

# acdsee™ pro 2.5

The complete toolbox for photographers.



## User Guide

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# Chapter 1: Getting started

## Welcome to ACDSee Pro 2.5

Welcome to ACDSee Pro 2.5, and congratulations on choosing the industry-leading digital photo management software.

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

ACDSee's Browser imports photos from your camera to your computer, categorizes and rates your files, and manages 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. 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.

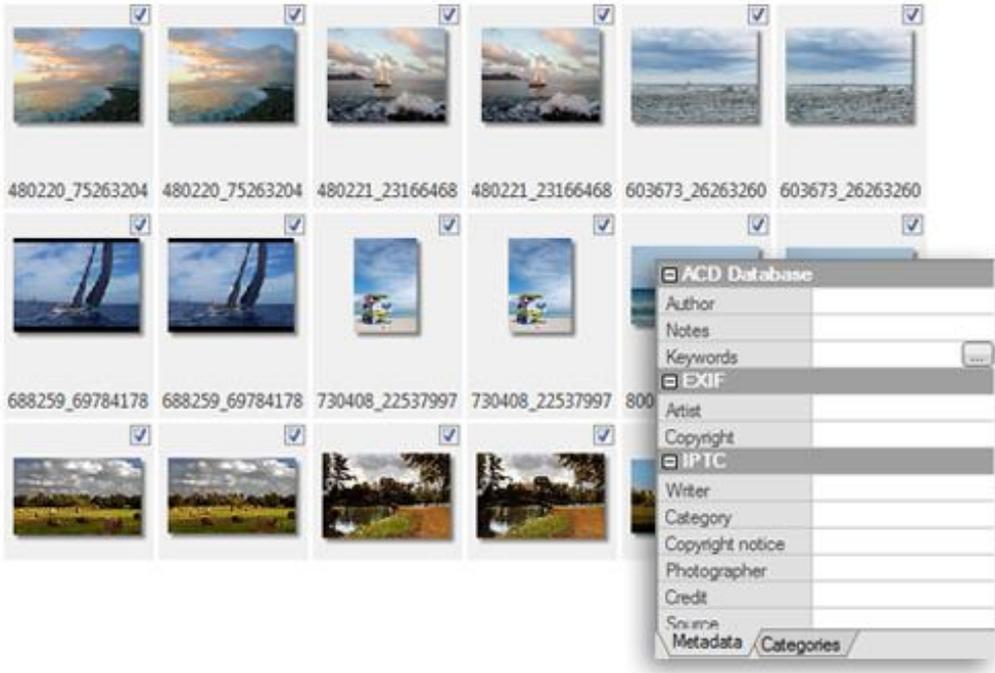
ACDSee is a fast, powerful, and easy-to-use image management system that everyone from beginners to professionals can use and enjoy.

## What's new in ACDSee Pro Photo Manager 2.5

### Improved Digital Asset Management

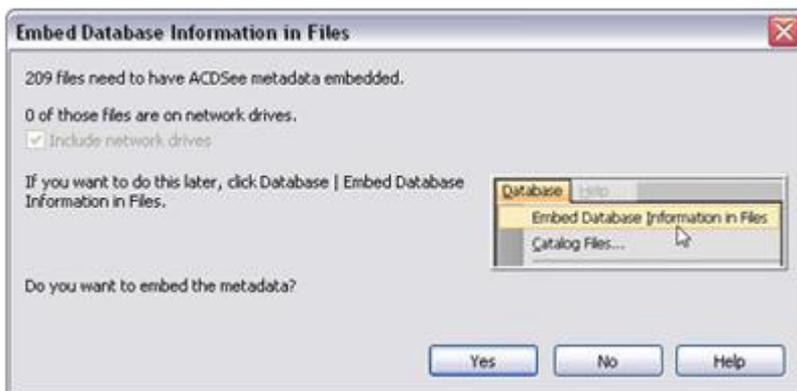
#### Organize up front

With the new Import Photos feature, organize your photos as you import them from your camera, card reader, CD/DVD, or other storage device. Save time by setting categories, ratings, EXIF, IPTC, etc., as you import new images. Simultaneously rename, auto-rotate, delete, set destination and create backup copies. Accelerate your workflow by importing from multiple devices at once, and continue working in ACDSee Pro 2.5 as your imports complete.



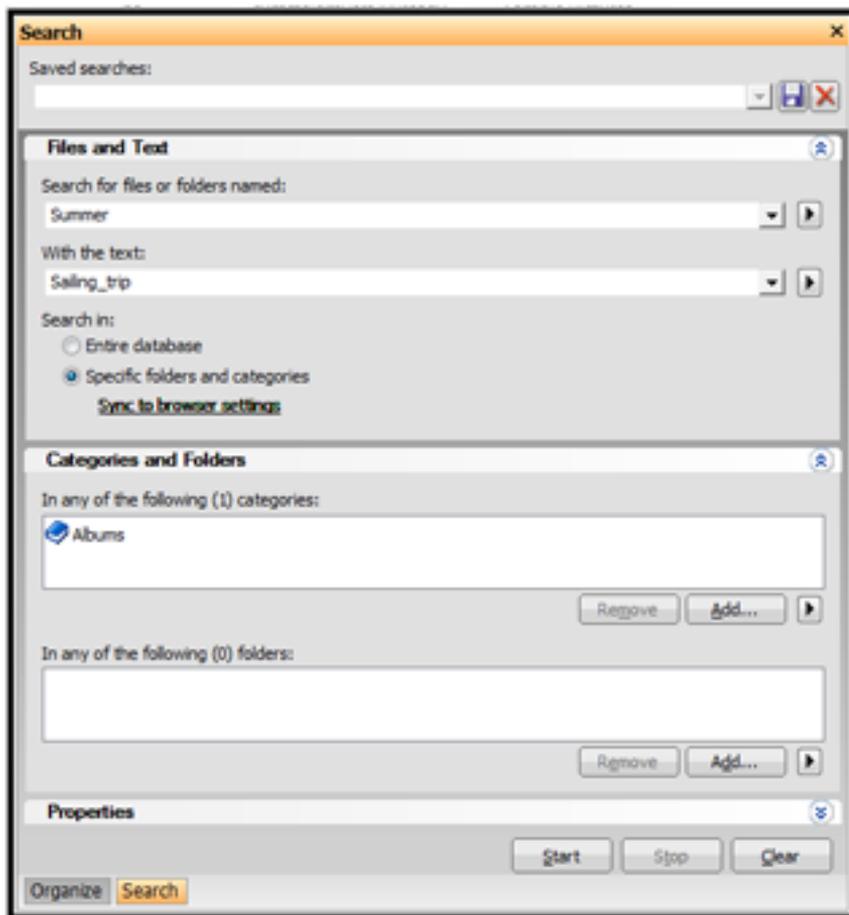
### Embed all your metadata

Improve portability and protect the data in your ACDSee metadata fields, including categories, keywords and ratings, by embedding them in your images' XMP fields. Easily share your ACDSee metadata with other ACDSee users. Flexibly move images around your system and between computers. You can even embed data in file formats that don't include IPTC or EXIF fields, including PNG and GIF.



### Save time with Saved Searches

Use ACDSee Pro 2.5's Search Pane to build complex searches based on folder name, file name, location, and metadata. Now, save time by storing your complex search criteria for future use with the simple Saved Searches feature and re-run a saved search in one click from the Organize pane.



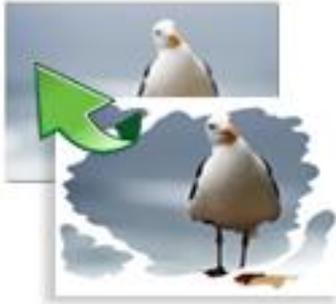
### View more images with UNICODE

Experience improved portability of images with ACDSee Pro 2.5's UNICODE environment. View images with file names or metadata that include characters which are not part of your local system's language settings.

## Greater Flexibility in Editing

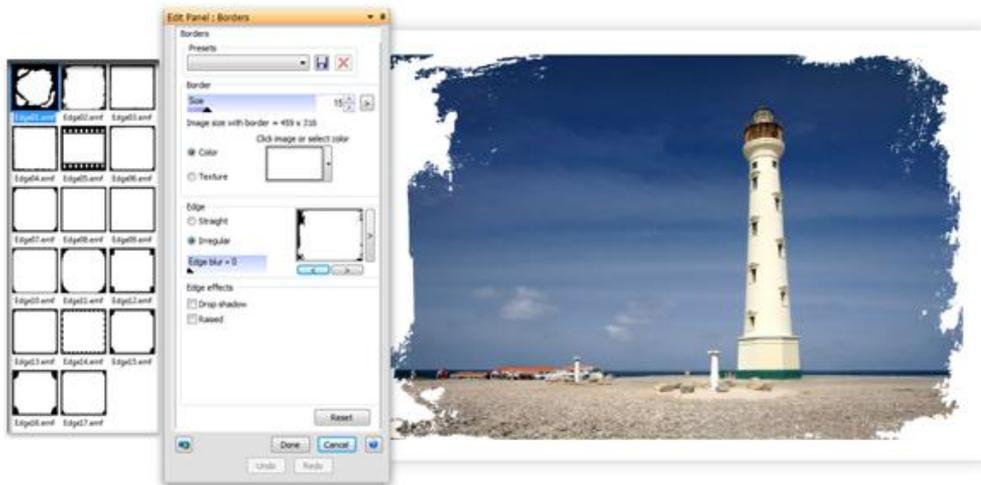
### Protect your original images

Get creative with your pixel-level editing with peace of mind. ACDSee Pro 2.5 now saves a copy of your original image the first time you edit it. Restore your original at any time, even after multiple editing sessions.



### Frame your photos

Add a finishing touch to your photo with a custom border, drop shadow or edge effect.



## Improved Usability

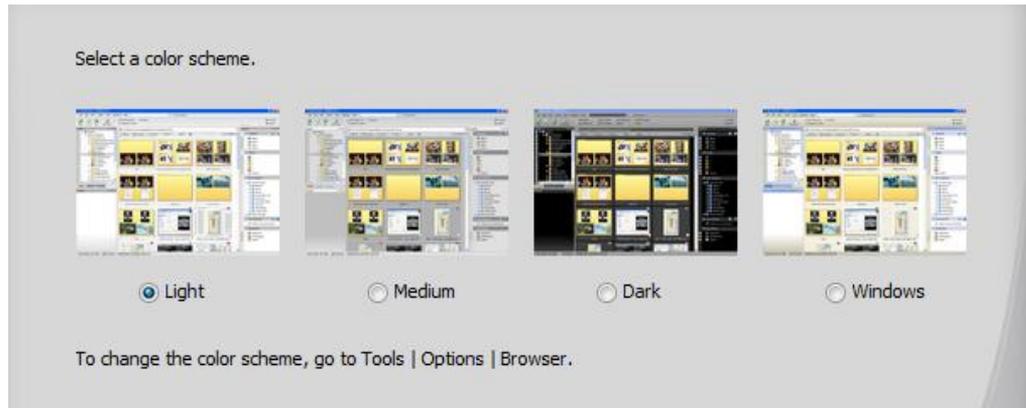
### Show off your photos

Try the new and improved Auto Slide Show feature, now including options to add Pan & Zoom, Black & White, and Sepia effects, and play your slideshow to MP3s



### Set your preferences

Configure ACDSee Pro 2.5 when and where you like with the improved Quick Start Guide. Use the Quick Start Guide to set your default start folder, browser display scheme, catalog your files, and import your existing ACDSee database all in one place, or exit it to start using the application right away.



## Starting ACDSee Pro 2.5

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

### To start ACDSee:

Do one of the following:

- Double-click the **ACDSee** icon on the desktop.
- Click **Start | ACD Systems | ACDSee Pro 2.5 2009**.

## About the ACDSee user interface

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



### 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.

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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<b>File List</b>	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.
<b>Folders</b>	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.
<b>Calendar</b>	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.
<b>Favorites</b>	This pane stores shortcuts to your favourite 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.
<b>Search</b>	<p>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.</p> <p>You can also save a search and give it a name. Saved searches are listed on the Search pane and the Organize pane. On the Search pane, can select <b>Saved searches</b> from the drop-down list to run again. On the Organize pane, Saved Searches are listed below Auto Categories, where you can run them again by clicking once on the Saved Search name.</p>
<b>Preview</b>	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.
<b>Selective Browsing</b>	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.
<b>Organize</b>	This pane lists the categories, auto categories, ratings and saved searches to help you sort and manage your files. 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.
<b>Task</b>	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.

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<b>Properties</b>	This pane displays file properties and database information for any file or folder you select in the File List pane. You can use the Properties pane to view and edit database information for your files, and the EXIF metadata included in digital photos.
<b>Image Basket</b>	While browsing through your files and folders, you can place images in the Image Basket to hold them temporarily. You can then edit, print, or share those images without moving them all into a single folder.
<b>Burn Basket</b>	This pane provides the tools you need to group and organize files and then burn them to CDs and DVDs from within ACDSee.

## Working with Browser panes

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.

### 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 ACDSave'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.

## 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 open and 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 **Edit Mode**.
- In the Viewer, click **Modify**, and then select **Edit Mode**.
- In the Viewer, click **Modify | Edit Mode** and then select the name of the tool you want to apply to your image. Edit Mode will open directly to that tool.

#### 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](#).

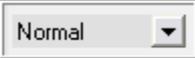
### Working in Edit Mode

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**

	<b>Finished Editing</b>	Closes Edit Mode, after prompting you to save any unsaved changes, and returns you to the Viewer.
	<b>Save As</b>	Opens the Save Image As dialog box so you can save your changes as a new image.
	<b>Restore Original</b>	Restores the original version of the file that was saved automatically the first time you edited the file.
	<b>Previous Image</b>	Displays the previous image in your selection.
	<b>Next Image</b>	Displays the next image in your selection.
	<b>Zoom In</b>	Increases the magnification of the current image.
	<b>Zoom Out</b>	Reduces the magnification of the current image.
	<b>Zoom Menu</b>	Opens a menu of zoom options.
	<b>Print</b>	Opens the Print dialog box.
	<b>Help</b>	Opens the Help file.
	<b>Blend modes</b>	Changes the blend mode of the original and edited images. Each blend mode combines the pixels in the image above and below in unique ways to get very different effects.
	<b>Opacity</b>	Changes the opacity of the edited image so that less or more of any editing, or effect is visible.

## 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.



### Histogram

Displays the histogram preview for the current image. The histogram preview shows the luminosity and red, green, and blue color channels of the photo. You can see each channel alone or in combination. Keeping the histogram open is particularly useful when adjusting exposure, as the histogram reflects all adjustments as you make them.



### Actual Size

Returns the current image to its actual size.



### Fit Image

Reduces the image to fit within the Edit Mode area.



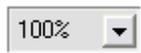
### Navigator

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.



### Zoom slider

Increases the size of the image if you drag to the right, decreases the size if you drag to the left.



### Zoom drop-down list

Displays a list of zoom sizes for you to select.



You can make fine adjustments to any of the sliders in Edit Mode by placing the cursor over the slider and moving the mouse wheel one click forward or back.

## 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.

## Importing files with ACDSee

You can use ACDSee to download images from devices like your digital camera, flash drives, CD/DVDs, scanners, mobile phones, or other removable devices. You can also use the **Import | From Disk** option to import files from a network, and any kind of disk or drive that can be mapped, while preserving the original folders and subfolders.

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:

- **Import files with ACDSee:** Select this option and click **OK** to open the Import dialog box. You can then select settings to rename, backup, and place the files. You can save your import settings and give them a name so that you can re-use them later. You can also create advanced settings for import dates and RAW + JPEG options if your camera takes both file formats. You can also create a give a name to a file renaming templates to use with specific kinds of files or projects.
- **Do nothing:** Select this option and click **OK** if you don't want to import photos using ACDSee, or if you want to simply copy and paste the photos from the device using ACDSee.
- **Save setting and do not prompt again in the future:** If you select this option, any choices you make in this dialog box, are set permanently unless you later open the Device Detector from the Task bar and change the options. For example, if you select **Do nothing**, and also select the Save Settings option, it closes the Device Detector until you change the settings manually.

### 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. Some different types of removable devices are:

- **USB Removable device:** removable devices include memory cards that you can attach to your computer using a USB card reader, camera memory cards that insert directly into slots on the computer, or flash drives. USB removable devices are detected by your computer and are shown in the structure as a removable drive.
- **Windows Image Acquisition (WIA):** cameras and scanners that use Windows Image Acquisition (WIA) drivers to communicate with the computer. Some cameras, including Canon cameras, use WIA. If your camera uses WIA, in ACDSee, select **File | Import | Using Windows Image Acquisition** to open the Import From dialog.
- **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.



You require DirectX 9.0 and QuickTime to copy and view audio or video files.

## **Organizing and managing files in ACDSee**

In addition to its browsing, viewing, and editing capabilities, ACDSee features integrated management tools you can use to 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.

## **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 and then save and name the search to use later. You can also 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.

## **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.

## System requirements

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

	Minimum	Recommended
<b>Hardware</b>	Pentium III® / AMD Athlon processor or equivalent	Pentium® 4 / AMD Athlon XP processor or equivalent
	512 MB RAM	1GB RAM
	100 MB free hard drive space	1 GB free hard drive space
	High Color display adapter at 1024x768	High Color display adapter at 1280 x 1024
		CD/DVD burner
<b>Software</b>	Windows® XP	Windows® XP, Vista™
	Microsoft® Internet Explorer 5.0.0	Microsoft® Internet Explorer 6.0.0
	Microsoft® DirectX® 9.0* - for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs	Microsoft® DirectX® 9.0* - for Microsoft DirectX file format support, and for creating slide shows, screen savers, and VCDs
		QuickTime™ 6.0* - for QuickTime file format support.
		TiVo® Desktop Software* - to publish photos to TiVo
		Ghostscript® 8.0* - for PDF support
		Windows Media™ Player 9.0 or later*

\*To download these components, please visit our Web site.

## Getting help

### Using the Quick Start Guide

When you first start ACDSee, the Quick Start Guide opens to provides you easy access to tutorials, user guides, video demos the knowledge base, support and the ACDSee community.

The Quick Start Guide also contains a set of links on the left side that you can click to get a tour of the main features in ACDSee or set some important preferences like which folder to open each time you start the application, the color scheme and some database options.

### To close the Quick Start:

Uncheck the **Always show at start-up** option in the bottom left corner of the dialog box.

### To re-open the Quick Start Guide:

On the Menu bar, click **Help | Quick Start Guide**.

### To use the Quick Start Guide for quick access to more information:

1. Click on any of the following links on the Welcome page:
  - **tutorials:** opens the Product Support and Resources page where you can download a .PDF tutorials about features in the ACDSee Pro 2.5.
  - **user guide:** opens the Product Support and Resources page where you can download a .PDF of the ACDSee Pro 2.5 User Guide.
  - **video demos:** opens the Product Support and Resources page where you can see video demos on key features.
  - **ACDSee Knowledge base:** opens the Product Support and Resources page where you can search the knowledge base.
  - **support:** opens the Support page where you can contact technical support.
  - **ACDSee Community:** opens the Web page where you can join the forums and interact with other ACDSee users.
2. Click the links on the left side of the Quick Start Guide for a high-level tour of the main features in ACDSee Pro 2.5.

### To set preferences:

1. Click the links below Set Preferences to select which folder to open at start-up, choose a color scheme, and set reminders to backup your database.
2. To catalogue all your files so that the file information is safely stored in ACDSee's database, select the **Catalog Files** link, and then the click **Catalog** button.



# Chapter 2: Importing photos

## About the Device Detector

You can use the ACDSee Device Detector when you import files stored on your camera, removable drives, scanner, or CD/DVDs and display them using ACDSee. By default, the Device Detector is on when you install ACDSee and it automatically detects any device when you connect it to your computer. If you turn the Device Detector off, you can restart by clicking the icon in the Taskbar Notification area or on the Menu bar in ACDSee.

### To start Device Detector:

Click **File** | **Import**, 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 files, or automatically launches the Import From dialog box in ACDSee.



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

When you insert a CD or DVD into your CD-ROM drive, or attach a removable drive, mass storage, or Windows Image Acquisition (WIA) device to your computer, the Device Detector senses it. Such devices may include cameras, card readers, Web cams, and scanners.

If your device does not have a TWAIN or WIA driver installed, or 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 Device Detector camera icon in the Taskbar Notification area and select **Help**.

## Importing photos from a device

ACDSee's Import From dialog gives you multiple options for importing your files from cameras, card readers, flash drives, and other mass storage devices. If you want to simply import files with a few clicks, you can. Or you can select from several options to streamline your workflow and perform multiple tasks with each import.

In the Import From dialog, you can view the thumbnails of the files on the device by their date or file type. You can change the size of the thumbnails to make it easier to select those you want to import or leave on the device, and then view only those you have selected.

You can also choose the destination folder or subfolders for the files, create a backup set of files as you import, and rename the files during the import process, automatically rotating them if your camera has this option. Advanced settings give you options to change the date you want to use, and where to place RAW and JPEG files if your camera creates both file formats.

You can even organize your files as you import by adding categories, and database information like keywords, captions, author, and EXIF or IPTC data.

Then you can save all these settings as a preset to use or adapt later.



If your camera connects to the computer as a removable drive, you can also simply copy photos directly from the File List and Folders pane because ACDSee detects and displays the removable device in the Folders pane. If you are not sure how your camera connects to your computer, please see About removable devices in Importing photos with ACDSee.



Some cameras, for example, Canon, use Windows Image Acquisition (WIA) to communicate with a computer. Some scanners use TWAIN to connect to a computer. If your devices use these protocols, you need to import by clicking **Using Windows Image Acquisition** or **From Scanner (TWAIN)** on the Import menu.

### To download photos using the Import From dialog:

1. Connect your camera or device to the computer. Make sure your camera is turned on, and the cable is properly connected to your computer.
2. Do one of the following:
  - If the Device Detector is on, and detects the device, select **Import files** and then **OK**, when the ACDSee Device Detector dialog box opens.
  - If you have more than one device connected to your computer, select the device you want to use from the list, and then click **OK**.
  - On the Menu bar, click **File | Import | From Device**.
  - If your device uses WIA, click **File | Import | Using Windows Image Acquisition**.
  - Press **Alt + G** on the keyboard.
3. In the Import From dialog, select from the import options as described below.
4. Click **Import**.
5. To browse your imported photos, click **Yes** when the Import Complete dialog displays.



You may require Direct X 9.0 and QuickTime to download audio and video files from your camera. For more information, please see System requirements.

### Import From options

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<b>View files</b>	<b>View by Date</b>	Displays all the files grouped by the dates they were created. To deselect a single date, click the check box beside one or more dates. To deselect all dates, click All Dates.
	<b>View by File Type</b>	Displays all the files grouped by their file type. To deselect a single file type, click the check box beside one or more file types. To deselect all file types, click All file types.

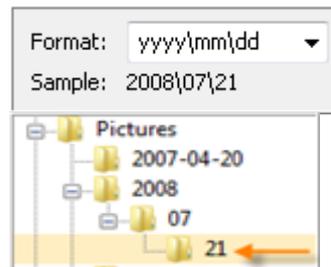
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	<b>View all</b>	Displays all the thumbnails of the files on the device.
	<b>View selected</b>	Displays only the files selected for import.
	<b>&lt;x&gt; Files selected for import</b>	Displays the number of files currently selected for importing.
	<b>Zoom slider</b> 	Adjusts the size of the thumbnails as you drag the slider left (enlarges) or right (shrinks).
<b>Choose Import Settings</b>	<b>Import settings drop-down list</b> 	Displays the names of recently-used import settings to use again, or you can select one of the following: <ul style="list-style-type: none"> <li>• <b>Current:</b> uses the current settings to import.</li> <li>• <b>Last used:</b> uses the import settings from the last import.</li> <li>• <b>None:</b> clears all the current import settings.</li> </ul>
	<b>Save import settings</b> 	Saves all the current import settings with a name so that you can use them again. To save (or edit) import settings, select the <b>Save</b> icon and type in new name (or re-save existing settings).  The new name for the import settings appears in the drop-down list.
	<b>Delete import settings</b> 	Deletes the saved import settings currently selected in the Import settings drop-down list.
<b>Choose Destination</b>	<b>Destination drop-down list</b>	Displays the names of recently-used destinations to use again, or you can select one of the following: <ol style="list-style-type: none"> <li>1. <b>Last used:</b> uses the destination from the last import.</li> <li>2. <b>None:</b> clears all the current destination settings.</li> </ol>
<b>Place in subfolders</b>	<b>Subfolders drop-down list</b> 	Displays the following pre-defined subfolder options to select: <ul style="list-style-type: none"> <li>• <b>Single folder by name:</b> creates a new subfolder with the name you type into the Name field, which activates when you select this option. All the files are placed into a folder with the new name.</li> <li>• <b>Single folder today's date:</b></li> </ul>

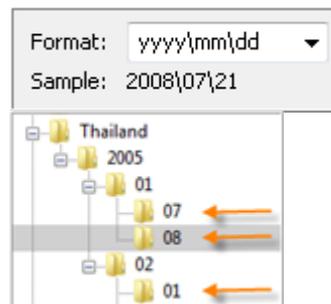
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creates one folder using today's date as the name and places all the files into the folder.

- **Nested folder - today's date:** creates a series of nested folders, one below the other, based on today's date and on the format you select in the **Format** field, which activates when you select this option. The folders are created as the sample shows and all the files are placed in the lowest folder.



- **Nested folder - file's date:** creates multiple sets of nested folders based on the files' dates and on the format you select in the **Format** field, which activates when you select this option. The folders are created as the sample shows and the files are imported into the lowest folders on each date.



- **Preserve folder names:** preserves existing folder names when you use the From Disk option to import. For example, if you have a flash drive or CD containing images in a complex set of subfolders, the whole folder tree is imported intact.
-

	<b>Format</b>	Displays date format options for the Nested folder options (see above).
	<b>Sample</b>	Displays a sample of the nested folders that will be created using the current settings (see above).
<b>Backup to</b>	<b>Backup destination drop-down list</b> 	<p>Creates a backup set of files using an exact duplicate of the subfolders you have selected under <b>Place in subfolders</b>.</p> <p>If you can also do one of the following:</p> <ul style="list-style-type: none"> <li>• Click <b>Browse</b> and then navigate to an existing folder to use as a backup destination.</li> <li>• Click <b>Browse</b> and then <b>Make New Folder</b> to create a new folder as a backup destination.</li> </ul> <p> Any Organize settings (ACD Database, EXIF, or IPTC data) will not be <i>added to</i> this backup copy when you import. Existing file metadata is included in the backup copy.</p>
<b>Rename files to</b>	<b>Rename template drop-down list</b> 	<p>Renames each file as it imports according to these predefined renaming templates:</p> <ul style="list-style-type: none"> <li>• <b>Date/time - filename:</b> creates each file name using the file date and time the file was created plus the original filename.</li> <li>• <b>Date/time:</b> creates each file name using the file date and the time it was created.</li> <li>• <b>Camera - sequence number:</b> creates each file name using the camera name and a sequential number starting at one.</li> <li>• <b>Date/time - sequence number:</b> creates each file name using the file date and the time it was created plus a sequential number starting at one.</li> <li>• <b>Camera - filename:</b> creates each file name using the camera name and the original file name.</li> </ul> <p>When you create and save your own renaming templates, they also appear in this list for you to select.</p>

	<b>Edit</b>	Opens the Rename Templates dialog box where you can create and save your own renaming templates.
<b>Automatically rotate images</b>	Rotates your images automatically if your camera creates the information needed for this option to work.	
<b>Delete items from the source after import</b>	Deletes items from the device after they are imported.	
<b>Advanced</b>	<p>Opens the Advanced Import Options dialog where you can change the date settings for files and specify where to place RAW and JPEG files.</p> <p>To set the ACDSee database, use one of the following as the file date:</p> <ul style="list-style-type: none"> <li>• <b>Exif date:</b> uses the EXIF date embedded in the image by the camera.</li> <li>• <b>File modified date:</b> uses the date the file was last modified.</li> <li>• <b>Specific date:</b> uses the date you select by clicking the in the calendar drop-down arrow .</li> </ul> <p>To specify where to place RAW+JPEG files select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Place both in chosen destination folder:</b> places RAW and JPEG files in the folder you have selected under <b>Choose destination</b> on the Import From dialog.</li> <li>• <b>Place JPEG in subfolder:</b> places the RAW files in the folder you have selected under <b>Choose destination</b> on the Import From dialog. Then creates a new subfolder with the name you type into the <b>Subfolder name</b> field, which activates when you select this option. All the JPEG files are placed into the new subfolder.</li> <li>• <b>Place RAW in subfolder:</b> places the JPEG files in the folder you have selected under <b>Choose destination</b> on the Import From dialog. Then creates a new subfolder with the name you type into the <b>Subfolder name</b> field, which activates when you select this option. All the RAW files are placed into the new subfolder.</li> </ul>	
<b>Organize settings</b>	<b>Organize settings drop-down list</b> 	Displays the names of recently-used organize settings to use again. You can also select one of the following: <ul style="list-style-type: none"> <li>• <b>Last used:</b> uses the organize settings from the last import.</li> <li>• <b>None:</b> clears all the current organize settings.</li> </ul>

	<p><b>Save organize settings</b></p> 	<p>Saves all the current organize settings so that to re-use later.</p> <p>To edit saved settings, select the <b>Save</b> icon, and then type in a new name for the organize settings, or save over existing organize settings.</p> <p>The new name for the organize settings appears in the drop-down list.</p>
	<p><b>Delete organize settings</b></p> 	<p>Deletes the saved import settings currently selected in the Import settings drop-down list.</p>
<p><b>Metadata tab</b></p>	<p><b>ACD Database</b></p> <hr/> <p><b>EXIF</b></p> <hr/> <p><b>IPTC</b></p>	<p>Adds any information you type into to the following fields to the ACDSee database as each file is imported:</p> <ul style="list-style-type: none"> <li>• Author</li> <li>• Notes</li> <li>• Tagged</li> <li>• Keywords</li> </ul> <p> Opens the Keyword Picker dialog where you can select existing keywords.</p> <hr/> <p>Adds any information you type into to ACDSee to the EXIF information of each imported file.</p> <hr/> <p>Adds any information you type into the following fields to the IPTC information of each imported file.</p>
<p><b>Categories tab</b></p>		<p>Assigns the imported files to any category you select on this tab. You can select multiple categories.</p>

## Importing photos from a scanner (TWAIN)

ACDSee's Get Photos Wizard guides you through the process of downloading files from your scanner if it uses TWAIN. 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. If you are not sure how your scanner connects to your computer, please see About removable devices.

### 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 | Import | From Scanner (TWAIN)**.

3. On the *Source Device* page, select TWAIN. 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.
4. 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.
5. Finally, on the *Output Options* page, specify whether you want to rename your imported images using a name template, and where to place them on your hard drive. When you are ready, click **Next** to copy your images.
6. Select **Browse to your images** if you want to view the files in the Browser, and click **Finish** to return to ACDSee.

### Importing photos using Windows Image Acquisition

Some cameras and scanners use Windows Image Acquisition (WIA) drivers to communicate with the computer. If your camera uses WIA (some Canon cameras for example) in ACDSee, select the **File | Import | Using Windows Image Acquisition** option to open the Import From dialog.

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

#### To import using the Windows Image Acquisition:

1. Connect the device to your computer.
2. Click **File | Import | Using Windows Image Acquisition**.
3. In the Import From dialog, select from the import options, and then click **Import**.
4. To browse your imported photos, click **Yes** when the Import Complete dialog displays.

### Importing photos from a CD or DVD

You can download photos from a CD or DVD using the Import From dialog, or the Folders pane. Before you import photos, you can browse to the CD and view them just like any other folder and then simply copy and paste them into a new location.

If you use the Import From dialog, you can set the subfolder options to import complex folder structures intact, including all the folder names. You can also organize your files as you import them, as well as create a duplicate backup folder, simultaneously.

### To import photos from a CD or DVD:

1. Insert the CD or DVD into the drive.
2. Do one of the following:
  - If the Device Detector is on, and detects the CD, select **Import files** and then **OK**, when the ACDSSee Device Detector dialog box opens.
  - If you have more than one CD or DVD drive connected to your computer, select the device you want to use, and then click **OK**.
  - On the Menu bar, click **File | Import | From CD/DVD**.
3. In the Import From dialog, select the import from options you want to use, and then click **Import**.
4. To browse your imported photos, click **Yes** when the Import Complete dialog displays.

### Importing photos from a mobile phone

ACDSSee'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 | Import**, and then 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.

### Creating a renaming template

On the Import From dialog box, you can create, name, and save a template that gives each file a unique name as they are imported and placed on your hard drive. You can then re-use the template each time you import photos. Renaming templates can have a numerical sequence, custom text, and file-specific information in each new file name. You can create and save different renaming templates for different sorts of files. For example, you could have a different renaming template for a different camera, or a different type of file.

### To create a renaming template:

1. On the Import From dialog select **Rename files to**.
2. From the drop-down list, select one of the following system templates:
  - **Date/Time - File name:** renames the files using the date and time each file was created and the original file name.
  - **Date/Time:** renames the files using the date and time each file was created.
  - **Camera - sequence number:** renames the files using the camera name and a sequential number.

- **Date/time - sequence number:** renames the files using the date and time each file was created and a sequential number.
  - **Camera-filename:** renames the files with the name of the camera and each file's original name.
3. To create your own renaming template, or add to a system template, click **Edit**.
  4. In the Rename Templates dialog, select from the options as described in the table below.
  5. Click **OK**.

