

# ACDSee 9 Photo Manager tutorials > Browsing files using Auto Categories

What are Auto Categories?

Browsing files using Auto Categories

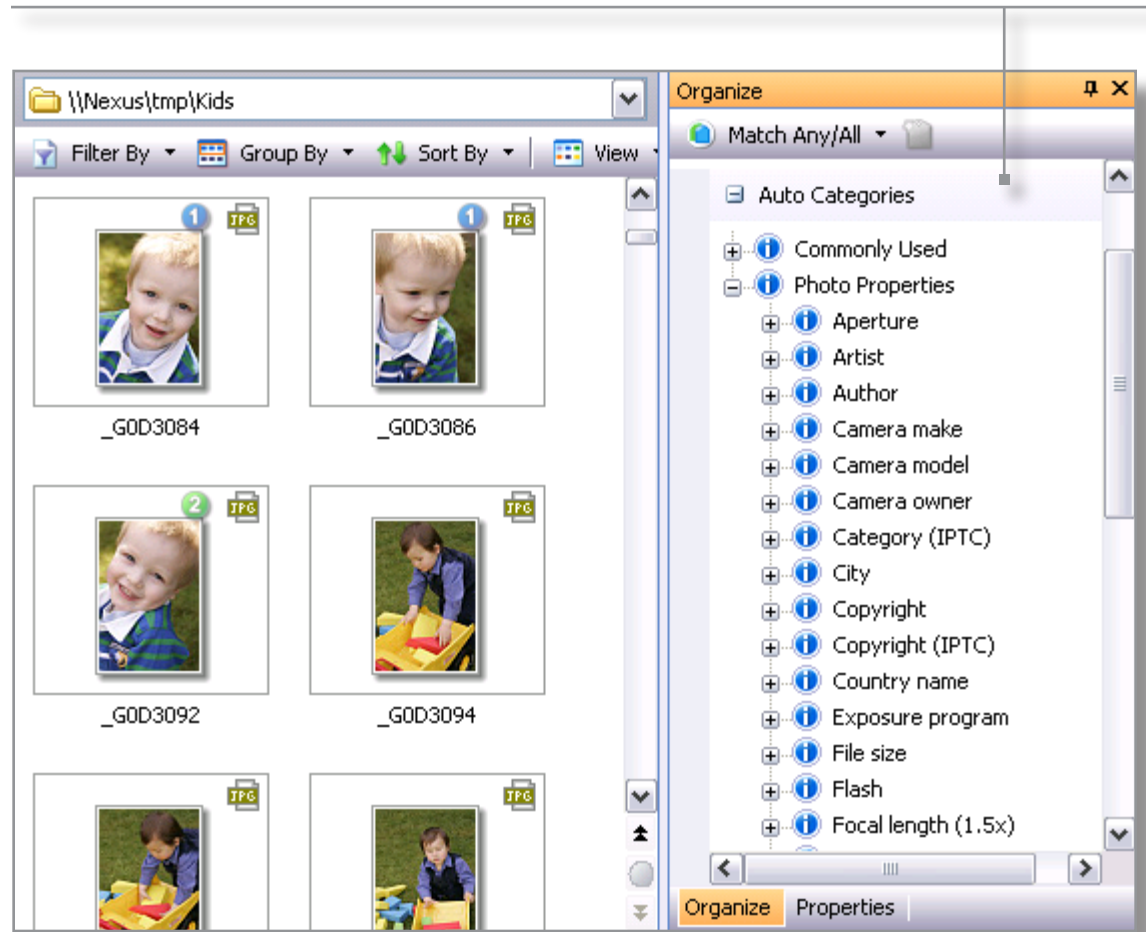
Commonly used Auto Categories

Matching any/all Auto Categories

Key concepts

Think of Auto Categories as information about your photos. Most digital cameras record information about the settings you use to capture a photo, and that information is saved in the photo itself. You can also use ACDSee to add information such as camera owner, category, city, copyright, or country name.

You will find Auto Categories on the Organize pane. If the Organize pane is not visible just click **View | Organize**.



