
QUICK START MANUAL

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Introduction

Photo Supreme is a powerful **Digital Asset Management (DAM)** tool designed to help you effectively manage your image, video, and other media files. It organizes and categorizes files based on various details, including technical specifications and their location on disk. In addition to these properties, you can enhance your files by tagging images, adding descriptions, and incorporating custom information. While this process may seem time-consuming initially, the long-term benefits are significant.

With Photo Supreme, you can quickly locate image files using a multitude of criteria and combinations. Think of Photo Supreme as the hub of your image workflow: it facilitates the import of new files, enables management and organization within Portfolios, allows for modifications through third-party applications, and supports sharing to your preferred photo-sharing sites.

Installation

Photo Supreme is compatible with both **macOS** (version 10.15 and above) and **Windows** (Windows 8 and later; Windows 10 or higher is recommended). You can download the software by clicking the trial button on the [IDimager website](#). Be sure to select the version that corresponds to your operating system.

Installing on Windows:

1. Download the setup file.
2. Execute the file by double-clicking it in Windows Explorer
3. Follow the installation instructions.

The Windows setup file is designed for Intel 64-bit systems and is compatible with Windows-ARM. If installed on Windows-ARM, Photo Supreme will run in "emulator mode".

Installing on macOS:

1. Download the installation package.
2. Open the downloaded package file by double-clicking it in the macOS Finder.
3. Follow the installation instructions.

The macOS installation package is a universal binary, meaning it can be installed and run natively on both Intel-based and Silicon/ARM-equipped Apple computers.

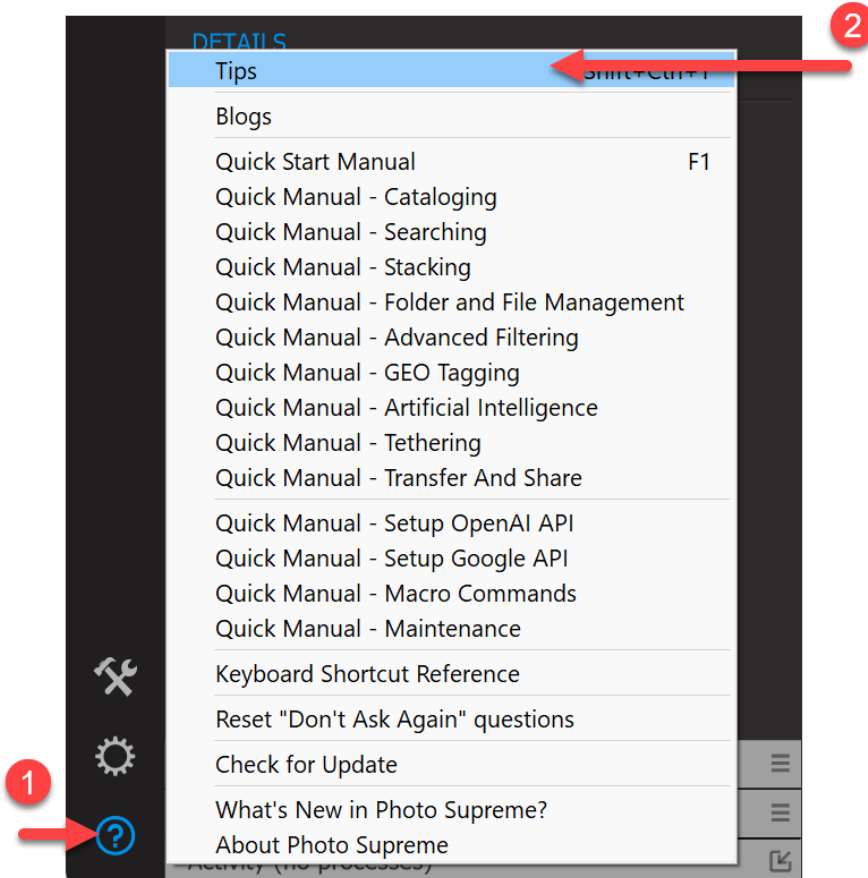
The Application

Upon launching the application for the first time, you'll be greeted by the main screen, which is divided into three distinct areas:

1. **Catalog Tree (Left Side):** This section is dedicated to managing and organizing your files within the catalog.
2. **Collection Viewer (Middle Section):** This area displays the thumbnails of your images. You can sort these thumbnails using various options by clicking the **Sort** button located below them.
3. **Flexible Panel (Right Side):** This panel can be customized to display different functionalities. Depending on your needs, you can choose to show **Info, Batch, Light Table, Details, AI, GEO Tag, or Assign** by using the command buttons situated below the Collection Viewer.

The Tips System

Included within Photo Supreme's documentation is the **Tips System**, which serves as a primary resource for obtaining basic assistance regarding screen controls and widgets. You can activate the Tips System by selecting it from the **Help** menu.



When the Tips System is activated, you can hover your mouse over the screen widgets to display a tooltip that explains what each widget is and how it can be used.

Supported file formats

After the initial installation, Photo Supreme supports managing a wide range of popular image and video file formats.

