

ACDSee 10 tutorials : Using the Easy-select bars

What are the Easy-select bars?

Selecting single or multiple folders

Selecting categories and ratings

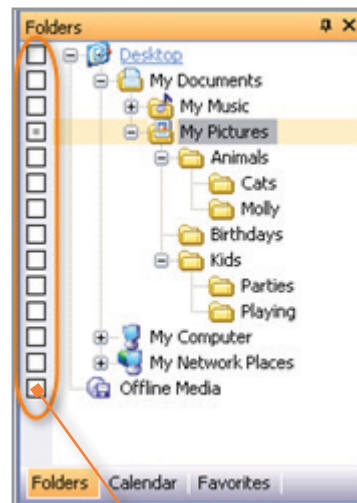
Using the Match Any/All options

Combining multiple selections

Key concepts

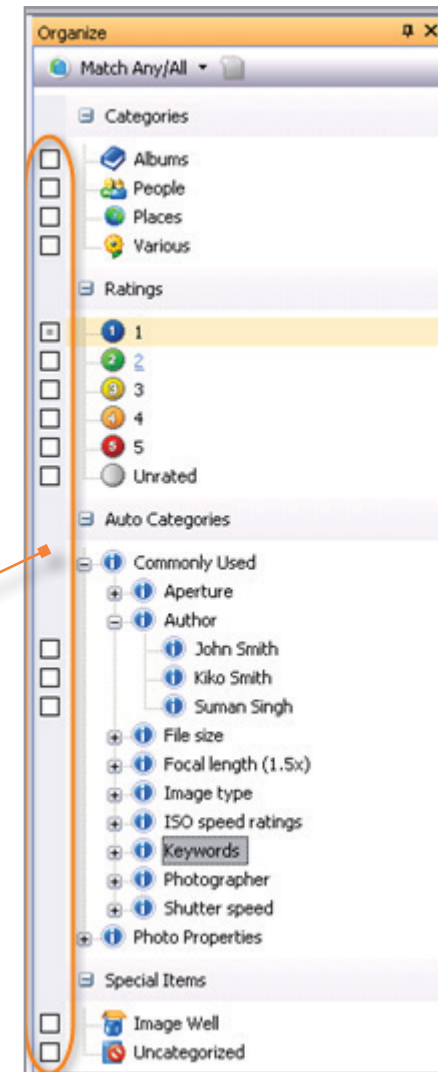
In this tutorial, learn how to use the Easy-select bar to browse, display, group, and search for photos. Easy-select bars look like a row of boxes on the left side of the Folders pane and the Organize pane. They make it extremely quick and easy to locate and display exactly the combination of photos you want to see.

If you have assigned ratings and categories to your photos, the Easy-select bars become even more powerful, as you can quickly find photos that match complex combinations of categories, ratings, or autcategories.



You can use the Easy-select bars to select a single, or multiple, folders. As you click, or clear, each square, the contents of that folder appear, or disappear from, the File List.

The Easy-select bar on the Organize pane works the same way. You can also use the bars to combine selections of folders, categories, ratings, and autcategories.



