acdsee™ Photo Studio

For Mac 27



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Getting Started



Welcome to ACDSee Photo Studio for Mac 27

The ACDSee Photo Studio user interface provides easy access to the various tools and features you can use to browse, view and manage your image and media files. ACDSee Photo Studio consists of five modes: Manage mode, Media mode, View mode, Develop mode, and People mode.

Where to Start

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

Manage Mode

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:

- **Categorize, Rate and Label**: Organize your images by rating them on a scale of 1 to 5, categorize them under meaningful descriptions, or color label them to quickly identify later.
- **Tag**: Tagging is a way to temporarily set aside, organize, and group your photos without moving the files into different folders. You can also reject photos to mark the ones you don't want, which is useful when culling.
- **Keywords**: Add and manage Keywords, including AI Keywords, to organize your photos.
- **Calendar**: Browse your collection of photos and media files using the dates associated with each file. Images are organized by date in the Calendar section of the Organize pane.
- **Perform batch operations**: You can apply changes to a batch of images to adjust time stamp, convert to a different file format, rename files, apply AI Super-Resolution, AI Denoise, and more.

Media Mode

Media mode offers a streamlined, database-driven approach to Digital Asset Management. Only the folders browsed in **Manage** mode and those that have been cataloged into the ACDSee database will be displayed in **Media** mode, offering a clutter-free view of photographs and videos managed by ACDSee.

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. Detect faces and manage them with the Face Detection pane.

Develop Mode

Enhance your images in Develop mode. Easy to use processing tools are organized under 4 tabs to allow you to **Tune** your image, adjust **Detail**, fix overall **Geometry**, and **Repair** red eye or blemishes. You can also use an array of AI-Powered Masking tools to help effortlessly mask anything in your photographs.

People Mode

People mode is a dedicated space for managing all images of people. **People** mode has three modes: **Named**, **Unnamed**, and **Person**. **Named** and **Unnamed** can be accessed from the **Named** and **Unnamed** buttons directly above the results grid in the button bar. To access the **Person** mode, double-click on a person's facial image in **Named** view only.

Generative AI

Create and change images from a written description. Generative Edit changes an existing image based on a prompt you type, and AI Image Generation creates a new image. Both tools require an internet connection, a signed-in ACDSee account, and available credits.

For more information on other available tools, navigate through the table of contents on the left.

For more resources, visit www.acdsee.com.

Getting Started

Getting Started with ACDSee Photo Studio for Mac 27

This topic introduces the main areas of ACDSee Photo Studio for Mac:

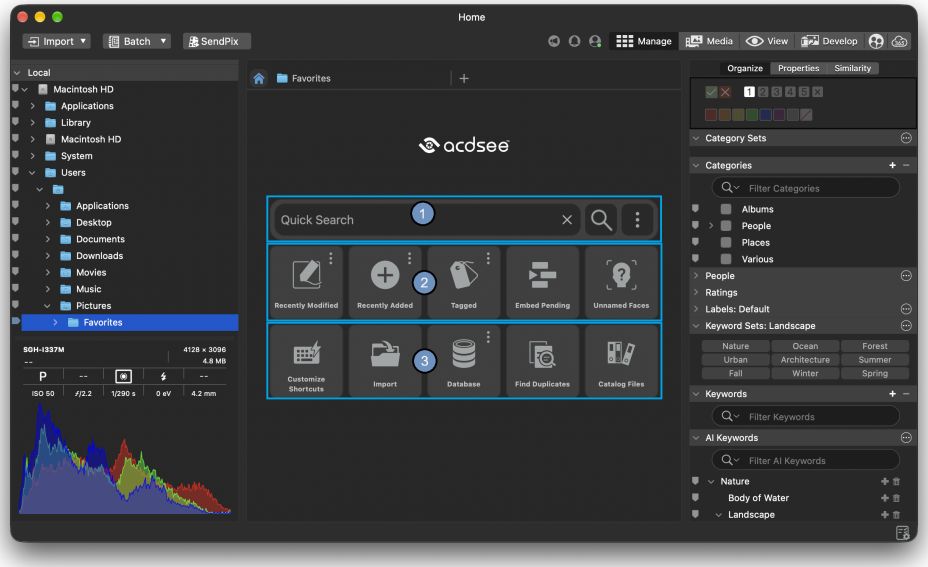
- ACDSee Home Page
- Manage Mode
- Media Mode
- View Mode
- Develop Mode
- People Mode

ACDSee Home Page

The Home Page appears by default when you start ACDSee Photo Studio for Mac. It provides quick access to searches and key functions, so you can start working on your projects right away.

The Home Page consists of three areas:

1. Quick Search Bar
2. Search Buttons
3. Action Buttons



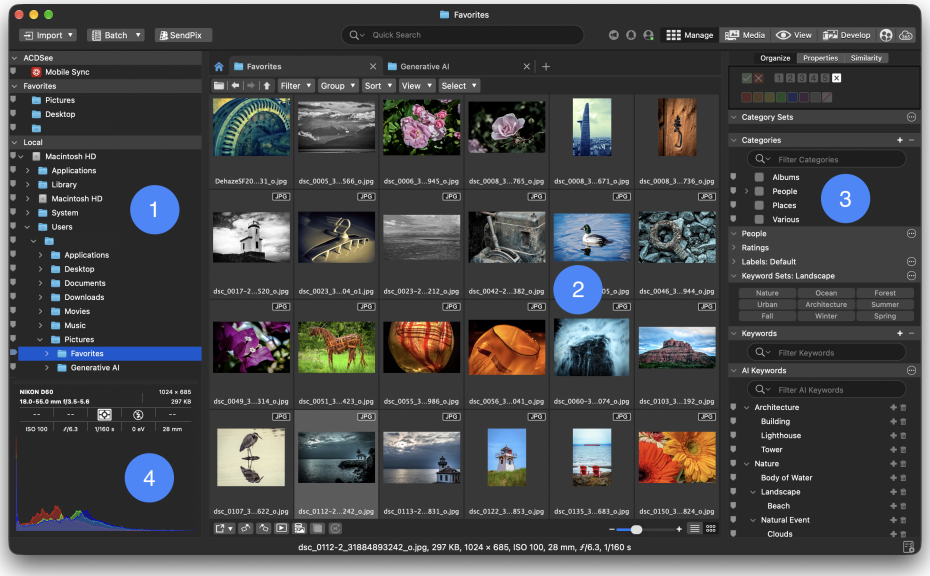
Manage Mode

Manage mode is the main browsing and managing component of the user interface. In Manage mode, you can find, move, and sort your files and access organizational tools.

Manage mode is divided into three panes:

1. **Left pane**: Contains the Folders pane, the Information palette, and the Histogram.
2. **Middle pane**: Contains the File List pane, which displays the contents of the selected folder and your search results.
3. **Right pane**: Contains the Organize pane, the Properties pane, and the Image Similarity pane, which can be used to perform reverse image searches.

For more information, see About Manage Mode.

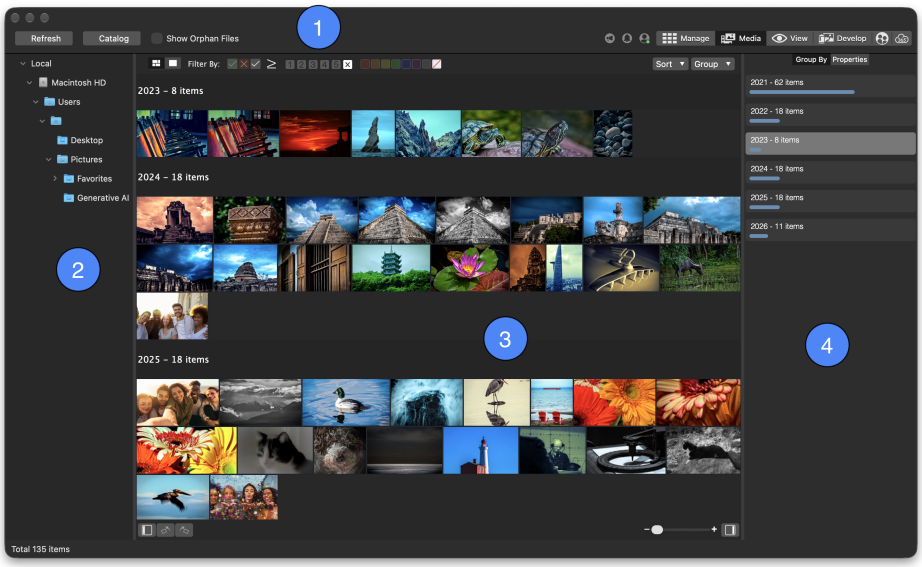


Media Mode

Media mode offers a streamlined, database-driven view of your photos and videos. Only folders that you have browsed in Manage mode and that have been cataloged into the database are displayed in Media mode.

Media mode is divided into five areas:

1. Header Button Bar
2. My Folders
3. Display Area
4. Group By and Properties



View Mode

In View mode, you can display images in full resolution, one at a time. To open View mode, double-click an image in Manage mode.

View mode is divided into two areas:

1. **Viewer**: Displays the image selected in the Filmstrip. You can rotate or zoom the image using the tools in the toolbar.
2. **Filmstrip**: Displays selected images, or the images in a folder. The Filmstrip also contains the Information palette.

For more information, see About View Mode.



Develop Mode

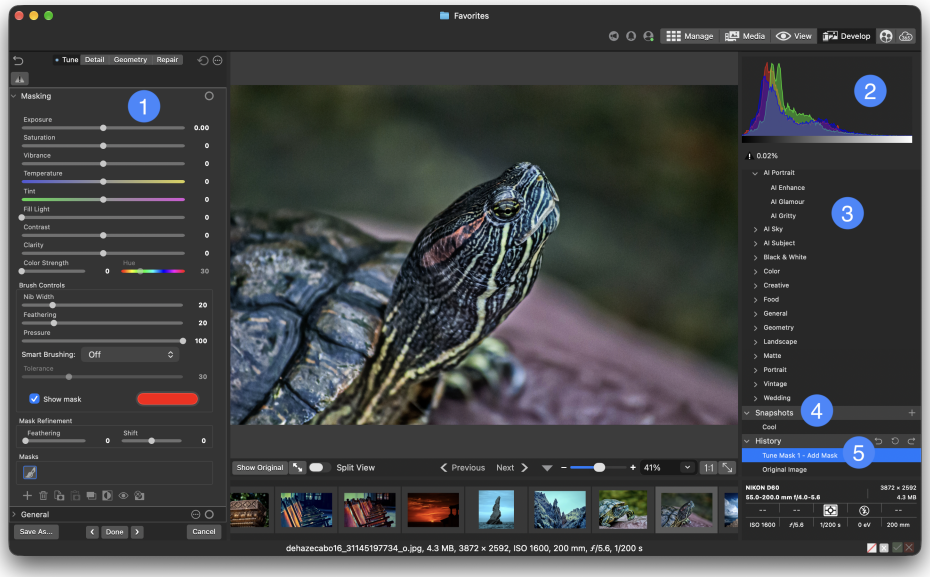
Develop mode is where you fine-tune your images, adjust details, and fix geometry. Processing in Develop mode is non-destructive: the original file is never changed, so you can restore an image to its original state at any time.

To open Develop mode, select one or more images and click **Develop**.

Develop mode consists of five areas:

1. Develop Pane
2. Histogram
3. Presets Pane
4. Snapshots
5. History

For more information, see About Develop Mode.



People Mode

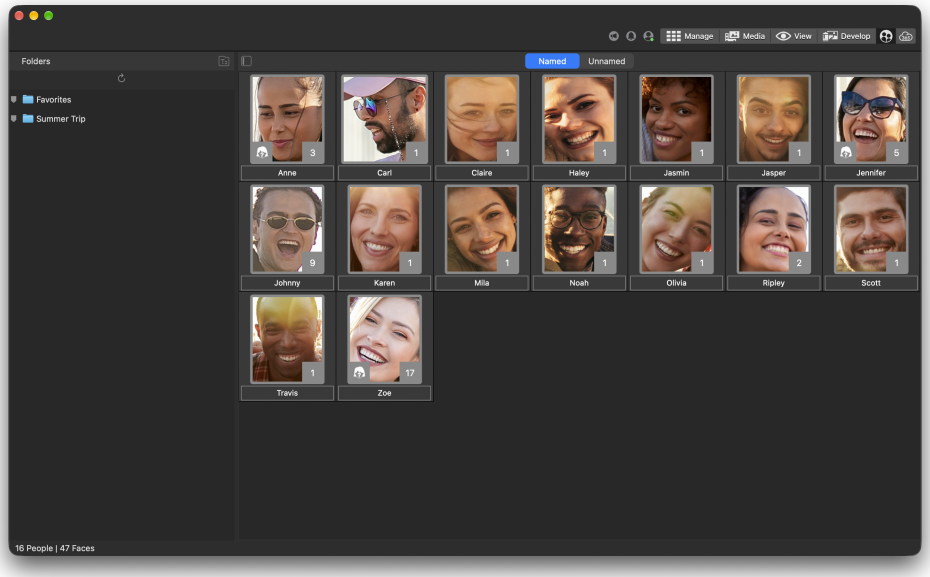
People mode is a dedicated space for managing all of your images of people. To open People mode, click the People mode icon in the mode bar.

People mode has three views:

- Named
- Unnamed
- Person

The Folders pane, located to the left of the results grid, filters the results by folder.

For more information, see Using People Mode.


Manage
Media
View
Develop
Folders
Favorites
Summer Trip
Named
Unnamed
Anne
Carl
Claire
Haley
Jasmin
Jasper
Jennifer
Johnny
Karen
Mila
Noah
Olivia
Ripley
Scott
Travis
Zoe
16 People | 47 Faces

Generative AI

About Generative AI in ACDSee Photo Studio for Mac 27

ACDSee Photo Studio for Mac includes generative AI tools that create new image content rather than adjusting existing pixels. You describe what you want in a prompt, and the image is generated for you.

Unlike the other AI features in ACDSee Photo Studio for Mac, the generative AI tools don't run on your computer. They send your request to a cloud service, so they require an internet connection, a signed-in ACDSee account, and available credits.

Requirements

- An active internet connection
- A signed-in ACDSee account
- Available credits

Credits are purchased through ACDSee and are used each time you generate. The number of credits a generation costs depends on the model you select and is shown before you generate.

Your available credit count doesn't update automatically after you purchase more. Click **Refresh available credits**, shown beside the credit count in every generative tool, to update it without restarting ACDSee Photo Studio for Mac.

The Generative AI Tools

AI Image Generation

Creates a new image from a written description. Available in Manage mode.

For more information, see Using AI Image Generation.

Generative Edit

Applies a described change to your image, using a prompt and optional reference images. You can generate more than once and undo or redo between attempts, then commit or discard the result. Available in the AI menu in Manage mode.

For more information, see Using Generative Edit.

Choosing a Model

Every generative tool offers the same four models: Nano Banana 2 Lite, Nano Banana 2, Nano Banana Pro, and Nano Banana. Your choice affects the number of credits a generation costs.

In AI Image Generation, the model you select also determines the aspect ratios and resolutions available under **Model Settings**. Generative Edit lets you select a model but has no equivalent settings, since they work within the dimensions of your existing image.

For more information, see Using AI Image Generation.

Generated Results Vary

Generative AI does not produce the same result twice. Running the same prompt on the same image gives a different result each time. If a result isn't what you wanted, adjust your prompt and generate again—the prompt stays in place between generations.

Credits Are Not Refunded

Undo reverses a generated change to your image, but it doesn't return the credits the generation used. If you don't like a result, generating again costs credits again.

While a Generation Is Running

A generation cannot be canceled once it has started.

AI Image Generation reports its progress to the Activity Manager, where it appears under **Queued Activities** as **Image Generation**. Other generative tools won't appear there.

For more information, see Using the Activity Manager.

Limitations

Generative operations apply to one image at a time. Batch generation isn't supported.

Prompts are limited to 2,000 characters.

You can upload 14 reference images in total across Style, Character, and Composition, or 3 if you select the original Nano Banana model.

Available resolutions and aspect ratios depend on the model you select.

How Your Images Are Handled

The generative AI tools don't run on your computer. When you generate, your prompt and any reference images are sent to a cloud service for processing, and the generated result is returned to ACDSee Photo Studio for Mac. Image generation is performed using Google's Nano Banana models.

Generated images carry a SynthID watermark, an invisible marker that Google applies to identify them as AI-generated. ACDSee Photo Studio for Mac does not display or read this watermark.

Using Generative Edit

Generative Edit creates new image content from a written description. You type a prompt describing what you want, optionally add reference images, and ACDSee Photo Studio for Mac 27 generates a result.

Generative Edit sends your request to a cloud service, so it requires an internet connection, a signed-in ACDSee account, and available credits. Credits are used each time you click **Generate**.

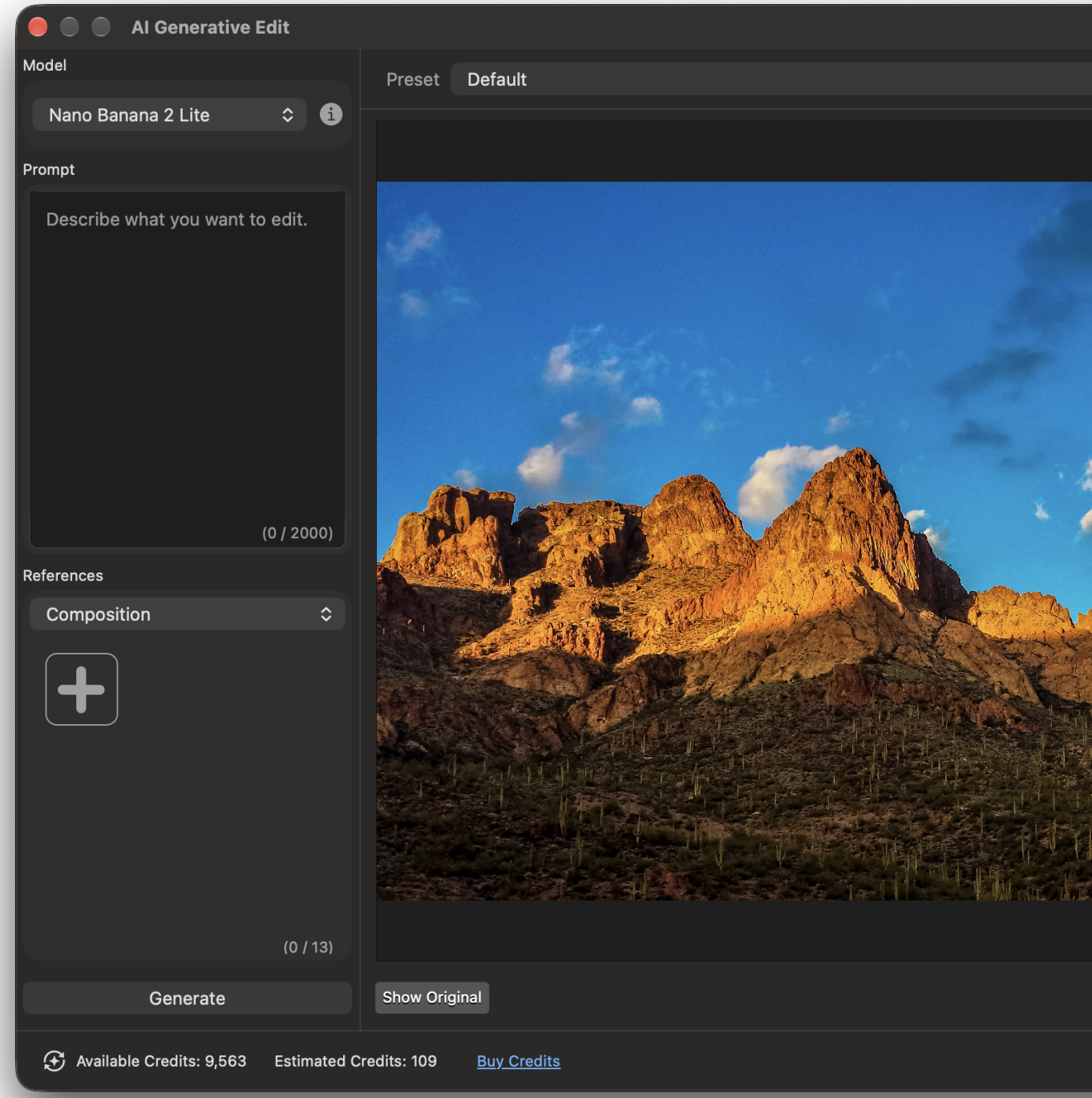
For more information, see About Generative AI in ACDSee Photo Studio for Mac.

Opening Generative Edit

To Open AI Generative Edit:

Do one of the following:

- Click **AI** | **AI Generative Edit**.
- Right-click one or more images and choose **AI Features** | **AI Generative Edit...**.
- Press **Shift + Alt + E**.


AI Generative Edit
Model
Nano Banana 2 Lite
Prompt
Describe what you want to edit.
(0 / 2000)
References
Composition
(0 / 13)
Generate
Preset
Default
Show Original
Available Credits: 9,563
Estimated Credits: 109
Buy Credits

In Generative Edit, you can generate more than once and undo or redo between attempts, then either commit or discard the whole session. AI Generative Fill applies its result as soon as it finishes generating.

Generative Edit Settings

Model, Prompt, and References

Setting	Description
Model	Selects the model used to generate the result. Options are Nano Banana 2 Lite, Nano Banana 2, Nano Banana Pro, and Nano Banana.
Prompt	Accepts a description of the result you want, up to 2,000 characters. At the limit, the field turns red and stops accepting input.
References	Selects the kind of guidance a reference image provides. Options are Style, Character, and Composition. Each option has its own section for uploading images. You can upload 14 reference images in total across all three, or 3 if you select the original Nano Banana model.

Reset

Control	Description
Reset	Returns every setting to its default.

Reset appears above **Presets** in Generative Edit.

Presets

Control	Description
Presets	Loads a saved combination of settings. Click the **Save** icon to store the current settings as a preset, or click the **Delete** icon to remove the selected preset.

Credits

Each tool shows your available credits and the estimated cost of the current generation at the bottom.

Control	Description
Refresh available credits	Updates the credit count.
Available Credits	Shows the credits currently in your account.
Estimated Credits	Shows what the current generation will cost.

Buy Credits	Opens the page where you can purchase more credits.

Your available credit count doesn't update automatically after you purchase more. Click **Refresh available credits** to update it without restarting ACDSee Photo Studio for Mac.

Generating a Result

To Apply a Generative Edit:

1. Select an image and open **AI Generative Edit**.
2. Select a model from the **Model** drop-down list.
3. In the **Prompt** field, type a description of the result you want.
4. Optional: Select a reference type from the **References** drop-down list and upload reference images.
5. Click **Generate**. To make further changes, adjust the prompt if needed and click **Generate** again. Each generation builds on the current result.
6. Optional: Click **Save** to save the edit without closing the dialog box, or click **Save As...** to save it as a new file.
7. Click **Done**. If you haven't saved your changes, the Save Changes dialog box opens. Do one of the following:
    - Click **Save** or **Save As...** to save your changes.
    - Click **Discard** to close without saving.
    - Click **Cancel** to return to AI Generative Edit.

You can use the selection tools to define where the result is applied. Generative Edit works within your selection, though the result sometimes extends beyond it.

When Another Tool Is a Better Fit

Some edits have a dedicated tool that gives a better result than a prompt:

- To replace a sky, use Sky Replacement. For more information, see Sky Replacement.

Before You Commit

Credits are used when you click **Generate**, not when you click **Done**. This has two consequences in Generative Edit:

- Discarding your changes loses everything you generated that you haven't saved, and the credits are not returned. To discard, click **Discard** in the Save Changes dialog box.
- Clicking **Generate** after undoing a result replaces what Redo was holding. You can't return to the earlier result.

If you generate a result you want to keep, commit it before experimenting further.

Using AI Image Generation

AI Image Generation creates a new image from a written description. Unlike the other generative tools, it doesn't change an existing image.

AI Image Generation sends your request to a cloud service, so it requires an internet connection, a signed-in ACDSee account, and available credits. Credits are used each time you click **Generate**.

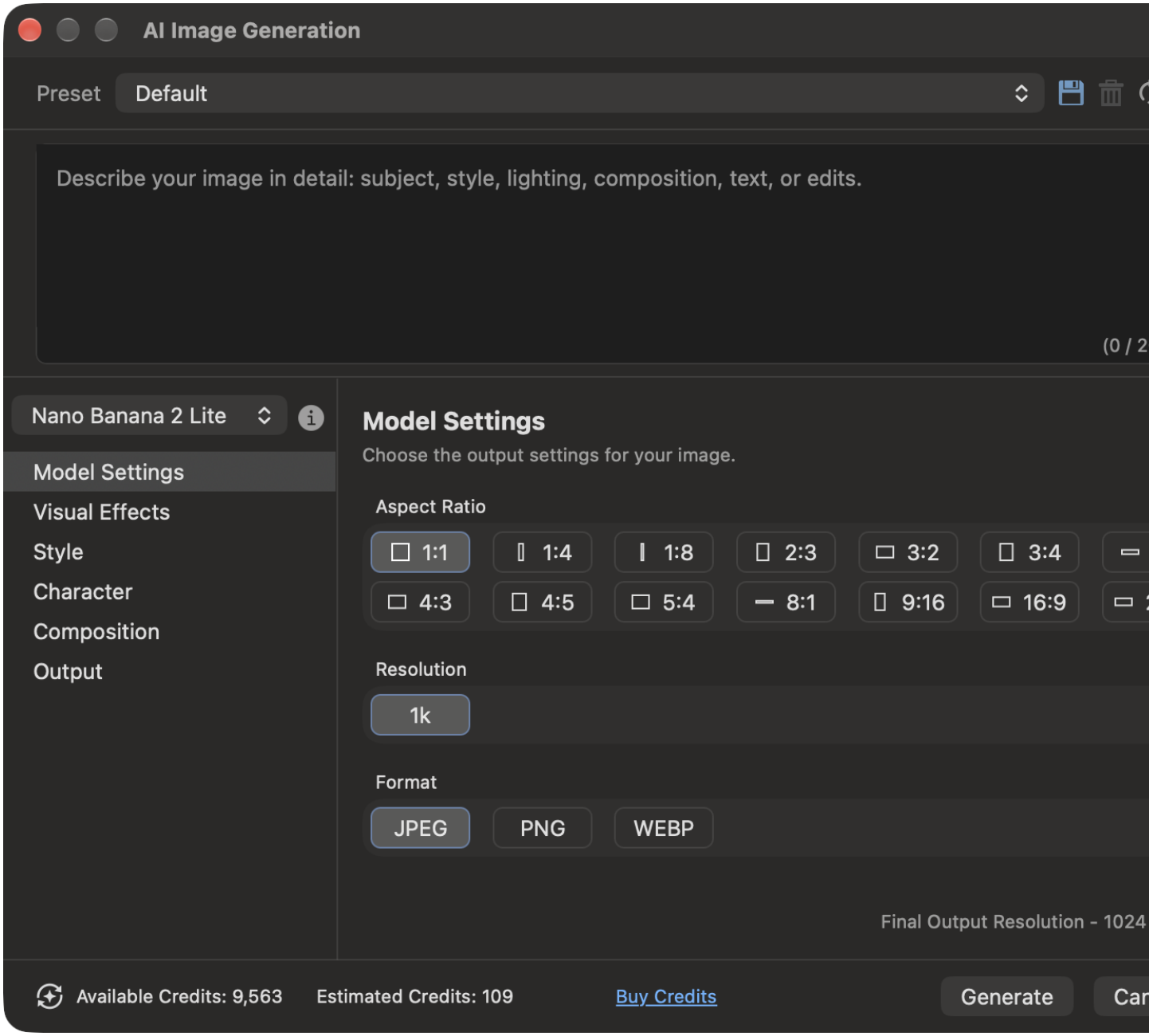
For more information, see About Generative AI in ACDSee Photo Studio for Mac 27.

Generating an Image

To Open AI Image Generation:

Do one of the following:

- Click **AI** | **AI Image Generation...**.
- Press **Shift + Alt + G**.



Settings

Presets and Reset

Control	Description
Presets	Loads a saved combination of settings. Click the **Save** icon to store the current settings as a preset, or click the **Delete** icon to remove the selected preset.
Reset	Returns every setting in the dialog box to its default.

Prompt

Setting	Description
Prompt	Accepts a description of the image you want, up to 2,000 characters. At the limit, the field turns red and stops accepting input.

Model

Setting	Description
Model	Selects the model used to generate the image. Options are Nano Banana 2 Lite, Nano Banana 2, Nano Banana Pro, and Nano Banana. Your choice determines the aspect ratios and resolutions available under **Model Settings** and affects the number of credits a generation costs.

Model Settings

The options under **Model Settings** change with the model you select.

Partner	Model	Description	Aspect Ratio	Resolution	Reference Images
Gemini	Nano Banana 2 Lite	Fastest: Prioritizes speed, making it ideal for concepts, drafts, and rapid iteration.	1:1, 1:4, 1:8, 2:3, 3:2, 3:4, 4:1, 4:3, 4:5, 5:4, 8:1, 9:16, 16:9, 21:9	1k	14
	Nano Banana 2	Recommended: Delivers excellent image quality, strong prompt accuracy, and reliable results for most image generation tasks.	1:1, 1:4, 1:8, 2:3, 3:2, 3:4, 4:1, 4:3, 4:5, 5:4, 8:1, 9:16, 16:9, 21:9	0.5k, 1k, 2k, 4k	14
	Nano Banana Pro	Most Capable: Provides the highest level of quality and control for complex prompts and professional results.	1:1, 2:3, 3:2, 3:4, 4:3, 4:5, 5:4, 9:16, 16:9, 21:9	1k, 2k, 4k	14
	Nano Banana	Balanced: Offers dependable performance for everyday image generation.	1:1, 2:3, 3:2, 3:4, 4:3, 4:5, 5:4, 9:16, 16:9, 21:9	1k	3



Model Settings appear only in AI Image Generation. Generative Edit lets you select a model but has no equivalent settings.

Visual Effects

Applies a visual style to the generated image. You can select up to five effects.

Style, Character, and Composition

Each of these three categories accepts reference images that guide the result.

Category	Description
Style	Displays the Style Reference option, where you can upload images that guide the visual style of the result.
Character	Displays the Character Reference option, where you can upload images that guide the appearance of characters in the result.
Composition	Displays the Composition Reference option, where you can upload images that guide the arrangement of the result.

The number of reference images you can upload depends on the model you select—14 for most models, but only 3 for the original Nano Banana model. The limit is shared across all three categories, so an indicator reading 6/14 means six images have been uploaded overall, not six in that category.

Output

Setting	Description
Current folder	Saves the generated image to the folder you're currently browsing.
Specific folder	Saves the generated image to a folder you choose. Type the location, or click the folder icon to browse for it.
Create subfolder	Creates a subfolder inside the specified folder and saves the generated image there. Type a name for the subfolder. Available when Specific folder is selected.

Credits

The bottom of the dialog box shows your available credits and the estimated cost of the current generation.

Control	Description
Refresh available credits	Updates the credit count.
Available Credits	Shows the credits currently in your account.
Estimated Credits	Shows what the current generation will cost.
Buy Credits	Opens the page where you can purchase more credits.

Your available credit count doesn't update automatically after you purchase more. Click **Refresh available credits** to update it without restarting ACDSee Photo Studio for Mac.

Generating an Image

To Generate an Image:

1. Open **AI Image Generation**.
2. In the **Prompt** field, type a description of the image you want.
3. Select a model from the **Model** drop-down list.
4. Optional: Under **Model Settings**, select an aspect ratio, resolution, and file format.
5. Optional: Under **Visual Effects**, select up to five effects.
6. Optional: Under **Style**, **Character**, or **Composition**, upload reference images.
7. If the **Output** section is available, select **Current folder** or **Specific folder**. If you select **Specific folder**, type or browse to the location, and optionally select **Create subfolder** and type a name.
8. Click **Generate**.

Progress appears in the Activity Manager under **Queued Activities** as **Image Generation**. Unlike other queued activities, a generation can't be paused or canceled once it has started. For more information, see Using the Activity Manager.

When the generation finishes, a notification appears in the bottom-right corner of the screen. Click **Browse** to open the folder containing the generated image.

Generating again with the same settings produces a different image. Your prompt and settings stay in place, so you can click **Generate** repeatedly. Each generation uses credits.

Writing Generative AI Prompts

A prompt is a written description of what you want the generative AI tools to produce. The more precisely you describe the result, the closer the generated image will be to what you had in mind.

Each generation uses credits, so a clear, specific first prompt usually gets you closer in fewer attempts.

Let the Controls Do What They're For

ACDSee Photo Studio for Mac 27 has separate controls for several things people commonly write into prompts. Describing them in the prompt as well is redundant and can work against the setting you chose. Resolution, aspect ratio, and visual effects are set in AI Image Generation only.

Don't write this in a prompt	Use this instead
4K, high resolution, HD	The **Resolution** setting under **Model Settings**
Widescreen, square, portrait, 16:9	The **Aspect Ratio** setting under **Model Settings**
In watercolor, as an oil painting, anime style	The **Visual Effects** options

Make the character look like the attached photo	A **Character** reference image
Use this framing, compose it like this	A **Composition** reference image
In the style of this image	A **Style** reference image

Write for the Tool You're Using

The three prompt-based tools take prompts differently.

Tool	What the prompt describes
AI Image Generation	The entire image you want created
Generative Edit	The change you want made to the image



A prompt that works well in one tool often works poorly in another. Describing a whole scene in Generative Edit, for example, asks it to change everything rather than the one thing you meant.

Examples: AI Image Generation

Weak—"A dog"

Too little to work with. Everything not specified gets decided for you: breed, setting, lighting, angle, time of day. You'll get a plausible dog and little control over it.

Better—"A golden retriever in a park"

Names the subject and the setting. Still leaves lighting, framing, and mood open, so results will vary widely between generations.

Strong—"A golden retriever lying in long grass in a park, late afternoon light, low camera angle, shallow depth of field, scattered autumn leaves"

Subject, action, setting, lighting, camera position, and detail. Each addition removes a decision the model would otherwise make for you.

Note what isn't in it: no resolution, no aspect ratio, no art style. Those are settings.

Examples: Generative Edit

Weak—"Make it better"

There's no instruction here. "Better" isn't something a model can act on, and you'll get an arbitrary change.

Better—"Change the jacket to red"

Names what to change and what to change it to.

Strong—"Change the gray jacket to a dark red wool coat, keeping the same fit and lighting"

Says what to remove, what to put there, and how it should look. Specific enough that two generations will differ in detail rather than in kind.

Common Problems

Describing what you don't want. "A street with no cars" often produces cars. Describe the scene you do want—"An empty street at dawn"—rather than listing exclusions.

Vague quality words. Words such as "beautiful," "stunning," "professional," and "high quality" don't describe anything the model can act on.

Too many subjects at once. A prompt with five unrelated elements usually produces an image where several are wrong. Generate a simpler image, then use Generative Edit or AI Generative Fill to add elements one at a time.

Changing too much between attempts. If a result is off, adjust one or two details rather than rewriting the whole prompt. Each generation costs credits either way, but small changes show you which detail made the difference.

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 organizational 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. Below the Folders pane is the Information Palette, which displays valuable metadata information for your selected image. On the bottom of the left pane lies the Histogram, a graphical representation of the data found in your selected image. **Note**: that the Folders pane shows you your computer folders system, not everything in your ACDSee database.
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, label, categorize, and find your photos by date or people detected in them. The Properties pane allows you to view EXIF information captured by your camera or IPTC information to add your own metadata.

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.

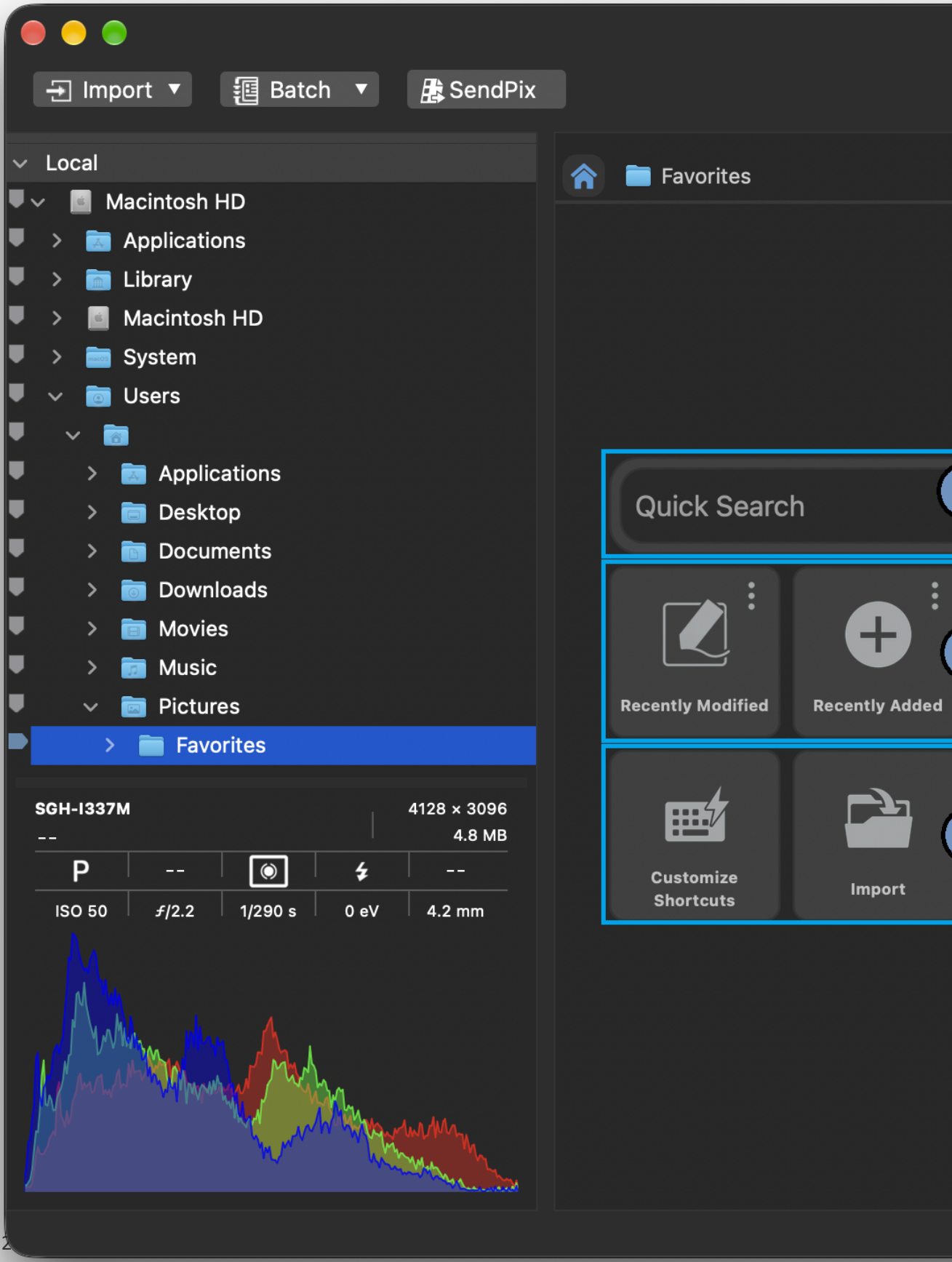
ACDSee Home Page

The **ACDSee Home Page** appears by default when you launch the program. This behavior can be changed in the Startup Options. The Home Page provides quick and easy access to searches and key functions, making it simple to start working on your projects.

