INSTALLING

The application installs automatically onto your computer like any other Windows application. A few clicks and it's all done!

Look for the setup program icon for the application. The name will be something like **LPS Entry Preparer 1.9.3 Setup**, although the exact numbers might be different.
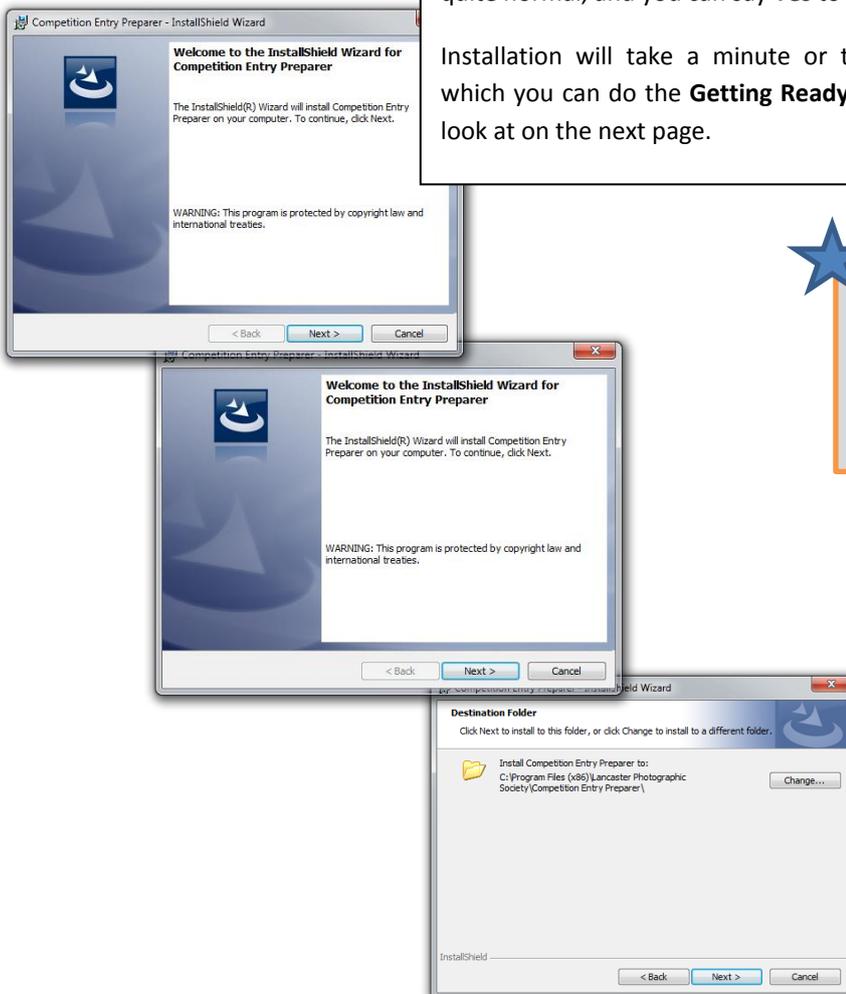
Double click on this to run it.

LPS Entry Preparer 1.9...

Then click on **Next** as you see a short succession of forms.

You'll be asked at some point if you want to allow the installer application to run – this is quite normal, and you can say **Yes** to this.

Installation will take a minute or two, after which you can do the **Getting Ready** steps we look at on the next page.

*TIP: If you're using **Windows Vista**, you might see a warning that you're trying to run an application from an "unknown publisher".*
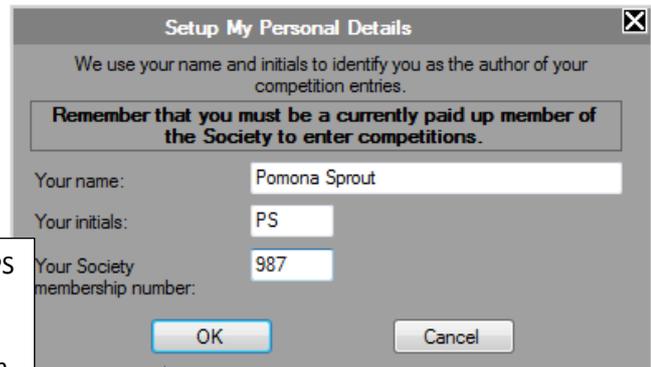
This is quite normal and expected. It's safe to tell Windows that you want to proceed.