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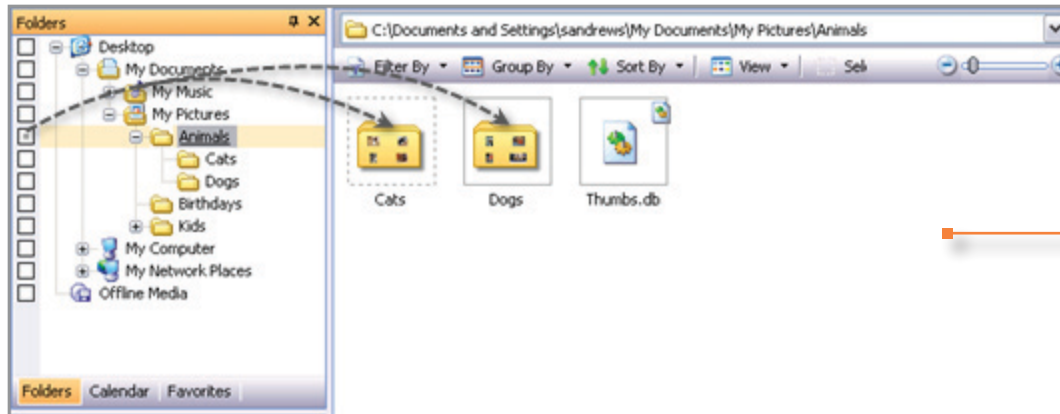
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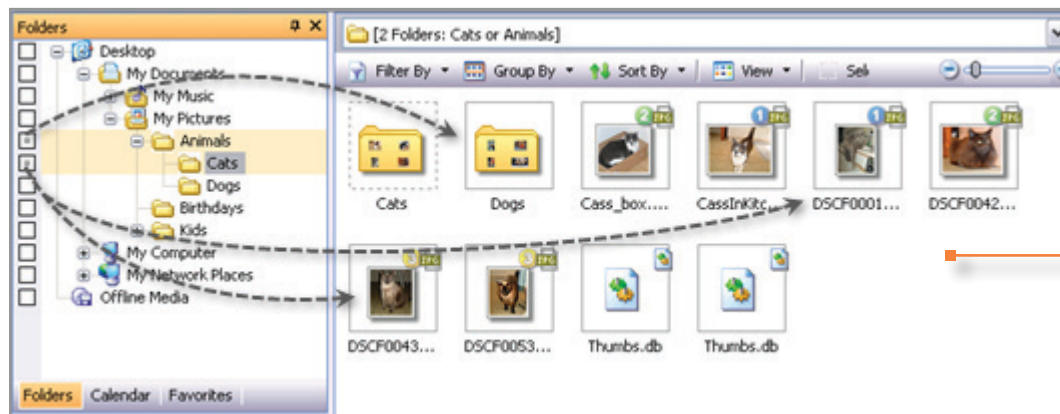
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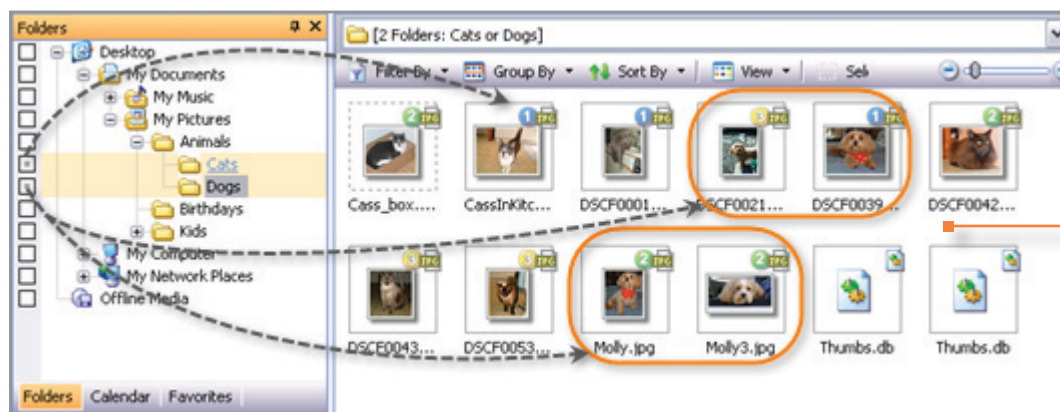
Key concepts



If you click the Easy-select box of a folder that contains only folders, (no images) you see icons of the folders with tiny thumbnails of the photos they contain.



If you click the Easy-select box of a folder that has photos, the photos appear in the File List pane. Because the higher-level folder remains selected, you can still see the folder icons too.



In this example, the Easy-select box of the high-level folders is no longer selected, so the folder icons are gone. Both the folders ARE selected, so cats and dog photos appear.