Browsing folders or running searches will open in a new tab. For more information, see Browsing with ACDSee Tabs.

There are three areas to the **ACDSee Home Page**:

1. Quick Search Bar
2. Search Buttons
3. Action Buttons


Import
Batch
SendPix
Local
Macintosh HD
Applications
Library
Macintosh HD
System
Users
Applications
Desktop
Documents
Downloads
Movies
Music
Pictures
Favorites
SGH-I337M
4128 × 3096
4.8 MB
P
ISO 50
ƒ/2.2
1/290 s
0 eV
4.2 mm
Favorites
Quick Search
Recently Modified
Recently Added
Customize Shortcuts
Import

Quick Search Bar

Use the Quick Search Bar at the top of the Home Page to quickly locate files or folders. You can refine or expand your search using the Quick Search options and view the results in the File List pane.

There are three ways to control the Quick Search Bar:

- **Clearing Text**: Quick Search allows you to type in your search criteria. Clicking **X** will remove the text currently in the Quick Search bar.
- **Starting Search**: Click the magnifying glass or press the **Enter** key.
- **Adjusting Search Parameters**: Use the options menu to set the search parameters.

For more information, see Using the Quick Search Bar.

Search Buttons

The Home Page includes five predefined searches for quick access:

- **Recently Modified**: Displays files modified within the last week by default. This search uses the Windows *Recently Modified* field.
- **Recently Added**: Displays files added within the last week by default. This search uses *Date Taken* by default, or can be changed to *Date Added to Database* in the Home Page options.

  The timeframe for **Recently Modified** and **Recently Added** files can be adjusted using the option menu in the upper-right corner of the button, or in the ACDSee Home Page options.

- **Tagged**: Displays files that have been tagged. For more information, see Tagging Images.
- **Embed Pending**: Displays files with ACDSee Metadata applied that has not yet been embedded. For more information, see Embedding ACDSee Metadata in Files.
- **Unnamed Faces**: Displays files that contain detected faces without assigned names. For more information, see Detecting Faces in Manage Mode.

Action Buttons

Below the search buttons, the Home Page includes five action buttons:

- **Customize Shortcuts**: Opens the Customize Shortcuts dialog, allowing you to customize the keyboard shortcuts throughout the program. For more information, see Customizing Keyboard Shortcuts.

- **Import**: Opens the **Import Window** for adding images. Use the Options menu to select a source such as device, scanner, disk, or CD/DVD to import from. For more information, see Importing Files with ACDSee.

  Import will only run based on which **Import Source** you've selected.

- **Database**: Opens the Back Up Database dialog by default, or can be changed to open either the ACDSee Database Optimization Wizard, or the Database Maintenance window by changing the setting in the Options menu . For more information, see Backing Up Your Database, Optimizing the Database and Maintaining the Database.
- **Find Duplicates**: Opens the Duplicate Finder dialog, allowing you to locate duplicate files in your database. For more information, see Finding Duplicate Files.
- **Catalog Files**: Opens the Catalog Files dialog for cataloging new files. For more information, see Cataloging Files in the Database.

Browsing

Browsing Files in the File List Pane

By default, files display as thumbnails in the File List pane. 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 Settings.

Using the File List Pane

Use the options at the top of the File List pane to choose how you want your files displayed.

File List Drop-Down Lists

Filter	Displays a list of filter options, such as rating and category. You can also select Advanced Filters and create a custom filter.
Sort	Displays a list of file attributes that you can use to sort the files in the File List pane.
View	Displays a list of view options for viewing files in the File List pane.
Select	Displays a list of file selection options.

File List Toolbar

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

	**External Editor**	Opens the file in an external editor of your choosing.
	**Rotate left**	Rotates selected images to the left.
	**Rotate right**	Rotates selected images to the right.
	**Slideshow**	Opens images in a slideshow.
	**Add to Image Basket**	Adds image to image basket.
	**Compare Images**	Opens selected images in the Compare Images Viewer.
	**Auto Advance**	Toggles Auto Advance.
	**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.
	**List**	Displays a list view of your files. By default, filenames are listed.
	**Thumbnail**	Displays thumbnail view of your files. By default thumbnails are sorted by name.

Overlay Icons

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

	**Developed**	Appears if the file has been developed.
	**Rating**	Appears if the file has been rated in the ACDSee Photo Studio database.
	**Tagged items**	Appears if the file has been tagged.
	**Untagged items**	Appears if the file has not been tagged.
	**Category/Keyword**	Appears if the file has been categorized or keyworded.
	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.
	**Geotagged items**	Appears if the file has been geotagged. Click this icon to view the image in the Map pane.
	**Embed Pending**	Appears if the file has ACDSee Metadata stored in the ACDSee database that has not yet been written to the file.
	**Snapshot**	Appears if the file has one or more snapshots saved in the database.



To apply your last used Develop settings to images on the fly, control–click one or more thumbnails and select **Develop** | **Apply Last Used**. You can also apply any saved develop settings by selecting **Develop** and clicking a saved preset.

See also:

- Changing Views

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, and shared network places. The Folders pane also displays your iCloud Drive as a node, allowing you to navigate your cloud content like any other folder. In order to see your iCloud Drive, it must be turned on in your System Settings.



To access files from the macOS Photos app in ACDSee Photo Studio, you will need to export the files from Photos to a folder. Then when you navigate to that folder in ACDSee, you will be able to access your files.



Note that the Folders pane shows you your computer folders system, not everything in your ACDSee database. To add a folder's contents to your database, you will need to browse its files, or begin the cataloging process.

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.
- Select the Easy-Select bars to the left of each folder with contents you want to display in the File List pane.

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 Photo Studio displays Pictures, Desktop, and your user name.

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 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.

See also:

- Browsing Files in the File List Pane
- Browsing Files in Finder

Browsing Using ACDSee Tabs

ACDSee Tabs in **Manage Mode** allow you to open and manage multiple folders, search results, and more—all within a single window. You can easily open folders in new tabs, retain search results for later reference, and conduct multiple searches, switching between them as needed.

When working with assets in **Manage Mode**, you can open up to **25** different tabs.

Startup Behavior

To set the **Startup Behavior**, go to **ACDSee Photo Studio** | **Settings...**. It can be found in the **Basic** tab of **General**.

You can configure ACDSee to launch with one of four startup behaviors:

- **Open ACDSee Home Page**: Displays the ACDSee Home Page on launch.
- **Open Start Folder**: Opens a new tab showing your designated Start Folder. Also determines where a new tab will start.
- **Reopen Last Active Tab**: Re-opens the last active tab you were using before closing ACDSee.
- **Reopen All Previous Tabs**: Restores all tabs that were open prior to closing the application.

Managing ACDSee Tabs

Opening a New Tab to the Start Folder

To open a new tab to the Start Folder, perform one of the following:

- Click the **+** to the right of the currently visible tab(s).
- Right-click on the tab-bar and select **New Tab**, or press **Ctrl + T**.
- Right-click on any folder and select **Open in New Tab**.


The Home folder can be changed in the Manage mode options. See Setting the Manage Mode Options.

Opening a New Tab to a Specific Folder

To open a new tab to a specific folder, perform one of the following:

- Right-click on a folder and select **Open in New Tab**. You can open folders this way from the File List pane and the Folders pane.
- Middle-click a folder.
- Right-click a tab-bar and select **Duplicate**, or press **Alt + D**. This duplicates the currently selected tab.

Closing Tabs

Closing a Single Tab

When you have more than one tab open, individual tabs can be closed by performing one of the following:

Click the **X** on the tab.	Appears when two or more tabs are open.
Middle-click on a tab.	Closes the clicked tab.
Right-click on a tab and select **Close Tab**, or press **Ctrl + W**.	Closes the currently selected tab.

Closing Multiple Tabs

When you have more than one tab open, multiple tabs can be closed by performing one of the following:

Right-click a tab and select **Close Other Tabs**.	Closes all tabs except the selected one.

Right-click a tab and select **Close Tabs to the Left**.	Closes all tabs to the left of the selected tab.
Right-click a tab and select **Close Tabs to the Right**.	Closes all tabs to the right of the selected tab.

Manage Mode will always have at least one tab open.

Tab Navigation

Tabs can be navigated quickly using keyboard shortcuts:

Activate **Next Tab**	Press **Ctrl + Page Down** or **Ctrl + Tab**.
Activate **Previous Tab**	Press **Ctrl + Page Up** or **Ctrl + Shift + Tab**.

Transferring Files Between Tabs

You can drag and drop files between tabs by selecting the assets you want to move. Drag the files up to the target tab and hover briefly to switch to that tab, then drop them into the file list.

Managing Panes and Options in ACDSee Tabs

In **Manage Mode**, many options and panes can be customized independently per tab. This includes settings for **Filter, Group,** and **View** options, as well as the **Folders, Catalog, Calendar,** and **Advanced Search** panes. When a new tab is opened, its options and panes are duplicated from the previously selected tab. When ACDSee closes, all tabs close, but the program restores the options from the last active tab upon restart.

Performing Searches Using ACDSee Tabs

Searches are performed within tabs, allowing you to retain results by opening a new tab and continuing your work. You can easily return to your original search tab at any time. Searches in the **Advanced Search, Catalog,** or **Calendar** panes, as well as selections within those panes, are specific to each tab—enabling multiple searches and comparisons across tabs.

Browsing Files in Quick Look

You can view files in Quick Look directly from ACDSee. This works with any file type supported by Quick Look, such as images, PDFs, and videos.

To View Your File in Quick Look from Manage Mode:

Select one or more images, PDFs, or video files and press the **Spacebar**.

If you have selected multiple files, use the arrow keys to navigate through them in Quick Look. If you have selected a video, it will start playing.

Live Text

Introduced in macOS 12, Live Text makes text in photos completely interactive. Functions like copy and paste, lookup, and translate are all available for text in photos. Live Text works in Photos, Screenshot, Quick Look, and Safari. Use Quick Look to take advantage of Live Text in ACDSee Photo Studio.

See also:

- Browsing Files in the File List Pane
- Browsing Files in Finder

Browsing Files in Finder

You can also display and view your images 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**.

See also:

- Browsing Files in the File List Pane

Browsing Files from Your Camera

Your camera connects to your computer as a removable drive, which allows you to simply drag and drop photos directly from the File List and Folders pane.

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 them into a folder.

See also:

- Setting the General Settings
- Importing Files
- About the Batch Tool
- Renaming Multiple Files

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	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. When a category, rating, color label, keyword, or other item in the Organize pane is selected, clicking the Back button returns you to the last browsing criteria you used. **Note**: You can hold down the **Back** button to see a list of recently-viewed folders. Navigate to any previous locations by clicking one from the list. You can also use the **Command–[** keys to navigate backwards.
	Forward	Displays the next folder you viewed, when a folder is selected in the Folders pane. When a category, rating, color label, keyword, or other item in the Organize pane is selected, clicking the Forward button takes you to the next browsing criteria you used.  You can hold down the **Forward** button to see a list of recently-viewed folders. Navigate to any previous locations by click one from the list. You can also use the **Command–]** keys to navigate forward.
	**Up**	Displays the next folder level above the one that is currently selected in the Folders pane. You can also navigate to the next highest folder level above the one that is currently selected by selecting **Go** | **Enclosing Folder**.

See also:

- Browsing Files in Finder

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.
Choose effect	Select transition effect from drop-down list.
Repeat	Repeats slideshow.
Shuffle	Randomly displays images in slideshow.
Exit	Exit slideshow.


In order to ensure optimum performance, the Slideshow function uses your GPU. In the case where your Mac has multiple GPUs, the preferred system default GPU is used.

Detecting Faces in Manage Mode

ACDSee automatically adds file information and thumbnails to the database as you browse. This process is called cataloging. Once the folder you are browsing has been cataloged, ACDSee begins the process of detecting faces in your images. As you open other folders, ACDSee will continue scanning for faces in the first folder, and will queue subsequent folders as you open them. You can view the scanning progress in the bottom right corner of Manage mode. ACDSee will continue scanning until Face Detection is complete on the folders you browsed.

Scanning for Faces:

In the bottom right corner you will find the **Idle Activities** menu, which allows you to **Enable/Disable Face Detection**, see how many images are remaining in the current queue, and clear the queue entirely.

If your queue has become too large and you wish to reset it, perform one of the following:

- Click on the **Idle Activities** button, click on the gear button, and choose **Clear AI Face Detection Queue**,
- Click **AI** | **AI Face Detection** | **Clear Queue**.
- Right-click on an image in **Manage** mode and select **AI Features** | **AI Face Detection** | **Clear Queue**.

You can then browse to the specific photos you wish to scan.

After Face Detection has run on the folders you have browsed, you can open the images in View mode, where the faces will be outlined. You can assign names to the detected faces in View mode.

You can manage the names assigned to faces through Face Detection using People Mode.

Once you have assigned names to detected faces in View mode, you can use the People group of the Organize pane to find photos based on the individuals in them. You can also search by name in the Quick Search bar.


You can also detect faces on an image by image basis in View mode. Face Detection will scan each image for faces as you open it.

To Enable or Disable Face Detection:

Perform one of the following:

- Choose **ACDSee Photo Studio** | **Settings** | **Face Detection** and check or uncheck the **Automatically detect faces in images** checkbox.
- Hover over the Idle Activities icon in the bottom left corner of the application, and toggle Face Detection on or off.

To Remove Face Detection and Recognition on Selected Images:

You can remove face detection and recognition data on images selected in Manage mode.

1. In Manage mode, select one or more images.
2. Choose **AI** | **AI Face Detection** | **Remove Faces**.

These images will remain marked as having been scanned for faces, and Face Detection will not re-scan them, unless triggered by the Redetect Faces command or enabling **Rerun Face Detection** and developing the images and browsing them.

To Rerun Face Detection on Selected Images:

You can force Face Detection to re-scan selected images in Manage mode.

1. In Manage mode, select one or more images.
2. Choose **AI** | **AI Face Detection** | **Redetect Faces**.

To Rerun Facial Recognition on Selected Images:

In order to correct names mistakenly assigned to faces by ACDSee, you can rerun facial recognition on faces you have not manually named within the selected image or images. This clears all names assigned by ACDSee's facial recognition, but leaves manually entered names. ACDSee will then attempt to recognize unnamed faces based on names you have entered manually.

1. In Manage mode, select one or more images.
2. Choose **AI** | **AI Face Detection** | **Rerun Recognition**.

Faces can only be auto named if the **Enable Auto Naming** option is enabled.

Embedding, Retrieving, and Importing Face Data

Any interaction you make with the Face Detection feature will create "face data", which is added to the database, and will, therefore, trigger the Embed Pending icon. Face data is embedded in your image's XMP file, just like any ACDSee Metadata. By embedding this face data into your files as well, you can share it, restore it, or make it available in a new database.

To Embed Face Data:

You can embed your face data using the Embed ACDSee Metadata dialog. See Embedding ACDSee Metadata in Files.

To Retrieve Face Data Embedded in Files:

Do one of the following:

- Choose **AI** | **AI Face Detection** | **Import ACDSee Face Data**.
- Choose **Tools** | **Catalog Folders**. Press **Catalog**.

To Import Embedded Face Data From Lightroom or Picasa :

1. In Manage Mode, select the images for which you have embedded face data in another application.
2. Select **AI** | **AI Face Detection** | **Import Lightroom or Picasa Face Data**.
3. A warning dialog will pop up asking if you want to overwrite any existing face data and add face data from another program to the files. Select **OK** if so.
4. Your face data will import and the face data will be added to your database.

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 icon 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

Thumbnail	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.
List	Displays a list of file names and extensions.
Filmstrip	Displays thumbnail previews of all image and media files in a scrollable filmstrip directly below in the File List pane.

See also:

- Browsing Files in the File List Pane
- Setting Manage Mode Settings

Filtering Files

You can use the Filter By options to identify the types of files and folders you want to display in the File List pane.

To Filter Files in the File List Pane:

Do one of the following:

- Click **View** | **Filter By** and select a filter option.
- Click the **Filter** drop-down and select a filter option.


If all your thumbnails seem to disappear, click **Filter** | **All** and they reappear.

To Create a Custom Filter:

1. Do one of the following:
    - Click **View** | **Filter By** | **Advanced Filters...**
    - Click the **Filter** drop-down and select **Advanced Filters...**
2. Select **Apply filtering criteria**.
3. Select or clear one or more of the following options to show or hide that file or folder type in the File List pane:
    - **Show image files**
    - **Show movie files**
    - **Show folders**
    - **Browse inside bundles**: Allows you to browse contents of applications.
    - Select **Show XMP files** to show the XMP sidecar files for RAW formats.
    - Select **Show THM files** to show thumbnail files.

You can create keyboard shortcuts for filters. See "Keyboard Shortcuts Tab" on page 237.

Grouping Files

If you have to browse a lot of images in the File List you should consider using Group By to organize images into different groups. You may find it easier to find images when they are organized into groups. For example, if you use more than one camera, you can quickly organize your images according to the camera you used to capture the images. Similarly, if you save your images into different file formats you can quickly organize your images according to their file format.


Group By only works in the Thumbnails and List views.


The Processed State group is particularly useful for finding images that you have developed.

To Group Files in the File List:

1. Browse to the folder or folders containing your files.
2. Do one of the following:
    - Click **View** | **Group By** and select a group option.
    - Click the **Group** drop-down and select a group option.

Grouping Files by Similarity

You can group files by how closely they resemble one another. Unlike the other group options, Similarity asks you to set how alike images must be before they're grouped together.

Similarity uses data from AI Image Similarity, so images that haven't been analyzed won't be grouped. For more information, see Using AI Image Similarity.

To Group Files by Similarity:

1. Browse to the folder or folders containing your files.
2. Do one of the following:
    - Click **View** | **Group By** | **Similarity**.
    - Click the **Group** drop-down list and select **Similarity**.
3. In the **AI Image Similarity** dialog box, drag the slider between **Less Similar** and **More Similar**. The preview reports how your setting will group the files — for example, 177 images will be grouped into 67 groups.
4. Click **Group**.

If the folder hasn't been analyzed yet, ACDSee Photo Studio for Mac asks whether you want to analyze for **AI Image Similarity** first. If you decline, the dialog box still opens, but unanalyzed images aren't counted and the preview will usually report none. Select **Do not ask again** to skip the dialog box next time and use the sensitivity set in the options. To bring the prompt back, clear Do not prompt to set sensitivity each time on the **AI Image Similarity** page of the Options dialog box. For more information, see Setting the AI Image Similarity Options.

Navigating Through Groups in the File List

To Expand and Collapse Specific Groups:

Click the **Expand** or **Collapse** arrows, on the left side of the group header.

To Expand and Collapse All Groups:

Right-click a group header, and then select either **Open All Groups** or **Close All Groups**.

To Display the Table of Contents:

Do one of the following:

- Click **View** | **Group By** | **Table of Contents**.
- Click the **Group** drop-down list and select **Table of Contents**.

To Quickly Jump to a Specific Group:

1. Display the table of contents.
2. Click the group that you want to display.

To Change the Sort Order of the Groups:

Select a Group in the drop-down to sort your images in ascending order. Click it again to reverse the order. An up or down arrow beside the Group name indicates the sorting direction.

Ungrouping Files

To Ungroup Files:

Do one of the following:

- Click **View** | **Group By** | **None**.
- Click the **Group** drop-down list and select **None**.

Selecting Files in One or More Groups

To Select Files in Groups:

Do one of the following:

- Click the group header to select all of the files in that group.
- Press and hold the **Cmd** key and click on images from two or more groups to select images from multiple groups.

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 settings in Manage and View modes.

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 horizontally. You can also use the shortcut keys **Control–H**.

Flip Vertical	Flips the image vertically. You can also use the shortcut keys **Control–V**.

See also:

- Setting the General Settings
- About Manage Mode

Comparing Images

You can use the Compare Images feature to compare a group of images. The tool helps you to highlight both the similarities and the differences in the images you select.

To Compare Images:

1. In the File List pane, select the images that you want to compare.
2. Click **Tools** | **Compare Images...** or press the **Compare Images** button in the File List toolbar. Up to four images display in the Compare Images Viewer.
3. To change which image displays in the comparison view, do one or more of the following:
   - In the Comparison List, right-click an image and click **Send to Active View** (indicated by a pale box).
   - In the Comparison List, drag an image to a box in the Compare Images Viewer.
4. Click **Close**.

Compare Images Toolbar

	Zoom In	Increases the magnification of the selected image.
	Zoom Out	Reduces the magnification of the selected image.
	Zoom menu	Opens a menu of zoom options. Select from the following options: • **Actual Size**: Displays the image at its original size. • **Fit Image**: Displays the image at the largest magnification that fits in the Compare Images Viewer. • **Fit Width**: Displays the image to fit between the left and right sides of the Compare Images Viewer. • **Fit Height**: Displays the image to fit between the top and bottom of the Compare Images Viewer. • **Zoom Lock**: Displays all images at the zoom option of the current image. If the zoom is adjusted, the new zoom level is applied to all images that you view. • **Zoom To**: Opens a dialog box where you can select a zoom option.

	Pan Lock	Locks the panned image area, so that when you zoom and pan an image to a specific area, the Compare Images Viewer displays the same area for all images you view.
	One Image	Displays one image in the Compare Images Viewer.
	Two Images	Displays two images in the Compare Images Viewer.
	Three Images	Displays three images in the Compare Images Viewer.
	Four Images	Displays four images in the Compare Images Viewer.

Image Toolbars

Each image in the Compare Images tool has a toolbar located below it. You can use this toolbar to adjust each image individually.

	Zoom In	Increases the magnification of the image.
	Zoom Out	Reduces the magnification of the image.
	Delete	Moves the image to the Trash.

Opening Files in Other Applications

To Open Your Files in Another Application:

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.

See also:

- Setting the General Settings
- About the Batch Tool
- Renaming Multiple Files

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**.
- Click the Select menu at the top of the File List pane.

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**.

Gathering Images in the Image Basket

You can use the Image Basket to gather and hold images and media files from different locations or folders. Once you have placed items in the Image Basket, you can use any of the tools or features in ACDSee Photo Studio to edit, share, or view those files.

To Open the Image Basket:

To open the Image Basket, in Manage mode, click **View** | **Image Basket** or press **Control-Shift-B**.

To Add Images to the Image Basket:

Do one of the following:

- In Manage mode, in the File List pane, select the files you want to add. Drag the items to the Image Basket.
- In Manage mode, select the files you want to add. Click **Edit** | **Add to Image Basket**.
- In Manage mode, select the files you want to add. Press **Control-B**.
- In Manage mode, right-click the selected item(s) and select **Add to Image Basket**.
- In View mode, right-click the image and choose **Add to Image Basket** from the context menu.

- In View mode, click **Edit** | **Add to Image Basket**.
- In View mode, press **Control-B**.

To Remove Images from the Image Basket:

To remove one or more files, right-click the file, and then select **Remove from Image Basket**. Or, select the image and press **Delete**.

To remove all files, right-click the Image Basket, and then select **Clear Image Basket** or press the **Clear Image Basket** button.

Configuring External Editors

You can configure ACDSee Photo Studio to work with a variety of image editors and specify which image editor ACDSee Photo Studio uses by default. You can then open images in any of your external editing applications from within ACDSee.

To Configure an External Editor in ACDSee:

1. In Manage mode, click **Tools** | **External Editors** | **Configure Editors...**
2. In the **Configure Photo Editors** dialog box, click **Add...**
3. Browse to the folder on your hard drive that contains an image editing application.
4. Select the editing application.
5. Click **Open**.
6. In the **Name** field, type a name for the editor.

Even though the feature is called “External Editor”, apps of all kinds can be set up as an external editor, including your mail. With **Mail** selected as an external editor, a new email message can be easily generated with photos attached and ready to be sent.

To Manage Your Image Editors:

1. In the **Configure Photo Editors** dialog box, in the **Editors** list, select the application you want to change.
2. Do any of the following:
    - To change the location of the application or the name of the application displayed in the Editors list, click **Edit...** Set the location and name of the application.
    - To set the application as the default external editor for ACDSee, click **Set As Default**.

- To specify whether the application can handle multiple images at the same time, select or clear the check box in the **Supports Multiple Images** column.
- To remove the application from the list, click **Remove**.

3. Return to ACDSee.

To Open an Image in an External Image Editor:

1. In **Manage** or **View** mode, select the image you want to open in the external editor.
2. Do one of the following:
   - Click **Tools** | **External Editors** | **Default External Editor** or the name of an editor.
   - In the File List toolbar, click the **External Editors** button and choose **Default External Editor** or the name of an editor from the drop-down menu. Or press **Control–Option–K**.

Importing Files

Importing

Importing Files With ACDSee Photo Studio

To Import Files from a Camera or Device:

1. From Manage mode, click the **Import** button and select **[the name of your 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 to select a dated subfolder to place the files in. Select the date format.
Replace existing files	Select this option to overwrite existing files within the selected folder.
Run Batch Preset	Select this option to automatically run a batch preset after importing files. Select your preset from the drop-down list.
Rename	Select this option to rename imported files. Drag tokens into the Name field, and arrange into desired order. A preview is displayed below.


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

Importing a Lightroom® Database

You can use the Adobe® Lightroom® Database Importer to import your collections, keywords, ratings, and color labels from Lightroom® into ACDSee. Your keyword hierarchies will import independent of whether they are embedded in the images selected for import.


You cannot import smart collections or Lightroom CC catalogs, only Lightroom Classic catalogs.

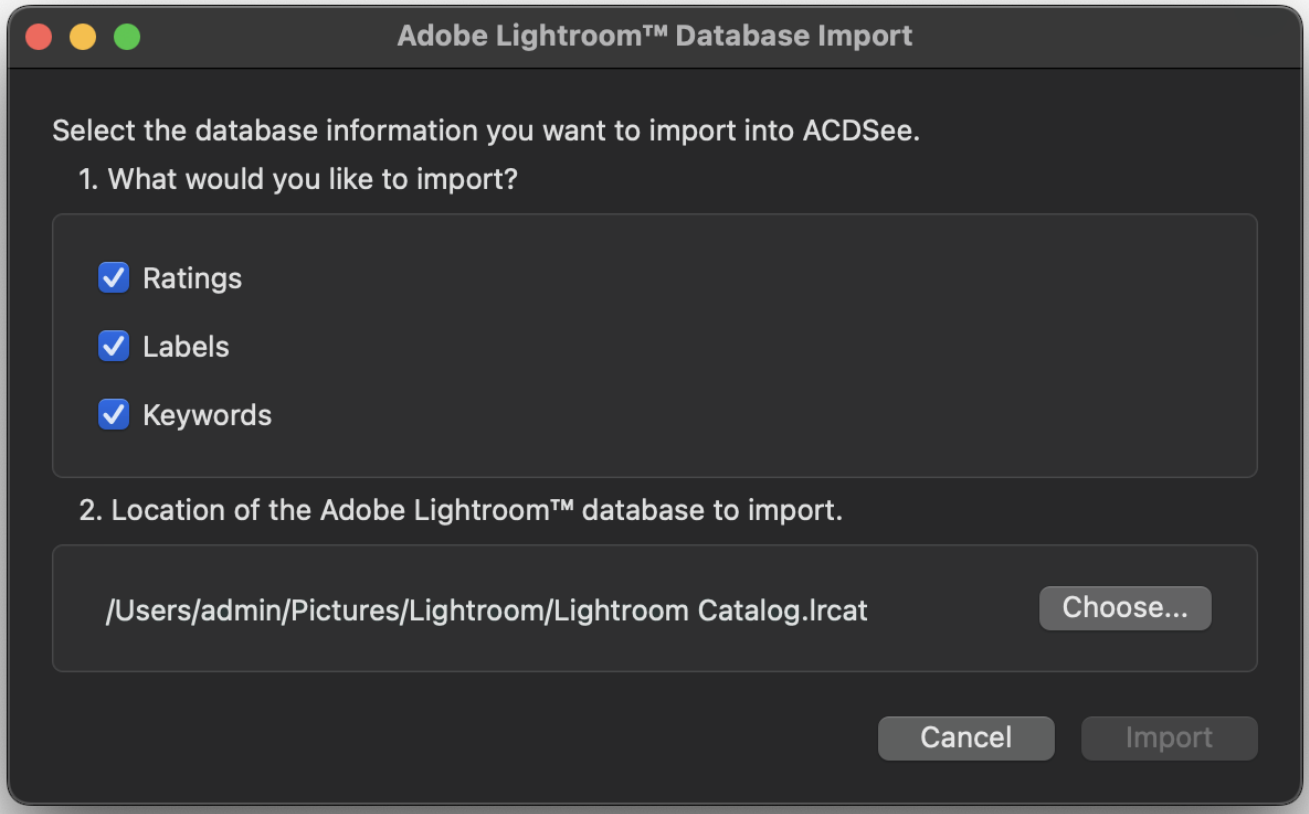

You cannot begin importing while Lightroom® is open.

To Import Your Lightroom® Database:

1. In Manage mode, choose **Tools** | **Database** | **Import Lightroom Database**.
2. Check the checkboxes of the database information you would like to import into ACDSee, including Ratings, Labels, and Keywords.
3. Use the **Choose...** button next to the Location field to navigate to the location of your Lightroom® database file.

   
   By default, the field displays the default location where Lightroom® stores its database, so you will only need to browse if you have moved your database.

4. Press **Import**.



Lightroom is a registered trademark of Adobe Inc.

Mobile

Sending Images to ACDSee from Your Mobile Device Using ACDSee Mobile Sync

You can use the ACDSee Mobile Sync app to send photos and videos directly from your mobile device into ACDSee Photo Studio on your Mac. This free app is available on iOS from the Apple App Store and for Android on the Google Play Store.

ACDSee Mobile Sync will keep track of which photos have been sent to ACDSee Photo Studio and indicates new and unsent items using a colored border.

In Manage mode, you will be able to access images you have sent to ACDSee Photo Studio by clicking the ACDSee Mobile Sync node icon in the Folders pane.

Getting Started

To download the app, you can:

- Download it in the Apple App Store, for iOS. In the App Store, type **ACDSee Mobile Sync** in the Search bar.
- Download it in the Google Play Store, for Android. In the Play Store, type **ACDSee Mobile Sync** in the Search bar.

After installation, open the ACDSee Mobile Sync app on your device. Follow the prompts to give the app access to your photos and to assign the target (ACDSee on your Mac). If your app doesn't find the target, you can scan the Quick Response (QR) code found on your Mac.

To open the QR code:

1. Do one of the following
   - Open **Tools** | **Show ACDSee Mobile Sync Details...**
   - In the menu bar, click the ACDSee app icon and select **Show ACDSee Mobile Sync Details...**
2. Then scan the QR code using your mobile device camera to add your ACDSee software as a target.
3. If you cannot scan the QR code, you can also add your ACDSee software as a target using your host name or IP address.

To add your ACDSee software as a target using your host name or IP address:

1. Make sure you are on the same WiFi network as your Mac.
2. On the Mobile Sync app, on the QR scanner page, select **Add Without QR Code**.

   If you skipped the intro, or want to add an additional target, you can reopen the scanner page by going to Settings and selecting **Add Target**.

3. Enter your Host name or IP Address and enter the Port. This information can be found above the QR code when you select **Show ACDSee Mobile Sync Details...** on your Mac.
4. The name of your target will appear. Select **Add this Target**.
5. This will add your ACDSee software as a target, allowing you to send photos and videos to it.

You must be connected to the same WiFi network as the Mac that is running ACDSee Photo Studio in order to use ACDSee Mobile Sync to send photos and videos.

Sending Images and Videos

You can send images and videos from the ACDSee Mobile Sync app to ACDSee. ACDSee Mobile Sync keeps track of which items have already been sent. ACDSee Photo Studio will notify you with a pop-up in the top right corner when it has received your sent items. You can then click on the ACDSee Mobile Sync node icon in the Folders pane in Manage mode to view the received files.

To send all new items, press the **Send** button. If you press and hold the **Send** button, it will send the selected photos and videos to the default target.

To send specific items, select them and press the **Send** button.


You can use context menus within the app for more specific selection options.


You can customize the location of your ACDSee Mobile Sync folder on your hard drive. See Setting the ACDSee Mobile Sync Options.

Troubleshooting for Mobile Sync

If you have any issues connecting your device to use Mobile Sync, check out our troubleshooting guide on the ACDSee Mobile Sync webpage.

Organizing

Organizing and Managing Files in ACDSee Photo Studio

In addition to its browsing and viewing capabilities, ACDSee Photo Studio 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), categories, keywords, color labels, and rating systems, and a powerful database to hold all of your important image information.

ACDSee Photo Studio displays file properties and image information in an easily accessible Properties pane that you can use to directly add and edit file information, including metadata and database content.


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

Using the ACDSee Activity Manager

The ACDSee Activity Manager allows you to monitor and manage background activities including:

Queued Activities:

- AI Image Generation

Idle Activities:

- AI Image Similarity
- AI Keywords
- Face Detection

Opening the Activity Manager

Click the **Activity Manager** icon in the Status bar.

Queued Activities

View your running activities from the **Queued Activities** section of the **Activity Manager**.

When an **Activity** is queued, it will begin immediately, or may start in the **Queued** state if you already have activities in progress. The bar represents the **Activity** progress, while the number represents the number of images left to scan.

Idle Activities

When assets are being scanned for **AI Image Similarity**, **AI Keywords**, or **AI Face Detection**, their progress can be viewed within the **Idle Activities** section of the **Activity Manager**. Here, you can see the current status, how many assets are left to be completed, and quickly disable each tool with the switch on the right side.

RAW Image Previews are created automatically after developing RAW images for fast viewing. RAW Image Previews cannot be disabled.

When assets are being scanned for **AI Face Detection**, their progress can be viewed within the **Idle Activities** section of the **Activity Manager**. Here, you can see the current status, how many assets are left to be completed, and quickly disable each tool with the switch on the right side.

Idle Activity States:

Idle Activities can be in one of four different states:

Waiting	When in the **Waiting** state, the number of assets remaining will increase as files are added to the queue. This occurs while browsing, cataloging, or importing files.
Scanning	When in the **Scanning** state, the tool is actively detecting AI Image Similarity, AI Keywords or Faces, and the remaining number will decrease as files are completed.
Disabled	When in the **Disabled** state, the tool has been manually deactivated and will not run until turned back on.

Completed	When in the **Completed** state, the tool has finished its queued files.

To see a list of options available in **Idle Activities**, click on the gear button  to the right side of **Idle Activities** in the **Activity Manager**. See Idle Activities Options.

History

When a **Queued Activity** has been completed, or an **Advanced Search** has run, it will appear in the **History** section of the **Activity Manager**.

For **Advanced Searches** that have run, click its entry in the **History** to open the **Advanced Search** pane with the criteria preloaded.

> The History section will be cleared automatically when ACDSee Photo Studio for Mac is shut down.

For **Queued Activities** that have completed, click the **Details View** button  to view a comprehensive list of assets for each completed **Activity**.

The **Details View** for each History entry shows the following fields:

- **Status**: Status includes 4 possible states: Success, Error, Warning, and Skipped.
  - **Success**: The action has successfully completed.
  - **Error**: The action has completed, but one or more files have not been created/modified due to an error.
  - **Skipped**: The action has completed, but one or more files were skipped due to being in use elsewhere.
  - **Warning**: The action has completed but one or more files have a warning issued.

    > Activities that complete with either errors, or files skipped, will display the **Caution icon**  in the **History**.

- **Destination**: Displays the destination location of the file that was modified.

Clearing History

Items in **History** can be cleared either individually, or all at once.

To Clear One Item at a Time:

Click on the **Cross**  to the right side of the item in **History**.

To Clear the Entire History at Once:

Click on the **Clear Activity History**  button on the right side in **History**.

