Photo Manager
Organize and enhance your photos. Share your world.

Getting Started Guide

Getting Started
Organize
Enhance
Share

For managing your growing photo collection.
Credits and acknowledgements

Portions of this software are based in part on the work of the Independent JPEG Group.

This software contains portions of imaging code owned and copyrighted by Pegasus Imaging Corp., Tampa FL, ALL RIGHTS RESERVED.

CD/DVD recording software developed under license from Padus, Inc.- www.padus.com

MPEG 1 codec provided by Cinegy © 2003 Cinegy LLC.

TIFF support based on LibTIFF, Copyright © 1988-1997 Sam Leffler, Copyright © 1991-1997 Silicon Graphics, Inc. This notice must appear in all copies of the Software and related documentation. The names of Sam Leffler and Silicon Graphics may not be used in any advertising or publicity relating to the software without the specific, prior written permission of Sam Leffler and Silicon Graphics. THE SOFTWARE IS PROVIDED "AS-IS" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SAM LEFFLER OR SILICON GRAPHICS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

Windows, Windows Explorer, Microsoft Internet Explorer, and Microsoft DirectX are trademarks of Microsoft Corporation in the United States and/or other countries.

Other product and company names mentioned herein may be the trademarks of their respective owners.

Photographers:

Kit Designers:
Sue Cummings, Lucrecer Braxton, Meredith Fenwick, Vicki Stegall.

ACD Systems Technical Writing Department
Welcome to ACDSee 9 Photo Manager
Install and start ACDSee 9 Photo Manager, and explore the interface.

Get Photos
Download photos from your digital camera or removable drive and save them to your computer.

Browse and View
Preview, sort, group, and filter files in a simple, drag-and-drop interface, and view your photos at any size or magnification.

Organize and Find
Organize your photos into your own categories, rate your favorites, or add captions and keywords to help you find any files quickly and easily.

Fix and Enhance
Correct single or multiple photos at the same time, fix red-eye or lighting problems, and perfect your photos using professional editing tools.

Print and Share
Create slide shows, screen savers, or online photo albums for friends and family, and produce professional prints and contact sheets.

Store and Retrieve
Burn your photos to CD or DVD, and create backups of your prized memories.

What Next?
Welcome to ACDSee 9 Photo Manager

Congratulations on choosing ACDSee 9 Photo Manager, the industry-leading, photo management software. ACDSee 9 is fast, powerful, and so easy-to-use that it is essential for managing, viewing, editing, and sharing your digital photos and media files.
About ACDSee 9

With ACDSee, you can quickly find, organize, and preview photos, fonts, video, and other media files on your computer. Downloading photos from cameras, scanners, or other removable devices is efficient and easy. You can also quickly rearrange ACDSee’s screen to make sure that the tools you need are close at hand, and so make the most of your time.

Using Quick View or the full Viewer, you can have high-quality on-screen displays of your photos and media files with a few clicks. Watch slide shows, play embedded audio, and view files in any of the over 50 supported photo and multimedia file formats, including PNG and RAW.

ACDSee also includes an editor where you can fix and enhance your photos. You can quickly fix common digital photo problems, such as red-eye effect, color casts, or even lens scratches and blemishes. Crop, sharpen, blur, rotate, adjust exposure and color, or add text and special effects to give your photos an artistic flair.

You can even use ACDSee to adjust multiple images at the same time. Rename, resize, rotate, or adjust the exposure of a group of images, or the contents of an entire folder all at once. Can’t remember where you put the photos you downloaded yesterday? With ACDSee, you can search your collection for specific photos, or adjust your display to see only the files you want to see.

ACDSee makes it easy to share your photos, too. You can e-mail them, turn them into video files and VCDs, burn them to CD or DVD, and use them to create an HTML album of photos to display on your Web site. You can also use ACDSee’s powerful print tool to print photos and contact sheets of your collection.

ACDSee gives you all the tools you need to manage your photo/image collection—whether it’s just a few hundred images, or tens of thousands of photos and files.
About this guide

The ACDSee 9 Getting Started Guide, gives you an introduction and overview of ACDSee 9 Photo Manager. The Getting Started Guide uses real-life situations and step-by-step tutorials to show you how to get the most out of ACDSee.

The guide is not comprehensive and does not cover every one of ACDSee’s many tools. You will find complete instructions and steps for using each feature in the ACDSee Help file. This guide aims to get you using ACDSee by showing you how to use the tools you are most likely to need right away.

Document conventions

The Getting Started Guide uses these conventions:

**Menu choices:**

In cases where you need to select an option from within a menu, a pipe (|) indicates an option within that menu or submenu. For example, you might find this sentence: “Click **Edit | Rename**.” In this case, you would click the **Edit** menu, and then click the **Rename** option. All of the technical documentation for ACDSee uses this convention.

**Tips:**

All through the Getting Started Guide you will find tips to help you improve your workflow and get the most out of ACDSee. These tips are in boxes with blue/green borders, and a Tip icon. You may find these tips helpful if you are uncertain of the best way to organize, fix, or manage your photos.

**Notes:**

In some cases the information is more important and you should make a note to do something in a particular way, or in a particular order to get the best results. In these cases, you will see a box with blue/green borders but with the Note icon.

**Warnings:**

Some actions can cause you to lose data or permanently damage a file. In this case we give you a warning. Warnings are in boxes with orange borders, and marked with the Warning icon. Follow these instructions closely to avoid any problems with your data and important photos.

**Definitions:**

These boxes give you definitions of terms that are specific to ACDSee, or related to digital photo software, but which may be unfamiliar to you. Definitions are contained in boxes with a taupe border.
System requirements

To use ACDSee 9 Photo Manager, your computer must have the following components:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Pentium® III / AMD Athlon processor or equivalent</td>
<td>Intel Pentium® 4 / AMD Athlon XP or equivalent recommended</td>
</tr>
<tr>
<td>256 MB RAM</td>
<td>512 MB RAM</td>
</tr>
<tr>
<td>100 MB free hard drive space</td>
<td>1 GB free hard drive space</td>
</tr>
<tr>
<td>High Color display adapter at 1024x768</td>
<td>High Color display adapter at 1280x1024</td>
</tr>
<tr>
<td>Windows 2000, XP</td>
<td>Windows XP or Vista</td>
</tr>
<tr>
<td>Microsoft Internet Explorer 5.0.0</td>
<td>Microsoft Internet Explorer 6.0.0</td>
</tr>
<tr>
<td>TiVo Desktop Software* - to publish photos to TiVo</td>
<td>Microsoft DirectX 9.0* -- for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs</td>
</tr>
<tr>
<td>Microsoft DirectX 9.0* -- for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs</td>
<td>QuickTime® 6.0 – for QuickTime file format support</td>
</tr>
<tr>
<td>Ghostscript 8.0* -- for PDF support</td>
<td>Ghostscript 8.0* -- for PDF support</td>
</tr>
<tr>
<td>Windows Media Player 9.0 or later*</td>
<td>Windows Media Player 9.0 or later*</td>
</tr>
</tbody>
</table>

Installing ACDSee 9 Photo Manager

If you bought ACDSee from a store, you can install it from the CD-ROM. If you bought ACDSee online, or downloaded a trial version, you can install it from the executable file that you downloaded.

