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## CATALOGING

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# Introduction

Photo Supreme is a digital asset management software designed to help you organize and manage your image, video, and other media files. It categorizes files based on their available details, including technical photo specifications and their storage location on disk. In addition to these properties, you can tag images, enrich files with descriptions, and add custom information. While this process may seem time-consuming, the benefits are significant once it's complete. With Photo Supreme, you can quickly locate image files using various criteria and combinations.

Think of Photo Supreme as the hub of your image workflow. It enables you to import new image files, manage and organize them into Portfolios, edit them using third-party applications, and share them on your preferred photo-sharing sites.

This manual covers the concept of cataloging, how to import images, access your cataloged files, understand the Catalog Labels concept, and work with descriptive metadata.

## Cataloging Concept

### What are Assets and what is Metadata?

Cataloging refers to the process of creating a list for inclusion in a catalog. In asset management, a catalog serves as a reference index that helps you organize, manage, and retrieve your assets.

Typically, you will use Photo Supreme to manage images and related files. This software can handle both image and non-image files, such as videos, text documents, and other types of files. Therefore, the term "files" is more accurate for describing the assets managed in Photo Supreme. In this document, we will refer to "images," but this can be substituted with any file type you wish to manage with the software.

Your images possess attributes, properties, and characteristics. Examples of these attributes include the file name, file size, and the folder on your disk where the file is stored. When you capture an image with your digital camera, it not only saves the image pixels but also records descriptive information about the technical aspects of the image. These technical details, known as Exif data, typically include information such as the camera brand, model, recording date, pixel dimensions, aperture settings, focal length, lens model, lens range, and more. These also qualify as "attributes" of your asset. Some cameras equipped with GPS chips automatically embed GEO coordinates into the image file, sometimes including location details such as the country and city.

Photo Supreme simplifies the management of these attributes for your assets (images, videos, etc.). The collection of attributes from your assets is referred to as "metadata". Metadata is the general term used to describe this information. In simpler terms, metadata encompasses the set of attributes that define your asset; for example, the title of an image is a common type of metadata.

## Catalog

A Catalog serves as a reference index for organizing, managing, and retrieving your assets. Photo Supreme utilizes a database system for this purpose, which can be either SQLite or, for the Server Edition, SQLServer or PostgreSQL. Each of these database systems supports virtually unlimited file sizes, with all limits being theoretical. A Photo Supreme Catalog consists of two databases: the Catalog Database, which stores all the attributes of your images, and the Thumbs Database, which contains smaller versions (thumbnails and previews) of the images in the Catalog Database.

When you add assets (images) to your catalog, you are indicating to Photo Supreme that you want to manage those files. Many attributes of the images are then extracted and added to the catalog from the files, including file system details, file specifics, and technical details (Exif/GEO location). Additionally, any pre-existing descriptions, such as XMP or older IPTC metadata, can be imported into the catalog.

After importing images into the catalog, you can utilize various features to organize them into Portfolio albums, manage the images by adding metadata like keywords and titles, and employ advanced search functionalities for retrieval. Once your images are in the catalog, Photo Supreme allows you to further enhance or extend the metadata associated with your images.

## Asset Management Software vs. File Browser Software

A file browser allows you to manage image files located within a specific folder on your system. The simplest form of a file browser is the one provided by your operating system, such as Explorer for Windows or Finder for macOS. There are also various photo browsers that enable you to work with photo files within a folder. However, a limitation of file browsers is that they operate within a single folder, meaning you cannot combine results from different folders. For instance, you can't view all 5-star images across various folders; you would need to check each folder individually. Essentially, with a file browser, the focus is on the files themselves.

In contrast, Photo Supreme, as an asset management software, depends on its Catalog database to function. This means it presents you with image files that are stored in the Catalog. In asset management software, the primary reference point is the Catalog itself.

In simpler terms, Photo Supreme is not bound by the constraints of the file system.

One potential downside of using asset management software is that you first need to import the images for the software to recognize them. However, the time spent on this initial import is quickly compensated for by the time saved in the future when browsing through cataloged images.

Since Photo Supreme is not limited by the file system, it provides two significant advantages:

1. **Powerful search capabilities:** You can query information about all images in the catalog.
2. **Flexible organization options:** You can group images from completely different folders, across various media types, and even from disconnected media.

## Import to the Catalog

The process of adding images to your catalog is referred to as "importing" or "ingesting". During the import, you can either bring in existing images from a disk or copy files from a source folder to a target folder before importing them. You always retain control over where your images are stored on the file system, as the catalog contains references to the files on disk.

There are two types of import operations:

1. **Import files that are already in their designated folder** (the files are already located in the correct folder on disk).
2. **Import files that are copied to their designated folder** (the files need to be moved to the correct folder on disk before being imported).

In the most basic import scenario, the process will result in the following:

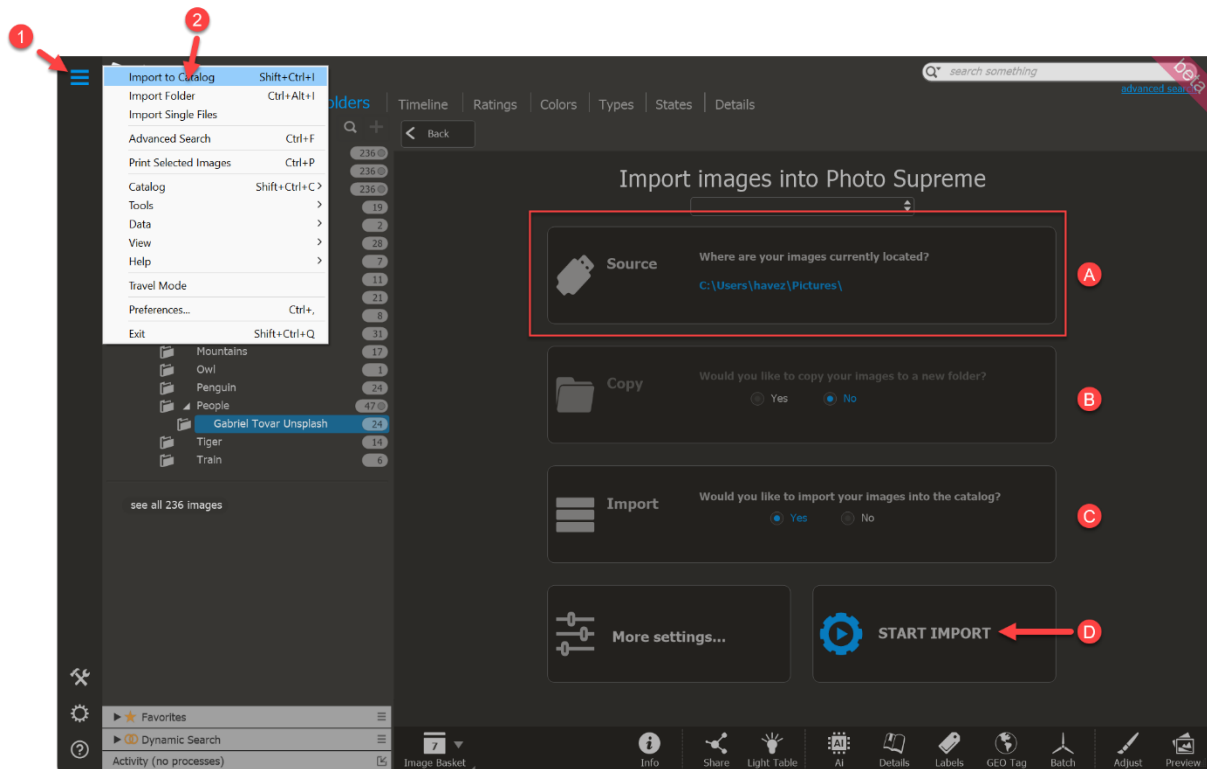
- The folder is defined in the catalog.
- The folder details are recorded (including the disk name and unique serial number).
- The file is registered in the catalog.
- The attributes of the file are read and stored.
- Optionally, any pre-existing descriptive metadata (such as IPTC/XMP) is imported into the catalog.
- Optionally, existing keywords are converted into catalog labels.

## Import files that are already in their designated folder

In this scenario, you have files that are already located in their final folders on disk. This could be your existing image archive, which is organized into folders. By importing these files into the Catalog, their physical locations remain unchanged; no files are copied, moved, or deleted.

When you first perform an import, it's advisable to start with a small subset of images rather than attempting to import *all* your image files at once. Take some time to familiarize yourself with the importing process and understand what the results will be in the catalog. To do this, create a test folder and copy a representative selection of images into it. For testing purposes, it's recommended to copy a few hundred images.

To import your test set, open the Hamburger Menu and select the “Import to Catalog” option.



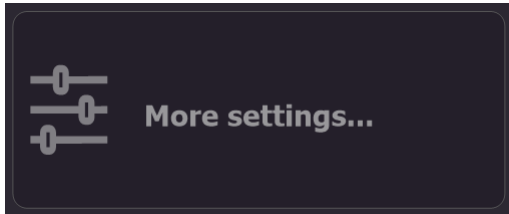
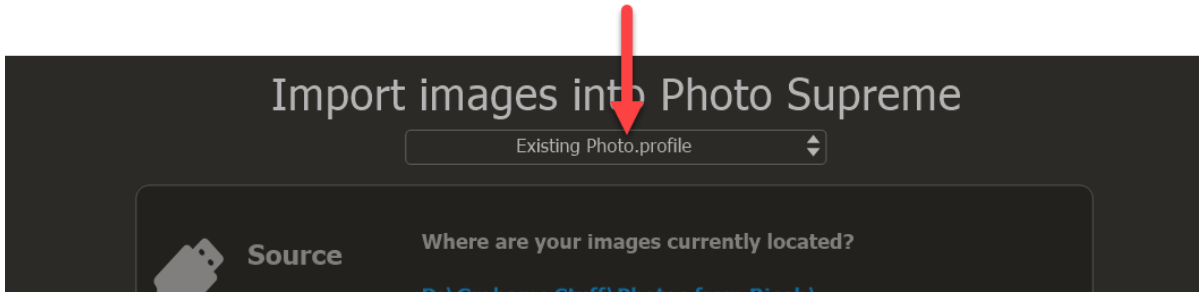
To quickly import images, follow these steps:

- A. **Select a source:** Click the first button and choose the source folder, which will be the test folder you just created.
- B. **Ensure copying is disabled:** Since you don't want to copy the images to a new destination, make sure the Copy feature is set to OFF by selecting the “No” button.
- C. **Import the images into the catalog:** Confirm that you want to import the images into the catalog.
- D. **Start the import process:** Initiate the import.

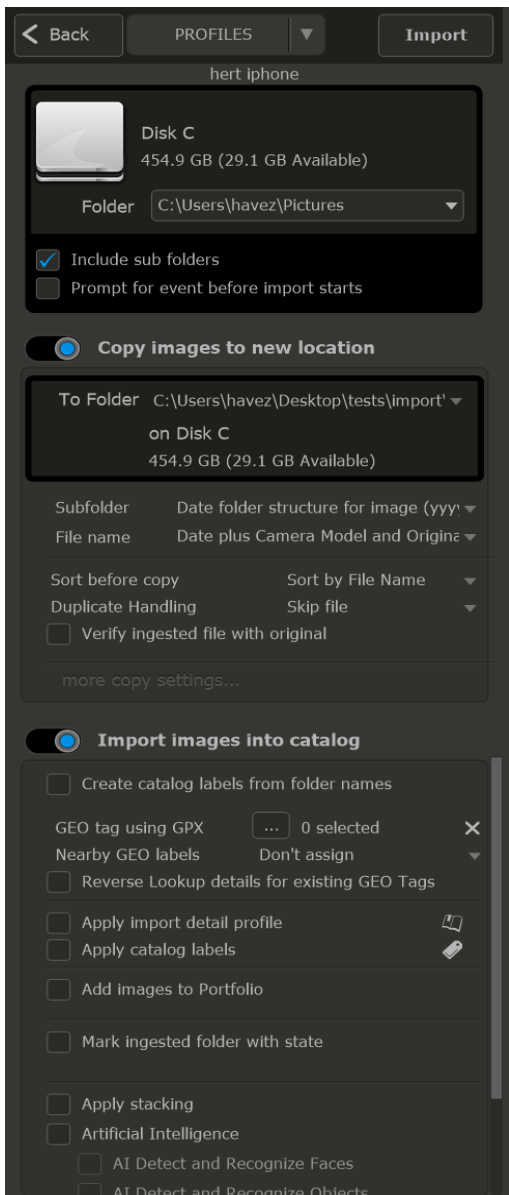
The import process will now begin, and your images will be defined in the catalog. The existing attributes (metadata) of the images will also be imported, and any existing keywords will be converted into Catalog Labels.

