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## ADVANCED FILTERING

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## Introduction

Photo Supreme is “Digital Asset Management” software. Photo Supreme makes it possible to manage your image files by categorizing them. It will categorize the files based on the available details of the file, this includes technical photo details, but also the location of the file on disk, etc. Apart from those properties you can add tags to the images, enrich the files with descriptions, or add custom information. This may sound like a very time-consuming task, but once you have worked through that yourself, you will benefit from the many advantages. With Photo Supreme at hand, you will be able to quickly retrieve your images using all kinds of criteria or combinations.

This manual will point out the basic and more advanced filtering techniques that you can apply to a set of images. A set of images, called a Collection, is the result of a search operation. This can be a set of images that all belong to the same Catalog Label, or a set of images that have the same rating, or simply a set of images that you have collected manually.

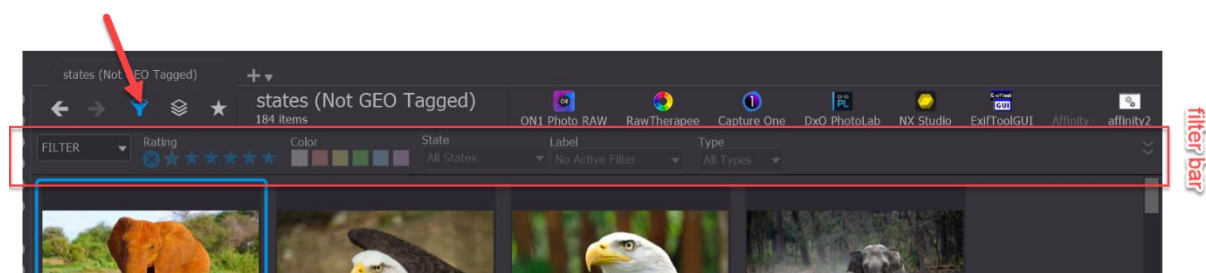
There are two ways of filtering:

1. Using the Filter Bar *The Filter Bar allows you to filter a set of images that you have opened after selecting in the left Catalog Explorer.*
2. Using Catalog Filtering *By defining a Catalog Filter, you can filter the entire catalog down to that part you want. The different Catalog Sections are all narrowed down to match the catalog filter condition.*

## The Filter Bar

The Filter Bar is that part of the application’s user interface where you narrow down a set of thumbnails in the Collection Viewer. It gives instant access to the most basic filtering options, like filtering on Ratings, Color Labels, and Catalog Labels.

The filtering takes place on the opened set of thumbnails. So first open a set of thumbnails. Do this by selecting a Catalog Section at the top (Categories, Portfolios, Folders, etc) and then select an item in the left side Catalog Explorer. This can be a Catalog Label with a lot of assigned images. The selected item from the Catalog Explorer will be displayed as thumbnails. Click the **Filter** button in the Collection Viewer’s toolbar to open the Filter Bar.



Most of the elements speak for themselves.



The Rating filter option allows you to specify which ratings you would like to include in the filter. The first cross icon is the “Rejected” rating. The “empty” star is the “No Rating” option and the other stars represent a 1-5 rating. Click a star icon to filter all images with a matching rating. You can click several different ratings and they will be combined in the filter. To filter for a **range of ratings** (e.g., 1 to 4 stars), then click the first rating icon, and while holding down the Shift key, click the 4-star rating icon. You can also select a **rating and higher**. You do this by holding down the Alt-key and then click a rating icon. E.g., when clicking the 3-star rating, while holding down the Alt-key, all images with rating 3 and up will be filtered.

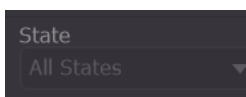
By clicking the first rating icon (star), you will include all images have no rating (0).

Click the rejected icon (cross) to include all images that were marked as “rejected”.

To remove a rating, click the selected rating star again.

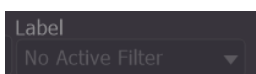


Color Label filtering basically works the same as rating filters, except now it filters for the matching color labels. So, click any of the color labels or select a range by holding down the Shift key. Select a “color label and up” by holding down the Alt-key. Click the first, empty, color to get all images without a color label.

