

User Guide

(Updated 2002)



ACDSee  5.0

Table of contents

ACD Systems at the hub of Digital Imaging	1
Chapter 1	
Welcome to ACDSee	3
Getting started	4
Minimum system requirements	4
Installing and uninstalling	5
Starting ACDSee	5
Starting ACDSee from the Taskbar Notification area	6
Changing the default start folder	6
Associating a file format with ACDSee	7
Chapter 2	
Learning the basics	9
The Browser user interface	9
Browser toolbar buttons	10
File list toolbar buttons	11
Navigation toolbar buttons	12
The Viewer user interface	13
Viewer toolbar buttons	14
Chapter 3	
Personalizing ACDSee	17
Customizing the Browser	17
Selecting a layout for the Browser user interface	18
Saving your own user interface profile	19
Displaying the Browser's tabbed pages	20
Displaying the Preview pane	20
Displaying the Browser status bar or path box	20
Displaying the toolbars in the Browser	20
Customizing the Viewer	21
Displaying the toolbar or status bar in the Viewer	21
Changing the size and position of the Viewer	21
Changing the background color of the Viewer	22
Customizing ACDSee toolbars	23
Adding or removing a toolbar button	23
Rearranging buttons on the toolbar	23
Adding or removing a separator on the toolbar	23
Turning the toolbar button labels on and off	24

Chapter 4	
Using the Files pane	25
The Files, View, and Properties tabbed pages	26
The Files tabbed page	26
The View tabbed page	26
Viewing an image on the View tabbed page	26
The Properties tabbed page	26
About the ACDInTouch tabbed page	28
About the ACDInTouch service	28
The File list	29
Filtering items	29
Highlighting file types	30
Refreshing the File list	30
Generating a File listing	31
File list view modes	32
Selecting a File List view mode	32
Customizing the Details view mode	33
Sorting files in the File list	34
Sorting files by column headers	34
Creating, changing, and deleting a custom file order	35
Selecting files	36
Automatically selecting new files	36
Selecting files sequentially	36
Using thumbnails in the File list	37
Displaying file information in Thumbnails view mode	37
Showing thumbnails on folders in the File list	37
About thumbnail overlay icons	37
Displaying overlay icons on thumbnails	38
Adjusting the size of the thumbnails	39
Scanning and processing file information	40
Chapter 5	
Organizing your files	41
About Folders	41
About Albums	42
Creating an album	42
Adding image shortcuts to an album	42
Renaming an album	43
About Photo Discs	44
Adding a photo disc	44
Updating a photo disc	44
Deleting a photo disc	45
Using ACDSee tools with photo discs	45
About Calendars	46
Displaying your files by date	46

Navigating to a specific date	47
Selecting a calendar date type	47
Changing the start of the week	48
Changing the calendar clock format	48
About Categories	49
Creating a category	49
Viewing a category	50
Renaming a category	50
Deleting a category	50
Assigning your files to a category	51
Removing your files from a category	51
About Favorites	52
Creating a Favorites shortcut	52
Creating a shortcut with the Create Shortcut tool	52
Renaming or deleting a Favorites shortcut	53
About Searching	54
Search options	55
Advanced search options	56
Using patterns to search for files	57

Chapter 6

Managing your files

59

Deleting files	59
Deleting a file or folder in the Browser	59
Deleting a file in the Viewer	59
Using the Recycle bin when deleting files	60
Copy, cut, and paste	61
Copying and moving files	61
Cutting files	61
Pasting files	62
Copying an image	62
Acquiring an image from the Clipboard	62
Replacing a file	63
Renaming a file or folder	64
Renaming a group of files or folders	64
Converting an image to another file format	66
Folders	67
Creating a folder	67
Deleting a folder	67
Properties	68
Viewing the properties of a file	68
Viewing a file's date and time properties	68
Changing the date and time properties of a file	68

Chapter 7	
Using the database	71
Adding items to the database	71
Adding notes to a file	72
Adding keywords to a file	72
Adding an author to a file	72
Setting the database date	73
Adding a file description	73
Adding a file description in Details view mode	74
Adding the same description to a group of files	74
Editing metadata	75
Cataloging files in the database	75
Maintaining the database	77
About maintaining the database	77
Database maintenance buttons	77
Optimizing the entire database	78
Removing orphan folders	78
Removing information and thumbnails	78
Removing thumbnails	79
Performing advanced database tasks	80
Changing the binding of a folder	80
Exporting database information	81
Importing database information	81
About quarantined files	82
Automatically caching thumbnails	82
Moving the database to a new location	83
Converting an older ACDSsee database	83
Chapter 8	
Viewing your images	85
Displaying images	85
Open an image in the Viewer	85
Opening a group of images in the Viewer	86
Viewing images in full-screen mode	86
Displaying images using the entire screen	86
Returning to the Browser from the Viewer	87
Setting an image as the desktop wallpaper	87
Displaying the previous wallpaper	88
Zooming in or out on an image in the Viewer	89
Automatically shrinking or enlarging images	90
Zoom options table	91
Panning an image	92
Increasing/decreasing the speed when panning	92
Selecting part of an image	93
Zooming in on the selected area	93

Copying the selected area	93
Printing the selected area	94
Saving the selected area as a new image	94
Setting the selected area as the desktop wallpaper	95
Performing advanced viewing tasks	96
Optimizing image display quality	96
Viewing multiple page images	96
Disabling animated images	97
Chapter 9	
Creating slide shows	99
Creating a slide show from the Browser	99
Creating a slide show from the Viewer	101
Stopping a slide show	102
Automatically running a slide show	102
Adding and removing captions	103
Removing captions	103
Synchronizing to a folder	104
Chapter 10	
Using the Media window	105
System requirements for the Media window	105
Supported file formats for the Media window	105
Playing files in the Media window	106
Opening video or audio files	106
About the Play control buttons	106
Adjusting the volume while playing a file	107
Adjusting the default volume	107
Adjusting the speaker balance	107
Playing part of a video or audio file	107
Zooming in and out of videos	108
Customizing the Media window	109
Changing the View mode	109
Selecting the default window size and position	109
Setting Play options	110
Editing files in the Media window	111
Copying a frame to the Clipboard	111
Selecting part of a video or audio file	111
Extracting a video frame from a file	111
Extracting a selection of frames from a file	112
Extracting all the frames from a file	112

Chapter 11	
Editing your images	113
Resizing an image	113
Resize by percentage	113
Resizing an image using dimensions	115
Pixel resize options and resulting action	116
Resizing recommendations	118
Rotating an image	119
Flipping an image	121
Adjusting the exposure of one or more images in the Browser	123
Adding audio to an image	125
Recording audio	125
Editing your images with an image editor	127
Adding an image editor to ACDSee	127
Selecting a default image editor	127
Chapter 12	
Acquiring images	129
Digital cameras	129
USB Mass Storage device	129
Acquiring images on your camera using TWAIN	130
Acquiring images using Digital camera plug-ins	131
Selecting a digital camera plug-in	131
Browsing images on your camera using a plug-in	131
Downloading images on your camera to your computer	132
Taking pictures with your camera from ACDSee	132
Scanning images	134
Taking a screen capture	135
Chapter 13	
Printing your images	137
Printing options	137
Printing from the Browser	137
Printing from the Viewer	138
Printing part of an image	138
Printing from Windows Explorer with ACDSee	139
Selecting printer options	140
Selecting image position and size when printing	140
Adding a caption when printing an image	142
Adding a header or footer when printing an image	142

Chapter 14	
Using ACDSee plug-ins	143
About ACDSee plug-ins	143
Accessing the Plug-in Settings dialog box	144
Viewing plug-in properties	144
Disabling a plug-in and changing their order	145
Disabling a plug-in	145
Changing plug-in order	145
Sharing your images using SendPix™	146
SendPix buttons	146
Configuring SendPix	147
Configuring the address book	148
Sending images	149
Manipulating images in an album	149
Adding descriptions to images in an album	150
Creating and printing contact sheets	151
Finding duplicate files	152
Deleting and renaming files	153
Sending images using e-mail	155
Configuring the E-mail plug-in	155
Configuring the address book	156
Sending e-mail	157
Attaching images	157
Advanced options	158
Using the HTML Album Generator plug-in	159
Creating an album	159
Adjusting settings	159
Generating files	161
Creating an archive	162
Chapter 15	
Using ACD FotoCanvas Lite	165
Creating and opening images	166
Using the Quick Start dialog box	166
Zooming and panning an image	167
Zooming an image	167
Zooming an image to best fit	167
Viewing the actual size of an image	167
Panning	167
Chapter 16	
Learning the basics	169

Chapter 17	
Personalizing ACD FotoCanvas Lite	173
Adjusting windows	173
Selecting window size and position	173
Resizing the image canvas	174
Displaying toolbars and options bars	174
Customizing FotoCanvas Lite toolbars	174
Chapter 18	
Using colors	175
Selecting a color depth	175
About the Color Palette	176
Editing the Color Palette	176
Chapter 19	
Manipulating images	177
Undoing and redoing changes	177
Undoing and redoing multiple changes	177
Copying and pasting an image	178
Copying an image to the Clipboard	178
Pasting an image	178
Pasting a new image	178
Resizing an image	179
About Resample filters	179
Resize recommendations	180
Flipping and rotating an image	181
Chapter 20	
Using tools	183
Using the Adjust tools	183
Light levels	183
Exposure	184
Auto levels	185
HSL values	185
RGB values	186
Using the Drawing tools	187
Cropping an image	187
Removing red-eye from an image	188
Chapter 21	
Using filters	189
Blurring an image	190
Blurring an image with Gaussian Blur	190
Sharpening an image	191
Adjusting the hue and saturation of an image	192

Crosshatching an image	193
Despeckling an image	193
Detecting edges in an image	194
Embossing an image	195
Creating a negative of an image	196
Creating an oil painting	197
Creating a pencil drawing of an image	198
Adding a sepia hue to an image	198
Chapter 22	
Saving images	199
Saving multiple page images	199
Appendix 1: Contacting ACD Systems	200
Technical support	200
Feedback	200
Appendix 2: ACDSee supported file formats	201
Appendix 3: Media window supported file formats	205
Appendix 4: Digital camera support	207
Appendix 5: System administrator options	208
Command line arguments	208
DDE interface	209
Using shell commands	212
Glossary	213
Browser keyboard shortcuts	220
Viewer keyboard shortcuts	223
Viewer mouse shortcuts	225
ACD FotoCanvas Lite keyboard shortcuts	226
Index	229

ACD Systems at the hub of Digital Imaging

Based in Victoria, British Columbia, Canada, ACD Systems designs, develops and markets digital imaging and corporate communications software that meets the needs of home and professional users. Millions of consumers and more than 33,000 corporate clients use our flagship product ACDSee. To serve our global customers well, our Web content is available in 12 languages along with many of our products for PC and Macintosh.

ACD Systems continues to capitalize on the explosive growth in the use of digital images via cameras, scanners, PDAs and the Internet. We have strong strategic alliances with value added resellers (VARs), original equipment manufacturers (OEMs), retailers, software publishers and distributors throughout North America and worldwide. Plus, our unique platform model and Software Development Kit (SDK) lets third parties offer their own imaging solutions through our software.

1

Chapter 1

Welcome to ACDSee

Congratulations on choosing ACDSee - the world's #1 digital imaging software. ACDSee is a comprehensive application ideal for acquiring, organizing, viewing, enhancing and sharing your images. With the image Browser, you can efficiently acquire images from digital cameras and scanners, find, organize and preview images and media files. There are over 50 multimedia file formats supported. A full-featured image Viewer quickly generates a high-quality display of your image. You can run slide shows, play embedded audio, and display multiple page images. Video and audio files can be played in the Media window.

Also, ACDSee has a wide variety of image editing tools that you can use to create, edit and touch-up your digital images. Tools, such as Red-eye reduction, crop, sharpen, convert to sepia tones, emboss, are available for you to enhance and correct images. There are several tools such as exposure adjustment, convert, resize, rename, rotate and mirror, that can be performed on multiple files at the same time.

The new user interface is designed for quick access to tools and there are many customization features. Screen layout, the order of images, toolbar display, and many options can be customized to suit your preferences. ACDSee continues to be a fast and easy-to-use image management package that everyone from novices to professionals can use and enjoy.

Getting started

This chapter guides you through the installation process and provides you with information about minimum system requirements, installing, uninstalling, and starting ACDSee.

Minimum system requirements

To browse and view your images and videos, and listen to your audio files with ACDSee, it is necessary that your system include the following components:

Hardware

- Pentium class processor
- 64 MB RAM
- 40 MB free hard disk drive space

Software

- Windows® 98 (Second Edition for non-English operating systems), ME, NT 4.0 Service Pack 6, 2000, XP
- Microsoft® Internet Explorer 4.0.2
- 256-color or higher display adapter
- DirectX 8.0* for Media Window DirectX support
- GhostScript 7.0 - for Adobe PDF support
- QuickTime™ 6.0* for Media Window QuickTime support

For improved performance, we recommend a system that exceeds these requirements.

*To download DirectX and QuickTime, please visit our Web site at:

www.ACDSYSTEMS.com/english/support/acdsee50-install.htm

Installing and uninstalling

You can install from a CD or an executable downloaded from the Internet.

To install ACDSee from a CD-ROM:

1. Insert the CD into the CD-ROM drive.
2. Click the Start button and click Run | Browse.
3. Select the CD drive in the Look in drop-down box.
4. Select Setup.exe.
5. Click Open.
6. Click OK to run the installation. Follow the instructions in the Install wizard.

To install ACDSee from an executable file:

1. Double-click the executable file.
2. Click Next to start the install process. Follow the instructions in the Install wizard.

To uninstall ACDSee from your system:

1. From the Start menu, click Settings | Control Panel.
2. Double-click Add/Remove Programs.
3. Select ACDSee 5.0.
4. Click Change/Remove. Follow the instructions in the Uninstall wizard.

After you install ACDSee on your computer, an application icon is placed on the desktop and in the Start menu.

Starting ACDSee

After you install ACDSee on your computer, an application icon is placed on the desktop and in the Start menu. You can also associate files so that ACDSee opens when you double-click a file from Windows® Explorer™.

To start ACDSee, do one of the following:

- Double-click the ACDSee icon on the desktop.
- Click Start | ACD Systems, and select ACDSee.



You can start ACDSee from the Taskbar Notification area if you select the option to continue running ACDSee in the Taskbar Notification area after you exit the program.

Starting ACDSee from the Taskbar Notification area

You can configure ACDSee to run in the Taskbar Notification area after you exit the program.

To run ACDSee from the Taskbar Notification area:

1. Click Tools | Options.
2. In the Options dialog box, click Browser.
3. On the Browser page, select the Show icon in Taskbar Notification area check box.
4. Select the Continue running in Taskbar Notification area on exit check box.
5. Click OK.

To open ACDSee from the Taskbar Notification area:

Double-click the ACDSee icon.

Changing the default start folder

When you open ACDSee, the program browses a folder that is specified in the Options dialog box. You can select another folder, or you can have ACDSee use the folder that was browsed when the previous ACDSee session closed.

To change the default start folder:

1. Click Tools | Options.
2. In the Options dialog box, click Browser.
3. On the Browser page, select one of the following two options:
 - *Folder from previous session*: This option uses the folder that was browsed when the previous ACDSee session closed.
 - *Specific folder*: This option uses a folder that you specify. To select a folder, click the Browse button, select a new folder, and click OK.
4. Click OK.

Associating a file format with ACDSee

You can associate supported file formats with ACDSee. When you open a file that is associated with ACDSee from Windows Explorer, ACDSee is opened and automatically displays the file in the Viewer.

To associate supported file formats with ACDSee:

1. Click Tools | File Associations.
2. Do each of the following:
 - Click the Image Files tab and select the check boxes beside the image file formats that you want ACDSee to support.
 - Click the Archives tab and select the check boxes beside the archive file formats that you want ACDSee to support.
3. Click OK.

2

Chapter 2

Learning the basics

This chapter identifies the physical components of the Browser and the Viewer user interfaces. The toolbar buttons are explained so that you can become more familiar with how to navigate and take advantage of ACDSee's tool base.

The Browser user interface

The Browser user interface includes toolbars, tabbed pages, and panes. You can customize ACDSee's interface to include only the components you want to use and then save these changes as your personal profile.



The following includes a description of the different components of the user interface:

- *Browser toolbar:* This toolbar is located at the top of the Browser under the menu bar. It includes shortcut buttons that open dialog boxes or display further activity buttons.

- *File list toolbar*: This toolbar is displayed in the Files, View, and Properties tabbed pages. With these shortcut buttons, you can organize your files, browse through folders, and create a Favorites shortcut or an album.
- *Navigation toolbar*: This toolbar is displayed in the Files, View, and Properties tabbed pages. With these shortcut buttons, you can copy, move or delete items, select what file types or folders you want displayed in the files list, and sort your images. It also includes the path box that describes the location of the folder of images currently displayed in the files list.
- *Status bar*: This bar, located at the bottom of the Browser, displays information and properties for the selected folder, file or files.
- *Preview pane*: This pane, located on the left side of the Browser, displays the selected image. You can resize the Preview pane and also, show or hide it.
- *Files pane*: This pane, located on the right side of the Browser, includes the Files, View and Properties tabbed pages. You can resize the Files pane and also, show or hide it.
- *Navigation pane*: This pane, located on the left side of the Browser, includes the Folders, Favorites, Albums, Photo Discs, Calendar, Category, and Search tabbed pages. You can resize the Navigation pane and also, show or hide it.

Browser toolbar buttons

The Browser toolbar includes shortcut buttons to commonly used features and tools. You can customize the toolbar by turning the button labels on or off, adding or removing buttons, and changing the size of the buttons.



Acquire

Opens a drop-down toolbar where you can select ways to acquire your images.



Manage

Opens a drop-down toolbar where you can select ways to manage your files and folders.



Edit

Opens a drop-down toolbar where you can select ways to edit your images.










Print

Opens a drop-down toolbar where you can select ways to print your images.



Create





Opens a drop-down toolbar where you can add your image to the desktop wallpaper, create contact sheets of images, HTML photo albums, and slide shows and screen savers.







	Share	Opens a drop-down toolbar where you can select ways to share your images with others.
	Extras	Opens a drop-down toolbar where you can select extra ACDSee features and plug-ins.
	NavPane	Opens and closes the Navigation pane. Click the drop-down arrow and select the names of the tabbed pages to toggle the view.
	FilePane	Toggles between the Files, View, Properties, and ACDInTouch tabbed pages.
	Full Screen	Toggles the Full screen feature on and off.
	ACDInTouch	Opens the ACDInTouch tabbed page.
	Help	Opens the Help file.

See "[Customizing ACDSee toolbars](#)" to find out how you can add, remove and arrange toolbar buttons, and hide button labels.

File list toolbar buttons







The File list toolbar is displayed in the Browser workspace when you select the Files tab, the View tab, or the Properties tab. With the File list toolbar shortcut buttons, you can organize the file list, copy, move or delete items, and create new shortcuts in the Favorites pane or albums.

	New Folder	Creates a new folder
	Filter	Displays a list of filters that you can select to identify only the file types you want displayed in the File list
	Sort	Displays a list of criteria that you can select to sort your images
	Mode	Displays a list of View modes that you can select to view your images

	Audio	Displays options to play, stop or edit an audio file, or an image file that contains audio
	Properties	Displays the properties for a selected file
	Move to	Opens the Move to dialog box
	Copy to	Opens the Copy to dialog box
	Delete	Deletes the selected file
	Rename	Renames the selected file

Navigation toolbar buttons

The Navigation toolbar is displayed in the Browser workspace when you select the Files tab, the View tab, or the Properties tab. With the Navigation toolbar shortcut buttons, you can move between folders, refresh the current folder, and create new shortcuts in the Favorites pane or albums.

	Back	Browses back to the previous folder in the sequence
	Forward	Browses to the next folder in the sequence
	Up One Level	Browses up one folder level
	Refresh	Refreshes the Browser
	Favorites	Displays a list of your favorite folders
	Albums	Displays a list of your albums

The Viewer user interface

The Viewer user interface includes a toolbar, view area, and a status bar. The Viewer displays your images one at a time in full resolution.



The following includes a description of the different components of the user interface:













- Viewer toolbar: This toolbar is located at the top of the Viewer under the menu bar. It includes shortcut buttons for several editing tools, starting a slide show, zooming in or out on images, and other functions.
- View area: This area is where the current image is displayed. When you resize the Viewer, the View area is also resized.
- Status bar: This bar, located at the bottom of the Viewer, displays information and properties for the selected folder, file or files.

Viewer toolbar buttons

The toolbar, located below the menu bar at the top of the Viewer, consists of a number of shortcut buttons.

To show or hide the toolbar:

Click View | Toolbar.

	Open	Opens the Open files dialog box where you can select files to view
	Browse	Closes the Viewer and returns you to the Browser
	Previous	Views the previous image in the folder, group, or slide show
	Next	Views the next image in the folder, group, or slide show
	Slide Show	Starts and stops a slide show of the images in the currently selected folder, or group of images
	Zoom Out	Zooms out of the image
	Zoom In	Zooms in on the image
	Zoom	Displays a drop-down list of different zoom options
	Audio	Opens a drop-down list where you select options to play, stop, edit, or delete the audio file that is attached to the currently viewed image
	Move to	Opens a dialog box where you can select a folder to move the currently viewed image to
	Copy to	Opens a dialog box where you can select a folder to copy the currently viewed image to
	Delete	Deletes the currently viewed image



Properties

Displays the properties of the currently viewed image



Help

Opens the Help file

3

Chapter 3

Personalizing ACDSee

You can customize the ACDSee user interface many ways. With the Browser, you can create and save your own personal layout, and switch the layout while ACDSee is active. You can adjust the size of the Viewer windows and the size of the images as they are opened. The toolbars in both the Browser and the Viewer can be modified or removed.

Customizing the Browser

You can select what components you want displayed in ACDSee's user interface. Also, you can rearrange and resize these areas, and save the layout as your own user interface profile.

To select a user interface layout:

1. Click Tools | Customize.
2. In the Customize Layout dialog box, select the Panes tab.
3. Select the check boxes of the tabbed pages you'd like displayed in the Browser Navigation and Files panes.
4. Select the Toolbars tab.
5. Select the check boxes of the toolbars you'd like displayed in the Browser.
6. Select the Viewer tab.
7. Select the check boxes of the items you'd like displayed in the Viewer.
8. Change the layout of the Browser user interface.
9. Save your layout.
10. Click OK.

Selecting a layout for the Browser user interface

You can select how the Browser Navigation, Files, and Preview areas are displayed in ACDSee. Also, you can rearrange and resize these areas, and save the layout as your own user interface profile.

To select a user interface layout:

1. Click Tools | Customize.
2. In the Customize Layout dialog box, select the Window Layout tab.
3. Select one of the six window layout radio buttons. The selected layout is displayed on the right side of the dialog box.
4. If you want to rearrange and resize the Navigation, File list, and Preview areas, do one or both of the following:
 - To resize the Navigation, Files, and Preview areas, drag the bars that separate each area.
 - To rearrange the Navigation, Files, and Preview areas, drag the desired area to a new location.
5. Select what components you want displayed in ACDSee's user interface.
6. Save your layout.
7. Click OK.



Saving your own user interface profile

After customizing ACDSee's user interface, you can save your changes as a profile. You can change which profile you are using while ACDSee is open.

To save a user interface profile:

1. Click Tools | Customize.
2. In the Customize Layout dialog box, change the ACDSee layout and select the components you want displayed.
3. Click the Save As button.
4. In the Enter layout name field, type a name for your layout.
5. Click OK.
6. In the Customize Layout dialog box, click OK.

To change which profile is being used by ACDSee:

1. Click Tools | Customize.
2. In the Customize Layout dialog box, click the Layout drop-down arrow.
3. Select a layout.
4. Click OK.

Displaying the Browser's tabbed pages

There are tabbed pages in the Navigation and the Files panes in the Browser. You can show or hide these tabbed pages from the View menu.

To show or hide a tabbed page in the Browser:

1. Click View.
2. Select one of the following tabs:
 - Files Pane | Files, View, or Properties
 - Navigation Pane | Folders, Albums, Favorites, Photo Discs, Calendar, Categories, or Search

Displaying the Preview pane

You can show or hide the Preview pane from the View menu.

To show or hide the Preview pane:

Click View | Preview Pane.

Displaying the Browser status bar or path box

You can show or hide the Browser path box or status bar from the View menu.

To show or hide the path box or status bar:

1. Click View.
2. Select one of the following:
 - Status Bar
 - Path Box

Displaying the toolbars in the Browser

You can show or hide the Browser's toolbars from the View menu.

To show or hide the toolbars in the Browser:

1. Click View | Toolbars.
2. Select a toolbar.

Customizing the Viewer

You can choose to display the toolbar or the status bar in the Viewer, modify and save the size and position of the Viewer, and change the background color of the Viewer.

Displaying the toolbar or status bar in the Viewer

You can show or hide the toolbar or status bar in the Viewer from the View menu.

To show or hide an area of the Viewer:

1. Click View.
2. Select one of the following:
 - Toolbar
 - Status Bar

Changing the size and position of the Viewer

You can modify and save the size and position of the Viewer.

To position the Viewer in a new location and save that location:

1. Drag the title bar to a new location.
2. Click View | Save Window Position.

To set the Viewer to always use a specific size and position:

1. Click Tools | Options.
2. In the Options dialog box, click Viewer | Window.
3. On the Window page, select the Fix window size radio button.
4. To save the current window position, select the Save window position check box.
5. Click OK.

Changing the background color of the Viewer

You can change the background color of the Viewer.

To change the background color of the Viewer:

1. Click Tools | Options.
2. In the Options dialog box, click Viewer | Window.
3. On the Window page, select one of the following three options:
 - Select the Default color radio button to use the default color.
 - Select the Custom color radio button to use a custom color. Click the Color drop-down arrow and select a color.
 - Select the Tiled image radio button to use a tiled image. Click the Browse button, select a tiled image, and click Open.
4. Click OK.

Customizing ACDSee toolbars

There are several toolbar buttons that can be added or removed from the Browser or Viewer toolbar. You can also relocate buttons and add or remove separators. Toolbar buttons also include labels that you can choose to display or turn off.

Adding or removing a toolbar button

You can add or remove all of the buttons on the toolbars in the Browser and the Viewer.

To add or remove a button on the toolbar:

1. Right-click anywhere on the toolbar and select **Customize**.
2. Select an icon and do one of the following:
 - Click **Add**, and click **Move Up** or **Move Down** to position the icon.
 - Click **Remove**.
3. Click **Close**.



When there are too many icons for the viewable area of the toolbar, a chevron appears.

 Click the Chevron to expand the toolbar.

Rearranging buttons on the toolbar

You can move the buttons to new places on the toolbars in the Browser and the Viewer.

To rearrange buttons on the toolbar:

- Hold the **Alt** key and do one of the following:
- Drag a button to a new position to move it.
 - Drag a button off the toolbar to remove it.

Adding or removing a separator on the toolbar

The separator is a small vertical line that separates buttons on the toolbars in the Browser and the Viewer.

To add or remove a separator on the toolbar:

- Hold the **Alt** key and do one of the following:
- Drag a button slightly to the right to add a separator.
 - Drag a button over top of a separator to remove it.

Turning the toolbar button labels on and off

You can turn the toolbar button labels on or off in the Browser and the Viewer.

To turn the toolbar button labels on or off:

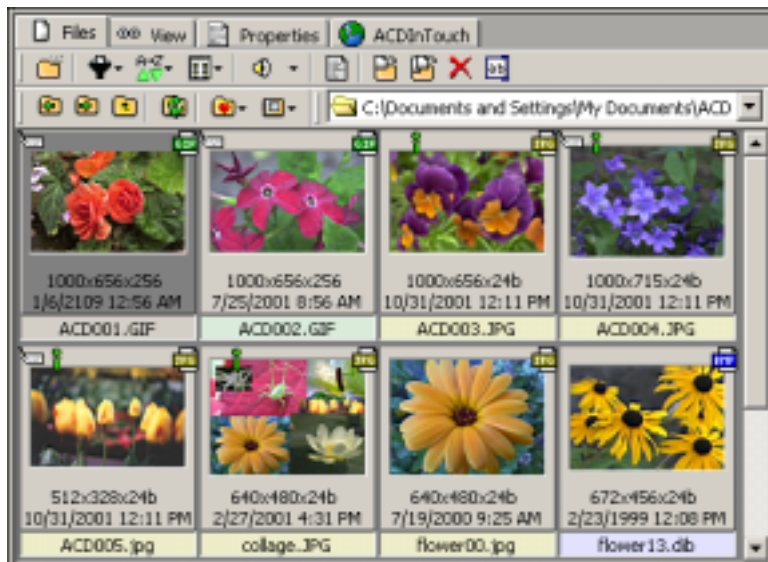
1. Right-click anywhere on the toolbar.
2. Select Button Labels and from the drop-down menu, and select No labels.

