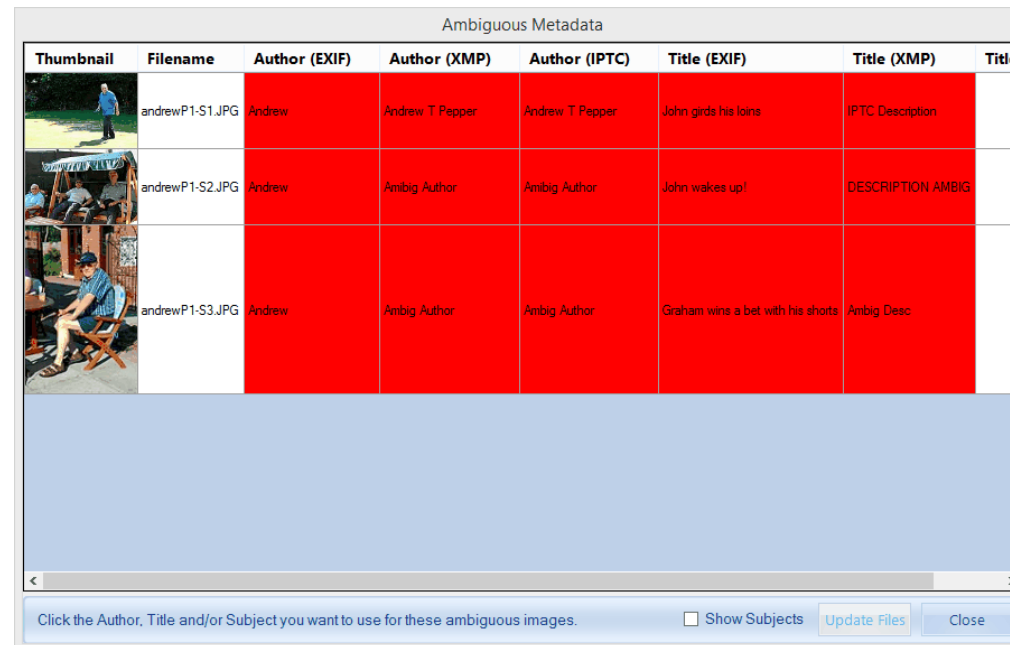
The particular sequence has three problem images; the first image has two author names available; "Andrew" or "Andrew T Pepper" and two titles: "John girds his loins" and "AMBIG DESC" - the other two images also have ambiguous author/title information.

To resolve the problem, click on the "correct" information - as the field is corrected, FFPx will change the colour of the field from red to green. After correction, the dialog looks like this:

To permanently "fix" the problem, you can click the **Update Files** button - this removes the ambiguous data, just leaving the "correct" metadata. As FFPx has to modify the image files to do this, it's recommended that you do this to copies of the images.

If you click the **Close** button without performing the update files function, then the preferred metadata will only be remembered whilst FFPx is running.

The **Show Subjects** option selects whether the subject field is to be shown; many competitions do not use the subject field so you may not care if the subject field is ambiguous.

2.4.14 Using the Folder Name As Author or Subject

As an alternative to using the image metadata[81], you can use the image folder name to hold the author or subject information. This makes life easier for club members as they don't have to set the metadata, but makes your life more complicated as you will have to place images into appropriate folders - one folder per author.

As an example, we'll use the folder name for the author; a sample directory (FolderAsAuthor) has been set-up like this:
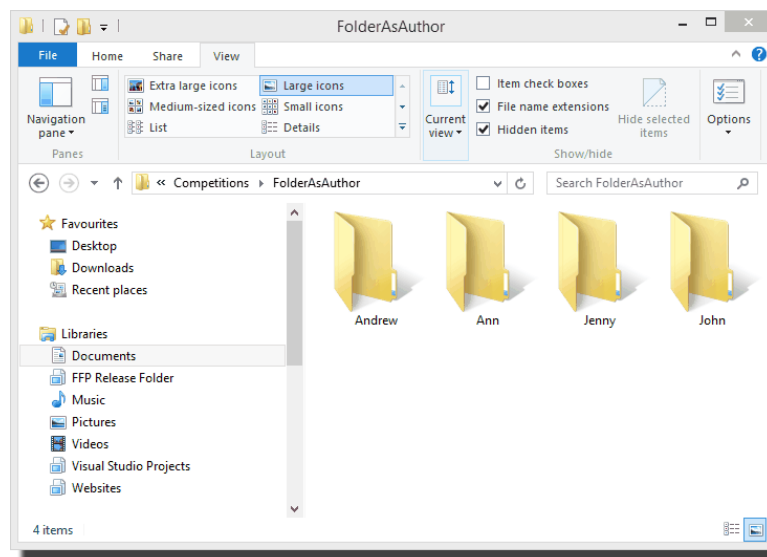
Each club member has their own folder to hold their images; this is why it's more labour intensive for you as you have to create a folder for each member and copy the appropriate images into each folder.

With the folders set-up, we start FFPx and load the images from these folders; the easiest way is to use the **Add Folder of Images** option and make sure the **Load subfolders** option is selected.

Once the images are loaded, the **Folder as Author** button is clicked on the **Obtaining Image Information** panel on the **Settings** tab of the ribbon and the **Override image metadata** is also selected:

FFPx uses the parent folder for each image as the author name; the detailed view looks like this:

Number	Status	Thumb	Author	Title	Score
1			Andrew	Stock War Memorial with D...	-
2			Andrew		-
3			Andrew		-
4			Ann	Wood Anemonies, Swan Wood	-
5			Ann	Merecats	-
6			Ann	Contentment	-
7			Jenny	Glass Still Life	-
8			Jenny	Rhea	-
9			John	St Katherine's Dock	-
10			John	Greek Recession	-

Using the Folder Name as Subject

Probably of more practical use is the facility to use the folder name as subject; there are usually only a few subjects in a competition. The procedure is identical to that for using the folder as author name except you select the **Folder as subject** option from the **Obtaining Image Information** panel.

If the image already has an Author or Subject

One minor complication is that some images may have an author name or subject set already. That's why we selected the **Override image metadata** option; that forces FFPx to use the folder name by preference.

Saving Preferences

When you save a sequence, FFPx will include whether to use the folder name as author or subject and whether you want to overwrite existing metadata.

2.4.15 Entering Images Online

Registered users of Film Free Projection can make use of the FFPx Online Entry System. The detailed instructions for setting up and using the online are on the www.filmfreeprojection.co.uk website.

Using the online system is a three phase process; firstly, the club projectionist (probably you) defines some information about your club:

- Club name,

- email address for entries,

- club website address,

- projector resolution,

- foreground and background colours for the club website,

- the preferred font for the club website.

Next, you need to define the competitions that you hold. For each competition you define:

- The competition name,

- whether the competition is panel based,

- the number of panels per author,

- the number of images per author or panel,

- whether the images are titled.

Optionally, you can define a competition calendar, which sets the closing date for each competition and, for set subject competitions you can define the possible subjects.

Once this information is defined, a URL is provided which gives a link to an online entry page which will be customised for your club. Club members will need to register with the online system, but once they are registered they can upload images from their PC, Mac or Linux system. The online system will set the author name automatically and makes it easy to set the title and subject.

Also, the online system resizes images to fit the club projector's resolution. Finally, a single click will email the images to the projectionist.

Using Photo Entry

Photo Entry is a third party online entry system designed for camera clubs to manage their competitions. Photo Entry has several useful features:

- A database of competitions is maintained, so you can go back to any competition to see the entries and scores.

- Photo Entry can calculate an end of season result for a competition.

- Setting the author name is automatic and, therefore, consistent.

- Photo Entry provides a simple way for adminstrators to manage users including a useful "impersonate user" option to allow administrators to enter images on the behalf of users who don't have access to a computer.

Configuring FFPx to use Photo Entry

Before FFPx can be used to load Photo Entry competitions, you need to configure an administrator id and password into the FFPx. From the **Settings** tab, select **FFPx Settings** and click the Photo Entry settings option:
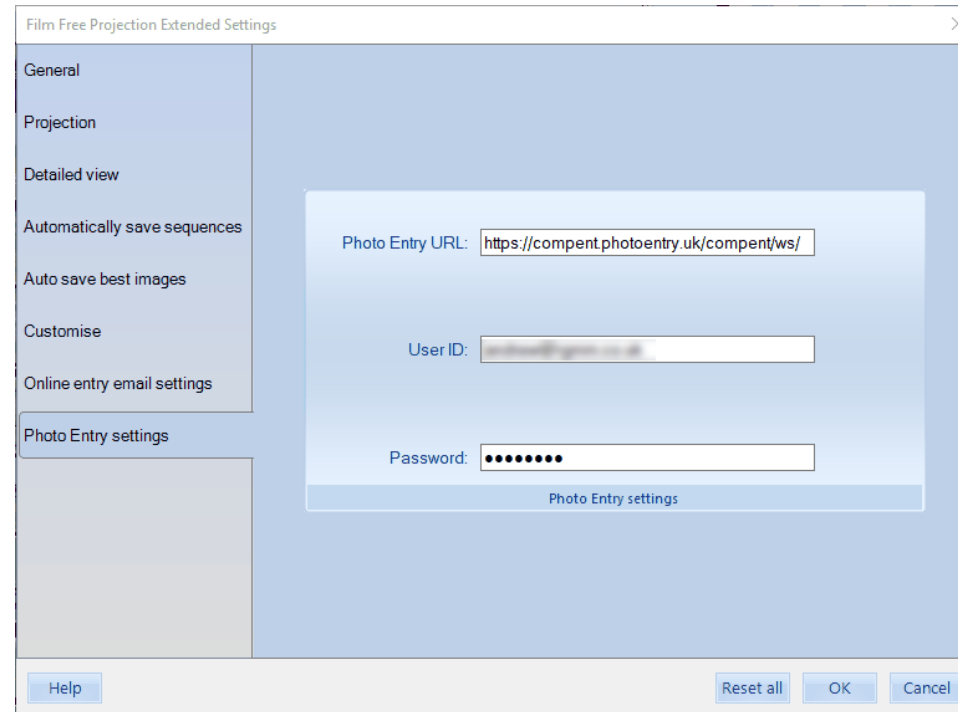
The Photo Entry URL is the website address FFPx uses to connect to Photo Entry; you shouldn't change that without a very good reason.

The User ID and Password fields should be set to an administrator account for Photo Entry.

Loading a competition

Note that to load or update a competition from Photo Entry, your computer must be connected to the Internet.

Once the Photo Entry settings have been made. You can select the 📷 **Load from Photo Entry** option from the File menu. The Load competition from Photo Entry dialog will appear:
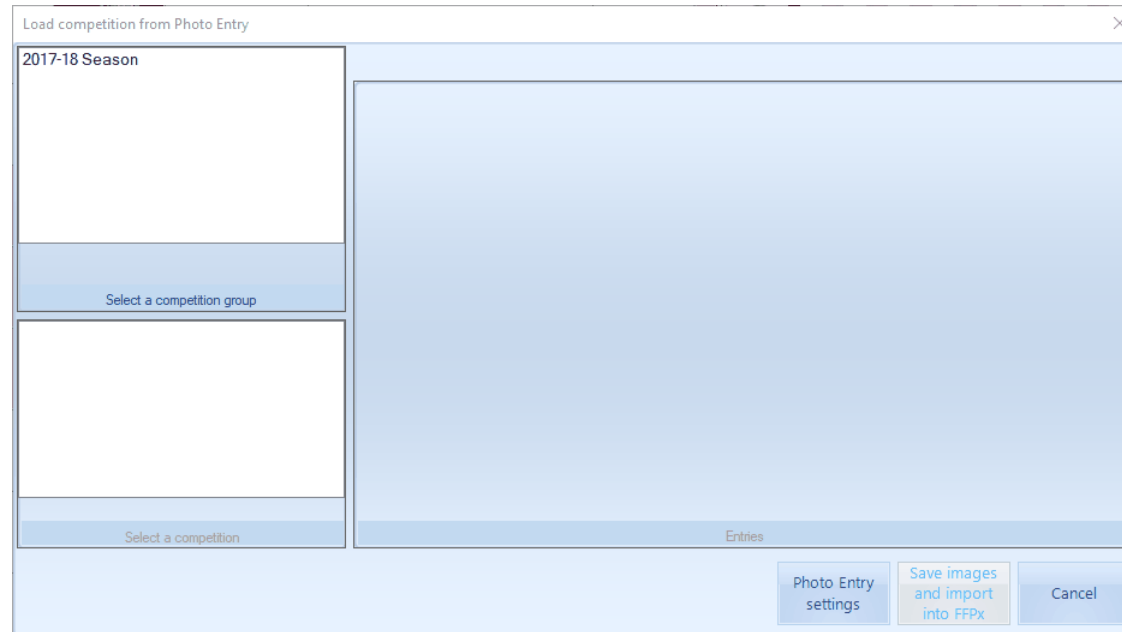
FFPx automatically loads the list of competition groups - you can see that I only have one group; "2017-18 Season". Select the group containing the competition you want to load and FFPx will load the associated competitions:
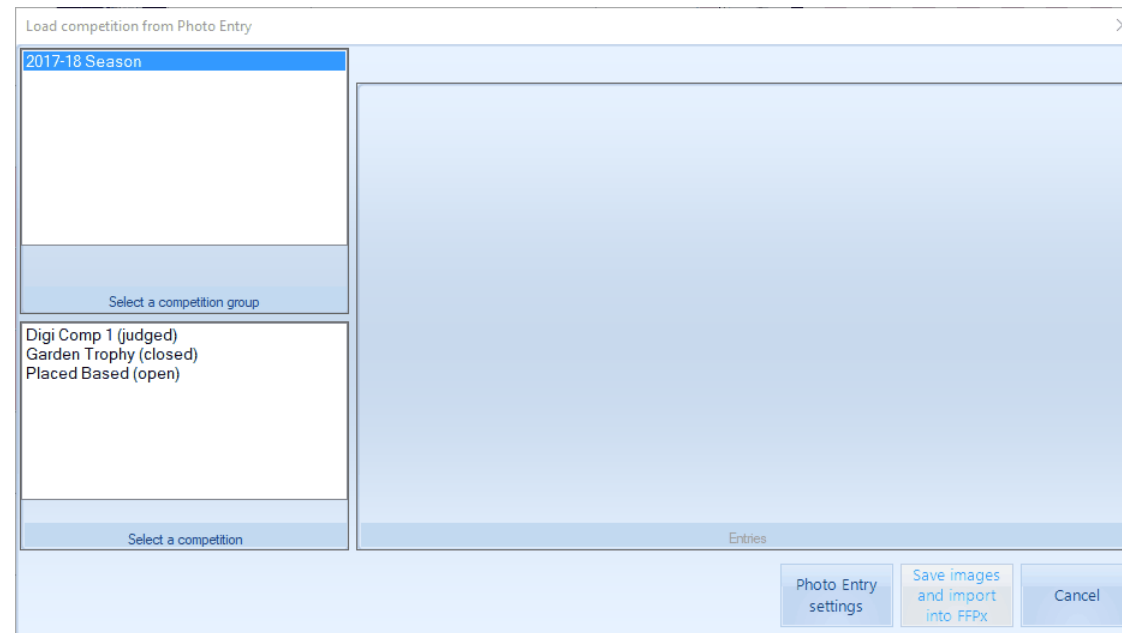
The competitions are loaded; after each competition name is the state of the competition; Photo Entry competitions are in one of 4 states:

- Future - the competition is planned but users cannot enter images

- Open - the competition is open for images

- Closed - the competition no longer accepts entries and is awaiting scores

- Judged - the competition has been judged and the images have scores

To load a competition's entries, you click on the competition. For example, if I click on the Garden Trophy competition, the entries for that competition are loaded:

 At this stage, FFPx has downloaded thumbnails for each entry so you can make sure the entries make sense; if you're happy, click the **Save images and import into FFPx** button. FFPx will ask you for a root folder for Photo Entry competitions. Note that FFPx assumes that you use a folder structure such as <root folder>/<Competition group name>/<Competition name>/

For example; if my root folder is ...**Documents/Photo Entry competitions/** then when I save the Garden Trophy entries, they will be saved in a folder called ...**Documents/Photo Entry competitions/2017-17 Season/Garden Trophy**.

Once a root folder has been set, FFPx downloads the entries and saves them, the saved images will be loaded into an FFPx tab with a title slide and closes the dialog.

You can only load closed or judged competitions into FFPx. However, you can change the state of an open competition to closed by clicking that competition. For example, the Placed Based competition above is marked as "open". If I click on it, I receive the dialog:

If I click **Yes**, FFPx will mark the competition as closed and load the associated entries.

Once a root folder has been set, the next time you load a Photo Entry competition, you'll be asked to confirm the save location:
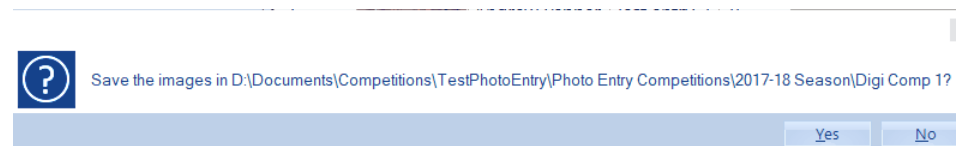
In most cases, you can click Yes to confirm the location is sensible.

Once a competition has been loaded into FFPx, it can be treated as a normal competition - with some minor restrictions:

You can't add images to the sequence from the local PC; if you did then Photo Entry wouldn't recognise the entry when you tried to save the scores.

You must use an appropriate scoring scheme; if you create a *non*-placed based competition with Photo Entry, you mustn't use a placed based scoring scheme to score it; the types must match.

Placed based competitions

Photo Entry assumes that placed based competitions have the following places:

First, second, third, highly commended, commended, selected, not selected, disqualified. FFPx maps this onto the default Placed Based settings - creating an appropriate scoring scheme if none is available. *Do not change the scoring scheme for Photo Entry placed based competitions*. FFPx assumes that the default scheme is in use.

Uploading competition scores

Once a Photo Entry based competition has been scored, you can upload those scores to the Photo Entry system. From the File Menu, select the 📷**Upload to Photo Entry** option.

If the **Upload to Photo Entry** is greyed out, this means the competition wasn't created using Photo Entry or you haven't set a scoring scheme for the competition.

Assuming all is well, upload dialog will open and the scores uploaded:

Sending scores for Garden Trophy. Upload successful.

Change competition to "judged"   Ok
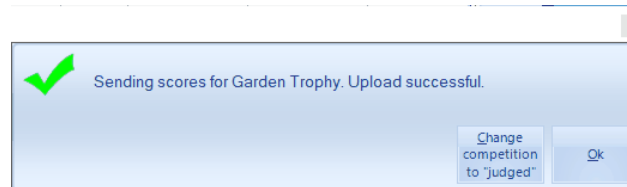
There is a **Change competition to "Judged"** button which will change the status of the competition to indicate it has been judged.

2.5   Competitions

2.5.1   Club Competition

The club competition is the default competition mode for FFPx; when you start FFPx running it will start in Club Competition mode, when you exit from any other competition mode, FFPx will return to Club Competition mode.

Club competition mode is how most competitions are run; each image is shown in turn and receives a score. At the end of the sequence, the results are calculated and displayed.

There is a walkthrough of a club competition here[286].

2.5.2   Inter Club Competition

Inter Club competitions, as its name implies, is used for competitions between clubs. In Inter Club mode, FFPx will use the folder name of images as the club name.

Inter Club mode is used for a competition between clubs held on a single evening at one club. FFPx can also be used to run Multi-Leg competitions - where the same sequence of images is scored at different clubs; this is described in the Multi-Leg[126] section.

The competition type is selected from the Competitions tab on the ribbon; Inter Club is an option on the **Simple Competitions** panel.

With Inter Club mode turned on, the use of the Load Folder of Images[22] facility is slightly different - the **Include subfolders** option is always on. In detailed view mode, a new column appears; **Club Name**.

Scoring Inter Club mode is described here[184].

2.5.3   Knock Out Competition

Knock Out mode is designed to run a knockout competition.

In a knockout competition, two images are shown simultaneously and one of these two is picked as the winner - either by a judge or by a show of hands. The winner goes through to the next round and the loser is eliminated. An example should make this

clearer:

Suppose we start with 16 images. For the first round of the knockout competition, we show 8 pairs of images. For each pair the winner is picked and goes through to the next round.

- After the first round we have 8 winning images, for the next round we show 4 pairs of images - this is the quarter final round.

- After the quarter final round, we'll end up with 4 winning images - 2 pairs, or the semi-final.

- After the semi-final we have two winning images and it is the final.

- When the final winning slide is selected, FFPx will automatically switch the projector to single image mode to display the winner.

One complication this example avoided was the situation where we don't start with a number of images such as 16, 32 or 64. If we start with a different number (19 say) then there is an elimination round to remove 3 images so we have a suitable number of images. FFPx handles this automatically.

Before each round, FFPx will shuffle the images - trying to avoid matching two slides from the same author.

To start a KnockOut competition, you click the **KnockOut** button on the toolbar or select **KnockOut** from the **Competitions** menu. Once projection is turned on, the **Start KnockOut** button is enabled and when you click that the **KnockOut** dialog is displayed:
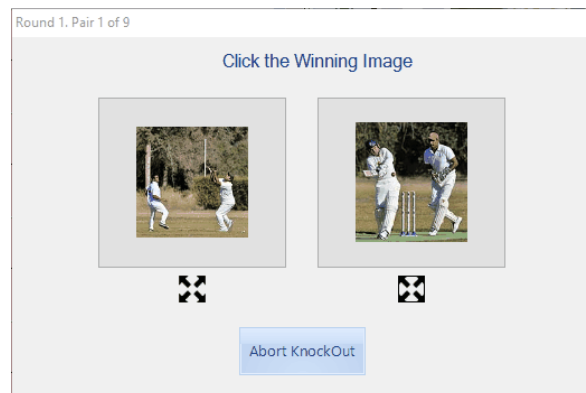
In KnockOut mode, the projector is automatically switched to dual image mode so that two images are projected simultaneously.

During the competition, the operator uses the **KnockOut** dialog to choose the winner of each round.

As the winners are selected, FFPx will display the images with the various winning slides flagged:

This gives you a chance to change the winner if the wrong button was clicked; you can *right* click an image and change the winner status:

| Insert |
| Add Comment... (C) |
| Rotate ▶ |
| Select... ▶ |
| Copy (Ctrl+C) |
| Paste (Ctrl+V) |
| Cut (Ctrl+X) |
| ✓ Knockout Winner |
| Rename Image File |
| Delete (del) |
| Text size ▶ |
| Lightbox View |
| Detailed View Settings... |
| Properties... |
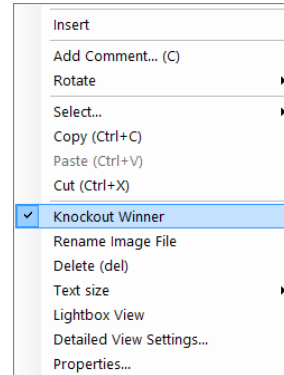
A walkthrough of a Knockout competition is .

KnockOut Projection Options

On the **FFPx Settings** 273 dialog, it is possible to choose to project the KnockOut Round and KnockOut progress; if the former is turned on, then the Round will be projected (for example, Elimination Round or Semi-Final).

If KnockOut progress projection is turned on, then a progress bar will be displayed whilst the losing images are removed and the remaining images are being shuffled - if there are a large number of images then it may take a few seconds so it reassures the audience that all is well to see the progress bar.

2.5.4   Mix & Match Competition

"Mix & Match" is a competition commonly held in camera clubs. Back in the days of film slides(!), teams each brought a fixed number of slides, say 60. There was one conventional slide projector per team. The competition proceeded in a series of rounds; for a round a team put up a slide in one projector. The other teams tried to match that image; produce an image that looks similar. A judge then decided which, if any, slides match and, optionally, which was the "best" of the images.

Mix & Match with a Single Laptop/Projector

FFPx provides a way to run a mix & match competition with a single laptop and digital projector for up to four teams.

Before starting FFPx, each team's images should be placed into folders - one for each team. For the sake of fairness all teams

should have the same number of images - although this isn't enforced by FFPx.

Once the folders are ready, start FFPx as normal and from the **Competitions** tab select **Mix & Match**. The **Mix & Match Setup** dialog will be shown:
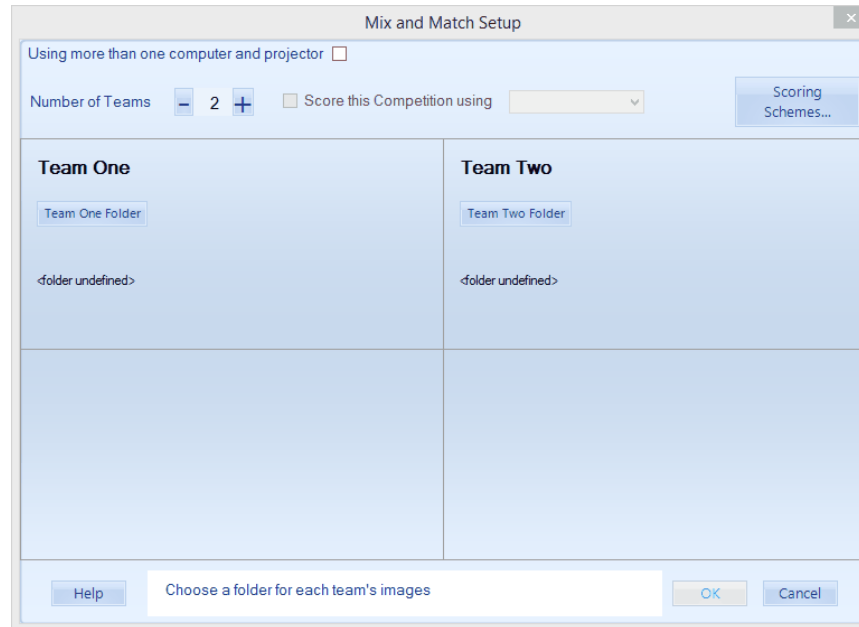
Make sure that the **Using more than one computer and projector** option is *not* checked.

Note that Team One always starts, so you should decide before completing the dialog box who is going to be first up.

Going through the dialog:

Number of Teams

This is the number of teams competing in the Mix & Match. If you increase the number then the dialog display will automatically adjust the number of team setting areas.

Score Checkbox

If the **Score this Competition using** checkbox is checked, then you can select a scoring scheme from the associated dropdown to score the Mix & Match competition with FFPx. The dropdown will only contain valid scoring schemes; ie those that have been defined as Mix & Match scoring schemes.

Scoring Schemes...

Clicking the **Scoring Schemes...** button will open the [scoring schemes dialog](#)157. This allows you to add or change the existing scoring schemes to make them suit the current competition.

Team Setting Area

The major part of the dialog is split into up to four Team Setting areas. The **Name** text box contains the name of the team; the **Folder** button name will change to reflect the name set in this text box. The **Folder** button will open a folder selection dialog and allow you to select the folder for that team's images.

Help

The **Help** button will open the **Help** dialog for the Mix & Match competition.

Status Information

Alongside the **Help** button is a status panel; this shows hints about completing the dialog.

Below we show a completed form for a two team competition (Ladies v. Gentlemen) using a Mix & Match scoring scheme:
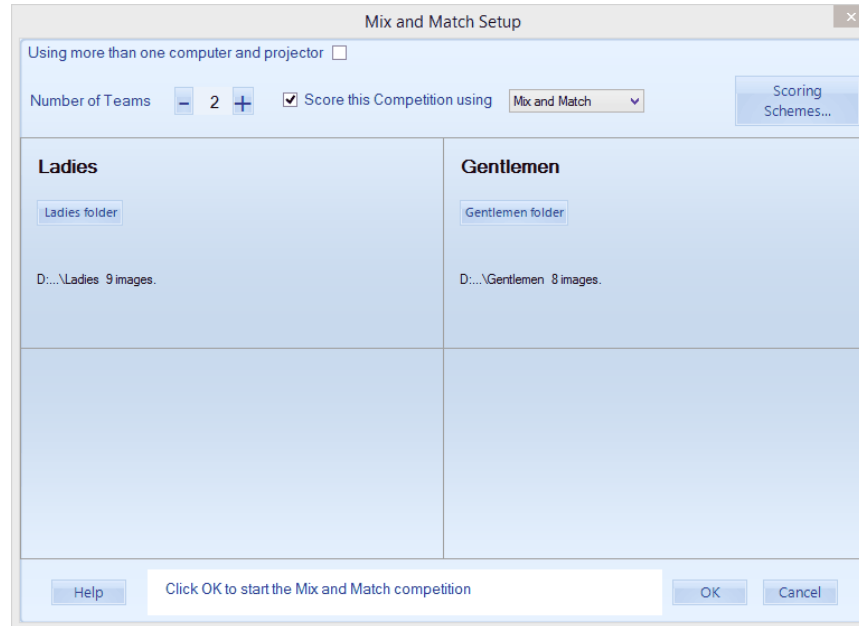
Click **OK** and FFPx will confirm the scoring scheme being used for the competition and load the image files. The lightbox view will automatically be selected, a **Mix and Match** tab on the ribbon will appear and be selected and the first team's images (in the above example, the Ladies' images) will be shown:
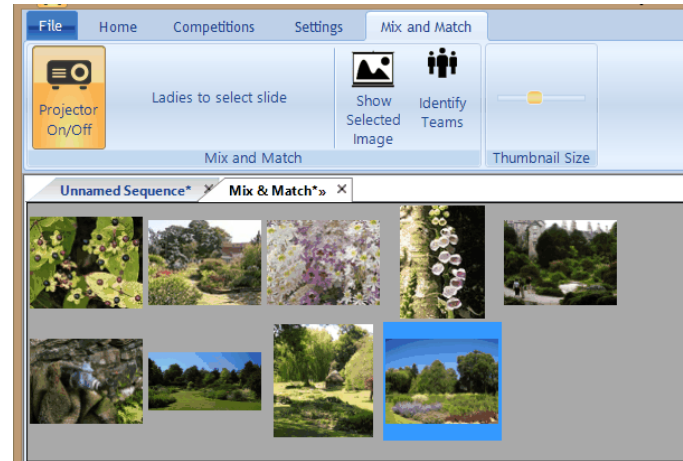
You may need to click the **Projector On/Off** button to turn on the projector.

The Mix and Match panel on the ribbon will remind you about who should be selecting images; in the above example, the Ladies are to select a slide.

The **Identify Teams** button is used to show which area of the projected screen "belongs" to which team; if the button is clicked with the example above, then the projected image will look like this:

Click the **Identify Teams** button again to remove the identifying labels.

The Ladies team representatives now select a slide - clicking the one they want displayed. The representatives should be asked to step away from the laptop once their selection has been made.

Next the operator clicks the **Show Selected Image** button; the Ladies' slide is projected:
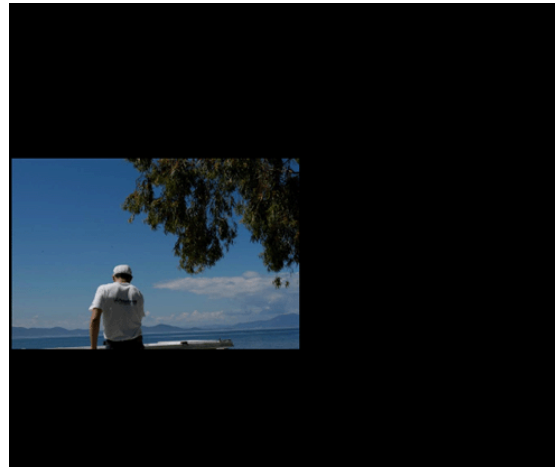
The gentlemen's representatives now step up and select what they hopes is a matching image, again the operator click the **Show Selected Image** button and the "matching" image is shown alongside the ladies:

The judge can now decide if the images match, and which is best. Whilst this delicate decision is being made (and assuming you are scoring the competition using FFP), FFPx produces a message box:
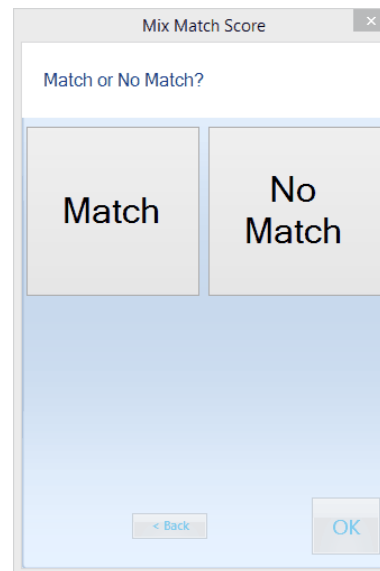
Once the judge has made a decision, click **Match** or **No Match** as appropriate. If the scoring scheme in use has the score for "Best" image selected, then you will be asked a second question:
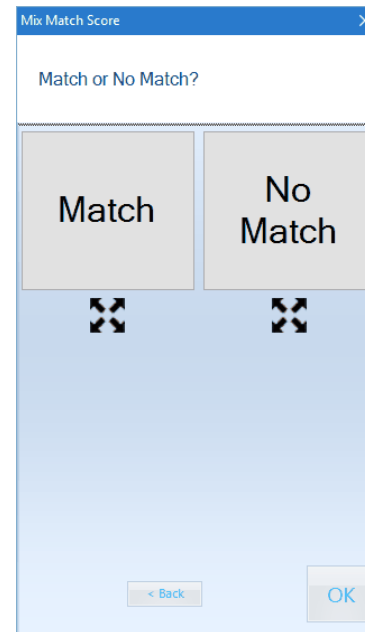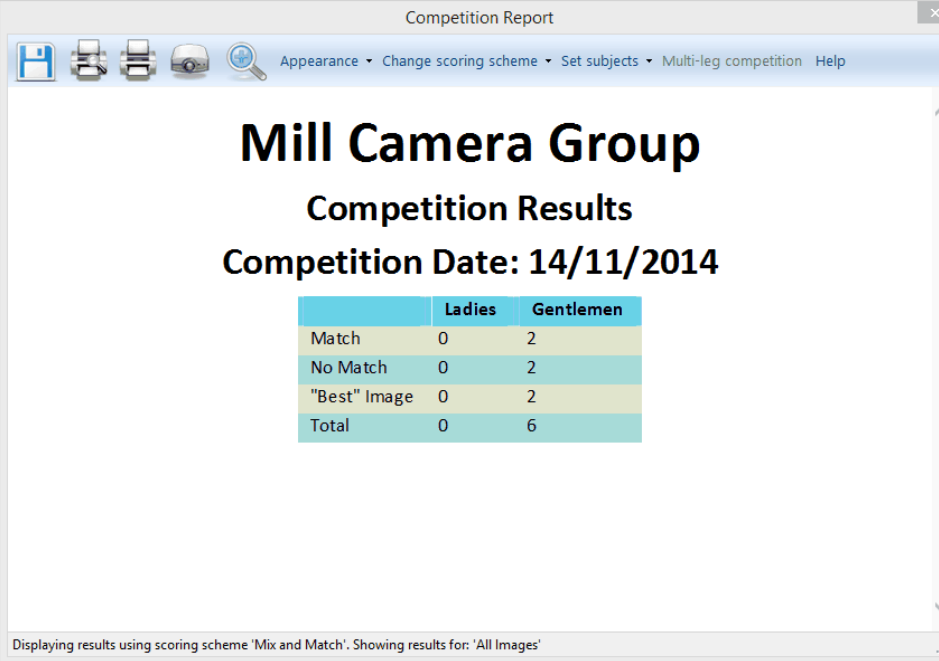
If you make a mistake and click the wrong button then you can click the **< Back** button to return to the Match/No Match option. Assuming all is well; click the "best" image.

As before, you can click the **< Back** button to return to the previous question, but if no mistake has been made, click the **OK** button to complete the scoring; the projected images will be blanked and, this time, it will the Gentlemen's turn to choose an image.

Showing the Score

In between rounds, you can display the scores by selecting the **Show Results** option from the More button menu on the **Scoring Scheme** status panel. For example:

The competition can stop at any point; you shouldn't feel obliged to show all the images! All teams will have had the same number of goes whenever team one is invited to select a slide, so that is a fair place to stop. If there are no more images to be shown then FFPx will produce a message box saying there are no more slides in the competition and automatically turn off the projected image.

Mix & Match with Three or Four Teams

Mix & Match is scored differently if there are more than two teams. For example, with three teams, instead of being asked **Match** or **No Match**, you are shown the contending images with a **No Match** option:
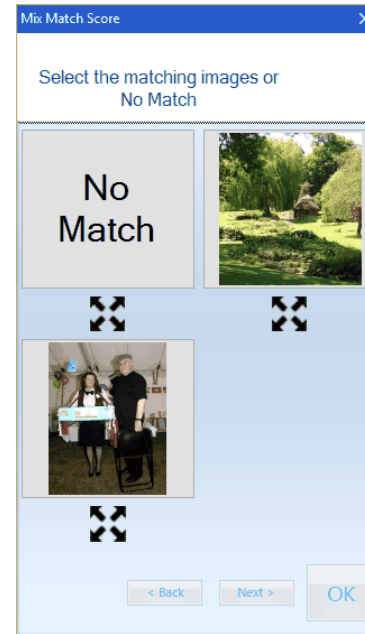
If any of the images match, you click their button; FFPx will place a Matched label across the matching images. You can "unmatch" an image by clicking its button again. You can mark any number of images as Matched; if no images match then click the **No Match** button. Once the Matching/Unmatching is completed, you should click **Next >** to move to the Best Image dialog (if the best image is to be scored) or to blank the screen.

Mix & Match Time Limit

One option on the Mix & Match scoring scheme 190 is to impose a time limit on matching images. If a time limit is set then when a team has to match an image a stopwatch style countdown is shown at the top of the screen:
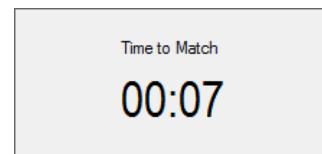
An option on the FFPx Settings dialog 270 is to have sound effects on the Mix & Match timer. If this option is on then, for the last ten

seconds, FFPx will add a "beep" to the stopwatch.

If no image is selected before the timer runs out, then that team will automatically "lose" the round - not matching and not getting best image.

Mix & Match without a Scoring Scheme

If you leave the **Score the competition using** checkbox unchecked, then FFPx will run the Mix & Match competition but without scoring; at the end of each round, you will be prompted to blank the screen ready for the next round:
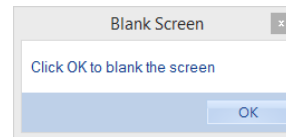
Projection Options

If **Project Score** is turned on in the <u>FFPx Settings</u>273 dialog, then FFPx will superimpose No Match/Match and Best as appropriate on each projected image.

There is a walkthrough of a Mix and Match competition <u>here</u>300.

