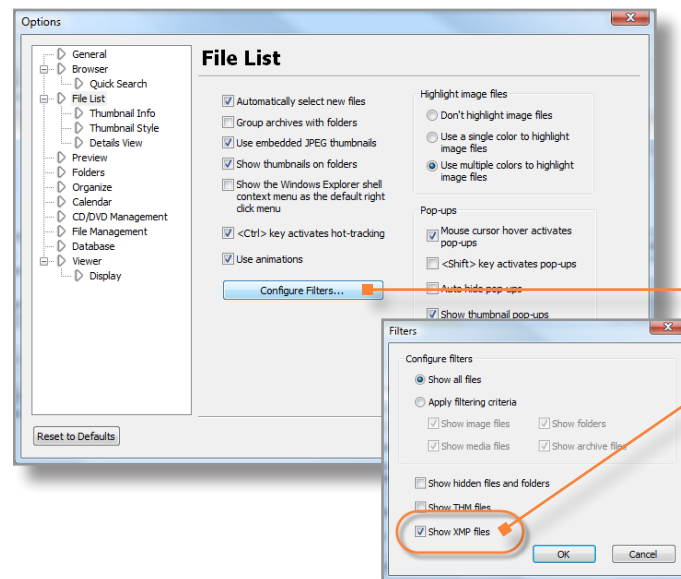In this tutorial, you will learn about embedding metadata in your files.

Metadata is the information about a file. It includes information in the ACDSee database, EXIF and IPTC information, and general file properties such as name, size, and location on your hard drive. You can use many of ACDSee's tools to insert metadata into text fields such as captions, keywords and many others.

The benefit of saving the metadata with the files is that you can move or rename files but still retrieve the database information.

ACDSee uses XMP to embed the data, either inside the file or as a sidecar file. XMP (Extensible Metadata Platform) is a standard for processing and storing metadata. This means that the information you save with the file in ACDSee can be recognized and read by other applications that also support the XMP standard.
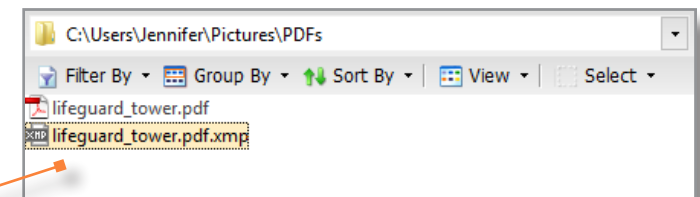
Only the following file formats support embedding XMP: GIF, JPG, DNG, PNG, and TIF. For files in these formats, ACDSee embeds the information INSIDE the file.

For other types of files, such as RAW, PSD, and PDF, ACDSee saves the XMP information in a sidecar file. Files in these other formats should not be moved or renamed outside ACDSee or their data could be lost.

You can view the sidecar XMP files in the File List pane.

In the ACDSee Options dialog box, click **File List**. Click **Configure Filters**, select the **Show XMP files** check box, and then click **OK**.

