

ACDSee 10 tutorials > Organizing images from acquiring to archiving

Where can you acquire images from?

How does ACDSee help you acquire images?

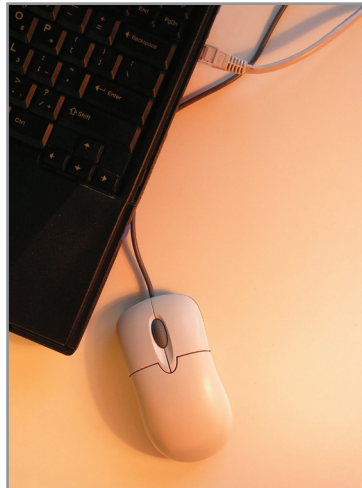
How can you quickly start organizing your images?

How does ACDSee help you archive images?

Key concepts

You can acquire images from many different sources, including cameras, storage discs, external hard drives, and file archives downloaded from Internet web sites.

With ACDSee it is extremely easy to browse images, organize them for easy access, and archive them to external sources such as storage discs and external hard drives.



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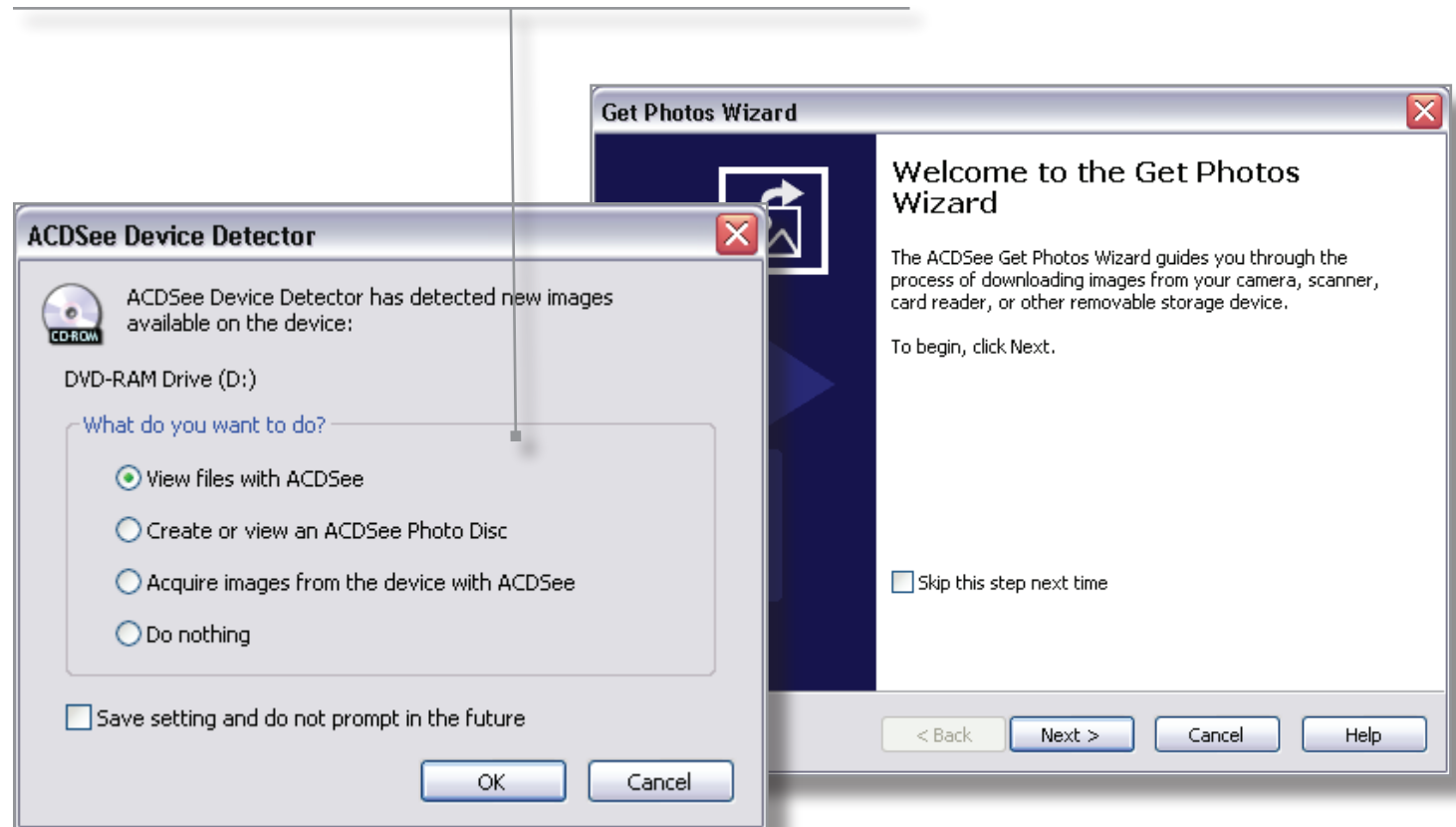
How does ACDSee help you archive images?

