
Folder & File Management

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Introduction

Photo Supreme is a digital asset management software designed to help you organize your image files by categorizing them. It categorizes files based on various available details, including technical photo information and their location on disk. Additionally, you can enhance your images by adding tags, descriptions, or custom information. While this may seem like a daunting task at first, the initial effort will pay off with numerous benefits. With Photo Supreme, you can easily retrieve your images using a variety of criteria and combinations.

This manual aims to provide an overview of how Photo Supreme handles files and how to manage files and folders within the Catalog.

File Management in the Catalog Software

Before we explore the specifics of file management, it's important to understand how Catalog/DAM software like Photo Supreme handles files and folders, as this differs from traditional file management systems you may be familiar with.

Photo Supreme operates using a database known as the Catalog. When you import files into the software, the Catalog keeps references to those files from your file system. Within the application, you can then utilize all the powerful features of Photo Supreme for cataloging. For Photo Supreme, the key information resides in the database, and all displayed files are catalog entries that may or may not correspond to existing physical files on your disk. Let's clarify the distinction between “do” and “don't”.

Photo Catalog Software versus Photo Browser Software

The primary distinction between Photo Cataloging (DAM) software and Photo Browser software lies in how they manage image information. Photo Cataloging software stores details about your images in its catalog, while Photo Browser software only interacts with the images found on the disk's file system.

Since a Photo Browser relies solely on the images it detects on a disk, you can use it to sort through the contents of a folder on an external drive. However, if the external drive is disconnected from the computer, the files become inaccessible to the Photo Browser, making it as if those files do not exist.

In contrast, Photo Cataloging Software retains information about your images in its catalog, allowing it to recognize the existence of these files regardless of whether the external drive is connected. This means that while a Photo Browser cannot maintain a permanent index of files, its scope is limited to the currently accessed folder. Therefore, with Photo Browser software, you can typically work with only one folder at a time.

Photo Cataloging Software, on the other hand, is governed by its Catalog database, which encompasses all the files and folders you have imported. While a Photo Browser can display all four-star-rated images from the active folder, a Photo Catalog can show all four-star-rated images from the entire catalog.

In simple terms, Photo Cataloging Software is not confined by the file system.

One perceived drawback of using Photo Cataloging Software is that you must first import images for the software to recognize them, whereas Photo Browser Software allows immediate access to available images. However, the initial time invested in the import process is quickly outweighed by the time saved when navigating through cataloged images in the future.

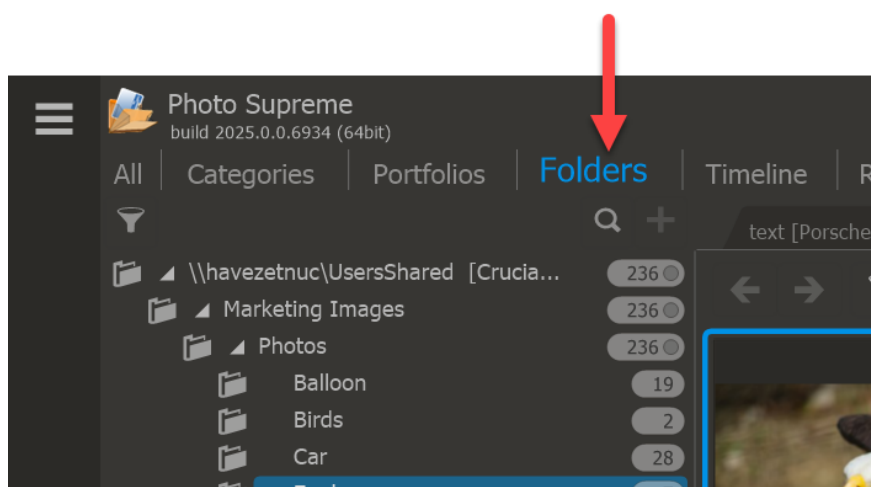
Photo Cataloging Software offers two major advantages over Photo Browsing software:

1. **Powerful search capabilities:** You can query information about all images in the catalog.
2. **Flexible organization:** You can group images from entirely different folders, including different media types and even those on disconnected drives.

Folder Management

Having read the previous section, you now understand that all images you work with in Photo Supreme are represented as database entries. You can navigate the catalog's contents in various ways, including by Ratings, Color Labels, File Types, Catalog State, Catalog Label Assignments, and Folders. The last option allows you to browse through the folders in the catalog, similar to how you would use your preferred file system browser, such as Windows Explorer or macOS Finder.

To access the Folders section, simply click on the Folders entry in the Catalog Bar.



This changes the Catalog Explorer to show the folder hierarchy as it exists within the catalog. In this example, the images are stored on a Windows network share and organized by year. Photo Supreme is compatible with both macOS (POSIX) and Windows file systems. When using the Photo Supreme Server Edition, you can utilize macOS and Windows file systems within the same catalog. However, keep in mind that you cannot access physical macOS files from a Windows system and vice versa.

Folder icons may appear in gray or red. A red-colored folder can indicate one of two issues:

