
INSTRUCTION MANUAL

Workflow with Dynamic Collections

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Introduction

Photo Supreme is a Digital Asset Management (DAM) tool designed to streamline the organization of your image files. It automatically categorizes images using embedded metadata, such as technical details and file location. You can further enrich your files by adding tags, descriptions, and custom data. While this may require an initial investment of time, the payoff is clear: you'll be able to quickly locate images using a wide range of search criteria or combinations.

This manual provides guidance on building an efficient workflow using Dynamic Collections. These collections automatically group images based on specific conditions, for example: all images with a 4-star rating. When you access a Dynamic Collection, it displays only the files that match the defined rules. As you continue rating or updating your images, the collection dynamically refreshes to include the most recent matches, making it a powerful tool for maintaining a fluid workflow.

Since no two photographers work exactly the same way, this manual is intended as a flexible guide. Feel free to adopt the sections that fit your process and skip those that don't.

A typical workflow begins with capturing images, importing them to your computer, selecting the best shots, editing them as needed, and finally, archiving them for future use.

Workflow			
Step	Description	Tools	Result
Creating files	<i>This initial step involves generating new image files. This can be done by capturing photos with a camera or smartphone, scanning physical images, or receiving image files from a third party who produced them.</i>	Photo camera, phone camera, scanner, body camera, exchange services such as Dropbox/OneDrive/Google Drive/etc.	New image files ready for organization 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>After gathering your image files, the next step is to import them into your Catalog. This process typically involves copying the files from their source locations into a</i>	Photo Supreme	Organized image files stored in your archive and cataloged

	<p><i>structured photo archive. A consistent folder structure is key, commonly organized by date (e.g., /Volumes/My Photos/2024/2024-07/2024-07-23) or by event (e.g., /Volumes/My Photos/Trip to Disneyland Florida). You can also adopt a structure that best suits your personal or professional workflow. At this stage, it's also important to back up the original files to ensure they're protected against data loss.</i></p>		
Culling files	<p><i>Culling is the process of reviewing your images and selecting the best ones from a larger set. It involves discarding photos that are blurry, poorly composed, or otherwise unsuitable, while keeping only the strongest shots. This step helps streamline your collection and prepares the selected images for editing or presentation.</i></p>	Photo Supreme	A refined selection of high-quality images
Editing files	<p><i>Editing is the stage where selected images are enhanced and refined to achieve the desired visual and technical quality. This may include adjustments to exposure, color, sharpness, cropping, or applying creative effects</i></p>	<p>Pixel Editors such as Adobe Photoshop, Affinity Photo</p> <p>RAW Image Editors such as Lightroom, DXO, Capture One</p>	Enhanced images with improved visual and technical quality

	<i>to bring out the best in each photo.</i>		
Tagging and Describing Images	<i>After editing, the next step is to prepare your images for delivery by adding metadata. This includes keywords, copyright information, descriptions, and other details that enhance searchability, protect intellectual property, and provide context for the images.</i>	Photo Supreme	Images enriched with searchable metadata and copyright info
Delivery and sharing	<i>Once the images are finalized, deliver them to the client or intended recipient using the preferred method such as cloud storage, email, or physical media. Ensure the files are properly formatted and organized for easy access and use.</i>	Photo Supreme	Delivered images accessible to clients or recipients

This manual details the actions achievable through Photo Supreme.

Creating the Workflow Portfolio

This manual presents a workflow that leverages Dynamic Collections. The core concept is to use a Catalog Filter to narrow your catalog down to a specific set of images that require processing. Dynamic Collections then allow you to systematically move through each step of the workflow.

To get started, you can install the portfolio structure used in this manual by following these steps:

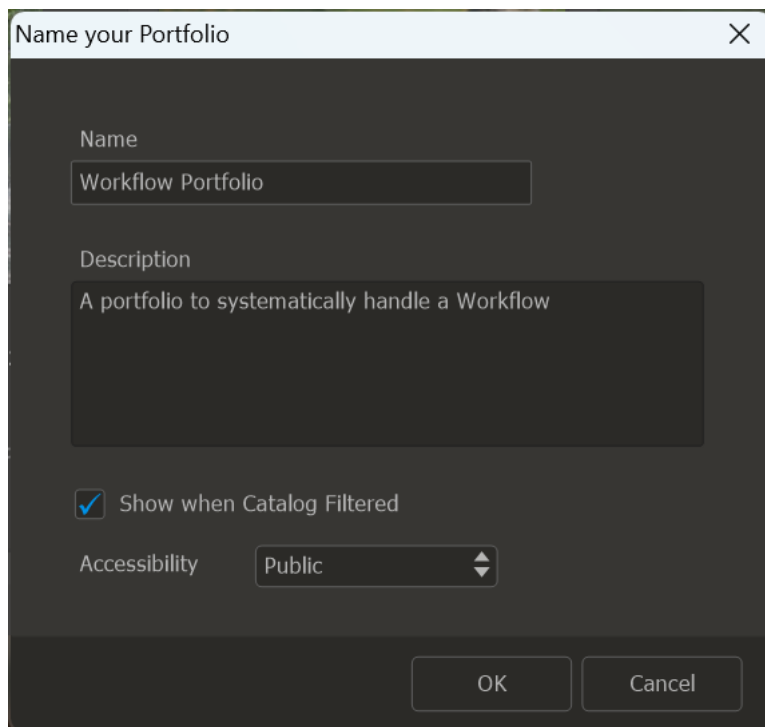
1. Download the portfolio file from:
<https://manualsu.idimager.com/other/Workflow.portfolio>
2. Save the downloaded file to your local drive.
3. In Photo Supreme, create a new, empty portfolio.