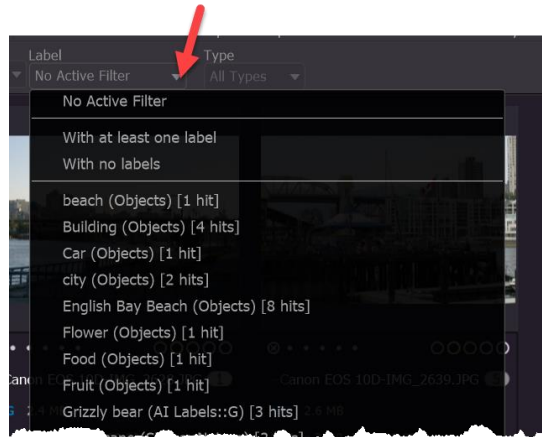


The State filter drop down allows you to filter on available states. When opening the drop down you can select what State to include in the filter.

**Tip:** Hold down the Alt-key on the keyboard while selecting a State to gets inverted result. For example: Alt+Click on “Bookmarked” will give “Not Bookmarked”.



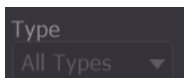
The Label filter drop down allows you to filter on catalog labels. When you open the drop down, you will get a list of *all catalog labels that occur for the images in the Collection Viewer*.



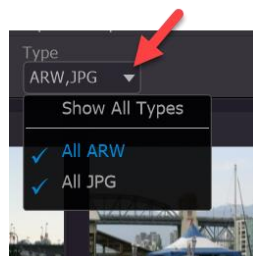
1. The first entry in the drop down **No Active Filter** allows you to reset filtering on catalog labels.
2. Then there are two options that allow you to either filter all image **With at least one label** assigned to them or filter those **With no labels** assigned to them.
3. The following entries will show you every catalog label that is used in the current set of images.

By selecting a catalog label, it is included in the filter and marked with a checkmark. Click it again to have it removed from the filter. While selecting catalog labels from the list, the drop down remains open, and you can select several catalog labels from the drop down. The filter will update instantly as you add catalog labels to the selection. By pressing the Escape key, the drop down can be closed.

**Tip:** Hold down the Alt-key on the keyboard while selecting a Catalog Label to get it excluded. E.g., Alt+Click on catalog label **Paris** will result in **Not Paris**.



Filtering by Type means that you can include images with a specific file extension. When clicked, you get a drop down of all the file extensions that occur in the current set of images.



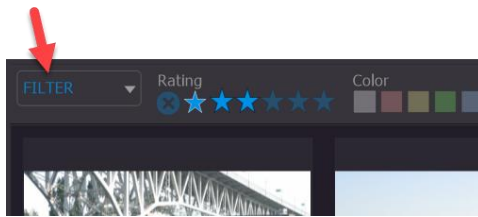
1. The first entry will **Show All Types**, meaning that any previously selected extensions are removed from the filter.
2. The subsequent entries can vary as only extensions will be shown that exist within the current set of images. Then click

one or more extensions to have them included in the filter. Selected types are marked with the checkmark. Click a selected type once more to have it deselected.

**Tip:** Hold down the Alt-key on the keyboard while selecting a File Type to get it excluded. E.g., Alt+Click on **All JPG** will result in **Not JPG**.

## Resetting a Filter

Whenever a filter is active, this is recognizable by the blue caption color of the “FILTER” button.



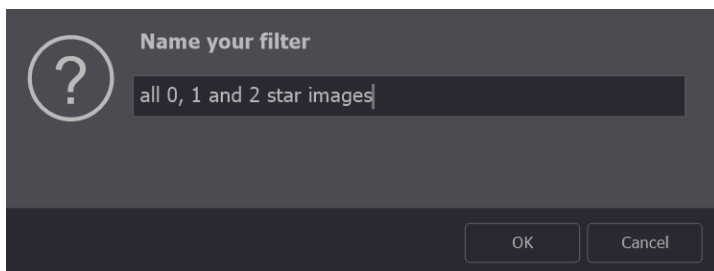
To reset a filter completely you can open the FILTER button drop down and then select **Reset Filter**. Every previously selected filter option will be removed, and the full set of images is again displayed.

