

## How to select “Best in Show” in a PDI exhibition

(PhotEx version 4.3 and later)

When you have completed the judging and assigned the awards for each class, use PhotExPresenter to create a virtual class containing all the images...

- Click “Combine classes” at the bottom of the first column of the PhotExPresenter main page
- Tick the classes in all the media tabs that you want to include in your assessment, and click Apply
- Select the “New” medium and class in the dropdown lists at the top, and give them a name of “combined”
- Leave “Remove old classes from the exhibition” set to “No”. Click “Combine”
- Assuming you are just selecting a winner,
  - Tick “Make virtual”
  - Click “Give Awards” and then “Define Awards”
    - In the Awards screen that appears
    - Click “New”
    - Add the name of your award
    - Leave “Award sequence” and “Points value” blank
  - Click “Apply” to return to the main screen

### To assign the award

- Click “Judge the exhibition”
- Select your new “Combined” medium and class
- Click “Assigning awards”
- Either
  - Click “Has award” in the center column and untick “Include commendeds” (this will select any image with a medal)
- Or
  - Click “Any” in the center column beside “Assigning awards”, click “Scores between” and enter the maximum score in both boxes (this will select all the top scoring images) or a suitable range. You can use “Show stats” to see the number of images in each band.
- Click “Show” and the images will appear on the lightbox.
- Assign the award in the normal way

Note – as the medium and class are “virtual”, they will no longer exist when PhotExManager is closed. However, the award will remain assigned to the winning entrant in its original class.

**Note: Items in red are critical**