At the top of the Import dialog, you'll notice that a profile is selected. You have the option to customize the import process to suit your personal needs and save this configuration as

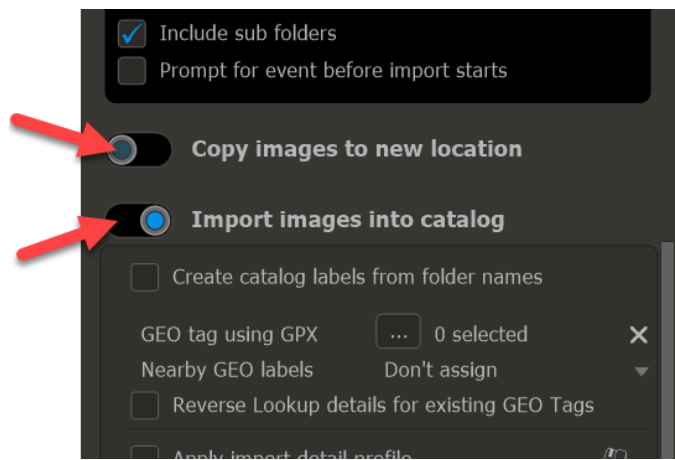
a profile. You can then select this profile from the dropdown menu.



To create an Import Profile, you would have to open the full import dialog. Do this by clicking the lower left button “More Settings...”. That will open the full Import panel, where you can tweak every aspect of the import process.



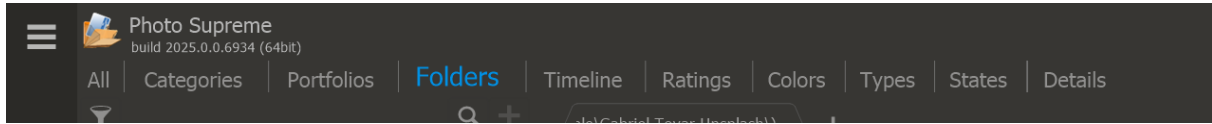
The profile you selected on the previous screen is now loaded. The first decision to make is whether you want to “Copy images to a new location” and/or “Import Images into the catalog.” You can toggle these options on or off by clicking the lever buttons.



Use the Tips system (click the ? icon in the main application’s side bar) for a description of each field.

## Browsing the Catalog

Once you have imported a set of images into the catalog, you can begin browsing them. Since Photo Supreme is not restricted by the file system, you have multiple options for accessing your images. The Catalog Bar offers several sections to facilitate this browsing experience.



The Catalog Sections are:

**All** This provides a central view of the various Catalog Sections all in one place. In the “All” section, you can expand different nodes from multiple sections.

**Categories** Once you begin cataloging, you'll start adding tags (Catalog Labels) to your images, which can be organized into Categories.

In this section, you can explore the hierarchical structure of catalog labels and browse through all the images assigned to the various labels. The top level is referred to as "Categories," while all lower levels are called "catalog labels." Categories serve as the primary divisions for your catalog labels, such as People, Objects, or Styles. Each catalog label within a Category can be further subdivided into one or more sub-catalog labels, and those can be divided into additional labels, and so on.

**TIP:** Click the counter icons to view a hierarchical list of a Category or any lower-level Catalog Labels.

**Portfolios** Portfolios provide an organizational structure that allows you to create selections of images known as Collections. Collections consist of a set of images that you want to keep together and can be further divided into sub-collections. These Collections are stored within a Portfolio Album. In real life, you might have several photo books, with each book containing chapters of photos. For example, a photo book documenting a world trip would have a chapter for each country you visited, with each chapter showcasing the photos from that country.

In Photo Supreme terminology, the photo book represents a Portfolio Album, while the chapters in that book are the Collections. Each Collection is where you gather your photos.

The Portfolios section allows you to access your Portfolio Albums and navigate their hierarchical organization.

Organizing images into portfolios enables you to create a structured grouping of images that you want to keep together. While this may sound like catalog labels, the key difference is that portfolios allow you to make selections. For instance, you might have a catalog label called "Holiday

2024," but you could also create a Portfolio Collection for it that only includes your best images from that trip. This way, when a friend visits, you can showcase your "best of" collection. Additionally, you can create portfolios for your online image archives, which typically represent a subset of your complete collection.

Some examples include a portfolio for your website images or a portfolio for your client projects organized by year.

**TIP:** click the counter icons to get a hierarchical result of a Portfolio or lower leveled Collection

### Folders

As images are added to your catalog, Photo Supreme records their physical locations on your storage drives and retains this information in the catalog database. This feature allows you to browse the folder structure of a specific drive, even if that drive is not currently connected to your computer.

Accessing the Folders section provides you with the folder structure as it exists in the catalog. By using this section, you can mimic the file system. The folders are displayed hierarchically, allowing you to expand or collapse folder nodes to view subfolders (if they exist). When you select a folder, the images contained within it will be loaded into the Collection Viewer and displayed as thumbnails.

**TIP:** click the counter icons to get a hierarchical result of a Folder or lower leveled sub folder

### Timeline

In the Timeline section, you can browse your Catalog based on the dates of your photos. This feature offers a drill-down structure that allows you to navigate from year to month and then to the specific day of the month.

### Ratings

In Photo Supreme, every image can be assigned a rating. This rating is a score that you give to each image, which can be 0, 1, 2, 3, 4, 5, or marked as "rejected." Typically, a "1 star" rating signifies a lower quality image compared to a "5 star" rating, while a "rejected" rating indicates that the image is not worth keeping.

In this section, you can browse your catalog according to these ratings.

### Colors

In addition to ratings, you can assign a Color Label to each image. A Color Label serves as a marker that you can use to indicate a specific purpose. For example, you might use a red color label for images you want to delete and a green one for images you want to keep. It's entirely up to you how you set this up, so try to create a color label system that helps you effectively catalog your images.

In this section, you can browse the catalog based on these color label assignments.



Here are some examples of color labels you might use:

- **Red:** Ready for the trash bin
- **Yellow:** Your Pick
- **Green:** Customer Pick
- **Blue:** Ready to print
- **Purple:** Temporary tag

Once you decide what each color represents in your workflow, you can define custom captions for each color. To do this, go to the application's Preferences, open the Catalog section, and then select "Color label names."

<b>Types</b>	Files have specific file extensions, such as JPG, CR3, NEF, or HEIC. These file extensions indicate the format of the file. In this section, you can browse the catalog based on these file types or extensions.
<b>States</b>	Photo Supreme maintains several states for your images. This section includes entries that display all images that are catalog labeled, bookmarked, rated, GEO tagged, and more. The Catalog States feature provides a quick overview of the organization status of your images in the catalog, making it a valuable time-saver.
<b>Details</b>	Images contain metadata that includes a wealth of information. This metadata can be technical (such as the focal length used) as well as descriptive (like the appropriate caption for the image). In this section, you can explore the detailed metadata of your images.

## Keywording and Catalog Labels

### *What is keywording and what are Catalog Labels?*

Keywording involves enhancing images with descriptive "tags" that identify the image's content. Think of it like attaching Post-It notes to your images. For example, you might add tags for the people in the image (like Simon and John), objects (such as Car and Tree), landmarks (Statue of Liberty), locations (New York), styles (Macro), emotions (Happy), and more. The extent of keywording depends on your needs: the more tags you add, the more effort it requires, but it also makes it easier to accurately identify and find your images. In Photo Supreme, this process is done through Catalog Labels, which serve as "tags" to describe the images.

How do Catalog Labels differ from keywords? Keywords are stored as part of the image's metadata and consist of a flat list of strings. Managing a large list of hundreds or thousands of keywords can be overwhelming. To solve this, Photo Supreme introduces Catalog Labels, which are database tags that can be organized hierarchically and enhanced with additional features. Essentially, Catalog Labels are like advanced keywords. While Catalog Labels are written as keywords by default, they can also be configured to exist solely within the database.

Catalog Labels offer more flexibility than keywords because they can be made "intelligent". For instance, you can configure a label to automatically assign higher-level labels. If you assign the label "Statue of Liberty," the system can also automatically tag it with broader labels like "Statues" and "Artwork." This ensures consistency in your catalog without extra effort.

Catalog Labels can also apply specific metadata when assigned. For example, you can create Catalog Labels for each photographer you work with, and these labels can automatically add that photographer's contact details to the image's metadata. If the contact information changes, you only need to update the Catalog Label once, and it will update the metadata for all relevant images.

While organizing images with Catalog Labels in Photo Supreme is useful, you don't want to rely solely on the software for your data. That's why Photo Supreme allows you to write the catalog information back into the image's metadata. This ensures that the data travels with the file, giving you more flexibility and independence. All Catalog Labels assigned to an image can be embedded in the file itself, maximizing interoperability and ensuring your catalog data remains portable.

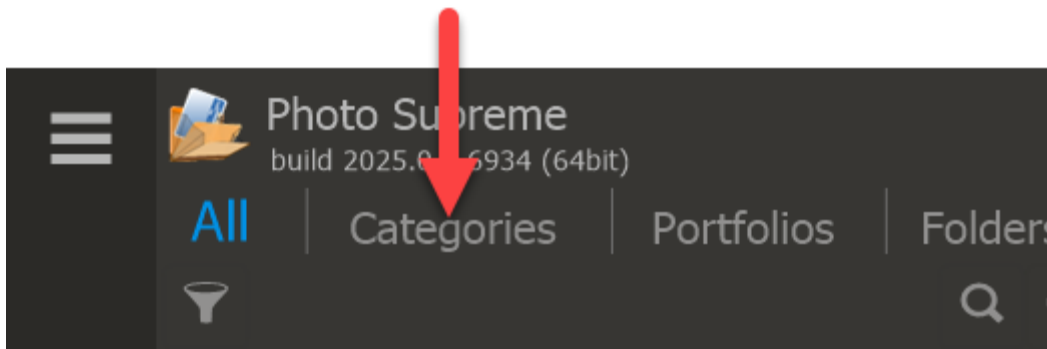
## Creating Catalog Labels

This document cannot prescribe how you should build your catalog or what the most appropriate catalog labels are for your images. The key to creating a strong Catalog Structure is to design one that fits your specific needs or field of work. The best way to do this is by determining the criteria you'll use to search for your images.

As mentioned earlier, Catalog Labels can be organized hierarchically. Each label can be broken down into sub-labels, and those sub-labels can have their own sub-labels, creating multiple layers if necessary. However, it's important to note that such detailed breakdowns aren't required. The entire system of hierarchical Catalog Labels is referred to as the Catalog Label Structure, or simply the Catalog Structure.

Before setting up your own Catalog Structure, here's a tip: start with a minimal number of Catalog Labels and let your collection grow as needed. Create new labels only when they become necessary. You can always reorganize labels later, moving them into different categories or merging duplicates that represent the same concept.

To build your catalog structure, go to the "Categories" section in the Catalog. You can access it by clicking on it in the Catalog Bar.

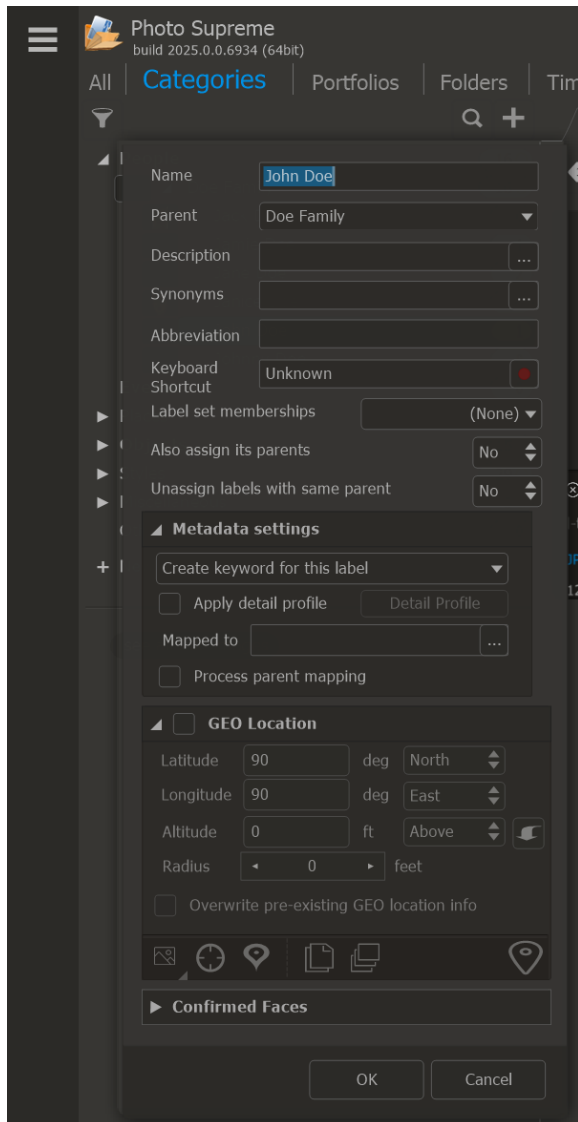


Upon initial installation, the application includes some pre-created Categories and Labels. A **Category** serves as the top-level container for your catalog labels. You can define as many Categories as you need or rename the existing ones. However, keep in mind that certain Categories have specific functions within the software. If you choose to rename these, be aware that the software will still use them for their original purpose.

