
INSTRUCTION MANUAL

Workflow with Dynamic Collections

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Introduction

Photo Supreme is a Digital Asset Management (DAM) software designed to help you organize your image files efficiently. It categorizes images using available file details such as technical specifications and file location on disk. Additionally, you can enhance your files by adding tags, descriptions, and custom information. Although this might seem time-consuming initially, the benefits of this effort become apparent as you can quickly retrieve images using various criteria or combinations.

This manual outlines how to establish a robust workflow using Dynamic Collections. Dynamic Collections are groups of images selected based on specific rules, such as all images with a 4-star rating. When you open a Dynamic Collection, it displays the images that meet the set criteria. As you rate more images, the collection updates to include the latest ones that fit the rules, making it a valuable tool for supporting a workflow.

There is no one-size-fits-all workflow for every photographer. Therefore, this manual serves as a guideline. Use the sections that are helpful for your workflow and disregard those that are not.

Every workflow begins with capturing photos, importing them to your PC, selecting the best images, editing them if necessary, and preparing them for archiving.

Workflow			
Step	Description	Tools	Result
Creating files	<i>This is where you create new files. This can be by shooting pictures with a camera or phone, scan a picture, or getting a set of images from a 3rd party who created the files.</i>	Photo camera, phone camera, scanner, body camera, exchange services such as Dropbox/OneDrive/Google Drive/etc.	A set of files in one or more folders on a medium. The medium can be a folder on the hard drive, or a folder on a memory card.
Importing files	<i>Once you have a set of files, you are ready to import them into your Catalog. Importing involves copying the files from the source folder(s) to their designated locations in the photo archive, following a consistent folder</i>	Photo Supreme	The files are in the photo archive folder in a uniform subfolder structure and in the Catalog.

	<p><i>structure that aligns with your Catalog.</i></p> <p><i>Typically, this structure is date-based, such as /Volumes/My Photos/2024/2024-07/2024-07-23.</i></p> <p><i>Alternatively, some prefer an event-based structure, like /Volumes/My Photos/Trip to Disneyland Florida.</i></p> <p><i>Other organizational structures are also possible, depending on your preference.</i></p> <p><i>This is also where you would back up the original files to prevent data loss.</i></p>		
Culling files	<p><i>Photo culling is the process of reviewing and selecting the best photos from a larger set of images. It involves going through the photos, eliminating those that are blurry, poorly composed, or otherwise undesirable, and keeping only the high-quality images. This process is used to streamline collections and prepare them for further editing or presentation.</i></p>	Photo Supreme	A selected set of images.
Editing files	<p><i>Photo editing is a critical phase that involves enhancing and refining</i></p>	Pixel Editors such as Adobe Photoshop, Affinity Photo, RAW Image Editors	A selected set of high-quality images.

	<i>selected images to achieve the desired aesthetic and technical quality.</i>		
Enriching files	<i>After the editing process, it's time to deliver the images. To do this, the images need to be enriched with metadata such as keywords, copyright information, and descriptions.</i>	Photo Supreme	A selected set of high-quality images with complete metadata.
Delivery and sharing	<i>Send the final images to the client or intended recipient via preferred methods (e.g. cloud storage, physical media, email)</i>	Photo Supreme	A set of final images delivered and/or shared with the intended recipient.

This manual will describe the steps that can be achieved with Photo Supreme.

Creating the Workflow Portfolio

This manual outlines a workflow utilizing Dynamic Collections. The idea behind this workflow is to use a Catalog Filter to narrow down the catalog to a set of images that need to go through the process. Dynamic Collections then enable you to systematically progress through each step of the workflow.

You can install the portfolio structure for this manual here:

1. Download <https://manualsu.idimager.com/other/Workflow.portfolio>
2. Save the portfolio file to your local disk.
3. Create a new, empty portfolio in Photo Supreme
4. Right click on the new portfolio and select Portfolios → Import Portfolio Structure from File
5. Point to the downloaded portfolio file

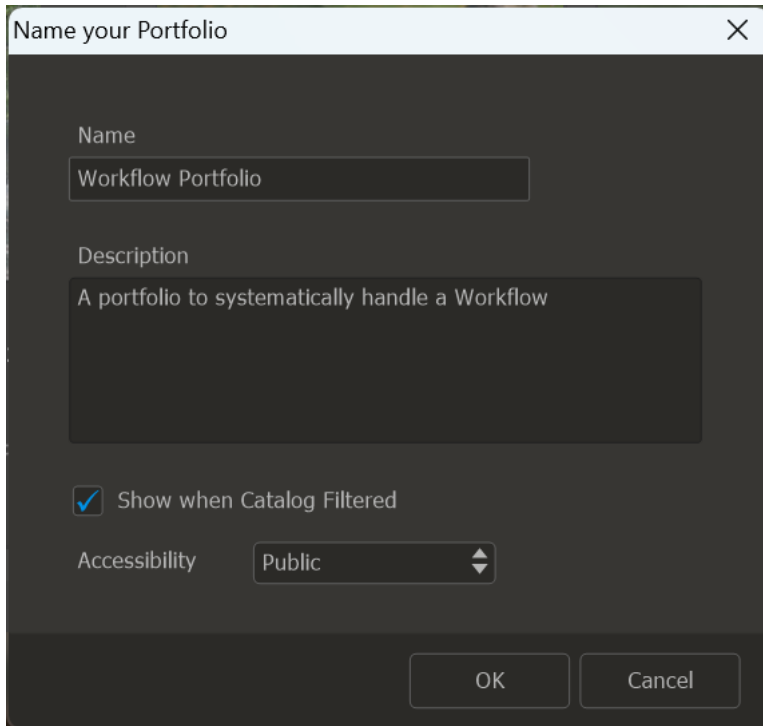
Manually create a Workflow Portfolio: Open the Portfolios tab. If you haven't used this manual before then that should be empty as no portfolio exists that matches the Catalog

Filter. Click the “New Portfolio...” link.

