TopScore Salon Judging Software

Everything you need in one simple solution!

http://www.spectrumsound.co.za/topscore/topscore.html

Table of Contents

Introduction

Thank you for you interest in **TopScore Salon Judging Software**.

TopScore is specifically developed to ease the judging process of a photographic salon. Only one desktop computer or laptop is required for up to 7 judges. Each judge can make use of his or her own standard computer keyboard to capture scores simultaneously or one person can capture the scores sequentially on behalf of all the judges.

Once all entries were judged, awards can be assigned and thereafter, by the click of a button, a "results" file can be created, which can be uploaded directly to PhotoVault.

Permitted use and restrictions

Use of this software (**TopScore Salon Judging Software**) is subject to the software license terms set forth below. Using the software indicates your acceptance of these terms. If you do not accept these terms, you must delete and/or uninstall the software immediately. "Use" means storing, loading, installing, executing or displaying the software. You may not modify or reverse-engineer the software.

Although this software is FREE, a minimal fee is charged per photo entered and judged. You may download, install and use this software on as many computers as desired. You may freely distribute the software without charging any money for it. You may not sell, rent or lease the software or computers, on which this software is installed, to others. In no event will the author be held liable for any damages arising from the use of this software.

All trademarks are the property of their respective owners and are used for product identification purposes only.

Warranty

The software is distributed "as-is" and no warranty of any kind is expressed.

System requirements

You will need at least an Intel Pentium computer/laptop running at least MS Windows XP Professional Service Pack 2. A minimum screen resolution of 1024 x 768 is recommended. It is highly recommended to make use of a secondary monitor or preferably a projector on which the entries to be judged, can be displayed. **TopScore** can be configured to display the entries on the secondary display or projector.

Although a single keyboard can be used as a score capture device, the judging process will work much better when each judge is provided with his/her own keyboard. All standard PS2 and/or USB computer keyboards can be used, although the small "number keypad" type keyboards is recommended. All the keyboards can be connected to the single computer/laptop. USB keyboards can be connected to the computer/laptop directly and/or by means of an USB hub and/or passive (shorter) and/or active (5m and more) USB extension cables.

Overview

TopScore was created to be the judging tool of choice. Its purpose is to simplify and speed up the sometimes tedious process of salon judging. The layout of the screens and process flow was built with exactly this in mind – simplicity and speed.

Let's look at a few of its great features:
- Projection, judging and scoring from a single desktop or laptop computer
- No expensive hardware requirements like high-end computers
- No expensive scoring devices required – standard- or "number keypad" keyboards preferred but not required
- Simultaneous score capturing by up to 7 judges – no single scorer bottleneck *
- Fast easy score capturing – type the score and hit <Enter> - no moving up or down to choose a score
- Image flagging by individual judges during judging and scoring process *
- On-screen capture and flag status – easy to see who has scored, is busy, entered an invalid score or flagged an entry *
- Maximum score setting eliminates invalid score capturing
- Automatic backup after each entry is judged or scored etc.
- Judging can be interrupted at any time and at a later stage resumed where left off
- Various scoring possibilities - score totalling, score averaging, rounding upwards, overrides etc.
- Any image can be re-judged and re-scored at any time
- Option to automatically advance to next image while judging / scoring
- Advanced filtering options – entry images can be filtered on a combination of fields and field data
- Entry images (filtered or not) can be viewed as thumbnails or as a slideshow
- Entry images (filtered or not) can be copied to another location
- Create a graph to display the score distribution of the salon or any filtered selection
- Export entry image data (filtered or not) to a .csv format file to be manipulated in a text editor or Microsoft® Excel®
- View a test pattern to be used to calibrate, adjust and focus the projector
- Create the *results* file required by PhotoVault in one easy step
- A presentation remote can be used to view images
- Very easy judge set-up and keyboard assignment
- Easy billing model – minimal usage fee per image

* Available in multi-keyboard mode – a keyboard needs to be assigned to each judge.

Installation and set-up

Before starting the installation, ensure that you are an administrator or have administrative rights on the computer/laptop onto which you are trying to install **TopScore**. If you do not have administrative rights, you can use the **Run as administrator** option.
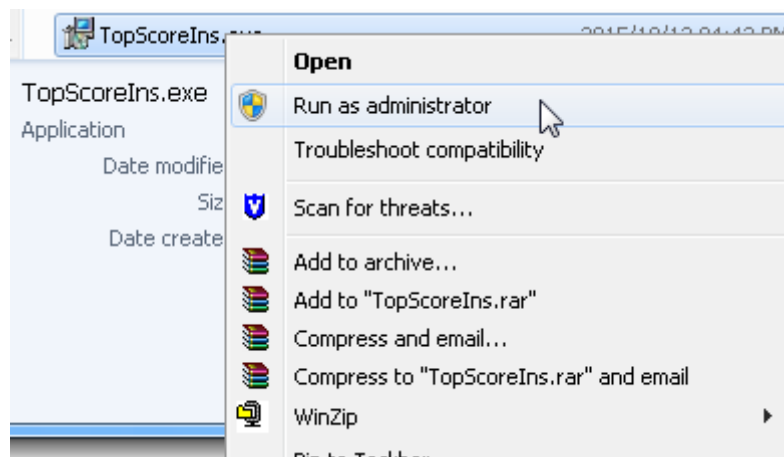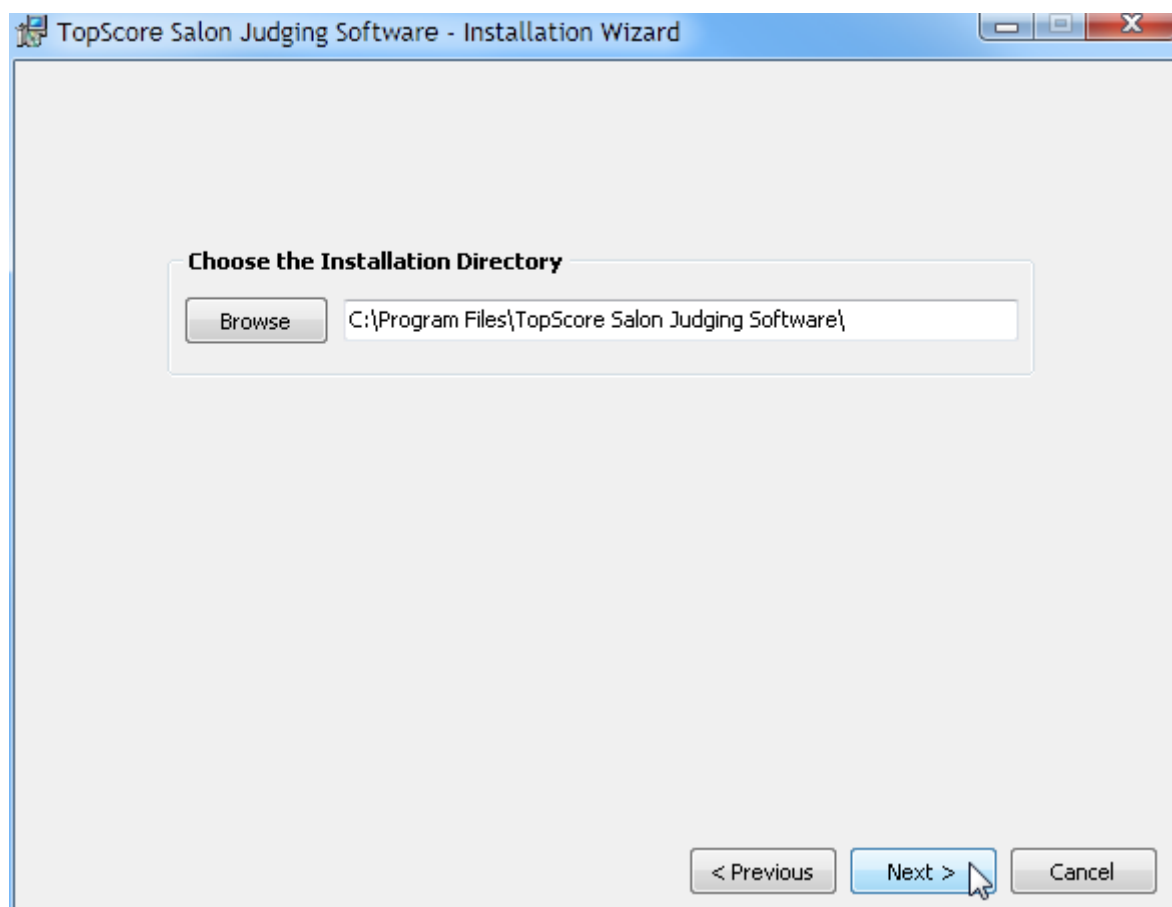

Right-click **TopScoreIns.exe** and click on **Run as administrator** or if you do have administrative rights, simply run **TopScoreIns.exe.**
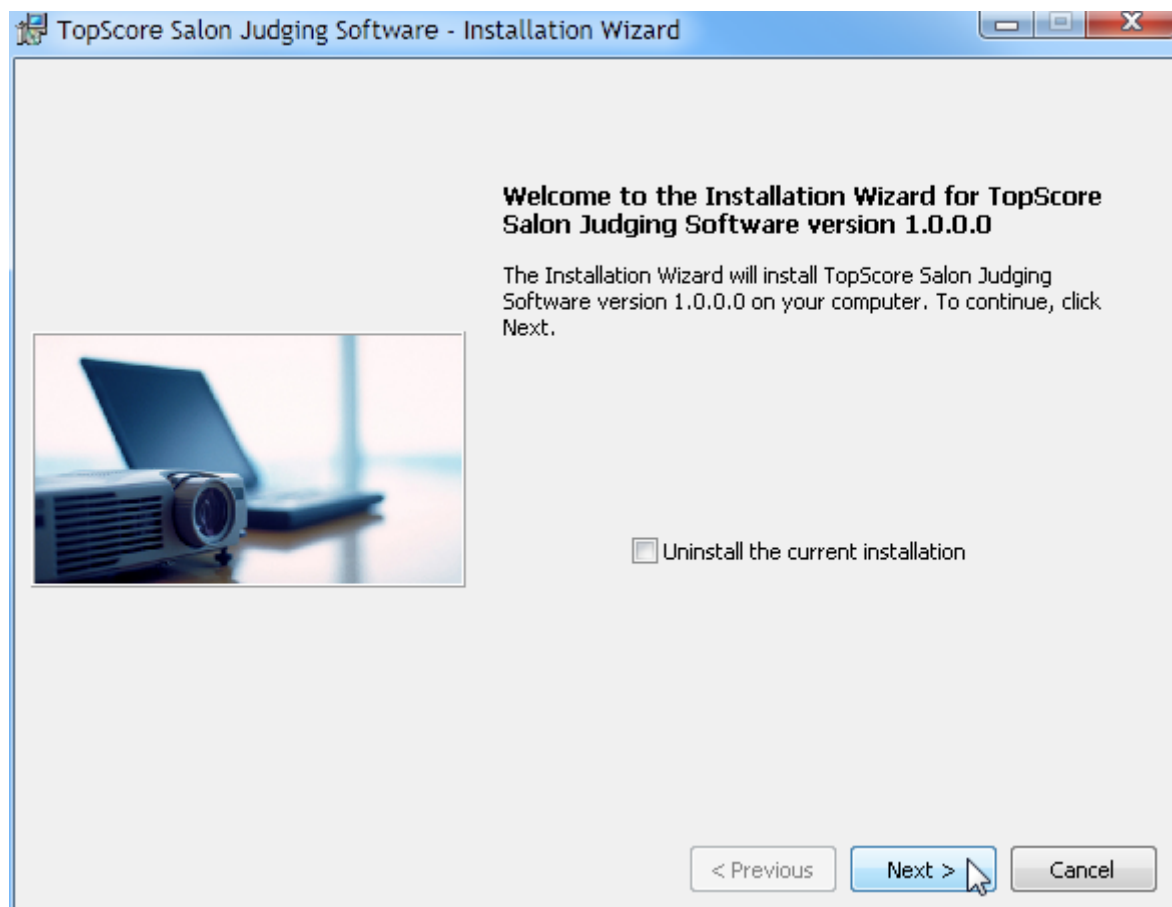