4. Right-click the new portfolio, then select Portfolios → Import Portfolio Structure from File.
5. Navigate to and select the downloaded portfolio file to import it.

Manually create a Workflow Portfolio: Go to the Portfolios tab. If this is your first time using the manual, the list will likely be empty since no portfolio yet matches the Catalog Filter. Click the “New Portfolio...” link to create one. Once created, you can reuse this Workflow Portfolio for future sets of images filtered through the Catalog Filter.

Enter the details for your new Portfolio and be sure to check the box labeled “Show when Catalog Filtered”. This ensures the Portfolio remains visible at all times, regardless of whether it matches the current filter.

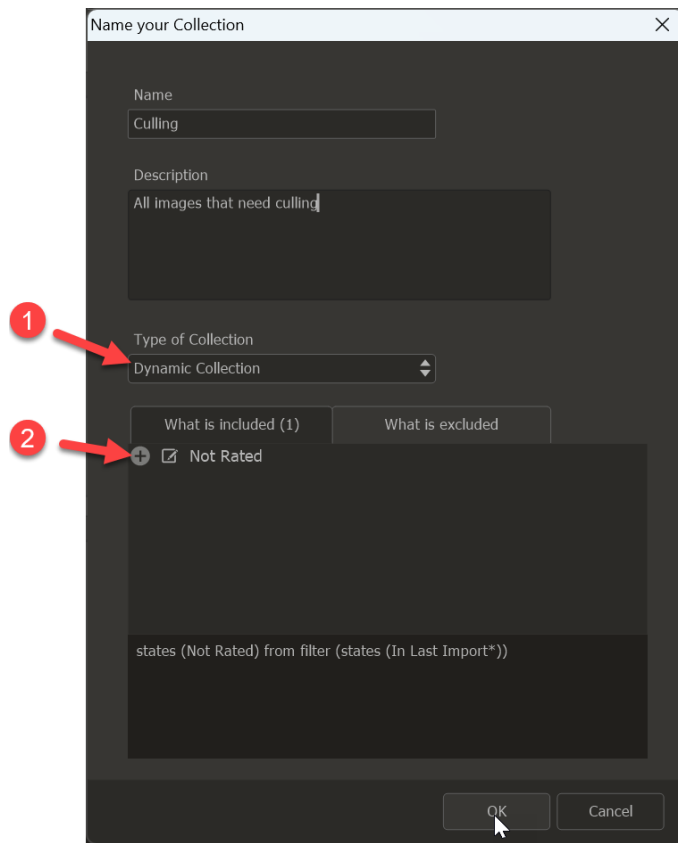
Finally, click OK to save the Portfolio.



The screenshot shows a dialog box titled "Name your Portfolio" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

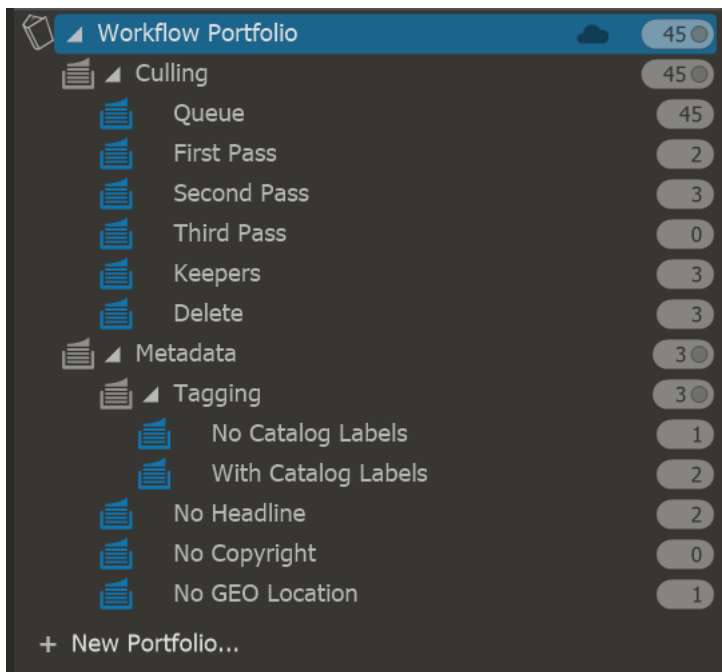
- Name:** A text input field containing "Workflow Portfolio".
- Description:** A text area containing "A portfolio to systematically handle a Workflow".
- Show when Catalog Filtered:** A checkbox that is checked.
- Accessibility:** A dropdown menu currently set to "Public".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Within the Workflow Portfolio, we will create Dynamic Collections to facilitate the workflow. Right-click on the Workflow Portfolio and choose “Create Collection.” Assign a name to the collection and set its type to “Dynamic Collection.”



In the “What is included” section, click the + icon to add criteria that will define the rules for your Dynamic Collection.

Repeat this process for each collection needed in your workflow. Below is a list of Dynamic Collections I have created as examples.



