

ACDSee 2

User Guide

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Welcome to ACDSee

The ACDSee user interface provides easy access to various tools and features for browsing, viewing and managing your photos and media files. ACDSee consists of two modes: Manage mode and View mode.

Where to start

For new users, the table below outlines a suggested workflow in ACDSee.

| | |
|--------------------|---|
| Manage mode | <p>Start in Manage mode where you can browse through your images and determine the ones you want to keep. Start by using the suggested tools below:</p> <ul style="list-style-type: none"> • Categorize and Rate: Organize your images by rating them on a scale of 1 to 5, or categorize them under meaningful descriptions. • Tag: Tagging is a way to temporarily set aside, organize, and group your photos without moving the files into different folders. • View images at a larger scale: Sometimes you don't know if you want to keep an image until you see it on a larger scale. ACDSee allows you view the image using Quick Look. • View EXIF properties: Comprehensive viewing of EXIF information captured by your camera, such as, ISO speed ratings, camera model, date and time, aperture value, color space, exposure, GPS information and much more, allows for an efficient categorizing and rating process. |
| View mode | View your images at a larger scale in View mode. Scroll through your selection with the filmstrip and control-click thumbnails to rate them as you go along. |

For more information on other available tools, navigate through the table of contents on the left. For more resources, visit www.acdsee.com.

Manage Mode

About Manage Mode

Manage mode is the main browsing and managing component of the user interface, and is what you see when you start ACDSee. In Manage mode, you can find, move, and sort your files and access organization tools.

Manage mode is divided into 3 panes:

| | |
|------------------------|--|
| The left pane | The Folders pane displays the contents in your computer. Use the Folders pane to navigate through folders. |
| The middle pane | The File List pane displays the contents of the selected folder. The File List pane also displays search results when you type into the Quick Search bar. |
| The right pane | The Organize pane provides tools to rate, tag, and categorize your images. The Properties pane allows you to view your image file properties and EXIF information. |

A status bar at the bottom of the Manage mode window displays information about the currently selected file. Manage mode also features a toolbar, Import button, and a Batch button. The toolbar provides [buttons for navigating forwards and backwards through your folders](#). The Import button allows you to quickly [import your files](#), and the Batch button provides [batch tools](#) to quickly modify your files.

ACDSee Online

ACDSee Online

ACDSee Online, located in the folders pane of Manage Mode, provides direct access to your ACDSee Online account.

You can use the ACDSee Online section to upload your images to ACDSeeOnline.com; an image sharing and storage service available to ACDSee users. The ACDSee Online section allows you to upload and browse through your online images without having to launch an Internet browser. Or you can go to ACDSeeOnline.com with an Internet browser like Safari. If the ACDSee Online section is not visible, scroll down the folders pane to bring it into view.



To login or logout at anytime, click the ACDSee Online settings button  in the left pane, and select **Login / Logout**.

Creating Online Folders

You can create folders to help organize your online files in the ACDSee Online section of Manage mode.



New folders are set to private by default.

To create a folder:

1. In Manage mode, in the Folders pane, scroll to **ACDSee Online**.
2. In the ACDSee Online section select the root level, or select a folder to create a subfolder within.
3. Do one of the following:
 - Click the ACDSee Online settings button and select **New Folder**.
 - **Control-click** the folder, and select **New Folder**.
4. Enter a name for the new folder and press **Enter**.



To make a private folder public, **Control-click** the folder and select **ACDSee Online | Make Public**.



When a folder is selected, the footer displays the number of items the folder holds and the amount of space available in your ACDSee Online account. When a file is selected, the footer displays the file title and size.

Preferences For ACDSee Online

1. In Manage mode, scroll to the ACDSee Online section and click the settings button.
2. Select **ACDSee Online Preferences**.

ACDSee Online Preferences

| | | |
|-------------------------|-----------------------------------|--|
| Upload Settings | Convert images to JPG | Check this option to have images converted to JPG when uploaded to ACDSeeOnline.com. If this option is not selected, the thumbnails are created as JPGs, but the original file is uploaded to ACDSeeOnline.com. Full size: image is left as original size Reduce to 1024 x 768: image is resized to 1024 x 768 |
| | Upload ACDSee Metadata | Check this option to have the categories, ratings, and XMP metadata uploaded along with the photo. |
| | Ask me every time I upload | Check this option to have the preferences sheet display every time you upload images. |
| Privacy Settings | New folders are private | Check this option to have new folders automatically set to private. |
| | New folders are public | Check this option to have new folders automatically set to public. |

Making Folders Private or Public

You can create folders and make them private or public in the ACDSee Online section of Manage mode. When you make a folder public, anyone can find and see the images in that folder when they browse or search ACDSeeOnline.com. You can also copy the URL for your public folders and share the URL with someone.



New folders are set to private by default.

To change an ACDSee Online folder to Public:

- **Control-click** on the folder, and then select **ACDSee Online | Public**.

To change an ACDSee Online folder back to Private:

- **Control-click** on the folder, and then select **ACDSee Online | Private**.

To change a folder's privacy using the menu bar:

- Select **Edit | ACDSee Online | Public/Private**.

Sharing Online Folders

You can copy the URL for your public folders and share the URL with someone.



New folders are set to private by default.

To share an ACDSee Online folder:

1. In Manage mode, in the Folders pane, scroll to **ACDSee Online**.
2. **Control-click** on the folder you want to share.
3. From the context menu select **ACDSee Online | Copy URL to Clipboard**.
4. Paste the URL into an email or website by pressing **Command-V** on your keyboard.



Note: The Copy URL to Clipboard option is only available for folders set to **Public**.

Uploading and Downloading

You can drag folders or files to and from the ACDSee Online section of Manage mode.

To upload folders or files

Drag the folder or file into the ACDSee Online section of Manage mode.

To download folders or files

Drag the folder or file from the ACDSee Online section into one of your folders in Manage mode.



Spinning icons next to folders indicates image list is loading. Use of the +/- button, and dragging folders into this area is disabled during this time.

Batch Functions

About the Batch Tool

The Batch tool allows you to efficiently modify multiple files at once and ensures your actions are applied consistently. You can create your own batch workflow with a set of actions in the order that you want to apply them, and then save them as a preset. Create a custom batch workflow to automate tasks that you frequently do, for example renaming files with your last name. When creating a custom batch operation, you need to first select from a list of Actions and then save it as a Preset.

What are Actions?

An Action is a single operation that can be applied to multiple files. You can run an Action for one time use, or save it as a preset before you apply them to a batch of files.

ACDSee has the following Actions:

- **Copy**: Copies files to a specified destination folder.
- **Rename**: Renames files with the specified format.
- **Custom**: Combines selected actions to apply multiple operations at once.

What are Presets?

