ACDSee 2009 tutorials : Browsing files using Auto Categories

1 **What are Auto Categories?**

2 Browsing files using Auto Categories
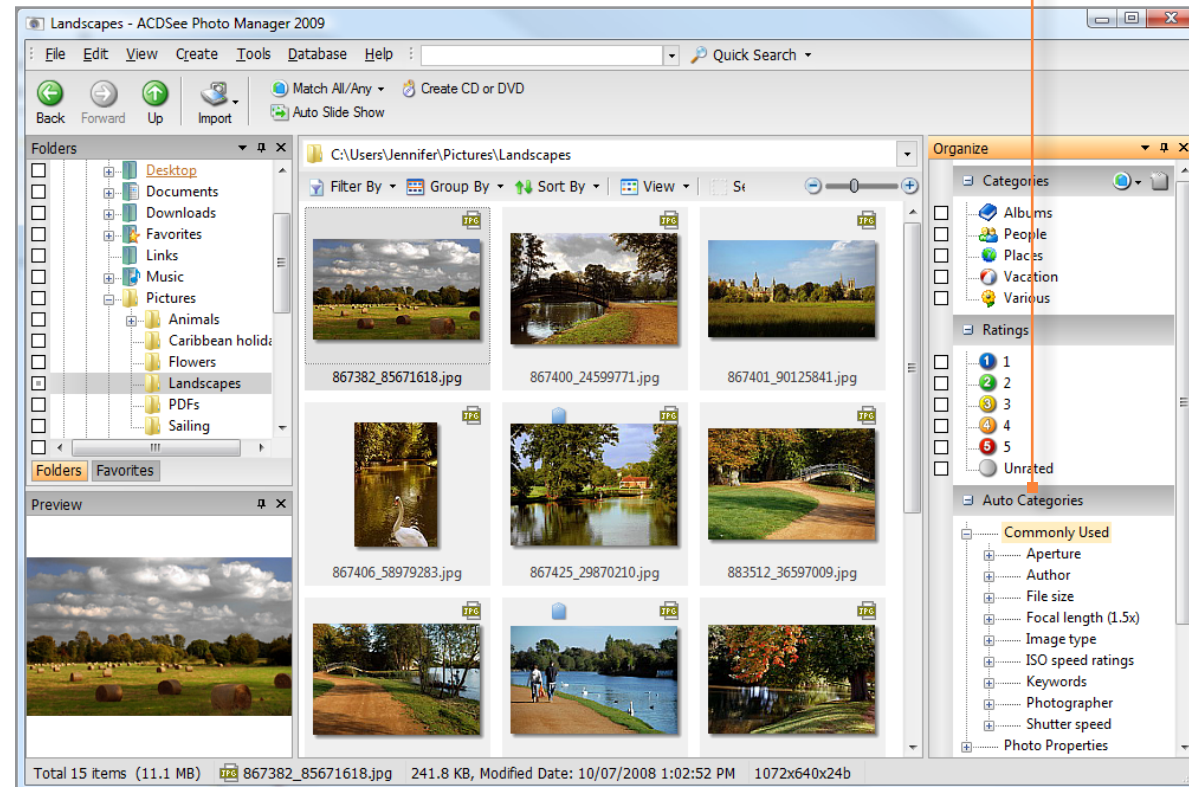
3 Commonly used Auto Categories

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5 Key concepts

In this tutorial, you will learn about Auto Categories and how they can help you organize and find your photos.

Most digital cameras record information about the settings you use to take a photo, and that information is saved in the photo itself. ACDSee takes this information and displays it as Auto Categories so that you can see and use it easily. In addition, you can also add extra information such as camera owner, category, city, copyright, or country name. Having Auto Categories makes it easy for you to find this information and use it.

