

ACDSee 10 : Group your photos and browse faster

1 What is grouping?

2 Grouping your photos

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4 Navigating through groups

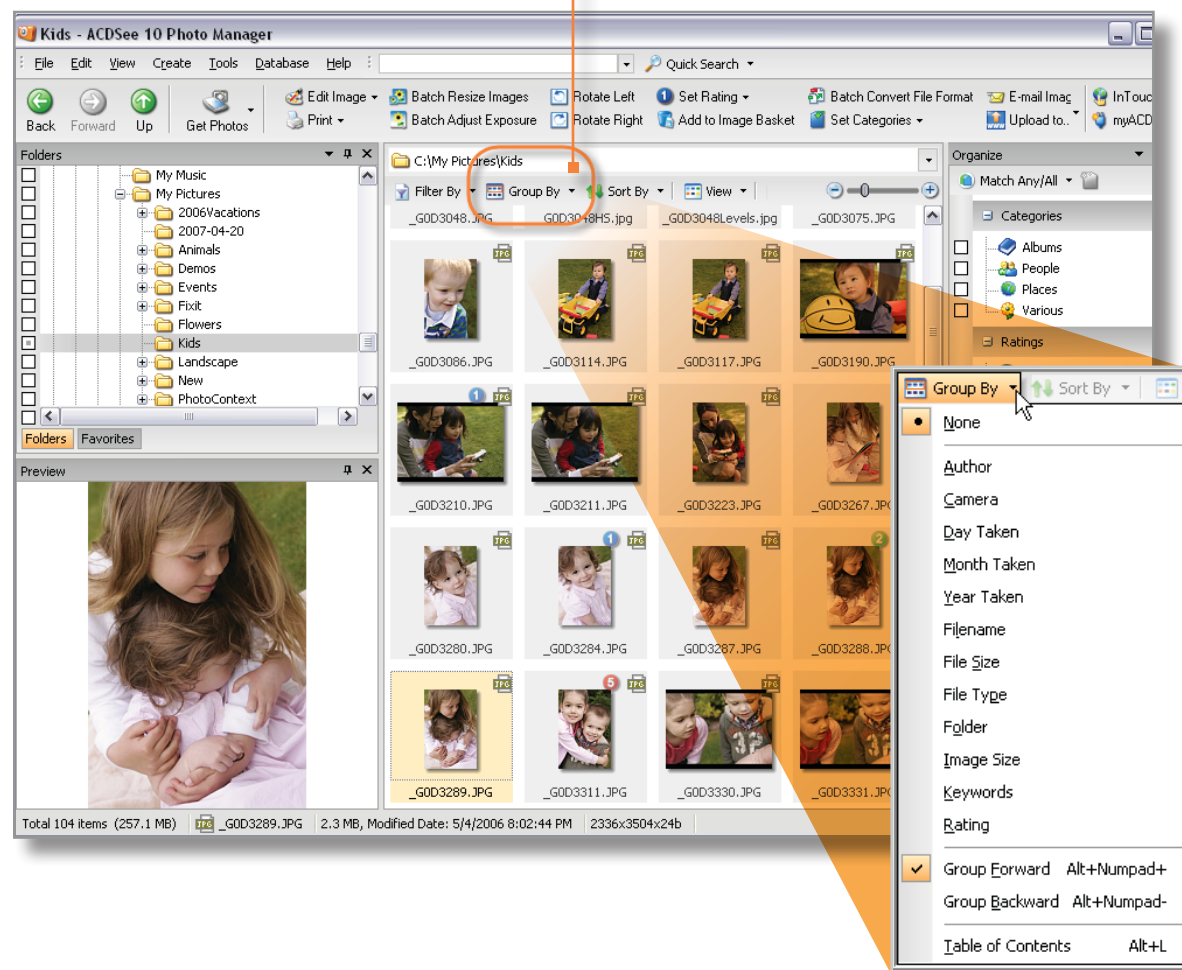
5 Collapsing & expanding groups

6 Selecting grouped photos

7 Key concepts

In this tutorial, you learn how to group photos. The Group By option rearranges the photos in the File List into groups. For example, if you click Rating, all the photos with a rating of 1 are grouped together, all the photo with a rating of 2 are in another group, etc. Grouping makes it quick and easy to find photos.

The Group By drop-down list is on the File List toolbar beside Filter By and Sort By.



