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# **Getting Started**



## Welcome to ACDSee Photo Studio 5

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 three modes: Manage mode, View mode, and Develop 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:		
	<ul> <li>Categorize, Rate and Label: Organize your images by <u>rating</u> them on a scale of 1 to 5, <u>categorize</u> them under meaningful descriptions, or <u>color label</u> them to quickly identify later.</li> </ul>		
	<ul> <li>Tag: <u>Tagging</u> is a way to temporarily set aside, organize, and group your photos without moving the files into different folders.</li> </ul>		
	<ul> <li>Calendar: Browse your collection of photos and media files using the dates associated with each file. Images with EXIF information are organized by date in the <u>Calendar</u> section of the Organize pane.</li> </ul>		
	<ul> <li>Perform batch operations: You can apply changes to a batch of images to adjust time stamp, convert to a different file format, rename files, and more.</li> </ul>		
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.		
Develop mode	Enhance your images in Develop mode. Easy to use processing tools are organized under 4 tabs to allow you to <b>Tune</b> your image, adjust <b>Detail</b> , fix overall <b>Geometry</b> , and <b>Repair</b> red eye.		

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

# Manage Mode

# About Manage Mode

Manage mode is the main browsing and managing component of the user interface, and is what you see when you start ACDSee. In Manage mode, you can find, move, and sort your files and access 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.
The middle pane  The File List pane displays the contents of the selected folder. The File List displays search results when you type into the Quick Search bar.	
The right pane	The <u>Organize pane</u> provides tools to rate, tag, label, categorize, and find your photos by date. The <u>Properties pane</u> 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.

### **Browsing**

## Browsing Files in the File List Pane

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



You can set preferences on how thumbnails are displayed. See Setting Manage Mode Preferences.

## 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.		
Selec t	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.
C.	Rotate left	Rotates selected images to the left.
10	Rotate right	Rotates selected images to the right.
P	Slideshow	Opens images in a slideshow.
	Compare Images	Opens selected images in the Compare Images Viewer.
$\odot$	Auto Advance	Toggles <u>Auto Advance</u> .
+	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.
88	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.
4	Rating	Appears if the file has been rated in the ACDSee Photo Studio 5 database.
<b>✓</b>	Tagged items	Appears if the file has been tagged.
	Untagged items	Appears if the file has not been tagged.
	Category	Appears if the file has been categorized.
	Categories	Appears if the file has more than one categories assigned.
0	Locked	Appears if the file has been locked.
<u></u>	Offline	Appears if the file is stored on an unmounted removable device but indexed in the current database.
0	Exclude	Appears if the file is stored on a mounted removable device and not indexed in the database.
<b>Q</b>	Geotagged items	Appears if the file has been geotagged. Click this icon to view the image in the Map pane.



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.

# 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.

## Viewing Multiple Folders

To view multiple folders, do one of the following:

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

## Creating and Managing Folders

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

### **To Manage Your Folders:**

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



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

## Show Item in Finder

You can view the location of your file in Finder.

#### To Show an Item in Finder:

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

## Managing Items in Favorites

By default ACDSee Photo Studio 5 displays Pictures, Desktop, and user's 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.

## Browsing Files in Finder

You can also display and view your image in Finder.

## To Display and View Your Image in Finder from Manage or View Mode:

Select a file and do one of the following:

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

## **Browsing Files from Your Camera**

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

### To Drag and Drop Photos from a Camera:

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

# **Browsing 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.
		You can also use the <b>Command-[</b> keys to navigate backwards.
<b>→</b>	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 also use the <b>Command-]</b> keys to navigate forward.
1	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 <b>Go   Enclosing Folder</b> .

# 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:

- 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.

# **Changing Views**

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

## To Quickly Change Views:

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

#### To Change Views from the Menu:

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

## **View Options**

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

# 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.
- 4. Click OK.

You can create keyboard shortcuts for filters. See "Keyboard Shortcuts Tab" on page 89.

# Viewing Images in Full Screen

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

### To View in Full Screen:

Do One of the Following:

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



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

In Full Screen You Can:

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



You can also set Full Screen preferences in Manage and View modes.

