



acdsee™ Photo Studio

For Mac 8



Contents

GETTING STARTED

| | |
|---|----------|
| Welcome To ACDSee Photo Studio 8 | 9 |
| Where To Start | 9 |

MANAGE MODE

| | |
|---|-----------|
| About Manage Mode | 11 |
| Browsing | 11 |
| Browsing Files In The File List Pane | 11 |
| Using The File List Pane | 12 |
| Browsing Using The Folders Pane | 13 |
| Viewing Multiple Folders | 14 |
| Creating And Managing Folders | 14 |
| Show Item In Finder | 14 |
| Managing Items In Favorites | 15 |
| Browsing Files In Quick Look | 15 |
| Live Text | 15 |
| Browsing Files In Finder | 16 |
| Browsing Files From Your Camera | 16 |
| Browsing Using Navigation Arrows | 16 |
| Viewing Images In A Slideshow | 17 |
| Changing Views | 18 |
| Filtering Files | 19 |
| Viewing Images In Full Screen | 20 |
| To View In Full Screen: | 20 |
| Rotating Or Flipping Images | 20 |
| Comparing Images | 21 |
| Opening Files In Other Applications | 22 |
| Selecting Files | 23 |
| Gathering Images In The Image Basket | 23 |
| Configuring External Editors | 24 |
| Importing | 25 |
| Importing Files With ACDSee Photo Studio 8 | 25 |

| | |
|--|-----------|
| Mobile | 26 |
| Sending Images To ACDSee From Your Mobile Device Using ACDSee Mobile Sync | 26 |
| Getting Started | 26 |
| Sending Images And Videos | 27 |
| Troubleshooting For Mobile Sync | 28 |
| Organizing | 28 |
| Organizing And Managing Files In ACDSee Photo Studio 8 | 28 |
| Using The Organize Pane | 28 |
| Categories | 29 |
| Ratings | 29 |
| Color Labels | 29 |
| Keywords | 29 |
| Saved Searches | 30 |
| Special Items | 30 |
| Calendar | 30 |
| The ACDSee Photo Studio 8 Database | 30 |
| Easy-Select Indicators | 31 |
| Managing Categories | 31 |
| Creating Category Sets | 32 |
| Assigning Categories And Ratings | 33 |
| Assign And Search Categories And Ratings In The Organize Pane | 33 |
| Assign Categories And Ratings In The Properties Pane | 33 |
| Remove Categories Or Ratings From Files | 34 |
| Assigning Color Labels | 34 |
| Create A Color Label Set | 34 |
| Assign Color Labels | 35 |
| Search Images Assigned To A Label | 36 |
| Removing Color Labels And Color Label Sets | 36 |
| Using The Properties Pane | 37 |
| Properties Pane Areas | 37 |
| Browsing And Cataloging With Auto Advance | 38 |
| Manage Mode | 38 |
| Keywords And Categories | 39 |

| | |
|---|-----------|
| Keywords | 39 |
| Categories | 39 |
| View Mode | 40 |
| Using The Map Pane | 40 |
| Using The Map Pane To Further Your Workflow | 42 |
| Adding Metadata To Files | 42 |
| Copying And Pasting Metadata | 43 |
| Creating And Assigning Hierarchical Keywords | 44 |
| Creating Keyword Sets | 45 |
| Importing And Exporting Keywords | 46 |
| Adding Spotlight Comments To Files | 46 |
| Creating Custom Properties Panes | 47 |
| Copying Images | 47 |
| Copying And Moving Files | 47 |
| Saving Files | 48 |
| Pasting Files And Folders | 48 |
| Creating And Deleting Folders | 48 |
| Renaming A File Or Folder | 49 |
| Tagging Images | 49 |
| Searching | 50 |
| Searching With ACDSee Photo Studio 8 | 50 |
| Finding Duplicates | 50 |
| Using The Quick Search Bar | 51 |
| Quick Search Operators | 52 |
| Saving Your Search | 53 |
| Deleting Your Saved Searches | 54 |
| Finding Images Quickly | 54 |
| Finding Videos Quickly | 55 |
| Batch Functions | 55 |
| About The Batch Tool | 55 |
| What Are Actions? | 55 |
| What Are Presets? | 56 |
| Using The Batch Tool | 56 |

| | |
|--|-----------|
| Batch Adjust Time Stamp | 56 |
| Converting Multiple Images To Another File Format | 57 |
| Batch Copying Files | 58 |
| Batch Move Files | 59 |
| Batch Develop Presets | 59 |
| Resizing Multiple Images | 60 |
| Renaming Multiple Files | 62 |
| Batch Workflow: Renaming Multiple Files | 62 |
| Editing Metadata | 65 |
| Batch Add Watermarks | 65 |
| Batch Add Borders | 68 |
| Using Batch Presets | 70 |
| Saving Batch Actions As A Preset | 70 |
| Applying Presets | 71 |
| Managing Your Batch Presets | 71 |
| Modifying Presets | 71 |
| Renaming Presets | 71 |
| Deleting Presets | 71 |
| Importing And Exporting Presets | 72 |
| Pixel Resize Options And Resulting Action | 72 |
| Managing Database Information | 75 |
| Managing Database Information | 75 |
| About The ACDSee Photo Studio Database | 75 |
| Cataloging Files In The Database | 75 |
| Catalog Folders | 75 |
| Creating And Switching Between Multiple Databases | 76 |
| Possible Use Cases For Multiple Databases | 76 |
| Embedding Database Information | 77 |
| The Embed Pending Icon | 78 |
| Viewing Files That Have Data To Embed | 78 |
| Retrieving Embedded Database Information | 78 |
| Backing Up And Restoring Your Database | 79 |
| Emptying Your Database | 79 |

| | |
|---|-----------|
| Optimizing Your Database | 79 |
| Rebuilding Thumbnails And Metadata | 80 |
| Printing | 80 |
| Printing Images | 80 |
| Creating A Contact Sheet | 81 |
| Creating A PDF | 81 |
| Customizing Print Size | 81 |

VIEW MODE

| | |
|---|-----------|
| About View Mode | 83 |
| Working With Images In View Mode | 83 |
| Viewing RAW Images | 83 |
| Browsing Images In View Mode | 84 |
| Viewing Images In View Mode | 84 |
| Viewing Images In The Filmstrip | 86 |
| Resizing The Filmstrip | 86 |
| Collapsing The Filmstrip | 86 |
| Using The Navigator To View Select Areas Of An Image | 86 |

DEVELOP MODE

| | |
|---|-----------|
| About Develop Mode | 88 |
| About Develop Mode | 88 |
| Using Color Pickers In Develop Mode | 88 |
| Processing An Image | 88 |
| Saving And Canceling | 89 |
| Restoring To Original Image | 90 |
| Restoring Your Image Back To Its Original State | 90 |
| Saving And Sharing Develop Settings As A Preset | 91 |
| Saving A Develop Preset | 91 |
| Applying Your Develop Preset To A Single Image | 91 |
| Applying Your Develop Presets To Multiple Files At Once | 92 |
| Sharing Your Develop Presets With Family And Friends | 92 |
| Using The Navigator To View Select Areas Of An Image | 93 |
| Handling Edited Images | 93 |

| | |
|--|------------|
| Using Blend Modes And Opacity In Develop Mode | 94 |
| Opacity | 94 |
| Blend Modes | 94 |
| Tuning Images | 96 |
| About The Tune Tab | 96 |
| Saving And Canceling | 97 |
| Making General Adjustments | 97 |
| Adjusting Clarity | 98 |
| Adjusting White Balance | 99 |
| Adjusting Lighting | 100 |
| Basic Lighting | 101 |
| Standard | 101 |
| Advanced | 102 |
| Graph | 102 |
| Adjusting Color | 104 |
| Color Grading With LUTs | 105 |
| Adjusting Color With The Color Wheel | 106 |
| Applying A Soft Focus Effect | 108 |
| Applying A Cross Process Effect | 109 |
| Adjusting Split Tone | 109 |
| Creating A Post-Crop Vignette | 110 |
| Adjusting Tone Curves | 111 |
| Adjusting Tones With The Tone Wheels | 112 |
| Output Color Space | 113 |
| Using The Develop Brush | 114 |
| Smart Brushing | 117 |
| Using The Linear Gradient Tool | 118 |
| Using The Radial Gradient Tool | 120 |
| Adjusting Details | 122 |
| About The Detail Tab | 122 |
| Saving And Canceling | 122 |
| Sharpening | 123 |
| Reducing Noise | 123 |

| | |
|---|------------|
| Fine-Tuning Skin Tone | 124 |
| Adjusting Chromatic Aberration | 125 |
| Defringing | 125 |
| Fixing Geometry | 126 |
| About The Geometry Tab | 126 |
| Saving And Canceling | 126 |
| Fixing Lens Distortion | 127 |
| Rotating And Straightening | 127 |
| Correcting Perspective | 128 |
| Cropping | 129 |
| Resizing The Crop Window | 129 |
| Vignette Removal | 130 |
| Repair | 131 |
| Using The Heal And Clone Tools | 131 |
| Red Eye Correction | 132 |
| 365 Button | 134 |
| 365 Mode | 134 |
| About The 365 Button | 134 |
| Making Folders Private Or Public | 134 |
| Creating Online Folders | 134 |
| Uploading | 134 |
| Sharing Online Folders | 134 |

ZOOMING IMAGES

| | |
|--|------------|
| Setting The Zoom Level | 136 |
| Zooming An Image | 136 |
| Viewing Images In Full Screen | 136 |

SETTING PREFERENCES

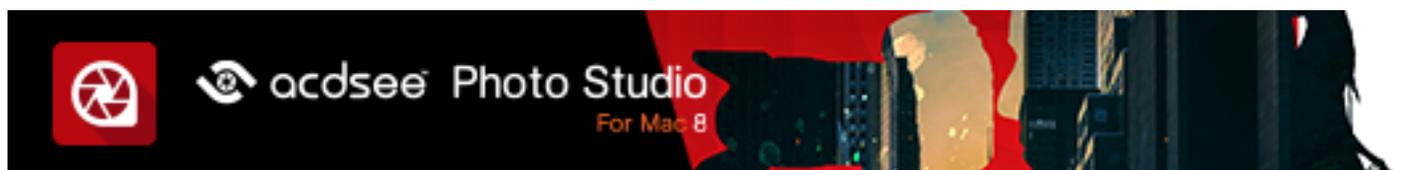
| | |
|---|------------|
| Setting General Preferences | 138 |
| Setting The Indexer Preferences | 140 |
| Cataloging The Database | 140 |
| Indexer Preferences | 140 |
| Setting The ACDSee Mobile Sync Options | 141 |

| | |
|---|------------|
| Setting The Auto Advance Preferences | 141 |
| Setting The Metadata Preferences | 142 |
| Setting Manage Mode Preferences | 143 |
| Setting View Mode Preferences | 145 |
| Setting Develop Mode Preferences | 146 |
| Setting Devices Preferences | 147 |
| Setting Mouse And Keyboard Preferences | 148 |
| Mouse Settings Tab | 148 |
| Keyboard Shortcuts Tab | 149 |
| Setting Status Bar Preferences | 149 |
| Status Bar Preferences | 149 |

SHORTCUTS

| | |
|---------------------------------|------------|
| Keyboard Shortcuts | 151 |
|---------------------------------|------------|

Getting Started



Welcome to ACDSee Photo Studio 8

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:

- **Categorize, Rate and Label:** Organize your images by [rating](#) them on a scale of 1 to 5, [categorize](#) them under meaningful descriptions, or [color label](#) them to quickly identify later.
- **Tag:** [Tagging](#) is a way to temporarily set aside, organize, and group your photos without moving the files into different folders.
- **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 [Calendar](#) section of the Organize pane.
- **Perform batch operations:** You can apply changes to a batch of images to [adjust time stamp](#), [convert to a different file format](#), [rename files](#), and more.

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 **Tune** your image, adjust **Detail**, fix overall **Geometry**, and **Repair** red eye or blemishes.

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

ACDSee Photo Studio for Mac User Guide

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 | <p>The Folders pane displays the contents in your computer. Use the Folders pane to navigate through folders.</p> <p>Note: that the Folders pane shows you your computer folders system, not everything in your ACDSee database.</p> |
| The middle pane | <p>The File List pane displays the contents of the selected folder. The File List pane also displays search results when you type into the Quick Search bar.</p> |
| The right pane | <p>The Organize pane provides tools to rate, tag, label, categorize, and find your photos by date. The Properties pane allows you to view EXIF information captured by your camera or IPTC information to add your own metadata.</p> |

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

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



You can set preferences on how thumbnails are displayed. See [Setting Manage Mode 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. |
| Select | Displays a list of file selection options. |

File List Toolbar

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

| | | |
|---|------------------------|---|
|  | External Editor | Opens the file in an external editor of your choosing. |
|  | Rotate left | Rotates selected images to the left. |
|  | Rotate right | Rotates selected images to the right. |
|  | Slideshow | Opens images in a slideshow. |
|  | Compare Images | Opens selected images in the Compare Images Viewer. |
|  | Auto Advance | Toggles Auto Advance . |
|  | Zoom slider | Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails. The zoom slider is only available in Thumbnail view. |
|  | List | Displays a list view of your files. By default, filenames are listed. |
|  | Thumbnail | Displays thumbnail view of your files. By default thumbnails are sorted by name. |

Overlay Icons

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

| | | |
|---|-------------------------|--|
|  | Developed | Appears if the file has been developed. |
| 4 | Rating | Appears if the file has been rated in the ACDSee Photo Studio 8 database. |
|  | Tagged items | Appears if the file has been tagged. |
|  | Untagged items | Appears if the file has not been tagged. |
|  | Category/Keyword | Appears if the file has been categorized or keyworded. |
|  | Locked | Appears if the file has been locked. |
|  | Offline | Appears if the file is stored on an unmounted removable device but indexed in the current database. |
|  | Exclude | Appears if the file is stored on a mounted removable device and not indexed in the database. |
|  | Geotagged items | Appears if the file has been geotagged. Click this icon to view the image in the Map pane. |
|  | Embed Pending | Appears if the file has ACDSee Metadata stored in the ACDSee database that has not yet been written to the file. |



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



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



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

Viewing Multiple Folders

To view multiple folders, do one of the following:

- To select a group of folders, press **Shift** and click the folders you want to view.
- To select specific folders, press **Command** and click the folders you want to view.
- Select the Easy-Select bars to the left of each folder with contents you want to display in the File List pane. 

