PROJECTION CHEAT SHEET:

1. Always place laptop and projector on a steady flat surface.
2. The right distance from the screen is about 6 meters.
3. Then connect the laptop and projector and all the power cords.
4. **Always switch the projector on first** and wait about 30 seconds.
5. Only then switch on the laptop or PC.
6. The projector will start hunting for the computer.
7. Toggle the computer display to duplicate the computer display on the big screen.
8. Check the display settings on the projector and computer (resolution size in pixels).
9. Adjust the display settings till they match (Preference is to have both on "Native").
10. Open your test image in full screen mode.
11. Check that projector lens is on tele and not wide angle.
12. Move projector carefully till the image fills the screen.
13. Focus using the test image.
14. Is keystone on zero?
15. Use a support to angle the projector perpendicular to the screen (within 10 degrees)
16. Use keystoning as a last resort where the venue has a sloping floor.
17. Switch off the lights and make sure the room is dark.
18. Open colour calibration test images.
19. Check that the software has loaded the correct colour profile.
19. Project them all in the dark.
20. Only make adjustments on the projector in the second round of viewing the test images.
21. Adjust brightness and contrast first. Do colour only if still required.
21. Brightness on the projector adjusts the blacks and Contrast on the projector adjusts the whites.
22. Close projector menu after each step to see the effect before continuing.
23. Check focus again.
24. Switch lights on and welcome the audience.
25. Present images in the dark.

26. After the show, switch off projector but **do not move it before the fan has stopped** and the projector has cooled down.

27. Shut down computer and undo all connections.

Club and Salon Judging using TOP (The Other Project)

Most Clubs now use PhotoVaultonline for their members to enter their competitions and salons. An extension of this is the optional use of the judging software known as TOP with its' electronic scoring boxes.

1. Connect USB Judges' Control Unit (Score Boxes):

There is a USB Hub which needs to be connected to power. The Hub then needs to be connected via a USB lead to the PC. Each of the score boxes connect to the Hub.

First make all the cable connections and ensure they are a comfortable length. There is a USB extension for the judge furthest from the pc.
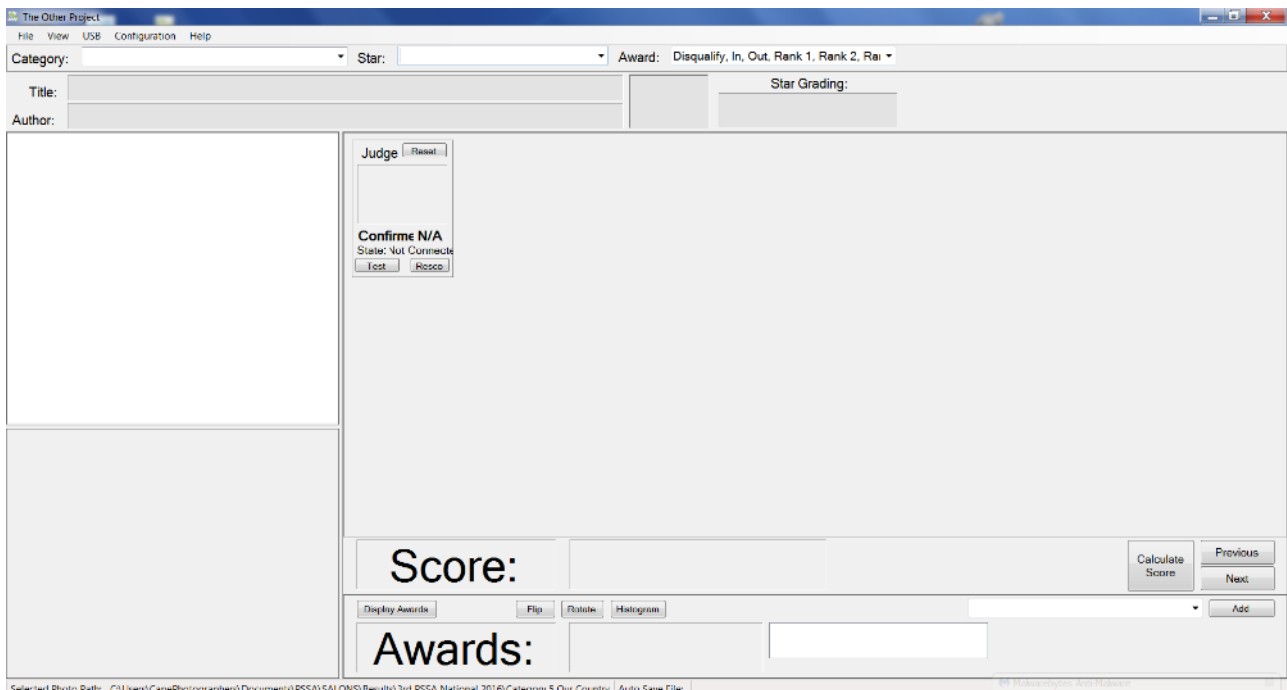
When you connect a JCU to the computer it goes through a step of initialisation steps before it is available for use. These steps are displayed on the LED screen.

