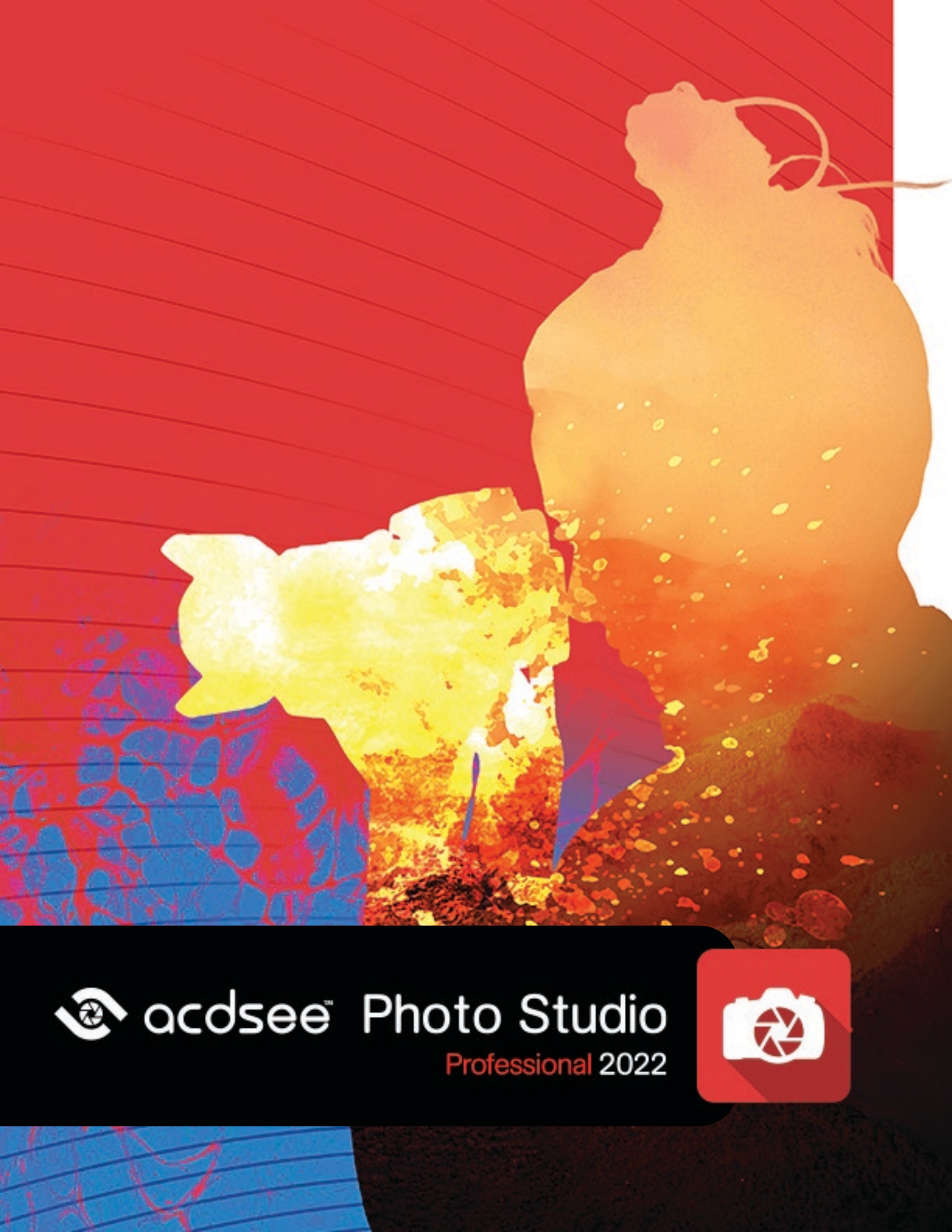
acdsee Photo Studio
Professional 2022

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Chapter 1: Getting Started

Welcome to ACDSee Photo Studio Professional 2022

Welcome to ACDSee, the industry-leading digital photo and document management software.

The Benefits of ACDSee

- **Total workflow control.** Build your photography workflow around ACDSee and notice the difference. With flexible cataloging capabilities, unrivaled viewing speed, and a powerful photo editor, ACDSee is the choice of busy professional and advanced amateur photographers worldwide. Add vastly improved RAW processing, a full set of metadata tools, and unparalleled viewing speed, and you have a fully integrated photography editing and management solution.
- **Patented editing features including Light EQ™.** The Patented Light EQ™ technology single-exposure HDR algorithms powering ACDSee's Light EQ™ tool accurately and intelligently stretch the dynamic lighting range of your photos, making them incredibly realistic or atmospheric.
- **Wide variety of editing and processing tools.** Create, edit, and touch-up your digital images. Use tools such as red eye reduction, crop, sharpen, blur, and photo repair to enhance or correct your images. Image editing tools, such as exposure adjustment, convert, resize, rename, and rotate, can be performed on multiple files at the same time.
- **Completely customizable UI.** The user interface is completely customizable, and provides quick access to tools and features. You can customize the screen layout, the order of images, toolbar display, and many other options to suit your preferences.
- **Impressive organizational capabilities.** With ACDSee you can import your photos from your camera to your computer, categorize and rate your files, and manage photo collections of any size—from a few hundred to a few hundred thousand. Choose to view thumbnail previews of any size, or use a detailed list of file properties to sort your files. Can't find a particular photo? No problem. ACDSee includes a variety of powerful searching tools and a Compare Images feature to eliminate duplicates.
- **Context-sensitive help.** ACDSee contains extensive context-sensitive help materials to assist you as you move through the application. Press **F1** when using any feature to open the relevant online help page.

Using the User Guide

This user guide is here to help you get the most out of your ACDSee software. It is categorized by mode and by function. Throughout the guide, you will find icons that help you best use ACDSee.

Notes are things to consider when performing an action.

Tips are ways to optimize your work.

Warnings are things to take into account when making an action.

If you need further guidance, check out the Quick Start Guide, or Finding Other Resources and Support.

About the ACDSee User Interface

The ACDSee user interface provides easy access to the various tools and features you can use to browse, view, edit, and manage your photos and media files. ACDSee consists of eight modes: Manage, Media, View, Develop, Edit, People, 365, and Dashboard.

Manage Mode

1

Manage mode is the main browsing and managing component of the user interface, and is what you see when you start ACDSee using the shortcut icon on your desktop. In **Manage** mode, you can find, move, preview, and sort your files, and access organization and sharing tools.

Manage mode consists of 15 panes, most of which can be closed when not in use. The File List pane is always visible, and displays the contents of the current folder, the results of your latest search, or the files in your database that match your filtering criteria. A status bar at the bottom of the **Manage** mode window displays information about the currently selected file, folder, or category.

You can open and close panes, move them to different areas of your screen, and stack them on other panes or dock them to the edge of the window. Most panes also have additional options you can set to further customize their behavior and appearance.

Manage mode also features a toolbar and a set of drop-down menus. The toolbar provides buttons for your home folder, and for navigating forwards and backwards through your folders. The drop-down menus provide quick access to the most common tasks.

Media Mode

2

Media mode is ACDSee's database-driven powerhouse for viewing and accessing the folders you have either browsed in **Manage** mode or cataloged into the ACDSee database. This streamlined, uncluttered view of the media assets managed by ACDSee offers sorting, grouping, and filtering in any combination.

View Mode

3

In **View** mode you can play media files and display images and documents in full resolution, one at a time. You can also open panes to view image properties, display areas of an image at varying magnifications, or examine detailed color information.

You can open **View** mode by selecting an image or document and clicking on the **View** mode tab, and you can use the Filmstrip in **View** mode to flip quickly between all of the files in a folder. **View** mode contains a toolbar with shortcuts to commonly-used commands, and a status bar at the bottom of the window, which displays information about the current image or media file.

Develop Mode

4

Perform most of your non-destructive image adjustment in **Develop** mode. Then take your image into **Edit** mode to fine-tune. Use **Develop** mode's non-destructive editing tools to adjust an image's exposure, white balance, color profile, as well as sharpen, reduce noise, and much more.

Develop mode is a non-destructive, parametric editing, RAW conversion environment. Parametric editing means that when you edit an image in **Develop** mode you are creating instructions for adjustments, rather than adjusting the actual pixels as you do in **Edit** mode. **Develop** mode's non-destructive operations are entirely interwoven and interdependent and are applied in a fixed order to maximize the image quality. When working on RAW files, adjustments are applied as much as possible using the RAW image data.

Edit Mode

5

After non-destructively adjusting the image in **Develop** mode, use **Edit** mode to fine-tune your image with a greater array of pixel-based editing tools, such as red eye removal.

Edit mode works on the image data already rendered to RGB. Edits are independently applied to the converted RGB data in the order that you do them. This chain editing gives you full control over the pixels, allowing creative freedom to apply precise adjustments. This makes operations such as selections and blend modes possible.

People Mode

6

People mode is born of a union between ACDSee's industry-leading Face Detection & Recognition feature and a keen application of machine learning. Photographers from all walks of life will enjoy the dedicated space for distinguishing by client, family member, or person of interest, allowing for the management of people by merging, renaming, or deleting faces, or taking labeling suggestions from the AI assistant for grouping similar unnamed people.

365 Mode

7 **365** mode provides an easy way to upload images to 365.acdsee.com to share with your contacts or the public. In **365** mode, you can select the images on your computer and then drag and drop them directly into 365.acdsee.com.

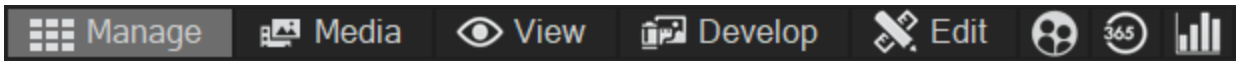
Dashboard Mode

8 **Dashboard** mode allows you to quickly access and browse file, camera, and database statistics based on your ACDSee database and EXIF information. As **Dashboard** mode relies on information derived from your database, it is important to catalog in order to get the most out of it.

Switching Modes in ACDSee

In ACDSee, you can quickly switch between the eight modes—Manage, Media, View, Develop, Edit, People, 365, and Dashboard.

The mode buttons are located at the top right of the ACDSee window:



To Switch from One Mode to Another:

Click one of the following mode buttons:

- **Manage**: import, browse, organize, compare, find, and publish your photos.
- **Media**: view your entire image collection by date.
- **View**: display and examine photos at any magnification.
- **Develop**: adjust all your images using the non-destructive power of the Develop tools.
- **Edit**: fix and enhance photos using the pixel-based Edit tools.
- **People**: view faces identified through ACDSee's Facial Recognition.
- **365**: upload images to 365.acdsee.com to share with your contacts or the public.
- **Dashboard**: quickly access and browse file, camera, and database statistics.

Using Manage Mode

In Manage mode, you can browse, sort, catalog, manipulate, and share your files and images. You can combine different tools and panes to perform sophisticated searching and filtering operations, and view thumbnail previews of images and media files.

You can also switch very quickly to the other modes by clicking the mode buttons in the top right corner.

The panes in Manage mode are fully customizable, and can be moved, resized, hidden, docked, or closed. You can also stack the panes together for easy reference and accessibility, and to maximize your screen space.

If the pane you want to view is not visible, click **Panes** from the top left main toolbar and select a pane.

About the Manage Mode Panes

Manage mode consists of the following panes:

File List	This pane displays the contents of the currently selected folder, the results of your latest search, or the files and folders that match your selective browsing criteria. The File List pane is always visible, and cannot be hidden or closed. You can customize the File List pane by changing the way the files are displayed, or the size of the thumbnails.
Folders	This pane displays the directory structure of your computer, much like the directory tree in Windows Explorer. You can use the Folders pane to browse through the folders and display their contents in the File List pane. You can also display the contents of multiple folders in the File List by clicking the Easy-Select indicator opposite each folder, on the left side of the pane.
Calendar	This pane displays a calendar that you can use to organize and browse your files according to their associated dates.
Shortcuts	This pane stores shortcuts to your favorite images, files, folders or even applications. Dragging an image, file, or folder into the Shortcuts pane creates a shortcut to the original without affecting it in any way.
Search	This pane provides access to a powerful search utility. You can specify the type of search you want to perform, and enter your search criteria into the fields provided in the Search pane. You can also save a search and give it a name. Saved searches are listed on the Search pane and the Catalog pane. On the Search pane, can select **Saved searches** from the drop-down list to run again. On the Catalog pane, Saved Searches are listed below Auto Categories, where you can run them again by clicking once on the Saved Search name.
Preview	This pane displays a thumbnail preview and histogram of any image or media file currently selected in the File List pane. You can adjust the size of the thumbnail by resizing the Preview pane, and also specify whether you want the Preview pane to play media files or just display the first frame.
Selective Browsing	This panel combines input from the Folders, Catalog, and Calendar panes to limit the list of files in the File List pane to those that match a specific set of criteria. You can include or exclude files by adjusting the different criteria in the Selective Browsing pane. You can access the Selective Browsing panel from the View menu.
Catalog	This pane lists the categories, auto categories, people, ratings, color labels, keywords, and saved searches to help you sort and manage your files. You can also use the Special Items area in the Catalog pane to quickly view all of the images on your computer, or see any uncategorized files in the current folder.
Task	This pane displays menus of commonly-used buttons and commands from the menus and toolbars. The menus change dynamically based on your current location and selections in ACDSee.
Properties	This pane displays file properties and metadata for any file or folder you select in the

	File List pane. You can use the Properties pane to view and edit metadata for your files, and the EXIF metadata included in digital photos.
Map	This pane displays marked locations on a map for any file you select in the File List pane. You can use the Map to view and mark the geographic location of your files.
Image Basket	While browsing through your files and folders, you can place images in an Image Basket to hold them temporarily. You can then edit, print, or share those images without moving them all into a single folder.

Manage Mode Drop-Down Menus

The drop-down menus in Manage mode give you quick access to often-used tasks. The drop-down menus include the following:

- **Workspaces**: where you can save a set of customized layouts for the workspace or reset it to the default workspace.
- **Import**: where you can import photos from cameras and other devices.
- **Batch**: where you can run all the batch editing processes.
- **Create**: where you can create slide-show files, PDFs, PowerPoint presentations, online albums, or archives.
- **Slideshow**: where you can configure and run a slideshow.
- **Send**: where you can upload to photo sites, an FTP, or share photos by email.
- **Editors**: where you can list external editors for easy access.
- **Actions**: where you can play ACDSee Actions on selected images.

Working with Manage Mode Panes

You can open and close panes in Manage mode to suit your preferences, and move, float, or stack any of the panes to customize the layout of the Manage mode window.

To Open or Close Panes in Manage Mode:

Click **Panes** and select the pane you want to open or close.

Moving Panes

You can move a pane from a docked or floating position to a new location. You can move one pane at a time, or several stacked panes.

To Move a Pane:

1. Drag the pane's title bar and hold your cursor over any of the arrows of the Docking Compass.
2. When the shaded marquee displays the position of the pane you want, release the mouse button.
3. To return a pane to its previous location, double-click its title bar.

To Move a Docked or Floating Pane:

Do one of the following:

- Drag the pane's tab to a new location. Only one pane moves.
- Drag the pane's title bar to a new location. Any panes stacked beneath it also move.

If you use dual monitors, you can move the panes to your second monitor to free up space on your main monitor.

Docking Panes

When you select a pane in the Manage mode, the Docking Compass activates to help you place the pane precisely. The Docking Compass consists of an outer and inner ring of arrows. When you hold your cursor over any of the arrows, a shaded marquee displays the potential position of the pane.

To Dock a Pane in Manage Mode Window:

1. Drag the pane's title bar or tab to activate the Docking Compass.
2. To dock a pane around the outer edge of the window, hold your cursor over any of the outer arrows of the Docking Compass, and then release the mouse button.
3. To dock a pane around the outer edge of the File List pane, or any another pane, hold your cursor over the inner arrows of the Docking compass, and then release the mouse button.

Stacking Panes

You can stack panes and reorder their tabs to suit your needs.

To Stack Panes:

1. Do one of the following:
    - Drag one pane's title bar onto the title bar of another pane until the shaded marquee appears, and then release the mouse button.
    - Drag one pane inside another, hold your cursor over the center of the Docking Compass, and then release the mouse button.
2. To reorder the panes, drag a tab to the left or right in the tab order.
3. To separate a tabbed pane, drag the pane’s tab to another location on the screen.

Resizing Panes

You can resize all the panes in Manage mode, whether they are docked or floating.

To Resize a Docked Pane:

1. Hold your cursor over the edge of the pane until the cursor changes to arrows and lines.
2. Drag the edge of the pane to the size you want.

To Resize a Floating Pane:

Hold your cursor over the edge or corner of the pane and then drag the pane to the size you want.

Resetting the Layout

All of the panes can be restored to their default positions at any time in **Manage**, **Media**, **Develop**, **Edit**, and **People** modes.

To Reset the Layout:

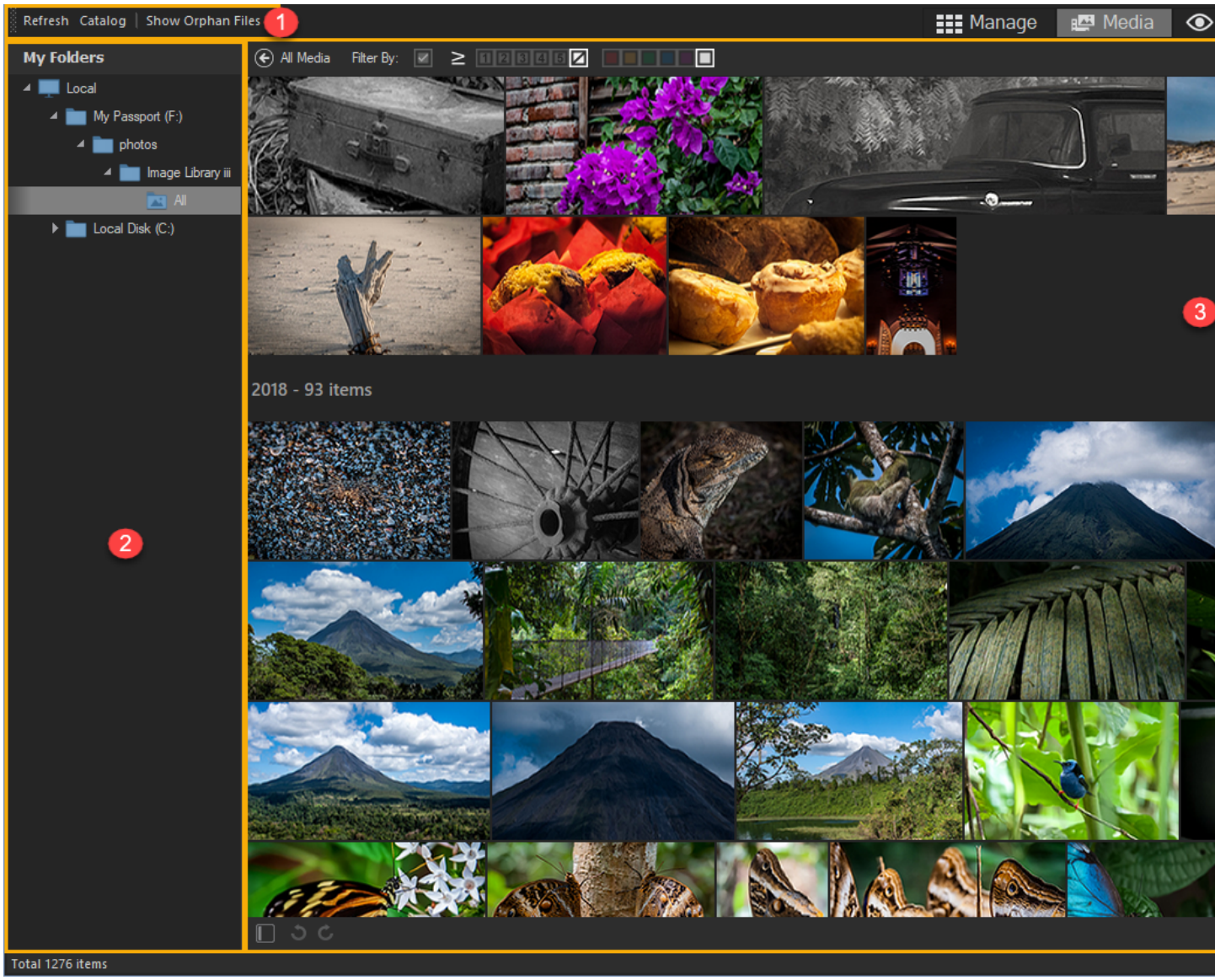
Click **View** | **Reset Layout**.

Using Media Mode

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

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

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



Header Button Bar

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

- Refresh,
- Catalog, and
- Show Orphan Files.

Header Button Bar Options

Refresh		
	Refreshes the **My Folder** pane's folder tree and the **Display Area** pane.	
Catalog		
	Produces the **Catalog Files** dialog which allows thumbnails and file information to be added to the database without having to first browse folders.	
Folders to Catalog		
	Subfolders	Enabled subfolders will also be added to the database.
	Add folder...	Click the **Add Folder...** button to browse for folders to be added to the database.
	Remove folder	Select a folder in the **Folders to Catalog** table and click the **Remove folder** button to remove the folder from the table.
Import from Cataloged Files		
	EXIF and IPTC metadata	Enable to import EXIF and IPTC metadata.

	ACDSee Metadata, including categories, keywords, tagged, and collections	Enable to import ACDSee metadata, including categories, keywords, tagged, and collections.
	Face Data, including face outlines and names	Enable to import Face Data, including face outlines and names. Enabling the **Face Data** checkbox activates the **ACDSee Face Data** radio button and the **Lightroom or Picasa Face Data** radio button.
	ACDSee Face Data	Enable to import ACDSee Face Data. The **ACDSee Face Data** radio button is only activated if the **Face**

	Data, including face outlines and names ckeckbox is enabled. Enabling the **ACDSee Face Data** radio button disables the **Lightroom or Picasa Face Data** radio button.
Lightroom or Picasa Face Data	Enable to import Lightroom or Picasa Face Data. The **Lightroom or Picasa Face Data** radio button is only activated if the **Face Data, including face outlines and names** ckeckbox is enabled. Enabling the **Lightroom or Picasa Face Data** radio button dis-

		ables the **Lightroom or Picasa Face Data** radio button.
File Formats		
	Catalog images	Only image file types will be cataloged
	Catalog images and videos	Both image file types and video file types will be imported
	Catalog all files	All files in the selected folder will be imported.
Options		
	Build and include thumbnails in database	Enable to build thumbnails of the image or video files and include the thumbnails in the database.
	Include contents of archive files	Enable to include the contents of archived files.
	Create preview files for RAW images	Enable to create preview files

	for RAW images.
Help	Opens the help file related to cataloging files in **Media** mode.
Start	Starts the process of adding thumbnails and file information to the database.
Cancel	Stops the process of adding thumbnails and file information to the database.
Show Orphan Files	
	Displays missing files flagged as orphans. Orphans will be displayed in sepia.

To use the Catalog Files tool:

1. Click the **Catalog** button in the Header Button Bar located directly below the main menu.
2. In the **Catalog Files** dialog, complete the options described in the above table.
3. Click the **Start** button to automatically add thumbnails and file information to the database.

My Folders

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

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

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

Display Area

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

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

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

- **View**: opens media asset in **View** mode.
- **Develop**: opens media asset in **Develop** mode.
- **Edit**: opens media asset in **Edit** mode.

- **Rotate Left**: press **Ctrl + L** to rotate left.
- **Rotate Right**: press **Ctrl + R** to rotate right.
- **Show in File Explorer**: opens to the media asset file's location in File Explorer.

Filter By

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

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

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

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

Sort and Group

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

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

Group By

Located along the right side of the screen, the **Group By** pane lists groups of media assets based on the selection made in the **Filter By** drop down and the **Group** drop down. To display the **Group By** pane, click the Hide/Show icon in the lower right of the Display Area.

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

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

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

Using View Mode

You can use View mode to display your images, documents, and media files using their actual dimensions or at a variety of magnifications. You can also display a group of images in sequential order.

View mode contains four main areas:

- **View area**: this is the main viewing area, which displays the current image, document, or media file. You can customize the view, and zoom in or out on your images and media files.
- **Bottom toolbar**: located below the main viewing area, the Bottom toolbar provides shortcut buttons to commonly-used tools and commands, such as the zoom and scroll tools. You can customize the toolbar to use large or small icons, or you can choose to not display the toolbar.
- **Filmstrip**: this is an area below the main viewing area, which displays thumbnails of the images in the current folder or in the group of images you selected in Manage mode. It provides a scroll bar along the bottom, so that you can scroll through your images, and buttons for moving to the next or previous image.
- **Status bar**: located at the bottom of the window, the Status bar displays information and properties for the current image or media file. It also displays icons for rating, color labels, and tagging that you can click to edit.

View mode can also display the Properties pane to show EXIF, IPTC and ACDSee Metadata information about the image or file. View mode also has the Navigator, Magnifying Glass, and Histogram panes, each of which show detailed image information.

To Open an Image, Document, or Media File in View Mode:

In **Manage** mode, in the File List pane, do one of the following:

- Select a file and press **Enter**.
- Select a file and click the **View** mode button.
- Double-click a file.
- Right-click an image, document, or media file, and then select **View**.

To Open a Group of Images in View Mode:

1. In Manage mode, in the File List pane, select a group of images.
2. Press **Enter**.
3. To navigate through the images, do the following:
    - To view the next image in the sequence, click **Next**.
    - To view the previous image in the sequence, click **Previous**.

Viewing Images in Full Screen Mode

You can use the entire screen of your monitor to display images. In full screen mode, the window borders, menu bar, status bar, and toolbars are hidden, and only the image is visible. If you want to always view your images in full screen mode, you can set this option as the default for View mode.

To View Images in Full Screen Mode:

1. Open an image or a group of images in View mode.
2. Click **View** | **Full Screen**.
3. Right-click the image to access the View mode tools and options via a context menu.

To Exit Full Screen Mode:

Do one of the following:

- Press the **F** key.
- Right-click the image and select **View** | **Full Screen**.

Use the keyboard shortcut **F** in View mode to toggle in and out of a full screen view.

Using the View Mode Panes

To Open the View Mode Panes:

1. Open an image in View mode.
2. Do one of the following:
    - Click **Panes** | **Actions Browser** to play ACDSee Actions on the image, or to manage actions.
    - Click **Panes** | **Histogram** to display the histogram for the image.
    - Click **Panes** | **Magnifying glass** to display a pane which shows the area of the image under your cursor at a higher magnification.
    - Click **Panes** | **Navigator** to display a thumbnail overview of a magnified image.
    - Click **Panes** | **Page View** to open the Page View panel for multi-page images.
    - Click **Panes** | **Properties** to display the IPTC, EXIF and ACDSee Metadata for the image.
    - Click **Panes** | **Face Detection** to display and name the detected faces.
    - Click **Panes** | **Develop Settings** to view adjustments made to your images in Develop mode.

Using the Bottom Toolbar

Use the Bottom toolbar to access commonly-used tools.

These tools are only available when viewing image files.

Bottom Toolbar

	Add to Image Basket	Adds the image to the active Image Basket.
	Rotate left	Rotates the image to the left.
	Rotate right	Rotates the image to the right.
	Face Tool	Uses ACDSee Face Detection to detect people in images. Identified faces can be assigned names.
	Scroll	Pans or scrolls the image when the image is zoomed to a larger size than the View mode area.
	Select	Selects a rectangular area of the image.
	Zoom	Zooms in or out on the image. Click to zoom in or right-click to zoom out.
	Full Screen	Displays the image on a full screen. Press **F** to view full screen.
	External Editors	Opens the file in an external editor of your choosing.
	Actions Browser Pane	Opens the **Actions Browser** pane that allows for the recording of all **Edit** mode adjustments and the application of edits to other images by "playing" the edits back. Use this method to batch edit multiple photos with any adjustment available in **Edit** mode. In addition, after applying a recording with adjustment layers, open the image in **Edit** mode and continue tweaking and adjusting the adjustment layers in the **Layered Editor**, allowing for non-destructive image editing.

	Auto Light EQ	Automatically previews a Light EQ™ adjustment of the image.
	Auto Lens	Previews a number of filters for the image without actually applying the filters to the file.
	Snapshots	Saves adjustments made to an image. The snapshot save point in the editing process can be returned to at any time. Unlike presets, snapshots save directly to the image, which allows switching between snapshot saves.
	Auto Advance	Turns on Auto Advance to quickly move through images while adding tags, ratings, labels, categories, or keywords.
	Show Face Outlines	Places a box around faces contained in an image.
	Toolbar Options	Produces a menu containing the **Add or Remove Buttons** menu item.
	Hide Bottom Panels	Hides the bottom filmstrip from view.
	Navigator	Displays the Quick Navigator pane so you can see a thumbnail overview of a magnified image. (Only visible for images that are zoomed in to a size larger than will fit on the screen.)
	Zoom slider	Controls the size of the image in the View mode area. Drag the slider to adjust the size.
38%	**Zoom drop-down list**	Displays a list of zoom sizes to select.
	Zoom Lock	Displays all images at the zoom option of the current image. If the zoom level is adjusted, the new zoom level is applied to all

			images that you view.
1:1		**Actual Size**	Returns the image to its actual size.
		Fit Image	Reduces the image to fit within the View mode area.
	Off **On**	**RAW decode/Embedded Preview**	When viewing a RAW image that has not been developed, the RAW decode/Embedded Preview switch is available in the Toolbar. For information about RAW display, see Viewing RAW Images.

Using Windows Touch Gestures™ with View Mode

If you have a Windows Touch Gestures™-enabled device, you can use it with View mode for quick, easy viewing of photos.

To Use Windows Touch Gestures™ with View Mode:

Open an image in View mode.

- Swipe on the image to scroll through images one at a time. You can also use this method on the Filmstrip at the bottom of View mode.
- Hold and swipe slowly in one direction to go through all of the images in the folder.
- Hold down on an image, and then let go to achieve the same results as right-clicking with a mouse.
- Double-tap the image to return to Manage mode in ACDSee.
- Move two fingers apart to zoom in, and toward each other to zoom out.
- After zooming in further than 100%, you can pan the image with your finger.

Switching to Manage Mode

You can return to Manage mode at any time.

To Return to Manage Mode from View Mode:

Do one of the following:

- Double-click the image.
- Click the **Manage** mode button.

Using Develop and Edit Mode

Develop mode is a non-destructive, parametric editing, RAW conversion environment. Parametric editing means that when you edit an image in Develop mode you are creating instructions for adjustments, rather than adjusting the actual pixels as you do in Edit mode. Develop mode's non-destructive operations are entirely interwoven and interdependent and are applied in a fixed order to maximize the image quality. When working on RAW files, adjustments are applied as much as possible using the RAW image data.

Edit mode works on the image data already rendered to RGB. When switching from Develop to Edit mode with a RAW file, the full resolution image data is converted to a 16 bit RGB image with the Develop instructions applied. In Edit mode, each operation is completely independent. Edits are applied to the converted RGB data in the order that you do them. This chain editing gives you full control over the pixels, allowing the creative freedom to apply precise adjustments. This makes operations such as selections and blend modes possible.

Workflow

Do most of your adjustments on RAW images in Develop mode, where you can work on the RAW image data. Then make your final adjustments in Edit mode, where you can apply fine-tuned adjustments on the more limited RGB image data.

For example, if you adjust the White Balance on an RAW image in Develop mode, you will be controlling the color temperature applied during the RAW conversion. Doing a white balance adjustment in Edit mode can only apply a color cast adjustment to the already rendered RGB data, reducing image quality and introducing the possibility of posterization (i.e. color banding) in your image.

The Processing Power of Develop and Edit Mode

Develop Mode First	Edit Mode Second
Develop mode allows non-destructive processing of RAW, JPEG and other file types. • Start your image corrections in Develop. Develop is where you make most of your image adjustments. • Tweak previous image adjustments at any time. If you re-open a developed image in Develop, the settings are the same as you left them. Develop allows you to revisit the image at any time to reset or adjust the previous settings. • When you make a change, the changes are saved in a separate file, and the original remains untouched. Every time you open the image in Develop mode, the original image opens with the changes applied. This allows non-destructive developing of your images. • Discard your Develop settings and revert back to the original image at any time. The original is saved for all file types.	For any touch-ups to specific areas of your images, use the tools in Edit mode. Use the Selections tool to further fine tune a part of an image.

In Develop mode you can:

- Tune the image using exposure, white balance, lighting, color, tone curves, soft focus, effects, split tone, and post-crop vignette tools, or set the output color space of a RAW image.
- Adjust details in your image using the sharpening, noise reduction, skin tuning, and chromatic aberration tools.
- Fix geometry in your image using the lens distortion, rotate and straighten, perspective, vignette correction, and cropping tools.
- Repair red eye in your image and remove flaws.

In Edit mode you can:

- Use the editing tools to selectively apply adjustments to parts of your image.
- Add final touches to your image such as borders, text, watermark, and special effects.
- Use the pixel-editing tools to fix red eye or remove flaws from your image.
- Discard your edit changes and revert back to your Develop settings or to the original. When you revert back to the Develop settings, the settings are exactly the way you left them.

	• Use the Selections tools or Edit Brush to apply edits to a specific part of the image. • Use Pixel Targeting to selectively adjust pixels by color and tone. • Remove flaws, adjust skin tones, correct chromatic aberration, or red eye. • Add text, watermark, borders, vignettes, a tilt-shift, a grain effect, special effects, and drawings.

	• Crop, flip, resize, rotate, liquify, and correct perspective, distortion, and barrel and pincushion distortion. • Adjust lighting using the Exposure, Levels, Auto Levels, Tone Curves, Light EQ™, Dehaze, and Dodge and Burn tools. • Adjust color using the White Balance, Color EQ, Convert to Black & White, Split Tone, or Color LUTs tool.

- Add details to your image using Sharpen, Remove Noise, Add Noise, the Detail Brush, Blur, or Clarity tools.

You can easily group your images in Manage mode so that you can find the images that have been developed and edited. From the **Group** drop-down menu select **Processed State**, or use color labels to plan your workflow.

Use the keyboard shortcut **Esc** to cancel out of Develop or Edit mode.

Using People Mode

People mode is a dedicated space for managing all images of people.

People mode can be accessed by selecting the **People** mode icon in the mode bar, or by selecting **Tools | Manage People...** from the **Manage** mode main menu.

There are three views in **People** mode:

- Named,
- Unnamed, and
- Person.

The **Named** and **Unnamed** views can be accessed from the **Named** and **Unnamed** buttons directly above the results grid in the button bar. To access the **Person** view, double-click a person's facial image in **Named** view only.

In all views, select faces by clicking the face, or multi-select with **Ctrl + click**, **Shift + click**.

For both the **Unnamed** and **Person** views, toggle the **Show Face Thumbnails** icon and the **Source Image Thumbnails** icon to view the face thumbnail or the entire source image.

Named View

The **Named** view in **People** mode is populated with images of all the people that have been assigned a name in the ACDSee photo database. Images of identified people can be merged (for people with many like-sounding names such as "Rob", "Robby", "Bobby"), renamed, or removed. Double-clicking a person opens that person's **Person** view where all of the person's assigned faces reside and AI-prepared suggestions can be confirmed or denied.

Unnamed View

The **Unnamed** view in **People** mode is populated with faces that haven't been assigned a name.

The **Unnamed** view can be filtered between **Grouped** and **Ungrouped** faces by toggling the drop down list located at the far right of the button bar above the facial images.

In **Grouped**, the view is split between a top pane displaying groups, and a bottom pane which displays the faces associated with the selected group(s).**Grouped** faces are similar enough in structure that the AI in **People** mode suggests that they should be grouped together.

In **Ungrouped**, the view displays a flat grid of all of the unnamed faces in the database. **Ungrouped** images are all of the single facial images without AI-generated groups applied.

The **Unnamed** view is used to manage the unnamed faces by assigning them to a name, or deleting the face.

Person View

In **People** mode, the **Person** view is a display of all faces associated with one person.

The **Person** view is comprised of two separate areas:

- The **Assigned Faces** pane, a collection of facial images previously assigned with the person's name, and
- The **Suggested Faces** pane, a collection of faces that AI considers a possible match with the person.

Person view can only be accessed from the **Named** view.

Folders Pane

The **Folders** pane is used for filtering results by folder. Click to select a single folder, or multi-select with **Ctrl + click**, **Shift + click**, or by clicking the Easy-Select arrows to the left of the folder names.

The **Folders** pane is located to the left of the results grid and has two views:

- Tree view, for an expanded view of folders visited in **Manage** mode that contain faces, and
- List view, for a flat list of folders containing faces.

Use the View button to the right of the **Folders** label to toggle between the Tree view and the List view.

Use the Folders Refresh icon below the **Folders** label to clear the current folder selection.

See also:

- People Mode Named View
- People Mode Unnamed View
- People Mode Person View

Using 365 Mode

You can use 365 mode to upload your images to 365.acdsee.com. 365.acdsee.com is an image sharing and storage service available to ACDSee users. With 365 mode and 365.acdsee.com, you can upload and browse through your online images without having to launch an Internet browser.

365 mode has two parts: 365.acdsee.com and Transfer. In 365.acdsee.com, you can browse through your images in your 365.acdsee.com account and modify your account settings. In Transfer, the screen splits into two. The bottom part of the screen displays the images in your computer, and the top part of the screen displays your 365.acdsee.com. You can simply click images in your computer displayed in the bottom part of the screen, and drag them into the top part of the screen to upload the images to your 365.acdsee.com account.

You cannot take an image from 365 mode and open it in Develop or Edit mode. To edit an image, select an image in Manage or View mode and open it in Develop or Edit mode.

Uploading Images

To Upload Photos to Your 365.acdsee.com Account:

1. In 365 mode, click **Sign In**.
2. Log in to your account.
3. Click **Transfer**.

   Your screen splits in two, with the bottom part of the screen displaying images in your computer.
4. Select an image to upload. To select multiple photos, press **Shift** or **Ctrl** on your keyboard.
5. Click and drag the image into the top part of the screen to upload it to your 365.acdsee.com account.

There is no upload size limit when uploading your images to your 365.acdsee.com account.

Using Dashboard Mode

Dashboard mode is a quick and convenient way to browse your file, camera, and database statistics. Camera statistics are read from your images' metadata, and file information is analyzed from your ACDSee database. Therefore, it is important to catalog your files to get the most out of Dashboard mode.

Cataloging Files

To catalog, do one of the following:

- Go to **Tools** | **Database** | **Catalog**.
- Browse your folders in Manage mode.

Dashboard Mode

Dashboard mode contains the following tabs:

- **Overview tab**: the Overview tab summarizes the information found on the other tabs. It also displays a graph detailing your monthly or yearly photo counts. You can use the drop-down menu at the top of the tab to switch between viewing a range of months or a range of years. You can use the Prev and Next buttons to navigate backward or forward in time.
- **Database tab**: the Database tab displays data relating to your database, such as its location, size, backup information, a breakdown of your assets, and more.
- **Cameras tab**: the Cameras tab displays data relating to your camera usage, such as which cameras you use the most, your favorite ISO setting, and more.
- **Files tab**: the Files tab displays data relating to your image and video files, such as your most used bit depths, image resolutions, and more.

Chapter 2: Getting Help

Using the Quick Start Guide

The Quick Start Guide is designed to give you a brief orientation of the most important features in ACDSee. The first two intro pages allow you to configure some settings to facilitate your future workflow. After the first two intro pages, the Quick Start Guide contains a set of links on the left side that you can click to get a tour of the main features in ACDSee. You can also use the Next button.

To Close the Quick Start:

Uncheck the **Always show at start-up** option in the bottom left corner of the dialog box, and click **Close**.

To Re-Open the Quick Start Guide:

On the Menu bar, click **Help** | **Quick Start Guide**.

To Use the Quick Start Guide:

Click the links on the left side of the Quick Start Guide or the **Next** button for a high-level tour.

To Set Preferences:

On the first page, click the **Browse** button to select the folder ACDSee will open to in the future.

On the second page, click the **Select** button to choose which folders you would like the ACDSee database to keep track of.

Also on the second page, you can choose an interval from the drop-down menu on the right side to specify how often ACDSee should remind you to backup your database.

Finding Other Resources and Support

Using the Help Menu

The Help menu on the ACDSee menu bar contains links to open plug-in help files and options that link you to the ACDSee website where you can find updates, newsletters, and system requirements. Other links take you to the registration page, or the community home page where you can join the community and participate in the ACDSee forums. The Help menu is also where you can convert a trial version of ACDSee to a full version by entering a license code.

Clicking **Help** displays a menu of links to online and offline help materials including our online help file, that you can open any time you are online by clicking **Help Contents**. From the help menu, you can also access in-app resources such as in-build plug-in help, the Quick Start Guide, which helps you

navigate the software and its modes, and About, giving you information about your software, your license, and your version.

Press **F1** to open related help file pages from within the application.

You will also find a link to Customer Support.

Online Help and Our Community

As well as the links to online help found on the in-app help menu, we also have comprehensive tutorials on our YouTube channel, and have an online forum where you can discuss the software with other ACDSee users. When you visit the ACDSee Community, you will find blogs, tutorial videos, the forum, and online lessons.

Chapter 3: Manage Mode

Manage mode is the main browsing and managing component of the user interface, and is what you see when you start ACDSee using the shortcut icon on your desktop.

In Manage mode, you can:

- Import your photos from a device, CD or DVD, or disk.
- Browse files and folders.
- Catalog files by tagging them, adding categories, color labels, ratings, keywords and other metadata.
- Search for files and create saved searches.
- Publish and share files, including emailing files, creating slideshows, and uploading images to your favorite photo website.
- Print images.
- Edit or develop batches of files.
- Manage and maintain your ACDSee database.
- Automatically advance to the next image in the folder when you apply metadata.
- Detect faces in images.
- View adjustments made to your image in Develop mode.

Importing Files with ACDSee

You can use ACDSee to download images from devices like your digital camera, flash drives, CD/DVDs, or other removable devices. In Manage mode, you can also use the **File** | **Import** | **From Disk** option to import files from a network, and any kind of disk or drive that can be mapped, while preserving the original folders and subfolders.

Importing Files Using the Windows AutoPlay Dialog Box

When you connect your digital camera or other device to your computer, the Windows AutoPlay dialog box prompts you to choose one of the following:

- **Import pictures using ACDSee**: select this option to open the Import dialog box. You can then select settings to rename, backup, and place the files. You can save your import settings and give them a name so that you can re-use them later. You can also create advanced settings for import dates and RAW + JPEG options if your camera takes both file formats. You can also create a file renaming template to use with specific kinds of files or projects.

- **Manage pictures using ACDSee**: select this option to browse the files in ACDSee. You can then choose to import the files or simply copy and paste the files from the device.
- **Import pictures and videos using Windows**: select this option if you prefer to use Windows to import the files.

Depending on the other applications installed on your computer, there may be additional options.

If you experience difficulty with your computer recognizing your device as a drive, explore your device's manual about mounting the device as a drive. Or, use your computer's card reader to access your memory card.

Importing Files from Specific Types of Devices

For more specific instructions, select the type of device you connected:

- Importing Photos From a Device
- Importing Photos From a CD or DVD
- Importing Photos From a Disk

RAW + JPEG Options

Regardless of which type of device is being used to import photos, if the original camera takes both RAW and JPEG file formats, options are available to tailor the image import to a desired workflow.

To set the RAW + JPEG import options:

1. In the **ACDSee Import** dialog, click the **Advanced...** button at the bottom left.
2. In the **Advanced Import Options** dialog, navigate to the **RAW+JPEG** field set.
3. Enable one of the following:
    - **Place both in chosen destination folder**: Places both the RAW and JPEG files in the same folder determined in the **Location** field set of the **ACDSee Import** dialog.
    - **Place JPEG in subfolder**: Places only the JPEG files in a subfolder identified in the **Subfolder name** field.
    - **Place RAW in subfolder**: Places only the RAW files in a subfolder identified in the **Subfolder name** field.
4. If either the **Place JPEG in subfolder** or **Place RAW in subfolder** radio buttons are enabled, enter a name in the **Subfolder name** field.
5. Click **OK** in the **Advanced Import Options** dialog.
6. Click **Import** in the **ACDSee Import** dialog.

If **Place JPEG in subfolder** is enabled, all JPEGs will be placed in the subfolder whether there are matching RAWs or not. The same also holds true when enabling **Place RAW in subfolder**. All RAW images will be placed in the subfolder whether there are matching JPEGs or not.

About Removable Devices

With ACDSee, there are several ways to obtain images from your digital camera, scanner, or memory card. For more information about how your device communicates with your computer, please consult your device's Help file or manual. Some different types of removable devices are:

- **USB Removable device**: removable devices include memory cards that you can attach to your computer using a USB card reader, camera memory cards that insert directly into slots on the computer, or flash drives. USB removable devices are detected by your computer and are shown in the structure as a removable drive.
- **Windows Image Acquisition (WIA)**: cameras and scanners that use Windows Image Acquisition (WIA) drivers to communicate with the computer. Some cameras, including Canon cameras, use WIA. ACDSee automatically detects the WIA protocol.

You require DirectX 9.0c and QuickTime to copy and view audio or video files.

Importing Photos From a Device

The Import From dialog box gives you multiple options for importing your files from cameras, card readers, flash drives, and other mass storage devices. If you want to simply import files with a few clicks, you can. Or you can select from several options to streamline your workflow and perform multiple tasks with each import.

In the Import From dialog box, you can view the thumbnails of the files on the device by their date or file type. You can change the size of the thumbnails to make it easier to select those you want to import or leave on the device, and then view only those you have selected.

You can also choose the destination folder or subfolders for the files, create a backup set of files as you import, and rename the files during the import process, automatically rotating them if your camera has this option. Advanced settings give you options to change the date you want to use, and where to place RAW and JPEG files if your camera creates both file formats.

You can even organize your files as you import by adding Categories, IPTC and ACDSee Metadata.

Then you can save all these settings as a preset to use or adapt later.

If your camera connects to the computer as a removable drive, you can also simply copy photos directly from the File List and Folders pane because ACDSee detects and displays the removable device in the Folders pane. If you are not sure how your camera connects to your computer, please see About Removable Devices in Importing Files with ACDSee.

Some cameras, for example, Canon, use Windows Image Acquisition (WIA) to communicate with a computer. If your devices use these protocols, you can import by clicking **From Device** on the **File | Import** menu. ACDSee automatically detects these protocols.

To Download Photos Using the Import From Dialog Box:

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.
2. Do one of the following:
    - If the Windows AutoPlay dialog box opens, select **Import pictures using ACDSee**.
    - If you have more than one device connected to your computer, select the device you want to use from the list, and then click **OK**.
    - In Manage mode, click **File** | **Import** | **From Device**.
    - Press **Alt + G** on the keyboard.
3. In the Import From dialog box, select from the import options as described below.
4. Click **Import**.
5. To browse your imported photos, click **Yes** when the Import Complete dialog box displays.

You may require Direct X 9.0c and QuickTime to download audio and video files from your camera.

Import From Options

Select items to import	
Select items to import	You can control which items are imported by choosing one of the following: • **New**: only imports files that have not been imported in the past. • **All**: imports all files. • **Custom**: imports the selected files. You can control which files are imported by checking or unchecking their checkboxes.
View by	
Date	Displays all the files grouped by the dates they were created. To deselect a date, check the checkbox beside the date. To deselect all dates, uncheck the **All Dates** checkbox.
File Type	Displays all the files grouped by their file type. To deselect a file type, check the checkbox beside the file type. To deselect all file types, uncheck the **All file types** checkbox.
View all	Displays all the thumbnails of the files on the device.
View selected	Displays only the files selected for import.
Choose import preset	
Import settings drop-down menu	Displays the names of recently-used import settings to use again, or you can select one of the following: • **Current**: uses the current settings to import. • **Last used**: uses the import settings from the last import. • **None**: clears all the current import settings.
Save import settings	Saves all the current import settings with a name so that you can use them again. To save (or edit) import settings, select the **Save** icon and type in new name (or re-save existing settings). The new name for the import settings appears in the drop-down menu.
Delete import settings	Deletes the saved import settings currently selected in the Import settings drop-down menu.
Location	
Choose Destination drop-down menu	Displays the names of recently-used destinations to use again, or you can select one of the following: • **Last used**: uses the destination from the last import.

- **None**: clears all the current destination settings.

Place in Subfolders drop-down menu

Displays the following pre-defined subfolder options to select:

- **Single folder by name**: creates a new subfolder with the name you type into the Name field, which activates when you select this option. All the files are placed into a folder with the new name.
- **Single folder by today's date**: creates one folder using today's date as the name and places all the files into the folder.
- **Nested folder by today's date**: creates a series of nested folders, one below the other, based on today's date and the format you select in the **Format** field. The folders are created as the sample shows and all the files are placed in the lowest folder.
- **Nested folders by file's date**: creates multiple sets of nested folders based on the files' dates and on the format you select in the **Format** field, which activates when you select this option. The folders are created as the sample shows and the files are imported into the lowest folders on each date.
- **Separate folders by file's date**: creates separate folders based on the individual file dates in the format selected from the **Format** drop-down options.
- **Preserve subfolder names**: preserves existing folder names when you use the From Disk option to import. For example, if you have a flash drive or CD containing images in a complex set of subfolders, the whole folder tree is imported intact.

Format

Displays date format options for the Nested folder options (see above).

Sample

Displays a sample of the nested folders that will be created using the current settings (see above).

Backup to drop-down menu

Creates a backup set of files using an exact duplicate of the subfolders you have selected under **Place in**.

You can also do one of the following:

- Click **Browse** and then navigate to an existing folder to use as a backup destination.
- Click **Browse** and then **Make New Folder** to create a new folder as a backup destination.

While existing ACDSee Metadata is included in the backup copy, any Catalog settings (IPTC or ACDSee Metadata) added during import will not be included.

File	
Rename files to drop-down menu	Renames each file as it imports according these predefined renaming templates: • **Date/time - filename**: creates each filename using the file date and time the file was created plus the original filename. • **Date/time**: creates each filename using the file date and the time it was created. • **Camera - sequence number**: creates each filename using the camera name and a sequential number starting at one. • **Date/time - sequence number**: creates each filename using the file date and the time it was created plus a sequential number starting at one. • **Camera - filename**: creates each filename using the camera name and the original filename. When you create and save your own renaming templates, they also appear in this list for you to select.
Edit	Opens the Rename Templates dialog box where you can create and save your own renaming templates.
Apply Metadata drop-down menu	Select the names of saved metadata presets or select Manage presets to open the Manage Metadata Presets dialog box of options.
Customize	**Properties pane Metadata tab**: enter ACDSee and IPTC Metadata into to the fields to add to the files you are importing. **Properties pane Categories tab**: assigns the imported files to any category selected in this tab. You can select multiple categories.
Automatically rotate images	Rotates your images automatically if your camera creates the information needed for this option to work.
Delete items from source after import	Deletes the imported items from their original location or locations after import.
Advanced	
ACDSee database date	Opens the Advanced Import Options dialog box where you can change the date settings for files and specify where to place RAW and JPEG files. To set the ACDSee database, use one of the following as the file date: • **Exif date**: uses the EXIF date embedded in the image by the camera. • **File modified date**: uses the date the file was last modified.

	• **Specific date**: uses the date you select by clicking the in the calendar drop-down arrow.
RAW+JPEG	To specify where to place RAW+JPEG files select one of the following: • **Place both in chosen destination folder**: Places RAW and JPEG files in the folder you have selected under **Choose destination** on the Import From dialog box. • **Place JPEG in subfolder**: places the RAW files in the folder you have selected under **Choose destination** on the Import From dialog box. Then creates a new subfolder with the name you type into the **Subfolder name** field, which activates when you select this option. All the JPEG files are placed into the new subfolder. • **Place RAW in subfolder**: places the JPEG files in the folder you have selected under **Choose destination** on the Import From dialog box. Then creates a new subfolder with the name you type into the **Subfolder name** field, which activates when you select this option. All the RAW files are placed into the new subfolder.

The values set in the IPTC fields are reflected in their corresponding EXIF field.

Importing Photos From a Scanner

You can scan images using ACDSee and import them to specific, accessible locations.

To Specify a Destination for Your Scanned Images:

1. Click **Tools** | **Options** | **Manage Mode**.
2. On the Manage mode page, in the Scanning Destination section, click the **Browse For Folder** button.
3. In the Browse For Folder dialog, select a destination folder for your scanned images.
4. Press **OK**.

To Scan Images:

1. In Manage mode, click **File** | **Import** | **From Scanner**.
2. Configure your scanning settings as desired. As the scanning dialog is controlled by Windows, these settings will vary, depending on your OS and version of ACDSee.
3. Navigate to the location you set as the destination for your scanned images using the Folders pane.

Importing Photos From a CD or DVD

You can download photos from a CD or DVD using the Import From dialog box, or the Folders pane. Before you import photos, you can browse to the CD and view them just like any other folder and then simply copy and paste them into a new location.

If you use the Import From dialog box, you can set the subfolder options to import complex folder structures intact, including all the folder names. You can also organize your files as you import them, as well as create a duplicate backup folder, simultaneously.

To Import Photos from a CD or DVD:

1. Insert the CD or DVD into the drive.
2. Do one of the following:
    - If the Windows AutoPlay dialog box opens, select **Import pictures using ACDSee**.
    - If you have more than one CD or DVD drive connected to your computer, select the device you want to use, and then click **OK**.
    - In Manage mode, click **File** | **Import** | **From CD/DVD**.
3. In the Import From dialog box, select the Import From options you want to use, and then click **Import**.
4. To browse your imported photos, click **Yes** when the Import Complete dialog box displays.

Importing Photos From a Disk

ACDSee makes it easy to import photos from any other storage device, computer, network, flash drive etc. In fact, any device that your computer can map to. When you connect a removable drive, or to a network, disk or another computer, ACDSee sees it as a removable drive and you can browse to it, and around it, using the Folders pane. You can just copy and paste the files into ACDSee.

If the files in the disk or drive have a complex folder structure or you want to organize, rename, and back up the files as you import them, it is worth using the Import From dialog box, which has import settings do all of these tasks simultaneously.

To Import Photos from a Disk:

1. Connect the disk to the computer.
2. Do one of the following:
    - If the Windows AutoPlay dialog box opens, select **Import pictures using ACDSee**.
    - If you have more than one disk or drive connected to your computer, select the device you want to use, and then click **OK**.
    - In Manage mode, click **File** | **Import** | **From Disk**.

3. In the Browse for Folder dialog box, navigate to the removable drive or device in the folder tree, and then click **OK**.
4. In the Import From dialog box, select the options you want to use, and then click **Import**.
5. To browse your imported photos, click **Yes** when the Import Complete dialog box displays.

Creating a Renaming Template

In the Import From dialog box, you can create, name, and save a template that gives each file a unique name as they are imported and placed on your hard drive. You can then re-use the template each time you import photos. Renaming templates can have a numerical sequence, custom text, and file-specific information in each new file name. You can create and save different renaming templates for different sorts of files. For example, you could have a different renaming template for a different camera, or a different type of file.

To Create a Renaming Template:

1. In the Import From dialog box, select **Rename files to**.
2. From the drop-down list, select one of the following system templates:
   - **Date/time - filename**: renames the files using the date and time each file was created and the original file name.
   - **Date/time**: renames the files using the date and time each file was created.
   - **Camera - sequence number**: renames the files using the camera name and a sequential number.
   - **Date/time - sequence number**: renames the files using the date and time each file was created and a sequential number.
   - **Camera - filename**: renames the files with the name of the camera and each file's original name.
3. To create your own renaming template, or add to a system template, click **Edit**.
4. In the Rename Templates dialog box, select from the options as described in the table below.
5. Click **OK**.

If you check the **Skip video and audio files** checkbox, the rename process will not rename video and audio files.

Rename Templates Options

System template drop-down list	Click the drop-down list to select a different pre-defined system template.
New rename template	Click to open the New Rename Template dialog box where you can type in a name for your own renaming template. Give the renaming template a name that clearly identifies how you plan to use the template, or what kind of information the name will contain. For example, **Camera name_ photographer**. When you click **Save**, the name of your new template is added to the drop-down list of system templates.
Delete	Deletes the renaming template currently selected in the drop-down list unless it is a pre-defined system template, which cannot be deleted.
Rename Template	Use this field to create the renaming template. You can type in the photographer's name and an underscore between each element of the template to make it easier to read. Use the following placeholders to ensure that each filename is unique: • Insert an *****. When your files are renamed, the * will be replaced by the original file name. • Insert a **#**. When your files are renamed, each # will be replaced by a sequential number. If you have a large number of files, insert several ##s. For example, if you enter ###, the first file renamed will be numbered 001, the next 002, and so on. If you have over 1000 files, insert ####. • Insert a metadata placeholder **< >** and the data inside these brackets is replaced with whatever data you have chosen. For example, if you choose <Camera:Model>, the model of the camera is inserted into each file name.
Insert Metadata	Click to open the Choose Properties dialog box, where you can select from a long list of metadata to insert into your template.
Sample	As you type, or add placeholders in the Rename Template field, the same updates to show you a sample of how renaming template will look.
Skip video and audio files	Skips the renaming of video and audio files during the rename process.

Importing a Lightroom® Database

You can use the Adobe® Lightroom® Database Importer to import your collections, keywords, ratings, and color labels from Lightroom® into ACDSee. Your keyword hierarchies will import independent of

whether they are embedded in the images selected for import.

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

You cannot begin importing while Lightroom® is open.

If you have a hierarchy in your Collections in ACDSee that is identical to your hierarchy in Lightroom®, these collections will merge.

To Import Your Lightroom® Database:

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

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

5. Press **Next**.
6. Check the summary to ensure that the displayed information is correct. If you see a mistake, use the Back button to return to the previous page to make any corrections.
7. Press **Next**. Green checkmarks will display next to the items that are successfully completed, and red crossmarks will display next to items that failed.
8. Press **Finish**.

Lightroom is a registered trademark of Adobe Inc.

Working with Images on Mobile

You can access, browse, view, delete, and copy and paste images on your mobile phone with ACDSee. To edit or develop images on your mobile device, you will need to copy them to a local folder.

To Access the Images on Your Phone Using ACDSee:

Make sure that file sharing is enabled on your mobile device.

1. With your phone plugged in, open ACDSee.
2. In Manage mode, using the Folders pane, navigate to your phone under This PC/Computer.
3. Using the Folders pane or File List pane, navigate to your images. They are usually stored in a folder called DCIM.

ACDSee displays file information supplied by your device in the Properties pane.

To View an Image from Your Mobile Phone:

In the File List pane, double-click the image.

You can use the Filmstrip to navigate through the images in the folder.

To Copy Images from Your Mobile Phone to Another Folder Using ACDSee:

In the File List pane, select the images and do one of the following:

- Right-click and choose **Copy**. Browse to another folder, right-click and choose **Paste**.
- Right-click and choose **Copy To Folder...** In the Copy To Folder dialog, select the destination folder and click **OK**.
- Go to **Edit** | **Copy**, or press **Ctrl + C**. Then, in the destination folder, go to **Edit** | **Paste**, or press **Ctrl + V**.

To Delete Images from Your Mobile Phone Using ACDSee:

It may be necessary to change settings on your mobile device to allow files to be deleted using your PC.

In the File List pane, select the images and do one of the following:

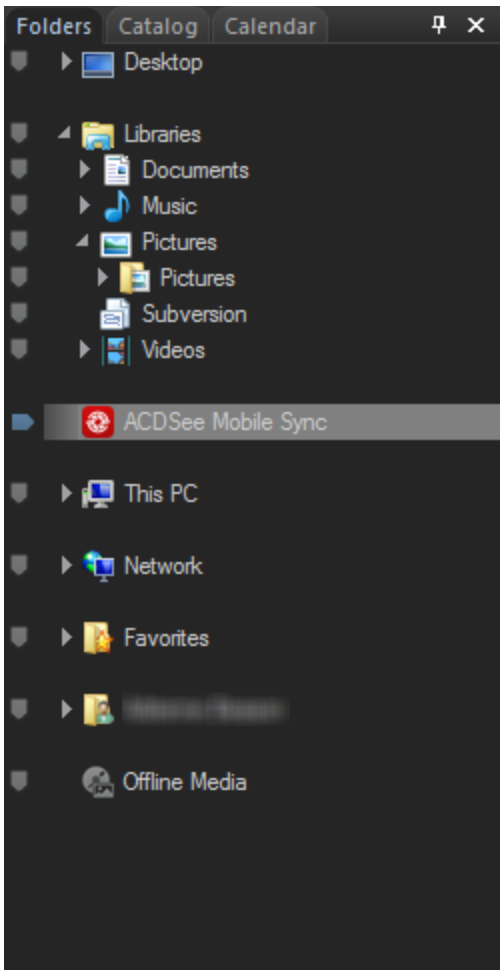
- Right-click and choose **Delete**.
- Press **DEL**.
- Go to **Edit** | **Delete**.

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 PC. 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 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 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 PC). If your app doesn't find the target, you can scan the Quick Response (QR) code found on your PC.

To open the QR code, do one of the following:

- Open **Tools** | **Show ACDSee Mobile Sync Details...**
- In the Notification Area, right-click on the ACDSee app icon and select **Show ACDSee Mobile Sync Details...**

Then scan the QR code using your mobile device camera to add your ACDSee software as a target.

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 PC.
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 PC.
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 PC that is running ACDSee 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 will notify you with a pop-up in the lower 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.

Browsing Files in the File List Pane

The File List pane is the large pane in the center of the Manage mode window. The File List pane displays the contents of the currently selected folder, the results of your latest search, or the files and folders that match your selective browsing criteria. The File List pane is always visible, and cannot be hidden or closed.

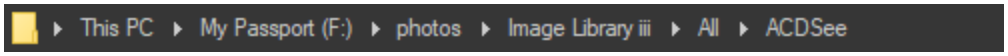
Files display as thumbnails in the File List pane by default. However, you can change the File List pane view from thumbnails to details, list, icons, tiles, or Filmstrip. You can sort your files according to name, size, properties, and more. You can also use filters to control which files display in the File List pane.

Using the File List Pane

There are three sections in the File List pane: the Contents bar, the File List drop-down lists, and the File List toolbar. The overlay icons, which appear on the thumbnails, allow you to rate, tag, and label your images or documents and indicate additional information, such as if the file has been processed or geotagged.

The Contents Bar

The Contents bar is located at the top of the File List pane and describes what you are currently browsing. When you are using the Folders pane, the Contents bar will display the path or paths to the folders you are browsing, as in the following example:



If you are browsing files by category or rating with the Catalog pane, the Contents bar displays the selected classifications, as in the following example:

The Contents bar also displays a date range when browsing with the Calendar pane, and a summary of your search criteria when you use the Search pane.

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.
Group	Displays a list of file attributes that you can use to group files in the File List pane.
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

	Add to Image Basket	Adds selected images to the Image Basket.
	Rotate left	Rotates selected images to the left.
	Rotate right	Rotates selected images to the right.
	Compare images	Opens selected images in the Compare Images Viewer.
	Auto Advance	Turns on Auto Advance to quickly move through images while adding tags, ratings, labels, categories, or keywords.
	Zoom slider	Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails.
	Photos	Displays the contents of the selected folder as thumbnails.
	List View	Displays the contents of the selected folder as a file list.

Overlay Icons

Icon	Name	Description	Instructions
	Sound / Playing Sound	Appears if the file contains embedded or associated audio. The second icon appears if you click on the sound icon and the embedded sound begins playing.	Left-click to play embedded audio.
	Rating	Appears if the file has been rated in the ACDSee database.	
	Color Label	Appears if the file has been assigned a color label.	
	Embed Pending	Appears if the file has ACDSee Metadata stored in the database that has not yet been written to the file.	Right-click 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.

Icon	Name	Description	Instructions
	File format	Displays the file format.	Left-click to display the File Information, Image Attributes, and EXIF Metadata (summary) on the File tab of the Properties pane.
	Category	Appears if the file has been categorized.	Left-click to open the Categories section on the Organize tab of the Properties pane.
	Collection	Appears if the file has been added to a collection.	
	Shortcut	Appears if the item is a shortcut to another file.	
	Offline	Appears if the file is stored on an offline device.	
	Excluded items	Appears if the file has been excluded from the ACDSee database.	
	Tagged items	Appears if the file has been tagged.	
	Untagged items	Appears if the file has not	

Icon	Name	Description	Instructions
		been tagged.	
	Geotagged items	Appears if the file has been geotagged.	Left-click to open the Map pane.
	Auto-rotate	Appears if the file has been automatically rotated.	Left-click to rotate the image original permanently and update the EXIF information.
	Developed	Appears if the file has been developed.	
	Edited	Appears if the file has been edited.	
	Snapshot	Appears if the file has Develop Snapshots.	Open the image in View mode and click the **Snapshot** button to view the saved snapshots.

Changing Overlay Icon Visibility

You can change whether overlay icons are visible, visible in color, and which icons are in color.

To Change Overlay Icon Visibility:

In Manage Mode, at the top of the File List pane, do one of the following:

- Click **View** | **Toggle Overlay Mode** to control whether the overlay icons are invisible, visible in grayscale, or visible in color. Toggle the (**]**) key to move through the available modes.

- Click **View** | **Highlight Overlay** to select which icons appear in color. Toggle the (**[**) key to select from the available options.

Note that this does not apply to all overlay icons. For more control over which icons are visible, see Setting the Thumbnail Info Options.

Maximizing the File List Pane

To make the most of your available screen space, you can choose to maximize the File List pane and hide the rest of the Manage mode panes. The only parts of the Manage mode window that remain visible are the File List pane and whichever toolbars you are currently using.

To Maximize the File List Pane:

1. Click **View** | **Maximize File List**.
2. To show only the File List pane and its toolbar, click **View** | **Full Screen**.
3. Click the **Close Full Screen** button in the upper right corner to return to Manage mode.

To Manage Your Files:

Do one of the following:

To delete a file, in the File List pane, right-click the file and choose **Delete** from the context menu, or press **Delete**.

To rename a file, right-click the file and choose **Rename** from the context menu, or press **F2**. You can also Type a new name for the file and press **Enter**.

Browsing Using the Folders Pane

The Folders pane displays a directory tree of all the folders on your computer in the same style as they appear in Windows Explorer. You can select one or more folders in the Folders pane to display their contents in the File List pane. The Folders pane also displays your Cloud Sync Drives as a node, allowing you to navigate your cloud content like any other folder.

You can also use the Folders pane to create shortcuts to your favorite files, folders, or applications. Then, instead of having to search for a specific file, you can quickly access it in the Shortcuts pane.

Whenever you browse to a folder using the Folders pane, the ACDSee database catalogs any images, documents, or media files in the folder.

To Open or Close the Folders Pane:

In Manage mode, click **Panes** | **Folders**.

When you connect a removable device, such as a mass storage device or digital camera, the Folders pane displays the device as another drive, and assigns it a drive letter automatically.

You can access the device, and its contents, by clicking on it in the Folders pane.

Selecting Multiple Folders

Easy-Select bars are indicators on the left side of the Folders and Catalog panes, they look like this: . You can use the Easy-Select bars to select multiple folders, categories, or ratings, and display their contents in the File List pane.

To Use the Easy-Select Bar:

In the Folders pane, select the indicator to the left of each folder with contents you want to display.

You can also use the Easy-Select bars with the Selective Browsing pane.

Creating and Managing Folders

You can use the Folders and File List 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, or rename a folder.
2. Do one of the following:
    - To create a folder, click **File** | **New**, and then select **Folder**. Type a name for the new folder and press **Enter**.
    - To delete a folder, select a folder and press **Delete**.
    - To rename a folder, right-click the folder you want to rename and select **Rename**. Type a new name for the folder and press **Enter**.

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

Browsing Files By Date or Event

With the Calendar pane you can browse your collection of image and media files using the dates associated with each file. The Calendar pane includes Events, Year, Month, Day view and the Photo Calendar, which shows thumbnails per day within a month. You can click any date in the Calendar pane to display a list of files associated with that date.

To Open the Calendar Pane:

In Manage mode, click **Panes** | **Calendar**.

The Calendar pane opens on the left, tabbed with the Folders and Catalog panes.

Your images will not display in the Calendar pane until you have either browsed the folder containing the images or used the Catalog Files wizard to catalog your images so they are in the ACDSee database.

If you are using the Photo Calendar, you only see thumbnails if there are photos on a particular day in that month. Days that have no photo, are blank.

Calendar Pane View Options

	Events View	Switches the Calendar pane to Events view. In the Events view you see only those months during which images or media files are available. Next to the month you see the number of dates on which images or media files are available. Expand the month to see the dates and the number of pictures available for those dates. You can add a description and a thumbnail image to help you remember the event.
	Year View	Switches the Calendar pane to Year view. In Year view you see a series of tables. Each table represents a specific year. Next to the year you see how many images or media files are associated with that year. The months during which images or media files are available are highlighted.
	Month View	Switches the Calendar pane to Month view. In Month view you see a series of tables. Each table represents a specific month. Next to the month you see how many images or media files are associated with that month. The dates on which images or media files are available are highlighted.
	Day View	Switches the Calendar pane to Day view. In Day view you see a series of tables. Each table represents a specific day. Next to the date you see how many images or media files are associated with that date. The time at which the images or media files are available are highlighted.
	Photo Calendar	Switches the Calendar pane to the Photo Calendar. In the Photo Calendar, you see a single month with thumbnails for any day that contains photos. A pop-up of the first four images opens if you hover your cursor over a thumbnail. Click on a thumbnail and all the pictures for that date display in the File List. The total number of photos belonging to that month is in the top right corner of the calendar. Drag the title bar to float this pane onto another monitor and drag a corner to resize it and make the thumbnails bigger or smaller.
	Options	Use the Calendar pane options to specify which date you want to use to organize your files. For example, you can quickly change the setting so that the photos are displayed by the following: • Date the ACDSee database cataloged the file • Date the image was taken • Date the file was modified • Date the file was loaded to your computer

		Select Options to open the Calendar dialog, where you can set filter options, choose the day to start the week, and set clock formats.
	Table of Contents	Opens a list of event dates. Only available in Events View.

In all views apart from Events View, you can use **Shift + Left Arrow** or **Shift + Right Arrow** to navigate between dates with images. For example, in Month View, if you had taken pictures in August, September, and November, by using **Shift + Right Arrow**, you will skip the empty month of October.

Adding Descriptions and Thumbnails in Events View

You can add a description and a thumbnail image to dates in Events view to help you remember the event.

Try right-clicking the Calendar Title bar and select **Floating** to move the pane to a new location.

To Add a Description to a Date in Events View:

1. Expand the month to see the dates on which images or media files are available.
2. Click **Enter event description here** and replace the highlighted text with a new description.
3. Press **Enter** or click outside of the description area. The description is saved.

To Select a Specific Thumbnail in the Events View or Photo Calendar:

1. Expand the month to see the dates on which images or media files are available.
2. Click on a date to display the images or media files in the File List pane.
3. Click and drag an image or media file and drag it to the thumbnail area for the date.

   When you release the mouse button the thumbnail is saved. You can reset the default thumbnail by right-clicking the thumbnail and selecting **Restore Default Thumbnail**.

To Navigate a Long List of Dates in Events View:

1. To expand and collapse specific groups click the **+/-** signs which are located on the left side of the group header.
2. To expand and collapse all groups right-click a group header and select either **Open All Groups** or **Close All Groups**.

3. To scroll through multiple groups click the **Next Group** and **Previous Group** buttons, which are located at the bottom of the File List scroll bar.
4. At the bottom of the Calendar pane scroll bar, click the **Table of Contents** button and select a date.

Browsing Your Favorite Files

You can create shortcuts to your favorite files for easy access.

Accessing the Shortcuts Pane

Click **Panes** | **Shortcuts**.

Creating a Shortcut

You can create shortcuts to folders and files, and even run executable files, from inside the Shortcuts pane. Favorite shortcuts can be copied, renamed, moved, or deleted just like a folder. You can even use an executable shortcut to start another application from inside ACDSee. You can also create a shortcut by dragging a file, folder, or executable file directly from the File List pane to the Shortcuts pane.

To Add Files to the Shortcuts Pane:

1. In the File List pane, select a file, folder, or executable file.
2. Do one of the following:
    - Right-click the item you selected, and then select **Add to Shortcuts**.
    - Click **File** | **Add to Shortcuts**.
3. Type a name for the new shortcut and click **OK**.

Creating a New Folder

You can create a folder, or an entire directory tree, in the Shortcuts pane to help organize your favorites.

To Create a New Folder:

1. In the Shortcuts pane, right-click the Shortcuts folder, or a folder you previously created, and then select **New** | **Folder**.
2. Type the name of the folder and press **Enter**.

If you move a file or a folder that is a shortcuts, you break the link and the shortcut no longer works.

Deleting a Shortcut or Folder

You can delete a shortcut or folder from within the Shortcuts pane.

To Delete a Shortcut or Folder:

In the Shortcuts pane, right-click the shortcut or folder, click **Delete**, and then click **Yes** to confirm that you want to delete the shortcut or folder.

Using the Catalog Pane

The Catalog pane is one of the most useful panes in Manage mode as it provides so many tools for organizing, managing, and finding your files. You can drag files into the categories, ratings, keywords, or color labels of the Catalog pane to assign and quickly organize your files. The Auto Categories section can be used to find files with specific information such as file size, keywords, or shutter speed. The Saved Searches section allows you to create and run custom searches. Special items such as the Image Well display all the images on the computer in one click, or you can click Uncategorized to display only those that are not yet in a category.

To Open the Catalog Pane:

In Manage mode, click **Panes** | **Catalog**.

The Catalog pane opens on the left, tabbed with the Folders and Calendar panes.

Easy-Select Bars

Select multiple albums, ratings, keywords, labels, and categories with the Easy-Select bars to display files matching these selections in the File List pane.

To Use the Easy-Select Bar:

Select the indicator to the left of one or more items in the Catalog pane to display the files in the File List pane that match the specific set of criteria.

The ACDSee Database

Any organizing you do using categories, ratings, or labels (on the Catalog pane or the Properties pane) is stored in the ACDSee database. If you choose to, you can then also embed this information in each individual file, making it easier to relocate and share files, or retrieve the information from the file if you need to.

Browsing RAW Files

Because a RAW file is similar to a negative, it is necessary to develop, or process it, before it becomes visible. It would be very inconvenient if you had to develop all of your RAW files before you could browse your photos. In ACDSee you don't have to develop your RAW files to browse your photos because ACDSee does some basic preprocessing for you.

If there is a thumbnail of the photo embedded in the RAW file, ACDSee displays it in Manage mode. Sometimes the quality of an embedded thumbnail is poor, so ACDSee initially displays embedded thumbnails in Manage mode, then it creates and displays a higher-quality thumbnail. You can see this happening if you look in the Status bar at the bottom of the window.

If you find that it takes too long to display the higher-quality thumbnails, you can turn off that option. (In Manage mode, click **Tools** | **Options**, select **File List**, and then uncheck the **Generate high quality thumbnail** checkbox.) If there is no thumbnail of the photo embedded in the RAW file, ACDSee quickly creates a high-quality thumbnail to display in Manage mode.

Turning off the **Generate high quality thumbnail** option will increase display speed but will reduce the accuracy of thumbnails for RAW images.

ACDSee also searches the database to see if you have developed a RAW file. If it finds develop settings for the RAW file, it uses those settings to display an accurate thumbnail in Manage mode.

Once generated, the thumbnails are stored in the ACDSee database to speed up retrieval and display time for later browsing.

Detecting Faces in Manage Mode

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

Scanning for Faces:

In the bottom right corner, you will see a display of the number of images queued for scanning. You can hover over this display to view a tooltip with the file name currently being scanned.

If your queue has become too large and you wish to reset it, right-click the display and choose **Clear Queue** from the context menu, or choose **Tools** | **Face Detection** | **Clear Queue**. You can then browse to the specific photos you wish to scan.

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

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

To Enable or Disable Face Detection:

Choose **Tools** | **Options** | **Face Detection** and check or uncheck the **Automatically detect faces in images** checkbox.

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

To Remove Face Detection and Recognition on Selected Images:

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

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

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

To Rerun Face Detection on Selected Images:

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

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

To Rerun Facial Recognition on Selected Images:

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

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

Embedding, Retrieving, and Importing Face Data

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

To Embed Face Data:

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

To Retrieve Face Data Embedded in Files:

Do one of the following:

- Choose **Tools** | **Face Detection** | **Import ACDSee Face Data**.
- Choose **Tools** | **Database** | **Catalog Files**. In the Catalog Files dialog, in the Import from Cataloged Files section, check the **ACDSee Face Data** checkbox. Press **Start**.

To Import Embedded Face Data From Lightroom or Picasa :

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

Changing Views

You can select different views to display your files in the File List pane, including thumbnail previews and file details. You can also customize the appearance and size of thumbnails, and specify the information displayed in the Details view.

To Change the File List View:

In Manage mode, in the File List pane, under **View**, select from the following:

Views

Thumbs+Details	Displays file names and details in a list, and adds a thumbnail preview to the Filename column.
Filmstrip	Displays thumbnail previews of your files in a single row across the bottom of the File List pane, and displays the currently selected file in an expanded Preview pane.
Thumbnails	Displays thumbnail previews of all image and media files (and some document types) in the File List pane. You can customize the appearance of thumbnails, and specify what information to display with them.
Tiles	Displays each file in the File List pane on a "tile" that includes a thumbnail preview and file information. You can resize the tiles using the Zoom slider.
Icons	Displays files in a list, represented by large default system icons for each file type.
List	Displays a list of file names and extensions.
Details	Displays a list of file names and details about each file, such as size, format, and creation date. You can customize the appearance of the Details view mode, as explained below, and specify what information it displays.
Toggle Overlay Mode	Controls whether overlay icons are invisible, visible in grayscale, or visible in color. Use the (**]**) key to choose.
Highlight Overlay	Controls which overlay icon is colored. Use the (**[**) key to rotate through.

Customizing the Details View

You can set the Details view to automatically resize columns, display or hide grid lines, and select an entire row when you select a column entry in that row. You can also change the appearance of the Details view, select which columns to display, and customize the column order.

To Select Columns and Set Column Order:

1. In Manage mode, from the File List drop-down, click **View** | **Choose Details**.
2. In the Choose Details dialog box, do one or more of the following:
    - To add a column, select a folder or detail name in the Available Details pane, and then click **Add**. Adding a folder adds all detail names within the folder.
    - To remove a column, select a detail name in the Currently Displayed Details pane, and then click **Remove**.
    - To move a column to the left in the File List pane, select its name in the Currently Displayed Details pane and click **Move Up**.

- To move a column to the right in the File List pane, select its name in the Currently Displayed Details pane and click **Move Down**.

3. Click **OK**.

You can click **Reset** to display only the default column names in the Currently Displayed Details pane, and you can also move a column in the File List pane by dragging its header to a new position. A vertical line indicates where the column will be inserted.

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 media files**
   - **Show PDF files**
   - **Show folders**
   - **Show archive files**

- Select **Show hidden files and folders** to show files and folders that are normally hidden by your operating system.
- Select **Show THM files** to show thumbnail files.
- Select **Show XMP files** to show the XMP sidecar files.

4. Click **OK**.

Grouping Files

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

Group By only works in the Thumbs, Thumbs + Details, Details, Tiles, and Icons views.

The Processed State group is particularly useful for finding images that you have developed, edited, or developed and edited.

To Group Files in the File List:

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

Navigating Through Groups in the File List

To Expand and Collapse Specific Groups:

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

To Expand and Collapse All Groups:

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

To Display a Preview of the Images in a Closed Group:

Hover your cursor over the group header.

To Scroll Through Multiple Groups:

Click the **Next Group** and **Previous Group** buttons at the bottom of the File List scroll bar.

To Display the Table of Contents:

Do one of the following:

- Click **View** | **Group By** | **Table of Contents**.
- Click the **Group** drop-down list and select **Table of Contents**.
- At the bottom of the File List scroll bar, click the **Table of Contents** button.

To Quickly Jump to a Specific Group:

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

To Change the Sort Order of the Groups:

Do one of the following:

- Click **View** | **Group By** and select either **Group Forward** or **Group Backward**.
- Click the **Group** drop-down and select either **Group Forward** or **Group Backward**.

Removing Groups from the File List

To Remove a Group:

Do one of the following:

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

Selecting Files in One or More Groups

To Select Files in Groups:

Do one of the following:

- Click the group header to select all of the files in that group.
- Press and hold the **Ctrl** key and click two or more group headers to select all of the files in those groups.

Sorting Files

In Manage mode, you can sort your files according to different file properties to quickly organize your images, find specific files, and create a range of files with similar attributes for easy selection.

To Sort Items in the File List:

1. Click **View** | **Sort By**, and then select a sort option:
    - **Filename**
    - **Size (KB)**
    - **Image Type**
    - **Modified Date**
    - **Image Properties**
    - **Caption**
    - **Rating**
    - **Tagged**
    - **More** (sort by metadata, EXIF, file properties, image attributes, IPTC information, or multimedia attributes)
2. To set the direction of the sort, click **View** | **Sort By**, and then select a direction:
    - **Sort Forward**
    - **Sort Backward**

Your sort settings are saved until you change them. For example, if you sort images in the File List pane according to Rating, the images will remain sorted according to Rating until you change the sort settings.

Sorting Files Using Column Headers

You can quickly sort files in Details view mode using column headings.

To Sort Files Using a Column Header:

1. Click a column header. An arrow appears, indicating the sort direction.
2. Click the column header again to change the sort direction.

Custom Sorting Files

You can use custom sorting to customize the order of files in the File List pane. After custom sorting your files, ACDSee automatically saves the file order for the selected folder until you change it or delete the custom sort order.

To Customize the Sorting Order of Your Files:

1. Select one or more files.
2. Drag the selected files to a new location in the File List.

To delete a custom sort order, click **View** | **Sort By**, and then select **Delete Custom Sort**.

Selecting Files

In the File List pane, you can select all of your files and folders at once, select all of the files in the current folder, select only the image files, or clear your selection entirely.

You can also set an option to automatically select new files whenever you add them to the File List. Click **Tools** | **Options** | **File List** to set this option.

To Select Your Files or Folders:

- **Click** a thumbnail to select the file.
- **Ctrl + click** to select more than one file.
- **Shift + click** to select a number of files in a row.

Click off to the side in the file list pane to clear your selection.

To Select Your Files or Folders Using the Menu:

1. In Manage mode, click **Edit**.
2. Select one of the following:
    - **Select All**: selects all files and subfolders in the current folder.
    - **Select All Files**: selects all files in the current folder.
    - **Select All Images**: selects all image files in the current folder.
    - **Select Tagged**: selects all tagged image files regardless of their folder.
    - **Select by Rating**: displays a list of ratings, and selects all files currently assigned to the rating you select.

- **Clear Selection**: clears your selection.
- **Invert Selection**: selects all files except for your original selections.

Previewing Images

You can preview image, audio, and video files in the Preview pane. By default, the Preview pane displays the highlights of the image's EXIF information for quick reference. You can set the Preview pane to display a thumbnail of the currently selected image or media file. You can resize the pane to adjust the thumbnail dimensions, and reposition the pane anywhere on your screen.

You can also use the Preview pane to view a histogram of the selected image.

To Open or Close the Preview Pane:

Do one of the following:

- Click **Panes** | **Preview**.
- Press **Ctrl + Shift + P**.

To Show or Hide What Displays in the Preview Pane:

You can customize the options displayed in the Preview pane when you have an image displaying. (To display an image, go to **Tools** | **Options** | **Preview** and check the **Show image** checkbox.) Right-click the image in the Preview pane, select **Image and Information**, and then select one of the following:

- **Show Image**: displays only a preview of the image.
- **Show Information**: displays EXIF information about the image. This is called the Information palette.
- **Show Histogram**: displays the image's histogram.

The Information Palette

The Information palette is located in the bottom left of ACDSee and provides immediate access to the most useful elements of an image's EXIF information. It includes:

- Camera Name and Lens Model
- Dimensions
- File Size
- Exposure Program
- White Balance
- Metering Mode

- Flash
- RAW (will be blank for files that are not RAW)
- ISO
- F-Stop
- Shutter Speed
- Exposure Compensation
- Focal Length

If you are unsure what a certain symbol means, you can hover your mouse over it for a pop-up explanation.

To Customize the Preview Info:

You can customize what information displays at the bottom of the Information palette section of the Preview pane. The date and time that the image was taken is selected by default.

1. Right-click the date and time at the bottom of the Information palette in the Preview pane.
2. Click **Choose Preview Info...**
3. In the Choose Details dialog box, select the item listed under Currently Displayed Details and press the **Remove** button.
4. From the Available Details column, choose an item by checking the checkbox next to it and pressing the **Add** button.
5. Click **OK**.

To Preview Audio or Video Files:

1. Click **Tools** | **Options** | **Preview**.
2. Check the **Preview audio and video clips** checkbox.
3. Click **OK**.

The Information palette also displays in View, Develop, and Edit mode. To turn off the Information palette, deselect **Info Palette** under the Panes menu.

Rotating Images

You can rotate images in Manage and View modes using the Rotate icons in the bottom toolbar.

When you rotate unprocessed JPEG images, ACDSee performs a lossless rotation, meaning no information is lost.

To Rotate Images:

1. In Manage mode or View mode, select one or more images.
2. Click the **Rotate Left** or **Rotate Right** icon in the bottom toolbar.

Rotate Icons

	Rotate Left	Rotates the image 90° to the left.
	Rotate Right	Rotates the image 90° to the right.

Comparing Images

You can use the Compare Images feature to compare a group of images. The tool highlights both the similarities and the differences in the properties, metadata, and pixel intensity levels of images you select. You can save your preferred images to a new location on your hard drive, or tag images you would like selected in Manage mode, and then delete, move, rename, or alter the images.

To Compare Images:

1. In the File List pane, select the images that you want to compare.
2. Click **Tools** | **Compare Images...**. 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.
   - In the Compare Images Viewer, right-click an image and click **Next Image** or **Previous Image**.
   - In the Compare Images Viewer, right-click an image and click **File** | **Remove From View** or click the **Remove** icon in the image toolbar.
4. To tag images, do one of the following:
   - In the Comparison List, check the checkbox that is located at the bottom of the image on the right side.
   - In the Compare Images Viewer, right-click an image and click **Tag** or click the **Tag** icon in the image toolbar.
   - Click the **Tag All** button in the bottom left corner to tag all of the images, or click **Untag All** to untag all of the images.
5. To rate images, right-click an image, click **Set Rating**, and then select an appropriate rating.

6. To categorize images, right-click an image, click **Set Categories**, and then select an appropriate category (or create an appropriate category).
7. Click **OK**, located in the bottom right corner.

Compare Images Toolbar

	Previous	Swaps the selected image with the previous image in the Comparison List.
	Next	Swaps the selected image with the next image in the Comparison List.
	Zoom In	Increases the magnification of the selected image.
	Zoom Out	Reduces the magnification of the selected image.
	Zoom menu	Opens a menu of zoom options. Select from the following options: • **Actual Size**: displays the image at its original size. • **Fit Image**: displays the image at the largest magnification that fits in the Compare Images Viewer. • **Fit Width**: displays the image to fit between the left and right sides of the Compare Images Viewer. • **Fit Height**: displays the image to fit between the top and bottom of the Compare Images Viewer. • **Zoom Lock**: displays all images at the zoom option of the current image. If the zoom is adjusted, the new zoom level is applied to all images that you view. • **Zoom To**: opens a dialog box where you can select a zoom option.
	Pan Lock	Locks the panned image area, so that when you zoom and pan an image to a specific area, the Compare Images Viewer displays the same area for all images you view.
	Exposure warning	Indicates pixels that may be over or underexposed.
	Properties	Displays properties for each image in the Compare Images Viewer. Click the **Metadata Setup** button to specify which file properties are displayed. The Compare Images tool displays the file properties in a field below each image. Differences in properties are bolded, while similarities are displayed in regular font.
	Histogram	Displays a histogram for each image in the Compare Images Viewer.
	Metadata Setup	Opens a dialog box where you can select the metadata to display for each image in the Compare Images Viewer (ensure Properties is toggled to on).

	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.
	Properties Pane	If one image is displayed, this button opens the Properties, Histogram, Magnifying Glass, and Navigator panes.
	Help	Opens the Help file.

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.

	Save	Opens a dialog box where you can save the image with a different file name and a different file format.
	Previous	Swaps the displayed image with the previous image in the Comparison List.
	Next	Swaps the displayed image with the next image in the Comparison List.
	Zoom In	Increases the magnification of the image.
	Zoom Out	Reduces the magnification of the image.
	Delete	Deletes the image from your hard drive.
	Remove	Removes the image from the Comparison List.
	Tag	Tags the image so that it will remain selected when you close the Compare Images tool.

Gathering Images in an Image Basket

You can use image baskets to gather and hold images and media files from different locations or folders. Once you have placed items in an image basket, you can use any of the tools or features inACDSee to edit, share, or view those files. You can create up to five image baskets and use them simultaneously.

To Open an Image Basket:

In Manage mode, click **Panes** | **Image Basket** | **New Image Basket** or press **Ctrl + Shift + 9**. Repeat this step to open up to five image baskets.

To Add Files to an Image Basket:

Do one of the following:

- In the File List pane, select the files you want to add. Drag the items to the Image Basket.
- In the File List pane, right-click selected files and choose **Add to Image Basket** from the context menu. You can also use this method in View mode.
- In the File List pane, select the files you want to add and press **Ctrl + B**. You can also use this method in View mode.

The last image basket that you interacted with is considered the "active" basket. This will be indicated with a star next to the basket's name. The active basket is the one that images will be added to when using the context menu or keyboard shortcut in Manage or View mode.

You can also add images to an image basket by dragging them from Windows Explorer.

To Remove Files from an Image Basket:

In the Image Basket, right-click the files, and select **Remove from Image Basket** or press **Alt + X**.

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

To Rename an Image Basket:

In the Image Basket, right-click and choose **Rename Image Basket** from the context menu. In the Rename Image Basket dialog, enter a name in the field and press **OK**.

To Delete an Image Basket:

In the Image Basket, right-click and choose **Delete Image Basket** from the context menu or press **Ctrl + Shift + -**. Deleting an image basket will not delete the images within it.

Viewing Develop Settings in Manage Mode

You can use the Develop Settings pane to view adjustments made to your images in Develop mode.

You must develop an image before you will see any values in the Develop Settings pane.

To Open the Develop Settings Pane:

In Manage mode, click **Panes** | **Develop Settings**.

To View Your Develop Settings:

1. Select an image with the Developed overlay icon.
2. In the Develop Settings pane, expand the groups to view each adjustment's value.

Copying and Pasting Develop Adjustments

You can copy adjustments made in Develop mode and paste them onto other images in the Develop Settings pane.

To Copy Develop Settings and Paste Them to Other Images:

1. Select the image.
2. In the Develop Settings pane, press the **Copy** button.
3. Select an image on which to paste the adjustments.
4. Press the **Paste** button.

Restoring Images

You can also restore the image to its original state with the Restore button.

To Revert an Image Back to its Original State:

1. Select the image.
2. In the Develop Settings pane, press the **Restore** button.

Cataloging and Managing Files in ACDSee

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

You can use the ACDSee batch functions to export, rename, resize, rotate, add EXIF information, and adjust the exposure of a single image, a group of images, or the contents of an entire folder all at once. With the category, color label, and rating systems, you can create a virtual folder structure, and use it to find related images and media files with a single click.

ACDSee displays file properties and image information in an easily accessible Properties pane that you can use to directly add and edit file information, including ACDSee Metadata. You can add an author, description, notes, and keywords to your files, and adjust the category and rating assignments at the same time.

Organizing with the Catalog Pane

The Catalog pane is useful panes as it provides many ways to catalog, sort, group, search for, and manage your files.

Categories

Categories are an easy way to organize your files into context-related sections. 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. There are different icons to use for different categories to help you identify them at a glance. Once your files are in categories, you can search, sort, group, and find them by category.

One way to assign files to a category is to select and drag one or more files from the file list and drop them onto the category. You can choose colored icons to identify your categories, and cycle through the available icons using the **]** key. A file can belong to multiple categories, but it will only have one icon. For comprehensive categories management, use the Organize tab of the Properties pane.

People

The People group in the Catalog pane will display the names of individuals you have assigned in the Face Detection Pane in View mode. You can select a name to display all of the photos with that individual in it, provided that they have been identified using Face Detection. You can also set Face Search Options which allow you to choose whether to display assigned names, suggested names, or both using the settings menu (gear icon) in the top right corner of the People group.