Creating and Managing Folders

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

To Manage Your Folders:

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



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

Show Item in Finder

You can view the location of your file in Finder.

To Show an Item in Finder:

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

Managing Items in Favorites

By default ACDSee Photo Studio 8 displays Pictures, Desktop, and your user name.

To Add an Item to Favorites:

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

To Remove an Item From Favorites:

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



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

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

To Browse in Favorites:

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

Browsing Files in Quick Look

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

To View Your File in Quick Look from Manage Mode:

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

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

Live Text

Introduced in macOS 12, Live Text makes text in photos completely interactive. Functions like copy and paste, lookup, and translate are all available for text in photos. Live Text works in Photos, Screenshot, Quick Look, and Safari. Use Quick Look to take advantage of Live Text in ACDSee Photo Studio 8.

Browsing Files in Finder

You can also display and view your images in Finder.

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

Select a file and do one of the following:

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

Browsing Files from Your Camera

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

To Drag and Drop Photos from a Camera:

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

Browsing Using Navigation Arrows

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

| | |
|--|--|
|  Back | <p>Displays the previous folder you viewed, when a folder is selected in the Folders pane. The back button is disabled if you have not navigated anywhere previously.</p> <p>When 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.</p> <p>Note: You can hold down the Back button to see a list of recently-viewed folders. Navigate to any previous locations by clicking one from the list.</p> <p>You can also use the Command-[keys to navigate backwards.</p> |
|  Forward | <p>Displays the next folder you viewed, when a folder is selected in the Folders pane.</p> <p>When 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.</p> <p> You can hold down the Forward button to see a list of recently-viewed folders. Navigate to any previous locations by click one from the list.</p> <p>You can also use the Command-] keys to navigate forward.</p> |
|  Up | <p>Displays the next folder level above the one that is currently selected in the Folders pane.</p> <p>You can also navigate to the next highest folder level above the one that is currently selected by selecting Go Enclosing Folder.</p> |

Viewing Images in a Slideshow

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

To Start a Slideshow in Manage or View Mode:

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

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

Move Your Cursor on the Screen to Display the Following Slideshow Options:

Slideshow Options

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

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

Changing Views

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

To Quickly Change Views:

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

To Change Views from the Menu:

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

View Options

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

Filtering Files

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

To Filter Files in the File List Pane:

Do one of the following:

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



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

To Create a Custom Filter:

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

You can create keyboard shortcuts for filters. See "Keyboard Shortcuts Tab" on page 149.

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

Comparing Images

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

To Compare Images:

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

Compare Images Toolbar

| | | |
|---|---------------------|--|
|  | Zoom In | Increases the magnification of the selected image. |
|  | Zoom Out | Reduces the magnification of the selected image. |
|  | Zoom menu | <p>Opens a menu of zoom options. Select from the following options:</p> <ul style="list-style-type: none"> • Actual Size: Displays the image at its original size. • Fit Image: Displays the image at the largest magnification that fits in the Compare Images Viewer. • Fit Width: Displays the image to fit between the left and right sides of the Compare Images Viewer. • Fit Height: Displays the image to fit between the top and bottom of the Compare Images Viewer. • Zoom Lock: Displays all images at the zoom option of the current image. If the zoom is adjusted, the new zoom level is applied to all images that you view. • Zoom To: Opens a dialog box where you can select a zoom option. |
|  | Pan Lock | Locks the panned image area, so that when you zoom and pan an image to a specific area, the Compare Images Viewer displays the same area for all images you view. |
|  | One Image | Displays one image in the Compare Images Viewer. |
|  | Two Images | Displays two images in the Compare Images Viewer. |
|  | Three Images | Displays three images in the Compare Images Viewer. |
|  | Four Images | Displays four images in the Compare Images Viewer. |

Image Toolbars

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

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

Opening Files in Other Applications

To Open Your Files in Another Application:

Do one of the following:

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

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.



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

To Manage Your Image Editors:

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

the check box in the **Supports Multiple Images** column.

- To remove the application from the list, click **Remove**.
3. Return to ACDSee.

To Open an Image in an External Image Editor:

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

Importing

Importing Files With ACDSee Photo Studio 8

To Import Files from a Camera or Device:

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

Thumbnail Pane Options

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

Import Options

| | |
|-------------------------------|---|
| Import to | Select where you want to place the imported files from the pop-up list. |
| Place in subfolder | Select this option to select a dated subfolder to place the files in. Select the date format. |
| Replace existing files | Select this option to overwrite existing files within the selected folder. |
| Run Batch Preset | Select this option to automatically run a batch preset after importing files. Select your preset from the drop-down list. |
| Rename | Select this option to rename imported files. Drag tokens into the Name field, and arrange into desired order. A preview is displayed below. |



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

Mobile

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

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



ACDSee Mobile Sync will keep track of which photos have been sent to ACDSee Photo Studio 8 and indicates new and unsent items using a colored border.

In Manage mode, you will be able to access images you have sent to ACDSee Photo Studio 8 by clicking the ACDSee Mobile Sync node icon in the Folders pane.

Getting Started

To download the app, you can:

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

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

To open the QR code:

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

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

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



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

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



You must be connected to the same WiFi network as the Mac that is running ACDSee Photo Studio 8 in order to use ACDSee Mobile Sync to send photos and videos.

Sending Images and Videos

You can send images and videos from the ACDSee Mobile Sync app to ACDSee. ACDSee Mobile Sync keeps track of which items have already been sent. ACDSee Photo Studio 8 will notify you with a pop-up in the top right corner when it has received your sent items. You can then click on the ACDSee Mobile Sync node icon in the Folders pane in Manage mode to view the received files.

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

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



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



You can customize the location of your ACDSee Mobile Sync folder on your hard drive. See [Setting the ACDSee Mobile Sync Options](#).

Troubleshooting for Mobile Sync

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

Organizing

Organizing and Managing Files in ACDSee Photo Studio 8

In addition to its browsing and viewing capabilities, ACDSee Photo Studio 8 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 8 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 8 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 8 database.

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

Categories

Categories make it easy to organize your files in a way that makes sense to you. When you assign a file to a category, you do not move the file from its folder or create an extra copy. Your categories can be simple or complex and use any names you choose. Select files in the File List pane and drag them to the category you want to assign them to. Once your files are in categories, you can search, sort and find them by category. Any file that is assigned to a category has an  icon above its thumbnail in the File List pane. You can also create groups of related categories called category sets. You can streamline your workflow by dividing categories up into events or areas of interest. See [Managing Categories](#) and [Assigning Categories and Ratings](#).



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

Ratings

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

Color Labels

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



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

Keywords

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. You can also create create groups of related keywords that hold an association for you. These are called keyword sets. See [Creating and Assigning Hierarchical Keywords](#) for more information on keywording.

Saved Searches

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

Special Items

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

- **Image Well:** Displays all images cataloged in the ACDSee Photo Studio 8 database. If you have a substantial image collection, it may take a few moments to gather all of the information.
- **Embed Pending:** Displays all the files with database data that has changed but has not yet been embedded in the files.
- **Uncategorized:** Displays any files cataloged in the database that have not been assigned to a category.
- **No Keywords:** Displays any images cataloged in the database that have no ACDSee keywords assigned.
- **Tagged:** Displays all the tagged files on the computer.
- **Video:** Displays all videos cataloged in the ACDSee database. This will return any video formats supported by ACDSee. If you have a substantial file collection, it may take a few moments to gather all of the information.

Calendar

Images with EXIF information are organized by date 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 8 Database

When you assign a file to a rating or category, this information is stored in the ACDSee Photo Studio 8 database. As the database, information is always associated with a particular file. You can also [use the](#)

[Properties pane](#) to add information to the ACDSee Photo Studio 8 database, like captions, keywords and much more. Taking the time to assign categories and add keywords, notes, etc., makes it much easier to find and organize your files.

Easy-Select Indicators

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

To Use Easy-Select Indicators:

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

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

Managing Categories

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

To Create and Manage Your Categories in the Organize Pane:

In the Organize pane, do one of the following:

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

To 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.

Creating Category Sets

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

To Create Category Sets:

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

To Assign Categories from Category Sets:

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

To Manage Category Sets:

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

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

Assigning Categories and Ratings

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

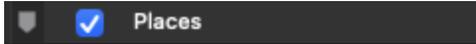
 If the Properties pane or Organize pane is not visible in Manage mode, click **View | Properties** or **View | Organize**.

 To learn how to create Categories, see the [Managing Categories](#) page.

Assign and Search Categories and Ratings in the Organize Pane

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

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

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

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

To Search a Category or Rating in the Organize Pane:

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

Assign Categories and Ratings in the Properties Pane

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

To Assign Files to Ratings in the Properties Pane:

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

To Assign Files to Categories in the Properties Pane:

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

Remove Categories or Ratings from Files

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

To Remove Categories or Ratings from Files:

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

Assigning Color Labels

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

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



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

Create a Color Label Set

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

To Create a Color Label Set:

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

 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.

 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 8 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 8 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.



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



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

Removing Color Labels and Color Label Sets

To Remove a Color Label from a File:

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

To Delete a Label Set:

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

Using the Properties Pane

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

To Open the Properties Pane:

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

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

Properties Pane Areas

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

- **ACDSee Metadata:** displays the date and any other information you may have set in the Organize pane. The ACDSee Metadata fields are available if you would like to enter a caption, author, label, rating, tag, notes, keywords and categories to be stored with the image. Categories, ratings, and labels can also be defined in the Organize pane. ACDSee Metadata is not embedded in your files, but instead, is held in the database. You can embed this information by clicking **Tools | Metadata | Embed ACDSee Metadata in Selected Files...** or **Tools | Metadata | Embed ACDSee Metadata in All Files...**
- **File:** File displays standard file information about your photo, including size, file type and more. It also provides a field for entering [Spotlight Comments](#).
- **EXIF:**The EXIF data fields hold information captured by your camera, such as shutter speed, camera model, and GPS information.
- **IPTC Core:**The IPTC data fields are available for entering and storing information about your photographs such as description, creator, and copyright information. This information is automatically embedded into your image.
- **IPTC IIM (Legacy)**
- **IPTC Extension**
- **Create New Profile :** The Create New Profile option allows you to create your own custom Properties pane profile where you can display only those properties of interest to you.



Read more on how to [add metadata](#).

To Create a Custom Properties Pane:

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

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

Browsing and Cataloging with Auto Advance

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

To Turn on Auto Advance in Manage Mode:

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

To Use Auto Advance:

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

To select which types of applied metadata will trigger Auto Advance, see [Setting the Auto Advance Options](#).

 Keywords and Categories are disabled by default.

Manage Mode

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

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

Keywords and Categories

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

Keywords

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

Categories

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

View Mode

To Turn on Auto Advance in View Mode:

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

To Use Auto Advance in View Mode:

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

Using the Map Pane

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

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

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

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

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

To Open the Map Pane:

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

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

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

To Add Files to the Map by Dragging:

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

Geotagged images are indicated by the following icon: 

To Delete a Pinned Location on the Map:

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

To View a Geotagged Image on the Map:

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

To Find a Location:

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

To Set Default Location, Zoom, and Map Type:

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

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

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

Reverse Geocoding:

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

1. In Manage mode, drag one or more files onto the map.
2. Click **Save All** in the top left corner of the map.
3. Press the **Reverse Geocode** button to preview the location information.
4. Click **Save** to save this information into the IPTC fields of the selected images.

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

Using the Map Pane to Further Your Workflow

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

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

Pin Legend



Indicates geotagged location.



Indicates more than one geotagged location in this area. (Zoom in to see locations)



Indicates selected geotagged location.



A dot on a pin of any color indicates unsaved image location.

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**.



For HEIC files, when ACDSee writes metadata to a sidecar file, it will be stored in a hidden subfolder nested within the same folder as the HEIC file. The hidden subfolder is named [Originals].

To Add Metadata to One or More Files:

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



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

Properties Pane Keyboard Shortcuts

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

Copying and Pasting Metadata

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

To Copy Metadata:

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

To Paste Metadata:

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

Creating and Assigning Hierarchical Keywords

You can keyword your files in a hierarchy and maintain these groups in the Keyword tree. Select the [Properties 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.

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. 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**.

Creating Keyword Sets

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

To Assign a Keyword from Keyword Sets:

Select one or more files, then click the keyword.

To Create Keyword Sets:

1. On the Organize pane, in the Keyword Sets group, select **New Keywords Set...** from the drop-down menu.
2. Enter associated or commonly-used keywords in the open fields. To create a hierarchy within a field, use the pipe key, such as A|B|C, or use the less than symbol, such as child<parent.
3. Enter a name for your set.

4. Apply keywords from your set by selecting a file and clicking the applicable keyword from the Keyword Sets section. The keyword will be added to the tree. If you specified a hierarchy in the keyword set, the parent keyword will appear in the tree with the child under it. The text of the keywords in the table will change color to indicate that the keyword is assigned to the currently selected files, and will display in italics if assigned to only some (but not all) of the currently selected files.

Importing and Exporting Keywords

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

You can import Adobe® Lightroom® keywords.

To Export Keywords:

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

To Import Keywords:

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

Adding Spotlight Comments to Files

In ACDSee Photo Studio, you can add Spotlight Comments to multiple files at once. Adding Spotlight Comments to your files helps you find them quickly both inside and outside of ACDSee Photo Studio using Spotlight search. This field is hidden by default. To enable Spotlight Comments, see [Setting the Metadata Preferences](#).

