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## ADVANCED FILTERING

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## Introduction

Photo Supreme is a software designed for "Digital Asset Management." It allows you to organize your image files by categorizing them based on various details, including technical photo specifications and their location on your disk. In addition to these attributes, you can enhance your images with tags, descriptions, or custom information. While this process may seem time-consuming, the effort pays off as you'll enjoy numerous benefits once you've organized your files. With Photo Supreme, retrieving your images becomes quick and efficient, allowing you to search using various criteria or combinations.

This manual will introduce you to both basic and advanced filtering techniques for managing your image collections. A collection is created through a search operation and may consist of images that share the same Catalog Label, have identical ratings, or are simply gathered manually.

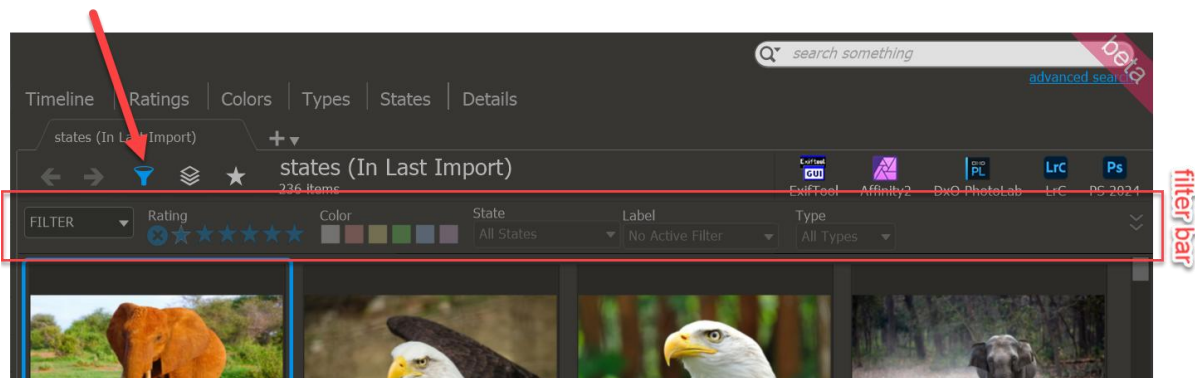
There are two ways of filtering:

1. Using the Filter Bar *The Filter Bar enables you to filter the set of images you've opened from your selection in the left Catalog Explorer.*
2. Using Catalog Filtering *By setting a Catalog Filter, you can narrow down the entire catalog to the specific portion you need. All the different Catalog Sections will be adjusted to meet the conditions of the catalog filter.*

## The Filter Bar

The Filter Bar is a part of the application's user interface that allows you to refine a set of thumbnails in the Collection Viewer. It provides quick access to essential filtering options, such as Ratings, Color Labels, and Catalog Labels.

Filtering is applied to the currently opened set of thumbnails. To get started, first select a Catalog Section at the top (like Categories, Portfolios, Folders, etc.) and then choose an item from the left side Catalog Explorer. This item can be a Catalog Label with many associated images. The selected item will then be displayed as thumbnails. To access the Filter Bar, click the Filter button in the toolbar of the Collection Viewer.



Most of the elements speak for themselves.



The Rating filter option lets you choose which ratings to include in your filter. The first cross icon represents the “Rejected” rating, the “empty” star indicates the “No Rating” option, and the other stars correspond to ratings from 1 to 5.

Click on a star icon to filter for all images that match that rating. You can select multiple ratings, and they will be combined in the filter. To filter a range of ratings (e.g., 1 to 4 stars), click the first rating icon, hold down the Shift key, and then click the 4-star rating icon.

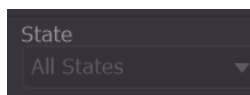
You can also select a rating and all higher ratings by holding down the Alt key and clicking a rating icon. For example, clicking the 3-star rating while holding the Alt key will filter for all images rated 3 stars and above. Clicking the first rating icon (star) will include all images that have no rating (0).

Clicking the rejected icon (cross) will include all images marked as “rejected.”

To remove a rating, click a selected rating star again.

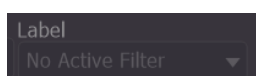


Color Label filtering operates similarly to rating filters, but it focuses on matching color labels. To use it, simply click on any color label or select a range by holding down the Shift key. To filter for a specific color label and all colors above it, hold down the Alt key while clicking the desired color label. Clicking the first, empty color will filter for all images that do not have a color label assigned.



