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Welcome to ACDSee Pro

Welcome to ACDSee Pro Photo Manager, and congratulations on choosing the industry-leading digital photo management software.

ACDSee is the essential application for acquiring, organizing, viewing, enhancing, and sharing your digital photos and other media files.

ACDSee's Browser lets you copy photos from your camera to your computer, categorize and rate your files, and manage photo collections of any size - from a few hundred to a few hundred thousand. Choose to view thumbnail previews of any size, or use a detailed list of file properties to sort your files.
ACDSee™ Pro User Guide

Can’t find a particular photo? No problem - ACDSee includes a variety of powerful searching tools and a Compare Images feature to eliminate duplicates.

ACDSee’s full-featured image viewer and media player quickly generates high-quality displays of your images and media files. You can run slide shows, play embedded audio, and display multiple-page images in any of the more than 50 image and multimedia file formats.

Also, ACDSee includes a wide variety of image editing tools you can use to create, edit, and touch-up your digital images. Use tools such as red-eye reduction, crop, sharpen, blur, and photo repair to enhance or correct your images. Image management tools, such as exposure adjustment, convert, resize, rename, and rotate, can be performed on multiple files at the same time.

The user interface is completely customizable, and provides quick access to tools and features. You can customize the screen layout, the order of images, toolbar display, and many other options to suit your preferences. ACDSee contains extensive context-sensitive Help to assist you as you move through the application.

ACDSee Pro Photo Manager is a fast, powerful, and easy-to-use image management system that everyone from beginners to professionals can use and enjoy.

Related topics

• Starting ACDSee Pro
• About the ACDSee user interface
• Getting photos with ACDSee

Key features in ACDSee Pro

Manage your photographs

View all your RAW files faster than ever before.

ACDSee Pro supports DNG (Digital Negative Specification)-the widely available archival RAW format, guaranteeing you’ll be able to access and view your RAW images quickly and trouble free. It also guarantees you’ll be able to view your RAW files in the future, despite changes made to industry software and camera technology.

You’ll never have to worry again about not being able to view your images in their native RAW formats. Why? Pro also supports a wide range of RAW formats from Nikon, Canon, Konica-Minolta, Olympus, Fuji, and Pentax cameras, including popular new DSLR models like the Nikon D2X, Nikon D70S, Canon EOS1Ds Mark II, Canon EOS Digital Rebel XT, and the Olympus E-300.

Powerful RAW processing gives you precision, control, and a creative edge.

Process your RAW images the way you want. Experiment and fine-tune image development settings to ensure each of your images look great. Get full control over your images with precision tools for
adjusting exposure, white balance, sharpness, and noise, taking your digital photography to a whole new level.

- Save settings so you can use them repeatedly.
- Process multiple RAW images in a single step.
- View RAW files faster than ever before.

**Batch processing allows you to manage thousands of images at once.**

Simultaneously resize, change color depth, convert to sepia, crop, rotate, reduce noise (grain), sharpen, change exposure, rename, add text, add copyright, copy, move, and convert the format of images all in a single operation. You can then save these settings for future use.

Insert IPTC information in batches too, including captions, keywords, copyright, credit, origin, and others. This feature allows you to apply unique information to one file, or the same information to multiple files, in one operation. The benefits of setting IPTC information in batches are speed and efficiency. Setting IPTC information also makes it easy to find and identify the photographer, similar sets of photos, or a single specific photo.

**Streamline your workflow**

Personalizing your desktop workspace is essential to creating a streamlined workflow. With ACDSee Pro, it’s easy. You can tailor a wide range of functionality to suit your personal preferences, making it easier and faster to use the application in your daily workflow.

- Customize the buttons to display on the File List toolbar.
- Customize the workspace layout to suit each of your workflows. Save each layout and then quickly load that workspace for a specific task.
- Customize the image/media decoder to use for a specific file extension.
- Customize the Properties tab and create custom Info Tips. Configure both the properties and the Info Tips information to display in the Choose Properties dialog. The Choose Properties dialog is where you select information from EXIF, IPTC, ACD Database, and File Properties.
- Preview images in the Browser with a histogram and essential properties information.
- Use keyboard shortcuts to quickly assign categories and sort files. You can also customize your own keyboard shortcuts.
- Create and save contact sheet print settings.
- Use the new feature on the Status bar in the Viewer to set ratings or tag your photographs.
ACDSee™ Pro User Guide

Accelerate your productivity

Add text captions.

Write descriptive text captions, insert the filename, or add the photographer's name using styles and special effects. Styles include talk and thought bubbles, as well as drop shadows. Add up to 13 special effects such as Blur, Ripple, Shift and Twirl.

Include the photographer's name and the date, company logo, and indexing information that stay with the photograph in transit, allowing you to work with more efficiently with clients and colleagues.

Add watermarks to your photographs.

Now you can easily add watermarks to your photographs to properly reflect copyright and ownership laws, or to mark specific photographs or images with pertinent business related information like logos and graphics.

Use powerful lens correction tools.

Easily fix common lens distortions such as barrel, pincushion, and fish-eye. You can also fix perspective distortions.

Fine tune your images with shadows and highlights adjustments.

While most other editing functions such as "brightness" and "levels" tend to affect all areas of the image in the same way, the Shadows and Highlights tool allows the user to enhance only the shadows, or only the highlights, or both shadows and highlights independently.

If your subject is placed in front of a bright background, such as a sky, this often results in a sky that is too bright or a subject that is too dark. Shadows and Highlights allows you to make the subject brighter and make the sky darker whereas other functions such as brightness or levels only allow you to brighten or darken the photograph as a whole.

Shadows and Highlights also allows you to increase or decrease the color saturation of the photos when you make adjustments.

Take advantage of improved HTML albums.

Choose from several HTML album templates designed to suit your professional needs, or customize them by adding your contact information and company logo, and so give your Web pages a look and feel appropriate for your business.

Get fully integrated color-management support.

View and print accurately with full color management support for ICC and ICM color profiles. For increased productivity, remove or convert the color profiles of multiple files simultaneously.
Quickly identify your best photos with the new tagging feature.

When you acquire photographs from a fashion photo shoot, for example, you can tag each image with a mark that denotes whether or not you wish to keep it.

Tagging is a fast, and time-efficient way to sort through preferred photographs, helping you keep your hard drive and memory cards uncluttered by making image deletion a simpler process.

With a single keystroke you can tag and un-tag images from within the Browser or the Viewer. Tagged images appear with a check mark and remain tagged across sessions.

A tagged category in the Organize pane allows you to search and view all your tagged images whenever you want. Selecting and unselecting tagged images is a single click operation.

Use the histogram to adjust your photographs with pinpoint accuracy.

Now you can view a histogram when browsing through thumbnails, viewing full size images, or editing your photographs. The Histogram displays a graphical representation of the distribution of intensity levels of pixels for each color channel in an image, so you can immediately identify what aspects of the image need to be edited as you browse through your thousands of photographs.

With the Histogram you can make adjustments to brightness curves. Use the Curves tool to change the tonal range of an image in the Histogram, which displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve. Simply click and drag the line to manipulate the curve. Select the RGB color channel to adjust the entire range of the image, or select a specific color.

Quickly edit and retouch images with professional tools.

ACDSee Pro provides all of the most common photo editing tools in one single application, so you don't have to import images to a more difficult editing software just to make necessary changes to your photographs.

Remove noise from images with the new hybrid Median Noise Reduction tool, all using 48-bit (16 bits per channel) editing functionality. Be creative with over 15 new special effects like vignette, old, stained glass, and more.
Chapter 2 Getting started

The ACDSee user interface has three main functional areas; the Browser, the Viewer, and Edit Mode. The Browser displays your photos and files as a list of thumbnail previews that you can resize, customize, tag, organize, or sort in many ways. The central File List is surrounded by customizable toolbars and panes, each designed to help you organize and streamline your workflow.

With the Viewer, you can view your photos and media files at actual size, or at any magnification. The Edit Mode is a powerful image editor where you can quickly fix common problems like red-eye, color cast, exposure and more. You can also enhance images by adding text and watermarks, or using a variety of special effects. Many of these editing functions are available in the Batch Processor, a powerful tool that you can use to apply multiple edits to multiple files, simultaneously.
Starting ACDSee Pro

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

To start ACDSee Pro:

Do one of the following:

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

About the ACDSee user interface

The ACDSee user interface provides easy access to the various tools and features you can use to browse, view, edit, and manage your photos and media files. ACDSee consists of three main parts: the Browser, the Viewer, and Edit Mode.

1 The Browser

The ACDSee Browser is the main browsing and managing component of the user interface, and is what you see when you start ACDSee using the shortcut icon on your desktop. In the Browser, you can find, move, preview, and sort your files, and access organization and sharing tools.
Chapter 2 Getting started

The Browser consists of 12 panes, most of which can be closed when not in use. The File List pane is always visible, and displays the contents of the current folder, the results of your latest search, or the files in your database that match your filtering criteria. A status bar at the bottom of the Browser window displays information about the currently selected file, folder, or category.

The Browser also features two toolbars: the main toolbar, which provides shortcuts to commonly-used commands, and the context-sensitive toolbar, which provides different shortcuts depending on what is currently selected in the Browser.

You can open and close panes, move them to different areas of your screen, and stack them on other panes or dock them to the edge of the Browser. Most panes also have additional options you can set to further customize their behavior and appearance.

The Viewer

The ACDSee Viewer plays media files and displays images in full resolution, one at a time. You can also open panes in the Viewer to view image properties, display areas of an image at varying magnifications, or examine detailed color information.

You can open the Viewer directly by double-clicking an associated file type in Windows Explorer, and you can use the Viewer to flip quickly between all of the images in a folder. The Viewer contains a toolbar with shortcuts to commonly-used commands, and a status bar at the bottom of the Viewer window, which displays information about the current image or media file.

Edit Mode

You can open your images in ACDSee's Edit Mode to adjust or enhance them using the editing tools and effects.

Edit Mode displays the available tools on the Edit Panel, a customizable menu that can be closed or hidden when not in use. Clicking the name of a tool on the menu opens that tool in the Edit Panel, where you can adjust the settings to edit or enhance your image.

The Edit Mode also contains a status bar, which displays information about the image you are editing.

Using the Browser

With the ACDSee Browser, you can browse, sort, manage, manipulate, and share your files and images. You can combine different tools and panes to perform sophisticated searching and filtering operations, and view thumbnail previews of images and media files.

The Browser panes are fully customizable, and can be moved, resized, hidden, docked, or closed. You can also stack the panes together for easy reference and accessibility, and to maximize your screen space.
About Browser panes
The ACDSee Browser consists of the following panes:

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<th>Pane</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File List</strong></td>
<td>This pane displays the contents of the currently selected folder, the results of your latest search, or the files and folders that match your selective browsing criteria. The File List pane is always visible, and cannot be hidden or closed. You can customize the File List pane by changing the way the files are displayed, or the size of the thumbnails.</td>
</tr>
<tr>
<td><strong>Folders</strong></td>
<td>This pane displays the directory structure of your computer, much like the directory tree in Windows Explorer. You can use the Folders pane to browse through the folders and display their contents in the File List pane. You can also display the contents of multiple folders in the File List by clicking the Easy Select box opposite each folder, on the left side of the pane.</td>
</tr>
<tr>
<td><strong>Calendar</strong></td>
<td>This pane displays a calendar that you can use to organize and browse your files according to their associated dates. For more information about the Calendar pane, as well as a description of the toolbar buttons, see Using the Calendar pane.</td>
</tr>
<tr>
<td><strong>Favorites</strong></td>
<td>This pane stores shortcuts to your favorite images, files, folders or even applications. Dragging an image, file, or folder into the Favorites pane creates a shortcut to the original without affecting it in any way.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>This pane provides access to ACDSee's powerful search utility. You can specify the type of search you want to perform, and enter your search criteria into the fields provided in the Search pane.</td>
</tr>
<tr>
<td><strong>Preview</strong></td>
<td>This pane displays a thumbnail preview and histogram of any image or media file currently selected in the File List pane. You can adjust the size of the thumbnail by resizing the Preview pane, and also specify whether you want the Preview pane to play media files or just display the first frame.</td>
</tr>
<tr>
<td><strong>Selective Browsing</strong></td>
<td>This pane combines input from the Folders, Organize, and Calendar panes to limit the list of files in the File List pane to those that match a specific set of criteria. You can include or exclude files by adjusting the different criteria in the Selective Browsing pane.</td>
</tr>
<tr>
<td><strong>Organize</strong></td>
<td>This pane lists the categories and ratings to which you can assign your files to help sort and manage them more easily. You can also use the Special Items area in the Organize pane to quickly view all of the images on your computer, or see any uncategorized files in the current folder.</td>
</tr>
<tr>
<td><strong>Task</strong></td>
<td>This pane displays menus of commonly-used buttons and commands from the menus and toolbars. The menus change dynamically based on your current location and selections in ACDSee.</td>
</tr>
</tbody>
</table>
Chapter 2 Getting started

You can open and close panes in the Browser to suit your preferences, and move, float, or stack any of the panes to customize the layout of the Browser window.

To open or close a Browser pane:
Click View and select the pane you want to open or close.

Moving panes
You can move a pane from a docked or floating position to a new location. You can move one pane at a time, or several stacked panes.

To move a pane:
1 Drag the pane's title bar and hold your mouse pointer over any of the arrows of the Docking Compass.
2 When the shaded marquee displays the position of the pane you want, release the mouse button.
3 To return a pane to its previous location, double-click its title bar.

To move a docked or floating pane:
Do one of the following:
• Drag the pane’s tab to a new location. Only one pane moves.
• Drag the pane’s title bar to a new location. Any panes stacked beneath it also move.

Docking panes
When you select a pane in the Browser, the Docking Compass activates to help you place the pane precisely. The Docking Compass consists of an outer and inner ring of arrows. When you hold your mouse pointer over any of the arrows, a shaded marquee displays the potential position of the pane.
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To dock a pane in the Browser window:
1 Drag the pane’s title bar or tab to activate the Docking Compass.
2 To dock a pane around the outer edge of the Browser window, hold your mouse pointer over any of the outer arrows of the Docking Compass, and then release the mouse button.
3 To dock a pane around the outer edge of the File List pane, or another Browser pane, hold your mouse pointer over the inner arrows of the Docking compass, and then release the mouse button.

Stacking panes
You can stack panes and reorder their tabs to suit your needs.
To stack panes:
1 Do one of the following:
   • Drag one pane’s title bar onto the title bar of another pane until the shaded marquee appears, and then release the mouse button.
   • Drag one pane inside another, hold your mouse pointer over the center of the Docking Compass, and then release the mouse button.
2 To reorder the panes, drag a tab to the left or right in the tab order.
3 To separate a tabbed pane, drag the pane’s tab to another location on the screen.

Resizing panes
You can resize all the panes in the browser, whether they are docked or floating.
To resize a docked pane:
1 Hold your mouse pointer over the edge of the pane until the pointer changes to arrows and lines.
2 Drag the edge of the pane to the size you want.
To resize a floating pane:
   Hold your mouse pointer over the edge or corner of the pane and then drag the pane to the size you want.

Resetting the Browser layout
You can return all of the Browser panes to their default positions at any time.
To reset the Browser layout:
   Click View | Reset Layout.
Using the Viewer

You can use the Viewer to display your images and media files using their actual dimensions or at a variety of magnifications. You can also display a group of images in sequential order.

The Viewer window contains four main areas:

- **Viewer toolbar**: Located at the top of the Viewer and below the menu bar, the Viewer toolbar provides shortcut buttons to commonly-used tools and commands, such as the zoom and scroll tools. You can set the options on the toolbar to show or hide the toolbar, and to use large or small icons.

- **Editing toolbar**: Located on the left side of the Viewer, the Editing toolbar provides shortcuts to the editing tools available in ACDSee’s Edit Mode.

- **View area**: This is the main Viewer area, which displays the current image or media file. You can customize the Viewer window, and zoom in or out on your images and media files.

- **Status bar**: Located at the bottom of the View area, the Status bar displays information and properties for the current image or media file. It also displays overlay icons for rating and tagging that you can click to edit.

The Viewer can also display the Properties pane to show database, EXIF, and IPTC information about the image or file. The Viewer also has the Navigator, Magnifying Glass and Histogram panes, each of which show detailed image information.

**To open an image or media file in the Viewer:**

In the File List pane, do one of the following:

- Select a file and press **Enter**.
- Double-click a file.
- Right-click an image or media file, and then select **View**.

**To open a group of images in the Viewer:**

1. In the File List pane, select a group of images.
2. Press **Enter**.
3  To navigate through the images, do the following:
   • To view the next image in the sequence, click View | Next Image.
   • To view the previous image in the sequence, click View | Previous Image.

By default, the Viewer displays all of the files in a folder. You can customize the Viewer to display only those files that you select in the File List pane.

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 toolbars are hidden, and only the image is visible. If you want to always view your images in full screen mode, you can set this option as the default for the Viewer.

To view images in full screen mode:
1  Open an image, or a group of images, in the Viewer.
2  Click View | Full Screen.
3  Right-click the image to access the Viewer tools and options via a shortcut menu.

To exit full screen mode:
   Do one of the following:
   • Press the F key.
   • Right-click the image and select View | Full Screen.

Using the Viewer panes

To open the Viewer panes:
1  Open an image in the Viewer.
2  Do one of the following:
   • Click View | Histogram to display the histogram for the image.
   • Click View | Magnifying glass to magnify the area of the image under your cursor.
   • Click View | Navigator to display a thumbnail overview of a magnified image.
   • Click View | Properties to display file, database, EXIF, or IPTC information about the image.
Returning to the Browser

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

To return to the Browser from the Viewer window:

Do one of the following:

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

Related topics

- Magnifying specific areas of an image

Using Edit Mode

Editing images

ACDSee includes a powerful, yet easy-to-use image editor with an array of useful tools to help reduce red-eye in digital images, remove an unwanted color cast, apply special effects, and much more.

You can also edit and enhance your images by adjusting the light and color levels, cropping images that are too large, rotating or flipping images that are incorrectly aligned, and adjusting sharpness. When you are finished editing, you can preview your changes, and then save your images in over 10 different file formats.

You can use the Edit Mode to edit and enhance your images, or you can configure ACDSee to work with a variety of editing applications, such as ACD Photo Editor.

To open an image in Edit Mode:

Do one of the following:

- In the Browser, select an image and click Tools | Open In Editor, and then select ACDSee.
- In the Viewer, click Modify, and then select Edit Mode.
- In the Viewer, click Modify, and then select the name of the tool you want to apply to your image. Edit Mode will open directly to that tool.
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To edit an image in another image editing application:

Do one of the following:

- In the Browser, click **Tools | Open in Editor**, and then select the editing application you want to use.
- In the Viewer, click **Modify | Open in Editor**, and then select the editing application you want to use.

For more information about editing in other applications, such as Canvas or ACD Photo Editor, see Configuring image editors.

Working in Edit Mode

In Edit Mode, the right side of your screen displays the Edit Panel, which provides access to all of the editing tools and effects. Click a name in the Edit Panel to open that tool and use it to edit your image. The Edit Panel contains extensive context-sensitive Help to assist you as you move through the application -- click the Help button at any time to view a Help file page specific to that tool.

At the top of the screen, just below the Edit Mode toolbar, are the Current, Saved, and Preview tabs. You can select these tabs at any time to compare your original image with the edited version, and preview your editing choices before saving them to your hard drive.

The Edit Mode toolbar provides access to commonly used commands and zooming controls.

**Edit Mode toolbar**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finished Editing</td>
<td>Closes Edit Mode, after prompting you to save any unsaved changes, and returns you to the Viewer.</td>
</tr>
<tr>
<td>Save As</td>
<td>Opens the Save Image As dialog box so you can save your changes as a new image.</td>
</tr>
<tr>
<td>Previous Image</td>
<td>Displays the previous image in your selection.</td>
</tr>
<tr>
<td>Next Image</td>
<td>Displays the next image in your selection.</td>
</tr>
<tr>
<td>Zoom In</td>
<td>Increases the magnification of the current image.</td>
</tr>
</tbody>
</table>
Chapter 2 Getting started

**Zoom controls**
While editing an image, you can adjust the magnification with the Edit Mode Zoom controls, located in the top-right corner of the Edit Mode.

<table>
<thead>
<tr>
<th>Zoom Out</th>
<th>Reduces the magnification of the current image.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom Menu</td>
<td>Opens a menu of zoom options.</td>
</tr>
<tr>
<td>Print</td>
<td>Opens the Print dialog box.</td>
</tr>
<tr>
<td>Help</td>
<td>Opens the Help file.</td>
</tr>
</tbody>
</table>

**Zoom controls**
While editing an image, you can adjust the magnification with the Edit Mode Zoom controls, located in the top-right corner of the Edit Mode.

<table>
<thead>
<tr>
<th>Actual Size</th>
<th>Returns the current image to its actual size.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit Image</td>
<td>Reduces the image to fit within the Edit Mode area.</td>
</tr>
<tr>
<td>Navigator</td>
<td>Displays a thumbnail preview of the current image. Click and drag across the thumbnail to select an image area. This feature is most useful at higher magnifications.</td>
</tr>
</tbody>
</table>

You can also drag the slider beside the Zoom controls to set a precise magnification.
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Closing Edit Mode

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

To close Edit Mode:
- Do one of the following:
  - Click the Finished Editing button on the toolbar.
  - Press Esc.

If you are currently working with a tool, the Finished Editing button may be disabled. Close the tool first, and then click Finished Editing to return to the Browser or Viewer.

Getting photos with ACDSee

You can use ACDSee to download images from your digital camera, scanner, mobile phone, or other removable device. You can also use ACDSee to capture images of your screen and save them as files.

When you connect your digital camera or other device to your computer, ACDSee detects it automatically with the Device Detector, and prompts you to choose one of the following:

- **Acquire images from the device with ACDSee**: Select this option and click OK to start creating a profile for your device. You can then specify naming, storage, and destination options once, and have ACDSee automatically download your photos to a new directory every time you connect that device. This is particularly useful if you have more than one digital camera or card reader.

- **Do nothing**: Select this option and click OK if you don’t want to create a device profile, but want to use the Get Photos Wizard from within ACDSee to copy your photos to a specific directory, rename files as you copy them, and clear the originals from your device. For more specific instructions, select the type of device you connected from the list below:
  - Getting photos from a digital camera
  - Getting photos from a scanner (TWAIN)
  - Getting photos from a mass storage device
  - Getting photos from a CD
About removable devices

With ACDSee, there are several ways to obtain images from your digital camera, scanner, or memory card. For more information about how your device communicates with your computer, please consult your device's Help file or manual. The different types of removable devices are:

- **USB mass storage device**: mass storage devices include removable memory cards that you can attach to your computer using a USB card reader, and cameras that contain an internal memory card, and can be attached directly to your computer. USB Mass Storage devices are detected by your system as a removable drive.

- **Windows Image Acquisition**: cameras and scanners that use Windows Image Acquisition (WIA) drivers.

- **TWAIN**: cameras and scanners that use the TWAIN interface. TWAIN-supported devices use TWAIN drivers that you must install on your computer to communicate with the device. For more information about drivers, and whether or not your device uses TWAIN, please consult your device's Help file.

- **Older model digital cameras**: some older model cameras require an ACD Systems digital camera plug-in. Newer camera models connect to your computer as a mass storage device, or with TWAIN or WIA drivers, and do not require a camera plug-in.

You may require DirectX and QuickTime to copy and view audio or video files.

Related topics

- About the Device Detector
- Using device profiles

Organizing and managing files in ACDSee

In addition to its browsing, viewing, and editing capabilities, ACDSee features integrated management tools you can use to better organize and sort your images and media files. These tools include batch functions (tools that can alter or adjust multiple files at the same time), category and rating systems, and a powerful database to hold all of your important image information.

You can use ACDSee's batch functions to rename, resize, rotate, add EXIF information, and adjust the exposure of a single image, a group of images, or the contents of an entire folder all at once. With the category and rating systems, you can create a virtual folder structure, and use it to find related images and media files with a single click.

ACDSee displays file properties and image information in an easily accessible Properties pane that you can use to directly add and edit file information, including metadata and database content. You can
add an author, description, notes, and keywords to your files, and adjust the category and rating assignments at the same time.

- Related topics
- About the ACDSee database
- Setting the Database options
- Using the Properties pane
- Browsing files by category, rating, or classification

Searching with ACDSee

ACDSee includes a number of ways to search your computer for files and folders. You can use the Search pane to search by file name, keywords, or image properties. You can create advanced searches to locate files that fall within a date or rating range, or use the Duplicate Finder to locate and manage identical files.

For simpler searches, you can use the Quick Search bar to quickly locate files and folders, or search the database for specific names and keywords. You can also customize the Quick Search bar to only search for specific items or certain parts of the database.

Also, you can use the Organize pane to quickly locate and list all images on your hard drive, or to locate any files in a folder that have not been categorized. If you are working with larger image collections, you can use Selective Browsing to specify broad or narrow criteria for the images you want to display in the File List pane.

Related topics
- Using the Quick Search bar
- Using the Search pane

Sharing images with ACDSee

ACDSee makes it easy to share your images with friends and family. You can e-mail images right out of the File List, post images on the Internet with ACD Systems’ secure SendPix servers, and create your own Web pages with the HTML Album plug-in.

ACDSee includes a Burn Basket pane, to help you burn your images safely onto a disc. You can also create slide shows and screen savers that you can give to anyone with a computer - they don’t need ACDSee to view them. You can even publish your images to your TiVo, and view them on your television screen.
ACDSee Pro includes a context-sensitive Help system to instantly provide you with more information about whatever tool you are using. To read instructions or tips for any part of the interface, click that area to select it, and then press the F1 key to open that topic in the Help. In many dialogs there is a What’s this? icon. To use What’s this? help, click the ? button in the top-right corner of the dialog box, and then click on the control to open its tool tip.
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Using 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 Viewer. 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.

To view languages other than English, click the Site Language drop-down list, and then select the desired language.

Using myACD

You can use myACD to manage your ACD Systems software. With it, you can check the status of your software, enter a license code to update your trial versions, and download other products to try or buy.

To open the myACD Control Panel:

1. Click Help, and then select myACD.

2. For complete access to all the myACD features, you must be connected to the Internet.

The myACD Control Panel displays a list of currently installed software, and whether that software is a trial or full version. You can purchase software and even update your trials to a full version. You can also view a list of additional products that you can download and install on your hard drive.

To obtain a full version license code for trial software already installed on your hard drive:

1. In the Installed Products list of the myACD Control Panel dialog box, select a product containing a trial version status.
2. Click the Buy button below the Installed Products list. You will be prompted with further instructions.

To update a trial version with a full version license code:

1. In the Installed Products list of the myACD Control Panel, select a product that contains a trial version status.
2. Click Enter License Code.
3. In the License Code dialog box, type the license code provided to you by ACD Systems.
4. Click OK.
To download and install free software:
1. In the Additional Products list of the myACD Control Panel dialog box, select a free product.
2. Click the Install button. You will be prompted with further instructions.

To download and install trial version software:
1. In the Additional Products list of the myACD Control Panel dialog box, select a product.
2. Click the Try button located below the Additional Products list. You will be prompted with further instructions.

To buy, download, and install full version software:
1. In the Additional Products list of the myACD Control Panel dialog box, select a product.
2. Click the Buy button located below the Additional Products list. You will be prompted with further instructions.

Related topics
- Appendix A Plug-ins

Contacting ACD Systems
For information about purchasing software, customer service, and technical support, click Help, and then select Contacting ACD Systems.
ACDSee Pro makes it easy to download photos and movies from your digital camera or other devices. Plug your camera, scanner, card reader, or removable drive into your computer, and ACDSee Pro automatically detects it and guides you through the process of copying the photos to your hard drive. You can set up a profile for your device to specify how you want to handle the photos you get from each device. For example, you can automatically copy all of the photos from your scanner into one folder and those from your digital camera into another folder, while using a completely different renaming system for photos from your mobile phone.
ACDSee™ Pro User Guide

About the Device Detector
You can use the ACDSee Device Detector to access the photos stored on your camera, scanner, mass storage device, or CD and display them using ACDSee.

To start Device Detector:
Click File | Get Photos, and then select ACDSee Device Detector.

After you start the ACDSee Device Detector, it runs in the background and displays a camera icon in the Taskbar Notification area. When you plug a camera or other device into your computer, the Device Detector detects the connection, the icon changes color, and either prompts you to specify what you would like to do with your images, or automatically launches the Photo Transfer Wizard or the Get Photos Wizard.

ACDSee Device Detector replaces the Windows XP AutoPlay feature. To resume AutoPlay functionality, close the ACDSee Device Detector.

The ACDSee Device Detector can also detect when you insert a CD into your CD-ROM drive, or attach a mass storage or Windows Image Acquisition (WIA) device to your computer. Such devices may include cameras, card readers, Web cams, and scanners.

If your device does not have a TWAIN or WIA driver installed, is not a mass storage device, or if there are no files on your device, ACDSee Device Detector will not be able to detect it.

For more detailed information about using the Device Detector, click the camera icon in the Taskbar Notification area and select Help.

Related topics
• Getting photos with ACDSee

Using device profiles
You can use ACDSee to automate the transfer of files from a removable device to your computer. ACDSee’s Photo Transfer Wizard guides you through the process of automatically downloading images from a camera, memory card, or other storage device. You can name the device, specify the actions you want to take each time you connect the device, and edit or remove the device’s profile at a later time.

To use the Photo Transfer Wizard, your device needs to connect as a mass storage device. If you are uncertain about how your camera, scanner, or memory card connects to your computer, please see About removable devices.
Chapter 4 Getting photos

Configuring a device

The first time you connect a device to your computer, the Photo Transfer Wizard will work in conjunction with ACDSee’s Device Detector to configure and profile your device. To perform the initial configuration, Device Detector needs to be active. If you choose not to use the Device Detector, you can get your photos using the Get Photos Wizard, or the Folders pane and File List.

If there are no files on your device, Device Detector will not detect it.

To configure a device the first time you acquire your images:

1. Connect the device to your computer. Make sure your device is turned on, and the cable is properly connected to your computer.

2. Depending on the settings of your Device Detector options, the wizard opens or prompts you to select options. When the Device Detector prompts you, select the **Acquire images from the device with ACDSee** radio button.

3. On the **Welcome** page of the Photo Transfer Wizard, type a name for your device. Click Next when you are ready to continue.

4. On the **Photo Transfer Settings** page, specify how you would like to download and process files each time you connect the device to your computer, and click **Next** to continue:
   - **Files options**: select whether the wizard will automatically select and copy new files to your hard drive, or ask you which new files to copy.
   - **Destination and naming options**: select whether the wizard will automatically retain file names used on your device and place files in your My Pictures folder, prompt you to name the files and select a destination, or use a custom file and folder naming template. Click **Settings** to create a custom naming template and specify folder options as explained below.
   - **Device storage space options**: select whether the wizard will automatically delete files from your device once they are copied to your hard drive, prompt you to delete files, or use custom storage settings. Click **Settings** to specify custom storage and deletion options as explained below.

5. If you selected the Files option **Always prompt for which files to copy**, on the Files to Copy page, select which files to copy to your hard drive, and then click **Next**.

6. If you selected the Destination and naming option **Ask what to do each time**, on the Output Options page, specify the file name and folder options. Click **Edit** if you would like to specify a naming template. Click **Next** when you are ready to continue.
ACDSee™ Pro User Guide

7 If you selected the Device storage space option Ask what to do each time, on the Device Storage Options page, specify whether, or how, you would like to delete files from your device. Click OK when you are finished.

8 Click Finish to close the wizard. Your files will be placed in the specified location on your hard drive, and the profile for your device will be saved.

Custom settings for destination and naming options

In your device profiles, you can set the destination and naming options to specify the file names for copied photos, and the location on your hard drive where you want to store them.

To set the custom destination and naming options:
1 On the Photo Transfer Settings page of the Photo Transfer Wizard, in the Destination and naming options area, click Settings.

2 In the Destination and Naming Options dialog box, in the File names area, select one of the following options:
   • Keep original file names: copies photos using the original file names created by the device. If there are duplicate file names already in the destination folder, they are overwritten.
   • Rename using template: renames the photos as they are copied. Click Edit to create or adjust the renaming template.

3 In the Destination folder area, click Browse to locate a destination folder on your hard drive.

4 Select one of the following options from the drop-down list:
   • Use Today's Date: creates a new subfolder, named after the current date, in the folder you specified.
   • Always use root of: copies your photos directly into the folder you specified, without creating a subfolder.

5 To rotate your photos automatically as you copy them, select the Automatically rotate images check box.

6 Click OK to return to the Photo Transfer Wizard.

Custom settings for device storage options

In your device profiles, you can set the device storage options to specify the amount of free space you want to maintain on your device.

To set the custom device storage options:
1 On the Photo Transfer Settings page of the Photo Transfer Wizard, in the Device storage space options area, click Settings.
2 In the Device Storage Options dialog box, in the Delete options area, select one of the following options:

- **Do not delete files from the device**: leaves the photos on your device after copying.

- **Prompt me to select which files to delete**: prompts you to specify which photos you want to delete each time.

- **Delete all files from device after copying to hard drive**: automatically removes all photos and files from your device after copying them to your hard drive.

- **Automatically delete files**: deletes files after copying, based on the choices in the Automatic delete settings area.

3 If you selected to automatically delete files, select one of the following options in the Automatic delete settings area:

- **Delete oldest files, freeing up __% of the total space on the media**: automatically deletes files from your device, beginning with the oldest files, until the specified percentage of free space is attained. (Type the amount of free space you want to maintain on your device into the field.)

- **Delete oldest files, freeing space for approximately __ new images**: automatically deletes files from your device, beginning with the oldest files, until enough free space for the specified number of photos is attained. The Photo Transfer Wizard analyzes the device to determine how much space is actually required. (Type a number of photos into the field.)

- **Delete files that are older than**: automatically deletes any files on your device that are older than the specified date. (Type a number into the first field, and select a period of time from the drop-down list.)

4 Click **OK** to return to the Photo Transfer Wizard.

**Related topics**

- Getting photos with ACDSee

**Getting photos from a profiled device**

After you complete an initial device configuration, you can access your device by connecting it while the Device Detector is running, or from the **File | Get Photos** menu in the Browser. Each time you connect that device to your computer, ACDSee will acquire any new files based on the settings you selected in the initial configuration.

**To acquire files from a profiled device:**

1 Connect your device to your computer. If you experience problems, make sure your camera is turned on, and your device's cable is properly connected to your computer.

2 Do one of the following:

- If **Device Detector** is active, depending on the configuration of your **Device Detector** options, the wizard will automatically open or you will be prompted. When the **Device**
Detector prompts you, select the Acquire images from the device with ACDSee radio button.

- In the Browser, click File | Acquire, and select the name of your device.

3 Follow the instructions in the wizard. You will be prompted with different dialog boxes depending on the settings you selected in the initial configuration.

### Updating or deleting a device profile

You can adjust the settings of a profiled device, or delete the profile from ACDSee.

**To update or delete a profile:**

1. In the Browser, click File | Get Photos, and select Edit Photo Transfer Settings.
2. In the Edit Photo Transfer Settings dialog box, select a device from the list.
3. Do one of the following:
   - To adjust the profiled settings, click Edit. In the Edit Device Profile dialog box, change the options, and then click OK.
   - To rename the profile, click Rename. Type a new name for the profile, and then click OK.
   - To delete the profile, click Delete.
4. Click Close to accept your changes and return to ACDSee.

### Getting photos from a digital camera

ACDSee's Get Photos Wizard guides you through the process of downloading files from your camera. You can preview the images you want to download, and specify a location for them on your hard drive.

To use the Get Photos Wizard, your camera needs to do one of the following:

- Connect as a mass storage device.
- Use a digital camera plug-in.

If your camera connects to the computer as a removable drive, you can download photos directly from the File List and Folders pane as ACDSee detects and displays the drive letter in the folder list.

**To download photos from a camera using the Get Photos Wizard:**

1. Connect your camera to your computer. Make sure your camera is turned on, and the cable is properly connected to your computer.
2. Click File | Get Photos, and then click From Camera or Card Reader.
3. On the Welcome page, select the Skip this step next time check box to bypass this page the next time you use the wizard. Click Next when you are ready to continue.
Chapter 4 Getting photos

4 On the Source Device page, select the type of device from the Type list. ACDSee scans your device and displays the available options. In the Device list, select the name of your camera, and then click Next.

5 On the File Format Options page, select a file format to save your images. You can click the Options button to select any file-specific options available for your chosen format. Note that not every file format has additional options. Click Next when you are ready to continue.

6 Finally, on the Output Options page, specify whether you want to rename your acquired images using a renaming template, and where to store them on your hard drive. You can also select options to automatically correct the orientation of images taken with certain digital cameras, and to remove the files from your camera after copying. When you are ready, click Next to copy your photos.

7 Select Browse to your images if you want to view the files in the Browser, and click Finish to return to ACDSee.

You may require DirectX and QuickTime to download audio and video files from your camera. For more information, please refer to the system requirements.

Related topics
• Appendix C System requirements

Getting photos from a scanner (TWAIN)

ACDSee’s Get Photos Wizard guides you through the process of downloading files from your scanner. You can preview the images you want to download, and specify a location for them on your hard drive.

To use the Get Photos Wizard, your scanner needs to use Windows Imaging Acquisition or TWAIN.

To download photos from a scanner:
1 Connect your scanner to your computer. Make sure your scanner is turned on, and the cable is properly connected to your computer.
2 Click File | Get Photos, and select From Scanner.
3 On the Welcome page, select the Skip this step next time check box to bypass the Welcome page the next time you use the wizard. Click Next when you are ready to continue.
4 On the Source Device page, select TWAIN from the Type list. In the Device list, select the specific name of the scanner from which to download your files. Click Next when you are ready to continue.
On the **File Format Options** page, select a file format to save your images. You can click the **Options** button to select any file-specific options available for your chosen format. Note that not every file format has additional options. Click **Next** when you are ready to continue.

Finally, on the **Output Options** page, specify whether you want to rename your acquired images using a name template, and where to place them on your hard drive. When you are ready, click **Next** to copy your images.

Select **Browse to your images** if you want to view the files in the Browser, and click **Finish** to return to ACDSee.

### Getting photos from a mass storage device

The ACDSee Get Photos Wizard guides you through the process of downloading photos or files from a USB mass storage device or a Windows Image Acquisition (WIA) device. You can preview the images you want to download, and specify a location for them on your hard drive.

If your device does not have an MSD or WIA driver installed, ACDSee Device Detector will not be able to detect it.

**To download photos from a mass storage device using the Get Photos Wizard:**

1. Connect the USB mass storage device to your computer.
2. Click **File | Get Photos**, and then click **From Camera or Card Reader**.
3. On the **Welcome** page, select the **Skip this step next time** check box to bypass the Welcome page the next time you use the wizard. Click **Next** when you are ready to continue.
4. On the **Source Device** page, select the Mass Storage Device from the **Type** list. ACDSee scans your device and displays the available options. In the **Device** list, select the specific name of the device from which to download your files. Click **Next** when you are ready to continue.
5. On the **File Format Options** page, select a file format to save your images. You can click the **Options** button to select any file-specific options available for your chosen format. Note that not every file format has additional options. Click **Next** when you are ready to continue.
6. Finally, on the **Output Options** page, specify whether you want to rename your images using a template, and where to place them on your hard drive. You can select options to automatically correct the orientation of images taken with certain digital cameras, and to remove the files from your device after copying. When you are ready, click **Next** to copy your photos and files.
7. Select **Browse to your images** if you want to view the files in the Browser, and click **Finish** to return to ACDSee.

### Getting photos from a CD

You can download photos from a CD using the Device Detector and the Get Photos Wizard, or the Folders pane.

You can set options in the Device Detector so that when you place a disc in your CD-ROM drive, the Get Photos Wizard opens automatically. You can also set options to open photos in the File List.
automatically, to be prompted for new options each time you insert a CD, or to create an ACDSee Photo Disc.

If the Device Detector is running and the option is set to Automatically launch ACDSee’s Get Photos Wizard, the wizard opens as soon as you insert a CD in the drive.

**To download photos from a CD using the Get Photos Wizard:**

1. Insert the CD into the drive, and wait for a moment while Device Detector locates the CD and launches the Get Photos Wizard.
2. On the Welcome page of the Get Photos Wizard, select the Skip this step next time check box to bypass the Welcome page the next time you use the wizard.
3. In the Files to Copy page, select the images you want to copy, and then click Next.
4. On the Output Options page, select whether you want to rename your images using a template, and where to place them on your hard drive. You can also select options to automatically correct the orientation of images taken with certain digital cameras, and to remove the files from your camera after copying. When you are ready, click Next to copy your photos.
5. Select Browse to your images if you want to view the files in the Browser, and click Finish to return to ACDSee.

   ![](image)

   If you select Automatically view files with ACDSee in the Device Detector options, your files will appear in the File List pane as soon as you insert a CD in your CD-ROM drive.

**Related topics**

- Viewing offline images

**Getting photos from a mobile phone**

ACDSee’s Mobile Phone Acquire Wizard will guide you through the process of downloading images from your mobile phone folder.

**To download photos from your mobile phone:**

1. Click File | Get Photos, and select From Mobile Phone Folder.
2. On the Welcome page, select the location of your mobile phone folder, and where you want to place the images on your hard drive. You can select options to place images in a dated subfolder, and to remove the files from your device once they are on your hard drive. Click Next when you are ready to continue.
3. On the Downloaded Images page, preview your downloaded images. Click Next when you are ready to place the images on your hard drive.
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Creating a renaming template

On the Output Options page of the Get Photos Wizard, you can set up a template to rename your files as they are placed on your hard drive. You can create a template with a numerical sequence, add custom text, and insert file-specific information into each new file name.

To use a renaming template:

2. In the Edit File Name Template dialog box, do one or both of the following:
   - In the Template field, type a word or phrase to use in each file name.
   - Click the Insert Property button and select specific properties to add to each file name. The property is added as a placeholder, e.g., `<Date>`. When the file is renamed, the actual date is inserted into the file name.
3. Click the Insert Sequence Number button to add number signs to your template. Any number signs (#) in the template are replaced with sequential numeric characters, starting at the number you specified in the wizard. For example, if you enter ###, the first photo copied will be numbered 001, the next 002, and so on.
4. Click OK to return to the wizard.

Taking a screen capture

You can use the ACDSee Screen Capture utility to create images from different areas of your screen. You can select what areas to capture, how you want to perform the capture, and where to store the captured image.

To take a screen capture:

1. Click Tools | Screen Capture.
2. In the Source area of the Screen Capture dialog box, identify the part of the screen you want to capture. See the table below for a description of the Source options.
3. If you want to include your mouse pointer in the output image, select the Include mouse cursor check box
4. In the Destination area, identify where you want to place the output image.
5. In the Initiate capture area, identify how you want to take the screen capture.
6. Click Start to launch the screen capture tool. An icon appears in the Taskbar Notification area.
7. Prepare your screen to show the area you want to capture, and then follow the steps that appear in the bubble above the Screen Capture icon.
8. To exit the Screen Capture utility without taking a screen capture, right-click the Screen Capture icon, and then select Exit Screen Capture.
### Screen Capture options

#### Source options

<table>
<thead>
<tr>
<th>Source</th>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop</td>
<td><strong>Current monitor</strong></td>
<td>Captures an image of the entire area displayed on the screen.</td>
</tr>
<tr>
<td></td>
<td><strong>Entire window</strong></td>
<td>Captures an image of the entire active window.</td>
</tr>
<tr>
<td></td>
<td><strong>Content only</strong></td>
<td>Captures an image of the window contents (does not include the frame or title bar).</td>
</tr>
<tr>
<td>Region</td>
<td><strong>Fixed size</strong></td>
<td>Captures an image of a fixed area on the screen. Click the drop-down button and select a dimension setting or select <strong>Custom</strong>, and enter the dimension in pixels.</td>
</tr>
<tr>
<td></td>
<td><strong>Selected region</strong></td>
<td>Captures a selected area of the screen. Click and drag your mouse pointer to surround the area you want to capture.</td>
</tr>
<tr>
<td>Object</td>
<td><strong>Child window</strong></td>
<td>Captures an image of sections of the window. For example, a toolbar or button.</td>
</tr>
</tbody>
</table>

#### Destination options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clipboard</td>
<td>Places a copy of the image on the Clipboard. From the Clipboard you can paste the image in a new location.</td>
</tr>
<tr>
<td>File</td>
<td>Displays the Save dialog box to save the file; you can specify location, format, and file name.</td>
</tr>
<tr>
<td>Editor</td>
<td>Opens the captured image in the default editor.</td>
</tr>
</tbody>
</table>

#### Initiate Capture options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hot key</strong></td>
<td>Designates a keystroke combination to trigger the screen capture. To set the Hot Key, press a key or combination of keys (e.g., Ctrl + S) on the keyboard; do not type in the box.</td>
</tr>
<tr>
<td>Timer</td>
<td>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.</td>
</tr>
</tbody>
</table>
Chapter 5 Browsing

In ACDSee Pro you can preview, sort, tag, and filter files in a simple, fast, drag-and-drop interface, the Browser. The main part of the Browser is the File List pane, which displays all of the contents of the current folder, the result of your latest search, or whichever files match your current browsing criteria. Use the Easy-Select bar in the Folders pane to view the contents of one folder or multiple folders, with a single click. Click any thumbnail to see a larger preview and histogram in the Preview pane. Organize your photo collections using the Organize pane, or see detailed EXIF, database, or file information using the Properties pane. Find your photos quickly using Quick Search or use Image Compare to view the histograms of up to four photos simultaneously while assigning metadata, color profiles, categories or ratings to each photo.
Browsing files in the File List pane

The File List pane is the large pane in the center of the Browser. The File List pane displays the contents of the currently selected folder, the results of your latest search, or the files and folders that match your selective browsing criteria. The File List pane is always visible, and cannot be hidden or closed.

Files display as thumbnails in the File List pane by default. However, you can change the File List pane view mode from thumbnails to details, list, icons, tiles, or filmstrip. You can sort your files according to name, size, image properties, and more. You can also use filters to control which files display in the File List pane.

Sections of the File List pane

There are two sections in the File List pane: the Contents bar and the File List toolbar.

The contents bar

The Contents bar is located at the top of the File List pane and describes what you are currently browsing. When you are using the Folders pane, the Contents bar will display the path or paths to the folders you are browsing, as in the following example:

```
C:\My Images\Family\Birthdays\2005
```

If you are browsing files by category or rating with the Organize pane, the Contents bar displays the selected classifications, as in the following example:

```
[Rating: 2] And [Match Any 2 Categories: Places or People]
```

The Contents bar also displays a date range when browsing with the Calendar pane, and a summary of your search criteria when you use the Search pane.

File List toolbar

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters</td>
<td>Opens the Filters dialog box, where you can specify what types of files to display in the File List pane.</td>
</tr>
<tr>
<td>View Modes</td>
<td>Opens the View Modes menu, where you can select how to display files in the File List pane.</td>
</tr>
<tr>
<td>Sort</td>
<td>Displays a list of available file attributes you can use to sort the files in the File List pane, and choose the order in which you want to display your files.</td>
</tr>
</tbody>
</table>
Maximizing the File List pane

To make the most of your available screen space, you can choose to maximize the File List pane and hide the rest of the Browser panes. The only parts of the Browser that remain visible are the File List pane and whichever toolbars you are currently using.

To maximize the File List pane:
1. Click View | Maximize File List.
2. To show only the File List pane and its toolbar, click View | Full Screen. Click the Close Full Screen button to return to the Browser.

Related topics
• Setting File List pane options

Browsing files in one or more folders

The Folders pane displays a directory tree of all the folders on your computer, similar to Windows Explorer. You can select one or more folders in the Folders pane to display their contents in the File List pane.

You can also use the Folders pane to create shortcuts to your favorite files, folders, or applications. Then, instead of having to search for a specific file, you can quickly access it in the Favorites pane.