Competition Entry Preparer - InstallShield Wizard

Welcome to the InstallShield Wizard for Competition Entry Preparer

The InstallShield(R) Wizard will install Competition Entry Preparer on your computer. To continue, click Next.

WARNING: This program is protected by copyright law and international treaties.

< Back   Next >   Cancel

Competition Entry Preparer - InstallShield Wizard

Welcome to the InstallShield Wizard for Competition Entry Preparer

The InstallShield(R) Wizard will install Competition Entry Preparer on your computer. To continue, click Next.

WARNING: This program is protected by copyright law and international treaties.

< Back   Next >   Cancel

Competition Entry Preparer - InstallShield Wizard

Destination Folder

Click Next to install to this folder, or click Change to install to a different folder.

Install Competition Entry Preparer to:
C:\Program Files (x86)\Lancaster Photographic Society\Competition Entry Preparer\

Change...

InstallShield

< Back   Next >   Cancel

GETTING READY

The first time you run the application, you'll need to put in some information about you, and set up the details of the society competitions. It's all done automatically with just a few clicks, and you won't have to do the steps on this page again.

Welcome

Welcome to Lancaster Photographic Society's Competition Entry Preparation application

This application will help you prepare entries for submission to LPS competitions.

Don't forget: In order to enter images into competitions you'll need to be a currently-paid-up member of the society. Competitions aren't open to visitors.

This is the first time you have run the application. As it starts, it will create a working folder for you in your My Documents folder.

We'll need to get a little information to prepare. Would you like to begin now?

[Yes] [No]

You'll see this screen only on the very first time you run the application. Click the **Yes** button to get going.

Setup My Personal Details

We use your name and initials to identify you as the author of your competition entries.

Remember that you must be a currently paid up member of the Society to enter competitions.

Your name: Pomona Sprout

Your initials: PS

Your Society membership number: 987

[OK] [Cancel]

First job: Tell the application who you are, and your LPS membership number.

You'll only be asked this the first time you use the application, but you can change the details any time you like.
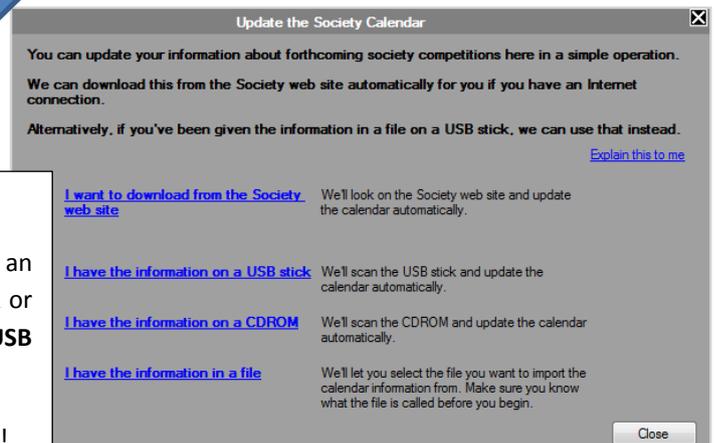
TIP: *Your membership number is on the front of your printed programme for the year.*

Import The Society Calendar

As this is the first time you've run this application, your next step needs to obtaining the Society Calendar, which has the details and dates of forthcoming competitions.

◆ If you have an Internet connection, we can get it for automatically from the Society's web site.

◆ If you don't have an Internet connection, you'll need the required files on a USB stick. The Competition S can arrange this for you.

[Yes] [No]

Click the Yes button to choose how you want to install the calendar now

Click the No button to do this at some other time. The application will close.

Now you need to set up the society calendar, which has the dates and details of all the year's competitions. It'll take only a couple of clicks!

You can use your Internet connection for this (the best way); or use the USB stick or CDROM you got the application on.

So click the **Yes** button, and now you'll see …

Update the Society Calendar

You can update your information about forthcoming society competitions here in a simple operation.