To Add a Spotlight Comment:

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



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

Creating Custom Properties Panes

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

To Create a Custom Properties Pane:

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



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

Copying Images

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

To Copy an Image:

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

Copying and Moving Files

You can move files and folders on your hard drive, and specify how to handle overwriting existing files. When you use ACDSee Photo Studio 8 to move your files, any database information associated with those files is automatically copied to the new location.

To Copy or Move Files in Manage Mode:

1. In the File List pane, select one or more files, and then do one of the following:
 - Control-click and select **Copy To Folder** or **Move To Folder**
 - Click **File | Copy To Folder** or **Move To Folder**.
2. Click **Browse**, and select a folder to copy or move the file into.

3. Select the **Save location to shortcuts** checkbox, to save the folder location. The location will be displayed the next time you select Copy to Folder or Move to Folder tools, to allow quick folder selection.
4. Click **Copy** or **Move**.

Saving Files

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

To Save Files:

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

Pasting Files and Folders

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

To Copy and Paste Files or Folders:

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

Creating and Deleting Folders

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

To Create a Folder:

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

To Delete a Folder:

In Manage mode, do one of the following:

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

Renaming a File or Folder

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

To Rename a File or Folder in Manage Mode:

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



You can rename multiple files at the same time using the [Batch Rename tool](#).

Tagging Images

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

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

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 checkbox 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 8

ACDSee Photo Studio 8 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**.
3. Click the plus signs to select folders.
To remove folders, click the x.
4. Select from the following options:
 - include subfolders
 - find images only
 - limit the search to the same filename only
5. Click **Find Duplicates** to begin the search.

All duplicate sets matching your specifications will be listed.

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

Using the Quick Search Bar

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

Quick Search automatically searches in the following ACDSee Photo Studio 8 database fields: File name, Categories, Caption, Author, Notes and Keywords. Quick Search also searches in the following IPTC fields: Keywords, Caption, Creator, Headline and Special Instructions.

To Run a Quick Search:

Do one of the following:

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

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

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

Quick Search Operators

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

| Operator | Result | Examples |
|------------|--|---|
| and | Searches for all items containing both the search term before and after the operator. Those items that only contain one of the terms are excluded. The Quick Search bar treats spaces between words as "and" operators. | Cat and Kittens returns items that include both Cat and Kittens. |
| or | Searches for all items containing one or the other of the search elements. When you search for two search terms of the same type, (e.g. "Rating":"4", "Rating":"5"), "OR" will automatically be added between them, since an image cannot be two ratings at once. However, if you hold down CTRL while adding two different types of search terms to the Quick Search bar, "OR" will be added, (e.g. "Rating":"4" OR "category":"Friends"). | Cat or Dog returns items containing Cat or Dog but not necessarily both. |
| not | Searches for all items containing the first search term, and then displays only those items that don't also contain the second search term. | not Cat excludes all items with Cat in the search. |

Saving Your Search

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

To Save a Search:

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

To Create a Saved Search from Scratch:

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

4. Do one of the following:
 - Press **Save** to save your search.
 - Press **Save and Run** to save and carry out your search.
 - Press **Cancel**.

Deleting Your Saved Searches

To Delete a Saved Search:

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

Finding Images Quickly

There are a number of ways you can find images quickly. You can click on the name of a [saved search](#) to quickly re-run the search. You can select [Special Items](#) in the Organize pane to locate all of the images in your [database](#), or list all of the images that you have not yet [assigned to a category](#) or a [keyword](#).

To Run a Saved Search:

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

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

To learn how to save your searches, see [Using the Quick Search bar](#).

To Find All of Your Images at Once:

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

To Locate Uncategorized or Unkeyworded Images:

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

The Image Well, Uncategorized, and No Keywords features only display images that have been cataloged in the database; they do not search your hard drive for specific file types.



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

Finding Videos Quickly

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

To Find All of Your Videos at Once:

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

Batch Functions

About the Batch Tool

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

What Are Actions?

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

ACDSee Photo Studio 8 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.
- **New Batch Workflow:** Combines selected actions to apply multiple operations at once.

What Are Presets?

Presets are a sequence of actions set in advance for ACDSee Photo Studio 8 to perform on selected files. For example, you can create a custom preset called "Copy_Rename" that contains the Actions Copy and Rename. The "Copy_Rename" Action will create a copy of your selected files and rename only the copied files. You can also create a preset with only a single Action, such as "Move". Presets can be modified and deleted at any time. See [Using Batch Presets](#).

Using the Batch Tool

To Create a Custom Batch Workflow:

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



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

Batch Adjust Time Stamp

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

To Use the Batch Adjust Time Stamp Tool:

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

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

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



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

Converting Multiple Images to Another File Format

You can convert multiple images to any supported file format.

To Convert Multiple Images to Another File Format:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Change Format**.
3. From the Format pop-up menu, select a file format.
4. Select the quality or compression of the file.
5. If you do not want to keep the original versions of these files, check **Remove source files** checkbox.
6. Do one of the following:
 - Click **Save** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.
 - Click **Run Batch** to convert your files.

File Format and Quality Options

| File Format | Quality Options |
|-------------|---|
| JPEG | Adjust the Quality slider to the right for best quality, or to the left for low quality. |
| PNG | Quality option not available. |
| TIFF | Select one of the following: <ul style="list-style-type: none"> • None: No compression applied to the file. • LZW: Compact image files with high level of quality. • PackBits: Compresses the file. Recommended for grayscale images. |
| PDF | Encrypt a password to protect your PDF file. If you choose to protect your file, select the Encrypt checkbox, and enter a password into the Password and Verify fields. |



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

Batch Copying Files

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

To Copy a Group of Files:

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

Batch Move Files

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

To Use the Batch Move Tool:

1. In **Manage** mode, select one or more images.
2. Click the **Batch** button and select **Move**.
3. From the To field, select a new destination for your files.
4. Select **Replace existing files** if you wish to replace any existing files.
5. Do one of the following:
 - Click **Save** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. Next time you click the Batch button, you will see this saved preset listed as an option.
 - Click **Run Batch** to move your files.



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

Batch Develop Presets

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

To Apply a Batch Develop Preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Develop**.
3. Select your saved Develop Preset from the pop-up menu.
4. Click **Run Batch** to apply the settings to your files.



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

Resizing Multiple Images

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

 The resize operation cannot be reversed once implemented.

To Resize Multiple Images:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Resize**.
3. From the Resize pop-up menu, select one of the following options:
 - **by Percentage**: Resizes the images to a percentage of their original size.
 - **by Size in Pixels**: Resizes the images to a specific size in pixels.
 - **by Actual or Print Size**: Resizes the images to specific printed dimensions.
4. Do one of the following:
 - Click **Save** to save your actions as a preset for future use. Enter a name for your preset and click Save. Next time you click the Batch button, you will see this saved preset listed as an option.
 - Click **Run Batch** to resize your files.

Resize Options

by Percentage

| | |
|-------------------|--|
| Percentage | Specifies how to resize the images. Enter a percentage less than 100 to reduce the images, and greater than 100 to enlarge them. |
| Apply to | Specifies whether the resize is applied to the width, height or both. Both is recommended. |

by Size in pixels

| | |
|---------------------------------------|---|
| Width | Specifies the new width for the images in pixels. |
| Height | Specifies the new height for the images in pixels. |
| Resize | Specifies how to scale the images. Select one of the following options: <ul style="list-style-type: none"> • Enlarge only: Resizes only those images that are smaller than the specified height and width. • Reduce only: Resizes only those images that are larger than the specified height and width. • Enlarge or reduce: Resizes all images to the specified height and width. |
| Preserve original aspect ratio | Retains the width-to-height ratio of the images. Recommended. |
| Fit within | Specifies maintaining the aspect ratio based on the width or the height. For more information about how the different combinations affect the images, see Pixel Resize Options and Resulting Action . |

by Actual or Print size

| | |
|---------------------------------------|---|
| Units | Specifies the units of measurement. |
| Width | Specifies the new width for the images. |
| Height | Specifies the new height for the images. |
| Resolution | Specifies the print resolution for the images. |
| Preserve original aspect ratio | Retains the width-to-height ratio of the images. Recommended. |
| Fit within | Specifies maintaining the aspect ratio based on the width or the height. For more information about how the different combinations affect the images, see Pixel Resize Options and Resulting Action . |



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

Renaming Multiple Files

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

Batch Workflow: Renaming Multiple Files

To Rename a Batch of Files:

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



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



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

5. Use available token arrows to further customize name elements.

6. Do one of the following:

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



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

Template Options

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

Template**Settings**

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



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

Editing Metadata

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

To Add or Change Metadata For a Group of Files:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **Set Information**.
3. Use the **Destination** drop-down lists to drill down to the information field you want to change. For example, if you wanted to change IPTC Core keywords, you would select IPTC Core from the first drop-down, Content from the second drop-down list, and Keywords from the last drop-down list.
4. Drag and drop **Metadata** or **Source value** tokens into the **Value** field.
5. Do one of the following:
 - Click **Save** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.
 - Click **Run Batch** to apply the settings to your files.



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



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



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

Batch Add Watermarks

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

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

To Use the Batch Add Watermark Tool:

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

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

Batch Add Watermark Options

Preset

You can save your watermark settings as a preset for future use. After configuring your desired watermark settings, enter a name for your preset in the field and press **Save**. Your presets will be available in this preset drop-down menu for future use.

Image

| | |
|---|--|
| Browse | Click Browse... to select your watermark, and then click Open . The watermark displays in the center of the photo by default. Click and drag the watermark to position it, or use the options in the Position section below. |
| Maintain aspect ratio while resizing | Enable this checkbox to resize the watermark without stretching or distorting the shape. |
| Opacity | Specify the transparency of your watermark. |

Position

| | |
|-------------------|--|
| Horizontal | Use the options in the fields and drop-down menus to configure the horizontal and vertical positioning for your watermark. |
| Vertical | |
| Center | Click the Center button to quickly position the watermark in the center of the image. |

Options

Click the **Options** button to configure the following saving options:

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

Reset

Click to reset all options to the default.

Batch Add Borders

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

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

To Use the Batch Add Border Tool:

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

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

Batch Add Border Options

Preset

You can save your border settings as a preset for future use. After configuring your desired border settings, enter a name for your preset in the field and press **Save**. Your presets will be available in this preset drop-down menu for future use.

Border

| | |
|----------------|---|
| Size | <p>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.</p> <p>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.</p> |
| Color | <p>Click the box to open the Colors dialog. Select a color for your border.</p> |
| Texture | <p>Activates when you select the Texture radio button.</p> <p>Do any of the following:</p> <ul style="list-style-type: none"> • Click the box to open the Texture library and view thumbnails of textures to select. • Click the forward and back arrows to browse through the textures one at a time, without opening the library. |

Edge

| | |
|------------------|---|
| Straight | <p>Sets the edge of the border to be a straight line.</p> |
| Irregular | <p>Activates when you select the Irregular radio button.</p> <p>Do any of the following:</p> <ul style="list-style-type: none"> • Click the Edge box to open the Edge library and view thumbnails of edges to select. • Click the forward and back arrows to browse through the edges one at a time, without opening the library. |

Options

Click the **Options** button to configure the following saving options:

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

Reset

Click to reset all options to the default.

Using Batch Presets

Presets are a sequence of actions set in advance for ACDSee Photo Studio 8 to perform on selected files. For example, you can create a custom preset called "Copy_Rename" that contains the Actions Copy and Rename. The "Copy_Rename" Action will create a copy of your selected files and rename only the copied files. You can also create a preset with only a single Action, such as "Move". Presets can be modified and deleted at any time. You can also assign keyboard shortcuts to batch presets for quick application.

Saving Batch Actions as a Preset

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

To Save Your Customized Workflow Actions as a Preset:

1. In Manage mode, select one or more images.
2. Click the **Batch** button and select **New Batch Workflow...**
3. In the Batch Workflow dialog box, select one or more actions from the left pane, and drag and drop them into the right pane.
4. Customize the settings for [Adjust Time Stamp](#), [Change Format](#), [Copy](#), [Move](#), [Develop](#), [Rename](#), [Resize](#), and [Set Information](#) actions.
5. Click **Save** to save your actions as a preset for future use. Enter a name (e.g. batch_copyrename) for your preset.
6. If desired, you can assign a keyboard shortcut to your preset. Enter a shortcut in the **Keyboard shortcut** field. If a shortcut is already assigned to a command, you will be given the option to take it over or to choose another shortcut. See [Applying Presets](#).
7. Click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.

Applying Presets

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

To Apply a Batch Preset:

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

Managing Your Batch Presets

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

Modifying Presets

To Edit a Preset:

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



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

Renaming Presets

To Rename a Preset:

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

Deleting Presets

To Delete a Batch Preset:

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

Importing and Exporting Presets

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

To Import or Export Presets:

Do one of the following:

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

Pixel Resize Options and Resulting Action

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



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

Pixel Resize Options

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

| Resize Options | Fit Within Options | Action |
|--------------------------|--|---|
| | | 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 |

| Resize Options | Fit Within Options | Action |
|----------------|--------------------|--|
| | | 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 8 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 8 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 8 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 8 uses XMP to embed database information in each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, and TIF. In the case of these file formats, the database information is embedded inside the file and so you can rename or move the file outside of ACDSee Photo Studio and still be able to retrieve the database information.
-  For formats that currently do not support XMP, including RAW, PSD, ABR, the database information is written to a sidecar file that is stored in the same folder as its file. Because a sidecar file is separate from the file itself, you need to rename or move them together, or you could lose the database information permanently.

Creating and Switching Between Multiple Databases

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

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

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

Possible Use Cases for Multiple Databases

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

To Create a New Database:

1. In Manage mode, open **File | Database | New...**
2. In the New Database dialog box, enter a name for your new database.
3. Browse to choose the location where the database will be stored, or leave it set to the existing location to store the new database with your existing database.