360, 3FR, 3GP, AF, AFPHOTO, AI, ARW, AVI, AVIF, BMP, CR2, CR3, CRM, CRW, DCR, DIB, DNG, DOC, DOCX, EPS, ERF, FAX, FFF, FLAC, FLV, GIF, GPR, HDR, HEIC, HEIF, HIF, IIQ, INSP, INSV, JFIF, JPE, JPEG, JPG, KDC, M2T, M2TS, M4V, MKV, MOV, MOS, MP4, MPE, MPEG, MPG, MRW, MTS, NEF, NEFX, NRW, ORD, ORF, PBM, PDD, PDF, PEF, PGM, PNG, PPM, PPT, PPTX, PSB, PSD, PSP, PSPIMAGE, PXD, RAF, RAW, RLE, RTF, RW2, RWL, SR2, SRF, SRW, SWF, TIF, TIFF, TXT, WEBP, WEBM, WMV, X3F, XLS, XLSX,

If you need support for a file format that isn't already included, you can manually add it. Simply go to **Preferences > File Handling > Other File Formats** and add the file extension you need. Once added, Photo Supreme will be able to fully manage that format. For these file types, Photo Supreme depends on the operating system to generate the thumbnail and preview. As a result, if thumbnails are visible in Windows Explorer or macOS Finder, they should also appear in Photo Supreme.

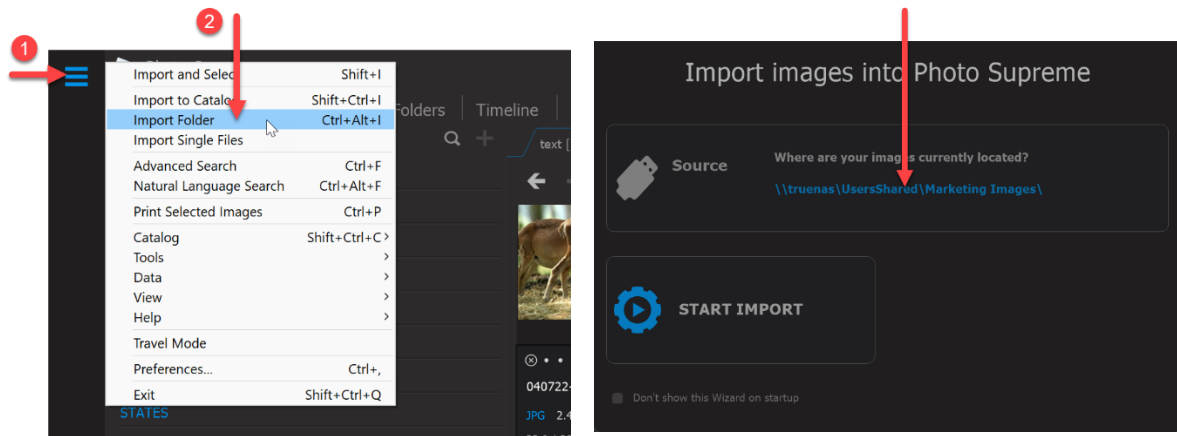
Your initial import into the Catalog

Let's start by importing our first set of images into the Catalog. This process, known as "importing" or sometimes "ingesting", allows you to bring images into Photo Supreme. During the import, you can either import existing files from your disk or copy files from a source folder to a target folder before importing them. Photo Supreme operates using a "referenced catalog", which means the files remain on disk while the catalog stores references (file links) to them.

For this guide, we will import a set of images that are already stored on a local disk. This means the imported images will remain in their original folders on disk.

Tip: To familiarize yourself with the software, it's advisable to use a copied set of images. Create a test folder and copy a few hundred images into it. Once you feel comfortable with the software, you can begin importing your actual image collection.

To import your test set, open the Hamburger menu and select **"Import Folder"**.



To quickly import images, follow these steps:

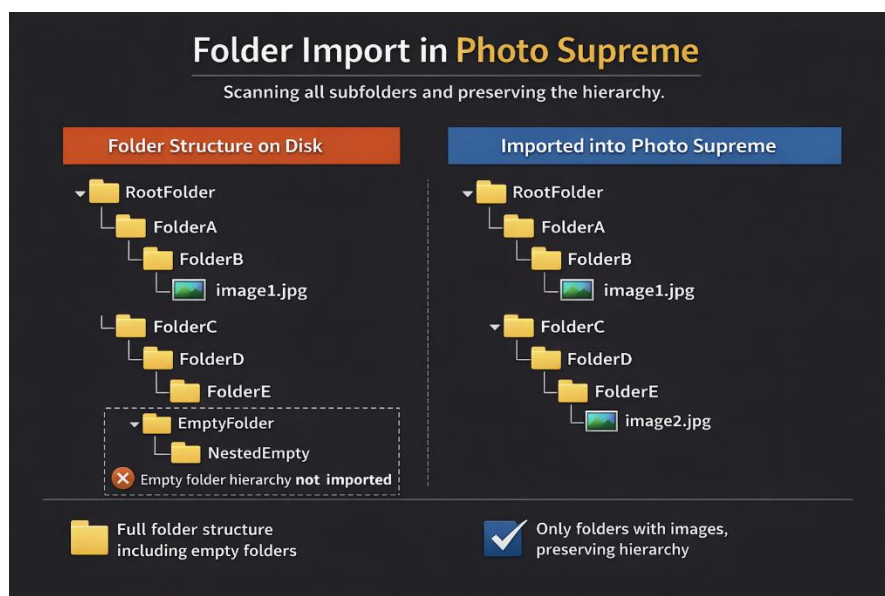
A. **Select a source:** Click the first button and choose the source folder, which will be the test folder you just created.

B. **Start the import process:** Initiate the import.

The import process will now begin, creating references in the catalog. At this stage, the existing descriptive data (metadata) of the images will be imported, and any existing keywords will be converted into Catalog Labels.

The Import feature in Photo Supreme is highly versatile. For a more comprehensive overview of how to utilize the advanced Import features, refer to the specific Quick Manual about Cataloging. You can access these Quick Manuals by clicking the ? icon in the left sidebar.