Whenever you browse to a folder using the Folders pane, the ACDSee database catalogs any images or media files in the folder.

To open or close the Folders pane:
   Click View | Folders.

When you connect a removable device, such as a mass storage device or digital camera, the Folders pane displays the device as another drive, and assigns it a drive letter automatically. You can access the device, and its contents, by clicking on it in the Folders pane.
Selecting multiple folders

Easy-Select bars are vertical columns of check boxes on the left side of the Folders and Organize panes. You can use the Easy-Select bars to select multiple folders or categories, and display their contents in the File List pane.

To use the Easy-Select bar:

In the Folders pane, select the check box to the left of each folder with contents you want to display.

You can also use the Easy-Select bars with the Selective Browsing pane.

Creating and managing folders

You can use the Folders and File List panes to create, delete, rename, and move folders on your hard drive to help organize your files.

To manage your folders:

1. In the Folders pane, browse to where you want to add, delete, or rename a folder.
2. Do one of the following:
   - To create a folder, click File | New, and then select Folder. Type a name for the new folder and press Enter.
   - To delete a folder, select a folder and press Delete.
   - To rename a folder, right-click the folder you want to rename and select Rename. Type a new name for the folder and press Enter.

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

Related topics

- Setting the Folders pane options

Browsing files by category, rating, or classification

The Organize pane displays a list of categories, ratings, and special classifications. If you select a category in the Organize Pane, all images and media files assigned that category display in the File List pane. You can also use the Easy-Select bar to select a combination of categories, ratings, and special classifications.

The images and media files display in the File List pane, but are not moved from folder to folder -- categories, ratings, and special classifications work independently of file location.
To view organized files:

Select one or more categories, ratings, or special classifications. Files assigned to those classifications are displayed in the File List pane.

The Contents bar at the top of the File List pane displays your currently selected categories or classifications. You can browse through specific classifications within specific folders using the Selective Browsing pane.

Selecting multiple categories, ratings, and classifications

Easy-Select bars are vertical columns of check boxes on the left side of the Folders and Organize panes. You can use the Easy-Select bars to select multiple folders or categories, and display their contents in the File List pane. You can also use the Easy-Select bars with the Selective Browsing pane.

To use the Easy-Select bar:

In the Organize pane, select the check box to the left of each item with contents you want to display.

Organize pane classifications

The Organize pane contains the following classification areas: Categories, Ratings, and Special Items.

Categories

You can use categories to organize and group your files without creating extra copies or moving files into different folders. You can create new categories, rename or delete existing categories, and assign multiple categories to files.

Ratings

You can assign a numerical rating from 1 to 5 to your images and files, and store the ratings in the database. Once you have assigned ratings, you can search, sort, and organize your files based on the ratings.

Special Items

You can use Special Items to quickly view all of the images in your database, any uncategorized images, and any tagged files. Select one of the following items:

- **Image Well (ALL Images):** displays all images cataloged in the ACDSee database. If you have a substantial image collection, it may take a few moments to gather all of the information.
- **Uncategorized:** displays any images cataloged in the database that have not been assigned to a category.
- **Tagged:** displays any images cataloged in the database that have been assigned to the Tagged category.
You can assign a rating or category to any type of file, but the options in the Special Items area only apply to images.

Related topics
- About the ACDSee database
- Assigning categories and ratings
- Setting the Organize pane options

Browsing files by date
With the Calendar pane, you can organize and browse your collection of image and media files using the dates associated with each file. The Calendar pane includes Year, Month, and Day view modes that you can select to view and sort your files. You can click any date in the Calendar pane to display a list of files associated with that date.

You can set the Calendar pane options to specify which date you want to use to organize your files.

Calendar pane toolbar buttons
The Calendar toolbar is located at the bottom of the pane, and consists of six buttons separated by a scroll bar.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="160" alt="Year View" /></td>
<td>Switches the Calendar pane to Year view.</td>
</tr>
<tr>
<td><img src="157" alt="Month View" /></td>
<td>Switches the Calendar pane to Month view.</td>
</tr>
<tr>
<td><img src="157" alt="Day View" /></td>
<td>Switches the Calendar pane to Day view.</td>
</tr>
<tr>
<td><img src="157" alt="Options" /></td>
<td>Opens the Calendar options dialog box.</td>
</tr>
<tr>
<td><img src="157" alt="Previous Item" /></td>
<td>Selects the closest previous date that has associated files.</td>
</tr>
<tr>
<td><img src="157" alt="Next Item" /></td>
<td>Selects the next closest date that has associated files.</td>
</tr>
</tbody>
</table>
Navigating in the Calendar pane

In the Calendar pane, each table can represent one year, one month, or one day, depending on the view mode you select. Each table’s cells represent the parts of the year, month, or day. If the month, day, or hour has any images associated with it, the label on the cell is bold. At the top of each table, a title bar displays the date on the left, and the number of items associated with that date on the right.

Example

If you select Year view, the Calendar pane displays a row of tables. Each table represents a single calendar year, and the cells in the table display the months of the year. A bolded month indicates that month has associated files. By selecting a bolded month, you can display all files associated with that month in the File List pane, no matter where the files are located on your computer.

Calendar pane shortcuts

You can use the various parts of the Calendar pane as shortcuts to navigate through the different view modes to isolate and view files associated with specific dates.

Year view

- Click the title bar on a year table to select the entire year and view all files associated with that year.
- Right-click the title bar on a year table to scroll through and select from adjacent years.
- Double-click any month to switch to Month view.

Month view

- Click the title bar on a month table to select the entire month and view all files associated with that month.
- Right-click the title bar on a month table to scroll through and select from adjacent months.
- In the table heading, click the letter indicating a day of the week to select a column of days in the month table. For example, click F to select all Fridays in that month.
- Double-click any date to switch to Day view.
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Day view
• Click the title bar on a day table to select the entire day and view all files associated with that day.
• Right-click the title bar on a day table to scroll through and select from adjacent days.
• In the table heading, click AM or PM to select the first or second half of a day.

Related topics
• Setting the Calendar pane options

Browsing favorite files

Creating a shortcut
You can create shortcuts to folders and files, and even run executable files, from inside the Favorites pane. Favorites shortcuts can be copied, renamed, moved, or deleted just like a folder. You can even use an executable shortcut to start another application from inside ACDSee.

To create a Favorites shortcut:
1 In the File List pane, select a file, folder, or executable file.
2 Do one of the following:
   • Right-click the item you selected, and then select Add to Favorites.
   • Click File | Add to Favorites.
3 Type a name for the new shortcut and click OK.
You can also create a shortcut by dragging a file, folder, or executable file directly from the File List pane to the Favorites pane.

Creating a new folder
You can create a folder, or an entire directory tree, in the Favorites pane to help organize your shortcuts.

To create a new folder:
1 In the Favorites pane, right-click the Favorites folder, or a folder you previously created, and then select New | Folder.
2 Type the name of the folder and press Enter.
Deleting a shortcut or folder

You can delete a shortcut or folder from within the Favorites pane.

To delete a shortcut or folder:

In the Favorites pane, right-click the shortcut or folder, and then click Delete.

Related topics

• Setting the Folders pane options

Browsing RAW files

Because a RAW file is similar to a negative, it is necessary to develop, or process it before it is visible. It would be very inconvenient if you had to process all of your RAW files before you could browse your photos. In ACDSee you don’t have to process your RAW files to browse your photos.

If there is a thumbnail of the photo embedded in the RAW file, ACDSee display it in the Browser. Sometimes the quality of embedded thumbnails is poor, so ACDSee initially displays embedded thumbnails in the Browser, then displays higher-quality thumbnails. If you find that it takes too long to display the higher-quality thumbnails you can turn off that option. (Click Tools | Options, select File List, and then clear the Generate high quality thumbnail checkbox.)

If there is no thumbnail of the photo embedded in the RAW file, ACDSee quickly creates a high quality thumbnail to display in the Browser.

ACDSee also searches the database to see if you have selected processing settings for the RAW file. If it finds processing settings for the RAW file, ACDSee uses the settings to display the thumbnail in the Browser.

Once generated, the thumbnails are stored in the ACDSee database to speed up retrieval and display time for later browsing.

Related topics

• Setting File List pane options
• Processing a RAW image

Changing view modes

You can select different view modes to display your files in the File List pane, including thumbnail previews and file details. You can also customize the appearance and size of thumbnails, and specify the information displayed in the Details view mode.
View modes

<table>
<thead>
<tr>
<th>Thumbs+Details</th>
<th>Displays file names and details in a list, and adds a thumbnail preview to the Filename column.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filmstrip</td>
<td>Displays thumbnail previews of your files in a single row across the bottom of the File List pane, and displays the currently selected file in an expanded Preview pane.</td>
</tr>
<tr>
<td>Thumbnails</td>
<td>Displays thumbnail previews of all image and media files in the File List pane. You can customize the appearance of thumbnails, and specify what information to display with them.</td>
</tr>
<tr>
<td>Tiles</td>
<td>Displays each file in the File List pane on a &quot;tile&quot; that includes a thumbnail preview and file information. You can resize the tiles using the Thumbnail Size slider.</td>
</tr>
<tr>
<td>Icons</td>
<td>Displays files in a list, represented by large default system icons for each file type.</td>
</tr>
<tr>
<td>List</td>
<td>Displays a list of file names and extensions.</td>
</tr>
<tr>
<td>Details</td>
<td>Displays a list of file names and details about each file, such as size, format, and creation date. You can customize the appearance of the Details view mode, as explained below, and specify what information it displays.</td>
</tr>
</tbody>
</table>

Customizing the Details view mode

You can set the Details view mode to automatically resize columns, display or hide grid lines, and select an entire row when you select a column entry in that row. You can also change the appearance of the Details view mode, select which columns to display, and customize the column order.

To select columns and set column order:

1. Click **View | View Mode**, and then select **Choose Details**.
2. In the Choose Details dialog box, do one or more of the following:
   - To add a column, select a folder or detail name in the Available Details pane, and then click **Add**. Adding a folder adds all detail names within the folder.
   - To remove a column, select a detail name in the Currently Displayed Details pane, and then click **Remove**.
   - To move a column to the left in the File List pane, select its name in the Currently Displayed Details pane and click **Move Up**.
   - To move a column to the right in the File List pane, select its name in the Currently Displayed Details pane and click **Move Down**.
3 Click OK.

You can click Reset to display only the default column names in the Currently Displayed Details pane, and you can also move a column in the File List pane by dragging its header to a new position. A vertical line indicates where the column will be inserted.

Related topics
- Setting File List pane options

**Sorting files**

In any view mode, you can sort your files according to different file properties to quickly organize your images, find specific files, and create a range of files with similar attributes for easy selection.

**To sort items in the File List:**

1 Click **View | Sort**, and then select one of the following criteria:
   - Filename
   - Size (KB)
   - Image Type
   - Modified Date
   - Image Properties
   - Caption
   - Rating
   - Tagged
   - More (sort by database, EXIF, file properties, image attributes, IPTC information, or multimedia attributes.)

2 To set the direction of the sort, click **View | Sort**, and then select a direction:
   - Sort Forward
   - Sort Backward

Your sort settings are saved until you change them. For example, if you sort images in the File List pane according to Rating, the images will remain sorted according to Rating until you change the sort settings.
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Sorting files using column headers
You can quickly sort files in Details view mode using column headings.

To sort files using a column header:
1 Click a column header. An arrow appears, indicating the sort direction.
2 Click the column header again to change the sort direction.

Custom sorting files
You can use custom sorting to customize the order of files in the File List pane. After custom sorting your files, ACDSee automatically saves the file order for the selected folder until you change it or delete the custom sort order.

To customize the sorting order of your files:
1 Select one or more files.
2 Drag the selected files to a new location in the File List.
3 To delete a custom sort order, click View | Sort, and then select Delete Custom Sort.

Filtering files
You can set the Filters options to identify the types of files and folders you want to display in the File List pane.

To set File List pane filters:
1 Do one of the following:
   • Click View | Filters.
   • Click the Filters button on the File List pane toolbar.
2 In the Filters dialog box, select Apply filtering criteria.
3 Select or clear one or more of the following filters to show or hide that file or folder type in the File List pane:
   • Show image files
   • Show media files
   • Show folders
   • Show archive files
   • Show hidden files and folders
4 Click OK to accept your changes and return to ACDSee.
Selecting files

In the File List pane, you can select all of your files and folders at once, select all of the files in the current folder, select only the image files, or clear your selection entirely.

You can also set an option to automatically select new files whenever you add them to the File List.

To select your files or folders:

1. Click Edit.
2. Select one of the following options:
   - **Select All**: selects all files and subfolders in the current folder.
   - **Select All Files**: selects all files in the current folder.
   - **Select All Images**: selects all image files in the current folder.
   - **Select Tagged**: selects all tagged image files regardless of their folder.
   - **Select by Rating**: displays a list of ratings, and selects all files currently assigned to the rating you select.
   - **Clear Selection**: clears your selection.
   - **Invert Selection**: selects all files except for your original selections.

Related topics

- Setting File List pane options

Previewing images

You can preview image, audio, and video files in the Preview pane. The Preview pane displays a thumbnail of the currently selected image or media file. You can resize the pane to adjust the thumbnail dimensions, and reposition the pane anywhere on your screen. You can also display information other than the histogram below the image in the Preview pane by setting the Preview options.

To open or close the Preview pane:

Click View | Preview.

To show or hide the histogram from Preview pane:

Right-click the Preview pane, and then click Show Preview Info.

Related topics

- Setting the Preview pane options
Gathering images in the Image Basket

You can use the Image Basket to gather and hold images and media files from different locations or folders. Once you have placed items in the Image Basket, you can use any of the tools or features in ACDSee to edit, share, or view those files.

To use the Image Basket:

1. To open the Image Basket, click View | Image Basket.
2. In the File List pane, select the files you want to add. Drag the items to the Image Basket, or right-click a selected item and select Add to Image Basket.
3. To remove one or more files, right-click the file, and then select Remove from Image Basket.
4. To remove all files, right-click the Image Basket, and then select Clear Image Basket.

You can also add images to the Image Basket by dragging them from Windows Explorer.

Related topics

- Sharing slide shows and screen savers
- Creating an HTML album
The Viewer is where you can view your photos at any size or magnification. Useful tools include the Navigator and the Magnifying Glass, each of which provide different ways to view magnified areas and overviews of images simultaneously. Double-click a photo to view it at full resolution then use the Page Up and Page Down keys to scroll through the rest of the photos in the folder. (Press Enter to return to the Browser.) You can also configure a slide show set to music with timed transitions.
Zooming images

Zooming an image
By default, the Viewer displays images using their actual dimensions. You can use the Zoom tools to enlarge or reduce the size of the image you are viewing.

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

To zoom an image in or out:
Do one of the following:

- Click Zoom, and then select one of the zoom options described below.
- Click View | Zoom Tool, and then click the image to zoom in, or right-click the image to zoom out.

Zoom menu options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom In</td>
<td>Increases the magnification of the image.</td>
</tr>
<tr>
<td>Zoom Out</td>
<td>Decreases the magnification of the image.</td>
</tr>
<tr>
<td>Actual Size</td>
<td>Displays the image at its original dimensions.</td>
</tr>
<tr>
<td>Fit Image</td>
<td>Displays the image at the largest magnification that fits in the Viewer window.</td>
</tr>
<tr>
<td>Fit Width</td>
<td>Fits the image within the left and right sides of the Viewer window.</td>
</tr>
<tr>
<td>Fit Height</td>
<td>Fits the image within the top and bottom of the Viewer window.</td>
</tr>
<tr>
<td>Zoom Lock</td>
<td>Displays all images at the zoom option of the current image. If the zoom level is adjusted, the new zoom level is applied to all images that you view.</td>
</tr>
<tr>
<td>Zoom To</td>
<td>Opens a dialog box where you can select a zoom level.</td>
</tr>
<tr>
<td>Pan Lock</td>
<td>Locks the “panned” area of an image.</td>
</tr>
</tbody>
</table>

If you select Fit Image you can display the previous or next image by pressing the left and right arrow keys on your keyboard.
Chapter 6 Viewing

Setting the zoom level

You can use the Set Zoom Level dialog box to set a specific zoom level in the Viewer or in Edit Mode.

To set a specific zoom level:
1. Click Zoom | Zoom To.
2. In the Zoom level area, select one of the following:
   - **Fit whole image**: zooms the image to fit entirely within the Viewer window.
   - **Fit width**: zooms the image to fit the width of the Viewer window.
   - **Fit height**: zooms the image to fit the height of the Viewer window.
   - **Specify**: specifies a zoom percentage. Type a number in the field or click the drop-down list and select a zoom level.
3. To use this setting as the default Viewer zoom level, select the **Lock at this zoom level** check box. The Viewer displays all images based on the specified zoom level.
4. Click **OK**.

If you select Fit whole image you can display the previous or next image by pressing the left and right arrow keys on your keyboard.

Automatically shrinking or enlarging images

You can use the settings on the Display page of the ACDSee Options dialog box to automatically enlarge or shrink images to fit the size of the Viewer. For information about how the combination of the choices affects the display of images, see the Zoom mode and Resize results table below.

To automatically shrink or enlarge images:
1. Click **Tools | Options**.
2. In the Options dialog box, under Viewer, click **Display**.
3. In the Window size area, select **Fix window size**.
4. In the Zoom options area, select one of the following options from the **Default zoom mode** drop-down list:
   - **Actual Size**: displays the image at its original dimensions.
   - **Fit Image**: displays the image at the largest magnification that fits in the Viewer window.
   - **Fit Width**: fits the image within the left and right sides of the Viewer window.
   - **Fit Height**: fits the image within the top and bottom of the Viewer window.
5 Select one of the following options from the Resize drop-down list:

- **Reduce only**: reduces large images to fit the size of the Viewer.
- **Enlarge only**: enlarges smaller images to fit the size of the Viewer.
- **Reduce or Enlarge**: reduces large images, and enlarges smaller images to fit the size of the Viewer.

6 Click OK.

**Zoom mode and Resize results**

<table>
<thead>
<tr>
<th>Fit Image</th>
<th>Fit Width</th>
<th>Fit Height</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reduce Only</strong></td>
<td>Reduces large images to fit the size of the Viewer. Images that are smaller than the Viewer are displayed at their original size.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Enlarge Only</strong></td>
<td>Enlarges small images to fit the size of the Viewer. Images that are larger than the Viewer are displayed at their original size.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Reduce and Enlarge</strong></td>
<td>Reduces large images and enlarges small images to fit the size of the Viewer.</td>
<td>Reduces large images and enlarges small images to fit between the left and right sides of the Viewer.</td>
</tr>
</tbody>
</table>

If you select Fit Image you can display the previous or next image by pressing the left and right arrow keys on your keyboard.

**Related topics**

- Setting Viewer options
Displaying a thumbnail of a magnified image

Use the Navigator pane to display a thumbnail overview of magnified images. A marquee indicates the area of the magnified image that is visible in the Viewer.

To display and use the Navigator pane:
1  In the Viewer, click **View**, and select **Navigator**.
2  Drag the slider to increase or decrease the magnification of the image in the Viewer.
3  Drag the marquee to the area of the image you would like to display in the Viewer.

Panning a magnified image

In the ACDSee Viewer, you can pan large images by moving them vertically, horizontally, and diagonally across the display area to view specific areas of the image. When an image is larger than the Viewer window, the mouse pointer changes to a hand.

To pan an image:
   Do one of the following:
   •  Drag the image to center the area you want to view.
   •  Press an arrow key. You can hold the **Ctrl** key to pan quickly, or hold the **Shift** key to pan more slowly.

You can use the Pan Lock setting to automatically center the same area of a series of larger images in the Viewer window.

To use Pan Lock:
1  In the Viewer, pan over a large image to a specific area you want to view.
2  Using the Zoom menu, zoom in on the image until you reach the magnification you want to use for all of your images.
3  Click **Zoom | Zoom Lock** to keep the current zoom level.
4  Click **Zoom | Pan Lock**.

As you move through your images, each one will be automatically zoomed and panned to the same area.

Magnifying specific areas of an image

You can view specific areas of an image at a higher magnification in the Magnifying Glass pane.

To use the Magnifying Glass pane:
1  In the Viewer, click **View | Magnifying Glass Pane**.
2  Move the mouse pointer over an area of the image to view that area in the Magnifying Glass pane.
3 Change the Magnifying Glass pane settings by doing any of the following:
   • Move the slider at the bottom of the Magnifying Glass pane to increase or decrease the magnification.
   • Select the Fixed check box to apply the slider setting to the original size of the image. Clear the Fixed check box to apply the slider setting to the magnification of the zoomed image in the Viewer.
   • Select the Smooth check box to apply anti-aliasing to the magnified portion of the image, or clear the Smooth check box to view the individual pixels.

**Viewing and configuring a slide show**

You can view a slide show of images from the Browser, or from the Viewer. You can also configure your slide show to start automatically whenever you run it, and set the slide show options to adjust how long each image is displayed, set the background color, apply transition effects, and add header or footer text.

**To start a slide show from the Browser:**

1 Do one of the following:
   • In the File List pane, select a group of images.
   • In the Folders pane, select a folder or use the Easy-Select bar to select multiple folders that contain images.

2 Click **Tools | Auto Slide Show.**

3 Click **OK.**

**To start a slide show in the Viewer:**

1 Click **View | Auto Slide Show.**

2 In the Slide Show Properties dialog box, select or change the slide show options as described below.

3 To save your settings as the default slide show behavior, select the **Save current settings as default** check box.

4 Click **OK.**

**To configure a slide show:**

1 Do one of the following:
   • In the File List pane, select a group of images.
   • In the Folders pane, select a folder or use the Easy-Select bar to select multiple folders that contain images.

2 Click **Tools | Configure Auto Slide Show.**
3 In the Slide Show Properties dialog box, select or change the slide show options as described below.

4 To save your settings as the default slide show behavior, select the **Save current settings as default** check box.

5 Click **OK**.

### Slide show options

<table>
<thead>
<tr>
<th>File Selection</th>
<th>Slide show contents</th>
<th>Specifies the locations and images you want to use in the slide show.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Always use these contents for this selection type and start slide show automatically</strong></td>
<td></td>
<td>Retains the current <strong>Slide show contents</strong> setting and starts automatically the next time you launch the slide show.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basic</th>
<th>Select transition effects</th>
<th>Select or clear the check box next to each transition effect. The slide show will randomly select transitions from your choices.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background color</strong></td>
<td></td>
<td>Specifies the background color. Click the color picker arrow to select or change the color.</td>
</tr>
<tr>
<td><strong>Image delay (in seconds)</strong></td>
<td></td>
<td>Specifies how long you want the slide show to display each image.</td>
</tr>
</tbody>
</table>
Advanced Transition quality

Drag the slider to the left to improve slide show speed, or drag to the right to improve the quality of the transition effects.

General settings

Select or clear any of the following options:

- **Play embedded audio:** plays any audio clips embedded in the images.
- **Autohide control bar:** hides the slide show controls whenever the mouse pointer stops moving for more than a few seconds.
- **Repeat:** repeats the slide show after displaying the last image.
- **Stretch images to fit screen:** enlarges small images to fill the entire screen.
- **Stretch video to fit screen:** enlarges video files to fill the entire screen.

Slide order

Select one of the following options to specify the order to display your images:

- Forward
- Backward
- Random

Text

**Display header text**

Displays a text caption at the top of each image. Set the options to specify the text you want to display.

**Display footer text**

Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.

Save current settings as default

Retains the current settings on all of the tabbed pages and applies them the next time you view a slide show.

Slide show text options

**Alignment**

Specifies the alignment of the text captions.

**Background color**

Specifies a background color for the caption text.

**Text**

Specifies the text to display as a caption.

**Font**

Opens the Font dialog box where you can select or change the font options for your text.
Related topics

• Sharing slide shows and screen savers

**Starting a slide show automatically**

You can configure your slide show to use your preferred settings and start playing automatically when you click the menu command or the Auto Slide Show button on the toolbar. The combination of items you select in the Browser determines the content of the slide show, and whether it starts automatically.

**To configure a slide show to start automatically:**

1. In the Browser, do one of the following:
   - Select two or more images in the File List pane.
   - Select two or more folders in the File List pane.
   - Select a combination of files and folders in the File List pane.
   - Add two or more images to the Image Basket.
2. Click **Tools | Configure Auto Slide Show**.
3. In the Slide Show Properties dialog box, select the **File Selection** tab.
4. In the **Slide show contents** drop-down list, select the items you want to use in the slide show. The options available change depending on the type and variety of files and folders that you selected in Step 1.
5. Select the **Always use these contents for this selection type and start slide show automatically** check box.
6. Click **OK**.
7. To exit the slide show, press **Esc**.

To start a slide show automatically, select the same type of files or folders you selected in Step 1, and then click **Tools | Auto Slide Show**.

**Example One**

When you select a combination of files and folders, you can configure the slide show to start automatically using the media files that you select, as well as the contents of the selected folders.

In the File List pane, select at least one image file and one folder, and then click **Tools | Configure Auto Slide Show**. On the **File Selection** tab, from the **Slide show contents** drop-down list, select **Selected media, and media in selected folders**.

---

### Insert Metadata

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Metadata</td>
<td>Inserts file-specific information called metadata into the caption.</td>
</tr>
<tr>
<td>Insert</td>
<td>Click to open the Choose Property dialog box and select the metadata you want to insert.</td>
</tr>
</tbody>
</table>

---

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Select the **Always use these contents for this selection type and start slide show automatically** check box, and then click **OK** to launch the slide show. Press **Esc** to return to the Browser.

Now, whenever you select any combination of media files and folders in the File List pane and click **Tools | Auto Slide Show**, the slide show will start automatically, and display any media items you selected, as well as any media items contained in the selected folders. The slide show will not display any of the other images or media files in the current folder, or those files contained in any subfolders of the selected folders.

**Example Two**

You can now make a different selection and configure your slide show to start automatically using all of the files in the current folder - not just those you have selected.

In the File List pane, select one or more image or media files and click **Tools | Configure Auto Slide Show**. On the **File Selection** tab, from the **Slide show contents** drop-down list, select **All media in current folder and subfolders**.

Select the **Always use these contents for this selection type and start slide show automatically** check box, and then click **OK** to launch the slide show. Press **Esc** to return to the Browser.

Now, whenever you select two or more images or media files and click **Tools | Auto Slide Show**, the slide show will start automatically, and display all media items in the folder that you have open in the File List pane, as well as any subfolders.

**Related topics**
- Sharing slide shows and screen savers

**Viewing images with Auto Advance**

You can use the Auto Advance feature to create a quick slide show preview of a group of images, or all the images in a folder.

**To start Auto Advance:**
1. Open a group of images in the Viewer.
2. From the **View** menu, select **Auto Advance | Options**.
3. In the Auto Advance dialog box, set the options as described below.
4. Click **Start**.
5. To advance to the next image, press **Space**.
6. To return to the previous image, press **Backspace**.
7. To stop or restart Auto Advance, press **Pause**.
Auto Advance options

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Determines the order that you want to display your images. Select one of the following options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Forward</td>
</tr>
<tr>
<td></td>
<td>• Reverse</td>
</tr>
<tr>
<td></td>
<td>• Random</td>
</tr>
</tbody>
</table>

| Repeat   | Automatically restarts the slide show after the last image has been displayed.                  |

| Delay    | Specifies how long to display each image. Drag the slider or type a value from 0 to 864000000 to set the time (in milliseconds). |

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

Displaying text on images in the Viewer

You can use the Header/Footer tool to display text with your images in the Viewer. The text is displayed while you are viewing the image, but does not modify the original image. You can also hide the headers and footers without changing the settings.

To edit image headers and footers:

1 In the Viewer, click View | Edit Header/Footer.
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 text options as described below.
4 Click OK.

Text options

<table>
<thead>
<tr>
<th>Alignment</th>
<th>Specifies the justification of the captions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>Adds a background color to the text. Click Color to specify a color.</td>
</tr>
<tr>
<td>Description</td>
<td>Displays the text you want to see on your images. Type the text you want to appear, or click inside the field to set an insertion point for inserting metadata.</td>
</tr>
</tbody>
</table>
To insert metadata in image text:
1. Position the cursor in the Description field where you want to display the file information and click Insert Metadata.
2. In the Choose Property dialog box, select the file information you want to include.
3. Click OK. The information you added is inserted as a placeholder that will be replaced by the specific text for each image.
4. Repeat steps 1 through 3 for each metadata item you want to add.

Hiding image text
You can hide either the header or footer, or disable both at once without changing or deleting the information in the header and footer fields.

To hide the image text:
1. From the Viewer, click View | Edit Header/Footer.
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.
4. To show or hide both headers and footers simultaneously, click View | Show Header/Footer.

Related topics
• Adding text to an image
• Setting Viewer options

Viewing RAW images
A RAW file is like a negative. It is necessary to develop, or process, your RAW files to view a photo. When you double-click the thumbnail of a RAW image file the Browser, ACDSee checks to see if you previously processed the RAW file. If you have, ACDSee displays the processed photo in the Viewer. If you have not, ACDSee quickly processes the RAW file and displays a temporary photo of the RAW file in the Viewer.
Synchronizing the Viewer 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 automatically.

To synchronize to a folder:
1 In the Viewer window, click Tools | Sync To Folder.
2 Type the path to the folder you want to synchronize, or click the Browse button to locate the folder.
3 Select or change the New Images options as described below.
4 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 updates automatically.

New Images options

<table>
<thead>
<tr>
<th>Show new image(s) immediately</th>
<th>Displays 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ignore open files</td>
<td>Delays adding a new file to the slide show until the transferring application has finished moving or downloading the file.</td>
</tr>
<tr>
<td>Sort by name</td>
<td>Sorts the images displayed in the slide show by their file name.</td>
</tr>
</tbody>
</table>

To stop synchronizing to a folder:
In the Viewer, click Tools | Sync To Folder.

Viewing offline images

ACDSee stores thumbnails and database information for images contained on CDs or other removable media as Photo Discs. You can then browse the thumbnails and view the information for those images even when the disc is not in your CD-ROM drive.

To add a Photo Disc:
1 Place a disc containing images into your CD-ROM drive.
2 Do one of the following:
   • If Device Detector is active, follow the steps to create an ACDSee Photo Disc.
   • If Device Detector is not active, click File | New, and then select Photo Disc.
In the New Disc dialog box, type a name for your disc in the **Title** field, and then click **OK**.

You can then browse the contents of the Photo Disc in the Offline Media section of the Folders pane.

By default, ACDSee identifies Photo Discs by their serial numbers. This is the most reliable setting to use when working with Photo Discs, particularly if you are importing or converting Photo Discs from previous versions of ACDSee.

However, if you are working with, or planning to work with, multi-session discs, the serial number may be regenerated or changed each time you change the contents of a disc. Therefore, the volume label is the required method of identification for multi-session Photo Discs.

### Rebinding Photo Discs

Depending on the method used to identify Photo Discs, ACDSee may encounter a Photo Disc that it does not recognize. This is most common when you are using the serial number method to identify Photo Discs and you insert a multi-session disc. ACDSee may not recognize the disc, as serial numbers are likely to change when updating a multi-session disc.

You can use the **Rebind** option to update the identification information, and associate the correct database information with your disc.

**To rebind a Photo Disc to its ACDSee database information:**

1. In the Rebind Photo Disc dialog box, carefully review the Current disc information to be sure that the correct disc is in the drive.
2. Select the Photo Disc record that you want to rebind to the current disc from the **Photo Disc Name** list.
3. Click **Rebind**.

### Related topics

- Getting photos from a CD
- Setting the CD/DVD Management options
Viewing images in another application

You can open a file in another program from within ACDSee. For example, you can open documents in the application used to create them.

To use the shell open and edit commands:

1. Click File | Shell.
2. Select one of the following options:
   - **Open**: opens the file using the application that Windows associates with its file extension.
   - **Edit**: opens the file using the default system application, or opens a dialog box where you can select an application.

Creating a desktop screen saver

You can create a desktop screen saver using your own images. You can set the screen saver options to adjust how long each image is displayed, set the background color, apply transition effects, and add header or footer text.

To create a screen saver:

1. In the File List pane, select a group of images, and then click Tools | Configure Screen Saver.
2. In the ACDSee Screen Saver dialog box, click Add to browse for more images to add to your screen saver, or select images you do not want to include and click Remove.
3. Click Configure.
4. In the ACDSee Screen Saver dialog box, specify the options as described below, and then click OK.
5. To automatically use the screen saver on your desktop, select the Set as default screen saver check box.
6. When you are satisfied with your choices, click OK.

To activate the screen saver on your computer, select the Screen Saver tab in your Windows Display Properties dialog box, and select ACDSee Screen Saver from the drop-down list.
ACDSee™ Pro User Guide

Screen saver options

<table>
<thead>
<tr>
<th>Basic tab</th>
<th>Select transition effects</th>
<th>Select or clear the check box next to each transition effect. The screen saver will randomly select transitions from your choices.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background color</td>
<td></td>
<td>Specifies the background color. Click the color picker arrow to select or change the color.</td>
</tr>
<tr>
<td>Image delay (in seconds)</td>
<td></td>
<td>Specifies how long you want the screen saver to display each image.</td>
</tr>
<tr>
<td>Advanced tab</td>
<td>Transition quality</td>
<td>Drag the slider to the left to improve screen saver speed, or drag to the right to improve the quality of the transition effects.</td>
</tr>
<tr>
<td>General settings</td>
<td></td>
<td>Select or clear any of the following options:</td>
</tr>
<tr>
<td>Slide order</td>
<td></td>
<td>• <strong>Play embedded audio:</strong> plays any audio clips embedded in the images.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Repeat:</strong> repeats the images after displaying the last image.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Stretch images to fit screen:</strong> enlarges small images to fill the entire screen.</td>
</tr>
<tr>
<td>Text tab</td>
<td>Display header text</td>
<td>Displays a text caption at the top of each image. Set the options to specify the text you want to display.</td>
</tr>
<tr>
<td></td>
<td>Display footer text</td>
<td>Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.</td>
</tr>
</tbody>
</table>

Related topics

- Setting an image as the desktop wallpaper
- Sharing slide shows and screen savers
Setting an image as the desktop wallpaper

You can select any image and set it as the Windows desktop wallpaper. You can also automatically stretch a wallpapered image to fill the screen, and restore your previous wallpaper.

To set an image as the desktop wallpaper:

1. Do one of the following:
   - In the Browser, select an image, and then click Tools | Set Wallpaper.
   - In the Viewer, click Tools | Set Wallpaper.
2. Select one of the following:
   - **Centered**: places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit.
   - **Tiled**: 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 Display properties to display the image.

To automatically stretch wallpapered images to fit the screen:

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

To display the previous wallpaper:

Click Tools | Set Wallpaper, and then select Restore.

Related topics

- Selecting part of an image
ACDSee Pro supports images with embedded audio and images associated with audio files. You can play audio and video files in many formats in the Viewer, or in the Preview Pane of the Browser. It is also possible to control playback volume and appearance, or select parts of a media file to play or save. You can also save separate video frames as images.
Playing audio and video files

You can play audio and video files in many formats with the ACDSee Viewer. You can control playback volume and appearance, select parts of a media file to play or save, and create an image from a video frame.

**To play audio or video files:**

1. In the File List pane, do one of the following:
   - Double-click an audio or video file.
   - Select one or more files and press **Enter**.
   - Select one or more files, right-click a selected file, and then select **View**.
2. Use the Media toolbar to adjust the volume, stop, pause or restart the file playback, and control the appearance of media files.

Automatically playing audio and video files

You can configure your settings to play audio and video files automatically, as soon as you open them in the Viewer, or as you view them in the Browser's Preview pane.

**To start playing media files automatically:**

1. In the Browser or Viewer, click **Tools** | **Options**, and then click **Preview**.
2. Select the **Autoplay audio or video clips** check box.
3. Click **OK**.

The Media toolbar

You can use the Viewer's Media toolbar to quickly access common media viewing and editing tools.

**Media toolbar buttons**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="play-icon.png" alt="Play" /></td>
<td>Plays the media file or selection. Changes into the Pause button when a media file or selection is playing.</td>
</tr>
<tr>
<td><img src="pause-icon.png" alt="Pause" /></td>
<td>Pauses the media file or selection.</td>
</tr>
<tr>
<td><img src="stop-icon.png" alt="Stop" /></td>
<td>Stops playback of the media file or selection.</td>
</tr>
</tbody>
</table>
Selection and media controls toolbar buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Selection</td>
<td>Toggles between showing and hiding the selection handles.</td>
</tr>
<tr>
<td>Play Selection</td>
<td>Plays only the selected portion of the media file.</td>
</tr>
<tr>
<td>Save As</td>
<td>Opens a dialog you can use to save the video with a new file name.</td>
</tr>
<tr>
<td>Extract Frames</td>
<td>Opens a menu you can use to copy, save, and extract video frames.</td>
</tr>
<tr>
<td>Loop</td>
<td>Continuously plays the media file or selection.</td>
</tr>
<tr>
<td>Rotate</td>
<td>Rotates a video clockwise in 90-degree increments.</td>
</tr>
<tr>
<td>Auto Levels Effect</td>
<td>Automatically adjusts the color and light levels in a video.</td>
</tr>
<tr>
<td>Gamma Effect</td>
<td>Opens the Gamma dialog box, which you can use to adjust the gamma of a video. Higher values brighten the video, while lower values darken it. To reset the gamma level, click Default.</td>
</tr>
</tbody>
</table>

Related topics

- Creating video files and VCDs

Selecting part of a media file

You can select a segment of an audio or video file and play it.

To select part of an audio or video file:

1. Click the Show Selection button.
2. Move the selection handles to specify the beginning and end of the selection.
3. To play the selection, click the Play Selection button.

Saving video frames as images

You can extract an individual frame from a video and save it as a still image, or extract multiple frames and save each one as a single image.

To extract and save a single video frame as an image:

1. Do one of the following:
2. While the video is playing, click the Pause button at the frame you want to save.
ACDSee™ Pro User Guide

3 On the progress slider, move the pointer to display the frame you want to save.

4 On the Selection and media controls toolbar, click the Extract Frames button and select Extract Current Frame.

5 In the Extract Current Frame dialog box, select a folder in which to save your file.

6 In the File name field, type a file name.

7 Click the Save as type drop-down list and select a file format. You can click the Options button to select or change any options associated with the file format.

8 Click Save.

To extract and save multiple video frames as images:

1 Select part of the video.

2 On the Selection and media controls toolbar, click the Extract Frames button, and then select one of the following options:

   • Extract Selected Frames: extracts all the video frames contained in the selected portion of the video file.
   • Extract All Frames: extracts all of the video frames in the video file.

3 In the Extracting Frames dialog box, click the Browse button, and then select the folder where you want to save your files.

4 In the Filename Template field, type a filename template to use when saving the images. Type a number sign (#) to insert a sequential number.

5 Click the Format drop-down list 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.

Adding or editing image audio

ACDSee supports images with embedded audio and images with associated audio files.

Images with embedded audio are TIFF or JPEG images with audio saved inside the image file. You can embed audio inside an image file by adding audio to the image.

Images with associated audio are image files paired with separate WAV audio files. Image files and their associated audio files contain the same file name and are located in the same folder. You can associate any WAV file with an image file by giving them the same name and placing them in the same folder, or by adding audio to the image.

If you move or rename either an image file or the audio file associated with it, both files must be renamed and in the same folder or they will no longer be associated. This does not apply to images with embedded audio.
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. From the Tools menu, select 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 sections outside of the start and end markers).
   - Click the Clip button to remove the section of the audio file inside the start and end markers.
6. To hear a preview of the file, click the Play button.
7. Click OK.

Recording audio to an image:
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. From the Tools menu, select Image Audio | Edit.
3. In the Edit Audio dialog box, select or change the Record sound settings options as described below.
4. Click Record and do one of the following:
   - Use a microphone and record a sound.
   - Play audio from an audio player on your computer.
5. Click Record to stop the recording.
6. Click Save As to save the audio file.
7. In the Save Sound File dialog box, type a name in the File name field, and then click Save.
8. Click OK.
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### Record sound settings options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capture device</strong></td>
<td>Specifies which of your computer's devices you want to record the audio.</td>
</tr>
<tr>
<td><strong>Input format</strong></td>
<td>Determines 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.</td>
</tr>
<tr>
<td><strong>Overwrite</strong></td>
<td>Replaces the recorded audio from the <strong>Start marker</strong> slider location.</td>
</tr>
<tr>
<td><strong>Mix</strong></td>
<td>Combines the recording with the existing audio file.</td>
</tr>
<tr>
<td><strong>Insert using start marker</strong></td>
<td>Inserts the recording at the start marker location. Drag the <strong>Start marker</strong> slider to select a position.</td>
</tr>
<tr>
<td><strong>Append to sound file</strong></td>
<td>Adds the recording to the existing audio file.</td>
</tr>
<tr>
<td><strong>Replace sound file</strong></td>
<td>Replaces the entire audio file with the new recording.</td>
</tr>
</tbody>
</table>

**Related topics**
- Creating video files and VCDs
- Appendix B File formats
Chapter 8 Editing

In Edit Mode you can make precise edits to individual photos. You can also use the powerful Batch Processor to make multiple edits to a single image, or multiple edits to multiple images. This means that you can fix the images in an entire folder with just a few clicks of your mouse.

If you work with RAW files, you can use the RAW Processor to select exposure, color, and sharpness settings then process your RAW file. You can save the processing settings to use again and again. The saved settings can also be applied to hundreds of files using the Batch RAW Processing tool.
Using the undo/redo system
You can undo and redo your changes when editing an image.

To undo a change:
Do one of the following:
• In the Viewer, click Edit | Undo.
• In Edit Mode, on the Edit Panel, click the Undo button.

To redo a reversed change:
Do one of the following:
• In the Viewer, click Edit | Redo.
• In Edit Mode, on the Edit Panel, click the Redo button.

Related topics
• Using Edit Mode
• Saving or discarding changes in Edit Mode

Previewing changes to images
You can use the Preview bar with some editing tools to see how the current editing tool affects a specific area of your image. You can pan either image in the Preview bar by dragging it within its pane, and drag the edges or corners of the Preview bar to resize it.

To open the Preview bar:
1. On the Edit Panel, open an editing tool.
2. On the tool panel, click the Preview Bar button.

The Preview bar displays the original version of your image in the top pane, and the edited version of your image in the bottom pane, with a toolbar between the two.

Related topics
• Saving or discarding changes in Edit Mode

Resizing an image
You can resize an image by adjusting its dimensions in pixels, percentage, or actual/print size. While resizing, you can also choose an aspect ratio and a resampling filter to adjust the resized image’s appearance. You can save your options as a preset for future use.
To resize an image:

1. In Edit Mode, on the Edit Panel, click **Resize**.

2. Select one of the following resize options:
   - **Pixels**: resizes the image to specific dimensions in pixels.
   - **Percent**: resizes the image to a percentage of the original.
   - **Actual/Print size in**: resizes the image to match a specific output size. Click the drop-down list to specify a unit of measurement.

3. If you want to maintain a specific width to height ratio, select the **Preserve aspect ratio** check box, and then select one of the following options from the drop-down list:
   - **Original**: maintains the original image’s width to height ratio.
   - **1 x 1**: forces the width and height to be equal.
   - **2 x 3**: forces a width to height ratio of 2:3.
   - **3 x 2**: forces a width to height ratio of 3:2.
   - **3 x 5**: forces a width to height ratio of 3:5.
   - **5 x 3**: forces a width to height ratio of 5:3.
   - **Custom**: applies a custom ratio. Enter a width to height ratio in the **Custom Aspect Ratio** dialog box.

4. Select a resample filter from the **Filter** drop-down list.

5. Under the resize option you selected in step #2, type the image’s new dimensions into the **Width** and **Height** spin boxes. If you selected Actual/Print size in, click the **Resolution** drop-down list, and then select a resolution (in dots per inch) for your output image.

6. To estimate the size of the output image, click **Estimate new file size**.

7. Do one of the following:
   - Click **Done** to apply your changes and close the Resize tool.
   - Click **Cancel** to discard all changes and close the tool.

**Resizing tips**:

Maintain image quality by reducing images only by 33%, 50%, or 66%. Other percentages can distort the aspect ratio.

Avoid resizing an image repeatedly. Each resizing places image pixels using a slightly different orientation. As a result, multiple resizes can change the overall color and appearance of the image. If your first resize attempt does not produce the desired result, click the Undo button.

Avoid increasing the size of an image. Increasing image size makes the image’s pixels more apparent, causing a grainy effect.
### Rotating an image

You can rotate an image at preset or custom angles in Edit Mode. You can save the rotation settings as a preset for future use.

**To rotate an image at a custom angle:**

1. Do one of the following:
   - Open an image in the Viewer, and then click **Rotate**. The image displays in Edit Mode.
   - In Edit Mode, on the Edit Panel, click **Rotate**.

2. On the Rotate tab, select one of the preset angle options, or select **Custom angle** and do one of the following:
   - Click the arrow and drag it around the circle until the image is rotated to the desired angle, or enter the desired angle as a number.
   - Select a **Background color**. The color that you select displays behind the rotated image.
   - Click the **Horizontal** or **Vertical** button, and then use the mouse pointer to draw a line on the image that you want set as horizontal or vertical.

3. Do one of the following:
   - Click **Apply** to apply your changes and set options on another tab in the Rotate/Flip tool.
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

**Related topics**

- Rotating or flipping multiple images
- Using the Batch Processor

### Flipping an image

You can flip an image both vertically and horizontally in Edit Mode.

**To flip an image:**

1. In Edit Mode, on the Edit Panel, click **Rotate**.

2. On the Flip tab, do one or both of the following:
   - Click the **Horizontal Flip** button.
   - Click the **Vertical Flip** button.
3 Do one of the following:
   • Click **Apply** to apply your changes and set options on another tab in the Rotate/Flip tool.
   • Click **Done** to apply your changes and close the tool.
   • Click **Cancel** to discard all changes and close the tool.

**Related topics**
   • Rotating or flipping multiple images
   • Using the Batch Processor

**Cropping an image**
You can use the Crop tool to remove unwanted parts of your images, or to reduce the image canvas to a particular size. You can save your options as a preset for future use.

**To crop an image:**
1 In Edit Mode, on the Edit Panel, click **Crop**.
2 Resize the crop window, and position it over the area of the image you want to keep.
3 To darken the parts of the image outside the crop window, drag the **Darken outside crop area** slider to the left. Drag the slider to the right to lighten the area outside the crop window.
4 Do one of the following:
   • Double-click on the crop window to crop the image and close the Crop tool.
   • Click **Done** to crop the image and close the tool.
   • Click **Cancel** to exit the tool without cropping the image.

**Resizing the crop window**
You can resize the crop window in three ways:
   • Drag the edges of the crop window to the desired size.
   • Specify an exact size for the crop window in pixels, inches, centimeters, or millimeters.
   • Apply a ratio to constrain the crop window proportions.

**To resize the crop window by dragging:**
1 Position your mouse cursor over the edge or corner of the crop window until it changes into a double-pointed arrow.
2 Drag the crop window’s border to the desired size.
To specify an exact size for the crop window:
1 In the Units drop-down list, select a unit of measurement.
2 Use the Dots per inch spin box to specify a resolution.
3 Type the desired crop window proportions into the Width and Height spin boxes.

To constrain the crop window to a ratio:
1 Select the Constrain cropping proportion check box.
2 Select a ratio from the drop-down list and select or clear the Landscape check box to toggle the crop window between landscape and portrait orientation.
3 Do one of the following:
   • Position your mouse cursor over the edge of the crop window until it changes into a double-pointed arrow, and then drag the edge of the crop window to the desired size.
   • Use the Width or Height spin box to specify a dimension for one side of the crop window. ACDSee automatically resizes the other dimension based on the ratio you selected.

Related topics
• Using the Batch Processor

Adding text to an image
You can use the Add Text tool in Edit Mode to add formatted text to a photo, or add talk and thought bubbles to create a comic-book effect. You can apply special effects to your text to add artistic flair, and preview your changes as you make them. You can also adjust the opacity of the text to create a watermark effect - useful for putting copyright information onto your photos.