- C0 – Device is attached
- C1 – Device is powered correctly
- C2 – Device is in default state – not recognised by MS Windows yet.
- C3 – Device is waiting to be recognised by Windows
- C4 – The device receives an address on the USB bus; at this stage Windows will start installing the device driver if it has not been installed previously for this device in this bus address.
- C5 –The device is fully configured for use in a Windows application. The Windows generic HID device driver has been successfully installed. Once a device displays "C5" it is ready to be used by the system.

Once the JCU is connected to the application the value C5 will be replaced with the judge's identifier (J1, J2 up to J5).
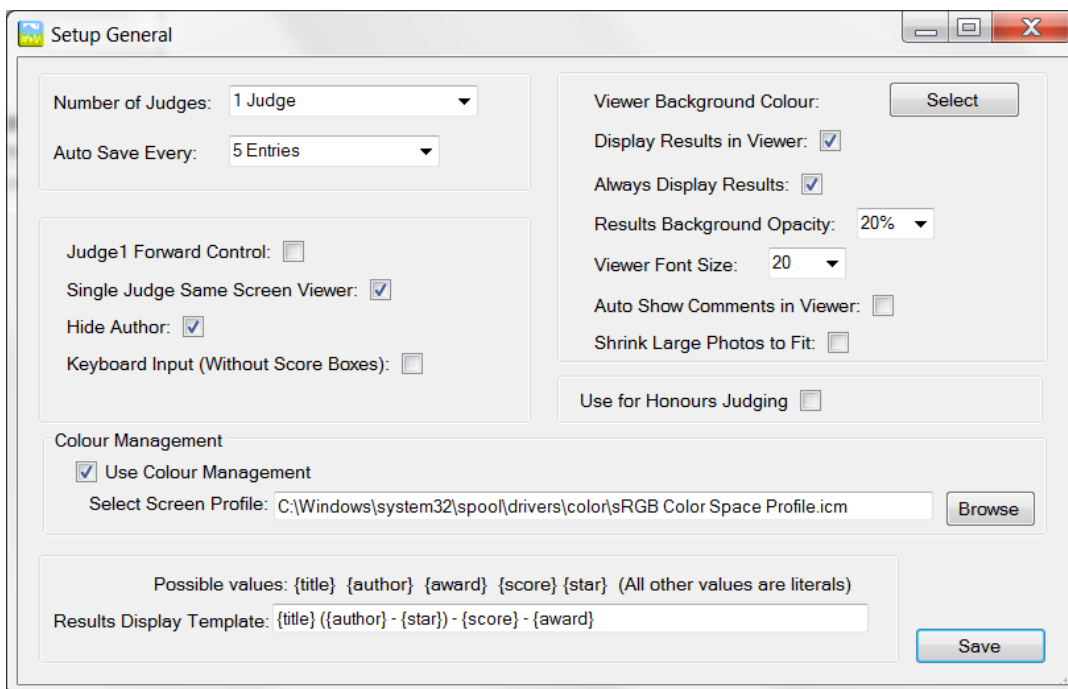
During navigation through the photos, the JCU will display the previously scored value for that specific judge. For a photo that has not yet been scored, it will display the default value as specified in the score configuration settings.