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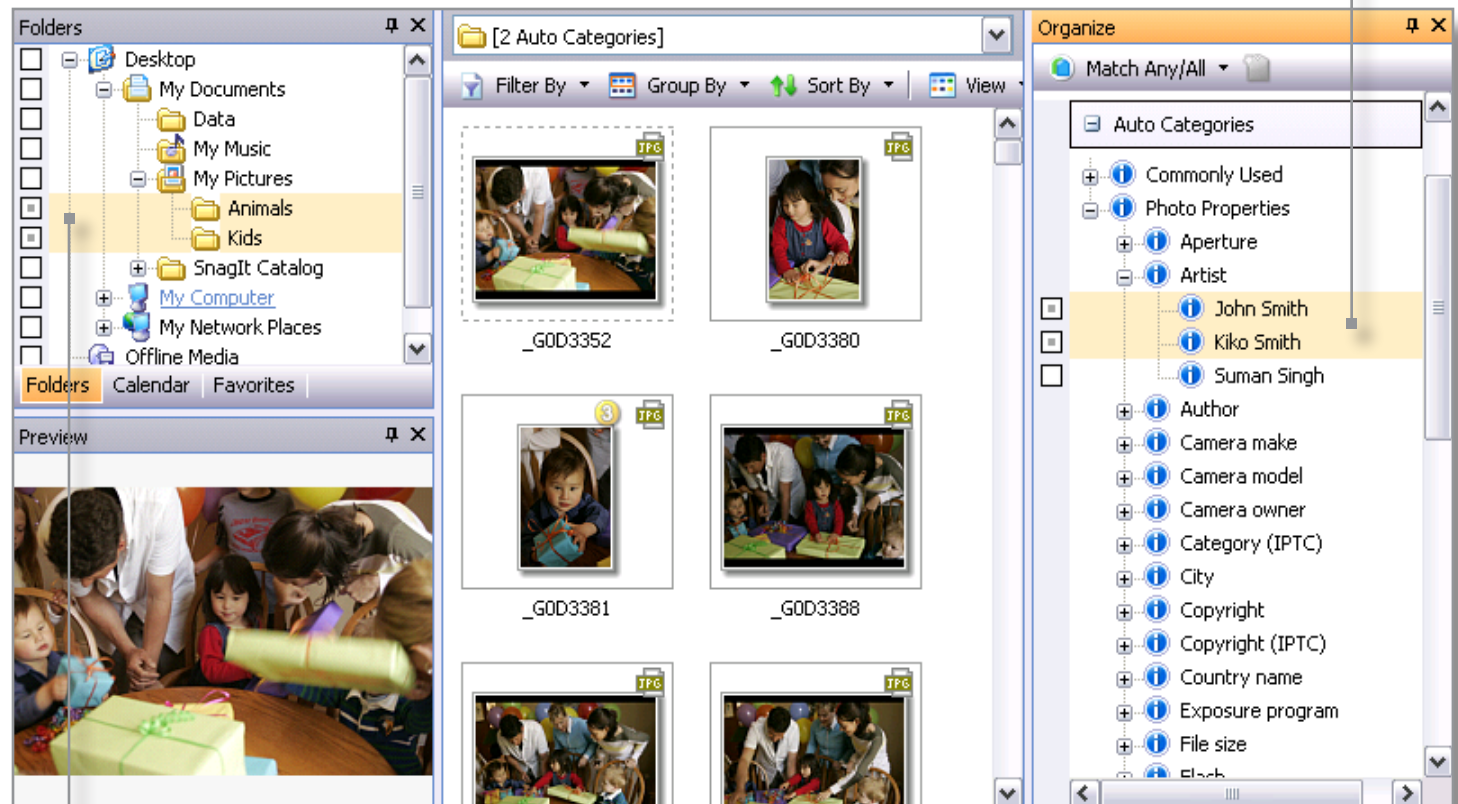
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Browsing files using Auto Categories is incredibly easy. Expand each category by clicking the + symbol and then select one or more categories.



When you are browsing using Auto Categories, your folder selections are disregarded. All photos matching the categories you selected display in the File List.

