



SALON CATALOGUE

A catalogue **MUST** be issued and whilst this need not be printed, a hard copy would be the only real archival record of the event.

A digital version of the catalogue, which may include an image show (see requirements below) of the winners and acceptances, may be published on a disk or distributed electronically via DropBox, Google Drive, Wetransfer etc.

The catalogue must be distributed to all entrants, sponsors and advertisers. No fee may be charged when distributed electronically via the internet.

Even when the electronic catalogue is made available via download, the disk alternative must still be made available since it cannot be expected that all entrants have access to broadband internet to download large files. Costs may be recovered from the recipients.

In each category, the award winners should be listed prominently followed by an alphabetical list of all acceptances (**sorted by surname of entrant**). Awards are listed from highest to lowest with the PSSA Gold medal being the highest.

PSSA awards should always rank the highest in each category of a salon (Silver for National salons and Gold for International salons) followed by the respective Club Awards, and Certificates of Merit. A FIAP Ribbon is regarded similar to a COM but should be listed before the COMs.

The catalogue must include the following:

- All the awarded images and a large selection of the accepted images with every participating country being represented;
- Number of entries received in each category and overall
- Number of acceptances
- Names of the judges of each category with their photographic honours
- Name, address and e-mail of the salon director
- Patronage details and relevant organisation's publicity statement
- List of all acceptances in each category sorted per country and then alphabetically per surname, then first name.

International salons will need to include all the above as well as a statistical table, mentioning separately per category, per section and per country:

- the number of participating authors;
- the number of accepted authors;
- the best author

Include a short message by the organising Club Chairperson or Salon Director and the following PSSA publicity statement:

This event is organised under PSSA Patronage #.....

THE PHOTOGRAPHIC SOCIETY OF SOUTH AFRICA

As the Internationally recognised Society, PSSA actively embraces the future in its service to all photographers. Our mission is to bring together all those interested in photography, to promote the highest possible standards and to embrace the future of photography whilst continually supporting the present. For further information on PSSA, including the full list of events organised or supported by the organisation please visit www.pssa.co.za

The Photographic Society of South Africa
(Incorporated Association not for gain)
Reg. No. 54/01845/08

Catalogues must be distributed before, or at the latest, at the exhibition.

Exhibitions of prints and projection of images

A salon with PSSA patronage must be concluded by an Award Ceremony and/or an Exhibition.

The organiser must exhibit all the Award winning Prints and project all the Award winning Projected Digital Images and acceptances selected by the judges. The organisation of Exhibitions of Prints and Showings of Projected Digital Images must be done properly.

An exhibition of photographic prints will need:

- A suitable hall with enough space for the exhibition;
- Good lighting of the exhibited prints with sufficient space between them;
- Indication of the award, name of the author and title of the print;
- It is recommended to have the print exhibition open for at least 3 days.

A showing of projected digital images will need:

- a suitable auditorium with enough seating space;
- good black out of the projection hall and good visibility of the screen;
- a projection screen of good quality and no smaller than 1,8 x 1,8 m (6 ft x 6 ft);
- The projection must mention the award, name of the author and title of the image;
- A projection using dissolves with appropriate musical accompaniment is recommended.
- It is recommended to have two public shows.

The image show presentation must conform to the following:

- The images included in the presentation may not be resized but the viewing software may constrain the image size to a % of the original size e.g. 70%
- The presentation software must not stretch (enlarge) the photos to fill the viewer's screen (for example, when all the photos received for the salon are not larger than 1024 x 768 pixels, it must not automatically stretch the photos to fill an HD screen of 1920 x 1080 pixels).
- The viewer must be able to manually control the viewing of the photos (navigating back and forth). It is recommended that two sets of presentations are included, viz. one with full manual control, and another for automatic "sit back" viewing.
- Instructions for operating the presentation disk must be included.
- A soundtrack with background music is optional and not a requirement.

Once the catalogue is completed send a copy to:

- Participants who ordered and paid for a copy
- All sponsors (with a letter of gratitude)
- All judges on the panel (with a letter/note of appreciation)
- The PSSA Salon Administrator
- The Chairperson of the PSSA Honours Division
- The Chairperson of the Archives Division

Creating the salon show of acceptances and awards

Various software programmes are available for this task ranging from MS PowerPoint, ProShow, PicturestoExe to Wings etc.

Important is the correct titling of each image in the show and the order of the images. Via PhotoVaultOnline.com there is a downloadable free application which enables you to annotate photos with awards received.

This tool will generate an annotated photo containing the name of the author, the title of the photo and the award received. It is a handy tool for creating a slide show with the results on an event.

Read this document to understand how to use this tool: [Click to download](#)

Download tool from [here](#)

Note: This tool makes use of the opensource project ImageMagick.

