

ACDSee 2009 tutorials : Using saved searches

About searches in ACDSee

Creating a saved search

Entering search criteria

Saving the search

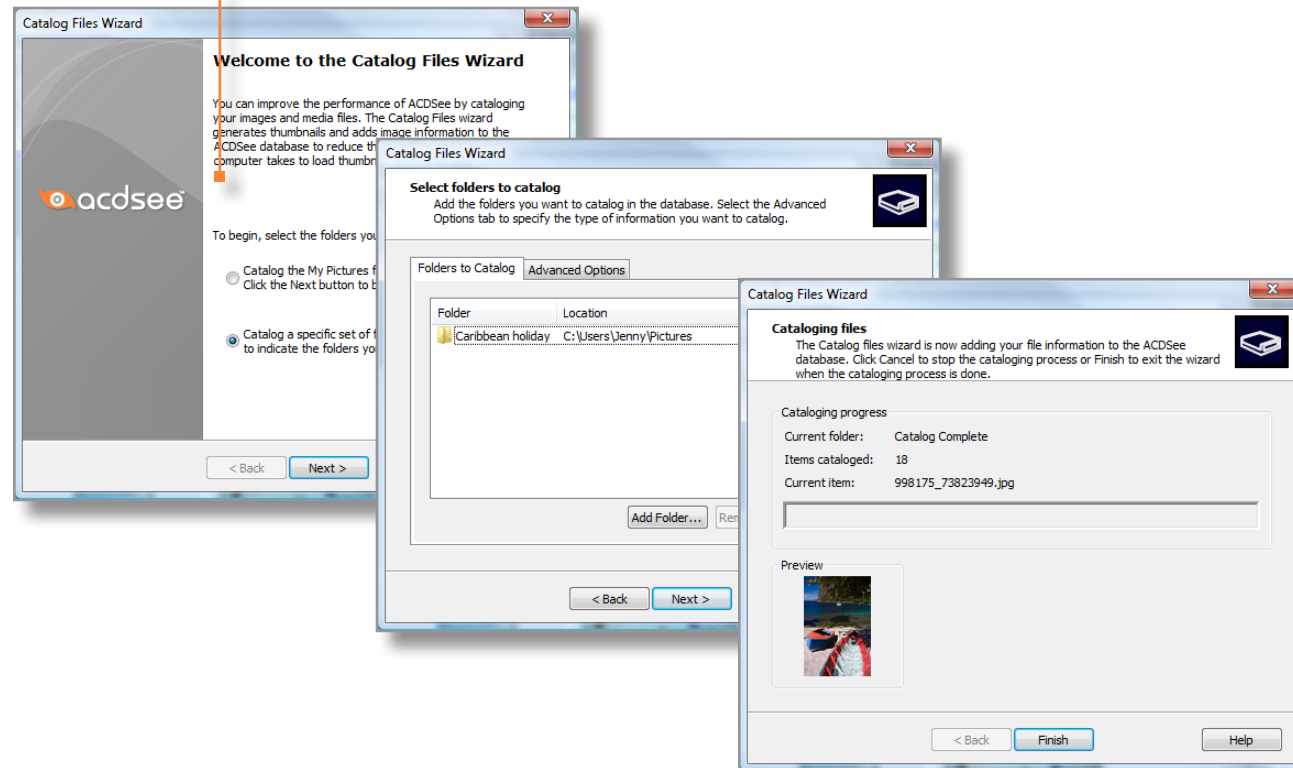
Re-using a saved search

Key concepts

In this tutorial, you will learn how to save search criteria to use next time you want to search for similar files. You can use these saved searches to quickly find files or folders by searching the database for file names, folders, categories, image properties, and other advanced criteria.

ACDSee can only search for files and folders that it has cataloged in the ACDSee database, so it's important to make sure that all your images are cataloged before you begin a search. When you browse folders using the Folder pane, ACDSee automatically catalogs the files contained in those folders. If you want to catalog other images on your computer, you can use ACDSee's Catalog Files Wizard.

In ACDSee, click **Database | Catalog Files**, and then follow the wizard instructions.