Importing Files

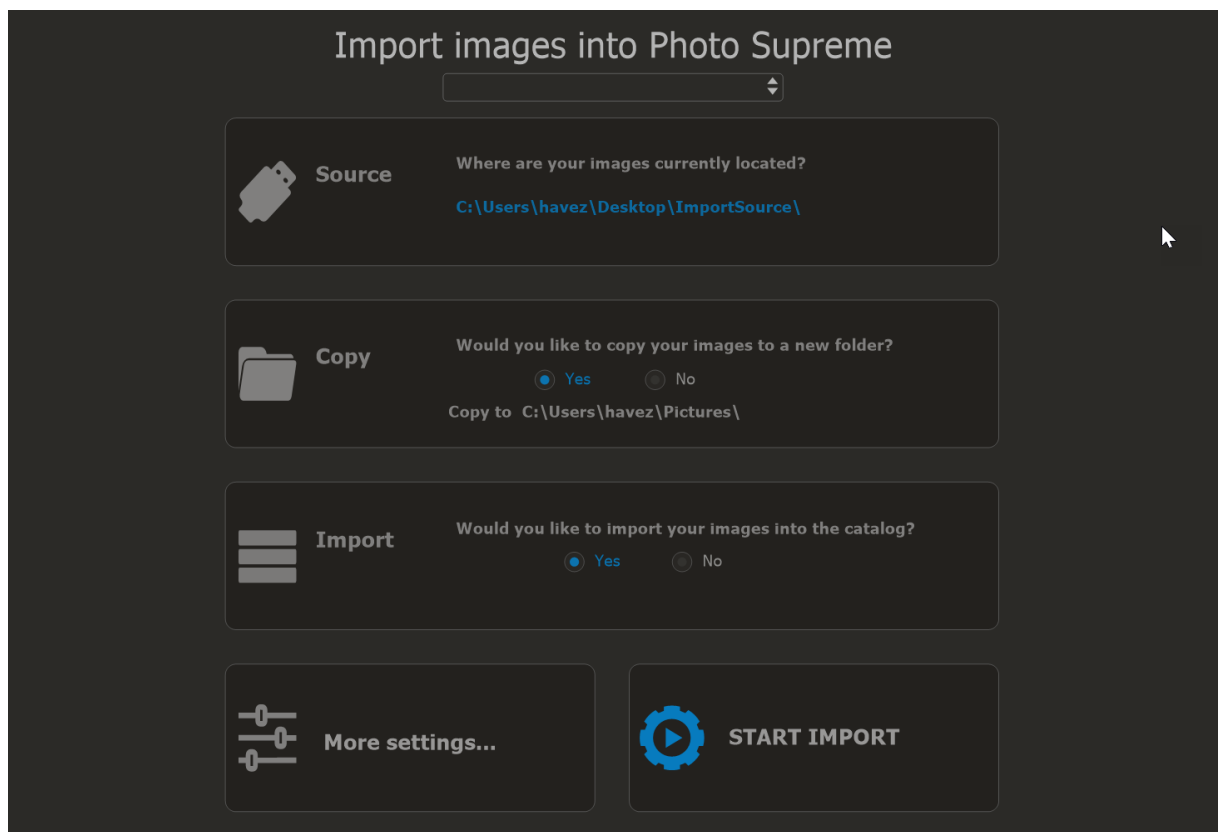
The process of importing photos into a catalog involves several important steps to ensure your images are well-organized and easily accessible within your photo management system.

1. **Preparation:** Collect all the photo files you plan to import, making sure they are accessible from their source device or folder.

For example, if your camera stores images on a memory card, insert the card into a card reader connected to your computer. The memory card will appear as a drive or volume in your operating system, allowing you to import the folder into the Photo Supreme Catalog.

2. **Starting the Import:** Launch Photo Supreme and choose “**Import to Catalog**” from the hamburger menu in the upper-left corner.

This action will open the Import Wizard to guide you through the process.



Select the source location by clicking on the folder name.

Under the Copy option, click the folder name to choose your target destination folder.

To customize the import settings, click the “More settings” button. This is also where you can specify which photos to import. If your import settings are already

configured, you can skip this step. Photo Supreme will then automatically import only the new files added since the last import from that source folder.

3. **Choosing Folder Structure:** Select a consistent folder structure for organizing your photos. Common approaches include:
 - **Date-based:** Organize photos by the date they were taken, for example: /Volumes/My Photos/2024/2024-07/2024-07-23.
 - **Event-based:** Group photos by events or themes, such as: /Volumes/My Photos/Trip to Disneyland Florida.
 - **Custom Structures:** Use any other organization method that fits your workflow.

You can adjust the folder structure settings in the **“More Settings”** section. For further details, please consult the Quick Manual for Cataloging.