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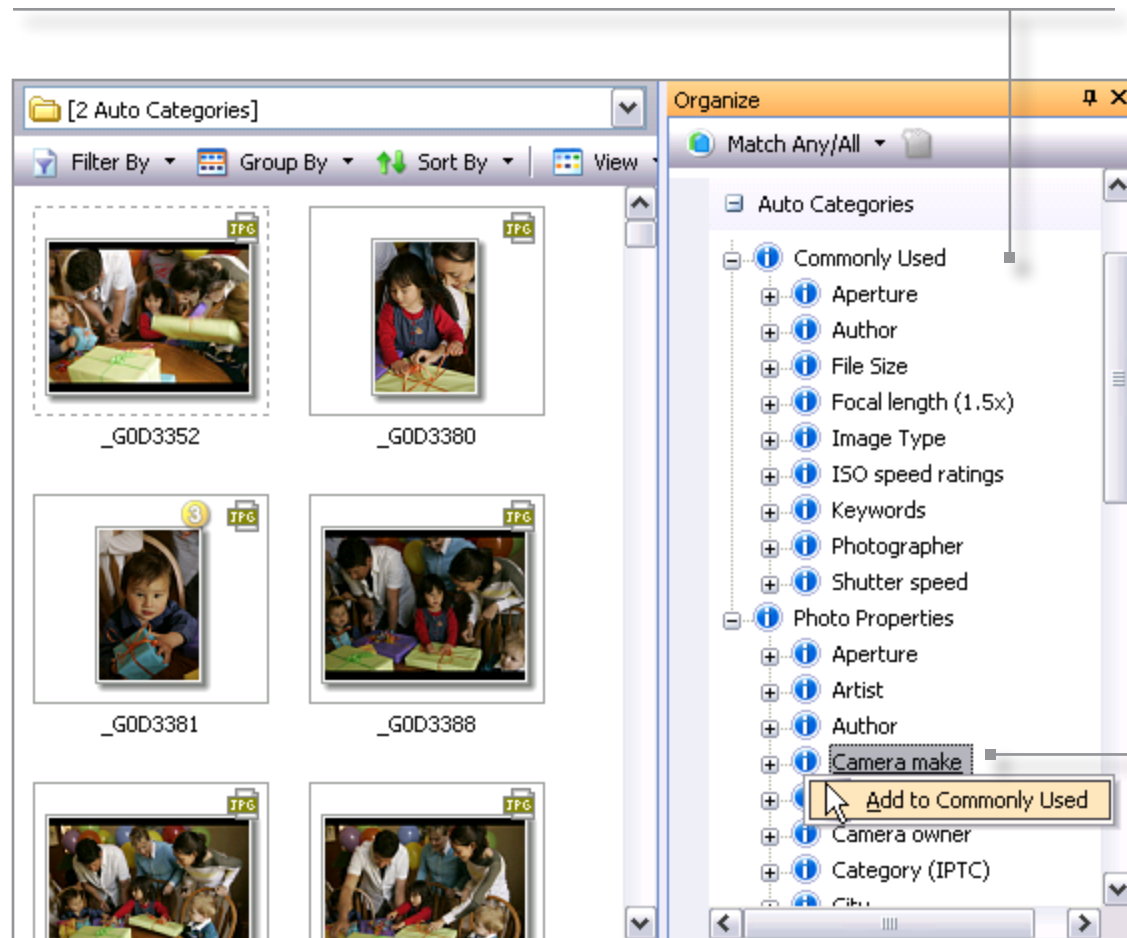
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If you find that you are frequently browsing a specific category, you can save time by adding it to the Commonly Used group. Some categories are already in the Commonly Used group. You can remove them at any time.



To add a category to the Commonly Used group, right-click the category and select **Add to Commonly Used**.

