

SeePlus™ DICOM



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Chapter 1: Getting Started



Welcome to SeePlus DICOM

Welcome to SeePlus DICOM, and congratulations on choosing the industry-leading digital photo, medical imaging, and document management software.

SeePlus is the essential application for importing, organizing, viewing, enhancing, and sharing your digital photos and other media files. SeePlus allows you to manage your files across formats and locations.

With SeePlus you can import your photos from your camera to your computer, categorize and rate your files, and manage photo collections of any size—from a few hundred to a few hundred thousand. Choose to view thumbnail previews of any size, or use a detailed list of file properties to sort your files. Can't find a particular photo? No problem. SeePlus includes a variety of powerful searching tools and a Compare Images feature to eliminate duplicates.

Build your photography workflow around SeePlus and notice the difference. Its flexible cataloging capabilities, unrivaled viewing speed, and powerful photo editor make SeePlus the choice of busy professional and advanced amateur photographers worldwide. Add vastly improved RAW processing, a full set of metadata tools, and unparalleled viewing speed, and you have a fully integrated photography editing and management solution. SeePlus accelerates your workflow and quickly gets you back to doing what you do best: shooting amazing photographs.

The Patented Light EQ™ technology single-exposure HDR algorithms powering SeePlus' Light EQ™ tool accurately and intelligently stretch the dynamic lighting range of your photos, making them incredibly realistic or atmospheric.

View mode quickly generates high-quality displays of your images. You can run slideshows, play embedded audio, and display multiple-page images in any of the more than 50 image and multimedia file formats.

Also, SeePlus includes a wide variety of image editing tools you can use to create, edit, and touch-up your digital images. Use tools such as red eye reduction, crop, sharpen, blur, and photo repair to enhance or correct your images. Image editing tools, such as exposure adjustment, convert, resize, rename, and rotate, can be performed on multiple files at the same time.

The user interface is completely customizable, and provides quick access to tools and features. You can customize the screen layout, the order of images, toolbar display, and many other options to suit your preferences. SeePlus contains extensive context-sensitive Help to assist you as you move through the application.

SeePlus is a fast, powerful, and easy-to-use file management system that everyone from beginners to professionals can use and enjoy.

About the SeePlus User Interface

The SeePlus user interface provides easy access to the various tools and features you can use to browse, view, edit, and manage your photos, documents, and media files. SeePlus consists of four modes: Manage mode, View mode, Documents mode, and Edit mode.

Manage Mode

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

Manage mode consists of 14 panes, most of which can be closed when not in use. The [File List pane](#) is always visible, and displays the contents of the current folder, the results of your latest search, or the files in your database that match your filtering criteria. A status bar at the bottom of the Manage mode window displays information about the currently selected file, folder, or category.

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

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

View Mode

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

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

Documents Mode

3 Documents mode can be used to view your entire file collection by date. You can view them by year, month, or day. If you have Microsoft OneDrive™ you can toggle viewing your OneDrive file collection along with the file collection on your hard drive, or just your hard drive collection on its own. Documents mode only displays files that have been [cataloged](#). Images in Documents mode are displayed by the date they were taken, as indicated in the images' EXIF data.

Photos mode consists of two panes, the Date pane and Timeline pane. The Date pane displays all of your cataloged photo collection by date. The Timeline pane displays the year and month of your photos and how many photos are in each. You can also select individual images to launch them in other modes.

Edit Mode

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

Switching Modes in SeePlus

In SeePlus you can quickly switch between the five modes—Manage, View, Documents, and Edit mode.

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



To Switch from One Mode to Another:

Click one of the following mode buttons:

- **Manage:** Import, browse, organize, compare, find, and publish your photos.
- **View:** Display and examine photos at any magnification.
- **Documents:** View your entire file collection by date.
- **Edit:** Fix and enhance photos using the pixel-based Edit tools.

Using Manage Mode

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

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

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

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

About the Manage Mode Panes

Manage mode consists of the following panes:

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

Manage Mode Drop-Down Menus

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

- **Workspaces:** Where you can save a set of customized layouts for the workspace or reset it to the default workspace.

- **Import:** Where you can import photos from cameras and other devices.
- **Batch:** Where you can run all the batch editing processes.
- **Create:** Where you can create slide-show files, PDFs, CD/DVDs, online albums, or archives.
- **Slideshow:** Where you can configure and run a slideshow.
- **Send:** Where you can upload to an FTP, or share files by email.
- **External Editors:** Where you can list external editors for easy access.

Working with Manage Mode Panes

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

To Open or Close Panes in Manage Mode:

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

Moving Panes

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

To Move a Pane:

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

To Move a Docked or Floating Pane:

Do one of the following:

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



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

Docking Panes

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

To Dock a Pane in Manage Mode Window:

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

Stacking Panes

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

To Stack Panes:

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

Resizing Panes

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

To Resize a Docked Pane:

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

To Resize a Floating Pane:

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

Resetting the Workspace

You can return all of the Manage mode panes to their default positions at any time.

To Reset the Manage Mode Workspace:

Click **View** | **Workspaces** | **Default Workspace**.

Using Documents Mode

Documents mode is a quick and convenient way to view your entire file collection by date. Documents mode displays files that have been [cataloged](#). Images in Documents mode are displayed by the date they were taken, as indicated in the images' EXIF data. If the EXIF data does not contain a date taken, Documents mode will display the images based on the modified date.

Documents mode contains two areas:

Date pane: This pane displays all of your cataloged files by date.

Timeline pane: This pane displays the year and month of your photos and how many photos are in each.

Viewing Images and Files

Images and documents are displayed in Documents mode by date. To toggle viewing them by year, month, or day, do one of the following:

- Click the **Year**, **Month**, or **Day** buttons at the bottom right of the Date pane.
- Use the forward and back arrows at the top left to move from Year to Month to Day view.
- Choose **View | Year/Month/Day**.
- **Click** an image or document to move from Year to Month to Day view.
- **Click** on a year/month entry in the Timeline pane to navigate to the files from that time.

To View Only Your Microsoft OneDrive® File Collection:

Click the **OneDrive** button at the top of the Date pane.

To View All of Your File Collection (Including OneDrive):

Click the **All** button at the top of the Date pane.

To View a Larger Version of an Image or Document:

Do one of the following:

- **Double-click** an image or document to open it in View mode.
- Select an image or document and press **Enter** to toggle between View mode and Documents mode.

To Open an Image in Another Mode:

Right-click the image in Day view and select an option from the context menu.

To Locate a File in Windows Explorer®:

Right-click the file in Day view and select **Show in File Explorer**.

Cataloging

Photos mode will only display files that have been cataloged. You can catalog your files by:

- Browsing your folders in [Manage mode](#).
- Using the [Catalog](#) button at the top of Documents mode.

Using View Mode

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

View mode contains four main areas:

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

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

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

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

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

To Open a Group of Files in View Mode:

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

Viewing Files in Full Screen Mode

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

To View Files in Full Screen Mode:

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

To Exit Full Screen Mode:

Do one of the following:

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



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

Using the View Mode Panes


To Open the View Mode Panes:

1. Open an image in View mode.
2. Do one of the following:
 - Click **View | Histogram** to display the histogram for the image.
 - Click **View | Magnifying glass** to display a pane which shows the area of the image under your cursor at a higher magnification.









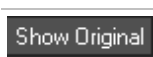





- Click **View | Navigator** to display a thumbnail overview of a magnified image.
- Click **View | Properties** to display the IPTC, EXIF and SeePlus Metadata for the image.

Using the Bottom Toolbar

Use the Bottom toolbar to access commonly-used tools.

 These tools are only available when viewing image files.

Bottom Toolbar

	Add to File Basket	Adds the file to the File Basket.
	Rotate left	Rotates the image to the left.
	Rotate right	Rotates the image to the right.
	Scroll	Pans or scrolls the image when the image is zoomed to a larger size than the View mode area.
	Select	Selects a rectangular area of the image.
	Zoom	Zooms in or out on the image. Click to zoom in or right-click to zoom out.
	Full Screen	Displays the image on a full screen. Press F to view full screen.
	External Editors	Opens the file in an external editor of your choosing.
	Show Original	Toggles between the original image and the edited image.
	Navigator	Displays the Quick Navigator pane so you can see a thumbnail overview of a magnified image. (Only visible for images that are zoomed in to a size larger than will fit on the screen.)
	Zoom slider	Controls the size of the image in the View mode area. Drag the slider to adjust the size.
	Zoom drop-down list	Displays a list of zoom sizes to select.
	Actual Size	Returns the image to its actual size.
	Fit Image	Reduces the image to fit within the View mode area.
 <div> Off On </div>	RAW decode/Embedded Preview	When viewing a RAW image that has not been developed, the RAW decode/Embedded Preview switch is available in the Toolbar. For information about RAW display, see Viewing RAW Images .

Using Windows Touch Gestures™ with View Mode

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

To Use Windows Touch Gestures™ with View Mode:

Open an image in View mode.

- Swipe on the image to scroll through images one at a time. You can also use this method on the File List at the bottom of View mode.
- Hold and swipe slowly in one direction to go through all of the images in the folder.
- Hold down on an image, and then let go to achieve the same results as right-clicking with a mouse.
- Double-tap the image to return to Manage mode in SeePlus.
- Move two fingers apart to zoom in, and toward each other to zoom out.
- After zooming in further than 100%, you can pan the image with your finger.
- If viewing images in Actual Size (1:1), you can still swipe through your images. They will all be displayed at 100% zoom level.

Switching to Manage Mode

You can return to Manage mode at any time.

To Return to Manage Mode from View Mode:

Do one of the following:

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

Using Edit Mode

Edit mode is where you can apply changes to your images. You can edit the overall look of your images by changing the lighting and color, or you can crop, flip, resize, or rotate your image. You can use selections to fix specific parts of your images. And you can also add final touches to your images, such as red eye removal, borders, and special effects.

The Processing Power of Edit Mode

Edit Mode

For any touch-ups to specific areas of your images, use the tools in Edit mode. Use the Selections tool to further fine tune a part of an image.

- Use the editing tools to selectively apply adjustments to parts of your image.
- Add final touches to your image such as borders, text, watermark and special effects.
- Use the pixel-editing tools to fix red eye or remove flaws from your image.

In Edit mode you can:

- Use the [Selections](#) tool or [Edit Brush](#) to apply edits to a specific part of the image.
 - Use [Pixel Targeting](#) to selectively adjust pixels by color and tone.
 - [Remove flaws](#), or [red eye](#).
 - Add [text](#), [watermark](#), [borders](#), [vignettes](#), a [tilt-shift](#), [special effects](#), and [drawings](#).
 - [Crop](#), [flip](#), [resize](#), [rotate](#), and [correct perspective](#) and [lens distortion](#).
 - Adjust lighting using the [Exposure](#), [Levels](#), [Auto Levels](#), [Tone Curves](#), [Light EQ™](#), and [Dodge and Burn](#) tools.
 - Adjust color using the [White Balance](#), [Color EQ](#), [Color Balance](#), [Convert to Black & White](#) or Split Tone tool.
 - Add details to your image using [Sharpen](#), [Remove Noise](#), [Add Noise](#), the [Detail Brush](#), [Blur](#), or [Clarity](#) tools.
-



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



Use the keyboard shortcut **ESC** to cancel out of Edit mode.

Using SeePlus on Multiple Monitors

If you are using a second monitor, you can view and adjust your images simultaneously using SeePlus. This allows you to streamline your workflow and reference the saved version of the image while adjusting it.



You can switch which screen displays SeePlus by clicking and dragging it to the second screen.

To Use SeePlus with Your Second Monitor:

Manage Mode

1. In Manage mode, select an image.
2. Click **View | Second Monitor**. Your image will open on your second monitor.



Toggle your image in and out of full-screen mode by double-clicking.

View Mode

1. Open an image in View mode.
2. Do one of the following:
 - Click **View | Second Monitor: File List**. A full-screen file list will open on your second monitor.
 - Click **View | Second Monitor: Image**. Your selected image will open on your second monitor.



Toggle the image or file list in and out of full-screen mode by double-clicking.

Edit Mode

1. With an image open in Edit mode, do one of the following:
 - Click **View | Second Monitor: Image**. The saved version of the selected image will open on your second monitor. This image does not represent a live preview of the changes that are being made to it in Edit mode. However, this allows you to compare the image to its original as you process it.
 - Click **View | Second Monitor: File List**. A full-screen file list will open on your second monitor.



Toggle the image or file list in and out of full-screen mode by double-clicking.

Chapter 2: Getting Help

Using the Quick Start Guide

The Quick Start Guide contains a set of links on the left side that you can click to get a tour of the main features in SeePlus or set some important preferences.

To Close the Quick Start:

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

To Re-Open the Quick Start Guide:

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

To Use the Quick Start Guide for Quick Access to More Information:

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

To Set Preferences:

1. Click **Default start folder** to select which folder to open at start-up.
2. Click **Display theme** to select a window display theme.
3. Click **Backup reminder** and set reminders to backup your database.

Finding Other Resources and Support

The Help menu on the SeePlus menu bar contains links to open plug-in help files and options that link you to the ACDSeeWeb site, where you can find updates, newsletters, and system requirements.

Other links take you to the support page, to the registration page, or the community home page where you can join the community and participate in the ACDSee forums.

The Help menu is also where you can convert a trial version of SeePlus to a full version by entering a license code.

Click **Help** to see the following menu options:

- Plug-in Help
- [Manage acdID Account](#)
- Check for Updates and Messages
- Quick Start Guide
- [Product Support and Resources](#)
- [Customer Support](#)
- [ACDSee Products](#)
- [ACDSee Community](#)
- [Facebook](#)
- [Twitter](#)

Chapter 3: Manage Mode

Importing Files with SeePlus

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

Importing Files Using the Windows AutoPlay Dialog Box

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

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

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



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

Importing Files from Specific Types of Devices

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

- [Importing Photos From a Device](#)
- [Importing Photos From a CD or DVD](#)
- [Importing Photos From a Disk](#)
- [Importing Photos From a Mobile Phone Folder](#)

About Removable Devices

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

- **USB Removable device:** Removable devices include memory cards that you can attach to your computer using a USB card reader, camera memory cards that insert directly into slots on the computer, or flash drives. USB removable devices are detected by your computer and are shown in the structure as a removable drive.

- **Windows Image Acquisition (WIA)**: Cameras and scanners that use Windows Image Acquisition (WIA) drivers to communicate with the computer. Some cameras, including Canon cameras, use WIA. SeePlus automatically detects the WIA protocol.



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

Importing Photos From a Device

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

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

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

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

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



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



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




To Download Photos Using the Import From Dialog Box:


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



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

Import From Options

View by	Date	Displays all the files grouped by the dates they were created. To deselect a date, click the checkbox beside the date. To deselect all dates, click the All Dates checkbox.
	File Type	Displays all the files grouped by their file type. To deselect a file type, click the checkbox beside the file type. To deselect all file types, click the All file types checkbox.
	View all	Displays all the thumbnails of the files on the device.
	View selected	Displays only the files selected for import.
	<x> Files selected for import	Displays the number of files currently selected for import.
	Zoom slider 	Adjusts the size of the thumbnails as you drag the slider left (shrinks) or right (enlarges).
Choose Import Settings	Import settings drop-down list	<p>Displays the names of recently-used import settings to use again, or you can select one of the following:</p> <ul style="list-style-type: none"> • Current: Uses the current settings to import. • Last used: Uses the import settings from the last import. • None: Clears all the current import settings.
	Save import settings 	<p>Saves all the current import settings with a name so that you can use them again. To save (or edit) import settings, select the Save icon and type in new name (or re-save existing settings).</p> <p>The new name for the import settings appears in the drop-down list.</p>
	Delete import settings 	Deletes the saved import settings currently selected in the Import settings drop-down list.
Choose destination	Destination drop-down list	<p>Displays the names of recently-used destinations to use again, or you can select one of the following:</p> <ul style="list-style-type: none"> • Last used: Uses the destination from the last import. • None: Clears all the current destination settings.

Place in subfolders	Subfolders drop-down list	<p>Displays the following pre-defined subfolder options to select:</p> <ul style="list-style-type: none"> • Single folder by name: Creates a new subfolder with the name you type into the Name field, which activates when you select this option. All the files are placed into a folder with the new name. • Single folder by today's date: Creates one folder using today's date as the name and places all the files into the folder. • Nested folder by today's date: Creates a series of nested folders, one below the other, based on today's date and the format you select in the Format field. The folders are created as the sample shows and all the files are placed in the lowest folder. • Nested folders by file's date: Creates multiple sets of nested folders based on the files' dates and on the format you select in the Format field, which activates when you select this option. The folders are created as the sample shows and the files are imported into the lowest folders on each date. • Separate folders by file's date: Creates separate folders based on the individual file dates in the format selected from the Format drop-down options. • Preserve folder names: Preserves existing folder names when you use the From Disk option to import. For example, if you have a flash drive or CD containing images in a complex set of subfolders, the whole folder tree is imported intact.
	Format	Displays date format options for the Nested folder options (see above).
	Sample	Displays a sample of the nested folders that will be created using the current settings (see above).
Backup to	Backup destination drop-down list	<p>Creates a backup set of files using an exact duplicate of the subfolders you have selected under Place in subfolders.</p> <p>You can also do one of the following:</p> <ul style="list-style-type: none"> • Click Browse and then navigate to an existing folder to use as a backup destination. • Click Browse and then Make New Folder to create a new folder as a backup destination. <p> While existing SeePlus Metadata is included in the backup copy, any Catalog settings (IPTC or SeePlus Metadata) added during import will not be included.</p>

Rename files to	Rename template drop-down list	<p>Renames each file as it imports according to these predefined renaming templates:</p> <ul style="list-style-type: none"> • Date/time - filename: Creates each filename using the file date and time the file was created plus the original filename. • Date/time: Creates each filename using the file date and the time it was created. • Camera - sequence number: Creates each filename using the camera name and a sequential number starting at one. • Date/time - sequence number: Creates each filename using the file date and the time it was created plus a sequential number starting at one. • Camera - filename: Creates each filename using the camera name and the original filename. <p>When you create and save your own renaming templates, they also appear in this list for you to select.</p>
	Edit	Opens the Rename Templates dialog box where you can create and save your own renaming templates .
Automatically rotate images		Rotates your images automatically if your camera creates the information needed for this option to work.
Advanced		<p>Opens the Advanced Import Options dialog box where you can change the date settings for files and specify where to place RAW and JPEG files.</p> <p>To set the SeePlus database, use one of the following as the file date:</p> <ul style="list-style-type: none"> • Exif date: Uses the EXIF date embedded in the image by the camera. • File modified date: Uses the date the file was last modified. • Specific date: Uses the date you select by clicking the in the calendar drop-down arrow. <p>To specify where to place RAW+JPEG files select one of the following:</p> <ul style="list-style-type: none"> • Place both in chosen destination folder: Places RAW and JPEG files in the folder you have selected under Choose destination on the Import From dialog box. • Place JPEG in subfolder: Places the RAW files in the folder you have selected under Choose destination on the Import From dialog box. Then creates a new subfolder with the name you type into the Subfolder name field, which activates when you select this option. All the JPEG files are placed into the new subfolder. • Place RAW in subfolder: Places the JPEG files in the folder you have selected under Choose destination on the Import From dialog box. Then creates a new subfolder with the name you type into the Subfolder name field, which activates when you select this option. All the RAW files are placed into the new subfolder.
Organize settings	Organize settings drop-down list	Select the names of saved metadata presets or select Manage presets to open the Manage Metadata Presets dialog box of options.
Properties pane Metadata tab		<p>Enter SeePlus and IPTC Metadata into the fields to add to the files you are importing.*</p> <p>Opens the Keyword Picker dialog box where you can select existing keywords.</p>
Properties pane Categories tab		Assigns the imported files to any category selected in this tab. You can select multiple categories.