Activity Manager Options:

Click on the gear icon to the right of **Idle Activities** to display the list of available options:

Idle Activities Options:

Disable/Enable AI Keywords and Face Detection	Click to disable or enable the AI Image Similarity, AI Keywords and Face Detection tools. AI Keywords and AI Face Detection can also be manually disabled or enabled by clicking the switches from on  to off  or vice versa.
Clear AI Image Similarity Queue	Removes all items from the AI Image Similarity queue.
Clear AI Keywords Queue	Removes all items from the AI Keywords queue.
Clear AI Face Detection Queue	Removes all items from the AI Face Detection queue.
Clear Image Similarity, AI Keywords and Face Detection Queues	Removes all items from the AI Image Similarity, AI Keywords and Face Detection queues.

Using the Organize Pane

The Organize pane is one of the most useful panes in ACDSee Photo Studio 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 Photo Studio database.

You can also use the Organize pane to assign categories, keywords, labels or ratings. For categories and keywords, you can select your chosen files, and then check the box of the category or keyword you want to add the files to in the Organize pane. You can also drag and drop your selected files to the category or keyword in the Organize pane. This drag and drop method also works for labels and ratings.

Categories

Categories make it easy to organize your files in a way that makes 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. You can also create groups of related categories called category sets. You can streamline your workflow by dividing categories up into events or areas of interest. See Managing Categories and Assigning Categories and Ratings.

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

You can also use Categories on the Properties pane to assign multiple files to multiple categories with a few clicks.

People

Names you've saved to people in images can be viewed in the Organize pane. Here you can click on one or more names to view images associated with your selected people.

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. See Assigning Categories and Ratings.

Color Labels

Click a color label to see all of the files you have assigned to that label. Create label sets and assign labels by dragging your files to a label in the Organize pane. A file can have only one label. When a file has a label, the label color appears on the thumbnail in the File List pane. A white label indicates that the file is labeled outside of the currently selected label set. See Assigning Color Labels.

To de-select a category, rating, or label, use **Command** + **click**.

Keywords

Applying keywords is a highly efficient way to group files in hierarchies that make sense to you and find them quickly in an expanding tree. Utilize this group to manage your keywords on the fly by using the context menu (right-click). Keyword quickly by dragging an image onto a keyword. You can also create

groups of related keywords that hold an association for you. These are called keyword sets. See Creating and Assigning Hierarchical Keywords for more information on applying keywords.

AI Keywords

You can search through all of your detected AI Keywords here. AI Keywords are sorted into a hierarchy of top-level keywords and sub-keywords. For example, the keyword Tree is a sub-keyword of Nature. Selecting an AI Keyword will quickly display all images that the selected Keyword has been detected in.

By default, the AI Keywords section in the **Organize** pane will display AI Keywords detected by the image(s) you have selected. You can view a full list of all AI Keywords detected by all images in your database by clicking on the **...** button to the right of AI Keywords, and selecting **Show All**. To return to the default behavior, click on the **...** button and select **Show Detected**.

Saved Searches

You can save complex searches in order to preserve time in the future. These will be kept in the Saved Searches group of the Organize pane. In this area, you can select a search to run again, or delete unwanted searches. You can also use the Saved Searches area to create a saved search from scratch, which will function like a smart folder that you can click to see a specific combination of files all at once at any time. See Saving Your Search.

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 Photo Studio database. If you have a substantial image collection, it may take a few moments to gather all of the information.
- **Embed Pending**: Displays all the files with database data that has changed but has not yet been embedded in the files.
- **Uncategorized**: Displays any files cataloged in the database that have not been assigned to a category.
- **No Keywords**: Displays any images cataloged in the database that have no ACDSee keywords assigned.
- **Unnamed Faces**: Displays images cataloged in the database that have no faces assigned to them.
- **Auto-Named Faces**: Displays images cataloged in the database that have had faces automatically assigned to them.
- **Suggested Names**: Displays images cataloged in the database that have been given name suggestions based on previous naming.
- **Tagged**: Displays all the tagged files on the computer.

- **Video**: Displays all videos cataloged in the ACDSee database. This will return any video formats supported by ACDSee. If you have a substantial file collection, it may take a few moments to gather all of the information.

Calendar

Images with EXIF information are organized by Date Taken in the Calendar section of the Organize pane by default, with the ability to change to Database Date, File Modified Date, or File Created Date. You can browse your collection of photos and media files using the dates associated with each file. Dates are listed by year, month, and day, with the most recent dates at the top. Each year and month can be expanded and collapsed.

Click any date in the Calendar to see files associated with that date listed in the file list pane. Or command-click a combination of dates, ratings, or categories to display the combined results.

The ACDSee Photo Studio Database

When you assign a file to a rating or category, this information is stored in the ACDSee Photo Studio database. As the database, information is always associated with a particular file. You can also use the Properties pane to add information to the ACDSee Photo Studio database, like captions, keywords and much more. Taking the time to assign categories and add keywords, notes, etc., makes it much easier to find and organize your files.

Easy-Select Indicators

The Easy-Select indicators are arrow heads on the left side of the Folders and Organize panes. You can use the Easy-Select indicators to select multiple folders and display their contents in the File List pane. In the Organize pane you can also use the Easy-Select indicators to select combinations of categories, ratings, and color labels. For example, you could display all your photos with a rating of 1 that belonged to the category "Places".

To Use Easy-Select Indicators:

In the Folders or Organize pane, select the indicator to the left of each item with contents you want to display. The indicator changes orientation to point to the item you have selected. 

If you select a category, rating, or combination that does not have any files that match, the File List displays a message and shows no thumbnails. The quickest way to return to a folder with files is to click the Back arrow.

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 **Enter**.
- 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.
- To expand all, right-click and select **Expand All**.
- To collapse all, right-click and select **Collapse All**.
- To filter the category list, type a filter into the search box.

Category Search Filter Options

Category searches can be filtered in two different ways: Starts with, and Show All Categories Inside Matches:

- **Starts with:** Returns categories that start with the search term.
- **Show All Categories Inside Matches:** Displays all subcategories of categories that match the search term.


Both filter options can be enabled at the same time, and multiple filters can be applied simultaneously.

To Create and Manage Your Categories in the Properties Pane:

In the Properties pane, do one of the following:

- To create a category, click on the Category header then click the + button and enter a name for the category.

- To create a sub-category, select a top-level category from the list. Click the + button, and then enter a name for the sub category.
- To move a category, click and drag it to the new location.
- To edit a category, double-click on a category's name and edit the name. Press **Return** to apply the change.
- To delete a category, select it and click the — button.
- To expand all, right-click and select **Expand All**.
- To collapse all, right-click and select **Collapse All**.

Creating Category Sets

You can create groups of related categories called category sets. You can streamline your workflow by dividing categories up into events or areas of interest.

To Create Category Sets:

1. At the top of the Organize pane, in the Category Sets group, click the Categories setting button  and choose **New Category Set...** from the drop-down menu.
2. Enter your associated categories into the entry fields. For sub-categories, use the pipe key, such as A|B|C, or use the less than symbol, such as child<parent.
3. Click the **Save** button.

To Assign Categories from Category Sets:

Select one or more files and click a button in the category set. The category will be assigned to the selected files. The button text color will change to indicate that the category is assigned to currently selected files, and will display in italics if assigned to only some (but not all) of the currently selected files.

To Manage Category Sets:

- To switch between category sets, click the Categories setting button and select your desired category set from the drop-down menu. 
- To edit the selected category set, click the Categories setting button and choose **Edit "[your category set]"**. 
- To rename the selected category set, click the Categories setting button and choose **Rename "[your category set]"**. 

- To delete the selected category set, click the Categories setting button and choose **Delete "[your category set]"**.

Assigning Categories and Ratings

You can rate files or categorize them without moving the files or making extra copies.

If the Properties pane or Organize pane is not visible in Manage mode, click **View** | **Properties** or **View** | **Organize**.

To learn how to create Categories, see the Managing Categories page.

Assign and Search Categories and Ratings in the Organize Pane

The Organize pane allows you to both assign categories and ratings as well as search them.

To Assign Files to Categories or Ratings in the Organize Pane:

1. In Manage mode, do one of the following:
    - Select your chosen files, and then check the box of the category you want to add the files to.
    

    - Drag your selected files to a category or rating in the Organize pane.
    - Select your chosen file(s), and then click on the rating box in the Organize pane.
2. In View mode, do one of the following:
    - Click **Edit** | **Categories** and then click the category you want to assign the file to.
    - Click **Edit** | **Rating** and then click the rating you want to assign the file to.

To Search a Category or Rating in the Organize Pane:

Click the Category name or Rating number to display all corresponding files in the File List pane.

Assign Categories and Ratings in the Properties Pane

The Properties pane provides another way to assign categories and ratings.

To Assign Files to Ratings in the Properties Pane:

1. In the File List pane, select the files you want to assign a rating.
2. In the Properties pane, select the **ACDSee Metadata** tab.
3. Select a rating.

To Assign Files to Categories in the Properties Pane:

1. In the File List pane, select the files you want to assign to a category.
2. In the Properties pane, select the **ACDSee Metadata** tab.
3. Select one or more categories from your Categories list.

Remove Categories or Ratings from Files

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 Categories or Ratings from Files:

1. In the File List pane, select the files you want to remove the category or rating from.
2. Do one of the following:
    - Drag & drop the file(s) onto unrated in the Organize pane.
    - Deselect the category in the Organize or Properties pane.
    - Click the x next to the rating numbers in the Properties pane.

Assigning Color Labels

Color labels are useful for naming and quickly identifying your processing plans for your images. Different colors can be used to represent different stages of your workflow. For example, as you review your photos you can quickly label files to upload, print, reject, review, or sharpen, or any other term that matches your workflow needs. Once your files have been labeled, you can click a color label in the Organize pane to instantly display all of the files assigned to that label.

You can also use color labels in combination with the Filter menu to refine your list of images. Color labels, like tagging, categories, and ratings, are a way to set aside, organize, and group your photos without moving them into different folders.


If the Properties pane or Organize pane is not visible in Manage mode, click **View** | **Properties** or **View** | **Organize**.

Create a Color Label Set

Begin by creating a label set so you can quickly select and assign specified labels. Once you have a label set in place, you can assign your images to the appropriate labels corresponding to your workflow.

To Create a Color Label Set:

1. In the Organize pane, click the Labels settings button and select **New Label Set**.
2. Enter a name for your new label set.
3. Enter names for your labels.

White labels indicate labeled files outside of the current label set.

Assign Color Labels

You Can Assign Color Labels to Your Files By Using the Following:

- Organize pane
- Properties pane
- Edit menu in Manage and View mode
- Context menu
- Keyboard shortcuts
- Selecting your image and clicking the color label in the Organize pane

ACDSee Photo Studio uses XMP to embed ACDSee Metadata into 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 ACDSee Metadata is embedded inside the file and so you can rename or move the file outside of ACDSee Photo Studio and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW, PSD, ABR, the ACDSee Metadata is written to a sidecar file that is stored in the same folder as its file.

To Assign a Color Label to a File in the Organize Pane:

In Manage mode, drag selected files to a color label in the Organize pane.

Once you have created color label sets, you can access them from the Organize pane by clicking the Labels settings button and selecting from the drop-down list. Before assigning a color label, make sure the intended label set is active.

To Assign Files to Color Labels in the Properties Pane:

1. In the File List pane, select the files you want to assign a color rating.
2. Select ACDSee Metadata from the Properties pane drop-down menu.
3. Select a color label from the Label drop-down menu.

To Assign Color Labels Using the Edit Menu in Manage and View Mode:

- Click **Edit** | **Label** and then select a color label.

To Assign Color Labels with the Context Menu:

- Control–click the file, click **Label**, then select a label name.

To Assign Color Labels Using Keyboard Shortcuts:

- Keyboard shortcuts are available for the seven color labels, plus Control–0 to clear the label (exactly the same as ratings, except Control is used instead of Command).



Search Images Assigned to a Label

To Search All Images in the Database Assigned to a Label:

- Click the color label in the Organize pane to display all corresponding files in the File List pane.
- Use Quick Search.

Command–click more than one color label in the Organize pane to display all matching color labels in the File List pane.

You can find all color labeled photos or photos assigned to specific colors within the folder you are browsing by using the options under the Filter menu.

Removing Color Labels and Color Label Sets

To Remove a Color Label from a File:

1. In the File List pane, select one or more files you want to remove a label from.
2. Do one of the following:
    - Control–click a selected file, and then click **Label** | **Unlabeled**.
    - Drag selected files to the unlabeled icon in the Organize pane.

To Delete a Label Set:

1. In the Organize pane, click the Labels settings button and select **Edit Label Sets**.
2. Select the set you want to delete from the Labels Sets drop-down list.
3. Click the delete button (**–**).

Using the Properties Pane

The Properties pane displays metadata for the files you have selected, including EXIF metadata that is captured from your camera and IPTC metadata fields where you can add your own information to your photos.

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.

Properties Pane Areas

The Properties Pane Has a Pop-Up Menu with the Following Options:

- **ACDSee Metadata**: displays the date and any other information you may have set in the Organize pane. The ACDSee Metadata fields are available if you would like to enter a caption, author, label, rating, tag, notes, keywords and categories to be stored with the image. Categories, ratings, and labels can also be defined in the Organize pane. ACDSee Metadata is not embedded in your files, but instead, is held in the database. You can embed this information by clicking **Tools** | **Metadata** | **Embed ACDSee Metadata in Selected Files...** or **Tools** | **Metadata** | **Embed ACDSee Metadata in All Files...**
- **File**: File displays standard file information about your photo, including size, file type and more. It also provides a field for entering Spotlight Comments.

- **EXIF**:The EXIF data fields hold information captured by your camera, such as shutter speed, camera model, and GPS information.
- **IPTC Core**:The IPTC data fields are available for entering and storing information about your photographs such as description, creator, and copyright information. This information is automatically embedded into your image.
- **IPTC IIM (Legacy)**
- **IPTC Extension**
- **Create New Profile** : The Create New Profile option allows you to create your own custom Properties pane profile where you can display only those properties of interest to you.


Read more on how to add metadata.

To Create a Custom Properties Pane:

1. Select **Create New Profile** from the Properties pane pop-up menu.
2. Enter a new profile name in the **Profile Name** field.
3. Select the checkbox next to each of the properties you want displayed in your new profile.
4. Click **Apply**.

Your new profile will display in the Properties pane pop-up menu.

Browsing and Cataloging with Auto Advance

You can use Auto Advance to quickly move through your images while adding tags, ratings, labels, categories, or keywords seamlessly. You can use Auto Advance in Manage and View mode.

To Turn on Auto Advance in Manage Mode:

Toggle the **Auto Advance** button at the bottom of the File List toolbar or press **Control-Q**. 

To Use Auto Advance:

When Auto Advance is enabled, adding or clearing a tag, rating, color label, keyword, or category to an image will advance it to the next image in the File List pane, allowing you to continue adding metadata. This is particularly useful when paired with keyboard shortcuts, as you can organize entire folders without moving your hands from the keyboard.

To select which types of applied metadata will trigger Auto Advance, see Setting the Auto Advance Options.


Keywords and Categories are disabled by default.

Manage Mode

In Manage mode, apply the following keyboard shortcuts to make the most out of Auto Advance:

\	Tag
Control–7	Gray Color Label
Control–6	Purple Color Label
Control–5	Blue Color Label
Control–4	Green Color Label
Control–3	Yellow Color Label
Control–2	Orange Color Label
Control–1	Red Color Label
Control–0	Removes Color Label.
Command–5	Rating of 5
Command–4	Rating of 4
Command–3	Rating of 3
Command–2	Rating of 2
Command–1	Rating of 1
Command–0	Remove Rating

Keywords and Categories

You can streamline the process of adding keywords and categories to your images by combining keyboard shortcuts and Auto Advance.

Keywords

You can create keywords in the Properties pane, press **Enter**, and Auto Advance will move to the next image. You can add multiple keywords at once, separating them with commas. You can continue the process for all images without moving your hands from the keyboard.

Categories

In the Properties or Organize pane, add categories to images by enabling the checkbox of your desired category, and Auto Advance will move to the next image.

View Mode

To Turn on Auto Advance in View Mode:

In the Bottom toolbar, toggle the **Auto Advance** button or press **Control-Q**.

To Use Auto Advance in View Mode:

1. Choose **View** | **Properties Pane**.
2. On the ACDSee Metadata tab, add ratings, color labels, tags, categories, or keywords, and Auto Advance will advance it to the next image in the Filmstrip, allowing you to continue adding metadata.

Using the Map Pane

Use the Map pane to add locations to your photos. You can then recall and view that information for reference at any time. Use the map to select groups of files for further workflow steps, and select photos for display in View mode.

The location of files displayed in the Map pane is based on the latitude and longitude information in the file properties. If you have a camera with geotagging capabilities, the geographic location is automatically conveyed visually on the map. You can also add map coordinates to files by dragging them directly onto the map and pressing the **Save All** button.

Geotagged images are indicated on the map with pins. You can click a pin on the map to select files within a geographic location for viewing or processing.

The following file formats can be added to the map: JPG, TIFF, RAW, DNG, and PNG.

ACDSee automatically adds file information, including geographical tags, to the database as you browse. However, if you have a large number of files, you may want to catalog those files first to speed up the loading time for the pins on the map. To catalog your files, click **Tools** | **Catalog Folders...**

To Open the Map Pane:

In Manage mode, click **View** | **Map** (**Control–Shift–M**).

The Map pane appears above the File List pane in Manage mode.

You can toggle the Map on and off with the keyboard shortcut **Control–Shift–M** in Manage mode.

To Add Files to the Map by Dragging:

1. In Manage mode, drag one or more files onto the map.
2. Click **Save All** in the top left corner of the map.

Geotagged images are indicated by the following icon: 

To Delete a Pinned Location on the Map:

Right-click the geotagged image thumbnail and select **Map** | **Remove from Map**.

To View a Geotagged Image on the Map:

Right-click the geotagged image thumbnail and select **Map** | **View on Map**. Or, select the geotagged image and press **Control–Shift–V**.

To Find a Location:

To find a specific location, enter a place or landmark into the **Search location** field at the top right of the Map pane.

To Set Default Location, Zoom, and Map Type:

1. Pan to your preferred location on the map, then adjust the zoom-level and select your preferred map type (Map or Satellite).
2. Click **Tools** | **Map** | **Set Default Map Location**.

Note: The map reflects the current File list. If the File list has images mapped to a different location from your default setting, then that location will be displayed.

To pan and zoom the map to a specific location, enter the location into the Map search field and press **Enter**.

Reverse Geocoding:

The Reverse Geocoding command allows you to save location information into certain IPTC fields. These include: Country, Country Code, State/Province, and Location.

1. In Manage mode, drag one or more files onto the map.
2. Click **Save All** in the top left corner of the map.

3. Press the **Reverse Geocode** button to preview the location information.
4. Click **Save** to save this information into the IPTC fields of the selected images.

If images with multiple different locations are selected, only one of those locations will be used to do the reverse lookup.

Using the Map Pane to Further Your Workflow

With the images from a particular location all selected, here are a few possible workflow options:

- Enter Develop mode to process this selection together.
- Use the **Batch** tool to apply the same settings on photos from the same location.
- Choose **View** | **Slideshow** to view and present a slideshow of the photos from this location.

Pin Legend

	Indicates geotagged location.
	Indicates more than one geotagged location in this area. (Zoom in to see locations)
	Indicates selected geotagged location.
	A dot on a pin of any color indicates unsaved image location.

Removing Metadata from Files

You may want to share your photos without including file information such as location, camera model, personal ratings etc. The Remove Metadata option allows you to strip out this information from selected images and maintain privacy.

Metadata can be removed from JPG, TIFF, PNG and HEIC files.

You can make copies of the images you want to remove the metadata from so you can maintain the version with the metadata intact.

To Remove Metadata from Selected Images:

1. Click **Tools** | **Metadata** | **Remove...**
2. Use the check boxes to select one or more options between **EXIF and IPTC**, **Embedded ACDSee**

Metadata, and **Embedded ACDSee Face Data**.

3. Click **Remove**.

Metadata is permanently removed

Both **Embedded ACDSee Metadata** and **Embedded ACDSee Face Data** can also be cleared from the database entirely.

Adding Metadata to Files

You can add information to your images using IPTC and ACDSee Photo Studio Metadata. IPTC information is automatically embedded into your image, while ACDSee Photo Studio Metadata can be embedded into your file, or stored in the database.

It is recommended that you enter and edit metadata prior to processing your images. If you use the **Restore to Original** command, the metadata will be lost unless it was entered prior to processing (except in the case of RAW images).

You cannot set IPTC and EXIF information for read-only files, such as those on a CD-ROM.

If the Properties pane is not already open, select **View** | **Properties**.

To Add Metadata to One or More Files:

1. In **Manage** mode, select one or more files in the File List pane.
2. In the Properties pane, from the pop-up menu, select **ACDSee Metadata** or **IPTC**.
3. Enter information into the metadata fields.
4. Click **Apply** or press **Enter** to apply your changes.

When you click **Apply** or **Enter** in Manage Mode, the focus is returned to the File List pane, allowing you to quickly make another file selection using your keyboard.

Properties Pane Keyboard Shortcuts

Shortcut	Result
TAB	Jumps focus forward from field to field.
SHIFT + TAB	Jumps focus backwards from field to field.
ENTER	Applies your changes.
ESC	Discards your changes.

Copying and Pasting Metadata

You can conveniently copy and paste GPS, IPTC, and ACDSee Metadata from files and paste them into other files.

To Copy Metadata:

1. In Manage mode, select a file and do one of the following:
    - Go to **Tools** | **Metadata** | **Copy...**
    - Right-click and select **Metadata** | **Copy...**
2. In the Copy Metadata dialog box, select which metadata components you would like to copy.
3. Press **Copy**.

To Paste Metadata:

1. In Manage mode, select a file and do one of the following:
    - Go to **Tools** | **Metadata** | **Paste**.
    - Right-click and select **Metadata** | **Paste**.

Creating and Assigning Hierarchical Keywords

You can keyword your files in a hierarchy and maintain these groups in the Keyword tree. Select the Organize pane, or Properties pane to create, rename, delete, and move your keywords.

Keywording in the Organize Pane

You can create and manage keywords in the Organize pane. In the Keyword section of the Organize pane:

- To add a keyword, press (**+**)and enter the keyword, or right-click and select **New Keyword**.
- To add a keyword directly within the keyword tree, select an existing keyword that you want to be the parent. Click and select **New Sub Keyword**.
- To assign a keyword to one or more images, select the image(s), right-click the keyword and select **Assign to Selected Items**.
- To unassign a keyword, uncheck the box next to the keyword, or right-click the keyword and select **Remove from Selected Items**.
- To edit a keyword, right-click and select **Edit Keyword**.
- To delete a keyword, right-click and select **Delete**.

- To expand all, right-click and select **Expand All**.
- To collapse all, right-click and select **Collapse All**.
- To filter the keyword list, type a filter into the search box.

Keyword Search Filter Options

Keyword searches can be filtered in two different ways: Starts with, and Show All Keywords Inside Matches:

- **Starts with:** Returns keywords that start with the search term
- **Show All Keywords Inside Matches:** Displays all subkeywords of keywords that match the search term.


Both filter options can be enabled at the same time, and multiple filters can be applied simultaneously.

To Create Keywords in the Properties pane:

1. In Manage mode, select a file, then open the **Properties** pane, located to the right of the File List pane.
2. From the Properties pane drop-down menu, select **ACDSee Metadata**.
3. In the Keywords group, enter a keyword into the field and press **Enter**.

Managing Keywords

- To unassign a keyword from a file, uncheck the box next to the keyword.
- To edit the keyword, right-click the selected keyword and edit the text.
- To delete the keyword, select the keyword and press the (-) symbol at the top of the Keywords group.
- To edit the Keyword tree, click and drag the keyword to other parts of the tree.

To Assign a Keyword to One or More Files:

Do one of the following:

- Select one or more files, then check the box next to the appropriate keyword(s).
- Select one or more files, then drag them onto the keyword.

To Establish a Hierarchy:

In the Keyword field, type the lesser or more specific keyword, followed by the less than symbol, followed by the greater or more general keyword.

Example:

Owl < Bird

or

Owl<Bird

or

Madrid < Spain < Europe

or

Madrid<Spain<Europe

You can also create your hierarchy in the reverse order, starting with the more general keyword, followed by the pipe key.

Europe | Spain | Madrid

or

Europe|Spain|Madrid

When assigning multiple keywords to a file, it is important to note that separating keywords with commas will not generate a hierarchy.

Creating Keyword Sets

You can use keyword sets to keep organized and to streamline your workflow by creating a group of related keywords that hold an association for you. This is ideal for keywords you would like to be easily accessible, rather than buried in the hierarchical tree. You can create multiple groups and choose between them based on the photos you are viewing at the time. ACDSee comes pre-loaded with a variety of usable keyword sets. You can also add these keywords to your tree.

To Assign a Keyword from Keyword Sets:

Select one or more files, then click the keyword.

To Create Keyword Sets:

1. On the Organize pane, in the Keyword Sets group, select **New Keywords Set...** from the drop-down menu.
2. Enter associated or commonly-used keywords in the open fields. To create a hierarchy within a field, use the pipe key, such as A|B|C, or use the less than symbol, such as child<parent.
3. Enter a name for your set.
4. Apply keywords from your set by selecting a file and clicking the applicable keyword from the Keyword Sets section. The keyword will be added to the tree. If you specified a hierarchy in the keyword set, the

parent keyword will appear in the tree with the child under it. The text of the keywords in the table will change color to indicate that the keyword is assigned to the currently selected files, and will display in italics if assigned to only some (but not all) of the currently selected files.

Importing and Exporting Keywords

You can import keywords into ACDSee from other users. You can also share your keywords by exporting them. Keywords are imported and exported as .txt files.

You can import Adobe® Lightroom® keywords.

To Export Keywords:

1. Choose **Tools** | **Metadata** | **Export Keywords...**
2. Browse to the location of your keywords file.
3. Enter a name for your keywords file.
4. Enter any tags that will help to identify your keywords.
5. Press **Save**.

To Import Keywords:

1. Choose **Tools** | **Metadata** | **Import Keywords...**
2. Browse to the location of your keywords file.
3. Select your file and press **Choose**. The keywords within your file will be loaded into the ACDSee keywords tree and listed alphabetically. Conflicting keywords will be merged.

Using AI Image Similarity

AI Image Similarity analyzes your images and records how closely they resemble one another. It runs on your computer, and the results are stored in the ACDSee Photo Studio for Mac database.

Analyzing images with AI Image Similarity is what makes three other features work:

- Group by Similarity
- Reverse Image Search

Images that haven't been analyzed can't be compared, so they won't appear in similarity results.

Running AI Image Similarity

By default, AI Image Similarity runs on its own while you browse. It analyzes images in the folder you're currently viewing, working during idle time so it doesn't interrupt what you're doing. To turn off AI Image Similarity, see Setting the AI Image Similarity Options.

Progress appears in the Activity Manager under **Idle Activities**, alongside Face Detection and AI Keywords. For more information, see Using the Activity Manager.

You can also run it manually on specific images.

To Analyze Images with AI Image Similarity:

Do one of the following:

- Select one or more images and click **AI** | **AI Image Similarity** | **Reanalyze for Image Similarity**.
- Right-click one or more images and choose **AI Features** | **AI Image Similarity** | **Reanalyze for Image Similarity**.
- Select one or more images and press **Shift + Alt + I**.

Running it manually analyzes only the images you selected. Browsing a folder with AI Image Similarity enabled analyzes the whole folder.

Keeping Results Current

Similarity data reflects an image as it was when analyzed. Images you edit or move need to be reanalyzed, and images you add need to be analyzed.

By default, ACDSee Photo Studio for Mac handles this for you: the **While browsing, automatically rerun AI Image Similarity on images that have changed since AI Image Similarity last ran** option is selected. If you clear this option, changed images keep their old similarity data until you reanalyze them manually. For more information, see Setting the AI Image Similarity Options.

Using AI Keywords

AI Keywords take the guesswork out of your image hunt by giving you another angle of approach. When run, AI Keywords will automatically apply keywords to your images based on what is most appropriate for your images. For example, a photo of the coastline could include "body of water", "umbrella", or "beach", depending on what elements appear in your photos.

ACDSee automatically adds file information and thumbnails to the database as you browse. This process is called cataloging. Once the folder you are browsing has been cataloged, ACDSee begins the process of detecting AI Keywords in your images.

Using AI Keywords

By default AI Keywords will be enabled when you run ACDSee Photo Studio for the first time. As you browse your images, AI Keywords will automatically run and detect keywords for all of your images.

You can also manually run AI Keywords by performing the following:

With image(s) selected Click **AI**| **AI Keywords** | **Run AI Keywords**, or Ctrl-click/right-click on an image and select **AI Features** | **AI Keywords** | **Run AI Keywords**.

Scanning for AI Keywords:

AI Keywords will scan automatically as you browse your files. After AI Keywords has run on the folders you have browsed, you can view detected keywords in the Organize Pane.

To Enable or Disable AI Keywords:

Perform one of the following:

- Choose **ACDSee Photo Studio** | **Settings** | **AI Keywords** and check or uncheck the **Enable AI Keywords** checkbox.
- Hover over the **Idle Activities** icon in the bottom left corner of the application, and toggle AI Keywords on or off.

To Remove AI Keywords on Selected Images in Manage mode:

You can remove AI Keyword data on images selected in **Manage** mode.

1. In **Manage** mode, select one or more images, and perform one of the following:

- Choose **AI** | **AI Keywords** | **Remove AI Keywords**.
- Ctrl-click/Right-click an image select **AI Features** | **AI Keywords** | **Remove AI Keywords**.

These images will remain marked as having been scanned for keywords, and **AI Keywords** will not re-scan them, unless triggered by the **Run AI Keywords** command, or enabling the option to rerun AI Keywords.

To Remove AI Keywords in View mode:

You can remove AI Keyword data on your currently viewed image in **View** mode.

1. In **View** mode, select an image and perform one of the following:

- Choose **AI** | **AI Keywords** | **Remove AI Keywords**.
- Select your image in the image basket then Ctrl-click/right-click anywhere on the image basket and choose **AI** | **AI Keywords** | **Remove AI Keywords**.

To Rerun AI Keywords on Selected Images in Manage mode:

You can force AI Keywords to re-scan selected images in **Manage** mode.

1. In **Manage** mode, select one or more images and perform one of the following:

- Choose **AI** | **AI Keywords** | **Run AI Keywords**.
- Ctrl-click/Right-click an image select **AI Features** | **AI Keywords** | **Run AI Keywords**.

To Rerun AI Keywords in View Mode:

You can force AI Keywords to re-scan your currently selected image in **View** mode.

1. In **View** mode, select an image and perform one of the following:

- Choose **AI** | **AI Keywords** | **Run AI Keywords**.
- Select your image in the image basket then Ctrl-click/right-click anywhere on the image basket and choose **AI** | **AI Keywords** | **Run AI Keywords**.

Managing AI Keywords in the Organize Pane:

AI Keywords can be viewed and organized from the Organize pane. The AI Keywords group will populate Keywords that have been detected for the selected image(s).

Selecting AI Keywords:

There are six ways to select or deselect AI Keywords in the file tree.

- **Left-Click**: Left-clicking on a keyword will select that AI Keyword. Clicking on any other selection with just a left-click will deselect the current keyword, and select the new one.
- **Cmd-Click**: Holding Cmd and left-clicking on a keyword will select that AI Keyword. If any other keywords have been selected, this will add it to the selection. Clicking on a selection a second time while holding Cmd will deselect that keyword from your current selections.
- **Shift-Click**: Holding Shift and left-clicking on a keyword will select that AI Keyword. If you already have a keyword selected, this will add all keywords between the last selected keyword, and your most recently selected one.
- **Easy-Select Bars**: On the left side of each AI Keyword, there are Easy-Select Bars  that can be left-clicked. Left-clicking on an Easy-Select Bar will rotate its icon horizontally and select the keyword aligned with it. You can click on any Easy-Select Bars to add/remove selections as needed.
- **Select All**: Click Select All  underneath the AI Keywords tree to select all AI Keywords.
- **Clear Selection**: Click Clear Selection  underneath the AI Keywords tree to deselect all AI Keywords.

 **AI Keywords** will be italicized if only part of the selection contains that AI Keyword.

Searching with AI Keywords:

By default, the AI Keywords section in the **Organize** pane will display AI Keywords detected by the image(s) you have selected. You can view a full list of all AI Keywords detected by all images in your database by clicking on the **...** button to the right of AI Keywords, and selecting **Show All**. To return to the default behavior, click on the **...** button and select **Show Detected**.

When all AI Keywords are displayed, you can click on any AI Keyword in the list to perform a Quick Search for all images with that AI Keyword assigned to them.

You can also create more complex Quick Searches involving multiple AI Keywords by performing one of the following in the Organize pane:

- Left-click and drag AI Keywords into the Quick Search bar.
- Hold Cmd and left-click on one or more AI Keywords.
- Click on Easy-Select tags to the left of each AI Keyword to include them in your selection.

For more information see Using the Quick Search Bar.

When viewing all AI Keywords with **Show All**, the AI Keywords that have been assigned to images you currently have selected will display in **bold**.

Expanding and Collapsing AI Keywords:

When showing all AI Keywords in the Organize pane, you can also Collapse or Expand each AI Keyword category and all of the sub-categories within it. Ctrl-click/Right-click on an AI Keyword category (for example "Mammal") and select **Expand All** to expand "Mammal" and all sub-categories within it, or **Collapse All** to collapse "Mammal" and all sub-categories within it.

Expand and Collapse All will not expand or collapse every category in the list. You must click on the AI Keyword category you would like to be expanded or collapsed.

Assigning AI Keywords to ACDSee Keywords:

You can assign detected AI Keywords directly into your ACDSee Keywords three ways:

- With image(s) selected and keywords appearing in the AI Keywords list, find the keyword in the list and click the **+** button beside it.
- With image(s) selected and keywords appearing in the AI Keywords list, select the keyword in the list and click **Assign Selected** .
- With image(s) selected and keywords appearing in the AI Keywords list, select **Assign All** to assign all currently detected AI Keywords.

AI Keywords cannot be assigned to ACDSee Keywords when displayed with **Show All**.

Assigning AI Keywords when Multiple Images are Selected:

When selecting multiple images, the AI Keywords group will display all of the keywords that appear in any of the selected images. If one of these **AI Keywords** is then assigned to **ACDSee Keywords** using

Assign All, **Assign Selected**, or any other method, the assigned AI Keyword will only appear in the **ACDSee Keywords** of images where the AI Keyword was found.

Example:

- *Image A has the AI Keywords Cat, Dog*
- *Image B has the AI Keywords Dog, Elephant*
- *Image C has the AI Keywords Cat, Elephant*

If all 3 images are selected and then the keyword **Cat** is assigned using **Assign All**, **Cat** will appear in the ACDSee Keywords for Image A and C, but not in Image B.

Assign Button Appearance:

The assign button in the Organize tab will change its appearance depending on a few factors:

1. It will display as a **Plus** if none of the selected images containing the AI Keyword have it assigned as a regular Keyword. Clicking the **Plus** assigns to all selected images that contain the AI Keyword.
2. It will display as a **Gray Checkmark** if some of the images containing the AI Keyword have it assigned. Clicking the **Gray Checkmark** assigns to all selected images that contain the AI Keyword.
3. It will display as a **Blue Checkmark** if all the images containing the AI Keyword have it assigned. Clicking the **Blue Checkmark** will not do anything.

Example:

- *Image A has the AI Keyword "Cat"* ***detected and assigned*** *as an ACDSee Keyword.*
- *Image B has the AI Keyword "Cat"* ***detected but not assigned*** *as an ACDSee Keyword.*
- *Image C does* ***not*** *have the AI Keyword "Cat"* ***detected*** *as an AI Keyword.*

For the AI Keyword "Cat", consider the following table showing the results of each selection.

Selection	Text	Assign Button
A	Standard	Blue Checkmark
B	Standard	Plus
C	N/A	N/A
A and B	Standard	Gray Checkmark
A and C	Italic	Blue Checkmark
B and C	Italic	Plus

A and B and C	Italic	Gray Check-mark

Removing AI Keywords from Images:

- With image(s) selected and keywords appearing in the AI Keywords list, find the keyword in the list and click the button.
- With image(s) selected and keywords appearing in the AI Keywords list, select the keyword in the list and click Remove Selected .

To remove all AI Keywords detected for an image:

With image(s) selected and keywords appearing in the AI Keywords list, click Remove All.

Filtering AI Keywords:

AI Keywords can be filtered by clicking in the **Filter AI Keywords text field** and typing any word. The AI Keywords displayed will filter dynamically as you type.

See also:

- Setting the AI Keyword Options
- Using the Properties Pane
- Searching with ACDSee
- Using the Quick Search Bar

Adding Spotlight Comments to Files

In ACDSee Photo Studio, 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 Photo Studio using Spotlight search. This field is hidden by default. To enable Spotlight Comments, see Setting the Metadata Settings.

To Add a Spotlight Comment:

1. In Manage mode, select files.
2. Click the **Properties** pane, then from the pop-up menu, select **File**.
3. In the **Spotlight Comment** field, enter keywords or comments.

Open Spotlight search by pressing the keys **Command–Spacebar**.

Creating Custom Properties Panes

Create a customized properties pane to display just the metadata you are most interested in.

To Create a Custom Properties Pane:

1. From the Properties pane pop-up menu, select **Create New Profile.**
2. Enter a new profile name in the **Profile Name** field.
3. Select the checkbox next to each of the properties you want displayed in your new profile.
4. Click **Apply**.

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

Copying Images

You can copy an image and then paste it into another folder within ACDSee Photo Studio. Using the Copy command also copies the file's database, File, EXIF, and IPTC information.

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**.

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 Photo Studio 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**.

