
Folder & File Management

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Introduction

Photo Supreme is a “Digital Asset Management” tool. 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 is intended to give insight into how Photo Supreme treats files, and how you can manage files and folders in the Catalog.

File Management in the Catalog Software

Before we dive into the details of File Management, you need to understand how Catalog/DAM software, such as Photo Supreme, treats files and folders and how that differs from what you’re used to in the operating system’s file management.

Photo Supreme works with a database: the Catalog. When you import files into Photo Supreme, the catalog then retains references to those files from the file system. Inside the application, you can now work with your files and use all the great features that Photo Supreme has to offer to do the cataloging. For Photo Supreme, the truth is in the database, and all the files that are displayed on screen are catalog entries that *do or do not* point the existing physical files on disk. Let’s explain the “do or don’t” part.

Photo Catalog Software versus Photo Browser Software

The biggest difference between Photo Cataloging (DAM) software and Photo Browser software is that the first stores information about your images in its catalog, while the latter works with images that are present on a disk’s file system.

Since a Photo Browser only works with the images that it finds on a disk you can use it to cull the contents of a folder on an external drive. But when the external drive is detached from the computer then the files become inaccessible for the Photo Browser and, as far as the Photo Browser is concerned, these files do not exist.

Photo Cataloging Software stores the information about your images in its catalog and hence it knows that these files exist, regardless of the external drive being attached to the computer or not.

This means that since a Photo Browser cannot keep a permanent index of files, its world is limited to that of the folder being visited. Only for that folder can it present you with a list of files. Consequently, with Photo Browser Software, you can typically work with one folder at the time.

Photo Catalog Software relies on its Catalog database and hence its world is limited to the files and folders that you have imported to it. While a Photo Browser can show you all 4 star rated images for the active folder, a Photo Catalog can show you all 4 star rated images for its entire catalog.

Simply put: **Photo Catalog Software is not restricted by the file system.**

A perceived downside of using Photo Cataloging Software is that the software must first be made aware of the images, through importing them, as opposed to Photo Browser Software where the images are immediately available for viewing. However, the time spent doing the initial import process is quickly offset by the future time saved when browsing the cataloged images.

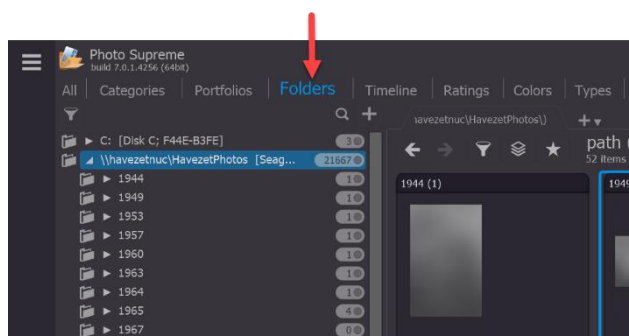
As Photo Catalog Software is not restricted by the file system, it offers two major benefits over Photo Browsing software

1. Powerful search capabilities: *you can now query information about all images in the catalog.*
2. Flexible organization abilities: *you can group images together that reside in completely different folders, even different media, even disconnected media.*

Folder Management

After reading the previous section you now realize that all images that you work with in Photo Supreme are database entries. You can navigate the content of the catalog by using a multitude of approaches. You can see the content based on Ratings, Color Labels, File Types, Catalog State, Catalog Label Assignments, and by Folders. The last option is what you will use to browse through the folders in the catalog. This is identical to what you are used to using your favorite file system browser like Windows Explorer or macOS Finder.

To enter the Folders section, click the Folders entry in the Catalog Bar.



That changes the Catalog Explorer to display the Folder hierarchy as it exists in the catalog.

In this example, the images are stored on a Windows network share and are organized by year. Photo Supreme works with both macOS (posix) and Windows file systems. When using the Photo Supreme Server Edition, you can use macOS and Windows file systems together in the same catalog, but keep in mind that you cannot access physical macOS files from Windows and visa versa.