Key concepts

The ACDSee Device Detector is a program that walks you through the image acquisition process.

The Device Detector launches as soon as you start your computer. You can tell that the Device Detector is running when you see a green camera icon in the notification area of the taskbar, next to the clock.

The Device Detector runs in the background until it detects a disc or drive that contains images. When it detects new images, it displays a dialog. If you select **Acquire images from the device with ACDSee** the Device Detector launches the Get Photos Wizard.



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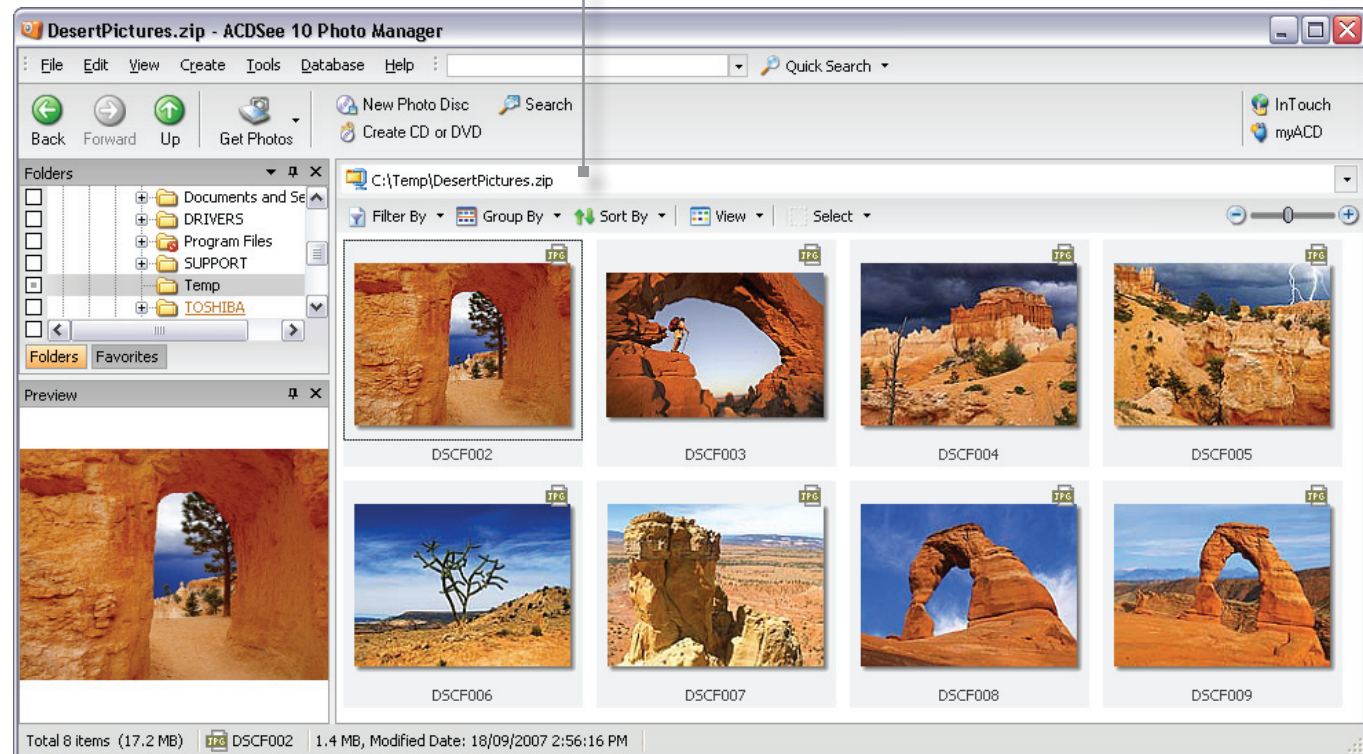
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Downloading images from the Internet is increasingly common. These images are often bundled into ZIP archives. You can view images in ZIP archives and extract images from them without leaving ACDSee.