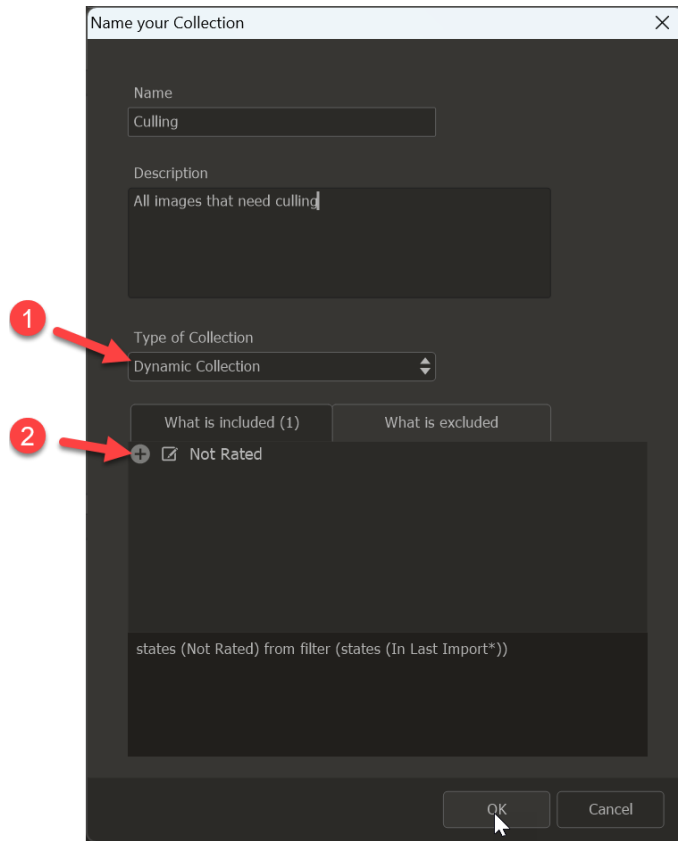
Note that once you have created this Workflow Portfolio, you can reuse it again against the next set of images that you filter in the Catalog Filter.

Fill in the details for this new Portfolio. Make sure that you tick the box for “Show when Catalog Filtered” so that this Portfolio is always visible, regardless of matching the Catalog Filter.

Then click OK to store the Portfolio.

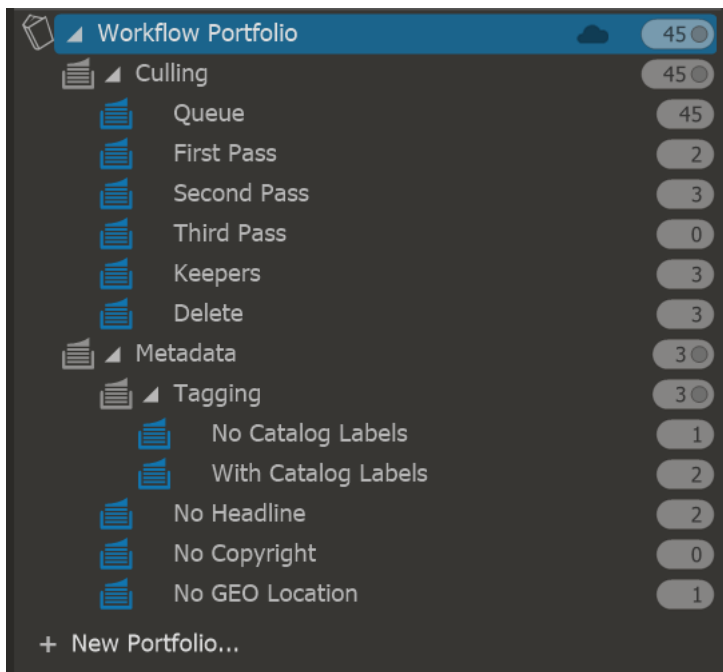


Inside the Workflow Portfolio we will create Dynamic Collections to support our workflow. Right click on the Workflow Portfolio and select “Create Collection”. Give it a name and configure it as a “Dynamic Collection”.



In the “What is included” section you can click the + icon to add items to use as the rule for that Dynamic Collection.

Repeat this for every collection that you’d need for your workflow. Here’s a list of Dynamic Collections that I created.



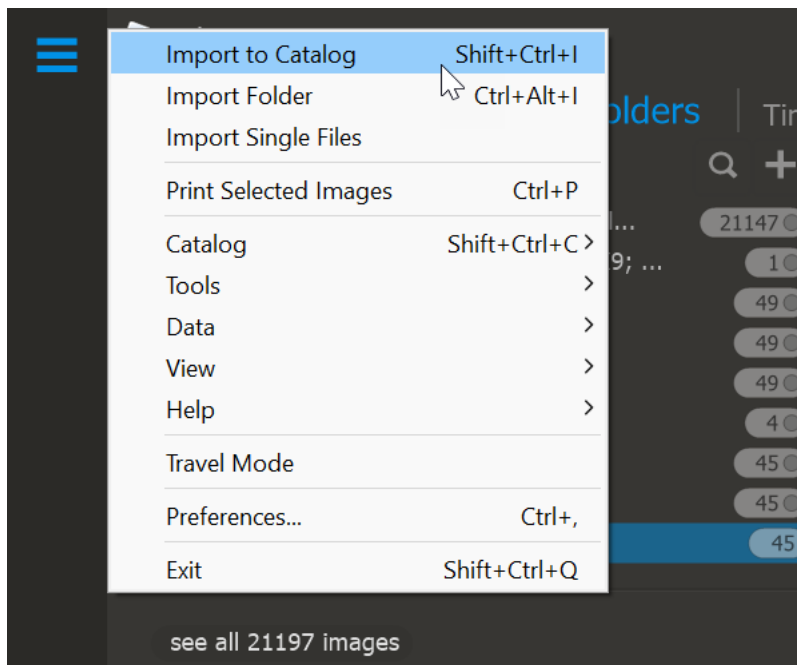
Importing Files

The import process of photos to a catalog involves several key steps to ensure that images are properly organized and accessible within your photo management system.