### Rename Templates options

<b>System template drop-down list</b>	Click the drop-down list to select a different pre-defined system template.
<b>New rename template</b> 	Click to open the New Rename Template dialog box where you can type in a name for your own renaming template. Give the renaming template a name that clearly identifies how you plan to use the template, or what kind of information the name will contain. For example, <b>Camera name_photographer</b> . When you click <b>Save</b> , the name of your new template is added to the drop-down list of system templates.
<b>Delete</b> 	Deletes the renaming template currently selected in the drop-down list unless it is a pre-defined system template, which cannot be deleted.
<b>Rename Template</b>	Use this field to create the renaming template. You can type in the photographer's name and an underscore between each element of the template to make it easier to read. Use the following placeholders to ensure that each filename is unique: <ul style="list-style-type: none"> <li>• Insert an <b>*</b> . When your files are renamed, the <b>*</b> will be replaced by the original file name.</li> <li>• Insert a <b>#</b> . When your files are renamed, each <b>#</b> will be replaced by a sequential number. If you have a large number of files, insert several <b>##</b>s. For example, if you enter <b>###</b>, the first file renamed will be numbered 001, the next 002, and so on. If you have over 1000 files, insert <b>####</b>.</li> <li>• Insert a metadata placeholder <b>&lt; &gt;</b> and the data inside these brackets is replaced with whatever data you have chosen. For example, if you choose <b>&lt;Camera:Model&gt;</b>, the model of the camera is inserted into each file name.</li> </ul>
<b>Insert Metadata</b>	Click to open the Choose Properties dialog, where you can select from a long list of metadata to insert into your template.
<b>Sample</b>	As you type, or add placeholders in the Rename Template field, the same updates to show you a sample of how renaming template will look.

## 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

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

**Destination options**

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

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**Initiate Capture options**

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<b>Hot key</b>	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.
<b>Timer</b>	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.

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# Chapter 3: Browsing

## 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:



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:



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

	<b>Filter By</b>	Displays a list of filter options such as rating and category. You can also select Advanced Filters and create a custom filter.
	<b>Group By</b>	Displays a list of file attributes that you can use to group files in the File List pane.
	<b>Sort By</b>	Displays a list of file attributes that you can use to sort the files in the File List pane.
	<b>View Modes</b>	Opens the View Modes menu, where you can select how to display files in the File List pane.
	<b>Select</b>	Displays a list of file selection options.



### Thumbnail Display Options

Opens the Thumbnail Info page of the Options dialog, where you can select the information to display in the thumbnail pop-up and what overlay icons to use.



### Thumbnail Size

Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails.

## 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**.
3. Click the **Close Full Screen** button to return to the Browser.

## Using the Windows Explorer right-click menu

You can open a file in Windows Explorer from inside ACDSee by using the Folders pane, or Favorites pane.

### To open files in Windows Explorer:

1. In the File List, to use the Windows right-click menu, select a thumbnail, then press **CTRL+right-click**.  
If you want to use the Windows right-click menu permanently, you can do so under **Tools | Options | File List**.
2. In the Folders or Favorites pane, **CTRL + right-click** the folder containing that file.
3. Click **Explore**.

The folder opens in Windows listing the images in that folder in the right-hand pane.

## Browsing using the Folders pane

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:**

1. In the Folders pane, select the check box to the left of each folder with contents you want to display.
2. 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**.
3. 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.

**To open a file in Windows Explorer:**

1. In the Folders or Favorites pane, **CTRL + right-click** the folder containing that file.
2. Click **Explorer**.

The folder opens in Windows listing the images in that folder in the left-hand pane.

3. In the File List, to use the Windows right-click menu, select a thumbnail, then press **CTRL+right-click**.
4. If you want to use the Windows right-click menu permanently, you can do so under **Tools | Options | File List**.

## Browsing files by date or event

With the Calendar pane you can browse your collection of image and media files using the dates associated with each file. The Calendar pane includes Events, Year, Month, Day view and the Photo Calendar, which shows thumbnails per day within a month. You can click any date in the Calendar pane to display a list of files associated with that date.

### To open the Calendar pane:

On the menu bar, click **View | Calendar**.

The Calendar pane opens on the right, tabbed with the Folders and Favorites panes.



Your images will not display in the Calendar pane until you have either browsed the folder containing the images or used the Catalog Files Wizard to catalog your images so they are in the ACDSee database.

If you are using the Photo Calendar, you only see thumbnails if there are photos on a particular day in that month. Days that have no photo, are blank.

### Calendar pane toolbar buttons



#### Events View

Switches the Calendar pane to Events view. In the Events view you see only those months during which images or media files are available. Next to the month you see the number of dates on which images or media files are available. Expand the month to see the dates and the number of pictures available for those dates. You can add a description and a thumbnail image to help you remember the event.



#### Year View

Switches the Calendar pane to Year view. In Year view you see a series of tables. Each table represents a specific year. Next to the year you see how many images or media files are associated with that year. The months during which images or media files are available are highlighted.



#### Month View

Switches the Calendar pane to Month view. In Month view you see a series of tables. Each table represents a specific month. Next to the month you see how many images or media files are associated with that month. The dates on which images or media files are available are highlighted.



#### Day View

Switches the Calendar pane to Day view. In Day view you see a series of tables. Each table represents a specific day. Next to the date you see how many images or media files are associated with that date. The time at which the images or media files are available are highlighted.



#### Photo Calendar

Switches the Calendar pane to the Photo Calendar. In the Photo Calendar, you see a single month with thumbnails for any day that contains photos. A pop-up of the first four images opens if you hover your cursor over a thumbnail. Click on a thumbnail and all the pictures for that date display in the File List. The total number of photos belonging to that month is in the top right corner of the calendar. Drag the title bar to float this pane onto another monitor and drag a corner to resize it and make the thumbnails bigger or smaller.

**Options**

Use the Calendar pane options to specify which date you want to use to organize your files. For example, you can quickly change so that you display photos by the following:

- Date the ACDSee database catalogued the file
- Date the image was taken
- Date the file was modified
- Date the file was loaded to your compute

You can click Options to open the Calendar where you can set filter options, choose the day to start the week, and set clock formats.

**Previous Item**

Selects, and moves to, the closest previous date that has photos.

**Next Item**

Selects, and moves to, the next closest date that has photos.

### Adding descriptions and thumbnails in Events view

You can add a description and a thumbnail image to dates in Events view to help you remember the event.

#### To add a description to a date in Events view:

1. Expand the month to see the dates on which images or media files are available.
2. Click **Enter event description** and replace the highlighted text with a new description.
3. Press **Enter** or click outside of the description area. The description is saved.

#### To select a specific thumbnail in the Events view or Photo Calendar:

1. Expand the month to see the dates on which images or media files are available.
2. Click on a date to display the images or media files in the File List pane.
3. Click and drag an image or media file and drag it to the thumbnail area for the date.

When you release the mouse button the thumbnail is saved. You can reset the default thumbnail by right-clicking the thumbnail and selecting **Restore Default Thumbnail**.

#### To navigate a long list of dates in Events view:

1. To expand and collapse specific groups click the **+/-** signs which are located on the left side of the group header.
2. To expand and collapse all groups right-click a group header and select either **Open All Groups** or **Close All Groups**.
3. To scroll through multiple groups click the **Next Group**  and **Previous Group**  buttons, which are located at the bottom of the File List scroll bar.
4. At the bottom of the Calendar pane scroll bar, click the **Table of Contents**  button and select a date.

## 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. You can also create a shortcut by dragging a file, folder, or executable file directly from the File List pane to the Favorites pane.

#### 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**.

### 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**.



If you move a file or a folder that is a favorite, you break the link and the favorite no longer works.

### 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**.

## Browsing RAW files

Because a RAW file is similar to a negative, it is necessary to develop, or process it, before it becomes 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 because ACDSee does some basic preprocessing for you.

If there is a thumbnail of the photo embedded in the RAW file, ACDSee displays it in the Browser. Sometimes the quality of an embedded thumbnail is poor, so ACDSee initially displays embedded thumbnails in the Browser, then it creates and displays a higher-quality thumbnail. You can see this happening if you look in the Status bar at the bottom of the window.

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.



Turning off the **Generate high quality thumbnail** option will increase display speed but will reduce the accuracy of thumbnails for RAW images.

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

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

## 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

<b>Thumbs+Details</b>	Displays file names and details in a list, and adds a thumbnail preview to the Filename column.
<b>Filmstrip</b>	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.
<b>Thumbnails</b>	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.
<b>Tiles</b>	Displays each file in the File List pane on a "tile" that includes a thumbnail preview and file information. You can resize the tiles using the Thumbnail Size slider.
<b>Icons</b>	Displays files in a list, represented by large default system icons for each file type.
<b>List</b>	Displays a list of file names and extensions.
<b>Details</b>	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.

### 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**, 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.

## Filtering files

You can use the Filter By options to identify the types of files and folders you want to display in the File List pane.

### To filter files in the File List pane:

Do one of the following:

- Click **View | Filters** and select a filter option.
- Click the **Filter By** button on the File List pane toolbar and select a filter option.



If all your thumbnails seem to disappear, click **Filter by | All** and they reappear.

### To create a custom filter:

1. Do one of the following:
  - Click **View | Filters | Advanced Filters**.
  - Click the **Filter By** button on the File List pane toolbar and select **Advanced Filters**.
2. Select **Apply filtering criteria**.
3. Select or clear one or more of the following options 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**
  - Select **Show hidden files and folders** to show files and folders that are normally hidden by your operating system.
  - Select **Show THM files** to show thumbnail files.
  - Select **Show XMP files** to show the XMP sidecar files that Adobe creates for RAW formats.
4. Click **OK**.

## Grouping files

If you have to browse a lot of images in the File List you should consider using Group By to organize images into different groups. You may find it easier to find images when they are organized into groups. For example, if you use more than one camera, you can quickly organize your images according to the camera you used to capture the images. Similarly, if you save your images into different file formats you can quickly organize your images according to their file format.



Group By only works in the Thumbs, Thumbs + Details, Details, Tiles, and Icons view modes.

### To group files in the File List:

1. Browse to the folder or folders containing your files.
2. Do one of the following:
  - Click **View | Group By** and select a group option.
  - Click the **Group By** button on the File List pane toolbar and select a group option.

## Navigating through groups in the File List

### To expand and collapse specific groups:

Click the **Expand**  or **Collapse**  arrows, on the left side of the group header.

### To expand and collapse all groups:

Right-click a group header, and then select either **Open All Groups** or **Close All Groups**.

### To display a preview of the images in a closed group:

Hover your mouse cursor over the group header.

### To scroll through multiple groups:

Click the **Next Group**  and **Previous Group**  buttons at the bottom of the File List scrollbar.

### To display the table of contents:

Do one of the following:

- Click **View | Group By | Table of Contents**.
- Click the **Group By** button on the File List toolbar and select **Table of Contents**.
- At the bottom of the File List scroll bar, click the **Table of Contents**  button.

### To quickly jump to a specific group:

1. Display the table of contents.
2. Click the group that you want to display.

### To change the sort order of the groups:

Do one of the following:

- Click **View | Group By** and select either **Group Forward** or **Group Backward**.
- Click the **Group By** button on the File List pane toolbar and select either **Group Forward** or **Group Backward**.

## Removing groups from the File List

### To remove a group:

Do one of the following:

- Click **View | Group By | None**.
- Click the **Group By** button on the File List pane toolbar and select **None**.

## Selecting files in one or more groups

### To select files in groups:

Do one of the following:

- Click the group header to select all of the files in that group.
- Press and hold the **Ctrl** key and click on two or more group headers to select all of the files in those groups.

## 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.

### 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.
2. An arrow appears, indicating the sort direction.
3. 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**.

## 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.

## 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**.

## 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.
    - 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

	<b>Previous</b>	Swaps the selected image with the previous image in the Comparison List.
	<b>Next</b>	Swaps the selected image with the next image in the Comparison List.
	<b>Zoom In</b>	Increases the magnification of the selected image.
	<b>Zoom Out</b>	Reduces the magnification of the selected image.
	<b>Zoom menu</b>	<p>Opens a menu of zoom options. Select from the following options:</p> <ul style="list-style-type: none"> <li>• <b>Actual Size:</b> displays the image at its original size.</li> <li>• <b>Fit Image:</b> displays the image at the largest magnification that fits in the Compare Images Viewer.</li> <li>• <b>Fit Width:</b> displays the image to fit between the left and right sides of the Compare Images Viewer.</li> <li>• <b>Fit Height:</b> displays the image to fit between the top and bottom of the Compare Images Viewer.</li> <li>• <b>Zoom Lock:</b> displays all images at the zoom option of the current image. If the zoom is adjusted, the new zoom level is applied to all images that you view.</li> <li>• <b>Zoom To:</b> opens a dialog box where you can select a zoom option.</li> </ul>
	<b>Pan Lock</b>	Locks the panned image area, so that when you zoom and pan an image to a specific area, the Compare Images Viewer displays the same area for all images you view.

	<b>Under exposure warning</b>	Indicates pixels that may be underexposed. Click the arrow to open a dialog box where you can adjust the threshold values.
	<b>Over exposure warning</b>	Indicates pixels that may be overexposed. Click the arrow to open a dialog box where you can adjust the threshold values.
	<b>Properties</b>	Displays properties for each image in the Compare Images Viewer. Click the <b>Metadata Setup</b> 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.
	<b>Histogram</b>	Displays a histogram for each image in the Compare Images Viewer.
	<b>Metadata Setup</b>	Opens a dialog box where you can select the metadata to display for each image in the Compare Images Viewer.
	<b>One Image</b>	Displays one image in the Compare Images Viewer.
	<b>Two Images</b>	Displays two images in the Compare Images Viewer.
	<b>Three Images</b>	Displays three images in the Compare Images Viewer.
	<b>Four Images</b>	Displays four images in the Compare Images Viewer.
	<b>Help</b>	Opens the Help file.

### 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.

	<b>Save</b>	Opens a dialog box where you can save the image with a different file name and a different file format.
	<b>Previous</b>	Swaps the displayed image with the previous image in the Comparison List.
	<b>Next</b>	Swaps the displayed image with the next image in the Comparison List.
	<b>Zoom In</b>	Increases the magnification of the image.
	<b>Zoom Out</b>	Reduces the magnification of the image.

	<b>Delete</b>	Deletes the image from your hard drive.
	<b>Remove</b>	Removes the image from the Comparison List.
	<b>Tag</b>	Tags the image so that it will remain selected when you close the Compare Images tool.
	<b>Color Management</b>	Opens the Color Management dialog box.

## 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.



# Chapter 4: Viewing

## Zooming

### 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**: keeps images at their original size.
  - **Fit width**: resizes images to fit the width of the Viewer.

- **Fit height:** resizes images to fit the height of the Viewer.
  - **Fit image:** resizes images to fit the size of the Viewer.
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

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



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

## 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.

## Using Pan Lock

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 AutoSlide 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

<b>File Selection</b>	<b>Slide show contents</b>	<p>Specifies which of the following media to include in the slide show:</p> <ul style="list-style-type: none"> <li>• <b>All media in current folder:</b> displays all the files (images or video) in the folder you have selected.</li> <li>• <b>All media in current folder and subfolders:</b> displays all the files in the currently selected folder and its subfolders.</li> <li>• <b>Selected media:</b> displays only the files that you selected before opening the Slide Show Properties dialog.</li> </ul>
	<b>Always use these contents for this selection type and start slide show automatically</b>	<p>Retains the current <b>Slide show contents</b> setting and starts automatically the next time you launch the slide show.</p>
<b>Basic</b>	<b>Select transition effects</b>	<p>Select or clear the check box next to each transition effect. The slide show randomly selects transitions from your choices.</p> <p> These transitions do not work with the 2-up, 4-up and Collage variations.</p>
	<b>Variations</b>	<p>Click the drop-down list to select from the following:</p> <ul style="list-style-type: none"> <li>• <b>None:</b> uses no variations.</li> <li>• <b>Pan and Zoom:</b> zooms and pans on each slide during the time it displays.</li> <li>• <b>2-up:</b> displays two files at a time.</li> <li>• <b>4-up:</b> displays four files at a time.</li> <li>• <b>Collage:</b> displays files as an overlapping collage.</li> </ul>
	<b>Effects</b>	<p>Click the drop-down list to select from the following:</p> <ul style="list-style-type: none"> <li>• <b>None:</b> uses no effects.</li> <li>• <b>Black &amp; White:</b> changes all images to grayscale.</li> <li>• <b>Sepia:</b> changes all images to sepia.</li> <li>• <b>Vivid:</b> increases the saturation of the images to make colors brighter.</li> <li>• <b>Soft:</b> Blurs images slightly for a softening effect.</li> </ul>

	<b>Background color</b>	Specifies the background color. Click the color picker to select or change the color. Click <b>Other</b> to set a custom color in the Color dialog.
	<b>Slide duration (sec)</b>	Specifies how long you want the slide show to display each image.
<b>Advanced</b>	<b>General settings</b>	Select or clear any of the following options: <ul style="list-style-type: none"> <li>• <b>Play embedded audio:</b> plays any audio clips embedded in the images.</li> <li>• <b>Autohide control bar:</b> hides the slide show controls whenever the mouse pointer stops moving for more than a few seconds.</li> <li>• <b>Loop:</b> repeats the slide show after displaying the last image.</li> <li>• <b>Stretch images to fit screen:</b> enlarges small images to fill the entire screen.</li> <li>• <b>Stretch video to fit screen:</b> enlarge video files to fill the entire screen.</li> </ul>
	<b>Slide order</b>	Select one of the following options to specify the order to display your images: <ul style="list-style-type: none"> <li>• <b>Forward</b></li> <li>• <b>Shuffle</b></li> </ul>
	<b>Music directory</b>	Displays music from the previously-selected folders, or you can click <b>Browse</b> to find a new folder.
<b>Text</b>	<b>Display header text</b>	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
	<b>Display footer text</b>	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.
	<b>Save current settings as default</b>	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

<b>Alignment</b>	Specifies the alignment of the text captions.
<b>Background color</b>	Specifies a background color for the caption text.
<b>Text</b>	Specifies the text to display as a caption.

<b>Font</b>	Opens the Font dialog box where you can select or change the font options for your text.
<b>Insert Metadata Tag</b>	Inserts file-specific information called metadata into the caption. Click to open the Choose Property dialog box and select the metadata you want to insert.

## Running an Auto slide show

You can configure a 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, whether it starts automatically, what transitions it uses, an any music to play with the slides.

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

- 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.
- Click **Tools | Configure Auto Slide Show**.
- In the Slide Show Properties dialog box, select the **File Selection** tab.
- 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.
- Select the **Always use these contents for this selection type and start slide show automatically** check box.
- Select the **Basics** tab and Advanced tabs and set the options according to the descriptions in the tables below.
- Click **OK**.
- To exit the slide show, press **Esc**.

### To start a slide show automatically:

Select the files or folders, and then click **Tools | Auto Slide Show**.



The shortcut for starting a slide show is **Ctrl + S**.

Press **Esc** to end the slide show and return to the Browser.

## 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**.

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.

## Slide Show Basic tab options

### Select transitions

Displays a list of transitions for you to select and plays each transition, variation, or effect in the Preview as you select it.



These transitions do not work with the 2-up, 4-up and Collage variations.

#### Select all

Selects all the transitions and displays them randomly.

#### Clear all

Clears any selected transitions.

### Variations

#### None

Uses no variations.

#### Pan and Zoom

Zooms and pans on each slide during the time it displays.

#### 2-up

Displays two files at a time.

	<b>4-up</b>	Displays four files at a time.
	<b>Collage</b>	Displays files as a collage where photos overlap each other.
<b>Effects</b>	<b>None</b>	Uses no effects.
	<b>Black &amp; White</b>	Changes all images to Black and White.
	<b>Sepia</b>	Changes all images to Sepia.
	<b>Vivid</b>	Increases the saturation of the images to make colors brighter.
	<b>Soft</b>	Blurs images slightly for a softening effect.
<b>Background color</b>	Specifies the background color. Click the color picker to select or change the color. Click <b>Other</b> to set a custom color in the Color dialog.	
<b>Slide duration (sec)</b>	Sets the duration of each slide in seconds.	
<b>Save current settings as default</b>	Saves all the current settings as the default settings to use in all slide shows.	
<b>Slide Show Advanced tab options</b>		
<b>General settings</b>	<b>Play embedded audio</b>	Plays any audio embedded in the media files.
	<b>Auto hide control bar</b>	Hides the bar showing the controls after a few seconds.
	<b>Loop</b>	Repeats the slide show after playing the final image.
	<b>Stretch images to fit screen</b>	Expands the images to fit the screen.
	<b>Stretch video to fit screen</b>	Expands the video to fit the screen.
<b>Slide order</b>	<b>Forward</b>	Plays the music files in the selected folder in sequence.
	<b>Shuffle</b>	Shuffled the order of any music files in the selected folder.

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<b>Music directory</b>	Select music from the previously-selected folder, or you can click <b>Browse</b> to find a new folder.
<b>Save current settings as default</b>	Used all the current setting on all the tabs as the default settings the next time you run a slide show.

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## 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

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<b>Sequence</b>	Determines the order that you want to display your images. Select one of the following options: <ul style="list-style-type: none"> <li>• Forward</li> <li>• Reverse</li> <li>• Random</li> </ul>
<b>Repeat</b>	Automatically restarts the slide show after the last image has been displayed.
<b>Delay</b>	Specifies how long to display each image. Drag the slider or type a value from 0 to 864000000 to set the time (in milliseconds).
<b>Sound</b>	Select the <b>Play audio clips</b> check box to play any audio embedded in the selected images.

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## 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 add text directly to your photos and save it as part of the image, see [Adding text to an image](#).

**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.
  - Select or change the text options as described below.
3. Click **OK**.

**Text options**

<b>Alignment</b>	Specifies the justification of the captions.
<b>Background</b>	Adds a background color to the text. Click <b>Color</b> to specify a color.
<b>Description</b>	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.
<b>Insert Metadata</b>	Inserts file-specific information into the text for each image.
<b>Font</b>	Sets the font, size, and color of the caption text.

**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**.

## 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

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<b>Show new image(s) immediately</b>	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.
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<b>Ignore open files</b>	Delays adding a new file to the slide show until the transferring application has finished moving or downloading the file.
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<b>Sort by name</b>	Sorts the images displayed in the slide show by their file name.
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### 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**.
3. In the New Disc dialog box, type a name for your disc in the **Title** field, and then click **OK**.
4. You can then browse the contents of the Photo Disc in the Offline Media section of the Folders pane.



If you add or remove images from a disc that you have already added to ACDSee as a Photo Disc, you can update the information stored in the database. Insert the disc in your CD-ROM drive, and then right-click the name of the disc in the Folders pane and select Update Photo Disc.

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**.

## Using ACDSee Quick View

ACDSee Quick View is an image viewer that you can use to quickly view images without opening ACDSee. For example, imagine that you want to view an image that someone sent to you in an e-mail. If you double-click on the image it will open in Quick View, which is like a pared-down version of the Viewer in ACDSee.

With Quick View you can quickly scroll through your images, temporarily rotate images, and zoom in and out. If you are viewing a particularly appealing image in Quick View you can also quickly set the image as your desktop wallpaper.

You can easily switch from Quick View to ACDSee. You also have the option to open an image in the Browser or the Viewer.

If you are accustomed to using keyboard and mouse shortcuts in the ACDSee Viewer you can use most of those shortcuts in Quick View as well.

### To open an image in Quick View:

1. With ACDSee closed, double-click on an image. For example, double-click on the image in Windows Explorer or in an e-mail message.
2. Use the viewing options described below to view the image or images.

### ACDSee Quick View viewing options

	<b>Open</b>	Open a file from a specific location on your computer.
	<b>Previous</b>	View the previous image.
	<b>Next</b>	View the next image.
	<b>Rotate Left</b>	Rotate the image to the left.
	<b>Rotate Right</b>	Rotate the image to the right.
	<b>Zoom In</b>	View the image at a higher magnification.
	<b>Zoom Out</b>	View the image at a lower magnification.

	<b>Delete</b>	Move the image to the computer's Recycle Bin.
	<b>Photo Manager</b>	Open ACDSSee Browser.
	<b>Full Viewer</b>	Open ACDSSee Viewer.

### To set an image as your desktop wallpaper:

1. Click **Previous** or **Next** until the image that you want to make your desktop wallpaper displays in Quick View.
2. Click **Tools | Set Wallpaper** and select one of the following:
  - **Centered**: Display the image in the center of the desktop.
  - **Tiled**: Display the image in one or more tiles until the desktop is covered. If the image is small it may appear in several tiles on the desktop. If the image is large it may appear in only one or two tiles.
  - **Stretched**: Stretch the image proportionally to fill as much of the desktop as possible.

### To restore your system to the default desktop wallpaper:

Click **Tools | Set Wallpaper | Restore**.

## Viewing images in another application

You can open a file in another program from within ACDSSee. 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:
3. **Open**: opens the file using the application that Windows associates with its file extension.
4. **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 then select **ACDSee Screen Saver** from the drop-down list.

### Screen saver options

<b>Basic tab</b>	<b>Select transition effects</b>	Select or clear the check box next to each transition effect. The screen saver will randomly select transitions from your choices.
	<b>Background color</b>	Specifies the background color. Click the color picker arrow to select or change the color.
	<b>Image delay (in seconds)</b>	Specifies how long you want the screen saver to display each image.
<b>Advanced tab</b>	<b>Transition quality</b>	Drag the slider to the left to improve screen saver speed, or drag to the right to improve the quality of the transition effects.
	<b>General settings</b>	Select or clear any of the following options: <ul style="list-style-type: none"> <li>• <b>Play embedded audio:</b> plays any audio clips embedded in the images.</li> <li>• <b>Repeat:</b> repeats the images after displaying the last image.</li> <li>• <b>Stretch images to fit screen:</b> enlarges small images to fill the entire screen.</li> </ul>

	<b>Slide order</b>	Select one of the following options to specify the order to display your images: <ul style="list-style-type: none"> <li>• <b>Forward</b></li> <li>• <b>Backward</b></li> <li>• <b>Random</b></li> </ul>
<b>Text tab</b>	<b>Display header text</b>	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
	<b>Display footer text</b>	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.

## 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**.

## Creating a desktop slide show

You can use ACDSee Showroom to create a slide show of your photos and display that slide show in a small window on your computer desktop. You can run up to 16 different slide shows on your computer at once.

You can configure the ACDSee Showroom window to always stay on top of other application windows. You can also configure it to open when you start your computer. You do not have to open ACDSee to use ACDSee Showroom.

### To create a desktop slide show with ACDSee Showroom:

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

The slide show starts immediately.

### Using the ACDSee Showroom slide show controls

There are a number of slide show controls in the ACDSee Showroom window.

- Click the **Back** or **Forward** buttons to display the previous or next photos in the slide show.
- Click the **Pause** button to pause the slide show while a particular photo is displayed.



If you cannot see these slide show controls in the ACDSee Showroom window, click anywhere in the window. The controls disappear while the slide show is playing so you can fully enjoy your photos.

### To create more than one ACDSee Showroom:

With ACDSee Showroom open, do one of the following:

- Right-click in the ACDSee Showroom window and select **New Showroom**.
- Click the ACDSee Showroom icon in the taskbar and select **New Showroom**.

### To close ACDSee Showroom:

Do one of the following:

- Click **Close** in the ACDSee Showroom window.
- Click the ACDSee Showroom icon in the taskbar and select **Exit ACDSee Showroom**.



If you have configured ACDSee Showroom to open when you start your computer, it will automatically open the next time you start your computer.

## Viewing and using brush files

You can view brush files in the Browser just like fonts or other files. This means that you can assign ratings or organize them just like any other file in ACDSee. Because many .abr files are actually groups of images in one file, you need to open them in the Viewer to see the individual images.



This icon indicates an .abr brush file in ACDSee.

### To view brush files:

1. In the Browser, navigate to the folder containing your brush files.
2. To see just the top image in any .abr file, hover over the thumbnail to activate the pop-up, or click on it to see that image in the Preview pane.
3. To view the other images in the .abr file, double-click on it to open it in the Viewer.  
The file opens in the Viewer showing the individual images in a pane on the left-hand side.
4. To see the number of images, and select them by number, click the down-arrow at the top of the sidebar, and then select the number of the image.
5. To scroll through the images, click the right and left arrows at the top of the sidebar, or on each image.

### To use brush files in Adobe Photoshop:

With both Adobe Photoshop and ACDSee open, drag the file from the File List (in the Browser) onto the Photoshop window.

Even though nothing appears to happen, the brush is loaded into the Photoshop brush library. To view the new brushes, open the library and scroll to the bottom of the pane.



To make it even easier to use brushes in Photo Shop, you can configure it to be your default editor. Then you can use **Ctrl +E** to open Photoshop and use the brush right away.



# Chapter 5: Editing

## 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.

## Previewing changes to images

You can use the Preview bar with some editing tools in Edit Mode to see how the changes you are making affect your image. The Preview bar shows you the original image and the image after your changes. 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.



### Preview Bar button

### 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.

## 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, do one or more of the following:
  - Select one of the default orientation options.
  - Drag the **Straightening** slider to the left or right until the image appears straightened.
  - 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.
  - Select **Crop straightened image** if you want to crop the image after it is straightened.
  - Select **Preserve straightened image** if you do not want to crop the straightened image. Select the color that you would like to display behind the straightened image from the **Fill color** drop-down.
  - Select **Show grid overlay** to display a grid over the image. You may find that the grid helps you straighten the image and understand how the image will be cropped.
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.

## 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.

## 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.

## Using selections



The Selections tool is the first icon in the Edit Mode toolbar. Selections is a tool designed to work in combination with many of the other editing tools.

You use Selections to isolate an area of a photo so that you can then apply edits or filters to only that area rather than the whole photo. There are three different selection tools and each selects areas of a photo in a unique way. The controls available change depending on which tool you select.

### To open the Selections panel:

1. Do one of the following:
  - In the Browser, click **Tools | Open in Editor | Edit Mode**.
  - In the Viewer, **Edit Image | Edit Mode** on the toolbar.
  - On the **Edit Panel : Main Menu**, click **Selections**.

### The selection tools

- **Freehand Lasso** - click the left mouse button and drag the cursor to draw around the area that you wish to select. As you draw, a line appears showing where you have drawn. When you release the mouse, the end of the line joins to the start automatically to complete the selection. The whole selection animates and looks like marching ants.
- **Magic Wand** - click on any area of the image and all the pixels the same color are included in the selection. You can choose whether to select only the same color pixels that are actually touching the one you clicked, or all the pixels in the photo that are similar. You can increase the threshold to include more pixels in the selection. The lower the threshold, the more similar a pixel has to be to the one clicked to be included. The greater the threshold, the more different a pixel can be and still be in the selection.
- **Marquee** - click and drag either a rectangle or an ellipse that begins where you first click and ends when you release the mouse.

## Combining the tools

You can use the Selection tools separately or in combination. For example, you can use the Magic Wand to select most of a particular color, then switch to the Freehand Lasso to add to, or subtract from, the selection. Or you could use the Marquee to select a large general area, then refine it using the Freehand Lasso.

### To use the Freehand Lasso:

1. Click the **Freehand Lasso** to select it.
2. On the image, click and hold down the left mouse button as you draw around the area you want to select.
3. Release the mouse button to complete the selection.



4. To clear the selection, click anywhere on the image (for the Freehand Lasso or Marquee ) or click **Clear**.
5. To add to an existing selection, hold down SHIFT and draw a shape that includes any part of the original selection line.

When you release the mouse, the original selection expands to include the outer edge of your addition.



6. To add multiple areas into your selection, hold down SHIFT and draw around any part of the image.

As long as you do not touch the line of any other selection, you can add several separate areas to a selection.



7. To subtract from a selection, hold down CTRL and draw a shape that includes part of the original selection, or encircles it completely.
8. If you wish to apply edits or effects to the outside areas of the image, you need to click **Invert** to reverse the selected area.

Now the selection includes all the outside areas of the image with the central area outside the selection.



9. Click **Done** when you are happy with your selection. You return to the **Edit Panel : Main Menu** where you can select an editing tool or a special effect to apply to the selection.

### To use the Magic Wand:

1. Click the **Magic Wand** to select it.
2. Click any color in the image.
3. Do any of the following:
  - Slide the **Threshold** slider to adjust the number of pixels to be included or excluded. The Threshold slider sets how similar a pixel needs to be to the one you clicked in order to be included in the selection.
  - Click the **Connected** radio button if you want to include only pixels that are touching the one you clicked.
  - Click the **Not connected** radio button if you want to include all the pixels that are similar to the one you clicked.
  - Hold down **SHIFT** and click around the selection to include more pixels.
  - Hold down **CTRL** and click around the selection to remove pixels from the selection.
  - Click **Invert** to swap your selection to the opposite area from the original, usually the outer part of the image.
4. Click **Done** when you are happy with your selection.
5. You return to the **Edit Panel : Main Menu** where you can select an editing tool or a special effect to apply to the selection.

### To use the Marquee:

1. Click the **Marquee** to select it.
2. Select either **Rectangle** or **Ellipse** as the shape for your marquee.
3. Click and drag to draw the selection on the image.
4. Do any of the following
  - To add to an existing marquee, hold down SHIFT and drag another marquee that includes any part of the original selection line. Release the mouse and the selection now includes the additional area.
  - To add multiple marquees to your selection, hold down SHIFT and drag as many as you want. As long as none of the edges touch, you can continue adding areas to the selection.
  - To subtract from an existing marquee, hold down CTRL and drag another marquee that intersects with the one you want to reduce. Release the mouse and any part that was inside the new marquee is removed.
5. Click **Done** when you are happy with your selection.

