

ACDSee Pro 2 tutorials : Tagging photos to separate, move, delete, etc.

1 Displaying and viewing photos

2 Tagging your photos

3 Sorting in the Browser and Viewer

4 Moving photos to a new folder

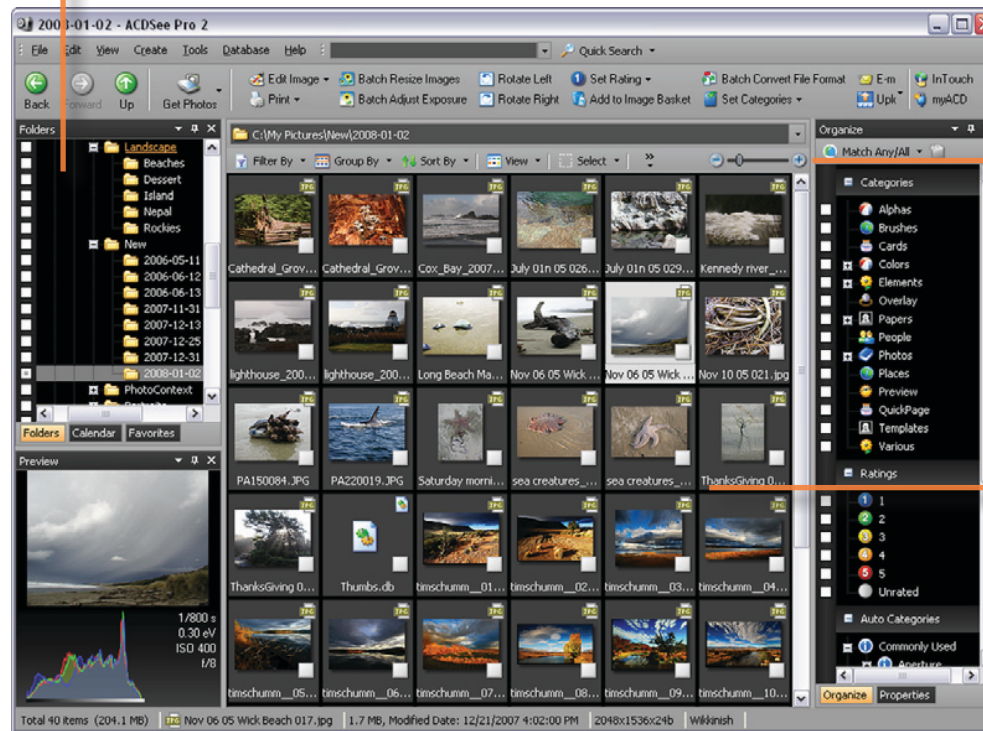
5 Removing tags

6 Key concepts

When you take thousands of photos, one of the first things you need to do is sort through them, separate those you don't want, move others to a different folder, or organize others.

You can use ACDSee Pro 2's fast tagging feature to do these tasks very quickly and easily.

In the Browser, use the Folders pane to find the folder containing the new photos.



Move the Zoom slider to the right to increase the size of the thumbnails.

Scroll through your photos using the mouse wheel, or by pressing the arrow keys.

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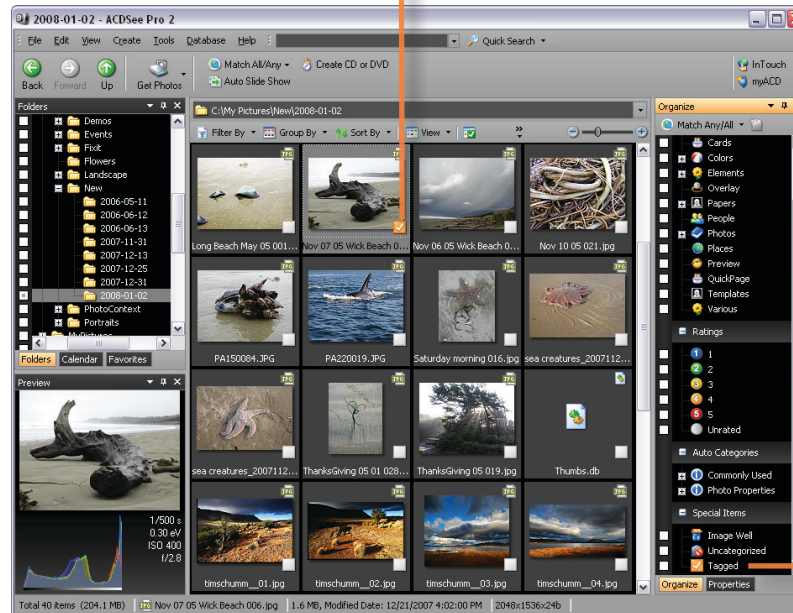
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To tag a photo, click the small white square in the bottom right corner. When the square has a check mark on an orange background, that photo is tagged. (Click again to untag.)

To use the shortcut, click the thumbnail and press the backslash key (\).



To display on the photos that are tagged, click the white square in front of **Tagged** on the Organize pane.



Clicking Tagged lists ALL the tagged files on the computer, not just those in one folder. This is very useful if you want to gather files across several folders.