The **TopScore Salon Judging Software** Installation Wizard will open and guide you through the installation process. Click **Next**.
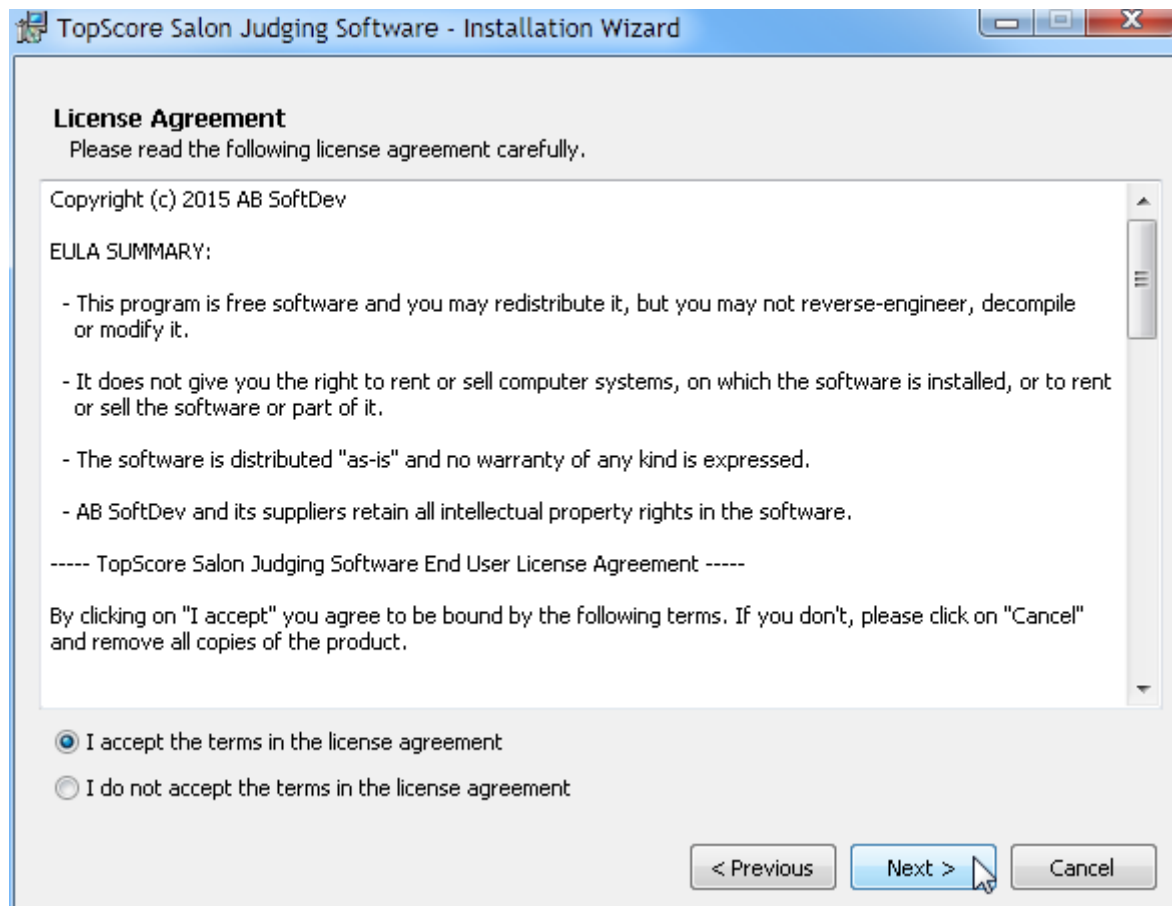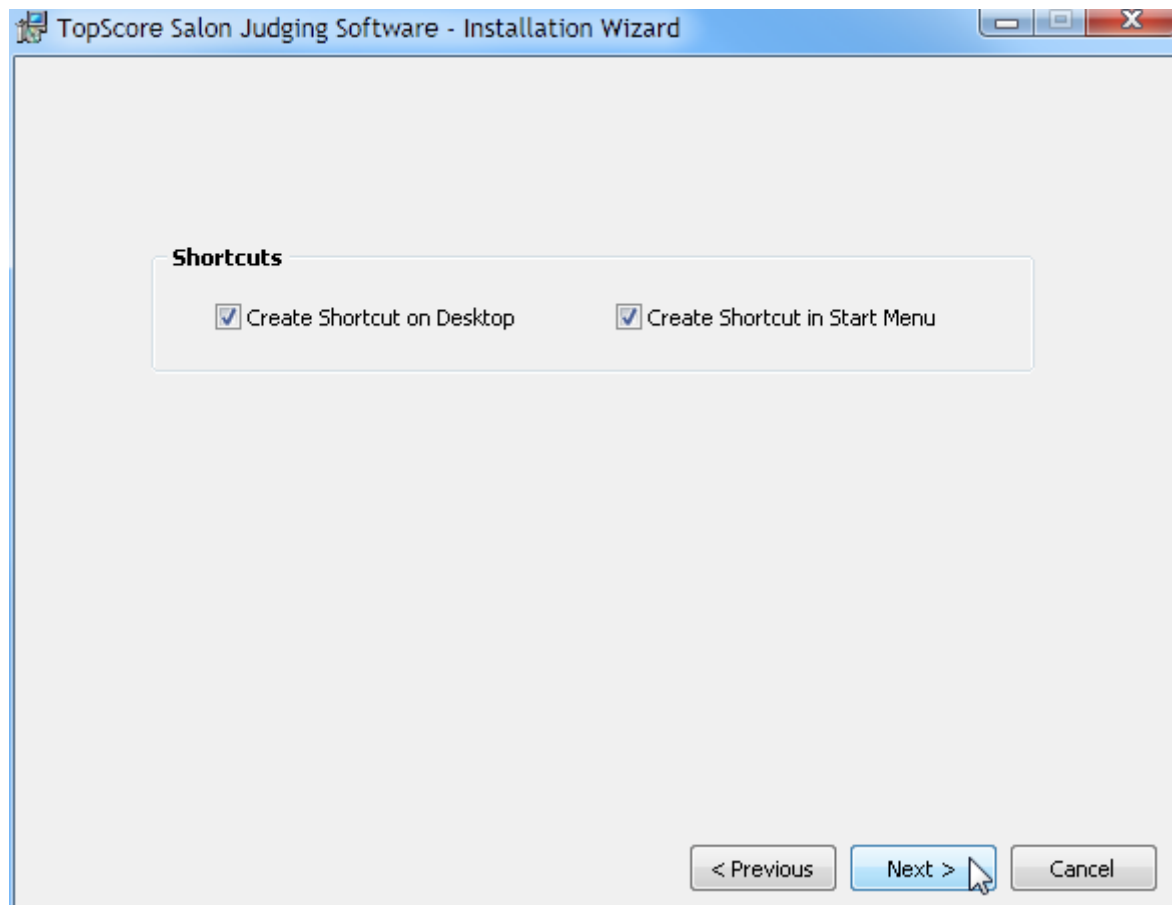
Read through and accept the license agreement and click **Next**.

If required, change the default installation directory. Otherwise leave it as is. Click **Next**.

Create Directory?

The chosen installation directory does not exist. Do you want to create it?

[Yes]   [No]
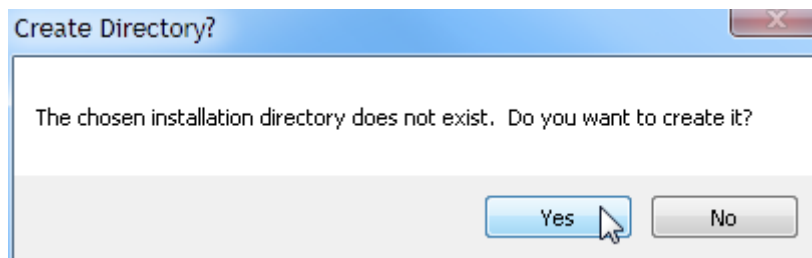
If the selected installation directory does not exist, the dialog above will be displayed. Click **Yes** to create the installation directory.

TopScore Salon Judging Software - Installation Wizard

Shortcuts

☑ Create Shortcut on Desktop   ☑ Create Shortcut in Start Menu
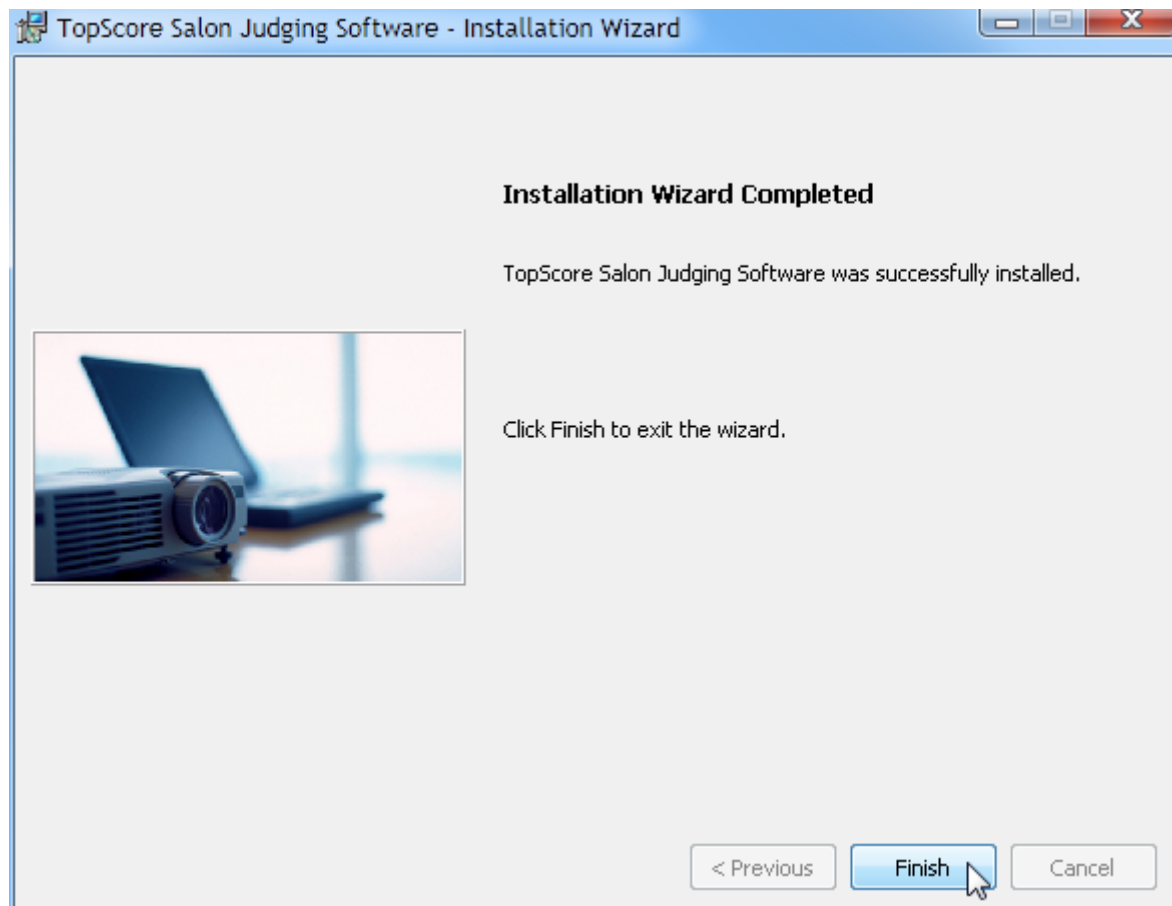
[< Previous]   [Next >]   [Cancel]

Choose whether you want a shortcut on the **Desktop** and/or in the **Start Menu**. Click **Next**.
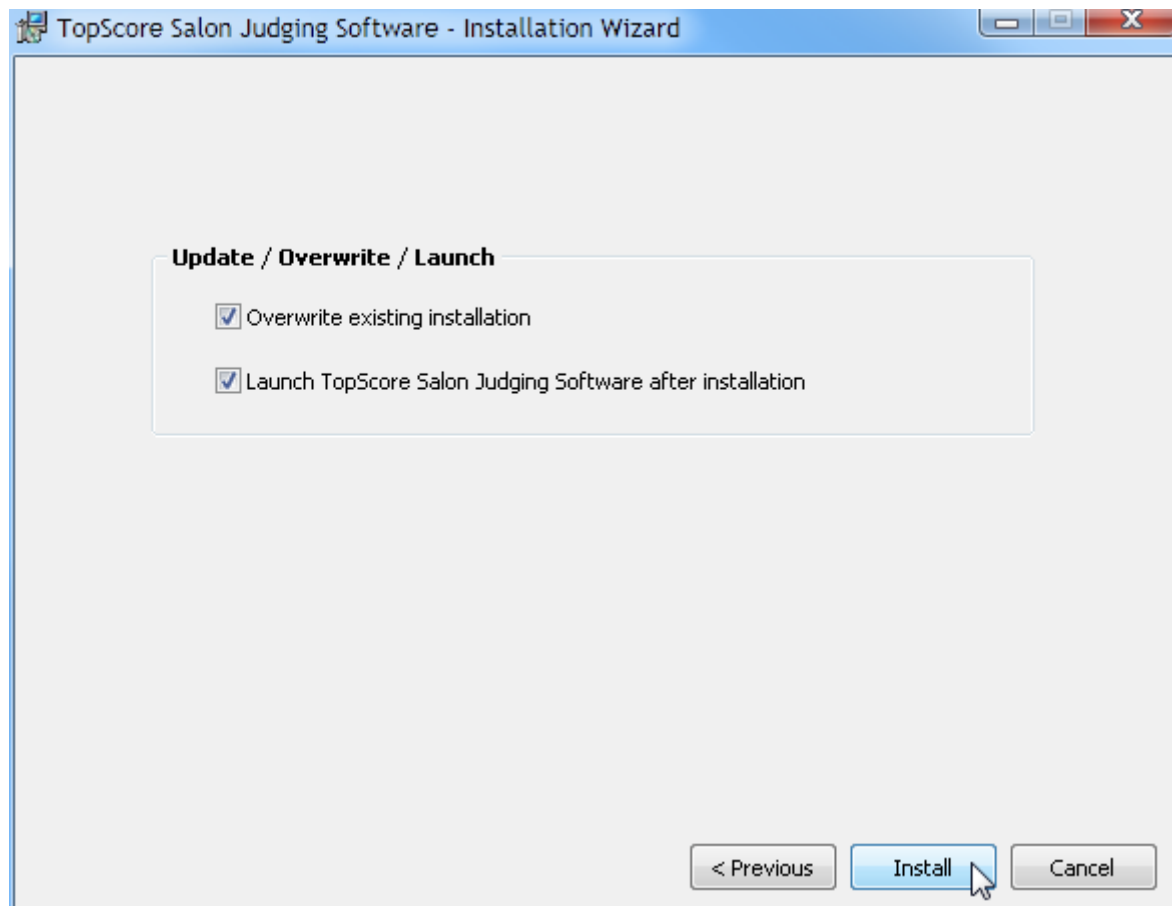
Choose whether you want to overwrite the existing installation (if any) and/or if *TopScore* must be launched automatically after a successful installation.
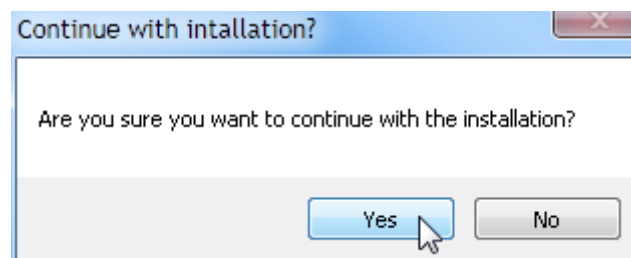
If you are ready to start the installation, click **Yes**.