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 Color Profile, Format and Quality.
6. Click **Save**.

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.

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.

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.

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.

You can tag images to identify certain characteristics, or reject them to mark ones you don't want. You might tag your best photos from an event or images you wish to review; rejecting is useful when culling, letting you mark the discards as you go and later dealing with them all at once. You can use the same method for organizing your documents and other files.

A file can be tagged, rejected, or neither. The tagging checkmark button and the reject X button are at the bottom right corner of the thumbnails. Click the checkmark button to tag a file, or click the X button to reject it. A file stays that way until you clear it by clicking the same button again, or clicking the other button to change its state.

You can display all your tagged files with one click by clicking **Tagged** under Special Items in the Catalog pane, or all your rejected files by clicking **Rejected**. Tagging and rejecting, like categories and ratings, are a way to set aside, organize, and group your files without moving them into different folders.

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

To Tag or Reject a Selected Image or File:

Do one of the following:

- Press **** or **/** to tag, or **Shift + ,** to reject.
- At the bottom right corner of the thumbnail, click the checkmark button to tag, or click the X button to reject.
- Right-click one or more thumbnails and select **Set Tag** | **Tag** or **Set Tag** | **Reject**.
- In the top left of the **Properties pane**, click the checkmark button to tag or the X button to reject.
- In the Properties pane, check the box next to **Tagged**.

To Clear Tags and Rejects:

Do one of the following:

- Press **** or **/** to remove a tag, or **Shift + ,** to remove a reject.
- Select the files and press **Shift + .** to clear both tags and rejects at once.
- In the top left of the **Properties pane**, click on the checkbox or the X to clear them.
- In the Properties pane, select **ACDSee Metadata** from the pop-up menu, then uncheck the box next to **Tagged**.

Shift + . is most useful when your selection contains a mix of tagged and rejected files. It clears every mark in one step.

To Clear All Tags or Rejects:

1. In the Catalog pane, click **Tagged** or **Rejected** to display those files in the File List pane.
2. Press **Ctrl + A** to select all.
3. Press **Shift + .**

To Display Tagged or Rejected Images or Files:

In Manage mode, click **Panes** | **Catalog** to display the Catalog pane, then click **Tagged** or **Rejected** in the Special Items section.

Files from all your folders display in the File List pane.

To Tag or Reject an Image or File in View Mode:

Do one of the following:

- At the bottom right corner of the status bar, click the checkmark button to tag, or click the X button to reject.
- Click **Panes** | **Properties** to display the **Properties pane**, then in the top-left of the pane, select the checkbox to tag or the X to reject.

To Tag or Reject an Image When You Are Comparing Images:

1. In the Comparison List, click the checkmark button to tag or click the X button to reject, at the bottom right corner of the image thumbnails.
2. Click **OK**. The Compare Images Viewer closes, and your tagged and rejected files are marked in the File List pane.

Searching

Searching with ACDSee Photo Studio for Mac 27

Searching with Text

ACDSee Photo Studio allows you to search for files and folders in the Quick Search bar. You can create searches to locate files and then save and name the search to use later.

Also, 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 or keyword.


You can use * as a wildcard in your search queries. For example, if you search for "ac*e", ACDSee will match "ace", "acdsee", “sacred”, etc.

Searching with Reverse Image Search

ACDSee Photo Studio allows you to also search for images by visual similarity to other images with Reverse Image Search.

Click on the **Similarity** pane to switch to **Reverse Image Search**. Drag any image into the import box, or click **Choose Image** and select an image. Use the AI Image Similarity slider to adjust how similar you would like the results to be to the applied image.

Finding Duplicates

Use the Find Duplicates command to easily find and remove duplicate files. Removing unnecessary duplicates helps you organize your files, free up hard disk space, and find and back up your files quickly.

To Find Duplicates:

1. Click **Tools** | **Find Duplicates**.
2. Click **Choose Folders**.
3. Click the plus signs to select folders.
   To remove folders, click the x.
4. Select from the following options:
   - include subfolders
   - find images only
   - limit the search to the same filename only
5. Click **Find Duplicates** to begin the search.

   All duplicate sets matching your specifications will be listed.
6. Click the arrow buttons to open duplicate sets and review the filenames and locations.
7. Click any file to display the thumbnail preview, size, and date.
8. Check the checkbox next to the duplicate files you want to delete.
9. Click the trash to delete selected duplicates.

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 following ACDSee Photo Studio database fields: File name, Categories, Caption, Author, Notes, AI Keywords, Keywords, and Named People. Quick Search also searches in the following IPTC fields: Keywords, Caption, Creator, Headline and Special Instructions.

To Run a Quick Search:

Do one of the following:

- In the Quick Search bar, type **name:**, followed by the name of the file you are searching for. ACDSee will return all files containing that name. For instance, if you search **name: mark**, ACDSee will return files such as mark.png and watermark.jpg, etc.
- In the Quick Search bar, type the keyword you want to search.
- Click on a metadata from the Organize or Properties pane and drag and drop it into the Quick Search bar.
- Click the pop-up menu beside the Quick Search field and select a previously entered search term.

If you have performed searches before, Quick Search displays the ten most recent searches. You also have the following search choices:

Menu	Result
Clear Recent	Clears the list of recent search terms you used.
Saved Searches	Allows you to select a saved search or save a new search. This is useful if you use the same search terms often. These are also displayed in the Saved Searches section of the Organize pane.
Case Sensitive	Displays search results matching the text. If you typed in Cat, the results displays files with Cat in its file name. It also searches in the following ACDSee Photo Studio database fields: File name, Categories, Description, Author, Notes, AI Keywords, and Keywords. And in the following IPTC fields: Keywords, Description, Creator, Headline and Special Instructions.
Exact Matches Only	Displays search results matching exactly what you type in the Quick Search field. When enabled, search results will not include similar or related results—only exact matches.
Search Selected Folders Only	Searches only in selected folders. To select a folder, press the **Command** or **Shift** keys. **Note**: You can select multiple folders at once with the Easy-Select indicators. 
Include Subfolders	Searches the selected folder and its subfolders.
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 for files on your computer. When enabled, your search will not include results from the ACDSee database, unless your files happen to be in both the Spotlight and ACDSee database. **Note**: You cannot search using a specific metadata property in the Spotlight database.

Quick Search Operators

You can type 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 "and" 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. When you search for two search terms of the same type, (e.g. "Rating":"4", "Rating":"5"), "OR" will automatically be added between them, since an image cannot be two ratings at once. However, if you hold down **CTRL** while adding two different types of search terms to the Quick Search bar, "OR" will be added, (e.g. "Rating":"4" OR "category":"Friends").	**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.

When dragging more than one keyword from the **AI Keyword** or **Keyword** sections into the **Quick Search Bar**, it will automatically apply the search operator **OR** between search terms. To change to a different search operator, replace **OR** by typing **AND**, or **NOT** in it's place in the **Quick Search Bar**.

Saving Your Search

You can save complex searches in order to preserve time in the future. These will be kept in the Saved Searches group of the Organize pane. In this area, you can select a search to run again, or delete unwanted searches. You can also use the Saved Searches area to create a saved search from scratch, which will function like a smart folder that you can click to see a specific combination of files all at once at any time.

To Save a Search:

1. In Manage mode, enter a keyword, or drag properties from the Properties pane or Organize pane into the search field.
2. Click the down arrow in the Quick Search bar and select **Saved Searches** | **Save**.

3. Enter a name for your saved search.
4. Click **Save**.

To Create a Saved Search from Scratch:

1. In the Saved Searches section of the Organize pane, click the plus (+) icon.
2. In the Saved Search dialog, in the **Search for items that match** field, drag metadata properties from the Organize pane. If you have a file selected in the File List pane, you can also drag properties from the Properties pane. Use this method to make your search as complex or as general as you desire. Use the operators "and", "or", or "not" to control your search parameters, as described in the Quick Search Operators section above.
3. Enter a name for your search.
4. Do one of the following:
   - Press **Save** to save your search.
   - Press **Save and Run** to save and carry out your search.
   - Press **Cancel**.

Deleting Your Saved Searches

To Delete a Saved Search:

1. Click on the magnifying glass icon beside Quick Search.
2. Select **Saved Searches** and navigate to the search you want to delete.
3. Click on the **X** button located beside the saved search to delete it.

Finding Images Quickly

There are a number of ways you can find images quickly. You can click on the name of a saved search to quickly re-run the search. 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 or a keyword. You can even search for images by similarity.

To Run a Saved Search:

1. Do one of the following:
    - In the Saved Searches section of the Organize pane, select a saved search.
    - In Manage mode, click the down arrow in Quick Search, and then select **Saved Searches**. Select a saved search from the list.

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

To learn how to save your searches, see Using the Quick Search bar.

To Find All of Your Images at Once:

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

To Locate Uncategorized or Unkeyworded Images:

- In the Organize pane, under Special Items, click **Uncategorized** or **No Keywords**.

The Image Well, Uncategorized, and No Keywords 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 are not open, click **View** | **Organize Pane** or **View** | **Properties pane.**

Searching with Reverse Image Search

ACDSee Photo Studio allows you to also search for images by visual similarity to other images with Reverse Image Search.

Click on the **Similarity** pane to switch to **Reverse Image Search**. Drag any image into the import box, or click **Choose Image** and select an image. Use the AI Image Similarity slider to adjust how similar you would like the results to be to the applied image.

Finding Videos Quickly

You can use the Video option in the Special Items section in the Organize pane to locate all of the videos in your database. Clicking the Video option will return any video formats supported by ACDSee. If you have a substantial file collection, it may take a few moments to gather all of the information.

To Find All of Your Videos at Once:

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

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, such as renaming files with your last name or converting the images to another file format. 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 Photo Studio has the following actions:

- **AI Denoise**: Applies AI Denoise to multiple files.
- **AI Super-Resolution**: Upscales multiple photos with AI Super-Resolution.
- **Adjust Time Stamp**: Adjusts time and date of multiple files.
- **Change Format**: Converts the file into a new file format.
- **Copy**: Copies files to a specified destination folder.
- **Develop**: Applies specified Develop presets you have created.
- **Move**: Moves files to a specified destination folder.
- **Rename**: Renames files with the specified format.
- **Resize**: Resizes files according to percentage, pixels, or print size.
- **Set Information**: Changes metadata information of files.
- **New Batch Workflow**: Combines selected actions to apply multiple operations at once.

What Are Presets?

Presets are a sequence of actions set in advance for ACDSee Photo Studio 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 selected files and rename only the copied files. You can also create a preset with only a single Action, such as "Move". Presets can be modified and deleted at any time. See Using Batch Presets.

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 **New Batch Workflow...** Or, control-click in the File List pane and select **Batch** | **New Batch Workflow...**
    - In **View** mode, click **Edit** | **Batch** | **New Batch Workflow...** Or, control-click an image in the Filmstrip and select **Batch** | **New Batch Workflow...**
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 Adjust Time Stamp, Change Format, Copy, Move, Develop, Rename, Resize, and Set Information actions.
5. Do one of the following:
    - Click **Save** 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.

See also:

- Batch Move Files
- Batch Convert File Format
- Renaming Multiple Files
- Batch Copying Files
- Adjust Time Stamp
- Resizing Multiple Files
- Editing Metadata

Using AI Denoise

AI Denoise is an advanced noise reduction tool that uses machine learning to reduce grain and sensor noise in photos, especially those taken in low-light or high ISO conditions. This feature intelligently distinguishes between image detail and noise, preserving edges, textures, and color accuracy.

The AI Denoise tool allows you to apply **AI Denoise** to multiple images at once.

To Apply AI Denoise in View or Develop Mode:

Click on **AI** | **AI Denoise**, or press **Option + Shift + D** on your keyboard.

To Apply AI Denoise in Manage Mode:

In Manage mode, select the images that you want to apply AI Denoise to.

1. Do one of the following:

- Click on **AI** | **AI Denoise**, or press **Option + Shift + D** on your keyboard.
- Right-click on any of the selected images and click **AI Features** | **AI Denoise...**.
- Click on **Edit** | **Batch** | **AI Denoise** | **AI Denoise...**, or press **Control + D** on your keyboard.
- Right-click on any of the selected images and **Batch** | **AI Denoise** | **AI Denoise...**.
- Click on **Batch** in the toolbar and select **AI Denoise** | **AI Denoise**.


While AI Denoise can be accessed through AI Features or Batch Tools, both are capable of applying AI Denoise to multiple images.

2. In the **AI Denoise** or **Batch AI Denoise** dialog, choose your preferred settings. The preview will automatically generate a new preview whenever parameters are changed so you can always see what it looks like in real time.


Only the first image selected will display in the Preview when applying AI Denoise to multiple images.

3. Click Denoise to apply **AI Denoise** to your images. The enhanced images will be saved by default into the same folder as the originals. You can adjust this setting within Options at the bottom of the **AI Denoise** dialog.

Settings:

There are five option settings:

Show Original	Shows the original image before any modifications for quick comparison.

AI Strength	Adjust the slider to increase or decrease the amount of influence the AI has in the enhancement.
Zoom	Adjust the zoom of the current preview display.
Actual Size	Sets the preview display to show the Actual Size of the image.
Fit Image	Sets the preview display to fit the image within the preview window.

Using ACDSee AI Super-Resolution in Manage Mode

AI Super-Resolution enhances the quality of your images by using advanced algorithms to intelligently upscale lower-resolution photos. This feature increases the resolution and detail of your images, making them sharper and more defined without compromising quality. Whether you're enlarging a small photo or improving the clarity of a digital image, AI Super-Resolution helps you achieve professional results with ease.

How AI Super-Resolution Works:

AI Super-Resolution enhances image quality by analyzing patterns, textures, and colors in the image. It then applies a complex algorithm to upscale the image, reducing noise and blurriness, removing artifacts, and adding pixels where necessary to maintain clarity and detail. This feature is especially useful for enlarging small images or zooming into cropped photos.

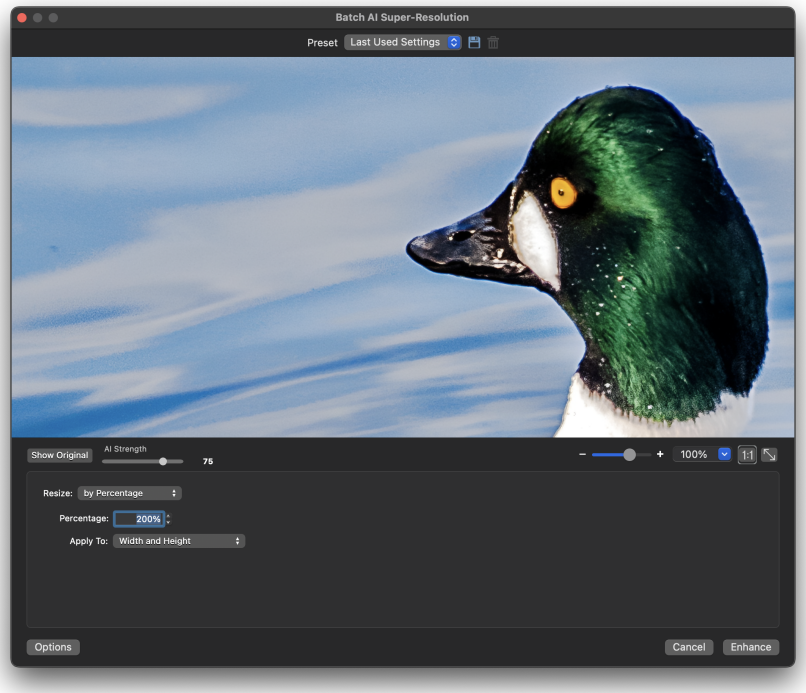
Examples of when to use AI Super-Resolution:

- Enlarging low-resolution images for large prints or displays
- Enhancing cropped images to improve their quality
- Increasing the size of older photos taken with lower-resolution cameras

How to apply AI Super-Resolution

To enhance your images with **AI Super-Resolution**, perform the following:

1. Find the image you want to enhance in **Manage mode** and do one of the following:
   - Select **AI | AI Super-Resolution...** from the top menu bar.
   - Right-click the image and select **AI Features** | **AI Super-Resolution...**
   - Press **Option + Shift + S**.
2. In the **AI Super-Resolution** dialog, choose your preferred settings. The preview will automatically generate a new preview whenever parameters are changed so you can always see what it looks like in real-time.
3. Click **Enhance** to apply Super Resolution to your image. The enhanced image will be saved by default into the same folder as the original. You can adjust this setting within **Options** at the bottom of the **AI Super-Resolution** dialog.



How to apply Batch AI Super-Resolution

To enhance multiple images at once with **AI Super-Resolution**, perform the following:

1. Find the images you want to enhance in **Manage mode** and do one of the following:
   - Press **Batch** | **AI Super-Resolution** | **AI Super-Resolution...**
   - Right-click on an image or images, and select **Batch** | **AI Super-Resolution** | **AI Super-Resolution...**
   - Press **Control + S**.
2. In the **Batch AI Super-Resolution** dialog, choose your preferred settings. The preview will automatically generate a new preview whenever parameters are changed so you can always see what it looks like in real-time.

   Only the first image selected will display in the **Preview** when using multiple images in **Batch AI Super-Resolution**.
3. Click **Enhance** to apply Super Resolution to your images. The enhanced images will be saved by default into the same folder as the originals. You can adjust this setting within **Options** at the bottom of the **Batch AI Super-Resolution** dialog.

Settings:

There are five option settings that are available no matter which measurement mode you use:

Show Original	Shows the original image before any modifications for quick comparison.
AI Strength	Adjust the slider to increase or decrease the amount of influence the AI has in the enhancement.
Zoom	Adjust the zoom of the current preview display.
Actual Size	Sets the preview display to show the Actual Size of the image.
Fit Image	Sets the preview display to fit the image within the preview window.

Resizing Options

Resize Method	Setting	Explanation
Percentage		
	Apply To:	The percentage defaults at 200%, but can be adjusted to whatever you need up to a maximum of 400%. The **Apply To:** dropdown menu allows you to choose what dimensions are impacted by AI Super-Resolution, including Width, Height, or Width and Height.
Size in Pixels		
	Width	Enter a new width for the images in pixels.
	Height	Enter a new height for the images in pixels.
	Resize	Choose how to scale the images. Select one of the following options: • **Enlarge or Reduce**: resizes all images to the specified height and width. • **Enlarge only**: resizes only those images that are smaller than the specified height and width. • **Reduce only**: resizes only those images that are larger than the specified height and width.
	Preserve original aspect ratio	Check this box to keep the width-to-height ratio of the original images.

Resize Method	Setting	Explanation
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action.
Actual or Print Size		
	Width	Enter a new width for the images in pixels.
	Units	Choose from inches, cm (centimeters), mm (millimeters), or pixels.
	Height	Enter a new height for the images in pixels.
	Resolution	Enter a resolution for the images in pixels per inch.
	Resize	Choose how to scale the images. Select one of the following options: • **Enlarge only**: resizes only those images that are smaller than the specified height and width. • **Reduce only**: resizes only those images that are larger than the specified height and width. • **Enlarge or reduce**: resizes all images to the specified height and width.
	Preserve original aspect ratio	Check this box to keep the width-to-height ratio of the original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action.
Options		
	Output File Format	• **Format**: Select a format from the dropdown menu to determine the file format files are saved as. • **Quality (JPEG, PNG, HEIC)**: Use the slider to determine the quality of your image output,

Resize Method	Setting	Explanation
		from Least to Best. Better quality images will have larger file sizes. • **Compression (TIFF)**: Select the compression type, between **None**, **LZW**, and **PackBits**.
	File options	• **Replace original files**: Selecting this option will cause saving files to overwrite their original files. • **Rename modified images and place in source folder**: Selecting this option will cause saving files to rename the modified image and save it in the same location as the original file. • **Place the modified images in the following folder**: Selecting this option will save files into the designated location. Click **Browse...** to select your desired output folder.

Batch Adjust Time Stamp

You can use the Batch Adjust Time Stamp tool to change the date and time properties of one or more images.

To Use the Batch Adjust Time Stamp Tool:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Adjust Time Stamp**.
3. Make your selections from the pop-up menus. We recommend the following selection:

Time Stamp to Change	EXIF date/time original.
New Time Stamp	Use different date and time.
Select Date and Time	Use specific date and time.
Date and Time	Enter new date and time.

4. Then do one of the following:
    - Click **Save** 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 change the time stamp on your files.



To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- About the Batch Tool
- Resizing Multiple Images
- Renaming Multiple Files

Converting Multiple Images to Another File Format

You can convert multiple images to any supported file format.

To Convert Multiple Images to Another File Format:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Change Format**.
3. From the Format pop-up menu, select a file format.
4. Select the quality or compression of the file.
5. If you do not want to keep the original versions of these files, check **Remove source files** checkbox.
6. Do one of the following:
    - Click **Save** 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 convert your files.

File Format and Quality Options

File Format	Quality Options
JPEG	Adjust the Quality slider to the right for best quality, or to the left for low quality.
PNG	Quality option not available.

File Format	Quality Options
TIFF	Select one of the following: • **None**: No compression applied to the file. • **LZW**: Compact image files with high level of quality. • **PackBits**: Compresses the file. Recommended for grayscale images.
PDF	Encrypt a password to protect your PDF file. If you choose to protect your file, select the **Encrypt** checkbox, and enter a password into the **Password** and **Verify** fields.
HEIC	Adjust the Quality slider to the right for best quality, or to the left for low quality.



To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- About 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** | **New Batch Workflow...**
   - Click the **Batch** button and select **Copy**.
   - Control-click on an image and select **Batch** | **New Batch Workflow...**
   - 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** 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.

Batch Move Files

Use the batch move tool to move multiple files at once to a specified location.

To Use the Batch Move Tool:

1. In **Manage** mode, select one or more images.
2. Click the **Batch** button and select **Move**.
3. From the To field, select a new destination for your files.
4. Select **Replace existing files** if you wish to replace any existing files.
5. Do one of the following:
   - Click **Save** 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 move your files.



To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- Batch Copy Files
- Converting Multiple Images into Another File Format

Batch Develop Presets

In Develop mode, use the processing tools to apply edits to an image and then save those settings as a Develop Preset. Your Develop Preset can then be applied to multiple files within the Batch workflow tool.

To Apply a Batch Develop Preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Develop**.

3. Select your saved Develop Preset from the pop-up menu.
4. Click **Run Batch** to apply the settings to your files.



To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- Saving Develop Settings as a Preset

Resizing Multiple Images

You can resize a group of images by specifying their dimensions in pixels, specifying a percentage of their original size, or by constraining them to a physical print size.



The resize operation cannot be reversed once implemented.

To Resize Multiple Images:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Resize**.
3. From the Resize pop-up menu, select one of the following options:
    - **by Percentage**: Resizes the images to a percentage of their original size.
    - **by Size in Pixels**: Resizes the images to a specific size in pixels.
    - **by Actual or Print Size**: Resizes the images to specific printed dimensions.
4. Do one of the following:
    - Click **Save** 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 resize your files.

Resize Options

by Percentage	
Percentage	Specifies how to resize the images. Enter a percentage less than 100 to reduce the images, and greater than 100 to enlarge them.

Apply to	Specifies whether the resize is applied to the width, height or both. Both is recommended.
by Size in pixels	
Width	Specifies the new width for the images in pixels.
Height	Specifies the new height for the images in pixels.
Resize	Specifies how to scale the images. Select one of the following options: • **Enlarge only**: Resizes only those images that are smaller than the specified height and width. • **Reduce only**: Resizes only those images that are larger than the specified height and width. • **Enlarge or reduce**: Resizes all images to the specified height and width.
Preserve original aspect ratio	Retains the width-to-height ratio of the images. Recommended.
Fit within	Specifies maintaining the aspect ratio based on the width or the height. For more information about how the different combinations affect the images, see Pixel Resize Options and Resulting Action.
by Actual or Print size	
Units	Specifies the units of measurement.
Width	Specifies the new width for the images.
Height	Specifies the new height for the images.
Resolution	Specifies the print resolution for the images.
Preserve original aspect ratio	Retains the width-to-height ratio of the images. Recommended.
Fit within	Specifies maintaining the aspect ratio based on the width or the height. For more information about how the different combinations affect the images, see Pixel Resize Options and Resulting Action.

To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- Pixel Resize Options and Resulting Action

Renaming Multiple Files

The **Batch Rename** tool allows you to quickly rename multiple files at once. 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.

Batch Workflow: Renaming Multiple Files

To Rename a Batch of Files:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Rename**.
3. In the Batch Workflow dialog box, choose the **Basic** tab for quick adjustments, or the **Advanced** tab for detailed adjustments.
4. Customize a renaming format by dragging tokens into the **Value** field.

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

   Note the option in the Advanced tab to select a template from a **Template** pop-up menu (see table below).

5. Use available token arrows to further customize name elements.
6. Do one of the following:
   - Click **Save** 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 rename your files.

   To delete a token, select the token and press the **Delete** key.

Template Options

Template	Settings
Master Filename	Contains the original name and file extension of the file. Example: Image.jpg
Name with Index	Renames files with the original name, counter and file extension. Example: Mountains 01.jpg In the **Value** field, click the **Index of 1 digits** token arrow to set the counter.
Name with Sequence	Renames the files with its original name, sequence and extension. Example: Image (1 of 54).jpg
Name with Counter	Renames the files with its original name, counter and extension. Example: Image 01.jpg, Image 02.jpg, Image 03.jpg, etc. Click the **Counter Starting from 1 of 1** token arrow and set numbers in the **Starting from** and **of digits** fields. If you selected **Starting from:1** and **of digits: 1**, your files will be renamed as: Image 1.jpg, Image 2.jpg, etc. If you selected **Starting from: 1** and **of digits: 2**, your images will be renamed as: Image 01.jpg, Image 02.jpg, etc.
Name with Date/Time	Renames the files with the original name, date, time and the file extension. Example: Image 2012-01-08_13-09-03. jpg
Custom Name with Index	Renames files with a custom name, index and file extension. Example: Mountains 01.jpg In the **Value** field, delete Image and enter a customized name. Select **Index of 1 digits** token arrow to set the counter.
Custom Name with Sequence	Renames files with a custom name, sequence and file extension. Example: Mountains (1 of 3).jpg In the **Value** field, delete Image and enter a customized name.
Custom Name with Counter	Renames the files with a custom name, counter and extension. Example: Image 01.jpg, Image 02.jpg, Image 03.jpg, etc. In the **Value** field, delete Image and enter a customized name. Click the

Template	Settings
	Counter Starting from 1 of 1 token arrow and set numbers in the **Starting from** and **of digits** fields.

To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- About the Batch Tool
- Batch Convert File Format

Editing Metadata

You can use Batch Set Information to add to or change metadata. You can enter information for all the files, and you can also use the tokens to apply information unique to each file. You can also save your settings as a template to use with other images.

To Add or Change Metadata For a Group of Files:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Set Information**.
3. Use the **Destination** drop-down lists to drill down to the information field you want to change. For example, if you wanted to change IPTC Core keywords, you would select IPTC Core from the first drop-down, Content from the second drop-down list, and Keywords from the last drop-down list.
4. Drag and drop **Metadata** or **Source value** tokens into the **Value** field.
5. Do one of the following:
    - Click **Save** 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 apply the settings to your files.

Entries added to the Value field, replace content at Destination.

As you drag or edit elements in the Value field, a preview is displayed below the form.

To apply multiple actions at once, select **Batch** | **New Batch Workflow...** from Manage mode. In the Batch Workflow dialog, select actions from the left pane and drag and drop them into the right pane.

See also:

- About the ACDSee Photo Studio Database
- Using the Properties Pane

Batch Add Watermarks

You can add a watermark to multiple images at once using Batch Add Watermark.

Please note that adding a watermark is destructive, meaning it cannot be undone.

To Use the Batch Add Watermark Tool:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Watermark...**
3. In the Batch Add Watermark dialog, configure the settings as described below.
4. Click **Save** to apply.

You can use the arrows below the Preview window to flip through each image in your batch.

Batch Add Watermark Options

Preset		
	You can save your watermark settings as a preset for future use. After configuring your desired watermark settings, enter a name for your preset in the field and press **Save**. Your presets will be available in this preset drop-down menu for future use.	
Image		
	Browse	Click **Browse...** to select your watermark, and then click **Open**. The watermark displays in the center of the photo by default. Click and drag the watermark to position it, or use the options in the Position section below.
	Maintain aspect ratio while resizing	Enable this checkbox to resize the watermark without stretching or distorting the shape.

	Opacity	Specify the transparency of your watermark.
Position		
	Horizontal **Vertical**	Use the options in the fields and drop-down menus to configure the horizontal and vertical positioning for your watermark.
	Center	Click the **Center** button to quickly position the watermark in the center of the image.
Options		
	Click the **Options** button to configure the following saving options: • **Replace original files**: Overwrites the original files with the new watermarked images. • **Rename modified images and place in source folder**: Adds identifying labels to the image names and places them in the same folder as the originals. • **Place the modified images in the following folder**: Places the converted image in a folder that you can specify. Click the **Browse** button and select a folder.	
Reset		
	Click to reset all options to the default.	

Batch Add Borders

You can add a border to multiple images at once using Batch Add Border.

Please note that adding a border is destructive, meaning it cannot be undone.

To Use the Batch Add Border Tool:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Border...**
3. In the Batch Add Border dialog, configure the settings as described below.
4. Click **Save** to apply.

You can use the arrows below the Preview window to flip through each image in your batch.

Batch Add Border Options

Preset		
		You can save your border settings as a preset for future use. After configuring your desired border settings, enter a name for your preset in the field and press **Save**. Your presets will be available in this preset drop-down menu for future use.
Border		
	Size	Sets the size of all the sides of the border simultaneously. Drag the slider left and right to adjust the width of the border. You can also type in a different number or use the up and down arrows to change the size of the border. The text below the Size field shows the final size of your image with the border added. The final size changes dynamically as you adjust the size of the border.
	Color	Click the box to open the Colors dialog. Select a color for your border.
	Texture	Activates when you select the Texture radio button. Do any of the following: • Click the box to open the Texture library and view thumbnails of textures to select. • Click the forward and back arrows to browse through the textures one at a time, without opening the library.
Edge		
	Straight	Sets the edge of the border to be a straight line.
	Irregular	Activates when you select the Irregular radio button. Do any of the following: • Click the Edge box to open the Edge library and view thumbnails of edges to select. • Click the forward and back arrows to browse through the edges one at a time, without opening the library.
Options		
		Click the **Options** button to configure the following saving options:

- **Replace original files**: Overwrites the original files with the new version of the images with borders.
- **Rename modified images and place in source folder**: Adds identifying labels to the image names and places them in the same folder as the originals.
- **Place the modified images in the following folder**: Places the converted image in a folder that you can specify. Click the **Browse** button and select a folder.

Reset
Click to reset all options to the default.

Using Batch Presets

Presets are a sequence of actions set in advance for ACDSee Photo Studio 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 selected files and rename only the copied files. You can also create a preset with only a single Action, such as "Move". Presets can be modified and deleted at any time. You can also assign keyboard shortcuts to batch presets for quick application.

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 **New Batch Workflow...**
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 Adjust Time Stamp, Change Format, Copy, Move, Develop, Rename, Resize, and Set Information actions.
5. Click **Save** to save your actions as a preset for future use. Enter a name (e.g. batch_copyrename) for your preset.
6. If desired, you can assign a keyboard shortcut to your preset. Enter a shortcut in the **Keyboard shortcut** field. If a shortcut is already assigned to a command, you will be given the option to take it over or to choose another shortcut. See Applying Presets.
7. Click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.

Applying Presets

You can save time by applying batch presets to a large number of selected files at once.

To Apply a Batch Preset:

1. In Manage mode, select one or more images.
2. Do one of the following:
   - If you have assigned a keyboard shortcut to your desired preset, enter the keyboard shortcut.
   - Click the **Batch** button and select your desired preset from the drop-down menu.

Managing Your Batch Presets

You can modify, rename, 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 the 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.

Renaming Presets

To Rename a Preset:

1. Click the **Batch** button and select the preset you want to rename.
2. Click **Rename...**
3. In the dialog, enter a new name for your preset.
4. Click the **Rename** button.

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**.

Importing and Exporting Presets

You can share your presets with other users by exporting them. You can also import presets made by other users, or from your old computer.

To Import or Export Presets:

Do one of the following:

- Click **Tools** | **Import Batch Presets**.
- Click **Tools** | **Export Batch Presets**.

See also:

- Saving Develop Settings as a Preset
- About the Batch Tool

Pixel Resize Options and Resulting Action

You can reduce and enlarge the size of one or more images from Manage mode by entering a new dimension in pixels. For more information on how to resize an image using pixel dimensions, please see Resizing multiple images.

Enlarging an image tends to pixelate the image, reducing image quality. It is best to avoid enlarging images.

Pixel Resize Options

Resize Options	Fit Within Options	Action
Enlarge only		
	Width only	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width is increased to the specified

Resize Options	Fit Within Options	Action
		value and the height is increased to maintain the aspect ratio.
	Height only	Resizes the image if the specified dimensions are larger than the image's original dimensions. The height is increased to the specified value and the width is increased to maintain the aspect ratio.
	Width and height	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width and height are increased as close to the specified value as possible, while maintaining the aspect ratio.
	Width or height (largest image)	Resizes the image if the specified dimensions are larger than the image's original dimensions. The width or height is increased as close to the specified value as possible to maximize the size of the image, while maintaining the aspect ratio.
Reduce only		
	Width only	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width is decreased to the specified value and the height is decreased to maintain the aspect ratio.
	Height only	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The height is decreased to the specified value and the width is decreased to maintain the aspect ratio.
	Width and height	Resizes the image if the specified

Resize Options	Fit Within Options	Action
		dimensions are smaller than the image's original dimensions. The width and height are decreased as close to the specified value as possible, while maintaining the aspect ratio.
	Width or height (largest image)	Resizes the image if the specified dimensions are smaller than the image's original dimensions. The width or height is decreased as close to the specified value as possible to minimize the size of the image, while maintaining the aspect ratio.
Enlarge or reduce		
	Width only	Resizes the width to the specified value and resizes the height to whatever value is necessary to maintain the aspect ratio.
	Height only	Resizes the height to the specified value and resizes the width to whatever value is necessary to maintain the aspect ratio.
	Width and height	Resizes the image within the specified width and height. The width and height are resized as close to the specified value as possible while maintaining the aspect ratio.
	Width or height (largest image)	Resizes the image within the specified width and height. The width or height is resized as close to the specified value as possible to maximize (or minimize) the size of the image, while maintaining the aspect ratio.

See also:

- Resizing Multiple Images

Managing Database Information

About the ACDSee Photo Studio Database

The ACDSee Photo Studio 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.

Cataloging Files in the Database

ACDSee Photo Studio automatically adds file information and thumbnails to the database as you browse. You can use the Catalog function to add groups of files to the database without having to first browse the folders. This can be particularly useful when using ACDSee Photo Studio for the first time, and when browsing or managing large collections of images, as it reduces the loading time required for these folders.

Catalog Folders

To Catalog 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**.

ACDSee Photo Studio 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 Photo Studio 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.

Creating and Switching Between Multiple Databases

ACDSee allows you to create multiple databases and switch between them at any time, giving you complete organizational control over your file collections. See About the ACDSee Photo Studio Database.

When you open ACDSee for the first time, (and up until you create additional databases), you will be using the original database. All additional databases that you create will be stored in the same location, unless you specify otherwise.



Also when you open ACDSee for the first time, the Import Databases tool offers to import the default database of previous versions. If you wish to import a custom database you created in a previous version instead, please close the Import Databases dialog and then use the Restore Database tool (in the Tools menu) and select the database you wish to restore.

Possible Use Cases for Multiple Databases

- A photographer could use separate databases for separate clients, and then provide clients with their particular database.
- A user could create separate databases for work and personal use when working on the same machine.
- A user may have an established keywording and labeling system, but wants to experiment with a new system without conflicting with the old.

To Create a New Database:

1. In Manage mode, open **File** | **Database** | **New...**
2. In the New Database dialog box, enter a name for your new database.
3. Browse to choose the location where the database will be stored, or leave it set to the existing location to store the new database with your existing database.
4. If you would like to have the name of your database displayed in the title bar of the application, select the **Show database filename in title bar** checkbox.
5. A dialog will appear asking you if you would like to switch to your newly created database. ACDSee will restart and run with the new database.

To Switch from One Database to Another:

In Manage mode, do one of the following:

Open **File** | **Database** | **Open...**	In the Open Database dialog, browse to the database file (*.mediaDatabase) you want to use and click **Open**.

Open **File**	**Database**	**Recent**.	Select one of your recently used databases.

How to Add Photos to a New Database:

The ACDSee Photo Studio database stores image and media file information automatically when you browse your folders. To customize the contents of a newly created database, simply browse to the specific folders you wish to include. You can curate databases to be as general or specific as you like, and then manage your experience by switching between them.

Embedding Database Information

The ACDSee Photo Studio 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** | **Metadata**, and then select one of the following:
    - **Embed ACDSee Metadata in Selected Files...**
    - **Embed ACDSee Metadata in All Files...**
3. Click **Embed**.

The Embed Pending Icon

In Manage mode, in the File List pane, the following overlay icon appears on the thumbnail of files which have ACDSee Metadata stored in the ACDSee database that has not yet been written to the file: 

Right-click the file and choose either:

Embed ACDSee Metadata...	Writes the metadata to the file.
Clear Embed Pending Icon	Clears this overlay icon, but does not write the metadata to the file.

Embed Database Information Options

When embeding database information, you have a choice of what metadata is stored:

- ACDSee Metadata, including categories, keywords, ratings, color labels, and other metadata.
- ACDSee Face Data, including face outlines and names.

You can choose to write XMP sidecar files for file types that do not support embedded XMP (e.g., RAW files).