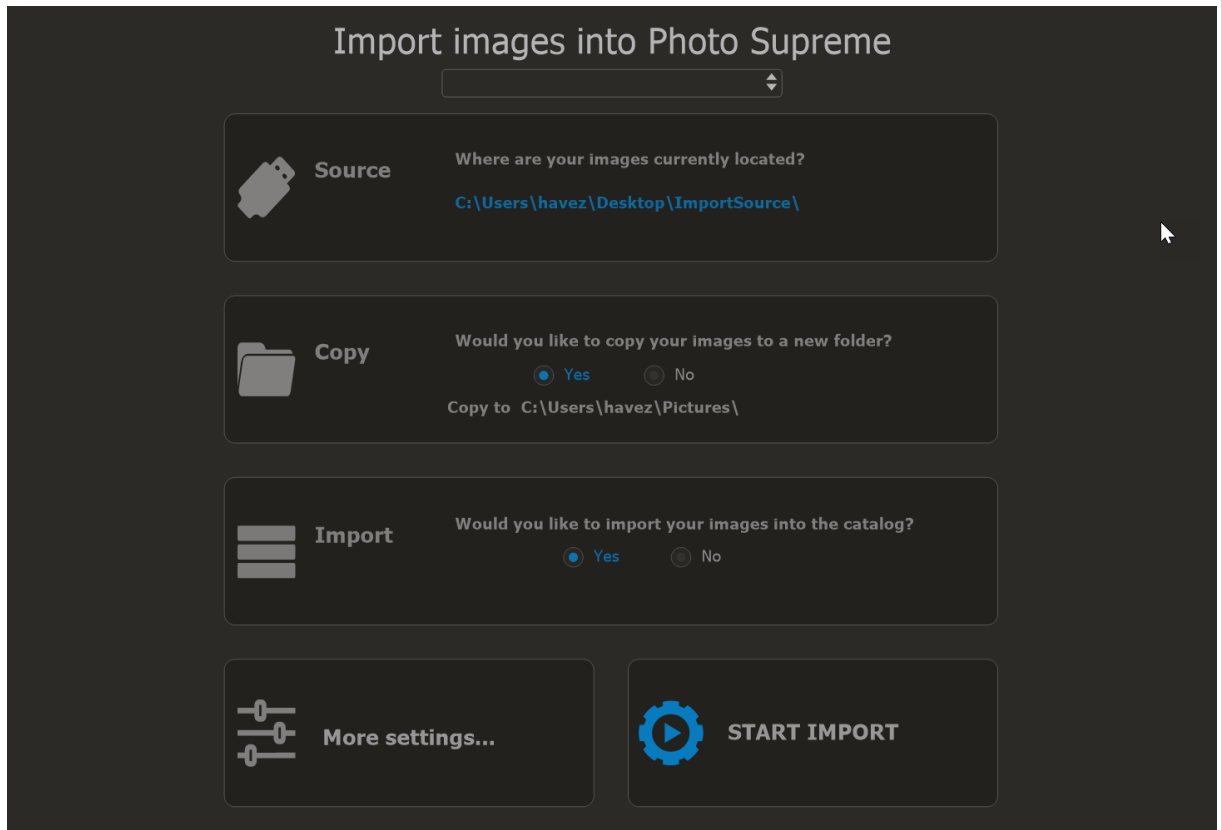
1. **Preparation:** Gather all the photo files you wish to import, ensuring they are accessible from the source device or folder.

For instance, when the camera stores the files on a memory card, insert the memory card into a card reader and connect the reader to the computer. The memory card will appear as a drive or volume in the operating system. You are then ready to import this folder into the Photo Supreme Catalog.

2. **Initiating Import:** Open Photo Supreme and select the “Import to Catalog” function from the upper left hamburger menu.



This opens the Import Wizard.



Select the source location by clicking the folder name.

In the Copy option, click the folder name to select your target folder.

Click the “More settings” button to further configure the Import. That is also where you can select what photos to import. If your Import is already configured, then you can skip the selection process. Photo Supreme will then import all the files that are new since the last time that it imported from that source folder.

3. **Choosing Folder Structure:** Decide on a consistent folder structure for storing your photos. This can be:
 - **Date-based:** Organizing photos by the date they were taken, e.g., /Volumes/My Photos/2024/2024-07/2024-07-23.
 - **Event-based:** Organizing photos by specific events or themes, e.g., /Volumes/My Photos/Trip to Disneyland Florida.
 - **Custom Structures:** Any other organizational scheme that suits your workflow.

In the “More Settings” you can configure the folder structure if needed. Refer to the Quick Manual for Cataloging for more information.

4. **File Copying:** Click “START IMPORT” to begin the import process. The files are then copied from the source folder to the target folder, adhering to the chosen folder structure as configured in the Import feature. As files are copied to the target folder, they will always be verified by Photo Supreme to prevent corruption during the file

transfer.

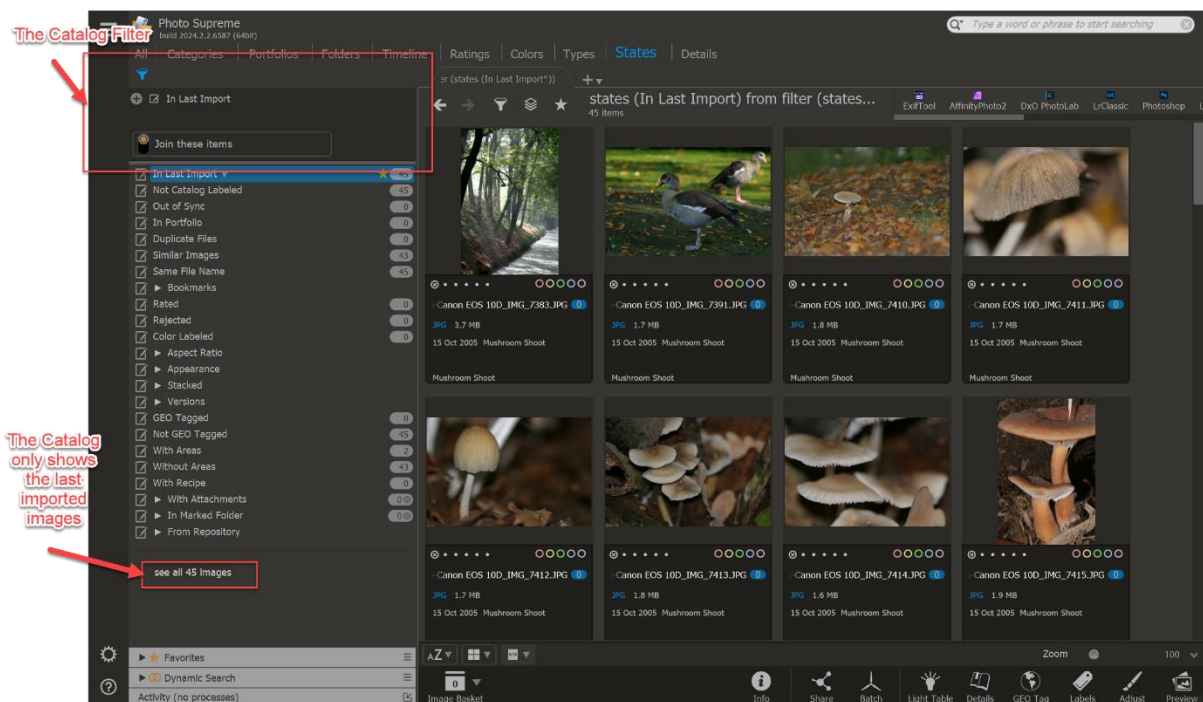
The Import profile can be configured to mirror the files to a mirror folder. This way you instantly have a backup of the original files available.