Download and install ImageMagick from [here](#) before using this tool.

However, whilst this tool currently creates a new image file with the title annotated on the image, the filename is not changed, resulting in an incorrect image order for the catalogue based on award and not on entrant's name.



It will be necessary to rename the image files to arrive at the right sequence based on surname and first name of the author for each category.

It is possible for some to write a program that would do this in a batch but we will illustrate the traditional manual route.

File name

The PhotoVault Results for publication file has the list of the images required for the show which excludes all the non-acceptances and disqualifications. It does however not contain the downloaded filenames of those images.

Therefore use the Master Scoresheet but save it as e.g. "Catalogue image details" and reduce the content to the following:

Category Name	Firstname	Lastname	Title	Downloaded Filename	AWARD
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Insert four new columns to the right and use them to create a long name (Full name) and a new file name which we will use as the new title.

To do that insert

a comma plus space in the first new column and

a space dash space in the next column and

the following formula in the last new column:

=CONCATENATE (C2,G2,B2)

where C2 = cell reference of lastname, G2 = comma, B2 = firstname E.g.:

A	B	C	D	E	F	G	H	I
Category Name	Firstname	Lastname	Title	Downloaded Filename	AWARD	,	-	Long name
Open Colour	Jan	Swart	Venus	A001-1207521-Venus.jpg	Acceptance	,	-	Swart, Jan

Then concatenate the Long name with the image title separated by the dash to get the new filename:

=CONCATENATE (I2,H2,D2)

A	B	C	D	E	F	G	H	I	J
Category Name	Firstname	Lastname	Title	Downloaded Filename	AWARD	,	-	Long name	New filename
Open Colour	Jan	Swart	Venus	A001-1207521-Venus.jpg	Acceptance	,	-	Swart, Jan	Swart, Jan - Venus

Maintain the current order of the spreadsheet which is sorted on the Downloaded file name and fill the cells in the last 4 columns till the end of the spreadsheet.

Create a new folder for Catalogue Images and sub folders for the various categories.

Copy all the entered images to their respective category sub folder. Check that they are sorted in file name order.

You can hide the first columns of your Catalogue Image details spreadsheet so that Downloaded filename is your first visible column.

Now comes the tedious task of renaming your images in your newly created folder.

Open the folder and your spreadsheet and resize your spreadsheet so that you can see both the folder's contents and the spreadsheet.

Select the first new filename in the spreadsheet and copy (Ctrl+C), then on the folder, select the same file (hence that we work in the downloaded filename order), press F2 to rename, and then Ctrl+V to paste. Repeat by pressing tab and not enter not to lose your place in the folder.

Windows will automatically sort the files continuously in name order. When all required files (acceptances and awards) have been renamed, you can sort your spreadsheet also in the new filename order to compare and check that all files have been renamed.

Any files remaining should be unaccepted images and/or disqualifications which can now be deleted. Repeat for all categories.

The following is the workflow when using PicturestoExe (PTE) which has a built-in template for the titling of images in your show.

Available from www.wnsoft.com

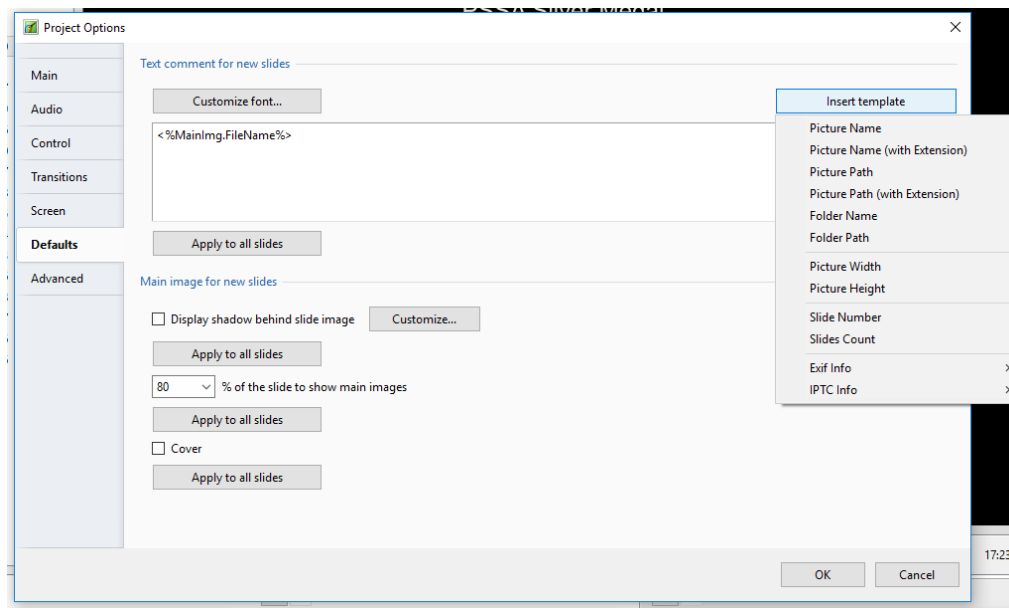
WORKFLOW in PicturestoExe (PTE)

Open PTE and start a new project in the usual way.