We can download this from the Society web site automatically for you if you have an Internet connection.

Alternatively, if you've been given the information in a file on a USB stick, we can use that instead.

Explain this to me

I want to download from the Society web site — We'll look on the Society web site and update the calendar automatically.

I have the information on a USB stick — We'll scan the USB stick and update the calendar automatically.

I have the information on a CDROM — We'll scan the CDROM and update the calendar automatically.

I have the information in a file — We'll let you select the file you want to import the calendar information from. Make sure you know what the file is called before you begin.

[Close]

… this form giving you the options.

Click on **Download from the society web site** if you have an Internet connection; otherwise make sure the USB stick or CDROM is online and click **I have the information on a USB stick** or **I have the information on a CDROM.**

And then all the work is done quite automatically for you!
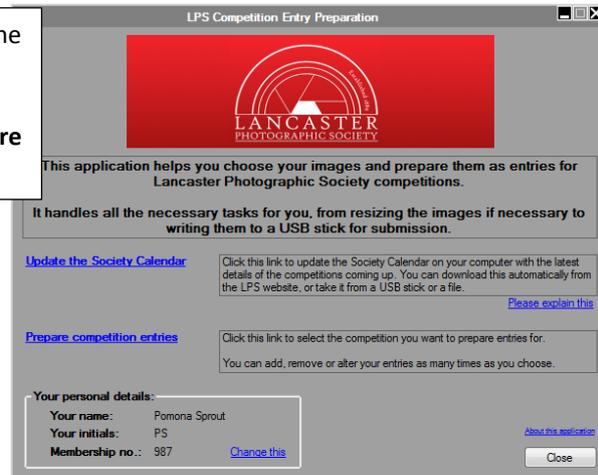
PREPARING FOR A COMPETITION

When you want to get competition entries ready, start up the application and follow the steps below.

You'll find it very easy to do – the application does all the hard work for you, so you can concentrate on the photography!

This is our main form, which can take you to all the things you need to do.

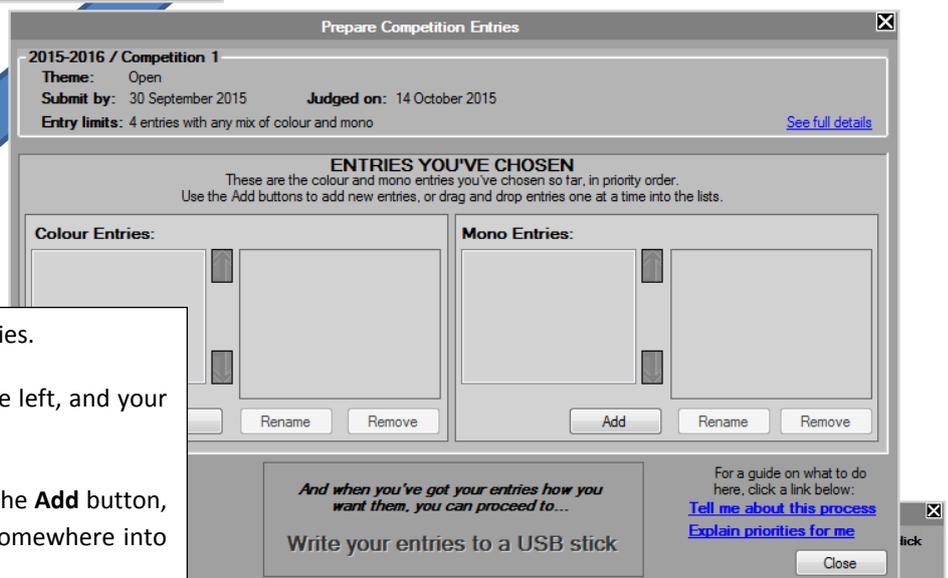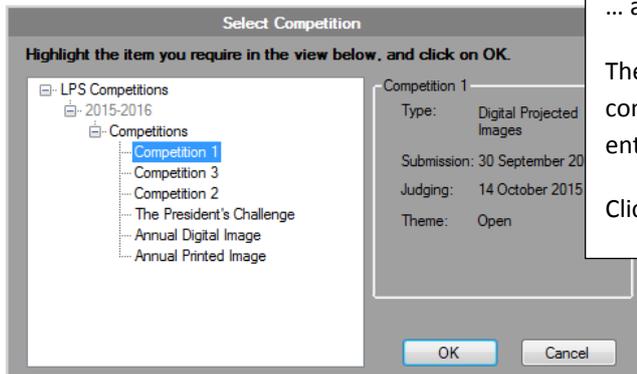To work on competition entries, click on **Prepare competition entries** …