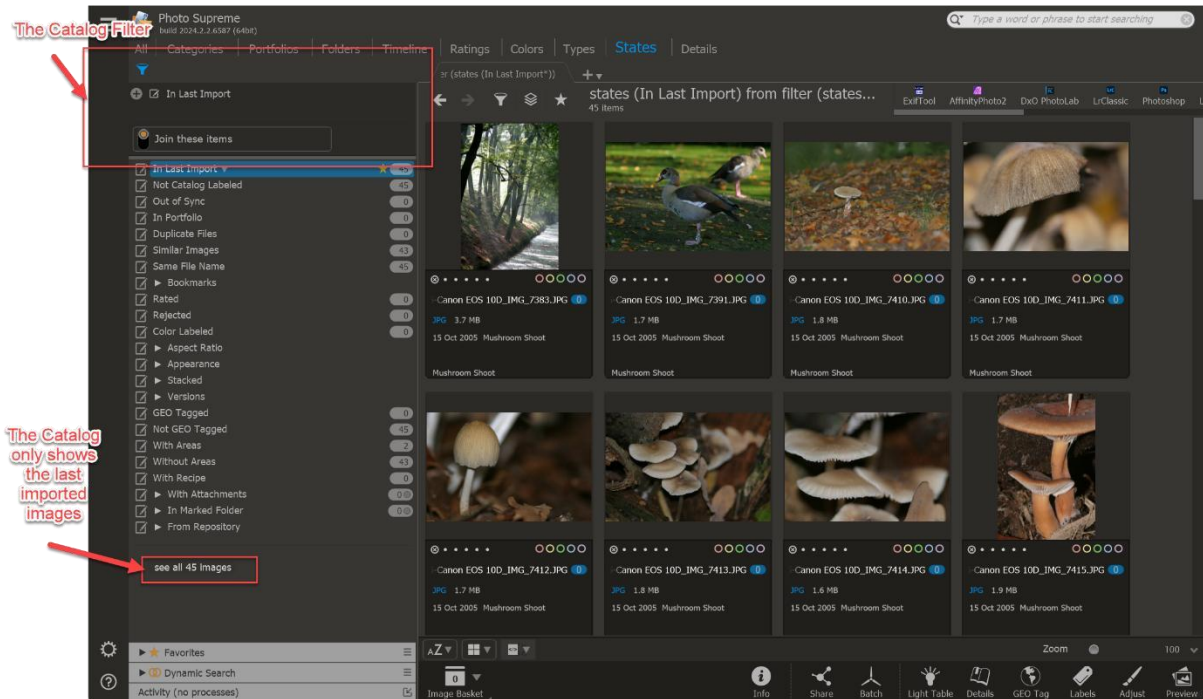
4. **File Copying:** Click **“START IMPORT”** to initiate the import process. Files are copied from the source folder to the target folder, following the folder structure configured in the Import settings. During transfer, Photo Supreme verifies each file to ensure no corruption occurs.

You can also configure the Import profile to mirror files to a backup folder, providing an immediate backup of the originals.

Once copied, the files are imported into the catalog for management.

Following these steps ensures that your photos are organized systematically and remain easily accessible within your catalog.

After the import completes, the **“In Last Import”** item opens, displaying thumbnails of the newly imported images. To filter these images, right-click on **“In Last Import”** and select **“Add to Catalog Filter”**. Alternatively, you can drag and drop the **“In Last Import”** item onto the Catalog Filter button.



Culling Files

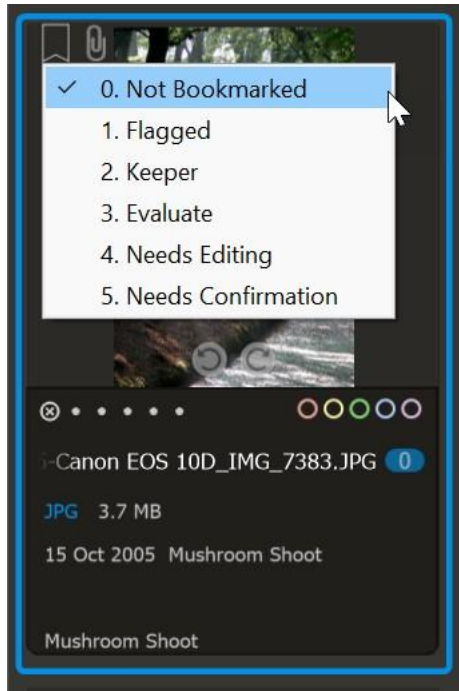
During the import, you may have already done an initial culling by excluding obvious mis-shots when selecting files to copy. Culling is the process of reviewing and selecting the best photos from a larger set to keep and work with. Here's how to approach it:

Initial Review: Load all photos into Photo Supreme. For example, you can access images from the last import under States → In Last Import or locate the folder in the Folders section of the catalog.

1. **Culling method:** Decide how you want to separate “keepers” from “non-keepers.” Photo Supreme offers several methods:

Rating based: Assign star ratings across multiple passes: one star for “good enough” photos on the first pass, two stars on the second, and so forth. Usually, 2 to 3 passes suffice, with a maximum of five. I use the “Keeper” bookmark to mark the final selection. This method is efficient and straightforward.