To assign names to faces, use **People mode**.

Keywords

You can use keywords to organize your files into hierarchies. You can create and assign hierarchical keywords in the Organize tab of the Properties pane. You can add keywords to images quickly using drag and drop. You can also manage your keywords in the context menu, by using right-click.

Ratings

You can assign a numerical rating from 1 to 5 to your images and files. Once you have assigned ratings, you can search, sort, and catalog your files based on the ratings, or a combination of ratings, categories, auto categories etc. 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. Ratings can be managed in Assigning and Searching Categories and Ratings.

Color Labels

You can use color labels to catalog your files. You can use different colors to represent different stages of your workflow. As you review your photos or documents, you can assign color labels and rename them accordingly.

Auto Categories

Most digital cameras create and embed information about the file as you take a photo. This information is called metadata and can include the name and model of the camera, the file size, shutter speed, camera settings used in the shot and much more. ACDSee uses this information to create auto categories. You can search using auto categories to find images containing that metadata. You can select one or more auto categories to find files, for example, photos of a certain size, taken by a particular camera. You can also add to this data using the Properties panes.

Saved Searches

If you find yourself creating the same search criteria frequently, you can save the search to use again later. Saved searches appear at the top of the Search pane but they also appear in the Catalog pane for you to re-run using a single click on the name or in the white checkbox of the Easy-Select bar.

To Create a New Saved Search from the Catalog Pane:

1. In the Saved Searches area of the Catalog pane, click the **New saved search** icon.

   The Search pane opens.

2. Enter your search criteria and then click the **Saved searches** icon.

   The new saved search appears in the Saved Searches on the Catalog pane and in the Saved Searches drop-down list of the Search pane.

Special Items

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

- **Image Well**: displays all images cataloged in the ACDSee database. If you have a substantial image collection, it may take a few moments to gather all of the information.
- **Videos**: 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.
- **Embed Pending**: displays all the files with database data that has changed but has not yet been embedded in the files.
- **Uncategorized**: displays any images cataloged in the database that have not been assigned to a category.
- **No Keywords**: displays any images cataloged in the database that have no ACDSee keywords assigned.
- **Unnamed Faces**: displays all photos in which one or more faces have been detected but not named.
- **Auto-Named Faces**: displays all photos with one or more faces that have been automatically named by ACDSee using facial recognition.
- **Suggested Names**: displays all photos with suggested names using Face Search. You can use this item to quickly confirm or deny suggestions across your image collection.
- **Tagged**: displays all the tagged images in your file collection.

The ACDSee Database and Embedded Data

When you assign a file to a rating, or category, this information is stored in the ACDSee database. If you choose to, you can also embed this information in each individual file, making it easier to relocate and share files, or retrieve the information from the file if you need to. In the database, information is always associated with a particular file. If you move or rename files using an application other than ACDSee (like Windows Explorer) the link between the file and the ACDSee database will be broken. If this happens, and you have embedded the information in each file, you can rebuild the database and retrieve all the information.

You can also use the Properties pane to add information to the ACDSee 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. Learn more about organizing using the Properties Pane.

ACDsee 2022 uses XMP to embed ACDSee Metadata into each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, PSD, 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 2022 and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW and ABR, the ACDSee Metadata 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 ACDSee Metadata permanently.

Easy-Select Bars

The Easy-Select bars are the indicators on the left side of the Folders and Catalog panes. They look like this: . You can use these indicators to select multiple folders or categories, and display their contents in the File List pane. In the Catalog pane you can also use the Easy-Select indicators to select combinations of categories, ratings, auto categories, saved searches, and special items. For example, you could display all your photos with a rating of 1 that belonged to the category People.

You can also use the Easy-Select indicators with the Selective Browsing pane (**View | Selective Browsing**).

When you use the Match Any/All buttons and the Easy-Select indicators together, the Catalog pane becomes a powerful search tool for finding unique sets of files.

To Use the Easy-Select Bar:

In the Folders or Catalog 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.

To View Cataloged Files:

Select one or more categories, ratings, auto categories, saved searches, or special items. Files assigned to those classifications are displayed in the File List pane.

The Contents bar at the top of the File List pane displays whatever categories or items are currently selected. You can browse through specific categories, ratings, or items within specific folders using the Selective Browsing pane.

Match All Match Any

There are two Match All/ Match Any drop-down lists on the Catalog pane; one at the top of the pane that affects categories and one that affects saved searches. You can use the Match All and Match Any options to affect the display of thumbnails in the File List in the following way:

- **Match All**: to be included, a file has to belong to all the categories or searches you select. So the file has to be in both or **all** of the categories or searches before it will display in the File List. Match All is more exclusive. You can use it to limit the number of files that display and narrow a search down.
- **Match Any**: to be included, a file can belong to **any** of the categories or searches you select. So **any** files in the selected categories or searches will display in the File List. Match any is more inclusive.

Catalog Icons

	Category	Identifies files that have been assigned to a category.
	Ratings 1-5	Identifies file ratings.
	New Saved search	Opens the Search pane so that you can create a new saved search.
	Saved search	Displays the Save/Save As menu so you can save a search.
	Easy-Select indicator (selected)	Selects the category, rating, auto category, or other item for display in the File List pane.
	Easy-Select indicator (not selected)	Does not select the category, rating, auto category, or other item for display in the File List pane.
	Match Any/All	Controls which images are displayed in the File List pane.

To hide the icons in the Catalog pane, click **Tools** | **Options**, and then select **Catalog**. Uncheck the **Show Icons** checkbox in the Options dialog box.

Creating Categories

Create and manage a system of categories for your files in the Organize tab of the Properties pane. You can easily customize your category system in a way that makes sense to you.

Select the Organize tab in the Properties pane to create, rename, delete, and move your categories. You can also access the Categories pane by choosing **Panes** | **Categories**.

To Create a Category:

1. Do one of the following:
    - Right-click a category in the Catalog pane, and then select **New Category**.
    - In Manage mode, click **Edit** | **Set Categories** | **New Category**.
2. Select one of the following:
    - Create a new, top-level category
    - Create a sub-category within the current selection

3. If you are creating a sub-category, select a top-level (or parent) category from the drop-down list. (If you right-clicked a category in the Catalog pane, the new sub-category will be added below that category by default.)
4. Type a name for the new category in the **Name** field.
5. Click **OK**.

When you create a new top-level category, you can select an icon to help identify the category. The Icon drop-down only appears if the **Show Icons** checkbox is checked on the Catalog page of the Options dialog box. In Manage mode, click **Tools** | **Options**, and then select **Catalog**.

Manage Categories

To Manage Your Categories:

Select a category in the Catalog pane, and do one of the following:

- To edit the category, right-click the selected category and select **Edit**.
- To delete the category, right-click the selected category and select **Delete**.

In the Categories group in the Catalog pane:

- To move the category, drag it to the new location.

Create Easy-Access Category Sets

If you have a long list of categories, or would like to break your categories up into different events or areas of interest, you can use the Edit Category Sets feature.

To Create Easy-Access Category Sets:

1. First create the categories you want in your set.
2. In the Properties pane, click the Quick Categories drop-down list and select **New Quick Categories Set...**.
3. Customize the number of rows and columns for your set by selecting values from the Rows and Columns drop-down menus.
4. Enter your commonly used categories into the entry fields. For sub-categories, use the pipe key. Example: A|B|C.
5. Click the **Save** button.
6. Click **OK**. This category set will be listed in the Quick Category drop-down list.

7. 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.

Make sure the category button name matches the category name in the category tree.

Assigning and Searching Categories and Ratings

You can assign files to a rating, or one or more categories, without moving the file or making an extra copy.

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

Quickly Assign Ratings in Thumbnail View

The rating number you select can be reflected as a star rating in other applications. Give your favorite shots a high rating, and your least favorite shots a low rating.

To Assign Ratings:

1. Hover over a thumbnail to display the gray box with diagonal line through it.
2. Click the gray box to make your selection.

Example of Hovering Over a Thumbnail to Select a Rating:

1.

2.

3.

Use the keyboard shortcut **Ctrl** + **0-5** to quickly rate a file.

Assign and Search Categories and Ratings in the Catalog Pane

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

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

1. In Manage mode, do one of the following:
    - Drag selected files to a category or rating in the Catalog pane.
    - Drag the category or rating from the Catalog pane to selected files.
    - Right-click the files, and then click **Set Categories** and click the category in the fly out, or click **Set Rating** and click the rating.

2. In View mode, do one of the following:
    - Click **Edit** | **Set Categories** and then click the category to which you want to assign the file.
    - Right-click the file, click **Set Categories**, and then click the category to which you want to assign the file.
    - Click **Edit** | **Set Rating** and then click the rating to which you want to assign the file.
    - Right-click the file, click **Set Rating**, and then click the rating to which you want to assign the file.
    - On the status bar, click the rating icon, and then click a new rating. This icon only appears once a rating is set.

3. If you are comparing images and want to categorize them, do one of the following:
    - Right-click one of the files, click **Set Categories**, and then click the category to which you want to assign the file.
    - Right-click one of the files, click **Set Rating**, and then click the rating to which you want to assign the file.

Ratings embedded by ACDSee can be seen in other applications supporting xmp:rating and vice versa. To embed metadata into one or more selected files click **Tools** | **Metadata** | **Embed ACDSee Metadata** | **Embed In Selected Files**.

Use the Context Menu (Right-Click) in the Category Tree to Do the Following:

- Assign Items
- Remove Items
- Create New Category
- Search
- Cut
- Copy
- Paste
- Delete
- Edit Category

To Search a Category or Rating in the Catalog 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 **Metadata** tab.
3. Click the rating you want these files to have from the numbers listed at the top of the Properties pane.

To Assign Files to Categories 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 **Organize** tab.
3. Click the category you want these files to have from your Categories list.

Assign files quickly with a category sets button. See Create Easy-Access Category Sets.

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.
2. Do one of the following:
    - Right-click a selected file, and then click **Set Rating** | **Clear Rating**.
    - Right-click a selected file, click **Set Categories**, and then click the name of the category from which you want to remove the file, or to remove all categories, click **Uncategorize All Selected Items**.
    - Uncheck a checkbox for a category or a radio button for a rating in the Catalog pane.
    - Right-click a category or rating in the Catalog pane, and then click **Remove Items**.

You can reset ratings in the Properties pane by right-clicking on the rating.

Assigning Color Labels

Color labels are useful for naming and quickly identifying your processing plans for your images and documents. Different colors can be used to represent different stages of your workflow. For example, as you review your photos or documents 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 Catalog pane to instantly display all of the files assigned to that label.

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

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

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 or documents to the appropriate labels corresponding to your workflow.

To Create a Color Label Set:

1. In the Catalog pane, click the Labels settings button and select **Edit Label Sets**.
2. Enter names for your labels and click the Save icon.
3. Click **Save As** from the Save Label Set dialog box.
4. Enter a name for your new label set.
5. Click **OK**.

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

Assign Color Labels

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

- Hover icons in thumbnail view
- Catalog pane
- Properties pane
- Edit menu in Manage and View mode
- Context menu
- Keyboard shortcuts

ACDsee 2022 uses XMP to embed ACDSee Metadata into each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, PSD, 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 2022 and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW and ABR, the ACDSee Metadata 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 ACDSee Metadata permanently.

You can also set labels from the status bar in View, Develop, and Edit mode.

To Assign a Color Label Using the Label Line Hover Icon in Thumbnail View:

1. Hover over a thumbnail to display the gray label icon.
2. Click the gray label icon to make your selection.

Example of Hovering Over a Thumbnail to Click and Select a Color Label:

1.

2.

3.

Use the overlay icon on one of a number of selected files or images to assign the label to all.

To Assign a Color Label to a File Using the Catalog Pane:

1. In Manage mode, do one of the following:
   - Drag selected files to a color label in the Catalog pane.
   - Drag the color label from the Catalog pane to selected files.

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. In the Properties pane, select the color label from the boxes along the top.

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

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

To Assign Color Labels with the Context Menu:

- Right-click the file, click **Set Label**, then select a label name.

To Assign Color Labels Using Keyboard Shortcuts:

- Keyboard shortcuts are available for the five color labels, plus Alt-0 to clear the label (exactly the same as ratings, except Alt is used instead of Ctrl)

Alt-1

Alt-2

Alt-3

Alt-4

Alt-5

Alt-0

Search Files Assigned to a Label

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

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

To Search All Files in the File List Assigned to a Label:

Click the **Filter** drop-down above the File List pane and select a label name. All files assigned to that label in the current file list will be selected.

To Select All Files in the File List Assigned to a Label:

Use Alt-1 through Alt-5 for the five colors, plus Alt-0 to clear the label, (exactly the same as ratings, except it uses Alt instead of Ctrl).

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:
    - Right-click a selected file, and then click **Set Label** | **Clear Label**.
    - In the Properties pane, click the gray unlabeled icon.
    - In the Properties pane, right-click on the color label.

To Delete a Label Set:

1. In the Catalog 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.

Creating Collections

Collections is a powerful grouping and search query tool. You can use the Collections pane to group accumulated photos based on a common variable, such as the camera used, location, or size. You could also use Collections to group photos for sorting, processing, sharing, and much more.

	Collection
	Collection Set
	Smart Collection

To Create a Collection:

1. In Manage mode, choose **Panes** | **Collection**. The Collections pane will appear tabbed in the Folders pane.
2. In the Collections pane, right-click and select **Create Collection...** from the context menu.
3. In the Create Collection dialog box, configure the options as described below.
4. Press the **Create** button.

Create Collection Dialog Box Options

Name	
Name	Enter a name for your collection.
Location	
Inside a Collection Set	Check this checkbox if you would like to place this collection inside of another previously-created collection set, thereby developing a hierarchy. Choose the collection set you would like to add your image to from the drop-down menu.
Options	
Include selected photos	Check this checkbox to include any currently selected photos in the collection.
Set as target collection	Check this checkbox to designate this collection as the target collection for images you will add photos to. You will be able to quickly send images directly to this collection by selecting images and pressing **Ctrl + Alt + C**. To customize the keyboard shortcut, see Customizing Keyboard Shortcuts.

To Add Photos to a Collection:

Do one of the following:

- In the File List pane, select the images before using the Create Collection command described above. Then check the **Include selected photos** checkbox inside the Create Collection dialog box.
- In the File List pane, right-click the images and choose **Collections** | **Add to** | [**name of the collection**].
- Drag and drop the images from the File List pane to the collection inside the Collections pane.
- Select the image in the File List pane. In the Organize tab of the Properties pane, in the Collections group, check the checkbox next to the collection.

To Set a Collection as Your Target Collection:

You can set a specific collection as the target collection, allowing you to quickly add images to it using a keyboard shortcut. A target collection will display a blue circle icon next to it in the Collections pane.
You cannot set a smart collection as a target.

Do one of the following:

- When creating a collection, check the **Set as target collection** checkbox in the Create Collection dialog box.

- Right-click a collection in the Collections pane and choose **Set as Target Collection**.

To Add Images to Target Collections:

Select the image and press the **Ctrl + Alt + C** key.

You can customize this keyboard shortcut. See Customizing Keyboard Shortcuts.

To Search for Collections:

You can search for collections, collection sets, and smart collections in the Filter Collections field at the top of the Collections pane.

- Enter the name, (or portion of the name), of the collection, smart collection, or collection set you are looking for. If the collection you are searching for is part of a collection set, the search will return the root collection set if one of the sub-collections contains the text you entered in the Filter Collections field.

To Remove an Image from a Collection:

1. Select the collection.
2. Right-click the image and choose **Collections** | **Remove from Selected Collection**.

This will only remove the image from the collection and will not delete the image.

You can remove multiple images from a collection at once by selecting them all and then right-clicking and choosing **Collections** | **Remove from Selected Collection**.

To Remove an Image from All Collections:

To remove an image from all collections, right-click the image and choose **Collections** | **Remove from all collections**.

This will only remove the image from all collections and will not delete the image.

You can remove multiple images from all collections at once by selecting them all and then right-clicking and choosing **Collections** | **Remove from all collections**.

Collections Sets

You can create a collection set and add other collection folders inside. You can use this method to create a hierarchy for further organization. You cannot add images to collection sets themselves. You

can only add images to folders (collections) inside of collection sets. Selecting the root of a collection set will display all of the images in all of the collections inside of the root.

To Create a Collection Set:

1. In the Collections pane, right-click and select **Create Collection Set...** from the context menu.
2. In the Create Collection Set dialog box, enter a name for your collection set.
3. Check the **Inside a Collection Set** checkbox if you would like to add your collection set inside of another collection set. Select the collection set from the drop-down menu.
4. Click **Create**.

To Add Collections to Collection Sets:

Do one of the following:

- Check the Inside a Collection Set checkbox while creating a collection inside the Create Collection dialog box. Select the collection set from the drop-down menu.
- In the Collections pane, drag and drop the collection from the root level to the collection set.

Smart Collections

Smart collections are collections with queries built into them based on search criteria you specify. These search queries get saved to the database. When you catalog new images in the future, those that fit the criteria of your search query will automatically show up in your smart collection. You can also create a search query to locate files based on the date they were cataloged.

To Create a Smart Collection and Add Search Criteria to Your Query:

1. In the Collections pane, right-click and select **Create Smart Collection...** from the context menu.
2. In the Create Smart Collection dialog box, configure the options as described below.
3. Press the **OK** button.

Create Smart Collection Dialog Box Options

Name	Enter a name for your smart collection. It is recommended that you give your smart collection a name reflective of the search query assigned to it. This will save you the time of having to open it to find out what it contains.	
Location	**Inside a Collection Set**	Check this checkbox if you would like to place this collection inside of another previously-created collection set, thereby developing a hierarchy. Select the collection set you would like to add your smart collection to from the drop-down menu.
Match	Press the **Add** button to select search criteria for your query. In the Add Search Criteria dialog box, choose criteria by clicking the plus + signs to expand the tree and check/uncheck the checkboxes on and off to select your properties. Press **OK**. Your chosen criteria will appear in the Match field box. Refine each item by clicking the underlined variables and selecting an option from the drop-down, or entering a number into the field. For example, if you chose Size as your search criteria, click "is" and select "is not", "is less than", "is less than or equal to", "is greater than", "is greater than or equal to", or "is between". Then click the "0" and enter the size value.	

To Remove Criteria from Your Search Query:

Select the criteria from the Match field and select **Remove**.

To Edit Your Search Query:

1. Right-click your smart collection in the Collections pane and choose **Edit**.
2. In the Edit Smart Collection dialog box, add and remove search criteria as described above.
3. Click **OK**.

Using the Properties Pane

The Properties pane displays all the metadata for your files. It also displays file properties such as file size, creation date, and read-only or hidden status. You can use the Properties pane to add, change,

or delete the metadata for image and media files.

The Properties pane is open in Manage mode on the right of the File List pane by default. The Properties pane is available in all modes except 365 mode and Media mode.

To Open the Properties Pane in Any Mode:

Click **Panes** | **Properties**.

The Metadata panel offers adjustable width for metadata fields. Simply hover between a corresponding label and field to display the double arrow cursor. Click and drag to adjust width. Double-click to toggle between the width of the longest label in the group or the longest label in the pane.

Properties Pane Areas

The Properties pane is divided into 3 tabs: Metadata tab, Organize tab, and File tab.

Use the overlay icons, which appear as you hover over a thumbnail, to tag, rate and add color labels to your images. Alternatively, you can display these setting in the Properties pane by clicking **Tools** | **Options** | **Properties Pane** and selecting **Show Tagged, Rating, and Color Labels**.

Metadata Tab

The Metadata tab displays the rating, category, IPTC, EXIF, and ACDSee Metadata stored with a photo. The ACDSee Metadata fields are available for you to enter the caption for your photographs as well as date, author, and notes. The keywords field is display-only and can be entered in the Organize tab. The label field can be entered here or selected from the Labels section in the Catalog pane. IPTC information is automatically embedded into your image, while ACDSee Metadata is not embedded in your files, but instead is held in the database. ACDSee Metadata can be embedded into all your files (or just selected ones) by clicking the **Tools** | **Metadata** | **Embed ACDSee Metadata** command.

The IPTC data fields provide a standard means for entering and storing information about your photographs such as description, creator, and copyright information. ACDSee supports fields defined in IPTC Core 1.1.

The EXIF data fields hold information captured by your camera such as shutter speed, camera model, and GPS information.

Certain EXIF fields are no longer visible by default. The EXIF Artist, Copyright, Image Description, and Date/Time Original fields are automatically modified when their matching IPTC fields are modified, (see table below). This change reflects the recommendations of the Metadata Working Group (MWG). If you need to have these fields visible in the EXIF section you can adjust your settings by clicking **Tools** | **Options** | **Properties Pane** and clicking the **Manage Metadata Views** button.

Matching IPTC and EXIF Fields

IPTC		EXIF
Description	writes to	Image Description
Creator	writes to	Artist
Copyright Notice	writes to	Copyright
Date Created	writes to	Date/Time Original

When ACDSee parses metadata from a file, the content of the field is displayed without mapping.

Organize Tab

The Organize tab displays a tree of categories and a tree of keywords. The Category tree context-menu (right-click) allows you to add and delete categories and sub-categories. You can create category sets to quickly categorize your files. Right-clicking the keyword tree also allows the same options. Use the keyword tree to create a hierarchy to easily organize your files in a way that holds meaning for you.

File Tab

The File tab displays detailed file information and image attributes for a selected file or files. You can set or change the Read-Only and Hidden properties of a file or folder, and view a summary of any EXIF information contained in a file.

Embedding ACDSee Metadata into Files

If you have metadata in your files and they are copied, moved, or renamed, outside of ACDSee, the link between the file and the database will be broken, but you can rebuild the database using the embedded data in the file.

ACDsee 2022 uses XMP to embed ACDSee Metadata into each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, PSD, 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 2022 and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW and ABR, the ACDSee Metadata 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 ACDSee Metadata permanently.

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. You can use Auto Advance in Manage and View mode.

To Turn on Auto Advance in Manage Mode:

At the bottom of the File List toolbar, toggle the **Auto Advance** button or press **Ctrl + Q**.

To Use Auto Advance:

When Auto Advance is enabled, adding (or clearing) a tag, rating, color label, keyword, or category will advance the selection to the next image in the folder, 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, using the keys on the numpad, apply the following keyboard shortcuts to make the most out of Auto Advance:

Turn on the numpad by pressing the Num Lock key before utilizing any of the following keyboard shortcuts.	
/	Tag
*****	Purple Color Label
9	Blue Color Label
8	Green Color Label
7	Yellow Color Label
6	Red Color Label
5	Rating of 5
4	Rating of 4
3	Rating of 3
2	Rating of 2
1	Rating of 1
0	Remove Rating
+	Next
-	Previous
.	Removes Color Label. If the Num Lock key has not been activated, this will act as the Delete button.

You can also customize keyboard shortcuts.

Keywords and Categories

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

Keywords

In the Properties pane, on the Metadata tab, in the IPTC group, you can add keywords to the Keyword field, press **ENTER**, and Auto Advance will move to the next image. You can also use the same method in the Keywords field on the Organize tab of the Properties pane. In both locations, 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 pane, on the Organize tab, expand the Categories group. Add categories to images by checking the checkbox of your desired category. Or do one of the following:

- Right-click the image, and choose **Set Categories** | **[your desired category]** from the context menu.
- Choose **Edit** | **Set Categories** | **[your desired category]**.

Use any of the these methods and Auto Advance will move to the next image.

To utilize this same type of convenience in all IPTC fields, see To Use Keyboard Shortcuts to Enter Metadata into the Same Field of Multiple Photos.

View Mode

To Turn on Auto Advance in View Mode:

In the Bottom toolbar, toggle the **Auto Advance** button or press **Ctrl + Q**.

To Use Auto Advance in View Mode:

1. Choose **Panes** | **Properties**.
2. Add ratings, color labels, tags, categories, or keywords in the Properties pane and Auto Advance will advance it to the next image in the Filmstrip, allowing you to continue adding metadata.

In View mode, use the following keyboard shortcuts to navigate your folder:

Home	Selects the first image in the folder.
End	Selects the last image in the folder.
Page Down	Next
Page Up	Previous

Using the Map Pane

Use the Map pane to add photo locations from anywhere in the world 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. If your geotagged image pin is not displayed on the map, try using the keyboard shortcut **F5** to refresh the map.

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** | **Database** | **Catalog Files**.

To Open the Map Pane:

In Manage mode, click **Panes** | **Map** (**Ctrl + Shift + M**).

The Map pane appears above the File List pane in Manage mode by default. You can drag the Map title bar to a new location and float the pane or dock it in another position like the other movable panes in ACDSee.

You can toggle the Map on and off with the keyboard shortcut **Ctrl + 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.

Ideally images should be geotagged prior to processing. If an image is geotagged after it has been edited and the Restore to Original command is used, then the geotag will be lost.

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**.

To Find a Location:

To find a specific location, enter a place or landmark into the **Search for 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, Satellite, or Terrain).
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 or Edit mode to process this selection together.
- Use the **Batch** tool to apply the same settings on photos from the same location.
- Click **Slideshow** to view and present a slideshow of the photos from this location.
- **Send** photos from this location via email.

If a geotagged image does not display, try using the keyboard shortcut **F5** to refresh the map.

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 and Using Presets

You can add information to your images using IPTC and ACDSee Metadata. IPTC information is automatically embedded into your image, while ACDSee Metadata can be embedded into your file, or stored in the database. You can add this information to one or multiple files at a time. You can also save frequently used metadata values as a preset, allowing you to quickly input this information without having to rewrite it.

We recommend entering and editing 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 **Panes** | **Properties**.

To Add Metadata to One or More Files:

1. In **Manage** mode, select one or more files in the File List pane.
2. In the Properties pane, select the **Metadata** tab.
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.

To include numbers in a sequence with your metadata, select the files and enter **<#>** as the start number, in whichever field you want. Ex) Entering **<5>** will begin the sequence at 5.

Metadata Tab Keyboard Shortcuts

This Shortcut	Has This Result
Tab	Jumps focus forward from field to field.
Shift + Tab	Jumps focus backwards from field to field.
Ctrl + K	Places the cursor in the **ACDSee Metadata Keywords** field of the Organize tab in the Properties pane.
Alt + K	Places the cursor in the **IPTC Keywords** field of the Metadata tab in the Properties pane.
Enter	Applies your changes.
Esc	Discards your changes.

If you click away from the Properties pane, any metadata that you have just entered will be lost. You must click **Apply** or press **ENTER** to apply your changes.

To Use Keyboard Shortcuts to Enter Metadata into the Same Field of Multiple Photos:

1. Select the first photo in your list and enter content into a Metadata field.
2. Press the **Page Down** key to move to the next photo. The cursor remains in the same field of the Properties pane for each photo, allowing you to quickly enter content for the same field for multiple photos.
3. Enter content into the field and again press **Page Down** to move to the next photo.
4. Continue Step 3 until complete.

You do not need to click the **Apply** button when using this shortcut.

You can use the **Page Up** key to move back to the previous photo.

Copying and Pasting Metadata

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

This action will merge your keyword and category information.

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**.

Metadata Presets

To Create a Metadata Preset Using the Properties Pane:

1. In **Manage** mode, select any file in the File List pane.
2. In the Properties pane, select the **Metadata** tab.
3. Click the **Metadata Presets** drop-down list and select **Manage Presets**.
4. Enter content into the fields provided in the Manage Presets dialog box.

   (See **Notes for Inserting Data into the Manage Presets Dialog Box** below.)
5. Click **OK**.
6. Click **Save As...**
7. Enter a name for the preset and click **OK**. The preset will appear in the Presets drop-down list.

To Create a Metadata Preset Using the Metadata Menu:

1. In **Manage** mode, go to **Tools** | **Metadata** | **Manage Metadata Presets...**
2. Enter content into the fields provided in the Manage Presets dialog box.

   See **Notes for Inserting Data into the Manage Presets Dialog Box** below.
3. Click **OK**.
4. Click **Save As...**
5. Enter a name for the preset and click **OK**. The preset will appear in the Presets drop-down list on the Metadata tab of the Properties pane.

To Set a Shortcut Preset (Ctrl + M):

1. From the **Metadata Presets** drop-down list, select **Manage Presets**.
2. In the Manage Metadata Presets dialog box, click the arrow button next to the **Presets** drop-down presets list.
3. Set a **Shortcut Preset** by making your selection from the list of saved Metadata Presets.
4. Click **OK**.

Once your default preset is set, the shortcut **Ctrl + M** will auto-fill the metadata fields for all selected images. If you have not set a default preset, the shortcut **Ctrl + M** will open the Manage Metadata Presets dialog box.

To Apply a Metadata Preset:

1. Select one or more images in the File List pane.
2. In the Properties pane, select the **Metadata** tab.
3. Click the **Metadata Presets** drop-down list and select a preset that you have created.
4. Click **Apply**.

Notes for Inserting Data into the Manage Presets Dialog Box:

- The asterisk (*) represents any existing field data for the individual files. You can append additional information next to the asterisk to maintain the existing field data, or you can delete it and enter new information. For example, if you would like to append some text to IPTC Caption rather than replace it, insert an asterisk in the field followed by a space and append your additional text.
- You can transfer the value of one metadata field to another using the Insert Metadata command. Click the Insert Metadata arrow next to each field to select and insert metadata place holders. For example, you can transfer your ACDSee Keywords to IPTC Keywords by inserting the <ACDSee Metadata:Keywords> placeholder into the IPTC Keywords field.

Importing and Exporting Metadata Presets:

1. In **Manage** mode, select **Tools** | **Metadata** | **Manage Metadata Presets...**
2. In the Manage Metadata Presets dialog box, click the arrow to the right of the Presets drop-down menu.
3. Select **Import** or **Export**.
4. Browse to find and select your XML file, then press **Open**.

Removing Metadata from Files

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

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

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

To Remove Metadata from Selected Images:

1. Click **Tools** | **Metadata** | **Remove...**
2. If you do not want to remove **EXIF and IPTC** or the **Embedded ACDSee Metadata**, deselect accordingly.
3. Click **OK**.

Metadata is permanently removed, but EXIF data specific to DNG files will be preserved.

Managing Metadata Views and Presets

To Select a Metadata View:

1. Click **Panes** | **Properties** to open the Properties pane.
2. Select the Metadata tab of the Properties pane.
3. Click the Metadata View drop-down list in the Metadata tab to select one of the view options: Default Metadata View (most commonly used fields), All EXIF, All IPTC, ACDSee Metadata, or saved custom views.

You must have an image selected to view the Metadata tab.

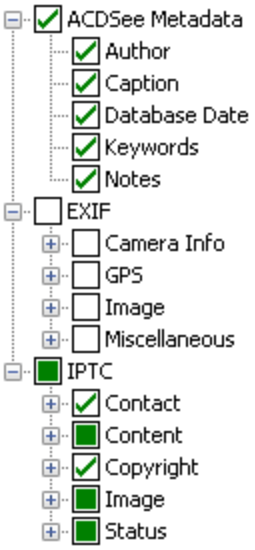
To Create a Customized Metadata View:

1. Click the Metadata View drop-down list in the Metadata pane and select **Manage Metadata Views...**.
2. In the Choose Metadata to Display dialog box, select **New Metadata View** from the drop-down list.
3. Click the plus **+** signs to expand the tree and check/uncheck the checkboxes on and off to select your preferences. See Manage Metadata View options below.
4. Click the save button and enter a name for your customized view.
5. Click **OK**.

Manage Metadata Views Options

- When all items in a group are selected, the group checkbox is checked.
- When no items in a group are selected, the group checkbox is unchecked.
- When some, but not all items in a group are selected, the group checkbox is solid.

  Check/uncheck the checkboxes to make your selections.



You can choose whether or not to display maker notes by checking or unchecking the **Display Maker Notes** checkbox.

Creating and Assigning Hierarchical Keywords

You can add keywords to your files, and build a hierarchy from those keywords. These groups are maintained in the keyword tree. Select the Organize tab in the Properties pane to create, rename, delete, and move your keywords.

You can also access the keywords pane by choosing **Panes** | **Keywords**.

You can view all images assigned to specific keywords by clicking specific keywords in the Keywords group in the Catalog pane.

Creating Keywords

To Create Keywords:

In the Properties pane, located to the right of the File List pane, do one of the following:

- In the Organize tab, at the bottom of the Keyword group, right-click **Keywords**, and then select **New Keyword** from the context menu.
- Type a keyword into the field at the top of the Keyword group and press **Enter**.

To Keyword Files with Existing Keywords, Do One of the Following:

- Select one or more files, then check the box next to the appropriate keyword.
- Select one or more files, then right-click the keyword. Select **Assign items** from the context menu.
- Select one or more files, then drag them onto the keyword.
- Select one or more files, then select a keyword from the Quick Keywords set. The keyword will be assigned to your file and also added to the tree.

In the Keywords group in the Catalog pane, you can:

- Select one or more files, then drag the keyword from the tree onto them.

To Establish a Hierarchy, Do One of the Following:

- 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

  Madrid < Spain < Europe

- Right-click an existing keyword, then select **New Keyword**. The new keyword will automatically become a child to the existing keyword.

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 Manage Your Keywords:

Select a keyword in the Organize tab, and do one of the following:

- To unassign a keyword from a file, right-click the selected keyword and choose **Remove Items** or uncheck the box.
- To edit the keyword, right-click the selected keyword and choose **Edit**.
- To delete the keyword, right-click the selected keyword and choose **Delete**.
- To duplicate a keyword, right-click the selected keyword and choose **Copy**, then **Paste** where desired.

In the Keywords group in the Catalog pane, you can do any of the management actions above, as well as:

- To edit the keyword tree, click and drag the keyword to other parts of the tree.

Creating Quick Keywords

You can use Quick Keywords 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 sample Quick Keywords sets. You can also add these keywords to your tree.

Example:

Italy

Florence	**Venice**	**Lake Como**
Rome	**Milan**	**Verona**
Genoa	**Bologna**	**Naples**

To Assign a Keyword from Quick Keywords:

Select one or more files, then click the keyword.

To Create Easy-Access Quick Keywords:

1. On the Organize tab, in the Keywords group, select **New Quick Keywords Set...** from the drop-down menu. The Quick Keywords dialog box opens.
2. Customize the number of rows and columns for your set by selecting values from the Rows and Columns drop-down menus.
3. Enter up to 250 associated or commonly-used keywords in the open fields. To create a hierarchy within a field, use the pipe key. Example: A|B|C.
4. Click the **OK** button.
5. In the New Preset dialog, enter a name for your set. Click **OK**.
6. Apply keywords from your set by selecting a file and clicking the applicable keyword from the Quick Keywords Table. 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.

Quick Keyword sets are saved in the Presets folder under ACDSee in your AppData folder, which you can find using the following path: C:\Users\<Your Name>\AppData\Local\ACD Systems\Presets

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. 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 **Open**. The keywords within your file will be loaded into the ACDSee keywords tree and listed alphabetically. Conflicting keywords will be merged.

Copying and Moving Files

You can use the Copy To Folder and Move To Folder commands to relocate files and folders on your hard drive, and specify how to handle overwriting existing files. You can also select from a list of previously accessed folders to save time looking through your directory structure.

When you use ACDSee to relocate your files, by default any ACDSee Metadata associated with those files is copied to the new location. However, if you do not want to copy the associated files, clear the **Include related files for non-RAW images** checkbox.

When you do NOT use ACDSee to move or copy your files, you break the link to any database information you have added to those files. This is because ACDSee cannot track the files. You will lose important categorizing and other database information. You can fix this by clicking **Change Binding** and rebinding the database. If you have embedded the database information in the files themselves, you can also retrieve this information using **Tools** | **Database** | **Catalog Files**.

ACDsee 2022 uses XMP to embed ACDSee Metadata into each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, PSD, 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 2022 and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW and ABR, the ACDSee Metadata 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 ACDSee Metadata permanently.

To Copy or Move Files:

1. Do one of the following:
    - In the File List pane, select one or more files, and then click **Edit** | **Copy To Folder** or **Move To Folder**.
    - While viewing an image or media file in View mode, click **Edit** | **Copy To Folder** or **Move To Folder**.
2. In the Copy To Folder or Move To Folder dialog box, do one of the following:
    - Select the **Folders** tab, and locate the folder on your hard drive where you want to place the files.
    - Select the **History** tab, and select a folder from the list of recently-accessed folders.
    - Select **Create Folder** and enter the name of a new folder.
3. In the **Overwriting duplicate files** drop-down list, select one of the following options to specify how ACDSee should handle overwriting files:
    - **Ask**: prompts you for confirmation when overwriting a file.
    - **Rename**: prompts you to rename a file.
    - **Replace**: overwrites any file with the same file name and extension.
    - **Skip**: cancels the operation if there is a file with the same file name and extension.
4. Click **OK**.

Copying Images to the Clipboard

You can copy an image to the Clipboard and then paste it into another application. Using the Copy Image command transfers only the image data to the Clipboard: no EXIF, IPTC or metadata information is retained.

To Copy an Image:

1. In Manage mode or View mode, select the image file you want to copy.
2. Click **Edit** | **Copy Image**.
3. Paste the image into your other application.

Pasting Files and Folders

You can cut or copy files to the Clipboard, and then paste them into another folder without losing your ACDSee Metadata.

To Cut and Paste Files:

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

Replacing or Overwriting Files

When copying or moving files from one location to another, a file name collision occurs if a file already exists in the destination folder with the same file name and extension as a file you are relocating. In ACDSee, you can view both of the files involved in the Confirm File Replace dialog box. If the files involved are image files, ACDSee displays thumbnail previews of both files, and provides options to replace the existing file, rename, delete, or skip the file you are moving, or cancel the operation entirely.

To Use the Confirm File Replace Dialog Box:

1. If you are moving a number of files and want to handle all potential file name collisions in the same manner, check the **Apply to all** checkbox.
2. To help determine any differences between the two files, use the toolbar between the two preview fields to shrink or enlarge the size of the previews.
3. Do one of the following:
    - To replace the destination file with the source file, click **Replace**.
    - To rename the new file before moving it into the destination folder, type a new name for the file in the **Rename to** field, and then click **Rename**.
    - To skip this file, and leave both files intact, click **Skip**.

- To delete either the destination or source file, click **Delete** below the file you want to remove from your hard drive.
- To cancel the operation and not move or copy any more files, click **Cancel**.

In the Confirm File Replace dialog box, **destination file** refers to the file that exists in the target folder, and **source file** refers to the file you are moving or copying.

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:

1. In Manage mode, in the File List or Folders pane, select the item you want to rename.
2. Click **Edit** | **Rename**.
3. Without removing or changing the file name extension, such as ".jpg", type a new name for the file.
4. Press **Enter**.

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

Storing Files in Private Folders

You can store confidential files in private, secure folders. When you add a file to a private folder, it will disappear from its original location. Private folders are password-protected and you can only view the files in them in ACDSee.

When you add files to a private folder, all information related to the file is deleted from the database. This means that though the file can be restored, database information cannot. The only way to preserve database information is to back up or export the database before you add files to a private folder. There is also no way to restore images from a private folder if you forget the password, so make sure it is memorable.

To Open the Private Folder Pane:

In Manage mode, click **Panes** | **Private Folder**.

To Create a Private Folder:

1. Close any open private folders.
2. Right-click the private folder icon in the Private Folder pane and select **Create Private Folder**.

3. In the **Enter Password** text box, type a password for the private folder. Your password must be less than 40 characters long.
4. In the **Re-enter Password** text box, type the password again to verify it.
5. Click **OK**.

A new folder will not display in the Private Folder pane. Private folders are hidden and are only identified by their password. When you have a private folder open you will see any subfolders that exist within the private folder, but do not confuse these subfolders with the private folder itself.

To Open a Private Folder:

1. Close any open private folders.
2. Click **Panes** | **Private Folder**.
3. Click the **Open** button in the Private Folder pane header.
4. In the **Enter Password** text box, type the password of the private folder that you want to open.
5. Click **OK**.

The contents of an open private folder remain visible until you close it. Remember to close your private folder if you have to step away from your computer and do not want anyone to see its contents.

To Close a Private Folder:

Do one of the following:

- Click the **Close** button in the Private Folder pane header.
- Click **File** | **Exit** to exit ACDSee. The private folder is closed automatically.

To Add Files to a Private Folder:

1. Open the private folder to which you want to add files.
2. Click and drag the files onto the private folder icon in the Private Folder pane. A warning message displays.
3. Click **Yes** to move the files to the private folder.

When you add files and folders to a private folder they are removed from their original location in the file system and added to the password-protected private folder. There is no way to recover files and folders from a private folder if you have forgotten your password. Ensure that you choose a password that you will be able to remember.

To Add an Existing Folder and its Contents to a Private Folder:

1. Open the private folder to which you want to add files.
2. Click and drag the folder onto the private folder icon in the Private Folder pane.
3. Click **Yes** to move the folder and its contents to the private folder.

To Restore Folders and Files from a Private Folder:

1. Open the private folder containing the folders or files that you want to restore.
2. Select the folders or files and click **File | Restore from Private Folder**.
3. Click the browse button, navigate to the folder where you would like to move the folders or files, and then click **OK**.
4. Click **OK**.

ACDSee moves the folders or files from the private folder to the selected location. These folders and files are now visible to anyone with access to the computer.

To Delete a Private Folder, or the Folders or Files in the Private Folder:

1. Open the private folder containing the folders or files that you want to delete.
2. Do one of the following:
   - To delete the private folder, right-click the private folder icon and select **Delete**.
   - To delete folders or files in a private folder, right-click them and select **Delete**.

   A warning message displays.
3. Click **Yes** to delete the private folder and all of its contents, or the selected folders or files in the private folder.

Use caution when deleting folders or files in private folders. If you delete folders or files in private folders they are permanently destroyed. Restore the folders and files if you want to move them from the private folder to a non-secure location on your computer.

Tagging Images or Files

You can tag images to identify certain characteristics. This could be your best photos from an event or images you wish to review. You can use this same method for organizing and categorizing your documents and other files.

The tagging checkbox is at the bottom right corner of the thumbnails. Check the checkbox to tag or un-tag photos or documents. Photos remain tagged until you uncheck the checkbox.

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

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

To Tag a Selected Image or File:

- Use the keyboard shortcut **** backslash key to apply the tag.
- Check the checkbox in the bottom right corner of the thumbnail.
- Right-click on one or more thumbnails and select **Tag**.
- In the Properties pane, check the tag checkbox at the top left corner in the **Metadata** tab.

To Untag a Selected Image or File:

- Use the keyboard shortcut **** backslash key to remove the tag.
- In the Properties pane, uncheck the tag checkbox at the top left corner in the **Metadata** tab.

To Untag All Tagged Images or Files:

1. Click **Tagged** in the Catalog pane to display all tagged files in the File List pane.
2. Use the keyboard shortcut **Ctrl + A** to select all.
3. Click the backslash key **** to remove the tag.

To Display Tagged Images or Files:

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

Tagged photos or files from all your folders display in the File List pane.

To Tag an Image or File in View Mode:

Do one of the following:

- In View mode, check the checkbox in the bottom right corner of the status bar.
- In View mode, click **Panes** | **Properties** to display the Properties pane, click the Metadata tab, then check the **Tagged** checkbox in the top left corner.

To Tag an Image When You Are Comparing Images:

1. In the Comparison List, check the checkbox in the bottom right corner of the image thumbnails.
2. Click **OK**. The Compare Images Viewer closes. You will see a checkmark in the checkbox of the images that you tagged.

Removing IPTC Keywords from Auto Categories

You can remove unused IPTC keywords from the ACDSee database. Once removed, the IPTC keywords will no longer display under Keywords (IPTC) in the Photo Properties' Auto Categories list of the Catalog Pane.

This process also applies for the Supplemental Categories field. This field is only visible if selected from the Choose Metadata to Display dialog box found under **Tools** | **Options** | **Properties Pane** by pressing the **Manage Metadata Views** button.

To Remove IPTC Keywords and Supplemental Categories:

1. In Manage mode, select any image which supports IPTC.
2. If the Properties pane is not already displayed, click **Panes** | **Properties**.
3. To ensure the image is writable, do the following:
   - Select the **File** tab and check to see if there is a checkmark in **Read only**.
   - If there is a checkmark, the image is not writable. Uncheck the **Read only** checkbox to make the file writable.
4. In the **IPTC** section of the Metadata tab, click the keyword picker button ... beside the **Keywords** field.
5. In the IPTC Keywords Picker dialog box, click **Edit List**.
6. Select the keyword you want to remove from the Value list.

   To select more than one keyword, press and hold the **Ctrl** key while selecting the keywords.

7. Click **Remove**.
8. Click **OK**.
9. Click **OK** again to confirm.

Only keywords that are not in use can be removed from the list. To find photos associated with a keyword, click the keyword listed under Photo Properties in the Auto Categories list of the Catalog pane.

Changing the Date and Time Properties of Images

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

To Change the Date and Time Properties of a File:

1. Do one of the following:
    - In Manage mode, select one or more images, and then click **Tools** | **Batch** | **Adjust Time Stamp**.
    - In View mode, click **Tools** | **Modify** | **Adjust Image Time Stamp**.

2. On the Date to Change tab, choose from the following:

Date to Change

EXIF date and time	**EXIF date/time original**	The original date/time the image was captured.
	EXIF date/time digitized	The date/time the image was converted to a digital image (usually the same as original).
	EXIF date/time	The date/time the image was lasted edited.
File last-modified date and time	The date/time the image or file was lasted edited. For example, image editing or updates to metadata.	
File creation date and time	The original date/time the file was created.	
ACDSee Database date and time	The date and time held in the ACDSee Database.	

3. On the **Advanced Options** tab, select the options for the Adjust Image Time Stamp tool described below, then click **Next**.

Advanced Options

Accept defaults and start conversion	Accepts the default settings for the new time stamp options. To start changing the date and time of your images, click **Adjust Time Stamp**.
Automatically close wizard when finished	Closes the Adjust Image Time Stamp wizard as soon as the process is complete.
Save current settings as defaults	Remembers the current settings and applies them the next time you change time stamps.

4. On the Choose new time stamp page, select one of the following options:
    - **Use different date and time**: replaces the selected date and time with another time stamp property from the same file. Select the file property you want to use from the **Select date and time** drop-down list.
    - **Use specific date and time**: changes the selected time stamp in each file to a specific date and time. Type the new date and time for the time stamp in the **Date** and **Time** fields.
    - **Shift to a new starting date and time**: replaces the earliest time stamp with a date and time you specify, and shifts all later time stamps ahead accordingly. Specify the time stamp for the earliest file in the **Date** and **Time** fields.
    - **Shift date and time by a specific number**: shifts all the time stamps either forwards or backwards by a specific number of hours (to adjust for time zones). Select either **Shift forward** or **Shift backward**, and type a number into the **Hours**, **Minutes**, and **Seconds** spin boxes.
5. Click **Adjust Time Stamp** to begin adjusting your files.
6. When the wizard is finished, click **Done** to return to ACDSee.

Backing Up Your Files to Another Computer

The Sync wizard will guide you through the process of creating a synchronized copy of your files to protect you from local hard drive failure. This is also known as a back up. You can synchronize your local folders with a network drive, remote computer, or external hard drive. You can name the synchronization, specify the actions you want to take each time you synchronize your files, schedule the synchronization to run at specific intervals, and edit or remove the synchronization at a later time.

The Sync wizard does not backup your database when your files are copied to a new location. To back up files with database information, use the ACD Database Backup wizard.

To Create a Synchronization:

1. In Manage mode, click **File** | **Sync** | **Create Sync**.
2. On the Welcome page, click the **Next** button when you are ready to continue.
3. On the Synchronization Options page, do the following:
    - In the **Source folder** field, specify the folder containing files you would like to copy.
    - In the **Backup destination** field, specify a folder on a network drive, remote computer, or external hard drive in which to place the backup files.
    - In the **Options** area, specify how Sync should handle errors and logs.
    - In the **Confirmations** area, specify how Sync should handle file duplication conflicts.
    - Click **Next** when you are ready to continue.
4. On the Synchronization Schedule page, do the following:
    - In the **Name** text box, type a name for your synchronization.
    - In the **Schedule** area, specify whether you would like to run the synchronization immediately, or schedule the synchronization.
    - Click **Finish** when you are ready to complete the wizard.

Schedule: an account with no password cannot set up a schedule. You must set a password for your account for schedules to work. A blank password will not work; you must have a real password with more than one character.

Updating or Deleting a Synchronization

You can adjust the settings of a synchronization, schedule it to run at regular intervals, or delete the synchronization from ACDSee.

To Update or Delete a Saved Synchronization:

1. In Manage mode, click **File** | **Sync** | **Edit Sync**.
2. In the Saved Synchronizations dialog box, select a synchronization from the list.
3. Do one of the following:
    - To schedule the synchronization, click **Schedule**. Specify how often to run your synchronization, and then click **OK**.
    - To adjust the settings, click **Edit**. In the Edit Synchronizations dialog box, update the folder containing files you would like to copy, and a folder on a network drive, remote computer, or external hard drive in which to place those files. In the **Options** area, update how Sync should handle errors and logs. In the **Confirmations** area, update how Sync should handle file duplication conflicts. Click **OK** when you are finished.

- To rename the synchronization, click **Rename**. Type a new name for the synchronization and click **OK**.
- To delete the synchronization, click **Delete**.

4. Click **Close**.

Running a Saved Synchronization

After you create a synchronization, you can run it at any time, even if it is scheduled to run at regular intervals.

To Run a Saved Synchronization:

In Manage mode, click **File** | **Sync**, and then select the name of the synchronization you want to run.

Searching with ACDSee

ACDSee includes a number of ways to search your computer for files and folders. You can use the Search pane to search by file name, keywords, or image properties. You can create advanced searches to locate files that fall within a date or rating range and then save and name the search to use later. You can also use the Duplicate Finder to locate and manage identical files.

For simpler searches, you can use the Quick Search bar to quickly locate files and folders, or search the database for specific names and keywords. You can also customize the Quick Search bar to only search for specific items or certain parts of the database.

Also, you can use the Catalog pane to quickly locate and list all images on your hard drive, or to locate any files in a folder that have not been categorized. If you are working with larger image collections, you can use Selective Browsing to specify broad or narrow criteria for the images you want to display in the File List pane.

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.

The Quick Search feature always searches the following IPTC fields: Title, Headline, Description, People, Keywords, Creator, City, Location, State/Province, Country, and Instructions. The Quick Search also searches Color labels and the ACDSee Metadata fields: Caption, Author, Notes, and Keywords.

You can choose whether the Quick Search searches just the files currently in the file list, or the entire database, by clicking this icon .

When ACDSee searches file names, it only considers the first term in the file name. For example, a file called **Cat_Dog** would be found by searching for **Cat**, but not for **Dog**. Search terms are not case-sensitive.

To Run a Quick Search:

Do one of the following:

- In the Quick Search bar, type the term or part of a term you want to search for.
- Click the drop-down list beside the Quick Search field and select a previously entered search term.

You can use the keyboard shortcut **Ctrl + F** to put the focus in the Quick Search bar and immediately begin typing.

Quick Search Operators

Quick Search Operators are keys that help refine your search. You can use the following operators to further refine or expand your searches in the Quick Search bar. A search term cannot begin with an operator; it must start with a word.

The Quick Search bar treats spaces between words as + operators.

Operator	Result	Examples
-	Searches for all items containing the first search term, that don't also include the second term.	**Cat -Dog** returns all items that contain Cat, except those that also contain Dog. Be sure to insert a space before the minus sign. If you do not insert a space, ACDSee will assume you are searching for a hyphenated word.
+	Searches for all items containing both search terms. Items that only contain one of the terms are excluded.	**Cat+Dog** or **Cat Dog** returns items containing **both** Cat and Dog. **Cat+Dog+-Kittens** returns items that include both Cat and Dog, but not those that include Cat and Dog and Kittens.
|	Searches for all items containing either of the search elements.	**Cat|Dog** includes all items with either Cat or Dog in the search. **Cat+Dog|Kittens** includes items that contain both Cat and Dog, and those that contain Kittens.

Using the Search Pane

You can use the Search pane to search for your files and folders. You can do basic searching by file name or keyword phrase, and create advanced searches to narrow your results by folders, categories, and image properties. You can also search for patterns in file names and find duplicate files.

You can also save a search and give it a name. Saved Searches are listed on the Search pane and the Catalog pane. On the Search pane, you can select Saved Searches from the drop-down list to run again. On the Catalog pane, Saved Searches are listed below Auto Categories where you can run them again by clicking once on the Saved Search name.

The Search pane will not return results for folders that are not cataloged in the ACDSee database. Cataloging happens automatically when you browse to a folder. You can also click **Tools** | **Database** | **Catalog Files**.

To Open the Search Pane:

In Manage mode, click **Panes** | **Search**.

Search Pane Areas

The Search pane contains several areas to help you manage your searches. When you create a search, remember that the search tool will only return files that match **all** of the criteria that you specify.

Saved Searches

In the Saved Searches area, you can save a complex search to use later, select a search to run again, or delete a saved search.

Saved Searches	If you have saved a search, it is listed in this drop-down list for you to select and run again. When you click **Start** at the bottom of the pane, the search results are listed in the File List pane. Saved Searches are also listed on the Catalog pane, from where you can run them with a single click on the Saved Search name.
Save a search	Click the **Save** icon, and then **Save** or **Save As** to save or overwrite a saved search. When the Saved Search dialog opens, type in a name for the search. If you use a descriptive name, it makes it easier to remember the criteria in your saved search.
Delete a search	Select a search from the drop-down list and then click the **Delete** icon. Click **Yes** to confirm the deletion, when the prompt opens.

Files and Text

In the Files and Text area, you can identify what you are searching for, and where you want to search for it.

Search for files or folders named	Type a portion of the file or folder name for which you want to search, or select a previous search term from the drop-down list. You can also use wildcards to search for file name patterns. To exclude all non-image files, click the right-arrow button beside the field and select **Images only**.
With the text	Type the text you want to search for within the ACDSee database. This can include portions of a caption or keyword, or even the name of a folder or category that might contain the files you want to find. When you search by both file name and a keyword or phrase, an item is included in the search result only when it includes **both** criteria. To specify what parts of the database you want to search, and indicate how to treat the text you type in the field, click the arrow next to the field and select any of the following options: • **Find all words**: only returns files that match all of the words you enter. • **Find whole words only**: only returns files that contain the entire word, exactly as you type it. • **Search in Caption**: searches the Caption field of files in the database. • **Search in Keywords**: searches the Keyword field of files in the database. • **Search in Notes**: searches the Notes field of files in the database. • **Search in Categories**: searches the Category assignments of files in the database. • **Search in Folders**: searches in the name of folders in the database. • **Search in Labels**: searches the labeled images by color. • **Search in People**: searches people detected in images and named using Face Detection in View mode. You can search by assigned names, suggested names, or both. Named and unnamed faces are available for edit or display in **People** mode.
Search in	Select one of the following options: • **Entire database**: performs a search on the entire ACDSee database. Note that any folders on your computer that have not been cataloged are not included in the search results. • **Specific folders and categories**: performs the search only within the categories and folders you specify. Selecting this option opens the Categories and Folders area, where you can select the location and categories in which you want to search.
Sync to file list settings	Imports the current Manage mode settings, including Selective Browsing settings, into the Search pane. Note that this may also remove criteria from the Search pane.

Properties Area

In the Properties area, you can identify file properties that you want to search for, and specify ranges of values to include or exclude from your search.

To Use the Properties Area:

1. Below the **Search file properties** field, click **Add**.
2. In the Add Search Criteria dialog box, select one or more properties on which to base your search.
3. Click **OK**.
4. In the Properties area, click the hyperlinks to define conditional statements for each property.
5. Click **Start** to perform the search.

Searching with File Name Patterns

You can type a text pattern into the Search pane's **Search for files and folders named** field to search for file names. You can search for simple patterns such as portions of file names, or more advanced patterns that include wildcards.

File Name Pattern Wildcards

Wildcard	Result	Example
?	Matches any single character in the file name.	**ca?.jpg** results in cat.jpg, cap.jpg, and car.jpg, but not cats.jpg
*****	Matches zero or more characters in the file name.	**cat*** results in cat.jpg, cats.jpg, and cathy.jpg
[...]	Matches any of the enclosed characters.	**ca[tr]** results in cat.jpg or car.jpg, but not cap.jpg
[!...]	Matches any character not enclosed.	**cat[!0]** results in cata.jpg and catb.jpg, but not cat0.jpg
[...-...]	Matches any character in the specified range.	**cat[a-f0-9]** results in cata.jpg, catb.jpg, catf.jpg and cat0.jpg, cat1.jpg, ..., cat9.jpg
****	Blocks the use of other wildcard characters that are also characters permitted in a file name, such as square brackets: [ ]. The * and ? characters are not permitted in file names so this function does not work with them.	Because square brackets are wildcards, if you wanted to search for a file name that contains a bracket, you must precede the bracket with a backslash: **ACD\[123\]** results in ACD[123].gif

Patterns are not case-sensitive. To use multiple patterns, separate the names with spaces or semicolons. To match a pattern containing a space or semicolon, enclose the pattern in double quotation marks. If you do not include the * wildcard in your pattern, the pattern is matched as a sub-string. For example, cat would match cat, cathy and bobcat, and is equivalent to the pattern *cat*.

Using Selective Browsing

You can use selective browsing to browse for files that are located in a specific folder, assigned a specific date, and/or assigned to a specific Catalog classification. By adjusting the selective browsing criteria, you can quickly include or exclude files from the File List pane, and view only those files you want to browse.

To get the most out of selective browsing, it is recommended that you catalog and organize your files in the ACDSee database. The more information you enter for your files, the more helpful you will find the selective browsing feature.

To Use Selective Browsing:

Open the Selective Browsing panel by clicking **View** | **Selective Browsing**. The panel appears on the left side of the File List pane.

Setting Selective Browsing Criteria

The Selective Browsing panel is divided into three areas: Folders, Catalog, and Calendar, each of which corresponds to the Manage mode pane of the same name. When the Selective Browsing panel is open, the Contents bar in the File List pane is replaced by the Selective Browsing bar, which lists all of the current browsing criteria.

When you add a folder, date range, or organize method to the Selective Browsing panel, ACDSee excludes any files that do not match that criteria. You can add or remove criteria to narrow or broaden your results.

To Add Selective Browsing Criteria:

With the Selective Browsing panel open, do any of the following:

- In the Folders pane, select one or more folders.
- In the Catalog pane, select one or more categories, and/or a rating.
- In the Calendar pane, select one or more date ranges.

As each criteria is added to the Selective Browsing panel, ACDSee searches its database for files in that folder, that match the date range, and are assigned to the classification, and displays them in the File List pane. You can then select those files and use the ACDSee features to edit, share, move, and view them however you want.

You can also adjust or refine your criteria in the Selective Browsing panel:

- To remove a selected criteria from the Selective Browsing panel, right-click any of the criteria, and then select **Remove From Scope**.

- To exclude all of a certain type of criteria, click the bar above the list, and toggle the option to include that type in the scope. For example, to exclude the listed folders from the scope, click the **Folders** bar, and then click **Include Folders in Scope**. The folders you selected will still be displayed in the Selective Browsing panel, but will not factor in the results.
- To remove all criteria of a certain type, click the bar above the list, and select **Clear All**.

The default behavior for categories in the Selective Browsing panel is to display files that match any of the categories listed. You can refine your results by choosing to display only those files that are assigned to all of the specified categories. To toggle between behaviors, right-click the bar above the categories you selected, and select **Match Any** or **Match All**.

Tips for Selective Browsing

When you add a criteria to the Selective Browsing panel, you are indicating that the files you want to browse must have that attribute. For example, if you select a folder in the Folders pane, then ACDSee displays only files in that folder. If you select a rating in the Catalog pane, ACDSee displays only files assigned to that rating.

You can combine criteria to refine your selective browsing even further. For example, if you select a category and a date range, then ACDSee displays only those files that belong to both the category and date range you selected. ACDSee does not display items that fall within the date range unless they are also assigned to the correct category, and does not display files assigned to that category unless they also match the date range.

Hiding the Selective Browsing Panel

You can use the Auto Hide feature to automatically hide the Selective Browsing panel and increase space for the File List pane. When the panel is set to auto-hide, it rolls away when you click outside it, leaving only an edge displayed. You can access the panel again by moving the cursor over the edge.

Searching with Auto Categories

Auto categories can help you search for files. This is particularly useful if you tend to take a lot of photos, or if you share your pictures with others.

You will find auto categories in the Catalog pane below Labels. Double-click or click the plus sign (**+**) to expand auto category groupings. Double-click or click the minus sign (**-**) to collapse the auto category groupings.

Some auto category information is added to images by your camera. This could include camera make and model, white balance settings, focal length, and aperture. You can supplement that with information you think is useful such as the location, keywords or copyright. To do this, you can enter information in the Properties pane.

When you click on an auto category, ACDSee searches for images belonging to that category. For example, if you use more than one camera, you can use auto categories to search for pictures taken using certain camera models. All images captured with that camera model will display.

Below are some tips for searching with auto categories.

Identifying Commonly Used Search Categories

If you use certain auto categories in the Photo Properties grouping frequently, you can save time by adding them to the Commonly Used grouping. Some Photo Properties groupings are available in the Commonly Used grouping by default. You can add and remove as many auto categories as you want to the Commonly Used grouping.

To Add an Auto Category Grouping to the Commonly Used Grouping:

1. Expand the Photo Properties grouping.
2. Right-click the auto categories grouping that you want to add to the Commonly Used grouping, and select **Add to Commonly Used**. The grouping is added to the Commonly Used grouping.

   It remains visible in the Photo Properties grouping as well.

To Remove an Auto Category Grouping from the Commonly Used Grouping:

1. Expand the Commonly Used grouping.
2. Right-click the auto categories grouping that you want to remove from the Commonly Used grouping, and select **Remove from Commonly Used**.

   The grouping is removed from the Commonly Used grouping.

Refining Your Auto Categories Search

You can refine your auto categories search by selecting more than one auto category. For example, you can find images with a certain aperture and shutter speed. If you click the Easy-Select indicator beside the f/16 aperture auto category and the 1/30 s shutter speed auto category, ACDSee will search for images that belong to both of those auto categories.

When you select more than one auto category you can further control the search by selecting **Match All** or **Match Any** from the Match Any/All drop-down list at the top of the Catalog pane. If you select Match Any, ACDSee will display any images associated with the selected auto categories. If you select Match All, ACDSee will display only those images that are associated with all of the selected auto categories.

You can also refine your auto categories search by selecting a category or rating. For example, imagine that you clicked on the Photographer auto category and found over 1000 images. However, you only want to see the best images by that photographer. Click the Easy-Select indicator beside 1 in the **Ratings** area of the Catalog pane. Only the images by that photographer with a rating of 1 will display.

You can also use the Selective Browsing pane to refine your auto categories search. For example, imagine that you clicked on the Camera Model auto category and ACDSee displayed over 1000 images. However, you only want to see the images that you took on a specific date. Display the Selective Browsing pane by clicking **View** | **Selective Browsing**, then select the **Calendar** pane and select the appropriate date. Only the images taken with that camera model on that day will be displayed.

Finding Duplicate Files

You can use the Duplicate Finder to find duplicate files across a variety of folders on your hard drive. Once duplicates are found, you can perform rename and delete functions to better manage your file collection.

Note that identical images saved as different formats (i.e. different extensions, such as JPEG, BMP, GIF), are not recognized as duplicates. If you have a JPEG and save a copy of it, the image is recompressed. Therefore the original JPEG and the copy are a different file internally and they are not recognized as duplicates.

To Find Duplicate Files:

1. In Manage mode, select a folder or images to search for duplicates. (Optional)
2. Click **Tools** | **Find Duplicates...**
3. In the Duplicate Finder dialog box, do one of the following:
    - To find duplicates within the selected folder and any added files or folders, select **Find duplicates within this single list of files**.
    - To find duplicates by comparing the contents of two separate lists, select **Find duplicates within these two lists of files**. (This will not search for duplicates within one of the two lists. It will only search the two lists against one another.)
4. Add files to your list or lists with the **Add Files...** and **Add Folder...** buttons. Remove files by selecting them in the list and pressing the **Remove** button. Switch out one file or folder for another by selecting it in the list and pressing the **Modify** button. To include the contents of any subfolders you selected, check the **Include subfolders** checkbox.
5. Below the File Lists, specify whether you want to find exact duplicates or just files with the same name. Select **Find images only** if you only want to search for image files.
6. Press **Search**.
7. If no duplicates are found, click **OK** and refine your search or click **Cancel** to exit the Duplicate Finder.
8. If duplicates are found, select sets in the list for further actions.

Deleting and Renaming Files

Once duplicates have been found, files can be renamed or deleted. If you are working with image files, a preview is available.

If multiple sets of duplicates have been found, you may want to sort them for easier viewing.

To Sort Files:

1. Right-click in the upper-left list.
2. Select one of the following:
    - **Sort by Filename**
    - **Sort by Path**
    - **Sort by File Size**
    - **Sort by File Type**
    - **Sort by Number of Duplicates**

To Delete Duplicates:

1. Select the desired file set in the upper-left list.
2. In the bottom field, do one of the following:
    - Check the checkbox next to the file name. The file name changes to **Delete File**.
    - Right-click on the file name and select **Delete** from the context menu. The file name changes to **Delete File**.
3. If you searched using two file lists, you can choose **Delete from File List 1/File List 2**. This will save you time by selecting all files from File List 1 or File List 2, as specified.
4. Click **Next** to review your changes, and then click **Finish**.

To Rename a File:

1. Select the desired file set in the upper-left list.
2. In the bottom field, right-click on the file name and select **Rename** from the context menu.
3. Type a new name for the file.
4. Click **Next** to review your changes, and then click **Finish**.

Finding Images Quickly

You can click on the name of a saved search to quickly re-run the search. You can select Special Items in the Catalog 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.

To Re-Run a Saved Search:

In Manage mode, in the Catalog pane, click the name of a saved search.

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

To Find All of Your Images at Once:

1. In Manage mode, click **Panes** | **Catalog** to open the Catalog pane.
2. In the Catalog pane, under Special Items, click **Image Well**.

To Locate Uncategorized Images:

1. In Manage mode, click **Panes** | **Catalog** to open the Catalog pane.
2. In the Catalog pane, under Special Items, click **Uncategorized**. The Image Well and Uncategorized features only display images that have been cataloged in the database; they do not search your hard drive for specific file types.

To Locate Images That Haven't Been Keyworded:

1. In Manage mode, click **Panes** | **Catalog** to open the Catalog pane.
2. In the Catalog pane, under Special Items, click **No Keywords**.

Sharing Files with ACDSee

ACDSee makes it easy to share your images and other files with friends and family. You can email files directly from ACDSee, upload images to a website, create your own webpages with the HTML Album plug-in, or print a contact sheet. You can also create slideshows and screensavers that you can give to anyone with a computer—they do not need ACDSee to view them.

Taking a Screen Capture

You can use the ACDSee Screen Capture utility to create images from different areas of your screen. You can select what areas to capture, how you want to perform the capture, and where to store the captured image.

To Take a Screen Capture:

1. In Manage mode or View mode, click **Tools** | **Screen Capture...**
2. In the Source area of the Screen Capture dialog box, identify the part of the screen you want to capture. See the table below for a description of the Source options.
3. If you want to include your cursor in the output image, check the **Include mouse cursor** checkbox.
4. In the Destination area, identify where you want to place the output image.
5. In the Initiate capture area, identify how you want to take the screen capture.
6. Click **Start** to launch the screen capture tool.

   An icon appears in the Taskbar Notification area.
7. Prepare your screen to show the area you want to capture, and then follow the steps that appear in the bubble above the Screen Capture icon.
8. To exit the Screen Capture utility without taking a screen capture, right-click the Screen Capture icon, and then select **Exit Screen Capture**.

Screen Capture Options

Desktop	
Current monitor	Captures an image of the entire area displayed on the screen.
Window	
Entire window	Captures an image of the entire active window.
Content only	Captures an image of the window contents (does not include the frame or title bar).
Region	
Fixed size	Captures an image of a fixed area on the screen. Click the drop-down button and select a dimension setting or select **Custom**, and enter the dimension in pixels.
Selected region	Captures a selected area of the screen. Click and drag your cursor to surround the area you want to capture.
Object	
Child window	Captures an image of sections of the window. For example, a toolbar or button.
Menu under cursor	Captures selected menu commands.
Include mouse cursor	
Include mouse cursor	Includes the cursor in the screen capture.
Destination options	
Clipboard	Places a copy of the image on the Clipboard. From the Clipboard you can paste the image in a new location.
File	Displays the Save dialog box to save the file; you can specify location, format, and file name.
Editor	Opens the captured image in the default editor.
Initiate Capture options	
Hot key	Designates a keystroke combination to trigger the screen capture. To set the Hot Key, press a key or combination of keys (e.g., Ctrl + S) on the keyboard; do not type in the box.

Timer	Takes a screen capture after a designated period. Choose enough time to set up your desktop or window for the screen capture. The maximum setting is 60 seconds.

Emailing Images

You can use the Send Email wizard to send images directly from ACDSee without opening an external email application. To use the Send Email wizard, you will need an active email account, and have a default email application set up on your computer, or have access to an SMTP server.

To Email Your Images:

1. In the File List pane, select the images you want to email, and then click **File** | **Send** | **Email Images**.
    - If you want to add other images, click **Add**. When you have finished adding images, click **OK**.
    - If you want to delete images, select an image and click **Remove**. The image is removed from the wizard, but not deleted from ACDSee.
    - If you want to set email and image options, such as the maximum size for emails or the conversion of images to JPEG, click **Options**. When you have finished selecting options, click **Apply**.
    - If you want to change the email account settings, to use either your default email client or an SMTP server, click **Change**. When you have finished changing your email account settings, click **OK**.
2. In the Send Email wizard, click **Next**.
    - If you selected **Send using your default email client**, the wizard adds your images and email information to a new email message. You can edit the message and then send it as you normally would.
    - If you selected **Send through an SMTP server**, in the wizard, enter the email address you want to send the email to, a subject for the email, and a message. Click **Next**.
3. When the images have been sent, click **Finish** to close the wizard.

Some Internet-based email applications such as Hotmail and Yahoo (free accounts) do not support SMTP and cannot be used with the Send Email wizard. For others, such as Gmail, Yahoo (upgraded accounts), and AOL, you must configure the account for POP/SMTP. To learn how to configure these types of email accounts, visit their specific websites and search for SMTP.

See also:

Share/Email Using ACDSee 365

Once you have activated your account with ACDSee 365, you can share your images through 365.acdsee.com.

To Email Your Images:

1. In the File List pane, select the images you want to share, and then click **File** | **Send** | **Share/Email using ACDSee 365**.
2. In the Share/Email with ACDSee 365 dialog box, enter a Name for your album of photos and select a Location from your existing online folders.
3. Enter one or more email addresses to send the images to.

   You can click the **Share with** button to pull names from your address book.

4. Select an upload size from the drop-down list.
5. Click **Upload**.
6. A new window opens providing the option to enter a message, enable download of full sized JPG, and create an access password.
7. Click **OK**.

Creating a Desktop Screensaver

You can create a desktop screensaver using your own images. You can set the screensaver options to adjust how long each image is displayed, set the background color, apply transition effects, and add header or footer text.

To Create a Screensaver:

1. In Manage mode, in the File List pane, select a group of images, and then click **Tools** | **Configure Screensaver**.
2. In the ACDSee Screensaver dialog box, click **Add** to browse for more images to add to your screensaver, or select images you do not want to include and click **Remove**.
3. Click **Configure**, specify the options as described below, and then click **OK**.
4. To automatically use the screensaver on your desktop, check the **Set as default screensaver** checkbox.
5. When you are satisfied with your choices, click **OK**.

To Activate the Screensaver on Your Computer:

Select the Screensaver tab in your Windows Display Properties dialog box, and then select **ACDSee Screensaver** from the drop-down list.

ACDSee Screensaver Options

Basic

Select transitions	Displays a list of transitions for you to select and plays each transition, variation, or effect in the Preview as you select it. • **Select all**: selects all the transitions and displays them randomly. • **Clear all**: clears any selected transitions. These transitions do not work with the 2-up, 4-up and Collage variations.
Variations	Click the drop-down list to select from the following: • **None:** uses no variations • **Pan and Zoom**: zooms in and pans across each slide during the time it is displayed. • **2-up**: displays two images at a time. • **4-up**: displays four images at a time. • **Collage**: displays images as a collage where images overlap each other.
Effects	Click the drop-down list to select from the following: • **None**: uses no effects. • **Black & white**: displays all images in grayscale. • **Sepia**: displays all images in sepia. • **Vivid**: increases the saturation of the images to make colors brighter. • **Soft**: blurs images slightly for a softening effect.
Background color	Specifies the background color. Click the color picker to select or change the color. Click **Other** to set a custom color in the Color dialog box.
Slide duration (sec)	Specifies how long you want the screensaver to display each image.

Advanced

General settings	Select or clear the following options: • **Stretch images to fit screen**: enlarges small images to fill the entire screen. • **Play embedded audio**: plays any audio clips embedded in the images.
Slide order	Select one of the following options to specify the order to display your images: • Forward • Shuffle
Text	
Display header text	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
Display footer text	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.

Screensaver Text Options

Alignment	Specifies the alignment of the text captions.
Background color	Specifies a background color for the caption text.
Text	Specifies the text to display as a caption.
Font	Opens the Font dialog box where you can select or change the font options for your text.
Insert Metadata Tag	Inserts file-specific information called metadata into the caption. Click to open the Choose Properties dialog box and select the metadata you want to insert.

Viewing and Configuring a Slideshow

You can view a slideshow of images and/or videos from Manage mode or from View mode. You can also configure your slideshow to start automatically whenever you run it, and set the slideshow options to adjust how long each image is displayed, set the background color, apply transition effects, and add header or footer text.

To Start a Slideshow in Manage Mode:

1. Do one of the following:
    - In the File List pane, select a group of images.
    - In the Folders pane, select a folder.
    - Use the Easy-Select bar to select multiple folders that contain images.
2. Click **Tools** | **Slideshow**. (**Ctrl + S**)

To Start a Slideshow in View Mode:

Click **Tools** | **Slideshow**.

To Configure a Slideshow:

1. In Manage mode, do one of the following:
    - In the File List pane, select a group of images.
    - In the Folders pane, select a folder or use the Easy-Select bar to select multiple folders that contain images.
2. Click **Tools** | **Configure Slideshow**.
3. In the Slideshow Properties dialog box, select or change the slideshow options as described below.
4. To save your settings as the default slideshow behavior, check the **Save current settings as default** checkbox.
5. Click **OK**.

Slideshow Options

File Selection	
Slideshow contents	Specifies which of the following media to include in the slideshow: • **All media in current folder**: displays all the files (images or video) in the folder you have selected. • **All media in current folder and subfolders**: displays all the files in the currently selected folder and its subfolders. • **Selected media**: displays only the files that you selected before opening the Slideshow Properties dialog box.
Always use these contents for this selection type and start slideshow automatically	Retains the current **Slideshow contents** setting and starts automatically the next time you launch the slideshow.
Basic	
Select transitions	Displays a list of transitions for you to select and plays each transition, variation, or effect in the Preview as you select it. • **Select all**: selects all the transitions and displays them randomly. • **Clear all**: clears any selected transitions. These transitions do not work with the 2-up, 4-up and Collage variations.
Variations	Click the drop-down list to select from the following: • **None**: uses no variations. • **Pan and Zoom**: zooms in and pans across each slide during the time it is displayed. • **2-up**: displays two images at a time. • **4-up**: displays four images at a time. • **Collage**: displays images as a collage where images overlap each other.
Effects	Click the drop-down list to select from the following:

	• **None**: uses no effects. • **Black & White**: displays all images in grayscale. • **Sepia**: displays all images in sepia. • **Vivid**: increases the saturation of the images to make colors brighter. • **Soft**: blurs images slightly for a softening effect.
Background color	Specifies the background color. Click the color picker to select or change the color. Click **Other** to set a custom color in the Color dialog.
Slide duration (sec)	Specifies how long you want the slideshow to display each image.
Advanced	
General settings	Select or clear any of the following options: • **Stretch images to fit screen**: enlarges small images to fill the entire screen. • **Play embedded audio**: plays any audio clips embedded in the images. • **Stretch video to fit screen**: enlarges video files to fill the entire screen. • **Autohide control bar**: hides the slideshow controls whenever the cursor stops moving for more than a few seconds. • **Loop**: repeats the slideshow after displaying the last image.
Slide order	Select one of the following options to specify the order to display your images: • Forward • Shuffle
Music directory	Displays music from the previously-selected folders, or you can click **Browse** to find a new folder.
Text	
Display header text	Displays a text caption at the top of each image. Set the

	options to specify the text you want to display.
Display footer text	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.
Save current settings as default	
Save current settings as default	Retains the current settings on all of the tabbed pages and applies them the next time you view a slideshow.

Slideshow Text Options

Alignment	Specifies the alignment of the text captions.
Background color	Specifies a background color for the caption text.
Text	Specifies the text to display as a caption.
Font	Opens the Font dialog box where you can select or change the font options for your text.
Insert Metadata Tag	Inserts file-specific information called metadata into the caption. Click to open the **Choose Properties** dialog box and select the metadata you want to insert.

Sharing Slideshows and Screensavers

You can view a slideshow of your images from Manage or View mode at anytime by clicking **Tools | Slideshow** (keyboard shortcut **Ctrl + S** in Manage mode). With ACDSee, you can also create slideshows and screensavers of your favorite photos, and send them to friends and family, or display them on your website. You can even save your slideshow or screensaver project to edit at a later time.

To Create a Slideshow:

1. In Manage mode, click **Tools** | **Create** | **Slideshow File**.
2. On the Welcome page, to create a new slideshow, select the **Create a new slideshow** radio button. To specify what type of slideshow you want to create, select one of the following options:
    - **Standalone slideshow**: creates a single executable file (.exe) containing all of your images and everything needed to view them. You can share this type of file with anyone who has a computer, even if they do not own ACDSee.
    - **Windows screensaver**: creates a standard Windows screensaver file (.scr) that can be stored and used on any Windows system.

- **Adobe Flash Player® slideshow**: creates a compact Adobe Flash file (.swf) that you can display on a website.

3. To edit an existing slideshow or screensaver project, select the **Load an existing slideshow project** radio button, and then click **Browse** to locate your project (.asw file).
4. Click **Next** to continue.
5. On the Choose your images page, you can view the images included in your slideshow, in the default order they will be displayed. Click **Add** or **Remove** to change the images, and use the arrow buttons to reorder them. Click **Next** when you are ready to continue.
6. On the Set file specific options page, click the underlined words beside each thumbnail to set the individual options for each image. These include transitions between photos, the duration of the transition and slide, text captions, and audio files to play when the image is displayed. Note that the options available depend on your choice of output file format, and not all formats support all options. Click **Next** when you are ready to continue.
7. On the Set slideshow options page, set the timing for each slide to automatic or manual, the order to display slides, and whether or not to hide the controls. You can also add audio files to play in the background, and adjust the quality, or speed, of the transitions. Click **Next** when you are ready to continue.
8. On the following pages, set the options for image size, location of your slideshow file and the project file.
9. Finally, click **Next**, and wait a few moments while ACDSee generates your slideshow. When complete, you can launch your slideshow and exit the wizard.

If you assign an audio file to an individual image, as well as to the whole slideshow on the Set slideshow options page, then both audio files will play simultaneously when that slide displays.

Creating a Desktop Slideshow

You can use ACDSee Showroom to create a slideshow of your photos and display that slideshow in a small window on your computer desktop. You can run up to 16 different slideshows on your computer at once.

You can configure the ACDSee Showroom window to always stay on top of other application windows. You can also configure it to open when you start your computer. You do not have to open ACDSee to use ACDSee Showroom.

To Create a Desktop Slideshow with ACDSee Showroom:

1. In Manage mode, navigate to a folder containing images that you want to add to the desktop slideshow.
2. Do one of the following:
    - Click **Tools** | **Create** | **ACDSee Showroom**.
    - Click **Start** | **Programs** | **ACD Systems** | **ACDSee Showroom**.

   The slideshow starts immediately and the ACDSee Showroom icon appears in the taskbar.

Using the ACDSee Showroom Slideshow Controls

There are a number of slideshow controls in the ACDSee Showroom window.

- Click the **Back** or **Forward** buttons to display the previous or next photos in the slideshow.
- Click the **Pause** button to pause the slideshow while a particular photo is displayed.

If you cannot see these slideshow controls in the ACDSee Showroom window, click anywhere in the window. The controls disappear while the slideshow is playing so you can fully enjoy your photos.

To Create More Than One ACDSee Showroom:

With ACDSee Showroom open, do one of the following:

- Right-click in the ACDSee Showroom window and select **New Showroom**.
- Click the ACDSee Showroom icon in the taskbar and select **New Showroom**.

To Close ACDSee Showroom:

Do one of the following:

- Click **Close** in the ACDSee Showroom window.
- Click the ACDSee Showroom icon in the taskbar and select **Exit ACDSee Showroom**.

If you have configured ACDSee Showroom to open when you start your computer, it will automatically open the next time you start your computer.

Creating a PDF

You can use ACDSee to combine your images into PDF (portable document format) files. The Create PDF wizard will guide you through the process of creating one or more PDF files from your images, or adding images to a PDF slideshow.

To Create a PDF:

1. In Manage mode, in the File List pane, select the images you want to share.
2. Click **Tools** | **Create** | **PDF**.
3. On the Welcome page of the Create PDF wizard, select one of the following options, and then click **Next**:
    - **Create a PDF slideshow**: combines all of your images into a single PDF file that you can view as a slideshow.
    - **Create one PDF file containing all images**: combines all of the selected images into a single PDF file with multiple pages.
    - **Create one PDF file for each image**: converts each image into a separate PDF file.
4. On the Choose images page, you can change the selected images, and use the arrow buttons to reorder them. Click **Next** to continue.
5. Do one of the following:
    - If you selected to create a PDF slideshow, set or change the transition options by clicking the hyperlink next to each image. Click **Next** to set the order, color, and file name options for your slideshow. Click **Next** when you are ready to continue.
    - If you selected to create one or more PDF files, specify a file name and location, and then click **Next**.
6. Click **Finish** to close the wizard and return to ACDSee.

Creating a PowerPoint Presentation

You can create a PowerPoint presentation quickly from inside ACDSee using the Create PPT wizard. The wizard walks you through the process of creating or editing a presentation using your photos. You can set slide duration, the location of the file, number of images per slide and whether or not to use a design template as a background. You can also add captions, a title, or notes to each slide.

This feature only works if you have Microsoft PowerPoint® installed on your computer. The feature does not support RAW files, so you will need to convert RAW files to another format. Your version of Microsoft PowerPoint® must match your ACDSee architecture. For example, if you have a 64-bit version of ACDSee, you must have a 64-bit version of PowerPoint/Office.

To Create a PowerPoint Presentation:

1. In Manage mode, in the File List pane, select the images you want to share.
2. Click **Tools** | **Create** | **PPT**.
3. On the Choose images page of the Create PPT wizard, click **Add** if you want to add more images.

4. Click **Next**.
5. On the Presentation Options page, do one or all of the following:
    - In the **Presentation Options** area, if this is a new presentation, set the duration that you want each slide to display.
    - If you are editing a presentation, select **Existing presentation** to activate the **Path** field, and browse to your presentation. Select whether you want to **Insert slides** at the beginning or end of the presentation.
    - Select the **Number of images per slide** from the drop-down list. (If you select more than one, the Title and Notes options on the next page do not appear.)
    - Select **Link to Image file** if you want your images to stay linked to ACDSee rather than be embedded in the presentation.
    - Click **Use a design template** if you want to use a background template and browse to the folder on your computer to select it. (PowerPoint templates are usually under Microsoft Office | Templates | Presentation Designs.)
6. Click **Next**.
7. On the Text Options page, do one or all of the following:
    - On the **Caption** tab, type in a caption and select its background color and alignment. You can also select a different font, or insert metadata like file name or picture dimensions. Captions appear at the bottom of the slide.
    - On the **Title** tab, type in a title for the slide and select its background color and alignment. You can also select a different font, or insert metadata.
    - On the **Notes** tab, type in any notes that you want to appear in the Notes section attached to each slide. These notes do not appear on the slide itself.
8. Click **Create**.

    The presentation opens in PowerPoint where you can edit it like any other presentation.

Creating an HTML Album

You can use the HTML Album wizard to prepare photo collections for posting online. The HTML album includes slideshow controls and a thumbnail display. You can select from a list of gallery style templates and then customize the gallery by adding your own logo as an image or text to the header or footer. You can also change the fonts and colors used in the gallery.

To Create an HTML Album:

1. In Manage mode, in the File List pane, select the images you want to share.
2. Click **Tools** | **Create** | **HTML Album**.

3. On the Style Settings page of the Create HTML Album wizard, select a Gallery Style from the webpage styles box.

After you select a Gallery Style and other settings, you can click **Preview Gallery** to see how those selections affect the appearance of your HTML album. You can also generate your HTML album from any page in the HTML Album wizard by clicking **Generate Album**.

4. Click **Next**.
5. On the Gallery Customization page, do one or all of the following:
    - In the **Gallery Title** text box, type the title that you want to display at the top of the webpage.
    - Check **Include header** to display a header at the top of the webpage, or uncheck the **Include header** checkbox to remove the header.
    - Check **Include footer** to display a footer at the bottom of the webpage, or uncheck the **Include footer** checkbox to remove the footer.
    - If you want to display an image in the header or footer, select **Use image** and click **Browse** and select a company logo, a photo of yourself, or another image to display in the header.
    - If you want to display text in the header or footer, select **Use information** and click **Set Information** and add enter the text that you would like to display.
    - In the **Folder settings** section, click **Browse** and select the folder where you would like to save the HTML album files.
6. Click **Next**.
7. On the Thumbnail and Image page, do one or all of the following:
    - In the **Thumbnail settings** section, adjust the appearance and format of the thumbnails in the album.
    - In the **Image settings** section, adjust the appearance and format of full size images in the album.
    - In the **Slideshow duration** section, specify how long to display full size images during a slideshow.
    - In the **Color and font settings** section, click **Color and font**, adjust the colors and fonts used in the webpage, and then click **OK**.

Click **Save Settings** to save the settings that you select for specific webpage styles. If you save the settings, you can quickly reapply them to a webpage style from the Style Settings page of the Create HTML Album wizard.

8. Click **Next** to create your HTML album. You may need to wait a few moments while ACDSee generates the thumbnails and creates the webpage.
9. Click **Create Another Album** to create another album, or click **Finish** to exit the wizard and return to ACDSee.

You will need to use FTP or another method to post the HTML album files to your website.

Uploading Images to Photo Websites

You can upload your photos or images directly from ACDSee to sites like Flickr, SmugMug, Zenfolio, and FTP sites. You will need an account before you can upload pictures to these sites but if you do not have one, you can create an account as part of the first upload process.

You can select almost any image file type, including RAW and TIFF, and ACDSee will convert the file to JPG automatically before uploading.

To Upload Photos to a Photo Website:

You can quickly upload your photos to photo sharing websites without having to leave ACDSee.

1. In Manage mode, select one or more images and click **File** | **Send** | **To <**Photo Website**>...**
2. In the <Photo Website> Uploader dialog box, press the Help button in the lower right corner and follow the instructions.

Creating a Contact Sheet

You can create contact sheets—thumbnail previews of your images arranged on pages — that you can use to organize and share your images. You can use the Create Contact Sheet utility to save your contact sheets in multiple image formats, and as HTML image maps. You can save your options as a preset for future use.

The size of the thumbnails depends on how many columns and rows the contact sheet displays, and how much space is displayed between them.

To Create a Contact Sheet:

1. In Manage mode, in the File List pane, select the images you want to include.
2. Click **Tools** | **Create** | **Contact Sheet**.
3. In the Contact sheet format area, set the Contact sheet format options.
4. In the Output Settings area, set the Output Settings options.
5. If desired, add or change the text on the page.
6. Click **OK**.

If you do not specify an output file path, the Create Contact Sheet utility places a file named Contact Sheet.<ext> in your default image folder. For multiple-page contact sheets, the utility adds a number to the file name; for example, **Contact Sheet3.bmp**.

Contact Sheet Format Options

Thumbnail settings	
Size	Specifies the number of columns and rows to create on each page.
Spacing	Creates a frame around each thumbnail. Specifies the amount of space between rows or columns. In the **Horizontal** and **Vertical** spin boxes, type a value to indicate the amount of space to display.
Frame options	
Use thumbnail frame	Creates a frame around each thumbnail.
Margin	Specifies the width of the frame.
Solid color	Specifies the frame's color. Click the color picker to define a color.
Tiled image	Specifies an image to use as a frame. Click **Browse** to locate the image you want to use.
Thumbnail options	
Colored drop shadow	Creates a drop shadow effect around each thumbnail. Click the color picker to define a color.
Colored edge fade	Creates a fading frame effect around the image. Click the color picker to define a color.
Colored matte	Uses a solid color as a background for the page. Click the color picker to define a color.
Beveled edges	Creates a beveled edge effect on each thumbnail. This effect is not displayed in the Preview window.
Page background options	
Solid color	Uses a solid color as a background for the page. Click the color picker to define a color.
Tiled image	Uses a tiled image as the background for the page. Click **Browse** to locate the picture you want to use.

Creating Archives of Your Files

You can use the Archive Creator plug-in to create archives of your images, documents, and media files. Archive Creator supports multiple archive formats, and helps you manage your files using compression, encryption, and password protection tools.

To Create an Archive:

1. In Manage mode, in the File List pane, select a folder or group of files.
2. Click **Tools** | **Create** | **Archive**.
3. In the Create Archive dialog box, in the Options area, click the **Archive Type** drop-down list and select the archive format you want to create.

   Some archive formats have additional settings that you can adjust by clicking the **Settings** button.
4. Do any of the following:
   - To include the contents of any subfolders you selected, check the **Include subfolders** checkbox.
   - To include any hidden files in your archive, check the **Include hidden files** checkbox.
   - To remove the selected files and folders from your hard drive once they have been added to the archive, check the **Delete files after archiving** checkbox.
   - To protect the contents of your archive with a password, check the **Password Protect Archive** checkbox, and type a password into the field beside it. Note that not all archive types support passwords, and some formats require them.
5. Type a path and file name into the **Output File** field, or click **Browse** to locate a folder on your hard drive.
6. Select one of the following:
   - **Add to existing archive**: adds your files to an existing archive. This option is only available if the archive specified in the Output File field already exists.
   - **Overwrite existing archive**: replaces any existing archive with the archive you are creating. This option is only available if the archive specified in the Output File field already exists.
7. When you are satisfied with your choices, click **Create** to begin archiving your files.

Extracting Archives

You can extract archives very quickly and easily without leaving ACDSee. You can either extract the files to a folder or simply double-click and view them.

To Extract an Archive to a Folder:

1. In Manage mode, navigate to the folder containing the archive, using the Folders pane.
2. Click the archive in the File List.
3. Click **Edit** | **Extract to Folder**.
4. In the Extract to Folder dialog, navigate to, and select the folder where you want to keep the files.
5. To create a new folder, click **Create Folder**, type in the name of the folder and then press **Enter**.
6. Use the **Overwriting duplicate files** drop-down list if you want to specify what do so with files in the folder that have the same name as those you are extracting. You can select any of the following:
   - **Ask**: to be asked what to do about each individual file.
   - **Rename**: duplicates are given a new name.
   - **Replace**: duplicate files are overwritten.
   - **Skip**: no duplicates are extracted.
7. Click **OK**.

To View Files Inside an Archive:

1. In Manage mode, navigate to the folder containing the archive.
2. Double-click the archive.

   Thumbnails of the contents of the archive open in the File List pane.

Printing Images and Documents

With the ACDSee print utility, you can print your files on any size of paper, in any orientation, and at any resolution your printer can support. You can also use the print utility to create and print contact sheets, complete with headers, footers, and captions specific to each image.

As you change the options in the Print dialog box, you can view a dynamically updated preview of the file and its position on the page. You can adjust the output size, print multiple copies of each file or image, and change the orientation of images and documents on each page.

If you select a variety of file types to print in Manage mode and the first file is a document, only the document will print. If the first file is an image, only the images will print.

You can use the shortcut **Ctrl + P** to launch the print dialog.