4

Chapter 4

Using the Files pane

The Files pane is located on the right side of the Browser and includes the Files, View, and Properties tabbed pages. Each of these pages includes a File list that displays all the files in a selected folder. This chapter introduces you to Files pane components and highlights how to use the File list.



The Files, View, and Properties tabbed pages

This section introduces the tabbed pages of the Files pane. While these areas offer similar functionality, there are advantages to using one over the other depending on your needs.

The Files tabbed page

The Files tabbed page, located on the right side of the Browser, includes the File list, and the File list and Navigation toolbars. Although the File list is also included in the View and Properties tabbed pages, the Files tabbed page is the most convenient area of ACDSee's user interface to view the contents of a folder in any of the six different view modes.

The View tabbed page

The View tabbed page, located on the right side of the Browser, includes a view area, the File list, and the File list and Navigation toolbars. In the view area, you can preview your image, sound, and video files.

Viewing an image on the View tabbed page

You can view image, audio, and video files in the preview area.

To view a file:

Select an file in the File list on the View tabbed page.

The Properties tabbed page

The Properties pages, located on the right side of the Browser, includes the File list, the File list and Navigation toolbars, and Database, Metadata, File, and Category tabbed pages that include information about the selected file.

Database tab

The Database section includes fields to enter and view the following information for a file:

- Description
- Date
- Author
- Notes
- Keywords



Copying, moving, or renaming files using other programs, such as Windows Explorer or the MS-DOS command prompt, causes the loss of database information.

Metadata tab

The Metadata section includes EXIF metadata information that is stored with an image from a scanner or digital camera. Metadata is embedded in the image file. You can edit certain types of metadata.

ACDSee can retain metadata information when you edit an image. For example, if the digital image is resized, cropped, or modified and then saved, the digital camera metadata remains the same.

File tab

The File section includes file properties — for example, file type, location, size, creation date, and last modified date — and image attributes — for example, format, width, and height.

Category tab

You can organize your files by defining categories and assigning your files to them. The Category section lists the categories the selected file belongs to. In this section of the Properties tabbed page, you can also create and rename categories, assign and remove files from a category and delete categories.

About the ACDInTouch tabbed page

The ACDInTouch tabbed page is your connection to us at ACD Systems. Through ACDInTouch, you can access information on special offers, free digital imaging resources, columns and articles, image collections, and newsletter subscriptions.

If you choose to become a member, you gain even more advantages. The ACDInTouch tabbed page information changes regularly to keep you updated with the newest information about the digital imaging community.

To connect to ACDInTouch:

1. Do one of the following:
 - Click the ACDInTouch button on the Main toolbar.
 - Select the ACDInTouch tab in the Browser.
 - Click Help | ACDInTouch.
2. In the Connect to InTouch dialog box, do one of the following:
 - Click the View Privacy Policy link to open an Internet information page.
 - Click the Not now, thanks button to choose to not connect and return to the Browser.
 - Click the Connect now button.
 - Select the Connect automatically from now on check box.

After you return to another area in the Browser, the ACDInTouch connection remains active until you quit the application.

About the ACDInTouch service

ACDInTouch is a data exchange service. When you connect, information is sent to you so that you can read up-to-date information directly in the ACDInTouch pane. This information is relevant to your product, such as upgrades, add-ons, and related software from ACD Systems that may also be of interest to you.

For information on ACD Systems' Privacy Policy, visit our Web site at:
www.ACDSYSTEMS.com/english/company/privacy.htm

The File list

The File list is located on the right side of the Browser in the Files, View, and Properties tabbed pages. When you select a folder in the Navigation pane, its contents are displayed. The File list includes different view modes that display small image previews (thumbnails), file information such as file name, size, type, date, properties, and descriptions.

You can customize the File list by selecting from the six different view modes and then sorting your images to create a custom file order. There are also seven different filters you can select from to identify only the file types you want displayed in the File list.

Filtering items

You can select from seven different filters to identify only the file types you want displayed in the File list. You can activate the filters either from the View menu or in the File list page of the Options dialog box.

To filter items in the File list:

1. Click **View | Filter**.
2. Select (or clear) one of the following filters to display (or hide) that file type in the File list:
 - Folders
 - Album files
 - Archive files
 - Image files
 - Media files
 - Other files
 - Hidden files

Highlighting file types

In the File list, you can select options to highlight file types in different colors, one single color, or not at all. The different colors used for highlighting the file types can make it easier for you to find and sort your files.

To add or remove highlighting:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | File list.
3. On the File list page, click the Highlight image files drop-down arrow and select one of the following options:
 - Multiple Colors
 - Single Color
 - No Highlighting
4. Click OK.

Refreshing the File list

When you add or remove files from a folder, you can have ACDSee automatically update the File list or refresh the File list yourself.

To automatically refresh the File list:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | File list.
3. On the File list page, select the Enable auto-refresh check box.
4. Select one of the following three radio buttons to determine where the new files are placed in the File list:
 - Place new files at top
 - Place new files at bottom
 - Place new files in sorted order
5. Click OK.

To refresh the File list, do one of the following:

- Press the F5 key.
- Click View | Refresh.

Generating a File listing

You can create a text report of a folder's contents. The report displays information such as the file name, file size, and image properties.

To create a File listing:

1. Select a folder in any of the tabbed pages of the Navigation pane.
2. Click **Tools | Generate File Listing**. A text file is opened in the application, Notepad, with the file name Folder-Contents.txt and is saved in a TEMP directory.

File list view modes

You can select from six different view modes in the File list. The following list includes descriptions of the different views:

Thumb + Details	Displays small image previews of files in a list. This view mode also displays file name, size, type, date, and properties.
Thumbnails	Displays small image previews of files in rows and columns. By default, a file's dimensions (image files only), date, and file name are displayed as well.
Large Icons	Displays large graphics in rows and columns that identify the file type of the file and include the file name.
Small Icons	Displays small graphics in rows and columns that identify the file type of the file and include the file name.
List	Displays graphics in a list that identify the file type of a file. This view mode also displays the file name.
Details	Displays graphics in a list that identify the file type of a file. This view mode also displays file name, size, type, date, properties and description.

Selecting a File list view mode

You can select from six different view modes in the File list. The Thumbnail view mode displays small previews of your images.

To select a File list view mode:

1. Click View | Mode.
2. Select one of the following:
 - Thumb + Details
 - Thumbnails
 - Large Icons
 - Small Icons
 - List
 - Details

Customizing the Details view mode

You can select what file information you want displayed in the Details view mode. You can resize the columns, change the column order, display or hide the column grid lines, or have the columns automatically resize to display the information in each row. There is also an option to automatically select an entire row when you select a column entry in a row.

To customize the Details view mode:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | Details view.
3. On the Details view page, select any of the following columns that you want displayed:
 - Name
 - Size
 - Date
 - Image Properties
 - Description
 - Type
4. Click the Move Up or Move Down buttons to determine the order of the columns.
5. Select any of the following Details view options:
 - *Show gridlines*: This option separates each row and column with a grid line.
 - *Full row select*: This option selects the entire row when you click a row.
 - *Column auto-width*: This option automatically resizes each column to fit its contents.
 - *Double-click to edit description*: This option requires you to double-click the description of a file to edit it. If you do not select this option, you can click the description to edit it.
6. Click OK.



- It is not possible to hide the Name column.
- You can also show or hide a column, by clicking View | Columns and selecting the column you want to show or hide.
- You can move a column by dragging the column header to a new position. A colored vertical line identifies the position where the column will be inserted.

Sorting files in the File list

Sorting files can be useful when organizing your images, looking for a file, or when selecting a range of files. You can sort your files by seven different criteria, in a forward or reverse sort, and in any view mode.

To sort items in the File list:

1. Click View | Sort.
2. Select one of the following criteria:
 - By Extension
 - By Name
 - By Size
 - By Type
 - By Date
 - By Image Description
 - By Properties
 - By Custom Order

To change the direction of the sort:

1. Click View | Sort.
2. Select one of the following directions:
 - Forward (alphabetical A-Z)
 - Reverse (alphabetical Z-A)

Sorting files by column headers

You can sort files by column headers in the File list. You need to select the Details or Thumbs+Details view because columns are not used in the other view modes.

To sort files using a column header:

Click a column header.



When you click a column header, a green arrow is displayed signifying the direction of the sort. Click the column header again to switch the sort direction.

Creating, changing, and deleting a custom file order

You can create a custom order of your files in the File list. After you move your files to the order that you want, the order is automatically saved for the selected folder. The custom order is preserved until you change it or delete it.

To create a custom order:

Drag your files to new locations in the File list.

To delete the custom order:

1. Click View | Sort.
2. Select Delete Custom Order.

To change a custom order:

1. Click View | Sort and select a Sort option.
2. Drag a file to a new position.
3. Click Yes when asked to overwrite the previous arrangement.

Selecting files

When you are organizing your files and folders, you can select all files and folders at once, select only files, or invert a selection to select all of the files that were previously not selected.

To select your files or folders:

1. Click Edit.
2. Select one of the following options:
 - Select None
 - Select All
 - Select All Files
 - Invert Selection

Automatically selecting new files

You can select an option to have new files automatically selected when you add them to the File list.

To automatically select new files added to the file list:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | File list.
3. On the File list page, select the **Automatically select new files** check box.
4. Click OK.

Selecting files sequentially

When you select a group of files using the Shift key, files are selected sequentially. You can set an option to disable this feature.

To disable sequential selection:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | File list.
3. On the File list page, clear the **Use sequential selection when selecting a group of thumbnails** check box.
4. Click OK.



The Windows XP operating system always uses sequential selection. For more information, please consult your Windows XP Help file.

Using thumbnails in the File list

You can display small copies of your images, also known as thumbnails, in the File list. You can display file information on your thumbnails, have thumbnail previews appear on the folders in the File list, and adjust the size of the thumbnails. This section also identifies the thumbnail overlay icons and how to use them.

Displaying file information in Thumbnails view mode

You can determine what file information you want displayed below each image preview (thumbnail) in the Thumbnails view mode.

To display file information:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | Thumbnail Display.
3. On the Thumbnail Display page, select or clear any of the following Information check boxes:
 - File name
 - File size
 - Image dimensions
 - Date
4. Click OK.

Showing thumbnails on folders in the File list

When you select a folder in the Folders tabbed page that has folders of images in it, you can select an option to display a preview of those images on the folder. This option provides a visible display of the contents of a folder to help you find and sort your files more quickly.






To show thumbnail previews on folders:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | Thumbnail Display.
3. On the Thumbnail Display page, select the Show thumbnails on folders check box.
4. Click OK.

About thumbnail overlay icons

Thumbnail overlay icons are small graphics located on a thumbnail. They identify different characteristics of a file. You can click an overlay icon to view further information related to that file — for example, when you click the Database icon, the Properties dialog box opens and displays the image's database information.

Overlay icons include the following:

	Sound
	Metadata information
	Database information
	File format icon
	Shortcut

Displaying overlay icons on thumbnails

You can determine what overlay icons are displayed on images in the Thumbnails view mode.

To display overlay icons:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | Thumbnail Display.
3. On the Thumbnail Display page, select or clear any of the following Overlay icon check boxes:
 - Sound
 - Metadata
 - Database Information
 - Icon
 - Shortcut
4. Click OK.

Adjusting the size of the thumbnails

You can adjust the size of the thumbnails, as well as the size of the border around each thumbnail image.

To adjust the size of the thumbnails:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface | Thumbnails.
3. On the Thumbnails page, do one or more of the following:
 - Drag the Width slider or type a value in the spin box to determine the width of the thumbnail image in pixels.
 - Drag the Height slider or type a value in the spin box to determine the height of the thumbnail image in pixels.
 - Drag the Border slider to determine the thickness of the thumbnail border. Dragging the slider higher decreases the thickness of the border, while dragging the slider lower increases the thickness of the border.
 - Select the Stretch small thumbnails to fit thumbnail size check box to enlarge small images to fit the specified thumbnail size.
4. Click OK.

Scanning and processing file information

ACDSee scans image files to determine the file type of each image. Usually, an image's file type is identified by its file name extension — for example, .jpg or .gif. However, it is possible for a file to have an extension that is different from its actual file type.

ACDSee also determines an image's dimensions and color depth and displays this information in the Details view mode of the File list.

To select a file information scanning option:

1. Click Tools | Options.
2. In the Options dialog box, click Display.
3. On the Display page, click the Scan headers of image files in the current folder drop-down arrow and select one of the Scan Headers options.
4. Click OK.



You can stop the file scanning process temporarily by pressing Esc or double-clicking the progress meter in the status bar. Press Pause or double-click the progress meter to continue again.

Scan Headers options

Never	This option never scans the headers of image files. It assumes all files with an appropriate extension — for example, .bmp, or .jpg — are images files. This is the fastest option as files are not opened for examination. However, some features, such as the highlighting of image files and sorting on image dimensions, may not work as effectively.
Always	This option always scans the headers of image files. It examines non-standard file name extensions and retrieves image properties for all image files. This option is slower, especially when reading from slow-access removable media such as floppy, CD-ROM, and network drives.
Only on fixed disks	This option scans the headers of image files on local hard disk drives only.
Only on non- floppy and non-CDROM disks	This option does not scan the headers of image files on A, B, or CD-ROM drives.

5

Chapter 5

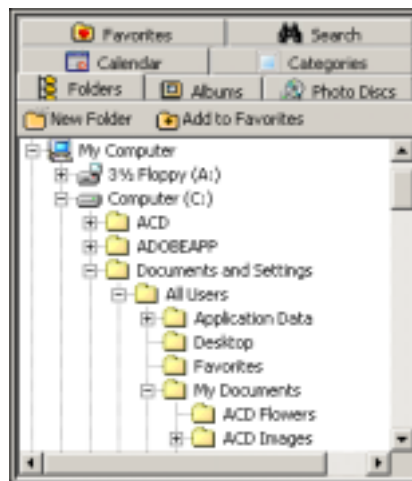
Organizing your files

ACDSee provides many ways to organize your files using the Navigation pane located on the left side of the Browser. You can create albums of images and catalog images on discs without having to store the images on your hard disk drive. You can view files using dates associated with the files, or assign files to categories. Add a favorite image to the Favorites list for quick access to the file. You can perform sophisticated searches on your file collection using patterns, keywords, metadata, and other ACDSee database information.

About Folders

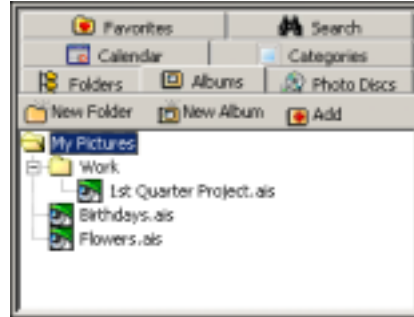
The Folders tabbed page includes a folder tree of all of the folders on your computer, similar to Windows Explorer. You can view the contents of the folders in the File list on the right side of the user interface.

You can add, delete, or rename files and folders on the Folders tabbed page. As well, you can drag files and folders to new locations on the tabbed page.



About Albums

You can create and send an entire album collection to your friends and family. Albums are a useful way of organizing and viewing your image collection. Rather than having to sort through a list of files that include non-image files, all your images are contained within the album. Albums contain shortcuts to images that are located on your hard disk drive.



Creating an album

You can create and view albums on the Albums tabbed page. The list of albums does not include albums that you create or add to folders outside of the Albums tabbed page. Albums are saved with the .ais extension.

To create an album on the Albums tabbed page:

1. Select the Albums tab.
2. Click File | New and select Album. You can now add image shortcuts to the album.

Adding image shortcuts to an album

When you add images to an album, you create a shortcut of the image in the album. The images that you add remain in their original location on the hard disk drive.

To add image shortcuts to an album:

1. On the Albums tabbed page, select a album.
2. Click the Add button.
3. In the Choose Items dialog box, select the Folders, Albums or Favorites tab.
4. Select a folder of images that you want to add.
5. In the Available Items section, do one of the following:
 - Select one or more images and click Add.
 - Drag the thumbnails to the Chosen Items section.
6. In the Chosen Items section, do one of the following:
 - Select an image and click Move Left or Move Right to move the image to a new location.
 - Select one or more images and click Remove.
7. Click OK.



It is necessary that you first create an album before you can add images to it.

Renaming an album

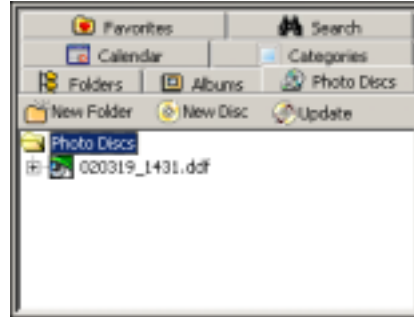
You can select new names for your albums and rename them.

To rename an album:

1. On the Albums tabbed page, select an album.
2. Click Edit | Rename.
3. Type a new name. It is important that you make sure to keep the .ais file name extension.

About Photo Discs

On the Photo Discs tabbed page, you can organize and catalog your collection of image discs. After adding your discs to the database, you can browse or search the image thumbnails without inserting a disc into the CD-ROM drive. If new images are saved to a cataloged disc, you can update the database. Photo discs are saved with the .ddf extension.



Adding a photo disc

You can catalog and browse your photo discs at the same time by adding all of your photo discs to the database.

To add a disc:

1. Insert a disc into your CD-ROM drive.
2. Select the Photo Discs tab.
3. Click the New Disc button.
4. In the Specify Folders dialog box, select the folders of images that you want to add.
5. Click OK.
6. Type a name for the disc.
7. Click OK.

Updating a photo disc

You can update a modified photo disc that you have already added to the database.

To update the photo disc in the database:

1. Insert a disc into your CD-ROM drive.
2. On the Photo Discs tabbed page, select a photo disc file.
3. Click the Update button.

Deleting a photo disc

You can remove any photo disc that you have added to the database.

To delete a photo disc:

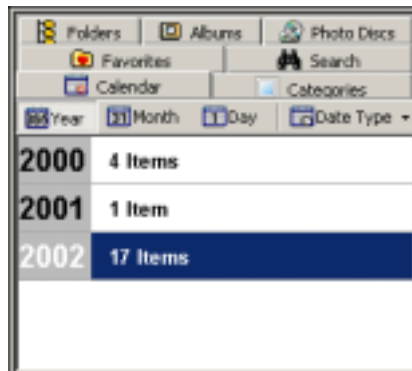
1. On the Photo Discs tabbed page, select a disc.
2. Press Delete.

Using ACDSee tools with photo discs

Create albums, slide shows, and even set the desktop wallpaper with your photo disc images. In addition, you can edit the images on your disc. After you modify an image and save the changes, a copy of the modified image is stored on the hard disk drive. The changes do not affect the image file on the CD.

About Calendars

With the Calendar tool, you can organize and browse your collection of media files using dates associated with your files. The Calendar tabbed page includes year, month, and day view modes that you can select from to view and sort your files.



Displaying your files by date

You can sort and view your images with the Year, Month, and Day Calendar view modes.

To sort and display your files by date:

1. Select the Calendar tab.
2. Click one of the following buttons:
 - Year
 - Month
 - Day
3. Depending on the view you selected, select a specific year, month, or day to view the files associated with that date. You can select more than one year, month, or day to view the files associated with all of the selected dates.



If you know there are images associated with the selected time but they are not displayed in the File list, please read the following:

- Select the Filters drop-down arrow and select any file types that are not already selected. The filters determine which file formats are displayed in the File list.
- The Calendar tool searches files catalogued in the ACDSSee database. If you have not viewed a folder of images in ACDSSee yet, those files will not have been catalogued in the ACDSSee database. Select the Folders tab and browse a folder of images to add those files to the database.

Navigating to a specific date

You can navigate to a file quickly through the different view modes using various shortcuts in the Calendar tool.

To navigate through the various view modes:

1. On the Calendar tabbed page, click the Year button.
2. Do one of the following to navigate to a specific month:
 - Right-click a year and select a month with images in it. The selected month is displayed in the Month view mode.
 - Double-click a year. The first month of that year that has files associated with it is displayed in the Month view mode.
3. Double-click a specific day in the Month view mode to display the files associated with that day. The selected day is displayed in hours in the Day view mode.
4. Select a specific hour with images in it.

Selecting a calendar date type

The Calendar tool searches the files in the database and displays the results of files found according to the type of date that is selected in ACDSsee.

To select a new date type:

1. Select the Calendar tab.
2. Click the Date Type drop-down arrow and select one of the following:
 - ACDSsee database
 - Metadata (Exif)
 - File date

Date types

The following list describes the three different types of dates.

- *Metadata (Exif)*: This date refers to the date stored with an image taken with a digital camera. Metadata items are embedded in an image file.
- *ACDSsee database*: This date refers to the date assigned to a file in ACDSsee through the file Properties information.
- *File date*: This date refers to the Windows last modified date of an image.

Changing the start of the week

You can change the first day of the week for the Month view mode of the Calendar tool.

To change the day that the week begins on:

1. Click Tools | Options.
2. In the Options dialog box, click Calendar.
3. On the Calendar page, click the Start of week drop-down arrow and select a day of the week.
4. Click OK.

Changing the calendar clock format

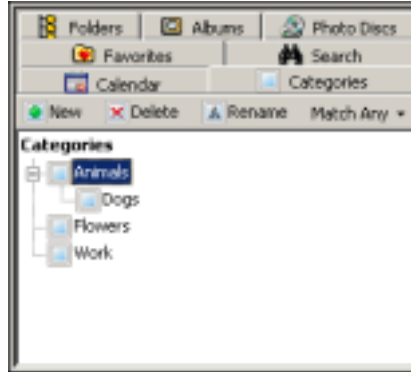
You can select either a 12-hour or 24-hour clock format for the Day view mode in the Calendar tool.

To select a new clock format:

1. Click Tools | Options.
2. In the Options dialog box, click Calendar.
3. On the Calendar page, select one of the following clock formats:
 - 12 Hour
 - 24 Hour
4. Click OK.

About Categories

You can organize your files by defining categories and assigning your files to them. With the Categories tool, you don't have to move your files to a specific folder to assign them to a category - the category tool works independently of where your files are located. Also, to help manage and sort your files more easily, you can assign a file to more than one category and view more than one category at the same time.



Creating a category

Categories help you sort and manage your files. After you create your categories, you can assign your files to as many categories as you want. The categories that you add are sorted alphabetically after the Categories heading.

To create a category:

1. Select the Category tab.
2. Do one of the following:
 - Select the Categories heading to create a new category.
 - Select an existing category to create a subcategory beneath it.
3. Click the New button.
4. Type a name for the category.
5. Press the Enter key.



You can also create a category in the Category section of the Properties tabbed page. Right-click a category heading in the Category section and select New Category.

Viewing a category

When you select one or more categories, the contents are displayed in the File list. Although the files are assigned to the categories, they are not moved from their original location. You can select an option to also display the files in subcategories when you select a category to view.

To view files in a category:

On the Category tabbed page, select a category.



Right-click the category title and select or clear the Include subcategories option. If this option is selected, the files in the subcategories are displayed.

Renaming a category

You can rename a category; however, two categories at the same level cannot have the same name. Also, the Categories heading cannot be renamed.

To rename a category:

1. On the Category tabbed page, select a category name.
2. Click the Rename button.
3. Type a new name.
4. Press the Enter key.



You can also rename a category in the Category section of the Properties tabbed page. Right-click a category heading in the Category section and select **Rename Category**.

Deleting a category

When you delete a category, the subcategories will be deleted as well. You can also delete more than one category at the same time.

To delete a category:

1. On the Category tabbed page, select one or more categories.
2. Click the Delete button.



You can also delete a category in the Category section of the Properties tabbed page. Right-click a category heading in the Category section and select Delete Category.

Assigning your files to a category

You can assign a file to one or more categories.

To assign your files to a category:

1. Select the Folders tab, and locate the folder of files that you want to add to your categories.
2. Select the Category tab.
3. Drag one or more files from the File list to a category on the Category tabbed page.



You can also assign files to categories in the Category section of the Properties tabbed page. Select one or more files in the File list and select the categories you want to add them to.

Removing your files from a category

You can remove any category except for the Category heading.

To remove your files from a category:

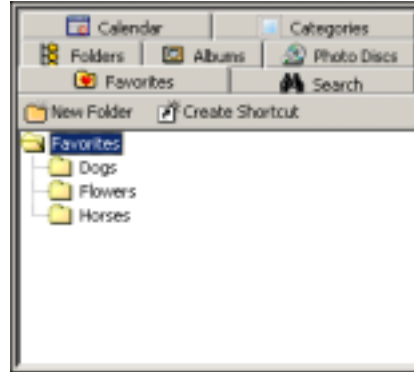
1. On the Category tabbed page, select a category.
2. Select one or more files in the File list.
3. Press the Delete key.



You can also remove a file from a category in the Category section of the Properties tabbed page. Select a file in the File list and clear the categories you want to remove the file from.

About Favorites

You can add shortcuts of files, folders, and even applications that you use frequently to the Favorites tabbed page. Then, instead of having to search for a specific file, you can access it quickly on the Favorites tabbed page.



On the Favorites tabbed page, you can add shortcuts to frequently used files, folders, and applications. Drag any file, folder, or application icon from the File list to the Favorites pane.

Creating a Favorites shortcut

You can create a shortcut for folders, files, and even applications.

To create a Favorites shortcut:

1. In the File list, select a file.
2. Do one of the following:
 - Right-click the file and select **Add to Favorites**.
 - Drag the file to the Favorites tabbed page.



You can also drag a file from Windows Explorer to the Favorites tabbed page.

Creating a shortcut with the Create Shortcut tool

You can create shortcuts quickly with the Create Shortcut dialog box.

To create a shortcut using the Create Shortcut tool:

1. Click **File | New** and select **Shortcut**.
2. In the Create Shortcut dialog box, do one of the following:
 - Type in the location of the item.
 - Type in a URL (Uniform Resource Locator) to create a shortcut to a Web site.
3. Click **Browse**, locate the item and click **OK**.
4. Click **Next**.
5. Type a name for the shortcut.
6. Click **Finish**.



When you click on a Web link shortcut, the page is displayed on the ACDInTouch tabbed page.

Renaming or deleting a Favorites shortcut

You can remove or rename a Favorites shortcut.

To rename or delete a shortcut, do one of the following:

- Right-click the item and select Rename or Delete.
- Select the item and press F2 and type a new name.

About Searching

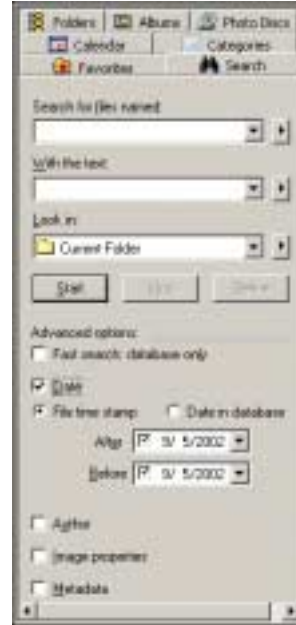
You can search a folder or directory for files by file name or keyword phrase. If you search by both file name and a keyword or phrase, then an item must include both criteria to match.



You can search by file name, keyword, type, date, author, image properties, description and metadata. In the ACDSee Browser bar, select the Search pane.

To search for an item:

1. Do one of the following:
 - Click **Edit | Search**.
 - Select the **Search** tab.
 - Right-click any directory, folder, archive, or album and select **Search**.
2. Do one or both of the following:
 - Type one or more file names in the **Search for files named** box.
 - Type a keyword or phrase in the **With the text** box.
3. In the **Look in** text field, click the drop-down arrow and do one of the following:
 - Select a directory.
 - Click **Browse** and locate a folder.
 - Select **Current Folder**.
4. Click the **Right Arrow** button next to the **Search for files named**, **With the text** and **Look in** text boxes and select or clear the search options in the drop-down boxes that you want to use to modify your search.
5. To narrow the search further, select one or more advanced options.
6. Click **Start**.