* The Import dialog gives access to new IPTC Core 1.1 metadata fields introduced in Pro 4.



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

Importing Photos From a CD or DVD

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

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

To Import Photos from a CD or DVD:

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

Importing Photos From a Disk

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

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

To Import Photos from a Disk:

1. Connect the disk to the computer.
2. Do one of the following:
 - If the Windows AutoPlay dialog box opens, select **Import pictures using SeePlus**.
 - If you have more than one disk or drive connected to your computer, select the device you want to use, and then click **OK**.
 - In Manage mode, click **File | Import | From Disk**.
3. In the Browse for Folder dialog box, navigate to the removable drive or device in the folder tree, and then click **OK**.
4. In the Import From dialog box, select the [options](#) you want to use, and then click **Import**.
5. To browse your imported photos, click **Yes** when the Import Complete dialog box displays.

Importing Photos From a Mobile Phone Folder

The Mobile Phone Acquire Wizard will guide you through the process of downloading images from your mobile phone folder.

To Download Photos from Your Mobile Phone:

1. In Manage mode, click **File | Import | From Mobile Phone Folder**.
2. On the Welcome page, select the location of your mobile phone folder, and where you want to place the images on your hard drive. You can select options to place images in a dated subfolder, and to remove the files from your device once they are on your hard drive. Click **Next** when you are ready to continue.
3. On the Downloaded Images page, preview your downloaded images. Click **Next** when you are ready to place the images on your hard drive.

Creating a Renaming Template

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



To Create a Renaming Template:

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



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

Rename Templates Options

System template drop-down list	Click the drop-down list to select a different pre-defined system template.
New rename template 	<p>Click to open the New Rename Template dialog box where you can type in a name for your own renaming template. Give the renaming template a name that clearly identifies how you plan to use the template, or what kind of information the name will contain. For example, Camera name_photographer.</p> <p>When you click Save, the name of your new template is added to the drop-down list of system templates.</p>
Delete 	Deletes the renaming template currently selected in the drop-down list unless it is a pre-defined system template, which cannot be deleted.
Rename Template	<p>Use this field to create the renaming template. You can type in the photographer's name and an underscore between each element of the template to make it easier to read.</p> <p>Use the following placeholders to ensure that each filename is unique:</p> <ul style="list-style-type: none"> • Insert an *. When your files are renamed, the * will be replaced by the original file name. • Insert a #. When your files are renamed, each # will be replaced by a sequential number. If you have a large number of files, insert several ##s. For example, if you enter ###, the first file renamed will be numbered 001, the next 002, and so on. If you have over 1000 files, insert ####. • Insert a metadata placeholder < > and the data inside these brackets is replaced with whatever data you have chosen. For example, if you choose <Camera:Model>, the model of the camera is inserted into each file name.
Insert Metadata	Click to open the Choose Properties dialog box, where you can select from a long list of metadata to insert into your template.
Sample	As you type, or add placeholders in the Rename Template field, the same updates to show you a sample of how renaming template will look.
Skip video and audio files	Skips the renaming of video and audio files during the rename process.

Browsing Files in the File List Pane

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

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

Using the File List Pane

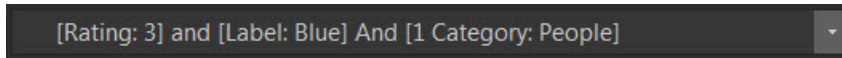
There are three sections in the File List pane: the Contents bar, the File List drop-down lists, and the File List toolbar. The overlay icons, which appear on the thumbnails, allow you to rate, tag, and label your images or documents and indicate additional information, such as if the file has been processed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

The Contents Bar

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



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








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















File List Drop-Down Lists

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

File List Toolbar

	Add to File Basket	Adds selected files to the File Basket.
	Rotate left	Rotates selected images to the left.
	Rotate right	Rotates selected images to the right.
	Compare images	Opens selected images in the Compare Images Viewer.
	Zoom slider	Controls the size of the thumbnails in the File List pane. Drag the slider to adjust the thumbnails.

Overlay Icons

	Sound / Playing Sound	Appears if the file contains embedded or associated audio. The second icon appears if you click on the sound icon and the embedded sound begins playing.	Right-click to play embedded audio.
	Rating	Appears if the file has been rated in the SeePlus database.	
	Color Label	Appears if the file has been assigned a color label.	
	Embed Pending	Appears if the file has SeePlus Metadata stored in the SeePlus database that has not yet been written to the file.	Right-click and choose either: <ul style="list-style-type: none"> • Embed SeePlus Metadata: Writes the metadata to the file. • Clear Embed Pending Flag: Clears this overlay icon, but does not write the metadata to the file.
	File format	Displays the file format.	Left-click to display the File Information, Image Attributes, and EXIF Metadata (summary) on the File tab of the Properties pane.
	Category	Appears if the file has been categorized.	Left-click to open the Categories section on the Organize tab of the Properties pane.
	Shortcut	Appears if the item is a shortcut to another file.	
	Offline	Appears if the file is stored on an offline device.	
	Excluded items	Appears if the file has been excluded from the SeePlus database.	
	Tagged items	Appears if the file has been tagged.	
	Untagged items	Appears if the file has not been tagged.	
	Geotagged items	Appears if the file has been geotagged.	Left-click to open the Map pane.
	Auto-rotate	Appears if the file has been automatically rotated.	Left-click to rotate the image original permanently and update the EXIF information.
	Edited	Appears if the file has been edited.	

Changing Overlay Icon Visibility

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

To Change Overlay Icon Visibility:

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

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



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

Maximizing the File List Pane

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

To Maximize the File List Pane:

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

Browsing Using the Folders Pane

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

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

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

To Open or Close the Folders Pane:

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

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

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

Selecting Multiple Folders

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

To Use the Easy-Select Bar:

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

You can also use the Easy-Select bars with the [Selective Browsing pane](#).

Creating and Managing Folders

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

To Manage Your Folders:

1. In the Folders pane, browse to where you want to add, delete, or rename a folder.
2. Do one of the following:
 - To create a folder, click **File | New**, and then select **Folder**. Type a name for the new folder and press **Enter**.
 - To delete a folder, select a folder and press **Delete**.
 - To rename a folder, right-click the folder you want to rename and select **Rename**. Type a new name for the folder and press **Enter**.



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

Browsing Files By Date or Event

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

To Open the Calendar Pane:









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

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



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

Calendar Pane View Options

	Events View	Switches the Calendar pane to Events view. In the Events view you see only those months during which images, documents, or media files are available. Next to the month you see the number of dates on which images, documents, or media files are available. Expand the month to see the dates and the number of pictures available for those dates. You can add a description and a thumbnail image to help you remember the event.
	Year View	Switches the Calendar pane to Year view. In Year view you see a series of tables. Each table represents a specific year. Next to the year you see how many images, documents, or media files are associated with that year. The months during which images, documents, or media files are available are highlighted.
	Month View	Switches the Calendar pane to Month view. In Month view you see a series of tables. Each table represents a specific month. Next to the month you see how many images, documents, or media files are associated with that month. The dates on which images, documents, or media files are available are highlighted.
	Day View	Switches the Calendar pane to Day view. In Day view you see a series of tables. Each table represents a specific day. Next to the date you see how many images, documents, or media files are associated with that date. The time at which the images, documents, or media files are available are highlighted.
	Photo Calendar	Switches the Calendar pane to the Photo Calendar. In the Photo Calendar, you see a single month with thumbnails for any day that contains photos. A pop-up of the first four images opens if you hover your cursor over a thumbnail. Click on a thumbnail and all the pictures for that date display in the File List. The total number of photos belonging to that month is in the top right corner of the calendar. Drag the title bar to float this pane onto another monitor and drag a corner to resize it and make the thumbnails bigger or smaller.
	Options	<p>Use the Calendar pane options to specify which date you want to use to organize your files. For example, you can quickly change the setting so that the photos are displayed by the following:</p> <ul style="list-style-type: none"> • Date the SeePlus database cataloged the file • Date the image was taken • Date the file was modified (By default, documents are sorted by their modified date.) • Date the file was loaded to your computer <p>Select Options to open the Calendar dialog, where you can set filter options, choose the day to start the week, and set clock formats.</p>
	Table of Contents	<p>Opens a list of event dates.</p> <p> Only available in Events View.</p>

Adding Descriptions and Thumbnails in Events View

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



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

To Add a Description to a Date in Events View:

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

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

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

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

To Navigate a Long List of Dates in Events View:

1. To expand and collapse specific groups click the **+/-** signs which are located on the left side of the group header.
2. To expand and collapse all groups right-click a group header and select either **Open All Groups** or **Close All Groups**.
3. To scroll through multiple groups click the **Next Group** and **Previous Group** buttons, which are located at the bottom of the File List scroll bar.
4. At the bottom of the Calendar pane scroll bar, click the **Table of Contents** button and select a date.

Browsing Your Favorite Files

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

Accessing the Shortcuts Pane

Click **View | Shortcuts**.

Creating a Shortcut

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

To Add Files to the Shortcuts Pane:

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

Creating a New Folder

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

To Create a New Folder:

1. In the Shortcuts pane, right-click the Shortcuts folder, or a folder you previously created, and then select **New | Folder**.

2. Type the name of the folder and press **Enter**.



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

Deleting a Shortcut or Folder

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

To Delete a Shortcut or Folder:

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

Using the Catalog Pane

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

To Open the Catalog Pane:


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

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

Easy-Select Bars

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

To use the Easy-Select bar:

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

The SeePlus Database

Any organizing you do using categories, ratings, or labels (on the Catalog pane or the Properties pane) is stored in the SeePlus database and corresponding sidecar files.

Browsing RAW Files

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

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

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



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

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

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

Changing Views

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

To Change the File List View:

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

Views

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

Customizing the Details View

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

To Select Columns and Set Column Order:

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



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

Filtering Files

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

To Filter Files in the File List Pane:

Do one of the following:

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



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

To Create a Custom Filter:

1. Do one of the following:
 - Click **View | Filter By | Advanced Filters**.
 - Click the **Filter** drop-down and select **Advanced Filters**.
2. Select **Apply filtering criteria**.
3. Select or clear one or more of the following options to show or hide that file or folder type in the File List pane:
 - **Show image files**
 - **Show media files**
 - **Show folders**
 - **Show archive files**
 - Select **Show hidden files and folders** to show files and folders that are normally hidden by your operating system.
 - Select **Show THM files** to show thumbnail files.
 - Select **Show XMP files** to show the XMP sidecar files that Adobe® creates for RAW formats.
4. Click **OK**.

Grouping Files

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



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



The Edited State group is particularly useful for finding images that you have edited.

To Group Files in the File List:

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

Navigating Through Groups in the File List

To Expand and Collapse Specific Groups:

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

To Expand and Collapse All Groups:

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

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

Hover your cursor over the group header.

To Scroll Through Multiple Groups:

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

To Display the Table of Contents:

Do one of the following:

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

To Quickly Jump to a Specific Group:

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

To Change the Sort Order of the Groups:

Do one of the following:

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

Removing Groups from the File List

To Remove a Group:

Do one of the following:

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

Selecting Files in One or More Groups

To Select Files in Groups:

Do one of the following:

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

Sorting Files

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

To Sort Items in the File List:

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



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

Sorting Files Using Column Headers

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

To Sort Files Using a Column Header:

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

Custom Sorting Files

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

To Customize the Sorting Order of Your Files:

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



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

Selecting Files

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

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

To Select Your Files or Folders:

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



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

To Select Your Files or Folders Using the Menu:

1. In Manage mode, click **Edit**.
2. Select one of the following:
 - **Select All**: Selects all files and subfolders in the current folder.
 - **Select All Files**: Selects all files in the current folder.
 - **Select Tagged**: Selects all tagged image files regardless of their folder.
 - **Select by Rating**: Displays a list of ratings, and selects all files currently assigned to the rating you select.
 - **Clear Selection**: Clears your selection.
 - **Invert Selection**: Selects all files except for your original selections.

Previewing Images

You can preview image, audio, and video files in the Preview pane. By default, the Preview pane displays the highlights of the image's EXIF information for quick reference. You can set the Preview pane to display a thumbnail

of the currently selected image or media file. You can resize the pane to adjust the thumbnail dimensions, and reposition the pane anywhere on your screen.

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

To Open or Close the Preview Pane:

Do one of the following:

- Click **View | Preview**.
- Press **CTRL + Shift + P**.

To Show or Hide What Displays in the Preview Pane:

Right-click the Preview pane's title bar, select **Image and Information**, and then select one of the following:

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

The Information Palette

The Information palette provides immediate access to the most useful elements of an image's EXIF information. It includes:

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



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

To Customize the Preview Info:

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

1. Right-click the date and time at the bottom of the Information palette in the Preview pane.
2. Click **Choose Preview Info...**

3. In the Choose Details dialog box, select the item listed under Currently Displayed Details and press the **Remove** button.
4. From the Available Details column, choose an item by checking the checkbox next to it and pressing the **Add** button.
5. Click **OK**.

To Preview Audio or Video Files:

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



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

Rotating Images

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





When you rotate unedited JPEG images, SeePlus performs a lossless rotation.

To Rotate Images:

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

Rotate Icons

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

Comparing Images

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

To Compare Images:

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

- In the Compare Images Viewer, right-click an image and click **File | Remove From View** or click the **Remove** icon in the image toolbar.
4. To tag images, do one of the following:
 - In the Comparison List, click the checkbox that is located at the bottom of the image on the right side.
 - In the Compare Images Viewer, right-click an image and click **Tag** or click the **Tag** icon in the image toolbar.
 - Click the **Tag All** button in the bottom left corner to tag all of the images, or click **Untag All** to untag all of the images.
 5. To rate images, right-click an image, click **Set Rating**, and then select an appropriate rating.
 6. To categorize images, right-click an image, click **Set Categories**, and then select an appropriate category (or create an appropriate category).
 7. Click **OK**, located in the bottom right corner.

Compare Images Toolbar

	Previous	Swaps the selected image with the previous image in the Comparison List.
	Next	Swaps the selected image with the next image in the Comparison List.
	Zoom In	Increases the magnification of the selected image.
	Zoom Out	Reduces the magnification of the selected image.
	Zoom menu	<p>Opens a menu of zoom options. Select from the following options:</p> <ul style="list-style-type: none"> • Actual Size: Displays the image at its original size. • Fit Image: Displays the image at the largest magnification that fits in the Compare Images Viewer. • Fit Width: Displays the image to fit between the left and right sides of the Compare Images Viewer. • Fit Height: Displays the image to fit between the top and bottom of the Compare Images Viewer. • Zoom Lock: Displays all images at the zoom option of the current image. If the zoom is adjusted, the new zoom level is applied to all images that you view. • Zoom To: Opens a dialog box where you can select a zoom option.
	Pan Lock	Locks the panned image area, so that when you zoom and pan an image to a specific area, the Compare Images Viewer displays the same area for all images you view.
	Exposure warning	Indicates pixels that may be over or underexposed.
	Properties	<p>Displays properties for each image in the Compare Images Viewer. Click the Metadata Setup button to specify which file properties are displayed.</p> <p>The Compare Images tool displays the file properties in a field below each image. Differences in properties are bolded, while similarities are displayed in regular font.</p>
	Histogram	Displays a histogram for each image in the Compare Images Viewer.
	Metadata Setup	<p>Opens a dialog box where you can select the metadata to display for each image in the Compare Images Viewer (ensure Properties  is toggled to on).</p>
	One Image	Displays one image in the Compare Images Viewer.
	Two Images	Displays two images in the Compare Images Viewer.
	Three Images	Displays three images in the Compare Images Viewer.
	Four Images	Displays four images in the Compare Images Viewer.











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

Image Toolbars

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

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

Gathering Files in the File Basket

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

To Use the File Basket:

1. To open the File Basket, in Manage mode, click **View | File Basket**.
2. In the File List pane, select the files you want to add. Drag the items to the File Basket, or right-click a selected item and select **Add to File Basket**.
3. To remove one or more files, right-click the file, and then select **Remove from File Basket**.
4. To remove all files, right-click the File Basket, and then select **Clear File Basket**.



You can also add files to the File Basket by dragging them from Windows Explorer.

Cataloging and Managing Files in SeePlus

In addition to its browsing, viewing, and editing capabilities, SeePlus features integrated management tools you can use to organize and sort your images and media files. These tools include batch functions (tools that can alter

or adjust multiple files at the same time), category and rating systems, and a powerful database to hold all of your important image information.

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

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

Organizing with the Catalog Pane

The Catalog pane is one of the most useful panes in SeePlus as it provides many ways to catalog, sort, group, search for, and manage your files.

Categories

Categories are an easy way to organize your files into context-related sections. When you assign a file to a category, you do not move the file from its folder or create an extra copy. Your categories can be simple or complex and use any names you choose. There are different icons to use for different categories to help you identify them at a glance. Once your files are in categories, you can search, sort, group, and find them by category.

One way to assign files to a category is to select and drag one or more files from the file list and drop them onto the category. Any file that is assigned to a category has a blue tab above its thumbnail in the File List. A file can belong to multiple categories, but it will only have one blue tab. For comprehensive [categories](#) management, use the Organize tab of the Properties pane.

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. The hierarchical tree of [keywords](#) you have created in the Organize tab of the Properties pane is displayed in the Keywords section of the Catalog pane without the need to select a file. Utilize this group to manage your keywords on the fly by using the context menu (right-click). Keyword quickly by dragging a keyword onto a file, or by dragging a file onto a keyword.

Ratings

You can assign a numerical [rating](#) from 1 to 5 to your images and files. Once you have assigned ratings, you can search, sort, and catalog your files based on the ratings, or a combination of ratings, categories, auto categories etc. A file can have only one rating. When a file has a rating, the number appears on top of the thumbnail in the File List pane.

Color Labels

[Color labels](#) can be used in many ways to help you catalog your files. You can use different colors to represent different stages of your workflow. As you review your photos or documents you can assign them to the color labels and rename them accordingly.

Auto Categories

Most digital cameras create and embed information about the file as you take a photo. This information is called metadata and can include the name and model of the camera, the file size, shutter speed, camera settings used in

the shot and much more. SeePlus uses this information to create auto categories. When you click on an [auto category](#), SeePlus searches for images containing that metadata. You can select one or more auto categories to find files, for example, photos of a certain size, taken by a particular camera. You can also add to this data using the Properties panes.