You can save your options as a preset for future use.

To add text to an image:
1 In Edit Mode, on the Edit Panel, click Add Text.
2 On the Add Text tab, type the text you want to add in the Text field.
3 In the Font area, specify the font you want to use, the formatting options such as italics or justification, and the color of the text. Drag the Size slider to specify a point size, and then drag the Opacity slider to specify the transparency of the text.
4 Click and drag the text marquee to reposition it anywhere on your image, or drag the marquee’s handles to resize it.
5 Select an option from the Blend Mode drop-down list to specify how you want the text to blend into the underlying image.
6 Do one of the following:
   • Select the Bubble Text check box, and set the Bubble Text Settings as explained in the table below. Note that other text effects cannot be applied to bubble text.
• Select one or more of the Effects, Drop Shadow, and Bevel check boxes to customize your text. Click the Settings button to adjust the settings for each of these options as explained in the table below.

7 Do one of the following:
• Click Apply to add the text to your image, and keep the Add Text tool open so you can add more text. The Add Text tool creates a new, empty marquee, and you can return to step 2 in the list above.
• Click Done to add the text to your image, and return to Edit Mode. If you still have an empty marquee open, it will be discarded.
• Click Cancel to discard your changes and return to Edit Mode.

Add Text options

<table>
<thead>
<tr>
<th>Bubble Text Settings</th>
<th>Effect</th>
<th>Settings</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talk</td>
<td>Encloses your text in a comic-book text bubble with a pointed stem.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thought</td>
<td>Encloses your text in a comic-book text bubble with a dotted stem.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stem Angle</td>
<td>Specifies the direction of the text bubble stem. Drag the arrow to adjust the angle.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thickness</td>
<td>Specifies the thickness of the text bubble border.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length</td>
<td>Specifies the length of the text bubble stem.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fill</td>
<td>Specifies the background color of the text bubble. Click the arrow to select a color.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Border</td>
<td>Specifies the color of the text bubble border. Click the arrow to select a color.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effect Settings</td>
<td>Specifies the effect you want to apply to your text. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the text.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can use the Watermark tool in Edit Mode to add a watermark to a photo. You can move the watermark to any position on the photo. You can also change the opacity of the watermark and blend the watermark into the image. You can save your options as a preset for future use.

You will need to create a watermark image before you can add the watermark to your photos.

### Drop Shadow Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance</td>
<td>Specifies the distance between the drop shadow and the text. The higher the value, the farther the shadow and the higher the text appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the text rectangle.</td>
</tr>
<tr>
<td>Blur</td>
<td>Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.</td>
</tr>
<tr>
<td>Opacity</td>
<td>Specifies the darkness of the drop shadow where it falls on the image.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle - note that this also adjusts the shading of the text bevel.</td>
</tr>
</tbody>
</table>

### Bevel Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bevel</td>
<td>Specifies how much of each letter's edge is bevelled. Higher values give the text a more rounded, smoother look.</td>
</tr>
<tr>
<td>Strength</td>
<td>Specifies the difference between the highest and lowest points on the text. Higher values heighten the difference between the flat portions of the text and the bevelled edges.</td>
</tr>
<tr>
<td>Elevation</td>
<td>Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the text, while a higher value produces a more direct lighting effect and shorter shadows.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle - note that this also adjusts the angle of the drop shadow.</td>
</tr>
</tbody>
</table>

**Related topics**

- Using the Batch Processor

**Adding a watermark to an image**

You can use the Watermark tool in Edit Mode to add a watermark to a photo. You can move the watermark to any position on the photo. You can also change the opacity of the watermark and blend the watermark into the image. You can save your options as a preset for future use.

You will need to create a watermark image before you can add the watermark to your photos.
To add a watermark to an image:

1. In Edit Mode, on the Edit Panel, click **Watermark**.

2. Click **Browse**, select your watermark, and then click **Open**. The watermark displays in the center of the photo by default.

3. Click and drag the watermark to reposition it anywhere on your image, or click **Center** to quickly position the watermark image in the center.

4. Drag the marquee handles to resize the watermark image. Select **Maintain aspect ratio when resizing** if you want to resize the watermark image without distorting it.

5. Select **Apply Alpha Channel** to apply the alpha channel if it is present in the watermark. (Only TIF, PNG, and ICO watermark files can have an alpha channel.)

6. Select **Apply Transparency** to make a color in the watermark transparent. The default color is white. You can enter the RGB value of the color. If you do not know the RGB value, move your mouse over the watermark preview thumbnail on the Edit Panel, and then click on the color that you want to make transparent.

7. Select an option from the **Blending Mode** drop-down list to specify how you want the watermark to blend into the underlying image.

8. Drag the **Opacity** slider to specify the transparency of the watermark.

9. Do one of the following:
   - Click **Apply** to add the watermark to your image, and keep the Watermark tool open.
   - Click **Done** to add the watermark to your image, and return to Edit Mode.
   - Click **Cancel** to discard your changes and return to Edit Mode.

Related topics

- Using the Batch Processor

Selecting part of an image

You can use the Select tool in the Viewer to select a rectangular area of an image. You can then 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:

1. Drag the mouse pointer across the image to create a marquee.

2. Right-click inside the marquee and select one of the options described below.

3. To cancel the selection, click an area of the image outside of the marquee.
Selection options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom To</td>
<td>Zooms in on the selected area.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copies the selected area to the Clipboard.</td>
</tr>
<tr>
<td>Save Crop As</td>
<td>Saves the selected area as a new image.</td>
</tr>
<tr>
<td>Print</td>
<td>Prints the selected area.</td>
</tr>
<tr>
<td>Wallpaper Centered</td>
<td>Creates desktop wallpaper using the selected area and centers it on your desktop, shrinking it to fit if necessary.</td>
</tr>
<tr>
<td>Wallpaper Tiled</td>
<td>Creates a tiled desktop wallpaper pattern using the selected area.</td>
</tr>
</tbody>
</table>

Related topics

• Pasting files and folders
• Setting an image as the desktop wallpaper
• Printing images in ACDSee

Saving or discarding changes in Edit Mode

After editing or enhancing your images in Edit Mode, you can:

• Overwrite the original image with your changes.
• Save the image with a new file name or format.
• Discard the changes you made to the image.

To overwrite the original image:
1. Click the Finished Editing button on the toolbar.
2. In the Save Changes dialog box, click Save.

To save the image with a new file name or format:
1. Click the Finished Editing button on the toolbar.
2. In the Save Changes dialog box, click Save As.
3. In the File name field, type a name for the edited image.
4. In the Save as type drop-down list, select a file format for the new image. Click Options to select settings specific to that image format.
5. Click Save.
To discard the changes you made to the image:
1. Click the Finished Editing button on the toolbar.
2. In the Save Changes dialog box, click Discard.

Related topics
- Using the undo/redo system
- Converting multiple images to another file format

Saving tool settings
Many ACDSee editing tools and special effects allow you to save your settings as presets. This is convenient when you frequently use the same settings for a particular tool or effect.

For most tools, ACDSee automatically saves the last option settings you applied to an image when you clicked Apply or Done. This preset is called Last Used.

To save tool settings:
1. Select a tool and specify its settings.
2. In the Presets area, click the Save button.
3. In the New Preset dialog box, enter a name for your preset, and then click OK.

To use a previously-saved preset:
1. Select the tool for which you created the preset.
2. Click the Presets drop-down list and select the preset you want to apply.

To delete a preset:
1. Select the tool for which you created the preset.
2. Click the Presets drop-down list and select the preset you want to delete.
3. Click the Delete button.
4. In the Confirm Delete dialog box, click Yes.

Repairing images

Removing flaws
Use the Photo Repair tool to remove flaws such as:
- Skin blemishes
- Telephone wires and other unwanted objects
ACDSee™ Pro User Guide

- Flash flares from snowflakes or windows
- Lens scratches and water drops

There are two options available for the Photo Repair tool: the Healing Brush and the Cloning Brush. When the Healing Brush is selected, the Photo Repair tool copies pixels from one area of a photo to another, but it analyzes the pixels in the source area before copying them. It also analyzes the pixels in the target location, and blends the pixels to match the surrounding area. This ensures that the lighting and color of the replacement pixels integrate more closely with the surrounding area. The Healing Brush works particularly well with photos that involve complicated textures like skin or fur.

When the Cloning Brush is selected, the Photo Repair tool copies pixels from one area of a photo to another, creating an identical image area. The cloning brush is more effective for photos that have strong, simple textures or uniform colors, as it is more difficult to identify the copied pixels in the finished photo.

You can save your options as a preset for future use.

To remove flaws from a photo:
1. In Edit Mode, on the Edit Panel, click Photo Repair.
2. On the Photo Repair tab, select one of the following:
   - Heal: copies the pixels from the source area to the target area, and blends pixels into the surrounding image area.
   - Clone: copies the pixels from the source area to the target area.
3. Drag the Nib Width and Feathering sliders as described in the table below.
4. Right-click the image to set a source location. Pixels will be copied from this location and used in the target location.
5. Click and drag over the area that you want to cover. If you selected the healing brush, ACDSee analyzes and replaces the pixels when you release the mouse button.
6. Do one of the following:
   - Click Done to apply your changes and return to the Viewer or Edit Mode.
   - Click Cancel to exit the tool without applying your changes.

Photo Repair options

<table>
<thead>
<tr>
<th>Nib Width</th>
<th>Sets the width of the brush in pixels.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feathering</td>
<td>Sets the amount to feather on the edge of the brush to prevent sharp transitions between the original and healed part of the photo. Feathering is set as a percentage of the nib width, not as a specific number of pixels. This means that you do not have to adjust the feathering when you reset the Nib Width, as it automatically adjusts to a percentage of the new nib width.</td>
</tr>
</tbody>
</table>
Reducing red-eye

You can use the Red Eye tool to correct the red-eye effect in digital photographs.

To correct red-eye:
1  In Edit Mode, zoom the image to enlarge and center the eye you want to correct.
2  On the Edit Panel, click Red Eye.
3  Click within the red portion of the eye. If necessary, drag the handles on the marquee to center it over the eye.
4  Set the options as described below.
5  Do one of the following:
   •  Click Apply and repeat for each eye needing correction.
   •  Click Done to apply your changes and close the Red-Eye tool.
   •  Click Cancel to discard all changes and close the tool.

Red Eye options

<table>
<thead>
<tr>
<th>Amount</th>
<th>Specifies how much color to use. Higher values fill more of the ellipse.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye color</td>
<td>Specifies the eye color to apply. You may need to experiment with colors to produce realistic-looking eyes. To do this, select Custom, select a color, click Add to Custom Colors, and click OK.</td>
</tr>
<tr>
<td>Show outline</td>
<td>Displays an ellipse inside the marquee.</td>
</tr>
</tbody>
</table>

Straightening crooked photos

You can straighten a crooked photo in Edit Mode by rotating the photo at a custom angle and cropping the photo.

To correct a crooked photo:
1  Do one of the following:
   •  Open an image in the Viewer, and then click Rotate. The image displays in Edit Mode.
   •  In Edit Mode, on the Edit Panel, click Rotate.
2  On the Rotate tab, in the Custom angle rotation area, do one of the following:
   •  Click the arrow and drag it around the circle until the image is rotated to the desired angle, or type the precise angle as a number.
   •  Click the Horizontal or Vertical button, and then use the mouse pointer to draw a line on the image that you want set as horizontal or vertical.
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3 Click **Automatic Cropping**.
4 Do one of the following:
   - Click **Apply** to apply your changes and set options on another tab in the Rotate/Flip tool.
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

**Correcting perspective distortion**

You can use the Perspective Correction tool to correct perspective distortion in digital photographs. Perspective distortion is caused by wide-angle and telephoto lenses, which distort the perspective of large or far-away objects. For example, if you take a photo of a tall building, the building may appear to be narrower at the top even though the building is the same width from top to bottom.

**To correct perspective distortion:**

1 In Edit Mode, on the Edit Panel, click **Lens Correction**.
2 On the Edit Panel, click **Perspective Correction**.
3 An outline displays around the image. The outline has handles at all four corners, and in the middle of all the sides. Drag the handles to change the perspective.
4 Set the options as described below.
5 Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

**Perspective Correction options**

<table>
<thead>
<tr>
<th><strong>Background color</strong></th>
<th>When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the <strong>Background color</strong> options to fill gaps in the corners or sides of a corrected photo. Select <strong>Image</strong> if you want to fill gaps in the corners or sides of a corrected photo by placing the uncorrected photo in the background. This is useful if the gaps are small.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Grid</strong></td>
<td>Select this option if you want to display a grid over the photo while you correct distortion. This is useful if you want to assess whether objects in the photo are straight.</td>
</tr>
</tbody>
</table>
Correcting barrel, pincushion, and fisheye distortion

You can use the Distortion Correction tool to correct barrel, pincushion, and fisheye distortion in digital photographs. In barrel distortion the photo appears to bulge outwards from the center. In pincushion distortion the photo appears to shrink inwards toward the center. In fisheye distortion, the photo appears to bulge outwards from the center, as if the photo were wrapped around a sphere.

Barrel, pincushion, and fisheye distortion are common in photos that were taken with wide angle or zoom lenses.

To correct barrel, pincushion, or fisheye distortion:
1. In Edit Mode, on the Edit Panel, click Lens Correction.
2. On the Edit Panel, click Distortion Correction.
3. In the Type of Distortion section, select Barrel, Pincushion, or Fisheye.
4. Set the options as described below.
5. Do one of the following:
   - Click Done to apply your changes and close the tool.
   - Click Cancel to discard all changes and close the tool.

Distortion Correction options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal center</td>
<td>Drag the slider to the left or right to identify the center of the image on the horizontal axis.</td>
</tr>
<tr>
<td>Vertical center</td>
<td>Drag the slider to the left or right to identify the center of the image on the vertical axis.</td>
</tr>
<tr>
<td>Correction strength</td>
<td>Drag the slider to the right until the objects in the photo appear to be straight.</td>
</tr>
<tr>
<td>Scale</td>
<td>Drag the slider to the left or right to change the scale of the photo.</td>
</tr>
<tr>
<td>Background color</td>
<td>When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the Background color options to fill gaps in the corners or sides of a corrected photo. Select Image if you want to fill gaps in the corners or sides of a corrected photo by placing the uncorrected photo in the background. This is useful if the gaps are small.</td>
</tr>
<tr>
<td>Show Grid</td>
<td>Select this option if you want to display a grid over the photo while you correct distortion. This is useful if you want to assess whether objects in the photo are straight.</td>
</tr>
</tbody>
</table>
Correcting shadows and highlights

You can use the Shadow/Highlight to adjust areas in an image that are too dark or too light, without affecting areas that are already light or dark. You can also use the Shadow/Highlight tool to add color, or to replace color that the Shadow/Highlight tool has removed. You can save your options as a preset for future use.

Adding light to shadows

You can use the Shadow/Highlight tool to add light to shadows, without adding light to existing highlights. This is useful if you have a photo of a person standing against a bright background, and the person is in shadow. It is also useful if you have a photo taken indoors without a flash and most areas of the photo are shadowed, or a photo taken at night and some areas of the photo appear to be completely black.

**To add light to shadows:**

1. In Edit Mode, on the Edit panel, click **Shadow/Highlight**.
2. In the Lighten Shadows area, drag the **Range** slider to the left or right to select the range of pixels to which you want to add light.
   - Select a lower range if you want to add light to only the darkest areas in the photo.
   - Select a higher range if you want to add light to most of the dark areas and some lighter areas in the photo.
   - Click **Exposure warning** to see pixels that are over- or underexposed.
3. In the Lighten Shadows area, drag the **Amount** slider to the left or right to select the amount of light to add to the selected pixels.
4. Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Adding shadows to highlights

You can use the Shadow/Highlight tool to add shadows to highlights, without adding shadows to existing dark areas. This can be useful if some areas of your photo are overexposed. For example, a photo taken in bright sunlight so that some areas of the photo lack detail or are too bright.

**To add shadows to highlights:**

1. In Edit Mode, on the Edit panel, click **Shadow/Highlight**.
2. In the Darken Highlights area, drag the **Range** slider to the left or right to select the range of pixels to which you want to add shadows.
   - Select a lower range if you want to add shadows to only the brightest areas in the photo.
3. In the Darken Highlights area, drag the **Amount** slider to the left or right to select the amount of light to add to the selected pixels.
4. Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.
• Select a higher range if you want to add shadows to most of the bright areas in the photo and some of the darker areas.

• Click Exposure warning to see pixels that are over- or underexposed.

3 In the Darken Highlights area, drag the Amount slider to the left or right to select the amount of shadow to add to the selected pixels.

4 Do one of the following:
   • Click Done to apply your changes and close the tool.
   • Click Cancel to discard all changes and close the tool.

Adding color to pale areas of a photo

You can use the Shadow/Highlight tool to add color to a photo. This is useful if the colors in the photo are pale because of inadequate or excessive light. For example, you may want to add color to a photo if the sky is too pale. You can also add color to a photo to make the photo more dramatic. For example, you may want to add color to a photo of a sunset to make the colors of the sunset more vibrant.

To add color to pale areas of an image:

1 In Edit Mode, on the Edit panel, click Shadow/Highlight.

2 In the Color Boost area, drag the slider to the left or right to add or remove color from the photo.

3 Do one of the following:
   • Click Done to apply your changes and close the tool.
   • Click Cancel to discard all changes and close the tool.

Tips for adjusting the shadows and highlights in your photos

You can make an image look unnatural if you add too much light to shadows or too many shadows to highlights. For example, if you have a close-up photo of a person’s face there will be shadows on the person’s face. If you eliminate too many of those shadows the person’s face will look flat. You should leave natural shadows and highlights in your photos.

The shadows and highlights in your photo will look more natural if you drag the Range slider to the right to select a greater range of pixels to change. For example, if you add light to only the darkest areas in the photo, you reduce the overall contrast in the photo.

Adjusting image light levels

Automatically adjusting exposure

You can use the Auto Exposure tool to automatically correct the exposure of your images. Auto Exposure makes the darkest image pixels darker, and the brightest pixels brighter. You can save your options as a preset for future use.
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To automatically correct an image's exposure:
1 In Edit Mode, on the Edit panel, click Exposure, and then select the Auto Exposure tab.
2 Select one of the following options:
   • Auto Contrast and Color: adjusts color differences, brightness, and image color channels.
   • Auto Contrast: adjusts the color differences and brightness only.
3 Use the slider to fine tune the amount of exposure you want to apply.
4 Do one of the following:
   • Select another tab to use another tool.
   • Click Done to apply your changes and close the Auto Exposure tool.
   • Click Cancel to discard all changes and close the tool.

Adjusting image brightness
You can use the Brightness tool to adjust an image's brightness, contrast, and gamma. You can save your options as a preset for future use.

To adjust an image's light levels:
1 In Edit Mode, on the Edit panel, click Exposure, and then select the Brightness tab.
2 On the Brightness tab, set the options as described below.
3 Do one of the following:
   • Click Apply to apply your changes and set options on another tab.
   • Click Done to apply your changes and close the Brightness tool.
   • Click Cancel to discard all changes and close the tool.
Brightness options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brightness</td>
<td>Specifies the image's light intensity. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.</td>
</tr>
<tr>
<td>Contrast</td>
<td>Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.</td>
</tr>
<tr>
<td>Gamma</td>
<td>Specifies the intensity of the light spectrum in an image. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.</td>
</tr>
</tbody>
</table>

Adjusting image levels

You can use the Levels tool to precisely adjust the contrast and light levels in your images. You can save your options as a preset for future use.

To adjust image levels:
1. In Edit Mode, on the Edit Panel, click Exposure, and then select the Levels tab.
2. Do one of the following:
   - Set the options as described below to adjust the contrast and light levels manually.
   - Click Auto and select a menu option to automatically adjust image properties.
3. Do one of the following:
   - Click Apply to apply your changes and set options on another tab.
   - Click Done to apply your changes and close the Levels tool.
   - Click Cancel to discard all changes and close the tool.

Levels options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Channel</td>
<td>Specifies the brightness or color channel you want to adjust.</td>
</tr>
<tr>
<td>Shadows</td>
<td>Specifies the blackpoint of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.</td>
</tr>
<tr>
<td>Midtones</td>
<td>Specifies the gamma correction in an image. Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.</td>
</tr>
</tbody>
</table>
Adjusting brightness curves

You can use the Curves tool to change the tonal range of an image. Select the RGB color channel to adjust the entire range of the image, or select a specific color.

You can save your options as a preset for future use.

To adjust the brightness curves in an image:

1. In Edit Mode, on the Edit panel, click Exposure, and then select the Curves tab.
2. On the Curves tab, set the options as described below.
3. Drag the histogram bar to manipulate the image.
4. Do one of the following:
   - Click Apply to apply your changes and set options on another tab.
   - Click Done to apply your changes and close the Curves tool.
   - Click Cancel to discard all changes and close the tool.
Curves options

<table>
<thead>
<tr>
<th>Channel</th>
<th>Specifies the color channels to adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Histogram</td>
<td>Toggles the histogram display.</td>
</tr>
<tr>
<td>Histogram</td>
<td>Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.</td>
</tr>
<tr>
<td>Reset</td>
<td>Discards all changes and reverts to the original image.</td>
</tr>
<tr>
<td>Exposure warning</td>
<td>Highlights over- and under-exposed areas of the image.</td>
</tr>
</tbody>
</table>

Adjusting image color

Using the Histogram

The Histogram displays a graphical representation of the distribution of intensity levels of pixels for each color channel in an image.

To display and use the Histogram:
1. In the Viewer, click View, and then select Histogram.
2. On the Histogram, select or clear the following check boxes:
   - R: shows or hides the red color channel.
   - G: shows or hides the green color channel.
   - B: shows or hides the blue color channel.
   - L: shows or hides the lightness of the image.

Applying Auto Color

You can use the Auto Color tool to automatically adjust an image’s colors.

To automatically adjust image colors:
1. In Edit Mode, on the Edit Panel, click Color.
2. Select the Auto Color tab.
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3 Drag the slider to adjust the amount of color correction you want to apply.
4 Do one of the following:
   • Click Done to apply your changes and close the Auto Color tool.
   • Click Cancel to discard all changes and close the tool.

Removing a color cast
You can use the Color Cast tool to remove an unwanted hue from an image. For example, if you take a photo at sunset and the resulting image has a reddish hue, you can use the Color Cast tool to remove it. You can save your options as a preset for future use.

To remove a color cast from an image:
1 In Edit Mode, on the Edit Panel, click Color.
2 Select the Color Cast tab.
3 Click an image area that should be white or gray. The color square shows the color of the original pixel on the left, and of the modified pixel on the right.
4 If desired, move the slider to specify the color cast removal strength. Higher settings remove more of the unwanted color.
5 Do one of the following:
   • Click Done to apply your changes and close the tool.
   • Click Cancel to discard all changes and close the tool.

Changing image color depth
You can modify an image’s color depth in the Viewer. Color depth refers to the range of colors an image contains.

To change the color depth of an image:
   Click Modify | Change Color Depth, and select one of the options described below.

Color depth options

<table>
<thead>
<tr>
<th>Black and White</th>
<th>Two-color black and white palette</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Grays</td>
<td>16-color grayscale palette</td>
</tr>
</tbody>
</table>

If you are having difficulties achieving the desired effect, try clicking an image area that is a different shade of white or gray.
You can use ACDSee to convert an image to any of these color depths. However, to use certain image enhancement tools, filters, blends, and adjustment options, the image must be Hicolor or Truecolor. To edit an image that is not originally Hicolor or Truecolor, you can convert it, edit the image, and then convert it back to its original color depth.

### Changing HSL values

You can adjust an image’s HSL (hue, saturation, and lightness) values. You can save your options as a preset for future use.

**To adjust an image’s HSL:**

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the **HSL** tab, and then move the sliders to adjust the Hue, Saturation, and Lightness amounts.
3. Do one of the following:
   - Click **Apply** to apply your changes and set options on another tab.
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

### Changing RGB values

You can adjust an image’s red, green, and blue (RGB) color values. You can save your options as a preset for future use.

**To adjust an image’s RGB values:**

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the **RGB** tab, and then move the sliders to adjust the amount of Red, Green, and Blue.
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3 Do one of the following:
   • Click **Apply** to apply your changes and set options on another tab.
   • Click **Done** to apply your changes and close the tool.
   • Click **Cancel** to discard all changes and close the tool.

**Sharpening and blurring an image**

**Using the Sharpness tool**

You can use the Sharpness tool to increase the color difference in adjacent pixels, resulting in sharper images. You can save your options as a preset for future use.

To sharpen an image using the Sharpness tool:
1 In Edit Mode, on the Edit Panel, click **Sharpness**, and then select the **Sharpness** tab.
2 To increase the image’s sharpness, move the slider to the right. To decrease the image’s sharpness, move the slider to the left.
3 Do one of the following:
   • Click **Apply** to apply your changes and set options on another tab.
   • Click **Done** to apply your changes and close the Sharpness tool.
   • Click **Cancel** to discard all changes and close the tool.

**Using the Unsharp Mask tool**

You can use the Unsharp Mask tool to sharpen an image by enhancing the contrast of medium- and high-contrast edges. You can save your options as a preset for future use.

To sharpen an image using the Unsharp Mask tool:
1 In Edit Mode, on the Edit Panel, click **Sharpness**, and then select the **Unsharp Mask** tab.
2 Drag the sliders to enhance or fix your image as described below.
3 Do one of the following:
   • Click **Done** to apply your changes and close the Unsharp Mask tool.
   • Click **Cancel** to discard all changes and close the tool.
Unsharp Mask options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Specifies the amount of light added to or removed from each edge. Higher values produce darker edges.</td>
</tr>
<tr>
<td>Radius</td>
<td>Specifies the number of pixels to adjust around each edge. Higher values increases the number of sharpened pixels.</td>
</tr>
<tr>
<td>Threshold</td>
<td>Specifies how different the lightness values of two adjacent pixels must be before they are sharpened. Higher values increase the required difference. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.</td>
</tr>
</tbody>
</table>

Blurring an image

You can use the Blur tool to apply different kinds of blur to an image, and you can save your options as a preset for future use.

To blur an image:
1. In Edit Mode, on the Edit Panel, click Sharpness, and then select the Blur tab.
2. In the Blur type drop-down list, select the type of blur to apply.
3. Specify the blur options as described below.
4. Do one of the following:
   - Click Done to apply your changes and close the Blur tool.
   - Click Cancel to discard all changes and close the tool.

Blur types

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaussian</td>
<td>Produces an even, smooth blur.</td>
</tr>
<tr>
<td>Amount</td>
<td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td>
</tr>
<tr>
<td>Linear</td>
<td>Produces a blurring effect that gives the illusion of movement.</td>
</tr>
<tr>
<td>Amount</td>
<td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the direction of the blur effect.</td>
</tr>
</tbody>
</table>
Adding and removing image noise

About noise and noise reduction

Image noise looks like random black, white, or colored pixels in an area of a photo where there should be solid color, such as a dark night sky. In digital photography, noise is typically more visible in the dark areas of a photo.

There are many causes of image noise. You will increase image noise if you use a high ISO setting (such as ISO 400) to capture a photo, or if you extend the exposure time. (You would typically use a high ISO setting and extend exposure time to take a photo in low light.) However, image noise can be caused

<table>
<thead>
<tr>
<th>Radial</th>
<th>Produces blur around a center point. Click the image to set the center point.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td>
</tr>
<tr>
<td><strong>Clockwise</strong></td>
<td>Specifies clockwise blur.</td>
</tr>
<tr>
<td><strong>Counterclockwise</strong></td>
<td>Specifies counter-clockwise blur.</td>
</tr>
<tr>
<td><strong>Horizontal position</strong></td>
<td>Specifies the blur’s center point on the horizontal axis.</td>
</tr>
<tr>
<td><strong>Vertical position</strong></td>
<td>Specifies the blur’s center point on the vertical axis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spread</th>
<th>Produces a smeared or frosted blur.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zoom</th>
<th>Produces inward or outward blur to or from a center point.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the amount of blur. Move the slider to the right to intensify the effect.</td>
</tr>
<tr>
<td><strong>Zoom in</strong></td>
<td>Creates a blur that zooms in to the image’s center.</td>
</tr>
<tr>
<td><strong>Zoom out</strong></td>
<td>Creates a blur that zooms out from the image’s center.</td>
</tr>
<tr>
<td><strong>Horizontal position</strong></td>
<td>Specifies the blur’s center point on the horizontal axis.</td>
</tr>
<tr>
<td><strong>Vertical position</strong></td>
<td>Specifies the blur’s center point on the vertical axis.</td>
</tr>
</tbody>
</table>
by dead or stuck pixels in a digital camera’s image sensor. Similarly, dust on a camera lens or scanner bed can cause noise by blocking or reflecting light.

Noise is visually distracting, so in most cases you will want to reduce noise in your photos. However, if you reduce noise too much you may unintentionally reduce image sharpness.

ACDSee Pro supports median noise removal. This method of noise removal is called median noise removal because a mathematical algorithm identifies noisy pixels in a photo and adjusts their values based on the median (or middle) value of neighboring pixels. Median noise removal is useful for reducing Gaussian noise, which is the most common type of noise in digital photography because it originates in a digital camera’s image sensor.

You can apply median noise removal to all of the pixels in a square area, to pixels along diagonal lines, or to pixels along horizontal and vertical lines. ACDSee Pro also has a hybrid option, which you would use if you want to apply median noise removal to more pixels in a photo, or if you want to reduce the color variations that are sometimes caused by noise.

Removing noise from an image

You can use the Remove Noise filter to remove noise from your images while preserving details that you want to retain.

To remove noise from an image:

1. In Edit Mode, on the Edit Panel, click Noise, and then select the Remove Noise tab.
2. Set the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the Remove Noise tool.
   - Click Cancel to discard all changes and close the tool.

   You can use the Remove Noise filter to remove hot image pixels caused by digital cameras with malfunctioning CCD array sensors, or the extra pixels caused by a dusty scanner or camera lens.

Median Noise Removal options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Despeckle</td>
<td>Removes noise.</td>
</tr>
<tr>
<td>Square</td>
<td>Removes noise using a 3 x 3 pixel square.</td>
</tr>
<tr>
<td>X</td>
<td>Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image’s thin and diagonal lines.</td>
</tr>
</tbody>
</table>
Adding noise to an image

You can use the Add Noise filter to add a grainy texture to an image. Adding small amounts of noise can reduce the appearance of minor imperfections in the original image. You can save your options as a preset for future use.

To add noise to an image:
1. In Edit Mode, on the Edit Panel, click **Noise**, and then select the **Add Noise** tab.
2. Set the options as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the Add Noise tool.
   - Click **Cancel** to discard all changes and close the tool.

<table>
<thead>
<tr>
<th>Plus</th>
<th>Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image’s thin, vertical, and horizontal lines.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hybrid</td>
<td>Removes noise using a 3 x 3 pixel square, a 3 x 3 pixel X shape, and a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve and image’s thin, diagonal, horizontal, and vertical lines. When hybrid is selected you have additional noise removal options:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Amount</strong>: Drag the slider to the left or right to select the range of pixels that will be identified as noise. You would typically select a threshold of 10 to 20.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Radius</strong>: Drag the slider to the left or right to apply median noise removal to smaller or larger areas. For example, you typically increase the Radius value to remove larger areas of noise, but this also removes detail from the photo.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Color Noise Reduction</strong>: Drag the slider to the left or right to control how much the color variation in a photo is reduced. For example, drag the slider to the right if you want to reduce color variation. However, you should be careful about reducing color variation (that is caused by noise) because you could unintentionally reduce real color variations in a photo.</td>
</tr>
</tbody>
</table>

Related topics

- Using the Sharpness tool
Add Noise options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intensity</strong></td>
<td>Specifies the amount of noise to add to the image. A higher intensity increases the chance that a noise pixel will replace a pixel in the original image.</td>
</tr>
<tr>
<td><strong>Color proximity</strong></td>
<td>Specifies the color of noise pixels to add to the image. A lower value gives each noise pixel a color similar to the pixel it replaces. Higher values result in a random selection of the noise pixel color.</td>
</tr>
<tr>
<td><strong>Noise color</strong></td>
<td>Select one of the following options to specify noise pixel color:</td>
</tr>
<tr>
<td></td>
<td>• Random: randomly selects the color.</td>
</tr>
<tr>
<td></td>
<td>• Monochrome: produces black and white noise pixels.</td>
</tr>
<tr>
<td></td>
<td>• Adjustable: randomly selects the color of each noise pixel, but more pixels match a defined color. To define a color, click the color picker and select a color.</td>
</tr>
<tr>
<td><strong>Noise placement</strong></td>
<td>Adds noise to image areas that closely match a defined color. Select the Set color check box to enable noise placement, and click the color picker to specify a color.</td>
</tr>
<tr>
<td><strong>Random Seed</strong></td>
<td>Indicates the random placement of noise in an image. When you apply the Add Noise filter to an image, ACDSee places the noise pixels based on a random seed. This makes the image noise different each time you apply the filter. You can define a specific random seed to generate identical image noise. To generate a new random seed, click Random Seed.</td>
</tr>
</tbody>
</table>

Related topics

- Blurring an image

**Batch editing**

**About batch editing**

In ACDSee Pro you can:

- **Make one type of edit to many photos**: For example, if you need to resize multiple photos you can use the Batch Resize tool. Or, if you need to rotate multiple photos by 90 degrees you can use the Batch Rotate/Flip tool.

- **Make multiple types of edits to multiple photos**: For example, if you need to resize, crop, correct color cast, and rotate multiple photos, you can use the Batch Processor to perform all the edits, to all the files, simultaneously.
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You can speed up the batch editing work flow by tagging your files. For example, you can quickly tag the files you want to change, then click Tagged in the Organize pane to display all the tagged files in the File List pane. Then you can select the files and choose a batch editing tool or the Batch Processor wizard.

Related topics
• Using the Batch Processor

Converting multiple images to another file format

You can convert multiple images to any supported file format. You can set the options for each format individually, specify how to handle multiple-page images, and apply the conversion defaults automatically. The Convert File Format Wizard guides you through the process.

To get more help with any of the controls within the Convert File Format Wizard, click the What’s This Help button in the top right corner of the wizard, and then click any control for more information.

To convert an image to another file format:

1 Do one of the following:
   • In the Browser, select one or more images, and then click Tools | Batch Convert File Format.
   • In the Viewer, click Modify | Convert File Format.

2 On the Select a format page, select a new format for your image or images from the list displayed on the Format tab. Select the Advanced Options tab to change the settings for this wizard, or click Next to continue.

3 On the Set output options page, identify where you want to place the converted images, and specify how you want the wizard to handle any file name conflicts by selecting one of the following options from the Overwrite existing files drop-down list:
   • Ask: prompts you when overwriting a file.
   • Skip: cancels the operation if there is a file with the same file name and extension.
   • Replace: overwrites the file without prompting for confirmation.
   • Rename: prompts you to rename the file.

4 On the Set multiple page options page, you can specify how you want to handle any multiple-page images you are converting. If you did not select any multiple-page images to convert, and did not specify a multiple-page image format as your output file format, you can skip the options on this page.

5 When you are satisfied with your choices, click Start Convert, and wait a few seconds while the wizard converts your images.
Related topics
- Appendix B File formats
- Using the Batch Processor

Rotating or flipping multiple images
You can rotate or flip multiple images at preset angles.

To rotate or flip an image:
1. In the Browser, select one or more images, and then click Tools | Batch Rotate / Flip Images.
2. In the Batch Rotate/Flip Images dialog box, select the angle of rotation you want to apply. See below for an explanation of each angle.
3. If you selected an image with multiple pages and want to apply the selected angle of rotation to all of the pages, select the Apply to all pages of the current image check box.
4. Do one of the following:
   - Click Next Image to move on to the next selected image.
   - If you selected multiple images and you want to apply the same angle of rotation to all of them, select the Apply to all selected images check box.
5. Click Options to specify how you want to save and store the images.
6. When you are ready to apply the rotations to your images, click Start Rotate.

Rotate / Flip angles

1. Rotates the image counter-clockwise 90 degrees.
2. Rotates the image 180 degrees.
3. Rotates the image clockwise 90 degrees.
4. Rotates the image according to any EXIF data contained within the image. (Does not affect images without EXIF information.)
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Flips the image along the vertical axis.

Flips the image along the horizontal axis.

Flips the image along the vertical axis, and then rotates it counter-clockwise 90 degrees.

Flips the image along the vertical axis, and then rotates it clockwise 90 degrees.

You can also use the Rotate tool in Edit Mode to rotate an image using a custom angle of rotation.

Related topics
• Rotating an image
• Using the Batch Processor

Resizing multiple images

You can resize a group of images by specifying their dimensions in pixels, specifying a percentage of their original size, or by constraining them to a physical print size. The Batch Resize Images tool guides you through the process.

To resize a group of images:
1. In the Browser, select one or more images, and then click Tools | Batch Resize Images.
2. In the Batch Resize Images tool, select one of the following options:
   • Percentage of original: resizes the images to a percentage of their original size.
   • Size in pixels: resizes the images to a specific size in pixels.
   • Actual/Print size: resize the images to specific printed dimensions.
3. Set the options for your selection as explained in the table below.
4 Click **Options** to specify how you want to save and store the images.
5 When you are satisfied with your choices, click **Start Resize**.

You can also resize an image, and use alternate resampling filters, in Edit Mode.

**Resize options**

<table>
<thead>
<tr>
<th>Percentage of original</th>
<th>Percentage</th>
<th>Specifies how to resize the images. Enter a percentage less than 100 to reduce the images, and greater than 100 to enlarge them.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to</td>
<td></td>
<td>Specifies whether the resize is applied to the height, width, or both.</td>
</tr>
<tr>
<td>Size in pixels</td>
<td>Width</td>
<td>Specifies the new width for the images in pixels.</td>
</tr>
<tr>
<td></td>
<td>Height</td>
<td>Specifies the new height for the images in pixels.</td>
</tr>
<tr>
<td>Resize</td>
<td></td>
<td>Specifies how to scale the images. Select one of the following options:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Enlarge only</strong>: Resizes only those images that are smaller than the specified height and width.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Reduce only</strong>: Resizes only those images that are larger than the specified height and width.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Enlarge and reduce</strong>: Resizes all images to the specified height and width.</td>
</tr>
<tr>
<td>Preserve original aspect ratio</td>
<td></td>
<td>Retains the width-to-height ratio of the original images.</td>
</tr>
<tr>
<td>Fit within</td>
<td></td>
<td>Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action.</td>
</tr>
</tbody>
</table>
In ACDSee, you can lighten or darken the colors of an image or a group of images with the Batch Adjust Exposure Wizard. You can adjust each image individually and preview the changes before applying, or make your adjustments to a single image and automatically apply the same changes to all of the images you selected.

You can also save your settings as a preset for future use.

To adjust image exposure:
1. In the Browser, select one or more images, and then click **Tools | Batch Adjust Exposure**.
2. In the Batch Adjust Exposure tool, do one or more of the following:
   - To adjust your images’ exposure automatically, select the **Auto Exposure** tab and set the options.
   - To adjust your images’ brightness, contrast, and gamma level, select the **Brightness** tab and adjust the options.
   - To precisely adjust the contrast and light levels in your images, select the **Levels** tab and set the options.
   - To precisely adjust the RGB color channels in your image, select the **Curves** tab and set the options.
3 Do one of the following:
   • Click Next Image to move on to the next image and repeat step 2 for each image you want to adjust.
   • Select the Apply settings to all selected images check box to apply the current settings to all of the images you selected.

4 Click Options to specify how you want to save and store the images.

5 Click Filter All Images.

You can also adjust your image’s exposure and color levels in Edit Mode.

Related topics
• Using the Batch Processor

Changing the color profiles of multiple images
You can change the color profiles of multiple images using the Batch Convert Color Profile tool.

To change the color profiles used in images:
1 In the Browser, select one or more images.
2 Click Tools | Batch Convert ICC Profile.
3 In the Color profile to convert from list, select the color profile currently associated with the images. For example, you will typically use the Batch Convert Profile tool to convert from your camera’s color profile to a more universal color profile, such as sRGB. If you select Use profile information when found in JPEG and TIFF images, ACDSee will convert from the color profile embedded in the images, not the color profile that you select in the list.
4 In the Color profile to convert to list, select color profile that you want to associate with the image.
5 In the Rendering Intent list, select the rendering intent. The most common rendering intent is Perceptual. Some color profiles ignore the rendering intent, so results can vary depending on the profile that you select.
6 Click Options to specify whether ACDSee should overwrite the image file (which effectively deletes the original color profile) or create new files with the new color profiles. You can also select options for JPEG compression.
7 Click Start.
8 Click Done.
Using the Batch Processor

You can use the Batch Processor to make multiple types of edits to multiple images. You can save your editing settings as a preset for future use. See the links below for detailed descriptions of the editing options for each editing tool.

To use the Batch Processor:

1. In the Browser, select the images that you want to edit, and then click **Tools | Batch Processor**. The Batch Processor wizard displays.

2. On the **Batch Image Processing Options** page, on the **Processing Profile** tab, select the types of edits that you want to make to the images.

3. Click on the word for each edit (for example, Rotate) to display the options that are available for that type of edit.

4. You can see how the editing options will affect an image in the Preview area:
   - Click the **Before** and **After** tabs to evaluate how the currently selected editing options affect the image, or click and hold the **Preview** icon to switch between the Before and After tabs.
   - Click **Original Image** or **Final Image**, at the top and bottom of the Edit list, to evaluate how all the editing options affect the image.
   - Drag the **Zoom** slider to the left or right to see the entire image, or to zoom in to a specific area in the image.
   - Click the **Fit Image** button to fit the image into the Preview area, or click the **Actual Size** button to display the image at full size in the Preview area. If you click the Actual Size button you will need to use the horizontal and vertical scroll bars to see different parts of the full-size image.

5. To see how the selected editing options affect each image, click the **Image List** tab and select each image in turn to display it in the Preview area.

6. If you decide that you no longer want to edit an image, click the Image List tab, select an image, and then click **Remove**.

7. If you decide that you want to edit more images:
   - Click the **Image List** tab, and then click **Add**.
   - Navigate to the folder containing the images that you want to add.
   - Select the images in the Available items area, and then click **Add**.
   - Click **OK**.

8. When you are satisfied with the images and the editing options, click **Next**.

9. On the **Output Options** page, specify where you would like to save the edited images, how you want to rename them, and other options. The output options are described below.

10. When you are satisfied with the output options, click **Next**.
Chapter 8 Editing

11 On the Batch Process Progress page, the progress bars indicate which images and edits are being processed.

12 On the Batch Process Completed page, you have the following options:
   - In the Summary section, click View Log to see a log that explains any process warnings or failures.
   - Click Browse with Explorer to open Windows Explorer so you can look at the edited images.
   - Click Save Preset to save all of the editing options as a preset for future use.
   - Select Browse the output folder with ACDSee Pro if you want look at the edited images in the File List pane.

13 Click Finish.

Rotate options
You can use the options in the Rotate section to rotate the image at a pre-set angle or at a custom angle.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No rotation</td>
<td>This option is selected by default so you see the unrotated image until you are ready to select a rotation option.</td>
</tr>
<tr>
<td>180</td>
<td>Rotates the image 180 degrees.</td>
</tr>
<tr>
<td>Left 90</td>
<td>Rotates the image to the left by 90 degrees.</td>
</tr>
<tr>
<td>Right 90</td>
<td>Rotates the image to the right by 90 degrees.</td>
</tr>
<tr>
<td>Custom angle</td>
<td>Select this option and then either type a custom angle number into the spin box or click the arrow and drag it around the circle until the image is rotated to the desired angle.</td>
</tr>
<tr>
<td>Background color</td>
<td>The color that you select displays behind the rotated image.</td>
</tr>
<tr>
<td>Draw a line on the image that you want to become vertical or horizontal</td>
<td>Click the Horizontal or Vertical button, and then use the mouse pointer to draw a line on the image that you want set as horizontal or vertical.</td>
</tr>
<tr>
<td>Automatic cropping</td>
<td>When you rotate an image at a custom angle, select Automatic cropping if you want to crop the image to the largest possible rectangular size within the rotated image.</td>
</tr>
<tr>
<td>Reset</td>
<td>Click to reset all options to the default.</td>
</tr>
</tbody>
</table>
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Crop options
You can use the options in the Crop section to control the size and orientation of the cropped area.

<table>
<thead>
<tr>
<th>Cropping proportion</th>
<th>Select the size of the cropped area or the ratio to use to determine the cropped area. Select Custom to define a custom crop area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Select the orientation of the cropped area:</td>
</tr>
<tr>
<td></td>
<td>•Automatic: Base the orientation of the cropped area on the orientation of the original image. For example, if the original image has a landscape orientation, the cropped area will also have a landscape orientation.</td>
</tr>
<tr>
<td></td>
<td>•Landscape: Use a landscape orientation for the cropped area.</td>
</tr>
<tr>
<td></td>
<td>•Portrait: Use a portrait orientation for the cropped area.</td>
</tr>
<tr>
<td>Reset</td>
<td>Click to reset all options to the default.</td>
</tr>
</tbody>
</table>

Resize options
You can use the options in the Resize section to reduce or enlarge the image.

<table>
<thead>
<tr>
<th>Resize by Megapixels</th>
<th>Select this option to reduce or enlarge the image to the specified number of megapixels while maintaining the height/width aspect ratio. For example, if you have a 6 megapixel image with an aspect ratio of 3000 by 2000 and you select 1.5 megapixels, the image will be reduced to 1500 by 1000. Use the drop-down to select from a pre-set list of megapixel sizes. Alternately, enter the megapixels into the Megapixels spin box. The Reduce/Enlarge drop-down determines how the image will be resized:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>•Reduce only: Reduce the size of the image.</td>
</tr>
<tr>
<td></td>
<td>•Enlarge only: Make the image larger.</td>
</tr>
<tr>
<td></td>
<td>•Enlarge or reduce: Either reduce the size of the image, or make the image larger.</td>
</tr>
</tbody>
</table>
Percentage

Select this option to reduce or enlarge the image to a percentage of the original. For example, if you want to reduce the image, enter a percentage that is less than 100. If you want to enlarge the image, enter a percentage that is greater than 100.

The Fitting method, which applies to the Percentage, Pixel dimensions, and Print dimensions options, determines how the image will be fit into the new image area:

- **Best fit preserving original aspect ratio**: Select this option to preserve the width/height aspect ratio from the original image. For example, if the aspect ratio of the original image is 4:3, the aspect ratio of the resized image will also be 4:3.
- **Fit exactly by stretching**: Select this option if you want to stretch the image to fit a particular width and height.
- **Fit exactly by adding bars**: Select this option if you want to fit the image into an area that is larger than the image. You can select the color of the bars that fill the gaps between the image and the edge of the area.

Pixel dimensions

Select this option to reduce or enlarge the image to a specific width and height, measured in pixels.

Print dimensions

Select this option to reduce or enlarge the image to specific print dimensions, such as the dimensions of a photographic print. Use the drop-down to select from a pre-set list of print dimensions. Alternately, enter a specific height, width, and resolution.

The Reduce/Enlarge drop-down determines how the image will be resized:

- **Reduce only**: Reduce the size of the image.
- **Enlarge only**: Make the image larger.
- **Enlarge or reduce**: Either reduce the size of the image, or make the image larger.
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### Color cast options

You can use the options in the Color cast section to remove an unwanted hue from an image.

**To use the Color cast options:**

1. Click an image area that should be white or gray. The color square shows the color of the original pixel on the left, and of the modified pixel on the right.