You can group photos by:

- Author
- Camera
- Day taken
- Month taken
- Year taken
- Filename
- File size
- File type
- Folder
- Image size
- Keywords
- Rating

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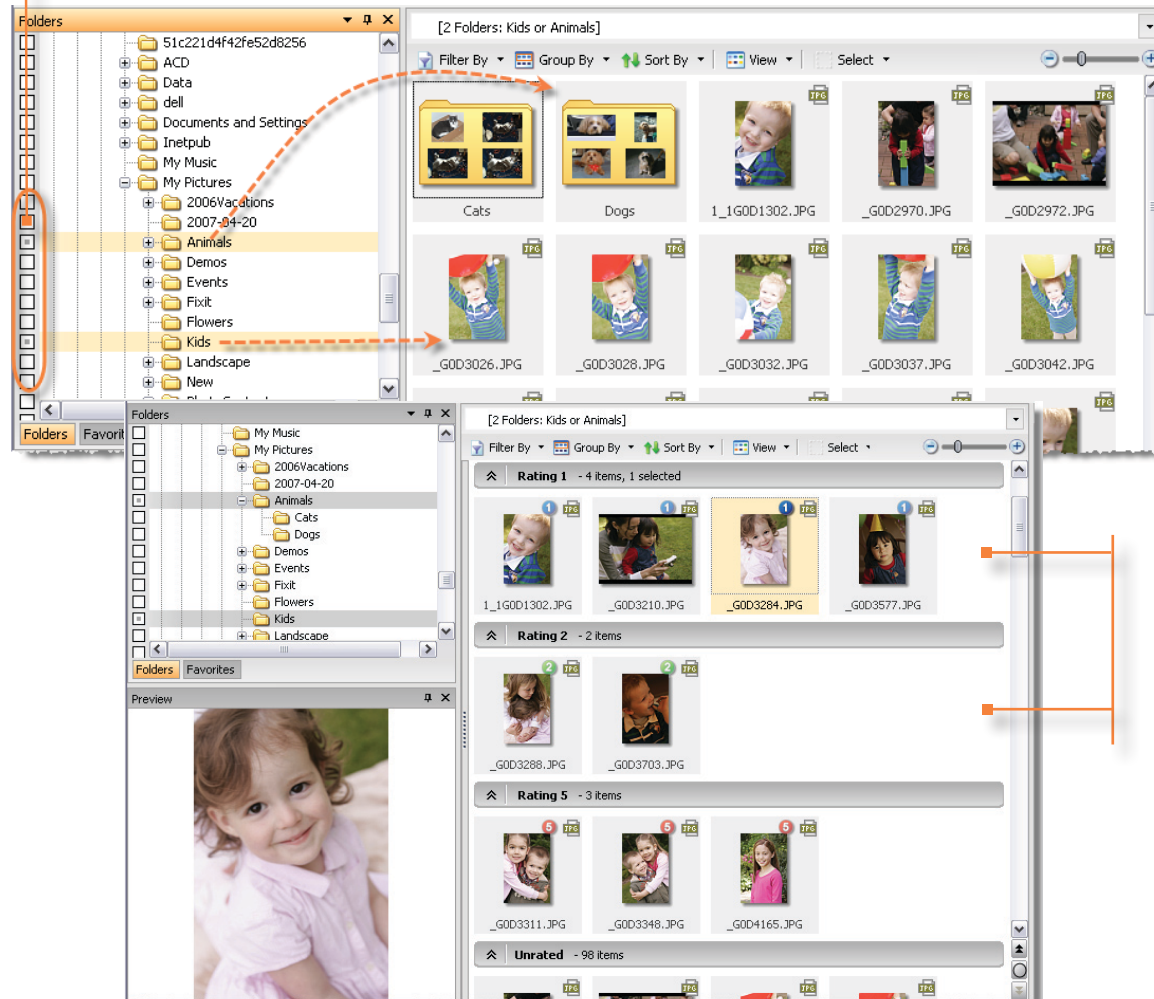
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You can group any photos that are displayed in the File List. This means that you can group the contents of a single, or many folders. The Easy-select bars make selecting multiple folders easy.

To select multiple folders, click the small squares on the left side of each folder. These squares are the Easy-select bar. As you click each square, the photos in those folders appear in the File List.



In this example, we clicked the square and added the folder **Animals** to the File List. Because there are subfolders under Animals, you see the photos inside a folder.