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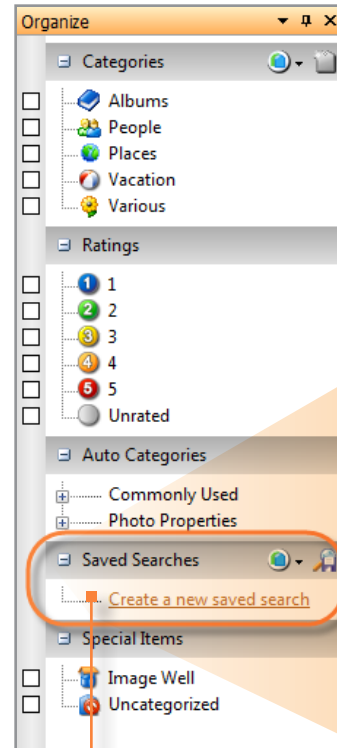
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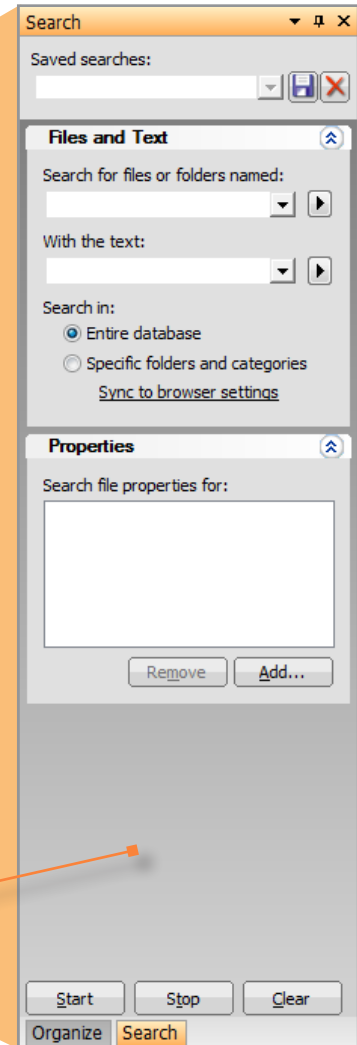
You create a search using the Search pane. You can open the Search pane from the Saved Searches section on the Organize pane, which is on the right side of the ACDSee Browser.



Click **Create a new saved search**, or click the **New saved search** icon.



The Search pane opens, as a tab above the Organize pane.



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Enter your search criteria. For example, if you want to search for all the photos of John, you can search all the folders for photos in the John category.

The image shows two windows from ACDSee 2009. The 'Search Results' window displays a grid of nine photo thumbnails with filenames like '000005086679Small.jpg'. The 'Search' dialog box is open, showing search criteria. Annotations with orange lines and arrows point to specific parts of the dialog:

- An arrow points to the 'Specific folders and categories' radio button under 'Search in:'. A text box to the right says: 'If you want to search based on file or folder names, enter details in the **Files and Text** area.'
- An arrow points to the 'John' category in the 'Categories and Folders' section. A text box to the right says: 'If you want to search based on ACDSee categories, enter details in the **Categories and Folders** area.'
- An arrow points to the 'Add...' button in the 'Categories and Folders' section. A text box to the right says: 'If you want to search based on metadata such as author, keywords, and created date, enter details in the **Properties** area.'
- An arrow points to the 'John' category in the 'Choose Category' dialog box. A text box to the right says: 'Click **Add** to search images in a particular category.'
- An arrow points to the 'OK' button in the 'Choose Category' dialog box. A text box to the right says: 'Select the category **John**, and then click **OK**.'

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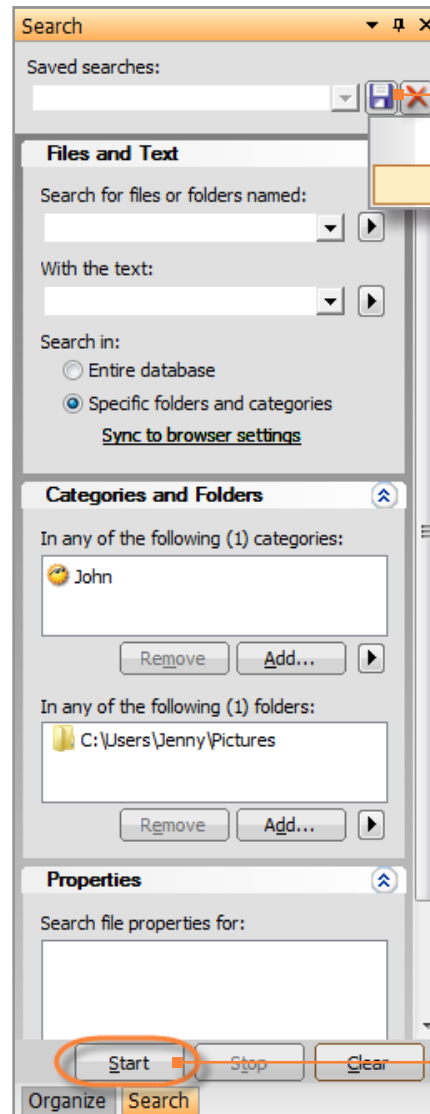
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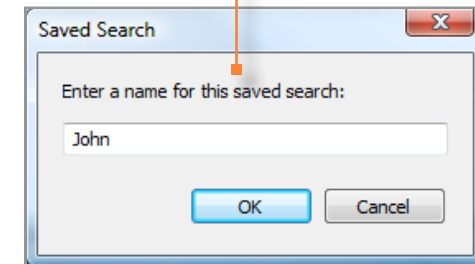
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To save the search, click the **Save** icon and select **Save As**.

