When you take thousands of photos, one of the first things you need to do is sort and separate images into folders. You can use ACDSee Pro 3’s tagging feature to do these tasks very quickly and easily.

In Manage mode, in the Folders pane, find the folder containing the new photos.

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

Move the Zoom slider to increase or decrease the size of the thumbnails.
To use the shortcut, click the thumbnail and press the backslash key (\).

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.

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.)
Tagging photos is useful, for example, when selecting photos to keep from a large shoot. You can tag photos in Manage or View modes.

You can view the images in Manage mode, 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 or pressing the \ key.

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

Click the Tag icon to untag any photos you no longer want to keep.
Now that you have tagged the photos you want to keep, you can move them to a new folder.

In Manage mode, 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**.
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.
Check to see if you learned these key concepts:

» Tagging is designed to help speed up your workflow. 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 are displayed.