2. Select one of the following **White Point** correction color cast options:
   - **Custom**: Displays the color temperature of the area in the image that you clicked.
   - **Sunny**: Adjusts the color temperature to 5500K, approximately that of the midday sun.
   - **Cloudy**: Adjusts the color temperature to 6500K, approximately that of a lightly overcast sky.
   - **Shade**: Adjusts the color temperature to 7500K, approximately that of a heavily overcast sky.
   - **Tungsten**: Adjusts the color temperature to 2850K, approximately that of a household light bulb.
   - **Fluorescent**: Adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb.
   - **Flash**: Adjusts the color temperature to 5500K, approximately that of a camera flash.

3. Drag the **Strength** slider to specify the color cast removal strength. Higher settings remove more of the unwanted color.

4. Drag the **Temperature** slider to select a specific color temperature.
5 Drag the **Tint** slider to the left (more green) or right (more magenta) to match the settings you used when you took the photo.

6 Click **Reset** to reset all options to the default.

### Exposure options

You can use the options in the Exposure section to correct the exposure of your images. There are four tabs in the Exposure section: **Auto Exposure**, **Brightness**, **Levels**, and **Curves**.

#### Auto Exposure options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strength</strong></td>
<td>Adjusts the amount of exposure applied to the image.</td>
</tr>
<tr>
<td><strong>Auto Contrast and Color</strong></td>
<td>Adjusts color differences, brightness, and image color channels.</td>
</tr>
<tr>
<td><strong>Auto Contrast</strong></td>
<td>Adjusts the color differences and brightness only.</td>
</tr>
<tr>
<td><strong>Exposure warning</strong></td>
<td>Highlights over- and under-exposed areas of the image.</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>Discards all changes and reverts to the original exposure levels.</td>
</tr>
</tbody>
</table>

#### Brightness options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brightness</strong></td>
<td>Specifies the image’s light intensity. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.</td>
</tr>
<tr>
<td><strong>Contrast</strong></td>
<td>Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.</td>
</tr>
<tr>
<td><strong>Gamma</strong></td>
<td>Specifies the intensity of the light spectrum in an image. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.</td>
</tr>
<tr>
<td><strong>Exposure warning</strong></td>
<td>Highlights over- and under-exposed areas of the image.</td>
</tr>
<tr>
<td><strong>Reset</strong></td>
<td>Discards all changes and reverts to the original brightness levels.</td>
</tr>
</tbody>
</table>
Levels options

<table>
<thead>
<tr>
<th>Channel</th>
<th>Specifies the brightness or color channel you want to adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shadows</td>
<td>Specifies the blackpoint of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.</td>
</tr>
<tr>
<td>Midtones</td>
<td>Specifies the gamma correction in an image. Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.</td>
</tr>
<tr>
<td>Highlights</td>
<td>Specifies the whitepoint of an image. Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.</td>
</tr>
<tr>
<td>Clipped %</td>
<td>Indicates how much of the image detail is lost due to blackpoint and whitepoint correction.</td>
</tr>
<tr>
<td>Shadows picker</td>
<td>Click the Shadows picker and then click the image area you want to set as the blackpoint.</td>
</tr>
<tr>
<td>Midtones picker</td>
<td>Click the Midtones picker and then click the image area you want to set as the gamma correction value.</td>
</tr>
<tr>
<td>Highlights picker</td>
<td>Click the Highlights picker and then click the image area you want to set as the whitepoint.</td>
</tr>
<tr>
<td>Auto</td>
<td>Select one of the following options:</td>
</tr>
<tr>
<td></td>
<td>• Adjust Contrast: automatically analyzes and adjusts image contrast.</td>
</tr>
<tr>
<td></td>
<td>• Adjust Color and Contrast: automatically analyzes and adjusts each color channel independently, and then adjusts the contrast.</td>
</tr>
<tr>
<td></td>
<td>• Adjust Color and Brightness: automatically analyzes and adjusts image color and brightness.</td>
</tr>
<tr>
<td></td>
<td>• Tolerance: opens the Tolerance settings dialog box. Specify the maximum clipping percentage for Shadows and Highlights, and click OK. ACDSee adjusts the image levels automatically.</td>
</tr>
<tr>
<td>Exposure warning</td>
<td>Highlights over- and under-exposed areas of the image.</td>
</tr>
<tr>
<td>Reset</td>
<td>Discards all changes and reverts to the original image levels.</td>
</tr>
</tbody>
</table>
Chapter 8 Editing

Curves options

<table>
<thead>
<tr>
<th>Channel</th>
<th>Specifies the color channels to adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Histogram</td>
<td>Toggles the histogram display.</td>
</tr>
<tr>
<td>Histogram</td>
<td>Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.</td>
</tr>
<tr>
<td>Exposure warning</td>
<td>Highlights over- and under-exposed areas of the image.</td>
</tr>
<tr>
<td>Reset</td>
<td>Discards all changes and reverts to the original curve levels.</td>
</tr>
</tbody>
</table>

Noise removal options

You can use the options in the Noise removal section to remove noise from your images while preserving details that you want to retain.

<table>
<thead>
<tr>
<th>Despeckle</th>
<th>Removes noise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square</td>
<td>Removes noise using a 3 x 3 pixel square.</td>
</tr>
<tr>
<td>X</td>
<td>Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image's thin and diagonal lines.</td>
</tr>
<tr>
<td>Plus</td>
<td>Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, vertical, and horizontal lines.</td>
</tr>
</tbody>
</table>
| Hybrid     | Removes noise using a 3 x 3 pixel square, a 3 x 3 pixel X shape, and a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve and image's thin, diagonal, horizontal, and vertical lines. When hybrid is selected you have additional noise removal options:  
  - **Amount**: Drag the slider to the left or right to select the range of pixels that will be identified as noise. You would typically select a threshold of 10 to 20.  
  - **Radius**: Drag the slider to the left or right to apply median noise removal to smaller or larger areas. For example, you will typically increase the Radius value to remove larger areas of noise, but this will also remove detail from the photo.  
  - **Color noise reduction**: Drag the slider to the left or right to control how much the color variation in a photo is reduced. For example, drag the slider to the right if you want to reduce color variation. However, you should be careful about reducing color variation (that is caused by noise) because you could unintentionally reduce real color variations in a photo. |
**Sharpening options**

You can use the options in the Noise removal section to sharpen an image by enhancing the contrast of medium- and high-contrast edges.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the amount of light added to or removed from each edge. Higher values produce darker edges.</td>
</tr>
<tr>
<td><strong>Radius</strong></td>
<td>Specifies the number of pixels to adjust around each edge. Higher values increases the number of sharpened pixels.</td>
</tr>
<tr>
<td><strong>Threshold</strong></td>
<td>Specifies how different the lightness values of two adjacent pixels must be before they are sharpened. Higher values increase the required difference. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.</td>
</tr>
<tr>
<td><strong>Threshold feathering</strong></td>
<td>Select this option to create smoother transitions between sharpened and unsharpened pixels. If this option is not selected, you may see lines between pixels that have been sharpened and pixels that have not been sharpened.</td>
</tr>
</tbody>
</table>

**Vignette options**

You can use the options in the Vignette section to add a frame around a subject, such as a person or a bouquet of flowers. You can change the focal point in the portrait. You can also control the appearance of the border.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Horizontal</strong></td>
<td>Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.</td>
</tr>
<tr>
<td><strong>Vertical</strong></td>
<td>Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.</td>
</tr>
<tr>
<td><strong>Clear zone</strong></td>
<td>Specifies the size of the clear area around the focal point in the portrait. Drag the slider to the left to reduce the size of the clear area. Drag the slider to the right to increase the size of the clear area.</td>
</tr>
<tr>
<td><strong>Transition zone</strong></td>
<td>Specifies the width of the transition area between the clear zone and the frame. Drag the slider to the left to narrow the transition area. Drag the slider to the right to widen the transition area.</td>
</tr>
<tr>
<td><strong>Shape</strong></td>
<td>Specifies the shape of the frame:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Round</strong>: Select Round if you want the frame to be round.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Rectangular</strong>: Select Rectangular if you want the frame to be square.</td>
</tr>
<tr>
<td><strong>Show outline</strong></td>
<td>Select Show outline if you want to display an outline that shows the outside edge of the clear zone and the inside edge of the frame.</td>
</tr>
</tbody>
</table>
### Frame

Specifies special effects that you can apply to the frame around the focal point:

- **Color**: Select Color to display apply a color over the people or objects in the frame area.
- **Saturation**: Select Saturation to remove color from the people or objects in the frame area.
- **Blur**: Select Blur to blur the people or objects in the frame area.
- **Clouds**: Select Clouds to display clouds over people or objects in the frame area.
- **Edges**: Select Edges to trace the lines and details of people or objects in the frame area with neon colors.
- **Radial Waves**: Select Radial Waves to create the appearance of waves radiating from the focal point into the frame area.
- **Radial Blur**: Select Radial Blur to rotate and stretch people or objects in the frame area.
- **Zoom Blur**: Select Zoom Blur to blur the people or objects in the frame area.
- **Crayon Edges**: Select Crayon Edges to trace the lines and details around people or objects in the frame area with crayon.
- **Dauber**: Select Dauber to create the impression that the people or objects in the frame area around the portrait were painted with a paint dauber.
- **Pixelate**: Select Pixelate to blur images by increase the size of the pixels in the images.
- **Old**: Select Old to give your images an antique look.
- **Glowing Edges**: Select Glowing Edges to add color to the lines and details of people or objects in your images. The colored lines and details appear to glow.
- **Ripple**: Select Ripple to divide your images into concentric circles that resembles what you see when you drop a pebble into water.

### Filter Settings

The settings that display in the Settings area vary for each frame effect. For example, if you select Color in the Operation area, a color picker displays in the Filter Settings area. Similarly, if you select Blur in the Operation area, a slider that controls the level of blurriness displays in the Filter Settings area.
Text overlay options

You can use the options in the Text overlay section to add formatted text to a photo. You can apply special effects to your text to add artistic flair. You can also adjust the opacity of the text to create a watermark effect - useful for putting copyright information onto your photos.

Text options

<table>
<thead>
<tr>
<th>Text</th>
<th>Type the text you want to add in the available field, then specify the font you want to use and the formatting options such as bold, italics, and underline. Click the drop-down to the right of the Text field to insert a registration, copyright, or trademark symbol or image metadata.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>Drag the slider to specify a point size.</td>
</tr>
<tr>
<td>Color</td>
<td>Specify the color of the text.</td>
</tr>
<tr>
<td>Opacity</td>
<td>Drag the slider to specify the transparency of the text.</td>
</tr>
<tr>
<td>Alignment</td>
<td>Click a square to specify the alignment of the text in the text box.</td>
</tr>
<tr>
<td>Rotation</td>
<td>Specify the rotation of the text.</td>
</tr>
<tr>
<td>Text Box</td>
<td>Specify the alignment of the text box from the left edge of the image.</td>
</tr>
<tr>
<td>Left</td>
<td>Right</td>
</tr>
<tr>
<td>Top</td>
<td>Specify the alignment of the text box from the top edge of the image.</td>
</tr>
<tr>
<td>Bottom</td>
<td>Specify the alignment of the text box from the bottom edge of the image.</td>
</tr>
<tr>
<td>Border</td>
<td>Specify the color of the border of the text box, then drag the slider to specify the transparency of the border.</td>
</tr>
<tr>
<td>Fill</td>
<td>Specify the color of the fill in the text box, then drag the slider to specify the transparency of the fill.</td>
</tr>
</tbody>
</table>
## Box Effects options

<table>
<thead>
<tr>
<th><strong>Special Effect</strong></th>
<th>Specifies the effect you want to apply to the box. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the box.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bevel</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Angle</strong></td>
<td>Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle - note that this also adjusts the angle of the drop shadow.</td>
</tr>
<tr>
<td><strong>Elevation</strong></td>
<td>Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the box, while a higher value produces a more direct lighting effect and shorter shadows.</td>
</tr>
<tr>
<td><strong>Bevel</strong></td>
<td>Specifies how much of each box's edge is bevelled. Higher values give the box a more rounded, smoother look.</td>
</tr>
<tr>
<td><strong>Strength</strong></td>
<td>Specifies the difference between the highest and lowest points on the box. Higher values heighten the difference between the flat portions of the box and the bevelled edges.</td>
</tr>
<tr>
<td><strong>Drop Shadow</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Angle</strong></td>
<td>Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle - note that this also adjusts the shading of the box bevel.</td>
</tr>
<tr>
<td><strong>Blur</strong></td>
<td>Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.</td>
</tr>
<tr>
<td><strong>Opacity</strong></td>
<td>Specifies the darkness of the drop shadow where it falls on the image.</td>
</tr>
<tr>
<td><strong>Distance</strong></td>
<td>Specifies the distance between the drop shadow and the box. The higher the value, the farther the shadow and the higher the box appears. For a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the box rectangle.</td>
</tr>
<tr>
<td><strong>Blend Mode</strong></td>
<td>Select an option from the Blend Mode drop-down list to specify how you want the box to blend into the underlying image.</td>
</tr>
</tbody>
</table>
Text Effects options

<table>
<thead>
<tr>
<th>Special Effect</th>
<th>Bevel Angle</th>
<th>Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle - note that this also adjusts the angle of the drop shadow.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevation</td>
<td>Bevel</td>
<td>Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the text, while a higher value produces a more direct lighting effect and shorter shadows.</td>
</tr>
<tr>
<td></td>
<td>Strength</td>
<td>Specifies the difference between the highest and lowest points on the text. Higher values heighten the difference between the flat portions of the text and the bevelled edges.</td>
</tr>
<tr>
<td></td>
<td>Blend Mode</td>
<td>Select an option from the <strong>Blend Mode</strong> drop-down list to specify how you want the text to blend into the underlying image.</td>
</tr>
</tbody>
</table>

**Note:** If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the text rectangle.
**Watermark options**

You can use the options in the Watermark section to add a watermark to an image. You can move the watermark to any position on the image. You can also change the opacity of the watermark and blend the watermark into the image.

1. Click **Browse**, select your watermark, and click **Open**. The watermark displays in the center of the photo by default.
2. Click and drag the watermark to reposition it anywhere on your image. Alternately, click the **Position & Blending** tab and use the options to reposition the watermark.
3. Drag the marquee handles to resize the watermark image. Select **Maintain aspect ratio while resizing** if you want to resize the watermark image without stretching it.
4. Select **Apply Alpha Channel** to apply the alpha channel if it is present in the watermark. (Only TIF, PNG, and ICO watermark files can have an alpha channel.)
5. Select **Apply Transparency** to make a color in the watermark transparent. The default color is white. You can enter the RGB value of the color. If you do not know the RGB value, move your mouse over the watermark preview thumbnail on the Edit Panel and click on the color that you want to make transparent.
6. Click the **Position & Blending** tab.
7. Select an option from the **Blending Mode** drop-down list to specify how you want the watermark to blend into the underlying image.
8. Drag the **Opacity** slider to specify the transparency of the watermark.

**Output options**

<table>
<thead>
<tr>
<th>Destination folder</th>
<th>Same as source folder</th>
<th>Select this option if you want to save the edited images in the same folder as the original images.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific folder</td>
<td></td>
<td>Select this option if you want to save the edited images to a specific folder.</td>
</tr>
<tr>
<td>Create a new subfolder for the files</td>
<td>Creates a new subfolder in the folder that you selected from the <strong>Specific folder</strong> drop-down. Type a name for the new folder in the <strong>Create a new subfolder for the files</strong> text box.</td>
<td></td>
</tr>
<tr>
<td>File names</td>
<td>Keep original file names</td>
<td>Select this option if you want to save the edited images with the same file name as the original images.</td>
</tr>
<tr>
<td></td>
<td>Name using template</td>
<td>Select this option if you want to rename the edited images using a renaming template.</td>
</tr>
</tbody>
</table>
Image file format | File format | If you want to change the file format of the edited images, select the file format in which you would like to save the edited images.
---|---|---
**Pixel format** | **Use this option to determine number of bits per pixel (BPP) in the output images, and whether the images will be color or grayscale. Select Automatic if you want the output images to have the same pixel format (or the closest possible match) as the original images. You can use this option to convert the images from color to grayscale, or to convert the images to a pixel format that is compatible with other software or processes.**
---|---|---
**Metadata** | **Preserve metadata** | Select this option if the original image contains metadata, and you want the edited image to contain the same metadata.
---|---|---
**Preserve embedded audio** | Select this option if the original image contains embedded audio, and you want the edited image to contain the same embedded audio.
---|---|---
**Preserve color profile** | Select this option if the original image contains a color profile, and you want the edited image to contain the same color profile.
Chapter 8 Editing

RAW image processing

About RAW image processing

A RAW file is like a negative. RAW files contain all of the data that was collected by your digital camera’s sensor when you took a photo. If you tried to view a RAW file without processing, it would appear almost completely black. It is therefore necessary to develop, or process, your RAW files to produce a photo.

You can use the RAW Processing tool to select exposure, color, and image sharpness settings for your RAW files. You can select and save unique settings for each RAW file, or you can select and save generic settings as presets. If you save generic settings as presets, you can apply those presets to numerous RAW files using the Batch RAW Processing tool.

You cannot use the RAW Processing tool to change your original RAW files permanently. The RAW files remain intact after processing to preserve all the data captured by your camera. The processing settings that you select for a particular image are saved to the database and associated with the image. This means that the processing settings for a particular image can always be reapplied, although this can take some time.

<table>
<thead>
<tr>
<th>Other options</th>
<th>Preserve last-modified date</th>
<th>Select this option if the original image has a last-modified date, and you want the edited image to have the same last-modified date.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Copy database information</td>
<td>Select this option if you want to copy database information for the original image and enter it into the database for the edited image.</td>
</tr>
<tr>
<td></td>
<td>When output file already exists</td>
<td>Use this option to determine what ACDSee should do if the destination folder contains an image with the same file name as one of the edited images:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Ask</strong>: Select this option if you want to choose different options (skip, rename, overwrite) depending on the image.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Skip</strong>: Select this option if you want ACDSee to stop processing that image, and begin processing the next image.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Replace</strong>: Select this option if you want ACDSee to replace the image in the destination folder with the edited image.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Rename</strong>: Select this option if you want ACDSee to rename the edited file.</td>
</tr>
</tbody>
</table>
To save any changes you make to a RAW file permanently, you need to save it as a separate file, in a different file format (JPEG or TIFF, for example). This also applies to any editing of a RAW image that you apply after processing.

**Related topics**
- Supported RAW formats
- Viewing RAW images

**Processing a RAW image**

In ACDSee Pro, RAW files are preprocessed so you can see them in the Browser and Viewer. During preprocessing, levels and curves are adjusted to achieve the best possible exposure for browsing and viewing. You can use the RAW Processing tool to improve exposure, and to adjust color and image sharpness.

The Preprocess Exposure option plays an important role in the RAW Processing tool. It controls whether or not you use the exposure options that were applied during preprocessing. Refer to the exposure options below for a detailed explanation.

**To process a RAW image:**

1. Do one of the following:
   - In the Browser, select one or more images, and then click **Tools | RAW Processing**.
   - In the Viewer, click **Modify | RAW Processing**.
2. If you selected more than one image in the Browser, select the image that you want to process from the Thumbnails section.
3. In the RAW Processing tool, select exposure, color, and image sharpness settings.
4. As you are selecting exposure, color, and image sharpness settings, click **Exposure Warning** to highlight over- and under-exposed areas of the image. Click **Reset** to discard the settings that you have selected and revert to the default settings.
5. Do one of the following:
   - Click **Save As** to produce a photo from the RAW file and save it (as a different file, in a different file format).
   - Click **Done** to save the RAW processing settings to the database (without producing a photo). These will be re-applied if you open the same image later.
   - Click **Cancel** to discard the RAW processing settings and return to the Browser or Viewer.
### Exposure options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preprocess Exposure</strong></td>
<td>Select this option if you want to use the levels and curves that were applied during preprocessing, and make further changes to those levels and curves. Clear this option if you do not want to use the levels and curves that were applied during preprocessing and would prefer, instead, to select completely new levels and curves. Selecting exposure options can be very time-consuming, however, so the <strong>Preprocess Exposure</strong> option is selected by default and it is recommended that you use the levels and curves that were applied during preprocessing as a starting point for further adjustments.</td>
</tr>
<tr>
<td><strong>Channel</strong></td>
<td>Specifies the brightness or color channel you want to adjust.</td>
</tr>
<tr>
<td><strong>Shadows</strong></td>
<td>Specifies the blackpoint of an image. Move the slider or type a number from 0 to 255 into the spin box, to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.</td>
</tr>
<tr>
<td><strong>Midtones</strong></td>
<td>Specifies the gamma correction in an image. Move the slider, or type a number from 0.00 to 2.00 into the spin box, to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.</td>
</tr>
<tr>
<td><strong>Highlights</strong></td>
<td>Specifies the whitepoint of an image. Move the slider, or type a number from 0 to 255 into the spin box, to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.</td>
</tr>
<tr>
<td><strong>Clipped %</strong></td>
<td>Indicates how much of the image detail is lost due to blackpoint and whitepoint correction.</td>
</tr>
<tr>
<td><strong>Shadows picker</strong></td>
<td>Click the <strong>Shadows</strong> picker, and then click the image area you want to set as the blackpoint.</td>
</tr>
<tr>
<td><strong>Midtones picker</strong></td>
<td>Click the <strong>Midtones</strong> picker, and then click the image area you want to set as the gamma correction value.</td>
</tr>
<tr>
<td><strong>Highlights picker</strong></td>
<td>Click the <strong>Highlights</strong> picker, and then click the image area you want to set as the whitepoint.</td>
</tr>
<tr>
<td><strong>Exposure Compensation</strong></td>
<td>Specifies the brightness or darkness of the image. Move the slider to the right to brighten the image to a maximum of +4. Move the slider to the left to darken the image to a minimum of -4. The value increments are approximately equivalent to f-stops.</td>
</tr>
</tbody>
</table>
Auto

Select one of the following options:
- **Adjust Contrast**: Automatically analyzes and adjusts image contrast.
- **Adjust Color and Contrast**: Automatically analyzes and adjusts each color channel independently, and then adjusts the contrast.
- **Adjust Color and Brightness**: Automatically analyzes and adjusts image color and brightness.
- **Tolerance**: Opens the Tolerance settings dialog box. Specify the maximum clipping percentage for **Shadows** and **Highlights**, and click OK. ACDSee adjusts the image levels automatically.

Color options

White Balance

When you take RAW images your digital camera’s sensor ignores any white balance settings you have selected. Instead, the digital camera’s sensor collects as much information as it can. Therefore it is necessary to select the appropriate white balance during processing. Select one of the following white balance correction options:
- **RAW Adjust**: Selected automatically. Adjusts the color temperature to 3000K.
- **Sunny**: Adjusts the color temperature to 5500K, approximately that of the midday sun.
- **Cloudy**: Adjusts the color temperature to 6500K, approximately that of a lightly overcast sky.
- **Shade**: Adjusts the color temperature to 7500K, approximately that of a heavily overcast sky.
- **Tungsten**: Adjusts the color temperature to 2850K, approximately that of a household light bulb.
- **Fluorescent**: Adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb.
- **Flash**: Adjusts the color temperature to 5500K, approximately that of a camera flash.

Auto

Select one of the following options:
- **Adjust Contrast**: Automatically analyzes and adjusts image contrast.
- **Adjust Color and Contrast**: Automatically analyzes and adjusts each color channel independently, and then adjusts the contrast.
- **Adjust Color and Brightness**: Automatically analyzes and adjusts image color and brightness.
- **Tolerance**: Opens the Tolerance settings dialog box. Specify the maximum clipping percentage for **Shadows** and **Highlights**, and click OK. ACDSee adjusts the image levels automatically.
**Chapter 8 Editing**

### Detail options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>As Shot</strong></td>
<td>Click to use the white balance settings that you selected when you took the photo. The As Shot button displays the settings you selected. For example: As Shot (Auto) indicates that you selected Auto white balance settings when you took the photo, while As Shot (Sunny) indicates that you selected Sunny white balance settings when you took the photo.</td>
</tr>
<tr>
<td><strong>Temperature</strong></td>
<td>Drag the Temperature slider to the left or right to select a specific color temperature.</td>
</tr>
<tr>
<td><strong>Tint</strong></td>
<td>Drag the Tint slider to the left (more magenta) or right (more green) to match the white balance settings that you selected when you took the photo.</td>
</tr>
<tr>
<td><strong>As Shot</strong></td>
<td>Click to use the saturation settings that you selected when you took the photo. The As Shot button displays the settings you selected. For example: As Shot (Low) indicates that you selected Low saturation settings when you took the photo.</td>
</tr>
<tr>
<td><strong>Saturation</strong></td>
<td>Drag the Saturation slider to the left or right to change the intensity of hues in the photo.</td>
</tr>
<tr>
<td><strong>Use a working color space</strong></td>
<td>Select this option, then select a color space from the drop-down list to use a specific working color space during RAW image processing.</td>
</tr>
</tbody>
</table>

### Sharpness

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>As Shot</strong></td>
<td>Click to use the sharpness settings that you selected when you took the photo. The As Shot button displays the settings you selected. For example: As Shot (Normal) indicates that you selected Normal sharpness settings when you took the photo.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the amount of light added to, or removed from, each edge. Higher values produce darker edges.</td>
</tr>
<tr>
<td><strong>Radius</strong></td>
<td>Specifies the number of pixels to adjust around each edge. Higher values increases the number of sharpened pixels.</td>
</tr>
<tr>
<td><strong>Threshold</strong></td>
<td>Specifies how different the lightness values of two adjacent pixels must be before they are sharpened. Higher values increase the required difference. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.</td>
</tr>
</tbody>
</table>
ACDSee™ Pro User Guide

### Processing a batch of RAW images

In the RAW Processing tool you can save selected exposure, color, and image sharpness settings as presets. If you save generic settings as presets, you can apply those presets to a batch of RAW files using the Batch RAW Processing tool. You can also use the Batch RAW Processing tool to remove all processing settings from a batch of RAW files.

**To process a batch of RAW files:**

1. In the Browser, select the images that you want to process, and then click **Tools | Batch RAW Processing**.

2. If you want to apply presets to the RAW files, select a preset in the Processing options section.

3. If you want to remove all processing settings from the RAW files, select **Undo processing settings** in the Processing options section.

4. Select **Convert files to another format after processing** if you want to produce photos from the RAW file and save them as separate files, in a different file format (JPEG or TIFF, for example).

5. Do one of the following:
   - Click **Process** to save or remove RAW processing settings, and, if you selected Convert files after processing, to produce photos using those settings.
   - Click **Cancel** to discard any selections you made and return to the Browser.

6. If you selected **Convert files to another format after processing**, the Convert File Format dialog displays. Follow the steps in Converting images to another format to select an appropriate file format and produce the photos.

---

**Noise Reduction**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Specifies the amount of noise to remove from the image. Higher values reduce more noise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radius</td>
<td>Drag the slider to the left or right to apply median noise removal to smaller or larger areas. For example, you typically increase the Radius value to remove larger areas of noise, but this also removes detail from the photo.</td>
</tr>
<tr>
<td>Color Noise Reduction</td>
<td>Drag the slider to the left or right to select the range of pixels that are identified as noise. You typically select a threshold of 10 to 20.</td>
</tr>
</tbody>
</table>
Sharing RAW processing settings

You can share your RAW processing settings with other ACDSee Pro users. To do this, you export the processing settings from the database to a file, which has an .rpp file extension. You can then send the RAW file, and the processing settings, to another ACDSee Pro user, who can import the .rpp settings into their ACDSee database. When they open the RAW file in ACDSee, the processed photo will have the appearance you intended.

To export your RAW processing settings:

1. In the Browser, select the RAW file (or files) that you want to share.
2. Click **Database** | **Export**, and then select **RPP Files**. A summary of the export process displays in the Summary dialog.
3. Click **OK**.

The .rpp file is saved in the same folder as the source RAW file. When you send the RAW file and the .rpp file to another ACDSee Pro user, tell them to keep the RAW file and the .rpp file together in the same folder.

To import RAW processing settings:

1. In the Browser, select the shared RAW file (or files).
2. Click **Database** | **Import** and select **RPP Files**. A summary of the import process displays in the Summary dialog.
3. Click **OK**.

The thumbnails of the shared RAW files are updated to reflect your processing settings.

Removing RAW processing settings

Once you have processed a RAW file, the settings you use are saved in the database and will be applied again each time you open that file. You can remove the RAW processing settings from a single RAW file or from a batch of RAW files.

To remove RAW processing settings from a single RAW file:

1. In the Browser, double-click the RAW file. It displays in the Viewer.
2. In the Viewer, click **Modify** | **Revert RAW Processing**. The RAW processing settings are deleted from the ACDSee database.
3. Close the Viewer.

To remove RAW processing settings from a batch of RAW files:

1. In the Browser, select the RAW files, and then click **Tools** | **Batch RAW Processing**.
2. Select **Undo processing settings** in the Processing options section.
3 Do one of the following:
   • Click **Process** to remove RAW processing settings.
   • Click **Cancel** to discard any selections you made and return to the Browser.

**Editing RAW images**
You can select a RAW file and open it in Edit Mode.
If you processed the file previously, ACDSee applies those processing settings to display the photo in Edit Mode. If you have not selected processing settings, ACDSee uses generic processing settings to display the photo in Edit Mode.
When you click **Finished Editing**, you are prompted to save the photo as a separate file in a different file format (JPEG or TIFF, for example).

**Applying special effects filters**

**About special effect filters**
You can use filters to add unique effects to your images. ACDSee includes more than 20 special effect filters, such as Crosshatch, Pixel Explosion, and Solarize.
**To access the special effects filters:**
   In Edit Mode, on the Edit Panel, click **Effects**.
For more information about each effect, click the **Help** button to view a Help file page specific to that effect.

**Related topics**
   • Saving tool settings
   • Using the undo/redo system

**Applying a Bathroom Window effect**
The Bathroom Window effect divides your images into bars, transforming them so they resemble the view through privacy glass often found in bathrooms. You can select or change the Bathroom Window options to apply this effect to your image, and save your options as a preset for use at another time.
To apply a Bathroom Window effect:
1. On the Edit Panel, click Effects, and then double-click Bathroom Window.
2. In the Bathroom Window dialog box, in the Bar direction area, select one of the following to specify the orientation of the bars in your image:
   - Vertical
   - Horizontal
3. Drag the Bar width slider to set the thickness of the bars. Thinner bars result in a more distorted image.
4. Do one of the following:
   - Click Done to apply your changes and close the Bathroom Window tab.
   - Click Cancel to discard all changes and close the tab.

Applying a Blinds effect
You can use the Blinds effect to divide your image into bars that look like venetian or vertical window blinds. You can select or change the Blinds options to add blinds to your image, and save your options as a preset for use at another time.

To apply a Blinds effect:
1. On the Edit Panel, click Effects, and then double-click Blinds.
2. On the Blinds tab, set the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the Blinds tab.
   - Click Cancel to discard all changes and close the tab.

Blinds options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blind width</td>
<td>Specifies the width of the blinds. Type a number from 1 to 1000 or drag the slider to adjust the width of each blind. As the value increases, the width of the blind also increases.</td>
</tr>
<tr>
<td>Blind opacity</td>
<td>Specifies the opacity of the blinds. Type a number from 1 to 99 or drag the slider to adjust the opacity of the blinds. The higher the opacity, the more the image is obscured.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the angle of the blinds. Type a number from 1 to 360 or drag the arrow to adjust the angle.</td>
</tr>
<tr>
<td>Blind color</td>
<td>Specifies the color of the blinds.</td>
</tr>
</tbody>
</table>
Applying a Bulge effect

You can use the Bulge effect to stretch or shrink areas of your images horizontally and vertically. You can set the radius and position of the distortion, and save the options as a preset for use at another time.

To apply a Bulge and Shrink effect:
1. On the Edit Panel, click Effects, and then double-click Bulge.
2. On the Bulge tab, set the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the Bulge tab.
   - Click Cancel to discard all changes and close the tab.

Bulge and Shrink options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal position</td>
<td>Specifies the center of the distortion along the horizontal axis. A lower value moves the distortion towards the left side of the image, while a higher value moves it towards the right side of the image.</td>
</tr>
<tr>
<td>Vertical position</td>
<td>Specifies the center of the distortion along the vertical axis. A lower value moves the distortion towards the bottom of the image, while a higher value moves it towards the top of the image.</td>
</tr>
<tr>
<td>Radius</td>
<td>Specifies the radius of the distorted area. A lower value decreases the radius of the distortion, while a higher value increases the radius of the distortion.</td>
</tr>
<tr>
<td>Strength</td>
<td>Specifies the strength of the distortion. A negative value shrinks the center of the distortion, while a higher value bulges the distortion.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the background color for the filtered image. Select the Image check box to use the original image color, or click the color picker to select a different color.</td>
</tr>
</tbody>
</table>
| Bulge direction    | Specifies the direction of the distortion. Select one or both of the following options:  
   - Horizontal: moves the distortion horizontally.  
   - Vertical: moves the distortion vertically. |
Applying a Colored Edges effect

You can use the Colored Edges effect to trace the lines and details of people or objects in your images. You can save your options as a preset value for future use.

**To apply a Colored Edges effect:**

1. On the Edit Panel, click **Effects**, and then double-click **Colored Edges**.
2. On the Colored Edges tab, set the options as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the Colored Edges tab.
   - Click **Cancel** to discard all changes and close the tab.

### Colored Edges options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intensity</strong></td>
<td>Specifies the amount of color added to the edges within the image. The higher the setting, the thicker the color that is applied to the image.</td>
</tr>
<tr>
<td><strong>Edge color</strong></td>
<td>Specifies the color of the edges.</td>
</tr>
<tr>
<td><strong>Edge detection</strong></td>
<td>Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.</td>
</tr>
<tr>
<td><strong>Blurring</strong></td>
<td>Blurs the edges in the image. Select the <strong>Use blurring</strong> check box, and then select a blur setting to determine how much blur is applied.</td>
</tr>
</tbody>
</table>

Applying a Contours effect

You can use the Contours effect to draw contour lines on your image that create a cartoon effect. You can select or change the Contours options to apply the effect to your image, and save your options as a preset for use at another time.

**To apply a Contours effect:**

1. On the Edit Panel, click **Effects**, and then double-click **Contours**.
2. On the Contours tab, set the options as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the Contours tab.
   - Click **Cancel** to discard all changes and close the tab.
Contours options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rounding</td>
<td>Specifies the amount of curve in the contour lines. The higher the value, the rounder the lines.</td>
</tr>
<tr>
<td>Line frequency</td>
<td>Specifies the amount of space between the contour lines. The higher the value, the closer the lines move together.</td>
</tr>
<tr>
<td>Line strength</td>
<td>Specifies the strength of the line. The higher the value, the darker the line.</td>
</tr>
<tr>
<td>Line color</td>
<td>Specifies the color of the contour lines.</td>
</tr>
</tbody>
</table>

Applying a Crayon Drawing effect
You can use the Crayon Drawing effect to give your photos the appearance of a crayon drawing.

To use the Crayon Drawing effect:
1. On the Edit Panel, click Effects, and then double-click Crayon Drawing.

Applying a Crosshatch effect
You can use the Crosshatch effect to add crosshatching to an image.

To use the Crosshatch effect:
1. On the Edit Panel, click Effects, and then double-click Crosshatch.

Applying a Dauber effect
You can use the Dauber effect to make your images look like they were painted with a paint dauber. You can select or change the Dauber options to apply the effect to your image, and save your options as a preset for use at another time.

To use the Dauber effect:
1. On the Edit Panel, click Effects, and then double-click Dauber.
2. On the Dauber tab, set the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the Dauber tab.
   - Click Cancel to discard all changes and close the tab.
Chapter 8 Editing

Dauber options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensity</td>
<td>Specifies the amount of color applied with each daub.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Specifies the number of daubs added to the image.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the background color of the filtered image.</td>
</tr>
<tr>
<td>Random Seed</td>
<td>Indicates the random placement of the paint daubs. When you apply the</td>
</tr>
<tr>
<td></td>
<td>Dauber effect to an image, ACDSee places the daubs randomly. This makes</td>
</tr>
<tr>
<td></td>
<td>the paint daubs different every time you apply the filter. You can define</td>
</tr>
<tr>
<td></td>
<td>a specific random seed to generate identical daubs. To generate a new</td>
</tr>
<tr>
<td></td>
<td>random seed, click Random Seed.</td>
</tr>
</tbody>
</table>

Applying an Edge Detect effect

You can use the Edge Detect effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors. (The Sobel effect is similar to the Edge Detect effect, but produces sharper and brighter outlines.)

To use the Edge Detect effect:

On the Edit Panel, click Effects, and then double click Edge Detect.

Related topics

- Applying a Sobel effect

Applying an Emboss effect

You can use the Emboss effect to add a grayscale relief to an image. You can save your options as a preset for future use.

To emboss an image:

1. On the Edit Panel, click Effects, and then double-click Emboss.
2. On the Emboss tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the Emboss tab.
   - Click Cancel to discard your changes and close the tab.
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Emboss options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevation</td>
<td>Specifies the light source's elevation on the image. Lower values produce more shadows and a darker image. Higher values produce fewer shadows and a lighter image.</td>
</tr>
<tr>
<td>Weight</td>
<td>Specifies the amount of relief added to the image. Higher values increase the relief depth.</td>
</tr>
<tr>
<td>Azimuth</td>
<td>Specifies the angle of shadows that extend from the edges of image details. A value of 0 adds shadows to the left side, while a value of 180 adds shadows to the right side.</td>
</tr>
</tbody>
</table>

Applying a Furry Edges effect

You can use the Furry Edges effect to add fur and bristles to the lines and details of people or objects in your images. You can save your options as a preset for future use.

To use the Furry Edges effect:
1. On the Edit Panel, click Effects, and then double-click Furry Edges.
2. On the Furry Edges tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the Furry Edges tab.
   - Click Cancel to discard your changes and close the tab.

Furry Edges options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>Specifies how much fur is added to the image. The higher the setting, the more dense the fur that is applied to the image.</td>
</tr>
<tr>
<td>Threshold</td>
<td>Specifies how sharp an edge must be before fur is applied to it. As the value decreases, the area of the image that fur is added to increases.</td>
</tr>
<tr>
<td>Fur length</td>
<td>Specifies the length of each strand of fur. As the value increases, the length of each fur strand also increases.</td>
</tr>
<tr>
<td>Variance</td>
<td>Specifies how much of the fur grows in the direction indicated by the Hair direction setting. The higher the value, the more random the fur direction will be.</td>
</tr>
<tr>
<td>Hair direction</td>
<td>Specifies the general direction in which fur will appear to grow.</td>
</tr>
<tr>
<td>Edge detection</td>
<td>Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.</td>
</tr>
</tbody>
</table>
Applying a Glowing Edges effect

You can use the Glowing Edges effect to add color to the lines and details of people or objects in your images. The colored lines and details appear to glow. You can save your options as a preset value for future use.

To apply a Glowing Edges effect:
1 On the Edit Panel, click Effects, and then double-click Glowing Edges.
2 On the Glowing Edges tab, set the options as described below.
3 Do one of the following:
   • Click Done to apply your changes and close the tab.
   • Click Cancel to discard all changes and close the tab.

Glowing Edges options

<table>
<thead>
<tr>
<th><strong>Background color</strong></th>
<th>Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fur color</strong></td>
<td>Specifies the color of the fur. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
<tr>
<td><strong>Random Seed</strong></td>
<td>Indicates the random placement of the fur strands. When you apply the Furry Edges effect to an image, ACDSee places the fur randomly. This makes the fur strands different every time you apply the filter. You can define a specific random seed to generate identical fur patterns. To generate a new random seed, click Random Seed.</td>
</tr>
</tbody>
</table>

Applying a Granite effect

You can use the Granite effect to give your images the appearance of being painted on a rock wall. You can save your options as a preset for future use.

To use the Granite effect:
1 On the Edit Panel, click Effects, and then double-click Granite.
2 On the Granite tab, set the options as described below.
Applying a Mirror effect

You can use the Mirror effect to reflect an image along the horizontal or vertical axis. You can select or change the Mirror options to apply mirroring to your image, and save your options as a preset for use at another time.

To apply a Mirror effect:
1. On the Edit Panel, click Effects, and then double-click Mirror.
2. On the Mirror tab, in the Mirror direction area, select one of the following options to indicate which direction you want to mirror the image:
   - Horizontal
   - Vertical
3. Drag the Mirror axis slider to adjust the position of the mirror. A value of 500 places the mirror in the center of the image.
4. Do one of the following:
   - Click Done to apply your changes and close the Mirror tab.
   - Click Cancel to discard your changes and close the tab.

Applying a Negative effect

You can use the Negative effect to create a negative of your image. You can also apply the Negative filter to a negative scanned from a roll of film to produce a positive image.

To create an image negative:

On the Edit Panel, click Effects, and then double-click Negative.
Applying an Oil Paint effect

You can use the Oil Paint effect to give your images a painted appearance. You can save your options as a preset for future use.

To create an oil painting from a photo:
1. On the Edit Panel, click Effects, and then double-click Oil Paint.
2. On the Oil Paint tab, drag the Brush width slider to specify the width of the brush strokes in the effect. The higher the value, the wider the brush stroke.
3. Drag the Variance slider to specify the color variance in each brush stroke. Higher values increase the number of colors used in each stroke.
4. Drag the Vibrance slider to adjust the intensity of the colors in the image.
5. Do one of the following:
   - Click Done to apply your changes and close the Oil Paint tab.
   - Click Cancel to discard your changes and close the tab.

Applying the Old effect

You can use the Old effect to give your images an antique look. (The Old effect is similar to the Sepia effect, but produces a more realistic appearance of age.)

To apply the Old effect:
1. On the Edit Panel, click Effects, and then double-click Old.
2. On the Old tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

Old options

| Age | Specifies the intensity or degree of the effect. (The numbers do not correspond to how old the photo should appear.) |

Related topics

- Applying a Sepia effect
Applying an Outline effect

The Outline effect is similar to the Edge Detect effect. You can use the Outline effect to create a highlighted outline of your image. However, with the Outline effect you can control the thickness of the outline, whether an edge is outlined or not, and the color that displays behind the outlined image. You can save your options as a preset for future use.

To use the Outline effect:
1. On the Edit Panel, click Effects, and then double-click Outline.
2. On the Outline tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

Outline options

<table>
<thead>
<tr>
<th>Line width</th>
<th>Specifies the width of the outline in the effect. The higher the value, the wider the outline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threshold</td>
<td>Specifies how sharp an edge must be in order to be outlined. If you specify a higher value, more edges in the photo will be outlined.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the background color of the filtered image. Click the color picker to select a different color.</td>
</tr>
</tbody>
</table>

Applying a Pencil Drawing effect

You can use the Pencil Drawing effect to create a pencil drawing from your images.

To create a pencil drawing from an image:
   On the Edit Panel, click Effects, and then double-click Pencil Drawing.

Applying a Pixel Explosion effect

You can use the Pixel Explosion effect to explode pixels from a center point in your images. You can select or change the Pixel Explosion options to apply this effect to your image, and save your options as a preset for use at another time.

To use the Pixel Explosion effect:
1. On the Edit Panel, click Effects, and then double-click Pixel Explosion.
2. On the Pixel Explosion tab, set the options as described below.
3 Do one of the following:
   • Click **Done** to accept your changes and close the Pixel Explosion tab.
   • Click **Cancel** to discard your changes and close the tab.

**Pixel Explosion options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Horizontal center</strong></td>
<td>Specifies the center point of the explosion on the horizontal axis. A value of 500 places the explosion at the middle of the image.</td>
</tr>
<tr>
<td><strong>Vertical center</strong></td>
<td>Specifies the center point of the explosion on the vertical axis. A value of 500 places the explosion at the middle of the image.</td>
</tr>
<tr>
<td><strong>Intensity</strong></td>
<td>Specifies the intensity of the explosion. A higher value creates a larger, more brilliant spread of the pixels in the image.</td>
</tr>
<tr>
<td><strong>Explosion direction</strong></td>
<td>Specifies the direction of the explosion. Select one or both of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Explode horizontally</strong>: explodes the pixels towards the right and left sides of the image.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Explode vertically</strong>: explodes the pixels towards the top and bottom of the image.</td>
</tr>
<tr>
<td><strong>Random Seed</strong></td>
<td>Indicates the random placement of the pixels. When you apply the Pixel Explosion effect to an image, ACDSee places the pixels randomly. This makes the pixels different every time you apply the filter. You can define a specific random seed to generate identical pixel patterns. To generate a new random seed, click <strong>Random Seed</strong>.</td>
</tr>
</tbody>
</table>

**Applying a Pixelate effect**

A pixel is the smallest piece of a digital image, arranged in rows and columns. When you reduce the resolution of your image, the size of the pixel increases and produces blurring. You can use the Pixelate effect to increase the size of the pixels in your image, and save your options as a preset for future use.

**To apply a Pixelate effect:**
1 On the Edit Panel, click **Effects**, and then double-click **Pixelate**.
2 On the Pixelate tab, drag the Width and Height sliders to set the size of the pixels in your image. Select the Square check box to make the width and height equal.
3 Do one of the following:
   • Click **Done** to accept your changes and close the Pixelate tab.
   • Click **Cancel** to discard your changes and close the tab.
Applying a Posterize effect

You can use the Posterize effect to reduce the number of brightness levels in your image. You can select or change the Posterize options to apply this effect to your image, and save your options as a preset for use at another time.

To apply a Posterize effect:
1. On the Edit Panel, click Effects, and then double-click Posterize.
2. On the Posterize tab, drag the Brightness levels slider to adjust the variance of colors in the image. The lower the value, the fewer colors used in the image.
3. Do one of the following:
   - Click Done to accept your changes and close the Posterize tab.
   - Click Cancel to discard your changes and close the tab.

Applying a Radial Waves effect

You can use the Radial Waves effect to display waves radiating from a center point in the photo. You can change the center point in the photo and you can also control the appearance of the waves. You can save your options as a preset for use at another time.

To apply a Radial Waves effect:
1. On the Edit Panel, click Effects, and then double-click Radial Waves.
2. On the Radial waves tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

Radial waves options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal position</td>
<td>Specifies the center of the waves on the horizontal axis. A value of 500 places the waves in the middle of the image.</td>
</tr>
<tr>
<td>Vertical position</td>
<td>Specifies the center of the waves on the vertical axis. A value of 500 places the waves in the middle of the image.</td>
</tr>
<tr>
<td>Amplitude</td>
<td>Specifies the depth and height of each wave.</td>
</tr>
<tr>
<td>Wavelength</td>
<td>Specifies the amount of space between waves.</td>
</tr>
<tr>
<td>Light strength</td>
<td>Specifies the amount of light contrast between the top and bottom of each wave.</td>
</tr>
</tbody>
</table>
### Applying a Rain effect

You can use the Rain effect to make it look like it was raining when you took a photo. You can control the amount of rain, the angle of the rain, and other characteristics of the rain. You can save your options as a preset for use at another time.

**To apply rain to a photo:**

1. On the Edit Panel, click **Effects**, and then double-click **Rain**.
2. On the Rain tab, set the options as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the tab.
   - Click **Cancel** to discard all changes and close the tab.

### Rain options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background color</strong></td>
<td>Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
<tr>
<td><strong>Wave direction</strong></td>
<td>Specifies the direction of the waves. Select one, or both, of the following:</td>
</tr>
<tr>
<td></td>
<td>• Wave horizontally: makes the waves move towards the right and left sides of the image.</td>
</tr>
<tr>
<td></td>
<td>• Wave vertically: makes the waves move towards the top and bottom of the image.</td>
</tr>
<tr>
<td><strong>Strength</strong></td>
<td>Specifies the length of the rain drops. Drag the slider to the right to increase the length.</td>
</tr>
<tr>
<td><strong>Opacity</strong></td>
<td>Specifies the opacity of the rain drops. Type a number from 1 to 99 or drag the slider to adjust the opacity of the rain drops. The higher the opacity, the more the image is obscured.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>Specifies the number of rain drops.</td>
</tr>
<tr>
<td><strong>Angle variance</strong></td>
<td>Specifies the angle of the rain drops. Type a number from 1 to 360 or drag the arrow to adjust the angle.</td>
</tr>
<tr>
<td><strong>Strength variance</strong></td>
<td>Specifies how much variety there should be in the length of the rain drops. Drag the slider to the left if you want rain drops to have a similar length. Drag the slider to the right if you want to vary the length of rain drops. If you vary the length of rain drops they look natural.</td>
</tr>
</tbody>
</table>
Applying a Ripple effect

You can use the Ripple effect to divide your images into concentric circles that resembles what you see when you drop a pebble into water. You can select or change the Ripple options to apply ripples to your image, and save your options as a preset for use at another time.