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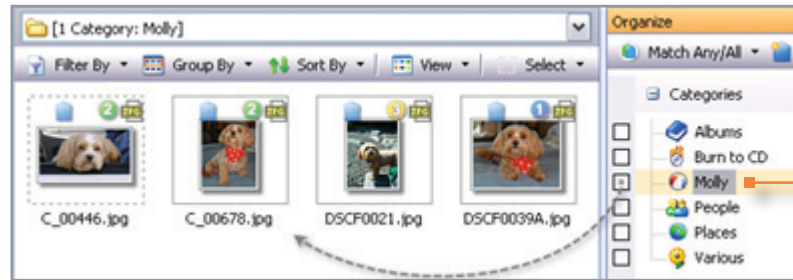
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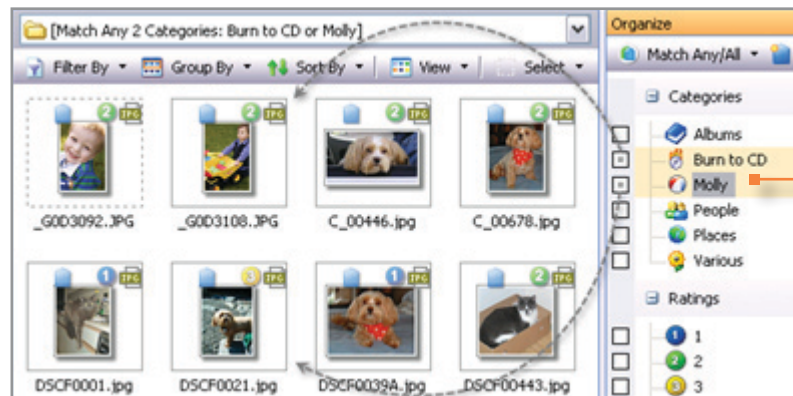
Combining multiple selections

Key concepts

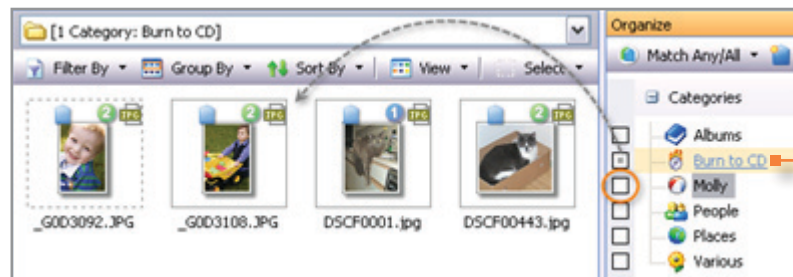
You can use the Easy-select bar on the Organize pane to display single, or multiple categories, ratings, and autocategories. The example below uses categories.



We created a category called **Molly** and assigned all the photos of Molly to this category. Now when you click on the **Molly** category, all the photos of Molly appear in the File List pane, no matter what folder they are in on the computer.



In this example, the Easy-select box beside the category **Burn to CD** is also selected and so all the photos in that category are added to the Molly photos in the File List pane.



In this example, the Molly category is no longer selected, so now only the Burn to CD photos appear in the File List pane.

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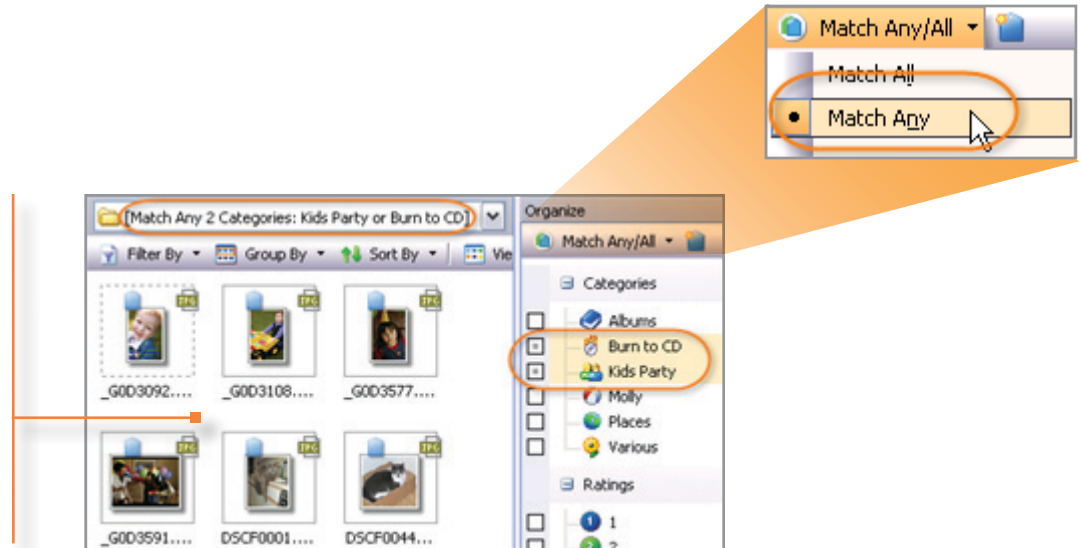
Key concepts