To Print Your Images or PDFs:

1. Select the images or PDFs you want to print.
2. Do one of the following:
    - In Manage mode, click **File** | **Print**.
    - In View mode, click **File** | **Print All Images**. (If you want to print a single image in View mode, select **Print Image**.)
    - In View mode, if viewing a PDF, press the **Print** button in the PDF options.
3. Under Print layout, do one of the following:
    - Select **Full page** and then choose a print size from the **Format** list.
    - Select **Contact sheet** and then set the **Contact sheet format** options to define the appearance of your contact sheet.
    - Select **Layout** and then choose one of the available layout options.
4. On the **Printer Options** tab, specify the printer you want to use, the paper size, the orientation, the number of copies you want, the range of pages that you want to print, and image resolution.
5. On the **Page Settings** tab, specify the image position on the paper and the margin widths.
6. On the **Adjustments** tab, specify any adjustments you want to apply.
7. Specify the number of prints of each photo. If you are printing a **Full page** or a **Contact sheet** this option is available on the **Page Settings** tab. If you are printing a **Layout** this option is available below the list of layouts.
8. Add captions, headers, or footers. You can only add captions, headers, or footers if you are printing a **Full page** or a **Contact sheet**.
9. Click **Print**.

Setting Printer Options

When printing your images with ACDSee, you can specify which printer you want to use, and set the printer options on the **Printer Options** tab in the Print dialog box.

Printer Options

Printer	Specifies the printer you want to use. Select a printer from the drop-down list and click the **Properties** button to set its options. Refer to the printer manufacturer's Help file or manual for more information.
Paper size	Specifies the size of the paper, e.g. Letter, Legal, A4.
Orientation	Specifies **Portrait** or **Landscape** page orientation.
Copies	Specifies the number of copies you want to print.
Print range	Select one of the following options: • **All**: prints all of the pages in the document. • **Pages from**: prints a range of pages. Specify the first and last pages of the range in the fields.
Resolution	Specifies a resolution in pixels-per-inch (PPI) for the image. The higher the value, the more dots per inch, and the higher the resolution of the printed image. For example, 600 PPI is 360,000 (600 x 600) pixels per square inch.
Filter	Specifies the resampling filter to use when printing images. Click the drop-down list and select one of the following: • **Box**: displays considerable tiling or jaggies when you resize an image. • **Triangle**: produces good results for image reduction and enlargement, but displays sharp transition lines. • **Bicubic**: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • **Bell**: smoothes the image. • **B-Spline**: produces smooth transitions, but may cause excessive blurring. • **Lanczos**: produces the sharpest images, but may also introduce some ringing artifacts. • **Mitchell**: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters.
Gamma	Applies gamma correction to the printed images. Type a number from 0.10 to 3.00 in the **Gamma value** field to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
Color Management	From the drop-down menu, you may choose between allowing your printer to manage colors, or managing colors with ACDSee. Manage colors using ACDSee: • **Printer Profile**: allows you to select from all printer profiles currently stored on your computer. Scroll down to find the profile corresponding to the currently selected printer. • **Rendering Intent**: a strategy for handling situations where not all colors will fit in the output device's color space.

	• **Soft Proof**: allows you to preview what the printed output would look like with the currently selected printer profile. • **Gamut Warning**: displays colors that cannot be reproduced by the printer in the preview. In such cases, the closest available color is selected. The rendering intent describes the method used to select another color. For more information, see Color Management.
Use EXIF 2.2 printing when available	Your camera may capture EXIF information that, when shared with your printer, will optimize printing results. Select this option if your camera and printer support EXIF 2.2 printing.

Creating Custom Print Layouts

You can create your own custom print layouts and store them as print options.

To Create a Custom Print Format:

1. In the Print dialog box, select **Full page**.
2. In the Print format area, click **Add**.
3. In the Add Custom Format dialog box, select a measurement unit from the **Measurement units** drop-down list.
4. Enter the dimensions for the new format in the **Format width** and **Format height** fields.
5. Click **Add**.

Setting Image Size and Positioning

You can use the Page Settings tab in the Print dialog box to adjust and control the size of the images you are printing, and the positioning of images on each page.

Page Settings Options

Page position	Specifies where to place the image on each page.
Margins	Specifies the size of the margins. Type a value or click the arrows in the **Top**, **Bottom**, **Left**, and **Right** spin boxes.
Number of prints	Specifies how many copies of each image to print. The print utility adds pages as required.
Automatically rotate picture based on print format	Specifies whether you want the print utility to determine automatically which orientation to use for each image. If you check the checkbox, the print utility changes each page's orientation to best suit the image you are printing.
Maintain aspect ratio	Specifies whether you want the print utility to maintain the original image's aspect ratio. Select one of the following options to indicate how the print utility should handle the aspect ratio for oversized images: • **Crop image to fit print format**: prints only the part of the image that fits within the print format. • **Shrink image to fit print format**: prints the entire image, reduced to fit inside the print format.

Setting Print Adjustments

You can use the settings on the Adjustments tab of the Print dialog to compensate for quirks specific to your printer, such as the way your printer handles exposure.

It is recommended that you adjust these settings only after printing initially, when you know what corrections your printer may require.

Please note that any adjustments made on the Adjustments tab will not be reflected in the Preview window.

To Apply Adjustments to Images Prior to Printing:

1. Select the image or images you want to print.
2. Do one of the following:
    - In Manage mode, click **File** | **Print**.
    - In View mode, click **File** | **Print Image** or **File** | **Print All Images**.

3. In the Print dialog, on the Adjustments tab, adjust the Exposure, Contrast, or Sharpness sliders as desired.
4. Click **Print**.

Adding Text to Pages

You can add headers and footers to pages, and captions beneath your images.

To Add Captions to Your Printed Images:

1. In the Print dialog box, click the **Caption** tab.
2. Select **Use caption text**.
3. Click **Font** to open the Font dialog box and set the font options.
4. In the text box, type the text you want the caption to display.
5. Click **Insert Metadata** to insert file-specific information into the caption for each image.
6. In the **Text alignment** drop-down list, select the caption positioning.
7. To set the maximum number of text lines for each caption to display, check the **Number of lines** checkbox, and then specify a number in the field.

To Add Headers and Footers to Your Printed Pages:

1. Do one of the following:
   - Click the **Header** tab and select **Use header text**.
   - Click the **Footer** tab and select **Use footer text**.
2. Click **Font** to open the Font dialog box and set the font options.
3. In the text box, type the text you want the header or footer to display.
4. To insert the current page number or the total number of pages into the text, click **Insert Page Number**, and then select an option from the menu.
5. In the **Text alignment** drop-down list, select the header or footer positioning.
6. To set a maximum number of text lines, check the **Number of lines** checkbox, and then specify a number in the field.

Setting Contact Sheet Printing Options

The Contact sheet format area of the print utility contains settings you can adjust to control the appearance, layout, and size of your thumbnails. If you saved your format options as a preset you can select the preset.

Contact Sheet Format Options

Thumbnail settings	
Size	Specifies the number of columns and rows to create on each page.
Spacing	Specifies the amount of space between rows or columns. In the **Horizontal** and **Vertical** spin boxes, type a number to indicate the amount of space to display.
Frame options	
Use thumbnail frame	Creates a frame around each thumbnail.
Margin	Specifies the width of the frame.
Solid color	Specifies the frame's color. Click the color picker to define a color.
Tiled image	Specifies an image to use as a frame. Click **Browse** to locate the image you want to use.
Thumbnail options	
Colored drop shadow	Creates a drop shadow effect around each thumbnail. Click the color picker to define a color.
Colored edge fade	Creates a fading frame effect around the image. Click the color picker to define a color.
Colored matte	Creates a matte effect around each thumbnail. Click the color picker to define a color.
Beveled edges	Creates a beveled edge effect on each thumbnail. This effect is not displayed in the Preview window.
Page background options	
Solid color	Prints a solid color as a background for the page. Click the color picker to define a color.
Tiled image	Prints a tiled image as the background for the page. Click **Browse** to locate the image you want to use.

About Batch Processing

In ACDSee you can:

- **Make one type of edit to many images**: for example, if you need to resize multiple photos you can use the Batch Resize tool. Or, if you need to rotate multiple photos by 90 degrees you can use the Batch Rotate/Flip tool.
- **Make multiple types of edits to multiple images**: for example, if you need to resize, crop, correct color cast, and rotate multiple images, you can use the Batch Edit wizard to perform all the edits, to all the files, simultaneously.
- **Save a batch of images to a variety of outputs quickly and easily**: export multiple files to a number of specified folders, file names, formats and dimensions.
- **Develop a batch of images**: if you want to apply the same develop settings to multiple images, you can save your Develop settings as a Preset.
- **Use batch rename on non-image file types**

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

Using Batch Export

The batch export tool allows you to save files to a variety of outputs quickly and easily.

You can export one or more files to a number of specified:

- folders
- file names
- formats
- dimensions

To Export a Batch of Images:

1. In Manage mode, select the images that you want to export.
2. Do one of the following:
    - Click **File** | **Export** (also available in View, Develop and Edit mode).
    - Right-click to display the context menu and select **Batch** | **Export** (also available in View mode).
    - Click **Batch** | **Export**.
    - Use the keyboard shortcut keys **Ctrl + Alt + E**.
3. Refer to the table below to make your selections from the **Export** dialog box.

Export Options

Destination folder	
Same as source folder	Select this option to use the same folder where the source images currently reside. Check the **Create a new subfolder for the files** checkbox to place the images within a subfolder of the source folder.
Specific folder	Select this option to change the output folder to a specific location.
File names	
Use Template to rename files	Using a template gives you control over the output file name. If you choose not use a template, the file name is unchanged. Duplicate files are given an underscore and number suffix.
Template	Check the **Use Template to rename files** checkbox to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata. **Template field**: Displays the template to use to rename the files. Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending on which options you selected. Click the arrow on the drop-down list to select a recently-used template. **Insert | Metadata field**: Inserts file-specific information into the file name template.

		Position the cursor in the **Template** field, and then click **Insert**. Choose **Metadata field** from the Insert drop-down menu to open the Choose Property dialog box. Select the metadata you want to insert, and then click **OK**.
	Insert | Sequence number	Replaces any number signs (#) in the template with sequential numeric characters or alphabetic characters. Select numeric or alphabetic preference in Sequence number options below.
	Insert | Original filename	Replaces any asterisk signs (*) in the template name with the original filename.
	Insert | Sequence number options	Specifies the first letter or number of the sequence.
	Start at	Start at the number or letter you type
Format		
File Format	Select the file format in which you would like to save the exported images.	
Format Settings	Click this button to change the settings for the format you have selected.	
Pixel format	Specify the color depth for your format settings.	
Color space	Check the color space checkbox to choose a color space option from the drop-down list.	
Output size		

Resize image	Select this option to specify how to scale the images.
Resampling method	Use this option to determine the method used to resize (resample) the image: • **Bell**: smoothes the image. • **Bicubic**: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • **Box**: displays considerable tiling or jaggies (jagged edges) when you resize an image. • **B-spline**: produces smooth transitions, but may cause excessive blurring. • **ClearIQZ**: slower than Bicubic and Lanczos, but produces the best results when enlarging photos, especially those of people. • **Lanczos**: produces the sharpest images, but may also introduce some ringing artifacts. • **Mitchell**: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters. • **Triangle**: produces good results for image reduction and enlargement, but displays sharp transition lines.
Dimensions	Select this option to force the exported images to fit the set dimensions independent of landscape or portrait orientation. Enter the dimensions in

	pixels, inches, or centimeters
Width and height	Select this option to resize the exported image to fit *within* the values entered in the two boxes.
Long edge	Select this option to resize the image to the long edge only. Enter the dimensions in pixels, inches, or centimeters
Short edge	Select this option to resize the image to the short edge only. Enter the dimensions in pixels, inches, or centimeters
Percentage	Select this option to resize the image to a percentage of their original size. Enter the percentage dimensions in the Width and Height fields.
Resolution	Enter a resolution to set the number of pixels per inch or centimeter.
Enlarge only	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	Select this option to maintain original image proportions. **Note**: images resized to long or short edge maintain original image proportion.
Metadata	
Metadata	Select a develop preset from the drop-down menu to apply it to the exported images.
Processing	
Develop Presets	Select a develop preset from the drop-down menu to apply it to the exported

	images.
ACDSee Actions	Select a recording from the drop-down menu to apply it to the exported images. File output types specified in the ACDSee Actions Output Options dialog will be superseded by the output file type selected in the Format section of the Export dialog, described above.

Option: you can save your settings as a preset by clicking the new export preset button and entering a name for your preset. Select one or more presets in the list to apply.

4. Click **Export**.

To edit a preset, click the preset in the list, make your edits, and click the Save current export preset button.

Converting Multiple Images to Another File Format

You can convert multiple images to any supported file format. You can set the options for each format individually, specify how to handle multiple-page images, and apply the conversion defaults automatically.

To Convert Images to Another File Format:

1. Do one of the following:
   - In Manage mode, select one or more images, and click **Tools** | **Batch** | **Convert File Format** | **Convert...**
   - In View mode, click **Tools** | **Modify** | **Convert File Format** | **Convert...**
   - In Manage mode, select one or more images, and click **Batch** | **Convert File Format** | **Convert...**
   - In Manage or View mode, select one or more images and press **Ctrl + Alt + F**.
2. In the Convert File Format dialog, select a new format for your image or images from the Output File Format drop-down list. To configure format-specific options, select the file format and then press the **Settings** button.
3. In the Output Location section, identify where you want to place the converted images.

4. In the File Options section, specify how you want the tool to handle any file name conflicts by selecting one of the following options from the **Overwrite existing files** drop-down list:
    - **Ask**: prompts you when overwriting a file.
    - **Skip**: cancels the operation if there is a file with the same file name and extension.
    - **Replace**: overwrites the file without prompting for confirmation.
    - **Rename**: prompts you to rename the file.
5. To configure vector settings and how you want to handle any multi-page images, press the **Advanced Settings** button. If you did not select any multi-page images to convert, and did not specify a multiple-page image format as your output file format, you can skip the options in the Multi-Page Source section.
6. Click **Convert**.

You can save your settings as a preset for future use. After configuring the Convert File Format dialog settings, press the **Save** icon next to the Preset field. You will be prompted to enter a name for your preset. It is recommended that you give your preset an intuitive name. Saved presets will be listed in the Convert File Format fly-out menu.

You can give your saved presets custom shortcuts for quick conversions. In the Customize Shortcuts dialog, you can find your presets under the Preset - Convert File Format category.

Rotating or Flipping Multiple Images

You can rotate or flip multiple images at preset angles.

To Rotate or Flip an Image:

1. In Manage mode, select one or more images, and then click **Tools** | **Batch** | **Rotate/Flip**.
2. In the Batch Rotate/Flip Images dialog box, select the angle of rotation you want to apply. See below for an explanation of each angle.
3. If you select an image with multiple pages and want to apply the selected angle of rotation to all of the pages, check the **Apply to all pages of the current image** checkbox.
4. Do one of the following:
    - Click **Next Image** to move on to the next selected image. The **Next Image** button is not available if the **Apply to all selected images** box is checked.
    - If you select multiple images and you want to apply the same angle of rotation to all of them, check the **Apply to all selected images** checkbox.
    - Click **Options** to specify how you want to save and store the images.
5. When you are ready to apply the rotations to your images, click **Start Rotate**.

Rotate / Flip Angles

	Rotates the image counter-clockwise 90 degrees.
	Rotates the image 180 degrees.
	Rotates the image clockwise 90 degrees.
	Rotates the image according to any EXIF data contained within the image (based on what the camera thinks the orientation should be).
	Flips the image along the vertical axis.
	Flips the image along the horizontal axis.
	Flips the image along the vertical axis, and then rotates it counter-clockwise 90 degrees.
	Flips the image along the vertical axis, and then rotates it clockwise 90 degrees.

You can also use the Rotate tool in Edit mode to rotate an image using a custom angle of rotation.

Setting Rotated and Flipped File Options

You can change the settings in the Batch Image Rotate/Flip Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file when you use the Batch Rotate/Flip Images tool.

To Set the Rotate and Flip Options:

1. In Manage mode, select one or more images, and then click **Tools** | **Batch** | **Rotate/Flip**.
2. In the Batch Rotate/Flip Images dialog box, click the **Options** button.
3. Set the options as described below.
4. Click **OK**.

Rotate and Flip Options

Force lossless JPEG operations	Rotates JPEG images without decompressing and re-compressing the JPEG information. As a result, the image does not lose quality when rotated or flipped.
File options	Specifies where to place the new images. Select one of the following options: • **Remove/replace original files**: overwrites the original file with the new image. • **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 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.
Overwrite existing files	Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list: • **Ask**: prompts you when overwriting a file. • **Skip**: cancels the operation if there is a file with the same file name and extension. • **Replace**: overwrites the file. • **Rename**: prompts you to rename the file.
Preserve last-modified dates	Retains the date and time properties of the file.
Remember and apply the last rotation performed	Automatically applies the same settings the next time you rotate an image.
Auto-close progress dialog if all operations succeed	Automatically closes the dialog box after all images have been adjusted.
Save current settings as default	Stores the current settings and applies them the next time you use the Rotate/Flip Images wizard.

Resizing Multiple Images

You can resize multiple images at once using the batch resize tool.

To Resize Multiple Images:

1. In Manage mode, select one or more images, and then click **Tools** | **Batch** | **Resize** | **Resize...**
2. In the Resize dialog box, you can choose from multiple ways to resize your images. Choose either Size in Pixels, Percentage, Print Size, Long Edge, or Short Edge. Follow the directions in the table below.
3. Click **Options** to specify how you want to save and store the images.
4. Click **Resize**.

You can save your rename settings as a preset by clicking the save icon beside the preset drop-down. From there, enter a name and press **OK**. To delete a preset, press the trash icon.

You can assign shortcuts to speed up your process of resizing multiple images by following the directions in the Customizing Keyboard Shortcuts topic.

Resize Options

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

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

Resize Method	Setting	Explanation
		width. • **Enlarge or reduce**: resizes all images to the specified height and width.
Short Edge		
	Size	Enter a size in units, and choose the units from the drop-down menu. There, you can choose from inches, cm (centimeters), mm (millimeters), or pixels.
	Resolution	Enter a resolution for the images in pixels per inch.
	Resize	Choose how to scale the images. Select one of the following options: • **Enlarge only**: resizes only those images that are smaller than the specified height and width. • **Reduce only**: resizes only those images that are larger than the specified height and width. • **Enlarge or reduce**: resizes all images to the specified height and width.
Options		
	Output Location	Choose an output location from the options: • **Remove/replace original files**: this option overwrites your original files. • **Same as source folder**: pastes the resized files in the folder they originated. • **Specific folder**: use the folder icon to navigate to a specific folder for the output files. • **Create subfolder**: with an output location selected, check this checkbox to create a subfolder for your resized images. Enter a name in the box. This is useful if you are making multiple batch resizes to specific

Resize Method	Setting	Explanation
		dimensions. You can save your resized files in separate folders.
	File options	Choose your file options for overwriting existing files. Choose whether to preserve certain file information when resizing. Choose your JPEG Compression options, find out more in the JPEG Options topic. Choose your resample type from the following options: • **Lanczos**: produces the sharpest images, but may also introduce some ringing artifacts. • **Bell**: smoothes the image. • **Bicubic**: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • **Box**: displays considerable tiling or jaggies (jagged edges) when you resize an image. • **B-spline**: produces smooth transitions, but may cause excessive blurring. • **ClearIQZ**: slower than Bicubic and Lanczos, but produces the best results when enlarging photos, especially those of people. • **Mitchell**: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters. • **Triangle**: produces good results for image reduction and enlargement, but displays sharp transition lines.

Setting File Options

You can change the settings in the Options dialog box to control where ACDSee places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file.

File Options

File options	Specifies where to place the new images. Select one of the following three options: • **Remove/replace original files**: overwrites the original file with the new image. • **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 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.
Overwrite existing files	Determines how ACDSee should handle overwriting files. Select one of the following options from the drop-down list: • **Ask**: prompts you when overwriting a file. • **Skip**: cancels the operation if there is a file with the same file name and extension. • **Replace**: overwrites the file. • **Rename**: prompts you to rename the file.
Preserve last-modified dates	Retains the date and time properties of the file.
Auto-close progress dialog if all operations succeed	Automatically closes the dialog box after all images have been adjusted.
Save current settings as default	Stores the current settings and applies them the next time you use the Resize Images wizard.
JPEG Compression Options	Opens the JPEG Options dialog where you can specify detailed compression options to apply to the resized files.

Organizing and Managing Files in ACDSee

Adjusting Exposure For Multiple Images

In ACDSee, you can lighten or darken the colors of an image or a group of images with the Batch Adjust Exposure wizard. You can adjust each image individually and preview the changes before applying, or make adjustments to an image and automatically apply the same changes to all of the images you selected.

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

To Adjust Image Exposure:

1. In Manage mode, select one or more images, and then click **Tools** | **Batch** | **Adjust Exposure**.
2. In the Batch Adjust Exposure dialog box, do one or more of the following:
    - To adjust image exposure, contrast, and fill light level, select the **Exposure** tab and adjust the options.
    - To precisely adjust the contrast and light levels in your images, select the **Levels** tab and set the options.
    - To adjust image exposure automatically, select the **Auto Levels** tab and set the options.
    - To precisely adjust the RGB color channels in your image, select the **Tone Curves** tab and set the options.
3. Do one of the following:
    - Check the **Apply settings to all selected images** checkbox to apply the current settings to all of the images you selected.
    - Uncheck **Apply settings to all selected images** and click **Next Image** to move to the next image, and then repeat step 2 for each image you want to adjust.
4. Click **Options** to specify how you want to save and store the images.
5. Click **Filter All Images**.

You can also adjust image exposure and color levels in Edit mode.

Adjusting Batch Exposure Options

You can use the options in the Batch Adjust Exposure dialog to correct the exposure of your images. There are four tabs in the Exposure section: Exposure, Levels, Auto Levels, and Tone Curves.

To Use the Exposure Options:

In the Batch Adjust Exposure dialog box, use the following options:

Exposure Options

Exposure	Specifies the amount of light to add to all areas of the image.
Auto	Automatically corrects the exposure based upon the brightness of the image.
Contrast	Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.
Fill Light	Specifies the amount of light to add to the darkest areas of the image.

Levels Options

Channel	Specifies the brightness or color channel you want to adjust.
Shadows	Specifies the black point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.
Midtones	Specifies the gamma correction in an image. Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.
Highlights	Specifies the white point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.
Clipped %	Indicates how much of the image detail is lost due to black point and white point correction.
Black Point Eyedropper	Click the button with the black eyedropper icon to adjust the black point. Select the area in the Before image that you want to set as the black point for the After image.
Mid Point Eyedropper	Click the button with the gray eyedropper icon to adjust the gamma correction value. Select the area in the Before image that you want to set as the gamma correction value.
White Point Eyedropper	Click the button with the white eyedropper icon to adjust the white point. Select the area in the Before image that you want to set as the white point for the After image.

Auto Levels Options

Strength	Adjusts the amount of exposure applied to the image.
Auto Contrast and Color	Adjusts color differences, brightness, and image color channels.
Auto Contrast	Adjusts the color differences and brightness only.
Auto Color	Balances color within the whole image.

Tone Curves Options

Channel	Specifies the color channels to adjust.
Show Histogram	Toggles the histogram display.
Histogram	Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.

Renaming Multiple Files

You can use the Batch Rename tool to rename multiple files. You can specify a template with a numerical or alphabetical sequence, save your template for future use, replace specific characters or phrases, change cases, and insert or remove text or spaces. This can be particularly useful if you deal with large quantities of images, or you organize your images by file name.

To Rename Multiple Files:

1. In Manage mode, select one or more files, and then click **Tools** | **Batch** | **Rename File**| **Rename...** If selecting two or more files, you can alternatively press **F2**.
2. In the Rename dialog box, you will see a list of operations. You can use the checkboxes to select or deselect which operations to run when batch renaming. The following operations enable you to perform the following actions:
    - **Template** - create a renaming template to apply to all selected files.
    - **Search and Replace** - search for and replace parts of your file name.
    - **Case Change** - change the case of text in your file name.
    - **Insert Text** - add text to your file name.
    - **Remove Text**- remove text from your file name.
    - **Strip Spaces** - remove spaces from your file name.

3. Review changes you have made to file names in the Preview field.
4. Click **Rename**.

You can save your rename settings as a preset by clicking the save icon beside the preset drop-down. From there, enter a name and press **OK**. You can also access your Last Used Settings in the preset menu, if you wish to repeat an action. To delete a preset, press the trash icon.

You can assign shortcuts to speed up your process of renaming multiple files by following the directions in the Customizing Keyboard Shortcuts topic.

Rename Settings

Template	
Template:	Type a file name format to set as a template. You can type any text into this box, including hyphens and underscores. Use the * symbol to insert the original file name, so renaming IMG-9359.jpg using the template "Summer Wedding*" will rename the file "Summer WeddingIMG-9359.jpg". Use the # symbol to begin a sequence, either numerical or alphabetical.
Insert Metadata...	Choose one or more metadata properties to include in the renaming template by checking the relevant checkboxes. Press OK.
Clear Templates	Select this option to clear the existing templates to create a new one, or change the existing template.
Use numbers to replace #'s	Select this option to replace #s in the rename template with sequential numbers.
Use letters to replace #'s	Select this option to replace #s in the rename template with sequential letters.
Start at:	Select either Fixed value or Auto detect. If you select Fixed value, choose a number to start the sequence with. Select Auto detect to identify an existing numerical system and continue it.
Search and Replace	
Search for:	Enter a term to search for.
Replace with:	Enter a term to replace the searched term with.
Insert Metadata...	Choose one or more metadata properties to include in the renaming template by checking the relevant checkboxes. Press OK.
Case sensitive	Check this checkbox to search only for results that match the case of your search term. You can use this to remove all capitals in your file names, or all lowercase terms.
Include extension	Check this checkbox to include file extensions in your search and replace.
Case Change	
Name	Choose from Lowercase, Uppercase, or Title case to make a change to the case in your file name, or select No change to keep as is.
Extension	Choose from Lowercase, Uppercase, or No change. This can be

	useful to unify case differences in file names, for example .JPG and .jpg
Insert Text	
Insert:	Type the text you want to insert into the file name.
Insert Metadata...	Choose one or more metadata properties to include in the renaming template by checking the relevant checkboxes. Press OK.
At location	Choose from Prefix, Suffix, Position (meaning how many characters into the name), After text:, or Before text:. After and before text lets you enter text to prelude or follow.
Add from right to left	Check this box to add the text from right to left, rather than from left to right.
Overwrite existing name	Check this box to rename the file by overwriting the existing file name.
Include extension	Check this checkbox to include file extensions in your renaming process.
Case sensitive	Check this checkbox to search only for results that match the case of your search term.
Remove Text	
Start From	Choose a Position or a Delimiter. • Enter a position, meaning how many characters into the name to start removing text. • Enter a Delimiter, which is where you start removing text from.
Remove Until	Choose Count equals, Delimiter, or The end. • Enter a Count equals, this is how many characters of text to remove. • Type a Delimiter, which is where to stop removing text from. • When you choose The end, text is removed until the end of the file name.
Remove from right to left	Check this box to remove text from right to left, rather than from left to right.

Remove delimiters	Check this box to remove the delimiters when renaming, else they will remain.
Include extension	Check this box to include the file extension in the text you remove.
Case sensitive	Check this box to make text in the delimiter fields case sensitive.
Strip Spaces	
Type of space removal	Choose Remove all, Remove trailing, Remove consecutive, or Replace with. • Remove all removes all spaces in the file name. • Remove trailing removes spaces following the file name. • Remove consecutive removes multiple spaces in the file name. • Replace with gives you the option to enter alternatives, such as a letter, number, or dash.
Advanced...	
Handle name conflicts	Choose from the following options: • **Ask**: produce a prompt when a name conflict occurs. • **Skip**: skip names that include conflicts. • **Rename**: rename files with conflicts.
Handle extension changes	Choose from the following options: • **Ask**: produce a prompt when a rename affects an extension. • **Skip**: skip changes that affect extensions. • **Rename**: rename extensions where required by the rename.

As well as editing the options listed in the table, you can also reorder how these operations run. To reorder operations, use either the up or down arrows at the bottom of the list, or click and drag the name of the operation to its new location.

You can add additional operations, up to 10 in total. To do this, press the plus button at the bottom of the list.

To remove an operation, press the trash icon.

Changing the Color Profiles of Multiple Images

You can change the color profiles of multiple images using the **Batch Convert Color Profile** tool.

At this time, ACDSee does not support CMYK color profiles.

To Change the Color Profiles Used in Images:

1. In Manage mode, select one or more images.
2. Click **Tools** | **Batch** | **Convert ICC Profile**.
3. In the **Color profile to convert from** list, select the color profile currently associated with the images.

   For example, you will typically use the Batch Convert Color Profile tool to convert from your camera's color profile to a more universal color profile, such as sRGB. If you select **Use profile information when found in JPEG and TIFF images**, ACDSee will convert from the color profile embedded in the images, not the color profile that you select in the list.
4. In the **Color profile to convert to** list, select color profile that you want to associate with the image.
5. In the **Rendering Intent** list, select the rendering intent.

   The most common rendering intent is **Perceptual**. Some color profiles ignore the rendering intent, so results can vary depending on the profile that you select.
6. Click **Options** to specify whether ACDSee should overwrite the image file (which effectively deletes the original color profile) or create new files with the new color profiles. You can also select options for JPEG compression.
7. Click **Start**.
8. Click **Done**.

Using Batch Edit

You can use the Batch Edit wizard to make multiple types of edits to multiple images. You can save your editing settings as a preset for future use. See the links below for detailed descriptions of the editing options for each editing tool.

It is recommended that you consider using ACDSee Actions as a more comprehensive batch processing tool.

To Open Batch Edit:

1. In Manage mode, select the images that you want to edit, and then click **Tools** | **Batch** | **Batch Edit**.
2. On the Batch Editing Options page, on the **Processing Profile** tab, click on the name of each type of edit (for example, Rotate) to display the options that are available for that type of edit.
3. Select the types of edits that you want to make to the images.

To Preview Changes:

You can see how the editing options will affect an image in the **Preview** area.

1. In the Batch Edit wizard, select the **Before** and **After** tabs to evaluate how the currently selected options affect the image, or click and hold the **Preview** icon to switch between the Before and After tabs.
2. Click **Original Image** or **Final Image**, at the top and bottom of the Operations list, to evaluate how all the editing options affect the image.
3. To see how the selected editing options affect each image, click the **Next Image** and **Previous Image** buttons to display each image in the **Preview** area.

To Use Zoom Features:

1. Drag the **Zoom** slider to the left or right to see the entire image, or to zoom in to a specific area in the image.
2. Click the **Fit Image** button to fit the image into the Preview area.
3. Click the **Actual Size** button to display the image at full size in the Preview area. If you click the **Actual Size** button you will need to use the horizontal and vertical scroll bars to see different parts of the full-size image.

To Add or Remove Images:

1. If you no longer want to include an image in the Batch Edit wizard, select the **Image List** tab, select an image, and then click **Remove**.
2. If you decide that you want to edit additional images, select the **Image List** tab, and then click **Add**.
3. Navigate to the folder containing the images that you want to add.
4. Select the images in the **Available items** area, and then click **Add**.
5. Click **OK**.
6. When you are satisfied with the images and the editing options, click **Next**.

To Set Output Options and Complete the Process:

1. On the Output Options page, specify where you would like to save the edited images, how you want to rename them, and other options. The output options are described below.
2. When you are satisfied with the output options, click **Next**.
3. On the Batch Edit Progress page, the progress bars indicate which images and edits are being processed.

4. On the Batch Edit Completed page, you have the following options:
    - In the **Summary** section, click **View Log** to see a log that explains any process warnings or failures.
    - Click **Browse with Explorer** to open Windows Explorer so you can look at the edited images.
    - Click **Save Preset** to save all of the editing options as a preset for future use.
    - Select **Browse the output folder with ACDSee** if you want look at the edited images in the File List pane.

5. Click **Finish**.

Editing Options

Detailed descriptions of the options for each tool in the Batch Edit wizard are in the following help topics:

- Rotate
- Crop
- Resize
- Color
- Channel Mixer
- Sepia
- Exposure
- Light EQ™
- Noise Removal
- Sharpening
- Vignette
- Text Overlay
- Watermark

Output Options

Destination folder	
Same as source folder	Select this option if you want to save the edited images in the same folder as the original images.
Create a new subfolder for the files	Creates a new subfolder in the folder that you selected from the **Specific folder** drop-down. Type a name for the new folder in the **Create a new subfolder for the files** text box.
Specific folder	Select this option if you want to save the edited images to a specific folder.
File names	
Keep original file names	Select this option if you want to save the edited images with the same file name as the original images.
Name using template	Select this option if you want to rename the edited images using a renaming template.
Image file format	
File format	If you want to change the file format of the edited images, select the file format in which you would like to save the edited images.
Pixel format	Use this option to determine number of bits per pixel (BPP) in the output images, and whether the images will be color or grayscale. Select **Automatic** if you want the output images to have the same pixel format (or the closest possible match) as the original images. You can use this option to convert the images from color to grayscale, or to convert the images to a pixel format that is compatible with other software or processes.
Metadata	
Preserve metadata	Select this option if the original image contains metadata, and you want the edited image to contain the same metadata and color profile.
Preserve embedded audio	Select this option if the original image contains embedded audio, and you want the edited image to contain the same embedded audio.
Other options	
Preserve last-modified date	Select this option if the original image has a last-modified date, and you want the edited image to have the same last-modified date.
Copy database information	Select this option if you want to copy ACDSee Metadata for the

	original image and enter it into the database for the edited image.
When output file already exists	Use this option to determine what ACDSee should do if the destination folder contains an image with the same file name as one of the edited images: • **Ask**: prompts you to choose different options (skip, rename, overwrite) depending on the image. • **Skip**: skips processing that image, and begins processing the next image. • **Replace**: replaces the image in the destination folder with the edited image. • **Rename**: renames the edited file.

Batch Edit Rotate Options

You can use the options in the Rotate section to rotate the image at a pre-set angle or at a custom angle.

To Use the Rotate Options:

In the Batch Edit wizard, check the **Rotate** checkbox.

Rotate Options

No rotation	This option is selected by default so you see the un-rotated image until you are ready to select a rotation option.
180°	Rotates the image 180 degrees.
Left 90°	Rotates the image to the left by 90 degrees.
Right 90°	Rotates the image to the right by 90 degrees.
Custom angle	Select this option and then either type a custom angle number into the spin box or click the arrow and drag it around the circle until the image is rotated to the desired angle.
Background color	The color that you select displays behind the rotated image.
Draw a line on the image that you want to become vertical or horizontal	Click the **Horizontal** or **Vertical** button, and then use the cursor to draw a line on the image that you want set as horizontal or vertical.
Automatic cropping	When you rotate an image at a custom angle, select **Automatic cropping** if you want to crop the image to the largest possible rectangular size within the rotated image.
Reset	Click to reset all options to the default.

Batch Edit Crop Options

You can use the options in the Crop section to control the size and orientation of the cropped area.

To Use the Crop Options:

In the Batch Edit wizard, check the **Crop** checkbox.

Crop Options

Cropping proportion	Select the size of the cropped area or the ratio to use to determine the cropped area. Select **Custom** to define a custom crop area.
Orientation	Select the orientation of the cropped area: • **Automatic**: base the orientation of the cropped area on the orientation of the original image. For example, if the original image has a landscape orientation, the cropped area will also have a landscape orientation. • **Landscape**: use a landscape orientation for the cropped area. • **Portrait**: use a portrait orientation for the cropped area.
Reset	Click to reset all options to the default.

Batch Edit Resize Options

You can use the options in the Resize section to reduce or enlarge the image.

To Use the Resize Options:

In the Batch Edit wizard, check the **Resize** checkbox.

Resize Options

Resize by	
Megapixels	Select this option to reduce or enlarge the image to the specified number of megapixels while maintaining the height/width aspect ratio. For example, if you have a 6 megapixel image with an aspect ratio of 3000 by 2000 and you select 1.5 megapixels, the image will be reduced to 1500 by 1000. Use the drop-down list to select from a pre-set list of megapixel sizes. Alternately, enter the megapixels into the **Megapixels** spin box. The **Reduce/Enlarge** drop-down list determines how the image will be resized: • **Reduce only**: reduces the size of the image. • **Enlarge only**: makes the image larger. • **Enlarge or reduce**: either reduces the size of the image, or makes the image larger.
Percentage	Select this option to reduce or enlarge the image to a percentage of the original. For example, if you want to reduce the image, enter a percentage that is less than 100. If you want to enlarge the image, enter a percentage that is greater than 100.
Pixel dimensions	Select this option to reduce or enlarge the image to a specific width and height, measured in pixels. The **Reduce/Enlarge** drop-down list determines how the image will be resized: • **Reduce only**: reduces the size of the image. • **Enlarge only**: makes the image larger. • **Enlarge or reduce**: either reduces the size of the image, or makes the image larger.
Print dimensions	Select this option to reduce or enlarge the image to specific print dimensions, such as the dimensions of a photographic print. Use the drop-down to select from a preset list of print dimensions. Alternately, enter a specific height, width, and resolution. The **Reduce/Enlarge** drop-down list determines how the image will be resized: • **Reduce only**: reduces the size of the image. • **Enlarge only**: makes the image larger. • **Enlarge or reduce**: either reduces the size of the image, or makes the image larger.

The **Fitting method**, which applies to the Percentage, Pixel dimensions, and Print dimensions options, determines how the image will fit into the new image area:

- **Best fit preserving original aspect ratio**: select this option to preserve the width/height aspect ratio from the original image. For example, if the aspect ratio of the original image is 4:3, the aspect ratio of the resized image will also be 4:3.
- **Fit exactly by stretching**: select this option if you want to stretch the image to fit a particular width and height.
- **Fit exactly by adding bars**: select this option if you want to fit the image into an area that is larger than the image. You can select the color of the bars that fill the gaps between the image and the edge of the area.

Resampling method

Use this option to determine the method used to resize (resample) the image:

- **Box**: displays considerable tiling or jaggies when you resize an image.
- **Triangle**: produces good results for image reduction and enlargement, but displays sharp transition lines.
- **Bicubic**: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion.
- **Bell**: smoothes the image.
- **B-spline**: produces smooth transitions, but may cause excessive blurring.
- **Lanczos**: produces the sharpest images, but may also introduce some ringing artifacts.
- **Mitchell**: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters.
- **ClearIQZ**: slower than Bicubic and Lanczos, but produces the best results when enlarging photos, especially those of people.

Reset

Reset	Click to reset all options to the default.

Batch Edit Color Options

You can use the options on the Color Cast tab to remove an unwanted hue from an image. You can change the saturation of a batch of images using the Saturation tab.

To Use the Color Options:

In the Batch Edit wizard, check the **Color** checkbox.

Color Options

Color Cast	
Select color	Click an area in the image that should be white or gray. The color square shows the color of the original pixel on the left, and of the modified pixel on the right.
White Point	Select one of the following: • **Custom**: displays the color temperature of the area in the image that you clicked. • **Sunny**: adjusts the color temperature to 5500K, approximately that of the midday sun. • **Cloudy**: adjusts the color temperature to 6500K, approximately that of a lightly overcast sky. • **Shade**: adjusts the color temperature to 7500K, approximately that of a heavily overcast sky. • **Tungsten**: adjusts the color temperature to 2850K, approximately that of a household light bulb. • **Fluorescent**: adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb. • **Flash**: adjusts the color temperature to 5500K, approximately that of a camera flash.
Strength	Specifies the color cast removal strength. Higher settings remove more of the unwanted color.
Temperature	Specifies the color temperature.
Tint	Specifies the amount of green (to the left) and red (to the right) to match the settings used when you took the photo.
Saturation	
Amount	Specifies the amount to increase or decrease the intensity of hues (color) in the image. To remove all the color and create a grayscale image, drag the slider all the way to the left.
Reset	
Reset	Click to reset all options to the default.

Batch Edit Channel Mixer Options

The Channel Mixer in the Batch Edit wizard can change multiple images to create a rich grayscale. Because you can control the brightness of the red, green, and blue channels, as well as the overall brightness, you can use the Channel Mixer to emphasize different areas or aspects of a photo, as well as alter its mood and tone.

If you hover your cursor over each slider and watch the effect on the small preview below the controls, it shows you which parts of the image will be affected by each channel. This helps to gauge the effect of each slider on the image.

To Create a Grayscale Image:

In the Batch Edit wizard, check the **Channel Mixer** checkbox.

Channel Mixer Options

Percent Red	Drag the slider to the left or right. The more red there is in a pixel, the more effect the red slider has on that pixel. So the area of red in the picture is brightened or darkened more than other areas.
Percent Green	Drag the slider to the left or right. The more green there is in a pixel, the more effect the green slider has on that pixel. So the area of green in the picture is brightened or darkened more than other areas.
Percent Blue	Drag the slider to the left or right. The more blue there is in a pixel, the more effect the blue slider has on that pixel. So the area of blue in the picture is brightened or darkened more than other areas.
Percent Brightness	Drag the slider to the left or right to brighten or darken the whole image.
Reset	Click to reset all options to the default.

Batch Edit Sepia Options

You can use the Batch Edit wizard to change batches of images to a sepia color.

To Change Images to Sepia:

1. In the Batch Edit wizard, check the **Sepia** checkbox.

   The image in the Preview immediately changes to a sepia color.

2. Click the Image List tab and then each image in the batch to see the effect of the sepia on the other images.

Batch Edit Exposure Options

You can use the options in the Exposure section to correct the exposure of your images. There are four tabs in the Exposure section: Exposure, Levels, Auto Levels, and Tone Curves.

To Use the Exposure Options:

In the Batch Edit wizard, check the **Exposure** checkbox.

Exposure Options

Exposure	Specifies the amount of light to add to all areas of the image.
Contrast	Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.
Fill Light	Specifies the amount of light to add to the darkest areas of the image.
Brightness	Specifies the image's light intensity. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
Gamma	Specifies the intensity of the light spectrum in an image. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Levels Options

Channel	Specifies the brightness or color channel you want to adjust.
Shadows	Specifies the black point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.
Midtones	Specifies the gamma correction in an image. Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.
Highlights	Specifies the white point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.
Clipped %	Indicates how much of the image detail is lost due to black point and white point correction.
Black Point Eyedropper	Click the button with the black eyedropper icon to adjust the black point. Select the area in the Before image that you want to set as the black point for the After image.
Mid Point Eyedropper	Click the button with the gray eyedropper icon to adjust the gamma correction value. Select the area in the Before image that you want to set as the gamma correction value.
White Point Eyedropper	Click the button with the white eyedropper icon to adjust the white point. Select the area in the Before image that you want to set as the white point for the After image.
Auto	Select one of the following options: • **Adjust Contrast**: automatically analyzes and adjusts image contrast. • **Adjust Color and Contrast**: automatically analyzes and adjusts each color channel independently, and then adjusts the contrast. • **Adjust Color and Brightness**: automatically analyzes and adjusts image color and brightness. • **Tolerance**: opens the Tolerance settings dialog box. Specify the maximum clipping percentage for **Shadows** and **Highlights**, and click **OK**. ACDSee adjusts the image levels automatically.
Exposure warning	Highlights overexposed and underexposed areas of the image.

Reset	Click to reset all options to the default setting.

Auto Levels Options

Strength	Adjusts the amount of exposure applied to the image.
Auto Contrast and Color	Adjusts color differences, brightness, and image color channels.
Auto Contrast	Adjusts the color differences and brightness only.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Tone Curves Options

Channel	Specifies the color channels to adjust.
Show Histogram	Toggles the histogram display.
Histogram	Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Batch Edit Light EQ™ Options

You can use the options in the Light EQ™ section to independently adjust areas in your images that are too light or too dark, without affecting other areas. As you make changes, you can see the effect on the image in the After Light EQ™ tab, or you can click the Image List tab and click on any of the other images to see the effect of the adjustment on each image.

To Adjust the Lighting:

In the Batch Edit wizard, check the **Light EQ™** checkbox.

Light EQ™ Options

Use automatic settings for each image	Allows the software to analyze the photo and apply optimal settings based on the amount of light and dark pixels in the photo. Darker photos are brightened more than photos that are already bright.
Brighten	Brightens dark areas in the images. Do one or both of the following: • **Compression**: drag the slider to the right to brighten dark areas in the image. • **Amplitude**: drag the slider to the right to increase the intensity of the brightening across all areas of the image.
Darken	Darkens bright areas in the images. Do one or both of the following: • **Compression**: drag the slider to the right to darken bright areas in the image. • **Amplitude**: drag the slider to the right to increase the intensity of the darkening across all areas of the image.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default.

Batch Edit Noise Removal Options

You can use the options in the Noise removal section to remove noise from your images while preserving details that you want to retain.

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

To Use the Noise Removal Options:

1. Click **Tools** | **Batch** | **Batch Edit**.
2. In the Batch Edit dialog box, check the **Noise Removal** checkbox.

Noise Removal Options

Despeckle	Removes noise.
Square	Removes noise using a 3 x 3 pixel square.
X	Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image's thin and diagonal lines.
Plus	Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, vertical, and horizontal lines.
Hybrid	Removes noise using a 3 x 3 pixel square, a 3 x 3 pixel X shape, and a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, diagonal, horizontal, and vertical lines. When hybrid is selected you have additional noise removal options: • **Luminance**: drag the slider to the left or right to control variations in brightness. • **Color**: drag the slider to the left or right to control variations in color (hue and saturation). For example, drag the slider to the right if you want to reduce color variation. However, you should be careful about reducing color variation (that is caused by noise) because you could unintentionally reduce real color variations in a photo.
Reset	Discards all changes and reverts to the original noise level.

Batch Edit Sharpening Options

You can use the options in the Sharpening section to sharpen an image by enhancing the contrast of medium-contrast and high-contrast edges.

To Use the Sharpening Options:

In the Batch Edit wizard, check the **Sharpening** checkbox.

Sharpening Options

Amount	Specifies the amount of light added to or removed from each edge. Higher values produce darker edges.
Radius	Specifies the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels.
Threshold	Specifies how different the lightness values of two adjacent pixels must be before they are sharpened. Higher values increase the required difference. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.
Reset	Click to reset all options to the default.

Batch Edit Vignette Options

You can use the options in the Vignette section to add a frame around a subject, such as a person or a bouquet of flowers. You can change the focal point in the portrait. You can also control the appearance of the border.

To Use the Vignette Options:

In the Batch Edit wizard, check the **Vignette** checkbox.

Vignette Options

Horizontal	Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.
Vertical	Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.
Clear zone	Specifies the size of the clear area around the focal point in the portrait. Drag the slider to the left to reduce the size of the clear area. Drag the slider to the right to increase the size of the clear area.
Transition zone	Specifies the width of the transition area between the clear zone and the frame. Drag the slider to the left to narrow the transition area. Drag the slider to the right to widen the transition area.
Shape	Specifies the shape of the frame: • **Round**: creates a round frame. • **Rectangular**: creates a square frame.
Show outline	Displays an outline that shows the outside edge of the clear zone and the inside edge of the frame.
Frame	Specifies special effects that you can apply to the frame around the focal point: • **Color**: applies a color to the frame area. • **Saturation**: removes color from the frame area. • **Blur**: blurs the frame area. • **Clouds**: displays clouds over the frame area. • **Edges**: traces the lines and details of people or objects within the frame area with neon colors. • **Radial Waves**: creates the appearance of waves radiating from the focal point into the frame area. • **Radial Blur**: rotates and stretches people or objects in the frame area. • **Zoom Blur**: applies a zoom blur to the frame area. • **Crayon Edges**: traces the lines and details around people or objects in the frame area with crayon. • **Dauber**: creates the impression that the people or objects in the frame area around the portrait were painted with a paint dauber. • **Pixelate**: blurs images by increasing the size of the pixels in the images. • **Old**: gives your images an antique look. • **Glowing Edges**: adds color to the lines and details in the frame. The colored lines and details appear to glow. • **Ripple**: divides your images into concentric circles that resemble what you see when you drop a pebble into water.
Filter Settings	The settings available in the **Filter Settings** area vary for each frame effect. For example, if you select **Color** in the **Frame** area, a color picker displays in the **Filter Settings** area. Similarly, if you select **Blur** in the **Frame** area, a

	slider that controls the level of blurriness displays in the **Filter Settings** area.
Reset	Click to reset all options to the default.

Batch Edit Text Overlay Options

You can use the options in the Text Overlay section to add formatted text to a photo. You can apply special effects to your text to add artistic flair. You can also adjust the opacity of the text to create a watermark effect—useful for putting copyright information onto your photos.

To Use the Text Overlay Options:

In the Batch Edit wizard, check the **Text Overlay** checkbox.

Text Options

Text	Type the text you want to add in the available field, then specify the font you want to use and the formatting options such as bold, italics, and underline. Click the drop-down list to the right of the **Text** field to insert a registration, copyright, or trademark symbol or image metadata.
Rotation	Specify the rotation of the text.
Size	Drag the slider to specify a point size.
Color	Specify the color of the text.
Opacity	Drag the slider to specify the transparency of the text.
Alignment	Click a square to specify the alignment of the text in the text box.
Text box	
Left	Specify the alignment of the text box from the left edge of the image.
Right	Specify the alignment of the text box from the right edge of the image.
Top	Specify the alignment of the text box from the top edge of the image.
Bottom	Specify the alignment of the text box from the bottom edge of the image.
Border	Specify the color of the border of the text box, then drag the slider to specify the transparency of the border.
Fill	Specify the color of the fill in the text box, then drag the slider to specify the transparency of the fill.
Reset	
Reset	Click to reset all options to the default.

Box Effects Options

Special Effect	
Special Effect	Specifies the effect you want to apply to the box. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the box.
Bevel	
Angle	Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle—note that this also adjusts the angle of the drop shadow.
Elevation	Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the box, while a higher value produces a more direct lighting effect and shorter shadows.
Bevel	Specifies how much of each box's edge is beveled. Higher values give the box a more rounded, smoother look.
Strength	Specifies the difference between the highest and lowest points on the box. Higher values heighten the difference between the flat portions of the box and the beveled edges.
Drop Shadow	
Angle	Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle—note that this also adjusts the shading of the box bevel.
Blur	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
Opacity	Specifies the darkness of the drop shadow where it falls on the image.
Distance	Specifies the distance between the drop shadow and the box. The higher the value, the farther the shadow and the higher the box appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the box rectangle.
Blend Mode	
Blend Mode	Select an option from the **Blend Mode** drop-down list to specify how you want the box to blend into the underlying image.

Text Effects Options

Special Effect	
Special Effect	Specifies the effect you want to apply to your text. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the text.
Bevel	
Angle	Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle - note that this also adjusts the angle of the drop shadow.
Elevation	Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the text, while a higher value produces a more direct lighting effect and shorter shadows.
Bevel	Specifies how much of each letter's edge is beveled. Higher values give the text a more rounded, smoother look.
Strength	Specifies the difference between the highest and lowest points on the text. Higher values heighten the difference between the flat portions of the text and the beveled edges.
Drop Shadow	
Angle	Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle—note that this also adjusts the shading of the text bevel.
Blur	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
Opacity	Specifies the darkness of the drop shadow where it falls on the image.
Distance	Specifies the distance between the drop shadow and the text. The higher the value, the farther the shadow and the higher the text appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the text rectangle.
Blend Mode	
Blend Mode	Select an option from the **Blend Mode** drop-down list to specify how you want the text to blend into the underlying image.

Batch Edit Watermark Options

You can use the options in the Watermark section to add a watermark to an image. You can move the watermark to any position on the image. You can also change the opacity of the watermark and blend the watermark into the image. While this is one way to do the batch application of watermarks, we recommended using ACDSee Actions as a more comprehensive batch processing tool.

To Use the Watermark Options:

In the Batch Edit wizard, check the **Watermark** checkbox.

Watermark Options

Image	
Browse	Click to select a watermark, or select a watermark from the drop-down list. The watermark displays in the center of the photo by default. Click and drag the watermark to position it, or use the options on the Position & Blending tab.
Maintain aspect ratio while resizing	Select if you want to resize the watermark without stretching or distorting the shape.
Apply Alpha Channel	Select to apply the alpha channel if it is present in the watermark. (Only TIFF, PNG, and ICO watermark files can have an alpha channel.)
Apply Transparency	Select to make a color in the watermark transparent. The default color is white. You can enter the RGB value of the color. If you do not know the RGB value, move your cursor over the watermark preview thumbnail and click on the color that you want to make transparent.
Position & Blending	
Location	Specify the horizontal and vertical location of the watermark in pixels or percent.
Blending Mode	Specify how you want the watermark to blend with the image.
Opacity	Drag the slider to specify the transparency of the watermark.
Reset	
Reset	Click to reset all options to the default.

Using Batch Develop

The Batch Develop tool is useful for applying a Develop preset to multiple images and exporting multiple images to other file formats.

To Apply a Preset to a Batch of Images:

1. In Manage mode, select the images that you want to develop.
2. Do one of the following:
    - Right-click to display the context menu and select **Batch** | **Batch Develop** (also available in View mode).
    - Click **Batch** | **Batch Develop**.
3. Select a preset in the **Select a develop preset** section.
4. Check the **Export files to another format** checkbox if you want to save the images in a different file format (for example, JPEG or TIFF).
5. Click **Options** to display the Export dialog box and select file formats and other options. (See table below.)
6. Refer to the table below to make your selections from the **Export** dialog box
7. Click **Ok**.
8. Click **Develop**.

Export Options

Destination folder	
Same as source folder	Select this option to use the same folder where the source images currently reside. Check the **Create a new subfolder for the files** checkbox to place the images within a subfolder of the source folder.
Specific folder	Click this button to change the output folder to a specific location.
File names	
Use Template to rename files	Using a template gives you control over the output file name. If you choose not use a template, the file name is unchanged. Duplicate files are given an underscore and number suffix.
Template	Check the **Use Template to rename files** checkbox to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata.

Template field	Displays the template to use to rename the files. Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending which options you selected. Click the arrow on the drop-down list to select a recently-used template.
Insert | Metadata field	Inserts file-specific information into the file name template. Position the cursor in the **Template** field, and then click **Insert Metadata** to open the Choose Property dialog box. Select the metadata you want to insert, and then click **OK**.
Insert | Sequence number	Replaces any number signs (#) in the template with sequential numeric characters or alphabetic characters. Select numeric or alphabetic preference in Sequence number options below.
Insert | Original filename	Replaces any asterisk signs (*) in the template name with the original filename.

	Insert | Sequence number options **Start at**	Specifies the first letter or number of the sequence.
Format		
File Format	Select the file format in which you would like to save the exported images.	
Format Settings	Click this button to change the settings for the format you have selected.	
Pixel format	Specify the color depth for your format settings.	
Color space	Check the color space checkbox to choose a color space option from the drop-down list.	
Output size		
Resize image	Select this option to specify how to scale the images. Select from the following options: • **Dimensions**: select this option to force the exported images to fit the set dimensions independent of landscape or portrait orientation. Enter the dimensions in pixels, inches, or centimeters. • **Width and height**: select this option to resize the exported image to fit *within* the values entered in the two boxes. • **Long edge**: select this option to resize the image to the long edge only. Enter the dimensions in pixels, inches, or centimeters. • **Short edge**: select this option to resize the image to the short edge only. Enter the dimensions in pixels, inches, or centimeters. • **Percentage**: select this option to resize by percent. • **Enlarge or reduce**: resizes all images to the specified height and width. • **Reduce only**: resizes only those images that are larger than the specified height and width. • **Enlarge only**: enlarge only resizes only those images that are smaller than the specified height and width.	
Resolution	Enter a resolution to set the number of pixels per inch or centimeter.	
Preserve original aspect ratio	Select this option to maintain original image proportions. **Note**: images resized to long or short edge maintain original image proportion.	

Metadata	
Metadata	Select these options if the image contains metadata, and you want the exported image to contain the same metadata and color profile.

Option: you can save your settings as a preset by clicking the new export preset button and entering a name for your preset. Select one or more presets in the list to apply.

To edit a preset, click the preset in the list, make your edits, and click the Save current export preset button.

About the ACDSee Database

The ACDSee database stores image, document, 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 backup, restore, and share database information.

You can store cached thumbnail previews, and add or edit the following information for each image or media file on your computer:

- Categories
- Notes
- Keywords
- Color Labels
- Authors
- Dates
- Ratings
- Captions
- Face Data

You can also choose to exclude folders from the database, and keep the contents of those folders separate from your other images and media files.

When you add ACDSee Metadata to a file in ACDSee, the file is linked to the database. If you then copy, move, or rename your files using programs other than ACDSee, such as Windows Explorer, the link to the database is broken and this can cause the loss of ACDSee Metadata.

Embedding ACDSee Metadata in Files

If you edit or add ACDSee Metadata to your files, ACDSee automatically adds the new data to its database. If you have the **Display embed ACDSee metadata reminder** checkbox checked in the Options dialog box, (click **Tools** | **Options** | **Database**), 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. You can also set how often you would like this reminder displayed. Embedding ACDSee Metadata in the files as well, is a safe way to back up this data and make it easier to retrieve if you should need to.

For example, once you have assigned ACDSee Metadata to a file, the file is linked to the database. If the file is moved using Windows Explorer, or any application other than ACDSee, the link will be broken. However if you have embedded this data in the file and the link is broken, you can still retrieve the ACDSee Metadata using the embedded data in the files.

You can use ACDSee to rename, move, or copy the file—even to another computer—and the embedded ACDSee Metadata will transfer with the file.

To Embed ACDSee Metadata in a File When You Are Prompted:

1. In the Embed ACDSee Metadata dialog, in the Embed section, select the types of metadata you would like to embed.
2. Do any of the following:
    - To embed data in files that are on a network, check the **Include files on network drives** checkbox.
    - To write the information to a sidecar file if the file format does not support embedding inside the file, select the **Write sidecar files for formats that do not support embedded XMP**.
    - To accept the current selection in the dialog and have these options happen automatically in future, select **Do not ask me this again**.
3. Click **Embed** to embed the data in the files. A progress bar appears, followed by the Embed Summary Report dialog that lists the following:
    - **Items Selected**: indicates the number of files that you selected.
    - **Items Processed**: indicates the number of files that were actually processed. (If you selected files that did not need to have date embedded, this number may be different from the Items Selected.)
    - **Succeeded**: indicates the number of files that had data embedded.
    - **Failed**: indicates the number of files that, for a variety of reasons, could not have data embedded. (To see the Error Log, click **View Errors**.)
4. Click **Close**.

To Embed ACDSee Metadata at Any Time:

You can embed data in files at any time.

1. Click **Tools** | **Metadata** | **Embed ACDSee Metadata**, and then select one of the following:
   - **Embed in All Files**: embeds data for all files.
   - **Embed in Selected Files**: embeds data for any files that you have selected.
2. In the Embed ACDSee Metadata dialog, in the Embed section, select the types of metadata you would like to embed.
3. Do any of the following:
   - To embed data in files that are on a network, check the **Include files on network drives** checkbox.
   - To write the information to a sidecar file if the file format does not support embedding inside the file, select the **Write sidecar files for formats that do not support embedded XMP**.
4. Click **Embed** to embed the data in the files. A progress bar appears, followed by the Embed Summary Report dialog that lists the following:
   - **Items Selected**: indicates the number of files that you selected.
   - **Items Processed**: indicates the number of files actually that were processed. (If you selected files that did not need to have date embedded, this number may be different from the Items Selected.)
   - **Succeeded**: indicates the number of files that had data embedded.
   - **Failed**: indicates the number of files that, for a variety of reasons, could not have data embedded. (To see the Error Log, click **View Errors**.)
5. Click **Close**.

ACDsee 2022 uses XMP to embed ACDSee Metadata into each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, PSD, 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 2022 and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW and ABR, the ACDSee Metadata 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 ACDSee Metadata permanently.

The Embed Pending Icon

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

Right-click 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

If you want to see the files that have data that needs to be embedded, there is a quick way to list them using the Embed Pending option.

To View Files That Have Data to Embed:

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

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

Retrieving ACDSee Metadata That is Embedded in Files

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.

The safest way to retrieve all the ACDSee Metadata, (including categories and keywords), is to click **Tools** | **Database** | **Catalog Files**. Then the following applies:

- If the files are GIF, JPEG, DNG, PNG, and TIF formats, all the data will be retrieved and written to the database.
- If the files still have their sidecar files in the folder, and they still have the same file name, the database information is retrieved and written to the database.
- If the files have become separated from their sidecar files or renamed, their ACDSee Metadata cannot be retrieved and will be lost.

Excluding Folders From the Database

You can choose to exclude folders from the database, and keep the contents separate from your other images and media files. By default, the Program Files and Windows folders on your hard drive are automatically excluded from the database.

To Manage Your Excluded Folders Settings:

1. In Manage mode, click **Tools** | **Database** | **Excluded Folder Settings**.
2. In the Excluded Folders dialog box, do one of the following:
   - To exclude a folder from the database, click **Add**. Browse to a folder on your hard drive, and then click **OK**.
   - To remove a folder from the excluded folders list, select a folder in the list, and then click **Remove**.
   - To reset your excluded folders list to the default settings, click **Reset to Defaults**.
3. When you are satisfied with your choices, click **Close** to return to ACDSee.

Cataloging Files in the Database

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

The first time you run ACDSee, you are prompted to catalog your files.

To Catalog Your Files:

1. In Manage mode, click **Tools** | **Database** | **Catalog Files...**
2. In the **Folders to Catalog** section, check the checkbox next to the folders you want to catalog.

   If you want to add folders that are not in the list, click **Add folder...**, select the folders you want to include, and then click **OK**.
3. In the **Import from Cataloged Files** section, select the information to add to the database. If you choose to import Face Data, select between ACDSee Face Data or Lightroom or Picasa Face Data.
4. In the **File Formats** section, select the type of files to catalog.
5. In the **Options** section, select any additional actions you wish to perform.
6. Click **Start**.

   A progress bar shows your files as they are cataloged.
7. Click **Finish**.

If you are cataloging a large collection of files, do not disrupt the process, or use other software while it is running. For large file collections, it is best to run cataloging overnight.

About the ACDSee Indexer

Cataloging and 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.

You can use the Catalog dialog box to add files to the database without having to first browse the folders. During this time, you will not be able to use ACDSee.

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.

Creating and Switching Between Multiple Databases

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

When you open ACDSee for the first time, (and up until you create additional databases), you will be using the original database called Default.dbin. It is located in: C:\Users\<Your Name>\AppData\Local\ACD Systems\Catalogs\<Version #>. All additional databases that you create will be stored in this same location, unless you specify otherwise.

You can configure ACDSee to display the database it is currently running in the title bar of the application.

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, Default.dbin.

   The database file will be stored with a folder of the same name. The database file and folder must always share exactly the same name, or ACDSee will not be able to connect to the database.

4. If you would like to have the name of your database displayed in the title bar of the application, check the **Show database filename in title bar** checkbox.
5. Click **OK**.
6. A dialog will appear asking you if you would like to switch to your newly created database. Select **Yes** or **No**. If you select **Yes**, 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 (*.dbin) you want to use and click **Open**.
Open **File** | **Database** | **Recent**	Select one of your recently used databases.

To Quickly Launch ACDSee in a Specific Database Using Command Line Switch:

1. Create a shortcut to ACDSee. It is recommended that you name this shortcut something that corresponds to the name of the database you want to open.
2. In the shortcut properties, set the target to **C:\Program Files\ACD Systems\ACDSee Pro\<Version #>\ACDSeePro<Version #>.exe" /db "C:\Users\<Your Name>\AppData\Local\ACD Systems\Catalogs\<Version #>\<Name of Your Database>.dbin"**.

Converting an Older Database

You can use the ACD Database Convert wizard to take database information from previous versions of ACDSee and add it to your current database. This ensures that any information associated with your files using a previous version of ACDSee is referenced properly in the current database.

If you have already added information to your current ACDSee database, it is recommended that you create a backup of your database before converting an olderACDSee database.

To Convert an Older Database:

1. In Manage mode, click **Tools** | **Database** | **Convert Database**.
2. On the Welcome page, click **Next** to select your conversion options.
3. On the Database Convert Options page, specify the version of the database files you want to convert, as well as the folder where the database files are located on your hard drive. Click **Next**.
4. To automatically rebuild image thumbnails, IPTC and EXIF information after the conversion process is complete, check the **Rebuild thumbnails, EXIF and IPTC data for local images** checkbox.

5. To automatically update your database after converting, check the **Optimize database files after convert** checkbox.
6. Click **Next**.
7. On the Summary page, review your selections, and then click **Next** to convert your database.

Importing Database Information

You can use the ACD Database Import wizard to import archived database information, or to import database information that was sent to you with images from another ACDSee user. After you import the information, ACDSee associates it with the appropriate images.

If you have already added information to your current ACDSee database, it is recommended that you create a backup of your database before converting an olderACDSee database.

To Use the ACD Database Import Wizard:

1. In Manage mode, click **Tools** | **Database** | **Import**, and then select **Database**.
2. Click **Next** to start the wizard.
3. On the Import Options page, select the type of exported database information you want to import.

   You can import image information from a compressed database version, or information from an XML-based text file.
4. Click the **Browse** button to locate the database you want to import, and then click **OK**.
5. Check the **Optimize database files after import** checkbox to optimize the database after exiting the wizard, and then click **Next**.
6. On the Summary page, review your selections. Click **Back** to make changes, or click **Next** to begin importing the database information.
7. Click **Finish** to close the ACD Database Import wizard.

If you are importing database information sent to you by anotherACDSee user, ensure that the images to which the information applies are in an identical location and folder structure on your hard drive.

Importing File Information from Other Sources

You can import file information into your database from other sources, including ACDSee Photo Discs and files from previous versions of ACDSee.

Importing Photo Discs

Previous versions of ACDSee (versions 4.0 and 5.0) created separate database files with a .ddf file extension for Photo Discs. You can import the Photo Disc database files into your ACDSee database.

To Import a Photo Disc:

1. In Manage mode, click **Tools** | **Database** | **Import**, and then select **Photo Disc**.
2. In the Open dialog box, locate and select the photo disc file you want to import.
3. Click **Open**.

To import the information from Photo Discs created with ACDSee 6.0 or later, you must convert and import the entire database.

Importing Albums

In previous versions of ACDSee, you could create albums in an .ais file format that consisted of organized shortcuts to your images. Now you can use categories to create albums of images that do not require a separate file extension. You can, however, import your albums from previous versions of ACDSee, and add the information from the albums to the database. ACDSee creates a new category for each album you import.

To Import Album Information into the Database:

1. In Manage mode, click **Tools** | **Database** | **Import**, and then select **Album**.
2. In the Open dialog box, locate and select the .ais file you want to import.
3. Click **Open**.

Working with Descript.ion Files

In previous versions of ACDSee, file descriptions were stored in a separate descript.ion file in each folder that contained images. ACDSee now stores file descriptions as captions in the database, along with other file information such as notes and keywords.

You can use the Descript.ion tools to import your old descript.ion files and add the information to the database, or export your existing file captions to a descript.ion file.

To Import a Descript.ion File:

1. In Manage mode, click **Tools** | **Database** | **Import**, and then select **Descript.ion File**.
2. In the Open dialog box, locate and select the descript.ion file you want to import.
3. Click **Open**.

To Export Captions to a Descript.ion File:

1. In Manage mode, click **Tools** | **Database** | **Export**, and then select **Descript.ion File**.
2. In the Save As dialog box, type a name for the descript.ion file in the File name field.
3. Click **Save**.

Exporting Database Information

You can use the ACD Database Export wizard to save selected database information in a compressed format, and then store it as a backup, or share it with other ACDSee users. You can also choose to export your category and keyword definitions to a text file.

Exporting your database information differs from creating a backup in that you can choose to export only the parts of your database that you want to share or store with specific files, such as those on a CD. Other ACDSee users can import your information without affecting their existing database.

To create a backup of your entire database, including image or media files, use the ACD Database Backup wizard.

To back up the contents of a local folder to a remote location, such as a network drive, use the ACD Sync wizard.

To Use the ACD Database Export Wizard:

1. If you want to export your database information for a specific group of images or media files, select the files in the File List pane in Manage mode.
2. Click **Tools** | **Database** | **Export** | **Database**.
3. Click **Next** to begin using the wizard.
4. On the Content and Format Options page, specify how you want to export your database information by selecting one of the following options, and then clicking **Next**:
    - **Export entire ACDSee database to a read-only, compressed version**: exports the entire contents of your ACDSee database to a compressed version that can be shared with other ACDSee users.
    - **Export database information for selected items to a read-only, compressed version**: exports all of your database information for the images selected in the File List pane.
    - **Export database information to a text file**: exports the selected information to an XML-based text file. Check the checkboxes next to the information you want to include.
5. On the Location Options page, specify a location for the exported information, and a name for the text file, if necessary, and then click **Next**.
6. On the Summary page, review your choices. You can click **Back** to make changes, or click **Next** to begin exporting your database information.
7. Click **Finish** to close the wizard and return to ACDSee.

Generating File Lists

You can generate a text file that lists all of the files in the folder currently displayed in the File List pane. The text file places the file name, size, image file format, modified date, image properties, caption, and rating for all of the files in the folder into a table, and creates a single text file.

To Generate a List of Your Files:

In Manage mode, click **Tools** | **Database** | **Export**, and then select **Generate File Listing**.

ACDSee automatically generates the file listing and opens it as a text file in your default text editor. You can then edit or save the text file.

Backing Up Your Database

You can use the ACDSee Backup wizard to back up all of your database information, which you can then restore in the case of a system failure or other event. You can also choose to back up your image, media, or archive files along with the relevant database information.

The ACDSee Backup wizard creates a series of files in a specified location that contain your entire database. The backup is generated using your folder structure and is unique to your computer. To back up portions of your database, or to share database information with another ACDSee user, use the ACDSee Database Export wizard.

For some suggestions about managing your database backups, see Database Backup Tips and Strategies.

To Back Up Your Database Information:

1. In Manage mode, click **Tools** | **Database** | **Back Up Database**.
2. On the Welcome page, select whether you would like to create a new backup, or update an existing backup. Click **Next**.

   If you choose to update an existing backup, please go to step #5.
3. On the New Backup page, select the information you would like to back up. Click **Next**.
4. On the Backup Location page, click **Browse** and specify a location for your backup, and type a name for the backup file. Click **Next**.
5. On the Backup Summary page, review your settings. If you chose to update an existing backup, click the **Backup to update** drop-down list, and then select the existing backup. Click **Next**.

Backup Information Options

Do not include thumbnails	Excludes thumbnails from the backup, saving a substantial amount of storage space on your hard drive.
Include thumbnails for offline files	Includes only thumbnails for files that do not reside on your hard drive, such as PhotoDiscs.
Include thumbnails	Includes all thumbnails in the database. This will require more space on your hard drive to store the backup.
Backup files of type	Backs up the specified file types with the database information. Select from the following file types: • **Image**: includes image files in the backup. • **Media**: includes audio and video files in the backup. • **Archive**: includes archive files in the backup.
All files of specified types on your local hard drives	Backs up all specified files on your hard drive.
All files of specified types on local and network hard drives	Backs up all specified files on your hard drive and network drives.
All files of specified types in a folder (including subfolders)	Backs up all specified files in a specified folder. Click the **Browse** button and select the folder to back up.

Database Backup Tips and Strategies

The ACDSee database stores information about your files, including EXIF information, file name and folder location, thumbnails, categories, ratings, and any other information you add using the Properties pane. The more information you store in the database, and the more time you spend entering that information, the more important it is to back up your database, and to have a good strategy for managing your backups. Losing hours of work to a system crash or other uncontrollable event is something that should, and can, be avoided.

Backup Schedule

How often you need to back up depends on how often you add or change information in the database. A good rule to use would be to back up your data as often as you want to avoid retyping it. You can use the backup reminder settings on the Database page of the Options dialog box to set a regular reminder for yourself to back up your data as often as you think appropriate. Business environments and professional users should back up every day.

It is also recommended that you back up your database before performing any major adjustments to it, such as importing information from another ACDSee user, or converting a database from a previous version of ACDSee.

Backup Location

It's a good idea to consider where you back up your data, as well as how often. If you're backing up to your hard drive, ACDSee creates a new folder for each day. This helps to avoid overwriting your backup, and gives you several increments from which you can restore. Also helpful is a monthly backup that is stored in a different physical location than your computer, such as a network drive.

Backup Size

To keep the size of the backup small, choose to back up database information only, and back up your images separately, also on a regular basis.

Restoring Database Information From a Backup

You can use the ACD Database Restore wizard to restore previously backed up database information.

To Restore Database Information:

1. In Manage mode, click **Tools** | **Database** | **Restore Database**.
2. On the Welcome page, click **Next** to select the backup.
3. On the Restore Options page, select the backup and date from which you want to restore, or browse to the location of your backup and select a .bkup file.
4. Click **Next** when you are ready to restore your database.

When restoring a backup from a series of backup files, ACDSee will only restore the information included in and prior to the selected backup file. Therefore, unless required, it is recommended that you select the last file in the backup sequence.

Maintaining the Database

It is recommended that you regularly perform database maintenance and optimization to increase hard drive space, remove redundant or extraneous information, and increase overall ACDSee performance.

You can use the tools in the Database Maintenance dialog box to update folders, or to identify folders whose thumbnails and database information you would like to delete. The Database Maintenance dialog box displays a list of the folders on your system, and uses icons to indicate the status of database information within specific folders.

Database Content Icons

	Folder contains files with cached thumbnails stored in the database.
	Folder contains files that were changed without a database update. For example, a folder or file was renamed or moved outside of ACDSee.

To Perform Database Maintenance:

1. In Manage mode, click **Tools** | **Database** | **Database Maintenance**.
2. In the Database Maintenance dialog box, browse for folders marked with the database content icons. If there are no marked folders, you do not need to perform database maintenance and can exit the Database Maintenance dialog box.
3. Select a folder and click one of the following buttons to identify the maintenance you want to perform on that folder:
    - **Remove Thumbnails**: removes all thumbnail information for the selected folder.
    - **Remove All DB Info**: deletes all database and thumbnail information for the selected folder.
    - **Remove Orphan Folders**: deletes any out-of-date or broken references to missing files or information for the selected folder. It is only possible to check for orphans in folders located on your computer. This option will not be visible if the folder is located on a network.
    - **Change Binding**: changes all location references for the selected orphaned folder to another folder, and retains all database information. The default binding folder is My Pictures.
4. The Database Maintenance tool will delete records, creating unused space in your database. To reclaim the unused space, click **Optimize Database**, and follow the instructions in the wizard.
5. Click **Close**.

Optimizing the Database

You can use the Optimize Database wizard to quickly remove redundant or outdated database records. Optimizing your database, along with performing regular database maintenance, helps regain hard drive space and improves the overall performance of ACDSee.

If you are cataloging large numbers of files regularly, it is helpful to optimize weekly, or after an extended cataloging session. This is also a good time to backup the database.

To Optimize Your Database:

1. In Manage mode, click **Tools** | **Database** | **Optimize Database**.
2. In the Database Optimization wizard, click **Next**.

3. Select one or both of the following:
    - **Optimize the database tables and fields**: removes obsolete information from the database, reduces the space used by database fields, and re-indexes the tables.
    - **Remove orphans from database**: removes any orphan database entries, caused by files or folders deleted by other programs.
4. Click **Next**.
5. When the wizard has finished, click **Finish** to return to ACDSee.

Mapping Drives for an Incoming Database

If you are upgrading to ACDSee or are importing or restoring your ACDSee database, the Database Drive Mapping dialog displays how drive mappings (in the incoming database) will be re-established in the ACDSee database. You can use this dialog to change how each drive will be mapped in the database.

To Select New Drive Mappings:

1. In the Database Drive Mapping dialog, select a drive and do one of the following:
    - To create a new drive map, select **Create new database entry.**
    - To map the drive to a local drive, select a drive from the **Local Drive** drop-down list.
2. Click **Done**.

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**.

Quarantined Files

If ACDSee has trouble reading a corrupted or incomplete image or media file, or a file causes a plug-in to generate an error, ACDSee will quarantine that file. You can view a list of quarantined files, and remove a file from the list.

To View Quarantined Files:

1. In Manage mode, click **Tools** | **Database** | **Quarantine Files**.
2. To remove a file, select it in the list, and then click **Remove**.
3. To disable the Quarantine feature, uncheck the **Enable Quarantine** checkbox.
4. Click **OK** to close the Quarantine Files dialog box and return to ACDSee.

Working with Plug-Ins

A plug-in is a software module that adds functionality to a larger program. ACDSee comes as standard with many different plug-ins.

Types of Plug-Ins

- **Image Decode**: converts a file from a binary format to the image displayed in ACDSee. Decode plug-ins allow ACDSee to display images of many different file formats. The files that you can view with ACDSee depend on which decoding plug-ins are installed on your computer.
- **Image Encode**: converts the image displayed in ACDSee to a binary file format. Encode plug-ins allow ACDSee to save (or convert) images to many different file formats. The files that you can edit and save with ACDSee depend on which encoding plug-ins are installed on your computer.
- **Archive**: allows ACDSee to display and save archives of many different file formats. The archives that you can view and create with ACDSee depend on which archive plug-ins are installed on your computer.
- **Camera**: allows ACDSee to browse images on your digital camera and transfer them to a folder on your hard drive.
- **Command Extension**: adds functionality to ACDSee. For example, there is a plug-in that you can use to share your images over the Internet.
- **Pane Extension**: adds a pane to ACDSee where you can perform tasks like order prints of your digital images.

We cannot ensure the quality of plug-ins that are not certified by ACD Systems. As with any other piece of software, you are trusting that the plug-in is free of viruses and that the company that produced the plug-in is trustworthy.

Managing Plug-Ins

The Plug-in Settings dialog box displays a list of all the ACDSee plug-ins installed on your computer. You can also use the Plug-in Settings dialog box to control which plug-ins ACDSee uses.

To Access the Plug-In Settings Dialog Box:

In Manage mode, click **Tools** | **Plug-in Settings**.

Disabling a Plug-In

You can disable a plug-in in the Plug-in Settings dialog box so that ACDSee no longer uses it.

To Disable a Plug-In:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Uncheck the checkbox beside the name of the plug-in that you do not want ACDSee to use.
3. Click **OK**.

Changing the Plug-In Order

Some file formats can be supported by more than one plug-in. However, when this happens, you can control which plug-in is used to read or write a file format. The order that plug-ins appear in the Plug-in Settings dialog box is the order that ACDSee uses the plug-ins to read or write a file.

To Change the Plug-In Order:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in in the **Plug-ins** list.
3. Do one of the following:
    - Click the **Move up** button to move the plug-in higher in the list.
    - Click the **Move down** button to move the plug-in lower in the list.
4. Click **OK**.

Viewing Plug-In Properties and Getting Help

You can view and set properties for certain plug-ins.

To View Plug-In Properties:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in in the Plug-ins list.
3. Click the **Properties** button.

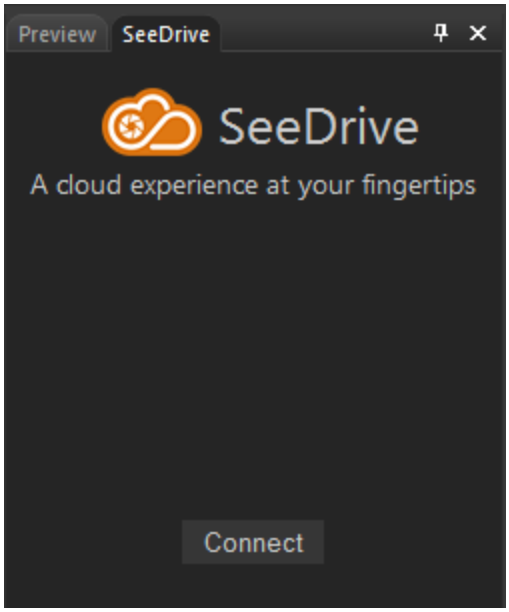
To View a Plug-In's Help File:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in in the **Plug-ins** list.
3. Click the **Plug-in Help** button.

ACDSee SeeDrive™

The ACDSee SeeDrive™ pane provides direct access to your ACDSee 365 account. You can use the ACDSee SeeDrive™ to manage your ACDSee 365 images, and monitor your uploads and downloads to 365.acdsee.com, 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.

ACDSee SeeDrive™ allows you to browse through your online images without having to launch an Internet browser. Alternatively, you can go to 365.acdsee.com with an Internet browser. To view the SeeDrive™ pane, go to **Panes** | **SeeDrive**.



To Use ACDSee SeeDrive™:

In the ACDSee SeeDrive™ pane, press **Connect** and enter your ACDSee 365 login credentials. If you do not have an ACDSee 365 account, select **Create an account**.

Alternatively, you can log in through 365 mode.

Managing Your ACDSee 365 Files with SeeDrive™

You can create, rename, and delete ACDSee 365 folders directly from ACDSee SeeDrive™ in Manage mode.

To Create a New Folder:

1. In the ACDSee SeeDrive™ pane in Manage mode, right-click your username and select **New Online Folder...**
2. In the New Online Folder dialog, enter a name for your folder and press **OK**.

To add a newly created folder to an existing folder hierarchy, drag the new folder to your desired location inside of it.

To Create a New Folder Inside an Existing Folder:

1. In the ACDSee SeeDrive™ pane in Manage mode, expose your folders by clicking the arrow next to your username.
2. Right-click your desired folder and select **New Online Folder...**
3. In the New Online Folder dialog, enter a name for your folder and press **OK**.

To Rename a Folder:

In the ACDSee SeeDrive™ pane in Manage mode, right-click the folder and select **Rename**.

To Delete a Folder:

In the ACDSee SeeDrive™ pane in Manage mode, right-click the folder and select **Delete**.

To Rename a File:

1. In the ACDSee SeeDrive™ pane in Manage mode, navigate to and open your desired folder.
2. In the File List pane, right-click the file and select **Rename**.

To Delete a File:

1. In the ACDSee SeeDrive™ pane in Manage mode, navigate to and open your desired folder.
2. In the File List pane, right-click the file and select **Delete**.

Uploading

Uploading Files to ACDSee 365 with SeeDrive™:

- **To upload a folder**: select a folder from the Folders pane and drag it into your desired folder in ACDSee SeeDrive™.
- **To upload individual files**: select your desired files in the File List pane and drag them into your desired folder in ACDSee SeeDrive™.
- Manage your uploads by right-clicking any folder in ACDSee SeeDrive™ and selecting **Transfer Manager...** Use the Transfer Manager controls as described in the table below.

Downloading

Downloading Files from ACDSee 365 with SeeDrive™:

1. Select your destination folder in the Folders pane.
2. Select the folder you would like to download in ACDSee SeeDrive™, right-click and choose **Download**.

Manage your downloads by right-clicking any folder in ACDSee SeeDrive™ and selecting **Transfer Manager...** Use the Transfer Manager controls as described in the table below.

Transfer Manager Options

Choose the Uploads or Downloads tab.	
	Restarts paused transfer
	Pauses transfer
	Cancels transfer
	Retry transfer
	Select all
	Clear finished

Making Folders Private or Public

You can set folders to private or public in the ACDSee SeeDrive™ pane in Manage mode. When you make a folder public, anyone can find and see the images in that folder when they browse or search 365.acdsee.com.

New folders are set to private by default.

To Change an ACDSee 365 Folder to Public Using ACDSee SeeDrive™:

1. In the ACDSee SeeDrive™ pane, expose your folders by clicking the arrow next to your username.
2. Right-click the folder you want to make public, and select **Make Public**.

To Change an ACDSee 365 Folder Back to Private Using ACDSee SeeDrive™:

1. In the ACDSee SeeDrive™ pane, expose your folders by clicking the arrow next to your username.
2. Right-click the folder you want to make private, and select **Make Private**.

Sharing and Downloading with ACDSee SeeDrive™

You can perform sharing and downloading actions on your online content from right within ACDSee SeeDrive™. You can also view and manage the progress of your uploads and downloads with the Transfer Manager.

Sharing a Folder with ACDSee SeeDrive™

You can share your ACDSee 365 folders with others right from your ACDSee SeeDrive™ pane. You can share using Email, post to a social networking site, or create a widget.

To Share Your Folders Using ACDSee SeeDrive™:

1. In the ACDSee SeeDrive™ pane in Manage mode, expose your folders by clicking the arrow next to your username.
2. **Right-click** the folder you want to share and select **Share Folder**.
3. In the Share window, select your sharing method and enter your information, as described below.

Share Options

Email

Scroll through your images at the bottom of the window and uncheck any photos you do not wish to include. After you have entered the information below, press **OK**.

Recipient Email Addresses	Enter your recipients' email addresses. Separate multiple email addresses with commas.
Your Message	Enter a message for your recipients.
Allow download of largest available JPG	Allow your recipients to download the largest available versions of your images.
Email me too	Check this checkbox to receive a copy of your email.
Optional private access password	If you would like your album to be password protected, enter the password here. The password will be available to your recipients in the body of your email, which they can then enter to gain access to your album.

Twitter™

Scroll through your images at the bottom of the window and uncheck any photos you do not wish to include. After you have completed the steps listed below, press **Upload**.

Twitter™	Press this button to launch Twitter™ in a browser and enter your login credentials.
Shorten URL with bit.ly	Shortens the length of your album's URL, allowing you more characters for your message.
Preview	Displays a preview of your post.
Characters left	Displays how many characters you have left of your message.
Allow download of largest available JPG	Allows viewers to download the largest available versions of your images.

Widget

A photo widget is an image viewer or slideshow that can be placed on a website or blog. This option generates a piece of html code that you can copy and paste onto your website or blog. Scroll through your images at the bottom of the window and uncheck any photos you do not wish to include.

Orientation	Select the orientation of your photo widget from the drop-down menu.
Theme	Select the color theme of your photo widget from the drop-down menu.

Size	Select the size of your photo widget from the drop-down menu.

Sharing Your Folders by Copying and Pasting its URL Using ACDSee SeeDrive™

You can copy the URL of a folder from ACDSee SeeDrive™ and paste it in a browser, email, or anywhere else.

You can only copy a URL from a public folder.

Copying and Pasting a Folder's URL:

1. In the ACDSee SeeDrive™ pane in Manage mode, expose your folders by clicking the arrow next to your username.
2. Right-click the folder you want to share and select **Copy URL**.
3. Right-click and select **Paste**, or press **Ctrl + V**, wherever you would like to paste the URL.

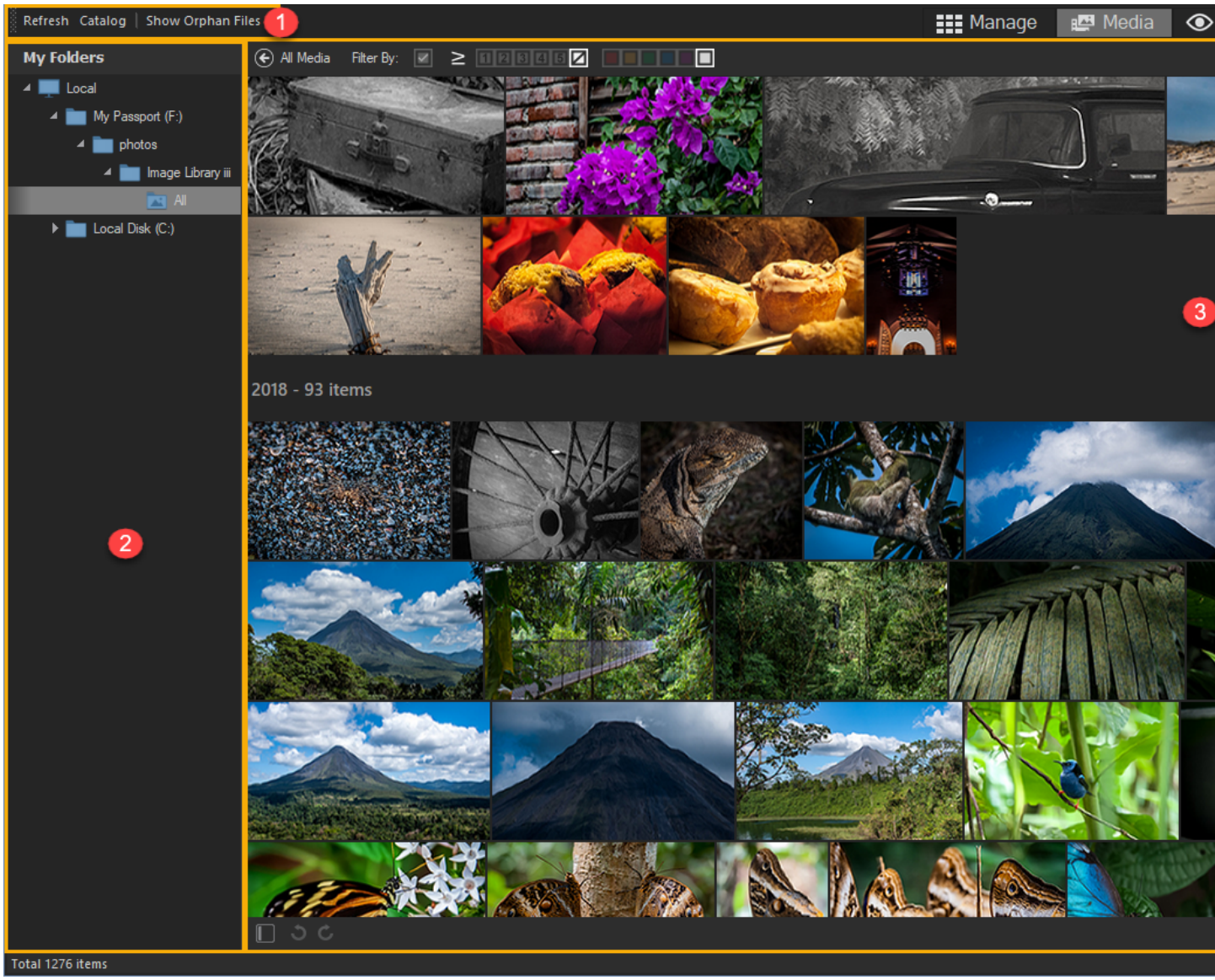
Chapter 4: Media Mode

Using Media Mode

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

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

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



Header Button Bar

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

- Refresh,
- Catalog, and
- Show Orphan Files.

Header Button Bar Options

Refresh		
	Refreshes the **My Folder** pane's folder tree and the **Display Area** pane.	
Catalog		
	Produces the **Catalog Files** dialog which allows thumbnails and file information to be added to the database without having to first browse folders.	
Folders to Catalog		
	Subfolders	Enabled subfolders will also be added to the database.
	Add folder...	Click the **Add Folder...** button to browse for folders to be added to the database.
	Remove folder	Select a folder in the **Folders to Catalog** table and click the **Remove folder** button to remove the folder from the table.
Import from Cataloged Files		
	EXIF and IPTC metadata	Enable to import EXIF and IPTC metadata.

	ACDSee Metadata, including categories, keywords, tagged, and collections	Enable to import ACDSee metadata, including categories, keywords, tagged, and collections.
	Face Data, including face outlines and names	Enable to import Face Data, including face outlines and names. Enabling the **Face Data** checkbox activates the **ACDSee Face Data** radio button and the **Lightroom or Picasa Face Data** radio button.
	ACDSee Face Data	Enable to import ACDSee Face Data. The **ACDSee Face Data** radio button is only activated if the **Face**

	Data, including face outlines and names ckeckbox is enabled. Enabling the **ACDSee Face Data** radio button disables the **Lightroom or Picasa Face Data** radio button.
Lightroom or Picasa Face Data	Enable to import Lightroom or Picasa Face Data. The **Lightroom or Picasa Face Data** radio button is only activated if the **Face Data, including face outlines and names** ckeckbox is enabled. Enabling the **Lightroom or Picasa Face Data** radio button dis-

		ables the **Lightroom or Picasa Face Data** radio button.
File Formats		
	Catalog images	Only image file types will be cataloged
	Catalog images and videos	Both image file types and video file types will be imported
	Catalog all files	All files in the selected folder will be imported.
Options		
	Build and include thumbnails in database	Enable to build thumbnails of the image or video files and include the thumbnails in the database.
	Include contents of archive files	Enable to include the contents of archived files.
	Create preview files for RAW images	Enable to create preview files

	for RAW images.
Help	Opens the help file related to cataloging files in **Media** mode.
Start	Starts the process of adding thumbnails and file information to the database.
Cancel	Stops the process of adding thumbnails and file information to the database.
Show Orphan Files	
	Displays missing files flagged as orphans. Orphans will be displayed in sepia.