You return to the **Edit Panel : Main Menu** where you can select an editing tool or a special effect to apply to the selection.

## Applying edits or effects to selections

You can use the Selections tool to isolate an area of an image. Once selected, you can apply many of the editing tools such as color and light, or any of the special effects filters, to the selected area. An active selection in an image looks like a line of marching ants.

### To apply an edit or effect to a selection:

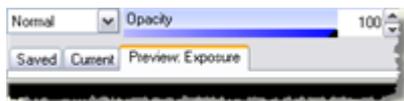
1. Use the Selections tool to create a selection, then click **Done** to return to the Edit Panel: Main Menu.  
The selection remains active.
2. Click any of the following icons:
  - Exposure
  - Color
  - Sharpness
  - Noise
  - Effects
4. Use the tool to edit the image.

### Use any of these special selections options:

	<b>Show Selection</b> Click to show or hide the marching ants around the selection. Hiding the selection line makes it easier to judge the effect of various effects.
	<b>Use Selection</b> Click to use the selection or apply the edit or effect to the whole image. This control means you can edit just the selection, then deselect it and apply another edit to the whole image without clearing the selection.
	<b>Feathering</b> Drag to increase or decrease the blurring between the edge of the selection and the edit or effect. Feathering prevents an unnatural or sharp transition between the selection and the rest of the image as it blends the edges. This control also makes it unnecessary for your selection to be perfectly on the edge of the area you want to select.

## Using Blend Modes and Opacity

At the left top of many of the Edit panels in Edit mode there are two controls, one changes the blend mode of edited images, the other the opacity.



When you apply a filter or edit an image, you actually are working with two images; the original and the new edited image. These controls give you creative control over both images and how to combine the two to create a new image. You can apply blend modes and opacity to an entire image or to a selected part of an image.

### Opacity

The Opacity slider changes the opacity of the edited image. It gives you control of how much of the original and edited image are used in the final image in a range from 1% to 100%.

- A setting of 10% is a combination of 90% of the original and 10% of the edited image.
- A setting of 50% means that the final image would be an equal blend of the original and edited image.
- A setting of 100% means the final image is completely the edited image.

### Blend modes

The ability to control how the original and edited image merge, means that other blend modes besides opacity can be used to affect the final image.

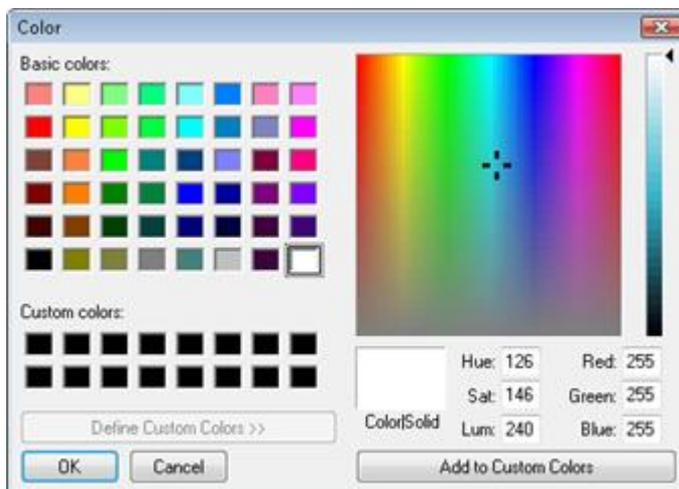
<b>Normal</b>	Pixels in the edited image are combined with those in the original. Only opacity affects this blend.
<b>Screen</b>	Combines the edited image color with the inverse of the original photo color, resulting in a color that is the same or lighter.
<b>Multiply</b>	Combines the edited image color with the original photo to produce a darker color. Multiplying any color with black produces black; multiplying any color with white leaves the color unchanged.
<b>Dodge</b>	Combines the edited image color with the original pixels in the photo to produce a lighter color.
<b>Burn</b>	Combines the edited image color with the original pixels in the photo to produce a darker color.
<b>Overlay</b>	Preserves the shadows and highlights of the lower layers while applying either Multiply or Screen blend mode based on the original image area's color values.
<b>Difference</b>	Subtracts the edited image color from the color of the original photo. Any white in the edited image produces a true negative of the color in the image, while black produces no effect.
<b>Darken</b>	Applies pixels in the edited image that are darker than the original image. Pixels in the edited image that are lighter than the original image disappear (based on RGB values).
<b>Lighten</b>	Applies pixels in the edited image that are lighter than the original image. Pixels in the edited image that are darker than the original image disappear (based on RGB values).
<b>Hard Light</b>	Adds strong highlights or shadows by applying Multiply or Screen based on the original image area's color values.

<b>Soft Light</b>	Adds soft highlights or shadows by darkening or lightening based on the original image area's color values.
<b>Hue</b>	Applies the hue value of colors in the edited image to the color of the original image areas.
<b>Saturation</b>	Applies the saturation value of colors in the edited image to the color of the original image areas.
<b>Color</b>	Applies the hue and saturation of the edited image to the image. This blend does not affect the luminance of the original image.
<b>Luminosity</b>	Applies the lightness value of colors in the edited image to the color of the original image areas.
<b>Dissolve</b>	Applies some pixels from the edited image layer onto the original image, resulting in specks of color. The Opacity slider controls the amount of speckling.

The blend mode and opacity controls apply to many of the editing tools and special effects filters. When it does not make sense to have these controls, they are omitted. The blend mode and opacity controls are not on the following tools: Crop, Resize, Distortion Correction, Perspective Correction, RAW Processing, Rotate, Flip, Watermark, Add Text, Redeye, and Repair tools.

## Using the Color dialog box

The Colors dialog box appears in several places in Edit Mode when you select or apply a color. You can use the Color dialog box to select a color in multiple ways and to adjust a color using several different tools.



## The color grids

In the top left corner there is a fixed grid of Basic colors to choose from, including gray, black, and white in the last three boxes. Below it is a grid of Custom colors that you can fill in by creating a custom color, and then clicking the **Add to Custom Colors** button.

## The color palette and slider

Beside the Basic colors is a color palette. It contains all the colors of the spectrum from red through yellow, green, turquoise, blue, purple, pink, to red again. The colors at the top of the palette are pure primary colors with increasing amounts of gray added until along the bottom, the colors are mostly gray. If you want a color to have a smoky look, select it from the bottom end of this palette. Similarly, you will find colors like browns at the lower end of the red/orange in this palette.

On the far right is a color slider. In the slider, the actual color selected is where the small black arrow appears. You can then adjust the color to add white or black to it by moving the slider up to add white (for pastels) until it is completely white or move the slider down to add black (for a richer color) until it is completely black.

## Selecting and adjusting colors

To select a color, click on a square in either grid, or on the color palette. You can also drag over the color palette. When you click a color, or lift your finger off the mouse after dragging, that color appears in the large **Color/Solid** square and all its numerical values; Hue, Saturation, Luminosity, as well as Red, Green, Blue, appear in the boxes.

You can also adjust a color by changing the Hue Saturation, and Luminosity numbers. To select a precise color, type in the values for that color. You can do the same using the Red, Green, Blue values.

## 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

<b>Zoom To</b>	Zooms in on the selected area.
<b>Copy</b>	Copies the selected area to the Clipboard.
<b>Save Crop As</b>	Saves the selected area as a new image.
<b>Print</b>	Prints the selected area.

<b>Wallpaper Centered</b>	Creates desktop wallpaper using the selected area and centers it on your desktop, shrinking it to fit if necessary.
<b>Wallpaper Tiled</b>	Creates a tiled desktop wallpaper pattern using the selected area.

## 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

<b>Bubble Text Settings</b>	<b>Talk</b>	Encloses your text in a comic-book text bubble with a pointed stem.
	<b>Thought</b>	Encloses your text in a comic-book text bubble with a dotted stem.

	<b>Stem Angle</b>	Specifies the direction of the text bubble stem. Drag the arrow to adjust the angle.
	<b>Thickness</b>	Specifies the thickness of the text bubble border.
	<b>Length</b>	Specifies the length of the text bubble stem.
	<b>Fill</b>	Specifies the background color of the text bubble. Click the arrow to select a color.
	<b>Border</b>	Specifies the color of the text bubble border. Click the arrow to select a color.
<b>Effect Settings</b>	<b>Effect</b>	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.
<b>Drop Shadow Settings</b>	<b>Distance</b>	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.
	<b>Blur</b>	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
	<b>Opacity</b>	Specifies the darkness of the drop shadow where it falls on the image.
	<b>Angle</b>	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.
<b>Bevel Settings</b>	<b>Bevel</b>	Specifies how much of each letter's edge is bevelled. Higher values give the text a more rounded, smoother look.
	<b>Strength</b>	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.
	<b>Elevation</b>	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.
	<b>Angle</b>	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.

## 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.
5. Select **Maintain aspect ratio when resizing** if you want to resize the watermark image without distorting it.
6. 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.)
7. Select **Apply Transparency** to make a color in the watermark transparent.
8. 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.
9. Select an option from the **Blending Mode** drop-down list to specify how you want the watermark to blend into the underlying image.
10. Drag the **Opacity** slider to specify the transparency of the watermark.
11. 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.

## Saving edited files and restoring originals

The first time (and only the first time) you edit a file in ACDSee, it saves a copy of the original file. This means that no matter how much you edit and change the file, you can later restore it to the original. You can switch this option off in ACDSee, although we strongly recommend that you do not do so.

After editing or enhancing an image for the first time, you can:

- Automatically save a copy of the original, and the edited copy, using the same name and format.
- Restore the original image at any time.
- Save the image with a new file name or format.
- Discard the changes you made to the image.

### To save an edited file for the first time:

1. Click the **Finished Editing** button on the toolbar.
2. In the Save Changes dialog box, click **Save**.

Two copies of your file are saved. The original is saved so that you can restore it later, and a separate edited file is saved in the same folder with the same name. When you reopen this file later, you will see the edited version. If you want to overwrite the edited file with the original, you will need to restore it.



If you have the Save originals option turned off, original files will not be saved and you will not be able restore the file.

### To restore the original file:

1. Select the photo you want to restore.
2. Do any of the following:
  - On the menu bar, click **Tools | Restore Original**.
  - In the Browser, right-click the photo, and then select **Restore Original**.
  - In the Viewer, click **Modify | Restore Original**.
  - In Edit Mode, click the Restore Originals icon , and then select **Restore Original**.

### 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 Save Image as dialog, 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. To select settings specific to the image format, click **Options** and select settings.
5. If you want to save the metadata (information about the file) with the file, be sure to check **Preserve metadata**.
6. If you want to embed any database information (categories, ratings, keywords etc.) in the file when you save, be sure to check **Preserve database information**.
7. If you want to save a color profile with the image, be sure to check **Embed color profile in image**.
8. 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**.

**Saving tool settings**

Many ACDSsee 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, ACDSsee 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**.

**Pixel resize options and resulting action**

You can reduce and enlarge the size of one or more images from the Browser by entering a new dimension in pixels. For more information on how to resize an image using pixel dimensions, please see Resizing an image or Resizing multiple images.

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

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

## About blend modes

Blend modes are filters that change the appearance of the text added to your images with the Add Text tool. The following table lists the blend modes available in the Add Text tool, and gives a brief explanation of their effects.

### Blend modes

<b>Normal</b>	Applies the text to the underlying image with the specified color. Only opacity affects this blend.
<b>Screen</b>	Combines the text color with the inverse of the underlying photo color, resulting in a color that is the same or lighter.
<b>Multiply</b>	Combines the text color with the underlying photo to produce a darker color. Multiplying any color with black produces black; multiplying any color with white leaves the color unchanged.
<b>Dodge</b>	Combines the text color with the underlying pixels in the photo to produce a lighter color.
<b>Burn</b>	Combines the text color with the underlying pixels in the photo to produce a darker color.
<b>Overlay</b>	Preserves the shadows and highlights of the lower layers while applying either Multiply or Screen blend mode based on the underlying image area's color values.
<b>Difference</b>	Subtracts the text color from the color of the underlying photo. Any white in the text produces a true negative of the color in the image, while black produces no effect.
<b>Darken</b>	Applies pixels in the text that are darker than the underlying image. Pixels in the text that are lighter than the underlying image disappear (based on RGB values).
<b>Lighten</b>	Applies pixels in the text that are lighter than the underlying image. Pixels in the text that are darker than the underlying image disappear (based on RGB values).
<b>Hard Light</b>	Adds strong highlights or shadows by applying Multiply or Screen based on the underlying image area's color values.
<b>Soft Light</b>	Adds soft highlights or shadows by darkening or lightening based on the underlying image area's color values.
<b>Hue</b>	Applies the hue value of colors in the text to the color of the underlying image areas.
<b>Saturation</b>	Applies the saturation value of colors in the text to the color of the underlying image areas.
<b>Color</b>	Applies the hue and saturation of the text to the image. This blend does not affect the luminance of the underlying image.
<b>Luminosity</b>	Applies the lightness value of colors in the text to the color of the underlying image areas.

## Repairing images

### Removing flaws

You can use the Photo Repair tool to remove flaws such as:

- Skin blemishes
- Telephone wires and other unwanted objects
- 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 you select the Healing Brush, 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 area, and then blends the pixels of both source and target, to match the surrounding area. This ensures that the lighting and color of the replacement pixels integrate with the surrounding area. The Healing Brush works particularly well with photos that involve complicated textures like skin or fur.

When you select the Cloning Brush, the Photo Repair tool copies the exact 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

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<b>Nib Width</b>	Sets the width of the brush in pixels.
<b>Feathering</b>	<p>Sets the amount to feather on the edge of the brush to prevent sharp transitions between the original and healed part of the photo.</p> <p>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.</p>

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## Reducing red-eye

You can use the Red Eye Reduction tool in Edit Mode to correct red-eye in digital photographs. You can either click or drag across the red area to fix the color.

It is possible to change the fill color if you need to restore the iris of the eye, or an area of skin around the eye, rather than the pupil.

It is also possible to vary the intensity of the fill each time you click or drag, which gives you precise control and allows incremental changes. Sometimes it works best to have a low intensity and use repeated fine adjustments to get the best results.

### To correct red-eye:

1. Open the image in Edit Mode.
2. On the Edit Panel toolbar, click **Red Eye Reduction**.
3. Use the Zoom tools in the top right corner to enlarge and center the eye you want to correct.
4. Click within the red portion of the eye or drag across the eye.
5. You might have to click more than once in the red area, or drag over it repeatedly to remove all the red. Be careful to leave some red behind or it will look unnatural.
6. If the red color has bled over an eyelid, or the iris of the eye, click **Fill color** and select the right color to cover that area.
7. You can also select **Custom** and enter the color values to get precisely the color you need.
8. If you are using a custom color, zoom in closer, and drag over the area repeatedly in small increments.
9. To set the intensity of the fill color each time you click or drag, move the **Reduction intensity** slider to the right (more color) or left (less color).
10. Click **Done** to apply your changes and close the Red Eye Reduction tool.

## 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.
  - Click **Automatic Cropping**.
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.

## 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

<b>Background color</b>	<p>When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the <b>Background color</b> options to fill gaps in the corners or sides of a corrected photo:</p> <ul style="list-style-type: none"> <li>• <b>Image:</b> Select this option 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.</li> </ul>
<b>Show Grid</b>	<p>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.</p>

### 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

<b>Horizontal center</b>	<p>Drag the slider to the left or right to identify the center of the image on the horizontal axis.</p>
<b>Vertical center</b>	<p>Drag the slider to the left or right to identify the center of the image on the vertical axis.</p>
<b>Correction strength</b>	<p>Drag the slider to the right until the objects in the photo appear to be straight.</p>
<b>Scale</b>	<p>Drag the slider to the left or right to change the scale of the photo.</p>

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<b>Background color</b>	<p>When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the <b>Background color</b> options to fill gaps in the corners or sides of a corrected photo:</p> <ul style="list-style-type: none"><li>• <b>Image:</b> Select this option 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.</li></ul>
<b>Show Grid</b>	<p>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.</p>

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## Adjusting image light levels

### Adjusting Levels automatically

You can use the Auto Levels tool to automatically correct the exposure levels of your images. Auto Levels makes the darkest image pixels darker, and the brightest pixels brighter. You can save your options as a preset for future use.

#### To automatically correct an image's Levels:

1. In Edit Mode, on the Edit panel, click **Exposure**, and then select the **Auto Levels** 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 **Strength** slider to fine tune the amount of exposure you want to apply.
4. Click **Exposure Warning** to make over- or under-exposed pixels visible. Over-exposed pixels turn red, under-exposed pixels turn green.
5. 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 Exposure

You can use the Exposure tool to adjust an image's exposure, contrast, and fill light. You can save your options as a preset for future use.

#### To adjust an image's Exposure:

1. In Edit Mode, on the Edit panel, click **Exposure**, and then select the **Exposure** tab.
2. Drag the **Exposure** slider to the right to add light to all areas of the image.

3. Drag the **Contrast** slider to the left to decrease contrast or to the right to increase contrast.
4. Drag the **Fill Light** slider to the right to add light to the darkest areas of the image.
5. Click **Exposure Warning** to make over- or under-exposed pixels visible. Over-exposed pixels turn red, under-exposed pixels turn green.
6. 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 Exposure tool.
  - Click **Cancel** to discard all changes and close the tool.



You can make fine adjustments to any of the sliders in Edit Mode by placing the cursor over the slider and moving the mouse wheel one click forward or back.

### A brief technical explanation of eV

eV stands for exposure value. When you capture an image, the exposure is determined by two things - the f-stop, or aperture, and the shutter speed. Typically, the camera automatically determines the optimal exposure based on a built-in light meter and then sets the f-stop and shutter speed accordingly. However, the light meter can be fooled by a bright sky or dark surroundings, leading it to choose an incorrect f-stop and shutter speed. This results in an under- or over-exposed image. With the exposure slider of the Brightness tool you can compensate for exposure problems caused by incorrect settings when the image was captured.

For example, imagine that you capture an image at F4 with a shutter speed of 1/125 seconds. If you drag the Exposure slider to the left by -1eV you effectively reduce the amount of light in the image by increasing the f-stop to F5.6 and the shutter speed to 1/250 seconds. If you drag the Exposure slider to the right by +1eV you effectively increase the amount of light in the image by reducing the f-stop to F2.8 and the shutter speed to 1/60.

## Adjusting shadows and highlights

You can use the Shadows/Highlights tool to adjust areas in an image that are too dark or too light, without affecting other areas of the photo. You can also simultaneously lighten dark areas that are too dark, and darken areas that are too bright. Examples would be a photo of a person silhouetted against a bright background like the sea, or a window. In fact, most photos taken on a dull day, or with a flash, can be improved in various ways with fine adjustments using the Shadows/Highlights tool.

You can save your settings as a preset to use again.

The Shadows/Highlights tool is very versatile. There are 3 tabs, each of which allow you to achieve good results in different ways. In addition, there are several keyboard and mouse shortcuts that allow you to make adjustments on specific areas of the photo itself.

- **Basics** tab - is for very quick and easy adjustments using just two sliders. ACDSsee analyses the photo and varies the adjustment throughout the image automatically. For example, darker images are brightened more. By clicking on the **Use Automatic Settings** button, you can have ACDSsee fully analyze the photo and set the slider positions automatically. You can also click directly on an area of the image to generate automatic settings optimal for that area (usually the subject of the photo).

- **Light EQ** tab - works like a sound equalizer but with light. You can adjust the brightness and contrast of different tone bands (areas of relative brightness or darkness) of the image - independently - using a slider for each tone band. A graph shows the amount of brightening or darkening applied throughout the tonal range. The gray areas in the graph are suggested boundaries for adjustment to avoid clipping and loss of detail, and turn red to indicate where you have adjusted the sliders far enough to cause clipping.
- **Advanced** tab - gives you ultimate control of the brightness and contrast in an image. Basic adjustment curves can be constructed using four sliders, and you can manually adjust the curves by clicking and dragging within the graph area or on the image itself.

### To open the Shadows/Highlights tool:

Do one of the following:

- In the Browser, on the menu bar, click **Tools | Open in Editor | Edit Mode**.
- In the Browser, on the toolbar, click **Edit Image | Edit Mode**.
- In the Viewer, click **Modify | Edit Mode**.
- In Edit Mode, click **Shadows/Highlights**.

## Using the Basics tab

### To add light to dark areas:

1. Drag the **Brighten** slider to the right to add light to the dark parts of the photo.
2. Adjust the settings using any of the controls in the table below.

### To darken areas that are too bright:

1. Drag the **Darken** slider to the right to darken and return detail to areas that are too bright.
2. Adjust the settings using any of the controls in the table below.

## Shadows/Highlights controls

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### Left-click or right-click on the photo

Click an area to reset both the Brighten and Darken sliders automatically to optimize the contrast and brightness of the area you clicked. This works well if you want to brighten a particular area like a face. Clicking a brighter area works best.

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### Exposure Warning



Click the Exposure Warning to make any over-, or under-exposed areas visible. Over-exposed pixels turn red, under-exposed pixels turn green. You can also toggle Exposure Warning on and off momentarily by holding down the E key.

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### Automatic settings



Click to allow the software to analyze the photo and apply optimal settings based on the amount of light and dark pixels in the photo. Darker photos are brightened more than photos that are already bright.

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### Reset

Click to discard all changes and return to the original image.

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

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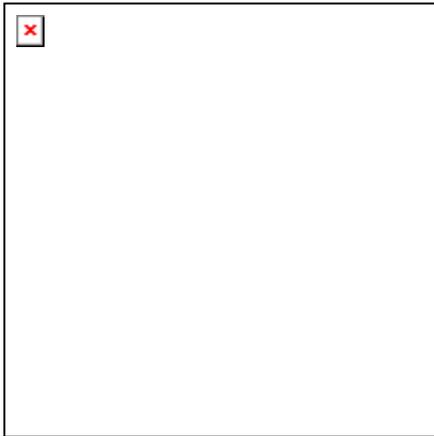
**Cancel** Click to discard all changes and close the tool.

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You can make fine adjustments to any of the sliders in Edit Mode by placing the cursor over the slider and moving the mouse wheel one click forward or back.

## Using the Light EQ tab



The Light EQ tab has two sets of sliders. The top set is for brightening. The lower set is for darkening. The dark-to-light gradient on each slider indicates that you brighten that tone band when you move the slider up (top row of sliders) or darken that tone band when you move the slider down (bottom row).

Between the two sets of sliders are two horizontal bars graded from black to white. These bars indicate that sliders on the far left affect the dark tonal bands. The sliders on the right affect light tonal bands. Moving a slider changes the light in that particular tonal band.

In the middle of the bands are two orange graphs that change as you adjust the sliders to represent the amount of darkening and lightening throughout the tonal range of the image. The two gray graphs show the maximum amount of brightening or darkening that you can apply before clipping begins. If you push a slider too far, the clipping is shown in bright pink.

To increase contrast within a tonal band without changing the brightness, apply brightening and darkening simultaneously in equal amounts by dragging the upper and lower sliders up and down, respectively. The area between the top of the upper graph and the bottom of the lower graph indicates the amount by which contrast is increased.

### To use the Light EQ tab:

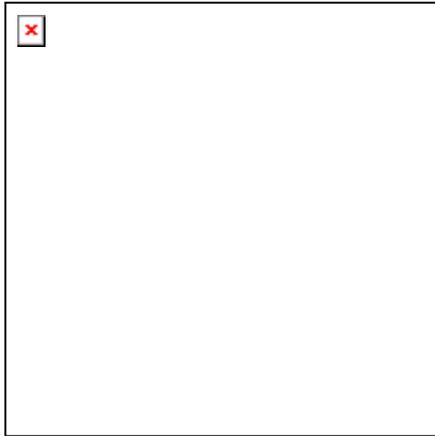
Do one of the following:

- Drag the tone band sliders up or down depending on which light bands you want to adjust.
- Type the exact number into the number boxes or increment the numbers to make precise adjustments.
- Click the **# Tone Bands** drop-down list to increase or decrease the number of tone band sliders.

- Click  (or press **E**) to see any over- or under-exposed pixels.

- Click  to apply settings automatically.
- Click **Done** to apply your settings and close the tool.

## Using the Advanced tab



### Sliders

The Advanced tab has two sliders for brightening and two for darkening, called Compression and Amplitude. The **Compression** sliders control the shape of the brightening/darkening adjustment curves, while the **Amplitude** sliders control the height of the curves.

The more compression you apply, the more you increase the balance of the dark against the light areas in the image. The Amplitude sliders increase the intensity of the effects of brightening or darkening.

The **Scale** slider at the bottom of the tool, adjusts the overall adjustment sensitivity to local variation in brightness. Moving this slider to the left makes the adjustment more sensitive to smaller areas of brightness variation, which may be beneficial in some images. For most images, however, leaving the slider in the default position gives the best result.

### Checkboxes

You can individually disable Brightening or Darkening completely by deselecting the checkboxes. This is useful when you want to preview the effect of brightening or darkening individually.

### Graphs

Between the Brighten and Darken controls are two gray graphs that indicate the maximum amount of lightening or darkening that you can apply before clipping (shown as bright pink) begins.

Two orange curves appear and change as you drag the Compression sliders and Amplitude sliders - these curves indicate the amount of brightening and darkening applied throughout the tonal range of the image. Darker tonal areas are on the left, and brighter tonal areas are on the right. As you move your cursor over the image, a vertical line in the graph indicates the tone level of the area under the cursor within the tonal range. At times there are two lines because the tone levels for brightening and darkening are not necessarily the same. This is because brightening is sensitive to maximum color values while darkening is sensitive to minimum color values

The Advanced tab is unique in that you can adjust the curves manually, either on the graph itself, or on the actual photo. Adjustments made on the photo are reflected in the curve on the graph. Adjustments made on the graph are reflected on the photo.

To increase contrast within a tonal range without changing the brightness, apply brightening and darkening simultaneously in equal amounts by dragging the upper and lower curves up and down, respectively. The area between the top of the upper graph and the bottom of the lower graph indicates the amount by which contrast is increased.

**To use the Advanced tab:**

- Do one of the following:
  - Drag the Brighten or Darken **Compression** sliders to the left to adjust the bright or dark pixels. As you drag, an orange area appears to indicate your adjustments to the curve.
  - Left*-click on the left side of the horizontal line and drag upwards to brighten the dark areas of the photo. Try to prevent the orange graph intersecting with the gray area, which is when clipping begins (shown bright pink).
  - Right*-click on the right side of the horizontal line and drag downwards to darken the bright areas of the photo. Try to prevent the orange graph intersecting with the gray area, which is when clipping begins (shown bright pink).
  - Drag the **Scale** slider to the right to make your adjustments more sensitive to smaller areas of brightness variation.
  - Make adjustments using any of the options in the table below, including on the image itself.
- Click **Done** to apply your settings and close the tool.

**Adjustment options - Advanced tab**

<b>Area:</b> ▼	<b>Action:</b> ▼	<b>Result:</b> ▼
<b>Sliders</b>	Drag <b>Compression</b> (Brighten)	To the right - increases the lightening applied to the darker areas. To the left - applies brightening more uniformly to all areas of the image. (The name of the slider changes to <b>Custom curve</b> when you change the curve manually or make adjustments on the image.)
	Drag <b>Compression</b> (Darken)	To the right - increases the darkening applied to the brighter areas of the image. To the left - applies the darkening more uniformly to all areas of the image.
	Drag <b>Amplitude</b> <b>(Brighten)</b>	To the right - increases the intensity of the brightening across all areas of the image. The height of the orange curve increases. To the left - reduces the intensity of the brightening and the height of the curve. If the Amplitude sliders is 0 - no brightening is applied. If the Amplitude is 100 - 200, the proportional amount of clipping increases. In most cases, 110 is the right amount of amplitude. For images with fine detail in the highlights, decreasing brighten amplitude preserves the detail. <i>In most cases it is not necessary to adjust amplitude.</i>

	<b>Drag Amplitude (Darken)</b>	<p>To the right - increases the intensity of the darkening across all areas of the image. The height of the bottom orange curve increases.</p> <p>To the left - reduces the intensity of the darkening and the height of the curve.</p>
	<b>Drag Scale</b>	<p>To the left - makes the tool more sensitive to smaller areas of brightness variation.</p> <p>This means that smaller areas can be adjusted independently. Generally the default scale of 10 gives the best result, but if an image contains small details that need brightening, a lower scale might give better results.</p>
<b>On Graph</b>	Drag the orange graph (top)	<p>The graph changes as you <i>left</i>-click and drag up on the graph itself. The graph represents the brighten adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.</p> <p>The height of the graph represents the level of brightening applied at each tone level. (Tone moves from black on left to white on the right.)</p> <p>When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brighten or Darken Compression slider changes to <i>Custom curve</i>. If you adjust the position of the slider after this it discards all direct curve adjustments.</p> <p>When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brighten or Darken Amplitude slider changes to indicate the current curve amplitude. (An amplitude of 100 is the maximum amplitude a curve can have without causing clipping.)</p>
	Drag the orange graph (bottom)	<p>The graph changes as you <i>right</i>-click and drag down on the graph itself. The graph represents the darken adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.</p>
	You can use all the shortcuts <b>below</b> that apply to the image, directly to the Graph itself.	<p>Changes the tonal band on the graph itself with a corresponding change in the image. This is useful for making fine adjustments to a specific tonal band.</p>
<b>On Image</b>	<b>Double-click</b> with <i>left</i> mouse button	<p>Automatically sets the brightening compression to optimum for that area of the image. A brighter area (e.g. a face) works best.</p>

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<p><b>Double-click</b> with <b>right</b> mouse button (or <b>SHIFT+ double-click</b> with <b>left</b> mouse button)</p>	<p>Automatically sets the darkening compression to optimum for that area of the image.</p>
<p><b>CTRL+ double-click</b> with <b>left</b> mouse button</p>	<p>Increases the amount of brightening around that tone level while decreasing the brightening in the rest of the image. Use this method to quickly brighten a specific subject or area to bring it out of the image.</p>
<p><b>CTRL+ double-click</b> with <b>right</b> mouse button</p>	<p>Increases the amount of darkening around that tone level while decreasing the amount of darkening in the rest of the image.</p>
<p><b>Scroll up or down</b> with the mouse wheel above the image</p>	<p>Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes.</p>
<p><b>SHIFT+ scroll</b> with the mouse wheel above the image</p>	<p>Decreases or increases the amount of darkening applied at that tone level in the image.</p>
<p><b>Hold down "A"</b> <b>+scrolling</b> or <b>+dragging</b> with the <b>left</b> mouse button</p>	<p>Sets the brighten Amplitude slider directly.</p>
<p><b>Hold down "A"</b> <b>+SHIFT</b> <b>+scrolling</b> or <b>+dragging</b> with the right mouse button</p>	<p>Sets the darken Amplitude slider directly.</p>
<p><b>Click and drag</b> up and down on the image (left mouse button).</p>	<p>Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes. (Only works if the image is actual size - no zooming.)</p>
<p><b>SHIFT+click and drag</b> up and down on the image (left mouse button).</p>	<p>Decreases or increases the amount of darkening applied at that tone level in the image. (Only works if the image is actual size - no zooming.)</p>
<p><b>CTRL+ any direct adjustment (above).</b></p>	<p>Automatically maintains a constant amplitude and prevents clipping. Using Ctrl + any adjustment, constrains and reshapes the curve, for example, if you are increasing the brightness of the mid tones of the image, the brightening of the dark and light areas of the image decreases.</p>

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## 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.



You can make fine adjustments to any of the sliders in Edit Mode by placing the cursor over the slider and moving the mouse wheel one click forward or back.

### Levels options

<b>Channel</b>	Specifies the brightness or color channel you want to adjust.
<b>Shadows</b>	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.
<b>Midtones</b>	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.
<b>Highlights</b>	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.
<b>Clipped %</b>	Indicates how much of the image detail is lost due to blackpoint and whitepoint correction.
<b>Shadows picker</b>	Click the <b>Shadows</b> picker and then click the image area you want to set as the blackpoint.



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**Midtones picker** Click the **Midtones** picker and then click the image area you want to set as the gamma correction value.




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**Highlights picker** Click the **Highlights** picker and then click the image area you want to set as the whitepoint.




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**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.

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**Reset** Discards all changes and reverts to the original image levels.

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## 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.



You can make fine adjustments to any of the sliders in Edit Mode by placing the cursor over the slider and moving the mouse wheel one click forward or back.

### Curves options

<b>Channel</b>	Specifies the color channels to adjust.
<b>Show Histogram</b>	Toggles the histogram display on and off.
<b>Histogram</b>	Displays a graphic of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve. Each time you click the curve, a new node is added. You can drag the nodes up and down the curve.
<b>Reset</b>	Discards all changes and reverts to the original image.
<b>Exposure warning</b>	Highlights over- and under-exposed areas of the image. Over-exposed pixels turn red, under-exposed pixels turn green.

## 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.
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. To specify the color cast removal strength, move the slider. 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.



If you are having difficulties achieving the desired effect, try clicking an image area that is a different shade of white or gray.

## 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

<b>Black and White</b>	Two-color black and white palette
<b>16 Grays</b>	16-color grayscale palette
<b>256 Grays</b>	256-color grayscale palette
<b>16 Colors</b>	16-color palette
<b>256 Colors</b>	256-color palette (GIF format uses 256 colors by default)
<b>Hicolor</b>	32,768-color palette
<b>Truecolor</b>	16,777,216-color palette of all colors visible to humans
<b>16 bit grayscale</b>	16-bit grayscale palette
<b>48 bit color</b>	48-bit color palette

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.
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.