Finally, the destination files are imported to the catalog.

By following these steps, the import process ensures that your photos are systematically organized and easily retrievable within your photo catalog.

After the import, the “In Last Import” item is opened, and the thumbnails of the imported images are presented.

Right click on the “In Last Import” item and select “Add to Catalog Filter”. You can also drag and drop the “In Last Import” item to the Catalog filter button.



Culling Files

During the Import process it was already possible to select files to copy to the destination folder. This would have been a first culling step, where the easily identifiable mis-shots are already eliminated.

The culling process of photos involves systematically reviewing and selecting the best images from a larger set to keep and work with. Here's a detailed description:

1. **Initial Review:** Begin by loading all the photos into Photo Supreme. Conduct an initial review to get a quick overview of the entire set. You can find the images of the last

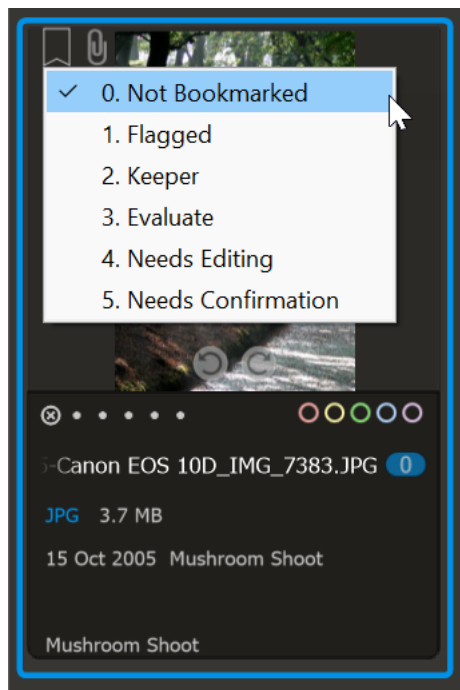
import in States -> In Last Import. Alternatively, find the folder in the Folders section of the catalog.

2. **Culling method:** You need to decide how you want to separate the “keepers” from the “non-keepers”. There are several ways to do that in Photo Supreme.

- **Rating based:** After each culling pass, the rating of the selected images increases. In this approach, assign a one-star rating to every “good enough” photo in the first pass, a two-star rating in the second pass, and so on until you finish selecting. It’s uncommon to need more than five passes, making this method very efficient. Often, you may only need 2 or 3 passes to reach the final selection.

In this method, I assign the "Keeper" bookmark to the final selection. The rating system is my personal favorite because it is straightforward to use.

- **Bookmark based:** In Photo Supreme you can assign bookmarks to every thumbnail. This can be done by clicking the bookmark icon on the thumbnail or pressing the B key on the keyboard.

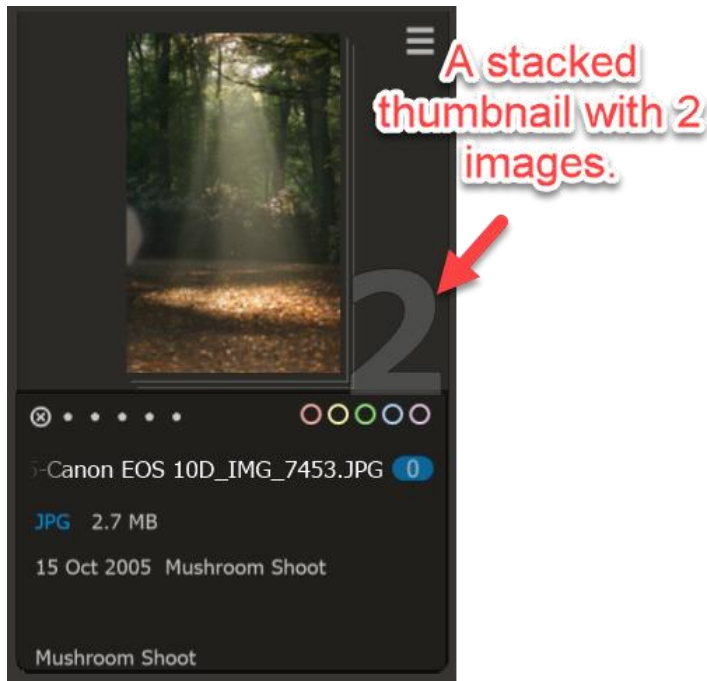


Then select the bookmark to assign. The names of the bookmarks can be configured in the Preferences.

- **Color based:** After every culling pass, the assigned color for that pass goes up. In that approach you would assign a red label to every “keeper” in the first pass. The moving to yellow, green, blue, and purple for the final keepers. As with the rating method, here too you can assign the “Keeper” bookmark to the final selection.
3. **Grouping:** Group photos by sequences or bursts, especially if you have taken multiple shots of the same scene. Choose the best image(s) from each group.