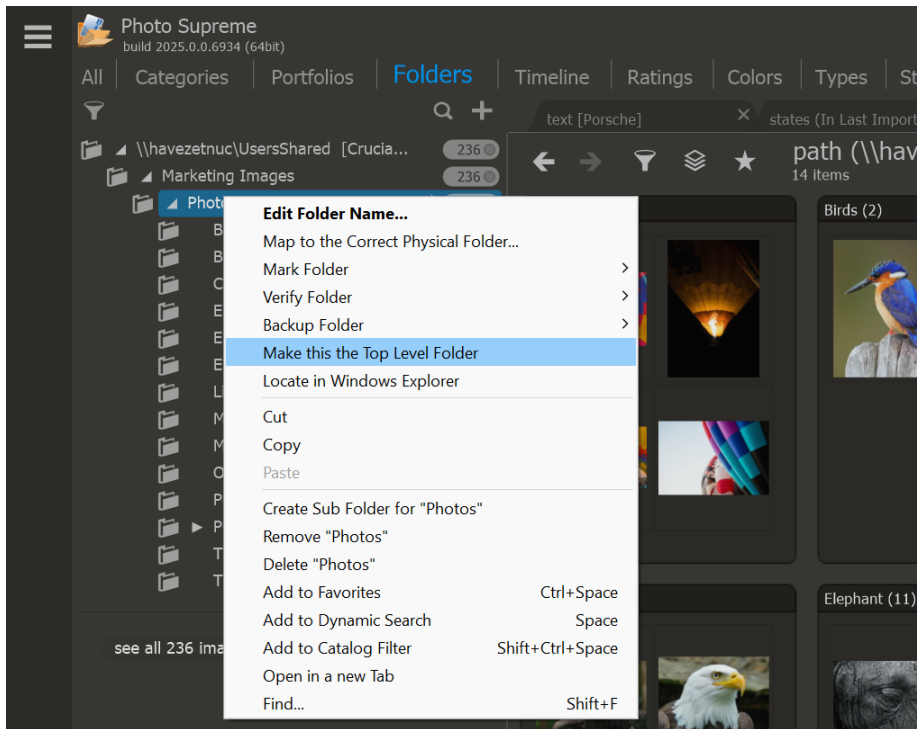
1. The folder does not exist on the file system. As discussed in the previous chapter, Photo Supreme displays the contents of the database rather than the file system. If you delete a folder outside of the application, Photo Supreme remains unaware of this and marks the folder as "non-existing" by coloring it red. If you believe the folder should be removed from the catalog, select it and choose "right click -> Remove."
2. The folder resides on a medium that is currently unavailable. One of the significant advantages of using Photo Catalog Software is its independence from the file system. You can manage files stored on external hard drives, USB sticks, swappable media (CD/DVD), or any other removable devices. If images are managed from such a device and it is not currently connected, the folder will display with a red icon. Once the device is connected (or a DVD is loaded), the red icon will change back to gray.

Setting a Top-Level Folder

In the screenshot above, the network share serves as the root representation for all image folders. However, if you store all your photos in a dedicated folder that isn't located at the drive's root level (such as the designated Pictures folder in your operating system), the list will always start from the root level. This means you would need to expand each parent level to reach your image folder.

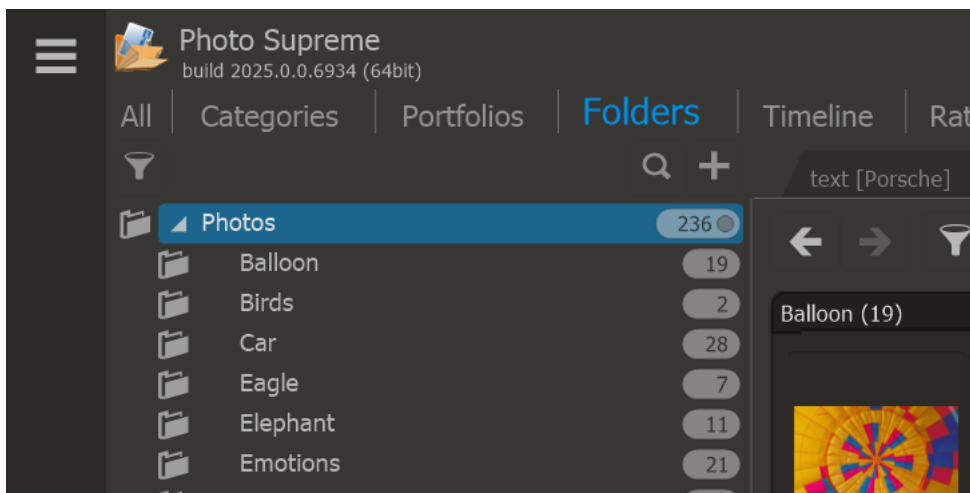
This is where defining a "custom top-level folder" becomes useful. By designating a top-level folder, you instruct Photo Supreme to treat that folder as the root for the FOLDERS explorer. Any levels above the custom top-level folder or at the same level (sibling folders) will be hidden until you decide to remove the custom top-level folder.

To set a top-level folder, right-click on the folder you wish to designate as the root and select "Make this the Top-Level Folder".



Now you get instant access to the new root folder which saves 3 clicks to drill down to the Photos folder.

You can set a separate top-level folder for every drive.



Create Cross Platform Folder Mappings

Note: This feature is exclusive to the Photo Supreme Server Edition. If you are using the Single User edition, it does not apply.

In some cases, particularly in businesses, a network can have both Windows and macOS computers. The Photo Supreme Catalog stores references to files in the file system; unfortunately, Windows cannot interpret how macOS references files, and vice versa. This discrepancy can lead to problems in a mixed network where both macOS and Windows computers need access to files from the Catalog.

To address this issue, the Photo Supreme Server Edition allows you to create what are known as Cross Platform Mappings. Essentially, this means that a specific share on one platform (macOS or Windows) is given an alias on the other platform (Windows or macOS). This way, Photo Supreme can reference the same files across both platforms.

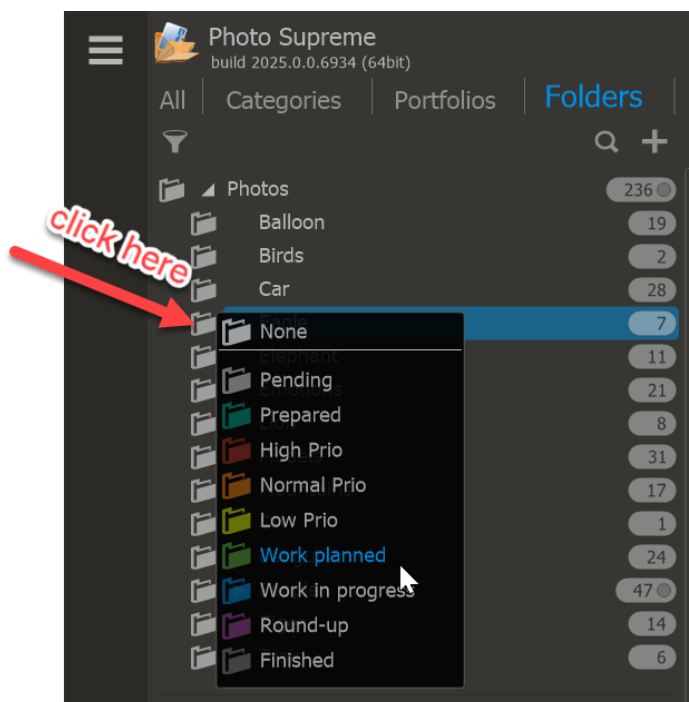
To create a new Cross Platform Mapping, open the FOLDERS section, right-click on the top-level root folder, and select "Create Cross Platform Mapping".

