# Using the Image Database to shortlist images for Inter-Clubs

There are 3 elements to the process:

1) Adding images to the Image Database and to the folder named "Battle Images" after each Competition
2) Shortlisting process (to create a spreadsheet and also a folder containing images)
3) Recording results after each Inter-Club

## Adding images to the database after each Club Competition

Club Projectionist will maintain a database of all PDIs and Prints submitted into Internal Competitions on a One Drive Folder named Cam Club Archive of Images

a) After each Club Competition, Projectionist will copy and paste details of all images scoring 18s,19s and 20s onto the sheet in "Battle Image Database" spreadsheet on the tab named "Images" as follows

| ID | Title | Author | PDI | Print | Colour/Mono | Club competition | Club compscore | Notes |
|---|---|---|---|---|---|---|---|---|
| Bill Hamilton_Time for another fish.jpg | Time for another fish | Bill Hamilton | Yes | No | C | 3PDI22 | 19 | |
| Jenny Collier_Vantage Point.jpg | Vantage Point | Jenny Collier | Yes | No | M | 3PDI22 | 20 | |
| Keith Truman_Magenta dusk at Neist Point.jpg | Magenta dusk at Neist P | Keith Truman | Yes | No | C | 3PDI22 | 20 | |

Note – ID needs to exactly match the <u>file name</u> of the Image File and also need to check Author has been spelt correctly (confirm by pulling down Author Tab). Confirm whether PDI or Print and whether Colour or Mono. *Do not add anything to External Competitions column*

b) After each Club Competition, Projectionist will copy and paste all Image files scoring 18s, 19s and 20s into the Folder in Dropbox named "Battle Images"
c) Projectionist will update MAD
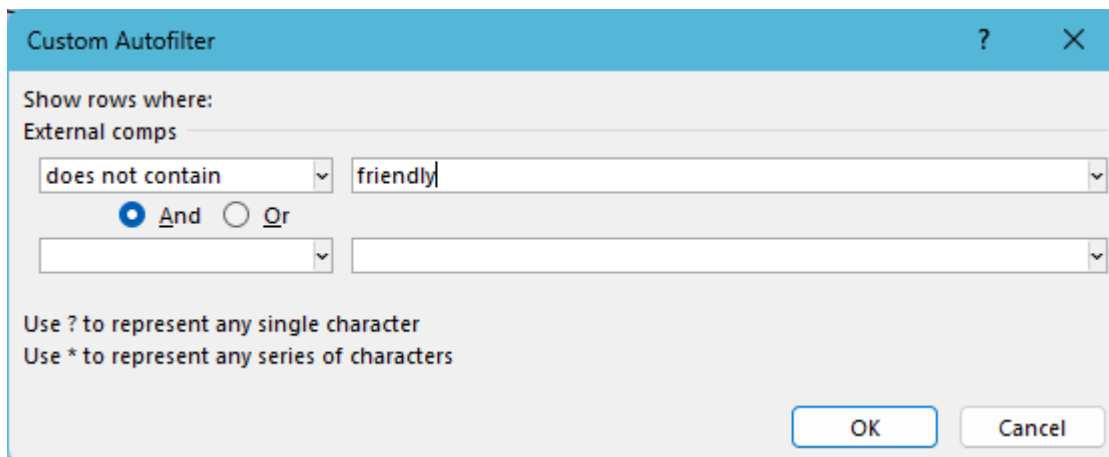
### Images for web

After each PDI and Print Competition, Webmaster will abstract all images scoring 19s and 20s from the One Drive folder named Cam Club Archive of Images for posting to the club web

## Shortlisting Process

### Creating a long-list

a) Using the "Images" tab on the spreadsheet, go to "External Competitions" column and using the pull-down list, select the "Text Filters" option and then use the Does Not Contain or Contain selections as appropriate
   a. Select whether its PDI or Print you are selecting for, Colour or Mono
   b. 2 levels of and/and or And/Or selections can be made using the Custom Filter option
b) Once a short-list has been identified, Copy and Past the selection into a new temporary sheet in the Battle Image Database spreadsheet
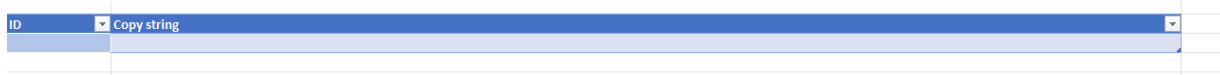
For instance, if selecting prints for the Friendly Cup, need to select Yes for Prints then select based on "Does not Contain" "Friendly" in the External Comps column



c) Now need to copy into a folder all the Image Files which correspond to the images abstracted into the temporary short-list [i.e., in b) above]

    a. Create a folder in Dropbox (so that it can be shared with Selection Committee) which you want to contain all the short-listed images

    b. Go to "Copy" tab in Battle Image Database

    c. Addresses for "Path to Copy From" and "Path to Copy to" need to be copied and pasted into these cells:

| Path to copy from | C:\Users\keith\Dropbox\Melbourn Photo Club Admin (1)\Competitions (DJS)\Battle images |
|---|---|
| Path to copy to | C:\Users\keith\Dropbox\Friendly Cup test |

d) Ensure there are no previous entries in the ID/Copy String table

| ID | Copy string | |
|---|---|---|
| | | |
| | | |

e) Then, Copy just the ID column contents from the Temporary Sheet which contains a list of the short-listed images

f) Paste IDs into ID column in Copy Tool tab

g) Select and Copy all the rows in the Copy String column (Ctr-C)

h) Open .cmd prompt and then paste (the Copy String column which was copied in g) (Ctrl-V)

i) All selected images will now appear in the folder created in step a)

Note – to clean up Image Database spreadsheet after a selection of images has been made in the Copy Tool sheet, hover cursor just above ID box to get a down arrow cursor appearing, click to select the entire ID Column then right click to delete rows

## Creating a short-list

Use the temporary sheet for the short-listing process, deleting the images which have not been selected for the Inter-Club (which therefore maintains all the correct spelling and formatting for image ID)

## After an Inter-Club

a) Copy the columns ID, Title and Author from the temporary sheet created for this specific Inter-Club for all images scored in the Competition onto the bottom of the Results Tab into Column D

| PDI of Year | 2022-23 | PDI | Linda Marshall_Twisted | Twisted | Linda Marshall | HC |
| PDI of Year | 2022-23 | PDI | Nigel Northwood_Fog on the Fen | Fog on the Fen | Nigel Northwood | HC |
| PDI of Year | 2022-23 | PDI | Ian Tulloch_Asparagus Beetles | Asparagus Beetles | Ian Tulloch | HC |
| Print of Year | 2021-22 | Print | Sam Buchanan_Bridge Walkers | Bridge Walkers | Sam Buchanan | 2nd |
| Print of Year | 2021-22 | Print | Theresa Penfound_Chalkhill Blue at Dusk | Chalkhill Blue at Dusk | Theresa Penfound | HC |
| PDI of Year | 2021-22 | PDI | Theresa Penfound_Smiles | Smiles | Theresa Penfound | 3rd |
| | | | Andre Neves_Chalkhill Blue pair on wild carrot | Chalkhill Blue pair on wild ( | Andre Neves | |
| | | | Andre Neves_Horse chestnut Bonsai | Horse chestnut Bonsai | Andre Neves | |
| | | | Andre Neves_Mayfly | Mayfly | Andre Neves | |
| | | | Andre Neves_Meadow Plant Bug pair | Meadow Plant Bug pair | Andre Neves | |
| | | | | | | (Ctrl) ▾ |

b) Then fill in Columns Competition, Season, Print/PDI and Score