After a successful installation you should see the dialog above. Click **Finish** to close the **Installation Wizard**. If the option was chosen to automatically launch *TopScore* after installation, *TopScore* should now open.

# Getting Started – Entries DB file & Local Images

TIP: A hint will be displayed when the mouse cursor is positioned over any of the controls (buttons, checkboxes, text fields etc.) in the application. The purpose of the hints is to explain or elaborate the function of the control.

TopScore makes use of a database file in which all the detail of the entries as well as the judging- and scoring information is stored. The initial version of the **entries database file** needs to be created by the **TopScore admin team**. This database file is usually small (approximately 1MB for 2500 salon entries) and will be sent to you via email. The **PhotoVault Entries file** for your salon (as downloaded from the **PhotoVault** website) needs to be emailed to the *admin team* in order to create the initial **entries database file** as well as to prepare an invoice for using *TopScore*. Please visit the website for more information regarding the *TopScore* usage fee. If **PhotoVault** is not used as the salon entry platform you can contact the *TopScore administration team* for further instructions.

The **PhotoVault Entries file** is a .csv file with a filename similar to: **Entries_for_<YOUR_SALON_NAME>_.csv**

Send an email to the administration team and attach the **PhotoVault Entries file** to the email. Usually within 1 working day you will receive an email containing an invoice, banking details and further instructions. Once the *TopScore* usage fee is paid into- and reflecting in our bank account, an email, containing the initial **entries database file**, will be sent to you.

Once you have received the email containing the **entries database file**, save the file to a convenient location on your computer, e.g. the Desktop. Open *TopScore* and click on **File** (top left-hand corner) to open the **File Menu**. Click on **Open Entries Database File**.
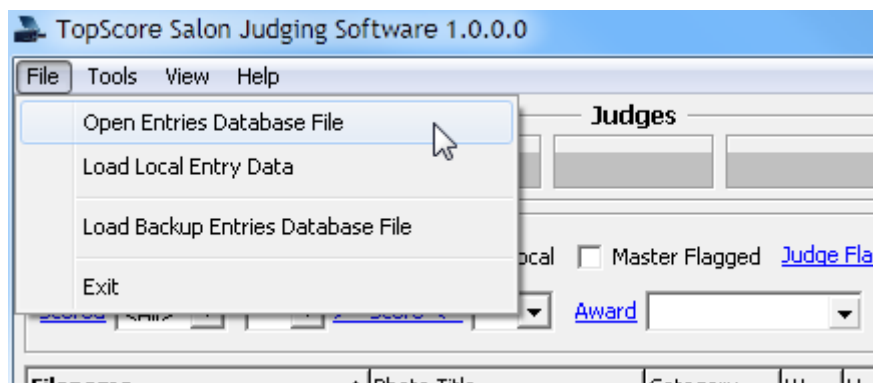

A dialog will be displayed. Navigate to the location where you've saved the entries database file, select the file and click on **Open**. If the **entries database file** was successfully opened, you should see a list of all the salon entries displayed in the **Entries Grid** in *TopScore*.
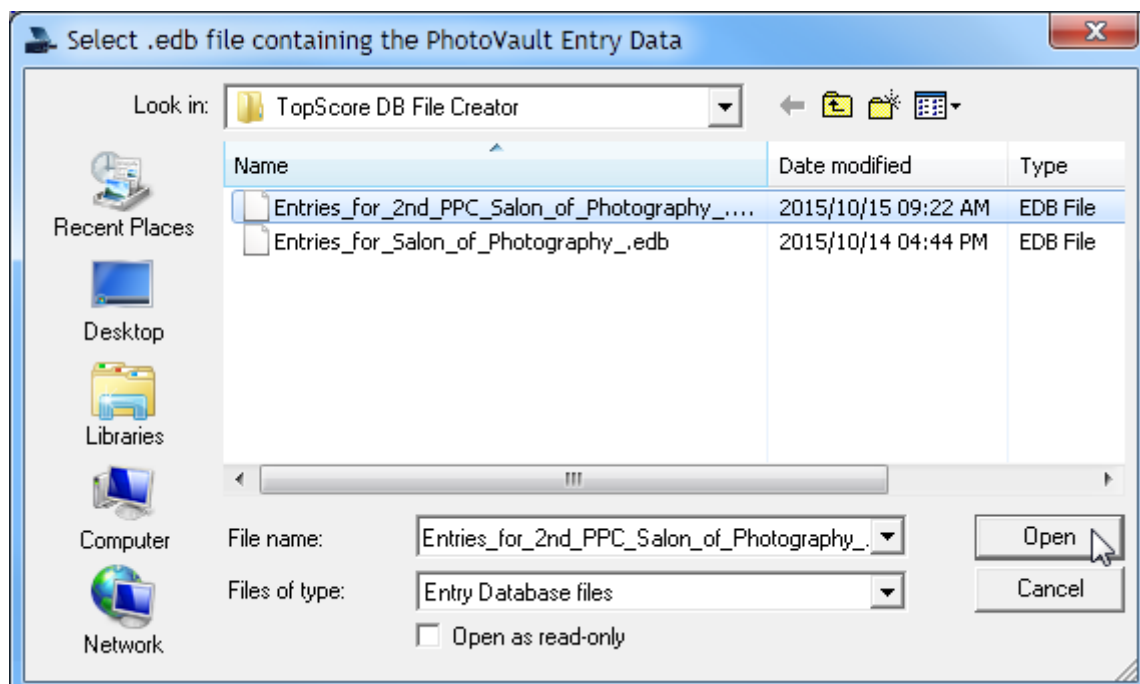
The next step is to browse to the actual salon entry images in order to retrieve additional data from the images e.g. file sizes and dimensions as well as EXIF information. All the actual salon entry images need to be available on the local computer in order to display the images in *TopScore* e.g. during the judging process. Click on **File** (top left-hand corner) to open the **File Menu**. Click on **Load Local Entry Data**.
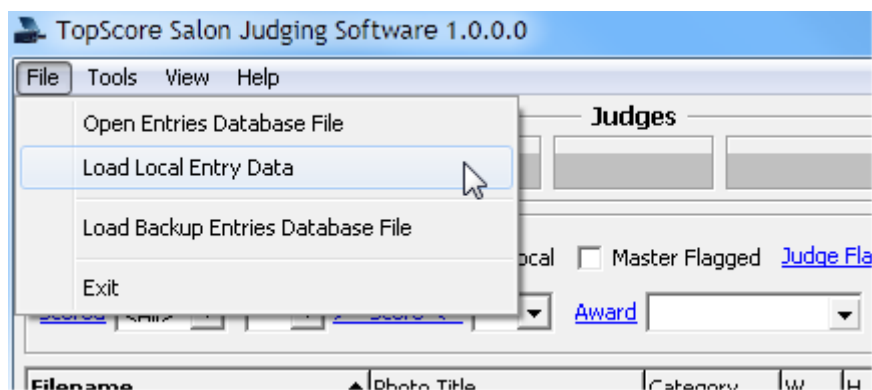
A dialog will be displayed. Navigate to the directory where the salon images are saved. If the images are saved in separate directories, e.g. different categories, you can browse to the first directory containing some of the salon images and click on **OK**. Repeat the **File - Load Local Entry Data** action for each additional directory containing images, until details for all images were loaded.
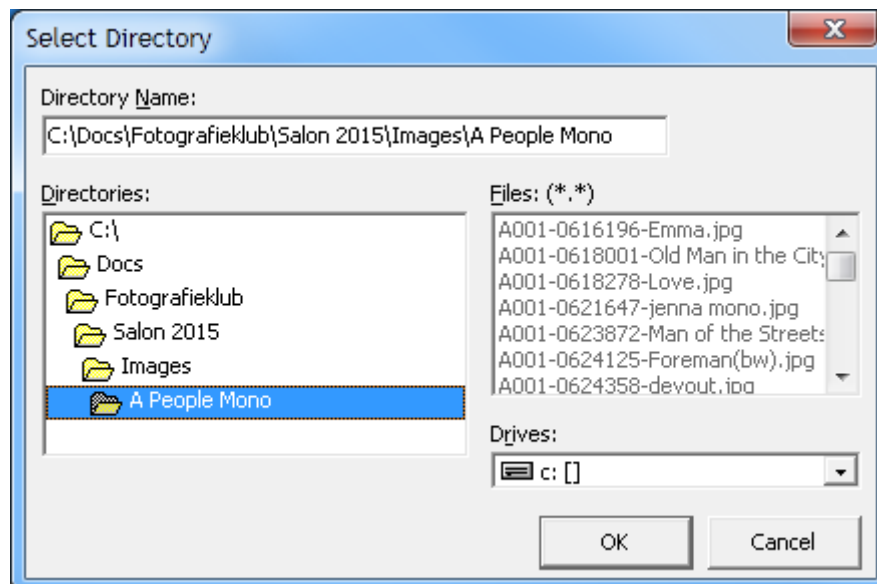

An easy test to know if all local file data have been loaded is to uncheck the **Local** checkbox in the **Filter Options** group-box. If all the local file data is loaded, no entry details should be visible in the **Entries Grid**.
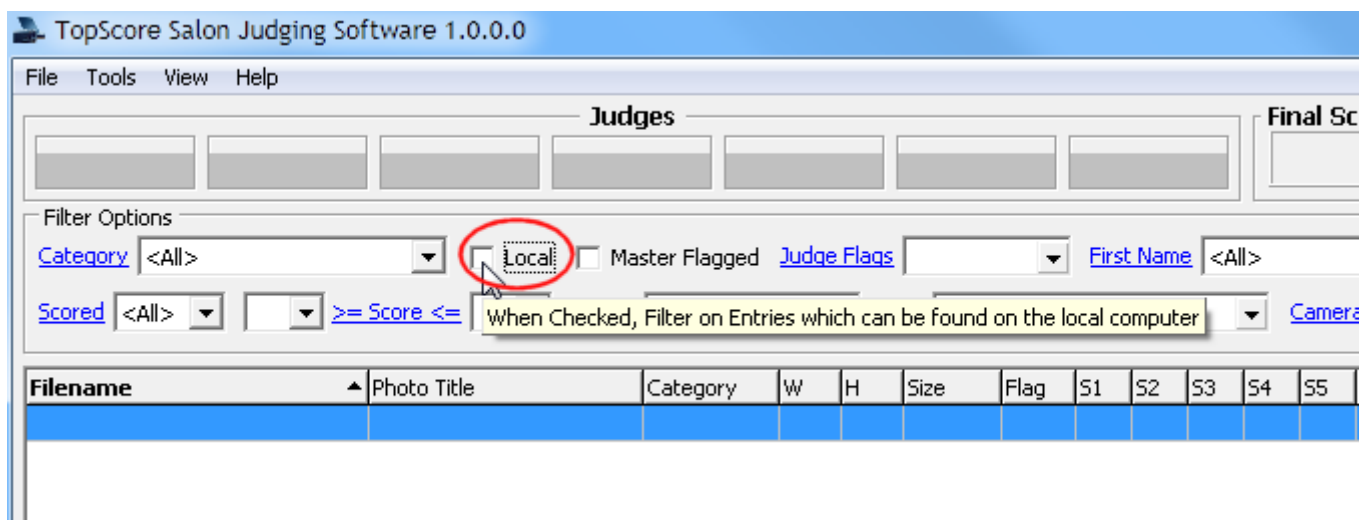
Getting Started – Judge set-up

Before setting up the judges I suggest you go to the **Options** page and change a few judging options first.

