acdsee™
Pro 3

acdsee® Pro 3

ACDSee Pro 3

FF LENS 18 - 200mm 1:4

Mac

Contents

Chapter 1: Getting Started

Welcome to ACDSee Mac

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

Where to Start

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

Manage mode	Start in Manage mode where you can browse through your images and determine the ones you want to keep. Start by using the suggested tools below: • **Categorize, Rate and Label**: Organize your images by rating them on a scale of 1 to 5, categorize them under meaningful descriptions, or color label them to quickly identify later. • **Tag**: Tagging is a way to temporarily set aside, organize, and group your photos without moving the files into different folders. • **Calendar**: Browse your collection of photos and media files using the dates associated with each file. Images with EXIF information are organized by date in the Calendar section of the Organize pane. • **Perform batch operations**: You can apply changes to a batch of images to adjust time stamp, convert to a different file format, rename files, and more.
View mode	View your images at a larger scale in View mode. Scroll through your selection with the filmstrip and control-click thumbnails to rate them as you go along.
Develop mode	Enhance your images in Develop mode. Easy to use processing tools are organized under 4 tabs to allow you to **Tune** your image, adjust **Detail**, fix overall **Geometry**, and **Repair** red eye.

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

Chapter 2: Manage Mode

About Manage Mode

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

Manage Mode is Divided into 3 Panes:

The left pane	The Folders pane displays the contents in your computer. Use the Folders pane to navigate through folders.
The middle pane	The File List pane displays the contents of the selected folder. The File List pane also displays search results when you type into the Quick Search bar.
The right pane	The Organize pane provides tools to rate, tag, label, categorize, and find your photos by date. The Properties pane allows you to view EXIF information captured by your camera or IPTC information to add your own metadata.

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

Browsing

Browsing Files in the File List Pane

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

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

File List Toolbar

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

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

- Sort By Name

- Sort By Size

- Sort By Type

- Sort By Modification Date

- Sort By EXIF Date/Time

- Sort By Image Dimensions

- Sort By Portrait/Landscape

- Sort By Caption

- Sort By Rating

- Sort by Tagged

- Custom Sort

File List Toolbar

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

	Rotate left	Rotates selected images to the left.
	Rotate right	Rotates selected images to the right.
▶	**Slideshow**	Opens images in a slideshow.
	Thumbnail	Displays thumbnail view of your files. By default thumbnails are sorted by name.
☰	**List**	Displays a list view of your files. By default, filenames are listed.
	Zoom slider	Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails. The zoom slider is only available in Thumbnail view.

Overlay Icons

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

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

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

Browsing Using the Folders Pane

The Folders pane displays a live directory tree of all the folders on your computer, connected USB devices or CDs/DVDs, shared network places, and your ACDSee 365 account.

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

Viewing Multiple Folders

To view multiple folders, do one of the following:

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

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

Creating and Managing Folders

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

To Manage Your Folders:

1. In the Folders pane, browse to where you want to add, delete, move, or rename a folder.

2. Do one of the following:

    - To create a folder, click **File** | **New Folder**. Type a name for the new folder and press **Enter**.

    - To delete a folder, control-click on a folder and select **Move to Trash**.

    - To move a folder, select the folder and drag and drop it into its new location.

    - To rename a folder, select the folder you want to rename and select **Edit** | **Rename**. Type a new name for the folder and click **Rename**.

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

Show Item in Finder

You can view the location of your file in Finder.

To Show an Item in Finder:

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

Managing Items in Favorites

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

To Add an Item to Favorites:

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

To Remove an Item From Favorites:

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

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

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

To Browse in Favorites:

1. In Manage mode, in the left pane, click **Favorites**. The folders Pictures, Desktop, and a folder with your user name are displayed.

2. Click on a folder to display its contents in the File List pane.

3. In the File List pane, navigate to the folder you want to view.

Browsing Files in Finder

You can also display and view your image in Finder.

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

Select a file and do one of the following:

* Control-click and select **Show in Finder**.

* Click **View** | **Show in Finder**.

Browsing Files from Your Camera

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

To Drag and Drop Photos from a Camera:

1. Connect your camera or device to the computer. Make sure your camera is turned on, and the cable is properly connected to your computer. Your camera is displayed in the Folders pane, and the contents displayed in the File List pane.

2. Select items in the File List pane and drag it into a folder.

Browsing Using Navigation Arrows

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

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

Viewing Images in a Slideshow

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

To Start a Slideshow in Manage or View Mode:

1. In Manage mode, select a folder in the folder tree or images in the file list. In View mode, the slideshow will use all images in the filmstrip starting from the current image selected.

2. Do one of the following:

   - Click **View | Slideshow**

   - Use the keyboard shortcut **Shift–Command–F**

   - Press the play button in the bottom toolbar

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

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

Slideshow Options

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

Changing Views

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

To Quickly Change Views:

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

To Change Views from the Menu:

1. In Manage mode, click **View**.

2. Select one of the options described in the table below.

View Options

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

Viewing Images in Full Screen

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

To View in Full Screen:

Do One of the Following:

- Click Full Screen button ⬉ (in View mode).

- Select **View** | **Full Screen**.

- Press the keys **Option–Command– F** to view image in Full Screen.

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

In Full Screen You Can:

- Press **Command–+** to zoom into the image.

- Press **Command––** to zoom out of the image.

- Press **Esc** exit Full Screen.

- Scroll through each image one by one with your mouse or arrow keys.

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

Rotating or Flipping Images

You can rotate or flip multiple images at preset angles.

To Rotate or Flip an Image:

1. Select one or more images in Manage mode.

2. Click **Edit** and select an option from the table below.

Rotate and Flip Options

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

Opening Files in an External Editor

To Open Your Files in an External Editor:

Do one of the following:

- Control-click one or more files and select **Open with** and select the application from your program list.

- Select items in the File List pane and drag them into an application on the dock.

Selecting Files

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

To Select All Files and Subfolders in the Current Folder:

Do one of the following:

- Press **Command–A** keys.

- In Manage, click **Edit | Select All**.

To Deselect All Files and Subfolders in the Current Folder:

Do one of the following:

- Click the background of the File List pane.

- Press **Shift–Command–A keys**.

- In Manage, click **Edit | Select None**.

Importing

Importing Files With ACDSee

To Import Files from a Camera or Device:

1. From Manage mode, click the **Import** button and select **From Camera** or **From Mass Storage Device**.

2. Use the pop-up menu to select a device when more than one mass storage device or camera is connected.

3. Choose from the options in the tables below.

4. After making your selections, click **Import Checked** to import the selected files.

Thumbnail Pane Options

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

Import Options

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

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

Organizing

Organizing and Managing Files in ACDSee

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

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 metadata and database content.

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

Using the Organize Pane

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

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

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

Categories

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

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

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

Ratings

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

Color Labels

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

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

Keywords

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

Special Items

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

- **Image Well**: Displays all images cataloged in the ACDSee database. If you have a substantial image collection, it may take a few moments to gather all of the information.

- **Uncategorized**: Displays any files cataloged in the database that have not been assigned to a category.

- **Tagged**: Displays all the tagged files on the computer.

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

Calendar

Images with EXIF information are organized by date in the Calendar section of the Organize pane. You can browse your collection of photos and media files using the dates associated with each file. Dates are listed by year, month, and day, with the most recent dates at the top. Each year and month can be expanded and collapsed.

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

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

The ACDSee Database

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

Managing Categories

You can use the Organize pane and the Properties pane to create, rename, delete, and move your categories.

To Create and Manage Your Categories in the Organize Pane:

In the Organize pane, do one of the following:

- To create a category, control-click and select **New Category**. Enter a name for the new category and press **Return**.

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

- To edit a category, control-click and select **Edit Category**. Edit the category's name.

- To delete a category, control-click and select **Delete**.

- To create a sub-category, select a top-level (or parent) category from the list. Control-click and select **New Sub Category**, and then enter a name for the sub category.

To Create and Manage Your Categories in the Properties Pane:

In the Properties pane, do one of the following:

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

- To create a sub-category, select a top-level category from the list. Click the ⊞ button, and then enter a name for the sub category.