Here is the XMP sidecar file that is attached to the lifeguard_tower.pdf.
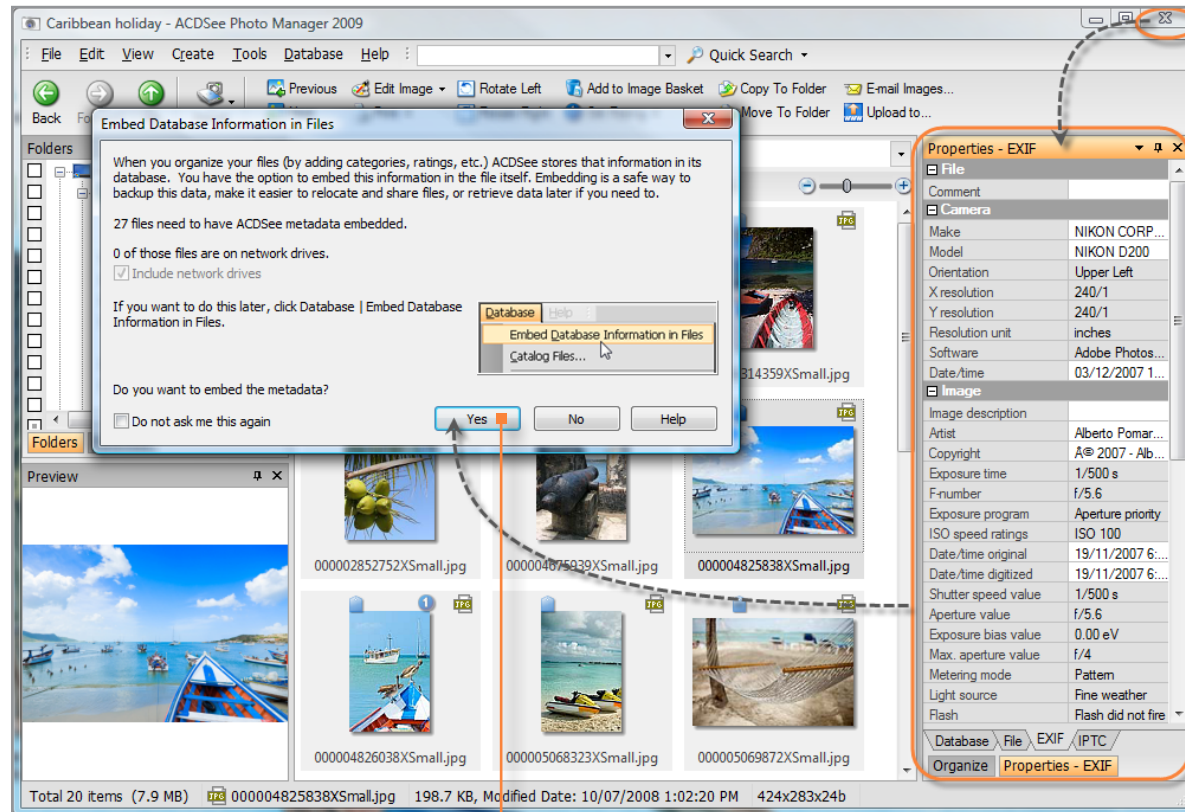
1 What is metadata?

2 Using the reminder to embed metadata

3 Turning off the reminder

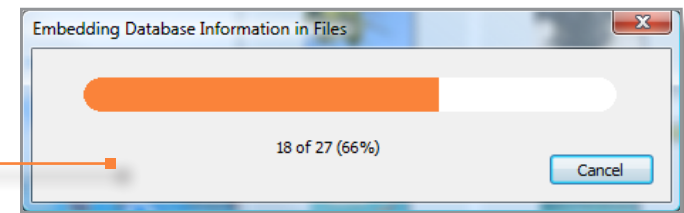**4** Embedding metadata if you turned off the reminder

5 Key concepts

When you add any information about a file to the ACDSee database, as you close the application, ACDSee offers to embed the information inside the files.

Click **Yes**.

A progress bar shows the files being updated.

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ACDSee 2009 tutorials : Embedding database information in files
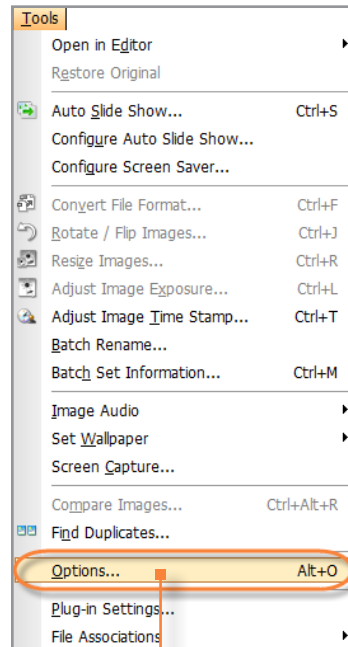
1 What is metadata?