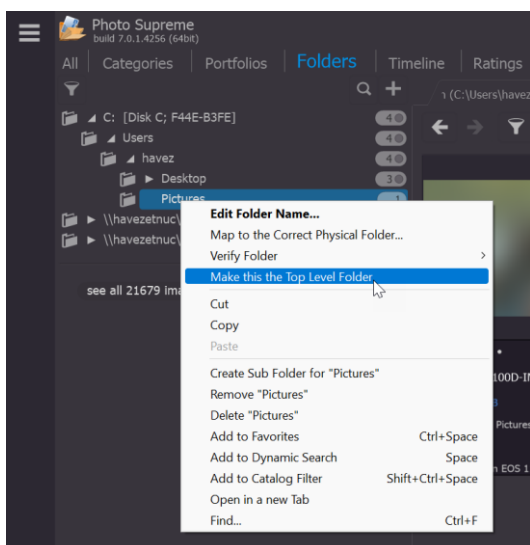
Folder icons can display in gray color or in red color. When you see a red-colored folder then that can have two reasons:

1. The folder does not exist on the file system; *as explained in the previous chapter, Photo Supreme shows you the contents of the database and not the file system. When you delete a folder outside of the application, then Photo Supreme will not know about this and mark the folder as “non-existing”: red colored. If you think this folder should indeed be removed from the catalog select it, “right click -> Remove”.*
2. The folder is on a medium that is currently not available; *as explained in the previous chapter, one of the biggest advantages of using a Photo Catalog Software is that you are not dependent on the file system. You can manage files that are on an external hard drive, USB stick, swappable media (CD/DVD), or any other swappable device. When you have images managed on such a device and that device is not currently connected then it is displayed with the red icon. When the device is then connected (or a DVD loaded in the drive) then the red label turns back to gray.*

Setting a Top-Level Folder

Note that in the screenshot above, the network share is a root representation for all the image folders but imagine that you store all your photos in a dedicated folder that is not at the drive’s root level (e.g., in the dedicated Pictures folder of the Operating System). The list always starts at the root level and so you would have to expand each of the parent levels to access your image folder. That is where it comes in handy to define a “custom Top-Level Folder”. By defining a top-level folder, you are telling Photo Supreme to use that folder as the root of the FOLDERS explorer. All the levels that are above the custom top-level folder, or at the same level (siblings) of the top-level folder, will become invisible until you remove the custom top-level folder again.

To set a top-level folder, right click on the folder that you would like to use as your root and select “Make this the Top-Level Folder”.



This example saves 4 clicks to expand the “C:\”, the “C:\Users”, the “C:\Users\username\Pictures” folder. Now you get instant access to the Pictures root folder. You can set a separate top-level folder for every drive.