Auto Categories are at the bottom of the Organize pane. (Click **View** | **Organize** If you can't see it.)
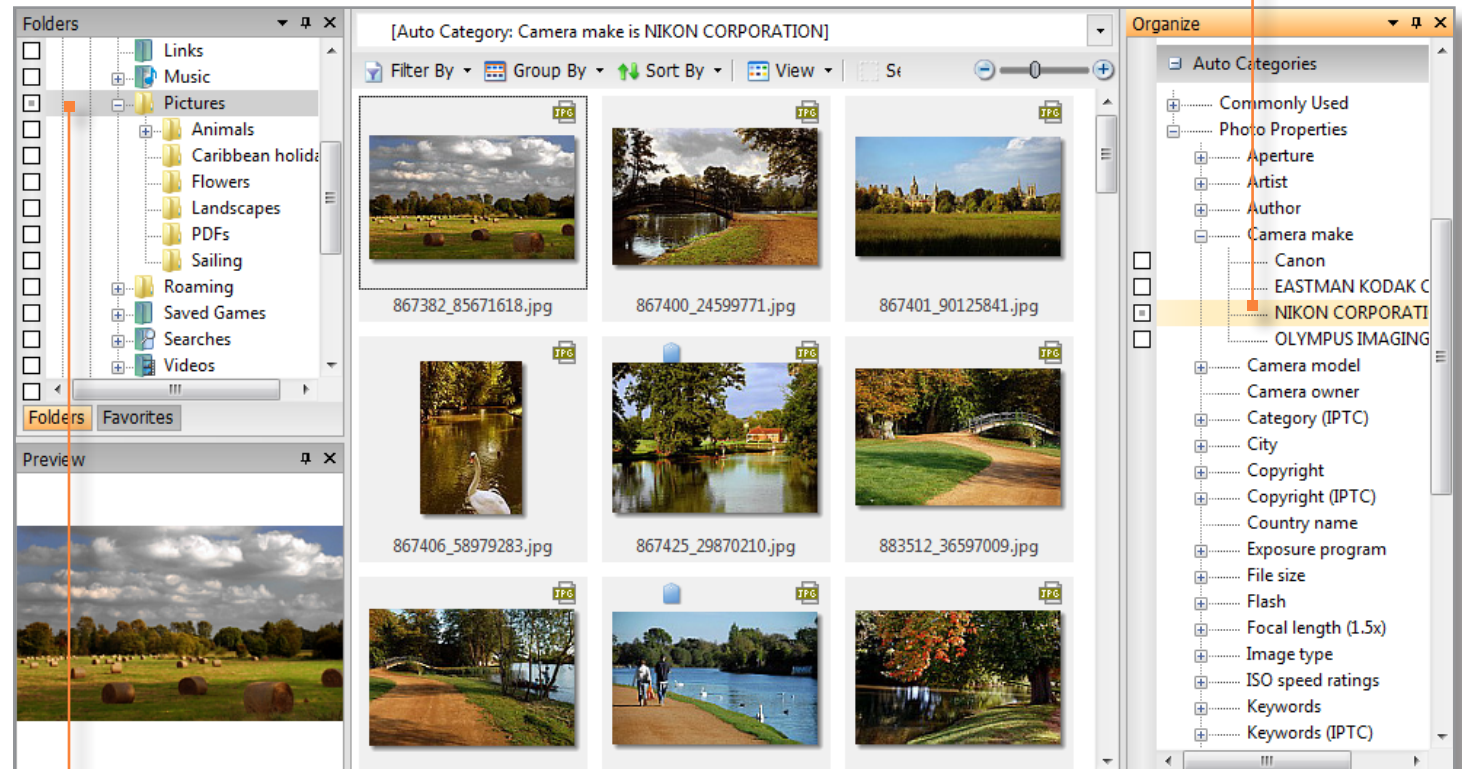
What are Auto Categories?

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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. (If there are no photos in the File List, it means there are none belonging to that auto category in the selection.)

When you are browsing using Auto Categories, ACDSee disregards your folder selections. Only photos matching the **auto categories** you selected display in the File List.

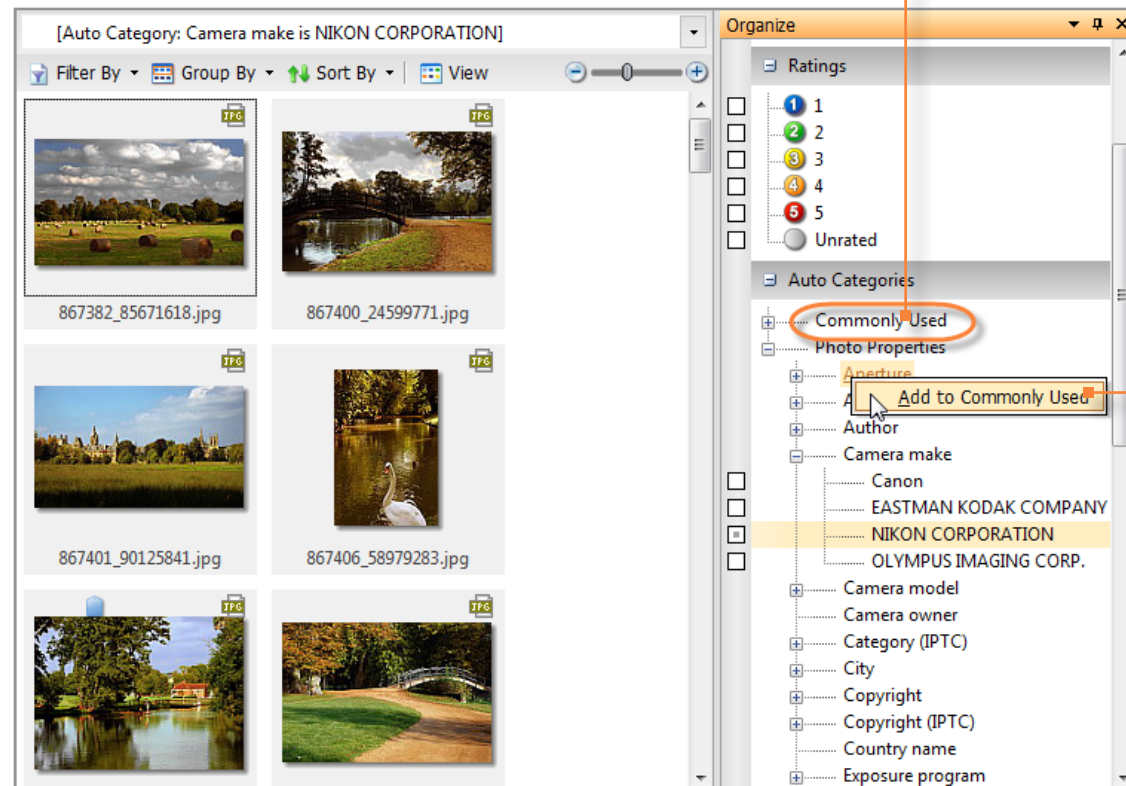**1** What are Auto Categories?