At the top of the Organize pane is a drop-down menu where you can quickly select options for the way you want the pane to work. You will get different results using the Easy-select bar, depending on whether you have selected to **Match All** or **Match Any**.

Match Any

To be included, a photo can belong to **any** of the selected categories.

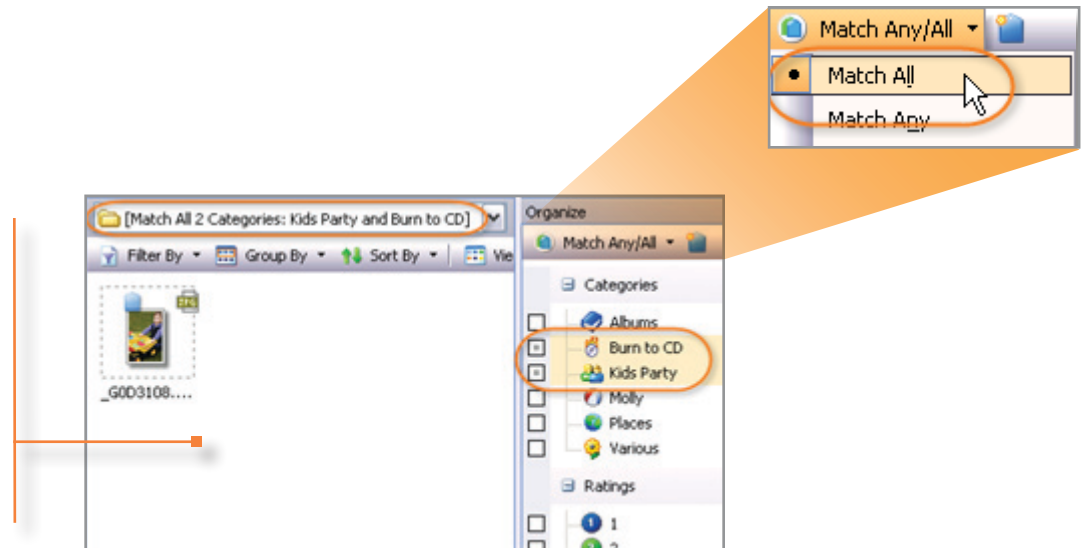
Any photos that are in either the Burn to CD or the Kids Party category appear in the File List pane.



Match All

To be included, a photo has to belong to **all** of the selected categories.

Only one photo is in both the Burn to CD and the Kids Party category, so only one photo appears in the File List pane.