For example, the Category "Places" is designed to store geographical information. Renaming it to something like "People" wouldn't make sense, as the labels within that Category would still be written to the geographical metadata fields of your images.

Categories with special functions include:

<b>People</b>	Catalog Labels in this Category are linked to the "PersonInImage" metadata field and will be exchanged with it.
<b>Events</b>	Catalog Labels assigned to this Category will be stored in the "event" metadata field. Note that if multiple Event labels are assigned, Photo Supreme will map the highest-level label to the "event" metadata field.
<b>Places</b>	This Category is used to maintain geographical hierarchies.
<b>Objects</b>	Catalog Labels in this Category are linked to the " ArtworkOrObject" metadata field and will be exchanged with it. Automatically detected Objects or Landmarks, based by Artificial Intelligence with Google Vision, are places in this category.
<b>Miscellaneous</b>	During import, pre-existing keywords are read, and a Catalog Label is created for each keyword. If a keyword cannot be linked to an existing top-level Category, such as when there's no hierarchical keyword information, it will be imported as a Catalog Label in the Miscellaneous Category. After the import, you should organize this Category by moving the labels to more appropriate Categories.



To create your first Catalog Label:

1. Select the appropriate category (e.g., Events).
2. Press [Insert] or right-click on the Category and choose "Add Item".
3. Enter the details (for 90% of Catalog Labels, just a name is sufficient).
4. Save your new Catalog Label by clicking the "Apply" button.

To create a sub-level under an existing Catalog Label:

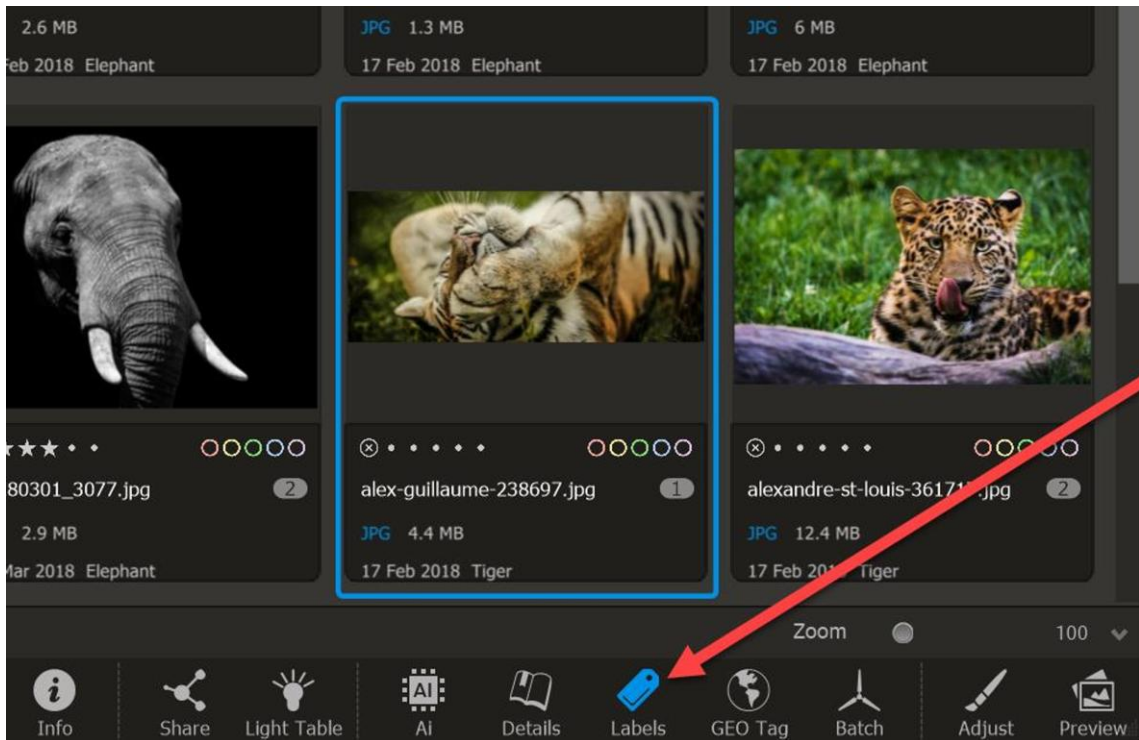
1. Select the label.
2. Press [Insert] or right-click on the Category and choose "Add Item".
3. Enter the details (usually, just a name is enough).
4. Save your new sub-Catalog Label by clicking the "Apply" button.

Once again, begin with a small number of Catalog Labels and allow your structure to expand gradually as needed.

**TIP:** use the Tips System from the help (?) icon for an explanation about the individual fields

## Assigning Catalog Labels

Now that you have established a Catalog Structure, or at least a portion of it, you can begin assigning these Catalog Labels to your images. This is done in the Label Assignment Panel, which can be accessed by clicking the Labels button in the Command Bar located below the thumbnails.



### Sections in the Label Assignment Panel

The Label Assignment Panel is divided into sections. The top section shows the catalog labels assigned to the currently selected set of images (thumbnails).

#### **RECENTLY USED**

*This section displays the catalog labels that you have used recently. You can adjust the number of catalog labels shown here by configuring the application's Preferences. To do this, go to Catalog -> Number of "Recently Used" items.*

#### **FAVORITES**

*This section contains the catalog labels that you have marked as favorites. You can add a label to your favorites by either dragging it into this section or by clicking the star icon next to the label in the Catalog Explorer (CATALOG -> By Category). Note that when you define a catalog label as a favorite, you also add that label to the Favorites dropdown for use when filtering your catalog.*

#### **SUGGESTED**

*This section features a set of labels that Photo Supreme recommends to you. The catalog labels displayed here are based on how frequently they are used in combination with the labels you have already assigned.*

#### **VISION AI LABELS**

*This section includes catalog labels suggested by artificial intelligence (AI) from Google Vision. Photo Supreme utilizes Google Vision to identify potential catalog labels for your images. To enable Google Vision, you need to set up your Google API key in the*

**NEARBY LABELS**

*Preferences under the "Other" section. Instructions for setting up your Google Account can be found in the Quick Manual on that topic. If you utilize GEO tagging, your image may contain GEO coordinates in its metadata. You can also define GEO coordinates for a catalog label. The NEARBY LABELS section will display all catalog labels that have GEO coordinates close to those of the selected image(s).*

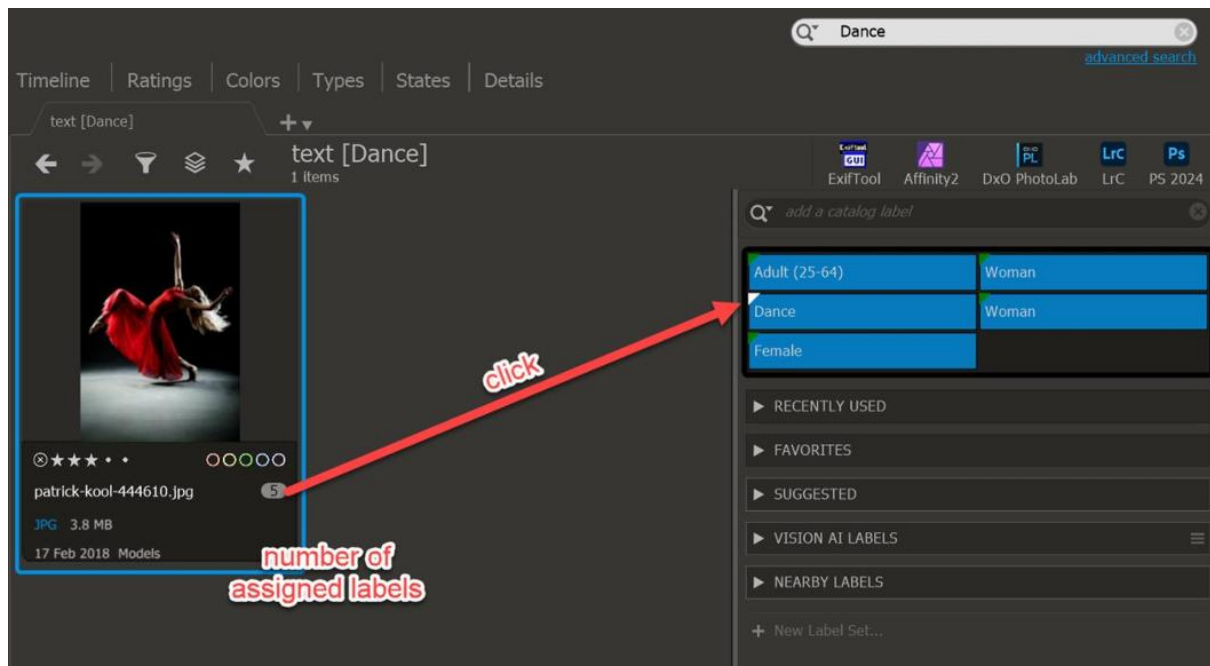
## Assigning Catalog Labels

The Label Assignment panel operates based on the current selection, meaning it displays, assigns, and removes Catalog Labels for the thumbnails currently selected in the Collection Viewer. For images that already have assigned Catalog Labels, the labels assigned to all selected images will appear in blue (in Dark Theme). Labels assigned to only some images in the selection will be shown in orange (in Dark Theme). By clicking an orange box, you can assign that label to all selected images, which will then change to blue. Clicking the label again will change it from blue to gray, unassigning it from all images.

The color-coded triangle in the upper left corner of a label in the Label Assignment Panel indicates the category to which the label belongs. You can modify the color for a category by editing its details in the Catalog Tree (right-click -> Edit Category). The background color you set there will be used as the triangle color.

**TIP:** When you click an orange box, it will turn blue (in Dark Theme). However, by holding down the Ctrl key (or the Cmd key for macOS users), you can instantly change the box to gray, which means it will be unassigned from all selected images.

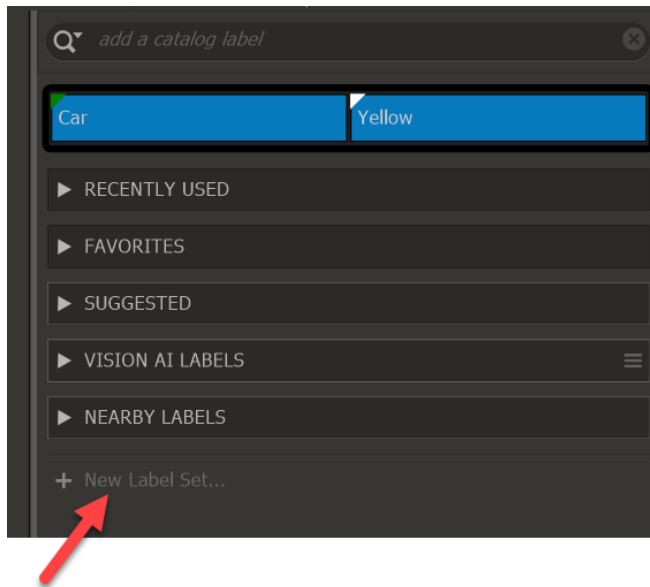
Assigning a new label is easy: just type the Catalog Label name in the search field of the Label Assignment Panel and select the appropriate label from the drop-down list. If no matching label is found, you can create a new label on the spot.



**TIP:** You can check your cataloging workload by opening the States section (click on States in the top Catalog Bar). From there, select the "Not Catalog Labeled" state.

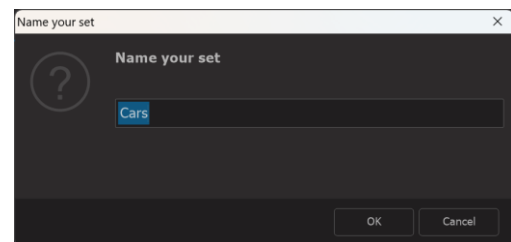
### Working with Label Sets

Label Sets are collections of catalog labels. You usually create a label set when you frequently use a specific group of catalog labels, or to combine labels that you often assign together.