2. Open TOP programme (The Other Project) via shortcut on desktop or navigate to:
"C:\Program Files (x86)\TheOtherProject\TheOtherProject.exe"
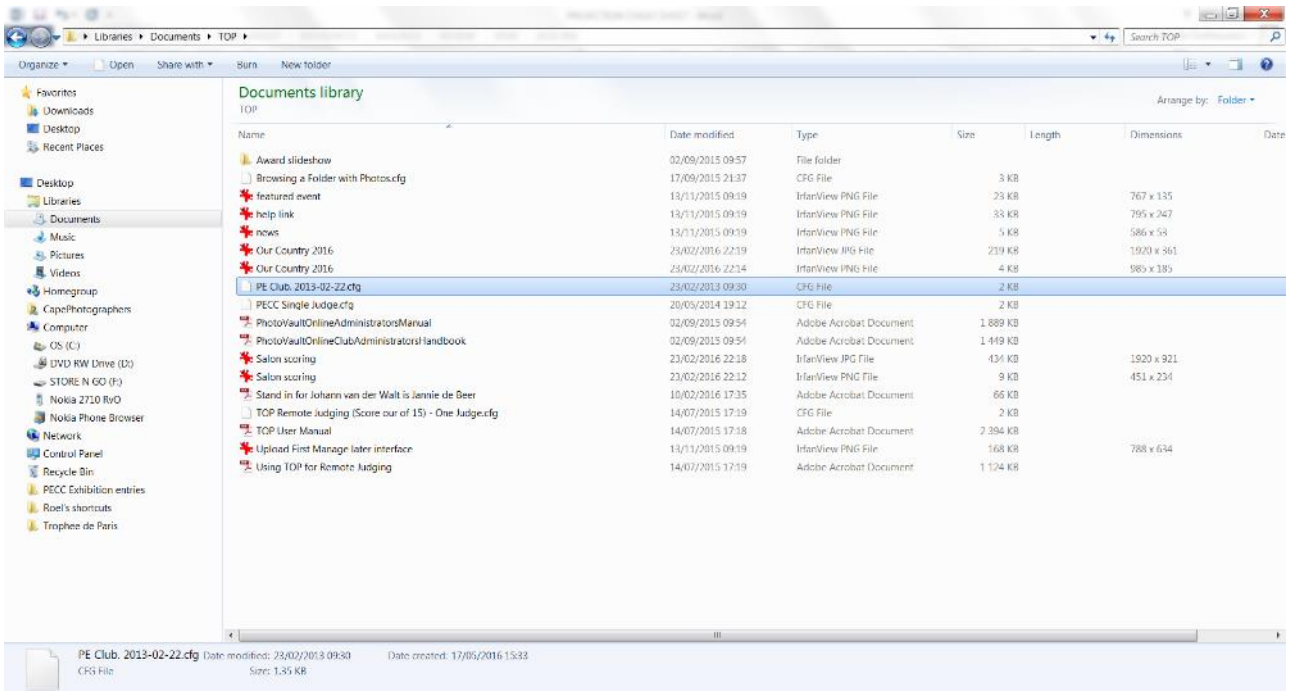

This indicates setup for a single judge; not correct for club or salon judging!

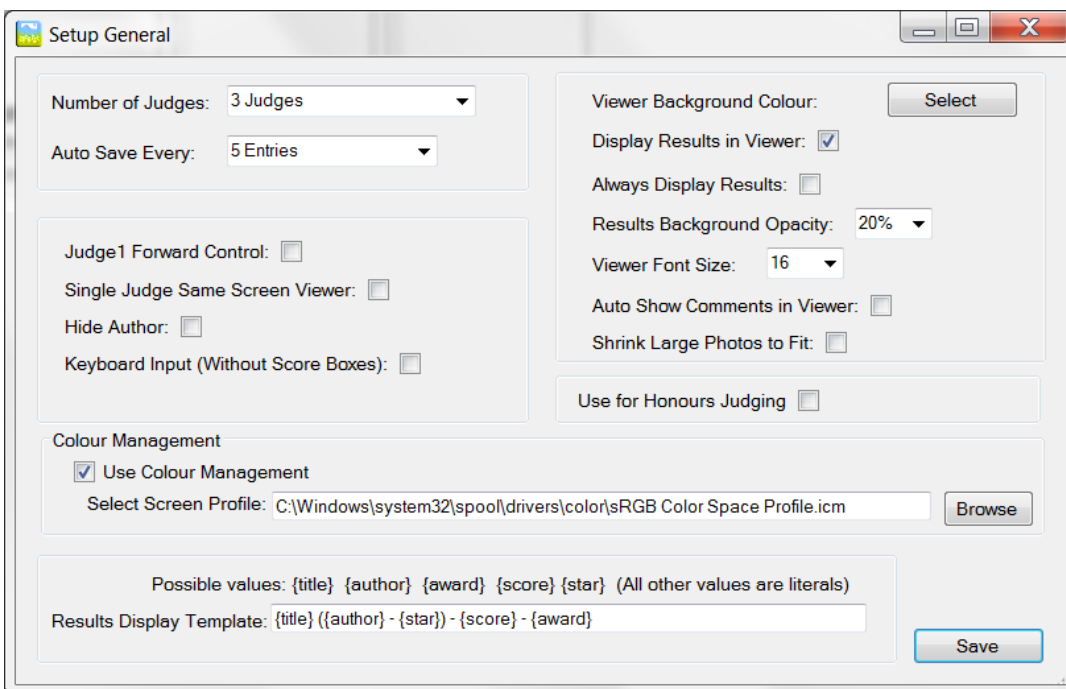Go to Configuration – General Setup:

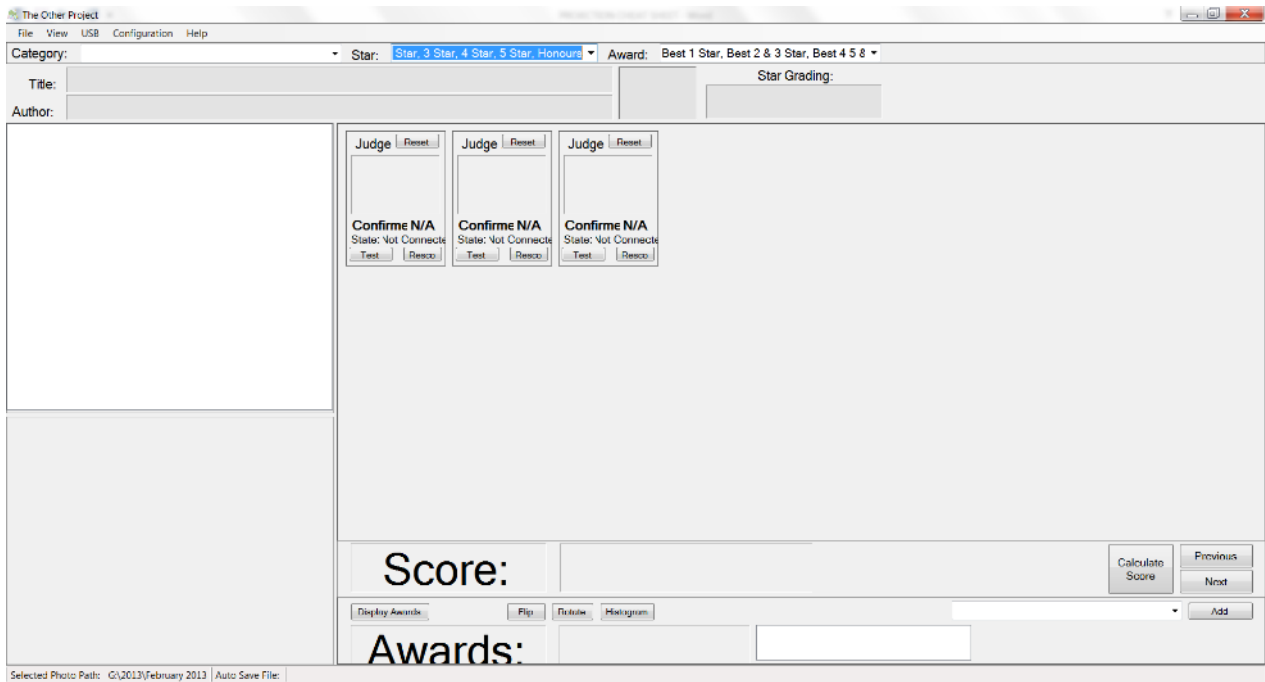Ensure the details are correct for the event, i.e. 3 judges using scoring boxes; make corrections where required.

Alternatively import correct configuration file.