Presets are a sequence of actions, set in advance for ACDSee to perform on selected files. For example you can create a custom Preset called "Copy_Rename" that contains the Actions Copy and Rename. The "Copy_Rename" Action will create a copy of your files and rename only the copied files. You can also create a Preset with only a single Action. Presets can be modified and deleted at any time.

Using the Batch tool

To create a custom batch workflow:

1. Select images you want to apply actions to.
2. Open the **Batch** tool:
 - In **Manage** mode, click the **Batch** button on the top left corner and select **Custom**. Or, control-click in the File List pane and select **Batch | Custom**.
 - In **View** mode, click **Edit | Batch | Custom**. Or, control-click an image in the filmstrip and select **Batch | Custom**.
3. In the Batch Workflow dialog box, select one or more actions from the left pane, and drag and drop them into the right pane.
4. Customize the settings for [Copy](#) and Rename actions.
5. Do one of the following:
 - Click **Save Preset** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.
 - Click **Run Batch** to run your customized batch tool.



You can speed up the batch editing workflow by tagging your files. For example, you can quickly tag the files you want to change, then click Tagged in the Organize pane to display all the tagged files in the File List pane. Then you can select the files and use the batch tool.

Batch Copying Files

You can copy a group of files to a new folder with the option of replacing any existing files.

To copy a group of files:

1. In Manage mode, select one or more images, and do one of the following:
 - Click **Edit | Batch | Custom**.
 - Click the **Batch** button and select **Copy**.
 - Control-click on an image and select **Batch | Custom**.
 - Press **Option-Command-B**.
2. In the Batch Workflow dialog box, select the **Copy** Action from the left pane, and drag and drop it into the right pane.
3. From the To field, select the destination to save your copied files.
4. Select **Replace existing files** if you wish to replace any existing files.
5. Do one of the following:
 - Click **Save Preset** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.
 - Click **Run Batch** to copy your files.

Saving Batch Actions as a Preset

You can create a customized workflow using the [Batch tool](#), and then save the batch of actions as a preset for future use.

To save your customized workflow actions as a preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Custom**.
3. In the Customize Workflow Actions dialog box, select one or more actions from the left pane, and drag and drop them into the right pane.
4. Customize the settings for [Copy](#) and Rename actions.
5. Click **Save Preset** to save your actions as a preset for future use. Enter a name (e.g. batch_copyrename) for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.

Renaming Multiple Files

You can use the Batch Rename tool to rename multiple files. You can specify a template with a numerical or alphabetical sequence, save your template for future use, replace specific characters or phrases, and insert file-specific information into each new file name.

Customize batch rename of images

To customize a batch rename of images:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Custom**.
3. In the Customize Workflow Actions dialog box, select the **Rename** Action from the left pane, and drag and drop it into the right pane.
4. You can further customize a renaming format by dragging elements into the Format field.



As you drag or edit elements in the Format field, a preview of how the files will be renamed is displayed below the form.

1. Do one of the following:
 - Click **Save Preset** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.
 - Click **Run** to rename your files.



Depending on your selection in the Rename pop-up menu, the fields Custom Name and Start Counter At may be disabled.

Managing Your Batch Presets

You can modify, delete, or share your batch presets with others.

Modifying presets

To edit a preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select your saved preset you want to edit.
3. Click **Edit**.
4. In the Batch Workflow dialog box, modify the settings.
5. Close the dialog box to save your changes.



You can click the close button on any action to remove it from the list.

Deleting presets

To delete a batch preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select the preset you want to delete.
3. Click **Remove**.

Browsing

Browsing Files From Your Camera

Your camera connects to the computer as a removable drive, allowing you to simply drag and drop photos directly from the File List and Folders pane. You can also set ACDSee [to open when you connect a camera to your computer](#).

To drag and drop photos from a camera:

1. Connect your camera or device to the computer. Make sure your camera is turned on, and the cable is properly connected to your computer. Your camera is displayed in the Folders pane, and the contents displayed in the File List pane.
2. Select items in the File List pane and drag it into a folder.

Browsing Files in Finder

You can also display and view your image in Finder.

To display and view your image in Finder from Manage or View mode:

Select a file and do one of the following:

- Control-click and select **Show in Finder**.
- Click **View | Show in Finder**.

Browsing Files in the File List Pane

Files display as thumbnails in the File List pane by default. However, you can change the File List pane view from thumbnails to a list. You can also type a file name in the Quick Search bar to display all files that begin with that name. You can also sort your files according to name, size, image properties, and more.



You can set preferences on how thumbnails are displayed. See [Setting Manage mode preferences](#).

File List toolbar








Use the file list toolbar at the bottom of the file list pane to choose how you want your files displayed.

You can sort your files by selecting one of the following:

- Sort By Name
- Sort By Size
- Sort By Type
- Sort By Modification Date
- Sort By Image Dimensions
- Sort By Portrait/Landscape
- Sort By Rating
- Sort by Tagged
- Custom Sort









File List toolbar

The File List toolbar has tools to help you view your files.

| | | |
|--|---------------------|---|
|  | Rotate left | Rotates selected images to the left. |
|  | Rotate right | Rotates selected images to the right. |
|  | Quick Look | Opens selected image in Quick Look. When Quick Look is open, you can also view the image in Full Screen. |
|  | Slideshow | Opens images in a slideshow. |
|  | Thumbnail | Displays thumbnail view of your files. By default thumbnails are sorted by name. |
|  | List | Displays a list view of your files. By default, filenames are listed. |
|  | Zoom slider | Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails. The zoom slider is only available in Thumbnail view. |




Overlay icons

The overlay icons, which appear on the thumbnails, provide additional information about the files.

| | | |
|---|-----------------------|---|
|  | Rating | Appears if the file has been rated in the ACDSee database. |
|  | Tagged items | Appears if the file has been tagged. |
|  | Untagged items | Appears if the file has not been tagged. |
|  | Category | Appears if the file has been categorized. |
|  | Categories | Appears if the file has more than one categories assigned. |
|  | Locked | Appears if the file has been locked. |
|  | Offline | Appears if the file is stored on an unmounted removable device but indexed in the current database. |
|  | Exclude | Appears if the file is stored on a mounted removable device and not indexed in the database. |

Browsing Using Navigation Arrows

In Manage mode, the top left buttons help you to navigate through your folders. See the table below for descriptions of the buttons.

| | | |
|---|----------------|---|
|  | Back | <p>Displays the previous folder you viewed, when a folder is selected in the Folders pane. The back button is disabled if you have not navigated anywhere previously.</p> <p>When anything in the Organize pane is selected, clicking the back button returns you to the last browsing criteria that was used.</p> <p>You can also use the Command-[keys to navigate backwards.</p> |
|  | Forward | <p>Displays the next folder you viewed, when a folder is selected in the Folders pane.</p> <p>When anything in the Organize pane is selected, clicking the forward button takes you to the next browsing criteria that was used.</p> <p>You can also use the Command-] keys to navigate forward.</p> |
|  | Up | <p>Displays the next folder level above the one that is currently selected in the Folders pane.</p> <p>You can also navigate to the next highest folder level above the one that is currently selected by selecting Go Enclosing Folder.</p> |

Browsing Using the Folders Pane

The Folders pane displays a live directory tree of all the folders on your computer, connected USB devices or CDs/DVDs, shared network places, and your ACDSee Online account.