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

- To edit a category, double-click on a category's name and edit the name. Press **Return** to apply the change.

- To delete a category, select it and click the ⊟ button.

Assigning Categories and Ratings

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

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

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

Assign and Search Categories and Ratings in the Organize Pane

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

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

1. In Manage mode, drag selected files to a category or rating in the Organize pane.

2. In View mode, do one of the following:

   • Click **Edit** | **Categories** and then click the category you want to assign the file to.

   • Click **Edit** | **Rating** and then click the rating you want to assign the file to.

To Search a Category or Rating in the Organize Pane:

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

Assign Categories and Ratings in the Properties Pane

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

To Assign Files to Ratings in the Properties Pane:

1. In the File List pane, select the files you want to assign a rating.

2. In the Properties pane, select the **ACDSee Metadata** tab.

3. Select a rating.

To Assign Files to Categories in the Properties Pane:

1. In the File List pane, select the files you want to assign to a category.

2. In the Properties pane, select the **ACDSee Metadata** tab.

3. Select one or more categories from your Categories list.

Remove Categories or Ratings from Files

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

To Remove Categories or Ratings from Files:

1. In the File List pane, select the files you want to remove the category or rating from.

2. Do one of the following:

   • Drag & drop the file(s) onto unrated in the Organize pane.

   • Deselect the category in the Organize or Properties pane.

   • Click the x next to the rating numbers in the Properties pane.

Assigning Color Labels

Color labels are useful for naming and quickly identifying your processing plans for your images. Different colors can be used to represent different stages of your workflow. For example, as you review your photos you can quickly label files to upload, print,

reject, review, or sharpen, or any other term that matches your workflow needs. Once your files have been labeled, you can click a color label in the Organize pane to instantly display all of the files assigned to that label.

Color labels, like tagging, categories, and ratings, are a way to set aside, organize, and group your photos without moving them into different folders.

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

Create a Color Label Set

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

To Create a Color Label Set:

1. In the Organize pane, click the Labels settings button and select **New Label Set**.

2. Enter a name for your new label set.

3. Enter names for your labels and click **OK**.

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

> Turquoise labels indicate labeled files outside of the current label set.

Assign Color Labels

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

- Organize pane

- Properties pane

- Edit menu in Manage and View mode

- Context menu

- Keyboard shortcuts

> ACDSee uses XMP to embed ACDSee Metadata into each file. Only some file formats and file extensions support XMP. These include GIF, JPEG, DNG, PNG, and TIF. In the case of these file formats, the ACDSee Metadata is embedded inside the file and so you can rename or move the file outside of ACDSee and still be able to retrieve the ACDSee Metadata. For formats that currently do not support XMP, including RAW, PSD, ABR, the ACDSee Metadata is written to a sidecar file that is stored in the same folder as its file.

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

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

To Assign Files to Color Labels in the Properties Pane:

1. In the File List pane, select the files you want to assign a color rating.

2. Select ACDSee Metadata from the Properties pane drop-down menu.

3. Select a color label from the Label drop-down menu.

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

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

To Assign Color Labels with the Context Menu:

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

To Assign Color Labels Using Keyboard Shortcuts:

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

Control–1
Control–2
Control–3
Control–4
Control–5
Control–6
Control–7
Control–0   Unlabeled

Search Images Assigned to a Label

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

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

- Use Quick Search.

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

Removing Color Labels and Color Label Sets

To Remove a Color Label from a File:

1. In the File List pane, select one or more files you want to remove a label from.

2. Do one of the following:

- Control–click a selected file, and then click **Label** | **Unlabeled**.

- Drag selected files to the unlabeled icon in the Organize pane.

To Delete a Label Set:

1. In the Organize pane, click the Labels settings button and select **Edit Label Sets**.

2. Select the set you want to delete from the Labels Sets drop-down list.

3. Click the delete button (**−**).

Using the Properties Pane

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

To Open the Properties Pane:

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

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

Properties Pane Areas

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

- **ACDSee Metadata**: displays the date and any other information you may have set in the Organize pane. The ACDSee Metadata fields are available if you would like to enter a caption, author, label, rating, tag, notes, keywords and categories to be stored with the image. Categories, ratings, and labels can also be defined in the Organize pane. ACDSee Metadata is not embedded in your files, but instead, is held in the database. You can embed this information by clicking **Tools** | **Embed Database Information in Selected Files**.

- **File**: File displays standard file information about your photo, including size, file type and more. It also provides a field for entering Spotlight Comments.

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

- **IPTC Core**: The IPTC data fields are available for entering and storing information about your photographs such as description, creator, and copyright information. This information is automatically embedded into your image.

- **IPTC IIM (Legacy)**

- **IPTC Extended**

- **Create New Profile**: The Create New Profile option allows you to create your own custom Properties pane profile where you can display only those properties of interest to you.

    Read more on how to add metadata.

To Create a Custom Properties Pane:

1. Select **Create New Profile** from the Properties pane pop-up menu.

2. Enter a new profile name in the **Profile Name** field.

3. Select the check box next to each of the properties you want displayed in your new profile.

4. Click **Apply**.

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

Adding Metadata to Files

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.

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

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

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

To Add Metadata to One or More Files:

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

2. In the Properties pane, from the pop-up menu, select **ACDSee Metadata** or **IPTC**.

3. Enter information into the metadata fields.

4. Click **Apply** or press **Enter** to apply your changes.

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

Properties Pane Keyboard Shortcuts

This shortcut	Has this result
TAB	Jumps focus forward from field to field.
SHIFT + TAB	Jumps focus backwards from field to field.
ENTER	Applies your changes.
ESC	Discards your changes.

Creating and Assigning Hierarchical Keywords

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

To Create Keywords:

1. In Manage mode, select a file, then open the **Properties** pane, located to the right of the File List pane.

2. From the Properties pane drop-down menu, select **ACDSee Metadata**.

3. In the Keywords group, enter a keyword into the field and press **enter**.

To Assign a Keyword to One or More Files:

Do one of the following:

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

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

To Establish a Hierarchy:

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

Example:

Owl < Bird

or

Owl<Bird

or

Madrid < Spain < Europe

or

Madrid<Spain<Europe

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

Bird > Owl

or

Bird>Owl

or

Europe | Spain | Madrid

or

Europe|Spain|Madrid

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

Managing Keywords

- To unassign a keyword from a file, uncheck the box next to the keyword.

- To edit the keyword, right-click the selected keyword and edit the text.

- To delete the keyword, select the keyword and press the (**-**) symbol at the top of the Keywords group.

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

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

Keywording in the Organize Pane

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

- To add a keyword, press (**+**)and enter the keyword, or right-click and select **New Keyword**.

- To add a keyword directly within the keyword tree, select an existing keyword that you want to be the parent. Right-click and select **New Sub Keyword**.

- To assign a keyword to one or more images, select the image(s), right-click the keyword and select **Assign to Selected Items**.

- To unassign a keyword, uncheck the box next to the keyword, or right-click the keyword and select **Remove from Selected Items**.

- To edit a keyword, right-click and select **Edit Keyword**.

- To delete a keyword, right-click and select **Delete**.

Adding Spotlight Comments to Files

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

To Add a Spotlight Comment:

1. In Manage mode, select files.

2. Click the **Properties** pane, then from the pop-up menu, select **File**.

3. In the **Spotlight Comment** field, enter keywords or comments.

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

Creating Custom Properties Panes

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

To Create a Custom Properties Pane:

1. From the Properties pane pop-up menu, select **Create New Profile.**

2. Enter a new profile name in the **Profile Name** field.

3. Select the check box next to each of the properties you want displayed in your new profile.

4. Click **Apply**.

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

Copying Images

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

To Copy an Image:

1. In Manage mode, select the image file you want to copy.

2. Click **Edit** | **Copy** or press **Command−C**.

3. Navigate to the folder where you want to paste the image into, and click **Edit** | **Paste** or press **Command−V**.

Copying and Moving Files

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

To Copy or Move Files in Manage Mode:

1. In the File List pane, select one or more files, and then do one of the following:

   • Control-click and select **Copy To Folder** or **Move To Folder**

   • Click **File** | **Copy To Folder** or **Move To Folder**.