Click on **Tools** (top, second option from left) on the **Menu**. Click on **Options**.
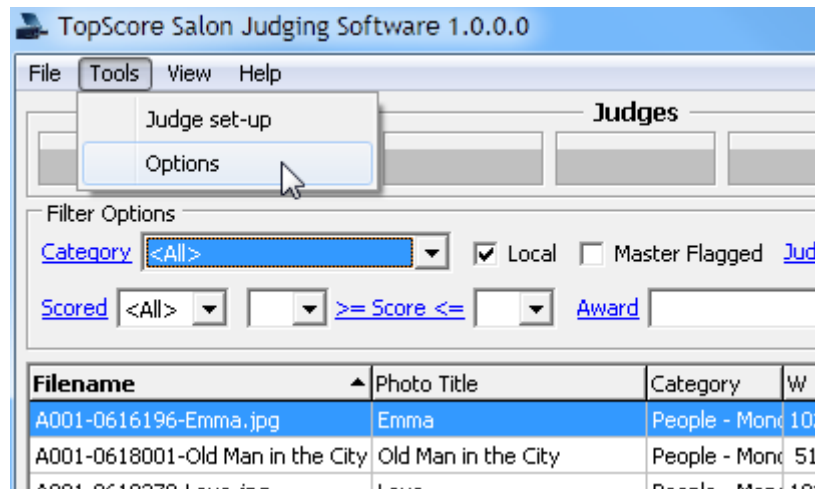

The **Options** screen will open. To the bottom of the **Options** screen you will find a collection of judge related options:

- **Add scores of multiple judges** - The scores of multiple judges can either be added or not. If the scores are not added, they will be averaged according to the weights configured per judge on the Judge set-up screen.
- **Round calculated final mark upwards when multiple judges are judging** - When checked, the calculated final score will always be rounded upwards instead of .4 and lower downwards and .5 and higher upwards.
- **Drop lowest score (multiple judges)** - When checked, the lowest score entered by the judges will be ignored in the final score calculation. This option is only available when scores are added together.
- **Drop highest score (multiple judges)** - When checked, the highest score entered by the judges will be ignored in the final score calculation. This option is only available when scores are added together.
- **Multiple judges may capture scores in Halve Point increments** - When checked, Judges may capture Scores containing halve marks. To enter a halve mark, simply type a "**.**" (decimal point). When a "**.**" (decimal point) is typed on the keyboard, "**.5**" will be added to the captured score.
- **Override final score calculation** - When checked, the Main Judge (using the Main Keyboard) may Override the final score calculation. This option is only available when multiple judges are judging. After all individual judge scores for an image were captured the calculated score as well as an "override prompt" will be displayed and the Main Judge then has the option to capture a new final score, limited by the **Max Downward Override** & **Max Upward Override** values – see below.
- **Max Downward Override** & **Max Upward Override** - Select with how many marks a score may be overridden downwards or upwards. (Only available if **Override final score calculation** is checked)
- **Maximum Score** - Set the maximum Score which can be awarded to an entry image in the salon.
- **Graph Lowest Score** - Set the Lowest Score value which will be displayed on the **Salon Results Graph**. All Scores between 0 and the Lowest Score value will be added together and displayed in the leftmost bar.
- **Graph Highest Score** - Set the Highest Score value which will be displayed on the **Salon Results Graph**. All Scores between the Highest Score value and the Maximum Score will be added together and displayed in the rightmost bar.
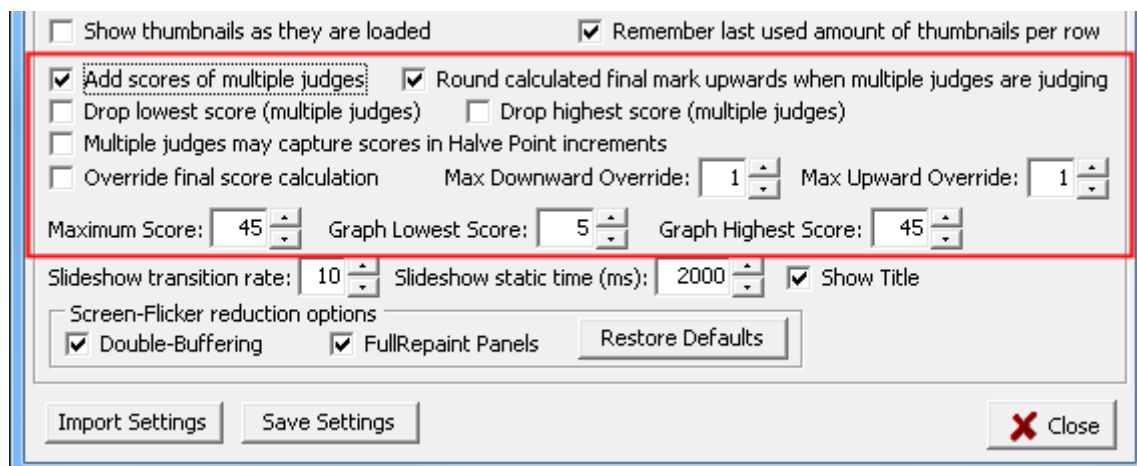
Once everything is configured click on **Save Settings** and on **Close** to close the **Settings** screen.

Now configure the judges. Click on **Tools** (top, second option from left) on the **Menu**. Click on **Judge set-up**.
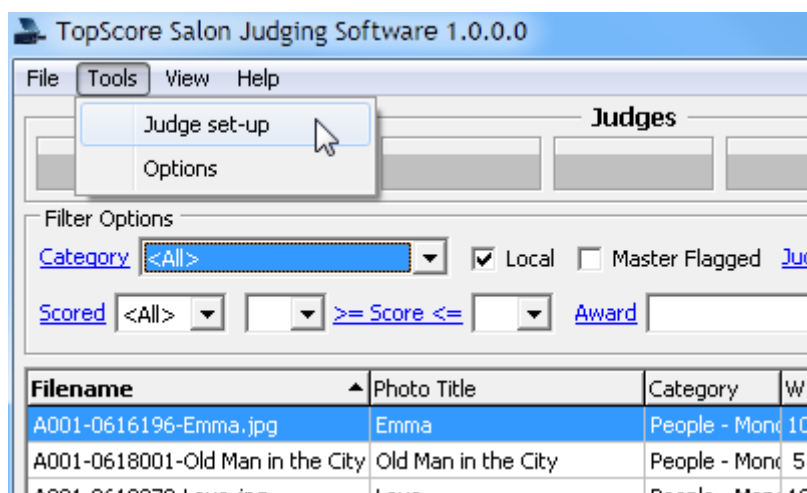
Select the number of Judges and capture a name for each judge. *TopScore* supports up to seven judges. If the option to **Add scores of multiple judges** on the options screen is deselected, you will have the option to specify the score **Weight** (as a percentage) of each judge. The maximum score for each judge also have to be captured.

When the **Add scores of multiple judges** option is checked on the **Options** screen, ensure that the sum of the max scores for all the judges are equal to the **Maximum Score** captured on the **Options** screen.

When the **Add scores of multiple judges** option is unchecked on the **Options** screen, ensure that the sum of the weights for all the judges is equal to 100%.

Assigning Keyboards:

Single Keyboard option
If you will be using a single keyboard to capture scores for all judges, leave the **Use Multiple Keyboards** option unchecked and ignore the rest of this section.

Multiple Keyboard option
You may use up to eight keyboards in *TopScore*, one **Main Keyboard** and one keyboard each, for up to seven judges. Using one keyboard for each judge significantly speeds up the judging process, especially in cases where a higher number of judges are judging, because when each judge makes use of his/her own keyboard, all scores can be entered simultaneously by all the judges instead of sequentially by a single person.

Each judge's keyboard can also be configured to be used only to capture scores and to flag images or to accept and control *TopScore* by means of pre-defined hotkeys. The **Main Keyboard** is usually used to control *TopScore*, but may also be assigned to and used by one of the judges to capture scores.

Any type of computer keyboard may be used, but it must be recognized by- and working in MS Windows. Number keypad type keyboards work especially well as judge keyboards because they are both small and relatively cheap compared to standard 101/102 key type keyboards.

Ensure that all the keyboards which will be used are connected to the computer/laptop; ensure that their drivers are installed and that they are all currently working in Windows. Do a quick keyboard test: click in a judge name field e.g. **Judge 1** and press an alphanumeric key on each of the keyboards and ensure that the selected judge name field is updated with the key pressed. If all the keyboards are working click **Assign Keyboards** to assign keyboards to all the judges.
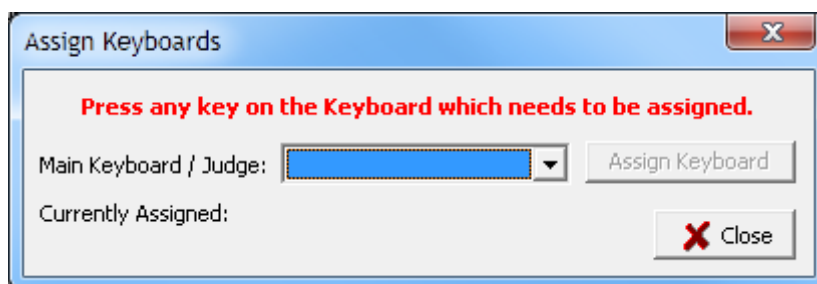
MS Windows automatically assigns a *handle* to each connected keyboard and in *TopScore* we will also make use of these *handles* to identify the individual keyboards.

TIP: You don't have to assign the keyboards in any particular order.

For practical reasons we are going to start with the first judge:
- Press any key on the keyboard which will be used and needs to be assigned to the first judge. Once a key-press was registered, the message on the **Assign Keyboards** screen will change to **Key-pressed on keyboard with handle: <HANDLE>**, where the word <HANDLE> will be replaced by the unique keyboard *handle* assigned by MS Windows.
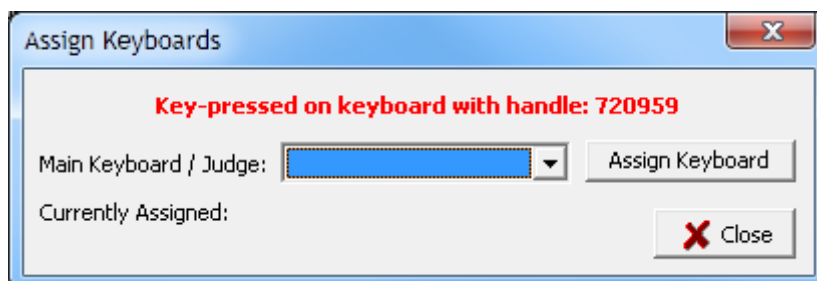
- Select a judge from the drop-down, to which you want to assign this keyboard – we will be selecting **Judge 1**.

- Click the **Assign Keyboard** button to assign the keyboard to **Judge 1**. The value of the **Currently Assigned** field will display the handle of the keyboard assigned to the selected judge.

You may now press a key on the keyboard which will be used by the next judge, thereafter select the judge from the drop-down list and click the **Assign Keyboard** button to assign the keyboard. Repeat these steps until a keyboard is assigned to each of the judges.

TIP: If you accidently assign an incorrect keyboard to a judge, simply press a key on the correct keyboard, select the judge from the drop-down list and click **Assign Keyboard**. The keyboard will now be assigned to the selected judge.

The **Main Keyboard** is assigned in the same way as the judge keyboards. If the main keyboard needs to be used for capturing scores by one of the judges as well, you can assign the main keyboard as the **Main Keyboard** and then repeat the steps and assign the main keyboard to the judge as well.

Use the **Clear Keyboard Assignments** to remove all judge-keyboard assignments. The **Score & Flag** option per judge, if unselected, allows the judge to only capture scores and flags entries and disallows the judge from controlling *TopScore* via the hotkeys. If the main keyboard is assigned to a judge as well, the Score & Flag option is unavailable. Click OK to save the Judge set-up.

Getting Started – Secondary Desktop

It is recommended to run **TopScore** in a Dual / Secondary Desktop set-up. A Dual / Secondary Desktop set-up consists of a computer or laptop with a primary screen as well as a secondary screen or preferably a projector, where the secondary screen or projector will be used to view the entry images while judging.

When a secondary screen or projector is connected to the computer or laptop it needs to be configured as an **Extended Desktop**. The **Extended Desktop** option on laptop computers can usually be configured by selecting a specific combination of keys on the laptop's keyboard, usually a function key (sometimes labelled **Fn**) in conjunction with a key displaying a computer screen or screens (sometimes the F5 or F8 key), but it is manufacturer and model specific. Usually the extended screen mode can be toggled between **Laptop Display only**, **Secondary Display only**, **Duplicated Desktop** and **Extended (Secondary) Desktop**, again depending on the manufacturer and model of the laptop. Toggle the screen options until the **Extended (Secondary) Desktop** option is active. After enabling the **Extended Desktop** option on a laptop computer it is recommended to follow the following steps to ensure that the secondary screen or projector is configured properly and for the best possible (native) resolution.
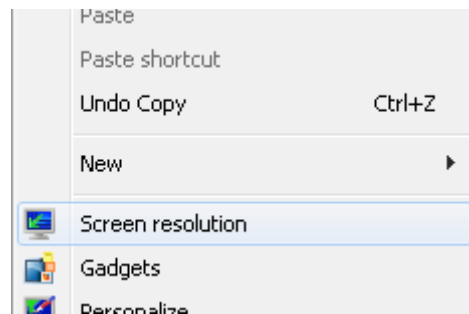
On desktop computers the **Secondary Desktop** option needs to be configured within MS Windows. The process will be similar, but different for different versions of MS Windows. The process for MS Windows 7 is as follows:

- Ensure that the secondary / additional screen or projector is turned on and connected to the laptop or computer running **TopScore**.
- Minimize all open applications and right-click on the desktop.
- Select **Screen resolution** from the pop-up menu.
- If only a single display is visible, use the **Detect** option to detect additional screens. If no additional screens are found, please verify that the additional screen or projector is properly connected to the computer or laptop and is turned on. Again try the **Detect** option and if still unsuccessful, please restart the computer or laptop while everything is connected and switched on. After restarting, please follow the steps above.
- Click to select **display number 2** and verify that the **Resolution** is set to the native- (1:1) or recommended resolution for the specific screen or projector, in order for the entry images to be displayed optimally.
- Ensure that the **Multiple displays** option is set to **Extended Desktop** mode (**Extend these displays**).
- Ensure that the **secondary display (2)** is **NOT** the **main display**. If so, click to select **display number 1** and then check the **Make this my main display** checkbox.
- Click Apply and OK to close the Screen resolution window.