Each time you click on a folder, an item count displays the number of items in the folder. Item counts appear next to each folder on the right after they have been first visited and cached in the database. The item count includes all file types and folders. The number of nested folders is not counted.

Viewing multiple folders

To view multiple folders, do one of the following:

- To select a group of folders, press **Shift** and click the folders you want to view.
- To select specific folders, press **Command** and click the folders you want to view.

Creating and managing folders

You can use the Folders panes to create, delete, rename, and move folders on your hard drive to help organize your files.

To manage your folders:

1. In the Folders pane, browse to where you want to add, delete, move, or rename a folder.
2. Do one of the following:
 - To create a folder, click **File | New Folder**. Type a name for the new folder and press **Enter**.
 - To delete a folder, control-click on a folder and select **Move to Trash**.
 - To move a folder, select the folder and drag and drop it into its new location.
 - To rename a folder, select the folder you want to rename and select **Edit | Rename**. Type a new name for the folder and click **Rename**.



You cannot rename a drive or any folder on a read-only file system, such as a CD-ROM.

Show item in Finder

You can view the location of your file in Finder.

To show an item in Finder:

In the Folders pane, control-click a folder and select **Show in Finder**.

Managing items in Favorites

By default ACDSee displays Pictures, Desktop, and user's name. Item counts appears beside each folder in Favorites. Double-clicking an item in Place in ACDSee highlights its location in the folder tree.

To add an item to Favorites:

Drag and drop items on the title "Favorites" or anywhere within the Favorites section. You can also change the order of the items by dragging and dropping files.

To remove an item from Favorites:

To remove an item from Favorites, control-click the item and select **Remove from Favorites**.



Adding anything from Removable Volumes to Favorites is a temporary action. Upon closing the application or ejecting the volume, the item will disappear from Favorites.

You can use Favorites to navigate to a folder containing your images.

To browse in Favorites:

1. In Manage mode, in the left pane, click **Favorites**.
The folders Pictures, Desktop, and a folder with your user name are displayed.
2. Click on a folder to display its contents in the File List pane.
3. In the File List pane, navigate to the folder you want to view.

Changing Views

You can select different views to display your files in the File List pane, including thumbnail previews and list views.

To quickly change views:

Click the List  or the Thumbnail  button located at the bottom of the File List Pane.

To change views from the menu:

1. In Manage mode, click **View**.
2. Select one of the options described in the table below.

View options

| | |
|----------------------|---|
| as Thumbnails | Displays thumbnail previews of all image and media files in the File List pane. You can customize the appearance of thumbnails , and specify what information to display with them. |
| as List | Displays a list of file names and extensions. |

Opening Files in an External Editor

To open your files in an external editor, do one of the following:

- Control-click one or more files and select **Open with** and select the application from your program list.
- Select items in the File List pane and drag them into an application on the dock.


Previewing Files With Quick Look

You can view single or multiple images using Apple's Quick Look feature. You can preview multiple file formats including images, video, music or audio, documents and spreadsheets in a separate window.

Using Quick Look


To open a file in Quick Look:

In Manage mode, select a file in the File List pane and do one of the following:

- Click **View | Quick Look**.
- Press the **Spacebar** key.
- Control-click and select **Quick Look**.
- Press **Command-Y** keys.
- Click the Quick Look button  located on the bottom toolbar.

To close Quick Look:

When Quick Look is open, do one of the following:

- Click the close button.
- Press the **Spacebar** key.
- Press the **Esc** key.
- Click the Quick Look button  located on the bottom toolbar.



You can move the Quick Look window onto a second monitor to browse your images in full screen at the same time as browsing your list in manage mode.



Rotating or Flipping Images

You can rotate or flip multiple images at preset angles.

To rotate or flip an image:

1. Select one or more images in Manage mode.
2. Click **Edit** and select an option from the table below.

Rotate and Flip options

| | |
|------------------------|--|
| Rotate Left | Rotates the selected images to the left. You can also use the shortcut keys Control-L or click the rotate left button  . |
| Rotate Right | Rotates the selected images to the right. You can also use the shortcut keys Control-R or click the rotate right button  . |
| Flip Horizontal | Flips the image on the horizontal axis. You can also use the shortcut keys Control-H |
| Flip Vertical | Flips the image on the vertical axis. You can also use the shortcut keys Control-V . |

Selecting Files

In the File List pane, use Select All and Select None to quickly select or deselect all of your files and folders.

To select all files and subfolders in the current folder, do one of the following:

- Press **Command-A** keys.
- In Manage, click **Edit | Select All**.

To deselect all files and subfolders in the current folder, do one of the following:

- Click the background of the File List pane.
- Press **Shift-Command-A** keys.
- In Manage, click **Edit | Select None**.

Viewing Images in a Slideshow

View a slideshow of your images from Manage or View mode. You can adjust your slideshow to control how long each image is displayed, apply transition effects, and set repeat and shuffle preferences.

To start a slideshow in Manage or View mode:

1. In Manage mode, select a folder in the folder tree or images in the file list. In View mode, the slideshow will use all images in the filmstrip starting from the current image selected.
2. Do one of the following:
 - Click **View | Slideshow**
 - Use the keyboard shortcut **Shift-Command-F**
 - Press the play button in the bottom toolbar



Press the **Esc** key anytime to exit the slideshow.

Move your cursor on the screen to display the following slideshow options

Slideshow options


| | |
|---------------------|--|
| Delay | Specifies transition time. |
| Back | Move back an image. |
| Pause / Play | Pause or plays slideshow. |
| Forward | Move forward an image. |
| Repeat | Repeats slideshow. |
| Shuffle | Randomly displays images in slideshow. |
| Exit | Exit slideshow. |

Viewing Images in Full Screen

Use the Full Screen screen feature to display images to fit your monitor.

To view in full screen:

Do one of the following:

- Click Full Screen button  (in View mode).
- Select **View | Full Screen**.
- Press the keys **Option-Command-F** to view image in Full Screen.



While going through images in Full Screen mode you can use the keyboard shortcut Backslash (\) to tag your images for follow up.

In Full Screen you can:

- Press **Command++** to zoom into the image.
- Press **Command--** to zoom out of the image.
- Press **Esc** exit Full Screen.
- Scroll through each image one by one with your mouse or arrow keys.