Start by downloading the ZIP archive to your computer. Then, navigate to its location using the Folders pane. Double-click the ZIP archive and ACDSee displays the images contained in the archive in the File List pane of the Browser. To extract the images, select them, click the **Extract to Folder** icon in the toolbar, and follow the instructions in the Extract Folder dialog to extract them to another location.



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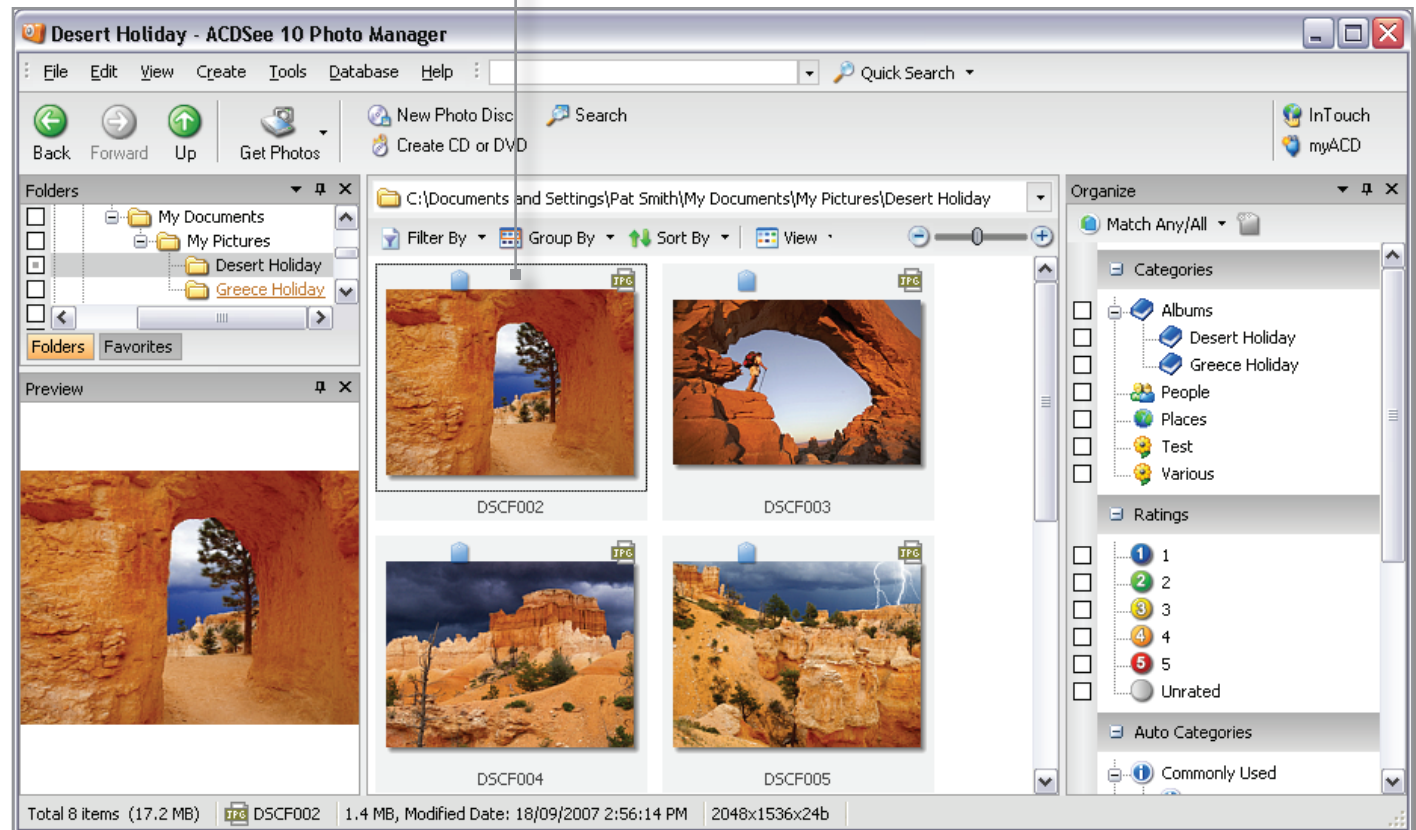
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After you have acquired or downloaded your images you can begin organizing them. ACDSee has some really easy-to-use but powerful organization tools. You can access these tools through the Organize pane.

