

# ACDSee 12 tutorials > ACDSee 12 for Existing Users

## 1 Introduction

If you are an ACDSee Photo Manager 2009 user and transitioning to ACDSee 12, you will be familiar with many of the tools in ACDSee 12. New to ACDSee 12 is the concept of modes. There are four modes: Manage, View, Edit and Online. The order of the modes allow you to easily manage, view, edit, and upload your images.

## 2 Browsing and organizing images

## 3 Viewing images

## 4 Editing images

## 5 Organize by Edited state

## 6 Upload your images

## 7 Key concepts



ACDSee 12 has Manage, View, Edit and Online modes allowing you to access the tools you need depending on where you are in your workflow. You can easily switch modes at any time by clicking a mode button.

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## Introduction

## Browsing and organizing images

## Viewing images

## Editing images

## Organize by Edited state

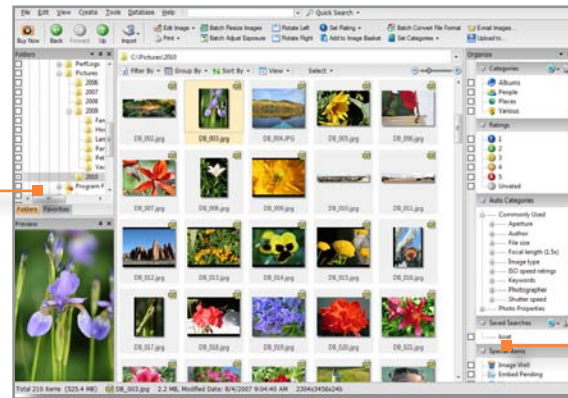
## Upload your images

## Key concepts

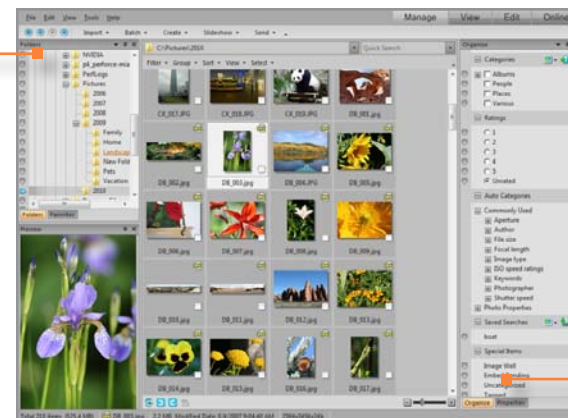
The ACDSee Photo Manager 2009 Browser window is now Manage mode in ACDSee 12. Use Manage mode to browse, organize, rate, tag, and batch rename your images.

### ACDSee Photo Manager 2009 Browser window

Folders on your computer are displayed in the **Folders** pane.



### ACDSee 12 Manage mode



Tools for rating, tagging, adding keywords and categorizing are located in the **Task** pane, **Properties - Database, Search,** and **Organize** tabs.

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The Viewer window in ACDSee Photo Manager 2009 is now called View mode in ACDSee 12. Use View mode to view, add captions and keywords as you view your images in full screen.

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### ACDSee Photo Manager 2009 Viewer

All editing tools have been moved to Edit mode in ACDSee 12.



Image magnification tools are moved to the Bottom toolbar in ACDSee 12.

### ACDSee 12 View mode

Rotate, zoom, or add your images to the Image Basket using these buttons.



The Filmstrip allows you to easily scroll and select your images for viewing.

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1 Introduction

To edit an image, you can now easily select the Edit mode button and find all the tools you need arranged in groups.

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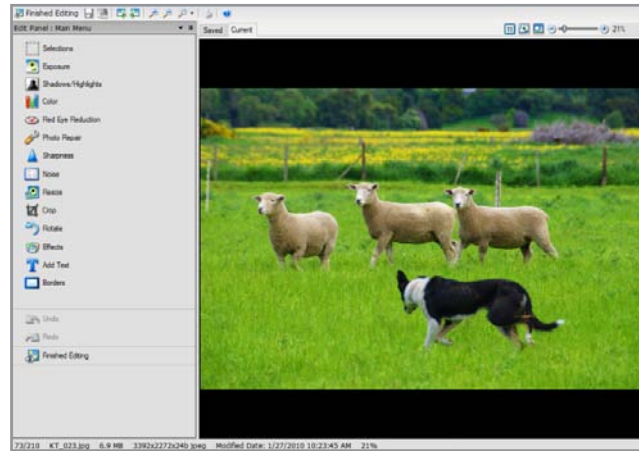
4 Editing images