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If you find that you browse to a specific auto category frequently, you can save time by adding it to the Commonly Used group. Some categories are already in the Commonly Used group. You can remove a category at any time by right-clicking it and selecting **Remove from Commonly Used**.

To add an auto category to the Commonly Used group, right-click it and select **Add to Commonly Used**.
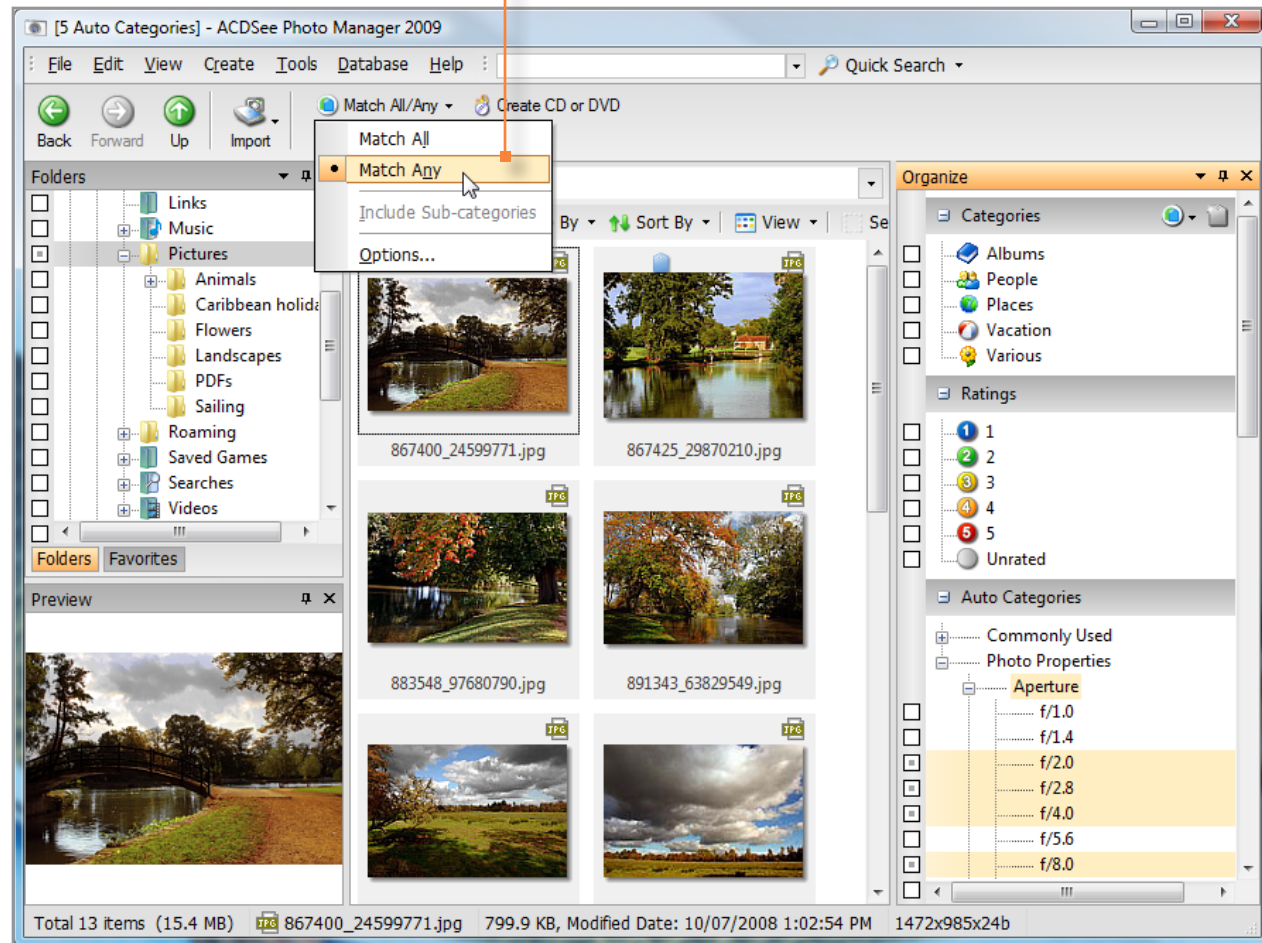
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You can use the Match Any/All options to refine your selection.
Select Match All to display only those photos matching **all** of the selected auto categories in the File List.
Select Match Any to display photos associated with **any** of the selected auto categories in the File List.

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 your searches.

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