One of the first things you can do to organize your images is assign them to one or more categories. You can create your own custom categories and subcategories. To assign an image to a category, simply click and drag the image onto the category in the Organize pane. A category icon displays in the top left corner of the image.



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Where can you acquire images from?

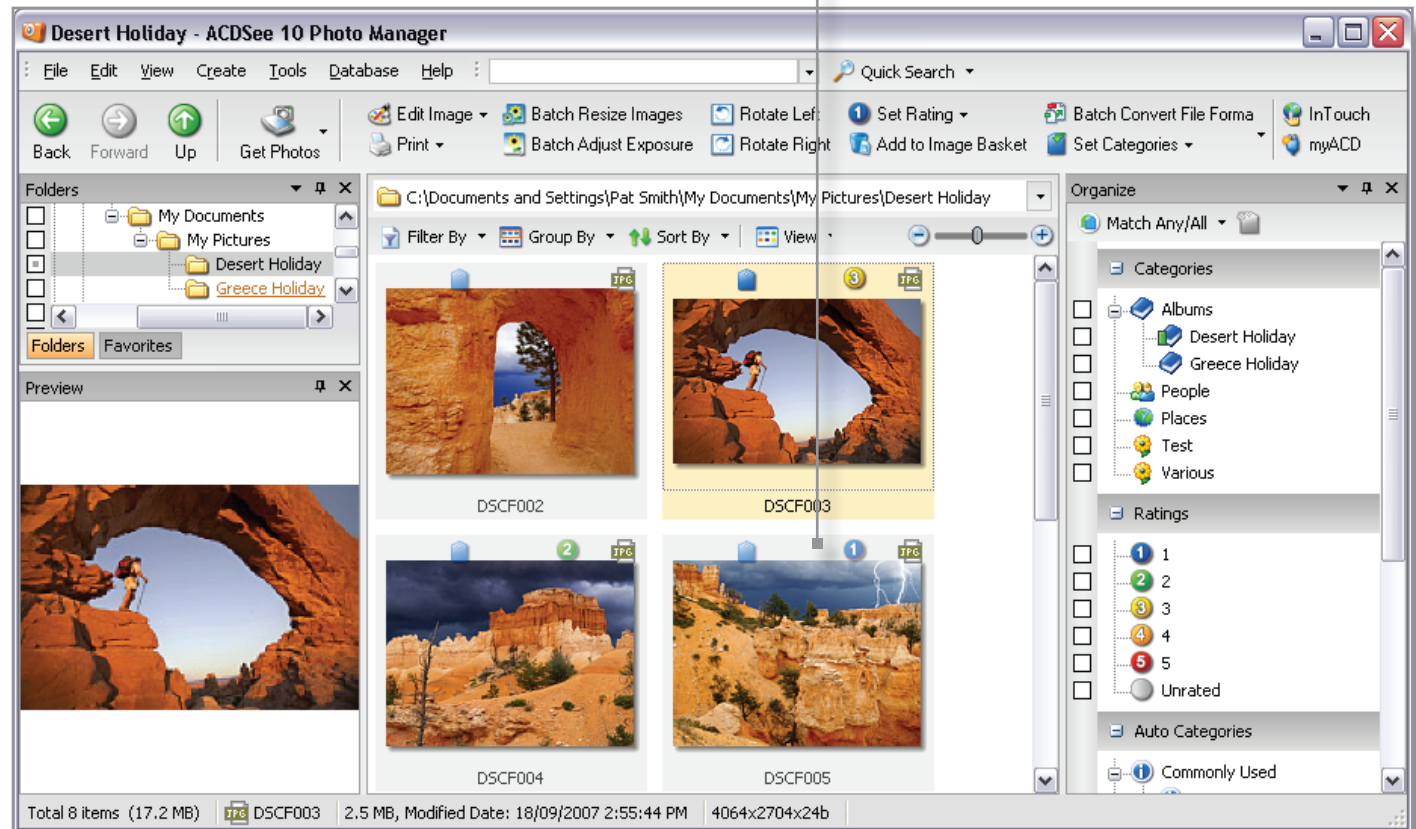
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You can further organize images by assigning them specific ratings from 1 to 5. For example, as you browse through your images and you see a particularly attractive image you can assign it a rating of 1 by clicking and dragging it onto that rating number.