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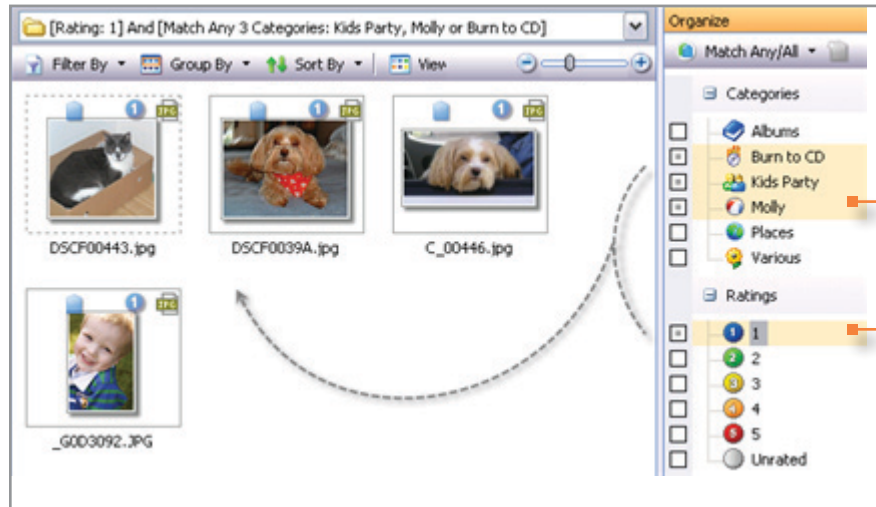
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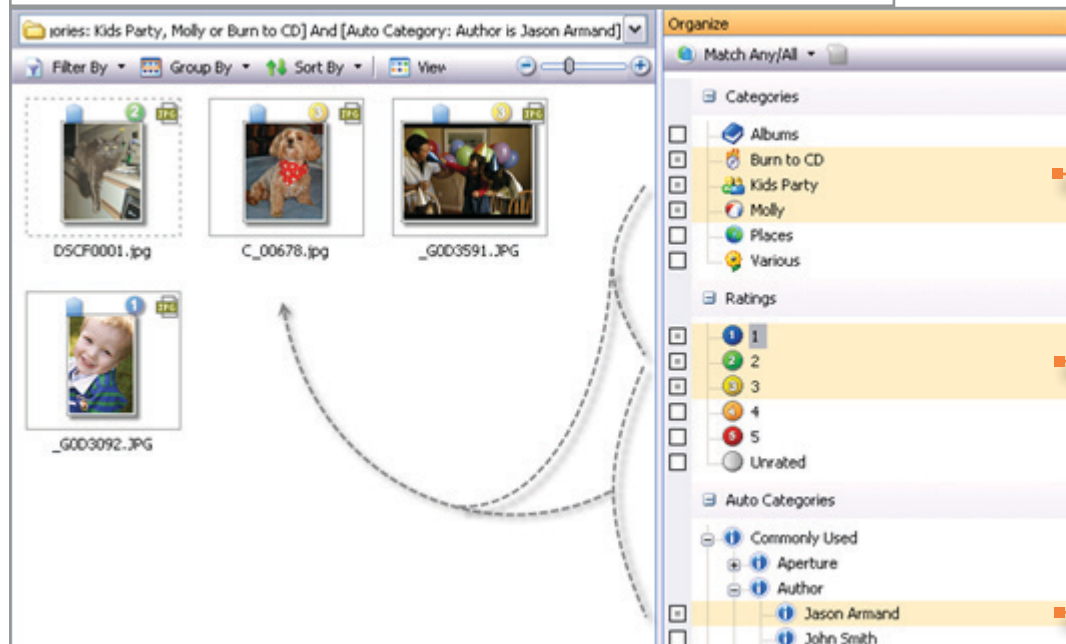
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Key concepts

You can use the Easy-select bar to display a mix of photos by category, rating, or autcategory. For simplicity, all the examples use the Match Any option.



This combination shows all the photos in the three categories that have a Rating of 1.



This combination shows all the photos in the three categories that have a rating of 1, 2, or 3, that were taken by Jason Armand (Author).

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Check to see if you learned these key concepts:

- » There are Easy-select bars in the Folders and Organize panes.
- » The Easy-select bar is a single-click way to display or hide photos in single or multiple folders using the Folders pane.
- » On the Organize pane you can use the Match Any or Match All options, for precise control over how to display photos when using categories, ratings, and autocategories.
- » On the Organize pane, you can use the Easy-select bar to display combinations of photos from different categories, ratings and autocategories.