To install ACDSee from the CD-ROM:

1. Insert the CD into your CD-ROM drive and close the drive door. If your computer has auto-run enabled, it will detect the CD and launch the installer automatically. Skip ahead to step 5.
2. If your computer does not have auto-run enabled, click the Windows Start button, and then click Run.
3. Click Browse, and then select your CD-ROM drive in the Look-in drop-down list.
4. Select the file setup.exe, and then click Open. Click OK to launch the installer.
5. In the installer, click the Install ACDSee 9 Photo Manager button, and then follow the instructions in the Install Wizard. When prompted for a License Code, look on the wrapper or case that held the CD, and type the numbers and letters into the field provided.

ACDInTouch:
ACDInTouch is a data exchange service that gives you up-to-date information relevant to your product, such as upgrades, plug-ins, and related software offers from ACD Systems that may be of interest to you. No personal information is shared through ACDInTouch. In ACDSee, click Help | ACDInTouch to open the service.
6. Once ACDSee is installed, double-click the ACDSee 9.0 icon on your desktop to launch ACDSee.

To install from an executable file:
1. Using Windows Explorer, find the executable file you downloaded from the Internet.
2. Double-click the executable file to launch the Install Wizard, and then follow the instructions in the wizard. When prompted for a License Code, look in the e-mail message sent to you confirming your purchase.
3. Once ACDSee is installed, double-click the ACDSee 9.0 icon on your desktop to launch ACDSee.

To convert from a trial to a licensed version:
1. Open ACDSee.
2. On the tool bar, Help | myACD.
3. In the Enter License Code field, paste or type in the licence code.
4. Close and reopen ACDSee.

Contacting ACD Systems

When you buy ACDSee 9 Photo Manager, you are automatically eligible for ongoing service by our technical support team. If you have any technical or product-related questions, or just general feedback you would like to share, please visit our Web site at:
www.acdsee.com/support

Quick overview

ACDSee consists of three main components: the Browser, the Viewer, and Edit Mode.

The Browser is the main sorting, viewing, and managing part of ACDSee. When you launch ACDSee using the desktop shortcut, the Browser is what you see. It looks a little bit like Windows Explorer, and at first glance, works much the same way. You can click on the name of a folder in the Folders Pane on the left to see thumbnails of all those files in the File List, which is the central part of the window. Around this central area there are several other panes packed with tools to help you sort, manage, and organize your photo or file collection. Even better, you can change the Browser completely as the panes can be hidden, moved, stacked, docked, floated, and repositioned to suit you and the way that you work.
The **Viewer** displays your photos and plays your video and audio files. It also has icons that give you quick access to Edit Mode. You can view your photos at any magnification you choose, scan through the contents of a folder, and view photo properties or detailed color information. To open the Viewer, double-click any photo or media file in the Browser. You can also use the Viewer to assign database information like keywords, captions, and author.

The ACDSee **Quick View** is a faster and more streamlined viewer that you can use without opening ACDSee. It will open if you double-click a photo or image file in Windows Explorer. To quickly open ACDSee from Quick View, click **Photo Manager** to open the Browser or **Full Viewer** to open the main Viewer.

ACDSee’s **Edit Mode** has all the tools you need to fix or enhance your photos. The tools are listed on the Edit Panel, which you can hide or close when you aren’t using them. Clicking the name of a tool opens it in a panel, where you can adjust the settings to edit your photo. To open a photo in Edit Mode, click the **Edit Image** button on the tool bar in the Browser or the Viewer. To open an editing tool from the Viewer, click any of the buttons on the Editing tool bar on the left side of the Viewer.

The Getting Started Guide goes into more detail about the Browser, Viewer and Edit Mode in later chapters.

### Using the Help system

There are three kinds of Help in ACDSee:

- The main Help file that contains detailed information and instructions on every aspect of the application.
- Context-sensitive help that gives you instructions about specific dialogs when you click on the **Help** button.
- What’s this? Help in small tool-tip pop-ups about a specific field, tool, or button.
Help file

To open the main help file, click Help | Contents on the tool bar. The ACDSee 9 Help window has a Contents tab that has a clickable table of contents, a Search tab that you can use to find topics by typing in a word or phrase, and an Index tab with updated index entries that you find by typing in a word or part of a word.

At the end of many topics you will find links to other topics that are similar to the one you are in. Click any of these links to go to that topic.

Context-sensitive Help

ACDSee's context-sensitive help gives you detailed information on dialogs and wizards. You click the Help button or press the F1 key at any time to view more information about the dialog or wizard you are currently using.

What’s This Help

Most of the windows and tools in ACDSee are also equipped with What’s This? Help, which provides a brief explanation of each tool or control. Dialogs that have What’s This? Help have a question mark button in the top right corner of their windows.

To use What’s This? Help:

1. Click the What’s This? Help button. Your cursor changes to a question mark and pointer.

2. Click any check box, radio button, field, or other item to see a popup explanation of that item.
Get Photos

The first thing most users of ACDSee want to do is to download their photos from a digital camera. This process is sometimes called acquiring, but it’s generally the same idea: getting your photos off another device and onto your computer's hard drive where you can start to view and manage them.
Getting Photos

ACDSee makes it easy to download photos or images from any device to your computer.

You can simply copy and paste from your camera to ACDSee, or even drag and drop. You can use the Get Photos Wizard to quickly download and store photos until you are ready to work with them, or use the Photo Transfer Wizard to set up a profile that automates the whole process. If you create a profile, ACDSee then recognizes your camera whenever you connect it, then automatically downloads your photos to a specific location on your hard drive, renames your photos as it downloads, and even deletes them off your camera.

This chapter explains how to download your photos. We use a digital camera as the example, but the process is essentially the same for any removable device.

About the Device Detector

The Device Detector is a small, separate application outside of ACDSee that runs in the background whenever you start your computer. It automatically detects whenever you connect any device containing images or media files to your computer, or even when you insert a CD with images into your CD-ROM drive. The Device Detector displays an icon in the Taskbar Notification area (the bottom right corner) of your Windows toolbar. When you connect a camera, the icon changes color, and displays a window asking you what you want to do with your photos.

Download photos with the Get Photos Wizard

If you don’t want to automate the downloading process, you can use the Get Photos Wizard instead of the Photo Transfer Wizard. The Get Photos Wizard has the same tools and features as the Photo Transfer Wizard, but does not save a device profile for the camera.

To get photos using the Get Photos Wizard:

1. Start by connecting the camera to the computer and making sure the cable is secure. When you turn the camera on, the Device Detector notices the camera, and prompts you to either:

   - Acquire images from the device with ACDSee
   - Do nothing

   (If you selected the first option at this stage, you would launch the Photo Transfer Wizard, and it would guide you through creating a device profile. This is covered under Downloading photos automatically.)

2. For now, select Do nothing, and then click OK to close the Device Detector window.
3. In ACDSee, to launch the Get Photos Wizard from the **File** menu, click **Get Photos | From Camera or Card Reader**.

4. When the Welcome page of the wizard opens, select the **Skip this step next time** check box so that you skip this page next time. Click **Next** to go to the Source Device page.

   The Source Device page displays different types of removable devices in the left box. The right box shows devices currently connected to your computer.

   ACDSee sees most newer cameras as a mass storage device. The right box usually shows the name and model of your camera.

   If your camera (or card) does not have any photos on it, it won’t show in the Source Device page at all.