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

# **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

$\oplus$	Zoom In	Increases the magnification of the selected image.
Q	Zoom Out	Reduces the magnification of the selected image.
Q +	Zoom menu	Opens a menu of zoom options. Select from the following options:
		Actual Size: Displays the image at its original size.
		<ul> <li>Fit Image: Displays the image at the largest magnification that fits in the Compare Images Viewer.</li> </ul>
		<ul> <li>Fit Width: Displays the image to fit between the left and right sides of the Compare Images Viewer.</li> </ul>
		<ul> <li>Fit Height: Displays the image to fit between the top and bottom of the Compare Images Viewer.</li> </ul>
		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.
1	One Image	Displays one image in the Compare Images Viewer.
2	Two Images	Displays two images in the Compare Images Viewer.
3	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.

$\oplus$	Zoom In	Increases the magnification of the image.
Q	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.

# **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 for Mac 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 for Mac to work with a variety of image editors and specify which image editor ACDSee Photo Studio for Mac 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, and then click **OK**.
- 7. Press OK.

## **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, and then click **OK**.
  - 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 checkbox in the Supports Multiple Images column.
  - To remove the application from the list, click Remove.
- 3. Click **OK** to accept your changes and 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**

# Importing Files With ACDSee Photo Studio 5

### 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**

Select where you want to place the imported files from the popup list.
Select this option to select a dated subfolder to place the files in. Select the date format.
Select this option to overwrite existing files within the selected folder.
Select this option to automatically run a batch preset after importing files. Select your preset from the drop-down list.
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.

## **Organizing**

# Organizing and Managing Files in ACDSee Photo Studio 5

In addition to its browsing and viewing capabilities, ACDSee Photo Studio 5 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 5 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 Organize Pane

The Organize pane is one of the most useful panes in ACDSee Photo Studio 5 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 5 database.

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



- Control-click a default category to create, remove, or rename it.
- You can also use Categories on the Properties pane to assign multiple files to multiple categories with a few clicks.

## 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.

## 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 turquoise label indicates that the file is labeled outside of the currently selected label set.



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

## Keywords

Keywording 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.

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

## Calendar

Images with EXIF information are organized by date in the Calendar section of the Organize pane. 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.



Dates are not listed in the Calendar if there are no photos with a corresponding EXIF date.

## The ACDSee Photo Studio 5 Database

When you assign a file to a rating or category, this information is stored in the ACDSee Photo Studio 5 database. As the database, information is always associated with a particular file. You can also <u>use the Properties pane</u> to add information to the ACDSee Photo Studio 5 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.

## **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 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.

# **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, drag selected files to a category or rating 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 <u>Filter</u> 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 and click **OK**.

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. The active label set name is shown in brackets in the label header.



Turquoise 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
- ACDSee Photo Studio 5 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 5 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.

### 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:

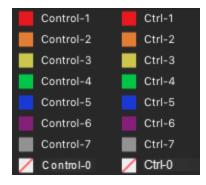
Click Edit | Label and then select a color label.

#### 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.





## 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 | Embed Database Information in Selected 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 check box 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 <u>keywords</u> 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

#### 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.

## 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**

This shortcut	Has this 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.

# Creating and Assigning Hierarchical Keywords

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

#### **To Create Keywords:**

- 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**.

#### 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.

### **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 duplicate a keyword, right-click the selected keyword and select Copy, then Paste where desired.

## **Keywording in the Organize Pane**

You can also 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. Right-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.
- Please note that selecting two or more images with different keywords, then clicking the Keywords field or an existing keyword's checkbox will unassign all keywords from the selected images.

## 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.

#### 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.



## **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 check box next to each of the properties you want displayed in your new profile.
- 4. Click Apply.



# 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:

- $1. \quad \text{In Manage mode, select the image file you want to copy.} \\$
- 2. Click Edit | Copy or press Command-C.

 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 5 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 <u>Batch Rename</u> 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.

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

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



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

#### To Tag a Selected Image:

- Use the keyboard shortcut \ backslash key to toggle the tag on.
- Select the check box in the bottom right corner of the thumbnail.

- Control-click on a thumbnail or image, select Tag.
- In the Properties pane, check the box next to Tagged.

#### To Untag a Selected Image:

- Use the keyboard shortcut \ backslash key to toggle the tag off.
- In the Properties pane, select ACDSee Metadata from the pop-up menu, then uncheck the box next to Tagged.