You can also set [Full Screen preferences](#) in Manage and View modes.

Importing Photos

Importing Files With ACDSee

To import files from a camera or device:

1. From Manage mode, click the **Import** button and select **From Camera** or **From Mass Storage Device**.
2. Use the pop-up menu to select a device when more than one mass storage device or camera is connected.
3. Choose from the options in the tables below.
4. After making your selections, click **Import Checked** to import the selected files.

Thumbnail pane options

| | |
|-----------------------|--|
| Choose | Click Choose to navigate to a folder on a Mass Storage Device to import from . |
| Check All | Click Check All to select all thumbnails. |
| Uncheck All | Click Uncheck All to deselect all thumbnails. |
| Thumbnail zoom | Use the zoom slider to increase or decrease the magnification of the thumbnails in the preview pane. |

Import options

| | |
|---------------------------|---|
| Import to | Select where you want to place the imported files from the pop-up list. |
| Place in subfolder | Select this option and type in a folder name to place the files in. |



You can also click **File | Import** to import files from **Manage** or **View** mode.

Managing Database Information

About the ACDSee Database

The ACDSee database stores image and media file information automatically when you browse your folders. This process is called cataloging. The database increases the speed with which you can browse your computer, and you can use the information stored in the database to sort, organize, search, and filter your images and media files. You can also choose to [exclude removable drives or CD/DVD drives from the database](#).

Backing Up and Restoring Your Database

To back up your database:

1. Select **Tools | Back Up Database**.
2. Enter a name and location to back up your files.
3. Click **Back Up**.

To restore database information:

1. Select **Tools | Restore Database**.
2. In the Restore Database dialog, browse to the location of your backup file.
3. Click **Restore** when you are ready to restore your database.



ACDSee can also restore databases created and backed up from ACDSee from the Mac App Store, ACDSee Pro 1.9, ACDSee Pro 2.0 and ACDSee Pro 2.1.

Embedding Database Information

The ACDSee database stores image and media file information automatically when you browse your folders. This process is called cataloging. The database increases the speed with which you can browse your computer, and you can use the information stored in the database to sort, organize, search, and filter your images and media files.

Should you prefer to further safeguard your database information (for the rare event that the database becomes corrupted), you can embed the database information into the files themselves. Embedding database information in the files, in addition to the database, is a safe way to backup this data and make it easier to retrieve if needed.

To embed database information:

1. Select files from the File List pane.
2. Click **Tools | Embed Database Information in Selected Files**.



XMP sidecar files are created for file types that do not support embedded XMP (e.g., RAW files).

To retrieve database information embedded in your files you have 2 choices outlined in the table below.

Catalog folders or Catalog select files

| | |
|--------------------------------|---|
| Catalog folders: | to retrieve embedded database information for all files within specified folders. |
| Catalog selected files: | to retrieve embedded database information for specified files. |

Catalog Folders

To retrieve database information embedded in folders:

1. Click **Tools | Catalog folders**.
2. In the Catalog Folders dialog box, browse to and select a folder.
3. Check **Include subfolders** if you would like to include the subfolders.
4. Click **Catalog**.

Catalog Selected Files

To retrieve database information embedded in files:

1. Select files from the File List pane.
2. Click **Tools | Catalog selected files**.



ACDSee uses XMP to embed database information in each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, and TIF. In the case of these file formats, the database information is embedded inside the file and so you can rename or move the file outside of ACDSee Pro and still be able to retrieve the database information.



For formats that currently do not support XMP, including RAW, PSD, ABR, the database information is written to a sidecar file that is stored in the same folder as its file. Because a sidecar file is separate from the file itself, you need to rename or move them together, or you could lose the database information permanently.

Emptying Your Database

You can start over with a fresh, clean database. When you empty your database, your cached thumbnails, categories, ratings, and other ACDSee database information is permanently deleted.

To empty your database:

1. In Manage mode, select **Tools | Empty Database**. Or press the keys **Control-Option-Command-Delete**.
2. Click **Empty**.



Database maintenance allows you to remove specific volumes, whereas the Empty Database option simply removes all database volumes.

Maintaining Your Database

To improve performance, it's a good idea to delete information you no longer need in your database, or remove all database information.

To maintain your database:

1. Select **Tools | Database Maintenance**.
2. Do one of the following:
 - Select a volume, and click **Remove Orphans** to remove any orphaned database information.
 - Select a volume and click **Remove All Items** to remove all information in the database.



Database maintenance allows you to remove specific volumes, whereas the Empty Database option simply removes all database volumes.



Orphaned items are database entries pointing to a file that no longer exists because it was deleted or moved using another application outside of ACDSee.

Optimizing the Database

You can optimize the database and remove orphans and other out-dated information to improve performance

To optimize your database:

1. Select **Tools | Optimize Database**. Or press **Control-Command-Delete**.
2. Click **Optimize Database**.

Organizing

Adding Spotlight Comments to Files

In ACDSee, you can add Spotlight Comments to multiple files at once. Adding Spotlight Comments to your files helps you find them quickly both inside and outside of ACDSee using Spotlight search .

To add a Spotlight Comment:

1. In Manage mode, select files.
2. In the **Spotlight Comment** field of the **Properties** pane, enter keywords or comments.

Assigning Categories and Ratings

You can assign files to a rating, or one or more categories.



If the Organize pane is not visible in Manage or View mode, open it by clicking **View | Organize Pane**.

To assign files to a category or rating in Manage mode:

1. Select one or more files in Manage mode and do one of the following:
 - Drag the files to a category or rating in the Organize pane.
 - Click the check box next to the category in the Organize pane.
 - Use the keyboard shortcut **Command- <rating number>** (1-5).
 - Control-click a selected file, to open the context menu and select a category or rating.
 - Click **Edit | Rating** and select a rating.
 - Select **Edit | Categories** and select a category.

Removing files from categories or ratings

You can remove a file from a category or rating without moving or deleting the original file, or affecting any other files assigned to that classification.

To remove files from a category or rating:

1. In the File List pane, select the files containing the category or rating you want to remove.
2. Do one of the following:
 - Control-click a selected file, and then click the **x** next to the rating numbers.
 - Select a file, then on the Organize pane deselect the check box of the category from which you want to remove the file.

Copying and Moving Files

You can move files and folders on your hard drive, and specify how to handle overwriting existing files. When you use ACDSee to move your files, any database information associated with those files is automatically copied to the new location.

To copy or move files in Manage mode:

1. In the File List pane, select one or more files, and then do one of the following:
 - Control-click and select **Copy To Folder** or **Move To Folder**
 - Click **File | Copy To Folder** or **Move To Folder**.
2. Click **Browse**, and select a folder to copy or move the file into.
3. Select the **Save location to shortcuts** checkbox, to save the folder location. The location will be displayed the next time you select Copy to Folder or Move to Folder tools, to allow quick folder selection.
4. Click **Copy** or **Move**.