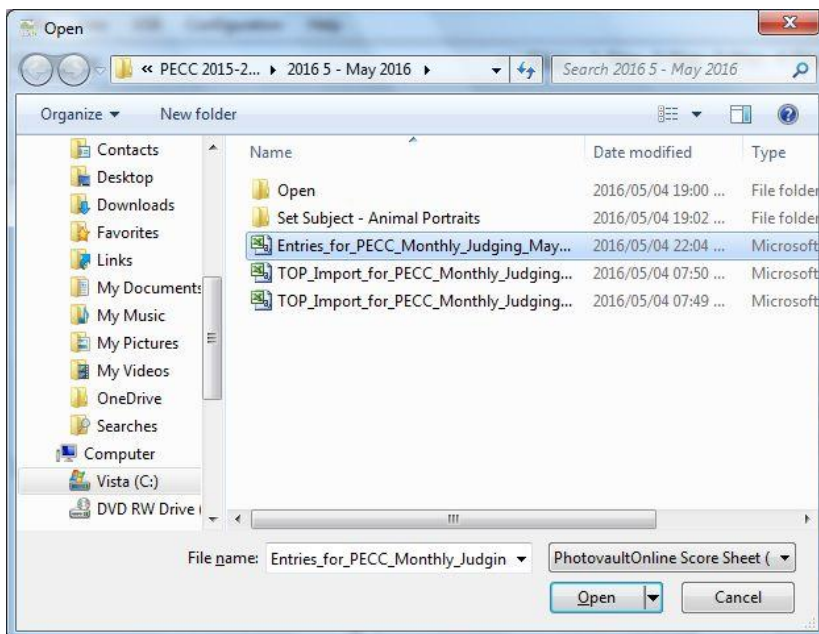
General setup should look like this:
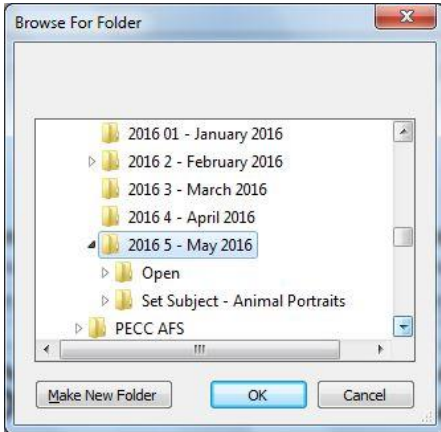
And TOP should look like this:

3. SELECT SCORE SHEET and IMAGES:

Go to File – Import Scoresheet – Photovault Scoresheet

The type of Scoresheet we use at PECC is however called "**Entries for PECC Monthly Judging**" on PVO (PhotoVaultOnline):
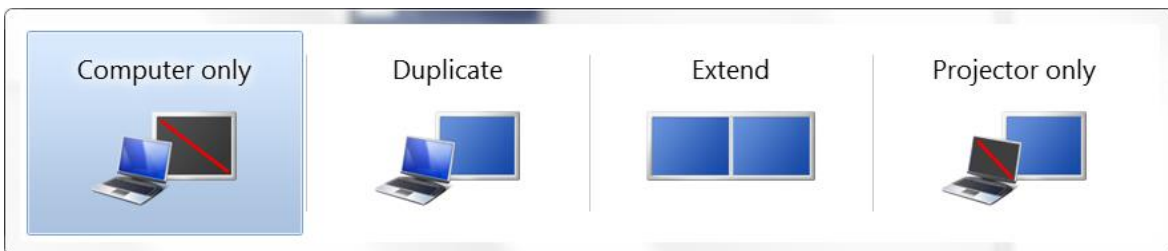
Then go to File - Select Photo Folder:

The scoresheet and the images are normally in the same folder.
There is no need to separate the images into sub-folders for club judging.
On the File menu, select auto save and save the scoresheet with a new name by e.g. adding 'Scored' to the existing file name. Do not change the file location.