Options / Configuration

Click on **Tools** (top, second option from left) on the **Menu**. Click on **Options**. The **Options** screen will open.
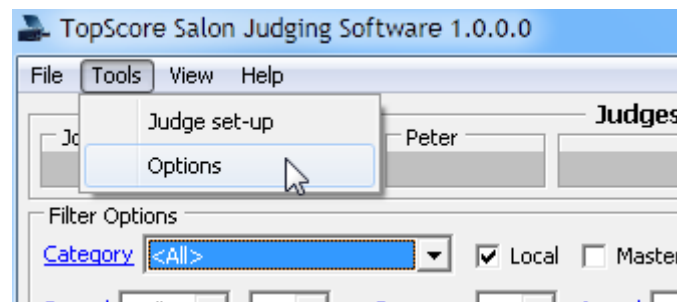
General options

- **On start-up - Check if All Entries exist** - When checked, a test will be performed during application start-up to determine whether all the entries in the database can be found in their locations specified in the database.
- **Automatically check for an updated version of the application** - When checked, the application will automatically check if a newer version is available to be downloaded from the internet. This action will be performed once every time after the application is opened. Please note: For this action to succeed the computer running the application needs to be connected to the internet and Internet Explorer needs to be installed on it and configured to be able to browse the internet. If no internet connection is available this action will be cancelled.
- **React to Hotkey Keystrokes on the Main form while viewing entries or thumbnails on the secondary display** - When checked, the Main Form will react to Hotkey keystrokes while viewing entries or thumbnails on the secondary display.
- **Display Titles when entries are viewed or judged** - When checked, display the Titles of the entries for a few seconds after they were loaded when they are viewed or judged.
- **Display Title when entry in grid is double-clicked** - When checked, display the Title of the entry for a few seconds after it was double-clicked in the grid.
- **Display Title on blank screen toggle** - When checked, display the Title of the entry for a few seconds each time the image is displayed when the <blank screen> option is toggled.
- **Display Title after flagging/unflagging while image is displayed** - When checked, display the Title of the entry for a few seconds after flagging or unflagging it. Only applicable to Master Flags.
- **Display the Score (if available) next to the Title** - When checked, display the Entry's Score next to the Title in the Title/Score Box if the entry was scored already.
- **Display the Score (if available) next to the Title (Only applicable to SlideShow Mode)** - When checked, display the Entry's Score next to the Title in the Title/Score Box if the entry was scored already. (Applicable to SlideShow Mode only)
- **Fade Title/Award In / Fade Title/Award Out** - When checked, fade the Title/Award box In / Out.
- **Fade in rate / Fade out rate** - Select a rate (factor) at which the Title/Award box will fade In / Out.
- **Hide Title/Award while Title/Award Box fades In & Out** - When checked, hide the Title/Award text inside the box while the Title/Award Box slides Open & Close or fades In & Out.
- **Auto-Hide Title/Award after interval** - When checked, automatically hide the Title/Award box after the pre-set interval has elapsed.
- **Auto-Hide Interval (milliseconds)** - Select the desired auto-hide interval for the Title/Award box. Time is in milliseconds.
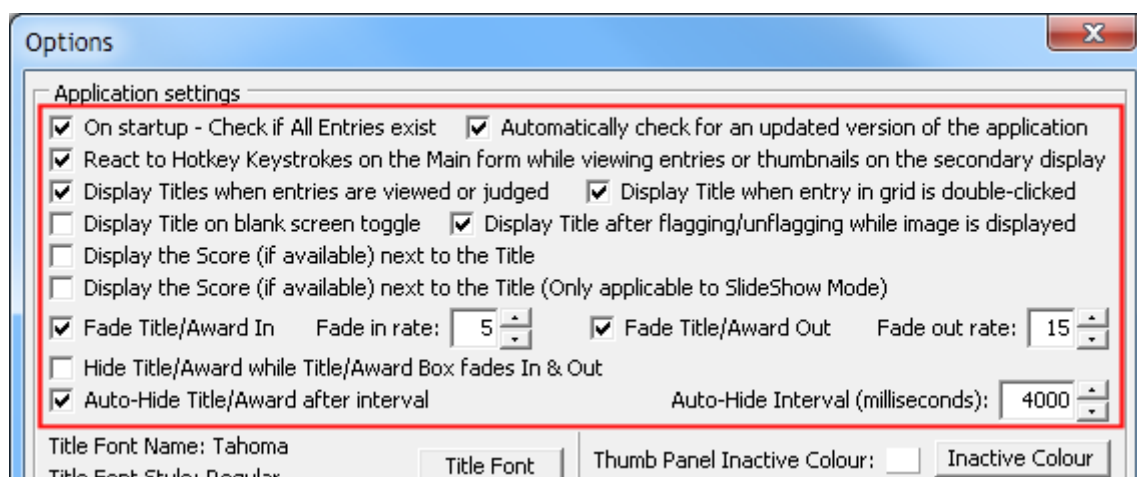
Title / Award box Font & Colours

These options are used to change the font properties and font colour of the font used in the Title / Award box. Use the **Title Font** button to change the font and font properties. Use the **Font Colour** button to select the colour of the font and use the **Panel Colour** button to select the background colour of the Title / Award box.

Thumbnail options

The colours of the frames around the Inactive (non-selected thumbnails) and Active (select thumbnail) can be changed by making use of the **Inactive Colour** and **Active Colour** buttons. Specify the default number of thumbnails drawn per row by changing the value in the box next to **Default number of thumbnails per row:**.

- **Show thumbnails as they are loaded** - When checked, thumbnail images will be displayed one-by-one as they are loaded. If this option is unchecked all the thumbnails will be loaded into memory and displayed all at once after all thumbnails were loaded – this might give the impression that the application has frozen while thumbnails are loaded.
- **Remember last used amount of thumbnails per row** - When unchecked, the number of thumbnails drawn per row will depend on the specified Default number of thumbnails per row as chosen in the option above. When checked however, and the number of thumbnails per row was changed to a different value than the Default chosen value, that new value will be saved automatically and the next time thumbnails are displayed that saved amount of thumbnails will be displayed per row. Each time the number of thumbnails per row is changed, the new amount will be saved automatically.

Slideshow & Screen-Flicker options

The **Slideshow transition rate** option changes the transition / fade rate between images during a slideshow. The **Slideshow static time** option determines how long an image must be displayed before it will be faded to the following image during a slideshow. The **Slideshow static time** is set in milliseconds. If the **Show Title** checkbox is checked, the title of each image will be displayed during a slideshow.

On certain computers you may experience screen flickering when images or the Title / Award box is faded in or out. If you are experiencing such behaviour you can try various combinations of enabling and disabling the **Double-Buffering** and **FullRepaint Panels** checkbox options. The **Restore Defaults** button will restore the **Screen-Flicker reduction options** to their default values.

Note: After changing any of the options on the **Options** screen, you have to save the new values by selecting the **Save Settings** button, *before* closing the screen.

View Menu options

Click on **View** (top, third option from left) on the **Menu**.
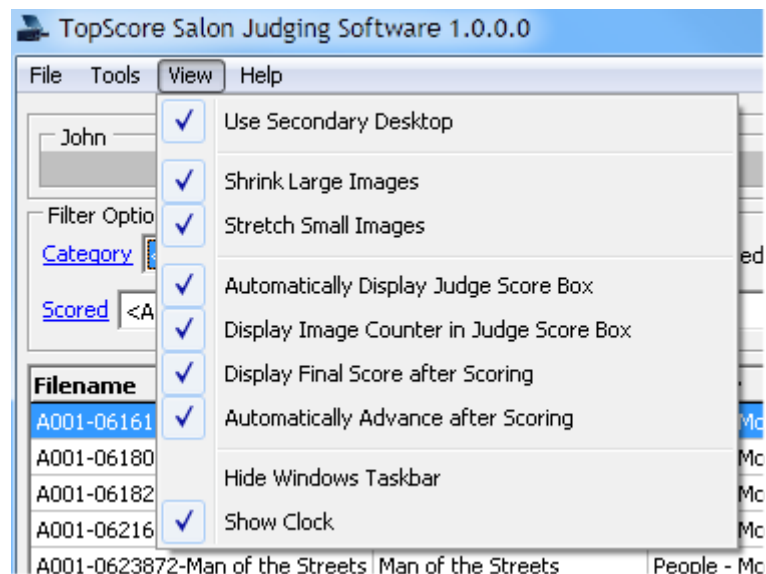
The following toggle options are available:

- **Use Secondary Desktop** – When checked, the entry images, thumbnails and results graph will be displayed on a **Secondary Desktop** (if available).
- **Shrink Large Images** – When checked, images with dimensions larger than the resolution of the screen or projector will automatically be resized proportionally to match the resolution of the screen or projector, before they are displayed. Please note that if the images are resized the quality of the images will be reduced.
- **Stretch Small Images** – When checked, images with both their width and height smaller than the resolution of the screen or projector will automatically be enlarged proportionally to match the resolution of the screen or projector, before they are displayed. Please note that if the images are resized the quality of the images will be reduced.
- **Automatically Display Judge Score Box** – When checked, the **Judge Score Box** will automatically be displayed when entering **Image Viewing / Judging Mode**. The **Judge Score Box** can be toggled on and off during **Image Viewing / Judging** using the *R* key. See **Shortcuts (Hotkeys)** for more information.
- **Display Image Counter in Judge Score Box** – When checked, an image counter will be displayed in the **Judge Score Box** indicating the image number of the currently displayed image as well as the total number of images currently filtered, viewed or judged.
- **Display Final Score after Scoring** – When checked, once all the judges finished scoring an entry image, the final score will be displayed on-screen.
- **Automatically Advance after Scoring** – When checked, the next image to be scored will automatically be displayed after the current displayed image is scored.
- **Hide Windows Taskbar** – When checked, the Windows taskbar will be hidden from the primary screen while entry images are **Viewed / Judged** or **Thumbnails** are displayed.
- **Show Clock** – When checked, a clock will be displayed in the top right hand corner of the *TopScore* application. This comes in handy when the Windows Taskbar is hidden while entry images are **Viewed / Judged** or **Thumbnails** are displayed.

General Usage

Entries Grid

The **Entries Grid** displays a summary of the salon entries, some basic properties as well as the individual judge scores, final score, votes and awards. The following columns are displayed:

- **Filename** – The filename of the entry as entered into the salon.
- **Photo Title** – The title of the photo exactly as entered into the salon (derived from the filename).
- **Category** – The category the file was entered into (derived from the filename).
- **W**, **H** – The width and height of the image (in pixels).
- **Size** – The file size of the image (in bytes).
- **Flag** – Indicator of whether the image is flagged or not; when flagged, **Yes** will be displayed in the column.
- **S1** to **S7** – The scores captured by the judges 1 through 7; S1 is the score captured by Judge 1 etc. etc.
- **Score** – Final score, calculated after the image was judged by all configured judges.
- **Votes** – If judges voted for the image, the captured number of votes is displayed in this column.
- **Award** – Once awards are assigned, the award will be displayed in this column.

The entries in the Entries Grid can be ordered by any of the displayed fields; simply click on the column heading of the field by which the entries should be sorted. To change the sort direction, click on the same column heading again. The heading font of the column by which the entries are sorted will be displayed in bold. An arrow to the right of the column heading / field name indicates the sort direction.

On the left hand side below the grid, two counts are displayed. The top count (**Count:**) indicates the number of entries currently displayed in the **Entries Grid**. The bottom count (**Master Flagged:**) indicates the number of entries which are master flagged. Both these counts will be affected by the filter options.

Double-click an entry in the **Entries Grid** to display / view / judge the entry. Right-click an entry in the **Entries Grid** and click **View or Edit Entry** in the pop-up menu to view or edit the entry details.