Viewing Files That Have Data to Embed

There is a quick way to view which files have data that needs to be embedded using the Embed Pending option.

To View Files That Have Data to Embed:

In the Organize pane, under Special Items, click **Embed Pending**.

All the files that have data to embed are displayed in the File List.

Retrieving Embedded Database Information

You can retrieve embedded database information by browsing to your images and viewing the embedded information in the Properties pane. If you simply browse to the folder where the files are located, some of the ACDSee Metadata is retrieved and written to the database. Categories and keywords, however, are not. To retrieve embedded category and keyword database information, you can use the Catalog folders command.

To Retrieve Embedded Database Information:

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**.

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.

Emptying Your Database

You can start over with a fresh, clean database. When you empty your database, your cached thumbnails, categories, ratings, keywords, and other ACDSee Photo Studio 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**.


Optimize Database allows you to remove specific volumes, whereas the Empty Database option removes the database and all of its contents.

Optimizing Your Database

To improve performance, you can delete information you no longer need in your database, or remove all database information.

To Maintain Your Database:

1. Select **Tools** | **Optimize Database...**.
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.


Optimize Database allows you to remove specific volumes, whereas the Empty Database option removes the database and all of its contents.


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 Photo Studio.

Rebuilding Thumbnails and Metadata

Situations can develop in which your images will be out of sync with the thumbnail images displayed in the File List pane and the embedded metadata. You can use the Rebuild Thumbnails and Metadata tool to immediately regenerate the thumbnails for selected images and rebuild the metadata.

To Rebuild Thumbnails:

1. In Manage mode, do one of the following:
    - Select one or more thumbnails in the File List pane.
    - Select a folder in the Folders pane.
2. Click **Tools** | **Metadata** | **Rebuild Thumbnails and Metadata**.

Printing

Printing Images

With the ACDSee Photo Studio 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**.

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 Photo Studio 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**.

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.

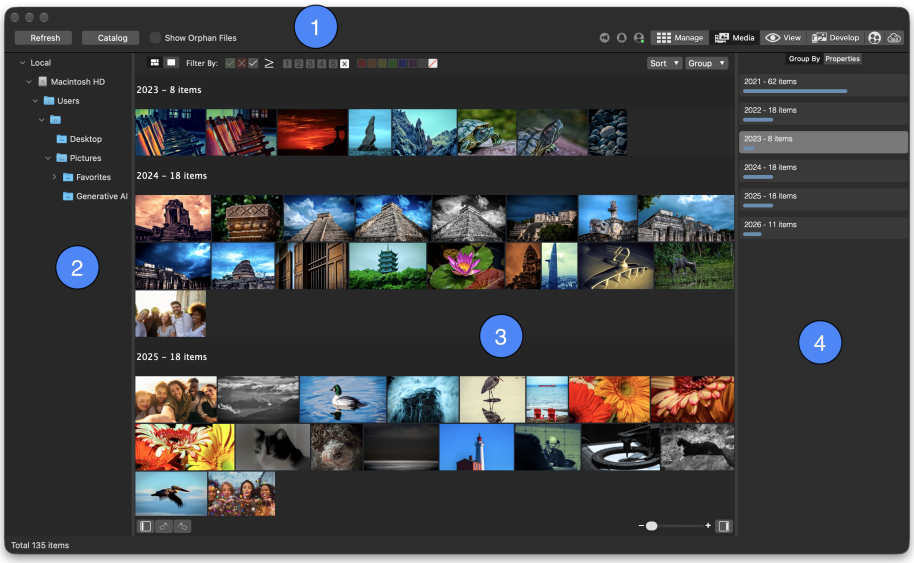
Media Mode

Media Mode

Media mode offers a streamlined, database-driven approach to Digital Asset Management. Only the folders browsed in **Manage** mode and that have been cataloged into the ACDSee database will be displayed in **Media** mode, offering a clutter-free view of photographs and videos managed by ACDSee.

The **Media** mode interface is divided into four separate functional areas:

1. Header Button Bar
2. My Folders
3. Display Area
4. Group By and Properties



Header Button Bar

Located directly below the main menu, the Header Button Bar contains three buttons described below:

- Refresh
- Catalog
- Show Orphan Files

Header Button Bar Options

Refresh	Refreshes the **My Folder** pane's folder tree and the **Display Area** pane.

Catalog	For more about cataloging files, please see Cataloging Files in the Database.
Show Orphan Files	Displays missing files flagged as orphans. Orphans will be displayed in sepia.

My Folders

Located along the left side of the screen, the **My Folders** pane is a simple folder tree populated with all folders browsed while in **Manage** mode. To add additional folders to the **My Folders** pane without leaving **Media** mode, use the Catalog Files tool described above.

The **My Folders** pane is hidden by default. To display the **My Folders** pane, click the Hide/Show icon in the lower left of the Display Area.

Clicking a folder containing media in the **My Folder** pane will filter the Display Area's contents to display the selected folder's media.

Display Area

The **Display Area** pane occupies the large central portion of the screen and is used primarily to display images and videos that can be filtered, sorted, or grouped.

Double-click any image or video to display them in full screen. Videos displayed in full screen can be played without leaving **Media** mode. Double click the full screen image or video to return to the grid view.

Right-click individual media assets to produce a context-sensitive help menu containing the following options:

- **View**: Opens media asset in **View** mode.
- **Develop**: Opens media asset in **Develop** mode.
- **Rotate Left**: Press **Ctrl + L** to rotate left.
- **Rotate Right**: Press **Ctrl + R** to rotate right.
- **Show in Finder**: Opens to the media asset file's location in Finder.

Toggle Between Grid and Full Screen View

You can swap between **Grid and Full Screen** view by selecting the toggle button in the top left of the display, found directly to the left of the **Filter** option.

Filter By

When enabled, the tools in the **Filter By** toolbar are very powerful for tailoring the results displayed in the **Display Area** pane by filtering the results based on specific metadata.

To filter media assets in the **Display Area** pane, choose from a combination of any of the following:

- Enable the Tagged checkbox to display only those images with a tag.
- Make a selection from the ratings to display media with a specific rating. The button to the left of the ratings lets you choose whether the results will include media with a Rating less than or equal, greater than or equal, or matching the chosen rating.
- Make a selection from the color labels to display media tagged with a specific label.

Changes made to the **Filter By** tools will affect the results displayed in the **Group By** pane.

Sort and Group

Located directly above the media asset and to the right-side of the **Display Area** pane, the **Sort** and **Group** drop downs are used to alter how the contents of the **Display Area** pane are presented. Unlike the **Filter By** field which refines the number of media assets displayed, the **Sort** and **Group** drop downs do not change the number of media assets displayed. Both the **Sort** and **Group** drop down results can be sorted forwards or backwards.

Selections made in the **Group** field will affect the results displayed in the **Group By** pane.

Group By and Properties Panes

Located along the right side of the screen, the **Group By** pane lists groups of media assets based on the selection made in the **Filter By** drop down and the **Group** drop down. The **Properties** pane displays key details such as IPTC, EXIF, and important ACDSee metadata. To display the **Group By and Properties** pane, click the Hide/Show icon in the lower right of the Display Area.

The **Group By** pane results can be grouped forward and backwards.

The blue bar within each group tab is representative of the number of media assets in the group.

Clicking a tab in the **Group By** pane changes the display in the **Display Area** pane to reflect the group selected.

Navigation Buttons in Media Mode

When viewing an image in full screen, clients can navigate between images by hovering over to the left or right side of the window and clicking on the navigational arrow that appears.

Deleting Images in Media Mode

There are three ways of deleting images in Media Mode:

- Right click on one or more files and select Move to Trash from the context menu
- Click on the File dropdown at the top of the screen and select Move to Trash
- Click once on the file(s) and press Cmd + Delete

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. The filmstrip also contains the **Information Palette**, which contains a variety of useful elements about your selected image. 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.

In order to ensure optimum performance, the GPU is used to display images in View mode. If your computer has multiple GPUs, the preferred system default GPU is used.

The Information Palette

The Information palette is located on the right side of the filmstrip on the bottom of View Mode, and provides immediate access to the most useful elements of an image's EXIF information. It includes:

- Camera Name and Lens Model
- Dimensions

- File Size
- Exposure Program
- White Balance
- Metering Mode
- Flash
- RAW (will be blank for files that are not a RAW format)
- ISO
- F-Stop
- Shutter Speed
- Exposure Compensation
- Focal Length

If the Info Palette is displaying a value of --, that means no info is currently available for the image.

Detecting Faces:

Use the Face Detection pane to display faces that have been detected, and add names to those faces.

Show Original Image:

When an image is being viewed in View Mode that has had modifications made to it, you can quickly view the original image by holding the Show Original button, located just to the left of the Info Palette. Release the Show Original button to return to the current image.

Previewing Snapshots in View Mode:

If you have saved snapshots for an image in Develop Mode, you can preview those images right in View Mode.

To Preview Snapshots:

1. Bring an image with Snapshots into View Mode
2. Select the Snapshot Preview button  above the filmstrip
3. Click on any snapshot you'd like to preview

When a snapshot is being previewed in View Mode, you can click File | Save As to save a new file with that snapshot applied to it.

Working with Images in View Mode

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.

A RAW image is like a photo negative. When your camera takes the photo, it captures all the raw data that makes up the image and it includes an embedded JPEG so that you can preview the image.

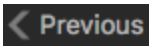
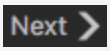
When you double-click the thumbnail of a RAW image in Manage mode, ACDSee checks to see if you have previously developed the RAW file. If you have, ACDSee displays the developed photo in View mode. If you have not, ACDSee does one of the following:

- If you have selected the **Embedded preview** switch in View mode or radio button on the General page of the Settings dialog box, ACDSee displays the embedded JPEG, created by your camera when you took the photo. This is the default setting. 

- If you have selected the **RAW decode** switch in View mode or radio button on the General page of the Settings dialog box, ACDSee quickly decodes the RAW file and displays a temporary photo of the RAW file. 

Browsing Images in View Mode

In View mode, the bottom center buttons or keyboard shortcuts to help you to navigate through your images. See the table below for descriptions of the buttons.

Fn + Left Arrow	**Go to first**	Displays the first image in the selected folder.
	**Back**	Displays the previous image.
	**Forward**	Displays the next image.
Fn + Right Arrow	**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 View Mode

See the tables below for commonly-used tools in View mode.

Viewing Options in View Mode

View	Menu	Keyboard Shortcut
Actual Size	**View	Actual Size** or click the 1:1 button	**Command–/**
Fit Image	**View	Fit Image** or click the button	**Command–***
Fit Width	**View	Fit Width**	**Command–Left Arrow Key**
Fit Height	**View	Fit Height**	**Command–Right Arrow Key**

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

Bottom Toolbar

	External Editor	Opens the file in an external editor of your choosing.
	Rotate left	Rotates selected images to the left.
	Rotate right	Rotates selected images to the right.
	Full Screen	Displays the image full screen.
	Slideshow	Opens images in a slideshow.
	Add to Image Basket	Adds image to Image Basket.
	Face Tool	Opens the Face Tool to edit face outlines and names.
	Select Tool	Use the Select tool to select an area of your image to zoom into or copy and paste.
	Snapshots	Displays thumbnails of saved snapshots.

	**Auto Advance**	Toggles Auto Advance.
	**Show Face Outline**	Toggles outlines of detected faces in the image.
	**Hide Filmstrip**	Collapses the Filmstrip.
	**Zoom Lock**	Locks the zoom level.
	**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.

Viewing Images in the Filmstrip

Use the Filmstrip in View mode to view images in your folder. You can also 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.

Collapsing the Filmstrip

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

To Collapse the Filmstrip

In the toolbar, press the Show/Hide Filmstrip button to collapse and expand the filmstrip. 

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

Using ACDSee AI Super-Resolution in View Mode

AI Super-Resolution enhances the quality of your images by using advanced algorithms to intelligently upscale lower-resolution photos. This feature increases the resolution and detail of your images,

making them sharper and more defined without compromising quality. Whether you're enlarging a small photo or improving the clarity of a digital image, AI Super-Resolution helps you achieve professional results with ease.

How AI Super-Resolution Works:

AI Super-Resolution enhances image quality by analyzing patterns, textures, and colors in the image. It then applies a complex algorithm to upscale the image, reducing noise and blurriness, removing artifacts, and adding pixels where necessary to maintain clarity and detail. This feature is especially useful for enlarging small images or zooming into cropped photos.

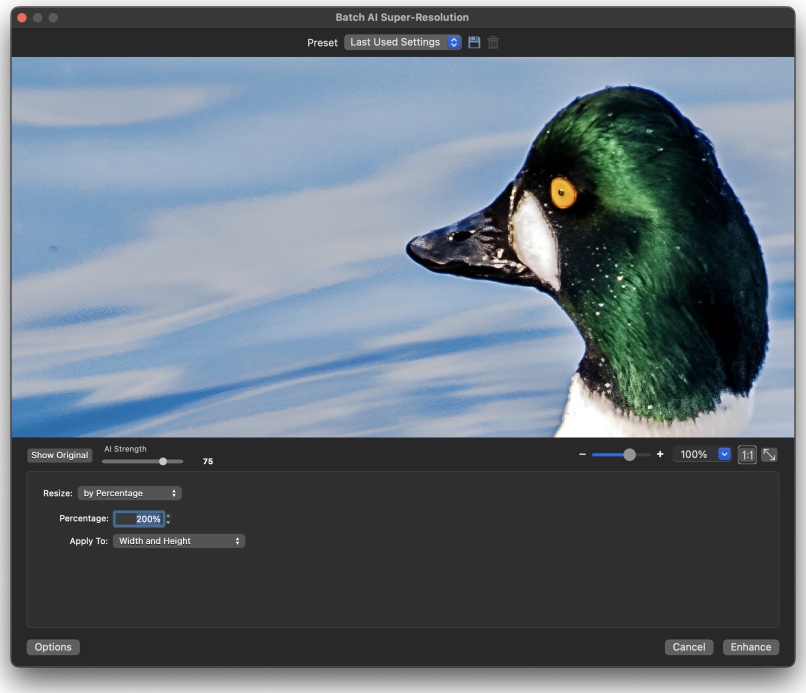
Examples of when to use AI Super-Resolution:

- Enlarging low-resolution images for large prints or displays
- Enhancing cropped images to improve their quality
- Increasing the size of older photos taken with lower-resolution cameras

How to apply AI Super-Resolution

To enhance your images with **AI Super-Resolution**, perform the following:

1. Find the image you want to enhance in **Manage mode** and open it in **View mode**:
    - Select **AI | AI Super-Resolution...** from the top menu bar.
    - Right-click the image and select **AI Features** | **AI Super-Resolution...**
    - Press **Option + Shift + S**.
2. In the **AI Super-Resolution** dialog, choose your preferred settings. The preview will automatically generate a new preview whenever parameters are changed so you can always see what it looks like in real-time.
3. Click **Enhance** to apply Super Resolution to your image. The enhanced image will be saved by default into the same folder as the original. You can adjust this setting within **Options** at the bottom of the **AI Super-Resolution** dialog.



How to apply Batch AI Super-Resolution

To enhance multiple images at once with **AI Super-Resolution**, perform the following:

1. Find the images you want to enhance in **Manage mode** and do one of the following:
   - Press **Batch** | **AI Super-Resolution** | **AI Super-Resolution...**
   - Right-click on an image or images, and select **Batch** | **AI Super-Resolution** | **AI Super-Resolution...**.
   - Press **Control + S**.
2. In the **Batch AI Super-Resolution** dialog, choose your preferred settings. The preview will automatically generate a new preview whenever parameters are changed so you can always see what it looks like in real-time.

   Only the first image selected will display in the **Preview** when using multiple images in **Batch AI Super-Resolution**.
3. Click **Enhance** to apply Super Resolution to your images. The enhanced images will be saved by default into the same folder as the originals. You can adjust this setting within **Options** at the bottom of the **Batch AI Super-Resolution** dialog.

Settings:

There are five option settings that are available no matter which measurement mode you use:

Show Original	Shows the original image before any modifications for quick comparison.
AI Strength	Adjust the slider to increase or decrease the amount of influence the AI has in the enhancement.
Zoom	Adjust the zoom of the current preview display.
Actual Size	Sets the preview display to show the Actual Size of the image.
Fit Image	Sets the preview display to fit the image within the preview window.

Resizing Options

Resize Method	Setting	Explanation
Percentage		
	Apply To:	The percentage defaults at 200%, but can be adjusted to whatever you need up to a maximum of 400%. The **Apply To:** dropdown menu allows you to choose what dimensions are impacted by AI Super-Resolution, including Width, Height, or Width and Height.
Size in Pixels		

Resize Method	Setting	Explanation
	Width	Enter a new width for the images in pixels.
	Height	Enter a new height for the images in pixels.
	Resize	Choose how to scale the images. Select one of the following options: • **Enlarge or Reduce**: resizes all images to the specified height and width. • **Enlarge only**: resizes only those images that are smaller than the specified height and width. • **Reduce only**: resizes only those images that are larger than the specified height and width.
	Preserve original aspect ratio	Check this box to keep the width-to-height ratio of the original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action.
Actual or Print Size		
	Width	Enter a new width for the images in pixels.
	Units	Choose from inches, cm (centimeters), mm (millimeters), or pixels.
	Height	Enter a new height for the images in pixels.
	Resolution	Enter a resolution for the images in pixels per inch.
	Resize	Choose how to scale the images. Select one of the following options: • **Enlarge only**: resizes only those images that are smaller than the specified height and width. • **Reduce only**: resizes only those images that are larger than the specified height and width.

Resize Method	Setting	Explanation
		• **Enlarge or reduce**: resizes all images to the specified height and width.
	Preserve original aspect ratio	Check this box to keep the width-to-height ratio of the original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action.
Options		
	Output File Format	• **Format**: Select a format from the dropdown menu to determine the file format files are saved as. • **Quality (JPEG, PNG, HEIC)**: Use the slider to determine the quality of your image output, from Least to Best. Better quality images will have larger file sizes. • **Compression (TIFF)**: Select the compression type, between **None**, **LZW**, and **PackBits**.
	File options	• **Replace original files**: Selecting this option will cause saving files to overwrite their original files. • **Rename modified images and place in source folder**: Selecting this option will cause saving files to rename the modified image and save it in the same location as the original file. • **Place the modified images in the following folder**: Selecting this option will save files into the designated location. Click **Browse...** to select your desired output folder.

Using Face Detection and Recognition in View Mode

You can use Face Detection to detect people in images you browse in View mode. You can also import face data from other programs in View mode.

This process will be expedited if you have allowed Face Detection to finish scanning in Manage mode on the folder you are currently viewing.

You can assign names to the detected faces in View mode using the Face Detection pane or Face tool. Naming faces will assist ACDSee with recognizing individuals in future images. This is referred to as facial recognition. The more often a person is named, the more likely they will be recognized, saving you time in the future. You can also improve your results by correcting names mistakenly assigned to faces by ACDSee. The sooner the correction is made, the less likely it will reoccur. Once you have named a face one or more times, ACDSee may suggest this name in future faces. See the Suggestions section below.

Assigned names will allow you to search for images using the names of the people in them. You can do this using the Search functions in Manage mode, as well as the People group in the Organize pane. You can also manage the names assigned to faces using People Mode.

Face Detection is enabled by default. Face Detection is only available on supported image file types.

You cannot run Face Detection on files in unsupported locations, such as phones, or on files excluded from the database.

To Enable or Disable Face Detection:

Choose **ACDSee Photo Studio** | **Settings** | **Face Detection** and check/uncheck the **Automatically detect faces in images** checkbox.

When you browse images in View mode, Face Detection will scan each image for faces as you open it.

To Open the Face Detection Pane:

Perform one of the following:

- Choose **View** | **Face Detection**.
- Press ^ + ⇧ + **D**

Detected faces will appear in the Face Detection pane.

To Show Face Outlines:

- In the Bottom Toolbar, click the **Show Face Outlines** button. 
- Press ^ + ⌘ + **B**.

To Name Detected Faces:

1. In the Bottom Toolbar, click the **Face Tool** button , by pressing ^ + ⌘ + **F**, or by going to **View | Face Tool**.
2. In the field below the face outline, enter the name of the detected face.
3. Press **Enter**.

You can use Tab to move your cursor between name fields on the image, as well as on the Face Detection pane.

To Edit Face Outlines:

1. In the Bottom Toolbar, click the **Face Tool** button. 
2. Use your cursor to move, expand, or contract the outline.

To Draw Outlines Around and Name Undetected Faces:

1. In the Bottom Toolbar, click the **Face Tool** button. 
2. Click and drag to draw a face outline on the image.
3. In the field below the face outline, enter a name for the face.

Outlining and naming undetected faces will not improve ACDSee's recognition of the individual.

To Import Embedded Face Data From Lightroom or Picasa:

1. In View Mode, select **AI** | **AI Face Detection** | **Import Lightroom or Picasa Face Data**.
2. Your face data will import and the face data will be added to your database.

When you import Lightroom or Picasa face data, it will overwrite any existing face data on the image.

Suggestions

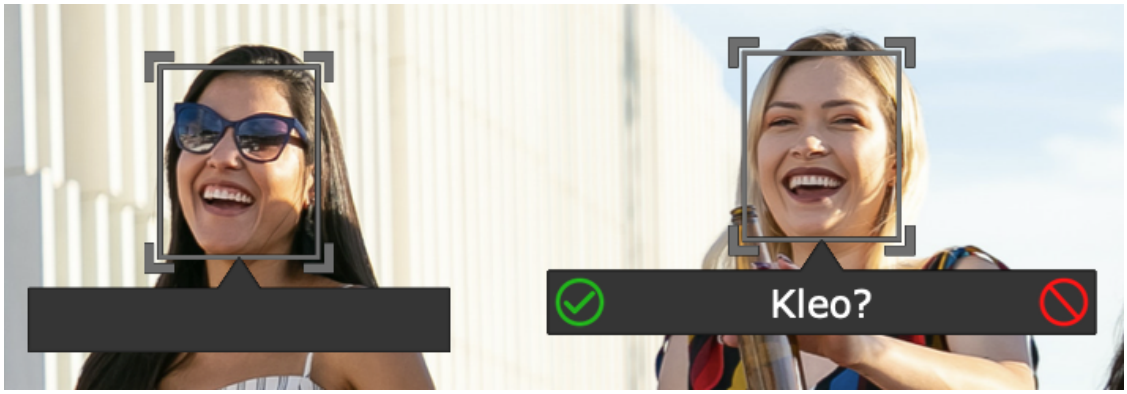
Once you have assigned a name one or more times, ACDSee may suggest this name for faces in future images. Suggestions can improve themselves over time, and even assign themselves based on similarity.

Faces can only be auto named if the **Enable Auto Naming** option is enabled.

You must select the **Face tool** in order to interact with suggestions in the main viewer. 

To Deny or Confirm Suggestions:

Click the green checkmark to confirm the suggested name, or the red deny symbol to reject the suggested name.



You can ignore incorrect suggestions without negative consequences. Denying a suggestion will not affect suggestions on other photos. You can also edit suggestions in the name field and press **Enter**.

Using the Navigator to View Select Areas of an Image

Use the Navigator pane to display a thumbnail overview of images that are larger than the View mode display area.

The Navigator icon only appears when the image is magnified or if the Actual Size icon has been clicked. Click the Navigator icon to display a small duplicate of your image. In the Navigator, a marquee indicates the area of the image that is visible. Then drag your cursor to the section of the image you would like to see magnified. Release the cursor to settle on an area of the image.

To Display and Use the Navigator Pane:

1. In View mode, drag the zoom slider to the right to increase the magnification of the image past the display area.
2. Click the Navigator icon that appears adjacent to the zoom slider.
3. Drag the marquee to the area of the image you would like to display in View mode.

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.

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** and **+** keys to zoom into an image.
- Press the **Command** and **-** keys to zoom out.

Hold down the mouse button and drag to pan around a zoomed-in image.

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 the Full Screen icon  (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 mode.

Develop Mode

About Develop Mode

About Develop Mode

Develop mode is where you can fine tune, adjust details and fix the geometry of your images with the professional processing tools.

When adjusting your images in Develop mode, the original file is never changed. The changes are saved in a separate file, and are applied each time the image is opened. The non-destructive processing power of ACDSee Photo Studio means you can freely make changes to your images while knowing they can be restored to their original state at any time.

When you open a processed image in Develop mode, it displays the settings as you previously left them. You can revisit your processed images at any time to adjust the previous settings or restore to its original state.

Press the **Spacebar** in Develop mode to advance to the next image in your folder.

Processing an Image

To Develop an Image:

1. Select one or more images and click **Develop**.
2. Tune your image in the **Tune** tab, using controls grouped by Masking, General, White Balance, Light EQ™, Color EQ, Split Toning, Soft Focus, Cross Process, Post-Crop Vignette, Tone Curves, and Output Color Space.
3. Adjust details in the **Details** tab, using the Sharpening, Noise Reduction, Chromatic Aberration, or Defringe tools.
4. Fix geometry in the **Geometry** tab, using the Lens Distortion, Rotate & Straighten, Perspective, Crop or Vignette Removal tools.
5. Fix red eye or blemishes in the **Repair** tab, using the Red Eye Correction tool, and the Heal and Clone tools.

Saving and Canceling

When you have finished processing an image, you can choose from one of the many options for saving your image, depending on what you want to do next.

To Save the Image and Return to the Mode You Were in Previously:

1. Click **Done**.
2. Select one of the following:
    - **Save**: Save your changes.
    - **Save as**: Save a copy of your processed image with a new name or format.
    - **Discard**: Discard your changes.
    - **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time your switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio for Mac | Settings**.

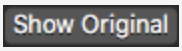
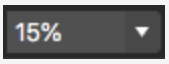
To Save the Image and Continue Processing Other Images:

Click **Save as** to save a copy of your processed image with a new name or format.

To Discard Changes to the Image and Return to the Mode You Were in Previously:

Click **Cancel**.

Develop Mode Viewing Controls

	**Show Original**	Toggles the changes on or off, to compare your changes to the original.
	Full Screen	Displays the image full screen.
	**Hide Filmstrip**	Collapses the Filmstrip.
	**Actual Size**	Returns the current image to its actual size.
	**Fit Image**	Reduces the image to fit within the Develop mode area.
 **On**  **Off**	**Split View**	Toggles split view on or off. Press **B** to turn split view on or off.
	**Zoom slider**	Controls the zoom. Drag the slider to adjust the zoom.
	**Zoom drop-down list**	Displays a list of zoom sizes to select.

In order to ensure optimum performance, your GPU is used when displaying and processing images. In the case where your computer has multiple GPUs, the operating system determines which GPU to use.

The Information Palette

The Information palette is located on the right side of the filmstrip on the bottom of Develop mode, and provides immediate access to the most useful elements of an image's EXIF information. It includes:

- Camera Name and Lens Model
- Dimensions
- File Size
- Exposure Program
- White Balance
- Metering Mode
- Flash
- RAW (will be blank for files that are not a RAW format)
- ISO
- F-Stop
- Shutter Speed
- Exposure Compensation
- Focal Length

If the Info Palette is displaying a value of --, that means no info is currently available for the image.

Using Color Pickers in Develop mode

When you use the color picker in Develop mode, RGB values beside the color marquee relate to the RGB values of the pixel directly under the hovering cursor. The RGB values change to reflect cursor movement.

Previewing Develop Mode Changes With Split View

Use the Split view toggle (or press **B** while in Develop mode) to preview your Develop mode changes. A vertical bar appears over your image, dividing the 'before' view on the left from the 'after' view on the right. Drag the bar left or right to reveal more of the original or more of the edited image.

Histogram

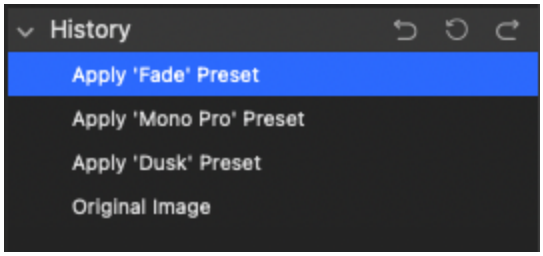
A histogram is a graph that represents the distribution of color intensity for each color channel in an image. Histograms provide a graphical representation of the intensity level of pixels within each color channel. Spikes at either end of the graph indicate clipped colors. The histogram is particularly useful when adjusting exposure, as the histogram reflects all recent adjustments.

Undo and Redoing

Using the History Pane:

You can use the History pane to view the sequence of changes you have made to your image. You can also use the History pane to jump around in your editing sequence and revert back to a previously-applied adjustment. For example, if you applied a series of adjustments, such as color adjustments, followed by sharpening, and exposure tweaking, but you want to revert back several steps to the state your photo was in with just the color adjustment, you would use the History pane. Additionally, if you would like to save a specific step in history as a new Snapshot, right click on the history adjustment and select **Create Snapshot...**.

To return to a specific adjustment, select the adjustment in the pane. Click Undo All to undo all of your adjustments since the image was last saved.



Restoring to Original Image

When adjusting your images in Develop mode, the original file is never changed. The changes are saved in a separate file, and are applied each time the image is opened. The non-destructive processing power of ACDSee Photo Studio for Mac means you can freely make changes to your images while knowing they can be restored to their original, untouched state at any time.

When you open a processed image in Develop mode, it displays the settings as you previously left them. You can revisit your processed images at any time to adjust the previous settings or restore to its original state.

Restoring Your Image Back to Its Original State

To Restore the Original Image in Manage or View Mode:

Do one of the following:

- Control-click one or more images and select **Develop** | **Restore to Original**.
- Click **Edit** | **Develop** | **Restore to Original**.

The settings button is located at the top right side of the tools pane. 

Using, Saving and Sharing Develop Settings as Presets

Develop Presets help cut down the time you spend applying the same edits to images time and time again. Choose from one of the many presets already loaded on to ACDSee Photo Studio, or once you have carefully selected your Develop settings for an image, you have the option to save those settings to use again on other images. A Develop preset saves adjustments made in the Tune, Detail, Geometry, and Repair tabs. Your saved presets will appear in the Preset pane.

Saving a Develop Preset

To Save Your Develop Tools Settings as a Develop Preset:

1. Make adjustments to an image using the Develop tools.
2. Use the Settings button drop-down menu in Develop mode to select **Save Preset**, or click the + button on the right side of the Preset pane.

    The Settings button is located at the top right side of the Tools pane.
3. Enter a name for your preset. You can deselect the checkbox of any setting you do not want included.
4. Your saved preset will appear in the presets drop-down menu in Develop mode.

Applying Your Develop Preset to a Single Image

You can apply presets to your images in Manage, View, or Develop mode.

To Apply a Develop Preset to a Single Image in Manage Mode:

1. In Manage mode, do one of the following:
   - Select an image in the File List pane and choose **Edit** | **Develop** | **Apply Preset** | [**Preset Name**].
   - Right-click an image in the File List pane and choose **Develop** | **Apply Preset** | [**Preset Name**] from the context-menu.

To Apply a Develop Preset to a Single Image in View Mode:

1. Open an image in View mode, and do one of the following:
    - Choose **Edit** | **Develop** | **Apply Preset** | [**Preset Name**].
    - Right-click the image and choose **Develop** | **Apply Preset** | [**Preset Name**] from the context-menu.
    - Right-click any image in the Filmstrip and choose **Develop** | **Apply Preset** | [**Preset Name**] from the context-menu.

To Apply a Develop Preset to a Single Image in Develop Mode:

1. Open an image in Develop mode, and do one of the following:
    - Choose **Edit** | **Develop** | **Apply Preset** | [**Preset Name**].
    - Use the Settings button to select your desired preset from the drop-down menu.  The Settings button is located at the top right side of the Tools pane.

Renaming and Deleting Presets

To Rename a Preset using the Presets Pane:

1. In the Presets pane, right-click on the preset you want to rename, and select Rename Preset.
2. Enter a new name for your preset and click OK.

To Delete a Preset using the Presets Pane:

1. To delete a preset do one of the following:
    - In the Presets pane, right-click on the preset you want to delete, and select Delete Preset.
    - Press the trash icon in line with the preset you want to delete.
2. In the Delete Preset dialog, press "Delete" to confirm.

Applying Your Develop Presets to Multiple Files at Once

You can apply Develop presets to multiple files at once in Manage mode. Your Develop preset can also be applied to multiple files at once within the Batch workflow tool.

To Apply a Develop Preset to Multiple Files in Manage Mode:

In Manage mode, do one of the following:

- Select multiple images in the File List pane and choose **Edit** | **Develop** | **Apply Preset** | [**Preset Name**].
- Select multiple images in the File List pane, control-click any of the selected images, and choose **Develop** | **Apply Preset** | [**Preset Name**] from the context-menu.

To Apply a Batch Develop Preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **New Batch Workflow...**
3. In the Batch Workflow dialog box, select the **Develop** Action from the left pane, and drag and drop it into the right pane.
4. Select your previously saved **Develop Preset** from the pop-up menu.
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**. You can access your saved presets in **Edit** | **Batch**.
    - Click **Run Batch** to apply the settings to your files.


To apply your last used Develop settings to images on the fly, control–click one or more thumbnails and select **Develop** | **Apply Last Used**. You can also apply any saved develop settings by selecting **Develop** and clicking a saved preset.

Sharing Your Develop Presets with Family and Friends

To Import Develop Presets:

- Click **Tools** | **Import Develop Presets** or, click on the options icon to the right of Presets, and select **Import...**
- Select the file(s) you'd like to import

To Export Your Develop Presets:

- Click **Tools** | **Export Develop Presets** or, click on the options icon to the right of Presets, and select **Export...**
- Check off the presets you'd like to export


You can selectively choose which presets to import and export.

Using Categories in the Presets Pane

Categories in the Presets pane allow you to organize and manage your presets. When you first open ACDSee Photo Studio, you will see a series of organized default categories containing default presets.

To Create a Category for Your Develop Presets:

1. Click the Preset pane options button and select **New Category**.
2. In the Add a new Category dialog, enter a Category name and press **OK**.

To Delete a Category:

Right-click in the **Presets pane** and select **Delete Category**.

To Add a Preset to a Category:

In the Presets pane, right-click on your chosen preset and select **Set Category** then choose from your categories. Your preset will be added to the chosen category.

To Remove a Preset from a Category:

In the chosen category, right-click on your chosen preset and select **Set Category** then click on the relevant category. Your preset will be removed from your chosen category.

Taking Develop Snapshots

Develop Snapshots allow you to save your adjustments at any point during your development workflow. As you make adjustments, you can take a snapshot at any time to save your work up to that point. You may then continue to edit as desired, but can return to the version in your snapshot whenever you like. Unlike presets, snapshots save directly to your image, allowing you to re-enter Develop mode and switch between them, continue editing them, and apply them.

To Take a Snapshot:

1. Make any desired adjustments in Develop mode.
2. In the Snapshots pane, click the **+** button.
3. In the New Snapshot dialog, enter a name for your snapshot and press **OK**. Your saved snapshot will be listed in the Snapshot pane.



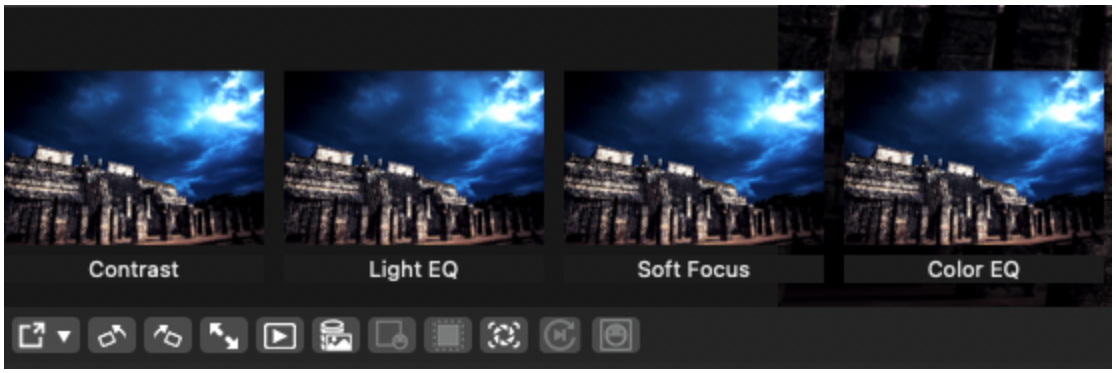
If while viewing your snapshot, you want to return to the saved version of your image without leaving Develop mode, click the Adjust Develop Settings button and choose **Revert to Last Saved** from the menu.



Images with snapshots display the Snapshot icon in Manage mode.

Viewing Your Snapshot

You can view your image with any of the snapshots saved to that image in View mode.



To View Your Image with a Snapshot:

1. Open the image in View mode.
2. On the Toolbar, press the **Snapshot** button.

   The Snapshot button will only be visible when viewing images with Develop Snapshots you have created in Develop mode.

3. Select a snapshot to preview your image in.

When a snapshot is being previewed in View Mode, you can click File | Save As to save a new file with that snapshot applied.

Using the Navigator to View Select Areas of an Image

Use the Navigator pane to display a thumbnail overview of images that are larger than the Develop mode display area.

The Navigator icon only appears when the image is magnified or if the Actual Size icon has been clicked. Click the Navigator icon to display a small duplicate of your image. In the Navigator, a marquee indicates the area of the image that is visible. Then drag your cursor to the section of the image you would like to see magnified. Release the cursor to settle on an area of the image.

Navigator Right-Click Options

Automatic Window	When enabled, the Navigator pane appears as soon as you zoom in on a photo. Drag your cursor to the section of the image you would like to see magnified. Release the cursor to settle on an area of the image.
Manual Window	When enabled, you can view the Navigator pane by selecting the Navigator icon. The Navigator icon only appears when the image is magnified or if the Actual Size icon has been clicked. Click and hold the Navigator icon to display a small duplicate of your image. Then drag your cursor to the section of the image you would like to see magnified. Release the cursor to settle on an area of the image.