In Photo Supreme, you can use the Stack feature for this. By default, that uses a 10 second interval to group images (Preferences -> Catalog -> Stacking). The bursts then become one thumbnail.

To do this, select the Culling Dynamic Collection. Then select all thumbnails (Ctrl+A on Windows, Cmd+A on macOS) and start the Stack Detection with a right click -> Stacking -> Stack Detection. Note the keyboard shortcut for this.



Again, grouping is only needed if you take bursts of images. If not, just skip the grouping.

4. **First pass review:** Sometimes an import holds hundreds or thousands of images. Then, going through every image one-by-one becomes a time-consuming operation.

The first pass is typically a quick assessment based on the thumbnails alone. Thumbnails are usually sufficient to identify and eliminate obviously unwanted images. If necessary, you can press the space bar to open Quick-View for a larger preview.

The images that fall off here

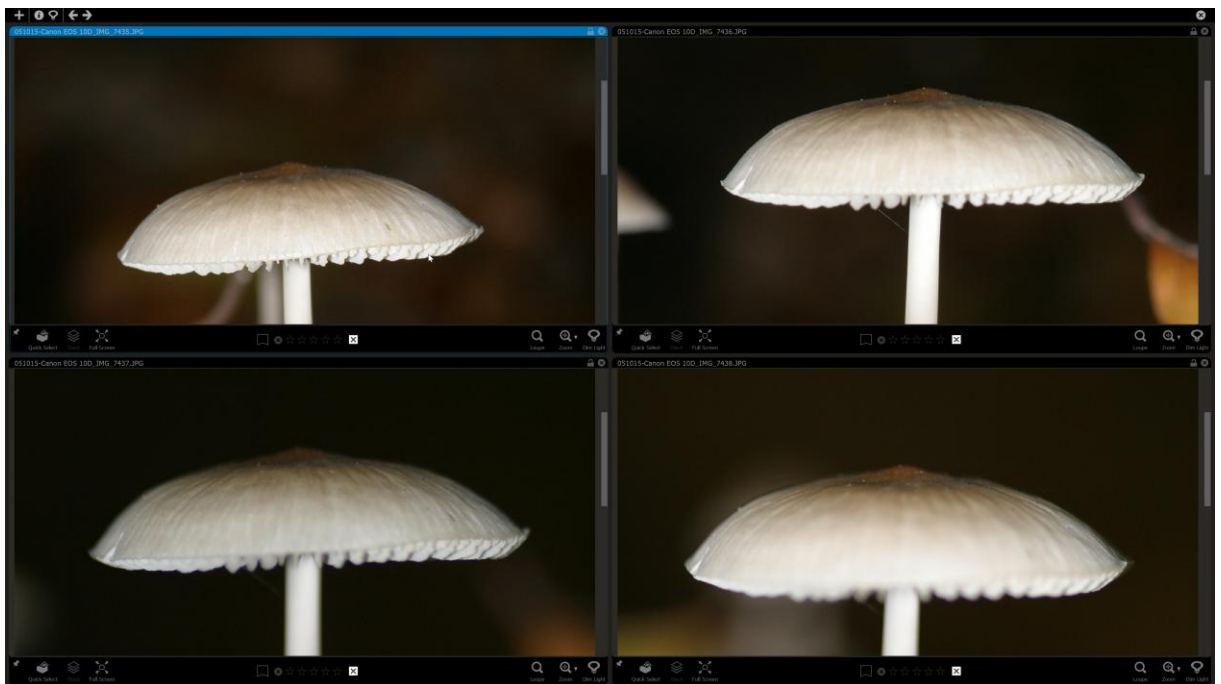
5. **Eliminating Duplicates:** Identify and remove duplicate or very similar photos to reduce the volume of images you need to review in detail.
6. **Detailed Review:** Go through each photo more carefully, examining factors such as focus, composition, exposure, and overall aesthetic quality. Adjust ratings as needed.

For me, this typically occurs after the first or second pass. The third pass is the Detailed Review. In your Workflow Portfolio, select the last step you completed to

apply the initial filter. Then, open the first image in the Viewer by double-clicking on its thumbnail. Within the Viewer, you have all the tools necessary for a thorough evaluation of the image, including zooming and using a loupe.

7. **Comparing:** Compare similar photos side-by-side to make more informed decisions about which ones to keep and which to discard.

To do this, select the thumbnails that you'd like to compare side-by-side and open them in the Light Table by clicking the Light Table icon from the Command Bar below the thumbnails. You can compare up to 12 images in one view. The Light table allows synchronous zooming, synchronous scrolling etc to support the comparison.



8. **Final Selection:** Refine your selection by focusing on the highest-rated images. Ensure that the final set of photos represents the best quality and most relevant content for your project or purpose.

At this point I typically assign the “Keeper” bookmark to the final selection.

9. **Deletion:** Move the rejected photos to a separate folder for potential future use or delete them permanently if they are not needed.
10. **Backup:** Backup the selected photos to ensure they are preserved and protected from data loss.

By following these steps, the culling process ensures that only the best photos are retained in your catalog, making it easier to manage, edit, and use the images effectively.

After completing the culling process, I end up with the following:

1. **Rejected Images:** These have the "rejected" flag assigned and should be deleted from the disk.
2. **Doubtful Images:** These do not have a rating assigned and may need further review.

3. **Selections:** These have a 1, 2, 3, 4, or 5-star rating assigned, based on the pass they made it through.
4. **Final Selection:** These have the "Keeper" bookmark assigned.

The next step is to enrich the files with metadata. For me, all images that have a rating or a Keeper bookmark will have their metadata enriched.

Metadata

The metadata enriching process in a workflow involves adding detailed information to your photos to enhance their organization, searchability, and usability.

1. The culled images that have a significant rating are all Catalog Labeled (keywords).
2. The Keepers need to have the headlines and copyright information filled in.
3. Optionally the images should have the GEO location filled in.

Here's a step-by-step description of the process:

1. **Adding Basic Metadata:** The technical metadata is often automatically extracted from the photo's EXIF data as recorded by the camera. Photo Supreme already reads this during the import.

If your image files don't have technical information, then start by adding basic metadata such as the date and location where the photo was taken.