### To Untag All Tagged Images:

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

### **To Display Tagged Photos:**

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

## Searching

## Searching with ACDSee Photo Studio 5

ACDSee Photo Studio 5 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.

# **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.
- Click the green plus signs to select folders, then click OK.
   To remove folders, click the red x.
- 4. Select from the following options:
  - include subfolders
  - find images only
  - limit the search to the same filename only

- 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 5 database fields: File name, Categories, Description, Author, Notes and Keywords. Quick Search also searches in the following IPTC fields: Keywords, Description, 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 five 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.	
Case Sensitive	Displays search results matching the text. If you typed in Cat, the results displays files with Cat in its file name.	
Exact Matches Only	Displays search results matching exactly what you type in the Quick Search field.	
Search Selected Folders Only	Searches only in selected folders. To select a folder, press the <b>Command</b> or <b>Shift</b> keys.	
Database Search	Searches only in the ACDSee database containing information about files explicitly indexed by ACDSee. Searches only in the database fields described above.	
Spotlight Search	Searches the Spotlight database of all files on your computer.	

## Saving Your Search

## To Save a Search:

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

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

## **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.

## **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 <b>CTRL</b> 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.	<b>not Cat</b> excludes all items with Cat in the search.

# Finding 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 <a href="Organize pane">Organize pane</a> to locate all of the images in your <a href="database">database</a>, or list all of the images that you have not yet <a href="assigned to assigned to acategory">assigned to acategory</a>.

#### To Run a Saved Search:

- 1. In Manage mode, click the down arrow in Quick Search, and then select Saved Searches.
- 2. Select a saved search.

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

### To Find All of Your Images at Once:

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

### **To Locate Uncategorized Images:**

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

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

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



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

#### **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 5 Has the Following Actions:**

- 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.
- **Custom**: 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 5 to perform on selected files. For example you can create a custom Preset called "Copy\_Rename" that contains the Actions Copy and Rename. The "Copy\_Rename" Action will create a copy of your files and rename only the copied files. You can also create a Preset with only a single Action, such as "Move". Presets can be modified and deleted at any time.

## Using the Batch Tool

### To Create a Custom Batch Workflow:

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



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

## **Batch 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**.
- ${\it 3.} \quad {\it Make your selections from the pop-up menus. We recommend the following selection:}$

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 Preset to save your actions as a preset for future use. Enter a name for your preset
    and click Save. Next time you click the Batch button you will see this saved preset listed as an
    option.
  - Click Run Batch to change the time stamp on your files.



To apply multiple actions at once, click the **Show Actions** button in the Batch Workflow dialog box, or select **Batch | Custom** from Manage mode. Select actions from the left pane and drag and drop them into the right pane.

# 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 check box.
- 6. Do one of the following:
  - Click Save Preset to save your actions as a preset for future use. Enter a name for your preset
    and click Save. Next time you click the Batch button you will see this saved preset listed as an
    option.
  - Click Run Batch to 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.		
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 <b>Encrypt</b> checkbox, and enter a password into the <b>Password</b> and <b>Verify</b> fields.		



To apply multiple actions at once, click the **Show Actions** button in the Batch Workflow dialog box, or select **Batch** | **Custom** from Manage mode. Select actions from the left pane and drag and drop them into the right pane.

# **Batch Copying Files**

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

### To Copy a Group of Files:

- 1. In Manage mode, select one or more images, and do one of the following:
  - Click Edit | Batch | Custom.
  - Click the Batch button and select Copy.
  - Control-click on an image and select Batch | Custom.
  - Press Option-Command-B.

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

## **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 Preset to save your actions as a preset for future use. Enter a name for your preset and click Save. Next time you click the Batch button, you will see this saved preset listed as an option.
  - Click Run Batch to move your files.



To apply multiple actions at once, click the **Show Actions** button in the Batch Workflow dialog box, or select **Batch** | **Custom** from Manage mode. Select actions from the left pane and drag and drop them into the right pane.

# **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, click the **Show Actions** button in the Batch Workflow dialog box, or select **Batch** | **Custom** from Manage mode. Select actions from the left pane and drag and drop them into the right pane.