5. On the Source Device page, click **Mass Storage Device** in the **Type** box, and then click the name of your camera in the **Device** list. Click **Next** to go to the Files to Copy page.

6. **Click Next** to go to the Output Options page.

   You can use the Output Options page to create and use a renaming template that automatically renames all your photos as you download them. You can also specify where on your hard drive you want to store the photos. The default settings are to keep the original photo names, and create a new sub-folder in your My Pictures folder, named after today’s date.

7. To free up space on the camera and automatically remove all of your photos from it, you can select **Delete images from device after placing on hard drive**, and then click **Next**.

   The Get Photos Wizard creates a new folder on your hard drive, copies all of the photos from the camera into it, and then deletes the original photos from the camera.

8. When the wizard has copied all of the photos, click **Finish**.

   The wizard closes, and ACDSee automatically displays the photos in the Browser.
Downloading photos automatically

When you create a device profile using the Photo Transfer Wizard, you automate the whole process of getting your photos from your camera. Once you set the options, all you have to do is connect your camera, and watch while ACDSee downloads, renames, and stores your photos. When it’s finished, you disconnect your camera, and you’re done.

To set up a device profile:

1. Start by connecting the camera to the computer and making sure that the cable is secure. When you turn the camera on, the Device Detector notices the camera, and prompts you to either:
   - Acquire images from the device with ACDSee
   - Do nothing

2. Select Acquire images from the device with ACDSee, and then select the Save setting and do not prompt in the future check box.

   This last option helps automate the process, as from now on, you will skip this dialog every time you connect any device in the future.

3. Click OK to launch the Photo Transfer Wizard.

4. On the Welcome page of the wizard, type a name for this camera in the Device name field, and then click Next to start selecting the options for your profile.

5. In the Files area of the Photo Transfer Setting page, select Automatically select and copy new files. When you select this option it means that from now on, any new files on your camera will be downloaded automatically. If there are old files, you will be asked if you want to download them again.

6. In the Destination and naming options area, select Retain original file names and copy to new sub-folder in My Pictures.

   The Photo Transfer Wizard has settings to automatically rename your files as you download them. You can also use ACDSee’s Batch Rename feature after your photos are downloaded. For more about renaming templates and the Batch Rename tool, see the Fix and Enhance section in this guide.

7. In the Device storage space options, select Delete all files from device after copying them to hard drive.

   This helps free up the space on your camera each time you download photos. You could also use the custom settings to specify a percentage of free space, or to leave just enough space on the camera for a certain number of photos.

8. Click Next to start downloading the photos to your hard drive.

   The Photo Transfer Wizard creates a new folder on your hard drive, downloads all of the photos into it, and then deletes the photos from the camera.

9. When the wizard has downloaded all the photos, click Finish.

   The wizard closes, and ACDSee automatically displays your photos in the Browser.
Now, whenever you connect the camera to your computer, ACDSee automatically detects it, creates a new subfolder in your My Pictures folder, copies all of the new images to that folder, and then deletes the photos from your camera. You can then disconnect your camera and take more pictures.

**Moving and copying photos**

You may just want to copy and paste the photos from your camera into ACDSee using the Folder’s pane. You can also drag photos from one folder to another.

**To copy and paste photos using the Folder’s pane:**

1. With your camera connected and switched on, use the Folders pane to navigate to your camera or the folder, in the folder tree.
2. Click on the camera, or folder, name or click the easy-select box on the left to display the photos in the file list.
3. If you want to copy the photos from more than one folder, click the easy-select box beside those folders and their photos are added to the file list for you to select.
4. Select the photos you want in any of the following ways:
   - Click inside the file list and press Ctrl + A to select ALL the photos currently in the file list.
   - Drag a box over the photos you want to select.
   - Ctrl + click individual photos to select them.
   - Click the first photo you want to select, scroll to the last one you want to include, then Shift + click it. All the photos in between the first and last photos are selected.
5. With your photos selected, you can do any of the following:
   - Click Edit | Copy (or press Ctrl + C) to copy the photos to the clipboard, then Edit | Paste (or press Ctrl + V) to paste them into the new folder.
   - Drag the photos over the name of the destination folder in the Folders pane, then release the mouse.

You can drag and drop photos from your camera into ACDSee using Microsoft Windows Explorer. If you have both windows visible, you can simply select and drag photos from Windows into the file list in ACDSee. This works well for the first time you are downloading from your camera, or if you do not want to keep any database information from ACDSee.
Browse and View

In the Browser, ACDSee displays your photos and files as a list of thumbnails that you can resize, customize, group, or sort any way you choose. In the Viewer, you can see your photos and media files at actual size, or at any magnification. You can also view files in Quick View or ACDSee Showroom.
Browsing

1. The central part of the Browser is the file list. Usually it is a list of thumbnails of the photos in the current folder, but it can be a list of search results, rated photos, images, fonts, or even a text list of file names.

2. Each thumbnail has the name of the file below it and a small icon in the top right corner that shows the file format or image type. If a file has a rating, it will have a rating icon beside the file format. If the file has been added to a category, it will have a blue tag. If there are folders below the current folder, you see a folder with tiny thumbnails of the first few pictures in that folder.

3. In the upper left corner of the Browser, is the Folders pane, which lists your computer’s folder structure, and any CD/DVD drives, cameras, or removable drives. Click the name of a folder or drive in the Folders pane to see its contents in the file list.

4. Stacked under the Folders panes are two others, the Calendar and Favorites panes. You can see their tabs, beside the Folders tab at the bottom of the pane. Click the tab to bring that pane to the front.

5. In the lower left corner of the layout is the Preview pane. Click a photo in the file list to display a larger version of it in the Preview pane.

6. Positioned on the right side of the screen is the Organize pane, which contains powerful tools to rate your files, and arrange them into categories or auto categories.

7. At the very bottom of the screen is the status bar, which changes constantly to show detailed information about what you have selected, or where your cursor is positioned.
Changing the Browser layout

The Browser layout displays the most popular tools and features in a user-friendly layout but there are several other panes that are very useful and you may want to rearrange the Browser to keep show those panes and hide others. You will find all the panes under View on the Menu bar.

The Browser is very easy to customize. You can very quickly resize, drag, float, stack, or arrange the panes into almost any position around the file list.

You can return the Browser to the default layout at any time by clicking View | Reset Layout.

To resize panes:

1. Move your cursor over the border of any pane until it changes to a double-pointed arrow.
2. Click and drag the edge of the pane to resize it. (If the pane is floating, you can drag the corner too.)

To move the Organize pane:

1. Drag the Organize pane’s title bar and hold your cursor over any of the arrows of the docking compass. You will see a shaded area that shows you the possible position of the pane if you release the mouse.
2. To stack the Organize pane on top of the Folders, Calendar, Favorites stack, hover your cursor over the centre of the docking compass and release the mouse. The Organize pane is now stacked on top of the other panes. (Double click the title bar of the Organize pane to quickly return it to its original position.)

To open and auto hide panes:

1. To open the Properties pane, click View | Properties.

   The Properties pane opens on the right side of the Browser, in the same stack as the Organize pane.

2. To hide the Properties and Organize pane stack, click the Auto Hide button in the top right corner of the Properties pane.