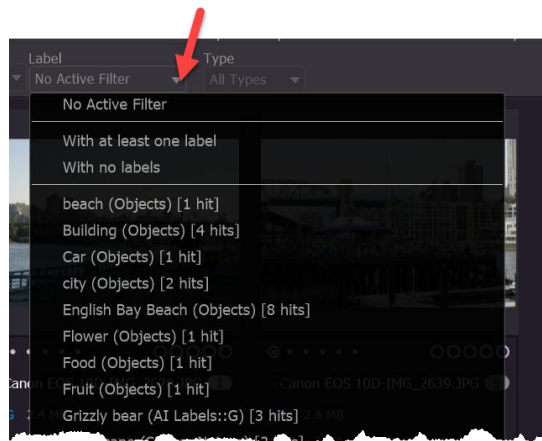
The State filter dropdown lets you filter by available states. When you open the dropdown, you can choose which state to include in the filter.

**Tip:** To invert the results, hold down the Alt key on your keyboard while selecting a state. For example, Alt+Click on “Bookmarked” will filter for “Not Bookmarked.”



The Label filter dropdown enables you to filter by catalog labels. When you open the dropdown, you’ll see a list of all catalog labels associated

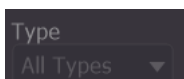
with the images in the Collection Viewer.



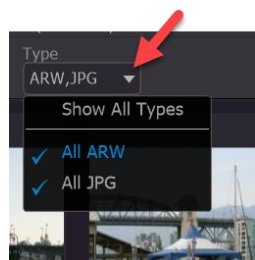
- The first option in the dropdown, "No Active Filter," allows you to reset the filtering on catalog labels.
- Next, there are two options: one filters for all images with at least one label assigned, while the other filters for images with no labels assigned.
- The subsequent entries will display every catalog label used in the current set of images.

By selecting a catalog label, it becomes part of the filter and is marked with a checkmark. Clicking it again will remove it from the filter. While you're selecting catalog labels from the list, the dropdown remains open, allowing you to choose multiple labels. The filter updates immediately as you add labels to your selection. You can close the dropdown by pressing the Escape key.

**Tip:** To exclude a catalog label, hold down the Alt key while selecting it. For example, Alt+Click on the catalog label "Paris" will filter for "Not Paris."



Filtering by Type allows you to include images with a specific file extension. When you click this option, a dropdown will display all the file extensions present in the current set of images.

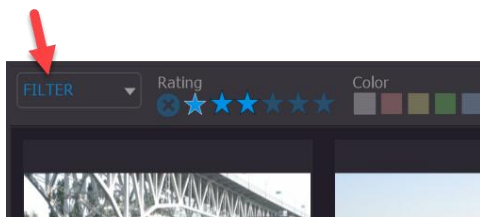


- The first option, "Show All Types," will remove any previously selected extensions from the filter.
- The following entries will vary, as only the extensions present in the current set of images will be displayed. Click on one or more extensions to include them in the filter; selected types will be marked with a checkmark. Clicking a selected type again will deselect it.

**Tip:** To exclude a file type, hold down the Alt key while selecting it. For example, Alt+Click on "All JPG" will filter for "Not JPG."

### Resetting a Filter

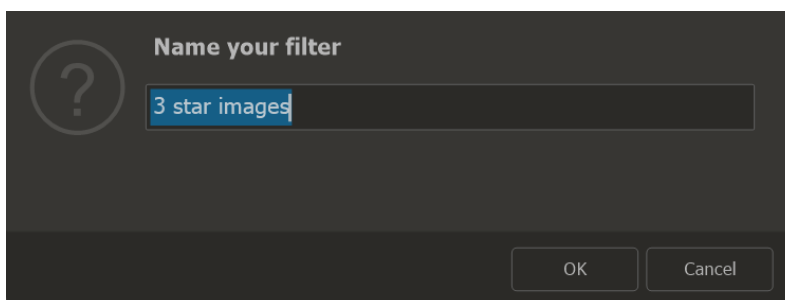
When a filter is active, the "FILTER" button will have a blue caption color, indicating that filtering is in effect.