To Display and Use the Navigator Pane:

1. In Develop mode, drag the zoom slider to the right to increase the magnification of the image past the display area.
2. Click the Navigator icon that appears adjacent to the zoom slider.
3. Drag the marquee to the area of the image you would like to display in View mode.

Handling Edited Images

When using ACDSee Mobile Sync to import an image previously edited with another device, such as an iPhone, the image's accompanying edit information must be handled before loading in Develop mode.

There are three options available to the user when loading an image in Develop mode, as detailed below.

Handling Edited Image Options

Open a Copy	This default choice makes a copy of the edited version, then opens

	the copy in **Develop** mode. No edits are lost from the original image.
Commit Changes	After accepting the warning prompt, the image is opened in **Develop** mode with the edits committed into the image.
Restore to Original	After accepting the prompt that all edits will be lost, the original image is opened in **Develop** mode without the edits applied.

Using Blend Modes and Opacity in Develop Mode

When using Color LUTs in Develop mode, you can adjust the blend mode and opacity tools to customize how the effect blends with your image.

Opacity

The Opacity slider changes the opacity of the effect being applied to the image. It gives you control of how much of the effect should be visible on the image. You can access the Opacity slider by pressing the arrow button to the right of the effect's drop-down menu.

Blend Modes

The ability to control how the effects and the image merge means that other blend modes besides opacity can be used to affect the final image.

Normal	Pixels in the developed image are combined with those in the original. Only opacity affects this blend.
Screen	Combines the developed image color with the inverse of the original photo color, resulting in a color that is the same or lighter.
Multiply	Combines the developed image color with the original photo to produce a darker color. Multiplying any color with black produces black; multiplying any color with white leaves the color unchanged.
Dodge	Combines the developed image color with the original pixels in the photo to produce a lighter color.
Burn	Combines the developed image color with the original pixels in the photo to produce a darker color.
Overlay	Preserves the shadows and highlights of the lower layers while applying either Multiply or Screen blend mode based on the original image area's color values.

Difference	Subtracts the developed image color from the color of the original photo. Any white in the developed image produces a true negative of the color in the image, while black produces no effect.
Darken	Applies pixels in the developed image that are darker than the original image. Pixels in the developed image that are lighter than the original image disappear (based on RGB values).
Lighten	Applies pixels in the developed image that are lighter than the original image. Pixels in the developed image that are darker than the original image disappear (based on RGB values).
Hard Light	Adds strong highlights or shadows by applying Multiply or Screen based on the original image area's color values.
Soft Light	Adds soft highlights or shadows by darkening or lightening based on the original image area's color values.
Hue	Applies the hue value of colors in the developed image to the color of the original image areas.
Saturation	Applies the saturation value of colors in the developed image to the color of the original image areas.
Color	Applies the hue and saturation of the developed image to the image. This blend does not affect the luminance of the original image.
Luminosity	Applies the lightness value of colors in the developed image to the color of the original image areas.
Dissolve	Applies some pixels from the developed image layer onto the original image, resulting in specks of color. The Opacity slider controls the amount of speckling.
Exclusion	Like Difference, but with less contrast, Exclusion subtracts the blend color from the color of the underlying photo. Any white in the blend color produces a true negative of the color in the image, while black produces no effect.
Vivid Light	Combines the blend color with the underlying pixels in the photo by increasing or decreasing contrast to produce a lighter or darker color, as determined by the blend color.
Pin Light	When the light source is lighter than 50% gray, the pixels darker than the light source are replaced. Pixels lighter than the light source remain the same. When the light source is darker than 50% gray, the pixels lighter than the light source are replaced. Pixels darker than the light source remain the same.
Linear Light	Dodges or burns by lightening or darkening the brightness value, depending on the blend color.

Hard Mix	Applies red, green, and blue channel values of the blend color to the RGB values of the image.
Subtract	Subtracts the blend color from the image (base) color in each channel.
Divide	Divides the blend color from the image (base) color.
Darker Color	From the blend color and the image (base) color, the lower channel values are chosen.
Lighter Color	From the blend color and the image (base) color, the higher channel values are chosen.

Develop Mode Masking

You can make local adjustments using one of the single click AI options to mask Subject, Background or Sky. You can also make finer manual adjustments with brush, linear and radial gradient masks.

You can save your settings as a preset for future use.

To Mask Your Image in the Develop Mode:

1. In Develop mode, select the **Tune** or **Details** tab.
2. In the Masking group, use one of the options listed below.

You can right-click a slider to reset it to the default value.

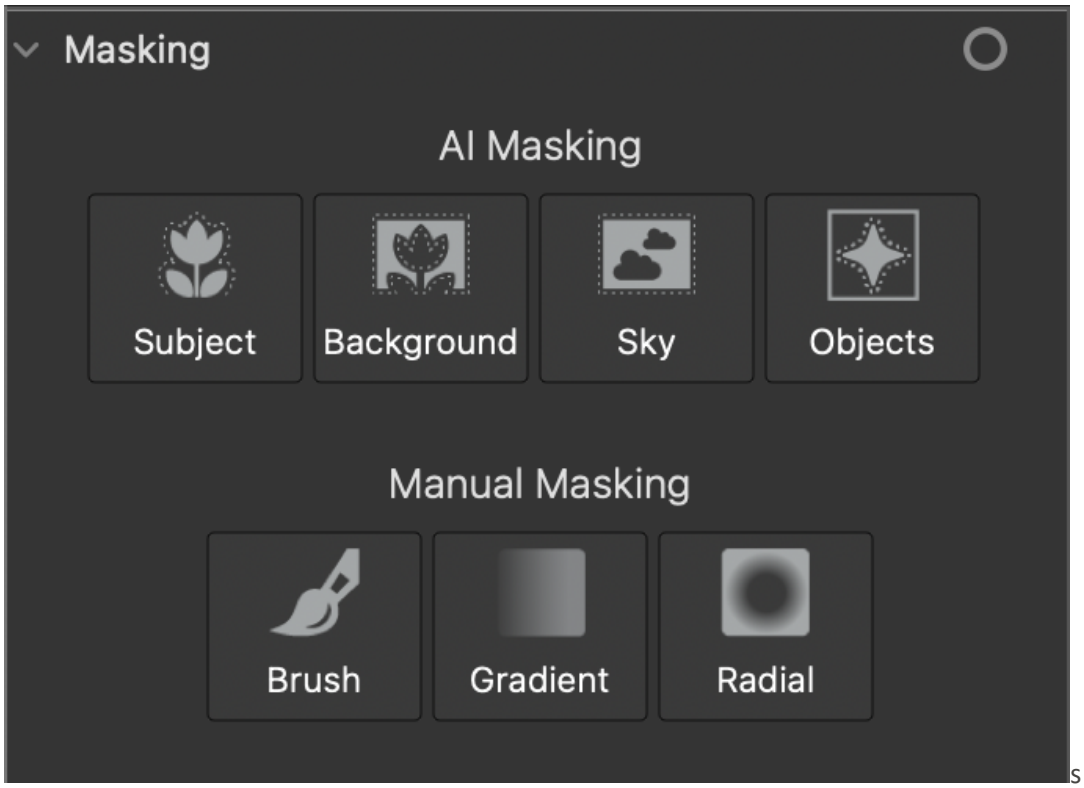
Masking Options

AI Subject	Use AI to detect and automatically select the subject in the image and apply a mask over it.
AI Background	Use AI to detect and automatically select the background in the image and apply a mask over it.
AI Sky	Use AI to detect and automatically select the sky in the image and apply a mask over it.
AI Object	Use AI Object to detect and automatically apply a mask over the objects you select.
Brush	Use the Develop Brush to paint a mask onto the image.
Linear Gradient	Create a mask using the Linear Gradient tool.
Radial Gradient	Create a mask using the Radial Gradient tool.

Luminance Range	Create a mask using the Luminance Range tool.
Color Range	Create a mask using the Color Range tool.

Use the Settings button to reset sliders to Last Saved or Last Used settings. You can also save your settings as a preset, copy, or paste them.

Right-clicking on an AI Objects, Linear Gradient, or Radial Gradient mask will allow you to convert them into a brush mask.



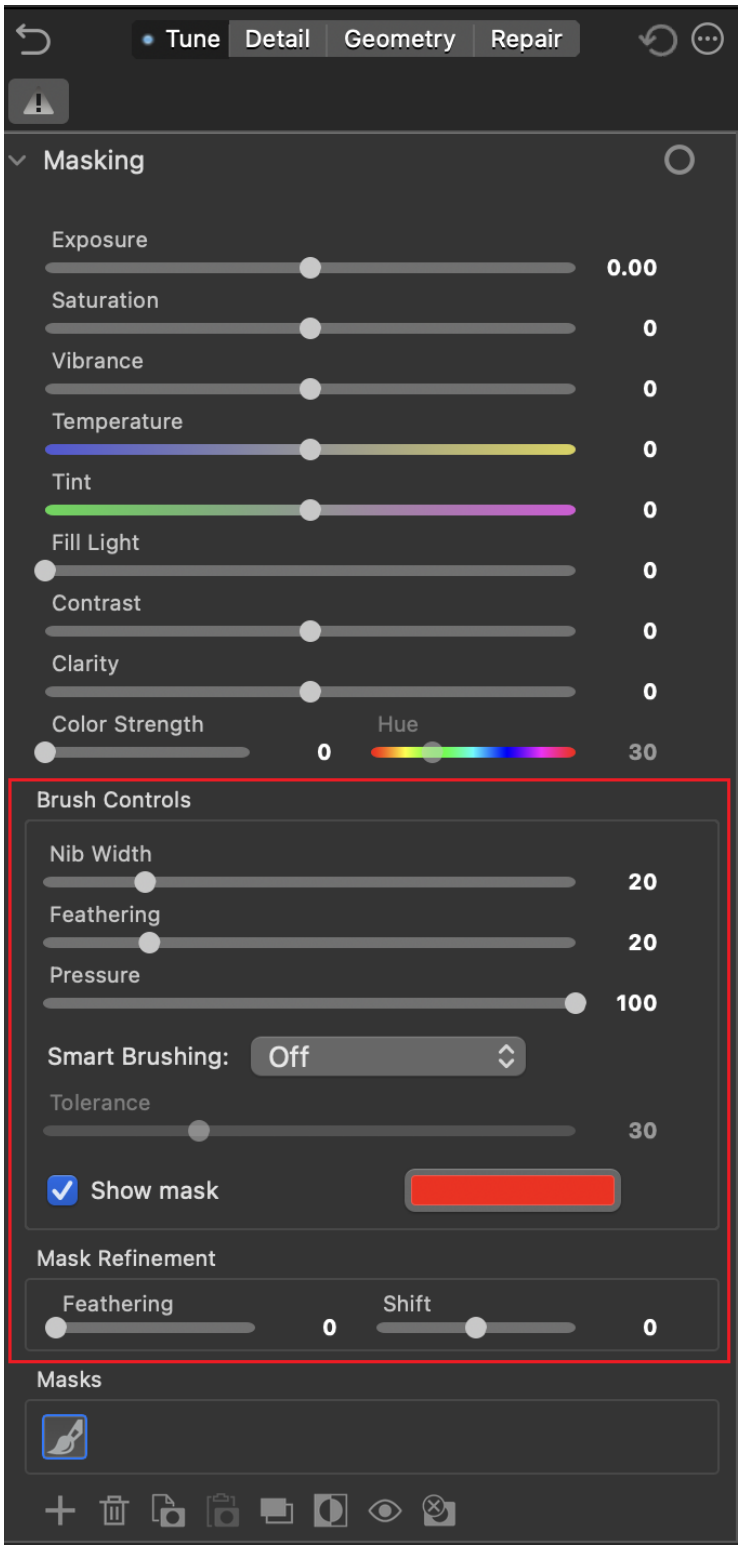
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Adjusting Brush Controls

The Develop Brush controls can be adjusted once you've begun applying a mask, for more information, see Develop Brush. Masks can also be refined by feathering or shifting the mask.

Mask Refinement	
Feathering	Adjust the slider to control the softness of the transition between the mask and the image. Use **Shift + mouse wheel** to adjust the amount of feathering by 1, **Control + mouse wheel** to adjust the amount of feathering by 10, or slide the **Feathering** slider to your desired setting.

Shift	Adjust the slider to control the thickness of the brush strokes, allowing you to finely expand or contract the mask and ensure it fits correctly.



Managing Masks in Develop Mode

Additional masks can be added once you've begun masking by pressing **+** at the very bottom of the **Masking** group. Each mask will appear within the **Masks** section just above the button, and can be switched between quickly by clicking on the mask within the section.

Copying and Pasting Masks

Masks can be copied by pressing **Copy Selected Mask**, found at the bottom of the **Masking** group. A copied mask can then be pasted by using the **Paste Selected Mask** button found directly to the right of the Copy Selected Mask button.

Copied masks can be taken from one image to the next. If a mask has been copied, an 8th masking choice will display when loading a different image in Develop Mode called **Paste Copied Mask.** Pressing this button will paste the copied mask as your first mask on this new image. Leaving **Develop Mode**, or restarting the application will clear the copied mask.


Masks that have been copied and pasted will be pasted as brush masks, regardless of the original mask type.

Duplicating Masks

Masks can be duplicated by pressing the Duplicate Selected Mask button to the right of the Copy and Paste buttons.


Masks that have been copied and pasted, or duplicated, will only copy the mask, not the settings.

Inverting Masks

Masks can be inverted by pressing the Invert Selected Mask button to the right of the Duplicate Selected Mask button.

Masking Toolbar

At the bottom of the Masking group is the Masking Toolbar. This includes options for:

Add a new mask	Brings up a menu to select a new mask type to apply.
Delete the currently selected mask	Deletes the currently selected mask.
Copy the	Copies the currently selected mask.

currently selected mask	
Paste mask	Pastes the currently copied mask.
Duplicate the currently selected mask	Creates a duplicate mask of the currently selected mask.
Invert the currently selected mask	Inverts the currently selected mask.
Enable/Disable the currently selected mask	Enable or disable the ability to see the currently selected mask.
Clear the currently selected mask	Deselects the currently selected mask.

Using the AI Object Tool

The AI Object tool intelligently identifies objects within the area you designate and automatically creates a mask, allowing for quick and accurate adjustments to specific elements in a photo. Adjust settings for the mask such as the **Exposure**, **Saturation**, **Vibrance**, **Temperature**, **Tint**, **Fill Light**, **Contrast**, **Clarity**, **Color Strength**, and **Sharpness** in one or a series of selection masks over the photo. For example, instead of adding **Fill Light** to an entire photo, add the fill light to certain areas, such as back-lit subjects.

AI Object Tool

The **AI Objects** button  displays in the **Masking Group** of **Tune** and **Detail** tabs.

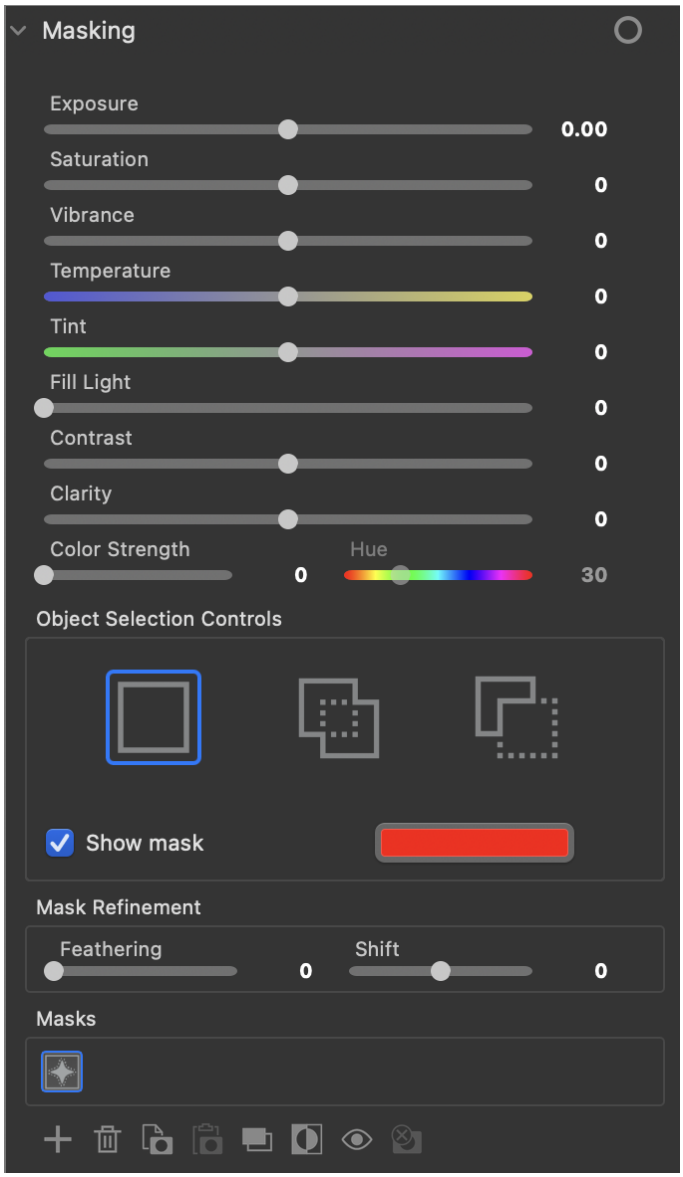
To Use the AI Object Tool:

1. In **Develop** mode, in the **Tune** or **Detail** tab, click **Masking**, and then the **AI Objects** button  at the top of the pane to open the control panel and enter **AI Object** mode.
2. Specify the **AI Object** settings in the panel as described in the table below.
3. Roughly outline the object(s) you would like to have a mask placed over. To make this clearer, check the **Show mask** checkbox.
4. Adjust the sliders to get the effect you want.

To apply another mask, (up to 24 are available), click the + on the bottom left of the panel and select a masking option. A new icon (related to the type of mask selected) will appear in the Masks section. Your currently selected mask will be outlined in blue. You can reselect any of the masks at any given time by clicking its respective icon.

To convert an **AI Objects** mask into a brush mask, right-click on the **AI Objects** mask at the bottom of the masking pane, and select **Convert to brush mask**.

5. Press **Save** or **Done**.



Object Selection Controls

Create a new mask 	When this option is active, roughly outlining objects will create a new mask and discard any prior masks.
Add to the current mask 	When this option is active, selecting objects will add them to the current mask.
Subtract from the current mask 	When this option is active, selecting objects will subtract them from the current mask.
Show mask 	When this option is checked, your gradient mask will be displayed in the color shown. Alternatively, hold down the **S** key to see the mask on the image.
Mask Refinement	
Feathering	Adjust the slider to control the softness of the transition between the mask and the image. Use **Shift + mouse wheel** to adjust the amount of feathering by 1, **Control + mouse wheel** to adjust the amount of feathering by 10, or slide the **Feathering** slider to your desired setting.
Shift	Adjust the edges of a mask by expanding or contracting them. Moving the slider to the right increases its coverage, making the masked area larger, while moving the slider to the left reduces it's coverage, tightening the selection.

Using the Develop Brush

The Develop Brush is designed to allow you to make a variety of edits to specific areas of your photos. You can adjust the Exposure, Saturation, Fill Light, Contrast, Clarity, Sharpness, Vibrance, Temperature, Tint, Color Strength, and Hue in your photo by brushing on the effects. For example, instead of adding fill light to an entire photo, you may want to only add it to certain areas, such as backlit subjects. You can apply up to eight brushes to separate areas in the image and assign each with unique effect settings.

You can save edits you make with the brush tool as a preset for future use.

To Use the Develop Brush:

1. In Develop mode, on the Tune or Detail tab, click the **Brush** in the Masking pane to open the control panel and enter Brushing mode.
2. Specify the brush settings in the panel, or as you work, as described in the table below.
3. Start painting the effects onto your photo.
4. Adjust the sliders to get the effect you want.

   To apply another mask, (up to 24 are available), click the + on the bottom left of the panel and select a masking option. A new icon (related to the type of mask selected) will appear in the Masks section. Your currently selected mask will be outlined in blue. You can reselect any of the masks at any given time by clicking its respective icon.

5. Press **Save As** or **Done**.

If all of the sliders are at zero, brush strokes will appear in color, (as selected in the drop-down next to the **Show mask** checkbox), as no changes have been made to the image.

Hold **Command** while using the brush tool to activate the pan feature.

To Delete Brush Masks:

To Delete Brush Masks, right-click the mask in the Masking Pane and select Delete Mask, or press the delete button .

Develop Brush Options	
Nib Width	Adjusts the size of the brush. You can use the **mouse wheel** to adjust nib width or adjust the **Nib Width** slider.
Feathering	Adjust the slider to control the softness of the transition between the brush strokes and the image. Use **Shift + mouse wheel** to adjust the amount of feathering or adjust the **Feathering** slider.
Pressure	Adjust the slider to control the strength of the brush.
Add brush stroke	Brush while holding the **left mouse button** down.
Erase brush stroke	Brush while holding the **right mouse button** or **control key** down.
Smart Brushing	See the Smart Brushing section below.
Show brush strokes	

	When this option is checked, the currently selected brush's strokes will be displayed in the color shown. This is helpful when brushing a complex area with a subtle effect because it can be hard to tell if you have missed a spot. The color can be changed in case you are brushing on a red area of the image.

Develop Brush Tune Tab Options

General

Exposure	Drag the slider to the right to increase exposure, or drag to the left to decrease exposure. One eV is equivalent to one stop of exposure change. Brush on exposure.
Saturation	Drag the slider to the right to increase saturation, or to the left to decrease saturation. Brush on saturation.
Vibrance	Drag the slider to the right to increase vibrance, or to the left to decrease vibrance. Increasing the vibrance does not affect skin tone in an image. This is unlike saturation, which intensifies all colors equally. Brush on vibrance.
Temperature	Drag the Temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature. Brush on white balance.
Tint	Drag the Tint slider to the left (more magenta) or right (more green) to match the white balance settings that you selected when you took the photo. Brush on white balance.
Fill Light	Drag the slider to the right to add light to the darkest areas of the image. Brush on fill light.
Contrast	Drag the slider to the right to increase contrast, or to the left to decrease contrast. Brush on contrast.
Clarity	The Clarity tool adds subtle definition to the details in your image. Use the Clarity slider to enhance the contrast of midtones, without overpowering the shadows and highlights. Drag the slider to the right to increase clarity, or to the left to reverse clarity. Brush on clarity.
Color Strength	Set the Color Strength slider, then move the Color slider to your desired color band. With Color Strength set to 0, no color will be applied.
Hue	Use the Hue slider to set the desired hue for your mask.

Develop Brush Detail Tab Options

Sharpness	Move the slider to the right to brush on sharpness, or move the slider to the left to brush on blur.

You can right-click a slider to reset to the default value.

Smart Brushing

You can use the Smart Brush to target your brushing to specific colors, brightness values, or a combination of color and brightness. The Smart Brush only affects pixels similar in value to the pixel in the center of the brush stroke, and allows you to apply adjustments to those pixels.

To Use the Smart Brush:

1. In Develop mode, on the Tune or Detail tab, click the **Brush** in the Masking pane to open the control panel and enter Brushing mode.
2. Select an option from the Smart Brushing drop-down menu:

Color	Uses the color of pixels similar in value to the pixel in the center of the brush stroke to determine if they should be brushed on, depending on the Tolerance slider setting.
Brightness	Uses the brightness of pixels similar in value to the pixel in the center of the brush stroke to determine if they should be brushed on, depending on the Tolerance slider setting.
Magic	Uses a combination of the color and brightness values similar to the pixel in the center of the brush stroke to determine which pixels should be brushed on, depending on the Tolerance slider setting.

3. Use the Tolerance slider to increase or decrease the range of pixels affected by the Smart Brush.
4. Place your cursor over the color or brightness you wish to select and begin painting on the effect.
5. Adjust the sliders to get the effect you want.
6. Press **Save As** or **Done**.

You can erase brush strokes by right-clicking and brushing over your strokes.

To Turn off Smart Brushing:

Select **Off** from the Smart Brushing drop-down menu.

Using the Linear Gradient Tool

While the Develop tools allow you to make a variety of adjustments to your photos, sometimes you want these effects to gradually progress across your photo. You can adjust the Exposure, Saturation, Fill Light, Contrast, Clarity, Sharpness, Vibrance, Temperature, Tint, Color Strength, and Hue in one or

a series of gradients over your photo. For example, instead of applying exposure adjustments across an entire photo, you may want them to be stronger in some areas and weaker or absent from others.

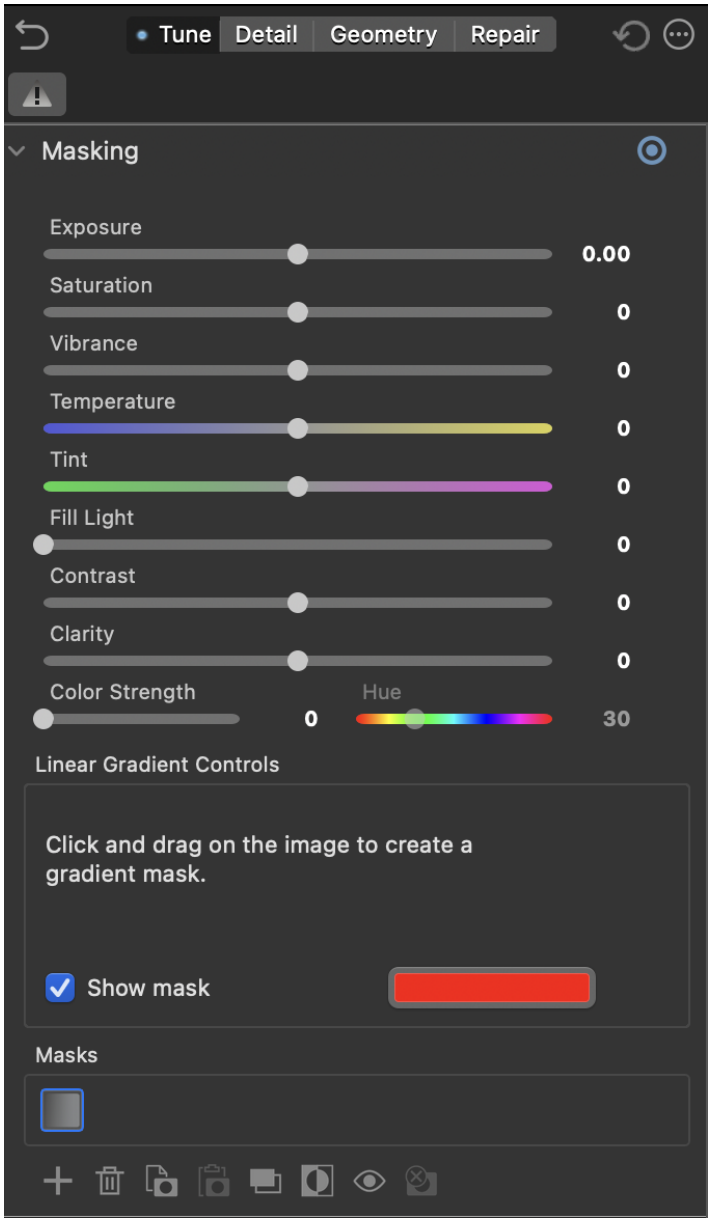

You can save edits you make with the gradient tool as a preset for future use.

To Use the Gradient Tool:

1. In Develop mode, on the Tune or Detail tab, click the **Gradient** button at the top of the pane to open the control panel and enter gradient mode. Or, toggle the Gradient panel open and closed with the **G** key.
2. Specify the gradient settings in the panel as described in the table below.
3. Position the guides on your photo. Inside the guide boxes, the gradient is transitioning. On either side of the boxes, the effect being applied by the Gradient tool is at full strength or not applied at all. To make this clearer, check the **Show gradient mask** checkbox. Move the boxes to define where the effect will begin or end. Hold down the **Shift** key while positioning the effect to lock to the nearest 45° angle, for straightness. Hold down the **Command** key while using the Gradient Tool to activate the pan feature.
4. Adjust the sliders to get the effect you want.

   
   To apply another mask, (up to 24 are available), click the + on the bottom left of the panel and select a masking option. A new icon (related to the type of mask selected) will appear in the Masks section. Your currently selected mask will be outlined in blue. You can reselect any of the masks at any given time by clicking its respective icon.

   
   To convert a **Linear Gradient** mask into a brush mask, right-click on the **Linear Gradient** mask at the bottom of the masking pane, and select **Convert to brush mask**.
5. Press **Save As** or **Done**.



Gradient Tool Options

Show gradient mask



When this option is checked, your gradient mask will be displayed in the color shown. Alternatively, hold down the **S** key to see the mask on the image. Click the color field to select another display color.

Masking Toolbar

At the bottom of the Masking group is the Masking Toolbar. This includes options for:

Add a new mask	Brings up a menu to select a new mask type to apply.
Delete the currently selected mask	Deletes the currently selected mask.
Copy the currently selected mask	Copies the currently selected mask.
Paste mask	Pastes the currently copied mask.
Duplicate the currently selected mask	Creates a duplicate mask of the currently selected mask.
Invert the currently selected mask	Inverts the currently selected mask.
Enable/Disable the currently selected mask	Enable or disable the ability to see the currently selected mask.
Clear the currently selected mask	Deselects the currently selected mask.

Using the Radial Gradient Tool

While the Develop tools allow you to make a variety of adjustments to your photos, sometimes you want these effects to draw attention to a specific area of your photo. You can adjust the Exposure, Saturation, Fill Light, Contrast, Clarity, Sharpness, Vibrance, Temperature, Tint, Color Strength, and Hue in one or a series of gradients over your photo. For example, instead of applying sharpening across an entire photo, you may want to only sharpen the center subject.


You can save edits you make with the gradient tool as a preset for future use.

To Use the Gradient Tool:

1. In Develop mode, on the Tune or Detail tab, click the **Radial Gradient** button at the top of the pane to open the control panel and enter radial gradient mode. Or, toggle the radial gradient panel open and closed with the **R** key.

2. Specify the radial gradient settings in the panel as described in the table below.
3. Position the guides on your photo. Inside the circle, the image is unaltered. At the perimeter of the circle, the effect being applied by the Radial Gradient tool is transitioning between not applied at all (inside), and full strength (outside). To make this clearer, check the **Show gradient mask** checkbox. Move the guides to define where the effect will begin or end. Hold down the **Shift** key while positioning the effect to change the radial gradient to a perfect circle. Hold down the **Command** key while using the Gradient Tool to activate the pan feature.
4. Adjust the sliders to get the effect you want.

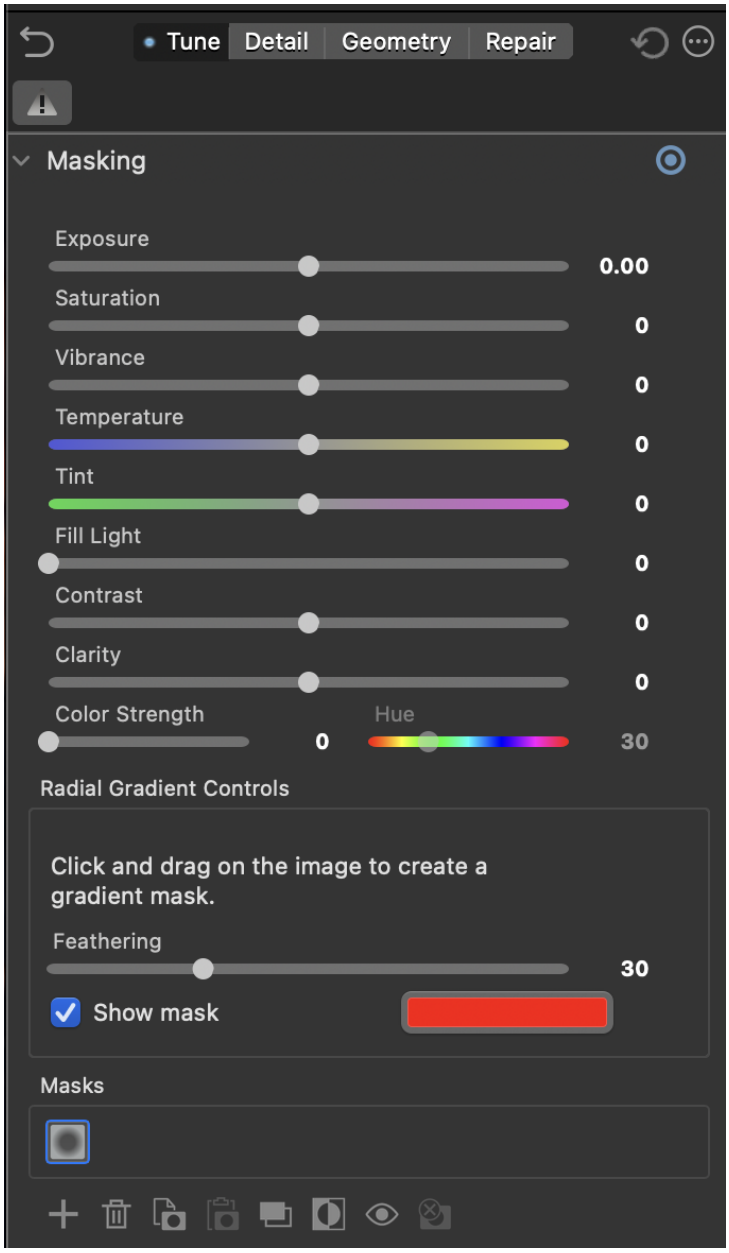


To apply another mask, (up to 24 are available), click the + on the bottom left of the panel and select a masking option. A new icon (related to the type of mask selected) will appear in the Masks section. Your currently selected mask will be outlined in blue. You can reselect any of the masks at any given time by clicking its respective icon.



To convert a **Radial Gradient** mask into a brush mask, right-click on the **Radial Gradient** mask at the bottom of the masking pane, and select **Convert to brush mask**.

5. Press **Save As** or **Done**.



Gradient Tool Options

Feathering	Adjust the slider to control how gradual the transition of the edge of the gradient will be.
Show gradient mask	 When this option is checked, your gradient mask will be displayed in the color shown. Alternatively, hold down the **S** key to see the mask on the image.

Double-click the **+** at center of the guides to expand the radial gradient to fill the entire width of the image.

Masking Toolbar

At the bottom of the Masking group is the Masking Toolbar. This includes options for:

Add a new mask	Brings up a menu to select a new mask type to apply.
Delete the currently selected mask	Deletes the currently selected mask.
Copy the currently selected mask	Copies the currently selected mask.
Paste mask	Pastes the currently copied mask.
Duplicate the currently selected mask	Creates a duplicate mask of the currently selected mask.
Invert the currently selected mask	Inverts the currently selected mask.
Enable/Disable the currently selected mask	Enable or disable the ability to see the currently selected mask.
Clear the currently selected mask	Deselects the currently selected mask.

Using the Color Range Tool

The Color Range tool enables precise adjustments to specific colors within a photo, allowing you to selectively enhance or modify certain areas based on their color. Adjust the settings for the mask such as the **Exposure**, **Saturation**, **Vibrance**, **Temperature**, **Tint**, **Fill Light**, **Contrast**, **Clarity**, and **Color Strength**, as well as **Color EQ**, **Tone Curves**, and **Sharpness** in one or a series of color masks over the photo. For example, instead of adding **Fill Light** to an entire photo, add the fill light to certain areas, such as back-lit subjects.

Color Range Tool

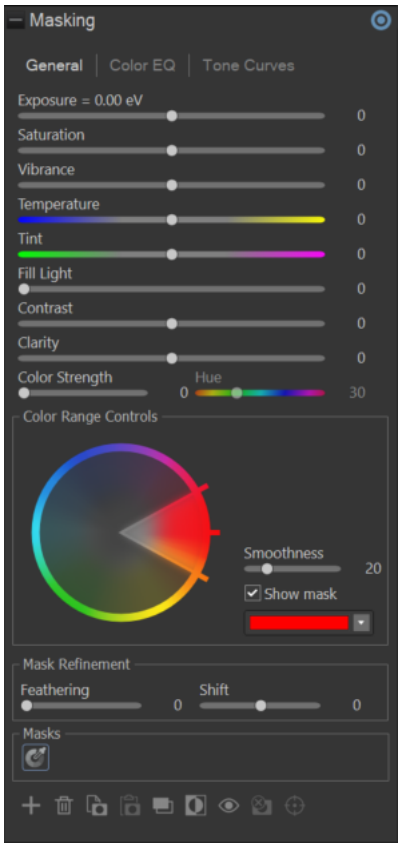
The **Color Range** button displays in the **Masking Group** of the **Tune** and **Detail** tabs.

To Use the Color Range Masking Tool:

1. In **Develop** mode, in the **Tune** or **Detail** tab, click **Masking**, then **Color Range** in the **Masking Group** to open the control panel and enter Color Range mode.
2. Specify the **Color Range** settings in the panel as described in the table below.
3. Adjust the **Color Range Controls** to set the mask based on the color values selected.
4. Adjust the sliders to get the effect you want.

   To apply another mask, (up to 24 are available), click the + on the bottom left of the panel and select a masking option. A new icon (related to the type of mask selected) will appear in the Masks section. Your currently selected mask will be outlined in blue. You can reselect any of the masks at any given time by clicking its respective icon.