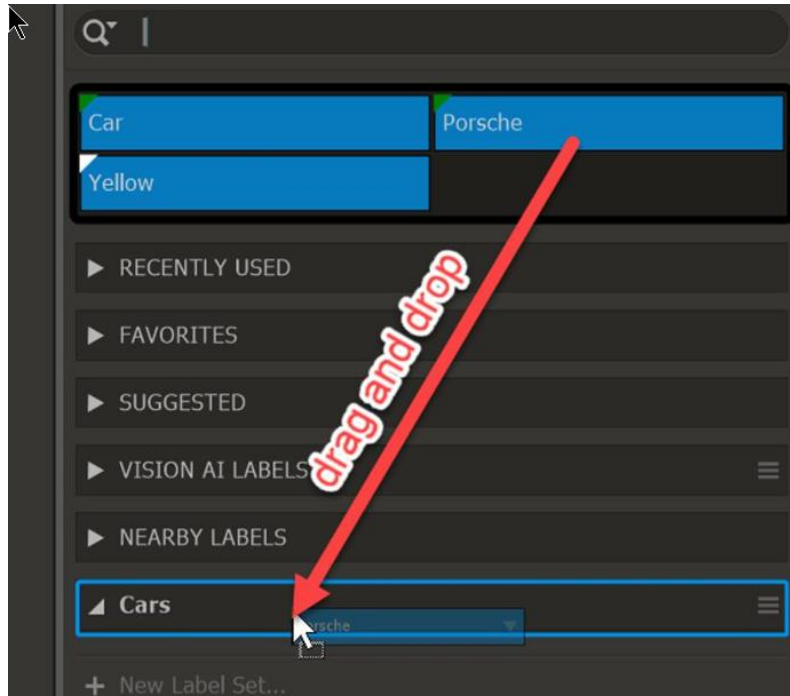
To create a new Label Set, open the Label Assignment Panel by clicking the "Labels" button from the Command Bar below the thumbnails. At the bottom of the Label Assignment Panel, you'll see a hyperlink labeled "New Label Set". Click on that.

You will then be prompted to name the label set. Choose a name that appropriately represents the group of labels you plan to combine in the set.

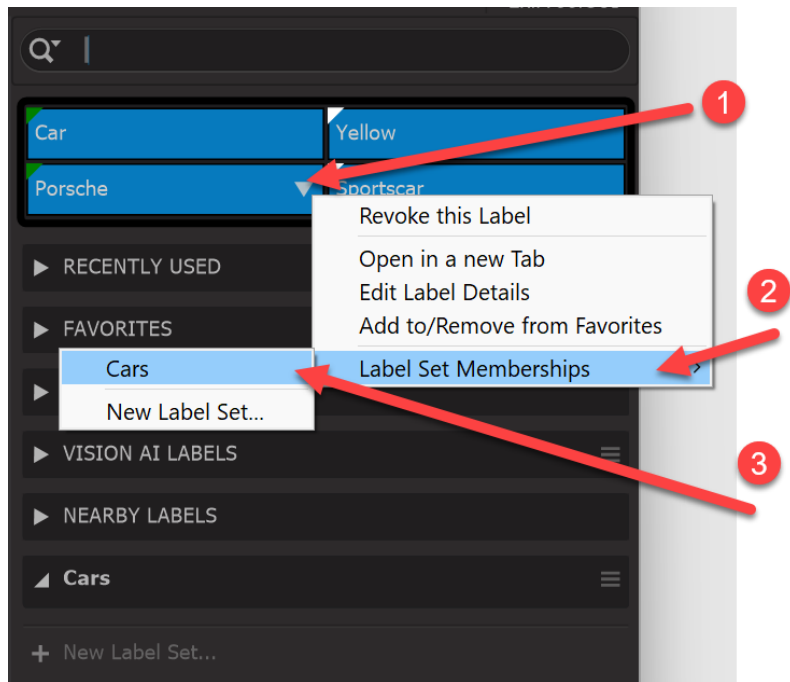


This will show the new, empty label set in the panel. There are several ways to add a catalog label to the set.

1. Drag and drop a label in the Label Assignment Panel to the Label Set.

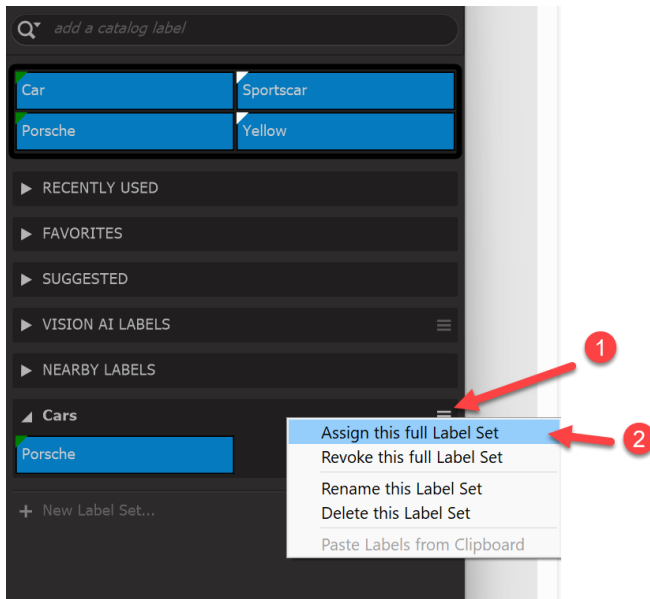


2. Use the menu of a label box in the Label Assignment Panel



When one or more thumbnails are selected, you can assign or revoke labels from the label set. This is done in the same way as any other box in the Label Assignment Panel: simply click the box. To assign the entire label set (meaning all the labels included in the label set), click the menu icon in the title bar of the label set and select “Assign this full Label Set”.



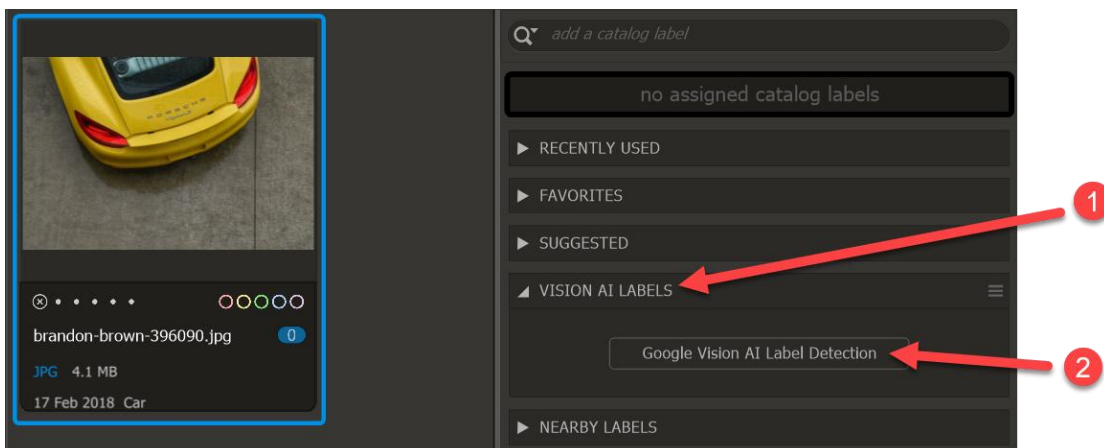


This is also where you can delete a label set, rename it, or revoke all the catalog labels within the label set.

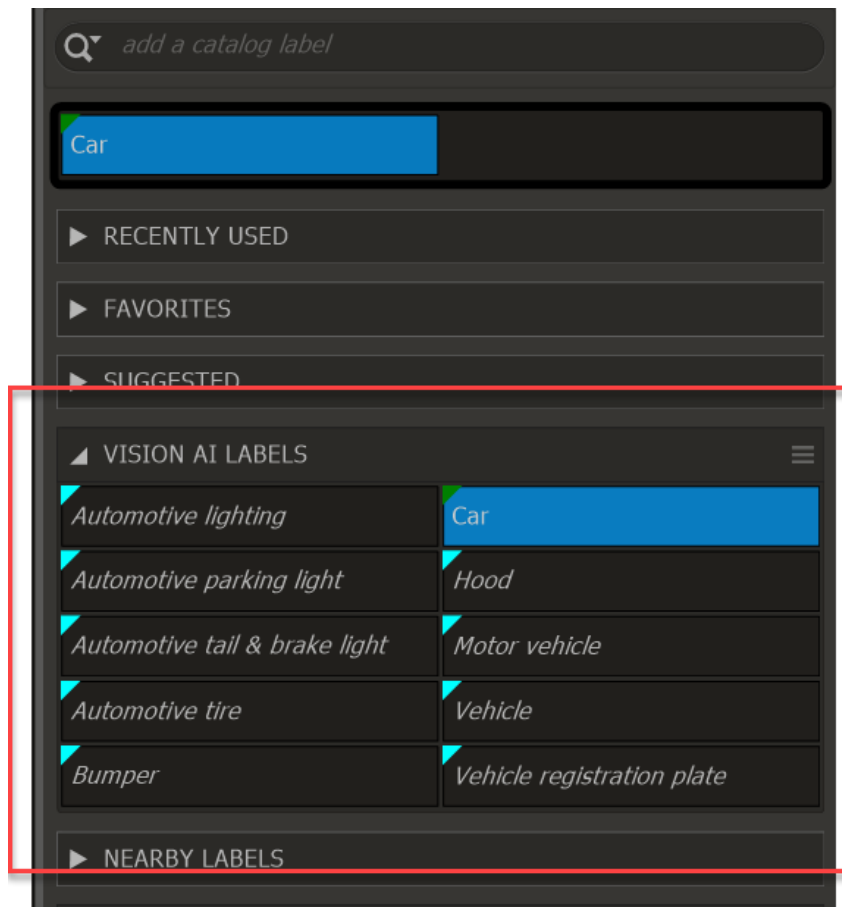
### Labeling with Google Vision AI

You can utilize the Artificial Intelligence features of Google Vision to automatically receive suggested Catalog Labels for your images, giving you a significant head start. Ensure that your Google API key is entered in the Preferences (under Other) and configured to allow Google Vision. Additionally, if you have set Photo Supreme to use a non-English language for the Google API, you will also need to add the Cloud Translation API to your Google API configuration. For instructions on setting up your Google API, please refer to the Photo Supreme Quick Manual on that topic.

Photo Supreme caches results from Google Vision and, when applicable, Google Translate, to minimize unnecessary calls to your Google API. In the Label Assignment Panel, you will find the VISION AI LABELS section. By default, this section will be empty for images that have not previously had Google Vision called on them.

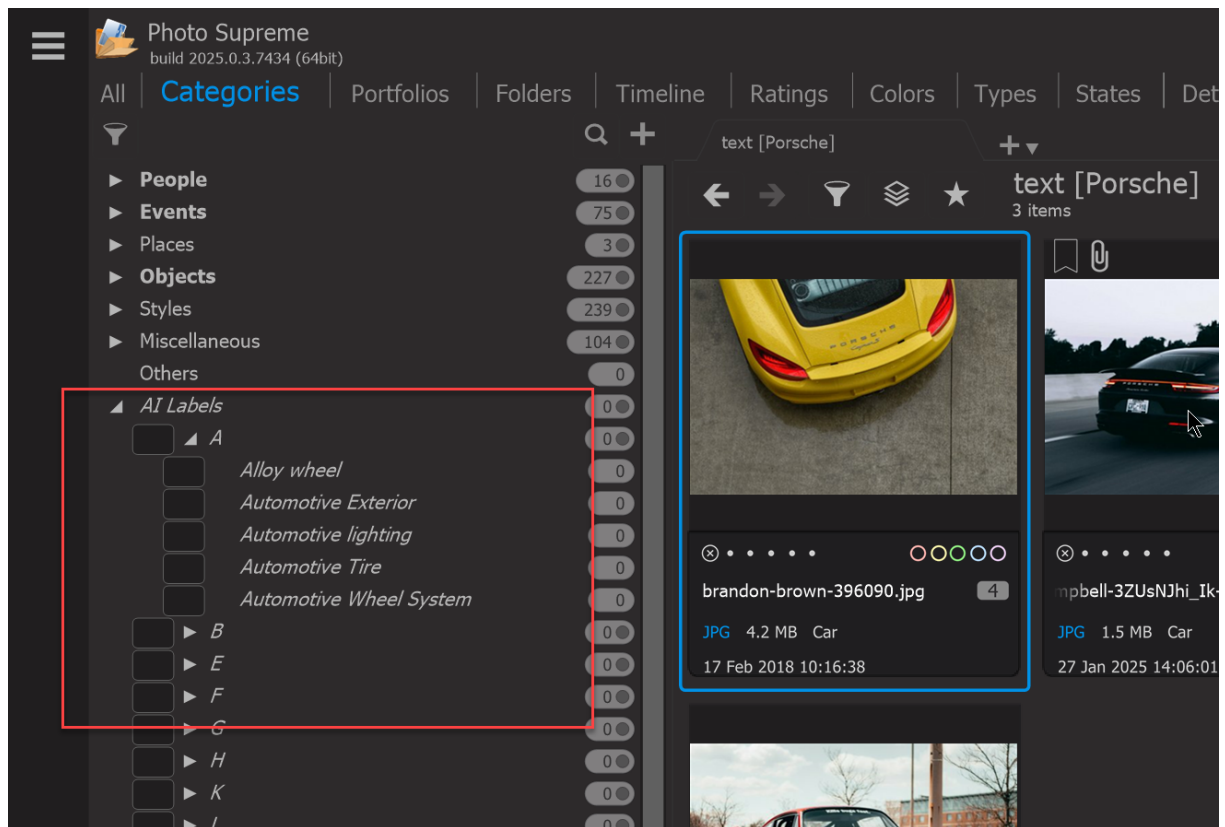


Click the “Google Vision AI Label Detection” button to make a call to Google Vision. Based on the content of the image, Google Vision will provide suggested catalog labels.