Saved Searches

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

To create a new saved search from the Catalog pane:

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

The Search pane opens.

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

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

Special Items

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

- **Image Well:** Displays all images cataloged in the SeePlus 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.
- **No Keywords:** Displays any files cataloged in the database that have no SeePlus keywords assigned.
- **Tagged:** Displays all the tagged files on the computer.

You can assign a rating or category to any type of file, but the Image Well option in the Special Items area only applies to images.

The SeePlus Database and Embedded Data

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

You can also [use the Properties pane](#) to add information to the SeePlus 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.



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

Easy-Select Bars

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

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

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

To Use the Easy-Select Bar:

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



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

To View Cataloged Files:

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






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

Match All Match Any

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

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

Catalog Icons

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



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

Creating Categories

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

Select the Organize tab in the [Properties pane](#) to create, rename, delete, and move your categories.

To Create a Category:

1. Do one of the following:
 - Right-click a category in the Catalog pane, and then select **New Category**.
 - In Manage mode, click **Edit | Set Categories | New Category**.
2. Select one of the following:
 - Create a new, top-level category
 - Create a sub-category within the current selection
3. If you are creating a sub-category, select a top-level (or parent) category from the drop-down list. (If you right-clicked a category in the Catalog pane, the new sub-category will be added below that category by default.)
4. Type a name for the new category in the **Name** field.
5. Click **OK**.



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

Manage Categories

To Manage Your Categories:

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

- To move the category, drag it to the new location.
- To edit the category, right-click the selected category and select **Edit**.
- To delete the category, right-click the selected category and select **Delete**.

Create Easy-Access Category Sets

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

To Create Easy-Access Category Sets:

1. First create the categories you want in your set.
2. In the Properties pane, click the Quick Categories drop-down list and select **Manage Quick Categories**.
3. Enter your commonly used categories into the entry fields. For sub-categories, use the pipe key. Example: A|B|C.

4. Click the **Save** button.
5. Click **OK**. This category set will be listed in the Quick Category drop-down list.
6. Select one or more files and click a button in the category set. The category will be assigned to the selected files. The button text color will change to indicate that the category is assigned to currently selected files, and will display in italics if assigned to only some (but not all) of the currently selected files.



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

Assigning and Searching Categories and Ratings

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

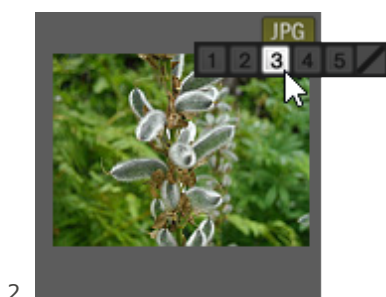


If the Properties pane or Catalog pane is not visible in Manage mode, click **View | Properties** or **View | Catalog**.

Quickly Assign Ratings

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

Example of Hovering Over a Thumbnail to Select a Rating:





3.



The hover icons display in Thumbnail view only.



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



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

Assign and Search Categories and Ratings in the Catalog Pane

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

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

1. In Manage mode, do one of the following:
 - Drag selected files to a category or rating in the Catalog pane.
 - Drag the category or rating from the Catalog pane to selected files.
 - Right-click the files, and then click **Set Categories** and click the category in the fly out, or click **Set Rating** and click the rating.
2. In View mode, do one of the following:
 - Click **Edit | Set Categories** and then click the category to which you want to assign the file.
 - Right-click the file, click **Set Categories**, and then click the category to which you want to assign the file.
 - Click **Edit | Set Rating** and then click the rating to which you want to assign the file.
 - Right-click the file, click **Set Rating**, and then click the rating to which you want to assign the file.
 - On the status bar, click the rating icon, and then click a new rating. This icon only appears once a rating is set.
3. If you are comparing images or documents and want to categorize them, do one of the following:
 - Right-click one of the files, click **Set Categories**, and then click the category to which you want to assign the file.
 - Right-click one of the files, click **Set Rating**, and then click the rating to which you want to assign the file.



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

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

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

To Search a Category or Rating in the Catalog Pane:

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

Assign Categories and Ratings in the Properties Pane

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

To Assign Files to Ratings in the Properties Pane:

1. In the File List pane, select the files you want to assign a rating.
2. In the Properties pane, select the **Metadata** tab.
3. Click the rating you want these files to have from the numbers listed at the top of the Properties pane.

To Assign Files to Categories in the Properties Pane:

1. In the File List pane, select the files you want to assign a rating.
2. In the Properties pane, select the **Organize** tab.
3. Click the category you want these files to have from your Categories list.



Assign files quickly with a category sets button. See [Create Easy-Access Category Sets](#).

Remove Categories or Ratings from Files

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

To Remove Categories or Ratings from Files:

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

Assigning Color Labels

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

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




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

Create a Color Label Set

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

To Create a Color Label Set:

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

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

Assign Color Labels

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

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




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

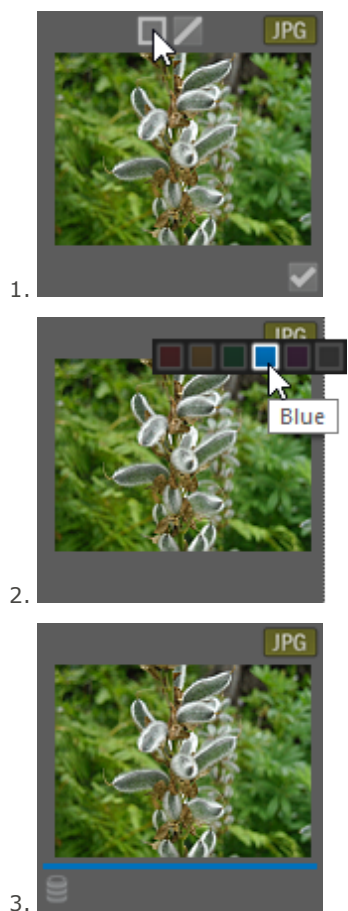


You can also set labels from the status bar in View and Edit mode.

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

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

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



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

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

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

To Assign Files to Color Labels in the Properties Pane:

1. In the File List pane, select the files you want to assign a color rating.
2. In the Properties pane, select the color label from the boxes along the top.

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

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

To Assign Color Labels with the Context Menu:

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

To Assign Color Labels Using Keyboard Shortcuts:

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



Search Files Assigned to a Label

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

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

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

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

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

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

Removing Color Labels and Color Label Sets

To Remove a Color Label from a File:

1. In the File List pane, select one or more files you want to remove a label from.
2. Do one of the following:
 - Right-click a selected file, and then click **Set Label | Clear Label**.
 - In the Properties pane, click the gray unlabeled icon.

To Delete a Label Set:

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

Using the Properties Pane

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

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

To Open the Properties Pane in Any Mode:

Click **View | Properties**.



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

Properties Pane Areas

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



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

Metadata Tab

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

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

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

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

Matching IPTC and EXIF Fields

IPTC

Description writes to
Creator writes to
Copyright Notice writes to
Date Created writes to

EXIF

Image Description
Artist
Copyright
Date/Time Original



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

Organize Tab

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

File Tab

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

Embedding SeePlus Metadata into Files



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



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

Using the Map Pane

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

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

Geotagged images are indicated on the map with pins. You can click a pin on the map to select files within a geographic location for viewing or processing. If your geotagged image pin is not displayed on the map, try using the keyboard shortcut **F5** to refresh the map.



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



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

To Open the Map Pane:

In Manage mode, click **View | Map (CTRL + SHIFT + M)**.

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



You can toggle the Map on and off with the keyboard shortcut **CTRL+SHIFT+M** in Manage mode.

To Add Files to the Map by Dragging:

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



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

To Delete a Pinned Location on the Map:

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

To View a Geotagged Image on the Map:

Right-click the geotagged image thumbnail and select **Map | View on Map**.

To Find a Location:

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

To Set Default Location, Zoom and Map Type:

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



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



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

Reverse Geocoding:

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

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



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

Using the Map Pane to Further Your Workflow

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

- Enter Edit mode to process this selection together.
- Use the **Batch** tool to apply the same settings on photos from the same location.
- Click **Slideshow** to view and present a slideshow of the photos from this location.
- **Send** photos from this location via email.



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

Pin Legend



Indicates geotagged location.



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



Indicates selected geotagged location.



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

Adding Metadata to Files and Using Presets

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

We recommend entering and editing metadata prior to processing your images. If you use the **Restore to Original** command, the metadata will be lost unless it was entered prior to processing (except in the case of RAW images).



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



If the Properties pane is not already open, select **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, select the **Metadata** tab.
3. Enter information into the metadata fields.
4. Click **Apply** or press **Enter** to apply your changes.



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



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

Metadata Tab Keyboard Shortcuts

This Shortcut	Has This Result
TAB	Jumps focus forward from field to field.
SHIFT + TAB	Jumps focus backwards from field to field.
CTRL + K	Places the cursor in the SeePlus Metadata Keywords field of the Organize tab in the Properties pane.
ALT + K	Places the cursor in the IPTC Keywords field of the Metadata tab in the Properties pane.
ENTER	Applies your changes.
ESC	Discards your changes.



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

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

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



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



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

Copying and Pasting Metadata

You can conveniently copy and paste GPS, IPTC, and SeePlus Metadata from files and paste them into other files. This action will merge your keyword and category information.

To Copy Metadata:

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

To Paste Metadata:

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

Metadata Presets

To Create a Metadata Preset Using the Properties Pane:

1. In **Manage** mode, select any file in the File List pane.
2. In the Properties pane, select the **Metadata** tab.
3. Click the **Metadata Presets** drop-down list and select **Manage Presets**.
4. Enter content into the fields provided in the Manage Presets dialog box.
(See **Notes for Inserting Data into the Manage Presets Dialog Box** below.)
5. Click **OK**.
6. Click **Save As...**
7. Enter a name for the preset and click **OK**. The preset will appear in the Presets drop-down list.

To Create a Metadata Preset Using the Metadata Menu:

1. In **Manage** mode, go to **Tools | Metadata | Manage Metadata Presets...**
2. Enter content into the fields provided in the Manage Presets dialog box.
See **Notes for Inserting Data into the Manage Presets Dialog Box** below.
3. Click **OK**.
4. Click **Save As...**
5. Enter a name for the preset and click **OK**. The preset will appear in the Presets drop-down list on the Metadata tab of the Properties pane.

To Set a Shortcut Preset (CTRL+M):

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

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

To Apply a Metadata Preset:

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

Notes for Inserting Data into the Manage Presets Dialog Box:

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

Importing and Exporting Metadata Presets:

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

Removing Metadata from Files

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

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



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

To Remove Metadata from Selected Images:

1. Click **Tools | Metadata | Remove...**
2. If you do not want to remove **EXIF and IPTC**, deselect accordingly.
3. Click **OK**.
Metadata is permanently removed.



Note: EXIF data specific to DNG files will be preserved.

Manage Metadata Views and Presets

To Select a Metadata View:

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

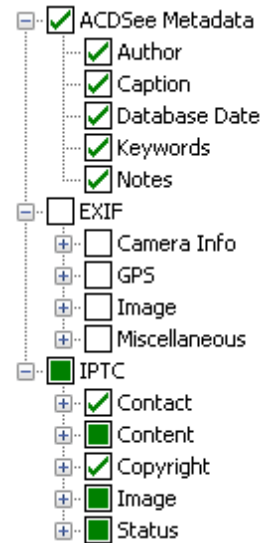
To Create a Customized Metadata View:

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

Manage Metadata Views Options

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

Toggle the checkboxes on and off to make your selections.



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

Creating and Assigning Hierarchical Keywords

You can keyword your files in a hierarchy and maintain these groups in the Keyword tree. Select the Organize tab in the [Properties](#) pane to create, rename, delete, and move your keywords.

Creating Keywords

To Create Keywords:

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

- Right-click Keywords in the Organize tab, and then select **New Keyword**.
- Type a keyword into the field of the Keyword group and press **Enter**.

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

- Select one or more files, then drag the keyword onto them.
- Select one or more files, then check the box next to the appropriate keyword.
- Select one or more files, then right-click the keyword. Select **Assign items**.
- Select one or more files, then drag them onto the keyword.

To Establish a Hierarchy, Do One of the Following:

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

Example:

Owl < Bird

or

Madrid < Spain < Europe

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



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

Managing Keywords

To Manage Your Keywords:

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

- To unassign a keyword from a file, right-click the selected keyword and select **Remove Items** or uncheck the box.
- To edit the keyword, right-click the selected keyword and select **Edit**.
- To delete the keyword, right-click the selected keyword and select **Delete**.
- 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.
- To merge duplicate keywords, click and drag one keyword into the other.
- To create a keyword from an existing category, click and drag the category into the keyword tree.

Creating Quick Keywords

In order to keep your keywords organized and streamline your workflow, you can use quick keywords by creating a group of related keywords that hold an association for you. This is ideal for keywords you would like to be easily accessible, rather than buried in the hierarchical tree. You can create multiple groups and choose between them based on the photos or documents you are viewing at the time. You can also add these keywords to your tree.

Example:

Italy

Florence	Venice	Lake Como
Rome	Milan	Verona
Genoa	Bologna	Naples

To Create Easy-Access Quick Keywords:

1. In the Keyword group, on the Organize tab, select **Manage Quick Keywords** from the drop-down menu. The Quick Keywords dialog box opens.
2. Click the **Save** button and choose a name for your set. Click **OK**.
3. Enter up to nine associated or commonly-used keywords into the open fields. To create a hierarchy within a field, use the pipe key. Example: A|B|C.
4. Click **OK**.
5. Apply keywords from your set by selecting a file and clicking the applicable keyword from the Quick Keywords Table.
6. A dialog will open asking if you would like to create this keyword. Click **Yes**. The keyword will be added to the tree. If you specified a hierarchy in the keyword set, the parent keyword will appear in the tree with the child under it. The text of the keywords in the table will change color to indicate that the keyword is

assigned to the currently selected files, and will display in italics if assigned to only some (but not all) of the currently selected files.

Copying and Moving Files

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



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



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



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

To Copy or Move Files:

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

Copying Images to the Clipboard

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

To Copy an Image:

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

Pasting Files and Folders

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

To Cut and Paste Files:

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

Replacing or Overwriting Files

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

To Use the Confirm File Replace Dialog Box:

1. If you are moving a number of files and want to handle all potential file name collisions in the same manner, select the **Apply to all** checkbox.
2. To help determine any differences between the two files, use the toolbar between the two preview fields to shrink or enlarge the size of the previews.
3. Do one of the following:
 - To replace the destination file with the source file, click **Replace**.
 - To rename the new file before moving it into the destination folder, type a new name for the file in the **Rename to** field, and then click **Rename**.
 - To skip this file, and leave both files intact, click **Skip**.
 - To delete either the destination or source file, click **Delete** below the file you want to remove from your hard drive.
 - To cancel the operation and not move or copy any more files, click **Cancel**.



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

Renaming a File or Folder

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

To Rename a File or Folder:

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



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

Storing Files in Private Folders

Private folders are secure folders where you can store confidential files. When you place files into a private folder, SeePlus moves them from their current location into the private folder. Private folders are password-protected and the files in them can only be viewed in SeePlus.

When you add files or folders to a private folder all information related to them is permanently removed from the database. Restoring files and folders from a private folder does not restore information to the database. The only way you can preserve database information related to the files or folders is to back up or export the database before you add them to a private folder.

To Open the Private Folder Pane:

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

To Create a Private Folder:

1. Close any open private folders.
2. Right-click the private folder icon in the Private Folder pane and select **Create Private Folder**.
3. In the **Enter Password** text box, type a password for the private folder. Your password must be less than 40 characters long.
4. In the **Re-enter Password** text box, type the password again to verify it.
5. Click **OK**.

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

To Open a Private Folder:

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



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

To Close a Private Folder:

Do one of the following:

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

To Add Files to a Private Folder:

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



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

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

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

To Restore Folders and Files from a Private Folder:

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

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

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

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

A warning message displays.

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



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

Tagging Images or Files

It is easy to take hundreds of photos at an important event like a wedding or a marathon. After you have transferred your photos to your computer, you may want to review them and sort out your favorites. Tagging is a fast and easy way to identify your best photos or to separate them for editing or review. You can use this same method for organizing and categorizing your documents and other files.

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

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



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

To Tag a Selected Image or File:

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

To Untag a Selected Image or File:

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

To Untag All Tagged Images or Files:

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

To Display Tagged Images or Files:

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

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

To Tag an Image or File in View Mode:

Do one of the following:

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

To Tag an Image When You Are Comparing Images:

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


Removing IPTC Keywords from Auto Categories

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



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

To Remove IPTC Keywords and Supplemental Categories:

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



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

7. Click **Remove**.
8. Click **OK**.
9. Click **OK**.



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

Changing the Date and Time Properties of Images

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

To Change the Date and Time Properties of a File:

1. Do one of the following:
 - In Manage mode, select one or more images, and then click **Tools | Batch | Adjust Time Stamp**.
 - In View mode, click **Tools | Modify | Adjust Image Time Stamp**.
2. On the Date to Change tab, choose from the following:

Date to Change

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

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

Advanced Options

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

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

Backing Up Your Files to Another Computer

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



The Sync Wizard does not backup your database when your files are copied to a new location. To back up files with database information, use the [ACD Database Backup Wizard](#).

To Create a Synchronization:

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



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

Updating or Deleting a Synchronization

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

To Update or Delete a Saved Synchronization:

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

Running a Saved Synchronization

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

To Run a Saved Synchronization:

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

Searching with SeePlus

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

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

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

Using the Quick Search Bar

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

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



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

To Run a Quick Search:

Do one of the following:

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

Quick Search Operators

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

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

Using the Search Pane

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

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



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

To Open the Search Pane:



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

Search Pane Areas

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

Saved Searches

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

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

Files and Text

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

Search for files or folders named	Type a portion of the file or folder name for which you want to search, or select a previous search term from the drop-down list. You can also use wildcards to search for file name patterns . To exclude all non-image files, click the right-arrow button beside the field and select Images only .
With the text	<p>Type the text you want to search for within the SeePlus database. This can include portions of a caption or keyword, or even the name of a folder or category that might contain the files you want to find. When you search by both file name and a keyword or phrase, an item is included in the search result only when it includes both criteria.</p> <p>To specify what parts of the database you want to search, and indicate how to treat the text you type in the field, click the arrow next to the field and select any of the following options:</p> <ul style="list-style-type: none"> • Find all words: Only returns files that match all of the words you enter. • Find whole words only: Only returns files that contain the entire word, exactly as you type it. • Search in Caption: Searches the Caption field of files in the database. • Search in Keywords: Searches the Keyword field of files in the database. • Search in Notes: Searches the Notes field of files in the database. • Search in Categories: Searches the Category assignments of files in the database. • Search in Folders: Searches in the name of folders in the database. • Search in Labels: Searches the labeled images by color.
Search in	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Entire database: Performs a search on the entire SeePlus database. Note that any folders on your computer that have not been cataloged are not included in the search results. • Specific folders and categories: Performs the search only within the categories and folders you specify. Selecting this option opens the Categories and Folders area, where you can select the location and categories in which you want to search.
Sync to file list settings	Imports the current Manage mode settings, including Selective Browsing settings, into the Search pane. Note that this may also remove criteria from the Search pane.