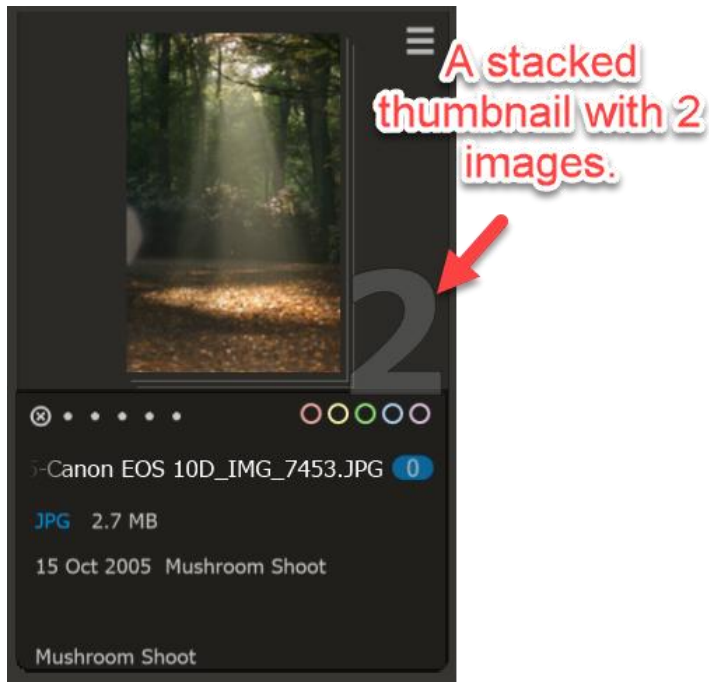
Bookmark based: Assign bookmarks directly to thumbnails by clicking the bookmark icon or pressing B. Bookmark names can be customized in Preferences.



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

Color based: Use color labels to indicate culling passes: for example, red for first pass keepers, moving through yellow, green, blue, and purple for final keepers. The “Keeper” bookmark can also be applied to the final selection here.

2. **Grouping:** If you shoot bursts or sequences, group related photos to choose the best image(s) from each group. Use the Stack feature in Photo Supreme, which by default groups images taken within a 10-second interval (adjustable under Preferences → Catalog → Stacking). Select the Culling Dynamic Collection, then select all thumbnails (Ctrl+A or Cmd+A) and run Stack Detection via right-click → Stacking → Stack Detection.



If you don't shoot bursts, you can skip this step.

3. **First pass review:** For large imports, start with a quick scan based on thumbnails to eliminate obvious rejects. Use the spacebar for a larger Quick-View preview if needed.
4. **Eliminating Duplicates:** Identify and remove duplicates or very similar photos to reduce your workload.
5. **Detailed Review:** Review images more carefully, focusing on sharpness, composition, exposure, and overall quality. Adjust ratings as needed. This usually happens after the first or second pass. Open images in the Viewer for detailed inspection, using zoom and loupe tools.
6. **Comparing:** Select multiple similar photos and open them side-by-side in the Light Table (accessible via the Command Bar). The Light Table supports up to 12 images with synchronized zooming and scrolling to help decide which to keep.



7. **Final Selection:** Focus on the highest-rated images, ensuring the final set represents the best quality and relevance. I assign the “Keeper” bookmark at this stage.
8. **Deletion:** Move rejected photos to a separate folder or delete them permanently if they are no longer needed.
9. **Backup:** Backup your selected photos to protect against data loss.

By following this culling process, you keep only the best photos in your catalog, simplifying management and editing.

At the end of culling, you will have:

1. **Rejected Images:** Marked with a “rejected” flag; these should be deleted.
2. **Doubtful Images:** Unrated photos needing further review.
3. **Selections:** Photos rated 1 to 5 stars, reflecting their culling pass.
4. **Final Selection:** Photos marked with the “Keeper” bookmark.

The next step is to enrich these selected files with metadata, which I apply to all images that have a rating or the Keeper bookmark.

Tagging and Describing Images

Enriching your photos with metadata is an essential workflow step that improves organization, searchability, and usability of your images.

Key points:

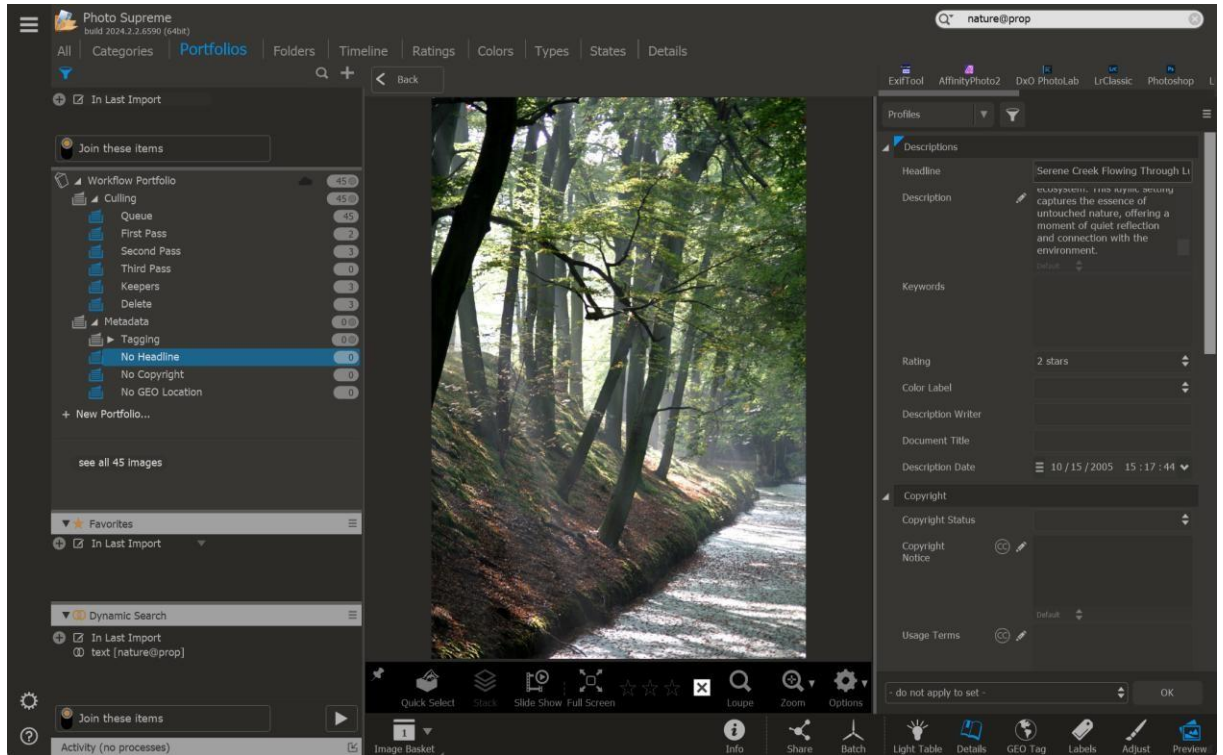
1. Images with significant ratings are assigned Catalog Labels (keywords).
2. Keepers require headlines and copyright information to be completed.
3. Optionally, geolocation data should be added.