To completely reset a filter, open the FILTER button dropdown and select "Reset Filter." This will remove all previously selected filter options, restoring the full set of images for display.

### Saving a Filter

At times, you may find it necessary to use the same filter conditions repeatedly, which can become tedious. To save your current active filter, click the FILTER button and select "Save current filter." You'll then be prompted to name your filter—choose a meaningful name that reflects its purpose.

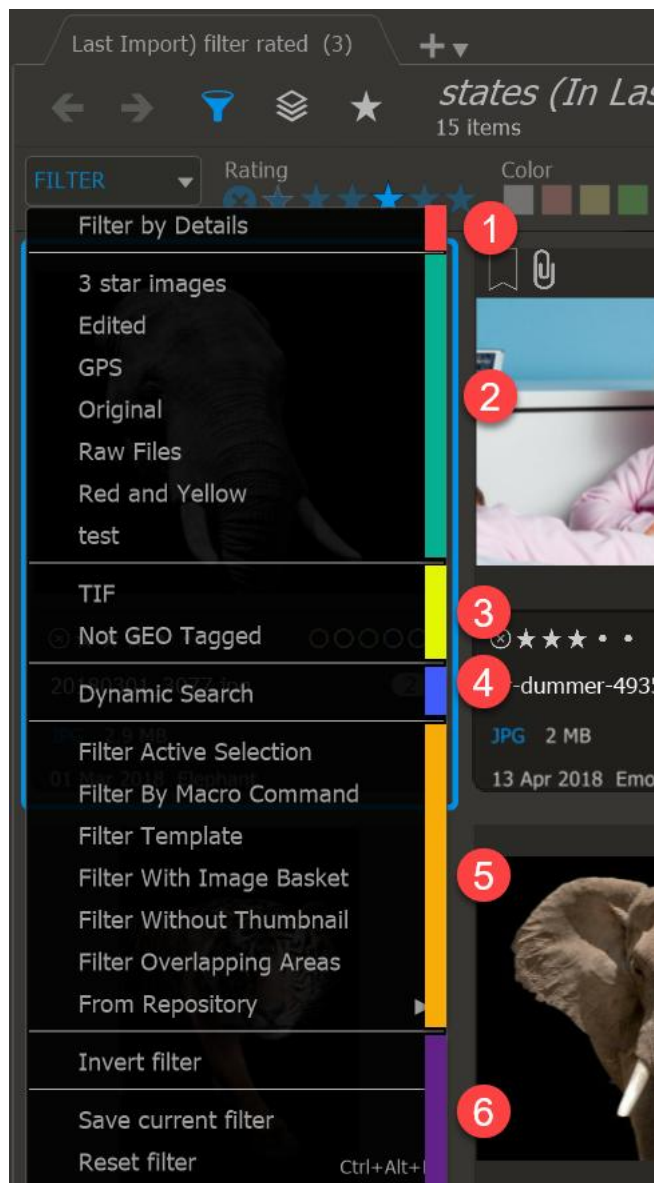


From now on, you can simply select the saved filter from the FILTER button dropdown. The stored filter will be loaded and applied to the active set of thumbnails.

**Tip:** Right-click on a saved filter to delete it.

## The FILTER button dropdown

The FILTER dropdown is organized into sections, and during your first use, you might not see all the sections displayed if they are not applicable (for example, if you don't have any saved filters yet).



1. Use "Filter by Details" to create a filter using advanced search criteria.
2. These are your Saved Filters, which means the names displayed here correspond to the filters you have previously saved.

**Tip:** right click on a saved filter to delete it.

3. These entries enable quick filtering of your personal Favorites. The items in the **Favorites** section are also shown here, providing powerful filtering options. Note that favorites included in this list are brought together from many different areas, such as

folders, catalog labels, and more. You can save even the most advanced combinations as favorites, allowing for nearly limitless usability when applying these favorites as filters.

4. If you have any conditions set in the **Dynamic Search** section, you can select them from here.
5. These are **Filter Scripts**. A filter script is a small program that determines whether an image should be included in a filter. Photo Supreme comes with several Filter Scripts, including the powerful “Filter by Macro Command” script. This item allows you to select Filter Scripts from the Repository
6. These are additional **filter commands**. They are:
  - . **Invert Filter**: this will show you all images that are NOT in the filter conditions.
  - . **Save current filter**: this allows you to store the current active filter for future use. Saved filters appear in the 1<sup>st</sup> section.
  - . **Reset filter**: remove all filter items and show all images.