To apply a Ripple effect:

1. On the Edit Panel, click Effects, and then double-click Ripple.
2. On the Ripple tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the Ripple tab.
   - Click Cancel to discard your changes and close the tab.

Ripple options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background blur</td>
<td>Specifies the amount of blur in the photo. Use this option to blur the photo so the rain effect looks natural.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the angle at which the rain drops are falling.</td>
</tr>
<tr>
<td>Color</td>
<td>Specifies the color of the rain drops.</td>
</tr>
<tr>
<td>Horizontal position</td>
<td>Specifies the center of the ripples on the horizontal axis. A value of 500 places the ripples in the middle of the image.</td>
</tr>
<tr>
<td>Vertical position</td>
<td>Specifies the center of the ripples on the vertical axis. A value of 500 places the ripples in the middle of the image.</td>
</tr>
<tr>
<td>Amplitude</td>
<td>Specifies the depth and height of each ripple.</td>
</tr>
<tr>
<td>Wavelength</td>
<td>Specifies the amount of space between ripples.</td>
</tr>
<tr>
<td>Light strength</td>
<td>Specifies the amount of light contrast between the top and bottom of each ripple.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
<tr>
<td>Ripple direction</td>
<td>Specifies the direction of the ripples. Select one or both of the following:</td>
</tr>
</tbody>
</table>

- **Ripple vertically**: makes the ripples move towards the top and bottom of the image.
- **Ripple horizontally**: makes the ripples move towards the right and left sides of the image.
Applying a Scattered Tiles effect

You can use the Scattered Tiles effect to divide your images into rectangular tiles, and scatter and stack the tiles. You can select or change the Scattered Tiles options to apply this effect to your image, and save your options as a preset for use at another time.

To apply a Scattered Tiles effect:
1. On the Edit Panel, click Effects, and then double-click Scattered Tiles.
2. On the Scattered Tiles tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the Scattered Tiles tab.
   - Click Cancel to discard your changes and close the tab.

Scattered Tiles options

<table>
<thead>
<tr>
<th>Tile size</th>
<th>Specifies the size of the tiles.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scatter amount</td>
<td>Specifies how much the tiles will move from their original positions.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the color of the background. Click the color picker to select a different color.</td>
</tr>
<tr>
<td>Random Seed</td>
<td>Indicates the random placement of the tiles. When you apply the Scattered Tiles effect to an image, ACDSee places the tiles randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical tile patterns. To generate a new random seed, click Random Seed.</td>
</tr>
</tbody>
</table>

Applying a Sepia effect

You can use the Sepia effect to give your images an antique look. (The Old effect is similar to the Sepia effect, but produces a more realistic appearance of age.)

To add a sepia tone to an image:
   - On the Edit Panel, click Effects, and then double-click Sepia.
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Applying a Sheet Metal effect
You can use the Sheet Metal effect to turn your images into sheet metal impressions. You can save your options as a preset for future use.

To apply a Sheet Metal effect:
1. On the Edit Panel, click Effects, and then double-click Sheet Metal.
2. On the Sheet Metal tab, set the options as described below.
3. Do one of the following:
   • Click Done to accept your changes and close the Sheet Metal tab.
   • Click Cancel to discard your changes and close the tab.

Sheet Metal options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rounding</td>
<td>Specifies the amount of curve in the edges of the impressions.</td>
</tr>
<tr>
<td>Detail</td>
<td>Specifies the amount of detail in the impression.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the angle of the grain in the sheet metal.</td>
</tr>
<tr>
<td>Metal color</td>
<td>Specifies the color of the sheet metal.</td>
</tr>
<tr>
<td>Direction</td>
<td>Specifies the direction in which the sheet metal was manipulated. Select one of the following:</td>
</tr>
</tbody>
</table>
  • Indented: stamps the metal from the top side of the image. |
  • Pushed out: stamps the metal from underneath the image.    |

Applying a Shift effect
You can use the Shift effect to divide your images into bars and shift them in random directions. You can save your options as a preset for future use.

To apply a Shift effect:
1. On the Edit Panel, click Effects, and then double-click Shift.
2. On the Shift tab, set the options as described below.
3. Do one of the following:
   • Click Done to accept your changes and close the Shift tab.
   • Click Cancel to discard your changes and close the tab.
Chapter 8 Editing

Shift options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strength</td>
<td>Specifies the amount of shift between the bars.</td>
</tr>
<tr>
<td>Width</td>
<td>Specifies the width of each bar.</td>
</tr>
<tr>
<td>Angle</td>
<td>Specifies the angle of the bars.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the background color of the filtered image. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
</tbody>
</table>

Applying a Slant effect

You can use the Slant effect to make a photo appear slanted. For example, you could use the Slant effect to distort a photo by pushing the top of the photo to the left and the bottom of the photo to the right. Similarly, you could use the slant effect to push the left side of the photo upwards and the right side of the photo downwards. You can save your options as a preset for future use.

To apply a Slant effect:
1. On the Edit Panel, click Effects, and then double-click Slant.
2. On the Slant tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

Slant options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Specifies the degree of the slant.</td>
</tr>
<tr>
<td>Fulcrum</td>
<td>Specifies the center of the slant. Drag the slider to the left to place the center of the slant near the bottom of the photo. Drag the slider to the right to place the center of the slant near the top of the photo.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the background color of the filtered image. Click the color picker to select a different color.</td>
</tr>
<tr>
<td>Slant Direction</td>
<td>Specifies the angle of the slant:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Horizontal</strong>: Select Horizontal to push the top or bottom of the photo to the left or right.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Vertical</strong>: Select Vertical to push the left or right side of the photo up or down.</td>
</tr>
</tbody>
</table>
**Applying a Sobel effect**

You can use the Sobel effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors. (The Sobel effect is similar to the Edge Detect effect, but produces sharper and brighter outlines.)

**To use the Sobel effect:**

On the Edit Panel, click **Effects**, and then double-click **Sobel**.

**Related topics**

- Applying an Edge Detect effect

**Applying a Solarize effect**

You can use the Solarize effect to simulate the effect of overexposing an image, as though the film was exposed to light before developing. You can select or change the Solarize options to apply this effect to your image, and save your options as a preset for use at another time.

**To apply a Solarize effect:**

1. On the Edit Panel, click **Effects**, and then double-click **Solarize**.
2. On the Solarize tab, drag the **Threshold** slider to specify the brightness threshold of the image.
3. In the Effect area, specify which pixels you want to adjust by selecting one of the following options:
   - **Solarize**: adjusts pixels located above the specified threshold option. The effect takes any pixels above the threshold and replaces them with their negative value. When you solarize an image, a higher threshold value sets a brighter threshold, and colors need to be brighter to be overexposed.
   - **Lunarize**: adjusts pixels located below the specified threshold option. The effect takes any pixels below the threshold and replaces them with their negative value. When you lunarize an image, a higher threshold value sets a darker threshold, and colors do not have to be as bright to be overexposed.
4. Do one of the following:
   - Click **Done** to accept your changes and close the Solarize tab.
   - Click **Cancel** to discard your changes and close the tab.
Applying a Stained Glass effect

You can use the Stained Glass effect to divide your images into fragments of a random size and shape, to give the photo the appearance of a stained glass window. You can control the size and position of the fragments. You can save your options as a preset for use at another time.

To apply a Stained Glass effect:
1. On the Edit Panel, click Effects, and then double-click Stained Glass.
2. On the Stained Glass tab, set the options as described below.
3. Do one of the following:
   • Click Done to accept your changes and close the tab.
   • Click Cancel to discard your changes and close the tab.

Stained Glass options

<table>
<thead>
<tr>
<th>Fragment size</th>
<th>Specifies the size of the fragments.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Random Seed</td>
<td>Indicates the random placement of the fragments. When you apply the Stained Glass effect to an image, ACDSee places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical fragment patterns. To generate a new random seed, click Random Seed.</td>
</tr>
</tbody>
</table>

Applying a Sunspot effect

You can use the Sunspot effect to add a bright spot in your images. You can save your options as a preset for future use.

To apply a Sunspot effect:
1. On the Edit Panel, click Effects, and then double-click Sunspot.
2. On the Sunspot tab, drag the Horizontal and Vertical sliders or click the image to set the location of the sunspot.
3. Drag the Brightness slider to set the intensity of the sunspot.
4. Do one of the following:
   • Click Done to accept your changes and close the Sunspot tab.
   • Click Cancel to discard your changes and close the tab.
Applying a Swirl effect

You can use the Swirl effect to rotate and stretch people and objects in your images. You can save your options as a preset for future use.

To apply a Swirl effect:
1. On the Edit Panel, click **Effects**, and then double-click **Swirl**.
2. On the Swirl tab, set the options as described below.
3. Do one of the following:
   - Click **Done** to accept your changes and close the Swirl tab.
   - Click **Cancel** to discard your changes and close the tab.

### Swirl options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Horizontal position</strong></td>
<td>Specifies the center of the swirl on the horizontal axis. A value of 500 places the swirl in the middle of the image.</td>
</tr>
<tr>
<td><strong>Vertical position</strong></td>
<td>Specifies the center of the swirl on the vertical axis. A value of 500 places the swirl in the middle of the image.</td>
</tr>
<tr>
<td><strong>Radius</strong></td>
<td>Specifies the size of the swirl effect.</td>
</tr>
<tr>
<td><strong>Strength</strong></td>
<td>Specifies the strength and direction of the swirl. Higher values create a clockwise swirl, while negative values create a counter-clockwise swirl.</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Specifies the concentration of the swirl. Higher values concentrate the effect on the center of the swirl, while lower values spread the swirl across the image.</td>
</tr>
<tr>
<td><strong>Background color</strong></td>
<td>Specifies the background color of the filtered image. Select the <strong>Image</strong> check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
<tr>
<td><strong>Swirl direction</strong></td>
<td>Specifies the direction of the swirl. Select one or both of the following:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Swirl horizontally</strong>: moves the swirl towards the top and bottom of the image.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Swirl vertically</strong>: moves the swirl towards the right and left sides of the image.</td>
</tr>
</tbody>
</table>
Applying the Threshold effect

You can use the Threshold effect to create a black and white image. You can save your options as a preset for future use.

To apply the Threshold effect:
1. On the Edit Panel, click Effects, and then double-click Threshold.
2. On the Threshold tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

Threshold options

| Threshold | This slider determines which pixels become black and which ones become white in the black and white image. Any pixels that are brighter than the selected threshold will become white and any pixels that are darker than the threshold will become black. |

Applying a Topographic Map effect

You can use the Topographic Map effect to change the details of your images into contour lines. You can save your options as a preset for future use.

To apply a Topographic Map effect:
1. On the Edit Panel, click Effects, and then double-click Topographic Map.
2. On the Topographic Map tab, drag the Rounding slider to adjust the amount of curve in the contour lines.
3. Drag the Number of lines slider to specify how many contour lines you want to add.
4. Do one of the following:
   - Click Done to accept your changes and close the Topographic Map tab.
   - Click Cancel to discard your changes and close the tab.
Applying a Vignette effect

You can use the Vignette effect to add a frame around a subject, such as a person or a bouquet of flowers. You can change the focal point in the portrait. You can also control the appearance of the border. You can save your options as a preset for use at another time.

To apply a Vignette effect:
1. On the Edit Panel, click Effects, and then double-click Vignette.
2. On the Vignette tab, set the options as described below.
3. Do one of the following:
   • Click Done to apply your changes and close the tab.
   • Click Cancel to discard all changes and close the tab.

<table>
<thead>
<tr>
<th>Vignette options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal</td>
<td>Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.</td>
</tr>
<tr>
<td>Vertical</td>
<td>Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.</td>
</tr>
<tr>
<td>Clear zone</td>
<td>Specifies the size of the clear area around the focal point in the portrait. Drag the slider to the left to reduce the size of the clear area. Drag the slider to the right to increase the size of the clear area.</td>
</tr>
<tr>
<td>Transition zone</td>
<td>Specifies the width of the transition area between the clear zone and the frame. Drag the slider to the left to narrow the transition area. Drag the slider to the right to widen the transition area.</td>
</tr>
<tr>
<td>Shape</td>
<td>Specifies the shape of the frame:</td>
</tr>
<tr>
<td></td>
<td>• Round: Select Round if you want the frame to be round.</td>
</tr>
<tr>
<td></td>
<td>• Rectangular: Select Rectangular if you want the frame to be square.</td>
</tr>
<tr>
<td>Show outline</td>
<td>Select Show outline if you want to display an outline that shows the outside edge of the clear zone and the inside edge of the frame.</td>
</tr>
</tbody>
</table>

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Applying a Water effect

You can use the Water effect to insert an expanse of water below the subject of a photo and to display a reflection of the subject in the water. You can control the position of the water below the subject. For example, you can position the water below a person's chin, or below their waist. You can also control the appearance of ripples in the water and how dark or light the water appears. You can save your options as a preset for use at another time.

To apply a Water effect:

1. On the Edit Panel, click Effects, and then double-click Water.
2. On the Water tab, set the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the tab.
   - Click Cancel to discard all changes and close the tab.
Water options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Specifies the position of the water below the subject of the photo.</td>
</tr>
<tr>
<td>Amplitude</td>
<td>Specifies the height of the ripples in the water. Drag the slider to the left to reduce the height of the ripples and the distortion caused by the ripples. Drag the slider to the right to increase the height of the ripples and the distortion caused by the ripples.</td>
</tr>
<tr>
<td>Wavelength</td>
<td>Specifies the distance between ripples. Drag the slider to the left to reduce the distance between ripples and increase the distortion caused by the ripples. Drag the slider to the right to increase the distance between ripples and reduce the distortion caused by the ripples.</td>
</tr>
<tr>
<td>Perspective</td>
<td>Changes the size of the waves as they get farther from the subject. Drag the slider to the left to increase the size of the waves farthest from the subject and to increase the illusion of distance.</td>
</tr>
<tr>
<td>Lighting</td>
<td>Specifies the amount of light in the water.</td>
</tr>
<tr>
<td>Density</td>
<td>Specifies the number of water drops on the photo. Drag the slider to the left to remove water drops. Drag the slider to the right to add water drops.</td>
</tr>
<tr>
<td>Radius</td>
<td>Specifies the size of the water drops. Drag the slider to the left to make the water drops smaller. Drag the slider to the right to make the water drops larger.</td>
</tr>
</tbody>
</table>

Applying a Water Drops effect

You can use the Water Drops effect to display water drops on the surface of the photo. You can control the number and size of water drops, and their position on the photo. You can save your options as a preset for use at another time.

To apply water drops to a photo:
1. On the Edit Panel, click Effects, and then double-click Water Drops.
2. On the Water Drops tab, set the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the tab.
   - Click Cancel to discard all changes and close the tab.
Chapter 8 Editing

Applying a Waves effect

You can use the Waves effect to display waves across the photo. You can change the distance between waves. This distance is called wavelength. You can also change the height of the waves, and the angle at which the waves cross the photo. You can save your options as a preset for future use.

To apply a Waves effect:

1. On the Edit Panel, click Effects, and then double-click Waves.
2. On the Waves tab, select or change the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

Waves options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Height</strong></td>
<td>Specifies the height of the water drops above the photo surface. Drag the slider to the left to reduce the height of the water drops and the distortion caused by the water drops. Drag the slider to the right to increase the height of the water drops and the distortion caused by the water drops.</td>
</tr>
<tr>
<td><strong>Random Seed</strong></td>
<td>Indicates the random placement of the water drops. When you apply the Water Drops effect to an image, ACDSee places the water drops randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical water drop patterns. To generate a new random seed, click Random Seed.</td>
</tr>
<tr>
<td><strong>Wavelength</strong></td>
<td>Specifies the distance between waves. Drag the slider to the left to reduce the distance between waves and increase the distortion caused by the waves. Drag the slider to the right to increase the distance between waves and reduce the distortion caused by the waves.</td>
</tr>
<tr>
<td><strong>Amplitude</strong></td>
<td>Specifies the height of the waves. Drag the slider to the left to reduce the height of the waves and the distortion caused by the waves. Drag the slider to the right to increase the height of the waves and the distortion caused by the waves.</td>
</tr>
<tr>
<td><strong>Angle</strong></td>
<td>Specifies the angle of the waves. Type a number from 1 to 360 or drag the arrow to adjust the angle.</td>
</tr>
<tr>
<td><strong>Background color</strong></td>
<td>Specifies the background color. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
</tbody>
</table>
Applying a Weave effect

You can use the Weave effect to give a photo the appearance of being woven into a tapestry or basket. You can control the width of the vertical and horizontal strips, the width of the gap between the strips, and the background color that displays through the gap. You can save your options as a preset for use at another time.

To apply a Weave effect:
1. On the Edit Panel, click Effects, and then double-click Weave.
2. On the Weave tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the tab.
   - Click Cancel to discard your changes and close the tab.

**Weave options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strip width</td>
<td>Specifies the width of the vertical and horizontal strips.</td>
</tr>
<tr>
<td>Gap width</td>
<td>Specifies the width of the gap between the strips.</td>
</tr>
<tr>
<td>Background color</td>
<td>Specifies the color of the background. Click the color picker to select a different color.</td>
</tr>
</tbody>
</table>

Applying a Wind effect

You can use the Wind effect to add wind lines that make stationary objects in your image look like they are moving. You can select or change the Wind options to add wind to your image, and save your options as a preset for future use.

To apply a Wind effect:
1. On the Edit Panel, click Effects, and then double-click Wind.
2. On the Wind tab, select or change the options as described below.
3. Do one of the following:
   - Click Done to apply your changes and close the Wind tab.
   - Click Cancel to discard your changes and close the tab.
## Wind options

<table>
<thead>
<tr>
<th><strong>Strength</strong></th>
<th>Determines how strong the wind lines are in the image. The higher the value, the stronger the wind lines.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Threshold</strong></td>
<td>Determines how sharp an edge must be before the filter will apply wind. The higher the value, the sharper the edge needs to be.</td>
</tr>
<tr>
<td><strong>Chance of wind</strong></td>
<td>Determines the amount of wind lines to place in the image.</td>
</tr>
<tr>
<td><strong>Edge detection</strong></td>
<td>Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.</td>
</tr>
<tr>
<td><strong>Background color</strong></td>
<td>Specifies the background color. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
<tr>
<td><strong>Wind color</strong></td>
<td>Specifies the color of the wind lines. Select the Image check box to use the original image colors, or click the color picker to select a different color.</td>
</tr>
<tr>
<td><strong>Wind angle</strong></td>
<td>Specifies the angle of the wind lines.</td>
</tr>
<tr>
<td><strong>Random Seed</strong></td>
<td>Indicates the random placement of the wind lines. When you apply the Wind effect to an image, ACDSee places the wind lines randomly. This makes the wind lines different every time you apply the filter. You can define a specific random seed to generate identical wind lines. To generate a new random seed, click Random Seed.</td>
</tr>
</tbody>
</table>

### Creating a custom special effect filter

You can use the User Defined Convolution filter to create your own special effects. You can apply your custom made effect to your image and save your options as a preset for future use.

**To create a custom effect filter:**

1. On the Edit Panel, click Effects, and then double-click User Defined Convolution.
2. On the User Defined Convolution tab, set the options as described below.
3. Do one of the following:
   - Click Done to accept your changes and close the User Defined Convolution tab.
   - Click Cancel to discard your changes and close the tab.
# User Defined Convolution options

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convolution matrix</td>
<td>Specifies the formula to use when altering the image. Type numbers in the matrix fields to change the pixels in the image. Using a mathematical formula, the color value of each pixel in an image is multiplied by the numbers in the matrix to produce an effect.</td>
</tr>
<tr>
<td>Division factor</td>
<td>Specifies the fractional coefficient of the matrix. Type a number into the Division factor field to use fractional coefficients in the matrix. The product of the convolution matrix is divided by the division factor before being applied to a pixel.</td>
</tr>
<tr>
<td>Bias</td>
<td>Specifies the brightness of the image. Type a number into the Bias field to change the brightness of the image. The bias number is added to the RGB values of each pixel. A positive number brightens the image, while a negative number darkens the image.</td>
</tr>
<tr>
<td>Clear matrix</td>
<td>Resets the matrix.</td>
</tr>
<tr>
<td>Sample filters</td>
<td>Loads a sample effect to use as a starting point for creating your own effect.</td>
</tr>
</tbody>
</table>
While browsing, you can tag images with a single click to separate them for editing or deleting. You can also assign images to ratings and categories, then use the Organize pane to quickly view images assigned a specific rating or category. You can use the Properties pane to view, add, edit, and manage EXIF and IPTC metadata. The Batch Set Information tool can apply this information to many files - or apply unique information to each separate file - at the same time.

ACDSee Pro's powerful database and management tools make it easy to manage thousands of files, or to find a single image. These tools include batch tools, tagging, categorizing and rating systems, and a powerful database to hold file, EXIF, IPTC and other metadata.
Copying and moving files

You can use the Copy To Folder and Move To Folder commands to relocate files and folders on your hard drive, and specify how to handle overwriting existing files. You can also select from a list of previously accessed folders to save time looking through your directory structure.

When you use ACDSee to relocate your files, any database information associated with those files is automatically updated to match the new location.

To copy or move files:

1. Do one of the following:
   - In the File List pane, select one or more files, and then click Edit | Copy To Folder or Move To Folder.
   - While viewing an image or media file in the Viewer, click Edit | Copy To or Move To.

2. In the Copy Files or Move Files dialog box, do one of the following:
   - Select the Folders tab, and locate the folder on your hard drive where you want to place the files.
   - Select the History tab, and select a folder from the list of recently-accessed folders.

3. Click the Overwriting duplicate files drop-down list and select one of the following options to specify how ACDSee should handle overwriting files:
   - Ask: prompts you for confirmation when overwriting a file.
   - Rename: prompts you to rename a file.
   - Replace: overwrites any file with the same file name and extension.
   - Skip: cancels the operation if there is a file with the same file name and extension.

4. Click OK.

Related topics

- Browsing files in the File List pane
Copying images

You can copy an image to the Clipboard and then paste it into another application, such as ACD Photo Editor. Using the Copy Image command transfers only the image data to the Clipboard: no database, EXIF, or IPTC information is retained.

To copy an image:
1. In the File List pane, select the image file you want to copy.
2. Click Edit | Copy Image.
3. Paste the image into your other application.

Pasting files and folders

You can cut or copy files to the Clipboard, and then paste them into another folder without losing your database information.

To cut and paste files:
1. In the File List or Folders pane, select one or more files or folders.
2. Click Edit | Copy or Cut.
3. Using the Folders pane, browse to a new location.
4. Click Edit | Paste to place the files or folders into the new location.

Replacing or overwriting files

When copying or moving files from one location to another, a file name collision occurs if a file already exists in the destination folder with the same file name and extension as a file you are relocating. In ACDSee, you can view both of the files involved in the Confirm File Replace dialog box. If the files involved are image files, ACDSee displays thumbnail previews of both files, and provides options to replace the existing file, rename, delete, or skip the file you are moving, or cancel the operation entirely.

To use the Confirm File Replace dialog box:
1. If you are moving a number of files and want to handle all potential file name collisions in the same manner, select the Apply to all check box.
2. To help determine any differences between the two files, use the toolbar between the two preview fields to shrink or enlarge the size of the previews.
3. Do one of the following:
   • To replace the destination file with the source file, click Replace.
   • To rename the new file before moving it into the destination folder, type a new name for the file in the Rename to field, and then click Rename.
   • To skip this file, and leave both files intact, click Skip.
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• To delete either the destination or source file, click **Delete** below the file you want to remove from your hard drive.

• To cancel the operation and not move or copy any more files, click **Cancel**.

In the Confirm File Replace dialog box, "destination file" refers to the file that exists in the target folder, and "source file" refers to the file you are moving or copying.

Related topics
• Setting File Management options

Renaming a file or folder
You can rename a file or folder on your hard drive in the Folders and File List panes.

**To rename a file or folder:**
1 In the File List or Folders pane, select the item you want to rename.
2 Click **Edit | Rename**.
3 Without removing or changing the file name extension, such as " .jpg", type a new name for the file.
4 Press **Enter**.

You can rename multiple files at the same time using ACDSee’s Batch Rename tool.

Renaming multiple files
You can use the Batch Rename tool to rename multiple files. You can specify a template with a numerical or alphabetical sequence, save your template for future use, replace specific characters or phrases, and insert file-specific information into each new file name.

**To rename a group of files:**
1 In the Browser, select one or more files, and then click **Tools | Batch Rename**.
2 In the Batch Rename dialog box, do one or more of the following:
   • Select the **Template** tab to specify the Template options.
   • Select the **Search and Replace** tab to set the Search and Replace options.
Chapter 9 Organizing

- Select the **Advanced Options** tab to adjust the settings for the Batch Rename tool.

3 Review your changes to the file names in the Preview field.

4 Click **Start Rename**.

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

### Batch Rename options

<table>
<thead>
<tr>
<th>Template tab</th>
<th>Select the <strong>Use Template to rename files</strong> check box to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use numbers to replace #’s</td>
<td>Replaces any number signs (#) in the template with sequential numeric characters.</td>
</tr>
<tr>
<td>Use letters to replace #’s</td>
<td>Replaces any number signs (#) in the template name with sequential alphabetic characters.</td>
</tr>
<tr>
<td>Start at</td>
<td>Specifies the first letter or number of the sequence.</td>
</tr>
<tr>
<td>Insert Metadata</td>
<td>Inserts file-specific information into the file name template. Position the cursor in the <strong>Template</strong> field, and then click <strong>Insert Metadata</strong> to open the Choose Property dialog box. Select the metadata you want to insert, and then click <strong>OK</strong>.</td>
</tr>
<tr>
<td>Template</td>
<td>Displays the template to use to rename the files. Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending which options you selected. Click the arrow on the drop-down list to select a recently-used template.</td>
</tr>
<tr>
<td>Clear Templates</td>
<td>Clears the recently-used templates from the <strong>Templates</strong> drop-down list.</td>
</tr>
<tr>
<td>File name case</td>
<td>Specifies upper or lower case for file names and file format extensions.</td>
</tr>
</tbody>
</table>
Tagging images

It is easy to take hundreds of photos at an important event like a wedding or a marathon. After you have transferred those photos to your computer, you will want to review them and select the best photos. Tagging is a fast and easy way to identify your best photos or to separate them for editing or review.

The tagging checkbox is at the bottom right corner of the thumbnails. Click the checkbox to tag or untag photos. Photos remain tagged until you clear the checkmark from the checkbox.

You can display all your tagged photos with one click. Tagging, like categories and ratings, is a way to set aside, organize, and group your photos without moving the files into different folders.

To tag a photo in the Browser or Viewer:
• In the Browser, click the checkbox in the bottom right corner of the thumbnail.
• In the Viewer, click the Tagging icon in the bottom right corner of the status bar.
• In the Viewer, click View | Properties to display the Properties pane, click the Database tab, then click the Tagged checkbox.
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To tag a photo when you are comparing images:
1. Do one of the following:
   - Click the image in the Compare Images Viewer, then click the Tag button in the Image toolbar.
   - In the Comparison List, click the checkbox in the bottom right corner of the image thumbnails.
2. Click OK. The Compare Images Viewer closes. You will see a checkmark in the checkbox of the images that you tagged.

To display a tagged photo:
- In the Browser, click View | Organize to display the Organize pane, then click Tagged. Tagged photos from all your folders display in the File List pane of the Browser.

It is good practice to apply categories and ratings to tagged photos, then clear the tags from the photos. Categories and ratings are more effective for organizing and grouping your photos over a long period of time.

Related topics
- About the ACDSee database
- Browsing files by category, rating, or classification

Creating categories
You can use the Organize pane to create, rename, delete, and move your categories.

To create a category:
1. Do one of the following:
   - Click Edit | Set Categories | New Category.
   - Right-click a category in the Organize pane, and then select New Category.
2. Select one of the following:
   - Create a new, top-level category
   - Create a sub-category within the current selection
3. If you are creating a top-level category, select an icon from the Icon drop-down list.
4. If you are creating a sub-category, select a top-level (or parent) category from the drop-down list. (If you right-clicked a category in the Organize pane, the sub-category will be added below that category by default.)
5. Type a name for the new category in the Name field.
6. Click OK.
To manage your categories:
Select a category in the Organize pane, and do one of the following:
• To move the category, drag it to the new location.
• To rename the category, right-click the selected category and select Rename.
• To delete the category, right-click the selected category and select Delete.

Related topics
• About the ACDSee database
• Browsing files by category, rating, or classification

Assigning categories and ratings
You can assign files to a rating, or one or more categories, without relocating the file.

To assign files to a category or rating:
1 Select the files you want to categorize.
2 In the File List Pane, drag the selected files to a category or rating in the Organize pane.
3 In the Viewer, do one of the following:
   • Click Edit | Set Categories and then click the category to which you want to assign the files.
   • Right-click one of the selected files, select Set Categories, and then click the category to which you want to assign the file.
   • Click Edit | Set Rating and then click the rating to which you want to assign the file.
   • Right-click one of the selected files, select Set Rating, and then click the rating to which you want to assign the file.
   • On the status bar, click the rating icon, and then click a new rating. This icon only appears once a rating is set.
4 If you are comparing images and want to categorize them, do one of the following:
   • Right-click one of the files, select Categories, and then click the category to which you want to assign the file.
   • Right-click one of the files, select Set Rating, and then click the rating to which you want to assign the file.
Removing files from classifications
You can remove a file from a category or rating without moving or deleting the original file, or affecting any other files assigned to that classification.

To remove files from a category:
1 In the File List pane, select the files you want to remove.
2 Do one of the following:
   • Right-click a selected file, and then select Set Rating | Clear Rating.
   • Right-click a selected file, select Set Categories, and then select the name of the category from which you want to remove the file.
   • Right-click a category or rating in the Organize pane, and then select Remove Items.

Related topics
• Browsing files by category, rating, or classification

Comparing images
You can use ACDSee’s Compare Images feature to compare a group of images. The tool highlights both the similarities and the differences in the properties, metadata, and pixel intensity levels of images you select. You can save your preferred images to a new location on your hard drive, or tag images you would like selected in the Browser, and then delete, move, rename, or alter the images.

To compare images:
1 In the Browser, select the images that you want to compare.
2 Click Tools | Compare Images. Up to four images display in the Compare Images Viewer.
3 To change which image displays in the comparison view, do one or more of the following:
   • In the Comparison List, right-click an image and select Send to Active View (indicated by a red box).
   • In the Comparison List, drag an image to a box in the Compare Images Viewer.
   • In the Compare Images Viewer, right-click an image and select Next Image or Previous Image.
   • In the Compare Images Viewer, right-click an image and select File | Remove From View or click the Remove icon in the image toolbar.
4 To tag images, do one of the following:
   • In the Comparison List, click the checkbox that is located at the bottom of the image on the right side.
   • In the Compare Images Viewer, right-click an image and select Tag or click the Tag icon in the image toolbar.
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- Click Tag All to tag all of the images, or click Untag All to untag all of the images.

5 To rate images, right-click an image, select Set Rating, and then select an appropriate rating.

6 To categorize images, right-click an image, select Set Categories, and then select an appropriate category (or create an appropriate category).

7 Click OK.

Compare Images toolbar

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous</td>
<td>Swaps the selected image with the previous image in the Comparison List.</td>
</tr>
<tr>
<td>Next</td>
<td>Swaps the selected image with the next image in the Comparison List.</td>
</tr>
<tr>
<td>Zoom In</td>
<td>Increases the magnification of the selected image.</td>
</tr>
<tr>
<td>Zoom Out</td>
<td>Reduces the magnification of the selected image.</td>
</tr>
<tr>
<td>Zoom menu</td>
<td>Opens a menu of zoom options. Select from the following options:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Actual Size</strong>: displays the image at its original size.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Fit Image</strong>: displays the image at the largest magnification that</td>
</tr>
<tr>
<td></td>
<td>fits in the Compare Images Viewer.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Fit Width</strong>: displays the image to fit between the left and right</td>
</tr>
<tr>
<td></td>
<td>sides of the Compare Images Viewer.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Fit Height</strong>: displays the image to fit between the top and bottom of</td>
</tr>
<tr>
<td></td>
<td>the Compare Images Viewer.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Zoom Lock</strong>: displays all images at the zoom option of the current</td>
</tr>
<tr>
<td></td>
<td>image. If the zoom is adjusted, the new zoom level is applied to all</td>
</tr>
<tr>
<td></td>
<td>images that you view.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Zoom To</strong>: opens a dialog box where you can select a zoom option.</td>
</tr>
<tr>
<td>Pan Lock</td>
<td>Locks the panned image area, so that when you zoom and pan an image to a</td>
</tr>
<tr>
<td></td>
<td>specific area, the Compare Images Viewer displays the same area for all</td>
</tr>
<tr>
<td></td>
<td>images you view.</td>
</tr>
<tr>
<td>Under</td>
<td>Indicates pixels that may be underexposed. Click the arrow to open a</td>
</tr>
<tr>
<td>exposure</td>
<td>dialog box where you can adjust the threshold values.</td>
</tr>
<tr>
<td>warning</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Image Toolbars</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over exposure warning</strong></td>
<td>Indicates pixels that may be overexposed. Click the arrow to open a dialog box where you can adjust the threshold values.</td>
</tr>
<tr>
<td><strong>Properties</strong></td>
<td>Displays properties for each image in the Compare Images Viewer. Click the Metadata Setup button to specify which file properties are displayed. The Compare Images tool displays the file properties in a field below each image. Differences in properties are bolded, while similarities are displayed in regular font.</td>
</tr>
<tr>
<td><strong>Histogram</strong></td>
<td>Displays a histogram for each image in the Compare Images Viewer.</td>
</tr>
<tr>
<td><strong>Metadata Setup</strong></td>
<td>Opens a dialog box where you can select the metadata to display for each image in the Compare Images Viewer.</td>
</tr>
<tr>
<td><strong>One Image</strong></td>
<td>Displays one image in the Compare Images Viewer.</td>
</tr>
<tr>
<td><strong>Two Images</strong></td>
<td>Displays two images in the Compare Images Viewer.</td>
</tr>
<tr>
<td><strong>Three Images</strong></td>
<td>Displays three images in the Compare Images Viewer.</td>
</tr>
<tr>
<td><strong>Four Images</strong></td>
<td>Displays four images in the Compare Images Viewer.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Opens the Help file.</td>
</tr>
</tbody>
</table>

**Image toolbars**

Each image in the Compare Images tool has a toolbar located below it. You can use this toolbar to adjust each image individually.

<table>
<thead>
<tr>
<th>Image Toolbars</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save</strong></td>
<td>Opens a dialog box where you can save the image with a different file name and a different file format.</td>
</tr>
<tr>
<td><strong>Previous</strong></td>
<td>Swaps the displayed image with the previous image in the Comparison List.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Next</strong></td>
<td>Swaps the displayed image with the next image in the Comparison List.</td>
</tr>
<tr>
<td><strong>Zoom In</strong></td>
<td>Increases the magnification of the image.</td>
</tr>
<tr>
<td><strong>Zoom Out</strong></td>
<td>Reduces the magnification of the image.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Deletes the image from your hard drive.</td>
</tr>
<tr>
<td><strong>Remove</strong></td>
<td>Removes the image from the Comparison List.</td>
</tr>
<tr>
<td><strong>Tag</strong></td>
<td>Tags the image so that it will remain selected when you close the Compare Images tool.</td>
</tr>
<tr>
<td><strong>Color Management</strong></td>
<td>Opens the Color Management dialog box.</td>
</tr>
</tbody>
</table>

**Related topics**
- Finding duplicate files

**Viewing file properties in the Viewer**
You can view an image’s properties in the Viewer and edit the information in the Properties pane.

**To view an image's properties:**
In the Viewer, click View | Properties.

For more information about the Properties pane, and adding or editing database information, see Using the Properties pane.

**Related topics**
- Using the Histogram
- Displaying text on images in the Viewer
- About the ACDSee database

**Using the Properties pane**
The Properties pane displays the database information associated with your files. It also displays file properties, such as file size, creation date, and read-only or hidden status, and EXIF and IPTC metadata. You can use the Properties pane to add, change, or delete database information, and edit the metadata for image and media files.
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To open the Properties pane:

In the Browser or Viewer, click **View** | **Properties**.

The Properties pane is located by default on the right side of your screen in both the Browser and the Viewer.

**Properties pane areas**

The Properties pane is made up of four tabs: Database, File, EXIF, and IPTC.

**Database tab**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Caption</strong></td>
<td>Type a brief description of the file to store in the database.</td>
</tr>
<tr>
<td><strong>Date/Time</strong></td>
<td>Specify the date and time you want to associate with the file and store in the database.</td>
</tr>
<tr>
<td><strong>Author</strong></td>
<td>Type the name of the author or photographer that you want to store with the file in the database.</td>
</tr>
<tr>
<td><strong>Rating</strong></td>
<td>Select a rating to apply to the file. You can use the rating to sort and search for files in the database.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Type any descriptive or additional text you want to store with the file in the database. You can add up to 4,095 characters of free-form text.</td>
</tr>
<tr>
<td><strong>Keywords</strong></td>
<td>Type any keywords you want to associate with the file, or click the <strong>Keyword Picker</strong> button to choose from the Master Keyword List. Separate multiple keywords with a comma.</td>
</tr>
<tr>
<td><strong>Organize</strong></td>
<td>Select the check box next to any category or categories to which you want to assign the file. To create a new category, right-click the Categories field and select <strong>New Category</strong>.</td>
</tr>
</tbody>
</table>

**File tab**

The File tab displays detailed file information and image attributes for a selected file or files. You can set or change the Read-Only and Hidden properties of a file or folder, and view a summary of any EXIF information contained in a file.

**EXIF tab**

The EXIF tab displays EXIF metadata information that is stored with an image from a scanner or digital camera. Metadata is embedded in the file, and can be retained by ACDSee when you edit an image. You can edit certain types of metadata.
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To edit EXIF metadata:

Double-click the metadata tag you want to edit. You can edit any tag marked with a blue label.

IPTC tab

The IPTC tab displays IPTC metadata information that is stored with a photo created by a scanner or digital camera. Metadata is embedded in the file, and can be retained by ACDSee when you edit an image. You can also edit certain types of IPTC metadata.

To edit IPTC metadata:

Double-click the metadata tag you want to edit. You can edit any tag marked with a blue label.

Custom tab

The Custom tab displays whatever file property, database, EXIF, or IPTC metadata information that you choose to add to it. The priority data that you need to keep visible as you browse files can all be grouped onto one tab and configured to suit the way you work.

To configure the Custom tab:

1. Click Tools | Options and then select Properties pane.
2. Ensure that the Show Custom property tab is checked.
3. Click Choose Display information to open the Choose Custom Tab Display Information dialogue where you can select and configure the data to display on the Custom tab.
4. Click OK.

You can add metadata or database information to an image or a group of images with the Batch Set Information tool.

Related topics

• Using the Custom tab in the Properties pane
• About the ACDSee database
• Cataloging files in the database
• Adding database, EXIF, and IPTC information to multiple files
• Setting the Properties Pane options
Changing the date and time properties of images

You can use the Batch Adjust Time Stamp tool to change the date and time properties of one or more images in the Browser or in 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 images, and then click **Tools | Batch Adjust Time Stamp**.
   - In the Viewer, click **Modify | Adjust Image Time Stamp**.

2. On the **Choose time stamp to change** page, on the **Date to Change** tab, select the file property that you want to change.

3. On the **Choose time stamp to change** page, on the **Advanced Options** tab, select the options for the Adjust Image Time Stamp tool described below.

4. Click **Next** to continue.

5. On the **Choose new time stamp** page, select one of the following options:
   - **Use date and time from another file property**: replaces the selected date and time with another time stamp property from the same file. Select the file property you want to use from the **Change date and time** drop-down list.
   - **Use specific date and time**: changes the selected time stamp in each file to a specific date and time. Type the new date and time for the time stamp in the **Date and Time** fields.
   - **Shift to a new starting date and time**: replaces the earliest time stamp with a date and time you specify, and shifts all later time stamps ahead accordingly. Specify the time stamp for the earliest file in the **Date and Time** fields.
   - **Shift date and time by a specific number of hours (adjust time zone)**: shifts all the time stamps either forwards or backwards by a specific number of hours. Select either **Shift forward** or **Shift backward**, and type a number into the **Number of hours** spin box.

6. Click **Adjust Time Stamp** to begin adjusting your files. When the wizard is finished, click **Done** to return to ACDSee.

**Advanced Options tab**

<table>
<thead>
<tr>
<th><strong>Accept defaults and start conversion</strong></th>
<th>Accepts the default settings for the new time stamp options. To start changing the date and time of your images, click <strong>Adjust Time Stamp</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automatically close wizard when finished</strong></td>
<td>Closes the Adjust Image Time Stamp Wizard as soon as the process is complete.</td>
</tr>
<tr>
<td><strong>Save current settings as defaults</strong></td>
<td>Remembers the current settings and applies them the next time you change time stamps.</td>
</tr>
</tbody>
</table>
Creating and assigning keywords

With ACDSee you can create a master list of keywords and store the list in the database. By using a master list, you can reduce the number of duplicate or misspelled keywords, and improve your search returns and image management. The database automatically updates the keywords assigned to files with any changes you make to the keywords in the master list.

To create and maintain the master keyword list:

1. In the Properties pane, click the Keyword Picker button beside the Keywords field.
2. In the Keyword Picker dialog box, click Edit List.
3. In the Keyword List Configuration dialog box, do one of the following:
   • To create a new keyword, type a new keyword into the New Keyword field, and then click Add.
   • To delete a keyword, select a keyword in the Keyword List field, and then click Remove.
   • To rename a keyword, select a keyword in the Keyword List field. Click Rename, type a new name for the keyword, and then press Enter.
4. To assign keywords to your files, select one or more keywords in the Available Keywords list, and then click Assign.
5. To remove a keyword from your files, select a keyword in the Assigned Keywords list, and then click Remove.
6. When you are satisfied with your changes, click OK to close the Keyword Picker dialog box.

Related topics

• About the ACDSee database
• Browsing files by category, rating, or classification
• Using the Properties pane

Adding database, EXIF, and IPTC information to multiple files

You can use the Batch Set Information tool to add to or change the database, EXIF, and IPTC information of multiple files. You can set the information to apply globally to all the files, or to apply unique information to each separate file, at the same time. You can also save your settings as a template to use with other images.

You cannot set information for read-only files, such as those on a CD-ROM.
To set database, EXIF, and IPTC information for a group of files:

1. In the Browser, select one or more files, and then click Tools | Batch Set Information.

2. In the Batch Set Information dialog box, do one or both of the following:
   - Select the Database tab to add or change the database information.
   - Select the EXIF tab to add or change the EXIF information.
   - Select the IPTC tab to add or change the IPTC information.

3. Select the Advanced Options tab to adjust the settings for the Batch Set Information tool as explained in the table below.

4. Click Perform Set Information.

To insert data into the fields in the Batch Set Information dialog box, do one of the following:

- Type the exact information you want in the field. For example, you can type in captions, descriptions, notes, or comments. When you type in data, the same information appears for each file selected.

- Select information from calendars or lists. For example, you can select a specific date and time, or assign a rating to files. Each file will contain the same information.

- Insert an asterisk <*> to keep the original or existing data in the field. For example, many cameras store the date and time an image is taken. If you insert an asterisk in the field, this original information about each separate file is added to the EXIF information, or to the database, when you click Perform Set Information.

- Insert a series of number signs #. When the information is set, these will be replaced with incrementing characters, so each file will have a unique number.

- Select and insert metadata place holders. For example, you can insert the metadata placeholder <Camera:Model> in the Model field on the EXIF tab. When you set the information, the model of the camera that took each separate image will be inserted into the EXIF information. Alternatively, in the Notes or User comment fields, you can insert metadata place holders to include unique information about each file like file location, file type, aperture value, or other detailed metadata.

- Map information to a given field. For example, you can select to map Width to the Pixel X dimension field, and Height to the Pixel Y dimension field. When you set the information, the unique width and height of each image will appear in the EXIF fields for all of the files.
Advanced Options

<table>
<thead>
<tr>
<th>Advanced Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit only empty fields</td>
<td>Sets the Batch Set Information tool so that it only changes those fields that do not already contain information. Fields that do contain information remain unchanged.</td>
</tr>
<tr>
<td>Close dialog when finished</td>
<td>Sets the dialog box to close automatically after you have set the information.</td>
</tr>
<tr>
<td>Save settings as default</td>
<td>Stores the current Advanced Options settings and loads them the next time you set information for files.</td>
</tr>
<tr>
<td>Start incrementing numbers at</td>
<td>Sets the number at which to start incrementing any number signs &lt;#&gt;.</td>
</tr>
</tbody>
</table>

Related topics

- About the ACDSee database
- Using the Properties pane

Removing IPTC keywords and supplemental categories

You can remove an image's IPTC keywords and supplemental categories from the ACDSee database.

To remove IPTC keywords and supplemental categories:

1. In the Browser, select the image.
2. If the Properties pane is not already displayed, click View | Properties to display it.
3. Ensure that the image is writable:
   - Click the File tab.
   - If there is a check mark in Read only, the image is not writable.
   - Clear Read only to make the file writable.
4. Click the IPTC tab.
5. Click the Keyword Picker button beside the Keywords field or the Supplemental Categories Picker button beside the Supplemental Categories field.
6. Select the keyword or supplemental category that you want to remove from the Assigned values box. (To select more than one keyword or supplemental category press and hold the Ctrl key while select the keywords and supplemental categories with your mouse.)
7. Click Remove.
8. Click OK.
Back up your files to another computer

The Sync Wizard will guide you through the process of creating a synchronized copy of your files to protect you from local hard drive failure. You can synchronize your local folders with a network drive, remote computer, or external hard drive. You can name the synchronzation, specify the actions you want to take each time you synchronize your files, schedule the synchronization to run at specific intervals, and edit or remove the synchronization at a later time.

![You can add metadata or database information to an image or a group of images with the Batch Set Information tool.]

To create a synchronization:

1. In the Browser, click File | Sync, and then select Create Sync.
2. On the Welcome page, click the Next button when you are ready to continue.
3. On the Synchronization Options page, specify the folder containing files you would like to copy, and a folder on a network drive, remote computer, or external hard drive in which to place those files. In the Options area, specify how Sync should handle errors and logs. In the Confirmations area, specify how Sync should handle file duplication conflicts. Click Next when you are ready to continue.
4. On the Synchronization Schedule page, type a name for your synchronization, and specify whether you would like to run the synchronization immediately, or schedule the synchronization. Click Finish when you are ready to complete the wizard.

![Schedule: an account with no password cannot set up a schedule. You must set a password for your account for schedules to work. A blank password will not work; you must have a real password with more than one character.]

Updating or deleting a synchronization

You can adjust the settings of a synchronization, schedule it to run at regular intervals, or delete the synchronization from ACDSee.

To update or delete a saved synchronization:

1. In the Browser, click File | Sync, and then select Edit Sync.
2. In the Saved Synchronizations dialog box, select a synchronization from the list.
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3  Do one of the following:
   • To schedule the synchronization, click **Schedule**. Specify how often to run your synchronization, and then click **OK**.
   • To adjust the settings, click **Edit**. In the Edit Synchronizations dialog box, update the folder containing files you would like to copy, and a folder on a network drive, remote computer, or external hard drive in which to place those files. In the Options area, update how Sync should handle errors and logs. In the Confirmations area, update how Sync should handle file duplication conflicts. Click **OK** when you are finished.
   • To rename the synchronization, click **Rename**. Type a new name for the synchronization and click **OK**.
   • To delete the synchronization, click **Delete**.