You can then designate the corresponding mapping on the current platform. Cross Platform Mappings are saved in the Catalog, meaning this mapping only needs to be set up once.

Marking Folders

With Photo Supreme, you can assign color labels to folders. This allows you to indicate a specific status for each folder, such as "Work Planned," "Pending," or "Work in Progress". By using color labels, you can quickly identify the status of a folder at a glance.

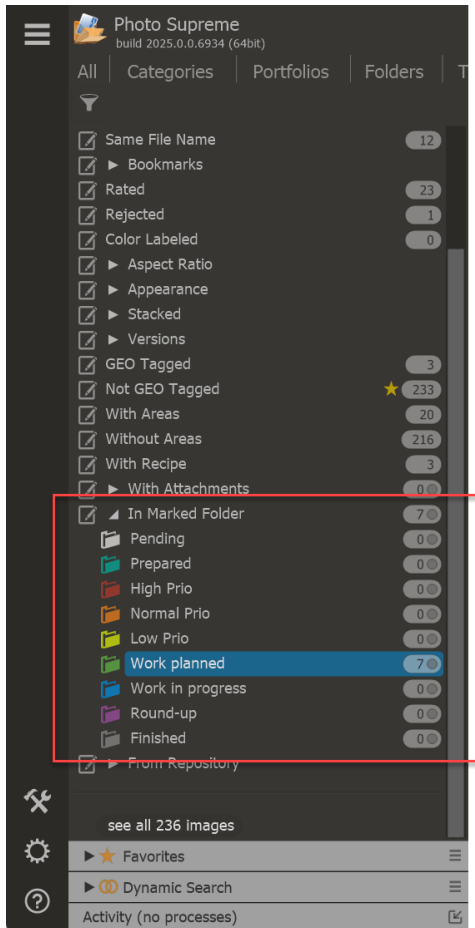
There are nine different colors available for marking your folders. To assign a color label, click on the folder icon of any folder in the FOLDERS section. This will open a popup displaying the various markers you can apply to that folder.



You can customize the names of the colors in the Preferences under the Catalog Section by selecting Folder State Definitions.

After marking a folder, you can easily locate all images within that marked folder from the States section in the Catalog. Simply select "In Marked Folder", and the dropdown menu will let you choose a specific color state to display.

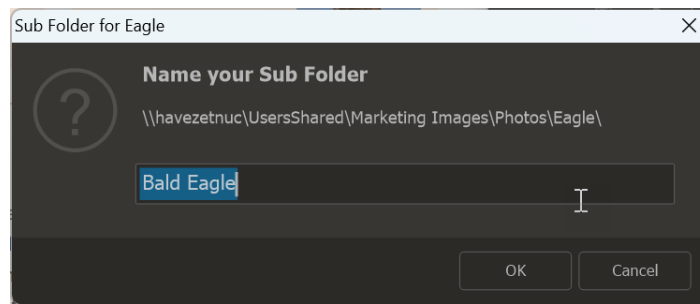
Tip: Click the counter icon to view a recursive display of the marked folder.



Folder Operations

While working with the catalog in the FOLDERS section, you can perform physical folder operations directly on the file system. You can create, rename, delete, and move folders—all without leaving the application. Any folder operation executed within the Photo Supreme application will immediately update the database to reflect these changes.

Create a new Folder Right-click on a folder and choose “Create Sub Folder for”.



Then, enter the name for your new subfolder.

Note: After creating a new subfolder, it will initially appear at the bottom. It will only be displayed in alphabetical order once you close and then expand the parent folder.

Rename an existing folder

Right-click on the folder you wish to rename, then select “Edit Folder Name”. You can now change the folder's name, and it will also be updated on the disk.

Remove or delete a folder

It's important to distinguish between "Remove" and "Delete". Removing a folder will take it out of the catalog, while deleting a folder will remove it from the disk.

To remove a folder, right-click on it and select “Remove”.

To delete a folder from the disk, right-click on it and choose “Delete”.

Move a folder

You can move a folder by either dragging it to a new parent folder or by using the Cut & Paste feature. To cut a folder, right-click on it and select “Cut”. Then, choose the new parent folder, right-click on it, and select “Paste.”

Copying a folder

To copy a folder to a new location, right-click on the folder you want to copy and select “Copy”. Then, choose the destination parent folder, right-click on it, and select “Paste”.

Folder Verification

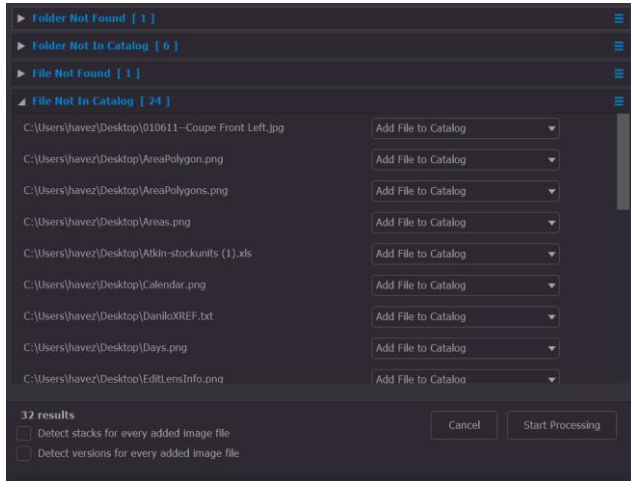
As you work with files in Photo Supreme, your preferred photo retouching software, or any other application, it's inevitable that new files or folders will appear in the file system that are not yet included in the catalog. Manually locating these can be quite tedious. The solution is straightforward: Folder Verification.