Mix & Match With Multiple Laptops/Projectors

If your club has more than one projector, laptop and screen then you can run multiple copies of FFPx with each team uses a single folder of images on their laptop; click the **Mix & Match...** button to open the Mix & Match dialog and make sure the **Using more than one computer and projector** option is checked. The dialog will change to let you set a single folder for this team's images (in this example, the ladies have configured their folder):
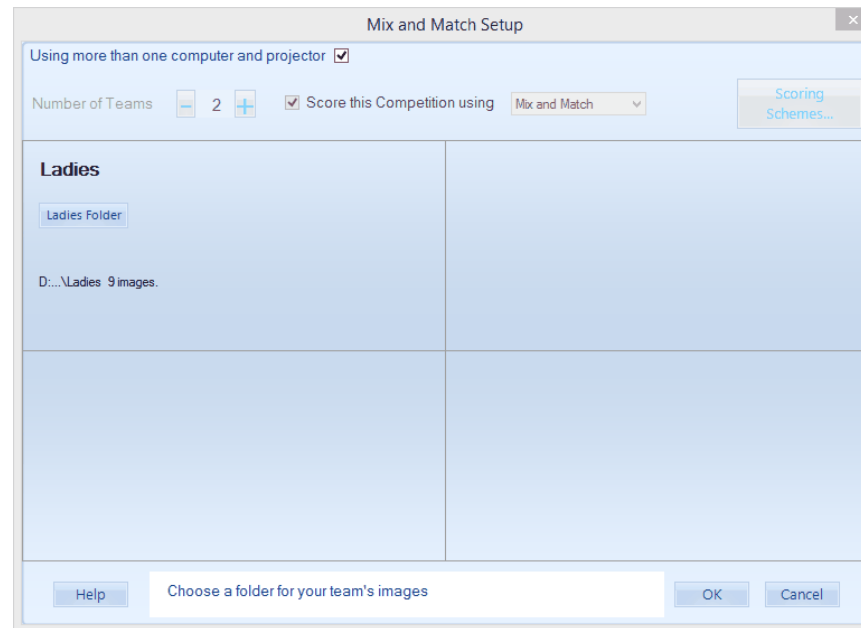
Note that you cannot use FFPx to score the competition if there are multiple laptops/projectors in use.

Once you've selected the folder containing the images, you can click OK to start the competition. The images will be loaded and the lightbox view mode selected automatically:
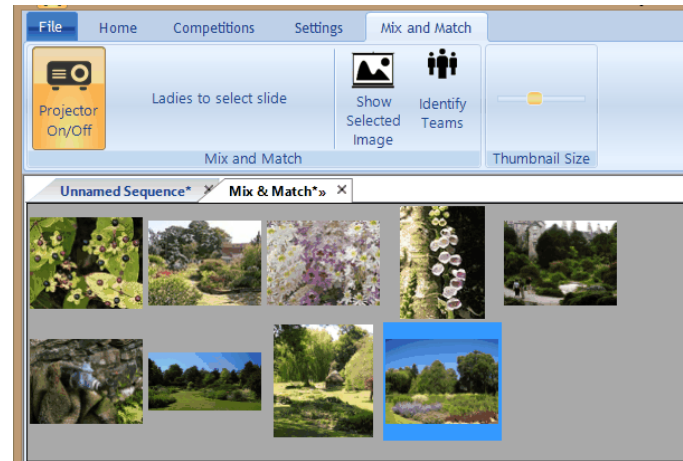
When it is your turn to show an image, you can select the image from the lightbox table and click **Project Slide**. The selected image will be projected and the blank screen dialog shown:
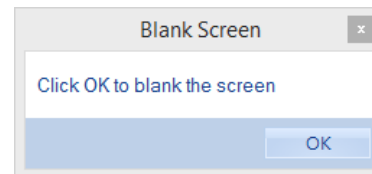
When you click OK on this dialog, the projected image will be blanked and the image removed from the list of images.

2.5.5 Multi-Leg Competition

In a Multi-Leg competition, the same sequence of images is shown (and scored) at more than one club. FFPx then combines the results to create an overall result for the competition.

There are three phases to the Multi-Leg competition:

- Creating and Distributing the Sequences
- Scoring the Sequences

- Combining the Results

Creating a Multi-Leg Sequence

Creating a Multi-Leg sequence is much like creating a regular club competition sequence, one club has to be "in charge" - creating the sequences and sending them to participating clubs. For this "master" club, the projectionist creates the sequence and then saves the sequence for a Multi-Leg competition; this is on the **File** menu:
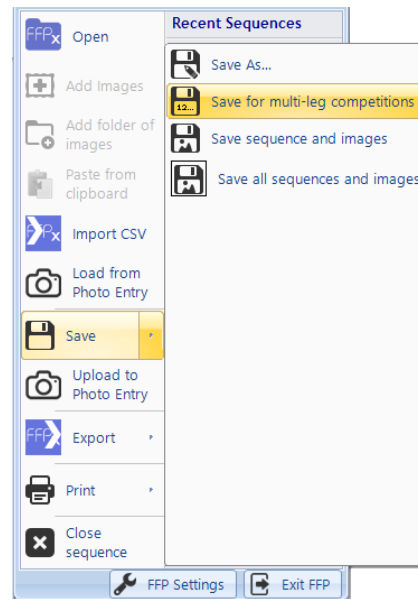
Selecting this option will open the **Save for Multi-Leg** dialog:
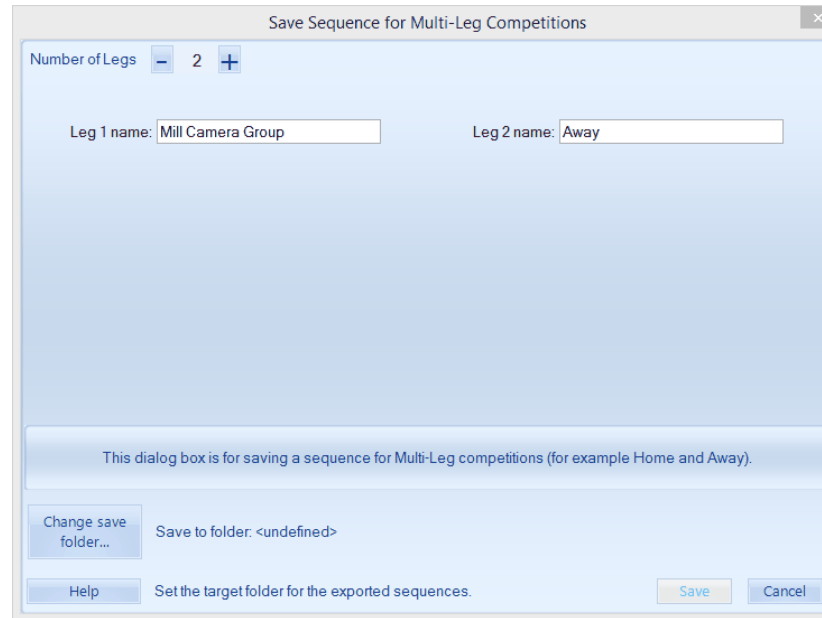
In FFPx, a Multi-Leg competition can have between two and four legs; you can increase the number of legs using the **Number of Legs** up/down counter. Each leg must have a unique name. The name is used as a folder name when creating the sequences for each leg and so must also be a valid file name.

You set the destination folder for the Multi-Leg sequences by clicking the **Change save folder...** button; a standard select folder dialog will open and you can set the target folder for the sequences.

Once you've defined all the legs and set the target folder, you can click the **Save** button. FFPx will create a sub folder for each sequence; each sub folder contains all the images for the competition and a **sequence.ffpx** file that will load the sequence. You can copy the folder onto a memory stick (or into a ZIP file) to send to participating clubs. Note that the entire folder must be sent to the participating club - not just the **sequence.ffpx** file as the folder contains the images as well as the sequence file.

Scoring the Sequences

The second stage of a Multi-Leg competition is scoring the sequences. When FFPx loads a Multi-Leg sequence file, it won't allow the projectionist to move or delete images; for a Multi-Leg competition to make sense, the judge must see the same images, and

for the scoring to work they must be in the same order.

Scoring a Multi-Leg sequence is the same as scoring a "normal" competition; the score is typed on the keyboard as the image is being projected. Note that the scoring scheme in use when the sequence was created will be used for all the legs - FFPx will load the scoring scheme as part of the sequence.

The critical thing to do after the sequence has been scored is to **_SAVE THE SEQUENCE_**! Each club (including the "master" club) must save the sequence, which will include the scores.

After a leg has been scored, the saved **sequence.ffpx** file can be sent back (by email or memory stick) to the master club projectionist. He or she then copies the **sequence.ffpx** into the appropriate folder for each leg.
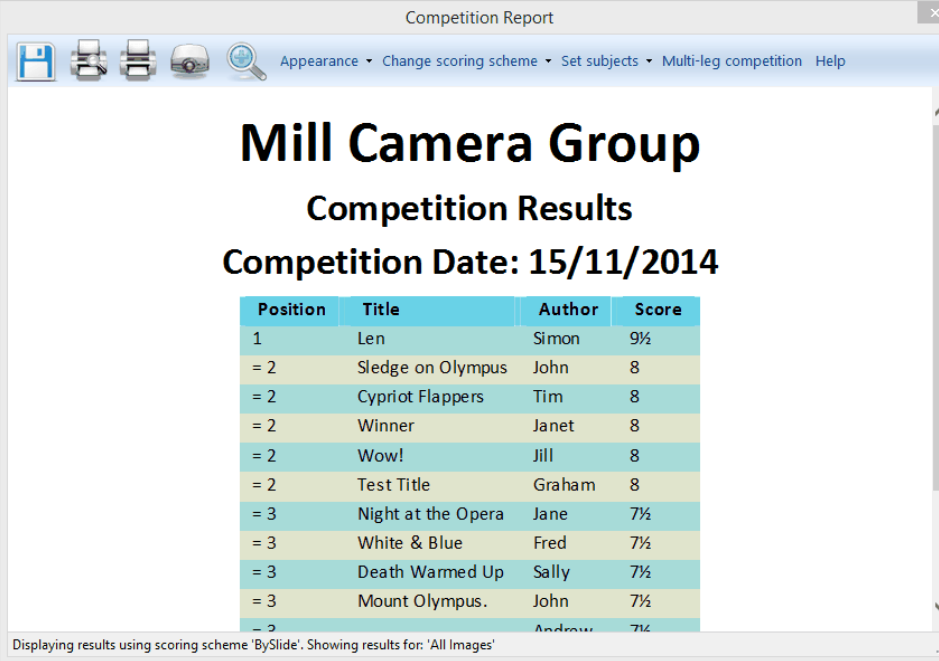
For example, if two clubs are involved - you would be the "Home" club and the other club the "Away" club. When you saved the sequence for Multi-Leg, two folders will have been created - "Home" and "Away". You send the entire folder "Away" to the other club which they use to score a competition. After the competition, they send back the saved **sequence.ffpx** file to you which you copy into the "Away" folder; replacing the one that was in there. You must also save your scored sequence into the "Home" folder after your club competition.

Combining the Results

Once all the results are in, you can combine them to produce an overall result. To do that, you load your scored sequence into FFP; in the example above you would load the sequence from the "Home" folder.

With the scored sequence loaded, you can click the **Show Results...** button on the **Score** panel of the Ribbon:

The **Competition Report** dialog will be displayed, showing the results for your leg of the competition:

To calculate the results for the other legs, click the **Multi-Leg Competition** button at the top of the dialog; FFPx looks in the "surrounding" folders for the other sequence files to calculate an overall result:

As you can see, an extra column has been added to the results showing the score each image received from the Away leg and the overall score calculated for each author.

2.5.6   Panel Based Competition

Some competitions use panels of images. A panel is a group of images. There are three types of panel competitions:

By Group

In by group mode, each panel is shown in turn. For example, think back to the days of 35mm slide based competitions; there are three competitors (Alan, Bill and Charlotte). The competition has panels of three slides, Alan is extra keen and enters two panels - the projector carousel might be loaded like this:

Competitor	Slide Number
Alan	Slide 1
Alan	Slide 2
Alan	Slide 3
	Blank
Bill	Slide 1
Bill	Slide 2
Bill	Slide 3
	Blank
Charlotte	Slide 1
Charlotte	Slide 2
Charlotte	Slide 3
	Blank
Alan-2	Slide 1
Alan-2	Slide 2
Alan-2	Slide 3

By Slide Mode

In by slide mode, all the "slide 1"s are shown followed by all the "slide 2"s and so on. It's important for scoring purposes that the group order is maintained; so with the above example, the slides would be shown in the following order:

Alan slide 1
Bill slide 1
Charlotte slide 1
Alan-2 slide 1
Alan slide 2
Bill slide 2
Charlotte slide 2
Alan-2 slide 2
Alan slide 3
Bill slide 3
Charlotte slide 3
Alan-2 slide 3

By Slide and Cycled

This mode is similar to the By Slide mode as all the "slide 1"s are shown followed by all the "slide 2"s, but a different panel is used as the first slide of each round; with the above example, the slides would be shown in the following order:

Alan slide 1
Bill slide 1
Charlotte slide 1
Alan-2 slide 1
Bill slide 2
Charlotte slide 2
Alan-2 slide 2
Alan slide 2
Charlotte slide 3
Alan-2 slide 3
Alan slide 3
Bill slide 3

Panel File Names

For FFPx to recognise images as being part of a panel they must be named in a particular way:

panel namePnumber-Snumber.jpg

If the slides above were to be entered in a panel competition, then the image file names would be:

alanP1-S1.jpg, alanP1-S2.jpg, alanP1-S3.jpg, billP1-S1.jpg, billP1-S2.jpg, billP1-S3.jpg, charlotteP1-S1.jpg, charlotteP1-S2.jpg, charlotteP1-S3,
FFPx is fairly flexible with the name part of the filename; the case of the name is ignored and spaces and punctuation characters are ignored so that **Alan P1-S1.jpg** is treated the same as **alanp1-s1.jpg** and **apepperp2-s2 .jpg** is the same as **APEPPER p2-s2.jpg**. However, it is important to realise that the FFPx cannot know that the image file **AndrewP1-S1.JPG** belongs to the same panel as **AndyP1-S2.JPG**.

Because of this numbering scheme, FFPx is limited to supporting up to nine panels from each competitor. However, FFPx allows up to 15 images per panel - after the 9th image, letters are used - (in the world of the computer programmer, this is called hexadecimal notation). The conversion of decimal to hexadecimal is as follows:

Decimal	Hexadecimal	Decimal	Hexadecimal
1	1	9	9
2	2	10	A
3	3	11	B
4	4	12	C
5	5	13	D
6	6	14	E
7	7	15	F
8	8		

For example, **andrewP1-SE.jpg** would be slide 14 from Andrew's first panel.

You can select the type of panel competition from the Panel Based panel on the **Competitions** tab of the ribbon:
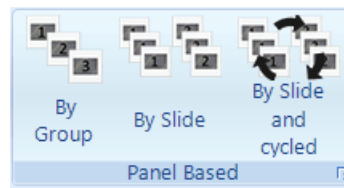
For more panel settings, select the More button on this panel to open the Panel menu:
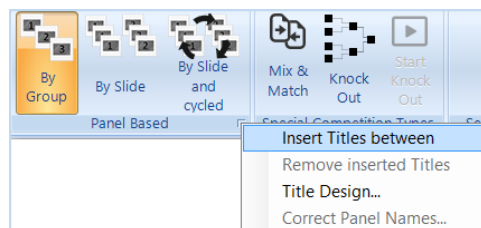
Going through the menu:

Insert Titles Between

If this button is pressed, then FFPx will automatically insert title images between rounds.

Remove Inserted Titles

If this button is pressed, then FFPx will remove any automatically generated title images.

Projecting a Panel

You can project the selected panel; there's more information about that here[148].

Title Design...

Clicking the **Title Design...** button will open the **Panel Titles** dialog which allows you to set the appearance of the panel title images. This is described in detail here[140].

Correct Panel Names...

The **Correct Panel Names...** option is used to open the **Correct Panel Names** dialog; this is described here[137].

Shuffling Panels

If you click the shuffle button ( ) whilst in panel mode, the FFPx will shuffle the panels as appropriate. Note that as part of the shuffle process, any system generated titles are removed before shuffling then re-inserted afterwards.

Holding Back Panels

If you press the space key or select **Hold back** from the context menu (obtained by right clicking an image) whilst in Panel group mode, the entire panel is held back. If you are working in slide or cycle mode then only the current slide will be held back.

Deleting Panels

To delete a panel, you can use the **Freeze Projector** button. Clicking the **Freeze Projector** button will stop the projector from automatically projecting a selected image. The **Freeze Projector** button will flash red to indicate that FFPx is operating in this mode. Note that the **Freeze Projector** button is only available for detailed view mode.

With the projector frozen, you can right click an image from the panel you want to delete and pick **Select all images in this panel** option from the **Panels...** option:
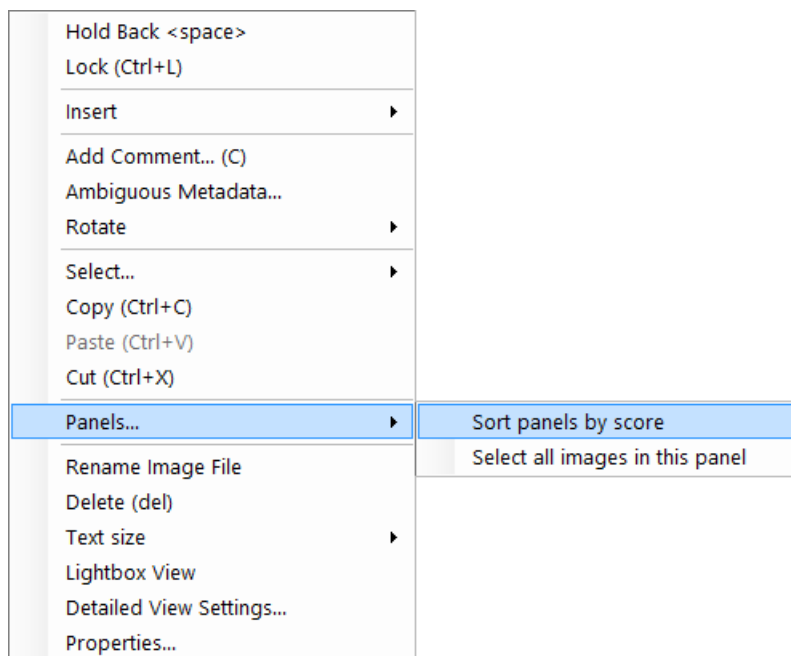
All the images with the same panel name will be selected; press the delete key to delete the selected images.

Once the panel is deleted, click the **Freeze Projector** button again to "unfreeze" the projector.

Sorting Panels by Score

To sort the panels by score, with the highest scoring panel first, right click an image and from the **Panels...** option select **Sort panels by score**.

2.5.6.1   Correcting Panel Names

If images are loaded with incorrect or duplicated names, then the **Correct Panel Names...** option on the Panels menu becomes enabled.

Note that in the status area, we are told there is a bad panel name and 2 duplicated panel names, although it isn't quite as bad as it sounds - the "2 duplicated panel names" error message implies two images with the same name so it's actually one error. As

suggested, the **Correct Panel Names** button is clicked to open the **Correct Panel Names** dialog:
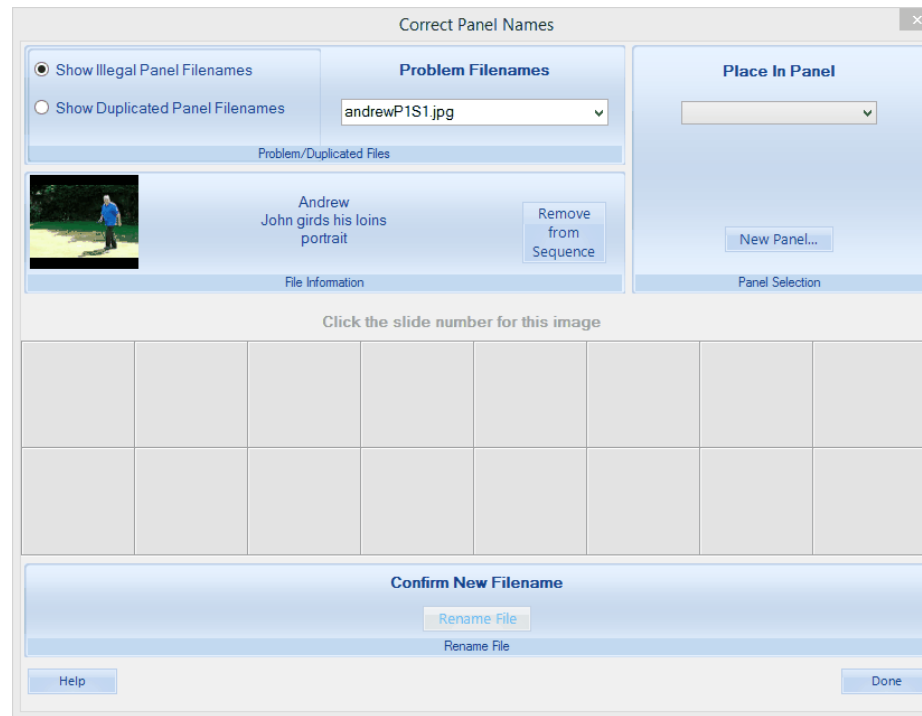
As we learned from the **Panel Settings** dialog, there is one illegal filename and two duplicated images. We'll deal with the bad filename first.

The illegal filenames are shown in the **Problem Filenames** dropdown, a thumbnail of the problem file is shown in the file information area as well as any associated metadata. The problem filename is **AndrewP1S1.jpg** it looks as though the "-" has been missed out of the filename (before the "S1") and it belongs in Andrew's panel 1, we can check that by selecting **andrew(1)** from the **Place in Panel** drop down, the dialog changes to look like this:
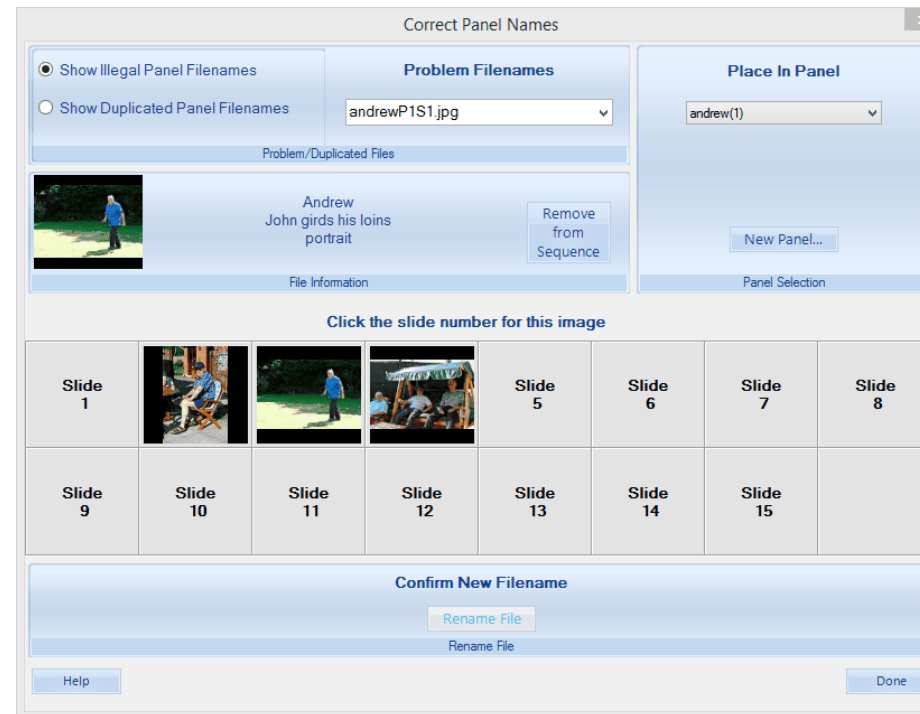
Seeing a missing Slide 1 confirms the theory. We'll click the "Slide 1" box to add the image to the panel. The **Rename File** area of the dialog will show the new filename (**andrewp1-s1.jpg**) and we click the **Rename File** button to confirm the change. The dialog will be updated, removing the image from the **Problem Filenames** drop down.

If the entire panel has been misnamed, then you will need to use the **New Panel** dialog to create a new panel to place the illegal images. Click the **New Panel...** button and you will be asked for the new panel name. The panel number will be inserted automatically so don't type that.

Once the new panel has been created, the process for placing the image into the panel is exactly the same as for adding an image to an existing panel; you click the slide number you want for the image.

You can drag and drop images around the panel; FFPx renames the file appropriately as you drag the image.

In our example, there are no more illegal files; the dialog automatically switches to the duplicated files. There are always pairs of

duplicated images, so if FFPx indicates 2 duplicated images, this means there are 2 images with the same name and removing one of the images will correct the problem.

Usually, duplicated images are images that have been accidentally loaded twice - clicking the **Remove from Sequence** button will remove one of the duplicated images and resolve the problem.

If the images are different, then one of images has been misnamed and you need to treat it as an illegal filename and place it into a panel to correct the problem.

Click **Done** when you have corrected the panel names.

2.5.6.2 Panel Title Slides

The **Panel Titles** dialog is opened by clicking the **Title Design...** option on the **Panel** menu. The dialog allows you to design the title images that will be inserted automatically between rounds of the panel competition:
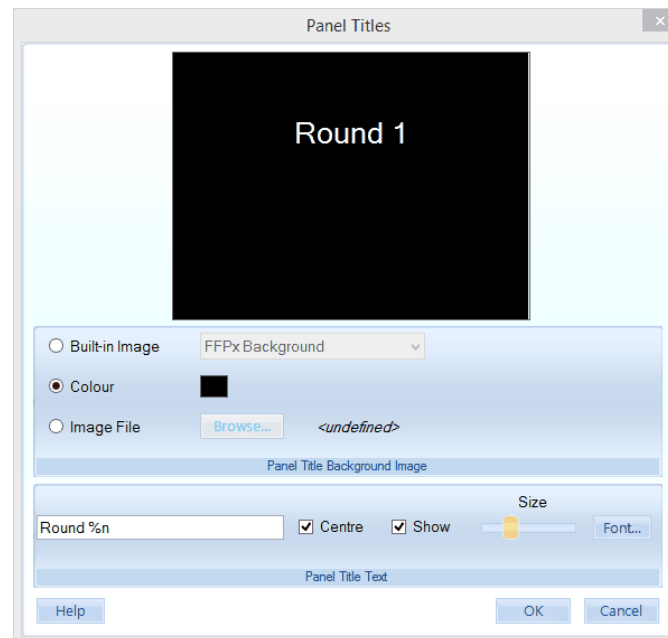
Going through the **Panel Titles** dialog:

Panel Title Background Image

The panel title background image area is used to select the background image to be used for panel titles; you can select from one of the built-in backgrounds, a solid colour or use an image file.

At the top of the dialog is a preview of the projected title slide for round 1.

Panel Title Text

The heading area is used to set the text to be displayed between rounds; the default text "Round %n" displays as "Round 1" for round 1, "Round 2" for round 2 and so on. The %n is replaced by the round number.

You can also use %t; that will be replaced by the *panel name*. For example, if a panel contains images with names such as "Cyprus 2018P1-S1.jpg", the panel name is "Cyprus 2018". The panel name only makes sense when the group mode of panels is used; where a panel's images are grouped together. For other panel competitions, the panel name is empty.

You can click the **Font...** button to open a dialog to change the font and colour of the displayed text.

You can drag the Heading text around the preview image to position it appropriately for your background image. The heading will only be displayed if the **Show Heading** checkbox is checked.

If the **Centre Heading** checkbox is checked, then the heading text will automatically be centred horizontally.

2.6   Tabs

2.6.1   Introduction

FFPx supports multiple documents; you can load up to 8 sequences and switch between those sequences. As an example, three sequences have been loaded into FFPx:

At the top of the detailed view, there are three tabs (Unnamed Sequence, Intermediate and Advanced). You can switch sequence simply by clicking the appropriate tab. FFPx treats each sequence entirely separately; you can specify a different scoring scheme

for each tab, you can be in lightbox mode on one tab and detailed view in another, you can even (with some restrictions) run entirely different types of competitions on each tab.

More Details

- You can copy (or cut) and paste images between tabs.

- If a sequence has been modified without being saved, FFPx shows an asterisk by the tab name; in the example above, two tabs have modified sequences.

- If a sequence contains images that are larger than required, FFPx shows a double angle quote character ("»") by the tab name.

- If you use image selection mode, then one of the options is to transfer all selected images to a new tab.

- The restrictions in competitions mentioned above are that you can't switch tabs if you are running a knock out or mix and match competition; this is because FFPx is, essentially, "running" the competition and it doesn't make sense to suddenly switch to a different competition.

- You can change the order of tabs by dragging a tab to a different position.

- You can create a new tab from the top images from all the existing tabs.

2.6.2   Adding Tabs

When you load an existing sequence, a new tab is automatically created for that sequence. The new tab will be given the name of the sequence that you've loaded, however if there is an existing tab with the same name, the FFPx will add a number to the end of the name to distinguish it.

To add a new tab manually, click the plus sign to the right of the tabs:

2.6.3 Removing Tabs

To remove a tab, click the small cross at right hand side of the tab:

If the sequence associated with tab has been modified without being saved, then you will be asked to confirm the removal.

2.6.4 Renaming Tabs

To rename a tab, right click the tab to rename and select **Rename Tab** from the menu that appears.

2.6.5 Building a New Tab Automatically

FFPx allows you to automatically build a new tab from the top scoring images on the existing tabs. The idea of this is that you can run a competition based on different subjects; each subject is scored in a different tab, then all the top images from those subjects are copied to a new tab for a "final" scoring.

To create the tab; right click any tab heading - the tab context menu will appear:
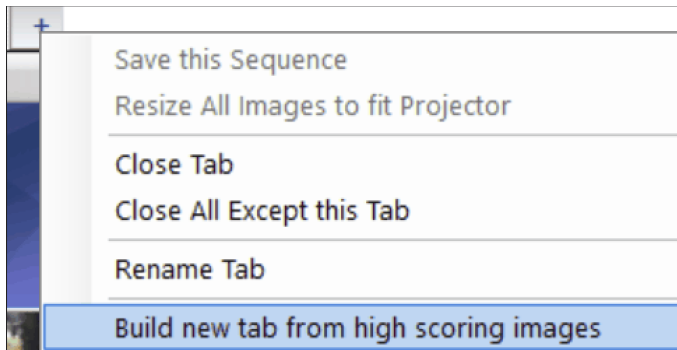
If the **Build new tab from high scoring images** option is grayed out, this can be because none of the images in any tabs have a score or you've already used all 8 tabs.

Select the **Build new tab from high scoring images** option, the Build new tab dialog will appear:
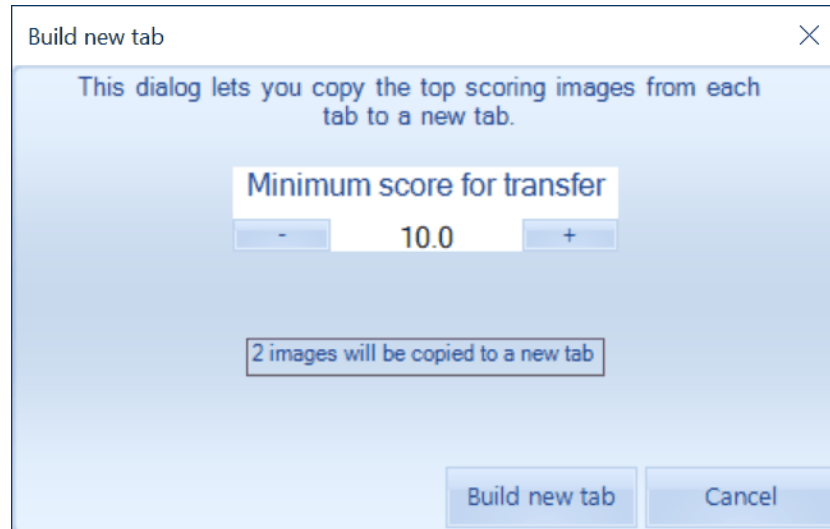
In the example above, we have two tabs with sequences and each sequence has one image with a score of 10. You can see the dialog tells you how many images will be copied to the new tab.

Click the **Build new tab** button and a new tab will be created. Note that all the information for the images, including the scores, is copied across. If you want to clear the scores, select **Clear Score(s)** from the Score tab More button menu.

2.7   Projection

2.7.1   Projecting Extra Information

FFPx can briefly superimpose extra information (called metadata) about images onto the projected image. As described in the Author, Title and Subject[81] section, FFPx obtains metadata from within the image file itself or by decoding the image file name.

The Title and Author display is controlled from the **Image Information** panel on the Ribbon:
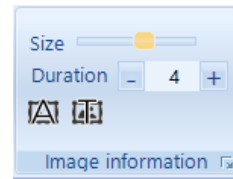
In the **Image Information** panel, there are two buttons; ![author] for the author name and ![title] for the image title. If either or both of these are clicked, then when the image is projected the appropriate information is superimposed onto the projected image.

The **Duration** is the time in seconds that the title or author will be displayed for and the **Size** is the font size of the text.

You can move the projected information on the projected in two ways; to temporarily move it, use the Image Tools[75] window. To permanently change the position, use the FFPx Settings[276] dialog.

For other information that can be projected, click the More button on the panel and the detailed settings dialog for image information will be opened. This is described here[273].

2.7.2   Projecting Camera Shooting Information

Most digital cameras store shooting information (such as exposure time and aperture) as part of the image file. FFPx will extract this information from the file and, if you are using a second monitor, you can add this information to the projected image by clicking the **Project Camera Shooting Information** button in the **Projector** panel on the ribbon:
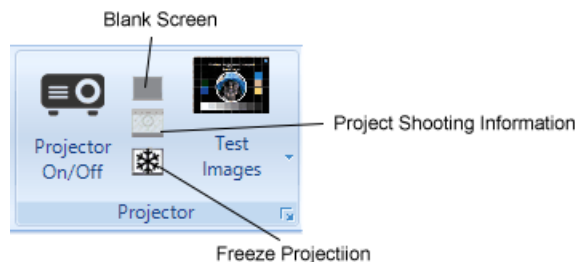
A translucent bar of information will be added to the projected image, an example is shown below:

The bar mimics the information shown in camera view finders; the camera model number, ISO setting, exposure time, F-stop, exposure programme (A for aperture priority, S for speed priority or P for programme mode), lens focal length and flash fire information is shown.

There are three points to note:

- The information is only shown when the second monitor is in use; the small window which appears when using FFPx on a single monitor computer is too small to show the information bar.

- FFPx can only display information if it is present in the image file.

- For some early digital cameras the ISO information was not stored; FFPx will display question marks if the ISO information is not available.

2.7.3   Freezing the Projector

If you are operating in detailed view mode then the **Freeze Projector** button is available in the Toolbox³². If you click the **Freeze Projector** button whilst projecting an image, then that image will continue to be projected even if other images are selected.

This allows you to examine the properties, rename or delete images in the sequence without changing the projected image.

The **Freeze Projector** button will flash red to indicate that FFPx is operating in this mode.

2.7.4 Projecting a Panel

In a [panel based competition](#)[131], you can project all the images in a panel by clicking the **Project Panel** button in the projector section of the home screen:
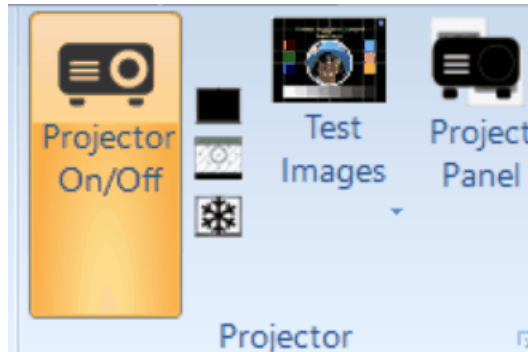
The Project Panel button is only enabled if you are running a panel based competition and the projector is turned on. Once Project Panel is turned on, you can change the panel being projected by selecting any image from the new panel.

2.7.5 Colour Managing the Projector

Some Background

Colour devices, such as monitors and projectors vary in how they present colours. So that images look consistent when they are viewed on different devices, a colour profile file can be associated with a given device which describes how that device shows colours.

These files are obtained in two ways; they may be supplied by the manufacturer or created by a monitor calibration tool. The idea is that the operating system and applications use these files to process images before they are shown.

You may be wondering why you've never been asked for a "colour profile" when you install a monitor or, indeed, a projector.

Windows largely makes colour management invisible by defining a standard colour profile (sRGB) to which monitors are assumed to conform.

The problem is that sRGB, because it has to be supported by a wide range of devices, defines a relatively small range of colours (gamut is the technical term for the range of colours that can be displayed).

All versions of Windows from Vista onwards support colour management. For Windows 10, you set the colour profile by right clicking the desktop and selecting **Display settings**. Scroll down and select the **Display adaptor properties** option. There's a tab on the dialog that appears for colour management.

For Windows 7 or 8, you can associate a colour profile with a device by right clicking the desktop and selecting the **Screen Resolution** option from menu that appears. From the dialog that appears select **Advanced settings** and then select the **Color Management** tab at the top of the dialog.

FFPx supports colour management of the projected image, using a colour profile file (a .icm or .icc file) that matches your projector. FFPx automatically looks for the appropriate colour profile for your projector or monitor.

Assuming you have such a file, to turn on colour management, click the **Colour manage the projector** button on the **Settings** tab of the Ribbon.

You can configure how FFPx manages the projector by clicking the More button on the **Colour management** panel, this will produce the **Colour Management** dialog:
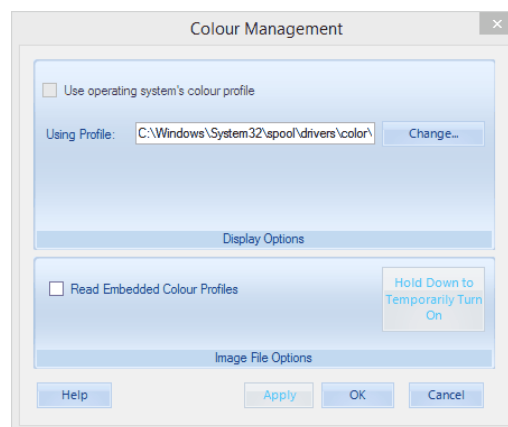
If you check the **Use operating system's colour profile** option then FFPx will look for the colour profile the operating system has associated with the display. The option also won't be available if the display doesn't have a colour profile associated with it. Alternatively, you can define the colour profile file by clicking the **Change...** button and selecting a profile file.

There are two things to note about colour management:

- The differences are often fairly subtle, don't expect big changes.

- Most projectors have a fairly small gamut and are designed to be used with Windows so sRGB (or turning off colour management) may actually be the most appropriate setting.

2.7.6   Using FFPx without a Projector

Although FFPx is designed to be used with a projector or second monitor, it is possible to run the program on a computer with a single monitor; for example for practising beforehand - something we all encourage!

If you turn on projection on a single monitor computer then FFPx will resize itself and fit a small window along side the main FFPx window. .

If your computer has two monitors, you can see the affect of using a single monitor by clicking the **Use Second Monitor** button on the **Settings** tab of the ribbon.

2.7.7   Multiple Projectors

If your computer has more than one extra screen connected, then FFPx may choose the "wrong" screen for the projected images; you can select which screen is to be used from the **Projector** panel on the **Settings** tab of the ribbon:
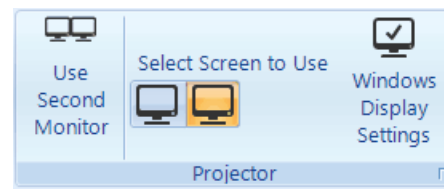
In this case, there are two extra screens and the second one has been selected for projected images.

2.8   Scoring

2.8.1   Scoring Overview

FFPx provides a comprehensive range of scoring options so, hopefully, most situations are catered for. If you use FFPx for scoring a competition, some things are always the same:

- A scoring scheme must be defined which is appropriate for the competition; this specifies such things as the minimum and maximum possible scores, and how the scores are interpreted. Several scoring schemes can be defined and stored by the operator and the appropriate scheme loaded for each competition.

- Scores must be entered; to enter a score, a number is typed whilst an image is being projected. Before a score can be entered, the image must be being projected - so the Projector button must be turned on - and scoring must have been turned on - by clicking the Score button.
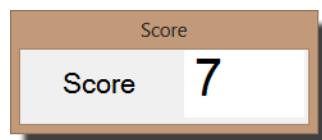
If you type a number and the projector button or scoring is turned off, then FFPx will assume you're trying to score an image and produce a warning message - it also flashes the button(s) that need to be turned on.