4  Click **Close**.

**Running a saved synchronization**

After you create a synchronization, you can run it at any time, even if it is scheduled to run at regular intervals.

**To run a saved synchronization:**

In the Browser, click **File | Sync**, and then select the name of the synchronization you want to run.

**Related topics**

• Exporting database information
• Backing up your database

**Creating archives of your files**

You can use the Archive Creator plug-in to create archives of your images and media files. Archive Creator supports multiple archive formats, and helps you manage your files using compression, encryption, and password protection tools.

**To create an archive:**

1  In the File List pane, select a folder or group of files.
2  Click **Create | Create Archive**.
3  In the Create Archive dialog box, in the Options area, click the **Archive Type** drop-down list and select the archive format you want to create. Some archive formats have additional settings that you can adjust by clicking the **Settings** button.
4  Do any of the following:
   • To include the contents of any subfolders you selected, select the **Include subfolders** check box.
Chapter 9 Organizing

• To include any hidden files in your archive, select the Include hidden files check box.

• To remove the selected files and folders from your hard drive once they have been added to the archive, select the Delete files after archiving check box.

• To protect the contents of your archive with a password, select the Password Protect Archive check box, and type a password into the field beside it. Note that not all archive types support passwords, and some formats require them.

5 Type a path and file name into the Output File field, or click Browse to locate a folder on your hard drive.

6 Select one of the following:

• Add to existing archive: adds your files to an existing archive. This option is only available if the archive specified in the Output File field already exists.

• Overwrite existing archive: replaces any existing archive with the archive you are creating. This option is only available if the archive specified in the Output File field already exists.

7 When you are satisfied with your choices, click Create to begin archiving your files.

Related topics
• Backing up your database

Managing database information

About the ACDSee database
The ACDSee database stores image and media file information while you browse your folders. The database increases the speed with which you can browse your computer, and you can use the information stored in the database to sort, organize, search, and filter your images and media files. You can also backup, restore, and share database information.

You can store cached thumbnail previews, and add or edit the following information for each image or media file on your computer:

• Categories
• Notes
• Keywords
• Authors
• Dates
• Ratings
• Captions
You can also choose to exclude folders from the database, and keep the contents of those folders separate from your other images and media files.

Related topics
• Using the Properties pane
• Setting the Database options

Excluding folders from the database
You can choose to exclude folders from the database, and keep the contents separate from your other images and media files. By default, the Program Files and Windows folders on your hard drive are automatically excluded from the database.

To manage your excluded folders settings:
1. Click Database | Excluded Folders Settings.
2. In the Excluded Folders dialog box, do one of the following:
   • To exclude a folder from the database, click Add. Browse to a folder on your hard drive, and then click OK.
   • To remove a folder from the excluded folders list, select a folder in the list, and then click Remove.
   • To reset your excluded folders list to the default settings, click Reset to Defaults.
3. When you are satisfied with your choices, click Close to return to ACDSee.

Related topics
• Setting the Organize pane options

Cataloging files in the database
ACDSee automatically adds file information and thumbnails to the database as you browse. You can use the Catalog Files Wizard to add groups of files to the database without having to first browse the folders. This can be particularly useful when using ACDSee for the first time, and when browsing or managing large collections of images as it reduces the loading time required for these folders.

The first time you run ACDSee, the database automatically catalogs the contents of your My Pictures folder.
Chapter 9 Organizing

To catalog your files:

1. Click Database | Catalog Files.
2. On the Welcome page, select which folders you want to catalog. Click Next when you are ready to continue.
3. If you chose to catalog specific folders, on the Select folders to catalog and Add database information pages, add the folders to catalog in the database, specify the information to add to the database, and customize the caption, notes, author, and date fields. Click Next when you are ready to catalog your files.

Converting an older database

You can use the ACD Database Convert Wizard to take database information from previous versions of ACDSee or ACD mPower Tools, and add it to your current database. This ensures that any information associated with your files using a previous version of ACDSee is referenced properly in the current database.

To convert an older database:

1. Click Database | Convert Database.
2. On the Welcome page, click Next to select your conversion options.
3. On the Database Convert Options page, specify the version of the database file you want to convert, as well as its location on your hard drive. Click Next when you are ready to continue.
4. To automatically rebuild image thumbnails and EXIF information after the conversion process is complete, select the Rebuild Thumbnails and EXIF data check box.
5. To automatically update your database after converting, select the Optimize database files after convert check box.
6. Click Next when you are ready to continue.
7. On the Summary page, review your selections, and then click Next to convert your database.
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Importing database information
You can use the ACD Database Import Wizard to import archived database information, or to import database information that was sent to you with images from another ACDSee user. After you import the information, ACDSee associates it with the appropriate images.

To use the ACD Database Import Wizard:
1. Click Database | Import, and then select Database.
2. Click Next to start the wizard.
3. On the Import options page, select the type of exported database information you want to import. You can import image information from a compressed database version, or information from an XML-based text file.
4. Click the Browse button to locate the database you want to import, and then click OK.
5. Select the Optimize database files after import check box to optimize the database after exiting the wizard, and then click Next.
6. On the Summary page, review your selections. Click Back to make changes, or click Next to begin importing the database information.
7. Click Finish to close the ACD Database Import Wizard.

Importing file information from other sources
You can import file information into your database from other sources, including ACDSee Photo Discs and files from previous versions of ACDSee.

Importing Photo Discs
Previous versions of ACDSee (versions 4.0 and 5.0) created separate database files with a .ddf file extension for Photo Discs. You can import the Photo Disc database files into your ACDSee database.
Chapter 9 Organizing

To import a Photo Disc:
1. Click Database | Import, and then select Photo Disc.
2. In the Browse for Photo Disc dialog box, locate and select the photo disc file you want to import.
3. Click Open.

Importing albums
In previous versions of ACDSee, you could create albums in an .ais file format that consisted of organized shortcuts to your images. Now you can use categories to create albums of images that do not require a separate file extension. You can, however, import your albums from previous versions of ACDSee, and add the information from the albums to the database. ACDSee creates a new category for each album you import.

To import album information into the database:
1. Click Database | Import, and then select Album.
2. In the Open dialog box, select the .ais file you want to import.
3. Click Open.

Working with description files
In previous versions of ACDSee, file descriptions were stored in a separate description file in each folder that contained images. ACDSee now stores file descriptions as captions in the database, along with other file information such as notes and keywords.

You can use the Description tools to import your old description files and add the information to the database, or export your existing file captions to a description file.

To import a description file:
1. Click Database | Import, and then select Description File.
2. In the Open dialog box, locate and select the description file you want to import.
3. Click Open.

To export captions to a description file:
1. Click Database | Export, and then select Description File.
2. In the Save As dialog box, type a name for the description file in the File name field.
3. Click Save.
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Exporting database information

You can use the ACD Database Export Wizard to save selected database information in a compressed format, and then store it as a backup, or share it with other ACDSee users. You can also choose to export your category and keyword definitions to a text file.

Exporting your database information differs from creating a backup in that you can choose to export only the parts of your database that you want to share or store with specific files, such as those on a CD. Other ACDSee users can import your information without affecting their existing database.

To create a backup of your entire database, including image or media files, use the ACD Database Backup Wizard. To back up the contents of a local folder to a remote location, such as a network drive, use the ACDSync Wizard.

To use the ACD Database Export Wizard:

1. If you want to export your database information for a specific group of images or media files, select the files in the File List pane.

2. Click Database | Export, and then select Database.

3. Click Next to begin using the wizard.

4. On the Content and Format Options page, specify how you want to export your database information by selecting one of the following options, and then click Next:
   - Export entire ACDSee database to a read-only, compressed version: exports the entire contents of your ACDSee database to a compressed version that can be shared with other ACDSee users.
   - Export database information for selected items to a read-only, compressed version: exports all of your database information for the images selected in the File List pane.
   - Export database information to a text file: exports the selected information to an XML-based text file. Select the check boxes next to the information you want to include.

5. On the Location options page, specify a location for the exported information, and a name for the text file, if necessary, and then click Next.

6. On the Summary page, review your choices. You can click Back to make changes, or click Next to begin exporting your database information.

7. Click Finish to close the wizard and return to ACDSee.

Generating file lists

You can generate a text file that lists all of the files in the folder currently displayed in the File List pane. The text file places the file name, size, image file format, modified date, image properties, caption, and rating for all of the files in the folder into a table, and creates a single text file.
To generate a list of your files:

Click **Database | Export**, and then select **Generate File Listing**.

ACDSee automatically opens the text file in your default text editor, which you can then use to edit or save the file listing.

**Backing up your database**

You can use the ACD Database Backup Wizard to back up all of your database information, which you can then restore in the case of a system failure or other event. You can also choose to back up your image, media, or archive files along with the relevant database information.

The Database Backup Wizard creates a series of files in a specified location that contain your entire database. The backup is generated using your folder structure and is unique to your computer. To back up portions of your database, or to share database information with another ACDSee user, use the ACD Database Export Wizard.

For some suggestions about managing your database backups, see Database backup tips and strategies.

**To back up your database information:**

1. Click **Database | Back Up Database**.
2. On the **Welcome** page, select whether you would like to create a new backup, or append an existing backup. Click **Next** when you are ready to continue. If you choose to update an existing backup, please go to step #5.
3. On the **New Backup** page, select the information you would like to back up. Click **Next** when you are ready to continue.
4. On the **Backup Location** page, click **Browse** and specify a location for your backup, and type a name for the backup file. Click **Next** when you are ready to continue.
5. On the **Backup Summary** page, review your settings. If you chose to update an existing backup, click the **Backup to update** drop-down list, and then select the existing backup. Click **Next** when you are ready to continue.

**Backup information options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not include thumbnails</td>
<td>Excludes thumbnails from the backup, saving a substantial amount of storage space on your disc or hard drive.</td>
</tr>
<tr>
<td>Include thumbnails for offline files</td>
<td>Includes only thumbnails for files that do not reside on your hard drive, such as PhotoDiscs.</td>
</tr>
<tr>
<td>Include thumbnails</td>
<td>Includes all thumbnails in the database. This will require more space on your hard drive or disc to store the backup.</td>
</tr>
</tbody>
</table>
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Restoring database information from a backup

You can use the ACD Database Restore Wizard to restore previously backed up database information. If you saved your backup to disc, and the backup spanned multiple discs, you can restore from any disc in the sequence. This can be particularly useful if a disc is lost or damaged but you would like to recover the remaining information.

To restore database information:

1 Click Database | Restore Database.
2 On the Welcome page, click Next to select the backup.
3 On the Restore Options page, select the backup and date from which you want to restore, or browse to the location of your backup and select a .bkup file. If you are restoring from a disc, and the backup spanned multiple discs, it is recommended that you select the last disc in the sequence. Click Next when you are ready to restore your database.

When restoring a backup from a series of discs or backup files, ACDSee will only restore the information included in and prior to the selected disc or backup file. Therefore, unless required, it is recommended that you select the last disc or file in the backup sequence.
Maintaining the database

It is recommended that you regularly perform database maintenance and optimization to increase hard drive space, remove redundant or extraneous information, and increase overall ACDSee performance.

You can use the tools in the Database Maintenance dialog box to update folders, or to identify folders whose thumbnails and database information you would like to delete. The Database Maintenance dialog box displays a list of the folders on your system, and uses icons to indicate the status of database information within specific folders.

**Database content icons**

- [Folder contains files with cached thumbnails stored in the database.]
- [Folder contains files that were changed without a database update. For example, a folder or file was renamed or moved outside of ACDSee.]

**To perform database maintenance:**

1. **Click Database**, and then select **Database Maintenance**.
2. In the Database Maintenance dialog box, browse for folders marked with the database content icons. If there are no marked folders, you do not need to perform database maintenance and can exit the Database Maintenance dialog box.
3. Select a folder and click one of the following buttons to identify the maintenance you want to perform on that folder:
   - **Remove Thumbnails**: Removes all thumbnail information for the selected folder.
   - **Remove All DB Info**: Deletes all database information for the selected folder.
   - **Remove Orphan Folders**: Deletes any out-of-date or broken references to missing files or information for the selected folder. It is only possible to check for orphans in folders located on your computer. This option will not be visible if the folder is located on a network.
   - **Change Binding**: Changes all location references for the selected orphaned folder to another folder, and retains all database information. The default binding folder is My Pictures.
4. The Database Maintenance tool will delete records, creating unused space in your database. To reclaim the unused space, click **Optimize Database**, and follow the instructions in the wizard.
5. **Click Close**.
Optimizing the database
You can use the Optimize Database Wizard to quickly remove redundant or outdated database records. Optimizing your database, along with performing regular database maintenance, helps regain hard drive space and improves the overall performance of ACDSee.

To optimize your database:
1. In the Browser, click Database | Optimize Database.
2. In the Database Optimization Wizard, click Next.
3. When the wizard has finished, click Finish to return to ACDSee.

Rebuilding thumbnails
Situations can develop in which your images will be out of sync with the thumbnail images displayed in the File List pane. You can use the Rebuild Thumbnails tool to immediately regenerate the thumbnails for selected images.

To rebuild thumbnails:
1. Do one of the following:
   - Select one or more thumbnails in the File List pane.
   - Select a folder in the Folders pane.
2. Click Database | Rebuild Thumbnails.

Quarantining files
If ACDSee has trouble reading a corrupted or incomplete image or media file, or a file causes a plug-in to generate an error, ACDSee will quarantine that file. You can view a list of quarantined files, and remove a file from the list.

To view quarantined files:
1. Click Database | Quarantined Files.
2. To remove a file, select it in the list, and then click Remove.
3. To disable the Quarantine feature, clear the Enable Quarantine check box.
4. Click OK to close the Quarantine Files dialog box and return to ACDSee.
ACDSee Pro includes a simplified search feature. You can type a term into the Quick Search bar and ACDSee displays all the photos that match the term. Or you can use the Search pane to perform more precise searches within specific fields, folders, and categories.
Using the Quick Search bar

You can use the Quick Search bar, located on the main menu in the ACDSee Browser, to quickly locate files or folders. You can use the Quick Search options or basic operators to refine or expand your search, and view the results in the File List pane.

The Quick Search automatically searches in the Notes, Author, and Caption fields of the ACDSee database. The Quick Search also searches in the Keywords, Caption, Photographer, Headline, and Special Instructions IPTC fields.

To run a Quick Search:

1. Do one of the following:
   - In the Quick Search bar, type the term or part of a word for which you want to search.
   - Click the drop-down list beside the Quick Search field and select a previously entered search term.
2. Click **Quick Search**.

Quick Search operators

You can use the following operators to further refine or expand your searches in the Quick Search bar. Note that a search term cannot begin with an operator; it must start with a word.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Result</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Subtracts the search term that follows it from the previous results.</td>
<td><strong>Cat-Dog</strong> returns all items that contain Cat, except those that also contain Dog. Be sure to insert a space before the minus sign. If you do not insert a space, ACDSee will assume you are searching for a hyphenated word.</td>
</tr>
<tr>
<td>+</td>
<td>Searches for all items containing both the search term before and after the operator. Those items that only contain one of the terms, are excluded. The Quick Search bar treats spaces between words as + operators.</td>
<td><strong>Cat+Dog</strong> or <strong>Cat Dog</strong> returns items containing both Cat and Dog. <strong>Cat+Dog+Kittens</strong> returns items that include both Cat and Dog, but not those that include Cat and Dog and Kittens.</td>
</tr>
</tbody>
</table>
Using the Search pane

You can use the Search pane to search for your files and folders. You can do basic searching by file name or keyword phrase, and create advanced searches to narrow your results by folders, categories, and image properties. You can also search for patterns in file names and find duplicate files.

The Search pane will not return results for folders that are not cataloged in the ACDSee database.

**To open the Search pane:**

Click View | Search.

**Search pane areas**

The Search pane contains three areas to help divide your search criteria into distinct elements. When creating a search, remember that the search tool will only return files that match all of the specified criteria.

**Files and Text**

In the Files and Text area, you can identify what you are searching for, and where you want to search for it.

<table>
<thead>
<tr>
<th>Searches for all items containing one or the other of the search elements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Cat</td>
</tr>
</tbody>
</table>

**Search for files or folders named**

Type a portion of the file or folder name for which you want to search, or select a previous search term from the drop-down list. You can also use wild cards to search for file name patterns. To exclude all non-image files, click the right-arrow button beside the field and select *Images only*.**
With the text

Type the text you want to search for within the ACDSee database. This can include portions of a caption or keyword, or even the name of a folder or category that might contain the files you want to find. When you search by both file name and a keyword or phrase, an item is included in the search result only when it includes both criteria.

To specify what parts of the database you want to search, and indicate how to treat the text you type in the field, click the arrow next to the field and select any of the following options:

- **Find all words**: only returns files that match all of the words you enter.
- **Find whole words only**: only returns files that contain the entire word, exactly as you type it.
- **Search in Caption**: searches the Caption field of files in the database.
- **Search in Keywords**: searches the Keyword field of files in the database.
- **Search in Notes**: searches the Notes field of files in the database.
- **Search in Categories**: searches the Category assignments of files in the database.
- **Search in Folders**: searches in the name of folders in the database.

Search in

Select one of the following options:

- **Entire database**: performs a search on the entire ACDSee database. Note that any folders on your computer that have not been cataloged are not included in the search results.
- **Specific folders and categories**: performs the search only within the categories and folders you specify. Selecting this option opens the Categories and Folders area, where you can select the location and categories in which you want to search.

Sync to browser settings

Imports the current Browser settings, including Selective Browsing settings, into the Search pane. Note that this may also remove criteria from the Search pane.

**Properties area**

In the Properties area, you can identify file properties that you want to search for, and specify ranges of values to include or exclude from your search.

**To use the Properties area:**

1. Below the **Search file properties for** field, click **Add**.
2. In the Add Search Criteria dialog box, select one or more properties on which to base your search.
3. Click **OK**.
4. In the Properties area, click the hyperlinks to define conditional statements for each property.
5. Click **Start** to perform the search.
Searching with file name patterns

You can type a text pattern into the Search pane’s Search for files and folders named field to search for file names. You can search simple patterns such as portions of file names, or more advanced patterns that include wild cards.

File name pattern wild cards

<table>
<thead>
<tr>
<th>Wild card</th>
<th>Result</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>?</td>
<td>Matches any single character in the file name.</td>
<td>ca?.jpg results in cat.jpg, cap.jpg, and car.jpg, but not cats.jpg</td>
</tr>
<tr>
<td>*</td>
<td>Matches zero or more characters in the file name.</td>
<td>cat* results in cat.jpg, cats.jpg, and cathy.jpg</td>
</tr>
<tr>
<td>[...]</td>
<td>Matches any of the enclosed characters.</td>
<td>ca[tr] results in cat.jpg or car.jpg, but not cap.jpg</td>
</tr>
<tr>
<td>![…]</td>
<td>Matches any character not enclosed.</td>
<td>cat[!0] results in cata.jpg and catb.jpg, but not cat0.jpg</td>
</tr>
<tr>
<td>[…]-[…]</td>
<td>Matches any character in the specified range.</td>
<td>cat[a-f0-9] results in cata.jpg, catb.jpg, catf.jpg and cat0.jpg, cat1.jpg, …, cat9.jpg</td>
</tr>
<tr>
<td>\</td>
<td>Blocks the use of other wild card characters that are also characters permitted in a file name, such as square brackets: [ ]. The * and ? characters are not permitted in file names so this function does not work with them.</td>
<td>Because square brackets are wild cards, if you wanted to search for a file name that contains a bracket, you can precede the bracket with a backslash: ACD[123] results in ACD[123].gif</td>
</tr>
</tbody>
</table>

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 double quotation marks. If you do not include the * wild card in your pattern, the pattern is matched as a sub-string. For example, cat would match cat, cathy and bobcat, and is equivalent to the pattern *cat*. 
Finding duplicate files

You can use the Duplicate Finder plug-in to search for duplicate files on your hard drive. Once you locate any duplicates, you can rename or delete them to better manage your file collection.

The following steps are a basic overview of how to use the Duplicate Finder. There is also extensive context-sensitive Help in the plug-in dialog box to provide you with additional information.

To find duplicate files:

1. In the Browser, click **Tools | Find Duplicates**.
2. In the Select Search Type dialog box, add the files and folders you want to search.
3. Do one of the following:
   - To find duplicates within the files and folders you added to the list, select **Find duplicates within this list of files**.
   - To compare files between the list you created and another group of files, select **Find duplicates between these files and another list**.
4. Click **Next**.
5. If you are comparing the files with another list, add the files or folders you want to compare to the second list, and then click **Next**.
6. On the **Search Parameters** page, specify whether you want to find exact duplicates, or just files with the same name. You can also choose to search for image files only. When you are ready to perform the search, click **Next**.
7. If no duplicates are found, refine your search or click **Cancel** to exit the Duplicate Finder.
8. If duplicates are found, specify from which list you want to delete the duplicates, and then select the check box next to the files you want to delete. You can also right-click a file name to open, rename, or delete a file.
9. Click **Next** to review your changes, and then click **Finish** to perform the operation.

Finding images quickly

You can select Special Items in the Organize pane to quickly locate all of the images in your database, or list all of the images that you have not yet assigned to a category.

**To find all of your images at once:**

1. In the Browser, click **View | Organize** to open the Organize pane.
2. In the Organize pane, under Special Items, click **Image Well**.

**To locate uncategorized images:**

1. In the Browser, click **View | Organize** to open the Organize pane.
2. In the Organize pane, under Special Items, click **Uncategorized**.
Chapter 10 Searching

The Image Well and Uncategorized features only display images that have been cataloged in the database; they do not search your hard drive for specific file types.

Related topics
- Browsing files by category, rating, or classification
- Assigning categories and ratings

Using selective browsing
You can use selective browsing to browse for files that are located in a specific folder, assigned a specific date, and/or assigned to a specific Organize classification. By adjusting the selective browsing criteria, you can quickly include or exclude files from the File List pane, and view only those files you want to browse.

To get the most out of selective browsing, it is recommended that you catalog and organize your files in the ACDSee database. The more information you input for your files, the more helpful you will find the selective browsing feature.

To use selective browsing:
- Open the Selective Browsing pane by clicking View | Selective Browsing.

Setting selective browsing criteria
The Selective Browsing pane is divided into three areas: Folders, Organize, and Calendar, each of which corresponds to the Browser pane of the same name. When the Selective Browsing pane is open, the Contents bar in the File List pane is replaced by the Selective Browsing bar, which lists all of the current browsing criteria:

When you add a folder, date range, or organize method to the Selective Browsing pane, ACDSee excludes any files that do not match that criteria. You can add or remove criteria to narrow or broaden your results.

To add selective browsing criteria:
- With the Selective Browsing pane open, do any of the following:
  - In the Folders pane, select one or more folders.
  - In the Organize pane, select one or more categories, and/or a rating.
  - In the Calendar pane, select one or more date ranges.

As each criteria is added to the Selective Browsing pane, ACDSee searches its database for files in that folder, that match the date range, and are assigned to the classification, and displays them in the File List pane. You can then select those files and use ACDSee’s features to edit, share, move, and view them however you want.
You can also adjust or refine your criteria in the Selective Browsing pane:

- To remove a selected criteria from the Selective Browsing pane, right-click any of the criteria, and then select **Remove From Scope**.
- To exclude all of a certain type of criteria, click the bar above the list, and toggle the option to include that type in the scope. For example, to exclude the listed folders from the scope, click the **Folders** bar, and then click **Include Folders in Scope**. The folders you selected will still be displayed in the Selective Browsing pane, but will not factor in the results.
- To remove all criteria of a certain type, click the bar above the list, and select **Clear All**.
- The default behavior for categories in the Selective Browsing pane is to display files that match any of the categories listed. You can refine your results by choosing to display only those files that are assigned to all of the specified categories. To toggle between behaviors, right click the bar above the categories you selected, and select **Match Any** or **Match All**.

**Tips for selective browsing**

When you add a criteria to the Selective Browsing pane, you are indicating that the files you want to browse must have that attribute. For example, if you select a folder in the Folders pane, then ACDSee displays only files in that folder. If you select a rating in the Organize pane, ACDSee displays only files assigned to that rating.

You can combine criteria to refine your selective browsing even further. For example, if you select a category and a date range, then ACDSee displays only those files that belong to both the category and date range you selected. ACDSee does not display items that fall within the date range unless they are also assigned to the correct category, and does not display files assigned to that category unless they also match the date range.

**Hiding the Selective Browsing pane**

You can use the Auto Hide feature to automatically hide the Selective Browsing pane and increase space for the File List pane. When the pane is set to auto-hide, it rolls away when you click outside it, leaving only an edge displayed. You can access the pane again by moving the mouse pointer over the edge.
ACDSee Pro includes a variety of ways for you to share your images with others. You can use the HTML Album feature to create Web galleries using HTML templates customized with your logo and business information. You can also create slide shows to music.

ACDSee Pro provides other quick, secure ways to share your photos online, or to e-mail them to contacts in your address book. For example, with the SendPix feature, you can create albums and store them on ACD’s secure servers, free for 30 days.
E-mailing images

You can use the E-mail Image Sharing Wizard to send images directly from ACDSee without opening an external e-mail application. To use the E-mail Image Sharing Wizard, you will need an active e-mail account, and have a default e-mail application set up on your computer, or have access to an SMTP server.

To e-mail your images:
1. In the File List pane, select the images you want to share, and then click **File | E-mail Images**.
2. In the E-mail Image Sharing Wizard, click **Next**.
3. On the **Add images and adjust options** page, you can add or remove images from the list, and set the options to specify a maximum e-mail size, and the image size and compression. When you are satisfied with your changes, click **Next**.
4. On the **Select your e-mail client** page, specify whether you want to use your default e-mail application, or send the images through an SMTP server. If you are not sure which method you should use, try the default e-mail client option. Click **Next** to continue.
5. Do one of the following:
   - On the **Sending your images** page, wait while the wizard formats your images and prepares the e-mail message for sending. Once the wizard opens the e-mail message, you can specify who you want to send the message to, and add text to the e-mail before you send it. Click **Finish** to close the wizard and return to ACDSee.
   - On the **Select and create SMTP accounts** page, click the **Create Account** button to create a new SMTP account, or select an account from the drop-down list, and then click **Next**. On the **Enter e-mail information** page, specify the recipients, the subject of the e-mail message, and the text you want to include in the message. Click **Next** to send the e-mail message.

The E-mail plug-in does not support Internet-based e-mail applications such as Hotmail or Yahoo.

Sharing slide shows and screen savers

With ACDSee, you can create slide shows and screen savers of your favorite photos, and share them with friends and family, or display them on your Web site. You can even save your slide show or screen saver project to edit at a later time. The Create Slide Show Wizard guides you through the process.
Chapter 11 Sharing

To create a slide show:

1. Click Create | Create Slide Show.

2. On the Welcome page, to create a new slide show, select the Create a new slide show radio button. To specify what type of slide show you want to create, select one of the following options:
   - **Standalone slide show**: creates a single executable file (.exe) containing all of your images and everything needed to view them. You can share this type of file with anyone who has a computer, even if they don’t own ACDSee.
   - **Windows screen saver**: creates a standard Windows-system screen saver file (.scr) that can be stored and used on any Windows-based system.
   - **Macromedia Flash slide show**: creates a compact, Macromedia Flash file (.swf) that you can display on a Web site.

3. To edit an existing slide show or screen saver project, select the Load an existing slide show project radio button, and then click Browse to locate your project (.asw file).

4. Click Next to continue.

5. On the Choose your images page, you can view the images included in your slide show, in the default order they will be displayed. Click Add or Remove to change the images, and use the arrow buttons to reorder them. Click Next when you are ready to continue.

6. On the Set file specific options page, click the underlined words beside each thumbnail to set the individual options for each image. These include transitions between photos, the duration of the transition and slide, text captions, and audio files to play when the image is displayed. Note that the options available depend on your choice of output file format, and not all formats support all options. Click Next when you are ready to continue.

7. On the Set slide show options page, set the timing for each slide to automatic or manual, the order to display slides, and whether or not to hide the controls. You can also add audio files to play in the background, and adjust the quality, or speed, of the transitions. Click Next when you are ready to continue.

8. On the following pages, set the options for image size, location of your slide show file and the project file. For assistance with any of the options, click the What's This Help button at the top right corner of the wizard, and then click on an option.

9. Finally, click Next, and wait a few moments while ACDSee generates your slide show. When complete, you can launch your slide show, exit the wizard, or start the Create Disc Wizard to burn your slide show onto a CD or DVD.

If you assign an audio file to an individual image, as well as to the whole slide show on the Set slide show options page, then both audio files will play simultaneously when that slide displays.
Creating a PDF

You can use ACDSee to combine your images into PDF (portable document format) files. The Create PDF Wizard will guide you through the process of creating one or more PDF files from your images, or adding images to a PDF slide show.

To create a PDF:

1. In the File List pane, select the images you want to share.
2. Click Create | Create PDF.
3. On the Welcome page of the Create PDF Wizard, select one of the following options, and then click Next:
   - Create a PDF slide show: combines all of your images into a single PDF file that you can view as a slide show.
   - Create one PDF file containing all images: combines all of the selected images into a single PDF file with multiple pages.
   - Create one PDF file for each image: converts each image into a separate PDF file.
4. On the Choose images page, you can change the selected images, and use the arrow buttons to reorder them. Click Next to continue.
5. Do one of the following:
   - If you selected to create a PDF slide show, set or change the transition options by clicking the hyperlink next to each image. Click Next to set the order, color, and file name options for your slide show. Click Next when you are ready to continue.
   - If you selected to create one or more PDF files, specify a file name and location, and then click Next.
6. Click Finish to close the wizard and return to ACDSee.

Creating a CD or DVD

You can use ACDSee’s Burn Basket to create a CD or DVD of your photos and files, or to create specially formatted discs that you can watch on your television. You must have a CD or DVD writer installed in your computer to use the Burn Basket.

With the Burn Basket, you can organize, arrange, and store your photos and files until you are ready to burn them to a disc. Depending on the disc format you choose, you can create your own folders or have the Burn Basket create the folder structure automatically.

To create a CD or DVD:

1. To open the Burn Basket pane, do one of the following:
   - Click View | Burn Basket.
   - Click Create | Create CD or DVD.
2 In the Burn Basket, select the device you want to use to create your disc from the **Disc Burner** drop-down list in the toolbar.

3 From the **Output Format** drop-down list, select one of the following:
   - **Data Disc**: creates a standard CD or DVD, on which you can create a folder structure and store photos and files of any type. Click the **Format Options** button to specify whether you want to include any ACDSee database information associated with your files.
   - **HTML Slide Show**: creates a CD or DVD with a slide show of any photos and media files copied to the disc. The slide show is set to start whenever the disc is placed in a CD or DVD drive. An HTML Slide Show disc cannot contain multiple folders. Click the **Format Options** button to specify the options for your slide show.
   - **HighMAT Disc**: creates a HighMAT CD or DVD containing a slide show of images that can be viewed on a HighMAT-capable device. A HighMAT disc contains a graphical interface to help viewers access your files, but may alter your files, or convert them to a different format.
   - **MPV Disc**: creates an MPV CD or DVD containing a slide show of images that can be viewed on an MPV-capable device. An MPV disc contains a graphical interface to help viewers access your files, but may alter your files, or convert them to a different format.

4 If you selected the Data Disc format, you can use the left side of the Burn Basket to create a folder structure to organize the photos and files on the disc. To create a new folder, right-click the name of a folder and select **New Folder** from the shortcut menu. Type a name for the new folder and then press **Enter**.

5 To add photos or other files to your disc, drag them from the File List pane to the Burn Basket, or select the files you want to add and then click **Edit | Add to Burn Basket**. You can use the buttons on the Burn Basket toolbar, as explained below, to adjust the contents of the Burn Basket, or to save or load projects.

6 When you are ready to create your disc, click **Burn**.

**Burn Basket toolbar buttons**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format Options</td>
<td>Opens the Format Options dialog box, where you can specify the options for your selected format.</td>
</tr>
<tr>
<td>Add to Burn Basket</td>
<td>Adds the currently selected files or folders to the Burn Basket.</td>
</tr>
<tr>
<td>Remove From Burn Basket</td>
<td>Removes the currently selected files or folders from the Burn Basket.</td>
</tr>
<tr>
<td>Remove All</td>
<td>Clears the contents of the Burn Basket.</td>
</tr>
<tr>
<td>New Folder</td>
<td>Creates a new subfolder.</td>
</tr>
</tbody>
</table>
Creating video files and VCDs

You can use the new Create Video or VCD Wizard to generate a video file slide show of your favorite photos and media files, or create a Video CD that you can watch on your TV.

To create a video file or VCD:
1. Click Create | Create Video or VCD.
2. On the Welcome page, click one of the following:
   • Create Video Disc
   • Create Video File
3. Follow the instructions in the Wizard to create your slide show. For additional assistance creating your video files or VCDs, click the Help button in the wizard.

Creating an HTML album

You can use the HTML Album Wizard to prepare photo collections for posting on the Internet. The HTML album includes slide show controls and a thumbnail display. You can select from a list of gallery style templates and then customize the gallery by adding your own logo as an image or text to the header or footer. You can also change the fonts and colors used in the gallery.

To create an HTML album:
1. In the File List pane, select the images you want to share.
2. Click Create | Create HTML Album.
3. On the Style Settings page of the Create HTML Album Wizard, select a Gallery Style from the Web page styles box.

   After you select a Gallery Style and other settings, you can click Preview Gallery to see how those selections affect the appearance of your HTML album. You can also generate your HTML album from any page in the HTML Album Wizard by clicking Generate Album.

4. Click Next.
5 On the Gallery Customization page, do one or all of the following:
   • In the Gallery Title text box type the title that you want to display at the top of the Web page.
   • Select Include header to display a header at the top of the Web page, or clear the Include header checkbox to remove the header.
   • Select Include footer to display a footer at the bottom of the Web page, or clear the Include footer checkbox to remove the footer.
   • If you want to display an image in the header or footer, select Use image and click Browse and select a company logo, a photo of yourself, or another image to display in the header.
   • If you want to display text in the header or footer, select Use information and click Set Information and add enter the text that you would like to display.
   • In the Folder settings section, click Browse and select the folder where you would like to save the HTML album files.

6 Click Next.

7 On the Thumbnail and Image page, do one or all of the following:
   • In the Thumbnail settings section, adjust the appearance and format of the thumbnails in the album.
   • In the Image settings section, adjust the appearance and format of full size images in the album.
   • In the Slideshow duration section, specify how long to display full size images during a slideshow.
   • In the Color and font settings section, click Color and font, adjust the colors and fonts used in the Web page, and then click OK.

   Click Save Settings to save the settings that you select for specific Web page styles. If you save the settings, you can quickly reapply them to a Web page style from the Style Settings page of the Create HTML Album Wizard.

8 Click Next to create your HTML album. You may need to wait a few moments while ACDSee generates the thumbnails and creates the Web page.

9 Click Create Another Album to create another album, or click Finish to exit the wizard and return to ACDSee.

You will need to use FTP or another method to post the HTML album files to your Web site.
Creating a contact sheet

You can create contact sheets - thumbnail previews of your images arranged on pages - that you can use to organize and share your images. You can use the Create Contact Sheet utility to save your contact sheets in multiple image formats, and as HTML image maps. You can save your options as a preset for future use.

The size of the thumbnails depends on how many columns and rows the contact sheet displays, and how much space is displayed between them.

To create a contact sheet:

1. In the Browser, select the images you want to include, and then click Create | Create Contact Sheet.
2. In the Contact sheet format area, set the Contact sheet format options.
3. In the Output Settings area, set the Output Settings options.
4. If desired, add or change the text on the page.
5. Click OK.

If you do not specify an output file path, the Create Contact Sheet utility places a file named Contact Sheet.<ext> in your default image folder. For multiple-page contact sheets, the utility adds a number to the file name; for example, Contact Sheet3.bmp.

Contact sheet format options

<table>
<thead>
<tr>
<th>Thumbnail settings</th>
<th>Size</th>
<th>Specifies the number of columns and rows to create on each page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacing</td>
<td></td>
<td>Specifies the amount of space between rows or columns. In the Horizontal and Vertical spin boxes, type a value to indicate the amount of space to display.</td>
</tr>
</tbody>
</table>

Frame options

<table>
<thead>
<tr>
<th>Use thumbnail frame</th>
<th>Creates a frame around each thumbnail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margin</td>
<td>Specifies the width of the frame.</td>
</tr>
<tr>
<td>Solid color</td>
<td>Specifies the frame's color. Click the color picker to define a color.</td>
</tr>
<tr>
<td>Tiled image</td>
<td>Specifies an image to use as a frame. Click Browse to locate the image you want to use.</td>
</tr>
</tbody>
</table>
### Publishing images to TiVo

You can use ACDSee to publish your images to your TiVo. To use the TiVo Publish Wizard, you must have a TiVo box, and have installed the TiVo Publisher desktop software on your computer. For more information, visit TiVo.com.

**To publish your images to TiVo:**

1. In the File List pane, select the images you want to share.
2. Click **File | Publish to TiVo**.
3. On the Welcome page of the TiVo Publish Wizard, select one of the following:
   - **Publish to a New Album**: creates a new album in your TiVo Desktop folder. Click **Next** to give the new album a name.
   - **Publish to an Existing Album**: adds the selected images to an existing album in your TiVo Desktop folder. Click Next to select an album from a list.
   - **Publish to the Root of your TiVo**: adds the images directly to your TiVo Desktop folder.
4. Click **Next** to review your choices, and then click **Next** again to publish your images.

### Related topics

- Printing images in ACDSee
- Sharing slide shows and screen savers
Creating a SendPix album

ACDSee includes SendPix, a free digital image sharing service. You can create albums of your images to share with your friends and family. The albums you create are stored on ACD Systems' secure servers for 30 days. SendPix sends an e-mail to selected recipients who can then view your albums using a standard Web browser - no special software is required.

To share your images with SendPix:

1. In the File List pane, select the images you want to share.
2. Click File | SendPix Album.
3. Follow the instructions in the SendPix Image Sharing Wizard. For help with any of the controls or features, click the Help button in the wizard.
You can use ACDSee's printing tool to create full-sized prints of your images, or create handy contact sheets within seconds. You can save the print settings to use later. You can protect your images by quickly adding text copyright or business information to printed images.
Printing images in ACDSee

With the ACDSee print utility, you can print your images on any size of paper, in any orientation, and at any resolution your printer can support. You can also use the print utility to create and print contact sheets, complete with headers, footers, and captions specific to each image.

As you change the options in the Print dialog box, you can view a dynamically updated preview of the image and its position on the page. You can adjust the output size, print multiple copies of each image, and change the orientation of the images on each page.

To print your images:
1. Select the image or images you want to print.
2. Click File | Print.
3. Under Print layout, do one of the following:
   • Select Full page, and then choose a print size from the Format list, or click Add to create a custom format as explained below.
   • Select Contact sheet, and then set the Contact sheet format options to define the appearance of your contact sheet, as well as the number of thumbnails per page.
4. Select your preferred measurement units from the Units of measurement drop-down list.
5. On the Printer Options tab, specify the number of copies, the resampling filter, and the printer you want to use.
6. On the Page Settings tab, specify the size and positioning of your images.
7. To add captions, headers, or footers, set the text options.
8. Click Print.

Creating custom print formats

You can create your own custom image print formats and store them in the Print dialog box.

To create a custom print format:
1. In the Print dialog box, select Full page.
2. In the Print format area, click Add.
3. In the Add Custom Format dialog box, select a measurement unit from the Measurement units drop-down list.
4. Enter the dimensions for the new format in the Format width and Format height fields.
5. Click Add.
### Setting printer options

When printing your images with ACDSee, you can specify which printer you want to use, and set the printer options.

#### Printer options

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Printer</strong></td>
<td>Specifies the printer you want to use.</td>
</tr>
<tr>
<td></td>
<td>Select a printer from the drop-down list and click the Properties button to set its options. Refer to the printer manufacturer’s Help file or manual for more information. Click the Color Management button to set color management options.</td>
</tr>
<tr>
<td><strong>Copies</strong></td>
<td>Specifies the number of copies you want to print.</td>
</tr>
<tr>
<td><strong>Print range</strong></td>
<td>Select one of the following options:</td>
</tr>
<tr>
<td></td>
<td>• <strong>All</strong>: prints all of the pages in the document.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Pages from</strong>: prints a range of pages. Specify the first and last pages of the range in the fields.</td>
</tr>
<tr>
<td><strong>Resolution</strong></td>
<td>Specifies a resolution in pixels-per-inch (PPI) for the image. The higher the value, the more dots per inch, and the higher the resolution of the printed image. For example, 600 PPI is 360,000 (600 x 600) pixels per square inch.</td>
</tr>
<tr>
<td><strong>Filter</strong></td>
<td>Specifies the resampling filter to use when printing images. Click the drop-down list and select one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Box</strong>: displays considerable tiling or jaggies when you resize an image.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Triangle</strong>: produces good results for image reduction and enlargement, but displays sharp transition lines.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Bicubic</strong>: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Bell</strong>: smooths the image.</td>
</tr>
<tr>
<td></td>
<td>• <strong>B-Spline</strong>: produces smooth transitions, but may cause excessive blurring.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Lanczos</strong>: produces the sharpest images, but may also introduce some ringing artifacts.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Mitchell</strong>: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters.</td>
</tr>
<tr>
<td><strong>Use gamma correction</strong></td>
<td>Applies gamma correction to the printed images. Type a number from 0.10 to 3.00 in the Gamma value field to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.</td>
</tr>
</tbody>
</table>
Setting image size and positioning

You can use the Page Settings options in the Print dialog box to adjust and control the size of the images you are printing, and the positioning of images on each page.

Page Settings options

<table>
<thead>
<tr>
<th>Page position</th>
<th>Specifies where to place the image on each page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margins</td>
<td>Specifies the size of the margins. Type a value or click the arrows in the Top, Bottom, Left, and Right spin boxes.</td>
</tr>
<tr>
<td>Number of prints per image</td>
<td>Specifies how many copies of each image to print. The print utility adds pages as required.</td>
</tr>
<tr>
<td>Automatically rotate picture based on print format</td>
<td>Specifies whether you want the print utility to determine automatically which orientation to use for each image. If you select the check box, the print utility changes each page’s orientation to best suit the image you are printing.</td>
</tr>
</tbody>
</table>
| Maintain aspect ratio | Specifies whether you want the print utility to maintain the original image’s aspect ratio. Select one of the following options to indicate how the print utility should handle the aspect ratio for oversized images:
  • **Crop image to fit print format**: prints only the part of the image that fits within the print format.
  • **Shrink image to fit print format**: prints the entire image, reduced to fit inside the print format. |

Adding text to pages

You can add headers and footers to pages, and captions beneath your images.

**To add captions to your printed images:**

1. In the Print utility, click the **Caption** tab.
2. Select **Use caption text**.
3. Click **Font** to open the Font dialog box and set the font options.
4. In the text field, type the text you want the caption to display.
5. Click **Insert Metadata** to insert file-specific information into the caption for each image.
6. In the **Text alignment** drop-down list, select the caption positioning.
7. To set the maximum number of text lines for each caption to display, select the **Number of lines** check box, and then specify a number in the field.
To add headers and footers to your printed pages:

1. Do one of the following:
   - Click the **Header** tab and select **Use header text**.
   - Click the **Footer** tab and select **Use footer text**.
2. Click Font to open the Font dialog box and set the font options.
3. In the text field, type the text you want the caption to display.
4. To insert the current page number or the total number of pages into the text, click **Insert Page Number**, and then select an option from the menu.
5. In the **Text alignment** drop-down list, select the header or footer positioning.
6. To set a maximum number of text lines, select the **Number of lines** check box, and then specify a number in the field.

### Setting contact sheet printing options

The Contact sheet format area of the print utility contains settings you can adjust to control the appearance, layout, and size of your thumbnails. If you saved your format options as a preset you can select the preset.

#### Contact sheet format options

<table>
<thead>
<tr>
<th>Thumbnail settings</th>
<th>Size</th>
<th>Specifies the number of columns and rows to create on each page.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spacing</strong></td>
<td></td>
<td>Specifies the amount of space between rows or columns. In the <strong>Horizontal</strong> and <strong>Vertical</strong> spin boxes, type a number to indicate the amount of space to display.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frame options</th>
<th>Use thumbnail frame</th>
<th>Creates a frame around each thumbnail.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Margin</strong></td>
<td></td>
<td>Specifies the width of the frame.</td>
</tr>
<tr>
<td><strong>Solid color</strong></td>
<td></td>
<td>Specifies the frame's color. Click the color picker to define a color.</td>
</tr>
<tr>
<td><strong>Tiled image</strong></td>
<td></td>
<td>Specifies an image to use as a frame. Click <strong>Browse</strong> to locate the image you want to use.</td>
</tr>
</tbody>
</table>
ACDSee™ Pro User Guide

Ordering prints online

Enjoy the benefits of ordering photographic prints online from a reliable photo service provider partnered with ACD Systems. You can have prints of your favorite photos delivered right to your door, in the sizes and number of duplicates you want.

To order prints online:

In the Browser, click Create | Prints and Gifts.

The Order Prints tool opens in a new pane in the Browser. Follow the instructions in the pane to order your prints.
ACDSee Pro’s interface can be extensively customized to suit the way you work. You can completely rearrange the Browser layout by stacking, dragging, hiding, or floating the many different Browser panes, and save layouts for use during specific workflows. You can add or remove toolbar icons, or show and hide the toolbars themselves. You can add a custom tab to the Properties pane, change the Edit Panel in Edit Mode and even create your own keyboard shortcuts.
Setting options

Setting the General options

You can adjust settings in the ACDSee Options dialog box to customize ACDSee's InTouch and update connections, display helpful tips, set date displays, and control the display of certain image types.

To access the General options:
1. Click Tools | Options.
2. In the Options dialog box, click General.
3. On the General options page, set or change any of the options described below.
4. Click OK to apply your changes and return to ACDSee.

General options

<table>
<thead>
<tr>
<th>Enable gamma correction</th>
<th>Applies the specified amount of gamma correction when viewing or previewing images.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Get Photos Wizard welcome step</td>
<td>Displays the Welcome page in the Get Photos Wizard each time you start it.</td>
</tr>
<tr>
<td>Automatically check for updates</td>
<td>Automatically checks for program updates.</td>
</tr>
<tr>
<td>Show screen capture help tips</td>
<td>Displays the Help Tips dialog box when using the screen capture tool.</td>
</tr>
<tr>
<td>Automatically stretch wallpaper to fit screen</td>
<td>Stretches small images to fit the entire desktop when you set them as your wallpaper.</td>
</tr>
<tr>
<td>Disable image animation</td>
<td>Displays only the first frame of an animated image in the Browser's Preview pane and in the Viewer.</td>
</tr>
<tr>
<td>Automatically rotate JPEG and TIFF images based on EXIF orientation</td>
<td>Automatically corrects the orientation of TIFF and JPEG images (based on their EXIF data) when displayed in ACDSee.</td>
</tr>
<tr>
<td>Status bar date</td>
<td>Specifies the date to display in the status bar for a selected file.</td>
</tr>
<tr>
<td>Default system format</td>
<td>Uses the default system format when displaying the date and time in information overlays.</td>
</tr>
</tbody>
</table>
You can use the ACDSee Options dialog box to set various options for the Browser, including the default start folder and color scheme.