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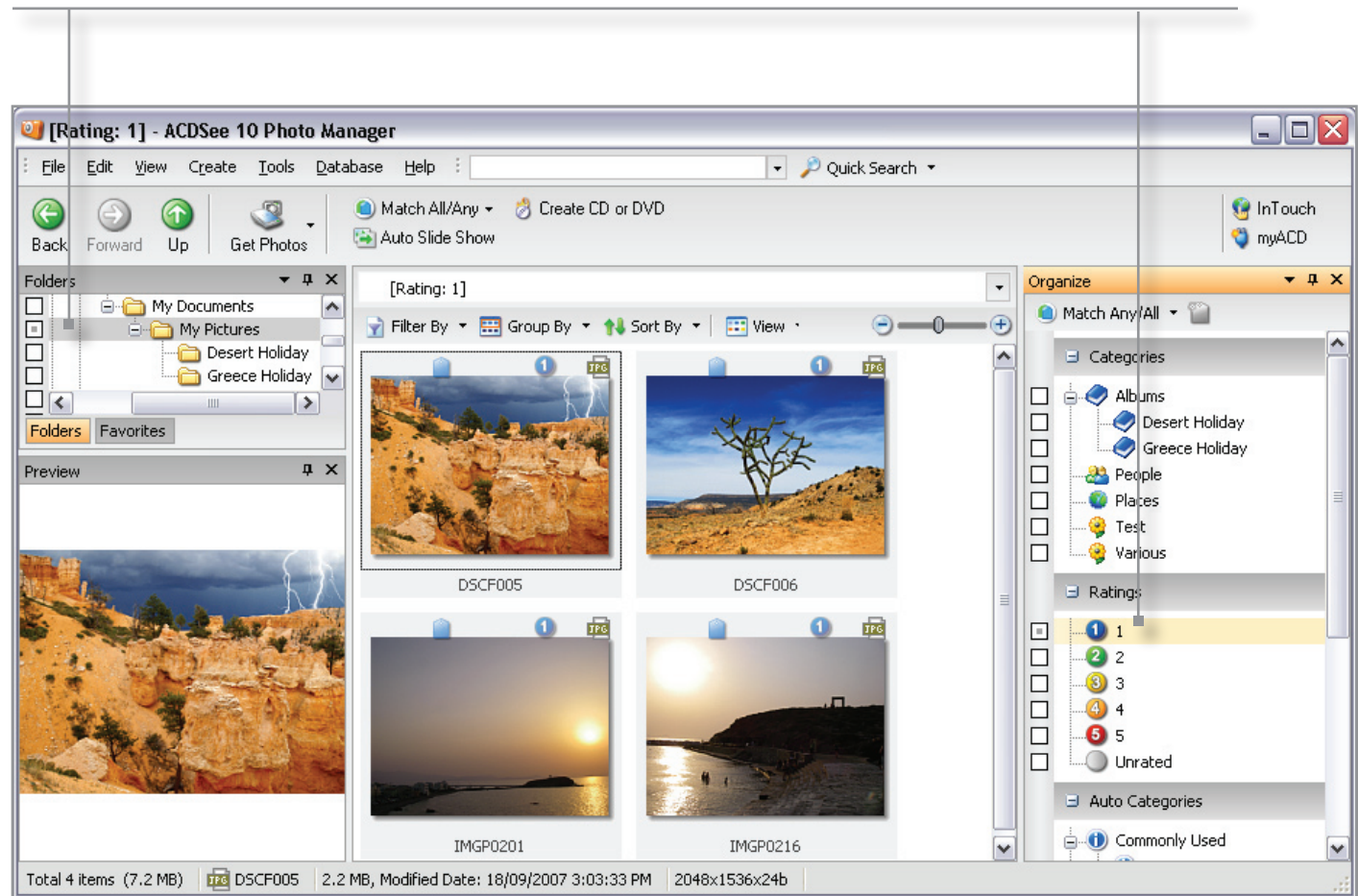
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Images that are organized by category and rating are easy to find. In the Folders pane, click the checkbox next to the folders that may contain the images you want. Then, click the category or rating in the Organize pane. All of the images assigned to that category or rating display in the File List pane of the Browser.

In the example below, rating 1 is selected in the Organize pane. The four images in that rating display in the File List pane. You can select different combinations of categories and ratings to quickly display images in those categories and ratings in the File List pane.