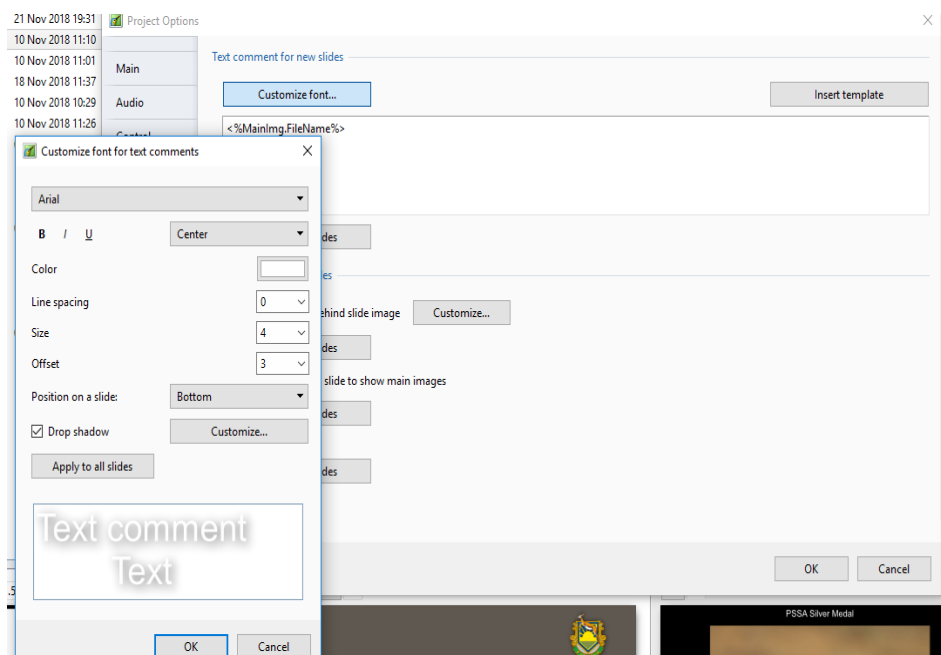
Name the project with your Salon name and category and set the appropriate aspect ratio and Autosave it to the same sub folder as your catalogue images.

Drop all the renamed images in your project and they will already be in the correct order i.e. alphabetically per surname, then first name.

Go to Project Options – Defaults and select “Insert template” and ‘Picture name’



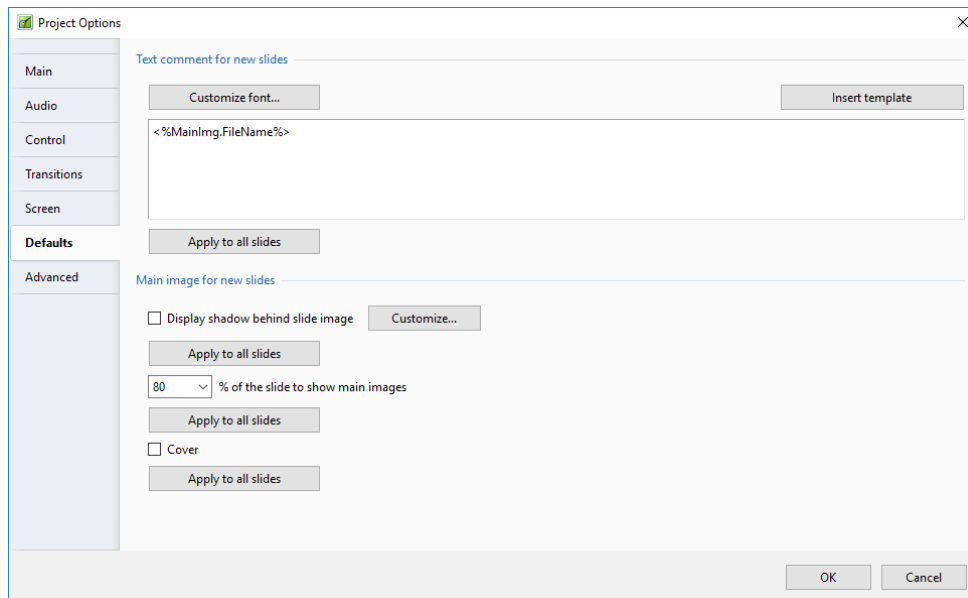
Go to Customise Font to select the size, colour and placement of the titles and select ‘apply to all slides’ to close this window.