4. If you would like to have the name of your database displayed in the title bar of the application, select the **Show database filename in title bar** checkbox.
5. A dialog will appear asking you if you would like to switch to your newly created database. ACDSee will restart and run with the new database.

To Switch from One Database to Another:

In Manage mode, do one of the following:

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

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

How to Add Photos to a New Database:

The ACDSee Photo Studio 8 database stores image and media file information automatically when you browse your folders. To customize the contents of a newly created database, simply browse to the specific folders you wish to include. You can curate databases to be as general or specific as you like, and then manage your experience by switching between them.

Embedding Database Information

The ACDSee Photo Studio 8 database stores image and media file information automatically when you browse your folders. This process is called cataloging. The database increases the speed with which you can browse your computer, and you can use the information stored in the database to sort, organize, search, and filter your images and media files.

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

To Embed Database Information:

1. Select files from the File List pane.
2. Click **Tools** | **Metadata**, and then select one of the following:
 - **Embed ACDSee Metadata in Selected Files...**
 - **Embed ACDSee Metadata in All Files...**
3. Click **Embed**.



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

The Embed Pending Icon

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



Right-click the file and choose either:

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

Viewing Files That Have Data to Embed

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

To View Files That Have Data to Embed:

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

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

Retrieving Embedded Database Information

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

To Retrieve Embedded Database Information:

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

Backing Up and Restoring Your Database

To Back Up Your Database:

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

To Restore Database Information:

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

Emptying Your Database

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

To Empty Your Database:

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



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

Optimizing Your Database

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

To Maintain Your Database:

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

-  Optimize Database allows you to remove specific volumes, whereas the [Empty Database](#) option removes the database and all of its contents.
-  Orphaned items are database entries pointing to a file that no longer exists because it was deleted or moved using another application outside of ACDSee Photo Studio.

Rebuilding Thumbnails and Metadata

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

To Rebuild Thumbnails:

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

Printing

Printing Images

With the ACDSee Photo Studio 8 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 8 to combine your images into a PDF (portable document format).

To Create a PDF:

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

Customizing Print Size

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

To Customize the Image Size For Print:

1. In Manage mode, in the File List pane, select the images you want to print.
2. Click **File | Print** or press **Command-P**.
3. In the **Print size** pop-up menu, select **Customize**.

4. In the Print size dialog, click the + button to add a new size.
5. In the **Measurement** pop-up menu, select a measurement.
6. Enter your measurement into the **Width** and **Height** fields.

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.

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

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.

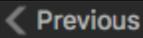
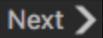
A RAW image is like a photo negative. When your camera takes the photo, it captures all the raw data that makes up the image and it includes an embedded JPEG so that you can preview the image.

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 file. 

Browsing Images in View Mode

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

| | | |
|---|--------------------|--|
| Fn + Left Arrow | Go to first | Displays the first image in the selected folder. |
|  | Back | Displays the previous image. |
|  | Forward | Displays the next image. |
| Fn + Right Arrow | Go to last | Displays the last image in your folder. |

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

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

Viewing Images in View Mode

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

Viewing Options in View Mode

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

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

Bottom Toolbar

| | | |
|---|------------------------|---|
|  | External Editor | Opens the file in an external editor of your choosing. |
|  | Rotate left | Rotates selected images to the left. |
|  | Rotate right | Rotates selected images to the right. |
|  | Full Screen | Displays the image full screen. |
|  | Slideshow | Opens images in a slideshow. |
|  | Select Tool | Use the Select tool to select an area of your image to zoom into or copy and paste. |
|  | Auto Advance | Toggles Auto Advance . |
|  | Hide Filmstrip | Collapses the Filmstrip. |
| | Zoom Lock | Locks the zoom level. |
|  | Zoom slider | Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails. The zoom slider is only available in Thumbnail view. |

Viewing Images in the Filmstrip

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

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

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

Using the Navigator to View Select Areas of an Image

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

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

To Display and Use the Navigator Pane:

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

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 8 means you can freely make changes to your images while knowing they can be restored to their original state at any time.

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

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

Using Color Pickers in Develop mode

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

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

Saving and Canceling

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

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

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



If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time you switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio 8 | Preferences**.

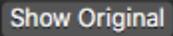
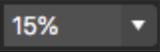
To Save the Image and Continue Processing Other Images:

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**.

Develop Mode Viewing Controls

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



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

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 8 means you can freely make changes to your images while knowing they can be restored to their original, untouched state at any time.

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

Restoring Your Image Back to Its Original State

To Restore the Original Image in Manage or View Mode:

Do one of the following:

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

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

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. 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 context-menu.

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

1. Open an image in View mode, and do one of the following:
 - Choose **Edit | Develop | [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 **New Batch Workflow...**
3. In the Batch Workflow dialog box, select the **Develop** Action from the left pane, and drag and drop it into the right pane.
4. Select your previously saved **Develop Preset** from the pop-up menu.
5. Do one of the following:
 - Click **Save Preset** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. You can access your saved presets in **Edit | Batch**.
 - Click **Run Batch** to apply the settings to your files.



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

Sharing Your Develop Presets with Family and Friends

To 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**.

Using the Navigator to View Select Areas of an Image

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

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

Navigator Right-Click Options

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

To Display and Use the Navigator Pane:

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

Handling Edited Images

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

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

Handling Edited Image Options

| | |
|----------------------------|--|
| Open a Copy | This default choice makes a copy of the edited version, then opens the copy in Develop mode. No edits are lost from the original image. |
| Commit Changes | After accepting the warning prompt, the image is opened in Develop mode with the edits committed into the image. |
| Restore to Original | After accepting the prompt that all edits will be lost, the original image is opened in Develop mode without the edits applied. |

Using Blend Modes and Opacity in Develop Mode

When using Color LUTs in Develop mode, you can adjust the blend mode and opacity tools to customize how the effect blends with your image.

Opacity

The Opacity slider changes the opacity of the effect being applied to the image. It gives you control of how much of the effect should be visible on the image. You can access the Opacity slider by pressing the arrow button to the right of the effect's drop-down menu.

Blend Modes

The ability to control how the effects and the image merge means that other blend modes besides opacity can be used to affect the final image.

| | |
|-------------------|---|
| Normal | Pixels in the developed image are combined with those in the original. Only opacity affects this blend. |
| Screen | Combines the developed image color with the inverse of the original photo color, resulting in a color that is the same or lighter. |
| Multiply | Combines the developed image color with the original photo to produce a darker color. Multiplying any color with black produces black; multiplying any color with white leaves the color unchanged. |
| Dodge | Combines the developed image color with the original pixels in the photo to produce a lighter color. |
| Burn | Combines the developed image color with the original pixels in the photo to produce a darker color. |
| Overlay | Preserves the shadows and highlights of the lower layers while applying either Multiply or Screen blend mode based on the original image area's color values. |
| Difference | Subtracts the developed image color from the color of the original photo. Any white in the developed image produces a true negative of the color in the image, while black produces no effect. |
| Darken | Applies pixels in the developed image that are darker than the original image. Pixels in the developed image that are lighter than the original image disappear (based on RGB values). |
| Lighten | Applies pixels in the developed image that are lighter than the original image. Pixels in the developed image that are darker than the original image disappear (based on RGB values). |
| Hard Light | Adds strong highlights or shadows by applying Multiply or Screen based on the original image area's color values. |
| Soft Light | Adds soft highlights or shadows by darkening or lightening based on the original image area's color values. |
| Hue | Applies the hue value of colors in the developed image to the color of the original image areas. |
| Saturation | Applies the saturation value of colors in the developed image to the color of the original image areas. |
| Color | Applies the hue and saturation of the developed image to the image. This blend does not affect the luminance of the original image. |
| Luminosity | Applies the lightness value of colors in the developed image to the color of the original image areas. |

| | |
|----------------------|--|
| Dissolve | Applies some pixels from the developed image layer onto the original image, resulting in specks of color. The Opacity slider controls the amount of speckling. |
| Exclusion | Like Difference, but with less contrast, Exclusion subtracts the blend color from the color of the underlying photo. Any white in the blend color produces a true negative of the color in the image, while black produces no effect. |
| Vivid Light | Combines the blend color with the underlying pixels in the photo by increasing or decreasing contrast to produce a lighter or darker color, as determined by the blend color. |
| Pin Light | When the light source is lighter than 50% gray, the pixels darker than the light source are replaced. Pixels lighter than the light source remain the same. When the light source is darker than 50% gray, the pixels lighter than the light source are replaced. Pixels darker than the light source remain the same. |
| Linear Light | Dodges or burns by lightening or darkening the brightness value, depending on the blend color. |
| Hard Mix | Applies red, green, and blue channel values of the blend color to the RGB values of the image. |
| Subtract | Subtracts the blend color from the image (base) color in each channel. |
| Divide | Divides the blend color from the image (base) color. |
| Darker Color | From the blend color and the image (base) color, the lower channel values are chosen. |
| Lighter Color | From the blend color and the image (base) color, the higher channel values are chosen. |

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** checkbox. Then next time you switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio 8 | 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 [preset](#) for future use.

To Adjust Your Image in General:

1. In Develop mode, select the **Tune** tab.
2. In the General group, make adjustments as described below.

General Options

| | |
|---------------------------|--|
| Treatment | Select Color or Black & White mode. |
| Exposure | Drag the slider to the right to increase exposure, or drag to the left to decrease exposure. One eV is equivalent to one stop of exposure change. |
| Highlight Recovery | Drag the slider to the right to recover detail in overexposed areas of the image. |
| Fill Light | Drag the slider to the right to add light to the darkest areas of the image. |
| Contrast | Drag the slider to the right to increase contrast or to the left to decrease contrast. |
| Saturation | Drag the slider to the right to increase saturation, or to the left to decrease saturation. |
| Vibrance | Drag the slider to the right to increase vibrance or to the left to decrease vibrance. Increasing the vibrance does not affect skin tone in an image. |
| Clarity | Drag the slider to the right to increase clarity or to the left to decrease clarity. |
| Dehaze | The Dehaze tool restores contrast, detail, and lost color to images. This is especially useful for images that have been captured through a haze. A haze can occur when dust, smoke, or other particles obscure the clarity of the image, particularly the sky. Drag the slider to the right to reduce haze. |

Adjusting Clarity

The Clarity tool adds subtle definition to the details in your image. Use the Clarity Strength slider to enhance the contrast of midtones in your images, without overpowering the shadows and highlights.

 You can save your settings as a [preset](#) for future use.

To Adjust the Clarity of Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the General group, drag the **Clarity** slider to the right for greater clarity.



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

Adjusting White Balance

Use the White Balance group to remove unwanted color casts in your images.



You can save your settings as a preset for future use.

To Adjust the White Balance in an Image:

1. In Develop mode, select the **Tune** tab.
2. In the White Balance group, adjust the sliders as described below.

White Balance Options

| | |
|----------------------|--|
| White Balance | <p>For RAW images, select one of the following white balance correction options:</p> <ul style="list-style-type: none"> • 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 over-cast sky. • Shade: Adjusts the color temperature to 7500K, approximately that of a heavily over-cast 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). <p>For encodable images, such as JPEGs, select one of the following white balance correction options:</p> <ul style="list-style-type: none"> • As Shot: Selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • Custom: Allows you to specify a specific white balance, by adjusting the Temperature and Tint sliders. You can also hover your mouse over the image until it turns into an eye dropper, and click an area of the image that is a neutral color (gray). |
| Temperature | Drag the temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature. |
| Tint | Drag the tint slider to the left (more green) or right (more magenta) to match the white balance settings that you selected when you took the photo. |
| Strength | Adjusting the slider to the right increases the white balance adjustment. Adjusting the slider to the left decreases the white balance adjustment. |

You can also click directly on an area of the image to adjust white balance.

Adjusting Lighting

You can use the Light EQ™ tool to adjust tone levels in an image that are too dark or too light, without affecting other areas of the photo. Tone level is the average brightness of a pixel and its surrounding pixels.

You can also simultaneously lighten areas that are too dark, and darken areas that are too bright. Examples would be a back-lit photo of a person silhouetted against a bright background like the sea,

or a window. In fact, most photos taken on a dull day, or with a flash, can be improved in various ways with fine adjustments using the Light EQ™ tool.

 You can save your settings as a [preset](#) for future use.

To Adjust Lighting in Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the Light EQ™ group, adjust the lighting as described below.

Basic Lighting

Basic is for very quick and easy adjustments using just three sliders. You can also click directly on an area of the image to generate automatic settings optimal for that area (usually the subject of the photo).

Basic Lighting Options

| | |
|-------------------|--|
| Shadows | Drag the slider to the right to brighten or drag the slider to the left to darken the shadows. |
| Midtones | Drag the slider to the right to brighten or drag the slider to the left to darken midtones. |
| Highlights | Drag the slider to the right to brighten or drag the slider to the left to darken highlights. |

Standard

Standard works like a sound equalizer but with light. You can adjust the brightness and contrast of different tone bands (areas of relative brightness or darkness) of the image – independently – using a slider for each tone band. A graph shows the amount of brightening or darkening applied throughout the tonal range. The gray areas in the graph are suggested boundaries for adjustment to avoid clipping and loss of detail, and turn red to indicate where you have adjusted the sliders far enough to cause clipping.