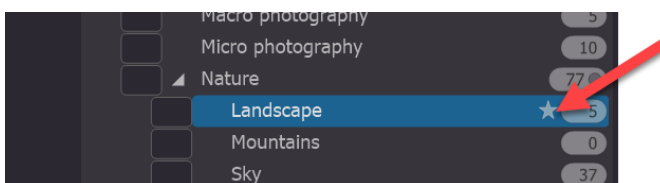
## Filtering with Favorites

Favorites are one of the most powerful features offered by Photo Supreme. You can turn virtually anything you see on-screen into a “favorite,” including catalog labels, categories, catalog states, ratings, color labels, file paths, metadata occurrences, and more. Even better, you can create various combinations of these elements and save them as Favorites. Favorites can also encompass free text search strings and active filter conditions.

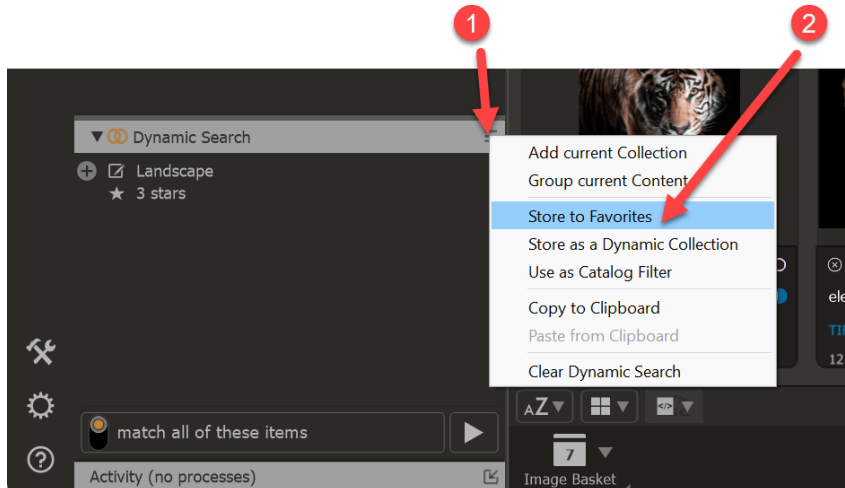
In the context of this document, it’s important to note that anything you designate as a Favorite can also be used in filters, regardless of how complex your favorites may be. Understanding this capability opens a whole new range of possibilities for finding your images.

While there are several ways to create favorites, this manual will not cover the full details of the process. Here are a few methods for creating a favorite:

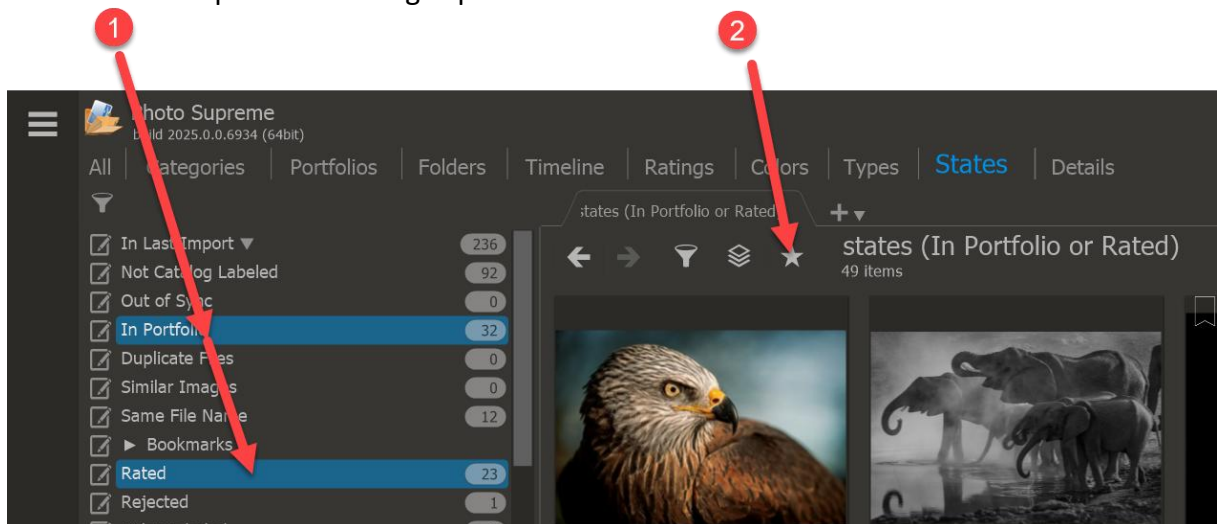
1. Click the “star” icon that appears when you hover over any entry in the Catalog Explorer. This can include a Category, Catalog Label, Portfolio, Collection, Rating, Catalog State, Timeline item, Version Placeholder, and more.