5 Organize by Edited state

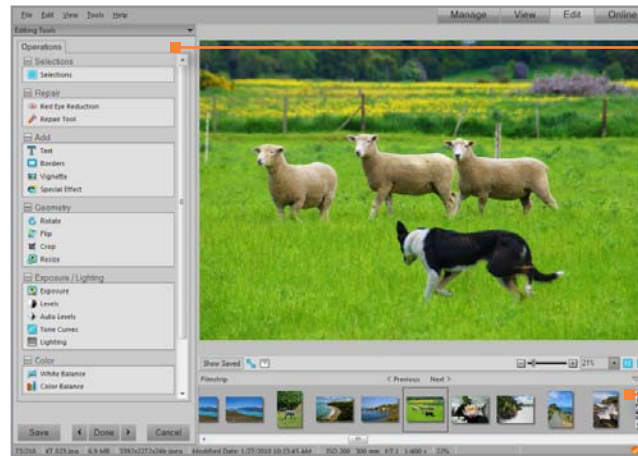
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ACDSee Photo Manager 2009 Editor



ACDSee 12 Edit mode



Editing tools are separated into groups of operations.

Select another image in the filmstrip to continue with your editing.

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Easily find which images you have edited and which ones still need editing from a selected group.

## 2 Browsing and organizing images

Use the Easy-Select indicators in the Folders pane to choose which folder of images you would like to see grouped.

Select **View | Grouped by | Edited State**.

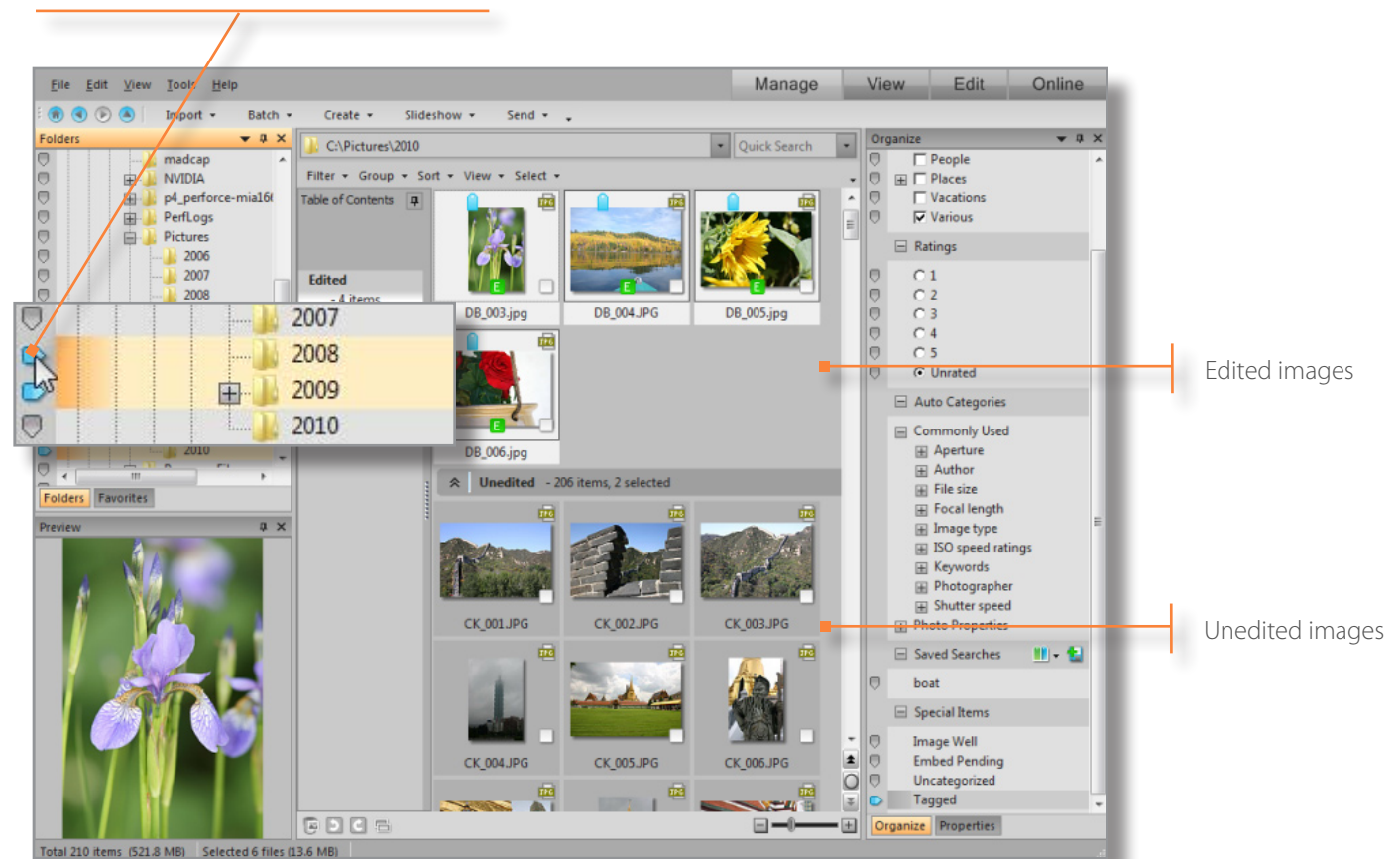
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Also new to ACDSee 12 is the Online mode, where you can upload your images to your ACDSeeOnline.com account. ACDSeeOnline.com is an image storage and sharing service available to ACDSee 12 users.