5. Press **Save** or **Done**.



Color Range Controls	
Color Range	Adjust the pixel color(s) to be masked.
Smoothness	Controls the degree of softening applied to the edges of a mask. This helps create a smoother transition between the masked and unmasked areas.
Show mask	When this option is checked, your gradient mask will be displayed in the color shown.
Mask Refinement	
Feathering	Adjust the slider to control the softness of the transition between the brush strokes and the image. Use **Ctrl + mouse wheel** to adjust the amount of feathering or adjust the **Feathering** slider.
Shift	Adjust the edges of a mask by expanding or contracting them. Shifting the mask outward increases its coverage, making the masked area larger, while shifting inward reduces it's coverage, tightening the selection.
Using the Color Range Masking Tool on the Details Tab	
Sharpness	Move the Sharpness slider to the right to sharpen the area affected by the mask, or move the slider to the left to blur the area affected by the mask.
Luminance Noise Reduction	Reduces graininess or "noise" in the image by smoothing our variations in brightness (luminance) while preserving detail and texture.
Color Noise Reduction	Reduces unwanted color artifacts or "color noise" in an image by smoothing out random variations in color while maintaining overall image detail.

Using the Luminance Range Tool

The Luminance Range tool allows you to focus adjustments on specific brightness levels within a photo, making it easy to target and enhance particular areas of an image. Adjust the settings for the mask such as the **Exposure**, **Saturation**, **Vibrance**, **Temperature**, **Tint**, **Fill Light**, **Contrast**, **Clarity**, and **Color Strength**, as well as **Color EQ**, **Tone Curves**, and **Sharpness** in one or a series of luminance masks over the photo. For example, instead of adding **Fill Light** to an entire photo, add the fill light to certain areas, such as back-lit subjects.

Luminance Range Tool

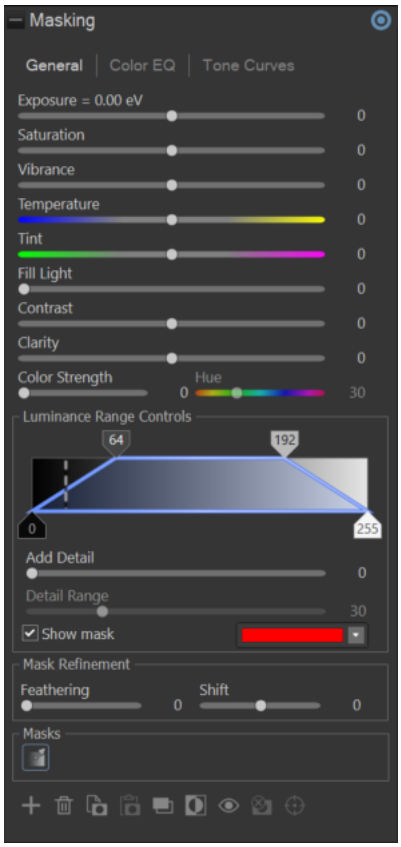
The **Luminance Range** button  displays in the **Masking Group** of the **Tune** and **Detail** tabs.

To Use the Luminance Range Masking Tool:

1. In **Develop** mode, in the **Tune** or **Detail** tab, click **Masking**, then **Luminance Range**  in the **Masking Group** to open the control panel and enter Luminance Range mode.
2. Specify the **Luminance Range** settings in the panel as described in the table below.
3. Adjust the **Luminance Range Controls** to set the mask based on the luminance values selected.
4. Adjust the sliders to get the effect you want.

   To apply another mask, (up to 24 are available), click the + on the bottom left of the panel and select a masking option. A new icon (related to the type of mask selected) will appear in the Masks section. Your currently selected mask will be outlined in blue. You can reselect any of the masks at any given time by clicking its respective icon.

5. Press **Save** or **Done**.



Luminance Range Controls	
Luminance Range	Adjust shadows, midtones, and highlights with the 4 indicating tabs.

Add Detail	Increases the sharpness and clarity of textures and edges within the selected luminance range.
Detail Range	Specifies the range of brightness levels where the detail enhancement is applied.
Show mask	When this option is checked, your gradient mask will be displayed in the color shown.

Mask Refinement

Feathering	Adjust the slider to control the softness of the transition between the brush strokes and the image. Use **Ctrl + mouse wheel** to adjust the amount of feathering or adjust the **Feathering** slider.
Shift	Adjust the edges of a mask by expanding or contracting them. Shifting the mask outward increases its coverage, making the masked area larger, while shifting inward reduces it's coverage, tightening the selection.

Using the Luminance Range Masking Tool on the Detail Tab

Sharpness	Move the Sharpness slider to the right to sharpen the area affected by the mask, or move the slider to the left to blur the area affected by the mask.
Luminance Noise Reduction	Reduces graininess or "noise" in the image by smoothing our variations in brightness (luminance) while preserving detail and texture.
Color Noise Reduction	Reduces unwanted color artifacts or "color noise" in an image by smoothing out random variations in color while maintaining overall image detail.

Tuning Images

About the Tune Tab

In the Tune tab, you can adjust exposure, white balance, saturation, brightness, hue, color profile and much more.

To Use the Tune Tab:

1. In Develop mode, click the **Tune** tab.
2. Select one of the groups in the **Tune** tab: Masking, General, White Balance, Light EQ™, Color EQ, Color Wheels, Tone Wheels, Tone Curves, Soft Focus, Cross Process, Color LUTs, Split Toning, Post-Crop Vignette and Output Color Space.

Saving and Canceling

When you have finished processing an image, you can choose from one of the many options for saving your image, depending on what you want to do next.

To Save the Image and Return to the Mode You Were in Previously:

1. Click **Done**.
2. Select one of the following:
    - **Save**: Save your changes.
    - **Save as**: Save a copy of your processed image with a new name or format.
    - **Discard**: Discard your changes.
    - **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.



If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time your switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio for Mac** | **Settings**.

To Save the Image and Continue Processing Other Images:

Click **Save as** to save a copy of your processed image with a new name or format.

To Discard Changes to the Image and Return to the Mode You Were in Previously:

Click **Cancel**.

Making General Adjustments

In the General group, you can make global adjustments to your image.

You can save your settings as a preset for future use.

To Adjust Your Image in General:

1. In Develop mode, select the **Tune** tab.
2. In the General group, make adjustments as described below.

General Options

Treatment	Select **Color** or **Black & White** mode.
Exposure	Drag the slider to the right to increase exposure, or drag to the left to decrease exposure. One eV is equivalent to one stop of exposure change.
Highlight Recovery	Drag the slider to the right to recover detail in overexposed areas of the image.
Fill Light	Drag the slider to the right to add light to the darkest areas of the image.
Contrast	Drag the slider to the right to increase contrast or to the left to decrease contrast.
Saturation	Drag the slider to the right to increase saturation, or to the left to decrease saturation.
Vibrance	Drag the slider to the right to increase vibrance or to the left to decrease vibrance. Increasing the vibrance does not affect skin tone in an image.
Clarity	Drag the slider to the right to increase clarity or to the left to decrease clarity.
Dehaze	The Dehaze tool restores contrast, detail, and lost color to images. This is especially useful for images that have been captured through a haze. A haze can occur when dust, smoke, or other particles obscure the clarity of the image, particularly the sky. Drag the slider to the right to reduce haze.

Adjusting Clarity

The Clarity tool adds subtle definition to the details in your image. Use the Clarity Strength slider to enhance the contrast of midtones in your images, without overpowering the shadows and highlights.

You can save your settings as a preset for future use.

To Adjust the Clarity of Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the General group, drag the **Clarity** slider to the right for greater clarity.

You can also type a number into the number box and incrementally make precise adjustments.

Adjusting White Balance

Use the White Balance group to remove unwanted color casts in your images.

You can save your settings as a preset for future use.

To Adjust the White Balance in an Image:

1. In Develop mode, select the **Tune** tab.
2. In the White Balance group, adjust the sliders as described below.

White Balance Options

White Balance	For RAW images, select one of the following white balance correction options: • **As Shot**: Selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • **Sunny**: Adjusts the color temperature to 5500K, approximately that of the midday sun. • **Cloudy**: Adjusts the color temperature to 6500K, approximately that of a lightly overcast sky. • **Shade**: Adjusts the color temperature to 7500K, approximately that of a heavily overcast sky. • **Tungsten**: Adjusts the color temperature to 2850K, approximately that of a household light bulb. • **Fluorescent**: Adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb. • **Flash**: Adjusts the color temperature to 5500K, approximately that of a camera flash. • **Custom**: Allows you to specify a specific white balance, by adjusting the Temperature and Tint sliders. You can also hover your mouse over the image until it turns into an eye dropper, and click an area of the image that is a neutral color (gray).

	For encodable images, such as JPEGs, select one of the following white balance correction options: • **As Shot**: Selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • **Custom**: Allows you to specify a specific white balance, by adjusting the Temperature and Tint sliders. You can also hover your mouse over the image until it turns into an eye dropper, and click an area of the image that is a neutral color (gray).
Temperature	Drag the temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature.
Tint	Drag the tint slider to the left (more green) or right (more magenta) to match the white balance settings that you selected when you took the photo.
Strength	Adjusting the slider to the right increases the white balance adjustment. Adjusting the slider to the left decreases the white balance adjustment.

You can also click directly on an area of the image to adjust white balance.

Adjusting Lighting

You can use the Light EQ™ tool to adjust tone levels in an image that are too dark or too light, without affecting other areas of the photo. Tone level is the average brightness of a pixel and its surrounding pixels.

You can also simultaneously lighten areas that are too dark, and darken areas that are too bright. Examples would be a back-lit photo of a person silhouetted against a bright background like the sea, or a window. In fact, most photos taken on a dull day, or with a flash, can be improved in various ways with fine adjustments using the Light EQ™ tool.


You can save your settings as a preset for future use.

To Adjust Lighting in Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the Light EQ™ group, adjust the lighting as described below.

Basic Lighting

Basic is for very quick and easy adjustments using just three sliders. You can also click directly on an area of the image to generate automatic settings optimal for that area (usually the subject of the photo).

Basic Lighting Options

Shadows	Drag the slider to the right to brighten or drag the slider to the left to darken

	the shadows.
Midtones	Drag the slider to the right to brighten or drag the slider to the left to darken midtones.
Highlights	Drag the slider to the right to brighten or drag the slider to the left to darken highlights.

Standard

Standard works like a sound equalizer but with light. You can adjust the brightness and contrast of different tone bands (areas of relative brightness or darkness) of the image – independently – using a slider for each tone band. A graph shows the amount of brightening or darkening applied throughout the tonal range. The gray areas in the graph are suggested boundaries for adjustment to avoid clipping and loss of detail, and turn red to indicate where you have adjusted the sliders far enough to cause clipping.

Standard Options

Brighten sliders (top)	Drag the sliders up to increase the brightening in each tonal band. The sliders on the left affect dark tones. The sliders on the right affect bright tones. Moving a slider changes the amount of brightening only in that particular tonal band in the image. You can also type a number into the number boxes and increment them slowly to make precise adjustments.
Darken sliders (bottom)	Drag the sliders down to increase the darkening in each tonal band. The sliders on the left affect dark tones. The sliders on the right affect bright tones. Moving a slider changes the amount of darkening only in that particular tonal band in the image. You can also type a number into the number boxes and increment them slowly to make precise adjustments.
Graph	The graph indicates the amount of brightening and darkening applied throughout the tone range of the image. The portion of the graph above the horizontal axis corresponds to brightening, while the portion of the graph below the horizontal axis corresponds to darkening. When both brightening and darkening are applied within the same tonal band, contrast is increased. The area between the top of the brightening graph and the bottom of the darkening graph indicates the relative increase of contrast throughout the tone range of the image. You can click on the graph or on the image and drag the double-pointed arrow up or down to brighten or darken.
# tone bands	Drag the slider on each tonal band to adjust areas of the curve. You can choose to display 2, 3, 5, 7 or 9 tone band sliders.

Advanced

Advanced gives you ultimate control of the brightness and contrast in an image. Adjustment curves can be constructed using four sliders, and you can manually adjust the curves by clicking and dragging within the graph area or on the image itself.

Graph

The top half of the graph corresponds to brightening, and the bottom half corresponds to darkening. Tone levels of the shadows are represented on the left, midtones in the middle, and highlights on the right.

The light gray in the graph shows the amount of brightening or darkening applied throughout the image. The dark gray areas in the graph are suggested boundaries for adjustment, and turn red to indicate where you have adjusted far enough to cause a loss in detail. When the cursor is over the image, the two vertical yellow lines correspond to the lower and upper bounds of the tone level of the area under the cursor and indicate the center of adjustment.

Advanced Options

Area	Action	Result
Sliders		
	Drag Brightening slider	To the right: Increases the light applied to the darker areas. To the left: Applies brightening more uniformly to all areas of the image.
	Drag Darkening slider	To the right: Increases the darkening applied to the brighter areas of the image. To the left: Applies the darkening more uniformly to all areas of the image.
	Drag Amplitude slider (Brighten)	To the right: Increases the intensity of the brightening across all areas of the image. The height of the curve increases. To the left: Reduces the intensity of the brightening and the height of the curve. If the Amplitude slider is 0: No brightening is applied. If the Amplitude is 100 - 200: Proportional amount of clipping increases. In most cases, 110 is the right amount of amplitude. For images with fine detail in the highlights,

Area	Action	Result
		decreasing brighten amplitude preserves the detail. In most cases it is not necessary to adjust amplitude.
	Drag Amplitude slider (Darken)	To the right: Increases the intensity of the darkening across all areas of the image. The height of the bottom orange curve increases. To the left: Reduces the intensity of the darkening and the height of the curve.
On Graph		
	Drag the graph (top)	The graph changes as you click and drag up on the graph itself. The graph represents the brighten adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins. The height of the graph represents the level of brightening applied at each tone level. (Tone moves from black on left to white on the right.) When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brighten or Darken Amplitude slider changes to indicate the current curve amplitude. (An amplitude of 100 is the maximum amplitude a curve can have without causing clipping.)
	Drag the graph (bottom)	The graph changes as you OPTION + drag down on the graph itself. The graph represents the darken adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.

Adjusting Color

Color EQ lets you make color adjustments for Saturation, Brightness, Hue, and Contrast. You can make adjustments to the entire image in Standard mode, or adjust on a color by color basis in Standard or High Quality mode.

Standard mode does not feature the Contrast tab.


You can save your settings as a preset for future use.

To Adjust Color:

1. In Develop mode, select the **Tune** tab.
2. In the Color EQ group, select either the Saturation, Brightness, Hue, and Contrast tab, and adjust them according to the options described in the table below.

Color EQ Options

Select **High Quality** mode or **Standard** mode from the top of the Color EQ group. To adjust colors individually, click a color in the image and drag up or down to alter. Your changes are reflected in the color sliders. This works in the Saturation, Brightness, Hue, and Contrast tabs.

Color Model

Color EQ has the following tabs:

- **Saturation**: Adjusts from full color saturation to grayscale.
- **Brightness**: Adjusts the light or dark tones in the image.
- **Hue**: Changes to a different color.
- **Contrast**: Changes to a different contrast.

High Quality	Adjust image colors individually. High Quality uses newer, more modern color models, allowing for a visually perceptive and higher quality adjustment. Adjust each color individually by dragging sliders right for more intensity, or left for less. You can also enter a number into the fields for precise adjustments. Or, select a precise color to adjust by placing your cursor on the image. A box will appear next to your cursor displaying the color you are hovering over. Click on the photo and drag up or down to adjust. The affected color sliders automatically adjust as you move your cursor.
Standard	Supports previously developed images. Adjust colors individually or make global adjustments with the Master slider.

Black & White

Black & White mode is defined in the **General** group of the **Tune** tab. In this mode, the Color EQ group becomes the Advanced Black & White group.

Advanced Black & White has the following sliders:

- **Brightness**: ACDSee Photo Studio reads the colors in the original and adjusts their brightness in Black & White mode. Adjust the brightness of each color individually by dragging sliders right for more intensity, or left for less. You can also enter numbers into the fields for precise adjustments. Or, select a precise color to adjust by placing your cursor on the image. A box will appear next to your cursor displaying the color you are hovering over. Click on the image and drag up or down to adjust. The affected color sliders automatically adjust as you move your cursor.

- **Colorization**: Adds color back into the image based upon the color you select with the Hue slider. The saturation of the color added back to any given pixel is scaled based both on the amount of color/saturation that existed in the original image and the Amount slider.

Color Grading with LUTs

"Color LUT" stands for Color Lookup Table. Color LUTs are lists that instruct ACDSee or related programs to map specific RGB values to other specific color values. You can import LUTs and use them as filters in ACDSee. You can apply a color LUT in the same way you would use any other Develop mode effect. Color LUT supported file types are .3DL and .CUBE.

To Apply a Color LUT to Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the Color LUTs group, do one of the following:
    - Select a LUT from the drop-down menu. The LUT is immediately applied.
    - Press the **Import LUTs** button. In the Open dialog, browse to the location of your LUT files, and press **Open**.

If an imported LUT file's location has changed, you will have to reload it on the Color LUTs panel.

To Remove Color LUTs:

1. In the Color LUTs group, press the **Remove LUTs** button.
2. In the Remove LUTs dialog, check/uncheck the checkboxes next to the LUTs you want to delete.
3. Press **Remove LUTs**.

To Refresh Your List of Color LUTs:

You can refresh your list of available LUTs to remove deleted files.

In the Color LUTs group, click the **Refresh List** button.

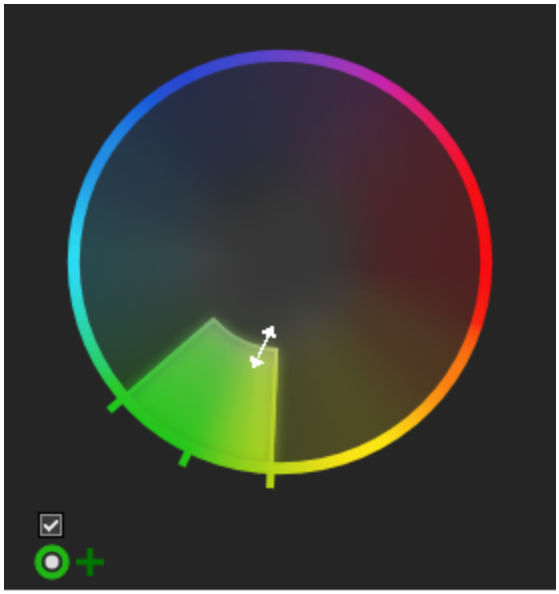
The maximum LUT size is 128.

Adjusting Color With the Color Wheel

In Develop mode, you can use the color wheel to adjust precise colors in your image. This lets you change a precise color's saturation, hue, brightness, contrast, and contrast balance. You can also adjust smoothness, which acts like a feathering tool to soften a color's edges. The Color Wheel is particularly useful for common requests like making a blue sky more blue, or brightening dark water that is meant to depict a bright lake.

To Adjust Color Using the Color Wheel:

1. In Develop mode, choose Color Wheel from the Tune tab in the Develop Tools pane. To use the Color Wheel in Develop mode, you must have Color EQ set to "High Quality". To ensure this, open Color EQ and choose "High Quality" from the drop down menu.
2. Choose a color to edit by clicking and dragging the section of the color wheel around, or by using the eye-dropper on the image itself. As you move the eyedropper around the image, you will see a dot, known as the hue indicator, move around the wheel to show the where the color you are hovering over sits on the wheel.
3. Refine your selection. You can increase or decrease the color selection size by clicking and dragging the double arrows at the edge of your selection on the wheel. You can also refine the color saturation of the selection by clicking and dragging your selection away from the edges of the wheel, or away from the center of the wheel. The less saturated colors are in the center of the wheel and the more saturated colors are towards the edge of the wheel.



To invert the colors you have in the selection, you can click the Invert selection button.

To view the selection you have made with the color wheel, click and hold the Preview selection mask button. 

Adjust the edge of your selection by using the Smoothness slider. This tool softens or sharpens the edges of your selection, working similarly to feathering, to soften or sharpen the cut off point.

Use the sliders to adjust the selected colors in your image.

The individual sliders will have the following effects:

- **Saturation**: slide left to decrease saturation and slide right to increase saturation.
- **Hue**: Slide left or right to adjust hue.
- **Brightness**: Slide left to decrease brightness and slide right to increase brightness.
- **Contrast**: Slide left to decrease contrast and slide right to increase contrast.
- **Contrast Balance**: Once you have adjusted contrast, you can adjust contrast balance, which changes whether you apply the contrast to the lighter or darker colors in the image.

To see what your image looked like without the edit, press **Show Original** in Develop mode.

To reset any changes, right-click on either the relevant slider, or the wheel to reset all changes.

Press **Done** to save your changes and exit the Color Wheel.

To Adjust Multiple Colors Using the Color Wheel:

Once you have made your first color wheel edits, you can make changes to other colors using additional color wheels.

To do this, click on the plus symbol next to the color wheel icon. +

To Delete Edits Made Using the Color Wheel:

You can delete color wheel edits until you save the image as a new file in Develop mode.

To do this, click on the cross symbol next to your list of color wheel edits. ✕

See also:

- Adjusting Tone Curves
- Adjusting Tones With the Tone Wheels
- Adjusting Color with Color EQ

Applying a Soft Focus Effect

Just like a diffusion lens filter on a camera, the Soft Focus tool gives your photos a dreamy-soft blur by reducing harsh lines and intensifying colors.

You can use the Soft Focus tool to minimize wrinkles and create a glamour-effect, and you can target the soft focus effect to different tonal areas. For example, you can apply the softening effect without affecting contrast and brightness. The Tonal Width slider allows you to narrowly target the mid-tones, or widely target the entire tonal range.

You can save your settings as a preset for future use.

To Give Your Image a Soft Focus:

1. In Develop mode, select the **Tune** tab.
2. In the Soft Focus group, make adjustments as described below.

Soft Focus Options

Strength	Drag the slider to the right to increase the blurring in each tonal band.
Brightness	Drag the slider to the right for a soft focus effect, while simultaneously brightening the image.
Contrast	Drag the slider to the right for a soft focus effect, while simultaneously increasing contrast and saturation.
Tonal Width	Drag the slider to the right to apply the soft focus effect to a greater tonal range. Control where the soft brightness and contrast are applied; lower values apply the soft focus narrowly to mid-tones, while higher values apply the soft focus to widely to include highlights and shadows.

You can also type a number into the number box and incrementally make precise adjustments.

See also:

- Adjusting Tone Curves
- Making General Adjustments

Applying a Cross Process Effect

A popular film photography technique in the '80s and '90s involved processing film in a solution intended for a separate type of film. This cross processing gave photos a boost in saturation and contrast, and shifted colors towards greenish-yellow highlights and bluish shadows. You can simulate these retro-effects with the Cross Process tool.

You can save your settings as a preset for future use.

To Adjust the Strength of the Cross Process Effect:

1. In Develop mode, select the **Tune** tab.
2. In the Cross Process group, drag the **Strength** slider to the right to increase the retro-effect.

You can also type a number into the number box and incrementally make precise adjustments.

Adjusting Split Tone

Originating in film photography, split toning is a powerful technique designed to create multicolored toning effects. The Split Tone tool allows you to control the hue and saturation of your highlights and shadows with the use of sliders to adjust the balance of tones. Split toning allows you to add a creative element to RAW conversion and non-destructive editing in ACDSee Photo Studio.

You can save your settings as a preset for future use.

To Adjust Highlights and Shadows:

1. In **Develop** mode, select the Tune tab.
2. In the **Split Tone** group, drag the sliders to apply colored highlights and shadows as described in the table below.

Split Tone Options

Highlights	
Hue	Drag the slider to select a highlight color.
Saturation	Drag the slider to the right to increase saturation of the specified color in the highlights of the image.
Shadows	

Hue	Drag the slider to select a shadow color.
Saturation	Drag the slider to the right to increase saturation of the specified color in the shadows of the image.
Balance	Drag the slider to the right to emphasize the highlight color; drag the slider to the left to emphasize the shadow color. For example if the slider is set to the maximum at 50, then full emphasis is applied to the highlight color; if the slider is set to the minimum -50, then full emphasis is applied to the shadow color.

Create a sepia tone effect by first reducing the saturation of your photo with the Advanced Color tool and then applying a reddish brown hue with the Split Tone tool. Or create a monochromatic black and white photo with a slight tint of hue.

Creating a Post-Crop Vignette

You can use the Post-Crop Vignette tool to create a light or dark vignette around your image.

The Post-Crop vignette sliders apply the vignette relative to the proportions of the cropped photograph. The Post-Crop Vignette tool features sliders to creatively control the vignette strength, radius, feathering, and roundness. A post-crop vignette can be applied to a cropped or uncropped photo.

You can save your settings as a preset for future use.

To Create a Post-Crop Vignette:

1. In Develop mode, select the **Tune** tab.
2. In the Post-Crop group, adjust the sliders as described below.

Post-Crop Options

Strength	Drag the slider to the right to lighten the corners, or drag to the left to darken the corners.
Radius	Drag the slider to the right to expand the radius, or drag to the left to restrict the radius.
Feathering	Drag the slider to the right to soften the vignette edge, or drag to the left to harden the vignette edge.
Roundness	Drag the slider to the right to make the vignette more circular, or drag to the left to make the vignette more oval.

See also:

- Cropping

Adjusting Tone Curves

In Develop mode, you can use the Tone Curves tool to change the tonal range of an image. Select the RGB color channel to adjust the entire range of the image, or select a specific color.

You can save your settings as a preset for future use.

To Adjust the Tone Curves in an Image:

1. In Develop mode, select the **Tune** tab.
2. In the Tone Curves group, adjust the curves as described below.

Tone Curves Options

Channel	Specify the color channel to adjust.
Curve	A standard curve is the default. Click and drag the line to manipulate the curve. Each time you click the curve, a new node is added. You can drag the nodes up and down the curve. To remove nodes, right-click them.
Black Point	Click and drag the black triangle or click it to automatically set the black point. You can also enter a number into the fields or use the up or down arrow buttons to set an exact black point.
Gamma	Click and drag the gray triangle or click it to automatically set the gamma point. You can also enter a number into the fields or use the up or down arrow buttons to set an exact gamma point.
White Point	Click and drag the white triangle or click it to automatically set the white point. You can also enter a number into the fields or use the up or down arrow buttons to set an exact white point.

You can reset your tone curves by clicking the Reset button. You can also right-click the endpoint nodes to reset them.

See also:

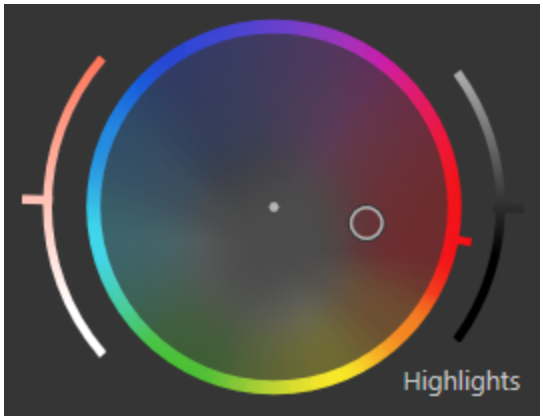
- Adjusting Lighting

Adjusting Tones With the Tone Wheels

Colors in every image are split into highlights, midtones, and shadows. You can use the tone wheels in Develop mode to add color tints to certain tones in your image. There are two curved sliders with each tone wheel. The curved slider on the left is the saturation slider, the slider on the right is the brightness slider. The tone wheels themselves allow you to pinpoint a hue to adjust.

To Adjust Color Using the Tone Wheels:

1. Choose Tone Wheels from the Tune tab in the Develop Tools pane. To use the Tone Wheels in Develop mode, you must have Color EQ set to High Quality. To ensure this, open Color EQ and choose High Quality from the drop down menu.
2. Choose a hue to edit by clicking and dragging the target point within the tone wheel, or by using the relevant eyedropper on the image itself. As you move the eyedropper around the image, you will see a dot, known as the hue indicator, move around the wheel to show the where the color you are hovering over sits on the wheel. The three eyedroppers relate to the relevant tone wheels. You can also refine the saturation of the selection by clicking and dragging your selection away from the edges of the wheel, or away from the center of the wheel. The less saturated colors are in the center of the wheel and the more saturated colors are towards the edge of the wheel.



Moving the target point towards the outside of the wheel increases tone saturation. Moving it towards the inside of the wheel decreases tone saturation.

3. With a hue selected, increase saturation and/or brightness for your selected tones.

To reset any changes, right-click on either the relevant slider, or the wheel to reset all changes.

See also:

- Adjusting Tone Curves
- Adjusting Color with the Color Wheel

- Adjusting Color with Color EQ

Output Color Space

You can select the output color space to use when processing your files.


You can save your settings as a preset for future use.

To Set the Output Color Space For a File:

1. In Develop mode, select the **Tune** tab.

   Look to the Histogram to help determine the best Output Color Space for your image. The histogram provides a graphical representation of the intensity level of pixels within each color channel. Spikes at either end of the graph indicate clipped colors. Aim for an output color space that provides the widest gamut of colors possible while minimizing spikes at either end of the graph.

2. In the Output Color Space group, select a color space from the pop-up menu.

   Click **Set as Default** if you want to use this same color space as the default color space for files in Develop mode.

3. Press **Save As** or **Done** to save your changes.

Adjusting Details

About the Detail Tab

In the Detail tab, you can sharpen, reduce noise, and correct chromatic aberration and defringing in your photos.

To Use the Detail Tab:

1. In Develop mode, select the **Detail** tab.
2. Select the Masking, Sharpening, Noise Reduction, Skin Tune, Chromatic aberration, or Defringe group to adjust the image.

Saving and Canceling

When you have finished processing an image, you can choose from one of the many options for saving your image, depending on what you want to do next.

To Save the Image and Return to the Mode You Were in Previously:

1. Click **Done**.
2. Select one of the following:
    - **Save**: Save your changes.
    - **Save as**: Save a copy of your processed image with a new name or format.
    - **Discard**: Discard your changes.
    - **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time your switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio for Mac | Settings**.

To Save the Image and Continue Processing Other Images:

Click **Save as** to save a copy of your processed image with a new name or format.

To Discard Changes to the Image and Return to the Mode You Were in Previously:

Click **Cancel**.

Sharpening

You can use the sharpening tool to define details and add clarity to your images.

You can save your settings as a preset for future use.

To Sharpen Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Sharpening group, adjust the sliders as described below.

Sharpening Options

Amount	Specifies the amount of sharpening applied by adding and removing light on each side of an edge.
Radius	Specifies the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels and tend to bring out coarser detail, while smaller values reduce the number of sharpened pixels and tend to bring out finer detail.

Edge Masking	Specifies how different the pixel lightness values within an edge must be before the pixels within the edge are sharpened. Higher values sharpen only stronger edges but minimize the appearance of noise. Lower values sharpen both strong and weaker edges, but can increase the appearance of noise. Adjust the edge masking to enhance edges while keeping background noise to a minimum.

Reducing Noise

You can reduce noise in your images caused by high ISO settings or long exposure.

You can save your settings as a preset for future use.

To Reduce Noise in Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Noise Reduction group, adjust the sliders as described below.

Noise Reduction Options

Luminance Noise	Drag the slider to the right to reduce the visibility of lighting noise. Apply a setting that is proportional to the noise in the image and refer to the preview window to ensure that you balance the level of noise reduction with loss of detail.
Strength	Drag the slider to the right to control how aggressively to reduce noise. Prevent the loss of detail by balancing Luminance Noise with Strength.
Color Noise	Drag the slider to the right to remove color noise from the image.

Click on your image to view areas up close in the Develop tools preview.

Fine-Tuning Skin Tone

You can use the Skin Tune tool to even skin tone and smooth away blemishes and flaws.

You can save your settings as a preset for future use.

To Correct Skin Tone:

1. In Develop mode, select the **Detail** tab.
2. In the Skin Tune group, adjust the sliders as described below.

You can right-click a slider to reset to the default value.

Skin Tune Options

Smoothing	Drag the slider to the right to refine skin by suppressing texture detail.
Glow	Drag the slider to the right to increase the brightness of skin while subtly smoothing.
Radius	Specifies the scale of the texture detail that is affected by the effect. Drag the slider to the left to enhance small details. Drag the slider to the right to enhance larger details.


View the effects of your changes in the **Preview Window**, located at the top of the Detail pane. Move the overlay square on your image to change the area the Preview Window displays.

Adjusting Chromatic Aberration

Chromatic Aberration, a lens artifact that results in fringes in high contrast areas of some photos. The Chromatic Aberration tool corrects both radial and fringe forms of this problem, and is especially useful for photos with architectural details.


You can save your settings as a preset for future use.

To Adjust Chromatic Aberration in Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Chromatic Aberration group, adjust the sliders as described below.

Chromatic Aberration Options

Red - Cyan	Drag the slider to the right to increase Red - Cyan or to the left to decrease.
Blue - Yellow	Drag the slider to the right to decrease Blue - Yellow or to the left to decrease.

Defringing

Defringing works in conjunction with the chromatic aberration tool to address fringes in high contrast areas of some photos.


You can save your settings as a preset for future use.

To Defringe Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Defringe group, adjust the sliders as described below.

Defringing Options

Strength	Drag the slider to the right to increase defringe strength.
Radius	Drag the slider to the right to increase the radius.
Cyan	Drag the slider to the left to reduce the cyan hue.
Blue	Drag the slider to the left to reduce the blue hue.
Magenta	Drag the slider to the left to reduce the magenta hue.
Violet	Drag the slider to the left to reduce the violet hue.
Red	Drag the slider to the right to decrease the color of the noise in the image.

Fixing Geometry

About the Geometry Tab

In the Geometry tab, you can correct lens distortion and perspective, or rotate and straighten your image. You can also use the crop tool to change the composition of your image.


You can save your settings as a preset for future use.

To Use the Geometry Tab:

1. In Develop mode, select the **Geometry** tab.
2. Select the Lens Distortion, Rotate & Straighten, Perspective, Crop or Vignette Removal group to adjust the image.

Saving and Canceling

When you have finished processing an image, you can choose from one of the many options for saving your image, depending on what you want to do next.

To Save the Image and Return to the Mode You Were in Previously:

1. Click **Done**.
2. Select one of the following:
    - **Save**: Save your changes.
    - **Save as**: Save a copy of your processed image with a new name or format.

- **Discard**: Discard your changes.
- **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time your switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio for Mac** | **Settings**.

To Save the Image and Continue Processing Other Images:

Click **Save as** to save a copy of your processed image with a new name or format.

To Discard Changes to the Image and Return to the Mode You Were in Previously:

Click **Cancel**.

Fixing Lens Distortion

Lens distortion is common in photos that were taken with wide angle or zoom lenses.

You can save your settings as a preset for future use.

To Fix Lens Distortion:

1. In Develop mode, select the **Geometry** tab.
2. In the Lens Distortion group, adjust the slider to the left for a bulge effect, or adjust the slider to the right to stretch the edges of the image.

Click the **Show Grid** button to display a grid over your image. This tool is useful when adjusting alignment in your images.

Rotating and Straightening

You can straighten a crooked photo in Develop mode by rotating the photo at a custom angle.

You can save your settings as a preset for future use.

To Correct a Crooked Photo:

1. In Develop mode, select the **Geometry** tab.
2. In the Rotate & Straighten group, adjust your image as described below.

Rotate Options

	**Rotate left button**	Rotates image 90 degrees to the left.
	**Rotate right button**	Rotates image 90 degrees to the right.

Straighten Options

	Slider	Adjusts the horizontal angle of the image. Move the slider left or right until the image appears straightened.
	**Straighten Tool**	Straightens the image. Use your cursor to draw a line along a crooked horizon. When you release the cursor, the Straighten tool automatically straightens the photo relative to the horizon you drew.

 Click the **Show Grid** button to display a grid over your image. This tool is useful when adjusting alignment in your images.

Correcting Perspective

Perspective issues, which can occur if the camera is not held horizontal or perpendicular to the object of the photo, can be common in images taken with wide angle lenses. For example, if you take a photo of a tall building, looking up from street level, the building can appear to bend in the photo. You can correct perspective issues using the tools in the Perspective group.

 You can save your settings as a preset for future use.

To Correct Perspective:

1. In Develop mode, select the **Geometry** tab.
2. In the Perspective group, adjust the sliders as described below.

Perspective Correction Options

Vertical	Drag the slider to the left or right to identify the center of the image on the vertical axis.
Horizontal	Drag the slider to the left or right to identify the center of the image on the horizontal axis.

Vertical Shear	Drag the slider to the left or right to identify the center of the image on the vertical and diagonal axis.
Horizontal Shear	Drag the slider to the left or right to identify the center of the image on the horizontal and diagonal axis.

Click the **Show Grid** button to display a grid over your image. This tool is useful when adjusting alignment in your images.

Cropping

You can use the Crop tool to remove unwanted parts of your images, or to reduce the image canvas to a particular size.

You can save your settings as a preset for future use.

To Crop an Image:

1. In Develop mode, select the **Geometry** tab.
2. In the Crop group, resize the crop window, position it over the area of the image you want to keep. See below for more details.

Press **E** to preview your image when cropped.

Resizing the Crop Window

To Resize the Crop Window by Dragging:

1. Position your cursor over the edge or corner of the crop window until it changes into a double-pointed arrow.
2. Drag the crop window's border to the desired size.

To Maximize Crop Area:

1. Click **Maximize crop area**. The crop selection expands to the outer edges of your images.
2. Drag the crop window's border to the desired size.

To Specify an Exact Size for the Crop Window:

1. Type the desired crop window proportions into the **Width** and **Height** boxes.
2. In the **Units** drop-down list, select a unit of measurement.

To Constrain the Crop Window to a Ratio:

1. Select the **Constrain proportion** checkbox.
2. Select a ratio from the pop-up menu. Use the button to the right of the pop-up menu to toggle between landscape and portrait orientation.
3. Do one of the following:
   - Position your cursor over the edge of the crop window until it changes into a double-pointed arrow, and then drag the edge of the crop window to the desired size.
   - Use the **Width** or **Height** boxes to specify a dimension for one side of the crop window. ACDSee automatically resizes the other dimension based on the ratio you selected.