TIP: You don't need to do all the work for a competition at once. You can close the application and resume as often as you like.

LPS Competition Entry Preparation

LANCASTER PHOTOGRAPHIC SOCIETY

This application helps you choose your images and prepare them as entries for Lancaster Photographic Society competitions.

It handles all the necessary tasks for you, from resizing the images if necessary to writing them to a USB stick for submission.

Update the Society Calendar — Click this link to update the Society Calendar on your computer with the latest details of the competitions coming up. You can download this automatically from the LPS website, or take it from a USB stick or a file.

Please explain this

Prepare competition entries — Click this link to select the competition you want to prepare entries for.

You can add, remove or alter your entries as many times as you choose.

Your personal details:
Your name: Pomona Sprout
Your initials: PS
Membership no.: 987 Change this

About this application

Close

… and select the competition from the society calendar.

The panel on the right tells you some details about the competition, including the last date for handing in your entries.

Click on **OK** when you've selected the competition.

Select Competition

Highlight the item you require in the view below, and click on OK.

- LPS Competitions
  - 2015-2016
    - Competitions
      - Competition 1
      - Competition 3
      - Competition 2
      - The President's Challenge
      - Annual Digital Image
      - Annual Printed Image

Competition 1
Type: Digital Projected Images
Submission: 30 September 20
Judging: 14 October 2015
Theme: Open

OK   Cancel

Prepare Competition Entries

2015-2016 / Competition 1
Theme: Open
Submit by: 30 September 2015   Judged on: 14 October 2015
Entry limits: 4 entries with any mix of colour and mono

See full details

ENTRIES YOU'VE CHOSEN
These are the colour and mono entries you've chosen so far, in priority order.
Use the Add buttons to add new entries, or drag and drop entries one at a time into the lists.

Colour Entries:

Mono Entries:

Rename   Remove   Add   Rename   Remove

And when you've got your entries how you want them, you can proceed to…

Write your entries to a USB stick

For a guide on what to do here, click a link below:
Tell me about this process
Explain priorities for me

Close

We've resized your original image to meet the competition rules
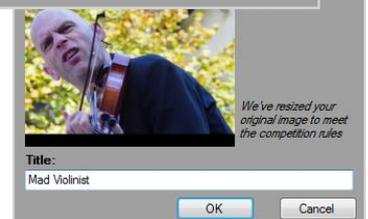
Title:
Mad Violinist

OK   Cancel

And here's the form where you add your entries.

You add your **Colour** entries in the box on the left, and your **Mono** entries on the box on the right.

Choose your images manually by clicking on the **Add** button, or drag and drop them one at a time from somewhere into the appropriate **Entries** list.

We'll ask you to give the image a title, and if the image is not correctly sized we'll do that for you.