On the main Defaults screen you can reduce the size of all the images to 70%.

This will improve the readability of the titles and they will not interfere with the image.

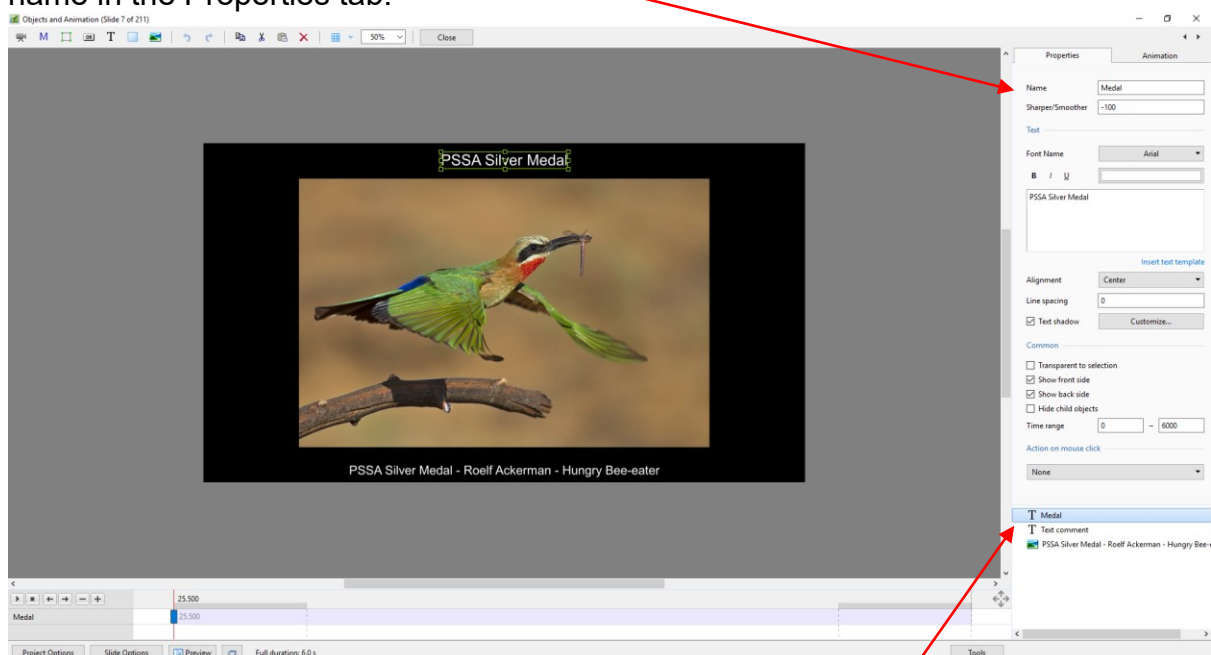
The images will still be larger than normal web size but the reduced size may also help to prevent unlawful copying.



This will satisfy the requirements for your acceptances but your award winners need more prominence.

The image title inserted earlier via the template will be below each image.

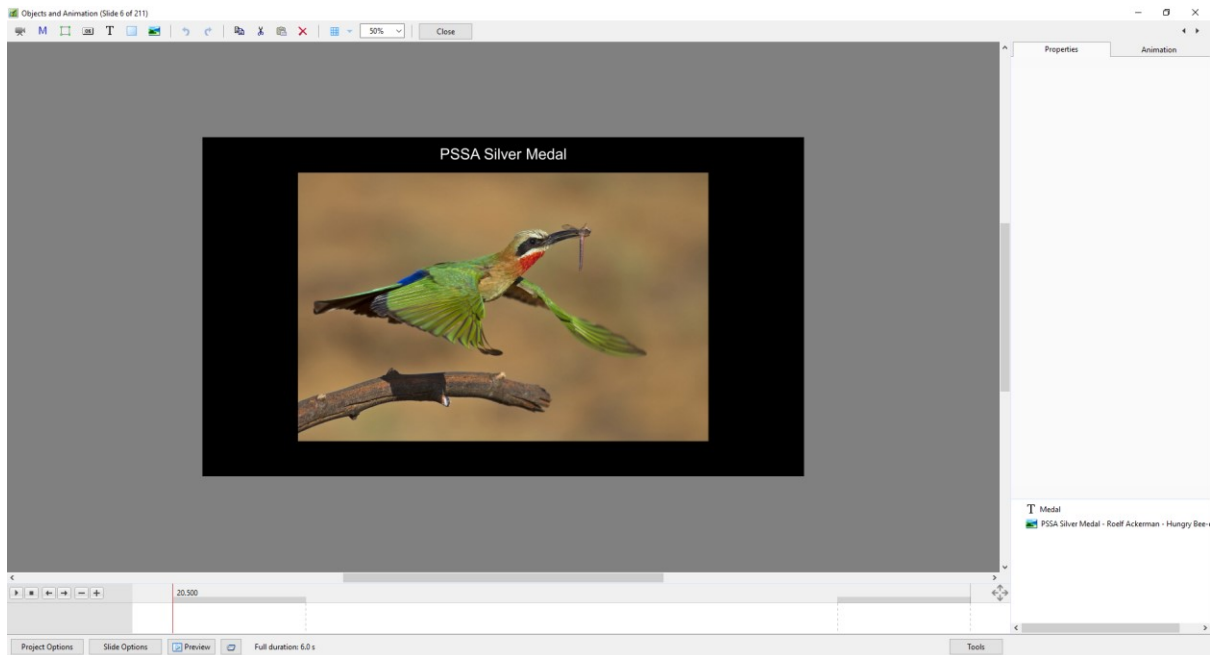
Using the Text tool in the Objects & Animation view, insert a caption for the relevant award to appear above each award winning image; name the text box with the award name in the Properties tab.