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

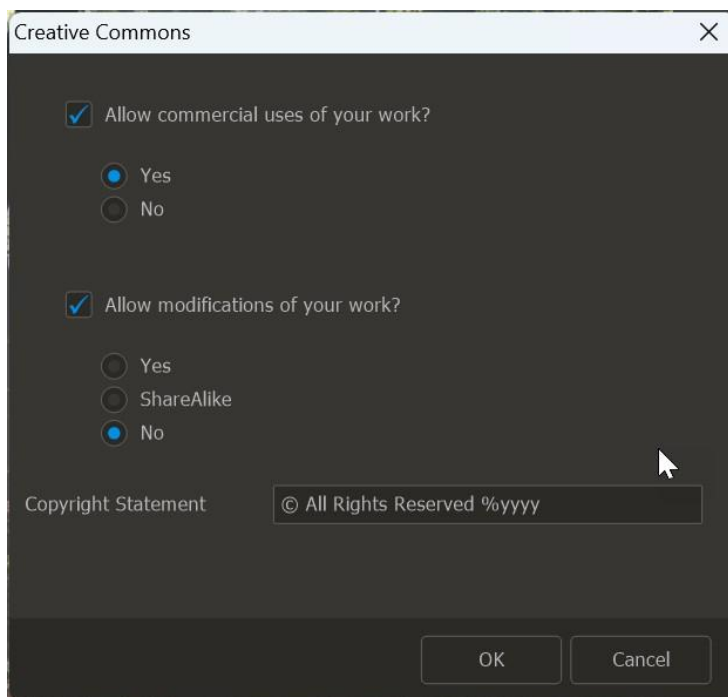
1. **Adding Basic Metadata:** Most technical metadata, such as camera settings, is automatically extracted from the photo's EXIF data during import by Photo Supreme. If your files lack this information, manually add essential details like the date and location of the photo.
2. **Descriptive Captions:** Captions provide context and background about your photos. In Photo Supreme, open the Workflow Portfolio's "No Headline" Dynamic Collection under Metadata. Select the first thumbnail, then open the Details Panel (via the Command Bar or by pressing Ctrl+D / Cmd+D). Enter a concise **Headline** that clearly describes the image (e.g., "Chef Preparing Gourmet Dish" or "Sunset Over Golden Gate Bridge"). Use the **Description** field for more detailed information—describe the scene, subjects, setting, or story behind the photo. Descriptions can be added in multiple languages.

Headline: The headline field in a photo's metadata serves as a brief, descriptive title for the image. It should clearly convey what the photo shows without requiring additional explanation. For example, you might use titles like "Chef Preparing Gourmet Dish" or "Sunset Over Golden Gate Bridge".

Description: The description field provides a more detailed narrative about the photo. It offers context by describing the scene, subjects, event, and any other important details. This field expands upon the headline by highlighting key elements such as the setting, atmosphere, or purpose of the image. Descriptions can also be added in multiple languages to support wider accessibility.