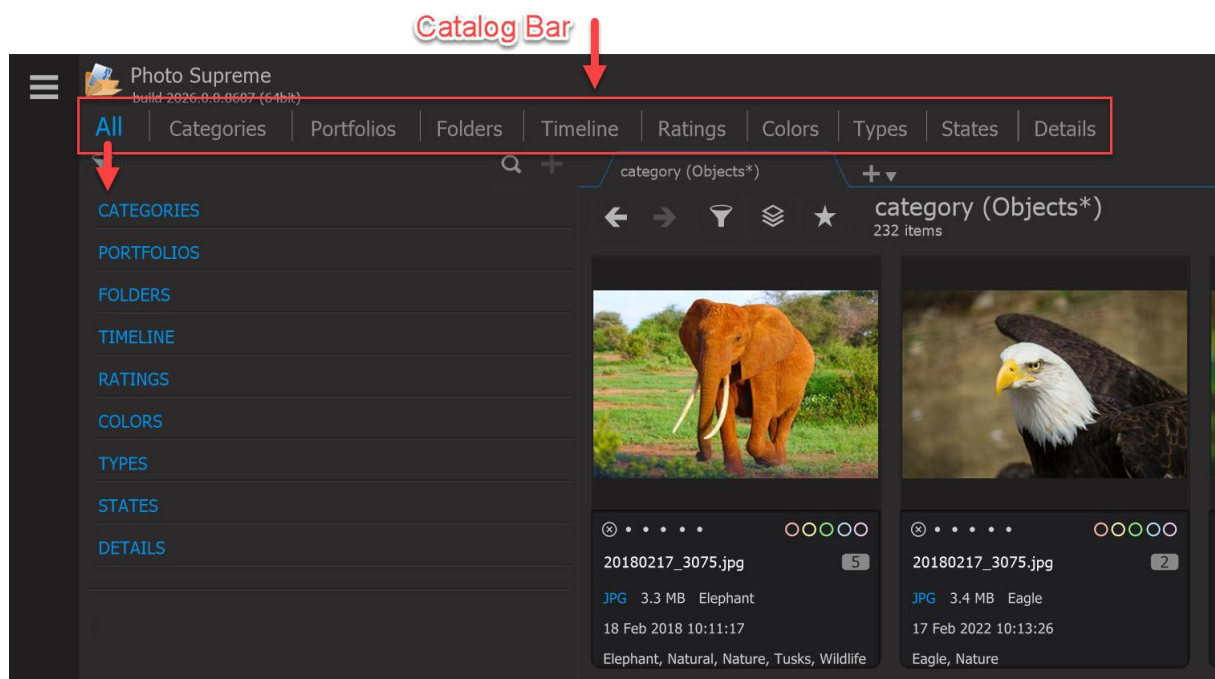
After importing, the folder hierarchy from the disk is replicated in Photo Supreme, and the images are displayed as thumbnails. Note that any subfolders within the selected folder that contain no recognized image files will not appear in Photo Supreme.



CATALOG

As a Digital Asset Management system, Photo Supreme maintains a Catalog that holds all the data it manages and stores. The left side of the application features the Catalog Tree, which presents the Catalog and serves as the access point to the information managed by Photo Supreme.

You can use the Catalog Bar, located at the top and displaying options like “All,” “Categories,” “Portfolios,” and more, to select the section of the catalog you wish to open in the Catalog Tree.



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."

Types 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.

States 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.

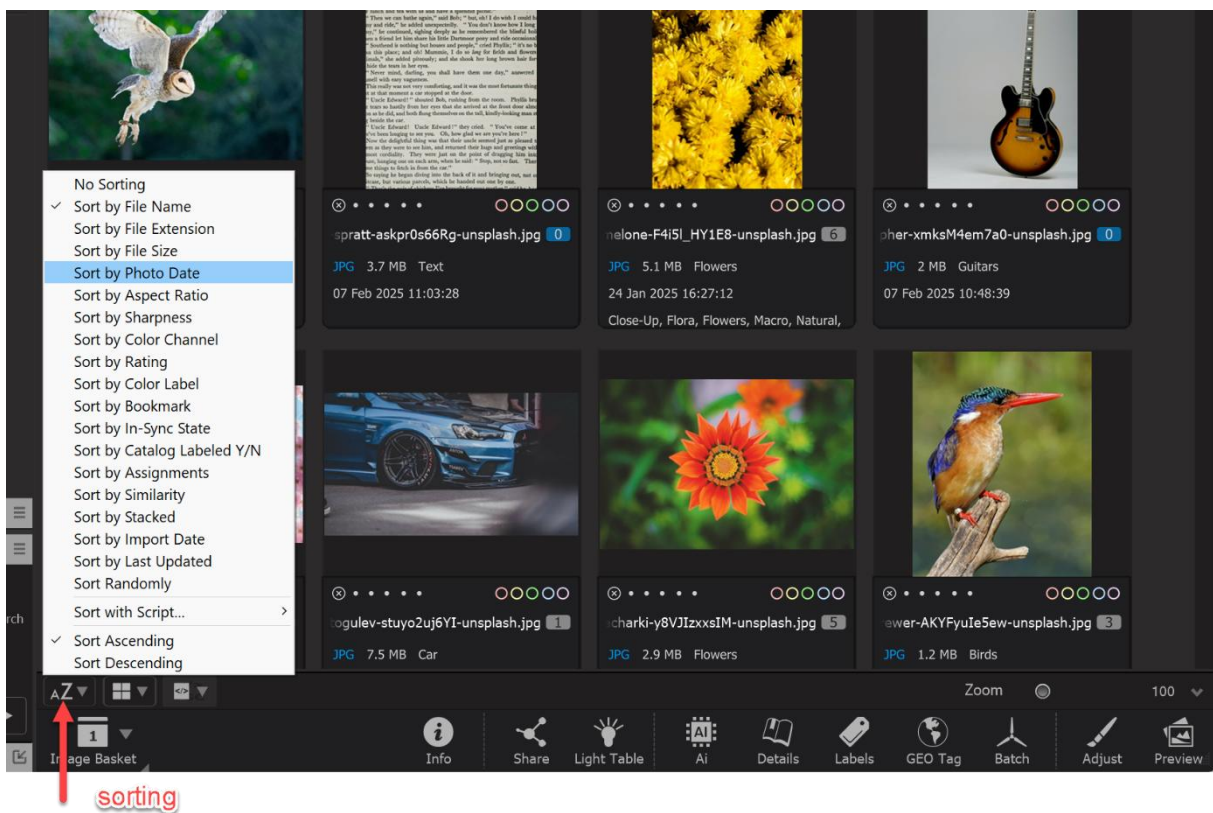
Details Images contain metadata that includes a wealth of information. This metadata can be technical (such as the focal length used) as well as descriptive (like the appropriate caption for the image). In this section, you can explore the detailed metadata of your images.