Properties Area

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

To Use the Properties Area:

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

Searching with File Name Patterns

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

File Name Pattern Wildcards

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



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

Using Selective Browsing

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

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

To Use Selective Browsing:

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

Setting Selective Browsing Criteria

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

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

To Add Selective Browsing Criteria:

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

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

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

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

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

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

Tips for Selective Browsing

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

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

Hiding the Selective Browsing Pane

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

Searching with Auto Categories

Do you have hundreds, possibly thousands, of images? Do you use more than one camera? Do different members of your family share cameras? Or do you have images on your computer that were captured by friends and family? If you answered yes to any of these questions you should consider using auto categories to search for images.

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

Some auto category information is added to your images by your camera. For example, cameras will record information such as the camera make and model, the white balance settings you used, the focal length you used,

and the aperture. You may want to supplement that information with the city, province/state, or country in which you captured the images, as well as keywords or copyright. You can do this by manually entering information in the Properties pane.

When you click on an auto category, SeePlus searches for images belonging to that category. For example, imagine that you use more than one camera. You can expand the Photo Properties and Camera Model groupings, then select the category representing your camera model. All images captured with that camera model will display. Similarly, imagine that your brother captures a lot of images and sends them to you. You can expand the Photo Properties and Photographer groupings, then select your brother's name from the list of photographers. All images captured by your brother will display.

Below are some tips for searching with auto categories.

Identifying Commonly Used Search Categories

If there are certain auto categories in the Photo Properties grouping that you use frequently, you can save time by adding them to the Commonly Used grouping. Some Photo Properties groupings are available in the Commonly Used grouping by default. You can add as many auto categories as you want to the Commonly Used grouping, and you can easily remove any grouping from the Commonly Used grouping when you no longer need them.

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

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

It remains visible in the Photo Properties grouping as well.

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

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

The grouping is removed from the Commonly Used grouping.

Refining Your Auto Categories Search

You can refine your auto categories search by selecting more than one auto category. For example, imagine that you are learning to combine aperture and shutter speed settings to properly expose images in a variety of lighting and you want find images taken at specific settings. If you click the Easy-Select indicator beside the f/16 aperture auto category and the 1/30 s shutter speed auto category, SeePlus will search for images that belong to both of those auto categories.

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

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

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

Finding Duplicate Files

You can use the Duplicate Finder plug-in to search for duplicate files on your hard drive. Once you locate any duplicates, you can rename or delete them to better manage your file collection.

The following steps are a basic overview of how to use the Duplicate Finder. There is also extensive context-sensitive Help in the plug-in dialog box to provide you with additional information.



Limit your search by selecting only a portion of the photos or images in a folder.

To Find Duplicate Files:

1. In Manage mode, select a folder or images to search for duplicates.
2. Click **Tools | Find Duplicates**.
3. In the Duplicate Finder dialog box, on the Select Search Type page, add any other files and folders you want to search.
4. Do one of the following:
 - To find duplicates within the files and folders you added to the list, select **Find duplicates within this list of files**.
 - To compare files between the list you created and another group of files, select **Find duplicates between these files and another list**.
5. Click **Next**.
6. If you are comparing the files with another list, add the files or folders you want to compare to the second list, and then click **Next**.
7. On the Search Parameters page, specify whether you want to find exact duplicates, or just files with the same name.
8. Select **Find images only** if you only want to search for image files.
9. Click **Next**.
10. If no duplicates are found, click **OK** and refine your search or click **Cancel** to exit the Duplicate Finder.
11. If duplicates are found, specify from which list you want to delete the duplicates, and then select the checkbox next to the files you want to delete. You can also right-click a file name to open, rename, or delete a file.
12. Click **Next** to review your changes, and then click **Finish**.

Finding Images Quickly

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

To Re-Run a Saved Search:

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

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

To Find All of Your Images at Once:

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

To Locate Uncategorized Files:

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

To Locate Files That Haven't Been Keyworded:

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

Sharing Files with SeePlus

makes it easy to share your images and other files with friends and family. You can email files directly from , upload images to a Web site, and create your own Web pages with the HTML Album plug-in.

SeePlus makes it easy to share your images and other files with friends and family. You can email files directly from SeePlus, upload images to a Web site, and create your own Web pages with the HTML Album plug-in.

SeePlus includes a Burn Basket pane, to help you burn your images safely onto a disc. You can also create slideshows and screensavers that you can give to anyone with a computer—they do not need SeePlus to view them.

Taking a Screen Capture

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

To Take a Screen Capture:

1. In Manage mode or View mode, click **Tools | Screen Capture...**
2. In the Source area of the Screen Capture dialog box, identify the part of the screen you want to capture. See the table below for a description of the Source options.
3. If you want to include your cursor in the output image, select the **Include mouse cursor** checkbox.
4. In the Destination area, identify where you want to place the output image.
5. In the Initiate capture area, identify how you want to take the screen capture.
6. Click **Start** to launch the screen capture tool.
An icon appears in the Taskbar Notification area.
7. Prepare your screen to show the area you want to capture, and then follow the steps that appear in the bubble above the Screen Capture icon.
8. To exit the Screen Capture utility without taking a screen capture, right-click the Screen Capture icon, and then select **Exit Screen Capture**.

Screen Capture Options

Desktop	Current monitor	Captures an image of the entire area displayed on the screen.
Window	Entire window	Captures an image of the entire active window.
	Content only	Captures an image of the window contents (does not include the frame or title bar).
Region	Fixed size	Captures an image of a fixed area on the screen. Click the drop-down button and select a dimension setting or select Custom , and enter the dimension in pixels.
	Selected region	Captures a selected area of the screen. Click and drag your cursor to surround the area you want to capture.
Object	Child window	Captures an image of sections of the window. For example, a toolbar or button.
	Menu under cursor	Captures selected menu commands.
Include mouse cursor	Includes the cursor in the screen capture.	
Destination options	Clipboard	Places a copy of the image on the Clipboard. From the Clipboard you can paste the image in a new location.
	File	Displays the Save dialog box to save the file; you can specify location, format, and file name.
	Editor	Opens the captured image in the default editor.
Initiate Capture options	Hot key	Designates a keystroke combination to trigger the screen capture. To set the Hot Key, press a key or combination of keys (e.g., CTRL + S) on the keyboard; do not type in the box.
	Timer	Takes a screen capture after a designated period. Choose enough time to set up your desktop or window for the screen capture. The maximum setting is 60 seconds.

Emailing Files

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

To Email Your Files:

- In the File List pane, select the files you want to email, and then click **File | Send | Email Files**.
 - If you want to add other files, click **Add**. When you have finished adding files, click **OK**.
 - If you want to delete files, select an image and click **Remove**. The file is removed from the wizard, but not deleted from SeePlus.
 - If you want to set email and image options, such as the maximum size for emails or the conversion of images to JPEG, click **Options**. When you have finished selecting options, click **Apply**.
 - If you want to change the email account settings, to use either your default email client or an SMTP server, click **Change**. When you have finished changing your email account settings, click **OK**.

2. In the Send Email Wizard, click **Next**.
 - If you selected **Send using your default email client**, the wizard adds your files and email information to a new email message. You can edit the message and then send it as you normally would.
 - If you selected **Send through an SMTP server**, in the wizard, enter the email address you want to send the email to, a subject for the email, and a message. Click **Next**.
3. When the files have been sent, click **Finish** to close the wizard.



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

Creating a Desktop Screensaver

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


To Create a Screensaver:

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

To Activate the Screensaver on Your Computer:

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

SeePlus Screensaver Options

Basic	Select transitions	<p>Displays a list of transitions for you to select and plays each transition, variation, or effect in the Preview as you select it.</p> <ul style="list-style-type: none"> • Select all: Selects all the transitions and displays them randomly. • Clear all: Clears any selected transitions. <p> These transitions do not work with the 2-up, 4-up and Collage variations.</p>
	Variations	<p>Click the drop-down list to select from the following:</p> <ul style="list-style-type: none"> • None: Uses no variations • Pan and Zoom: Zooms in and pans across each slide during the time it is displayed. • 2-up: Displays two images at a time. • 4-up: Displays four images at a time. • Collage: Displays images as a collage where images overlap each other.
	Effects	<p>Click the drop-down list to select from the following:</p> <ul style="list-style-type: none"> • None: Uses no effects. • Black & white: Displays all images in grayscale. • Sepia: Displays all images in sepia. • Vivid: Increases the saturation of the images to make colors brighter. • Soft: Blurs images slightly for a softening effect.
	Background color	Specifies the background color. Click the color picker to select or change the color. Click Other to set a custom color in the Color dialog box.
	Slide duration (sec)	Specifies how long you want the screensaver to display each image.
Advanced	General settings	<p>Select or clear the following options:</p> <ul style="list-style-type: none"> • Stretch images to fit screen: Enlarges small images to fill the entire screen. • Play embedded audio: Plays any audio clips embedded in the images.
	Slide order	<p>Select one of the following options to specify the order to display your images:</p> <ul style="list-style-type: none"> • Forward • Shuffle
Text	Display header text	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
	Display footer text	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.

Screensaver Text Options

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

Viewing and Configuring a Slideshow

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

To Start a Slideshow in Manage Mode:

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

To Start a Slideshow in View Mode:


Click **Tools | Slideshow**.

To Configure a Slideshow:

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

Slideshow Options

File Selection	Slideshow contents	<p>Specifies which of the following media to include in the slideshow:</p> <ul style="list-style-type: none">• All media in current folder: Displays all the files (images or video) in the folder you have selected.• All media in current folder and subfolders: Displays all the files in the currently selected folder and its subfolders.• Selected media: Displays only the files that you selected before opening the Slideshow Properties dialog box.
	Always use these contents for this selection type and start slideshow automatically	Retains the current Slideshow contents setting and starts automatically the next time you launch the slideshow.

Basic	Select transitions	<p>Displays a list of transitions for you to select and plays each transition, variation, or effect in the Preview as you select it.</p> <ul style="list-style-type: none"> • Select all: Selects all the transitions and displays them randomly. • Clear all: Clears any selected transitions. <p> These transitions do not work with the 2-up, 4-up and Collage variations.</p>
	Variations	<p>Click the drop-down list to select from the following:</p> <ul style="list-style-type: none"> • None: Uses no variations. • Pan and Zoom: Zooms in and pans across each slide during the time it is displayed. • 2-up: Displays two images at a time. • 4-up: Displays four images at a time. • Collage: Displays images as a collage where images overlap each other.
	Effects	<p>Click the drop-down list to select from the following:</p> <ul style="list-style-type: none"> • None: Uses no effects. • Black & White: Displays all images in grayscale. • Sepia: Displays all images in sepia. • Vivid: Increases the saturation of the images to make colors brighter. • Soft: Blurs images slightly for a softening effect.
	Background color	<p>Specifies the background color. Click the color picker to select or change the color. Click Other to set a custom color in the Color dialog.</p>
	Slide duration (sec)	<p>Specifies how long you want the slideshow to display each image.</p>

Advanced	General settings	<p>Select or clear any of the following options:</p> <ul style="list-style-type: none"> • Stretch images to fit screen: Enlarges small images to fill the entire screen. • Play embedded audio: Plays any audio clips embedded in the images. • Stretch video to fit screen: Enlarges video files to fill the entire screen. • Autohide control bar: Hides the slideshow controls whenever the cursor stops moving for more than a few seconds. • Loop: Repeats the slideshow after displaying the last image.
	Slide order	<p>Select one of the following options to specify the order to display your images:</p> <ul style="list-style-type: none"> • Forward • Shuffle
	Music directory	Displays music from the previously-selected folders, or you can click Browse to find a new folder.
	Display header text	Displays a text caption at the top of each image. Set the options to specify the text you want to display.
Text	Display footer text	Displays a text caption at the bottom of each image. Set the options to specify the text you want to display.
	Save current settings as default	Retains the current settings on all of the tabbed pages and applies them the next time you view a slideshow.

Slideshow Text Options

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

Sharing Slideshows and Screensavers

You can view a slideshow of your images from Manage or View mode at anytime by clicking **Tools | Slideshow** (keyboard shortcut **CTRL+S** in Manage mode). With SeePlus, you can also create slideshows and screensavers of

your favorite photos, and send them to friends and family, or display them on your website. You can even save your slideshow or screensaver project to edit at a later time.

To Create a Slideshow:

1. In Manage mode, click **Tools | Create | Slideshow File**.
2. On the Welcome page, to create a new slideshow, select the **Create a new slideshow** radio button. To specify what type of slideshow you want to create, select one of the following options:
 - **Standalone slideshow:** Creates a single executable file (.exe) containing all of your images and everything needed to view them. You can share this type of file with anyone who has a computer, even if they do not own SeePlus.
 - **Windows screensaver:** Creates a standard Windows screensaver file (.scr) that can be stored and used on any Windows system.
 - **Adobe Flash Player® slideshow:** Creates a compact Adobe Flash file (.swf) that you can display on a Web site.
3. To edit an existing slideshow or screensaver project, select the **Load an existing slideshow project** radio button, and then click **Browse** to locate your project (.asw file).
4. Click **Next** to continue.
5. On the Choose your images page, you can view the images included in your slideshow, in the default order they will be displayed. Click **Add** or **Remove** to change the images, and use the arrow buttons to reorder them. Click **Next** when you are ready to continue.
6. On the Set file specific options page, click the underlined words beside each thumbnail to set the individual options for each image. These include transitions between photos, the duration of the transition and slide, text captions, and audio files to play when the image is displayed. Note that the options available depend on your choice of output file format, and not all formats support all options. Click **Next** when you are ready to continue.
7. On the Set slideshow options page, set the timing for each slide to automatic or manual, the order to display slides, and whether or not to hide the controls. You can also add audio files to play in the background, and adjust the quality, or speed, of the transitions. Click **Next** when you are ready to continue.
8. On the following pages, set the options for image size, location of your slideshow file and the project file.
9. Finally, click **Next**, and wait a few moments while SeePlus generates your slideshow. When complete, you can launch your slideshow and exit the wizard.



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

Creating a Desktop Slideshow

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

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

To Create a Desktop Slideshow with SeePlus Showroom:

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

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

Using the SeePlus Showroom Slideshow Controls

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

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



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

To Create More Than One SeePlus Showroom:

With SeePlus Showroom open, do one of the following:

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

To Close SeePlus Showroom:

Do one of the following:

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



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

Creating a PDF

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

To Create a PDF:

1. In Manage mode, in the File List pane, select the images you want to share.
2. Click **Tools | Create | PDF**.
3. On the Welcome page of the Create PDF Wizard, select one of the following options, and then click **Next**:
 - **Create a PDF slideshow:** Combines all of your images into a single PDF file that you can view as a slideshow.
 - **Create one PDF file containing all images:** Combines all of the selected images into a single PDF file with multiple pages.
 - **Create one PDF file for each image:** Converts each image into a separate PDF file.

4. On the Choose images page, you can change the selected images, and use the arrow buttons to reorder them. Click **Next** to continue.
5. Do one of the following:
 - If you selected to create a PDF slideshow, set or change the transition options by clicking the hyperlink next to each image. Click **Next** to set the order, color, and file name options for your slideshow. Click **Next** when you are ready to continue.
 - If you selected to create one or more PDF files, specify a file name and location, and then click **Next**.
6. Click **Finish** to close the wizard and return to SeePlus.

Burning a CD or DVD

You can use the Burn Basket to burn a CD or DVD of your photos and files, to use on a computer. You must have a CD or DVD writer installed in your computer to use the Burn Basket.

With the Burn Basket, you can organize, arrange, and store your photos and files until you are ready to burn them to a disc. The Burn Basket allows you to create your own folders, use existing folders, or have the Burn Basket create the folder structure automatically.









To Create a CD or DVD:

1. To open the Burn Basket pane, do one of the following:
 - In Manage mode, click **View | Burn Basket**.
 - In Manage mode, click **Tools | Create | CD or DVD**.
2. From the drop-down list in the toolbar of the Burn Basket, select the device you want to use to create your disc. The options in this drop-down list depend on the CD/DVD hardware you have on your computer.
3. Click the **Format Options** button. The Format Options dialog box will open. Check or uncheck the box to specify whether you want to include any SeePlus Metadata associated with your files.
4. You can use the left side of the Burn Basket to create a folder structure to organize the photos and files on the disc. To create a new folder, right-click the name of a folder, "Volume Label" by default, and select **New Folder** from the context menu. Type a name for the new folder and then press **Enter**.
5. To add photos or other files to your disc, drag them from the File List pane to the Burn Basket, or select the files you want to add and then click **Edit | Add to Burn Basket**. You can use the buttons on the Burn Basket toolbar, as explained below, to adjust the contents of the Burn Basket, or to save or load projects.
6. When you are ready to create your disc, click **Burn**, located in the bottom right corner.



In order to be able to browse the contents of your disc while it is ejected, you may want to create a [SeePlus Photo Disc](#).


Burn Basket Toolbar Buttons

	Format Options	Opens the Format Options dialog box, where you can specify whether or not you want to add a catalog to your data disc.
	Add to Burn Basket	Adds the currently selected files or folders to the Burn Basket.
	Remove From Burn Basket	Removes the currently selected files or folders from the Burn Basket.
	Remove All	Clears the contents of the Burn Basket.
	New Folder	Creates a new sub-folder.
	Rename	Renames the currently selected file or folder.
	Save Project	Saves the current contents and settings of the Burn Basket as a project file you can edit later.
	Load Project	Opens a previously saved Burn Basket project.

Creating an HTML Album

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

To Create an HTML Album:

1. In Manage mode, in the File List pane, select the images you want to share.
 2. Click **Tools | Create | HTML Album**.
 3. On the Style Settings page of the Create HTML Album Wizard, select a Gallery Style from the Web page styles box.
-  After you select a Gallery Style and other settings, you can click **Preview Gallery** to see how those selections affect the appearance of your HTML album. You can also generate your HTML album from any page in the HTML Album Wizard by clicking **Generate Album**.
4. Click **Next**.
 5. On the Gallery Customization page, do one or all of the following:
 - In the **Gallery Title** text box, type the title that you want to display at the top of the Web page.
 - Select **Include header** to display a header at the top of the Web page, or clear the **Include header** checkbox to remove the header.
 - Select **Include footer** to display a footer at the bottom of the Web page, or clear the **Include footer** checkbox to remove the footer.
 - If you want to display an image in the header or footer, select **Use image** and click **Browse** and select a company logo, a photo of yourself, or another image to display in the header.
 - If you want to display text in the header or footer, select **Use information** and click **Set Information** and add enter the text that you would like to display.