# 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 Preset to save your actions as a preset for future use. Enter a name for your preset and click Save. Next time you click the Batch button, you will see this saved preset listed as an
  - 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	Width	Specifies the new width for the images in pixels.
pixels	Height	Specifies the new height for the images in pixels.
	Resize	Specifies how to scale the images. Select one of the following options:
		<ul> <li>Enlarge only: Resizes only those images that are smaller than the specified height and width.</li> </ul>
		<ul> <li>Reduce only: Resizes only those images that are larger than the specified height and width.</li> </ul>
		<ul> <li>Enlarge or reduce: Resizes all images to the specified height and width.</li> </ul>
	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	Units	Specifies the units of measurement.
Print size	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 <a href="Pixel Resize Options">Pixel Resize Options and Resulting Action</a> .



To apply multiple actions at once, click the **Show Actions** button in the Batch Workflow dialog box, or select **Batch | Custom** from Manage mode. Select actions from the left pane and drag and drop them into the right pane.

# 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**.

- 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 Preset to save your actions as a preset for future use. Enter a name for your preset
    and click Save. Next time you click the Batch button, you will see this saved preset listed as an
    option.
  - Click Run Batch to 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 <b>Value</b> field, click the <b>Index of 1 digits</b> token arrow to set the counter.		
Name with Sequence	Renames the files with its original name, sequence and extension. Example: Image $(1 \text{ of } 54).jpg$		
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 <b>Counter Starting from 1 of 1</b> token arrow and set numbers in the <b>Starting from</b> and <b>of digits</b> fields.		
	If you selected <b>Starting from:1</b> and <b>of digits: 1</b> , your files will be renamed as: Image 1.jpg, Image 2.jpg, etc.		
	If you selected <b>Starting from: 1</b> and <b>of digits: 2</b> , 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 <b>Value</b> field, delete Image and enter a customized name. Select <b>Index of 1 digits</b> 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 <b>Value</b> 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 <b>Value</b> field, delete Image and enter a customized name. Click the <b>Counter Starting from 1 of 1</b> token arrow and set numbers in the <b>Starting from</b> and <b>of digits</b> fields.		



To apply multiple actions at once, click the **Show Actions** button in the Batch Workflow dialog box, or select Batch | Custom from Manage mode. Select actions from the left pane and drag and drop them into the right pane.

# **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.



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

## 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 Preset to save your actions as a preset for future use. Enter a name for your preset
    and click Save. Next time you click the Batch button you will see this saved preset listed as an
    option.
  - Click Run Batch to 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, click the **Show Actions** button in the Batch Workflow dialog box, or select **Batch | Custom** from Manage mode. Select actions from the left pane and drag and drop them into the right 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 <b>Save</b> . Your presets will be available in this preset dropdown menu for future use.		
Image	Browse	Click <b>Browse</b> to select your watermark, and then click <b>Open</b> . 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	Use the options in the fields and drop-down	
	Vertical	menus to configure the horizontal and vertical positioning for your watermark.	
	Center	Click the <b>Center</b> button to quickly position the watermark in the center of the image.	
Options	Click the <b>Options</b> button to configure the following saving options:		
	<ul> <li>Replace original files: Overwrites the original files with the new watermarked images.</li> </ul>		
	<ul> <li>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.</li> </ul>		
		<ul> <li>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.</li> </ul>	
Reset	Click to reset all options to the default.		
	<u> </u>		

## **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.



## **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 <b>Save</b> . 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:	
		<ul> <li>Click the box to open the Texture library and view thumbnails of textures to select.</li> <li>Click the forward and back arrows to browse through the textures one at a time, without opening the library.</li> </ul>	
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:	
		<ul> <li>Click the Edge box to open the Edge library and view thumbnails of edges to select.</li> <li>Click the forward and back arrows to browse through the edges one at a time, without opening the library.</li> </ul>	
Options	Click the <b>Options</b> b	outton to configure the following saving options:	
	<ul> <li>Replace original files: Overwrites the original files with the new version of the images with borders.</li> </ul>		
		dified images and place in source folder: Adds els to the image names and places them in the same folder is.	
		odified images in the following folder: Places the ge in a folder that you can specify. Click the <b>Browse</b> button older.	
Reset	Click to reset all opt	Click to reset all options to the default.	
	<u> </u>		

# Saving Batch Actions as a Preset

You can create a customized workflow using the  $\underline{\text{Batch tool}}$ , and then save the batch of actions as a preset for future use.