After choosing an item from one of the Catalog Sections, the results appear as thumbnails: small images representing the content. The area where these thumbnails are displayed is

called the Collection Viewer. You can adjust the appearance of the thumbnails using the Settings Bar located beneath the Collection Viewer.



In the Settings Bar, you can adjust the zoom level of the thumbnails, choose to display additional information beneath each thumbnail (custom thumbnail info), and switch between different thumbnail styles, such as clean thumbnails, framed thumbnails, or a grid view. You can also modify the sort order of the thumbnails from this area.



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.

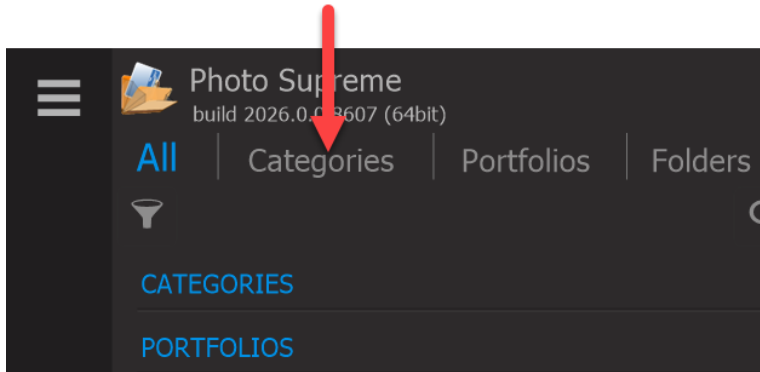
Creating Catalog Labels

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.

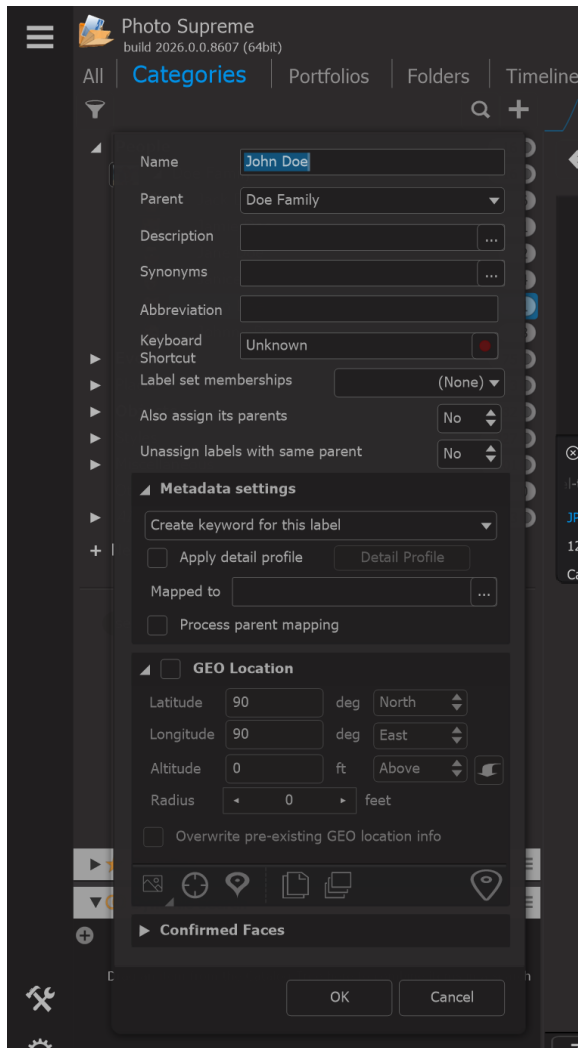


Upon initial installation, the application includes some pre-created Categories and Labels. A **Category** serves as the top-level container for your catalog labels. You can define as many Categories as you need or rename the existing ones. However, keep in mind that certain Categories have specific 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:

People	Catalog Labels in this Category are linked to the "PersonInImage" metadata field and will be exchanged with it.
Events	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.
Places	This Category is used to maintain geographical hierarchies.
Objects	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.
Miscellaneous	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 the majority 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:

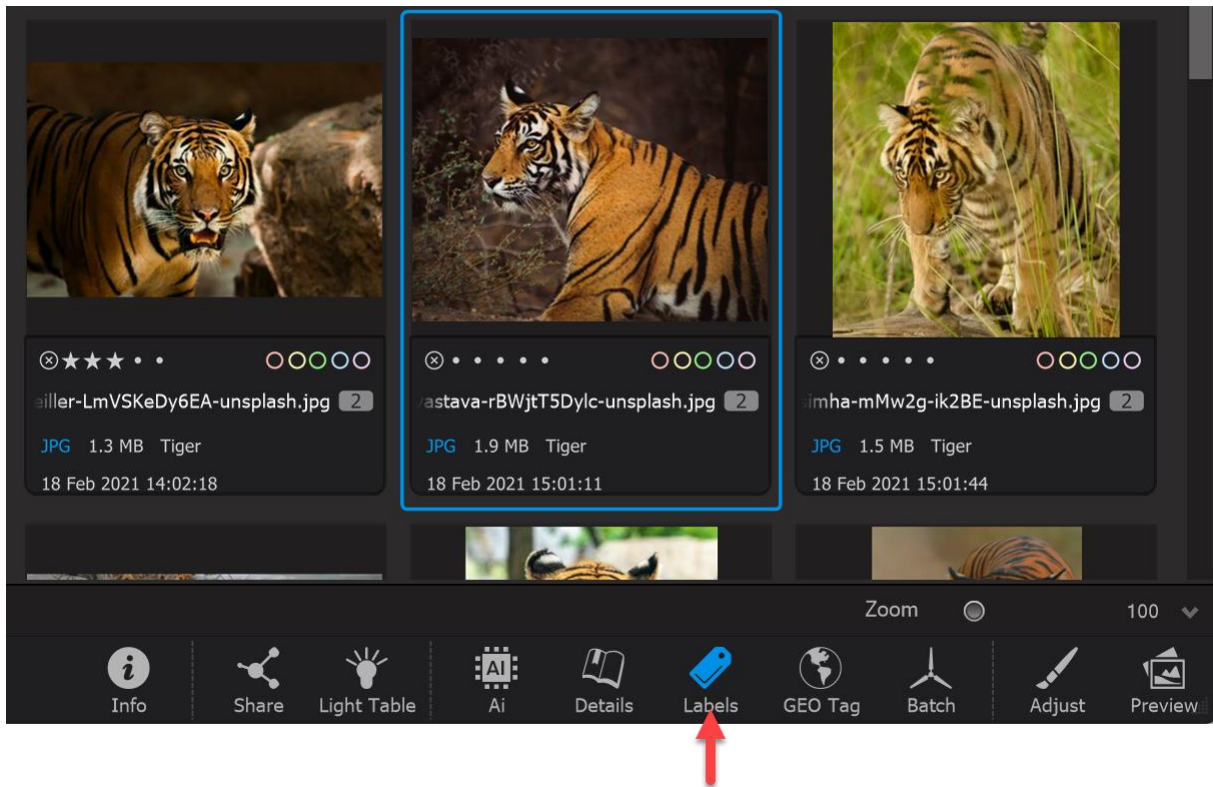
1. Select the label.
2. Press [Insert] or right-click on the Category and choose "Add Item".
3. Enter the details (usually, just a name is enough).
4. Save your new sub-Catalog Label by clicking the "Apply" button.

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.

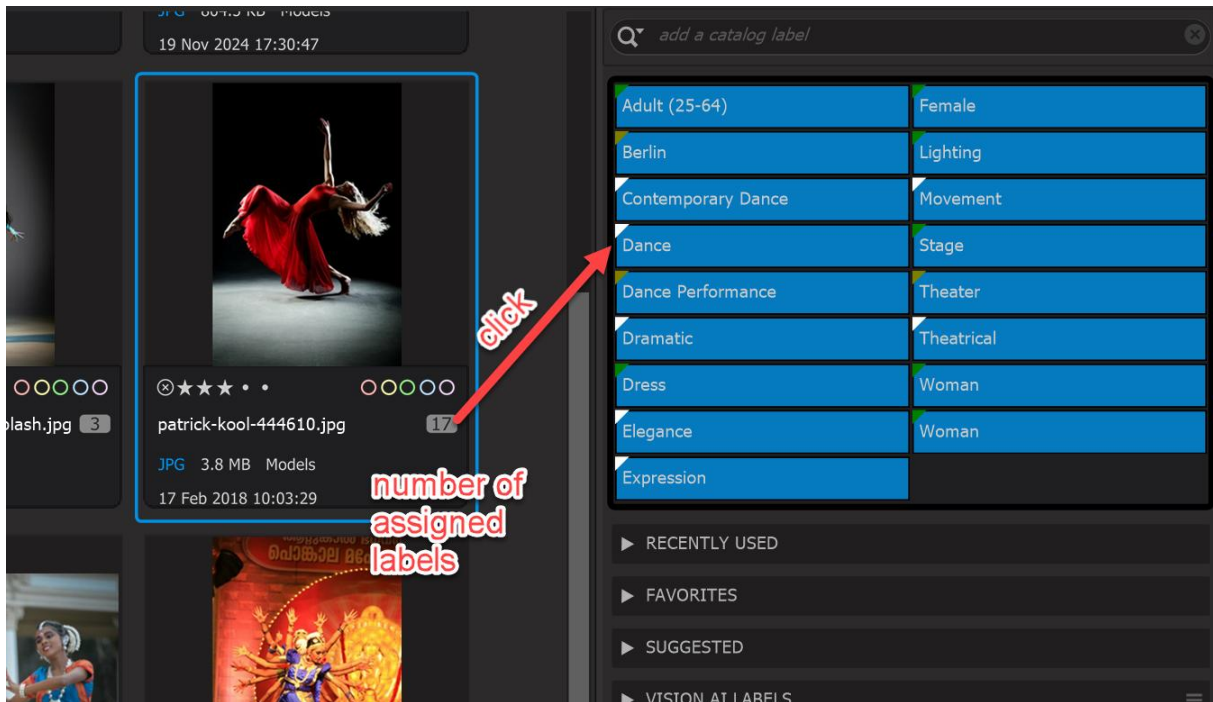


The Label Assignment panel operates based on the current selection, meaning it displays, assigns, and removes Catalog Labels for the thumbnails currently selected in the Collection Viewer. For images that already have assigned Catalog Labels, the labels assigned to all selected images will appear in 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.