2 Using the reminder to embed metadata

3 Turning off the reminder

4 Embedding metadata if you turned off the reminder
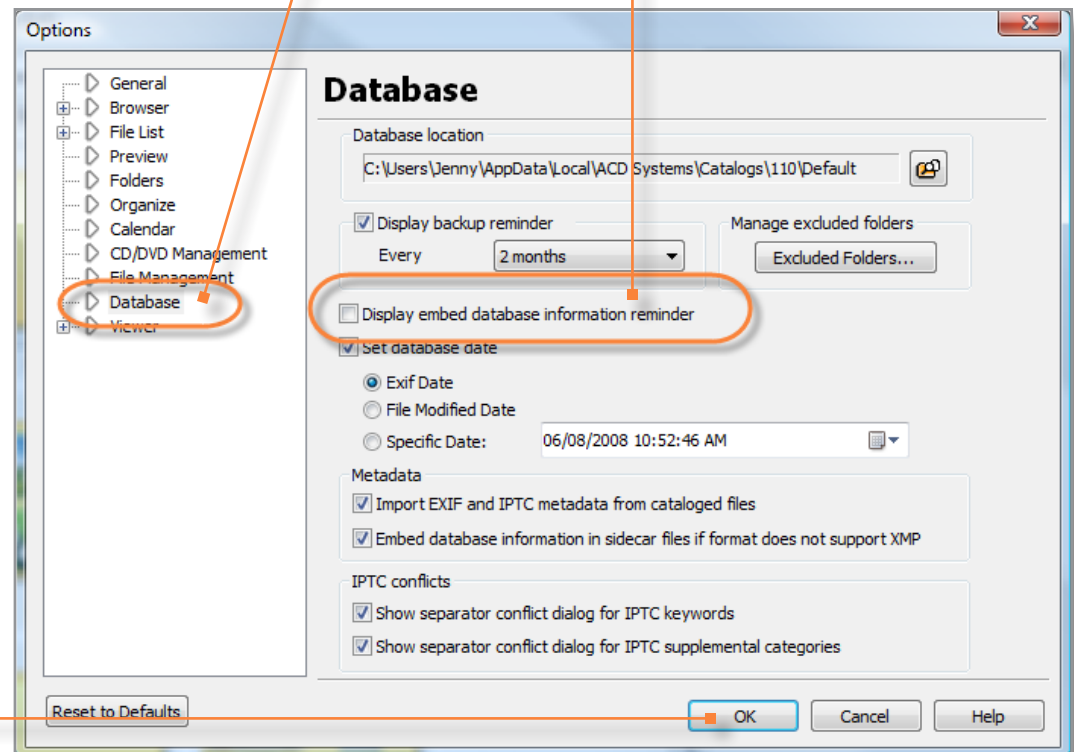
5 Key concepts

You can turn off the reminder dialog if you prefer not to see it each time you close ACDSee.

Click **Tools | Options**.

Click **Database**.

Clear the **Display embed database information reminder** check box.

Click **OK**.