The **Entries Database File** is automatically saved after any change was made to entry data. Each time, just before the **Entries Database File** is saved, backup files of the **Entries Database** are also saved automatically. The 3rd latest backup is deleted, the 2nd latest backup is renamed to the 3rd latest backup, the latest backup is renamed to the 2nd latest backup and the current **Entries Database File** is renamed to the latest backup. An older **Entries Database Backup File** can be loaded if necessary. Select **Load Backup Entries Database File** from the **Main Menu**.
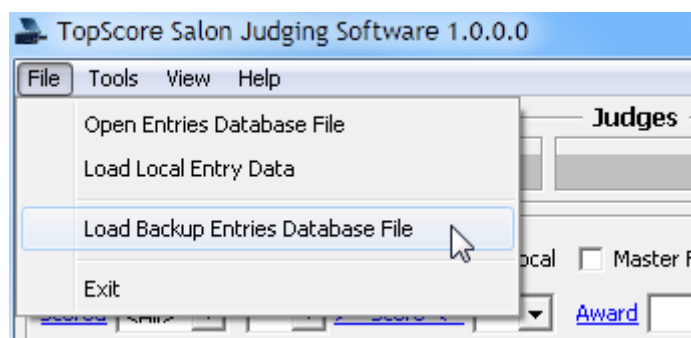
Filter Options

A number of different filters as well as combinations of filters can be applied to the salon entries. All of the following will depend on the selected filter options:
- The entries displayed in the **<u>Entries Grid</u>** directly below the Filter Options
- The **<u>Entry Actions</u>** directly below the **<u>Entries Grid</u>**
- The **<u>Assign Awards</u>** options used to assign awards to the entries
- The **<u>View Options</u>** used for displaying and judging the images

The filter options include the following:
- **Category** – Filter on a specific category into which the images were entered.
- **Local** – Filter on local files only. All files should be *local* once <u>Local Entry Data</u> is loaded.
- **Master Flagged** – Filter on images with the master flagged option set (not individual judge flags).
- **Judge Flags** – Filter on images with one or more judge flags set.
- **First Name** – Filter on images where the entrant's first name matches the selection.
- **Surname** – Filter on images where the entrant's surname matches the selection.
- **Scored** – Filter on scored images.
- **>= Score <=** – Filter on images with scores smaller than or equal to the selected value left of **>= Score <=** *and/or* filter on images with scores greater than or equal to the selected value to the right of **>= Score <=** .
- **Award** – Filter on one or more of the awards assigned to the images.
- **Club** – Filter on one or more camera clubs under which the images were entered (depending on if the entrant's camera club detail was captured on PhotoVault at the time of entry).
- **Camera Model** – Filter on one or more cameras used to capture the images with (depending on available EXIF data).

Double-click on any of the Filter names (e.g. <u>Category</u>) to clear the selected filter.

Entry Actions

Please note: The actions performed on the entries by using the options in the Entry Actions group-box will ONLY be performed on the filtered entries.

Data in certain fields in the database can be removed or cleared one field at a time. Select the specific field which data needs to be removed or cleared from the **Fields** drop-down control and then select **Clear Fields**.

Master Flags can be added to the filtered entries by selecting **Add Master Flags**.

Entries (image files) can be copied to another location on the local hard disk drive or to an external drive, using the **Copy Entries** option. Select **Copy Entries**, click **Yes** in the confirmation dialogue and browse to the location where you want to copy the image files to. Click on **OK** to start to copy process.

The entry data of the filtered entries can be exported to a comma separated (.csv) file. A comma separated file can be opened and manipulated in a text editor e.g. Notepad or a spreadsheet application e.g. Microsoft® Excel. Click on **Export Entries**, click **Yes** in the confirmation dialogue and browse to the location where you want to save the comma separated file. Enter a name for the file and select **Save** to save the comma separated file.

Assign Awards

Once all the entries were judged and scored the awards can be assigned. The easiest way to assign awards is to do it per category. Make use of the filter options to filter the entries for one category at a time and then assign awards from a lower to a higher ranking.

Let me try to explain by means of an example: Say you want to assign the following awards: *Judges Choice*, *First Place*, *Second Place*, *Certificate of Merit*, *Acceptance*, *Not Accepted* and *Disqualified*. Start with *Acceptance*; decide what the cut-off score will be for salon acceptance and then select the option **Score >=** from the **Criteria** drop-down control and enter the cut-off score, say 32, for salon acceptance into the field next to the drop-down control. Enter the award, in this case *Acceptance*, into the **Award** field. Select **Assign Award**. A confirmation will be displayed indicating the number of entries matching the criteria; if you are satisfied, click on **Yes** to assign the specified award to the entries matching the criteria.

Now assign the next award, in this case *Certificate of Merit*. Decide what the cut-off score will be for *Certificate of Merit* awards and then select the option **Score >=** from the **Criteria** drop-down control and enter the cut-off score, say 40, for *Certificate of Merit* awards into the field next to the drop-down control. Enter the award, in this case *Certificate of Merit*, into the **Award** field. Select **Assign Award** and if you are satisfied, click on **Yes** to confirm and assign the award. *Judges Choice*, *First Place* and *Second Place* awards can be assigned by editing the entry details of those specific entries.

Now assign the *Not Accepted* award. The *Acceptance* score was 32 and above and therefore the *Not Accepted* score will be 31 and below. Select the option **Score <=** from the **Criteria** drop-down control, enter 31 into the field next to the drop-down control and enter *Not Accepted* into the **Award** field. Select **Assign Award** and if you are satisfied, click on **Yes** to confirm and assign the award. During the judging process disqualified entries were probably assigned a low score, either 0 or 1; finally assign the *Disqualified* award to all the entries matching the score for disallowed entries. Sometimes it is preferred to not assign the *Not Accepted* award, but to rather have no award assigned to entries which were not accepted. If the *Not Accepted* award will not be assigned, simply skip that step and only assign the *Disqualified* award, again only if required.

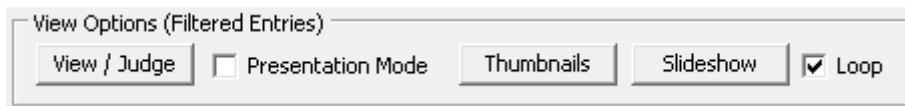An award can also be assigned to a certain percentage of the entries; either select the **Top %** or **Bottom %** option from the **Criteria** drop-down control depending on if the award needs to be assigned to the upper- or lower part of the entries. Enter the percentage value, to which the award needs to be assigned into the field next to the drop-down control. Select **Assign Award** and if you are satisfied, click on **Yes** to confirm and assign the award. The award will be assigned to the number of entries matching the specified criteria. If the **Continue until Score value changes** checkbox is unchecked, it will sometimes result in the award being assigned to some entries and not being assigned to other entries with the same score. When the **Continue until Score value changes** checkbox is checked, the award will be assigned to all entries which fall inside the specified top- or bottom percentage range, as well as to the entries which fall outside the top- or bottom percentage range but with the same score as the entries which fall inside the specific top- or bottom percentage range.

Let me try to explain by means of an example: Say you are assigning a *Certificate of Merit* award to the Top 6% of the entries in a category and the category contains 335 entries in total, the *Certificate of Merit* award will be assigned only to the 20 entries with the highest scores, if the **Continue until Score value changes** checkbox is unchecked. This might result in the award being assigned to some of the entries and not being assigned to other entries, all with the same score of say 37. If the **Continue until Score value changes** checkbox is checked when the award is assigned, the award will be assigned to the 20 entries with the highest scores as well as all the other entries with a score of 37.

Score	Entries	**Continue until Score value changes** *unchecked*	**Continue until Score value changes** *checked*
42	1		
41	1		
39	2	Award assigned *only* to the Top 6% or 20 entries	Award assigned to the Top 6% or 20 entries, as well as to the 7 additional entries, also with the same score of 37
38	4		
37	12		
37	7	7 more entries with same score of 37 excluded	
36	43		

View Options

Click **View / Judge** to enter **Image Viewing / Judging Mode** for the currently <u>filtered entries</u>. The entry images will be ordered by **Filename** and the first entry image listed in the <u>Entries Grid</u> will be displayed. The displayed image can now be judged or the standard <u>navigation controls or hotkeys</u> may be used.

If the **Presentation Mode** checkbox is checked while in **Image Viewing / Judging Mode** and either the ***<DOWN ARROW>***, ***<RIGHT ARROW>*** or ***<PAGE DOWN>*** key on the master keyboard, or the ***Next*** button on the presentation remote is used, an existing Award will be displayed or the entered score will be saved before the next image is displayed.

Click **Thumbnails** to enter **Thumbnail Mode** and to display thumbnails for the currently <u>filtered entries</u>.

Click **Slideshow** to enter **Slideshow Mode** and to run a slideshow consisting of the currently <u>filtered entries</u>. If the **Loop** checkbox is unchecked, the slideshow will only display each image once and then exit **Slideshow Mode**.

Image Viewing / Judging Mode
Image Viewing / Judging Mode is activated as soon as an image in the <u>Entries Grid</u> is double-clicked or the **View / Judge** option is selected from the View Options group-box. The entry image will be displayed on the screen.

Select the **P** <u>hotkey</u> to view the <u>Image properties</u> of the displayed entry image.

The **Judge Score Box** will either be <u>automatically displayed</u> or can be <u>toggled on and off</u>. The purpose of the **Judge Score Box** is to visibly indicate the scoring status of each judge without revealing any scores. The **Judge Score Box** can be moved to any position on the primary or secondary screen, although it should ideally be moved to the secondary screen, the same screen displaying the judged entry images. The **Judge Score Box** can be moved to a suitable position by using the mouse; move the mouse cursor onto the **Judge Score Box**, click the left mouse button and while keeping the left mouse button down, drag the mouse to the desired position and then release the mouse button. The new position of the **Judge Score Box** will be saved automatically. Please note that although the mouse cursor is usually not visible on the secondary screen while entry images are viewed or judged, the cursor will be visible when it is moved over the **Judge Score Box**.

Depending on whether one keyboard is used for all judges or a keyboard is assigned to each judge the **Judge Score Box** will look and update differently.

Capturing scores
Ensure that the ***Num Lock*** option is enabled on all the keyboards which will be used for judging / score capturing. When a judge needs to capture a score, the score simply needs to be captured by typing one digit at a time. If an invalid character is typed, the <BACKSPACE> key can be used to remove digits from right to left, one digit per keystroke. Another option to correct an invalid score is to simply re-type the correct score by entering the correct digits, because only the last two typed digits are always kept in memory, until the score is saved. ***Example:*** When a score of 35 needs to be entered, simply type the keys 3, 5 and <ENTER>. If you've made a mistake, before the <ENTER> key was used, use the <BACKSPACE> key to remove the digits from the right hand side, one digit per keystroke. Alternately type the keys 3, 5 and <ENTER> again.

The captured score is only saved once the <ENTER> key is pressed. When the score is saved the last two typed digits which were kept in memory will be cleared and everything will be ready for the next score to be captured.

If the **Multiple judges may capture scores in Halve Point increments** option is enabled, and a halve point needs to be captured, simply use the ***decimal point*** (**.**) key on the keyboard. By using the ***decimal point*** (**.**) key, **.5** will be appended to the score as well as to the digits kept in memory. ***Example:*** When a score of 32.5 needs to be entered, simply type the keys 3, 2, ***decimal point*** (**.**) and <ENTER>. If you've made a mistake, before the <ENTER> key was used, use the <BACKSPACE> key to remove the digits from the right hand side, one digit per keystroke; **.5** is treated as 1 digit. Alternately type the keys 3, 2, ***decimal point*** (**.**) and <ENTER> again.

If you've captured an incorrect score and already saved the incorrect score, by using the <ENTER> key, simply re-type the correct score and use the <ENTER> key to update the saved score with the newly captured score.

Judging with a Single Keyboard

When an entry image is loaded and displayed in order to be judged, the **Judge Score Box** will display the names of all the configured judges and the name of the judge who needs to enter his / her score will be highlighted in red.

On the main screen a question mark will be displayed below the name of the judge who needs to enter his / her score.
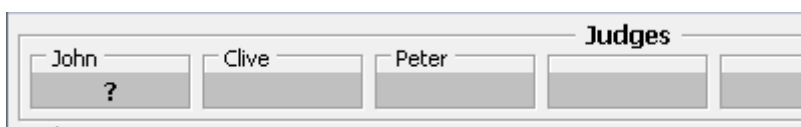
While the judge is busy capturing his / her score, the colour of the name of the judge in the **Judge Score Box** will change to black and the background colour of the block containing the name of the judge will change to light blue.

On the main screen the block below the name of the judge busy capturing his / her score will also change to light blue and the entered score will be displayed as captured.
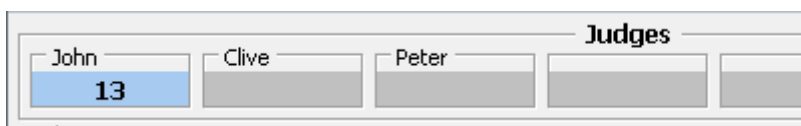
After the score was successfully captured and saved, the background colour of the block in the **Judge Score Box,** containing the name of the judge, will change to light green and the name of the next judge to enter his / her score will be highlighted in red.

On the main screen the block below the name of the judge who successfully captured his / her score will also change to light green and a question mark will be displayed below the name of the next judge to enter his / her score.
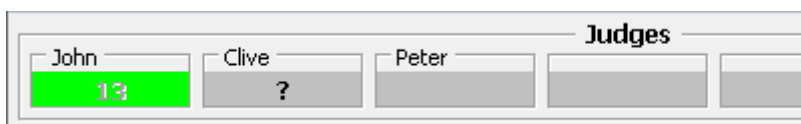
In case an invalid score was entered, the background colour of the block in the **Judge Score Box**, containing the name of the judge who entered the invalid score, will change to red. Simply re-capture a valid score.
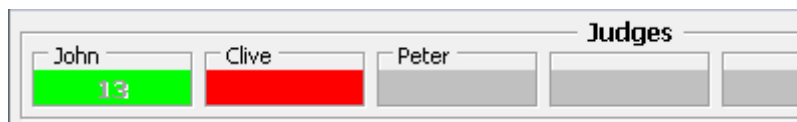

On the main screen the block below the name of the judge, who entered the invalid score, will also change to red and the captured score will be cleared.

The captured score will be displayed in the **Score** field and next to the **Score** field a blinking message will be displayed indicating that the captured score is invalid. The message will also include the current valid score range, configured for the judge, between brackets.