2. Click **Browse**, and select a folder to copy or move the file into.

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

4. Click **Copy** or **Move**.

Saving Files

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

To Save Files:

1. In Manage mode, select a file from the File List pane.

2. Click **File** | **Save as**.

3. In the Save As dialog, enter a name for the file.

4. Select a location to save the file.

5. Select your preferences for Color Profile, Format and Quality.

6. Click **Save**.

Pasting Files and Folders

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

To Copy and Paste Files or Folders:

1. In Manage mode, in the File List or Folders pane, select one or more files or folders.

2. Click **Edit** | **Copy**.

3. In the Folders pane, browse to a new location.

4. Click **Edit** | **Paste** to place the files or folders into the new location.

Creating and Deleting Folders

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

To Create a Folder:

1. In Manage mode, do one of the following:

   • Select **File** | **New Folder**.

   • Click the Add button ⊞ at the bottom of the Folders pane.

2. Enter a name for the folder and press **RETURN**.

To Delete a Folder:

In Manage mode, do one of the following:

   • Control-click a folder in the File List or Folders pane and select **Move to Trash**.

   • Click the Minus button ⊟ at the bottom of the Folders pane.

Renaming a File or Folder

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

To Rename a File or Folder in Manage Mode:

1. In Manage mode, in the File List or Folders pane, select the item you want to rename.

2. Do one of the following:

   • Select **Edit** | **Rename**.

   • Control-click the file and select **Rename**.

3. Type a new name for the file and click **Rename**.

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

Tagging Images

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

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

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

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

To Tag a Selected Image:

- Use the keyboard shortcut **** backslash key to toggle the tag on.

- Select the check box in the bottom right corner of the thumbnail.

- Control-click on a thumbnail or image, select **Tag**.

- In the Properties pane, check the box next to **Tagged**.

To Untag a Selected Image:

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

- In the Properties pane, select **Database** from the pop-up menu, then uncheck the box next to **Tagged**.

To Untag All Tagged Images:

1. Click **Tagged** in the Organize pane to display all tagged files in the File List pane.

2. Use the keyboard shortcut **Command–A** to select all.

3. Click the backslash key **** to toggle the tag off.

To Display Tagged Photos:

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

Searching

Searching with ACDSee

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

Also, you can use the Organize pane to quickly locate and list all images on your hard drive, to locate any files in a folder that have not been categorized, to display images that are tagged, or to find those with a specific rating or keyword.

Finding Duplicates

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

To Find Duplicates:

1. Click **Tools** | **Find Duplicates**.

2. Click **Choose Folders**.

3. Click the green plus signs to select folders, then click **OK**.
   To remove folders, click the red x.

4. Select from the following options:

   - include subfolders

   - find images only

   - limit the search to the same filename only

5. Click **Find Duplicates** to begin the search.
   All duplicate sets matching your specifications will be listed.

6. Click the arrow buttons to open duplicate sets and review the filenames and locations.

7. Click any file to display the thumbnail preview, size, and date.

8. Check the checkbox next to the duplicate files you want to delete.

9. Click the trash to delete selected duplicates.

Using the Quick Search Bar

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

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

To Run a Quick Search:

Do one of the following:

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

- Click on a metadata from the Organize or Properties pane and drag and drop it into the Quick Search bar.

- Click the pop-up menu beside the Quick Search field and select a previously entered search term.

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

Menu	Result
Clear Recent	Clears the list of recent search terms you used.
Saved Searches	Allows you to select a saved search or save a new search. This is useful if you use the same search terms often.
Case Sensitive	Displays search results matching the text. If you typed in Cat, the results displays files with Cat in its file name.
Exact Matches Only	Displays search results matching exactly what you type in the Quick Search field.
Trim Spaces	Removes prefix and suffix that contains tabs, special characters and spaces when searching for files. When this option is selected, if you enter "Cats" the search returns files with "Cats\1" or with "Cats " in the file name or in the file properties. Only available when Database Search is selected.
Search Selected Folders Only	Searches only in selected folders. To select a folder, press the **Command** or **Shift** keys.
Database Search	Searches only in the ACDSee database containing information about files explicitly indexed by ACDSee. Searches only in the database fields described above.
Spotlight Search	Searches the Spotlight database of all files on your computer.

Saving Your Search

To Save a Search:

1. In Manage mode, enter a keyword, or drag properties from the Properties pane into the search field.

2. Click the down arrow in Quick Search and select **Saved Searches** | **Save**.

3. Enter a name for your saved search.

4. Click **Save**.

Deleting Your Saved Searches

To Delete a Saved Search:

1. Click on the magnifying glass icon beside Quick Search.

2. Select **Saved Searches** and navigate to the search you want to delete.

3. Click on the **X** button located beside the saved search to delete it.

Quick Search Operators

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

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

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 Organize pane to locate all of the images in your database, or list all of the images that you have not yet assigned to a category.

To Run a Saved Search:

1. In Manage mode, click the down arrow in Quick Search, and then select Saved Searches.

2. Select a saved search.

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

To Find All of Your Images at Once:

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

To Locate Uncategorized Images:

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

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

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

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

Batch Functions

About the Batch Tool

The Batch tool allows you to efficiently modify multiple files at once and ensures your actions are applied consistently. You can create your own batch workflow with a set of actions in the order that you want to apply them, and then save them as a preset. Create a custom batch workflow to automate tasks that you frequently do, such as renaming files with your last name or converting

the images to another file format. When creating a custom batch operation, you need to first select from a list of Actions and then save it as a Preset.

What Are Actions?

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

ACDSee Has the Following Actions:

- **Adjust Time Stamp**: Adjusts time and date of multiple files.

- **Change Format**: Converts the file into a new file format.

- **Copy**: Copies files to a specified destination folder.

- **Develop**: Applies specified Develop presets you have created.

- **Move**: Moves files to a specified destination folder.

- **Rename**: Renames files with the specified format.

- **Resize**: Resizes files according to percentage, pixels, or print size.

- **Set Information**: Changes metadata information of files.

- **Custom**: Combines selected actions to apply multiple operations at once.

What Are Presets?

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

Using the Batch Tool

To Create a Custom Batch Workflow:

1. Select images you want to apply actions to.

2. Open the **Batch** tool:

   - In **Manage** mode, click the **Batch** button on the top left corner and select **Custom**. Or, control-click in the File List pane and select **Batch** | **Custom**.

   - In **View** mode, click **Edit** | **Batch** | **Custom**. Or, control-click an image in the filmstrip and select **Batch** | **Custom**.

3. In the Batch Workflow dialog box, select one or more actions from the left pane, and drag and drop them into the right pane.

4. Customize the settings for Adjust Time Stamp, Change Format, Copy, Move, Develop, Rename, Resize, and Set Information actions.

5. Do one of the following:

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

- Click **Run Batch** to run your customized batch tool.

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

Batch Adjust Time Stamp

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

To Use the Batch Adjust Time Stamp Tool:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Adjust Time Stamp**.

3. Make your selections from the pop-up menus. We recommend the following selection:

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

4. Then do one of the following:

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

- Click **Run Batch** to change the time stamp on your files.

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

Converting Multiple Images to Another File Format

You can convert multiple images to any supported file format.

To Convert Multiple Images to Another File Format:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Change Format**.

3. From the Format pop-up menu, select a file format.

4. Select the quality or compression of the file.

5. If you do not want to keep the original versions of these files, check Remove source files check box.

6. Do one of the following:

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

    • Click **Run Batch** to convert your files.

File Format and Quality Options

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

TIFF	Select one of the following:
	
	    • **None**: No compression applied to the file.
	
	    • **LZW**: Compact image files with high level of quality.
	
	    • **PackBits**: Compresses the file. Recommended for grayscale images.

PDF	Encrypt a password to protect your PDF file. If you choose to protect your file, select the **Encrypt** checkbox, and enter a password into the **Password** and **Verify** fields.