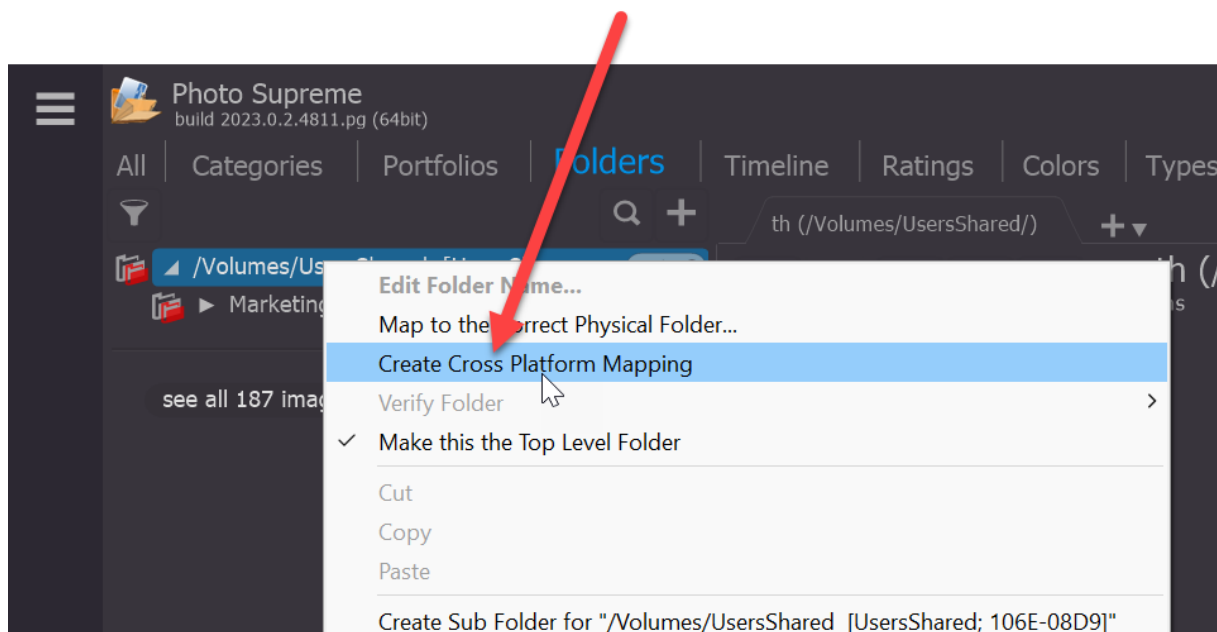
Create Cross Platform Folder Mappings

Note: This is a Photo Supreme Server Edition only feature. If you are using the Single User edition, then this is not applicable.

In some cases, often businesses, it happens that the network has both Windows, as well as macOS computers. The Photo Supreme Catalog contains references to the file on the file system and unfortunately Windows cannot handle the way macOS references files and visa versa, macOS cannot handle the way Windows references files.

In a mixed network where both macOS and Windows computers need to access files from the Catalog, this becomes a problem. To resolve this, Photo Supreme Server Edition allows you to define so-called Cross Platform Mappings. Basically, this means that a certain share on one platform (macOS or Windows) gets an alias on the other platform (Windows or macOS). Photo Supreme can then reference the same files on both platforms.

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

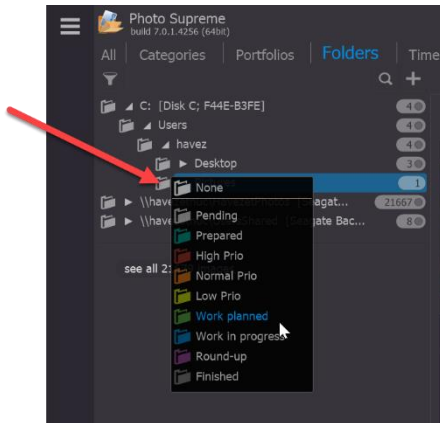


You can then point to the equivalent mapping on the current platform. Cross Platform Mappings are stored in the Catalog, so this mapping only needs to be configured once.

Marking Folders

With Photo Supreme you can mark folders with a color label. By marking folders, you can give it a certain state that represents a status for that folder. Sample markings could be: “Work Planned”, “Pending”, “Work in Progress” etc. By color marking the folder you will be able to quickly recognize the state of that folder.

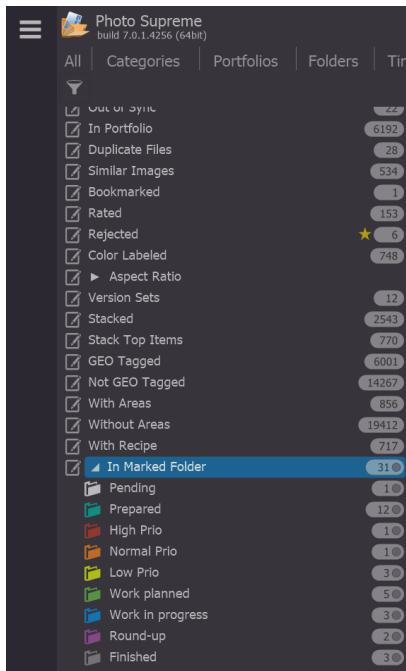
There are 9 different colors that you can use to mark your folder. To mark a folder, click on the folder icon of any folder in FOLDERS. That will open a popup with the different markers that you can set for that folder.



The names of the colors can be adjusted in the **Preferences → Catalog Section → Folder state definitions**.

Once a folder is marked you can also quickly find all images in marked folder from the **States** section in the Catalog, there select “In Marked Folder”. The drop down there will allow you to even select a specific color state to show.