If you click the Score button and there are no scoring schemes, then you will be invited to create one using the score scheme wizard 156.

There are two ways of scoring an image; by typing the score whilst that image is being projected or by clicking in the Score area of the image's row in the detailed view table.

Typing the Score

If you type a number when projecting an image a window appears into which the score is entered:

You can correct a score using the Backspace key, to confirm the score press the Enter key.

If you have entered the wrong score, you can usually correct it by selecting the image and typing the correct score. However, for

placed based scoring schemes, you will need to right click the image and select **Clear Score** from the menu that appears.

You can abort entering a score by pressing the Esc key and confirming you want to abort score entry.

FFPx allows up to six individual scores to be entered for each image which contribute to the final score for that image. Each score is entered by typing the score followed by the Enter key. When all the scores have been entered, the scores are registered and FFPx will move to the next image in the sequence.

The scores can also be entered from multiple keyboards, FFPx supports up to six keyboards and records which keyboard entered which score.

The score is shown in the right hand column of the detailed view. You can sort the images into score order by clicking the "Score" heading at the top of the score column.

Clicking the Score Area

If you click in the Score area for an image in the detailed view, a score table will pop-up:

0	½	1	1½	2	2½
3	3½	4	4½	5	5½
6	6½	7	7½	8	8½
9	9½	10	✋	✖	

Enter Score

FFPx builds the pop-up depending on the scoring scheme in use; in the above example, images are scored between 0 and 10 and half marks are allowed.

There are two additional options for holding back the image (✋) and cancelling the score (✖) - ie closing the score table pop-up.

If the scoring scheme is placed based, then you'll see a pop-up like this:

| First |
| Second |
| Third |
| First Highly Commended |
| Second Highly Commended |
| Hold Back |
| Cancel |
| Enter Place |

In general, you can use either scoring method at any time, but there is are a few limitations with scoring by clicking the Score Area:

- It only supports a single score - if the scoring scheme has multiple scores set then clicking in the score area has no affect.

- The maximum number of possible scores the pop-up supports is 28; for example, if you're using a scoring scheme where the scores are between 1 and 20 and half marks are allowed, then the pop-up won't work as there are too many possible scores.

- More obscurely, the minimum number of possible scores is 4.

At any point in a competition a results summary can be generated. This will give the "state of play" of the competition. At the end of the competition, this will, obviously enough, give the result of the competition. However, it is possible to change the scoring scheme used to produce the scoring report so, for example, you can generate a report where the results are for each author and then easily switch to display the results for each slide.

FFPx can calculate the overall results for a collection of sequence files; so, providing club members use the same name throughout a season *and* you remembered to save sequences after they've been scored(!), you can generate the overall results for a season of competitions.

Some clubs have competitions where there are a mixture of set subject and open images. For example, a club may have a competition where members can enter a Portrait or an Open image. By setting the image type (Portrait or Open) in the Subject field associated with the image, FFPx can calculate the scores for particular subjects within the competition.

If you have a second monitor connected, then you can project the scoring report.

Scoring reports can be printed₂₁₂ or saved₂₁₃ in HTML format so they can be incorporated into club websites or saved for club records.

When saving a sequence the scores and the scoring scheme currently in use is also saved as part of the sequence. When you load a sequence, FFPx will load the saved scores and the scoring scheme. If the scoring scheme doesn't exist then it is added to the list of scoring schemes. You should be aware that if you change a scoring scheme, for example, you change the minimum score from 0 to 1, then when you load a sequence using the older version of the scheme then it is the older version that will be used by default; FFPx prefers the scheme that is part of the sequence.

FFPx indicates in the status text at the bottom of the FFPx window which scoring scheme is in use and whether this has been "preferred" over an existing scheme with the same name.

If you have more than one sequence loaded (ie more than one tab active), you can have a different scoring scheme on each tab - FFPx will automatically switch scoring schemes as you change tabs.

Pre-Scoring

One situation for which FFPx cannot be used directly is for scoring a competition which is Pre-Scored; the judge looks through the images and allocates points before the competition. As the judge is unlikely to have FFPx installed on his or her computer, FFPx provides the facility to export the sequence as an HTML based slide show 214 that can be viewed on any computer with an Internet browser. This can be given to the judge, together with a printed score sheet 280 which is completed by the judge.

This section gives an overview of the basic scoring modes:

Scoring By Author 165

In the scoring by author mode a score total is recorded for each projected image. At the end of the competition, the total for each author is added together to create a score. The winner is the author with the highest score. For this type of competition, FFPx has to know the author for each image and will warn the projectionist if images are loaded without the author defined.

Some clubs don't add all the scores together; for example, an author might enter three images but only the top two "count" towards their total.

Calculating Season Results 169

Provided that competitions have been scored with a "By Author" scoring scheme, FFPx can calculate a summary of results for several sequences and give an "overall" result for an entire season.

Scoring InterClub Competitions[184]

If you are having a multi-club battle, FFPx will assume that each club's images are stored in a folder for that club, with the club's name being used as the folder name. The calculation of the score is very similar to a "By Author" competition except the club name is used to calculate a total score for the club.

Scoring Multi-Leg Competitions[188]

FFPx can run a Multi-Leg competition; the same sequence is scored at different clubs and the result combined to produce an overall result.

Scoring Mix & Match Competitions[190]

If you are having a Mix & Match competition, FFPx will be more proactive, prompting you at the end of each round for the score.

Scoring By Slide[172]

In the scoring by slide mode a score total is recorded for each projected image. The winning slide is the one with the highest score.

Placed Based Scoring[174]

Some clubs don't allocate points to each image but place the top few images. For example, the best image will be allocated First place, the next Second place and so on. FFPx supports up to nine such placements. The name for each place can be changed (for example, the first place could be called "Gold", the second "Silver"). FFPx allocates points based on placement, for example First place might receive 10 points, second 8 points and so on. It's also possible to specify how many of each place is allowed; for example, you could have First, Second, Third and then 5 Highly Commendeds.

Note that if your placed based competitions are loaded via the Photo Entry system, you must use the default placed based scoring scheme.

Scoring By Panel[180]

In the scoring by panel mode a score is recorded for each image and the total for each panel calculated.

Voting for Images[196]

This is a variation on conventional scoring; in this scoring system, all the images are shown to the audience then each member

votes for their favourite image(s). FFPx calculates a "score" for each image given the votes cast by each member.

2.8.2 Scoring Scheme Wizard

You may find it easier to create a scoring scheme by using the Scoring Scheme Wizard. To access the wizard, select the **New scheme using Wizard…** option from the **Scoring** menu:
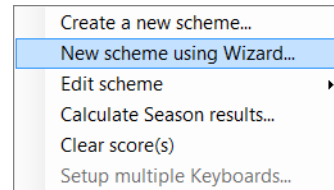
The scoring scheme wizard will start:
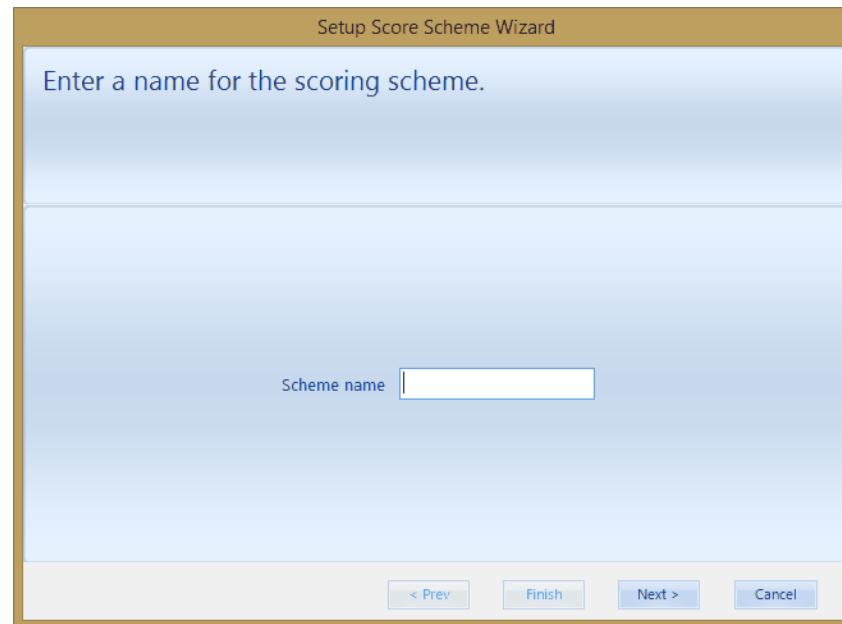
You will be led through the creation of the new scheme by the wizard.

Limitations

The wizard does not allow you to modify the place names or scores if the scoring scheme is place based. To change the place names or scores, use the **Scoring Scheme** dialog 162.

2.8.3   Scoring Scheme Dialog

Before a competition can be scored using FFPx, a scoring scheme must be set up. Click the More button on the **Score** panel and you'll see the **Scoring** menu:
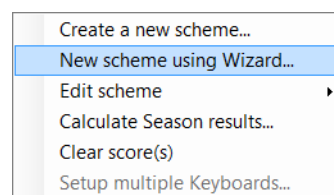
Scoring schemes can be set up using the scoring scheme wizard 156 or by clicking the **Create a new scheme...** option.

As an example, click **Create a new scheme...** and you'll be taken to the **Scoring Schemes** dialog box:
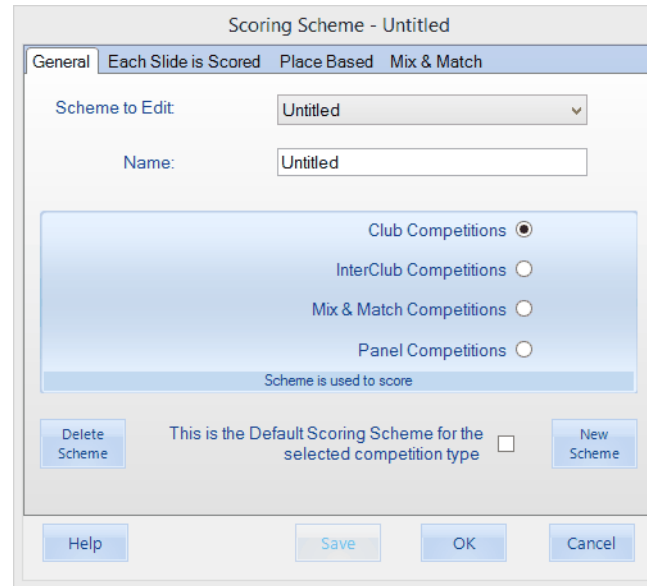
Controls Common to All Tabs

Help

The **Help** button will open the context sensitive help for the **Scoring Scheme** dialog.

Save

The **Save** button is used to save the current scheme. The save button is enabled when modifications have been made to the current scheme.

OK

The **OK** button is used when you have completed using the **Scoring Scheme** dialog. Changes to the current scheme will be saved.

Cancel

The **Cancel** button cancels modifications to the current scheme and closes the dialog. Note that if you have previously saved scoring schemes, then these scoring schemes will remain saved.

The General Tab

Name for Scoring Scheme

The **Scheme to Edit** dropdown is used to select the scheme you want to edit; as we've just created a scheme then it will show that newly created scheme - called "Untitled". If you change the current scheme, by selecting a different scheme from the dropdown and you've modified the current scheme, you will be asked if you want to save the current scheme before switching to the new scheme.

The **Name** area sets the name of the scheme.

Scheme is used to score

This area is used to select the type of competition for this scoring scheme; FFPx can score four different types of competition and you should make sure the appropriate button is checked as FFPx will only allow appropriate scoring schemes to be used with a given competition. For example, if you are running an InterClub competition, you will need to have an InterClub scoring scheme defined to score it.

This is the Default Scoring Scheme for the selected competition type

If this checkbox is checked, then FFPx will assume that the scoring scheme is the default one to use for a given competition type. For example, if you have two Club Competition scoring schemes defined and FFPx is operating in Club Competition mode, then the default Club Competition based scoring scheme will be loaded automatically.

Delete Scheme

Clicking the **Delete Scheme** button will remove the current scheme. You will be asked to confirm the delete.

New Scheme

Clicking the **New Scheme** button will create a new scoring scheme. If you have modified the current scheme, then you will be asked if you want to save changes before being asked for the name of the new scheme.

The Each Slide is Scored Tab

Click the **Each Slide is Scored** tab at the top of the dialog box to access the next page of the dialog box:

Number of Scores Per Slide

The **Number of scores per slide** counter is used if there is more than one score recorded per image. Some competitions have more than one judge who each records a score for a given image. FFPx allows up to six separate scores to be recorded for each image.

If the number of scores per slide is more than one, then you can use multiple keyboards, instructions on setting up multiple keyboards are [here](192).

Half Marks

If you allow half marks in your scoring scheme, then tick the **Half marks are used** checkbox.

Minimum and Maximum Score Per Slide

The **Minimum score per slide** is the lowest score an individual judge can award an image, so if there were three judges (ie the **Number of scores per slide** counter is set to 3) then the lowest total would be the **Minimum score per slide** counter multiplied by the **Number of scores per slide**.

The **Maximum score per slide** is the highest score that an individual judge can award an image. If there were three scores per slide

and the **Maximum score per slide** is set to 10 then the highest total an image could receive would be 3 x 10 = 30.

Maximum Number of Slides per Author/Club

The **Maximum number of slides per author** is the highest number of images an individual or club is allowed to enter per competition. Note that for this is only checked if the scoring scheme has **Author/club's Scores Added Together** field checked. For club competitions, the "author" field must be set for all the entries for this type of scoring scheme; for instructions on how to set that see here 81. For InterClub competitions, FFPx uses the name of the folder containing the images as the club name.

When scoring is turned on, FFPx will go through the currently loaded images checking the number of entries per author. A warning is displayed if the maximum number of entries per author is exceeded but the extra images are not removed from the sequence.

Author/club's scores added together

If the **Author/club's scores are added together** checkbox is ticked then FFPx will add the scores for an author (or club for InterClub competitions) together. For this to work for club competitions, the "author" field must be set for all the entries (see here 81).

Number of slides per author/club that count toward the score

This counter indicates how many of an author's or club's slides will "count" towards that author's or club's total.

For example, if an author enters three images which score 7, 8 and 9 then it might be thought that they score 7 + 8 + 9 = 24 points. However, if the number of slides per author is set to 2 then the author score would be 8 + 9 = 17 - the lowest score being discarded.

Place Based Tab

To select the Place based page of the dialog, click the **Place Based** tab at the top of the dialog box:

In a placed based competition the top few images are given a place; in the default settings (shown above) the "best" slide of the competition is awarded First place, the next Second place and so on. Points are associated with each place. In the example above, First place is awarded 10 points, Second place 8 points and so on.

Going through the dialog:

Competition is Placed Based

If the competition is placed based, then you should tick this checkbox.

Position Table

The position table shows the name and score of each position in the scoring scheme. If your scheme is placed based, then you can change the name of each place by clicking the name and typing the new name.

Similarly, you can change the number of points allocated to each place by clicking the score and typing the number of points.

Default Score for Slide

To encourage entries, some clubs award a score to each image entered. You can set the default score using this counter.

Maximum in this Position

Up to 9 occurrences of each place are allowed; for example, a scoring scheme could have First, Second, Third and 5 Highly Commendeds. To set the maximum number of a particular place, click the **Maximum in this Position** button associated with the place.

New Row Button

To add a row to the table, click the **New Row** button - FFPx allows up to 9 rows in the position table; thus allowing 9 places in a competition. New rows are always added to the bottom of the table.

Delete Row Button

To remove a row from the table click any field of the row and click the **Delete Row** button.

Mix & Match Tab

To select the Mix & Match page of the dialog, click the **Mix & Match** tab at the top of the dialog:

The Mix & Match competitions are scored in a slightly different way from other competitions; FFPx is more proactive - using dialog boxes to ask for the score rather than waiting for you to enter it. For more details, see [here](#)[121].

Matching Slide Scores

The **Matching Slide Scores** counter is used to set the number of points awarded to a matching image.

If no-one can match then score

This counter indicates how many points are awarded if no-one can match an image. Normally, this number is the same as the **Matching Slide Scores** number.

"Best Slide" is given a score of

This checkbox and counter indicate whether the "Best" slide of a round is awarded a score and, if so, how many.

Time limit to match image

The time limit counter is the number of seconds the team trying to match has to match the image.

2.8.4   Scoring By Author

This is probably the most widely used camera club competition; each image is given a score and at the end of the competition the winner is the author with the highest total.

For club competitions scoring schemes to work, the Author parameter for all the image files must be [correctly set](#)[81] - the only exception being [locked images](#)[63].

Creating a "By Author" Scheme
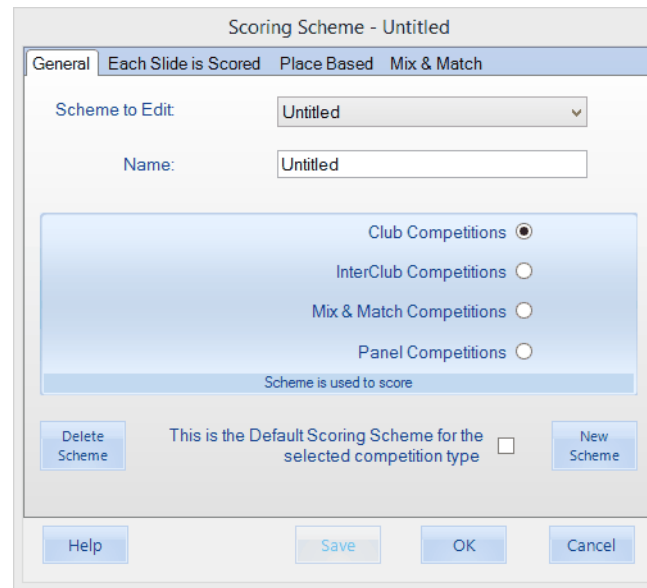
In the following example, we'll create a scoring scheme for the following style of competition:

- Images are given a score between 0 and 10 points

- Half-marks are permitted - so, for example, 8½ would be a legal score.

- Members enter up to three images, but only the top two scores count towards their total.

To create such a scheme:
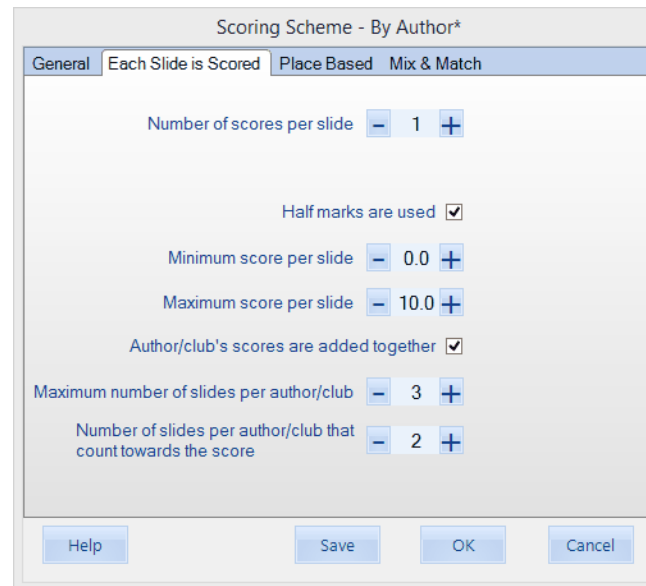
From the [Scoring menu](#)[157], click **Create a new scheme...**

You'll be taken to the **Scoring Schemes** dialog box:

- Change the scheme name to something appropriate (for example, "My Author").

- Make sure the **Club Competitions** button is selected and click the **Each Slide is Scored** tab at the top of the dialog box:

Set the fields of this page to match the requirements; the sample above is correct - in fact, this is the default setting.

Click **OK** and the scheme will be saved.

Scoring a Competition

If the "By Author" scheme is not the default scheme, then it will need to be selected from the Scoring panel:
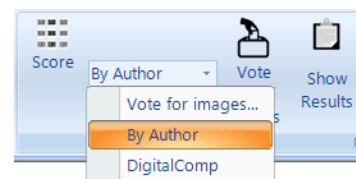
Before a competition can be scored, you need to turn scoring on by clicking the **Score** button on the Score panel:
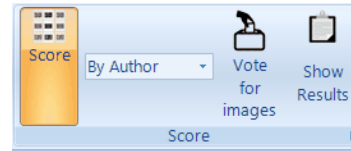
FFPx will check the loaded sequence to make sure that all images have an Author name set and that no-one has entered more than the maximum number of entries permitted. Assuming all is well; you will see a message to confirm the scheme that is in use:
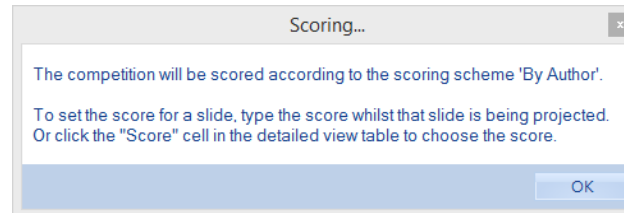
Once the projector is turned on, there are two ways you "score" an image:

By typing the score as a number followed by the Enter key. To enter a score such as 8½ you can should enter 8.5 or, if the **When Scoring, press '.' for a half** option has been turned on, then you can enter 8. - FFPx will automatically insert the half point.

Or you can click in the score column next to the image being scored; a table of possible scores will be displayed and you can click the appropriate score.

At any point, you can display a report on the competition by clicking the **Show Results** button on the Score panel.

A results summary will be shown for the current scheme:

More about the result reports is [here](198).

2.8.5   Season Results

For competitions that are author based, FFPx can calculate the overall results for a collection of sequences - provided, of course, that you remembered to save the sequence at the end of competitions.

To calculate a season results, click the lower half of the **Show Results** button on the Score panel.

To add sequences, you click the **Add Sequence(s)** button; a standard file selector dialog is opened and you can select FFPx sequence files. You can continue adding sequences until an entire season is present. For example:

FFPx sets the competition date from the "last modified" field of the sequence file; you can change the date by clicking the arrow beside the appropriate field.

FFPx needs to know the scoring scheme to use to calculate the season results; you can set the scheme in the **Scoring scheme for results** dropdown.

When all the sequences have been added, click **OK**.

FFPx will calculate an overall result by examining the score each author received in each competition:

Season Competition Report					

Appearance ▾   Change scoring scheme ▾   Add Sequence Files   Help

Mill Camera Group

Competition Results

Position	Author	Competition 1 (20/06/2014)	Competition 2 (12/09/2014)	Competition 3 (28/11/2014)	Total
1	Andrew	18	15	17.5	50.5
2	John	16.5	15.5	16.5	48.5
3	Tim	16	15	16	47
4	Fred	9	7.5	9	25.5
5	Simon	7.5	9.5	8	25
6	Janet	8	8	8	24
=6	Jill	9	8	7	24
7	Graham	7	8	8	23
=7	Jane	7.5	7.5	8	23
=7	Sally	7.5	7.5	8	23

Results calculated using scoring scheme 'By Author'.

2.8.6   Scoring By Slide

This is probably the simplest scoring scheme; each projected image is given a score. At the end of the competition, the image with the highest score is the winner.

In practice, this is a rarely used scheme. However, it is a useful one to have available. For example, if you competitions are normally scored "by author" then the scoring result report will show the winning author. The **Competition report** dialog allows you to change the scoring scheme for the report and if you change the scoring scheme to "by slide" then you will see the top scoring images of the competition listed.
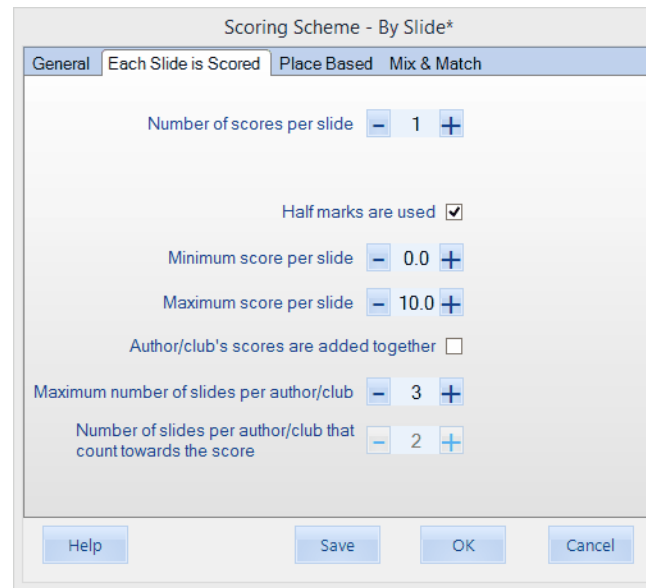
Creating a "By Slide" Scheme

In the following example, we'll create a scoring scheme for the following style of competition:

- Images are given a score between 0 and 10 points.

- Half-marks are permitted - so, for example, 8½ would be a legal score.

To create such a scheme:

- From the **Scoring** menu, select **Create a new scheme...**

- Replace the "Untitled" name with a suitable name for the scheme; for this example we'll use "By Slide".

- Click the **Each Slide is Scored** tab at the top of the dialog box.

- For our example, the defaults are close to what's required, but you must make sure that **Author/club's scores are added together** *isn't* checked.

Click **OK** and the scheme will be saved.

Scoring a Competition

If the "By Slide" scheme is not the default scheme, then it will need to be selected from the Scoring panel.

Before a competition can be scored, you need to turn scoring on by clicking the **Score** button; FFPx will produce a message to confirm the scheme that is in use.

Once the projector is turned on, you "score" you have two ways to score an image:

• By typing the score as a number followed by the enter key. To enter a score such as 8½ you need to type 8.5.

• By clicking in the Score area beside the selected image; a table of scores will be produced from which you can select the score.

At any point, you can display a report on the competition by clicking the **Show Results** button on the Scoring panel.

More about the result reports is [here](#)198.

2.8.7   Scoring Place Based Competitions

In this scheme (also known as an ordinal scheme) the "best" image in the competition is award First place, the second best Second place and so on.

There are two variations to the place based scheme:

1. As camera clubs often run a year-long league, the "placed" images are usually awarded points based on their position.

2. Some clubs award all entered images a score - to encourage members to enter images.

Creating a "Place Based" Scheme

For our example, we'll create a placed based competition with the following settings:

- There will be four places; First, Second, Third and Fourth.

- A default score of 1 point is awarded to each entered image.

- First place will receive 10 points, second 8 points, third 6 points and fourth 4 points.

Click **Create a new scheme...** from the **Scoring** menu to open the **Scoring Schemes** [dialog](157).

Change the "untitled" name to something more suitable; for example, "Place Based".

Click the **Place Based** tab at the top of the dialog box:

Make sure the **Competition is placed based** checkbox is ticked.

The example above shows the default places; it's close to what we want, but not exactly right. We need to delete row 5 - to do that, click the row and then click the **Del. Row** button. The last row will be deleted.

Next, we want to rename the fourth position to be called "Fourth". To do that, click in the current name for row 4 ("First Highly Commended") and type "Fourth". Finally, change the **Default score for slide** to 1. The panel should look like this:

Click **OK** and the scheme will be saved.

More on Placed Based Scoring

Up to 9 places can be specified and for each place, you can set the maximum number of each place (again up to 9). For example, you may have 4 places; First, Second, Third and Highly Commended but up to 5 Highly Commendeds are allowed. To set the number of a position allowed, click the **Maximum in this Position** button; a counter will appear to allow you to specify the number. The completed Place Based dialog would look like this:

Scoring a Competition

If the "Place Based" scheme is not the default scheme, then it will need to be selected from the **Select Scheme to use** option from the **Scoring** menu:
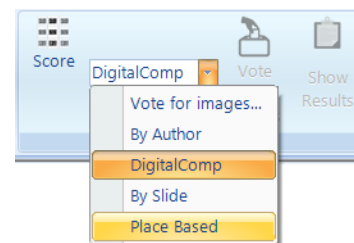
Before a competition can be scored, you need to turn scoring on by clicking the **Score** button on the **Scoring** panel. FFPx will produce a message to confirm the scheme that is in use.

Once the projector is turned on, you can "place" an image either by typing the number of the place; for example, to indicate an image gets first place, you type "1" - the score window will appear showing the place:

To confirm the place, press the Enter key. You can change the place by typing the appropriate number (2 for second, 3 for third and so on). You can abort the place setting by pressing the Esc key.

Alternatively, you can click in the score area alongside the image in the detailed view and a table of possible places will be produced:

Correcting Mistakes
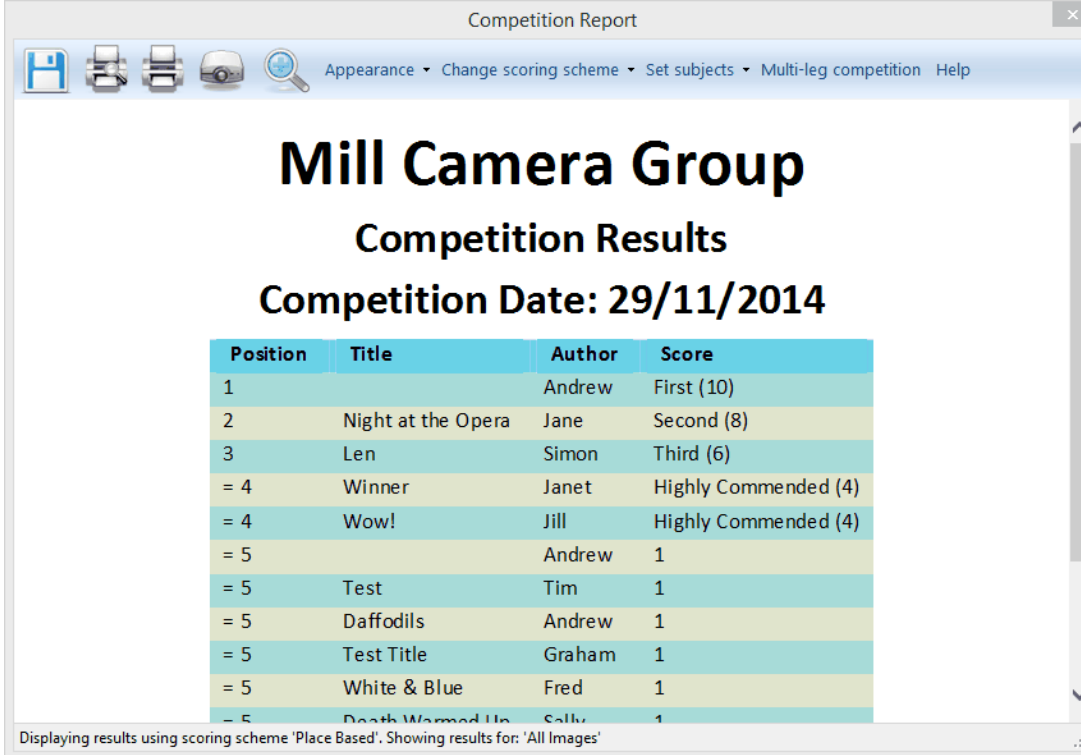
If you need to remove an image's place (for example, you gave the wrong image first place) then Freeze [147] the projector, right click the image and you should see a **Clear Score(s)** option on the menu that appears:
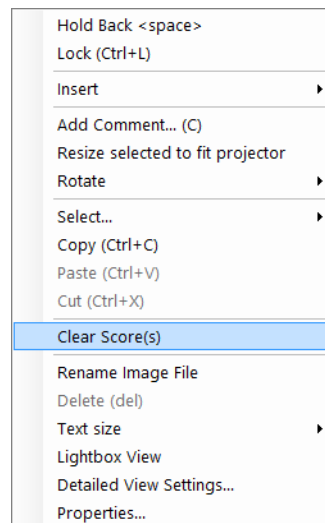
Select the **Clear Score(s)** option and you will be asked to confirm the score should be cleared; click **Yes** and the place will be cleared (in fact, the score is set to the default score for images). Note that the **Clear Score(s)** option only appears if the selected image has a score.

At any point, you can display a report on the competition by selecting the **Show Results ...** option from the **Scoring** panel.

A results summary will be shown for the current scheme:

More about the result reports is here[198].

2.8.8 Scoring Panels

In a panel based competition, authors enter Panels[131] of images. When scoring a panel based competition, FFPx will add together the score for each image in a panel to calculate a panel score. The panel with the highest total is the winner.

Creating a Panel Scheme

In the following example, we'll create a scoring scheme for the following style of competition:

- Images are given a score between 0 and 10 points.

- Half-marks are permitted - so, for example, 8½ would be a legal score.
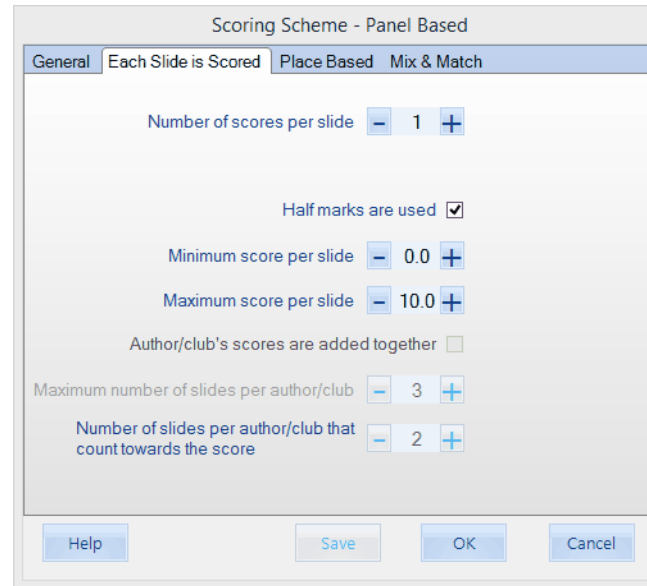
To create such a scheme, click the **Create a new scheme...** option from the **Scoring** menu. This will open the **Scoring Schemes** [dialog](#) 157.

Change the "Untitled" name to something more suitable; for example "Panel Based".

Make sure the **Panel Competitions** button is checked:
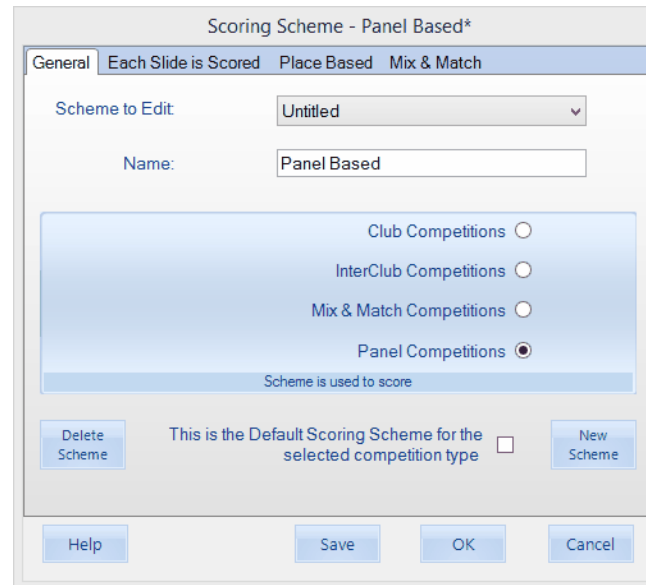
Click the **Each Slide is Scored** tab at the top of the dialog box:

The default settings shown above are correct for our scheme.

Click **OK** and the scheme will be saved.

Scoring a Competition

Before selecting the scoring scheme, make sure FFPx is working in Panel mode[131] - otherwise FFPx will disable the panel based scoring schemes. If the "Panel Based" scheme is not the default panel scheme, then it will need to be selected from the **Scoring** panel:
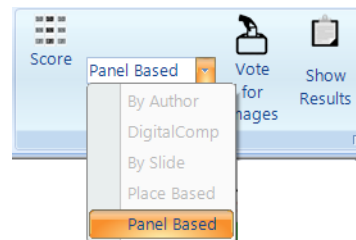
Note that the non-panel based schemes are greyed out.
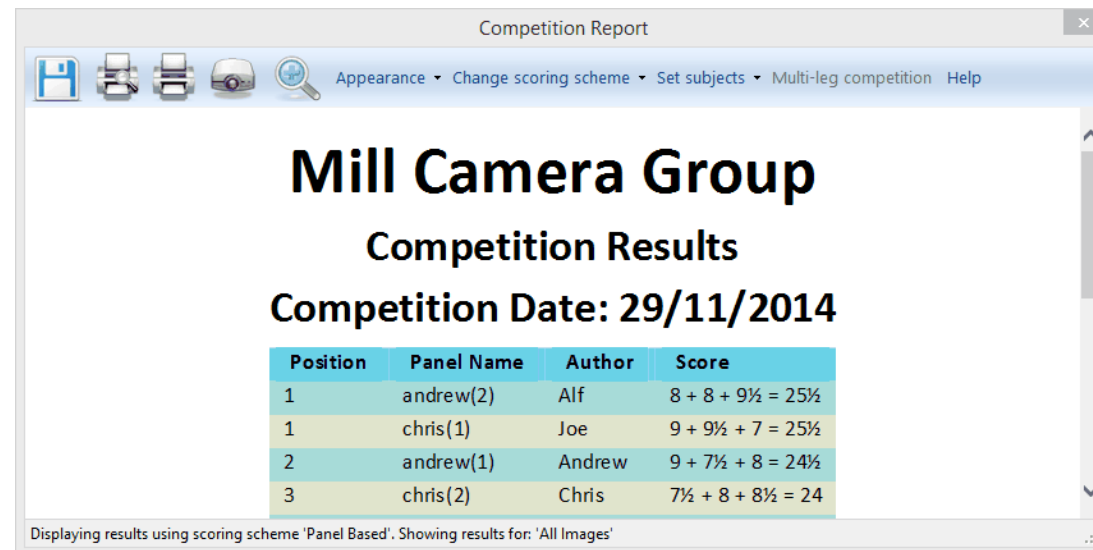
Before the competition can be scored, you need to turn scoring on by clicking the **Score** button on the **Scoring** panel; FFPx will produce a message to confirm the scheme that is in use.

Once the projector is turned on, you "score" an image in one of two ways:

By typing the score as a number followed by the enter key. To enter a score such as 8½ you need to type 8.5.

By clicking in the Score area alongside the image in the detailed view; a table of possible scores will pop-up and you can click the appropriate score.

At any point, you can display a report on the competition by selecting the **Show Results ...** option from the **Scoring** panel.

More about the result reports is here[198].

2.8.9   Scoring InterClub Competitions

Scoring an InterClub competition is very like scoring a "By Author" club competition; each image is given a score and at the end of the competition the winner is the club with the highest total. For InterClub competitions, FFPx uses the club's folder name as the club name and that is used to calculate the score so it is not necessary for the images to have author names set.
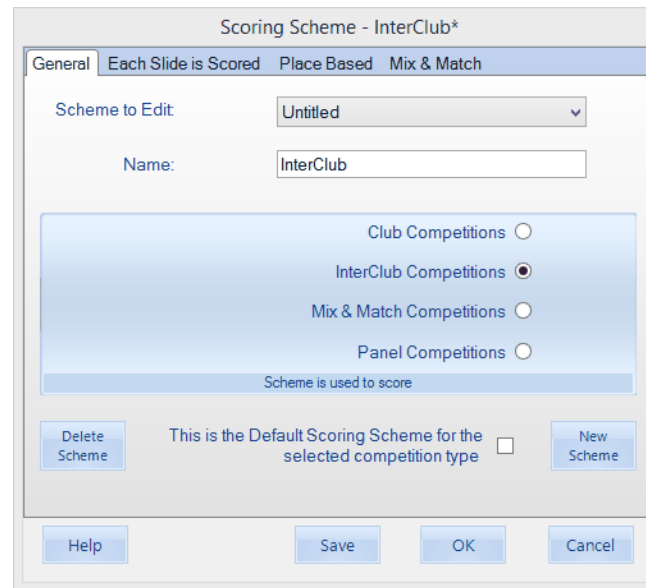
Creating an InterClub Scheme

In the following example, we'll create a scoring scheme for the following style of competition:

- Images are given a score between 0 and 10 points

- Half-marks are permitted - so, for example, 8½ would be a legal score.