### **To Save Your Customized Workflow Actions as a Preset:**

- 1. In Manage mode, select one or more images.
- 2. Click the **Batch** button and select **Custom**.
- 3. In the Customize Workflow Actions dialog box, select one or more actions from the left pane, and drag and drop them into the right pane.
- 4. Customize the settings for Adjust Time Stamp, Change Format, Copy, Move, Develop, Rename, Resize, and Set Information actions.
- 5. Click **Save Preset** to save your actions as a preset for future use. Enter a name (e.g. batch\_copyrename) for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.

# Managing Your Batch Presets

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

## **Modifying Presets**

#### To Edit a Preset:

- 1. In Manage mode, select one or more images.
- 2. Click the **Batch** button and select your saved preset you want to edit.

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

- 3. Click Edit.
- 4. In the Batch Workflow dialog box, modify the settings.
- 5. Close the dialog box to save your changes.



## **Deleting Presets**

#### To Delete a Batch Preset:

- 1. In Manage mode, select one or more images.
- 2. Click the  ${\bf Batch}$  button and select the preset you want to delete.
- 3. Click Remove.

## Importing and Exporting Presets

#### **To Import or Export Presets:**

Do one of the following:

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

# 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 <a href="Resizing multiple">Resizing multiple</a> images.



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

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 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 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.

## Managing Database Information

## Managing Database Information

## About the ACDSee Photo Studio Database

The ACDSee Photo Studio 5 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 5 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 5 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 5 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.

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.

#### 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. Click OK.
- A dialog will appear asking you if you would like to switch to your newly created database. Select **OK** or **Cancel**. If you select **OK**, 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 <b>Open</b> .
Open File   Database   Recent.	Select one of your recently used databases.

### How to Add Photos to a New Database:

The ACDSee Photo Studio 5 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.

## 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.

## **Embedding Database Information**

The ACDSee Photo Studio 5 database stores image and media file information automatically when you browse your folders. This process is called cataloging. The database increases the speed with which you can browse your computer, and you can use the information stored in the database to sort, organize, search, and filter your images and media files.

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

## **To Embed Database Information:**

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



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

## **Retrieving Embedded Database Information**

You can retrieve embedded database information by browsing to your images and viewing the embedded information in the Properties pane. For a more efficient way to retrieve the embedded 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 simply removes all database volumes.

## **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.



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



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

### **Printing**

# **Printing Images**

With the ACDSee Photo Studio 5 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 5 to combine your images into a PDF (portable document format).

#### To Create a PDF:

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

# Creating a Print Preset

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

#### To Create a Print Preset:

- 1. In Manage mode, in the File List pane, select the images you want to include.
- 2. Click **File | Print**, or press **Command-P**.
- 3. Click the Print button.
- 4. In the Print dialog, click the down arrow button.
  - The dialog box expands to display more print settings.
- 5. Set your print options.

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

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

### To Use a Print Preset:

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

# **Customizing Print Size**

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

## To Customize the Image Size For Print:

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

# View Mode

## **About View Mode**

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

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

#### View Mode is Divided into Two Areas:

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

The Filmstrip displays selected images, or images in a folder. Browse images using the left and right arrow keys.

#### To Access the View Mode:

Select a file in Manage Mode and do one of the following:

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



Only images will be displayed in View mode.

## Working with Images in View Mode

# 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 Preferences 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 Preferences dialog box, ACDSee quickly decodes the RAW file and displays a temporary photo of the RAW



# 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.
Previous	Back	Displays the previous image.
<b>〈</b> 上一个		
Next <b>〉</b> 下一个 <b>〉</b>	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 table below for viewing options in View mode.

## Viewing Options in View Mode

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



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

# Viewing Images in the Filmstrip

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

## To View Images in the Filmstrip

Do one of the following:

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

## Resizing the Filmstrip

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

### To Resize the Filmstrip

Click and drag the Filmstrip header up or down.