For longer and uninterrupted viewing of the award winning image, you can show it first with only the caption but not the title and then with both.

In the slide view of your project, copy the slides of all the medal winners and insert them as duplicates. Both images will now have the title and the caption; remove the title but not the caption from the first view but retain both for the second view of the image (the duplicate)

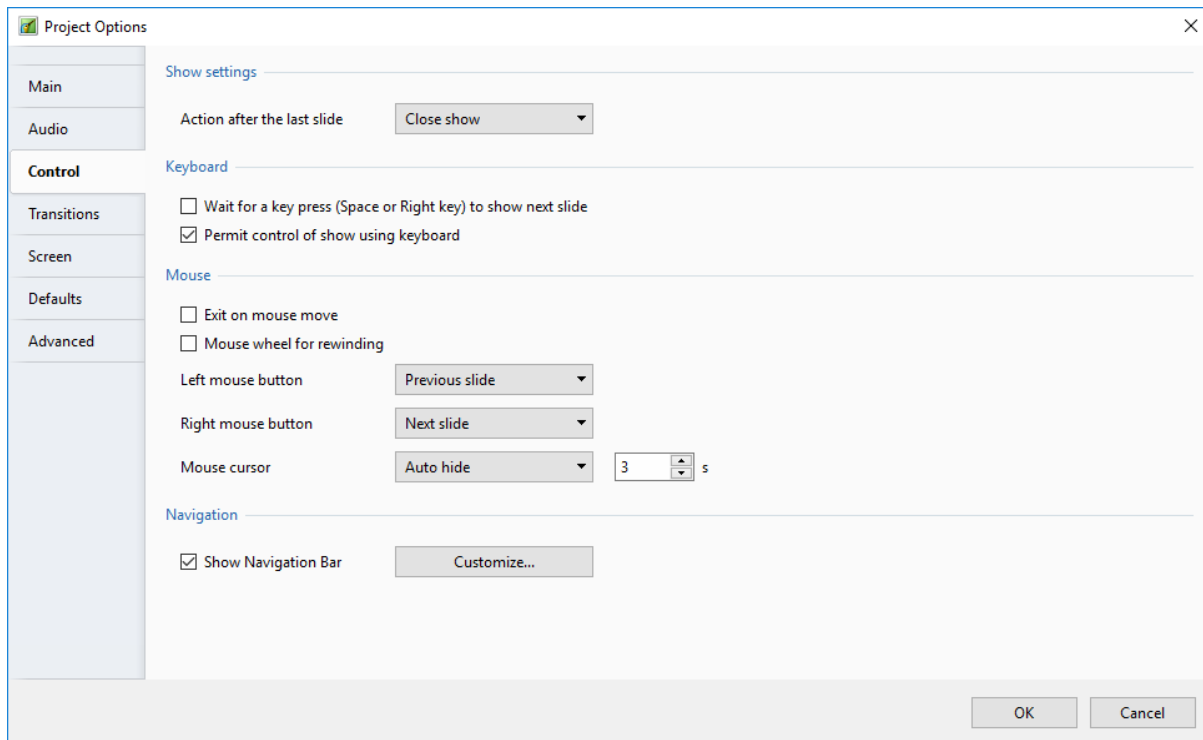
Open the image in O&A and delete “Text comment”