## Creating a gray scale image (Channel Mixer)

### In the Viewer

You can very quickly create a gray scale image in the Viewer.

#### To create a gray scale image in the Viewer:

1. In the Browser, double-click a thumbnail to open the image in the Viewer.
2. Click the **Gray Scale** icon in the Edit toolbar .

### In Edit Mode - Channel Mixer

The Channel Mixer (a tab in the Colors tool in Edit Mode) creates rich grayscale images. Because you can control the brightness of the red, green, and blue channels, as well as the overall brightness, you can use the Channel Mixer to emphasize different areas or aspects of a photo, as well as alter its mood and tone.

If you hover your mouse over each slider and watch the effect on the small preview, it shows you which parts of the image will be affected by each channel. This helps to gauge the effect of each slider on the image.

#### To create a grayscale image using the Channel Mixer:

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the Channel Mixer tab.
3. Do any of the following:
  - Drag the **Percent Red** slider to the left or right.  
The more red there is in a pixel, the more effect the red slider has on that pixel. So the area of red in the picture is brightened or darkened more than other areas.
  - Drag the **Percent Green** slider the left or right.  
The more green there is in a pixel, the more effect the red slider has on that pixel. So the area of green in the picture is brightened or darkened more than other areas.
  - Drag the **Percent Blue** slider to the left or right.  
The more red there is in a pixel, the more effect the red slider has on that pixel. So the area of blue in the picture is brightened or darkened more than other areas.
  - Drag the **Percent Brightness** slider to the right or left to brighten or darken the whole image
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.

## 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

<b>Amount</b>	Specifies the amount of light added to or removed from each edge. Higher values produce darker edges.
<b>Radius</b>	Specifies the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels.
<b>Threshold</b>	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.

## 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

<b>Gaussian</b>	Produces an even, smooth blur.	
	<b>Amount</b>	Specifies the amount of blur. Move the slider to the right to intensify the effect.
<b>Linear</b>	Produces a blurring effect that gives the illusion of movement.	
	<b>Amount</b>	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	<b>Angle</b>	Specifies the direction of the blur effect.
<b>Radial</b>	Produces blur around a center point. Click the image to set the center point.	
	<b>Amount</b>	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	<b>Clockwise</b>	Specifies clockwise blur.
	<b>Counter-clockwise</b>	Specifies counter-clockwise blur.
	<b>Horizontal position</b>	Specifies the blur's center point on the horizontal axis.
	<b>Vertical position</b>	Specifies the blur's center point on the vertical axis.
<b>Spread</b>	Produces a smeared or frosted blur.	
	<b>Amount</b>	Specifies the amount of blur. Move the slider to the right to intensify the effect.
<b>Zoom</b>	Produces inward or outward blur to or from a center point.	
	<b>Amount</b>	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	<b>Zoom in</b>	Creates a blur that zooms in to the image's center.
	<b>Zoom out</b>	Creates a blur that zooms out from the image's center.

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<b>Horizontal position</b>	Specifies the blur's center point on the horizontal axis.
<b>Vertical position</b>	Specifies the blur's center point on the vertical axis.

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## 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 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 2 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 2 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

<b>Despeckle</b>	Removes noise.
<b>Square</b>	Removes noise using a 3 x 3 pixel square.
<b>X</b>	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.
<b>Plus</b>	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.
<b>Hybrid</b>	<p>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 an image's thin, diagonal, horizontal, and vertical lines. When hybrid is selected you have additional noise removal options:</p> <ul style="list-style-type: none"> <li>• <b>Amount:</b> 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.</li> <li>• <b>Radius:</b> 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.</li> <li>• <b>Color Noise Reduction:</b> 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.</li> </ul>

## 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.

## Add Noise options

<b>Intensity</b>	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.
<b>Color proximity</b>	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.
<b>Noise color</b>	Select one of the following options to specify noise pixel color: <ul style="list-style-type: none"> <li>• <b>Random:</b> randomly selects the color.</li> <li>• <b>Monochrome:</b> produces black and white noise pixels.</li> <li>• <b>Adjustable:</b> 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.</li> </ul>
<b>Noise placement</b>	Adds noise to image areas that closely match a defined color. Select the <b>Set color</b> check box to enable noise placement, and click the color picker to specify a color.
<b>Random Seed</b>	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 <b>Random Seed</b> .

## Batch editing

### About batch editing

In ACDSee 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.

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.

## 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:

- 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**.
- 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.
- 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.
- 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.
- When you are satisfied with your choices, click **Start Convert**, and wait a few seconds while the wizard converts your images.

## Rotating or flipping multiple images

You can rotate or flip multiple images at preset angles.

### To rotate or flip an image:

- In the Browser, select one or more images, and then click **Tools | Batch Rotate /Flip Images**.
- 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.
- If you select 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 select 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.
  - Click **Options** to specify how you want to save and store the images.
5. When you are ready to apply the rotations to your images, click **Start Rotate**.

### Rotate / Flip angles

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Rotates the image counter-clockwise 90 degrees.

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Rotates the image 180 degrees.

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Rotates the image clockwise 90 degrees.

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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.

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Flips the image along the horizontal axis.

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

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

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

## 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

<b>Percentage of original</b>	<b>Percentage</b>	Specifies how to resize the images. Enter a percentage less than 100 to reduce the images, and greater than 100 to enlarge them.
	<b>Apply to</b>	Specifies whether the resize is applied to the height, width, or both.
<b>Size in pixels</b>	<b>Width</b>	Specifies the new width for the images in pixels.
	<b>Height</b>	Specifies the new height for the images in pixels.
	<b>Resize</b>	Specifies how to scale the images. Select one of the following options: <ul style="list-style-type: none"> <li>• <b>Enlarge only:</b> Resizes only those images that are smaller than the specified height and width.</li> <li>• <b>Reduce only:</b> Resizes only those images that are larger than the specified height and width.</li> <li>• <b>Enlarge and reduce:</b> Resizes all images to the specified height and width.</li> </ul>
	<b>Preserve original aspect ratio</b>	Retains the width-to-height ratio of the original images.

	<b>Fit within</b>	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.
<b>Actual/Print size</b>	<b>Units</b>	Specifies the units of measurement.
	<b>Width</b>	Specifies the new width for the images.
	<b>Height</b>	Specifies the new height for the images.
	<b>Resolution</b>	Specifies the print resolution for the images.
	<b>Preserve original aspect ratio</b>	Retains the width-to-height ratio of the original images.
	<b>Fit within</b>	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.

## Adjusting exposure for multiple images

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 Levels** tab and set the options.
  - To adjust your images' exposure, contrast, and fill light level, select the **Exposure** 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:
  - Select the **Apply settings to all selected images** check box to apply the current settings to all of the images you selected.
  - De-select **Apply settings to all selected images** and click **Next Image** to move on to the next image and repeat step 2 for each image you want to adjust.

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.

## Changing the color profiles of multiple images

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



At this time, ACDSee Pro does not support CMYK color profiles.

### 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 open 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 type of edit (for example, Rotate) to display the options that are available for that type of edit.

### To preview changes:

You can see how the editing options will affect an image in the **Preview** area.

1. In the Batch Processor wizard, click the **Before** and **After** tabs to evaluate how the currently selected options affect the image, or click and hold the **Preview** icon to switch between the Before and After tabs.
2. 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.
3. 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.

### To use Zoom features:

1. 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.
2. Click the **Fit Image** button to fit the image into the Preview area.
3. 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.

### To add or remove images:

1. If you no longer want to edit an image, click the **Image List** tab, select an image, and then click **Remove**.
2. If you decide that you want to edit more images, click the **Image List** tab, and then click **Add**.
3. Navigate to the folder containing the images that you want to add.
4. Select the images in the **Available items** area, and then click **Add**.
5. Click **OK**.
6. When you are satisfied with the images and the editing options, click **Next**.

**To set output options and complete the process:**

1. 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.
2. When you are satisfied with the output options, click **Next**.
3. On the *Batch Process Progress* page, the progress bars indicate which images and edits are being processed.
4. 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.
5. Click **Finish**.

**Editing options**

Detailed descriptions of the options for each tool in the Batch Processor are in the following help topics:

- Rotate
- Crop
- Resize
- Color and Saturation
- Channel Mixer (grayscale)
- Sepia
- Exposure
- Shadows/Highlights
- Noise removal
- Sharpening
- Vignette
- Text overlay
- Watermark

**Output options**

<b>Destination folder</b>	<b>Same as source folder</b>	Select this option if you want to save the edited images in the same folder as the original images.
	<b>Specific folder</b>	Select this option if you want to save the edited images to a specific folder.
	<b>Create a new subfolder for the files</b>	Creates a new subfolder in the folder that you selected from the <b>Specific folder</b> drop-down. Type a name for the new folder in the <b>Create a new subfolder for the files</b> text box.
<b>File names</b>	<b>Keep original file names</b>	Select this option if you want to save the edited images with the same file name as the original images.
	<b>Name using template</b>	Select this option if you want to rename the edited images using a renaming template.

<b>Image file format</b>	<b>File format</b>	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.
	<b>Pixel format</b>	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 <b>Automatic</b> 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.
<b>Metadata</b>	<b>Preserve metadata</b>	Select this option if the original image contains metadata, and you want the edited image to contain the same metadata.
	<b>Preserve embedded audio</b>	Select this option if the original image contains embedded audio, and you want the edited image to contain the same embedded audio.
	<b>Preserve color profile</b>	Select this option if the original image contains a color profile, and you want the edited image to contain the same color profile.
<b>Other options</b>	<b>Preserve last-modified date</b>	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.
	<b>Copy database information</b>	Select this option if you want to copy database information for the original image and enter it into the database for the edited image.
	<b>When output file already exists</b>	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: <ul style="list-style-type: none"> <li>• <b>Ask:</b> Select this option if you want to choose different options (skip, rename, overwrite) depending on the image.</li> <li>• <b>Skip:</b> Select this option if you want ACDSee to stop processing that image, and begin processing the next image.</li> <li>• <b>Replace:</b> Select this option if you want ACDSee to replace the image in the destination folder with the edited image.</li> <li>• <b>Rename:</b> Select this option if you want ACDSee to rename the edited file.</li> </ul>

## Batch Processor 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.

### Rotate options

<b>No rotation</b>	This option is selected by default so you see the unrotated image until you are ready to select a rotation option.
<b>180</b>	Rotates the image 180 degrees.
<b>Left 90</b>	Rotates the image to the left by 90 degrees.
<b>Right 90</b>	Rotates the image to the right by 90 degrees.
<b>Custom angle</b>	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.
<b>Background color</b>	The color that you select displays behind the rotated image.
<b>Draw a line on the image that you want to become vertical or horizontal</b>	Click the <b>Horizontal</b> or <b>Vertical</b> button, and then use the mouse pointer to draw a line on the image that you want set as horizontal or vertical.
<b>Automatic cropping</b>	When you rotate an image at a custom angle, select <b>Automatic cropping</b> if you want to crop the image to the largest possible rectangular size within the rotated image.
<b>Reset</b>	Click to reset all options to the default.

## Batch Processor crop options

You can use the options in the Crop section to control the size and orientation of the cropped area.

### Crop options

<b>Cropping proportion</b>	Select the size of the cropped area or the ratio to use to determine the cropped area. Select <b>Custom</b> to define a custom crop area.
<b>Orientation</b>	Select the orientation of the cropped area: <ul style="list-style-type: none"> <li>• <b>Automatic:</b> 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.</li> <li>• <b>Landscape:</b> Use a landscape orientation for the cropped area.</li> <li>• <b>Portrait:</b> Use a portrait orientation for the cropped area.</li> </ul>
<b>Reset</b>	Click to reset all options to the default.

## Batch Processor resize options

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

### Resize options

<b>Resize by</b>	<b>Megapixels</b>	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 <b>Megapixels</b> spin box. The <b>Reduce/Enlarge</b> drop-down determines how the image will be resized: <ul style="list-style-type: none"> <li>• <b>Reduce only:</b> Reduce the size of the image.</li> <li>• <b>Enlarge only:</b> Make the image larger.</li> <li>• <b>Enlarge or reduce:</b> Either reduce the size of the image, or make the image larger.</li> </ul>
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<b>Percentage</b>	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 <b>Fitting method</b> , which applies to the Percentage, Pixel dimensions, and Print dimensions options, determines how the image will fit into the new image area:
<b>Pixel dimensions</b>	Select this option to reduce or enlarge the image to a specific width and height, measured in pixels.	<ul style="list-style-type: none"> <li>• <b>Best fit preserving original aspect ratio:</b> 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.</li> </ul>
<b>Print dimensions</b>	<p>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.</p> <p>The <b>Reduce/Enlarge</b> drop-down determines how the image will be resized:</p> <ul style="list-style-type: none"> <li>• <b>Reduce only:</b> Reduce the size of the image.</li> <li>• <b>Enlarge only:</b> Make the image larger.</li> <li>• <b>Enlarge or reduce:</b> Either reduce the size of the image, or make the image larger.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fit exactly by stretching:</b> Select this option if you want to stretch the image to fit a particular width and height.</li> <li>• <b>Fit exactly by adding bars:</b> 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.</li> </ul>

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<b>Resampling method</b>	<p>Use this option to determine the method used to resize (resample) the image:</p> <ul style="list-style-type: none"><li>• <b>Box:</b> Displays considerable tiling or jaggies when you resize an image.</li><li>• <b>Triangle:</b> Produces good results for image reduction and enlargement, but displays sharp transition lines.</li><li>• <b>Bicubic:</b> 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.</li><li>• <b>Bell:</b> Smooths the image.</li><li>• <b>B-spline:</b> Produces smooth transitions, but may cause excessive blurring.</li><li>• <b>Lanczos:</b> Produces the sharpest images, but may also introduce some ringing artifacts.</li><li>• <b>Mitchell:</b> 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.</li><li>• <b>ClearIQZ:</b> Slower than Bicubic and Lanczos, but produces the best results.</li></ul>
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<b>Reset</b>	Click to reset all options to the default.
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## Batch Processor color options

You can use the options on the Color cast tab to remove an unwanted hue from an image. You can change the saturation of a batch of images using the Saturation tab.

### 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.

#### To increase or decrease Saturation:

1. Drag the Saturation slider to the left or right to increase or decrease the intensity of hues (color) in the photo.
2. To remove all the color and create a grayscale image, drag the slider all the way to the left.

## Batch Processor Channel Mixer options

The Channel Mixer in the Batch Processor can change multiple images to create a rich grayscale. Because you can control the brightness of the red, green, and blue channels, as well as the overall brightness, you can use the Channel Mixer to emphasize different areas or aspects of a photo, as well as alter its mood and tone.

If you hover your mouse over each slider and watch the effect on the small preview below the controls, it shows you which parts of the image will be affected by each channel. This helps to gauge the effect of each slider on the image.

#### To create a grayscale image:

1. In Edit Mode, on the Edit Panel, click **Color**.
2. Select the Channel Mixer tab.
3. Do any of the following:
  - Drag the **Percent Red** slider to the left or right.  
The more red there is in a pixel, the more effect the red slider has on that pixel. So the area of red in the picture is brightened or darkened more than other areas.
  - Drag the **Percent Green** slider the left or right.  
The more green there is in a pixel, the more effect the red slider has on that pixel. So the area of green in the picture is brightened or darkened more than other areas.
  - Drag the **Percent Blue** slider to the left or right.  
The more red there is in a pixel, the more effect the red slider has on that pixel. So the area of blue in the picture is brightened or darkened more than other areas.
  - Drag the **Brightness** slider to the right or left to brighten or darken the whole image
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.

## Batch Processor Sepia

You can use the Batch Processor change batches of images to a sepia color.

### To change images to sepia:

1. Click the box in front of the Sepia option in the Processing profile to select it.  
The image in the Preview immediately changes to a sepia color.
2. Click the Image List tab and then each image in the batch to see the effect of the sepia on the other images.

## Batch Processor 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

<b>Strength</b>	Adjusts the amount of exposure applied to the image.
<b>Auto Contrast and Color</b>	Adjusts color differences, brightness, and image color channels.
<b>Auto Contrast</b>	Adjusts the color differences and brightness only.
<b>Exposure warning</b>	Highlights over- and under-exposed areas of the image.
<b>Reset</b>	Discards all changes and reverts to the original exposure levels.

### Brightness options

<b>Brightness</b>	Specifies the image's light intensity. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
<b>Contrast</b>	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.
<b>Gamma</b>	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.
<b>Exposure warning</b>	Highlights over- and under-exposed areas of the image.
<b>Reset</b>	Discards all changes and reverts to the original brightness levels.

## Levels options

<b>Channel</b>	Specifies the brightness or color channel you want to adjust.
<b>Shadows</b>	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.
<b>Midtones</b>	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.
<b>Highlights</b>	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.
<b>Clipped %</b>	Indicates how much of the image detail is lost due to blackpoint and whitepoint correction.
<b>Shadows picker</b>	Click the <b>Shadows</b> picker and then click the image area you want to set as the blackpoint.
<b>Midtones picker</b>	Click the <b>Midtones</b> picker and then click the image area you want to set as the gamma correction value.
<b>Highlights picker</b>	Click the <b>Highlights</b> picker and then click the image area you want to set as the whitepoint.
<b>Auto</b>	Select one of the following options: <ul style="list-style-type: none"> <li>• <b>Adjust Contrast:</b> automatically analyzes and adjusts image contrast.</li> <li>• <b>Adjust Color and Contrast:</b> automatically analyzes and adjusts each color channel independently, and then adjusts the contrast.</li> <li>• <b>Adjust Color and Brightness:</b> automatically analyzes and adjusts image color and brightness.</li> <li>• <b>Tolerance:</b> opens the Tolerance settings dialog box. Specify the maximum clipping percentage for <b>Shadows</b> and <b>Highlights</b>, and click <b>OK</b>. ACDSsee adjusts the image levels automatically.</li> </ul>
<b>Exposure warning</b>	Highlights over- and under-exposed areas of the image.
<b>Reset</b>	Discards all changes and reverts to the original image levels.

### Curves options

<b>Channel</b>	Specifies the color channels to adjust.
<b>Show Histogram</b>	Toggles the histogram display.
<b>Histogram</b>	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.
<b>Exposure warning</b>	Highlights over- and under-exposed areas of the image.
<b>Reset</b>	Discards all changes and reverts to the original curve levels.

### Batch Processor Shadows/Highlights options

You can use the options in the Shadows/Highlights section to independently adjust areas in your images that are too light or too dark, without affecting other areas. As you make changes, you can see the effect on the image in the After Shadow/Highlights tab, or you can click the Image List tab and click on any of the other images to see the effect of the adjustment on each image.

#### To adjust the shadows and highlights:

1. To use the automatic settings for Shadows and Highlights, select the **Use automatic settings for each image** option.
2. To switch off the Brighten or Darken tools completely, deselect the **Brighten** or **Darken** checkbox.
3. To brighten dark areas in the images, drag the Brighten **Compression** slider to the right.
4. To darken bright areas in the images, drag the Darken **Compression** slider to the right.
5. To boost the color of adjusted pixels, drag the **Color Boost** slider to the right.
6. Click **Exposure Warning** to make any under- (green) or over-exposed (red) pixels visible.

### Batch Processor 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.

#### Noise Removal options

<b>Despeckle</b>	Removes noise.
<b>Square</b>	Removes noise using a 3 x 3 pixel square.
<b>X</b>	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.

<b>Plus</b>	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.
<b>Hybrid</b>	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: <ul style="list-style-type: none"> <li>• <b>Amount:</b> 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.</li> <li>• <b>Radius:</b> 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.</li> <li>• <b>Color noise reduction:</b> 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.</li> </ul>

## Batch Processor 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.

### Sharpen options

<b>Amount</b>	Specifies the amount of light added to or removed from each edge. Higher values produce darker edges.
<b>Radius</b>	Specifies the number of pixels to adjust around each edge. Higher values increases the number of sharpened pixels.
<b>Threshold</b>	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.
<b>Threshold feathering</b>	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.

## Batch Processor 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.

### Vignette options

<b>Horizontal</b>	Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.
<b>Vertical</b>	Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.
<b>Clear zone</b>	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.
<b>Transition zone</b>	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.
<b>Shape</b>	Specifies the shape of the frame: <ul style="list-style-type: none"> <li>• <b>Round:</b> Select Round if you want the frame to be round.</li> <li>• <b>Rectangular:</b> Select Rectangular if you want the frame to be square.</li> </ul>
<b>Show outline</b>	Select <b>Show outline</b> if you want to display an outline that shows the outside edge of the clear zone and the inside edge of the frame.

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<b>Frame</b>	<p>Specifies special effects that you can apply to the frame around the focal point:</p> <ul style="list-style-type: none"><li>• <b>Color:</b> Select Color to display apply a color over the people or objects in the frame area.</li><li>• <b>Saturation:</b> Select Saturation to remove color from the people or objects in the frame area.</li><li>• <b>Blur:</b> Select Blur to blur the people or objects in the frame area.</li><li>• <b>Clouds:</b> Select Clouds to display clouds over people or objects in the frame area.</li><li>• <b>Edges:</b> Select Edges to trace the lines and details of people or objects in the frame area with neon colors.</li><li>• <b>Radial Waves:</b> Select Radial Waves to create the appearance of waves radiating from the focal point into the frame area.</li><li>• <b>Radial Blur:</b> Select Radial Blur to rotate and stretch people or objects in the frame area.</li><li>• <b>Zoom Blur:</b> Select Zoom Blur to blur the people or objects in the frame area.</li><li>• <b>Crayon Edges:</b> Select Crayon Edges to trace the lines and details around people or objects in the frame area with crayon.</li><li>• <b>Dauber:</b> Select Dauber to create the impression that the people or objects in the frame area around the portrait were painted with a paint dauber.</li><li>• <b>Pixelate:</b> Select Pixelate to blur images by increase the size of the pixels in the images.</li><li>• <b>Old:</b> Select Old to give your images an antique look.</li><li>• <b>Glowing Edges:</b> 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.</li><li>• <b>Ripple:</b> Select Ripple to divide your images into concentric circles that resembles what you see when you drop a pebble into water.</li></ul>
<b>Filter Settings</b>	<p>The settings that display in the <b>Settings</b> area vary for each frame effect. For example, if you select <b>Color</b> in the <b>Operation</b> area, a color picker displays in the <b>Filter Settings</b> area. Similarly, if you select <b>Blur</b> in the <b>Operation</b> area, a slider that controls the level of blurriness displays in the <b>Filter Settings</b> area.</p>

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## Batch Processor 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

<b>Text</b>	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.
<b>Size</b>	Drag the slider to specify a point size.
<b>Color</b>	Specify the color of the text.
<b>Opacity</b>	Drag the slider to specify the transparency of the text.
<b>Alignment</b>	Click a square to specify the alignment of the text in the text box.
<b>Rotation</b>	Specify the rotation of the text.
<b>Text box</b>	
<b>Left</b>	Specify the alignment of the text box from the left edge of the image.
<b>Right</b>	Specify the alignment of the text box from the right edge of the image.
<b>Top</b>	Specify the alignment of the text box from the top edge of the image.
<b>Bottom</b>	Specify the alignment of the text box from the bottom edge of the image.
<b>Border</b>	Specify the color of the border of the text box, then drag the slider to specify the transparency of the border.
<b>Fill</b>	Specify the color of the fill in the text box, then drag the slider to specify the transparency of the fill.

### Box Effects options

<b>Special Effect</b>	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.
<b>Bevel</b> <a href="#">Error! Hyperlink reference not valid.</a>	<b>Angle</b> 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.

	<b>Elevation</b>	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.
	<b>Bevel</b>	Specifies how much of each box's edge is bevelled. Higher values give the box a more rounded, smoother look.
	<b>Strength</b>	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.
<b>Drop Shadow</b>	<b>Angle</b>	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.
	<b>Blur</b>	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
	<b>Opacity</b>	Specifies the darkness of the drop shadow where it falls on the image.
	<b>Distance</b>	Specifies the distance between the drop shadow and the box. The higher the value, the farther the shadow and the higher the box appears.  If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the box rectangle.
<b>Blend Mode</b>	Select an option from the <b>Blend Mode</b> drop-down list to specify how you want the box to blend into the underlying image.	

### Text Effects options

<b>Special Effect</b>	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.	
<b>Bevel</b>	<b>Angle</b>	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.
	<b>Elevation</b>	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.

	<b>Bevel</b>	Specifies how much of each letter's edge is bevelled. Higher values give the text a more rounded, smoother look.
	<b>Strength</b>	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.
<b>Drop Shadow</b>	<b>Angle</b>	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.
	<b>Blur</b>	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
	<b>Opacity</b>	Specifies the darkness of the drop shadow where it falls on the image.
	<b>Distance</b>	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.
<b>Blend Mode</b>	Select an option from the <b>Blend Mode</b> drop-down list to specify how you want the text to blend into the underlying image.	

## Batch Processor 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.

### To set Watermark options:

1. Click **Browse**, select your watermark, and click **Open**. The watermark displays in the center of the photo by default.
2. Do one of the following:
  - Click and drag the watermark to reposition it anywhere on your image.
  - Click the **Position & Blending** tab and use the options to reposition the watermark.
3. Drag the marquee handles to resize the watermark image.
4. Select **Maintain aspect ratio while resizing** if you want to resize the watermark image without stretching 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 click on the color that you want to make transparent.
7. Click the **Position & Blending** tab.
8. Select an option from the **Blending Mode** drop-down list to specify how you want the watermark to blend into the underlying image.
9. Drag the **Opacity** slider to specify the transparency of the watermark.

## 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.

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 edits to a RAW image that you apply after processing. If you want to save your processed file to many different formats at the same time, use the multiple format option.

### Processing a RAW image

In ACDSSee Pro, RAW files are pre-processed so you can see them in the Browser and Viewer. During pre-processing, levels and curves are adjusted to achieve the exposure as close to the as-shot image as possible. You can use the RAW Processing tool to improve exposure, and to adjust color and image sharpness and noise reduction.

#### 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. Select the image that you want to process from the **Thumbnails** section.
3. In the RAW Processing tool, select Exposure, Light EQ, Color, Detail, and Crop/Rotate settings.
4. As you are selecting Exposure, Light EQ, Color, Detail, and Crop/Rotate settings, you can click:
  - **Exposure Warning** , or press E on the keyboard, to highlight over- and under-exposed areas of the image.
  - **Reset** to discard the settings that you have selected and revert to the original image for all tabs or on each individual tab (Exposure, Light EQ, Color, Details, Crop/Rotate).
  - **Export** to save your changes in several formats and resolutions.
  - **View** unprocessed image , press Z on the keyboard, or select the **Unprocessed** tab, to compare the edited image with the original image.
  - **Undo** to discard all changes made on the current tab (Exposure, Light EQ, Color, Details, Crop/Rotate) and return to the last version of this tab that you saved.
  - **Redo** to return to the options that you had selected prior to clicking Undo.
  - **Help** to open the help topic about this window.
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.

### To crop a RAW image:

1. Click and drag your mouse cursor over the image.
2. Drag the crop area handles to change the proportion of the crop area.
3. To freehand rotate the image, click outside of the crop area and drag left, right, up, or down.

### To copy and apply settings from one image to others:

1. Right-click the image containing the settings in the Thumbnails section, and click **Select RAW Settings**.
2. Click the check box next to the setting(s) that you want to copy.
3. Right-click on the image(s) to which you want to copy the settings, and then click **Paste RAW Settings**.

## Zoom controls and Histogram

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 and turn the histogram preview on or off.



### Histogram

Displays the histogram preview for the current image. The histogram preview shows the luminosity and red, green, and blue color channels of the photo. You can see each channel alone or in combination. Keeping the histogram open is particularly useful when adjusting exposure, as the histogram reflects all adjustments as you make them.



### Actual Size

Returns the current image to its actual size.



### Fit Image

Reduces the image to fit within the Edit Mode area.



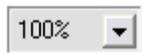
### Navigator

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.



### Zoom slider

Increases the size of the image if you drag it to the right, decreases the size, if you drag to the left.



### Zoom drop-down list

Displays a list of zoom sizes for you to select.

## RAW Processing options

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 pre-processing. Please refer to the exposure options below for a detailed explanation.



You can make fine adjustments to any of the sliders in the RAW Processing tool, (and Edit Mode) by placing the cursor over the slider and moving the mouse wheel one click forward or back.

## Exposure options



It is extremely useful to have both the Exposure Warning  and Histogram  preview open while you are adjusting exposure.

<b>Exposure = +0.00 eV</b>	Applies exposure compensation to the image. One eV is equivalent to one stop of exposure change.
<b>Highlight Recovery</b>	<p>Drag the slider to the right to darken and compress highlight details into a smaller range, recovering overexposed highlight detail. Shadow and midtone detail are relatively unchanged, allowing you to recover up to 2 eV stops of lost highlight details.</p> <p>Use the Highlight Recovery slider when the main subject of the image is exposed well but you desire more highlight detail.</p>
<b>Contrast</b>	Drag the slider to adjust the midtone contrast of the image.
<b>Fill Light</b>	Drag the slider to the right to brighten the image without clipping highlight detail. A tone curve is applied, which expands the shadow tone range while compressing the highlight tone range. Brightness is increased primarily in the darker areas of the image, while contrast is reduced primarily in the brighter areas of the image.
<b>Local Brightening</b>	Drag the slider to the right to adaptively brighten the image. Darker areas of the image will be brightened more than bright areas, allowing the image to be brightened while minimizing loss of contrast, saturation, and highlight detail.
<b>Local Darkening</b>	Drag the slider to the right to adaptively darken the image. Brighter areas of the image will be darkened more than bright areas, allowing the image to be darkened while minimizing loss of contrast, saturation, and shadow detail.
<b>Channel</b>	<p>Specifies the brightness or color channel you want to adjust.</p> <p>For any channel, you can drag the curve in the histogram to adjust it manually. Click on the curve to create handles that you can slide along the curve. The yellow line indicates the original curve before adjustments.</p>
<b>Preprocess Exposure</b>	<p>Select this option and click <b>Reset</b>, 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. Adjusting exposure options can be very time-consuming, however, so the <b>Preprocess Exposure</b> 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.</p> <p>(This option is considered suitable only for advanced users.)</p>

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<b>Shadows</b>	<p>Specifies the black point of an image.</p> <p>Move the slider, or type a number from 0 to 255 into the spin box, to define the color value which will become zero (black). All color values in the image below this level will be clipped to zero, the image will become darker and contrast increased.</p>
<b>Midtones</b>	<p>Specifies the midpoint of an image. A gamma curve is applied, causing contrast and brightness in the areas below and above the new midpoint to be increased/decreased relative to one another.</p> <p>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.</p>
<b>Highlights</b>	<p>Specifies the white point of an image.</p> <p>Move the slider, or type a number from 0 to 255 into the spin box, to define the pixel value which will become 255 (fully saturated/white). All pixel values in the image above this level will be clipped to 255, and the image will become brighter and contrast increased.</p>
<b>Clipped %</b>	<p>Indicates, or specifies, how much of the image detail is lost due to black-point and white-point correction. If you adjust this percentage, the corresponding black or white point changes accordingly.</p>
<b>Black Point picker</b> 	<p>Click the <b>Black Point</b> picker, and then click the image area you want to set as the black point.</p>
<b>Mid Point picker</b> 	<p>Click the <b>Mid Point</b> picker, and then click the image area you want to set as the mid point.</p>
<b>White Point Picker</b> 	<p>Click the <b>White Point</b> picker, and then click the image area you want to set as the white point.</p>
<b>Auto</b>	<p>Select one of the following options:</p> <ul style="list-style-type: none"><li>• <b>Adjust Contrast:</b> Automatically sets the black and white points in the Luminance channel.</li><li>• <b>Adjust Color and Contrast:</b> Automatically analyses and sets the black and white points individually in each color channel.</li><li>• <b>Adjust Color and Brightness:</b> Automatically analyses and sets the color and brightness of the image.</li><li>• <b>Tolerance:</b> Opens the Tolerance settings dialog box where you can specify the percentage of pixels in the image which should be clipped by the automatically chosen black and white points.</li></ul>

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When you click on one of the pickers in the Exposure tab, and then hover over an image, the cursor changes to an eye dropper. If you look in the status bar, you will see two R G B numbers changing as you move around the image. The two numbers indicate the R G B values of the pixel under the cursor. The R G B values represent the source pixel (unprocessed) and the current pixel as it appears on the screen.

### Light EQ options

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**Brighten sliders (top)** Drag the sliders up to increase the brightening in each tonal band. The sliders on the left affect dark tones. The sliders on the right, bright tones. Moving a slider changes the amount of brightening only in that particular tonal band in the image.

You can also type a number into the number boxes and increment them slowly to make precise adjustments.

**Darken sliders (bottom)** Drag the sliders down to increase the darkening in each tonal band. The sliders on the left affect dark tones. The sliders on the right, affect bright tones. Moving a slider changes the amount of darkening only in that particular tonal band in the image.

You can also type a number into the number boxes and increment them slowly to make precise adjustments.

**Orange Graph** The orange graph indicates the amount of brightening and darkening applied throughout the tone range of the image. The portion of the graph above the horizontal axis corresponds to brightening, while the portion of the graph below the horizontal axis corresponds to darkening. When both brightening and darkening are applied within the same tonal band, contrast is increased. The area between the top of the brightening graph and the bottom of the darkening graph indicates the relative increase of contrast throughout the tone range of the image.