## Collapsing the Filmstrip

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

## To Collapse the Filmstrip

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



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

# **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 5 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.

## 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 <u>General</u>, <u>White Balance</u>, <u>Light EQ<sup>™</sup></u>, <u>Color</u> EQ, Split Toning, Soft Focus, Cross Process, Post-Crop Vignette, Tone Curves, and Output Color Space.
- Adjust details in the **Details** tab, using the <u>Sharpening</u>, <u>Noise Reduction</u>, <u>Chromatic aberration</u>, or Defringe tools.
- 4. Fix geometry in the **Geometry** tab, using the <u>Lens Distortion</u>, <u>Rotate & Straighten</u>, <u>Perspective</u>, <u>Crop</u> or Vignette Removal tools.
- 5. Fix red eye in the **Repair** tab, using the Red Eye Correction tool.

## 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** check box. 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 5** | **Preferences**.

#### 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.

## 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 5 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.

## To Restore the Original Image in Develop Mode:

Do one of the following:

Click Edit | Develop | Reset to Defaults.

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

# Saving and Sharing Develop Settings as a Preset

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, and Geometry tabs. Your saved preset will appear in the actions drop-down menu in Develop mode.

## 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.
  - 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. Click **OK**. Your saved preset will appear in the actions 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 | [preset name].
  - Right-click an image in the File List pane and choose **Develop** | [preset name] from the contextmenu.

## 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 | [preset name].
  - Right-click the image and choose Develop | [preset name] from the context-menu.
  - Right-click any image in the Filmstrip and choose Develop | [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 | [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.

## 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 | [preset name].
- Select multiple images in the File List pane, control-click any of the selected images, and choose **Develop** [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 Custom.
- 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 share your Develop Presets, import or export them.

#### **To Import Develop Presets:**

Click Tools | Import Develop Presets.

### **To Export Your Develop Presets:**

Click Tools | Export Develop Presets.

### **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: General, White Balance, Light EQ™, Color EQ, Split Toning, Soft Focus, Cross Process, Post-Crop Vignette, Tone Curves, 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** check box. 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 5 | Preferences.

### 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 <u>preset</u> 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.
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.

# **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 options as a <u>preset</u> 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  $EQ^{TM}$  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  $EQ^{TM}$  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, 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, and hue. 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.

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 the Saturation, Brightness or Hue 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, right-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, and Hue tabs.

Color		Color EQ has the following tabs:
Model		Saturation tab: Adjusts from full color saturation to grayscale.
		Brightness tab: Adjusts the light or dark tones in the image.
		• Hue tab: Changes to a different color.
	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 <b>General</b> group of the <b>Tune</b> tab. In this mode, the Color EQ group becomes the Advanced Black & White group.
		Advanced Black & White has the following sliders:
		<ul> <li>Brightness: ACDSee Photo Studio reads the colors in the original and adjusts their brightness in Black &amp; 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.</li> <li>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.</li> </ul>

# 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**

Orag the slider to the right to increase the blurring in each tonal band.
Orag the slider to the right for a soft focus effect, while simultaneously brightening the image.
Orag the slider to the right for a soft focus effect, while simultaneously increasing contrast and saturation.
Orag 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 mideones, while higher values apply the soft focus to widely to include highlights and shadows.
) Si Si



You can also type a number into the number box and incrementally make precise 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**

Drag the slider to select a highlight color.
Drag the slider to the right to increase saturation of the specified color in the highlights of the image.
Drag the slider to select a shadow color.
Drag the slider to the right to increase saturation of the specified color in the shadows of the image.
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.

## **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 options 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.

## **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.
- 2. In the Output Color Space group, select a color space from the pop-up menu.

## **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 <u>Sharpening</u>, <u>Noise Reduction</u>, <u>Chromatic aberration</u>, or <u>Defringe</u> 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** check box. 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 5 | Preferences.

### 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 options 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 options 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.

## 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 options 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  $\underline{\text{preset}}$  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** check box. 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 5 | Preferences.

#### 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.



alignment in your images.

Click the **Show Grid** button to display a grid over your image. This tool is useful when adjusting

## 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.
<del></del>	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.



alignment in your images.

Click the **Show Grid** button to display a grid over your image. This tool is useful when adjusting

## **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 fixing 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:

- 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.

## 365 Button

365 Mode

## About the 365 Button

365 button provides direct access to 365.acdsee.com where you can sign in to your ACDSee 365 account. You can use 365.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 365.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 365.acdsee.com. When you make a folder public, anyone can find and see the images in that folder when they browse or search 365.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 365.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 365.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.