- In the **Folder settings** section, click **Browse** and select the folder where you would like to save the HTML album files.
6. Click **Next**.
 7. On the Thumbnail and Image page, do one or all of the following:
 - In the **Thumbnail settings** section, adjust the appearance and format of the thumbnails in the album.
 - In the **Image settings** section, adjust the appearance and format of full size images in the album.
 - In the **Slideshow duration** section, specify how long to display full size images during a slideshow.
 - In the **Color and font settings** section, click **Color and font**, adjust the colors and fonts used in the Web page, and then click **OK**.



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

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

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

Creating a Contact Sheet

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

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

To Create a Contact Sheet:

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



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

Contact Sheet Format Options

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

Creating Archives of Your Files

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

To Create an Archive:

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

Some archive formats have additional settings that you can adjust by clicking the **Settings** button.
4. Do any of the following:
 - To include the contents of any subfolders you selected, select the **Include subfolders** checkbox.
 - To include any hidden files in your archive, select the **Include hidden files** checkbox.
 - To remove the selected files and folders from your hard drive once they have been added to the archive, select the **Delete files after archiving** checkbox.
 - To protect the contents of your archive with a password, select the **Password Protect Archive** checkbox, and type a password into the field beside it. Note that not all archive types support passwords, and some formats require them.
5. Type a path and file name into the **Output File** field, or click **Browse** to locate a folder on your hard drive.

6. Select one of the following:
 - **Add to existing archive:** Adds your files to an existing archive. This option is only available if the archive specified in the Output File field already exists.
 - **Overwrite existing archive:** Replaces any existing archive with the archive you are creating. This option is only available if the archive specified in the Output File field already exists.
7. When you are satisfied with your choices, click **Create** to begin archiving your files.

Extracting Archived (.zip) Files

You can extract archived (.zip) files very quickly and easily without leaving SeePlus. You can either extract the files to a folder or simply double-click and view them.

To Extract an Archived File to a Folder:

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

To View Files Inside an Archived File:

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

Thumbnails of the contents of the archived file open in the File List pane.

Printing Images and Documents in Manage and View Mode

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

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



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



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

To Print Your Images:

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


To Print Your Document Files:



Please note that your document will not print the way it appears in View mode, but rather how it appears when viewed in Microsoft Office™.

1. Select the document or documents you want to print.
2. Do one of the following:
 - In Manage mode, click **File | Print**.
 - In View mode, click **File | Print**.
3. Select the printer you want to use and the number of copies you want to print from the drop-down menus.
4. In the Settings section, choose between printing all pages or a range, which you can input in the field next to Custom Print.
5. From the drop-down menus, choose whether to print single or double sided, orientation, how many pages per sheet, collated or uncollated, and paper size.
6. Click **Print**.

To Print Your PDF Documents:

1. Select the PDF or PDFs you want to print.
2. Do one of the following:
 - In Manage mode, click **File | Print**.
 - In View mode, click **File | Print** or press the Print button in the PDF options. 
3. If printing from Manage mode, under Print Layout, do one of the following:

- Select **Full page** and then choose a print size from the **Format** list.
 - Select **Contact sheet** and then set the **Contact sheet format** options to define the appearance of your [contact sheet](#). This option is only available for PDFs.
 - Select **Layout** and then choose one of the available layout options.
- 4. Choose a print size from the Format list.
- 5. On the **Printer Options** tab, [specify the printer](#) you want to use, the paper size, the orientation, the number of copies you want, the range of pages that you want to print, and image resolution.
- 6. On the **Page Settings** tab, [specify the page position](#) on the paper and the margin widths.
- 7. Specify the number of prints on each page. If you are printing a **Full page** or a **Contact sheet** this option is available on the **Page Settings** tab. If you are printing a **Layout** this option is available below the list of layouts.
- 8. Add [captions, headers, or footers](#). You can only add captions, headers, or footers if you are printing a **Full page** or a **Contact sheet**.
- 9. Click **Print**.

Setting Printer Options

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

Printer Options

Printer	Specifies the printer you want to use. Select a printer from the drop-down list and click the Properties button to set its options. Refer to the printer manufacturer's Help file or manual for more information.
Paper size	Specifies the size of the paper, e.g. Letter, Legal, A4.
Orientation	Specifies Portrait or Landscape page orientation.
Copies	Specifies the number of copies you want to print.
Print range	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • All: Prints all of the pages in the document. • Pages from: Prints a range of pages. Specify the first and last pages of the range in the fields.
Resolution	Specifies a resolution in pixels-per-inch (PPI) for the image. The higher the value, the more dots per inch, and the higher the resolution of the printed image. For example, 600 PPI is 360,000 (600 x 600) pixels per square inch.
Filter	<p>Specifies the resampling filter to use when printing images. Click the drop-down list and select one of the following:</p> <ul style="list-style-type: none"> • Box: Displays considerable tiling or jaggies when you resize an image. • Triangle: Produces good results for image reduction and enlargement, but displays sharp transition lines. • Bicubic: Produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • Bell: Smooths the image. • B-Spline: Produces smooth transitions, but may cause excessive blurring. • Lanczos: Produces the sharpest images, but may also introduce some ringing artifacts. • Mitchell: Produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters.
Gamma	Applies gamma correction to the printed images. Type a number from 0.10 to 3.00 in the Gamma value field to adjust the gamma of the image. Higher values make the image appear brighter, while lower values make the image appear darker.
Color Management	<p>From the drop-down menu, you may choose between allowing your printer to manage colors, or managing colors with SeePlus.</p> <p>Manage colors using SeePlus:</p> <ul style="list-style-type: none"> • Printer Profile: Allows you to select from all printer profiles currently stored on your computer. Scroll down to find the profile corresponding to the currently selected printer. • Rendering Intent: A strategy for handling situations where not all colors will fit in the output device's color space. • Soft Proof: Allows you to preview what the printed output would look like with the currently selected printer profile. • Gamut Warning: Displays colors that cannot be reproduced by the printer in the preview. In such cases, the closest available color is selected. The rendering intent describes the method used to select another color. <p>For more information, see Color Management.</p>

Use EXIF 2.2 printing when available	Your camera may capture EXIF information that, when shared with your printer, will optimize printing results. Select this option if your camera and printer support EXIF 2.2 printing.
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Setting Image Size and Positioning

You can use the **Page Settings** tab in the Print dialog box to adjust and control the size of the images you are printing, and the positioning of images on each page.

Page Settings Options

Page position	Specifies where to place the image or page on each page.
Margins	Specifies the size of the margins. Type a value or click the arrows in the Top , Bottom , Left , and Right spin boxes.
Number of prints	Specifies how many copies of each image or page to print. The print utility adds pages as required.
Automatically rotate picture based on print format	Specifies whether you want the print utility to determine automatically which orientation to use for each image. If you select the checkbox, the print utility changes each page's orientation to best suit the image you are printing.
Maintain aspect ratio	<p>Specifies whether you want the print utility to maintain the original image's aspect ratio. Select one of the following options to indicate how the print utility should handle the aspect ratio for oversized images:</p> <ul style="list-style-type: none"> • Crop image to fit print format: Prints only the part of the image that fits within the print format. • Shrink image to fit print format: Prints the entire image, reduced to fit inside the print format.

Adding Text to Pages

You can add headers and footers to pages, and captions beneath your images.

To Add Captions to Your Printed Images:

1. In the [Print](#) dialog box, click the **Caption** tab.
2. Select **Use caption text**.
3. Click **Font** to open the Font dialog box and set the font options.
4. In the text box, type the text you want the caption to display.
5. Click **Insert Metadata** to insert file-specific information into the caption for each image.
6. In the **Text alignment** drop-down list, select the caption positioning.
7. To set the maximum number of text lines for each caption to display, select the **Number of lines** checkbox, and then specify a number in the field.

To Add Headers and Footers to Your Printed Pages:

1. Do one of the following:
 - Click the **Header** tab and select **Use header text**.
 - Click the **Footer** tab and select **Use footer text**.

2. Click **Font** to open the Font dialog box and set the font options.
3. In the text box, type the text you want the header or footer to display.
4. To insert the current page number or the total number of pages into the text, click **Insert Page Number**, and then select an option from the menu.
5. In the **Text alignment** drop-down list, select the header or footer positioning.
6. To set a maximum number of text lines, select the **Number of lines** checkbox, and then specify a number in the field.

Setting Contact Sheet Printing Options

The Contact sheet format area of the print utility contains settings you can adjust to control the appearance, layout, and size of your thumbnails. If you saved your format options as a [preset](#) you can select the preset.

Contact Sheet Format Options

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

About Batch Processing

In SeePlus you can:

- **Make one type of edit to many images:** For example, if you need to resize multiple photos you can use the Batch Resize tool. Or, if you need to rotate multiple photos by 90 degrees you can use the Batch Rotate/Flip tool.
- **Make multiple types of edits to multiple images:** For example, if you need to resize, crop, correct color cast, and rotate multiple images, you can use the Batch Edit wizard to perform all the edits, to all the files, simultaneously.

- **Save a batch of images to a variety of outputs quickly and easily:** Export multiple files to a number of specified folders, file names, formats and dimensions.
- **Use batch rename on non-image file types**

In SeePlus you can make one type of edit to many images. For example, if you need to resize multiple images you can use the Batch Resize tool. Or, if you need to rotate multiple photos by 90 degrees you can use the Batch Rotate/Flip tool.

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 Catalog pane to display all the tagged files in the File List pane. Then you can select the files and choose a batch tool.

Using Batch Export

The batch export tool allows you to save files to a variety of outputs quickly and easily.

You can export one or more files to a number of specified:

- folders
- file names
- formats
- dimensions

To Export a Batch of Images:

1. In Manage mode, select the images that you want to export.
2. Do one of the following:
 - Click **File | Export** (also available in View, Develop and Edit mode).
 - Right-click to display the context menu and select **Batch | Export** (also available in View mode).
 - Click **Batch | Export**.
 - Use the keyboard shortcut keys **CTRL+ALT+E**.
3. Refer to the table below to make your selections from the **Export** dialog box.

Export Options

Destination folder	Same as source folder	Select this option to use the same folder where the source images currently reside. Select the Create a new subfolder for the files checkbox to place the images within a subfolder of the source folder.
	Specific folder	Select this option to change the output folder to a specific location.

File names	Use Template to rename files	Using a template gives you control over the output file name. If you choose not use a template, the file name is unchanged. Duplicate files are given an underscore and number suffix.
Template		<p>Select the Use Template to rename files checkbox to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata.</p> <p>Template field Displays the template to use to rename the files.</p> <p>Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending which options you selected.</p> <p>Click the arrow on the drop-down list to select a recently-used template.</p> <p>Insert Metadata field Inserts file-specific information into the file name template.</p> <p>Position the cursor in the Template field, and then click Insert. Choose Metadata field from the Insert drop-down menu to open the Choose Property dialog box. Select the metadata you want to insert, and then click OK.</p> <p>Insert Sequence number Replaces any number signs (#) in the template with sequential numeric characters or alphabetic characters. Select numeric or alphabetic preference in Sequence number options below.</p> <p>Insert Original filename Replaces any asterisk signs (*) in the template name with the original filename.</p> <p>Insert Sequence number options Specifies the first letter or number of the sequence.</p> <p>Start at</p>

Format	File Format	Select the file format in which you would like to save the exported images.
	Format Settings	Click this button to change the settings for the format you have selected.
	Pixel format	Specify the color depth for your format settings.
	Color space	Select the color space checkbox to choose a color space option from the drop-down list.


Output size	Resize image	Select this option to specify how to scale the images.
	Resampling method	Use this option to determine the method used to resize (resample) the image: <ul style="list-style-type: none"> • Bell: Smooths the image. • Bicubic: Produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • Box: Displays considerable tiling or jaggies when you resize an image. • B-spline: Produces smooth transitions, but may cause excessive blurring. • ClearIQZ: Slower than Bicubic and Lanczos, but produces the best results when enlarging photos, especially those of people. • Lanczos: Produces the sharpest images, but may also introduce some ringing artifacts. • Mitchell: Produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters. • Triangle: Produces good results for image reduction and enlargement, but displays sharp transition lines.
	Dimensions	Select this option to force the exported images to fit the set dimensions independent of landscape or portrait orientation. Enter the dimensions in pixels, inches, or centimeters
	Width and height	Select this option to resize the exported image to fit <i>within</i> the values entered in the two boxes.
	Long edge	Select this option to resize the image to the long edge only. Enter the dimensions in pixels, inches, or centimeters
	Short edge	Select this option to resize the image to the short edge only. Enter the dimensions in pixels, inches, or centimeters
	Resolution	Enter a resolution to set the number of pixels per inch or centimeter.
	Enlarge only	Enlarge only resizes only those images that are smaller than the specified height and width.
	Reduce only	Resizes only those images that are larger than the specified height and width.
	Enlarge or reduce	Resizes all images to the specified height and width.
Metadata	Preserve original aspect ratio	Select this option to maintain original image proportions. Note: Images resized to long or short edge maintain original image proportion.
		Select these options if the image contains metadata, and you want the exported image to contain the same metadata and color profile.

SeePlus Actions

Select a [recording](#) from the drop-down menu to apply it to the exported images.




File output types specified in the SeePlus Actions [Output Options](#) dialog will be superseded by the output file type selected in the [Format](#) section of the Export dialog, described above.

Option: You can save your settings as a preset by clicking the new export preset button  and entering a name for your preset. Select one or more presets in the list to apply.

4. Click **Export**.



To edit a preset, click the preset in the list, make your edits, and click the Save current export preset button .

Converting Multiple Images to Another File Format

You can convert multiple images to any supported file format. You can set the options for each format individually, specify how to handle multiple-page images, and apply the conversion defaults automatically. The Convert File Format Wizard guides you through the process.

To Convert an Image to Another File Format:

1. Do one of the following:
 - In Manage mode, select one or more images, and then click **Tools | Batch | Convert File Format**.
 - In View mode, click **Tools | Modify | Convert File Format**.
2. On the Select a format page, select a new format for your image or images from the list displayed on the **Format** tab.
3. Select the **Advanced Options** tab to change the settings for this wizard.
4. Click **Next** to continue.
5. On the Set output options page, identify where you want to place the converted images, and specify how you want the wizard to handle any file name conflicts by selecting one of the following options from the **Overwrite existing files** drop-down list:
 - **Ask:** Prompts you when overwriting a file.
 - **Skip:** Cancels the operation if there is a file with the same file name and extension.
 - **Replace:** Overwrites the file without prompting for confirmation.
 - **Rename:** Prompts you to rename the file.
6. Click **Next** to continue.
7. On the Set multiple page options page, you can specify how you want to handle any multiple-page images you are converting.

If you did not select any multiple-page images to convert, and did not specify a multiple-page image format as your output file format, you can skip the options on this page.
8. When you are satisfied with your choices, click **Start Convert**, and wait a few seconds while the wizard converts your images.









Rotating or Flipping Multiple Images

You can rotate or flip multiple images at preset angles.

To Rotate or Flip an Image:

1. In Manage mode, select one or more images, and then click **Tools | Batch | Rotate/Flip**.
2. In the Batch Rotate/Flip Images dialog box, select the angle of rotation you want to apply. See below for an explanation of each angle.
3. If you select an image with multiple pages and want to apply the selected angle of rotation to all of the pages, select the **Apply to all pages of the current image** checkbox.
4. Do one of the following:
 - Click **Next Image** to move on to the next selected image. The **Next Image** button is not available if the **Apply to all selected images** box is checked.
 - If you select multiple images and you want to apply the same angle of rotation to all of them, select the **Apply to all selected images** checkbox.
 - Click **Options** to specify how you want to save and store the images.
5. When you are ready to apply the rotations to your images, click **Start Rotate**.

Rotate / Flip Angles

	Rotates the image counter-clockwise 90 degrees.
	Rotates the image 180 degrees.
	Rotates the image clockwise 90 degrees.
	Rotates the image according to any EXIF data contained within the image. (Does not affect images without EXIF information.)
	Flips the image along the vertical axis.
	Flips the image along the horizontal axis.
	Flips the image along the vertical axis, and then rotates it counter-clockwise 90 degrees.
	Flips the image along the vertical axis, and then rotates it clockwise 90 degrees.



You can also use the Rotate tool in Edit mode to rotate an image using a custom angle of rotation.

Setting Rotated and Flipped File Options

You can change the settings in the Batch Image Rotate/Flip Options dialog box to control where SeePlus places modified images, how to handle file duplication conflicts, and specify whether you want to preserve the last-modified date of the file when you use the Batch Rotate/Flip Images tool.

To Set the Rotate and Flip Options:

1. In Manage mode, select one or more images, and then click **Tools | Batch | Rotate/Flip**.
2. In the Batch Rotate/Flip Images dialog box, click the **Options** button.
3. Set the options as described below.
4. Click **OK**.

Rotate and Flip Options

Force lossless JPEG operations	Rotates JPEG images without decompressing and re-compressing the JPEG information. As a result, the image does not lose quality when rotated or flipped.
File options	Specifies where to place the new images. Select one of the following options: <ul style="list-style-type: none"> • Remove/replace original files: Overwrites the original file with the new image. • Rename modified images and place in source folder: Adds identifying labels to the image names and places them in the same folder as the originals. • Place modified images in the following folder: Places the converted image in a folder that you can specify. Click the Browse button and select a folder.
Overwrite existing files	Determines how SeePlus should handle overwriting files. Select one of the following options from the drop-down list: <ul style="list-style-type: none"> • Ask: Prompts you when overwriting a file. • Skip: Cancels the operation if there is a file with the same file name and extension. • Replace: Overwrites the file. • Rename: Prompts you to rename the file.
Preserve last-modified dates	Retains the date and time properties of the file.
Remember and apply the last rotation performed	Automatically applies the same settings the next time you rotate an image.
Auto-close progress dialog if all operations succeed	Automatically closes the dialog box after all images have been adjusted.
Save current settings as default	Stores the current settings and applies them the next time you use the Rotate/Flip Images Wizard.

Resizing Multiple Images

You can resize 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.

To Resize a Group of Images:

1. In Manage mode, select one or more images, and then click **Tools | Batch | Resize**.
2. In the Batch Resize Images dialog box, select one of the following options:
 - **Percentage of original**: Resizes the images to a percentage of their original size.
 - **Size in pixels**: Resizes the images to a specific size in pixels.
 - **Actual/Print size**: Resizes the images to specific printed dimensions.
3. Set the options for your selection as explained in the table below.
4. Click **Options** to specify how you want to save and store the images.
5. When you are satisfied with your choices, click **Start Resize**.



You can also resize an image, and use alternate resampling filters, in [Edit mode](#).

Resize Options

Percentage of original	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 height, width, or both.
Size in pixels	Width	Specifies the new width for the images in pixels.
	Height	Specifies the new height for the images in pixels.
	Resize	Specifies how to scale the images. Select one of the following options: <ul style="list-style-type: none"> • Enlarge only: Resizes only those images that are smaller than the specified height and width. • Reduce only: Resizes only those images that are larger than the specified height and width. • Enlarge or reduce: Resizes all images to the specified height and width.
	Preserve original aspect ratio	Retains the width-to-height ratio of the original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action .
Actual/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 original images.
	Fit within	Specifies whether the aspect ratio is maintained based on the specified width. For more information about how the different combinations affect the images, see Pixel resize options and resulting action .