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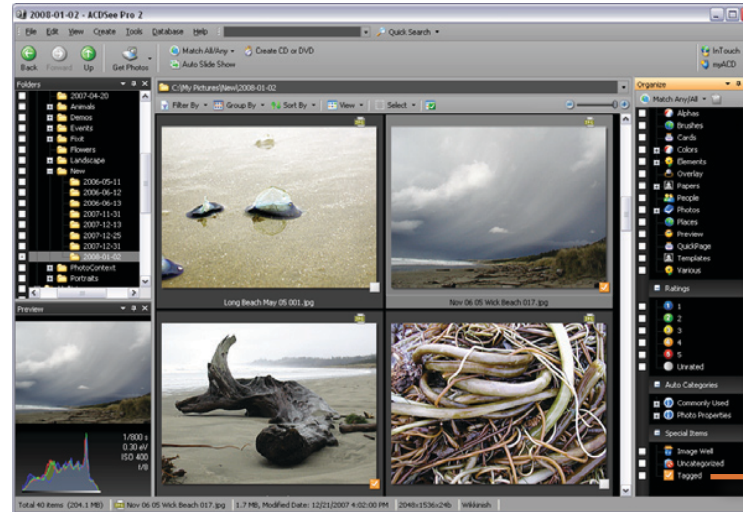
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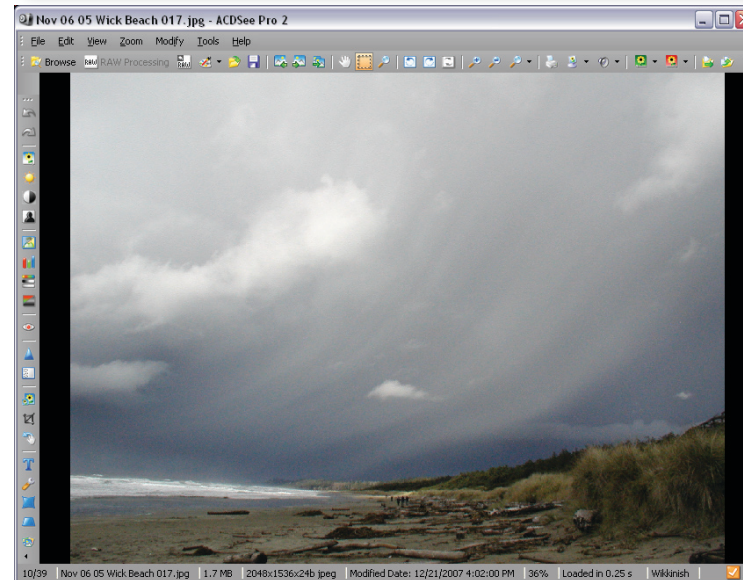
Tagging photos is useful, for example, when selecting photos to keep from a large shoot. You can tag photos in the Browser, or the Viewer.



You can do a first pass in the Browser, scrolling through the images with thumbnails set at maximum size.

Use the mouse-wheel or arrow keys to flip quickly through photos in multiple folders. Tag photos by clicking the thumbnail and then pressing **/**.

Click **Tagged** to list only the tagged photos.



Now double-click any thumbnail to open the Viewer and do a second, detailed pass with the image at full size.

Click the **Tag** icon to untag any the photos you no longer want to keep.

Press **Esc** to return to the Browser.

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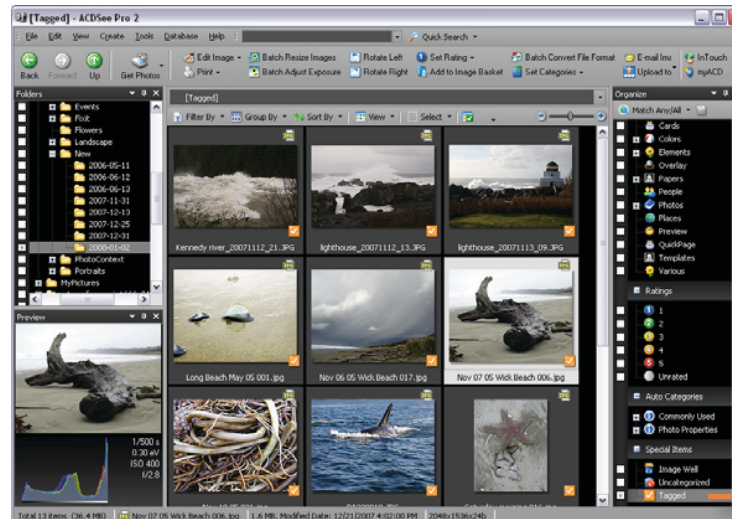
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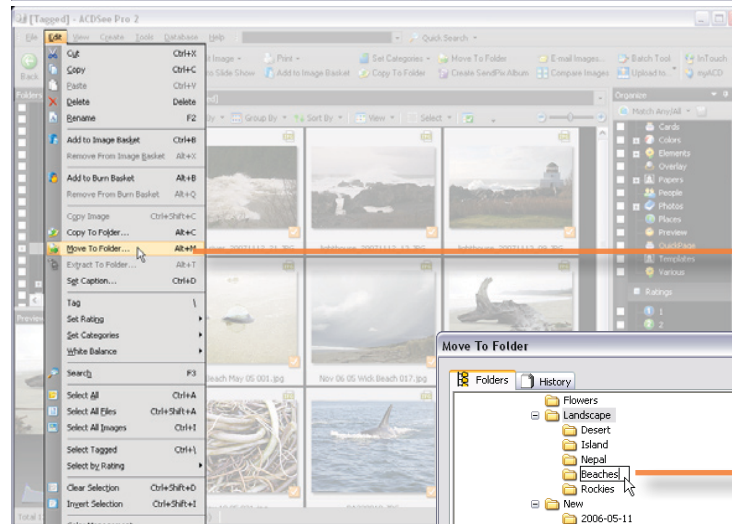
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Now that you have tagged the photos you want to keep, you can move them to a new folder.