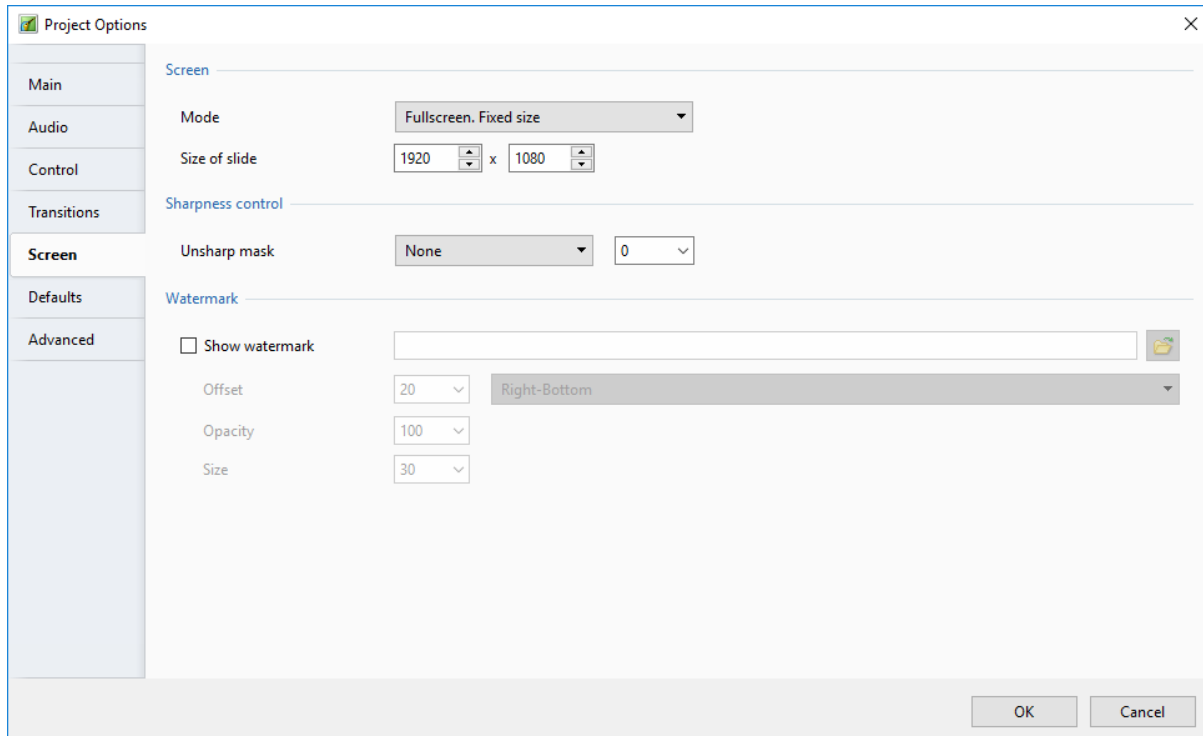
Create appropriate title slides to start and end the show.

Under Project Options – Control,

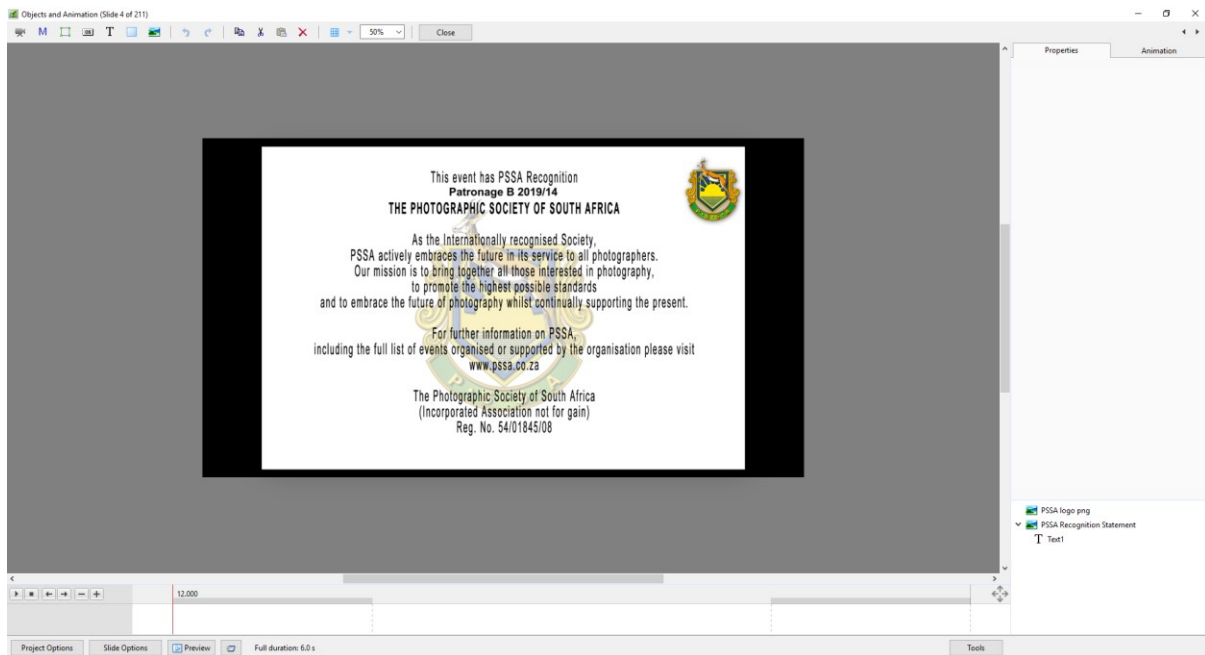
Permit manual control of viewing via the keyboard and add a navigation bar.