If Google Vision returns a suggested catalog label that already exists in the Catalog Structure, it will be automatically assigned. In the example above, this is represented by the Car catalog label.

By clicking on a proposed Catalog Label, you can assign it to your image. The suggested Catalog Labels are also created in the Catalog Structure under a top-level category called **AI Labels**.

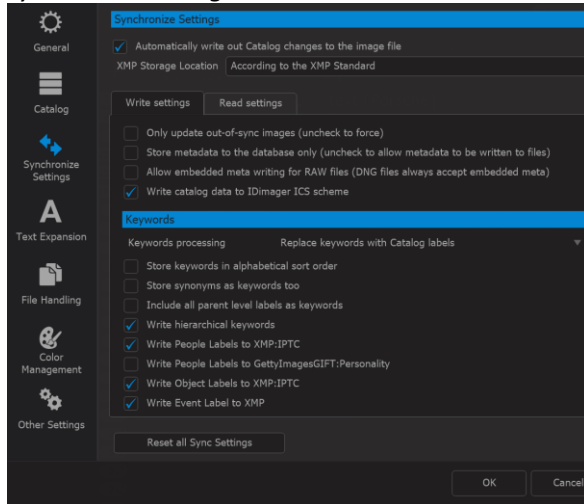


As your Catalog Structure expands, it's advisable to relocate the suggested AI Labels to their appropriate positions within your own structure. For example, you can drag the **Automotive Tire** catalog label to the Objects category. After this adjustment, when Google Vision suggests the **Automotive Tire** catalog label, it will be automatically assigned, as it is now a confirmed Catalog Label in your catalog.

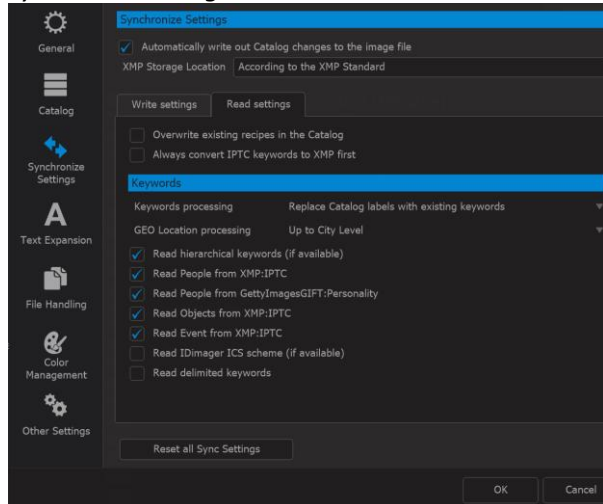
### Keywords and Hierarchical Keywords in Metadata

As mentioned earlier in this document, catalog labels can be recorded as metadata keywords when you synchronize the catalog information with the file. In the Preferences, you can adjust the synchronization settings. The default configuration is designed to be safe, so you will likely not need to change it often.

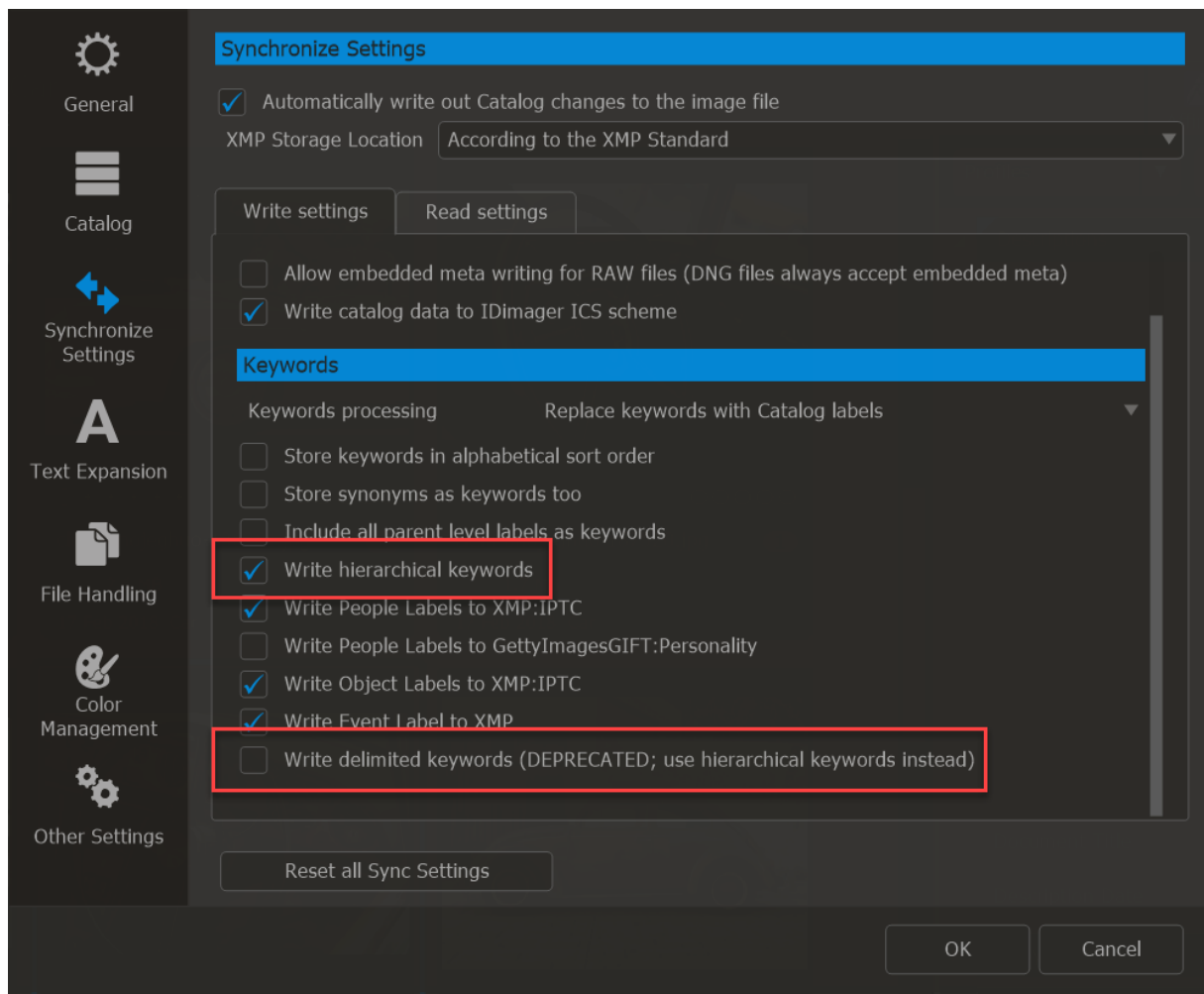
## Sync Write Settings



## Sync Read Settings



Please be aware of an important feature in the Write settings. In the Write Settings, you can choose whether to save catalog labels as "hierarchical keywords" and/or as delimited keywords.



Here's an example to clarify this concept.

Let's say you have an image labeled with a catalog label defined in the Catalog Structure as: Nature → Trees → Oak.

When this image is synchronized, the assigned catalog label "Oak" will be saved as a keyword. Consequently, you will receive the keyword "Oak". However, if hierarchical keywords are not included, the information about the parent categories will not be stored with the image.

Below is a table illustrating how keywords are written based on the settings for hierarchical and delimited keywords.

Hierarchical Keywords	Delimited Keywords	Result
ON	OFF	<i>dc:subject[1] = Oak lr:hierarchicalSubject[1] = Nature Trees Oak</i>
ON	ON	<i>dc:subject[1] = Nature Trees Oak lr:hierarchicalSubject[1] = Nature Trees Oak</i>
OFF	ON	<i>dc:subject[1] = Nature Trees Oak</i>
OFF	OFF	<i>dc:subject[1] = Oak</i>

This illustrates that using delimited keywords is unnecessary. Additionally, one downside of delimited keywords is that metadata standards, particularly for the **dc:subject** field, are designed for "single leaf" keywords, meaning each keyword should stand alone. When using delimited keywords, some third-party tools may interpret the keyword differently than intended, as they won't expect hierarchical information in the standard dc:subject field.

As a result, delimited keywords are considered "DEPRECATED." This option should only be used if absolutely necessary, such as when working with outdated software, including some older Microsoft Photo tools that utilize delimited keywords.

It is highly recommended to adopt the current pseudo-industry standard for hierarchical keywords, often referred to as "hierarchical keywords" (sometimes called Lightroom keywords, although this has no connection to Adobe Lightroom software). Utilizing hierarchical keywords ensures maximum interoperability with other metadata products.

## Working with Metadata

Metadata refers to data that describes the characteristics or properties of a document, distinguishing it from the main content. For instance, in a word processing document, the content comprises the actual text and formatting information, while the metadata may include attributes like the author, modification date, or copyright status. There can be some overlap where certain information might be classified as both content and metadata.

However, metadata is generally valuable on its own, independent of the content. For example, a list of all fonts used in a document is considered useful metadata, whereas information about the specific font used in a particular paragraph would typically be viewed as content.

Metadata enhances the effectiveness of uses and applications when working with documents and files, significantly increasing the utility of managed assets in collaborative production workflows. For instance, an image file might contain metadata such as its working headline, description, thumbnail image, and intellectual property rights information. Accessing this metadata facilitates tasks such as linking images to file names, finding image captions, or verifying copyright clearance for using an image. Importantly, applications can perform various functions with metadata in files, even if they cannot interpret the native file format of the document itself.

File systems usually provide basic metadata, such as file modification dates and sizes. Other metadata can be supplied by different applications or uses, and it may or may not be stored alongside the associated file.

### What is XMP?

For multiple applications to work effectively with metadata, a common standard that they all understand is essential. The eXtensible Metadata Platform (XMP) serves this purpose by providing a standardized framework for defining, creating, and processing metadata. Developed by Adobe, the creator of Photoshop™, XMP ensures consistency across various applications.

With Photo Supreme, you gain access to:

- A predefined set of the most commonly used XMP schemas.
- The ability to use XMP embedded within your files.
- A user interface for accessing XMP data.
- Options to extend existing XMP.
- Validity checks on metadata properties.

### Metadata for image files

Certain image formats support the embedded storage of metadata, meaning the metadata is stored within the image file itself. This ensures that the information travels with the image file. Formats that allow embedded metadata include JPG, PSD, PNG, WEBP, TIFF, HEIC, and DNG.

Conversely, some formats, such as BMP, GIF, and ICO, do not support embedded metadata. For these formats, a "sidecar" file is created to hold the metadata. This sidecar file shares the same base name as the original file but has a different extension: .xmp. For example, if you have a BMP file named "sample.bmp", its metadata will be stored in a sidecar file named "sample.xmp".

Photo Supreme ensures that the XMP sidecar file stays with your original file. When you move an image file within Photo Supreme, the sidecar files will move along with it. Similarly, if you copy the original file, the sidecar files will also be copied, making the use of sidecar files seamless for you.

In addition to non-embedded formats, Photo Supreme will create XMP sidecar files for files marked as read-only. This allows you to maintain metadata for images in the file system, even for files that Photo Supreme cannot write to. However, keep in mind that many third-party applications may not read XMP data from sidecar files for formats that support embedded XMP. If you're using other tools in your workflow that rely on metadata, be sure to verify whether those tools can also read sidecar files for read-only files.