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

Batch Copying Files

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

To Copy a Group of Files:

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

    • Click **Edit | Batch | Custom**.

    • Click the **Batch** button and select **Copy**.

    • Control-click on an image and select **Batch | Custom**.

    • Press **Option–Command–B**.

2. In the Batch Workflow dialog box, select the **Copy** Action from the left pane, and drag and drop it into the right pane.

3. From the To field, select the destination to save your copied files.

4. Select **Replace existing files** if you wish to replace any existing files.

5. Do one of the following:

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

- Click **Run Batch** to copy your files.

Batch Move Files

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

To Use the Batch Move Tool:

1. In **Manage** mode, select one or more images.

2. Click the **Batch** button and select **Move**.

3. From the **To** field, select a new destination for your files.

4. Select **Replace existing files** if you wish to replace any existing files.

5. Do one of the following:

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

- Click **Run Batch** to move your files.

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

Batch Develop Presets

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

To Apply a Batch Develop Preset:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Develop**.

3. Select your saved Develop Preset from the pop-up menu.

4. Click **Run Batch** to apply the settings to your files.

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

Resizing Multiple Images

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

The resize operation cannot be reversed once implemented.

To Resize Multiple Images:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Resize**.

3. From the Resize pop-up menu, select one of the following options:

    *   **by Percentage**: Resizes the images to a percentage of their original size.

    *   **by Size in Pixels**: Resizes the images to a specific size in pixels.

    *   **by Actual or Print Size**: Resizes the images to specific printed dimensions.

4. Do one of the following:

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

*   Click **Run Batch** to resize your files.

Resize Options

by Percentage	Percentage	Specifies how to resize the images. Enter a percentage less than 100 to reduce the images, and greater than 100 to enlarge them.
	Apply to	Specifies whether the resize is applied to the width, height or both. Both is recommended.
by Size in pixels	Width	Specifies the new width for the images in pixels.
	Height	Specifies the new height for the images in pixels.
	Resize	Specifies how to scale the images. Select one of the following options: • **Enlarge only**: Resizes only those images that are smaller than the specified height and width. • **Reduce only**: Resizes only those images that are larger than the specified height and width. • **Enlarge or reduce**: Resizes all images to the specified height and width.
	Preserve original aspect ratio	Retains the width-to-height ratio of the images. Recommended.
	Fit within	Specifies maintaining the aspect ratio based on the width or the height. For more information about how the different combinations affect the images, see Pixel Resize Options and Resulting Action.
by Actual or Print size	Units	Specifies the units of measurement.
	Width	Specifies the new width for the images.
	Height	Specifies the new height for the images.
	Resolution	Specifies the print resolution for the images.
	Preserve original aspect ratio	Retains the width-to-height ratio of the images. Recommended.
	Fit within	Specifies maintaining the aspect ratio based on the width or the height. For more information about how the different combinations affect the images, see Pixel Resize Options and Resulting Action.

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

Renaming Multiple Files

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

Batch Workflow: Renaming Multiple Files

To Rename a Batch of Files:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Rename**.

3. In the Batch Workflow dialog box, choose the **Basic** tab for quick adjustments, or the **Advanced** tab for detailed adjustments.

4. Customize a renaming format by dragging tokens into the **Value** field.

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

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

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

6. Do one of the following:

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

   - Click **Run Batch** to rename your files.

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

Template Options

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

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

Editing Metadata

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

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

To Add or Change Metadata For a Group of Files:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Set Information**.

3. Use the **Destination** drop-down lists to drill down to the information field you want to change. For example, if you wanted to change IPTC Core keywords, you would select IPTC Core from the first drop-down, Content from the second drop-down list, and Keywords from the last drop-down list.

4. Drag and drop **Metadata** or **Source value** tokens into the **Value** field.

5. Do one of the following:

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

    • Click **Run Batch** to apply the settings to your files.

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

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

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

Saving Batch Actions as a Preset

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

To Save Your Customized Workflow Actions as a Preset:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Custom**.

3. In the Customize Workflow Actions dialog box, select one or more actions from the left pane, and drag and drop them into the right pane.

4. Customize the settings for Adjust Time Stamp, Change Format, Copy, Move, Develop, Rename, Resize, and Set Information actions.

5. Click **Save Preset** to save your actions as a preset for future use. Enter a name (e.g. batch_copyrename) for your preset and click **Save**. Next time you click the Batch button you will see this saved preset listed as an option.

Managing Your Batch Presets

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

Modifying Presets

To Edit a Preset:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select your saved preset you want to edit.

3. Click **Edit**.

4. In the Batch Workflow dialog box, modify the settings.

5. Close the dialog box to save your changes.

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

Deleting Presets

To Delete a Batch Preset:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select the preset you want to delete.

3. Click **Remove**.

Importing and Exporting Presets

To Import or Export Presets:

Do one of the following:

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

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

Pixel Resize Options and Resulting Action

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

ACDSee 365

ACDSee 365

ACDSee 365, located in the folders pane of Manage Mode, provides direct access to your ACDSee 365 account. An ACDSee 365 account requires a membership or the purchase of additional storage, which you can obtain at 365.acdsee.com.

You can use the ACDSee 365 section to upload your images to 365.acdsee.com, an image sharing and storage service. The ACDSee 365 section allows you to upload and browse through your online images without having to launch an Internet browser. Or you can go to 365.acdsee.com with an Internet browser like Safari. If the ACDSee 365 section is not visible, scroll down the folders pane to bring it into view.

💡 To login or logout at anytime, click the ACDSee 365 settings button ⚙ in the left pane, and select **Login** / **Logout**.

Making Folders Private or Public

You can create folders and make them private or public in the ACDSee 365 section of Manage mode. When you make a folder public, anyone can find and see the images in that folder when they browse or search 365.acdsee.com. You can also copy the URL for your public folders and share the URL with someone.

📝 New folders are set to private by default.

To Change an ACDSee 365 Folder to Public:

• **Control−click** on the folder, and then select **ACDSee 365** | **Public**.

To Change an ACDSee 365 Folder Back to Private:

• **Control−click** on the folder, and then select **ACDSee 365** | **Private**.

To Change a Folder's Privacy Using the Menu Bar:

• Select **Edit** | **ACDSee 365** | **Public/Private**.

Creating Online Folders

You can create folders to help organize your online files in the ACDSee 365 section of Manage mode.

New folders are set to private by default.

To Create a Folder:

1. In Manage mode, in the Folders pane, scroll to **ACDSee 365**.

2. In the ACDSee 365 section, select the root level, or select a folder to create a subfolder within.

3. Do one of the following:

    • Click the ACDSee 365 settings button and select **New Folder**.

    • **Control–click** the folder, and select **New Folder**.

4. Enter a name for the new folder and press **Enter**.

    To make a private folder public, **Control-click** the folder and select **ACDSee 365 | Make Public**.

    When a folder is selected, the footer displays the number of items the folder holds and the amount of space available in your ACDSee 365 account. When a file is selected, the footer displays the file title and size.

Preferences for ACDSee 365

1. In Manage mode, scroll to the ACDSee 365 section and click the settings button.

2. Select **ACDSee 365 Preferences**.

ACDSee 365 Preferences

Upload Settings	**Convert images to JPG**	Check this option to have images converted to JPG when uploaded to 365.acdsee.com. If this option is not selected, the thumbnails are created as JPGs, but the original file is uploaded to 365.acdsee.com.
		Full size: image is left as original size
		Reduce to 1024 x 768: image is resized to 1024 x 768
	Upload ACDSee Metadata	Check this option to have the categories, ratings, XMP metadata, and non-destructive editing information uploaded along with the photo.
	Ask me every time I upload	Check this option to have the preferences sheet display every time you upload images.
Privacy Settings	**New folders are private**	Check this option to have new folders automatically set to private.
	New folders are public	Check this option to have new folders automatically set to public.

Uploading and Downloading

You can drag folders or files to and from the ACDSee 365 section of Manage mode.

To Upload Folders or Files:

Drag the folder or file into the ACDSee 365 section of Manage mode.

To Download Folders or Files:

Drag the folder or file from the ACDSee 365 section into one of your folders in Manage mode.