Standard Options

| | |
|--------------------------------|--|
| Brighten sliders (top) | <p>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.</p> <p>You can also type a number into the number boxes and increment them slowly to make precise adjustments.</p> |
| Darken sliders (bottom) | <p>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.</p> <p>You can also type a number into the number boxes and increment them slowly to make precise adjustments.</p> |
| Graph | <p>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.</p> |
| # tone bands | <p>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.</p> |

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 | <p>To the right: Increases the light applied to the darker areas.</p> <p>To the left: Applies brightening more uniformly to all areas of the image.</p> |
| | Drag Darkening slider | <p>To the right: Increases the darkening applied to the brighter areas of the image.</p> <p>To the left: Applies the darkening more uniformly to all areas of the image.</p> |
| | Drag Amplitude slider (Brighten) | <p>To the right: Increases the intensity of the brightening across all areas of the image. The height of the curve increases.</p> <p>To the left: Reduces the intensity of the brightening and the height of the curve.</p> <p>If the Amplitude slider is 0: No brightening is applied.</p> <p>If the Amplitude is 100 - 200: Proportional amount of clipping increases.</p> <p>In most cases, 110 is the right amount of amplitude. For images with fine detail in the highlights, decreasing brighten amplitude preserves the detail.</p> <p>In most cases it is not necessary to adjust amplitude.</p> |
| | Drag Amplitude slider (Darken) | <p>To the right: Increases the intensity of the darkening across all areas of the image. The height of the bottom orange curve increases.</p> <p>To the left: Reduces the intensity of the darkening and the height of the curve.</p> |
| On Graph | | |
| | Drag the graph (top) | <p>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.</p> <p>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.)</p> |

| Area | Action | Result |
|------|--------------------------------|---|
| | | When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brighten or Darken Amplitude slider changes to indicate the current curve amplitude. (An amplitude of 100 is the maximum amplitude a curve can have without causing clipping.) |
| | Drag the graph (bottom) | The graph changes as you OPTION + drag down on the graph itself. The graph represents the darken adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins. |

Adjusting Color

Color EQ lets you make color adjustments for Saturation, Brightness, Hue, and Contrast. You can make adjustments to the entire image in Standard mode, or adjust on a color by color basis in Standard or High Quality mode.

Standard mode does not feature the Contrast tab.



You can save your settings as a [preset](#) for future use.

To Adjust Color:

1. In Develop mode, select the **Tune** tab.
2. In the Color EQ group, select either the Saturation, Brightness, Hue, and Contrast tab, and adjust them according to the options described in the table below.

Color EQ Options

Select **High Quality** mode or **Standard** mode from the top of the Color EQ group. To adjust colors individually, click a color in the image and drag up or down to alter. Your changes are reflected in the color sliders. This works in the Saturation, Brightness, Hue, and Contrast tabs.

Color Model

Color EQ has the following tabs:

- **Saturation:** Adjusts from full color saturation to grayscale.
- **Brightness:** Adjusts the light or dark tones in the image.
- **Hue:** Changes to a different color.
- **Contrast:** Changes to a different contrast.

High Quality

Adjust image colors individually. High Quality uses newer, more modern color models, allowing for a visually perceptive and higher quality adjustment.

Adjust each color individually by dragging sliders right for more intensity, or left for less. You can also enter a number into the fields for precise adjustments. Or, select a precise color to adjust by placing your cursor on the image. A box will appear next to your cursor displaying the color you are hovering over. Click on the photo and drag up or down to adjust. The affected color sliders automatically adjust as you move your cursor.

Standard

Supports previously developed images. Adjust colors individually or make global adjustments with the Master slider.

Black & White

Black & White mode is defined in the **General** group of the **Tune** tab. In this mode, the Color EQ group becomes the Advanced Black & White group.

Advanced Black & White has the following sliders:

- **Brightness:** ACDSee Photo Studio reads the colors in the original and adjusts their brightness in Black & White mode. Adjust the brightness of each color individually by dragging sliders right for more intensity, or left for less. You can also enter numbers into the fields for precise adjustments. Or, select a precise color to adjust by placing your cursor on the image. A box will appear next to your cursor displaying the color you are hovering over. Click on the image and drag up or down to adjust. The affected color sliders automatically adjust as you move your cursor.
- **Colorization:** Adds color back into the image based upon the color you select with the Hue slider. The saturation of the color added back to any given pixel is scaled based both on the amount of color/saturation that existed in the original image and the Amount slider.

Color Grading with LUTs

"Color LUT" stands for Color Lookup Table. Color LUTs are lists that instruct ACDSee or related programs to map specific RGB values to other specific color values. You can import LUTs and use them

as filters in ACDSee. You can apply a color LUT in the same way you would use any other Develop mode effect. Color LUT supported file types are .3DL and .CUBE.

To Apply a Color LUT to Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the Color LUTs group, do one of the following:
 - Select a LUT from the drop-down menu. The LUT is immediately applied.
 - Press the **Import LUTs** button. In the Open dialog, browse to the location of your LUT files, and press **Open**.

 If an imported LUT file's location has changed, you will have to reload it on the Color LUTs panel.

To Remove Color LUTs:

1. In the Color LUTs group, press the **Remove LUTs** button.
2. In the Remove LUTs dialog, check/uncheck the checkboxes next to the LUTs you want to delete.
3. Press **Remove LUTs**.

To Refresh Your List of Color LUTs:

You can refresh your list of available LUTs to remove deleted files.

In the Color LUTs group, click the **Refresh List** button.

 The maximum LUT size is 128.

Adjusting Color With the Color Wheel

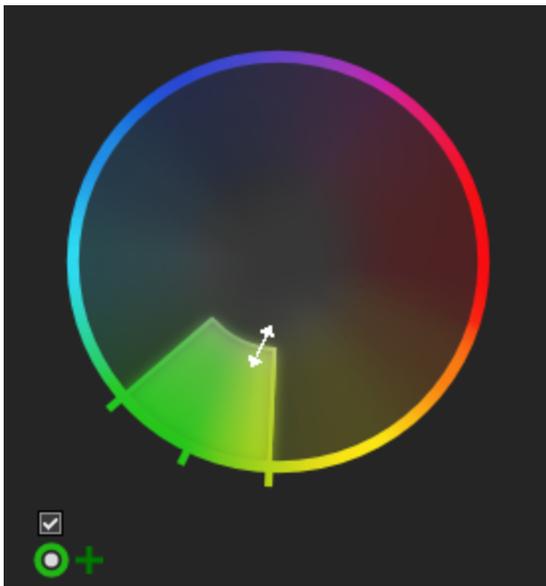
In Develop mode, you can use the color wheel to adjust precise colors in your image. This lets you change a precise color's saturation, hue, brightness, contrast, and contrast balance. You can also adjust smoothness, which acts like a feathering tool to soften a color's edges. The Color Wheel is particularly useful for common requests like making a blue sky more blue, or brightening dark water that is meant to depict a bright lake.

To Adjust Color Using the Color Wheel:

1. In Develop mode, choose Color Wheel from the Tune tab in the Develop Tools pane. To use the Color Wheel in Develop mode, you must have Color EQ set to "High Quality". To ensure this, open Color EQ and choose "High Quality" from the drop down menu.
2. Choose a color to edit by clicking and dragging the section of the color wheel around, or by using the eyedropper on the image itself. As you move the eyedropper around the image, you will see a dot, known as

the hue indicator, move around the wheel to show the where the color you are hovering over sits on the wheel.

3. Refine your selection. You can increase or decrease the color selection size by clicking and dragging the double arrows at the edge of your selection on the wheel. You can also refine the color saturation of the selection by clicking and dragging your selection away from the edges of the wheel, or away from the center of the wheel. The less saturated colors are in the center of the wheel and the more saturated colors are towards the edge of the wheel.



 To invert the colors you have in the selection, you can click the Invert selection button. 

 To view the selection you have made with the color wheel, click and hold the Preview selection mask button. 

Adjust the edge of your selection by using the Smoothness slider. This tool softens or sharpens the edges of your selection, working similarly to feathering, to soften or sharpen the cut off point.

Use the sliders to adjust the selected colors in your image.

The individual sliders will have the following effects:

- **Saturation:** slide left to decrease saturation and slide right to increase saturation.
- **Hue:** Slide left or right to adjust hue.
- **Brightness:** Slide left to decrease brightness and slide right to increase brightness.
- **Contrast:** Slide left to decrease contrast and slide right to increase contrast.
- **Contrast Balance:** Once you have adjusted contrast, you can adjust contrast balance, which changes whether you apply the contrast to the lighter or darker colors in the image.

 To see what your image looked like without the edit, press **Show Original** in Develop mode.

 To reset any changes, right-click on either the relevant slider, or the wheel to reset all changes.

Press **Done** to save your changes and exit the Color Wheel.

To Adjust Multiple Colors Using the Color Wheel:

Once you have made your first color wheel edits, you can make changes to other colors using additional color wheels.

To do this, click on the plus symbol next to the color wheel icon. **+**

To Delete Edits Made Using the Color Wheel:

You can delete color wheel edits until you save the image as a new file in Develop mode.

To do this, click on the cross symbol next to your list of color wheel edits. **×**

See also:

- [Adjusting Tone Curves](#)
- [Adjusting Tones With the Tone Wheels](#)
- [Adjusting Color with Color EQ](#)

Applying a Soft Focus Effect

Just like a diffusion lens filter on a camera, the Soft Focus tool gives your photos a dreamy-soft blur by reducing harsh lines and intensifying colors.

You can use the Soft Focus tool to minimize wrinkles and create a glamour-effect, and you can target the soft focus effect to different tonal areas. For example, you can apply the softening effect without affecting contrast and brightness. The Tonal Width slider allows you to narrowly target the mid-tones, or widely target the entire tonal range.

 You can save your settings as a [preset](#) for future use.

To Give Your Image a Soft Focus:

1. In Develop mode, select the **Tune** tab.
2. In the Soft Focus group, make adjustments as described below.

Soft Focus Options

| | |
|--------------------|--|
| Strength | Drag the slider to the right to increase the blurring in each tonal band. |
| Brightness | Drag the slider to the right for a soft focus effect, while simultaneously brightening the image. |
| Contrast | Drag the slider to the right for a soft focus effect, while simultaneously increasing contrast and saturation. |
| Tonal Width | Drag the slider to the right to apply the soft focus effect to a greater tonal range. Control where the soft brightness and contrast are applied; lower values apply the soft focus narrowly to mid-tones, while higher values apply the soft focus to widely to include highlights and shadows. |



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

Applying a Cross Process Effect

A popular film photography technique in the '80s and '90s involved processing film in a solution intended for a separate type of film. This cross processing gave photos a boost in saturation and contrast, and shifted colors towards greenish-yellow highlights and bluish shadows. You can simulate these retro-effects with the Cross Process tool.



You can save your settings as a [preset](#) for future use.

To Adjust the Strength of the Cross Process Effect:

1. In Develop mode, select the **Tune** tab.
2. In the Cross Process group, drag the **Strength** slider to the right to increase the retro-effect.



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

Adjusting Split Tone

Originating in film photography, split toning is a powerful technique designed to create multicolored toning effects. The Split Tone tool allows you to control the hue and saturation of your highlights and shadows with the use of sliders to adjust the balance of tones. Split toning allows you to add a creative element to RAW conversion and non-destructive editing in ACDSee Photo Studio.



You can save your settings as a [preset](#) for future use.

To Adjust Highlights and Shadows:

1. In **Develop** mode, select the Tune tab.
2. In the **Split Tone** group, drag the sliders to apply colored highlights and shadows as described in the table below.

Split Tone Options

| Highlights | |
|-------------------|--|
| Hue | Drag the slider to select a highlight color. |
| Saturation | Drag the slider to the right to increase saturation of the specified color in the highlights of the image. |
| Shadows | |
| Hue | Drag the slider to select a shadow color. |
| Saturation | Drag the slider to the right to increase saturation of the specified color in the shadows of the image. |
| Balance | Drag the slider to the right to emphasize the highlight color; drag the slider to the left to emphasize the shadow color. For example if the slider is set to the maximum at 50, then full emphasis is applied to the highlight color; if the slider is set to the minimum -50, then full emphasis is applied to the shadow color. |



Create a sepia tone effect by first reducing the saturation of your photo with the Advanced Color tool and then applying a reddish brown hue with the Split Tone tool. Or create a monochromatic black and white photo with a slight tint of hue.

Creating a Post-Crop Vignette

You can use the Post-Crop Vignette tool to create a light or dark vignette around your image.

The Post-Crop vignette sliders apply the vignette relative to the proportions of the cropped photograph. The Post-Crop Vignette tool features sliders to creatively control the vignette strength, radius, feathering, and roundness. A post-crop vignette can be applied to a cropped or uncropped photo.



You can save your settings as a [preset](#) for future use.

To Create a Post-Crop Vignette:

1. In Develop mode, select the **Tune** tab.
2. In the Post-Crop group, adjust the sliders as described below.

Post-Crop Options

| | |
|-------------------|--|
| Strength | Drag the slider to the right to lighten the corners, or drag to the left to darken the corners. |
| Radius | Drag the slider to the right to expand the radius, or drag to the left to restrict the radius. |
| Feathering | Drag the slider to the right to soften the vignette edge, or drag to the left to harden the vignette edge. |
| Roundness | Drag the slider to the right to make the vignette more circular, or drag to the left to make the vignette more oval. |

Adjusting Tone Curves

In Develop mode, you can use the Tone Curves tool to change the tonal range of an image. Select the RGB color channel to adjust the entire range of the image, or select a specific color.

 You can save your settings as a [preset](#) for future use.