Copying Images

You can copy an image and then paste it into another folder within ACDSee.


To copy an image:

1. In Manage mode, select the image file you want to copy.
2. Click **Edit | Copy** or press **Command-C**.
3. Navigate to the folder where you want to paste the image into, and click **Edit | Paste** or press **Command-V**.

Creating and Deleting Folders


In Manage mode, you can create and delete folders to organize your files.

To create a folder:

1. In Manage mode, do one of the following:
 - Select **File | New Folder**.
 - Click the Add button  at the bottom of the Folders pane.
2. Enter a name for the folder and press **RETURN**.

To delete a folder:

In Manage mode, do one of the following:

- Control-click a folder in the File List or Folders pane and select **Move to Trash**.
- Click the Minus button  at the bottom of the Folders pane.

Managing Categories

You can use the [Organize pane](#) and the Properties pane to create, rename, delete, and move your categories.

To create and manage your categories in the Organize pane:

In the Organize pane, do one of the following:

- To create a category, control-click and select **New Category**. Enter a name for the new category and press **Return**.
- To move a category, click and drag it to the new location.
- To edit a category, control-click and select **Edit Category**. Edit the category's name.
- To delete a category, control-click and select **Delete**.
- To create a sub-category, select a top-level (or parent) category from the list. Control-click and select **New Sub Category**, and then enter a name for the sub category.

Organizing and Managing Files in ACDSee

In addition to its browsing, and viewing capabilities, ACDSee features management tools you can use to organize and sort your images and media files. These tools include batch functions (tools that can alter or adjust multiple files at the same time), category, and rating systems, and a powerful database to hold all of your important image information.



If the Properties pane is not visible, open it by clicking **View | Properties Pane**.

Pasting Files and Folders

You can copy files and then paste them into another folder without losing your database information.

To copy and paste files or folders:

1. In Manage mode, in the File List or Folders pane, select one or more files or folders.
2. Click **Edit | Copy**.
3. In the Folders pane, browse to a new location.
4. Click **Edit | Paste** to place the files or folders into the new location.

Renaming a File or Folder

You can rename a file or folder on your hard drive in the Folders and File List panes.

To rename a file or folder in Manage mode:

1. In Manage mode, in the File List or Folders pane, select the item you want to rename.
2. Do one of the following:
 - Select **Edit | Rename**.
 - Control-click the file and select **Rename**.
3. Type a new name for the file and click **Rename**.



You can rename multiple files at the same time using the Batch Rename tool.

Saving Files

You can save your files to a different folder or file format and quality.

To save files:

1. In Manage mode, select a file from the File List pane.
2. Click **File | Save as**.
3. In the Save As dialog, enter a name for the file.
4. Select a location to save the file.
5. Select your preferences for Format and Quality.
6. Click **Save**.

Tagging Images

It is easy to take hundreds of photos at an important event like a wedding or a marathon. After you have transferred those photos to your computer, you may want to review them and select the best photos. Tagging is a fast and easy way to temporarily identify and separate images for editing or review.

The tagging check box is at the bottom right corner of the thumbnails. Click the check box to tag or untag photos. Photos remain tagged until you clear the checkmark from the check box.

You can display all your tagged photos with one click by clicking Tagged under Special items in the organize pane. Tagging, like categories, and ratings, is a way to set aside, organize, and group your photos without moving the files into different folders.



Tagging is intended as a temporary means of separating your images. Once tagged you can move or apply categories and ratings to the images, and then clear all of the tags. Categories, ratings, and folders are more effective for organizing and grouping your images over a long period of time.

To tag a selected image:

- Use the keyboard shortcut \ backslash key to toggle the tag on.
- Select the check box in the bottom right corner of the thumbnail.
- Control-click on a thumbnail or image, select **Tag**.

To untag a selected image:

- Use the keyboard shortcut \ backslash key to toggle the tag off.

To untag all tagged images:

1. Click **Tagged** in the Organize pane to display all tagged files in the File List pane.
2. Use the keyboard shortcut **Command-A** to select all.
3. Click the backslash key \ to toggle the tag off.

To display tagged photos:

In Manage mode, click the Organize pane, then click **Tagged**. Tagged photos from all your folders display in the File List pane.

Using the Organize Pane


The Organize pane is one of the most useful panes in ACDSee as it provides many ways to organize, search and manage your files.

If the Organize pane is not visible, open it by clicking **View |Organize Pane**.

Use the Organize pane to quickly find your files. Click a category or rating to see all of the files you have assigned to that listing. For example, click the category **Albums** in the Organize pane and all images that you have assigned to that category will display in the File list pane. To return to your previous list in the File list pane, click the back button or click the folder from the folders pane. You can also select **Image Well** in the Organize pane to view all images cataloged in the ACDSee database.

Categories

Categories are an easy way to organize your files that make sense to you. When you assign a file to a category, you do not move the file from its folder or create an extra copy. Your categories can be simple or complex and use any names you choose. Select files in the File list pane and drag them to the category you want to assign them to. Once your files are in categories, you can search, sort and find them by category. Any file that is assigned to a category has an icon above its thumbnail in the File List pane.

Items with multiple categories will have a double category  icon to signify that more than one category is assigned to it.



- Control-click a default category to create, remove, or rename it.

Ratings

Click a rating number to see all of the files you have assigned to that rank. You can assign a numerical rating from 1 to 5 by dragging your files to your chosen rating in the Organize pane. A file can have only one rating. When a file has a rating, the number appears on top of the thumbnail in the File List pane.

Special Items

You can use Special Items to quickly view all of the images in your database and any uncategorized files. Select one of the following items:

- **Image Well:** Displays all images cataloged in the ACDSee database. If you have a substantial image collection, it may take a few moments to gather all of the information.
- **Uncategorized:** Displays any files cataloged in the database that have not been assigned to a category.
- **Tagged:** Displays all the tagged files on the computer.

You can assign a rating or category to any type of file, but the options in the Special Items area only apply to images.

The ACDSee database

When you assign a file to a rating, or category, this information is stored in the ACDSee database. As the database, information is always associated with a particular file.

Using the Properties Pane

The Properties pane displays file properties, such as file size, type, location, and creation date, as well as EXIF information captured by your camera.

To open the Properties pane:

In Manage mode or View mode, click **View | Properties Pane**.

The Properties pane is located by default on the right side of your screen in both Manage mode and View mode.

Printing

Creating a Contact Sheet

You can create contact sheets—thumbnail previews of your images arranged on pages — that you can use to share your images.

To create a contact sheet:

1. In Manage mode, in the File List pane, select the images you want to include.
2. Click **File | Print** or press **Command-P**.
3. In the Print images dialog, select a paper size from the **Document size** pop-up menu.
4. Select how large the print should be from the Print size pop-up menu.
5. Select **Contact sheet** from the **Print layout** pane.
6. Click **Print**.