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



## Viewing Images in Full Screen

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

#### To View in Full Screen:

Do one of the following:

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

In Full Screen you can:

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



# **Setting Preferences**

## **Setting General Preferences**

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

#### To Set the General Options:

- 1. In Manage mode, click ACDSee Photo Studio 5 | Preferences... Or press Command-, keys.
- 2. In the Preferences dialog box, click **General**.
- 3. Set or change any of the options described below.
- 4. Close the dialog box to apply your changes and return to ACDSee 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 <b>Choose</b> 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.
Camera	Show import dialog when a camera is connected	Opens when a camera is connected.
Print options	Autorotate images for best fit	Automatically corrects the orientation of images (based on their EXIF data) when displayed in ACDSee Photo Studio.
	Crop images in layout	ACDSee Photo Studio 5 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: U	se embedded JPEG.
	<ul><li>Embedded Prev</li></ul>	<b>'iew</b> : Perform high quality decode.
	For more information	see Viewing RAW Images.

# Setting the Auto Advance Preferences

You can control which applied metadata will trigger Auto Advance.

#### To Set the Auto Advance Options:

- 1. In any mode, click ACDSee Photo Studio 5 | Preferences...
- 2. In the Preferences 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	<ul><li>Manage Mode</li><li>View Mode</li></ul>	Deselect to turn off Auto Advance in either Manage or View mode.
Auto Advance when applying	<ul><li>Tags</li><li>Ratings</li></ul>	Specifies which applied or removed metadata will trigger Auto Advance.
	<ul><li>Labels</li><li>Categories</li></ul>	Keywords and Categories are disabled by default.
	<ul><li>Keywords</li></ul>	by default.

## **Setting Manage Mode Preferences**

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

## **To Set Manage Mode Options:**

- 1. In Manage mode, click ACDSee Photo Studio 5 | Preferences...
- 2. In the Preferences dialog box, click Manage.
- 3. Set or change any of the options described below.
- 4. Close the dialog box to apply your changes and return to ACDSee 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 Studio for Mac to open all image files	Displays all image files in ACDSee Photo Studio for Mac by default.
		Use custom associations	Click <b>Customize</b> 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 <b>Tagged</b> , <b>Rating</b> , <b>Category</b> , <b>Locked</b> , <b>Developed</b> , <b>Label</b> , or <b>Type</b> check boxes.
	Thumbnail Style	Thumbnail Size	Adjusting the slider to the left decreases the thumbnail size. Adjusting the slider to the right increases thumbnail size.
		Thumbnail Spacing	Adjusts the thumbnail display. Move the <b>Thumbnail Spacing</b> slider to the left to decrease the spacing between thumbnails, or move to the right to increase the spacing.
			Select one of the following:
			<ul> <li>High-quality scaling: Displays high-quality thumbnails.</li> <li>Use embedded thumbnails: Displays the embedded JPEG, created by your camera when you took the photo.</li> </ul>
		Thumbnail Frame	Adjusts the presentation of the thumbnail. Select any of the following:
			<ul> <li>Show frame: Displays a white frame around each thumbnail.</li> <li>Show slide border: Displays a thick dark border around the outer edges of the thumbnail.</li> </ul>
List	List View	Customize List view by dra pane.	gging items in left tree to the list in the right

# **Setting View Mode Preferences**

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

## To Set the View Mode Options:

- 1. In Manage mode, click ACDSee Photo Studio 5 | Preferences...
- 2. In the Preferences dialog box, click  ${\it View}$ .
- 3. Set or change any of the options described below.

## **View Mode Options**

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.
Save orientation on exit	Saves any rotation applied to the image when exiting View mode.
Viewer background color	Select background color for Viewer.
Full screen background color	Select background color for Full screen.
Use high quality rendering.	This option is recommended for computers with advanced graphics cards.
	Fit Width  Fit Height  Actual size  Save orientation on exit  Viewer background color  Full screen background color  Use high quality

<sup>4.</sup> Close the dialog box to apply your changes and return to ACDSee Photo Studio.

## **Setting Develop Mode Preferences**

## To Set the Develop Mode Preferences:

- 1. In any mode, click ACDSee Photo Studio 5 | Preferences...
- 2. In the Preferences dialog box, click **Develop**.
- 3. Set or change any of the options described below.

## **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.	

<sup>4.</sup> Close the dialog box to apply your changes and return to ACDSee Photo Studio.