Verifying catalog folders helps identify changes that have occurred in the file system that are not synced with the catalog. Some examples include:

- A subfolder was deleted from the disk but still exists in the catalog.

- A subfolder is present on the disk but is missing from the catalog.
- An image has been deleted from the file system but remains in the catalog.
- An image found on the file system has not yet been added to the catalog.
- A file was edited outside of Photo Supreme.

You can specify the actions to take for each type of result, making it easy to manage changes made outside the scope of Photo Supreme.



To initiate Folder Verification:

1. Open the Folders section by clicking on that option in the Catalog Bar.
2. Right-click on any folder in the Folders hierarchy.
3. Select the “Verify Folder” option from the context menu.
 - a. **Verify Folder Quick** – This option reports a file as changed when the file stamp or file size has changed. It will also report any missing files and folders.
 - b. **Verify Folder Binary** – This option reports a file as changed when its binary file signature has altered (e.g., if it has been rewritten with third-party software or if the file is corrupt). It will also report any missing files and folders.
 - c. **Scan for Missing Folders** – This scans the file system for folders that exist but are not in the catalog, and vice versa.
 - d. **Scan for Missing Files** – This scans the file system for files that exist but are not in the catalog, and vice versa.
 - e. **Scan for Missing Folders and Files** – This scans the file system for both folders and files that exist but are not in the catalog, and vice versa.

For the most comprehensive check, you can select **Verify Folder Binary**, which thoroughly checks for any changes in the binary file signature. However, in most cases, the **Verify Folder Quick** option is sufficient and operates much faster by only checking for changes in file timestamps or sizes.

This will start the folder verification process for the selected folder and all its subfolders. As the verification progresses, Photo Supreme will check for all files and folders within the specified folder(s) and confirm whether they still exist in the catalog or if there are entries in the catalog that are no longer present in the file system.

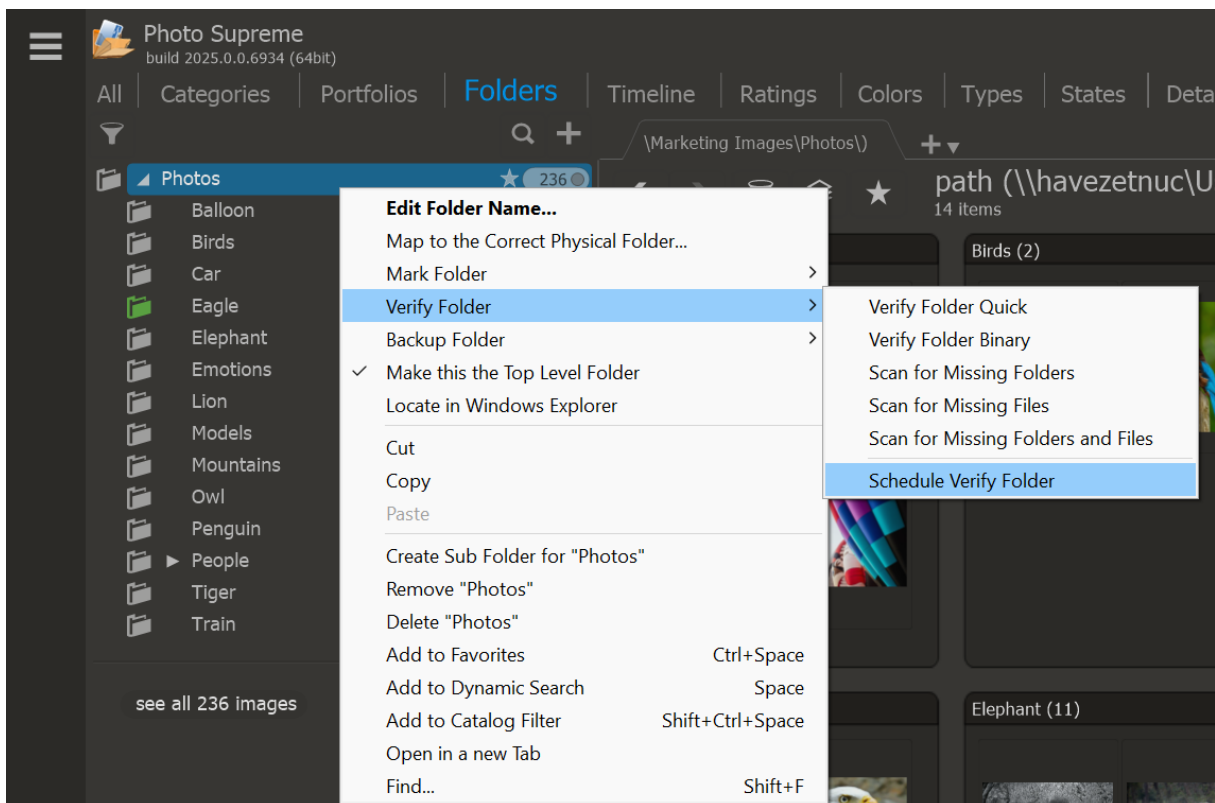
This process will initiate the folder verification for the chosen folder and its subfolders (if any).

Tip: Hold down the *Ctrl* key (Windows) or the *Cmd* key (Mac) while selecting the “Verify Folder” option to verify only the selected folder without including the subfolders.

As the process begins, Photo Supreme will scan all files in the selected folder(s) to check if they still exist in the catalog or if there are catalog entries that no longer correspond to files on the file system. For each file found, a signature is recorded in the database. If a signature from a previous run already exists, it will be compared to the current file, and any changes will be reported.