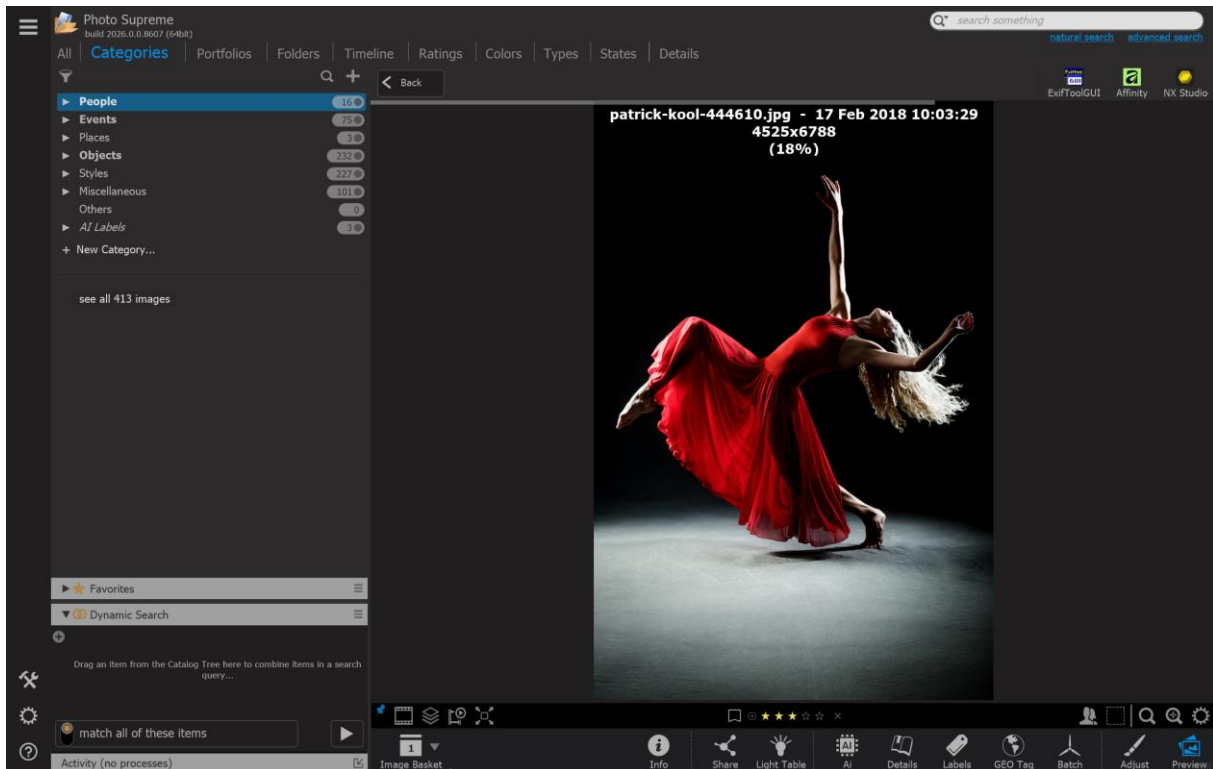
TIP: You can check your cataloging workload by opening the States section (click on States in the top Catalog Bar). From there, select the "Not Catalog Labeled" state.

Viewing images

In addition to viewing thumbnails, you can open an image viewer for most image formats in Photo Supreme. To do this, either double-click on a selected thumbnail or press the ENTER key on your keyboard. macOS users also have the option to press Cmd+O to open a selected thumbnail in the Viewer.

You can zoom in or out by using the scroll wheel on your mouse or the +/- keys on your keyboard. Pressing ENTER will switch to full-screen view, and you can exit full-screen mode by pressing either the ESC key or the Backspace key.

You can use the Z and A keys to quickly toggle between a 100% view and the "best fit" view. These shortcuts are designed to make it easy to browse through a set of images quickly, allowing you to keep your hands on the keyboard for more efficient navigation.