The Filter options may affect which items are displayed in the search results. Check what filters you have selected to make sure that the items you are searching for are displayed in the results.

Search options

On the Search tabbed page, the Search for files named, With the text and Look in text boxes include options that you can use to narrow your search with. Each of these have drop-down arrows that you can use to select previously entered search criteria.

Search for files named

Images Only: This option limits the search to image file names.

You can narrow your search by entering a file extension.

Also, you can use one or more file name patterns to limit your search. A match occurs if a file name matches any of the given patterns.

With the text

Before you can use either the Find All Words and Find Whole Words Only option, it is necessary that at least one of the following options, **Appearing in Description**, **Appearing in Notes**, or **Appearing in Keywords**, is selected.

Find All Words: This option limits the search to items that include a phrase that is entered in the text field.

Find Whole Words Only: This option limits the search to items that include any of the words entered in the text field.

Appearing in Description: This option limits the search to text in an item's description.

Appearing in Notes: This option limits the search to text in an item's notes.

Appearing in Keywords: This option limits the search to text in an item's keywords.

Look in

Include Subfolders: This option searches in subfolders in the selected directory or folder.

Search Archives: This option searches in archive files in the selected directory or folder.

Search Albums: This option searches in albums in the selected directory or folder.

Follow Shortcuts: This option searches the source of a folder shortcut.

Advanced search options

As well as the basic search features, you can use advanced options to narrow your search by date, author, image properties or metadata.

To use advanced options to search for an item:

1. Do one of the following:
 - Click Edit | Search.
 - Select the Search tab.
2. Select one or more of the following options:
 - Fast Search: Database Only
 - Date
 - Author
 - Image Properties
 - Metadata
3. Modify the criteria for each of the Advanced options you select.
4. Click Start.

Advanced options

The following options search either a file's metadata or file information. You can view file information in the File list under the Details mode.

Fast Search: Database Only	This option searches the database instead of the entire (or portion of) the hard disk drive. This option only works when thumbnails are cached in the database.
Date	<i>File timestamp:</i> This option searches the last modified date. <i>Date in database:</i> This option searches the database date. <i>After and Before dates:</i> This option limits the search by the dates of an item.
Author	The Author option limits the search to files written or associated with the specified author.
Image Properties	Limits the search to exactly, less than or greater than a specified dimension or color depth. The width, height and color depth of an image are displayed in the File list. For example, 530x384x24b.
Metadata	Metadata, included with a file, was written by the device that initially created the file. For example, a digital camera or scanner.

Using patterns to search for files

You can use patterns to search for files. A pattern can be as simple as a portion of a file name you are searching for, or it may include wildcards.

A pattern may include any of the following wildcard characters:

?	Matches any single character in the file name For example, <code>ca?.jpg</code> will match <code>cat.jpg</code> , <code>cap.jpg</code> , and <code>car.jpg</code> , but not <code>cats.jpg</code>
*	Matches zero or more characters in the file name For example, <code>cat*</code> to match <code>cat.jpg</code> , <code>cats.jpg</code> , and <code>cathy.jpg</code>
[...]	Matches any of the enclosed characters For example, <code>ca[tr]</code> to match <code>cat.jpg</code> or <code>car.jpg</code> , but not <code>cap.jpg</code>
[!...]	Matches any character not enclosed For example, <code>cat[!0]</code> to match <code>cata.jpg</code> and <code>catb.jpg</code> , but not <code>cat0.jpg</code>
[...-...]	Matches any character in the specified range For example, <code>cat[a-f0-9]</code> to match <code>cata.jpg</code> , <code>catb.jpg</code> , ..., <code>catf.jpg</code> and <code>cat0.jpg</code> , <code>cat1.jpg</code> , ..., <code>cat9.jpg</code>
\	Escapes a wildcard character For example, <code>cat\[?]</code> to match <code>cat[1].jpg</code> , <code>cat[2].jpg</code>



- Patterns are not case-sensitive.
- To use multiple patterns, separate the names with spaces or semicolons [;].
- To match a pattern containing a space or semicolon, enclose the pattern in quotes.
- If you do not include the `*` wildcard in your pattern, the pattern is matched as a substring. For example, `cat` would match `cat`, `cathy` and `bobcat`, and is equivalent to the pattern `*cat*`

6

Chapter 6

Managing your files

ACDSee includes file management tools. You can create folders, and delete and relocate files and folders. You can cut, copy, or paste items, view file properties, and change the date and time properties of a file.

Deleting files

You can delete files from the Browser and the Viewer. You can select options to bypass sending files to the Recycle bin.

Deleting a file or folder in the Browser

You can delete one or more files or folders from the Browser.

To remove a file or folder from the Browser:

1. Select one or more files or folders.
2. Click Edit | Delete. To bypass the Confirm File Delete dialog box, hold the Ctrl key while performing this step.
3. In the Confirm File Delete dialog box, click Yes to move the file to the desktop recycle bin.

Deleting a file in the Viewer

You can delete the currently viewed image.

To delete a file in the Viewer:

Click Edit | Delete.

Using the Recycle bin when deleting files

You can specify whether or not ACDSee sends deleted files to the Recycle bin by default.

To specify how ACDSee handles deleted files:

1. Click Tools | Options.
2. In the Options dialog box, click Managing Files.
3. On the Managing Files page, select or clear the Use Recycle Bin check box.
4. Click OK.

Copy, cut, and paste

You can duplicate and relocate files and folders using the copy, cut, and paste tools.

Copying and moving files

You can use ACDSee to copy or move files between folders, or copy files and paste them into another folder.

To copy or move files between folders:

1. Do one of the following:
 - In the Browser, select one or more files, and click Edit | Copy to or Move to.
 - While viewing an image, click Edit | Copy to or Move to.
2. In the Copy Files or Move Files dialog boxes, click the More button.
3. Using the tabbed pages, browse to a location to copy or move your image to.
4. Click the Overwrite existing destination files drop-down arrow and select one of the following four options to determine how ACDSee should handle overwriting files:
 - *Ask*: This option prompts you when overwriting a file.
 - *Skip*: This options cancels the operation if there is a file with the same file name and extension.
 - *Replace*: This option overwrites the file.
 - *Rename*: This option prompts you to rename the file.
5. Click OK.

To copy files:

1. In the Browser, select one or more files.
2. Click Edit | Copy.

Cutting files

You can cut files and paste them into another folder using ACDSee.

To cut files, do one of the following:

- In the Browser, select one or more files, and click Edit | Cut.
- While viewing an image, click Edit | Cut File.

Pasting files

After copying or cutting files, you can paste them into a folder using ACDSee.

To paste a file in ACDSee:

1. In the Browser, select a folder.
2. Click Edit | Paste.

Copying an image

You can copy an entire image and place it on the Clipboard.

To copy an image:

1. Do one of the following:
 - Select an image in the Browser.
 - Open an image in the Viewer.
2. Click Edit | Copy Image.

Acquiring an image from the Clipboard

You can acquire an image that you have placed on the Clipboard and add it to a folder using ACDSee.

To acquire an image from the Clipboard:

1. Select a folder in the Browser.
2. Click Activities | Acquire | Clipboard.

Replacing a file

When you move or copy a file to a folder that contains a file with the same name, a file name collision occurs. You can specify how ACDSee should handle the new and existing files.

To replace the old file with the new file:

In the Confirm File Replace dialog box, click the Replace button.

To rename the new file before moving:

1. In the Confirm File Replace dialog box, under the With file preview field, type a new name in the To field.
2. Under the With file preview field, click the Rename button. The new file is renamed before it is added to the directory.

To cancel the operation:

In the Confirm File Replace dialog box, click the Abort button.



When you copy or move a folder to a location where a folder with the same name exists, the Confirm File Replace dialog box opens if there are files within these folders with the same name. If there are no files with the same name, all files are moved or copied into the destination directory.

Renaming a file or folder

You can rename files and folders from the Browser and the Viewer.

To rename a file or folder:

1. Do one of the following:
 - In the Browser, select a file or folder, and click Edit | Rename.
 - In the Viewer, click Edit | Rename.
2. Type a new name, making sure not to remove or change the file name extension. For example, the .jpg extension.
3. Press the Enter key.



You cannot rename a drive or any file on a read-only file system, such as a CD-ROM.

Renaming a group of files or folders

You can use the Batch Rename tool to rename a group of files or folders using a naming template.

To rename a group of files or folders:

1. In the Browser, select more than one file or folder.
2. Click Edit | Batch Rename.
3. In the Batch Rename dialog box, select or change the options.
4. Click OK.

Batch rename options

Template

Select the Use template for renaming files check box if you would like to rename the files using a template. Select one of the following two options to use either numeric or alphabetic characters in the template:

- *Use numbers to replace #'s:* This option replaces any number signs (#) in the template name with numeric characters. Click the Start at spin box arrows or type a value to specify the starting number of the sequence.
- *Use letters to replace #'s:* This option replaces any number signs (#) in the template name with alphabetic characters. Click the Start at spin box arrows or type a value to specify the starting letter of the sequence.

Insert EXIF Metadata

Click the Insert EXIF Metadata button and select a metadata option to insert file specific information into each file name.

Template	Type a name to use for renaming the file names. Adding an asterisk (*) places the original file name in the pattern. Using one or more number signs (#) inserts numeric or alphabetic characters, depending on which of the above options you selected.
Filename case	Click the Filename case drop-down arrow and select an option for changing the case of the file names or extensions.
Preview	This option displays a preview of the file name changes.

Converting an image to another file format

You can convert images to any one of the file formats supported by ACDSee.

To convert an image to another file format:

1. Do one of the following:
 - In the Browser, select one or more images, and click Tools | Format Convert.
 - While viewing an image, click Tools | Format Convert.
2. In the Image Format Conversion dialog box, select a file format from the Format list.
3. Click the Format Settings button to select or change any options associated with the selected file format.
4. If you are converting a multiple page image into several images, or several images into a multiple page image, click the Multi-page Settings button.
5. Select the Remove original files check box if you want the original file removed from your hard disk drive.
6. Click the Options button to select or change the Image Convert options.
7. Click OK.

Image Convert options

File options

Select one of the following two options to specify where to place the converted image:

- *Place modified images in source folder:* This option places the converted image in the same folder as the original image.
- *Place modified images in the following folder:* This option places the converted image in a folder that you can specify. Click the Browse button and select a folder.

Overwrite existing files

Click the Overwrite existing files drop-down arrow and select one of the following four options to determine how ACDSee should handle overwriting files:

- *Ask:* This option prompts you when overwriting a file.
- *Skip:* This option cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

Preserve last-modified dates

Select the Preserve last-modified dates check box if you want ACDSee to retain the date and time properties of the file.

Folders

You can use ACDSee to create and delete folders to better manage your files.

Creating a folder

You can create folders in ACDSee to help organize your images.

To create a new folder:

From the Folders, Albums, Favorites, or Photo Discs tabbed pages, click File | New | Folder.

Once you have added a new folder, you can rename the folder.

Deleting a folder

You can delete a folder in the Folders, Albums, Favorites, or Photo Discs tabbed pages.

To delete a folder:

1. Select a folder.
2. Press Delete.

Properties

Files have properties that contain information about the file, such as database properties, metadata properties, file information, and any categories the file is assigned to. You can view and edit these properties. Editing file properties is covered in more detail in Chapter 7 Using the database.

Viewing the properties of a file

You can view the properties of a file. The Properties dialog box displays database properties, file properties such as date and time, and categories that the file has been added to.

To view the properties of a file, do one of the following:

- In the Browser, select a file or folder, and click File | Properties.
- While viewing an image, click File | Properties.

Viewing a file's date and time properties

You can view the date and time a file was created, modified, and last accessed.

To view the date and time properties of a file:

- Right-click a file, select Properties, and click the File tab.
- In the Browser, from the Properties tabbed page, click the File tab.

Changing the date and time properties of a file

You can use the Change Time Stamp tool to change the date and time properties of a file in the Browser and the Viewer.

To change the date and time properties of a file:

1. Do one of the following:
 - In the Browser, select one or more files, and click Tools | Change Time stamp.
 - In the Viewer, click Tools | Change Time stamp.
2. Select one of the following options to specify what date and time property to change:
 - *Last-modified date and time*: This option changes the date and time the file was last modified.
 - *Creation date and time*: This option changes the date and time the file was created.
3. Select one of the Change Time stamp options to specify how to change the date and time properties.
4. Click OK.

Change Time stamp options

- | | |
|---|--|
| Date and time the file was created | Select this option to change the date and time properties to match the date and time that the file was created. |
| Current date and time | Select this option to change the date and time properties to match the current date and time. |
| Exif date and time | Select this option to change the date and time properties to match the date stored with the image if it was taken with a digital camera. If the file does not have an Exif date and time, the date and time properties are not updated. |
| ACDSee database date and time | Select this option to change the date and time properties to match the database date assigned to a file in ACDSee through the file Properties information. If the file does not have an ACDSee database date and time, the date and time properties are not updated. |
| The following date and time | Select this option to change the Modified date and time to match the date and time that you specify. Click the Date drop-down arrow and select a date. Click the Time spin box arrows and select a time. |

7

Chapter 7

Using the database

Every time you open a file in the Browser or the Viewer, information about that file is added to the ACDSee database. Database information, such as stored thumbnail information, increases the viewing speed of ACDSee. You can use database information to search your hard disk drive and organize your files.

Chapter 6 Managing your files introduced file properties. This chapter takes a more in-depth look at adding and editing items. ACDSee provides tools to catalog files in the database without having to browse the files first, and tools to maintain the database for better performance.

Adding items to the database

ACDSee includes a database that contains the following information for each multimedia file on your hard disk drive:

- Cached thumbnails
- Category
- Notes
- Keywords
- Author comments
- Dates
- Descriptions

Adding notes to a file

You can add free-form notes to a file.

To add notes to a file:

1. Select an image.
2. Select the Properties tab.
3. Select the Database tab.
4. In the Notes field, type free-form text. You can add up to 4,095 characters.

Adding keywords to a file

You can add keywords to a file. Keywords are useful when searching for files.

To add keywords to a file:

1. Select an image.
2. Select the Properties tab.
3. Select the Database tab.
4. In the Keywords field, type the keywords. Keywords can be entered as free-form text and you can enter up to 1,023 characters.

Adding an author to a file

You can add the name of an author to a file.

To add an author to a file:

1. Select an image.
2. Select the Properties tab.
3. Select the Database tab.
4. In the Author field, type the name of the author. You can add up to 79 characters.

Setting the database date

You can set a date that is entered in the ACDSee database and is displayed with the image in Details view or with the thumbnail of the image.

To view and set database dates:

1. Select an image.
2. Select the Properties tab.
3. Select the Database tab.
4. To set the date, do one of the following:
 - In the Date text field type the new date.
 - Click the Date drop-down arrow and select a date in the calendar.

The database date is specific to ACDSee and cannot be generated automatically.

Adding a file description

You can attach descriptions to any item in the File list. The descriptions are stored in a hidden file called "descript.ion" and one description file is generated for each folder. If you copy, move or rename files in ACDSee, the file descriptions remain attached to the files.

To add a file description:

1. Select the Properties tab.
2. Select a file in the File list.
3. Select the Database tab.
4. Type a description in the Description text field.



- Each file description can be up to 3,800 characters long.
- Carriage returns and line feeds are not supported in file descriptions.
- Copying, moving or renaming files using other programs, such as Windows Explorer or the MS-DOS command prompt, causes the loss of database information.

Adding a file description in Details view mode

You can add or edit a file description in the Details view mode of the File list.

To add or edit a file description in Details view mode:

1. Double-click the Description cell of a file.
2. Type a description.
3. Click OK.



You can turn off this feature so that it is not possible to edit the description in the Details view mode in the Options dialog box. Click **Tools | Options**, and on the **Managing Files** page of the Options dialog box, clear the **Click to edit file name** check box.

Adding the same description to a group of files

You can add a description to more than one file at the same time.

To add the same description to a group of files:

1. Select one or more files.
2. Do one of the following:
 - Select **Edit | Describe**.
 - Right-click the file and select **Describe**.
3. Check **Apply to all** at the bottom of the dialog box.
4. Type a description.
5. Click OK.



- It is not possible to attach descriptions to files that reside on read-only file systems such as a CD-ROM.
- ACDSsee file descriptions are used by some applications (such as JPSoft's 4DOS/4NT), but are not supported directly by Windows.

Editing metadata

If your image contains metadata, you can edit certain metadata tags.

To edit metadata:

1. On the Properties tabbed page, select the Metadata tab.
2. Click a tag value. The tags in bold font can be edited.
3. In the Value column, type a new value.
4. Press Enter.

Cataloging files in the database

ACDSee adds items to the database as you browse your files. You can use the Catalog utility to add groups of files to the database without first having to browse the files.

To catalog files in the database:

1. Click Tools | Database | Catalog Files.
2. Click the Browse button.
3. Select a folder of files that you want to catalog.
4. Click OK.
5. Select or change the Catalog options.
6. Click OK.

Catalog options

Processing

Select one or more of the following four check boxes to determine the type of information added to the database:

- *Build thumbnails*: This option builds and adds cached thumbnails to the database.
- *Catalog inside albums and archives*: This option catalogs files inside archives and ACDSee albums.
- *Catalog image files only*: This option only catalogs image and video files. It is recommended that you select this option unless you use ACDSee to manage other file types.
- *Include subfolders*: This option catalogs the content of any subfolders of the folder you selected.

Database

Select one or more of the following four check boxes to specify what type of database information to add to each file:

- *Set description*: This option adds a description to the files. Type a description in the text field. You can add up to 3,800 characters.
- *Set author*: This option adds an author to the files. Type the author's name in the text field. You can add up to 79 characters.
- *Set notes*: This option adds notes to the files. Type notes in the text field. You can add up to 4,095 characters.
- *Set date*: This option adds a date to the files.

Select one of the following three options to determine how ACDSee should handle overwriting any existing database information:

- Never overwrite
- Always overwrite
- Prompt

Add keywords

Select the Add keywords check box to add keywords to the file. Type keywords in the text field. Keywords can be entered as free-form text and you can enter up to 1,023 characters.

Set Categories

Click the Set Categories button to add the files to pre-existing categories. In the Select Categories dialog box, select one or more categories and click OK.

If there are no categories listed in the Select Categories dialog box, please see ["Creating a category."](#)

Maintaining the database

It is recommended that you periodically maintain the database to free hard disk drive space and enhance database performance.

To maintain the database:

Click Tools | Database | Maintenance.

About maintaining the database

The Database Maintenance dialog box displays a tree of folders on your hard disk drive. Each folder contains database information and is represented by an icon.



This icon represents folders that contain cached thumbnails.



This icon represents folders that have been changed without a database update. For example, a folder was renamed or moved. It is recommended that you optimize the database.



This icon represents folders that contain cached thumbnails and have been changed without a database update. It is recommended that you optimize the database.

Database maintenance buttons

You can use the Database Maintenance dialog box buttons to perform maintenance tasks on selected folders.



Remove Orphan Folders

Removes database information for folders that no longer exist on your system



Remove Database Information and Thumbnails

Removes all database information and cached thumbnails from the selected folder



Remove Thumbnails

Removes all cached thumbnails from the selected folder

Optimizing the entire database

It is recommended that you periodically optimize the database to free hard disk drive space and enhance database performance. Optimizing the database removes any redundant information. It does not delete any files. You can optimize the entire database or you can perform select maintenance functions on the database.

To optimize the entire database:

1. In the Database Maintenance dialog box, select the Root folder in the Database Content field.
2. Click the Optimize button.

A progress indicator displays when the optimization is complete.

Removing orphan folders

You can remove database information for folders of images that no longer exist on your system (also known as orphans).

To remove orphan folders:

1. In the Database Maintenance dialog box, select a folder.
2. Click the Remove Orphan Folders button.
3. Click the Optimize button.

A progress indicator displays when the optimization is complete.

Removing information and thumbnails

You can remove the database information and cached thumbnails in selected folders on your hard disk drive.

To remove information and thumbnails from the database:

1. In the Database Maintenance dialog box, select a folder.
2. Click the Remove Database Information and Thumbnails button.
3. Click the Optimize button.

A progress indicator displays when the optimization is complete.

Removing thumbnails

You can remove the cached thumbnails in selected folders on your hard disk drive.

To remove thumbnails from the database:

1. In the Database Maintenance dialog box, select a folder.
2. Click the Remove Thumbnails button.
3. Click the Optimize button.

A progress indicator displays when the optimization is complete.

Performing advanced database tasks

You can perform tasks on the database to backup and restore information, import database information from earlier versions of ACDSee, and recover from errors. You can set options to automatically cache thumbnails and to move the database to a new location on your hard disk drive.

Changing the binding of a folder

If you reformat a drive and restore the files from a back-up, or if you remove a folder in Windows® Explorer™, the database information associated with any images is disabled. You can correct this by changing the binding of the drive or folder.

Important:

When rebinding it is necessary that you do not browse the folder that is being rebound and that you restart ACDSee immediately after rebinding.

To change the binding:

1. In the Database Maintenance dialog box, right-click a drive or folder, and from the shortcut menu, select **Change Binding**. This option is available only when it is possible to rebind the drive or folder.
2. In the Folder Binding dialog box, click the **Change Binding** button.
3. Browse to the new location of the folder.
4. Select the folder.
5. Click **OK**.



If the moved folder was removed from the database (using the Remove Folders option) then it is not possible to locate the folder in Step 2. You cannot change the binding.

Exporting database information

You can use the Export Database Information utility to create XML files of database information. The ACDDatabase.xml file can then be archived with your image collection to store database information, or sent with a series of images to another ACDDSee user.

To export database information:

1. In the Browser, do one of the following:
 - Select a group of images.
 - Select a folder that contains images.
2. Click Tools | Database | Export Database Information.
3. Select one of the following three options:
 - *Generate one database file per folder*: This option creates one ACDDatabase.xml file for each folder of images. Each ACDDatabase.xml file is placed in its matching folder. If the folder does not contain images, a file is not created.
 - *Generate one database file*: This option creates one ACDDatabase.xml file. The file is placed in the folder you selected.
 - *Descriptions only*: This option creates a description file that contains only the file descriptions (if you have the description feature deactivated in the Options dialog box).
4. Click OK.

Importing database information

You can use the Import Database Information utility to import archived database information. Also, you can import database information that was sent to you with images from another ACDDSee user. After importing the information, it is added to the appropriate images.

To import database information:

1. In the Browser, select the folder containing the images that the database information file references.
2. Click Tools | Database | Import Database Information.
3. Browse to the folder that contains the database information file.
4. Select the ACDDatabase.xml file.
5. Click Open.



If the image file names do not match those inside the ACDDatabase.xml file, the database information cannot be imported.

About quarantined files

ACDSee quarantines files that cause plug-ins to error. You can view a list of quarantined files. If you have a replacement for a quarantined file, you can remove the file from the quarantine list.

To view quarantined files and remove them from your hard disk drive:

1. Click Tools | Database | File Quarantine.
2. If you want to remove a file, select the file, and click the Remove button.
3. Click OK.

To disable the quarantine feature:

1. Click Tools | Database | File Quarantine.
2. Clear the Enable Quarantine check box.
3. Click OK.

Automatically caching thumbnails

You can have ACDSee automatically cache image thumbnails in the database. When thumbnails are cached, they are recalled from the database instead of generated from the file each time you open ACDSee. This can improve system performance.

To automatically cache thumbnails in the database:

1. Click Tools | Options.
2. In the Options dialog box, click Database.
3. On the Database page, select the Store thumbnails check box.
4. Click the Compression drop-down arrow and select one of the following compression levels:
 - None
 - Lossless
 - Low
 - Medium
 - High
5. Click OK

Moving the database to a new location

You can move the database to another folder on your hard disk drive.

To move the image database to a new location:

1. Click Tools | Options.
2. In the Options dialog box, click Database.
3. On the Database page, in the Image database text field, click the Browse button.
4. Select a new folder to save your database files in.
5. Click Open.
6. Click OK.



Before moving the database, it is recommended that you copy the ImageDB.ddf file in the current location, and paste it in the new location. This ensures that you do not lose database information.

Converting an older ACDSee database

You can take database information from your previous version of ACDSee, and add it to your current database.

To convert an older ACDSee database:

1. Click Tools | Database | Convert Database.
2. Select the desired .ddf file.
3. Click Open.

8

Chapter 8

Viewing your images

Previous chapters included how to best organize and manage files using the Browser. This chapter provides information on how to open and display images in the Viewer. For images that are larger than the Viewer, you can pan or zoom the image. In the Viewer you can create a selection of an image that you can save, print, or set as the desktop wallpaper.

Displaying images

You can view a single image in the Viewer, or scroll through a group of images. You can view images using the entire screen of your monitor and set images as the wallpaper on your desktop.

Open an image in the Viewer

You can use the Viewer to display your images using their actual dimensions, or using a variety of zoom levels.

To open an image in the Viewer, do one of the following:

- Select an image in the Browser and press the Enter key.
- Double-click an image in the Browser.

Opening a group of images in the Viewer

You can select a group of images and display them in the viewer in sequential order..

To display a group of images in the Viewer:

1. Select a group of images in the Browser.
2. Press Enter.
3. To navigate through the images, do the following:
 - Click View | Image | Next to view the next image in the sequence.
 - Click View | Image | Previous to view the previous image in the sequence.

Viewing images in full-screen mode

You can use the entire screen of your monitor to display images. In full-screen mode, the window borders, menu bar, status bar, and toolbar are hidden, and the window fills the screen so that only the image is visible.

To view images in full-screen mode:

1. Open an image in the Viewer.
2. Click View | Full Screen.
3. Right-click the image to access a shortcut menu.

To exit out of full-screen mode, do one of the following:

- Press the F key.
- Right-click the image and from the shortcut menu, select View | Full Screen.

Displaying images using the entire screen

You can use the entire screen of your monitor to display images by default.

To display images using the entire screen:

1. Click Tools | Options.
2. In the Options dialog box, click Viewer.
3. On the Viewer page, select the Full-screen check box.
4. Click OK.

Returning to the Browser from the Viewer

You can close the Viewer window and return to the Browser at any time.

To return to the Browser from the Viewer, do one of the following:

- Press Esc.
- Press Enter.
- Double-click the image.
- Click File | Browse.
- Click the Browse button in the toolbar.

Setting an image as the desktop wallpaper

You can select any image and set it as the Windows desktop wallpaper.

To set an image as the desktop wallpaper:

1. Do one of the following:
 - In the Browser, select an image and click Tools | Set Wallpaper.
 - In the Viewer, click Tools | Set Wallpaper.
2. Select one of the following:
 - *Centered*: This option places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit.
 - *Tiled*: This option places the image in a tiled pattern that fills the entire desktop.

The selected image is saved as ACD Wallpaper.bmp in the Windows folder. ACDSee automatically changes the wallpaper settings in the Control Panel to display the image.

You can stretch a centered image to fit the entire screen.

To automatically stretch wallpapered images to fit the screen:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface.
3. On the User Interface page, select the Automatically stretch wallpaper to fit screen check box.
4. Click OK.

Displaying the previous wallpaper

You can change your wallpaper to display the previously used image.

To display the previous wallpaper:

Click Tools | Set Wallpaper | Restore.

Zooming in or out on an image in the Viewer

When you view an image in the Viewer, the image is displayed, by default, using its actual dimensions. You can use the Zoom tools to enlarge or reduce the size of an image around a center point.

When an image is larger than the Viewer, the mouse cursor changes to a hand so that you can pan or scroll the image.

To zoom in or out of an image:

1. Click Zoom.
2. Click a Zoom option.

Zoom options

More	Increases the size of the current image.
Less	Reduces the size of the current image.
Full Size	Displays the image at its original size.
Fit Image	Displays the image at the largest size that fits in the Viewer.
Fit Width	Displays the image to fit between the left and right sides of the Viewer.
Fit Height	Displays the image to fit between the top and bottom of the Viewer.
Lock	Displays all images at the zoom option of the current image; if the zoom is adjusted, the new zoom level is applied to all images that you view.
Zoom to	Opens a dialog box where you can select a zoom option.