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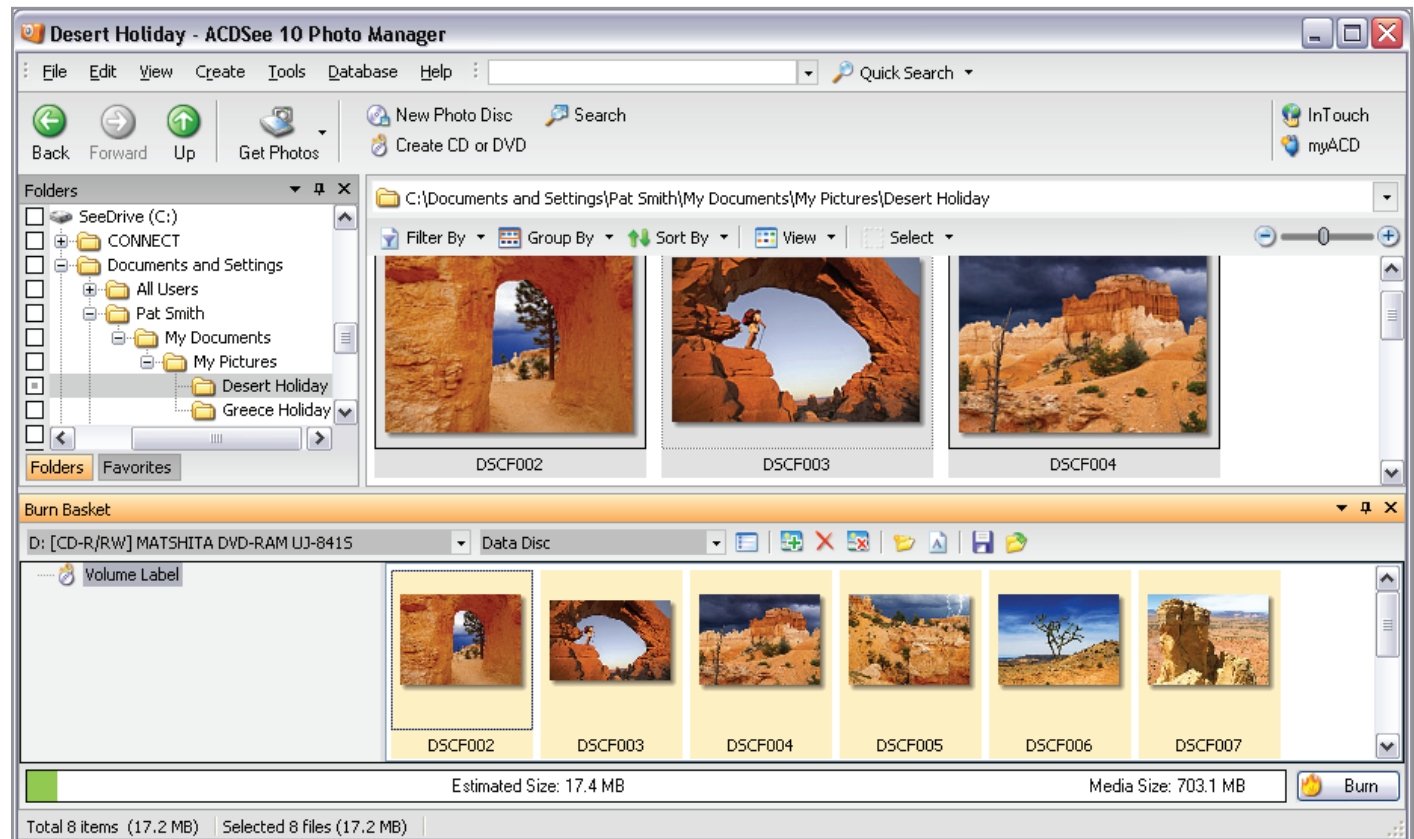
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If you work with large numbers of images you probably store some of them on disc to save space on your hard drive or back them up to disc to guard against data loss. ACDSee has powerful disc burning and archival tools that you will want to use.

Burning images to disc is incredibly easy with ACDSee. Start by selecting the images that you want to burn to disc. Then, click **Create | Create CD or DVD**. The Burn Basket opens and your images are automatically added to it. The Burn Basket contains all of the options you need to burn to disc.