To Adjust the Tone Curves in an Image:

1. In Develop mode, select the **Tune** tab.
2. In the Tone Curves group, adjust the curves as described below.

Tone Curves Options

| | |
|--------------------|--|
| Channel | Specify the color channel to adjust. |
| Curve | A standard curve is the default. Click and drag the line to manipulate the curve. Each time you click the curve, a new node is added. You can drag the nodes up and down the curve. To remove nodes, right-click them. |
| Black Point | Click and drag the black triangle or click it to automatically set the black point. You can also enter a number into the fields or use the up or down arrow buttons to set an exact black point. |
| Gamma | Click and drag the gray triangle or click it to automatically set the gamma point. You can also enter a number into the fields or use the up or down arrow buttons to set an exact gamma point. |
| White Point | Click and drag the white triangle or click it to automatically set the white point. You can also enter a number into the fields or use the up or down arrow buttons to set an exact white point. |



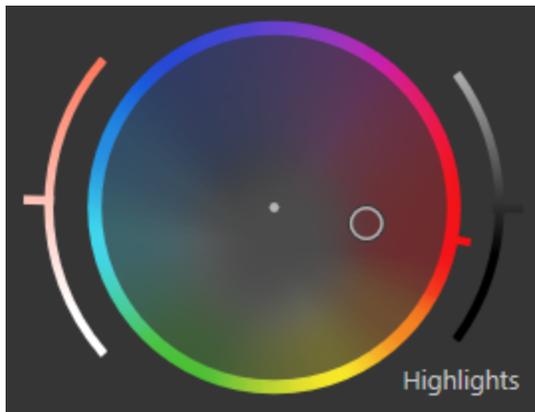
You can reset your tone curves by clicking the Reset button. You can also right-click the endpoint nodes to reset them.

Adjusting Tones With the Tone Wheels

Colors in every image are split into highlights, midtones, and shadows. You can use the tone wheels in Develop mode to add color tints to certain tones in your image. There are two curved sliders with each tone wheel. The curved slider on the left is the saturation slider, the slider on the right is the brightness slider. The tone wheels themselves allow you to pinpoint a hue to adjust.

To Adjust Color Using the Tone Wheels:

1. Choose Tone Wheels from the Tune tab in the Develop Tools pane. To use the Tone Wheels in Develop mode, you must have Color EQ set to High Quality. To ensure this, open Color EQ and choose High Quality from the drop down menu.
2. Choose a hue to edit by clicking and dragging the target point within the tone wheel, or by using the relevant eyedropper on the image itself. As you move the eyedropper around the image, you will see a dot, known as the hue indicator, move around the wheel to show the where the color you are hovering over sits on the wheel. The three eyedroppers relate to the relevant tone wheels. You can also refine the saturation of the selection by clicking and dragging your selection away from the edges of the wheel, or away from the center of the wheel. The less saturated colors are in the center of the wheel and the more saturated colors are towards the edge of the wheel.



 Moving the target point towards the outside of the wheel increases tone saturation. Moving it towards the inside of the wheel decreases tone saturation.

3. With a hue selected, increase saturation and/or brightness for your selected tones.

 To reset any changes, right-click on either the relevant slider, or the wheel to reset all changes.

See also:

- [Adjusting Tone Curves](#)
- [Adjusting Color with the Color Wheel](#)
- [Adjusting Color with Color EQ](#)

Output Color Space

You can select the output color space to use when processing your files.

 You can save your settings as a [preset](#) for future use.

To Set the Output Color Space For a File:

1. In Develop mode, select the **Tune** tab.

Look to the Histogram to help determine the best Output Color Space for your image. The histogram provides a graphical representation of the intensity level of pixels within each color channel. Spikes at either end of the graph indicate clipped colors. Aim for an output color space that provides the widest gamut of colors possible while minimizing spikes at either end of the graph.

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

Click **Set as Default** if you want to use this same color space as the default color space for files in Develop mode.

3. Press **Save As** or **Done** to save your changes.

Using the Develop Brush

The Develop Brush is designed to allow you to make a variety of edits to specific areas of your photos. You can adjust the Exposure, Saturation, Fill Light, Contrast, Clarity, and Sharpness in your photo by brushing on the effects. For example, instead of adding fill light to an entire photo, you may want to only add it to certain areas, such as backlit subjects. You can apply up to eight brushes to separate areas in the image and assign each with unique effect settings.

 You can [save edits you make with the brush tool as a preset](#) for future use.

Develop Brush

The Develop Brush button displays at the top of the Tune and Detail tab.

To Use the Develop Brush:

1. In Develop mode, on the Tune or Detail tab, click the **Brush** button  at the top of the pane to open the control panel and enter Brushing mode. Or, toggle the Brush panel open and closed with the **B** key.
2. Specify the brush settings in the panel, or as you work, as described in the table below.
3. Start painting the effects onto your photo.
4. Adjust the sliders to get the effect you want.

 To apply another brush, (up to eight are available), select the next brush in the sequence at the bottom of the panel. The box above the brush will become checked. The checkmarks represent the activated brushes, while the selected brush icon (highlighted in blue) represents the currently enabled brush. You can return to any of the brushes at any given time by selecting its respective brush icon. A blue brush represents a brush that has been used. You can deactivate or re-activate any brush by unchecking or re-checking its respective checkbox.

5. Press **Save As** or **Done**.

 If all of the sliders are at zero, brush strokes will appear in color, (as selected in the drop-down next to the **Show brush strokes** checkbox), as no changes have been made to the image.

 Hold **Command** while using the brush tool to activate the pan feature.

To Delete Brush Strokes:

To remove brush strokes, select the brush you wish to delete and press the  button. Note that unchecking a brush checkbox will only remove the brush strokes until the box is re-checked.

Develop Brush Options

| | |
|---------------------------------|--|
| Nib Width | Adjusts the size of the brush. You can use the mouse wheel to adjust nib width or adjust the Nib Width slider. |
| Feathering | Adjust the slider to control the softness of the transition between the brush strokes and the image. Use Shift + mouse wheel to adjust the amount of feathering or adjust the Feathering slider. |
| Pressure | Adjust the slider to control the strength of the brush. |
| Add brush stroke | Brush while holding the left mouse button down. |
| Erase brush stroke | Brush while holding the right mouse button or control key down. |
| Clear all brush strokes |  Removes all brush strokes of the currently selected brush from the image. |
| Invert all brush strokes |  Toggle this option to invert the brush strokes of the currently selected brush. This makes brushed areas no longer brushed and untouched areas brushed. This is useful if you want the majority of the image brushed and a small section untouched. Simply brush only the small area you don't want affected and invert the brush strokes. |
| Smart Brushing | See the Smart Brushing section below. |
| Show brush strokes | <div data-bbox="808 1249 1396 1318" style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"> <input checked="" type="checkbox"/> Show brush strokes  </div> <p>When this option is checked, the currently selected brush's strokes will be displayed in the color shown. This is helpful when brushing a complex area with a subtle effect because it can be hard to tell if you have missed a spot. The color can be changed in case you are brushing on a red area of the image.</p> |

Using the Develop Brush on the Detail Tab:

| | |
|------------------|---|
| Sharpness | Move the slider to the right to brush on sharpness. |
|------------------|---|

 You can right-click a slider to reset to the default value.



To exit the brushing panel, toggle the Develop Brush button.



Smart Brushing

You can use the Smart Brush to target your brushing to specific colors, brightness values, or a combination of color and brightness. The Smart Brush only affects pixels similar in value to the pixel in the center of the brush stroke, and allows you to apply adjustments to those pixels.

To Use the Smart Brush:

1. In Develop mode, on the Tune or Detail tab, click the **Brush** button  at the top of the pane to open the control panel and enter Brushing mode. Or, toggle the Brush panel open and closed with the **B** key.
2. Select an option from the Smart Brushing drop-down menu:

| | |
|-------------------|---|
| Color | Uses the color of pixels similar in value to the pixel in the center of the brush stroke to determine if they should be brushed on, depending on the Tolerance slider setting. |
| Brightness | Uses the brightness of pixels similar in value to the pixel in the center of the brush stroke to determine if they should be brushed on, depending on the Tolerance slider setting. |
| Magic | Uses a combination of the color and brightness values similar to the pixel in the center of the brush stroke to determine which pixels should be brushed on, depending on the Tolerance slider setting. |

3. Use the Tolerance slider to increase or decrease the range of pixels affected by the Smart Brush.
4. Place your cursor over the color or brightness you wish to select and begin painting on the effect.
5. Adjust the sliders to get the effect you want.



To apply another brush, (up to eight are available), select the next brush in the sequence at the bottom of the panel. The box above the brush will become checked. The checkmarks represent the activated smart brushes, while the selected brush icon (highlighted in blue) represents the currently enabled smart brush. You can return to any of the brushes at any given time by selecting its respective brush icon. A blue brush represents a smart brush that has been used. You can deactivate or re-activate any brush by unchecking or rechecking its respective checkbox.

6. Press **Save As** or **Done**.



You can erase brush strokes by right-clicking and brushing over your strokes.

To Turn off Smart Brushing:

Select **Off** from the Smart Brushing drop-down menu.

Using the Linear Gradient Tool

While the Develop tools allow you to make a variety of adjustments to your photos, sometimes you want these effects to gradually progress across your photo. You can adjust the Exposure, Saturation, Fill Light, Contrast, Clarity, and Sharpness in one or a series of gradients over your photo. For example, instead of applying exposure adjustments across an entire photo, you may want them to be stronger in some areas and weaker or absent from others.

 You can [save edits you make with the gradient tool as a preset](#) for future use.

Gradient Tool

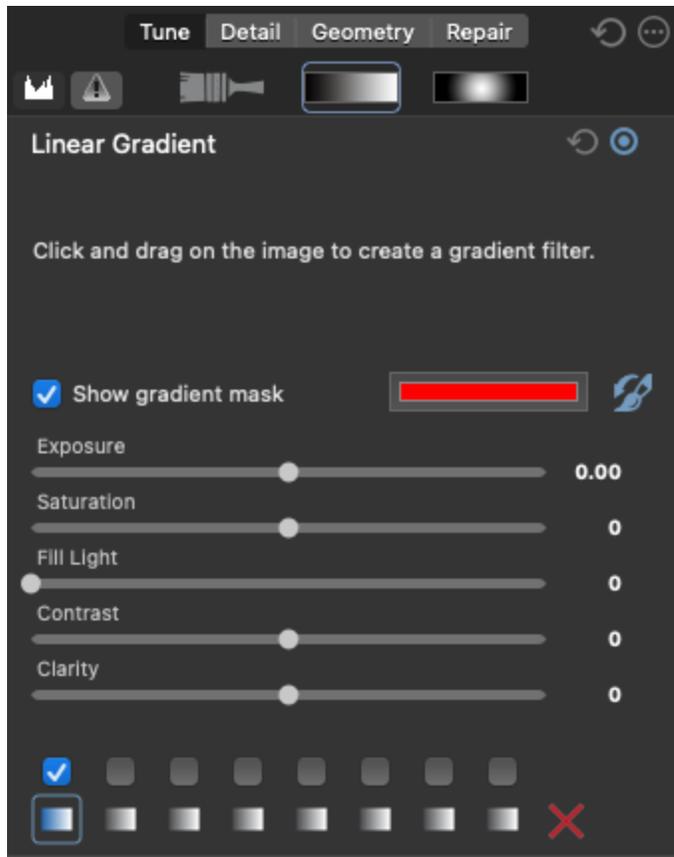
The Gradient tool button displays at the top of Tune and Detail tab.

To Use the Gradient Tool:

1. In Develop mode, on the Tune or Detail tab, click the **Gradient** button  at the top of the pane to open the control panel and enter gradient mode. Or, toggle the Gradient panel open and closed with the **G** key.
2. Specify the gradient settings in the panel as described in the table below.
3. Position the guides on your photo. Inside the guide boxes, the gradient is transitioning. On either side of the boxes, the effect being applied by the Gradient tool is at full strength or not applied at all. To make this clearer, check the **Show gradient mask** checkbox. Move the boxes to define where the effect will begin or end. Hold down the **Shift** key while positioning the effect to lock to the nearest 45° angle, for straightness. Hold down the **Command** key while using the Gradient Tool to activate the pan feature.
4. Adjust the sliders to get the effect you want.

 To apply another gradient, (up to eight are available), select the next gradient in the sequence at the bottom of the panel. The box above the gradient will become checked. The checkmarks represent the activated gradients, while the selected gradient icon (highlighted in blue) represents the currently enabled gradient. You can return to any of the gradients at any given time by selecting its respective gradient icon. A blue gradient represents a gradient that has been used. You can deactivate or re-activate any gradient by unchecking or rechecking its respective checkbox.

5. Press **Save As** or **Done**.



Gradient Tool Options

Invert gradient



Toggle this option to invert the gradient. By pressing the Invert button after applying a gradient beginning at the top of the image, the gradient would now begin at the bottom, and vice versa.

Show gradient mask



When this option is checked, your gradient mask will be displayed in the color shown. Alternatively, hold down the **S** key to see the mask on the image. Click the color field to select another display color.

Using the Gradient Tool on the Detail Tab

Sharpness

Move the Sharpness slider to the right to sharpen the area affected by the gradient.



To exit Gradient mode, toggle the Gradient tool button. 

Using the Radial Gradient Tool

While the Develop tools allow you to make a variety of adjustments to your photos, sometimes you want these effects to draw attention to a specific area of your photo. You can adjust the Exposure, Saturation, Fill Light, Contrast, Clarity, and Sharpness in one or a series of gradients over your photo. For example, instead of applying sharpening across an entire photo, you may want to only sharpen the center subject.



You can [save edits you make with the gradient tool as a preset](#) for future use.

Radial Gradient Tool

The Radial Gradient Tool button displays at the top of Tune and Detail tab.