### What about IPTC and Exif?

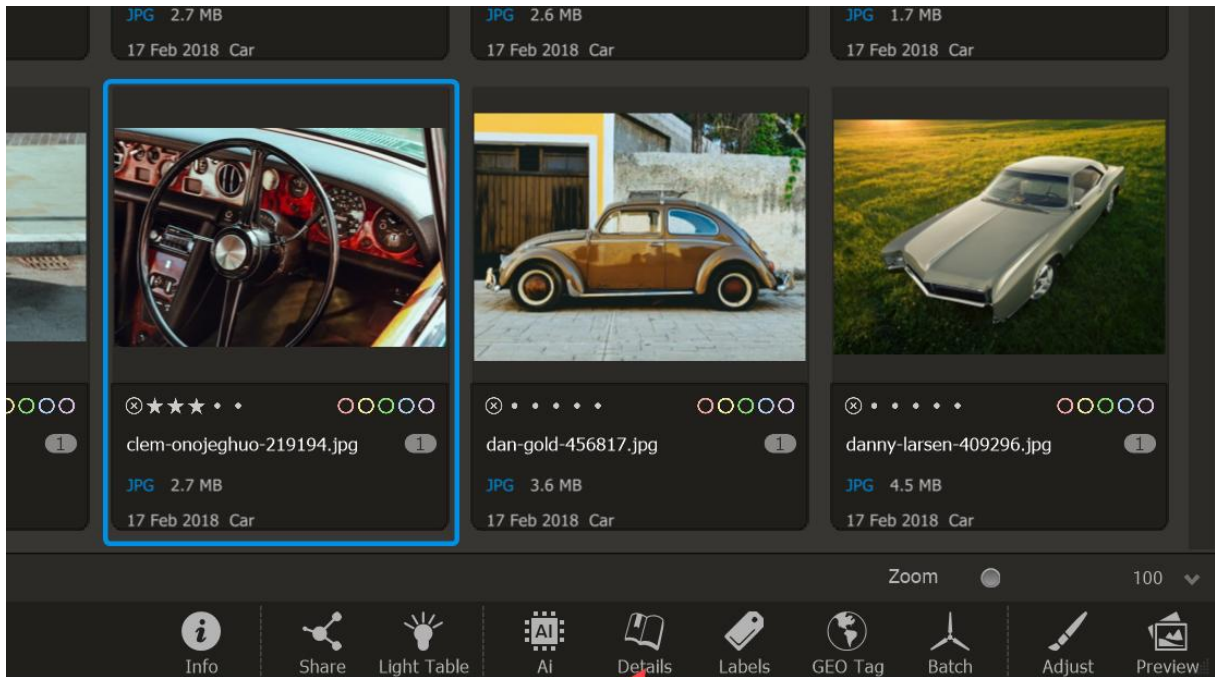
Photo Supreme utilizes the highest level of metadata available, which is XMP. Metadata can be stored as either embedded XMP or as an XMP sidecar file. If your images contain existing IPTC-IIM data but lack XMP, Photo Supreme will convert these IPTC fields to XMP using the field mapping structure outlined by the IPTC organization in its specifications. This conversion also applies to any pre-existing Exif technical metadata.

When writing metadata to a file, Photo Supreme will create XMP. For file formats that support embedded IPTC records (such as JPG and TIFF), it will map the relevant metadata from the XMP to the IPTC fields and store those appropriately. Similarly, if the file format supports Exif metadata, relevant information will be saved in the Exif metadata (e.g., author or description). This ensures maximum compatibility with other tools, even those that do not support XMP.

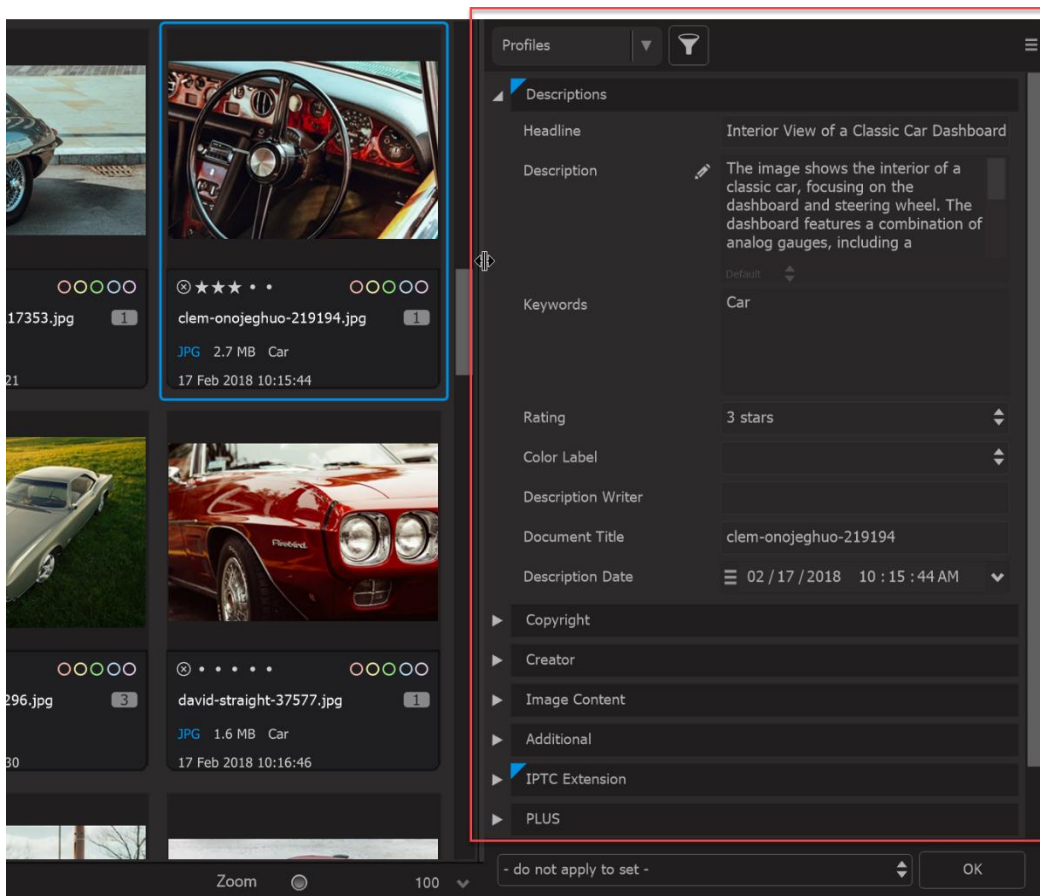
In addition to writing embedded or sidecar data, all your XMP information will also be recorded in the catalog database. This allows you to search your catalog for images containing specific metadata, regardless of whether those images are online or offline. For instance, you can find images stored on an external drive that meet certain criteria, even if the drive is not currently attached.

### Editing Metadata as Image Details

In Photo Supreme, you can modify the metadata fields using the Image Details panel.

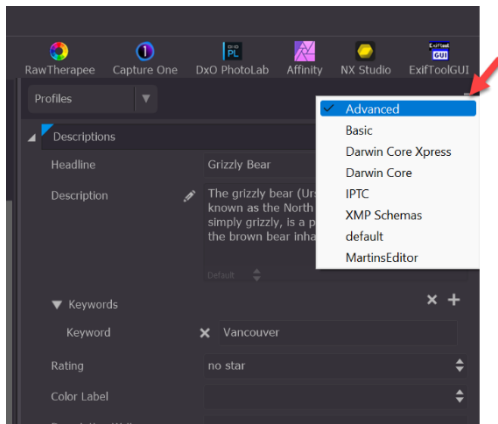


To open the Image Details panel, click the “Details” button in the Command Bar located below the thumbnails. By default, Photo Supreme presents the Image Details in an advanced view, showcasing numerous fields.





Using the menu button in the upper right corner, you can choose from various editors. Experiment with each of them to determine which one best fits your needs.

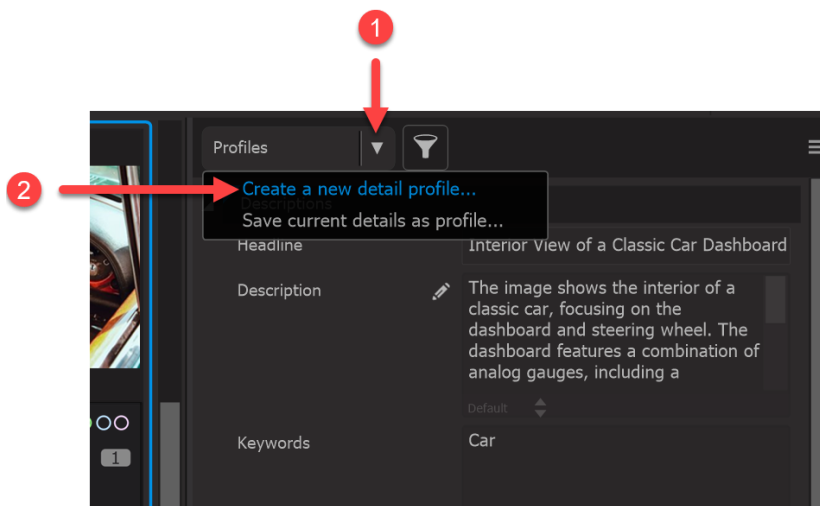


**TIP:** When editing the fields, you can utilize Macro Commands. Right-click in the field to choose any available macro command. When you apply the metadata, the macro commands will be replaced with their corresponding values.

After editing the Image Details, you can click the “Apply” button to save the changes. At this point, the metadata will be updated in the catalog. If you have auto-sync enabled in the Preferences, these changes will also be automatically written to the file, along with the corresponding IPTC and Exif metadata.

## Working with Detail Profiles

A Detail Profile enables you to save and retrieve a set of frequently used metadata fields. By selecting the profile later, you can quickly fill these fields with the values saved in the Detail Profile. In this manual, we will create a Detail Profile to store your copyright information.



The Profiles dropdown at the top of the Image Details panel gives you access to the Detail Profiles. To create a new Detail Profile, select “Create a new Detail Profile” from the dropdown menu. This will open a new editor in a dedicated form, allowing you to enter the generic content in your chosen fields.

Verify the details for the profile...

▶ Descriptions

▲ Copyright

Copyright Status  Copyrighted

Copyright Notice  Creative Commons.BY © All Rights Reserved %yyyy

Usage Terms  The licensor permits others to copy, distribute, display, and perform the work, including for commercial purposes. The licensor permits others to copy, ...

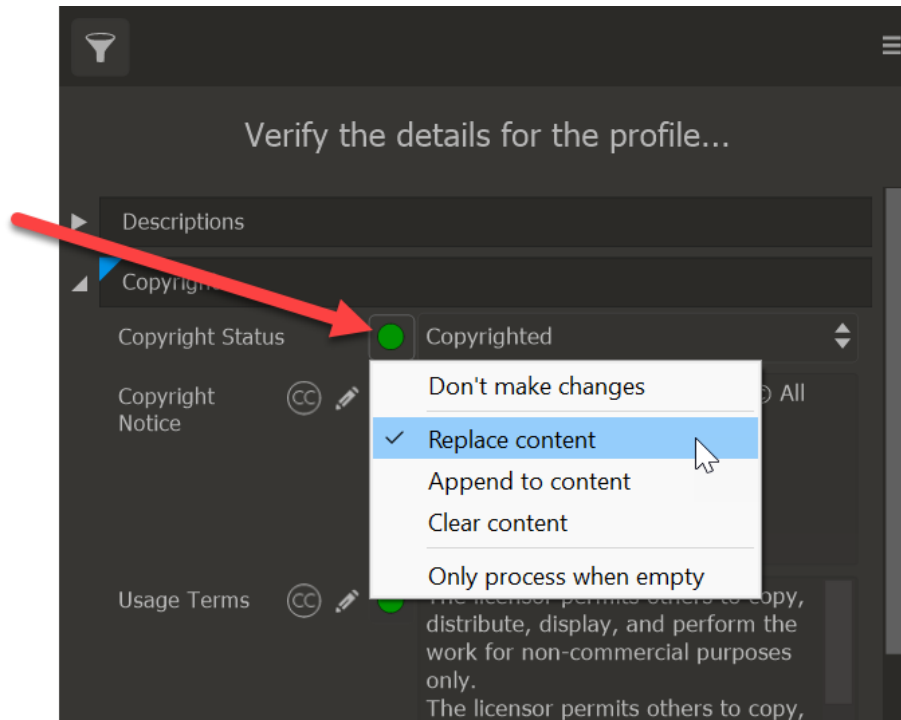
Original Copyrights

Web Statement of Rights  <https://creativecommons.org/licenses/by>

OK Cancel

Only fill in the fields that are relevant to you. As shown in the screenshot above, some fields feature a green icon, indicating that the information for that field will replace any existing content in the image's field when you apply this Detail Profile.

Photo Supreme offers three methods for applying the information from a Detail Profile field to an image: "Replace," "Append," and "Clear". You can change the state by clicking on the icon and selecting a new state from the dropdown menu.



Each state is represented by an icon of a different color: green for **Replace**, blue for **Append**, and red for **Clear**.

- **Replace:** When the Detail Profile is applied, the specified value for this field will overwrite any existing value in the image's metadata for that field.
- **Append:** When the Detail Profile is applied, the specified value will be added to the end of the existing value in the image's metadata for that field.
- **Clear:** When the Detail Profile is applied, the existing value in the image's metadata for that field will be removed.

Click **OK** to save your Detail Profile, and you can assign a file name for it. After creating a Detail Profile, it will appear in the Profiles dropdown menu. Select the profile, and it will be applied to the image details for that particular image.

## Working with Text Expansion

Text Expansion is a feature that allows you to enter a short abbreviation that automatically expands into a longer block of text or a predefined phrase. This functionality can greatly improve productivity by minimizing the need to manually type repetitive text, common phrases, or detailed information.