## Saving a Filter

Sometimes you need the same filter conditions and building the same filter again and again can become tedious.

To save the current active filter you can click the FILTER button and then select **Save current filter**.

You are then asked to name your filter. Give it a meaningful name for the filter.

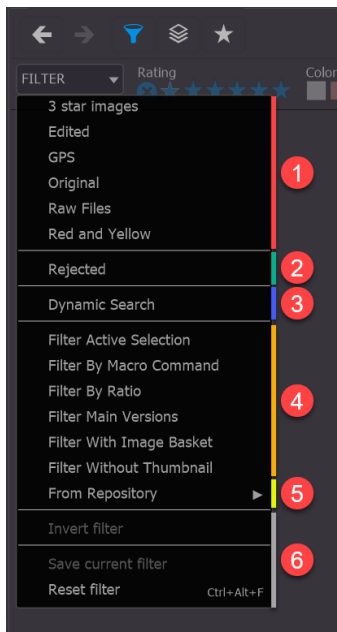


From now on, all you must do is select the saved filter from the FILTER button drop down, select this stored filter from the FILTER drop down. The filter will be loaded and applied to the active set of thumbnails.

**Tip:** right click on a saved filter to delete that saved filter.

## The FILTER button dropdown

The FILTER dropdown is organized in sections and on the first use, you may not see all the sections displayed as they may not be applicable (e.g., you do not have any saved filters yet).



1. These are your Saved Filters. This means that the names that appear here are the names that you gave to the filters that you previously saved.

**Tip:** right click on a saved filter to delete that saved filter.

2. These are entries that allow you to filter quickly on your personal Favorites. The items in the **Favorites** section are also displayed here. This makes for extremely powerful filtering options, especially since you can store the most advanced combinations as a favorite. Then being able to use such favorites as a filter makes the filtering almost unlimited in its usability.
3. If you have some conditions defined in the **Dynamic Search** section, then you can select it here.
4. These are **Filter Scripts**. A filter script is a small script program that handles if an image should or should not be included in a filter. There are a couple of Filter Scripts deployed with Photo Supreme, of which the “Filter by Macro Command” script is powerful.
5. This item allows you to select Filter Scripts from the Repository
6. These are additional **filter commands**. They are:
  - a. **Invert Filter:** this will show you all images that are NOT in the filter conditions.
  - b. **Save current filter:** this allows you to store the current active filter for future use. Saved filters appear in the 1<sup>st</sup> section.
  - c. **Reset filter:** remove all filter items and show all images.

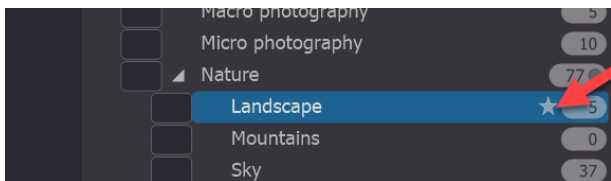
## Filtering with Favorites

Favorites are among the most powerful features that Photo Supreme has to offer. You can basically turn anything that you see on-screen into a “favorite”. Among these are catalog labels, categories, catalog states, ratings, color labels, file paths, metadata occurrences, and more. And even better: you can create all kinds of combinations of such entities and keep those as a Favorite. Favorites can also include free text search strings, or active filter conditions.

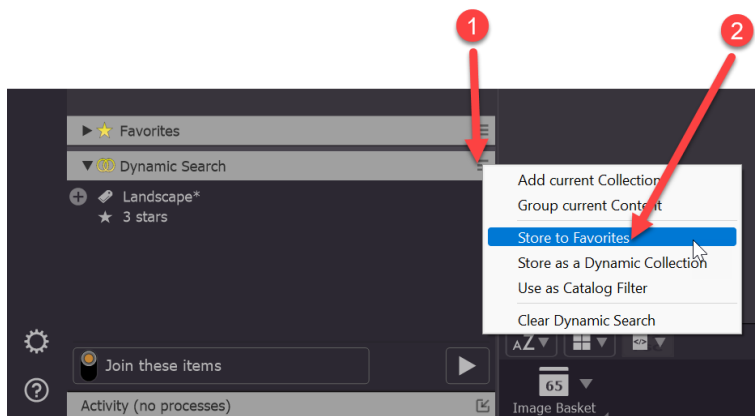
In the context of this document, you should know that anything that you make a Favorite, can also be used in filters. This, no matter how complex your favorites are. Once grasped, this opens a whole new world in capabilities when it comes to finding back your images.