Tip: click the counter icon to get a recursive display of the marked folder.

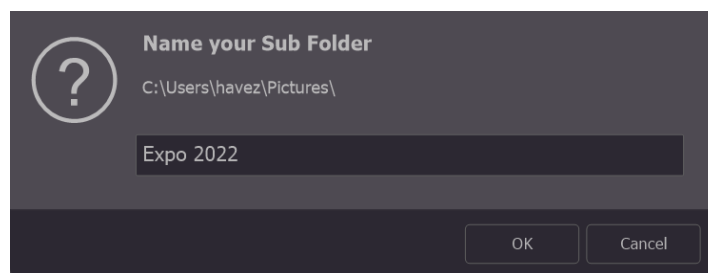


Folder Operations

While you are working with the catalog in FOLDERS, it is possible to do physical folder operations directly on the file system. You can create folders, rename folders, delete folders, and move folders. This all without leaving the application. Any folder operation performed from within the Photo Supreme application will also instantly update the database to reflect these changes.

Create a new Folder

Right click on a folder and select “Create Sub Folder for”



Then enter the name for your new sub folder.

Note: after adding a new subfolder, it will appear at the bottom. Only after closing and expanding that parent folder, it will be displayed at the alphabetical order.

Rename an existing folder

Right click on the folder that you would like to rename. Then select “Edit Folder Name”. You can now update the name. The folder will also be renamed on disk.

Remove or delete a folder

There is an important difference between “Remove” and “Delete”. By removing a folder, it will be removed from the catalog. By deleting a folder, it will be deleted from the disk.

To remove a folder, right click on that folder and select “Remove”
To delete a folder from disk, right click on that folder and select “Delete”.

Move a folder

Moving a folder can be done by either dragging the folder to a new parent or by using the Cut & Paste feature. To cut a folder, right click on the folder and select “Cut”. Then select the new parent, right click on that folder, and select “Paste”.

Copying a folder

To copy a folder to a new location, right click on the folder to be copied, select “Copy”. Then select the parent, right click on that folder and select “Paste”.

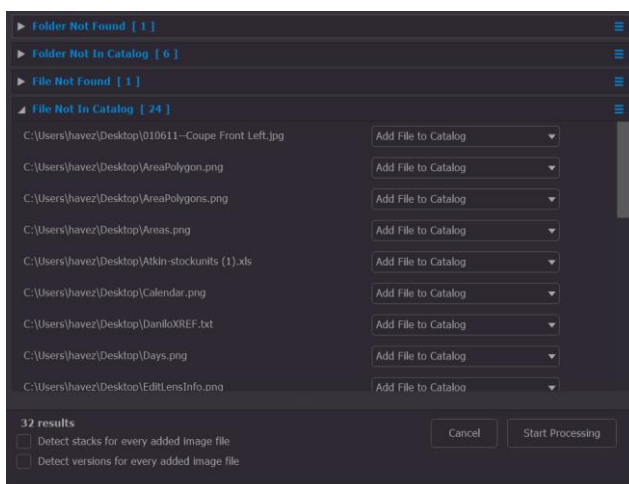
Folder Verification

As you work with files in Photo Supreme or your favorite photo retouch software or any other software, it is bound to happen some day: you will get new files or folders on the file system and those are not yet in the catalog. It is very tedious to find those by hand. The solution is simple: *Folder Verification*.

Verifying catalog folders allows you to find changes that have taken place on the file system and that are out of sync with the catalog. Some examples:

- a sub folder was deleted on disk, but it still exists in the catalog.
- a sub folder is found on disk, but it does not exist in the catalog.
- an image is deleted on the file system, but it still exists in the catalog.
- an image is found on the file system that is not yet in the catalog.
- a file was edited outside of the scope of Photo Supreme.

You can then specify, per type of result, what action should take place. This makes it quite easy to manage changes that are made outside of the Photo Supreme scope.