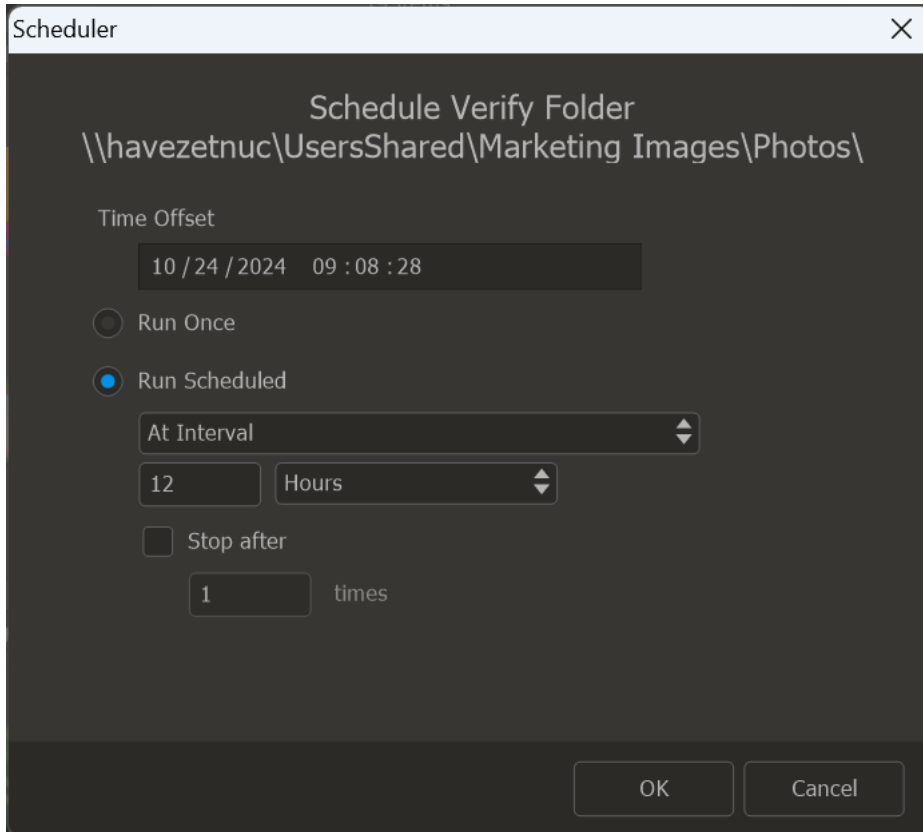
Schedule Folder Verification

You've now learned how to manually trigger Folder Verification to keep your file system and catalog synchronized, which is crucial when using different software or tools on your image files. In addition to manual verification, you can also schedule this process to run periodically. To do this, right-click on the folder you want to schedule verification for, then select **Verify Folder** -> **Schedule Verify Folder** from the context menu.



This action opens the Scheduler, where you can set the interval for the verification process to run automatically.

For instance, you can configure the schedule to run every 12 hours, ensuring that your catalog stays in sync with the file system at regular intervals.



To cancel a scheduled verification process, right-click on the folder again and select **Verify Folder** -> **Schedule Verify Folder**. This option will display a checkmark if a schedule is currently set, indicating that you can proceed to remove it.

Folder File Backups

In the digital world, our personal and professional lives are often stored as data: documents, photos, videos, projects, and other essential files. Losing these files due to accidental deletion, hardware failure, malware, or natural disasters can have significant consequences. This is where folder and file backups come into play.

A folder and file backup is a process of creating copies of your data: specific folders, or an entire directory structure, and storing these copies in a secure location. The primary goal of backups is to ensure you can recover your files if something goes wrong with the original data.

Why Are Backups Important?

- 1. Data Protection:**
 - Files can be accidentally deleted or overwritten.
 - Hardware failures, such as hard drive crashes, can render files inaccessible.
 - Malware or ransomware can corrupt or lock your files.
- 2. Business Continuity:**
 - For businesses, data loss can disrupt operations, lead to financial losses, or damage reputation.
 - Having backups ensures that critical business data can be restored quickly.
- 3. Peace of Mind:**
 - Knowing your files are safe reduces stress and worry about potential data loss.

Photo Supreme makes it simple to keep your files safe with the new Backup feature. You no longer need third-party tools, everything you need to back up your files is built right into the app. You can choose to manually back up specific photo folders whenever you want, giving you full control over which files are protected. Plus, for added convenience, you can set up automatic backups on a schedule that works for you, so your images are regularly backed up without you needing to do anything.

Manual folder backup

When you're setting up a backup for your files, the first step is to decide where you want to store your backup. It's essential to choose a location that ensures your data is safe even if something goes wrong with your primary storage. Here's a simple, step-by-step explanation to help you get started.

Backups are most effective when they are stored on a different physical drive than the one where your original files are located. Why is this important? If your current hard drive fails (due to age, damage, or other issues), your backup will still be safe because it is stored on a separate drive.