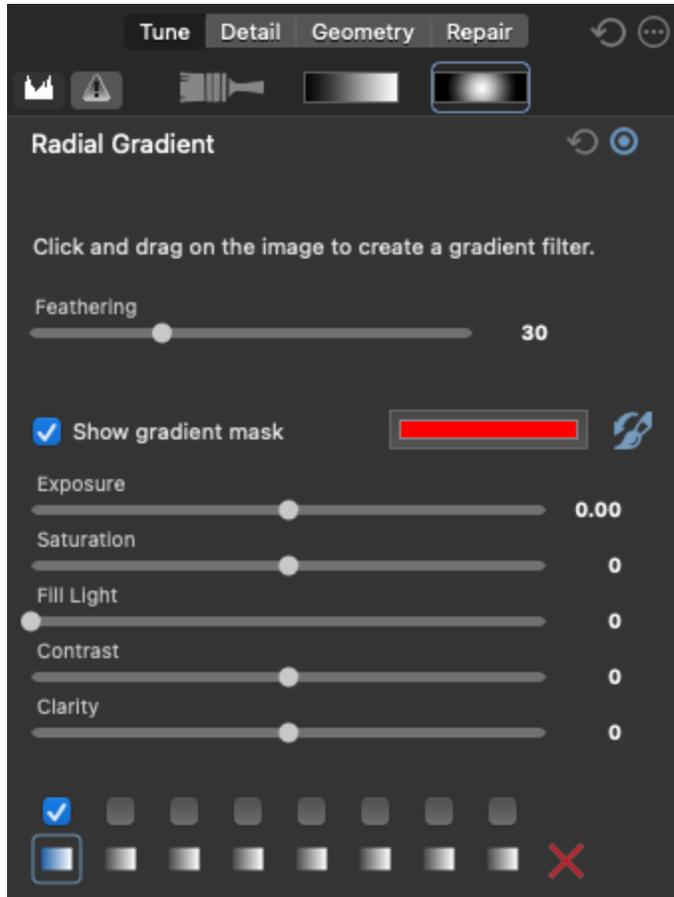
To Use the Gradient Tool:

1. In Develop mode, on the Tune or Detail tab, click the **Radial Gradient** button  at the top of the pane to open the control panel and enter radial gradient mode. Or, toggle the radial gradient panel open and closed with the **R** key.
2. Specify the radial gradient settings in the panel as described in the table below.
3. Position the guides on your photo. Inside the circle, the image is unaltered. At the perimeter of the circle, the effect being applied by the Radial Gradient tool is transitioning between not applied at all (inside), and full strength (outside). To make this clearer, check the **Show gradient mask** checkbox. Move the guides to define where the effect will begin or end. Hold down the **Shift** key while positioning the effect to change the radial gradient to a perfect circle. Hold down the **Command** key while using the Gradient Tool to activate the pan feature.
4. Adjust the sliders to get the effect you want.



To apply another gradient, (up to eight are available), select the next gradient in the sequence at the bottom of the panel. The box above the gradient will become checked. The checkmarks represent the activated gradients, while the selected gradient icon (highlighted in blue) represents the currently enabled gradient. You can return to any of the gradients at any given time by selecting its respective gradient icon. A blue gradient represents a gradient that has been used. You can deactivate or re-activate any gradient by unchecking or rechecking its respective checkbox.

5. Press **Save As** or **Done**.



Gradient Tool Options

Feathering

Adjust the slider to control how gradual the transition of the edge of the gradient will be.

Invert gradient



Toggle this option to invert the gradient. By pressing the Invert button, the effects will be applied to the center of the image (inside the circular guides), and outside of the radial gradient will be unaltered.

Show gradient mask



When this option is checked, your gradient mask will be displayed in the color shown. Alternatively, hold down the **S** key to see the mask on the image.

Using the Radial Gradient Tool on the Detail Tab

Sharpness

Move the Sharpness slider to the right to sharpen the area outside of the Radial Gradient circle.



Double-click the + at center of the guides to expand the radial gradient to fill the entire width of the image.



To exit Gradient mode, toggle the Radial Gradient Tool button. 

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 [Sharpening](#), [Noise Reduction](#), [Chromatic aberration](#), or [Defringe](#) group to adjust the image.

Saving and Canceling

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

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

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



If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time you switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio 8 | 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 settings as a [preset](#) for future use.

To Sharpen Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Sharpening group, adjust the sliders as described below.

Sharpening Options

| | |
|---------------------|---|
| Amount | Specifies the amount of sharpening applied by adding and removing light on each side of an edge. |
| Radius | Specifies the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels and tend to bring out coarser detail, while smaller values reduce the number of sharpened pixels and tend to bring out finer detail. |
| Edge Masking | Specifies how different the pixel lightness values within an edge must be before the pixels within the edge are sharpened. Higher values sharpen only stronger edges but minimize the appearance of noise. Lower values sharpen both strong and weaker edges, but can increase the appearance of noise. Adjust the edge masking to enhance edges while keeping background noise to a minimum. |

Reducing Noise

You can reduce noise in your images caused by high ISO settings or long exposure.

 You can save your settings as a [preset](#) for future use.

To Reduce Noise in Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Noise Reduction group, adjust the sliders as described below.

Noise Reduction Options

| | |
|------------------------|--|
| Luminance Noise | Drag the slider to the right to reduce the visibility of lighting noise. Apply a setting that is proportional to the noise in the image and refer to the preview window to ensure that you balance the level of noise reduction with loss of detail. |
| Strength | Drag the slider to the right to control how aggressively to reduce noise. Prevent the loss of detail by balancing Luminance Noise with Strength. |
| Color Noise | Drag the slider to the right to remove color noise from the image. |



Click on your image to view areas up close in the Develop tools preview.

Fine-Tuning Skin Tone

You can use the Skin Tune tool to even skin tone and smooth away blemishes and flaws.



You can save your settings as a [preset](#) for future use.

To Correct Skin Tone:

1. In Develop mode, select the **Detail** tab.
2. In the Skin Tune group, adjust the sliders as described below.



You can right-click a slider to reset to the default value.

Skin Tune Options

| | |
|------------------|---|
| Smoothing | Drag the slider to the right to refine skin by suppressing texture detail. |
| Glow | Drag the slider to the right to increase the brightness of skin while subtly smoothing. |
| Radius | Specifies the scale of the texture detail that is affected by the effect. Drag the slider to the left to enhance small details. Drag the slider to the right to enhance larger details. |



View the effects of your changes in the **Preview Window**, located at the top of the Detail pane. Move the overlay square on your image to change the area the Preview Window displays.

See also:

- [Sharpening](#)
- [Fixing Chromatic Aberration](#)
- [Using Presets in Develop Mode](#)

Adjusting Chromatic Aberration

Chromatic Aberration, a lens artifact that results in fringes in high contrast areas of some photos. The Chromatic Aberration tool corrects both radial and fringe forms of this problem, and is especially useful for photos with architectural details.

 You can save your settings as a [preset](#) for future use.

To Adjust Chromatic Aberration in Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Chromatic Aberration group, adjust the sliders as described below.

Chromatic Aberration Options

| | |
|----------------------|--|
| Red - Cyan | Drag the slider to the right to increase Red - Cyan or to the left to decrease. |
| Blue - Yellow | Drag the slider to the right to decrease Blue - Yellow or to the left to decrease. |

Defringing

Defringing works in conjunction with the chromatic aberration tool to address fringes in high contrast areas of some photos.

 You can save your settings as a [preset](#) for future use.

To Defringe Your Image:

1. In Develop mode, select the **Detail** tab.
2. In the Defringe group, adjust the sliders as described below.

Defringing Options

| | |
|-----------------|---|
| Strength | Drag the slider to the right to increase defringe strength. |
| Radius | Drag the slider to the right to increase the radius. |
| Cyan | Drag the slider to the left to reduce the cyan hue. |
| Blue | Drag the slider to the left to reduce the blue hue. |
| Magenta | Drag the slider to the left to reduce the magenta hue. |
| Violet | Drag the slider to the left to reduce the violet hue. |
| Red | Drag the slider to the right to decrease the color of the noise in the image. |

Fixing Geometry

About the Geometry Tab

In the Geometry tab, you can correct lens distortion and perspective, or rotate and straighten your image. You can also use the crop tool to change the composition of your image.



You can save your settings as a [preset](#) for future use.

To Use the Geometry Tab:

1. In Develop mode, select the **Geometry** tab.
2. Select the [Lens Distortion](#), [Rotate & Straighten](#), [Perspective](#), [Crop](#) or [Vignette Removal](#) group to adjust the image.

Saving and Canceling

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

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

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



If you want your changes saved automatically (without the prompt to save), select the **Auto Save** checkbox. Then next time you switch to a new image your changes will be saved automatically without the prompt. You can change this setting back in **ACDSee Photo Studio 8 | 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.



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

Rotating and Straightening

You can straighten a crooked photo in Develop mode by rotating the photo at a custom angle.



You can save your settings as a [preset](#) for future use.

To Correct a Crooked Photo:

1. In Develop mode, select the **Geometry** tab.
2. In the Rotate & Straighten group, adjust your image as described below.

Rotate Options

| | | |
|---|----------------------------|--|
|  | Rotate left button | Rotates image 90 degrees to the left. |
|  | Rotate right button | Rotates image 90 degrees to the right. |

Straighten Options

| | |
|--|---|
| Slider | Adjusts the horizontal angle of the image. Move the slider left or right until the image appears straightened. |
|  Straighten Tool | Straightens the image. Use your cursor to draw a line along a crooked horizon. When you release the cursor, the Straighten tool automatically straightens the photo relative to the horizon you drew. |



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

Correcting Perspective

Perspective issues, which can occur if the camera is not held horizontal or perpendicular to the object of the photo, can be common in images taken with wide angle lenses. For example, if you take a photo of a tall building, looking up from street level, the building can appear to bend in the photo. You can correct perspective issues using the tools in the Perspective group.



You can save your settings as a [preset](#) for future use.

To Correct Perspective:

1. In Develop mode, select the **Geometry** tab.
2. In the Perspective group, adjust the sliders as described below.

Perspective Correction Options

| | |
|-------------------------|---|
| Vertical | Drag the slider to the left or right to identify the center of the image on the vertical axis. |
| Horizontal | Drag the slider to the left or right to identify the center of the image on the horizontal axis. |
| Vertical Shear | Drag the slider to the left or right to identify the center of the image on the vertical and diagonal axis. |
| Horizontal Shear | Drag the slider to the left or right to identify the center of the image on the horizontal and diagonal axis. |



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

Cropping

You can use the Crop tool to remove unwanted parts of your images, or to reduce the image canvas to a particular size.



You can save your settings as a [preset](#) for future use.

To Crop an Image:

1. In Develop mode, select the **Geometry** tab.
2. In the Crop group, resize the crop window, position it over the area of the image you want to keep. See below for more details.



Press **E** to preview your image when cropped.

Resizing the Crop Window

To Resize the Crop Window by Dragging:

1. Position your cursor over the edge or corner of the crop window until it changes into a double-pointed arrow.
2. Drag the crop window's border to the desired size.

To Maximize Crop Area:

1. Click **Maximize crop area**. The crop selection expands to the outer edges of your images.
2. Drag the crop window's border to the desired size.

To Specify an Exact Size for the Crop Window:

1. Type the desired crop window proportions into the **Width** and **Height** boxes.
2. In the **Units** drop-down list, select a unit of measurement.

To Constrain the Crop Window to a Ratio:

1. Select the **Constrain proportion** checkbox.
2. Select a ratio from the pop-up menu. Use the button to the right of the pop-up menu to toggle between landscape and portrait orientation.
3. Do one of the following:
 - Position your cursor over the edge of the crop window until it changes into a double-pointed arrow, and then drag the edge of the crop window to the desired size.
 - Use the **Width** or **Height** boxes to specify a dimension for one side of the crop window. ACDSee automatically resizes the other dimension based on the ratio you selected.

Crop Options

| | |
|-----------------------------|---|
| Constrain proportion | Select this option to constrain the crop area to a specified proportion. Select the proportion from the pop-up menu. |
| Maximize crop area | Click to expand the crop area to the entire image, and then click and drag the crop borders. To redo your crop selection, click on the Maximize crop area button to expand the selection to the entire image again, and make your crop adjustments. |
| Rotate crop area | Click the rotate right button  to rotate the crop area 90 degrees. |
| Undo crop | You can click the refresh button in the Crop group to undo your crop. |



In View mode, you can also use the Select tool  to select an area of your image to copy and paste.

Vignette Removal

The Vignette removal tool in Develop mode provides a simple way of correcting lens vignetting. Lens vignetting is a limitation of the camera lens' ability to equally distribute light, resulting in the corners of some images appearing darker than expected.



You can save your settings as a [preset](#) for future use.

To Correct Lens Vignetting:

1. In Develop mode, select the **Geometry** tab.
2. In the Vignette removal group, set the options as described below.

Vignette Removal Options

| | |
|-----------------|--|
| Strength | Drag the slider to the right to brighten the shadow. |
| Radius | Drag the slider to the right for greater correction or drag the slider to the left for less. |

Repair

Using the Heal and Clone Tools

You can use the Repair Tool to remove flaws, such as:

- Skin blemishes
- Telephone wires and other unwanted objects
- Flash flares from snowflakes or windows
- Lens scratches and water drops
- Shadows cast on the sensor by dust

There are two options available for the Repair Tool: the Healing Brush and the Cloning Brush.

When you select the Healing Brush, it copies pixels from one area of a photo to another, but it analyzes the pixels in the source area before copying them. It also analyzes the pixels in the target area, and then blends the pixels of both source and target, to match the surrounding area. This ensures that the lighting and color of the replacement pixels integrate with the surrounding area. The Healing Brush works particularly well with photos that involve complicated textures like skin or fur.

When you select the Cloning Brush, the tool copies the exact pixels from one area of a photo to another, creating an identical image area. The Cloning Brush is more effective for photos that have strong, simple textures or uniform colors, as it is more difficult to identify the copied pixels in the finished photo.



You can save your settings as a [preset](#) for future use.



To achieve the best results, perform any geometric operations on your image before using the Healing Brush.

To Remove Flaws from a Photo:

1. In Develop mode, on the Repair tab, in the Repair group, select one of the following:
 - **Heal**: copies the pixels from the source area to the target area, and blends pixels into the surrounding image area.
 - **Clone**: copies the pixels from the source area to the target area.
2. Drag the **Nib Width** and **Feathering** sliders as described in the table below.
3. Right-click or control-click the image to set a source location. Pixels will be copied from this location and used in the target location.
4. Click and drag over the area that you want to cover. If you selected the healing brush, ACDSee Photo Studio 8 analyzes and replaces the pixels when you release the mouse button. If you selected the

blended clone tool, ACDSee Photo Studio 8 analyzes, replaces, and blends the pixels when you release the mouse button.