Remember to restrict the full screen size so that the images are not stretched on a larger display:



Add the PSSA recognition statement, logo and insert the patronage number:



Add the salon statistics.

This can be customised from the checklist spreadsheet which has already been prepared.

Via Paste Special in Excel, you can copy and paste the information as an image on a blank slide.

Category Statistics

Category	# of Photos entered	# Photos Disqualified	Nett entry	# of Acceptances	% Acc of nett entry	# of COM	COMs %/ acceptances	# Medals	# All awards	Awards %/ acceptances	acceptance level
Open - Colour	845	7	838	198	23.6%	18	9.1%	2	20	10%	32
Total for All Categories	2725	14	2711	620	22.9%	60	9.7%	8	68	11%	Max: 45

Publish this file as an EXE which will permit easy scrolling through all images, or sit back and let it run automatically as set up.

Create separate shows for each category and when published as MP4 video format (even without sound) both PC and Mac users can play them.

SALON EXHIBITION SHOW:

For this you will want to add an appropriate background sound track that will be easy listening without distracting from the images.

NB: This is not an Audio Visual and the images do not need to be synchronised to the soundtrack.

PTE can cross fade various music files very effectively as well as fade in or out where required.

We recommend starting and ending with a black screen of about 5 seconds.

Total viewing time for each image should not be less than 5 seconds. Short fades work best. If you use a 1 second fade, set your slide duration at 6 seconds and the effective viewing time will be 5 seconds.

Certain title slides and award winners may be on the screen for longer.

Create separate shows for each category to give you more flexibility on the running of the show, duration and sequence.

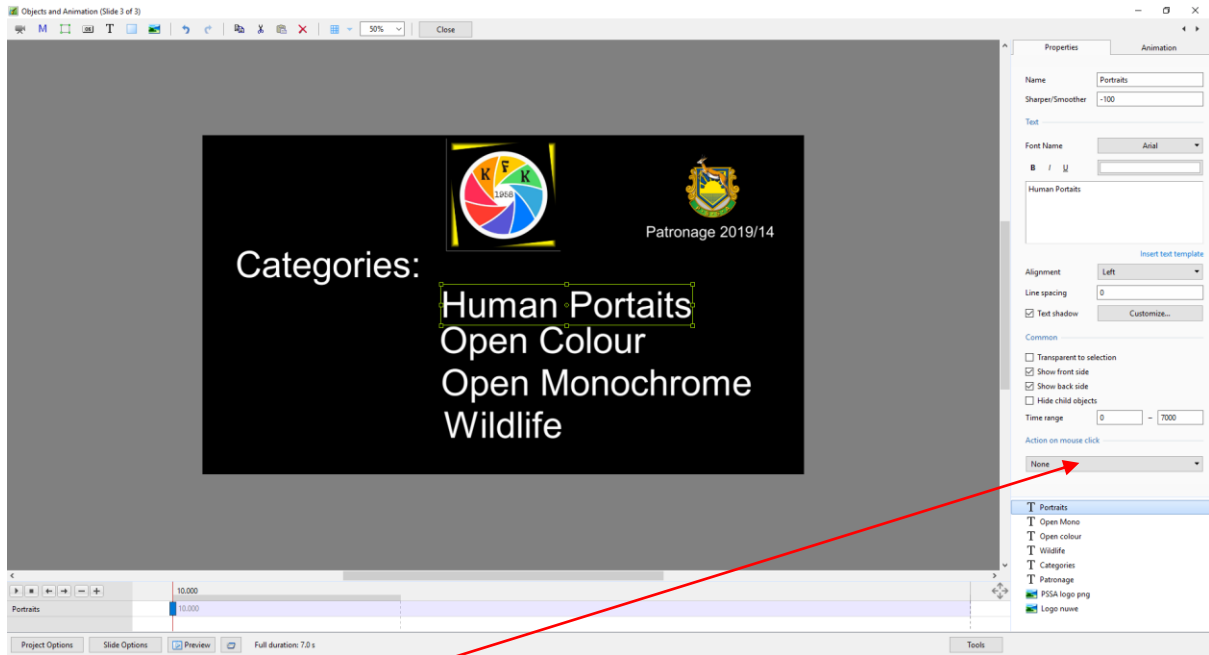
Launching the category shows:

It is recommended to use a menu driven PTE project to launch each category in preference to each one closing and a glaring Windows Explorer view is projected.