Automatically shrinking or enlarging images

The Window page of the Options dialog box contains settings to automatically enlarge or shrink images to fit the size of the Viewer. The display of the image is determined by the zoom settings in the Viewer. For more information, see the [Zoom options table](#).

To automatically shrink and/or enlarge images:

1. Click Tools | Options.
2. In the Options dialog box, click Viewer | Window.
3. On the Window page, select the Fix window size radio button.
4. Click the Zoom to drop-down arrow and select one of the Zoom to options.
5. Click the Resize drop-down arrow and select one of the Resize options. Not all Resize options are available with all Zoom to options.
6. Click OK.

Zoom to options

Actual Size	Select this option to display images using their actual dimensions.
Fit Width	Select this option to display the image to fit between the left and right sides of the Viewer.
Fit Height	Select this option to display the image to fit between the top and bottom of the Viewer.
Fit Image	Select this option to display the image at the largest size that fits in the Viewer.
Zoom Lock	Select this option to display all images at the zoom level of the currently viewed image; if the zoom is adjusted, the new zoom level is applied to all images that you view.

Resize options

Reduce images	Select this option to reduce large images to fit the size of the Viewer.
Enlarge images	Select this option to enlarge small images to fit the size of the Viewer.
Reduce and enlarge images	Select this option to reduce large images or enlarges small images to fit the size of the Viewer.

Zoom options table

The Automatic Zoom option (Reduce images, Enlarge images, and Reduce and enlarge images), that you select in the Window page of the Options dialog box determines if your images are reduced and/or enlarged to fit the Viewer. In the following table the columns are zoom options that are set in the Viewer.

	Fit Image	Fit Width	Fit Height
Reduce images	Reduces large images to fit the size of the Viewer. Images that are smaller than the Viewer are displayed at their original size.	Reduces large images to fit between the left and right sides of the Viewer. Images that are smaller than the Viewer are displayed at their original size.	Reduces large images to fit between the top and bottom of the Viewer. Images that are smaller than the Viewer are displayed at their original size.
Enlarge images	Enlarges small images to fit the size of the Viewer. Images that are larger than the Viewer are displayed at their original size.	Enlarges small images to fit between the left and right sides of the Viewer. Images that are larger than the Viewer are displayed at their original size.	Enlarges small images to fit between the top and bottom of the Viewer. Images that are larger than the Viewer are displayed at their original size.
Reduce and enlarge images	Reduces large images and enlarges small images to fit the size of the Viewer.	Reduces large images and enlarges small images to fit between the left and right sides of the Viewer.	Reduces large images and enlarges small images to fit between the top and bottom of the Viewer.

Panning an image

You can pan an image to view images that are larger than the display area. You can move images vertically, horizontally, and diagonally across the display area. When an image is larger than the Viewer, the mouse pointer becomes the shape of a hand.

To pan an image, do one of the following:

- Drag the image to move it.
- Press the Arrow keys to pan in the respective directions.

Increasing/decreasing the speed when panning

You can increase or decrease the speed that an image moves when panning.

To pan the image faster:

Press and hold the Ctrl key while panning the image with the Arrow keys.

To pan the image slower:

Press and hold the Shift key while panning the image with the Arrow keys.

Selecting part of an image

You can use the Select tool to select a rectangular area of an image. Once you have selected an area, you can zoom in on the selection, copy the selection, save the selection as a new image, print the selection, and use the selection as the desktop wallpaper.

To select part of an image, do one of the following:

- Drag the mouse pointer across the image to create a marquee.
- For images larger than the view area, press the **Shift** key and drag the mouse pointer. The area is outlined by a marquee.

To cancel the selection, do one of the following:

- Click outside the marquee.
- Click **Edit | Select none**.

Zooming in on the selected area

After creating a selection, you can zoom in on the selected area.

To zoom in on the selected area:

Click inside the marquee.

Copying the selected area

After creating a selection, you can copy the selected area to the Clipboard.

To copy the selected area:

1. Right-click inside the marquee.
2. From the shortcut menu, select **Copy**.

Printing the selected area

After creating a selection, you can print the selected area.

To print the selected area:

1. Right-click inside the marquee.
2. From the shortcut menu, select Print.
3. Select or change the printing options. For further information about output printing options, please see the following pages:
 - ["Selecting printer options"](#)
 - ["Selecting image position and size when printing"](#)
 - ["Adding a header or footer when printing an image"](#)
 - ["Adding a caption when printing an image"](#)
4. Click Print.

Saving the selected area as a new image

After creating a selection, you can save the selected area as a new image.

To save the selected area as a new image:

1. Right-click inside the marquee.
2. From the shortcut menu, select Save crop as.
3. In the Save Image As dialog box, select a folder to save your image in.
4. In the File name field, type a file name.
5. Click the Save as type drop-down arrow and select a file format. You can click the Options button to select or change any options associated with the file format.
6. Click Save.

Setting the selected area as the desktop wallpaper

After creating a selection, you can set the selected area as your desktop wallpaper.

To use the selected area as the desktop wallpaper:

1. Right-click inside the marquee.
2. From the shortcut menu, select one of the following:
 - *Wallpaper Centered*: This option places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit.
 - *Wallpaper Tiled*: This option places the image in a tiled pattern that fills the entire desktop.

To automatically stretch wallpapered images to fit the screen:

1. Click Tools | Options.
2. In the Options dialog box, click User Interface.
3. On the User Interface page, select the Automatically stretch wallpaper to fit screen check box.
4. Click OK.

Performing advanced viewing tasks

You can select and change viewing options to optimizing image display quality, view multiple page images, and to disable animated images.

Optimizing image display quality

Monitors do not display images the same way. With ACDSee, you can specify a gamma correction value. A gamma value of 1.0 is normal, with no correction. Lower gamma values darken the image, while higher gamma values lighten the image. Also, you can apply gamma correction to an image when printing.

To apply gamma correction:

1. Click Tools | Options.
2. In the Options dialog box, click Display.
3. On the Display page, select the Enable gamma correction check box.
4. In the Enable gamma correction spin box, type a number from 0.00 to 2.00 or drag the slider to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
5. Click OK.

Viewing multiple page images

You can view multiple page images in the Viewer. When viewing a multiple page image, the left-hand side of the Viewer contains a small thumbnail representation of each page of the file.

To move forward through the pages of a multiple page image, do one of the following:

- Click the next thumbnail in the sequence.
- Click View | Page, and select Next.

To move back through the pages of a multiple page image, do one of the following:

- Click the previous thumbnail in the sequence.
- Click View | Page, and select Previous.

Disabling animated images

You can disable animated images in ACDSee. If you disable the animation, when viewing an image, ACDSee displays the first frame of the image.

To disable animated images:

1. Click Tools | Options.
2. In the Options dialog box, click Display.
3. On the Display page, select the Disable image animation check box.
4. Click OK.

9

Chapter 9

Creating slide shows

You can use the slide show tool to display a group of images in the Viewer. You can start your slide show after selecting a group of images in the Browser, or you can start it in the Viewer. You can add transition effects, change the delay between images, add audio and text.

Creating a slide show from the Browser

You can create a slide show of selected images or all the images in a folder.

To create a slide show from the Browser:

1. Do one of the following:
 - Select a group of images.
 - Select a folder.
2. Click Tools | Slide Show.
3. In the Slide Show dialog box, select or change the options.
4. Click Start.

Slide show options

Style

Select one of the following two options to determine the type of slide show:

- *Basic slide show*: This option displays slides based on the other options you select. It does not use transition effects.
- *Slide show with transition effects*: This option displays slides based on the other options you select and uses transition effects. To specify which transition effects to use, click the Configure button, select the desired effects, and click OK.

Images	<p>Click the Images drop-down arrow and select one of the following three options to specify which images to use in the slide show:</p> <ul style="list-style-type: none">• Selected images• All items in current folder• All items in current folder and subfolders
Sequence	<p>Select one of the following three options to specify the sequence that the slide show displays the images:</p> <ul style="list-style-type: none">• Forward• Reverse• Random <p>Select the Repeat check box if you want the slide show to repeat when the last image has been displayed.</p>
Delay	<p>Drag the slider or type a value from 0 to 864000000 milliseconds to specify the delay between slides.</p>
Sound	<p>Select the Play audio clips check box to play any audio embedded in the selected images.</p>
Captions	<p>Select the Show text captions check box to add a caption to each image. This option is only available when you select the Slide show with transition effects style. To configure the caption, click the Configure button and select or change the caption options.</p>

Creating a slide show from the Viewer

When viewing an image, you can create a slide show of all images that reside in the same folder as the currently viewed image.

To create a slide show from the Viewer:

1. Click Tools | Slide Show.
2. In the Slide Show dialog box, select or change the options.
3. Click Start.

Slide show options

Style	Select one of the following two options to determine the type of slide show: <ul style="list-style-type: none">• <i>Basic slide show</i>: This option displays slides based on the other options you select. It does not use transition effects.• <i>Slide show with transition effects</i>: This option displays slides based on the other options you select and uses transition effects. To specify which transition effects to use, click the Configure button, select the desired effects, and click OK.
Sequence	Select one of the following three options to specify the sequence that the slide show displays the images: <ul style="list-style-type: none">• Forward• Reverse• Random Select the Repeat check box if you want the slide show to repeat when the last image has been displayed.
Delay	Drag the slider or type a value from 0 to 864000000 milliseconds to specify the delay between slides.
Sound	Select the Play audio clips check box to play any audio embedded in the selected images.
Captions	Select the Show text captions check box to add a caption to each image. This option is only available when you select the Slide show with transition effects style. To configure the caption, click the Configure button and select or change the caption options.

Stopping a slide show

You can stop playing a slide show at any time.

To stop a slide show, do one of the following:

- Press the Esc key.
- Click the Slide Show button.

Automatically running a slide show

You can configure ACDSee to automatically start a slide show when you view an image. The slide show displays all images that reside in the same folder as the currently viewed image.

To automatically run a slide show:

1. Click Tools | Options.
2. In the Options dialog box, click Slide Show.
3. On the Slide Show page, click the Auto-start drop-down arrow, and select Always.
4. Select or change the other Slide show options.
5. Click OK.

Slide show options

Sequence

Select one of the following three options to specify the sequence that the slide show displays the images:

- Forward
- Reverse
- Random

Select the Repeat check box if you want the slide show to repeat when the last image has been displayed.

Audio

Select the Play audio check box to play any audio embedded in the selected images.

Delay

Drag the slider or type a value from 0 to 864000000 milliseconds to specify the delay between slides.

Adding and removing captions

You can use the Captions tool to add headers and footers to your images. The text is displayed while viewing the image, but does not modify the original image.

To add a caption to an image:

1. In the Viewer, click **View | Captions**.
2. Do one or both of the following:
 - Select the **Header** check box to add text at the top of the image.
 - Select the **Footer** check box to add text at the bottom of the image.
3. Select or change the Caption options.
4. Click **OK**.

Caption options

Alignment	Click the Alignment drop-down arrow and select a font justification.
Background	Select the Background check box if you want to add a background color to the text. Click the Color button, select a color, and click OK .
Description template	In the Description template field, type the text you want to appear on the image.
Insert Format Tag	Click the Insert Format Tag button and select a tag to insert information specific to the image.
Font	Click the Font button. Select a Font , Font style , Size , Effects , and Color option. Click OK .

Removing captions

You can remove the captions from an image.

To clear the captions:

1. From the Viewer, click **View | Captions**.
2. Do one or both of the following:
 - Clear the **Header** check box to remove text from the top of the image.
 - Clear the **Footer** check box to remove text from the bottom of the image.
3. Click **OK**.

Synchronizing to a folder

You can use the Sync to Folder option to change the images being displayed in the Viewer. If you sync ACDSee to the folder used by your newsreader, images downloaded into the folder are displayed in the Viewer.

To synchronize to a folder:

1. From the Viewer, click Tools | Sync To Folder.
2. Click the Browse button and select a folder to synchronize to.
3. Click OK.
4. Select or change the Sync to Folder options.
5. Click OK.

All images in the folder are displayed as a slide show in the Viewer. As you add or remove images from the folder, the slide show is updated.

Options

Show new image(s) immediately Select the Show new image(s) immediately check box to view images as soon as they appear in the folder. If this option is cleared, new images are added to the end of the slide show.

Ignore open files Select the Ignore open files check box to avoid adding a new file to the slide show until the transferring application has finished moving the file. For example, the newsreader.

Sort by name Select the Sort by name check box to sort the images displayed in the slide show by their file name.

To stop the Sync to Folder option:

1. In the Viewer, click Tools.
2. Clear Sync To Folder.

10

Chapter 10

Using the Media window

The Media window plays a variety of audio and video file formats. It contains volume control settings, frame export functionality, and adds play, stop, and pause file control features to the Preview pane. The Media window supports over 30 file formats and you can set options to customize the Media window.

System requirements for the Media window

To view your videos and listen to your audio files with ACDSee, it is necessary that your system include the following components:

Software

DirectX 8.0*

QuickTime 6.0*

* To download DirectX and QuickTime, please visit our Web site at:

www.ACDSYSTEMS.com/english/support/acdsee50-install.htm

Supported file formats for the Media window

The Media window can play files of many different formats and create still images of several different formats. For a list of the supported multimedia formats for Media window, see [Appendix 3](#).

Playing files in the Media window

You can open video and audio files in the Media window, and use play control buttons, and adjust the speaker volume. You can play a portion of an audio file, extract frames from a video file, and zoom in or out of a video.

Opening video or audio files

You can use the Media window to view your video files, and to listen to your audio files.

To view a video file or listen to an audio file:

Double-click a file in the Browser to open it in the Media window.

About the Play control buttons

The Media window contains a number of play control buttons that are also available in the Preview pane. The Play, Pause, Stop, and Volume commands can be accessed from the Play menu in the Media window.



Plays the file



Pauses the file



Stops the file



Moves to the first frame of the file



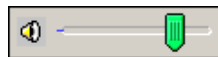
Reverses through the frames



Moves forward through the frames



Moves to the last frame of the file



Mutes and adjusts the volume of the sound

Adjusting the volume while playing a file

You can adjust the volume in the Media window while playing a file.

To adjust the volume level:

1. In the Media window, click Play | Volume.
2. Select one of the following three options:
 - Up
 - Down
 - Mute

Adjusting the default volume

You can adjust the default volume of the Media window.

To adjust the default volume:

1. In the Media window, click View | Options.
2. Drag the Volume slider to adjust the volume.
3. Click OK.

Adjusting the speaker balance

You can adjust the speaker balance when viewing and listening to files using the Media window.

To adjust the speaker balance:

1. In the Media window, click View | Options.
2. Drag the Balance slider to adjust the balance between the left and right speakers.
3. Click OK.

Playing part of a video or audio file

After selecting part of a video or audio file, you can play the selection.

To play a selection:

1. In the Media window, click Play | Play Selection.
2. Click the Play button. You can also apply all other play controls to the selection.

To continue playing the entire file:

1. Click Play.
2. Clear Play Selection.

Zooming in and out of videos

You can use the Zoom tool to enlarge and reduce the viewable size of your images.

To zoom in and out of a video:

1. In the Media window, click View | Zoom.
2. Select one of the following:
 - 50%
 - 100%
 - 200%

Customizing the Media window

You can change the way the Media window displays your files, select the default window size and position, and determine whether the Media window plays files automatically and in a loop.

Changing the View mode

You can change how the Media window displays your videos.

To change the view mode:

1. In the Media window, click View.
2. Select one of the following two options:
 - *Full screen*: This option displays the video using the entire screen. To cancel the full screen option, right-click the video and clear the Full Screen option.
 - *Fit to Window*: This option enlarges or shrinks the video to fit inside the Media window.

Selecting the default window size and position

You can change the size and position of the Media window and then save the changes as the default setting for the next time you view a video or listen to an audio file.

To save window size and position:

1. In the Media window, click View | Options.
2. Select one of the following three options:
 - *Full screen*: This option displays the video using the entire screen. To cancel the full screen option, right-click the video and clear the Full Screen option.
 - *Always on top*: This option places the Media window on top of all other applications.
 - *Save window position*: This option saves the position of the Media window for the next time you view a video or listen to an audio file.
3. Click OK.

Setting Play options

You can control how the Media window handles files.

To control the Play options:

1. In the Media window, click **View | Options**.
2. Select one or both of the following options:
 - *Auto play*: This option plays files as soon as the Media window opens.
 - *Loop*: This option continuously plays files until you click the Stop button or close the Media window.
3. Click **OK**.

Editing files in the Media window

You can use the Media window to copy frames from video files and place them on the Clipboard. You can select portions of files, and play them, or extract the select of frames to individual still image files.

Copying a frame to the Clipboard

You can copy a frame of a video and place it on the Clipboard

To copy a frame to the Clipboard:

In the Media window, click Frame | Copy to Clipboard.

Selecting part of a video or audio file

You can select part of a video or audio file. After making a selection, you can do one of the following:

- Play the selection
- Extract the selection of frames

To select part of a file:

Drag the right mouse button along the slider bar. The selected area changes to dark blue.

Extracting a video frame from a file

You can extract frames from video files and save them as still image files.

To extract a frame:

1. In the Media window, click the slider bar to select a frame.
2. Click Frame | Extract.
3. In the Extract Current Frame dialog box, select a folder on your hard disk drive to save your file.
4. In the File name field, type a file name.
5. Click the Save as type drop-down arrow and select a file format. You can click the Options button to select or change any options associated with the file format.
6. Click Save.

Extracting a selection of frames from a file

After selecting part of a video file, you can extract the frames and save them as still image files.

To extract a selection of frames:

1. In the Media window, click **Frame | Extract Selection**.
2. In the Extracting Frames dialog box, click the **Browse** button.
3. Select a folder on your hard disk drive to save your file, and click **OK**.
4. In the **Filename Template** field, type a filename template to use when saving the images. When you type a **Number sign (#)**, a sequential number is entered in that position when more than one image is saved.
5. Click the **Format** drop-down arrow and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **OK**.

Extracting all the frames from a file

You can extract all of the frames in a video file and save them as still image files.

To extract all of the frames in a video file:

1. In the Media window, click **Frame | Extract All**.
2. In the Extracting Frames dialog box, click the **Browse** button.
3. Select a folder on your hard disk drive to save your file, and click **OK**.
4. In the **Filename Template** field, type a filename template to use when saving the images. When you type a **Number sign (#)**, a sequential number is entered in that position when more than one image is saved.
5. Click the **Format** drop-down arrow and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **OK**.

11

Chapter 11

Editing your images

You can edit your images from the Browser and the Viewer. You can resize your images, rotate and flip images, adjust the exposure of your images, and record and add audio to your files.

For more advanced editing tools, ACDSee contains ACD FotoCanvas Lite, or you can configure ACDSee to use other image editing software.

Resizing an image

You can resize images using percentages, or by pixel dimensions. This section also includes recommendations for resizing your images.

Resize by percentage

You can reduce and enlarge the size of one or more images from the Browser using a percentage value. Also, you can resize an image from the Viewer.

To resize an image using a percentage value:

1. Do one of the following:
 - In the Browser, select one or more images, and click Tools | Resize.
 - In the Viewer, click Tools | Resize.
2. In the Image Resize dialog box, select the Percentage of original radio button.
3. Type a value in the spin box or click the arrows to select a percentage. Enter a percentage less than 100 to reduce the image and greater than 100 to enlarge it.
4. Click the **Apply** to drop-down arrow and select an option to specify whether the resize is applied to the width, height, or both.

5. Click the **Options** button, and select or change the Image Resize options.
6. Click **OK**.

Image Resize options

File options

Select one of the following options to specify where to place the resized image:

- *Remove/replace original files:* This option replaces the original file with the resized file.
- *Rename modified images and place in source folder:* This option renames the resized image and places it in the same folder as the original image.
- *Place modified images in the following folder:* This option places the resized image in a folder that you can specify. Click the **Browse** button and select a folder.

Overwrite existing files

Click the **Overwrite existing files** drop-down arrow and select one of the following four options to determine how ACDSsee should handle overwriting files:

- *Ask:* This option prompts you when overwriting a file.
- *Skip:* This option cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

Preserve last-modified dates

Select the **Preserve last-modified dates** check box if you want ACDSsee to retain the date and time properties of the file.

Resizing an image using dimensions

You can reduce and enlarge the size of one or more images from the Browser by entering a new dimension in pixels. Also, you can resize an image from the Viewer. For more information on the various pixel resize combinations, please see ["Pixel resize options and resulting action."](#)

To resize an image using dimensions:

1. Do one of the following:
 - In the Browser, select one or more images, and click Tools | Resize.
 - In the Viewer, click Tools | Resize.
2. In the Image Resize dialog box, select the **Size in pixels** radio button.
3. Type a value in the **Width** and **Height** spin boxes or click the arrows to select a size in pixels.
4. Click the **Resize** drop-down arrow and select one of the following options to specify how images are scaled:
 - *Enlarge only*: This option only resizes images that are smaller than the specified width and height.
 - *Reduce only*: This option only resizes images that are larger than the specified width and height.
 - *Enlarge or reduce*: This option resizes all images that are not the specified width and height.
5. Select the **Preserve original aspect ratio** check box if you want to retain the width to height ratio of the image. Click the **Fit within** drop-down arrow and select one of the following options to specify how the aspect ratio is maintained:
 - **Width only**
 - **Height only**
 - **Width and height**
 - **Width or height (largest image)**
6. Click the **Options** button, and select or change the Image Resize options.
7. Click **OK**.

Image Resize options

File options

Select one of the following options to specify where to place the resized image:

- *Remove/replace original files:* This option replaces the original file with the resized file.
- *Rename modified images and place in source folder:* This option renames the resized image and places it in the same folder as the original image.
- *Place modified images in the following folder:* This option places the resized image in a folder that you can specify. Click the Browse button and select a folder.

Overwrite existing files

Click the Overwrite existing files drop-down arrow and select one of the following four options to determine how ACDSsee should handle overwriting files:

- *Ask:* This option prompts you when overwriting a file.
- *Skip:* This options cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

Preserve last-modified dates

Select the Preserve last-modified dates check box if you want ACDSsee to retain the date and time properties of the file.

Pixel resize options and resulting action

You can reduce and enlarge the size of one or more images from the Browser by entering a new dimension in pixels. Also, you can resize an image from the Viewer. For more information on how to resize an image using pixel dimensions, please see ["Resizing an image using dimensions."](#)

Resize options	Fit within options	Action
Enlarge only	Width only	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width is increased to the specified value and the height is increased to maintain the aspect ratio.

Enlarge only	Height only	Resizes the image if the specified dimensions are larger than the image's original dimensions. The height is increased to the specified value and the width is increased to maintain the aspect ratio.
Enlarge only	Width and height	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width and height are increased as close to the specified value as possible, while maintaining the aspect ratio.
Enlarge only	Width or height (largest image)	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width or height are increased as close to the specified value as possible to maximize the size of the image, while maintaining the aspect ratio.
Reduce only	Width only	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width is decreased to the specified value and the height is decreased to maintain the aspect ratio.
Reduce only	Height only	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The height is decreased to the specified value and the width is decreased to maintain the aspect ratio.
Reduce only	Width and height	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width and height are decreased as close to the specified value as possible, while maintaining the aspect ratio.
Reduce only	Width or height (largest image)	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width or height are decreased as close to the specified value as possible to minimize the size of the image, while maintaining the aspect ratio.
Enlarge or reduce	Width only	Resizes the width to the specified value and resizes the height to whatever value is necessary to maintain the aspect ratio.
Enlarge or reduce	Height only	Resizes the height to the specified value and resizes the width to whatever value is necessary to maintain the aspect ratio.

Enlarge or reduce	Width and height	Resizes the image within the specified width and height. The width and height are resized as close to the specified value as possible while maintaining the aspect ratio.
Enlarge or reduce	Width or height (largest image)	Resizes the image within the specified width and height. The width or height are resized as close to the specified value as possible to maximize (or minimize) the size of the image, while maintaining the aspect ratio.

Resizing recommendations

To maintain image quality when resizing your images, reduce the images by 33% or 50% only. Any other percentage can distort the aspect ratio.

Do not resize an image repeatedly. Each time you resize an image, the pixels of the image are placed using a slightly different orientation. Therefore, repeated resizing can change the overall color and appearance of the image.

It is recommend that you do not increase the size of an image. Increasing the size of an image makes the pixels more apparent.

Rotating an image

You can rotate one or more incorrectly positioned images from the Browser at the same time. Also, you can rotate an image from the Viewer.

To rotate an image:

1. Do one of the following:
 - In the Browser, select one or more images, and click Tools | Rotate.
 - In the Viewer, click Tools | Rotate.
2. In the Image Rotate/Flip dialog box, click one of the following rotation buttons:
 - 90-degrees counterclockwise
 - 180-degrees counterclockwise
 - 90-degrees clockwise
 - Auto Rotate
3. If you have selected more than one image and want to apply the operation to all the images, select the **Apply to all selected images** check box.
4. If you have selected a multiple page image and want to apply the operation to all the pages, select the **Apply to all pages of the current image** check box.
5. Click the Options button, and select or change the Image Rotate/Flip options.
6. Click OK.



The Auto Rotate option automatically corrects the orientation of images taken with digital cameras. The camera adds an orientation tag to the image's metadata. ACDSee reads that tag and adjusts the image accordingly.

Image Rotate/Flip options

Force lossless

Select the Force lossless JPEG operation check box to rotate JPEG images without decompressing and recompressing the JPEG information (lossless rotation). Therefore, the image does not lose quality when rotated.

JPEG operations



You can enhance images easily with tools such as Red-eye reduction, crop, sharpen, colorize, sepia, and emboss. See [Chapter 15](#) for more information.

File options

Select one of the following options to specify where to place the rotated image:

- *Remove/replace original files:* This option replaces the original file with the rotated file.
- *Rename modified images and place in source folder:* This option renames the rotated image and places it in the same folder as the original image.
- *Place modified images in the following folder:* This option places the rotated image in a folder that you can specify. Click the **Browse** button and select a folder.

Overwrite existing files

Click the **Overwrite existing files** drop-down arrow and select one of the following four options to determine how ACDSee should handle overwriting files:

- *Ask:* This option prompts you when overwriting a file.
- *Skip:* This option cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

Preserve last-modified dates

Select the **Preserve last-modified dates** check box if you want ACDSee to retain the date and time properties of the file.

Flipping an image

You can flip one or more images from the Browser at the same time. Also, you can rotate an image from the Viewer.

To flip an image:

1. Do one of the following:
 - In the Browser, select one or more images, and click Tools | Rotate.
 - In the Viewer, click Tools | Rotate.
2. In the Image Rotate/Flip dialog box, click one of the following flip buttons:
 - Flip along the vertical axis
 - Flip along the horizontal axis
 - Flip along diagonal
3. If you have selected more than one image and want to apply the operation to all the images, select the **Apply to all selected images** check box.
4. If you have selected a multiple page image and want to apply the operation to all the pages, select the **Apply to all pages of the current image** check box.
5. Click the Options button, and select or change the Image Rotate/Flip options.
6. Click OK.

Image Rotate/Flip options

Force lossless Select the Force lossless JPEG operation check box to rotate JPEG images without decompressing and recompressing the JPEG information (lossless rotation). Therefore, the image does not lose quality when rotated.

JPEG operations

File options Select one of the following options to specify where to place the rotated image:

- *Remove/replace original files:* This option replaces the original file with the rotated file.
- *Rename modified images and place in source folder:* This option renames the rotated image and places it in the same folder as the original image.
- *Place modified images in the following folder:* This option places the rotated image in a folder that you can specify. Click the **Browse** button and select a folder.

**Overwrite
existing files**

Click the Overwrite existing files drop-down arrow and select one of the following four options to determine how ACDSsee should handle overwriting files:

- *Ask*: This option prompts you when overwriting a file.
- *Skip*: This options cancels the operation if there is a file with the same file name and extension.
- *Replace*: This option overwrites the file.
- *Rename*: This option prompts you to rename the file.

**Preserve last-
modified dates**

Select the Preserve last-modified dates check box if you want ACDSsee to retain the date and time properties of the file.

Adjusting the exposure of one or more images in the Browser

You can use the Exposure tool to lighten and darken the colors of an image.