- Clubs can enter up to 20 images and all of them count.
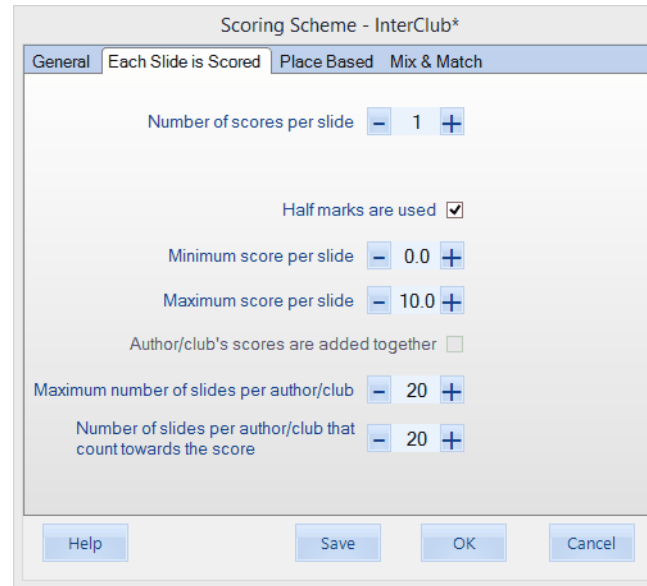
To create such a scheme, click **Create a new scheme...** from the **Scoring** menu. The **Scoring** dialog will appear.

Change the "Untitled" name to something more suitable; for this example, we'll use InterClub. We've also selected **InterClub** as the competition type:

Next, click the **Each Slide is Scored** tab at the top of the dialog box:

The only changes that were needed were to change the **Maximum number of slides per author/club** and **Number of slides per author/club that count towards the score** to 20.

Click **OK** and the scheme will be saved.

Scoring a Competition

First of all, you will need to select InterClub as the competition type from the **Simple Competitions** panel on the **Competitions** tab. Next, make sure that the InterClub scoring scheme is selected on the Scoring panel:
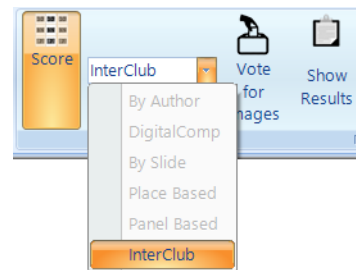
Before a competition can be scored, you need to turn scoring on by clicking the Score button on the Scoring panel; FFPx will confirm the scoring scheme in use.

Once the projector is turned on, there are two ways of scoring an image;

By typing the score as a number followed by the Enter key.

By click in the Score area along side the image in detailed view. A table will pop-up with the possible scores.

An option on the FFPx Settings 274 dialog allows you to project the club name after an image has been scored.

At any point, you can display a report on the competition by clicking the **Show Results** button on the **Scoring** panel:

A results summary will be shown for the current scheme:

In the default view, you see each club with each image score. You can see the overall state of the competition by clicking the **Overview** button:
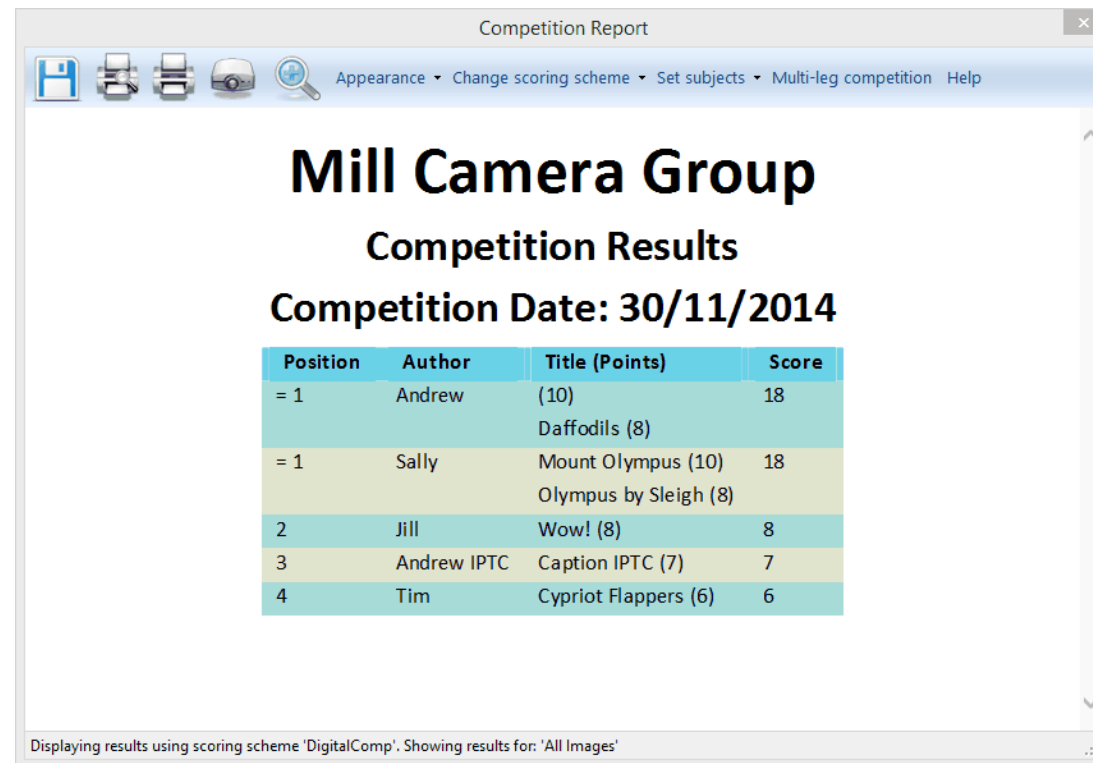
More about the result reports is [here](#)198.

2.8.10 Scoring Multi-Leg Competitions

Multi-Leg competitions are scored in a similar way to a regular "By author" style competition. The difference is when the results are calculated: FFPx can examine the surrounding folders for other FFPx sequence files which contain the other club's scores for the same sequence of images and produce a combined result.

To produce the Multi-Leg report, you start by loading the sequence file from your camera club; this might produce a result like

this:

Next, click the **Multi-Leg Competition** button at the top of the report window. FFPx looks in the surrounding folders; for example, if the path for your camera club sequence is;
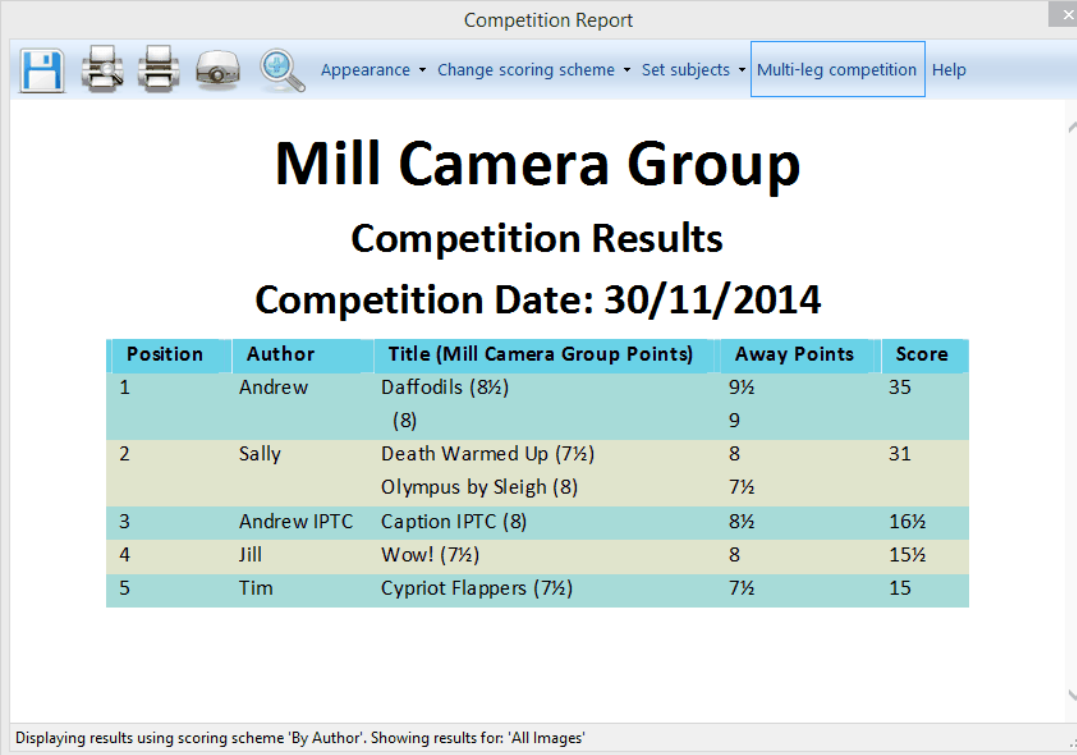
C:\Users\Home\Documents\Competitions\MultiLeg\Home\Sequence.FFPx

then FFPx will look in all the sub-folders in the

C:\Users\Home\Documents\Competitions\MultiLeg

folder for **sequence.dss** files. This directory structure is created by FFPx when you save a sequence for Multi-Leg competitions, so providing things haven't been moved FFPx should find all the sequence files. FFPx combines the scores to produce an overall

result:

2.8.11 Scoring Mix & Match Competitions

Mix & Match competitions are somewhat different from other scored competitions as FFPx will prompt you for a score, rather than you entering a score.

Creating a Mix & Match Scheme

In the following example, we'll create a scoring scheme for Mix & Match with the following rules:

- Teams are awarded two points for each image that "matches".

- If no match is found for an image, then two points are awarded.

- In each round, 1 point is awarded to the best image shown, regardless of whether it matches.

- There is a 60 second time limit to match the image.
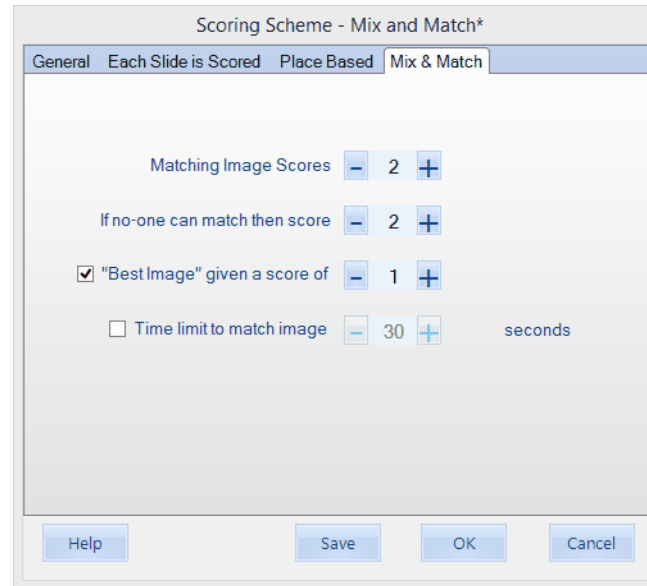
To create such a scheme:

Click the **Create a new scheme...** option from the Scoring menu.

The **Scoring** dialog¹⁵⁷ will open; change the "Untitled" name to something more suitable; for example, "MixMatch" and change the competition type to **Mix & Match**. The dialog will look like this:
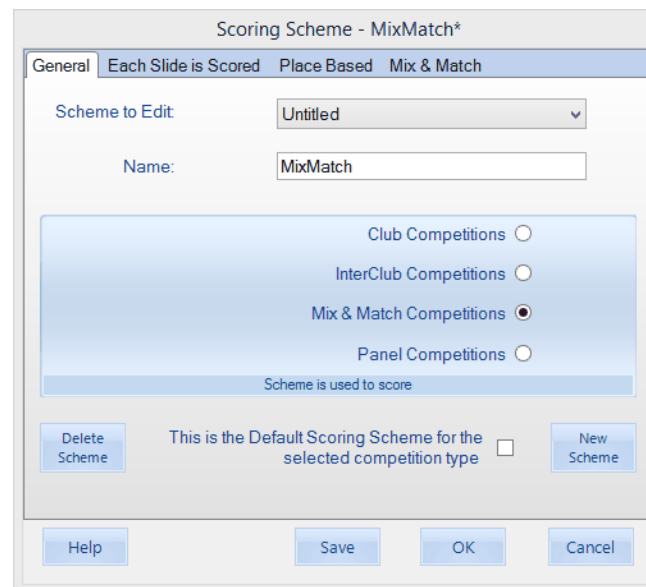
Click the **Mix & Match** tab at the top of the dialog:
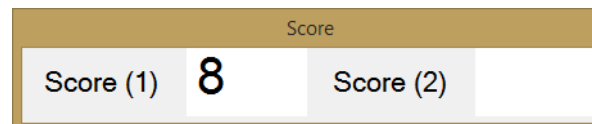
The settings shown above are almost correct for the scoring scheme we described, we just need to check the **Time limit to match image** check box and set the time to 60 seconds.

The scoring of a Mix & Match competition is described here[121].

2.8.12 Scoring with Multiple Scores per Image

Some competitions have several judges each of whom allocate a score to an image.

FFPx supports up to six scores per image. When multiple scores are being used then when a score is entered, the score window will look like something this:

In the above example, two scores are recorded per image; one score has been entered (8).

Individual scores will only be registered when the Enter key is pressed. So to register two scores of (say) 8 and 7, you should type:

8 <Enter key>
7 <Enter key>

There are two ways these scores can be entered:

Using a Single Keyboard

With a single keyboard, each score is entered from a single keyboard - usually the laptop keyboard. The scores are recorded in the order they are entered.

Using Multiple Keyboards

To use multiple keyboards, the scoring scheme in use must have the **Numbers of scores per slide** to be more than 1 and there must be more than one keyboard connected to the PC.

Before the competition, you can setup which keyboard is associated with which score and which keyboard is a "master" keyboard - ie which keyboard can edit a sequence.

Setting up Multiple Keyboards

On the **Score** panel, click the More button and choose **Setup Multiple Keyboards...** from the menu that appears. The Setup Multiple Keyboards dialog appears:
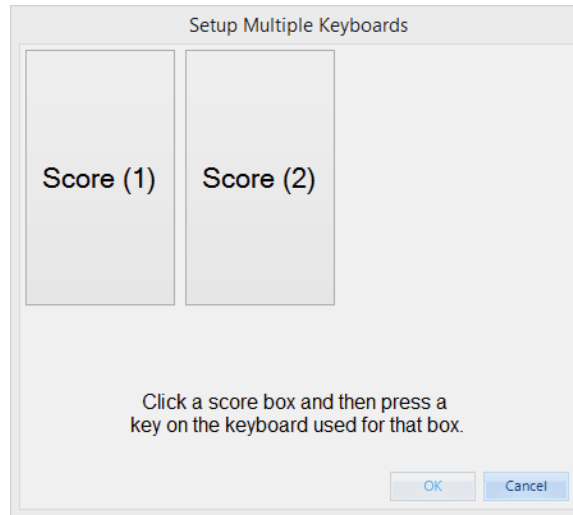
To associate a particular score box with a given keyboard, click the score box with the mouse, then press a key on the appropriate keyboard:
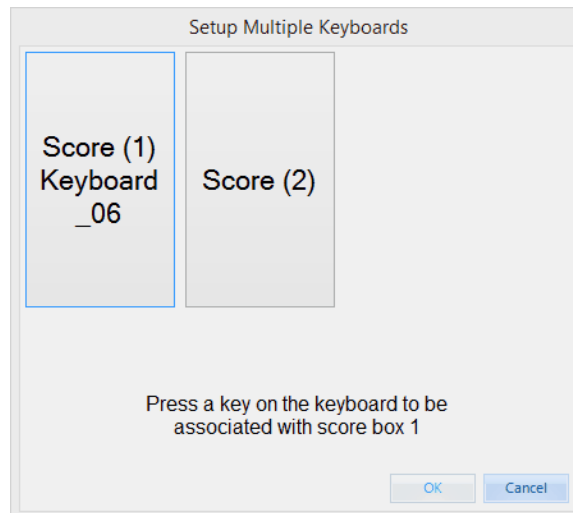
In the example above, score box 1 (shown as **Score (1)**) has been clicked and a key pressed on one of the two keyboards

connected to the computer. The other score box is still awaiting a click by the mouse.

Once all the score boxes have had a keyboard associated with them, click **OK** and you can proceed with the competition.

As it is essential that this keyboard association is performed before a multiple keyboard competition is scored, FFPx will check to see if it has taken place when the score button is clicked or if a sequence with a scoring scheme with multiple keyboards is loaded.

Setting the Master Keyboard

The "master" keyboard can edit sequences; pressing the delete key will remove the current image, the cursor keys can be used to select images and so on. By default, any connected keyboard can edit a sequence, but if you have several judges scoring images, you may want to stop their keyboards from deleting images - remember they are using the keyboards in the dark!

To set the master keyboard, from the **Score** panel, select the More button and choose **Select the Master Keyboard...** from the menu that appears. The Master Keyboard dialog appears:
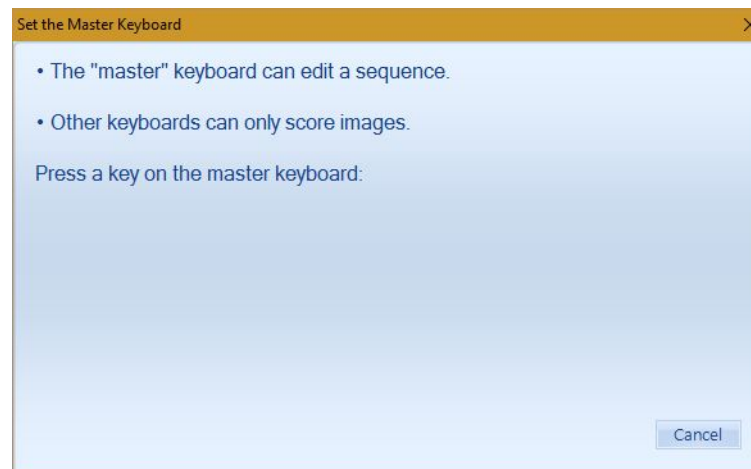
Follow the instructions on the dialog; press a key on the keyboard you want to be the master (usually the laptop keyboard). Confirm the selection by pressing a key on the master keyboard again and the selection will be confirmed.

Unfortunately, FFPx can't "save" the master keyboard; the keyboard identities change depending on which USB socket they're plugged into.

Scoring with Multiple Keyboards

Scoring a competition with multiple keyboards is much like scoring with a single keyboard. A score can be entered on any of the keyboards - in fact scores can be entered simultaneously. FFPx records which keyboard entered which score. However, as with the master keyboard, the keyboard "mapping" is not stored as part of the sequence as the order keyboards appear will change depending on which USB socket they are connected to.

If you unplug a keyboard whilst a competition is in progress, then FFPx will revert to single keyboard scoring - even if there is still more than one keyboard connected.

Abstaining

When multiple scores are being recorded per image, it's possible one of the judges to "abstain" - usually when one of their own images is being projected. To abstain, enter an asterisk character ("*") followed by the Enter key; FFPx will calculate the average of the other scores and replace the abstaining judge's score with the average.

2.8.13 Voting for Images

This is an exception to the rule that all scored competitions require a scoring scheme; in this system a typical competition starts by all the images being shown to the club members, then each member votes for their top 3 (say) images.

To enter the votes for images, click on the Vote button or select Vote for Images... from the Scoring menu.

The Vote for Images dialog appears:

You can change the number of images each member can vote for by changing the **Votes per person** value.

If the **Voting order indicates preference** check box is cleared, then each vote counts equally - FFPx will give 1 point for each vote an image receives. If the check box is checked then the order the image numbers does affect the value of each vote and FFPx gives 3 points to the first image, 2 points to the second and 1 point to the third.

FFPx checks the entry of votes; a member can't vote for the same image twice and the image number can't be higher than the number of images.

Once the voting is complete, you can click **OK** and return to the detailed view to see the points awarded to each image. If you click on the **Score** label at the top of the detailed view, the images will be sorted by score - giving the result of the competition.

2.9   Scoring Results

FFPx can generate five different report styles; Panel based, Placed based, By Author, By Slide and Mix & Match. The style of report produced depends on the scoring scheme in use. "Locked" images are ignored for scoring purposes and do not appear in the results. To show the Competition Results dialog, click **Show Results** from the **Scoring** panel on the ribbon or select **Show Results** from the **Scoring Scheme** menu - that's opened by clicking the More button on the Scoring Scheme status panel towards the bottom of the FFPx window.

Panel Based

In a panel based competition, the results report shows the highest scoring panel first, second highest next and so on:

Place Based

In a place based competition, the results are shown in "place" order:

By Author

For these competitions, the results are presented with the highest scoring author in first place, the second highest scorer in second place and so on. The report takes into account the **Number of scores per author that count towards the score** number which is set in the **Scoring Scheme** Dialog[157].

The example below is a By Author results report:

For By Author competitions, if you click the **Appearance** ▾ drop down and select **Summarize Report** you can display an overview of the results which doesn't show the individual image scores. For example, if **Summarize Report** has been selected for the above competition, the result looks like this:

By Slide

In this competition, the results are shown with the highest scoring slide in first place, the second highest in second place and so on:

Images which have been "locked" are assumed to be title slides and will not be displayed in the result report.

Scoring Separate Subjects

Some camera clubs have competitions with a mix of set-subjects and "open" images. For example, a competition may comprise a mix of Portraits and Open images. FFPx can calculate a score for individual subjects or all the images. For example, Andrew, Bill and Charlie enter a competition; two images can be entered and these can be either Portraits or Open - the list of images could look like this:

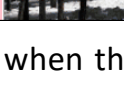| Author	Filename	Subject	Score
Andrew	Bluebell.jpg	Portrait	9
Bill	Nighttime.jpg	Open	8
Andrew	London.jpg	Open	6
Charlie	Moon Rise.jpg	Open	8.5
Bill	Archie.jpg	Portrait	7
Charlie	Canyon.jpg	Open	6

If you look at the scores for each image, there are three ways of interpreting this:

- Overall Andrew is the winner; he has the highest scoring image (Bluebell.jpg scored 9).

- For the Open images, Charlie is the winner with Moon Rise.jpg scoring 8½.

- For the Portraits, Andrew is the winner (again with Bluebell.jpg).

For FFPx to be able to score such competitions, the Subject field of the image has to be set. This can be set using Windows[83] or using the **Properties**[46] option from the image context menu. In Photoshop, this field is called the Description and is set from the **Description** page of the **Image Properties** dialog.

By default, the Subject field is not shown on the detailed view. You can turn on the display of the subject field by right clicking the title bar of the detailed view and clicking **Show Titles** or by using the **FFPx Settings**[277] dialog for the detailed view.

With the **Subjects** turned on, the image table looks like this:

Number	Status	Thumb	Author	Title	Subject	Score
1			Fred	W...	portrait	-
2			Andrew Pepper	Cypriot Flapp...	portrait	-
3			Sally	De...	portrait	-
4			Sally	M...	landscape	-
5			Andrew Pepper	E...	landscape	-

Competitions with subjects are scored as usual, but when the competition report is displayed, the calculation performed can be changed by using the **Calculate for Subject** drop down menu. For example, the following is the result report for a competition scored by slide:

Note that at the base of the display, we're told that FFPx is "Showing results for 'All Images'". If we click the **Set subjects** more button and change the **Calculate for Subject** option down to **portrait**, then the report changes to look like this:

Now only the images with Portrait in their subject field are scored. Similarly, by selecting **open** from the dropdown, the results are shown with only Open images.

Default Subject

If any image does not have the Subject field set to anything then you will need to define a Default Subject - the subject to which FFPx will assume an image belongs if there is nothing in the Subject field; FFPx will prompt you if you try and calculate a score report by subject if there are some images without a subject:
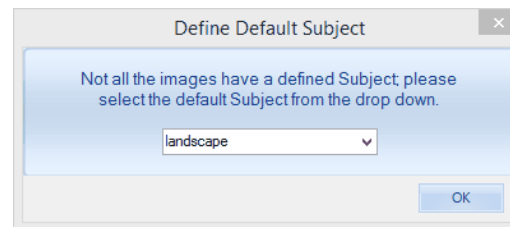
Click the drop down and select a default subject from the list. Note that FFPx generates the list of subjects from the subjects present in the loaded images, so there must be at least one image with the required default subject.

You can change the default by clicking the **Set subjects ▼** menu on the **Competition Report** dialog and then selecting the **Default Subject** option.

Report Broken Down by Subject

An alternative report style is to have the report show the scores for each subject in turn. For this type of report, select **All Subjects** from the **Calculate for Subject** dropdown. A report generated with this style looks like this:

Mix & Match Reports

Mix & Match competitions have a relatively simple report as individual image scores are not recorded, only the overall team position. A typical report looks like this:

Displaying Thumbnails

It is possible to add thumbnails to reports, apart from:

- Panel based

- Author based in Overview mode

- Mix & Match Reports

To add thumbnails to a report, select the **Show Thumbnails** option from the **Appearance** more button. An example report with thumbnails is shown below:

Note that if thumbnails are part of a report, then this affects <u>saving the report</u>[213].

Zooming the Report

You can change the size of the text of the report by clicking the Zoom icon; a slider will appear and you can use it to set the font size. If the report is being projected, the projected report is also zoomed.
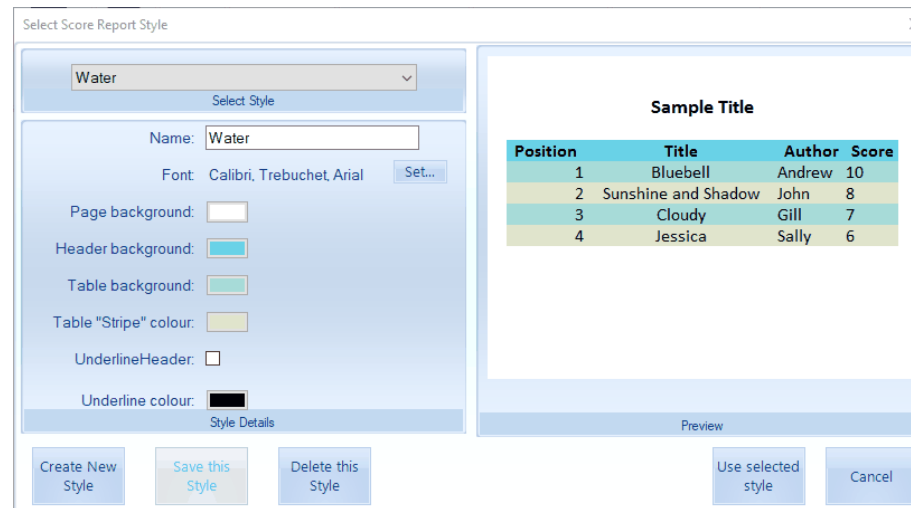
Changing the Report Scheme

It's possible to change the report by using more button on the Scoring Scheme panel. Note that you cannot generate a report for a panel based competition using a non-panel based scoring scheme and similarly, you cannot use a panel based scoring scheme to score a non-panel based competition.

Changing the Report Appearance

As you would expect, the **Appearance** more button has items to change how the report appears. FFPx has several different report

styles available, and it's easy to add your own. To change the overall style, select the **Overall Style...** option from the **Appearance** more button. The **Select Score Report Style** dialog opens:

You can choose a new style for the report from the **Select Style** dropdown. You can modify the selected style by changing the elements in the **Style Details** area or click the **Create New Style** button to create a new style which you can define in the **Style Details**. You can delete the selected style by clicking the **Delete this Style** button.

Restoring the Default Styles

To restore the default styles, use the **Delete this Style** button repeatedly until all the styles have been deleted, the defaults will be restored.

Report Settings

To change the settings of the displayed report, select the **Settings...** from the **Appearance ▼** dropdown. The **Configure Score Report** dialog will be displayed:

As you can see, you can configure a number of items about the competition:

The **Camera Club Name**, **Competition Name**, **Competition Date** and **Judge name(s)** options are self-explanatory. The **Extra Comments** field is for overall comments about the competition.

FFPx will save the name of the Camera Club so it will appear on future reports as well as saving the foreground and background colours for the report page, the remaining competition parameters will not be saved.

In the **General Settings** area, you can choose how FFPx handles "tied" images. For example, suppose Andrew, Bill and Charlie have scored 18, 18 and 17 respectively. Andrew and Bill are equal first, but should Charlie be second or third? Some clubs would give him second place as he has the second highest score, some third as there are two people ahead of him. In the **General Settings** area, select **If there are tied positions, leave appropriate gaps** to leave a gap (so in our example Charlie would be third), select **If there are tied positions, don't leave gaps** not to leave a gap - so that Charlie is placed second.

Score Report Columns

You can choose the columns that are displayed in the score report from the **Appearance ▼** dropdown. The **Show Thumbnails**, **Filenames**, **Date** and **Comments** fields are self-explanatory, the **Minimum Score** option allows you to set the minimum score
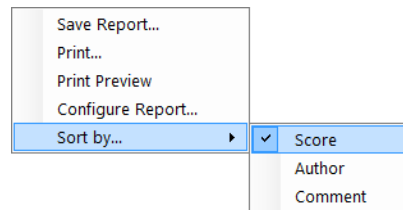
required to appear in the report.

Multi-Leg Competitions

If the competition you are calculating the results for is part of a Multi-Leg competition, then you can click the **Multi-Leg Competition** button. FFPx will examine the "surrounding" folders for **sequence.dss** files and calculate an overall result for the competition. There is more about Multi-Leg competitions here[126].

Sorting the Results

You can sort the results of most types of competitions by right clicking the results table and select the **Sort by...** option:

```
Save Report...
Print...
Print Preview
Configure Report...
Sort by...          ▶    ✓   Score
                             Author
                             Comment
```

By default, sequences are sorted by score in descending order with the highest score first. Sorting by Author sorts the results by author name in alphabetical order. Sorting by Comment sorts the results by the contents of the Comment[71] field. Images with comments will be sorted, images without comments will be placed after those images in score order. One use for this is when a competition is scored but the judge also gives a "top 3" images; in the comment fields, you can put "1", "2" or "3" to indicate the top three images, then when showing the result, sort by comments.

The sort option isn't available for panel based, Mix & Match or KnockOut competitions.

Projecting the Results

You can project the results by clicking the Project Report icon (📷). This will show the results information on the second monitor (ie the digital projector). Note that this option is only available if you have the second monitor enabled on the computer.

Printing Reports

To print the report, select the **Print Report** icon (🖨), the standard Windows print dialog will be produced to select the printer and print the report.

Saving Reports

You can save the report as an HTML or PDF file; this makes it easy to display without needing to have FFPx installed on the computer and you can also incorporate result reports into the club website.

To save the report, select the **Save as html** (HTML) or save as PDF ( ) button. The standard Windows save file dialog box will open to allow you to choose a filename for the saved file.

If your saving an HTML version and the report has thumbnails, then a folder called **Images** is created in the folder where the report has been saved; this holds the thumbnails associated with the sequence. This has two consequences:

- If you try and save two reports with thumbnails to the same folder, then the **Images** folder will be overwritten - so only the later report will correctly show thumbnails.

- If you want to move the saved report with thumbnails to another folder or computer, then you must also move the associated **Images** folder.

2.10   Exporting and Importing

2.10.1   Exporting Sequences

You can export sequence information in five different ways:

1. Tabs, Sequences and Images

2. Sequence and Images

3. HTML

4. Comma separated values (CSV)

5. Filtered Export.

The first two options makes it easy to transfer all the tabs (including all the sequences and associated images) or a single sequence, again including the associated images from one machine to another; many projectionists prepare the sequence(s) on one computer and then want to transfer everything to a second computer for running competitions.

HTML exporting generates an HTML version of the sequence that can be shown on any computer with an Internet browser. This is intended for use in competitions where pre-judging is to be used; in this situation, the judge is sent the HTML version of the sequence and a printout of the score sheet and scores the images before the actual competition. An HTML sequence is used as it is unlikely that the judge will have FFPx installed on their computer.

CSV (or comma separated values) is used to allow you to transfer the sequence information to a spreadsheet program. As the exported CSV file includes scores, this makes it possible to process the scores from several competitions using the spreadsheet software. The CSV file is a plain text file, so it is possible (with care) to modify an exported CSV file and then to import it back into FFPx.

The Filtered Export allows you to selectively place images into folders based on a range of criteria (including their score).

2.10.1.1 Entire Sequence as CSV

Exporting a sequence as a comma seperated value (CSV) file allows you to load a scored sequence (or indeed an unscored sequence) into a spreadsheet program. To export the sequence as a CSV, select the **Export** menu from the **File** menu and click the **Export as CSV** option:
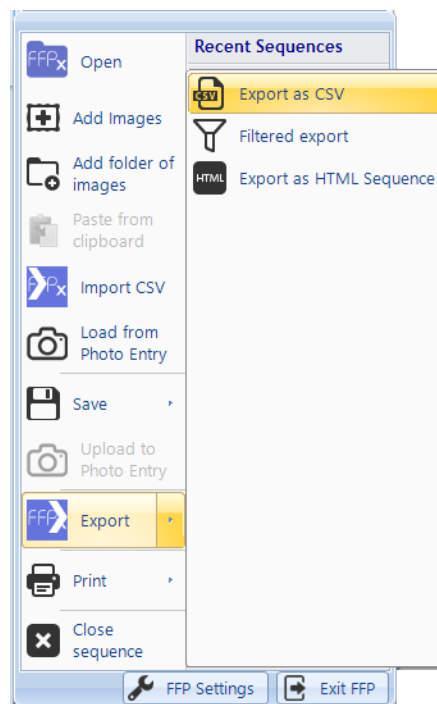
If there is no scoring scheme defined, then you will move straight to a file selection dialog to select the file to export the sequence and the entire sequence saved; the exported file is in the form:

For Club Competitions with a single score, the file is of the form:

Number, Filename, Full Path, Author, Title, Subject, Comment, Score

For Club Competitions with multiple scores, the file is of the form:

Number, Filename, Full Path, Author, Title, Subject, Comment, Score, SubScore (1),SubScore(2),...SubScore(n)

The score column holds the total score and each SubScore column holds the individual scores. The number of SubScore columns is set in the **Scoring Scheme** dialog ⌐158 as the **Number of scores per slide** value.

If the competition is place based, then the format is:

Number, Filename, Full Path, Author, Title, Subject, Comment, Place
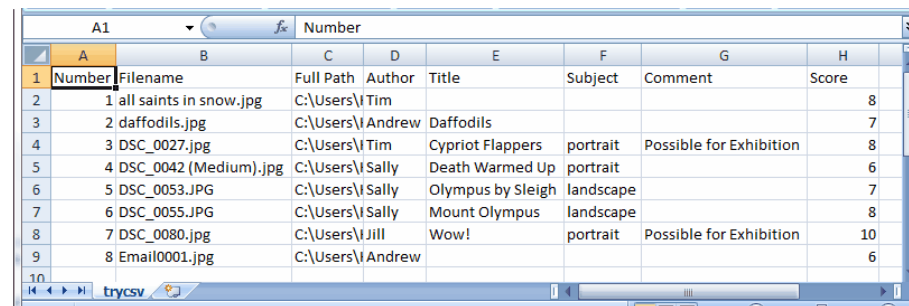
For panel competitions, the format is:

Number, Filename, Full Path, Author,Title, Subject, Panel Name, Slide no, Comment, Score

For InterClub competitions, the format is:

Number, Filename, Full Path, Author, Title, Subject, Club Name, Comment, Score

An example Club Competition with single score exported sequence, loaded into a spreadsheet looks like this:

Sequences exported as full sequences can be imported back into FFP ⌐229. Note that if you modify the author, title or subject in the CSV, the modified values will not replace those extracted from the image files when you import them. How to modify the author, title or subject fields of image files is explained in the EXIF, XMP and IPTC ⌐81 section.

2.10.1.2 **Using Scoring Scheme**

If you select the **Export as CSV** option and there is a scoring scheme defined for the current sequence, then the **Comma Separated Values Export Options** dialog box will appear:
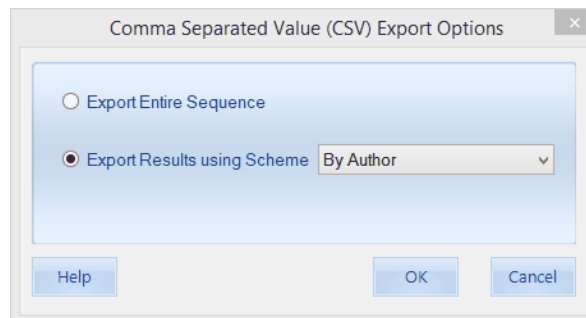
This dialog allows you to select to either export the entire sequence (as described <u>here</u>[215]) or you can export the results of a competition calculated using a scoring scheme; there are four different formats for the exported sequence:

Scored by Author

With this scheme, the exported file is of the form:

Position, Author, Score, Title, Subject, Points, Filename, Comment

An example export, imported into a spreadsheet looks like this:

Note that the exported sequence is in position order, so the first place author is first, second placed second and so on.