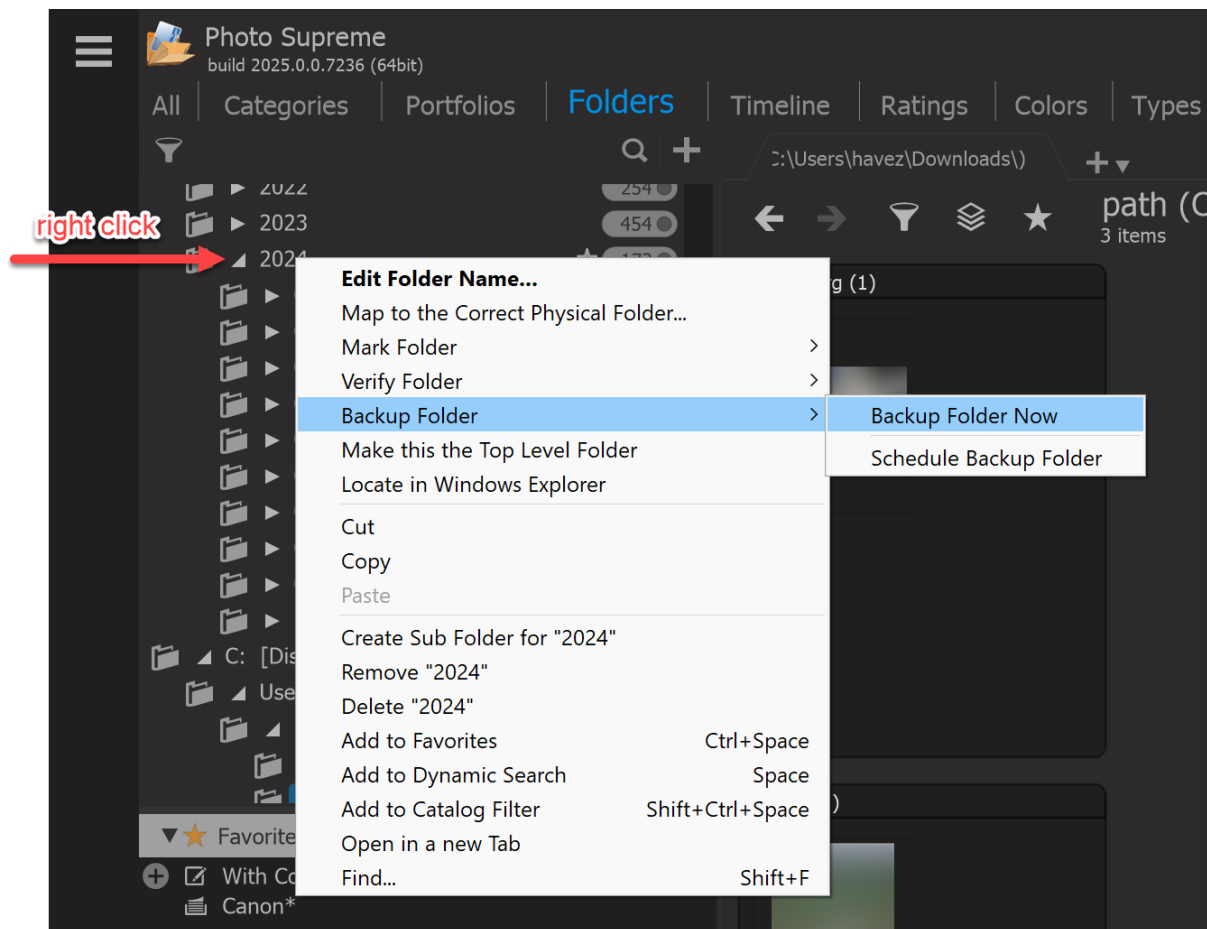
Here are some common options for your backup location:

- **External Hard Drive:** A USB-connected external drive is an excellent choice for backups. It's portable, easy to use, and relatively affordable.
- **Network Drive (NAS):** If you have a home or office network, you can use a Network Attached Storage (NAS) device to store your backups.
- **Cloud Storage:** Online services like Google Drive, Dropbox, or OneDrive allow you to save files remotely. While convenient, these usually require an internet connection and may have recurring costs.

If possible, avoid storing your backup on the same hard drive as your original files. If that drive fails, you could lose both your original files and the backup.

Backing up a folder in Photo Supreme is simple and can be done directly from the Catalog Tree on the left side of the screen. Here's how you can do it step by step:

1. **Locate the Folder:** In the Folders section of the Catalog Tree, find the folder you want to back up.
2. **Right-Click on the Folder:** Use your mouse to right-click on the folder you want to include in the backup.
3. **Select Backup Option:** From the menu that appears, choose Backup Folder -> Backup Folder Now.



After starting the backup process, you'll need to select the folder where your files will be saved.

Here's an important thing to keep in mind:

- The folder you choose as the backup location will become an exact copy (or "mirror") of the original folder you're backing up.
- This means:
 - Any files in the backup folder that don't exist in the original folder will be deleted.

- Files in the backup folder that are also in the original folder will be overwritten if they are different.

IMPORTANT TIP: Make sure the backup folder you select doesn't contain any files that are important to you, as they might be removed or replaced during the backup process. Always use a dedicated folder for backups to avoid accidental data loss.

When you're ready to back up your files, click OK to begin the process.

Here's what happens next:

- **First-Time Backup:** If this is your first backup, Photo Supreme will copy all files (not just photos) from the selected folder to your backup folder.
- **Subsequent Backups:** If the backup folder already contains a previous backup, Photo Supreme will only back up files that need to be updated. Files that are already identical in the backup folder will be skipped, saving time and storage space.

How Does Photo Supreme Decide Which Files to Back Up? A file will be backed up if:

1. **It's Missing:** The file doesn't already exist in the backup folder.
2. **It's Updated:** The file's creation date or last modified timestamp has changed since the last backup.
3. **It's Different:** The file in the backup folder is not an exact binary match with the original file.

This smart process ensures that only necessary files are copied, keeping your backup up to date without duplicating identical files.

IMPORTANT: After a file is copied from the original folder to the backup folder, Photo Supreme performs a binary comparison to confirm that the backup file is an exact, error-free copy of the original. This extra step adds to the reliability and accuracy of your backup, even though it might make the process slightly slower compared to a simple file copy. The added peace of mind is worth the extra time, as you can be confident your files are safely backed up without corruption or errors.