To use the Catalog Files tool:

1. Click the **Catalog** button in the Header Button Bar located directly below the main menu.
2. In the **Catalog Files** dialog, complete the options described in the above table.
3. Click the **Start** button to automatically add thumbnails and file information to the database.

My Folders

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

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

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

Display Area

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

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

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

- **View**: opens media asset in **View** mode.
- **Develop**: opens media asset in **Develop** mode.
- **Edit**: opens media asset in **Edit** mode.

- **Rotate Left**: press **Ctrl + L** to rotate left.
- **Rotate Right**: press **Ctrl + R** to rotate right.
- **Show in File Explorer**: opens to the media asset file's location in File Explorer.

Filter By

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

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

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

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

Sort and Group

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

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

Group By

Located along the right side of the screen, the **Group By** pane lists groups of media assets based on the selection made in the **Filter By** drop down and the **Group** drop down. To display the **Group By** pane, click the Hide/Show icon in the lower right of the Display Area.

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

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

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

Chapter 5: View Mode

View mode is the main viewing component of the ACDSee user interface.

In View mode, you can:

- **Click** + **hold** + **drag** to pan around large images.
- Press the keyboard shortcut **F** to toggle in and out of full screen view.
- Zoom in or out on your images.
- View images in a slideshow.
- Play video and audio files and add audio to your image files.
- Add captions to your images.
- Catalog files by tagging them, adding categories, keywords, and other metadata.
- Apply editing and special effect presets to your images.
- Automatically advance to the next image in the Filmstrip when you apply metadata.
- Detect faces in images and assign them names.
- View adjustments made to your image in Develop mode.

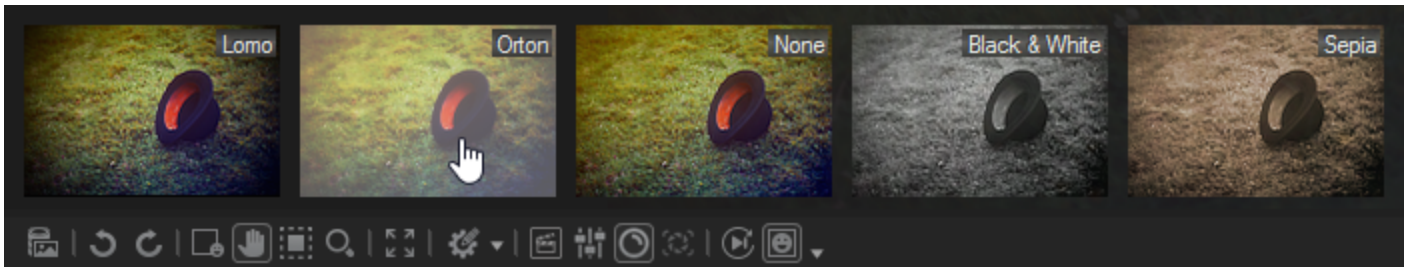
Previewing Your Images with Auto Lens

You can use Auto Lens to preview your images with a number of filters without actually applying them to the file.

To View Your Image with an Auto Lens:

1. Open an image in View mode.
2. On the Toolbar, press the **Auto Lens** button.
3. Select a filter to preview your image in.
4. Use the Filmstrip or Previous/Next button to preview more images with your selected filter.

The Lens will remain turned on in View mode until you turn it off.



To Turn Off Your Selected Auto Lens:

1. On the Toolbar, press the **Auto Lens** button.
2. Select **None**.

Light EQ™

You can view your image with an instant exposure adjustment in View mode with Light EQ™. You will need to select Light EQ™ for each image you view.

To View Your Image with Light EQ™:

1. Open an image in View mode.
2. On the Toolbar, press the **Light EQ™** button.

Viewing RAW Images

A RAW image is similar to a photo negative. When you take a photo, your camera captures all the raw data that makes up the image. This includes an embedded JPEG so that you can preview the image. As with a photo negative, you must develop your RAW file to view the photo.

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** radio button on the **General** page of the Options 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** radio button on the **General** page, ACDSee quickly develops the RAW file and displays a temporary photo of the RAW file.

When you zoom in on your undeveloped RAW image in View mode, if you have selected the **Embedded preview** option, and if you zoom past the resolution of the embedded JPEG, ACDSee quickly develops the RAW image so that you can see the image at that zoom level. When View mode changes the display from the embedded JPEG to the decoded RAW image, you might see a change in

the color, light, or detail of the image. This is due to a difference between the settings applied by your camera to the JPEG and the settings used by ACDSee to develop the image. Since different camera models apply different color, light, and detail settings to embedded JPEGs, these settings do not always match the settings used by ACDSee. However, you can then use the ACDSee Develop tools to process the RAW image to use your preferred settings.

ACDSee will automatically apply geometry corrections to DNG files that include geometric distortion correction tags. DNG files created from the Adobe DNG Converter© will often generate geometric distortion tags for micro 4/3rds cameras.

Rotating Images

You can rotate images in Manage and View modes using the Rotate icons in the bottom toolbar.

When you rotate unprocessed JPEG images, ACDSee performs a lossless rotation, meaning no information is lost.

To Rotate Images:

1. In Manage mode or View mode, select one or more images.
2. Click the **Rotate Left** or **Rotate Right** icon in the bottom toolbar.

Rotate Icons

	Rotate Left	Rotates the image 90° to the left.
	Rotate Right	Rotates the image 90° to the right.

Using the Histogram

The Histogram is a graph that represents the distribution of color intensity for each color channel in an image.

To Display and Use the Histogram:

1. In View or Edit mode, click **Panes** | **Histogram**.
2. On the Histogram, check or uncheck the following checkboxes:
    - **R**: shows or hides the red color channel.
    - **G**: shows or hides the green color channel.

- **B**: shows or hides the blue color channel.
- **L**: shows or hides the lightness of the image.

Using Face Detection and Recognition in View Mode

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

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

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

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

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

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

To Enable or Disable Face Detection:

Choose **Tools** | **Options** | **Face Detection** and check/uncheck the **Automatically detect faces in images** checkbox.

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

To Open the Face Detection Pane:

Choose **Panes** | **Face Detection**.

Detected faces will appear in the Face Detection pane.

To Show Face Outlines:

In the Bottom Toolbar, click the **Show Face Outlines** button or press **Shift + B**.

To Name Detected Faces:

1. In the Bottom Toolbar, click the **Face Tool** button or press **Shift + F**.
2. In the field below the face outline, enter the name of the detected face.
3. Press **Enter**.

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

To Edit Face Outlines:

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

To Draw Outlines Around and Name Undetected Faces:

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

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

To Import Embedded Face Data From Lightroom or Picasa:

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

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

Suggestions

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

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

To Deny or Confirm Suggestions:

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

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

Viewing Images with Image Advance

Image Advance allows you to create a quick slideshow preview of a group of images, or of all the images in a folder.

To Start Image Advance:

1. Open a group of images in View mode.
2. Click **View** | **Image Advance** | **Options**.
3. In the Image Advance dialog box, set the options as described below.
4. Click **Start**.
5. To advance to the next image, press **Space**.
6. To return to the previous image, press **Backspace**.
7. To stop or restart Image Advance, press **Pause**.

Image Advance Options

Sequence	Determines the order that you want to display your images. Select one of the following options: • **Forward** • **Reverse** • **Random**
Repeat	Automatically restarts the slideshow after the last image has been displayed.
Delay	Specifies how long to display each image. Drag the slider or type a time in milliseconds.
Sound	Check the **Play audio clips** checkbox to play any audio embedded in the selected images.

Displaying Text on Images in View Mode

You can use the Header/Footer tool to display text with your images in View mode. The text is displayed while you are viewing the image, but does not modify the original image. You can also hide the headers and footers without changing the settings.

To add text directly to your photos and save it as part of the image, see Adding text to an image.

To Edit Image Headers and Footers:

1. In View mode, click **View** | **Edit Header/Footer**.
2. Do one or both of the following:
   - Check the **Header** checkbox to add text at the top of the image.
   - Check the **Footer** checkbox to add text at the bottom of the image.
3. Select or change the text options as described below.
4. Click **OK**.

Text Options

Alignment	Specifies the justification of the captions.
Background	Adds a background color to the text. Click **Color** to specify a color.
Description	Displays the text you want to see on your images. Type the text you want to appear, or click inside the field to set an insertion point for inserting metadata.
Insert Metadata	Inserts file-specific information into the text for each image.
Font	Sets the font, size, and color of the caption text.

To Insert Metadata in Image Text:

1. Position the cursor in the **Description** text box where you want to display the file information and click **Insert Metadata**.
2. In the Choose Properties dialog box, select the file information you want to include.
3. Click **OK**.

The information you added is inserted as a placeholder that will be replaced by the specific text for each image.

Hiding Image Text

You can hide either the header or footer, or disable both at once without changing or deleting the information in the header and footer fields.

To Hide the Image Text:

1. In View mode, click **View** | **Edit Header/Footer**.
2. Do one or both of the following:
   - Uncheck the **Header** checkbox to remove text from the top of the image.
   - Uncheck the **Footer** checkbox to remove text from the bottom of the image.
3. Click **OK**.

To show or hide both headers and footers simultaneously, click **View** | **Show Header/Footer**.

Selecting Part of an Image

You can use the Select tool in View mode to select a rectangular area of an image. You can then zoom in on the selection, copy the selection, save the selection as a new image, print the selection, and use the selection as the desktop wallpaper.

To Select Part of an Image:

1. Click the **Select Tool** icon.
2. Drag the cursor across the image to create a marquee.
3. Right-click inside the marquee and select one of the options described below.
4. To cancel the selection, click an area of the image outside of the marquee.

Selection Options

Zoom To	Zooms in on the selected area.
Copy	Copies the selected area to the Clipboard.
Save Crop As	Saves the selected area as a new image.
Print	Prints the selected area.
Wallpaper Centered	Creates desktop wallpaper using the selected area and centers it on your desktop, shrinking it to fit if necessary.
Wallpaper Tiled	Creates a tiled desktop wallpaper pattern using the selected area.

Viewing File Properties in View Mode

You can view an image's properties in View mode and edit the information in the Properties pane.

To View an Image's Properties:

In View mode, click **Panes** | **Properties**.

For more information about the Properties pane, and adding or editing ACDSee Metadata, see Using the Properties Pane.

Viewing Documents

You can view a variety of documents in ACDSee, including PDF and Canvas X documents. In View mode, you can add metadata to your documents to organize and make searching easier.

To View a Document:

1. Navigate to your document in Manage mode.
2. Select the document and enter View mode.

Working with PDF Files (.pdf):

See Viewing PDF Files in View Mode.

To Assign Your Document a Rating, Color Label, or Tag in View Mode:

Open your document in View mode, and do one of the following:

- In the bottom right corner, click the **Color Label** button and select a color label.
- In the bottom right corner, click the **Rating** button and select a rating.

- In the bottom right corner, click the **Tag** button.

Viewing PDF Files in View Mode

You can view, navigate, and print your PDF files in View mode.

To Open an Image in View Mode:

Do one of the following:

- In Manage mode, double-click your PDF.
- In Manage mode, select your PDF and press **Enter**.
- In Manage mode, select your PDF and press the **View** mode button.

Use the PDF options as described below.

PDF Options:

Back	View the previous page.
Forward	View the next page.
Zoom In	View the PDF at a higher magnification.
Zoom Out	View the PDF at a lower magnification.
Open in Default Application	Opens the PDF in its default application.
Print PDF	Prints the PDF.
Fit Page	Fits the page within the viewing area.
Fit Width	Stretches the page to fit the width of the viewing area.
1 / 26 **Page Number**	Displays the number of the page being viewed.
69% **Magnification**	Displays the page magnification.

To Print PDF Documents:

See Printing Images and Documents.

Keyboard shortcuts:

	Right Arrow	Displays the next file in the Filmstrip.
	Left Arrow	Displays the previous file in the Filmstrip.
	Page Up	Displays the previous page in the document.
	Page Down	Advances to the next page in the document.
	Spacebar	Advances to the next page in the document.
	Home	Displays the first page in the document.
	End	Displays the last page in the document.
With Fit Page on	**Up Arrow**	Displays the previous page in the document.
	Down Arrow	Advances to the next page in the document.
	Mouse Wheel Up	Displays the previous page in the document.
	Mouse Wheel Down	Advances to the next page in the document.
With Fit Width on	**Up Arrow**	Scrolls upward in the document.
	Down Arrow	Scrolls downward in the document.
	Mouse Wheel Up	Scrolls upward in the document.
	Mouse Wheel Down	Scrolls downward in the document.

Viewing Develop Settings in View Mode

You can use the Develop Settings pane to view adjustments made to your images in Develop mode.

You must develop an image before you will see any values in the Develop Settings pane.

To Open the Develop Settings Pane:

In View mode, click **Panes** | **Develop Settings**.

To View Your Develop Settings:

1. While browsing your images in View mode, select an image which has been developed. This is indicated by the Developed overlay icon in the bottom right corner of the Status bar.
2. In the Develop Settings pane, expand the groups to view each adjustment's value.

Copying and Pasting Develop Adjustments

You can copy adjustments made in Develop mode and paste them onto other images in the Develop Settings pane.

To Copy Develop Settings and Paste Them to Other Images:

1. Select the image.
2. In the Develop Settings pane, press the **Copy** button.
3. Select an image to which to paste the adjustments.
4. Press the **Paste** button.

Restoring Images

You can also restore the image to its original state with the Restore button.

To Revert an Image Back to its Original State:

1. Select the image.
2. In the Develop Settings pane, press the **Restore** button.

Applying Presets in View Mode

Many ACDSee developing tools allow you to save your settings as presets. This is convenient when you frequently use the same settings for a particular tool or effect.

For most tools, ACDSee automatically saves the last option settings you applied to an image when you clicked **Apply** or **Done**. This preset is called **Last Used Settings**. To create presets to be used at anytime see Using Presets in Develop mode.

To Apply Presets in View Mode:

1. In View mode, click **Process** | **Apply Preset**.
2. Select one of the presets.
   The preset is applied and automatically saved.

To undo the applied preset right-click and select **Process** | **Restore to Original**.

Presets created from Edit mode can only be applied in Edit mode.

Viewing and Using Brush Files

You can view brush files in Manage mode just like fonts or other files. This means that you can assign ratings or organize them just like any other file in ACDSee. Because many .abr files are actually groups of images in one file, you need to open them in View mode to see the individual images.

This icon indicates an .abr brush file in ACDSee.

To View Brush Files:

In Manage mode, navigate to the folder containing your brush files.

- To see just the top image in any .abr file, hover over the thumbnail to activate the pop-up, or click it to see the image in the Preview pane.
- To view the other images in the .abr file, double-click it to open it in View mode. The file opens in View mode showing the individual images in a pane on the left-hand side.
- To see the number of images, and select them by number, click the down-arrow at the top of the sidebar, and then select the number of the image.
- To scroll through the images, click the right and left arrows at the top of the sidebar, or on each image.

To Use Brush Files in Adobe Photoshop®:

With both Adobe Photoshop® and ACDSee open, drag the file from the File List (in Manage mode) onto the Photoshop® window.

Even though nothing appears to happen, the brush is loaded into the Photoshop® brush library. To view the new brushes, open the library and scroll to the bottom of the pane.

To make it even easier to use brushes in Photoshop®, you can configure it to be your default editor. Then you can use **Ctrl + Alt + X** to open Photoshop® and use the brush right away.

Playing Video and Audio Files

You can play video or audio files in many formats in ACDSee. You can control playback volume, and create an image from a video frame.

To Play Video or Audio Files:

In Manage mode, in the File List pane, do one of the following:

- Double-click a video or audio file.
- Select one or more files and press **Enter**.
- Select one or more files, right-click a selected file, and then select **View**.
- Use the Media toolbar to adjust the volume, pause, loop, or extract frames from playback.

Automatically Playing Audio and Video Files

You can configure your settings to play audio and video files automatically, as soon as you open them in View mode, or as you view them in the Preview pane in Manage mode.

To Start Playing Media Files Automatically:

1. In Manage mode or View mode, click **Tools** | **Options** | **Preview**.
2. Check the **Autoplay audio or video clips** checkbox.
3. Click **OK**.

The Media Toolbar

You can use the Media toolbar to quickly access common media viewing and editing tools.

Media Toolbar Buttons

	Play	Plays the media file or selection. Changes into the Pause button when a media file or selection is playing.
	Extract Frames	Opens a menu you can use to copy, save, and extract video frames. Frames are extracted at the resolution you viewed them at, (your screen resolution).
	Loop	Continuously plays the media file or selection.
	Volume Mute	Click to mute the playback volume, click again to play the volume.

Saving Video Frames as Images

You can extract an individual frame from a video and save it as a still image.

To Extract and Save a Single Video Frame as an Image:

1. Do one of the following:
    - Find the frame you want to capture and press **Pause**.
    - Skip to step 2 as the exact frame you want to extract is playing.
2. On the Selection and media controls toolbar, click the **Extract Current Frame** button.
3. In the Extract Current Frame dialog box, select a folder in which to save your file.
4. In the **File name** field, type a filename.
5. Click the **Save as type** drop-down list and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **Save**.

Adding or Editing Image Audio

ACDSee supports images with embedded audio and images with associated audio files.

Images with embedded audio are TIFF or JPEG images with audio saved inside the image file. You can embed audio inside an image file by adding audio to the image.

Images with associated audio are image files paired with separate WAV audio files. Image files and their associated audio files contain the same file name and are located in the same folder. You can associate any WAV file with an image file by giving them the same name and placing them in the same folder, or by adding audio to the image.

If you move or rename either an image file or the audio file associated with it, both files must be renamed and in the same folder or they will no longer be associated. This does not apply to images with embedded audio.

To Add Audio to an Image:

1. Do one of the following:
    - Select an image in Manage mode.
    - Open an image in View mode.
2. Click **Tools** | **Image Audio** | **Edit**.
3. In the Edit Audio dialog box, click the **Browse** button.
4. Select a WAV file and click **Save**.
5. If you would like to truncate or clip the audio file, check the **Use markers** checkbox, and drag the **Start marker** and **End marker** sliders. Do one of the following:

- Click the **Truncate** button to remove the beginning and end of the audio file (the sections outside of the start and end markers).
- Click the **Clip** button to remove the section of the audio file inside the start and end markers.

6. To hear a preview of the file, click the **Play** button.
7. Click **OK**.

Recording Audio to an Image

You can record your own audio files and add them to your images. When you add audio to a JPEG or TIFF image, the audio is embedded in the image. With other file formats, the audio file is associated with the image; the audio file is saved in the same folder and is played when the image is viewed.

To Record and Add an Audio File to an Image:

1. Do one of the following:
   - Select an image in Manage mode.
   - Open an image in View mode.
2. Click **Tools** | **Image Audio** | **Edit**.
3. In the Edit Audio dialog box, select or change the **Record sound settings** options as described below.
4. Click **Record** and do one of the following:
   - Use a microphone and record a sound.
   - Play audio from an audio player on your computer.
5. Click **Record** to stop the recording.
6. Click **Save As** to save the audio file.
7. In the Save Sound File dialog box, type a name in the **File name** field, and then click **Save**.
8. Click **OK**.

Record Sound Settings Options

Capture device	Specifies which of your computer's devices you want to record the audio.
Input format	Determines which sample rate and audio type are used to record the sound. The formats displayed depend on the sound card you have installed on your computer.
Overwrite	Replaces the recorded audio from the **Start marker** slider location.
Mix	Combines the recording with the existing audio file.
Insert using start marker	Inserts the recording at the start marker location. Drag the **Start marker** slider to select a position.
Append to sound file	Adds the recording to the existing audio file.
Replace sound file	Replaces the entire audio file with the new recording.

Printing Images and Documents in View Mode

With the ACDSee print utility, you can print your images and files on any size of paper, in any orientation, and at any resolution your printer can support. You can also use the print utility to create and print contact sheets, complete with headers, footers, and captions specific to each image.

As you change the options in the Print dialog box, you can view a dynamically updated preview of the image or file and its position on the page. You can adjust the output size, print multiple copies, and change the orientation on each page.

To Print a Single Image:

1. In View mode, select the image you want to print.
2. Click **File** | **Print...**.
3. Under **Format**, choose a print size.
4. On the **Printer Options** tab, specify the printer you want to use, the paper size, the number of copies you want, the range of pages that you want to print, and image resolution.
5. On the **Page Settings** tab, specify the image position on the paper and the margin widths, and specify the number of prints of each photo.
6. On the **Adjustments** tab, adjust the settings to compensate for the way your printer handles exposure, contrast, and sharpness.
7. Add captions, headers, or footers.
8. Click **Print**.

To Print All Images:

1. In View mode, click **File** | **Print All...**.
2. Under **Print layout**, do one of the following:
    - Select **Full page** and then choose a print size from the **Format** list.
    - Select **Contact sheet** and then set the **Contact sheet format** options to define the appearance of your contact sheet.
    - Select **Layout** and then choose one of the available layout options.
3. On the **Printer Options** tab, specify the printer you want to use, the paper size, the number of copies you want, the range of pages that you want to print, and image resolution.
4. On the **Page Settings** tab, specify the image position on the paper and the margin widths.
5. On the **Adjustments** tab, adjust the settings to compensate for the way your printer handles exposure, contrast, and sharpness.
6. Specify the number of prints of each photo. If you are printing a **Full page** or a **Contact sheet** this option is available on the **Page Settings** tab. If you are printing a **Layout** this option is available below the list of layouts.
7. Add captions, headers, or footers. You can only add captions, headers, or footers if you are printing a **Full page** or a **Contact sheet**.
8. Click **Print**.

To Print Your PDF Documents:

1. Select the PDF you want to print.
2. In View mode, click **File** | **Print...** or press the **Print** button in the PDF options.
3. Choose a print size from the Format list.
4. On the **Printer Options** tab, specify the printer you want to use, the paper size, the orientation, the number of copies you want, the range of pages that you want to print, and image resolution.
5. On the **Page Settings** tab, specify the page position on the paper and the margin widths.
6. Specify the number of prints of each photo. If you are printing a **Full page** or a **Contact sheet** this option is available on the **Page Settings** tab. If you are printing a **Layout** this option is available below the list of layouts.
7. Add captions, headers, or footers. You can only add captions, headers, or footers if you are printing a **Full page** or a **Contact sheet**.
8. Click **Print**.

Setting an Image as the Desktop Wallpaper

You can select any image and set it as the Windows desktop wallpaper. You can also automatically stretch a wallpapered image to fill the screen, or restore your previous wallpaper.

To Set an Image as the Desktop Wallpaper:

1. Do one of the following:
    - In Manage mode, select an image, and then click **Tools** | **Set Wallpaper**.
    - In View mode, click **Tools** | **Set Wallpaper**.
2. Select one of the following:
    - **Centered**: places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit.
    - **Tiled**: places the image in a tiled pattern that fills the entire desktop.
    - **Stretched**: stretches the image to fit the screen.

The selected image is saved as ACD Wallpaper.bmp in the Windows folder. ACDSee automatically changes the wallpaper settings in the Control Panel Display properties to display the image.

To Automatically Stretch Wallpapered Images to Fit the Screen:

1. Click **Tools** | **Options**.
2. In the Options dialog box, click **General**.
3. On the General page, check the **Automatically stretch wallpaper to fit screen** checkbox.
4. Click **OK**.

To Display the Previous Wallpaper:

Click **Tools** | **Set Wallpaper** | **Restore**.

Synchronizing View Mode to a Folder

You can use the Sync to Folder option to change the images being displayed in View mode.

To Synchronize to a Folder:

1. In View mode, click **File** | **Sync To Folder...**.
2. Type the path to the folder you want to synchronize, or click the **Browse** button to locate the folder.
3. Select or change the New Images options as described below.
4. Click **OK**.

New Images Options

Show new images immediately	Displays images as soon as they appear in the folder. If this option is cleared, new images are added to the end of the slideshow.
Ignore open files	Delays adding a new file to the slideshow until the transferring application has finished moving or downloading the file.
Sort by name	Sorts the images displayed in the slideshow by their file name.

To Stop Synchronizing to a Folder:

In View mode, click **File** | **Sync To Folder...**.

Viewing Offline Images

ACDSee stores thumbnails and database information for images contained on CDs or other removable media as Photo Discs. You can then browse the thumbnails and view the information for those images even when the disc is not in your CD-ROM drive.

To Add a Photo Disc:

1. Place a disc containing images into your CD-ROM drive.
2. In Manage mode, click **File** | **New** | **Photo Disc**.
3. In the New Disc dialog box, type a name for your disc in the **Title** field, and then click **OK**.

   You can then browse the contents of the Photo Disc in the Offline Media section of the Folders pane.

If you add or remove images from a disc that you have already added to ACDSee as a Photo Disc, you can update the information stored in the database. Insert the disc in your CD-ROM drive, and then right-click the name of the disc in the Folders pane and select **Update Photo Disc**.

By default, ACDSee identifies Photo Discs by their serial numbers. This is the most reliable setting to use when working with Photo Discs, particularly if you are importing or converting Photo Discs from previous versions of ACDSee.

However, if you are working with, or planning to work with, multi-session discs, the serial number may be regenerated or changed each time you change the contents of a disc. Therefore, the volume label is the required method of identification for multi-session Photo Discs.

Rebinding Photo Discs

Depending on the method used to identify Photo Discs, ACDSee may encounter a Photo Disc that it does not recognize. This is most common when you are using the serial number method to identify Photo Discs and you insert a multi-session disc. ACDSee may not recognize the disc, as serial numbers are likely to change when updating a multi-session disc.

You can use the Rebind option to update the identification information, and associate the correct database information with your disc.

To Rebind a Photo Disc to its ACDSee Database Information:

1. In the Rebind Photo Disc dialog box, carefully review the Current disc information to be sure that the correct disc is in the drive.
2. Select the Photo Disc record that you want to rebind to the current disc from the **Photo Disc Name** list.
3. Click **Rebind**.

Viewing Images in Another Application

You can open a file in another program from within ACDSee. For example, you can open documents in the application used to create them.

To Use the Shell Open and Edit Commands:

1. In Manage mode, click **File** | **Shell**.
2. Select one of the following options:
    - **Open**: opens the file using the application that Windows associates with its file extension.
    - **Edit**: opens the file using the default system application, or opens a dialog box where you can select an application.

Showing Originals

When you make changes to your images, the original image is saved so that you can restore the image to its original settings.

To Show the Original Image:

1. In View mode, select an image that has been developed or edited.
2. Click and hold the **Show Original** button in the bottom toolbar.

   When you release the mouse button, the developed or edited image is displayed.

Committing Changes

When you make changes to your images, the original image is saved so that you have the option of restoring the image to its original settings. If you decide that you want to keep your developed or edited image and save that as your original image, you can commit the changes to the image. This deletes any sidecar files or originals that have been saved, and removes the Developed or Edited overlay icon that indicates the image has been developed or edited.

To Commit Changes to an Image:

1. In Manage mode or View mode, select an image that has been developed or edited.
2. Click **Process** | **Commit Changes**.

Changing Image Color Depth

You can modify an image's color depth in View mode. Color depth refers to the range of colors an image contains.

To Change the Color Depth of an Image:

In View mode, click **Tools** | **Modify** | **Change Color Depth**, and select one of the options described below.

Color Depth Options

Black and White	Two-color black and white palette
16 Grays	16-color grayscale palette
256 Grays	256-color grayscale palette
16 Colors	16-color palette
256 Colors	256-color palette (GIF format uses 256 colors by default)
Hicolor	32,768-color palette
Truecolor	16,777,216-color palette of all colors visible to humans
16 bit grayscale	16-bit grayscale palette
48 bit color	48-bit color palette

You can use ACDSee to convert an image to any of these color depths. However, to use certain image enhancement tools, filters, blends, and adjustment options, the image must be Hicolor or Truecolor. To edit an image that is not originally Hicolor or Truecolor, you can convert it, edit the image, and then convert it back to its original color depth.

Zooming In and Out

In View mode you can use the Zoom tools to enlarge or reduce the size of the image you are viewing. When an image is zoomed to a larger size than the View mode window, you can use the Scroll tool (hand icon) to pan or scroll the image.

When you zoom in on a RAW image, you might see a change in the color, light, or detail of the image. This can occur if you have checked the **Embedded preview** checkbox on the **General** tab of the Options dialog box. This option displays the embedded JPEG for the image, but when you zoom in past the resolution of the embedded JPEG, ACDSee decodes the RAW image in order to display the image at that zoom level. As ACDSee decodes the image, the Zoom tool might be slow to respond. See Viewing RAW images for more information.

To Zoom an Image In or Out:

- Click once on the image to toggle between your default view and Actual Size view.
- Click **Tools** | **Zoom**, and then select one of the Zoom menu options.

Zoom Menu Options

Zoom In	Increases the magnification of the image.
Zoom Out	Decreases the magnification of the image.
Actual Size	Displays the image at its original dimensions (100%).
Fit Image	Displays the image at the largest magnification that fits in View mode window.
Fit Width	Fits the image within the left and right sides of the View mode window.
Fit Height	Fits the image within the top and bottom of the View mode window.
Zoom Lock	Displays all images at the zoom option of the current image. If the zoom level 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 level.
Pan Lock	Locks the panned area of an image.

If you select **Fit Image** you can display the previous or next image by pressing the left and right arrow keys on your keyboard.

To change your default image view, click **Tools** | **Zoom** and select Actual Size, Fit Image (standard), Fit Width, or Fit Height.

You can also quickly access the Zoom Lock on the Toolbar by toggling the Zoom Lock button.

Setting the Zoom Level

You can use the Set Zoom Level dialog box to set a specific zoom level in View mode.

To Set a Specific Zoom Level:

1. Click **Tools** | **Zoom** | **Zoom To...**
2. In the Set Zoom Level dialog, select one of the following:
   - **Fit whole image**: zooms the image to fit entirely within the window.
   - **Fit width**: zooms the image to fit the width of the window.
   - **Fit height**: zooms the image to fit the height of the window.
   - **Specify**: specifies a zoom percentage. Type a number in the field or click the drop-down list and select a zoom level.
3. To use this setting as the default View mode zoom level, check the **Lock at this zoom level** checkbox. View mode displays all images based on the specified zoom level.
4. Click **OK**.

If you select **Fit whole image** you can display the previous or next image by pressing the left and right arrow keys on your keyboard.

Automatically Shrinking or Enlarging Images

You can use the settings on the Display page of the Options dialog box to automatically enlarge or shrink images to fit the size of the ACDSee window. For information about how the combination of the choices affects the display of images, see the Zoom mode and Resize results table below.

To Automatically Shrink or Enlarge Images:

1. In Manage mode or View mode, click **Tools** | **Options**.
2. In the Options dialog box, click **View mode** | **Display**.
3. In the Zoom options area, select one of the following options from the **Default zoom mode** drop-down list:

- **Actual Size**: keeps images at their original size.
- **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.
- **Fit Image**: resizes images to fit the size of the View mode window.

4. Select one of the following options from the **Resize** drop-down list:
   - **Reduce Only**: reduces large images to fit the size of the View mode window.
   - **Enlarge Only**: enlarges smaller images to fit the size of the View mode window.
   - **Reduce or Enlarge**: reduces large images, and enlarges smaller images to fit the size of the View mode window.
5. Click **OK**.

Zoom Mode and Resize Results

	Fit Image	Fit Width	Fit Height
Reduce Only	Reduces large images to fit the size of the View mode window. Images that are smaller than the View mode window are displayed at their original size.	Reduces large images to fit between the left and right sides of the View mode window. Images that are smaller than the View mode window are displayed at their original size.	Reduces large images to fit between the top and bottom of the View mode window. Images that are smaller than the View mode window are displayed at their original size.
Enlarge Only	Enlarges small images to fit the size of the Viewer. Images that are larger than the View mode window are displayed at their original size.	Enlarges small images to fit between the left and right sides of the View mode window. Images that are larger than the View mode window are displayed at their original size.	Enlarges small images to fit between the top and bottom of the View mode window. Images that are larger than the View mode window are displayed at their original size.
Reduce and Enlarge	Reduces large images and enlarges small images to fit the size of the View mode window.	Reduces large images and enlarges small images to fit between the left and right sides of the View mode window.	Reduces large images and enlarges small images to fit between the top and bottom of the View mode window.

If you select **Fit Image** you can display the previous or next image by pressing the left- and right-arrow keys on your keyboard.

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. In the Navigator, a marquee indicates the area of the image that is visible.

To Display and Use the Navigator Pane:

1. In View mode, click **Panes** | **Navigator**.
2. Drag the slider to increase or decrease the magnification of the image in View mode.
3. Drag the marquee to the area of the image you would like to display in View mode.

To Use the Quick Navigator Pane:

1. In View mode, click and hold the **Navigator** button in the bottom toolbar.
2. Drag the marquee to the area of the image you would like to display in View mode.

Panning a Magnified Image

In View mode, you can pan large images by moving them vertically, horizontally, and diagonally across the display area to view specific areas of the image. When an image is larger than the ACDSee window and you use the Scroll tool, the cursor changes to a hand.

To Pan an Image:

Do one of the following:

- Drag the image to center the area you want to view.
- Press an arrow key. You can hold the **Ctrl** key to pan quickly, or hold the **Shift** key to pan more slowly.

Using Pan Lock

You can use the Pan Lock setting to automatically center the same area of a series of larger images in View mode.

To Use Pan Lock:

1. In View mode, pan over a large image to a specific area you want to view.
2. Using the Zoom menu, zoom in on the image until you reach the magnification you want to use for all of your images.
3. Click **Tools** | **Zoom** | **Zoom Lock** to keep the current zoom level.
4. Click **Tools** | **Zoom** | **Pan Lock**.

   As you move through your images, each one will be automatically zoomed and panned to the same area.

Magnifying Specific Areas of an Image

You can view specific areas of an image at a higher magnification in the Magnifying Glass pane.

To Use the Magnifying Glass Pane:

1. In View mode, click **Panes** | **Magnifying Glass**.
2. Move the cursor over an area of the image to view that area in the Magnifying Glass pane.
3. Change the Magnifying Glass pane settings by doing any of the following:
   - Move the slider at the bottom of the Magnifying Glass pane to increase or decrease the magnification.
   - Check the **Fixed** checkbox to apply the slider setting to the original size of the image. Uncheck the **Fixed** checkbox to apply the slider setting to the magnification of the zoomed image in View mode.
   - Check the **Smooth** checkbox to apply anti-aliasing to the magnified portion of the image, or uncheck the **Smooth** checkbox to view the individual pixels. Anti-aliasing reduces jagged-lines, also known as 'jaggies'.

Chapter 6: Develop Mode

Develop mode allows non-destructive processing of RAW, JPEG and other file types. Do most of your adjustments on RAW images in Develop mode, where you can work on the RAW image data. Non-destructive means the changes you make do not permanently change the original image, so they are reversible.

In Develop mode you can:

- Tune the image using exposure, white balance, lighting, color, tone curves, soft focus, effects, split tone, and post-crop vignette tools, or set the output color space of a RAW image.
- Adjust details in your image using the sharpening, noise reduction, skin tune, and chromatic aberration tools.
- Fix geometry in your image using the lens distortion, rotate and straighten, perspective, vignette correction, and cropping tools.
- Repair your image with the Red Eye Reduction tool or remove flaws.

Using Develop Mode

When adjusting your images in Develop, the original file is never changed. The changes are saved in a separate file, and are applied each time you open the image. This allows for non-destructive developing of your images, and it is recommended that you do most of your image adjustments in Develop.

When you open a developed image in Develop, it displays the settings you previously left them at. This allows you to revisit the image at any time to adjust the previous settings.

For more information on how develop settings are saved, see How ACDSee Saves Changes to Images.

Developing an Image

To Develop an Image:

1. Select **Develop** mode.
2. In Develop, in the Tune tab, select General, White Balance, Light EQ™, Color EQ, Tone Curves, Soft Focus, Effects, Color LUTs, Split Tone, Post-Crop Vignette, or for RAW files: Output Color Space.
3. On the Detail tab, select Sharpening, Noise Reduction, Skin Tune, or Chromatic Aberration.
4. On the Geometry tab, select Lens Correction, Rotate & Straighten, Perspective, Crop, Vignette Correction.
5. On the Repair tab, select Repair or Red Eye Reduction.

Saving and Canceling

When you have finished developing 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 developed image with a new name or format.
    - **Discard**: discard your changes.
    - **Cancel**: remain on the same image in Develop with your changes intact, without saving the image.

If you want your changes saved automatically (without the prompt to save), check the **AutoSave** 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 by clicking **Tools** | **Options** and selecting the Automatically save Develop Mode adjustments checkbox on the Develop Mode page.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
    - **Save As**: save a version of your developed image with a new name or format and switch to the updated image.
    - **Save a Copy**: save a copy of your developed image with a new name or format, and continue to work on the original file.
    - **Export**: export one or more copies of your developed image with the option to specify a format and size for each.
    - **Copy to Clipboard**: copy the developed image to the clipboard. (Go to **Edit** | **Copy**.)

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the unprocessed RAW file with the settings still intact.

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

Click **Cancel**.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

Restoring Original Settings

You can discard your Develop settings and revert to the original image. For more information, see Restoring original images.

Image Viewing Controls

While developing an image, you can adjust the magnification with the zoom controls, located in the bottom right corner.

	Clipped Shadows and Highlights	Displays clipped shadows and highlights. Click the icon or press E on the keyboard, to highlight over- and under-exposed areas of the image. When the shadows and highlights tool is enabled the icon is yellow, and gray when disabled.
	Undo/Redo	Use the Undo button to discard changes, slider by slider, adjustment by adjustment. Use the Redo button to return to the options that you had selected prior to clicking Undo.
	Reset	Discards the settings that you have selected and revert to the default settings for each individual group. When you apply changes using one of the groups, the reset button turns blue. Click on the reset button to reset the image to its default settings.

	Preview	Turns on or off changes you have made within the group. This button is available in each group, so you can view the effects of each group's develop settings. When the icon is green the group's changes are visible. A gray icon indicates that the changes are hidden.
	Develop Settings	Resets Develop Settings to Last Saved, Default, or Last Used. You can also save your settings as a preset, copy, or paste them.
	Display Full Screen	Displays the image on a full screen. Press **F** to view full screen. Press any key to return to Develop.
1:1	**Actual Size**	Returns the current image to its actual size.
	Navigator	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. 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.
	Fit Image	Reduces the image to fit within the Develop mode area.
	Show Original	Toggles the changes on or off, to compare your changes to the original.
	Zoom slider	Increases the size of the image if you drag it to the right, decreases the size if you drag to the left.
	Zoom drop-down list	Displays a list of zoom sizes to select.

Viewing Images

You can view other images by clicking on the Filmstrip at the bottom of the screen. Or, click the arrows on the **Done** button to select an image to develop.

Customizing the View

You can detach the Develop and Edit panes to suit your workflow.

You can also customize how the groups expand and collapse within the pane. From the **View** menu, select:

- **Expand all groups**: expands all the groups in pane.
- **Collapse all groups**: collapses all the groups that are open.
- **Auto-collapse groups**: this is the default setting. This setting automatically collapses groups and keeps the group you're working in open. This is useful for keeping groups in one pane without having to scroll.
- **Filmstrip**: toggles the filmstrip display on or off.

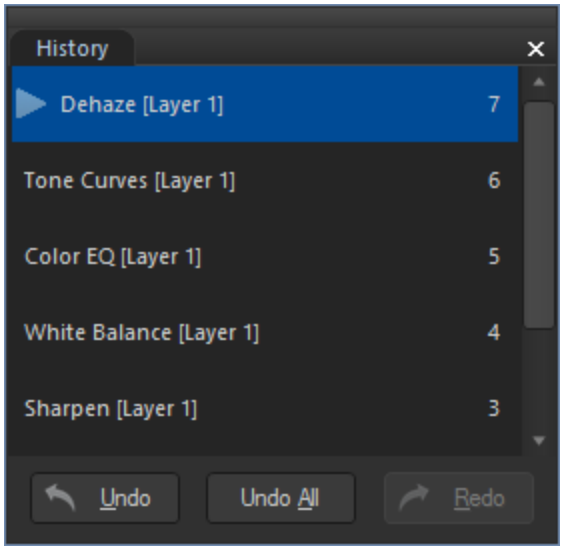
Undo and Redoing

Using the History Pane:

You can use the History pane to view the sequence of changes you have made to your image. You can also use the History pane to jump around in your editing sequence and revert back to a previously-applied adjustment. For example, if you applied a series of adjustments, such as color adjustments, followed by sharpening, and exposure tweaking, but you want to revert back several steps to the state your photo was in with just the color adjustment, you would use the History pane.

To open the History pane, click **Panes** | **History**.

To return to a specific adjustment, select your desired adjustment in the pane and double-click it. Or select **Undo All** to undo all of your adjustments.



Using Color Pickers in Develop Mode

When you use the color pickers in Develop mode, the RGB values beside the color picker relate to the original image before any edits. You can see the up-to-date RGB values for the image as edited in the status bar at the bottom of the page.

Using the Undo/Redo Button

You can undo and redo your changes when editing an image.

To Undo a Change:

In Develop mode, do one of the following:

- Click the **Undo** button found at the bottom of the left pane.
- Use the keyboard shortcut **Ctrl + Z**.

To Redo a Change:

In Develop mode, do one of the following:

- Click the **Redo** button found at the bottom of the left pane.
- Use the keyboard shortcut **Ctrl + Y**.

Using Presets in Develop Mode

You can save your develop settings as a preset to apply the same adjustments to additional images. Presets allow you to quickly apply changes to an image without having to repeat the steps each time you want to apply the same change. For example, if you always correct your images using the Contrast tool with the value of 25 and the Midtones tool with the value of -8, you can save these settings as a preset and quickly apply them to change the contrast and midtones in your images.

You can also use presets to ensure that settings are applied consistently in your images. You can create a preset with one or multiple develop settings. You can opt to save presets from all Develop settings across the Tune, Detail, Geometry, and Repair tabs. Or you can save presets from the settings from all of the groups within a single tab, such as all of the settings on the Tune tab. Or you can save presets by individual group only, such as the Color EQ group.

To make your experience with Develop mode presets easier, you can now utilize the Develops Preset pane to create, delete, manage, and categorize your global presets.

You can apply as many presets as you want to an image. Each time you add a preset, the settings are applied on top of the previous settings.

Using the Develop Presets Pane

To Create a Preset using the Develop Presets Pane:

1. In Develop mode, select the **Tune**, **Detail**, **Geometry**, or **Repair** tab.
2. Select a group and make corrections to your image.
3. In the Develop Presets pane, do one of the following:
   - Right-click in the Develop presets pane and select **Create Preset**.
   - Select the Create new Preset button in the Develop Presets pane.
4. In the Save Develop Settings Presets dialog, select the settings you want to save to the preset and enter a name for your preset.
5. Click **OK**.

To Rename a Preset using the Develop Presets Pane:

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

To Delete a Preset using the Develop Presets Pane:

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

To Apply a Preset to an Image Using the Develop Presets Pane:

With an image open in Develop mode, click on any preset in the Develop Presets list.

The image is updated with the selected preset.

To Import Presets Using the Develop Presets Pane:

1. In the Develop Presets pane, select the **Import Presets** button.
2. Choose the files to import and select **Open**.

To Export Presets Using the Develop Presets Pane:

1. In the Develop Presets pane, select the **Export Presets** button.
2. In the Export Presets dialog, choose which Develop presets to export.
3. Select **Export**.
4. In the Save As dialog, choose a name for your presets and select **Save**.

Using Categories in the Develop Presets Pane

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

To Create a Category for Your Develop Presets:

1. Right-click in the Develop Presets pane and select **New Category**.
2. In the Add a new Category dialog, enter a Category name and press **OK**.

To Delete a Category:

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

To Add a Preset to a Category:

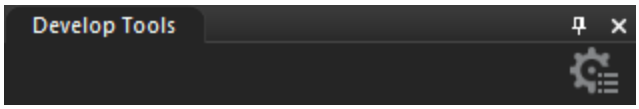
In the Develop Presets pane, right-click on your chosen preset and select **Set Category** then choose from your categories. Your preset will be added to the chosen category.

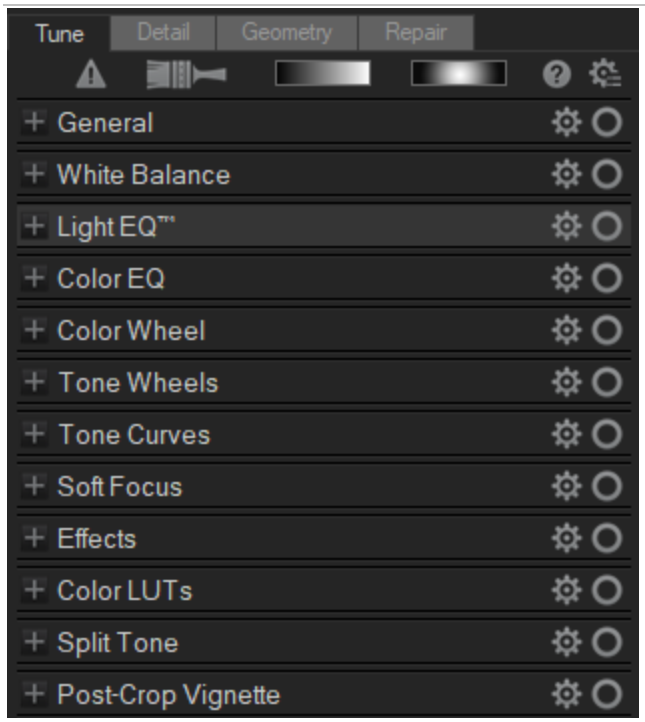
To Remove a Preset from a Category:

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

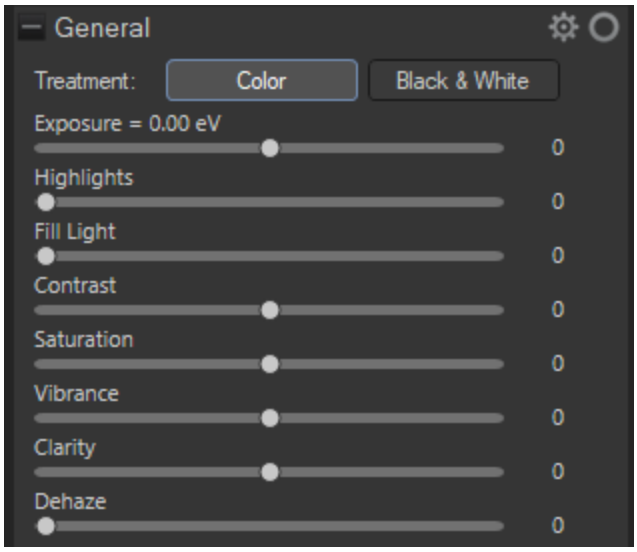
Other Ways to Create and Apply Presets

You can also create and access presets by clicking the develop settings button from the following places:

Top of the pane  	Use the develop settings button from the top-level to save all develop settings from Tune, Detail, Geometry, and Repair tabs. Presets created at this level can be accessed from Manage and View mode. In Manage mode, presets can be applied to multiple images at a time.
Tabs: Tune, Detail, Geometry, or Repair	Use the Develop Settings button within a tab to save develop settings exclusively from the groups within that tab only. The example on the left shows the settings button to click to save develop settings from the Tune tab. A preset created in a tab can only be accessed through the same tab.



Groups



Use the Develop Settings button within a group to save develop settings exclusively from within that group only. The example on the left shows the settings button to click to save develop settings from the General group. A preset created in a group can only be accessed through the same group.

To Create a Preset from the Top of the Pane:

1. Make corrections to your image in Develop mode.
2. Click the develop settings button located at the top of the pane.
3. Select **Save Preset** from the menu.
4. In the Save Develop Settings Presets dialog, click **Select All** to save your settings, or select only the specific settings you want to save as a preset.

5. Enter a name for your preset.
6. Click **OK**.

To Create a Preset from a Tab:

1. In Develop mode, select the **Tune**, **Detail**, **Geometry**, or **Repair** tab.
2. Make corrections to your image in the tab.
3. Click the develop settings button on the top right of the tab.
4. Select **Save Preset** from the menu.
5. In the Save Develop Settings Presets dialog, enter a name for your preset.
6. Click **OK**.

To Create a Preset from a Group:

1. In Develop mode, select the **Tune**, **Detail**, **Geometry**, or **Repair** tab.
2. Select a group and make corrections to your image.
3. Click the develop settings button located on the top right of the group.
4. Select **Save Preset** from the menu.
5. In the Save Develop Settings Presets dialog, enter a name for your preset.
6. Click **OK**.

Applying a Preset to a Single Image

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

1. Click a develop setting button from the top of the pane, tab, or group.
2. From the menu, select a preset.

   The image is updated with the selected preset.

You can also apply presets to an image in the Filmstrip. Select an image in the Filmstrip, right-click and select **Apply Preset**. Then select the preset you want to apply to the image. The image is updated with the selected preset.

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

1. In Manage mode, select an image and click the View tab.

   The image opens in View mode.
2. Right-click on the image and select **Process** | **Apply Preset**.

3. Select the preset you want to apply to the image.

   The image is updated with the selected preset.

Applying a Develop Settings Preset to a Batch of Images

Applying a preset to multiple images helps to save time, and improve the efficiency of your workflow.

To Apply a Preset to a Batch of Images:

1. In Manage mode, select the images that you want to apply a preset.
2. Click **Process** | **Apply preset** and then select a preset.

   The thumbnail images are updated to reflect the preset applied.

To apply a preset to a batch of images and export them to other formats see Using Batch Develop.

Renaming Presets

You can rename a preset at any time.

To Rename a Preset:

1. Click the develop settings button.
2. Select **Manage Presets**.
3. In the Manage Presets dialog, select a preset and click **Rename**.
4. Enter a new name for the preset.
5. Click **OK** to save and close the dialog.

Deleting Presets

You can delete presets that you no longer need. Deleting a preset does not affect images that already have the preset applied.

To Delete a Preset:

1. Click the develop settings button.
2. Select **Manage Presets**.
3. In the Manage Presets dialog, select a preset and click **Delete**.
4. Click **OK** to save and close the dialog. Or click **Cancel** to cancel deleting your preset.

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 Export Presets:

1. Create presets as described above. (To create presets in Edit mode, see Using Presets in Edit.)
2. Choose **Tools** | **Export Presets**.
3. In the Export Presets dialog, click the plus **+** signs to expand the tree, and check/uncheck the checkboxes to select which presets to export. You can export global, tab, or group presets.

   You can choose to export only specific presets under the branches by checking/unchecking the checkboxes. A gray checkbox indicates that some presets under the branches are selected, but not all.

4. To export Edit mode filters at the same time, check the **Include Edit mode filter presets** checkbox.
5. Click **Export**.
6. In the Save As dialog, browse to specify the destination for your exported presets.
7. Enter a name in the field, and press **Save**.

To Import Presets:

1. Choose **Tools** | **Import Presets**.
2. In the Open dialog, navigate to the location of your presets.
3. Select the presets for import and press **Open**.
4. In the Import Presets dialog, click the plus **+** signs to expand the tree, and check/uncheck the checkboxes to select which presets to import. You can import global, tab, or group presets.

   You can choose to import only specific presets under the branches by checking/unchecking the checkboxes. A gray checkbox indicates that some presets under the branches are selected, but not all.

5. Press **Import**. Find your imported presets in the presets menus in their respective groups.

Exporting an Image to Multiple Formats and Resolutions

In ACDSee, you can export an image to multiple image formats and resolutions.

To Export an Image to Multiple Formats and Resolutions:

1. In Develop mode, select the desired develop settings.
2. Click **Save** and then select **Export**.
3. Refer to the table below to make your selections from the **Export** dialog box.

Export Options

Destination folder

Same as source folder

Select this option to use the same folder where the source images currently reside.

Check the **Create a new subfolder for the files** checkbox to place the images within a subfolder of the source folder.

Specific folder

Click this button to change the output folder to a specific location.

File names

Use Templa

Using a template gives you control over the output file name. If you choose not use a template, the file name is unchanged. Duplicate files are given an underscore and number suffix.

to rename files

Template

Check the **Use Template to rename files** checkbox to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata.

Template field	Displays the template to use to rename the files. Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending which options you selected. Click the arrow on the drop-down list to select a recently-used template.
Insert | Metadata field	Inserts file-specific information into the file name template. Position the cursor in the **Template** field, and then click **Insert Metadata** to open the Choose Property dialog box. Select the metadata you want to insert, and then click **OK**.
Insert | Sequence number	Replaces any number signs (#) in the template with sequential numeric characters or alphabetic characters. Select numeric or alphabetic preference in Sequence number options below.
Insert | Original filename	Replaces any asterisk signs (*) in the template name with the original filename.
Insert | Sequence number options	Specifies the first letter or number of the sequence.
Start at	

Format

File Format	Select the file format in which you would like to save the exported images.
Format Settings	Click this button to change the settings for the format you have selected.
Pixel format	Specify the color depth for your format settings.
Color space	Check the color space checkbox to choose a color space option from the drop-down list.

Output size

Resize image	Select this option to specify how to scale the images. Select from the following options:
Resampling method	Use this option to determine the method used to resize (resample) the image: • **Box**: displays considerable tiling or jaggies when you resize an image. • **Triangle**: produces good results for image reduction and enlargement, but displays sharp transition lines. • **Bicubic**: produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • **Bell**: smoothes the image. • **B-spline**: produces smooth transitions, but may cause excessive blurring. • **Lanczos**: produces the sharpest images, but may also introduce some ringing artifacts. • **Mitchell**: produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters. • **ClearIQZ**: slower than Bicubic and Lanczos, but produces the best results when enlarging photos, especially those of people.
Dimensions	Select this option to force the exported images to fit the set dimensions independent of landscape or portrait orientation. Enter the dimensions in pixels, inches, or centimeters
W	Select this option to resize the exported image to fit *within* the values entered in the two

idthandheight	boxes.
Longedge	Select this option to resize the image to the long edge only. Enter the dimensions in pixels, inches, or centimeters
Shortedge	Select this option to resize the image to the short edge only. Enter the dimensions in pixels, inches, or centimeters
Resolution	Enter a resolution to set the number of pixels per inch or centimeter.
Enlar	Enlarge only resizes only those images that are smaller than the specified height and width.

Large only	
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

Select this option to maintain original image proportions. **Note**: images resized to long or short edge maintain original image proportion.

Metadata

Select these options if the image contains metadata, and you want the exported image to contain the same metadata and color profile.

Option: you can save your settings as a preset by clicking the new export preset button and entering a name for your preset. Select one or more presets in the list to apply.

4. Click **Export**.

To edit a preset, click the preset in the list, make your edits, and click the Save current export preset button.

Sharing Develop Settings

You can share your develop settings with other ACDSee users. To do this, you export the processing settings from the database to a file, which has an .rpp file extension. You can then send the image and the settings file, to another ACDSee user, who can import the .rpp settings into their ACDSee database. When they open the image in ACDSee, the developed photo will have the appearance you intended.

For RAW files, your changes are stored in the XMP file. To share settings for RAW files, XMP sidecar files are the preferred way for sharing settings.

To Export Your Develop Settings:

1. In Manage mode, select the images that you want to share.
2. Click **Tools** | **Database** | **Export** | **RPP Files**. A summary of the export process displays in the Summary dialog.
3. Click **OK**.
4. The .rpp file is saved in the same folder as the image.

   When you send the image and the .rpp file to another ACDSee user, tell them to keep the image and the .rpp file together in the same folder.

To Import Develop Settings:

1. In Manage mode, select the shared images.
2. Click **Tools** | **Database** | **Import** | **RPP Files**.

   A summary of the import process displays in the Summary dialog.
3. Click **OK**.

   The thumbnails of the shared images are also updated to show your processing settings.

Restoring Original Images

Once you have developed an image, the settings you used are saved in the database and will be applied again each time you open that file. You can remove the develop settings from a single image or from a batch of images.

To Remove Develop Settings from an Image:

1. Select one or more developed images in Manage or View mode. Developed images have a overlay icon.
2. Click **Process** | **Restore to Original.**

You can also right-click a developed image and select **Process** | **Restore to Original** from the context menu.

When you restore your image to its original state, all the develop settings will be deleted from the ACDSee database.

Copying and Pasting Develop Settings

In Develop mode, you can copy your precise adjustments and apply them to other images. This allows you to perform complex adjustments once and have them benefit an unlimited number of images, rather than having to perform the same actions over and over.

You can also save your Develop settings to be used as presets to be applied to other images in the future.

To Copy Develop Settings from a Previously Developed Image and Apply Them to Other Images:

1. Open an image with the settings you want to copy in Develop.
2. Select **Edit** | **Copy Settings...**
3. In the Copy settings dialog box, select the settings you want to copy.
4. Click **OK**.
5. Select an image you want to paste the settings to by doing one of the following:
    - Click on an image in the filmstrip view.
    - Select **File** | **Open Next Image** (or press the **Page Down** key).
    - Select **File** | **Open Previous Image** (or press the **Shift + Alt + L** keys).
6. Select **Edit** | **Paste Settings**.

A blue square icon appears at the top of the Tune, Detail, Geometry and Repair tab to indicate that changes have been made.

To Copy Develop Settings from an Image (as it is Being Developed) and Apply Them to Other Images:

1. After adjusting an image in Develop mode, click the **Develop Settings** button.
2. Press **Copy Settings...**
3. In the Copy settings dialog box, select the settings you want to copy.
4. Click **OK**.
5. Right-click the images you would like to paste the settings to, and:
    - In the Filmstrip: select **Paste Settings...**
    - In Manage mode: select **Process** | **Paste Settings**.

A blue square icon appears at the top of the Tune, Detail, Geometry and Repair tab to indicate that changes have been made.

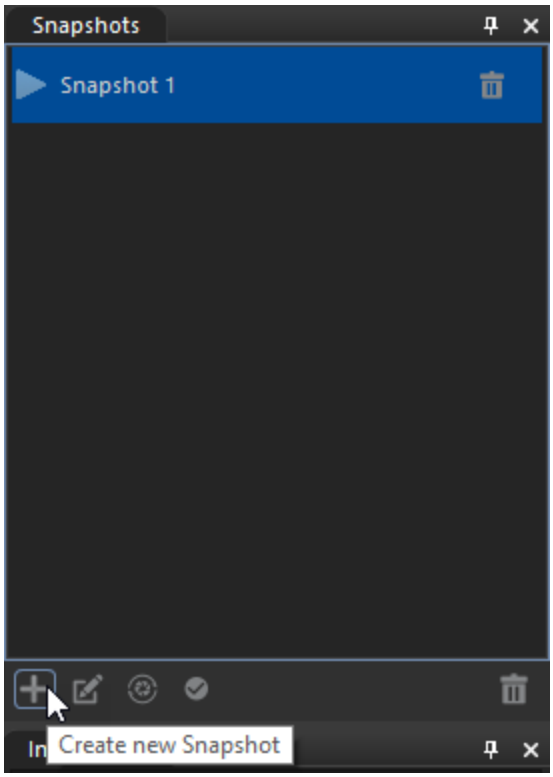
When copying settings from one image and pasting them to a second image with different dimensions, the settings will be scaled to fit the target image automatically.

Taking Develop Snapshots

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

To Take a Snapshot:

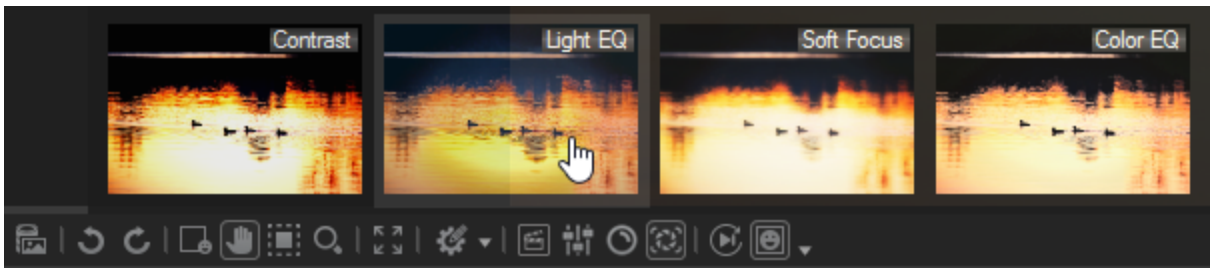
1. Make any desired adjustments in Develop mode.
2. In the Snapshots pane, click the **+** button.
3. In the New Snapshot dialog, enter a name for your snapshot and press **OK**. Your saved snapshot will be listed in the Snapshot pane.



Images with snapshots display the Snapshot icon in Manage mode.

Viewing Your Snapshot

You can view your image with any of the snapshots saved to that image in View mode. This viewing is commitment-free, much like the Auto Lens.



To View Your Image with a Snapshot:

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

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

3. Select a snapshot to preview your image in.

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

Saving Images in Develop Mode

In Develop, changes are saved to the database, so that every time you open an image the adjustments are where you left them. This also allows you to return to the image to undo or further tweak adjustments. You have several options for saving changes to an image in Develop.

Saving Images

When you have finished developing 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 developed image with a new name or format. Depending on your file type, any of the following checkboxes appear in the bottom left corner of the **Save as** dialog box: • **Preserve Metadata**: retains metadata with the new image. • **Preserve database information**: maintains your catalog information, such as ratings. • **Preserve develop settings for original image**: applies changes to the original image, as well as the copy being saved. • **Embed Color Profile in Image**: retains color profile selected in Color Management with your new image.
Discard	Discard your changes.
Cancel	Remain on the same image in Develop with your changes intact, without saving the image.
AutoSave	You can enable AutoSave in order to avoid selecting a saving option each time you finish with an image. When AutoSave is enabled, pressing Done, or selecting another image from the Filmstrip will prompt ACDSee to automatically save your changes in Develop mode. You will no longer see the Save Changes dialog. To disable AutoSave, choose **Tools | Options...** In the Options dialog, click **Develop Mode**. Then uncheck the **AutoSave all Develop Mode adjustments** checkbox. AutoSave is not available for RAW images.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
   - **Save As**: save a version of your developed image with a new name or format and switch to the updated image.
   - **Save a Copy**: save a copy of your developed image with a new name or format, and continue to work on the original file.
   - **Export**: export one or more copies of your developed image with the option to specify a format and size for each.

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the RAW file with the settings still intact.

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

Click **Cancel**.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

Pro 3 RAW Processing Emulation

ACDSee RAW processing pipeline uses a wide color gamut to maximize full use of the colors captured in your RAW files. The wider ProPhoto color space ensures that no colors are clipped until the end of the pipeline where you can then choose to keep the colors in ProPhoto or output to sRGB.

ACDSee emulates the RAW processing pipeline for images developed in Pro 3 or previous versions. However, if you would like to take full advantage of the improved RAW processing, you can move your previously developed RAW images into the ACDSee pipeline with the following two options.

One option is to use the **Restore to Original** command and redevelop your RAW images in ACDSee. Alternatively, if you would like to convert over to the ACDSee pipeline but still want to maintain some of your Develop settings from Pro 3, (such as Geometry settings), you can create a Preset to retain certain develop settings and clear others.

To Use the ACDSee RAW Processing Pipeline While Maintaining Some Develop Settings:

1. In ACDSee, open an undeveloped RAW image in Develop.
2. Create a Develop Preset and in the Save Develop Settings Preset dialog box, select **Camera (RAW Only)** under the **Tone Curves** group. You may also want to add Advanced Color, Vibrance, Contrast, and Exposure to this preset since the initial color, contrast, and exposure is very different in the RAW processing engine of ACDSee.
3. Enter a name for your Preset and click **OK**.
4. Apply this preset in ACDSee to any image developed in Pro 3 to convert over to the new processing pipeline (right-click and select **Process** | **Apply Preset** to select the preset).

Viewing Develop Settings in Develop Mode

You can use the Develop Settings pane to view all adjustments made to your images in Develop mode at once.

You must develop an image before you will see any values in the Develop Settings pane.

To Open the Develop Settings Pane:

In Develop mode, click **Panes** | **Develop Settings**.

To View Your Develop Settings:

1. Open a previously-developed image in Develop mode.

   If you are in the process of developing the image, you must press Save before the values in the Develop Settings pane will show up.

2. In the Develop Settings pane, expand the groups to view each adjustment's value.

Using the Develop Brush

The **Develop Brush** is designed to make a variety of edits to specific areas of a photo. In the **Tune** tab adjust the **Exposure**, **Saturation**, **Vibrance**, **Temperature**, **Tint**, **Fill Light**, **Contrast**, **Clarity**, and **Color Strength**, as well as **Color EQ**, **Tone Curves**, and **Sharpness** in a photo by brushing on the effects. In the **Detail** tab adjust the **Sharpness**, **Luminance Noise Reduction**, and **Color Noise Reduction** in a photo by brushing on the effects. For example, instead of adding **Fill Light** to an entire photo, add the fill light to certain areas, such as back-lit subjects. Up to eight brushes can be added to separate areas in an image and each can be assigned unique effect settings.

Develop Brush

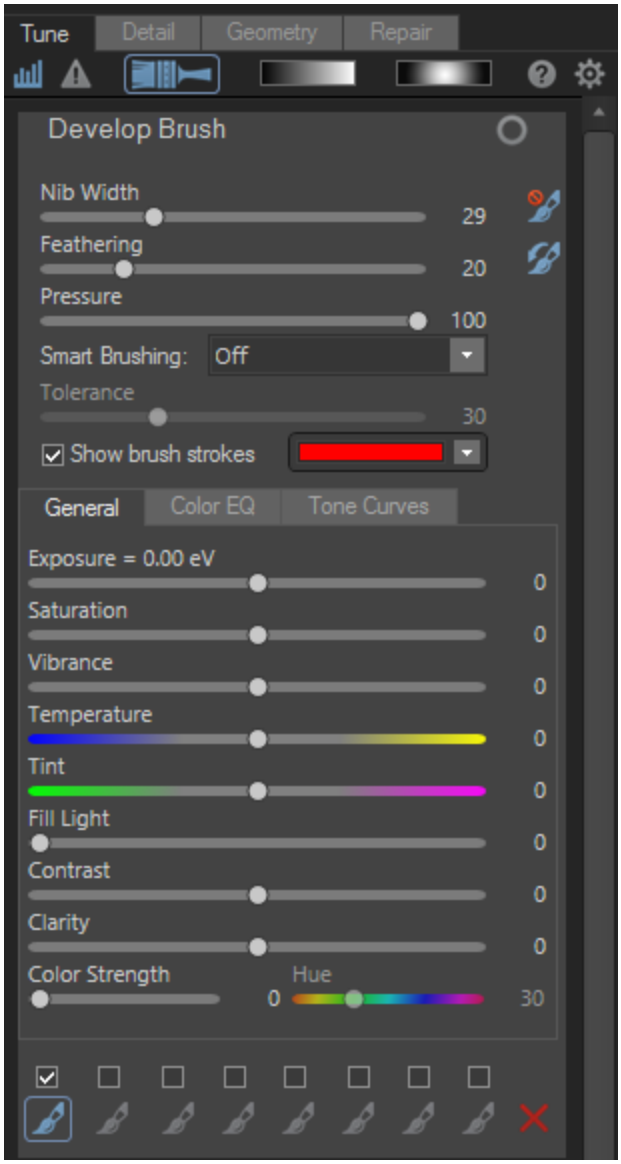
The **Develop Brush** button displays at the top of the **Tune** and **Detail** tabs.

To Use the Develop Brush:

1. In **Develop** mode, in 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 **Apply** or **Done**.



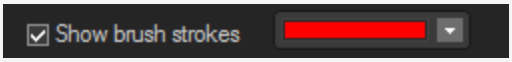
Hovering over a brush button will reveal that specific brush's strokes on the image. The brush strokes will appear in the color selected in the drop-down next to the **Show brush strokes** checkbox. (By default, the color is red.) Alternatively, hold down the **S** key to see your brush strokes on the image.

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.

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** 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	 When this option is checked, the currently selected brush's strokes will be displayed in the color shown. This is helpful when brushing a complex area with a subtle effect because it can be hard to tell if you have missed a spot. The color can be changed in case you are brushing on a red area of the image.

Develop Brush Tune Tab Options

General

Exposure	Drag the slider to the right to increase exposure, or drag to the left to decrease exposure. One eV is equivalent to one stop of exposure change. Brush on exposure.
Saturation	Drag the slider to the right to increase saturation, or to the left to decrease saturation. Brush on saturation.
Vibrance	Drag the slider to the right to increase vibrance, or to the left to decrease vibrance. Increasing the vibrance does not affect skin tone in an image. This is unlike saturation, which intensifies all colors equally. Brush on vibrance.
Temperature	Drag the Temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature. Brush on white balance.
Tint	Drag the Tint slider to the left (more magenta) or right (more green) to match the white balance settings that you selected when you took the photo. Brush on white balance.
Fill Light	Drag the slider to the right to add light to the darkest areas of the image. Brush on fill light.
Contrast	Drag the slider to the right to increase contrast, or to the left to decrease contrast. Brush on contrast.
Clarity	The Clarity tool adds subtle definition to the details in your image. Use the Clarity slider to enhance the contrast of midtones, without overpowering the shadows and highlights. Drag the slider to the right to increase clarity, or to the left to reverse clarity. Brush on clarity.
Color Strength	Use the Color Overlay sliders to add tint to your image without affecting brightness levels. Set the Color Strength slider, then move the Color slider to your desired color band. With Color Strength set to 0, no color will be applied. Brush on color.

Color EQ

Drag the color sliders to adjust individual colors' saturation, brightness, hue, and contrast on their respective tabs. Drag the sliders right for more intensity, or left for less intensity. You can also enter a number into the fields for precise adjustments. Select one of the following buttons:

- **Saturation**

- **Brightness**
- **Hue**
- **Contrast**
- **Color Selector**

You can also select a precise color to adjust by dragging directly on the image. In order to toggle the Color Selector on, press the **Color Selector** icon. Place your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The affected color sliders automatically adjust as you move your cursor. However, no change will occur to the image until you brush on the adjustment.

Brush on Color EQ.

Tone Curves

Move the curve and/or add points by clicking to adjust the tonal range of your image. Select any of the color icons on the right side of the graph to target your adjustment to one of the following color channels:

- **RGB**
- **Red**
- **Green**
- **Blue**

Brush on your tone curves adjustment.

You can delete points on your curve by right-clicking and choosing **Delete point**. You can also delete a point by dragging it off of the graph.

Develop Brush Detail Tab Options

Sharpness	Move the slider to the right to brush on sharpness, or move the slider to the left to brush on blur.

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

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 **Apply** or **Done**.

Hold down **Shift** prior to making a brush stroke to temporarily disable the Smart Brush. You can use this keyboard shortcut on a stroke by stroke basis.

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 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, Vibrance, Temperature, Tint, Fill Light, Contrast, Clarity, and Color Strength, as well as Color EQ, Tone Curves, and Sharpness in one or a series of 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.

Gradient Tool

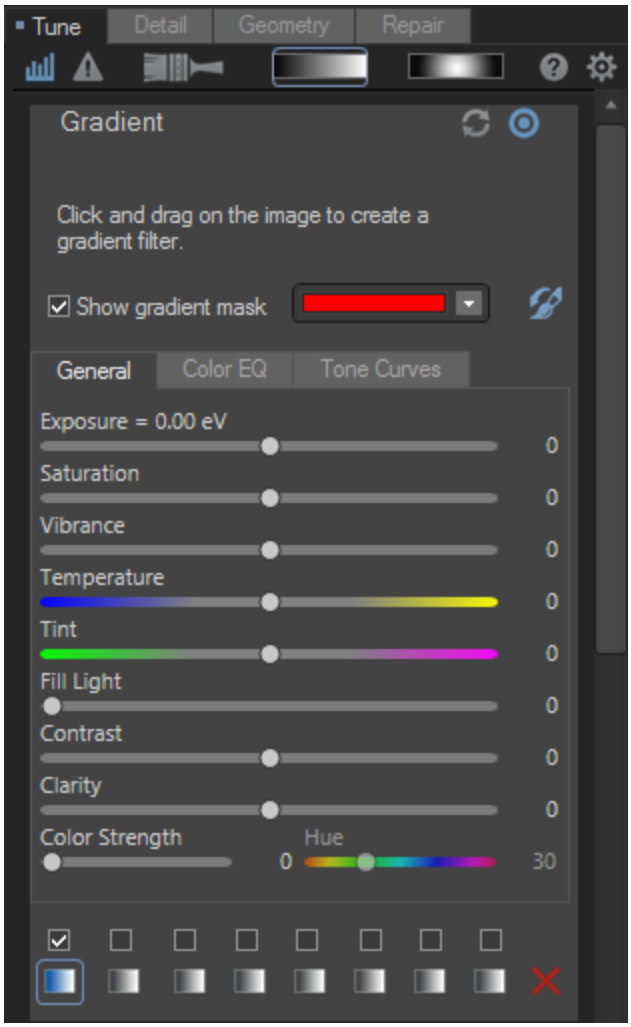
The Gradient tool button displays at the top of Tune and Detail tab.

To Use the Gradient Tool:

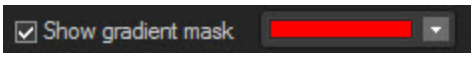
1. In Develop mode, on the Tune or Detail tab, click the **Gradient** button at the top of the pane to open the control panel and enter gradient mode. Or, toggle the Gradient panel open and closed with the **G** key.
2. Specify the gradient settings in the panel as described in the table below.
3. Position 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.
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 **Apply** 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 drop-down arrow 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, or move the slider to the left to blur the area affected by the gradient.

To exit Gradient mode, toggle the Gradient tool button.

Using the Radial Gradient Tool

While Develop tools are generally used to make a variety of adjustments to photos, sometimes these effects are required to draw attention to a specific area of a photo. Adjust the radial gradient's **Feathering** and **Squareness**, the **Exposure**, **Saturation**, **Vibrance**, **Temperature**, **Tint**, **Fill Light**, **Contrast**, **Clarity**, and **Color Strength**, as well as **Color EQ**, **Tone Curves**, and **Sharpness** in one or a series of gradients over the photo. For example, instead of applying sharpening across an entire photo, try sharpening just the center subject.

Radial Gradient Tool

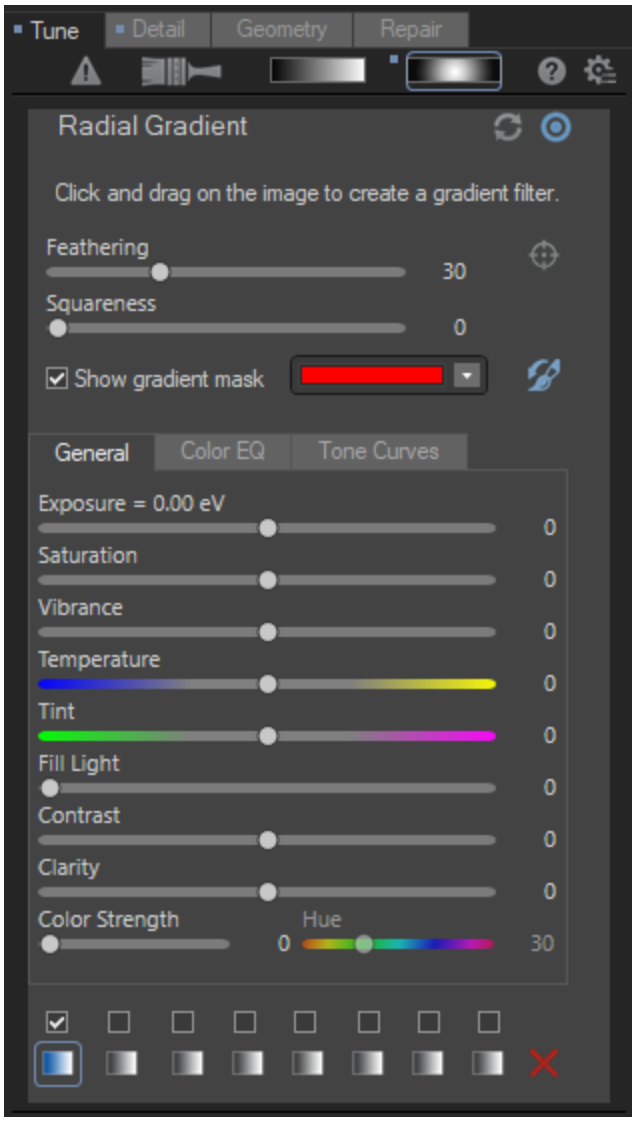
The **Radial Gradient** button displays at the top of **Tune** and **Detail** tabs.

To Use the Gradient Tool:

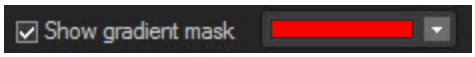
1. In **Develop** mode, in the **Tune** or **Detail** tab, click the **Radial Gradient** button at the top of the pane to open the control panel and enter radial gradient mode. Or, toggle the radial gradient panel open and closed with the **R** key.
2. Specify the radial gradient settings in the panel 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.
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** or **Done**.



Gradient Tool Options

Feathering	Adjust the slider to control how gradual the transition of the edge of the gradient will be.
Squareness	Adjust the slider to the right to change the shape of the gradient tool from an oval to a square.
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, or move the slider to the left to blur.

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 button.

Pixel Targeting in Develop Mode

Targeting Adjustments by Color or Tone

While tools are used to make a variety of global adjustments to an image and the **Develop Brush** makes it possible to adjust specific sections of the image, Pixel Targeting allows for the selection of distinct tones, colors, and skin tones. Pixel Targeting applies a number of adjustments to a photo's individual colors or tones, or just to skin tone. For example, in **Develop** mode, under the **Tune** tab, expand the **General** tool and note that the **Exposure** slider affects the entire image. However, to only adjust the exposure of a blue sky in an image, apply brush strokes or a gradient to the image to target the sky, then enable Pixel Targeting by clicking the **Develop Brush** icon and clicking the Pixel Targeting Mask icon. Adjust the Color Range color wheel to the color blue, then use the **General** tool's **Exposure** slider in the **Develop Brush** to only adjust the exposure on the sky.

Pixel Targeting is only available in two tabs of the **Develop Tools** pane:

- Tune, and
- Detail.

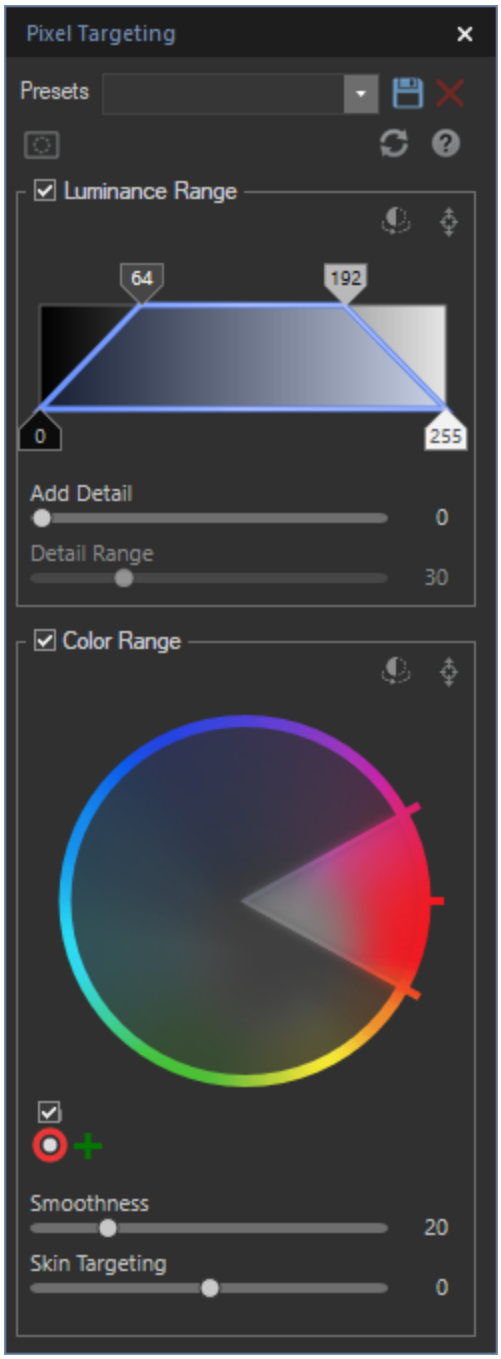
In the **Tune** and **Detail** tabs, Pixel Targeting is available in the following Local Adjustment Tools:

- Develop Brush
- Linear Gradient, and
- Radial Gradient.

To perform targeted adjustments with Pixel Targeting:

1. Select one of the above tabs in the **Develop Tools** pane (**Tune** or **Detail**).
2. Select one of the above Local Adjustment Tools and apply the tool to the image.
3. Do one of the following:
    - Select the **Develop Brush** local adjustment tool and click the **Pixel Targeting Mask** icon adjacent to the **Smart Brushing** drop down.
    - Select the **Linear Gradient** local adjustment tool and click the **Pixel Targeting Mask** icon adjacent to the **Show gradient mask** checkbox.
    - Select the **Radial Gradient** local adjustment tool and click the **Pixel Targeting Mask** icon adjacent to the **Feathering** slider.
4. In the **Pixel Targeting** pane, configure the settings for **Luminance Range** and **Color Range** as described below.
5. Adjust the selected tool's settings. The adjustments will only affect the targeted color or tones, not the entire image.

The Pixel Targeting Pane



The **Pixel Targeting** pane consists of three sections:

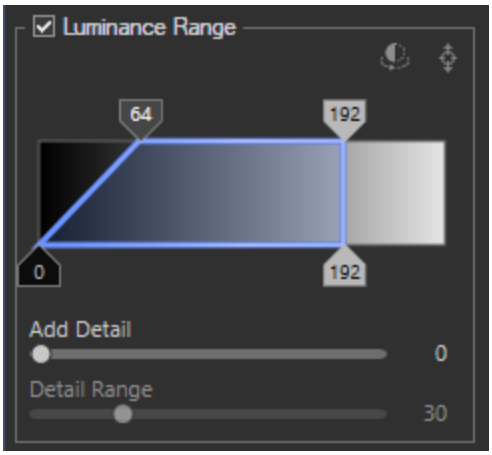
- Presets
- Luminance Range, and
- Color Range.

Pixel Targeting Pane Sections

Presets	Make a selection from the **Presets** drop-down list, or click the **Save Preset** icon to populate the new preset to the **Presets** drop-down list.

Show Mask Preview		Click the icon to view a preview of the mask that highlights the pixels to be targeted.
Reset		Click the icon to remove all of the current image edits and return the image to its original state.
Help		Click the icon to open the Pixel Targeting help file.

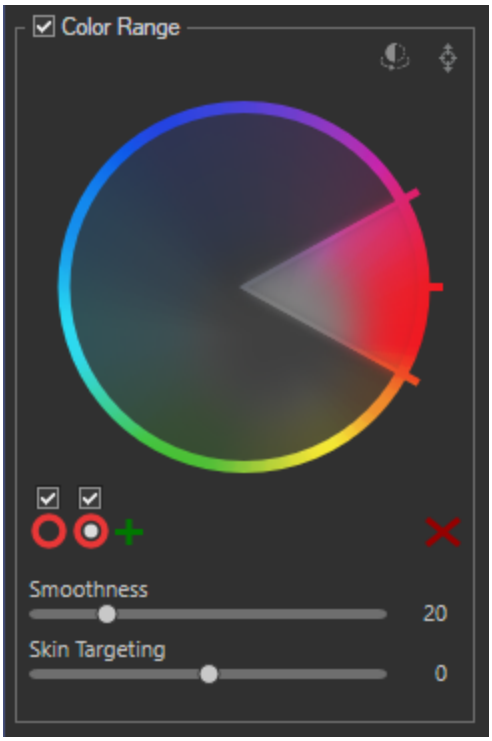
Luminance Range	The **Luminance Range** field set is used to target tones of brightness for adjustment. Enable the **Luminance Range** checkbox to enable the associated functionality.



Invert Selection		Click the icon to change the selected pixels to the unselected pixels.
Indicator Line		Click the icon to add an indicator line to the Tone Grabber display

		and produce an eyedropper for indicating where a tone from the image appears in the graph.
	Tone Grabber	Use the four slider tabs to make a tonal selection. The area inside the blue box represents the tonal selection. The top two tabs cannot slide past one another. Each of the bottom tabs cannot slide past their own top tab when sliding toward the center. The tonal range is between 0 and 255. A diagonal line between the top and its associated bottom slider tab will produce a feathered selection

		effect (64 to 0 in the **Luminance Range** example). A straight line connecting the top and associated bottom slider tab will produce a hard cut-off (192 to 192 in the **Luminance Range** example).
	Add Detail	Increase the slide value to sharpen the crispness around the edge of the selection.
	Detail Range	If the **Add Detail** slider has been advanced past a value of "0", the **Detail Range** slide is enabled for controlling the range of the edge detail added by the **Add Detail** slider.
Color Range	The **Color Range** field set is used to target specific colors for adjustment. Enable the **Color Range** checkbox to enable the	

	associated functionality.		
	**Invert Color**		Click the icon to invert the selected colors on the wheel.
	Color Indicator		Click the icon to display and produce an eyedropper for selecting color pixels in the image. Hold down the **Alt** key and click with the eyedropper to make a color selection.
	Color Wheel		Use the Color Wheel to adjust precise colors in an image. 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.

			The selected color is displayed in the circle below the Enable Wheel checkbox. For more information on the Color Wheel, see Adjusting Color with the Color Wheel.
	Enable Wheel		Located above the Wheel Selection circle displaying the selected color, enable the checkbox to make the associated wheel active.
	Add Wheel	+	Click the icon to make changes to another color using an additional color wheel.
	Wheel Selection		Located directly beneath the **Enable Wheel** checkbox,

			click the inside circle to select the associated color wheel. The selected color is represented by the wheel.
	Delete Wheel		Deletes the currently selected color wheel.
	Smoothness		Increase the slider to adjust smoothness, which acts like a feathering tool to soften a color's edges.
	Skin Targeting		Using the **Skin Targeting** slider will disable the rest of the **Color Range** field set and allow only skin tones to be targeted.

Right-click a slider to reset to the default value.

Click **Reset** to clear changes and reset to default settings.

Save setting values as a preset for future use. Clicking the **Save Preset** icon on the **Pixel Targeting** pane will only save Pixel Targeting settings, and not the settings on the filter. Filter settings must be saved separately.

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, select the **Tune** tab.
2. Select the General, White Balance, Light EQ™, Color EQ, Tone Curves, Soft Focus, Effects, Color LUTs, Split Tone, Post-Crop Vignette, or Output Color Space group to develop the image.

Saving and Canceling

When you have finished developing 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 developed image with a new name or format.
    - **Discard**: discard your changes.
    - **Cancel**: remain on the same image in Develop with your changes intact, without saving the image.

If you want your changes saved automatically (without the prompt to save), check the **AutoSave** 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 by clicking **Tools | Options** and selecting the Automatically save Develop Mode adjustments checkbox on the Develop Mode page.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
   - **Save As**: save a version of your developed image with a new name or format and switch to the updated image.
   - **Save a Copy**: save a copy of your developed image with a new name or format, and continue to work on the original file.
   - **Export**: export one or more copies of your developed image with the option to specify a format and size for each.
   - **Copy to Clipboard**: copy the developed image to the clipboard. (Go to **Edit** | **Copy**.)

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the unprocessed RAW file with the settings still intact.

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

Click **Cancel**.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

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 Develop Your Image in General:

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

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

Adjustment Options

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 Enhancement	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. This is unlike saturation, which intensifies all colors equally.
Clarity	The Clarity tool adds subtle definition to the details in your image. Use the Clarity slider to enhance the contrast of midtones, without overpowering the shadows and highlights. Drag the slider to the right to increase clarity, or to the left to reverse clarity.
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.

Use the Settings button to reset sliders to Last Saved or Last Used settings. You can also save your settings as a preset, copy, or paste them.

A Brief Technical Explanation of eV

eV stands for exposure value. When you capture an image, the exposure is determined by several things — the f-stop (or aperture) shutter speed, and ISO. Typically, the camera automatically determines the optimal exposure based on a built-in light meter and then sets the f-stop and shutter speed accordingly. However, the light meter can be fooled by a bright sky or dark surroundings, leading it to choose an incorrect f-stop and shutter speed. This results in an underexposed or overexposed image. With the exposure slider you can compensate for exposure problems caused by incorrect settings when the image was captured.

Adjusting White Balance

Use the White Balance group to remove unwanted color casts in your images. A color cast is a visible color tint that affects your image. Color casts are usually due to the lighting when the photo was taken. If you are taking photos indoors, you might want to remove the blue tint or remove the yellow tint that indoor lighting can often give.

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, do one of the following:
   - Automatically adjust white balance by selecting a portion of the image with neutral gray pixels with the White Balance eyedropper.
   - Manually adjust white balance with the sliders as described below.

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

White Balance Options

White Balance	For RAW images, select one of the following white balance correction options: • **As Shot:** selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • **Auto:** adjusts the color temperature and tint to settings automatically determined by analyzing the image. • **Sunny**: adjusts the color temperature to 5500K, approximately that of the midday sun. • **Cloudy**: adjusts the color temperature to 6500K, approximately that of a lightly overcast sky. • **Shade**: adjusts the color temperature to 7500K, approximately that of a heavily overcast sky. • **Tungsten**: adjusts the color temperature to 2850K, approximately that of a household light bulb. • **Fluorescent**: adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb. • **Flash**: adjusts the color temperature to 5500K, approximately that of a camera flash. • **Custom:** allows you to specify a specific white balance, by adjusting the Temperature and Tint sliders. You can also hover your mouse over the image until it turns into an eye dropper, and click an area of the image that is a neutral color (gray). For encodable images, such as JPEGs, select one of the following white balance correction options: • **As Shot:** selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • **Auto:** adjusts the color temperature and tint to settings automatically determined by analyzing the image. • **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 magenta) or right (more green) to match the white balance settings that you selected when you took the photo.
Strength	Drag the slider to the right to increase, or to the left to decrease the white balance adjustment.

Adjusting Lighting

You can use the Light EQ™ tool to adjust tone levels in images 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 brighten dark 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 Reduce Lighting in Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the Light EQ™ group, select **Basic** mode, **Standard** mode, or **Advanced** mode from the drop-down menu at the top of the pane and configure the settings as described below.

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

Basic Light EQ™

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).

Do one of the following:

- Click on an area in the image to generate automatic settings optimal for that area.
- Manually adjust the lighting as described below.

Basic Light EQ™ 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.
Auto	Click the **Auto** button for ACDSee to automatically adjust the lighting in your image.

Standard Light EQ™

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) independently using two sliders for each tone band—one for brightening and one for darkening. 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 pink to indicate where you have adjusted the sliders far enough to cause clipping.

Do one of the following:

- Select an area of the image you would like to adjust, left-click and drag up to brighten or right-click and drag down to darken.
- Manually adjust the lighting as described below.

Standard Light EQ™ Options

Brighten sliders (top)

Drag the sliders up to increase the brightening in each tonal band. The sliders on the left affect dark tones. The sliders on the right affect bright tones. Moving a slider changes the amount of brightening only in that particular tonal band in the image.

You can also type a number into the number boxes and increment them slowly to make precise adjustments.

Darken sliders (bottom)

Drag the sliders down to increase the darkening in each tonal band. The sliders on the left affect dark tones. The sliders on the right affect bright tones. Moving a slider changes the amount of darkening only in that particular tonal band in the image.

You can also type a number into the number boxes and increment them slowly to make precise adjustments.

Graph

The graph indicates the amount of brightening and darkening applied throughout the tone range of the image. The portion of the graph above the horizontal axis corresponds to brightening, while the portion of the graph below the horizontal axis corresponds to darkening. When both brightening and darkening are applied within the same tonal band, contrast is increased. The area between the top of the brightening graph and the bottom of the darkening graph indicates the relative increase of contrast throughout the tone range of the image. You can left-click on the graph or on the image and drag the double-pointed arrow up to brighten or right-click and drag down to darken.

tone bands

Set the number of tone bands you would like to adjust. A greater number of tone bands allows for more precise control, while fewer tone bands make it easier to smooth adjustments quickly.