Scored by Slide

With this scheme, the exported file is of the form:

Position, Title, Author, Filename, Subject, Score, Comment

An example scored by slide export; imported into a spreadsheet looks like this:

	A	B	C	D	E	F	G
1	Position	Title	Author	Filename	Subject	Score	Comment
2	1	Wow!	Jill	DSC_0080.jpg	portrait	9	Possible for Exhibition
3	2	Daffodils	Andrew	daffodils.jpg		8	
4	2	Olympus by Sleigh	Sally	DSC_0053.JPG	landscape	8	
5	3		Tim	all saints in snow.jpg		7	
6	3	Death Warmed Up	Sally	DSC_0042 (Medium).jpg	portrait	7	
7	3	Mount Olympus	Sally	DSC_0055.JPG	landscape	7	
8	3		Andrew	Email0001.jpg		7	
9	4	Cypriot Flappers	Tim	DSC_0027.jpg	portrait	6	Possible for Exhibition

Placed Based Scores

With a placed based scoring scheme, the exported file is of the form:

Position, Title, Author, Filename, Subject, Place, Score, Comment

An example placed based export, imported into a spreadsheet looks like this:
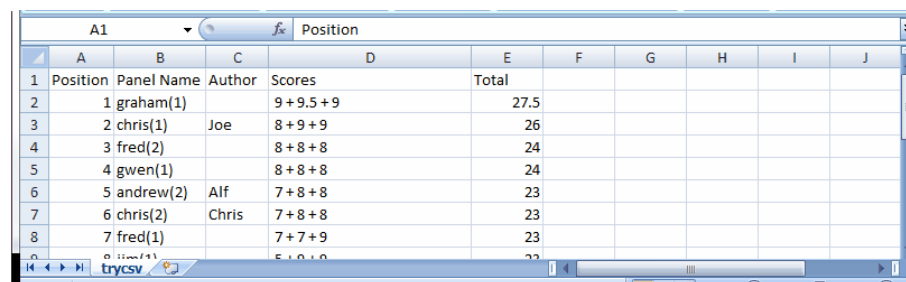
	A	B	C	D	E	F	G	H
1	Position	Title	Author	Filename	Subject	Place	Score	Comment
2	1	Cypriot Flappers	Tim	DSC_0027.jpg	portrait	First	10	Possible for Exhibition
3	2	Wow!	Jill	DSC_0080.jpg	portrait	Second	8	Possible for Exhibition
4	3	Mount Olympus	Sally	DSC_0055.JPG	landscape	Third	6	
5	4		Tim	all saints in snow.jpg		-		
6	4	Daffodils	Andrew	daffodils.jpg		-		
7	4	Death Warmed Up	Sally	DSC_0042 (Medium).jpg	portrait	-		
8	4	Olympus by Sleigh	Sally	DSC_0053.JPG	landscape	-		
9	4		Andrew	Email0001.jpg				

Scored by Panel

With a panel based scoring scheme, the exported file is of the form:

Position, Panel Name, Author, Scores, Total

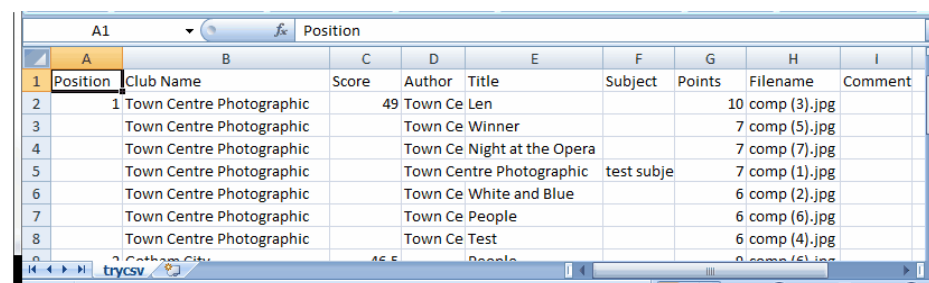An example panel based export, imported into a spreadsheet looks like this:

InterClub Competition

With an InterClub competition, the exported file has the format:

**Position, Club Name, Score, Author, Title, Subject, Points Filename, Comment**

An example InterClub competition, imported into a spreadsheet looks like this:


2.10.1.3 As HTML as Slide Show

If you want to give a third party a sequence they can view with an Internet browser then you can export the sequence as an HTML Slide Show. HTML (HyperText Markup Language) is the language recognised by Internet browser software. To export a sequence to HTML, select the **Export as HTML Sequence** option from the **File** menu:
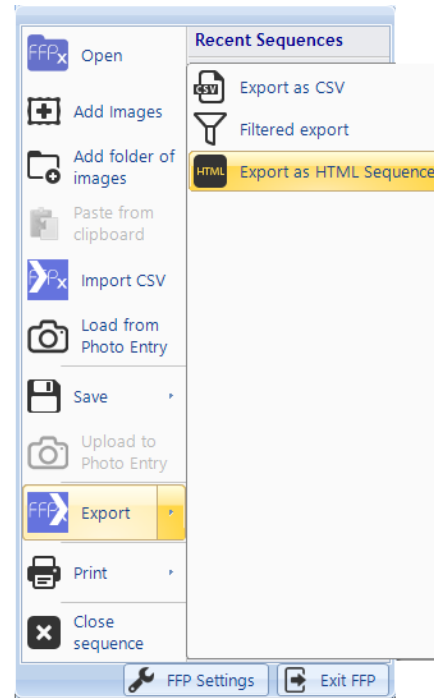
You will be asked for an HTML filename:
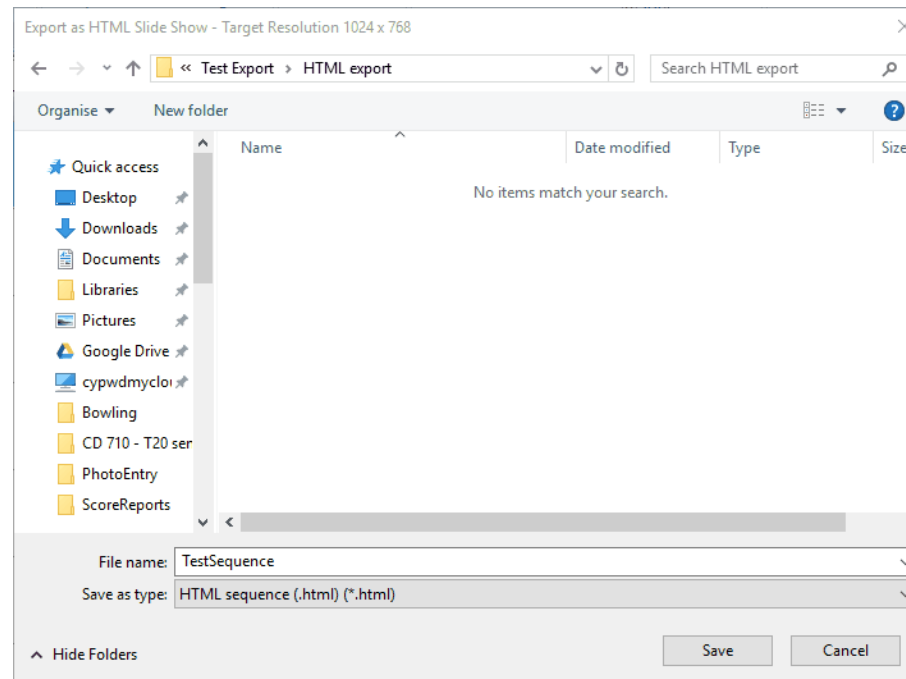
As an example, we've used **TestSequence** as the filename. Clicking the **Save** button will generate the HTML sequence. If you use Explorer to examine the folder where the sequence was saved, you will see the HTML filename you typed together with a folder with the same name - this folder is part of the sequence and is required along with the HTML file:
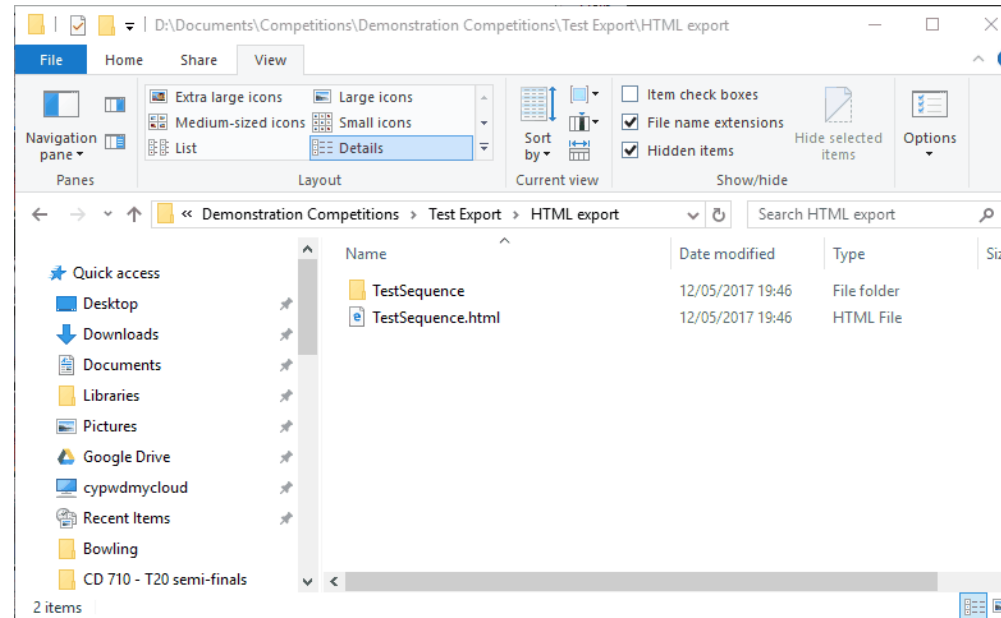
If you load the generated sequence into a browser (the easiest way is to double click the HTML document), the browser screen will look like this:
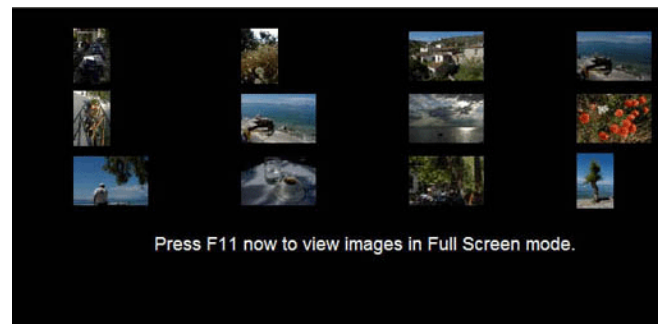
As indicated, pressing F11 will expand the browser to fill the screen. Users of Microsoft Edge won't see this message as Edge doesn't support F11 to switch to full screen. You can click any of the thumbnail images to show an enlarged version; at the base of the enlarged image you will see something like this:

Image 9 (Greek Recession)

Prev   Home   Next

The image number is the number of the image in the sequence; this will correspond to the image number in a printed score sheet. The image title is shown in brackets after the image number.

The **Prev** link will go to the previous image in the sequence; this is the first image in the sequence so this link is disabled. The **Home** link takes you back to the original thumbnail display, **Next** will go to the next image.

2.10.1.4 Filtered Export

Filtered export provides a way to store images in folders depending on a range of criteria. For example, suppose there has been a selection process where images are being selected for an exhibition. Each image is given a score out of ten, at the end of the selection process you may want to store all the images that score 9 or more for the exhibition and store all the images that scored 8 for later evaluation. This is easy with filtered export.

To start the **Filtered Export** dialog, select **Filtered Export** from the **File** menu. The dialog will be shown:

For our example, we want to export all the images with a score of 9 or more. To do that, we put 9 in the **Min Score** area and tick the **Apply** checkbox. Note that the **Target Folder** shows the folder name that will be created for this export and the **Matches** area shows the number of images that match the filter:

For the second part of the requirement (to store all the images that score exactly 8 separately), we click the **Add Filter** button and in the new filter that appears put 8 into the **Min Score** and **Max Score** areas and tick **Apply**:

We need to set the destination folder for the export; to do that we click the **Change...** button alongside the **Export to folder** area. A folder selection dialog open and we select a destination folder (Exported Images):

Filtered Export									×

Export to folder: D:\Documents\Competitions\ExportedImages   [Change...]

Apply	Author	Title	Subject	Min Score	Max Score	Min Author Total	Max Author Total	Matches	Target Folder
☑				9				3	\Score=9-any
☑				8	8			9	\Score=8-8

If you click Export now, then 2 folders will be created as subfolders to the Export Folder (..\ExportedImages).

[Help]   [Add Filter]   [Export]   [Cancel]

With the **Export to folder** destination folder defined, the **Export** button is enabled. Some status text also appears to let us know what will happen when we click **Export**.

Finally, we click **Export**. The export will be performed, if we use Explorer to navigate to the **Exported Images** folder we find two folders containing the exported images:
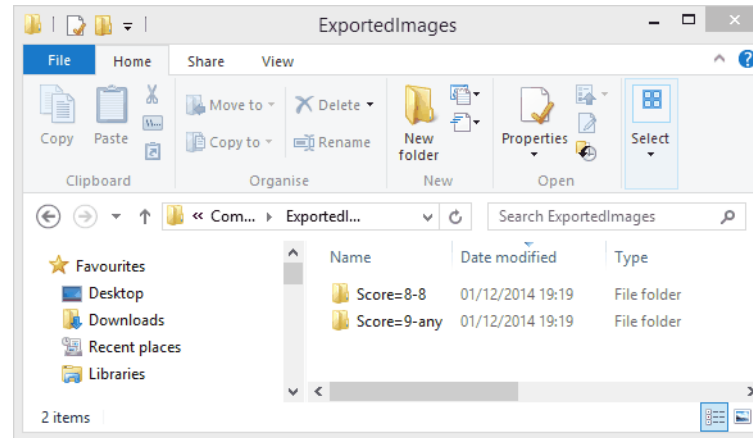
More about the Filtered Export

The **Help** button will open the context sensitive help for the Filtered Export.

You can define up to 8 filters.

The **Min Author Total** and **Max Author Total** values are used to filter images based on the total score by the author.

If you are scoring a panel based competition, then the **Min Author Total** and **Max Author Total** columns will be replaced by **Min Pnl Score** and **Max Pnl Score** - used to filter images based on the score a panel has received.

You can practise using Filtered Export by using the Hold Back Filter 72 . This is a very similar dialog that holds back images based on the filter, so you can see the affect of filters without creating folders.

The source images of a sequence can come from several folders and it is therefore possible that two images might have the same filename. If, when exporting images, two images have the same filename, FFPx will create a new filename for one of the images. For example, if two images both have the name "image.jpg" then FFPx will rename one of the images to be "image(1).jpg".

In a similar way, if images are already present in the target folder for an export, then FFPx will create new filenames for any duplicated filenames.

2.10.2   Importing CSV Sequences

FFPx can import CSV sequences, provided that they have been exported as full sequences - ie not those exported using a scoring scheme.

As with FFPx sequence files (.FFPx files) the .CSV file does not store the image files, only the location of the image files. The import will only work if the image files are in the same locations as they were when the exported .CSV file was created.

To import a sequence, you select the **Import CSV**, from the **File** menu:
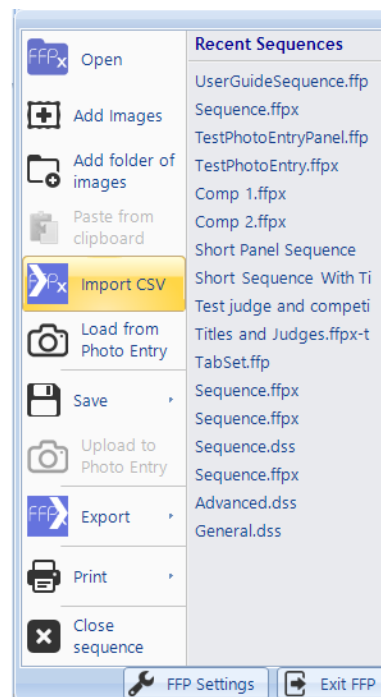
Importing a CSV sequence will cause any existing sequence to be discarded. You will be asked for the sequence to import.

When importing the sequence, FFPx will attempt to select an appropriate scoring scheme; if there is more than one suitable scheme you will be asked for the scheme to use:
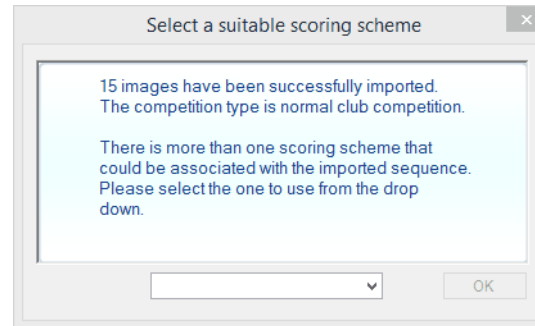
Note that if you change the author, title or subject in the CSV then this will *not* replace the metadata associated with the image; the image metadata will be used.

2.10.3 Exporting and Importing Settings

The FFPx Settings can be exported for transfer to another computer running FFPx or to allow several different settings to be used.

To export the current settings, select **Export settings...** from the **Settings** panel's more menu:
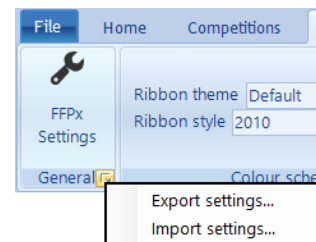
A select file dialog opens; select the file for the settings.

To import a previously saved settings file, select **Import settings...** from the same sub-menu.

2.11   Selecting Images for Exhibitions or External Competitions

Introduction

As well as running club competitions, FFPx can also be used to select images for exhibitions or external competitions.

A typical scenario for image selection is that each member submits a number of images (up to 5 say). A panel of judges views the member's images and each judge votes for their favourite image. The image with the highest number of votes is "selected".

A slight complication of the scheme described is if, after the selection process, there aren't sufficient images for the exhibition. In that case, the "second best" images of each member are assessed and, again, judges vote on them to pick the "best runner up". The process is repeated until sufficient images are chosen.

There are a number of options for selection mode; for example, the above scheme assumed that every member gets at least one image selected. It also assumes that judges can't "abstain".

The FFPx selection system provides a flexible system to cater for these variations. FFPx has *Selection Schemes*, similar in concept to Scoring Schemes. You can define many different selection schemes. For example, your club may use one scheme to pick one image per member. For the second round a different scheme could be used. You could define two schemes called "Round 1" and "Round 2" and select the appropriate scheme for each round of the selection process.

When you save a sequence in selection mode, the associated selection scheme is saved along with the sequence.

Selection Dialog

To define selection schemes and to choose to run in selection mode, click the **Selection Mode** button on the **Competitions** tab. The **Select Image for Exhibition** dialog appears:
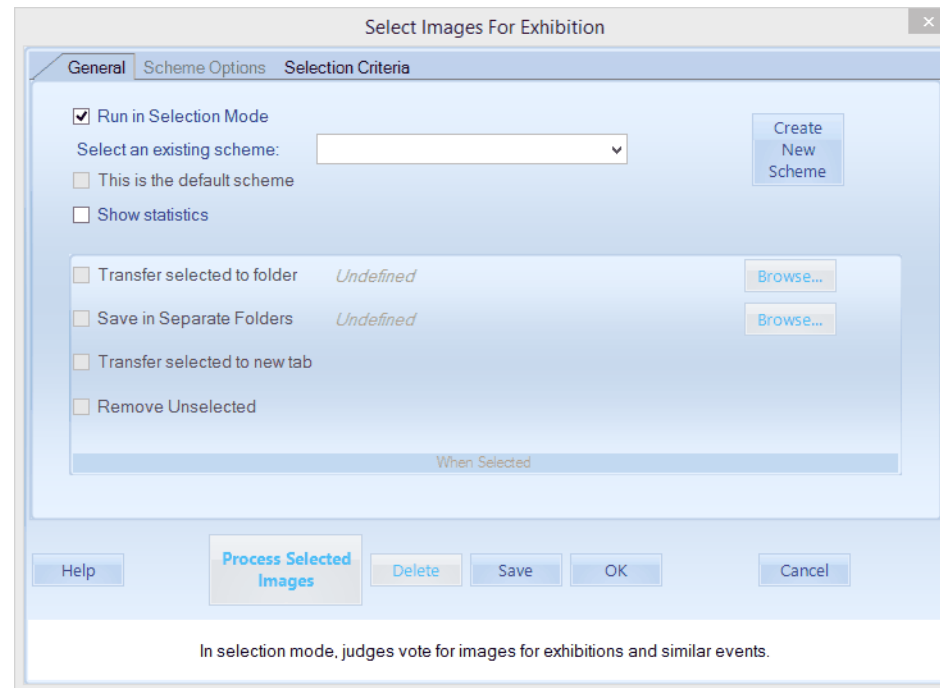
At the base of the dialog are options available for all the tabs. Going through these:

- **Help** displays context sensitive help for the dialog.

- The **Process Selected Images** button performs the selection option set in the When Selected area.

- **Delete** removes the currently selected selection scheme.

- **Save** saves any changes to the currently selected scheme.

- **OK** exits from the Select Images for Exhibition dialog. If you have made changes without saving them, then you be asked if you want to save the changes. If you don't save changes then they will not take effect.

- **Cancel** cancels the dialog.

2.11.1   Selection General Settings

The General Tab
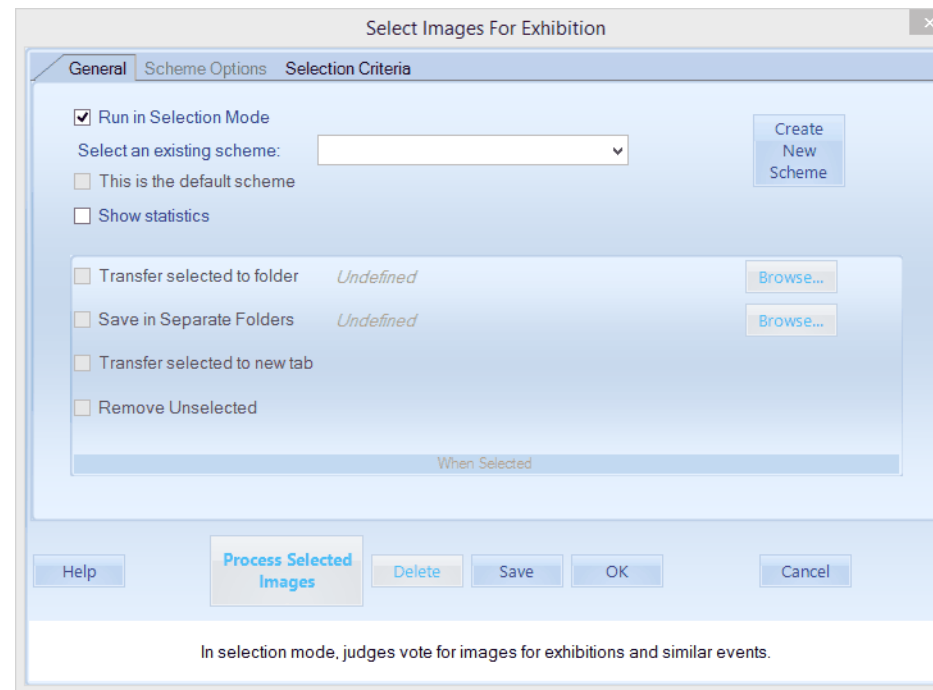
Going through the options on the **General** tab:

If the **Run in Selection Mode** checkbox is checked, then FFPx will run in Selection mode.

If you have previously defined selection schemes, then you can select these from the **Select an existing scheme** dropdown menu.

The **Create New Scheme** button will create a new selection scheme; you will be asked for a name for the new scheme.

If the **This is the default scheme** checkbox is checked then this is the scheme that is loaded automatically if no scheme has previously been selected. If there is only one scheme, then it is automatically made the default scheme.

If the **Show Statistics** checkbox is checked then FFPx will superimpose statistics about the selection process on the projected

image- showing how many images have been selected and how many more are required.

The **When Selected** area contains checkboxes for the possible actions to take when the **Process Selected Images** button is clicked. The options are:

- If **Transfer selected to folder** is checked then the selected images are moved into the specified folder. The images are removed from the sequence so all that is left are the unselected images.

- If **Save in Separate folders** is checked then folders are created in the specified folder; one folder for each of the marks received. For example, if there are 4 judges, the possible scores are 0, 1, 2, 3 or 4. When the Process Selected Images button is clicked, a folder will be created for each of these possible scores (the folders have the names "0", "1", "2", "3" and "4"). All the images that scored 0 points will be copied to the folder called "0", all those that scored 1 are copied to the folder "1" and so on.

- If **Transfer selected to new tab** is checked, then a new tab called Selected Images is created and the selected images moved to that tab. The images are automatically removed from the original sequence.

- If **Remove Unselected** is checked, then the unselected images are removed from the sequence.

You can combine these options; they are processed in the order they are shown, so if you check **Transfer selected to folder** and **Transfer selected to new tab** then only the first option will actually do anything as once the images have been transferred to a folder, there won't be any selected images to transfer to a new tab.

2.11.2   Selection Scheme Options
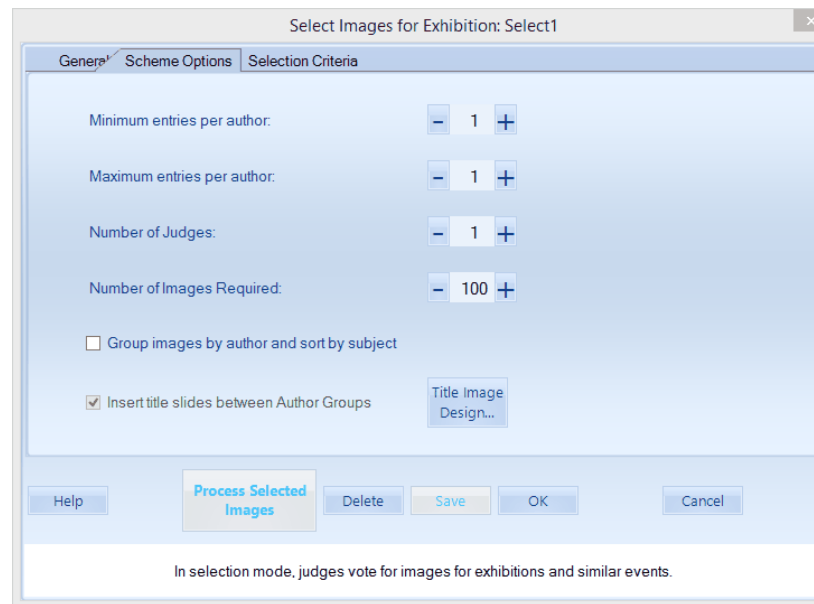
Going through the **Scheme Options** tab:

The minimum and maximum entries per author counters are largely self-explanatory; FFPx will warn you if someone has submitted too many entries.

The **Number of Judges** counter sets the maximum number of votes that can be received by an image.

The **Number of Images Required** is the number of selected images required; if Show Statistics₂₃₃ is turned on, then FFPx will show how many images remain to be selected as each image is projected.

If the **Group images by author and sort by subject** checkbox is checked, then when you are running in Selection mode, FFPx will sort the images so that each author's images are grouped together, but then sort each group by the Subject field of each image. This means that if you want to select images by looking at groups of authors' images, the author can specify the order they are shown by putting the appropriate number into the Subject field.

For example, Andrew wants to enter four images into the selection process. He set the Author name to be "Andrew" for each

image and then chooses the order he wants them to be seen; he then sets the subject field of the first image to be "1", the subject of the second image to be "2" and so on. There are instructions about setting the author and subject using Windows and/or Photoshop here [83].

This sorting mode is also an option on the **Shuffle** [59] dropdown menu.

If you have turned on the **Group images by author and sort by subject** checkbox, then you can also turn on the **Insert title slides between Author Groups** checkbox. If this is turned on, then slides are inserted between the groups, partly this is to make it clear when you switch from one author to the next, but the title slide can also show information about the selection process. There is more about that in the Designing Selection Title Slides [238] section.

2.11.3 Selection Criteria
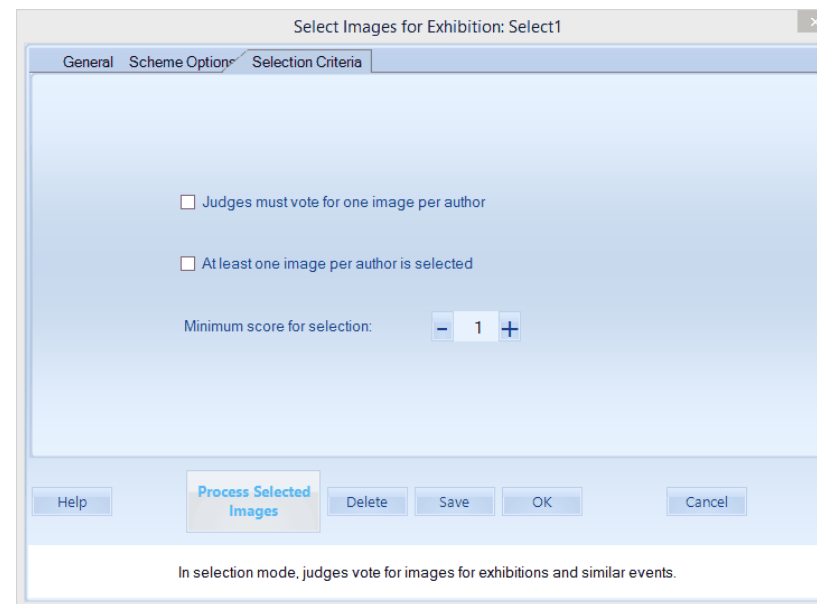
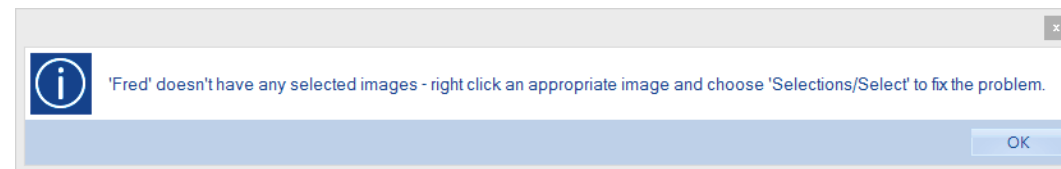Going through the **Selection Criteria** tab options:

If the **Judges must vote for one image per author** checkbox is checked, then FFPx can automatically calculate the number of votes

for the final image in the author's group. For example, if Andrew has entered 4 images and there are 6 judges, then if the first 3 images receive a total of three votes, the final image must receive 3 votes. FFPx produces an explanatory message:

Automatic Votes

Automatic votes: **3**
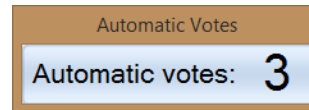
If the checkbox is *not* checked, then judges can abstain; choosing not vote for any image.

If the **At least one image per author is selected** then FFPx will check each authors images; if all their images have been voted upon but none were selected, then a warning message is produced, for example:

'Fred' doesn't have any selected images - right click an appropriate image and choose 'Selections/Select' to fix the problem.

OK

The **Minimum score for selection** counter contains the number of votes required for an image to be selected. If the **Judges must vote for one image per author** checkbox is checked, then this number is calculated and can't be changed; for example, if there are 6 judges then the minimum score for selection must be 4.

2.11.4 Designing Selection Title Slides

The **Selection Title Design** dialog is opened by clicking the **Design Titles** button on the **Select Images for Exhibition**[235] dialog. The dialog that appears looks like this:
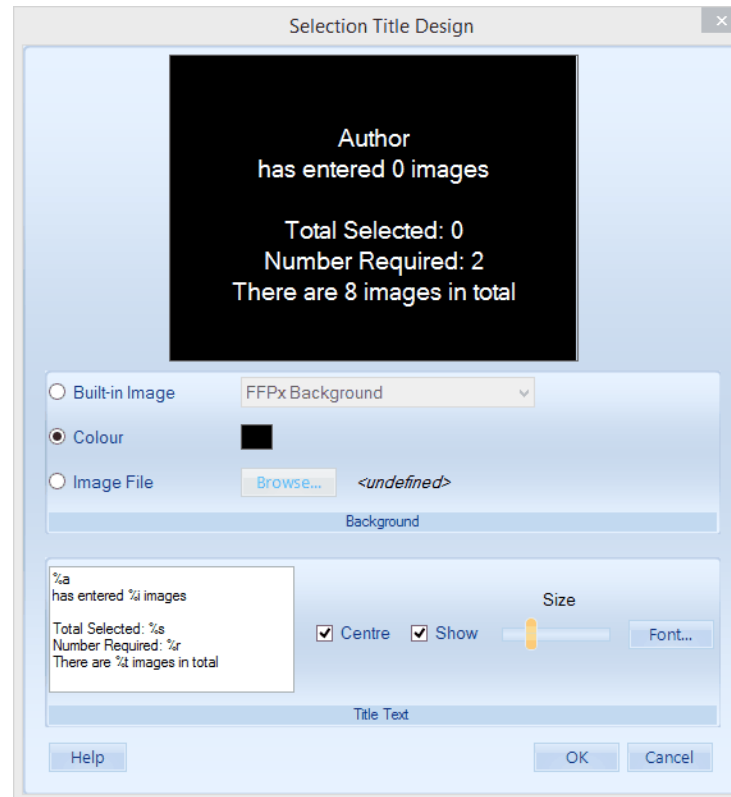
Selection title slides can be inserted automatically between author groups; the option is on the **Scheme Options**[235] tab of the **Select Images for Exhibition** dialog.

Going through the dialog:

At the top of the dialog, a preview of the title slide is shown.

The **Selection Title Background Image** area allows you to set the background to be used for the selection title slides; this can be one of the built-in backgrounds, a solid colour or an image file.

The **Heading** area contains the text to be displayed. FFPx will convert several "escape codes" into extra information about the selection process. The possible options are:

Code	Displays
%a	Author's Name
%i	Number of Images Entered by Author
%r	Number of Images Required for Selection
%s	Number of Images Currently Selected
%t	Total number of Images

The default setting for the heading is shown in the dialog above.

The **Font...** button opens the standard font selection dialog and allows you to define the font for the heading text.

If the **Show Heading** checkbox is checked, then the heading text is displayed.
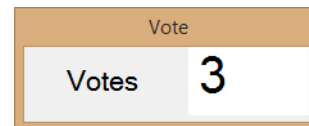
If the **Centre Heading** checkbox is checked, then the heading is centred on the slide.

Clicking the **Help** button displays context sensitive help for the dialog.

Clicking the **OK** button will save the settings and exit the dialog. Clicking **Cancel** will abort any changes and exit the dialog.

2.11.5 The Selection Process

When operating in selection mode, FFPx is similar in use to running a scored competition. Each image is shown and a number is entered for each (the number of votes). A window pops up to receive the number of votes:

Vote

Votes   3

If the number of votes entered is greater than or equal to the **Minimum Score for Selection**₂₃₇ then the image will be marked as
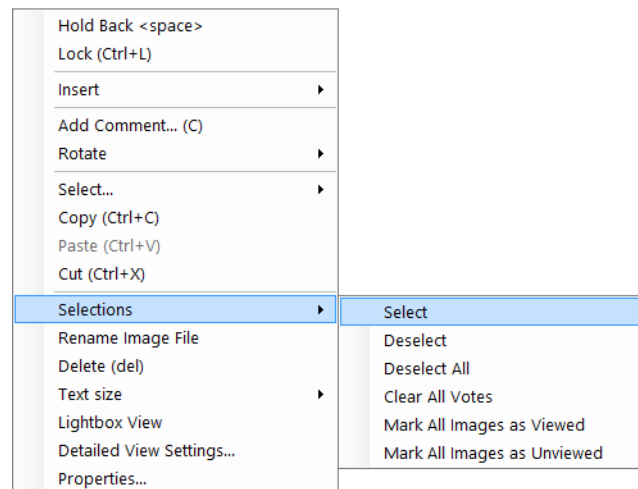
"Selected" and the background colour of the image in detailed or lightbox view will change.

If you use Detailed View then as each image is viewed, the background colour of the row changes so you can quickly see which images have been examined.

If the [Judges must vote for one image per author](#)[236] checkbox is checked, then FFPx automatically calculate the number of votes for the final image in the author's group. For example, if Andrew has entered 4 images and there are 6 judges, then if the first 3 images receive a total of three votes, the final image must receive 3 votes. FFPx produces an explanatory message:

Automatic Votes
Automatic votes: **3**
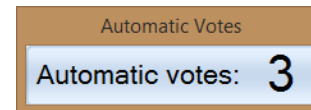
You can always override a voting decision by *right* clicking an image and choosing the **Selections** submenu:

Hold Back <space>	
Lock (Ctrl+L)	
Insert ▶	
Add Comment... (C)	
Rotate ▶	
Select... ▶	
Copy (Ctrl+C)	
Paste (Ctrl+V)	
Cut (Ctrl+X)	
Selections ▶	Select
Rename Image File	Deselect
Delete (del)	Deselect All
Text size ▶	Clear All Votes
Lightbox View	Mark All Images as Viewed
Detailed View Settings...	Mark All Images as Unviewed
Properties...	

Going through the submenu options:

Select will mark the current image as selected. **Deselect** will mark the current image as unselected. **Deselect All** will mark all the images as unselected. **Clear All Votes** sets all the votes to zero. **Mark All Images as Viewed** sets all the images as being viewed. **Mark All Images as Unviewed** sets all the images as not being viewed.

Typically, between rounds, you would mark all the images as unviewed and clear all the votes.

If the **At least one image per author is selected**₂₃₇ then FFPx will check each author's images; if all their images have been voted upon but none were selected, then a warning message is produced, for example:
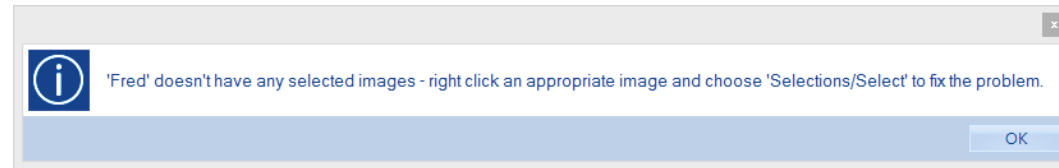
As suggested, you can force a selection by right clicking the image and using the **Selections** submenu (described above).

Processing Selected Images

Once you have at least one selected image, you can click the **Selection...** button to start the **Select Images for Exhibition** dialog and click the **Process Selected Images** button. However, if there are unviewed images in the sequence, FFPx will produce a warning message:
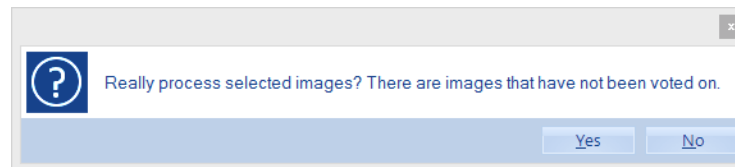
2.12   Collecting Images

2.12.1   Introduction

FFPx has an "image collection" system to collect images from members using email, a shared Google Drive folder. There are several advantages to using this system:

- FFPx can automatically set the Author Name into the image's metadata because it "knows" where the image came from.

- If the competition has multiple classes (for example, beginner, intermediate and advanced) then FFPx can place the image into the appropriate class based on the author name.

- The shared Google Drive is easy for members to use; they open the link you send them in an email and drag and drop their images into the page that's opened. FFPx receives the image, sets the author name (if required) and places the entry into the appropriate class for the competition.

- If images arrive from an "unknown" member, FFPx makes it easy to put the images into the appropriate class and FFPx will remember which class that member is in for the next time that competition is used.

- FFPx automatically creates a folder for each competition with subfolders for each class.

For FFPx to automatically receive images requires some configuration; you need to have a Google Drive account to receive images via Google Drive and to receive images via email, you'll need to configure FFPx with email settings.
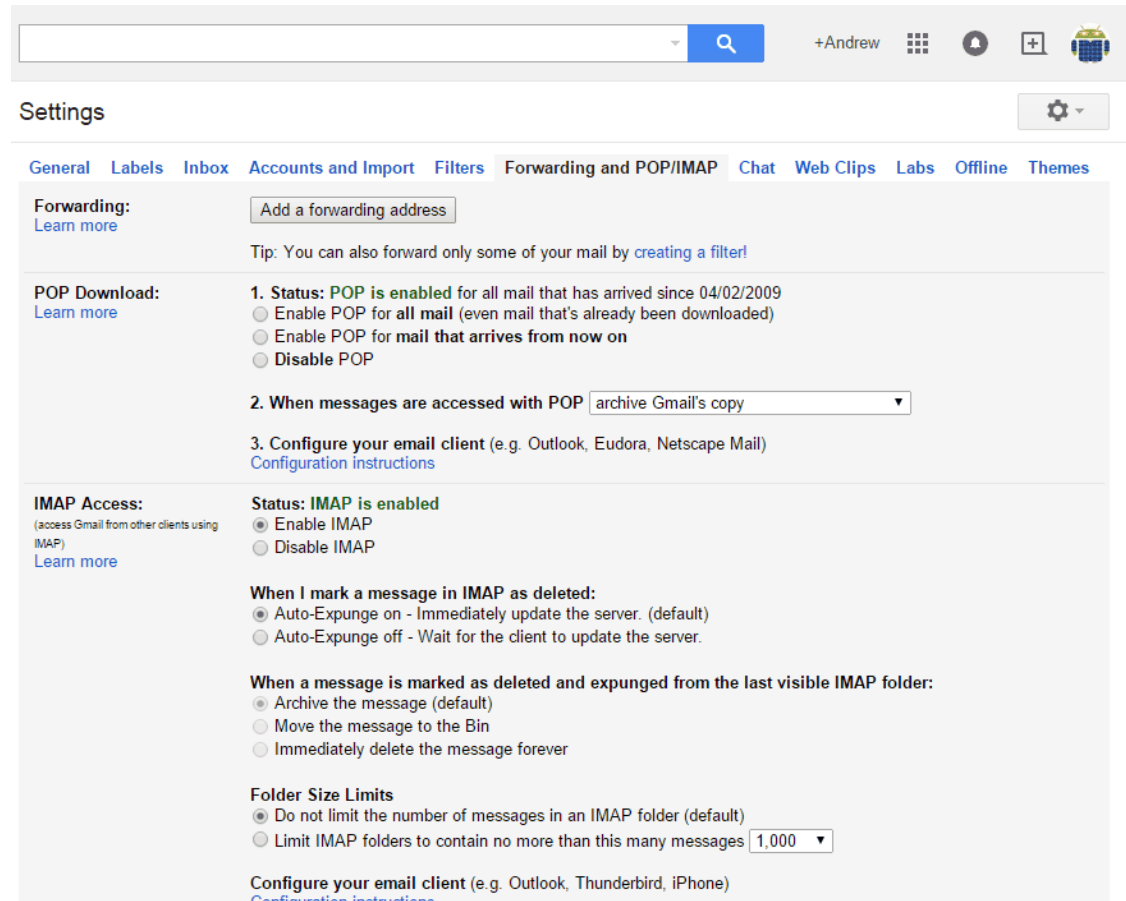
You'll also need to configure at least one competition type; a competition type contains a list of members - their names, email addresses and the class their images belong to. Most clubs only need one or two competition types - for example, you might have a type for "Digital Image" competitions and another for "Mix and Match" competitions. Before the competition you set the appropriate competition type as "active" and set a closing date for entries. FFPx will start looking for email and/or Google Drive entries for that competition until the closing date has passed.