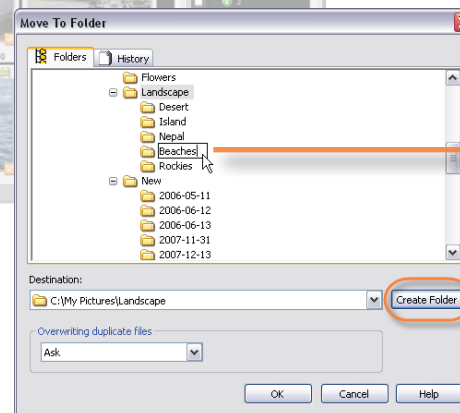


Click **Tagged** on the Organize pane to display only tagged photos.

Then press **Ctrl + A** to select them all.



Click **Edit | Move to Folder** (Alt + M) to open the Move to Folder dialog.



Navigate to where you want to store the photos. Click **Create Folder** and type the name of the new folder.

Click **OK**.

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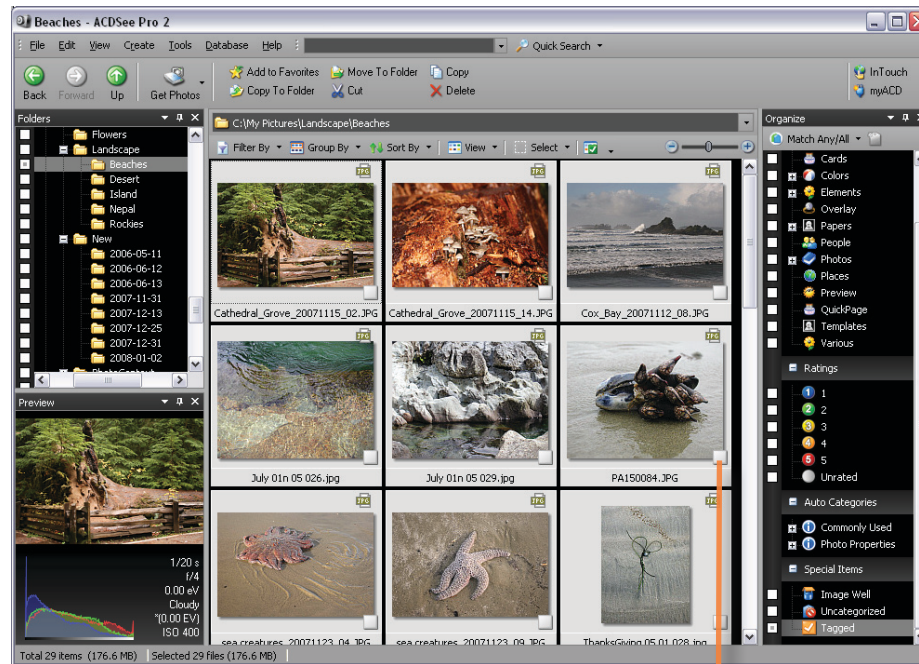
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After you've moved the tagged photos to the new folder, it's a good idea to remove the tags. Tagging is a way to separate files temporarily. You do not want these files to be included every time you click Tagged in the Organize pane. If you want to separate, group, classify, or rate photos permanently, it is best to use categories or ratings.



To remove all the tags :

Click **Ctrl + A** to select all the files displayed, and then clear the tag from one photo. All the photos are untagged.

To tag multiple folders:

You can use this shortcut to tag all the photos displayed in the Browser too. Click **Ctrl + A** (to select all the photos) and tag one photo. All the photos are tagged.

This means that you can select multiple folders (using the Easy-select bar), then tag multiple folders simultaneously.

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Check to see if you learned these key concepts:

- ◆ Tagging is designed to help speed your workflow and you can use it whenever you wish to quickly separate files, for editing, copying, moving, deleting, or any other function.
- ◆ Tagging is a way to temporarily select, group, and separate files.
- ◆ Tagging is not meant to be permanent, so it is best to remove tags once you are done with the photos.
- ◆ Tagging operates across folders. When you click Tagged on the Organize pane, ALL the tagged files on the computer display in the File List pane.
- ◆ You can tag files in the Browser and the Viewer.

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