Adjusting Exposure For Multiple Images

In SeePlus, you can lighten or darken the colors of an image or a group of images with the Batch Adjust Exposure Wizard. You can adjust each image individually and preview the changes before applying, or make adjustments to an image and automatically apply the same changes to all of the images you selected.

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

To Adjust Image Exposure:

1. In Manage mode, select one or more images, and then click **Tools | Batch | Adjust Exposure**.
2. In the Batch Adjust Exposure dialog box, do one or more of the following:
 - To adjust image exposure, contrast, and fill light level, select the **Exposure** tab and adjust the options.
 - To precisely adjust the contrast and light levels in your images, select the **Levels** tab and set the options.
 - To adjust image exposure automatically, select the **Auto Levels** tab and set the options.
 - To precisely adjust the RGB color channels in your image, select the **Tone Curves** tab and set the options.
3. Do one of the following:
 - Select the **Apply settings to all selected images** checkbox to apply the current settings to all of the images you selected.
 - De-select **Apply settings to all selected images** and click **Next Image** to move to the next image, and then repeat step 2 for each image you want to adjust.
4. Click **Options** to specify how you want to save and store the images.
5. Click **Filter All Images**.



You can also adjust your image's exposure and color levels in Edit mode.

Adjusting Batch Exposure Options

You can use the options in the Batch Adjust Exposure dialog to correct the exposure of your images. There are four tabs in the Exposure section: Exposure, Levels, Auto Levels, and Tone Curves.

To Use the Exposure Options:

In the Batch Adjust Exposure dialog box, use the following options.

Exposure Options

Exposure	Specifies the amount of light to add to all areas of the image.
Auto	Automatically corrects the exposure based upon the brightness of the image.
Contrast	Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.
Fill Light	Specifies the amount of light to add to the darkest areas of the image.

Levels Options

Channel	Specifies the brightness or color channel you want to adjust.
Shadows	Specifies the black point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.
Midtones	Specifies the gamma correction in an image. Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.
Highlights	Specifies the white point of an image. Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.
Clipped %	Indicates how much of the image detail is lost due to black point and white point correction.
Black Point Eyedropper	Click the button with the black eyedropper icon to adjust the black point. Select the area in the Before image that you want to set as the black point for the After image.
Mid Point Eyedropper	Click the button with the gray eyedropper icon to adjust the gamma correction value. Select the area in the Before image that you want to set as the gamma correction value.
White Point Eyedropper	Click the button with the white eyedropper icon to adjust the white point. Select the area in the Before image that you want to set as the white point for the After image.

Auto Levels Options

Strength	Adjusts the amount of exposure applied to the image.
Auto Contrast and Color	Adjusts color differences, brightness, and image color channels.
Auto Contrast	Adjusts the color differences and brightness only.
Auto Color	Balances color within the whole image.

Tone Curves Options

Channel	Specifies the color channels to adjust.
Show Histogram	Toggles the histogram display.
Histogram	Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.

Renaming Multiple Files

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

To Rename a Group of Files:

1. In Manage mode, select one or more files, and then click **Tools | Batch | Rename**.
2. In the Batch Rename dialog box, do one or more of the following:
 - Select the **Template** tab to specify the Template options.
 - Select the **Search and Replace** tab to set the Search and Replace options.
 - Select the **Advanced Options** tab to adjust the settings for the Batch Rename tool.
 - Review your changes to the file names in the Preview field.
3. Click **Start Rename**.



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

Batch Rename Options

Template	Select the Use Template to rename files checkbox to create a renaming template. You can specify a numerical or alphabetical sequence for the new file names, and use the original file names, new names, or names based on image metadata.	
	Template	Displays the template to use to rename the files. Type an asterisk (*) to insert the original file name into the template. Use one or more number signs (#) to insert numeric or alphabetic characters, depending which options you selected. Click the arrow on the drop-down list to select a recently-used template.
	Clear Templates	Clears the recently-used templates from the Templates drop-down list.
	Use numbers to replace #'s	Replaces any number signs (#) in the template with sequential numeric characters.
	Use letters to replace #'s	Replaces any number signs (#) in the template name with sequential alphabetic characters.
	Start at	Specifies the first letter or number of the sequence.
	Insert Metadata	Inserts file-specific information into the file name template. Position the cursor in the Template field, and then click Insert Metadata to open the Choose Property dialog box. Select the metadata you want to insert, and then click OK .
	File name case	Specifies upper or lower case for file names and file format extensions.
Search and Replace	Select the Use Search and Replace to rename files checkbox to replace certain letters or words in the file names. You can replace spaces with underscores, or change upper case letters to lower case, and combine your changes with any naming template.	
	Search for	Identifies the characters you want to replace in the file names.
	Replace with	Identifies the characters to use in place of the original text.
	Case sensitive	Indicates whether you want to limit the search to the same case you typed in the Search for field.
Advanced Options	Select any of the Advanced Options to adjust the behavior of the Batch Rename tool.	
	Automatically close wizard when finished	Closes the Batch Rename dialog box when the renaming process is complete.
	Save current settings as defaults	Stores the current settings and loads them the next time you rename files.
	Warn about extension changes	Provides a warning if you have changed the file extension as part of the template.
	Automatically resolve naming conflicts	Automatically resolves any naming conflicts by adding an underscore and a sequential number to the end of each file name.

Changing the Color Profiles of Multiple Images

You can change the color profiles of multiple images using the **Batch Convert Color Profile** tool.



At this time, SeePlus does not support CMYK color profiles.

To Change the Color Profiles Used in Images:

1. In Manage mode, select one or more images.
2. Click **Tools | Batch | Convert ICC Profile**.

3. In the **Color profile to convert from** list, select the color profile currently associated with the images.
For example, you will typically use the Batch Convert Color Profile tool to convert from your camera's color profile to a more universal color profile, such as sRGB. If you select **Use profile information when found in JPEG and TIFF images**, SeePlus will convert from the color profile embedded in the images, not the color profile that you select in the list.
4. In the **Color profile to convert to** list, select color profile that you want to associate with the image.
5. In the **Rendering Intent** list, select the rendering intent.
The most common rendering intent is **Perceptual**. Some color profiles ignore the rendering intent, so results can vary depending on the profile that you select.
6. Click **Options** to specify whether SeePlus should overwrite the image file (which effectively deletes the original color profile) or create new files with the new color profiles. You can also select options for JPEG compression.
7. Click **Start**.
8. Click **Done**.

Using Batch Edit

You can use the Batch Edit wizard to make multiple types of edits to multiple images. You can save your editing settings as a [preset](#) for future use. See the links below for detailed descriptions of the editing options for each editing tool.



It is recommended that you consider using [SeePlus Actions](#) as a more comprehensive batch processing tool.

To Open Batch Edit:

1. In Manage mode, select the images that you want to edit, and then click **Tools | Batch | Batch Edit**.
2. On the Batch Editing Options page, on the **Processing Profile** tab, click on the name of each type of edit (for example, Rotate) to display the options that are available for that type of edit.
3. Select the types of edits that you want to make to the images.

To Preview Changes:

You can see how the editing options will affect an image in the **Preview** area.

1. In the Batch Edit wizard, select the **Before** and **After** tabs to evaluate how the currently selected options affect the image, or click and hold the **Preview** icon to switch between the Before and After tabs.
2. Click **Original Image** or **Final Image**, at the top and bottom of the Operations list, to evaluate how all the editing options affect the image.
3. To see how the selected editing options affect each image, click the **Next Image** and **Previous Image** buttons to display each image in the **Preview** area.

To Use Zoom Features:

1. Drag the **Zoom** slider to the left or right to see the entire image, or to zoom in to a specific area in the image.
2. Click the **Fit Image** button to fit the image into the Preview area.
3. Click the **Actual Size** button to display the image at full size in the Preview area. If you click the **Actual Size** button you will need to use the horizontal and vertical scroll bars to see different parts of the full-size image.

To Add or Remove Images:

1. If you no longer want to include an image in the Batch Edit wizard, select the **Image List** tab, select an image, and then click **Remove**.
2. If you decide that you want to edit additional images, select the **Image List** tab, and then click **Add**.
3. Navigate to the folder containing the images that you want to add.
4. Select the images in the **Available items** area, and then click **Add**.
5. Click **OK**.
6. When you are satisfied with the images and the editing options, click **Next**.

To Set Output Options and Complete the Process:

1. On the Output Options page, specify where you would like to save the edited images, how you want to rename them, and other options. The output options are described below.
2. When you are satisfied with the output options, click **Next**.
3. On the Batch Edit Progress page, the progress bars indicate which images and edits are being processed.
4. On the Batch Edit Completed page, you have the following options:
 - In the **Summary** section, click **View Log** to see a log that explains any process warnings or failures.
 - Click **Browse with Explorer** to open Windows Explorer so you can look at the edited images.
 - Click **Save Preset** to save all of the editing options as a preset for future use.
 - Select **Browse the output folder with SeePlus** if you want look at the edited images in the File List pane.
5. Click **Finish**.

Editing Options

Detailed descriptions of the options for each tool in the Batch Edit wizard are in the following help topics:

- | | |
|---------------------------------|---------------------------------|
| • Rotate | • Light EQ™ |
| • Crop | • Noise Removal |
| • Resize | • Sharpening |
| • Color | • Vignette |
| • Channel Mixer | • Text Overlay |
| • Sepia | • Watermark |
| • Exposure | |

Output Options

Destination folder	Same as source folder	Select this option if you want to save the edited images in the same folder as the original images.
	Create a new subfolder for the files	Creates a new subfolder in the folder that you selected from the Specific folder drop-down. Type a name for the new folder in the Create a new subfolder for the files text box.
	Specific folder	Select this option if you want to save the edited images to a specific folder.
File names	Keep original file names	Select this option if you want to save the edited images with the same file name as the original images.
	Name using template	Select this option if you want to rename the edited images using a renaming template.
Image file format	File format	If you want to change the file format of the edited images, select the file format in which you would like to save the edited images.
	Pixel format	Use this option to determine number of bits per pixel (BPP) in the output images, and whether the images will be color or grayscale. Select Automatic if you want the output images to have the same pixel format (or the closest possible match) as the original images. You can use this option to convert the images from color to grayscale, or to convert the images to a pixel format that is compatible with other software or processes.
Metadata	Preserve metadata	Select this option if the original image contains metadata, and you want the edited image to contain the same metadata and color profile.
	Preserve embedded audio	Select this option if the original image contains embedded audio, and you want the edited image to contain the same embedded audio.
Other options	Preserve last-modified date	Select this option if the original image has a last-modified date, and you want the edited image to have the same last-modified date.
	Copy database information	Select this option if you want to copy SeePlus Metadata for the original image and enter it into the database for the edited image.
	When output file already exists	<p>Use this option to determine what SeePlus should do if the destination folder contains an image with the same file name as one of the edited images:</p> <ul style="list-style-type: none"> • Ask: Prompts you to choose different options (skip, rename, overwrite) depending on the image. • Skip: Skips processing that image, and begins processing the next image. • Replace: Replaces the image in the destination folder with the edited image. • Rename: Renames the edited file.

Batch Edit Rotate Options

You can use the options in the Rotate section to rotate the image at a pre-set angle or at a custom angle.

To Use the Rotate Options:

In the Batch Edit wizard, select the **Rotate** checkbox.

Rotate Options

No rotation	This option is selected by default so you see the un-rotated image until you are ready to select a rotation option.
180°	Rotates the image 180 degrees.
Left 90°	Rotates the image to the left by 90 degrees.
Right 90°	Rotates the image to the right by 90 degrees.
Custom angle	Select this option and then either type a custom angle number into the spin box or click the arrow and drag it around the circle until the image is rotated to the desired angle.
Background color	The color that you select displays behind the rotated image.
Draw a line on the image that you want to become vertical or horizontal	Click the Horizontal or Vertical button, and then use the cursor to draw a line on the image that you want set as horizontal or vertical.
Automatic cropping	When you rotate an image at a custom angle, select Automatic cropping if you want to crop the image to the largest possible rectangular size within the rotated image.
Reset	Click to reset all options to the default.

Batch Edit Crop Options

You can use the options in the Crop section to control the size and orientation of the cropped area.

To Use the Crop Options:

In the Batch Edit wizard, select the **Crop** checkbox.

Crop Options

Cropping proportion	Select the size of the cropped area or the ratio to use to determine the cropped area. Select Custom to define a custom crop area.
Orientation	Select the orientation of the cropped area: <ul style="list-style-type: none"> • Automatic: Base the orientation of the cropped area on the orientation of the original image. For example, if the original image has a landscape orientation, the cropped area will also have a landscape orientation. • Landscape: Use a landscape orientation for the cropped area. • Portrait: Use a portrait orientation for the cropped area.
Reset	Click to reset all options to the default.

Batch Edit Resize Options

You can use the options in the Resize section to reduce or enlarge the image.

To Use the Resize Options:

In the Batch Edit wizard, select the **Resize** checkbox.

Resize Options

Resize by	<p>Megapixels</p> <p>Select this option to reduce or enlarge the image to the specified number of megapixels while maintaining the height/width aspect ratio. For example, if you have a 6 megapixel image with an aspect ratio of 3000 by 2000 and you select 1.5 megapixels, the image will be reduced to 1500 by 1000.</p> <p>Use the drop-down list to select from a pre-set list of megapixel sizes. Alternately, enter the megapixels into the Megapixels spin box. The Reduce/Enlarge drop-down list determines how the image will be resized:</p> <ul style="list-style-type: none"> • Reduce only: Reduces the size of the image. • Enlarge only: Makes the image larger. • Enlarge or reduce: Either reduces the size of the image, or makes the image larger.
	<p>Percentage</p> <p>Select this option to reduce or enlarge the image to a percentage of the original. For example, if you want to reduce the image, enter a percentage that is less than 100. If you want to enlarge the image, enter a percentage that is greater than 100.</p>
	<p>Pixel dimensions</p> <p>Select this option to reduce or enlarge the image to a specific width and height, measured in pixels. The Reduce/Enlarge drop-down list determines how the image will be resized:</p> <ul style="list-style-type: none"> • Reduce only: Reduces the size of the image. • Enlarge only: Makes the image larger. • Enlarge or reduce: Either reduces the size of the image, or makes the image larger.
	<p>Print dimensions</p> <p>Select this option to reduce or enlarge the image to specific print dimensions, such as the dimensions of a photographic print. Use the drop-down to select from a preset list of print dimensions. Alternately, enter a specific height, width, and resolution.</p> <p>The Reduce/Enlarge drop-down list determines how the image will be resized:</p> <ul style="list-style-type: none"> • Reduce only: Reduces the size of the image. • Enlarge only: Makes the image larger. • Enlarge or reduce: Either reduces the size of the image, or makes the image larger.
<p>The Fitting method, which applies to the Percentage, Pixel dimensions, and Print dimensions options, determines how the image will fit into the new image area:</p> <ul style="list-style-type: none"> • Best fit preserving original aspect ratio: Select this option to preserve the width/height aspect ratio from the original image. For example, if the aspect ratio of the original image is 4:3, the aspect ratio of the resized image will also be 4:3. • Fit exactly by stretching: Select this option if you want to stretch the image to fit a particular width and height. • Fit exactly by adding bars: Select this option if you want to fit the image into an area that is larger than the image. You can select the color of the bars that fill the gaps between the image and the edge of the area. 	

Resampling method	<p>Use this option to determine the method used to resize (resample) the image:</p> <ul style="list-style-type: none"> • Box: Displays considerable tiling or jaggies when you resize an image. • Triangle: Produces good results for image reduction and enlargement, but displays sharp transition lines. • Bicubic: Produces good results with photo-realistic images and with images that are irregular or complex. Uses interpolation to minimize the raggedness normally associated with image expansion. • Bell: Smooths the image. • B-spline: Produces smooth transitions, but may cause excessive blurring. • Lanczos: Produces the sharpest images, but may also introduce some ringing artifacts. • Mitchell: Produces smooth transitions when enlarging photo-realistic images. This filter is good compromise between the ringing effect of Lanczos and the blurring effect of other filters. • ClearIQZ: Slower than Bicubic and Lanczos, but produces the best results when enlarging photos, especially those of people.
Reset	Click to reset all options to the default.

Batch Edit Color Options

You can use the options on the Color Cast tab to remove an unwanted hue from an image. You can change the saturation of a batch of images using the Saturation tab.

To Use the Color Options:

In the Batch Edit wizard, select the **Color** checkbox.

Color Options

Color Cast	Select color	Click an area in the image that should be white or gray. The color square shows the color of the original pixel on the left, and of the modified pixel on the right.
	White Point	Select one of the following: <ul style="list-style-type: none"> • Custom: Displays the color temperature of the area in the image that you clicked. • Sunny: Adjusts the color temperature to 5500K, approximately that of the midday sun. • Cloudy: Adjusts the color temperature to 6500K, approximately that of a lightly overcast sky. • Shade: Adjusts the color temperature to 7500K, approximately that of a heavily overcast sky. • Tungsten: Adjusts the color temperature to 2850K, approximately that of a household light bulb. • Fluorescent: Adjusts the color temperature to 3800K, approximately that of a fluorescent light bulb. • Flash: Adjusts the color temperature to 5500K, approximately that of a camera flash.
	Strength	Specifies the color cast removal strength. Higher settings remove more of the unwanted color.
	Temperature	Specifies the color temperature.
	Tint	Specifies the amount of green (to the left) and red (to the right) to match the settings used when you took the photo.
Saturation	Amount	Specifies the amount to increase or decrease the intensity of hues (color) in the image. To remove all the color and create a grayscale image, drag the slider all the way to the left.
Reset	Click to reset all options to the default.	

Batch Edit Channel Mixer Options

The Channel Mixer in the Batch Edit wizard can change multiple images to create a rich grayscale. Because you can control the brightness of the red, green, and blue channels, as well as the overall brightness, you can use the Channel Mixer to emphasize different areas or aspects of a photo, as well as alter its mood and tone.

If you hover your cursor over each slider and watch the effect on the small preview below the controls, it shows you which parts of the image will be affected by each channel. This helps to gauge the effect of each slider on the image.

To Create a Grayscale Image:

In the Batch Edit wizard, select the **Channel Mixer** checkbox.

Channel Mixer Options

Percent Red	Drag the slider to the left or right. The more red there is in a pixel, the more effect the red slider has on that pixel. So the area of red in the picture is brightened or darkened more than other areas.
Percent Green	Drag the slider to the left or right. The more green there is in a pixel, the more effect the green slider has on that pixel. So the area of green in the picture is brightened or darkened more than other areas.
Percent Blue	Drag the slider to the left or right. The more blue there is in a pixel, the more effect the blue slider has on that pixel. So the area of blue in the picture is brightened or darkened more than other areas.
Percent Brightness	Drag the slider to the left or right to brighten or darken the whole image.
Reset	Click to reset all options to the default.