On Image

Double-click with left mouse button	Automatically sets Brightening to optimum for that area of the image. A brighter area (e.g. a face) works best.
Double-click with right mouse button **(or Shift + double-click with left mouse button)**	Automatically sets the Darkening to optimum for that area of the image.
Ctrl + double-click with left mouse button	Modifies the current brightening adjustment curve to optimize it for the area surrounding the tone level you clicked on. In most cases, this will result in increasing the amount of brightness applied to the area surrounding the tone level you clicked on, while decreasing the amount applied to other tone levels. Use this method to make a specific subject or area stand out by

	brightening.
Ctrl + double-click with right mouse button	Modifies the current darkening adjustment curve to optimize it for the area surrounding the tone level you clicked on. In most cases, this will result in increasing the amount of darkness applied to the area surrounding the tone level you clicked on, while decreasing the amount applied to other tone levels. Use this method to make a specific subject or area blend in by darkening.
Scroll up or down with the mouse wheel over the image	Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes.
Shift + scroll with the mouse wheel over the image	Decreases or increases the amount of darkening applied at that tone level in the image.
Hold down "A" **+ scrolling or** **+ dragging with the left mouse button**	Adjusts all of the brighten sliders at once.
Hold down "A" + Shift **+ scrolling or** **+ dragging with the right mouse button**	Adjusts all of the darken sliders at once.
Click and drag up and down on the image (left mouse button)	Increases or decreases the amount of Brightening applied at that tone level in the image. Both the image and the graph show the changes. (Only works if the image is actual size—no zooming.)
Shift + click and drag up and down on the image (left or right mouse button)	Decreases or increases the amount of Darkening applied at that tone level in the image. (Only works if the image is actual size—no zooming.)

Auto

Click the **Auto** button for ACDSee to automatically adjust the lighting in your image.

Advanced Light EQ™

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.

Do one of the following:

- Select an area of the image you would like to adjust, left-click and drag up to brighten or right-click and drag down to darken.
- Manually adjust the lighting as described below.

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.

Adjustment Light EQ™ Options

Area	Action	Result
Sliders		
	Drag Brightening slider	To the right: increases the light applied to the darker areas. To the left: applies brightening more uniformly to all areas of the image.
	Drag Darkening slider	To the right: increases the darkening applied to the brighter areas of the image. To the left: applies the darkening more uniformly to all areas of the image.
	Drag Amplitude slider (Brightening)	To the right: increases the intensity of the brightening across all areas of the image. The height of the curve increases. To the left: reduces the intensity of the brightening and the height of the curve. If the Amplitude slider is 0: no brightening is applied. If the Amplitude is 100-200: proportional amount of clipping increases. In most cases, 100 is the right amount of amplitude. For images with fine detail in the highlights, decreasing brighten amplitude preserves the detail. In most cases it is not necessary to adjust amplitude.
	Drag Amplitude slider (Darkening)	To the right: increases the intensity of the darkening across all areas of the image. The height of the bottom orange curve increases. To the left: reduces the intensity of the darkening and the height of the curve.
On Graph		
	Drag the graph (top)	The graph changes as you left-click and drag up on the graph itself. The graph represents the brightening adjustments you are making. The dark gray graph represents the maximum amount you can drag the graph before clipping (pink) begins. The height of the graph represents the level of brightening applied at each tone level. (Tone moves from black on left to white on the right.) When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brightening or Darkening slider changes to **Custom curve**. If you adjust the position of the

Area	Action	Result
		slider after this, it discards all direct curve adjustments. When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brightening or Darkening 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 right-click and drag down on the graph itself. The graph represents the darken adjustments you are making. The dark gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.
	You can use all the shortcuts below that apply to the image, directly to the Graph itself.	Changes the tonal band on the graph itself with a corresponding change in the image. This is useful for making fine adjustments to a specific tonal band.
On Image		
	Double-click with left mouse button	Automatically sets Brightening to optimum for that area of the image. A brighter area (e.g. a face) works best.
	Double-click with right mouse button **(or Shift + double-click with left mouse button)**	Automatically sets the Darkening to optimum for that area of the image.
	Ctrl + double-click with left mouse button	Modifies the current brightening adjustment curve to optimize it for the area surrounding the tone level you clicked on. In most cases, this will result in increasing the amount of brightness applied to the area surrounding the tone level you clicked on, while decreasing the amount applied to other tone levels. Use this method to make a specific subject or area stand out by brightening.
	Ctrl + double-click with right mouse button	Modifies the current darkening adjustment curve to optimize it for the area surrounding the tone level you clicked on. In most cases, this will result in increasing the amount of darkness applied to the area surrounding the tone level you clicked on, while decreasing the amount applied to other tone levels. Use this method to make a specific subject or area blend in by darkening.
	Scroll up or down with the	Increases or decreases the amount of brightening applied at that

Area	Action	Result
	mouse wheel over the image	tone level in the image. Both the image and the graph show the changes.
	Shift + scroll with the mouse wheel over the image	Decreases or increases the amount of darkening applied at that tone level in the image.
	Hold down "A" **+ scrolling or** **+ dragging with the left mouse button**	Sets the brightening Amplitude slider directly.
	Hold down "A" + Shift **+ scrolling or** **+ dragging with the right mouse button**	Sets the darkening Amplitude slider directly.
	Click and drag up and down on the image (left mouse button)	Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes. (Only works if the image is actual size—no zooming.)
	Shift + click and drag up and down on the image (left or right mouse button)	Decreases or increases the amount of darkening applied at that tone level in the image. (Only works if the image is actual size—no zooming.)
Auto		
	Click the **Auto** button for ACDSee to automatically adjust the lighting in your image.	

Adjusting Color With Color EQ

Color EQ lets you make color adjustments for saturation, brightness, hue, and contrast. You can make adjustments to the entire image in Standard mode using the vertical slider, or adjust on a color by color basis in Standard or High Quality mode. For explanation on the controls, see below.

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

To Adjust Color:

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

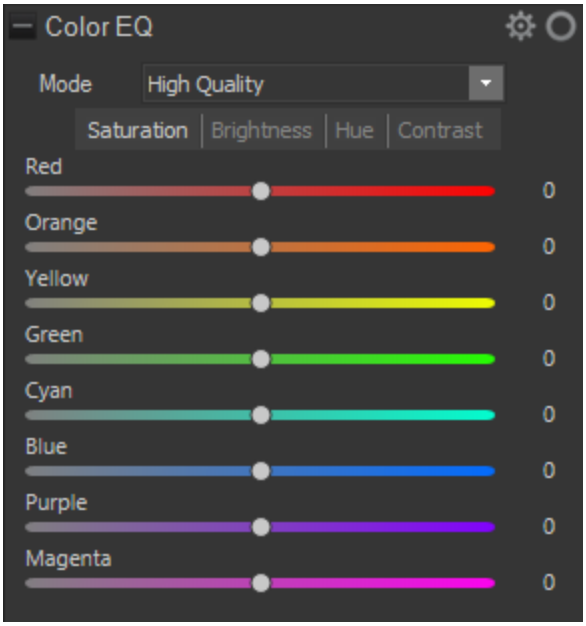
You can right-click a slider to reset to the default value.

Color EQ Options

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

High Quality

Adjust image colors individually. High Quality uses the 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 intensity. 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 for the double arrow icon to appear. Then, click and drag up or down to adjust the colors beneath the double arrow icon. The affected color sliders automatically adjust as you move your cursor.

Standard

Supports previously developed images. Adjust colors individually or make global adjustments.

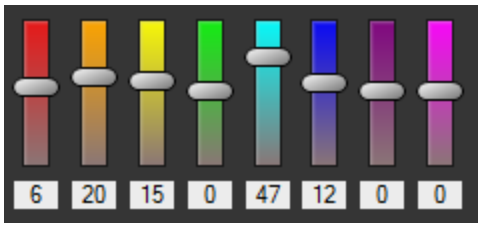
Vertical slider

Apply adjustments to the entire image. A slider on the left has the following effects on the tabs:

- **Saturation**: adjusts from saturation to grayscale.
- **Brightness**: adjusts the light or dark tones in the image.
- **Hue**: changes to a different color.

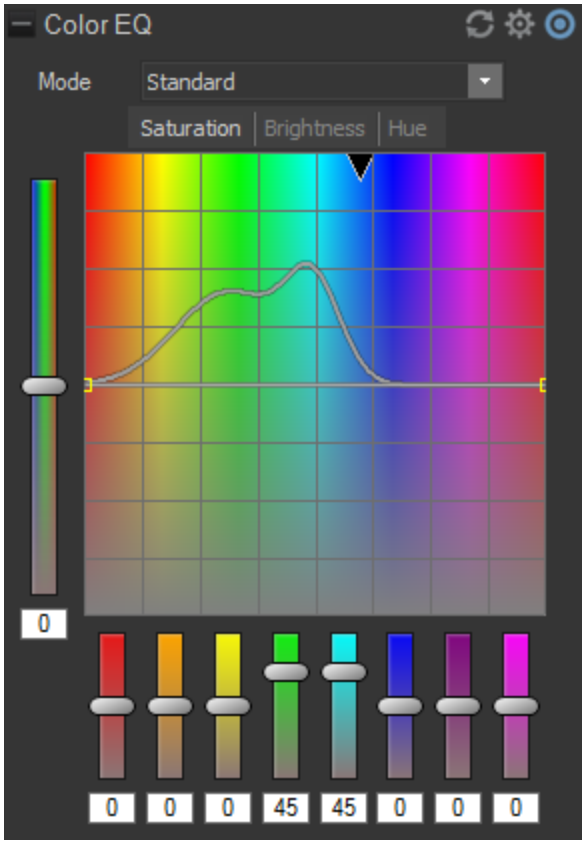
You can also enter a number into the field for precise adjustments.

Individual color sliders



Adjust each color with individual sliders. Select the color you want to adjust and click and drag the sliders. You can also enter a number into the fields for precise adjustments.

Direct image adjustments



Place your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The curve control and the affected color sliders automatically adjust as you move your cursor. The black down arrow on the graph indicates the color you are adjusting in the image.

The curve appears black in the graph, and you cannot directly adjust it. To apply further adjustments, you can alter the white curve. When you adjust the white curve, the black curve automatically changes with it. You can also enter a number into the fields for precise adjustments.

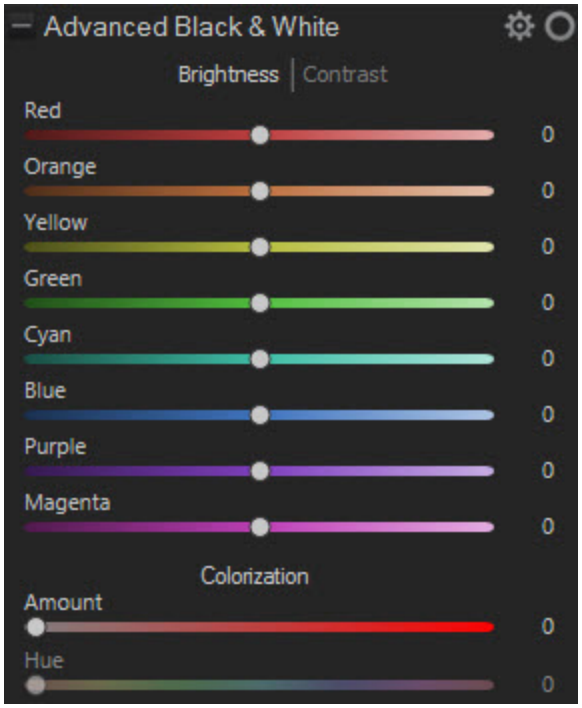
Black & White Mode

Advanced Black & White

In Black & White mode, (as defined in the General group of the Tune tab), the Color EQ group becomes the Advanced Black & White group.

Brightness tab:

- **Brightness**: adjusts the brightness of colors in the image.



Contrast tab:

- **Strength**: to adjust the contrast in specific color tones, drag individual color sliders, or left-click on the image (where a color previously occurred) and drag up or down.
- **Balance**: to set the targeted brightness range for the contrast adjustment, adjust the slider to bring details out of highlights or shadows. To bring details out of the midtones, leave the Balance sliders set to 0. Hold down **Shift** while clicking and dragging on the image to target the color's corresponding Balance slider.

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 on both the amount of color/saturation that existed in the original image and the Amount slider.

Adjusting Color With the Color Wheel

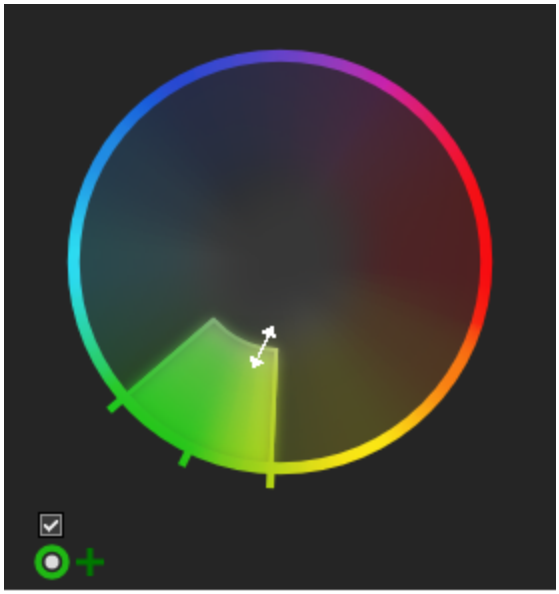
In Develop and Edit mode, you can use the color wheel to adjust precise colors in your image. This lets you change a precise color's saturation, hue, brightness, contrast, and contrast balance. You can also adjust smoothness, which acts like a feathering tool to soften a color's edges. The Color Wheel 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. Open the Color Wheel using one of the following options:
    - In **Develop** mode, choose Color Wheel from the Tune tab in the Develop Tools pane.
      Note: 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.
    - In **Edit** mode, choose Color Wheel from the Color options in the Filter 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.

4. 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.
5. 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 the **Show Previous** button in Edit Mode, or press **Show Original** in Develop mode.

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

6. 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, or until press Apply or Done in Edit mode.

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

Color Wheels in Pixel Targeting

The Pixel Targeting tool in Develop mode and the Pixel Targeting tool in Edit mode both feature color wheels that are used in conjunction with filters to enable Pixel Targeting to make selections based on pixel color.

See also:

- Adjusting Tone Curves
- Adjusting Tones With the Tone Wheels
- Adjusting Color with Color EQ

Adjusting Tones With the Tone Wheels

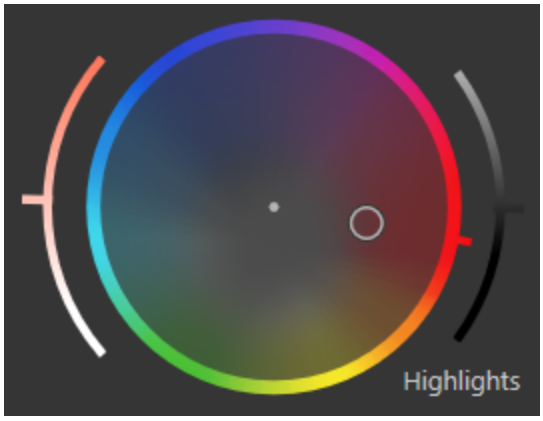
Colors in every image are split into highlights, midtones, and shadows. You can use the tone wheels in Develop and Edit mode to add color tints to certain tones in your image. There are two curved sliders

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. Open the Tone Wheels using one of the following options:
   - In **Develop** mode, choose Tone Wheels from the Tune tab in the Develop Tools pane.
     Note: 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.
   - In **Edit** mode, choose Tone Wheels from the Color options in the Filter 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.
4. Press **Done** to exit the Color Wheel.

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

Adjusting Tone Curves

In **Develop** mode, the **Tone Curves** tool changes the tonal range of an image. Channel Filtering embedded in the **Tone Curves** group adjusts either the entire range of the image (RGB), or specific colors (Red, Green, and Blue).

Save adjusted settings as a preset for future use.

Changes made with the **Tone Curves** tool in **Develop** mode are non-destructive, which are good creative edits. For pixel-based changes, use the Tone Curves filter in **Edit** mode.

To adjust the Brightness Curves in an image:

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

Right-click the number field or the arrow for **Blacks**, **Midtones**, or **Whites** to reset it to the default setting. Double-click the number field or on the arrows to use automatic settings.

Tone Curves Options

Curve	Select a curve to apply to an image. "Standard" curve is the default. Use "Camera" to use the curve generated by ACDSee to produce a curve suitable for the image. The **Curve** drop-down list is only available for RAW files.
Channel	Specify the color channels to adjust.
Histogram	Displays a graphic of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve. Note that when a point on the curve is clicked, a Node Info Box appears in the top left corner of the Histogram. The Node Info Box contains In and Out pixel values which are set in blocks of color to give a visual representation. The Node Info Box numbers convey that an In value pixel will be changed to the Out value. For example, if the In value is 40 and the Out value is 80, all pixels with a value of 40 will be changed to 80. Clicking the curve adds a new point to the curve. Drag the points up and down the curve. To delete a point, right-click the node and select **Delete point**.
Blacks	Click and drag the black triangle, or click it, to automatically set the black point, enter a number into the fields, or use the up or down arrow buttons to set an exact black point.
Midtones	Click and drag the gray triangle, or click it, to automatically set the midtone point, enter a number into the fields, or use the up or down arrow buttons to set an exact midtone point.
Whites	Click and drag the white triangle or click it, to automatically set the white point, enter a number into the fields, or use the up or down arrow buttons to set an exact white point.
Auto	Automatically sets the points for blacks, midtones, and whites.
Color Picker	Drag the cursor onto the image to change the cursor to a color picker that provides the RGB value of the picker's current location. Click the image at a desired tone to add a corresponding point to the adjustment curse.

Adjusting Soft Focus

You can use the Soft Focus tool to add a dreamy quality to your images. This softening can be applied across the entire tonal range or limited to the image's midtones. To target the Soft Focus effect to a specific tonal range within your image or the entire tonal range, use the Tonal Width slider.

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

To Add Soft Focus to an Image:

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

Soft Focus Options

Strength	Adjusts the amount of soft focus. Move the slider to the right to intensify the effect.
Brightness	Drag the slider to the right to increase brightness.
Contrast	Drag the slider to the right to increase contrast.
Tonal Width	Drag the slider to the right to increase the tonal width of the soft focus and affect a wider range of shadows, midtones and highlights, or to the left to decrease the tonal width by limiting the soft focus' affect to a smaller range of shadows, midtones and highlights.

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

Applying Develop Mode Effects

You can apply a number of effects to your image in Develop mode.

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

Photo Effect

You can use the Photo Effect drop-down menu to apply a variety of filters to your images.

To Apply a Photo Effect:

1. In Develop mode, select the **Tune** tab.
2. In the Effects group, check the **Photo Effect** checkbox.
3. Select a filter from the Photo Effect drop-down menu.

You can use the Opacity slider and Blend Modes drop-down menu to adjust how the selected effect blends with your image. To access these tools, press the arrow button to the right of the Photo Effect drop-down menu.

Color Overlay

You can use the Color Overlay drop-down menu to apply a color over your image.

To Apply a Color to Your Image:

1. In Develop mode, select the **Tune** tab.
2. In the Effects group, check the **Color Overlay** checkbox.
3. Select a color from the Color Overlay drop-down menu.

You can use the Opacity slider and Blend Modes drop-down menu to adjust how the selected color blends with your image. To access these tools, press the arrow button to the right of the Color Overlay drop-down menu.

Gradient Map

You can use the Gradient Map effect to add colors to the dark and light parts of your images. The Gradient Map effect maps shadows to one color, and highlights to another based on the lightness value of each pixel. You can give the darker parts of your image a completely different color from the lighter parts.

To Apply a Gradient Map Effect:

1. In Develop mode, select the **Tune** tab.
2. In the Effects group, check the **Gradient Map** checkbox.
3. In the Shadows drop-down menu, specify a color to be added to the dark parts of your image. In the Highlights drop-down menu, specify a color to be added to the light parts of your image.

You can use the Opacity slider and Blend Modes drop-down menu to adjust how the selected colors blend with your image. To access these tools, press the arrow button to the right of the Highlights drop-down menu.

Add Grain

You can use the Grain effect to make your images look like they were printed in a newspaper. It is also useful to use the Grain tool in combination with other effects to achieve a general vintage look.

To Apply a Grain Effect:

1. In Develop mode, select the **Tune** tab.
2. In the Effects group, adjust the Add Grain settings as described below.

Grain Options

Grain Amount	Specifies the strength of the grain.
Grain Smoothing	Specifies the smoothness of the grain.
Grain Size	Specifies the size of the grain.

Cross Process Effect and Lomo

A popular film photography technique in the '80s and '90s involved processing film in a solution that was intended for another 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. Using Cross Process along with Post-Crop Vignette, creates an effect called Lomo.

To Apply the Cross Process Effect:

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

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

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 reveal moved or deleted files.

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

Using Blend Modes and Opacity in Develop Mode

When using a tool from the Effects group 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.

Adjusting Split Tone

Split toning is a powerful technique originating in film photography to tint the highlights and shadows.

The Split Tone tool gives you creative control over the Hue and Saturation of your highlights and shadows. Use the sliders to adjust the balance of tones in the highlights and shadows of your photos. Split toning allows you to add a creative element to RAW conversion and non-destructive editing in ACDSee.

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. Drag the sliders to apply colored highlights and shadows as described in the table below.

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

Adjustment Options

Highlights	
Hue	Drag the slider to the right to select a highlight color.
Saturation	Drag the slider to the right to increase saturation of the color in the highlights of the image.
Shadows	
Hue	Drag the slider to the right to select a shadow color.
Saturation	Drag the slider to the right to increase saturation of the 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.

Adding a Post-Crop Vignette

Use the Post-Crop Vignette effect to add a frame around a subject. You can also control the appearance of the border. Use the Post-Crop Vignette as a finishing tool after an image is cropped. This gives you more control over the focal point of the image.

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

To Apply a Vignette Effect:

1. In Develop mode, select the **Tune** tab.
2. In the Post-Crop Vignette group, make adjustments as described below.

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

Vignette Options

Strength	Drag the slider to the right to add a white vignette, or drag to the left to add a black vignette.
Radius	Adjusts the distance from the corners of the image where the pixels will be softened. The higher the radius, the further from the center the pixels will be before the softening begins.
Feathering	Feathering controls how soft or hard the edge of the vignette is. Drag the slider to the right to increase the softness of the vignette transition.
Roundness	Drag the slider to the right to increase the roundness of the vignette, or to the left to make it more rectangular.

Selecting an Output Color Space For RAW Files

You can select the output color space to use when developing RAW files. This option is only available for RAW files.

To Set the Output Color Space for a RAW 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.
3. Click **Set as Default** if you want to use this same color space as the default color space for developing RAW files from Develop mode.

When saving your RAW images, the dialog box will have the Embed Color Profile in Image option selected by default. If you deselect this option, your output color space will not be embedded.

About the Detail Tab

In the Detail tab, you can sharpen, reduce noise, or correct chromatic aberration in your photos.

To Use the Detail Tab:

1. In Develop mode, select the **Detail** tab.
2. Select the Sharpening, Noise Reduction, Skin Tune, or Chromatic Aberration group to develop the image.

Saving and Canceling

When you have finished developing 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 developed image with a new name or format.
    - **Discard**: discard your changes.
    - **Cancel**: remain on the same image in Develop with your changes intact, without saving the image.

If you want your changes saved automatically (without the prompt to save), check the **AutoSave** 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 by clicking **Tools | Options** and selecting the Automatically save Develop Mode adjustments checkbox on the Develop Mode page.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
    - **Save As**: save a version of your developed image with a new name or format and switch to the updated image.
    - **Save a Copy**: save a copy of your developed image with a new name or format, and continue to work on the original file.
    - **Export**: export one or more copies of your developed image with the option to specify a format and size for each.
    - **Copy to Clipboard**: copy the developed image to the clipboard. (Go to **Edit** | **Copy**.)

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the unprocessed RAW file with the settings still intact.

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

Click **Cancel**.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

Sharpening

You can use the Sharpening tool to define details and fine-tune 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.

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

Sharpening Options

Amount	Specifies the amount of sharpening applied by increasing contrast around the edges.
Radius	Controls 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 lower values reduce the number of sharpened pixels and tend to bring out finer detail.
Mask	Allows the targeting of edges, while suppressing the sharpening of noise and texture. To view the areas the mask affects, press the **Alt** key when moving the mask slider. Areas affected by sharpening appear white.
Detail	Suppresses the halo, (the light border that forms around edges with extreme sharpening), by reducing its intensity. The higher the value, the stronger the reduction.
Threshold	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. We recommend you set the threshold to enhance edges while keeping background noise to a minimum.

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.

Set the default sharpening for RAW files by clicking the Settings button in the Sharpening group and selecting **Save New Default**.

Reducing Noise

The **Noise Reduction** tool reduces noise in images caused by high ISO settings or long exposure.

Save adjusted settings as a preset for future use.

If ACDSee loads an *acdc* file made with a previous version, the denoise adjustment layer is added using the legacy settings and runs the legacy algorithm. Loading does not change the image. The ACDSee 2022 GUI is loaded, but only the legacy sliders are enabled (**Luminance** and **Color**) and the new sliders disabled. If a legacy slider is moved, the new algorithm is engaged and the new sliders enabled. The image can then be re-adjusted for better results using the additional ACDSee 2022 sliders.

2022 *acdc* files that include denoise adjustment layers will not load in older versions of ACDSee.

To reduce noise in an image:

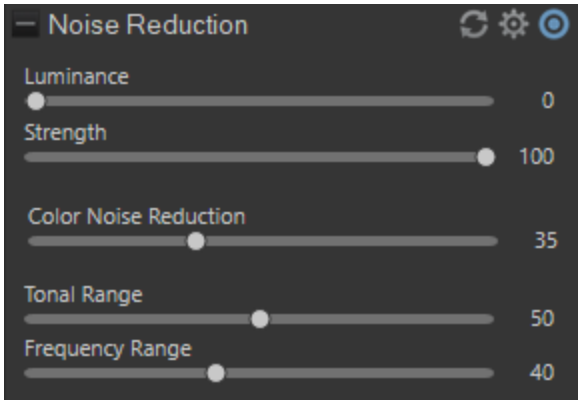
1. In **Develop** mode, select the **Detail** tab.
2. In the **Noise Reduction** group, adjust the sliders as described below.

Noise Reduction Options

Reset to default		Resets the group to its default settings.
Adjust develop settings for this group		Opens a develop settings menu for resetting last saved settings, applying a last used setting, presets, and copy and pasting options.
Activate this group		If changes are made to the image settings, toggle the group icon to see the changes with the blue active icon and the original image with the inactive gray icon. Any changes made to the image settings are preserved for the comparison between original and altered.
Luminance	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. Hold down the **Alt** key while using the slider to see the remaining noise in the image.	
Strength	Drag the slider to the right to control how aggressively to reduce noise. Prevent the loss of detail by balancing Luminance with Strength.	
Color Noise Reduction	Drag the slider to the right to remove color noise from the image. Hold down the **Alt** key while using the slider to see the remaining color noise in the image.	
Tonal Range	Tonal Range refers to a range of average brightness values in an image. For example, the tonal range of a photo taken in a dark cavern it would be low, whereas a sunny sky would be high. The **Tonal Range** slider increases in value from left to right, increasing from a low tonal range on the left to a high tonal range on the right. The **Tonal Range** slider is used to focus noise reduction to areas of the image that have a corresponding tonal range. For example, the left-most position would reduce the noise in a cavern more than a sky. Tonal Range only affects luminance noise reduction.	
Frequency Range	The **Frequency Range** slider adjusts the noise pattern. High frequency noise looks like fine static while low frequency noise looks like coarse grain or "splotches". Move the **Frequency Range** slider to the left to limit noise reduction to high frequency noise. Frequency Range affects both luminance and color noise reduction.	

RAW Noise Reduction Defaults

For RAW files only, the slider values in the **Noise Deduction** tool have default values as shown in the image below.



To save new default values or reset the default values for the **Noise Deduction** tool, click the settings icon and select **Save New Default** or **Reset Default** from the menu.

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.

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

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

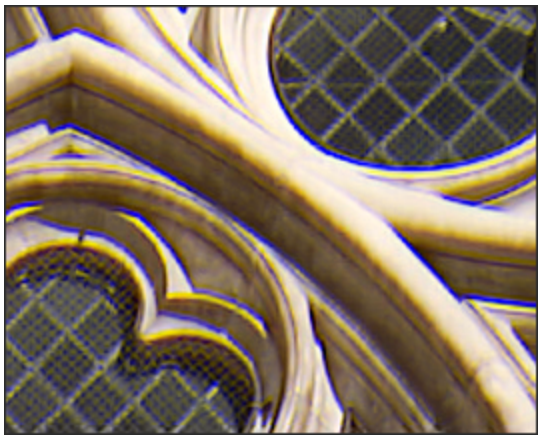
Smoothing	Drag the slider to the right to refine skin by suppressing texture detail.
Glow	Drag the slider to the right to increase the brightness of skin while subtly smoothing.
Radius	Specifies the scale of the texture detail that is affected by the effect. Drag the slider to the left to enhance small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

Correcting Chromatic Aberration

Chromatic aberration is a lens artifact that can result in fringes in high contrast areas of some photos. The camera lens can cause different wavelengths of light to focus differently, which appears in photos as colored fringing or colored lines on the borders of high contrast areas. Purple fringing can also occur when there is a bright spot of light in front of the lens.

This zoomed-in image shows an example of blue/yellow fringing.



You can use the Defringe and Chromatic Aberration tools in Develop mode to reduce the appearance of colored fringes. This can be especially useful for photos with architectural details. For best results, it's recommended that you use the Chromatic Aberration sliders first, and then the Defringe sliders.

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

To Reduce Fringing in Your Image:

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

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

Chromatic Aberration Options

Fix Red/Cyan	Adjust the red and cyan channels to reduce red/cyan fringing.
Fix Blue/Yellow	Adjust the blue and yellow channels to reduce blue/yellow fringing.

Defringe options

Defringe strength	Adjust the amount of fringe color you want to remove from high contrast edges. A setting of zero means that defringing is off.
Defringe radius	Adjust the number of pixels surrounding an edge that will be defringed.
Color	Adjust the color to remove from high contrast edges.

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.

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 Correction, Rotate & Straighten, Perspective, Crop, or Vignette Correction group to develop the image.

Saving and Canceling

When you have finished developing 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 developed image with a new name or format.
    - **Discard**: discard your changes.

- **Cancel**: remain on the same image in Develop with your changes intact, without saving the image.

If you want your changes saved automatically (without the prompt to save), check the **AutoSave** 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 by clicking **Tools** | **Options** and selecting the Automatically save Develop Mode adjustments checkbox on the Develop Mode page.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
   - **Save As**: save a version of your developed image with a new name or format and switch to the updated image.
   - **Save a Copy**: save a copy of your developed image with a new name or format, and continue to work on the original file.
   - **Export**: export one or more copies of your developed image with the option to specify a format and size for each.
   - **Copy to Clipboard**: copy the developed image to the clipboard. (Go to **Edit** | **Copy**.)

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the unprocessed RAW file with the settings still intact.

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

Click **Cancel**.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

ACDSee will automatically apply geometry corrections to DNG files that include geometric distortion correction tags. DNG files created from the Adobe DNG Converter© will often generate geometric distortion tags for micro 4/3rds cameras.

Fixing Lens Distortion

You can correct barrel and pincushion distortion in digital photographs. In barrel distortion the photo appears to bulge outwards from the center. In pincushion distortion the photo appears to shrink inwards toward the center. Barrel and pincushion distortion are common in photos that were taken with wide angle or zoom lenses.

In ACDSee, you have the option of using manual correction via the Manual Correction slider, or you can enable lens correction via your lens profile. This can be done by selecting the make, model, and lens of the camera used to take your image. The Lens Correction tool can apply automatic adjustments based on the distortion inherent to the lens used, or you can enable lens correction for each image manually. Once a lens profile has been mapped to an EXIF profile, the Make and Model drop-down menus will be pre-populated with the camera used to take the image based on its EXIF information. The Lens Correction tool contains a database of camera makes, models, and their possible lenses. The possible lenses for the selected camera will be available for you to choose from the Lens drop-down menu, unless there is only one possible lens, in which case, that lens will be pre-selected.

You can find the name of the lens used in the EXIF information of your image. However, the lens value displayed in the EXIF may not be reliable in the case of third party lenses as the camera itself may only recognize the third party lens as an ID number. If possible, recover the correct lens value and select it from the Lens drop-down menu.

You can also map the correction specific to your lens, (the lens profile), to your camera make, model, and lens combination. Mapping the lens profile will enable you to apply the correction to all images with the same camera-lens combination that you open in the Develop mode Lens Correction tool, should you choose.

You can use the Manual Correction slider for further adjustments after using automatic correction, or on its own.

You can also use your lens profile to correct chromatic aberration, if it is available.

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

For quick viewing of the available lens profiles, go to Lensfun.

To Fix Lens Distortion Using Your Lens Profile:

1. In Develop mode, select the **Geometry** tab.
2. In the Lens Correction group, check the **Enable Lens Profile** checkbox.
3. If the displayed camera make and model are not correct, select the correct options from the Make and Model drop-down menus.
4. From the Lens drop-down menu, select the lens used to take the image. You can find this information displayed in the EXIF panel in the lower right corner of Develop mode. The correction will occur automatically.

5. If you desire further adjustments, move the **Manual Correction** slider to the left for a bulge effect, or to the right to stretch the edges of the image.

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

Click the **Show Grid** icon to display a grid over your image. This tool is useful when fixing alignment in your images. When the grid is not activated, it is gray .

To Save Lens Profile as a Default for Future Use:

You can save your camera and lens combination's correction profile and use it as a default for other images taken with the same camera/lens combination. This will ensure that every time you open an image from a particular camera make, model, and lens combination in the Lens Correction tool, the Lens field will be pre-populated with the lens you mapped to that camera. You can also choose to automatically apply this lens profile to other images taken with the same camera/lens combination upon entering Develop mode.

As this function relies on EXIF data, this can mainly be performed with JPEG, DNG, RAW, and TIFF images.

1. With your desired camera and lens combination selected in the Make, Model, and Lens drop-down menus, press the **Map Default** button.
2. Check the **Auto-apply this mapped profile when entering Develop mode** checkbox to apply the mapped default to future images upon entering Develop mode.
3. In the Map Default dialog box, press **OK** to save, or **Cancel** to abort.

To Manage Your Saved Defaults:

1. Press the **Manage Defaults** button.
2. In the Manage Mapped Defaults dialog box, do one of the following:
   - In the Manage Mapped Defaults dialog box, select your default and press the **Delete Mapped Default** button.
   - Check the **Auto-apply the selected mapped profile when entering Develop mode** checkbox to apply the selected mapped default to future images taken with the same camera/lens combination upon entering Develop mode.
3. Press **OK** to continue, or press **Cancel** to keep your mapped default.

To Fix Chromatic Aberration Using Your Lens Profile:

Chromatic aberration occurs due to the properties of a given lens. Therefore, you can use the lens profile to automatically correct it. The Chromatic Aberration checkbox will be checked if your selected lens has a corresponding chromatic aberration correction available.

1. In Develop mode, select the **Geometry** tab.
2. In the Lens Correction group, check the **Enable Lens Profile** checkbox.
3. Check the **Chromatic Aberration** checkbox.
4. Click to the **Detail** tab to view your corrected image.

Save your lens profile with the Chromatic Aberration checkbox checked to ensure that chromatic aberration will always be corrected.

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 and Straighten group, adjust your image as described below.

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

Click the **Show Grid** icon to display a grid over your image. This tool is useful when fixing alignment in your images. When the grid is not activated, it is gray .

Rotate Options

90 degrees to the left	Rotates image 90 degrees to the left.
90 degrees to the right	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.
-5 Degrees left	Adjusts the image -5 degrees to the left.
+5 Degrees right	Adjusts the image +5 degrees to the right.
Straighten tool	Straightens the image. Use your cursor to draw a line along the crooked horizon. Release the cursor to automatically straighten the horizon.

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, set the options as described below.

Click the **Show Grid** icon to display a grid over your image. This tool is useful when fixing alignment in your images. When the grid is not activated, it is gray .

Perspective 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.

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

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, and position it over the area of the image you want to keep. See below for more details.

Click the **Preview Cropped Image** button or press **E** to preview your image when cropped.

Click the **Show Grid** icon to display a grid over your image. This tool is useful when fixing alignment in your images. When the grid is not activated, it is gray .

Resizing the Crop Window

You can resize the crop window in the following ways:

- Drag the edges of the crop window to the desired size.
- Specify an exact size for the crop window in inches.
- Apply a ratio to constrain to the crop window proportions.
- Use the arrow keys to manipulate the size of 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** spin boxes.
2. In the **Units** drop-down list, select a unit of measurement.
3. Use the **Dots per inch** spin box to specify a resolution.

To Constrain the Crop Window to a Ratio:

1. Check the **Constrain proportion** checkbox.
2. Select a ratio from the drop-down list.
3. 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.

To Delete a Proportion:

1. Select a proportion from the **Constrain proportion** drop-down list.
2. Click the down arrow button beside the drop-down list, and select **Delete**.
3. Click **Yes**.

To Set a Proportion as Default:

1. Check the **Constrain proportion** checkbox.
2. Select a ratio from the drop-down list.
3. Click the down arrow button beside the drop-down list, and select **Set as Default**.

Crop Options

Constrain proportion	Select this option to constrain the crop area to a specified proportion. Select the proportion from the drop-down list.
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 to rotate the crop area.

Fixing Lens Vignetting

Vignetting, an unusual darkness in the corners of images, is the result of the inability of the lens to distribute light into the corners of the image. You can fix lens vignetting in Develop mode by brightening the corners of the image.

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

To Fix Vignetting:

1. In Develop mode, select the **Geometry** tab.
2. In the Vignette Correction group, adjust your image as described below.

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

Vignette Correction Options

Strength	Adjust how much the corners of the image will be brightened.
Radius	Adjust the distance from the corners of the image that pixels will be brightened. The higher the radius, the closer to the center of the image pixels will be brightened.

Click the **Show Grid** icon to display a grid over your image. This tool is useful when fixing alignment in your images. When the grid is not activated, it is gray .

About the Repair Tab

In the Repair tab, you can reduce red eye and repair images.

To Use the Repair Tab:

1. In Develop mode, select the **Repair** tab.
2. Select the Red Eye Reduction or Repair tool.

Saving and Canceling

When you have finished developing 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 developed image with a new name or format.
    - **Discard**: discard your changes.

- **Cancel**: remain on the same image in Develop with your changes intact, without saving the image.

If you want your changes saved automatically (without the prompt to save), check the **AutoSave** 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 by clicking **Tools** | **Options** and selecting the Automatically save Develop Mode adjustments checkbox on the Develop Mode page.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
   - **Save As**: save a version of your developed image with a new name or format and switch to the updated image.
   - **Save a Copy**: save a copy of your developed image with a new name or format, and continue to work on the original file.
   - **Export**: export one or more copies of your developed image with the option to specify a format and size for each.
   - **Copy to Clipboard**: copy the developed image to the clipboard. (Go to **Edit** | **Copy**.)

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the unprocessed RAW file with the settings still intact.

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

Click **Cancel**.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

Reducing Red Eye

You can use the Red Eye Reduction tool in Develop mode to correct red eye in digital photographs. The Red Eye Reduction tool specifically targets red pixels so that nearby pixels are unaffected.

To Correct Red Eye:

1. In Develop mode, select the **Repair** tab.
2. Use the Zoom tools in the bottom right corner to enlarge and center the eye you want to correct.
3. Click within the red portion of the eye.
4. In the Red Eye Reduction group, adjust the sliders as described below.

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

Red Eye Reduction Options

Size	Drag the slider to the right to increase the size of the area being darkened, or to the left to decrease.
Darkening	Drag the slider to the right to darken the corrected portion of the eye.

You can correct as many red eyes as you want. Simply keep clicking on the image to add a new eye-definition. Move the eye-definitions after you have placed them by clicking and dragging, or delete them by pressing **Delete**.

Scroll with your mouse to adjust the size of the area you would like to darken at any time.

You can show or hide the red eye outline by toggling the eye button, located in the top left corner of the Red Eye group, on or off.

Press **Delete** to remove the currently selected red eye adjustment.

Repairing Your Image

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 three options available for the Repair Tool: the Healing Brush, the Blended Cloning tool, 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.

When you select the Blended Clone tool, the Repair Tool copies the exact pixels from one area of a photo to another, but it analyzes the pixels in the target area and blends them with the copied pixels.

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.
    - **Blended Clone**: copies the pixels from the source area to the target area, then analyzes the pixels in the target area and blends them with the copied pixels.
2. Drag the **Nib Width** and **Feathering** sliders as described in the table below.
3. Right-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 analyzes and replaces the pixels when you release the mouse button. If you selected the blended clone tool, ACDSee analyzes, replaces, and blends the pixels when you release the mouse button.
5. Do one of the following:
    - 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.

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

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

Repair Tool Options

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

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

Chapter 7: Edit Mode

Make your final edits in Edit mode, where you can apply fine-tuned adjustments on the more limited RGB image data. Use the tools in Edit mode for any touch-ups to specific areas of your images.

In Edit Mode You Can:

- Use the Selection tools to select and apply edits to a specific part of the image.
- Use the Edit Brush
- Use Pixel Targeting to target specific colors or tones for adjustment.
- Remove flaws, red eye, adjust skin tone, or correct chromatic aberration.
- Add text, a watermark, borders, vignettes, a tilt-shift, a grain effect, special effects, and drawing tools.
- Crop, flip, resize, rotate, liquify, and correct perspective, barrel and pincushion distortion, and lens distortion.
- Adjust lighting using the Exposure, Levels, Auto Levels, Tone Curves, Light EQ™, Dehaze, and Dodge and Burn filters.
- Adjust color using the White Balance, Color EQ, Color Wheel, Tone Wheels, Convert to Black & White, Split Tone, and Color LUTs filters.
- Add details to your image using Sharpen, Blur, Remove Noise, Add Noise, Detail Brush, or Clarity filters.

Using Edit Mode

After completing all of your image corrections using the non-destructive tools in Develop, take your image into Edit to apply finishing touches to your image. In Edit, use the pixel-based editing tools, such as red eye removal, special effects and many other tools, and combine them with the Selections tool to fine-tune your image.

What Happens from Develop to Edit

When you take an image through Develop or Edit, the original is never altered. Changes you make are saved to a separate file, so that you can revert to the original or the developed version at any time. To understand more on how changes are saved, see How ACDSee saves changes to images.

Editing an Image

To Edit an Image:

1. Select **Edit** mode.
2. Do any one or more of the following:
   - At the top of the panel, use the Selections or Drawing tools.
   - In the Repair group, click Red Eye Reduction, Skin Tune, Chromatic Aberration, or Repair tool.
   - In the Add group, click Text, Watermark, Borders, Vignette, Tilt-Shift, Grain, or click Special Effect and select an effect.
   - In the Geometry group, click Rotate, Flip, Crop, Liquify, Perspective Correction, Lens Correction, Lens Distortion Correction, or Resize.
   - In the Exposure/Lighting group, click Exposure, Levels, Auto Levels, Tone Curves, Light EQ™, Dehaze, Dodge and Burn.
   - In the Color group, click White Balance, Color Wheel, Tone Wheels, Color EQ, Convert to Black & White, Split Tone, or Color LUTs.
   - In the Detail group, click Sharpen, Blur, Clarity, Detail Brush, or click Noise to remove or add noise.
3. You have several options in saving your images. See Saving images in Edit for more information.

You can apply adjustments to specific tones or colors with Pixel Targeting.

Reverting to Develop Settings or Original Settings

You can discard your Edit settings and revert to the Develop or the original settings for your image. For steps to revert your image, see Restoring originals and develop settings.

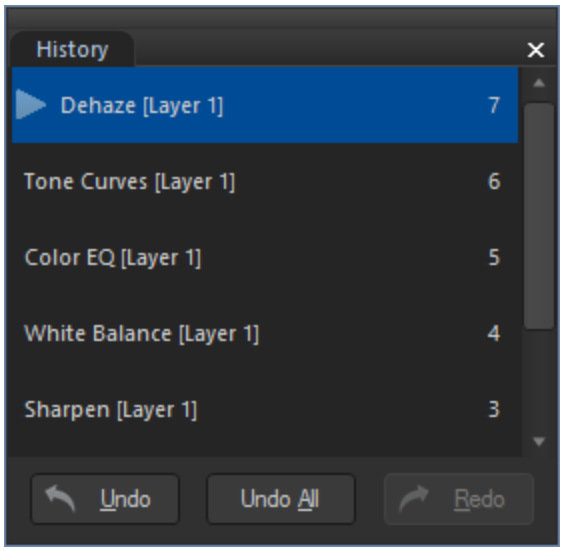
Undo and Redoing

Using the History Pane:

You can use the History pane to view the sequence of changes you have made to your image. You can also use the History pane to jump around in your editing sequence and revert back to a previously-applied adjustment. For example, if you applied a series of adjustments, such as color adjustments, followed by sharpening, and exposure tweaking, but you want to revert back several steps to the state your photo was in with just the color adjustment, you would use the History pane.

To open the History pane, click **Panes** | **History**.

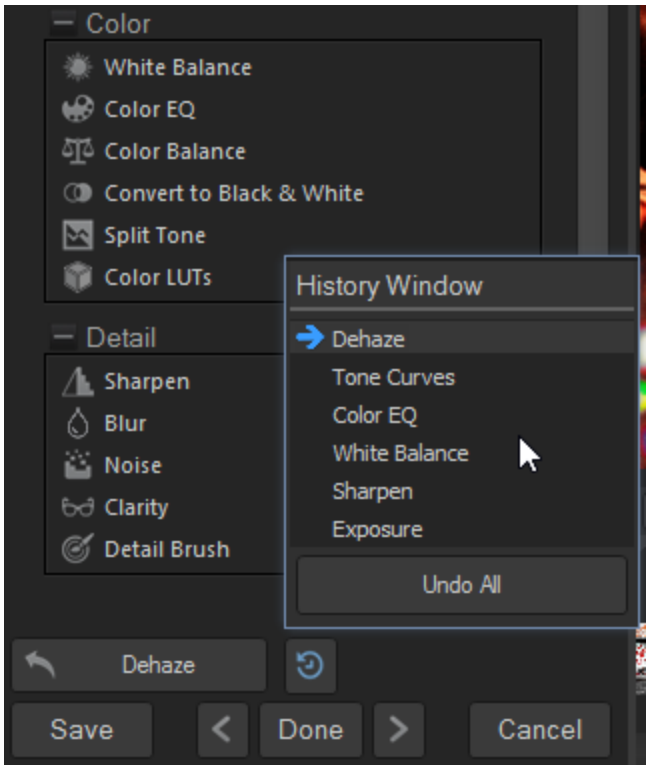
To return to a specific adjustment, select your desired adjustment in the pane and double-click it. Or select **Undo All** to undo all of your adjustments.



Using the Edit Mode History Window:

You can use the Edit mode History Window to view the sequence of changes you have made to your image. You can also use the History Window to jump around in your editing sequence and revert back to a previously-applied adjustment. For example, if you applied a series of adjustments, such as color adjustments, followed by sharpening, and exposure tweaking, but you want to revert back several steps to the state your photo was in with just the color adjustment, you would use the Edit mode History Window.

To return to a specific adjustment, select the Edit mode History Window arrow at the bottom of the Edit mode panel, and select your desired adjustment and double-click it. You can select any adjustment in the list, or select **Undo All** to undo all of your adjustments.



Histogram and Image Viewing Controls

While editing an image, you can adjust the magnification with the zoom controls, located in the bottom right corner.

Histogram		Displays the histogram preview for the current 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. Keeping the histogram open is particularly useful when adjusting exposure, as the histogram reflects all adjustments as you make them. You can also display the Histogram by selecting **Panes** | **Histogram**.
Undo/Redo		Undo to discard all changes made on the current tab. Redo to return to the options that you had selected prior to clicking Undo. In Edit, Undo and Redo buttons display the changes you can undo or redo.
Reset		Click on the **Reset** button to reset the image to its default settings.
Display Full Screen		Displays the image on a full screen. Press **F** to view full screen and to return to Edit mode.
Actual Size	1:1	Returns the current image to its actual size.
Navigator Pane		**Automatic Window**: when Automatic Window is 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. **Right-click** on the Navigator pane to switch from Automatic to Manual. **Manual Window**: when Manual Window is 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.

		Right-click on the Navigator icon to switch from Manual to Automatic.
Fit Image		Reduces the image to fit within the Edit mode area.
Show Previous		Toggles the changes on or off, to compare the current image to the last saved version.
Zoom slider		Increases the size of the image if you drag it to the right, decreases the size if you drag to the left.
Zoom drop-down list	38%	Displays a list of zoom sizes to select.

Using Color Pickers in Edit Mode

When you use the color pickers in Edit mode, the RGB values beside the color picker relate to the image before any new and unsaved edits. You can see the up-to-date RGB values for the image as edited in the status bar at the bottom of the page.

Using the Undo/Redo Button

You can undo and redo your changes when editing an image.

To Undo a Change:

In Edit mode, do one of the following:

- Click the **Undo** button found at the bottom of the left pane.
- Use the keyboard shortcut **Ctrl + Z**.

To Redo a Change:

In Edit mode, do one of the following:

- Click the **Redo** button found at the bottom of the left pane.
- Use the keyboard shortcut **Ctrl + Y**.

Using Presets in Edit Mode

Many ACDSee editing tools and special effects allow you to save your settings as presets. This is convenient when you frequently use the same settings for a particular tool or effect.

For most tools, ACDSee automatically saves the last option settings you applied to an image when you clicked Apply or Done. This preset is called Last Used.

The **Save Preset** and **Delete** buttons are located at the top of an editing tool's panel.

To Save a Preset:

1. In Edit mode, select a tool and specify its settings.
2. Click the **Save Preset** button.
3. In the New Preset dialog box, enter a name for your preset, and then click **OK**.

   The new preset will appear in the tool's Presets drop-down list.

To Use a Previously Saved Preset:

1. In Edit mode, select the tool for which you created the preset.
2. Click the **Presets** drop-down list and select the preset you want to apply.

To Delete a Preset:

1. In Edit mode, select the tool for which you created the preset.
2. Click the **Presets** drop-down list and select the preset you want to delete.
3. Click the **Delete** button.
4. In the Confirm Delete dialog box, click **Yes**.

Importing and Exporting Presets

You can import and export Edit presets. See "Importing and Exporting Presets" on page 300.

Please note that you cannot select individual Edit mode presets for import or export.

Restoring Originals and Develop Settings

You can also restore an edited image back to its develop settings, if you wish to discard work done in Edit. You can read more information on how changes are saved in ACDSee.

If you have committed changes to an image, you cannot restore the original.

Restoring the Original Image

You can discard all your changes and revert to the original image.

To Revert an Image Back to the Original in Edit:

In Edit mode, select **File** | **Restore to Original**.

To Revert an Image Back to the Original in Manage or View Mode:

1. Select the image.
2. Do one of the following:
    - Right-click the image and select **Process** | **Restore to Original**.
    - Choose **Process** | **Restore to Original**.

Restoring Your Develop Settings

You can discard your Edit settings and revert to the Develop settings for your image.

To Revert an Image Back to Develop Settings in Edit:

1. Take an edited image into Edit mode. A prompt will ask if you want to Discard your edits.
2. Click **Discard Edits**.

Saving Images in Edit Mode

Saving Images

When you have finished editing 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 developed image with a new name or format. Depending on your file type, any of the following checkboxes appear in the bottom left corner of the **Save as** dialog box: • **Preserve Metadata**: retains metadata with the new image. • **Preserve database information**: maintains your catalog information, such as ratings. • **Preserve develop settings for original image**: spplies changes to the original image, as well as the copy being saved. • **Embed Color Profile in Image**: retains color profile selected in Color Management with your new image.
Discard	Discard your changes.
Cancel	Remain on the same image, with your changes intact, without saving the image.
AutoSave	You can enable AutoSave in order to avoid selecting a saving option each time you finish with an image. When AutoSave is enabled, pressing Done, or selecting another image from the Filmstrip will prompt ACDSee to automatically save your changes in Edit mode. You will no longer see the Save Changes dialog. To disable AutoSave, choose **Tools** | **Options...** In the Options dialog, click **Edit Mode**. Then uncheck the **AutoSave all changes** checkbox. AutoSave is not available for RAW images.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
   - **Save**: save your changes.
   - **Save As**: save a version of your edited image with a new name or format and switch to the updated image.
   - **Save a Copy**: save a copy of your edited image with a new name or format, and continue to work on the original file.

Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the RAW file with the settings still intact.

Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

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

Click **Cancel** or use the keyboard shortcut **Esc**.

For more information on how different file formats are saved depending on their processed state, see How ACDSee Saves Changes to Images. To learn how images are saved in Develop, see Saving Images in Develop.

How ACDSee Saves Changes to Images

How images are saved is different between non-encodable (e.g. RAW) and encodable (e.g. JPEG) images. The table below outlines the differences in how changes to your image are saved by ACDSee. The purpose of saving files in its original, developed, and edited states is to allow you to revert back to a setting if you decide to discard your changes at a later time.

If you archive your images, ensure that you back up subfolders to preserve the original image files.

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
Original	Original images are located in the folders you placed them in.	Original images are located in the folders you placed them in.
Developed	When you make changes and click **Done**, the image's develop settings are stored in the XMP file of the RAW, and in the ACDSee database.	When you develop an image and click **Done**, the develop settings are stored in an XMP file, and the original and XMP file are moved to the [Originals] folder. In Manage and View modes, the image with the changes applied is displayed. The develop settings are also stored in the ACDSee database.

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
Edited	When you take a RAW file directly into Edit, and you click **Save**, ACDSee prompts you to save the file in a different file format. In RAW, to permanently save changes to an image, you will need to save the image in a different file format.	If you take an image directly to Edit and save your image, the original image is saved to the [Originals] folder in ACDSee. If you edit an image first, and then take it into Develop, ACDSee prompts that the edits will be lost. You cannot revert an image back to Develop, if it was not developed before taking the image to Edit.
Developed and Edited	When you develop an image, the image's develop settings are stored in the XMP file of the RAW. When you take the developed image into Edit, and then apply edits and save the image, ACDSee prompts you to save the image in a new file format.	When you take a developed

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
	For RAW files, to permanently save changes, you will need to save the image in a different file format.	image into Edit and apply edits and save it, the develop settings are saved in the XMP file and placed in the [Originals] folder. If the developed image is in Edit, and has edits applied and you click **Save**, ACDSee saves the image. If you decide to take the edited image back into Develop, ACDSee prompts that you will lose your edits. If you choose to discard

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
		your edits, the original image with its develop settings will be opened.

Applying Photoshop® Plug-ins

ACDSee supports 32-bit and 64-bit Adobe® Photoshop® plug-ins in Edit mode. 32-bit Photoshop® plug-ins will only work in 32-bit versions of ACDSee. Similarly, you can only run 64-bit plug-ins in 64-bit versions of ACDSee.

Not all plug-ins will work exactly as they do in Photoshop®.

To Apply a Photoshop® Plug-in:

With an image open in Edit mode, choose **Tools** | **Photoshop Plug-ins** | [**your plug-in**].

You can undo the effects of your plug-in by pressing the Undo button at the bottom of the Edit panel.

You cannot open the same plug-in in two ACDSee windows at the same time.

Photoshop is a registered trademark of Adobe Inc.

Using the Edit Brush

While the tools in Edit mode allow you to make a variety of global adjustments, sometimes you may only want to adjust specific areas of your photos. For example, instead of blurring an entire photo, you may want to blur certain areas, such as the background. To do this, and other local adjustments, you can use the Edit Brush.

The Edit Brush allows you to selectively edit your photo by simply brushing on the effects. The Edit Brush is essentially creating a mask that is used to determine which pixels will be affected by the current settings of the chosen operation.

Edit Brush

The Edit Brush button displays at the center of the top editing panel toolbar for all applicable Edit mode tools.

To Use the Edit Brush:

1. In Edit mode, select the tool you want to use.
2. Click the **Edit Brush** button to enter Brushing mode and open the Brush controls. Or, toggle the Brush panel open and closed with the **B** key.
3. Specify the brush settings in the panel or as you work as described in the table below.
4. Start painting the effects on your photo.
5. Adjust the sliders to get the effect you want.
6. Press **Done** to apply your brush strokes.

Edit Brush Controls

Add brush stroke	Brush while holding the **left mouse button** down.
Erase brush stroke	Brush while holding the **right mouse button** down.
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.
Alternating between Brush mode and cursor-applied tools	For filters that involve drawing or clicking on the image, such as Light EQ™ and White Balance, hold down the **Alt** key to switch from Brush mode to using the tool.
Clear all brush strokes	Removes all brush strokes from the image.
Invert all brush strokes	Toggle this option to invert brushed strokes. 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.
Load last applied brush strokes	Applies effects to the area most recently brushed and **applied**.
Smart Brushing	See Smart Brushing section below.
Show brush strokes	Show brush strokes When this option is checked, your brush strokes will be displayed in the color shown. This is helpful when brushing a complex area with a subtle effect, as it can be difficult to tell if you have missed a spot. Alternatively, hold down the **S** key to see your brush strokes on the image.

When you click the Edit brush and enter Brushing mode, you need to apply brush strokes in order to see any of your adjustments.

To exit Brushing mode, toggle the Edit brush button.

You can undo and redo each brush stroke individually using the Undo and Redo buttons at the bottom of the Filter Menu.

You can also use the Edit Brush with Blend Modes and Selections to alter the way the effect is applied.

The Edit Brush is enabled in many of the editing tools and special effects filters. When it does not make sense to have this option, it is omitted. The Edit Brush is not available in the following tools: Crop, Resize, Lens Distortion Correction, Perspective Correction, Rotate, Flip, Watermark, Text, Red Eye Reduction, Repair Tool, and Selections.

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 Edit mode, select the tool you want to use.
2. Click the **Edit Brush** to enter Brushing mode and open the Brush controls. Or, toggle the Brush panel open and closed with the **B** key.
3. 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.

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

Hold down **Shift** prior to making a brush stroke to temporarily disable the Smart Brush. You can use this keyboard shortcut on a stroke by stroke basis.

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 Gradient Tool

While the tools in Edit mode allow you to make solid, global adjustments, sometimes you want these effects to gradually progress over your photo. For example, instead of applying a blur across an entire photo, you may want a blur that advances across the image, or advances over a section of the image. Use the Gradient tool to gradually progress an effect across an image.

Gradient Tool

The Gradient tool button displays at the center of the top Editing panel toolbar for all applicable Edit mode tools.

To Use the Gradient Tool:

1. In Edit mode, select the tool you want to use.
2. Click the **Gradient** tool button to enter Gradient mode. Or, toggle the Gradient panel open and closed with the **G** key.
3. Specify the gradient settings in the panel or as you work, as described in the table below.
4. 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.
5. Adjust the sliders to get the effect you want.
6. Press **Apply** 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	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 drop-down arrow to select another display color.
Alternating between the Gradient tool and cursor-applied tools	For filters that involve drawing or clicking on the image, such as Light EQ™ and White Balance, hold down the **Alt** key to switch from Gradient mode to using the tool.

To exit Gradient mode, toggle the Gradient tool button.

To maintain your gradient mask while switching to Edit Brush mode, hold down **Shift** and click the Edit Brush button. This allows you to add to the gradient mask or erase parts of it that you don't want.

The Gradient tool is enabled in many of the editing tools and special effects filters. When it does not make sense to have this option, it is omitted. The Gradient tool is not available in the following tools: Detail Brush, Dodge and Burn, Resize, Lens Distortion Correction, Perspective Correction, Crop, Rotate, Drawing Tools, Vignette, Borders, Watermark, Text, Repair Tool, Red Eye Reduction, and Selections.

Using the Radial Gradient Tool

While the Edit tools allow you to make a variety of adjustments, sometimes you want these effects to draw attention to a specific area of your photo. For example, instead of applying sharpening across an entire photo, you may want to only sharpen the center subject. Use the Radial Gradient tool to apply effects around, or directly to, a center point.

Radial Gradient Tool

The Radial Gradient tool button displays at the top of the Editing panel toolbar for all applicable Edit mode tools.

To Use the Gradient Tool:

1. In Edit mode, select the tool you want to use.
2. Click the **Radial Gradient** tool button to enter Radial Gradient mode. Or, open and close the Radial Gradient panel with the **R** key.
3. Specify the Radial Gradient settings in the panel or as you work, as described in the table below.
4. 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 is transitioning between not applied at all (inside), and full strength (outside). To make this clearer, check the **Show gradient mask** checkbox. Hold down the **Shift** key while positioning the effect to change the radial gradient to a perfect circle.
5. Adjust the sliders to get the effect you want.
6. Press **Done**.

Gradient Tool Options

Feathering	Increase the slider to smooth the gradient edge.
Squareness	Increase the slider to gradually transform the default oval shape of the radial to a square.
Invert gradient	Toggle this option to invert the radial 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	Show gradient mask When this option is checked, your radial gradient mask will be displayed in the color shown. Alternatively, hold down the **S** key to see the mask on the image. Click the drop-down arrow to select another display color.
Alternating between the Radial Gradient Tool and cursor-applied tools	For filters that involve drawing or clicking on the image, such as Light EQ™ and White Balance, hold down the **Alt** key to switch from Radial Gradient mode to using the tool.

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

To maintain your radial gradient mask while switching to Edit Brush mode, hold down **Shift** and click the Edit Brush button. This allows you to add to the gradient mask or erase parts of it that you don't want.

The Radial Gradient tool is enabled in many of the editing tools and special effects filters. When it does not make sense to have this option, it is omitted. The Radial Gradient tool is not available in the following tools: Detail Brush, Dodge and Burn, Resize, Lens Distortion Correction, Perspective

Correction, Crop, Rotate, Drawing Tools, Vignette, Borders, Watermark, Text, Repair Tool, Red Eye Reduction, and Selections.

Using Blend Modes and Opacity

When using a tool in Edit, there are blend mode and opacity tools. These tools give you creative control and let you combine the two to create a new image. You can apply blend modes and opacity to an entire image or to a selected part of an image.

Opacity

The Opacity slider changes the opacity of the edited image. It gives you control of how much of the edit should be visible on the image.

Blend Modes

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

Normal	Pixels in the edited image are combined with those in the original. Only opacity affects this blend.
Screen	Combines the edited image color with the inverse of the original photo color, resulting in a color that is the same or lighter.
Multiply	Combines the edited 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 edited image color with the original pixels in the photo to produce a lighter color.
Burn	Combines the edited 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 edited image color from the color of the original photo. Any white in the edited image produces a true negative of the color in the image, while black produces no effect.
Darken	Applies pixels in the edited image that are darker than the original image. Pixels in the edited image that are lighter than the original image disappear (based on RGB values).
Lighten	Applies pixels in the edited image that are lighter than the original image. Pixels in the edited 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 edited image to the color of the original image areas.
Saturation	Applies the saturation value of colors in the edited image to the color of the original image areas.
Color	Applies the hue and saturation of the edited image to the image. This blend does not affect the luminance of the original image.
Luminosity	Applies the lightness value of colors in the edited image to the color of the original image areas.

Dissolve	Applies some pixels from the edited 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.

You can use the **Edit Brush** to paint an effect onto specific areas of your image, and then set the blend mode and opacity slider to change the way the effect is applied.

The blend mode and opacity controls apply to many of the editing tools and special effects filters. When it does not make sense to have these controls, they are omitted. The blend mode and opacity controls are not on the following tools: Crop, Resize, Lens Distortion Correction, Perspective Correction, Rotate, Flip, Watermark, Text, Red Eye Reduction, Repair Tool, Selections.

Pixel Targeting

Targeting Adjustments by Color or Tone

While tools are used to make a variety of global adjustments to an image and the **Edit Brush** makes it possible to adjust specific sections of the image, Pixel Targeting allows for the selection of distinct tones, colors, and skin tones. Pixel Targeting applies a number of adjustments to a photo's individual colors or tones, or just to skin tone. For example, in **Edit** mode, open an image and add an **Exposure** filter from the toolbar and note that the exposure is adjusted over the entire image. However, to only adjust the exposure of a blue sky in an image, enable Pixel Targeting by clicking the **Pixel Targeting** button located in the image header bar and use the color wheel to target the color blue, thereby only increasing the exposure on the sky.

Pixel Targeting is available in the following filters:

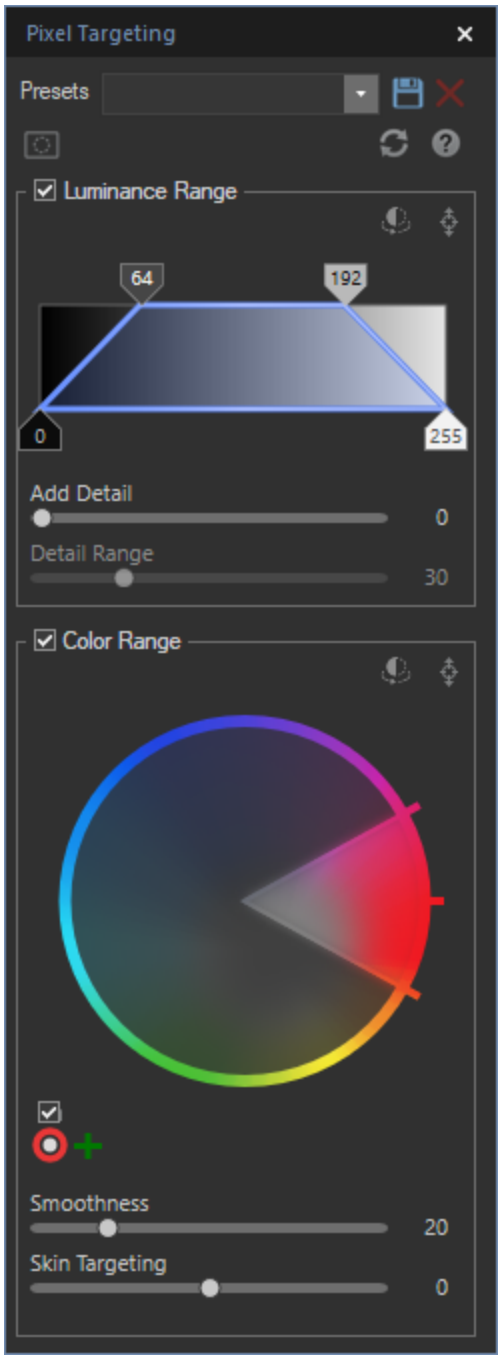
- Skin Tune
- Chromatic Aberration
- Vignette
- Special Effects
- Grain
- Exposure
- Levels
- Auto Levels
- Tone Curves
- Light EQ™
- Dehaze
- White Balance
- Color EQ
- Color Wheel
- Tone Wheels
- Color LUTs
- Split Tone
- Convert to Black & White
- Sharpen
- Blur
- Noise
- Clarity

Pixel Targeting can also be accessed by right-clicking a layer in the **Layers** pane and selecting **Pixel Targeting...** from the context menu.

To perform targeted adjustments with Pixel Targeting:

1. Open any of the above filters in the **Filter Menu** pane, or select one the menu options above.
2. In the image's header bar, click the **Pixel Targeting** button.
3. In the **Pixel Targeting** pane, configure the settings for **Target Tones** and **Target Colors** as described below.
4. Adjust the selected filter or menu option's settings. The adjustments will only affect the targeted color or tones, not the entire image.

The Pixel Targeting Pane



The **Pixel Targeting** pane consists of three sections:

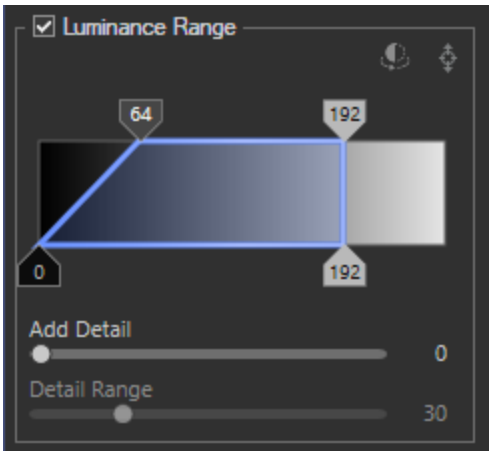
- Presets
- Luminance Range, and
- Color Range.

Pixel Targeting Pane Sections

Presets	Make a selection from the **Presets** drop-down list, or click the **Save Preset** icon to populate the new preset to the **Presets** drop-down list.

Show Mask Preview		Click the icon to view a preview of the mask that highlights the pixels to be targeted.
Reset		Click the icon to remove all of the current image edits and return the image to its original state.
Help		Click the icon to open the Pixel Targeting help file.

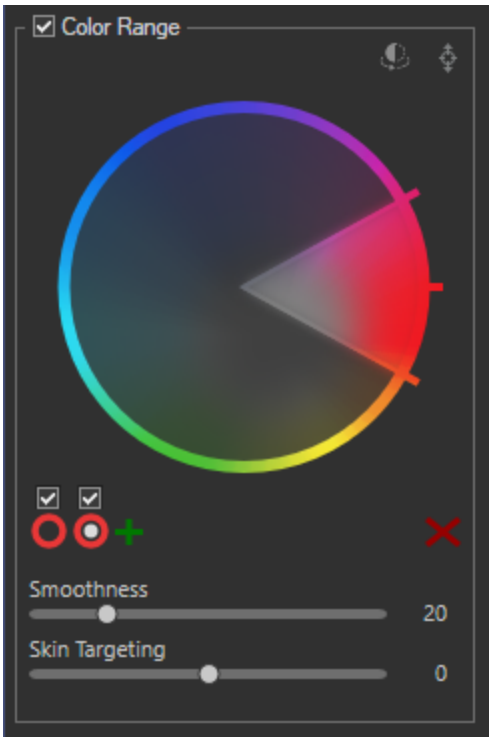
Luminance Range	The **Luminance Range** field set is used to target tones of brightness for adjustment. Enable the **Luminance Range** checkbox to enable the associated functionality.



Invert Selection		Click the icon to change the selected pixels to the unselected pixels.
Indicator Line		Click the icon to add an indicator line to the Tone Grabber display

		and produce an eyedropper for indicating where a tone from the image appears in the graph.
	Tone Grabber	Use the four slider tabs to make a tonal selection. The area inside the blue box represents the tonal selection. The top two tabs cannot slide past one another. Each of the bottom tabs cannot slide past their own top tab when sliding toward the center. The tonal range is between 0 and 255. A diagonal line between the top and its associated bottom slider tab will produce a feathered selection

		effect (64 to 0 in the **Luminance Range** example). A straight line connecting the top and associated bottom slider tab will produce a hard cut-off (192 to 192 in the **Luminance Range** example).
	Add Detail	Increase the slide value to sharpen the crispness around the edge of the selection.
	Detail Range	If the **Add Detail** slider has been advanced past a value of "0", the **Detail Range** slide is enabled for controlling the range of the edge detail added by the **Add Detail** slider.
Color Range	The **Color Range** field set is used to target specific colors for adjustment. Enable the **Color Range** checkbox to enable the	

	associated functionality.		
	**Invert Color**		Click the icon to invert the selected colors on the wheel.
	Color Indicator		Click the icon to display and produce an eyedropper for selecting color pixels in the image. Hold down the **Alt** key and click with the eyedropper to make a color selection.
	Color Wheel		Use the Color Wheel to adjust precise colors in an image. 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.

			The selected color is displayed in the circle below the Enable Wheel checkbox. For more information on the Color Wheel, see Adjusting Color with the Color Wheel.
	Enable Wheel		Located above the Wheel Selection circle displaying the selected color, enable the checkbox to make the associated wheel active.
	Add Wheel	+	Click the icon to make changes to another color using an additional color wheel.
	Wheel Selection		Located directly beneath the **Enable Wheel** checkbox,

			click the inside circle to select the associated color wheel. The selected color is represented by the wheel.
	Delete Wheel	✕	Deletes the currently selected color wheel.
	Smoothness		Increase the slider to adjust smoothness, which acts like a feathering tool to soften a color's edges.
	Skin Targeting		Using the **Skin Targeting** slider will disable the rest of the **Color Range** field set and allow only skin tones to be targeted.

Right-click a slider to reset to the default value.

Pixel Targeting becomes even more powerful when paired with Selections or the Edit Brush. These tools in combination with Pixel Targeting make it possible to target very precise areas, such as only the blue of a person's eyes, rather than all of the blue in the image.

Click **Reset** to clear changes and reset to default settings.

Save setting values as a preset for future use. Using the **Save Preset** button on the **Pixel Targeting** pane will only save Pixel Targeting settings, and not the settings on the filter. Filter settings must be saved separately.

Recording and Applying Adjustments with ACDSee Actions

ACDSee Actions allow you to record all of your Edit mode adjustments and then apply them to other images by "playing" them back. You can use this method to batch edit multiple photos with any adjustment available in Edit mode.

You can also apply pre-loaded default actions for quick adjustments. Actions can be organized into existing categories, or you can create your own.

For quick access in Edit mode, you can use the **Record**, **Stop**, and **Play** buttons at the top of the Tools panel. Or you can use the **Toggle Actions Browser** button to open the ACDSee Actions window. You can also move the ACDSee Actions bar to anywhere on your screen.

To Record Your Adjustments:

1. In Edit mode, on the right side of the Toolbar, press the **Record** button. The Recording Action pane will appear and list your adjustment steps as you make them.
2. Make any adjustments you desire in Edit mode.
3. Press the **Stop** button in the Toolbar to stop the recording at any time. If you pressed the Stop button by accident, press **Cancel** to continue recording.
4. In the Save Action dialog box, enter a name for your recording.
5. Select a category for your action from the drop-down menu, or enter a name to create a new category.
6. Press **Save**. Your recording will now be available in the Actions Browser under the category you chose (or created).

To Preview a Recording:

1. In Manage mode, do one of the following:
   - Click **Actions** | **Actions Browser...**
   - Click **Tools** | **Browse Actions...**

- Click **Tools** | **ACDSee Actions** | **Actions Browser...**
- Right-click the images and choose **ACDSee Actions** | **Actions Browser...** from the context menu.
- Right-click the images and choose **Browse Actions...** from the context menu.

If you select multiple images, only the first image will be previewed. However, if you play a recording, it will apply to all selected images.

In View mode, do one of the following:

- Press the **Open Actions Browser pane** button.
- Click **Tools** | **Browse Actions...**
- Click **Tools** | **ACDSee Actions** | **Actions Browser...**

In Edit mode, do one of the following:

- Click **Panes** | **Actions Browser**.
- Click **Tools** | **Browse Actions...**
- Click **Tools** | **ACDSee Actions** | **Actions Browser...**
- Press the **Toggle Actions Browser** button in the Toolbar.

2. In the Actions Browser, choose a category from the drop-down menu.
3. Select the thumbnail of the recording you wish to preview from the left column of the Actions Browser.
4. Do one of the following:
   - View a preview of how your current image would appear with your recording applied in the Preview column.
   - Toggle the **Preview** button in the top right corner to view the adjustment steps of the selected action.

Preview Image

Preview Steps

To Delete a Recording:

Deleting a recording is permanent and cannot be undone. Your deleted recording will not appear in your system's Recycle Bin.

1. Select the recording in the left column of the Actions Browser.
2. Do one of the following:

- Right-click and choose **Delete**.
- Press the **Delete** button.

To Rename a Recording:

1. Select the recording in the left column of the Actions Browser.
2. Do one of the following:
   - Right-click and choose **Rename**.
   - Press the **Rename** button.
3. Enter a new name in the Name field.
4. Press **OK**.

Applying Recordings

You can apply your recordings to other images, allowing you to batch edit using any Edit mode adjustments you have recorded. You can also apply any of the pre-loaded default actions, which are organized into categories in the Actions Browser.

When applied to images that are a different size than the one used in the recording, actions that involve drawings or geometry will be scaled to the target image proportionally using a percentage of the width and height independently. However, crop size is absolute, (based on the number of pixels). Crop position is relative, also based on the number of pixels.

For best results with tools from the Geometry group, apply your recordings to similarly sized images.

To Apply a Recording:

Recordings are applied in the same order they were recorded in.

In Manage Mode

1. Select the images in the File List pane.
2. Do one of the following:
   - Choose **Tools** | **ACDSee Actions** | **<your desired category>** | **<your desired action>** | **Play**.
   - Choose **Tools** | **Browse Actions...** In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
   - Right-click the images and choose **ACDSee Actions** | **<your desired recording>** | **Play**.

- Right-click the images and choose **Browse Actions...** In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
- Choose **Actions** | **Actions Browser...** In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
- Choose **Actions**| **<your desired category>** | **<your desired action>** | **Play**.

In View Mode

Do one of the following:

- Choose **Tools** | **ACDSee Action** | **<your desired category>** | **<your desired action>** | **Play**.
- Choose **Tools** | **Browse Actions**. In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
- Press the **Open the Action Browser Pane** button. In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
- Right-click the images and choose **ACDSee Actions** | **<your desired recording>** | **Play**.
- Right-click the images and choose **Browse Actions...**In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.

In Edit Mode

1. Open your image in Edit mode.
2. Do one of the following:
   - Choose **Panes** | **Actions Browser**. In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
   - Choose **Tools** | **ACDSee Actions** | **<your desired category>** | **<your desired action>** | **Play**.
   - Choose **Tools** | **ACDSee Actions** | **Actions Browser...** In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
   - Choose **Tools** | **Browse Actions**. In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.
   - Press the **Toggle Actions Browser** button. In the Actions Browser, select your desired category from the drop-down menu. Select the recording from the left column. Press the **Play** button.

To Set the Output Options for a Recording:

You can configure the options that will determine how files are outputted when recordings are applied to them. Each output option you configure is specific to the selected (right-clicked) recording. Output options only affect recordings that are applied to images in modes other than Edit mode.

Configured output options will not travel with shared recordings.

1. Select the recording in the left column in the Actions Browser.
2. Do one of the following:
   - Right-click and choose **Options**.
   - Click the **Options** button.
3. Configure the options as described below.
4. Press **OK**.

Output Options

Action Results

Overwrite the selected file, create copy in case of non-encodable files	When a recording is applied, the file is overwritten with the edited version. If the file cannot be overwritten, such as in the case of a RAW file, a copy will be saved.
Rename modified images and place in source folder	Select this option if you want to save the edited images with a new name, in the same folder as the original images.
Place the modified images in the following folder	Select this option if you want to save the edited images to a specific folder. Browse to the folder.

Overwrite existing

Use this option to determine what ACDSee should do if the destination folder contains an image with the same file name as one of the edited images:

- **Ask**: prompts you to choose different options (skip, rename, overwrite) depending on the image.
- **Skip**: skips processing that image, and begins processing the next image.
- **Replace**: replaces the image in the destination folder with the edited image.
- **Rename**: renames the edited file.

Preserve last-modified dates

Select this option if the original image has a last-modified date, and you want the edited image to have the same last-modified date.

Preserve metadata

Select this option if the original image contains metadata, and you want the edited image to contain the same metadata and color profile.

Preserve database information	
Select this option if you want to preserve ACDSee Metadata from the original image.	
File Output	
File format	Select the file format in which you would like to save the outputted images.
Pixel format	Use this option to determine number of bits per pixel (BPP) in the output images, and whether the images will be color or grayscale. Select **Automatic** if you want the output images to have the same pixel format (or the closest possible match) as the original images. You can use this option to convert the images from color to grayscale, or to convert the images to a pixel format that is compatible with other software or processes.
Color space	Check the color space checkbox to choose a color space option from the drop-down list.

Managing Action Categories

Actions can be organized into existing categories, or you can create your own. You can delete categories, as desired.

Managing Recording Categories

You can create categories for your recordings.

To Add a Category:

1. In the Actions Browser, click the **Add a New Category** button.
2. In the Add a new Category dialog, enter a name for your new category.
3. Press **OK**.

To Delete a Category:

In the Actions Browser, click the **Delete Category** button. All actions from this category will be moved to Uncategorized.

To Move a Recording to a New Category:

1. Select the recording in the left column of the Actions Browser.
2. Do one of the following:

- Click the **Move to Category** button.
- Right-click and choose **Move to Category** from the context menu.

3. In the Move to Category dialog, select a category from the drop-down menu.
4. Press **OK**.

Sharing Actions

You can import and export actions. Exporting actions will allow you to share them as convenient, compressed packages. You can select which actions to export, or export them all at once. Alternatively, you can simply share individual actions by navigating to their location and using your desired sharing method, such as email.

You cannot import and export the pre-loaded actions that come with ACDSee.

To Export Recordings:

1. Open the **Actions Browser**. See "Applying Recordings" on page 419.
2. Click the **Export Actions** button.
3. In the Export ACDSee Actions dialog, click the plus **+** signs to expand the tree, and check or uncheck the checkboxes to select which actions to export. Or check the **Select All** checkbox to export all actions.
4. Choose a destination for your exported actions.
5. Enter a name for your exported actions in the Export package name field.
6. Check the **Include categories with export** checkbox to maintain your category structure in the exported package.
7. Press **OK**.

To Import Recordings:

1. Open the **Actions Browser**. See "Applying Recordings" on page 419.
2. Click the **Import Actions** button.
3. Navigate to the location of your actions.
4. Select the **Include categories with import** radio button to maintain any included category structure upon import.
5. Select the **Import actions only** radio button to ignore any included category structure upon import. Select a category for your imported actions. Alternatively, you can enter a name in the field to create a

new category in which to place your imported actions.

6. Press **OK**.

To Share a Recording:

1. Navigate to C:\Users\<User Name>\AppData\Local\ACD Systems\Actions\
2. Select and copy your desired recording.
3. Share the .acda file using the method of your choice. For example, you can attach it to an email.

Using Selections

Use Selections to isolate an area of a photo in order to apply edits or filters to only that area, rather than the whole photo. There are five different selection tools and each selects an area of a photo in a unique way. The controls available change depending on which tool you select.

To Use a Selection Tool:

1. In Edit mode, at the top of the panel, select the button for one of the following selection tools: Polygon selection tool, Rectangular selection tool, Elliptical selection tool, Lasso selection tool, Magic wand selection tool. See below for more detailed steps for using these tools.

You can use Selections with the following Edit tools:

- Repair: Skin Tune, Chromatic Aberration
- Add: Vignette, Special Effects, Tilt-Shift, Drawing tools, Grain
- Exposure/Lighting: Exposure, Levels, Auto Levels, Tone Curves, Light EQ™, Dehaze, Dodge and Burn
- Color: White Balance, Color EQ, Convert to Black and White, Split Tone
- Detail: Sharpen, Blur, Noise, Clarity, Detail Brush

The Selection Tools

- **Freehand Lasso**: click the left mouse button and drag the cursor to draw around the area that you wish to select. As you draw, a line appears showing where you have drawn. When you release the mouse, the end of the line joins to the start automatically to complete the selection. The whole selection animates and looks like marching ants.
- **Magic Wand**: click on any area of the image and all the pixels the same color are included in the selection. You can choose whether to select only the same color pixels that are actually touching the one you clicked, or all the pixels in the photo that are similar. You can increase the threshold to include more pixels in the selection. The lower the threshold, the more similar a pixel has to be to the one

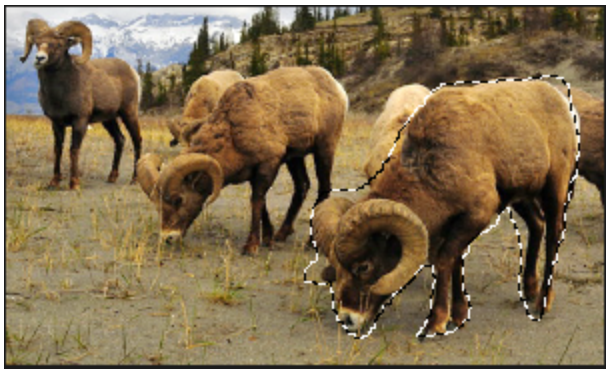
clicked in order to be included. The greater the threshold, the more different a pixel can be and still be in the selection.

- **Rectangular** or **Elliptical**: click and drag either a rectangle or an ellipse that begins where you first click and ends when you release the mouse.
- **Polygon**: click on any area of the image to begin the selection. As you move your mouse, the selection will follow your cursor. To change the direction of the selection line, click the left mouse button. Double-click to complete the selection.

Using the Selection Tools

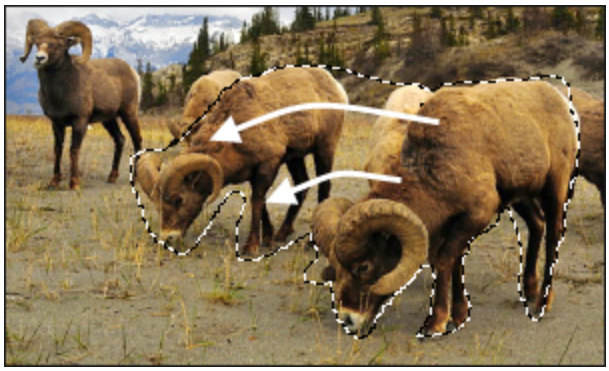
To Use the Lasso:

1. Select the **Lasso** button.
2. On the image, click and hold down the left mouse button as you draw around the area you want to select.
3. Release the mouse button to complete the selection.



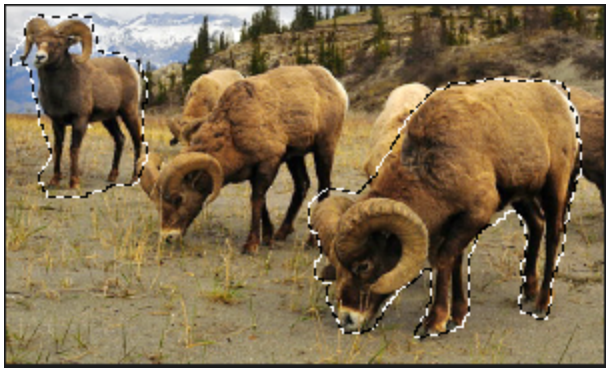
4. To clear the selection, click anywhere on the image (for the Lasso , Rectangular, or Elliptical selection).
5. To add to an existing selection, hold down **Shift**, or press the **Add to selection** button in the Context bar, and draw a shape that includes any part of the original selection line.

   When you release the mouse, the original selection expands to include the outer edge of your addition.



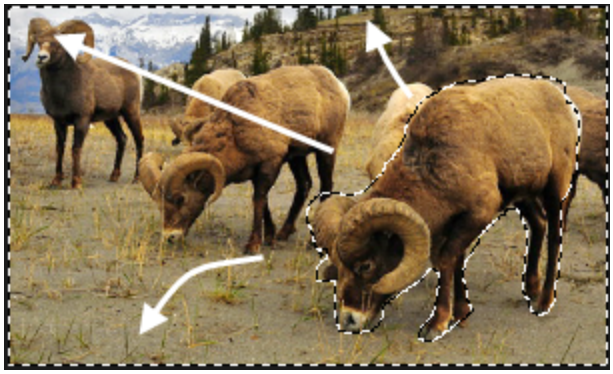
6. To add multiple areas into your selection, hold down **Shift**, or press the **Add to selection** button in the Context bar and draw around any part of the image.

   As long as you do not touch the line of any other selection, you can add several separate areas to a selection.



7. To subtract from a selection, hold down **Ctrl**, or press the **Subtract from selection** button in the Context bar, and draw a shape that includes part of the original selection, or encircles it completely.
8. If you wish to apply edits or effects to the outside areas of the image, you need to click **Select | Inverse** to reverse the selected area.

   Now the selection includes all the outside areas of the image with the central area outside the selection.



You can preview the selection mask by holding down the Preview button:

You can select an editing tool or a special effect to apply to the selection.

To Use the Magic Wand:

1. Select the **Magic Wand** button.
2. Click any color in the image.
3. Do any of the following:
   - Slide the **Threshold** slider to adjust the number of pixels to be included or excluded. The Threshold slider sets how similar a pixel needs to be to the one you clicked in order to be included in the selection.
   - Click the **Connected** checkbox if you want to include only pixels that are touching the one you clicked.
   - Hold down **Shift** and click around the selection to include more pixels.
   - Hold down **Ctrl** and click around the selection to remove pixels from the selection.
4. From the Wand type drop-down list, select one of the following:
   - **Brightness**: selects pixels similar in brightness to the area of the image you clicked.
   - **Color**: selects pixels similar in hue and brightness to the area of the image you clicked.

     Color is generally your best option.
   - **RGB**: selects pixels with red, green, and blue combination similar to the area of the image you clicked.

You can preview the selection mask by holding down the Preview button:

You can select an editing tool or a special effect to apply to the selection.

To Use the Rectangular or Elliptical Selection Tool:

1. Select either the **Rectangular** or **Elliptical** button.
2. Click and drag to draw the selection on the image.
3. Do any of the following:
   - To add to an existing selection, hold down **Shift**, or use the **Add to selection** button , and drag another selection that includes any part of the original selection line. Release the mouse and the selection now includes the additional area.

- To add multiple areas to your selection, hold down **Shift** and drag as many as you want.
- To subtract from an existing selection, hold down **Ctrl**, or use the **Subtract from selection** button , and drag another selection that intersects with the one you want to reduce. Release the mouse and any part that was inside the new selection is removed.

You can preview the selection mask by holding down the Preview button:

You can select an editing tool or a special effect to apply to the selection.

To Use the Polygon Selection Tool:

1. Select the **Polygon** button.
2. Click anywhere on the image to start your selection.
3. Click again to change the direction of the selection line.
4. Double-click to complete the selection.
5. Do any of the following:
   - To add to an existing selection, hold down **Shift**, or use the **Add to selection** button , and drag another selection that includes any part of the original selection line. Double-click and the selection now includes the additional area.
   - To add multiple areas to your selection, hold down **Shift** and drag as many as you want.
   - To subtract from an existing selection, hold down **Ctrl**, or use the **Subtract from selection** button , and drag another selection that intersects with the one you want to reduce. Double-click and any part that was inside the new selection is removed.

You can preview the selection mask by holding down the Preview button:

You can select an editing tool or a special effect to apply to the selection.

Combining the Tools

You can use the Selection tools separately or in combination. For example, you can use the Magic Wand to select most of a particular color, then switch to the Freehand Lasso to add to, or subtract from, the selection. Or you could use the Rectangular selection to select a large general area, then refine it using the Freehand Lasso.

To Combine Selection Tools:

1. Choose a tool and make a selection.
2. Switch to another tool.

3. Press the **Add to selection** button.
4. Make another selection.

Saving Selections as Presets:

You can save your settings as a preset for future use. After you have made a selection, click **Select | Save Selection...**

To use a previously saved selection, click **Select | Load Selection...**

To delete a saved selection, click **Select | Manage Selections...**

Refining Selections

Once you make a selection with one of the selection tools, you can make the selection larger or smaller, which can make editing easier. This process shifts the edge of your selection, or feathers it to soften it.

To Refine a Selection:

1. Make a selection using one of the selection tools above.
2. Click **Select | Refine** or press **Ctrl+ Shift + N**.
3. In the Refine Selection panel, use the Shift Edge slider to bring the edge in by sliding left, or move it out by sliding right. Use the Feathering slider to soften the edges of your selection, which can result in a smoother transition.
4. Click **Done** to save your refined selection.

You can save your refined selection as a preset.

Targeting Selections

You can target selections to specific color tones and brightness values, as well as skin tones.

To Select Pixels by Color or Tone:

1. Click **Select | Pixel Targeting...**
2. On the Pixel Targeting panel, configure the settings as described below.
3. Press **OK**. Your targeted colors or tones will be selected.

The Pixel Targeting Panel

The Pixel Targeting panel consists of four sections: Targeted Tones, Targeted Colors, Skin Targeting, and the Target Mask.

Target Mask:

The Target Mask allows you to see the areas in the image that are targeted by displaying them in white. When no pixels are targeted, the Target Mask will appear completely black. Conversely, when all pixels are targeted, as is the case before any sliders have been altered on the Pixel Targeting panel, the entire Target Mask will appear completely white.

Targeted Tones:

The Targeted Tones sliders allow you to target tones of brightness for selection. To target one or more tones, you may find it easiest to press the Min button under the Targeted Tones section. This deselects all tones, and you can then choose specific tones to target for selection by moving their sliders up between 0 and 100, depending on your desired intensity.

Targeted Colors:

The Targeted Colors sliders allow you to target specific colors for selection. To target one or more colors, you may find it easiest to press the Min button under the Targeted Colors section. This deselects all colors, and you can then choose specific colors to target for selection by moving their sliders up between 0 and 100, depending on your desired intensity.

Skin Targeting:

The Target Skin slider allows you to specifically target skin tones for selection. To target skin tones, move the slider to the right between 0 and 100, depending on your desired intensity.

When you move the Skin Targeting slider, all other colors, (except for skin tones), are excluded. You cannot then alter the green color slider, for instance.