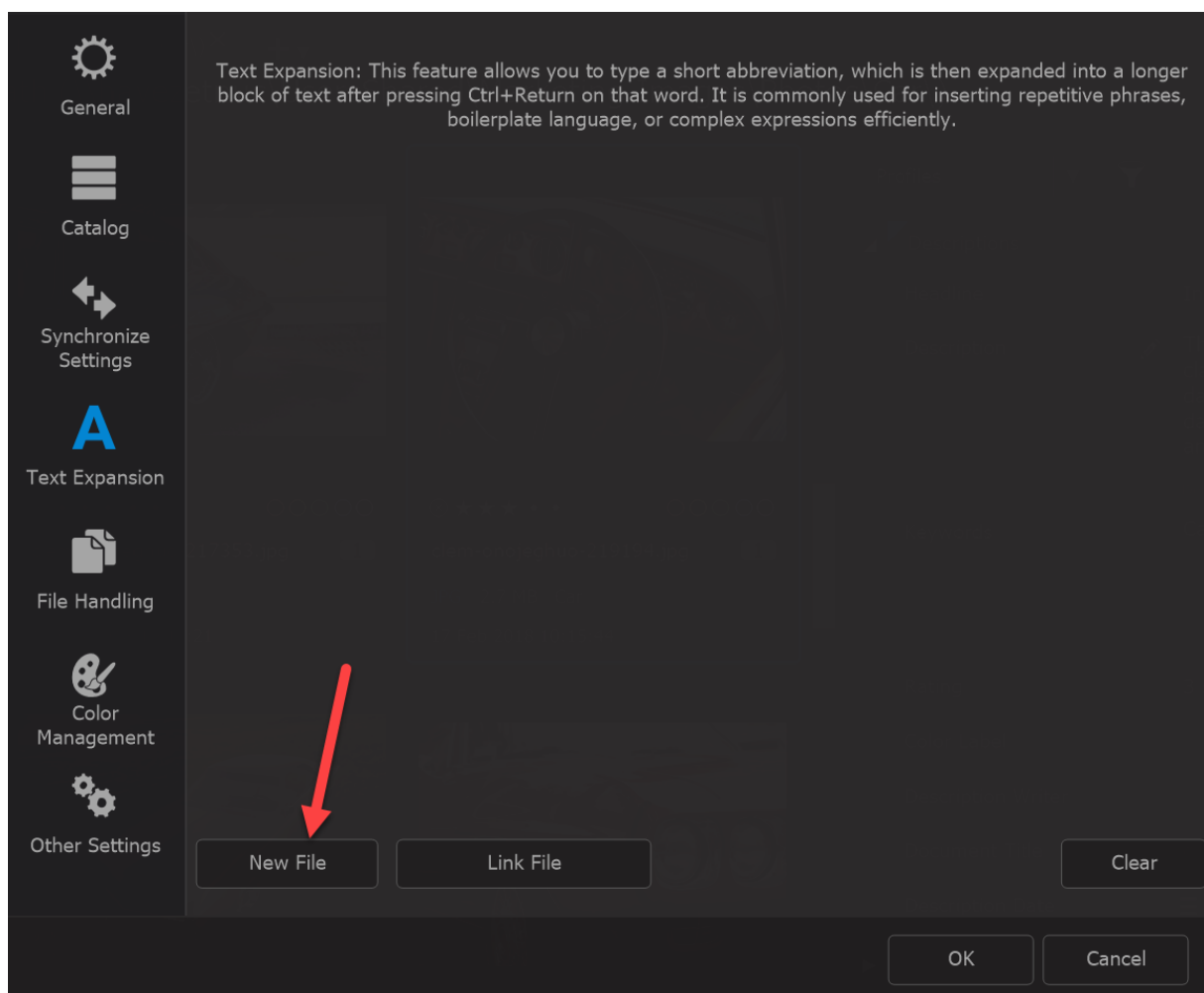
In tasks that involve repetitive data entry, Text Expansion can quickly populate parts of metadata fields with predefined text, saving time and reducing the likelihood of errors.

Here's a closer look at how text expansion functions:

**Key Components and Functionality:**

- **Abbreviation:** You create a short sequence of characters or a specific keyword that triggers the expansion.
  - **Example:** Typing "addr" could expand into a full address like "1234 Elm Street, Springfield, IL 62704."
- **Expanded Text:** This is the content that the abbreviation converts into. It can range from a few words to a full sentence or even a paragraph.

In Photo Supreme, you can create your own Text Expansion lists. To get started, open the Preferences and navigate to the Text Expansion section.



In this section, you can either link to an existing Text Expansion file (CSV or TSV format) or create a new one.

For this manual, we'll start fresh and create a new file. Click the "New File" button, and you'll be prompted to provide a name for the file. Choose a name that reflects the type of list you are creating. For example, if you're making a list for the FC Liverpool team, you might name

the file “LiverpoolFC” Once done, you’ll see a blank list where you can enter the abbreviation and phrase, one per line.

Abbreviation	Phrase	
LP02	Joe Gomez	
LP04	Virgil van Dijk	
LP05	Ibrahima Konaté	

OK Cancel

When finished, click OK to save the list to file and have it linked in Photo Supreme. From now on, when I enter one of the abbreviation terms in a text field, it gets the option to expand that abbreviation to the full phrase that matches that abbreviation.

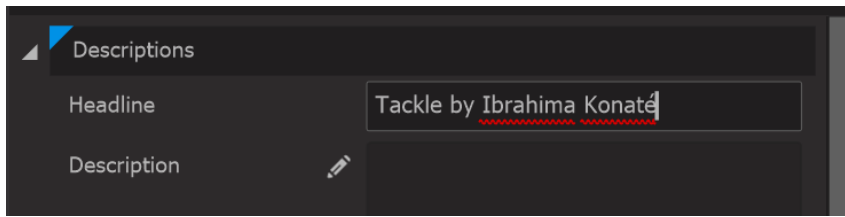
Descriptions

Headline Tackle by LP05

Description

Default

The Text Expansion abbreviation is marked by a highlighted curly line underneath it. To expand it to the full name, place the cursor on the abbreviation and press Ctrl+Return.



**Note:** You can use the same abbreviation multiple times. When expanding it, you'll have the option to choose the desired one.

## Manually create your own Text Expansion file

To create your own Text Expansion file outside of Photo Supreme, you'll need to make a file that includes the abbreviation/text pairs. This file can be linked to Photo Supreme through Preferences -> Text Expansion. Once your Text Expansion file is linked, you can utilize the abbreviations in input fields across Photo Supreme, allowing you to quickly expand them into their full text.

### Create the Text Expansion File

The Text Expansion file is a plain text document that can be formatted as either a Comma Separated Values (CSV) file or a Tab Separated Values (TSV) file. You can use spreadsheet software like Excel or a simple text editor such as Notepad on Windows or TextEdit on macOS to create a new file. In this file, enter an abbreviation/text pair on each line.

You can use the same abbreviation multiple times. In such cases, when you type the abbreviation, you'll be prompted to choose which text to use.

Once you've created the file, save it as a CSV file.

After saving the Text Expansion file to your disk, you can link it in Photo Supreme. To do this, go to Preferences, select the Text Expansion tab, and click the "Link File" button. Then, choose the saved file from the previous step.

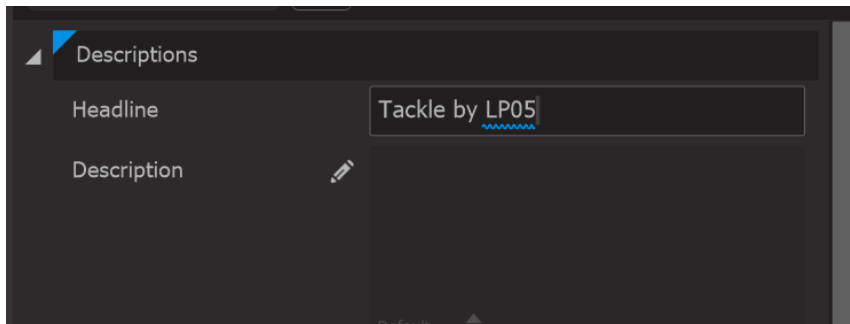
You can link multiple Text Expansion files simultaneously, which is particularly useful for working with specific sets relevant to particular events. For example, if you're covering a Formula One race, you might have a set of abbreviations for each driver, team, team manager, and circuit all loaded at once. This allows for quick and efficient text expansion tailored to the context of your work.

## Using Text Expansion

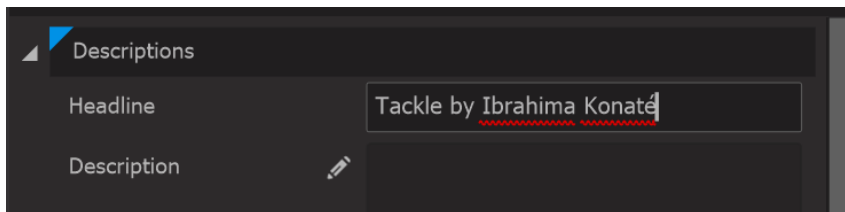
Now that you have created and linked your Text Expansion file(s) in the Preferences, you're ready to start using them. Utilizing Text Expansion is straightforward: just type the abbreviation in a text field. For example, I've linked a Text Expansion file containing all the teams from the English Premier League. Each abbreviation is a combination of a two-letter

team code and the player's number; for instance, "LP05" represents FC Liverpool's player number 5, which expands to "Ibrahima Konaté".

When typing "LP058" in any text field, it will be recognized as a Text Expansion abbreviation, indicated by a highlighted curly underline.



A highlighted abbreviation can be expanded into its full phrase by pressing **Ctrl+Return** while the cursor is positioned over the abbreviation.



The same abbreviation may be present in different linked Text Expansion lists. By right-clicking on the highlighted abbreviation, you can choose which phrase you want to use for the expansion. Utilizing Text Expansion can significantly enhance your typing speed.

## Getting started with Portfolios

With Photo Supreme, you can organize your images into portfolios. This organization is distinct from cataloging: it enables you to create a structure for images that are related. Unlike a file system browser, which restricts you to the folder structure of your storage device (e.g., the drive layout), portfolios can encompass collections of images stored in various folders. Importantly, Photo Supreme does not physically move or replace any images stored in a portfolio; the same image can be included in multiple portfolios.

You can create portfolios to group images in any way that suits your needs, such as organizing images for your website, categorizing annual projects, or using any other system that matches your preferences. Portfolios allow you to compile and present your images in a structured and cohesive way.

Think of portfolios as cabinets, each holding a series of photo books that represent collections of images.

Portfolios are organized into two tiers: each portfolio comprises collections, and each collection can be broken down into sub-collections. There are no restrictions on how many portfolios, collections, or sub-collections you can create. Collections are designed to store images.

To summarize: a portfolio contains collections (not images directly), while each collection can include images and/or sub-collections of images.

Each portfolio can be divided into collections. For example, a portfolio named “Projects” could include a collection for each month or year, such as January 2025 through December 2025. Alternatively, a portfolio titled “Website” might have collections for major subjects on your site, like Models, Nature, and Architecture. Each of these collections can be further subdivided into sub-collections, which serve as placeholders for your images. For instance, the “Website” portfolio might contain a “Models” collection with sub-collections for “Wendy”, “Simon”, and “Anna”. Each of these sub-collections can hold photos.

You have the freedom to define and organize collections, filling each with images from your disks. Images stored in a portfolio collection can reside in multiple different folders, allowing for a structure that resembles folders but isn't constrained by your file system's structure. You don't need to copy or move images on your disk before collecting them in a portfolio collection.

Since portfolio collections are virtual, you can store the same image in multiple collections (even across different portfolios) while it exists only once on your file system.

Remember, portfolios are meant for organizing images for specific purposes or goals. It is not necessary or advisable to add all your images to portfolio collections; catalog labels are more suitable for that purpose.

To access your portfolios, click on "Portfolios" in the top Catalog Sections or find them in the ALL section.