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

Sharing Online Folders

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

> New folders are set to private by default.

To Share an ACDSee 365 Folder:

1. In Manage mode, in the Folders pane, scroll to **ACDSee 365**.

2. **Control−click** on the folder you want to share.

3. From the context menu, select **ACDSee 365 | Copy URL to Clipboard**.

4. Paste the URL into an email or website by pressing **Command-V** on your keyboard.

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

Managing Database Information

About the ACDSee Database

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

Backing Up and Restoring Your Database

To Back Up Your Database:

1. Select **Tools | Back Up Database**.

2. Enter a name and location to back up your files.

3. Click **Back Up**.

To Restore Database Information:

1. Select **Tools | Restore Database**.

2. In the Restore Database dialog, browse to the location of your backup file.

3. Click **Restore** when you are ready to restore your database.

ACDSee Pro 3 can also restore databases created and backed up from ACDSee Pro 1.9.

Emptying Your Database

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

To Empty Your Database:

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

2. Click **Empty**.

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

Embedding Database Information

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

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

To Embed Database Information:

1. Select files from the File List pane.

2. Click **Tools | Embed Database Information in Selected Files**.

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

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

Catalog Folders or Catalog Select Files

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

Catalog Folders

To Retrieve Database Information Embedded in Folders:

1. Click **Tools** | **Catalog folders**.

2. In the Catalog Folders dialog box, browse to and select a folder.

3. Check **Include subfolders** if you would like to include the subfolders.

4. Click **Catalog**.

Catalog Selected Files

To Retrieve Database Information Embedded in Files:

1. Select files from the File List pane.

2. Click **Tools** | **Catalog selected files**.

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

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

Optimizing the Database

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

To Optimize Your Database:

1. Select **Tools** | **Optimize Database**. Or press **Control–Command–Delete**.

2. Click **Optimize Database**.

Maintaining Your Database

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

To Maintain Your Database:

1. Select **Tools | Database Maintenance**.

2. Do one of the following:

   • Select a volume, and click **Remove Orphans** to remove any orphaned database information.

   • Select a volume and click **Remove All Items** to remove all information in the database.

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

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

Printing

Printing Images

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

To Print Your Images:

1. Select the image or images you want to print.

2. Click **File | Print** or press **Command–P**.

3. In the Print images dialog, select a paper size from the **Document size** pop-up menu.

4. Select how large the print should be from the **Print size** pop-up menu.

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

6. Click **Print**.

Creating a Contact Sheet

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

To Create a Contact Sheet:

1. In Manage mode, in the File List pane, select the images you want to include.

2. Click **File | Print** or press **Command–P**.

3. In the Print images dialog, select a paper size from the **Document size** pop-up menu.

4. Select how large the print should be from the Print size pop-up menu.

5. Select **Contact sheet** from the **Print layout** pane.

6. Click **Print**.

Creating a PDF

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

To Create a PDF:

1. In Manage mode, in the File List pane, select the images you want export to PDF.

2. Click **File** | **Print** or press **Command–P**.

3. Select the **Print** button to display the Print dialog.

4. Click **PDF** and select **Save as PDF**.

5. Enter a name for the file in the **Save as** field, and select a location to save the PDF.

6. Enter information into the Title, Author, Subject, and Keywords fields.

7. Click **Save**.

Creating a Print Preset

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

To Create a Print Preset:

1. In Manage mode, in the File List pane, select the images you want to include.

2. Click **File** | **Print**, or press **Command–P**.

3. Click the Print button.

4. In the Print dialog, click the down arrow button.

   The dialog box expands to display more print settings.

5. Set your print options.

6. From the **Presets** pop-up menu, select **Save As**.

7. Enter a name for the preset and click **OK**.

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

To Use a Print Preset:

1. In Manage mode, in the File List pane, select the images you want to include.

2. Click **File** | **Print**, or press **Command–P**.

3. Click the Print button.

4. From the **Presets** pop-up menu, select a preset.

5. Click **Print**.

Customizing Print Size

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

To Customize the Image Size For Print:

1. In Manage mode, in the File List pane, select the images you want to print.

2. Click **File** | **Print** or press **Command–P**.

3. In the **Print size** pop-up menu, select **Customize**.

4. In the Print size dialog, click the **+** button to add a new size.

5. In the **Measurement** pop-up menu, select a measurement.

6. Enter your measurement into the **Width** and **Height** fields.

7. Click **OK**.

Chapter 3: View Mode

About View Mode

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

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

View Mode is Divided into Two Areas:

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

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

To Access the View Mode:

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

- • Click View mode button at the top right of ACDSee.

- • Select **View** | **View mode** from the top menu of ACDSee.

- • Press **Option–Command–V** to switch to View mode.

- • Double-click on an image in Manage mode.

Only images will be displayed in View mode.

Working with Images in View Mode

Viewing RAW Images

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

Browsing Images in View Mode

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

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

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

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

Viewing Images in View Mode

See the table below for viewing options in View mode.

Viewing Options in View Mode

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

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

Viewing Images in the Filmstrip

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

To View Images in the Filmstrip

Do one of the following:

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

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

Resizing the Filmstrip

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

To Resize the Filmstrip

Click and drag the filmstrip header up or down.

Collapsing the Filmstrip

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

To Collapse the Filmstrip

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

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

Chapter 4: Develop Mode

About Develop Mode

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

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

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

Processing an Image

To Develop an Image:

1. Select one or more images and click **Develop**.

2. Tune your image in the **Tune** tab, using controls grouped by General, White Balance, Lighting, Advanced Color, Split Toning, Soft Focus, Cross Process, Post-Crop Vignette, Tone Curves, and Output Color Space.

3. Adjust details in the **Details** tab, using the Sharpening, Noise Reduction, Chromatic aberration, or Defringe tools.

4. Fix geometry in the **Geometry** tab, using the Lens Distortion, Rotate & Straighten, Perspective, Crop or Vignette Removal tools.

5. Fix red eye in the **Repair** tab, using the Red Eye Correction tool.

Saving and Canceling

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

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

1. Click **Done**.

2. Select one of the following:

   - **Save**: Save your changes.

   - **Save as**: Save a copy of your processed image with a new name or format.

   - **Discard**: Discard your changes.

   - **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

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

To Save the Image and Continue Processing Other Images:

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

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

Click **Cancel**.

Restoring to Original Image

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

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

Restoring Your Image Back to Its Original State

To Restore the Original Image in Manage or View Mode:

Do one of the following:

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

- Click **Edit | Develop | Restore to Original**.

To Restore the Original Image in Develop Mode:

Do one of the following:

- Click **Edit | Develop | Reset to Defaults**.

- Click the Develop mode Tools settings button and select **Restore to Original**.

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

Saving and Sharing Develop Settings as a Preset

Once you have carefully selected your Develop settings for an image, you have the option to save those settings to use again on other images. A Developing Tools Preset saves adjustments made in the Tune, Detail, Geometry, and Repair tabs. Your saved preset will appear in the actions drop-down menu in Develop mode.

Saving a Develop Preset

To Save Your Develop Tools Settings as a Develop Preset:

1. Make adjustments to an image using the Develop tools.

2. Use the settings button drop-down menu in Develop mode to select **Save Preset.**

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

3. Enter a name for your preset. You can deselect the checkbox of any setting you do not want included.

4. Click **OK**. Your saved preset will appear in the actions drop-down menu in Develop mode.

Apply Your Develop Preset to Multiple Files at Once

Your Develop Preset can also be applied to multiple files at once within the Batch workflow tool.

To Apply a Batch Develop Preset:

1. In Manage mode, select one or more images.

2. Click the **Batch** button and select **Custom**.

3. In the Batch Workflow dialog box, select the **Develop** Action from the left pane, and drag and drop it into the right pane.

4. Select your previously saved **Develop Preset** from the pop-up menu.

5. Do one of the following:

   • Click **Save Preset** to save your actions as a preset for future use. Enter a name for your preset and click **Save**. You can access your saved presets in **Edit** | **Batch**.

   • Click **Run Batch** to apply the settings to your files.