**To set the Browser options:**
1. Click **Tools | Options**.
2. In the Options dialog box, click **Browser**.
3. On the Browser page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

### Browser options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Custom format</strong></td>
<td>Uses the specified format to display the date and time in all information overlays. Select a format for both Date and Time from the drop-down lists.</td>
</tr>
<tr>
<td><strong>Default start folder</strong></td>
<td><strong>Folder (and all browsing criteria) from previous session</strong> opens the Browser in the same folder that was open the last time you used ACDSee, and automatically applies any browsing criteria you were using.</td>
</tr>
<tr>
<td><strong>Specific folder</strong></td>
<td>Always opens the Browser to the specified folder. Click the <strong>Browse</strong> button to locate a starting folder on your hard drive.</td>
</tr>
<tr>
<td><strong>Taskbar Notification area</strong></td>
<td><strong>Show icon in Taskbar Notification area</strong> displays the ACDSee icon in the Taskbar Notification area.</td>
</tr>
<tr>
<td><strong>Continue running in Taskbar Notification area on exit</strong></td>
<td>Continues to run ACDSee in the background after you exit the application. You can restart ACDSee by clicking the icon in the Taskbar Notification area.</td>
</tr>
<tr>
<td><strong>Start ACDSee when the system boots</strong></td>
<td>Starts ACDSee automatically when you turn on your computer.</td>
</tr>
<tr>
<td><strong>Browser display scheme</strong></td>
<td>Specifies the color scheme to use in the Browser. <strong>Dark</strong> is selected by default.</td>
</tr>
<tr>
<td><strong>Clear path history on exit</strong></td>
<td>Clears the list of recently-accessed folders whenever you exit ACDSee.</td>
</tr>
</tbody>
</table>
ACDSee™ Pro User Guide

Setting the Quick Search options
You can use the Quick Search options to refine your search by specifying which file properties or
database information you want to search.

To set Quick Search options:

1. Click Tools | Options.
2. In the Options dialog box, click Quick Search.
3. On the Quick Search page, set or change any of the Quick Search options described below.
4. Click OK to apply your changes and return to ACDSee.

Quick Search options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show full path in title bar</td>
<td>Displays the full path of an image in the ACDSee title bar.</td>
</tr>
<tr>
<td>Error Reporting</td>
<td>Select this option if you do not want to see a system error report if there is an error in ACDSee.</td>
</tr>
</tbody>
</table>

Include file names
Searches for file and folder names that begin with the search term.

Include keywords
Searches for keywords that match the search term, and returns any files containing those keywords.

Include categories
Searches for categories that match the search term, and returns any files assigned to those categories. Subcategories are not included.

Include contents of folders
Searches for folder names that begin with the search term and returns the contents of those folders. Subfolders are not included.

Setting File List pane options
You can use the ACDSee Options dialog box to set the File List pane options to suit your preferences, such as grouping archive files with subfolders, or highlighting image types with different background colors. You can also customize your thumbnails, what file types ACDSee displays, and adjust how ACDSee handles files and thumbnails in the File List pane.

To adjust the File List pane options:

1. Click Tools | Options.
2. In the Options dialog box, click File List.
3. On the File List page, set or change the options as described below.
4. Click OK to apply your changes and return to ACDSee.
Chapter 13 Customizing

**File List options**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatically select new files</td>
<td>Automatically selects new files when they are added to the folder displayed in the File List pane.</td>
</tr>
<tr>
<td><strong>Group archives with folders</strong></td>
<td>Treats archive files as folders when sorting items in the File List pane.</td>
</tr>
<tr>
<td><strong>Use embedded thumbnails</strong></td>
<td>If thumbnails are embedded in a RAW file, those thumbnails display in the File List pane.</td>
</tr>
<tr>
<td>Generate high quality thumbnail</td>
<td>When this option is selected, ACDSee initially displays embedded thumbnails in the File List pane, then replaces them with higher-quality thumbnails.</td>
</tr>
<tr>
<td><strong>Show thumbnails on folders</strong></td>
<td>Displays thumbnails of a folder’s contents on the folder icon in the File List pane.</td>
</tr>
<tr>
<td><strong>Remember each folder’s sort settings</strong></td>
<td>Select this option if you want ACDSee to remember the sort settings that you used in specific folders.</td>
</tr>
<tr>
<td><strong>Show info tips for items in the file list</strong></td>
<td>Shows a text pop-up of file properties when placing the mouse pointer over a file in the File List pane.</td>
</tr>
<tr>
<td><strong>Configure Info Tips</strong></td>
<td>Opens a dialog box where you can select which file properties to display in text pop-ups.</td>
</tr>
<tr>
<td><strong>Show the Windows Explorer shell context menu as the default right-click menu</strong></td>
<td>Displays the default Windows Explorer shortcut menu instead of the ACDSee shortcut menu.</td>
</tr>
<tr>
<td><strong>CTRL key activates hot-tracking</strong></td>
<td>Activates hot-tracking when holding the <strong>Ctrl</strong> key. When selected, you can hot-track (update the contents of the Preview and Properties panes without changing your file selection) by holding the CTRL key and moving your mouse pointer over the File List pane.</td>
</tr>
<tr>
<td><strong>Configure Filters</strong></td>
<td>Opens a dialog box where you can select which file types to display in the File List pane.</td>
</tr>
<tr>
<td><strong>Don’t highlight image files</strong></td>
<td>Does not highlight image files in Details and Thumbs+Details view modes.</td>
</tr>
<tr>
<td><strong>Use a single color to highlight image files</strong></td>
<td>Uses a single color to highlight all image file types in Details and Thumbs+Details view modes.</td>
</tr>
<tr>
<td><strong>Use multiple colors to highlight image files</strong></td>
<td>Uses a different color to highlight each image type in Details and Thumbs+Details view modes.</td>
</tr>
</tbody>
</table>
Setting the Thumbnail Display options

You can use the ACDSee Options dialog box to change how thumbnails display in the File List pane.

To adjust the Thumbnail Display options:
1. Click Tools | Options.
2. In the Options dialog box, click File List | Thumbnail Display.
3. On the Thumbnail Display page, set or change the options as described below.
4. Click OK to apply your changes and return to ACDSee.

Thumbnail Display options

<table>
<thead>
<tr>
<th>Information</th>
<th>File name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Thumbnail Info</td>
<td></td>
<td>Opens a dialog box where you can select the information to display on each thumbnail in the File List pane.</td>
</tr>
<tr>
<td>Choose Tiles Info</td>
<td></td>
<td>Opens a dialog box where you can select the information to display on each tile in Tiles view mode.</td>
</tr>
<tr>
<td>Show drop shadow</td>
<td></td>
<td>Displays a drop-shadow effect on thumbnails in the File List pane.</td>
</tr>
<tr>
<td>Show image border</td>
<td></td>
<td>Displays a border around images on thumbnails in the File List pane.</td>
</tr>
<tr>
<td>Show outer border</td>
<td></td>
<td>Displays a border around each thumbnail in the File List pane.</td>
</tr>
</tbody>
</table>

Slider

Specifies the amount of space between thumbnails in the File List pane.
### Chapter 13 Customizing

<table>
<thead>
<tr>
<th>Overlay icons</th>
<th>Sound</th>
<th>Displays a sound overlay icon on thumbnails if the image contains embedded or associated audio.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
<td>Displays a rating overlay icon on thumbnails if the file has been rated in the ACDSee database.</td>
<td></td>
</tr>
<tr>
<td>Database information</td>
<td>Displays a database overlay icon on thumbnails if the file has information stored in the ACDSee database.</td>
<td></td>
</tr>
<tr>
<td>Icon</td>
<td>Displays a file format overlay icon on thumbnails in the File List pane.</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Displays a category overlay icon on thumbnails if the file has been categorized.</td>
<td></td>
</tr>
<tr>
<td>Shortcut</td>
<td>Displays a shortcut overlay icon on thumbnails if the item is a shortcut to another file.</td>
<td></td>
</tr>
<tr>
<td>Offline</td>
<td>Displays an offline overlay icon on thumbnails if the file is stored on an offline device.</td>
<td></td>
</tr>
<tr>
<td>Excluded items</td>
<td>Displays an excluded file icon on thumbnails if the file is excluded from the ACDSee database.</td>
<td></td>
</tr>
<tr>
<td>Tagged items</td>
<td>Displays a tagging overlay icon on thumbnails. If the file is tagged, a checkmark displays in the icon.</td>
<td></td>
</tr>
<tr>
<td>Untagged items</td>
<td>If selected, an empty tagging overlay icon displays on the thumbnails of untagged images.</td>
<td></td>
</tr>
<tr>
<td>Auto-rotate</td>
<td>Displays an auto-rotate overlay icon on thumbnails if the file was automatically rotated.</td>
<td></td>
</tr>
<tr>
<td>High-quality scaling</td>
<td>Uses high-quality thumbnail scaling in the File List pane.</td>
<td></td>
</tr>
</tbody>
</table>
Setting the Thumbnail Ratio options
You can use the ACDSee Options dialog box to change how thumbnails display in the File List pane.

To adjust the Thumbnail Ratio options:
1. Click **Tools** | **Options**.
2. In the Options dialog box, click **File List** | **Thumbnail Ratio**.
3. On the Thumbnail Ratio page, select a baseline thumbnail shape:
   - **Custom**: Specifies a custom height-to-width ratio for the shape of the thumbnails in the File List pane. Drag the slider to set the ratio.
   - **Portrait**: Specifies a standard 3:4 portrait ratio for the shape of the thumbnails in the File List pane.
   - **Landscape**: Specifies a standard 4:3 landscape ratio for the shape of the thumbnails in the File List pane.
4. Drag the slider to the left or right to change the baseline thumbnail shape.
5. Click **OK** to apply your changes and return to ACDSee.

Setting the Details View options
You can use the ACDSee Options dialog box to change how thumbnails display in the File List pane.

To adjust the Details View options:
1. Click **Tools** | **Options**.
2. In the Options dialog box, click **File List** | **Details View**.
3. On the Details View page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Details View options

<table>
<thead>
<tr>
<th>Show grid lines</th>
<th>Separates each row and column in Details view mode with a grid line.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full row select</td>
<td>Selects the entire row when you click a column entry in that row.</td>
</tr>
<tr>
<td>Column auto-width</td>
<td>Automatically resizes each column to fit its contents.</td>
</tr>
<tr>
<td>Highlight sort column</td>
<td>Highlights the column used to sort files when you click on the column's title.</td>
</tr>
<tr>
<td>Choose Details</td>
<td>Specifies the columns you want to use to sort files in Details view mode.</td>
</tr>
</tbody>
</table>
Setting the Preview pane options
You can specify how ACDSee displays previews of your images, and configure settings to play audio and video files automatically, as soon as you view them in the Preview pane.

To set the Preview options:
1. Do one of the following:
   - Click **Tools | Options** then select **Preview**.
   - Right-click in the Preview pane and select **Preview Options**.
2. On the Preview options page, set or change the options as described below.
3. Click **OK** to apply your changes and return to ACDSee.

<table>
<thead>
<tr>
<th>Preview options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delay</td>
<td>Specifies how quickly the Preview pane displays an image after you select it in the File List pane.</td>
</tr>
<tr>
<td>Size</td>
<td>Specifies the size of the previewed image in relation to the selected image.</td>
</tr>
<tr>
<td>Preview audio and video clips</td>
<td>Previews media files as you select them in the File List pane.</td>
</tr>
<tr>
<td>Autoplay audio and video clips</td>
<td>Automatically starts playing audio and video files in the Preview pane.</td>
</tr>
<tr>
<td>Instant image preview</td>
<td>Displays an instant preview that improves in quality as the image is decoded.</td>
</tr>
<tr>
<td>Show preview info</td>
<td>Select this option if you want to display information below the image in the Preview pane. Click the <strong>Choose Preview Info</strong> button to select the information that you want to display. You can also turn this option on and off by right-clicking the Preview pane and selecting, or clearing, <strong>Show Preview Info</strong>.</td>
</tr>
<tr>
<td>Choose Preview Info</td>
<td>Specifies the details you want to display below the preview image in the Preview pane.</td>
</tr>
</tbody>
</table>
Setting the Folders pane options

You can customize the ACDSee Folders pane by showing or hiding the Easy-Select bar, displaying archives, and identifying excluded folders.

To customize the Folders pane:
1. Click Tools | Options.
2. In the Options dialog box, click Folders.
3. On the Folders page, set or change the options as described below.
4. Click OK to apply your changes and return to ACDSee.

Folders pane options

<table>
<thead>
<tr>
<th>Easy-Select</th>
<th>Show Easy-Select</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays the Easy-Select bar in the Folders pane, which you can use to select multiple folders.</td>
<td></td>
</tr>
<tr>
<td>Enable Easy-Select tooltip</td>
<td>Displays a tool-tip when you place your mouse pointer over the Easy-Select bar.</td>
<td></td>
</tr>
</tbody>
</table>

Folder display

| Show archives in Folder Pane | List archive files in the Folders pane. |
| Confirm drag-and-drop move within folder views | Prompts you for confirmation of folder movements within the Folders pane. |
| Show overlay for excluded folders | Displays an overlay icon on folders that are excluded from the ACDSee database. |

Setting the Organize pane options

You can customize the Organize pane to specify which confirmations you want to be prompted for while working with categories, and choose whether to show the Easy-Select bar.

To set the Organize pane options:
1. Click Tools | Options, and then click Organize.
2. On the Organize page, set or change the options as described below.
3. When you are satisfied with your changes, click OK.
Organize options

<table>
<thead>
<tr>
<th>Category deletion</th>
<th>Confirm if category has assigned files</th>
<th>Prompts you for confirmation when deleting a category with assigned files.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm if category has sub-categories</td>
<td>Prompts you for confirmation when deleting a category containing sub-categories.</td>
<td></td>
</tr>
<tr>
<td>File removal</td>
<td>Confirm file removal from category</td>
<td>Prompts you for confirmation when unassigning files from a category.</td>
</tr>
<tr>
<td>Easy-select</td>
<td>Show Easy-Select</td>
<td>Displays an Easy-Select bar in the Organize pane, which you can use to select multiple categories, special items, and ratings.</td>
</tr>
<tr>
<td>Enable Easy-Select tooltip</td>
<td>Displays a tool-tip when you place your mouse pointer over the Easy-Select bar.</td>
<td></td>
</tr>
</tbody>
</table>

Setting the Calendar pane options

You can customize the ACDSee Calendar to start each week on a specific day, to use a 12- or 24-hour clock format, and to use one of four date types when sorting files.

To set the Calendar pane options:
1 Click Tools | Options.
2 In the Options dialog box, click Calendar.
3 On the Calendar options page, set or change any of the options described below.
4 Click OK to accept your changes and return to ACDSee.

Calendar pane options

<table>
<thead>
<tr>
<th>Date types</th>
<th>Database date</th>
<th>Sorts files in the Calendar pane based on the date stored in the ACDSee database.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata (Exif) date</td>
<td>Sorts files in the Calendar pane based on the EXIF date of each item.</td>
<td></td>
</tr>
<tr>
<td>File modified date</td>
<td>Sorts files in the Calendar pane based on the last-modified date of each item.</td>
<td></td>
</tr>
<tr>
<td>File created date</td>
<td>Sorts files in the Calendar pane based on the date each file was created on your computer.</td>
<td></td>
</tr>
</tbody>
</table>
Setting the CD/DVD Management options

You can use the ACDSee Options dialog box to change the folder where Burn Basket files are stored and to set the preferred method for identifying Photo Discs.

To change the Burn Basket options:

1 In the Browser, click **Tools | Options**.
2 In the Options dialog box, click **CD/DVD Management**.
3 On the CD/DVD Management page, in the Burn Basket options area, clear **Show Burn Basket Wizard welcome step** if you do not want to display the welcome page of the Burn Basket Wizard.
4 On the CD/DVD Management page, in the Burn Basket options area, change the folder where Burn Basket files are stored by clicking **Browse**, selecting or creating a new folder, and clicking **OK**.
5 Click **OK** to apply your changes and return to the Browser.

To change the Photo Disc identification method:

1 In the Browser, click **Tools | Options**.
2 In the Options dialog box, click **CD/DVD Management**.
3 On the CD/DVD Management page, in the Photo Disc Identification options area, select one of the following:
   - **Use disc volume label**: attempts to identify a Photo Disc by its volume label. This setting is recommended if you are working with multi-session Photo Discs.
   - **Use disc serial number**: attempts to identify a Photo Disc by its serial number. This setting is preferred when working with single-session Photo Discs, or importing or converting Photo Discs from a previous version of ACDSee.
4 Click **OK** to apply your changes and return to the Browser.

Setting the Properties Pane options

You can use the ACDSee Options dialog box to add a custom tab to the Properties pane.
To add a custom tab to the Properties pane:
1. Click Tools | Options.
2. In the Options dialog box, click Properties Pane.
3. On the Properties Pane page, select Show custom property tab.
4. In the Options area, type a name for the custom tab.
5. Select the file properties that you want to display on the custom tab by clicking Choose Display Information, selecting the file properties, and clicking OK.
6. Click OK to apply your changes and return to ACDSee.

Setting File Management options
You can specify how ACDSee handles renaming and deleting files and folders, and whether ACDSee sends deleted files to the desktop Recycle Bin by default.

To set the File Management options:
1. Click Tools | Options.
2. In the Options dialog box, click File Management.
3. On the File Management page, set or change any of the options as described below.
4. Click OK to accept your changes and return to ACDSee.

File Management options

<table>
<thead>
<tr>
<th>Confirmations</th>
<th>Confirm folder delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm folder delete</td>
<td>Prompts you for confirmation when deleting folders.</td>
</tr>
<tr>
<td>Confirm file delete</td>
<td>Prompts you for confirmation when deleting files.</td>
</tr>
<tr>
<td>Confirm read-only rename and delete</td>
<td>Prompts you for confirmation when renaming or deleting read-only items.</td>
</tr>
</tbody>
</table>
ACDSee™ Pro User Guide

Setting the Color Management options

ACDSee Pro’s color management options help reduce color matching problems between devices, such as your computer, your monitor, printers, and scanners. You can set the color management options to use specific color profiles for each of your devices.

Before changing the color management settings, make sure you have accurate color profiles for each of the devices that you plan to use. You can obtain color profiles from device manufacturers if the profiles were not included in the device’s software, or from the professional printers.

Color management can be a complex process. If you are not familiar with color management systems, it is recommended that you accept the default color management settings in ACDSee.

<table>
<thead>
<tr>
<th>Overwriting duplicate files</th>
<th>Ask</th>
<th>Prompts you for confirmation when overwriting duplicate files.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename</td>
<td></td>
<td>Automatically resolves any naming conflicts when moving or copying files by renaming the source files. In the Separator character field, type a character to use to separate file names in the automatic renaming system.</td>
</tr>
<tr>
<td>Replace</td>
<td></td>
<td>Automatically overwrites files in the target folder without prompting for confirmation.</td>
</tr>
<tr>
<td>Skip</td>
<td></td>
<td>Does not move, copy, or overwrite any files that result in naming conflicts.</td>
</tr>
<tr>
<td>Other</td>
<td>Click to edit file name</td>
<td>Specifies that file names can be edited by clicking the file name in the File List pane.</td>
</tr>
<tr>
<td></td>
<td>Use Recycle Bin</td>
<td>Sends files to the Desktop Recycle Bin. If not selected, deleted files are permanently removed from your hard drive.</td>
</tr>
</tbody>
</table>
# Color Management options

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Color Management</td>
<td>Activates the color management system in ACDSee and the fields in this dialog box.</td>
</tr>
<tr>
<td>Apply to thumbnails and preview</td>
<td>Activates color management for thumbnails and preview images in the Browser. If this option is not selected, thumbnails and previews have a different color space from the image.</td>
</tr>
<tr>
<td>Default to sRGB</td>
<td>Click to change all Input and Output options to use the sRGB color space profile. The sRGB color space is the most common color space for monitors.</td>
</tr>
<tr>
<td>Input Default Input Profile</td>
<td>Specifies the default color profile to use in ACDSee. If selected, this profile is applied to all images, unless the Use embedded profiles when found in image files is selected, when the embedded file is used if one exists.</td>
</tr>
<tr>
<td>Show Profile Details</td>
<td>Displays the details for all color profiles currently stored on your computer. Scroll down to find the profile for a specific color space, such as sRGB.</td>
</tr>
<tr>
<td>Use embedded profiles when found in image files</td>
<td>Uses any embedded color profiles if they are found in image files. If an image does not have an embedded profile, the Default Input Profile is used.</td>
</tr>
</tbody>
</table>
### Output

**Basic color management**
Select this option if you want to select different profiles for your monitor and printer. Select an appropriate profile from the Monitor Profile and Printer Profile options.

**Proof colors on your monitor and/or printer as they would look on another device**
Select this option if you want your monitor and printer so simulate other devices for proofing. You can choose your printer profile to be the emulated device and then preview what the output from your printer would look like on your monitor (soft proofing). You can also set the emulated device to the profile of a third-party printer that you do not have available, so that you can proof the result on your own printer (hard proofing). Select an appropriate profile from the Monitor Profile, Printer Profile, and Emulated Device Profile.

<table>
<thead>
<tr>
<th>Monitor Profile</th>
<th>Specifies the color profile to use with your monitor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer Profile</td>
<td>Specifies the color profile to use with your printer.</td>
</tr>
<tr>
<td>Emulated Device Profile</td>
<td>Specifies the color profile of the device you want your monitor or printer to emulate so that you can proof the image using the correct color profile.</td>
</tr>
</tbody>
</table>

**Rendering Intent**
Specifies the rendering intent for output devices. The default value for basic output devices is Perceptual. If the selected color profiles have embedded rendering instructions, ACDSee will use those rendering instructions rather than using what you selected from the Rendering Intent drop-down list. Some profiles ignore rendering intents, so outcomes may vary.
Setting the Database options

You can adjust settings in the ACDSee Options dialog box to display reminders, control database information, and specify a location on your hard drive where you want to store your database files and cached thumbnails.

To set the database options:
1. Click Tools | Options, and then click Database.
2. On the Database page, set or change the options as described below.
3. Click OK to apply your changes and return to ACDSee.

Database options

<table>
<thead>
<tr>
<th>Database location</th>
<th>Specifies the location on your hard drive to store the ACDSee database. Click the Browse button to locate a folder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display backup reminder</td>
<td>Automatically reminds you to back up your ACDSee database. Click the Every drop-down list and select how often you would like to be reminded.</td>
</tr>
<tr>
<td>Excluded Folders</td>
<td>Opens the Excluded Folders List dialog box, where you can specify which folders you want to exclude from the ACDSee database.</td>
</tr>
</tbody>
</table>
| Set database date | Automatically adds the date of files to the ACDSee database when you catalog the contents of a folder. Select one of the following to specify which date you want to store as the database date:  
  • Exif date  
  • File modified date  
  • Specific date (Select the date you want to use in the drop-down list.) |
| Import Exif and IPTC metadata from cataloged files | Automatically imports Exif and IPTC information into the ACDSee database whenever you catalog the contents of a folder. If this option if not selected, ACDSee will not import the Exif and IPTC information, but will still set aside space within the database records. To remove the empty records, be sure to optimize your database frequently. |
| Show separator conflict dialog for IPTC keywords | Displays the IPTC Keywords dialog box when a separator conflict occurs. You can specify a method of handling conflicts within the dialog and elect not to display it again. Select this option to change or adjust those settings the next time a separator conflict occurs. |
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Setting Viewer options
You can use the ACDSee Options dialog box to adjust the behavior of the Viewer to suit your preferences, and increase the speed with which images are displayed.

To set the Viewer options:
1. Click Tools | Options.
2. In the Options dialog box, click Viewer.
3. On the Viewer options page, set or change any of the Viewer options described below.
4. Click OK to accept your changes and return to ACDSee.

Viewer options

<table>
<thead>
<tr>
<th>Decoding and caching</th>
<th>Decode next image in advance</th>
<th>Automatically decodes the next image in sequence in the Viewer, resulting in shorter load times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep previous image in memory</td>
<td>Keeps the previously decoded image in memory for quick display in the Viewer.</td>
<td></td>
</tr>
<tr>
<td>Startup files</td>
<td>Replace images in list</td>
<td>Does not open a new Viewer window if an image is opened from another application.</td>
</tr>
<tr>
<td>Images in new window</td>
<td>Opens a new Viewer window to display images opened from another application.</td>
<td></td>
</tr>
<tr>
<td>Resampling algorithm</td>
<td>Bicubic</td>
<td>Resamples images in the Viewer to minimize the raggedness normally associated with image expansion.</td>
</tr>
<tr>
<td></td>
<td>Bilinear</td>
<td>Resamples images in the Viewer to produce smooth transitions, but may cause excessive blurring.</td>
</tr>
<tr>
<td></td>
<td>Nearest neighbor</td>
<td>Does not apply resampling to images displayed in the Viewer.</td>
</tr>
</tbody>
</table>
Chapter 13 Customizing

### Setting the Viewer Display options
You can use the ACDSee Options dialog box to change the Viewer window’s size and background, and specify how it zooms images.

**To set the Viewer Display options:**
1. Click **Tools | Options**.
2. In the Options dialog box, click **Viewer | Display**.
3. On the Display options page, set or change the Viewer display options described below.
4. Click **OK** to accept your changes and return to ACDSee.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dropped files</strong></td>
<td>Replaces the list of images open in the Viewer with images dropped into the Viewer from another application.</td>
</tr>
<tr>
<td><strong>Add images to list</strong></td>
<td>Adds any images dropped into the Viewer by another application to the list of images already open.</td>
</tr>
<tr>
<td><strong>Always on top</strong></td>
<td>Keeps the Viewer as the top window in a stack of windows.</td>
</tr>
<tr>
<td><strong>Full-screen</strong></td>
<td>Opens images in the Viewer in full-screen mode.</td>
</tr>
<tr>
<td><strong>Hide mouse cursor in full-screen</strong></td>
<td>Hides the mouse pointer in full-screen mode.</td>
</tr>
<tr>
<td><strong>Instant image preview</strong></td>
<td>Displays an instant preview in the Viewer that improves in quality as the image is decoded.</td>
</tr>
<tr>
<td><strong>Exit after delete/move</strong></td>
<td>Automatically returns to the Browser after moving or deleting an image in the Viewer.</td>
</tr>
<tr>
<td><strong>View all images in folder</strong></td>
<td>Adds all images in a folder to the current image list when viewing any file from that folder.</td>
</tr>
<tr>
<td><strong>Show full image file path</strong></td>
<td>Displays the image’s full file path in the Viewer title and status bars.</td>
</tr>
</tbody>
</table>
**Display options**

<table>
<thead>
<tr>
<th>Window size</th>
<th>Change window size to fit image</th>
<th>Automatically resizes the Viewer window to fit the displayed image.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Center window on screen</td>
<td>Automatically centers the Viewer window on the screen.</td>
</tr>
<tr>
<td></td>
<td>Fix window size</td>
<td>Sizes the Viewer window based on the Zoom Options settings.</td>
</tr>
<tr>
<td></td>
<td>Save window position</td>
<td>Saves the position and size of the Viewer window when moved or resized.</td>
</tr>
<tr>
<td>Background</td>
<td>Default color</td>
<td>Uses the default ACDSee color for the background in the Viewer window.</td>
</tr>
<tr>
<td></td>
<td>Custom color</td>
<td>Specifies a color to use as the background in the Viewer window.</td>
</tr>
<tr>
<td></td>
<td>Tiled image</td>
<td>Uses a tiled image as the background for the Viewer window. Click <strong>Browse</strong> to locate an image on your hard drive.</td>
</tr>
<tr>
<td>Zoom options</td>
<td>Default zoom mode</td>
<td>Specifies the default zoom level for images in the Viewer.</td>
</tr>
<tr>
<td></td>
<td>Reset zoom mode to default on every image change</td>
<td>Resets the zoom mode to the selected default when the displayed image changes.</td>
</tr>
<tr>
<td></td>
<td>Resize</td>
<td>Resizes the image based on the selected option.</td>
</tr>
</tbody>
</table>

**Related topics**

- Automatically shrinking or enlarging images

**Setting RAW Image Preview options**

When you process RAW files using the RAW Processing tool, ACDSee saves the processing settings to the database. By default, ACDSee also saves a preview of the processed photo to a cache on your computer's hard disk. The preview photo is useful because it can be displayed in the Viewer very quickly. However, you may want to use the RAW Image Preview options to limit the amount of space that the cache uses on your computer's hard disk, to empty the cache, or to turn off the RAW Image Preview option.
To change the RAW Image Preview options:
1 In the Browser, click Tools | Options.
2 In the Options dialog box, click RAW Image Preview.
3 On the RAW Image Preview page, select Use RAW Image Preview to use previews of RAW images. If you select this option, you can adjust the other options on the page.
4 To change the folder where preview files are stored, click Browse, select or create a different folder, and then click OK.
5 Set or change the other options as described below.
6 Click OK to apply your changes and return to the Browser.

**RAW Image Preview options**

<table>
<thead>
<tr>
<th><strong>Unlimited cache</strong></th>
<th>Select this option if you are unconcerned about how much space the RAW image preview files occupy on the computer hard disk. Clear this option if you want to limit the amount of space the preview files occupy on the computer hard disk.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum size of cache on disk</strong></td>
<td>Enter the maximum amount of space, in megabytes (MB), that the RAW image preview files should occupy on the computer hard disk. After this limit is reached, the oldest files will be replaced by the newest.</td>
</tr>
<tr>
<td><strong>Empty cache</strong></td>
<td>Click Empty Cache if you want to delete all RAW image preview files from the cache.</td>
</tr>
</tbody>
</table>

**Customizing and configuring**

**Creating custom Browser layouts**

You can create and save custom Browser layouts based on your browsing preferences or the tasks you perform in ACDSee. For example, you could create and save an editing layout, an organizing layout, and a browsing layout, each with its own panes and tools arranged for easy access.

To create and save a custom Browser layout:
1 Change the Browser layout by displaying or hiding specific panes, moving and docking panes, stacking panes, or resizing panes.
2 When you are satisfied with the Browser layout, click View | Workspace.
3 Click New Workspace.
4 Type a name for the workspace.
5 Click OK.
To load a saved Browser layout:
1. Click View | Workspace.
2. Select the custom workspace.
3. Click Apply.

To restore the default Browser layout:
Click View | Reset to Default Workspace.

Related topics
• Using the Browser

Auto-hiding panes and panels
You can use the Auto Hide button to automatically hide some panes and panels in ACDSee. When a pane is set to auto-hide, it rolls away when you click outside of it, leaving a tab displayed. You can access the pane by moving the mouse pointer over the tab. When a pane or panel is floating, the auto-hide feature is not available. You cannot move the pane to a new location if it is set to auto-hide.

The Auto Hide button's appearance on the pane's title bar reflects its current setting:

- A horizontal pushpin indicates that the pane is set to automatically hide when you click outside of it.
- A slanted pushpin indicates that the pane is fixed and will remain visible even if you click outside of it.

To set or remove auto-hide:
Click the Auto Hide button on the title bar so that it displays a slanted or horizontal pushpin.

Related topics
• Using the Browser

Using the Custom tab in the Properties pane
There is a Custom tab in the Properties pane that you can configure to display the file property, database, EXIF, or IPTC information that you use most often. This means that you can keep all the data, which is most important to you, visible on the custom tab while you browse or view files.

To configure the Custom tab:
1. Click Tools | Options, and then select Properties Pane.
2. Select Show custom property tab to display the Custom tab.
3. If desired, type a new name for the Custom tab in the Custom tab title text box.
Chapter 13 Customizing

4 Click Choose Display Information.

5 To remove an item from the Custom tab, click the item in the Currently Displayed Details box to the right, then click Remove.

6 To add an item to the Custom tab, click the item in the Available Details box to the left, then click Add.

7 To group and rearrange items on the Custom tab, do any of the following:
   • Click Add Group, type a name for the group in the Title text box, then click OK. You can then add items to the group.
   • Select an item in the Currently Displayed Details box, and then click Move Up to move the item up the list of items, or click Move Down to move the item down the list of items.

8 To restore the default Custom tab settings, click Reset.

9 Click OK.

Related topics
- Using the Browser
- Using the Properties pane

Using the Task Pane

The Task Pane displays groups of often-used tasks from the menus and toolbars based on your current location and selections in ACDSee. The Task Pane usually opens and on the right side of the Browser.

To open or close the Task pane:

In the Browser or Viewer, click View | Task Pane.

The menus in the Task Pane change depending on what area of the Browser you are working in and what items you select. For example, if you select more than a folder in the File List pane, the Task Pane displays different menus than it does if you select a photo or media file.

The options on the Task Pane menus also change dynamically. For example, if you select multiple images in the File List, the options in the Fix and Enhance Photos menu change to list options that you can use with multiple images.

Related topics
- Using the Browser
Using the Context Sensitive toolbar

The Context Sensitive toolbar is above the File List toolbar. The icons that display on the Context Sensitive toolbar change based on whatever you select in the Browser, such as a pane or image. The icons on the Context Sensitive toolbar provide shortcuts to the editing, organizing, and sharing functions that you might want to use next.

For example, if you select the People category in the Organize pane, all images that have been assigned to that category display in the File List pane. The icons that display in the Context Sensitive toolbar include Create a CD or DVD and Auto Slide Show because you may want to use these functions next.

Related topics
- Using the Browser

Customizing toolbars

You can customize the appearance and organization of toolbars in the Browser and Viewer windows by selecting which toolbars to display, and specifying each toolbar's buttons or commands. You can also discard your changes and reset the toolbars to their default layout at any time.

Displaying and hiding toolbars

You can choose to display or hide the specific toolbars in the Browser and Viewer.

To display or hide a toolbar:

Do one of the following:

- In the Browser, click View | Toolbars, and then select the toolbar you want to display or hide.
- In the Viewer, click View, and then select the toolbar you want to display or hide.

Customizing toolbar contents

You can customize three toolbars:

- The main toolbar, which you can display in the Browser and in the Viewer.
- The File List toolbar, which you can display in the Browser.
- The Editing Tasks toolbar, which you can display in the Viewer.

You can add, remove, and rearrange buttons on these toolbars. You can also display or hide text labels and tool tips for the buttons on these toolbars, and change button size. All toolbar customization options are on the Customize dialog box.

To display the Customize dialog box:

Do one of the following:

- In the Browser, click View | Toolbars and then select Customize.
Chapter 13 Customizing

• In the Browser, click the drop-down arrow, located to the right of the main toolbar or File List toolbar, and select Customize.

• In the Viewer, click the drop-down arrow, located to the right of the main toolbar and at the bottom of the Editing Tasks toolbar, select Add or Remove Buttons, and then select Customize.

• In the Browser or Viewer, right-click the main toolbar, and then select Customize.

To add or remove buttons on the toolbar:

1 Display the Customize dialog box.
2 Click the Commands tab.
3 Do one of the following:
   • Add a button by dragging a command from the Commands list to a new location on the toolbar.
   • Remove buttons from the toolbar by dragging them from the toolbar to the Commands list.
   • Rearrange the buttons by dragging them to a new location on the toolbar.
4 Click Close.

To display or hide text labels below toolbar buttons:

1 Display the Customize dialog box.
2 Click the Toolbars tab.
3 Select File List Toolbar or Main Toolbar.
4 Select the Show text labels check box to display text labels, or clear the Show text labels check box to hide text labels.
5 Click Close.

To display or hide tool tips for toolbar buttons:

1 Display the Customize dialog box.
2 Click the Options tab.
3 Select Show ScreenTips on toolbars to display tool-tips, or clear Show ScreenTips on toolbars to hide tool-tips. If you select this option, you can also select Show shortcut keys in ScreenTips to show keyboard shortcuts in the tool-tips.
4 Click Close.

To change the toolbar button size:

1 Display the Customize dialog box.
2 Click the Options tab.
3 Select Large Icons to display larger toolbar buttons, or clear Large Icons to display smaller toolbar buttons.
ACDSee™ Pro User Guide

4 Click Close.

Resetting toolbars
You can discard all of your changes, and return the toolbars and buttons to their default states.

To reset the toolbars:
1 In the Browser or Viewer, right-click the main toolbar and select Customize.
2 Select the Toolbars tab, and then click Reset All.
3 Click Yes to reset the toolbars.
4 Click Close.

Related topics
• About the ACDSee user interface

Customizing the Edit Panel
You can resize, move, dock, and auto hide the Edit panel to suit your preferences.

To customize the Edit Panel:
1 Drag the Edit Panel’s title bar to a new location. If you drag the Edit Panel to either the left or right side of the window, it will dock against that side.
2 To resize the Edit Panel, drag one of its edges.

If the Edit Panel is set to auto hide, you cannot move it to a new location.

Related topics
• Using Edit Mode

Configuring image editors
You can configure ACDSee to work with a variety of image editors, such as Canvas, and specify which image editor ACDSee uses by default. You can then open images in any of your image editing applications from within ACDSee.

To add an image editor to ACDSee:
1 From the Tools menu, select Open in Editor | Configure Editors.
2 In the Configure Photo Editors dialog box, click Add.
Browse to the folder on your hard drive that contains an image editing application.

Select the executable file of the editing application. For example, Canvas9.exe.

Click Open.

In the Name field, type a name for the editor, and then click OK.

**To manage your image editors:**

1. From the Editors list, select the application you want to change.
2. Do any of the following:
   - To change the location of the executable file or the name of the application displayed in the Editors list, click Edit. Set the location and name of the application in the Configure Photo Editor dialog box, and then click OK.
   - To set the application as the default image editor for ACDSee, click Set As Default.
   - To specify whether the application can handle multiple images at the same time, select or clear the check box in the Supports Multiple Images column.
   - To remove the application from the list, click Remove.
3. Click OK to accept your changes and return to ACDSee.

**Related topics**

- Using Edit Mode

**Customizing keyboard shortcuts**

There are pre-defined keyboard shortcuts for commands that you use frequently in the Browser and Viewer. You can change pre-defined shortcuts, or create keyboard shortcuts for commands that do not currently have shortcuts.

Some commands, such as Open and Copy, are available in both the Browser and the Viewer. You can use the same keyboard shortcut for these commands in the Browser and the Viewer, or you can define different shortcuts for these commands in the Browser and the Viewer. Other commands, such as Red-eye Reduction, are only available in one view mode. To define a shortcut for a command in a specific view mode, open the Customize dialog from that view mode.

**To customize keyboard shortcuts:**

1. Do one of the following:
   - In the Browser, click View | Toolbars, and then select Customize.
   - In the Browser, click the drop-down arrow, located to the right of the main toolbar or File List toolbar, and then select Customize.
   - In the Viewer, click the drop-down arrow, located to the right of the main toolbar and at the bottom of the Editing Tasks toolbar, select Add or Remove Buttons, and then select Customize.
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• In the Browser or Viewer, right-click the main toolbar, and then select Customize.

2 Click the Keyboard tab.

3 From the Category drop-down, select a top-level menu such as File, Edit, or View. The commands available from that menu display in the Commands list box.

4 Select a command in the Commands list box. If a keyboard shortcut has been defined for that command, it displays in the Current Keys box. If a keyboard shortcut has not been defined for that command, the Current Keys box will be empty.

5 To remove an existing keyboard shortcut, select the keyboard shortcut in the Current Keys box, and then click Remove.

6 To define a new keyboard shortcut:
   - Click in the Press New Shortcut Key text box.
   - Press the keys on your keyboard that you want to use for the keyboard shortcut. The keys display in the Press New Shortcut Key text box.
   - Click Assign. The new keyboard shortcut displays in the Current Keys box.

7 To remove all custom keyboard shortcuts and restore the default keyboard shortcuts, click Reset All.

8 Click Close.

Related topics
• Browser keyboard shortcuts
• Viewer keyboard shortcuts
Chapter 14 Shortcuts

There are many keyboard and mouse shortcut keys in ACDSee that can speed up the way you work in the Browser and Viewer. You can customize keyboard shortcuts so that they are the same as those you use in other applications.
Browser keyboard shortcuts

You can use the following keyboard shortcuts while working in the Browser.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Resulting action</th>
</tr>
</thead>
<tbody>
<tr>
<td>` (grave accent)</td>
<td>Toggles image audio on or off.</td>
</tr>
<tr>
<td>- (minus sign)</td>
<td>Sorts the contents of the File List pane in reverse order.</td>
</tr>
<tr>
<td>+ (plus sign)</td>
<td>Sorts the contents of the File List pane in forward order.</td>
</tr>
<tr>
<td>Alt + &lt;left arrow&gt;</td>
<td>Returns to the previous folder you browsed in the File List pane.</td>
</tr>
<tr>
<td>Alt + &lt;right arrow&gt;</td>
<td>Returns to the folder you last moved back from in the File List pane.</td>
</tr>
<tr>
<td>Alt + G</td>
<td>Opens the Get Photos Wizard.</td>
</tr>
<tr>
<td>Alt + C</td>
<td>Copies one or more selected files to a folder you specify.</td>
</tr>
<tr>
<td>Alt + Comma</td>
<td>Opens the previous tab in the Properties pane.</td>
</tr>
<tr>
<td>Alt + Enter</td>
<td>Opens or closes the Properties pane.</td>
</tr>
<tr>
<td>Alt + F4</td>
<td>Closes ACDSee.</td>
</tr>
<tr>
<td>Alt + I</td>
<td>Opens the Filters dialog box where you can specify the types of files displayed in the File List pane.</td>
</tr>
<tr>
<td>Alt + M</td>
<td>Moves one or more selected files to a folder you specify.</td>
</tr>
<tr>
<td>Alt + O</td>
<td>Opens the Options dialog box.</td>
</tr>
<tr>
<td>Alt + Period</td>
<td>Opens the next tab in the Properties pane.</td>
</tr>
<tr>
<td>Alt + Shift + F</td>
<td>Maximizes the File List pane.</td>
</tr>
<tr>
<td>Alt + W</td>
<td>Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.</td>
</tr>
<tr>
<td>Alt + X</td>
<td>Removes the selected item from the Image Basket.</td>
</tr>
<tr>
<td>Backspace</td>
<td>Moves up one level in the current drive’s folder structure.</td>
</tr>
<tr>
<td>Ctrl + 0 to 5</td>
<td>Assigns a rating to the currently selected item. Use only the numeric keypad for these shortcuts. Press Ctrl + 0 to remove a rating.</td>
</tr>
<tr>
<td>Ctrl + Plus</td>
<td>Automatically sizes the columns in the current view mode.</td>
</tr>
<tr>
<td>Ctrl + A</td>
<td>Selects the entire contents of the current folder.</td>
</tr>
</tbody>
</table>
### Chapter 14 Shortcuts

<table>
<thead>
<tr>
<th>Shortcuts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + B</td>
<td>Adds the selected items to the Image Basket.</td>
</tr>
<tr>
<td>Ctrl + C</td>
<td>Copies the selected items to the Clipboard.</td>
</tr>
<tr>
<td>Ctrl + D</td>
<td>Opens the Edit Caption dialog box.</td>
</tr>
<tr>
<td>Ctrl + E</td>
<td>Opens the currently selected image in the default editor.</td>
</tr>
<tr>
<td>Ctrl + Enter</td>
<td>Opens or closes the Properties pane.</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Opens the Convert File Format dialog box.</td>
</tr>
<tr>
<td>Ctrl + G</td>
<td>Generates a file listing as a text document.</td>
</tr>
<tr>
<td>Ctrl + I</td>
<td>Selects all images in the current folder.</td>
</tr>
<tr>
<td>Ctrl + Insert</td>
<td>Copies selected items to the Clipboard.</td>
</tr>
<tr>
<td>Ctrl + J</td>
<td>Opens the Rotate/Flip Images dialog box.</td>
</tr>
<tr>
<td>Ctrl + K</td>
<td>Places the cursor in the Keywords field of the Database tab in the Properties pane.</td>
</tr>
<tr>
<td>Ctrl + L</td>
<td>Opens the Adjust Image Exposure dialog box.</td>
</tr>
<tr>
<td>Ctrl + M</td>
<td>Open the Batch Set Information dialog box.</td>
</tr>
<tr>
<td>Ctrl + N</td>
<td>Opens a second instance of the ACDSee Browser.</td>
</tr>
<tr>
<td>Ctrl + O</td>
<td>Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.</td>
</tr>
<tr>
<td>Ctrl + P</td>
<td>Opens the currently selected image or images in the ACDSee Print utility.</td>
</tr>
<tr>
<td>Ctrl + R</td>
<td>Opens the Resize Images dialog box.</td>
</tr>
<tr>
<td>Ctrl + S</td>
<td>Creates a slide show from the currently selected images.</td>
</tr>
<tr>
<td>Ctrl + T</td>
<td>Opens the Adjust Image Time Stamp dialog box.</td>
</tr>
<tr>
<td>Ctrl + Tab</td>
<td>Moves the focus of the Browser between the currently displayed panes.</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Pastes the contents of the Clipboard.</td>
</tr>
<tr>
<td>Ctrl + W</td>
<td>Closes ACDSee.</td>
</tr>
<tr>
<td>Ctrl + X</td>
<td>Cuts the currently selected items to the Clipboard.</td>
</tr>
<tr>
<td>Ctrl + Shift + 1</td>
<td>Opens or closes the Folders pane.</td>
</tr>
</tbody>
</table>
### ACDSee™ Pro User Guide

<table>
<thead>
<tr>
<th>Shortcuts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ctrl + Shift + 2</strong></td>
<td>Opens or closes the Organize pane.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + 3</strong></td>
<td>Opens or closes the Search pane.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + 4</strong></td>
<td>Opens or closes the Calendar pane.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + 5</strong></td>
<td>Opens or closes the Image Basket.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + A</strong></td>
<td>Selects all files in the current folder.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + B</strong></td>
<td>Shows or hides the status bar.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + C</strong></td>
<td>Copies the currently selected image to the Clipboard.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + D</strong></td>
<td>Clears your current selection.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + E</strong></td>
<td>Opens the current file in the default system application or opens a dialog box where you can select an application.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + F</strong></td>
<td>Toggles the full-screen view for the File List pane.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + I</strong></td>
<td>Inverts your current selection.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + L</strong></td>
<td>Opens or closes the Selective Browsing pane.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + M</strong></td>
<td>Toggles the main Browser menu.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + O</strong></td>
<td>Opens the file using the system application associated with its file extension.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + P</strong></td>
<td>Opens or closes the Preview pane.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + S</strong></td>
<td>Displays or hides the context-sensitive toolbar.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + T</strong></td>
<td>Displays or hides the main Browser toolbar.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + Tab</strong></td>
<td>Moves the focus of the Browser between the currently displayed panes.</td>
</tr>
<tr>
<td><strong>Ctrl + Shift + W</strong></td>
<td>Sets the selected image as a tiled desktop wallpaper.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>Deletes the selected items to the Recycle Bin.</td>
</tr>
<tr>
<td><strong>F1</strong></td>
<td>Opens the ACDSee Help file.</td>
</tr>
<tr>
<td><strong>F2</strong></td>
<td>Renames one or more selected files.</td>
</tr>
<tr>
<td><strong>F3</strong></td>
<td>Opens the Search pane.</td>
</tr>
<tr>
<td><strong>F4</strong></td>
<td>Displays the Contents bar drop-down list.</td>
</tr>
</tbody>
</table>
Chapter 14 Shortcuts

F5 Refreshes the Browser.

F6 Changes the File List to Thumbs+Details view mode.

F7 Changes the File List to Filmstrip view mode.

F8 Changes the File List to Thumbnails view mode.

F9 Changes the File List to Thumbnails view mode.

F10 Changes the File List to Icons view mode.

F11 Changes the File List to List view mode.

F12 Changes the File List to Details view mode.

Shift + Delete Removes the selected item from your hard drive.

Shift + F5 Refreshes the File List pane.

Shift + Insert Pastes the contents of the Clipboard.

Shift + Tab Moves the focus of the Browser to the previous pane or tool in sequence.

Tab Moves the focus of the Browser to the next pane or tool in sequence.