Note that this image collection system is not related to loading images from the Photo Entry online system; that's described here 104.

2.12.1.1 Email Configuration

To collect images from email, you'll need to configure FFPx with your email settings. I recommend creating a gmail or outlook.com account specifically for competition entries - it will get complicated for you if FFPx is receiving your regular emails and it means that if a club laptop is shared amongst several projectionists, they don't need to reconfigure anything to receive entries. If you want to use a shared Google Drive folder for competition entries, then creating a gmail account makes more sense as you can use the same account for the Google Drive account.

As an example, we'll use a gmail account. Gmail accounts are widely used (because they're free!) and easy to create from the gmail registration page; just search for gmail with Google and you'll find the page. FFPx uses the IMAP protocol to collect emails and this may need to be enabled on your gmail account. To do that, from the gmail web page, click the options button - it's shown with an icon of a gear - and select the **Settings** option. On the page that appears, select the Forward and POP/IMAP tab:

In the **IMAP Access:** area, make sure the **Enable IMAP** option is enabled (it is in the above example).

Assuming that you have a gmail account with IMAP enabled, go to the FFPx settings dialog (from the File tab on the ribbon select **FFPx Settings**) and select the **Online Entry Email Settings** tab on the **Settings** dialog:

Enter your gmail email address into the first field; FFPx knows about gmail and will automatically fill in most of the form. The only other configuration you'll need is to enter your gmail password. Click **Test** to check the settings; FFPx will send a test email to itself and connect to the IMAP server to confirm it can receive emails. Assuming all is well, the dialog should look like this:
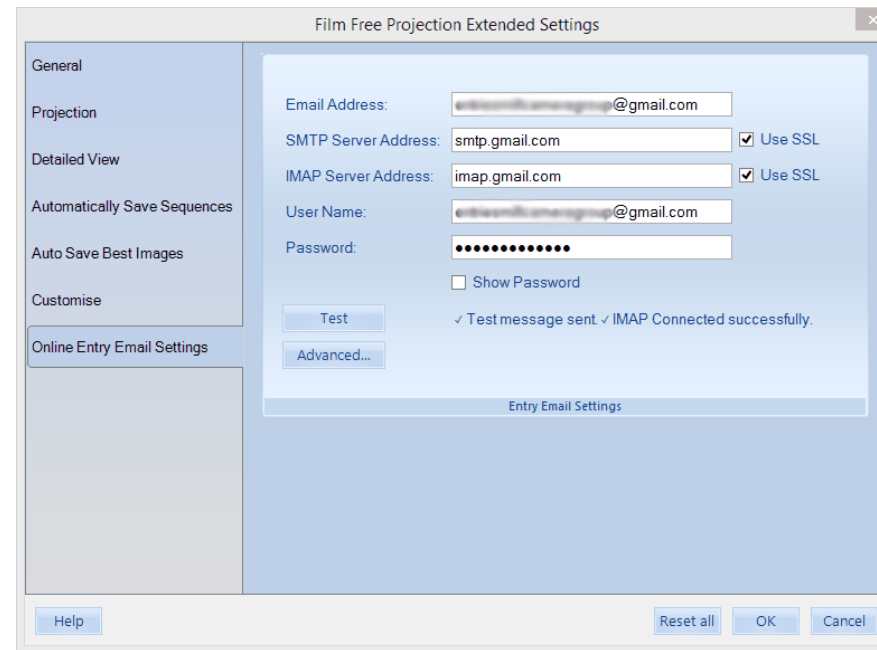
FFPx automatically sets the appropriate settings for gmail or Outlook.com (formally hotmail) accounts. If you use another email host, then you'll need to set the server addresses and may need to click the **Advanced...** button to show options for setting the server port numbers and authentication options.

2.12.2 Competition Types

To collect images with FFPx, you need to set up at least one competition type; for example, our imaginary Gotham Camera Club has a digital competition with two classes; intermediate and advanced. To create a competition type, go to the **Competitions** tab on the ribbon and click the **More** button on the **Collection Images** panel. The **Collecting Images** dialog will open:
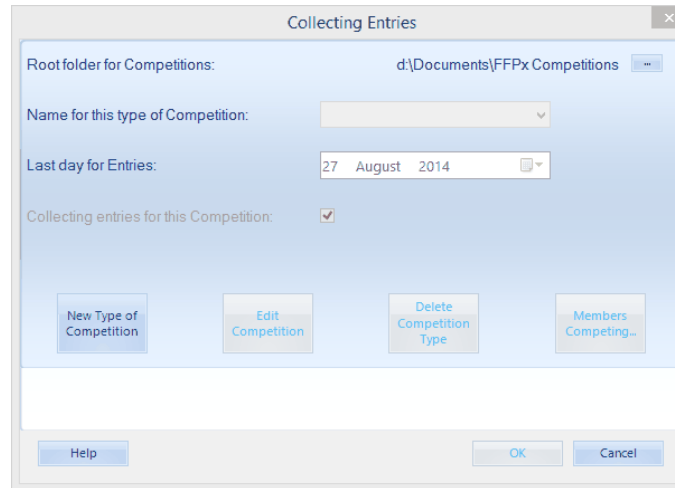
At the top of the dialog, you can set the root where FFPx will save competition folders. As there are no competition type set up yet, you should click **New Type of Competition** to create our new competition type:
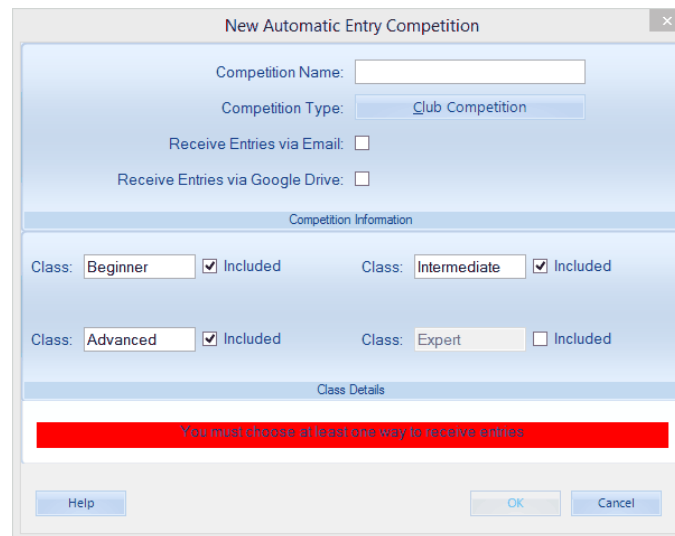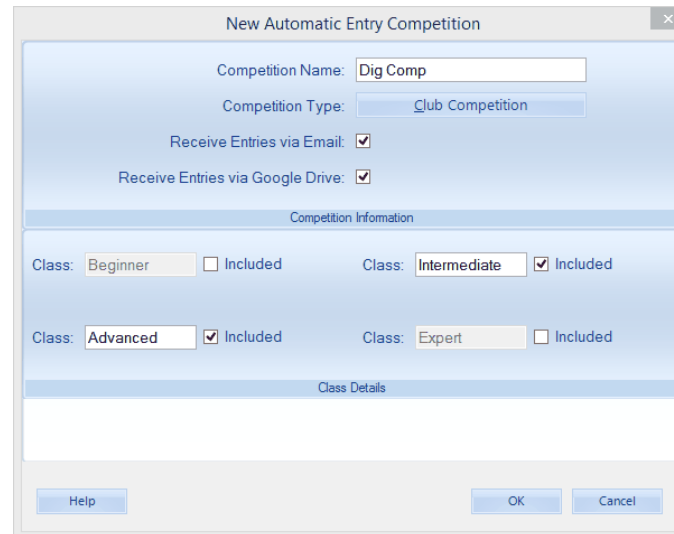

Going through the dialog; enter a name for the competition - note that this name will be used as a Windows folder name and you

won't be allowed to use illegal characters.

For our fictional competition, **Club Competition** is the appropriate competition type.

Now set how you want to receive entries; for our example, we'll select both Email and Google Drive.

In the Class Details area, we need to uncheck the Beginner class - our fictional competition only has Intermediate and Advanced classes. The complete form looks like this:

Once the form has been completed, you can click **OK** to return to the **Collected Entries** dialog:

Now you can set the **Last day for Entries**. FFPx will receive entries for one competition type at a time and only up to the Last day for Entries. The idea of the system is that two weeks (say) before a competition, you set the last day for entries to the competition date. and make sure the **Collecting entries for this Competition** option is checked. Once the last day passes, FFPx will stop collecting entries for that competition.

2.12.2.1 Adding Members to a Competition Type

Click **OK** and you'll return to the Collecting Images dialog. On that dialog, click the **Members Competing...** button. You'll be taken to the **Members Competing in** dialog:
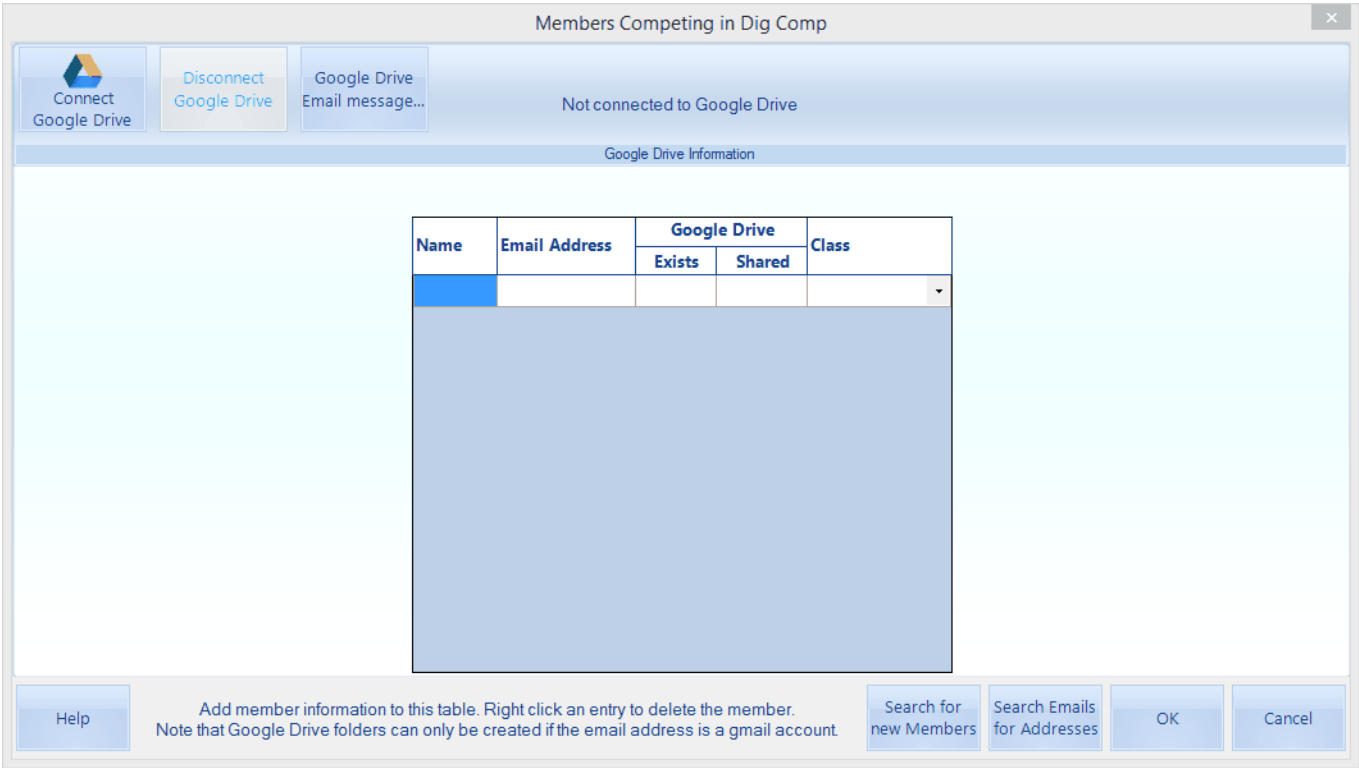
You can enter members' names and email addresses into the table, but there is an easier way; click the **Search for new Members** button to open the **Search for Members** dialog:
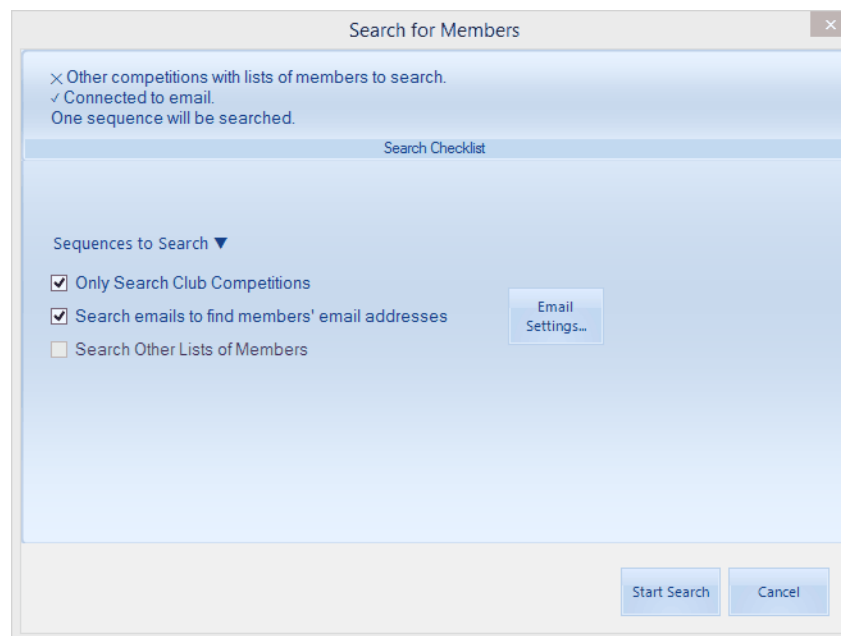
If you haven't configured your email settings, now would be a good time - you can go to the email settings dialog by clicking the **Email Settings...** button. There's more information about that dialog here[243].

At the top of the **Search for Members** dialog, you'll see a checklist panel; FFPx will search any other competition types you've set up for member information. For example, suppose you'd previously set up a Mix & Match competition type with all the members' names and email addresses, FFPx can automatically add those members to your new competition type. As this is the first competition type we've created, this option isn't available and is crossed off the list.

If email is connected (it is in our example) then FFPx will try and find missing email addresses by searching through the headers of old emails you've received.

Finally, you can give FFPx some previous sequence files - either FFPx or from FFP - and FFPx will get the member names from those files.

For our example, I've clicked the **Sequences to Search** dropdown and selected an earlier sequence.

Having selected the sequence to search, I click the **Start Search** button. In our example I used a small sequence with four members' entries - three of whom were fictional, FFPx found the four members, one of which ("Andrew") could be found in the past emails; the **Members Competing** dialog now looks like this:

For the members with missing emails, the email address has to be entered manually - or, probably more easily, request that all members send an email to the email address to be used for competition entries; that way FFPx can get their addresses automatically.

The class for each member should also be set; the completed form looks like this:

With the member table configured like this, then if Andrew, Sally, Fred or Pené enter using images attached to emails the FFPx will receive the emails, set the author name (if it's missing) and places the images into the appropriate class.

2.12.2.2 Email What Ifs

At this point, it's useful to go through various scenarios and what FFPx does in each eventuality:

| Scenario	FFPx Does This

The email comes from an unrecognised address	When processing the email, you can place the images into a class (see here[256]); FFPx remembers that choice and the next time an email is received from that address, it will know the name and class.
The image metadata doesn't match the name associated with the email address.	Email addresses have two parts; the actual address (for example, andrew@gmail.com) and the name (for example, "Andrew"). FFPx extracts the name from the email and if the image doesn't have an author name set in the metadata, it uses the email name as the author name. However, if the image has an author name in it's metadata then that name will be used for classification; this allows members who share one email address to enter images and get them classified automatically.
The email comes from an unrecognised address but from a "known" member name.	FFPx will still treat the image as unclassified; there may actually be two people with the same name at the club so FFPx doesn't assume that because the name's the same, it's the same person.
The email name doesn't match the member's name registered with the competition.	FFPx will make you classify the image manually, but it will remember for next time this member enters an image. In an ideal world, members would use the same name for both their email address and competition entries.
Two people share the same email address	If there are two members listed as having the same email address (for example, a couple might share an address) then FFPx won't try and automatically classify the images; you can place the images into the appropriate classes manually see here[256]. However, there's one caveat - which is described in the next scenario.
The email has no attached images	A message to that affect is placed in the Entry Status (see the Entry Status[263] section).
The email has an attached image which has the same name as an existing image.	FFPx renames the new image to avoid a clash; for example, if an image is received called "Portrait.jpg" and there's already an image with that name in the same class, FFPx renames the image "Portrait (1).jpg".

2.12.3   Processing Images

FFPx will look for emails for a competition in the following situation:

- Email settings |243| have been configured.

- There's an active competition type |246| and it's before the last entry day for entries.

- The projector is turned off; FFPx assumes that if the projector is turned on, there's actually a competition going on and it shouldn't try and collect images.

- FFPx detects an Internet connection.

Assuming all of these are true, then FFPx will detect incoming emails. These are processed using the **Process Entries** dialog; to see that, click the **Process Entries** button on the **Competition** tab of the ribbon:
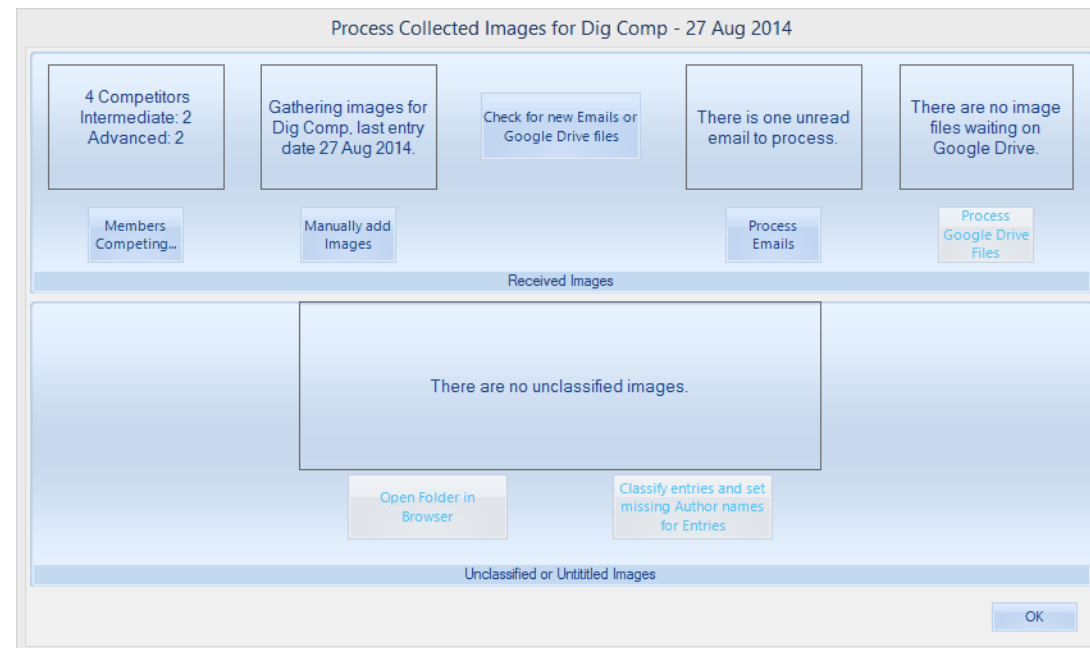
At the top of the dialog, you're told about state of play for received images; in this case the competition has 4 members registered

as competing, 2 in each class. We're gathering images for Dig Comp and the last entry date is 27 Aug 2014. Excitingly, there's one email which is unread and waiting to be processed. To read that email, click **Process Emails**.

FFPx reads the email and any attached images (in this case there's only the one). A table is displayed showing the received images:

The image hasn't been automatically classified because the source name (*Andrew Pepper*) isn't a recognised member. However, once we classify the image, *Andrew Pepper* will be automatically added to the members of this type of competition.

To classify the image, click the **Classify** button; the **Classify Images** dialog appears:

As you can see, the image is currently "unclassified"; you can change the Class to Intermediate or Advanced using the drop down option in the table. There's also an option to change the author name; this is for the situation where more than one person uses the same email address. Having classified the image, click OK to return to the list of images, click **OK** on that dialog to return to the Process Images dialog:
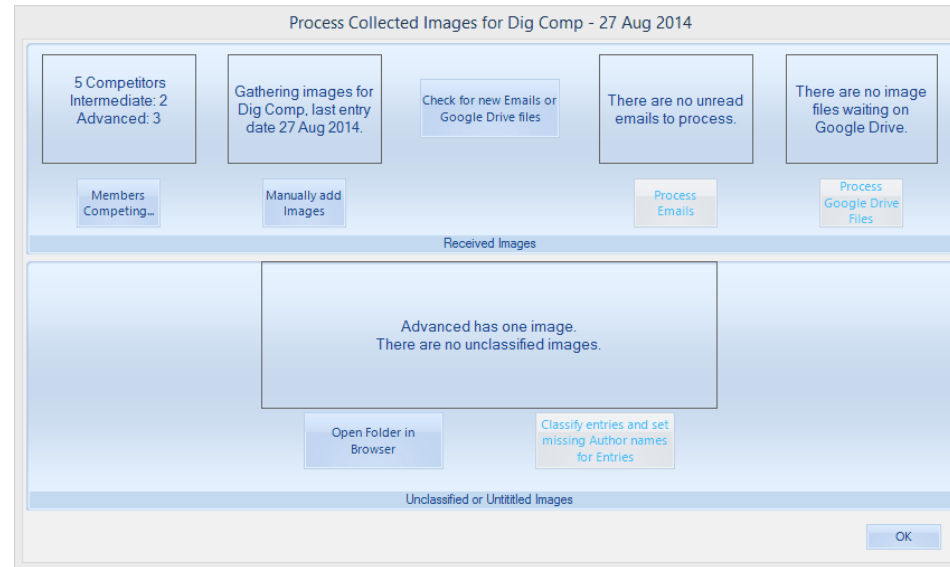
If you look at the top of the dialog, you'll see an extra member has been added - FFPx added "Andrew Pepper" once the image had been classified. In the lower half of the dialog, you'll see that the Advanced class has one image; the one that's just been received and there are no unclassified images.

If images have been entered using a shared Google Drive folder, you'll see a notification:
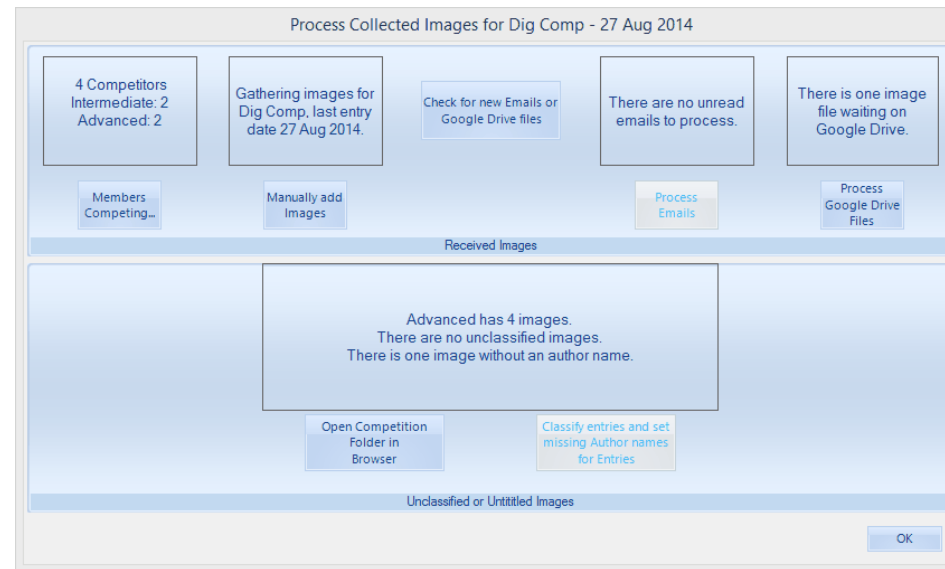
If there are Google Drive images waiting, you can click the **Process Google Drive Files** button; the images will be uploaded to your computer, the Author name set and placed in the appropriate class.

As with receiving images via email, if the author name is already set in the image metadata, that will take precedence over the name associated with the shared folder.

2.12.3.1 Images via Google Drive

An alternative to email entries is to use a shared Google Drive folder. This option is available to those members with gmail email addresses. Assuming you have a gmail account, then configuration is straightforward from the Members Competing dialog:
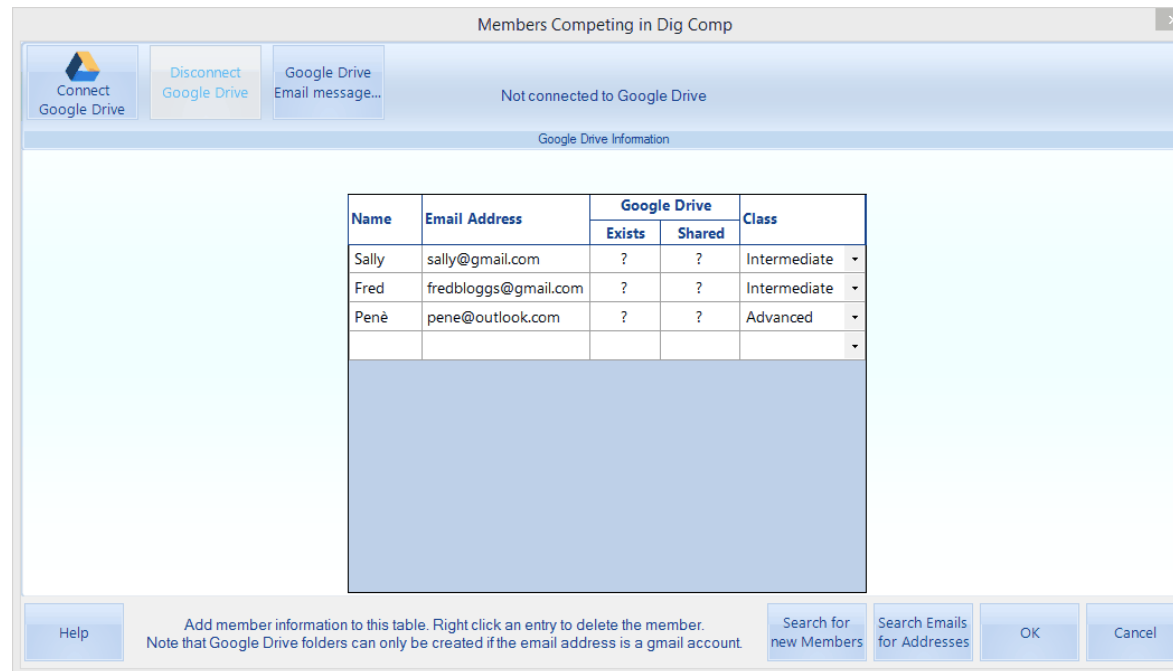
At the top of the dialog there's a **Connect Google Drive** button; click that and FFPx will open a browser dialog asking you to select the account you want to use (if you have more than one gmail account).
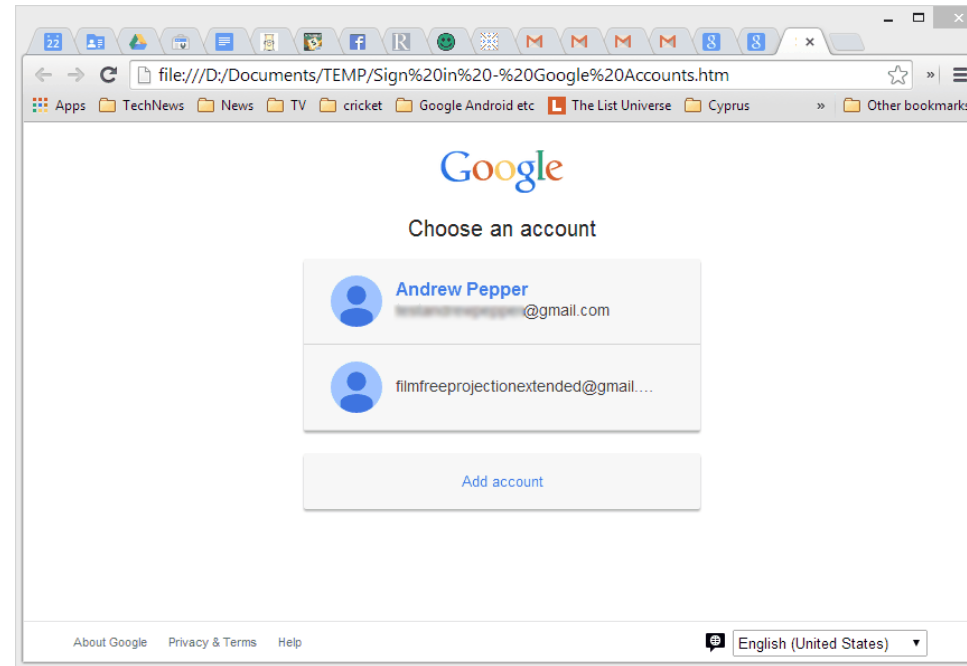
Having picked the account, you'll be asked to confirm that FFPx can access the Google Drive files:
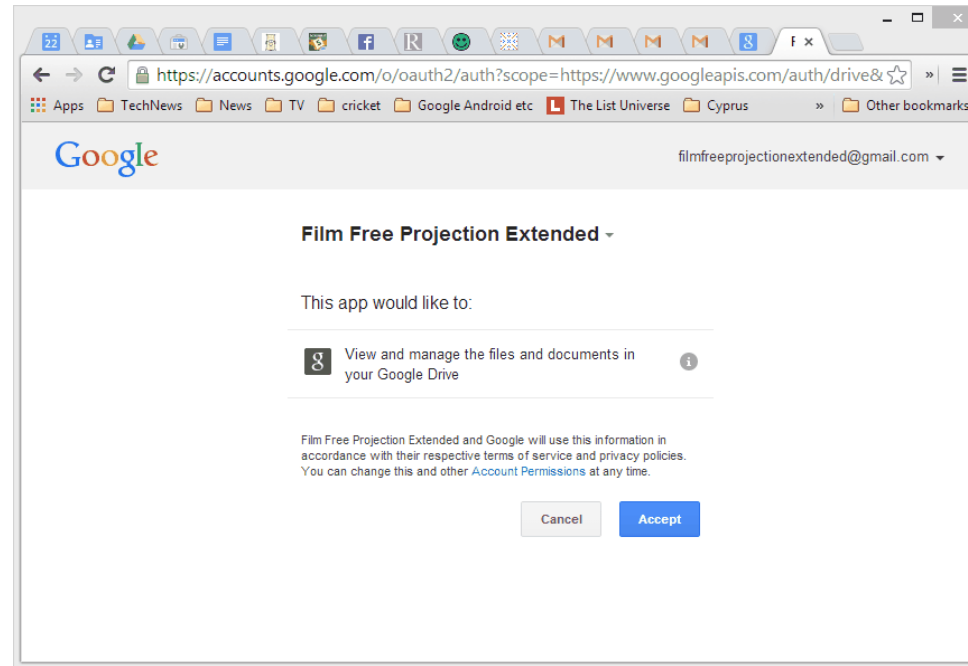
Click **Accept** and a message is sent back to FFPx; the Members Dialog changes to indicate you're connected to Google Drive:
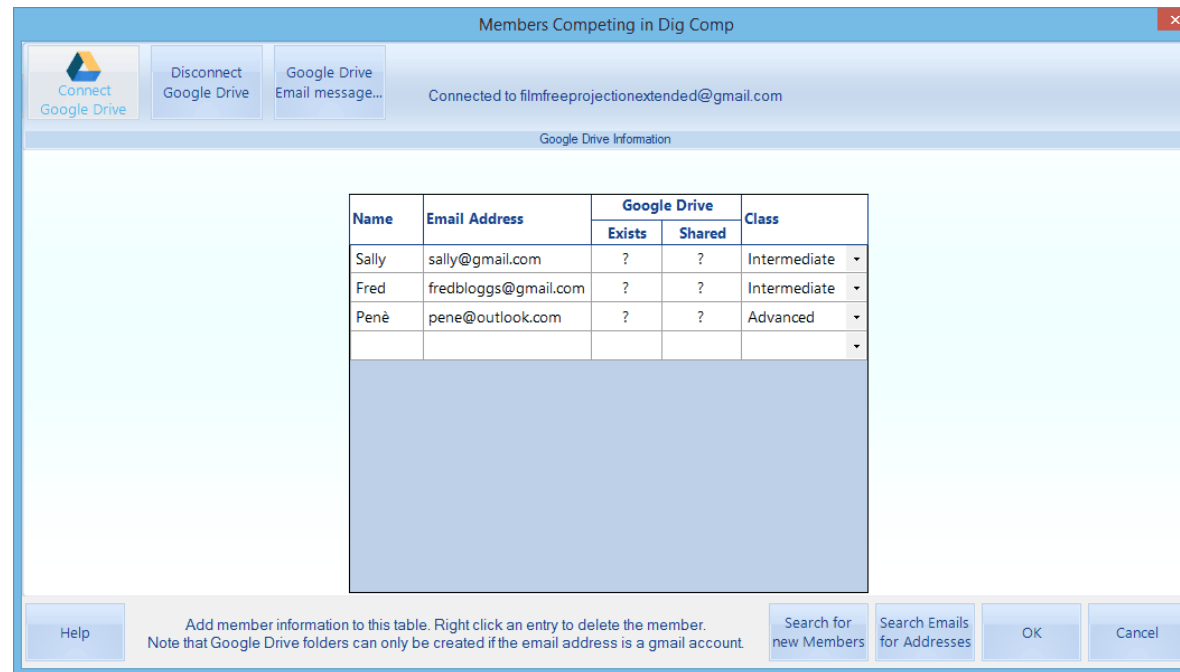
Once FFPx is connected, it will create a folder called *FilmFreeProjectionExtendedEntries.* Individual members will each have subfolders for their images. You should only need to configure Google Drive once; the next time you run FFPx, it will automatically connect to Google Drive.

If you want to change the gmail account associated with Google Drive then click the **Disconnect Google Drive** button. The next time FFPx tries to access Google Drive, the browser dialog will open again to ask you to select the gmail account for the Google Drive.

Sharing a Google Drive folder with a Member

Once you've connected a Google Drive account to FFPx, you can share folders for individual members so they can enter images by dragging them into the shared folder.

For example, for the member "Sally" (shown above), I right click her name and select **Notify Member of Google Drive Folder...**

Three things happen:

- A subfolder is created for Sally in *FilmFreeProjectionExtendedEntries.*

- The subfolder is shared with Sally's gmail account.

- An email is sent to Sally with a link to her shared folder for entering images.

Sally will also receive an email from Google telling her that a folder has been shared with her.

Once Sally receives her email with the link to the shared folder, she can open the link and a large **Drop files here** area should appear in her browser:

Drop files here
or use the red upload button
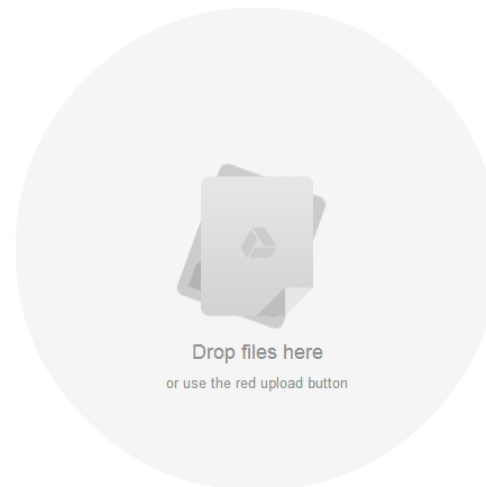
To enter images, she simply drags them onto that area. FFPx will detect the files and move them into the appropriate class for the competition; so once FFPx has moved them, they'll disappear from the Shared folder - this is to avoid FFPx moving historic images from earlier competitions.

2.12.4 Entry Status

Status messages about the collection of images are displayed in a small window in the **Entry Status** panel of the **Competitions** tab:
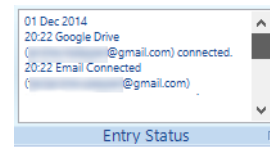
You can display a larger dialog window by clicking the panel.

2.13 FFPx Settings

2.13.1 The Settings Tab

The **Settings** tab has settings for the ribbon, obtaining image information, colour management and the projector:

Going along the tab from left to right:

The **FFPx Settings** button takes you to the main FFPx settings dialog; this is described in detail starting here[267].

The **Ribbon** panel lets you change the style and theme[17] of the Ribbon, switch to use night colours[37] or switch FFPx to operate in Touch Mode. If Touch Mode is turned on then the panel title bar is made slightly higher - to make touching the More button easier and the cropping bars[76] are made wider, again to make them easier to use with touch.

The **Obtaining Image Information** panel is used to control how FFPx obtains metadata[81] for each image.

The **Registration** panel is used in combination with a purchased key to register FFPx. Clicking the More button will show information about FFPx, including the version number, build date and time and who it is registered to.

The **Colour management** panel is used to control how FFPx manages colours[148] on the second monitor.

Finally, the **Projector** panel controls how FFPx uses the projector; whether the second monitor is used and if there are multiple extra monitors, which one to use. There is also a **Windows Display Settings** button that opens the operating system display setting dialog so you can set the correct position of the second monitor in relation to the laptop. The More button on the **Projector** panel opens the FFPx Settings dialog and select the Projector setting page.

2.13.2 Common Controls

To access the FFPx Settings dialog, select **FFPx Settings...** from the **File** menu. At the base of the FFPx Settings dialog are a set of buttons which are common to all the pages:

Film Free Projection Extended Settings ✕

General

Projection

Detailed view

Automatically save sequences

Auto save best images

Customise

Online entry email settings

Photo Entry settings

☑ Sound effects on Mix & Match Timer
☐ "Unhold" Scored Images
☑ Constrain Mouse to Main Screen
☑ Move to next image after scoring
☐ When Scoring, press '.' for a half point
☑ Lightbox numbers at base of image

Behaviour

☑ Show Splash Screen on Start-up
☐ Show Test Image on Start-up
☑ Flag images that need to be Shrunk
☑ Show Start-up Options on Start-up
☑ Show Start-up Options on Empty Tab
☐ Link Blank and Freeze Projector

Appearance

Manage Test Images...   Manage Title Images...   Print Options...