To adjust the exposure of an image:

1. Do one of the following:
 - In the Browser, select one or more images, and click Tools | Exposure.
 - In the Viewer, click Tools | Exposure.
2. If you have selected more than one image, select one of the following three Prompting options:
 - *Ask me for every image*: This option prompts you to change each image.
 - *Auto-adjust every image without asking*: This option changes each image without prompting you.
 - *Ask me only for large exposure changes*: This option prompts you only when an image requires a large exposure change.
3. If you'd like to have ACDSee automatically adjust the exposure of your images, click the **Auto** button and skip to Step #7.
4. In the **Black** spin box, type a number from 0 to 255 or drag the slider to adjust the darkness of the dark colored areas of the image. As the value increases, the dark colored areas of the image become darker.
5. In the **White** spin box, type a number from 0 to 255 or drag the slider to adjust the brightness of the light colored areas of the image. As the value increases, the lighter colored areas of the image become brighter.
6. In the **Gamma** spin box, type a number from 0.00 to 2.00 or drag the slider to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
7. Click the **Options** button, and select or change the Image Exposure options.
8. Click **Apply**.

Image Exposure options

File options

Select one of the following options to specify where to place the resized image:

- *Remove/replace original files:* This option replaces the original file with the resized file.
- *Rename modified images and place in source folder:* This option renames the resized image and places it in the same folder as the original image.
- *Place modified images in the following folder:* This option places the resized image in a folder that you can specify. Click the **Browse** button and select a folder.

Overwrite existing files

Click the Overwrite existing files drop-down arrow and select one of the following four options to determine how ACDSsee should handle overwriting files:

- *Ask:* This option prompts you when overwriting a file.
- *Skip:* This options cancels the operation if there is a file with the same file name and extension.
- *Replace:* This option overwrites the file.
- *Rename:* This option prompts you to rename the file.

Preserve last-modified dates

Select the Preserve last-modified dates check box if you want ACDSsee to retain the date and time properties of the file.

Adding audio to an image

You can add WAV files to your images. When you add audio to a JPG or TIFF image, the audio is embedded in the image. With other file formats, the audio file is associated with the image; the audio file is saved in the same folder and is played when the image is viewed.

To add audio to an image:

1. Do one of the following:
 - Select an image in the Browser.
 - Open an image in the Viewer.
2. Click **Tools | Image Audio | Edit**.
3. In the Edit Audio dialog box, click the **Browse** button.
4. Select a WAV file and click **Save**.
5. If you would like to truncate or clip the audio file, select the **Use markers** check box, and drag the **Start marker** and **End marker** sliders. Do one of the following:
 - Click the **Truncate** button to remove the beginning and end of the audio file (the area outside of the start and end markers).
 - Click the **Clip** button to remove a section of the audio file (the area inside the start and end markers).
6. To hear a preview of the file, click the **Play** button.
7. Click **OK**.

Recording audio

You can record your own audio files and add them to your images. When you add audio to a JPG or TIFF image, the audio is embedded in the image. With other file formats, the audio file is associated with the image; the audio file is saved in the same folder and is played when the image is viewed.

To record and add an audio file to an image:

1. Do one of the following:
 - Select an image in the Browser.
 - Open an image in the Viewer.
2. Click **Tools | Image Audio | Edit**.
3. In the Edit Audio dialog box, select or change the **Record sound** settings options.
4. Click the **Record** button and do one of the following:
 - Use a microphone and record a sound.
 - Play audio from an audio player on your computer.
5. Click the **Record** button to stop the recording.
6. Click the **Save As** button to save the audio file.

7. In the Save Sound File dialog box, type a name in the File name field, and click the **Save** button.
8. Click **OK**.

Record sound settings options

Capture device	Click the Capture device drop-down arrow and select a device from the list to determine which device to use on your computer to record the audio.
Input format	Click the Input format drop-down arrow and select a format from the list to determine which sample rate and audio type are used to record the sound. The formats displayed depend on the sound card you have installed on your computer.
Overwrite	Select the Overwrite radio button to replace the recorded audio from the start marker.
Mix	Select the Mix radio button to combine the recording to the existing audio file.
Insert using start marker	Select the Insert using start marker radio button to insert the recording at the start marker location. Drag the Start marker slider to select a position.
Append to sound file	Select the Append to sound file radio button to add the recording to the existing audio file.
Replace sound file	Select the Replace sound file radio button to replace the entire audio file with the new recording.

Editing your images with an image editor

You can select images in ACDSee and have them open in an image editor. The standalone version of ACDSee includes ACD FotoCanvas Lite to modify and enhance your images. If you have installed ACDSee PowerPack, you can use ACD FotoCanvas to edit your images.

You can configure ACDSee to work with a variety of image editors. Also, you can configure which image editor ACDSee uses by default.

To edit an image using the default editor, do one of the following:

- In the Browser, select an image, and click Tools | Open in Editor.
- While viewing an image, click Tools | Open in Editor.

To edit an image using another image editor:

Click Activities | Edit | Editor, and select the name of the editor.

Adding an image editor to ACDSee

You can configure ACDSee to work with a variety of image editors.

To add an image editor to ACDSee:

1. Click Activities | Edit | Editor | Configure Editors.
2. In the Configure Photo Editors dialog box, click the Add button.
3. Browse to a folder on your hard disk drive that contains an image editing application. For example, ACD FotoCanvas.
4. Select the executable file of the image editing application.
5. Click Open.
6. In the Application Name field, type a name for the editor.
7. Click OK.

Selecting a default image editor

You can specify which image editor ACDSee uses by default.

To set an editor as default:

1. Click Activities | Edit | Editor | Configure Editors.
2. In the Configure Photo Editors dialog box, select an editor from the Editor Name list.
3. Click the Set As Default button. The default editor is highlighted with bold text.
4. Click OK.

12

Chapter 12

Acquiring images

You can use ACDSee to download images from peripheral devices, such as scanners and cameras, and to capture images on your computer screen. ACDSee contains plug-in support for a number of digital cameras, and is TWAIN compliant.

Digital cameras

You can use ACDSee to browse images on your digital camera and transfer them to your hard disk drive. You can use a digital camera plug-in to take pictures with your camera from ACDSee.

There are three ways to browse and acquire images on your digital camera:

- *USB Mass Storage device:* This option is for cameras with removable memory cards that you can attach to your computer using a USB card reader. Also, you can use this option if your camera can act as a card reader, and be attached directly to your computer. USB Mass Storage devices are detected by your system as a removable disk.
- *TWAIN:* This option is for cameras that can use the TWAIN interface.
- *Digital Camera plug-ins:* This option is for cameras that can use an ACD Systems digital camera plug-in.

USB Mass Storage device

After connecting a USB Mass Storage device to your computer, you can browse images on the device.

To browse images on a USB Mass Storage device:

1. In the Browser, select the Folders tab.
2. Browse to the drive associated with the device. For example, Removable Disk (E:).
3. Select the drive.



You can acquire images from USB devices, WIA digital cameras, FlashPoint Digital cameras, TWAIN cameras and scanners.

After browsing the images on your camera, you can copy them and paste them into a folder on your hard disk drive.



- If the device does not display as a removable drive, you can connect your camera using the TWAIN interface, or one of ACD Systems' digital camera plug-ins.
- If you encounter problems connecting your camera to your computer, please consult your camera's help file.

Acquiring images on your camera using TWAIN

TWAIN is the interface standard for some digital cameras. Devices that use TWAIN include a TWAIN driver that you can install on your computer. After installing the driver, you can use ACDSee to browse images on the device.

For more information about whether or not your device uses TWAIN, consult your device's help file.

To browse images on your camera using TWAIN:

1. In the Browser, click **Activities | Acquire | TWAIN**.
2. Select **Acquire**.
3. In the Acquire Settings dialog box, select the name of your camera from the TWAIN source list.
4. Select or change the options.
5. Click **OK**.

Acquire options

Format	Click the Format drop-down arrow and select a file format to use when saving the images on your camera. Click the Options button to change the options that are associated with the file format you selected.
Folder	Type a path or click the Browse button and select a folder to save your images to.
Filename template	Type a filename template to use when saving the images on your digital camera. When you type a Number sign (#), a sequential number is entered in that position when more than one image is saved.
Save multiple images as a single multi-page image	Select this check box if you want to save multiple images as one file. This option is only available when you select a file format that supports multiple page images.

Acquiring images using Digital camera plug-ins

ACD Systems has developed plug-ins that allow ACDSee to communicate with your digital camera. Using a plug-in, you can browse the images on your digital camera, download the images to a folder on your hard disk drive, and take pictures with your camera using ACDSee.

For a complete list of the supported digital cameras see [Appendix 3](#).

If your camera does not appear in the list you may be able to download a camera plug-in for it. See the ACD Systems Web site for a list of the available camera plug-ins:

www.ACDSYSTEMS.com/english/products/plug-ins/

Selecting a digital camera plug-in

Using a plug-in, you can browse the images on your digital camera, download the images to a folder on your hard disk drive, and take pictures with your camera using ACDSee.

If your camera is not on the list of cameras that you can use with ACD Systems plug-ins, you can browse images using one of the following two methods:

- TWAIN
- USB Mass Storage device

To select which digital camera plug-in to use:

1. In the Browser, click **Activities | Acquire | Camera**.
2. Select **Select Camera**.
3. In the **Select Camera** dialog box, select the make and model of your digital camera.
4. If you'd like to change the properties for the camera, click the **Properties** button.
5. Click **OK**.

Browsing images on your camera using a plug-in

After connecting your digital camera to your computer and selecting a plug-in, you can use the plug-in to browse images on your camera.

To browse images on your camera using a plug-in:

1. In the Browser, click **Activities | Acquire | Camera**.
2. Select **Browse**.

After browsing the images on your camera, you can copy them and paste them into a folder on your hard disk drive.

Downloading images on your camera to your computer

After connecting your digital camera to your computer, you can use a plug-in to download your images to your computer.

To download images from your camera to your computer using a plug-in:

1. In the Browser, select a folder to save your images in.
2. Click **Activities | Acquire | Camera**.
3. Select **Download All Pictures**.

Taking pictures with your camera from ACDSee

After connecting your digital camera to your computer, you can use a plug-in to take pictures with your camera and save them on your computer.

To take pictures with your digital camera from ACDSee:

1. In the Browser, click **Activities | Acquire | Camera**.
2. Select **Take Pictures**.
3. In the **Take Pictures** dialog box, select or change the options.
4. Click **Start**.

Take Pictures options

Take picture

Select one of the following two options to specify how many pictures ACDSee should take:

- *Once*: This option takes one picture.
- *Every*: This option takes pictures in specified intervals. To specify an interval, type a value into the spin box. Click the Unit drop-down arrow and select Seconds, Minutes, or Hours.

Initial delay before taking first picture

Type a value or click the spin box arrows to determine how long ACDSee should wait to take the first picture.

Destination

Select the Download and remove each picture after it is taken check box if you want each image saved on your hard disk drive and removed from the camera.

When this option is selected, do both of the following:

- Click the Browse button, select a folder on your hard disk drive to save your images, and click OK.
- In the Filename template field, type a name for your images. When ACDSee takes more than one picture, a sequential number is added to the file name. If you'd like to add an image-specific code to the file name, click the Horizontal arrow button and select Sequence Number, Date, or Time.

Scanning images

TWAIN is the interface standard for scanners. Devices that use TWAIN include a TWAIN driver that you can install on your computer. After installing the driver, you can use ACDSee to scan images and save them on your hard disk drive.

For more information about whether or not your device uses TWAIN, consult your device's help file.

To scan your images using TWAIN:

1. Click **Activities | Acquire | TWAIN**.
2. Select **Acquire**.
3. In the **Acquire Settings** dialog box, select the name of your scanner from the **TWAIN source list**.
4. Select or change the options.
5. Click **OK**.

Acquire options

Format	Click the Format drop-down arrow and select a file format to use when saving the images from your scanner. Click the Options button to change the options that are associated with the file format you selected.
Folder	Type a path or click the Browse button and select a folder to save your images to.
Filename template	Type a filename template to use when saving the images from your scanner. When you type a Number sign (#), a sequential number is entered in that position when more than one image is saved.
Save multiple images as a single multi-page image	Select this check box if you want to save multiple images as one file. This option is only available when you select a file format that supports multiple page images.

Taking a screen capture

You can use the Screen Capture utility to create images from different areas of the screen display. You can select how to capture an image, what you want to capture, and where to put the captured image.

To take a screen capture:

1. Click File | Acquire Images, and select Screen Capture.
2. In the Screen Capture dialog box, select or change the options.
3. Click Start.
4. An icon appears in the Taskbar Notification area. Follow the steps that appear in the bubble above the Screen Capture icon.



Screen Capture icon

To exit the Screen Capture utility without taking a screen capture:

1. Right-click the Screen Capture icon.
2. Select Exit Screen Capture.

Screen capture options

The Screen Capture dialog box has three areas of options:

- *Source options:* These options specify the area of the desktop you want to capture.
- *Destination options:* These options specify where the acquired image is to be saved or copied.
- *Initiate Capture options:* These options determine the method you want to use to take the screen capture.

Source options

Desktop	Current monitor	Captures an image of the entire area displayed on the screen.
Window	Entire window	Captures an image of the entire window in focus.
	Content only	Captures an image of the window contents (does not include the frame or title bar).
Region	Fixed size	Captures an image of a fixed area on the screen.
		Click the drop-down button and select a dimension setting or select Custom, and enter the pixel settings.

Object	Selected region	Selects a region with the mouse pointer when you begin the screen capture.
	Child window	Captures an image of sections of the window. For example, a toolbar.
	Menu under cursor	Captures selected menu commands.

Destination options

Clipboard	Places a copy of the image to the Clipboard. From the Clipboard you can paste the image in a new location.
File	Displays the Save dialog box to save the file; you can specify location, format, and file name.
Editor	Opens the captured image in the default editor.

Initiate Capture options

Hot key	Designates a keystroke combination. To set the Hot Key, press a key or combination of keys (for example, Ctrl + S) on the keyboard; do not type in the box.
Timer	Takes a screen capture after a designated period. Choose enough time to set up your desktop or window for the screen capture. The maximum setting is 60 seconds.

13

Chapter 13

Printing your images

You can use the Print utility to print your images. You can specify printer properties, control printer rendering, adjust the size and position of the image, create a thumbnail image, and add headers, footers, and captions to an image. As you change the options, you can view a dynamically updated preview of the image.

Printing options

You can print from many different areas using the ACDSSee Print utility:

- Printing from the Browser
- Printing from the Viewer
- Printing part of an image
- Printing from Windows Explorer

Printing from the Browser

You can print one or more images from the Browser.

To print one or more images from the Browser:

1. Select one or more images.
2. Click File | Print Images.
3. Select or change the printing options. For further information about output printing options, please see the following pages:
 - ["Selecting printer options"](#)
 - ["Selecting image position and size when printing"](#)
 - ["Adding a header or footer when printing an image"](#)
 - ["Adding a caption when printing an image"](#)
4. Click Print.

Printing from the Viewer

You can print the currently viewed image, or all images that reside in the same folder as the currently viewed image.

To print an image from the Viewer:

1. Do one of the following:
 - Click File | Print Image to print the currently viewed image.
 - Click File | Print All Images to print all images in the same folder.
2. Select or change the printing options. For further information about output printing options, please see the following pages:
 - ["Selecting printer options"](#)
 - ["Selecting image position and size when printing"](#)
 - ["Adding a header or footer when printing an image"](#)
 - ["Adding a caption when printing an image"](#)
3. Click Print.

Printing part of an image

After selecting part of an image in the Viewer, you can use the Print utility to print the selected area.

To print part of an image from the Viewer:

1. Click File | Print Image.
2. Select or change the printing options. For further information about output printing options, please see the following pages:
 - ["Selecting printer option"](#)
 - ["Selecting image position and size when printing"](#)
 - ["Adding a header or footer when printing an image"](#)
 - ["Adding a caption when printing an image"](#)
3. Click Print.

Printing from Windows Explorer with ACDSee

You can print an image from Windows Explorer using the ACDSee Print utility.

To print from Windows Explorer using ACDSee:

1. Select one or more images in Windows Explorer.
2. Right-click the selected image or images and in the shortcut menu, select **Print with ACDSee**.
3. Select or change the printing options. For further information about output printing options, please see the following pages:
 - ["Selecting printer options"](#)
 - ["Selecting image position and size when printing"](#)
 - ["Adding a header or footer when printing an image"](#)
 - ["Adding a caption when printing an image"](#)
4. Click **Print**.

Selecting printer options

You can select a printer, view the current settings for it, and set printer options.

To select printer options:

1. Select the Printer tab.
2. On the Printer tabbed page, select or change the options.

Printer options

Printer	Click the Properties button to open the Printer Properties dialog box and select the printer you wish to use. Refer to the printer manufacturer's Help file for further assistance.
Printer Range	Select one of the following two options to specify which pages to print: <ul style="list-style-type: none">• <i>All</i>: This option prints all images and all pages in multiple image files.• <i>Pages</i>: This option prints the specified pages. Type a number range in the Pages text fields.
Copies	Type the number of copies of the image you would like printed.
Resolution	Type a number from 10 to 1200 or click the spin box arrows to determine a resolution for the image. The higher the value, the more dots per inch, and the higher the resolution of the printed image. For example, 600 dpi is 360,000 (600 x 600) dots per square inch.
Gamma correction	Select the Gamma correction check box to apply gamma correction to the printed image. Type a number from 0.00 to 2.00 or drag the slider to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.

Selecting image position and size when printing

When printing an image, you can select options to specify where the image is located on the page, and the size of the image.

To select image position and size when printing:

1. Select the Position tab.
2. On the Position tabbed page, select or change the options.

Position options

Image Size

Click one of the following four buttons to determine the size of the image:

- *Default*: This option prints an image using the actual dimensions of the image. If the image is larger than the margins of the page, the unprinted portions are shown in red.
- *Fit to Page*: This option enlarges small images and shrinks large images to fit within the margins of the page.
- *Specify Size*: This option prints an image according to the width and height that you specify. If the image is larger than the margins of the page, the unprinted portions are shown in red.
- *Thumbnails*: This option prints a thumbnail representation of the image. When you print multiple page images, such as a TIFF file, the thumbnails are printed together on one page (depending on the number of images, and the Thumbnail Size and Spacing options that you specify).

Page Position

Click the Page Position drop-down arrow and select one of the following options to determine where the image is located on the page:

- top-left
- top-center
- top-right
- middle-left
- center
- middle-right
- bottom-left
- bottom-center
- bottom-right

Measurement Units

Click the Measurement Units drop-down arrow and select one of the following two options to specify the unit of measurement:

- Inches
- Millimetres

Margins

In the Top, Bottom, Left, and Right spin boxes, type a value or click the arrows to specify the size of the margins.

Image Properties

Select the **Maintain aspect ratio** check box to maintain the aspect ratio of the image when specifying a size. The image is sized to be as close as possible to the specified width and height.

In the Width and Height spin boxes, type a value or click the arrows to specify the size of the image.

Thumbnail Size	Drag the Columns and Rows sliders to specify how many columns and rows of thumbnails are printed on a page. The maximum is 12 rows and columns.
Thumbnail Spacing	In the Vertical and Horizontal spin boxes, type a value or click the arrows to determine the amount of space between each thumbnail.

Adding a caption when printing an image

When you print an image, you can add text above or below the image. The header places text above the image, the caption places text below the image, and the footer places text below the caption. The text can include information you type or metadata tags associated with the image file.

To add a caption when printing an image:

1. Select the Caption tab.
2. Select the Insert caption text check box.
3. Click the Font drop-down menu and select a font justification.
4. Click the Font button and select the Font, Font style, Size, Color, and Effects.
5. Click OK.
6. Click the Insert Metadata Tag button and select a tag.

Adding a header or footer when printing an image

When you print an image, you can add text above or below the image. The header places text above the image, the caption places text below the image, and the footer places text below the caption. The text can include information you type or metadata tags associated with the image file.

To add a header or footer when printing an image:

1. Select the Header/Footer tab.
2. Do one or both of the following:
 - Select Insert Header Text.
 - Select Insert Footer Text.
3. Click the Font drop-down menu and select a font justification.
4. Click the Font button and select the Font, Font style, Size, Color, and Effects.
5. Click OK.
6. Do one of the following:
 - Type your text in the text field.
 - Click Page Numbering and select a page numbering option.

14

Chapter 14

Using ACDSee plug-ins

Plug-ins are applications that extend the functionality of ACDSee. You can use plug-ins to send e-mail, upload images to a server, create contact sheets of your images, find duplicate files, and create archives of your files. This chapter provides information about the various types of plug-ins, how to disable them, and change their order.

About ACDSee plug-ins

ACDSee comes standard with many different plug-ins. However, you can download new plug-ins from our Web site:

www.ACDSYSTEMS.com/english/products/plugin/

There are six types of plug-ins:

- *Image Decode*: This type of plug-in converts a file from a binary format to the image displayed in ACDSee. Decode plug-ins allow ACDSee to display images of many different file formats. The files that you can view with ACDSee depend on which decoding plug-ins are installed on your computer.
- *Image Encode*: This type of plug-in converts the image displayed in ACDSee to a binary file format. Encode plug-ins allow ACDSee to save (or convert) images to many different file formats. The files that you can edit and save with ACDSee depend on which encoding plug-ins are installed on your computer.
- *Archive*: This type of plug-in allows ACDSee to display and save archives of many different file formats. The archives that you can view and create with ACDSee depend on which archive plug-ins are installed on your computer.
- *Camera*: This type of plug-in allows ACDSee to browse images on your digital camera and transfer them to a folder on your hard disk drive.

- *Command Extension:* This type of plug-in adds functionality to ACDSee. For example, there is a plug-in that you can use to share your images over the Internet.
- *Pane Extension:* This type of plug-in adds a pane to the ACDSee Browser where you can perform tasks like order prints of your digital images.

We cannot ensure the quality of plug-ins that are not certified by ACD Systems. As with any other piece of software, you are trusting that the plug-in is free from viruses and that the company that produced the plug-in is trustworthy.

Accessing the Plug-in Settings dialog box

The Plug-ins Settings dialog box displays a list of all the ACD Systems plug-ins installed on your system.

To access the Plug-in Settings dialog box:

Click Tools | Plug-in Settings.

Viewing plug-in properties

You can view and set properties for certain plug-ins.

To view plug-in properties:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in in the Plug-ins list.
3. Click the Properties button.

Disabling a plug-in and changing their order

When you have a more than one plug-in that supports a certain file format, or a plug-in that you do not want to use, you can disable plug-ins or change the order that ACDSee uses them.

Disabling a plug-in

You can disable plug-ins in the Plug-in Settings dialog box so that ACDSee no longer uses a specific plug-in.

To disable a plug-in:

1. In the Plug-in Settings dialog box, select one of the **Plug-in** tabs.
2. Clear the check box beside the plug-in name that you don't want ACDSee to use.
3. Click **OK**.

Changing plug-in order

There are certain file formats that are supported by more than one plug-in. However, when this happens, you can control which plug-in is used to read or write a file format. The order that plug-ins appear in the Plug-in Settings dialog box is the order that ACDSee uses the plug-ins to read or write a file.

To change the plug-in order:

1. In the Plug-in Settings dialog box, select one of the **Plug-in** tabs.
2. Select a plug-in name in the **Plug-ins** list.
3. Do one of the following:
 - Click the **Move up** button to move the plug-in higher in the list.
 - Click the **Move down** button to move the plug-in lower in the list.
4. Click **OK**.



Susie plug-ins do not have the features and speed of ACD Systems' plug-ins. Therefore, it is recommended that you give Susie plug-ins a low priority to prevent them from being used over an ACD Systems' plug-in. Also, you can disable Susie plug-ins that overlap the file formats that ACD Systems' plug-ins support.

Sharing your images using SendPix™

You can use SendPix to share your digital photos over the Internet. Before sending images, you can adjust the color levels of your images, rotate images, and add and import descriptions. Your images are stored on ACD Systems' servers, and a URL (Uniform Resource Locator) is sent to the recipients. No special software is required -- you can view a thumbnail contact sheet of the uploaded images using a standard Web browser.

System requirements

An Internet connection

To share your images using SendPix:

In ACDSsee, click Activities | Share | SendPix.

The first time you open SendPix, please read the Terms of Service and select the I have read and accept the SendPix Terms of Use Agreement check box.

SendPix buttons

The following is a brief description of buttons in the SendPix dialog boxes.

SendPix dialog box buttons







	Home	Displays the Terms of Service Agreement.
	New Album	Creates a new album that you can add images to.
	My Albums	Displays a list of previously sent albums, their names, days remaining on the server, the number of images that were sent, and the URL.
	Options	Displays options for connection settings, address books, e-mail addresses, and image descriptions.
	Help	Opens the help file.
	Exit	Exits SendPix.

Image manipulation buttons

**Add image**

Opens a dialog box where you can select images to add to SendPix.

**Remove image**

Removes the selected image from SendPix.

**Move image left**

Moves the image backward in the series.

**Move image right**

Moves the image forward in the series.

**Rotate image**

Rotates the image clockwise in 90-degree increments.

**Apply auto level correction**

Automatically adjusts the color levels of an image.

Configuring SendPix

SendPix imports your e-mail settings directly from Outlook®, Outlook Express®, Eudora®, or Netscape®. If you use a different program to send e-mail, or would like to use another e-mail address, you can manually configure the e-mail settings.

To add an e-mail account:

1. Click the Options button.
2. Click the Add/Edit Sender E-mail Addresses button.
3. In the E-mail Accounts dialog box, click the Add button.
4. In the Add E-mail Account dialog box, type your full name. For example, Jane Doe.
5. In the E-mail Address field, type your e-mail address. For example, janedoe@ispname.com.
6. Click OK.



You can add more than one e-mail account.

To edit an e-mail account:

1. Click the Options button.
2. Click the Add/Edit Sender E-mail Addresses button.
3. In the E-mail Accounts dialog box, select an e-mail address.
4. Click the Edit button.
5. Make the desired changes.
6. Click OK.

To remove an e-mail account:

1. Click the Options button.
2. Click the Add/Edit Sender E-mail Addresses button.
3. In the E-mail Accounts dialog box, select an e-mail address.
4. Click the Remove button.

Configuring the address book

You can select which address book SendPix uses to import e-mail addresses. SendPix uses MAPI and Windows address books.

To select which address book to use:

1. Click the Options button.
2. Select one of the following two radio buttons:
 - MAPI (Outlook) Address Book
 - Windows Address Book

To add, edit, or delete address book entries:

Please reference the applicable address book help file for further information.

Sending images

You can use SendPix to send images that use an Internet supported file format. Images are placed on the SendPix server, and an e-mail with the URL is sent to both the sender and the recipients. An indicator displays the status of the transmission.

To create and send an online album:

1. Click the New Album button.
2. Click the From drop-down arrow and select your e-mail address.
3. In the To field, do one of the following:
 - Type one or more recipient e-mail addresses. Multiple e-mail addresses must be separated by a semi-colon.
 - Click the Address Book button and select one or more recipient e-mail addresses.
4. In the Message field, type a message to the recipients.
5. In the Title field, type a title for your album.
6. Select one of the following styles:
 - *Horizontal*: This option organizes the images in a horizontal row when viewed online
 - *Vertical*: This option organizes the images in a vertical column when viewed online
7. Click the Add image button and select the images you want to add to the online album. Click OK.
8. Reposition, rotate, or correct the color levels of any desired images. For more information, please see "Manipulating images in an album" in the following section.
9. Add descriptions to any desired images. For more information, please see ["Adding descriptions to images in an album."](#)
10. Click Send.

Manipulating images in an album

After adding images to a SendPix online album, you can rotate images, adjust the color levels of the images, and change the order of the images. When manipulating images, the original image is not affected.

To rotate an image:

1. Select an image in the album storyboard.
2. Click the Rotate button. The tool rotates the image clockwise, in 90-degree increments.

To adjust the color levels of an image:

1. Select an image in the album storyboard.
2. Click the Apply auto level correction button. You cannot undo this operation.

To change the image sequence:

1. Select an image in the album storyboard.
2. Click the Move image left or Move image right buttons to reposition the image in the sequence.