Crop Options

Constrain proportion	Select this option to constrain the crop area to a specified proportion. Select the proportion from the pop-up menu.
Maximize crop area	Click to expand the crop area to the entire image, and then click and drag the crop borders. To redo your crop selection, click on the Maximize crop area button to expand the selection to the entire image again, and make your crop adjustments.
Rotate crop area	Click the rotate right button  to rotate the crop area 90 degrees.
Undo crop	You can click the refresh button in the Crop group to undo your crop.

In View mode, you can also use the Select tool  to select an area of your image to copy and paste.

Vignette Removal

The Vignette removal tool in Develop mode provides a simple way of correcting lens vignetting. Lens vignetting is a limitation of the camera lens' ability to equally distribute light, resulting in the corners of some images appearing darker than expected.

You can save your settings as a preset for future use.

To Correct Lens Vignetting:

1. In Develop mode, select the **Geometry** tab.
2. In the Vignette removal group, set the options as described below.

Vignette Removal Options

Strength	Drag the slider to the right to brighten the shadow.
Radius	Drag the slider to the right for greater correction or drag the slider to the left for less.

Repair

Red Eye Correction

When taking photos with a flash, sometimes the people in your photos appear to have red eyes. This is caused by the camera flash bouncing off the person's retina. You can reduce or eliminate red eye by using the Red Eye Correction tool found in the Repair tab of Develop mode.


You can save your settings as a preset for future use.

To Correct Red Eye:

1. In Develop mode, select the **Repair** tab.
2. In the Red Eye Correction group, set the options as described below.

Red Eye Correction Options

Size	Drag the slider to the right to expand the radius, or drag to the left to restrict the radius.
Darkening	Drag the slider to the right to darken correction, or drag the slider to the left to lighten correction.


You can click **Do it for me** to apply red eye correction automatically.

Using the Heal and Clone Tools

You can use the Repair Tool to remove flaws, such as:

- Skin blemishes
- Telephone wires and other unwanted objects
- Flash flares from snowflakes or windows
- Lens scratches and water drops
- Shadows cast on the sensor by dust

There are two options available for the Repair Tool: the Healing Brush and the Cloning Brush.

When you select the Healing Brush, it copies pixels from one area of a photo to another, but it analyzes the pixels in the source area before copying them. It also analyzes the pixels in the target area, and then blends the pixels of both source and target, to match the surrounding area. This ensures that the lighting and color of the replacement pixels integrate with the surrounding area. The Healing Brush works particularly well with photos that involve complicated textures like skin or fur.

When you select the Cloning Brush, the tool copies the exact pixels from one area of a photo to another, creating an identical image area. The Cloning Brush is more effective for photos that have strong, simple textures or uniform colors, as it is more difficult to identify the copied pixels in the finished photo.


You can save your settings as a preset for future use.


To achieve the best results, perform any geometric operations on your image before using the Healing Brush.

To Remove Flaws from a Photo:

1. In Develop mode, on the Repair tab, in the Repair group, select one of the following:
    - **Heal**: copies the pixels from the source area to the target area, and blends pixels into the surrounding image area.
    - **Clone**: copies the pixels from the source area to the target area.
2. Drag the **Nib Width** and **Feathering** sliders as described in the table below.
3. Right-click or control-click the image to set a source location. Pixels will be copied from this location and used in the target location.
4. Click and drag over the area that you want to cover. If you selected the healing brush, ACDSee Photo Studio analyzes and replaces the pixels when you release the mouse button. If you selected the blended clone tool, ACDSee Photo Studio analyzes, replaces, and blends the pixels when you release the mouse button.
5. Do one of the following:
    - Click **Save As** to save your changes as a new file.
    - Click **Done** to apply your changes and close the tool.
    - Click **Cancel** to discard all changes and close the tool.


Scroll with your mouse to adjust the brush size as you work, or press the **Shift** key while you scroll to adjust feathering.


Hold **Command** while using the brush tool to activate the pan feature.


For the most accurate preview, zoom your image to 100% while healing or cloning.


Red Eye Reduction and selective adjustments, such as the Develop Brush and gradients, are the only adjustments that cannot be healed or cloned.

Repair Tool Options

Nib Width	Sets the width of the brush. The maximum brush width is relative to the size of your image.
Feathering	Sets the amount to feather on the edge of the brush to prevent sharp transitions between the original and healed part of the photo. Feathering is set as a percentage of the nib width, not as a specific number of pixels. This means that you do not have to adjust the feathering when you reset the Nib Width, as it automatically adjusts to a percentage of the new nib width.


To apply your last used Develop settings to images on the fly, control–click one or more thumbnails and select **Develop** | **Apply Last Used**. You can also apply any saved develop settings by selecting **Develop** and clicking a saved preset.

People Mode

Using People Mode

People mode is a dedicated space for managing all images of people.

People mode can be accessed by selecting the **People** mode icon in the mode bar, or by selecting **View | People Mode** from the main menu, or press **Options + Cmd + O**.

There are three views in **People** mode:

- Named
- Unnamed
- Person

The **Named** and **Unnamed** views can be accessed from the **Named** and **Unnamed** buttons directly above the results grid in the button bar. To access the **Person** view, double-click a person's facial image in **Named** view only.


In Unnamed and Person view, select faces by clicking the face, or multi-select with **Cmd + click**, **Shift + click**. Click the mode switch toolbar to take your selected thumbnails directly to **View** or **Develop** mode. Double-clicking on a single thumbnail will bring the image into View mode.


For both the **Unnamed** and **Person** views, toggle the **Show Face Thumbnails**  icon and the **Source Image Thumbnails**  icon to view the face thumbnail or the entire source image.

Named View

The **Named** view in **People** mode is populated with images of all the people that have been assigned a name in the ACDSee photo database. Images of identified people can be merged (for people with many like-sounding names such as "Rob", "Robby", "Bobby"), renamed, or removed. Double-clicking a person opens that person's **Person** view where all of the person's assigned faces reside and AI-prepared suggestions can be confirmed or denied.


The Named view will display the number of faces assigned to each person. More faces can still be assigned beyond 9999.

Unnamed View

The **Unnamed** view in **People** mode is populated with faces that haven't been assigned a name.

The **Unnamed** view can be filtered between **Grouped** and **Ungrouped** faces by toggling the drop down list located at the far right of the button bar above the facial images.

In **Grouped**, the view is split between a top pane displaying groups, and a bottom pane which displays the faces associated with the selected group(s). **Grouped** faces are similar enough in structure that the AI in **People** mode suggests that they should be grouped together.

In **Ungrouped**, the view displays a flat grid of all of the unnamed faces in the database. **Ungrouped** images are all of the single facial images without AI-generated groups applied.

The **Unnamed** view is used to manage the unnamed faces by assigning them to a name, or deleting the face.

Person View

In **People** mode, the **Person** view is a display of all faces associated with one person.

The **Person** view is comprised of two separate areas:

- The **Assigned Faces** pane, a collection of facial images previously assigned with the person's name.
- The **Suggested Faces** pane, a collection of faces that AI considers a possible match with the person.

Person view can only be accessed from the **Named** view.

Folders Pane

The **Folders** pane is used for filtering results by folder. Click to select a single folder, or multi-select with **Cmd + click**, **Shift + click**, or by clicking the Easy-Select arrows to the left of the folder names.

The **Folders** pane is located to the left of the results grid and has two views:

- Tree view, for an expanded view of folders visited in **Manage** mode that contain faces.
- List view, for a flat list of folders containing faces.

Use the View button to the right of the **Folders** label to toggle between the Tree view and the List view.

Use the Folders Refresh icon below the **Folders** label to clear the current folder selection.

Named View

The **Named** view in **People** mode is populated with images of all the people that have been assigned a name in the ACDSee photo database. Images of identified people can be merged (for people with many like-sounding names such as "Rob", "Robby", "Bobby"), renamed, or removed. Double-clicking a person opens that person's **Person** view where all of the person's assigned faces reside and AI-prepared suggestions can be confirmed or denied.

To merge people:

1. In **People** mode, in the **Named** view, select more than one person.
2. Right-click one of the selected people.
3. From the context menu, select **Merge People**.
4. In the **Merge People** dialog, do one of the following two options:
    - Enter a new name in the **Enter or select a name** field, or
    - Select a name from the **Enter or select a name** drop down.
5. Click the **OK** button.

To rename a person:

1. In **People** mode, in the **Named** view, select a person to rename.
2. Right-click the selected person.
3. From the context menu, select **Rename Person**.
4. Enter the person's new name in the highlighted bar beneath the person's image.
5. Press **Enter**.

To remove a person or persons:

1. In **People** mode, in the **Named** view, select a single person or people to remove.
2. Right-click the selected person(s).
3. From the context menu, select **Remove Person(s)**.
4. In the prompted dialog, click the **OK** button.

Person View

In **People** mode, the **Person** view is a display of all faces associated with one person.

The **Person** view is comprised of two separate areas:

- The **Assigned Faces** pane, a collection of facial images previously assigned with the person's name.
- The **Suggested Faces** pane, a collection of faces that AI considers a possible match with the person.

Person view can only be accessed from the **Named** view.

Assigned Faces Pane

The **Assigned Faces** pane is populated with facial images previously assigned with the person's name. Each image in the **Assigned Faces** pane has a right-click context sensitive help menu detailed in the following table.

Assigned Faces Pane Context Menu Options

Menu Item	Shortcut	Description
Rename Face(s)...	**Option + Cmd + Enter**	Opens the **Rename Face(s)** dialog where a new name can be entered. The facial image is automatically removed from the current **Person** view and placed in the **Named** view after a new name is applied.
Remove Face(s)...	**Delete**	Removes the name from the facial image and returns the image to the **Unnamed** view.
Delete Face(s)	**Shift + Delete**	Removes the association with a person and deletes the facial image from **People** mode.
Set as Profile		Sets the selected image as the profile image for the person.

The Suggested Faces Pane

The **Suggested Faces** pane is populated with faces that AI considers a possible match with the person.

When the AI in **People** mode considers unnamed facial images to be a possible match for a person, a face icon  will appear in the lower left corner of a named face in **Named** view.

Each image in the **Suggested Faces** pane has a right-click context sensitive help menu detailed in the following table.

Suggested Faces Pane Context Menu Options

Menu Item	Shortcut	Description
Confirm Face(s)...	**Enter**	Confirms the AI-generated suggestion as belonging to the person. The green check mark icon  located in the name bar beneath the facial image can also be used to confirm.
Deny Face(s)...	**Delete**	Removes the AI-generated suggestion from the facial image and returns the image to the **Unnamed** view. The red

Menu Item	Shortcut	Description
		crossed out circle icon loc- ated in the name bar beneath the facial image can also be used to deny.
Rename Face(s)	**Option + Cmd + Enter**	Opens the **Rename Face(s)** dialog where a new name can be entered. The facial image is automatically removed from the current **Person** view and placed in the **Named** view after a new name is applied.
Delete Face(s)	**Shift + Delete**	Removes the AI-generated suggestion from the facial image and deletes the facial image from **People** mode.

To confirm or deny all faces in the pane, click the Confirm All Suggestions icon or the Deny All Suggestions icon located at the far right of the **Suggested Faces** pane header bar.

Unnamed View

The **Unnamed** view in **People** mode is populated with faces that haven't been assigned a name.

The **Unnamed** view can be filtered between **Grouped** and **Ungrouped** faces by toggling the drop down list located at the far right of the button bar above the facial images.

In **Grouped**, the view is split between a top pane displaying groups, and a bottom pane which displays the faces associated with the selected group(s). **Grouped** faces are similar enough in structure that the AI in **People** mode suggests that they should be grouped together.

In **Ungrouped**, the view displays a flat grid of all of the unnamed faces in the database. **Ungrouped** images are all of the single facial images without AI-generated groups applied.

The **Unnamed** view is used to manage the unnamed faces by assigning them to a name, or deleting the face.

To delete the face from the Unnamed view,

1. Select the face to be deleted.
2. Do one of the following:
    - Right-click the face and select **Delete Face(s)** from the context menu
    - Select **Edit** | **Delete Face(s)** from the main menu

- Press **Delete**.

To assign a name to an unnamed face using the name bar:

1. Click the bar beneath an unnamed face.
2. Enter a name.
3. Press **Enter**.

To assign a name to an unnamed face using the context menu:

1. Right-click an unnamed face.
2. Select **Name Face(s)...** from the context menu, or press **Option + Cmd + Enter**,
3. Enter a name in the **Name** field.
4. Click **OK**.


Faces supplied with names automatically disappear from the **Unnamed** view and are populated into the **Named** view.


In **Grouped**, deleting or naming a group in the top pane will affect all of the faces in the group. Deleting or naming faces in the bottom pane will affect only those faces.

365 Mode

365 Button

About the 365 Button

365 button provides direct access to seedrive.acdsee.com where you can sign in to your ACDSee 365 account. You can use seedrive.acdsee.com to upload your images to ACDSee 365, an image sharing and storage service. An ACDSee 365 account requires a membership or the purchase of additional storage, which you can obtain at seedrive.acdsee.com. For assistance using ACDSee 365, visit the help file.

Making Folders Private or Public

You can create folders and make them private or public on seedrive.acdsee.com. When you make a folder public, anyone can find and see the images in that folder when they browse or search seedrive.acdsee.com. You can also copy the URL for your public folders and share it with others.


New folders are set to private by default.

To publish your photos, see Making Photos Public in the ACDSee 365 help file.

To set a public folder to private, see Changing a Public Folder Back to Private in the ACDSee 365 help file.

Creating Online Folders

You can create folders to help organize your online files on seedrive.acdsee.com.


New folders are set to private by default.

See Adding Folders in the ACDSee 365 help file.

Uploading

You can upload your photos and videos to seedrive.acdsee.com anywhere you have Internet access at any time.

To upload folders or files, see Uploading Photos and Videos in the ACDSee 365 help file.

Sharing Online Folders

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


New folders are set to private by default.

To share your images on ACDSee 365, see Sharing Photos with Family and Friends in the ACDSee 365 help file.

Setting the Options

Setting General Settings

You can adjust settings in the Settings 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 Photo Studio** | **Settings...** Or press **Command–,** keys.
2. In the Settings dialog box, click **General**.
3. On the Basic tab, set or change any of the options described below.
4. Close the dialog box to apply your changes and return to ACDSee Photo Studio.

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 Photo Studio, and automatically applies any browsing criteria you were using.
	Home folder	Always opens Manage mode to the specified folder. Click the **Choose** button to locate a starting folder on your hard drive.
Display		
	Show database filename in title bar	Displays the name of the database that ACDSee is currently running in the title bar.
	Show icon in menu bar	Enable to show the icon in the menu bar. Disable to hide the icon from the menu bar.
Camera		
	Show import dialog when a camera is connected	Opens when a camera is connected.
Print options		
	Autorotate images	Automatically corrects the orientation of images (based

	for best fit	on their EXIF data) when displayed in ACDSee Photo Studio.
	Crop images in layout	ACDSee Photo Studio 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.
RAW Display		
	Select one of the following: • **RAW Decode**: Use embedded JPEG. • **Embedded Preview**: Perform high quality decode. For more information, see Viewing RAW Images.	

Setting the Auto Advance Settings

You can control which applied metadata will trigger Auto Advance.

To Set the Auto Advance Options:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, under **General**, select the **Auto Advance** tab.
3. On the Auto Advance tab, set or change the options as described below.

Auto Advance Options

Enable Auto Advance in	• **Manage Mode** • **View Mode**	Deselect to turn off Auto Advance in either Manage or View mode.
Auto Advance when applying	• **Tags** • **Ratings**	Specifies which applied or removed metadata will trigger Auto Advance.

- **Labels**
- **Categories**
- **Keywords**

Keywords and Categories are disabled by default.

Setting the Metadata Settings

You can adjust settings in the Settings dialog box to control metadata.

To Set the Metadata Options:

1. In Manage mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, under **General**, select the **Metadata** tab.
3. On the Metadata tab, set or change the options as described below.

Metadata Options

Metadata	**Enable Spotlight Comments**	By default, ACDSee's ability to read spotlight comments saved to files is disabled in order to improve browsing performance. When enabled, you can view and edit spotlight comments for your selected image in the Spotlight Comments field in the Properties pane.
	Display embed ACDSee metadata reminder	Displays a reminder to embed ACDSee Metadata. If you edit or add ACDSee Metadata to your files, ACDSee automatically adds the new data to its database. If you have this option enabled, next time you close ACDSee, the Embed ACDSee Metadata in Files dialog box opens and offers to embed the new data into the changed files themselves.

Setting the Indexer Settings

Cataloging the Database

The ACDSee database stores file information when you browse your folders. This process is called cataloging. Cataloging and using the database can help you sort, organize, search, and filter your files, as well as speeding up browsing. The ACDSee Indexer is a tool that helps you catalog your images without browsing through them.

The ACDSee Indexer allows you to catalog files while your computer is idle and ACDSee is not running. This saves you from having to browse all folders or experience your computer slowing down while processing. If you have edited any files in the selected folders, the ACDSee Indexer will update the database.

You can set folders to be cataloged and how long you would like your computer to be idle before the ACDSee Indexer begins to catalog your files. To configure these options, see Setting the ACDSee Indexer Options.

Indexer Settings

You can use the **Settings** dialog to customize the functionality of the ACDSee Indexer.

To Customize the ACDSee Indexer:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the **General** tab, select the **Indexer** sub-tab.
3. Set or change the preferences as described below.

Indexer Settings

Auto index folders or images when computer is idle for	Enables the indexing of folders or images while the computer is idle. Set the slider to indicate how long your computer should be idle before indexing begins.
Index image files only	Disable to index all file types supported by ACDSee.
Include package	Enable to include packages and bundles while cataloging.
Current database	Displays which database will be indexed.
Folders to monitor	Displays which folders will be indexed.
Add Folder...	Click the **Add Folder...** button to add additional folders to be indexed.
Remove Folder	Select a folder from the list and click the **Remove Folder** button to remove it from the folders to be indexed.

Setting the Privacy Options

You can control whether Crash reports are shared or not.

To Set the Privacy options:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, under **General**, select the **Privacy** tab.
3. On the Privacy tab, set or change the options as described below.

Privacy Options

Share Anonymous Crash Reports	Select this option to anonymously share any generated crash reports should the program crash to help diagnose potential issues.

Setting Manage Mode Settings

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 Photo Studio** | **Settings...**
2. In the Settings 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 Photo Studio.

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 sidecar XMP files.
	Show THM files	Displays the THM files.
File associations	**Use ACDSee Photo Studioto open all image files**	Displays all image files in ACDSee Photo Studio by default.
	Use custom associations	Click **Customize** to select an extension and set the default program that opens the file type.
	Launch in Full Screen mode	This will launch any image file that you open in Full Screen mode.
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 **File Name**, **Tagged**, **Rating**, **Category or Keyword**, **Locked**, **Developed**, **Label**, **Type**, **GPS**, **Embed Pending**, or **Snapshot** checkboxes.
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	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. **Use embedded thumbnails**: Displays the embedded JPEG, created by your camera when you took the photo.
	Thumbnail Frame	Adjusts the presentation of the thumbnail. Select any of the following: • **Show frame**: Displays a white frame around each thumbnail. • **Show slide border**: Displays a thick dark border around the outer edges of the thumbnail.

List	
List View	Customize List view by dragging items in left tree to the list in the right pane.

Easy-Select	
Show Easy-Select	Displays the Easy-Select indicators in the Folders pane, which you can use to select multiple folders.

Setting the Media Mode Options

Select **ACDSee Photo Studio | Settings...** from the main menu to open the **Settings** dialog and select **"Media"** from the top list.

The options in the **Media Mode** pane include two field sets:

- Media
- Pop-ups

Media Options

Show database orphan files	Enable to show database orphan files.
Browse to the first selected file when switching to Manage Mode	Enable to browse to the first selected file when switching to Manage Mode.

Pop-ups Options

Mouse cursor hover activates pop-ups	Enable to allow a mouse cursor hover to activate pop-ups.
<Shift> key activates pop-ups	Enable to allow the pressing of the **Shift** key to activate pop-ups.
Auto hide pop-ups	Enable to auto-hide pop-ups.
Show thumbnail in pop-ups	Enable to show thumbnail images of the original image in the pop-up.
Show information in pop-ups	Enable to show image-related information in the pop-up.

Setting View Mode Settings

You can use the Settings 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 Photo Studio** | **Settings...**
2. In the Settings dialog box, click **View**.
3. Set or change any of the options described in the table below.
4. Close the dialog box to apply your changes and return to ACDSee Photo Studio.

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.
Background Color for View and Full Screen		
	Viewer background color	Select background color for Viewer.
	Full screen background color	Select background color for Full screen.
Slideshow		
	Use high quality rendering	This option is recommended for computers with advanced graphics cards.

Setting Develop Mode Settings

To Set the Develop Mode Settings:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, click **Develop**.
3. Set or change any of the options described in the table below.
4. Close the dialog box to apply your changes and return to ACDSee Photo Studio.

Develop Mode Options

Pane Position	Positions the Develop mode tools pane to the left or the right.	
Auto Save	Saves your images automatically when switching between modes or images.	
Background Color for View and Full Screen		
	Viewer background color	Select background color for Viewer.
Color Management		
	Default output color space for RAW files.	Select preferred default color output for RAW files.
	Default output color space for non-RAW files.	Select preferred default color output for non-RAW files.

Setting the People Mode Options

Select **ACDSee Photo Studio | Settings...** from the main menu to open the **Settings** dialog and select **"People"** from the top list.

The options in the **People Mode** pane include four field sets:

- Confirmation Prompts
- Thumbnail Style
- Folder Pane Style
- Unnamed View Style

Confirmation Prompts Options

Do not prompt when confirming all suggestions	Enable to turn off prompts when confirming all suggestions.
Do not prompt when denying all suggestions	Enable to turn off prompts when denying all suggestions.
Do not prompt when deleting faces	Enable to turn off prompts when deleting faces.

Thumbnail Style Options

Face Thumbnail	Enable to use thumbnails featuring the person's face.
Asset Thumbnail	Enable to use thumbnails featuring the entirety of the asset's original dimensions.

Folder Pane Style Options

List	Enable to use the List view as the default for the **Folders** pane.
Tree	Enable to use the Tree view as the default for the **Folders** pane.

Unnamed Style Options

Ungrouped	Enable to use the **Ungrouped** category as a default for sorting the **Unnamed** view results.
Grouped	Enable to use the **Grouped** category as a default for sorting the **Unnamed** view results.

Pop-ups Options

Mouse cursor hover activates pop-ups	Enable to allow a mouse cursor hover to activate pop-ups.
<Shift> key activates pop-ups	Enable to allow the pressing of the **Shift** key to activate pop-ups.
Auto hide pop-ups	Enable to auto-hide pop-ups.
Show thumbnail in pop-ups	Enable to show thumbnail images of the original image in the pop-up.
Show information in pop-ups	Enable to show image-related information in the pop-up.

Setting the ACDSee Mobile Sync Settings

You can use the Settings menu option to change your ACDSee Mobile Sync settings.

To Set the ACDSee Mobile Sync Options:

1. In any mode, select **ACDSee Photo Studio | Settings...**
2. In the **Settings** dialog, click the **Mobile Sync** button.
3. In the **ACDSee Mobile Sync** dialog, set or change the options as described below.
4. Apply your changes and return to ACDSee.

ACDSee Mobile Sync Settings

Root Folder	Specify the destination for your sent images and videos.
Server Name	To customize the name of the target server, enter text in the field. This name will appear in your list of targets in the ACDSee Mobile Sync app.
Show ACDSee Mobile Sync Root Folder on Folder Tree	Displays the ACDSee Mobile Sync folder in the Folders pane.

Setting the Face Detection and Recognition Options

You can toggle Face Detection on and off, trigger Face Detection to rerun, or allow the ACDSee Indexer to undertake Face Detection while your computer is idle.

To Set the Face Detection Options:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, click **Face Detection**.
3. On the Face Detection page, set or change the options as described below.
4. Click **OK**.

Face Detection Options

Face Detection	
Enable Face Detection.	Toggle this option to turn on Face Detection. With this option enabled, Face Detection will run on files encountered during browsing in Manage mode. In View mode, Face Detection will run on the open image only. Once Face Detection has been run on an image, that information is stored in the database. Therefore, with this option disabled, previously detected faces will still display face outlines and names (if named) in View mode. You will also be able to search using the names you have assigned to faces.
Allow Face Detection to detect	You can enable Face Detection to be undertaken by

faces while your computer is idle using the ACDSee Indexer.	the ACDSee Indexer. The ACDSee Indexer will allow the Face Detection process to be done when your computer is idle and ACDSee is not running. This allows you to avoid having to browse all of your folders.
While browsing, automatically rerun Face Detection on images that have changed since Face Detection last ran.	Toggle this option to allow Face Detection to be rerun automatically on images that have changed since the last time Face Detection was run while you browse or edit your images.
Facial Recognition	
Enable Facial Recognition	Toggle this option to turn on Facial Recognition. With this option enabled, ACDSee will attempt to recognize individuals based on the faces you have named in previous images. Use the slider to set how similar two faces need to be in order for ACDSee to identify them as the same individual. **Moderate**: the default setting is optimized to name most faces without adding too many incorrect names. **Aggressive**: faces need to be less similar in order to be recognized. This option is useful if your photo collection consists of just a few people in a wide variety of poses, lighting, and film quality. You may experience more incorrect names. **Conservative**: faces need to be more similar in order to be recognized. This option is useful if your photo collection consists of a large number of different people, especially if those people are physically similar, such as close family members. You will experience fewer incorrect names, but may have to manually name people more frequently. If the Enable Auto Naming option is enabled, all three settings can result in incorrect names, especially when Facial Recognition encounters a person for the first time. If you experience more incorrect names than you can reasonably correct by hand, disable Facial Recognition and manually name several faces for each person in your photo collection. Then, re-enable Facial Recognition, and, if necessary, rerun Facial Recognition on a selection of files, or your entire library.
Enable Auto Naming	Toggle this option to turn on or off **Auto Naming** in **Manage** and **View** modes. **Disabled**: When disabled, ACDSee Photo Studio for Mac will

	not automatically assign names to faces, giving you full control over naming. Face Detection will provide suggestions based on faces that you've already named. **Enabled**: When enabled, ACDSee Photo Studio for Mac will automatically assign names to faces based on faces that you've already named.
Face Search Options	
Face Search	**Assigned names**: When you search using the Quick Search bar, or the People group in the Organize pane, ACDSee will return photos with names assigned using Face Detection. **Suggested names**: When you search using the Quick Search bar, or the People group in the Organize pane, ACDSee will return photos with names suggested by ACDSee, (but not confirmed by you). **Both assigned and suggested names**: When you search using the Quick Search bar, or the People group in the Organize pane, ACDSee will return photos with both assigned and suggested names.
Remove All Face Data	
Removes all data related to Face Detection and Recognition from the database, including face outlines, names, and information relating to whether Face Detection has been run on files. This action will require ACDSee to restart.	
Rerun Recognition	
In order to correct names mistakenly assigned to faces by ACDSee, you can rerun facial recognition on faces you have not manually named. This clears all names assigned by ACDSee's facial recognition, but leaves manually entered names. ACDSee will then attempt to recognize unnamed faces based on names you have entered manually. Faces can only be auto named if the **Enable Auto Naming** option is enabled.	

Setting the AI Image Similarity Options

In the AI Image Similarity options, you can control whether AI Image Similarity runs, when it analyzes your images, and how Group by Similarity behaves.

To Set the AI Image Similarity Options:

1. In any mode, click ACDSee Photo Studio | **Settings**.
2. In the Settings, click the **AI Image Similarity** tab.
3. On the **AI Image Similarity** tab, set or change the options as described below.
4. Changes will apply automatically. Click the red X in the top left corner of the Settings dialog to close it.

AI Image Similarity Options

Option	Description
AI Image Similarity	
Enable AI Image Similarity	Allows ACDSee Photo Studio for Mac to analyze your images for similarity. When this option is cleared, all analysis stops, and features that depend on it don't return results.
Allow AI Image Similarity to analyze images while your computer is idle using the ACDSee Indexer	Runs analysis in the background when you aren't using your computer. Selected by default.
While browsing, automatically rerun AI Image Similarity on images that have changed since AI Image Similarity last ran	Reanalyzes images that have changed since they were last analyzed. Selected by default.
Group By	
Sensitivity slider	Sets how closely images must resemble one another to be grouped together, from **Less similar** to **More similar**.
Do not prompt to set sensitivity each time	Applies the sensitivity set here whenever you use Group by Similarity, without displaying the AI Image Similarity dialog box.

If you select **Do not prompt to set sensitivity each time**, the AI Image Similarity dialog box no longer appears when you use Group by Similarity. To display it again, return to this page and clear the option. This is the only way to bring the dialog box back.

Setting the AI Keywords Options

You can toggle automatic scanning of AI Keywords on or off, allow AI Keywords to detect keywords while your computer idles, and allow AI Keywords to be rerun on images after changes have occurred while browsing.

To Set the AI Keywords Options:

1. In any mode, click **ACDSee Photo Studio** | **Settings...** or press **Cmd + ,**.
2. In the Options dialog box, click **AI Keywords**.

3. On the AI Keywords page, set or change the options as described below.
4. Click **OK**.

AI Keyword Options

Scanning	
Enable AI Keywords.	Selecting this option will allow AI Keywords to automatically detect keywords in images while you browse.
Allow AI Keywords to detect keywords while your computer is idle using the ACDSee Indexer.	Selecting this option will allow AI Keywords to automatically detect keywords for your images while your computer is idle, using the ACDSee Indexer.
While browsing, automatically rerun AI Keywords on images that have changed since AI Keywords last ran.	Toggle this option to allow AI Keywords to be rerun automatically on images that have changed since the last time AI Keywords was run while you browse or edit your images.
Prompts	
Do not prompt when removing AI Keywords from images in the Organize tab of the Properties pane.	While selected, you will not be prompted to confirm when removing AI Keywords from images in the Organize tab of the Properties pane.

Setting Devices Settings

You can set options on how ACDSee Photo Studio handles external devices.

To Set Options For Devices:

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

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.

Setting Mouse and Keyboard Settings

In Settings you can select how double-clicking an image functions as well as customize your keyboard shortcuts.

To Set Mouse and Keyboard Options:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, under Mouse and Keyboard, select **Mouse Settings**.
3. Select your preferences from the tabs described below.

Mouse Settings Tab

Manage Mode Options

Double-clicking an image	**Switch to View mode**	Opens the image in View mode when you double-click on it.
	Switch to Develop mode	Opens the image in Develop mode when you double-click on it.
	Enter to Full Screen	Displays the image in full screen. Select one of the following: • **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.
	Switch to Develop mode	Opens the image in Develop mode when you double-click on it.
	Enter Full Screen	Displays the image in full screen. Select one of the following: • **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.

Keyboard Shortcuts Tab

To Set Custom Keyboard Shortcuts:

1. Select the **Keyboard shortcuts** tab.
2. Select a Menu item from the left, then an individual command to edit on the right.
3. Double-click a shortcut to make the field editable.
4. Press and hold chosen keys to enter new shortcut.

Click **Reset to Default** at anytime to reset all of the shortcuts back to the default keys.

The checkbox next to each command enables or disables the keyboard shortcut listed.

Setting Status Bar Settings

You can use the Settings dialog box to choose what file data is displayed in the status bar.

Status Bar Settings

To Select Status Bar Options:

1. In any mode, click **ACDSee Photo Studio** | **Settings...**
2. In the Settings dialog box, click the **Status Bar** tab.
3. Customize the Status Bar by dragging tokens into the Status Bar Text Format field.
4. Use available token arrows to further customize name elements.

As you drag or edit elements in the Status Bar Text Format field, a preview of how the status bar will look is displayed below the form.

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
****	Applies a tag to the selected image(s).
Shift + ,	Applies a reject tag to the selected image(s).
Shift + .	Removes any applied tags from the selected image(s).
Command – A	Selects all items.
Command – C	Copies the image.
Command – Delete	Moves to Trash.
Command – H	Hides ACDSee Photo Studio.
Command – K	Places your cursor in the Keywords field of the ACDSee Metadata tab of the Properties pane.
Command – M	Minimizes ACDSee Photo Studio.
Command – P	Opens print dialog box.
Command – R	Refreshes.
Command – S	Places your cursor in the Quick Search field.
Command – V	Pastes the image.
Space bar	In Manage mode, launches the file in Quick Look. In View mode, advances to the next image in your folder.
Command – 0	Clears your ratings.
Command – 1	Rates your images as 1.

Shortcut	Resulting Action
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 Settings dialog.
Command – Left Arrow Key	Fits the image to the width of the screen.
Command – Right Arrow Key	Fits the image to the height of the screen in View mode.
Control – L	Rotates image to the left.
Control – 0	Clears image label.
Control – 1	Labels image red.
Control – 2	Labels image orange.
Control – 3	Labels image yellow.
Control – 4	Labels image green.
Control – 5	Labels image blue.
Control – 6	Labels image violet.
Control – 7	Labels image gray.
Control – Command – 1- 9	Categorizes the image with the corresponding category from the active category set. See **Edit** | **Category Set** | [**Category**] to

Shortcut	Resulting Action
	identify which category from the active set corresponds to which numbered shortcut.
Option – Command – 1- 9	Keywords the image with the corresponding keyword from the active keyword set. See **Edit** | **Keyword Set** | [**Keyword**] to identify which keyword from the active set corresponds to which numbered shortcut.
Control – R	Rotates the image to the right.
Control – H	Flips the image horizontally.
Control – V	Flips the image vertically.
Control – C	Opens the selected images in the Image Compare tool.
Control – Q	Toggles Auto Advance on and off.
Control – B	Adds the selected image(s) to the Image Basket.
Control – N	Opens the Face Detection pane and puts the cursor in the first name field.
Control – F	Reruns face detection on current image.
Control – D	Displays the Batch AI Denoise tool.
Control – S	Displays the Batch AI Super-Resolution tool.
O	Displays the original image before edits when held.
Tab	Switch between selected faces on an image.
Delete	Removes the selected image(s) from the Image Basket.
Control – Option – Shift – C	Copies the metadata of the selected file.
Control – Option – Shift – V	Pastes copied metadata into the selected file.
Option – Shift – P	Displays the Info Palette.
Control – Shift – D	Displays detected faces on the right side pane.
Control – Shift – M	Toggles the Map pane open and closed.
Control – Shift – V	Displays the map location of a selected geotagged image.

Shortcut	Resulting Action
Control – Shift – B	Toggles the Image Basket open and closed.
Control – Command – B	Show Face Outlines on the image.
Control – Command – C	Copies develop settings to the clipboard.
Control – Command – F	Displays the face tool, allowing you to edit face outlines and names.
Control – Command – S	Activates the Select tool when in View mode.
Control – Command – V	Pastes develop settings to the selected image.
Control – Option – Command – Delete	Empties your database.
Control – Option – K	Opens the selected image in your default external image editor.
Control – Option – B	Opens the selected images in the Batch Add Border dialog.
Control – Option – W	Opens the selected images in the Batch Add Watermark dialog.
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 – 3	Displays the Filmstrip view.
Option – Command – B	Opens the Batch Workflow 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 – G	Switches to Media mode.

Shortcut	Resulting Action
Option – Command – V	Switches to View mode.
Option – Command – P	Switches to Develop mode.
Option – Command – O	Switches to People mode.
Option – Command – R	Refreshes the Folders pane.
Option – Command – Return	Allows you to rename the file.
Option – Shift – G	Opens the **AI Image Generation...** dialog.
Option – Shift – E	Opens the **AI Generative Edit...** dialog.
Option – Shift – D	Opens the **AI Denoise...** dialog.
Option – Shift – S	Opens the **AI Super-Resolution...** dialog.
Option – Shift – R	Opens the **Search Similar Images** pane in Manage mode.
Option – Shift – I	Runs the **Reanalayze for Image Similarity** tool.
Shift – F	Runs the **Redetect Faces** tool.
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 – K	Places your cursor in the Keywords field of the IPTC Core tab of the Properties pane.
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.

Shortcut	Resulting Action
Shift – Command – U	Uncategorizes all selected items.

You Can Use the Following Shortcuts While Working in Develop Mode:

Shortcut	Resulting Action
E	Toggles the exposure warning on and off.
B	Toggles Split View on and off.
Shift - Command - A	Displays the image's saturation value.
Shift – Command – S	Saves the image.
Shift – Command – Z	Redo.
Command – Z	Undo.
Page Down	Opens the next image.
Space bar	Advances to the next image in your folder.
'	Toggles the Navigator between Automatic window and Manual window.
Control - P	Saves New Snapshot.
Control - Command - P	Saves New Preset.

You Can Use the Following Shortcuts in the Tune Tab of Develop Mode:

Press and hold a shortcut key and scroll with your mouse wheel to make quick adjustments.

Shortcut	Resulting Action
X	Adjusts the General **Exposure**.
H	Adjusts the General **Highlight Recovery**.
F	Adjusts the General **Fill Light**.
C	Adjusts the General **Contrast**.
V	Adjusts the General **Vibrance**.
L	Adjusts the General **Clarity**.

Shortcut	Resulting Action
W	Adjusts the White Balance **Temperature**.
T	Adjusts the White Balance **Tint**.
B	Opens/closes the Brush tool. Also applies in the Detail tab.
G	Opens/closes the Linear Gradient tool. Also applies in the Detail tab.
R	Opens/closes the Radial Gradient tool. Also applies in the Detail tab.
S	Shows brush strokes or gradient mask, if set to not show. Also applies in the Detail tab.