Repeat this process to enter the scores for all the configured judges one-by-one. Once all the judge's scores were successfully entered, the final score will be saved and *might* be displayed on the secondary desktop and the next image to be scored *might* be loaded and displayed automatically, depending on the configured **View Menu options**.
If the **Automatically Advance after Scoring** option is unchecked, use the *<DOWN ARROW>*, *<RIGHT ARROW>* or *<PAGE DOWN>* key on the master keyboard or the mouse-wheel to **View / Judge** the next entry image.

Judging with Multiple Keyboards

When an entry image is loaded and displayed in order to be judged, the **Judge Score Box** will display the names of all the configured judges. All the configured judges can start to capture their scores simultaneously using their keyboards.

On the main screen all the blocks below all the names of the judges will also be coloured grey.
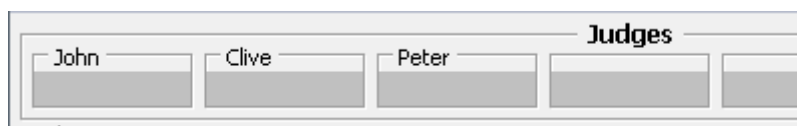
While the judges are busy capturing their scores, the background colour of the blocks containing the names of the judges who have started capturing their scores, will change to light blue in the **Judge Score Box**.

On the main screen the blocks below the names of the judges, who have started capturing their scores, will also change to light blue. Each judge's captured score, or part thereof, will also be displayed in these blocks.
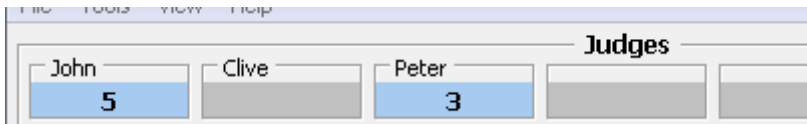
After judges have successfully captured their scores, the background colour of the block in the **Judge Score Box,** containing the names of the judges who successfully captured their scores, will change to light green.

On the main screen the blocks below the names of the judges, who have successfully captured their scores, will also change to light green and the captured scores will be displayed in these blocks.
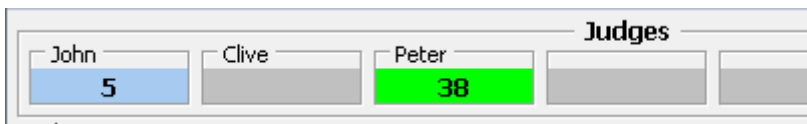
In case an invalid score was entered, the background colour of the block in the **Judge Score Box**, containing the name of the judge who entered the invalid score, will change to red. Simply re-capture a valid score.

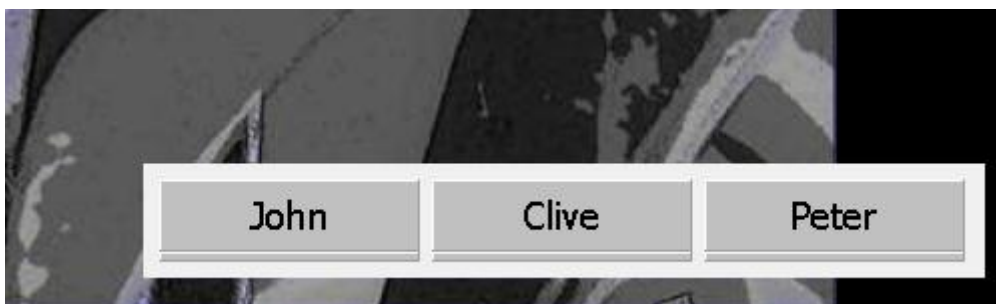On the main screen the block below the name of the judge, who entered the invalid score, will also change to red and will display the incorrectly captured score.

When the judge who captured the invalid score starts to re-capture his / her score, the background colour of the block containing his / her name, will again change to light blue in the **Judge Score Box.**

On the main screen the block below the name of the judge busy re-capturing his / her score will also change to light blue and the entered score will be displayed as captured.
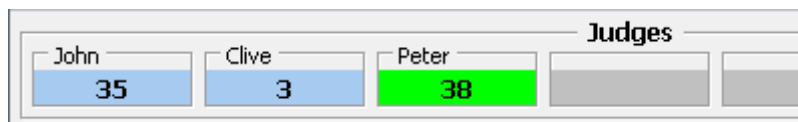
After successfully re-capturing the previously incorrect score, the background colour of the block in **Judge Score Box,** containing the name of the judge who re-captured his / her score, will change to light green.

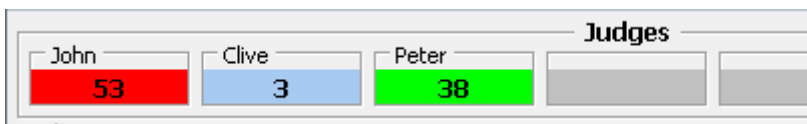On the main screen the block below the name of the judge, who has successfully re-captured the previous incorrectly captured score, will also change to light green and the captured score will be displayed in the block.
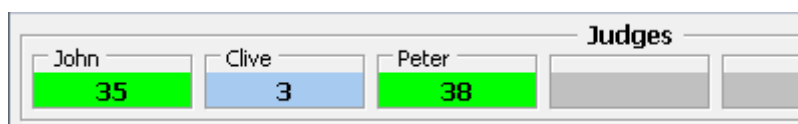
Once all the judges have successfully captured scores for the currently displayed entry image, the background colour of all the blocks in **Judge Score Box**, as well as all the blocks below the names of the judges on the main screen, will be light green. The final calculated score will be saved and displayed in the **Score** field and *might* be displayed on the secondary desktop and the next image to be scored *might* be loaded and displayed automatically, depending on the configured **View Menu options**. If the **Automatically Advance after Scoring** option is unchecked, use the *<DOWN ARROW>*, *<RIGHT ARROW>* or *<PAGE DOWN>* key on the master keyboard or the mouse-wheel to **View / Judge** the next entry image.
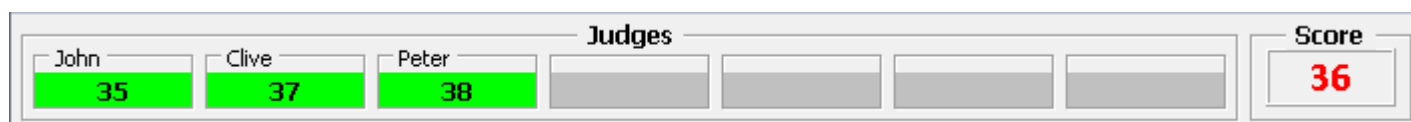
Flagging images

The idea behind flagging entry images is to get back to them at a later point in time. A possible reason for flagging an entry image might be because it is an outstanding image and one or more judges want to assign the *Judge's Choice* award to the image. Another possible reason for flagging an entry image might be because you are uncertain if it should be *disqualified* or not; flag it and get back to it later.

Two types of flags can be set per entry image, namely a ***master flag***, also referred to as a ***flag*** and ***judge flags***.

Master flags

Entry images can be flagged and un-flagged using the **F** <u>hotkey</u> on any of the configured keyboards. If small "number keypad" type keyboards (without **F** keys) are used for judging, only the (full size) master keyboard can be used to flag and un-flag entry images. The **F** <u>hotkey</u> option is available while in **Image Viewing / Judging Mode** or while in **Thumbnail Mode**. The master flag status of an image can also be changed on the **View / Edit entry details** screen.

A **master flagged** image is identified in the following ways:

- The word *Yes* under the **Flag** column in the **Entries Grid**.

Filename	Photo Title ▼	Category	W	H	Size	Flag	S1	S2	S3
D002-0628156-Green leaves.jpg	Green leaves	Abstract - Co	1024	690	366583				
D003-0638807-Green Illusion.jpg	Green Illusion	Abstract - Co	1024	197	111956	Yes			
D003-0635276-Green Ice.jpg	Green Ice	Abstract - Co	1024	682	399189				

- A **red** asterisk (*****) displayed next to the title of an entry image while the title is displayed during **Image Viewing / Judging Mode**.

- The text colour of the title in the thumbnail is **red** in **Thumbnail Mode**.
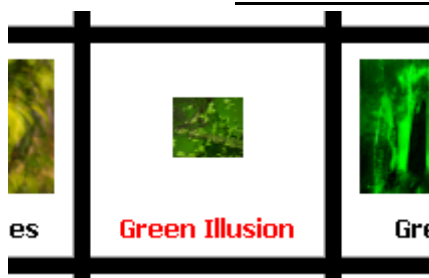
Judge Flags

Entry images can also be flagged per judge independently of each other. The asterisk (*****) <u>hotkey</u>, on any of the assigned keyboards, is used to **judge flag** and **judge un-flag** entry images. The **Judge flag / un-flag** functionality is available during **Image Viewing / Judging Mode** only; not while in **Thumbnail Mode**. The individual judge flag statuses of an image can also be changed on the **View / Edit entry details** screen.

A **Judge flagged** image is identified by a judge score field with a **blue** background colour in the <u>Entries Grid</u> and a **red** bar below the block containing the name of the judge, who **judge flagged** the image, in the **Judge Score Box**.

Filename ▲	Photo Title	Category	W	H	Size	Flag	S1	S2	S3	S4
A001-0631837-Old Woman 7317.jp	Old Woman 7317	People - Mono	577	768	271792					
A001-0632091-Old lady.jpg	Old lady	People - Mono	544	768	311073		36			
A001-0632263-Flight captain.jpg	Flight captain	People - Mono	550	768	202778					

Thumbnail Mode

Thumbnail mode is activated when the **Thumbnails** option is selected from the View Options group-box. Thumbnails for all the filtered entries will be drawn on the screen or <u>secondary desktop</u> and will be displayed in the same order they currently appear in, in the <u>Entries Grid</u>. Depending on the number- and size of the thumbnails to be drawn, it will take a while to draw. While the thumbnails are drawn a progress bar will be visible at the top of the screen indicating the drawing progress. The drawing process can be interrupted at any time by selecting the <ESCAPE> key on the master keyboard.
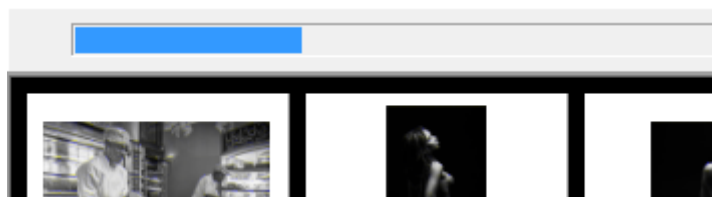
The slider in the top right hand corner can be used to adjust the size of the thumbnails between 1 thumbnail per row and 10 thumbnails per row. About 1 second after the slider was set to a new position, white thumbnails will be drawn to indicate the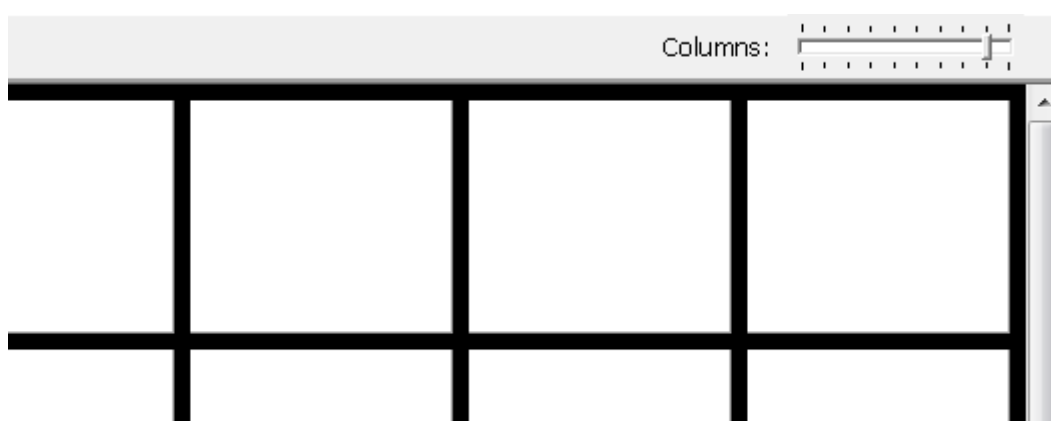 new chosen thumbnail size. If the slider is not re-adjusted to a different position, the drawing of the actual thumbnails will start within about 1 second.

The titles of <u>master flagged</u> thumbnail images will be displayed in **red**.

Votes

Votes can be assigned to any entry image. Maybe some flagged entry images are displayed as thumbnails and the most popular ones need to be chosen. By voting for the entry images one at a time and capturing each image's votes, the most popular image can easily be determined. Click to select the thumbnail of an entry image. If votes are assigned to the entry image, the number of votes will be displayed at the top of the screen. Use any connected keyboard to capture votes to the selected entry image. While capturing votes the entered number of votes will appear at the top of the screen. Select the <ENTER> key to save the captured votes to the selected entry image.

After votes were captured, for the images in the example above, the entries in the Entries Grid can be sorted by the Votes column to determine which entry images received the most votes.

Refresh / Redraw

Select the **R** hotkey to refresh or redraw the thumbnails. **Example:** The displayed thumbnails are ordered by **Votes** and votes are being assigned to one or more thumbnails (entry images). While votes are assigned, the order of the entries in the Entries Grid might change. To reflect the changed order and to re-position the thumbnails according to their new *vote* positions, they need to be redrawn. Select the **R** hotkey to redraw the thumbnails.