   The two panes are now hidden against the right side of the Browser, with only their tabs visible. This leaves more room on your screen for the file list thumbnails. You can view either pane by moving your cursor over its tab. When you move your cursor back over the file list, the pane hides itself again.
Making the file list work for you

File list tool bar

At the top of the file list is its own tool bar that has a slider to quickly resize the thumbnails, and other tools to filter, group, sort, or select files. The View options allow you to change the file list to display files as a filmstrip, tiles, icons, or detailed text.

Filtering

Click the Filters button to select only the file types you want to display and filter out the rest. You can also use the easy-select bar on the Folders pane and the Categories pane to display only certain categories, auto categories, ratings, or a combination of them. There is more to read about the easy-select bar in the Organize and Find chapter.

Grouping

The more images you have in the file list, the more useful grouping them can be. To group files, click Group By and select whether you want to group by any of 12 different groupings from file name to keywords, author to image size. Once grouped, you can reverse the order or include a group table of contents.

Sorting

Sorting in the file list refers to the order the files are displayed. The usual sorting method is by file name, but you can sort by file size, format, date, or any of a number of file properties. You can also drag-and-drop files within the file list to rearrange them.

Viewing

Double-click any photo or media file in the file list to view it at full size in the ACDSee Viewer.

The Viewer opens your photo and displays it as close to actual size as possible. If the photo is larger than your screen, the Viewer shrinks it so that you can still see the entire photo.

Like the Browser, the Viewer has a tool bar along the top that provides shortcuts to commonly-used tools, such as the zoom and selection options.

The Viewer also has a tool bar on the left side of the screen that has shortcuts to ACDSee’s editing tools. These tools are explained in the Fix and Enhance chapter.

When you are in the Viewer, you can scroll through the photos and media files in the same folder in the same order they are in the file list. If you have a wheel mouse, the quickest way to scroll through pictures, is to rotate the scroll wheel one click at a time forwards or backwards. You can also use the Page Down or Page Up keys on the keyboard.

To return to the Browser, double-click the photo in the Viewer, or click the Browse button on the tool bar.

You can set the zoom level to always display photos at actual size, even if they are larger than your screen.

To set the zoom level, click Zoom | Zoom To. When the Set Zoom Level dialog opens, set the Specify control to 100%. Click the Lock at this zoom level check box, and then click OK.
Automatic scrolling

If you want to quickly preview your photos at full size, you can use shortcut keys to create an instant slide show.

**To create an instant slide show:**
1. Press F on the keyboard to display the photo full screen.
2. Then press the Pause/Break button on the keyboard to automatically scroll through the photos in that folder.
3. Press Pause again to stop scrolling.
4. Press F again to return to the normal Viewer or Esc to return to the Browser.

Magnifying areas of a photo

Two tools in the Viewer make it possible to examine a small area of an image in great detail while maintaining a sense of where you are in the whole.

The Magnifying Glass behaves just like its real namesake. When you click View | Magnifying Glass, a re-sized window opens to show a magnified area of the photo. The magnified area changes as you move your cursor, to show the area directly under your cursor, just as if you were holding a real magnifying glass.

The Navigator works in the opposite way. When you are zoomed in at high magnification, it is easy to lose a sense of exactly what you are looking at in the photo. If you click View | Navigator, a re-sized window opens that shows you an overview of the photo with a small square representing the area you have visible in the Viewer.
Quick View

If you double-click an image file in Windows Explorer, or in an e-mail, a sleeker, faster version of the Viewer opens so that you can view photos without opening ACDSee. Quick View is a light version of the Viewer that has most of the same viewing shortcut keys. You can click Full Viewer to open the ACDSee Viewer, or click the Photo Manager icon to open the Browser.

Showroom

ACDSee Showroom is a widget that lets you showcase your collection of photos or images by displaying a small slide show on your desktop as you work. You can run up to 16 different slide shows on your computer at once, even if ACDSee isn’t open.

To create a desktop slide show with ACDSee Showroom:
1. In ACDSee, navigate to a folder containing images that you want to add to the desktop slide show.
2. Do one of the following:
   - Click Create | Create ACDSee Showroom.
   - Click Start | Programs | ACD Systems | ACDSee Showroom.

The slide show starts immediately.

Running a full slide show

One of the most popular uses of ACDSee is to watch a slide show of all the photos in a particular folder.

To watch a slide show of all the photos in a folder:
1. In the Viewer, click View | Auto Slide Show.
2. On the Basic tab, click the name of a transition to see a preview of it in the Preview area. If you want to include that transition in your slide show, select the check box next to it.

You can select more than one transition to use in your slide show. When the slide show changes from one photo to the next, it randomly selects one of your choices.

3. In the Image Delay field, type the number of seconds you want the slide show to display each photo.
4. To add text to your slide show, click the Text tab, and select both the Display header text and Display footer text check boxes.

   Headers display at the top of the screen, and footers display at the Bottom.

5. From the Alignment drop-down list, select Center, and then type a brief description in the Text field of the photos in your slide show.
6. The same text displays above, or on top of, each photo, centered in the middle of the screen. Below the Display footer text check box, click the **Insert Metadata Tag** button.

7. When the Choose Properties window opens, double click **File Properties**, and then select the **Filename** check box. Click **OK** to return to the Slide Show Properties window.

   ACDSee inserts a placeholder into the Text field. When the slide show is running, ACDSee replaces the placeholder with the filename of each photo.

8. Click **OK** to launch the slide show.

   While the slide show is running, you can use the controls to switch slides, pause, or exit the slide show and return to the Viewer.
Organize and Find

ACDSee's powerful database, organizing, and search tools make it easy for you to manage thousands of files, or to find a single image. The more information you add to the ACDSee database, like author, keywords, or categories, the more options you have for browsing, viewing, and finding your files.
Organizing

In addition to being able to browse and view your photos and images, you can also use ACDSee’s integrated tools to organize and manage your collection. These tools include batch tools that work on multiple files, categorizing and rating systems, and a powerful database to hold all of your important image information.

The ACDSee database consists of several files that ACDSee creates and stores on your hard drive. In these files, ACDSee arranges and saves all of the information about your photos, images, and media files, such as keywords, categories, ratings, dates, and authors. ACDSee also stores thumbnail previews of all of your images, which increases the browsing speed when you view your folders and files.

ACDSee automatically adds file information and thumbnails to the database as you browse. This process is called cataloging. The first time you run ACDSee, it automatically catalogs the contents of your My Pictures folder. The database makes it easier to organize and find your images. Searching the database is also more accurate than searching through folders or looking for a file name. The more information you add to the database, the easier it will be for you to manage your image collection.

You can also share the information in your database with other ACDSee users, or convert the information from previous versions of ACDSee.
Organizing tools

ACDSee has a variety of tools to help you organize and control your image collection. Each tool provides a different way of grouping, organizing, and finding your files. None of the tools limits you to using a set structure, but allows you to name and organize in your own way.

Two of the most popular and useful tools are categories and keywords. You can use these two tools to quickly find group images with a similar theme, or specific subject matter.

Using categories

Categories can organize and group your images without you needing to create extra copies, or move files into different folders. Categories also make it possible to find images with similar subject matter with a single click. A single image can belong to many categories.

How you decide to arrange your categories depends on your preferences, but here are a few possible strategies to help you get started:

- Create top-level categories of themes, such as Family, Vacations, Work, or School. Then create sub-categories below that. For example, under Family, create sub-categories such as Parents, Kids, Cousins, and Grandparents, or use actual names. Images of family reunions might fit more than one category or sub-category (Events, Family, Vacations). Unlike a folder system, you don’t make extra copies of the images, you just assign them to multiple categories, and then click any of the categories it belongs to and there it is.