4. Display Images

TOP requires the PC to run in 'extended screen mode' to project and view the images.
Shortcut: Press ⊞+P till 'Extend' is selected:

Go to TOP - View – Display Photos (Shortcut: Ctrl + P)
The full screen image should now be on the big screen whilst TOP display on the PC shows the thumbnail and details of the image:

Connect Judges Control Units (Score boxes):
Go to TOP - USB – Connect

Test the score boxes one by one and make a note of who is Judge 1, 2 etc. The order of connection determines this.
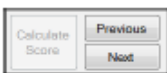
Judging Control Unit Operation
When a JCU is connected to the scoring system, it receives its configuration from the application. The possible scores will be in the order as defined in the "Setup Scores" configuration screen. It will also receive its judge identifier from the application.
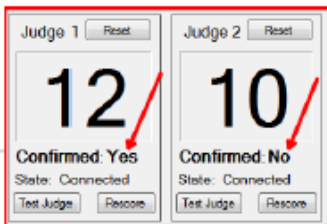

The judge uses the top right button to increase his score. If the judge presses the up button past the highest score, it will display the judge's identifier. The bottom right button is used to decrease the score. It will not move past the lowest defined score.

The top left button is used as a confirmation button. Once the judge is happy with his score, he must press the top left button. His display will start to flicker and he will not be able to change his score afterwards.

Note that the "calculate score" button will be disabled until all judges have confirmed their scores. Once the score has been calculated the judging control units will stop flickering and will be reset to the default score value.
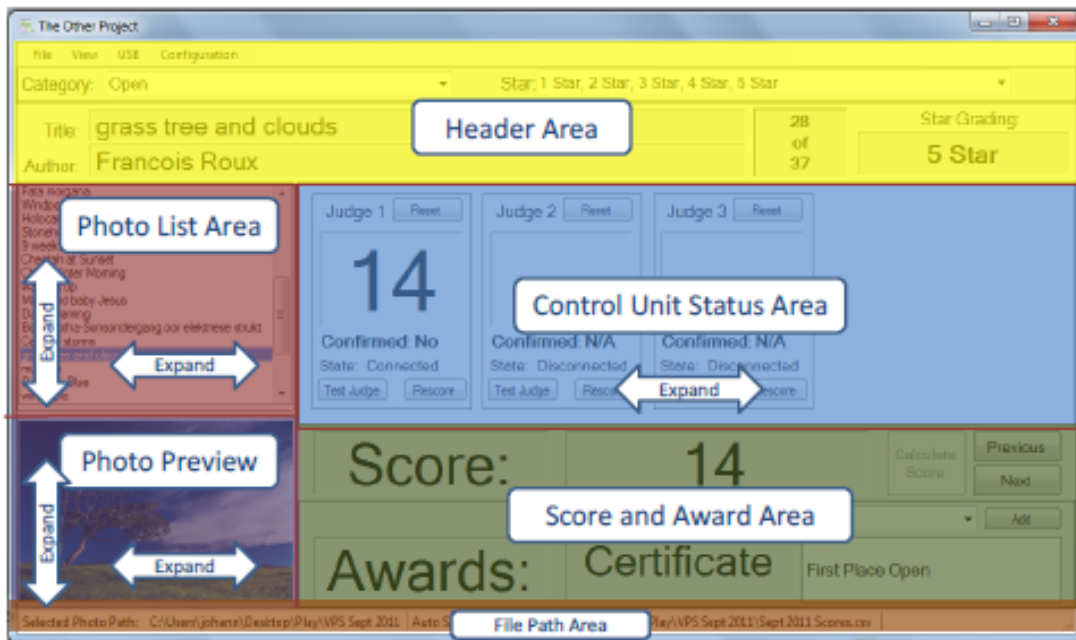

Use the "Rescore" button in the judge control window to remove his "confirm" state (in the case where he has changed his mind and wants to adjust his score.