Creating a PDF

You can use ACDSee to combine your images into a PDF (portable document format).

To create a PDF:

1. In Manage mode, in the File List pane, select the images you want export to PDF.
2. Click **File | Print** or press **Command-P**.
3. Select the **Print** button to display the Print dialog.
4. Click **PDF** and select **Save as PDF**.
5. Enter a name for the file in the **Save as** field, and select a location to save the PDF.
6. Enter information into the Title, Author, Subject, and Keywords fields.
7. Click **Save**.

Creating a Print Preset

If you use the same print settings often, you can save them as a preset in ACDSee. Presets allow you to save the settings you use frequently, so that you do not have to manually enter print settings every time.

To create a print preset:

1. In Manage mode, in the File List pane, select the images you want to include.
2. Click **File | Print**, or press **Command-P**.
3. Click the Print button.
4. In the Print dialog, click the down arrow button.

The dialog box expands to display more print settings.

5. Set your print options.
6. From the **Presets** pop-up menu, select **Save As**.
7. Enter a name for the preset and click **OK**.

The saved preset is saved and displayed in the Presets pop-up menu.

To use a print preset:

1. In Manage mode, in the File List pane, select the images you want to include.
2. Click **File | Print**, or press **Command-P**.
3. Click the Print button.
4. From the **Presets** pop-up menu, select a preset.
5. Click **Print**.

Customizing Print Size

You can customize the size of the image for printing in ACDSee.

To customize the image size for print:

1. In Manage mode, in the File List pane, select the images you want to print.
2. Click **File | Print** or press **Command-P**.
3. In the **Print size** pop-up menu, select **Customize**.
4. In the Print size dialog, click the **+** button to add a new size.
5. In the **Measurement** pop-up menu, select a measurement.
6. Enter your measurement into the **Width** and **Height** fields.
7. Click **OK**.

Printing Images

With the ACDSee print utility, you can print your images on any size of paper. As you change the options in the Print dialog box, you can view a dynamically updated preview of the image and its position on the page.

To print your images:

1. Select the image or images you want to print.
2. Click **File | Print** or press **Command-P**.
3. In the Print images dialog, select a paper size from the **Document size** pop-up menu.
4. Select how large the print should be from the **Print size** pop-up menu.

5. Select a print layout from the **Print layout** pane.
6. Click **Print**.

Searching

Finding Images Quickly

You can select Special Items in the [Organize pane](#) to locate all of the images in your [database](#), or list all of the images that you have not yet [assigned to a category](#).

The results of the search display in the File List pane.

To find all of your images at once:

- In the Organize pane, under Special Items, click **Image Well**.

To locate uncategorized images:

- In the Organize pane, under Special Items, click **Uncategorized**.

The Image Well and Uncategorized features only display images that have been cataloged in the database; they do not search your hard drive for specific file types.



If the Organize or Properties pane is not open, click **View | Organize Pane** or **View | Properties pane**.

Searching With ACDSee

ACDSee allows you to search for files and folders in the Quick Search bar. You can use the Organize pane to quickly locate and list all images on your hard drive, to locate any files in a folder that have not been categorized, to display images that are tagged, or to find those with a specific rating.

Using the Quick Search Bar

You can use the Quick Search bar in Manage mode to quickly locate files or folders. You can use the Quick Search options or basic operators to refine or expand your search, and view the results in the File List pane.

Quick Search automatically searches in the ACDSee database fields, as well as file names, extensions, and categories.

To run a Quick Search:

- In the Quick Search bar, type the keyword you want to search.

| Menu | Result |
|-------------------------|---|
| Database Search | Searches only in the ACDSee database containing information about files explicitly indexed by ACDSee. Searches only in the database fields described above. |
| Spotlight Search | Searches the Spotlight database of all files on your computer. |

Quick Search operators

You can use the following operators to further refine or expand your searches in the Quick Search bar.

| Operator | Result | Examples |
|------------|--|---|
| and | Searches for all items containing both the search term before and after the operator. Those items that only contain one of the terms, are excluded. The Quick Search bar treats spaces between words as + operators. | Cat and Kittens returns items that include both Cat and Kittens. |
| or | Searches for all items containing one or the other of the search elements. | Cat or Dog returns items containing Cat or Dog but not necessarily both. |
| not | Searches for all items containing the first search term, and then displays only those items that don't also contain the second search term. | not Cat excludes all items with Cat in the search. |

View Mode

About View Mode

In View mode you can display images in full resolution, one at a time. You can also open the Properties pane (**View | Properties Pane**) to view image properties, display areas of an image at varying magnifications, or rotate images.

You can use the filmstrip in View mode to flip quickly between all of the images in a folder. View mode contains a toolbar with navigation buttons, and a status bar at the bottom of the window which displays information about the current image.

View mode is divided into two areas:

The viewer displays the selected image in the Filmstrip. You can rotate or zoom into images using the tools in the toolbar.

The [Filmstrip](#) displays selected images, or images in a folder. Browse images using the left and right arrow keys.

To access the View mode, select a file in Manage mode and do one of the following:





- Click View mode button at the top right of ACDSee.
- Select **View | View mode** from the top menu of ACDSee.
- Press **Option-Command-V** to switch to View mode.
- Double-click on an image in Manage mode.


 Only images will be displayed in View mode.

Working With Images in View Mode

Browsing Images in View Mode

In View mode, the top left buttons help you to navigate through your images. See the table below for descriptions of the buttons.

| | | |
|--|--------------------|--|
|  | Go to first | Displays the first image in the selected folder. |
|  | Back | Displays the previous image. |
|  | Forward | Displays the next image. |
|  | Go to last | Displays the last image in your folder. |

 Press **Command** and **+/-** to zoom in and out of image.

 Use the Select tool  to select an area of your image to copy and paste.

Viewing Images in the Filmstrip

Use the filmstrip in View mode to view images in your folder. You can also resize or collapse the filmstrip.

To view images in the filmstrip

Do one of the following:

- Click on an image in the filmstrip.
- Press the arrow keys.
- Click and drag the scroll bar at the bottom of the filmstrip.
- Place your cursor on the filmstrip and scroll with your mouse.

 If you have tagged, categorized, rated, or locked your files, overlay icons appear on the images in the filmstrip.

Resizing the filmstrip

You can resize the filmstrip bar to enlarge or reduce the size and number of images displayed.

To resize the filmstrip

Click and drag the filmstrip header up or down.

Collapsing the filmstrip

You can collapse the filmstrip to fit your image into View mode's window.

To collapse the filmstrip

Double-click on the filmstrip header to collapse and expand the film strip.





When the filmstrip is collapsed, use the arrow keys to view your images.

Viewing Images in View Mode

See the table below for viewing options in View mode.