To exclude skin tones from your selections, move the slider to the left between 0 and -100.

Luminosity Selection

You can create a selection based on the brightness in the image. The brighter a pixel is, the stronger the selection will be on that pixel.

To Select Pixels by Brightness:

Click **Select** | **Luminosity Selection**.

Channel Selections

Images store color information in Color Information Channels.

Color Information Channels

When a new image is opened, Color Information Channels are automatically created. The number of color channels created is determined by the image's color mode. Each color of an RGB image, for

example, has a channel for each color (Red, Green, and Blue).

To preserve an image's Color Information Channels, save files in a format that supports the image's color mode.

To open the Channel Selection dialog:

In **Edit** mode, select from the main menu **Select | Channel Selection...** or press **Ctrl + Alt + L**.

Channel Selection Dialog Interface

The **Channel Selection** dialog interface is divided between four distinct areas:

- **Channel Type**,
- **Levels**,
- **Preview**, and
- Button bar.

The **Channel Type** field set lists all channels in the image grouped by type:

- **RGB** (Red Blue, Green),
- **CMYK** (Cyan, Magenta, Yellow, Black),
- **LAB** (L for perceptual lightness, A and B for Red, Green, Blue and Yellow), and
- **HSL** (Hue, Saturation, Lightness).

The **Levels** group contains a three-tabbed slider and associated graph for displaying adjustments made to the selected channel type. An **Invert** check box is available for selecting the inverse polarity of the image.

The **Preview** pane displays the latest mask for the original image. Directly below the image are a zoom slider, a numeric input zoom field, a Full Screen icon, and a 1:1 icon for displaying the original image with its original dimensions.

The button bar resides at the bottom of the dialog and contains a **Help** button, the **Save in selection basket** button, the **Set as selection** button, the **Set as mask** button, and the **Cancel** button. See the table below for an explanation of the button functionality.

Help	?	Opens the **Channel Selection** help page.
Set as selection		Makes the edits in the **Channel Selector** the current selection in the **Preview** pane.
Cancel		Closes the **Channel Selection** dialog without taking any action.

To edit an image through Channel Selection:

1. Select from the main menu, **Select | Channel Selection...**, or press **Ctrl + Alt + L**.
2. In the **Channel Selection** dialog, enable a **Channel Type**.
3. Make fine adjustments in the **Levels** group.
4. Do one of the following:
    - Click the **Save in selection basket** button,
    - Click the **Set as selection** button,
    - Click the **Set as mask** button, or
    - Click the **Cancel** button.

Applying Edits or Effects to Selections

You can use the Selections tools to isolate an area of an image. Once selected, you can apply many of the editing tools, such as color and exposure, or any of the special effects filters, to the selected area. An active selection in an image looks like a line of marching ants.

To Apply an Edit or Effect to a Selection:

1. Use the Selections tools to create a selection.
2. Select a tool to use from any of the following groups:
    - Exposure/Lighting
    - Color
    - Detail
    - Add (Special Effects)

    Ensure that the **Use Selection** button adjacent to the **Feathering** slider is toggled on.

3. Use the tool to edit the image.

Use Any of These Special Selections Options:

Use Selection		Click to use the selection or apply the edit or effect to the whole image. This control means you can edit just the selection, then deselect **Use Selection** and apply another edit to the whole image without clearing the selection.
Invert Selection		Click to invert the selection.
Feathering		Drag to increase or decrease the blurring between the edge of the selection and the edit or effect. Feathering prevents an unnatural or sharp transition between the selection and the rest of the image as it blends the edges. This control also makes it unnecessary for your selection to be perfectly on the edge of the area you want to select.
Show/Hide Selection		Click to show or hide the marching ants around the selection. Hiding the selection line makes it easier to judge the effect of various effects. Press **Ctrl + Alt + Z** to enable or disable.

Using the Smart Erase Tool

You can remove unwanted objects from your images by selecting or brushing them and using the Smart Erase function. Smart Erase will analyze the image and predict how to best fill in the brushed or selected area. This is based on what the image would most likely look like without the selected or brushed objects.

Smart Erase will not work as intended if you select or brush more than 25% of the image.

To Erase and Fill a Selection:

1. In Edit mode, at the top of the panel, choose a selection tool.
2. Select the area of the image you would like filled.
3. Click **Select** | **Smart Erase**. The fill will be applied.
4. Repeat steps until the desired look is achieved.

If you are using the Brush Selection tool, you must have the Strength slider set to 50 or more.

To Erase and Fill Using the Smart Erase Brush:

1. In Edit mode, at the top of the panel, select the **Smart Erase Brush** from the Toolbar.
2. Brush over the area you would like filled. When you release the mouse button, the fill will be applied.

3. Repeat steps until the desired look is achieved.

Luminance/Color Range

Targeting Adjustments by Color or Tone

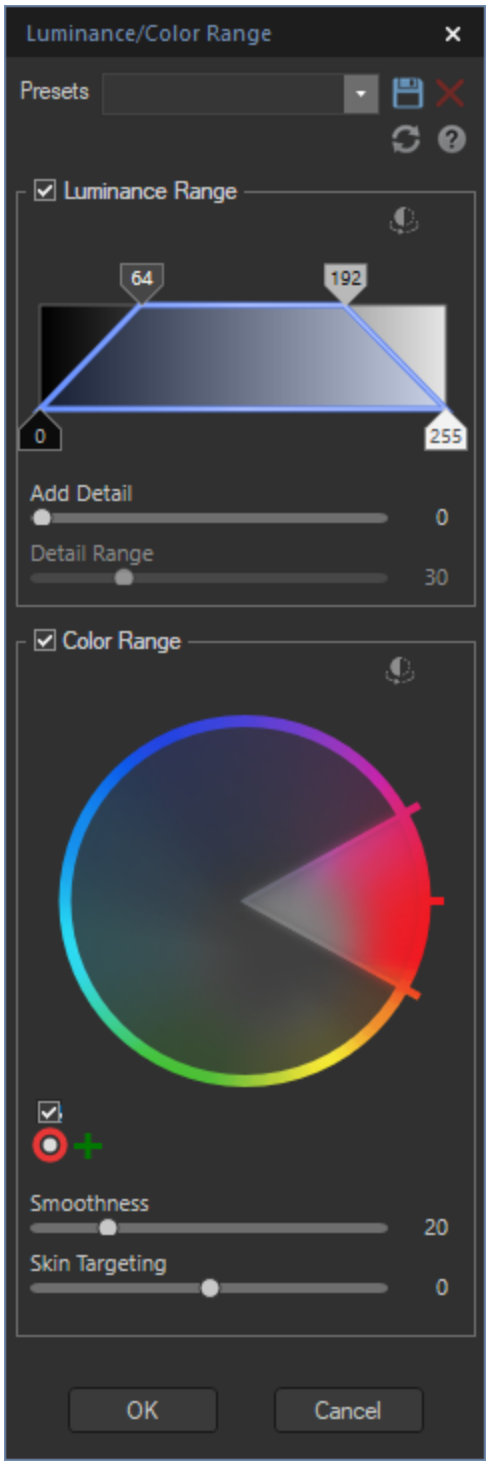
While tools are used to make a variety of global adjustments to an image and the **Edit Brush** makes it possible to adjust specific sections of the image, the **Luminance/Color Range** selection tool allows for the selection of distinct tones, colors, and skin tones. The **Luminance/Color Range** selection tool applies a number of adjustments to a photo's individual colors or tones, or just to skin tone. For example, in **Edit** mode, open an image and add an **Exposure** filter from the toolbar and note that the exposure is adjusted over the entire image. However, to only adjust the exposure of a blue sky in an image, enable the **Luminance/Color Range** tool by selecting from the main menu **Select | Luminance/Color Range** and using the color wheel to target the color blue, thereby only increasing the exposure on the sky.

To create targeted selections with Luminance/Color Range:

1. Select from the main menu, **Select | Luminance/Color Range** or press **Shift + Alt + P**.
2. In the **Luminance/Color Range** pane, configure the settings for **Target Tones** and **Target Colors** as described below.

5. Do one of the following:
    - Click **OK** to accept all changes and close the dialog.
    - Click **Cancel** to void all changes and close the dialog.

The Luminance/Color Range Pane

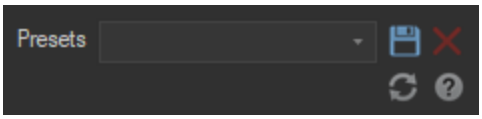


The **Luminance/Color Range** pane consists of three sections:

- Presets
- Luminance Range, and
- Color Range.

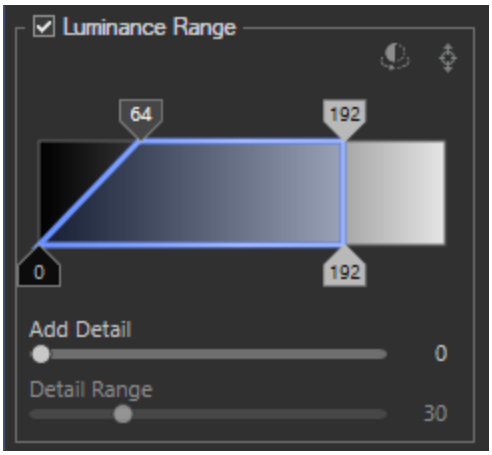
Luminance/Color Range Pane Sections

Presets	Make a selection from the **Presets** drop-down list, or click the **Save Preset** icon to populate the new preset to the **Presets** drop-down list.



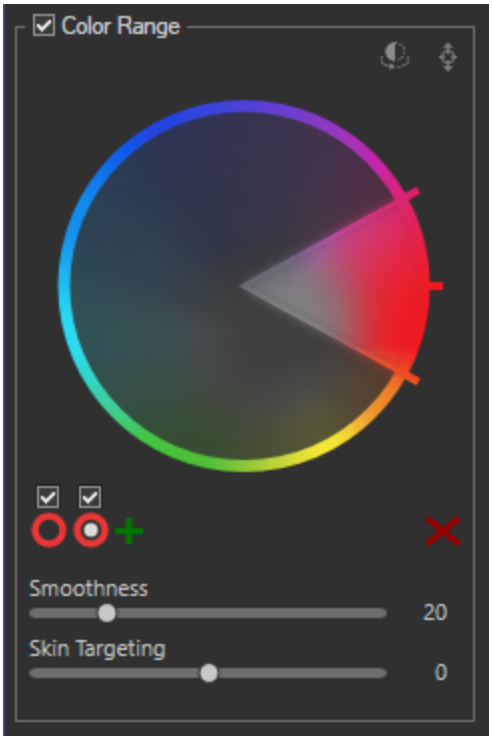
Reset	Click the icon to remove all of the current image edits and return the image to its original state.
Help	Click the icon to open the Luminance/Color Range help file.

Luminance Range	The **Luminance Range** field set is used to target tones of brightness for adjustment. Enable the **Luminance Range** checkbox to enable the associated functionality.



Invert Selection	Click the icon to change the selected pixels to the unselected pixels.
Tone Grabber	Use the four slider tabs to make a tonal selection. The area inside the blue box represents the tonal selection. The top two tabs cannot slide past one another. Each of the bottom tabs cannot slide past their own top tab when sliding toward the center. The tonal range is between 0 and 255. A diagonal line

		between the top and its associated bottom slider tab will produce a feathered selection effect (64 to 0 in the **Luminance Range** example). A straight line connecting the top and associated bottom slider tab will produce a hard cut-off (192 upper to 192 lower in the **Luminance Range** example).
	Add Detail	Increase the slide value to sharpen the crispness around the edge of the selection.
	Detail Range	If the **Add Detail** slider has been advanced past a value of "0", the **Detail Range** slide is enabled for controlling the range of the edge detail added by the **Add Detail** slider.
Color Range	The **Color Range** field set is used to target specific colors for adjustment. Enable the **Color Range** checkbox to enable the associated functionality.	



Invert Color		Click the icon to invert the selected colors on the wheel.
Color Wheel		Use the Color Wheel to adjust precise colors in an image. 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. The selected color is displayed in the circle below the Enable Wheel checkbox. For more information on the Color Wheel, see Adjusting Color with the Color Wheel.
Enable Wheel		Located above the Wheel Selection circle displaying the selected color, enable the checkbox to make the associated wheel active.
Add Wheel	+	Click the icon to make changes to another color using an additional color wheel.

Wheel Selection		Located directly beneath the **Enable Wheel** checkbox, click the inside circle to select the associated color wheel. The selected color is represented by the wheel.
Delete Wheel		Deletes the currently selected color wheel.
Smoothness		Increase the slider to adjust smoothness, which acts like a feathering tool to soften a color's edges.
Skin Targeting		Using the **Skin Targeting** slider will disable the rest of the **Color Range** field set and allow only skin tones to be targeted.

The **Luminance/Color Range** selection tool becomes even more powerful when paired with other Selections or the Edit Brush. These tools used in together make it possible to target very precise areas, such as only the blue of a person's eyes, rather than all of the blue in the image.

Right-click a slider to reset to the default value.

Click **Reset** to clear changes and reset to default settings.

Save setting values as a preset for future use. Using the **Save Preset** button on the **Luminance/Color Range** pane will only save Luminance/Color Range settings, and not the settings on the filter. Filter settings must be saved separately.

Reducing Red Eye

You can use the Red Eye Reduction tool in Edit mode to correct red eye in digital photographs.

To Correct Red Eye:

1. In Edit mode, in the Repair group, select **Red Eye Reduction**.

   You can also access the Red Eye Reduction tool from the Filter drop-down menu or Filter toolbar.

2. Use the Zoom tools in the bottom right corner to enlarge and center the eye you want to correct.
3. Click within the red portion of the eye.
4. In the Red Eye Reduction group, adjust the sliders as described below.

Red Eye Reduction Options

Size	Drag the slider to the right to increase the size of the area being darkened, or to the left to decrease.
Darkening	Drag the slider to the right to intensify the fill color, or to the left to lighten.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

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

Scroll with your mouse to adjust the size of the area you would like to darken at anytime.

You can show or hide the outline of the darkened area by checking or unchecking the **Show Outline** checkbox.

Press **Delete** to remove the currently selected red eye adjustment.

Removing Flaws

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

There are four options available for the Repair Tool: Smart Erase, the Healing Brush, Blended Cloning, and the Cloning Brush.

Heal: when you select the Healing Brush, the Repair Tool 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.

Clone: when you select the Cloning Brush, the Repair 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.

Blended Clone: when you select the Blended Clone tool, the Repair Tool copies the exact pixels from one area of a photo to another, but it analyzes the pixels in the target area and blends them with the copied pixels.

Smart Erase: for information on Smart Erase, see the Smart Erase section below.

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

To Remove Flaws from a Photo:

1. In Edit mode, in the Repair group, select **Repair Tool**.

   You can also access the Repair Tool from the Filter drop-down menu or Filter toolbar.

2. 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.
   - **Blended Clone**: copies the pixels from the source area to the target area, then analyzes the pixels in the target area and blends them with the copied pixels.
   - **Smart Erase**: analyzes pixels and fills in the brushed area based on what the image would most likely look like without the brushed object. See the "Smart Erase" on page 444 section below.

3. Drag the **Nib Width** and **Feathering** sliders as described in the table below.

4. Right-click the image to set a source location. Pixels will be copied from this location and used in the target location.
5. Click and drag over the area that you want to cover. If you selected the healing brush, ACDSee analyzes and replaces the pixels when you release the mouse button. If you selected the blended clone tool, ACDSee analyzes, replaces, and blends the pixels when you release the mouse button.
6. Do one of the following:
    - Click **Done** to apply your changes and close the tool.
    - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to reset the sliders. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

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

Repair Tool Options

Nib Width	Sets the width of the brush. The maximum brush width is relative to the size of your image.
Feathering	Sets the amount to feather on the edge of the brush to prevent sharp transitions between the original and healed part of the photo. Feathering is set as a percentage of the nib width, not as a specific number of pixels. This means that you do not have to adjust the feathering when you reset the Nib Width, as it automatically adjusts to a percentage of the new nib width. This option is not available with the Blended Clone tool.
Pressure	After setting a source point for the Clone tool, adjust the slider to control the strength of the effect being applied.
Show preview in cursor	Check this checkbox to display a preview of your selected source point in the cursor.

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

Smart Erase

You can remove unwanted objects from your images by brushing them and using the Smart Erase function. Smart Erase will analyze the image and predict how to best fill in the brushed area. This is based on what the image would most likely look like without the brushed objects.

1. In Edit mode, in the Repair group, select **Repair Tool**.
2. Select **Smart Erase**.
3. Drag the Nib Width slider or adjust your mouse wheel to set the width of the brush.
4. Brush over the area you would like filled. When you release the mouse button, the fill will be applied. Repeat until your desired look is achieved.

Adjusting Skin Tone

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

To Correct Skin Tone:

1. In Edit mode, in the Repair group, select **Skin Tune**.

   You can also access the Skin Tune tool from the Filter drop-down menu or Filter toolbar.

2. On the Skin Tune panel, adjust the settings as described below.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

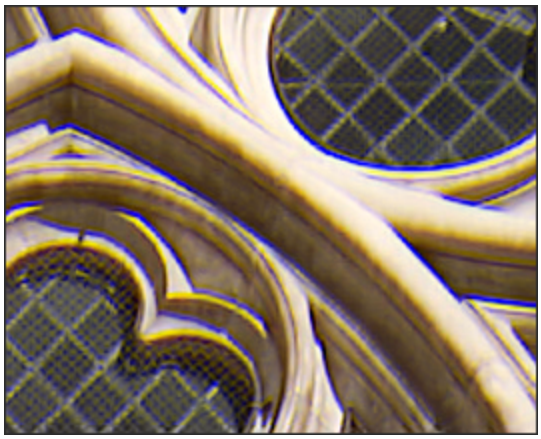
Skin Tune Options

Smoothing	Refines skin by suppressing texture detail.
Glow	Increases the brightness of skin while subtly smoothing.
Radius	Specifies the scale of the texture detail that is affected by the effect. A lower value enhances small details, while a large value enhances larger details.

Correcting Chromatic Aberration

Chromatic aberration is a lens artifact that can result in fringes in high contrast areas of some photos. The camera lens can cause different wavelengths of light to focus differently, which appears in photos as colored fringing or colored lines on the borders of high contrast areas. Purple fringing can also occur when there is a bright spot of light in front of the lens.

This zoomed-in image shows an example of blue/yellow fringing.



You can use the Chromatic Aberration tool in Edit mode to reduce the appearance of colored fringes. This can be especially useful for photos with architectural details. For best results, it's recommended that you use the Chromatic Aberration sliders first, and then the Defringe sliders.

To Reduce Fringing in Your Image:

1. In Edit mode, in the **Repair** group, select **Chromatic Aberration**.

   You can also access the Chromatic Aberration tool from the Filter drop-down menu or Filter toolbar.

2. Adjust the sliders as described below.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

Chromatic Aberration Options

Fix Red/Cyan	Adjust the red and cyan channels to reduce red/cyan fringing.
Fix Blue/Yellow	Adjust the blue and yellow channels to reduce blue/yellow fringing.
Defringe strength	Adjust the amount of fringe color you want to remove from high contrast edges. A setting of zero means that defringing is off.
Defringe radius	Adjust the number of pixels surrounding an edge that will be defringed.
Color	Adjust the color to remove from high contrast edges.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Adding Text to an Image

You can use the Add Text tool in Edit mode to add formatted text to a photo, or add talk and thought bubbles to create a comic-book effect. You can also adjust the opacity of the text to create a watermark effect, which is useful for putting copyright information onto your photos.

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

To Add Text to an Image:

1. In Edit mode, in the Add group, select **Text**.

   You can also access the Text tool from the Filter drop-down menu or Filter toolbar.

2. Type the text you want to add in the **Text** field.
3. In the Font area, specify the font you want to use, the formatting options, such as italics or justification, and the color of the text. Drag the **Size** slider to specify a point size, and then drag the **Opacity** slider to specify the transparency of the text.
4. Click and drag the text marquee to reposition it anywhere on your image, or drag the marquee's handles to resize it.
5. Select an option from the **Blend Mode** drop-down list to specify how you want the text to blend into the underlying image.
6. Do one of the following:
   - Check the **Bubble Text** checkbox, and set the Bubble Text settings as explained in the table below. Note that other text effects cannot be applied to bubble text.
   - Check one or more of the **Effects**, **Drop Shadow**, and **Bevel** checkboxes to customize your text. Click the **Settings** button to adjust the settings for each of these options as explained in the table below.

7. Do one of the following:
    - Click **Apply** to add the text to your image, and keep the Text tool open so you can add more text. The Text tool creates a new, empty marquee, and you can return to step 3 in the list above.
    - Click **Done** to add the text to your image, and leave the tool. If you still have an empty marquee open, it will be discarded.
    - Click **Cancel** to discard your changes and leave the tool.

Add Text Options

Bubble Text Settings	
Talk	Encloses your text in a comic-book text bubble with a pointed stem.
Thought	Encloses your text in a comic-book text bubble with a dotted stem.
Stem Angle	Specifies the direction of the text bubble stem. Drag the arrow to adjust the angle.
Thickness	Specifies the thickness of the text bubble border.
Length	Specifies the length of the text bubble stem.
Fill	Specifies the background color of the text bubble. Click the arrow to select a color.
Border	Specifies the color of the text bubble border. Click the arrow to select a color.
Effect Settings	
Effect	Specifies the effect you want to apply to your text. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the text.
Drop Shadow Settings	
Distance	Specifies the distance between the drop shadow and the text. The higher the value, the farther the shadow and the higher the text appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the text rectangle.
Blur	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
Opacity	Specifies the darkness of the drop shadow where it falls on the image.
Angle	Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle — note that this also adjusts the shading of the text bevel.
Bevel Settings	
Bevel	Specifies how much of each letter's edge is bevelled. Higher values give the text a more rounded, smoother look.
Strength	Specifies the difference between the highest and lowest points on the text. Higher values heighten the difference between the flat portions of the text and the bevelled edges.

Elevation	Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the text, while a higher value produces a more direct lighting effect and shorter shadows.
Angle	Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle — note that this also adjusts the angle of the drop shadow.

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

About Blend Modes

Blend modes are filters that change the appearance of the text added to your images. The following table lists the blend modes available in the Text tool, and gives a brief explanation of their effects.

Blend Modes

Normal	Applies the text to the underlying image with the specified color. Only opacity affects this blend.
Screen	Combines the text color with the inverse of the underlying photo color, resulting in a color that is the same or lighter.
Multiply	Combines the text color with the underlying 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 text color with the underlying pixels in the photo to produce a lighter color.
Burn	Combines the text color with the underlying 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 underlying image area's color values.
Difference	Subtracts the text color from the color of the underlying photo. Any white in the text produces a true negative of the color in the image, while black produces no effect.
Darken	Applies pixels in the text that are darker than the underlying image. Pixels in the text that are lighter than the underlying image disappear (based on RGB values).
Lighten	Applies pixels in the text that are lighter than the underlying image. Pixels in the text that are darker than the underlying image disappear (based on RGB values).
Hard Light	Adds strong highlights or shadows by applying Multiply or Screen based on the underlying image area's color values.
Soft Light	Adds soft highlights or shadows by darkening or lightening based on the underlying image area's color values.
Hue	Applies the hue value of colors in the text to the color of the underlying image areas.
Saturation	Applies the saturation value of colors in the text to the color of the underlying image areas.
Color	Applies the hue and saturation of the text to the image. This blend does not affect the luminance of the underlying image.
Luminosity	Applies the lightness value of colors in the text to the color of the underlying image areas.
Dissolve	Randomly replaces the pixels with the image (base) or text (blend) color, depending on the opacity at any pixel location.

Exclusion	Like Difference, but with less contrast, Exclusion subtracts the text (blend) color from the color of the underlying photo. Any white in the text produces a true negative of the color in the image, while black produces no effect.
Vivid Light	Combines the text (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 text (blend) color.
Hard Mix	Applies red, green, and blue channel values of the text (blend) color to the RGB values of the image.
Subtract	Subtracts the text color from the image (base) color in each channel.
Divide	Divides the text color from the image (base) color.
Darker Color	From the text color and the image (base) color, the lower channel values are chosen.
Lighter Color	From the text color and the image (base) color, the higher channel values are chosen.

Adding Drawings to Your Image

You can use the Drawing Tools in Edit mode to add lines and shapes, such as squares, circles, and arrows to your image. You can also adjust the width, feathering, and blending of your brush, which is useful for creating subtle and dramatic drawings.

To Draw on Your Image:

1. In Edit mode, at the top of the panel, select from the following tools:

Hand	
	Use the Hand tool to exit out of any other drawing or selection tool. If you have a scrollable image, the Hand tool also allows you to pan it.
Rectangle	
	Drag over the image to create rectangle. Press **Shift** as you draw to create a square. To fill your shape with color, ensure that the Fill checkbox is checked.
Ellipse	
	Drag over the image to create an ellipse. Press **Shift** as you draw to create a circle. To fill your shape with color, ensure that the Fill checkbox is checked.
Line	
	Drag over the image to draw a straight line. Press **Shift** as you draw to create a vertical or horizontal line.
Arrow	
	Drag over the image to create an arrow. Press **Shift** as you draw to create a vertical or horizontal arrow.
Polygon	
	Click to set the corner points of a polygon, then double-click to connect the start and end points to complete the polygon. To fill your shape with color, ensure that the Fill checkbox is checked.
Curve	
	Drag over the image then release. Next, move your mouse to create the curve and click to set.
Brush	
	Drag over the image to draw a free-flowing line. Left-click with your mouse to draw with the foreground color, and right-click to draw with the background color. Use the **mouse wheel** to adjust nib width or use the **Nib Width** slider at the top of the panel, near the Opacity slider.

Use **Shift + mouse wheel** to adjust the amount of feathering or adjust the **Feathering** slider at the top of the panel, near the Opacity slider.

You can undo and redo each brush stroke individually using the Undo and Redo buttons at the bottom of the Filter Menu.

Fill

Select the **Fill** button, and click on a pixel to shade every pixel of that same color value with your selected color. Your selected color is defined in the color box, as described below. Use the **Threshold** slider to adjust the number of pixels to be included or excluded. The Threshold slider sets how similar a pixel needs to be to the one you clicked in order to be included in the selection. Check the **Connected** checkbox in the Context Bar to fill all of the connected pixels of the same color.

Gradient

Use the Gradient tool to draw gradients across your image, or use the radial option to draw a gradient around an area. Select the Gradient tool, then configure your color, opacity and blend mode using the Context bar. For a radial gradient, select the Radial Gradient button in the Context bar. Then draw your gradient by dragging across the image. To discard your gradient, press the **Discard** button in the Context bar. Rearrange your gradient as desired, then press the **Commit** button in the Context bar. You can undo your commit by pressing **Ctrl + Z**, selecting **Edit** | **Undo**, or by using the History Window.

Eye Dropper

Use the Eye Dropper tool to select colors from your images. Click a color in the image, which will appear in the color boxes at the top right of the panel. You can then apply this color using the drawing tools, such as the Brush tool.

You can select the background color (bottom of the color boxes) by right-clicking on your image.

You can select a color from outside of the application by left-clicking on your image and dragging your cursor to the color outside of the application. When you release your mouse button, the color will be selected and shown in the color boxes at the top right of the panel.

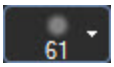
2. Select from one or more of the following options (**Note**: options vary depending on the tool selected):

Color

Select a color by clicking the color boxes at the top right of the panel to open the Foreground or Background Color dialog, which displays a dialog of swatches to choose from. If you are drawing a solid shape, such as a rectangle, the top (foreground) color box defines the color for the outline of the shape. The bottom (background) color box defines the color that fills the center of the shape. If you want your shape to be a solid color, set both color boxes to match.

You can reset to black and white by pressing the reset button directly next to the color boxes.

Nib Width



Drag the **Nib Width** slider to set the diameter of the brush measured in pixels. You can also adjust the nib width with the mouse wheel or by right-clicking on the image to reveal the Nib Width sliders.

Feathering

Select the **Nib Width** button to reveal the Feathering slider. Drag the **Feathering** slider to set the blurring radius of the brush. You can also right-click on the image to reveal the Nib Width and Feathering slider. Or, you can also hold down **Shift** while using the mouse wheel to adjust the feather radius, represented by the dotted circle.

Spacing

Drag the **Spacing** slider to set how far apart each brush segment will be. This slider specifies the percentage of the size of the nib width, which determines how smooth or choppy the strokes will appear.

Use Auto Spacing: check the **Use Auto Spacing** checkbox to allow ACDSee to choose a spacing percentage based on the nib width and feathering settings, which will create a smooth-looking stroke.

Fill

Check the **Fill** checkbox to fill the shapes you draw with the selected color.

Opacity

Drag the **Opacity** slider to specify the transparency of the brush strokes.

Blending

Select an option from the Blending drop-down menu to affect how your brush

	strokes blend with your image as you draw.

3. Drag over the image to draw.

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

Adding a Watermark to an Image

You can use the Watermark tool to add a watermark to a photo. You can move the watermark to any position on the photo. You can also change the opacity of the watermark and blend the watermark into the image. You can add new watermarks and delete watermarks from the list that you no longer use.

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

You will need to create a watermark image before you can add the watermark to your photos.

To Add a Watermark to an Image:

1. In Edit mode, in the Add group, select **Watermark**. A default watermark displays in the bottom right of the photo by default.

   You can also access the Watermark tool from the Filter drop-down menu or Filter toolbar.

2. Choose a watermark from the drop-down list, or add a new watermark by using the **+** button.
3. Click and drag the watermark to reposition it anywhere on your image, or choose an Anchor Point from the Positioning settings. Ruler guidelines will appear as you move the watermark around the image to show you pixel distances from the edge. You can also change this pixel distance in the Positioning setting.
4. Drag the marquee handles to resize the watermark image.
5. Select **Maintain aspect ratio when resizing** if you want to resize the watermark image without distorting it.
6. Select **Apply Alpha Channel** to apply the alpha channel if it is present in the watermark.

   (Only TIFF, PNG, and ICO watermark files can have an alpha channel.)

7. Select **Apply Transparency** to make a color in the watermark transparent.

   The default color is black. You can choose a different color by clicking on the color box. In the Standard tab, you can choose a color, or select a color using the color picker. In the Custom tab, you can enter HSB values (Hue, Saturation, and Brighness), Red Green Blue values, or a hex color code. The color selected will be made transparent in the watermark image itself.

8. Select an option from the **Blending Mode** drop-down list to specify how you want the watermark to blend into the underlying image.
9. Drag the **Opacity** slider to specify the transparency of the watermark.
10. Do one of the following:
    - Click **Apply** to add the watermark to your image, and keep the Watermark tool open.
    - Click **Done** to add the watermark to your image, and leave the tool.
    - Click **Cancel** to discard your changes and leave the tool.

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

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

To Remove a Watermark From the List:

1. Choose the watermark in the drop-down list.
2. Press the minus symbol **-**.
3. Your watermark is removed.

Adding Borders

You can use the Borders tool to add one or more borders and edge effects to your images. You can set the size of each side of the border, change the color and texture of the border or pick up a color from within the image by clicking on that color in the image.

There are libraries of edges and textures to get you started, but you can save your own textures or edges to the ACDSee folder so that they appear in the library for you to use.

You can also use Edge blur to soften the edges or blend the image into the background texture. You can also add a third dimension to your images using the Drop Shadow and Raised edge effects.

Using combinations of multiple borders and edge effects can add to the mood and atmosphere of a photo, emphasize contrast, and enhance color.

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

To Add a Border to an Image:

1. In Edit mode, in the Add group, select **Borders**.

   You can also access the Borders tool from the Filter drop-down menu or Filter toolbar.

2. Create the border by selecting its size, color, texture, edge, or edge effects as described in the Borders options below.
3. Do one of the following:
    - Click **Done** to apply your changes and close the Border tool.
    - Click **Cancel** to discard all changes and close the tool.
4. To add another border, restart the border tool and repeat these steps.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Border Options

Eyedropper

Picks up the color beneath the cursor when you click on the image. The border changes to the clicked color, which also appears in the Color box on the Borders pane so that you can adjust it if you open the Color dialog box.

The eyedropper is not available when you are using a texture.

Border

Size

Sets the size of all the sides of the border simultaneously. Drag the slider left and right to adjust the width of the border. You can also type in a different number or use the up and down arrows to change the size of the border.

The text below the Size field shows the final size of your image with the border added. The final size changes dynamically as you adjust the size of the border.

Advanced size controls

Opens a fly-out menu of advanced size controls. Use the sliders, up and down arrow keys, or type in a number to set the size of each side of the border individually. For example, you can set the bottom border to be larger to include a space for copyright information. Click on the arrow beside the Size slider to open the advanced size controls menu.

Color box

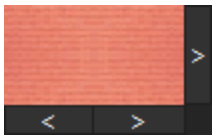
Activates when you select the **Color** radio button.

Do any of the following:

- Click on a color in the image to make the border that color. The clicked color appears in the Color

box.

- Click on the color in the middle of the Color box to open the Colors dialog, where you can adjust the color in multiple ways.
- Click the down-arrow beside the box and hover over the quick-color box until you find a color you like. When you click inside the quick color box, the picked color appears in the Color box and the border changes to the selected color.



Texture box

Activates when you select the **Texture** radio button.

Do any of the following:

- Click the side arrow to open the texture library and view thumbnails of textures to select.
- Click the forward and back arrows to browse through the textures one at a time, without opening the library.

Edge

Straight

Sets the edge of the border to be a straight line.

Irregular

Activates when you select the **Irregular** radio button.

Do any of the following:

- Click the side arrow beside 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.
	Edge blur	Blurs the edges of the edge of the image into the border. Drag the slider to the right to increase the blur, or to the left to decrease the blur.
Edge effects		
	Drop shadow	Adds a drop shadow to the image that appears to lift it off the page. The drop shadow appears behind the image, between it and the border. You can adjust the depth of the blur on the edge of the shadow, and the transparency of the shadow, which affects how much of the border shows through the shadow. You can also change the direction of the imaginary source of light by dragging the glow on the Light Source ball. • **Blur:** adjusts the blur on the edge of the shadow when you drag the slider. • **Opacity**: adjusts the transparency of the drop shadow when you drag the slider.
	Raised	Adds a raised edge to the image that appears to raise it above the border, giving it a 3D look. The raised effect is applied to the image, between it and the border. You can change the direction of the imaginary source of light of the raised edge by dragging the glow

on the Light Source ball. You can also adjust the size, strength, and color of the raised edge in the following ways:

- **Size:** drag the slider to the right to increase the size of the raised edge so that it appears higher. The greater the size the more rounded the effect.
- **Strength:** drag the slider to the right to increase the 3D effect of the raised edge.
- **Colored:** select this option to apply the border color to the raised edge.

Light Source	
	Activates when you check either the Drop shadow or Raised checkboxes. Click and drag the glow on the ball to reposition the imaginary light source for the 3D effect of the Drop shadow or Raised edge effects.

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

Adding Your Own Textures or Edges

It is possible to add custom textures and edges to the libraries in the Borders tool. If you make your own edges or textures, or own a collection from the Internet, you can add them to the texture and edge libraries. You can also delete existing files from the libraries to make room for others.

The textures or edges have to be in the following file formats with these extensions:

- BMP
- EMF
- GIF
- JPG
- GIF

- PNG
- TIF

Textures

As the textures are tiled, it is important to use an image that can be seamlessly repeated. The files are used at their full resolution, not scaled up or down. For example, if your texture image is 100 x 100 pixels and you are creating a bordered image that is 1000 x 1000 pixels, then your texture file will be tiled 10 times. If you use a texture file that is 1000 x 1000 pixels, then there would just be the one texture tile for the whole border.

To Add Your Own Textures to the Texture Library:

1. In ACDSee, close the Borders tool if it is open.
2. Copy and paste your texture files into this folder:

   C:\Program Files\Common Files\ACD Systems\borders\textures
3. In Manage mode, select the image you want to use and then click **Tools** | **Process** | **Edit**.
4. In the Add group, click **Borders**.
5. Select the Texture radio button and then click the arrow on the right side of the texture box to open the texture library.

   Thumbnails of the textures display for you to select.

Edges

Edge files are grayscale images that are resized to fit the image. The image file shows through any areas in the edge file that are white, and does not show through any black areas. Pixels that are tones of gray in the edge file show through with relative opacity depending on how close the pixels are to black or white (in other words, the darker the gray pixel, the less it shows through).

To Add Your Own Edges to the Edges Library:

1. In ACDSee, close the Borders tool if it is open.
2. Copy and paste your edge files into this folder:

   C:\Program Files\Common Files\ACD Systems\borders\edges
3. In Manage mode, select the image you want to use and then click **Tools** | **Process** | **Edit**.
4. In the Add group, click **Borders**.
5. Select the **Irregular** radio button and then click the arrow on the right side of the edge box to open the edge library.

   Thumbnails of the edges display for you to select.

If you open an image with borders already applied, another border will be applied to the image.

Adding a Vignette

You can use the Vignette effect to add a frame around a subject, such as a person or a bouquet of flowers. You can change the focal point in the portrait. You can also control the appearance of the border.

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

To Apply a Vignette Effect:

1. In **Edit** mode, in the Add group, select **Vignette**.

   You can also access the Vignette tool from the Filter drop-down menu or Filter toolbar.

2. Set the options as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the tab.
   - Click **Cancel** to discard all changes and close the tab.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Vignette Options

Horizontal	Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.
Vertical	Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.
Clear zone	Specifies the size of the clear area around the focal point in the portrait. Drag the slider to the left to reduce the size of the clear area. Drag the slider to the right to increase the size of the clear area.
Transition zone	Specifies the width of the transition area between the clear zone and the frame. Drag the slider to the left to narrow the transition area. Drag the slider to the right to widen the transition area.
Stretch	Stretches the vignette horizontally to make the shape elliptical rather than round.
Shape	Specifies the shape of the frame: • **Round**: select Round if you want the frame to be round. • **Rectangular**: select Rectangular if you want the frame to be square.
Show outline	Select **Show outline** if you want to display an outline that shows the outside edge of the clear zone and the inside edge of the frame.
Frame	Applies the following special effects to the vignette frame area around the focal point: • **Color**: changes the color of the frame area to the color you select in the color picker. • **Saturation**: removes color from the people or objects in the vignette frame so they are gray scale. • **Blur**: blurs the vignette frame area. • **Clouds**: applies a Clouds effect to the frame area. • **Edges**: applies an Edges effect by tracing the lines and details of people or objects with neon colors. • **Radial Waves**: creates the appearance of waves radiating from the focal point into the frame area. • **Radial Blur**: creates a Radial Blur that rotates and stretches the frame area. • **Zoom Blur**: applies a Zoom Blur to the frame area. • **Crayon Edges**: applies the Crayon Edges effect by tracing the lines

	and details around people or objects with crayon. • **Dauber**: creates the impression that the people or objects around the focal point were painted with a brush. • **Pixelate**: applies a pixel effect to the frame. • **Old**: applies an aging effect to the frame to make it look like an old photo. • **Glowing Edges**: applies glowing edges to all the strong lines in the frame area. • **Ripple**: adds ripples to the frame so that it looks like liquid ripples moving outwards from the focal area.
Frame settings	The settings that display below the Frame drop-down list change depending on the frame you select. For example, if you select **Color** in the **Frame** drop-down list, a color picker displays so that you can select the color for the vignette. Similarly, if you select **Blur** in the **Frame** drop-down list, a slider appears that you can use to change the amount of blur surrounding the photo. For some choices, like Edges, there are no settings to apply.

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

Adding a Tilt-Shift Effect

You can use the Tilt-Shift effect to create emphasis on specific subjects in your photos, or make your photos look like miniature landscapes.

To Use the Tilt-Shift Effect:

1. In Edit mode, in the **Add** group, select **Tilt-Shift**.

   You can also access the Tilt-Shift tool from the Filter drop-down menu or Filter toolbar.

2. On the Tilt-Shift panel, set the options as described below.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Tilt-Shift Options

Use the guides on the image to place the effect. The inside boxes represent the points where the focus is transitioning to blur. Complete blur occurs at the outside boxes. 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.

Blurring

Select the type of blur you want from the Blur drop-down menu.

- Lens Blur
- Gaussian Blur

See Blur Types for more information.

Amount	Specifies the amount of blur applied.
Bokeh Frequency	Specifies how often the bokeh shapes occur.
Bokeh Brightness	Specifies how bright the bokeh shapes appear.
Bokeh Sides	Defines the number of sides the bokeh shape will have.

Saturation

Drag the slider to the right to intensify the effect.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Adding a Grain Effect

You can use the Grain effect to give your images a stylized look, like old film grain. The Grain tool can also be used in combination with other effects to achieve a general vintage look.

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

To Apply a Grain Effect:

1. In Edit mode, in the Add group, select **Grain**.

   You can also access the Grain tool from the Filter drop-down menu or Filter toolbar.

2. Set the options as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the tab.
   - Click **Cancel** to discard all changes and close the tab.

Grain Options

Amount	Specifies the strength of the grain.
Smoothing	Specifies the smoothness of the grain.
Size	Specifies the size of the grain.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

About Special Effect Filters

You can use filters to add unique effects to your images. ACDSee includes more than 40 special effect filters, such as Crosshatch, Pencil Drawing, and Solarize.

To Access the Special Effects Filters:

In Edit mode, in the Add group, select **Special Effect**.

You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

For more information about each effect, click the **Help** button to view a Help file page specific to that effect.

Applying a Bathroom Window Effect

The Bathroom Window effect divides your images into bars, transforming them so they resemble the view through privacy glass often found in bathrooms. You can select or change the Bathroom Window options to apply this effect to your image.

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

To Apply a Bathroom Window Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Bathroom Window**.
3. Drag the **Bar width** slider to set the thickness of the bars. Thinner bars result in a more distorted image.
4. In the Bar direction area, select one of the following to specify the orientation of the bars in your image:

   - **Vertical**
   - **Horizontal**

5. Do one of the following:

   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Blinds Effect

Use the Blinds effect to divide your image into bars that look like venetian or vertical window blinds. You can customize the characteristics of the blinds you would like added to your image.

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

To Apply a Blinds Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Blinds**.
3. On the Blinds panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Blinds Options

Width	Specifies the width of the blinds. Type a number from 1 to 1000 or drag the slider to adjust the width of each blind. As the value increases, the width of the blind also increases.
Opacity	Specifies the opacity of the blinds. Type a number from 1 to 99 or drag the slider to adjust the opacity of the blinds. The higher the opacity, the more the image is obscured.
Angle	Specifies the angle of the blinds. Type a number from 1 to 360 or drag the arrow to adjust the angle.
Blind color	Specifies the color of the blinds.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Blue Steel Effect

You can use the Blue Steel effect to give your images a stylish blue tint.

To Apply the Blue Steel Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Blue Steel**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Bob Ross Effect

You can use the Bob Ross effect to give your images a painted look.

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

To Give Your Photos a Bob Ross Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Bob Ross**.
3. On the Bob Ross panel, set the options as described in the table below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Bob Ross Options

Brush size	Drag the **Brush size** slider to specify the width of the brush strokes in the effect. The higher value, the wider the brush stroke.
Coverage	Drag the **Coverage slider** to specify the amount or density of paint on the "canvas" of your photo.
Paint thickness	Drag the **Paint thickness** slider to specify how three dimensional the paint appears.
Colorfulness	Drag the **Colorfulness** slider to specify the amount of color in your image.
Background color	
Image	Check the **Image** checkbox to use the color in the image as the background color behind the brush strokes added to the photo. To use a different color for the background, uncheck the **Image** checkbox and select a new color from the color drop-down menu.
Randomize	Indicates the random placement of the paint daubs. When you apply the Bob Ross effect to an image, ACDSee places the daubs randomly. This makes the paint daubs different every time you apply the filter. To generate a new random placement of the paint daubs, click Randomize.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Bulge Effect

Use the Bulge effect to stretch or shrink areas of your images horizontally and vertically. You can customize the strength, radius and position of the distortion.

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

To Apply a Bulge Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Bulge**.
3. On the Bulge panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Bulge and Shrink Options

Horizontal position	Specifies the center of the distortion along the horizontal axis. A lower value moves the distortion towards the left side of the image, while a higher value moves it towards the right side of the image.
Vertical position	Specifies the center of the distortion along the vertical axis. A lower value moves the distortion towards the bottom of the image, while a higher value moves it towards the top of the image.
Radius	Specifies the radius of the distorted area. A lower value decreases the radius of the distortion, while a higher value increases the radius of the distortion.
Strength	Specifies the strength of the distortion. A negative value shrinks the center of the distortion, while a higher value bulges the distortion.
Background color	Specifies the background color for the filtered image. Check the **Image** checkbox to use the original image color, or click the color picker to select a different color.
Bulge direction	Specifies the direction of the distortion. Select one or both of the following options: • **Horizontal**: moves the distortion horizontally. • **Vertical**: moves the distortion vertically.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Cartoon Effect

You can use the Cartoon Effect to give your images a sketched appearance.

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

To Apply a Cartoon Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Cartoon**.
3. On the Cartoon panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Cartoon Options

Shading strength	Specifies the strength of the shading in the image. The higher the setting, the more intense the shading that is applied to the image.	
Shading radius	Specifies how spread out the shading is.	
Shading threshold	Specifies how sharp an edge must be in the image before shading is applied. If you specify a higher value, more edges in the photo will be shaded.	
Smoothness	Controls how smooth the transitions between similar colors are.	
Outline detail	Specifies how much the details are outlined in black.	
Outline strength	Specifies how strong the black outlines are applied.	
Artifact Suppression	**Remove small details**	Prevents small details from being outlined in black, allowing the image to appear more cartoon-like.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Childhood Effect

You can use the Childhood effect to give your images a dreamy, nostalgic look.

To Apply the Childhood Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Childhood**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Clouds Effect

You can use the Clouds effect to make graphical content out of your images, such as backgrounds and more.

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

To Apply Clouds to a Photo:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Clouds**.
3. On the Clouds panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Clouds Options

Size	Specifies the size of the clouds. Drag the slider to the right to increase the size.
Detail	Specifies how fine the detail is. Type a number from 0 to 10 or drag the slider to adjust the details of the clouds.
Randomize	Indicates the random placement of the clouds. When you apply the Clouds effect to an image, ACDSee places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random pattern to generate identical fragment patterns. To generate a new random pattern, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Collage Effect

You can use the Collage effect to creatively break up a photo into a number of photos.

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

To Use the Collage Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Collage**.
3. Drag the sliders to set the Number and Size of the photos.
4. Select a background color by clicking the drop-down arrow to display gradients of colors, or click the color box to display a dialog of swatches to choose from.
5. If you would like to reshuffle the photos, click **Randomize**.
6. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.
7. Click **Exit** to leave Special Effects, and return to the Filter menu.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Colored Edges Effect

You can use the Colored Edges effect to trace the lines and details of people or objects in your images.

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

To Apply a Colored Edges Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Colored Edges.**

3. On the Colored Edges panel, set the options as described below.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Colored Edges Options

Intensity	Specifies the amount of color added to the edges within the image. The higher the setting, the thicker the color that is applied to the image.
Edge color	Specifies the color of the edges.
Edge detection	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
Blurring	Blurs the edges in the image. Check the **Use blurring** checkbox, and then choose a blur setting to determine how much blur is applied.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Contours Effect

You can use the Contours effect to draw contour lines on your image to create a cartoon effect. Select or change the rounding, line frequency, color and strength setting to apply to your image.

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

To Apply a Contours Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Contours**.
3. On the Contours panel, set the options as described below.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Contours Options

Rounding	Specifies the amount of curve in the contour lines. The higher the value, the rounder the lines.
Line frequency	Specifies the amount of space between the contour lines. The higher the value, the closer the lines move together.
Strength	Specifies the strength of the line. The higher the value, the darker the line.
Line color	Specifies the color of the contour lines.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Crayon Drawing Effect

You can use the Crayon Drawing effect to give your photos the appearance of a crayon drawing.

To Use the Crayon Drawing Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Crayon Drawing**.

3. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Crosshatch Effect

You can use the Crosshatch effect to add crosshatching to an image.

To Use the Crosshatch Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Crosshatch**.
3. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Dauber Effect

You can use the Dauber effect to make your images look like they were painted with a paint dauber. Select or change the settings of the effect you want applied to your image, such as intensity, frequency and more.

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

To Use the Dauber Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Dauber**.
3. On the Dauber panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Dauber Options

Intensity	Specifies the amount of color applied with each daub.
Frequency	Specifies the number of daubs added to the image.
Background color	Specifies the background color of the filtered image. Check the **Image** checkbox to use the original image colors or click the color picker to select a different color.
Randomize	Indicates the random placement of the paint daubs. When you apply the Dauber effect to an image, ACDSee places the daubs randomly. This makes the paint daubs different every time you apply the filter. You can define a specific random seed to generate identical daubs. To generate a new random seed, click **Randomize**.

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

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Dramatic Effect

You can use the Dramatic effect to make your images look dramatic and moody by drastically changing the contrast in specific areas.

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

To Apply a Dramatic Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Dramatic**.
3. On the Dramatic panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Dramatic Options

Strength	Specifies the strength of the contrast being applied.
Spread	Specifies how far the effect spreads over the details in the photo.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying an Edge Detect Effect

You can use the Edge Detect effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors. (The Sobel effect is similar to the Edge Detect effect, but produces sharper and brighter outlines.)

To Use the Edge Detect Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Edge Detect**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying an Emboss Effect

You can use the Emboss effect to add a grayscale relief to an image.

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

To Emboss an Image:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Emboss**.

3. On the Emboss panel, set the options as described below.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Emboss Options

Elevation	Specifies the light source's elevation on the image. Lower values produce more shadows and a darker image. Higher values produce fewer shadows and a lighter image.
Weight	Specifies the amount of relief added to the image. Higher values increase the relief depth.
Azimuth	Specifies the angle of shadows that extend from the edges of image details. A value of 0 adds shadows to the left side, while a value of 180 adds shadows to the right side.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Furry Edges Effect

You can use the Furry Edges effect to add fur and bristles to the lines and details of people or objects in your image.

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

To Use the Furry Edges Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Furry Edges**.
3. On the Furry Edges panel, set the options as described below.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Furry Edges Options

Frequency	Specifies how much fur is added to the image. The higher the setting, the more dense the fur that is applied to the image.
Threshold	Specifies how sharp an edge must be before fur is applied to it. As the value decreases, the area of the image that fur is added to increases.
Fur length	Specifies the length of each strand of fur. As the value increases, the length of each fur strand also increases.
Variance	Specifies how much of the fur grows in the direction indicated by the Hair direction setting. The higher the value, the more random the fur direction will be.
Hair direction	Specifies the general direction in which fur appears to grow.
Edge detection	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
Background color	Specifies the background color of the filtered image. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Fur color	Specifies the color of the fur. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Randomize	Indicates the random placement of the fur strands. When you apply the Furry Edges effect to an image, ACDSee places the fur randomly. This makes the fur strands different every time you apply the filter. You can define a specific random seed to generate identical fur patterns. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Gloom Effect

You can use the Gloom effect to give your images a dark, gloomy appearance.

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

To Apply a Gloom Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Gloom**.
3. On the Gloom panel, drag the **Color** slider to add a color tint to the image.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Glowing Edges Effect

You can use the Glowing Edges effect to add color to the lines and details of people or objects in your images. The colored lines and details appear to glow.

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

To Apply a Glowing Edges Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Glowing Edges**.
3. On the Glowing Edges panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Glowing Edges Options

Intensity	Specifies the amount of color added to the edges within the image. The higher the setting, the more intense the color that is applied to the image.
Color	Specifies the color of the edges.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Gradient Map Effect

You can use the Gradient Map effect to add colors to the dark and light parts of your images. The Gradient Map effect maps shadows to one color, and highlights to another based on the lightness value of each pixel. You can give the darker parts of your image a completely different color from the lighter parts.

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

To Apply a Gradient Map Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Gradient Map**.
3. On the Gradient Map panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Gradient Map Options

Dark	Specify the color to be added to the dark parts of your image.
Light	Specifies the color to be added to the light parts of your image.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Granite Effect

You can use the Granite effect to give your images the appearance of being painted on a rock wall.

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

To Use the Granite Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Granite**.
3. On the Granite panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Granite Options

Light Angle	Specifies the direction from which an imaginary light source is shining on the image. Drag the arrow to adjust the angle. Different light angles will change the highlights and shadows in the peaks and valleys on the rock.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Grunge Effect

You can use the Grunge effect to give your images a moody, dark look. You can use the Color slider to tint the image a variety of colors.

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

To Apply a Grunge Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Grunge**.

3. On the Grunge panel, drag the **Color** slider to specify a color tint. When the Color slider is set to 0, no tint has been added.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Jiggle Effect

Use the Jiggle effect to add jiggly distortions to your image. You can customize the characteristics of the distortions you would like added to your image. Some distortions will change the shape of the outside edges of the image, revealing a transparent background.

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

To Apply a Jiggle Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Jiggle**.
3. On the Jiggle panel, set the options as described below.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Jiggle Options

Size	Specifies the size of the jiggle distortion. Type a number from 1 to 100 or drag the slider to adjust the width of the distortions. As the value increases, the width of the wave also increases.
Detail	Specifies how jagged the distortion becomes. Type a number from 1 to 10 or drag the slider to adjust the detail.
Strength	Specifies the intensity of the distortion. Type a number from 1 to 100 or drag the slider to adjust the strength.
Randomize	Indicates the random placement of the distortions. When you apply the Jiggle effect to an image, ACDSee places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical fragment patterns. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Lomo Effect

Simulate the retro-effects of a lomo camera. Photos taken with a lomo camera are high contrast, with a golden hue and a noticeable vignette.

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

To Use the Lomo Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Lomo**.
3. Drag the Color Distortion slider to the right to increase the color distortion.

4. Drag the Vignette Strength slider to the right to increase the vignette strength.
5. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.
6. Click **Exit** to leave Special Effects, and return to the Filter menu.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Mirror Effect

You can use the Mirror effect to reflect an image along the horizontal or vertical axis. Select or change the Mirror options to apply mirroring to your image, including mirror axis and direction.

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

To Apply a Mirror Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Mirror**.
3. On the Mirror panel, in the Mirror direction area, select one of the following options to indicate which direction you want to mirror the image:
    - **Horizontal**
    - **Vertical**
4. Drag the **Mirror axis** slider to adjust the position of the mirror. A value of 500 places the mirror in the center of the image.

5. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Negative Effect

You can use the Negative effect to create a negative of your image. You can also apply the Negative filter to a negative scanned from a roll of film to produce a positive image.

To Create an Image Negative:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Negative**.
3. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying an Oil Paint Effect

You can use the Oil Paint effect to give your images a painted appearance.

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

To Create an Oil Painting from a Photo:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Oil Paint**.
3. On the Oil Paint panel, drag the **Brush width** slider to specify the width of the brush strokes in the effect. The higher the value, the wider the brush stroke.
4. Drag the **Variance** slider to specify the color variance in each brush stroke. Higher values increase the number of colors used in each stroke.
5. Drag the **Vibrance** slider to adjust the intensity of the colors in the image.
6. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying an Old Effect

You can use the Old effect to give your images an antique look. (The Old effect is similar to the Sepia effect, but produces a more realistic appearance of age.)

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

To Apply the Old Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Old**.
3. On the Old panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Old Options

Age	Specifies the intensity or degree of the effect. (The numbers do not correspond to how old the photo should appear.)

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying an Orton Effect

Create beautiful impressionistic images with the Orton effect. The Orton effect mimics a darkroom technique created by sandwiching two images together, one of which is slightly out of focus, and both of which are slightly overexposed.

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

To Use the Orton Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Orton**.
3. Drag the Blur, Contrast, and Brightness sliders to adjust each effect.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.
5. Click **Exit** to leave Special Effects, and return to the Filter menu.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying an Outline Effect

The Outline effect is similar to the Edge Detect effect. You can use the Outline effect to create a highlighted outline of your image. However, with the Outline effect you can control the thickness of the outline, whether an edge is outlined or not, and the color that displays behind the outlined image.

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

To Use the Outline Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Outline**.
3. On the Outline panel, set the options as described below.

4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Outline Options

Line width	Specifies the width of the outline in the effect. The higher the value, the wider the outline.
Threshold	Specifies how sharp an edge must be in order to be outlined. If you specify a higher value, more edges in the photo will be outlined.
Background color	Specifies the background color of the filtered image. Click the color picker to select a different color.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Pencil Drawing Effect

You can use the Pencil Drawing effect to create a pencil drawing from your images.

To Create a Pencil Drawing from an Image:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Pencil Drawing**.

3. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Photo Effect

You can use the Photo Effect to apply a variety of filters to your images.

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

To Apply a Photo Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Photo Effect**.
3. On the Photo Effect panel, select an option from the Filter Type drop-down menu.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Pixel Explosion Effect

You can use the Pixel Explosion effect to explode pixels from a center point in your images. Select or change the Pixel Explosion settings, such as intensity and direction, to apply this effect to your image.

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

To Use the Pixel Explosion Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Pixel Explosion**.
3. On the Pixel Explosion panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Pixel Explosion Options

Horizontal center	Specifies the center point of the explosion on the horizontal axis. A value of 500 places the explosion at the middle of the image.
Vertical center	Specifies the center point of the explosion on the vertical axis. A value of 500 places the explosion at the middle of the image.
Intensity	Specifies the intensity of the explosion. A higher value creates a larger, more brilliant spread of the pixels in the image.
Explosion direction	Specifies the direction of the explosion. Select one or both of the following: • **Explode horizontally**: explodes the pixels towards the right and left sides of the image. • **Explode vertically**: explodes the pixels towards the top and bottom of the image.
Randomize	Indicates the random placement of the pixels. When you apply the Pixel Explosion effect to an image, ACDSee places the pixels randomly. This makes the pixels different every time you apply the filter. You can define a specific random seed to generate identical pixel patterns. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Pixelate Effect

A pixel is the smallest piece of a digital image, arranged in rows and columns. When you reduce the resolution of your image, the size of the pixel increases and produces blurring. You can use the Pixelate effect to increase the size of the pixels in your image.

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

To Apply a Pixelate Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Pixelate**.
3. On the Pixelate panel, drag the **Width** and **Height** sliders to set the size of the pixels in your image. Check the **Square** checkbox to make the width and height equal.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Posterize Effect

You can use the Posterize effect to reduce the number of brightness levels in your image. Select or change the Posterize options to apply this effect to your image.

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

To Apply a Posterize Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Posterize**.

3. On the Posterize panel, drag the **Brightness levels** slider to adjust the variance of colors in the image. The lower the value, the fewer colors used in the image.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Purple Haze Effect

You can use the Purple Haze effect to give your image a hyper-retro, purple tint.

To Apply the Purple Haze Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Purple Haze**.
3. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Radial Waves Effect

You can use the Radial Waves effect to display waves radiating from a center point in the photo. You can change the center point in the photo and you can also control the appearance of the waves.

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

To Apply a Radial Waves Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Radial Waves**.
3. On the Radial waves panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Radial Waves Options

Horizontal position	Specifies the center of the waves on the horizontal axis. A value of 500 places the waves in the middle of the image.
Vertical position	Specifies the center of the waves on the vertical axis. A value of 500 places the waves in the middle of the image.
Amplitude	Specifies the depth and height of each wave.
Wavelength	Specifies the amount of space between waves.
Light strength	Specifies the amount of light contrast between the top and bottom of each wave.
Background color	Specifies the background color of the filtered image. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Wave direction	Specifies the direction of the waves. Select one, or both, of the following: • **Wave horizontally**: makes the waves move towards the right and left sides of the image. • **Wave vertically**: makes the waves move towards the top and bottom of the image.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Rain Effect

You can use the Rain effect to make it look like it was raining when you took a photo. Control the amount, the angle, strength and other characteristics of the rain.

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

To Apply Rain to a Photo:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Rain**.
3. On the Rain panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Rain Options

Strength	Specifies the length of the rain drops. Drag the slider to the right to increase the length.
Opacity	Specifies the opacity of the rain drops. Type a number from 0 to 100 or drag the slider to adjust the opacity of the rain drops. The higher the opacity, the more the image is obscured.
Amount	Specifies the number of rain drops.
Angle variance	Specifies the angle of the rain drops. Type a number from 0 to 50 or drag the arrow to adjust the angle.
Strength variance	Specifies how much variety there should be in the length of the rain drops. Drag the slider to the left if you want rain drops to have a similar length. Drag the slider to the right if you want to vary the length of rain drops. If you vary the length of rain drops they look natural.
Background blur	Specifies the amount of blur in the photo. Heavy rain will block your vision. Use this option to blur the photo so the rain effect looks natural.
Angle	Specifies the angle at which the rain drops are falling.
Color	Specifies the color of the rain drops.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Ripple Effect

You can use the Ripple effect to divide your images into concentric circles that resembles what you see when you drop a pebble into water. Select or change the Ripple settings to apply to your image, such as position, strength and more.

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

To Apply a Ripple Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Ripple**.
3. On the Ripple panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Ripple Options

Horizontal position	Specifies the center of the ripples on the horizontal axis. A value of 500 places the ripples in the middle of the image.
Vertical position	Specifies the center of the ripples on the vertical axis. A value of 500 places the ripples in the middle of the image.
Amplitude	Specifies the depth and height of each ripple.
Wavelength	Specifies the amount of space between ripples.
Light strength	Specifies the amount of light contrast between the top and bottom of each ripple.
Background color	Specifies the background color of the filtered image. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Ripple direction	Specifies the direction of the ripples. Select one or both of the following: • **Ripple vertically**: makes the ripples move towards the top and bottom of the image. • **Ripple horizontally**: makes the ripples move towards the right and left sides of the image.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Scattered Tiles Effect

You can use the Scattered Tiles effect to divide your images into rectangular tiles, and scatter and stack the tiles. Select or change the Scattered Tiles options to apply this effect to your image.

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

To Apply a Scattered Tiles Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Scattered Tiles**.
3. On the Scattered Tiles panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Scattered Tiles Options

Tile size	Specifies the size of the tiles.
Scatter amount	Specifies how much the tiles will move from their original positions.
Background color	Specifies the color of the background. Click the color picker to select a different color.
Randomize	Indicates the random placement of the tiles. When you apply the Scattered Tiles effect to an image, ACDSee places the tiles randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical tile patterns. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Sepia Effect

You can use the Sepia effect to give your images an antique look. (The Old effect is similar to the Sepia effect, but produces a more realistic appearance of age.)

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

To Add a Sepia Tone to an Image:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Sepia**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Seventies Effect

You can use the Seventies effect to give your images a retro look.

To Apply the Seventies Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Seventies**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Sheet Metal Effect

You can use the Sheet Metal effect to turn your images into sheet metal impressions.

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

To Apply a Sheet Metal Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Sheet Metal**.
3. On the Sheet Metal panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Sheet Metal Options

Rounding	Specifies the amount of curve in the edges of the impressions.
Detail	Specifies the amount of detail in the impression.
Angle	Specifies the angle of the grain in the sheet metal.
Metal color	Specifies the color of the sheet metal.
Direction	Specifies the direction in which the sheet metal was manipulated. Select one of the following: • **Indented**: stamps the metal from the top side of the image. • **Pushed out**: stamps the metal from underneath the image.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Shift Effect

You can use the Shift effect to divide your images into bars and shift them in random directions.

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

To Apply a Shift Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Shift**.
3. On the Shift panel, set the options as described below.

4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Shift Options

Strength	Specifies the amount of shift between the bars.
Width	Specifies the width of each bar.
Angle	Specifies the angle of the bars.
Background color	Specifies the background color of the filtered image. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.

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

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Slant Effect

You can use the Slant effect to make a photo appear slanted. For example, you could use the Slant effect to distort a photo by pushing the top of the photo to the left and the bottom of the photo to the right. Similarly, you could use the slant effect to push the left side of the photo upwards and the right side of the photo downwards.

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

To Apply a Slant Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

    You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Slant**.
3. On the Slant panel, set the options as described below.

4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Slant Options

Amount	Specifies the degree of the slant.
Fulcrum	Specifies the center of the slant. Drag the slider to the left to place the center of the slant near the bottom of the photo. Drag the slider to the right to place the center of the slant near the top of the photo.
Background color	Specifies the background color of the filtered image. Click the color picker to select a different color.
Slant Direction	Specifies the angle of the slant: • **Horizontal**: select Horizontal to push the top or bottom of the photo to the left or right. • **Vertical**: select Vertical to push the left or right side of the photo up or down.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Sobel Effect

You can use the Sobel effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors. (The Sobel effect is similar to the Edge Detect effect, but produces sharper and brighter outlines.)

To Use the Sobel Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Sobel**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Solarize Effect

You can use the Solarize effect to simulate the effect of overexposing an image, as though the film was exposed to light before developing. Select or change the Solarize options to apply this effect to your image.

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

To Apply a Solarize Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Solarize**.
3. On the Solarize panel, drag the **Threshold** slider to specify the brightness threshold of the image.
4. In the Effect area, specify which pixels you want to adjust by selecting one of the following options:
   - **Solarize**: adjusts pixels located above the specified threshold option. The effect takes any pixels above the threshold and replaces them with their negative value. When you solarize an image, a higher threshold value sets a brighter threshold, and colors need to be brighter to be

overexposed.

- **Lunarize**: adjusts pixels located below the specified threshold option. The effect takes any pixels below the threshold and replaces them with their negative value. When you lunarize an image, a higher threshold value sets a darker threshold, and colors do not have to be as bright to be overexposed.

5. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Somber Effect

You can use the Somber effect to give your images an austere or sleek look.

To Apply the Somber Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Somber**.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Stained Glass Effect

You can use the Stained Glass effect to divide your image into fragments of a random size and shape, to give the photo the appearance of a stained glass window. Control the size and position of the fragments using the effect settings.

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

To Apply a Stained Glass Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Stained Glass**.
3. On the Stained Glass panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Stained Glass Options

Fragment size	Specifies the size of the fragments.
Randomize	Indicates the random placement of the fragments. When you apply the Stained Glass effect to an image, ACDSee places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical fragment patterns. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Sunspot Effect

You can use the Sunspot effect to add a bright spot in your images.

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

To Apply a Sunspot Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Sunspot**.
3. On the Sunspot panel, drag the **Horizontal Position** and **Vertical Position** sliders or click the image to set the location of the sunspot.
4. Drag the **Brightness** slider to set the intensity of the sunspot.
5. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

Applying a Swirl Effect

You can use the Swirl effect to rotate and stretch people and objects in your image.

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

To Apply a Swirl Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Swirl**.
3. On the Swirl panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Swirl Options

Horizontal position	Specifies the center of the swirl on the horizontal axis. A value of 500 places the swirl in the middle of the image.
Vertical position	Specifies the center of the swirl on the vertical axis. A value of 500 places the swirl in the middle of the image.
Radius	Specifies the size of the swirl effect.
Strength	Specifies the strength and direction of the swirl. Higher values create a clockwise swirl, while negative values create a counter-clockwise swirl.
Focus	Specifies the concentration of the swirl. Higher values concentrate the effect on the center of the swirl, while lower values spread the swirl across the image.
Background color	Specifies the background color of the filtered image. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Swirl direction	Specifies the direction of the swirl. Select one or both of the following: • **Swirl horizontally**: moves the swirl towards the top and bottom of the image. • **Swirl vertically**: moves the swirl towards the right and left sides of the image.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Threshold Effect

You can use the Threshold effect to create a black and white image.

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

To Apply the Threshold Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Threshold**.
3. On the Threshold panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Threshold Options

Threshold	This slider determines which pixels become black and which ones become white in the black and white image. Any pixels that are brighter than the selected threshold will become white and any pixels that are darker than the threshold will become black.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Topography Effect

You can use the Topography effect to change the details of your images into contour lines.

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

To Apply a Topography Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Topography**.
3. On the Topographic Map panel, drag the **Rounding** slider to adjust the amount of curve in the contour lines.
4. Drag the **Number of lines** slider to specify how many contour lines you want to add.
5. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Water Effect

You can use the Water effect to insert an expanse of water below the subject of a photo and to display a reflection of the subject in the water. You can control the position of the water below the subject.

For example, you can position the water below a person's chin, or below their waist. You can also control the appearance of ripples in the water and how dark or light the water appears.

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

To Apply a Water Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Water**.
3. On the Water panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Water Options

Position	Specifies the position of the water below the subject of the photo.
Amplitude	Specifies the height of the ripples in the water. Drag the slider to the left to reduce the height of the ripples and the distortion caused by the ripples. Drag the slider to the right to increase the height of the ripples and the distortion caused by the ripples.
Wavelength	Specifies the distance between ripples. Drag the slider to the left to reduce the distance between ripples and increase the distortion caused by the ripples. Drag the slider to the right to increase the distance between ripples and reduce the distortion caused by the ripples.
Perspective	Changes the size of the waves as they get farther from the subject. Drag the slider to the left to increase the size of the waves farthest from the subject and to increase the illusion of distance.
Lighting	Specifies the amount of light in the water.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Water Drops Effect

You can use the Water Drops effect to display water drops on the surface of the photo. You can control the number and size of water drops, and their position on the photo.

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

To Apply Water Drops to a Photo:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Water Drops**.
3. On the Water Drops panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Water Drops Options

Density	Specifies the number of water drops on the photo. Drag the slider to the left to remove water drops. Drag the slider to the right to add water drops.
Radius	Specifies the size of the water drops. Drag the slider to the left to make the water drops smaller. Drag the slider to the right to make the water drops larger.
Height	Specifies the height of the water drops above the photo surface. Drag the slider to the left to reduce the height of the water drops and the distortion caused by the water drops. Drag the slider to the right to increase the height of the water drops and the distortion caused by the water drops.
Randomize	Indicates the random placement of the water drops. When you apply the Water Drops effect to an image, ACDSee places the water drops randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical water drop patterns. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Waves Effect

You can use the Waves effect to display waves across the photo. You can change the distance between waves. This distance is called wavelength. You can also change the height of the waves, and the angle at which the waves cross the photo.

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

To Apply a Waves Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Waves**.
3. On the Waves panel, select or change the options as described below.
4. Do one of the following:
    - Click **Done** to accept your changes and close the panel.
    - Click **Cancel** to discard your changes and close the panel.

Waves Options

Wavelength	Specifies the distance between waves. Drag the slider to the left to reduce the distance between waves and increase the distortion caused by the waves. Drag the slider to the right to increase the distance between waves and reduce the distortion caused by the waves.
Amplitude	Specifies the height of the waves. Drag the slider to the left to reduce the height of the waves and the distortion caused by the waves. Drag the slider to the right to increase the height of the waves and the distortion caused by the waves.
Angle	Specifies the angle of the waves. Type a number from 1 to 360 or drag the arrow to adjust the angle.
Background color	Specifies the background color. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Weave Effect

You can use the Weave effect to give a photo the appearance of being woven into a tapestry or basket. You can control the width of the vertical and horizontal strips, the width of the gap between the strips, and the background color that displays through the gap.

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

To Apply a Weave Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Weave**.
3. On the Weave panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Weave Options

Strip width	Specifies the width of the vertical and horizontal strips.
Gap width	Specifies the width of the gap between the strips.
Background color	Specifies the color of the background. Click the color picker to select a different color.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Applying a Wind Effect

You can use the Wind effect to add wind lines that make stationary objects in your image look like they are moving. Select or change the settings to control the effect of the wind added to your image.

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

To Apply a Wind Effect:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **Wind**.
3. On the Wind panel, select or change the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Wind Options

Strength	Determines how strong the wind lines are in the image. The higher the value, the stronger the wind lines.
Threshold	Determines how sharp an edge must be before the filter will apply wind. The higher the value, the sharper the edge needs to be.
Chance of wind	Determines the amount of wind lines to place in the image.
Edge detection	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
Background color	Specifies the background color. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Wind color	Specifies the color of the wind lines. Check the **Image** checkbox to use the original image colors, or click the color picker to select a different color.
Wind angle	Specifies the angle of the wind lines.
Randomize	Indicates the random placement of the wind lines. When you apply the Wind effect to an image, ACDSee places the wind lines randomly. This makes the wind lines different every time you apply the filter. You can define a specific random seed to generate identical wind lines. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Creating a Custom Special Effect Filter (Convolution Effect)

You can use the Convolution filter to create your own special effects and apply them to your image.

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

To Create a Custom Effect Filter:

1. In Edit mode, in the Add group, select **Special Effect**.

   You can also access the Special Effects menu from the Filter drop-down menu or Filter toolbar.

2. Click **User Defined Convolution**.
3. On the User Defined Convolution panel, set the options as described below.
4. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

User Defined Convolution Options

Convolution Matrix	Specifies the formula to use when altering the image. Type numbers in the matrix fields to change the pixels in the image. Using a mathematical formula, the color value of each pixel in an image is multiplied by the numbers in the matrix to produce an effect.
Division	Specifies the fractional coefficient of the matrix. Type a number into the **Division** field to use fractional coefficients in the matrix. The product of the convolution matrix is divided by the division factor before being applied to a pixel.
Bias	Specifies the brightness of the image. Type a number into the **Bias** field to change the brightness of the image. The bias number is added to the RGB values of each pixel. A positive number brightens the image, while a negative number darkens the image.
Clear Matrix	Resets the matrix.
Sample Filters Drop-Down Menu	Loads a sample effect to use as a starting point for creating your own effect.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Rotating an Image

You can rotate an image at preset or custom angles in Edit mode.

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

To Rotate an Image at a Custom Angle:

1. In Edit mode, in the Geometry group, select **Rotate**.

   You can also access the Rotate tool from the Filter drop-down menu or Filter toolbar.

2. Select one or more of the following:
    - Select one of the default orientation options.
    - Drag the **Straightening** slider to the left or right until the image appears straightened.
    - Click the **Horizontal** or **Vertical** button, and use the tools as described below.
    - Select **Crop straightened image** if you want to crop the image after it is straightened.
    - Select **Preserve straightened image** if you do not want to crop the straightened image. Select the color that you would like to display behind the straightened image from the **Fill color** drop-down.
    - Select **Show grid overlay** to display a grid over the image. You may find that the grid helps you straighten the image and understand how the image will be cropped.

3. Do one of the following:
    - Click **Done** to apply your changes and close the tool.
    - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Rotate Icons

Horizontal	Click on the horizontal icon, and then use the cursor to draw a line on the image that you want to set as the horizontal line.
Vertical	Click on the vertical icon, and then use the cursor to draw a line on the image that you want to set as the vertical line.

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

Flipping an Image

You can flip an image both vertically and horizontally in Edit mode.

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

To Flip an Image:

1. In Edit mode, in the Geometry group, select **Flip**.

   You can also access the Flip tool from the Filter drop-down menu or Filter toolbar.

2. Do one or both of the following:
   - Check the **Horizontal Flip** checkbox.
   - Check the **Vertical Flip** checkbox.

3. Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

Cropping an Image

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 also enable relative positioning which is useful for creating settings to batch crop a selection of images.

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

When zooming in, hold down the **Spacebar** to pan the image.

To Crop an Image:

1. In Edit mode, in the Geometry group, select **Crop**.

   You can also access the Crop tool from the Filter drop-down menu or Filter toolbar.

2. Resize the crop window, and position it over the area of the image you want to keep.
3. To darken the parts of the image outside the crop window, drag the **Darken outside crop area** slider to the left. Drag the slider to the right to lighten the area outside the crop window.

4. Click **Estimate new file size** to view how big your image file is after cropping.
5. Do one of the following:
    - Click **Done** to crop the image and close the tool.
    - Click **Cancel** to exit the tool without cropping the image.

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

Resizing the Crop Window

You can resize the crop window in three ways:

- Drag the edges of the crop window to the desired size.
- Specify an exact size for the crop window in pixels, inches, centimeters, or millimeters.
- Apply a ratio to constrain the crop window proportions.

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 Specify an Exact Size for the Crop Window:

1. Type the desired crop window proportions into the **Width** and **Height** spin boxes.
2. In the **Units** drop-down list, select a unit of measurement.
3. Use the **Dots per inch** spin box to specify a resolution.

To Constrain the Crop Window to a Ratio:

1. Check the **Constrain cropping proportion** checkbox.
2. Choose a ratio from the drop-down list.
3. Click on the **Rotate** button if you want to change the orientation of the crop window.
4. 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** spin box to specify a dimension for one side of the crop window. ACDSee automatically resizes the other dimension based on the ratio you selected.

To Resize the Crop Window by Using Relative Positioning:

You can enable relative positioning to specify how you want your image to crop. This can be particularly useful for cropping in batches.

1. Check the **Enable relative positioning** checkbox.
2. Choose in the Horizontal settings whether you would like to position the crop from the left or right edges, and the distance in pixels or as a percentage.
3. Choose in the Vertical settings whether you would like to position the crop from the left or right edges, and the distance in pixels or as a percentage.

Correcting Perspective Distortion

You can use the Perspective Correction tool to correct perspective distortion in digital photographs. Perspective distortion is caused by wide-angle and telephoto lenses, which distort the perspective of large or far-away objects. For example, if you take a photo of a tall building, the building may appear to be narrower at the top even though the building is the same width from top to bottom.

To Correct Perspective Distortion:

1. In Edit mode, in the Geometry group, select **Perspective Correction**.

   You can also access the Perspective Correction tool from the Filter drop-down menu or Filter toolbar.

2. An outline displays around the image. The outline has handles at all four corners, and in the middle of all the sides. Drag the handles to change the perspective.
3. Set the options as described below.
4. Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Perspective Correction Options

Background color	When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the **Background color** options to fill gaps in the corners or sides of a corrected photo: • **Image**: select this option if you want to fill gaps in the corners or sides of a corrected photo by placing the uncorrected photo in the background. This is useful if the gaps are small.
Show Grid	Select this option if you want to display a grid over the photo while you correct distortion. This is useful if you want to assess whether objects in the photo are straight.

Correcting Distortion

You can use the Lens Distortion Correction tool to correct barrel, pincushion, and fisheye distortion in digital photographs. In barrel distortion the photo appears to bulge outwards from the center. In pincushion distortion the photo appears to shrink inwards toward the center. In fisheye distortion, the photo appears to bulge outwards from the center, as if the photo were wrapped around a sphere.

Barrel, pincushion, and fisheye distortion are common in photos that were taken with wide angle or zoom lenses.

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

To Correct Lens Distortion:

1. In Edit mode, in the Geometry group, select **Distortion Correction**.

   You can also access the Distortion Correction tool from the Filter drop-down menu or Filter toolbar.

2. In the **Type of Distortion** section, select **Barrel**, **Pincushion**, or **Fisheye**.
3. Set the options as described below.
4. Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

Lens Distortion Correction Options

Horizontal center	Drag the slider to the left or right to identify the center of the image on the horizontal axis.
Vertical center	Drag the slider to the left or right to identify the center of the image on the vertical axis.
Correction Strength	Drag the slider to the right until the objects in the photo appear to be straight.
Scale	Drag the slider to the left or right to change the scale of the photo.
Background color	When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the **Background color** options to fill gaps in the corners or sides of a corrected photo: • **Transparent**: select this option if you want to fill gaps in the corners or sides of a corrected photo by placing the uncorrected photo in the background. This is useful if the gaps are small.
Type of Distortion	Determines the type of distortion applied to the image: **Barrel** thinner at the top and bottom, **Pincushion** wider at the top and bottom, or **Fisheye**.
Show Grid	Select this option if you want to display a grid over the photo while you correct distortion. This is useful if you want to assess whether objects in the photo are straight.

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

Automatically Correcting Lens Distortion

You can correct barrel and pincushion distortion in digital photographs. In barrel distortion the photo appears to bulge outwards from the center. In pincushion distortion the photo appears to shrink inwards toward the center. Barrel and pincushion distortion are common in photos that were taken with wide angle or zoom lenses.

In ACDSee, you have the option of using manual correction via the Manual Correction slider, or you can enable lens correction via your lens profile. This can be done by selecting the make, model, and lens of the camera used to take your image. The Lens Correction tool can apply automatic adjustments based on the distortion inherent to the lens used, or you can enable lens correction for each image manually. The Lens Correction tool contains a database of camera makes, models, and their possible lenses. The possible lenses for the selected camera will be available for you to choose from the Lens drop-down menu, unless there is only one possible lens, in which case, that lens will be pre-selected.

You can find the name of the lens used in the Current Lens Information section. However, the lens value displayed in the EXIF may not be reliable in the case of third party lenses as the camera itself may only recognize the third party lens as an ID number. If possible, recover the correct lens value from the

Info palette in Edit mode, (but outside of the Lens Correction tool), and select it from the Lens drop-down menu (inside the Lens Correction tool).

You can use the Manual Correction slider for further adjustments after using automatic correction, or on its own.

You can also use your lens profile to correct chromatic aberration, if it is available.

For quick viewing of the available lens profiles, go to Lensfun.

To Fix Lens Distortion Using Your Lens Profile:

1. In Edit mode, in the Geometry group, select **Lens Correction**.

   You can also access the Lens Correction tool from the Filter drop-down menu or Filter toolbar.

2. Check the **Enable Lens Profile** checkbox.
3. If the displayed camera make and model are not correct, select the correct options from the Make and Model drop-down menus.
4. From the Lens drop-down menu, select the lens used to take the image. You can find this information displayed in the Current Lens Information section. The correction will occur automatically.
5. If you desire further adjustments, move the **Strength** slider in the Manual Correction section to the left for a bulge effect, or to the right to stretch the edges of the image.

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

Check the **Show Grid** checkbox to display a grid over your image. This tool is useful when fixing alignment in your images.

To Fix Chromatic Aberration Using Your Lens Profile:

Chromatic aberration occurs due to the properties of a given lens. Therefore, you can use the lens profile to automatically correct it. The Chromatic Aberration checkbox will be checked if your selected lens has a corresponding chromatic aberration correction available.

1. In Edit mode, in the Geometry group, select **Lens Correction**.
2. Select the **Enable Lens Profile** checkbox.
3. Select the **Chromatic Aberration** checkbox.

To Fill in the Edges of a Manually Corrected Image:

Some manual adjustments may affect the edges of the image. You can choose what color will fill the discrepancies created by the lens correction.

Select a color from the Background Color drop-down menu.

Resizing an Image

You can resize an image by adjusting its dimensions in pixels, percentage, or actual/print size. While resizing, you can also choose an aspect ratio and a resampling filter to adjust the resized image's appearance.

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

To Resize an Image:

1. In Edit mode, in the Geometry group, select **Resize**.

   You can also access the Resize tool from the Filter drop-down menu or Filter toolbar.

2. Select one of the following resize options:
   - **Pixels**: resizes the image to specific dimensions in pixels.
   - **Percent**: resizes the image to a percentage of the original.
   - **Actual/Print size in**: resizes the image to match a specific output size. Click the drop-down list to specify a unit of measurement.

3. If you want to maintain a specific width to height ratio, check the **Preserve aspect ratio** checkbox, and then select one of the following options from the drop-down list:
   - **Original**: maintains the original image's width to height ratio.
   - **1 x 1**: forces the width and height to be equal.
   - **2 x 3**: forces a width to height ratio of 2:3.
   - **3 x 2**: forces a width to height ratio of 3:2.
   - **3 x 5**: forces a width to height ratio of 3:5.
   - **5 x 3**: forces a width to height ratio of 5:3.
   - **Custom**: applies a custom ratio. Enter a width to height ratio in the **Custom Aspect Ratio** dialog box.

4. Select a resizing filter from the **Resizing Filter** drop-down list.
5. Under the resize option you selected in step #3, type the image's new dimensions into the **Width** and **Height** spin boxes. If you selected Actual/Print size in, click the **Resolution** drop-down list, and then select a resolution (in dots per inch) for your output image.
6. To estimate the size of the output image, click **Estimate new file size**.

7. Do one of the following:
    - Click **Done** to apply your changes and close the Resize tool.
    - Click **Cancel** to discard all changes and close the tool.

Resizing Tips:

- Maintain image quality by reducing images only by 33%, 50%, or 66%. Other percentages can distort the aspect ratio.
- Avoid resizing an image repeatedly. Each resizing places image pixels using a slightly different orientation. As a result, multiple resizes can change the overall color and appearance of the image. If your first resize attempt does not produce the desired result, click the Undo button.
- Avoid increasing the size of an image. Increasing image size makes the image's pixels more apparent, causing a grainy effect.

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 an image or Resizing multiple images.

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

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

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

Distorting and Retouching with the Liquify Tool

You can use the Liquify tool to move pixels without changing them.

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

To Distort an Image:

1. In Edit mode, in the Geometry group, select **Liquify**.
2. In the Distortion Tools section, select the type of distortion to apply.
3. Set the options as described below.
4. Do one of the following:
    - Click **Done** to apply your changes and close the Liquify tool.
    - Click **Cancel** to discard all changes and close the tool.

Liquify Options

Distortion Tools	You can distort your images by moving your cursor, essentially brushing on the effect by pushing and pulling pixels around the image.	
	Shift	You can use the Shift tool to push pixels in images.
	Pinch	You can use the Pinch tool to condense pixels towards a center point.
	Bulge	You can use the Bulge tool to expand pixels outward.
	Restore	You can use the Restore tool to brush the pixels back to their original position. You can hold down the right mouse button to activate the Restore tool while using any of the other Distortion tools.
Nib Width	Adjusts the size of the brush. You can use the mouse wheel to adjust nib width or adjust the Nib Width slider.	
Density	Adjusts the size of the area affected. Within the inner circle of the nib, the effect is being applied at 90% or more. The area between the inner and outer circle, the effect is transitioning between 90%-0% at the outer edge. Use **Shift + mouse wheel** to adjust Density.	
Strength	Adjusts the intensity of the overall effect. Move the slider to the right to intensify the effect.	
Fill color	In some cases, you may distort the image to the point where its edges are pulled in. You can select the color that you would like to display behind the image.	

Adjusting Image Exposure

You can use the Exposure tool to adjust an image's exposure, contrast, and fill light.

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

To Adjust the Image Exposure:

1. In Edit mode, in the Exposure/Lighting group, select **Exposure**.

   You can also access the Exposure tool from the Filter drop-down menu or Filter toolbar.

2. Set the options as described below.
3. Do one of the following:
   - Click **Apply** to apply your changes and set options on another tab.
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

Image Exposure Options

Exposure	Drag the slider to the right to increase the exposure, or drag to the left to decrease exposure.
Auto	Click the Auto button to automatically adjust the exposure level.
Contrast	Drag the slider to the right to increase contrast, or drag to the left to decrease contrast.
Fill Light	Drag slider to the right to increase the amount of light in the darkest areas of the image, or drag to the left to decrease fill light. Fill light brightens dark areas of the image.
Exposure warning	Highlights overexposed and underexposed areas of the image. Overexposed pixels turn red, underexposed pixels turn green. The icon is gray when disabled, and turns yellow if enabled.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Adjusting Image Levels

You can use the Levels tool to precisely adjust the contrast and light levels in your images.

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

To Adjust Image levels:

1. In Edit mode, in the Exposure/Lighting group, select **Levels**.

   You can also access the Levels tool from the Filter drop-down menu or Filter toolbar.

2. Do one of the following:
   - Set the options as described below to adjust the contrast and light levels manually.
   - Click **Auto** and select a menu option to automatically adjust image properties.

3. Do one of the following:
   - Click **Apply** to apply your changes.
   - Click **Done** to apply your changes and close the Levels tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Levels Options

Channel	Specifies the brightness or color channel you want to adjust.
Shadows	Specifies the black point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker. You can also click on the arrow to automatically set it to where the black point start in the image.
Midtones	Specifies the midtones in an image. Move the slider or type a number into the spin box to set the midtone. Higher values make the image appear brighter, while lower values make the image appear darker. You can also click on the arrow to automatically set it to the midtone of the image.
Highlights	Specifies the white point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter. You can also click on the arrow to automatically set it to where the highlights start in the image.
Auto	Select one of the following options: • **Adjust Contrast**: automatically analyzes and adjusts image contrast. • **Adjust Color and Contrast**: automatically analyzes and adjusts each color channel independently, and then adjusts the contrast. • **Adjust Color and Brightness**: automatically analyzes and adjusts image color and brightness. • **Tolerance**: opens the Tolerance settings dialog box. Specify the maximum clipping percentage for black and white levels, and click **OK**. ACDSee adjusts the image levels automatically.
Black Point picker	Click the **Black Point** picker, and then click the image area you want to set as the black point.
Mid Point picker	Click the **Mid Point** picker, and then click the image area you want to set as the mid point.
White Point picker	Click the **White Point** picker, and then click the image area you want to set as the white point.

When you click around the image with a selected eye dropper you will see the RGB numbers changing to reflect the RGB values of the pixel under the eye dropper. The RGB values represent the source pixel (unprocessed) and the current pixel as it appears on the screen.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

Adjusting Levels Automatically

You can use the Auto Levels tool to automatically correct the exposure levels of your images. Auto Levels makes the darkest image pixels darker, and the brightest pixels brighter.

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

To Automatically Correct an Image's Levels:

1. In Edit mode, in the Exposure/Lighting group, select **Auto Levels**.

   You can also access the Auto Levels tool from the Filter drop-down menu or Filter toolbar.

2. Select one of the following options:
   - **Auto Contrast and Color**: adjusts color differences, brightness, and balances RGB channels.
   - **Auto Contrast**: adjusts the color differences and brightness only.
   - **Auto Color**: balances the RGB channels in the image, without changing the brightness or contrast.
3. Use the **Strength** slider to fine tune the amount of exposure you want to apply.
4. Click **Exposure Warning** to make overexposed and underexposed pixels visible. Overexposed pixels turn red, underexposed pixels turn green.
5. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Adjusting Tone Curves in Edit Mode

In **Edit** mode, the **Tone Curves** filter changes the tonal range of an image. Channel Filtering embedded in the **Tone Curves** pane adjusts either the entire range of the image (RGB), or specific colors (Red, Green, and Blue).

Save adjusted settings as a preset for future use.

Changes made with the **Tone Curves** filter in **Edit** mode are pixel-based edits, which are recommended for final touch-ups. For non-destructive changes, use the Tone Curves tool in **Develop** mode.

To adjust the Brightness Curves in an image:

1. In **Edit** mode, do one of the following:
    - In the **Filter Menu** pane, under the **Exposure / Lighting** group, select **Tone Curves**,
    - Select **Filter | Exposure / Lighting | Tone Curves** from the main menu, or
    - Press **U**.
2. Set the options as described below.
3. Do one of the following:
    - Click **Apply** to accept any changes and remain in the tool,
    - Click **Done** to accept any changes and close the tool, or
    - Click **Cancel** to discard any changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Tone Curves Options

Channel	Specifies the color channels to adjust. Options include RGB, Red, Green, and Blue.
Show Histogram	Toggles the histogram display on and off.
Histogram	Displays a graphic of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve. Note that when a point on the curve is clicked, a Node Info Box appears in the top left corner of the Histogram. The Node Info Box contains In and Out pixel values which are set in blocks of color to give a visual representation. The Node Info Box numbers convey that an In value pixel will be changed to the Out value. For example, if the In value is 40 and the Out value is 80, all pixels with a value of 40 will be changed to 80. Clicking the curve adds a new point to the curve. Drag the points up and down the curve. To delete a point, right-click the node and select **Delete point**.
Color Picker	Drag the cursor onto the image to change the cursor to a color picker that provides the RGB value of the picker's current location. Click the image at a desired tone to add a corresponding point to the adjustment curse.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

Adjusting Lighting

You can use the Light EQ™ tool to adjust areas in an image that are too dark or too light, without affecting other areas of the photo. You can also simultaneously brighten dark areas that are too dark, and darken areas that are too bright. An example would be a portrait of someone in shadow but with a light background.

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

The Light EQ™ tool is very versatile. There are 4 tabs — each allows you to achieve results in different ways. In addition, there are several keyboard and mouse shortcuts that allow you to make adjustments on specific areas of the photo itself.

- **1-Step** tab: for an instant, effortless exposure adjustment.
- **Basic** tab: for very quick and easy adjustments using three sliders. ACDSee analyzes the photo and varies the adjustment throughout the image automatically. For example, darker images are brightened more. By clicking the **Auto** button, you can have ACDSee fully analyze the photo and set the slider positions automatically. 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).
- **Standard** tab: 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.
- **Advanced** tab: gives you ultimate control of the brightness and contrast in an image. Basic 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.

To Open the Light EQ™ Tool:

In Edit mode, in the Exposure/Lighting group, select **Light EQ™**.

You can also access the Light EQ tool from the Filter drop-down menu or Filter toolbar.