Batch Edit Sepia Options

You can use the Batch Edit wizard to change batches of images to a sepia color.

To Change Images to Sepia:

1. In the Batch Edit wizard, select the **Sepia** checkbox.
The image in the Preview immediately changes to a sepia color.
2. Click the Image List tab and then each image in the batch to see the effect of the sepia on the other images.

Batch Edit Exposure Options

You can use the options in the Exposure section to correct the exposure of your images. There are four tabs in the Exposure section: Exposure, Levels, Auto Levels, and Tone Curves.

To Use the Exposure Options:

In the Batch Edit wizard, select the **Exposure** checkbox.

Exposure Options

Exposure	Specifies the amount of light to add to all areas of the image.
Contrast	Specifies the amount of difference between color and brightness in an image. Moving the slider to the right darkens the shadowed areas in an image, while moving the slider to the left brightens them.
Fill Light	Specifies the amount of light to add to the darkest areas of the image.
Brightness	Specifies the image's light intensity. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
Gamma	Specifies the intensity of the light spectrum in an image. Moving the slider to the right lightens the image, while moving the slider to the left darkens it.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Levels Options

Channel	Specifies the brightness or color channel you want to adjust.
Shadows	<p>Specifies the black point of an image.</p> <p>Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker.</p>
Midtones	<p>Specifies the gamma correction in an image.</p> <p>Move the slider or type a number from 0.00 to 2.00 into the spin box to set the amount of gamma correction. Higher values make the image appear brighter, while lower values make the image appear darker.</p>
Highlights	<p>Specifies the white point of an image.</p> <p>Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter.</p>
Clipped %	Indicates how much of the image detail is lost due to black point and white point correction.
Black Point Eyedropper	Click the button with the black eyedropper icon to adjust the black point. Select the area in the Before image that you want to set as the black point for the After image.
Mid Point Eyedropper	Click the button with the gray eyedropper icon to adjust the gamma correction value. Select the area in the Before image that you want to set as the gamma correction value.
White Point Eyedropper	Click the button with the white eyedropper icon to adjust the white point. Select the area in the Before image that you want to set as the white point for the After image.
Auto	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Adjust Contrast: Automatically analyzes and adjusts image contrast. • Adjust Color and Contrast: Automatically analyzes and adjusts each color channel independently, and then adjusts the contrast. • Adjust Color and Brightness: Automatically analyzes and adjusts image color and brightness. • Tolerance: Opens the Tolerance settings dialog box. Specify the maximum clipping percentage for Shadows and Highlights, and click OK. SeePlus adjusts the image levels automatically.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Auto Levels Options

Strength	Adjusts the amount of exposure applied to the image.
Auto Contrast and Color	Adjusts color differences, brightness, and image color channels.
Auto Contrast	Adjusts the color differences and brightness only.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Tone Curves Options

Channel	Specifies the color channels to adjust.
Show Histogram	Toggles the histogram display.
Histogram	Displays a visual representation of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default setting.

Batch Edit Light EQ™ Options

You can use the options in the Light EQ™ section to independently adjust areas in your images that are too light or too dark, without affecting other areas. As you make changes, you can see the effect on the image in the After Light EQ™ tab, or you can click the Image List tab and click on any of the other images to see the effect of the adjustment on each image.

To Adjust the Lighting:

In the Batch Edit wizard, select the **Light EQ™** checkbox.

Light EQ™ Options

Use automatic settings for each image	Allows the software to analyze the photo and apply optimal settings based on the amount of light and dark pixels in the photo. Darker photos are brightened more than photos that are already bright.
Brighten	Brightens dark areas in the images. Do one or both of the following: <ul style="list-style-type: none"> • Compression: Drag the slider to the right to brighten dark areas in the image. • Amplitude: Drag the slider to the right to increase the intensity of the brightening across all areas of the image.
Darken	Darkens bright areas in the images. Do one or both of the following: <ul style="list-style-type: none"> • Compression: Drag the slider to the right to darken bright areas in the image. • Amplitude: Drag the slider to the right to increase the intensity of the darkening across all areas of the image.
Exposure warning	Highlights overexposed and underexposed areas of the image.
Reset	Click to reset all options to the default.

Batch Edit Noise Removal Options

You can use the options in the Noise removal section to remove noise from your images while preserving details that you want to retain.

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

To Use the Noise Removal Options:

1. Click **Tools | Batch | Batch Edit**.
2. In the Batch Edit dialog box, select the **Noise Removal** checkbox.

Noise Removal Options

Despeckle	Removes noise.
Square	Removes noise using a 3 x 3 pixel square.
X	Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image's thin and diagonal lines.
Plus	Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, vertical, and horizontal lines.
Hybrid	Removes noise using a 3 x 3 pixel square, a 3 x 3 pixel X shape, and a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, diagonal, horizontal, and vertical lines. When hybrid is selected you have additional noise removal options: <ul style="list-style-type: none"> • Luminance: Drag the slider to the left or right to control variations in brightness. • Color: Drag the slider to the left or right to control variations in color (hue and saturation). For example, drag the slider to the right if you want to reduce color variation. However, you should be careful about reducing color variation (that is caused by noise) because you could unintentionally reduce real color variations in a photo.
Reset	Discards all changes and reverts to the original noise level.

Batch Edit Sharpening Options

You can use the options in the Sharpening section to sharpen an image by enhancing the contrast of medium-contrast and high-contrast edges.

To Use the Sharpening Options:

In the Batch Edit wizard, select the **Sharpening** checkbox.

Sharpening Options

Amount	Specifies the amount of light added to or removed from each edge. Higher values produce darker edges.
Radius	Specifies the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels.
Threshold	Specifies how different the lightness values of two adjacent pixels must be before they are sharpened. Higher values increase the required difference. It is recommended that you set the threshold so that it enhances edges while keeping background noise to a minimum.
Reset	Click to reset all options to the default.

Batch Edit Vignette Options

You can use the options in the Vignette section to add a frame around a subject, such as a person or a bouquet of flowers. You can change the focal point in the portrait. You can also control the appearance of the border.

To Use the Vignette Options:

In the Batch Edit wizard, select the **Vignette** checkbox.

Vignette Options

Horizontal	Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.
Vertical	Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.
Clear zone	Specifies the size of the clear area around the focal point in the portrait. Drag the slider to the left to reduce the size of the clear area. Drag the slider to the right to increase the size of the clear area.
Transition zone	Specifies the width of the transition area between the clear zone and the frame. Drag the slider to the left to narrow the transition area. Drag the slider to the right to widen the transition area.
Shape	Specifies the shape of the frame: <ul style="list-style-type: none"> • Round: Creates a round frame. • Rectangular: Creates a square frame.
Show outline	Displays an outline that shows the outside edge of the clear zone and the inside edge of the frame.
Frame	Specifies special effects that you can apply to the frame around the focal point: <ul style="list-style-type: none"> • Color: Applies a color to the frame area. • Saturation: Removes color from the frame area. • Blur: Blurs the frame area. • Clouds: Displays clouds over the frame area. • Edges: Traces the lines and details of people or objects within the frame area with neon colors. • Radial Waves: Creates the appearance of waves radiating from the focal point into the frame area. • Radial Blur: Rotates and stretches people or objects in the frame area. • Zoom Blur: Applies a zoom blur to the frame area. • Crayon Edges: Traces the lines and details around people or objects in the frame area with crayon. • Dauber: Creates the impression that the people or objects in the frame area around the portrait were painted with a paint dauber. • Pixelate: Blurs images by increasing the size of the pixels in the images. • Old: Gives your images an antique look. • Glowing Edges: Adds color to the lines and details in the frame. The colored lines and details appear to glow. • Ripple: Divides your images into concentric circles that resemble what you see when you drop a pebble into water.
Filter Settings	The settings available in the Filter Settings area vary for each frame effect. For example, if you select Color in the Frame area, a color picker displays in the Filter Settings area. Similarly, if you select Blur in the Frame area, a slider that controls the level of blurriness displays in the Filter Settings area.
Reset	Click to reset all options to the default.

Batch Edit Text Overlay Options

You can use the options in the Text Overlay section to add formatted text to a photo. You can apply special effects to your text to add artistic flair. You can also adjust the opacity of the text to create a watermark effect—useful for putting copyright information onto your photos.

To Use the Text Overlay Options:

In the Batch Edit wizard, select the **Text Overlay** checkbox.

Text Options

Text		Type the text you want to add in the available field, then specify the font you want to use and the formatting options such as bold, italics, and underline. Click the drop-down list to the right of the Text field to insert a registration, copyright, or trademark symbol or image metadata.
	Rotation	Specify the rotation of the text.
	Size	Drag the slider to specify a point size.
	Color	Specify the color of the text.
	Opacity	Drag the slider to specify the transparency of the text.
	Alignment	Click a square to specify the alignment of the text in the text box.
Text box	Left	Specify the alignment of the text box from the left edge of the image.
	Right	Specify the alignment of the text box from the right edge of the image.
	Top	Specify the alignment of the text box from the top edge of the image.
	Bottom	Specify the alignment of the text box from the bottom edge of the image.
	Border	Specify the color of the border of the text box, then drag the slider to specify the transparency of the border.
	Fill	Specify the color of the fill in the text box, then drag the slider to specify the transparency of the fill.
Reset		Click to reset all options to the default.

Box Effects Options

Special Effect	Specifies the effect you want to apply to the box. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the box.	
Bevel	Angle	Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle—note that this also adjusts the angle of the drop shadow.
	Elevation	Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the box, while a higher value produces a more direct lighting effect and shorter shadows.
	Bevel	Specifies how much of each box's edge is beveled. Higher values give the box a more rounded, smoother look.
	Strength	Specifies the difference between the highest and lowest points on the box. Higher values heighten the difference between the flat portions of the box and the beveled edges.
Drop Shadow	Angle	Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle—note that this also adjusts the shading of the box bevel.
	Blur	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
	Opacity	Specifies the darkness of the drop shadow where it falls on the image.
	Distance	Specifies the distance between the drop shadow and the box. The higher the value, the farther the shadow and the higher the box appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the box rectangle.
Blend Mode	Select an option from the Blend Mode drop-down list to specify how you want the box to blend into the underlying image.	

Text Effects Options

Special Effect	Specifies the effect you want to apply to your text. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the text.	
Bevel	Angle	Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle - note that this also adjusts the angle of the drop shadow.
	Elevation	Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the text, while a higher value produces a more direct lighting effect and shorter shadows.
	Bevel	Specifies how much of each letter's edge is beveled. Higher values give the text a more rounded, smoother look.
	Strength	Specifies the difference between the highest and lowest points on the text. Higher values heighten the difference between the flat portions of the text and the beveled edges.
Drop Shadow	Angle	Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle—note that this also adjusts the shading of the text bevel.
	Blur	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
	Opacity	Specifies the darkness of the drop shadow where it falls on the image.
	Distance	Specifies the distance between the drop shadow and the text. The higher the value, the farther the shadow and the higher the text appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the text rectangle.
Blend Mode	Select an option from the Blend Mode drop-down list to specify how you want the text to blend into the underlying image.	

Batch Edit Watermark Options

You can use the options in the Watermark section to add a watermark to an image. You can move the watermark to any position on the image. You can also change the opacity of the watermark and blend the watermark into the image.

To Use the Watermark Options:

In the Batch Edit wizard, select the **Watermark** checkbox.

Watermark Options

Image	Browse	Click to select a watermark, or select a watermark from the drop-down list. The watermark displays in the center of the photo by default. Click and drag the watermark to position it, or use the options on the Position & Blending tab.
	Maintain aspect ratio while resizing	Select if you want to resize the watermark without stretching or distorting the shape.
	Apply Alpha Channel	Select to apply the alpha channel if it is present in the watermark. (Only TIFF, PNG, and ICO watermark files can have an alpha channel.)
	Apply Transparency	Select to make a color in the watermark transparent. The default color is white. You can enter the RGB value of the color. If you do not know the RGB value, move your cursor over the watermark preview thumbnail and click on the color that you want to make transparent.
Position & Blending	Location	Specify the horizontal and vertical location of the watermark in pixels or percent.
	<u>Blending mode</u>	Specify how you want the watermark to blend with the image.
	Opacity	Drag the slider to specify the transparency of the watermark.
Reset	Click to reset all options to the default.	

About the SeePlus Database

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

You can store cached thumbnail previews, and add or edit the following information for each image or media file on your computer:

- Categories
- Notes
- Keywords
- Color Labels
- Authors
- Dates
- Ratings
- Captions

You can also choose to exclude folders from the database, and keep the contents of those folders separate from your other images and media files.



When you add SeePlus Metadata to a file in SeePlus, the file is linked to the database. If you then copy, move, or rename your files using programs other than SeePlus, such as Windows Explorer, the link to the database is broken and this can cause the loss of SeePlus Metadata.

Embedding SeePlus Metadata in Files

If you edit or add SeePlus Metadata to your files, SeePlus automatically adds the new data to its database. If you have the **Display embed SeePlus metadata reminder** checkbox selected in the Options dialog box, (click **Tools | Options | Database**), next time you close SeePlus, the Embed SeePlus Metadata in Files dialog box opens and offers to embed the new data into the changed files themselves. Embedding SeePlus Metadata in the files as well, is a safe way to back up this data and make it easier to retrieve if you should need to.

For example, once you have assigned SeePlus Metadata to a file, the file is linked to the database. If the file is moved using Windows Explorer, or any application other than SeePlus, the link will be broken. However if you have embedded this data in the file and the link is broken, you can still retrieve the SeePlus Metadata using the embedded data in the files.

You can use SeePlus to rename, move, or copy the file—even to another computer—and the embedded SeePlus Metadata will transfer with the file.

To Embed SeePlus Metadata in a File When You Are Prompted:

1. Do one of the following:
 - To embed data in files that are on a network, select the **Include Network Drives** checkbox.
 - To write the information to a sidecar file if the file format does not support embedding inside the file, select the **Write sidecar files for formats that do not support embedded XMP**.
 - To accept the current selection in the dialog and have these options happen automatically in future, select **Do not ask me this again**.
2. Click **Yes** to embed the data in the files. A progress bar appears, followed by the Embed Summary Report dialog that lists the following:
 - **Items Selected:** Indicates the number of files that you selected.
 - **Items Processed:** Indicates the number of files actually that were processed. (If you selected files that did not need to have data embedded, this number may be different from the Items Selected.)
 - **Succeeded:** Indicates the number of files that had data embedded.
 - **Failed:** Indicates the number of files that, for a variety of reasons, could not have data embedded. (To see the Error Log, click **View Errors**.)
3. Click **Close**.

To Embed SeePlus Metadata at Any Time:

You can embed data in files at any time.


Click **Tools | Metadata | Embed SeePlus Metadata**, and then select one of the following:

- **Embed in All Files:** Embeds data for all files.
- **Embed in Selected Files:** Embeds data for any files that you have selected.



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

The Embed Pending Flag

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

Right-click and choose either:

- **Embed SeePlus Metadata:** Writes the metadata to the file.
- **Clear Embed Pending Flag:** Clears this overlay icon, but does not write the metadata to the file.

Viewing Files That Have Data to Embed

If you want to see the files that have data that needs to be embedded, there is a quick way to list them using the Embed Pending option.

To View Files That Have Data to Embed:

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

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

Retrieving SeePlus Metadata That is Embedded in Files

If you simply browse to the folder where the files are located, some of the SeePlus Metadata is retrieved and written to the database.

The safest way to retrieve all the SeePlus Metadata, is to click **Tools | Database | Catalog Files**. Then the following applies:

- If the files are GIF, JPEG, DNG, PNG, and TIF formats, all the data will be retrieved and written to the database.
- If the files still have their sidecar files in the folder, and they still have the same file name, the database information is retrieved and written to the database.
- If the files have become separated from their sidecar files or renamed, their SeePlus Metadata cannot be retrieved and will be lost.

Excluding Folders From the Database

You can choose to exclude folders from the database, and keep the contents separate from your other images and media files. By default, the Program Files and Windows folders on your hard drive are automatically excluded from the database.

To Manage Your Excluded Folders Settings:

1. In Manage mode, click **Tools | Database | Excluded Folder Settings**.
2. In the Excluded Folders dialog box, do one of the following:
 - To exclude a folder from the database, click **Add**. Browse to a folder on your hard drive, and then click **OK**.
 - To remove a folder from the excluded folders list, select a folder in the list, and then click **Remove**.
 - To reset your excluded folders list to the default settings, click **Reset to Defaults**.
3. When you are satisfied with your choices, click **Close** to return to SeePlus.

Cataloging Files in the Database

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

The first time you run SeePlus, you are prompted to catalog your files.

To Catalog Your Files:

1. In Manage mode, click **Tools | Database | Catalog Files**.
2. In the **Folders to Catalog** section, select the checkbox next to the folders you want to catalog.
If you want to add folders that are not in the list, click **Add folder**, select the folders you want to include, and then click **OK**.
3. In the **Options** section, select the information to add to the database.
4. Click **Start**.
A progress bar shows your files as they are cataloged.
5. Click **Finish**.



If you are cataloging a large collection of files, do not disrupt the process, or use other software while it is running. For large file collections, it is best to run cataloging overnight.

About the SeePlus Indexer

The SeePlus database stores image, document, and media file information automatically when you browse your folders. This process is called cataloging. The database increases the speed with which you can browse your files in SeePlus, and you can use the information stored in the database to sort, organize, search, and filter your image, document, and media files. You can also use the Catalog dialog box to add groups of files to the database without having to first browse the folders, though, during this time, you will not be able to use SeePlus.

However, the SeePlus Indexer allows the cataloging process to be undertaken when your computer is idle and SeePlus is not running. This allows you to avoid having to browse all of your folders, or experiencing disruptions to your computer's speed and usability, or cutting into the time that you are using SeePlus. If the files are modified in any of the selected folders, the SeePlus Indexer will automatically catalog them again to keep the SeePlus database up to date.

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

Creating and Switching Between Multiple Databases

SeePlus allows you to create multiple databases and switch between them at any time, giving you complete organizational control over your file collections.

When you open SeePlus for the first time, (and up until you create additional databases), you will be using the original database called Default.dbin. It is located in: C:\Users\<Your Name>\AppData\Local\ACD Systems\Catalogs\<Version #>. All additional databases that you create will be stored in this same location, unless you specify otherwise.



You can configure SeePlus to display the database it is currently running in the title bar of the application.

To Create a New Database:

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



The database file will be stored with a folder of the same name. The database file and folder must always share exactly the same name, or SeePlus will not be able to connect to the database.

4. If you would like to have the name of your database displayed in the title bar of the application, select the **Show database filename in title bar** checkbox.
5. Click **OK**.
6. A dialog will appear asking you if you would like to switch to your newly created database. Select **Yes** or **No**. If you select **Yes**, SeePlus will restart and run with the new database.

To Switch from One Database to Another:

In Manage mode, do one of the following:

Open File Database Open...	In the Open Database dialog, browse to the database file (*.dbin) you want to use and click Open .
Open File Database Recent .	Select one of your recently used databases.