Related topics
- Customizing keyboard shortcuts

Viewer keyboard shortcuts

You can use the following keyboard shortcuts while working in the Viewer.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Resulting action</th>
</tr>
</thead>
<tbody>
<tr>
<td>\ (backslash)</td>
<td>Zooms the image to actual size.</td>
</tr>
<tr>
<td>= (equal sign)</td>
<td>Increases the magnification of the current image (zooms in).</td>
</tr>
<tr>
<td>` (grave accent)</td>
<td>Toggles image audio on or off.</td>
</tr>
<tr>
<td>- (minus sign)</td>
<td>Decreases the magnification of the current image (zooms out).</td>
</tr>
<tr>
<td>Alt + &lt;down arrow&gt;</td>
<td>Zooms the image to fit the height within the Viewer window. Does not enlarge, only reduces.</td>
</tr>
</tbody>
</table>
### ACDSee™ Pro User Guide

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt + &lt;right arrow&gt;</td>
<td>Zooms the image to fit the width within the Viewer Window. Does not enlarge, only reduces.</td>
</tr>
<tr>
<td>Alt + \</td>
<td>Toggles the zoom lock on and off.</td>
</tr>
<tr>
<td>Alt + C</td>
<td>Copies the current item to a folder you specify.</td>
</tr>
<tr>
<td>Alt + Comma</td>
<td>Moves the focus in the Properties pane to the previous tab.</td>
</tr>
<tr>
<td>Alt + D</td>
<td>Opens the Edit Caption dialog box.</td>
</tr>
<tr>
<td>Alt + Enter</td>
<td>Opens or closes the Properties pane.</td>
</tr>
<tr>
<td>Alt + F4</td>
<td>Closes the Viewer window.</td>
</tr>
<tr>
<td>Alt + M</td>
<td>Moves the current item to a folder you specify.</td>
</tr>
<tr>
<td>Alt + O</td>
<td>Opens the ACDSee Options dialog box.</td>
</tr>
<tr>
<td>Alt + Period</td>
<td>Moves the focus in the Properties pane to the next tab.</td>
</tr>
<tr>
<td>Alt + R</td>
<td>Opens the Rename File dialog box.</td>
</tr>
<tr>
<td>Alt + S</td>
<td>Starts or stops the Auto Advance slide show.</td>
</tr>
<tr>
<td>Alt + Shift + L</td>
<td>Displays the previous image in sequence.</td>
</tr>
<tr>
<td>Alt + W</td>
<td>Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.</td>
</tr>
<tr>
<td>Alt + X</td>
<td>Removes currently displayed item from the Image Basket in the Browser.</td>
</tr>
<tr>
<td>B</td>
<td>Displays or hides the status bar.</td>
</tr>
<tr>
<td>Backspace</td>
<td>Displays the previous item in the slide show, Auto Advance, or Viewer sequence.</td>
</tr>
<tr>
<td>Ctrl + A</td>
<td>Displays or hides headers and footers.</td>
</tr>
<tr>
<td>Ctrl + B</td>
<td>Adds currently displayed item to the Image Basket in the Browser.</td>
</tr>
<tr>
<td>Ctrl + C</td>
<td>Copies the currently displayed file to the Clipboard.</td>
</tr>
<tr>
<td>Ctrl + D</td>
<td>Opens the Edit Caption dialog box.</td>
</tr>
<tr>
<td>Ctrl + E</td>
<td>Opens the current image in the default editing application.</td>
</tr>
<tr>
<td>Ctrl + F</td>
<td>Opens the Convert File Format dialog box.</td>
</tr>
</tbody>
</table>
### Ctrl + F4
Closes the current item.

### Ctrl + Insert
Copies the selected portion of an image to the Clipboard.

### Ctrl + J
Opens the Rotate/Flip Images dialog box.

### Ctrl + L
Opens the current image in Edit Mode, and activates the Adjust Exposure tool.

### Ctrl + Minus
Reduces the magnification of the area inside the Magnifying Glass pane.

### Ctrl + O
Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.

### Ctrl + P
Opens the current image in the ACDSee Print utility.

### Ctrl + Plus
Increases the magnification of the area inside the Magnifying Glass pane.

### Ctrl + Q
Clears the current selection.

### Ctrl + R
Opens the current image in Edit Mode, and activates the Resize tool.

### Ctrl + S
Opens the Save Image As dialog box, in which you can save your image with a different name or file format.

### Ctrl + T
Opens the Change Image Time Stamp dialog box.

### Ctrl + V
Pastes the contents of the Clipboard.

### Ctrl + W
Closes the Viewer window.

### Ctrl + X
Cuts the current item to the Clipboard.

### Ctrl + Y
Redo previously undone operation.

### Ctrl + Z
Undo previous operation.

### Ctrl + Alt + <left arrow>
Rotates the current image 90-degrees counterclockwise.

### Ctrl + Alt + <right arrow>
Rotates the current image 90-degrees clockwise.

### Ctrl + Shift + A
Opens or closes the Magnifying Glass.

### Ctrl + Shift + B
Displays or hides the status bar.

### Ctrl + Shift + C
Copies the currently displayed image to the Clipboard.

### Ctrl + Shift + F
Toggles full screen mode.
### ACDSee™ Pro User Guide

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<tr>
<th>Keyboard Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + Shift + F4</td>
<td>Closes all images.</td>
</tr>
<tr>
<td>Ctrl + Shift + G</td>
<td>Removes tiled image from the background of the Viewer window.</td>
</tr>
<tr>
<td>Ctrl + Shift + H</td>
<td>Opens or closes the Histogram pane.</td>
</tr>
<tr>
<td>Ctrl + Shift + L</td>
<td>Opens the previous image.</td>
</tr>
<tr>
<td>Ctrl + Shift + M</td>
<td>Displays or hides the main menu bar.</td>
</tr>
<tr>
<td>Ctrl + Shift + P</td>
<td>Prints all currently selected images, or all images in the current folder.</td>
</tr>
<tr>
<td>Ctrl + Shift + Q</td>
<td>Opens the Edit Header/Footer dialog box, in which you can specify the text to display on your images in the Viewer.</td>
</tr>
<tr>
<td>Ctrl + Shift + S</td>
<td>Opens or closes the Navigator pane.</td>
</tr>
<tr>
<td>Ctrl + Shift + T</td>
<td>Displays or hides the main Viewer toolbar.</td>
</tr>
<tr>
<td>Ctrl + Shift + V</td>
<td>Toggles the Page View pane while viewing multiple page images.</td>
</tr>
<tr>
<td>Ctrl + Shift + W</td>
<td>Sets the selected image as a tiled desktop wallpaper.</td>
</tr>
<tr>
<td>Ctrl + Shift + 1</td>
<td>Changes the image color depth to Black and White.</td>
</tr>
<tr>
<td>Ctrl + Shift + 2</td>
<td>Changes the image color depth to 16 grays.</td>
</tr>
<tr>
<td>Ctrl + Shift + 3</td>
<td>Changes the image color depth to 256 grays.</td>
</tr>
<tr>
<td>Ctrl + Shift + 4</td>
<td>Changes the image color depth to 16 colors.</td>
</tr>
<tr>
<td>Ctrl + Shift + 5</td>
<td>Changes the image color depth to 256 colors.</td>
</tr>
<tr>
<td>Ctrl + Shift + 6</td>
<td>Changes the image color depth to Hicolor.</td>
</tr>
<tr>
<td>Ctrl + Shift + 7</td>
<td>Changes the image color depth to Truecolor.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the current image to your Recycle Bin.</td>
</tr>
<tr>
<td>End</td>
<td>Displays the last of your selected items, or the last item in the current folder.</td>
</tr>
<tr>
<td>Enter</td>
<td>Closes the Viewer and returns to the Browser.</td>
</tr>
<tr>
<td>Esc</td>
<td>Closes current dialog box, or closes the Viewer and returns to the Browser.</td>
</tr>
<tr>
<td>F</td>
<td>Toggles full screen mode.</td>
</tr>
</tbody>
</table>
Chapter 14 Shortcuts

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Opens the ACDSee Help file.</td>
</tr>
<tr>
<td>F2</td>
<td>Opens the Rename File dialog box.</td>
</tr>
<tr>
<td>F5</td>
<td>Refreshes the Viewer window and reloads the current image.</td>
</tr>
<tr>
<td>Home</td>
<td>Displays the first of your selected items, or the first item in the current folder.</td>
</tr>
<tr>
<td>Insert</td>
<td>Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.</td>
</tr>
<tr>
<td>L</td>
<td>Toggles the pan lock.</td>
</tr>
<tr>
<td>Page Down</td>
<td>Displays the next item.</td>
</tr>
<tr>
<td>Page Up</td>
<td>Displays the previous item.</td>
</tr>
<tr>
<td>Pause</td>
<td>Stops or starts the Auto Advance slide show.</td>
</tr>
<tr>
<td>Shift + Backspace</td>
<td>Displays the previous page in a multiple-page image.</td>
</tr>
<tr>
<td>Shift + Delete</td>
<td>Removes the current item from your hard drive.</td>
</tr>
<tr>
<td>Shift + E</td>
<td>Opens the current file in the default system application or opens a dialog box where you can select an application.</td>
</tr>
<tr>
<td>Shift + End</td>
<td>Displays the last page of the current multiple-page image.</td>
</tr>
<tr>
<td>Shift + Enter</td>
<td>Closes the Viewer and returns to the Browser.</td>
</tr>
<tr>
<td>Shift + Esc</td>
<td>Minimizes the Viewer window.</td>
</tr>
<tr>
<td>Shift + F1</td>
<td>Activates the image scrolling tool.</td>
</tr>
<tr>
<td>Shift + F2</td>
<td>Activates the selection tool.</td>
</tr>
<tr>
<td>Shift + F3</td>
<td>Activates the zoom tool.</td>
</tr>
<tr>
<td>Shift + Home</td>
<td>Displays the first page of the current multiple-page image.</td>
</tr>
<tr>
<td>Shift + Insert</td>
<td>Pastes the contents of the Clipboard.</td>
</tr>
<tr>
<td>Shift + L</td>
<td>Opens the file using the system application associated with its file extension.</td>
</tr>
<tr>
<td>Shift + Page Down</td>
<td>Displays the next page in a multiple-page image.</td>
</tr>
<tr>
<td>Shift + Page Up</td>
<td>Displays the previous page in a multiple-page image.</td>
</tr>
<tr>
<td>Shift + Spacebar</td>
<td>Displays the next page in a multiple-page image.</td>
</tr>
</tbody>
</table>
### Viewer keyboard shortcuts

You can use the following keyboard shortcuts while working in the Viewer.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Resulting action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift + Tab</td>
<td>Moves the focus of the Properties pane to the previous field.</td>
</tr>
<tr>
<td>Shift + Z</td>
<td>Activates the Select tool, and zooms into the selected area.</td>
</tr>
<tr>
<td>Spacebar</td>
<td>Displays the next item in the slide show, Auto Advance, or Viewer sequence.</td>
</tr>
<tr>
<td>T</td>
<td>Displays or hides the main Viewer toolbar.</td>
</tr>
<tr>
<td>Tab</td>
<td>Moves the focus of the Properties pane to the next field.</td>
</tr>
<tr>
<td>Z</td>
<td>Opens the Set Zoom Level dialog box.</td>
</tr>
<tr>
<td>* (asterisk)</td>
<td>Automatically zooms the image to fit within the Viewer window.</td>
</tr>
<tr>
<td>- (minus sign)</td>
<td>Reduces the magnification of the image (zooms out).</td>
</tr>
<tr>
<td>+ (plus sign)</td>
<td>Increases the magnification of the image (zooms in).</td>
</tr>
<tr>
<td>/</td>
<td>Zooms the image to its actual size.</td>
</tr>
<tr>
<td>1</td>
<td>Displays the last item in the current folder.</td>
</tr>
<tr>
<td>3</td>
<td>Displays the next item.</td>
</tr>
<tr>
<td>7</td>
<td>Displays the previous item.</td>
</tr>
<tr>
<td>9</td>
<td>Displays the last item in the current folder.</td>
</tr>
</tbody>
</table>

**Related topics**

- Customizing keyboard shortcuts

---

**Viewer mouse shortcuts**

You can use the following keyboard shortcuts while working in the Viewer.

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Resulting action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-click</td>
<td>Closes the Viewer and returns to the Browser.</td>
</tr>
<tr>
<td>Right-click</td>
<td>Opens the Viewer shortcut menu.</td>
</tr>
<tr>
<td>Middle click</td>
<td>Toggles full screen mode (on 3-button mouse).</td>
</tr>
<tr>
<td>Wheel click</td>
<td>Toggles full screen mode.</td>
</tr>
</tbody>
</table>
Chapter 14 Shortcuts

<table>
<thead>
<tr>
<th>Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wheel up</strong></td>
<td>Displays the previous item.</td>
</tr>
<tr>
<td><strong>Wheel down</strong></td>
<td>Displays the next item.</td>
</tr>
<tr>
<td><strong>Ctrl + Wheel up</strong></td>
<td>Increases the magnification of the image (zooms in).</td>
</tr>
<tr>
<td><strong>Ctrl + Wheel down</strong></td>
<td>Decreases the magnification of the image (zooms out).</td>
</tr>
<tr>
<td><strong>Shift + Wheel up</strong></td>
<td>Displays the previous page of a multiple-page image.</td>
</tr>
<tr>
<td><strong>Shift + Wheel down</strong></td>
<td>Displays the next page of a multiple-page image.</td>
</tr>
</tbody>
</table>

**Related topics**

- Using the Viewer
A plug-in is a software module that adds functionality to a larger program. Sometimes plug-ins are created by the same software company that created the larger program, and sometimes they are created by individuals or other companies. ACDSee comes standard with many different plug-ins and you can download new plug-ins from our Web site: www.acdsystems.com/English/Categories/PluginsProducts/index.htm
Types of plug-ins

There are six types of plug-ins:

- **Image Decode**: 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**: 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**: 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**: allows ACDSee to browse images on your digital camera and transfer them to a folder on your hard drive.

- **Command Extension**: adds functionality to ACDSee. For example, there is a plug-in that you can use to share your images over the Internet.

- **Pane Extension**: adds a pane to ACDSee 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 of viruses and that the company that produced the plug-in is trustworthy.

Managing plug-ins

The Plug-in Settings dialog box displays a list of all the ACD Systems plug-ins installed on your computer. You can also use the Plug-in Settings dialog box to control which plug-ins ACDSee uses.

**To access the Plug-in Settings dialog box:**

Click **Tools**, and then select **Plug-in Settings**.
Appendix A Plug-ins

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

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 do not want ACDSee to use.
3 Click OK.

Changing the plug-in order
Some file formats can be 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 instead of an ACD Systems plug-in. Also, you can disable Susie plug-ins that overlap the file formats that ACD Systems plug-ins support.

Viewing plug-in properties and getting help
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.
To view a plug-in's Help file:
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 Plug-in Help button.
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.
## Supported file formats

### Image read support formats

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANI</td>
<td>Windows animated cursor</td>
</tr>
<tr>
<td>ART</td>
<td>AOL ART</td>
</tr>
<tr>
<td>BMP</td>
<td>Windows Bitmap</td>
</tr>
<tr>
<td>CNV</td>
<td>Canvas</td>
</tr>
<tr>
<td>CR2</td>
<td>Canon RAW CR2</td>
</tr>
<tr>
<td>CRW</td>
<td>Canon RAW CRW</td>
</tr>
<tr>
<td>CUR</td>
<td>Windows cursor</td>
</tr>
<tr>
<td>CVX</td>
<td>Canvas</td>
</tr>
<tr>
<td>DCR</td>
<td>Kodak RAW DCR</td>
</tr>
<tr>
<td>DCX</td>
<td>Multiple-page PCX</td>
</tr>
<tr>
<td>DNG</td>
<td>Digital negative</td>
</tr>
<tr>
<td>DJV</td>
<td>DjVu</td>
</tr>
<tr>
<td>EMF</td>
<td>Enhanced Metafile Format</td>
</tr>
<tr>
<td>EPS</td>
<td>Encapsulated PostScript</td>
</tr>
<tr>
<td>FPX</td>
<td>FlashPix</td>
</tr>
<tr>
<td>GIF</td>
<td>Graphics Interchange Format</td>
</tr>
<tr>
<td>ICN</td>
<td>AT&amp;T ICN</td>
</tr>
<tr>
<td>ICO</td>
<td>Windows icon</td>
</tr>
<tr>
<td>IFF</td>
<td>EA/Amiga Interchange File Format</td>
</tr>
<tr>
<td>JP2</td>
<td>JPEG2000</td>
</tr>
</tbody>
</table>
### Appendix B File formats

<table>
<thead>
<tr>
<th>File format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JPC</strong></td>
<td>JPEG2000, 48-bit support</td>
</tr>
<tr>
<td><strong>JPG</strong></td>
<td>JPEG JFIF, JFIF and Adobe™ CMYK</td>
</tr>
<tr>
<td><strong>KDC</strong></td>
<td>Kodak™ KDC, reads both the full image and the embedded thumbnail</td>
</tr>
<tr>
<td><strong>MAG</strong></td>
<td>MAG, all sub-types supported</td>
</tr>
<tr>
<td><strong>MRW</strong></td>
<td>Konica Minolta RAW</td>
</tr>
<tr>
<td><strong>NEF</strong></td>
<td>Nikon RAW</td>
</tr>
<tr>
<td><strong>ORF</strong></td>
<td>Olympus RAW</td>
</tr>
<tr>
<td><strong>PBM</strong></td>
<td>Portable BitMap</td>
</tr>
<tr>
<td><strong>PCD</strong></td>
<td>Kodak™ PhotoCD, up to 3072x2048 resolution (168BASE)</td>
</tr>
<tr>
<td><strong>PCX</strong></td>
<td>ZSoft Publishers Paintbrush, all sub-types supported</td>
</tr>
<tr>
<td><strong>PEF</strong></td>
<td>Pentax RAW PEF</td>
</tr>
<tr>
<td><strong>PGM</strong></td>
<td>Portable GrayMap</td>
</tr>
<tr>
<td><strong>PIC</strong></td>
<td>SoftImage PIC, all sub-types supported</td>
</tr>
<tr>
<td><strong>PCT</strong></td>
<td>Macintosh PICT</td>
</tr>
<tr>
<td><strong>PDF</strong></td>
<td>Adobe Acrobat documents, can read all pages.</td>
</tr>
<tr>
<td><strong>PIX</strong></td>
<td>Alias PIX, 24 bpp</td>
</tr>
<tr>
<td><strong>PNG</strong></td>
<td>Portable Network Graphics, all sub-types supported</td>
</tr>
<tr>
<td><strong>PPM</strong></td>
<td>Portable PixMap</td>
</tr>
<tr>
<td><strong>PS</strong></td>
<td>Adobe Postscript, first page only</td>
</tr>
<tr>
<td><strong>PSD</strong></td>
<td>Adobe PhotoShop Document, RGB, grayscale, duotone, paletted and bi-level; Lab color interpreted as grayscale only</td>
</tr>
<tr>
<td><strong>PSP</strong></td>
<td>Paint Shop Pro, version 5 and version 6</td>
</tr>
<tr>
<td><strong>QuickTime™</strong></td>
<td>.qtif, .qif, .qfi, support for Apple QuickTime™ still image codecs</td>
</tr>
<tr>
<td><strong>RAF</strong></td>
<td>Fujifilm RAW</td>
</tr>
</tbody>
</table>
# Image Write Support Formats

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RAS</strong></td>
<td>Sun Raster Uncompressed and RLE compressed</td>
</tr>
<tr>
<td><strong>RAW</strong></td>
<td>Pentax RAW, Leica RAW, Contax RAW, Casio RAW</td>
</tr>
<tr>
<td><strong>RSB</strong></td>
<td>Red Storm image format All sub-types are supported</td>
</tr>
<tr>
<td><strong>SGI</strong></td>
<td>SGI Image Format 8-32 bpp; no colormaps; RLE or uncompressed</td>
</tr>
<tr>
<td><strong>TGA</strong></td>
<td>Targa TGA All sub-types supported</td>
</tr>
<tr>
<td><strong>TIFF</strong></td>
<td>Tag Image File Format 1/2/4/8/12/16 bits per sample, 1-4 samples per pixel Bilevel/RGB/Paletted/CMYK/YCrCb/LOG/LLOG/LUV; Uncompressed/PackBits/LZW//ThunderScan/ SGILog/ CCITT/ZIP/NEXT/New-JPEG (no v6.0 JPEG support) Support for multiple-page documents Kodak RAW TIFF, Canon RAW TIFF</td>
</tr>
<tr>
<td><strong>WBMP</strong></td>
<td>Wireless Bitmap</td>
</tr>
<tr>
<td><strong>WMF</strong></td>
<td>Windows Metafile Format Win 3.x placeable metafiles</td>
</tr>
<tr>
<td><strong>X3F</strong></td>
<td>Sigma RAW X3F</td>
</tr>
<tr>
<td><strong>XBM</strong></td>
<td>X bitmap</td>
</tr>
<tr>
<td><strong>XPM</strong></td>
<td>X pixmap</td>
</tr>
</tbody>
</table>

**Image Write Support Formats**

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BMP</strong></td>
<td>Windows Bitmap Windows 1/8/24 bpp</td>
</tr>
<tr>
<td><strong>GIF</strong></td>
<td>Graphics Interchange Format Non-interlaced GIF 89a only</td>
</tr>
<tr>
<td><strong>IFF</strong></td>
<td>EA/Amiga Interchange File Format 1-24 bpp, including HAM and HAM8; multiple pages and animations not supported</td>
</tr>
<tr>
<td><strong>JP2</strong></td>
<td>JPEG2000</td>
</tr>
<tr>
<td><strong>JPEG</strong></td>
<td>JPEG JFIF 8 and 24 bpp. Progressive and baseline; adjustable compression factor, subsampling, smoothing and Huffman code optimization</td>
</tr>
<tr>
<td><strong>PCX</strong></td>
<td>ZSoft Publishers Paintbrush 8 and 24 bpp; RLE compressed</td>
</tr>
</tbody>
</table>
## Appendix B File formats

### Archive read support formats

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARJ</td>
<td>ARJ archive</td>
</tr>
<tr>
<td>CAB</td>
<td>CAB archive</td>
</tr>
<tr>
<td>GZ</td>
<td>GZ archive</td>
</tr>
<tr>
<td>LHA</td>
<td>LHA and LZH archives</td>
</tr>
<tr>
<td>RAR</td>
<td>RAR archive</td>
</tr>
<tr>
<td>TAR</td>
<td>TAR archive</td>
</tr>
<tr>
<td>TGZ</td>
<td>TGZ archive</td>
</tr>
<tr>
<td>UU</td>
<td>UU archive</td>
</tr>
<tr>
<td>ZIP</td>
<td>ZIP archive</td>
</tr>
</tbody>
</table>

### Archive write support formats

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHA</td>
<td>LHA and LZH archives</td>
</tr>
<tr>
<td>ZIP</td>
<td>ZIP archive</td>
</tr>
</tbody>
</table>
### Video and audio read support formats

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIF</td>
<td>Audio Interchange File Format</td>
</tr>
<tr>
<td>AIFC</td>
<td>Audio Interchange File Format</td>
</tr>
<tr>
<td>AIFF</td>
<td>Audio Interchange File Format</td>
</tr>
<tr>
<td>ASF</td>
<td>Active Streaming File - HoTMetaL Pro</td>
</tr>
<tr>
<td>AU</td>
<td>A sound file format used on Sun Microsystems or other UNIX computers</td>
</tr>
<tr>
<td>AVI</td>
<td>AVI movie format</td>
</tr>
<tr>
<td>GSM</td>
<td>Global System for Mobile Audio</td>
</tr>
<tr>
<td>M15</td>
<td>Apple MPEG-1 Video</td>
</tr>
<tr>
<td>M1A</td>
<td>Apple MPEG-1/2 Audio</td>
</tr>
<tr>
<td>M1V</td>
<td>Apple MPEG-1 Video</td>
</tr>
<tr>
<td>M2A</td>
<td>Apple Mpeg-1/2 Audio</td>
</tr>
<tr>
<td>M3U</td>
<td>MP3 Playlist files</td>
</tr>
<tr>
<td>M75</td>
<td>Apple MPEG-1 Video</td>
</tr>
<tr>
<td>MOV</td>
<td>QuickTime movie</td>
</tr>
<tr>
<td>MP2</td>
<td>MPEG Layer II compressed audio</td>
</tr>
<tr>
<td>MP3</td>
<td>MPEG Layer III compressed audio</td>
</tr>
<tr>
<td>MPA</td>
<td>Apple MPEG-1/2 Audio</td>
</tr>
<tr>
<td>MPEG</td>
<td>MPEG movie or animation file</td>
</tr>
<tr>
<td>MPG</td>
<td>MPEG encoded file</td>
</tr>
<tr>
<td>MPV</td>
<td>Apple MPEG-1 Video</td>
</tr>
<tr>
<td>QCP</td>
<td>Qualcomm PureVoice</td>
</tr>
<tr>
<td>QTPF</td>
<td>QuickTime PreFlight Text</td>
</tr>
<tr>
<td>SD2</td>
<td>Sound Designer II</td>
</tr>
<tr>
<td>SMI</td>
<td>Synchronized Multimedia Integration Language</td>
</tr>
<tr>
<td>SMIL</td>
<td>Synchronized Multimedia Integration Language</td>
</tr>
</tbody>
</table>
Support RAW formats
The following is a list of RAW format cameras supported by ACDSee:

<table>
<thead>
<tr>
<th>Camera Model</th>
<th>RAW Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon EOS 10D</td>
<td>Canon PowerShot Pro90 IS</td>
</tr>
<tr>
<td>Canon EOS 20D</td>
<td>Canon PowerShot S30</td>
</tr>
<tr>
<td>Canon EOS 300D/Digital Rebel/Kiss Digital</td>
<td>Canon PowerShot S40</td>
</tr>
<tr>
<td>Canon EOS 350D/Digital Rebel XT</td>
<td>Canon PowerShot S45</td>
</tr>
<tr>
<td>Canon EOS 5D</td>
<td>Canon PowerShot S50</td>
</tr>
<tr>
<td>Canon EOS D2000C</td>
<td>Canon PowerShot S60</td>
</tr>
<tr>
<td>Canon EOS D30</td>
<td>Canon PowerShot S70</td>
</tr>
<tr>
<td>Canon EOS D60</td>
<td>Casio EX-P600</td>
</tr>
<tr>
<td>Canon EOS-1D</td>
<td>Casio QV-2000UX</td>
</tr>
<tr>
<td>Canon EOS-1D Mark II</td>
<td>Casio QV-3000EX</td>
</tr>
<tr>
<td>Canon EOS-1Ds</td>
<td>Casio QV-3500EX</td>
</tr>
<tr>
<td>Canon EOS-1Ds Mark II</td>
<td>Casio QV-4000</td>
</tr>
<tr>
<td>Canon PowerShot 600</td>
<td>Casio QV-5700</td>
</tr>
<tr>
<td>Canon PowerShot A5</td>
<td>Contax N DIGITAL</td>
</tr>
<tr>
<td>Canon PowerShot A5 Zoom</td>
<td>Creo Leaf Valeo 22</td>
</tr>
<tr>
<td>Canon PowerShot A50</td>
<td>Epson R-D1</td>
</tr>
<tr>
<td>Canon PowerShot G1</td>
<td>Fujifilm FinePix E550</td>
</tr>
<tr>
<td>Canon PowerShot G2</td>
<td>Fujifilm FinePix F700</td>
</tr>
<tr>
<td>Canon PowerShot G3</td>
<td>Fujifilm FinePix S20Pro</td>
</tr>
<tr>
<td>Canon PowerShot G5</td>
<td>Fujifilm FinePix S2Pro</td>
</tr>
<tr>
<td>Canon PowerShot G6</td>
<td>Fujifilm FinePix S3Pro</td>
</tr>
<tr>
<td>Canon PowerShot Pro1</td>
<td>Fujifilm FinePix S5000</td>
</tr>
<tr>
<td>Canon PowerShot Pro70</td>
<td>Fujifilm FinePix S7000</td>
</tr>
<tr>
<td>Camera Model</td>
<td>Image Format</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>FujiFilm FinePix S9000</td>
<td>Nikon D1</td>
</tr>
<tr>
<td>FujiFilm FinePix S9500</td>
<td>Nikon D100</td>
</tr>
<tr>
<td>Imacon Ixpress</td>
<td>Nikon D1H</td>
</tr>
<tr>
<td>Imacon Ixpress V96C</td>
<td>Nikon D1X</td>
</tr>
<tr>
<td>Kodak DCS Pro 14n</td>
<td>Nikon D2H</td>
</tr>
<tr>
<td>Kodak DCS Pro 14nx</td>
<td>Nikon D2X</td>
</tr>
<tr>
<td>Kodak DCS Pro SLR/c</td>
<td>Nikon D70</td>
</tr>
<tr>
<td>Kodak DCS Pro SLR/n</td>
<td>Nikon D70s</td>
</tr>
<tr>
<td>Kodak DCS315C</td>
<td>Nikon E5000</td>
</tr>
<tr>
<td>Kodak DCS330C</td>
<td>Nikon E5400</td>
</tr>
<tr>
<td>Kodak DCS420</td>
<td>Nikon E5700</td>
</tr>
<tr>
<td>Kodak DCS460</td>
<td>Nikon E8700</td>
</tr>
<tr>
<td>Kodak DCS520C</td>
<td>Nikon E8800</td>
</tr>
<tr>
<td>Kodak DCS560C</td>
<td>Olympus C-5050 Zoom</td>
</tr>
<tr>
<td>Kodak DCS620C</td>
<td>Olympus C-5060 Wide Zoom</td>
</tr>
<tr>
<td>Kodak DCS620X</td>
<td>Olympus C-7000 Zoom</td>
</tr>
<tr>
<td>Kodak DCS660C</td>
<td>Olympus C-7070 Wide Zoom</td>
</tr>
<tr>
<td>Kodak DCS720X</td>
<td>Olympus C-8080 Wide Zoom</td>
</tr>
<tr>
<td>Kodak DCS760C</td>
<td>Olympus E-1</td>
</tr>
<tr>
<td>Kodak EOSDCS1</td>
<td>Olympus E-10</td>
</tr>
<tr>
<td>Kodak EOSDCS3B</td>
<td>Olympus E-20</td>
</tr>
<tr>
<td>Kodak ProBack</td>
<td>Olympus E-300 DSLR</td>
</tr>
<tr>
<td>Kodak ProBack64S</td>
<td>Panasonic DMC-FZ30</td>
</tr>
<tr>
<td>Konica Minolta DiMAGE 5</td>
<td>Panasonic DMC-LC1</td>
</tr>
<tr>
<td>Konica Minolta DiMAGE 7</td>
<td>Pentax *ist D</td>
</tr>
<tr>
<td>Konica Minolta DiMAGE 7i</td>
<td>Pentax *ist DS</td>
</tr>
<tr>
<td>Konica Minolta DiMAGE 7Hi</td>
<td>Pentax Optio S</td>
</tr>
<tr>
<td>Konica Minolta DiMAGE A1</td>
<td>Pentax Optio S4</td>
</tr>
<tr>
<td>Konica Minolta DiMAGE A2</td>
<td>Phase One H10</td>
</tr>
<tr>
<td>Konica Minolta Maxxum 7D/Dynax 7D</td>
<td>Phase One H20</td>
</tr>
<tr>
<td>Leica Digilux 2</td>
<td>Phase One H25</td>
</tr>
<tr>
<td>Nikon COOLPIX 5000</td>
<td>Phase One LightPhase</td>
</tr>
<tr>
<td>Nikon COOLPIX 5400</td>
<td>Sinar 12582980-byte</td>
</tr>
<tr>
<td>Nikon COOLPIX 5700</td>
<td>Sony DSC-F828</td>
</tr>
<tr>
<td>Nikon COOLPIX 8700</td>
<td>Sony DSC-V3</td>
</tr>
</tbody>
</table>
Appendix B File formats

Associating files

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

To associate a file with ACDSee:

1. Click Tools, and select File Associations.
2. Do each of the following:
   - Select the Image Files tab, and then select the check boxes next to the image file formats that you want to associate with ACDSee.
   - Select the Archives tab, and then select the check boxes next to the archive file formats that you want to associate with ACDSee.
3. Click OK.
Appendix C System requirements

For ACDSee Pro to work on your computer, it needs to contain a minimum set of software and hardware components. The minimum requirements will allow ACDSee to function, but it may be slow. To work best, your computer should have the recommended components or better.
To browse and view your images and videos, and listen to your audio files with ACDSee, your system must include the following components:

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pentium III / AMD Athlon processor or equivalent</td>
<td>Pentium 4 / AMD Athlon XP processor or equivalent</td>
</tr>
<tr>
<td></td>
<td>256 MB RAM</td>
<td>512 MB RAM</td>
</tr>
<tr>
<td></td>
<td>100 MB free hard drive space</td>
<td>1 GB free hard drive space</td>
</tr>
<tr>
<td></td>
<td>High Color display adapter at 1024x768</td>
<td>High Color display adapter at 1600x1200</td>
</tr>
<tr>
<td></td>
<td>CD/DVD burner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th>Minimum</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Windows 2000, Windows XP</td>
<td>Windows XP</td>
</tr>
<tr>
<td></td>
<td>Microsoft Internet Explorer 5.0.0</td>
<td>Microsoft Internet Explorer 6.0.0</td>
</tr>
<tr>
<td></td>
<td>TiVo Desktop Software* - to publish photos to TiVo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft DirectX 9.0* -- for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QuickTime 6.0* -- for QuickTime file format support (QuickTime 6.0 Authoring is required to create QuickTime files in the VCD Wizard.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ghostscript 8.0* -- for PDF support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Windows Media Player 9.0 or later*</td>
<td></td>
</tr>
</tbody>
</table>
The glossary contains descriptions of words that may not be commonly used, or those that ACDSee uses in a specific way.
Absolute Colorimetric  Rendering intent, generally used for proofing. Based on a device-independent color space, reproducing colors within the available gamut perfectly, and reducing colors outside of the gamut to the nearest reproducible hue (at the expense of saturation).

ACD InTouch  Data exchange service for staying in touch with new developments at ACD Systems.

acquire  Often used term to describe the process of locating images on peripheral devices (such as scanners and digital cameras) and adding the images to your hard drive. Can also refer to taking screen captures.

album  Collection of images, often organized by theme or event. In ACDSee, albums contain shortcuts to where the images are stored on your hard drive. ACDSee versions 5.0 and earlier save albums using the .ais file extension.

aliasing  Process that smooths lines and curves in a digital image that become distorted due to low resolution.

anchor  Method of fixing an object such as a selection to a screen, page, or image location. In ACD Photo Editor, the selection marquee disappears after you anchor the selection to an image.

antialiasing, anti-aliasing  Software technique for reducing jagged lines, or 'jaggies'. Uses shades of gray and color to smooth out the contrast between adjacent pixels. Although this technique may result in some loss of overall image clarity, it significantly reduces the appearance of jaggies.

aspect ratio  An image’s width-to-height ratio. For example, an image with an aspect ratio of 3:1 has a width 3 times larger than its height.

archive  Collection of files saved as a single file for storage. Archive files usually use compression to reduce their size. You can use archiving software such as ACDSee and ACDZip to create and view archives.

azimuth  Angle of shadows that extend from the edges of image details. In ACDSee and Photo Editor, you can control azimuth when applying the Emboss effect to an image.

background processing  Tasks or programs that function without user interaction.

banding  Disruption in a digital image’s color gradation. Banding can also occur when printing images on a multipass color printer.
Glossary

**bandwidth**
Amount of data that can be sent through a network connection in a fixed amount of time. Bandwidth is measured in kilobits per second (Kbps).

**barrel distortion**
In barrel distortion the photo appears to bulge outwards from the center.

**batch processing**
Any operation or tool, such as resizing, converting, or renaming, that can be used to adjust multiple images or files simultaneously.

**bit**
Bits are small units of computer memory. The color depth of your image is constrained by the number of bits available to store color information. For example, it is possible to store 256 different color values per color channel in 8-bit RGB images. Similarly, it is possible to store 65,536 different color values per color channel in 18-bit images.

**blackpoint**
An image's darkest area. You can control the intensity of the black in an image by adjusting its blackpoint.

**blend modes**
Filters that change the effect of a tool or the appearance of a selected object.

**brightness**
Light intensity of an image. You can make an image appear brighter or darker by adjusting its brightness.

**Browser**
The Browser is what you see when you start ACDSee using the shortcut icon on your desktop. In the Browser, you can find, move, preview, and sort your files, and access organization and sharing tools.

**cache**
High-speed storage mechanism. The ACD Systems Database is a cache.

**caption**
Text associated with a file, or a comment or description added to a printed image.

**cataloging**
Adding file information to the ACDSee database.

**category**
Assign categories to photos to help sort and manage them more easily.

**Clipboard**
Microsoft Windows tool you can use to copy data from one source to another. You can use the standard Copy and Cut tools to move items to the Clipboard, and the standard Paste tool to import or apply a Clipboard item.
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CMYK
Color model that uses cyan, magenta, yellow, and black (key) as its primary colors.

codec
Abbreviation for technology that compresses and decompresses data. A codec compresses files for storage or for transport over a network such as the Internet. You can use the same codec to expand files to their original size so that they can be played or viewed on a computer.

color cast
Changes the hue of an image while keeping the saturation and brightness intact. For example, many digital cameras produce pictures with a slightly blue color cast. ACDSee includes a tool that removes an unwanted color cast.

color channel value
Contains all pixel information for a single color. A grayscale image has one channel, while an RGB image has three channels. You can adjust RGB values when editing a color.

color gamut
Range of colors that a device such as a printer or monitor can produce or display.

color management
Process of adjusting your computer settings so that the color output from your printer matches the colors you see on your monitor.

color space
There are two types of color spaces: device-independent or device-dependent. A device-independent color space, such as RGB, describes all possible colors. A device-dependent color space describes the subset of colors (from the device-independent color space) that a particular device can reproduce. Device-dependent color spaces are used to map colors between devices (for example, from a monitor to a printer) to ensure that colors are reproduced accurately.

command line
Usually refers to the MS-DOS prompt, at which a user can enter commands in a specific syntax to start an application with certain options enabled or disabled.

compression
Process that converts data to a storage format requiring less space than the original data.

contact sheet
Physical or digital page that contains a series of small images, usually in a grid format.

contrast
Measure of an image's color and brightness differences.
convert
Change a file from one format to another. For example, you might convert a file from a bitmap (.bmp) to a JPEG (.jpg) to reduce the file size.

cropping
Removing unwanted image areas.

database
Electronic filing system that provides fast access to stored data. The ACD Systems Database contains two parts: a cached thumbnail file and an information file. The cached thumbnail file contains small copies (thumbnails) of the images on your system. The information file contains details about the files on your system, such as descriptions, dates, authors, notes, keywords, and categories.

database date
Date that you apply to the properties of a file and save in the ACD Systems Database.

DDE (Dynamic Data Exchange)
Multiple-process communication system used by Macintosh and Windows operating systems. With DDE, two active applications can share data.

decode
Reading (or viewing) a file format.

descriptions
Free-form text associated with a file. Prior to version 6.0, ACDSee stored descriptions in a hidden file named description. ACDSee generated one description file for each folder containing files with descriptions. ACDSee 6.0 file descriptions are called captions.

device profile
A set list of options for a specific digital camera, scanner, or other removable device that helps to automate the process of getting photos from the device.

dithering
Adjusting the appearance of an image's colors and shades by varying the size and shape of pixels.

dock
Attaching a toolbar, window, pane, panel, or dialog box to different screen areas.

DPI (dots per inch)
Measurement of an image's display resolution. For example, 92 DPI means 92 dots horizontally and 92 dots vertically, which equals 8,464 dots per square inch. More dots per inch result in higher resolution and image quality.
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**dynamic range**
The dynamic range of an image is directly related to the dynamic range of your digital camera's sensor. If your digital camera's sensor has a large dynamic range it can capture the darkest shadows and brightest highlights at the same time, without clipping the shadows or highlights. (RAW images preserve the dynamic range of your digital camera’s sensor.) Adjusting the tonal range of the image changes how the dynamic range of the image is represented on a monitor or in a photo.

**editor, image**
See image editor.

**Edit Mode**
Open images in Edit Mode to adjust or enhance them using the editing tools and effects.

**elevation**
Height of an imaginary light source over an image. The elevation of the light source works in conjunction with azimuth to generate a three-dimensional emboss effect.

**encode**
Writing (or saving) a file format.

**encryption**
Method of converting data into a secure format. You need a digital password or key to read an encrypted file.

**EXIF (Exchangeable Image File)**
Standard for storing information, primarily with images that use JPEG compression. Most digital cameras create EXIF information and embed it in the image file. For example, EXIF information can include details about shutter speed and whether a flash was used.

**export**
Moving data from one application to another. The exporting application places the data in a format that the other application understands.

**exposure**
Exposure is the amount of time that your digital camera's sensor is exposed to light.

**feather**
Softening image edges to blend them into the background.

**file listing**
In ACDSee, a report of the files currently displayed in the Browser.

**file name collision**
Action that results from moving or copying an item to a folder or drive that already contains an item with the same file name.

**file format**
Medium for encoding information in a file. Each type of file has a different file format that specifies how it organizes the information it contains.
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noise
Effect produced when a variety of pixel colors are used in the same color region. Noise often results during image resizing, or when converting an image to a new format.

opacity
Determines how visible an effect is when applied to an image or a selection. High opacity produces a more solid effect, while low opacity results in a nearly invisible effect.

overexposed
Images that are overexposed have too many highlights, and tend to look faded or grainy. You typically overexpose images by exposing your digital camera’s sensor to light for too long.

panning
Moving zoomed images vertically, horizontally, and diagonally across the display area to view specific areas of the image.

PDF
An acronym for Portable Document Format. You can view PDFs on any computer using the free Adobe Reader software.

perceptual
Rendering intent that scales all of the colors within one gamut to fit within another gamut. Best used for photographic images, as it maintains the relationship between the colors more accurately than the colors themselves.

perspective distortion
Perspective distortion is caused by wide angle and telephoto lenses, which distort the perspective of large or far-away objects. For example, if you take a photo of a tall building, the building may appear to be narrower at the top even though the building is the same width from top to bottom.

photo album
See album.

photo editor
See image editor.

picture viewer
See image viewer.

pincushion distortion
In pincushion distortion the photo appears to shrink inwards toward the center.

pixel (PICTure EElement)
Smallest visible portion of a digital image, arranged in rows and columns.

plug-in
Software module that adds functionality to a larger program.

PPI (pixels per inch)
Measurement of how an image is displayed. More pixels per inch result in higher image quality.
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<th>Term</th>
<th>Definition</th>
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<td>Colors that can produce other colors when blended. For example, in the RGB color model, red, green, and blue are primary colors.</td>
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<td>raster image</td>
<td>Image composed of a rectangular grid of pixels. Each pixel contains a defined value about its color, size, and location in the image. As a result, resizing the image can affect its quality.</td>
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<td>rating</td>
<td>Assign ratings (1, 2, 3, 4, 5) to photos to help sort and manage them more easily.</td>
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<td>RAW</td>
<td>An image file format. RAW files contain all of the image data that was captured by your digital camera's sensor. RAW files are not processed by your camera; instead, you must process RAW images using a RAW processor.</td>
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<tr>
<td>recursive</td>
<td>Program or task that can repeat itself indefinitely, such as a slide show.</td>
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<tr>
<td>red-eye</td>
<td>Red-eye occurs when the light from your digital camera's flash reflects off the retinas in the subject's eyes. The subject's eyes look red instead of their normal color.</td>
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<tr>
<td>Relative Colorimetric</td>
<td>Rendering intent that maps the colors that fall exactly within the color gamuts of both the input and output devices. Best used for single- or limited-color images as colors outside of both gamuts may be mapped to a single color.</td>
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<tr>
<td>render</td>
<td>Drawing images to your screen.</td>
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<tr>
<td>rendering intent</td>
<td>Approach used to map colors from one color gamut to another. There are four rendering intents available: Perceptual, Relative Colorimetric, Saturation, and Absolute Colorimetric.</td>
</tr>
<tr>
<td>resolution</td>
<td>Quality and clarity of an image, measured in pixels, dots per inch, or pixels per inch.</td>
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<td>RGB</td>
<td>Color model that uses red, green, and blue as its primary colors.</td>
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<tr>
<td>ringing artifacts</td>
<td>Distortion around the edges of image subjects, caused by compressing or resizing an image.</td>
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<td>sample</td>
<td>Audio wave, measured in bits. More sample bits result in higher clarity and fidelity.</td>
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<tr>
<td><strong>sample rate</strong></td>
<td>Number of samples, measured in Hertz (Hz - cycles per second), to represent a sound digitally. More samples per second result in a more accurate digital representation of the sound. An audio recording's sample rate is a key factor determining its overall sound quality.</td>
</tr>
<tr>
<td><strong>sample size</strong></td>
<td>Size of an audio sample, measured in bits.</td>
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<tr>
<td><strong>saturation</strong></td>
<td>Purity of a color. Higher color saturation results in more gray.</td>
</tr>
<tr>
<td><strong>saturation (rendering intent)</strong></td>
<td>Rendering intent that maintains color saturation from one gamut to another. Best suited for images in which the actual color represented is less important than the color's vividness.</td>
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<td><strong>SendPix</strong></td>
<td>ACD SendPix is a free, electronic photo sharing service offered by ACD Systems.</td>
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<tr>
<td><strong>selection</strong></td>
<td>Portion of an image that you define with a selection tool. A marquee surrounds a selection. ACDSee and ACD Photo Editor include selection tools.</td>
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<tr>
<td><strong>sepia</strong></td>
<td>Sepia-toned images are composed of shades of brown. Many old photographs have a sepia tone.</td>
</tr>
<tr>
<td><strong>sharpness</strong></td>
<td>The sharpness in an image is determined, primarily, by your digital camera's lens and sensor. You can also create the illusion of sharpness by increasing the contrast between edges within an image.</td>
</tr>
<tr>
<td><strong>shell</strong></td>
<td>Another term for user interface. In ACD Systems software, shell refers to your operating system or parent application. You can use shell commands to access other programs or applications from within ACD Systems software.</td>
</tr>
<tr>
<td><strong>shell command</strong></td>
<td>Instruction sent to the operating system or parent application by another program or application.</td>
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<tr>
<td><strong>shortcut menu</strong></td>
<td>Menu that appears when you right-click within a program. Sometimes referred to as a context menu.</td>
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<td><strong>slide show</strong></td>
<td>Automated sequential display of images. You can use slide show software such as ACDSee and ACD FotoAngelo to create and display slide shows of your images.</td>
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<tr>
<td><strong>streaming</strong></td>
<td>Playing an audio or video file as it downloads from the Internet (in contrast to downloading the entire file before playing it).</td>
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Tagging, like categories and ratings, is a great way to organize and group your photos without moving the files into different folders. You can tag a photo with one click. Similarly, you can display all tagged photos with one click.

Small preview of a full-sized image.

Date and time associated with a file.

TiVo is a television recording device and service. You can publish your digital photos from ACDSee to your TiVo device and view them on your television.

Special effects used between images or video segments in slide shows, screen savers, and videos.

Interface standard for scanners and some digital cameras.

Images that are underexposed have too many shadows. Images typically become underexposed if you don’t expose your digital camera’s sensor to light long enough.

An unsharp mask is a tool for sharpening images. The original image is blurred slightly. This blurred version of the image is subtracted from the original image, revealing the edges in the original image. These edges are the unsharp mask. These edges can then be sharpened by increasing contrast.

Computer port for connecting peripheral devices, such as a mouse, keyboard, camera, or scanner.

Video Compact Disc, or video stored to a regular CD.

Image consisting of individual objects rather than pixels. Mathematical equations define the objects. You can adjust the size of a vector image and the image will retain its clarity and quality.

See image viewer.

Background text or graphics added to an image, usually to provide copyright protection.

Lightest image area. You can control the intensity of the white in an image by adjusting its whitepoint.
### Glossary

**XML (Extensible Markup Language)**

Standard language for Web documents.

**zoom**

In ACDSee, zoom refers to the process of increasing or decreasing the display scale for an image. Increase the display scale to view a portion of an image or a specific image detail. Decrease the display scale to view more or all of the image.
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