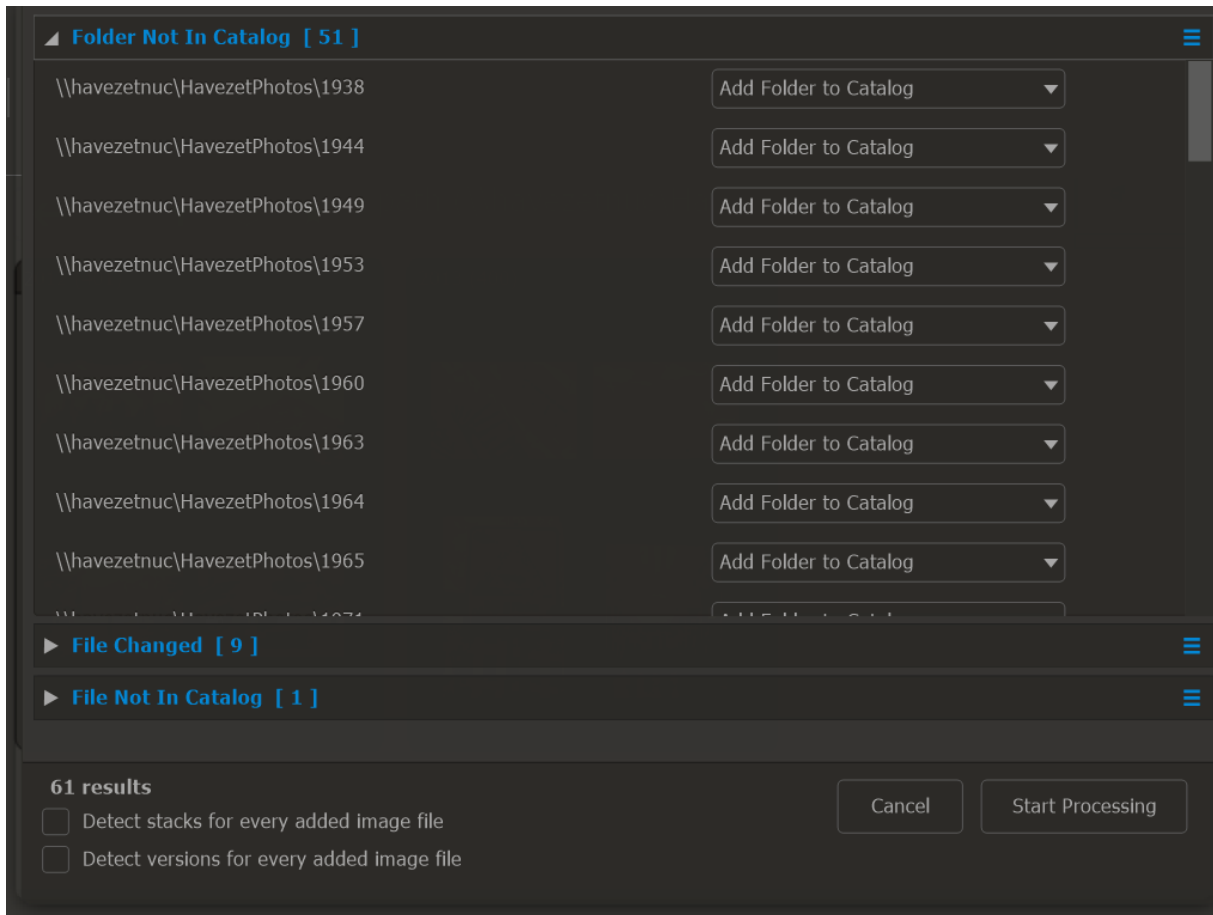
Tip: The Viewer uses its own options. Find the options button in the lower right corner of the Viewer.

Folder Verification

As you work with files in Photo Supreme or other software, it's inevitable that new files will be added to your system that haven't yet been added to the Catalog. Manually locating these files can be a tedious task. The solution is Folder Verification. Verifying catalog folders helps identify changes on the file system that are out of sync with the catalog. For example:

- A subfolder has been deleted from the disk but still exists in the catalog.
- An image exists on the file system but hasn't been added to the catalog yet.
- A new folder has been detected.

For each type of result, you can specify what action to take, making it simple to manage changes made outside of Photo Supreme's control.



To start Folder Verification in Photo Supreme, follow these steps:

1. Open the **Folders** section by selecting it from the Catalog Bar.
2. Right-click on any folder in the folder hierarchy.
3. From the context menu, select the **Verify Folder** option.

You will then have several options to choose from:

- **Verify Folder Quick:** This identifies changes if the file timestamp or file size has changed, and also reports missing files and folders.
- **Verify Folder Binary:** This reports files as changed if their binary signature has altered (e.g., due to editing with third-party software or corruption). It also detects missing files and folders.
- **Scan for Missing Folders:** Scans the system for folders that exist on the file system but not in the catalog, and vice versa.
- **Scan for Missing Files:** Scans for files that exist on the file system but not in the catalog, and vice versa.
- **Scan for Missing Folders and Files:** Combines both folder and file scans, reporting any that exist on the system but not in the catalog, and vice versa.

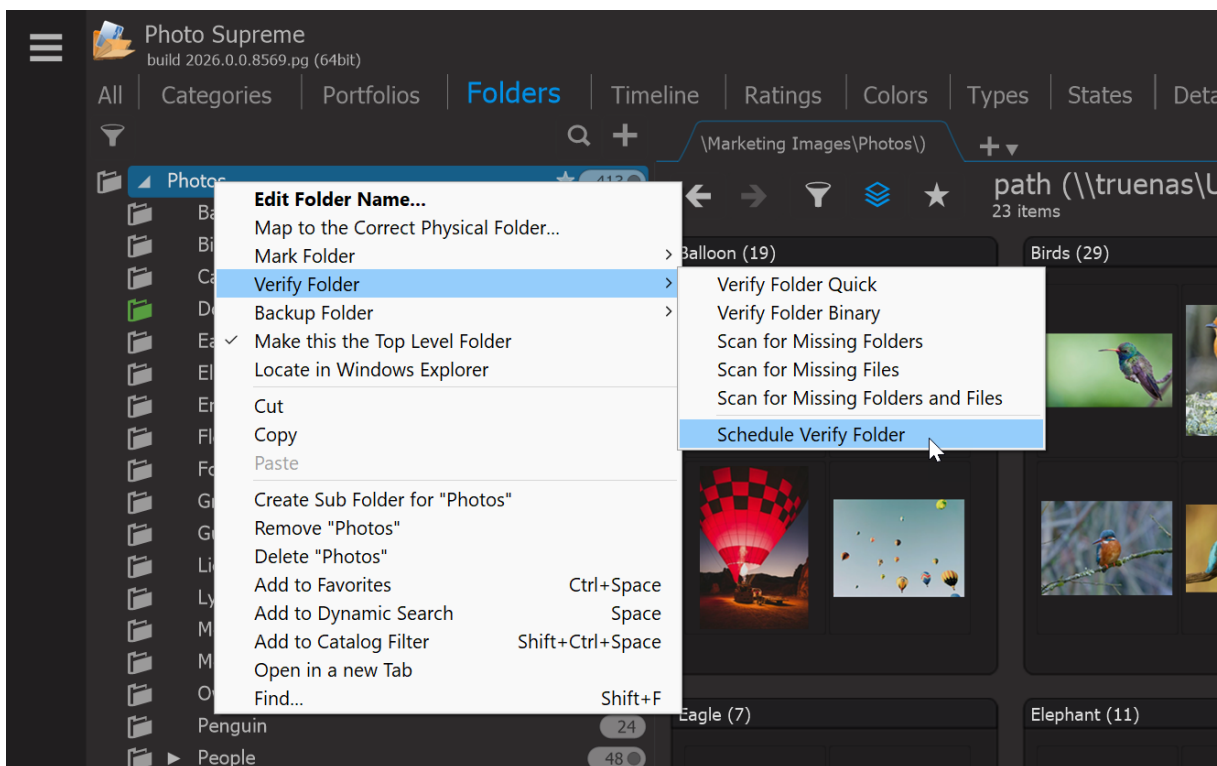
For the most comprehensive check, you can select **Verify Folder Binary**, which thoroughly checks for any changes in the binary file signature. However, in most cases, the **Verify Folder**