5. Do one of the following:

- Click **Save As** to save your changes as a new file.
- Click **Done** to apply your changes and close the tool.
- Click **Cancel** to discard all changes and close the tool.

 Scroll with your mouse to adjust the brush size as you work, or press the **Shift** key while you scroll to adjust feathering.

 Hold **Command** while using the brush tool to activate the pan feature.

 For the most accurate preview, zoom your image to 100% while healing or cloning.

 Red Eye Reduction and selective adjustments, such as the Develop Brush and gradients, are the only adjustments that cannot be healed or cloned.

Repair Tool Options

| | |
|-------------------|--|
| Nib Width | Sets the width of the brush. The maximum brush width is relative to the size of your image. |
| Feathering | <p>Sets the amount to feather on the edge of the brush to prevent sharp transitions between the original and healed part of the photo.</p> <p>Feathering is set as a percentage of the nib width, not as a specific number of pixels. This means that you do not have to adjust the feathering when you reset the Nib Width, as it automatically adjusts to a percentage of the new nib width.</p> |

 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.

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.

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

Viewing Images in Full Screen

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

To View in Full Screen:

Do one of the following:

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

In Full Screen you can:

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



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

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 8 | Preferences...** Or press **Command-**, keys.
2. In the Preferences dialog box, click **General**.
3. On the Basic tab, set or change any of the options described below.
4. Close the dialog box to apply your changes and return to ACDSee Photo Studio.

General Options

| Default start folder | |
|--|--|
| Folder from previous session | Opens Manage mode in the same folder that was open the last time you used ACDSee Photo Studio, and automatically applies any browsing criteria you were using. |
| Home folder | Always opens Manage mode to the specified folder. Click the Choose button to locate a starting folder on your hard drive. |
| Display | |
| Show database filename in title bar | Displays the name of the database that ACDSee is currently running in the title bar. |
| Show icon in menu bar | Enable to show the icon in the menu bar. Disable to hide the icon from the menu bar. |
| Camera | |
| Show import dialog when a camera is connected | Opens when a camera is connected. |
| Print options | |
| Autorotate images 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 8 automatically crops images in print layout. |
| Rotate or flip images | |
| Automatically save file after rotating images | Automatically saves file to its rotated state. |
| Trackpad | |
| Zoom using trackpad | Enables zoom on trackpad. To disable zoom, click the checkbox to clear the checkmark. |
| Rotate using trackpad | Enables rotate on trackpad. To disable rotate, click the checkbox to clear the checkmark. |

RAW Display

Select one of the following:

- **RAW Decode:** Use embedded JPEG.
- **Embedded Preview:** Perform high quality decode.

For more information, see [Viewing RAW Images](#).

Setting the Indexer Preferences

Cataloging the Database

The ACDSee database stores file information when you browse your folders. This process is called cataloging. Cataloging and using the database can help you sort, organize, search, and filter your files, as well as speeding up browsing. The ACDSee Indexer is a tool that helps you catalog your images without browsing through them.

The ACDSee Indexer allows you to catalog files while your computer is idle and ACDSee is not running. This saves you from having to browse all folders or experience your computer slowing down while processing. If you have edited any files in the selected folders, the ACDSee Indexer will update the database.

You can set folders to be cataloged and how long you would like your computer to be idle before the ACDSee Indexer begins to catalog your files. To configure these options, see [Setting the ACDSee Indexer Options](#).

Indexer Preferences

You can use the **Preferences** dialog to customize the functionality of the ACDSee Indexer.

To Customize the ACDSee Indexer:

1. In any mode, click **ACDSee Photo Studio 8 | Preferences...**
2. In the **General** tab, select the **Indexer** sub-tab.
3. Set or change the preferences as described below.

Indexer Preferences

| | |
|---|--|
| Auto index folders or images when computer is idle for | Enables the indexing of folders or images while the computer is idle. Set the slider to indicate how long your computer should be idle before indexing begins. |
| Index image files only | Disable to index all file types supported by ACDSee. |
| Include package | Enable to include packages and bundles while cataloging. |
| Current database | Displays which database will be indexed. |
| Folders to monitor | Displays which folders will be indexed. |
| Add Folder... | Click the Add Folder... button to add additional folders to be indexed. |
| Remove Folder | Select a folder from the list and click the Remove Folder button to remove it from the folders to be indexed. |

Setting the ACDSee Mobile Sync Options

You can use the Preferences menu option to change your ACDSee Mobile Sync settings.

To Set the ACDSee Mobile Sync Options:

1. In any mode, select **ACDSee Photo Studio 8 | Preferences...**
2. In the **Preferences** dialog, click the **Mobile Sync** button.
3. In the **ACDSee Mobile Sync** dialog, set or change the options as described below.
4. Apply your changes and return to ACDSee.

ACDSee Mobile Sync Preferences

| | |
|---|---|
| Root Folder | Specify the destination for your sent images and videos. |
| Server Name | To customize the name of the target server, enter text in the field. This name will appear in your list of targets in the ACDSee Mobile Sync app. |
| Show ACDSee Mobile Sync Root Folder on Folder Tree | Displays the ACDSee Mobile Sync folder in the Folders pane. |

Setting the 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 8 | 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 style="list-style-type: none"> • Manage Mode • View Mode | Deselect to turn off Auto Advance in either Manage or View mode. |
| Auto Advance when applying | <ul style="list-style-type: none"> • Tags • Ratings • Labels • Categories • Keywords | Specifies which applied or removed metadata will trigger Auto Advance.  Keywords and Categories are disabled by default. |

Setting the Metadata Preferences

You can adjust settings in the Preferences dialog box to control metadata.

To Set the Metadata Options:

1. In Manage mode, click **ACDSee Photo Studio 8 | Preferences...**
2. In the Preferences dialog box, under **General**, select the **Metadata** tab.
3. On the Metadata tab, set or change the options as described below.

Metadata Options

| | | |
|-----------------|---|--|
| Metadata | Enable Spotlight Comments | By default, ACDSee's ability to read spotlight comments saved to files is disabled in order to improve browsing performance. When enabled, you can view and edit spotlight comments for your selected image in the Spotlight Comments field in the Properties pane. |
| | Display embed ACDSee metadata reminder | Displays a reminder to embed ACDSee Metadata. If you edit or add ACDSee Metadata to your files, ACDSee automatically adds the new data to its database. If you have this option enabled, next time you close ACDSee, the Embed ACDSee Metadata in Files dialog box opens and offers to embed the new data into the changed files themselves. |

Setting 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 8 | 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 Customize to select an extension and set the default program that opens the file type. |
| | Launch in Full Screen mode | This will launch any image file that you open in Full Screen mode. |
| Organize | Use animation to flip between the Organize and Properties pane | Rotates Organize pane over to Properties pane. |
| | Include parent categories when a subcategory is assigned | Adds the parent categories when its subcategory is assigned. For example, you have the parent category Canada, and subcategory called Vancouver. If you select the Vancouver subcategory, the Canada parent category will also be added to the file. |
| | Removes subcategories when a parent category is unassigned | Removes the subcategory if its parent category is unassigned. For example, you have the parent category Cats, and subcategory called Kittens. If the parent category Cats is unassigned from a file, then the subcategory Kittens will also be unassigned from that file. |

Thumbnails

| | | |
|-------------------------|--|---|
| Thumbnail Info | Information | Displays the file name of the images. |
| | Overlay Icons | Displays icons on thumbnail images for tagged, rated, categorized, or locked files. Select or deselect the File Name, Tagged, Rating, Category or Keyword, Locked, Developed, Label, Type, GPS, or Embed Pending checkboxes. |
| Thumbnail Style | Thumbnail Size | Adjusting the slider to the left decreases the thumbnail size. Adjusting the slider to the right increases thumbnail size. |
| | Thumbnail Spacing | Adjusts the thumbnail display. Move the Thumbnail Spacing slider to the left to decrease the spacing between thumbnails, or move to the right to increase the spacing. Select one of the following: <ul style="list-style-type: none"> • High-quality scaling: Displays high-quality thumbnails. • Use embedded thumbnails: Displays the embedded JPEG, created by your camera when you took the photo. |
| | Thumbnail Frame | Adjusts the presentation of the thumbnail. Select any of the following: <ul style="list-style-type: none"> • Show frame: Displays a white frame around each thumbnail. • Show slide border: Displays a thick dark border around the outer edges of the thumbnail. |
| List | | |
| List View | Customize List view by dragging items in left tree to the list in the right pane. | |
| Easy-Select | | |
| Show Easy-Select | Displays the Easy-Select indicators in the Folders pane, which you can use to select multiple folders. | |

Setting 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 8 | Preferences...**
2. In the Preferences dialog box, click **View**.
3. Set or change any of the options described below.

View Mode Options**Default Zoom**

| | |
|--------------------|---|
| Fit Image | Resizes images to fit the size of the View mode window. |
| Fit Width | Resizes images to fit the width of the View mode window. |
| Fit Height | Resizes images to fit the height of the View mode window. |
| Actual size | Displays images at their original size. |

Background Color for View and Full Screen

| | |
|-------------------------------------|--|
| Viewer background color | Select background color for Viewer. |
| Full screen background color | Select background color for Full screen. |

Slideshow

| | |
|-----------------------------------|--|
| Use high quality rendering | This option is recommended for computers with advanced graphics cards. |
|-----------------------------------|--|

4. 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 8 | 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. |

4. 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 8 handles external devices.

To Set Options For Devices:

1. In Manage mode, click **ACDSee Photo Studio 8 | Preferences...**
2. In the Preferences dialog box, click **Devices**.
3. Set or change any of the options described below.

Setting Devices Options

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

4. Close the dialog box to apply your changes and return to ACDSee 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 8 | 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 | <p>Displays the image in full screen. Select one of the following:</p> <ul style="list-style-type: none"> • Return to Manage mode when double-clicking in Full Screen: Double-clicking on an image when in Full Screen will return you to Manage mode. • Do nothing when double-clicking in Full Screen: Double-click is disabled when the image is in Full Screen. |

View Mode Options

| | | |
|---------------------------------|-------------------------------|---|
| Double-clicking an image | Switch to Manage mode | Opens the image in Manage mode when you double-click on it. |
| | 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 style="list-style-type: none"> • Switch to Manage mode when double-clicking in Full Screen: Returns to Manage mode when you double-click on an image in Full Screen. • Return to View mode when double-clicking in Full Screen: Returns you to View mode when you double-click an image in Full Screen. |

Keyboard Shortcuts Tab

To Set Custom Keyboard Shortcuts:

1. Select the **Keyboard shortcuts** tab.
2. Select a Menu item from the left, then an individual command to edit on the right.
3. Double-click a shortcut to make the field editable.
4. Press and hold chosen keys to enter new shortcut.



Click **Reset to Default** at anytime to reset all of the shortcuts back to the default keys.



The checkbox next to each command enables or disables the keyboard shortcut listed.

Setting Status Bar 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 8 | 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.



As you drag or edit elements in the Status Bar Text Format field, a preview of how the status bar will look is displayed below the form.

Shortcuts

Keyboard Shortcuts

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

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



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

| Shortcut | Resulting Action |
|-----------------------|--|
| \ | 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. |
| Command–S | Places your cursor in the Quick Search field. |
| Command–V | Pastes the image. |
| Spacebar | In Manage mode, launches the file in Quick Look. In View mode, advances to the next image in your folder. |
| Command–0 | Clears your ratings. |
| Command–1 | Rates your images as 1. |
| 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. |

| Shortcut | Resulting Action |
|--------------------------------|--|
| 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-Command-1-9 | Categorizes the image with the corresponding category from the active category set. See Edit Category Set [Category] to identify which category from the active set corresponds to which numbered shortcut. |
| Option-Command-1-9 | Keywords the image with the corresponding keyword from the active keyword set. See Edit Keyword Set [Keyword] to identify which keyword from the active set corresponds to which numbered shortcut. |
| Control-R | Rotates the image to the right. |
| Control-H | Flips the image horizontally. |
| Control-V | Flips the image vertically. |
| Control-C | Opens the selected images in the Image Compare tool. |
| Control-Q | Toggles Auto Advance on and off. |

| Shortcut | Resulting Action |
|--------------------------------------|--|
| Control-B | Adds the selected image(s) to the Image Basket. |
| Delete | Removes the selected image(s) from the Image Basket. |
| Control-Option-Shift-C | Copies the metadata of the selected file. |
| Control-Option-Shift-V | Pastes copied metadata into the selected file. |
| 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-3 | Displays the Filmstrip view. |
| Option-Command-B | Opens the Batch Workflow dialog. |
| Option-Command-F | Displays item in Full Screen. |
| Option-Command-H | Hides other applications that are open. |

| Shortcut | Resulting Action |
|-------------------------------|---|
| 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. |
| Shift–Command–S | Saves your file in a different file format or file name. |
| 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. |
| Spacebar | Advances to the next image in your folder. |
| , | Toggles the Navigator between Automatic window and Manual window. |

You Can Use the Following Shortcuts in the Tune Tab of Develop Mode:

Press and hold a shortcut key and scroll with your mouse wheel to make quick adjustments.

| Shortcut | Resulting Action |
|----------|---|
| X | Adjusts the General Exposure . |
| H | Adjusts the General Highlight Recovery . |
| F | Adjusts the General Fill Light . |
| C | Adjusts the General Contrast . |
| V | Adjusts the General Vibrance . |
| L | Adjusts the General Clarity . |
| W | Adjusts the White Balance Temperature . |
| T | Adjusts the White Balance Tint . |
| B | Opens/closes the Brush tool. Also applies in the Detail tab. |
| G | Opens/closes the Linear Gradient tool. Also applies in the Detail tab. |
| R | Opens/closes the Radial Gradient tool. Also applies in the Detail tab. |
| S | Shows brush strokes or gradient mask, if set to not show. Also applies in the Detail tab. |