Adding descriptions to images in an album

After adding images to a SendPix online album, you can add descriptions to individual images or to every image in the album. You can import descriptions from ACDSee, or add your own.

To import a description from ACDSee:

1. Select an image in the album storyboard.
2. Click the Type drop-down arrow.
3. Select ACDSee. If the image contains an ACDSee description, the description appears in the Image Description text field.
4. Select the Apply To All check box if you want to add the description to all of the images.

To add a custom description to an image:

1. Select an image in the album storyboard.
2. Click the Type drop-down arrow.
3. Select Custom.
4. In the Image Description text field, type a description.
5. Select the Apply To All check box if you want to add the description to all of the images.

Creating and printing contact sheets

You can use the Contact Sheet plug-in to create contact sheets of your images. You can add captions to each image, page headers and footers, and control thumbnail size to customize your contact sheet of images. The following is a basic overview of how to create contact sheets. There is extensive context-sensitive help in the application to provide you with additional information.

The Contact Sheet plug-in has the following two options:

- *Creating a Contact Sheet:* This option creates a customized contact sheet. You can select an image format and save the file to a directory on your hard disk drive. The saved contact sheet file can be opened and printed at any time.
- *Printing a Contact Sheet:* This option creates a customized contact sheet and automatically routes the output to your printer.

To create a contact sheet and save it to your hard disk drive:

1. Select one or more images in ACDSee.
2. Click **Activities | Create | Contact Sheet**.
3. Select or change the Contact sheet options.
4. Click the **Browse** button.
5. In the File name field, type a name to save your contact sheet as.
6. Click the **Save as** type drop-down arrow and select a file format.
7. Click **Save**.
8. Click **OK**.

To create a contact sheet and route it to your printer:

1. Select one or more images in ACDSee.
2. Click **Activities | Create | Print Contact Sheet**.
3. Select or change the Print contact sheet options.
4. Click the **Settings** button.
5. Select a printer and click **OK**.
6. Click **OK**.

Finding duplicate files

You can use the Duplicate Finder plug-in to find duplicate files on your hard disk drive. Once duplicates are found, you can rename and delete files to better manage your image collection.

Duplicate Finder functions as a wizard to guide you step-by-step through the process. The following is a basic overview of how to find duplicate files. There is extensive context-sensitive help in the application to provide you with additional information.

To find duplicate files:

1. In ACDSee, click **Activities | Manage | Find Duplicates**.
2. In the Select Search Type dialog box, click one of the following two buttons:
 - *Add Files*: This option opens a dialog box where you can select a group of files to search. Select more than one file and click **Open**.
 - *Add Folder*: This option opens a dialog box where you can select a folder to search. Select a folder and click **OK**.
3. Define your search type by doing one of the following:
 - To restrict the search amongst the files and folders in the first list, select the **Find duplicates within this list of files** radio button.
 - To have search between the first list and another list, select the **Find duplicates between these files and another list** radio button.
4. Click the **Next** button.
5. If you selected **Find duplicates between these files and another list** in Step 3, the **Second File List** dialog box appears. Click the **Add Files** or **Add Folder** buttons, and select your files or folder. Click the **Next** button.
6. In the **Search Parameters** dialog box, select one of the following two options:
 - *Same filename*: This option finds files with the same file name.
 - *Exact duplicate*: This option finds files with identical file properties.
7. Select the **Find images only** check box to restrict the search to image files.
8. Click the **Next** button. If no duplicates are found, you are prompted. If duplicates are found, the **Search Results** dialog box opens; see "Deleting and renaming files" on the following page for more information.



- Identical images saved as different formats (using different extensions, such as JPEG, BMP, or GIF) are not be recognized as duplicates.
- If you have a JPEG and save a copy of it, the image is recompressed. Therefore the original JPEG and the copy are different files internally and are not recognized as duplicates.

Deleting and renaming files

Once duplicates have been found, you can rename or delete files. If you are working with image files, a preview is available. If multiple sets of duplicates have been found, you may want to sort them for easier viewing.

To sort files:

1. Right-click inside the Set of duplicates list.
2. In the shortcut menu, select one of the following:
 - Sort by Filename
 - Sort by Path
 - Sort by File Size
 - Sort by FileType
 - Sort by Number of Duplicates

To delete a file:

1. In the Set of duplicates list, select the desired set of files.
2. Select the Custom radio button.
3. In the Delete/Rename field, do one of the following:
 - Select the check box next to the file name. The file name changes to Delete File.
 - Right-click the file name and select Delete. The file name changes to Delete File.
4. If you have more sets of duplicates that you would like to delete, repeat Steps 1 through 3.
5. Click the Next button. The Confirmation dialog box appears asking you to confirm the requested action.
6. Click Finish.

To rename a file:

1. In the Set of duplicates list, select the desired set of files.
2. Select the Custom radio button.
3. In the Delete/Rename field, right-click the file name and select Rename.
4. Type a new name.
5. Press the Enter key.
6. If you have more sets of duplicates that you would like to rename, repeat Steps 1 through 5.
7. Click the Next button. The Confirmation dialog box appears asking you to confirm the requested action.
6. Click Finish.

Sending images using e-mail

You can use the E-mail plug-in to send images directly from ACDSee without using an external e-mail application. The E-mail plug-in can use MAPI or Windows address books, and imports e-mail settings from Outlook, Outlook Express, Eudora, or Netscape.

System requirements

An Internet connection

To send images using e-mail:

In ACDSee, click Activities | Share | E-mail.

Configuring the E-mail plug-in

When you first start the E-mail plug-in, it attempts to configure itself by importing e-mail settings from Outlook, Outlook Express, Eudora, or Netscape. If you use a different program to send e-mail, you must manually configure the e-mail settings. If this is the first time you have used the E-mail plug-in, the Options dialog box opens immediately.

To add an e-mail account:

1. Click Options.
2. On the Basic Options tabbed page, click Add.
3. In the Full Name field, type your full name (for example, Jane Doe).
4. In the E-mail Address field, type your e-mail address (for example, janedoe@ispname.com).
5. In the SMTP Server field, type the name of your SMTP (Simple Mail Transfer Protocol), mail server (for example, mail.ispname.com). If you do not know the name of your SMTP Mail Server, contact your network administrator or your Internet Service Provider.
6. Click OK. You can repeat Steps 2 to 6 to add more e-mail accounts.
7. Click OK to exit the Options dialog box.

To edit an e-mail account:

1. Click Options.
2. Select an e-mail address.
3. Click Edit.
4. Make any changes. Click OK.

To remove an e-mail account:

1. Click Options.
2. Select an e-mail address.
3. Click Remove.

Configuring the address book

The E-mail plug-in can use MAPI or Windows address books.

To select which address book to use:

1. Click Options.
2. Select the Address Book tab.
3. Select one of the following:
 - Use MAPI Address Book (Microsoft Outlook/Lotus Notes)
 - Use Windows Address Book (Outlook Express)
4. Click OK.

To add, edit or delete address book entries:

1. Click Options.
2. Select the Address Book tab.
3. Click Open Address Book.
4. Make the desired changes. Please reference the address book help file for further information.
5. Close the address book.
6. Click OK.

Sending e-mail

If this is the first time you have used the E-mail plug-in, you first must go through steps to configure your settings.

To send an e-mail:

1. Click the From drop-down arrow and select the desired e-mail account.
2. In the To field, do one of the following:
 - Type the recipient e-mail address. A semi-colon should separate multiple e-mail addresses.
 - Click the **Address Book** button and add recipient e-mail addresses.
3. Type a subject in the **Subject** field.
4. Type a message in the **Message** field.
5. Attach images.
6. Click **Send**.

Attaching images

The E-mail plug-in interfaces with ACDSee's Choose Items dialog box, where you can quickly search for images, view thumbnails and full size copies of your images, and attach them to your e-mail.

To attach images:

1. Click **Select Images**.
2. Select the **Folders**, **Albums**, or **Favorites** tab.
3. Search for a folder containing images. Images in that folder are displayed in the **Available Items** pane.
4. Select one or more thumbnails. Click the **View** button to view a full-size copy of the image.
5. Click **Add** or drag the image to the **Chosen Items** pane.
6. Repeat Steps 4 and 5 to add more images.
7. Click **OK**.

To remove images:

1. Click **Select Images**.
2. In the **Chosen Items** pane, select one or more images.
3. Click **Remove**.
4. Click **OK**.

Advanced options

Settings in the Advanced options dialog box are automatically set the first time you use the E-mail plug-in. However, you can manually adjust these settings. The following describes each setting and its default value:

Maximum message size (KB)	Specifies the maximum size of the message (in kilobytes). Messages larger than this value are to be split into multiple messages. The default setting is 300.
SMTP server timeout (seconds)	Specifies the time to wait for the SMTP mail server to respond (in seconds). If the server does not respond within this time limit the mail transfer is aborted. The default setting is 30.
Convert images to JPEG format before sending	When selected, all images are converted to the JPEG format before being sent. The majority of e-mail software can view JPEG images in e-mail, but may not be able to view other image types. This setting is selected by default.
JPEG Compression	This option is only available when Convert images to JPEG format before sending is selected. It specifies the amount of compression to use with JPEG images. Increasing the compression will make images smaller and send faster, however it will also lower their quality. The default setting is 65.
Reduce the size of large images before sending	This option is only available when Convert images to JPEG format before sending is selected. It reduces the size of large images before sending them as smaller images send faster. This setting is selected by default.
Maximum X dimension	This option is only available when Reduce large images before sending is selected. It specifies the maximum width of images in number of pixels. When reducing the size, any images wider than this value will have their width reduced to this value. The default setting is 600.
Maximum Y dimension	This option is only available when Reduce large images before sending is selected. It specifies the maximum height of images in number of pixels. When reducing the size of images, any images taller than this value will have their height reduced to this value. The default setting is 600.

Using the HTML Album Generator plug-in

You can use the HTML Album Generator plug-in to generate thumbnails of images and HTML Web pages for online photo albums.

To start the HTML Album Generator plug-in:

1. Select one or more images in ACDSee.
2. Click Activities | Create | HTML.

Creating an album

The following is an overview of how to create an HTML album.

To create an album:

1. In the Format field, click the drop-down arrow and select a file extension. This file extension is used when saving the created thumbnails. The HTML Album Generator saves to any image format that ACDSee can save.
2. In the Thumbnail Image area, click the Size spin box arrows to adjust the size of the thumbnails.
3. In the Page Settings area, click the Columns/Rows spin box arrows to adjust the number of columns and rows to display the thumbnails.
4. Click Page Colors and do the following:
 - i. Click the appropriate Color button to open the Web Color Palette.
 - ii. Select a color and click OK.
 - iii. Repeat Steps i through ii until all desired color properties have been set.
 - iv. Click OK when finished.
5. In the Title field, type a title to display inside the photo album. The drop-down arrow contains a history of previously used titles.
6. Adjust the remaining settings as desired. For more information on these settings, see "Adjusting settings" in the following section.
7. Click OK.

Adjusting settings

The following is a brief description of the HTML Album Generator settings.

Thumbnail image

Format Specifies the image format for saving thumbnails. It is recommended that you use JPG for photographs and GIF or PNG for artwork.

Size	Specifies the size of the column and rows of thumbnails in pixels.
Settings	Modifies the settings of the selected image format (if applicable).
Page settings	
Size	Specifies the number of images in each column and row in the album.
Title	Specifies the title inside the album.
Page Colors	Changes the colors used in the album.
Output	
Folder	Specifies the folder that the album will be stored in
Overwrite	Specifies whether or not HTML Album Generator will overwrite existing album files.
Copy source images to output folder	Copies all original images into the folder that houses the new thumbnails.
Launch web browser to view output when done	Launches a web browser to automatically view your completed HTML album.
Image Links	
Source Prefix	Specifies the type of text that prefixes links to images. <ul style="list-style-type: none"> • <i>None</i>: No prefix is added to the image link. • <i>File Path</i>: The complete file path prefixes the image link. • <i>Custom</i>: A custom prefix is used in the image link.
Thumbnail Prefix	Specifies the type of text that prefixes links to thumbnails. <ul style="list-style-type: none"> • <i>None</i>: No prefix is added to the thumbnail link. • <i>File Path</i>: The complete file path prefixes the thumbnail link. • <i>Custom</i>: A custom prefix is used in the thumbnail link.

Generating files

The following briefly explains how HTML Album Generator creates files.

HTML Pages

When you create an HTML album, HTML pages are generated based on the number of images selected, as well as the number of rows and columns specified. The following format is used for naming HTML pages:

pagexx.htm Where 'xx' equals the page number.

For example, if you select enough images to fill three pages, the following files exist:

page01.htm, page02.htm, page03.htm

If you want to change the name of an HTML file (when there are multiple pages), you need to change the name within the HTML source code.

Thumbnails

A thumbnail is created for each image in an album. Thumbnails are sized to reflect the aspect ratio of the original image.

The thumbnail is named to show its relation with the original image. The file extension of the original image will be added to the beginning of the file name. The thumbnail is then saved using the file extension specified in the HTML Album Generator dialog box.

For example:

jpgacd001.gif The name of the thumbnail created from ACD001.JPG.
The GIF file extension was selected.

When using an HTML album in a web page, you will need to place all thumbnail files, as well as the original images, on the server that contains your web page files.

Creating an archive

You can use the Archive Creator plug-in to create archive files. Archive Creator supports multiple file formats where you can manage your files using compression, encryption, and password protection tools. Further archive formats can be added by downloading ACD Archive Manager Plug-ins.

To create an archive:

1. Select one or more images in ACDSee.
2. Click **Activities | Create | Archive**.
3. Click the **Archive Type** drop-down arrow, and select an archive format. The **Settings** button becomes active if the chosen format contains settings that can be adjusted.
4. Do one of the following:
 - Type a path and file name for saving your archive, into the **Output File** field.
 - Click **Browse**, select a folder and file name for saving your archive, and click **Open**.
5. Adjust the other settings as desired.
6. Click **Create**.

Adjusting settings

The following is a description of the Archive Creator settings.

Output File	This option specifies the location and the name of the archive file being created.
Add to existing archive	This option becomes available only if the file specified in the Output File field already exists. Selecting this option adds the files to the existing archive.
Overwrite existing archive	This option becomes available only if the archive file specified in the Output File field already exists. Selecting this option overwrites the existing archive.
Archive Type	This option defines the type of archive to create.
Include subfolders	This option includes any subfolders in the archive. This option only becomes available if there are subfolders present in the selected directory.
Include Hidden Files	This option adds any hidden files to the archive.
Delete files after archiving	This option deletes the original files after the archive is created.

**Password Protect
Archive**

This option protects the contents of the archive with a password. For greatest protection, the password should be at least 8 characters and consist of upper case, lower case, numbers and punctuation. Not all archive types support passwords and some types require it. If this is the case, you are prompted.

15

Chapter 15

Using ACD FotoCanvas Lite

ACD FotoCanvas Lite is an easy-to-use image editing program. You can enhance the color of images with the levels tool. You can crop and resize images that are too large, and rotate and flip images that are incorrectly aligned. You can edit images from digital cameras and reduce the red-eye caused by a flash. FotoCanvas Lite can edit and save over 40 different file formats.

You can open FotoCanvas Lite as a stand-alone program and from ACDSee. You can select an image you want to edit before starting FotoCanvas. To do this, select the desired file in ACDSee and open FotoCanvas.

To start ACD FotoCanvas Lite, do one of the following:

- Double-click the FotoCanvas Lite icon on the desktop.
- Click Start | ACD Systems, and select FotoCanvas Lite.

To start FotoCanvas Lite from ACDSee:

1. Click the Edit button.
2. Click the Editor drop-down arrow.
3. Select FotoCanvas Lite.

Creating and opening images

You can open over 30 different image file formats with FotoCanvas Lite. You can create new images using FotoCanvas Lite, and specify the new image's size, canvas color, and color depth.

To open an image:

1. Click File | Open.
2. In the Open Image dialog box, select a file.
3. Click Open.

To create a new image:

1. Click File | New.
2. Click the Width spin box arrows or type a number to specify the width of your image in pixels.
3. Click the Height spin box arrows or type a number to specify the height of your image in pixels.
4. Click the Color Depth drop-down arrow and select a color depth.
5. Click the Canvas Color drop-down arrow and select a color.
6. Click OK.

Using the Quick Start dialog box

You can set the Quick Start dialog box to open when you start FotoCanvas Lite. The Quick Start dialog box contains shortcuts to the following commonly used operations:

- Create a New Image
- Open a Recent Image
- Open an Existing Image

To have the Quick Start dialog box open when you start FotoCanvas Lite:

1. Click Help | Quick Start.
2. Select Show Quick Start at startup.

Zooming and panning an image

You can zoom in, zoom out, zoom an image to best fit the display area, and you can display an image to its actual dimensions. You can pan an image when it is too large for the display area.

Zooming an image

You can use the Zoom tools to enlarge or reduce the size of an image around a center point. The zoom ratio is displayed in the FotoCanvas Lite window title bar.

To zoom in on an image:

Click View | Zoom In.

The maximum zoom ratio is 17:1.

To zoom out on an image:

Click View | Zoom Out.

The maximum zoom ratio is 1:17.

Zooming an image to best fit

You can zoom an image so the entire image fits in the main display area.

To zoom an image to best fit:

Click View | Best fit.

Viewing the actual size of an image

You can display an image using its saved dimensions.

To view the actual size of an image:

Click View | Actual size.

Panning

You can use the Pan tool to view images that are larger than the display area. You can move images vertically, horizontally, and diagonally across the display area.

To pan an image:

1. Click the Pan button.
2. Drag the image to view areas outside of the display.

16

Chapter 16

Learning the basics















The FotoCanvas Lite user interface includes toolbars, and a tool options bar. You can customize FotoCanvas Lite's interface to include only the user interface components you want to use. You can move the toolbars and options bars, and dock or float them anywhere on the Display area.






The following includes a description of the different components of the user interface:

- *Display area*: This is the work area, or canvas, where you can create new images and make changes to existing images.
- *Main toolbar*: This toolbar is displayed at the top of the Display area. With these shortcut buttons, you can copy and paste images, resize and rotate images, adjust the color levels of an image, and remove the red-eye from an image.
- *Page toolbar*: This toolbar is displayed below the Main toolbar when viewing multiple page images. With these shortcut buttons, you can browse through the pages in a multiple page file.
- *Tool Options bar*: This bar floats in the main display area. With the Tool Options, you can adjust the settings that belong to the currently selected tool.

Main toolbar buttons






The Main toolbar, located at the top of the Display area, consists of a number of shortcut buttons.

	New	Opens a blank canvas where you can create a new image
	Open	Opens a dialog box where you can select images to edit
	Save	Saves the current image or opens the Save As dialog box where you can save the new image
	Print	Opens the Print dialog box
	Copy	Copies the image or selection and places it on the Clipboard
	Paste	Pastes the image or selection and places it on the Clipboard
	Undo	Cancels the previous operation
	Redo	Reapplies the cancelled operation
	Pan	Grabs an image larger than the display area and moves it vertically, horizontally or diagonally
	Crop	Selects a rectangular area of the image and removes the outside portion from the display
	Red-eye	Changes the eye color of individuals in the image from red to their natural eye color
	Zoom Out	Reduces the viewable size of an image
	Zoom In	Enlarges the viewable size of an image
	Resize	Opens a dialog box where you can resize an image

	Rotate	Opens a dialog box where you can rotate an image
	Flip	Opens a dialog box where you can flip an image
	Levels	Opens a dialog box where you can adjust the whitepoint, blackpoint, brightness, contrast, and gamma of an image
	Auto Levels	Adjusts the brightness, contrast, and color balance of an image automatically
	Help	Opens the Help file

Page toolbar buttons

The Page toolbar, located below the Main toolbar, is a navigation toolbar that can be used when you edit a multiple page image, such as a .tif file.

	Previous Page	Displays the previous page
	Next Page	Displays the next page
	First Page	Displays the first page
	Last Page	Displays the last page
	Goto Page	Displays a specified page

Panel Help bar

You can use the Panel Help bar to display information about FotoCanvas. As you move the mouse pointer over an area of the user interface, the Panel Help bar provides information about that feature; the name of the tool or option you have the pointer on appears with a brief explanation of its function. When you click a tool or option, the Panel Help bar displays information on how to use that tool or option.

17

Chapter 17

Personalizing ACD FotoCanvas Lite

You can personalize ACD FotoCanvas Lite by adjusting the window size and position, resizing the image canvas, and displaying and customizing toolbars.

Adjusting windows

When you have multiple copies of FotoCanvas Lite open, you can display all the windows at one time. This option works well when you have two windows open and are moving items between them.

To arrange all FotoCanvas Lite windows:

Click Window | Arrange All.

Selecting window size and position

You can change the FotoCanvas Lite window to any size and/or position and then save the changes as the default setting for the next time you open FotoCanvas Lite.

To save window size and position:

1. Click View | Options.
2. Select the Interface tab.
3. Select one of the following three options:
 - Save window size
 - Save window size and position
 - Don't save size or position
4. Click OK.

Resizing the image canvas

The image canvas is the area that holds an image. By default, the canvas size matches the image size. You can increase the size of the canvas to provide more space for editing and adding other objects. You can decrease the canvas size to temporarily crop an image.

To resize the image canvas:

1. Click **Image | Canvas Resize**.
2. Click the **Width** spin box arrows or type a number to specify the width of your canvas in pixels.
3. Click the **Height** spin box arrows or type a number to specify the height of your canvas in pixels.
4. Click **OK**.

Displaying toolbars and options bars

You can select which toolbars and options bars you want to display or hide in FotoCanvas Lite.

To control the display of toolbars and options bars:

1. Click **View**.
2. Select any of the following options. Placing a checkmark beside the option displays that feature, while clearing the checkmark hides that feature.
 - **Main Toolbar**
 - **Tool Options**
 - **Panel Help Bar**
 - **Page Toolbar**

Customizing FotoCanvas Lite toolbars

There are several shortcut buttons on the FotoCanvas Lite toolbars. You can add/remove buttons, rearrange the position, add/remove separators, and turn the buttons labels on or off.

For more information, please see ["Customizing ACDSee toolbars."](#)

18

Chapter 18

Using colors

This section includes information on selecting color depths for your images, and using the color palette to modify colors and create custom colors.

Selecting a color depth

Color depth refers to the number of colors that an image contains. FotoCanvas Lite displays images using many different color depths. You can convert an image to any of the following color depths:

- *Black and White*: This type of color depth uses a two color, black and white palette.
- *16 Grays*: This type of color depth uses a 16 color grayscale palette.
- *256 Grays*: This type of color depth uses a 256 color grayscale palette.
- *16 Colors*: This type of color depth uses a 16 color palette.
- *256 Colors*: This type of color depth uses a 256 color palette. Images saved using the GIF format use 256 colors by default.
- *Hicolor*: This type of color depth uses a 32,768 color palette.
- *Truecolor*: This type of color depth uses a 16,777,216 color palette that is composed of all colors visible to the human eye.

You cannot use certain image enhancement tools, filters, blends, and adjustment options unless you have a Hicolor or Truecolor image. If you want to edit an image that is not Hicolor or Truecolor, you can convert it, edit the image, and then convert it back to its original color depth.

To change the color depth of an image:

Click **Color**, and select one of the following options:

- Black and White
- 16 Grays
- 256 Grays
- 16 Colors
- 256 Colors
- Hicolor
- Truecolor

About the Color Palette

The Color Palette contains all the colors used in an image. If you edit a Truecolor or Hicolor image, the palette displays every possible color in the spectrum. The images here show the palettes for a Truecolor image, a 256 color image, and a 16 Grayscale image.

If an image is converted from one type of color display to another, the palette is updated.

Editing the Color Palette

You can edit the Color Palette of images that use up to 256 colors. You can save the palette using the .pal extension and apply the palette to other images. You cannot edit the palettes of Hicolor and Truecolor images.

To edit the Color Palette:

1. Click **Color | Edit Palette**.
2. In the Palette Editor dialog box, select the color you want to change.
3. In the Color dialog box, adjust the color by doing one of the following:
 - Type a new value into the Hue, Saturation, and Luminescence, or Red, Green, and Blue fields.
 - Select a new color from the color matrix.
 - Select a new color from the Basic colors.
4. Click **OK**.
5. If you want to save the palette, click **Save As**, type a name for the palette, and click **OK**.
6. Click **OK**. The changes are applied to the image.

19

Chapter 19

Manipulating images

This chapter includes information on how you can rotate, flip, and resize your images. You can use the copy and paste tools to modify your images or to create new images. FotoCanvas Lite has an undo/redo system that you can use to reverse and reapply changes.

Undoing and redoing changes

When you edit an image, you can undo and redo multiple changes. You can reverse a change or reapply a change that was reversed.

To undo a change:

Click the Undo button.

To redo a reversed change:

Click the Redo button.

Undoing and redoing multiple changes

You can select more than one operation to reverse or reapply.

To undo or redo multiple changes:

1. Click the Undo or Redo drop-down arrow.
2. In the list that opens, drag your mouse pointer over the operations that you would like to undo or redo.
3. Click the mouse button.

Copying and pasting an image

You can duplicate images and place them on the Clipboard, or paste them on an existing image or create a new image.

Copying an image to the Clipboard

You can copy an image and place it on the Clipboard.

To copy an entire image:

Click Edit | Copy.

Pasting an image

After copying an image, you can paste it on the original image or another image. FotoCanvas Lite places the pasted image on the left side of the canvas area.

To paste an image:

Click Edit | Paste | As a New Selection.

The pasted image is surrounded by a marquee. You can drag the pasted image to a new location, or apply a filter. When you click outside of the marquee, the selection is attached to the image.

Pasting a new image

After copying an image, you can paste it as a new image. FotoCanvas Lite creates a blank image using the width and height dimensions of the pasted selection.

To paste a selection as a new image:

Click Edit | Paste | As a New Image.

Resizing an image

You can resize an image to any dimensions.

To resize an image:

1. Click **Image | Resize**.
2. Do one of the following:
 - Select the **Percentage of original** radio button and type a percentage value for the resized image. The aspect ratio of the image is retained.
 - Select the **Pixels** radio button and type a new width or height for the resized image. If you want to adjust the width and height independently, clear the **Maintain original aspect ratio** check box.
3. Click the **Resampling** filter drop-down arrow and select a filter. **Lanczos** is the default filter.
4. Click **OK**.

About Resample filters

Resample filters change how the pixels in an image are affected when you resize an image. Certain filters add a blurring effect to the image, while others enhance the hard edges between different areas of the image. The effect of each filter is subjective, so it is recommended that you experiment with each of them when you resize an image.

FotoCanvas Lite has several filters available for use:

Box	Displays considerable tiling or jaggies when you resize an image.
Triangle	Displays sharp transition lines. The Triangle filter yields good results for both the reduction and magnification of an image.
Bicubic	Uses a process called Interpolation to minimize the raggedness that is normally associated with the expansion of an image. Interpolation smoothes the rough spots in an image by estimating how the missing pixels should appear, and then filling them with the appropriate color. It produces good results with photo-realistic images and with images that are irregular or complex. Use the Bicubic filter when enlarging an image.
Bell	Smoothes the image.
B-spline	Produces smooth transitions, but may cause excessive blurring.

Lanczos

Produces the sharpest images, but may also introduce some ringing artifacts. If your images look fuzzy after resizing, use the Sharpen tool to smooth them.

Mitchell

Produces smooth transitions. The Mitchell filter is a good compromise between the ringing effect of Lanczos and the blurring effect of other filters. The Mitchell filter is an excellent choice for photo-realistic images, when used in conjunction with the Sharpen tool. The Mitchell filter is a good choice when enlarging images.

Resize recommendations

To maintain image quality when resizing your images, reduce the images by 33% or 50% only. Any other percentage can distort the aspect ratio.

Do not resize an image repeatedly. Each time you resize an image, the pixels of the image are placed using a slightly different orientation. Therefore, repeated resizing can change the overall color and appearance of the image.

It is recommended that you do not increase the size of an image. Increasing the size of an image makes the image's pixels more apparent.

Flipping and rotating an image

You can flip an image both vertically and horizontally, and rotate an image in 90-degree increments or you can specify the amount of degrees. FotoCanvas Lite can rotate JPEG images without decompressing and recompressing the JPEG information (lossless rotation). Therefore, the image does not lose quality when rotated.