## **Setting Devices Preferences**

You can set options on how ACDSee Photo Studio 5 handles external devices.

#### **To Set Options For Devices:**

- 1. In Manage mode, click ACDSee Photo Studio 5 | Preferences...
- 2. In the Preferences dialog box, click  ${\bf Devices}$ .
- 3. Set or change any of the options described below.

## **Setting Devices Options**

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

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

## Setting Mouse and Keyboard Preferences

In Preferences 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 5 | Preferences...
- 2. In the Preferences 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:	
		<ul> <li>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.</li> </ul>	
		<ul> <li>Do nothing when double-clicking in Full Screen: Double-click is disabled when the image is in Full Screen.</li> </ul>	

## **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:
		<ul> <li>Switch to Manage mode when double-clicking in Full Screen: Returns to Manage mode when you double-click on an image in Full Screen.</li> </ul>
		<ul> <li>Return to View mode when double-clicking in Full Screen: Returns you to View mode when you double-click an image in Full Screen.</li> </ul>

## **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.





## **Setting Status Bar Preferences**

You can use the Preferences dialog box to choose what file data is displayed in the status bar.

## Status Bar Preferences

#### **To Select Status Bar Options:**

- 1. In any mode, click ACDSee Photo Studio 5 | Preferences...
- 2. In the Preferences 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.



# **Shortcuts**

# **Keyboard Shortcuts**

You Can Use the Following Keyboard Shortcuts While Working in Manage and View Modes:

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



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

Shortcut	Resulting action
\ \	Tags your images.
Command-A	Selects all items.
Command-C	
	Copies the image.
Command-Delete	Moves to Trash.
Command-H	Hides ACDSee 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 the Folders pane.
Command-S	Places your cursor in the Quick Search field.
Command-V	Pastes the image.
Command-0	Clears your ratings.
Command-1	Rates your images as 1.
Command-2	Rates your images as 2.
Command-3	Rates your images as 3.
Command-4	Rates your images as 4.
Command-5	Rates your images as 5.
Command	Zooms out of the image.
Command-+	Zooms into the image.
Command-*	Fits image to the screen.
Command-/	Displays image in its actual size.
Command-]	Moves forward through the folders viewed.
Command-[	Moves backward through the folders viewed.
Command-I	Displays and hides the Properties pane.
Command-,	Displays Preferences dialog.
Command-Left Arrow Key	Fits the image to the width of the screen.
Command-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-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.
	The second mages in the image compare took

Shortcut	Resulting action
Control-Q	Toggles Auto Advance on and off.
Control-B	Adds the selected image(s) to the Image Basket.
Delete	Removes the selected image(s) from the Image Basket.
Control-Shift-M	Toggles the Map pane open and closed.
Control-Shift-V	Displays the map location of a selected geotagged image.
Control-Shift-B	Toggles the Image Basket open and closed.
Control-Command-C	Copies develop settings to the clipboard.
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-Command-B	Opens the Customize Workflow Actions dialog.
Option-Command-F	Displays item in Full Screen.
Option-Command-H	Hides other applications that are open.
Option-Command-I	Displays and hides the Organize pane.
Option-Command-M	Switches to Manage mode.
Option-Command-P	Switches to Develop mode.
Option-Command-V	Switches to View mode.
Option-Command-R	Refreshes the Folders pane.
Option-Command-Return	Allows you to rename the file.
Option-Shift-Command-F	Shows where the item is located in Finder.
Option-Shift-Command-T	Shows where the file is in the Folders Tree.
Page Down	Displays the files located at the bottom of the selected folder.
Page Up	Displays the files located at the top of the selected folder.
Right Arrow Key	Displays the next image.
Shift-Command-A	Deselects all items.
Shift-Command-C	Displays the Copy to Folder dialog.
Shift-Command-F	Displays Slideshow of selected images.
Shift-Command-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.

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.
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.

## 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 <b>Exposure</b> .
Н	Adjusts the General <b>Highlight Recovery</b> .
F	Adjusts the General <b>Fill Light</b> .
С	Adjusts the General <b>Contrast</b> .
V	Adjusts the General <b>Vibrance</b> .
L	Adjusts the General <b>Clarity</b> .
W	Adjusts the White Balance <b>Temperature</b> .
Т	Adjusts the White Balance <b>Tint</b> .