- Use categories to create a workflow system to identify images that are ready to print or others that still need editing. You could also create categories to indicate what type of editing needs to be done. For example, you could create a category called Edit, with subcategories for Exposure, Color Cast, and Sharpen. You can then assign images that require any of those tasks to one or more of the categories. When you’ve completed the editing, just remove the image from the category.

- Digital scrap bookers have thousands of images created in kits by hundreds of designers they need to remember, to say nothing of all the fonts they collect, photos, or their own designs. ACDSee is ideal for bringing order to multiple levels of complexity. Kits can be grouped by designer names, color and subject. Images in the kit can be assigned to a color, style or shape, designer, or kit. Then combined searches can find all the blue ribbons designed by a particular designer.

To create categories and subcategories:

1. In the Browser, click the New Category button at the top of the Organize pane.

   In the Create Category window, select Create a new, top-level category, and type a name for the new category in the Name field.

2. Select an icon to use for the new category (and any sub-categories you add later) from the Icon drop-down list.
3. Click **OK** to create the category and add it to the list in the Organize pane.

4. To create a subcategory below the new one, select the new category in the list and click the **New Category** button again. Because you clicked the category, ACDSee assumes you want to add a subcategory so the **Create a sub-category within the current selection** is active.

5. Type in the new subcategory and click **OK**.

**To assign images to a category:**

1. Click and drag a image from the file list, and drop it onto the category on the Organize pane.

   You can assign multiple images at the same time by dragging more than one file from the file list, and you can assign images to more than one category.

   You can also select multiple images, right-click, select **Set Categories** and then click the category you want them to belong to.

**To remove images from a category:**

1. In the file list, select and right-click the images you want to remove.

2. In the shortcut menu, click **Set Categories**, and then **Uncategorize All Selected Items**.

**Using Auto Categories**

If you have hundreds or thousands of images, more than one camera, and photos or images created by more than one person, you need Auto Categories. You will see Auto Categories below Ratings on the Organize pane. Expand or hide them by clicking the (+) or (-) in front of each one. Some information (e.g. make, model) is added to photos automatically by your camera, but you can add to this in the Properties pane where any database data you add is also added to Auto Categories. For example, if you have photos or images created by many different people, you can add them as Author to all the images they created.

**To add author information:**

1. Display and select all the photos or images created by a certain person in the file list.

2. Select all the images and click **View | Properties** to open the Properties pane.

3. Click the **Database** tab and in the **Author** field, type the name of the photographer, or designer of the image. The entry is saved automatically.

4. Repeat this process for all your images.

To find out how to use the Batch Set Information tool to apply Authors to multiple files, read **Adding database and EXIF information to multiple files** in the ACDSee 9 help file.
5. Now when you open Author under Auto Categories, you will see all the authors you entered in a list.

When you click on an author, all their images show in the file list. You can use this in combination with your Categories to find images by category and author.

Using keywords

You can assign keywords to your images that describe where they were taken, the people in them, the special event at which they were taken, or any other word or phrase that helps identify the image, its subject and its place in your collection. Then, when you search for specific keywords, you can quickly find all of the images in your collection with a certain feature or subject matter.

When you enter keywords, they are automatically added to the keywords auto category. So you can find all the images with a particular keyword by clicking the keyword. If you added author and categories, you can refine your search by clicking an author name, keyword and category.

ACDSee uses a master keyword list to prevent duplication and misspellings, and improve search results because you can edit the list. Also, if you change a keyword in the master list, ACDSee automatically updates all of the images you assigned it to.

To add keywords to an image:

1. In the Browser, select an image in the file list, and then click View | Properties to open the Properties pane.

   You can use the Properties pane in ACDSee to add or edit database information for any image or media file. If you select more than one image in the file list, any information you add to the Properties pane is added to all the files.

2. In the Properties pane, type a word into the Keywords field.

   The word is added to the Keywords master list as you type.

   You can't use spaces or punctuation in keywords, but you can add more than one keyword by separating them with a space or a comma.

3. To add the same keyword to another image, select the image in the file list, and then click the Keyword Picker button beside the Keywords field on the Properties pane.
4. In the Keyword Picker window, select the keyword you want to assign from the **Available values** list, and then click **Assign**.

   The works you choose appear on the **Assigned Values** box.

5. To add new keywords while in this window, click the **Edit List** button, which opens the **Keyword List Editor** where you can edit, remove, and add keywords to the master list.

6. Click **OK** twice to close the windows and return to the Browser.

---

**Finding**

With ACDSee’s searching tools, you can quickly find a particular image in your collection, or search for groups of images based on content, theme, or any other criteria.

All of ACDSee’s search tools rely on the database to keep track of, and quickly locate, your images and media files. The more information you enter into the database, the easier it will be to find the exact image you’re looking for, or to locate all of your images that match a particular search.

**Using categories to find files**

Once you have assigned keywords to your images and assigned your images to categories, or auto categories, you can use ACDSee to locate your images without having to look through your image folders.

**To find images by category or auto category:**

1. In the Organize pane, click the name of a category.

   ACDSee searches the database and displays all of the files assigned to that category in the file list.

2. To also find any images assigned to subcategories below that category, click the **Match Any/All** button at the top of the Organize pane, and then click **Include Subcategories**.

   If the Include Subcategories option is already selected, clicking it again will clear it.
Finding files using the easy-select bar

One of the most powerful tools in ACDSee is the easy-select bar, which is the row of squares to the left of the folder names. You can use it to display or hide images in one, or multiple folders, with single click. Because the Organize pane also has an easy-select bar, you can use its easy-select bar to very quickly display combinations of categories, auto categories, ratings, and folders. The more information you have in the ACDSee database, the more useful the easy-select bar can be.

To find files using the easy select bar:

1. To select more than one folder, category, or auto category, click the check boxes to the left of their names.

   As you click the boxes, ACDSee displays images assigned to any of those folders, categories, or auto categories in the file list.

2. To limit the results to just those images that are assigned to all the selected categories, and not just one or the other, click the Match Any/All button, and then select Match All.

   ACDSee searches the database and displays only images assigned to all of the selected categories. If an image is assigned to only one of the categories, ACDSee does not display it in the File List pane.

Using the Quick Search bar

You can use the Quick Search bar on the menu bar of the Browser, to quickly find files or folders by searching the database for keywords, categories, notes, captions, authors, and file names.

To search for keywords using the Quick Search bar:

1. In the Quick Search bar, type the keyword you want to search for.

   ![Quick Search bar](image)

   You can enter more than one keyword in the Quick Search bar by using a space to separate each keyword. If you enter two keywords, the Quick Search bar returns images that have both of the keywords assigned to them, not images that only have one or the other.

   To search for images that have either keyword, use a pipe (|) to separate the keywords instead of a space. (Click **Shift + backslash** to create a pipe.)

2. Click the Quick Search button.

   The Quick Search bar searches the database and then displays all of your matching images in the file list.