To flip an image:

1. Click Image | Flip.
2. Do one of the following:
 - Click the Horizontal Flip button.
 - Click the Vertical Flip button.
3. Click OK.

To rotate an image:

1. Click Image | Rotate.
2. Do one of the following:
 - Click one of the rotation buttons: 90° left, 180°, or 90° right.
 - In the Angle field, type a number in degrees.
3. Click OK.

20

Chapter 20

Using tools

You can use ACD FotoCanvas Lite tools to adjust poor light conditions and color levels in your images. You can crop images and remove the red eye caused by flash photography.

Using the Adjust tools

You can use the Adjust tools to alter light levels, exposure, hue/saturation/lightness, and red/green/blue values.

Light levels

You can use the Levels tool to adjust brightness, contrast, and gamma to correct the light values of an image.

To adjust the light levels of an image:

1. Click Adjust | Brightness/Contrast/Gamma.
2. In the Levels dialog box, select or change the options.
3. Click the Proof button to display a preview of your changes.
4. Click OK.

Levels options

Brightness Type a number from -100 to 100 or drag the slider to adjust the light level of the image. A value greater than 0 increases the brightness of the image, while a value less than 0 increases the darkness of the image.

Contrast Type a number from -100 to 100 or drag the slider to adjust the contrast of the image. As the value increases, the shadowed areas become darker, and the colored areas become brighter.

Gamma	Type a number from 0.00 to 2.00 or drag the slider to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

Exposure

You can use the Exposure tool to lighten and darken the colors of an image.

To adjust the exposure of an image:

1. Click Adjust | Exposure.
2. In the Exposure dialog box, select or change the options.
3. Click the Proof button to display a preview of your changes.
4. Click OK.

Exposure options

White	Type a number from 0 to 255 or drag the slider to adjust the brightness of the light colored areas of the image. As the value increases, the lighter colored areas of the image become brighter.
Black	Type a number from 0 to 255 or drag the slider to adjust the darkness of the dark colored areas of the image. As the value increases, the dark colored areas of the image become darker.
Gamma	Type a number from 0.00 to 2.00 or drag the slider to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

Auto levels

You can use the Auto levels tool to change the color levels of an image. The image is automatically analyzed and its values are corrected to produce a clearer image.

To adjust an image using the Auto Levels tool:

Click the Auto Levels button.

HSL values

You can adjust the hue, saturation, and lightness of an image.

To adjust the hue, saturation, and lightness of an image:

1. Click Adjust | Hue/Saturation/Lightness.
2. In the Modulate dialog box, select or change the options.
3. Click the Proof button to display a preview of your changes.
4. Click OK.

Modulate options

Hue	Type a number from -50 to 50 or drag the slider to adjust the hue of the image. As you change the hue value, the predominant color in the image changes.
Saturation	Type a number from -100 to 100 or drag the slider to adjust the saturation of the image. As the value increases, the intensity of the color also increases.
Lightness	Type a number from -100 to 100 or drag the slider to adjust the lightness of the image. A value greater than 0 increases the brightness of the image, while a value less than 0 increases the darkness of the image.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

RGB values

You can adjust the red, green, and blue color values of an image.

To adjust the red, green, and blue values of an image:

1. Click **Adjust | Red/Green/Blue**.
2. In the RGB dialog box, select or change the options.
3. Click the **Proof** button to display a preview of your changes.
4. Click **OK**.

RGB options

Red	Type a number from -100 to 100 or drag the slider to adjust the amount of red color in the image. A value greater than 0 increases the amount of red color in the image, while a value less than 0 decreases it.
Green	Type a number from -100 to 100 or drag the slider to adjust the amount of green color in the image. A value greater than 0 increases the amount of green color in the image, while a value less than 0 decreases it.
Blue	Type a number from -100 to 100 or drag the slider to adjust the amount of blue color in the image. A value greater than 0 increases the amount of blue color in the image, while a value less than 0 decreases it.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

Using the Drawing tools

You can use the Drawing tools to crop your images and remove red-eye.

Cropping an image

You can use the Crop tool to select a rectangular area of an image and remove the outside portion of the image from the main display area.

To crop an image:

1. Click the Crop button.
2. Create the crop frame by holding the mouse button and dragging the mouse pointer across the image.
3. Do one or both of the following:
 - Move the handles on the edges of the marquee to resize the cropped area.
 - Drag the crop marquee to move it.
4. Double-click the cropped area to remove the outside portion of the image.



Removing red-eye from an image

You can use the Red-eye tool to correct the red-eyes in pictures caused by camera flashes.

To eliminate red-eye:

1. Click the **Zoom** button as many times as required to zoom in on the eye and make it large enough to work with.
2. Click the **Red-eye** button.
3. In the **Tool Options** dialog box, select or change the options.
4. Drag the mouse pointer across the red-eye to create an ellipse.
5. Click **Apply**.

Red-eye options

Amount	Type a number from 1 to 255 or drag the slider to specify how much color to use. The higher the value, the more of the ellipse that is filled with color.
Eye Color	Click the Eye Color drop-down arrow and select the natural color of the eye in the image. You may need to experiment with colors to make a realistic looking eye. To do this, select Custom from the Eye Color drop-down menu. In the dialog box that opens, select a color, click Add to Custom Colors , and click OK .
Show Outline	Select this option to display the ellipse after it is drawn. The ellipse is removed when you click the Apply button.

21

Chapter 21

Using filters

You can use filters to quickly and dramatically change your images. You can use filters to add artistic effects to your images and you can select from over 12 standard filters:

Blur	Blurs an image
Gaussian Blur	Blurs an entire image to a stronger degree
Colorize	Adjusts the hue and saturation of the colors in an image
Crosshatch	Adds a crosshatched effect to an image
Despeckle	Removes noise from an image or selection
Edge-detect	Creates a tracing of an image
Emboss	Adds a grayscale relief effect to an image
Negative	Reverses the colors in an image to make a negative
Oil painting	Makes an image look like a painting
Pencil drawing	Creates a pencil drawing from an image
Sepia	Adds a sepia color to an image to make it look like an old photograph
Sharpen	Increases the color difference in adjacent pixels in an image to create a sharper image

Blurring an image

You can use the Blur filter to subtly blur an entire image or a part of an image, and save the options as a preset value for use at another time.

To blur an image:

1. Click **Filter | Blur**, and select **Blur**.
2. In the Blur dialog box, select or change the options.
3. Click the **Proof** button to display a preview of your changes.
4. Click **OK**.

Blur options

Amount	Type a number from 0 to 100 or drag the slider to specify the amount of blur added to the image. A higher value increases the amount of blur.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

Blurring an image with Gaussian Blur

You can use the Gaussian Blur filter to blur an entire image or a part of an image to a stronger degree, and save the options as a preset value for use at another time.

To blur an image using the Gaussian Blur filter:

1. Click **Filter | Blur**, and select **Gaussian Blur**.
2. In the Gaussian Blur dialog box, select or change the options.
3. Click the **Proof** button to display a preview of your changes.
4. Click **OK**.

Gaussian Blur options

Amount	Type a number from 0 to 100 or drag the slider to specify the amount of blur added to the image. A higher value increases the amount of blur.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

Sharpening an image

You can use the Sharpen filter to increase the color difference in adjacent pixels in your images. The increased difference in color produces a sharper image. You can sharpen an entire image or a part of an image, and save the options as a preset value for use at another time.

To sharpen an image:

1. Click Filter | Sharpen, and select Sharpen.
2. In the Sharpen dialog box, select or change the options.
3. Click the Proof button to display a preview of your changes.
4. Click OK.

Sharpen options

Amount	Type a number from 0 to 100 or drag the slider to adjust the difference in the colors of adjacent pixels in the image. A higher value increases the sharpness of the image.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.

Adjusting the hue and saturation of an image

You can use the Colorize filter to adjust the hue and saturation levels of an entire image or a part of an image, and save the options as a preset value for use at another time.

To adjust the hue and saturation levels of an image:

1. Click Filter | Color, and select Colorize.
2. In the Colorize dialog box, select or change the options.
3. Click the Proof button to display a preview of your changes.
4. Click OK.

Colorize options

Hue

Type a number from 0 to 100 or drag the slider to adjust the hue of the image. As you change the hue value, the predominant color in the image changes.

Saturation

Type a number from 0 to 100 or drag the slider to adjust the saturation of the image. As the value increases, the intensity of the color also increases. An image with no saturation is a grayscale image.

Presets

Click the Presets drop-down arrow and select your saved preset option.
Click Save to save your options for use at another time.



Original image



Colorized image

Crosshatching an image

You can use the Crosshatch filter to add a crosshatch effect to an entire image or a part of an image.

To crosshatch an image:

Click Filter | Artistic, and select Crosshatch.



Original image



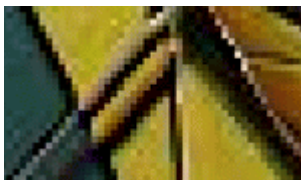
Crosshatched image

Despeckling an image

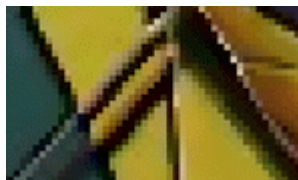
You can use the Despeckle filter to remove small, discolored areas, also known as noise, from an entire image or a part of an image. A scanner or dusty camera lens can often cause the appearance of noise on an image.

To despeckle an image:

Click Filter | Noise, and select Despeckle.



Original image



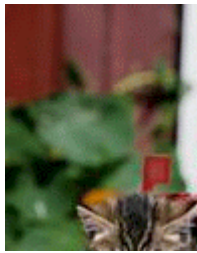
Despeckled image

Detecting edges in an image

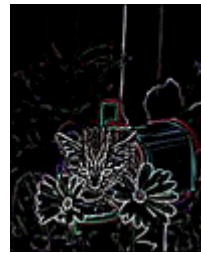
You can use the Edge Detect filter to create a tracing of your images. The filter creates a black image and uses colored lines to outline the detail of an image where a significant difference between colors exists. The greater the difference between colors, the brighter the outline color that is used.

To color an image with edge-detection:

Click Filter | Edge Detect, and select Edge Detect.



Original image



Edge-detected image

Embossing an image

You can use the Emboss filter to add a grayscale relief effect to an entire image or a part of an image, and save the options as a preset value for use at another time.

To emboss an image:

1. Click **Filter | Artistic**, and select **Emboss**.
2. In the Emboss dialog box, select or change the options.
3. Click the **Proof** button to display a preview of your changes.
4. Click **OK**.

Emboss options

Elevation	Type a number from 0 to 90 or drag the slider to adjust the elevation of the light source on the image. A value of 0 places the light source flat to the image, producing more shadows and a darker colored image. A value of 90 places the light source directly over the image, producing very few shadows and a lighter colored image.
Weight	Type a number from 1 to 150 or drag the slider to adjust the amount of relief added to the image. As the value increases, the depth of the relief also increases.
Azimuth	Type a number from 0 to 360 or drag the arrow to adjust the angle of the shadows that extend from the edges of the details in the image. A value of 0 adds shadows to the left side, while a value of 180 adds shadows to the right side.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.



Original image



Embossed image

Creating a negative of an image

You can use the Negative filter to reverse the colors in an entire image or a part of an image. You can scan a negative from a roll of film and use the Negative filter to create a positive image.

To create a negative of an image:

Click Filters | Color, and select Negative.



Original image



Negative image

Creating an oil painting

You can use the Oil Paint filter to make your images look like oil paintings. You can add paint effects to an entire image or a part of an image, and save the options as a preset value for use at another time.

To create an oil painting from an image:

1. Click **Filter | Artistic**, and select **Oil Paint**.
2. In the Oil Paint dialog box, select or change the options.
3. Click the **Proof** button to display a preview of your changes.
4. Click **OK**.

Oil Paint options

Brush Width	Type a number from 0 to 25 or drag the slider to adjust the width of the brush stroke. The higher the value, the wider the brush stroke.
Variance	Type a number from 1 to 255 or drag the slider to adjust the variance of each brush stroke. As the value increases, the number of colors used in each brush stroke also increases.
Vibrance	Type a number from 0 to 10 or drag the slider to adjust the vibrance of the colors of the image. As the value increases, the intensity of the color also increases.
Presets	Click the Presets drop-down arrow and select your saved preset option. Click Save to save your options for use at another time.



Original image



Painted image

Creating a pencil drawing of an image

You can use the Pencil Drawing filter to create a pencil drawing from your images.

To create a pencil image:

Click Filter | Artistic, and select Pencil Drawing.



Original image



Pencil drawing image

Adding a sepia hue to an image

You can use the Sepia filter to make your images look like old photographs. You can add a sepia color to an entire image or to a part of an image.

To add a sepia color to an image:

Click Filter | Color, and select Sepia.

22

Chapter 22

Saving images

You can save images using any one of eight supported file formats. If you are editing an existing image and it is not a format that FotoCanvas Lite can save, a dialog box opens where you can select another format.

To save an existing image:

Click File | Save.

To save a new image:

1. Click File | Save As.
2. In the Save Image As dialog box, browse to the folder where you want to save the image.
3. In the File name field, type a name for the image.
4. Click the Save as type drop-down arrow and select a file format. Click the Options button to select settings specific to that format.
5. Click Save.

Saving multiple page images

A multiple page image is a single file that contains more than one page of images. The most common file format for multiple page images is TIFF.

You can use FotoCanvas to edit an individual page of a multiple page file, but you must save it before moving on to another page. FotoCanvas is unable to create multiple page images.

Appendix 1: Contacting ACD Systems

Contact us by mail at:

North Ame rica

ACD Systems Inc.
2201 North Collins, Suite #100
Arlington, TX 76011, USA

International

ACD Systems Ltd.
PO Box 36
Saanichton, BC
V8M 2C3, Canada

Technical support

By purchasing this product, you receive ongoing, preferred treatment by our technical support team, should the need arise. If you have any technical related questions or general feedback, please visit our Web site at:

www.acdsystems.com/English/Support/

Telephone us for technical support at: 1 (250) 544-6701. Our office hours are Monday to Friday, 7:00 A.M. to 5:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

Telephone calls for Technical Support are subject to international rates if calling from outside of Canada, and/or long distance charges if calling from within Canada.

Feedback

Your feedback is important to us. Many features and portions of the interface continue to be influenced by comments from users. So, if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

Contact us Monday to Friday, 7:00 A.M. to 5:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

E-mail: ideas@acdsystems.com

Telephone: 1 (250) 544-6700

This e-mail address is not intended for technical support questions; technical related questions will not receive a reply.

Appendix 2: ACDSee supported file formats

ACDSee supports over 50 different file formats. The files that you can view or edit and save with ACDSee depend on which file format support plug-ins are installed on your computer.

For full format support, please see ["Minimum system requirements."](#)

Image read support

Adobe™	.8bi	Supports Adobe .8bi file-format plug-ins Require Adobe Plugin.dll present in the same directory as the .8bi plugins
ANI	Windows animated cursor	Shows cursor animation
ART	AOL ART	Still images
BMP	Windows Bitmap	Windows and OS/2; 2/8/16/24/32 bpp; RLE and uncompressed
CUR	Windows cursor	
DCX	Multiple-page PCX	All sub-types and multiple pages supported
DJV	DjVu	
EMF	Enhanced Metafile Format	Win32 enhanced placeable metafiles
EPS	Encapsulated PostScript	Displays embedded thumbnail (TIFF formats) and first page only
FPX	FlashPix	Multiple resolution support
GIF	Graphics Interchange Format	Single page and animated; 87a and 89a
ICN	AT&T ICN	
ICO	Windows icon	Shows multiple resolutions as separate pages
IFF	EA/Amiga Interchange File Format	1-24 bpp, including HAM and HAM8; multiple pages and animations not supported
JPG	JPEG JFIF	JFIF and Adobe™ CMYK
KDC	Kodak™ KDC	Reads both the full image and the embedded thumbnail
MAG	MAG	All sub-types supported
PBM	Portable BitMap	
PCD	Kodak PhotoCD	Up to 3072x2048 resolution (16BASE)
PCX	ZSoft Publisher's Paintbrush	All sub-types supported
PGM	Portable GrayMap	

PIC	SoftImage PIC	All sub-types supported
PCT	Macintosh PICT	
PDF	Adobe Acrobat documents	Can read all pages
PIX	Alias PIX	24 bpp
PNG	Portable Network Graphics	All sub-types supported
PPM	Portable PixMap	
PS	Adobe Postscript	First page only
PSD	Adobe PhotoShop Document	RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only
PSP	Paint Shop Pro	Version 5 and version 6
Quick-Time	.qtif, .qif, .qfi	Support for Apple QuickTime still image codecs
RAS	Sun Raster	Uncompressed and RLE compressed
RSB	Red Storm image format	All sub-types are supported
SGI	SGI Image Format	8-32 bpp; no colormaps; RLE or uncompressed
TGA	Targa TGA	All sub-types supported
TIFF	Tag Image File Format	1/2/4/8/12/16 bits per sample, 1-4 samples per pixel Bilevel/RGB/Paletted/CMYK/YCrCb/LOGL/LOGLUV; Uncompressed/PackBits/LZW//ThunderScan/ SGI Log/CCITT/ZIP/NEXT/New-JPEG (no v6.0 JPEG support) Support for multi-page documents
WMF	Windows Metafile Format	Win 3.x placeable metafiles
XBM	X bitmap	
XPM	X pixmap	

Image write support

Adobe	.8bi	Supports Adobe .8bi file-format plug-ins
BMP	Windows Bitmap	Windows 1/8/24 bpp
GIF	Graphics Interchange Format	Non-interlaced GIF 89a only
JPEG	JPEG JFIF	8 and 24 bpp. Progressive and baseline; Adjustable compression factor, subsampling, smoothing and Huffman code optimization
PCX	ZSoft Publisher's Paintbrush	8 and 24 bpp; RLE compressed
PNG	Portable Network Graphics	1/4/8 bpp colormapped; 24 bpp RGB
PSD	Adobe PhotoShop Document	RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only
RSB	Red Storm image Format	All sub-types supported
SGI	SGI Image Format	8-32 bpp; no colormaps; RLE or uncompressed
TGA	Targa TGA	8 and 24 bpp. RLE and uncompressed, Top-down and bottom-up
TIFF	Tag Image File Format	1/8/24 bits per pixel, single-page; Uncompressed, CCITT3, CCITT4, LZW, Deflate (ZIP), and JPEG compression; Adjustable DPI tags

Archive read support

ARJ	ARJ archive	ARJ format
CAB	CAB archive	Microsoft CAB file format
GZ	GZ archive	Unix GZIP (GnuZIP)
LHA	LHA and LZH archives	Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh
RAR	RAR archive	RAR format
TAR	TAR archive	Unix TAR format
TGZ	TGZ archive	TAR format compressed with GZIP
UU	UU archive	UUEncoded files
ZIP	ZIP archive	Store and Deflate

Archive write support

LHA	LHA and LZH archives	Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh
ZIP	ZIP archive	ZIP format

Video and audio read support

AVI	Windows AVI video	Extracts thumbnail and plays in preview area with MCI
MID	MIDI sequence	Plays in preview area with MCI
MOV	QuickTime™ Movie	Plays in preview area with MCI
MP3	MP3 audio	Plays in preview area with MCI
MPG	MPEG video	Extracts thumbnail (MPEG-1) and plays in preview area with MCI
WAV	WAV audio	Plays in preview area with MCI

Appendix 3: Media window supported file formats

Audio and video file formats

AIF	Audio Interchange File Format
AIFC	Audio Interchange File Format
AIFF	Audio Interchange File Format
ASF	Active Streaming File - HoTMetaL Pro
AU	A sound file format used on Sun Microsystems or other UNIX computers
AVI	AVI movie format
GSM	Global System for Mobile Audio
M15	Apple MPEG-1 Video
M1A	Apple MPEG-1/2 Audio
M1V	Apple MPEG-1 Video
M2A	Apple Mpeg-1/2 Audio
M3U	MP3 Playlist files
M75	Apple MPEG-1 Video
MOV	QuickTime movie
MP2	MPEG Layer II compressed audio
MP3	MPEG Layer III compressed audio
MPA	Apple MPEG-1/2 Audio
MPEG	MPEG movie or animation file
MPG	MPEG encoded file
MPV	Apple MPEG-1 Video
OCP	Qualcomm PureVoice
QTPF	QuickTime PreFlight Text
SD2	Sound Designer II
SMI	Synchronized Multimedia Integration Language
SMIL	Synchronized Multimedia Integration Language
SML	Synchronized Multimedia Integration Language
SND	Sound file
SWA	MPEG layer III audio
SWF	Macromedia Flash 4
ULW	ULAW - Sun/NeXT
VFW	Video for Windows

WAV Sound file
WMV Windows Metafile

Still image file formats

BMP Windows Bitmap
BMPF Windows Bitmap
BMPP Windows Bitmap
DIB DIB graphics - Windows
GIF Graphics Interchange Format
GIFF Graphics Interchange Format
GRIP Generic encoding format
JPEG Joint Photographic Experts Group
JPG Joint Photographic Experts Group
PCT Macintosh PICT
PIC SoftImage PIC
PICT Macintosh QuickDraw/PICT
PNG Portable Network Graphics
PNGF Portable Network Graphics

Appendix 4: Digital camera support

Agfa ePhoto 780	Kodak DC260 Zoom
Agfa ePhoto 780c	Kodak DC265 Zoom
Agfa ePhoto CL30	Kodak DC280 Zoom
Agfa ePhoto CL30 klik!	Nikon CoolPix 900
Agfa ePhoto CL50	Olympus D-600L
Canon DIGITAL IXUS	Sanyo DSC-X300
Canon DIGITAL IXUS 300	Sanyo VPC-G200
Canon DIGITAL IXUS v	Sanyo VPC-G200EX
Canon EOS D30	Sierra Imaging SD640
Canon IXY DIGITAL	Toshiba PDR2
Canon IXY DIGITAL 200	Windows Image Acquisition cameras
Canon IXY DIGITAL 300	
Canon PowerShot A10	
Canon PowerShot A20	
Canon PowerShot A5	
Canon PowerShot A5Zoom	
Canon PowerShot A50	
Canon PowerShot G1	
Canon PowerShot G2	
Canon PowerShot Pro70	
Canon PowerShot Pro90 IS	
Canon PowerShot S10	
Canon PowerShot S100	
Canon PowerShot S110	
Canon PowerShot S20	
Canon PowerShot S30	
Canon PowerShot S300	
Canon PowerShot S40	
Digita Supported Camera	
Epson PhotoPC	
Epson PhotoPC 500	
Epson PhotoPC 550	
Epson PhotoPC 600	
Hewlett Packard Photo Smart C20	
Hewlett Packard Photo Smart C200	
Kodak DC40	
Kodak DC50	
Kodak DC120 Zoom	
Kodak DC200 Zoom	
Kodak DC210 Zoom	
Kodak DC215 Zoom	
Kodak DC220 Zoom	
Kodak DC240 Zoom	

Appendix 5: System administrator options

Command line arguments

Command lines can be entered from the Run command found in the Start menu.

Default behavior (no arguments)

When no command line arguments are given, ACDSee starts in Browse mode in the default folder.

Specifying images to view

You can supply ACDSee with one or more image files as a command line argument. Wildcards are permitted.

For example, to start ACDSee and have it view all the .JPG files in the c:\images folder: `acdsee5 c:\images*.jpg`

If any file name includes spaces, you must enclose the file name in quotation marks:

For example, `acdsee5 "Metal Links.bmp"`

For example, `acdsee5 "C:\My Pictures\Spot.psd" D:\Downloads*.jpg`

Browsing a particular folder or archive

You may browse a particular folder or archive using a command-line argument:

For example, `acdsee5 c:\images\` starts the ACDSee browser in the c:\images folder.

Starting in View mode (with no images)

You can start ACDSee in View mode, without an image, by specifying the /v command line switch:

For example, `acdsee5 /v`

ACDSee ignores all other command-line arguments when the /v switch is present.

Printing

You can use ACDSee to print one or more images and exit by specifying the /p command line switch:

For example, `acdsee5 /p "C:\My Pictures\Spot.psd"
"D:\Downloads*.jpg"`

You can bypass the printer selection and print setup dialog boxes that normally appear by adding an exclamation mark (!) to the /p switch.

For example, `acdsee5 /p! "Flowers.jpg"`

Slide show

Use the /ss command-line switch to specify that ACDSee should start a slide show on startup.

Use the /seq:forward, /seq:reverse or /seq:random to specify the order of the slide show.

Include the path to the folder and the images to be used in the slide show.

For example, acdsee5 /ss /seq:random "d:\images*.jpg"

Full-screen mode

Use the /fullscreen command-line switch to start ACDSee in full-screen mode.

Synchronize to folder

Use the /sync <folder> command-line switch to synchronize ACDSee to the specified folder.

DDE interface

ACDSee is a DDE server application. The only supported DDE command is "open," which is used by the Windows shell to open image files using ACDSee.

Syntax

Server cmd-line: ACDSee5.exe /v

Service: ACDSee

Topic: System

Command: [open[-add | -noadd][-viewall | -noviewall]]("<image-file-1>"; "<image-file-2>"; ...)]

The Add option

add

Add the specified images to the current image sequence.

noadd

Replace the current image sequence with the specified images.

<default>

Add or replace according to the Startup option found in the Tools | Options, Viewer page.

The Viewall option

viewall

Add all images in the folders containing the specified images to the image sequence.

noviewall

Only add the specified images to the image sequence.

<default>

View all according to the View all images in folder option found in the Tools | Options, Viewer page.

Command examples

```
[open-add("c:\images\apple.jpg", "c:\images\quince.jpg")]
[open-noadd-viewall("c:\images\animals\dog.jpg")]
[open-noadd("c:\images\animals\*.jpg")]
[open-noadd("c:\images\animals.ais")]
```

Sample

The following sample illustrates how a client can use the Open command with ACDSec.

```
#include <ddeml.h>
/*****
 * DDEView *
 *****/
static HDDEDATA CALLBACK DdeCallback(UINT, UINT, HCONV, HSZ, HSZ, HDDE-
DATA,
DWORD, DWORD)
{
return (HDDEDATA)NULL;
}

int DDEView(const char* pszAppPath, // path to ACDSec5.exe (can just use
// "ACDSec5.exe" if ACDSec is installed
// correctly)
const char* pszFiles, // path to image file(s) - each file must be
// enclosed in quotes and separated by a space
int fAdd, // 0=>replace, 1=>add, -1=>according to options
// setting
int fViewAll) // 0=>view all in folder, 1=>only this,
// -1=>options setting
{
DWORD idDDE=0;
UINT err = DdeInitialize(&idDDE, (PFNCALLBACK) DdeCallback,
APPCLASS_STANDARD | APPCMD_CLIENTONLY, 0);
if (err == DMLERR_NO_ERROR)
{
HSZ hszDDEService, hszDDETopic;
HCONV hconv;
```

```

hszDDEService = DdeCreateStringHandle(idDDE, "ACDSee", CP_WINANSI);
hszDDETopic = DdeCreateStringHandle(idDDE, "System", CP_WINANSI);
hconv = DdeConnect(idDDE, hszDDEService, hszDDETopic, NULL);
if (!hconv && DdeGetLastError(idDDE)==DMLERR_NO_CONV_ESTABLISHED)
{
int rc = (int)ShellExecute(NULL, NULL, pszAppPath,
"/v", "", SW_SHOWDEFAULT);
if (rc <= 32) return rc;
// try to connect to server every 50 ms for up to 1 second
// (give server a chance to start up)
for (int i=0 ; i<20 && !hconv ; i++)
{
hconv = DdeConnect(idDDE, hszDDEService, hszDDETopic, NULL);
if (!hconv) err = DdeGetLastError(idDDE);
Sleep(50);
}
}
if (hconv)
{
char* pszCmd;
char szVerb[80] = "open";
if (fAdd != -1) lstrcat(szVerb, fAdd ? "-add" : "-noadd");
if (fViewAll != -1) lstrcat(szVerb, fViewAll ? "-viewall" : "-noviewall");

pszCmd = (char*)malloc(lstrlen(szVerb) + lstrlen(pszFiles) + 5);
// wsprintf does not work with >1024 character strings
wsprintf(pszCmd, "[%s(", szVerb);
lstrcat(pszCmd, pszFiles);
lstrcat(pszCmd, ")");
DdeClientTransaction((BYTE*)pszCmd, lstrlen(pszCmd)+1, hconv, 0, 0,
XTYP_EXECUTE, TIMEOUT_ASYNC, NULL);
err = DdeGetLastError(idDDE);
free(pszCmd);
}
DdeFreeStringHandle(idDDE, hszDDEService);
DdeFreeStringHandle(idDDE, hszDDETopic);
DdeUninitialize(idDDE);
}
return err;
}

void main()
{
DDEView("ACDSee5.exe", "\\\" c:\\images\\cat.jpg\"; \\\" c:\\images\\dog.jpg\" " 0, 0);
}

```

Using shell commands

You can associate Windows actions with each file type.