Next click the **Group By** drop-down arrow and select **Rating**. The photos are now re-organized into the groups according to their ratings.

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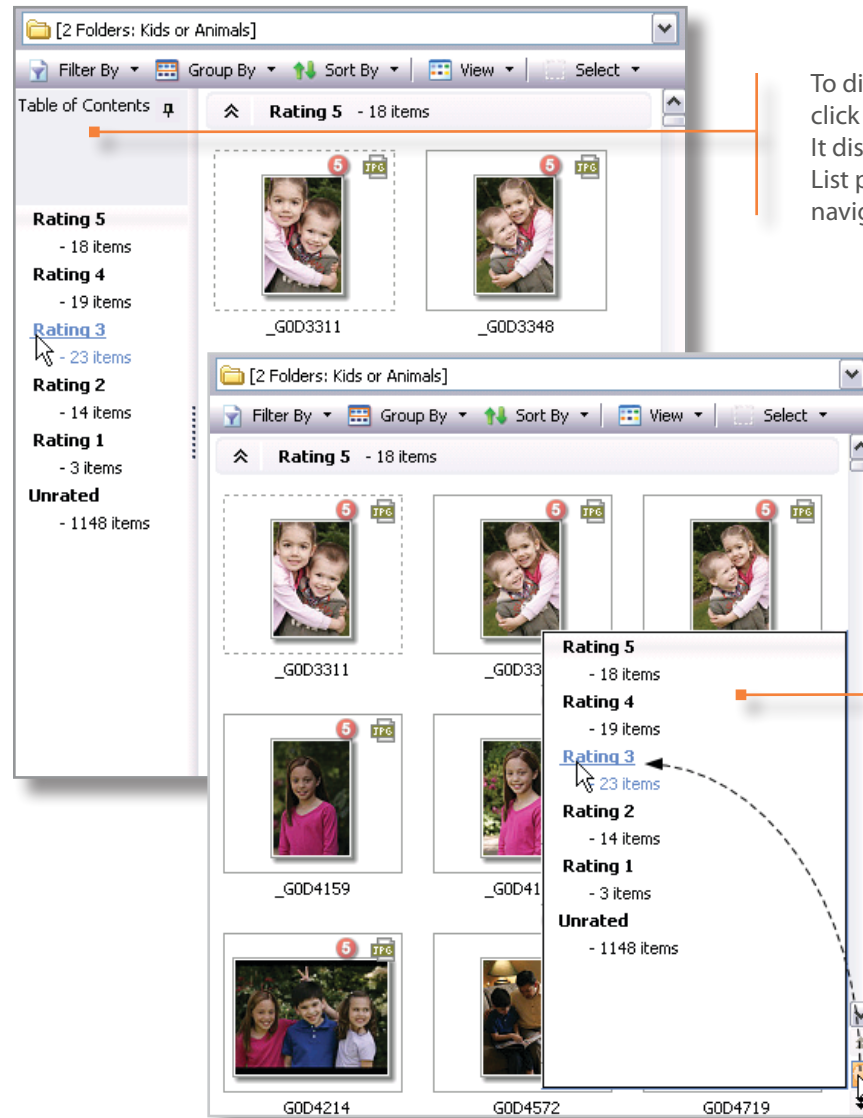
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If you have many photos in your groups, you may not be able to see all of them in the File List. When this happens, use the grouping Table of Contents to navigate from group to group.



To display the Table of Contents, click **Group By | Table of Contents**. It displays to the left of the File List pane. Click a group name to navigate to that group.

If the Table of Contents takes up too much space in the Browser, click the Table of Contents button at the bottom of the File List scroll bar.

The Table of Contents displays, then disappears after you click a group name.

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You can navigate to the previous group by clicking the up arrow, and to the next group by clicking the down arrow.

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The screenshot displays the ACDSee 10 interface with two photo windows. The top window, titled "[2 Folders: Kids or Animals]", shows a grid of photos. A group heading "Rating 5 - 18 items" is expanded, and a mouse cursor is hovering over its collapse arrow. Below it, a group heading "Rating 4 - 19 items" is collapsed. The bottom window, titled "[2 Folders: Animals or Kids]", shows a similar grid. A group heading "Rating 5 - 18 items" is collapsed, and a mouse cursor is hovering over its expand arrow. A pop-up window displays the first few photos of the expanded group, with file names like "_GOD3311", "_GOD3348", "_GOD3350", and "_GOD4159". On the right side, an "Organize" panel is visible, showing a "Ratings" section with a vertical list of rating options: 1 (blue), 2 (green), 3 (yellow), 4 (orange), 5 (red), and Unrated (grey). The "Auto Categories" and "Special Items" sections are also visible.