Viewing options in View mode

| View | Menu | Keyboard shortcut |
|--------------------|---|-------------------------------|
| Actual Size | View Actual Size | Command- / |
| | or click  button | |
| Fit Image | View Fit Image | Command- * |
| | or click  button | |
| Fit Width | View Fit Width | Command-Left Arrow Key |
| Fit Height | View Fit Height | Command-Up Arrow Key |



Press **Command** and **+/-** to zoom in and out of image.

Viewing RAW Images

Supported RAW files depend on the latest RAW updates from Apple that have been installed on your computer. Please visit Apple's web site to confirm if your RAW files are supported.

Zooming Images

Setting the Zoom Level

Use the zoom slider to zoom in and out of images: . You can also select a zoom level from the pop-up menu.

To set the zoom level using the slider:


1. In View mode, select an image.
2. Click the zoom slider and do one of the following:
 - Click and drag the slider to the left to zoom out.
 - Click and drag the slider to the right to zoom in.

Viewing Images in Full Screen

Use the Full Screen feature to display images to fit your monitor.

To view in full screen:

Do one of the following:

- Select **View | Full Screen**.
- Press the keys **Option-Command-F** to view image in Full Screen.
- Click Full Screen button  (in View mode only).

In Full Screen you can:

- Press **Command++** to zoom into the image.
- Press **Command--** to zoom out of the image.
- Press **Esc** exit Full Screen.



You can also set [Full Screen preferences](#) in Manage and View modes.

Zooming an Image

Zoom in and out of specific areas of an image by simply using your mouse.

To zoom in and out of an image:

Do one of the following:

- Press the **Command++** keys to zoom into an image
- Press the **Command--** keys to zoom out.
- 💡 Hold down the mouse button and drag to pan around a zoomed-in image.

Setting Options

Setting Devices Preferences

You can set options on how ACDSee handles external devices.

To set options for Devices:

1. In Manage mode, click **ACDSee | Preferences**.
2. In the Preferences dialog box, click **Devices**.
3. Set or change any of the options described below.

Setting Devices options

| | |
|--|--|
| Always exclude removable drives from the database | Images on removable drives will not be added to the database, and modifying database properties for excluded items will be disabled. |
| Always exclude CD/DVD drives from the database | Images on CD/DVD drives will not be added to the database, and modifying database properties for excluded items will be disabled. |

4. Close the dialog box to apply your changes and return to ACDSee.

Setting Manage Mode Preferences

You can use the Options dialog box to set various options for Manage mode, including the default start folder.

To set Manage mode options:

1. In Manage mode, click **ACDSee | Preferences**.
2. In the Preferences dialog box, click **Manage**.
3. Set or change any of the options described below.
4. Close the dialog box to apply your changes and return to ACDSee.

Manage mode options

| Organize | Filter | Show all file types or Apply filtering criteria | You can choose to show all file types or limit the file list to displaying images and/or movies. |
|-----------------|---------------|--|--|
| | | Show folders | Displays subfolders in a folder. To disable the display of subfolders, click on the checkbox to clear the checkmark. |
| | | Browse inside bundles | Allows you to browse contents of applications. |
| | | Show XMP files | Displays the sidcar XMP files. |
| | | Show THM files | Displays the THM files. |

Organize

Use animation to flip between the Organize and Properties pane

Rotates Organize pane over to Properties pane.

Include parent categories when a subcategory is assigned

Adds the parent categories when its subcategory is assigned. For example, you have the parent category Canada, and subcategory called Vancouver. If you select the Vancouver subcategory, the Canada parent category will also be added to the file.

Removes subcategories when a parent category is unassigned

Removes the subcategory if its parent category is unassigned. For example, you have the parent category Cats, and subcategory called Kittens. If the parent category Cats is unassigned from a file, then the subcategory Kittens will also be unassigned from that file.

| | | | |
|-------------------|------------------------|--------------------------|---|
| Thumbnails | Thumbnail Info | Information | Displays the file name of the images. |
| | | Overlay Icons | Displays icons on thumbnail images for tagged, rated, categorized or locked files. Select or deselect the Tagged , Rating , Category , or Locked check boxes. |
| | Thumbnail Style | Thumbnail Size | Adjusting the slider to the left decreases the thumbnail size. Adjusting the slider to the right increases thumbnail size. |
| | | Thumbnail Spacing | <p>Adjusts the thumbnail display. Move the Thumbnail Spacing slider to the left to decrease the spacing between thumbnails, or move to the right to increase the spacing.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> • High-quality scaling: Displays high-quality thumbnails. • Use embedded thumbnails: Displays the embedded JPEG, created by your camera when you took the photo. • Generate high quality thumbnails: ACDSee quickly develops the RAW file and displays a temporary photo of the RAW file. |
| | | Thumbnail Frame | <p>Adjusts the presentation of the thumbnail. Select any of the following:</p> <ul style="list-style-type: none"> • Show drop shadow: Shows thumbnails with a 3D drop shadow. • Show frame: Displays a white frame around each thumbnail. • Show slide background: Displays a shaded background behind the thumbnail and its information. • Show slide border: Displays a thick dark border around the outer edges of the thumbnail. |

Setting Mouse Preferences

In Preferences you can select how double-clicking an image functions.

To set mouse options:

1. Click **ACDSee | Preferences**.
2. In the Preferences dialog box, select **Mouse Settings**.
3. Select your preferences from the tabs described below.

Mouse Settings

Manage mode options

| | | |
|---------------------------------|-----------------------------|---|
| Double-clicking an image | Switch to View mode | Opens the image in View mode when you double-click on it. |
| | Enter to Full Screen | Displays the image in full screen. Select one of the following: <ul style="list-style-type: none">• Return to Manage mode when double-clicking in Full Screen: Double-clicking on an image when in Full Screen will return you to Manage mode.• Do nothing when double-clicking in Full Screen: Double-click is disabled when the image is in Full Screen. |

View mode options

| | | |
|---------------------------------|------------------------------|--|
| Double-clicking an image | Switch to Manage mode | Opens the image in Manage mode when you double-click on it. |
| | Enter Full Screen | Displays the image in full screen. Select one of the following: <ul style="list-style-type: none">• Switch to Manage mode when double-clicking in Full Screen: Returns to Manage mode when you double-click on an image in Full Screen.• Return to View mode when double-clicking in Full Screen: Returns you to View mode when you double-click an image in Full Screen. |

Setting General Preferences

You can adjust settings in the Preferences dialog box to set automatic rotate options and control the display of images in Manage and View modes.

To set the General options:

1. In Manage mode, click **ACDSee | Preferences**. Or press **Command-⌘**, keys.
2. In the Preferences dialog box, click **General**.