To use the shell open and edit commands for a file:

1. Click File | Shell.
2. Select one of the following four options:
 - *Open*: This option opens the file using the application that the file extension is associated with.
 - *Edit*: This options opens the file using the default editing application.
 - *Open with*: This option displays the Open With dialog box where you can select an application to use to open the file.
 - *Edit with*: This option displays the Edit With dialog box where you can select an application to use to edit the file.

Glossary

A

ACDInTouch

A data exchange service that is a means of staying in touch with new developments from ACD Systems.

ACDSee Database

The database includes two parts: the cached thumbnail file, as well as the file information file. The file information includes description, database date, author, notes and keywords. The description is stored in a hidden file called "descript.ion" and is located in the same folder as the images. If you share your images (using ACDSee share tools such as E-mail and SendPix) the descriptions will not be included.

ACDSee PowerPack

ACDSee PowerPack is a combination of digital imaging tools that includes ACDSee, ACD FotoAngelo, and ACD FotoCanvas. ACDSee includes ACDSee and ACD FotoCanvas Lite.

acquire

Adding images to your computer system using peripherals like scanners or digital cameras, or by using screen capture devices.

albums

A Collection of images; each image in the album is a shortcut.

aspect ratio

The ratio of width to height of an image.

archives

A collection of files used for storage; often these files are grouped together and compressed. You can view and edit files directly inside an archive using ACDSee. With other applications you would need to extract or decompress the archive.

azimuth

Places an imaginary light source at a specific angle flat to the image. Azimuth works in conjunction with the elevation to position a light source for generating the 3d emboss effect. A value of 0 is from the right, -90 is from the bottom, 90 is from the top, and 180 or -180 is from the left.

B

bit map

A representation of a graphic in computer memory consisting of rows and columns of dots. Bit-mapped graphics, saved using the BMP file extension, are often referred to as raster graphics.

blackpoint

Increases the blackness of the dark areas of an image.

C

cached items

Cached items are stored in a database file to preserve metadata information (such as image properties) or so that thumbnails can be quickly displayed in the File list (rather than the program regenerating thumbnails each time you browse images). Cached information does not include digital camera information and image descriptions.

captions

Text insertions used with Slide Show (with transition effects).

clipboard

The clipboard is used for cutting and pasting. Before the item is copied to another location it is temporarily stored in a special file or memory area (buffer) called the clipboard. For example, if you copy an image, ACDSee copies it to the clipboard; when you paste the image, ACDSee copies it from the clipboard to the destination of your choice.

color channel value

Contains all of the pixel information for a single color. A grayscale image has one channel, an RGB image has three channels.

color depth

The number of colors that an image contains.

command line arguments

The most recently displayed command prompt and the line on the display screen where a command is expected. A command line can be entered from the Run line found in the Start menu but it is more typically used in batch files (.bat or .cmd files).

contrast

The difference in brightness between the light and dark areas of an image.

D

database date

The timestamp date that you set for an image in the file Properties; this date is specific to ACDSee.

DDE interface

Acronym for Dynamic Data Exchange, an interprocess communication (IPC) system built into the Macintosh, Windows, and OS/2 operating systems. DDE enables two applications to share the same data (e.g., you can insert a spreadsheet chart into a document created with a word processor so that whenever the spreadsheet data changes, the chart also changes).

descriptions

File descriptions associated with a file; you can add descriptions to files. File descriptions are stored in a hidden file called "descript.ion" and one description file is generated for each folder.

dockable

The ability to attach a toolbar to different sections of the display. An undocked toolbar can be resized and moved freely on the screen as a separate window.

E

elevation

Places the light source at a specific angle above the image. Elevation works in conjunction with the Azimuth to position a light source for generating the 3d emboss effect. A value of 0 places the light source flat to the image, producing more shadows and a dark image. A value of 90 places the light source directly over the image, producing very few shadows and a light image.

F

file listing

An automatically generated text report of the Browser File list.

file name collision

Occurs when moving or copying items and the item in the destination folder has the same name as one of the files being transferred.

format

File formats encode information in a file; each different type of file has a different file format.

G

gamma

The range of color values a monitor, scanner, or printer can display. Adjusting this value increases or decreases the intensity of the light spectrum. A gamma corrected image simulates the adjusted display value when it is saved.

H

hue

The value of the color in the visible spectrum. A color with a minimum value is red. As the value increases the color changes, but the lightness and saturation remain the same. One of the three components of the HSL mode.

I

image resolution

This refers to the sharpness and clarity of an image and is used to describe monitors, printers, and bit-mapped graphic images.

image sequences

When you view more than one image file you are viewing an image sequence. When multiple images are opened, the Viewer displays them one at a time. The image sequence can be seen in the lower left corner of the View window status bar.

J

jaggies

The jagged stair-stepping effect often seen in images whose resolutions are so low that individual pixels are visible.

L

lightness/luminescence

The brightness value of a color. A color with a maximum lightness is white. A color with a minimum lightness is black. One of the three components of the HSL mode.

lossless compression

The image is compressed without losing image quality.

lossless rotation

Lossless rotation happens when an unmodified JPEG image is rotated. When the image is rotated it maintains all the pixels in the exact location as the original image. The best JPEG images for rotation are obtained from digital cameras, as they are preformatted to the correct dimensions. The dimensions must be a multiple of 8 or 16.

M

marquee

A rectangle area with dashed lines; created by dragging the mouse pointer across an image in the Viewer.

metadata

Metadata, also known as EXIF Metadata (Exchangeable Image File), describes how, and when, and by whom a particular set of data was collected, and how the data is formatted, using EXIF compressed files. EXIF compressed files use the baseline JPEG DCT format. The image data can be read by any application supporting JPEG, including web browsers, desktop presentation applications, document creation applications, and, of course, ACDSee.

multiple page images

Image format types such as TIFF that can have multiple pages of images embedded in one file.

N

newsreader

A client application for reading and posting messages to Internet newsgroups (online discussion groups).

noise

The effect produced when a variety of pixel colors are used in the same color region. Noise is often produced when an image is resized or converted to another format.

P

plug-in

An external module that adds functionality to a program. Many plug-ins provide additional file format support, while others pertain to feature enhancement.

pixel

Short for Picture Element, a pixel is a single point in a graphic image. A unit of measurement for monitor resolution and image size. A monitor pixel is composed of a red, green and blue dot to produce a color on screen.

pixelation

An effect which occurs when a bitmapped image is enlarged so that the individual pixels are obvious to the eye.

R

range of images

You can select a range of files for performing actions (copy, move, view, etc.).

raster image

An image composed of individual pixels. The image quality of a raster image is higher than a vector image, but changing the size of an image adds or subtracts pixels from the image, changing its composition. Resizing also changes the file size. FotoCanvas only supports raster images.

RGB

The Red, Green, Blue values in a color. The value represent how much of each color is present, the higher the value the brighter the color. White has an RGB value of 255, 255, 255. Black has an RGB value of 0, 0, 0.

S**saturation**

The purity of a hue or the amount of grey it contains. A color with a maximum saturation is vivid; a hue with a minimum saturation is grey. One of the three components of the HSL mode.

selection

A portion of an image highlighted by a marquee (a rectangle with dashed lines).

shell

The outermost layer of a program. ACDSee provides an alternative shell command list. This offers a command processor interface to execute operating system commands. When using ACDSee shell commands you can open and edit files with other applications.

shortcut menu

This is the menu that appears when you right-click in an area of the ACDSee window; shortcut commands are available to select.

T**thumbnails**

An image preview of a full-sized image. Thumbnails are displayed in the Browser.

timestamp date

The date associated with the last modification of a file (the date that can be seen in Explorer's file list).

transitions

Special effects that are used when displaying an image in a slide show.

TWAIN

Interface standard for scanners and certain digital cameras.

U

USB

Acronym for Universal Serial Bus. A USB is an external connection standard for connecting peripheral devices, such as mice, modems, and keyboards.

user interface

Any of the ACDSee windows; includes the Browse window (the "Browser"), the View window (the "Viewer"), and the photo editor window ("FotoCanvas" and "FotoCanvas Lite").

V

vector image

An image composed of shapes, not individual pixels. The shapes in the image are defined by mathematical formulas and the size of the file is independent from those formulae. Resizing a vector image does not change its quality. FotoCanvas does not support vector images. Images are converted to a raster image and must be saved as a FotoCanvas supported file type.

vibrance

The color saturation of the Brush width. Increasing vibrance intensifies the color, making it brighter, whereas decreasing the vibrance makes the color dull.

W

weight

Creates the shadow relief, or carved look, of the image. A Depth value of 1 produces a minimum of shadows and a value of 15 produces the maximum shadow relief.

white (adjustment setting)

Decreasing the value increases the brightness of the light areas of an image.

Browser keyboard shortcuts

You can use keyboard shortcuts for many of the tasks that you perform in the Browser to help increase your efficiency.

Keyboard shortcut	Action
F1	Help
F2	Rename
F3	Search
F4	Open the most recently used folders list
F5	Refresh
Shift + F5	Quick refresh
F6	Access the drop-down list of favorites
F7 - F12	Change view to Thumbs+ Details, Thumbnails, Large Icon, Small Icon, List or Details Need to have File list in focus (i.e., select an image)
Accent	Play and stop an audio for image audio file
Backspace	Move up one folder Calendar tabbed page - switches from the Month/Day to the Year/Month view mode
Delete	Remove
Shift + Delete	Delete and bypass the Recycle Bin
Ctrl + Delete	Delete and bypass confirmation
Enter	File list - View the selected files Path box - Browse the specified folder Favorites list - Open the selected shortcut
Shift + Enter	Open a new view window when a single image is selected
Esc	Stop generating thumbnails and reading image header information In the path box, return the focus to List view
Shift + Esc	Minimize window
Insert	Adds a category when in the Category tabbed page
Pause	Continue generating thumbnails and reading image header information
Alt + Left Arrow	Return to previous folder
Alt + Right Arrow	Advance to next folder
Tab	Change the currently active pane

Numpad 0 - 7	Sort by Extension, Name, Size, Type, Date, Image Properties, Description, Custom Order
Numpad + plus	Sort in ascending order
Numpad + minus	Sort in descending order
Ctrl + Numpad 2 - 6	Toggle columns in Details and "Thumbs+ Details" view
Ctrl + Left click	Select multiple files
Ctrl + Spacebar	Select a file or clear the selection
Ctrl + A	Select all files
Ctrl + Shift + A	Select all files and folders
Ctrl + Shift + I	Invert selection
Ctrl + Shift + S	Select by filter
Ctrl + Shift + T, B, M, N, P	Toggle the display of the toolbar, status bar, menu bar, Navigation pane, Preview pane
Alt + A	Acquire images from a TWAIN source
Alt + Enter	Open the properties for an item
Alt + Shift + A	Select a TWAIN source and customize the acquire settings
Ctrl + C	Copy
Ctrl + Shift + C	Copy image data to clipboard
Alt + C	Copy files to another folder
Ctrl + D	Describe
Ctrl + E	Open default image editor
Ctrl + F	Convert an image to another format
Ctrl + G	Generate an ASCII file listing
Ctrl + H	Toggle the display of hidden files
Ctrl + I	Toggle the display of image files only
Ctrl + J	Rotate image
Ctrl + K	Open Select Camera dialog box
Ctrl + L	Image Exposure dialog box
Ctrl + Shift + K	Open Download All Pictures dialog box (for digital cameras)
Ctrl + Shift + S	Select by filter
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo
Alt + K	Take pictures with a digital camera
Alt + Shift + K	Configure a digital camera

Shift + L	Shell open
Shift + Alt + L	Specify an application to open with
Shift + E	Shell edit
Shift + Alt + E	Specify an application to edit with
Alt + M	Move files to another folder
Alt + O	Options
Ctrl + O	Open the "Open" dialog box
Ctrl + P	Print the selected images
Alt + R	Batch rename
Alt + X	Exit
Page Up	On the Calendar tabbed page, scrolls back the number of years/months in the Year/Month view mode. In the Day view mode, moves back one day
Page Down	On the Calendar tabbed page, scrolls up the number of years/months in the Year/Month view mode. In the Day view mode, moves up one day
Up Arrow	Calendar tabbed page - navigates to the previous year/day/hour that contains files
Down Arrow	Calendar tabbed page - navigates to the next year/day/hour that contains files
Left Arrow	Calendar tabbed page - navigates to the previous year/day/hour
Right Arrow	Calendar tabbed page - navigates to the next year/day/hour
Spacebar	Calendar tabbed page - switches from the Year/Month to the Month/Day view mode
A	Calendar tabbed page - changes to the ACD Database date type
E	Calendar tabbed page - changes to the Metadata (Exif) date type
F	Calendar tabbed page - changes to the File modified date type
Y	Calendar tabbed page - switches to the Year view mode
M	Calendar tabbed page - switches to the Month view mode
D	Calendar tabbed page - switches to the Day view mode
Home	Calendar tabbed page - navigates to the current year, month, and day, and then selects the year, day in the month, or hour in the day

Viewer keyboard shortcuts

You can use keyboard shortcuts for many of the tasks that you perform in the Viewer to help increase your efficiency.

Keyboard shortcut	Action
F1	Help
F2	Rename
F5	Reload
Insert	Add images to an image sequence
Delete	Delete
Shift + Delete	Delete and bypass the Recycle Bin
Ctrl + Delete	Delete and bypass confirmation
Spacebar or Backspace	Display the next or previous image in slide show
Enter	Return to the Browser and select the current image
Esc	Return to the Browser, or quit the slide show and return to the Browser
Shift + Esc	Minimize the window
Arrow Keys	Scroll image
Shift + Arrow Key	Slow down the scroll speed
Ctrl + Arrow Key	Quicken the scroll speed
Page Up, Page Down, Home, End	Display the previous, next, first, or last image in image sequence, respectively
Page Up, Page Down, Home, End + Shift	Navigate pages within a multi-page image
Ctrl + B	Use the current image as the View window background tile
Ctrl + Shift + G	Reset the background tile
Alt + C	Copy to
Ctrl + D	Describe
Ctrl + E	Opens the default image editor
Ctrl + F	Format conversion
F	Toggle full-screen mode
Ctrl + J	Rotate image
Shift + L	Shell open
Shift + Alt + L	Specify the application to open with
Shift + E	Shell edit
Shift + Alt + E	Specify application to edit with
Alt + M	Move to

Ctrl + O	Open files
P	Temporarily display the full path name of an image file in the status bar
Ctrl + P	Print the selected item
Ctrl + Shift + P	Print all images
Ctrl + Q	Open Activity wizard
Ctrl + Shift + F4	Remove all images from the image sequence
Alt + S or Pause	Stop or resume a timed slide show
Ctrl + T	Timestamp
Ctrl + W	Set the selected image as the desktop wallpaper
Ctrl + Shift + W	Tile the wallpaper
Alt + W	Remove original desktop wallpaper
Ctrl + C	Copy current image from the sequence and place in Clipboard
Ctrl + X	Remove current image from sequence and place in Clipboard
Ctrl + V	Paste image from the Clipboard into the sequence
Alt + X	Quit
Ctrl + Shift + T,B, or M	Toggle the display of the toolbar, status bar and menu bar, respectively
T, B, or M	Temporarily toggle the display of toolbar, status bar and menu bar, respectively
Minus sign (-)	Zoom out
Plus sign on the numeric keypad, or Equal sign	Zoom in
Asterisk	Zoom to fit window/screen
Forward slash	Zoom 100%
Ctrl + Forward slash on the numeric keypad	Toggle zoom lock
Alt + Right Arrow	Zoom to fit width
Alt + Down Arrow	Zoom to fit height

Viewer mouse shortcuts

You can use mouse shortcuts for many of the tasks that you perform in the Viewer to help increase your efficiency.

Keyboard shortcut	Action
Left button drag	Pan image in direction of drag
Shift + Left button drag	Make a selection
Double-click	Switch to the Browser
Right-click	Context menu
Left + Right-click	Toggle full-screen mode
Middle button click	Toggle full-screen mode
Wheel click	Toggle full-screen mode
Wheel up	Show the previous image in the image sequence
Wheel down	Show the next image in the image sequence
Shift + wheel up	Show the previous page of a multi-page image
Shift + wheel down	Show the next page of a multi-page image
Ctrl + wheel up	Zoom in
Ctrl + wheel down	Zoom out

ACD FotoCanvas Lite keyboard shortcuts

Shift + 1	Converts the image to black & white
Shift + 2	Converts the image to 16 color grayscale
Shift + 3	Converts the image to 256 color grayscale
Shift + 4	Converts the image to 16 color
Shift + 5	Converts the image to 256 colors
Shift + 6	Converts the image to Highcolor
Shift + 7	Converts the image to Truecolor
Shift + A	Applies Auto levels to the image
Shift + B	Blurs the image
Ctrl + C	Copies the image or selection
Shift + C	Adjusts the HSL color balance of the image
Shift + D	Despeckles the image
Shift + E	Embosses the image
Ctrl + F	Flips the image
Shift + G	Adjusts the RGB color balance of the image
Ctrl + Shift + G	Displays the Page toolbar
Shift + H	Sharpens the image
Ctrl + J	Changes the canvas size
Shift + L	Adjusts the brightness, contrast, and gamma of the image
Ctrl + M	Pastes the image or selection as a new image
Ctrl + N	Creates a new image
Ctrl + O	Opens an image
Shift + P	Adds a sepia hue to the image
Ctrl + Shift + P	Displays the Panel help
Alt + Q	Opens the TWAIN Acquire dialog box
Ctrl + R	Rotates the image
Shift + R	Removes red-eye from the image
Ctrl + S	Saves the current image
Shift + S	Resizes the image
Ctrl + Shift + S	Saves the current image with a new file name
Shift + T	Applies the Negative filter to the image
Ctrl + Shift + T	Displays the Main toolbar
Ctrl + V	Pastes the selection
Alt + X	Exits FotoCanvas
Shift + X	Adjusts the white, black, and gamma levels of the image
Ctrl + Y	Reapplies a cancelled change

Ctrl + Z	Cancels a change
Shift + Z	Adjusts the hue and saturation levels of the image
Num +	Zooms in on the image
Num /	Displays the image with its actual dimensions
Num *	Displays the entire image in the Display area
Num -	Zooms out of the image
Shift + F1	Pans an image
Shift + F2	Crops an image

Index

- ACD FotoCanvas Lite, 165
 - copying and pasting, 178
 - redo, 177
 - size and position, 173
 - starting, 165
 - undo, 177
 - windows, adjusting, 173
- ACD Systems, 200
- ACDInTouch, 11, 28
- ACDSee
 - starting, 6
 - system requirements, 4
 - welcome, 3
- acquiring images, 10, 129
- adding
 - captions, 103
 - photo discs, 44
- adding toolbar buttons, 23
- adjusting windows, 173
- albums, 12
- Albums tabbed page, 42
 - adding image shortcuts, 42
 - creating an album, 42
 - renaming an album, 43
- animated images, 97
- archive, 143
- associating file formats, 7
- audio, 12, 14
 - adding to an image, 125
 - recording, 125
- audio and video files
 - playing, 106
- authors, 26, 72
- background color, 22
- batch rename, 64
- binding, folder, 80
- blurring an image, 190
- Browser
 - customizing, 17
 - displaying tabbed pages, 20
 - tabbed pages, 26
 - user interface, 9
- buttons
 - ACD FotoCanvas Lite, 170
 - adding, 23
 - Browser toolbar, 10
 - database maintenance, 77
 - File list toolbar, 11
 - labels, on and off, 24
 - Navigation toolbar, 12
 - Play control, 106
 - rearranging, 23
 - removing, 23
 - SendPix, 146
 - separators, 23
 - Viewer toolbar, 14
- caching thumbnails, 82
- Calendar tabbed page, 46
 - clock format, 48
 - displaying files by date, 46
 - selecting a date type, 47
 - start of the week, 48
- camera, 143
- captions, 142
 - adding and removing, 103
- capture, screen, 135
- cataloging files, 75
- Categories tabbed page, 49
 - assigning files, 51
 - creating a category, 49
 - deleting a category, 50
 - removing files, 51
 - renaming a category, 50
 - viewing files, 50
- Category tab, 27
- Change Time Stamp tool, 68
- chevron, 23
- Clipboard, 62
- clock format, 48
- color, background, 22
- colorize, 192
- colors, 175
 - palette, 176
- column headers, 34
- command extension, 144
- command line arguments, 208
- connecting to ACDInTouch, 28
- contact sheets, creating, 151
- contacting, 200
- converting databases, 83
- converting images, 66
- copying, 178

- copying files, 61
- creating
 - archives, 162
 - images, 166
- creating a category, 49
- creating a shortcut, 52
- creating an album, 42, 159
- creating images, 10
- cropping images, 187
- crosshatching an image, 193
- custom orders, 35
- customizing
 - ACDSee toolbars, 23
 - Browser, 17
 - Details view mode, 33
 - Viewer, 21
- cutting files, 61
- database
 - adding items, 71
 - author, 72
 - caching thumbnails, 82
 - cataloging files, 75
 - changing the binding, 80
 - converting a database, 83
 - descriptions, 73
 - exporting information, 81
 - importing information, 81
 - keywords, 72
 - maintenance, 77
 - metadata, 75
 - moving the database, 83
 - notes, 72
 - optimizing, 78
 - removing information/thumbnails, 78
 - removing orphan folders, 78
- Database tab, 26
- dates, 26
 - navigating to a specific date, 47
 - setting the database date, 73
 - types, 47
- day of the week, 48
- DDE interface, 209
- decode, 143
- deleting, 12
 - categories, 50
 - Favorites shortcut, 53
 - files and folders, 59
 - photo disc, 45
 - using the Recycle bin, 60
- descriptions, 26, 73
- desktop wallpaper, 87, 95
- despeckling an image, 193
- Details view mode, 33
- detecting edges in an image, 194
- digital cameras, 129, 207
 - plug-ins, 131
 - taking pictures, 132
 - TWAIN, 130
 - USB Mass Storage device, 129
- Display area, 169
- displaying
 - files by date, 46
 - images, 85
 - options bars, 174
 - path box, 20
 - Preview pane, 20
 - status bar, 20, 21
 - tabbed pages, 20
 - toolbars, 20, 21, 174
- download, 4
- duplicate files, finding, 152
- editing images, 10, 113
 - exposure, adjusting, 123
 - flipping images, 121
 - resizing images, 113
 - rotating images, 119
 - with an image editor, 127
- embossing an image, 195
- encode, 143
- exporting database information, 81
- exposure, adjusting, 123, 184
- extra tools, 11
- favorites, 12
- Favorites tabbed page, 52
 - creating a shortcut, 52
 - renaming or deleting shortcuts, 53
- file formats, 201, 205
 - associating, 7
 - Media window, 105
- File list, 25, 29
 - File listing, creating, 31
 - highlighting, 30
 - refreshing, 30
- files
 - assigning to a category, 51
 - changing date and time, 68
 - changing date/time properties, 68
 - converting, 66

- copying and moving, 61
- creating listings, 31
- cutting, 61
- deleting, 59
- displaying by date, 46
- filtering, 29
- finding duplicates, 152
- organizing, 41
- pasting, 62
- renaming, 64
- replacing, 63
- scanning information, 40
- searching, 54
- selecting, 36
- sorting, 34
- viewing properties, 68
- Files pane, 11, 25
- Files tabbed page, 26
- filtering files, 29
- filters, 11, 179, 189
- flipping images, 121, 181
- folders, 67
 - creating, 67
 - deleting, 67
- Folders tabbed page, 41
- footers, 142
- formats
 - converting, 66
 - Media window, 105
- frames, editing, 111
- full-screen, 11
- full-screen, viewing, 86
- Gaussian Blur, 190
- generating File listing, 31
- GhostScript, 4
- glossary, 213
- headers, 142
- highlighting, 30
- HSL, 185
- HTML, 159
- hue and saturation, 192
- icons, overlay, 37
- image editors, 127
- importing database information, 81
- installing, 5
- keyboard shortcuts, 220, 223, 226
- keywords, 26, 72
- labels, on and off, 24
- layout, selecting, 18
- levels, 185
- light levels, 183
- maintaining the database, 77
- managing images, 10
- Media window
 - adjusting speaker balance, 107
 - adjusting volume, 107
 - customizing, 109
 - editing files, 111
 - extracting frames, 111
 - playing files, 106
 - system requirements, 105
 - zooming, 108
- metadata, 75
- Metadata tab, 27
- modes, 11, 32
- mouse shortcuts, 225
- moving databases, 83
- multiple page images, 96, 199
- NavPane, 11
- negatives, 196
- new folder, 11
- notes, 26, 72
- oil painting, 197
- opening images, 85, 166
- optimizing image display, 96
- optimizing the entire database, 78
- orders, file, 35
- organizing files, 41
- orphan folders, 78
- overlay icons, 37
- pane extension, 144
- Panel Help bar, 171
- panning an image, 92, 167
- pasting, 178
- pasting files, 61
- path box, 20
- patterns, 57
- pencil drawing, 198
- Photo Discs tabbed page, 44
 - adding a photo disc, 44
 - updating a photo disc, 44
- plug-ins, 131, 143
 - changing order, 145
 - disabling, 145
 - properties, 144
 - settings, 144

- position, FotoCanvas Lite, 173
- position, Viewer, 21
- Preview pane, 20
- printing, 94
 - adding a caption, 142
 - adding a header or footer, 142
 - contact sheets, 151
 - from the Browser, 137
 - from the Viewer, 138
 - from Windows Explorer, 139
 - options, 137, 140
 - part of an image, 138
 - selecting image position, 140
 - selecting image size, 140
- printing images, 10
- profiles
 - changing, 19
 - saving, 19
- properties, 12, 15, 68
 - viewing, 68
- Properties tabbed page, 26
 - Category tab, 27
 - Database tab, 26
 - File tab, 27
 - Metadata tab, 27
- quarantined files, 82
- Quick Start, 166
- QuickTime, 4
- rearranging buttons, 23
- Recycle bin, 60
- red-eye, 188
- redo, 177
- refreshing, 30
- removing
 - captions, 103
 - files from a category, 51
 - toolbar buttons, 23
- renaming, 12
 - albums, 43
 - categories, 50
 - Favorites shortcut, 53
 - files and folders, 64
- replacing files, 63
- reports, 31
- resample filters, 179
- resizing images, 113, 179
 - image canvas, 174
- RGB, 186
- rotating images, 119, 181
- saving, 94, 199
 - multiple page images, 199
- scanning file information, 40
- scanning images, 134
- screen capture, 135
- Search tabbed page, 54
 - advanced search options, 56
 - options, 55
 - searching for an item, 54
 - using patterns, 57
- selecting files and folders, 36
- selecting part of an image, 93
- sending images by e-mail, 155
- SendPix, 146
- separators, 23
- sequential selection, 36
- sharing images, 11, 146
- sharpening an image, 191
- shell commands, 212
- shortcut, creating, 52
- shortcuts, image, 42
- size, FotoCanvas Lite, 173
- size, thumbnails, 39
- size, Viewer, 21
- slide shows
 - automatically running, 102
 - creating from the Browser, 99
 - creating from the Viewer, 101
 - stopping, 102
- sorting, 11
- sorting files, 34
- start folder, default, 6
- starting
 - ACD FotoCanvas Lite, 165
 - ACDSee, 5
 - Taskbar Notification area, 6
- Status bar, 13, 20, 21
 - Browser, 10
 - Viewer, 13
- supported file formats, 201, 205
- synchronizing to a folder, 104
- system administrator options, 208
- system requirements, 4
 - Media window, 105
- tabbed pages
 - displaying, 20
- Taskbar Notification area, 6
- thumbnails