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

Share Your Develop Presets with Family and Friends

To share your Develop Presets, import or export them.

To Import Develop Presets:

   • Click **Tools** | **Import Develop Presets**.

To Export Your Develop Presets:

   • Click **Tools** | **Export Develop Presets**.

About the Tune Tab

In the Tune tab, you can adjust exposure, white balance, saturation, brightness, hue, color profile and much more.

To Use the Tune Tab:

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

2. Select one of the groups in the **Tune** tab: General, White Balance, Lighting, Advanced Color, Split Toning, Soft Focus, Cross Process, Post-Crop Vignette, Tone Curves, and Output Color Space.

Saving and Canceling

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

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

1. Click **Done**.

2. Select one of the following:

   - **Save**: Save your changes.

   - **Save as**: Save a copy of your processed image with a new name or format.

   - **Discard**: Discard your changes.

   - **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

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

To Save the Image and Continue Processing Other Images:

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

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

Click **Cancel**.

Making General Adjustments

In the General group, you can make global adjustments to your image. You can save your settings as a preset for future use.

To Adjust Your Image in General:

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

2. In the General group, make adjustments as described below:

General Options

Treatment:	Select **Color** or **Black & White** mode.
Exposure:	Drag the slider to the right to increase exposure, or drag to the left to decrease exposure. One eV is equivalent to one stop of exposure change.
Highlight Recovery:	Drag the slider to the right to recover detail in overexposed areas of the image.
Fill Light:	Drag the slider to the right to add light to the darkest areas of the image.
Contrast:	Drag the slider to the right to increase contrast or to the left to decrease contrast.
Vibrance:	Drag the slider to the right to increase vibrance or to the left to decrease vibrance. Increasing the vibrance does not affect skin tone in an image.
Clarity:	Drag the slider to the right to increase clarity or to the left to decrease clarity.

Adjusting Clarity

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

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

To Adjust the Clarity of Your Image:

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

2. In the General group, drag the **Clarity** slider to the right for greater clarity.

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

Adjusting White Balance

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

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

To Adjust the White Balance in an Image:

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

2. In the White Balance group, adjust the sliders as described below:

White Balance Options

White Balance	For RAW images, select one of the following white balance correction options: • **As Shot:** Selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • **Sunny**: Adjusts the color temperature to 5500K, approximately that of the midday sun. • **Cloudy**: Adjusts the color temperature to 6500K, approximately that of a lightly overcast sky. • **Shade**: Adjusts the color temperature to 7500K, approximately that of a heavily overcast sky. • **Tungsten**: Adjusts the color temperature to 2850K, approximately that of a household light bulb. • **Fluorescent**: Adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb. • **Flash**: Adjusts the color temperature to 5500K, approximately that of a camera flash. • **Custom:** Allows you to specify a specific white balance, by adjusting the Temperature and Tint sliders. You can also hover your mouse over the image until it turns into an eye dropper, and click an area of the image that is a neutral color (gray). For encodable images, such as JPEGs, select one of the following white balance correction options: • **As Shot:** Selected automatically. Applies the camera's white balance setting as stored in the camera when the photo was taken. • **Custom:** Allows you to specify a specific white balance, by adjusting the Temperature and Tint sliders. You can also hover your mouse over the image until it turns into an eye dropper, and click an area of the image that is a neutral color (gray).
Temperature	Drag the temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature.
Tint	Drag the tint slider to the left (more green) or right (more magenta) to match the white balance settings that you selected when you took the photo.
Strength	Adjusting the slider to the right increases the white balance adjustment. Adjusting the slider to the left decreases the white balance adjustment.

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

Adjusting Lighting

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

You can also simultaneously lighten areas that are too dark, and darken areas that are too bright. Examples would be a back-lit photo of a person silhouetted against a bright background like the sea, or a window. In fact, most photos taken on a dull day, or with a flash, can be improved in various ways with fine adjustments using the lighting tool.

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

To Adjust Lighting in Your Image:

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

2. In the Lighting group, adjust the lighting as described below.

Basic Lighting

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

Basic Lighting Options

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

Light EQ

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

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 click on the graph or on the image and drag the double-pointed arrow up or down to brighten or darken.
# tone bands	Drag the slider on each tonal band to adjust areas of the curve. You can choose to display 2, 3, 5, 7 or 9 tone band sliders.

Advanced

Advanced gives you ultimate control of the brightness and contrast in an image. Adjustment curves can be constructed using four sliders, and you can manually adjust the curves by clicking and dragging within the graph area or on the image itself.

Graph

The top half of the graph corresponds to brightening, and the bottom half corresponds to darkening. Tone levels of the shadows are represented on the left, midtones in the middle, and highlights on the right.

The light gray in the graph shows the amount of brightening or darkening applied throughout the image. The dark gray areas in the graph are suggested boundaries for adjustment, and turn red to indicate where you have adjusted far enough to cause a loss in detail. When the cursor is over the image, the two vertical yellow lines correspond to the lower and upper bounds of the tone level of the area under the cursor and indicate the center of adjustment.

Advanced Options

Area	Action	Result
Sliders	**Drag Brightening slider**	To the right: Increases the light applied to the darker areas.
		To the left: Applies brightening more uniformly to all areas of the image.
	Drag Darkening slider	To the right: Increases the darkening applied to the brighter areas of the image.
		To the left: Applies the darkening more uniformly to all areas of the image.
	Drag Amplitude slider (Brighten)	To the right: Increases the intensity of the brightening across all areas of the image. The height of the curve increases.
		To the left: Reduces the intensity of the brightening and the height of the curve.
		If the Amplitude slider is 0: No brightening is applied.
		If the Amplitude is 100 - 200: Proportional amount of clipping increases.
		In most cases, 110 is the right amount of amplitude. For images with fine detail in the highlights, decreasing brighten amplitude preserves the detail.
		In most cases it is not necessary to adjust amplitude.
	Drag Amplitude slider (Darken)	To the right: Increases the intensity of the darkening across all areas of the image. The height of the bottom orange curve increases.
		To the left: Reduces the intensity of the darkening and the height of the curve.
On Graph	**Drag the graph (top)**	The graph changes as you click and drag up on the graph itself. The graph represents the brighten adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.
		The height of the graph represents the level of brightening applied at each tone level. (Tone moves from black on left to white on the right.)
		When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brighten or Darken Amplitude slider changes to indicate the current curve amplitude. (An amplitude of 100 is the maximum amplitude a curve can have without causing clipping.)
	Drag the graph (bottom)	The graph changes as you OPTION + drag down on the graph itself. The graph represents the darken adjustments you are making. The gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.

Adjusting Advanced Color

Advanced Color lets you make color adjustments for saturation, brightness and hue. You can make adjustments to the entire image in Standard mode, or adjust on a color by color basis in Standard or High Quality mode.

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

To Adjust Color:

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

2. In the Advanced Color group, select the Saturation, Brightness or Hue tab, and adjust them according to the options described in the table below.

Advance Color Options

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

Color		Advanced Color has the following tabs:
		• **Saturation** tab: Adjusts from full color saturation to grayscale.
		• **Brightness** tab: Adjusts the light or dark tones in the image.
		• **Hue** tab: Changes to a different color.
	High Quality	Adjust image colors individually. High Quality uses newer, more modern color models, allowing for a visually perceptive and higher quality adjustment.
		Adjust each color individually by dragging sliders right for more intensity, or left for less. You can also enter a number into the fields for precise adjustments. Or, select a precise color to adjust by placing your cursor on the image. A box will appear next to your cursor displaying the color you are hovering over. Click on the photo and drag up or down to adjust. The affected color sliders automatically adjust as you move your cursor.
	Standard	Supports previously developed images. Adjust colors individually or make global adjustments with the Master slider.
Black & White		
		Black & White mode is defined in the **General** group of the **Tune** tab. In this mode, the Advanced Color group becomes the Advanced Black & White group.
		Advanced Black & White has the following sliders:
		• **Brightness**: ACDSee reads the colors in the original and adjusts their brightness in Black & White mode. Adjust the brightness of each color individually by dragging sliders right for more intensity, or left for less. You can also enter numbers into the fields for precise adjustments. Or, select a precise color to adjust by placing your cursor on the image. A box will appear next to your cursor displaying the color you are hovering over. Click on the image and drag up or down to adjust. The affected color sliders automatically adjust as you move your cursor.
		• **Colorization**: Adds color back into the image based upon the color you select with the Hue slider. The saturation of the color added back to any given pixel is scaled based both on the amount of color/saturation that existed in the original image and the Amount slider.