Quick option is sufficient and operates much faster by only checking for changes in file timestamps or sizes.

This will begin the verification process for the selected folder and all its subfolders. As the verification progresses, Photo Supreme will compare the files and folders on the system with those in the catalog, ensuring they match and identifying any missing or changed items.

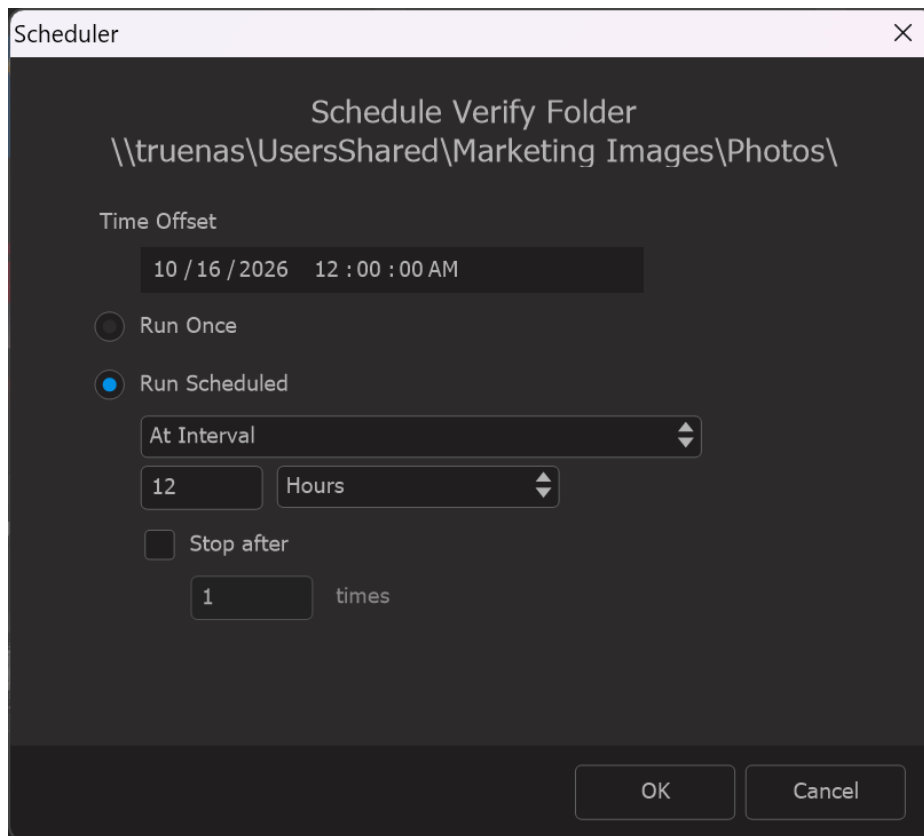
Schedule Folder Verification

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.

Searching

The primary benefit of using Digital Asset Management software to manage your images is the ability to locate your images incredibly quickly, and Photo Supreme excels in this aspect. It offers various search techniques, including the **Search Bar**, **Advanced Search**, **Favorites**, **Filtering**, and **Dynamic Searches**. You can find detailed descriptions of these search methods in the **Searching Quick Start Manual** located in the Help menu of Photo Supreme. This document will provide a brief overview of the Search Bar.

The Search Bar

The most notable search feature is the search box located in the upper right corner. Here, you can easily enter a phrase or keyword, and Photo Supreme will display all relevant results. This search bar will allow you to perform the majority of your searches efficiently.

Combinations

If you enter multiple search terms separated by spaces, Photo Supreme will interpret that as an **AND** search. For example, searching for **john jane** will yield results for all images that include both **john AND jane**.

You can also explicitly combine searches using the operators **AND**, **OR**, and **NOT**, but remember that these operators should always be written in capital letters.

For instance:

- **john OR jane**
This will return images that contain either "john" or "jane."
- **john AND jane**
This will find images that include both "john" and "jane."
- **john NOT jane**
This will return images that contain "john" but exclude any that include "jane."

To search for exact matches, place a word or phrase in double quotes. For example, "**john smith**" **AND jane** will return results for "**john smith**" along with any images that include **jane**, but it will exclude other variations of "john smith", such as "John Smith Jones"