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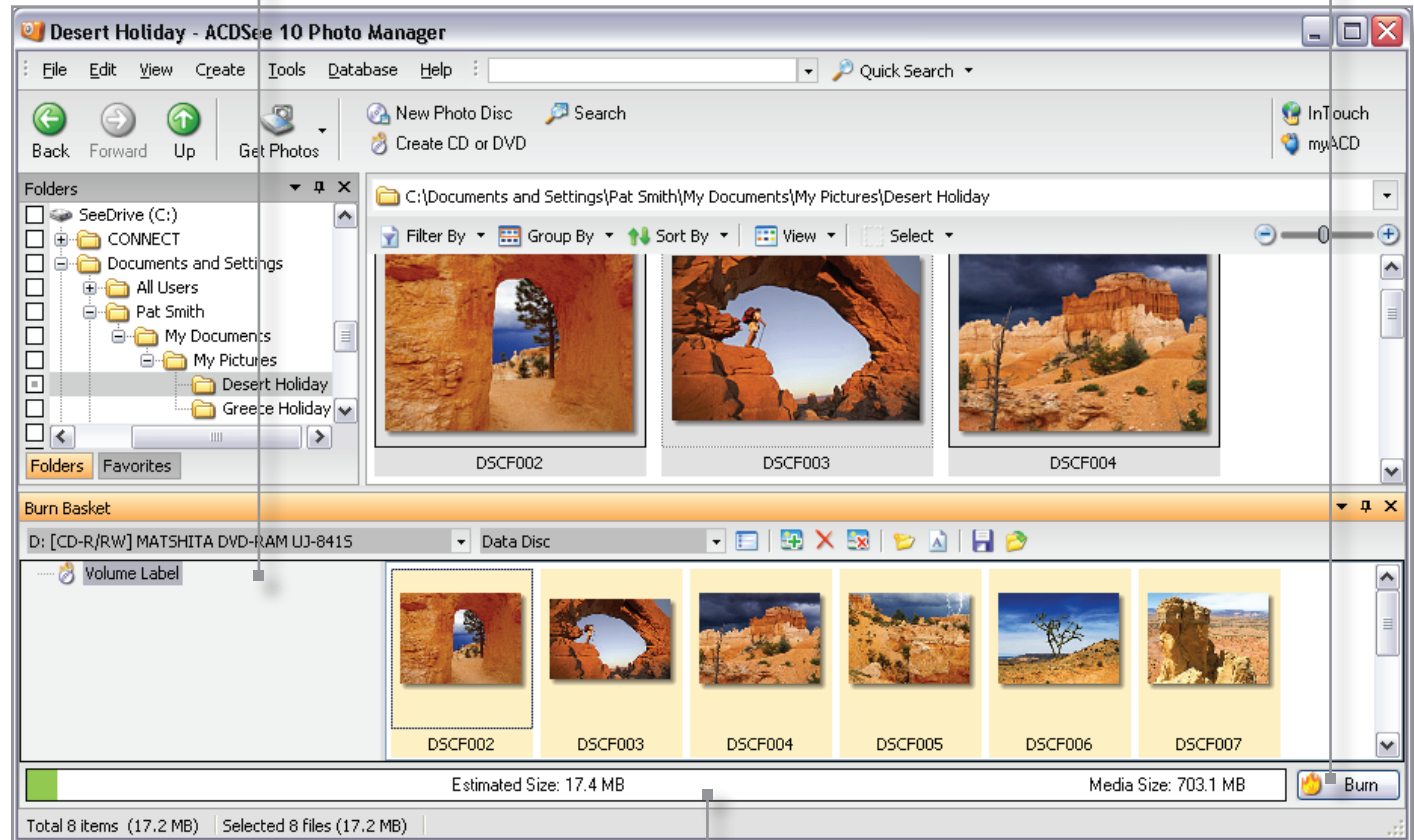
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Once all the images are in the Burn Basket, insert a blank disc into your computer's CD/DVD drive. ACDSee automatically determines if the disc is a CD or DVD. Right-click the Volume Label to create a specific name for the disc, such as the burn date. Then, all you have to do to burn your disc is click the **Burn** button!



There is a handy space indicator that shows how much space the images will take up on the disc.