**Number of tone bands** Click the drop-down list to increase or decrease the number of tonal bands that you can adjust.

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## Color options

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### White Balance

When you take RAW images the settings you select for white balance are not applied to the image but stored within the image's metadata. When ACDSSee Pro 2 processes the RAW image, this stored setting is applied to the image by default. You can then make adjustments to this original setting.

Select one of the following white balance correction options:

- **Custom:** Allows you to specify a specific white balance, either by adjusting the Temperature and Tint sliders, or by clicking on an area of the image that is a neutral color (gray).
- **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:** Adjust the color temperature and tint to settings automatically determined by analyzing the image.
- **As Shot:** Selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken.



You can set a custom white balance by clicking on a neutral color (like gray) in the image.

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### Auto

Click the Auto button to automatically correct the white balance settings for the selected photo. To see which white balance settings were used, look at the Temperature and Tint slider values.

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### As Shot (White Balance)

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.

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### Temperature

Drag the Temperature slider to the left or right to select a specific color temperature.

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### Tint

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.

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### As Shot (Saturation)

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.

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<b>Saturation</b>	Drag the Saturation slider to the left or right to change the intensity of hues in the photo.
<b>Use a working color space</b>	Select this option, then select a color space from the drop-down list to use a specific working color space during RAW image processing.

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When you select the Color tab, the cursor changes to an eye dropper if you then hover over the image. If you look in the status bar, you will see two R G B numbers changing as you move around the image. The two numbers indicate the R G B values of the pixel under the cursor. The R G B values represent the source pixel (unprocessed) and the current pixel as it appears on the screen.

### Detail options

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<b>Sharpness</b>	<b>As Shot</b>	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.
	<b>Amount</b>	Specifies the amount of sharpening applied by adding and removing light on each side of an edge.
	<b>Radius</b>	Specifies the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels and tend to bring out coarser detail, while smaller values reduce the number of sharpened pixels and tend to bring out finer detail.
	<b>Threshold</b>	Specifies how different the pixel lightness values within an edge must be before the pixels within the edge are sharpened. Higher values sharpen only stronger edges but minimize the appearance of noise. Lower values sharpen both strong and weaker edges, but can increase the appearance of noise. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.
<b>Noise Reduction</b>	<b>Amount</b>	Specifies the amount of noise to remove from the image. Higher values reduce more noise, but can also reduce texture detail.
	<b>Radius</b>	Drag the slider to the left or right to match the noise removal to the coarseness of the noise. Increase the Radius value can remove coarser noise, but may also remove more detail from the photo.
	<b>Color Noise Reduction</b>	Drag the slider to the left or right to decrease or increase the relative amount of noise reduction applied to the color channels. Increase the value when the noise within the image appears to shift the color tone, and decrease the value when the noise within the image appears to shift only the brightness.

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### Crop/rotate options

<b>Rotation</b>	<b>No Rotation</b>	Select this option to keep the as-shot rotation of the image.
	<b>180</b>	Select this option to rotate the image 180 degrees.
	<b>Left 90</b>	Select this option to rotate the image left 90 degrees.
	<b>Right 90</b>	Select this option to rotate the image right 90 degrees.
<b>Crop</b>	<b>Constrain cropping proportion</b>	Select this option to constrain the crop area to a specified proportion. Select the proportion from the drop-down list.
	<b>Straighten</b>	Drag the slider, or type a number from 0 to 450 into the spin box, to rotate the crop area and straighten the image.
	<b>Show alignment grid</b>	Select this option to display an alignment grid over the image.
	<b>Clear crop area</b>	Click this button to undo straightening and cropping adjustments.

## Exporting a RAW image to multiple formats and resolutions

In ACDS<sup>®</sup> Pro, you can export a RAW image to multiple image formats and resolutions.

### To export a RAW image to multiple formats and resolutions:

1. In the RAW Processor, select the desired processing settings.
2. Click **Export**.
3. Select the file formats for the images you want to export.
4. Select up to three different resolutions for each image file format.
5. If you are exporting the image to a JPEG format, click **Format Settings** to set specific JPEG options.
6. Click the **Browse** button to select the folder where you want ACDS<sup>®</sup> to save the exported images.
7. Do one of the following:
  - Click **Reset** to reset all of the export settings to their defaults.
  - Click **OK** to export the images.
  - Click **Cancel** to discard the export settings and return to the Browser or Viewer.

### Renaming options

In the File Naming section, you can type in a prefix that will appear at the beginning of the file name of the exported images. The settings give you control of what do if an exported file has the same name as an existing file.

- If you select **Ask**, ACDSee will ask you for permission to overwrite a file.
- If you select **Rename**, ACDSee will ask you to rename the exported file.
- If you select **Replace**, ACDSee will replace the file.
- If you select **Skip**, ACDSee will not export the file because of the naming conflict.

#### To embed a color profile into the exported images:

1. In the Color Profile section, select **Embed ICC Profile in supported image formats**.
2. Select the color profile from the drop-down list.

### 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**.
4. Select **Export 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. Click **Options** to display the Batch RAW Processing Options dialog and select file formats and other options.
6. Select **Run in Background** if you want to run RAW processing in the background and continue to use ACDSee for other tasks.
7. Do one of the following:
  - Click **Process** to apply or remove RAW processing settings.
  - Click **Cancel** to discard any selections you made and return to the Browser.

## 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 file, 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**.
4. 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 (s).
2. Click **Database | Import**, and then select **RPP Files**.  
A summary of the import process displays in the Summary dialog.
3. Click **OK**.
4. The thumbnails of the shared RAW files are also updated to show 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 have processed the file previously, ACDSee applies those processing settings and then opens the photo in Edit Mode. If you have not selected any RAW processing settings, ACDSee uses generic settings to display the photo in Edit Mode.

You can edit a RAW file using any of the tools in Edit Mode.

Once you have edited a file, and 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.

### 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**

<b>Blind width</b>	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.
<b>Blind opacity</b>	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.
<b>Angle</b>	Specifies the angle of the blinds. Type a number from 1 to 360 or drag the arrow to adjust the angle.
<b>Blind color</b>	Specifies the color of the blinds.

## 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

<b>Horizontal position</b>	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.
<b>Vertical position</b>	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.
<b>Radius</b>	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.
<b>Strength</b>	Specifies the strength of the distortion. A negative value shrinks the center of the distortion, while a higher value bulges the distortion.
<b>Background color</b>	Specifies the background color for the filtered image. Select the <b>Image</b> check box to use the original image color, or click the color picker to select a different color.
<b>Bulge direction</b>	Specifies the direction of the distortion. Select one or both of the following options: <ul style="list-style-type: none"> <li>• <b>Horizontal</b>: moves the distortion horizontally.</li> <li>• <b>Vertical</b>: moves the distortion vertically.</li> </ul>

## 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

<b>Intensity</b>	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.
<b>Edge color</b>	Specifies the color of the edges.
<b>Edge detection</b>	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
<b>Blurring</b>	Blurs the edges in the image. Select the <b>Use blurring</b> check box, and then select a blur setting to determine how much blur is applied.

## 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

<b>Rounding</b>	Specifies the amount of curve in the contour lines. The higher the value, the rounder the lines.
<b>Line frequency</b>	Specifies the amount of space between the contour lines. The higher the value, the closer the lines move together.
<b>Line strength</b>	Specifies the strength of the line. The higher the value, the darker the line.
<b>Line color</b>	Specifies the color of the contour lines.

## 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:

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:

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.

### Dauber options

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<b>Intensity</b>	Specifies the amount of color applied with each daub.
<b>Frequency</b>	Specifies the number of daubs added to the image.
<b>Background color</b>	Specifies the background color of the filtered image. Select the <b>Image</b> check box to use the original image colors or click the color picker to select a different color.
<b>Random Seed</b>	Indicates the random placement of the paint daubs. When you apply the Dauber effect to an image, ACDSee places the daubs randomly. This makes the paint daubs different every time you apply the filter. You can define a specific random seed to generate identical daubs. To generate a new random seed, click <b>Random Seed</b> .

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## 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**.

## 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.

### Emboss options

<b>Elevation</b>	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.
<b>Weight</b>	Specifies the amount of relief added to the image. Higher values increase the relief depth.
<b>Azimuth</b>	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.

## 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

<b>Frequency</b>	Specifies how much fur is added to the image. The higher the setting, the more dense the fur that is applied to the image.
<b>Threshold</b>	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.
<b>Fur length</b>	Specifies the length of each strand of fur. As the value increases, the length of each fur strand also increases.
<b>Variance</b>	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.
<b>Hair direction</b>	Specifies the general direction in which fur appears to grow.
<b>Edge detection</b>	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
<b>Background color</b>	Specifies the background color of the filtered image. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Fur color</b>	Specifies the color of the fur. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Random Seed</b>	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 <b>Random Seed</b> .

## 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

<b>Intensity</b>	Specifies the amount of color added to the edges within the image. The higher the setting, the more intense the color that is applied to the image.
<b>Color</b>	Specifies the color of the edges.

## 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.
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.

### Granite options

<b>Light Angle</b>	Specifies the direction from which an imaginary light source is shining on the image. Drag the arrow to adjust the angle. Different light angles will change the highlights and shadows in the peaks and valleys on the rock.
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## 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

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<b>Age</b>	Specifies the intensity or degree of the effect. (The numbers do not correspond to how old the photo should appear.)
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## 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

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<b>Line width</b>	Specifies the width of the outline in the effect. The higher the value, the wider the outline.
<b>Threshold</b>	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.
<b>Background color</b>	Specifies the background color of the filtered image. Click the color picker to select a different color.

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## 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

<b>Horizontal center</b>	Specifies the center point of the explosion on the horizontal axis. A value of 500 places the explosion at the middle of the image.
<b>Vertical center</b>	Specifies the center point of the explosion on the vertical axis. A value of 500 places the explosion at the middle of the image.
<b>Intensity</b>	Specifies the intensity of the explosion. A higher value creates a larger, more brilliant spread of the pixels in the image.
<b>Explosion direction</b>	Specifies the direction of the explosion. Select one or both of the following: <ul style="list-style-type: none"> <li>• <b>Explode horizontally:</b> explodes the pixels towards the right and left sides of the image.</li> <li>• <b>Explode vertically:</b> explodes the pixels towards the top and bottom of the image.</li> </ul>
<b>Random Seed</b>	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 <b>Random Seed</b> .

## 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

<b>Horizontal position</b>	Specifies the center of the waves on the horizontal axis. A value of 500 places the waves in the middle of the image.
<b>Vertical position</b>	Specifies the center of the waves on the vertical axis. A value of 500 places the waves in the middle of the image.
<b>Amplitude</b>	Specifies the depth and height of each wave.
<b>Wavelength</b>	Specifies the amount of space between waves.
<b>Light strength</b>	Specifies the amount of light contrast between the top and bottom of each wave.
<b>Background color</b>	Specifies the background color of the filtered image. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Wave direction</b>	Specifies the direction of the waves. Select one, or both, of the following: <ul style="list-style-type: none"> <li>• <b>Wave horizontally:</b> makes the waves move towards the right and left sides of the image.</li> <li>• <b>Wave vertically:</b> makes the waves move towards the top and bottom of the image.</li> </ul>

## 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

<b>Strength</b>	Specifies the length of the rain drops. Drag the slider to the right to increase the length.
<b>Opacity</b>	Specifies the opacity of the rain drops. Type a number from 0 to 100 or drag the slider to adjust the opacity of the rain drops. The higher the opacity, the more the image is obscured.
<b>Amount</b>	Specifies the number of rain drops.
<b>Angle variance</b>	Specifies the angle of the rain drops. Type a number from 0 to 50 or drag the arrow to adjust the angle.

<b>Strength</b>	Specifies the length of the rain drops. Drag the slider to the right to increase the length.
<b>Strength variance</b>	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.
<b>Background blur</b>	Specifies the amount of blur in the photo. Heavy rain will block your vision. Use this option to blur the photo so the rain effect looks natural.
<b>Angle</b>	Specifies the angle at which the rain drops are falling.
<b>Color</b>	Specifies the color of the rain drops.

## 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

<b>Horizontal position</b>	Specifies the center of the ripples on the horizontal axis. A value of 500 places the ripples in the middle of the image.
<b>Vertical position</b>	Specifies the center of the ripples on the vertical axis. A value of 500 places the ripples in the middle of the image.
<b>Amplitude</b>	Specifies the depth and height of each ripple.
<b>Wavelength</b>	Specifies the amount of space between ripples.
<b>Light strength</b>	Specifies the amount of light contrast between the top and bottom of each ripple.
<b>Background color</b>	Specifies the background color of the filtered image. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Ripple direction</b>	Specifies the direction of the ripples. Select one or both of the following: <ul style="list-style-type: none"> <li>• <b>Ripple vertically:</b> makes the ripples move towards the top and bottom of the image.</li> <li>• <b>Ripple horizontally:</b> makes the ripples move towards the right and left sides of the image.</li> </ul>

## 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

<b>Tile size</b>	Specifies the size of the tiles.
<b>Scatter amount</b>	Specifies how much the tiles will move from their original positions.
<b>Background color</b>	Specifies the color of the background. Click the color picker to select a different color.
<b>Random Seed</b>	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 <b>Random Seed</b> .

## 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**.

## 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

<b>Rounding</b>	Specifies the amount of curve in the edges of the impressions.
<b>Detail</b>	Specifies the amount of detail in the impression.
<b>Angle</b>	Specifies the angle of the grain in the sheet metal.
<b>Metal color</b>	Specifies the color of the sheet metal.
<b>Direction</b>	Specifies the direction in which the sheet metal was manipulated. Select one of the following: <ul style="list-style-type: none"> <li>• <b>Indented</b>: stamps the metal from the top side of the image.</li> <li>• <b>Pushed out</b>: stamps the metal from underneath the image.</li> </ul>

## 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.

### Shift options

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

## 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

<b>Amount</b>	Specifies the degree of the slant.
<b>Fulcrum</b>	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.
<b>Background color</b>	Specifies the background color of the filtered image. Click the color picker to select a different color.
<b>Slant Direction</b>	Specifies the angle of the slant: <ul style="list-style-type: none"> <li>• <b>Horizontal:</b> Select Horizontal to push the top or bottom of the photo to the left or right.</li> <li>• <b>Vertical:</b> Select Vertical to push the left or right side of the photo up or down.</li> </ul>

## 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**.

## 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

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<b>Fragment size</b>	Specifies the size of the fragments.
<b>Random Seed</b>	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 <b>Random Seed</b> .

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## 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

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<b>Horizontal position</b>	Specifies the center of the swirl on the horizontal axis. A value of 500 places the swirl in the middle of the image.
<b>Vertical position</b>	Specifies the center of the swirl on the vertical axis. A value of 500 places the swirl in the middle of the image.

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<b>Radius</b>	Specifies the size of the swirl effect.
<b>Strength</b>	Specifies the strength and direction of the swirl. Higher values create a clockwise swirl, while negative values create a counter-clockwise swirl.
<b>Focus</b>	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.
<b>Background color</b>	Specifies the background color of the filtered image. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Swirl direction</b>	Specifies the direction of the swirl. Select one or both of the following: <ul style="list-style-type: none"> <li>• <b>Swirl horizontally:</b> moves the swirl towards the top and bottom of the image.</li> <li>• <b>Swirl vertically:</b> moves the swirl towards the right and left sides of the image.</li> </ul>

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## 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

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<b>Threshold</b>	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.
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## 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 counter 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.

## Adding a Vignette

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 **Borders**, and then select the **Vignette** tab.
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.

### Vignette options

<b>Horizontal</b>	Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.
<b>Vertical</b>	Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.
<b>Clear zone</b>	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.
<b>Transition zone</b>	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.
<b>Stretch</b>	Stretches the vignette horizontally to make the shape elliptical rather than round.

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<b>Shape</b>	<p>Specifies the shape of the frame:</p> <ul style="list-style-type: none"> <li>• <b>Round:</b> Select Round if you want the frame to be round.</li> <li>• <b>Rectangular:</b> Select Rectangular if you want the frame to be square.</li> </ul>
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<b>Show outline</b>	Select <b>Show outline</b> if you want to display an outline that shows the outside edge of the clear zone and the inside edge of the frame.
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<b>Frame</b>	<p>Applies the following special effects to the vignette frame area around the focal point:</p> <ul style="list-style-type: none"> <li>• <b>Color:</b> Changes the color of the frame area to the color you select in the color picker.</li> <li>• <b>Saturation:</b> Removes color from the people or objects in the vignette frame so they are gray scale.</li> <li>• <b>Blur:</b> Blurs the vignette frame area.</li> <li>• <b>Clouds:</b> Applies a Clouds effect to the frame area.</li> <li>• <b>Edges:</b> Applies an Edges effect by tracing the lines and details of people or objects with neon colors.</li> <li>• <b>Radial Waves:</b> Creates the appearance of waves radiating from the focal point into the frame area.</li> <li>• <b>Radial Blur:</b> Creates a Radial Blur that rotates and stretches the frame area.</li> <li>• <b>Zoom Blur:</b> Applies a Zoom Blur to the frame area.</li> <li>• <b>Crayon Edges:</b> Applies the Crayon Edges effect by tracing the lines and details around people or objects with crayon.</li> <li>• <b>Dauber:</b> Creates the impression that the people or objects around the focal point were painted with a brush.</li> <li>• <b>Pixilate:</b> Applies a pixel effect to the frame.</li> <li>• <b>Old:</b> Applies an aging effect to the frame to make it look like an old photo.</li> <li>• <b>Glowing Edges:</b> Applies glowing edges to all the strong lines in the frame area.</li> <li>• <b>Ripple:</b> Adds ripples to the frame so that it looks like liquid ripples moving outwards from the focal area.</li> </ul>
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<b>Frame settings</b>	<p>The settings that display below the Frame drop-down list, change depending on the frame you select. For example, if you select <b>Color</b> in the <b>Frame</b> drop-down list, a color picker displays so that you can select the color for the vignette. Similarly, if you select <b>Blur</b> in the <b>Frame</b> drop-down list, a slider appears that you can use to change the amount of blur surrounding the photo. For some choices, like Edges, there are no settings to apply.</p>
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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

<b>Position</b>	Specifies the position of the water below the subject of the photo.
<b>Amplitude</b>	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.
<b>Wavelength</b>	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.
<b>Perspective</b>	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.
<b>Lighting</b>	Specifies the amount of light in the water.

## 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.

### Water Drops options

<b>Density</b>	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.
<b>Radius</b>	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.
<b>Height</b>	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.
<b>Random Seed</b>	<p>Indicates the random placement of the water drops.</p> <p>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.</p> <p>To generate a new random seed, click <b>Random Seed</b>.</p>

### 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

<b>Wavelength</b>	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.
<b>Amplitude</b>	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.

<b>Angle</b>	Specifies the angle of the waves. Type a number from 1 to 360 or drag the arrow to adjust the angle.
<b>Background color</b>	Specifies the background color. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.

## 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

<b>Strip width</b>	Specifies the width of the vertical and horizontal strips.
<b>Gap width</b>	Specifies the width of the gap between the strips.
<b>Background color</b>	Specifies the color of the background. Click the color picker to select a different color.

## 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

<b>Strength</b>	Determines how strong the wind lines are in the image. The higher the value, the stronger the wind lines.
<b>Threshold</b>	Determines how sharp an edge must be before the filter will apply wind. The higher the value, the sharper the edge needs to be.
<b>Chance of wind</b>	Determines the amount of wind lines to place in the image.
<b>Edge detection</b>	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
<b>Background color</b>	Specifies the background color. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Wind color</b>	Specifies the color of the wind lines. Select the <b>Image</b> check box to use the original image colors, or click the color picker to select a different color.
<b>Wind angle</b>	Specifies the angle of the wind lines.
<b>Random Seed</b>	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 <b>Random Seed</b> .

### 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

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<b>Convolution matrix</b>	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.
<b>Division factor</b>	Specifies the fractional coefficient of the matrix. Type a number into the <b>Division factor</b> 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.
<b>Bias</b>	Specifies the brightness of the image. Type a number into the <b>Bias</b> 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.
<b>Clear matrix</b>	Resets the matrix.
<b>Sample filters</b>	Loads a sample effect to use as a starting point for creating your own effect.

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# Chapter 6: Organizing

## Organizing with the Organize pane

The Organize pane is one of the most useful panes in ACDSee as it provides so many ways to organizing, sort, group, search for, and manage your files.

### Categories

Categories are an easy way to organize your files into groups or hierarchies that make sense to you. When you assign a file to a category, you do not move the file from its folder or create an extra copy. Your categories can be simple or complex and use any names you choose. There are different icons to use for different categories to help you identify them at a glance. Once your files are in categories, you can search, sort, group, and find them by category.

One way to assign files to a category is to select and drag one or more files from the file list and drop them onto the category. Any file that is assigned to a category has a blue tab above its thumbnail in the File List . A file can belong to multiple categories, but it will only have one blue tab.



You can also use the Database tab on the Properties pane to assign multiple files to multiple categories with a few clicks.

### Ratings

You can assign a numerical rating from 1 to 5 to your images and files. Once you have assigned ratings, you can search, sort, and organize your files based on the ratings, or a combination of ratings, categories, auto categories etc. A file can have only one rating. When a file has a rating, the number appears on top of the thumbnail  in the File List.

### Auto Categories

Most digital cameras create and embed information about the file as you take a photo. This information is called metadata and can include the name and model of the camera, the file size, shutter speed, camera settings used in the shot and much more. ACDSee uses this information to create auto categories. When you click on an auto category, ACDSee searches for images containing that metadata. You can select one or more auto categories to find files, for example, photos of a certain size, taken by a particular camera. You can also add to this data using the Properties panes.

### Saved Searches

If you find yourself creating the same search criteria frequently, you can save the search to use again later. Saved searches appear at the top of the Search pane but they also appear in the Organize pane for you to re-run using a single click on the name or in the white checkbox of the Easy-select bar.

### To create a new saved search from the Organize pane:

1. In the Saved Searches area of the Organize pane, click the **New saved search** icon . The Search pane opens.
2. Enter your search criteria and then click the **Saved searches** icon . The new saved search appears in the Saved Searches on the Organize pane and in the Saved Searches drop-down list of the Search pane.

### Special Items

You can use Special Items to quickly view all of the images in your database and any uncategorized images. 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: you can also click Tagged to display all the tagged photos on the computer.**

You can assign a rating or category to any type of file, but the options in the Special Items area only apply to images.

### The ACDSee database and embedded data

When you assign a file to a rating, or category, this information is stored in the ACDSee database. If you choose to, you can also embed this information in each individual file, making it easier to relocate and share files, or retrieve the information from the file if you need to. As the database, information is always associated with a particular file. If you move or rename files using an application other than ACDSee (like Windows Explorer) the link between the file and the ACDSee database will be broken. If this happens, and you have embedded the information in each file, you can rebuild the database and retrieve all the information.

You can also use the Properties pane to add information to the ACDSee database like captions, keywords and much more. Taking the time to assign categories and add keywords, notes, etc., makes it much easier to find and organize your files.



ACDSee uses XMP to embed database information in each file. Only some file formats and file extensions support XMP. These include GIF, JPG, DNG, PNG, and TIF. In the case of these file formats, the database information is inside the file and so they can be moved outside of ACDSee and you will be able to retrieve the database information.

For formats that currently do not support XMP, including RAW, PSD, ABR, the database information is written to a sidecar file in the same folder as its file. Because a sidecar file is separate from the file itself, if you do not rename or move them together, you could lose the database information permanently.

## Easy-Select bars

The Easy-Select bars are the 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. In the Organize pane you can also use the Easy-Select bar to select combinations of categories, ratings, auto categories, saved searches, and special items. For example, you could display all your photos with a rating of 1 that belonged to the category People.

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

When you use the Match any/All buttons and the Easy-select bars together, the Organize pane becomes a powerful search tool for finding unique sets of files.

### 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.



If you select a category, rating, or combination that does not have any files that match, the File List displays a message and shows no thumbnails. The quickest way to return to a folder with files, is to click **Back** .

### To view organized files:

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

The Contents bar at the top of the File List pane displays whatever categories or items are currently selected. You can browse through specific categories, ratings, or items within specific folders using the Selective Browsing pane.

## Match All Match Any

There are two Match All/ Match Any drop-down lists on the Organize pane; one at the top of the pane that affects categories and one that affects saved searches. You can use the Match All and Any options to affect the display of thumbnails in the File List in the following way:

- **Match All** - to be included, a file has to belong to all the categories or searches you select. So the file has to be in both or **all** of the categories or searches before it will display in the File List. Match All is more exclusive. You can use it to limit the number of files that display and narrow a search down.
- **Match Any** - to be included, a file can belong to **any** of the categories or searches you select. So **any** files in the selected categories or searches will display in the File List. Match any it is more inclusive.

## 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 copied to the new location.



When you do NOT use ACDSee to move or copy your files, you break the link to any database information you have added to those files. This is because ACDSee cannot track the files. You will lose important categorizing and other database information. You can fix this by clicking Change Binding and rebinding the database. If you have embedded the database information in the files themselves, you can also retrieve this information using **Database | Catalogue Files**.



ACDSee uses XMP to embed database information in each file. Only some file formats and file extensions support XMP. These include GIF, JPG, DNG, PNG, and TIF. In the case of these file formats, the database information is inside the file and so they can be moved outside of ACDSee and you will be able to retrieve the database information.

For formats that currently do not support XMP, including RAW, PSD, ABR, the database information is written to a sidecar file in the same folder as its file. Because a sidecar file is separate from the file itself, if you do not rename or move them together, you could lose the database information permanently.

### 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**.

## 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**.

### To use the Folders pane, to browse to a new location:

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**.
  - 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.

## 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.

## Storing files in private folders

Private folders are secure folders where you can store confidential files. When you place files into a private folder, ACDSee moves them from their current location into the private folder. Private folders are password-protected and the files in them can only be viewed in ACDSee.

When you add files or folders to a private folder all information related to them is permanently removed from the database. Restoring files and folders from a private folder does not restore information to the database. The only way you can preserve database information related to the files or folders is to back up or export the database before you add them to a private folder.

**To create a private folder:**

1. Close any open private folders.
2. Right-click the private folder icon in the Private Folder pane and select **Create Private Folder**.
3. Enter a password for the private folder. Your password must be less than 40 characters long.
4. Verify the password by entering it again.
5. Click **OK**.

A new folder will not display in the Private Folder pane. Private folders are hidden and are only identified by their password. When you have a private folder open you will see any subfolders that exist within the private folder, but do not confuse these subfolders with the private folder itself.

**To open a private folder:**

1. Close any open private folders.
2. Click the **Open** button in the Private Folder pane header.
3. Enter the password of the private folder that you want to open.
4. Click **OK**.



The contents of an open private folder remain visible until you close it. Remember to close your private folder if you have to step away from your computer and do not want anyone to see its contents.

**To close a private folder:**

Do one of the following:

- Click the **Close** button in the Private Folder pane header.
- Click **File | Exit** to exit ACDSsee. The private folder is closed automatically.

**To add files to a private folder:**

1. Open the private folder to which you want to add files.
2. Do one of the following:
  - Click and drag the files onto the private folder icon in the Private Folder pane.
  - Select the files, right-click one of the selected files, and then select **Add to Private Folder**.

A warning message displays.

3. Click **Yes** to move the folder and its contents to the private folder.



When you add files and folders to a private folder they are removed from their original location in the file system and added to the password-protected private folder. There is no way to recover files and folders from a private folder if you have forgotten your password. Ensure that you choose a password that you will be able to remember.

### To add an existing folder and its contents to a private folder:

1. Open the private folder to which you want to add files.
2. Do one of the following:
  - Click and drag the files onto the private folder icon in the Private Folder pane.
  - Select the files, right-click one of the selected files, and then select **Add to Private Folder**.  
A warning message displays.
3. Click **Yes** to move the folder and its contents to the private folder.

### To restore folders and files from a private folder:

1. Open the private folder containing the folders or files that you want to restore.
2. Do one of the following:
  - Select the folders or files and click **File | Restore from Private Folder**.
  - Right-click the folders or files and select **Restore from Private Folder**.
3. Click the browse button, navigate to the folder where you would like to move the folders or files, and then click **OK**.
4. Click **OK**.  
ACDSee moves the folders or files from the private folder to the selected location. These folders and files are now visible to anyone with access to the computer.

### To delete a private folder, or the folders or files in the private folder:

1. Open the private folder containing the folders or files that you want to delete.
2. Do one of the following:
  - To delete the private folder, right-click the private folder icon and select **Delete**.
  - To delete folders or files in a private folder, right-click them and select **Delete**.  
A warning message displays.
3. Click **Yes** to delete the private folder and all of its contents, or the selected folders or files in the private folder.



Use caution when deleting folders or files in private folders. If you delete folders or files in private folders they are permanently destroyed. Restore the folders and files if you want to move them from the private folder to a non-secure location on your computer.

## 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.
  - Select the **Advanced Options** tab to adjust the settings for the Batch Rename tool.
  - Review your changes to the file names in the Preview field.
3. Click **Start Rename**.



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

**Batch Rename options**

<b>Template tab</b>	Select the <b>Use Template to rename files</b> 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.
<b>Use numbers to replace #'s</b>	Replaces any number signs (#) in the template with sequential numeric characters.
<b>Use letters to replace #'s</b>	Replaces any number signs (#) in the template name with sequential alphabetic characters.
<b>Start at</b>	Specifies the first letter or number of the sequence.
<b>Insert Metadata</b>	Inserts file-specific information into the file name template. Position the cursor in the <b>Template</b> field, and then click <b>Insert Metadata</b> to open the Choose Property dialog box. Select the metadata you want to insert, and then click <b>OK</b> .
<b>Template</b>	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.
<b>Clear Templates</b>	Clears the recently-used templates from the <b>Templates</b> drop-down list.
<b>File name case</b>	Specifies upper or lower case for file names and file format extensions.
<b>Search and Replace tab</b>	Select the <b>Use Search and Replace to rename files</b> check box to replace certain letters or words in the file names. You can replace spaces with underscores, or change upper case letters to lower case, and combine your changes with any naming template.

<b>Search for</b>	Identifies the characters you want to replace in the file names.
<b>Replace with</b>	Identifies the characters to use in place of the original text.
<b>Case sensitive</b>	Indicates whether you want to limit the search to the same case you typed in the <b>Search for</b> field.
<b>Advanced Options tab</b>	Select any of the Advanced Options to adjust the behavior of the Batch Rename tool.
<b>Automatically close wizard when finished</b>	Closes the Batch Rename dialog box when the renaming process is complete.
<b>Save current settings as defaults</b>	Stores the current settings and loads them the next time you rename files.
<b>Automatically resolve naming conflicts</b>	Automatically resolves any naming conflicts by adding an underscore and a sequential number to the end of each file name.

## 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 un-tag 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.



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.

### To tag a photo in the Browser or Viewer:

Do one of the following:

- 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.

**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.

**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 edit the category, right-click the selected category and select **Edit Category**.
- To delete the category, right-click the selected category and select **Delete**.

## Assigning categories and ratings

You can assign files to a rating, or one or more categories, without moving the file or making an extra copy.

### To assign files to a category or rating:

1. Select the files you want to categorize.
2. In the File List Pane, do one of the following:
  - Drag the selected files to a category or rating in the Organize pane.
  - Right-click, and then select **Set Categories** and click the category in the fly out.
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.

### To assign files to categories or ratings on the Properties pane:

1. If the Properties pane is not visible in the Browser, open it by clicking **View | Properties pane**.
2. On the Properties pane, click the **Database** tab to bring it to the front of the tabs.
3. In the File List, select the files you want to assign to a category or rating.
4. Under Categories at the bottom of the pane, click the check box of any category you want to assign to the selected files.
5. Click the rating you want these files to have.

## Removing files from categories or ratings

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**.

## 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**.
  - To assign keywords to your files, select one or more keywords in the Available Keywords list, and then click **Assign**.
  - To remove a keyword from your files, select a keyword in the Assigned Keywords list, and then click **Remove**.
4. When you are satisfied with your changes, click **OK** to close the Keyword Picker dialog box.

## 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.
  - Select the **Advanced Options** tab to adjust the settings for the Batch Set Information tool as explained in the table below.
3. 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

<b>Edit only empty fields</b>	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.
<b>Close dialog when finished</b>	Sets the dialog box to close automatically after you have set the information.
<b>Save settings as default</b>	Stores the current Advanced Options settings and loads them the next time you set information for files.
<b>Start incrementing numbers at</b>	Sets the number at which to start incrementing any number signs <#>.

## Removing IPTC keywords and supplemental categories

You can remove an image's IPTC keywords and supplemental categories from the ACDSsee 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. To ensure that the image is writable, click the **File** tab and check to see if there is a check mark in **Read only**.  
If there is a check mark the image is not writable.
4. Click **Read only** to make the file writable.
5. Click the **IPTC** tab.
6. Click the **Keyword Picker** button beside the Keywords field or the **Supplemental Categories Picker** button beside the Supplemental Categories field.
7. 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 selecting the keywords and supplemental categories with your mouse.)
8. Click **Remove**.
9. Click **OK**.

## 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:

- Do one of the following:
  - In the Browser, select one or more images, and then click **Tools | BatchAdjust Time Stamp**.
  - In the Viewer, click **Modify | Adjust Image Time Stamp**.
- On the *Choose time stamp to change* page, on the **Date to Change** tab, select the file property that you want to change.
- 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.
- Click **Next** to continue.
- 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 to** 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.
- Click **Adjust Time Stamp** to begin adjusting your files. When the wizard is finished, click **Done** to return to ACDSee.