   ACDSee also includes the Search pane, a powerful search tool that you can use to perform detailed, precise searches of your database. For more information about using the Search pane, see the ACDSee 9 Help file.
Fix and Enhance

One of the biggest problems digital photographers face is the volume of photos they need to manage. ACDSee helps you by providing tools to apply fixes like rotation, renaming, resizing, even adding keywords and captions, and other data to multiple photos at the same time.
Fixing

ACDSee has a powerful image editor for making precise fixes to individual photos. In Edit Mode, you can remove red-eye, fix color and exposure problems, add text, and much more. ACDSee also features a variety of special effects you can apply to any photo or image to give it an artistic edge. The editing tools in ACDSee are very easy to use, often needing only one click to apply fixes like the Color Cast, that removes the blue color caused by incorrect light settings on a camera.

Batch tools

ACDSee reduces the need to perform the same tasks again and again by providing batch functions, or tools that can be used on multiple images at the same time. There are batch tools to rotate, rename, resize, change the time stamp, exposure and file format, of multiple photos or images. Perhaps the most useful, is the Batch Set Information tool, which can apply information such as author, keywords, captions, categories and more to many files simultaneously. For detailed information on these tools, read the ACDSee 9 Help file.

Renaming multiple photos

Most digital cameras don’t name your photos anything easy to remember. With ACDSee, you can use the Batch Rename tool to give hundreds of photos more meaningful names and simultaneously insert information into the file name that is specific to each photo.

To rename multiple files at the same time:

1. In the file list, select the photos you want to rename. (Press Ctrl +A to select all the photos.)
2. Click Tools | Batch Rename.
3. In the Batch Rename window, click the Template tab and note how the Preview area displays a list of the existing file names beside the proposed new names.
4. In the Template field, type a basic name that can apply to all the photos. Including a space after the name.

The Preview area updates as you type to show the new file name applied to each photo.
5. To add a number to each image name, type number signs (#).

   The Batch Rename tool replaces each number sign with an automatically incrementing number: 01, 02, 03, and so on. Check the preview to see if you have enough #s for the number of your photos.

6. To insert photo-specific information into each file name, click the **Insert Metadata** button.

7. In the Choose Property window, double-click **Image Attributes**, and then select the check boxes next to **Image Dimensions** and **Image Orientation**.

   The place holders `<Image Attributes:Image Dimensions><Image Attributes:Image Orientation>` appear in the template box.

8. Click between the `>` of the two place holders and insert a space.

   If you look at the New Name in the Preview, you will see that the space makes it easier to read the information, and that the placeholders are replaced by the actual information for each file.

9. Click **OK** to return to the Batch Rename tool.

10. Click **Start Rename** to rename all of the photos.

**Fixing red-eye**

As with many editing tools, ACDSee has simplified the task so you can fix red-eye with a few clicks.

**To fix red-eye:**

1. Select the photo you want to edit in the file list.

2. On the tool bar, click **Edit Image | ACDSee**.

   The photo opens in the Edit Panel, with the editing tools to the right. Just above the photo, below the main tool bar, are three buttons and a slider to quickly zoom in or out.
3. Drag the slider to the right to zoom in on the photo, and then click and drag the photo to center one of the subject’s eyes in the window.

Zooming in tight on the eye makes it much easier to see what you are doing and which part of the eye you need to fix.


5. If the red is fully surrounded by the pupil, usually just one click in the eye will effectively wipe out the red, so try this first. If you are unhappy with the effect, click Undo.

6. If the black color bleeds into areas it shouldn’t, click and drag over small sections of the red at a time until most (not all) of the red is gone.

7. Click Done to return to the Edit Panel.

8. Click Finished Editing and then Save as to save the file under a new name.

9. Type in a name for the new file, then Save to return to the Browser.

Fixing shadows and highlights

Taking photos on sunny days often results in pictures that have some areas too light and others that are too dark. The result is often an invisible silhouette against bright light. Most exposure tools can only make the whole photo brighter, or darker, so you are forced to fix only the dark or light area and sacrifice the rest. The Shadows/Highlights tool can rescue photos you never thought you could. It can simultaneously darken areas that are too light (like a bright sky or sea) and lighten areas that are too dark (like a person’s face, or foliage.)

To brighten and darken a photo:

1. On the tool bar, click Edit Image | ACDSee.

   The photo opens in the Edit Panel, with the editing tools to the right.

2. Click Shadows/Highlights to open the tool.

3. Drag the Brighten slider to the right to add light to the darkest areas of the image.

4. Drag the Darken slider to the right to add shadows to the lightest areas of the image.
5. You can also try clicking inside the image. If you click on a dark area, the picture will brighten based on the pixels in that area. If you click on a bright area, the picture will darken based on the pixels in that area.

6. To quickly toggle back and forth between the original picture and the edited picture, press and hold down **Z** on the keyboard, then release it. (The Z key works with any of the tools in the Edit Panel.) You can also click the Preview Bar button to open the Preview Bar, which shows you a before and after picture while you work.

7. If you are not happy with the result and want to start again, click **Reset** to return to the original settings. (**Cancel** discards any changes and returns you to the Edit Panel.

8. Click **Done** to apply your changes and close the tool.

9. Click **Finished Editing** and then **Save as** to save the file under a new name.

10. Type in a name for the new file, then **Save** to return to the Browser.

### Enhancing

#### Applying a special effect filter

ACDSee has a wide variety of special effect filters that you can use to give your photos or images an artistic touch. For example, the Oil Paint effect applies brush strokes to a photo so that it looks like an Expressionist painting.

**To apply an Oil Paint effect:**

1. Select the photo you want to edit in the file list.

2. On the tool bar, click **Edit Image | ACDSee**.

![Enhancing](image)

Although the Shadows/Highlights tool was designed to fix high-contrast problems, it works equally well with photos that are slightly dull or slightly over- or under-exposed. You can improve most photos by subtle adjustments in this tool.
3. On the Edit Panel, click **Effects**.

The Effects tool opens and displays a list of all the special-effect filters in ACDSee.

4. Double-click the **Oil Paint** effect.

When the Oil Paint effect opens, it automatically applies an effect to the photo, but this is just a suggestion.

5. Drag the **Brush width** slider to specify a width of 3 or more, to thicken the brush stroke. The thicker the brush stroke, the more abstract the effect will be.

6. If you want to add more colors per brush stroke, increase the **Variance**.

7. Drag the **Vibrance** slider to 6 or more, to brighten the colors.

As you work, the preview changes to show you the effect. At any point, hold down the Z key to toggle between the old image or the new.

8. Click **Done** to apply the effect to the photo and return to the Effects tool. In some larger photos, applying the effect can take some time.

9. Click **Done** again to return to Edit Mode.

10. Click **Finished Editing** and then **Save as** to save the file under a new name.

11. Type in a name for the new file, then **Save** to return to the Browser.

---

Images with strong, contrasting colors and larger features make good candidates for the Oil Paint effect.

When saving an edited photo, be sure to check the options for the selected format. In the case of JPEGs, for example, you can set the quality of the saved photo, and choose different compression options that affect the overall appearance of the photo.
ACDSee includes a variety of tools that you can use to share your photos with friends and family. Whether you want to display your photos on a Web site, print a full-sized photograph on a desktop printer, or watch a slide show on your television, ACDSee can help you do it.
Printing

ACDSee’s printing tool has advanced setting for print from full-sized, to contact sheets with multiple thumbnails to use as an index of your collection. You can add descriptive text to each page or individual image and instantly see the effect in the Preview, which is in the same window as the settings.

The Layout options make it easy to choose the best option to fit your paper size, but you can fine-tune print settings yourself using either the Full page, or Contact sheet options.