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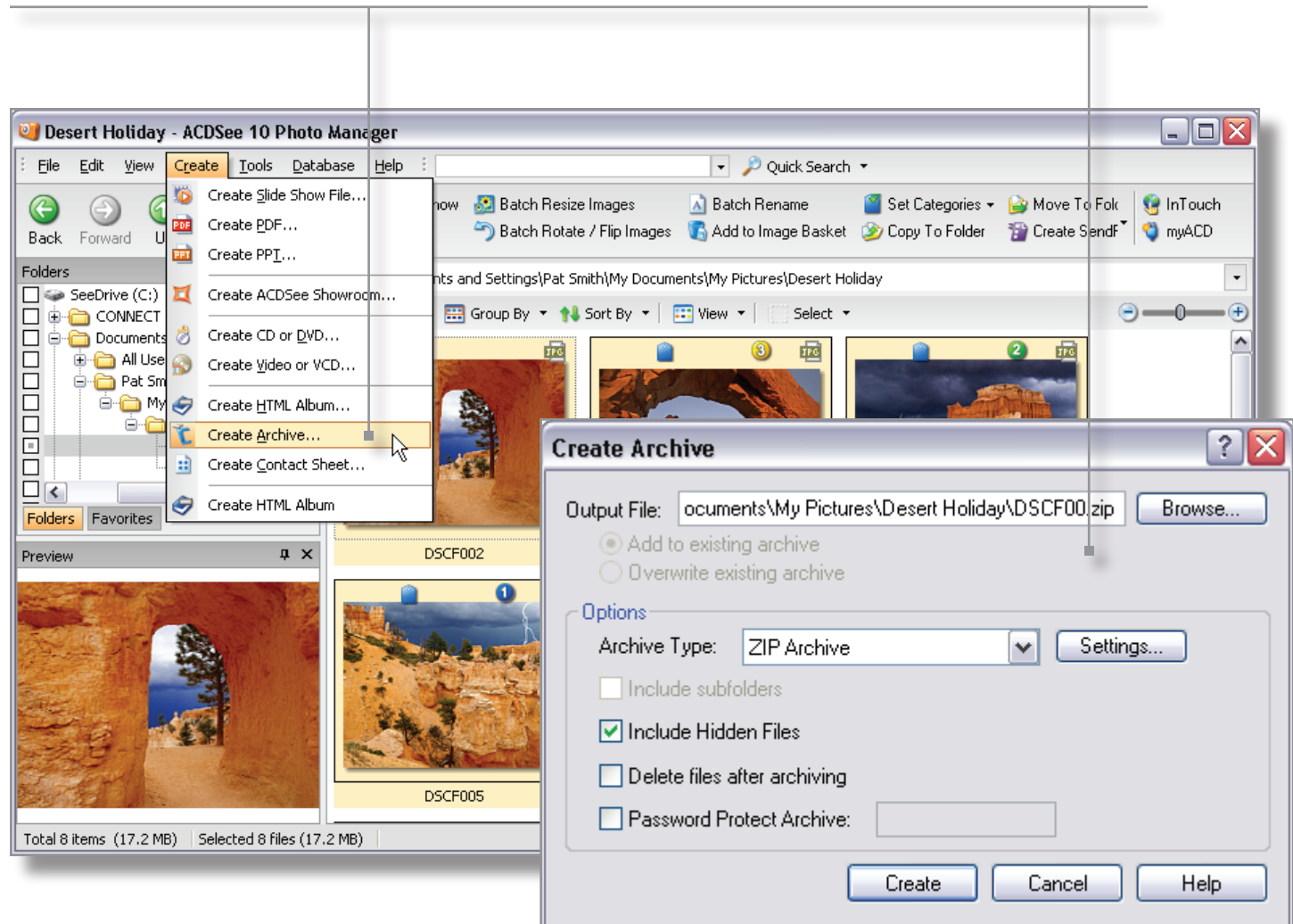
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Archiving is just as easy as burning discs. Again, start by selecting the images that you want to archive. Then, click **Create | Create Archive**. Select the location where you would like to store the archive, select the archive type, and click **Create** to store your images in the archive. It's that easy!



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Key concepts

Check to see if you learned these key concepts:

- » You can use the ACDSee Device Detector to acquire images from a variety of sources such as cameras, storage discs, and external hard drives.
- » ACDSee has easy-to-use and powerful organization tools such as categories and ratings. To assign a category or rating to an image, all you have to do is click and drag the image onto the category or rating in the Organize pane. You can search for images by category or rating, too!
- » Burning images to disc is incredibly easy with ACDSee. Start by selecting the images and then clicking **Create | Create a CD or DVD**. Then click **Burn**. It's really that simple.
- » Archiving is easy as well. Select the images that you want to archive and then click **Create | Create Archive**. Select the location where you want to store the archive, the archive type, and then click **Create**.

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