More Settings

Help   Reset all   OK   Cancel

The **Help** button will open context sensitive help for the appropriate page being displayed.

The **Reset all** button will **RESET ALL THE SETTINGS OF THE PROGRAM TO THEIR DEFAULT VALUES**. Not only the settings on the

FFPx settings dialog, but such things as the camera club name, panel title slide designs and colour management information will be lost; so use with caution!
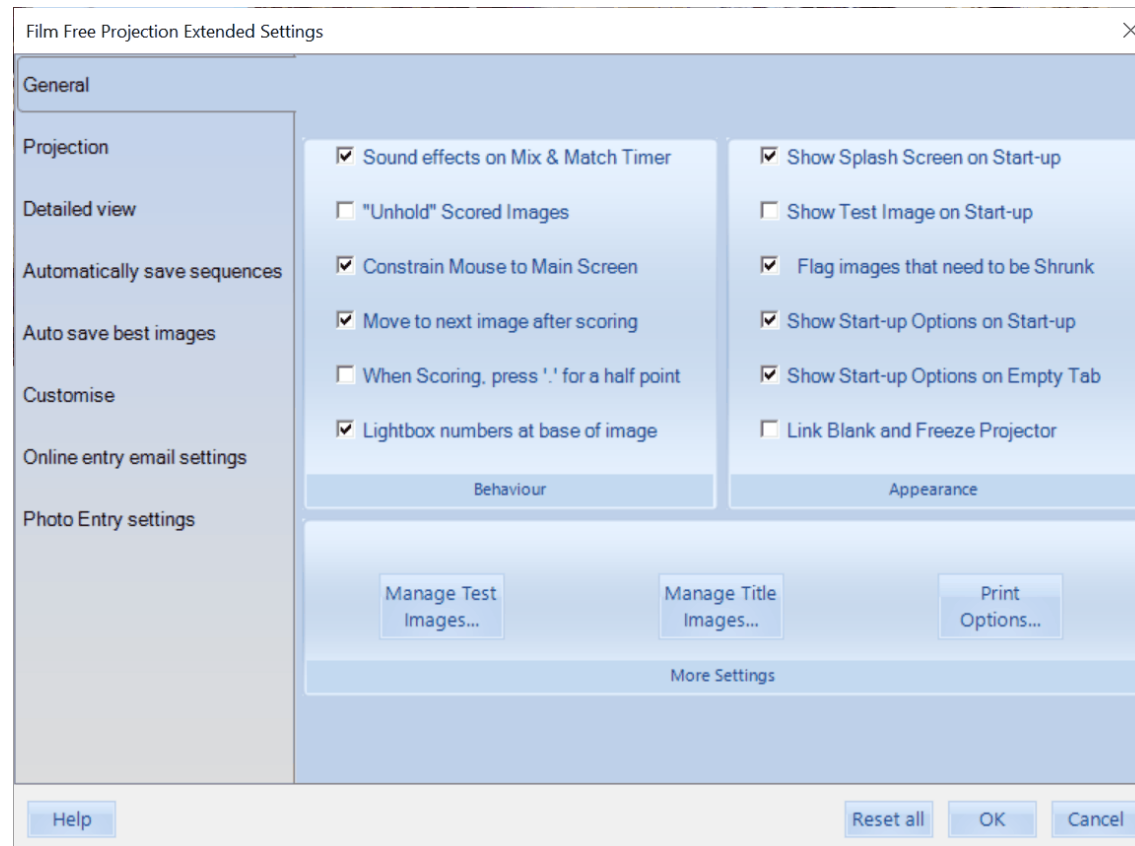
The scoring and selection schemes are stored separately so these will not be reset with a **Reset all**.

Clicking **OK** will save the settings and close the dialog.

Clicking **Cancel** will abort any changes made on the settings dialog.

2.13.3 General

The **General** settings page of the **FFPx Settings** dialog gives access to overall program settings:

Going through the options:

If the **Sound effects on Mix & Match Timer** checkbox is checked, then if a Mix & Match competition uses the time limit option, the last ten seconds of the countdown generate a bleep.

"Unhold" Scored Images controls the behaviour of FFPx when held back images are scored. If the checkbox is ticked, then when a held back image is scored then FFPx will automatically "unhold" it; removing it from the held list. Some projectionists find this an

easier way of operating. If the checkbox is cleared then FFPx doesn't automatically unhold scored images.

If the **Constrain Mouse to Main Screen** checkbox is checked (the default), then when images are being projected onto the second screen, the mouse cursor cannot be moved onto the second screen.

If the **Move to next image after scoring** checkbox is checked (the default), then after an image is scored the next image in the sequence is automatically selected. If the checkbox is not checked, then after scoring an image that image will remain selected.

If **When Scoring, press '.' for a half** checkbox is checked then, when scoring an image, you can press the full-stop character to indicate a half-mark. If the option is unchecked, then you have to enter '.5' for a half-mark.

If **Lightbox numbers at base of image** is checked, then when projecting the lightbox with numbers, the numbers will be placed at the base of each image. If unchecked, numbers are placed in the centre of the image.

The **Show Splash Screen on Start-up** checkbox controls whether the start-up splash screen is displayed when FFPx is started.

If the **Show Test Image on Start** checkbox is checked, then when FFPx starts running the default test image will be projected immediately.

If the **Flag images that Need to be Shrunk** checkbox is checked (the default) then images that are larger than required to fit on the projector will be flagged on the detailed view (the colour will be pink). If the projector resolution is less than 1024 x 768 pixels, then images will not be flagged.

If the **Show Start-up Options on Start-up** option is checked, then the **Start-up Options** window will be shown when FFPx starts up.

If the **Show Start-up Options on Empty Tab** option is checked, then the **Start-up Options** window will be shown when a new tab is is opened.

If the **Link Blank and Freeze Projector** checkbox is checked, then the Blank projector and Freeze projector buttons on the toolbox will be replaced by a single Blank and Freeze Projector button.

The **Manage Test Images...** button is used to open the **Test Images** dialog:
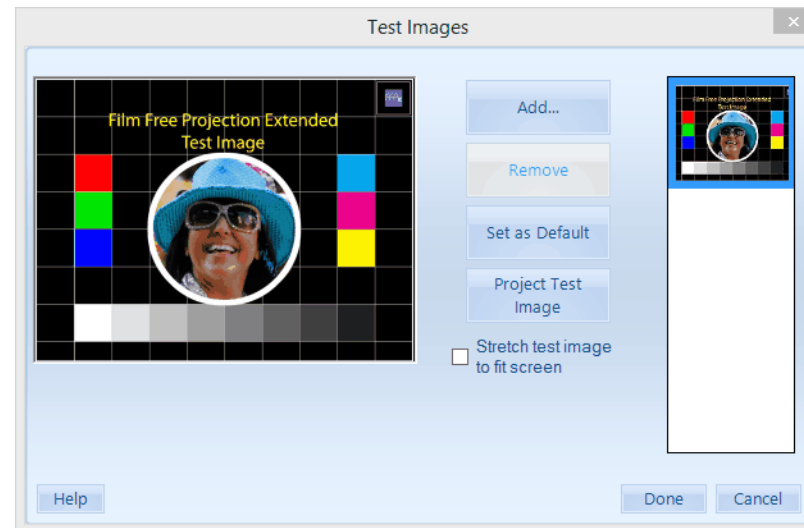
FFPx allows you to define up to 4 test images apart from the built-in test image. To add a new test image, click the **Add...** button. A standard Windows file selector dialog appears and you can select an image to use as a test image.

It is strongly recommended that the dimensions of any test images that you add match the dimensions of the projector, so if the projector resolution is 1024 x 768 pixels, then the test image should have those dimensions.

If the aspect ratio of the image is different from the projector resolution, then FFPx will warn you in the tooltip associated with the image. If the aspect ratio is mismatched, FFPx will distort the image to make sure it completely fills the screen.

You can remove any added test image by clicking an image thumbnail and then clicking the **Remove** button.

To set a test image as the default image, click the image's thumbnail and then click **Set as Default**.

You can project an image by clicking the **Project Test Image** button. Click the button again to stop displaying the image.

FFPx displays the thumbnail of the current test image on the toolbar button for the test image.

Clicking **Help** will give context sensitive help on the Test Images dialog.

Clicking **Done** will save any changes. Clicking **Cancel** will abandon any changes.

Clicking the **Manage Title Images button...** opens the [Setup Title Images](#) ⁶⁷ dialog.

The **Print Options...** button will open the **Print Options** dialog; described [here](#) ²⁸⁰.

2.13.4   Projection

The **Projection** page of the **FFPx Settings** dialog displays information about the connected projector and allows you to set the resolution of the projector usually used for competitions and what information is projected:
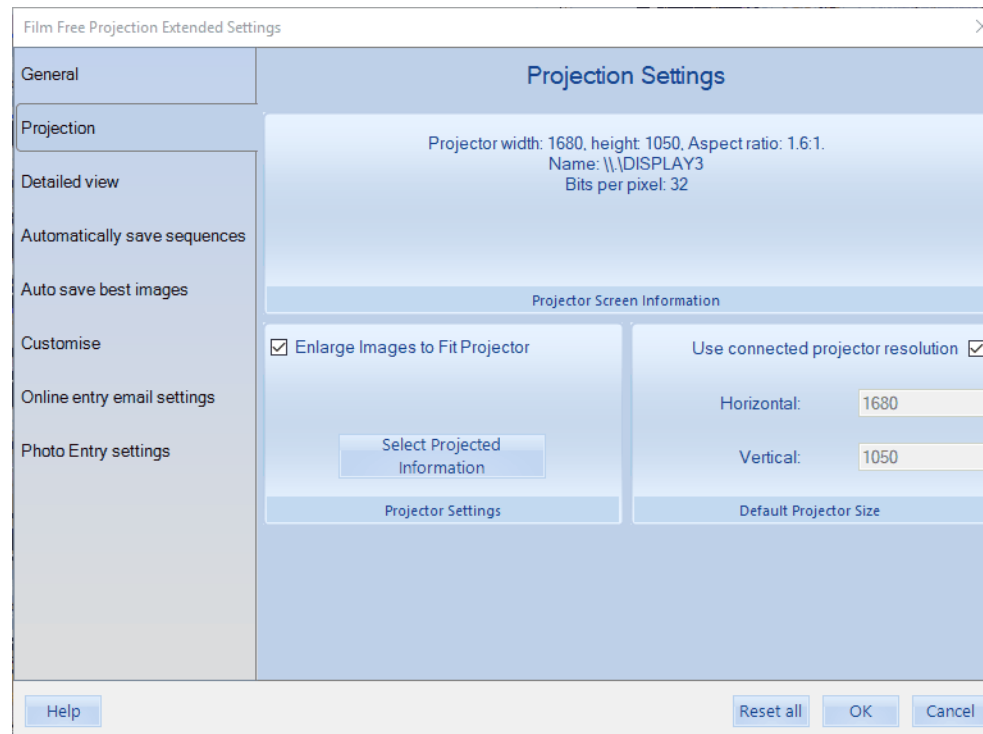
At the top of the settings page, you can see information about the second monitor (ie the projector). Going through the setting options:

Projector Settings

Select Projected Information

Clicking this button opens the Projected Information dialog:

You can chose the items to project by clicking each item; items that aren't to be projected are shown greyed out.

If you are projecting an image, then the values for that image will be shown in this dialog. You can also chose to check the **Show changes now** checkbox; if that is done then when you select (or deselect) items, the projected information will reflect the changes.

At the base of the dialog you can select when information is projected. There are three options:

- Club Competition; this is information that is projected when an image is selected. Note that for Mix and Match or KnockOut competitions, this information is not projected.

- KnockOut Competitions; this allows you to select information for KnockOut competitions - the KnockOut round name and a progress bar when the images are being sorted.

- After Score Entered; this is information that will be projected after a score has been entered; for InterClub competitions this can be the club name. For other competitions, the author and score can be projected after the score has been entered. Note that if you score by clicking the Score column in the detailed view and selecting a score, you should select this to show the

score.

There are more settings for the projected information panel that can be set by clicking the **More detail...** button:
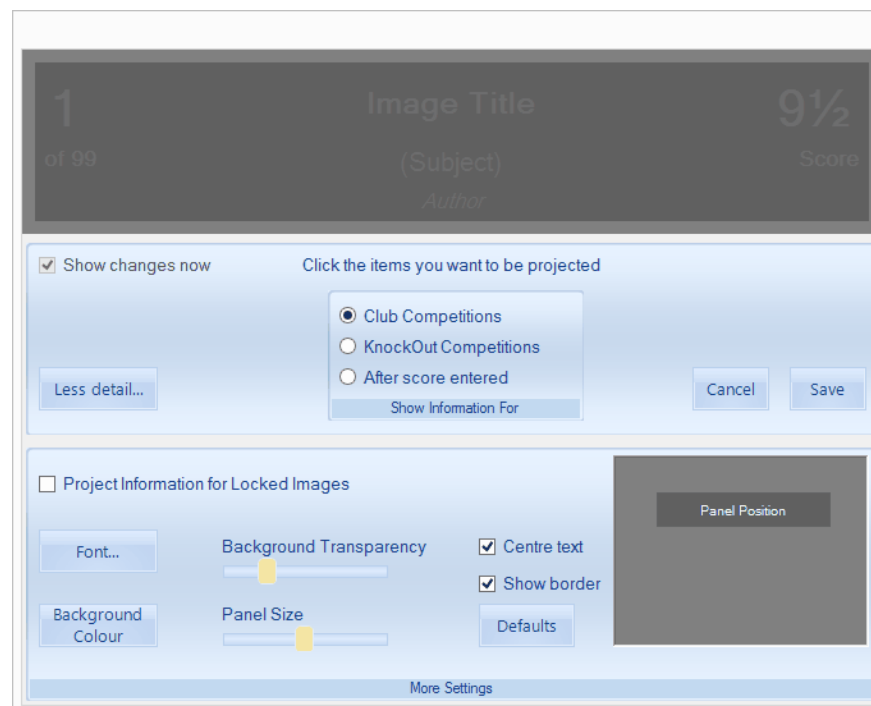
Going through the **More Detail** settings:

If the **Projected Information for Locked Images** is checked then the information will be projected for all images (including locked ones). If it isn't checked, then information isn't projected for locked images.

Clicking the **Font...** button opens a standard font dialog to allow you to choose the font for the projected information.

The **Text Colour** and **Background Colour** opens colour selection dialogs to set the colours for the projected information.

The **Background Transparency** slider sets how translucent the information box is.

The **Panel Size** slider sets the size of the information panel.

If the **Centre text** check box is checked then the panel is always centred horizontally, although you can change the vertical position.

If the **Show border** check box is checked then the information panel has a border around it; if unchecked there is no border.

Clicking the **Defaults** button resets all the **More Detail** information to their defaults. Note that the default position for the projected information panel is to be just below the projected EXIF panel.

Positioning the Information

You can drag the "Sample Text" label to set the position of the label on the projected image. Before changing the position of the label, don't forget that people at the back of the hall won't be able to see labels so easily if they are at the bottom of the screen and that if the label is right at the top of the screen then it will cover any projected EXIF information.

The **Centre Text** checkbox controls whether the projected information labels are always centred; if turned on then you can still set the vertical position of the labels.

Note that FFPx will automatically adjust the font size if multiple images are being projected, shrinking it to keep it in proportion to the smaller image sizes used if more than one image is being projected.

Enlarge Images to Fit Projector

If this checkbox is checked (the default setting) then images will be enlarged to fit the projector resolution. If the checkbox is clear then, if the image is smaller than the projector resolution, it will not be enlarged. Images are always shrunk to fit the projector if they are too big.

Default Projector Size

This group of controls allows you to set the resolution of the projector used for competitions. If you are running FFPx on the laptop used to run competitions, then you can check the **Use connected projector resolution** check box; FFPx will automatically use the connected projector resolution. However, if you are using FFPx on another machine then you should clear the **Use connected projector resolution** box and set the horizontal and vertical resolution as appropriate.

FFPx uses the projector size to decide when images are too big for the projector.

2.13.5   Detailed View

The **Detailed View** page of the **FFPx Settings** dialog allows setting of the detailed view:
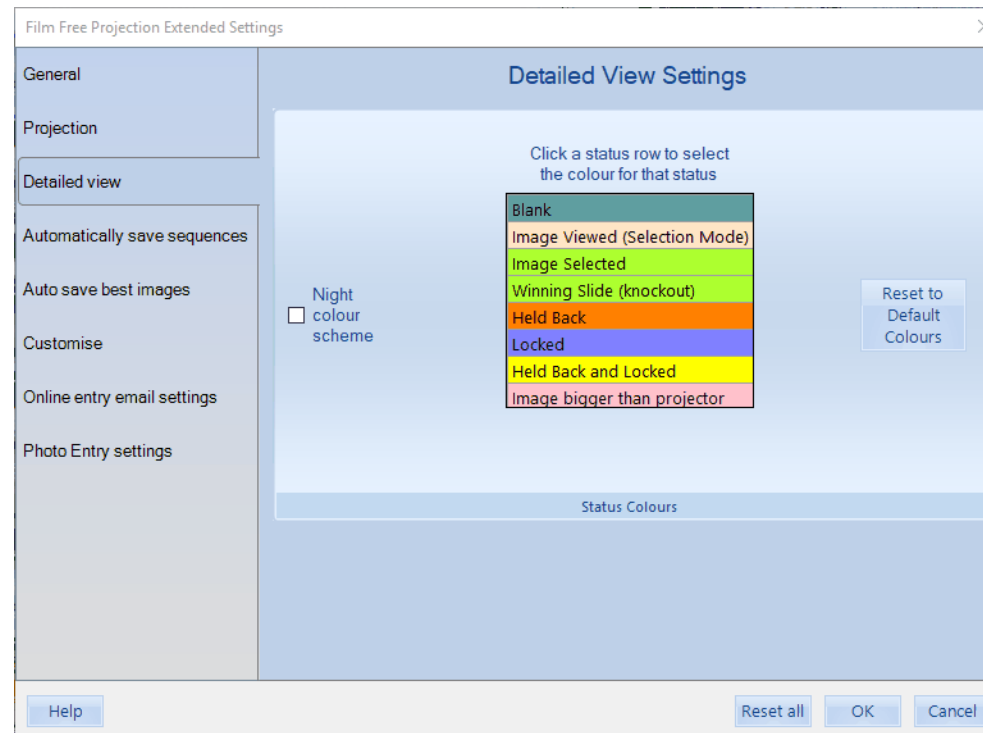

The **Status Colours** box shows the colours used for the various states of images in the detailed (and lightbox) views. To change the colour for a particular state, click the state and a standard colour selection dialog will open to allow you to set the colour.

FFPx has two basic colour modes; daylight and night colours. In daylight mode (the default), the detailed view uses white as a background colour and black text. With the night colour scheme, black is used as the background and white is used for text; the default colours for the various row statuses are more subdued in the night colour scheme.

Clicking the **Reset to Default Colours** button resets all the state colours to the FFPx defaults.

2.13.6 Automatically Save Sequences

The **AutoSave** page on the **FFPx Settings** dialog allows you to control automatic saving of the sequence:
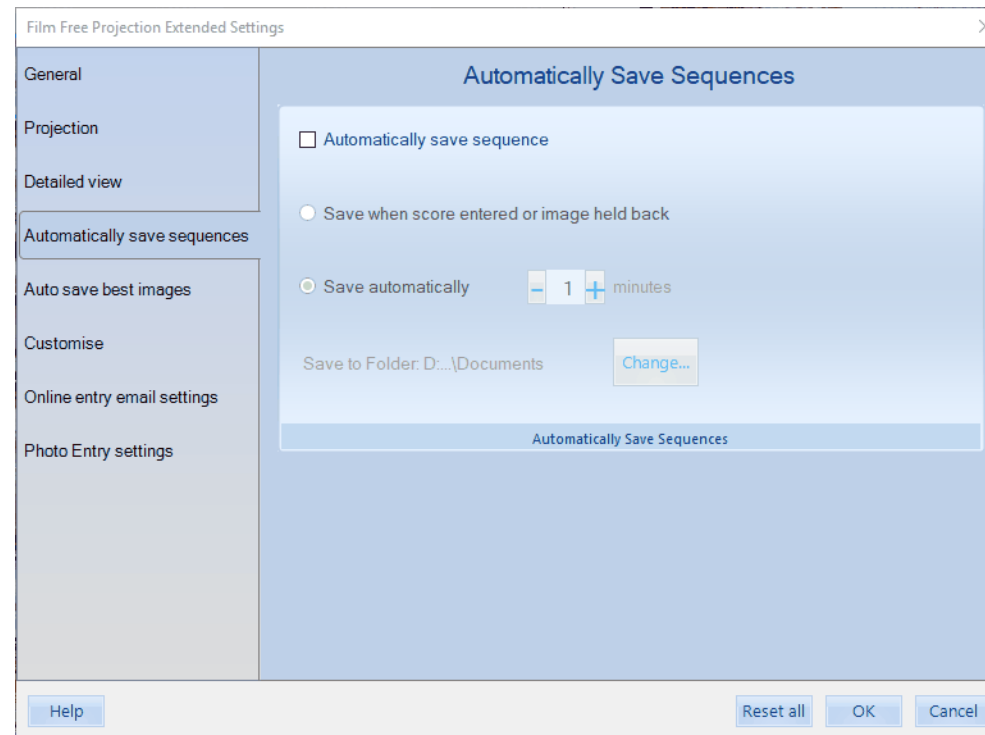
If **Automatically save sequence** is checked, then FFPx will either save the sequence whenever a score is entered or an image is held back, or automatically save the sequence periodically; the time being set in the **minutes** counter.

You can set the folder to save the sequence by clicking the **Change** button.

FFPx will save the sequence to one of two filenames; the first filename is of the form:

<div align="center"><date>(1).ffpx</div>

Where <date> is today's date.

The second file is of the form <date>(2).ffpx. FFPx will alternate saving between the first and second file.

2.13.7 AutoSave Best Images

The **AutoSave Best Images** page on the **FFPx Settings** dialog allows you to set FFPx to automatically save the top scoring images in competitions:
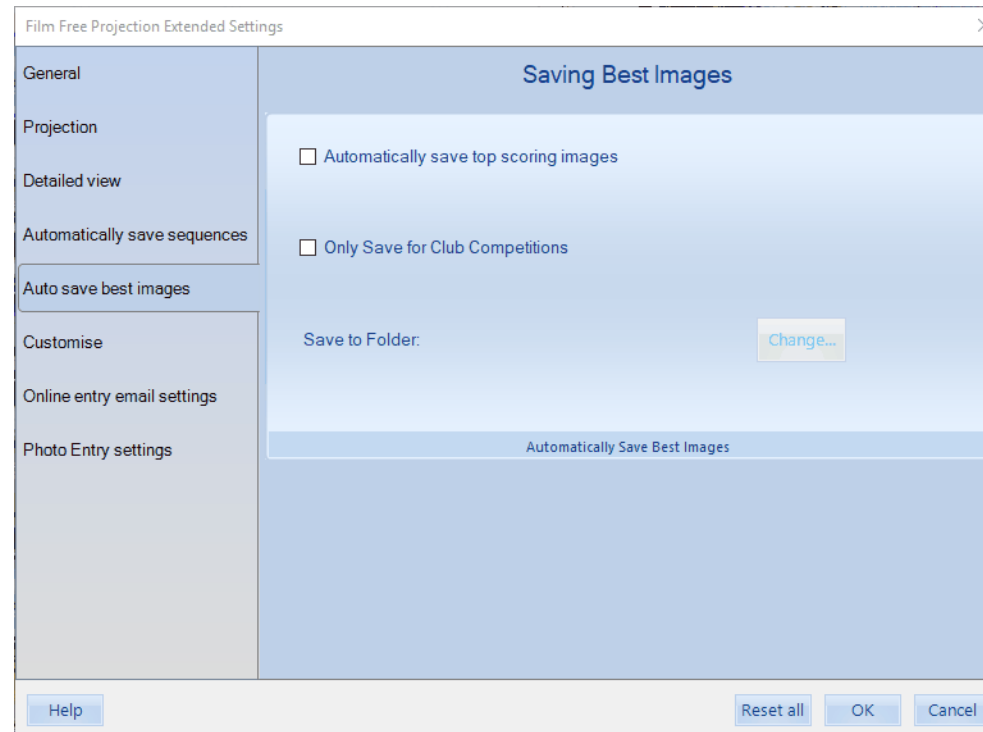
If **Automatically save top scoring images** is checked, then FFPx will save images that score the maximum number of points to the specified folder.

If the **Only Save for Club Competitions** option is checked, then FFPx will only save the "best" images for club competitions - panel competition entries will not be saved.

2.14   Printing and Print Preview

Although FFPx can be used to score a competition, you may want to use a paper system as an alternative "traditional" scoring technique or simply as a backup. FFPx provides the facility to print out a "scoring sheet" of your sequence. A sample sheet is shown below:

No.	Thumbnail	Author	Title	Score
1		Andrew		
2		Graham	Test Title	
3		Fred	White & Blue	
4		Simon	Len	
5		Tim	Test	
6		Andrew	People	
7		Jane	Night at the Opera	
8		Andrew	Daffodils	
9		Tim	Cypriot Flappers	
10		Sally	Death Warmed Up	

You can display a print preview by selecting the **Print preview** option from the **Print** menu on the **File** tab.

You can print the current sequence by selecting the **Print** option from the **Print** menu on the **File** tab.

You can changed various print options by selecting the **Print options…** option from the **Print** menu on the **File** tab.
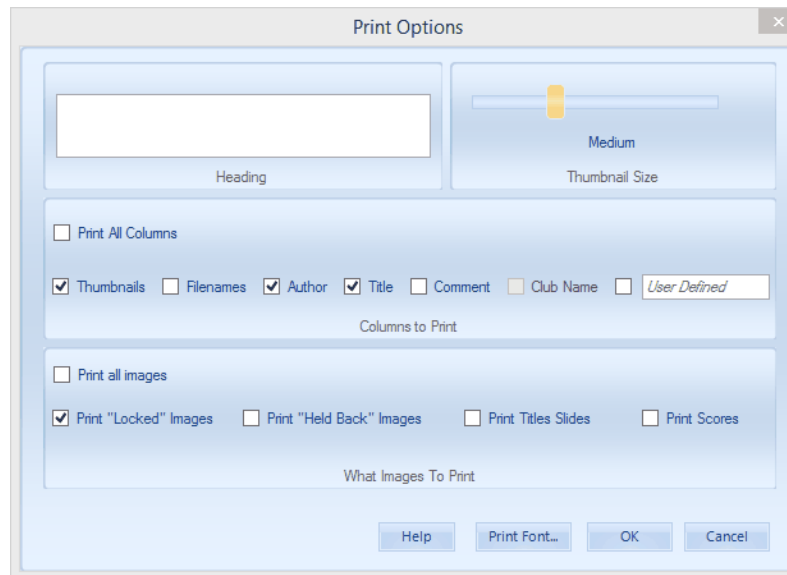
The **Column Selection** area is used to control which columns are printed. Most of these are self-explanatory apart from the **User Defined** column.

The **Image Selection** area is used to control which images are printed as part of the print out.

The User Defined Column

The user defined column is an empty column which can be added to the printed sheet; it is used if you want to mark particular images - for example, those that might be suitable for external competitions. By clicking the **User Defined** text box, you can enter the column header. FFPx will print the column if the column name has been defined and the checkbox is ticked.

2.15   Frequently Asked Questions

Q. I'm using Windows 10/8/7 or 64 bit; will FFPx run with my version of Windows?

A. FFPx runs on Windows 7, 8, 8.1 or 10 both 32 and 64 bit versions. Note that it doesn't run on Windows XP or Vista.

Q. I've tried to install FFPx and receive a "Value does not fall within the expected range" error message. What's the problem?

A. This is a problem with the Microsoft installation software if the user name being used for the installation contains an ampersand character ('&'). Microsoft are aware of the problem, but their only suggested remedy is to not use a user name with an ampersand. So the only solution is to use (if necessary create) a windows user name without an ampersand character in it.

Q. Is there any way to project more than four images simultaneously?

A. Switch to the Lightbox view and on the toolbox there is a drop down where you can select to project all the images, all the images with numbers (so the judge can refer to images) or just selected images.

Q. I had some trouble getting the screen setup and I ended up with the image projected with a blue bar across the top; what happened?

A. What has happened is that you clicked the **Project** button without the **Second Monitor** option on the **Settings** menu ticked. This can happen if you configure the laptop to have a second monitor *after* starting to run FFPx. If the **Second Monitor** option isn't ticked, then FFPx will produce a small window for the projected image - this has a blue bar across the top. To fix the problem with earlier versions, select the **Second Monitor** option from the **Settings** menu; FFPx will then place the image on the second monitor, removing the blue bar.

Q. I'm using the "Show Index" facility, and occasionally the index number went up by more than one; what's happened?

A. This happens when images have been held back; FFPx skips over held back images, so the index number also jumps over the held back images' index numbers. If you click **Show All** or tick **Held Back Only** you'll see the "missing" numbers.

Q. I've used the Project EXIF button and the ISO shows as question marks on some images even though it was taken with a digital camera and the rest of the shooting information is present; what's going on?

A. Some early Nikon and Canon DSLR didn't store the ISO setting in the "conventional" place in the EXIF but in a "Maker's Notes" area. To make things worse, if an image has been saved by Photoshop, then the ISO information in the Maker's Notes is removed.

With this in mind, FFPx only supports the conventional ISO field which is widely supported by recent DSLRs.

Q. Why doesn't FFPx support any image formats other than JPEG and TIFF?

A. This is mainly because these are by far the most widely used formats, but also other image formats don't support metadata anything like as well as JPEG and TIFF, making them difficult to use for scored competitions. Incidentally, JPEG is the recommended format as the file sizes are far smaller than for the equivalent TIFF images. If you have a sensationally good projector you may be able see a difference between TIFF and JPEG and thus may consider the extra time and effort for handling the larger TIFF images worthwhile.

Q. When entering the score, I've occasionally mistyped the score and FFPx "locks-up"; is this a bug?

A. Not a bug; to correct a score, you can use the backspace key - usually near the top right hand corner of the keyboard; the backspace key erases the last digit entered. You can also press the ESC key to abort score entry.

Q. In the first round of a knockout competition, why are there a number of images that don't get seen?

A. These images have received a "bye" into the next round; this is described in more detail [here](#)[112].

Q. Does FFPx run on the Macintosh?

A. No, there are no plans for a Macintosh version of FFPx.

Q. FFPx doesn't support our particular competition; can it be added?

A. There's a fair chance; having extra competition modes might give other users ideas for competitions they haven't tried.

Part III

Walkthroughs

3   Walkthroughs

3.1   Club Competitions

For a club competition, its best to obtain all the images for the evening before the club meeting starts - this gives you a chance to print out a score sheet and to check that the resolution and format is appropriate. Remember the following:

- FFPx only supports JPEG (.JPG) or TIFF (.TIF) images.

- FFPx will operate faster if the images are the appropriate resolution for the projector. For most projectors, there is little point in the resolution of the images being greater than 1024 x 768 pixels. In an ideal world, members will submit images ready resized to match the projector. In practice, however, you will probably be required to resize them yourself - the easiest way is to load them into FFPx on the machine that is to run the competition. If there are images bigger than the projector's resolution, they will be shown in pink in the detailed view. Right click the tab heading and select **Resize All Images to fit Projector**.

Before the Meeting

1. Place all the images into a folder.

2. Start FFPx running and use the [Add Images]²¹ button to add the competition images from the folder.

3. If needed, right click the tab heading and select Resize All Images to fit Projector.

4. Press the [Shuffle]⁵⁶ button to put the images into a random order.

5. Right click the first image, from the [Insert Title Image...]⁶⁶ menu select Welcome.

6. Similarly, use the Insert Title Image... menu to insert any other appropriate title images in the sequence - including the Held Back Images title at the top of the sequence.

7. If the competition is to be scored by hand, then [Print a score sheet]²⁸⁰ to use at the meeting. Otherwise select the appropriate scoring scheme.

8. Save the Sequence.

At the Meeting

1. Start FFPx and [load]⁴⁷ the sequence you saved earlier.

2. Use the [test slide facility]³⁶ to check the projector zoom and keystone is correctly set.

3. Click the Project images button to start the sequence, the first image in the sequence (hopefully your title image) will be projected.

4. Use the up and down keys to move around the sequence, if the judge requests seeing through each image before commenting on them, you could use the [Automatic slidechange]³⁴ facility.

5. If the judge requests that an image is held back press the space bar - the image will disappear from the sequence and the next image will appear.

6. If FFPx is scoring the competition, then as the judge announces the score, type the score into FFPx and press the Enter key.

7. After all the images have been shown, click the [held back only]⁶⁴ checkbox. The Held Back Images title slide should appear, as before use the up down keys to move around the held back images and type the score as the judge announces it.

8. At the end of the competition, go to the Scoring/Calculate Score Results... menu option to display the results of the competition.

9. That's all there is to it, enjoy the competition!

3.2   Elimination Competitions

Probably the second most common competition in camera clubs is the *elimination competition.* With this competition, members submit a number of images and the judge goes through the images, removing "losers" (for want of a better word). After several passes through the images, the winners remain - perhaps the top three plus some highly commended or a single winner.

You may be wondering why there isn't a special "Elimination Competition" mode for FFPx; the reason is that the regular club competition mode is ideal for an elimination competition.

Before the Meeting

The elimination competition is one of the few competitions that can be sensibly run with members bringing images on the night; although you may feel that allowing this is something of a slippery slope! Assuming that you receive the images before the competition, they simply need to be loaded into FFPx - you don't need a scoring scheme and the images don't need the author field to be set.

The loaded images are shuffled and (if required) title and end images inserted. The sequence can then be saved ready for the meeting. Remember that if you want to transfer the sequence to another computer for the actual meeting, to use either the Save Sequence and Images 28 or the Save All Sequences and Images 28 procedures.

At the Meeting

Start FFPx and load the previously saved sequence.

The judge will generally talk about each image and end by saying "keep" or "discard"; to discard an image, you press the Delete key, to keep it, press the Enter key or the down arrow key to move to the next image.

When the judge reaches the last image in the sequence, you can press the Home key to return to the first image in the sequence and you go through the images again.

As you see the list of images on the laptop screen, you can tell the judge when they are getting to the final few remaining images. There is an extra bit of "finesse" you can offer the judge; if click the **More...** button in the Metadata area of the toolbox, you can turn on display of the Image Index; this will briefly project how many images are remaining - as well as the image number being projected.

Another technique to help the judge towards the end is to show up to four images simultaneously by clicking the first image to show, then holding down the Ctrl key and clicking the other images to project.

If the judge wants to see more than four images simultaneously, then you can switch to lightbox mode and turn on **Project Lightbox**. That way all the images on the lightbox display will be projected.

If you have an indecisive judge, then you may want to hold back images rather than delete them. That way the judge can change their minds about an image and you can switch to held_back_only[46] mode and unhold the image to place it back into the sequence.

Elimination Panel Competitions

For panel based competitions where entire panels are eliminated at one go, the easiest way to remove a panel from the sequence is to hold it back - pressing the space bar holds back the entire panel in one operation.

3.3   InterClub Competitions

In one way, the InterClub competition is the simplest to run as it's not necessary for the images to have the author name set; FFPx assumes that the folder name holding the image files is the club name.

Before the Meeting

To run an InterClub competition, you will need an [InterClub scoring scheme](#)184.

On the Evening

Usually, for an InterClub competition, other clubs arrive with a memory stick of images for the competition. Copy each club's images into folders on the FFPx laptop, using one folder per club. Name the folder with the name of the club; for example, if a club name is Gotham Camera Club, give the folder holding Gotham's images the name "Gotham Camera Club". It will be slightly easier if all the club folders are subfolders of a single folder - the folder structure could look like this:
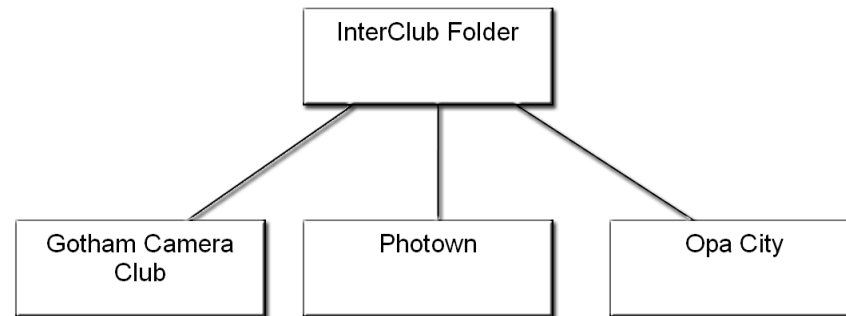
With all the images on the laptop, start FFPx and click the **InterClub** button or select **InterClub** from the **Competition type** menu. If you've put the club folders as subfolders to a single competition folder, then you can use the **Add Folder of Images** option from the **File** menu or click the **Add Folder** button on the toolbar. Navigate to the competition folder. For InterClub competitions, FFPx will automatically search subfolders, so clicking **OK** will load all the competition images in one go. Note that the **Club Name** column will show the folder name.

Use the [Insert Title Image...](#)66 menu to add appropriate title images to the sequence.

If you want the club name projected when an image receives a score, turn on the **Club name after score** option on the Projection

tab of the [FFPx Settings](274) dialog.

⤬ Click the Shuffle button.

⣿ Click the Score button. FFPx will confirm the scoring scheme in use.

📽 Click the Project Image buttons and the competition will start; when images are scored by the judge, type the score.

📋 At the end of the competition, click the **Show Results** button from the **Scoring** panel, the results will be displayed.

3.4   Multi-Leg Competitions

To run a Multi-Leg competition, you'll need to create a sequence - much like a regular club competition. However, you will presumably have to gather images from all the participating clubs.