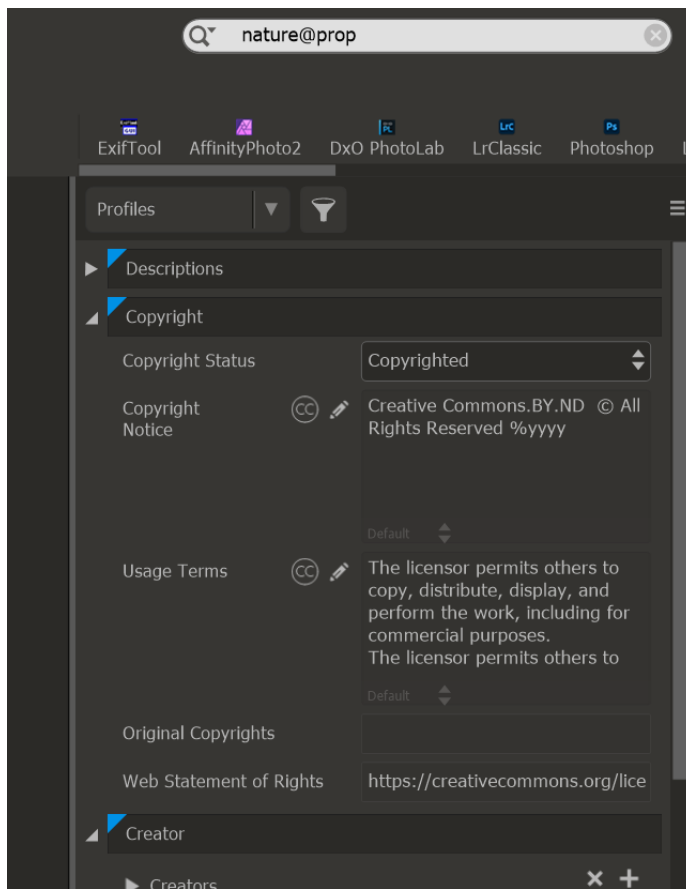


3. **Copyright Information:** Protect your intellectual property by including copyright details such as your name, contact info, and usage rights. In the Details panel's Copyright section, assign copyright status (Undefined, Public Domain, or Copyrighted). For Creative Commons licensing, use the CC button to generate appropriate copyright text automatically.



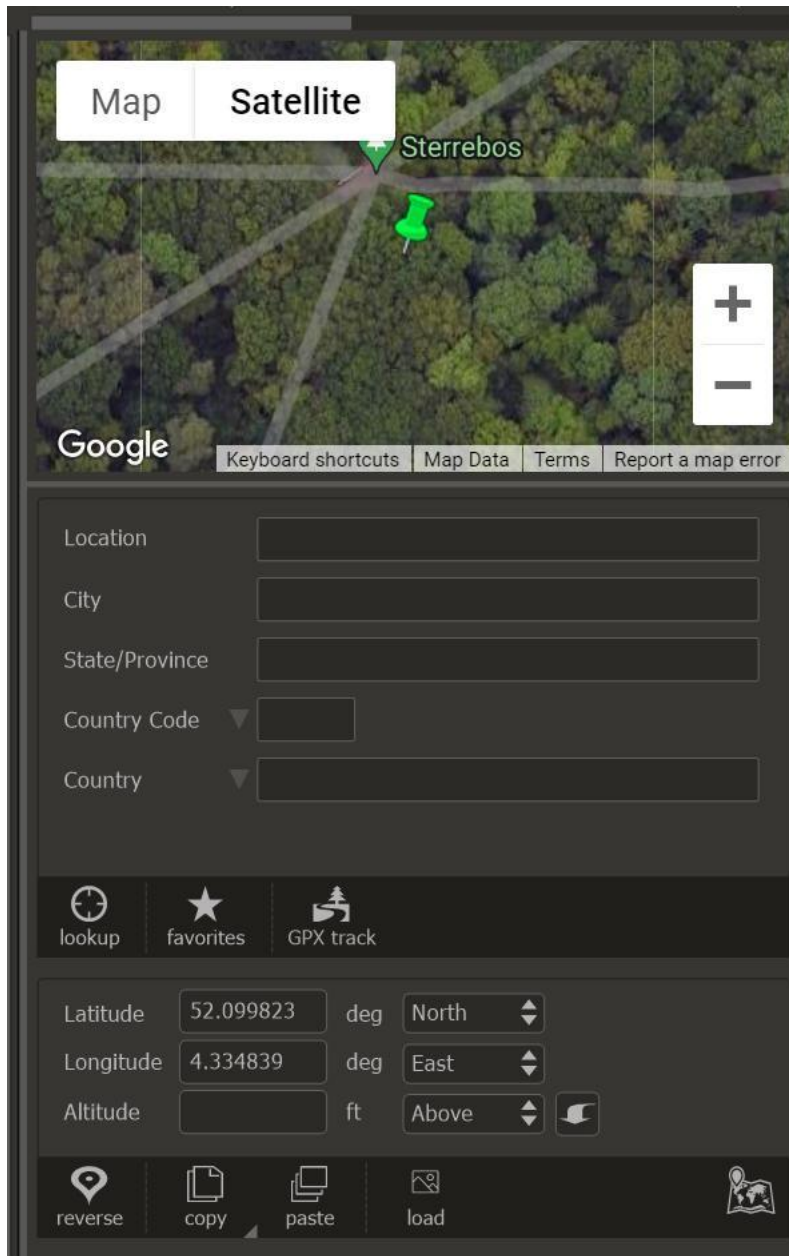
After clicking the “OK” button, the copyright text is generated into the appropriate

fields.