### Advanced Options tab

<b>Accept defaults and start conversion</b>	Accepts the default settings for the new time stamp options. To start changing the date and time of your images, click <b>Adjust Time Stamp</b> .
<b>Automatically close wizard when finished</b>	Closes the Adjust Image Time Stamp Wizard as soon as the process is complete.
<b>Save current settings as defaults</b>	Remembers the current settings and applies them the next time you change time stamps.

## 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.

## Using the Properties pane

The Properties pane displays all the database information about your files. It also displays file properties, such as file size, creation date, and read-only or hidden status EXIF and IPTC metadata that your camera adds to your files. You can use the Properties pane to add, change, or delete database information, and edit the metadata for image and media files.

### 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 has these tabs: Database, Files EXIF and IPTC.

### Database tab

<b>Caption</b>	Type a brief description of the file to store in the database.
<b>Date/Time</b>	Specify the date and time you want to associate with the file and store in the database.
<b>Author</b>	Type the name of the author or photographer that you want to store with the file in the database.
<b>Rating</b>	Select a file or multiple files in the File List, and then click a rating to apply to the file(s). You can use the rating to sort and search for files in the database.
<b>Notes</b>	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.
<b>Keywords</b>	Type any keywords you want to associate with the file, or click the <b>Keyword Picker</b> button to choose from the Master Keyword List. Separate multiple keywords with a comma.
<b>Organize</b>	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 <b>New Category</b> . You can select multiple photos in the File List and assign them to multiple categories in this way.



You can also use the Organize pane to assign categories and ratings, or use the right-click menu in the Browser.

### 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.

#### 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**.  
Ensure that the Show Custom property tab is checked.
2. Click **Choose Display information** to open the Choose Custom Tab Display Information dialog where you can select and configure the data to display on the Custom tab.
3. Click **OK**.



You can add metadata or database information to an image or a group of images with the Batch Set Information tool.

### Embedding database information in files



If you have embedded the database information in your files and they are copied, moved, or renamed, outside of ACDSee, the link between the file and the database will be broken, but you can rebuild the database using the embedded data in the file.



ACDSee uses XMP to embed database information in each file. Only some file formats and file extensions support XMP. These include GIF, JPG, DNG, PNG, and TIF. In the case of these file formats, the database information is inside the file and so they can be moved outside of ACDSee and you will be able to retrieve the database information.

For formats that currently do not support XMP, including RAW, PSD, ABR, the database information is written to a sidecar file in the same folder as its file. Because a sidecar file is separate from the file itself, if you do not rename or move them together, you could lose the database information permanently.

## Backing 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 synchronization, 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.



The Sync Wizard does not retain database information when your files are copied to a new location. To back up files with database information, use the ACD Database Backup Wizard.

### 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.

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**.
4. Type a new name for the synchronization and click **OK**.
5. To delete the synchronization, click **Delete**.
6. 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.

## Managing database information

### About the ACDSee database

The ACDSee database stores image and media file information automatically when you browse your folders. This process is called cataloging. 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.



When you add database information to a file in ACDSee, the file is linked to the database. If you then copy, move, or rename your files using programs other than ACDSee, such as Windows Explorer, the link to the database is broken and this can cause the loss of database information.

### Embedding database information in files

If you edit, or add to the database information, ACDSee automatically adds the new data to its database. When you next close ACDSee, it offers to also embed the new data in the files themselves. Embedding database information in the files is a safe way to back-up this data and make it easier to retrieve if you should need to.

For example, once you have created database information about a file, the file is linked to the database. If the file is moved using Windows explorer, or any application other than ACDSee, the link will be broken. If the link is broken but you embedded the data in the file itself, you can rebuild the ACDSee database using the embedded information within the files.

When the database information is embedded in the file, you can also rename, move, or copy the file using ACDSee, even to another computer, and the database information transfers with the file.

#### To embed database information in a file:

As soon as you add any information to a file in ACDSee, it keeps track of the change. When you close ACDSee, the Embed Database Information in Files dialog opens and asks if you want to embed the data in the files.

To embed the data in the files, click **Yes**.

**If you do not want to embed the database information at this point, you can click Database | Embed Database Information in Files at any time.**



ACDSee uses XMP to embed database information in each file. Only some file formats and file extensions support XMP. These include GIF, JPG, DNG, PNG, and TIF. In the case of these file formats, the database information is inside the file and so they can be moved outside of ACDSee and you will be able to retrieve the database information.

For formats that currently do not support XMP, including RAW, PSD, ABR, the database information is written to a sidecar file in the same folder as its file. Because a sidecar file is separate from the file itself, if you do not rename or move them together, you could lose the database information permanently.

### Retrieving database information embedded in files:

If you simply browse to the folder where the files are located, some of the database information is re-written to the database.

The safest way to retrieve all the database information, is to click **Database | Catalog Files**. Then the following applies:

- If the files are GIF, JPG, DNG, PNG, and TIF formats, all the data will be-written to the database.
- If the files still have their sidecar files in the folder and they still have the same file name, the database information is re-written to the database.
- If the files have become separated from their sidecar files or renamed, their database information cannot be retrieved and will be lost.

### 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.

### 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.



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.

**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.



If you are cataloguing a large collection of files, do not disrupt the process, or use other software while it is running. For large file collections, it is best to run cataloging overnight.

**Converting an older database**

You can use the ACD Database Convert Wizard to take database information from previous versions of ACDSave 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 ACDSave is referenced properly in the current database.



If you have already added information to your current ACDSave database, it is recommended that you create a backup of your database before converting an older ACDSave 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.

## 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.



If you have already added information to your current ACDSee database, it is recommended that you create a backup of your database before converting an older ACDSee database.

### 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.



If you are importing database information sent to you by another ACDSee user, ensure that the images to which the information applies are in an identical location and folder structure on your hard drive.

## 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.

#### 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**.



To import the information from Photo Discs created with ACDSee 6.0 or later, you must convert and import the entire database.

### 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 `descript.ion` files

In previous versions of ACDSee, file descriptions were stored in a separate `descript.ion` 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 `Descript.ion` tools to import your old `descript.ion` files and add the information to the database, or export your existing file captions to a `descript.ion` file.

#### To import a `descript.ion` file:

1. Click **Database | Import**, and then select **Descript.ion File**.
2. In the Open dialog box, locate and select the `descript.ion` file you want to import.
3. Click **Open**.

#### To export captions to a `descript.ion` file:

1. Click **Database | Export**, and then select **Descript.ion File**.
2. In the Save As dialog box, type a name for the `descript.ion` file in the File name field.
3. Click **Save**.

### 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 clicking **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 ACDSsee 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

<b>Do not include thumbnails</b>	Excludes thumbnails from the backup, saving a substantial amount of storage space on your disc or hard drive.
<b>Include thumbnails for offline files</b>	Includes only thumbnails for files that do not reside on your hard drive, such as PhotoDiscs.
<b>Include thumbnails</b>	Includes all thumbnails in the database. This will require more space on your hard drive or disc to store the backup.
<b>Backup files of type</b>	Backs up the specified file types with the database information. Select from the following file types: <ul style="list-style-type: none"> <li>• <b>Image:</b> includes image files in the backup.</li> <li>• <b>Media:</b> includes audio and video files in the backup.</li> <li>• <b>Archive:</b> includes archive files in the backup.</li> </ul>
<b>All files of specified types on your local hard drives</b>	Backs up all specified files on your hard drive.

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**All files of specified types on local and network hard drives** Backs up all specified files on your hard drive and network drives.

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**All files of specified types in a folder** Backs up all specified files in a specified folder. Click the **Browse** button and select the folder to back up.



If your disc burner uses packet software to format re-writable CDs and DVDs, ACDSee will not be able to burn your backup to a disc. Instead, ACDSee will recognize your burner as a hard drive, which you can select on the Backup Location page.

## Database backup tips and strategies

ACDSee's database stores information about your files, including EXIF information, file name and folder location, thumbnails, categories, rating, and any other information you add using the Properties pane. The more information you store in the database, and the more time you spend inputting that information, the more important it is to back up your database, and to have a good strategy for managing your backups. Losing hours of work to a system crash or other uncontrollable event is something that should, and can, be avoided.

### Backup schedule

How often you need to back up depends on how often you add or change information in the database. A good rule to use would be to back up your data as often as you want to avoid retyping it. You can use the backup reminder settings on the Database page of the Options dialog box to set a regular reminder for yourself to back up your data as often as you think appropriate. Business environments and professional users should back up every day.

It is also recommended that you back up your database before performing any major adjustments to it, such as importing information from another ACDSee user, or converting a database from a previous version of ACDSee.

### Backup location

It's a good idea to consider where you back up your data, as well as how often. If you're backing up to your hard drive, ACDSee creates a new folder for each day. This helps to avoid overwriting your backup, and gives you several increments from which you can restore. Backing up the database to a CD or DVD once a week will help protect you in case of hard drive failure. Also helpful is a monthly backup that is stored in a different physical location than your computer, such as a network drive.

### Backup size

To keep the size of the backup small, choose to backup database information only, and back up your images separately, also on a regular basis.

## 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.
4. 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.



If you are cataloging large numbers of files regularly, it is helpful to optimize weekly, or after an extended cataloging session. This is also a good time to backup the database.

#### 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**.

## Quarantined 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.

## 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**.
  - To assign keywords to your files, select one or more keywords in the Available Keywords list, and then click **Assign**.
  - To remove a keyword from your files, select a keyword in the Assigned Keywords list, and then click **Remove**.
4. When you are satisfied with your changes, click **OK** to close the Keyword Picker dialog box.

## Mapping drives for an incoming database

If you are upgrading to ACDSee Pro or are importing or restoring your ACDSee Pro database, the Database Drive Mapping dialog displays how drive mappings (in the incoming database) will be re-established in the ACDSee Pro database. You can use this dialog to change how each drive will be mapped in the database.

### To select new drive mappings:

- In the Database Drive Mapping dialog, select a drive and do one of the following:
  - To create a new drive map, select **Create new database entry**.
  - To map the drive to a local drive, select a drive from the **Local Drive** drop-down list.
- Click **Done**.

## Searching

### 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:

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.
- Click **QuickSearch**.

### 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.

Operator	Result	Examples
-	Subtracts the search term that follows it from the previous results.	<b>Cat -Dog</b> 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.

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+	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.	<p><b>Cat+Dog</b> or <b>Cat Dog</b> returns items containing <i>both</i> Cat and Dog.</p> <p><b>Cat+Dog+-Kittens</b> returns items that include both Cat and Dog, but not those that include Cat and Dog and Kittens.</p>
	Searches for all items containing one or the other of the search elements.	<p><b>Cat Dog</b> includes all items with <i>either</i> Cat or Dog in the search.</p> <p><b>Cat+Dog Kittens</b> includes items that contain both Cat and Dog, and those that contain Kittens.</p>

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## 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.

You can also save a search and give it a name. Saved searches are listed on the Search pane and the Organize pane. On the Search pane, can select Saved searches from the drop-down list to run again. On the Organize pane, Saved Searches are listed below Auto Categories where you can run them again by clicking once on the Saved Search name.



The Search pane will not return results for folders that are not cataloged in the ACDSee database. Cataloging happens automatically when you browse to a folder. You can also click **Database | Catalogue Files** on the Menu bar.

### To open the Search pane:

Click **View | Search**.

### Search pane areas

The Search pane contains several areas to help you manager your searches . When you create a search, remember that the search tool will only return files that match **all** of the criteria that you specify.

### Saved searches

In the saved searches area, you can save a complex search to use later, select a search to run again, or delete a saved search.

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<b>Saved searches</b>	<p>If you have saved a search, it is listed in this drop-down list for you to select and run again. When you click Start at the bottom of the pane, the search results are listed in the File List pane.</p> <p>Saved searches are also listed on the Organize pane, from where you can run them with a single click on the Saved Search name.</p>
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**Save a search**

Click the save icon, and then **save** or **save as** to save or overwrite a saved search. When the Saved Search dialog opens, type in a name for the search. If you use a descriptive name, it makes it easier to remember the criteria in your saved search.

**Delete a search**

Select a search from the drop-down list and then click the delete icon. Click Yes to confirm the deletion, when the prompt opens.

**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.

**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.

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<b>Sync to browser settings</b>	Imports the current Browser settings, including Selective Browsing settings, into the Search pane. Note that this may also remove criteria from the Search pane.
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## 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

Wild card ▼	Result ▼	Example ▼
?	Matches any single character in the file name.	<b>ca?.jpg</b> results in cat.jpg, cap.jpg, and car.jpg, but not cats.jpg
*	Matches zero or more characters in the file name.	<b>cat*</b> results in cat.jpg, cats.jpg, and cathy.jpg
[...]	Matches any of the enclosed characters.	<b>ca[tr]</b> results in cat.jpg or car.jpg, but not cap.jpg
[!...]	Matches any character not enclosed.	<b>cat[!0]</b> results in cata.jpg and catb.jpg, but not cat0.jpg
[...-...]	Matches any character in the specified range.	<b>cat[a-f0-9]</b> results in cata.jpg, catb.jpg, catf.jpg and cat0.jpg, cat1.jpg, ..., cat9.jpg
\	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.	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: <b>ACD\[123\]</b> results in ACD[123].gif

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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\*.

## 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.

## Searching with auto categories

Do you have hundreds, possibly thousands, of images? Do you use more than one camera? Do different members of your family share cameras? Or do you have images on your computer that were captured by friends and family? If you answered yes to any of these questions you should consider using auto categories to search for images.

You will see auto categories in the Organize pane, below Ratings. Double-click or click the plus sign (+) to expand auto category groupings. Double-click or click the minus sign (-) to collapse the auto category groupings.

Some auto category information is added to your images by your camera. For example, cameras will record the camera make and model, the white balance settings you used, the focal length you used, the aperture, et cetera. You may want to supplement that information with the city, province/state, or country in which you captured the images, as well as keywords or copyright. You can do this using the Batch Set Information tool or by manually entering information in the Properties pane.

When you click on an auto category, ACDSee searches for images belonging to that category. For example, imagine that you use more than one camera. You can expand the Photo Properties and Camera Model groupings, then select the category representing your camera model. All images captured with that camera model will display. Similarly, imagine that your brother captures a lot of images and sends them to you. You can expand the Photo Properties and Photographer groupings, then select your brother's name from the list of photographers. All images captured by your brother will display.

Below are some tips for searching with auto categories.

### Identifying commonly used search categories

If there are certain auto categories in the Photo Properties grouping that you use frequently, you can save time by adding them to the Commonly Used grouping. Some Photo Properties groupings are available in the Commonly Used grouping by default. You can add as many auto categories as you want to the Commonly Used grouping, and you can easily remove any grouping from the Commonly Used grouping when you no longer need them.

#### To add an auto category grouping to the Commonly Used grouping:

1. Expand the Photo Properties grouping.
2. Right-click the auto categories grouping that you want to add to the Commonly Used grouping, and select **Add to Commonly Used**. The grouping is added to the Commonly Used grouping.

It remains visible in the Photo Properties grouping as well.

#### To remove an auto category grouping from the Commonly Used grouping:

1. Expand the Commonly Used grouping.
2. Right-click the auto categories grouping that you want to remove from the Commonly Used grouping, and select **Remove from Commonly Used**.

The grouping is removed from the Commonly Used grouping.

### Refining your auto category search

You can refine your auto category search by selecting more than one auto category. For example, imagine that you are learning to combine aperture and shutter speed settings to properly expose images in a variety of lighting and you want find images taken at specific settings. If you click in the box to the left of the f/16 aperture auto category and the 1/30 s shutter speed auto category, ACDSee will search for images that belong to both of those auto categories.

When you select more than one auto category you can further control the search by selecting **Match All** or **Match Any** from the Match Any/All drop-down at the top of the Organize pane. If you select Match Any, ACDSee will display any images associated with the selected auto categories. If you select Match All, ACDSee will display only those images that are associated with all of the selected auto categories.

You can also refine your auto category search by selecting a category or rating. For example, imagine that you clicked on the Photographer auto category and found over 1000 images. However, you only want to see the best images by that photographer. Click 1 in the **Ratings** area of the Organize pane. Only the images by that photographer with a rating of 1 will display.

You can also use the Selective Browsing pane to refine your auto category search. For example, imagine that you clicked on the Camera Model auto category and ACDSee displayed over 1000 images. However, you only want to see the images that you took on a specific date. Display the Selective Browsing pane by clicking **View | Selective Browsing**, then expand the **Calendar** section and select the appropriate date. Only the images taken with that camera model on that day will display.

## 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.



Limit your search by selecting only a portion of the photos or images in a folder.

### 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.
7. You can also choose to search for image files only. When you are ready to perform the search, click **Next**.
8. If no duplicates are found, refine your search or click **Cancel** to exit the Duplicate Finder.
9. 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.
10. Click **Next** to review your changes, and then click **Finish** to perform the operation.

## Finding images quickly

You can click on the name of a saved search to quickly re-run a complex search. You can select Special Items in the Organize pane to locate all of the images in your database, or list all of the images that you have not yet assigned to a category.

### To re-run a saved search:

In the Browser, on the Organize pane, click the name of a saved search.

The results of the search display in the File List pane.

### 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**.
3. 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.

# Chapter 7: Sharing

## 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.

### 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.
  - **Adobe Flash slide show**: creates a compact, Adobe 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.
9. 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.
10. 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.

## Burning a CD or DVD

You can use ACDSee's Burn Basket to burn a CD or DVD of your photos and files, to use on a computer. 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, use existing folders, or have the Burn Basket create the folder structure automatically.



If you want to create a CD of your photos to view on a TV, use the VCD wizard, which creates a CD in the right format for a TV.

**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. The options in this drop-down list depend on the CD/DVD hardware you have on your computer.
3. From the **Content Format** drop-down list, select one of the following: (The options in this drop-down list depend on the burner you select in step 2. and what file formats it supports.)
  - **Data Disc:** creates a standard CD or DVD, on which you can create a folder structure and store photos and files of any type to be used on a computer. 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 on a computer in a browser. 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 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 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. You can also drag an existing folder into either pane in the Burn Basket. If you drag the folder into the left pane, be sure your cursor is over the an existing folder in the folder tree before you release the mouse button.
6. 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.
7. When you are ready to create your disc, click **Burn**.

**Burn Basket toolbar buttons****Format Options**

Opens the Format Options dialog box, where you can specify the options for your selected format.

**Add to Burn Basket**

Adds the currently selected files or folders to the Burn Basket.

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	<b>Remove From Burn Basket</b>	Removes the currently selected files or folders from the Burn Basket.
	<b>Remove All</b>	Clears the contents of the Burn Basket.
	<b>New Folder</b>	Creates a new sub-folder.
	<b>Rename</b>	Renames the currently selected file or folder.
	<b>Save Project</b>	Saves the current contents and settings of the Burn Basket as a project file you can edit later.
	<b>Load Project</b>	Opens a previously saved Burn Basket project.

## 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.

(The VCD wizard creates a CD that is a different format from those created using the Burn Basket.)

### 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.

## Uploading images to photo Web sites

You can now upload your photos or images directly from ACDSee to sites like Flickr and SmugMug. Of course, you do need an account before you can upload pictures to these sites. You can create an account as part of the first upload process from ACDSee if you wish.

### Authorizing

Before you can upload to a Web site, you need to authorize ACDSee with that Web site. Once you have authorized ACDSee, you can quickly upload your photos without having to leave the application. The authorize process may be slightly different for each service. To get help, read the service Help file by clicking Help button in the service dialog box.

#### To read about a service:

Click one of the names in the **Select a service to upload to** box. Information about that service displays in the right-hand box.

#### To upload images to a Web site:

1. In ACDSee, select the images you want to upload.
2. In the Browser, do one of the following:
  - On the menu bar, click **File | Upload to**.
  - On the toolbar, click **Upload to**.
  - Right-click and select **Upload to**.
3. In the Upload Manager dialog, click on the service you want to use, and then click **Next**.
4. Follow the instructions in the wizard to upload your images. Each service has different steps.
5. If you need help, click the **Help** button. Each service has its own help file, which you open from inside its dialog box.

### New Services

As new services become available, they will appear in the **New Services Available** box. New services might include photo publishing and other online services. As soon as a new service is available, it appears automatically in the New Services Available box. You can install and use new services right away.

#### To install a new service:

1. When a new service appears in the **New services available** box, click the service, and then click **Install**.
2. Follow the installation instructions as they appear.

## 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

<b>Thumbnail settings</b>	<b>Size</b>	Specifies the number of columns and rows to create on each page.
	<b>Spacing</b>	Creates a frame around each thumbnail. Specifies the amount of space between rows or columns. In the <b>Horizontal</b> and <b>Vertical</b> spin boxes, type a value to indicate the amount of space to display.
<b>Frame options</b>	<b>Use thumbnail frame</b>	Creates a frame around each thumbnail.
	<b>Margin</b>	Specifies the width of the frame.
	<b>Solid color</b>	Specifies the frame's color. Click the color picker to define a color.
	<b>Tiled image</b>	Specifies an image to use as a frame. Click <b>Browse</b> to locate the image you want to use.
<b>Thumbnail options</b>	<b>Colored drop shadow</b>	Creates a drop shadow effect around each thumbnail. Click the color picker to define a color.
	<b>Colored edge fade</b>	Creates a fading frame effect around the image. Click the color picker to define a color.

	<b>Colored matte</b>	Creates a bevelled edge effect on each thumbnail. This effect is not displayed in the Preview window.
	<b>Beveled edges</b>	Uses a solid color as a background for the page. Click the color picker to define a color.
<b>Page background options</b>	<b>Solid color</b>	Uses a solid color as a background for the page. Click the color picker to define a color.
	<b>Tiled image</b>	Uses a tiled image as the background for the page. Click <b>Browse</b> to locate the picture you want to use.

## 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.
  - 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.

## Extracting archived (.zip) files

You can extract archived (.zip) files very quickly and easily without leaving ACDSee. You can either extract the files to a folder or simply double-click and view them.

### To extract an archived file to a folder:

1. In the Browser, navigate to the folder containing the archived file, using the Folders pane.
2. Click on the archived file in the File List to activate the Context-sensitive toolbar.

The Extract to Folder icon  appears in the toolbar.

3. On the toolbar, click **Extract to Folder**.
4. In the Extract to Folder dialog, navigate to, and select the folder where you want to keep the files.
5. To create a new folder, click **Create Folder**, type in the name of the folder and then press **Enter**.
6. Use the **Overwriting duplicate files** drop-down list if you want to specify what do so with files in the folder that have the same name as those you are extracting. You can select any of the following:
  - **Ask** - to be asked what to do about each individual file.
  - **Rename** - duplicates are given a new name.
  - **Replace** - duplicate files are overwritten.
  - **Skip** - no duplicates are extracted.

### To view files inside an archived file:

1. In the Browser, navigate to the folder containing the archived file, using the Folders pane.
2. Double-click the archived file.

The archived file opens as if it were a folder in the File List.

3. Double-click on the archive folder.

Thumbnails of the contents of the archived file open in the file list.

## 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](http://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.

## 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.

You can also create a photo widget that you can host on your blog or Web site. The photo widget is a scrollable gallery of your photos that a visitor can click on to go to the full album on Sendpix.

### 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.

## Creating a PowerPoint presentation

You can create a PowerPoint presentation quickly from inside ACDSee using the Create PPT Wizard. The wizard walks you through the process of creating or editing a presentation using your photos. You can set slide duration, the location of the file, number of images per slide and whether or not to use a design template as a background. You can also add captions, a title, or notes to each slide.



This feature only works if you have Microsoft PowerPoint installed on your computer. The feature does not support RAW files, so you will need to convert RAW files to another format.

### To create a PowerPoint presentation:

1. In the File List pane, select the images you want to share.
2. Click **Create | Create PPT**.
3. On the *Choose images* page of the Create PPT Wizard, click **Add** if you want to add more images.
4. Click **Next**.

5. On the *Presentation Options* page, do one or all of the following:
  - In the **Presentation Options** area, if this is a new presentation, set the duration that you want each slide to display.
  - If you are editing a presentation, select **Existing presentation** to activate the **Path** field, and browse to your presentation. Select whether you want to **Insert slides** at the beginning or end of the presentation.
  - Select the **Number of images per slide** from the drop-down list. (If you select more than one, the Tile and Notes options on the next page do not appear.)
  - Select **Link to Image file** if you want your images to stay linked to ACDSee rather than be embedded in the presentation.
6. Click **Use a design template** if you want to use a background template and browse to the folder on your computer to select it. (PowerPoint templates are usually under Microsoft Office|Templates|Presentation Designs.)
7. Click **Next**.
8. On the *Text Options* page, do one or all of the following:
  - On the **Captions** tab, type in a caption and select its background color and alignment. You can also select a different font, or insert metadata like file name or picture dimensions. Captions appear at the bottom of the slide
  - On the **Title** tab, type in a title for the slide and select its background color and alignment. You can also select a different font, or insert metadata.
  - On the **Notes** tab, type in any notes that you want to appear in the Notes section attached to each slide. These notes do not appear on the slide itself.
9. Click **Create**.

The presentation opens in PowerPoint where you can edit it like any other presentation.

## Playing

### 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:

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

1. Double-click an audio or video file.
2. Select one or more files and press **Enter**.
3. Select one or more files, right-click a selected file, and then select **View**.
4. 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

	<b>Play</b>	Plays the media file or selection. Changes into the Pause button when a media file or selection is playing.
	<b>Pause</b>	Pauses the media file or selection.
	<b>Stop</b>	Stops playback of the media file or selection.

### Selection and media controls toolbar buttons

	<b>Show Selection</b>	Toggles between showing and hiding the selection handles.
	<b>Play Selection</b>	Plays only the selected portion of the media file.
	<b>Save As</b>	Opens a dialog you can use to save the video with a new file name.
	<b>Extract Frames</b>	Opens a menu you can use to copy, save, and extract video frames.
	<b>Loop</b>	Continuously plays the media file or selection.
	<b>Rotate</b>	Rotates a video clockwise in 90-degree increments.
	<b>Auto Levels Effect</b>	Automatically adjusts the color and light levels in a video.
	<b>Gamma Effect</b>	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 <b>Default</b> .

## 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:
  - While the video is playing, click the **Pause** button at the frame you want to save.
  - On the progress slider, move the pointer to display the frame you want to save.
2. On the Selection and media controls toolbar, click the **Extract Frames** button and select **Extract Current Frame**.
3. In the Extract Current Frame dialog box, select a folder in which to save your file.
4. In the **File name** field, type a file name.
5. 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.
6. 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**.

### Record sound settings options

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

# Chapter 8: Printing

## 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.
  - Select **Contact sheet** and then set the **Contact sheet format** options to define the appearance of your contact sheet.
  - Select **Layout** and then choose from one of the available layout options.
4. On the **Printer Options** tab, specify the printer you want to use, the paper size, the number of copies you want, the range of pages that you want to print, and image resolution.
5. On the **Page Settings** tab, specify the image position on the paper and the margin widths.
6. Specify the number of prints of each photo. If you are printing a **Full page** or a **Contact sheet** this option is available on the **Page Settings** tab. If you are printing a **Layout** this option is available below the list of layouts.
7. Add captions, headers, or footers. You can only add captions, headers, or footers if you are printing a **Full page** or a **Contact sheet**.
8. Click **Print**.

## 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

<b>Printer</b>	Specifies the printer you want to use. Select a printer from the drop-down list and click the <b>Properties</b> button to set its options. Refer to the printer manufacturer's Help file or manual for more information.
<b>Paper size</b>	Specifies the size of the paper, e.g. Letter, Legal, A4.
<b>Orientation</b>	Specifies <b>Portrait</b> or <b>Landscape</b> page orientation.
<b>Copies</b>	Specifies the number of copies you want to print.
<b>Print range</b>	Select one of the following options: <ul style="list-style-type: none"> <li>• <b>All</b>: prints all of the pages in the document.</li> <li>• <b>Pages from</b>: prints a range of pages. Specify the first and last pages of the range in the fields.</li> </ul>
<b>Resolution</b>	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.
<b>Filter</b>	Specifies the resampling filter to use when printing images. Click the drop-down list and select one of the following: <ul style="list-style-type: none"> <li>• <b>Box</b>: displays considerable tiling or jaggies when you resize an image.</li> <li>• <b>Triangle</b>: produces good results for image reduction and enlargement, but displays sharp transition lines.</li> <li>• <b>Bicubic</b>: 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.</li> <li>• <b>Bell</b>: smoothes the image.</li> <li>• <b>B-Spline</b>: produces smooth transitions, but may cause excessive blurring.</li> <li>• <b>Lanczos</b>: produces the sharpest images, but may also introduce some ringing artifacts.</li> <li>• <b>Mitchell</b>: 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.</li> </ul>

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<b>Use gamma correction</b>	Applies gamma correction to the printed images. Type a number from 0.10 to 3.00 in the <b>Gamma value</b> field to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
<b>Use EXIF 2.2 printing when available</b>	Your camera may capture EXIF information that, when shared with your printer, will optimize printing results. Select this option if your camera and printer support EXIF 2.2 printing.

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## 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

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<b>Page position</b>	Specifies where to place the image on each page.
<b>Margins</b>	Specifies the size of the margins. Type a value or click the arrows in the <b>Top</b> , <b>Bottom</b> , <b>Left</b> , and <b>Right</b> spin boxes.
<b>Number of prints per image</b>	Specifies how many copies of each image to print. The print utility adds pages as required.
<b>Automatically rotate picture based on print format</b>	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.
<b>Maintain aspect ratio</b>	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: <ul style="list-style-type: none"> <li>• <b>Crop image to fit print format:</b> prints only the part of the image that fits within the print format.</li> <li>• <b>Shrink image to fit print format:</b> prints the entire image, reduced to fit inside the print format.</li> </ul>

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## 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**.
  - Click **Font** to open the Font dialog box and set the font options.
2. In the text field, type the text you want the caption to display.
3. 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.
4. In the **Text alignment** drop-down list, select the header or footer positioning.
5. 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

<b>Thumbnail settings</b>	<b>Size</b>	Specifies the number of columns and rows to create on each page.
	<b>Spacing</b>	Specifies the amount of space between rows or columns. In the <b>Horizontal</b> and <b>Vertical</b> spin boxes, type a number to indicate the amount of space to display.

<b>Frame options</b>	<b>Use thumbnail frame</b>	Creates a frame around each thumbnail.
	<b>Margin</b>	Specifies the width of the frame.
	<b>Solid color</b>	Specifies the frame's color. Click the color picker to define a color.
	<b>Tiled image</b>	Specifies an image to use as a frame. Click <b>Browse</b> to locate the image you want to use.
<b>Thumbnail options</b>	<b>Colored drop shadow</b>	Creates a drop shadow effect around each thumbnail. Click the color picker to define a color.
	<b>Colored edge fade</b>	Creates a fading frame effect around the image. Click the color picker to define a color.
	<b>Colored matte</b>	Creates a matte effect around each thumbnail. Click the color picker to define a color.
	<b>Beveled edges</b>	Creates a beveled edge effect on each thumbnail. This effect is not displayed in the Preview window.
<b>Page background options</b>	<b>Solid color</b>	Prints a solid color as a background for the page. Click the color picker to define a color.
	<b>Tiled image</b>	Prints a tiled image as the background for the page. Click <b>Browse</b> to locate the picture you want to use.

## Creating custom print layouts

You can create your own custom print layouts and store them as print options.

### 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**.



# Chapter 9: Customizing

## Setting options

### Setting the General options

You can adjust settings in the ACDSee Options dialog box to customize update connections, display helpful tips, set the format for date displays, set automatic rotate options, 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

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<b>Enable gamma correction</b>	Applies the specified amount of gamma correction when viewing or previewing images.
<b>Automatically check for updates</b>	Automatically checks for program updates.
<b>Show screen capture help tips</b>	Displays the Help Tips dialog box when using the screen capture tool.
<b>Automatically stretch wallpaper to fit screen</b>	Stretches small images to fit the entire desktop when you set them as your wallpaper.
<b>Disable image animation</b>	Displays only the first frame of an animated image in the Browser's Preview pane and in the Viewer.
<b>Automatically rotate JPEG and TIFF images based on EXIF orientation</b>	Automatically corrects the orientation of TIFF and JPEG images (based on their EXIF data) when displayed in ACDSee.
<b>Status bar date</b>	Specifies the date to display in the status bar for a selected file.
<b>Default system format</b>	Uses the default system format when displaying the date and time in information overlays.
<b>Custom format</b>	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.

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## Setting Browser options

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

<b>Default start folder</b>	<b>Remember from previous session</b>	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.
	<b>Specific folder</b>	Always opens the Browser to the specified folder. Click the <b>Browse</b> button to locate a starting folder on your hard drive.
<b>Taskbar Notification area</b>	<b>Show icon in Taskbar Notification area</b>	Displays the ACDSee icon in the Taskbar Notification area.
	<b>Continue running in Taskbar Notification area on exit</b>	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.
	<b>Run ACDSee in Taskbar Notification area when system starts</b>	Starts ACDSee in the background when you turn on your computer. You can open ACDSee by clicking the icon in the Taskbar Notification area.
<b>Browser display scheme</b>	Specifies the color scheme to use in the Browser. <b>Dark</b> is selected by default.	
<b>Clear path history on exit</b>	Clears the list of recently-accessed folders whenever you exit ACDSee.	
<b>Show full path in title bar</b>	Displays the full path of an image in the ACDSee title bar.	
<b>Error Reporting</b>	Select this option if you do not want to see a system error report if there is an error in ACDSee.	