Light EQ™ Controls

Right-click on a slider	Right-click on a slider to reset it.
Exposure Warning	Click the Exposure Warning to make any overexposed or underexposed areas visible. Overexposed pixels turn red, underexposed pixels turn green. You can also toggle Exposure Warning on and off momentarily by holding down the **E** key.
Auto	Click to allow the software to analyze the photo and apply optimal settings based on the amount of light and dark pixels in the photo. Darker photos are brightened more than photos that are already bright.
Done	Click to apply your changes and close the tool.
Cancel	Click to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

Using the 1-Step Tab

When you open an image in the Light EQ™ tool, 1-Step automatically adjusts your image's exposure. You can further adjust it using the Amount slider. To return to the 1-Step automatic adjustment, press the **Reset** button.

Using the Basic Tab

To Add Light to Dark Areas:

1. Drag the **Shadows** slider to the right to add light to the dark parts of the photo.
2. Adjust the settings using any of the controls in the table below.

To Darken Areas That Are Too Bright:

1. Drag the **Highlights** slider to the left to darken and return detail to areas that are too bright.
2. Adjust the settings using any of the controls in the table below.

To Adjust Midtones That Are Too Light or Dark:

1. Drag the **Midtones** slider to the right or left to brighten or darken the midtones.
2. Adjust the settings using any of the controls in the table below.

Using the Standard Tab

The Standard tab has two sets of sliders. The top set is for brightening. The lower set is for darkening. The dark-to-light gradient on each slider indicates that you brighten that tone band when you move the slider up (top row of sliders) or darken that tone band when you move the slider down (bottom row).

Between the two sets of sliders are two horizontal bars graded from black to white. These bars indicate that sliders on the far left affect the dark tonal bands. The sliders on the right affect light tonal bands. Moving a slider changes the light in that particular tonal band.

In the middle of the bands are two graphs that change as you adjust the sliders to represent the amount of darkening and brightening throughout the tonal range of the image. The two gray graphs show the maximum amount of brightening or darkening that you can apply before clipping begins. If you push a slider too far, the clipping is shown in bright pink.

To increase contrast within a tonal band without brightening, apply brightening and darkening simultaneously in equal amounts by dragging the upper and lower sliders up and down, respectively. The area between the top of the upper graph and the bottom of the lower graph indicates the amount by which contrast is increased.

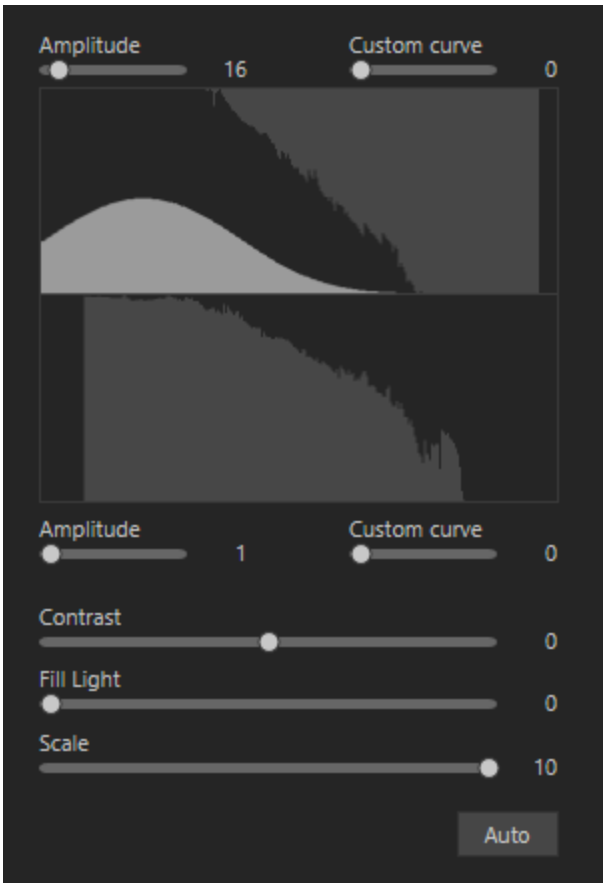
To Use the Standard Tab:

1. Do one of the following:
    - Drag the tone band sliders up or down depending on which tone bands you want to adjust.
    - Type the exact number into the number boxes or increment the numbers to make precise adjustments.
    - Click the **# Tone Bands** drop-down list to increase or decrease the number of tone band sliders.
    - Click (or press **E**) to see any overexposed or underexposed pixels.

- Click the **Auto** button to apply settings automatically.
- Drag the **Darkening** slider to darken the light areas of the image.
- Drag the **Contrast** slider to increase the contrast in the image.
- Drag the **Fill Light** slider to brighten dark areas of the image without increasing contrast.
- Left-click and drag upwards to brighten the dark areas of the photo. Try to prevent clipping (shown in pink on the graph).
- Right-click and drag downwards to darken the bright areas of the photo. Try to prevent clipping (shown in pink on the graph).
- On the image, select an area you would like to adjust, left-click and drag up to brighten or right-click and drag down to darken.

2. Click **Done** to apply your settings and close the tool. Or click **Cancel** to discard your changes and close the tool.

Using the Advanced Tab



Sliders

The Advanced tab has two sliders for brightening and two for darkening. The **Brightening** and **Darkening** sliders control the shape of the adjustment curves, while the **Amplitude** sliders control the height of the curves.

The **Amplitude** sliders increase the intensity of the effects of brightening or darkening.

The **Scale** slider at the bottom of the tool adjusts the overall adjustment sensitivity to local variation in brightness. Moving this slider to the left makes the adjustment more sensitive to smaller areas of brightness variation, which may be beneficial in some images. For most images, however, leaving the slider in the default position gives the best result. You can also adjust the **Contrast** slider to decrease or increase contrast, or use the **Fill Light** slider to brighten dark areas of the image.

Graphs

Between the Brightening and Darkening controls are two gray graphs that indicate the maximum amount of brightening or darkening that you can apply before clipping (shown as bright pink) begins.

Two colored curves appear and change as you drag the Brightening, Darkening and Amplitude sliders — these curves indicate the amount of brightening and darkening applied throughout the tonal range of the image. Darker tonal areas are on the left, and brighter tonal areas are on the right. As you move your cursor over the image, a vertical line in the graph indicates the tone level of the area under the cursor within the tonal range. At times there are two lines because the tone levels for brightening and darkening are not necessarily the same. This is because brightening is sensitive to maximum color values while darkening is sensitive to minimum color values.

The Advanced tab is unique in that you can adjust the curves manually, either on the graph itself, or on the actual photo. Adjustments made on the photo are reflected in the curve on the graph. Adjustments made on the graph are reflected on the photo.

To increase contrast within a tonal range without changing the brightness, apply brightening and darkening simultaneously in equal amounts by dragging the upper and lower curves up and down, respectively. The area between the top of the upper graph and the bottom of the lower graph indicates the amount by which contrast is increased.

To Use the Advanced Tab:

1. Do one of the following:
    - Drag the **Brightening** or **Darkening** sliders to adjust the bright or dark tone bands. As you drag, a gray curve appears to indicate your adjustments.
    - Left-click and drag upwards to brighten the dark areas of the photo. Try to prevent clipping (shown in pink on the graph).
    - Right-click and drag downwards to darken the bright areas of the photo. Try to prevent clipping (shown in pink on the graph).
    - Drag the **Scale** slider to the right to make your adjustments more sensitive to smaller areas of brightness variation.
    - Drag the **Contrast** slider to increase or decrease contrast in your image.
    - Drag the **Fill Light** slider to add light to the dark areas in your image without increasing contrast.
    - Make adjustments using any of the options in the table below, including on the image itself.
2. Click **Done** to apply your settings and close the tool. Or click **Cancel** to discard your changes and close the tool.

Adjustment Options - Advanced Tab

Area	Action	Result
Sliders		
	Drag Brightening	To the right: increases the brightening applied to the darker areas. To the left: applies brightening more uniformly to all areas of the image. (The name of the slider changes to **Custom curve** when you change the curve manually or make adjustments on the image.)
	Drag Darkening	To the right: increases the darkening applied to the brighter areas of the image. To the left: applies the darkening more uniformly to all areas of the image.
	Drag Amplitude (Brightening)	To the right: increases the intensity of the brightening across all areas of the image. The height of the curve increases. To the left: reduces the intensity of the brightening and the height of the curve. If the Amplitude slider is 0: no brightening is applied. If the Amplitude is 100-200: proportional amount of clipping increases. In most cases it is not necessary to adjust amplitude.
	Drag Amplitude (Darkening)	To the right: increases the intensity of the darkening across all areas of the image. The height of the bottom curve increases. To the left: reduces the intensity of the darkening and the height of the curve.
	Drag Scale	To the left: makes the tool more sensitive to smaller areas of brightness variation. This means that smaller areas can be adjusted independently. Generally the default scale of 10 gives the best result, but if an image contains small details that need brightening, a lower scale might give better results.

Area	Action	Result
On Graph		
	Drag the graph (top)	The graph changes as you left-click and drag up on the graph itself. The graph represents the brightening adjustments you are making. The dark gray graph represents the maximum amount you can drag the graph before clipping (pink) begins. The height of the graph represents the level of brightening applied at each tone level. (Tone moves from black on the left to white on the right.) When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brightening or Darkening slider changes to Custom curve. If you adjust the position of the slider after this, it discards all direct curve adjustments. When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brightening or Darkening Amplitude slider changes to indicate the current curve amplitude.
	Drag the graph (bottom)	The graph changes as you right-click and drag down on the graph itself. The graph represents the darken adjustments you are making. The dark gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.
	You can use all the shortcuts below that apply to the image, directly to the Graph itself.	Changes the tonal band on the graph itself with a corresponding change in the image. This is useful for making fine adjustments to a specific tonal band.
On Image		
	Double-click with left mouse button	Automatically sets Brightening to optimum for that area of the image. A brighter area (e.g. a face) works best.
	Double-click with right mouse button (or Shift + double-click with left mouse	Automatically sets the Darkening to optimum for that area of the image.

Area	Action	Result
	button)	

Area	Action	Result
	Ctrl + double-click with left mouse button	Modifies the current brightening adjustment curve to optimize it for the area surrounding the tone level you clicked on. In most cases, this will result in increasing the amount of brightness applied to the area surrounding the tone level you clicked on, while decreasing the amount applied to other tone levels. Use this method to make a specific subject or area stand out by brightening.
	Ctrl + double-click with right mouse button	Modifies the current darkening adjustment curve to optimize it for the area surrounding the tone level you clicked on. In most cases, this will result in increasing the amount of darkness applied to the area surrounding the tone level you clicked on, while decreasing the amount applied to other tone levels. Use this method to make a specific subject or area blend in by darkening.
	Scroll up or down with the mouse wheel over the image	Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes.
	Shift + scroll with the mouse wheel over the image	Decreases or increases the amount of darkening applied at that tone level in the image.
	Hold down "A" + scrolling or + dragging with the left mouse button	Sets the brightening Amplitude slider directly.
	Hold down "A" + Shift + scrolling or + dragging with the right mouse button	Sets the darkening Amplitude slider directly.
	Click and drag up and down on the image (left mouse button)	Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes. (Only works if the image is actual size—no zooming.)

Area	Action	Result
	Shift + click and drag up and down on the image (left or right mouse button)	Decreases or increases the amount of darkening applied at that tone level in the image. (Only works if the image is actual size—no zooming.)

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Reducing Haze

You can use the Dehaze tool to restore contrast, detail, and lost color to images. This tool 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.

To Dehaze an Image:

1. In Edit mode, in the Exposure/Lighting group, select **Dehaze**.

   You can also access the Dehaze tool from the Filter drop-down menu or Filter toolbar.

2. Drag the **Amount** slider to adjust the strength of the correction.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Dodge and Burn

Enhance your photos and improve contrast by controlling the light and intensity of color in select areas. Dodge, burn, saturate and desaturate your photos to accentuate and define shapes, magnify and fade color, and add shadows and highlights.

You can use the Dodge and Burn tool to lighten or darken areas in a photo without affecting other areas. The tool is often used to lighten underexposed areas or darken overexposed areas.

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

Dodging and Burning Parts of an Image

To Lighten or Darken Areas of a Photo:

1. In Edit mode, in the Exposure/Lighting group, select the **Dodge** tool to lighten areas, or the **Burn** tool to darken areas.

   You can also access the Dodge and Burn tool from the Filter drop-down menu or Filter toolbar.

2. Under Tool Settings, select the area to adjust: **Shadows**, **Midtones**, or **Highlights**.
3. Drag the range slider to fine-tune targeted areas within the shadows or highlights. Increasing the range broadens the affected range of tones, while decreasing the range narrows the affected range of tones.
4. Under Brush settings select from the following preference settings:
   - Drag the **Nib Width** slider to select a brush size.
   - Drag the **Feathering** slider to soften the edges of your strokes.
   - Drag the **Strength** slider to adjust the intensity of your strokes.
5. Draw over the areas of the image you want to lighten or darken.
6. Click **Done**.

When you adjust the range slider, a preview of the areas of the image that will be affected by brushing will be shown as a grayscale image. The brighter the pixels are in the preview image,

the more they will be affected by brush strokes. Areas that are pure white will be affected with full strength, and areas that are black will be completely unaffected. For best results, move the range slider until the pixels you want to dodge or burn are white, and areas that you want to leave unaffected are black.

Scroll with your mouse to adjust the brush size as you work, or use Shift + mouse scroll to adjust feathering.

To Saturate or Desaturate Areas of a Photo:

1. Select the **Saturate** tool to intensify colors, or the **Desaturate** tool to fade colors.
2. Under Tool Settings, select one of the following:
   - Standard to target all areas of the photo.
   - Vibrance to target the less saturated colors and to prevent skin tones from becoming over-saturated.
3. Under Brush settings select from the following preference settings:
   - Drag the **Nib Width** slider to select a brush size.
   - Drag the **Feathering** slider to soften the edges of your strokes
   - Drag the **Strength** slider to adjust the intensity of your strokes
4. Draw over the areas of the image you want to lighten or darken.
5. Click **Done**.

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

Adjusting White Balance

You can use the White Balance tool to remove unwanted hue from an image. For example, if you take a photo at sunset and the resulting image has a reddish hue, also known as a red color cast, you can use the White Balance tool to remove it.

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

To Remove a Color Cast from an Image:

1. In Edit mode, in the Color group, select **White Balance**.

   You can also access the White Balance tool from the Filter drop-down menu or Filter toolbar.

2. Click an image area that should be white or gray. The color square shows the color of the original pixel on the left, and the modified pixel on the right.
3. Drag the Temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature.
4. Drag the Tint slider to the left (more magenta) or right (more green) to match the white balance settings that you selected when you took the photo.
5. To specify the strength of the white balance adjustment, move the Strength slider. Higher settings remove more of the unwanted color.
6. Click **Done** to save your changes, or click **Cancel** to discard your changes and leave the tool.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

If you are having difficulties achieving the desired effect, try clicking an image area that is a different shade of white or gray.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Adjusting Color with Color EQ

You can use the Color EQ tool in Edit mode to adjust overall colors in an image or each color individually. The advanced tools can subtly fine-tune and enhance colors, or completely change individual colors in an image.

Color EQ is useful for changing a single color in an image. If you have an image with a yellow car, you can use the Saturation tab to saturate the yellow or use the Brightness tab to brighten the yellow. In the Hue tab, you can change the color of the car from yellow to pink. In the Contrast tab, you can adjust the contrast of the yellow and use the Balance slider to target the brightness range for that contrast adjustment.

You can then use the Global Adjustments to make changes to balance the colors in your image. Vibrance adjusts the vibrancy of colors, saturation affects the strength of colors, color shift adjusts the hue without affecting brightness, hue will change colors, and lightness will affect how light the whole

image is. You can also adjust color using the Red, Green, and Blue sliders to increase or decrease the balance of those colors.

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

If you have an image of a yellow car with a yellow building in the background, you can change just the car by using the Selections tool. Select the car using the Selections tool and then apply your color adjustments.

To Adjust Color:

1. In Edit mode, in the Color group, select **Color EQ**.

   You can also access the Color EQ tool from the Filter drop-down menu or Filter toolbar.

2. Select any of the tabs within the ColorEQ or any of the sliders in the Global Adjustments section, and adjust them according to the options described in the tables below.
3. Do one of the following:
   - Click **Apply** to apply your changes.
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

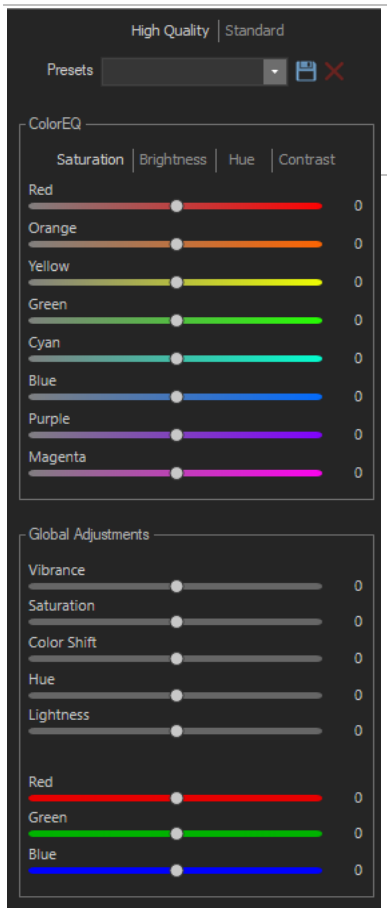
You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

At the top of the Color EQ pane, choose either High Quality or Standard. Adjust image colors individually. High Quality uses the newer, more modern color models, allowing for a visually perceptive and higher quality adjustment. Standard supports previously developed images and allows you to adjust colors individually or make global adjustments.

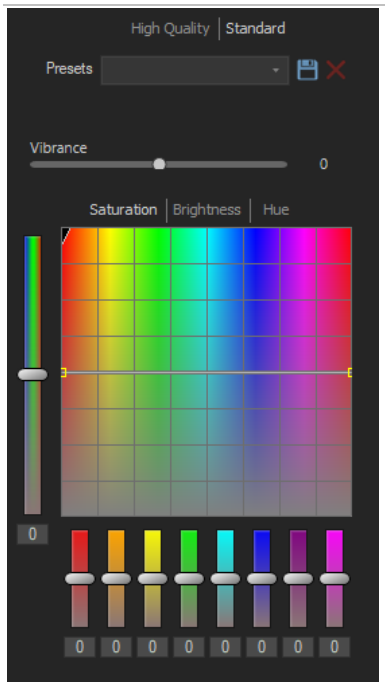
Color EQ Options - High Quality.



	Presets		In the presets drop-down menu, you can choose from existing presets, or save any of your current edits as a preset, using the save icon.
	Color EQ	**Saturation, Brightness and Hue sliders**	Adjust each color individually by dragging sliders right for more intensity, or left for less intensity. You can also enter a number into the fields for precise adjustments. You can also select a precise color to adjust by placing your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The affected color sliders automatically adjust as you move your cursor. The sliders have the following effects: • **Saturation**: slide left to decrease saturation and slide right to increase saturation. • **Brightness**: adjusts the image brightness. • **Hue**: adjusts the hue of the image.
		Contrast sliders	Adjust each color individually by dragging sliders right for more intensity, or left for less intensity. You can also enter a number into the fields for precise adjustments. You can also select a precise

			color to adjust by placing your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The affected color sliders automatically adjust as you move your cursor. On the Contrast tab, 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.
	Global Adjustments	**Vibrance, Saturation, Color Shift, Hue, and Lightness Sliders**	Drag the sliders to make global adjustments. They will have the following effects: • **Vibrance**: adjust the vibrance of the image without affecting skin tones. • **Saturation**: slide left to decrease saturation and slide right to increase saturation. • **Color Shift**: adjusts the hue without affecting brightness. • **Hue**: adjusts the hue of the image. • **Lightness**: adjusts the image brightness.
		Red, Green, and Blue sliders	Drag the sliders to make global adjustments to the red, green, and blue channels in your image.

Color EQ Options - Standard.



Presets	In the presets drop-down menu, you can choose from existing presets, or save any of your current edits as a preset, using the save icon.
Vibrance	Drag the slider to adjust the vibrance of the image without affecting skin tones.
Vertical slider	The vertical slider applies adjustments to the entire image. It has the following effects on the tabs: • **Saturation**: adjusts saturation from grayscale to highly saturated. • **Brightness**: adjusts the image brightness. • **Hue**: adjusts the hue of the image. You can also enter a number into the field for precise adjustments.
Direct image adjustments	Place your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The curve control and the affected color sliders automatically adjust as you move your cursor. The black down arrow on the graph indicates the color you are adjusting in the image. The curve appears black in the graph, and you cannot directly adjust it. To apply further adjustments, you can alter the white curve. When you adjust the white curve, the black curve automatically changes with it. You can also enter a number into the fields for precise adjustments.
Individual color sliders	Adjust each color with individual sliders. Select the color you want to adjust and click and drag the sliders. You can also enter a number into the fields for precise adjustments.

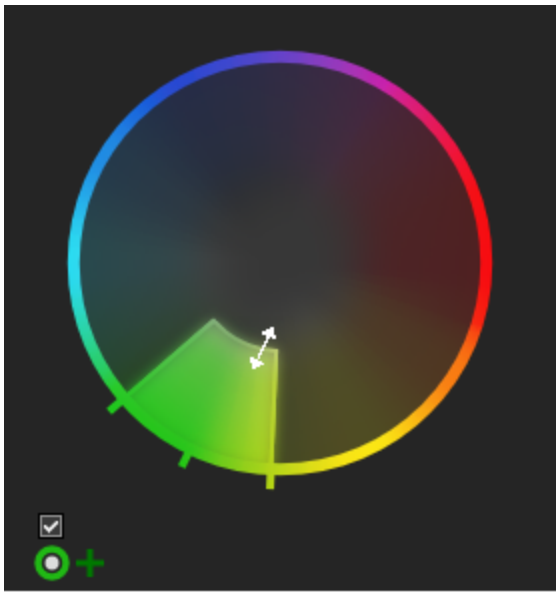
You can right-click a slider to reset to the default value.

Adjusting Color With the Color Wheel

In Develop and Edit 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. Open the Color Wheel using one of the following options:
    - In **Develop** mode, choose Color Wheel from the Tune tab in the Develop Tools pane.
      Note: 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.
    - In **Edit** mode, choose Color Wheel from the Color options in the Filter 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.

4. 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.
5. 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 the **Show Previous** button in Edit Mode, or press **Show Original** in Develop mode.

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

6. 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, or until press Apply or Done in Edit mode.

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

Color Wheels in Pixel Targeting

The Pixel Targeting tool in Develop mode and the Pixel Targeting tool in Edit mode both feature color wheels that are used in conjunction with filters to enable Pixel Targeting to make selections based on pixel color.

See also:

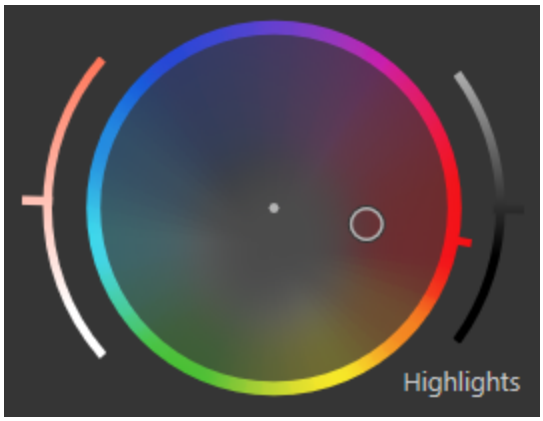
- Adjusting Tone Curves
- Adjusting Tones With the Tone Wheels
- Adjusting Color with Color EQ

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 and Edit 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. Open the Tone Wheels using one of the following options:
   - In **Develop** mode, choose Tone Wheels from the Tune tab in the Develop Tools pane.
     Note: 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.
   - In **Edit** mode, choose Tone Wheels from the Color options in the Filter 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.
4. Press **Done** to exit the Color Wheel.

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

Creating a Grayscale Image

You can create rich grayscale images when you can control the brightness of the red, green, and blue channels, as well as the overall brightness. Use the Convert to Black and White tool to emphasize different areas or aspects of a photo, as well as alter its mood and tone.

If you hover your mouse over each slider and watch the effect on the small preview, it shows you which parts of the image will be affected by each channel. This helps to gauge the effect of each slider on the image.

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

To Create a Grayscale Image:

1. In Edit mode, in the Color group, select **Convert to Black & White**.

   You can also access the Convert to Black & White tool from the Filter drop-down menu or Filter toolbar.

2. Adjust the settings as described in the table below.
3. Click **Done** to save your changes, or click **Cancel** to discard your changes and return to the Filter menu.

Grayscale Options

Brightness Tab

On the Brightness tab, do any of the following:

- Drag individual color sliders, or left-click on the image (where a color previously occurred) and drag up or down to alter the brightness of specific tones. For instance, drag your cursor on sky areas to alter the brightness of the blue.
- Drag the **Percent Red** slider to the left or right.

  The more red there is in a pixel, the more effect the red slider has on that pixel. The area of red in the picture is brightened or darkened more than other areas.

- Drag the **Percent Green** slider the left or right.

  The more green there is in a pixel, the more effect the green slider has on that pixel. The area of green in the picture is brightened or darkened more than other areas.

- Drag the **Percent Blue** slider to the left or right.

  The more blue there is in a pixel, the more effect the blue slider has on that pixel. The area of blue in the picture is brightened or darkened more than other areas.

- Drag the **Percent Brightness** slider to the right or left to brighten or darken the whole image.

You can right-click the slider to reset the value to zero.

Contrast Tab

You can increase or decrease the contrast of each individual color. In addition, you can specify the brightness range that the contrast adjustment will target for each color.

On the Contrast tab, do the following:

Strength: to adjust the contrast in specific color tones, drag individual color sliders, or left-click on the image (where a color previously occurred) and drag up or down.

Balance: to set the targeted brightness range for the contrast adjustment, adjust the slider to bring details out of highlights or shadows. To bring details out of the midtones, leave the Balance sliders set to 0.

Hold down **Shift** while clicking and dragging on the image to target the color's corresponding Balance slider.

You can right-click the slider to reset the value to zero.

At the bottom of the Convert to Black & White panel, you can use the Amount and Hue sliders to add color back into the image. Choose the color using the Hue slider. The saturation of the color added back to any given pixel is scaled based on both the amount of color/saturation that existed in the original image and the Amount slider.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

Adjusting Split Tone

Split toning is a powerful technique originating in film photography to tint the highlights and shadows.

The Split Tone tool gives you creative control over the Hue and Saturation of your highlights and shadows. Use the sliders to adjust the balance of tones in the highlights and shadows of your photos. Split toning allows you to add a creative element to RAW conversion and non-destructive editing in ACDSee.

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

To Adjust Highlights and Shadows:

1. In **Edit** mode, under the **Color** group, select **Split Tone**.

   You can also access the Split Tone tool from the Filter drop-down menu or Filter toolbar.

2. Drag the sliders to apply colored highlights and shadows as described in the table below.

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

Adjustment Options

Highlights	
Hue	Drag the slider to the right 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 the right 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.

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

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 LUT in the same way you would use any other Edit mode filter. Color LUT supported file types are .3DL and .CUBE.

To Apply a Color LUT to Your Image:

1. In Edit mode, in the Color group, select **Color LUTs**.
2. On the Color LUTs panel, do one of the following:
   - Select a LUT from the list. 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**. The LUT is immediately applied.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

To Refresh Your List of Color LUTs:

You can refresh your list of available LUTs to reveal moved or deleted files. Unavailable LUTs will be indicated in a darker font color.

On the Color LUTs panel, press the **Refresh List** button.

To Remove Color LUTs:

1. On the Color LUTs panel, press the **Remove LUTs** button.
2. In the Remove LUTs dialog, toggle the checkboxes next to the LUTs you want to delete.
3. Press **Remove LUTs**.

Using the Histogram

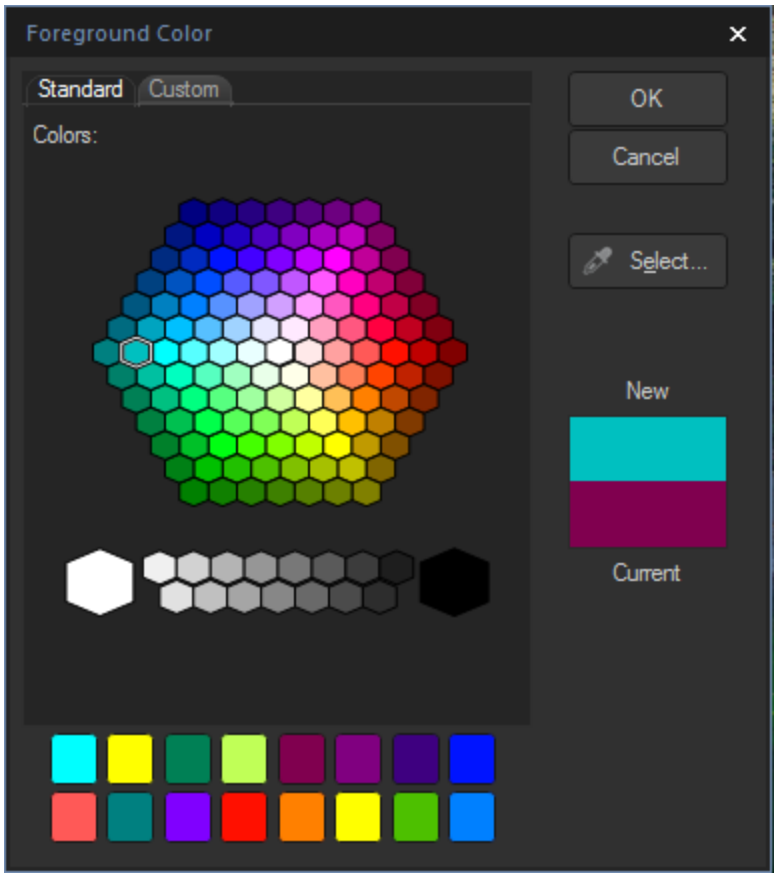
The Histogram is a graph that represents the distribution of color intensity for each color channel in an image.

To Display and Use the Histogram:

1. In View or Edit mode, click **Panes** | **Histogram**.
2. On the Histogram, check or uncheck the following checkboxes:
    - **R**: shows or hides the red color channel.
    - **G**: shows or hides the green color channel.
    - **B**: shows or hides the blue color channel.
    - **L**: shows or hides the lightness of the image.

Using the Color Dialog Box

The Colors dialog box appears in several places in Edit mode when you select or apply a color. You can use the Color dialog box to select a color in multiple ways and to adjust a color using several different tools.



The Standard Tab

On the first tab, there is a fixed honeycomb of Basic colors to choose from, including gray, black, and white at the bottom. Below it is a grid of Custom or Favorite colors that you can fill in by selecting a color and then right-clicking a box in the grid. To create a custom color, click the Custom tab.

The Custom Tab

On the second tab, there is a color palette. On the far right is a color slider, which you can use to navigate to a color group and gain access to any or all colors of the spectrum. Add colors to your Custom colors by selecting the color in the palette and then right-clicking a box in the grid.

Selecting and Adjusting Colors

To select a color, click on a square in the grid of custom colors, or on the color palette. You can also drag over the color palette. When you click a color, that color appears in the New box and all of its numerical values, (Hue, Saturation, Luminosity, as well as Red, Green, and Blue), appear in the fields on the Custom tab.

You can also adjust a color by changing the Hue, Saturation, and Luminosity values. To select a precise color, type in the values for that color. You can do the same using the Red, Green, and Blue values.

Sharpening an Image

You can use the Sharpen tool to sharpen an image by enhancing medium and high contrast edges.

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

To Sharpen an Image Using Sharpen Tool:

1. In Edit mode, in the Detail group, select **Sharpen**.

   You can also access the Sharpen tool from the Filter drop-down menu or Filter toolbar.

2. Drag the sliders to enhance or fix your image as described below.
3. Do one of the following:
   - Click **Done** to apply your changes and close the tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File | Restore to Developed**.

Sharpen Options

Amount	Specifies the amount of sharpening applied by increasing contrast around the edges.
Radius	Controls 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 lower values reduce the number of sharpened pixels and tend to bring out finer detail.
Mask	Allows the targeting of edges, while suppressing the sharpening of noise and texture. To view the areas the mask affects, press the **Alt** key when moving the mask slider. Areas affected by sharpening appear white.
Detail	Suppresses the halo, (the light border that forms around edges with extreme sharpening), by reducing its intensity. The higher the value, the stronger the reduction.
Threshold	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. We recommend you set the threshold to enhance edges while keeping background noise to a minimum.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Blurring an Image

You can use the Blur tool to apply different kinds of blur to an image.

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

To Blur an Image:

1. In Edit mode, in the Detail group, select **Blur**.

   You can also access the Blur tool from the Filter drop-down menu or Filter toolbar.

2. In the **Blur type** section, select the type of blur to apply.
3. Set the options as described below.
4. Do one of the following:
   - Click **Done** to apply your changes and close the Blur tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Blur Types

Gaussian

Produces an even, smooth blur.

Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.

Linear

Produces a blurring effect that gives the illusion of movement.

Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
Angle	Specifies the direction of the blur effect.

Radial

Produces blur around a center point. Click the image to set the center point.

Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
Clockwise	Specifies clockwise blur.
Counter-clockwise	Specifies counter-clockwise blur.
Horizontal position	Specifies the blur's center point on the horizontal axis.
Vertical position	Specifies the blur's center point on the vertical axis.

Spread

Produces a smeared or frosted blur.

Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.

Zoom

Produces inward or outward blur to or from a center point.

Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
Zoom in	Creates a blur that zooms in to the image's center.
Zoom out	Creates a blur that zooms out from the image's center.
Horizontal position	Specifies the blur's center point on the horizontal axis.
Vertical position	Specifies the blur's center point on the vertical axis.

Smart Blur

Produces blur by detecting and avoiding edges, and preserves detail based on the threshold setting. This effect is usually used to smooth out skin.

Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
Threshold	Specifies how little detail an area must have before the blur will apply to it.

Lens

Produces a blur that mimics the blurring effect of a camera aperture.

Select a bokeh shape from the options on the Blur panel. These shapes concentrate in highlights.

Amount	Specifies the strength of the blur. Move the slider to the right to intensify the effect.
Bokeh Frequency	Specifies how often the bokeh shapes show up.
Bokeh Brightness	Specifies how much the bokeh shapes stand out.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

About Noise and Noise Reduction

Image noise looks like random black, white, or colored pixels in an area of a photo where there should be solid color, such as a dark night sky. In digital photography, noise is typically more visible in the dark areas of a photo.

There are many causes of image noise. You will increase image noise if you use a high ISO setting (such as ISO 800) to capture a photo, or if you extend the exposure time. (You would typically use a high ISO setting and extend exposure time to take a photo in low light.) However, image noise can be caused by dead or stuck pixels in a digital camera's image sensor. Similarly, dust on a camera lens or scanner bed can cause noise by blocking or reflecting light.

Images generally have two types of noise: luminance and color. Luminance noise is random variations of brightness, and particularly in gray areas, may appear spotted when there should be a solid color in the area of the image.

Color noise is random variations of color in the image.

Noise is visually distracting, so in most cases you will want to reduce noise in your photos. However, if you reduce noise too much you may unintentionally reduce image sharpness.You can use the Noise Removal tool to remove both luminance and color noise in your images.

Loading Images in ACDSee with Noise Reduction from Legacy Versions

If ACDSee loads an *acdc* file made with a previous version, the denoise adjustment layer is added using the legacy settings and runs the legacy algorithm. Loading does not change the image. The ACDSee 2022 GUI is loaded, but only the legacy sliders are enabled (**Luminance** and **Color**) and the new sliders disabled. If a legacy slider is moved, the new algorithm is engaged and the new sliders enabled. The image can then be re-adjusted for better results using the additional ACDSee 2022 sliders.

2022 *acdc* files that include denoise adjustment layers will not load in older versions of ACDSee.

Removing Noise

You can use the Remove Noise tool to remove noise from your images while preserving details that you want to retain.

You can use the Remove Noise tool to remove hot image pixels caused by digital cameras with malfunctioning CCD array sensors, or the extra pixels caused by a dusty scanner or camera lens.

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

To Remove Noise from an Image:

1. In Edit mode, in the Detail group, select **Noise**.

   You can also access the Noise tool from the Filter drop-down menu or Filter toolbar.

2. Select the **Remove Noise** tab.
3. Select an option from the Noise Type section.
4. Set the options as described below.

   Hold down the **Alt** key while adjusting a slider to view a preview of its effect on the image.

5. Do one of the following:
   - Click **Done** to apply your changes and close the Remove Noise tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Noise Removal Options

Apply to channel

Modifies a targeted color channel by mixing the existing color channels in the image.

Noise Type

Camera Noise Removal		Removes digital camera noise. Adjust the following sliders to further remove noise:
	Luminance	Reduces the random variations of brightness in the noise.
	Strength	Controls the strength of the Luminance slider.
	Color	Reduces the random variations of color in the noise.
	Preserve Detail	Restores details lost due to strong noise removal. Set the slider to adjust how much detail is restored.
	Preserve Detail Threshold	Determines the level of detail necessary to be included in the Preserve Detail slider's adjustments.
Median Noise Removal		Reduces impulsive, or salt-and-pepper noise while preserving edges. Select from the following options to further remove noise:
	Square	Removes noise using a 3 x 3 pixel square.
	X	Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image's thin and diagonal lines.
	Plus	Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, vertical, and horizontal lines.
Despeckle		Removes noise.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Adding Noise

You can use the Add Noise tool to add a grainy texture to an image. Adding small amounts of noise can reduce the appearance of minor imperfections in the original image.

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

To Add Noise to an Image:

1. In Edit mode, in the Detail group, select **Noise**.

   You can also access the Noise tool from the Filter drop-down menu or Filter toolbar.

2. Select the **Add Noise** tab.
3. Set the options as described below.
4. Do one of the following:
   - Click **Done** to apply your changes and close the Add Noise tool.
   - Click **Cancel** to discard all changes and close the tool.

Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings. If you want to discard only the Edit settings, select **File** | **Restore to Developed**.

Add Noise Options

Intensity	Specifies the amount of noise to add to the image. A higher intensity increases the chance that a noise pixel will replace a pixel in the original image.
Color proximity	Specifies the color of noise pixels to add to the image. A lower value gives each noise pixel a color similar to the pixel it replaces. Higher values result in a random selection of the noise pixel color.
Noise color	Select one of the following options to specify noise pixel color: • **Random**: randomly selects the color. • **Monochrome**: produces black and white noise pixels. • **Adjustable**: randomly selects the color of each noise pixel, but more pixels match a defined color. To define a color, click the color picker and select a color.
Noise placement	Adds noise to image areas that closely match a defined color. Check the **Set color** checkbox to enable noise placement, and click the color picker to specify a color.
Randomize	Indicates the random placement of noise in an image. When you use Add Noise tool, ACDSee places the noise pixels based on a random seed. This makes the image noise different each time you use the Add Noise tool. You can define a specific random seed to generate identical image noise. To generate a new random seed, click **Randomize**.

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

Adjusting Details

To highlight important details in your photo, and remove the emphasis from others, you can use the Detail Brush. The impact of the Detail Brush is cumulative. This means that the more you brush in a particular area using the blur option, for example, the more blurry the area will become.

To Adjust Details:

1. In Edit mode, in the Detail group, select **Detail Brush**.

   You can also access the Detail Brush tool from the Filter drop-down menu or Filter toolbar.

2. Adjust the settings as described below.
3. Do one of the following:
    - Click **Done** to apply your changes and close the tool.
    - Click **Cancel** to discard all changes and close the tool.

Detail Brush Options

Operation

Select the operation would you like to perform:

- **Blur**
- **Sharpen**

Tool settings

If you selected **Sharpen**, set the following:

Radius	Controls 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 lower values reduce the number of sharpened pixels and tend to bring out finer detail.
Threshold	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. We recommend you set the threshold to enhance edges while keeping background noise to a minimum.

Brush settings

Nib Width	Drag the slider to select a brush size.
Feathering	Drag the slider to soften the edges of your strokes.
Strength	Drag the slider to determine the strength of the sharpening or blurring.

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

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

Adjusting Clarity

The Clarity tool adds subtle definition to the details in your image. Use the Clarity tool 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 Edit mode, in the Detail group, select **Clarity**.

   You can also access the Clarity tool from the Filter drop-down menu or Filter toolbar.

2. Drag the **Strength** slider to the right for greater clarity, or to the left for reverse clarity.
3. Do one of the following:
   - Click **Done** to accept your changes and close the panel.
   - Click **Cancel** to discard your changes and close the panel.

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

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

You can use the **Edit Brush** to paint this effect onto specific areas of your image.

You can use the **Gradient** tool to transition this effect across specific areas of your image.

You can use the **Radial Gradient** tool to apply effects around, or directly to, a center point.

Using People Mode

People mode is a dedicated space for managing all images of people.

People mode can be accessed by selecting the **People** mode icon in the mode bar, or by selecting **Tools | Manage People...** from the **Manage** mode main menu.

There are three views in **People** mode:

- Named,
- Unnamed, and
- Person.

The **Named** and **Unnamed** views can be accessed from the **Named** and **Unnamed** buttons directly above the results grid in the button bar. To access the **Person** view, double-click a person's facial image in **Named** view only.

In all views, select faces by clicking the face, or multi-select with **Ctrl + click**, **Shift + click**.

For both the **Unnamed** and **Person** views, toggle the **Show Face Thumbnails** icon and the **Source Image Thumbnails** icon to view the face thumbnail or the entire source image.

Named View

The **Named** view in **People** mode is populated with images of all the people that have been assigned a name in the ACDSee photo database. Images of identified people can be merged (for people with many like-sounding names such as "Rob", "Robby", "Bobby"), renamed, or removed. Double-clicking a person opens that person's **Person** view where all of the person's assigned faces reside and AI-prepared suggestions can be confirmed or denied.

Unnamed View

The **Unnamed** view in **People** mode is populated with faces that haven't been assigned a name.

The **Unnamed** view can be filtered between **Grouped** and **Ungrouped** faces by toggling the drop down list located at the far right of the button bar above the facial images.

In **Grouped**, the view is split between a top pane displaying groups, and a bottom pane which displays the faces associated with the selected group(s).**Grouped** faces are similar enough in structure that the AI in **People** mode suggests that they should be grouped together.

In **Ungrouped**, the view displays a flat grid of all of the unnamed faces in the database. **Ungrouped** images are all of the single facial images without AI-generated groups applied.

The **Unnamed** view is used to manage the unnamed faces by assigning them to a name, or deleting the face.

Person View

In **People** mode, the **Person** view is a display of all faces associated with one person.

The **Person** view is comprised of two separate areas:

- The **Assigned Faces** pane, a collection of facial images previously assigned with the person's name, and
- The **Suggested Faces** pane, a collection of faces that AI considers a possible match with the person.

Person view can only be accessed from the **Named** view.

Folders Pane

The **Folders** pane is used for filtering results by folder. Click to select a single folder, or multi-select with **Ctrl + click**, **Shift + click**, or by clicking the Easy-Select arrows to the left of the folder names.

The **Folders** pane is located to the left of the results grid and has two views:

- Tree view, for an expanded view of folders visited in **Manage** mode that contain faces, and
- List view, for a flat list of folders containing faces.

Use the View button to the right of the **Folders** label to toggle between the Tree view and the List view.

Use the Folders Refresh icon below the **Folders** label to clear the current folder selection.

See also:

- People Mode Named View
- People Mode Unnamed View
- People Mode Person View

Named View

The **Named** view in **People** mode is populated with images of all the people that have been assigned a name in the ACDSee photo database. Images of identified people can be merged (for people with many like-sounding names such as "Rob", "Robby", "Bobby"), renamed, or removed. Double-clicking a person opens that person's **Person** view where all of the person's assigned faces reside and AI-prepared suggestions can be confirmed or denied.

To merge people:

1. In **People** mode, in the **Named** view, select more than one person.
2. Right-click one of the selected people.
3. From the context menu, select **Merge People**.
4. In the **Merge People** dialog, do one of the following two options:
    - Enter a new name in the **Enter or select a name** field, or
    - Select a name from the **Enter or select a name** drop down.
5. Click the **OK** button.

Merging can also be driven from the Edit menu.

To rename a person:

1. In **People** mode, in the **Named** view, select a person to rename.
2. Right-click the selected person.
3. From the context menu, select **Rename Person**.
4. Enter the person's new name in the highlighted bar beneath the person's image.
5. Press **Enter**.

Renaming can also be driven by clicking an associated name box beneath the image, or from the Edit menu.

To remove a person or persons:

1. In **People** mode, in the **Named** view, select a single person or people to remove.
2. Right-click the selected person(s).
3. From the context menu, select **Remove Person(s)**.
4. In the prompted dialog, click the **OK** button.

Removing can also be driven from the Edit menu.

See also:

- People Mode Unnamed View
- People Mode Person View
- Using People Mode

Unnamed View

The **Unnamed** view in **People** mode is populated with faces that haven't been assigned a name.

The **Unnamed** view can be filtered between **Grouped** and **Ungrouped** faces by toggling the drop down list located at the far right of the button bar above the facial images.

In **Grouped**, the view is split between a top pane displaying groups, and a bottom pane which displays the faces associated with the selected group(s).**Grouped** faces are similar enough in structure that the AI in **People** mode suggests that they should be grouped together.

In **Ungrouped**, the view displays a flat grid of all of the unnamed faces in the database. **Ungrouped** images are all of the single facial images without AI-generated groups applied.

The **Unnamed** view is used to manage the unnamed faces by assigning them to a name, or deleting the face.

To delete the face from the Unnamed view,

1. Select the face to be deleted.
2. Do one of the following:
    - Right-click the face and select Delete Face(s) from the context menu,
    - Select Edit | Delete Face(s) from the main menu, or
    - Press Delete.

To assign a name to an unnamed face using the name bar:

1. Click the bar beneath an unnamed face.
2. Enter a name.
3. Press **Enter**.

To assign a name to an unnamed face using the context menu:

1. Right-click an unnamed face.
2. Select **Name Face(s)...** from the context menu, or press **F2**,
3. Enter a name in the **Name** field.
4. Click **OK**.

Faces supplied with names automatically disappear from the **Unnamed** view and are populated into the **Named** view.

In **Grouped**, deleting or naming a group in the top pane will affect all of the faces in the group. Deleting or naming faces in the bottom pane will affect only those faces.

See also:

- People Mode Named View
- People Mode Person View
- Using People Mode

Person View

In **People** mode, the **Person** view is a display of all faces associated with one person.

The **Person** view is comprised of two separate areas:

- The **Assigned Faces** pane, a collection of facial images previously assigned with the person's name, and
- The **Suggested Faces** pane, a collection of faces that AI considers a possible match with the person.

Person view can only be accessed from the **Named** view.

Assigned Faces Pane

The **Assigned Faces** pane is populated with facial images previously assigned with the person's name. Each image in the **Assigned Faces** pane has a right-click context sensitive help menu detailed in the following table.

Assigned Faces Pane Context Menu Options

Menu Item	Shortcut	Description
Rename Face(s)...	**F2**	Opens the **Rename Face(s)** dialog where a new name can be entered. The facial image is automatically removed from the current **Person** view and placed in the **Named** view after a new name is applied.
Remove Face(s)...	**Delete**	Removes the name from the facial image and returns the image to the **Unnamed** view.
Delete Face(s)	**Shift + Delete**	Removes the association with a person and deletes the facial image from **People** mode.
Set as Profile		Sets the selected image as the profile image for the person.

The Suggested Faces Pane

The **Suggested Faces** pane is populated with faces that AI considers a possible match with the person.

When the AI in **People** mode considers unnamed facial images to be a possible match for a person, a face icon will appear in the lower left corner of a named face in **Named** view.

Each image in the **Suggested Faces** pane has a right-click context sensitive help menu detailed in the following table.

Suggested Faces Pane Context Menu Options

Menu Item	Shortcut	Description
Confirm Face(s)...	**Enter**	Confirms the AI-generated suggestion as belonging to the person. The green check mark icon located in the name bar beneath the facial image can also be used to confirm.
Deny Face(s)...	**Delete**	Removes the AI-generated suggestion from the facial image and returns the image to the **Unnamed** view. The red crossed out circle icon located in the name bar beneath the facial image can also be used to deny.
Rename Face(s)	**F2**	Opens the **Rename Face(s)** dialog where a new name can be entered. The facial image is automatically removed from the current **Person** view and placed in the **Named** view after a new name is applied.
Delete Face(s)	**Shift + Delete**	Removes the AI-generated suggestion from the facial image and deletes the facial image from **People** mode.

To confirm or deny all faces in the pane, click the Confirm All Suggestions icon or the Deny All Suggestions icon located at the far right of the **Suggested Faces** pane header bar.

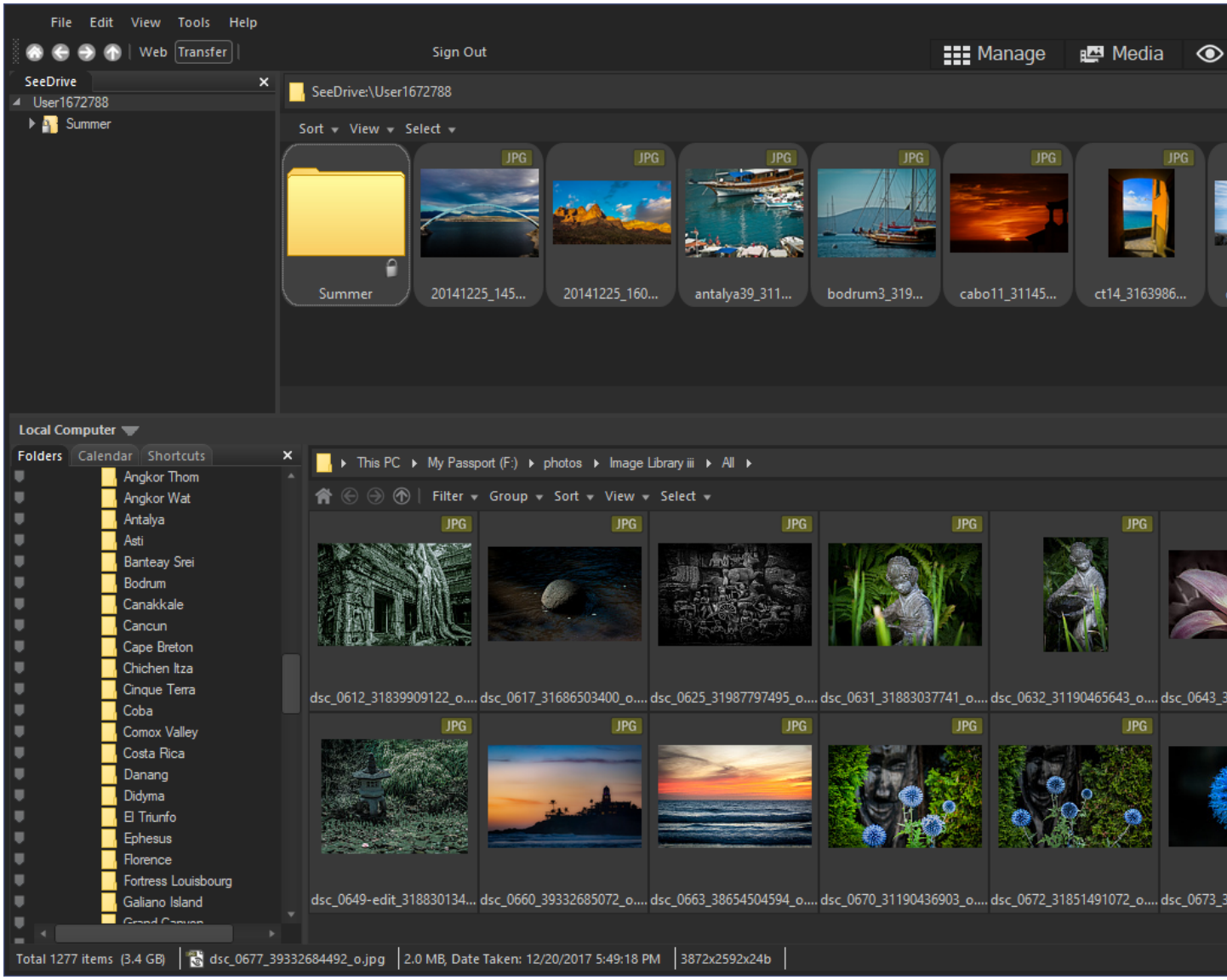
See also:

- People Mode Named View
- People Mode Unnamed View
- Using People Mode

Chapter 8: 365 Mode

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

You can use 365 mode to upload your images to 365.acdsee.com, an image sharing and storage service available to ACDSee users. With 365 mode and 365.acdsee.com, you can upload and browse through your online images without having to launch an Internet browser. You need to create a 365.acdsee.com account first, before uploading your photos.



With 365.acdsee.com, you can:

- Create Your 365.acdsee.com Account
- Upload Images
- Set Privacy Settings for Your Image Folders

Working in 365 Mode

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

You can use 365 mode to upload your images to 365.acdsee.com, an image sharing and storage service available to ACDSee users. With 365 mode and 365.acdsee.com, you can upload and browse through your online images without having to launch an Internet browser. Or you can access 365.acdsee.com at any time directly from an Internet browser.

365 Mode Has Two Parts: 365.acdsee.com and Transfer

To enable the 365.acdsee.com and Transfer tabs, you need to create a 365.acdsee.com account.

365.acdsee.com	Clicking the 365.acdsee.com tab takes you to 365.acdsee.com, where you can browse through images you have uploaded to your online account, see other users' images, or upgrade your membership level. 365.acdsee.com has the following menus: • **Manage**: organize your images into folders. • **Upload**: click Upload to switch to Transfer for uploading images. • **Profile**: modify your profile and set specific information to public or private. • **Support**: see the Help or FAQs for assistance with 365.acdsee.com.
Transfer	Transfer allows you to upload images to your 365.acdsee.com account. In Transfer, the screen splits into two. The bottom of the screen displays the available images in your computer, and the top of the screen displays your 365.acdsee.com account.

You cannot take an image from 365 mode and open it in Develop or Edit mode for editing. To edit an image, select an image in Manage or View mode and open it in Develop or Edit mode for processing.

Creating an ACDSee 365 Account

Before you can upload your images to 365.acdsee.com, you need to create an account.

To Create an ACDSee 365 Account:

1. Click the **365** tab to enter **ACDSee 365** mode.
2. Press the **Sign Up** button.
3. Enter your information into the fields and click **Create your account**.

If you already have an account, click the **Sign In** button.

Uploading Images to ACDSee 365

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

ACDSee 365, or 365.acdsee.com, is an image sharing and storage service for ACDSee users. Before you upload photos, you need to create a 365.acdsee.com account. There is no size limit for uploading images to your 365.acdsee.com account.

Depending on your ACDSee 365 account level, you can also upload videos.

To Upload Your Images:

1. In 365 mode, click **Sign In**.
2. Log in to your account.
3. Click **Upload** to switch to Transfer.

   Your screen splits in two, with the bottom part of the screen displaying images on your computer, and the top part of the screen representing your images online.
4. Use the drop-down list in the top right corner to select one of the following:
   - **Upload Original with associated data**: upload image in current file format, including any associated files such as those containing metadata. This option is the best for images you want to archive.
   - **Upload Original (as JPG)**: uploads image as a JPG in its original size.
   - **Upload 1920 x 1440 JPG**: converts the image to JPG and sets the size to 1920 x 1440. This option is the best for high quality JPGs.
   - **Upload 1024 x 768 JPG**: converts the image to JPG and sets the size to 1024 x 768. This option results in the fastest upload.
5. Do one of the following to select an image to upload:
   - Click and drag an image into the top part of the screen to upload it to your 365.acdsee.com account. To select multiple images, press the **Shift** or the **Ctrl** key and click on the images to

select them. You can also click and drag your cursor to select multiple images.

- Drag a folder of your images to the top part of the screen.
- Select images and click the up arrow icon beside Transfer Manager, or click Sync to Web to upload all the images in the Sync to Web folders.

When upload is complete, images are displayed in the order they were uploaded. Overlay icons indicate the file type and if the image has been developed or edited.

You can upload a folder with sub-folders. 365 mode respects folder hierarchy when uploading a folder to your 365.acdsee.com account.

Setting Folders to Sync to Web

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

You can set specific folders on your computer to upload all of their images to specific folders on 365.acdsee.com. As you add new images to the folder on your computer, you can quickly sync the corresponding folder on 365.acdsee.com by pressing the Sync to Web button. The sync works in one direction; images from your computer are uploaded to your 365.acdsee.com account.

To Set a Folder to Sync to Web:

1. In 365 mode, click **Sign in**.
2. Click the **Transfer** tab.
3. In the Folders pane in the bottom half of the screen, right-click a folder and select **Set as "Sync to Web" Folder** or click **Alt + A**.
4. In the Setup "Sync to Web" Folder dialog box, set the options as described below.
5. Click **OK**.

You can also set Sync to Web folders by clicking **File** | **Manage Sync to Web Folders**.

To Run Sync to Web:

1. In Transfer, on the right side along the screen split, click **Sync to Web**.
2. Click **OK**.

To Edit a Folder's Sync to Web Settings:

1. In Transfer, in the Folders pane in the bottom half of the screen, right-click a Sync to Web folder, and select **Edit "Sync to Web" Folder**.

2. In the Edit "Sync to Web" Folder dialog box, set the options as described below.
3. Click **OK**.

Sync to Web Folder Options

Upload Type	Use the drop-down list to select one of the following: • **Upload Original with associated data**: uploads images in their current file format, including any associated files such as those containing metadata. This option is the best for images you want to archive. • **Upload Original (as JPG)**: converts the image to JPEG in it's original size. • **Upload 1920 x 1440 JPG**: converts the image to JPEG and sets the resolution to 1920 x 1440. This option is the best for high quality JPEGs. • **Upload 1024 x 768 JPG**: converts the image to JPEG and sets the resolution to 1024 x 768. This option is the best for images you want to view on a Netbook, and results in the fastest upload.
Local Folder	Displays the path to the folder you selected. Click the browse button to select a different folder.
Online Folder	Enter a name for the online folder. By default this is set to the same name as the folder on your computer that you want to sync to Web.
Sync to Web right away	Check this box to upload the images in the selected folder immediately. If you do not check this checkbox, you can click Sync to Web to upload all the images in all the folders you have chosen to sync.

Creating Folders and Setting Privacy

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

In 365.acdsee.com and Transfer, you can create folders and make them private or public. When you make a folder public, anyone can find and see the images in that folder. You can also copy the URL for your public folders and share it with family and friends.

When you create a new folder, it is set to private by default.

To Create a Folder and Make it Private or Public in Transfer:

1. In 365 mode, click **Transfer**.
2. In the Folders pane on the top left, right-click your user name, and select **New Online Folder...**
3. In the New Online Folder dialog box, enter a name for the new folder.
4. Click **OK**.

By default the new folder is Private.

To change the folder to Public, right-click on the folder, and then click **Make Public**.

To Share the URL for a Public Folder:

1. In 365 mode, click **Transfer**.
2. In the Folders pane on the top left, right-click on a public folder.
3. Click **Copy URL**.
4. Paste the URL into an email, instant message, or other application to share it.

Right-click a public folder and select **Share folder** to share in an email, post on a social networking site, or to create a widget.

Changing the Rating System

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

Photos that you have rated in Manage mode are rated with a star rating system in 365 mode. You can select how to use stars to rate your photos.

To Change Your Rating System:

1. Click **Tools** and then select **Options**.
2. In the Options dialog box, select **ACDSee 365**.
3. In Ratings, select **Convert 'Rating 1' to 5 stars** or **Convert 'Rating 1' to 1 star**.
4. Click **OK**.

Downloading Images

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

365.acdsee.com is also a storage service for ACDSee users. You can download your images from your 365.acdsee.com account to your computer at any time.

To Download Your Images:

1. In 365 mode, click **Sign In**.
2. Log in to your account.
3. Click the **Transfer** tab.

   Your screen splits in two, with the bottom part of the screen displaying images on your computer, and the top part of the screen representing your images online.

4. In the top part of the screen, in the Folders pane in the top left, navigate through your 365.acdsee.com folders to the images you want to download.
5. In the bottom part of the screen, in the Local Computer pane, select a folder that you want to download your image to.
6. Do one of the following to select an image to download:
    - Click and drag an image into the bottom part of the screen to download it to your computer. To select multiple images, press the **Shift** or the **Ctrl** key and click on the images to select them. You can also click and drag your cursor to select multiple images.
    - Drag a folder of your images to the bottom part of the screen.
    - Select images and click the down arrow icon beside Transfer Manager.

Using the Transfer Manager

For help with 365.acdsee.com, click the **Web** tab, then click **Support**.

The Transfer Manager lets you monitor the progress of your uploads and downloads on your 365.acdsee.com account, and also lets you cancel or pause image transfers. The Transfer Manager has two tabs: Uploads and Downloads. These two tabs list images that are being uploaded, downloaded, paused, or canceled.

To Open the Transfer Manager:

Click **Tools** | **Transfer Manager**.

You can do the following in Transfer Manager:

	Cancel an upload or download.
	Retry the image upload or download.
	Pause an upload or a download.
	Continue the image upload or download.
	Selects all images in the list.
	Clear uploaded, downloaded or canceled images from the list.

Chapter 9: Dashboard Mode

Using Dashboard Mode

Dashboard mode is a quick and convenient way to browse your file, camera, and database statistics. Camera statistics are read from your images' metadata, and file information is analyzed from your ACDSee database. Therefore, it is important to catalog your files to get the most out of Dashboard mode.

Cataloging Files

To catalog, do one of the following:

- Go to **Tools** | **Database** | **Catalog**.
- Browse your folders in Manage mode.

Dashboard Mode

Dashboard mode contains the following tabs:

- **Overview tab**: the Overview tab summarizes the information found on the other tabs. It also displays a graph detailing your monthly or yearly photo counts. You can use the drop-down menu at the top of the tab to switch between viewing a range of months or a range of years. You can use the Prev and Next buttons to navigate backward or forward in time.
- **Database tab**: the Database tab displays data relating to your database, such as its location, size, backup information, a breakdown of your assets, and more.
- **Cameras tab**: the Cameras tab displays data relating to your camera usage, such as which cameras you use the most, your favorite ISO setting, and more.
- **Files tab**: the Files tab displays data relating to your image and video files, such as your most used bit depths, image resolutions, and more.

Chapter 10: PicaView

About ACDSee PicaView

ACDSee PicaView is a quick and easy file viewer "add-on" for Windows/File Explorer™ that saves you time by letting you preview files without having to open them in an application. If you right-click, you can view your image EXIF information or view your image files in various sizes — including RAW files. You can also view a preview of any other image file format supported by ACDSee. You can access the ACDSee PicaView preview by right-clicking a file in Windows/File Explorer™.

You can configure a variety of ACDSee PicaView's settings, including the size of the preview, what information displays, and more. Access these settings by clicking **ACDSee PicaView** | **Options...**, or through ACDSee, by going to **Tools** | **Options...** and navigating to ACDSee PicaView in the Options dialog's menu.

To Adjust the ACDSee PicaView Options:

1. Right-click a file in Windows/File Explorer™ to access the ACDSee PicaView preview.
2. At the top of the preview, click **ACDSee PicaView** | **Options...**
3. On the ACDSee PicaView Options dialog, set or change the options as described below.
4. Click **OK** to apply your changes.

ACDSee PicaView Options

Display Image

Check the **Display Image** checkbox to display a preview of the right-clicked file on the context menu.

Location	• **Add image to main menu**: when you right-click, displays preview in the main menu. • **Add image to sub-menu**: when you right-click, displays preview in a sub-menu, available by clicking the arrow next to **ACDSee PicaView**.
Size	Select the size of the preview that displays when you right-click.
Show Original	Select **Show Original** to display the pre-developed or pre-edited version of the image when you right-click.

Show EXIF Information

Check or uncheck the **Show EXIF Information** checkbox to display the right-clicked photo's EXIF information.

Using ACDSee Quick View

ACDSee Quick View is an image viewer that you can use to quickly view images without opening ACDSee. For example, imagine that you want to view an image that someone sent to you in an email. If you double-click the image it will open in Quick View, which is like a pared-down version of View mode in ACDSee.

With Quick View you can quickly scroll through your images, temporarily rotate images, and zoom in and out. If you are viewing a particularly appealing image in Quick View, you can also set the image as your desktop wallpaper or print the image.

You can easily switch from Quick View to ACDSee. You also have the option to open an image in Manage, View, Develop, or Edit mode.

If you are accustomed to using keyboard and mouse shortcuts in View mode you can use most of those shortcuts in Quick View as well.

To Open an Image in Quick View:

1. With ACDSee closed, double-click an image. For example, double-click the image in Windows Explorer or in an email message.
2. Use the viewing options described below to view the image.

ACDSee Quick View Viewing Options

	Previous	View the previous image.
	Next	View the next image.
	Rotate Left	Rotate the image to the left.
	Rotate Right	Rotate the image to the right.
	Zoom In	View the image at a higher magnification.
	Zoom Out	View the image at a lower magnification.
	Delete	Move the image to the computer's Recycle Bin.

You can close ACDSee by pressing **Esc**.

To Open the Image in ACDSee:

Click **Manage**, **Media**, **View**, **Develop**, or **Edit** mode.

To Set an Image as Your Desktop Wallpaper:

1. Click **Previous** or **Next** until the image that you want to make your desktop wallpaper displays in Quick View.
2. Click **Tools** | **Set Wallpaper** and select one of the following:
    - **Centered**: displays the image in the center of the desktop.
    - **Tiled**: displays the image in one or more tiles until the desktop is covered. If the image is small it may appear in several tiles on the desktop. If the image is large it may appear in only one or two tiles.
    - **Stretched**: stretches the image proportionally to fill as much of the desktop as possible.

To Restore Your System to the Default Desktop Wallpaper:

Click **Tools** | **Set Wallpaper** | **Restore**.

To Print the Image:

1. Click **File** | **Print**.
2. Under **Format**, choose a print size.
3. On the **Printer Options** tab, specify the printer you want to use, the paper size, the number of copies you want, the range of pages that you want to print, and image resolution.
4. On the **Page Settings** tab, specify the image position on the paper and the margin widths, and specify the number of prints of each photo.
5. Add captions, headers, or footers.
6. Click **Print**.

Using Windows Touch Gestures™ with Quick View

If you have a Windows Touch Gestures™-enabled device, you can use it with ACDSee Quick View for quick, easy viewing of photos.

To Use Windows Touch Gestures™ with Quick View:

Open an image in ACDSee Quick View.

- Swipe on the image to scroll through images one at a time.
- Hold and swipe slowly in one direction to go through all of the images in the folder.
- Hold down on an image, and then let go to achieve the same results as right-clicking with a mouse.
- Double-tap the image to launch it in ACDSee.
- Move two fingers apart to zoom in, and toward each other to zoom out.
- After zooming in, you can pan the image with your finger. To return, choose **View** | **Zoom** | **Fit Image**.

Chapter 11: Options and Configuration

Setting the General Options

You can adjust settings in the Options dialog box to display helpful tips, set the format for date displays, set automatic rotate options, and control the display of certain image types.

To Access the General Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **General**.
3. On the General page, set or change any of the options described below.
4. Click **OK** to apply your changes and return to ACDSee.

General Options

Enable gamma correction	Applies the specified amount of gamma correction when viewing or previewing images.
Automatically stretch wallpaper to fit screen	Stretches small images to fit the entire desktop when you set them as your wallpaper.
Disable image animation	Displays only the first frame of an animated image in Manage mode's Preview pane and in View mode.
Automatically rotate JPEG and TIFF images based on EXIF orientation	Automatically corrects the orientation of TIFF and JPEG images (based on their EXIF data) when displayed in ACDSee.
Status bar date	Specifies the date to display in the status bar for a selected file.
Date/Time output format	Select one of the following: • **Default system format**: uses the default system format when displaying the date and time in information overlays. • **Custom format**: uses the specified format to display the date and time in all information overlays. Select a format for both Date and Time from the drop-down lists.
Show icon in Taskbar Notification area	Displays the ACDSee icon in the Taskbar Notification area.
Show the Mode Switching icons	Displays the icons next to the names of each mode.
Enable OpenCL image processing	If your computer's video card driver supports it, you can check this checkbox to improve the speed of processing RAW files. You may wish to ensure that you have the latest video card driver in order to take advantage of this option.
RAW display	Select one of the following: • **Embedded preview**: use embedded JPEG. • **RAW decode**: perform high quality decode. See Viewing RAW Images for more information.

Setting the Auto Advance Options

You can control which applied metadata will trigger Auto Advance.

To Adjust the Auto Advance Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **General** | **Auto Advance**.
3. On the Auto Advance page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Auto Advance Options

Enable Auto Advance in	• **Manage Mode** • **View Mode**	Deselect to turn off Auto Advance in either Manage or View mode.
Auto Advance when applying/clearing	• **Tags** • **Ratings** • **Labels** • **Categories** • **Keywords**	Specifies which applied or removed metadata will trigger Auto Advance. Keywords and Categories are disabled by default.

Setting the Mode Configuration Options

You can control the appearance of the mode buttons to maximize viewing space.

To Set the Mode Button Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Mode Configuration**.
3. On the Mode Configuration page, hide modes by unchecking their corresponding checkboxes.

   You cannot hide Manage mode.

4. Use the modes' corresponding drop-down menus to set them to display icons and labels, labels only, or icons only.
5. Click **Condense the appearance of the mode buttons** to conserve space with smaller mode buttons.
6. Click **OK**.

Setting the Batch Operation Options

You can control which error logs appear for batch operations including batch rename, batch resize, and batch convert.

To Adjust the Batch Operation Options:

1. In any mode, click **Tools** | **Options...** or press **Alt + O**.
2. In the Options dialog box, click **General** | **Batch Operations**.

3. On the Batch Operations page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Batch Operations Options

Error logs	Check the box of the relevant error log you wish to hide.

Setting ACDSee as Your Default Photo Viewer

If you have Windows 10, you can use this process to make ACDSee your default photo viewer. When you open ACDSee for the second time, you will see a dialog window that asks if you want to make ACDSee your default photo viewer. Follow the prompts to change your default photo viewer. If you do not see this dialog, follow the instructions below.

To Make ACDSee Your Default Photo Viewer:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog, click **Default Photo Viewer**.
3. Select **Make Default...** to open your Default apps settings.
4. Click on the icon beneath Photo viewer and choose ACDSee from the list.
5. ACDSee is now your default photo viewer.

Setting the Manage Mode Options

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 any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Manage Mode**.
3. On the Manage mode page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Manage Mode Options

Default start folder

Remember from previous session	Opens Manage mode in the same folder that was open the last time you used ACDSee, and automatically applies any browsing criteria you were using.
Home folder	Always opens Manage mode to the specified Home folder. Click the **Browse** button to locate a starting folder on your hard drive.
Show warning if start folder does not exist	If you have enabled **Remember from previous session**, and that folder, or your Home folder, no longer exist, you will receive a warning.

Display theme

Specifies the color scheme to use in ACDSee.

Clear path history on exit

Clears the list of recently-accessed folders whenever you exit ACDSee.

Show full path in title bar

Displays the full path of an image in the ACDSee title bar.

Show database filename in title bar

Displays the name of the database that ACDSee is currently running in the title bar.

Folder Tree

Display Density	Sets how condensed the Folder tree appears.
Use plus signs to expand folder tree	Displays plus signs next to items on the Folder tree that can be expanded.

Error Reporting

Select this option if you do not want to see a system error report if there is an error in ACDSee.

Scanning Destination

Click the **Browse For Folder** button to specify the destination for your scanned images.

Setting the Quick Search Options

You can use the Quick Search options to refine your search.

To Set Quick Search Options:

1. In Manage mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Manage Mode** | **Quick Search**.
3. On the Quick Search page, set or change any of the Quick Search options described below.
4. Click **OK** to apply your changes and return to ACDSee.

Quick Search Options

Include file names	Searches for file and folder names that begin with the search term.
Include categories	Searches for categories that match the search term, and returns any files assigned to those categories. Subcategories are not included.
Include contents of folders	Searches for folder names that begin with the search term and returns the contents of those folders. Subfolders are not included.
Include people	Searches for people detected in images and named using Face Detection in View mode. You can further refine these search options on the Face Search page of the Options dialog.

Setting the Face Detection and Recognition Options

You can toggle Face Detection on and off, trigger Face Detection to rerun, or allow the ACDSee Indexer to undertake Face Detection while your computer is idle.

To Set the Face Detection Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Face Detection**.
3. On the Face Detection page, set or change the options as described below.
4. Click **OK**.

Face Detection Options

Face Detection	
Automatically detect faces in images	Toggle this option to turn on Face Detection. With this option enabled, Face Detection will run on files encountered during browsing in Manage mode. In View mode, Face Detection will run on the open image only. Once Face Detection has been run on an image, that information is stored in the database. Therefore, with this option disabled, previously detected faces will still display face outlines and names (if named) in View mode. You will also be able to search using the names you have assigned to faces.
Allow Face Detection to detect faces while your computer is idle using the ACDSee Indexer.	You can enable Face Detection to be undertaken by the ACDSee Indexer. The ACDSee Indexer will allow the Face Detection process to be done when your computer is idle and ACDSee is not running. This allows you to avoid having to browse all of your folders.
Rerun Face Detection	You can allow Face Detection to rerun if you suspect you have files that have been changed since the last time Face Detection was run on them. With this enabled, Face Detection will rerun next time you browse the changed files either in Manage or View mode.
Facial Recognition	
Enable Facial Recognition	Toggle this option to turn on Facial Recognition. With this option enabled, ACDSee will attempt to recognize individuals based on the faces you have named in previous images. Use the slider to set how similar two faces need to be in order for ACDSee to identify them as the same individual. **Moderate**: the default setting is optimized to name most faces without adding too many incorrect names. **Aggressive**: faces need to be less similar in order to be recognized. This option is useful if your photo collection consists of just a few people in a wide variety of poses, lighting, and film quality. You may experience more incorrect names. **Conservative**: faces need to be more similar in order to be recognized. This option is useful if your photo collection consists of a large number of different people, especially if those people are physically similar, such as close family members. You will experience fewer incorrect names, but may have to manually name

people more frequently.

All three settings can result in incorrect names, especially when Facial Recognition encounters a person for the first time. If you experience more incorrect names than you can reasonably correct by hand, disable Facial Recognition and manually name several faces for each person in your photo collection. Then, re-enable Facial Recognition, and, if necessary, rerun Facial Recognition on a selection of files, or your entire library.

Remove All Face Data

Removes all data related to Face Detection and Recognition from the database, including face outlines, names, and information relating to whether Face Detection has been run on files. This action will require ACDSee to restart.

Rerun Recognition

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

Setting the Face Search Options

You can adjust settings to determine the results of searches using assigned or suggested names.

To Set the Face Search Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Face Detection** | **Face Search**.
3. On the Face Search page, set or change the options as described below.
4. Click **OK**.

Face Search Options

Face Search	**Assigned names**: when you search using the Quick Search bar, the Search pane, or the People group in the Catalog pane, ACDSee will return photos with names assigned using Face Detection. **Suggested names**: when you search using the Quick Search bar, the Search pane, or the People group in the Catalog pane, ACDSee will return photos with names suggested by ACDSee, (but not confirmed by you). **Both assigned and suggested names**: when you search using the Quick Search bar, the Search pane, or the People group in the Catalog pane, ACDSee will return photos with both assigned and suggested names.

Setting the File List Pane Options

You can use the Options dialog box to set options for the File List pane to suit your preferences, such as grouping archive files with subfolders, or highlighting image types with different background colors. You can also customize your thumbnails, the file types ACDSee displays, and adjust how ACDSee handles files and thumbnails in the File List pane.

To Adjust the File List Pane Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **File List**.
3. On the File List page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

File List Options

File List	
Automatically select new files	Automatically selects new files when they are added to the folder displayed in the File List pane.
Group archives with folders	Treats archive files as folders when sorting items in the File List pane.
Use embedded thumbnails	Displays the RAW files embedded thumbnail if the RAW file has them.
Generate high quality thumbnails	Creates a high-quality thumbnail of the RAW file in the background while the embedded thumbnail is displayed, then replaces the poorer quality thumbnail once it is ready.
Show thumbnails on folders	Displays thumbnails of a folder's contents on the folder icon in the File List pane.
Remember each folder's sort settings	Select this option if you want ACDSee to remember the sort settings that you used in specific folders.
<Ctrl> key activates hot-tracking	Activates hot-tracking when holding the **Ctrl** key. Hot-tracking means that when you hold down **Ctrl** and hover over an image in Manage mode, the contents of the Preview and Properties panes will update, without you having to click on each individual image.
Use animations	Activates or deactivates animation for some features as they close or open. For example, group headers.
Configure Filters	
Show all files	Shows image files, folders, media files and archive files in the File List.
Apply filtering criteria	Shows any of the following that you select, and hides any that are not selected. • Show image files • Show folders • Show media files

	• Show archive files
Show hidden files and folders	Shows system and other files and that are normally hidden for safety.
Show THM files	Shows Canon THM files in the File Fist.
Show XMP files	Shows XMP sidecar files in the File List.
Highlight image files	
Don't highlight image files	Does not highlight image files in Details and Thumbs+Details views.
Use a single color to highlight image files	Uses a single color to highlight all image file types in Details and Thumbs+Details views.
Use multiple colors to highlight image files	Uses a different color to highlight each image type in Details and Thumbs+Details views.
Pop-ups	
Mouse cursor hover activates pop-ups	Activates or deactivates the animated pop-up preview that displays when you hover over thumbnails in the File List. Settings below allow you to include text and/or an image in the pop-up, or if you turn this option off, to activate the pop-up only when you hold down the Shift key.
<Shift> key activates pop-ups	Activates the pop-up only if you hold down the **Shift** key while hovering over a thumbnail in the File List. You can turn this option off if it interferes with Shift selection.
Auto hide pop-ups	Hides pop-ups after **5** seconds, even if you are still hovering over the image.
Show thumbnail in pop-ups	Shows a pop-up preview of images in the File List when you hover over them with a mouse.
Show information in pop-ups	Includes text file information in the mouse-over pop-up. You can select the information to display by clicking the **Configure file information...**button and selecting your desired pop-up information.

Configure file information	
Opens the Choose Pop-up Information dialog where you can select what information to display in the pop-up when you hover over a thumbnail in the File List. The default is file name, location, size, modified date, and image dimension, but you can select other ACDSee Metadata, EXIF, file, image, IPTC, or multimedia attributes.	
Show the Windows Explorer shell context menu as the default right-click menu	
Displays the default Windows Explorer context menu instead of the ACDSee context menu.	

Setting the Thumbnail Info Options

You can use the Options dialog box to change the information that displays with thumbnails of images in the File List pane. These options are set under **File List** | **Thumbnail Info**.

To Adjust the Thumbnail Info Options:

1. In Manage mode, click **Tools** | **Options...**
2. In the Options dialog box, click **File List** | **Thumbnail Info**.
3. On the Thumbnail Info page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Thumbnail Info Options

Information

File name	Displays the name of each file on the thumbnail in the File List pane.
Choose Thumbnail Info	Opens a dialog box where you can select the information to display on each thumbnail in the File List pane.
Choose Tiles Info	Opens a dialog box where you can select the information to display on each tile in Tiles view mode.
Show unrated, untagged, and unlabeled overlay icons on hover	Shows unrated, untagged, and unlabeled overlay icons when you hover over them.

Overlay icons

To view the overlay icons, go to Browsing Files in the File List Pane.

Rating	Displays a rating overlay icon on thumbnails if the file has been rated in the ACDSee database.
Embed Pending	Displays a database overlay icon on the thumbnails of files that have had metadata information added and stored in the ACDSee database, but have not yet been written to the files. This icon indicates that a file and the database are out of sync.
Icon	Displays a file format overlay icon on thumbnails in the File List pane.
Category	Displays a category overlay icon on thumbnails if the file has been categorized.
Collection	Displays a collection overlay icon on thumbnails if the file has been added to a collection.
Shortcut	Displays a shortcut overlay icon on thumbnails if the item is a shortcut to another file.
Offline	Displays an offline overlay icon on thumbnails if the file is stored on an offline device.
Excluded items	Displays an excluded file icon on thumbnails if the file is excluded from the ACDSee database.
Tagged items	Displays a tagging overlay icon on thumbnails. If the file is tagged, a checkmark displays in the icon.
Auto-rotate	Displays an auto-rotate overlay icon on thumbnails if the

	file was automatically rotated.
Edited	Displays an Edit overlay icon on thumbnails if the file has been edited.
Developed	Displays a Develop overlay icon on thumbnails if the file has been developed.
Geotagged	Displays a marker overlay icon on thumbnails if the file has been pinned on the map.
Label	Displays a color label overlay icon on thumbnails if the file has been labeled.
Snapshots	Displays a Snapshot overlay icon on thumbnails if the file has a Develop Snapshot attached to it.

Setting the Thumbnail Style Options

You can use the Options dialog box to change how the thumbnails of images display in the File List pane. These options are set under **File List** | **Thumbnail Style**.

To Adjust the Thumbnail Style Options:

1. In Manage mode, click **Tools** | **Options...**
2. In the Options dialog box, click **File List** | **Thumbnail Style**.
3. On the Thumbnail Style page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Thumbnail Style Options

Thumbnail frame	
Show drop shadow	Shows thumbnails with a 3D drop shadow.
Show slide background	Displays a shaded background behind the thumbnail and its information.
Folder style	
XP style folder	Displays folders as an XP-style image.
3D style folder	Displays folders as a 3D folder with transparency.
Thumbnail ratio	
Custom	Specifies a custom height-to-width ratio for the shape of the thumbnails in the File List pane. Drag the slider under the preview to set the ratio. The preview shows you the shape as you move the slider.
Portrait	Specifies a standard 3:4 portrait ratio for the shape of the thumbnails in the File List pane.
Landscape	Specifies a standard 4:3 landscape ratio for the shape of the thumbnails in the File List pane.
Thumbnail spacing	
Slider	Increases or decreases the space between each thumbnail.
High-quality scaling	
Uses high-quality thumbnail scaling in the File List pane.	

Setting the Details View Options

You can use the Options dialog box to change how thumbnails display in the File List pane.

To Adjust the Details View Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **File List** | **Details View**.
3. On the Details View page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Details View Options

Show grid lines	Separates each row and column in Details view mode with a grid line.
Full row select	Selects the entire row when you click a column entry in that row.
Column auto-width	Automatically resizes each column to fit its contents.
Highlight sort column	Highlights the column used to sort files when you click on the column's title.
Choose Details	Specifies the columns you want to use to sort files in Details view mode.

Setting the Preview Pane Options

You can specify how ACDSee displays previews of your images, and configure settings to play audio and video files automatically, as soon as you view them in the Preview pane.

To Set the Preview Options:

1. Do one of the following:
    - In Manage mode, click **Tools** | **Options** | **Preview...**
    - In Manage mode, right-click in the Preview pane and select **Preview Options**.
2. On the Preview options page, set or change the options as described below.
3. Click **OK** to apply your changes and return to ACDSee.

Preview Options

Delay	Specifies how quickly the Preview pane displays an image after you select it in the File List pane.
Size	Specifies the size of the previewed image in relation to the selected image.
Preview audio and video clips	Previews media files as you select them in the File List pane.
Autoplay audio and video clips	Automatically starts playing audio and video files in the Preview pane.
Instant image preview	Displays an instant preview that improves in quality as the image is decoded.
Image and Information	Select one of the following: • **Show image**: displays a preview of the selected image in the Preview pane. • **Show information**: displays information about the selected image in the Preview pane. • **Show histogram**: displays a histogram for the selected image.
Choose Preview Info	Specifies the type of information you want to display in the Preview pane. For more information, see Previewing Images.

Setting the Folders Pane Options

You can customize the Folders pane by showing or hiding the Easy-Select bar, displaying archives, and identifying excluded folders.

To Customize the Folders Pane:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Folders**.
3. On the Folders page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Folders Pane Options

Easy-Select	
Show Easy-Select	Displays the Easy-Select bar in the Folders pane, which you can use to select multiple folders.
Enable Easy-Select tooltip	Displays a tool-tip when you place your cursor over the Easy-Select bar.
Folder display	
Show archives in Folder Pane	Lists archive files in the Folders pane.
Confirm drag & drop move within folder views	Prompts you for confirmation of folder movements within the Folders pane.
Show overlay for excluded folders	Displays an overlay icon on folders that are excluded from the ACDSee database.

Setting the Catalog Pane Options

You can customize the Catalog pane to specify which confirmations you want to be prompted for while working with categories, and choose whether to show the Easy-Select bar.

To Set the Catalog Pane Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Catalog**.
3. On the Catalog page, set or change the options as described below.
4. Click **OK**.

Catalog Options

Category deletion	
Confirm if category has assigned files	Prompts you for confirmation when deleting a category with assigned files.
Confirm if category has sub-categories	Prompts you for confirmation when deleting a category containing sub-categories.
File removal	
Confirm file removal from category	Prompts you for confirmation when un-assigning files from a category.
Easy select	
Show Easy-Select	Displays an Easy-Select bar in the Catalog pane, which you can use to select multiple categories, special items, and ratings.
Enable Easy-Select tooltip	Displays a tool-tip when you place your cursor over the Easy-Select bar.
Icons	
Show icons for categories, ratings, color labels, and special items	Displays icons so you can easily identify categories, ratings, color labels, and special items.
Enable setting categories, keywords, ratings, and color labels	Allows you to set categories, ratings, and color labels in the Catalog pane.

Setting the Calendar Pane Options

You can customize the ACDSee Calendar to start each week on a specific day, to use a 12 or 24-hour clock format, and to use one of four date types when sorting files.

To Set the Calendar Pane Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Calendar**.
3. On the Calendar page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Calendar Pane Options

Date types	
Database date	Sorts files in the Calendar pane based on the date stored in the ACDSee database.
Date taken	Sorts files in the Calendar pane based on the EXIF date of each item.
File modified date	Sorts files in the Calendar pane based on the last-modified date of each item.
File created date	Sorts files in the Calendar pane based on the date each file was created on your computer.
Filters	
Apply Advanced File List Filters (excluding folders)	Filters the items displayed in the Calendar pane based on the current File List pane filter settings.
Show image and media files only	Displays only image, audio, and video files in the Calendar pane.
Start of week	
Specifies the first day of each week in the Calendar pane.	
Clock formats	
12 hour	Uses a 12-hour clock in the Calendar pane.
24 hour	Uses a 24-hour clock in the Calendar pane.

Setting the CD/DVD Management Options

You can use the Options dialog box to set the preferred method for identifying Photo Discs.

To Change the Photo Disc Identification Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **CD/DVD Management**.
3. On the CD/DVD Management page, set or change any of the options described below.
4. Click **OK** to apply your changes and return to ACDSee.

CD/DVD Management Options

Photo Disc Identification	
Use disc volume label	Attempts to identify a Photo Disc by its volume label. This setting is recommended if you are working with multi-session Photo Discs.
Use disc serial number	Attempts to identify a Photo Disc by its serial number. This setting is preferred when working with single-session Photo Discs, or importing or converting Photo Discs from a previous version of ACDSee.

Setting the Properties Pane Options

You can use the Options dialog box to customize the information available on the Metadata tab in the Properties pane.

To Customize the Metadata Tab in the Properties Pane:

1. In Manage mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Properties Pane**.
3. On the Properties Pane page, hide the Tagged, Rating, and Color Labels, by unchecking the corresponding checkbox.
4. Hide the Categories by unchecking the checkbox.
5. Click **Manage Metadata Views** to open the Choose Metadata to Display dialog box.
6. Click the plus signs to expand the tree and select your preferences.
7. Click **OK**.
8. Click **OK** to apply your changes and return to ACDSee.

You can also click the Metadata View drop-down list in the Properties pane Metadata tab and select **Manage Metadata Views**.

Setting the File Management Options

You can specify how ACDSee handles renaming and deleting files and folders, and whether ACDSee sends deleted files to the desktop Recycle Bin by default.

To Set the File Management Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **File Management**.

3. On the File Management page, set or change any of the options as described below.
4. Click **OK** to accept your changes and return to ACDSee.

File Management Options

Confirmations

You can use the following options to display confirmation dialogs upon folder or file deletion.

If you are running Windows 8 or up, your Windows settings will overtake or affirm ACDSee's. In order for the settings in this dialog to take effect, you must enable them in your Recycle Bin Properties settings.

- **Confirm folder delete**
- **Confirm file delete**

Overwriting duplicate files

Ask	Prompts you for confirmation when overwriting duplicate files.
Rename	Automatically resolves any naming conflicts when moving or copying files by renaming the source files. In the **Separator character** field, type a character to use to separate file names in the automatic renaming system.
Replace	Automatically overwrites files in the target folder without prompting for confirmation.
Skip	Does not move, copy, or overwrite any files that result in naming conflicts.

Save Originals

Saves a copy of the original file when it is edited using one of the batch editing tools. This makes it possible to restore the original file later. Turning this option off means that originals are not saved during batch editing, and so cannot be restored.

In Develop and Edit mode, a copy of the original file is always saved, whether or not this option is selected.

Other

Click to edit file name	Specifies that file names can be edited by clicking the file name in the File List pane.
Use Recycle Bin	Sends files to the Desktop Recycle Bin. If not selected, deleted files are permanently removed from your hard drive.
Preserve database information when files are copied	Copies database information with files when you copy them to another location.

Control confirmations for folder delete, file delete, and read-only rename and delete actions in your operating system settings.

Setting the Color Management Options

The ACDSee color management options help reduce color matching problems between devices, such as your computer, your monitor, and printers. ACDSee automatically detects the color profile assigned to your monitor, (if setup correctly within your operating system). It is recommended that you regularly profile your monitor with color management hardware and software.

Before changing the color management settings, make sure you have accurate color profiles for each of the devices that you plan to use. You can obtain color profiles from device manufacturers if the profiles were not included in the device's software, or from the professional printers.

Color management can be a complex process. If you are not familiar with color management systems, it is recommended that you accept the default color management settings in ACDSee.

To Set the Color Management Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Color Management**.
3. On the Color Management page, set or change any of the options as described below.
4. Check the **Enable Color Management** checkbox.
5. Click **OK** to accept your changes and return to ACDSee.

Color Management Options

Enable	
Enable Color Management	Activates the color management system in ACDSee and the fields in this dialog box.
Apply to thumbnails	Activates color management for thumbnails.
Color Management Engine	Select from the drop-down list of color management engines.
Input	
Default Input Profile	Specifies the default color profile to use when the image is not tagged with an ICC profile.
Profile Details	Displays the details for all color profiles currently stored on your computer. Scroll down to find the profile for a specific color space, such as sRGB.
Soft Proofing	
Enable Soft Proofing	Allows you to choose from a selection of device profiles you want your monitor to simulate for proofing. You can choose your printer profile to be the emulated device and then preview what the output from your printer would look like on your monitor (soft proofing).
Emulated Device Profile	Choose the device to be emulated.
Rendering Intent	A strategy for handling situations where not all colors will fit in the output device's color space. Strategy options consist of: • **Perceptual**: remaps colors outside of the target color space by compressing all colors for the entire image. Colors may become less saturated as everything condenses towards neutral and away from the saturated colors at the edges of the target color space. • **Saturation**: preserves the saturation of colors, potentially at the cost of hue and lightness. This intent is most valuable for business applications, such as graphics, where images need to be vibrant and contrast distinctly from one another.

- **Relative Colorimetric**: maps all out-of-gamut colors to the closest in-gamut color. Colors that fall outside the range of what the output device can render are adjusted to the closest color the device is capable of displaying.
- **Absolute Colorimetric**: colors that fall outside the range of what the output device can render are adjusted to the closest color that can be rendered. However, the white point does not move, which may result in the distance of the colors to the white point changing.

In View, Develop, and Edit Mode, the shortcut **[** toggles Soft Proofing on and off.

Some Soft Proofing menu items are also available through View, Develop, and Edit Mode. Under **View** | **Soft Proofing**, select your Rendering Intent or whether to enable Soft Proofing.

Setting the Database Options

You can adjust settings in the Options dialog box to display reminders, control database information, and specify a location on your hard drive where you want to store your database files and cached thumbnails.

To Set the Database Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog, click **Database**.
3. On the Database page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Database Options

Database file

Displays the location on your hard drive where the ACDSee database is stored.

Display backup reminder

Automatically reminds you to back up your ACDSee database. Click the **Every** drop-down list and select how often you would like to be reminded.