Use the "Test Judge" button in the case you cannot remember which judge is which. This will display the judge identifier (J1, J2, etc.) on the unit.
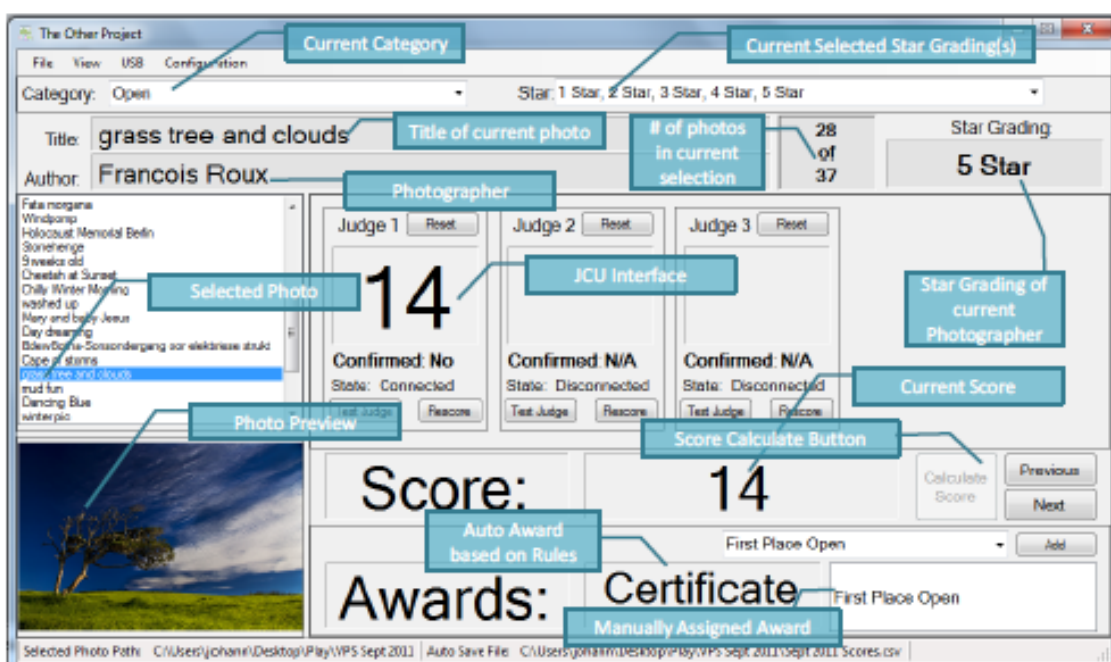
Scoring and Viewing Application

The main window size is by default 1024 pixels wide by 600 pixels high. It is best to reduce the width of the main window to eliminate problems with borders on the extended screen.

The scoring user interface consists of the following areas:

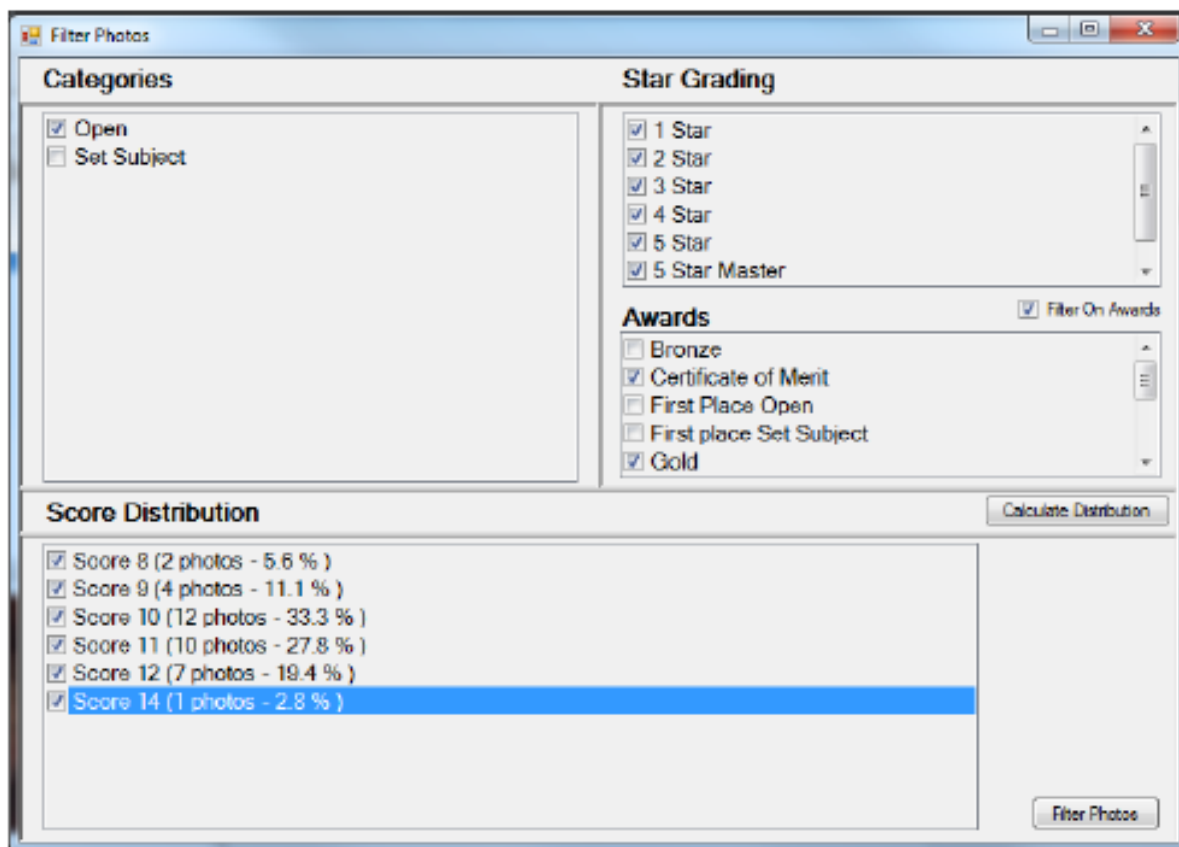| Header Area	Used to select and display the categories and star gradings. Also displays detail information of the photo.
Photo List Area	Display a list of photos for the current filter (filtered on categories, star values and current scores).
Photo Preview Area	Shows a thumbnail of the current selected photo
Control Unit Status Area	Display information as received from the Judging Control Units. It is also used to communicate with the judges.
Score and Award Area	Displays the calculated score based on the scoring rules as well as the automated and manually assigned awards.
File Path Status Bar	Displays the path to the photos and (if activated) the auto save file name and path.