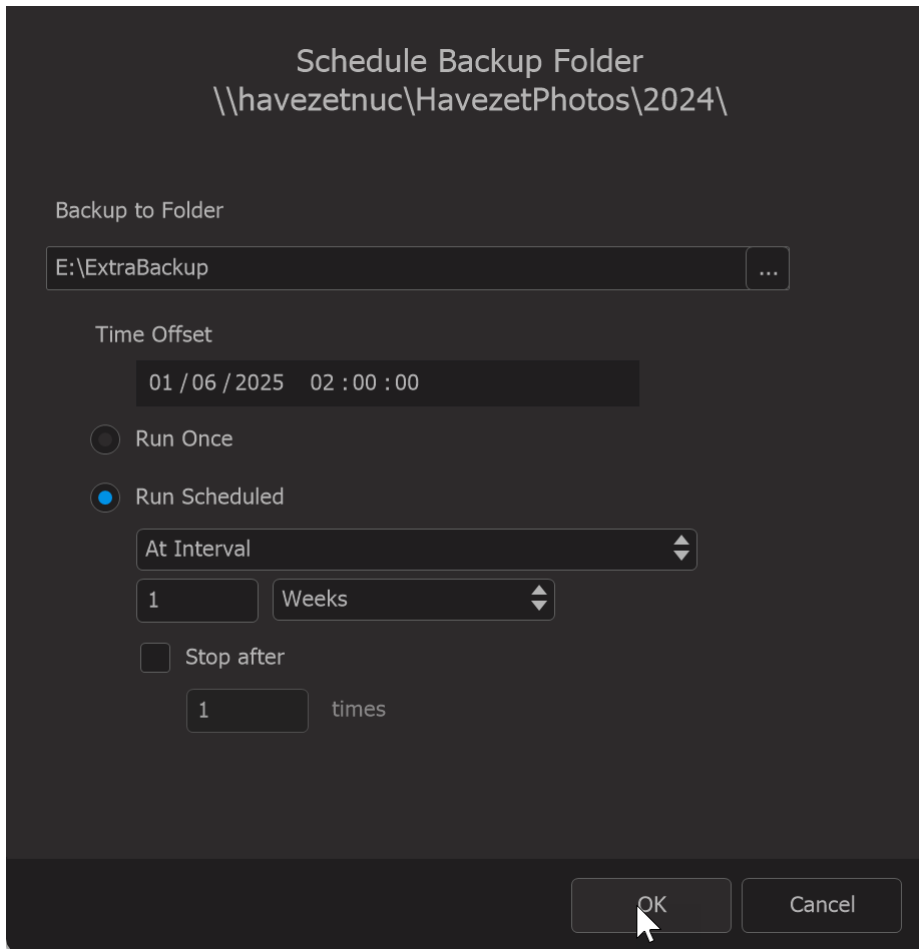
Schedule Folder Backup

You've now learned how to manually backup a folder. In addition to manual backups, you can also schedule this process to run periodically. To do this, right-click on the folder you want to schedule the backup for, then select **Backup Folder -> Schedule Backup Folder** from the context menu.

This action opens the Scheduler, where you can set the details and interval for the backup process to run automatically.

You can set up a schedule to back up your folder automatically, such as once a week. This ensures your files are regularly backed up without needing to do it manually. When deciding

how often to run the backup, think about how often your files change. If your files are updated or added frequently, consider setting a shorter interval, like daily or every few days.



To cancel a scheduled backup process, right-click on the folder again and select **Backup Folder -> Schedule Backup Folder**. This option will display a checkmark if a schedule is currently set, indicating that you can proceed to remove it.

Physical Folder Mapping

In Photo Supreme, folders represent what is stored on the file system. What makes a folder unique in Photo Supreme includes:

1. The **Medium Type** (e.g., a Fixed drive or a Swappable drive)
2. The **Medium Name** (e.g., the volume name of a Windows Drive)
3. The **Medium Serial Number** (a unique identifier for the hard drive)

If you experience a disk failure and replace the disk with a new one, then restore your backup, the files on the new hard drive will match those from before the failure. However, Photo Supreme will still display the root of this drive as a red icon because the serial number

of the drive has changed. By directing Photo Supreme to the folder on the new hard drive, you are instructing it to update its details.

It's also possible that you relocated a folder on the hard drive outside of Photo Supreme. In this case, you can use the physical folder mapping feature to point Photo Supreme to the new location on the disk.

Regardless of the reason, right-click on the folder in Photo Supreme and select "Map to the Correct Physical Folder".

That opens a folder selection dialog. Select the correct folder that corresponds with this folder and then click OK. Then will update the folder details in the catalog with those read from the folder that you have pointed to.

File Management

Although Photo Supreme manages images stored in its database, you can still perform file operations directly on the file system in a seamless manner, similar to using a file browser. With Photo Supreme, you can:

1. Look up files on disk.
2. Copy files.
3. Rename files.
4. Move files.
5. Delete files.

File operations generally occur in the Folders section. To access this section, click on "Folders" in the Catalog Bar.

The Catalog Explorer now shows the contents of the catalog, arranged in a folder hierarchy.

Lookup a file Within Photo Supreme, you can select a file in the operating system's file browser, which is Windows Explorer or macOS Finder. To open a file in the file browser, right-click on a thumbnail and choose "Locate in Windows Explorer" or "Locate in Finder". This action will open the file browser, navigate to the relevant folder, and highlight the selected file or files.

Copy files Right-click on one or more selected thumbnails and choose "Copy". Then, in the FOLDERS view, navigate to the folder where you want to paste the files. Right-click in the background (not on a thumbnail) and select "Paste to this Folder".

Rename files To rename a single file, select the file and then:

- Press **F2** on Windows.

- Double-click the filename of the thumbnail on a Mac.

This allows you to edit the filename. Simply enter a new name (be sure to include or keep the file extension) and press Enter to confirm. If you have saved rename rules, you can choose one from the dropdown menu.

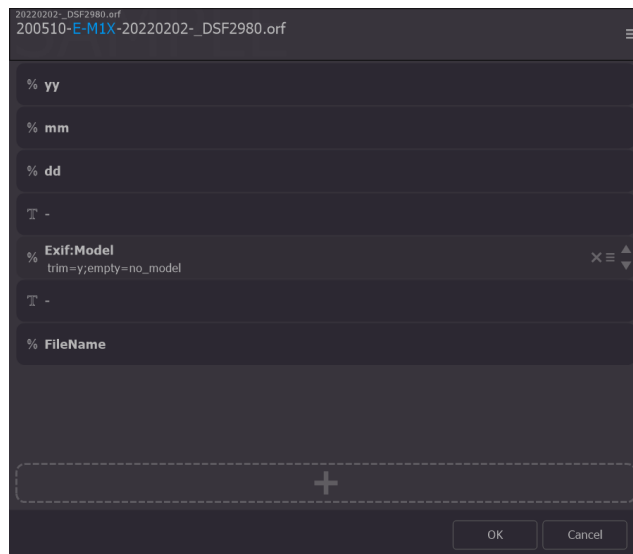
You can also rename multiple files at once:

1. Select the thumbnails you want to rename.
2. Right-click on one of the selected thumbnails.
3. Choose **Operations** → **Rename Files**.