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1 What is metadata?
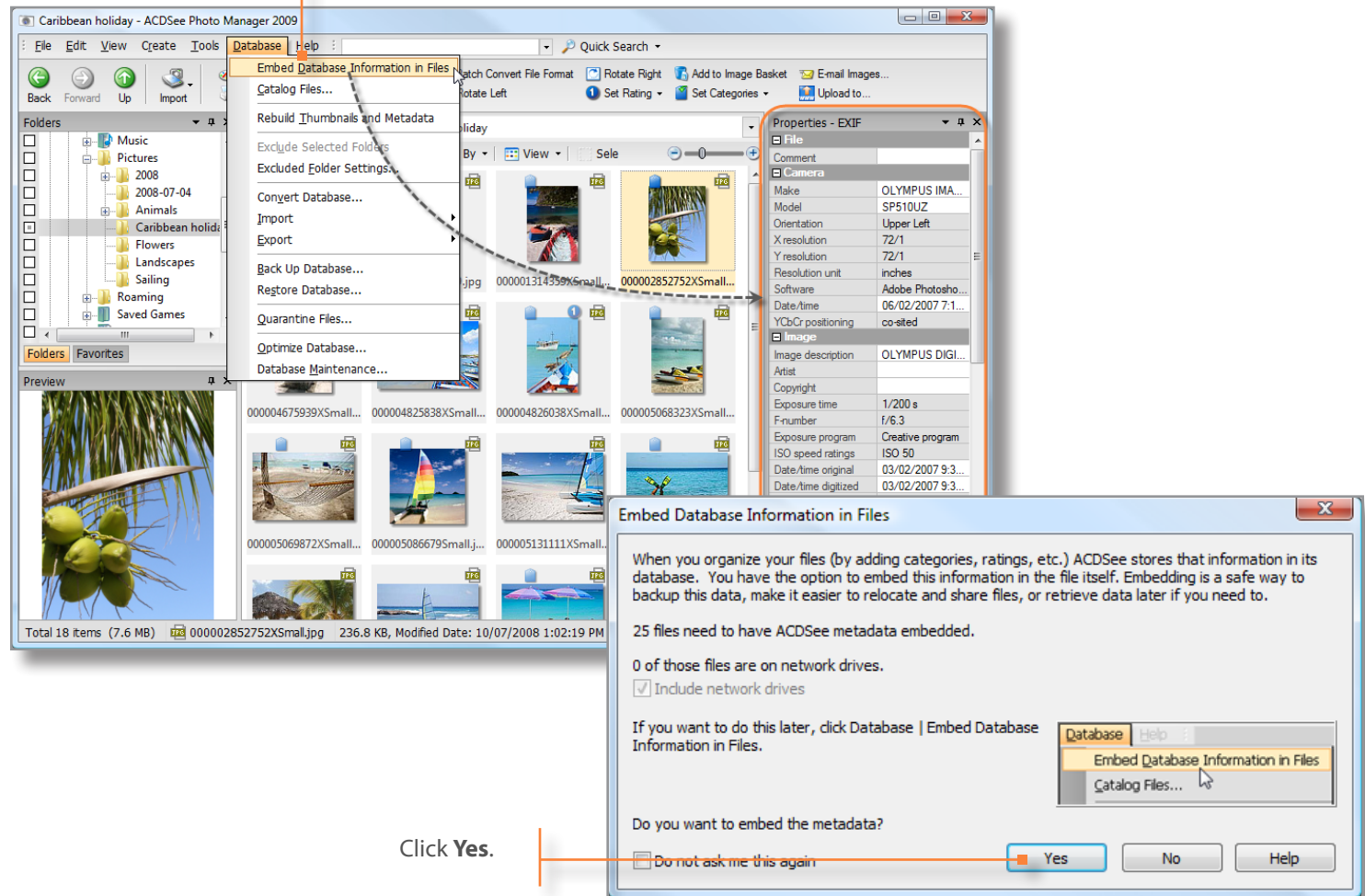
2 Using the reminder to embed metadata

3 Turning off the reminder

4 Embedding metadata if you turned off the reminder

5 Key concepts

If you turned off the reminder dialog, be sure to embed the database information in your files periodically.

Click **Database** | **Embed Database Information in Files**.

Click **Yes**.

What is metadata?

1

Using the reminder to embed metadata

2

Turning off the reminder

3

Embedding metadata if you turned off the reminder

4

Key concepts

5

Check to see if you learned these key concepts:

» Metadata is the information about a file, including EXIF and IPTC information, and general file properties such as name, size, and location on your hard drive.

» ACDSee uses the XMP standard to save metadata either inside a file or as a sidecar file, depending on the format of the file.

» When you close ACDSee, if you have added information about a file to the ACDSee database, you are reminded to embed the metadata in the file.

» You can turn off the reminder if you prefer not to be prompted to embed database information in the files.

» If you turn off the reminder, you can embed the data in files using the **Embed Database Information in Files** option on the Database menu.

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