2. **Descriptive Captions:** Write descriptive captions for the photos. Captions provide context and additional information about the image, such as the story behind the photo.

In Photo Supreme, select the Dynamic Collection "No Headline" from the Workflow Portfolio -> Metadata section.

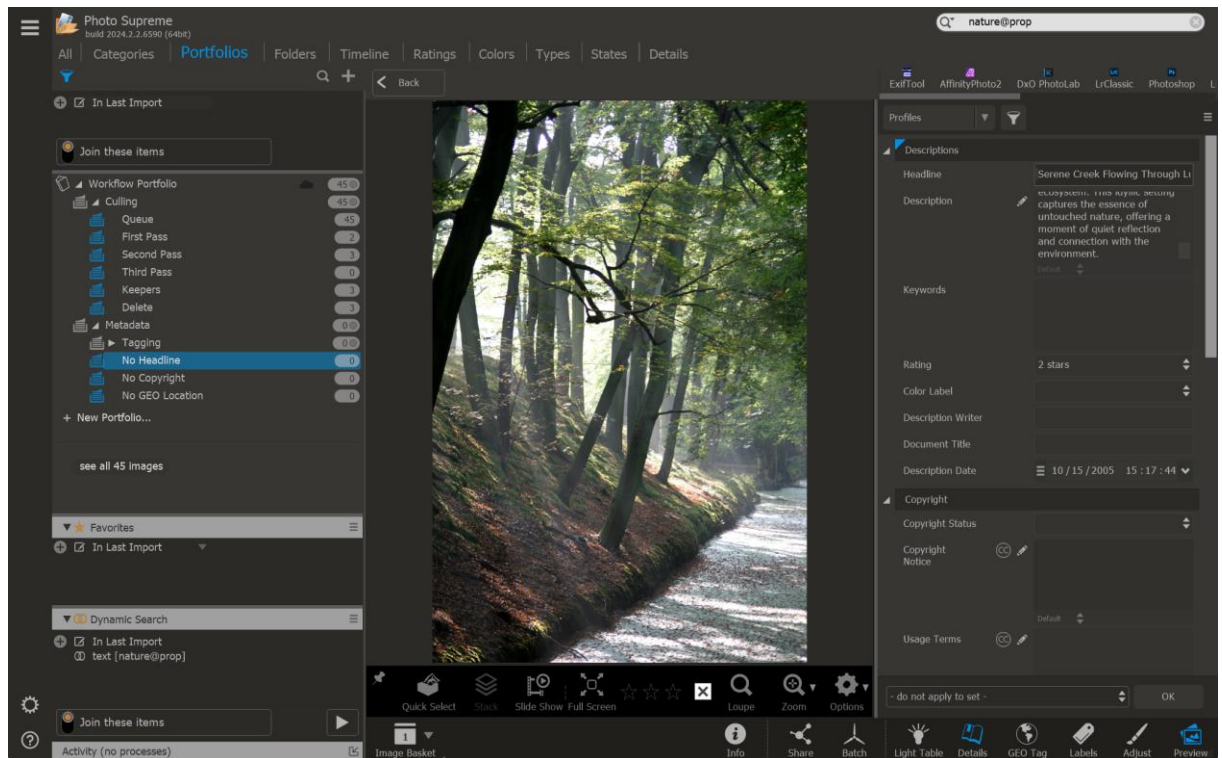
Then select the first thumb and either click on the Details button from the Command Bar below the thumbnails to open the Details Panel, or press Ctrl+D (Windows)/Cmd+D (macOS).

Enter the Headline and/or a description for each image. After entering the details, either

Headline: The headline field in a photo's metadata is typically used to provide a concise, descriptive title for the image. This title should give viewers a clear idea of what the photo depicts without needing additional context. Here are some guidelines and examples for what you might enter in the headline field. E.g. "Chef Preparing Gourmet Dish" or "Sunset Over Golden Gate Bridge".

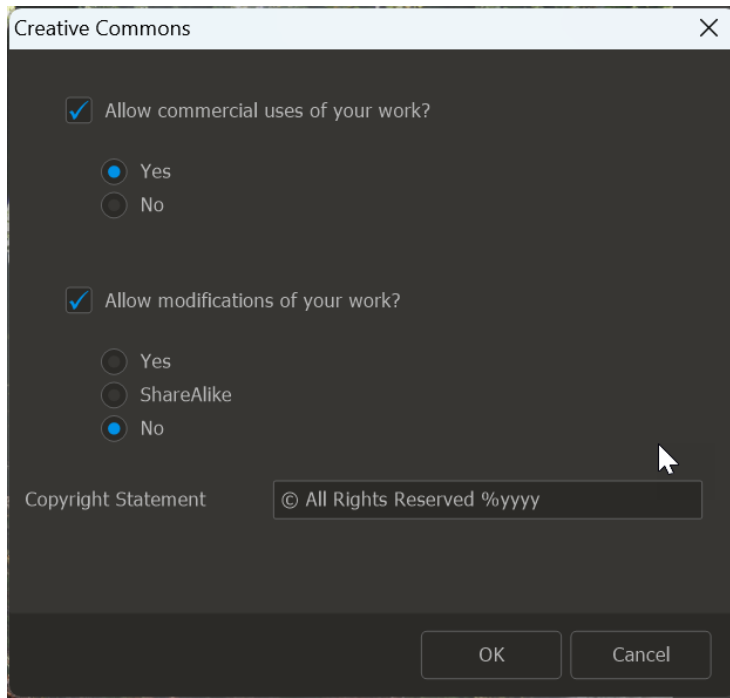
Description: The description field in a photo's metadata is used to provide more detailed information about the image. This field should offer a fuller context, describing the scene, the subjects, the event, and any other relevant details. Here are

some guidelines and examples for what you might enter in the description field. Expand on the headline and try to identify key elements, such as the setting and environment or an indication of why the photo was taken. Note that descriptions can be entered in multiple languages.