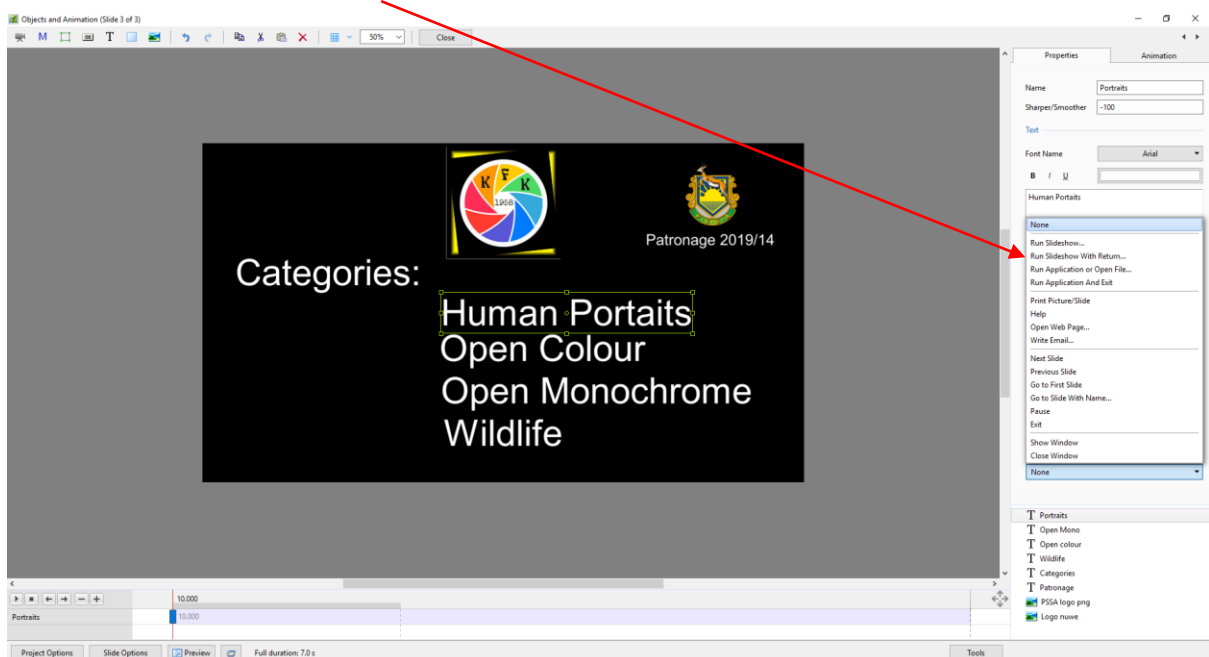
It is best to have all the salon category shows in one folder.

Create a new project and add a title slide for the salon.

Add the names of the various categories in separate text boxes and make a habit of renaming the text boxes in the properties tab. E.g.:



Now link each category title to the Salon Show you have created which has sound:



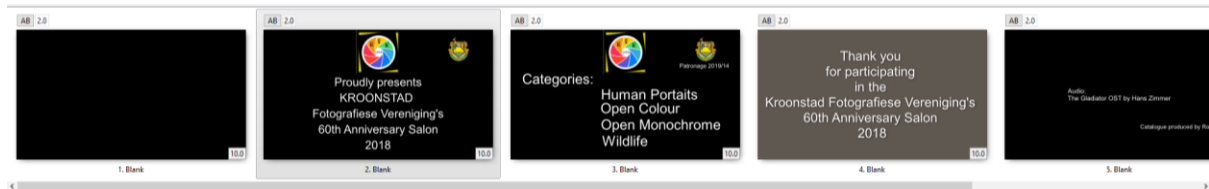
Select the appropriate Text button at the bottom right of the O&A view of the title slide and select “Action on mouse click” and then “Run application or Open file”.

An empty box will appear with a drop down arrow. Click the arrow and browse to your directory for either your EXE or MP4 file as appropriate and select OK.

Repeat for all categories.

When the file is played full screen and the mouse hovers on the category title, the cursor will change into a little hand indicating there is a link to another file. Click on the text and after a few nail biting seconds, the right file will play and at the end return you back to the screen you started from so that you can select the next category.

To end the show you can insert a title slide followed by a black slide.



It is not necessary to publish this 'launch' show as an EXE and you can run it as a project.

Roel 30 Nov 2018