View Full-screen

Double-click the selected thumbnail to view the entry image in full-screen mode. Select <ESCAPE> to return to **Thumbnail Mode**.

Image Properties

The properties of and entry image can be displayed by selecting the **P** hotkey while in **Image Viewing / Judging Mode** or **Thumbnail Mode**. All the basic image information will be displayed as well as the EXIF information if it is available from the entry image. Select <ESCAPE> or the **P** hotkey to close the **Image Properties** window.

Property	Value
General	
Photo Title	Horse
File Location	C:\Docs\Fotografieklub\Salon 2015\Images\F Pictorial Open\
Main IFD	
Camera Make	Canon
Camera Model	Canon EOS 7D
Date Taken	03/03/2011 12:40:07
Dimensions	1024 x 761
Orientation	Normal
Resolution	240 x 240 dpi
Software	Photo Sign
Exif Sub-IFD	
Aperture Value	3.61471
Colour Space	sRGB
Exposure Mode	Auto
Exposure Programme	Aperture priority
Exposure Time	1/1250 sec
Exposure Bias Value	-2/3 step
Flash Present	Yes
Flash Mode	Compulsory suppression
Flash Fired	No
Flash Red Eye Reduction	No
Flash Strobe Light	No detection function
F-Stop	f/3.5
Focal Length	180 mm
ISO speed	ISO-100
Max Aperture Value	3.625
Metering Mode	Centre weighted average
Scene Capture Type	Standard
White Balance	Manual

Blank Screen Toggle

The screen or secondary desktop can be instantly blanked by selecting the **B** hotkey while in **Image Viewing / Judging Mode** or **Thumbnail Mode**. The current judging position, selected entry image etc. will be retained, unlike when the <ESCAPE> key is used. Select the **B** hotkey again to return to the previous view.

View / Edit entry details

Entry details can be viewed and certain details can be edited on the **View / Edit Entry** screen. Click to select an entry in the **Entries Grid** and then select the **View / Edit** button below the Entries Grid on the right. Alternatively right-click an entry in the **Entries Grid** and click **View or Edit Entry** in the pop-up menu. By selecting the **V** hotkey while in **Thumbnail Mode** the **View / Edit Entry** screen will also be displayed.

The upper section of the information up to *Club Name* is derived from the **Entries Database** file. The *Dimensions* and *camera detail* is derived from the actual entry images. *Judge names* and *–scores* are configured and captured respectively. All these fields have greyed-out fieldnames and cannot be edited. Fields which can be edited are the following: *Master Flagged*, *Judge Flagged 1* through *Judge Flagged 7*, *Votes*, *Final Score* and *Award*.

PhotoVault Uploads file

If the salon results need to be uploaded to PhotoVault, the required **uploads** file can be created in one single step without any user-intervention. Ensure that all final scores are captured and all awards assigned. Select the **Create "PhotoVault Upload Results" File** option, browse to a location where the created file must be saved and select **Save**. A file with the name ***UploadResultsFile.csv*** will be saved to the selected location. This file is already in the format required by PhotoVault and contains the scores and awards assigned to the entry images. All that is left to do is to upload the **results** file to PhotoVault.

Results Graph

The ***Salon Results Graph*** is a visual representation of the score distribution. The graph can be drawn for the salon in whole or for any filtered set of entry images. After selecting the filter options, select **Salon Results Graph** to generate the graph. Select <ESCAPE> to close the ***Salon Result Graph***.
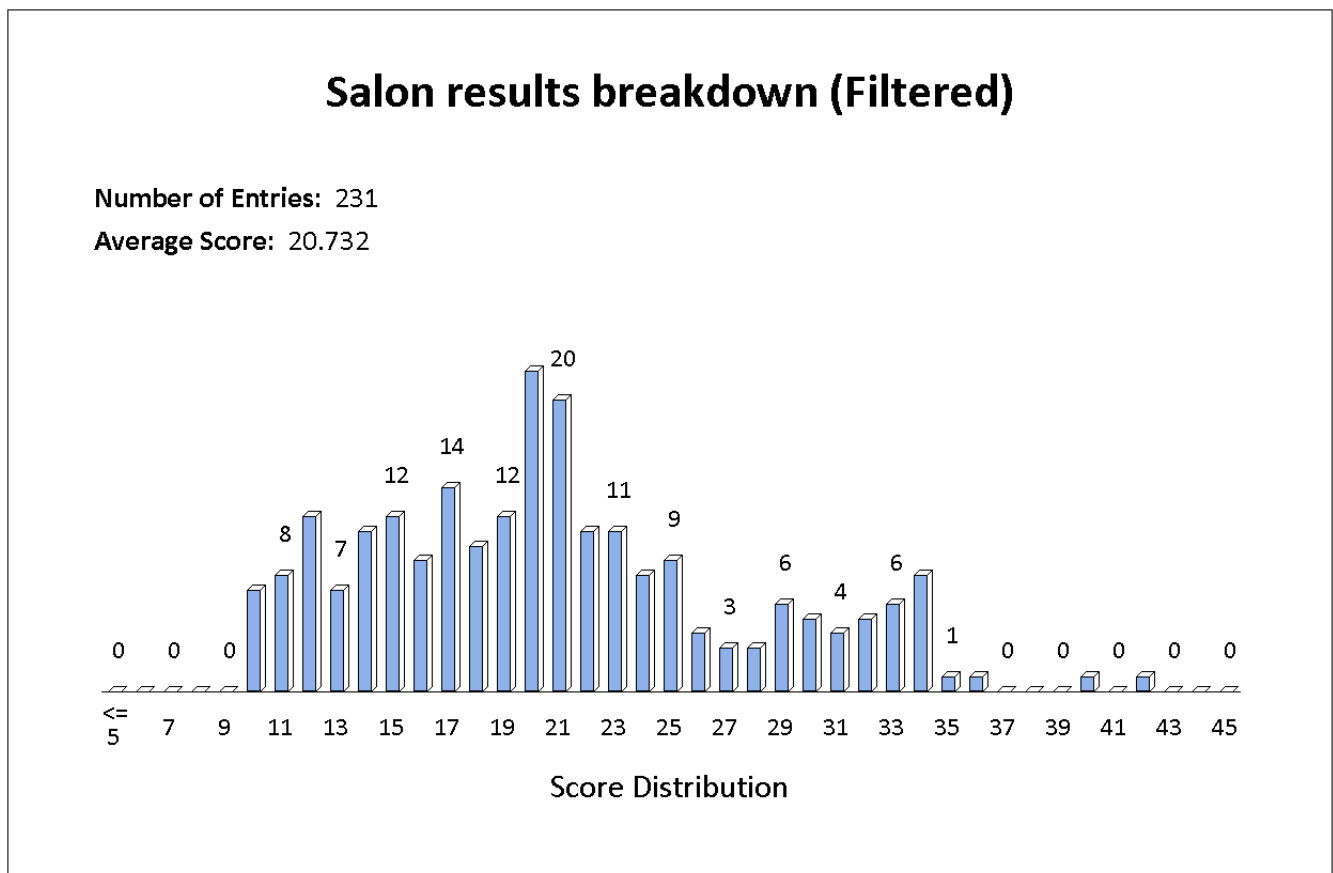
Test Pattern

The ***Test Pattern*** option generates a test pattern on the secondary desktop. The test pattern is generated for the specific resolution of the secondary desktop as configured in Windows®. If a projector is connected and configured to use its native resolution (1:1 pixel mapping), the test pattern can be used to adjust and focus the projector to ensure crisp and clear entry image displays during viewing and judging. Select **Test Pattern** to generate the test pattern. Select <ESCAPE> to close the ***Test Pattern***.

Blank Screen

The ***Blank Screen*** option can be used to blank the screen when not in **Image Viewing / Judging Mode** and not in **Thumbnail Mode**. Select **Blank Screen** to activate ***Blank Screen Mode***. Select <ESCAPE> to exit ***Blank Screen Mode***.

Hardware options

TopScore can be installed and used on a standard desktop or laptop computer. It is however recommended to make use of a secondary screen or preferably a projector configured as a __secondary desktop__. The secondary screen or projector will be used to display entry images and thumbnails. By using a projector for judging purposes, the entry images can be displayed in a much larger format and judges won't have to gather around a small screen.

When more than one judge needs to judge it is recommended to make use of additional keyboards, one keyboard per judge. By using a keyboard for each judge it has the following advantages:

- Simultaneous score capturing – all judges can enter their scores at the same time.
- Confidentiality – the individual judge scores are not visible to other judges.
- Judges can __Flag__ entry images at any time – a judge can *flag* an entry image at any point in time during judging, he/she is not limited to only be able to *flag* entry images during his/her scoring turn.
- Since the capture of scores is not done by a single person, it removes the possibility of a bottleneck.

Number-type keyboards are ideal for scoring. They are rather inexpensive (less than R100 each) and small and easy to store between judging sessions.

Keyboards are usually available with PS2 and USB connectors – the connectors used to connect them to a computer or laptop. Newer computers seldom have PS2 connectors and although PS2 to USB adapters can be used between keyboards and computers, keyboards with USB connectors are preferred. By using USB devices it is very simple to connect all the judge keyboards to a *single* USB connector on the computer or laptop.

USB Logo

The USB standard is very versatile and all the required keyboards can be connected to one or more USB hubs to eventually be connected to a single USB port on the host computer. If only 3 additional keyboards (for 3 judges) need to be connected, and 3 spare USB ports are available on the host computer, no additional hubs are required. If more distance is required between any keyboard and the USB ports or hub(s), USB extension cables can be connected. These extension cables are available in various lengths, some shorter cables of around 2 metres and longer 3 or 5 metre cables. Usually USB cables should not be longer than 5 metres unless active (repeater) cables are used. Usually up to 5 active 5 metre cables can be connected together between 2 USB devices.

Passive USB extension cables and USB hub

Active 3 metre & active 5 metre USB extension cables

Shortcuts (Hotkeys)

While displaying- or judging entries, various functions can be performed using shortcuts or hotkeys. The list of available shortcuts can also be exported to an Acrobat (.pdf) file using the option on the Main Menu: Click on **Help** (top, right-most option) on the **Menu**. Click on **Create Shortcuts PDF**. A file named Shortcuts.pdf will be created in the *<Public Documents>\TopScore Salon Judging Software* folder on the computer e.g. *C:\Users\Public\Documents\TopScore Salon Judging Software* If an Acrobat reader (e.g. Adobe Acrobat Reader) is installed on the computer, the shortcuts file will open automatically each time the **Create Shortcuts PDF** menu item is selected.

The following shortcuts are available – Please note: The same key might have different actions in the different modes.

Key	Image Viewing / Judging Mode	Thumbnail Mode	Blank Screen / Test Pattern
. (Decimal Point)	Add .5 to Score		
* (Asterisk)	Judge Flag / Un-flag Entry		
0-9	Capture Score	Capture Votes	
A	Show Award		
B	Blank screen toggle	Blank screen toggle	
D	Delete saved Score		
F	Master Flag / Un-flag Entry	Master Flag / Un-flag Entry	
P	Show Photo Properties	Show Photo Properties	
R	Toggle Judge Score Box On and Off	Refresh / Redraw Thumbnails	
T	Show Title of Entry		
V		View / Edit Entry Details	
<UP ARROW>	Displays Previous Entry		
<DOWN ARROW>	Displays Next Entry		
<LEFT ARROW>	Displays Previous Entry		
<RIGHT ARROW>	Displays Next Entry		
<PAGE UP>	Displays Previous Entry		
<PAGE DOWN>	Displays Next Entry		
<BACKSPACE>	Delete last character of score in memory	Delete last character of votes in memory	
<ENTER>	Save Score and clears score in memory	Save Votes and clears votes in memory	
<ESCAPE>	Restore Normal Mode	Restore Normal Mode	Restore Normal Mode
<F5>	Restore Normal Mode	Restore Normal Mode	Restore Normal Mode

Slideshow Mode
While the Slideshow Mode is active, the <+> and <-> keys on the far right of the keyboard (number pad) can be used to increase or decrease the Slideshow static time with 500 ms per key-press. The setting will also be updated on the Options page, but will not be saved automatically.

Mouse-wheel
The mouse-wheel can be used to scroll through the images while in Image Viewing Mode or Thumbnail Mode.

<ESCAPE> or <F5> key
The <ESCAPE> or <F5> key is used to navigate back to a previous state. While viewing images it will close the images and restore Normal Mode. When the Title/Award box or Photo Properties window is displayed and the <ESCAPE> or <F5> key is selected, the Title/Award box or Photo Properties box will be hidden and if the <ESCAPE> or <F5> key is selected again, it will return the application to Normal Mode. If the <ESCAPE> or <F5> key is selected while thumbnails are being drawn the drawing process will stop. If a thumbnail is double-clicked to display full-screen, the <ESCAPE> or <F5> key can be used to close the full-screen image and return to the thumbnails. While an image is displayed in Image Viewing Mode you can also double-click anywhere on or next to the displayed image to close it and to return to Normal Mode.

Presentation Mode
When using a Presentation Remote, set it to PC/Windows mode. The Backward and Forward buttons on the remote will simulate the <Page Up> and <Page Down> keyboard actions. If the remote has a Blank Screen button it will simulate the "B" key on the keyboard and if it has a Slideshow Start / Stop button it will simulate the <F5> and <ESCAPE> keys. Please refer to the table and additional information above for more information regarding the various keyboard shortcuts.