## 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

<b>Include file names</b>	Searches for file and folder names that begin with the search term.
<b>Include categories</b>	Searches for categories that match the search term, and returns any files assigned to those categories. Subcategories are not included.
<b>Include contents of folders</b>	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 options for the File List pane 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, the 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.

### File List options

<b>File List</b>	<b>Automatically select new files</b>	Automatically selects new files when they are added to the folder displayed in the File List pane.
	<b>Group archives with folders</b>	Treats archive files as folders when sorting items in the File List pane.
	<b>Use embedded JPEG thumbnails</b>	Displays the RAW files embedded thumbnail if the RAW file has them.

	<b>Generate high quality thumbnails</b>	Creates a high-quality thumbnail of the RAW file in the background while the embedded thumbnail is displayed, then replaces the poorer quality thumbnail once it is ready.
	<b>Show thumbnails on folders</b>	Displays thumbnails of a folder's contents on the folder icon in the File List pane.
	<b>Remember each folder's sort settings</b>	Select this option if you want ACDSee to remember the sort settings that you used in specific folders.
	<b>&lt;Ctrl&gt; key activates hot-tracking</b>	Activates hot-tracking when holding the <b>Ctrl</b> 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.
	<b>Use Animations</b>	Activates or deactivates animation for some features as they close or open. For example, group headers.
	<b>Show the Windows Explorer shell context menu as the default right-click menu</b>	Displays the default Windows Explorer shortcut menu instead of the ACDSee shortcut menu.
<b>Configure Filters</b>	<b>Show all files</b>	Shows image files, folders, media files and archive files in the File List.
	<b>Apply filtering criteria</b>	Shows any of the following that you select, and hides any that are not selected. <ul style="list-style-type: none"> <li>• Show image files</li> <li>• Show folders</li> <li>• Show media files</li> <li>• Show archive files</li> </ul>
	<b>Show hidden files and filters</b>	Shows system and other files and that are normally hidden for safety.
	<b>Show THM files</b>	Shows Canon THM files in the File List.
	<b>Show XMP files</b>	Shows XMP sidecar files in the File List.
<b>Highlight image files</b>	<b>Don't highlight image files</b>	Does not highlight image files in Details and Thumbs+Details view modes.
	<b>Use a single color to highlight image files</b>	Uses a single color to highlight all image file types in Details and Thumbs+Details view modes.

	<b>Use multiple colors to highlight image files</b>	Uses a different color to highlight each image type in Details and Thumbs+Details view modes.
<b>Pop-ups</b>	<b>Mouse cursor hover, activates pop-ups</b>	Activates or deactivates the animated pop-up preview that displays when you hover over thumbnails in the File List.  Settings below allow you to include text and/or an image in the pop-up, or if you turn this option off, to activate the pop-up only when you hold down the Shift key.
	<b>&lt;Shift&gt; key activates pop-ups</b>	Activates the pop-up only if you hold down the <b>Shift</b> key while hovering over a thumbnail in the File List. You can turn this option off if it interferes with Shift selection.
	<b>Auto hide pop-ups</b>	Hides pop-ups after <b>5</b> seconds, even if you are still hovering over the image.
	<b>Show thumbnail in pop-ups</b>	Shows a pop-up preview of images in the File List when you hover over them with a mouse
	<b>Show file information in pop-ups</b>	Includes text file information in the mouse-over pop-up. You can select the information to display by clicking Configure Pop-ups and clicking on the type of information.
<b>Configure file information</b>	Opens the Choose Pop-up Information dialog where you can select what information to display in the pop-up when you hover over a thumbnail in the File List. The default is file name, location, size, modified date, and image dimension, but you can select other database, EXIF, file, image, IPTC, or multimedia attributes.	
<b>Show the Windows Explorer shell context menu as the default right-click menu</b>	Displays the default Windows Explorer shortcut menu instead of the ACDSsee shortcut menu.	

## Setting the Thumbnail Info options

You can use the ACDSsee Options dialog box to change what information to display with thumbnails of images in the File List pane. These options are set under **File List | Thumbnail Info**.

### To adjust the Thumbnail Info options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **File List | Thumbnail Info**.
3. On the Thumbnail Info page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSsee.

## Thumbnail Info options

<b>Information</b>	<b>File name</b>	Displays the name of each file on the thumbnail in the File List pane.
	<b>Choose Thumbnail Info</b>	Opens a dialog box where you can select the information to display on each thumbnail in the File List pane.
	<b>Choose Tiles Info</b>	Opens a dialog box where you can select the information to display on each tile in Tiles view mode.
<b>Overlay icons</b>	<b>Sound</b>	Displays a sound overlay icon on thumbnails if the image contains embedded or associated audio.
	<b>Rating</b>	Displays a rating overlay icon on thumbnails if the file has been rated in the ACDSee database.
	<b>Database information</b>	Displays a database overlay icon on thumbnails if the file has information stored in the ACDSee database.
	<b>Icon</b>	Displays a file format overlay icon on thumbnails in the File List pane.
	<b>Category</b>	Displays a category overlay icon on thumbnails if the file has been categorized.
	<b>Shortcut</b>	Displays a shortcut overlay icon on thumbnails if the item is a shortcut to another file.
	<b>Offline</b>	Displays an offline overlay icon on thumbnails if the file is stored on an offline device.
	<b>Excluded items</b>	Displays an excluded file icon on thumbnails if the file is excluded from the ACDSee database.
	<b>Tagged items</b>	Displays a tagging overlay icon on thumbnails. If the file is tagged, a checkmark displays in the icon.
	<b>Untagged items</b>	If selected, an empty tagging overlay icon displays on the thumbnails of untagged images.
<b>Auto-rotate</b>	Displays an auto-rotate overlay icon on thumbnails if the file was automatically rotated.	

## Setting the Thumbnail Style options

You can use the ACDSee Options dialog box to change how the thumbnails of images display in the File List pane. These options are set under **File List | Thumbnail Style**.

### To adjust the Thumbnail Style options:

1. Click **Tools | Options**.
2. In the Options dialog box, click **File List | Thumbnail Style**.
3. On the Thumbnail Info page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

### Thumbnail Style Options

<b>Thumbnail frame</b>	<b>Show frame</b>	Displays a white frame around each thumbnail.
	<b>Show drop shadow</b>	Shows thumbnails with a 3D drop shadow.
	<b>Show slide background</b>	Displays a shaded background behind the thumbnail and its information.
	<b>Show slide border</b>	Displays a thin black border around the outer edge of the thumbnail.
<b>Folder style</b>	<b>XP style folder</b>	Displays folders as an XP-style image
	<b>3D style folder</b>	Displays folders as a 3D folder with transparency.
<b>Thumbnail ratio</b>	<b>Custom</b>	Specifies a custom height-to-width ratio for the shape of the thumbnails in the File List pane. Drag the slider under the preview to set the ratio. The preview shows you the shape as you move the slider.
	<b>Portrait</b>	Specifies a standard 3:4 portrait ratio for the shape of the thumbnails in the File List pane.
	<b>Landscape</b>	Specifies a standard 4:3 landscape ratio for the shape of the thumbnails in the File List pane.
<b>Thumbnail spacing</b>	<b>Slider</b>	Increases or decreases the space between each thumbnail.
<b>High-quality scaling</b>		Uses high-quality thumbnail scaling in the File List pane.

## 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

<b>Show grid lines</b>	Separates each row and column in Details view mode with a grid line.
<b>Full row select</b>	Selects the entire row when you click a column entry in that row.
<b>Column auto-width</b>	Automatically resizes each column to fit its contents.
<b>Highlight sort column</b>	Highlights the column used to sort files when you click on the column's title.
<b>Choose Details</b>	Specifies the columns you want to use to sort files in Details view mode.

## 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:

Do one of the following:

- Click **Tools | Options** then select **Preview**.
- Right-click in the Preview pane and select **Preview Options**.
- On the Preview options page, set or change the options as described below.
- Click **OK** to apply your changes and return to ACDSee.

### Preview options

<b>Delay</b>	Specifies how quickly the Preview pane displays an image after you select it in the File List pane.
<b>Size</b>	Specifies the size of the previewed image in relation to the selected image.

<b>Preview audio and video clips</b>	Previews media files as you select them in the File List pane.
<b>Autoplay audio and video clips</b>	Automatically starts playing audio and video files in the Preview pane.
<b>Instant image preview</b>	Displays an instant preview that improves in quality as the image is decoded.
<b>Show preview info</b>	Select this option if you want to display information below the image in the Preview pane. Click the <b>Choose Preview Info</b> 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, <b>Show Preview Info</b> .
<b>Choose Preview Info</b>	Specifies the details you want to display below the preview image in the Preview pane.

## 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

<b>Easy-Select</b>	<b>Show Easy-Select</b>	Displays the Easy-Select bar in the Folders pane, which you can use to select multiple folders.
	<b>Enable Easy-Select tooltip</b>	Displays a tool-tip when you place your mouse pointer over the Easy-Select bar.
<b>Folder display</b>	<b>Show archives in Folder Pane</b>	Lists archive files in the Folders pane.
	<b>Confirm drag-and-drop move within folder views</b>	Prompts you for confirmation of folder movements within the Folders pane.
	<b>Show overlay for excluded folders</b>	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

<b>Category deletion</b>	<b>Confirm if category has assigned files</b>	Prompts you for confirmation when deleting a category with assigned files.
	<b>Confirm if category has sub-categories</b>	Prompts you for confirmation when deleting a category containing sub-categories.
<b>File removal</b>	<b>Confirm file removal from category</b>	Prompts you for confirmation when unassigning files from a category.
<b>Easy-select</b>	<b>Show Easy-Select</b>	Displays an Easy-Select bar in the Organize pane, which you can use to select multiple categories, special items, and ratings.
	<b>Enable Easy-Select tooltip</b>	Displays a tool-tip when you place your mouse pointer over the Easy-Select bar.

## 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

<b>Date types</b>	<b>Database date</b>	Sorts files in the Calendar pane based on the date stored in the ACDSee database.
	<b>Metadata (Exif) date</b>	Sorts files in the Calendar pane based on the EXIF date of each item.

	<b>File modified date</b>	Sorts files in the Calendar pane based on the last-modified date of each item.
	<b>File created date</b>	Sorts files in the Calendar pane based on the date each file was created on your computer.
<b>Filters</b>	<b>Apply file list filters</b>	Filters the items displayed in the Calendar pane based on the current File List pane filter settings.
	<b>Show image and media files only</b>	Displays only image, audio, and video files in the Calendar pane.
<b>Start of week</b>	Specifies the first day of each week in the Calendar pane.	
<b>Clock formats</b>	<b>12 hour</b>	Uses a 12-hour clock in the Calendar pane.
	<b>24 hour</b>	Uses a 24-hour clock in the Calendar pane.

## 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

<b>Confirmations</b>	<b>Confirm folder delete</b>	Prompts you for confirmation when deleting folders.
	<b>Confirm file delete</b>	Prompts you for confirmation when deleting files.
	<b>Confirm read-only rename and delete</b>	Prompts you for confirmation when renaming or deleting read-only items.
<b>Overwriting duplicate files</b>	<b>Ask</b>	Prompts you for confirmation when overwriting duplicate files.
	<b>Rename</b>	Automatically resolves any naming conflicts when moving or copying files by renaming the source files. In the <b>Separator character</b> field, type a character to use to separate file names in the automatic renaming system.

	<b>Replace</b>	Automatically overwrites files in the target folder without prompting for confirmation.
	<b>Skip</b>	Does not move, copy, or overwrite any files that result in naming conflicts.
<b>Save originals</b>		Saves a copy of the original file the first time it is edited. This makes it possible to restore the original file later. Turning this option off means that originals are not saved, and so cannot be restored.
<b>Other</b>	<b>Click to edit file name</b>	Specifies that file names can be edited by clicking the file name in the File List pane.
	<b>Use Recycle Bin</b>	Sends files to the Desktop Recycle Bin. If not selected, deleted files are permanently removed from your hard drive.

## 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.

### Color Management options

<b>Enable</b>	<b>Enable Color Management</b>	Activates the color management system in ACDSee and the fields in this dialog box.
	<b>Apply to thumbnails and preview</b>	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.
	<b>Default to sRGB</b>	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.
<b>Input</b>	<b>Default Input Profile</b>	Specifies the default color profile to use in ACDSee. If selected, this profile is applied to all images, unless the <i>Use embedded profiles when found in image files</i> is selected, when the embedded file is used if one exists.
	<b>Show Profile Details</b>	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.

	<b>Use embedded profiles when found in image files</b>	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.
<b>Output</b>	<b>Basic color management</b>	Select this option if you want to select different profiles for your monitor and printer. Select an appropriate profile from the <b>Monitor Profile</b> and <b>Printer Profile</b> options.
	<b>Proof colors on your monitor and/or printer as they would look on another device</b>	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 <b>Monitor Profile</b> , <b>Printer Profile</b> , and <b>Emulated Device Profile</b> .
	<b>Monitor Profile</b>	Specifies the color profile to use with your monitor.
	<b>Printer Profile</b>	Specifies the color profile to use with your printer.
	<b>Emulated Device Profile</b>	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.
	<b>Rendering Intent</b>	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 file options for the Adjust Image Exposure tool

You can change the settings in the Adjust Image Exposure tool's Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

## Image exposure options

<b>File options</b>	<p>Specifies where to place the new images. Select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Remove/replace original files:</b> overwrites the original file with the new image.</li> <li>• <b>Rename modified images and place in source folder:</b> adds identifying labels to the image names and places them in the same folder as the originals.</li> <li>• <b>Place modified images in the following folder:</b> places the converted image in a folder that you can specify. Click the <b>Browse</b> button and select a folder.</li> </ul>
<b>Overwrite existing files</b>	<p>Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>Ask:</b> prompts you when overwriting a file.</li> <li>• <b>Skip:</b> cancels the operation if there is a file with the same file name and extension.</li> <li>• <b>Replace:</b> overwrites the file.</li> <li>• <b>Rename:</b> prompts you to rename the file.</li> </ul>
<b>Preserve last-modified dates</b>	<p>Retains the date and time properties of the file.</p>
<b>Auto-close progress dialog if all operations succeed</b>	<p>Automatically closes the dialog box after all images have been adjusted.</p>
<b>Save current settings as default</b>	<p>Stores the current settings and applies them the next time you use the Adjust Image Exposure Wizard.</p>

## 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

<b>Database location</b>	Specifies the location on your hard drive to store the ACDSee database. Click the <b>Browse</b> button to locate a folder.
<b>Display backup reminder</b>	Automatically reminds you to back up your ACDSee database. Click the <b>Every</b> drop-down list and select how often you would like to be reminded.
<b>Manage excluded Folders</b>	Opens the Excluded Folders List dialog box, where you can specify which folders you want to exclude from the ACDSee database.
<b>Set database date</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• <b>EXIF date</b></li> <li>• <b>File modified date</b></li> <li>• <b>Specific date (Select the date you want to use from the drop-down list.)</b></li> </ul>
<b>Import EXIF and IPTC metadata from cataloged files</b>	<p>Automatically imports EXIF and IPTC information into the ACDSee database whenever you catalog the contents of a folder.</p> <p>If this option is not selected, ACDSee does not import the EXIF and IPTC information, but does set aside space within the database records. To remove the empty records, be sure to optimize your database frequently.</p>
<b>Embed database information in sidecar files if format does not support XMP</b>	<p>ACDSee embeds database information in a sidecar file if the format does not support XMP. This makes it possible to move files and keep information like categories, ratings etc., with the file.</p> <p>Files that support XMP include GIF, JPG, DNG, PNG, and TIFF.</p> <p>If the file is set to read-only, then no data is embedded in the file or in a sidecar file.</p> <p>Database information about RAW files is always written to a sidecar file.</p>
<b>Show separator conflict dialog for IPTC keywords</b>	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.
<b>Show separator conflict dialog for IPTC supplemental categories</b>	Displays the IPTC Supplemental Categories 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.

## 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

<b>Decoding and caching</b>	<b>Decode next image in advance</b>	Automatically decodes the next image in sequence in the Viewer, resulting in shorter load times.
	<b>Keep previous image in memory</b>	Keeps the previously decoded image in memory for quick display in the Viewer.
<b>Startup files</b>	<b>Replace images in list</b>	Does not open a new Viewer window if an image is opened from another application.
	<b>Images in new window</b>	Opens a new Viewer window to display images opened from another application.
<b>Resampling algorithm</b>	<b>Bicubic</b>	Resamples images in the Viewer to minimize the raggedness normally associated with image expansion.
	<b>Bilinear</b>	Resamples images in the Viewer to produce smooth transitions, but may cause excessive blurring.
	<b>Nearest neighbor</b>	Does not apply resampling to images displayed in the Viewer.
<b>Dropped files</b>	<b>Replaces images in list</b>	Replaces the list of images open in the Viewer with images dropped into the Viewer from another application.
	<b>Add images to list</b>	Adds any images dropped into the Viewer by another application to the list of images already open.
<b>Always on top</b>	Keeps the Viewer as the top window in a stack of windows.	
<b>Full-screen</b>	Opens images in the Viewer in full-screen mode.	
<b>Hide mouse cursor in full-screen</b>	Hides the mouse pointer in full-screen mode.	
<b>Instant image preview</b>	Displays an instant preview in the Viewer that improves in quality as the image is decoded.	
<b>Exit after delete/move</b>	Automatically returns to the Browser after moving or deleting an image in the Viewer.	

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<b>View all images in folder</b>	Adds all images in a folder to the current image list when viewing any file from that folder.
<b>Show full image file path</b>	Displays the image's full file path in the Viewer title and status bars.

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## 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.

### Display options

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<b>Window size</b>	<b>Change window size to fit image</b>	Automatically resizes the Viewer window to fit the displayed image.
	<b>Center window on screen</b>	Automatically centers the Viewer window on the screen.
	<b>Fix window size</b>	Sizes the Viewer window based on the Zoom Options settings.
	<b>Save window position</b>	Saves the position and size of the Viewer window when moved or resized.
<b>Background</b>	<b>Default color</b>	Uses the default ACDSee color for the background in the Viewer window.
	<b>Custom color</b>	Specifies a color to use as the background in the Viewer window.
	<b>Tiled image</b>	Uses a tiled image as the background for the Viewer window. Click <b>Browse</b> to locate an image on your hard drive.

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<b>Zoom options</b>	<b>Default zoom mode</b>	Specifies the default zoom level for images in the Viewer.
	<b>Reset zoom mode to default on every image change</b>	Resets the zoom mode to the selected default when the displayed image changes.
	<b>Resize</b>	Resizes the image based on the selected option. For more information about how these choices affect the Viewer, see 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 with those settings, to a cache on your computer's hard disk. The preview photo is useful because the Viewer can open it very quickly. If you have a lot of photos, the previews can take up a lot of space. 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.
4. If you select this option, it activates the other options on the page.
5. To change the folder where preview files are stored, click **Browse**, select or create a different folder, and then click **OK**.
6. Set or change the other options as described below.
7. Click **OK** to apply your changes and return to the Browser.

### RAW Image Preview options

<b>Use Raw Image Preview</b>	<b>Checkbox</b>	Activates or deactivates the other controls in this section.
	<b>Cache Location</b>	Browse to select an alternative location to cache RAW Image Preview files.
	<b>Disk usage</b>	Choose from the following options: <ul style="list-style-type: none"> <li>• Unlimited cache - allows RAW Image Preview (RIP) files to occupy unlimited space on your computer hard disk.</li> <li>• Maximum size of cache on disk - set a limit on the amount of space that RIP files can use on your computer. After this limit is reached, the oldest files will be replaced by the newest.</li> </ul>

	<b>Empty Cache</b>	Deletes all the RIP files from the cache.
<b>RAW Performance</b>	<b>Perform high-quality pass</b>	Creates a high-quality decoded image in the background while you are viewing a lower-quality image. The high-quality processing includes demosaicing, sharpening, and noise removal. You see the image change as the higher quality one becomes available.  Turning off this option speeds up viewing but the quality of the images is not as high.

## Setting ACDSee Showroom options

You can customize the ACDSee Showroom desktop slide show in a number of ways, including changing the slide duration, order, and transition or changing the frame opacity, size, and frame style.

### To customize the ACDSee Showroom desktop slide show:

- Start ACDSee Showroom by doing one of the following:
  - Click **Create** | **Create ACDSee Showroom**.
  - Click **Start** | **Programs** | **ACD Systems** | **ACDSee Showroom**.
  - Right-click anywhere in the window and select **Options**.
- Set or change the options as described below.
- Click **Set As Default** to use the currently selected options as the default for new slide show windows.
- Click **OK** to apply your changes.

### ACDSee Showroom options

<b>Picture Folder</b>	<b>Include subfolders</b>	Select this option if you want to include photos from subfolders in the slide show.
<b>Slide</b>	<b>Duration</b>	Drag the slider to the left to decrease the display time for each photo and to the right to increase the display time for each photo.
	<b>Order</b>	From the Order drop-down select <b>Sequential</b> to display photos in order or <b>Random</b> to display photos randomly.
	<b>Transition</b>	From the Transition drop-down select <b>None</b> if you do not want any special transition effects, <b>Slide</b> if you want photos to enter the slide show window from the right and exit to the left, and <b>Fade</b> if you want to reduce photo opacity during the transition from one photo to another.
<b>Showroom Window</b>	<b>Opacity</b>	Drag the Opacity slider to the left to reduce the opacity of the slide show window and to the right to increase opacity.

	<b>Size</b>	From the Size drop-down select either a <b>Small, Medium,</b> or <b>Large</b> slide show window frame.
	<b>Frame</b>	From the Frame drop-down select a frame style.
<b>Always on top</b>		Select <b>Always on top</b> if you want the slide show window to display on top of all other application windows.
<b>Run at startup</b>		Select <b>Run at startup</b> if you want to start ACDSee Showroom automatically when you start your computer.

## Setting ACDSee Quick View options

You can customize ACDSee Quick View in a number of ways, including displaying Quick View on top of any open windows, displaying Quick view at full screen, or even changing the background color in the Quick View window.

### To customize ACDSee Quick View:

1. Double-click on an image. For example, double-click on the image in Windows Explorer or in an e-mail message.
2. Click **Tools | Options**.
3. Set or change the options as described below.
4. Click **OK** to apply your changes.

### ACDSee Quick View options

<b>Use ACDSee Quick View</b>		If selected, ACDSee Quick View is set as the default viewer for images when ACDSee is closed.
<b>Enable gamma correction</b>		Applies the specified amount of gamma correction when viewing images.
<b>Disable animation</b>		Displays only the first frame of an animated image.
<b>Default zoom mode</b>	<b>Fit image</b>	Displays the image at the largest magnification that fits in the Quick View window. Images that are smaller than the Quick View window display at their original size.
	<b>Actual size</b>	Displays the image at its actual size in the Quick View window.
<b>Always on top</b>		Keeps the Quick View window as the top window in a stack of windows.
<b>Full screen</b>		Opens images in the Quick View window in full screen mode.
<b>Hide mouse cursor in full screen</b>		Hides the mouse pointer in full screen mode.

<b>Background</b>	<b>Default color</b>	Uses the ACDSee Viewer background color.
	<b>Custom color</b>	Specifies a color to use as the background in the Quick View window.

## Setting JPEG options

You can change the settings in the Options dialog box to control the quality of the JPEG image, encoding method, color subsampling method, and whether to update or create embedded thumbnails in the JPEG image.

### JPEG Options

<b>Image quality</b>	Drag the slider to determine the quality of the JPEG image.
<b>Encoding</b>	<ul style="list-style-type: none"> <li>• <b>Progressive:</b> Select to enable progressive encoding.</li> <li>• <b>Optimize Huffman codes:</b> Select to optimize Huffman codes to increase compression.</li> </ul>
<b>Color component sampling</b>	<ul style="list-style-type: none"> <li>• <b>2:1 Horizontal:</b> Select to subsample color channels on the horizontal axis by a factor of 2:1.</li> <li>• <b>2:1 Vertical:</b> Select to subsample color channels on the vertical axis by a factor of 2:1.</li> </ul>
<b>Embedded thumbnails</b>	<ul style="list-style-type: none"> <li>• <b>Only update existing thumbnails:</b> Select to update any existing embedded thumbnails.</li> <li>• <b>Always add/update thumbnails:</b> Select to update any existing embedded thumbnails, or create embedded thumbnails.</li> <li>• <b>Never add/update thumbnails:</b> Select if you do not want to update any existing embedded thumbnails, or if you do not want to create embedded thumbnails.</li> <li>• <b>Generate DCF compatible thumbnails:</b> Select to generate thumbnails that meet the Digital Camera Format (DCF) specification and are compatible with the thumbnail view on the LCD of a digital camera. This option forces a fixed resolution of 160x120 and pads any extra space with black.</li> </ul>
<b>Save these settings as the defaults</b>	Select this option to use these JPEG settings by default for all JPEGs.

## Setting resized file options

You can change the settings in the Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

### Resized file options

<b>File options</b>	<p>Specifies where to place the new images. Select one of the following three options:</p> <ul style="list-style-type: none"> <li>• <b>Remove/replace original files:</b> overwrites the original file with the new image.</li> <li>• <b>Rename modified images and place in source folder:</b> adds identifying labels to the image names and places them in the same folder as the originals.</li> <li>• <b>Place modified images in the following folder:</b> places the converted image in a folder that you can specify. Click the <b>Browse</b> button and select a folder.</li> </ul>
<b>Overwrite existing files</b>	<p>Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>Ask:</b> prompts you when overwriting a file.</li> <li>• <b>Skip:</b> cancels the operation if there is a file with the same file name and extension.</li> <li>• <b>Replace:</b> overwrites the file.</li> <li>• <b>Rename:</b> prompts you to rename the file.</li> </ul>
<b>Preserve last-modified dates</b>	<p>Retains the date and time properties of the file.</p>
<b>Auto-close progress dialog if all operations succeed</b>	<p>Automatically closes the dialog box after all images have been adjusted.</p>
<b>Save current settings as default</b>	<p>Stores the current settings and applies them the next time you use the Resize Images Wizard.</p>
<b>JPEG Compression Options</b>	<p>Opens the JPEG Options dialog where you can specify detailed compression options to apply to the resized files.</p>

## Setting rotated and flipped file options

You can change the settings in the Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

### Rotate and flip options

<b>Force lossless JPEG operations</b>	Rotates JPEG images without decompressing and re-compressing the JPEG information. As a result, the image does not lose quality when rotated or flipped.
<b>File options</b>	<p>Specifies where to place the new images. Select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Remove/replace original files:</b> overwrites the original file with the new image.</li> <li>• <b>Rename modified images and place in source folder:</b> adds identifying labels to the image names and places them in the same folder as the originals.</li> <li>• <b>Place modified images in the following folder:</b> places the converted image in a folder that you can specify. Click the <b>Browse</b> button and select a folder.</li> </ul>
<b>Overwrite existing files</b>	<p>Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>• <b>Ask:</b> prompts you when overwriting a file.</li> <li>• <b>Skip:</b> cancels the operation if there is a file with the same file name and extension.</li> <li>• <b>Replace:</b> overwrites the file.</li> <li>• <b>Rename:</b> prompts you to rename the file.</li> </ul>
<b>Preserve last-modified dates</b>	Retains the date and time properties of the file.
<b>Remember and apply the last rotation performed</b>	Automatically applies the same settings the next time you rotate an image.
<b>Auto-close progress dialog if all operations succeed</b>	Automatically closes the dialog box after all images have been adjusted.
<b>Save current settings as default</b>	Stores the current settings and applies them the next time you use the Rotate/Flip Images Wizard.

## 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**.

### 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.

## 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.  
You can type a new name for the Custom tab in the **Custom tab title** text box.
3. Click **Choose Display Information**.
4. To remove an item from the Custom tab, click the item in the **Currently Displayed Details** box to the right, then click **Remove**.
5. To add an item to the Custom tab, click the item in the **Available Details** box to the left, then click **Add**.
6. 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.
  - To restore the default Custom tab settings, click **Reset**.
7. Click **OK**.

## 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.

## 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.

## 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**.
- 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.
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**.

## 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.

## 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**.
3. Browse to the folder on your hard drive that contains an image editing application.
4. Select the executable file of the editing application. For example, Canvas9.exe.
5. Click **Open**.
6. 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**. The default editor opens when you use the right-click menu in the Browser, or when you click **Ctrl +E**.
  - 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.

## 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**.
  - In the Browser or Viewer, right-click the main toolbar, and then select **Customize**.
  - In the Customize dialog box, click the **Keyboard** tab.
  - 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.

2. 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.
3. To remove an existing keyboard shortcut, select the keyboard shortcut in the Current Keys box, and then click **Remove**.

#### To define a new keyboard shortcut:

1. Click in the **Press New Shortcut Key** text box.
2. 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.
3. Click **Assign**.  
The new keyboard shortcut displays in the Current Keys box.
4. To remove all custom keyboard shortcuts and restore the default keyboard shortcuts, click **Reset All**.
5. Click **Close**.

## Plug-ins

### Working with plug-ins

A plug-in is a software module that adds functionality to a larger program. 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](http://www.acdsystems.com/English/Categories/PluginsProducts/index.htm)

#### 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**.

### 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.
  - 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.



# Appendices

## Shortcuts

### Browser keyboard shortcuts

You can use the following keyboard shortcuts while working in the Browser. There are also shortcuts that can be used specifically in the Calendar pane.



To print this page for easy reference, right-click it and select **Print**.

<b>This shortcut</b> ▼	<b>Has this result</b> ▼
<b>` (grave accent)</b>	Toggles image audio on or off.
<b>- (minus sign)</b>	Sorts the contents of the File List pane in reverse order.
<b>+ (plus sign)</b>	Sorts the contents of the File List pane in forward order.
<b>Alt + &lt;left arrow&gt;</b>	Returns to the previous folder you browsed in the File List pane.
<b>Alt + &lt;right arrow&gt;</b>	Returns to the folder you last moved back from in the File List pane.
<b>Alt + G</b>	Opens the Get Photos Wizard.
<b>Alt + C</b>	Copies one or more selected files to a folder you specify.
<b>Alt + Comma</b>	Opens the previous tab in the Properties pane.
<b>Alt + Enter</b>	Opens or closes the Properties pane.
<b>Alt + F4</b>	Closes ACDSsee.
<b>Alt + I</b>	Opens the Filters dialog box where you can specify the types of files displayed in the File List pane.
<b>Alt + M</b>	Moves one or more selected files to a folder you specify.
<b>Alt + O</b>	Opens the Options dialog box.
<b>Alt + Period</b>	Opens the next tab in the Properties pane.
<b>Alt + Shift + F</b>	Maximizes the File List pane.
<b>Alt + W</b>	Restores your desktop wallpaper to the settings you were using before you applied an ACDSsee wallpaper.

<b>Alt + X</b>	Removes the selected item from the Image Basket.
<b>Backspace</b>	Moves up one level in the current drive's folder structure.
<b>Ctrl + 0 to 5</b>	Assigns a rating to the currently selected item. Use only the numeric keypad for these shortcuts. Press <b>Ctrl + 0</b> to remove a rating.
<b>Ctrl + Plus</b>	Automatically sizes the columns in the current view mode.
<b>Ctrl + A</b>	Selects the entire contents of the current folder.
<b>Ctrl + B</b>	Adds the selected items to the Image Basket.
<b>Ctrl + C</b>	Copies the selected items to the Clipboard.
<b>Ctrl + D</b>	Opens the Edit Caption dialog box.
<b>Ctrl + E</b>	Opens the currently selected image in the default editor.
<b>Ctrl + F</b>	Opens the Convert File Format dialog box.
<b>Ctrl + G</b>	Generates a file listing as a text document.
<b>Ctrl + I</b>	Selects all images in the current folder.
<b>Ctrl + Insert</b>	Copies selected items to the Clipboard.
<b>Ctrl + J</b>	Opens the Rotate/Flip Images dialog box.
<b>Ctrl + K</b>	Places the cursor in the Keywords field of the Database tab in the Properties pane.
<b>Ctrl + L</b>	Opens the Adjust Image Exposure dialog box.
<b>Ctrl + M</b>	Open the Batch Set Information dialog box.
<b>Ctrl + N</b>	Opens a second instance of the ACDSee Browser.
<b>Ctrl + O</b>	Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.
<b>Ctrl + P</b>	Opens the currently selected image or images in the ACDSee Print utility.
<b>Ctrl + R</b>	Opens the Resize Images dialog box.
<b>Ctrl + S</b>	Creates a slide show from the currently selected images.
<b>Ctrl + T</b>	Opens the Adjust Image Time Stamp dialog box.
<b>Ctrl + Tab</b>	Moves the focus of the Browser between the currently displayed panes.
<b>Ctrl + V</b>	Pastes the contents of the Clipboard.
<b>Ctrl + W</b>	Closes ACDSee.