Type in a name for the search, and then click **OK**.



Click **Start** to perform the search.

Once you have saved a search and given it a name, it appears in the Saved Searches drop-down list, where you can click on it to run the search again.

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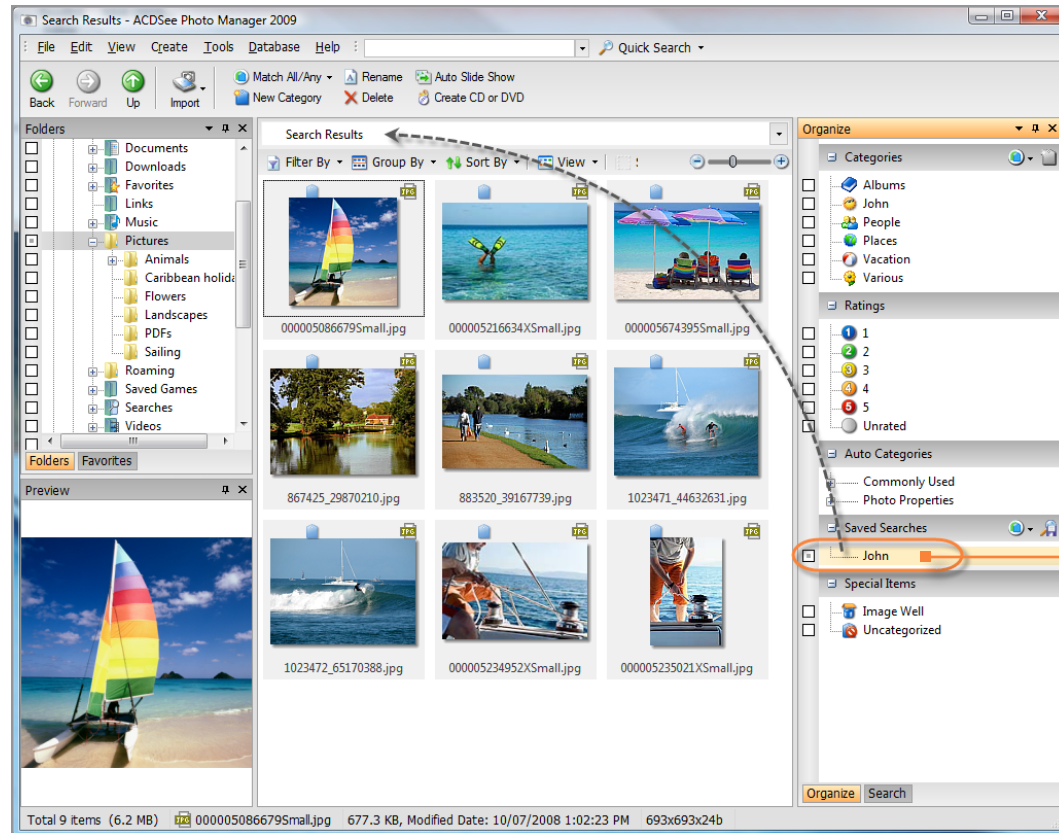
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Another very quick way to run a saved search is from the Saved Searches section on the Organize pane. Each time you save a search, it is also listed in this section of the Organize pane.



To re-use a saved search, simply click the name of the search.

Your search is re-run and all your matching images are displayed in the File List pane.

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Check to see if you learned these key concepts:

- » Before you use the Search pane, make sure that all your images are cataloged in the ACDSee database.
- » If you frequently search for the same files or types of photos, you can save your search criteria to use again.
- » Using the Categories and Folders area, you can search a particular category for a photo that is saved within the specified folder.
- » When you run or re-run the search, the photos that match the search criteria are displayed in the File List pane.