Once you have all the images load them into FFP; add any title images you want. Once you are happy with the sequence select the **Save for Multi-Leg Competitions...** option from the **File** menu:
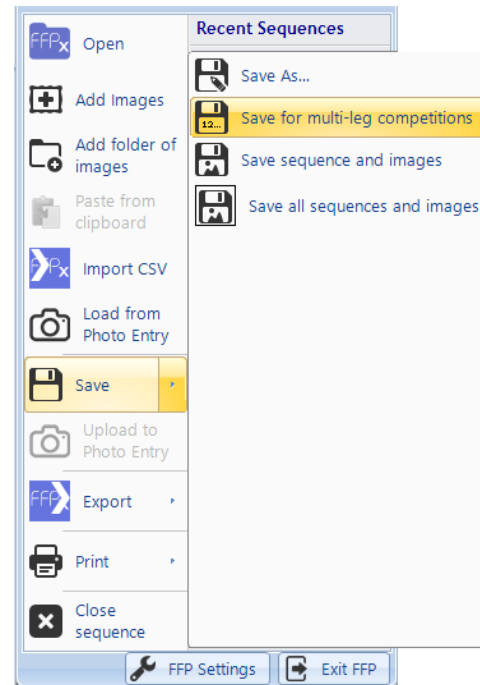
The **Save Sequence for Multi-Leg Competitions** dialog opens:
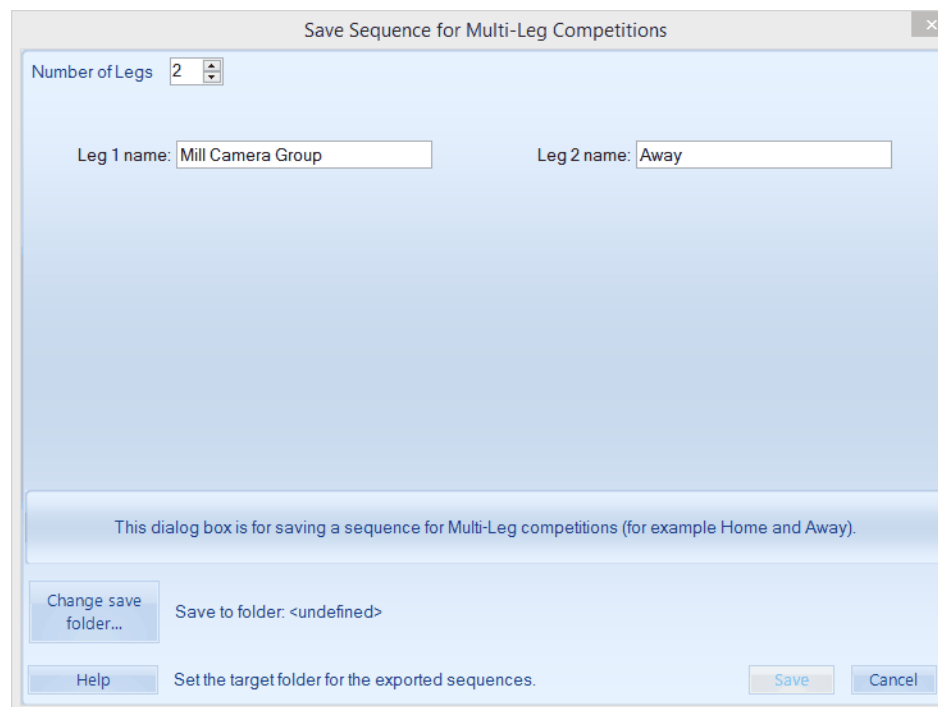
The **Number of Legs** up/down count sets the number of legs in the competition (between two and four).

Click the **Change save folder...** to set where the sequences will be saved. FFPx will create a sub-folder for each leg. Each sub-folder contains all the images and a **sequence.ffpx** file. Each participating club needs to have a copy of their appropriate sub-folder; you can use a memory stick or send the sub-folder to a .zip file which can then be emailed to the club projectionists.
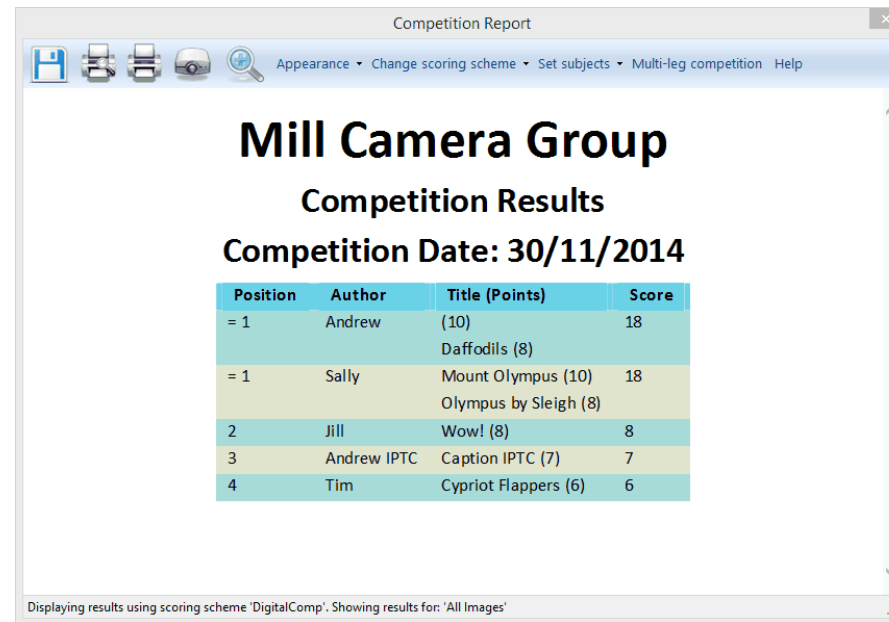
Each club runs the competition like a normal competition; scoring images as they are projected. At the end of the competition the projectionist **MUST SAVE THE SCORED SEQUENCE**!

After a participating club has scored the sequence, the projectionist should send the saved **sequence.dss** file back to you.

When you receive the **sequence.ffpx** file, you must place it back in the appropriate sub-folder for that club.

Once you have all the sequence files, load your club's sequence file and select the **Calculate Score Results...** option from the

scoring menu. The score for your leg of the competition will be displayed:

Click the **Multi-Leg Competition** button at the top of the display and FFPx will examine the surrounding folders to your club's sequence and use the **sequence.ffpx** files found to produce an overall result:

Competition Report   ✕

[icons]   Appearance ▾   Change scoring scheme ▾   Set subjects ▾   Multi-leg competition   Help

Mill Camera Group
Competition Results
Competition Date: 30/11/2014

Position	Author	Title (Mill Camera Group Points)	Away Points	Score
1	Andrew	Daffodils (8½)	9½	35
		(8)	9	
2	Sally	Death Warmed Up (7½)	8	31
		Olympus by Sleigh (8)	7½	
3	Andrew IPTC	Caption IPTC (8)	8½	16½
4	Jill	Wow! (7½)	8	15½
5	Tim	Cypriot Flappers (7½)	7½	15

Displaying results using scoring scheme 'By Author'. Showing results for: 'All Images'

3.5   Knockout Competition

Before the Competition

As with a Club Competition, it is recommend you obtain the images before the day of the competition. This gives you a chance to load them into FFPx and make sure they are all of suitable resolution and have the Author's Name [metadata](#)[81] information set.

Unlike a Club Competition, title slides are not recommended as FFPx will treat them as "normal" images and enter them as part of the competition. If you want to use title slides, then after displaying the image you must remove it from the sequence before running the Knockout competition proper.

It is recommended that you ensure the author's name field is set correctly for each image as FFPx's shuffle facility will try and avoid pairing off images by the same author.

Once the images are loaded you are ready to run the competition.

Either click the **Knock Out** button on the Competitions tab.

Click the **Projector** button.
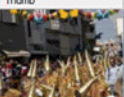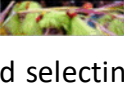
The **Start Knock Out** button will become enabled. At the base of the FFPx window, the number of images in total and how many "pairs" will be in this round should be shown.

Click the **Start Knockout** button. The images will be "shuffled" and the first two displayed in split screen mode on the projector screen. A dialog box with buttons containing thumbnails of the two images will appear (shown below).
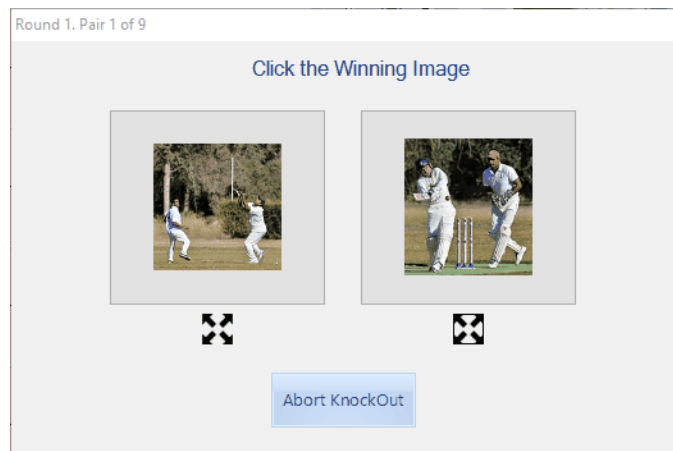
Note that the title of this box shows how many pairs are in this round and which pair this is. Under each image is a "maximize" button; if you click and hold that button the corresponding image will be enlarged to fill the screen.

As indicated by the box, click the winning image. The next pair of images will be shown and so on. As the winning slides are selected, you'll see that they are flagged as "winners" on the FFPx display (shown below).

You can correct any errors by *right* clicking an image and selecting the **Knockout Winner** option to change the state of that image. When a round completes, the two images on the dialog will be replaced by one big button inviting you to click for the next round:

When you are ready for the next round, you can click the button.

At the start of each subsequent round, FFPx will automatically remove the "losers" and clear the Winner flags from the previous round, finally shuffling the images again.

When there are only two images in a round then this is the final; when the winning image is selected then FFPx will automatically switch off split screen mode to show a full screen version of the winning slide - you can also click the runner up to show that in full screen mode.

3.6 Mix & Match Competition

Before the Competition

Before the competition, prepare a [scoring scheme for Mix & Match](#)190.

Preparing the Competition

To run a [Mix & Match](#)114 competition you will need to create a folder for each team. Put the images for each team into the appropriate folders.

Decide which team is going to start.

Start FFPx and select **Mix & Match** from the **Competitions** tab. The mix and match setup dialog box will open:
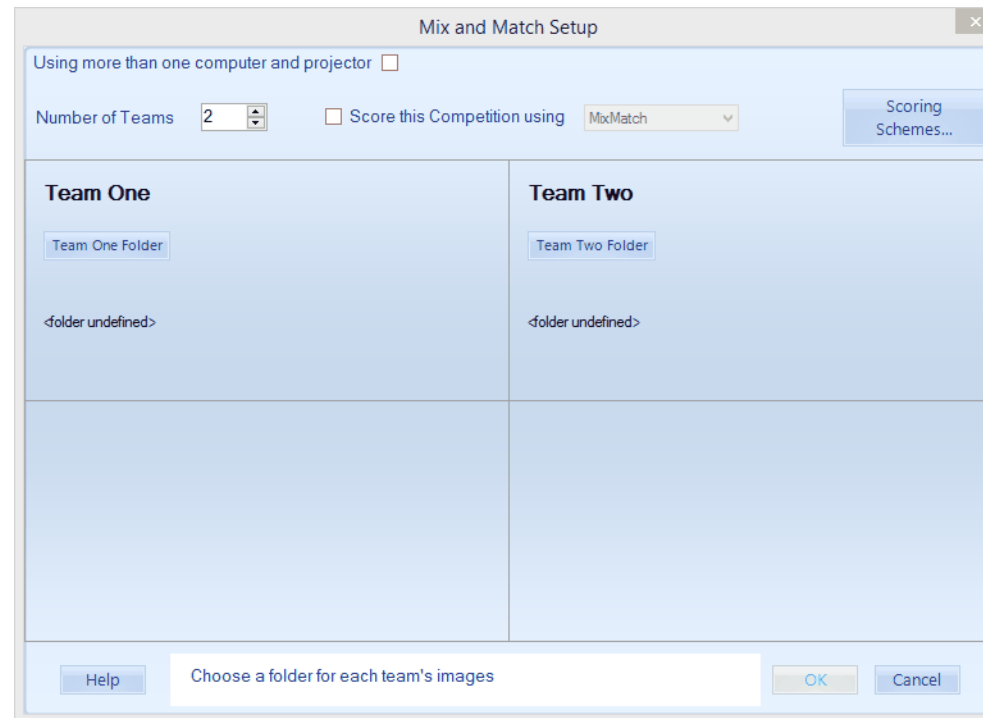
Set the number of teams in the competition, in the **Number of Teams** counter.

Assuming you are using FFPx to score the competition, tick the **Score this Competition using** checkbox and select an appropriate scoring scheme from the dropdown.

Team one always starts, so you should put the name of the team that is going first into team one's name. You can now select team one's folder (by clicking the appropriate button).

Put the next team's name into the appropriate text box and select the folder for that team.

Carry on setting team names and selecting folders until all the teams have been defined.

FFPx will automatically show how many images are in the source folder so you can confirm that each side has the same number of images.

Once all the teams have been named and have their image folders selected, click OK and FFPx will confirm the scoring scheme in use, after this reminder the images will be loaded.

Running the Competition

From a practical point of view, the simplest set up is to sit representatives of each team around a table with you as the projectionist running the show. You can then place the laptop to face each team representative in turn to select their images - a "lazy Susan" turntable is a useful accessory for Mix & Match competitions.

Note that when you're in Mix & Match mode, you can only see a lightbox view of the images. FFPx prompts you through the process of running a Mix & Match competition; first it will ask for team one to select an image.

Team one's representative selects an image simply by clicking it; they should leave the projectionist to actually click the **Show Selected Image** button because as soon as that button is clicked, the next team's images will be shown on the lightbox view.

FFPx has a prompt area in the control box that shows you who should be selecting images.

The next team's representative now tries to match the projected image, once selected, you click the **Show Selected Imagea** button - the images are projected simultaneously.

Note that as teams select images, the selected images are automatically removed from the lightbox view.

Carry on with the team selecting images until all the teams have picked an image.

FFPx will then produce a dialog to find out if any images "matched". For a two team competition, the dialog looks like this;
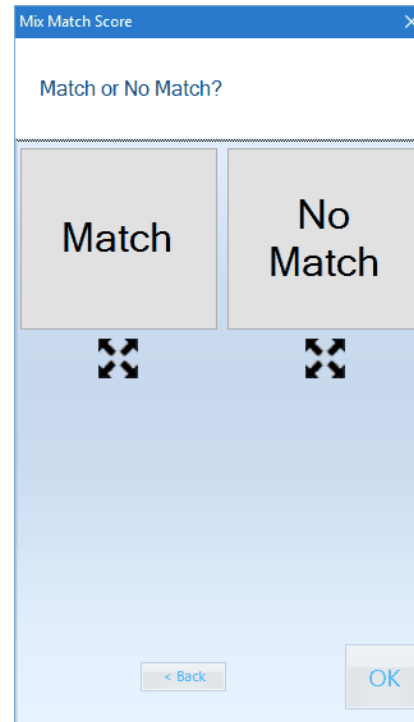

and you click **Match** or **No Match** as appropriate. Under the **Match** and **No Match** buttons are maximize buttons; if you click and hold a maximize button, then the corresponding image will be enlarged to fill the screen. For example, if you click and hold the left maximize button, the left image on the screen will be enlarged.

If there are more than two teams taking part, then the dialog looks like this:
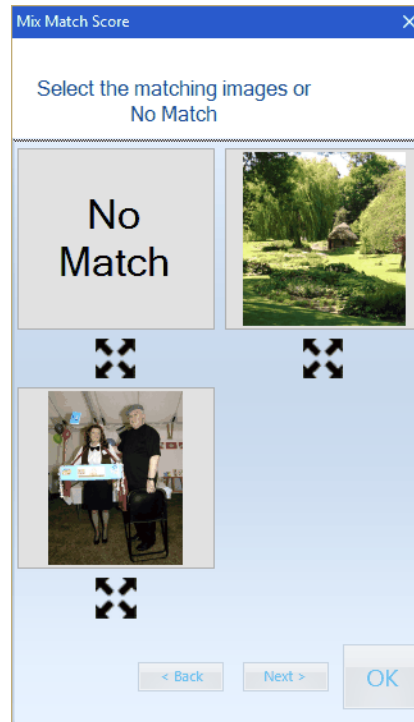
This is slightly more complicated as you can click more than one "matching" image (or click **No Match** if no images match).

If the scoring scheme you are using has a score for the "best" image of a round, then you will be asked to select the best image:
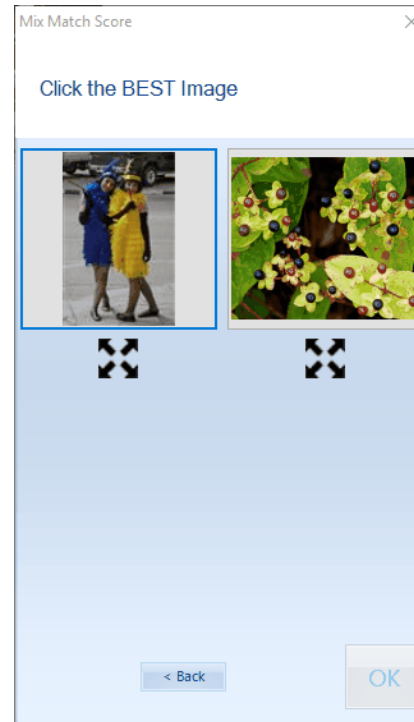
As the dialog says, click the better image. You can click **< Back** to return to selection of Match/No Match.

When the Best image has been selected, then you will be prompted to Click **OK** to blank the screen. Clicking **OK** will start the next round.

If there is no "Best" image component to the scoring, then once you select the Match or No Match, you will go straight to the **Click OK to blank the screen** prompt.

The competition carries on in this way until you run out of time or images; note that whenever the first team is requested to select an slide, then all the teams will have had the same number of images so that is the fairest time to stop.

At any time, you can select **Show Results...** from the Scoring Scheme status box More button menu.

3.7   Panel Competitions

3.7.1   Panels where each Panel Shown in Turn

Before the Competition

Prepare a panel based scoring scheme [180] appropriate for the competition you are running.

From the Competitions tab, select the **By Group** panel competition.

To design a title image to place between panels, click the More button on the **Panel Based** panel and select **Title Design...** from the **Panels** menu that appears. The Panel Title Design [140] dialog will appear.

In an ideal world, the competitors will have named their images correctly and submitted the images before the competition. As you recall, images for a panel should be named in the form:

namePnumber-Snumber.jpg

So, **andrewP1-S1.jpg** is a correctly named panel file; it represents Andrew's panel 1, slide 1.

If, as sadly happens, some of the images are misnamed, you can select **Correct Panel Names...** from the **Panels** menu.

Assuming the images' filenames are all correct, click the **Insert Titles between** option. FFPx generated title images will be inserted between each panel.

In panel mode, the table display of FFPx will be updated, note that in panel mode there are two extra columns; **Panel** and **Slide Number**.

At the base of the FFPx Window, the number of slides and panels will be shown.

You can shuffle the images if you want to, FFPx will shuffle the panels - not the individual images. If there are blanks between panels then FFPx removes them before shuffling then re-inserts them afterwards.

If required, print out a score sheet (from the **File** tab, select the **Print** option). If you plan to use FFPx to score the competition, select a panel based scoring scheme.

Now you can save the sequence by clicking the **Save Sequence** button. Save the sequence somewhere you can find it easily; on

the desktop or in the folder holding the images.

On The Night

Once the laptop and projector have been set-up, click the **Open Existing Sequence** button on the Start-up window and select the previously saved sequence file. FFPx will load the panels and also set FFPx into **Panels** mode. The scoring scheme you selected will also be selected.

Click the **Start Projecting Images** button to start the competition. As with a normal competition, you can use the up/down cursor keys to move between slides and score an image by typing the score followed by the Enter key.

If the judge requests a quick run through of a panel, you can set the automatic slide change option to **Stop at the end of panel** and turning on automatic slide change; FFPx will project each image in turn but stop at the end of the panel.

You can quickly move to the first image in the panel by pressing Ctrl+Up Arrow.

To hold back a panel, press the space bar (or right click an image and select **Hold back**) the entire panel will be held back in one go.

As with a normal competition, checking the **Held Back Only** checkbox will show the held back panels.

Deleting a Panel

To delete a panel, select the next image you want to project and click the **Freeze Projector** button on the **Projector** panel - the button will start flashing red.

Right click an image from the panel you want to delete and pick the **Select all images in this panel** option:

```
    Hold Back <space>
    Lock (Ctrl+L)

    Insert                          ▸
    Add Comment... (C)
    Rotate                          ▸

    Select...                       ▸
    Copy (Ctrl+C)
    Paste (Ctrl+V)
    Cut (Ctrl+X)

    Panels...                       ▸ │  Sort panels by score
    Clear Score(s)                    │  Select all images in this panel

    Rename Image File
    Delete (del)
    Text size                       ▸
    Lightbox View
    Detailed View Settings...
    Properties...
```

Press the delete key and all the images in the panel will be deleted.

Click **Freeze Projector** again and the button will stop flashing.

At the End of the Competition

When all the images have received a score, go to the **Results Summary** option from the **Scoring** menu and you'll see the results of the competition.

Enjoy the competition!

3.7.2   Panels in Group or Cycle Modes

Before the Competition

Prepare a panel based scoring scheme[180] appropriate for the competition you are running.

From the Competitions tab, select the **By Slide** or **By Slide and Cycled** panel competition.

To design a title image to place between panels, click the More button on the **Panel Based** panel and select **Title Design...** from the **Panels** menu that appears. The Panel Title Design[140] dialog will appear.

In an ideal world, the competitors will have named their images correctly and submitted the images before the competition. As you recall, images for a panel should be named in the form:

namePnumber-Snumber.jpg

So, **andrewP1-S1.jpg** is a correctly named panel file; it represents Andrew's panel 1, slide 1.

If, as sadly happens, some of the images are misnamed, you can select **Correct Panel Names...** from the **Panels** menu.

Assuming the images' filenames are all correct, click the **Insert Titles between** option. FFPx generated title images will be inserted between each panel.

In panel mode, the table display of FFPx will be updated, note that in panel mode there are two extra columns; **Panel** and **Slide Number**.

At the base of the FFPx Window, the number of slides and panels will be shown.

You can shuffle the images if you want to, FFPx will shuffle the panels - not the individual images. If there are blanks between panels then FFPx removes them before shuffling then re-inserts them afterwards.

If required, print out a score sheet (from the **File** tab, select the **Print** option). If you plan to use FFPx to score the competition, select a panel based scoring scheme.

Now you can save the sequence by clicking the **Save Sequence** button. Save the sequence somewhere you can find it easily; on the desktop or in the folder holding the images.

On The Night

Once the laptop and projector have been set-up, click the **Open Existing Sequence** button on the Start-up window and select the previously saved sequence file. FFPx will load the panels and also set FFPx into **Panels** mode. The scoring scheme you selected will also be selected.

Click the **Start Projecting Images** button to start the competition. As with a normal competition, you can use the up/down cursor keys to move between slides and score an image by typing the score followed by the Enter key.

If the judge requests a quick run through of a panel, you can set the automatic slide change option to **Stop at the end of panel** and

turning on automatic slide change; FFPx will project each image in turn but stop at the end of the panel.

You can quickly move to the first image in the panel by pressing Ctrl+Up Arrow.

To hold back a panel, press the space bar (or right click an image and select **Hold back**) the entire panel will be held back in one go.

As with a normal competition, checking the **Held Back Only** checkbox will show the held back panels.

Deleting a Panel

To delete a panel, select the next image you want to project and click the **Freeze Projector** button on the **Projector** panel - the button will start flashing red.

Right click an image from the panel you want to delete and pick the **Select all images in this panel** option:

Hold Back <space>	
Lock (Ctrl+L)	
Insert	▶
Add Comment... (C)	
Rotate	▶
Select...	▶
Copy (Ctrl+C)	
Paste (Ctrl+V)	
Cut (Ctrl+X)	
Panels...	▶
Clear Score(s)	
Rename Image File	
Delete (del)	
Text size	▶
Lightbox View	
Detailed View Settings...	
Properties...	

Submenu:
- Sort panels by score
- Select all images in this panel

Press the delete key and all the images in the panel will be deleted.

Click **Freeze Projector** again and the button will stop flashing.

At the End of the Competition

When all the images have received a score, go to the **Results Summary** option from the **Scoring** menu and you'll see the results of

the competition.

Enjoy the competition!

3.8   Selecting Images for Exhibition

Before the Selection Process Starts

Image selection is often performed in more than one round; for example, in round 1, judges may select one image per entrant, in a second round images are selected from those that missed out in the first round.

For our walkthrough, we'll assume there are six judges and 50 images are required for the exhibition, each author can enter between 1 and 6 images. The following rounds are used:

In Round 1, each author's images are shown in sequence and each judge must vote for only one image per author. Each author is guaranteed that one image is selected. Any image that receives 4 votes or more is automatically selected. If an author has no images selected when all their images have been viewed, then the operator has a casting vote and selects one of the images. When all the images have been viewed, the selected images are copied to a folder and removed from the sequence.

In Round 2, the images not selected by Round 1 are shuffled randomly and each judge votes on each image. Any image that receives 4 votes or more is selected. When all the images have been viewed, the selected images are copied to a folder and removed from the sequence. Round 2 is repeated until the required number of images have been selected.

Before the competition, we set up the two rounds using the **Select Images for Exhibition** 231 dialog:
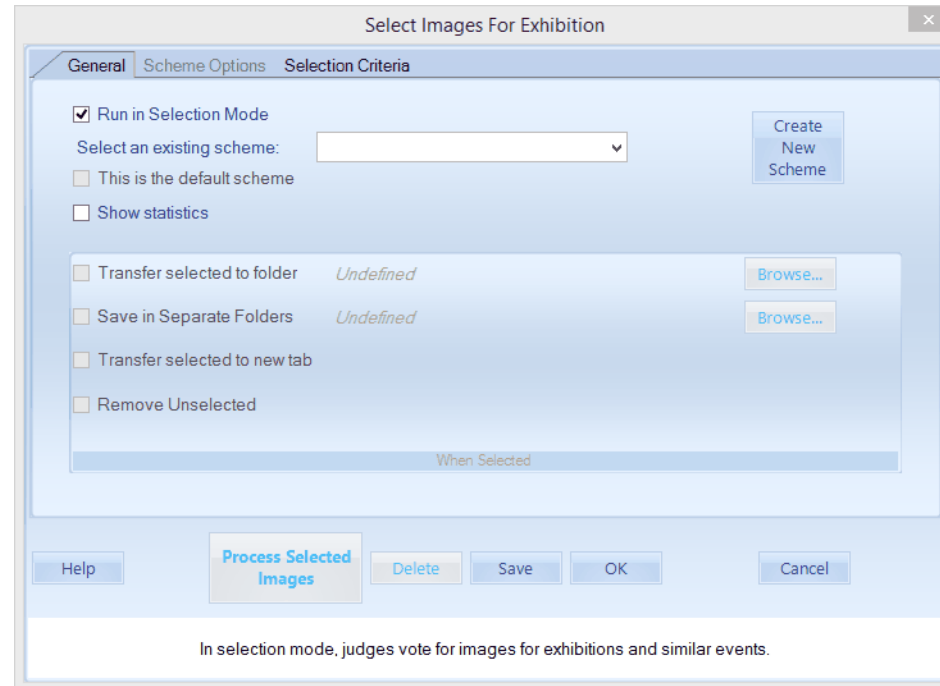
We start by clicking the **Create New Scheme** button and naming the new scheme "Round 1". We check the **Transfer selected to folder** checkbox and define the folder for the selected images. The completed dialog tab looks like this:
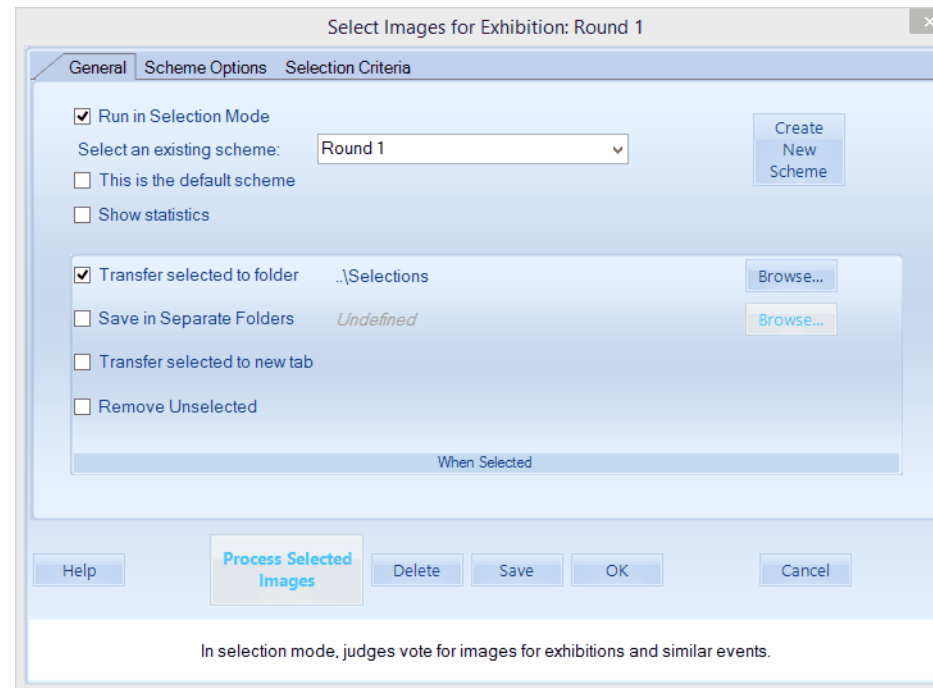
Note that the **Show Statistics** checkbox has been cleared; instead we'll insert Title Slides between author groups which show statistics for the selection process. Next, click the **Scheme Options** tab:

The above dialog has been completed correctly for our required scheme. Note that we are grouping the images together by author and displaying a title slide between groups. Next click the **Selection Criteria** tab:
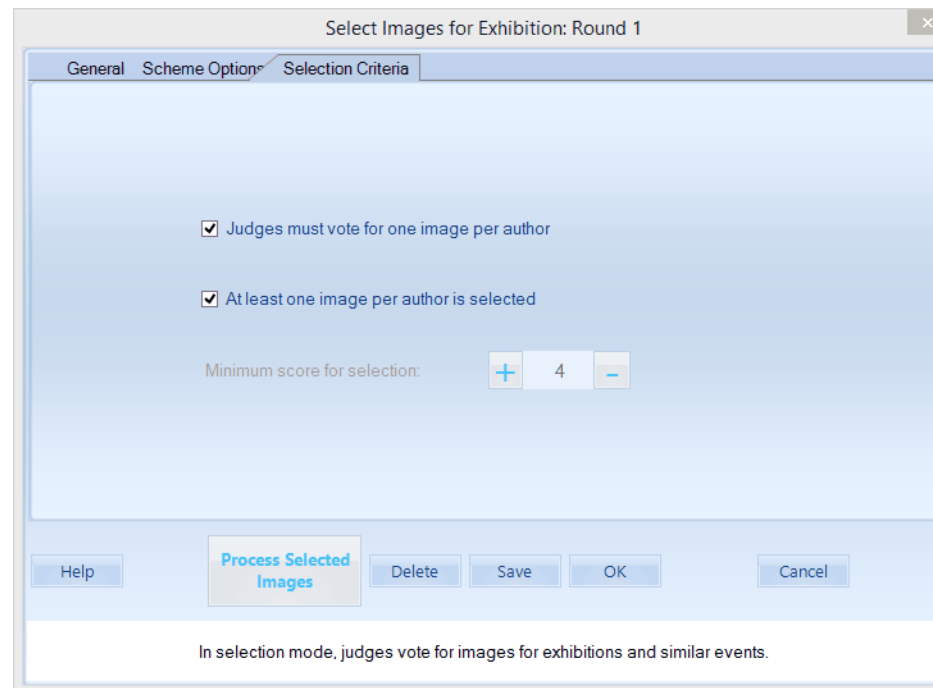
The above dialog is completed correctly for the scheme. Note that the **Minimum score for selection** counter is disabled; because the judge must vote for one image per author and at least one image per author is selected, FFPx knows that the minimum score for selection must be 4.

With this tab complete, click **Save** to save the scheme and click the **General** tab; Round 2 needs to be built.

As before, we start by clicking the **Create New Scheme** button. The name for the new scheme is "Round 2". The settings for Round 2 are the similar to Round 1, except that we check the **Show Statistics** checkbox as we won't have title slides in this round showing the statistics:
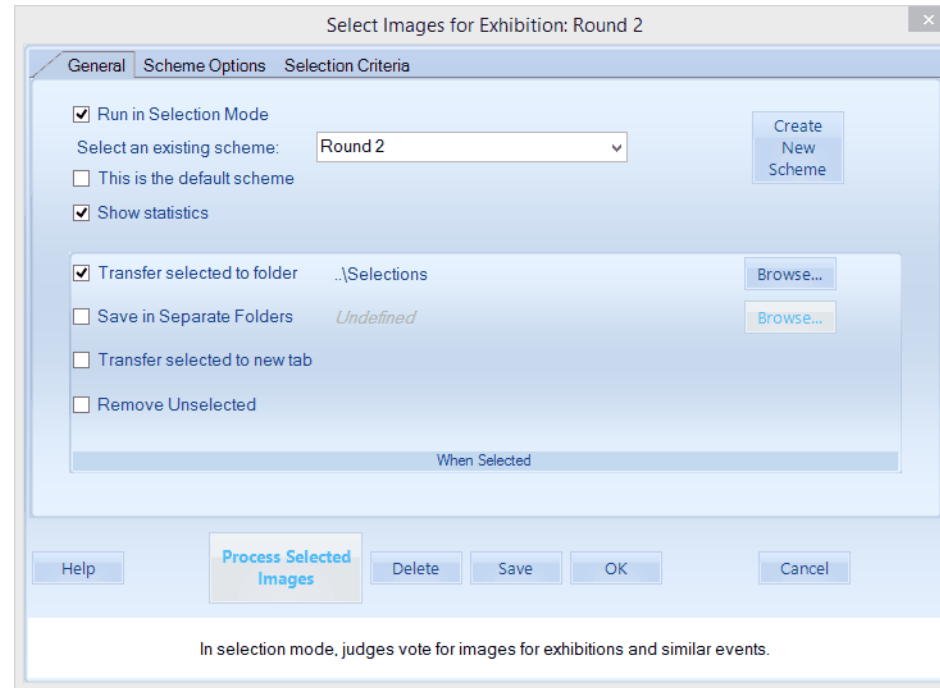
Next we select the **Scheme Options** tab; the completed tab looks like this:
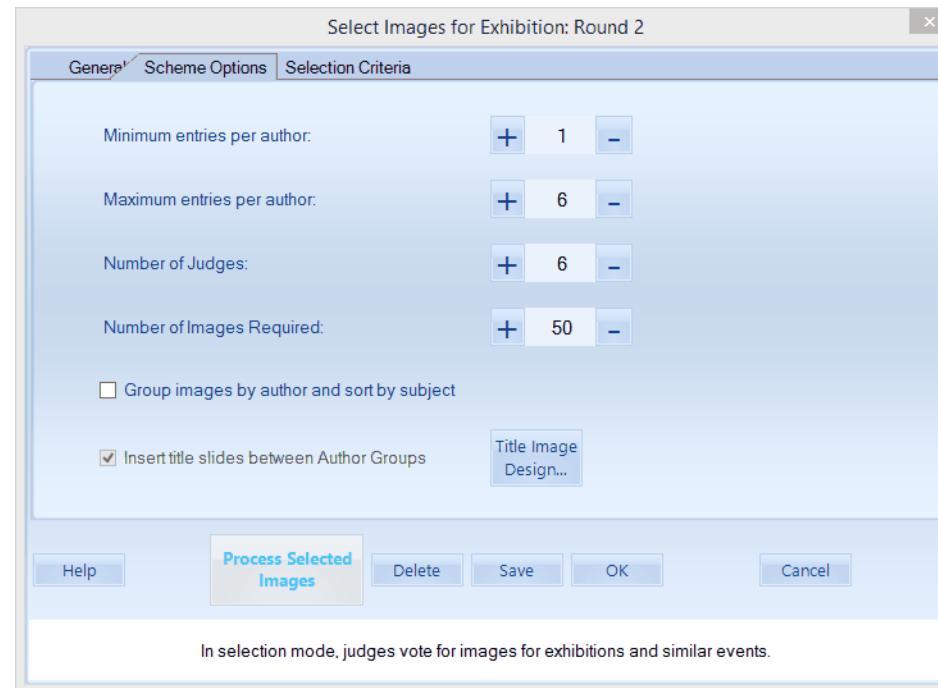
Finally, click the **Selection Criteria** tab; the completed tab looks like this:
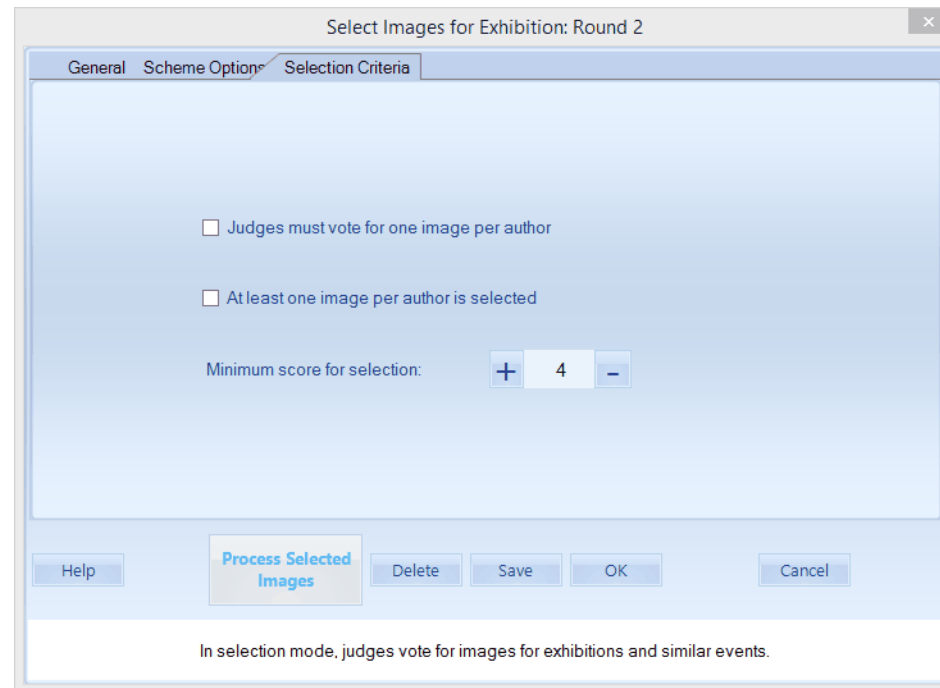
This time, we can set the **Minimum score for selection**. In practise, we might change this on the day depending on how many remain to be selected after round 1. Save the scheme.

Hopefully, members will submit their entries before the selection evening and you can check they have their author name correctly set. FFPx will group the images by author and then sort each author's images by Subject, if the authors want to ensure the images are shown in a particular order, they should put the order number as the subject - ie "1", "2", "3" and so on. They *must not* use "one", "two", "three" - FFPx sorts the subjects alphabetically and "four" would come first(!)

With all the images loaded into FFPx, the **Run in Selection Mode** checkbox should be checked on the **Select Image for Exhibition** dialog and "Round 1" selected in the **Select scheme to use** dropdown menu. Click **OK** and save the sequence. If you plan to run the selection process on a different computer, then use **Save Sequence and Images** [28]; this saves the images as well as the sequence information.

On the Evening

Load the previously saved sequence. Round 1 is the scheme in use. The judges vote on each image in turn. Images that receive 4 votes are automatically selected. Note that each author's final image will automatically receive a score; if the previous images in the group have received 3 votes (for example) then the final must receive 3 votes.

If an author doesn't receive at least 4 votes for any image, then the operator picks an image to select, right clicks it and chooses **Select** from the **Selection...** submenu.

The title slides between each author's group shows how many images remain to be selected.

When all the images have been voted on, the **Select Image for Exhibition** dialog is opened and **Process Selected Images** clicked. All the selected images are transferred to the specified folder and removed from the sequence.

With Round 1 completed, the **General** tab is selected and "Round 2" selected from the **Select scheme to use** dropdown menu. Click **OK** to return to the sequence.

Right click any image and from the **Selection...** submenu, chose the **Clear all Votes** and **Mark All Images as Unviewed**. Shuffle the images ready for the next selection round.

Now you can run through the sequence again, voting on each image. Any image that scores 4 or more will be selected. As the **Show Statistics** checkbox was checked, each image will have the selection statistics briefly superimposed. When all the images have been viewed, the **Select Image for Exhibition** dialog is opened and **Process Selected Images** clicked. If more images need to be selected, the round 2 process is repeated until enough images are selected.

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