2. Create a Dynamic Search and save it as a Favorite. The advantage of Dynamic Search is that you can build your search operation easily by dragging items from the Catalog Explorer to the Dynamic Search section.



- Use the “Favorites” button to save your selections. You can perform any search operation, such as using Dynamic Search, the Search Bar, or by selecting items in the Catalog Explorer while holding down the Ctrl/Cmd key. Anything shown in the Collection Viewer can be instantly marked as a favorite—just click the Favorize button at the top of the Catalog Explorer.



Once you have defined one or more favorites, they will automatically appear in the FILTER dropdown of the Filter Bar. This means that regardless of how complex your Favorite is, you can easily use it as a filter condition.

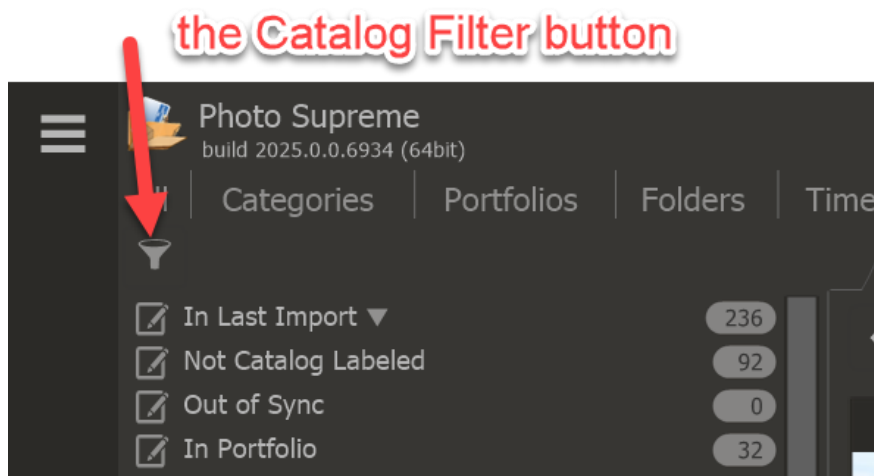
## Catalog Filtering

Until now, all filtering has focused on narrowing down the active set of thumbnails. However, Photo Supreme also offers Catalog Filtering. When you apply a Catalog Filter, it affects the entire application, meaning that everything you see will comply with the active Catalog Filter. For example, if you create a Catalog Filter that displays only your RAW file extensions, the Catalog Explorer (the tree on the left side) will only show relevant entries



that match this filter. You won't see other extensions, and the counts will be limited to those that apply to the filter. The Timeline will only display entries and counts that correspond to the defined filter. This allows you to work with subsets of the catalog easily, without being distracted by other data. You can observe the distribution of subsets in the catalog, both timeline-wise and in terms of image details/metadata or catalog label assignments.

Defining a Catalog Filter is like creating a Dynamic Search (see the Searching manual). By adding items to the catalog filter, you are dynamically constructing the filter. Adding items to a filter is as simple as dragging them from the Catalog Explorer to the Catalog Filter button or area. You can find the Catalog Filter button, represented by a funnel icon, above Catalog Explorer.



After clicking the Catalog Filter button, the Catalog Filter panel will appear. You can drag items from the Catalog Explorer to the Catalog Filter area, and as soon as you drop an item, it is applied to the filter instantly.

Here's a screenshot showing a filter that includes the 2020 Timeline item, making it easy to review the technical details for that year. Another screenshot displays the timeline distribution for all photos taken with Canon cameras.