Applying a Soft Focus Effect

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

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

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

To Give Your Image a Soft Focus:

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

2. In the Soft Focus group, make adjustments as described below.

Soft Focus Options

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

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

Applying a Cross Process Effect

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

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

To Adjust the Strength of the Cross Process Effect:

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

2. In the Cross Process group, drag the **Strength** slider to the right to increase the retro-effect.

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

Adjusting Split Tone

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

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

To Adjust Highlights and Shadows:

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

2. In the **Split Tone** group, drag the sliders to apply colored highlights and shadows as described in the table below.

Split Tone Options

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

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

Creating a Post-Crop Vignette

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

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

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

To Create a Post-Crop Vignette:

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

2. In the Post-Crop group, adjust the sliders as described below:

Post-Crop Options

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

Adjusting Tone Curves

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

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

To Adjust the Tone Curves in an Image:

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

2. In the Tone Curves group, adjust the curves as described below.

Tone Curves Options

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

You can reset your tone curves by clicking the reset button.

Output Color Space

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

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

To Set the Output Color Space For a File:

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

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

Adjusting Details

About the Detail Tab

In the **Detail** tab, you can sharpen, reduce noise, and correct chromatic aberration and defringing in your photos.

To Use the Detail Tab:

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

2. Select the Sharpening, Noise Reduction, Chromatic aberration, or Defringe group to adjust the image.

Saving and Canceling

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

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

1. Click **Done**.

2. Select one of the following:

    *   **Save**: Save your changes.

    *   **Save as**: Save a copy of your processed image with a new name or format.

    *   **Discard**: Discard your changes.

    *   **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

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

To Save the Image and Continue Processing Other Images:

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

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

Click **Cancel**.

Sharpening

You can use the sharpening tool to define details and add clarity to your images.

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

To Sharpen Your Image:

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

2. In the Sharpening group, adjust the sliders as described below.

Sharpening Options

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

Reducing Noise

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

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

To Reduce Noise in Your Image:

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

2. In the Noise Reduction group, adjust the sliders as described below.

Noise Reduction Options

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

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

Adjusting Chromatic Aberration

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

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

To Adjust Chromatic Aberration in Your Image:

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

2. In the Chromatic Aberration group, adjust the sliders as described below.

Chromatic Aberration Options

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

Defringing

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

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

To Defringe Your Image:

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

2. In the Defringe group, adjust the sliders as described below.

Defringing Options

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

About the Geometry Tab

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

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

To Use the Geometry Tab:

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

2. Select the Lens Distortion, Rotate & Straighten, Perspective, Crop or Vignette Removal group to adjust the image.

Saving and Canceling

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

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

1. Click **Done**.

2. Select one of the following:

   * **Save**: Save your changes.

   * **Save as**: Save a copy of your processed image with a new name or format.

   * **Discard**: Discard your changes.

   * **Cancel**: Remain on the same image in Develop mode with your changes intact, without saving.

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

To Save the Image and Continue Processing Other Images:

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

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

Click **Cancel**.

Fixing Lens Distortion

Lens distortion is common in photos that were taken with wide angle or zoom lenses.

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

To Fix Lens Distortion:

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

2. In the Lens Distortion group, adjust the slider to the left for a bulge effect, or adjust the slider to the right to stretch the edges of the image.

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

Rotating and Straightening

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

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

To Correct a Crooked Photo:

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

2. In the Rotate & Straighten group, adjust your image as described below:

Rotate Options

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

Straighten Options

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

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

Correcting Perspective

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

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

To Correct Perspective:

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

2. In the Perspective group, adjust the sliders as described below.

Perspective Correction Options

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

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

Cropping

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

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

To Crop an Image:

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

2. In the Crop group, resize the crop window, position it over the area of the image you want to keep. See below for more details.

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

Resizing the Crop Window

To Resize the Crop Window by Dragging:

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 Constrain the Crop Window to a Ratio:

1. Select the **Constrain proportion** check box.

2. Select a ratio from the pop-up menu.

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.

Crop Options

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

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

Vignette Removal

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

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

To Correct Lens Vignetting:

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

2. In the Vignette removal group, set the options as described below:

Vignette Removal Options

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

Repair

Red Eye Correction

When taking photos with a flash, sometimes the people in your photos appear to have red eyes. This is caused by the camera flash bouncing off the person's retina. You can reduce or eliminate red eye by using the Red Eye Correction tool found in the Repair tab of Develop mode.

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

To Correct Red Eye:

1. In Develop mode, select the Repair tab.

2. In the Red Eye Correction group, set the options as described below:

Red Eye Correction Options

Size:	Drag the slider to the right to expand the radius, or drag to the left to restrict the radius.
Darkening:	Drag the slider to the right to darken correction, or drag the slider to the left to lighten correction.

You can click **Do it for me** to apply red eye correction automatically.

Chapter 5: Zooming Images

Setting the Zoom Level

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

To Set the Zoom Level Using the Slider:

1. In View mode, select an image.

2. Click the zoom slider and do one of the following:

- Click and drag the slider to the left to zoom out.

- Click and drag the slider to the right to zoom in.

Zooming an Image

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

To Zoom In and Out of an Image:

Do one of the following:

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

- Press the **Command––** keys to zoom out.

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

Viewing Images in Full Screen

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

To View in Full Screen:

Do one of the following:

- Select **View** | **Full Screen**.

- Press the keys **Option–Command–F** to view image in Full Screen.

- Click Full Screen button ⤡ (in View mode only).

In Full Screen you can:

- Press **Command–+** to zoom into the image.

- Press **Command––** to zoom out of the image.

- Press **Esc** exit Full Screen.

  💡 You can also set <u>Full Screen preferences</u> in Manage and View modes.

Chapter 6: Setting Preferences

Setting General Preferences

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

To Set the General Options:

1. In Manage mode, click **ACDSee | Preferences**. Or press **Command–,** keys.

2. In the Preferences dialog box, click **General**.

3. Set or change any of the options described below.

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

General Options

Default start folder	**Folder from previous session**	Opens Manage mode in the same folder that was open the last time you used ACDSee, and automatically applies any browsing criteria you were using.
	Specific folder	Always opens Manage mode to the specified folder. Click the **Choose** button to locate a starting folder on your hard drive.
Camera	**Launch ACDSee when a camera is connected**	Opens ACDSee when a camera is connected.
	Show import dialog when a camera is connected.	Opens when a camera is connected.
Print options	**Autorotate images for best fit**	Automatically corrects the orientation of images (based on their EXIF data) when displayed in ACDSee.
	Crop images in layout	ACDSee automatically crops images in print layout.
Rotate or flip images	**Automatically save file after rotating images**	Automatically saves file to its rotated state.
Trackpad	**Zoom using trackpad**	Enables zoom on trackpad. To disable zoom, click the checkbox to clear the checkmark.
	Rotate using trackpad	Enables rotate on trackpad. To disable rotate, click the checkbox to clear the checkmark.
Color scheme	Select **Charcoal** or **Silver** as ACDSee Pro 3's color scheme. **Charcoal** is selected by default.	