<b>Ctrl + X</b>	Cuts the currently selected items to the Clipboard.
<b>Ctrl + Shift + 1</b>	Opens or closes the Folders pane.
<b>Ctrl + Shift + 2</b>	Opens or closes the Organize pane.
<b>Ctrl + Shift + 3</b>	Opens or closes the Search pane.
<b>Ctrl + Shift + 4</b>	Opens or closes the Calendar pane.
<b>Ctrl + Shift + 5</b>	Opens or closes the Image Basket.
<b>Ctrl + Shift + A</b>	Selects all files in the current folder.
<b>Ctrl + Shift + B</b>	Shows or hides the status bar.
<b>Ctrl + Shift + C</b>	Copies the currently selected image to the Clipboard.
<b>Ctrl + Shift + D</b>	Clears your current selection.
<b>Ctrl + Shift + E</b>	Opens the current file in the default system application or opens a dialog box where you can select an application.
<b>Ctrl + Shift + F</b>	Toggles the full-screen view for the File List pane.
<b>Ctrl + Shift + I</b>	Inverts your current selection.
<b>Ctrl + Shift + L</b>	Opens or closes the Selective Browsing pane.
<b>Ctrl + Shift + M</b>	Toggles the main Browser menu.
<b>Ctrl + Shift + O</b>	Opens the file using the system application associated with its file extension.
<b>Ctrl + Shift + P</b>	Opens or closes the Preview pane.
<b>Ctrl + Shift + S</b>	Displays or hides the context-sensitive toolbar.
<b>Ctrl + Shift + T</b>	Displays or hides the main Browser toolbar.
<b>Ctrl + Shift + Tab</b>	Moves the focus of the Browser between the currently displayed panes.
<b>Ctrl + Shift + W</b>	Sets the selected image as a tiled desktop wallpaper.
<b>Delete</b>	Deletes the selected items to the Recycle Bin.
<b>F1</b>	Opens the ACDSee Help file.
<b>F2</b>	Renames one or more selected files.
<b>F3</b>	Opens the Search pane.
<b>F4</b>	Displays the Contents bar drop-down list.
<b>F5</b>	Refreshes the Browser.
<b>F6</b>	Changes the File List to Thumbs+Details view mode.

<b>F7</b>	Changes the File List to Filmstrip view mode.
<b>F8</b>	Changes the File List to Thumbnails view mode.
<b>F9</b>	Changes the File List to Tiles view mode.
<b>F10</b>	Changes the File List to Icons view mode.
<b>F11</b>	Changes the File List to List view mode.
<b>F12</b>	Changes the File List to Details view mode.
<b>Shift + Delete</b>	Removes the selected item from your hard drive.
<b>Shift + F5</b>	Refreshes the File List pane.
<b>Shift + Insert</b>	Pastes the contents of the Clipboard.
<b>Shift + Tab</b>	Moves the focus of the Browser to the previous pane or tool in sequence.
<b>Tab</b>	Moves the focus of the Browser to the next pane or tool in sequence.

## Viewer keyboard shortcuts

You can use the following keyboard shortcuts while working in the Viewer.



To print this page for easy reference, right-click it, and then select **Print**.

Shortcut ▼	Resulting action ▼
<b>\ (backslash)</b>	Zooms the image to actual size.
<b>= (equal sign)</b>	Increases the magnification of the current image (zooms in).
<b>` (grave accent)</b>	Toggles image audio on or off.
<b>- (minus sign)</b>	Decreases the magnification of the current image (zooms out).
<b>Alt + &lt;down arrow&gt;</b>	Zooms the image to fit the height within the Viewer window. Does not enlarge, only reduces.
<b>Alt + &lt;right arrow&gt;</b>	Zooms the image to fit the width within the Viewer Window. Does not enlarge, only reduces.
<b>Alt + \</b>	Toggles the zoom lock on and off.
<b>Alt + C</b>	Copies the current item to a folder you specify.
<b>Alt + Comma</b>	Moves the focus in the Properties pane to the previous tab.

<b>Alt + D</b>	Opens the Edit Caption dialog box.
<b>Alt + Enter</b>	Opens or closes the Properties pane.
<b>Alt + F4</b>	Closes the Viewer window.
<b>Alt + M</b>	Moves the current item to a folder you specify.
<b>Alt + O</b>	Opens the ACDSee Options dialog box.
<b>Alt + Period</b>	Moves the focus in the Properties pane to the next tab.
<b>Alt + R</b>	Opens the Rename File dialog box.
<b>Alt + S</b>	Starts or stops the Auto Advance slide show.
<b>Alt + Shift + L</b>	Displays the previous image in sequence.
<b>Alt + W</b>	Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.
<b>Alt + X</b>	Removes currently displayed item from the Image Basket in the Browser.
<b>B</b>	Displays or hides the status bar.
<b>Backspace</b>	Displays the previous item in the slide show, Auto Advance, or Viewer sequence.
<b>Ctrl + A</b>	Displays or hides headers and footers.
<b>Ctrl + B</b>	Adds currently displayed item to the Image Basket in the Browser.
<b>Ctrl + C</b>	Copies the currently displayed file to the Clipboard.
<b>Ctrl + D</b>	Opens the Edit Caption dialog box.
<b>Ctrl + E</b>	Opens the current image in the default editing application.
<b>Ctrl + F</b>	Opens the Convert File Format dialog box.
<b>Ctrl + F4</b>	Closes the current item.
<b>Ctrl + Insert</b>	Copies the selected portion of an image to the Clipboard.
<b>Ctrl + J</b>	Opens the Rotate/Flip Images dialog box.
<b>Ctrl + L</b>	Opens the current image in Edit Mode, and activates the Adjust Exposure tool.
<b>Ctrl + Minus</b>	Reduces the magnification of the area inside the Magnifying Glass pane.
<b>Ctrl + O</b>	Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.
<b>Ctrl + P</b>	Opens the current image in the ACDSee Print utility.
<b>Ctrl + Plus</b>	Increases the magnification of the area inside the Magnifying Glass pane.
<b>Ctrl + Q</b>	Clears the current selection.

<b>Ctrl + R</b>	Opens the current image in Edit Mode, and activates the Resize tool.
<b>Ctrl + S</b>	Opens the Save Image As dialog box, in which you can save you image with a different name or file format.
<b>Ctrl + T</b>	Opens the Change Image Time Stamp dialog box.
<b>Ctrl + V</b>	Pastes the contents of the Clipboard.
<b>Ctrl + W</b>	Closes the Viewer window.
<b>Ctrl + X</b>	Cuts the current item to the Clipboard.
<b>Ctrl + Y</b>	Redo previously undone operation.
<b>Ctrl + Z</b>	Undo previous operation.
<b>Ctrl + Alt + &lt;left arrow&gt;</b>	Rotates the current image 90-degrees counterclockwise.
<b>Ctrl + Alt + &lt;right arrow&gt;</b>	Rotates the current image 90-degrees clockwise.
<b>Ctrl + Shift + A</b>	Opens or closes the Magnifying Glass.
<b>Ctrl + Shift + B</b>	Displays or hides the status bar.
<b>Ctrl + Shift + C</b>	Copies the currently displayed image to the Clipboard.
<b>Ctrl + Shift + F</b>	Toggles full screen mode.
<b>Ctrl + Shift + F4</b>	Closes all images.
<b>Ctrl + Shift + G</b>	Removes tiled image from the background of the Viewer window.
<b>Ctrl + Shift + H</b>	Opens or closes the Histogram pane.
<b>Ctrl + Shift + L</b>	Opens the previous image.
<b>Ctrl + Shift + M</b>	Displays or hides the main menu bar.
<b>Ctrl + Shift + P</b>	Prints all currently selected images, or all images in the current folder.
<b>Ctrl + Shift + Q</b>	Opens the Edit Header/Footer dialog box, in which you can specify the text to display on your images in the Viewer.
<b>Ctrl + Shift + S</b>	Opens or closes the Navigator pane.
<b>Ctrl + Shift + T</b>	Displays or hides the main Viewer toolbar.
<b>Ctrl + Shift + V</b>	Toggles the Page View pane while viewing multiple page images
<b>Ctrl + Shift + W</b>	Sets the selected image as a tiled desktop wallpaper.
<b>Ctrl + Shift + 1</b>	Changes the image color depth to Black and White.
<b>Ctrl + Shift + 2</b>	Changes the image color depth to 16 grays.
<b>Ctrl + Shift + 3</b>	Changes the image color depth to 256 grays.

<b>Ctrl + Shift + 4</b>	Changes the image color depth to 16 colors.
<b>Ctrl + Shift + 5</b>	Changes the image color depth to 256 colors.
<b>Ctrl + Shift + 6</b>	Changes the image color depth to Hicolor.
<b>Ctrl + Shift + 7</b>	Changes the image color depth to Truecolor.
<b>Delete</b>	Deletes the current image to your Recycle Bin.
<b>End</b>	Displays the last of your selected items, or the last item in the current folder
<b>Enter</b>	Closes the Viewer and returns to the Browser.
<b>Esc</b>	Closes current dialog box, or closes the Viewer and returns to the Browser.
<b>F</b>	Toggles full screen mode.
<b>F1</b>	Opens the ACDSee Help file.
<b>F2</b>	Opens the Rename File dialog box.
<b>F5</b>	Refreshes the Viewer window and reloads the current image.
<b>Home</b>	Displays the first of your selected items, or the first item in the current folder.
<b>Insert</b>	Opens the Open files dialog box, in which you can select one or more images to open in the Viewer.
<b>L</b>	Toggles the pan lock.
<b>Page Down</b>	Displays the next item.
<b>Page Up</b>	Displays the previous item.
<b>Pause</b>	Stops or starts the Auto Advance slide show.
<b>Shift + Backspace</b>	Displays the previous page in a multiple-page image.
<b>Shift + Delete</b>	Removes the current item from your hard drive.
<b>Shift + E</b>	Opens the current file in the default system application or opens a dialog box where you can select an application.
<b>Shift + End</b>	Displays the last page of the current multiple-page image.
<b>Shift + Enter</b>	Closes the Viewer and returns to the Browser.
<b>Shift + Esc</b>	Minimizes the Viewer window.
<b>Shift + F1</b>	Activates the image scrolling tool.
<b>Shift + F2</b>	Activates the selection tool.
<b>Shift + F3</b>	Activates the zoom tool.
<b>Shift + Home</b>	Displays the first page of the current multiple-page image.
<b>Shift + Insert</b>	Pastes the contents of the Clipboard.

<b>Shift + L</b>	Opens the file using the system application associated with its file extension.
<b>Shift + Page Down</b>	Displays the next page in a multiple-page image.
<b>Shift + Page Up</b>	Displays the previous page in a multiple-page image.
<b>Shift + Spacebar</b>	Displays the next page in a multiple-page image.
<b>Shift + Tab</b>	Moves the focus of the Properties pane to the previous field.
<b>Shift + Z</b>	Activates the Select tool, and zooms into the selected area.
<b>Spacebar</b>	Displays the next item in the slide show, Auto Advance, or Viewer sequence.
<b>T</b>	Displays or hides the main Viewer toolbar.
<b>Tab</b>	Moves the focus of the Properties pane to the next field.
<b>Z</b>	Opens the Set Zoom Level dialog box.

**Note:** Use the numeric keypad for the following Viewer keyboard shortcuts.

<b>* (asterisk)</b>	Automatically zooms the image to fit within the Viewer window.
<b>- (minus sign)</b>	Reduces the magnification of the image (zooms out).
<b>+ (plus sign)</b>	Increases the magnification of the image (zooms in).
<b>/</b>	Zooms the image to its actual size.
<b>1</b>	Displays the last item in the current folder.
<b>3</b>	Displays the next item.
<b>7</b>	Displays the previous item.
<b>9</b>	Displays the last item in the current folder.

## Viewer mouse shortcuts

You can use the following keyboard shortcuts while working in the Viewer.



To print this page for easy reference, right-click it, and then select **Print**.

<b>Shortcut ▼</b>	<b>Resulting action ▼</b>
<b>Double-click</b>	Closes the Viewer and returns to the Browser.
<b>Right-click</b>	Opens the Viewer shortcut menu.
<b>Middle click</b>	Toggles full screen mode (on 3-button mouse).

<b>Wheel click</b>	Toggles full screen mode.
<b>Wheel up</b>	Displays the previous item.
<b>Wheel down</b>	Displays the next item.
<b>Ctrl + Wheel up</b>	Increases the magnification of the image (zooms in).
<b>Ctrl + Wheel down</b>	Decreases the magnification of the image (zooms out).
<b>Shift + Wheel up</b>	Displays the previous page of a multiple-page image.
<b>Shift + Wheel down</b>	Displays the next page of a multiple-page image.

## Calendar Pane shortcuts

### Calendar pane shortcuts

Once you are familiar with the basic calendar pane options, consider using the following shortcuts:

- Click the title bar on a year, month, or day table to display all available images for that year, month, or day.
- Right-click the title bar on a year, month, or day table to scroll through and select from adjacent years, months, or days.
- In Year view double-click any month to switch to Month view. Or, in Month view, double-click any date to switch to Day view.
- In Month view click the letter indicating a day of the week to display all available images for that day of the week. For example, click **F** to select all Fridays in that month.
- In Day view click **AM** or **PM** to select the first or second half of a day.
- In Event view press and hold the **Ctrl** key and click any month or day to display all available images for those months or days.
- Click on the title of any month calendar, to select all the photos in that month.
- Click the name of the week, to select all the photos in those weeks of the month.
- Drag and select any days in the calendar to select all the photos in those days.

## File formats

### Supported file formats

ACDSee supports over 50 different file formats. The files that you can view or edit and save with ACDSee depend on which file format support plug-ins are installed on your computer.



For full format support, please see the system requirements.

#### Image formats

- Read support
- Write support

#### Archive formats

- Read support
- Write support

#### Video and audio formats

- Read support

#### Image read support formats

<b>ANI</b>	Windows animated cursor	<i>Shows cursor animation</i>
<b>ART</b>	AOL ART	<i>Still images</i>
<b>BMP</b>	Windows Bitmap	<i>Windows and OS/2; 2/8/16/24/32 bpp; RLE and uncompressed</i>
<b>CNV</b>	Canvas	<i>Thumbnails only</i>
<b>CR2</b>	Canon RAW CR2	
<b>CRW</b>	Canon RAW CRW	
<b>CUR</b>	Windows cursor	
<b>CVX</b>	Canvas	<i>Thumbnails only</i>
<b>DCR</b>	Kodak RAW DCR	
<b>DCX</b>	Multiple-page PCX	<i>All sub-types and multiple pages supported</i>
<b>DNG</b>	Digital negative	<i>An open-source archival format for RAW files</i>
<b>DJV</b>	DjVu	
<b>EMF</b>	Enhanced Metafile Format	<i>Win32 enhanced placeable metafiles</i>

<b>EPS</b>	Encapsulated PostScript	<i>Displays embedded thumbnail (TIFF formats) and first page only</i>
<b>FPX</b>	FlashPix	<i>Multiple resolution support</i>
<b>GIF</b>	Graphics Interchange Format	<i>Single page and animated; 87a and 89a</i>
<b>ICN</b>	AT&T ICN	
<b>ICO</b>	Windows icon	<i>Shows multiple resolutions as separate pages</i>
<b>IFF</b>	EA/Amiga Interchange File Format	<i>1-24 bpp, including HAM and HAM8; multiple pages and animations not supported</i>
<b>JP2</b>	JPEG2000	<i>48-bit support</i>
<b>JPC</b>	JPEG2000	<i>48-bit support</i>
<b>JPG</b>	JPEG JFIF	<i>JFIF and Adobe™ CMYK</i>
<b>KDC</b>	Kodak™ KDC	<i>Reads both the full image and the embedded thumbnail</i>
<b>MAG</b>	MAG	<i>All sub-types supported</i>
<b>MRW</b>	Konica Minolta RAW	
<b>NEF</b>	Nikon RAW	
<b>ORF</b>	Olympus RAW	
<b>PBM</b>	Portable BitMap	
<b>PCD</b>	Kodak™ PhotoCD	<i>Up to 3072x2048 resolution (16BASE)</i>
<b>PCX</b>	ZSoft Publishers Paintbrush	<i>All sub-types supported</i>
<b>PEF</b>	Pentax RAW PEF	
<b>PGM</b>	Portable GrayMap	
<b>PIC</b>	SoftImage PIC	<i>All sub-types supported</i>
<b>PCT</b>	Macintosh PICT	
<b>PDF</b>	Adobe Acrobat documents	<i>Can read all pages.</i>
<b>PIX</b>	Alias PIX	<i>24 bpp</i>
<b>PNG</b>	Portable Network Graphics	<i>All sub-types supported</i>
<b>PPM</b>	Portable PixMap	
<b>PS</b>	Adobe Postscript	<i>First page only</i>
<b>PSD</b>	Adobe PhotoShop Document	<i>RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only</i>

<b>PSP</b>	Paint Shop Pro	<i>Version 5 and version 6</i>
<b>Quick-Time™</b>	.qtif, .qif, .qfi	<i>Support for Apple QuickTime™ still image codecs</i>
<b>RAF</b>	Fujifilm RAW	
<b>RAS</b>	Sun Raster	<i>Uncompressed and RLE compressed</i>
<b>RAW</b>	Pentax RAW, Leica RAW, Contax RAW, Casio RAW	
<b>RSB</b>	Red Storm image format	<i>All sub-types are supported</i>
<b>SGI</b>	SGI Image Format	<i>8-32 bpp; no colormaps; RLE or uncompressed</i>
<b>TGA</b>	Targa TGA	<i>All sub-types supported</i>
<b>TIFF</b>	Tag Image File Format	<i>1/2/4/8/12/16 bits per sample, 1-4 samples per pixel Bilevel/RGB/Paletted/CMYK/YCrCb/LOGL/LOGLUV; Uncompressed/PackBits/LZW//ThunderScan/ SGILog/CCITT/ZIP/NEXT/New-JPEG (no v6.0 JPEG support) Support for multiple-page documents Kodak RAW TIFF, Canon RAW TIFF</i>
<b>WBMP</b>	Wireless Bitmap	
<b>WMF</b>	Windows Metafile Format	<i>Win 3.x placeable metafiles</i>
<b>XBM</b>	X bitmap	
<b>XPM</b>	X pixmap	

**Image write support formats**

<b>BMP</b>	Windows Bitmap	<i>Windows 1/8/24 bpp</i>
<b>GIF</b>	Graphics Interchange Format	<i>Non-interlaced GIF 89a only</i>
<b>IFF</b>	EA/Amiga Interchange File Format	<i>1-24 bpp, including HAM and HAM8; multiple pages and animations not supported</i>
<b>JP2</b>	JPEG2000	
<b>JPEG</b>	JPEG JFIF	<i>8 and 24 bpp. Progressive and baseline; adjustable compression factor, subsampling, smoothing and Huffman code optimization</i>
<b>PCX</b>	ZSoft Publishers Paintbrush	<i>8 and 24 bpp; RLE compressed</i>

<b>PNG</b>	Portable Network Graphics	<i>1/4/8 bpp colormapped; 24 bpp RGB</i>
<b>PSD</b>	Adobe™ PhotoShop Document	<i>RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only</i>
<b>RAS</b>	Sun Raster	<i>Uncompressed and RLE compressed</i>
<b>RSB</b>	Red Storm image format	<i>All sub-types supported</i>
<b>SGI</b>	SGI Image Format	<i>8-32 bpp; no colormaps; RLE or uncompressed</i>
<b>WBMP</b>	Wireless Bitmap	
<b>TGA</b>	Targa TGA	<i>8 and 24 bpp. RLE and uncompressed, top-down and bottom-up</i>
<b>TIFF</b>	Tag Image File Format	<i>1/8/24 bits per pixel, single-page; uncompressed, CCITT3, CCITT4, LZW, Deflate (ZIP), and JPEG compression; Adjustable DPI tags</i>

### Archive read support formats

<b>ARJ</b>	ARJ archive	<i>ARJ format</i>
<b>CAB</b>	CAB archive	<i>Microsoft CAB file format</i>
<b>GZ</b>	GZ archive	<i>Unix GZIP (GnuZIP)</i>
<b>LHA</b>	LHA and LZH archives	<i>Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh</i>
<b>RAR</b>	RAR archive	<i>RAR format</i>
<b>TAR</b>	TAR archive	<i>Unix TAR format</i>
<b>TGZ</b>	TGZ archive	<i>TAR format compressed with GZIP</i>
<b>UU</b>	UU archive	<i>UUEncoded files</i>
<b>ZIP</b>	ZIP archive	<i>Store and Deflate</i>

### Archive write support formats

<b>LHA</b>	LHA and LZH archives	<i>Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh</i>
<b>ZIP</b>	ZIP archive	<i>ZIP format</i>

### Video and audio read support formats

<b>AIF</b>	Audio Interchange File Format	
<b>AIFC</b>	Audio Interchange File Format	
<b>AIFF</b>	Audio Interchange File Format	
<b>ASF</b>	Active Streaming File - HoTMetal Pro	

<b>AU</b>	A sound file format used on Sun Microsystems or other UNIX computers
<b>AVI</b>	AVI movie format
<b>GSM</b>	Global System for Mobile Audio
<b>M15</b>	Apple MPEG-1 Video
<b>M1A</b>	Apple MPEG-1/2 Audio
<b>M1V</b>	Apple MPEG-1 Video
<b>M2A</b>	Apple Mpeg-1/2 Audio
<b>M3U</b>	MP3 Playlist files
<b>M75</b>	Apple MPEG-1 Video
<b>MOV</b>	QuickTime movie
<b>MP2</b>	MPEG Layer II compressed audio
<b>MP3</b>	MPEG Layer III compressed audio
<b>MPA</b>	Apple MPEG-1/2 Audio
<b>MPEG</b>	MPEG movie or animation file
<b>MPG</b>	MPEG encoded file
<b>MPV</b>	Apple MPEG-1 Video
<b>QCP</b>	Qualcomm PureVoice
<b>QTPF</b>	QuickTime PreFlight Text
<b>SD2</b>	Sound Designer II
<b>SMI</b>	Synchronized Multimedia Integration Language
<b>SMIL</b>	Synchronized Multimedia Integration Language
<b>SML</b>	Synchronized Multimedia Integration Language
<b>SND</b>	Sound file
<b>SWA</b>	MPEG layer III audio
<b>SWF</b>	Adobe Flash 4
<b>ULW</b>	ULAW - Sun/NeXT
<b>VFW</b>	Video for Windows
<b>WAV</b>	Sound file
<b>WMV</b>	Windows Metafile

## Supported RAW formats

For the most up-to-date list of supported formats, visit our website:

<http://www.acdsee.com/products/acdseepro/rawformats>

The following is a list of RAW format cameras supported by ACDSee:

- Adobe Digital Negative (DNG)
- Canon EOS-1D
- Canon EOS-1D Mark II
- Canon EOS-1D Mark II N
- Canon EOS-1Ds
- Canon EOS-1Ds Mark II
- Canon EOS 5D
- Canon EOS 10D
- Canon EOS 20D
- Canon EOS 30D
- Canon EOS 300D/Digital Rebel/Kiss Digital
- Canon EOS 350D/Digital Rebel XT
- Canon EOS D30
- Canon EOS D60
- Canon EOS D2000C
- Canon PowerShot 600
- Canon PowerShot A5
- Canon PowerShot A5 Zoom
- Canon PowerShot A50
- Canon PowerShot G1
- Canon PowerShot G2
- Canon PowerShot G3
- Canon PowerShot G5
- Canon PowerShot G6
- Canon PowerShot Pro1
- Canon PowerShot Pro70
- Canon PowerShot Pro90 IS
- Canon PowerShot S30
- Canon PowerShot S40
- Canon PowerShot S45
- Canon PowerShot S50
- Canon PowerShot S60
- Canon PowerShot S70
- Casio EX-P600
- Casio QV-2000UX
- Casio QV-3000EX
- Casio QV-3500EX
- Casio QV-4000
- Casio QV-5700
- Contax N DIGITAL
- Creo Leaf Valeo 22
- Epson R-D1
- FujiFilm F710
- FujiFilm FinePix E550
- Fujifilm FinePix E900
- FujiFilm FinePix F700
- FujiFilm FinePix S20Pro
- FujiFilm FinePix S2Pro
- FujiFilm FinePix S3Pro
- FujiFilm FinePix S5000
- Fujifilm FinePix S5500
- FujiFilm FinePix S7000
- FujiFilm FinePix S9000/S9500
- Imacon Ixpress
- Kodak DCS Pro 14n
- Kodak DCS Pro 14nx
- Kodak DCS Pro SLR/c
- Kodak DCS Pro SLR/n
- Kodak DCS315C
- Kodak DCS330C
- Kodak DCS420
- Kodak DCS460
- Kodak DCS520C
- Kodak DCS560C
- Kodak DCS620C
- Kodak DCS620X
- Kodak DCS660C
- Kodak DCS720X
- Kodak DCS760C
- Kodak EOSDCS1
- Kodak EOSDCS3B
- Kodak ProBack
- Kodak ProBack645
- Konica Minolta A200
- Konica Minolta DiIMAGE 5
- Konica Minolta DiIMAGE 7
- Konica Minolta DiIMAGE 7Hi
- Konica Minolta DiIMAGE 7i
- Konica Minolta DiIMAGE A1
- Konica Minolta DiIMAGE A2
- Konica Minolta DiIMAGE A200
- Konica Minolta Dynax/Maxxum 5D
- Konica Minolta Dynax/Maxxum 7D
- Leica Digilux 2
- Nikon D1
- Nikon D50
- Nikon D100
- Nikon D200
- Nikon D1H
- Nikon D1X
- Nikon D2H

- Nikon D2Hs
- Nikon D2X
- Nikon D50
- Nikon D70
- Nikon D70s
- Nikon E5000
- Nikon E5400
- Nikon E5700
- Nikon E8700
- Nikon E8800
- Olympus C-5050 Zoom
- Olympus C-5060 Wide Zoom
- Olympus C-7000 Zoom
- Olympus C-7070 Wide Zoom
- Olympus C-8080 Wide Zoom
- Olympus E-1
- Olympus E-10
- Olympus E-20
- Olympus E-300
- Olympus E-330
- Olympus E-300 DSLR
- Olympus E-500
- Olympus SP-500 UZ
- Panasonic DMC-FZ30
- Panasonic DMC-LC1
- Pentax \*ist D
- Pentax \*ist DL
- Pentax \*ist DS
- Pentax \*ist DS2
- Pentax Optio S
- Pentax Optio S4
- Phase One H 10
- Phase One H 20
- Phase One H 25
- Phase One LightPhase
- Sinar 12582980-byte
- Sony DSC-F828
- Sony DSC-R1
- Sony DSC-V3

## Registering and Associating files

ACDSee can work with a large number of file formats. If you are running Microsoft XP then you can set ACDSee to be the default application to open certain file types. This process is called associating files.

Microsoft Windows Vista has made it necessary to change how ACDSee associates files. Because of these changes, if you are running Microsoft Vista you need to register file types (or extensions) as well as associate them. When you register file types, you tell the Microsoft Windows Vista that these file types are used with ACDSee. When you associate file types, you set ACDSee as the default program to open these kinds of files when you double-click them.

### For Microsoft XP

#### To associate files with ACDSee:

1. Click **Tools | File Associations**.
2. Select 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**.

## For Microsoft Windows Vista

### To set file association options in ACDSee:

1. Click **Tools | File Associations | Set File Associations**.
2. Select one of the following options:
  - **All image file types** - sets ACDSee as the default application to open all image file types.
  - **Image file types not currently associated with ACDSee or another program** - retains any file types already associated with ACDSee and adds any file types that are not yet associated with a program.
  - **Choose the image file types myself** - opens a dialog where you can select the files you want to associate with ACDSee.
3. Click **OK**.

### To register new file extensions with Microsoft Windows Vista:

When you add a plug-in to ACDSee that allows it to recognize and use new file types, you need to register the new file formats with the operating system as being used by ACDSee. You can then use the same dialog to associate these files with ACDSee.

1. Click **Tools | File Associations | Register New File Formats**.
2. To only *register* the new file formats in the list, click **OK**.
3. To *associate* the new file formats with ACDSee so that it opens these file formats in the future, check each file type by clicking in the white square.
4. Click **OK** to register and/or associate the new files.



You can change file associations directly in Microsoft Windows Vista by going to your desktop and clicking **Start | Default Programs**.



# Glossary

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## A

### **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.

### B

#### **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.

#### **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.

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### C

#### **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 ACDSsee 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.

**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. ACDSsee 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.

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## **D**

### **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 `descript.ion`. ACDSee generated one `descript.ion` 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.

**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.

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**E****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.

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**F****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.

### **filter**

Program that can apply an effect to an image, such as an embossed appearance or a sepia tone.

### **fish-eye distortion**

In fish-eye distortion, the photo appears to bulge outwards from the center, as if the photo were wrapped around a sphere.

### **footer**

Comment or description added to the bottom of an image. Sometimes called a caption.

### **frame**

Single still image in a film or video.

### **frame rate**

Speed at which a film or video displays frames. Frame rate is measured in frames per second (FPS).

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## **G**

### **gamma**

Range of color values a monitor, scanner, or printer can display. Adjusting this value increases or decreases the intensity of the light spectrum. A gamma corrected image simulates the adjusted display value when it is saved.

### **grayscale image**

Image composed of different shades of gray.

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## **H**

### **header**

Comment or description added to the top of an image. Also referred to as a caption.

### **highlights**

Highlights are the brightest or whitest parts of an image.

### **histogram**

A histogram is a bar graph that displays the dynamic range of shadows and highlights in an image.

### **HSL**

An acronym for hue, saturation, and lightness.

**hue**

Predominant color in an image.

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**I****image editor**

Program that you can use to create and edit images. ACD Photo Editor is an image editor.

**image optimizer**

Program you can use to make your images more suitable for the Internet. ACD RealOptimizer is an image optimizer.

**image resolution**

Quality of image details and colors. Also used to describe the quality of monitors and printer output.

**image viewer**

Program that displays images. ACDSee and ACD Photo Editor are image viewers.

**import**

Bringing data into an application from another using a format that the receiving application understands.

**interpolation**

Process that uses nearby pixels to estimate the color of new pixels added to the larger image. For example, interpolation might be used when enlarging a digital image.

**IPTC**

Standard method of encoding information within image files so that items such as descriptive comments and copyright information can be transmitted with the image.

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**J-K****jaggies**

Individual pixels displayed in an image with low resolution. The appearance of pixels in an image causes lines and curves to appear jagged.

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**L****lossless compression**

Form of compression that retains all image data and quality.

**lossless rotation and flipping**

Rotation of a JPEG image without loss of image quality. This works best on images with dimensions that are a multiple of 8 or 16.

**lossy compression**

Form of compression that attempts to remove unnecessary data. This data loss can affect image quality.

### M

#### **marquee**

Dashed-line frame that identifies a selected portion of an image. Depending on the tool, you can resize or move a marquee with or without changing the underlying image.

#### **metadata**

Information about an image and how it was taken. For example, the metadata of digital camera images can contain the date and time the picture was taken, the shutter speed, the exposure settings of the camera, and whether a flash was used.

#### **monochrome image**

Image containing a single color.

#### **multiple page image**

Image containing more than one image in a single file. For example, images in TIFF format can have multiple pages.

#### **myACD**

A control panel that you can use to check the status of your software, enter a license code to update your trial versions, and download other products to try or buy.

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### N

#### **newsreader**

Application for reading and posting messages on Internet newsgroups (online discussion groups).

#### **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.

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### O

#### **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.

---

### P-Q

#### **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 ELEMENT)**

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.

**primary colors**

Colors that can produce other colors when blended. For example, in the RGB color model, red, green, and blue are primary colors.

---

**R****raster image**

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.

**rating**

Assign ratings (1, 2, 3, 4, 5) to photos to help sort and manage them more easily.

### **RAW**

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.

### **recursive**

Program or task that can repeat itself indefinitely, such as a slide show.

### **red-eye**

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.

### **Relative Colorimetric**

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.

### **render**

Drawing images to your screen.

### **rendering intent**

Approach used to map colors from one color gamut to another. There are four rendering intents available: Perceptual, Relative Colorimetric, Saturation, and Absolute Colorimetric.

### **resolution**

Quality and clarity of an image, measured in pixels, dots per inch, or pixels per inch.

### **RGB**

Color model that uses red, green, and blue as its primary colors.

### **ringing artifacts**

Distortion around the edges of image subjects, caused by compressing or resizing an image.

---

## **S**

### **sample**

Audio wave, measured in bits. More sample bits result in higher clarity and fidelity.

### **sample rate**

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.

### **sample size**

Size of an audio sample, measured in bits.

### **saturation**

Purity of a color. Higher color saturation results in more gray.

**Saturation (rendering intent)**

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.

**SendPix**

ACD SendPix is a free, electronic photo sharing service offered by ACD Systems.

**selection**

Portion of an image that you define with a selection tool. A marquee surrounds a selection. ACDSsee and ACD Photo Editor include selection tools.

**sepia**

Sepia-toned images are composed of shades of brown. Many old photographs have a sepia tone.

**sharpness**

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.

**shell**

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.

**shell command**

Instruction sent to the operating system or parent application by another program or application.

**shortcut menu**

Menu that appears when you right-click within a program. Sometimes referred to as a context menu.

**slide show**

Automated sequential display of images. You can use slide show software such as ACDSsee and ACD FotoAngelo to create and display slide shows of your images.

**streaming**

Playing an audio or video file as it downloads from the Internet (in contrast to downloading the entire file before playing it).

---

**T****tagging**

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.

**thumbnails**

Small preview of a full-sized image.

### **timestamp**

Date and time associated with a file.

### **TiVo**

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.

### **transitions**

Special effects used between images or video segments in slide shows, screen savers, and videos.

### **TWAIN**

Interface standard for scanners and some digital cameras.

---

## **U**

### **underexposed**

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.

### **unsharp mask**

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.

### **USB (Universal Serial Bus)**

Computer port for connecting peripheral devices, such as a mouse, keyboard, camera, or scanner.

---

## **V**

### **VCD**

Video Compact Disc, or video stored to a regular CD.

### **vector image**

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.

### **viewer, image**

See image viewer.

---

## **W**

### **watermark**

Background text or graphics added to an image, usually to provide copyright protection.

**whitepoint**

Lightest image area. You can control the intensity of the white in an image by adjusting its whitepoint.

---

**X-Z****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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