You can create favorites in different ways, but it is beyond the scope of this document to go into the full details of creating favorites. Some ways of creating a favorite:

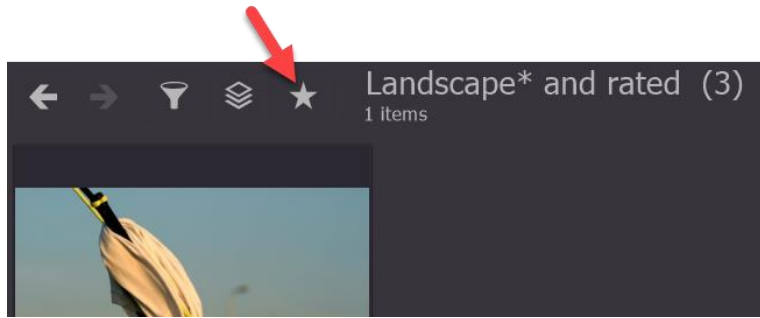
1. Click the “star” icon that is displayed when hovering over any entry in the Catalog Explorer. This can be a Category, Catalog Label, Portfolio, Collection, Rating, Catalog State, Timeline item, Version Placeholder, etc.



2. Construct a Dynamic Search and then store it as a Favorite. The advantage of a Dynamic Search is that you can construct a search operation, simply by dragging in items from the Catalog Explorer.



3. By using the “Favorites” button. You can conduct any search operation, for instance with Dynamic Search, or with the Search Bar, or simply by selecting items in the Catalog Explorer while holding down the Ctrl/Cmd key. Anything displayed in the Collection Viewer can instantly be “favorized”. Just click the Favorize button on top of the Catalog Explorer.

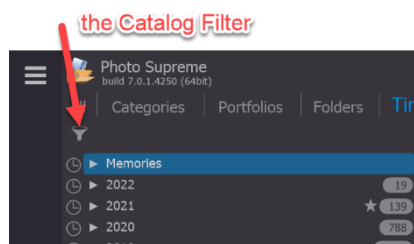


Once you have one or more favorites defined, they automatically appear in the FILTER drop down of the Filter Bar. This means that no matter how complex your Favorite is, you can instantly use it as a filter condition.

### Catalog Filtering

Up to now, all the filtering was focused on narrowing down the active set of thumbnails. Photo Supreme also allows Catalog Filtering. When you apply a Catalog Filter then that filter is applied application wide, meaning that everything you get to see in the application will comply with the active Catalog Filter. For instance, assume you would create a Catalog Filter that shows all your RAW file extension(s) only. When that filter is applied then the Catalog Explorer (the tree on the left side) will only show relevant entries that comply with the filter. You will not see other extensions, the counts will be limited to the counts that apply to the filter, the Timeline only shows entries and counts where you have matches for the defined filter. This way you can easily work with subsets of the catalog, without being distracted by other data. You can see the spread of subsets in the catalog, either timeline wise, but also image details/metadata or catalog label assignments.

Defining a Catalog Filter is almost like defining a Dynamic Search (see the Searching manual): by adding items to the catalog filter, you are dynamically constructing the filter. And adding items to a filter is as simple as dragging them from the Catalog Explorer to the Catalog Filter button or area. Find the Catalog Filter button as the funnel icon above the Catalog Explorer.



After clicking the Catalog Filter button, the Catalog Filter panel appears. You can drag items from the Catalog Explorer to the Catalog Filter area and as you drop the item, it is applied to the filter instantaneously.

Here is a screenshot that shows a filter with the 2020 Timeline item. This way it becomes simple to see how my technical details are for the year 2020. And a second screenshot that shows the timeline spread for all photos from Canon cameras.