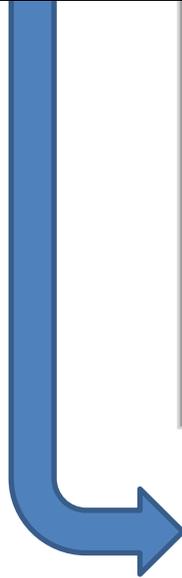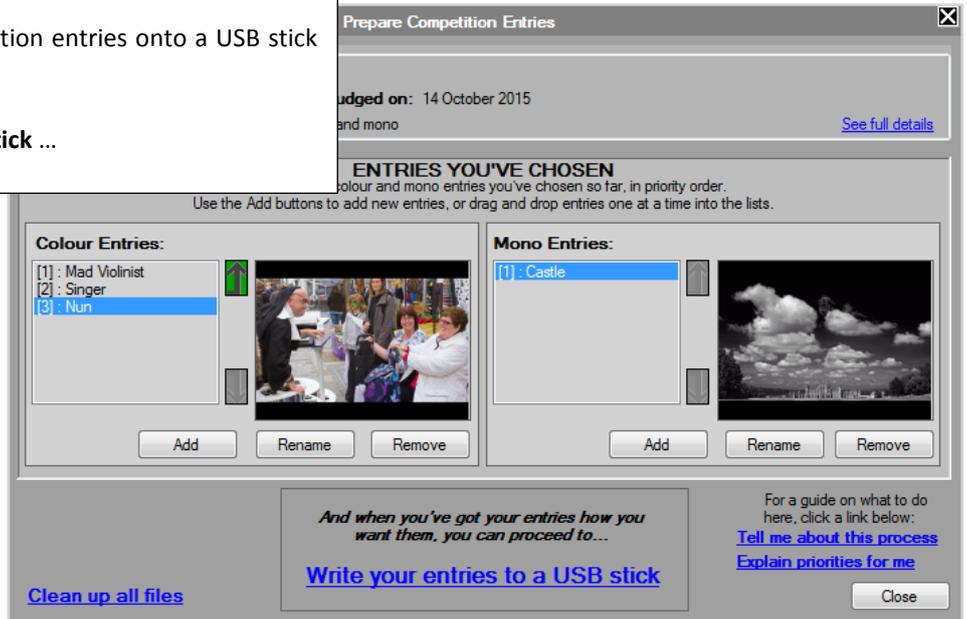You can add images, remove them or change their priority order until you're happy.

And when you're done, the form will look something like this, with your selected images in the lists with preview images.
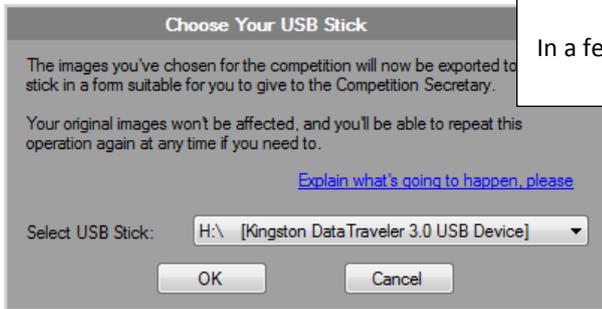
The final stage is to put your competition entries onto a USB stick to hand in.

Click on **Write your entries to a USB stick** …

Prepare Competition Entries

Judged on: 14 October 2015
and mono   See full details

ENTRIES YOU'VE CHOSEN
colour and mono entries you've chosen so far, in priority order.
Use the Add buttons to add new entries, or drag and drop entries one at a time into the lists.

Colour Entries:
[1] : Mad Violinist
[2] : Singer
[3] : Nun

Add   Rename   Remove

Mono Entries:
[1] : Castle

Add   Rename   Remove

And when you've got your entries how you
want them, you can proceed to…

Write your entries to a USB stick

For a guide on what to do
here, click a link below:
Tell me about this process
Explain priorities for me

Clean up all files   Close

… select the USB stick you want to use, and click on **OK**.

In a few moments, it will all be done!

Choose Your USB Stick

The images you've chosen for the competition will now be exported to
stick in a form suitable for you to give to the Competition Secretary.

Your original images won't be affected, and you'll be able to repeat this
operation again at any time if you need to.

Explain what's going to happen, please

Select USB Stick: H:\ [Kingston DataTraveler 3.0 USB Device] ▼

OK   Cancel

TIP: If you change your mind about the entries after you've done this, just go back, make the changes and then repeat the export to the USB stick. We'll remove what you did previously and replace it with your new selection.

HAVING PROBLEMS?

We don't expect you'll find any problems with the application. We've tested and used it on a wide variety of computers, but unexpected things do sometimes happen!

If you need assistance installing or using the application, then you can:

- Come and talk to us at any meeting
- Put a message on the Lancaster Photographic Society Facebook page
- Send an e-mail to info@lancasterphotographicsociety.org.uk

We'll be very happy to sort out any difficulties for you as soon as we can!