## Browsing and organizing images

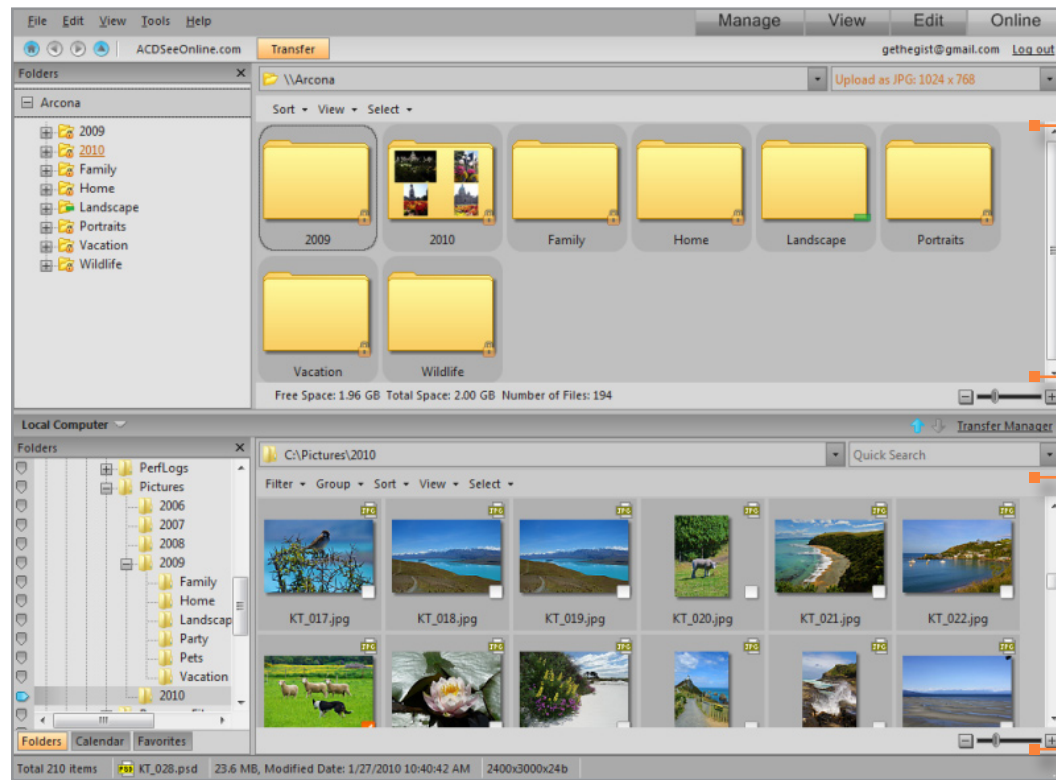
## Viewing images

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The top half of the Online mode window shows images in your ACDSeeOnline.com account.

The bottom half of the Online mode window shows images on your computer. Click and drag photos to the top section to begin uploading your photos.

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## Check to see if you learned these key concepts:

- » Use the Manage, View, Edit and Online modes depending where you are in your photography workflow.
- » Use Manage mode at the beginning of your workflow to browse, organize, tag, keyword and categorize your images.
- » Review your images using the image magnification tools in View mode. Add captions, keywords, rate, or tag your photos and use the filmstrip to easily scroll through your images.
- » Make adjustments to reduce red eye, fix flaws, or use Selections to fix specific parts of the image in Edit mode.
- » Organize a selected group of images by Edited state to quickly identify those that have not been edited.
- » Use Online mode to publish your images to [ACDSeeOnline.com](http://ACDSeeOnline.com) to store or share your images.