To start Folder Verification:

1. Open the Folders section by clicking 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 Full – This will report a file as changed when the binary file signature has changed (e.g., rewritten with 3rd party software or corrupt file). Also missing files and missing folders will be reported.
 - b. Verify Folder Quick – This will report a file as changed when the file stamp is changed, or when the file size has changed. Also missing files and missing folders will be reported.
 - c. Scan for Missing Folders – This will scan through the file system and report all folders that exist on the file system but not in the catalog (and visa-versa).
 - d. Scan for Missing Files – This will scan through the file system and report all files that exist on the file system but not in the catalog (and visa-versa).
 - e. Scan for Missing Folders and Files – This will scan through the file system and report all folders and files that exist on the file system but not in the catalog (and visa-versa).

Select the Verify Folder Full option for the most complete verification check. This will start the folder verification for that selected folder and all its subfolders.

As the progress starts, Photo Supreme will search for all files and folders in the folder(s) and verify if they still exist in the catalog or if there are files and folders in the catalog that no longer exist on the file system.

This will start the folder verification for that selected folder and its subfolders (if any).

Tip: Hold down the *Ctrl* (Windows) or *Cmd* (Mac) key when selecting the “Verify Folder” option to verify the selected folder but **not** the sub folders.

As the progress starts, Photo Supreme will search for all files in the folder(s) and verify if they still exist in the catalog or if there are files in the catalog that no longer exist on the file system. For every file that is found, a signature is stored in the database. If a signature is already stored from an earlier run, then that signature is compared to the current file and changes are reported.

Physical Folder Mapping

Folder in Photo Supreme are representations of that what is stored on the file system. What makes a Folder unique for Photo Supreme is?

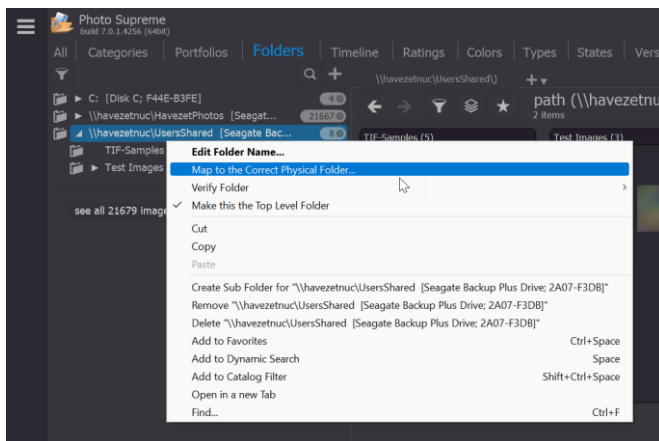
1. The Medium Type (e.g., a Fixed drive or a Swappable drive)
2. The Medium Name (e.g., a volume name of a Windows Drive)
3. The Medium Serial number (a unique number that represents the hard drive)

When you experience a disk failure, and you are replacing the disk with a new one and then restore your backup then the files on the new hard drive will match the files from before the hard drive failure. But Photo Supreme will still show the root of this drive as a red icon. That

is because the serial number of the drive changed. By pointing Photo Supreme to the folder on the new hard drive, you are telling it to update its details.

Of course, it is possible that you relocated a folder on the hard drive to a new location, outside of Photo Supreme. You can then also use the physical folder mapping feature to point Photo Supreme to the new location on disk.

Whichever reason it is, right click on the folder in Photo Supreme. Then select “Map to the Correct Physical Folder”.



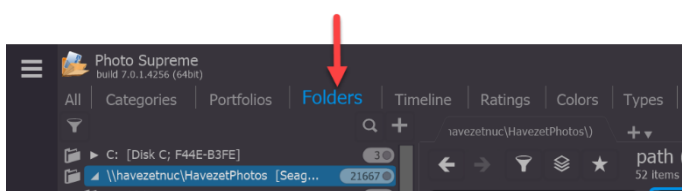
That opens a folder selection dialog. Select the correct folder that corresponds with this folder and then click OK. Then will update the folder details in the catalog with those read from the folder that you have pointed to.

File Management

Even though Photo Supreme manages images that are stored in the database, it is still possible to do file operations, directly on the File System. This in a transparent manner, as if you are working with a file browser. With Photo Supreme you can:

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

File operations typically take place in the Folders section. To enter the Folders section, click Folders in the Catalog Bar.