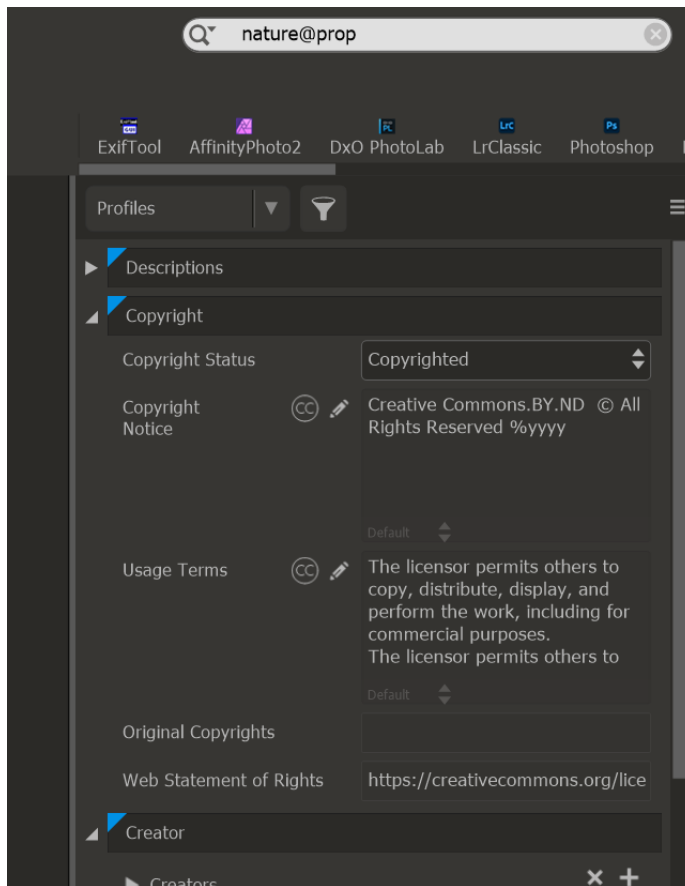


3. **Copyright Information:** Include copyright information to protect your intellectual property. This typically includes the photographer's name, contact details, and any usage rights or restrictions.

In the Copyright section of the Details you can enter the copyright details. Typically, the Copyright information will be the same for all photos. Select the "No Copyright" Dynamic Collection, select all the thumbnails (Ctrl+A (Windows) or Cmd+A (macOS)) and open the Details. Select the status of the copyright. This is either Undefined, Public Domain, or Copyrighted. As a fan of the Creative Commons service, I prefer to enter my copyright text using their rules. To do this, click the CC button and construct a matching copyright text.



After clicking the “OK” button, the copyright text is generated into the appropriate fields.

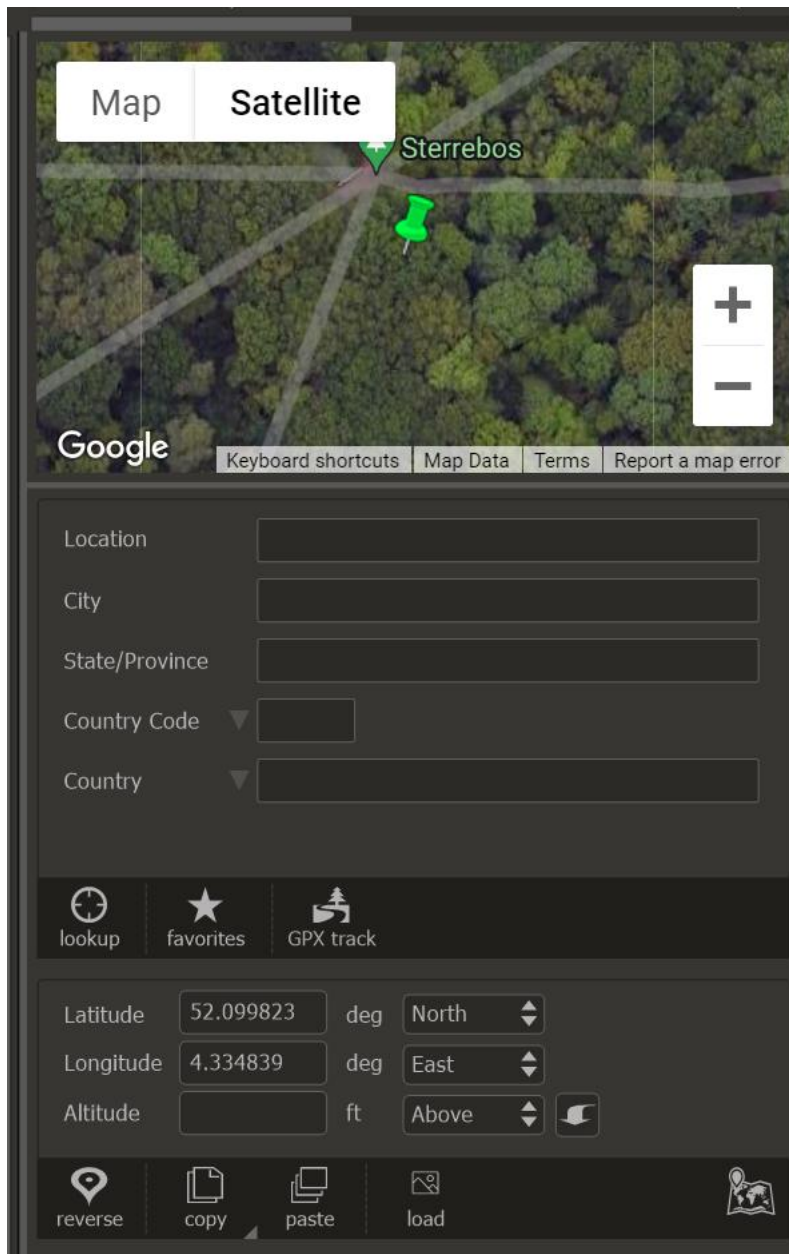


4. **Geotagging:** Add geotags to photos if the location data is not already embedded. Geotagging helps in organizing and searching photos based on geographic locations.

