<u>SETTING UP THE TEXT FILE TO RUN THE PSA SCORING SOFTWARE SALONVIEWER.EXE</u>

Get info from committee – Number, Name, Title, category (Open, mono, etc) and class -B,A,M
It will come in a spreadsheet
Remove all borders.

Steps – Do one section at a time, each section will be separated by Class and Category
I suggest doing one section completely and test it first as a sample run.

1. Create a new spreadsheet (Information from the committee's spreadsheet will be copied into the new spreadsheet)
2. Copy the Reg. number to both columns A and U   (Columns A and U MUST be the same)
3. Copy the title to column B
4. Put in Categories in column G (1=open, 2=mono 3= Rotating 4=A/B 5=Creative)
5. To easily split the first and last names, open a new spreadsheet, or a new sheet
6. Highlight the column with the first/last name, Then To split the names go to Data, then Text to columns, then Fixed delimited, space, then next and finish)
7. Copy the last name column to column K
8. Copy the first name column to column L
9. Put in appropriate jpg name in column I (to match categories)
10. Repeat the above process with each section/category/class. No spaces between groups in the spreadsheet.
11. Save the spreadsheet (.xls or xlsx)   ie. PrintNov2017.xlsx
12. Save As the spreadsheet again txt (text MS-DOS) ie PrintNov2017.txt
13. Open the text file (PrintNov2017) in notepad
14. Save the notepad file as ImageListPrintNov2017.txt   (exact names of files can vary)
15. Test the file in Salonviewer (it is easy to make a mistake, misspell a .jpg, etc.
16. Give projectionist the list spreadsheet range for each section.

FOR the projectionist to set the ranges for scoring…(this will change each time depending on how many entries per category)
For Print Fall 2017 here are the ranges

Section	Category	Class	Range
1	Open	A	1-12
2	Mono	A-B	13-28

3	A/B	A-B	29-40
4	Open	B	41-53
5	Rotating	A-B	54-60
6	Open	M	61-91
7	Mono	M	92-114
9	Creative	M	115-131
10	Rotating	M	132-141

Spreadsheet review

 A= image number B= title
 C, D, E, F blank
 G category 1, 2, 3, 4
 H = blank
 I = printmono01.jpg (catagory jpg screen for showing during scoring for prints
(for images, each line would be the image name)
 J= Blank
 K = last name
 L = first name
 M,N,O,P,Q,R,S,T = blank
 U= same as A – image number
 Save As to text

RUNNING THE SCORING PROGRAM SALONVIEWER.EXE

1. The imagelist, salonviewer.exe, category jpg files MUST BE IN THE SAME FOLDER
2. Open SalonViewer.exe
3. (If using judges number pads for scoring, then choose RMF option and set up and test the pads)
4. File- load the image list text file
5. Set the TO and END range to show only one section at a time
6. Click SHOW
7. You will have to hit the space bar once at the beginning to start
8. To advance to the next image number/title, hit the ENTER key.
9. After the range is done it will go back to the program so you can set the next range.