Manage excluded folders

Opens the Excluded Folders List dialog box, where you can specify which folders you want to exclude from the ACDSee database.

Display embed ACDSee Metadata reminder

Displays a reminder to embed ACDSee Metadata. Click the **Every** drop-down list and select how often you would like to be reminded.

Set database date to EXIF date

Automatically adds the EXIF date to the ACDSee database when you catalog the contents of a folder.

Note: if the database date is changed, the Embed Pending icon does not show up.

Metadata

Import EXIF and IPTC metadata from cataloged files	Automatically imports EXIF and IPTC information into the ACDSee database whenever you catalog the contents of a folder. If this option is not selected, ACDSee does not import the EXIF and IPTC information, but does set aside space within the database records. To remove the empty records, be sure to optimize your database frequently.
Set "Embed Pending" when tagging files	Displays a database overlay icon on thumbnails if the file has been tagged, but this metadata has not yet been written to the file. This icon indicates that the file and the database are out of sync. When this option is disabled, tagged images will not show up under Embed Pending in the Special Items section of the Catalog pane.

IPTC conflicts

Show separator conflict dialog for IPTC keywords	Displays the IPTC Keywords dialog box when a separator conflict occurs. You can specify a method of handling conflicts within the dialog and select not to display it again. Select this option to change or adjust those settings the next time a separator conflict occurs.

Show separator conflict dialog for IPTC supplemental categories	Displays the IPTC Supplemental Categories dialog box when a separator conflict occurs. You can specify a method of handling conflicts within the dialog and elect not to display it again. Select this option to change or adjust those settings the next time a separator conflict occurs.

Setting the Media Mode Options

Select **Tools | Options...** from the main menu to open the **Options** dialog and select "Media Mode" from the left-hand list.

The options in the **Media Mode** pane include two field sets:

- Media, and
- Pop-ups.

Media Options

Show database orphan files	Enable to show database orphan files.
Browse to the first selected file when switching to Manage Mode	Enable to browse to the first selected file when switching to Manage Mode.

Pop-ups Options

Mouse cursor hover activates pop-ups	Enable to allow a mouse cursor hover to activate pop-ups.
<Shift> key activates pop-ups	Enable to allow the pressing of the **Shift** key to activate pop-ups.
Auto hide pop-ups	Enable to auto-hide pop-ups.
Show thumbnail in pop-ups	Enable to show thumbnail images of the original image in the pop-up.
Show information in pop-ups	Enable to show image-related information in the pop-up.
Configure Information...	If the **Show information in pop-ups** check box is enabled, click the **Configure information...** button to open the **Choose Pop-up Information** dialog. Available details can be added or removed from the list of currently displayed details which can also be moved up or down in the list.

Setting the View Mode Options

You can use the Options dialog box to adjust the behavior of View mode to suit your preferences, and increase the speed with which images are displayed.

To Set the View Mode Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **View Mode**.
3. On the View mode options page, set or change any of the View mode options described below.
4. Click **OK** to accept your changes and return to ACDSee.

View Mode Options

Decoding and caching	
Decode next image in advance	Automatically decodes the next image in sequence in View mode, resulting in shorter load times.
Keep previous image in memory	Keeps the previously decoded image in memory for quick display in View mode.
Startup files	
Replace images in list	Does not open a new View mode window if an image is opened from another application.
Images in new window	Opens a new View mode window to display images opened from another application.
Dropped files	
Replace images in list	Replaces the list of images open in View mode with images dropped into View mode from another application.
Add images to list	Adds any images dropped into View mode by another application to the list of images already open.
Always on top	
Keeps the ACDSee window as the top window in a stack of windows.	
Full-screen	
Opens images in View mode in full-screen mode. (Press **F** to exit full-screen mode.)	
Hide mouse cursor in full-screen	
Hides the cursor in full-screen mode.	
Instant image preview	
Displays an instant preview in View mode that improves in quality as the image is decoded.	
Use ACDSee Quick View	
If selected, ACDSee Quick View is set as the default viewer for images when ACDSee is closed.	
Show pixels when zoomed past 100%	

Resampling is not applied to images zoomed past 100%. When the box is unchecked, images zoomed past 100% are resampled to produce smooth transitions, but this may result in excessive blurring.
Always open in selected Auto Lens
On startup, opens images in the Auto Lens last selected prior to closing ACDSee.
Exit after delete/move
Automatically returns to Manage mode after moving or deleting an image in View mode.
View all images in folder
Adds all images in a folder to the current image list when viewing any file from that folder.
Show full image file path
Displays the image's full file path in View mode title and status bars.
Sharpen subsampled images
Automatically sharpens the view for images zoomed in at less than 100%.

Setting The People Mode Options

Select **Tools | Options...** from the main menu to open the **Options** dialog and select "People Mode" from the left-hand list.

The options in the **People Mode** pane include four field sets:

- Confirmation Prompts,
- Thumbnail Style,
- Folder Pane Style, and
- Unnamed View Style.

Confirmation Prompts Options

Do not prompt when confirming all suggestions	Enable to turn off prompts when confirming all suggestions.
Do not prompt when denying all suggestions	Enable to turn off prompts when denying all suggestions.
Do not prompt when deleting faces	Enable to turn off prompts when deleting faces.

Thumbnail Style Options

Face Thumbnail	Enable to use thumbnails featuring the person's face.
Asset Thumbnail	Enable to use thumbnails featuring the entirety of the asset's original dimensions.

Folder Pane Style Options

List	Enable to use the List view as the default for the **Folders** pane.
Tree	Enable to use the Tree view as the default for the **Folders** pane.

Unnamed Style Options

Ungrouped	Enable to use the **Ungrouped** category as a default for sorting the **Unnamed** view results.
Grouped	Enable to use the **Grouped** category as a default for sorting the **Unnamed** view results.

Setting the Display Options

You can use the Options dialog box to change the window background and specify how images are zoomed.

To Set the Display Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Display**.
3. On the Display options page, set or change the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

Display Options

Zoom options	
Default zoom mode	Specifies the default zoom level for images in View mode.
Reset zoom mode to default on every image change	Resets the zoom mode to the selected default when the displayed image changes.
Resize	Resizes the image based on the selected option. For more information about how these choices affect the Viewer, see Automatically shrinking or enlarging images.
Pan tool	
Enable click-zooming	Deselect to turn off the one click image toggle between Default view and Actual Size view.
Pan speed	
Slow - Fast	Specifies the speed when panning an image.
Background	
Default color	Uses the default ACDSee color for the background in View, Develop and Edit mode.
Custom color	Specifies a color to use as the background in View, Develop, and Edit mode.
Tiled image	Uses a tiled image as the background in View, Develop, and Edit mode. Click **Browse** to locate an image on your hard drive.

The background color and tiled image options do not affect full screen mode.

To change the background color in ACDSee Quick View, open an image in Quick View, and then click **Tools** | **Options**.

Setting Develop and Edit Mode Options

You can use the Options dialog box to set options for Develop and Edit mode.

To Set Develop and Edit Mode Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Develop Mode** or **Edit Mode**.
3. Set the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

Develop and Edit Mode Options

Edit

Show icons on filter menu pane	Displays icons next to the tools in Edit.
AutoSave all changes	Toggles AutoSave on and off. AutoSave saves your changes in Edit mode automatically, without prompting the Save Changes dialog. AutoSave is not available for RAW images.
GPU selection	In order to ensure optimum performance, parts of Edit mode run off of your GPU. ACDSee automatically chooses the best GPU in your system. This option—**Let ACDSee Photo Studio decide**—is enabled by default. When **Let ACDSee Photo Studio decide** is enabled, GPU model text displays next to the option, specifying whether Edit mode is running off of your primary GPU or another, more superior GPU that ACDSee has detected. In most cases, the GPU detected and identified as the best by ACDSee will be one and the same: your primary GPU. • **Use primary**: you can enable this option if you prefer to use your primary GPU over the GPU ACDSee has chosen. • **Let ACDSee Photo Studio decide**: select this option to enable using the superior GPU found by ACDSee.
Recorded Actions Folder	Displays the path of the location where your action scripts (your recordings) are stored on your hard drive. Click the **Browse** button to specify a new location on your hard drive.
Adobe® Photoshop® Plug-in Paths	Displays the paths of the hard drive locations of your Photoshop® plug-ins. This will tell ACDSee where to find your plug-in. Ideally, you will direct the path to the location where your Photoshop® plug-ins are already stored. To change or add a location, press **Add**, then browse to the location, select it and press **Select Folder**. You will not be able to change the plug-in paths while multiple ACDSee windows are open. To remove a location, select it and press **Remove**. To move your plug-ins to a listed location, select the location and press **Open Folder**. You can then drag your plug-ins into the folder.

Develop

Enable fast image switching for RAW files in Develop	Enables fast image switching for RAW and other non-encodable files in Develop so that when you switch to the next image you do not have to wait for the processing to be finished. The processing is done as a background task when you exit Develop, so that you can process images more quickly. If you deselect this option, non-encodable images are processed one at a time and you can immediately see the results of your processing, but you have to wait for the image processing each time you switch to another image.
AutoSave save all Develop Mode adjustments	Enables the automatic saving of images in Develop so when you switch to the next image you are not prompted to save changes to the current image. This lets you quickly develop a number of images, saving your changes automatically. If you deselect this option, each time you switch to a new image you are prompted to save changes to the current image—you choose to save your changes to current file, save a copy of the image, or discard your changes. AutoSave is not available for RAW images.
Enable Develop Tools pane undo and redo buttons	Enables the undo and redo buttons at the top of the Develop Tools pane, particularly useful if the History pane is closed or hidden.

Setting the ACDSee 365 Options

You can use the Options dialog box to set options for ACDSee 365, such as the temporary folder location and what to do with uploads and downloads when you close ACDSee.

To Set the ACDSee 365 Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **ACDSee 365**.
3. On the ACDSee 365 page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to ACDSee.

ACDSee 365 Options

Folder locations	
Temporary folder	Click the **Browse** button to change the folder where ACDSee temporarily keeps files during uploads and downloads.
Uploads/Downloads	
On shutdown, always pause all transfers	Pauses all transfers when you close ACDSee.
On startup, always automatically resume all paused transfers	Resumes all transfers when you reopen ACDSee.
Number of concurrent uploads (1-10)	Select the number of files to be uploaded at the same time.
Number of concurrent downloads (1-10)	Select the number of files to be downloaded at the same time.
Ratings	
Convert 'Rating 1' to 5 stars	Converts a numeric rating of 1 to five stars.
Convert 'Rating 1' to 1 star	Converts a numeric rating of 1 to one star.

Setting the ACDSee Showroom Options

You can customize the ACDSee Showroom desktop slideshow in a number of ways, including changing the slide duration, order, and transition or changing the frame opacity, size, and frame style.

To Customize the ACDSee Showroom Desktop Slideshow:

1. Start ACDSee Showroom by doing one of the following:
    - In any mode, click **Tools** | **Create** | **ACDSee Showroom**.
    - Click **Start** | **Programs** | **ACD Systems** | **ACDSee Showroom**.
2. Right-click anywhere in the ACDSee Showroom window and select **Options**.
3. Set or change the options as described below.
4. Click **Set As Default** to use the currently selected options as the default for new Showroom windows.
5. Click **OK** to apply your changes.

ACDSee Showroom Options

Picture Folder	
Include subfolders	Select this option if you want to include photos from subfolders in the slideshow.
Skip hidden folders	Select this option to skip hidden folders such as the [Originals] folders that are created when you process images.
Slide	
Duration	Drag the slider to the left to decrease the display time for each photo and to the right to increase the display time for each photo.
Order	From the Order drop-down list select **Sequential** to display photos in order or **Random** to display photos randomly.
Transition	From the Transition drop-down list select **None** if you do not want any special transition effects, **Slide** if you want photos to enter the window from the right and exit to the left, and **Fade** if you want to reduce photo opacity during the transition from one photo to another.
Apply to all	Select **Apply to all** if you want to apply these changes to all slideshows.
Showroom Window	
Opacity	Drag the Opacity slider to the left to reduce the opacity of the Showroom window and to the right to increase opacity.
Size	From the Size drop-down list select either a **Small**, **Medium**, or **Large** Showroom window frame.
Frame	From the Frame drop-down list select a frame style.
Always on top	Select **Always on top** if you want the Showroom window to display on top of all other application windows.
Apply to all	Select **Apply to all** if you want to apply these changes to all Showroom windows.
Run at startup	
Select **Run at startup** if you want to start ACDSee Showroom automatically when you start your computer.	

Setting the ACDSee Quick View Options

You can customize ACDSee Quick View in a number of ways, including displaying Quick View on top of any open windows, displaying Quick view at full screen, or even changing the background color in the Quick View window.

To Customize ACDSee Quick View:

1. Double-click on an image. For example, double-click on the image in Windows Explorer or in an email message.
2. Click **Tools** | **Options...**
3. Set or change the options as described below.
4. Click **OK** to apply your changes.

ACDSee Quick View Options

Use ACDSee Quick View	
If selected, ACDSee Quick View is set as the default viewer for images when ACDSee is closed.	
Enable gamma correction	
Applies the specified amount of gamma correction when viewing images.	
Disable animation	
Displays only the first frame of an animated image.	
Always on top	
Keeps the Quick View window as the top window in a stack of windows.	
Full screen	
Opens images in the Quick View window in full screen mode.	
Hide mouse cursor in full screen	
Hides the cursor in full screen mode.	
Default zoom mode	
Fit image	Displays the image at the largest magnification that fits in the Quick View window. Images that are smaller than the Quick View window display at their original size.
Actual size	Displays the image at its actual size in the Quick View window.
Background	
Default color	Uses the ACDSee background color in Quick View.
Custom color	Specifies a color to use as the background in the Quick View window. Click the color swatch to select a different color.

Setting the Media Options

You can change what application handles your audio and video files when launched from ACDSee.

To Customize the Default Media Player for Files Launched from ACDSee:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **Media**.

3. To launch audio and video files in your system's default media player, check the **Use default media player to open audio and video files** checkbox.
4. Click **OK** to apply your changes.

Setting the ACDSee Indexer Options

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

To Customize the ACDSee Indexer:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog box, click **ACDSee Indexer**.
3. On the ACDSee Indexer page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

ACDSee Indexer Options

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	Deselect to index all file types supported by ACDSee.
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.
Include Microsoft OneDrive	Enables the indexing of your OneDrive folder.

Setting the ACDSee PicaView Options

You can use the Options dialog box to change your ACDSee PicaView settings, as well as toggling it on and off.

To Adjust the ACDSee PicaView Options:

1. In Manage mode, click **Tools** | **Options...**
2. In the Options dialog box, click **ACDSee PicaView**.

3. On the ACDSee PicaView page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

ACDSee Picaview Options

Enable ACDSee Picaview

This checkbox enables or disables ACDSee PicaView. When enabled, ACDSee PicaView appears when an ACDSee-supported file is right-clicked anywhere on your hard drive. You have the option of displaying a preview of the file or image, and its EXIF information, or one or the other.

Display Image

Check the **Display Image** checkbox to display a preview of the right-clicked file.

Location:	• **Add image to main menu**: when you right-click, displays image in the main menu. • **Add image to sub-menu**: when you right-click, displays image in a sub-menu, available by clicking the arrow next to **ACDSee PicaView**.
Size:	Select the size of the preview that displays when you right-click.
Show Original	Select **Show Original** to display the pre-developed or pre-edited version of the image when you right-click.

Show EXIF Information

Check or uncheck the **Show EXIF Information** checkbox to show or hide the right-clicked photo's EXIF information.

Setting the ACDSee Mobile Sync Options

You can use the Options dialog box to change your ACDSee Mobile Sync settings.

To Set the ACDSee Mobile Sync Options:

1. In any mode, click **Tools** | **Options...**
2. In the Options dialog, click **ACDSee Mobile Sync**.
3. On the ACDSee Mobile Sync page, set or change the options as described below.
4. Click **OK** to apply your changes and return to ACDSee.

ACDSee Mobile Sync Options

Root Folder	Click the **Browse For Folder** button to specify the destination for your sent images and videos.
Server Name	To customize the name of the target server (ACDSee on your PC), 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.

Using ACDSee on Multiple Monitors

If you are using a second monitor, you can view and adjust your images simultaneously using ACDSee. This allows you to streamline your workflow and reference the saved version of the image while adjusting it.

You can switch which screen displays ACDSee by clicking and dragging it to the second screen.

To Use ACDSee with Your Second Monitor:

Manage Mode

1. In Manage mode, select an image.
2. Click **View** | **Second Monitor**. Your image will open on your second monitor.

Toggle your image in and out of full-screen mode by double-clicking.

View Mode

1. Open an image in View mode.
2. Do one of the following:
    - Click **View** | **Second Monitor: File List**. A full-screen file list will open on your second monitor.
    - Click **View** | **Second Monitor: Image**. Your selected image will open on your second monitor.

Toggle the image or file list in and out of full-screen mode by double-clicking.

Develop and Edit Mode

1. With an image open in Develop or Edit mode, do one of the following:
    - Click **View** | **Second Monitor: Image**. The saved version of the selected image will open on your second monitor. This image does not represent a live preview of the changes that are being made to it in Develop or Edit mode. However, this allows you to compare the image to its original as you process it.
    - Click **View** | **Second Monitor: File List**. A full-screen file list will open on your second monitor.

Toggle the image or file list in and out of full-screen mode by double-clicking.

Creating Custom Workspaces

You can create and save custom Manage mode workspaces based on your preferences or the tasks you perform in ACDSee. For example, you could create and save an editing workspace, an organizing workspace, and a browsing workspace, each with its own panes and tools arranged for easy access.

To Create and Save a Custom Workspace:

1. Change the Manage mode workspace by displaying or hiding specific panes, moving and docking panes, stacking panes, or resizing panes.
2. When you are satisfied with the layout of the panes, click **View** | **Workspaces** | **Manage Workspaces...**.
3. In the Manage Workspaces dialog box, click **Save Workspace**.
4. Type a name for the workspace, and then click **OK**.
5. Click **OK** again.

To Load a Saved Workspace:

1. In Manage mode, click **View** | **Workspaces**.
2. Select the saved workspace.

To Restore the Default Workspace:

In Manage mode, click **View** | **Workspaces** | **Default Workspace**.

Auto-hiding Panes and Panels

You can use the **Auto Hide** button to automatically hide some panes and panels in ACDSee. When a pane is set to auto-hide, it rolls away when you click outside of it, leaving a tab displayed. You can access the pane by moving the cursor over the tab. When a pane or panel is floating, the auto-hide feature is not available. You cannot move the pane to a new location if it is set to auto-hide.

The Auto Hide button's appearance on the pane's title bar reflects its current setting:

	A horizontal pushpin indicates that the pane is set to automatically hide when you click outside of it.
	A vertical pushpin indicates that the pane is fixed and will remain visible even if you click outside of it.

To Set or Remove Auto-Hide:

Click the **Auto Hide** button on the title bar so that it displays a slanted or horizontal pushpin.

Using the Task Pane

The Task Pane displays groups of often-used tasks from the menus and toolbars based on your current location and selections in ACDSee. By default, the Task Pane opens on the right side of the Manage mode window.

To Open or Close the Task Pane:

In Manage mode, click **Panes** | **Task Pane**.

The menus in the Task Pane change depending on what area of the Manage mode window you are working in and what items you select. For example, if you select more than a folder in the File List pane, the Task Pane displays different menus than it does if you select a photo or media file.

The options on the Task Pane menus also change dynamically. For example, if you select multiple images in the File List, the options in the Fix and Enhance Photos menu change to list options that you can use with multiple images.

Customizing Toolbars

You can customize the appearance and organization of toolbars in Manage mode and View mode by selecting which toolbars to display, and specifying each toolbar's buttons or commands. You can also discard your changes and reset the toolbars to their default layout at any time.

Displaying and Hiding Toolbars

You can choose to display or hide the specific toolbars in Manage mode and View mode.

To Display or Hide a Toolbar:

- In Manage or View mode, click **View** | **Toolbars**, and then select the toolbar you want to display or hide.

Customizing Toolbar Contents

You can customize the following toolbars:

- In Manage mode: the Main toolbar and the File List toolbar.
- In View mode: the Bottom toolbar.

You can add, remove, and rearrange buttons on these toolbars. You can also display or hide text labels and tool tips for the buttons on these toolbars. All toolbar customization options are in the Customize dialog box.

To Display the Customize Dialog Box:

Do one of the following:

- In Manage mode, click **View** | **Toolbars** and then select **Customize**.
- In Manage mode, click the drop-down arrow, located to the right of the Main toolbar or File List toolbar, select **Add or Remove Buttons**, and then select **Customize**.
- In View mode, click the drop-down arrow, located to the right of the Bottom toolbar, select **Add or Remove Buttons**, and then select **Customize**.

To Add or Remove Toolbar Buttons:

In Manage Mode:

Main toolbar:

1. Click the drop-down arrow located on the right side of the Main toolbar.
2. Select **Add or Remove Buttons** | **Main Toolbar**, then select the name of the button you want to add or remove.

File List toolbar:

- With the Customize dialog box open, on the Commands tab, drag items from the Commands field to the toolbar to add buttons.
- To remove buttons, drag them from the toolbar to the Customize dialog box.

In View Mode:

Bottom toolbar:

1. Click the drop-down arrow, located to the right of the Bottom toolbar.
2. Select **Add or Remove Buttons** | **Bottom Toolbar**, then select the name of the button you want to add or remove.

To Rearrange Toolbar Buttons:

With the Customize dialog box open, drag buttons to your desired toolbar location.

To Display or Hide Text Labels Below Toolbar Buttons:

1. Display the Customize dialog box.
2. Click the **Toolbars** tab.
3. In Manage mode: select **File List Toolbar** or **Main Toolbar**.

   In View mode: select **Bottom Toolbar**.
4. Check the **Show text labels** checkbox to display text labels, or clear the **Show text labels** checkbox to hide text labels.
5. Click **Close**.

To Display or Hide Tool Tips for Toolbar Buttons:

1. Display the Customize dialog box.
2. Click the **Options** tab.
3. Select **Show ScreenTips on toolbars** to display tool-tips, or clear **Show ScreenTips on toolbars** to hide tool-tips. If you select this option, you can also select **Show shortcut keys in ScreenTips** to show keyboard shortcuts in the tool-tips.
4. Click **Close**.

Resetting Toolbars

You can discard all of your changes, and return the toolbars and buttons to their default states.

To Reset the Toolbars:

1. Display the Customize dialog box.
2. Click the **Toolbars** tab, and then click **Reset All**.
3. Click **Yes** to reset the toolbars.
4. Click **Close**.

Customizing Toolbar and Pane Locations

You can hide, resize, float, move, and dock most toolbars and panes to suit your preferences. To learn about all the ways you can customize your experience in Manage mode, see Using Manage Mode.

Hiding Panes

At the top right corner of Manage, View, Develop, and Edit mode, you can use the Hide/Unhide buttons to hide and reveal panes on the left, right, or bottom of the screen.

Hide/Unhide Left Panels	
Hide/Unhide Bottom Panels	
Hide/Unhide Right Panels	

Moving Panes and Toolbars in View, Develop, and Edit Mode

You can move a pane or toolbar from a docked or floating position to a new location.

Some toolbars do not activate the Docking Compass.

To Move a Pane or Toolbar:

1. Drag the pane or toolbar's title bar and hold your cursor over any of the arrows of the Docking Compass.
2. When the shaded marquee displays the position of the pane or toolbar you want, release the mouse button.
3. To return a pane to its previous location, double-click its title bar.

To Move a Docked or Floating Pane or Toolbar:

Do one of the following:

- Drag the pane or toolbar's tab to a new location.
- Drag the pane or toolbar's title bar to a new location.
- If you use dual monitors, you can move the panes and toolbars to your second monitor to free up space on your main monitor.

Docking Panes and Toolbars in View, Develop, and Edit Mode

When you select a pane or toolbar, the Docking Compass activates to help you place the pane precisely. The Docking Compass consists of an outer and inner ring of arrows. When you hold your cursor over any of the arrows, a shaded marquee displays the potential position of the pane.

Some toolbars do not activate the Docking Compass.

To Dock a Pane or Toolbar:

Drag the pane or toolbar's title bar or tab to activate the Docking Compass. To dock a pane around the outer edge of the window, hold your cursor over any of the outer arrows of the Docking Compass, and then release the mouse button.

Resizing Panes

You can resize all the panes and toolbars, whether they are docked or floating.

To Resize a Docked Pane:

1. Hold your cursor over the edge of the pane or toolbar until the cursor changes to arrows and lines.
2. Drag the edge of the pane or toolbar to the size you want.

To Resize a Floating Pane:

Hold your cursor over the edge or corner of the pane or toolbar and then drag the pane to the size you want.

You can enlarge the Filmstrip in View, Develop, and Edit mode to expedite browsing your folder. To resize the Filmstrip, drag one of its edges.

You can move the Drawing and Selections Toolbar, as well as the ACDSee Actions bar.

Creating a Custom Menu

You can create a new menu in Manage mode with custom commands for easy access. You can also customize the name and location of your new menu.

To Create a New Menu:

1. Do one of the following:
    - In Manage mode, click **View** | **Toolbars** and then select **Customize**.
    - In Manage mode, click the drop-down arrow located to the right of the Main toolbar or File List toolbar, select **Add or Remove Buttons**, and then select **Customize**.
2. In the Customize dialog, on the Commands tab, select **New Menu** from the Categories field.
3. In the Commands field, select **New Menu** and drag it to your desired toolbar location.

To Add Commands to a New Menu:

1. In the Customize dialog, on the Commands tab, select any option from the Categories field.
2. In the Commands field, select your command and drag it over to your new menu on the toolbar. The new menu will expand down. Drop the command on the menu.

To Delete a New Menu or Command:

The Customize dialog must be open to delete a new menu or command.

Right-click the new menu or command and choose **Delete** from the context menu.

To Name a New Menu:

The Customize dialog must be open to name a new menu.

1. Right-click the new menu and choose **Button Appearance...** from the context menu.
2. In the Button Appearance dialog, with **Text only** selected, enter a name in the Button text field.
3. Press **OK**.

Configuring External Editors

To open images in external editing applications from within ACDSee, configure ACDSee to work with a variety of image editors, such as ACDSee Luxea Video Editor, and specify which image editor ACDSee uses by default.

An external editor must be configured before it can be assigned a shortcut key or used as a button on the toolbar.

To configure an External Editor in ACDSee:

1. In **Manage** mode, select **Tools** | **External Editors** | **Configure Editors** from the main menu.
2. In the **Configure Photo Editors** dialog box, click the **Add...** button.
3. Browse to the hard drive folder containing an image editing application.
4. Select the executable file of the editing application. For example, ACDSee Luxea Video Editor.exe.
5. Click **Open**.
6. Enter an editor name in the **Name** field, then click **OK**.

To create a shortcut to the default External Editor:

1. Select **Tools** | **Customize Shortcuts...** from the main menu.
2. In the **Customize Shortcuts** dialog box, select "Tools" from the **Category** drop-down menu.
3. From the **Commands** menu, select **Default External Editor**.
4. Enter a shortcut key into the **Enter new shortcut key** field.
5. Click **Assign** and close the dialog box.

A new keyboard shortcut has been set for the default external editor.

To create a shortcut to an individual External Editor:

1. Select **Tools** | **Customize Shortcuts...** from the main menu.
2. In the **Customize Shortcuts** dialog box, select "External Editors" from the **Category** drop-down menu.
3. From the **Commands** menu, select the desired external editor.
4. Enter a shortcut key into the **Enter new shortcut key** field.
5. Click **Assign** and close the dialog box.

A new keyboard shortcut has been set for an individual external editor.

To add an External Editor to the FileList toolbar in Manage mode:

1. Click the **Toolbar Options** drop-down arrow, to the right of the **Editors** and **Actions** menu options, and select **Add or Remove Buttons** | **Customize**.
2. In the **Customize** dialog box, in the **Commands** tab, select "Tools" from the **Category** list.
3. Click and drag an External Editor from the list onto the FileList toolbar.
4. Close the dialog box.

An External Editor is added to the FileList toolbar.

To add an External Editor button to the toolbar in View mode:

1. Click the **Toolbar Options** drop-down arrow, to the right of the tools, and select **Add or Remove Buttons** | **Customize**.
2. In the **Customize** dialog box, in the **Commands** tab, select "Tools" from the **Category** list.
3. In the **Commands** list, select **Default External Editor**, and click and drag it onto the toolbar.
4. Close the dialog box.

The default External Editor is added to the toolbar.

To manage image editors:

1. In **Manage** mode, select **Tools | External Editors | Configure Editors** from the main menu.
2. In the **Configure Photo Editors** dialog box, in the **Editors** list, select an application to change.
3. Do any of the following:
    - To change the location of the executable file or the name of the application displayed in the Editors list, click **Edit**. Set the location and name of the application, and then click **OK**.
    - To set the application as the default external editor for ACDSee, click **Set As Default**.
    - To specify whether the application can handle multiple images at the same time, check or uncheck the checkbox in the **Supports Multiple Images** column.
    - To remove the application from the list, click **Remove**.

4. Click **OK** to accept your changes and return to ACDSee.

To open an image in an external image editor:

1. In **Manage** or **View** mode, select an image to open in an external editor.
2. Do one of the following:
    - Select **Tools** | **External Editors** | **Default External Editor** or the name of an editor.
    - Press **Ctrl + Alt + X** to open the image in the default external editor.

Customizing Keyboard Shortcuts

There are pre-defined keyboard shortcuts for commands that you use frequently. You can change pre-defined shortcuts, or create keyboard shortcuts for commands that do not currently have shortcuts. The options available in the Customize Shortcut dialog will be mode-specific, depending on which mode you opened the dialog from.

Keyboard shortcuts customized in one mode will not take effect in the other modes, even if the defined command name is the same.

If a shortcut is already assigned to a command, then assigning it to another command will unassign it from the original command.

To Customize Keyboard Shortcuts:

In Manage, View, Develop, and Edit mode:

1. Click **Tools** | **Customize Shortcuts...** or press **Ctrl + Shift + Alt + S**.
2. From the Category drop-down menu, select a category, such as File, Edit, or View. The commands available from that menu display in the Commands list box.
3. Select a command in the **Commands** list box.
    - If a keyboard shortcut has been defined for that command, it displays in the **Current Keys** box.
    - If a keyboard shortcut has not been defined for that command, the Current Keys box will be empty.

To remove an existing keyboard shortcut, select the keyboard shortcut in the Current Keys box, and then click **Remove**.

To Define a New Keyboard Shortcut:

1. Click in the **Enter a new shortcut key** text box.
2. Press the keys on your keyboard that you want to use for the keyboard shortcut.

The keys display in the Enter a new shortcut key text box. The Currently assigned to field will display the function your entered shortcut is assigned to, if applicable.

3. Click **Assign**.

   The new keyboard shortcut displays in the Current keys box.

4. Click **Close**.

To remove all custom keyboard shortcuts and restore the default keyboard shortcuts, click **Reset All**.

Changing the Display Theme

In ACDSee you can change the display theme to change the background color of the panes and toolbars.

To Change the Display Theme:

1. In Manage mode, click **Tools** | **Options**.
2. In the Options dialog box, click **Manage Mode**.
3. In the **Display theme** drop-down list, select a theme.
4. Click **OK** to apply your changes and return to ACDSee.

Setting JPEG Options

You can change the settings in the Options dialog box to control the quality of the JPEG image, encoding method, color subsampling method, and whether to update or create embedded thumbnails in the JPEG image.

JPEG Options

Image quality	Drag the slider to determine the quality of the JPEG image.
Encoding	• **Progressive**: select to enable progressive encoding. • **Optimize Huffman codes**: select to optimize Huffman codes to increase compression.
Color component sampling	• **2:1 Horizontal**: select to subsample color channels on the horizontal axis by a factor of 2:1. • **2:1 Vertical**: select to subsample color channels on the vertical axis by a factor of 2:1.
Embedded thumbnails	• **Only update existing thumbnails**: select to update any existing embedded thumbnails. • **Always add/update thumbnails**: select to update any existing embedded thumbnails, or create embedded thumbnails. • **Never add/update thumbnails**: select if you do not want to update any existing embedded thumbnails, or if you do not want to create embedded thumbnails. • **Generate DCF compatible thumbnails**: select to generate thumbnails that meet the Digital Camera Format (DCF) specification and are compatible with the thumbnail view on the LCD of a digital camera. This option forces a fixed resolution of 160 x 120 and pads any extra space with black.
Save these settings as the defaults	Select this option to use these JPEG settings by default for all JPEGs.

Chapter 12: Shortcuts

Manage Mode Keyboard Shortcuts

You can use the following keyboard shortcuts while working in Manage mode. There are also shortcuts that can be used specifically in the Calendar pane.

To print this page for easy reference, right-click and select **Print...**

	This Shortcut	Has This Result
	Alt + F4 **Ctrl + W**	Closes ACDSee.
	Ctrl + Shift + Alt + S	Opens the Customize Shortcuts dialog box, in which you can customize keyboard shortcuts.
	Alt + O	Opens the Options dialog box.
	F1	Opens the Help file.
	Enter	Opens the selected item in View mode.
	Delete	Deletes the selected items.
Using Manage Mode		

This Shortcut	Has This Result
\ (backslash)	Tags or untags the image.

	This Shortcut	Has This Result
	` (grave accent)	Toggles image audio on or off.

This Shortcut	Has This Result
Alt + 0 to 5	Assigns a color label to the currently selected item. Press **Alt + 0** to remove a color label.
Alt + C	Copies one or more selected files to a folder you specify.
Alt + Comma	Opens the previous tab in the Properties pane.
Alt + Period	Opens the next tab in the Properties pane.
Alt + Enter	Opens or closes the Properties pane.
Alt + G	Opens the Import dialog box.
Alt + I	Opens the Filters dialog box where you can specify the types of files displayed in the File List pane.
Alt + K	Places the cursor in the Keyword section of the IPTC group in the Metadata tab of the Properties pane.
Alt + M	Moves one or more selected files to a folder you specify.
Alt + Shift + F	Maximizes the File List pane.
F2	Renames one or more selected files.
Alt + W	Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.
Alt + X	Removes currently displayed item from the active Image Basket.
Backspace	Moves up one level in the current drive's folder structure.
Ctrl + 0 to 5	Assigns a rating to the currently selected item. Press **Ctrl + 0** to remove a rating.
Ctrl + \ (backslash)	Selects the tagged images.
Ctrl + A	Selects the entire contents of the current

This Shortcut	Has This Result
	folder.

This Shortcut	Has This Result
Ctrl + B	Adds the selected items to the active Image Basket.
Ctrl + D	Opens the current image in Develop mode.
Ctrl + E	Opens the currently selected image in Edit mode.
Ctrl + G	Generates a file listing as a text document.
Ctrl + I	Selects all images in the current folder.
Ctrl + Alt + D	Opens the Edit Caption dialog box.
Ctrl + K	Places the cursor in the Keywords field of the Organize tab in the Properties pane.
Ctrl + M	Opens the Manage Metadata Presets dialog box.
Ctrl + N	Creates a new folder in the File List pane.
Ctrl + O	Opens the Open Files dialog box, in which you can select one or more images to open in View mode.
Ctrl + P	Opens the currently selected image or images in the ACDSee Print utility.
Ctrl + Tab	Moves the focus of the Manage mode window between the currently displayed panes.
Ctrl + X	Cuts the currently selected items to the Clipboard.
Ctrl + C **Ctrl + Insert**	Copies the selected items to the Clipboard.
Ctrl + V **Shift + Insert**	Pastes the contents of the Clipboard.
Ctrl + F	Puts the focus in the Quick Search bar so that you can begin typing your search query.

	This Shortcut	Has This Result
	F5	Refreshes Manage mode.

This Shortcut	Has This Result
F3	Opens the Search pane.

	This Shortcut	Has This Result
	Ctrl + Alt + E	Opens the Export dialog box.

This Shortcut	Has This Result
F4	Displays the Contents bar drop-down list.

This Shortcut	Has This Result
F6	Changes the File List to Thumbs+Details view.
F7	Changes the File List to Filmstrip view.
F8	Changes the File List to Thumbnails view.
F9	Changes the File List to Tiles view.
F10	Changes the File List to Icons view.
F11	Changes the File List to List view.
F12	Changes the File List to Details view.
Shift + Delete	Removes the selected item from your hard drive.
Shift + F5	Refreshes the File List pane.
Shift + Tab	Moves the focus of the Manage mode window to the previous pane or tool in sequence.
Tab	Moves the focus of the Manage mode window to the next pane or tool in sequence.
Ctrl + Alt + R	Opens the selected images in the Compare Images viewer.
Ctrl + Alt + W	Sets the selected image as a stretched desktop wallpaper.
Ctrl + Alt + X	Opens the current image in the default external editor.
Ctrl + Right-Click	Opens Windows Explorer context menu.
Ctrl + Shift + 1	Opens or closes the Folders pane.
Ctrl + Shift + 2	Opens or closes the Catalog pane.
Ctrl + Shift + 3	Opens or closes the Search pane.
Ctrl + Shift + 4	Opens or closes the Calendar pane.

This Shortcut	Has This Result
Ctrl + Shift + 5	Shows or hides all Image Baskets.
Ctrl + Shift + 9	Creates a new Image Basket.
Ctrl + Shift + -	Deletes the active Image Basket.
Ctrl + Shift + A	Selects all files in the current folder.
Ctrl + Shift + B	Shows or hides the status bar.
Ctrl + Shift + C	Copies the currently selected image to the Clipboard.
Ctrl + Shift + D	Clears your current selection.
Ctrl + Shift + E	Opens the current file in the default system application or opens a dialog box where you can select an application.
Ctrl + Shift + F	Toggles the full-screen view for the File List pane.
Ctrl + Shift + I	Inverts your current selection.
Ctrl + Shift + L	Opens or closes the Selective Browsing panel.
Ctrl + Shift + M	Opens or closes the Map pane.
Ctrl + Shift + N	Opens a second instance of the ACDSee program.
Ctrl + Shift + O	Opens the file using the system application associated with its file extension.
Ctrl + Shift + T	Displays or hides the Manage mode Main toolbar.
Ctrl + Shift + Tab	Moves the focus of the Manage mode window between the currently displayed panes.
Ctrl + Shift + W	Sets the selected image as a tiled desktop wallpaper.
Ctrl + Shift + Alt + W	Sets the selected image as a centered desktop wallpaper.

	This Shortcut	Has This Result
Viewing		
	Alt + Left Arrow	Returns to the previous folder you browsed in the File List pane.
	Alt + Right Arrow	Returns to the folder you last moved back from in the File List pane.
	Ctrl + S	Creates a slideshow from the currently selected images.
	Ctrl + Shift + P	Opens or closes the Preview pane.
Batch Editing		
	Ctrl + R	Opens the Batch Resize Images dialog box.
	Ctrl + T	Opens the Batch Adjust Time Stamp dialog box.
	Ctrl + Alt + B	Opens the Batch Edit dialog box.
	Ctrl + Alt + F	Opens the Batch Convert File Format dialog box.
	Ctrl + J	Opens the Batch Rotate/Flip Images dialog box.
	Ctrl + L	Opens the Batch Adjust Exposure dialog box.
Mode Switching		
	Ctrl + F2	Switches to Media mode.
	Ctrl + F3	Opens the image in View mode.
	Ctrl + F4	Opens the image in Develop mode.
	Ctrl + F5	Opens the image in Edit mode.
	Ctrl + F6	Switches to People mode.
	Ctrl + F7	Switches to 365 mode.
	Ctrl + F8	Switches to Dashboard mode.

Manage Mode Mouse Shortcuts

You can use the following mouse shortcuts in Manage mode.

To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
Double-click	Opens the selected image in View mode.
Right-click	Opens the Manage mode context menu.
Shift + click	Selects a group of images.
Click + drag	Selects a group of images. Be sure to click on a blank area of the screen, not on an image or folder, before you drag, so you can draw a selection box around the group of images.
Ctrl + click	Selects images you click on.
Ctrl + right-click	Opens the Windows Explorer context menu.
Ctrl + Wheel up	Increases the magnification of the thumbnail (zooms in).
Ctrl + Wheel down	Decreases the magnification of the thumbnail (zooms out).

Calendar Pane Shortcuts

Once you are familiar with the basic calendar pane options, consider using the following shortcuts:

- Click the title bar on a year, month, or day table to display all available images for that year, month, or day.
- Right-click the title bar on a year, month, or day table to scroll through and select from adjacent years, months, or days.
- In Year view double-click any month to switch to Month view. Or, in Month view, double-click any date to switch to Day view.
- In Month view click the letter indicating a day of the week to display all available images for that day of the week. For example, click **F** to select all Fridays in that month.
- In Day view click **AM** or **PM** to select the first or second half of a day.
- In Event view press and hold the **Ctrl** key and click any month or day to display all available images for those months or days.
- Click on the title of any month calendar, to select all the photos in that month.

- Click the name of the week, to select all the photos in those weeks of the month.
- Drag and select any days in the calendar to select all the photos in those days.

Media Mode Keyboard Shortcuts

You can use the following keyboard shortcuts while working in Media mode.

To print this page for easy reference, right-click and select **Print...**

	Shortcut	Resulting Action
	Alt + F4 **Ctrl + W**	Closes ACDSee.
	Alt + O	Opens the Options dialog.
	Ctrl + P	Prints the selected image.
	Ctrl + L	Rotates the selected image left.
	Ctrl + R	Rotates the selected image right.
	F5	Refreshes.
	Ctrl + F	Show/Hide Folder pane.
	Ctrl + G	Show/Hide Group pane.
Mode Switching		
	Ctrl + F1	Switches to Manage mode.
	Ctrl + F3	Opens the currently selected image in View mode.
	Ctrl + F4	Opens the currently selected image in Develop mode.
	Ctrl + F5	Opens the currently selected image in Edit mode.
	Ctrl + F6	Switches to People mode.
	Ctrl + F7	Switches to 365 mode.
	Ctrl + F8	Switches to Dashboard mode.

View Mode Keyboard Shortcuts

You can use the following keyboard shortcuts while working in View mode.

To print this page for easy reference, right-click and select **Print...**

If you would like to define your own keyboard shortcuts, see Customizing Keyboard Shortcuts.

	Shortcut	Resulting Action
	Alt + F4 **Ctrl + W**	Closes ACDSee.
	` (grave accent)	Toggles the display of the full file path in the Status bar.
	Enter **Esc**	Switches to the previous mode.
	Shift + Esc	Minimizes ACDSee in View, Develop, and Edit mode.
	Ctrl + Shift + Alt + S	Opens the Customize Shortcuts dialog box, in which you can customize keyboard shortcuts.
	Alt + O	Opens the Options dialog box.
	F1	Opens the Help file.
File Menu		
	Ctrl + O **Insert**	Opens the Open files dialog box.
	Shift + F4	Closes the current item.
	Ctrl + Shift + F4	Closes all images.
	Ctrl + S	Opens the Save Image As dialog box, in which you can save your image with a different name or file format.
	Ctrl + Alt + E	Opens the Export dialog box.
	Shift + L	Opens the file using the system application associated with its file extension.
	Shift + E	Opens the current file in the default system application or opens a dialog box where you can select an application.
	Ctrl + P	Opens the current image in the ACDSee Print utility.
	Ctrl + Shift + P	Prints all currently selected images, or all images in the current folder.
	Alt + L	Opens the Flickr Uploader dialog box.
	Alt + U	Opens the SmugMug Uploader dialog box.
	Alt + Z	Opens the Zenfolio Uploader dialog box.

	Shortcut	Resulting Action
Customizing the Interface		
	Ctrl + Shift + H	Toggles the Histogram open and closed.
	Ctrl + Shift + A	Toggles the Actions pane open and closed.
	Ctrl + Shift + M	Toggles the Magnifying Glass pane open and closed.
	Ctrl + + (plus)	Zooms in on the Magnifying Glass pane.
	Ctrl + - (minus)	Zooms out on the Magnifying Glass pane.
	Ctrl + Shift + S	Toggles the Navigator open and closed.
	Alt + Enter	Toggles the Properties pane open and closed.
	Alt + ,	Switches to the tab to the left on the Properties pane.
	Alt + .	Switches to the tab to the right on the Properties pane.
	Ctrl + Shift + F	Toggles the Filmstrip open and closed.
	Ctrl + Shift + I	Toggles the Info palette open and closed.
	T **Ctrl + Shift + T**	Toggles the Toolbar open and closed.
	B **Ctrl + Shift + B**	Toggles the Status bar open and closed.
	Ctrl + Shift + V	Toggles the Page View panel open and closed for multi-page images.
Managing		

	Shortcut	Resulting Action
	Ctrl + X	Cuts the current item to the Clipboard.

Shortcut	Resulting Action
Ctrl + C	Copies the currently displayed file to the Clipboard.

	Shortcut	Resulting Action
	Ctrl + V	Pastes the contents of the Clipboard.

Shortcut	Resulting Action
Alt + C	Opens the Copy To Folder dialog box.

	Shortcut	Resulting Action
	Alt + M	Opens the Move To Folder dialog box.

Shortcut	Resulting Action
Delete	Deletes the selected image.

Shortcut	Resulting Action
F2 **Alt + R**	Opens the Rename File dialog box.
Ctrl + B	Adds the selected image to the active Image Basket.
Alt + X	Removes the selected image from the active Image Basket.
Alt + A	Opens the Add Shortcut dialog box.
Ctrl + Alt + D	Opens the Edit Caption dialog box.
\ (back slash)	Tags or untags the image.
Ctrl + M	Opens the Manage Metadata Presets dialog box.
Ctrl + 0	Clears the rating.
Ctrl + 1	Assigns a rating of 1.
Ctrl + 2	Assigns a rating of 2.
Ctrl + 3	Assigns a rating of 3.
Ctrl + 4	Assigns a rating of 4.
Ctrl + 5	Assigns a rating of 5.
Alt + 0	Clears the color label.
Alt + 1	Assigns a red color label.
Alt + 2	Assigns a yellow color label.
Alt + 3	Assigns a green color label.
Alt + 4	Assigns a blue color label.
Alt + 5	Assigns a purple color label.
Ctrl + K	Opens the Keywords section of the Properties pane.
Alt + K	Opens the Metadata tab of the Properties pane.
Ctrl + Shift + Alt + W	Sets the selected image as the desktop wallpaper, centered.
Ctrl + Shift + W	Sets the selected image as the desktop wallpaper, tiled.

	Shortcut	Resulting Action
	Ctrl + Alt + W	Sets the selected image as the desktop wallpaper, stretched.
	Alt + W	Restores your desktop wallpaper to the settings you were using before you applied an ACDSee wallpaper.
Viewing		
	Page Arrow Right **Page Down** **3 (numeric keypad)** **Spacebar**	Displays the next image.
	Page Arrow Left **Page Up** **9 (numeric keypad)** **Backspace**	Displays the previous image.
	End	Switches to the last image in the Filmstrip.
	Home	Switches to the first image in the Filmstrip.
	Ctrl + Right-click	Opens the Windows Explorer context menu.
	+ (plus)	Zooms in.
	- (minus)	Zooms out.
	Shift + Z	Zooms in to the area you select.
	/ (forward slash)	Zooms the image to its actual size.
	*** (numeric keypad asterisk)** **Shift + 8**	Fits the image to the viewing area.
	Alt + Page Arrow Right	Fits image width to the display area.

Shortcut	Resulting Action
Alt + Page Down	Fits image height to the display area.
**Alt + **	Toggles the zoom lock on and off.
L	Toggles the pan lock.
Z	Opens the Set Zoom Level dialog box.
Page Arrow Right	Pans right when zoomed into the image.
Page Arrow Left	Pans left when zoomed into the image.
Page Down	Pans down when zoomed into the image.
Page Up	Pans up when zoomed into the image.
F	Toggles full screen mode.
Ctrl + Page Arrow Right	Toggles the right pane open and closed.
Ctrl + Page Arrow Down	Toggles the bottom pane open and closed.
O	Displays saved version of the image.
E	Toggles the exposure warning on and off.
R	Toggles the RAW decode/embedded preview on and off.
Shift + F1	Activates the Hand tool after zooming in with the Zoom tool.
Shift + F2	Activates the Select tool.
Ctrl + Q	Clears the current selection.
Shift + F3	Activates the Zoom tool.
Shift + F	Activates the Face tool.
Shift + B	Toggles face outlines.
Ctrl + N	Opens the Face Detection pane and puts the cursor in the first name field.

	Shortcut	Resulting Action
	TAB	Moves the cursor between name fields on the image, as well as on the Face Detection pane.
	Ctrl + Shift + D	Toggles the Face Detection pane.
	Ctrl + F	Redetects faces.
	F5	Refreshes the View mode window and reloads the current image.
	Alt + F5	Toggles a full screen display of the image on your second screen open and closed.
	Alt + F6	Toggles a full screen display of the file list on your second screen open and closed.
	Ctrl + 6	Toggles the Light EQ button on and off.
	Alt + S	Automatically advances to the next image every 1 to 2 seconds.
	Ctrl + Alt + S	Launches the slideshow.
	Ctrl + A	Displays or hides headers and footers.
	Ctrl + Shift + Q	Opens the View Header/Footer dialog box, in which you can specify the text to display on your images in View mode.
	Alt + Ctrl + S	Starts or stops the slideshow.
	Shift + Page Arrow Down	Advances to the next page of a multi-page image.
	Shift + Page Arrow Up	Switches to the previous page of a multi-page image.
	Shift + Home	Switches to the first page of a multi-page image.
	Shift + End	Switches to the last page of a multi-page image.
Editing		
	Ctrl + Shift + Page Arrow Left	Rotates the current image 90° counterclockwise.
	Ctrl + Shift + Page Arrow Right	Rotates the current image 90° clockwise.

Shortcut	Resulting Action
Alt + E	Opens the image in the default editor.
Shift + R	Restores an edited image to the developed version (if the image was first developed, then edited).
Shift + O	Restores an edited image to the original version.
Shift + S	Commits the changes.
Shift + C	Opens the Copy settings dialog box for a developed image.
Shift + V	Pastes the copied develop settings to the image.
Ctrl + Alt + E	Opens the Export dialog box.
Ctrl + Alt + N	Opens the Batch Develop dialog box.
Ctrl + Alt + B	Opens the Batch Edit dialog box.
Ctrl + Alt + F	Opens the Batch Convert File Format dialog box.
Ctrl + J	Opens the Batch Rotate/Flip Images dialog box.
Ctrl + R	Opens the Batch Resize Images dialog box.
Ctrl + L	Opens the Batch Adjust Exposure dialog box.
Ctrl + T	Opens the Batch Adjust Time Stamp dialog box.
Ctrl + Alt + R	Opens the Batch Rename dialog box.
Ctrl + Shift + 1	Changes the image color depth to Black and White.
Ctrl + Shift + 2	Changes the image color depth to 16 grays.
Ctrl + Shift + 3	Changes the image color depth to 256 grays.
Ctrl + Shift + 4	Changes the image color depth to 16 colors.
Ctrl + Shift + 5	Changes the image color depth to 256 colors.
Ctrl + Shift + 6	Changes the image color depth to Hicolor.
Ctrl + Shift + 7	Changes the image color depth to Truecolor.
Ctrl + Shift + 8	Converts the image to a 16-bit grayscale palette.
Ctrl + Shift + 9	Converts the image to a 48-bit color palette.

	Shortcut	Resulting Action
Mode Switching		
	Ctrl + F1	Switches to Manage mode.
	Ctrl + F2	Switches to Media mode.
	Ctrl + F4	Opens the currently selected image in Develop mode.
	Ctrl + F5	Opens the currently selected image in Edit mode.
	Ctrl + F6	Switches to People mode.
	Ctrl + F7	Switches to 365 mode.
	Ctrl + F8	Switches to Dashboard mode.

View Mode Mouse Shortcuts

You can use the following mouse shortcuts while working in View mode.

To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
Double-click	Closes View mode and returns to the previous mode.
Right-click	Opens the View mode context menu.
Middle click	Toggles full screen mode (on 3-button mouse).
Wheel click	Toggles full screen mode.
Wheel up	Displays the previous item.
Wheel down	Displays the next item.
Ctrl + Right-click	Opens the Windows Explorer context menu.
Ctrl + Wheel up	Increases the magnification of the image (zooms in).
Ctrl + Wheel down	Decreases the magnification of the image (zooms out).
Shift + Wheel up	Displays the previous page of a multiple-page image.
Shift + Wheel down	Displays the next page of a multiple-page image.

Develop and Edit Mode Keyboard Shortcuts

Use the following keyboard shortcuts in Develop and Edit mode.

To print this page for easy reference, right-click and select **Print...**

If you would like to define your own keyboard shortcuts, see Customizing Keyboard Shortcuts.

Edit Mode Keyboard Shortcuts

	Shortcut	Resulting Action
	Alt + F4	Closes ACDSee in all modes.
	Shift + Esc	Minimizes ACDSee in View, Develop, and Edit mode.
	Ctrl + Shift + Alt + S	Opens the Customize Shortcuts dialog box, in which you can customize keyboard shortcuts.
	Alt + O	Opens the Options dialog box.
	F1	Opens the Help file.
	` (grave accent)	Toggles the display of the full file path in the Status bar.
File Menu		
	Page Arrow Right **Page Down** **3 (numeric keypad)**	Opens the next image.
	Page Arrow Left **Page Up** **9 (numeric keypad)**	Opens the previous image.
	Ctrl + S	Saves the image.
	Ctrl + Alt + S	Saves a copy.
	Ctrl + Alt + E	Opens the Export dialog.
	Ctrl + D	Switches to Develop mode.
	End	Switches to the last image in the Filmstrip.
	Home	Switches to the first image in the Filmstrip.
	Esc **Enter**	Switches to the previous mode.
Edit Menu		

	Shortcut	Resulting Action
	Ctrl + Y	Redo.
	Ctrl + Z	Undo.
	Ctrl + Shift + Z	Undo all.
	Ctrl + C	Copy.
	Ctrl + V	Paste.
	Delete	Delete.
Managing		

Shortcut	Resulting Action
Alt + 0	Clears the color label.
Alt + 1	Assigns a red color label.
Alt + 2	Assigns a yellow color label.
Alt + 3	Assigns a green color label.
Alt + 4	Assigns a blue color label.
Alt + 5	Assigns a purple color label.
Ctrl + 0	Clears the rating.
Ctrl + 1	Assigns a rating of 1.
Ctrl + 2	Assigns a rating of 2.
Ctrl + 3	Assigns a rating of 3.
Ctrl + 4	Assigns a rating of 4.
Ctrl + 5	Assigns a rating of 5.
Ctrl + K	Opens the Keywords section of the Properties pane.
Alt + K	Opens the Metadata tab of the Properties pane.
\ (back slash)	Tags the photo.
Ctrl + M	Opens the Manage Metadata Presets dialog box.
Ctrl + Alt + D	Opens the Edit Caption dialog box.

Viewing

Shortcut	Resulting Action
Ctrl + Page Arrow Right	Toggles the right pane open and closed.
Ctrl + Page Arrow Left	Toggles the left pane open and closed.
Ctrl + Page Arrow Down	Toggles the bottom pane open and closed.
/ (forward slash)	Zooms the image to its actual size.
Shift + 8 *** (numeric keypad asterisk)**	Fits the image to the viewing area.
+ (plus)	Zooms in.
- (minus)	Zoomed out.
F	Displays the image full screen.
'	Toggles Navigator open and closed when zoomed into the image.
[	Enables soft proofing.
Z	Displays saved version of the image.
Page Arrow Right	Pans right when zoomed into the image.
Page Arrow Left	Pans left when zoomed into the image.
Down Arrow	Pans down when zoomed into the image.
Up Arrow	Pans up when zoomed into the image.

Customizing the Interface

Shortcut	Resulting Action
F2	Toggles the Filter Menu open and closed.
F3	Toggles the Actions pane open and closed.
F4 **Alt + Enter**	Toggles the Properties pane open and closed.
F5	Toggles the Filmstrip open and closed.
F6	Toggles the Info palette open and closed.
F7 **Ctrl + Shift + H**	Toggles the Histogram open and closed.
F9	Toggles the Undo History pane open and closed.
F10	Toggles the Colors pane open and closed.
Alt + F1	Toggles the Toolbar open and closed.
Alt + F2	Toggles the Filters toolbar open and closed.
Alt + F3	Toggles the Actions toolbar open and closed.
Alt + F5	Toggles a full screen display of the image on your second screen open and closed.
Alt + F6	Toggles a full screen display of the file list on your second screen open and closed.

Selecting

	Shortcut	Resulting Action
	Alt + A	Selects all.
	Alt + D	Deselects.
	Alt + I	Inverts selection.
	Alt + Shift + S	Saves the selection.
	Ctrl + Alt + L	Creates a selection based on brightness in the image.
	Alt + Shift + L	Opens the Load Selection dialog box.
	Alt + Shift + M	Opens the Manage Selections dialog box
Filters		

Shortcut	Resulting Action
Y	Opens the Red Eye Reduction tool.

Shortcut	Resulting Action
Alt + P	Opens the Repair tool.

Shortcut	Resulting Action
K	Opens the Skin Tune tool.

Shortcut	Resulting Action
Alt + Y	Opens the Chromatic Aberration tool.

Shortcut	Resulting Action
X	Opens the Text tool.

Shortcut	Resulting Action
Alt + W	Opens the Watermark tool.

Shortcut	Resulting Action
Alt + B	Opens the Border tool.

Shortcut	Resulting Action
V	Opens the Vignette tool.

Shortcut	Resulting Action
Alt + S	Opens the Special Effects panel.

Shortcut	Resulting Action
T	Opens the Tilt-Shift tool.

Shortcut	Resulting Action
Alt + G	Opens the Grain tool.

Shortcut	Resulting Action
Alt + R	Opens the Rotate tool.

Shortcut	Resulting Action
Alt + F	Opens the Flip tool.
C	Opens the Crop tool.
P	Opens the Perspective Correction tool.
Alt + Z	Opens the Distortion Correction tool.
Alt + V	Opens the Lens Correction tool.
J	Opens the Resize tool.
Alt + L	Opens the Liquify tool.
Alt + X	Opens the Exposure tool.
L	Opens the Levels tool.
Alt + J	Opens the Auto Levels tool.
U	Opens the Tones Curves tool.
Q	Opens the Light EQ™ tool.
H	Opens the Dehaze tool.
D	Opens the Dodge and Burn tool.
A	Opens the White Balance tool.
O	Opens the Color EQ tool.
W	Opens the Convert to Black & White tool.
Alt + T	Opens the Split Tone tool.
Alt + M	Opens the Color LUTs tool.
Alt + N	Opens the Sharpen tool.
Alt + U	Opens the Blur tool.
N	Opens the Noise Reduction tool.
Alt + C	Opens the Clarity tool.
I	Opens the Detail Brush tool.

Working Inside Filters

	Shortcut	Resulting Action
	B	Toggles Brush controls open and closed.
	S	Toggles the brush stroke display when working inside a filter.
	G	Toggles Gradient controls open and closed.
	R	Toggles Radial Gradient controls open and closed.
	Spacebar	Switches to the Hand tool when working with the Brush or Gradients inside a filter.
	E	Toggles the exposure warning on and off in the Exposure tool.
Tools		
	Ctrl + Q	Activates the Hand tool.
	Ctrl + Shift + R	Activates the Rectangle tool.
	Ctrl + Shift + E	Activates the Elliptical tool.
	Ctrl + Shift + L	Activates the Line tool.
	Ctrl + A	Activates the Arrow tool.
	Ctrl + Shift + P	Activates the Polygon tool.
	Ctrl + Shift + B	Activates the Curve tool.
	B	Activates the Brush tool.
	Ctrl + F	Activates the Fill tool.
	Ctrl + G	Activates the Gradient tool.
	Ctrl + E	Activates the Smart Erase tool.
	Ctrl + Shift + I	Activates the Eyedropper tool.
Color Tools		

	Shortcut	Resulting Action
	Ctrl + [	Opens the Foreground Color dialog box.
	Ctrl +]	Opens the Background Color dialog box.
	Ctrl + X	Switches the foreground and background color.
Selection Tools		
	Ctrl + R	Activates the Rectangle Selection tool.
	Ctrl + I	Activates the Ellipse Selection tool.
	Ctrl + L	Activates the Lasso Selection tool.
	Ctrl + W	Activates the Magic Wand Selection tool.
	Ctrl + B	Activates the Brush Selection tool.
Actions		
	Ctrl + Shift + S	Stops recording.
	Alt + Shift + R	Starts recording.
Mode Switching		
	Ctrl + F1	Switches to Manage mode.
	Ctrl + F2	Switches to Media mode.
	Ctrl + F3	Opens the image in View mode.
	Ctrl + F4	Opens the image in Develop mode.
	Ctrl + F6	Switches to People mode.
	Ctrl + F7	Switches to 365 mode.
	Ctrl + F8	Switches to Dashboard mode.

Develop Mode Keyboard Shortcuts

	Shortcut	Resulting Action
	Alt + F4	Closes ACDSee in all modes.
	Shift + Esc	Minimizes ACDSee in all modes.
	Ctrl + Shift + Alt + S	Opens the Customize Shortcuts dialog box, in which you can customize keyboard shortcuts.
	Alt + O	Opens the Options dialog box.
	F1	Opens the Help file.
	`(grave accent)	Toggles the display of the full file path in the Status bar.
File Menu		
	Page Arrow Right **Page Down** **3 (numeric keypad)**	Displays the next image.
	Page Arrow Left **Page Up** **9 (numeric keypad)**	Displays the previous image.
	Ctrl + S	Saves the image.
	Ctrl + Alt + S	Saves a copy.
	Ctrl + Alt + E	Opens the Export dialog box.
	Ctrl + E	Switches to Edit mode.
	End	Switches to the last image in the Filmstrip.
	Home	Switches to the first image in the Filmstrip.
	Esc **Enter**	Switches to the previous mode.
Edit Menu		

	Shortcut	Resulting Action
	Ctrl + Y	Redo.
	Ctrl + Z	Undo.
	Ctrl + Alt + C	Opens the Copy settings dialog box.
	Ctrl + Alt + V	Pastes the copied settings.
	Delete	Delete.
Managing		
	Ctrl + B	Adds the selected image to the Image Basket.
	Alt + X	Removes the image from the Image Basket.
	Alt + 0	Clears the color label.
	Alt + 1	Assigns a red color label.
	Alt + 2	Assigns a yellow color label.
	Alt + 3	Assigns a green color label.
	Alt + 4	Assigns a blue color label.
	Alt + 5	Assigns a purple color label.
	Ctrl + 0	Clears the rating.
	Ctrl + 1	Assigns a rating of 1.
	Ctrl + 2	Assigns a rating of 2.
	Ctrl + 3	Assigns a rating of 3.
	Ctrl + 4	Assigns a rating of 4.
	Ctrl + 5	Assigns a rating of 5.
	Ctrl + K	Opens the Keywords section of the Properties pane.
	Alt + K	Opens the Metadata tab of the Properties pane.

	Shortcut	Resulting Action
	\ (back slash)	Tags or untags the photo.
	Ctrl + M	Opens the Manage Metadata Presets dialog box.
	Ctrl + Alt + D	Opens the Edit Caption dialog box.
Viewing		

Shortcut	Resulting Action
[	Enables soft proofing.

Shortcut	Resulting Action
Ctrl + Page Arrow Left	Toggles the left pane open and closed.
Ctrl + Page Arrow Down	Toggles the bottom pane open and closed.
/ (forward slash)	Zooms the image to its actual size.
Shift + NUM 8	Scrolls up when zoomed into the image.
Shift + 8	Fits the image to the viewing area.
Alt + Page Arrow Right	Fits image width to the display area.
Alt + Page Down	Fits image height to the display area.
+ (plus)	Zooms in.
- (minus)	Zoomed out.
F	Toggles full screen mode.
'	Toggles Navigator open and closed when zoomed into the image.
Z	Displays saved version of the image.
Page Arrow Right	Pans right when zoomed into the image.
Page Arrow Left	Pans left when zoomed into the image.
Down Arrow	Pans down when zoomed into the image.
Up Arrow	Pans up when zoomed into the image.
Alt + E	Expands all tool groups.
Alt + C	Collapses all tool groups.

Shortcut	Resulting Action
Alt + A	Toggles a setting wherein tool groups will close when others are opened to prevent the use of a scroll bar.
V	Toggles the Preview open and closed.
H	Toggles the Histogram open and closed.
Alt + Enter	Toggles the Properties pane open and closed.
Ctrl + Shift + F	Toggles the Filmstrip open and closed.
Ctrl + Shift + I	Toggles the Info palette open and closed.
Ctrl + Shift + T	Toggles the Develop tools open and closed.
P	Toggles the Snapshots pane open and closed.
Alt + F5	Toggles a full screen display of the image on your second screen open and closed.
Alt + F6	Toggles a full screen display of the file list on your second screen open and closed.
Ctrl + Shift + P	Opens the Develop Presets pane.
Ctrl + Shift + U **F9**	Opens the History pane.
Ctrl + Shift + H **F7** **H**	Opens the Histogram pane.

Mode Switching

	Shortcut	Resulting Action
	Ctrl + F3	Opens the image in View mode.
	Ctrl + E **Shift + E** **Ctrl + F5**	Opens the image in Edit mode.
	Ctrl + F1	Switches to Manage mode.
	Ctrl + F2	Switches to Media mode.
	Ctrl + F6	Switches to People mode.
	Ctrl + F7	Switches to 365 mode.
	Ctrl + F8	Switches to Dashboard mode.
Using Develop Mode		
	B	Toggles Brush controls open and closed.
	I	Inverts brush strokes.
	1	Selects the first brush
	2	Selects the second brush.
	3	Selects the third brush.
	4	Selects the fourth brush.
	5	Selects the fifth brush.
	6	Selects the sixth brush.
	7	Selects the seventh brush.
	Shift + 1	Enables the first brush.
	Shift + 2	Enables the second brush.
	Shift + 3	Enables the third brush.
	Shift + 4	Enables the fourth brush.
	Shift + 5	Enables the fifth brush.

Shortcut	Resulting Action
Shift + 6	Enables the sixth brush.
Shift + 7	Enables the seventh brush.
G	Toggles Gradient controls open and closed.
R	Toggles Radial Gradient controls open and closed.
Spacebar	Switches to the Hand tool when working with the Brush or Gradients while zoomed in. You can then use the Hand tool to pan the image.
E	Toggles the exposure warning on and off when using the Exposure tool.
Alt + I	Toggles the grid on and off when using the Crop tool.
C	Toggles the cropped image preview when using the Crop tool.
Ctrl + T	Switches to the Tune tab.
Ctrl + D	Switches to the Detail tab.
Ctrl + G	Switches to the Geometry tab.
Ctrl + R	Switches to the Repair tab.
Ctrl + P	Opens the New Snapshot dialog box.

Develop and Edit Mode Mouse Shortcuts

Use the following mouse shortcuts in Develop and Edit mode to make quick image adjustments.

To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
Shift + click	Turns off the auto-collapse feature in the pane as you open groups.
Shift + mouse wheel	Makes large adjustments to the sliders. If the scroll is active in the Develop pane, the wheel scrolls the pane.
Spacebar + click + drag	Scrolls the image by dragging the mouse. Use when you are using a tool in Develop, and have the image zoomed in.
Right-click	Resets any slider to its default value.
Mouse wheel over slider	Makes fine adjustments to a slider. Place your cursor over the slider and scroll up or down.
Mouse wheel over image	Adjusts brush size. Place your cursor over the image and scroll up or down to adjust nib width.
Shift + mouse wheel	Adjusts feathering. Place your cursor over the image and scroll up or down to adjust feathering.

365 Mode Keyboard Shortcuts

Use the following keyboard shortcuts in the Transfer mode.

To print this page for easy reference, right-click and select **Print...**

If you would like to define your own keyboard shortcuts, see Customizing Keyboard Shortcuts.

Shortcut	Resulting Action
Alt + A	Sets selected folder as an Upsync folder.
Alt + D	Downloads selected files and folders.
Alt + Enter	Displays Properties pane in the lower screen of Transfer mode.
Alt + Num +	Group forward files and folders in the lower screen of Transfer mode.
Alt + Num -	Group backward files and folders in the lower screen of Transfer mode.
Alt + O	Displays Options dialog.
Alt + U	Uploads selected files and folders.
Alt + Shift + U	Upsyncs all files.
**Ctrl + **	Selects tagged files.
Ctrl + A	Selects all files and folders.
Ctrl + F8	Changes the view in the upper screen in Transfer mode to thumbnail view of images in your account.
Ctrl + F12	Changes the view in the upper screen in Transfer mode to a detailed view of images in your account.
Ctrl + Shift + D	Clears image selection.
Ctrl + Shift + I	Inverts image selection.
Ctrl + Shift + 1	Displays Folders pane in the lower screen of Transfer mode.
Ctrl + Shift + 2	Displays Catalog pane in the lower screen of Transfer mode.
Ctrl + Shift + 3	Displays Search pane in the lower screen of Transfer mode.
Ctrl + Shift + 4	Displays Calendar pane in the lower screen of Transfer mode.
Ctrl + Shift + 5	Shows or hides all Image Baskets.
Ctrl + W	Closes ACDSee.
Delete	Deletes files or folders.
Enter	Opens the selected item in View mode.
F2	Renames files and folders.

Shortcut	Resulting Action
F5	Refreshes the view.
F6	Displays thumbnails and details of folders and files in the lower screen of Transfer mode.
F7	Displays filmstrip view of folders and files in the lower screen of Transfer mode.
F8	Displays thumbnails of folders and files in the lower screen of Transfer mode.
F9	Displays tile view of folders and files in the lower screen of Transfer mode.
F10	Displays icon view of folders and file types in the lower screen of Transfer mode.
F11	Displays a list of folder and file types in the lower screen of Transfer mode.
F12	Displays a detailed view of folders and files in the lower screen of Transfer mode.
Num +	Sort forward files and folders in the lower screen of Transfer mode.
Num -	Sort backward files and folders in the lower screen of Transfer mode.
Shift + Alt + A	Displays 365.acdsee.com mode.
Shift + Alt + C	Copies URL.
Shift + Alt + T	Displays Transfer mode.

365 Mode Mouse Shortcuts

Use the following mouse shortcuts in Transfer mode.

To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
Click + drag	Selects a group of images.
Ctrl + click	Selects images you click on.
Shift + click	Selects a group of images.

ACDSee PicaView Keyboard Shortcuts

You can use the following shortcut with ACDSee PicaView.

This Shortcut	Has This Result
Shift + right-click an image	• **If you have Display Image enabled**: the image will not display in the main context menu. • **If you have Display Image disabled**: the image will display in the main context menu.

Chapter 13: File Formats

Supported File Formats in ACDSee

Files that can be read by ACDSee:

ABR	Adobe™ brush format	
ACDC	ACDSee Ultimate ACDC Image	
AFPHOTO	Affinity	Thumbnails only
ANI	Windows animated cursor	Shows cursor animation
ARW	Sony RAW	
BMP	Windows Bitmap	Windows and OS/2;2/8/16/24/32 bpp; RLE and uncompressed
CNV	Canvas	Thumbnails only
CR2	Canon RAW CR2	
CR3	Canon RAW CR3	To see applicable cameras, please refer to the supported RAW format page on the ACDSee website.
cRAW	Sony cRAW	
CRW	Canon RAW CRW	
CUR	Windows cursor	
CVX	Canvas	Thumbnails only
DCR	Kodak RAW DCR	
DCX	Multi-page PCX	All sub-types and multiple pages supported
DNG	Digital Negative	An open-source archival format for RAW files
EMF	Enhanced Metafile Format	Win32 enhanced placeable metafiles
ERF	Epson RAW	
GIF	Graphics Interchange Format	Single page animated; 87a and 89a
GPR	GoPro RAW	
HDR	Creo RAW	
HEIF	High Efficiency Image File Format	Supports EXIF only. IPTC metadata is not supported for HEIC files
ICN	AT&T ICN	
ICO	Windows icon	Shows multiple resolutions as separate pages

JBR	Corel brush format	
JP2	JPEG2000	48-bit support
JPC	JPEG2000	48-bit support
JPG	JPEG JFIF	JFIF and Adobe CMYK
MRW	Konica Minolta RAW	
NEF	Nikon RAW	
ORF	Olympus RAW	
PBR	Corel PaintShop Pro brush format	Up to 3072×2048 resolution (16BASE)
PCX	ZSoft Publishers Paintbrush	All sub-types supported
PEF	Pentax RAW PEF, Samsung RAW	
PCT	Macintosh PICT	
PNG	Portable Network Graphics	All sub-types supported
PSD	Adobe PhotoShop Document	RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only
RAF	FujiFilm RAW	
RAW	Pentax RAW, Leica RAW, Contax RAW, Casio RAW, Panasonic RAW	
RWL	Leica RAW	
sRAW	Canon sRAW	
SRW	Samsung SRW	
SVG	Scalable Vector Graphics	Requires Windows 10 and the Creators' update.
TGA	Targa TGA	All sub-types supported
TIFF	Tag Image File Format	Bilevel / RGB / Paletted / CMYK / YCrCb / LOGL / LOGLUV; Uncompressed / PackBits / LZW / ThunderScan / SGILog / CCITT / ZIP / NEXT / New-JPEG (no v6.0 JPEG support) Support for multiple-page documents Kodak RAW TIFF, Canon RAW TIFF

WBMP	Wireless Bitmap	
WEBP	Google WebP Format	
WMF	Windows Metafile Format	Win 3.x placeable metafiles

Files that can be written by ACDSee:

ACDC	ACDSee Ultimate ACDC Image	Not supported on ACDSee Pro 9 and ACDSee 19
BMP	Windows Bitmap	Windows 1/8/24 bpp
GIF	Graphics Interchange Format	Non-interlaced GIF 89a only
GPR	GoPro RAW	
JP2	JPEG2000	
JPEG	JPEG JFIF	
PCX	ZSoft Publishers Paintbrush	8 and 24 bpp; RLE compressed
PNG	Portable Network Graphics	1/4/8 bpp colormapped; 24 bpp RGB
PSD	Adobe PhotoShop Document	RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only
WBMP	Wireless Bitmap	
WEBP	Google WebP Format	
TGA	Targa TGA	8 and 24 bpp. RLE and uncompressed top-down and bottom-up
TIFF	Tag Image File Format	1/8/24 bits per pixel, single-page; uncompressed, CCITT3, CCITT4, LZW, Deflate (ZIP), and JPEG compression; Adjustable DPI tags

Archive read support formats:

ARJ	ARJ archive	ARJ format
CAB	CAB archive	Microsoft CAB file format
GZ	GZ archive	Unix GZIP (GnuZIP)
RAR	RAR archive	RAR format (RAR5 is not supported)
TAR	TAR archive	Unix TAR format
TGZ	TGZ archive	TAR format compressed with GZIP
ZIP	ZIP archive	Store and deflate

Archive write support formats:

ZIP	ZIP archive	Store and deflate

Video and audio read support formats:

AAC	Audio Data Transport Format
ADST	Audio Data Transport Stream
ASF	Active Streaming File – HotMetaL Pro
AVI	AVI movie format
M4A	MPEG-4
M4V	MPEG-4
MOV	MPEG-4
MP3	MPEG Layer III compressed audio
MP4	MPEG-4
WAV	Sound file
VMA	Sound file
WMV	Windows Metafile

About RAW Files

A RAW file is like a negative. RAW files contain all of the data that was collected by your digital camera's sensor when you took a photo. If you tried to view a RAW file without processing, it would appear almost completely black. It is therefore necessary to process your RAW files to produce a photo.

ACDSee offers a new RAW processing engine providing improved Color, Contrast and Exposure. ACDSee also emulates Pro 3's pipeline for RAW images developed in Pro 3 or earlier versions.

You can use Develop and Edit mode to select exposure, color, and image sharpness settings for your RAW files. You can select and save unique settings for each RAW file, or you can select and save generic settings as presets. If you save generic settings as presets, you can apply those presets to numerous RAW files using the batch tool, or by going to Manage mode, and selecting **Tools** | **Process** | **Apply Preset** and then selecting a preset.

You cannot change your original RAW files permanently. The RAW files remain intact after processing to preserve all the data captured by your camera. The processing settings that you select for a particular image are saved to the XMP file of the RAW, and associated with the image in the database.

To save any changes you make to a RAW file permanently, you need to save it as a separate file, in a different file format (JPEG or TIFF, for example). If you want to save your processed file to many different formats at the same time, use the multiple format option in Develop mode. After developing your image, simply click on the **Save** button, and select **Export**. In the Export dialog box, select your export settings and click **OK**.

ACDSee will automatically apply geometry corrections to DNG files that include geometric distortion correction tags. DNG files created from the Adobe DNG Converter© will often generate geometric distortion tags for micro 4/3rds cameras.

Associating Files

ACDSee can work with a large number of file formats. ACDSee can be set as the default application for opening certain file types. This process is called associating files. When you associate file types, you set ACDSee as the default program to open these kinds of files when you double-click them.

To Set File Association Options in ACDSee:

1. Click **Tools** | **File Association Settings**.
2. In the four format sections, check the checkboxes of the file formats you would like to associate with ACDSee for image formats, RAW formats, media formats, and archive formats.
3. Click **Save**.

To Disassociate a File Type with ACDSee:

1. Click **Tools** | **File Association Settings**.
2. In the four format sections, uncheck the checkboxes of the file formats you would like to disassociate with ACDSee for image formats, RAW formats, media formats, and archive formats.
3. Click **Save**.

How ACDSee Saves Changes to Images

How images are saved is different between non-encodable (e.g. RAW) and encodable (e.g. JPEG) images. The table below outlines the differences in how changes to your image are saved by ACDSee. The purpose of saving files in its original, developed, and edited states is to allow you to revert back to a setting if you decide to discard your changes at a later time.

If you archive your images, ensure that you back up subfolders to preserve the original image files.

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
Original	Original images are located in the folders you placed them in.	Original images are located in the folders you placed them in.
Developed	When you make changes and click **Done**, the image's develop settings are stored in the XMP file of the RAW, and in the ACDSee database.	When you develop an image and click **Done**, the develop settings are stored in an XMP file, and the original and XMP file are moved to the [Originals] folder. In Manage and View modes, the image with the changes applied is displayed. The develop settings are also stored in the ACDSee database.

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
Edited	When you take a RAW file directly into Edit, and you click **Save**, ACDSee prompts you to save the file in a different file format. In RAW, to permanently save changes to an image, you will need to save the image in a different file format.	If you take an image directly to Edit and save your image, the original image is saved to the [Originals] folder in ACDSee. If you edit an image first, and then take it into Develop, ACDSee prompts that the edits will be lost. You cannot revert an image back to Develop, if it was not developed before taking the image to Edit.
Developed and Edited	When you develop an image, the image's develop settings are stored in the XMP file of the RAW. When you take the developed image into Edit, and then apply edits and save the image, ACDSee prompts you to save the image in a new file format.	When you take a developed

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
	For RAW files, to permanently save changes, you will need to save the image in a different file format.	image into Edit and apply edits and save it, the develop settings are saved in the XMP file and placed in the [Originals] folder. If the developed image is in Edit, and has edits applied and you click **Save**, ACDSee saves the image. If you decide to take the edited image back into Develop, ACDSee prompts that you will lose your edits. If you choose to discard

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
		your edits, the original image with its develop settings will be opened.

Glossary

A

Actions, ACDSee Actions

You can record the steps you take when editing images in Edit mode. You can then save them as "ACDSee Actions". Once saved, you can apply the actions to other images. This is particularly useful for batch editing.

Album

Collection of images, often organized by theme or event. In ACDSee, albums contain shortcuts to where the images are stored on your hard drive.

Aliasing

Jagged edges caused by pixels. Occurs most often in low resolution images or images that have been enlarged. See jaggies.

Antialiasing, Anti-Aliasing

Software technique for reducing jagged lines, or ‘jaggies’. Uses shades of gray and color to smooth out the contrast between adjacent pixels.

Aspect Ratio

An image’s width-to-height ratio. For example, an image with an aspect ratio of 3:1 has a width 3 times larger than its height.

Azimuth

Angle of shadows that extend from the edges of image details. In ACDSee you can control azimuth when applying the Emboss effect to an image.

B

Background Processing

Tasks or programs that function without user interaction.

Barrel Distortion

In barrel distortion the photo appears to bulge outwards from the center.

Batch Processing

Any operation or tool, such as resizing, converting, or renaming, that can be used to adjust multiple images or files simultaneously.

Bit

Bits are small units of computer memory. The color depth of your image is constrained by the number of bits available to store color information. For example, it is possible to store 256 different color values per color channel in 8-bit RGB images. Similarly, it is possible to store 65,536 different color values per color channel in 18-bit images.

Blackpoint

An image's darkest area. You can control the intensity of the black in an image by adjusting its blackpoint.

Blend Modes

Filters that change the effect of a tool or the appearance of a selected object.

Brightness

Light intensity of an image. You can make an image appear brighter or darker by adjusting its brightness.

Brush

A tool that you can use in Edit mode or Develop mode to isolate or indicate pixels you want to apply effects or adjustments to. The Brush in Drawing Tools can be used to draw in color on your image. See Smart Brushing.

C

Cache

High-speed storage mechanism. The ACDSee Database is a cache.

Caption

Text associated with a file, or a comment or description added to a printed image.

Cataloging

Adding file information to the ACDSee database.

Category

Assign categories to photos to help sort and manage them more easily.

Chromatic Aberration

A lens artifact that can result in fringes in high contrast areas of some photos.

CMYK

Color model that uses cyan, magenta, yellow, and black (key) as its primary colors.

Color Cast

A color cast is a visible color tint that affects your image. For example, many digital cameras produce pictures with a slightly blue color cast. ACDSee includes a tool that removes an unwanted color cast.

Color Channel Value

Contains all pixel information for a single color. A grayscale image has one channel, while an RGB image has three channels. You can adjust RGB values when editing a color.

Color Gamut

Range of colors that a device such as a printer or monitor can produce or display.

Color Management

Process of adjusting your computer settings so that the color output from your printer matches the colors you see on your monitor.

Color Space

There are two types of color spaces: device-independent or device-dependent. A device-independent color space, such as RGB, describes all possible colors. A device-dependent color space describes the subset of colors (from the device-independent color space) that a particular device can reproduce. Device-dependent color spaces are used to map colors between devices (for example, from a monitor to a printer) to ensure that colors are reproduced accurately.

Compression

Process that converts data to a storage format requiring less space than the original data.

Contact Sheet

Physical or digital page that contains a series of small images, usually in a grid format.

Context Menu

Menu that appears when you right-click within a program.

Contrast

Measure of an image's color and brightness differences.

Convert

Change a file from one format to another. For example, you might convert a file from a bitmap (.bmp) to a JPEG (.jpg) to reduce the file size.

Cropping

Removing unwanted image areas.

D

Database

Electronic filing system that provides fast access to stored data. The ACDSee Database contains two parts: a cached thumbnail file and an information file. The cached thumbnail file contains small copies (thumbnails) of the images on your system. The information file contains details about the files on your system, such as descriptions, dates, authors, notes, keywords, and categories.

Database Date

Date that you apply to the properties of a file and save in the ACDSee Database.

Descriptions

ACDSee stores descriptions in a hidden file named descript.ion. Descriptions such as file name and captions for an image will be included in the descript.ion files.

Dock

Attaching a toolbar, window, or pane to different screen areas.

DPI (dots per inch)

Measurement of an image’s resolution. For example, 92 DPI means 92 dots horizontally and 92 dots vertically, which equals 8,464 dots per square inch. More dots per inch result in higher resolution and image quality.

Dynamic Range

The dynamic range of an image is directly related to the dynamic range of your digital camera's sensor. If your digital camera's sensor has a large dynamic range it can capture the darkest shadows and brightest highlights at the same time, without clipping the shadows or highlights. (RAW images preserve the dynamic range of your digital camera's sensor.) Adjusting the tonal range of the image changes how the dynamic range of the image is represented on a monitor or in a photo.

E

Elevation

Height of an imaginary light source over an image. The elevation of the light source works in conjunction with azimuth to generate a three-dimensional emboss effect.

Encode

Writing (or saving) a file format.

Encryption

Method of converting data into a secure format. You need a digital password or key to read an encrypted file.

EXIF (Exchangeable Image File)

Standard for storing information, primarily with images that use JPEG compression. Most digital cameras create EXIF information and embed it in the image file. For example, EXIF information can include details about shutter speed and whether a flash was used.

Export

Moving data from one application to another. The exporting application places the data in a format that the other application understands.

Exposure

Exposure is the amount of time that your digital camera's sensor is exposed to light.

F

Face Detection, Facial Recognition

Face Detection will detect the faces of individuals in your images. You can assign names to the faces, and ACDSee will recognize the individuals going forward. You can search for images using the names of the people in them.

Feather

Softening image edges to blend them into the background.

File Listing

In ACDSee, a report of the files currently displayed in Manage mode.

File Format

Medium for encoding information in a file. Each type of file has a different file format that specifies how it organizes the information it contains.

Filter

Program that can apply an effect to an image, such as an embossed appearance or a sepia tone.

Fisheye Distortion

In fisheye distortion, the photo appears to bulge outwards from the center, as if the photo were wrapped around a sphere.

G

Gamma

Range of color values a monitor, scanner, or printer can display. Adjusting this value increases or decreases the intensity of the light spectrum.

Grayscale Image

Image composed of different shades of gray.

H

Highlights

Highlights are the brightest or whitest parts of an image.

Histogram

A histogram is a graph that displays the dynamic range of shadows and highlights in an image.

Hue

Predominant color in an image.

I

Image Editor

Program that you can use to create and edit images. ACDSee is an image editor.

Image Resolution

Quality of image details and colors. Also used to describe the quality of monitors and printer output.

Image Viewer

Program that displays images. ACDSee is an image viewer.

Import

Bringing data into an application from another using a format that the receiving application understands.

Interpolation

Process that uses nearby pixels to estimate the color of new pixels added to the larger image. For example, interpolation might be used when enlarging a digital image.

IPTC

Standard method of encoding information within image files so that items such as descriptive comments and copyright information can be transmitted with the image.

J-K

Jaggies

Individual pixels displayed in an image with low resolution. The appearance of pixels in an image causes lines and curves to appear jagged.

L

Lens Vignetting

Unusual darkness in the corners of images as a result of an inability of the lens to distribute light into the corners of the image.

Lossless Compression

Form of compression that retains all image data and quality.

Lossless Rotation and Flipping

Rotation of a JPEG image without loss of image quality. This works best on images with dimensions that are a multiple of 8 or 16.

Lossy Compression

Form of compression that attempts to remove unnecessary data. This data loss can affect image quality.

M

Marquee

Dashed-line frame that identifies a selected portion of an image. Depending on the tool, you can resize or move a marquee with or without changing the underlying image.

Metadata

Information about an image and how it was taken. This can be stored within the image itself or in a sidecar file. For example, the metadata of digital camera images can contain the date and time the picture was taken, the shutter speed, the exposure settings of the camera, and whether a flash was used.

Monochrome Image

Image containing a single color.

N

Noise

Effect produced when a variety of pixel colors are used in the same color region. Noise often occurs in images with high ISO setting or slow shutter speed.

O

Opacity

Determines how visible an effect is when applied to an image or a selection. High opacity produces a more solid effect, while low opacity results in a nearly invisible effect.

Overexposed

Images that are overexposed have too many highlights, and tend to look faded. You typically overexpose images by exposing your digital camera's sensor to light for too long.

P-Q

Panning

Moving zoomed images vertically, horizontally, and diagonally across the display area to view specific areas of the image.

PDF

An acronym for Portable Document Format. You can view PDFs on any computer using the free Adobe Reader® software.

Perceptual

Rendering intent that scales all of the colors within one gamut to fit within another gamut. Best used for photographic images, as it maintains the relationship between the colors more accurately than the colors themselves.

Perspective Distortion

Perspective distortion is caused by wide angle and telephoto lenses, which distort the perspective of large or far-away objects. For example, if you take a photo of a tall building, the building may appear to be narrower at the top even though the building is the same width from top to bottom.

Photo Album

See album.

Photo Editor

See image editor.

Pincushion Distortion

In pincushion distortion the photo appears to shrink inwards toward the center.

Pixel (or Picture Element)

Smallest visible portion of a digital image, arranged in rows and columns.

Plug-in

Software module that adds functionality to a larger program.

PPI (pixels per inch)

Measurement of how an image is displayed. More pixels per inch result in higher image quality.

Presets

A preset contains image correction settings. You can create and use presets to ensure that settings you apply are the same and consistent across all images.

Primary Colors

Colors that can produce other colors when blended. For example, in the RGB color model, red, green, and blue are primary colors.

R

Raster Image

Image composed of a rectangular grid of pixels. Each pixel contains a defined value about its color, size, and location in the image. As a result, resizing the image can affect its quality.

Rasterize

To convert a vector layer to pixels, defining the resolution. To rasterize a layer can be seen as finalizing a layer, as it is no longer editable.

Rating

Assign ratings (1, 2, 3, 4, 5) to photos to help sort and manage them more easily.

RAW

An image file format. RAW files contain all of the image data that was captured by your digital camera's sensor. RAW files are not processed by your camera; instead, you must process RAW images through Develop mode.

Recursive

Program or task that can repeat itself indefinitely, such as a slideshow.

Red Eye

Red eye occurs when the light from your digital camera's flash reflects off the retinas in the subject's eyes. The subject's eyes look red instead of their normal color.

Relative Colorimetric

Rendering intent that maps the colors that fall exactly within the color gamuts of both the input and output devices. Best used for single- or limited-color images as colors outside of both gamuts may be mapped to a single color.

Render

Drawing images to your screen.

Rendering Intent

Approach used to map colors from one color gamut to another. There are four rendering intents available: Perceptual, Relative Colorimetric, Saturation, and Absolute Colorimetric.

Resolution

Quality and clarity of an image, measured in pixels, dots per inch, or pixels per inch.

RGB

Color model that uses red, green, and blue as its primary colors.

Ringing Artifacts

Distortion around the edges of image subjects, caused by compressing or resizing an image.

S

Saturation

Purity of a color. Higher color saturation results in more gray.

Saturation (rendering intent)

Rendering intent that maintains color saturation from one gamut to another. Best suited for images in which the actual color represented is less important than the color’s vividness.

Selection

Portion of an image that you define with a selection tool. A marquee surrounds a selection. ACDSee and ACD Photo Editor include selection tools.

Sepia

Sepia-toned images are composed of shades of brown. Many old photographs have a sepia tone.

Sharpen

The sharpen tool is for sharpening images. The original image is blurred slightly. This blurred version of the image is subtracted from the original image, revealing the edges in the original image. These edges can then be sharpened by increasing contrast.

Sharpness

The sharpness in an image is determined, primarily, by your digital camera's lens and sensor. You can also create the illusion of sharpness by increasing the contrast between edges within an image.

Shortcut Menu

Menu that appears when you right-click within a program. Sometimes referred to as a context menu.

Slideshow

Automated sequential display of images. You can use slideshow software such as ACDSee to display slideshows of your images.

Smart Brushing

Brushing targeted to specific colors, brightness values, or 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.

Soft Proofing

Using your computer's monitor as a proofing device. The monitor displays a simulation of how colors will appear when rendered by the printer.

T

Tagging

Tagging, like categories and ratings, is a great way to organize and group your photos without moving the files into different folders. You can tag a photo with one click. Similarly, you can display all tagged photos with one click.

Thumbnails

Small preview of a full-sized image.

Timestamp

Date and time associated with a file.

Transitions

Special effects used between images or video segments in slideshows, screensavers, and videos.

U

Underexposed

Images that are underexposed have too many shadows. Images typically become underexposed if you don't expose your digital camera's sensor to light long enough.

V

Vector Image

Image consisting of individual objects rather than pixels. Mathematical equations define the objects. You can adjust the size of a vector image and the image will retain its clarity and quality.

W

Watermark

Background text or graphics added to an image, usually to provide copyright protection.

White Balance

Removes color cast to create a photo that is correctly lit. You can use your camera settings to apply the correct white balance before taking an image, or correct the white balance in ACDSee.

Whitepoint

Lightest image area. You can control the intensity of the white in an image by adjusting its whitepoint.

X-Z

XML (Extensible Markup Language)

Standard language for Web documents.

Zoom

In ACDSee, zoom refers to the process of increasing or decreasing the display scale for an image. Increase the display scale to view a portion of an image or a specific image detail. Decrease the display scale to view more or all of the image.

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