You can print photos or images on any size paper, in any orientation, and at any resolution your printer can support. If your photos don’t match one of the standard print sizes, such as 5x7 or 8x10, you can create custom print size formats and save them to use at another time. If you print a lot of contact sheets, and have taken a while to create complicated settings, you can also save them as a preset, to use again and again.

Printing an image in ACDSee

You can use all the settings in the Print window to set up a wide variety of layouts, and to orient, position, and group your images precisely on any size page. The Preview of the page is right on the Print window itself. This means you see immediately the effect of any changes to the settings as you make them.

To print a full-page image to fit a standard frame size:

1. Start by selecting the photo or image you want to print in the file list. Then click File | Print (or press Ctrl + P).

   The Print window opens, and the Preview area shows the position and size of the photo on a standard page.

2. In the top-left corner of the window are the three options for printing. Click the Full page option.

   The Format area to the left of the Preview, changes to Fit to page.

3. In the Format area, click the 10x8 check box to print your photo to fit a standard 8x10 photo frame.

   The Preview pane shows the current margin settings of your printer as dotted lines around the edge of the page. Any portions of your image that are outside of the margins are shown solid red, so you can see to make adjustments.

4. To center the image on the page, click the Page Setting tab in the top right corner of the screen, and then select Center from the Page position drop-down list.
5. To reduce the page margins, and fit the picture on the page, change the values in the Top, Bottom, Left, and Right fields of the Margins area to half an inch.

6. In the Advanced options section, select the Automatically rotate picture based on print format check box.

The Print tool now rotates the image to fill the 8.5x11 inch page.

7. Click Print to print the photo and return to ACDSee.

Printing a contact sheet or catalogue page

When you have a large collection of photos or images, it is difficult to keep track of what you have and where they are. One way is to print contact sheets of thumbnails to use as a catalogue or index. Once in a ring binder, you can quickly skim through your collection and find the image you want.

To make it even easier, in ACDSee you can automatically add unique text to each thumbnail, like the image's filename, caption or keyword. You can also add a header or footer to the printed page for information such as where these images are stored on the computer, CD/DVD, or removable drive.

To print a contact sheet or collection catalogue:

1. Start by selecting all the images you want to print in the file list. Then click File | Print (or press Ctrl + P).
   
   The Print window opens, and the Preview area shows the position and size of the photo.

2. At the top-left corner of the window, click the Contact Sheet option.

   The images reappear as small thumbnails in a grid.

3. To reduce the page margins and fit more images on the page, click the Page Settings tab on the right side of the window. Change the margin size in the Top, Bottom, Left, and Right fields to 0.25.

4. The quickest way to resize the pictures is to use the Columns and Rows sliders in the Contact sheet format box to the left of the Preview. (You can also increase or decrease the spacing between the images, put a frame around each one, or add a drop shadow or fade.)

5. When you are happy with the settings, click the Save icon beside the Presets field at the top of the options, type in a name for these settings and click OK. Next time you print this kind of page, you won’t have to redo the settings.

6. To automatically print the file name (or other information) below each photo, click the Caption tab in the lower left corner of the Print window, and then select the Use caption text check box.

7. Click the Insert Metadata button just below the text box.
8. In the Choose Properties window, double-click **File Properties**, and then select the **Filename** check box. Click **OK** and the placeholder `<File Properties: Filename>` appears in the text box.

When you print, the actual name of each image replaces the placeholder. The Preview now shows how the actual file name appears below the image so you can adjust the column and row size to be sure you can read all the text.

9. To insert information on the whole page, click the Header tab and then select the **User header text** check box.

10. In the **Text alignment** field, select **Left**, then click the **Font** button and select **Arial Bold Size 18**.

11. In the text box, type in the location of your files. For example, type the path to the folder on your computer, or the name of the CD/DVD, or removable drive.

12. Press **Enter** to insert space between the text and the first row of images.

13. Click **Print** when you are happy with the settings.
Sharing

With ACDSee’s sharing tools, you can share your digital photos or image files with anyone you want. You can put your photos on your personal Web site by creating an HTML album, share your pictures online with ACDSee’s free SendPix image sharing service, or create a slide show and burn it to a CD or DVD so you can watch it on your television.

Sharing a video file slide show

A new way to share photos in ACDSee is to create a slide show, complete with music, transition effects, and text captions, and save it in a common video file format. Then you can copy the video file to a CD or send it via e-mail so that any of your friends and family — even those that don’t have ACDSee — can still watch it on their own computers.

To create a video file:

1. Start by clicking Create | Create Video or VCD to open the Create Video or VCD Wizard.
2. On the Welcome page, click the Create Video button.
   The Edit Show page opens. If you had any photos selected in the file list, they appear in the timeline at the bottom of the window.
3. From the Show menu on the left side of the wizard, click Add Image.
   When the Add Image window opens, browse to the folders containing the photos you want to add, and select them. Click Open to add the photos to your slide show.

   The wizard displays the photos you added in a timeline below the Preview area. Click any photo in the timeline to see a larger version of the photo in the Preview pane.
4. Between each pair of photos is a transition icon. Click a transition icon, and then click the Play button in the Preview screen to see a preview of the transition effect.
5. From the Transition menu on the left side of the wizard, click Transitions.
   When the Transitions window opens, select a transition effect from the list on the left side of the window.
6. Select the Apply to all transitions in timeline check box, and then click OK.
   The slide show now uses that transition every time it moves from one photo to another.
7. From the Show menu, click Add Music/Audio. When the Add Music/Audio window opens, browse to a folder containing music files, such as .mp3 or .wma. Select the music file you want to add, and then click OK.
   When the wizard adds the music to your slide show, it automatically switches to Timeline view mode, so you can adjust the timing of each photo, transition, and audio track in your show.

To be certain that the video file can be watched on any computer, use a common format such as MPG or WMV. Some formats, such as QuickTime and RealMedia, may require additional software to play.
8. From the **Timeline** menu on the left side of the wizard, click **Fit to audio**. The wizard automatically adjusts how long each photo is displayed to match the length of the music file you added.

9. In the tool bar just above the timeline, click the **Preview** button to watch a preview of your slide show. When you’re finished, click **Next** to move on to the Save Video/Project page.

10. In the Save video area, select the type of video file you want to create from the **Format** drop-down list.

11. To specify a name and a location to save your video file, click the **Browse** button next to the Output file name field.

12. To save your video file, click **Next**. You can then sit back and watch a preview of your slide show as the wizard creates the video file.

13. When the wizard is finished, click **Exit** to return to ACDSee.
Store and Retrieve

In ACDSee, it’s really easy to back up your files to CDs or DVDs, or to make presentation-quality CD slide shows to share with friends and family. The Photo Disc feature makes it possible to browse files that are no longer even on your computer but stored on CDs or DVDs, so you never lose or forget an image.
Storing

If you want to back up photos, images, and other media files to CD/DVD, ACDSee makes it extremely easy by having its own built-in Burn Basket, so you don’t even have to leave the application. ACDSee not only burns the files but can also all the database information that goes with them.

What’s more, ACDSee’s Photo Disc feature makes it possible for you to continue working with the thumbnails of those files even when they are no longer on your computer or in the CD/DVD drive, including cataloging them and seeing them in the Preview pane!