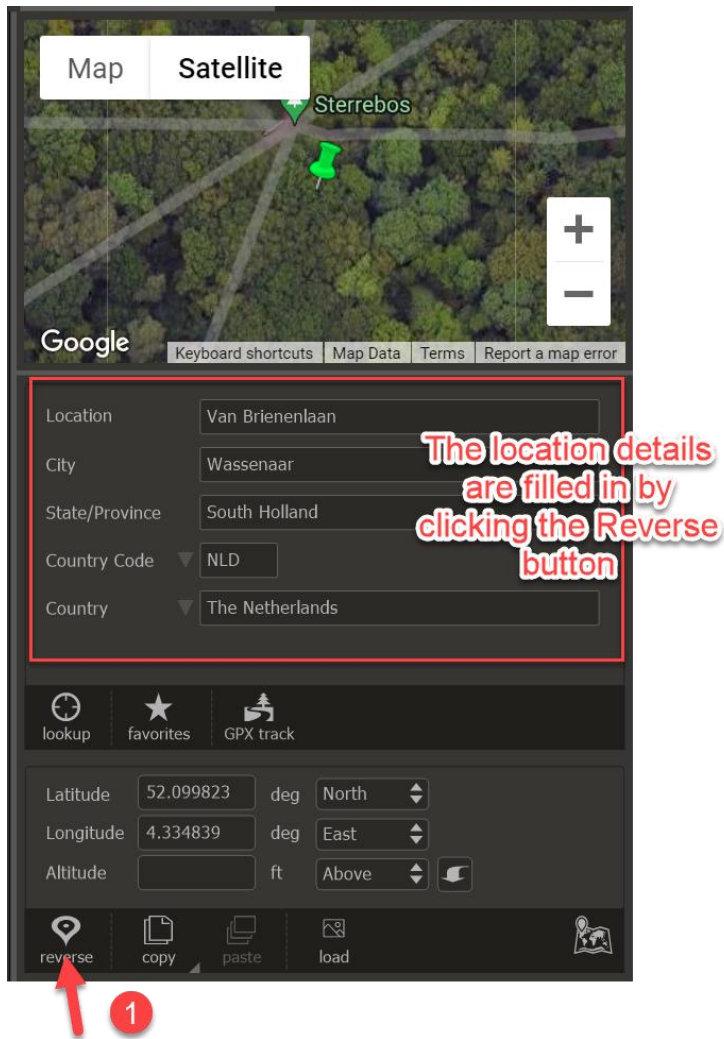


4. **Geotagging:** If location data isn't embedded, add geotags to help organize and search images geographically.

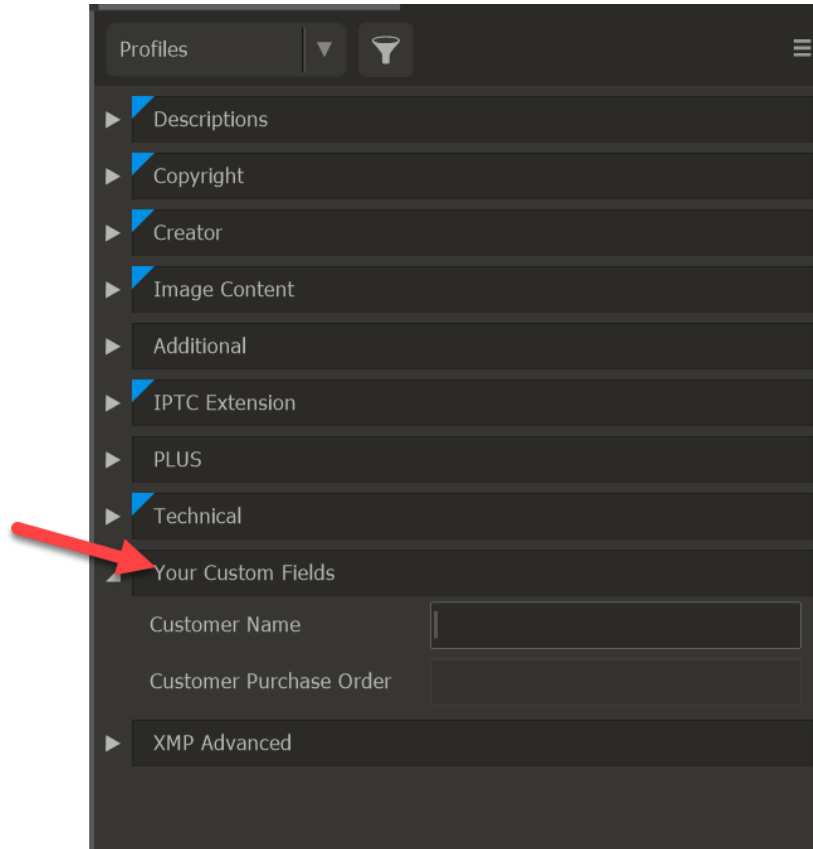
Many cameras and smartphones embed GPS coordinates automatically. You can also import GPX track files and match them to photos by timestamp in Photo Supreme. Open the GEO panel via the Command Bar or Ctrl+G / Cmd+G. Use the "Reverse" button to fill in location details from Google Maps based on coordinates.



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:** Customize your workflow by adding fields like project names, client info, or notes. Define these fields in the Info Panel; they then appear in the Details Panel for easy entry.



6. **Review and Edit:** Carefully check all metadata for accuracy and completeness. Make corrections as needed.
7. **Saving and Embedding:** By default, Photo Supreme embeds metadata directly into image files. If embedding is disabled, select all thumbnails and manually save metadata to files by right-clicking → Metadata → “Save metadata to File.”
8. **Backup:** Always back up your metadata-enriched photos to prevent data loss. This includes both image files and metadata.

Following this process ensures your photos are well-documented, easy to find, and more valuable within your workflow.