A Typical Viewing Workflow

The typical viewing workflow consists of the following steps:

1. Before the judging session, download the photos and the score sheet (for PhotovaultOnline.com users, this is the "Score Sheet Master" file).
2. Extract all photos (for all categories) in a folder. It is not necessary that the score sheet resides in the same folder, but it will also do no harm to keep all these files in the same folder.
3. Open the Score Sheet Master file in Excel to confirm that all the star ratings are the same as set up in the configuration. The typical steps to follow are:
   a. Select the whole sheet,
   b. click on the "Data - Auto Filter" option and then
   c. click on the filter drop down of the star grading column.
   d. If you do see incorrect star ratings, unselect all the correct star ratings and click OK. It will now display only those rows with incorrect star ratings. Fix it and save the sheet back to its original name.
4. Connect the Judging Control Units via the supplied USB hub to the PC. Ensure that all units display the C5 state.
5. Open the TOP application.
6. Select the photo path.
7. Load the score sheet in the TOP application. The first photo thumbnail will be displayed if the photo path is correct.
8. Select the auto save file.
9. Connect the Judging score units.
10. Hand the units to the judges.
11. **Display the test images to confirm the calibration. Go to View – Display Test images**
12. Select the category to be judged from the category drop down control.
13. Select the Star ratings to be judged from the star grading drop down control. (Notice how the number of photos changes as you select the categories and star ratings.)
14. Select the "Show Photos" menu option and start the judging session.
15. Wait until all judges have confirmed their scores and press the "Calculate Score" button. The calculated score will be displayed and once the results are announced, press the "next" button to display the next photo.
16. Once a section has been judged, select the "Display Nothing" menu option.
17. If special awards need to be assigned at the end of a section, go to the filter screen to select the top photos for this section.
18. Select the "Show Photos" menu option again and let the judges select the photo based on the specified rules. Use the award dropdown to select and assign the special award.
19. Once all sections have been judged, select the "Auto Save" menu option again to finalise the auto save file.
20. Select the "Save PhotovaultOnline.com Upload File" from the file menu.
21. Upload the results to PhotovaultOnline.com when you have an internet connection available.

Filter Photos (Go to View – Filter Photos) or Ctrl + F
This option is normally used to create a custom photo list for the selection of the winning photos at the end of the initial judging.
Select the categories, star ratings and optionally the already assigned awards and then click on the "Calculated Distribution" button. The score distribution list will display all the scores for the currently selected categories and star ratings with a count and percentage in brackets behind the score.

Select the photos you want to display and click on the "Filter Photos" button.
When you press the "Filter Photos" button, a filtered list of photos will be displayed in the scoring applications and the first one in the list will be selected.
The current score will be displayed for each selected image on the respective judging boxes.
Remember to save the score sheet first before commencing a second round of judging; optionally save the second round under a different name.
The judges can now override their previous score during the second round.

This is a summarised version, please download the latest version of the full TOP user manual from www.photovaultonline.com

18.5.2016 RvO