The Catalog Explorer now displays the content of the catalog, displayed in a folder hierarchy.

Lookup a file From inside Photo Supreme you can select a file in the Operating System's file browser. This is Windows Explorer for Windows operated systems, or Finder for Mac systems.
To open a file in the file browser, right click on a thumbnail and select "Locate in Windows Explorer" or "Locate in Finder". That will open the file browser, open the relevant folder, and select/highlight the file.

Copy files Right click on one or more selected thumbnails and select "Copy". Then, in FOLDERS view, navigate to the folder where the files need to be copied to. There right click on the background (not on a thumbnail) and select "Paste to this Folder".

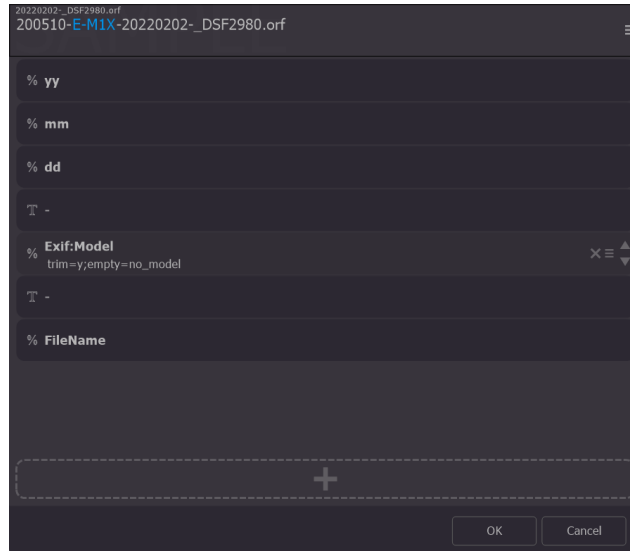
Rename files You can rename a single file by selecting the file, then:
- On Windows, press F2.
- On Mac double click on the filename of the thumbnail.
That will make the file name editable. Enter a new name (remember to also add or keep the file extension) and press Enter to confirm the change.

You can also rename multiple files in one batch:

1. Select the thumbnails that you want to rename.
2. Right click on a selected thumb.
3. Select Operations -> Rename Files.

This opens the rename dialog where you can design a file name. It is beyond the scope of this manual to explain macro commands, but for now it is important to know that each macro command will be converted to a matching value before the rename takes place. Macro Commands operate like generic variables. For instance, the macro command %FileName represents the name of the file. %FileExtension represents the file's extension. Of course, you do not have to remember all these macros, you can select them from the drop down when clicking the plus (+) icon at the bottom.

| |
|--|
| Tip: Read more about Macro Commands in the Macro Manual |
|--|



Move a file

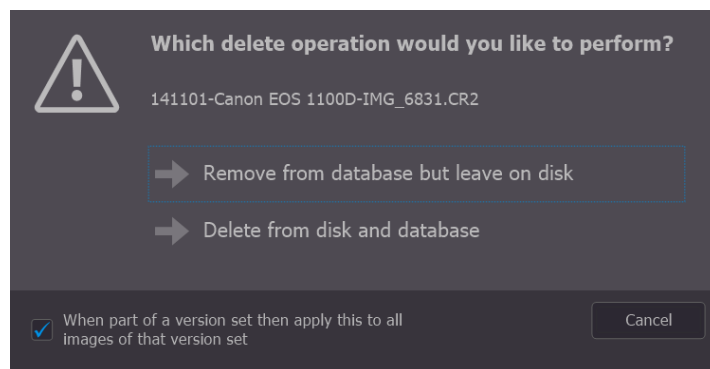
You can move a file by either using cut & paste or by dragging the file to another folder in FOLDERS view.

Right click on one or more selected thumbnails and select “Cut”. Then, in FOLDERS view, navigate to the folder where the files need to be copied to. There right click on the background (not on a thumbnail), and select “Paste to this Folder”.

Removing or Deleting files

Photo Supreme can either Remove or Delete files. Removing a file means that the file is removed from the catalog. Deleting a file means that the file is deleted 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 select “Delete”.



This gives you all the appropriate delete operations. Here select the delete operation that you need.