You can collapse or expand a group by clicking the arrow in the group heading.

If a group is collapsed, hover your mouse over the group heading and a pop-up shows the first few photos in the group.

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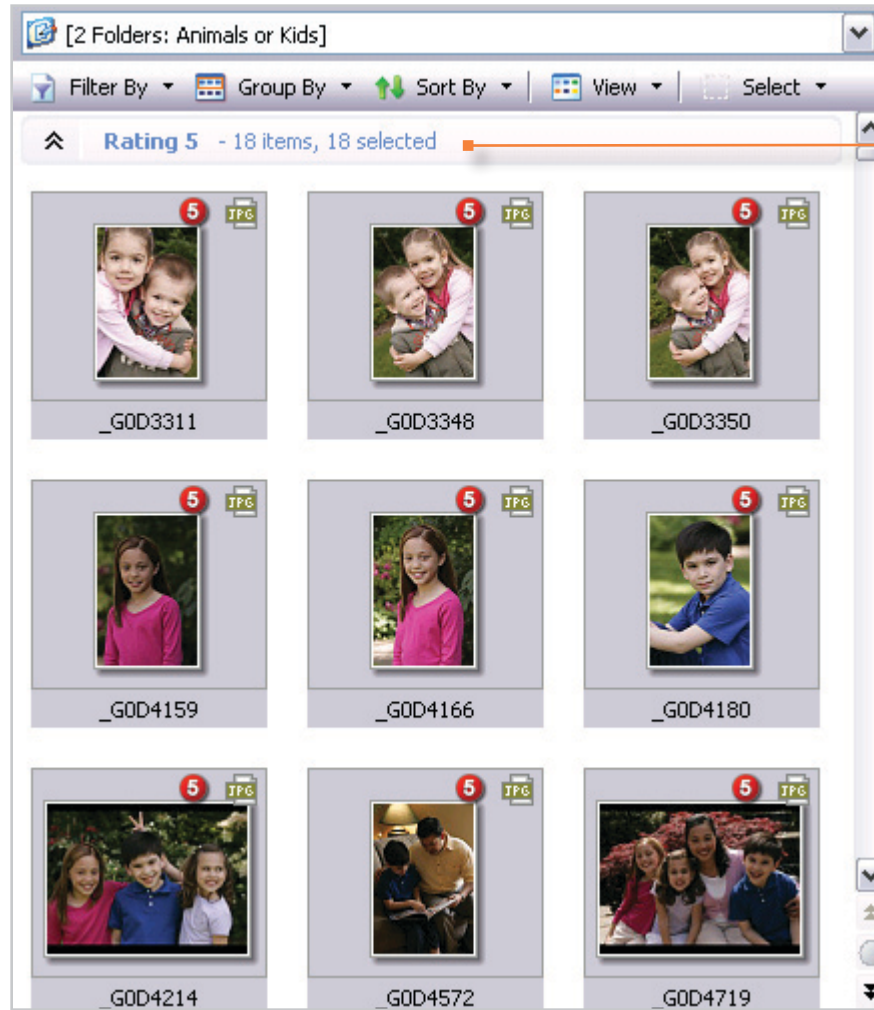
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To select all the photos in a group, click the group heading. The group heading shows the number of photos in the group.

Tip:

If you press and hold the **Ctrl** key on your keyboard, then click on the group headings, you can select photos in more than one group.

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Check to see if you learned these key concepts:

- » You can group photos in more than one folder. Just select the folders using the Easy-select bar in the Folders pane.
- » You can use the Table of Contents to quickly navigate through groups. Click **Group By | Table of Contents** to display it to the left of the File List pane. If the Table of Contents is taking up too much space in the Browser you can click the Table of Contents button at the bottom of the File List scroll bar to temporarily display the Table of Contents.
- » You can also use the up and down arrows in the File List scroll bar to quickly navigate to the previous and next groups.
- » You can collapse and expand groups by clicking the arrow in the group header. If a group is collapsed you can see some of the photos in the group by hovering your mouse over the group header.
- » Finally, you can quickly select all of the photos in a group by clicking the group heading.