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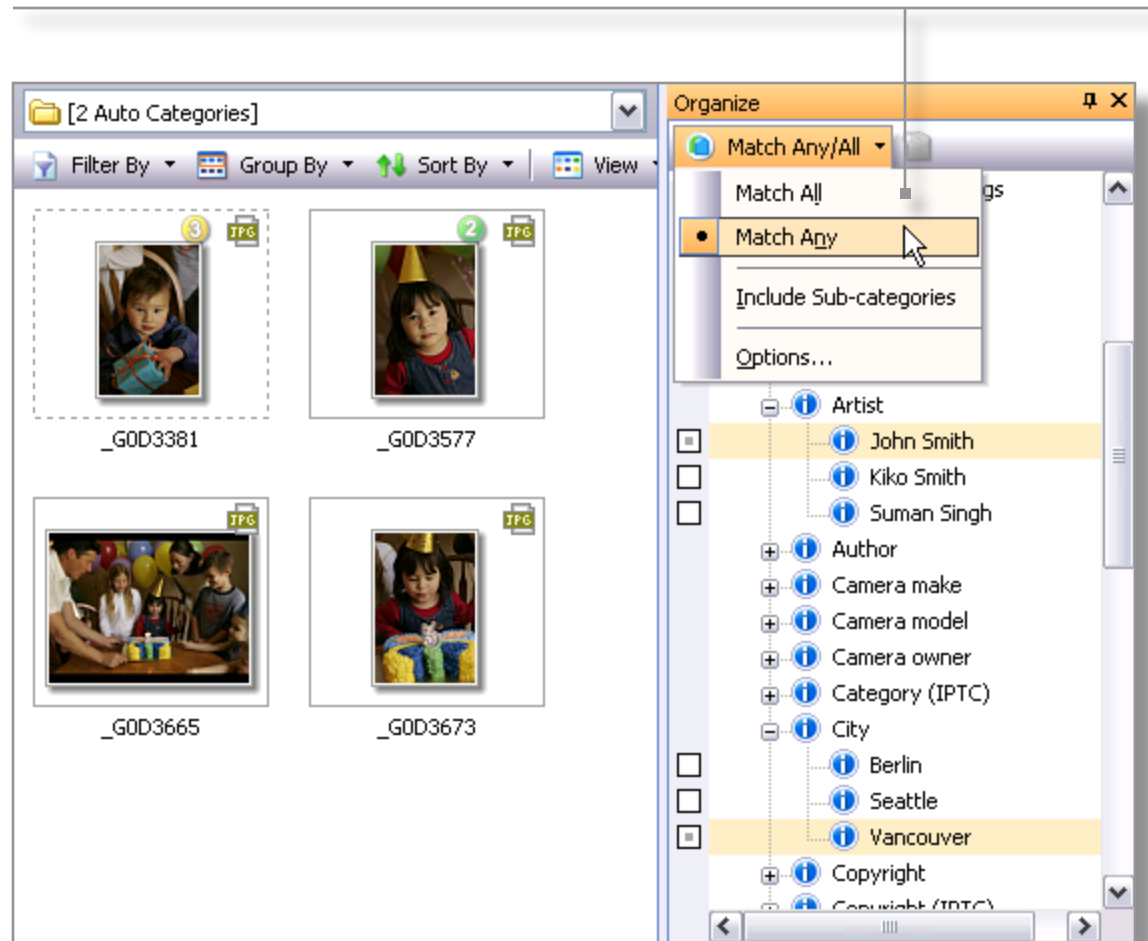
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Select Match All to display only those photos matching all of the selected categories in the File List. Select Match Any to display photos associated with any of the selected categories in the File List.



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2 Browsing files using Auto Categories

3 Commonly used Auto Categories

4 Matching any/all Auto Categories

5 Key concepts

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

- » Auto Categories are simply information about your photos.
- » That information is added by your camera, but you can also use ACDSee to add information about your photos.
- » You can browse for photos matching a single category, or you can browse for photos matching several categories.
- » If you find yourself frequently browsing a specific category, you can save time by identifying it as a Commonly Used category.
- » You can use the Match All and Match Any options to refine.

### For general inquiries, please contact:

ACD Systems Ltd.  
2261-C Keating Cross Road  
Victoria, BC Canada  
V8M 2A5  
p 250.544.6701  
f 250.544.0291  
[www.acdsee.com/support](http://www.acdsee.com/support)