Burning photos and information to a CD or DVD

You can use the Burn Basket to create folders on the disc as you burn it, or to include an automatic slide show. In addition, you can choose to create a Photo disc at the same time so that you can browse through the CD contents in ACDSee even when the disc isn’t in your drive.

To burn your photos to a CD:

1. Start by opening the Burn Basket. In the Browser, click Create > Create CD or DVD (or View > Burn Basket).
2. To add the files you want to burn to the Burn Basket, drag the files or their folders from the Folders pane or file list into the Burn Basket. Folders are automatically added to the left side of the Burn Basket. You can also create new folders for the disc by clicking the New Folder button on the Burn Basket tool bar.
3. To include the database information for all of the photos on the disc, click the Format Options button on the Burn Basket tool bar.
4. When you are ready, click the Burn button to start burning your disc.
5. On the Select burn options page of the Burn Basket Wizard, in the Volume label field, type in the name you want to give this disc. Remember to write this exact name on the actual disc so that you can identify it in future when you want to retrieve the files.

Photo Disc:

A feature in ACDSee that creates a virtual folder containing thumbnails of files stored on CD/DVDs no longer on your computer.

This means that you can still browse through the thumbnails even if the disc is not in your drive. You can continue to catalogue, rate, or add database information to the thumbnails, which ACDSee will connect to the real files if you copy them back to your computer.

If you do not add the database information to the disc, and then delete the files from your computer, any category, rating, caption, keyword, author, or other information could be lost.
6. Click the **Add the created disc to ACDSee as a Photo Disc** check box. This creates a Photo Disc under Offline Media at the bottom of the Folders pane. The Photo Disc looks and behaves like a virtual folder of thumbnails that you can browse, categorize, and search.

7. Click **Next** when you are ready and add a blank disc to the drive when it opens.

8. Click **OK** and then **Finish** to complete burning the disc, which will pop out of the drive when it’s done.

9. CDSee will then ask you to re-insert the burned disc and click **OK**.

10. When you are prompted, type in the name for your Photo Disc so that you can identify it under Offline Media in the Folders pane. It is a good idea to also note the serial number of the Photo Disc. When you are ready, click **OK**.
    Remember to write this same name and serial number on the actual disc.

**Backing up the ACDSee database**

The more information you store in ACDSee’s database, the more important it is to back up and maintain your database regularly. ACDSee includes an automatic backup reminder that you can set to prompt you when it’s time to back up the database.

Once you create a backup, you can use the ACDSee Database Backup Wizard to add only the new information you have added since the last time you backed up. This saves time, as the backup doesn’t take as long. It also reduces the amount of space needed to store the backups.

**To create a backup schedule:**

1. Start by clicking **Tools** | **Options** to open the ACDSee Options window. When it opens, click **Database** in the list to go to the Database options page.

2. Make sure the **Display backup reminder** check box is selected, and choose how often you want to be reminded to back up your database.
The default setting is to display a reminder every 2 months, but if you have a large image collection and a comprehensive database, you should set the interval to at least once a week or at the outside, once a month.

3. Click OK to apply the backup reminder and return to ACDSee.

To back up your database:

1. Click Database | Back Up Database in the Browser to open the ACDSee Database Backup Wizard.
2. On the Welcome page, confirm that you want to create a new backup, and then click Next.
3. On the New Backup page, select the Include thumbnails for offline files.
   By backing up the thumbnails for your ACDSee Photo Discs, you can avoid having to add each Photo Disc to the database again if your system crashes. This option uses a little more space than not including any thumbnails at all, but significantly less space than including all of them.
4. Select the Back up files of type check box, and confirm that the Image check box is selected.
   This options backs up all of your photos, as well as all of the information in your database. While this creates a significantly larger backup file, it preserves your photos if you have a hard-drive failure.
5. Under the Location of source files, select the files you want included in the backup.
6. Click Next to go to the Backup Location page, where you can see where on your hard drive ACDSee will store the backup. You can select a location that is easier to find by browsing to, or creating a new folder for your backup.
7. Click Next again to go to the Backup Summary page.
8. Review your choices, and then click Next to begin backing up your database and files.
9. When the Database Backup Wizard is complete, click Finish to return to ACDSee.
   Consider burning a copy of the backup file to CD or DVD just in case you ever have a hard-drive failure.

Retrieving

Retrieving stored information is very easy in ACDSee. If you have older backup CDs, DVDs or removable drives containing image files, you can still create a Photo Disc and then be able to browse them using ACDSee. This makes managing a large collection of files much easier, even when the actual files are in many different places.
To create a Photo Disc for an existing disc or removable drive:

1. Insert the disc containing images into the drive. (Click Cancel if the Device Detector window opens.)
2. In ACDSee, in the Folders pane, scroll down to the Offline Media folder.
3. Right-click the Offline Media folder, and select File | New Photo Disc.
4. When the ACDSee Photo Disc opens, click OK.
   
   If you are working with multi-session discs (re-writable discs) the serial number will change each time you re-write the disc, so you will loose the links between the disc and your Photo Disc. If you use multi-session discs, click Options in the ACDSee Photo Disc window, and change the Photo Disc Identification to Use Disc volume label. The volume name will not change and so you will be able to maintain the links.
5. In the New Disc window, type in name for the disc. Remember to write this name on the actual disc. It is a good idea to also note the serial number and write that on the disc too. Click OK.

Now when you look under Offline media, you will see the folders and thumbnails under a folder with the same name as your disc. You can continue to add database information to these thumbnails and update the disc later.
ACDSee 9 Photo Manager tutorials > Browsing files using Auto Categories

What are Auto Categories?

Browsing files using Auto Categories

Commonly used Auto Categories

Matching any/all Auto Categories

Key concepts

Think of Auto Categories as information about your photos. Most digital cameras record information about the settings you used to capture a photo, and that information is saved in the photograph. You can also use ACDSee to add information such as camera owner, category, city, copyright, or country name.

You will find Auto Categories on the Organizer pane. If the Organizer pane is not visible, just click View | Organizer.
What next?

ACDSee 9 is packed with many more useful features and tools – more than we can cover in this simple guide. Hopefully, these tutorials have given you some ideas on how the program can help you manage your collection of photos or other files.

We encourage you to explore the rest of ACDSee, and to experiment with some of the features for yourself. If you get stuck, or need more information about a particular tool or feature, try one of the following options:

Consult the Help file

The ACDSee 9 Help file provides explanations and steps for using all of ACDSee’s many features. It also contains lists of shortcut keys, detailed descriptions of the Browser panes, and more information about how to manage and maintain your growing collection. Press the F1 key while using ACDSee at any time to open the Help file.

Visit our Web site

On the Web site, www.acdsee.com, you can find more information about ACDSee, and articles about other products and digital photography in general. You will find a .PDF of this guide, and a handy knowledge base with information about common questions, and any updates to the software. If you have an Internet connection, you can access the latest information instantly by clicking Help | ACDInTouch. You will also find our forums where you can talk to other ACDSee users.

Tutorials

On the ACDSee Web site, click Support on the banner, then on Training Center, and then ACDSee 9 Photo Manager, you can scroll down to find several easy-to-use tutorials to get you started using ACDSee.

Sign up for a newsletter

ACD Systems provides a free e-mail newsletter with digital photography tips, and tricks, and other handy information. To sign up, click the Help menu in ACDSee, and then click Updates | Subscribe to ACD Newsletters.