This will open the rename dialog where you can create a new filename. While it's beyond the scope of this manual to explain macro commands in detail, it's important to know that each macro command will be replaced by its corresponding value during the renaming process.

Macro commands function like generic variables; for example, the macro command **%FileName** represents the file's name, and **%FileExtension** represents the file's extension. You don't need to memorize all these macros, as you can select them from a dropdown by clicking the plus (+) icon at the bottom.

Tip: Read more about Macro Commands in the Macro Manual



Move and Rename

The "**Move and Rename**" feature helps you organize files by automatically placing them in the correct folder and giving them the right name in one step.

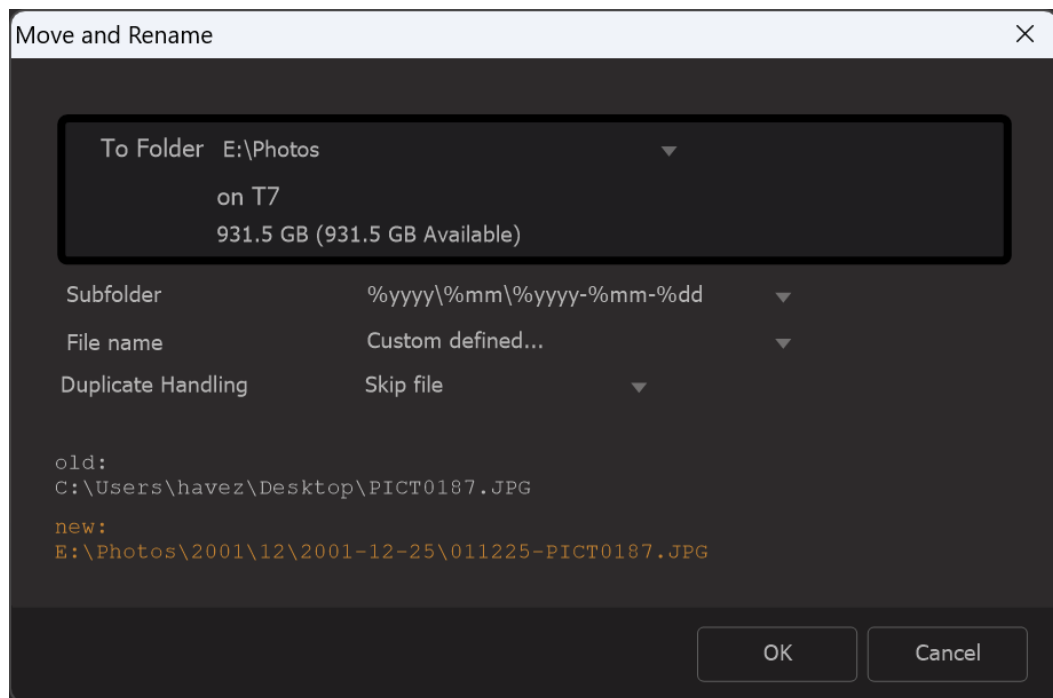
How It Works:

1. **Moving Files** – If you have a structured folder system (like one organized by date), this feature moves files from an old folder to the correct new folder.
2. **Renaming Files** – At the same time, it renames the files based on a defined rule or format, ensuring they are correctly labeled in their new location.

This is useful when managing large numbers of files, keeping things organized, and ensuring filenames match your system's naming conventions.

You can Move and Rename multiple files at once:

1. Select the thumbnails you want to rename.
2. Right-click on one of the selected thumbnails.
3. Choose **Operations** → **Move and Rename Files**.



This will open the Move and Rename dialog where you can define the target folder and construct a new filename. While it's beyond the scope of this manual to explain macro commands in detail, it's important to know that each macro command will be replaced by its corresponding value during the renaming process.

Macro commands function like generic variables; for example, the macro command **%FileName** represents the file's name, and **%FileExtension** represents the file's extension. You don't need to memorize all these macros, as you can select them from a dropdown by clicking the plus (+) icon at the bottom.

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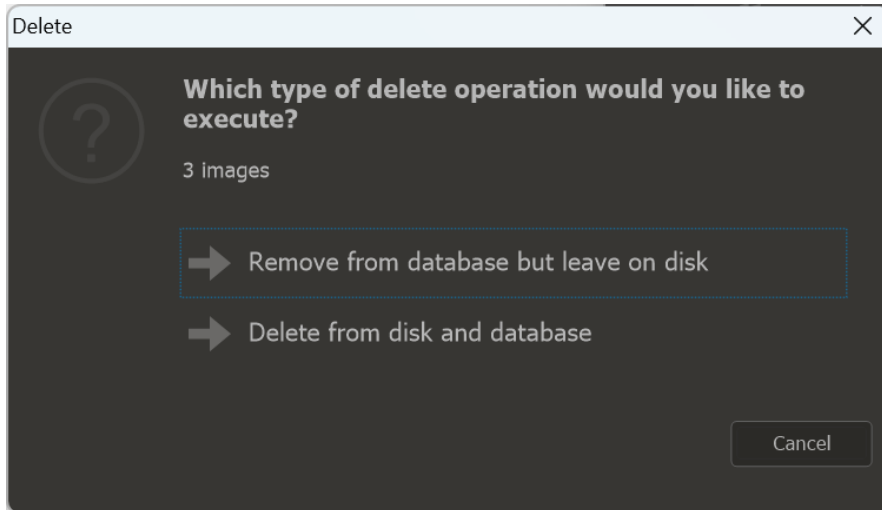
Move a file

You can move a file using either the cut-and-paste method or by dragging the file to another folder in the FOLDERS view.

To use cut and paste, right-click on one or more selected thumbnails and choose "Cut". Then, navigate to the desired folder in the FOLDERS view. Right-click in the background (not on a thumbnail) and select "Paste to this Folder".

Removing or Deleting files Photo Supreme offers two options for handling files: Remove and Delete. **Removing** a file means it is taken out of the catalog, while **deleting** a file means it is permanently removed from the file system.

To remove or delete a file from the catalog, select one or more thumbnails, then right-click on a thumbnail and choose “Delete”.



This will present you with all the relevant delete options. Choose the delete operation that you require.