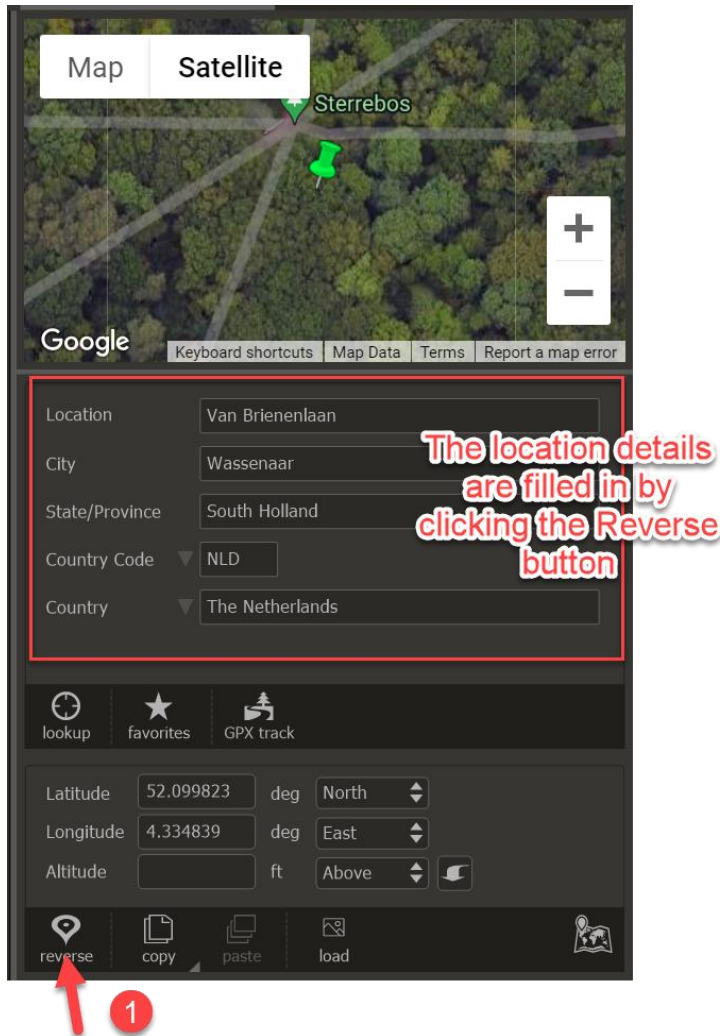
By default, some cameras and most phone cameras automatically record GEO coordinates using integrated GPS chips. Additionally, some people use GPS recording devices to log their movements while walking. These tracks are usually saved as GPX files.

In Photo Supreme, the GEO coordinates recorded by a device are automatically displayed. GPX tracks can be imported and matched with the photo timestamps to determine their appropriate coordinates.

To work with GEO coordinates, open the GEO panel by either clicking that button from the Command Bar below the thumbnails, or press Ctrl+G (Windows)/Cmd+G (macOS).

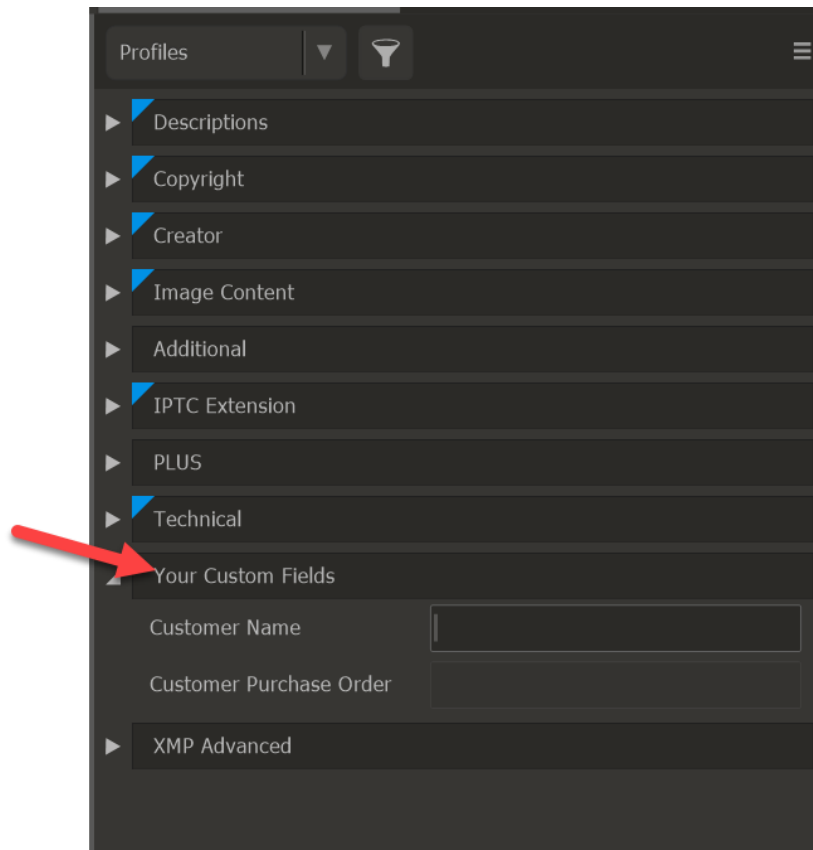


Here's a screenshot of a picture that has its GEO coordinates already filled in. To get the details of the location, you can click the "Reverse" button. That will fill in the details for the coordinates based on the details that Google Maps returns.



5. **Custom Metadata Fields:** Utilize any custom metadata fields available in your photo management software. These fields can be tailored to your specific needs, such as project names, client details, or special notes.

In Photo Supreme you can define Custom Fields in the Info Panel. Once defined, they become available for entry in the Details Panel, where they appear in their own section among the various fields available.



6. **Review and Edit:** Review the metadata for accuracy and completeness. Make any necessary edits to ensure that all information is correct and comprehensive.
7. **Saving and Embedding:** Save the metadata to the photos. By default, in Photo Supreme, metadata is embedded directly into the image files. If configured to not do this automatically and you'd still want the metadata to be saved with the files then now select all thumbnails, and right click → Metadata → "Save metadata to File" . There is a keyboard shortcut for this.
8. **Backup:** Ensure that all metadata-enriched photos are backed up to prevent data loss. This includes backing up both the image files and the metadata.

By following these steps, the metadata enriching process ensures that your photos are well-organized, easily searchable, and adequately documented, enhancing their overall value and usability in your workflow.