Setting Manage Mode Preferences

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

To Set Manage Mode Options:

1. In Manage mode, click **ACDSee** | **Preferences**.

2. In the Preferences dialog box, click **Manage**.

3. Set or change any of the options described below.

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

Manage Mode Options

Organize	Filter	Show all file types or Apply filtering criteria	You can choose to show all file types or limit the file list to displaying images and/or movies.
		Show folders	Displays subfolders in a folder. To disable the display of subfolders, click on the checkbox to clear the checkmark.
		Browse inside bundles	Allows you to browse contents of applications.
		Show XMP files	Displays the sidecar XMP files.
		Show THM files	Displays the THM files.
	File associations	Use ACDSee Pro 3 to open all image files	Displays all image files in ACDSee Pro 3 by default.
		Use custom associations	Click **Customize** to select an extension and set the default program that opens the file type.
		Launch in Full Screen mode	This will launch any image file that you open in Full Screen mode.
	Organize	Use animation to flip between the Organize and Properties pane	Rotates Organize pane over to Properties pane.
		Include parent categories when a subcategory is assigned	Adds the parent categories when its subcategory is assigned. For example, you have the parent category Canada, and subcategory called Vancouver. If you select the Vancouver subcategory, the Canada parent category will also be added to the file.
		Removes subcategories when a parent category is unassigned	Removes the subcategory if its parent category is unassigned. For example, you have the parent category Cats, and subcategory called Kittens. If the parent category Cats is unassigned from a file, then the subcategory Kittens will also be unassigned from that file.

Thumbnails	Thumbnail Info	Information	Displays the file name of the images.
		Overlay Icons	Displays icons on thumbnail images for tagged, rated, categorized or locked files. Select or deselect the **Tagged**, **Rating**, **Category**, **Locked, Developed**, or **Labeled** check boxes.
	Thumbnail Style	Thumbnail Size	Adjusting the slider to the left decreases the thumbnail size. Adjusting the slider to the right increases thumbnail size.
		Thumbnail Spacing	Adjusts the thumbnail display. Move the **Thumbnail Spacing** slider to the left to decrease the spacing between thumbnails, or move to the right to increase the spacing. Select one of the following: • **High-quality scaling**: Displays high-quality thumbnails. • **Use embedded thumbnails**: Displays the embedded JPEG, created by your camera when you took the photo. • **Generate high quality thumbnails**: ACDSee quickly develops the RAW file and displays a temporary photo of the RAW file.
		Thumbnail Frame	Adjusts the presentation of the thumbnail. Select any of the following: • **Show drop shadow**: Shows thumbnails with a 3D drop shadow. • **Show frame**: Displays a white frame around each thumbnail. • **Show slide background**: Displays a shaded background behind the thumbnail and its information. • **Show slide border**: Displays a thick dark border around the outer edges of the thumbnail.
List	List View		Customize List view by dragging items in left tree to the list in the right pane.

Setting View Mode Preferences

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

To Set the View Mode Options:

1. In Manage mode, click **ACDSee | Preferences**.

2. In the Preferences dialog box, click **View**.

3. Set or change any of the options described below.

View Mode Options

Default Zoom	**Fit Image**	Resizes images to fit the size of the View mode window.
	Fit Width	Resizes images to fit the width of the View mode window.
	Fit Height	Resizes images to fit the height of the View mode window.
	Actual size	Displays images at their original size.
Rotate or flip images	**Save orientation on exit**	Saves any rotation applied to the image when exiting View mode.
Background color for View & Full Screen	**Viewer background color**	Select background color for Viewer.
	Full screen background color	Select background color for Full screen.
Slideshow	**Use high quality rendering.**	This option is recommended for computers with advanced graphics cards.

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

Setting Develop Mode Preferences

To Set the Develop Mode Preferences:

1. In Manage mode, click **ACDSee | Preferences**.

2. In the Preferences dialog box, click **Develop**.

3. Set or change any of the options described below.

Develop Mode Options

Pane Position	Positions the Develop mode tools pane to the left or the right.	
Auto Save	Saves your images automatically when switching between modes or images.	
Color Management	**Default output color space for RAW files.**	Select preferred default color output for RAW files.
	Default output color space for non-RAW files.	Select preferred default color output for non-RAW files.

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

Setting Devices Preferences

You can set options on how ACDSee handles external devices.

To Set Options For Devices:

1. In Manage mode, click **ACDSee** | **Preferences**.

2. In the Preferences dialog box, click **Devices**.

3. Set or change any of the options described below.

Setting Devices Options

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

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

Setting Mouse and Keyboard Preferences

In Preferences you can select how double-clicking an image functions as well as customize your keyboard shortcuts.

To Set Mouse and Keyboard Options

1. Click **ACDSee** | **Preferences**.

2. In the Preferences dialog box, under Mouse and Keyboard, select **Mouse Settings**.

3. Select your preferences from the tabs described below.

Mouse Settings Tab

Manage Mode Options

Double-clicking an image	**Switch to View mode**	Opens the image in View mode when you double-click on it.
	Switch to Develop mode	Opens the image in Develop mode when you double-click on it.
	Enter to Full Screen	Displays the image in full screen. Select one of the following: • **Return to Manage mode when double-clicking in Full Screen**: Double-clicking on an image when in Full Screen will return you to Manage mode. • **Do nothing when double-clicking in Full Screen**: Double-click is disabled when the image is in Full Screen.

View Mode Options

Double-clicking an image	Switch to Manage mode	Opens the image in Manage mode when you double-click on it.
	Switch to Develop mode	Opens the image in Develop mode when you double-click on it.
	Enter Full Screen	Displays the image in full screen. Select one of the following:

- **Switch to Manage mode when double-clicking in Full Screen**: Returns to Manage mode when you double-click on an image in Full Screen.
- **Return to View mode when double-clicking in Full Screen**: Returns you to View mode when you double-click an image in Full Screen.

Keyboard Shortcuts Tab

To Set Customize Keyboard Shortcuts:

1. Select the Keyboard shortcuts tab.

2. Select a Menu item from the left, then an individual command to edit on the right.

3. Double-click a shortcut to make the field editable.

4. Press and hold chosen keys to enter new shortcut.

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

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

Setting Status Bar Preferences

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

Status Bar Preferences

To Select Status Bar Options:

1. Click **ACDSee | Preferences**.

2. In the Preferences dialog box, click the **Status Bar** tab.

3. Customize the Status Bar by dragging tokens into the Status Bar Text Format field.

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

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

Chapter 7: Shortcuts

Keyboard Shortcuts

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

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

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

Shortcut	Resulting action
\	Tags your images.
Command–A	Selects all items.
Command–C	Copies the image.
Command–Delete	Moves to Trash.
Command–H	Hides ACDSee.
Command–M	Minimizes ACDSee.
Command–P	Opens print dialog box.
Command–R	Refreshes the view.
Command–V	Pastes the image.
Command–0	Clears your ratings.
Command–1	Rates your images as 1.
Command–2	Rates your images as 2.
Command–3	Rates your images as 3.
Command–4	Rates your images as 4.
Command–5	Rates your images as 5.
Command––	Zooms out of the image.
Command–+	Zooms into the image.
Command–*	Fits image to the screen.
Command–/	Displays image in its actual size.
Command–]	Moves forward through the folders viewed.
Command–[	Moves backward through the folders viewed.
Command–I	Displays and hides the Properties pane.
Command–,	Displays Preferences dialog.
Command–Left Arrow Key	Fits the image to the width of the screen.
Command–Up Arrow Key	Fits the image to the height of the screen in View mode.
Control– L	Rotates image to the left.
Control–0	Clears image label.
Control–1	Labels image red.
Control–2	Labels image orange.
Control–3	Labels image yellow.
Control–4	Labels image green.
Control–5	Labels image blue.
Control–6	Labels image violet.
Control–7	Labels image gray.

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

You Can Use the Following Shortcuts While Working in Develop Mode:

Shortcut	Resulting action
E	Toggles the exposure warning on and off.
Shift-Command-A	Displays the image's saturation value.
Shift–Command– S	Saves the image.
Shift–Command–Z	Redo.
Command–Z	Undo.
Page Down	Opens the next image.

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

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

Shortcut	Resulting action
X	Adjusts the General **Exposure**.
H	Adjusts the General **Highlight Recovery**.
F	Adjusts the General **Fill Light**.
C	Adjusts the General **Contrast**.
V	Adjusts the General **Vibrance**.
L	Adjusts the General **Clarity**.
W	Adjusts the White Balance **Temperature**.
T	Adjusts the White Balance **Tint**.