3. Set or change any of the options described below.
4. Close the dialog box to apply your changes and return to ACDSee.

General options

| | | |
|------------------------------|---|---|
| Default start folder | Folder from previous session | Opens Manage mode in the same folder that was open the last time you used ACDSee, and automatically applies any browsing criteria you were using. |
| | Specific folder | Always opens Manage mode to the specified folder. Click the Choose button to locate a starting folder on your hard drive. |
| Camera | Launch ACDSee when a camera is connected | Opens ACDSee when a camera is connected. |
| | Show import dialog when a camera is connected. | Opens when a camera is connected. |
| Print options | Autorotate images for best fit | Automatically corrects the orientation of images (based on their EXIF data) when displayed in ACDSee. |
| | Crop images in layout | ACDSee automatically crops images in print layout. |
| Rotate or flip images | Automatically save file after rotating images | Automatically saves file to its rotated state. |
| Trackpad | Zoom using trackpad | Enables zoom on trackpad. To disable zoom, click the checkbox to clear the checkmark. |
| | Rotate using trackpad | Enables rotate on trackpad. To disable rotate, click the checkbox to clear the checkmark. |
| File associations | Use ACDSee to open all image files | Opens all image files in ACDSee. |
| | Use custom associations | Click Customize to select an extension and set the default program that opens the file type. |

Setting View Mode Preferences

You can use the Preferences dialog box to adjust the behavior of View mode to suit your preferences.

To set the View mode options:

1. In Manage mode, click **ACDSee | Preferences**.
2. In the Preferences dialog box, click **View**.
3. Set or change any of the options described below.

View Mode options

| | | |
|--|-------------------------------------|---|
| Default Zoom | Fit Image | Resizes images to fit the size of the View mode window. |
| | Fit Width | Resizes images to fit the width of the View mode window. |
| | Fit Height | Resizes images to fit the height of the View mode window. |
| | Actual size | Displays images at their original size. |
| Rotate or flip images | Save orientation on exit | Saves any rotation applied to the image when exiting View mode. |
| Background color for View & Full Screen | Viewer background color | Select background color for Viewer. |
| | Full screen background color | Select background color for Full screen. |

4. Close the dialog box to apply your changes and return to ACDSee.

Shortcuts

Keyboard Shortcuts

You can use the following keyboard shortcuts while working in Manage and View modes.

Some of the shortcuts and menu items may not be available depending on the mode you are in.



To print this page for easy reference, control-click it, and then select **Print**.

| Shortcut | Resulting action |
|---------------------------------------|--|
| \ | Tags your images. |
| Command-A | Selects all items. |
| Command-C | Copies the image. |
| Command-Delete | Moves to Trash. |
| Command-H | Hides ACDSee. |
| Command-M | Minimizes ACDSee. |
| Command-P | Opens print dialog box. |
| Command-R | Refreshes the view. |
| Command-V | Pastes the image. |
| Command-Y | Opens the file in Quick Look. |
| Command-O | Clears your ratings. |
| Command-1 | Rates your images as 1. |
| Command-2 | Rates your images as 2. |
| Command-3 | Rates your images as 3. |
| Command-4 | Rates your images as 4. |
| Command-5 | Rates your images as 5. |
| Command-- | Zooms out of the image. |
| Command++ | Zooms into the image. |
| Command-* | Fits image to the screen. |
| Command-/ | Displays image in its actual size. |
| Command-] | Moves forward through the folders viewed. |
| Command-[| Moves backward through the folders viewed. |
| Command-I | Displays and hides the Properties pane. |
| Command-, | Displays Preferences dialog. |
| Command-Left Arrow Key | Fits the image to the width of the screen. |
| Command-Up Arrow Key | Fits the image to the height of the screen in View mode. |
| Control- L | Rotates image to the left. |
| Control- R | Rotates the image to the right. |
| Control- H | Flips the image horizontally. |
| Control- V | Flips the image vertically. |
| Control- Command-Delete | Optimizes your database. |
| Control- Command-S | Activates the Select tool when in View mode. |
| Control- Option-Command-Delete | Empties your database. |

| Shortcut | Resulting action |
|-------------------------------|--|
| End | Selects the last image in a folder in Manage mode. Displays the last image in the folder in View mode. |
| Home | Selects the first image in a folder in Manage mode. Displays the first image in the folder in View mode. |
| Left Arrow Key | Displays the previous image. |
| Option-1 | Displays images as thumbnails. |
| Option-2 | Displays images as a list. |
| Option-Command-B | Opens the Customize Workflow Actions dialog. |
| Option-Command-F | Displays item in Full Screen. |
| Option-Command-H | Hides other applications that are open. |
| Option-Command-I | Displays and hides the Organize pane. |
| Option-Command-M | Switches to Manage mode. |
| Option-Command-V | Switches to View mode. |
| Option-Command-Return | Allows you to rename the file. |
| Option-Shift-Command-F | Shows where the item is located in Finder. |
| Option-Shift-Command-T | Shows where the file is in the Folders Tree. |
| Page Down | Displays the files located at the bottom of the selected folder. |
| Page Up | Displays the files located at the top of the selected folder. |
| Right Arrow Key | Displays the next image. |
| Shift-Command-A | Deselects all items. |
| Shift-Command-C | Displays the Copy to Folder dialog. |
| Shift-Command-F | Displays Slideshow of selected images. |
| Shift-Command-M | Displays the Move to Folder dialog. |
| Shift-Command-N | Creates new folder. |
| Shift-Command-S | Saves your file in a different file format or file name. |
| Shift-Command-U | Uncategorizes all selected items. |

File Formats

Supported File Formats

Supported RAW formats

Supported RAW files depend on the latest RAW updates from Apple that have been installed on your computer. Please visit Apple's web site to confirm if your RAW files are supported.

Non-RAW formats that are supported in View mode

File Formats that ACDSee displays in View mode:

| | |
|-------------|--|
| BMP | Windows Bitmap |
| EXR | OpenEXR image |
| FPX | FlashPix image |
| GIF | Graphics Interchange Format (non-animated) |
| ICO | Windows icon image |
| ICNS | Apple icon image |
| JP2 | JPEG 2000 image |
| JPG | JPEG image |
| JPE | JPEG image |
| JPF | JPEG 2000 image |
| JPEG | JPEG image |
| JPX | JPEG 2000 image |
| J2K | JPEG 2000 image |
| QTIF | QuickTime™ image |
| QIF | QuickTime™ image |
| QTI | QuickTime™ image |
| PSD | Adobe Photoshop document |
| PCT | QuickDraw picture |
| PIC | QuickDraw picture |
| PICT | QuickDraw picture |
| PNG | Portable Network Graphics image |
| PNTG | MacPaint image |
| SGI | Silicon Graphics image |
| TGA | TGA image |
| TIF | Tag Image File Format |
| TIFF | Tag Image File Format |
| XBM | X bitmap |

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