## Adding images to a Collection

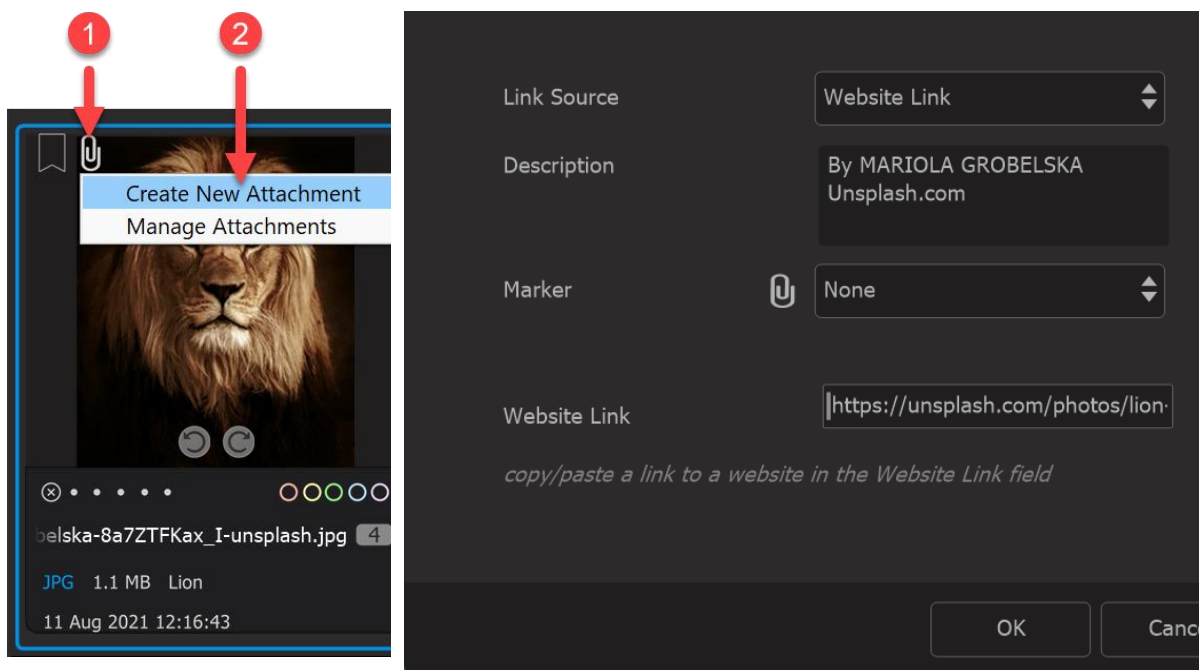
To add images to your collection, begin by locating the images you want to include. Select one or more thumbnails, then right-click on a selected thumbnail and choose **Operations -> Add to Portfolio Collection**. From there, select the collection where you want to add the image.

Alternatively, you can use the Copy/Paste feature: select the thumbnails, press **Ctrl+C** (Windows) or **Cmd+C** (macOS) to copy the selection to the clipboard, then navigate to the desired portfolio collection and press **Ctrl+V** (Windows) or **Cmd+V** (macOS) to paste the images. You can also drag and drop thumbnails directly into the portfolio collection, such as from the ALL section.



## Image Attachments

With Photo Supreme, you can link any file or website to your images, providing quick access to documents or resources relevant to that image. For example, you can attach a spreadsheet detailing sales for an image, connect a birth certificate document, or link to a website that features your image, ensuring you always have the necessary context. To add an attachment, simply hover over the thumbnail to reveal the paperclip icon, or use the keyboard shortcut **A**.



Once you add an attachment to an image, the paperclip icon on that thumbnail will remain activated.

You can assign a marker to each attachment, and the caption for each of these markers can be customized in the Preferences. By consistently using these markers, you can utilize them in search operations as well. The Attachment Markers are also accessible in the States section of the catalog, enabling you to quickly find all images that have an attachment with a specific marker, such as all images linked to a sales report.

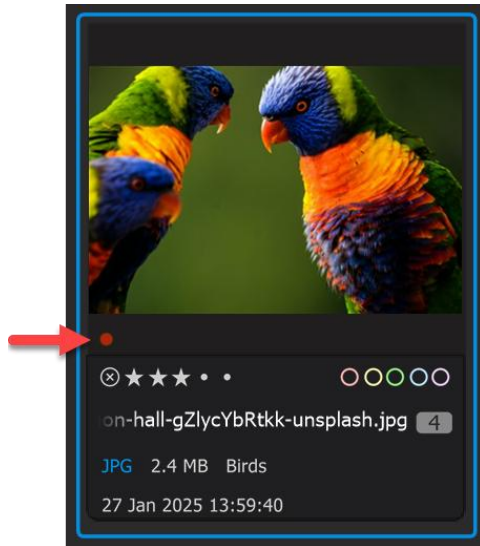
## Synchronizing

Metadata refers to the information that outlines the characteristics or properties of a document. It can be recorded in various locations, such as Exif, IPTC, and XMP within the file itself. Additionally, when using Photo Supreme, XMP can also be stored in the catalog. In the context of a Digital Asset Management (DAM) tool, it's important to adopt the principle that "the truth lies in the database".

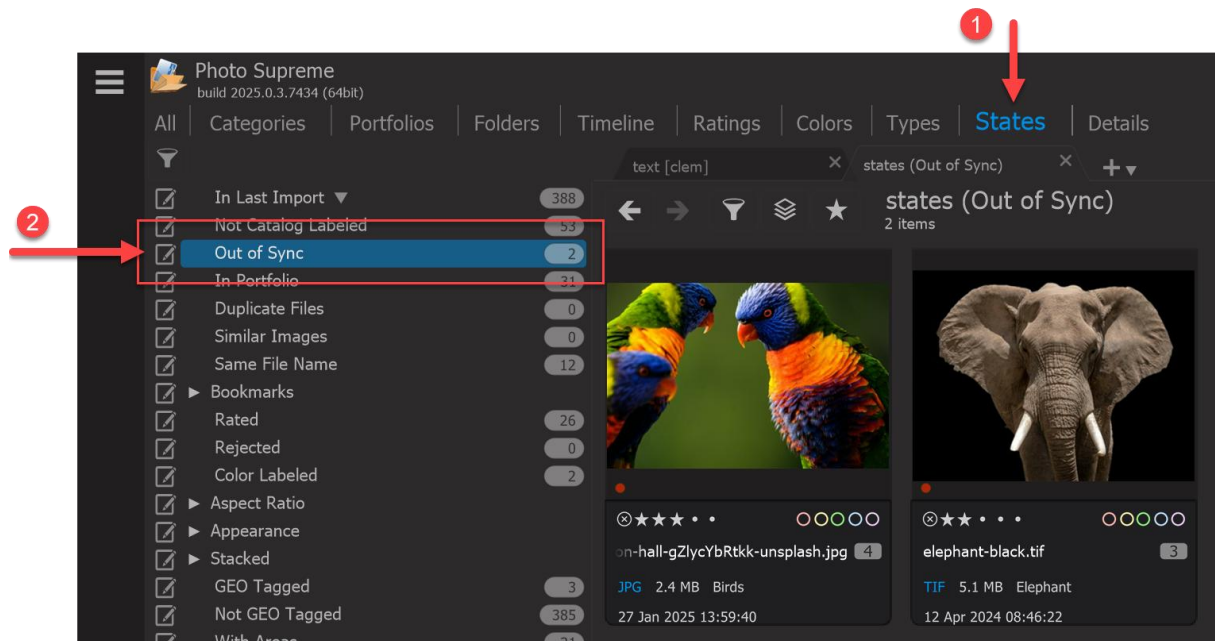
**Reading TIP:** The DAM Book by Peter Krogh.

Since the accuracy of your data relies on the database, it's crucial to have the right tools to maintain synchronization between the various levels of metadata within the file and that stored in the Catalog. Photo Supreme offers some useful tools for this purpose. In a typical workflow where you exclusively use Photo Supreme to manage the file metadata, the process is straightforward; with the default preference settings, Photo Supreme will automatically keep the metadata in the Catalog aligned with that in the file. However, if you use different software products to modify metadata, maintaining the “truth” or “validity” of the data becomes significantly more challenging. **Therefore, it's advisable to limit the number of tools you use to modify your metadata.**

In Photo Supreme, a marker on the thumbnail indicates whether a file is in sync or not. If a file is out of sync, this means that Photo Supreme suspects the metadata in the file may differ from what is recorded in the catalog. This status is represented by an orange dot on the thumbnail.



When this indicator is displayed, it signifies that Photo Supreme considers the file to be "out of sync". Additionally, in the States section, you can find an option that lists all files that are currently out of sync.



In this catalog, there is one file marked as "Out of Sync." This indicates that the metadata needs to be either read from the file to update the metadata in the catalog or written from the catalog to replace the metadata in the file.

To address this, you can right-click on one or more selected thumbnails and choose either "Metadata → Read Metadata to File" or "Metadata → Read Metadata from File."

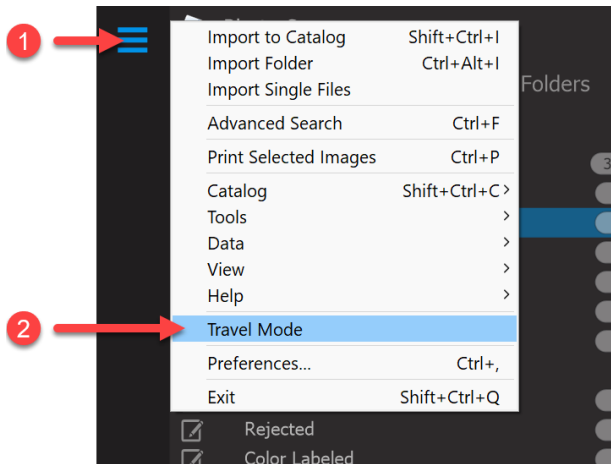
## Travel Mode

Photo Supreme can be activated in "Travel Mode" (available only in the Single User edition). This mode allows you to access all catalog features without needing physical access to the actual files. In Travel Mode, the application operates under the assumption that your images are not with you, treating them as "unavailable". This is like using images stored on an external drive that isn't currently connected to your computer.

The benefit of Travel Mode is that you can take your catalog and previews with you while leaving the original images at home or in the office.

As noted, in Travel Mode, the application presumes that the files are inaccessible, meaning you won't be able to synchronize catalog data back to the files since this requires access to the file system.

To enable Travel Mode, simply select the "Travel Mode" option from the upper left Hamburger Menu. When activated, Travel Mode is indicated by a highlighted color in the Catalog Bar.



In Travel Mode, you can still manage your catalog by assigning catalog labels, editing metadata, making image adjustments, and handling stacks. Any changes made during this mode will be saved only to the catalog. Once you exit Travel Mode, you can then synchronize your files. To disable Travel Mode, simply select the Travel Mode option again from the Hamburger Menu.

## Working with the Light Table

As your catalog expands, you may find it useful to make side-by-side comparisons of images. This feature allows you to view multiple images simultaneously, enabling easy comparison by zooming or scrolling together. The side-by-side comparison takes place in the Light Table, a term borrowed from a traditional photography tool with a flat, translucent surface illuminated from beneath. This setup allowed for clear viewing and comparison of photographic films and other transparent materials. In Photo Supreme, you can compare up to 12 images at once using the Light Table feature.



## Opening the Light Table

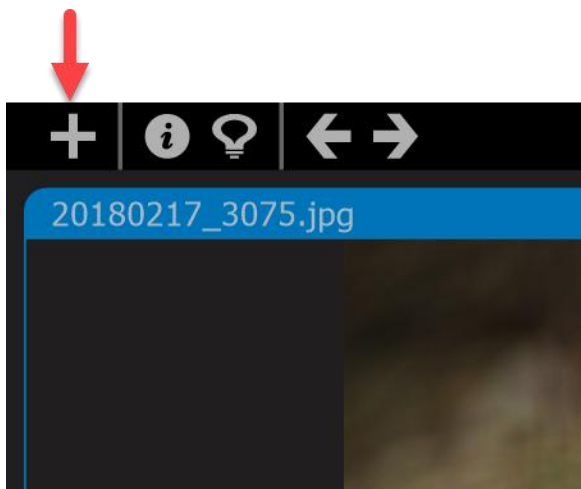
To include images in the Light Table, first select the desired thumbnails. In Photo Supreme, you can choose individual images, as well as Stacks of images or Version Sets. If you select a Stacked set or a Version Set, the entire stack or set will be added to the Light Table.

After making your selections, click the button located below the thumbnails to open the Light Table.

**TIP:** To prevent a stack or version set from fully loading into the Light Table, hold down the **Alt** key on your keyboard before opening it.

When the Light Table opens, the original images will be displayed. If you're using the Light Table for quick culling and need to compare images swiftly without requiring detailed views, you can switch to Travel Mode. In Travel Mode, only the previews from the Catalog will be loaded instead of the full images.

Each image in the Light Table is contained within its own "view box", with the active box indicated by a highlighted frame. You can cycle through the active boxes using the **Tab** key. Additionally, while in the Light Table, you can add a new box by clicking the **+** icon in the upper left corner.



The new box will automatically load the next available image from the set of thumbnails that was used to open the Light Table. As you zoom in on one of the boxes, all other images will zoom in synchronously, and the same applies when dragging an image around in its box.

However, there may be times when you want to prevent this synchronized operation, such as when comparing two images of different resolutions. In such cases, you can hold down the **Alt** key while zooming in on one box to adjust the zoom factor only for that box. This allows you to zoom in on a smaller image until it visually matches the larger version. Once you've done that, you can release the **Alt** key and drag the image around to resume synchronous scrolling.

For instance, in a screenshot where each image on the Light Table has the eagle's eye centered, you would hold down the **Alt** key and drag the image to focus on the eye, repeating this for each box.