To Quickly Launch SeePlus in a Specific Database Using Command Line Switch:

1. Create a shortcut to SeePlus. It is recommended that you name this shortcut something that corresponds to the name of the database you want to open.
2. In the shortcut properties, set the target to **C:\Program Files\ACD Systems\SeePlus\<Version #>\SeePlusOffice<Version #>.exe" /db "C:\Users\<Your Name>\AppData\Local\ACD Systems\Catalogs\<Version #>\<Name of Your Database>.dbin"**.

Converting an Older Database

You can use the ACD Database Convert Wizard to take database information from previous versions of SeePlus and add it to your current database. This ensures that any information associated with your files using a previous version of SeePlus is referenced properly in the current database.



If you have already added information to your current SeePlus database, it is recommended that you create a backup of your database before converting an older SeePlus database.

To Convert an Older Database:

1. In Manage mode, click **Tools | Database | Convert Database**.
2. On the Welcome page, click **Next** to select your conversion options.
3. On the Database Convert Options page, specify the version of the database files you want to convert, as well as the folder where the database files are located on your hard drive. Click **Next**.
4. To automatically rebuild image thumbnails, IPTC and EXIF information after the conversion process is complete, select the **Rebuild thumbnails, EXIF and IPTC data for local images** checkbox.

5. To automatically update your database after converting, select the **Optimize database files after convert** checkbox.
6. Click **Next**.
7. On the Summary page, review your selections, and then click **Next** to convert your database.

Importing Database Information

You can use the ACD Database Import Wizard to import archived database information, or to import database information that was sent to you with images from another SeePlus user. After you import the information, SeePlus associates it with the appropriate images.



If you have already added information to your current SeePlus database, it is recommended that you [create a backup of your database before converting an older SeePlus database](#).

To Use the ACD Database Import Wizard:

1. In Manage mode, click **Tools | Database | Import**, and then select **Database**.
2. Click **Next** to start the wizard.
3. On the Import Options page, select the type of exported database information you want to import.
You can import image information from a compressed database version, or information from an XML-based text file.
4. Click the **Browse** button to locate the database you want to import, and then click **OK**.
5. Select the **Optimize database files after import** checkbox to optimize the database after exiting the wizard, and then click **Next**.
6. On the Summary page, review your selections. Click **Back** to make changes, or click **Next** to begin importing the database information.
7. Click **Finish** to close the ACD Database Import Wizard.



If you are importing database information sent to you by another SeePlus user, ensure that the images to which the information applies are in an identical location and folder structure on your hard drive.

Exporting Database Information

You can use the SeePlus Database Export Wizard to save selected database information in a compressed format, and then store it as a backup, or share it with other SeePlus users. You can also choose to export your category and keyword definitions to a text file.

Exporting your database information differs from creating a backup in that you can choose to export only the parts of your database that you want to share or store with specific files, such as those on a CD. Other SeePlus users can import your information without affecting their existing database.

To create a backup of your entire database, including image or media files, use the [SeePlus Database Backup Wizard](#).

To back up the contents of a local folder to a remote location, such as a network drive, use the [SeePlus Sync Wizard](#).

To Use the SeePlus Database Export Wizard:

1. If you want to export your database information for a specific group of images or media files, select the files in the [File List](#) pane in Manage mode.
2. Click **Tools | Database | Export | Database**.

3. Click **Next** to begin using the wizard.
4. On the Content and Format Options page, specify how you want to export your database information by selecting one of the following options, and then clicking **Next**:
 - **Export entire SeePlus database to a read-only, compressed version**: Exports the entire contents of your SeePlus database to a compressed version that can be shared with other SeePlus users.
 - **Export database information for selected items to a read-only, compressed version**: Exports all of your database information for the images selected in the File List pane.
 - **Export database information to a text file**: Exports the selected information to an XML-based text file. Select the checkboxes next to the information you want to include.
5. On the Location Options page, specify a location for the exported information, and a name for the text file, if necessary, and then click **Next**.
6. On the Summary page, review your choices. You can click **Back** to make changes, or click **Next** to begin exporting your database information.
7. Click **Finish** to close the wizard and return to SeePlus.

Generating File Lists

You can generate a text file that lists all of the files in the folder currently displayed in the File List pane. The text file places the file name, size, image file format, modified date, image properties, caption, and rating for all of the files in the folder into a table, and creates a single text file.

To Generate a List of Your Files:

In Manage mode, click **Tools | Database | Export**, and then select **Generate File Listing**.

SeePlus automatically generates the file listing and opens it as a text file in your default text editor. You can then edit or save the text file.

Backing Up Your Database

You can use the SeePlus Backup Wizard to back up all of your database information, which you can then restore in the case of a system failure or other event. You can also choose to back up your image, media, or archive files along with the relevant database information.

The SeePlus Backup Wizard creates a series of files in a specified location that contain your entire database. The backup is generated using your folder structure and is unique to your computer. To back up portions of your database, or to share database information with another SeePlus user, use the SeePlus Database Export Wizard.

For some suggestions about managing your database backups, see [Database backup tips and strategies](#).

To Back Up Your Database Information:

1. In Manage mode, click **Tools | Database | Back Up Database**.
2. On the Welcome page, select whether you would like to create a new backup, or update an existing backup. Click **Next**.
 If you choose to update an existing backup, please go to step #5.
3. On the New Backup page, select the information you would like to back up. Click **Next**.
4. On the Backup Location page, click **Browse** and specify a location for your backup, and type a name for the backup file. Click **Next**.

- On the Backup Summary page, review your settings. If you chose to update an existing backup, click the **Backup to update** drop-down list, and then select the existing backup. Click **Next**.

Backup Information Options

Do not include thumbnails	Excludes thumbnails from the backup, saving a substantial amount of storage space on your hard drive.
Include thumbnails for offline files	Includes only thumbnails for files that do not reside on your hard drive, such as PhotoDiscs.
Include thumbnails	Includes all thumbnails in the database. This will require more space on your hard drive to store the backup.
Backup files of type	<p>Backs up the specified file types with the database information. Select from the following file types:</p> <ul style="list-style-type: none"> • Image: Includes image files in the backup. • Media: Includes audio and video files in the backup. • Archive: Includes archive files in the backup.
All files of specified types on your local hard drives	Backs up all specified files on your hard drive.
All files of specified types on local and network hard drives	Backs up all specified files on your hard drive and network drives.
All files of specified types in a folder (including subfolders)	Backs up all specified files in a specified folder. Click the Browse button and select the folder to back up.

Database Backup Tips and Strategies

The SeePlus database stores information about your files, including EXIF information, file name and folder location, thumbnails, categories, ratings, and any other information you add using the Properties pane. The more information you store in the database, and the more time you spend entering that information, the more important it is to back up your database, and to have a good strategy for managing your backups. Losing hours of work to a system crash or other uncontrollable event is something that should, and can, be avoided.

Backup Schedule

How often you need to back up depends on how often you add or change information in the database. A good rule to use would be to back up your data as often as you want to avoid retyping it. You can use the backup reminder settings on the Database page of the Options dialog box to set a regular reminder for yourself to back up your data as often as you think appropriate. Business environments and professional users should back up every day.

It is also recommended that you back up your database before performing any major adjustments to it, such as importing information from another SeePlus user, or converting a database from a previous version of SeePlus.

Backup Location

It's a good idea to consider where you back up your data, as well as how often. If you're backing up to your hard drive, SeePlus creates a new folder for each day. This helps to avoid overwriting your backup, and gives you several increments from which you can restore. Also helpful is a monthly backup that is stored in a different physical location than your computer, such as a network drive.

Backup Size

To keep the size of the backup small, choose to back up database information only, and back up your images separately, also on a regular basis.

Restoring Database Information From a Backup

You can use the SeePlus Database Restore Wizard to restore previously backed up database information.

To Restore Database Information:

1. In Manage mode, click **Tools | Database | Restore Database**.
2. On the Welcome page, click **Next** to select the backup.
3. On the Restore Options page, select the backup and date from which you want to restore, or browse to the location of your backup and select a .bkup file.
4. Click **Next** when you are ready to restore your database.



When restoring a backup from a series of backup files, SeePlus will only restore the information included in and prior to the selected backup file. Therefore, unless required, it is recommended that you select the last file in the backup sequence.

Maintaining the Database

It is recommended that you regularly perform database maintenance and optimization to increase hard drive space, remove redundant or extraneous information, and increase overall SeePlus performance.

You can use the tools in the Database Maintenance dialog box to update folders, or to identify folders whose thumbnails and database information you would like to delete. The Database Maintenance dialog box displays a list of the folders on your system, and uses icons to indicate the status of database information within specific folders.

Database Content Icons



Folder contains files with cached thumbnails stored in the database.



Folder contains files that were changed without a database update. For example, a folder or file was renamed or moved outside of SeePlus.

To Perform Database Maintenance:

1. In Manage mode, click **Tools | Database | Database Maintenance**.
2. In the Database Maintenance dialog box, browse for folders marked with the database content icons. If there are no marked folders, you do not need to perform database maintenance and can exit the Database Maintenance dialog box.
3. Select a folder and click one of the following buttons to identify the maintenance you want to perform on that folder:
 - **Remove Thumbnails:** Removes all thumbnail information for the selected folder.
 - **Remove All DB Info:** Deletes all database and thumbnail information for the selected folder.
 - **Remove Orphan Folders:** Deletes any out-of-date or broken references to missing files or information for the selected folder. It is only possible to check for orphans in folders located on your computer. This option will not be visible if the folder is located on a network.

- **Change Binding:** Changes all location references for the selected orphaned folder to another folder, and retains all database information. The default binding folder is My Pictures.
4. The Database Maintenance tool will delete records, creating unused space in your database. To reclaim the unused space, click **Optimize Database**, and follow the instructions in the wizard.
 5. Click **Close**.

Optimizing the Database

You can use the Optimize Database Wizard to quickly remove redundant or outdated database records. Optimizing your database, along with performing regular [database maintenance](#), helps regain hard drive space and improves the overall performance of SeePlus.



If you are cataloging large numbers of files regularly, it is helpful to optimize weekly, or after an extended cataloging session. This is also a good time to backup the database.

To Optimize Your Database:

1. In Manage mode, click **Tools | Database | Optimize Database**.
2. In the Database Optimization Wizard, click **Next**.
3. Select one or both of the following:
 - **Optimize the database tables and fields:** Removes obsolete information from the database, reduces the space used by database fields, and re-indexes the tables.
 - **Remove orphans from database:** Removes any orphan database entries, caused by files or folders deleted by other programs.
4. Click **Next**.
5. When the wizard has finished, click **Finish** to return to SeePlus.

Rebuilding Thumbnails and Metadata

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

To Rebuild Thumbnails:

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

Quarantined Files

If SeePlus has trouble reading a corrupted or incomplete image or media file, or a file causes a plug-in to generate an error, SeePlus will quarantine that file. You can view a list of quarantined files, and remove a file from the list.

To View Quarantined Files:

1. In Manage mode, click **Tools | Database | Quarantine Files**.
2. To remove a file, select it in the list, and then click **Remove**.
3. To disable the Quarantine feature, clear the **Enable Quarantine** checkbox.
4. Click **OK** to close the Quarantine Files dialog box and return to SeePlus.

Working with Plug-ins

A plug-in is a software module that adds functionality to a larger program. SeePlus comes standard with many different plug-ins.

Types of Plug-ins

- **Image Decode:** Converts a file from a binary format to the image displayed in SeePlus. Decode plug-ins allow SeePlus to display images of many different file formats. The files that you can view with SeePlus depend on which decoding plug-ins are installed on your computer.
- **Image Encode:** Converts the image displayed in SeePlus to a binary file format. Encode plug-ins allow SeePlus to save (or convert) images to many different file formats. The files that you can edit and save with SeePlus depend on which encoding plug-ins are installed on your computer.
- **Archive:** Allows SeePlus to display and save archives of many different file formats. The archives that you can view and create with SeePlus depend on which archive plug-ins are installed on your computer.
- **Camera:** Allows SeePlus to browse images on your digital camera and transfer them to a folder on your hard drive.
- **Command Extension:** Adds functionality to SeePlus. For example, there is a plug-in that you can use to share your images over the Internet.
- **Pane Extension:** Adds a pane to SeePlus where you can perform tasks like order prints of your digital images.



We cannot ensure the quality of plug-ins that are not certified by ACD Systems. As with any other piece of software, you are trusting that the plug-in is free of viruses and that the company that produced the plug-in is trustworthy.

Managing Plug-ins

The Plug-in Settings dialog box displays a list of all the SeePlus plug-ins installed on your computer. You can also use the Plug-in Settings dialog box to control which plug-ins SeePlus uses.

To Access the Plug-in Settings Dialog Box:

In Manage mode, click **Tools | Plug-in Settings**.

Disabling a Plug-in

You can disable a plug-in in the Plug-in Settings dialog box so that SeePlus no longer uses it.

To Disable a plug-in:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Clear the checkbox beside the name of the plug-in that you do not want SeePlus to use.

3. Click **OK**.

Changing the Plug-in Order

Some file formats can be supported by more than one plug-in. However, when this happens, you can control which plug-in is used to read or write a file format. The order that plug-ins appear in the Plug-in Settings dialog box is the order that SeePlus uses the plug-ins to read or write a file.

To Change the Plug-in Order:

1. In the Plug-in Settings dialog box, select one of the Plug-in tabs.
2. Select a plug-in in the **Plug-ins** list.
3. Do one of the following:
 - Click the **Move up** button to move the plug-in higher in the list.
 - Click the **Move down** button to move the plug-in lower in the list.
4. Click **OK**.



Susie plug-ins do not have the features and speed of SeePlus plug-ins. Therefore, it is recommended that you give Susie plug-ins a low priority to prevent them from being used instead of a SeePlus plug-in. Also, you can disable Susie plug-ins that overlap the file formats that SeePlus plug-ins support.

Viewing Plug-in Properties and Getting Help

You can view and set properties for certain plug-ins.

To View Plug-in Properties:

1. In the [Plug-in Settings dialog box](#), select one of the Plug-in tabs.
2. Select a plug-in in the Plug-ins list.
3. Click the **Properties** button.

To View a Plug-in's Help File:

1. In the [Plug-in Settings dialog box](#), select one of the Plug-in tabs.
2. Select a plug-in in the **Plug-ins** list.
3. Click the **Plug-in Help** button.

Chapter 4: Documents Mode

Using Documents Mode

Documents mode is a quick and convenient way to view your entire file collection by date. Documents mode displays files that have been [cataloged](#). Images in Documents mode are displayed by the date they were taken, as indicated in the images' EXIF data. If the EXIF data does not contain a date taken, Documents mode will display the images based on the modified date.

Documents mode contains two areas:

Date pane: This pane displays all of your cataloged files by date.

Timeline pane: This pane displays the year and month of your photos and how many photos are in each.

Viewing Images and Files

Images and documents are displayed in Documents mode by date. To toggle viewing them by year, month, or day, do one of the following:

- Click the **Year**, **Month**, or **Day** buttons at the bottom right of the Date pane.
- Use the forward and back arrows at the top left to move from Year to Month to Day view.
- Choose **View | Year/Month/Day**.
- **Click** an image or document to move from Year to Month to Day view.
- **Click** on a year/month entry in the Timeline pane to navigate to the files from that time.

To View Only Your Microsoft OneDrive® File Collection:

Click the **OneDrive** button at the top of the Date pane.

To View All of Your File Collection (Including OneDrive):

Click the **All** button at the top of the Date pane.

To View a Larger Version of an Image or Document:

Do one of the following:

- **Double-click** an image or document to open it in View mode.
- Select an image or document and press **Enter** to toggle between View mode and Documents mode.

To Open an Image in Another Mode:

Right-click the image in Day view and select an option from the context menu.

To Locate a File in Windows Explorer®:

Right-click the file in Day view and select **Show in File Explorer**.

Cataloging

Photos mode will only display files that have been cataloged. You can catalog your files by:

- Browsing your folders in [Manage mode](#).
- Using the [Catalog](#) button at the top of Documents mode.

Chapter 5: View Mode

Working with DICOM Files

DICOM (Digital Imaging and Communications in Medicine) is a file format standard for managing, storing, and sharing medical imaging information.

You can view your DICOM files in SeePlus.

To View Your DICOM File:

1. Open your DICOM directory file (DICOMDIR) or individual DICOM file (.dcm) in View mode. In View mode, the pane on the left displays your DICOM image series on the bottom and information embedded in the selected image series on the top.
2. Select a series to view it in the View Area. Drag the scroll bar at the bottom of the View Area or use your mouse's scroll wheel to examine the sequence.

The metadata embedded in each image series is also overlaid on the right side of the series thumbnail, as well as on the series when it is viewed in the View area.

To View Multiple Series Side by Side:

- **CTRL + click** to select more than one image series.
- **SHIFT + click** to select a number of image series in a row.

The selected series will appear in the View Area.

- **CTRL + A** to view all of the series in the directory file.



In the View Area, you can toggle between the tile view and single selection view by double-clicking.

To View Other Patients or Studies in the Same Directory File:

- Use the Patient drop-down menu to select and view a different patient's images within the same DICOMDIR.
- Use the Study drop-down menu to select and view a different study within the same DICOMDIR.

To View the Sequence of Multiple Series Simultaneously:

1. Use the **SHIFT** or **CTRL** key to select the series you would like to link. The selected series will appear next to each other in the View area.
2. Select the Link icon in the upper left corner of each of your selected series.

Linked



Unlinked



3. Drag the scroll bar at the bottom of the View Area on any one of the displayed series. The other series' sequences will scroll along simultaneously.

Customizing the DICOM File View

To Reposition Your DICOM Image:

In the View Area, you can select and drag your DICOM image to position it as you desire.

To Adjust the Contrast of Your DICOM Image:

If your mouse has a scroll wheel, you can press the wheel in and hold while dragging your mouse left or right to adjust contrast.

To Adjust Brightness of Your DICOM Image:

If your mouse has a scroll wheel, you can press the wheel in and hold while dragging your mouse up and down to adjust brightness.

To Customize Your DICOM File View:


To customize the view of your DICOM file in the View Area, right-click the image and select one of the following from the context menu:

New Window	Select New Window from the context menu to view the image series in another window, which can be expanded to Fullscreen mode.
Brightness	Select a brightness ratio from the context menu.
Contrast	Select a contrast ratio from the context menu.
Rotate	Select a rotation from the context menu.
Zoom	Select a magnification percentage from the context menu. You can also choose Fit to Window to fit image to the size of the View mode window.
MPR	Select your desired view: <ul style="list-style-type: none"> • Axial: Divides head from feet. • Coronal: Divides the body vertically, separating belly sections from back sections. • Sagittal: Divides between the eyes.
Invert Image	Select Invert from the context menu to invert the colors of the image.
Center Image	Select Center from the context menu to center the image in the View Area.
Reset Image	Select Reset from the context menu to reset the image to the default view.
Save Image	Select Save Image to save your DICOM image as a JPEG.

Previewing Your Images with Auto Lens

You can use Auto Lens View to preview your images with a number of filters without actually applying them to the file.

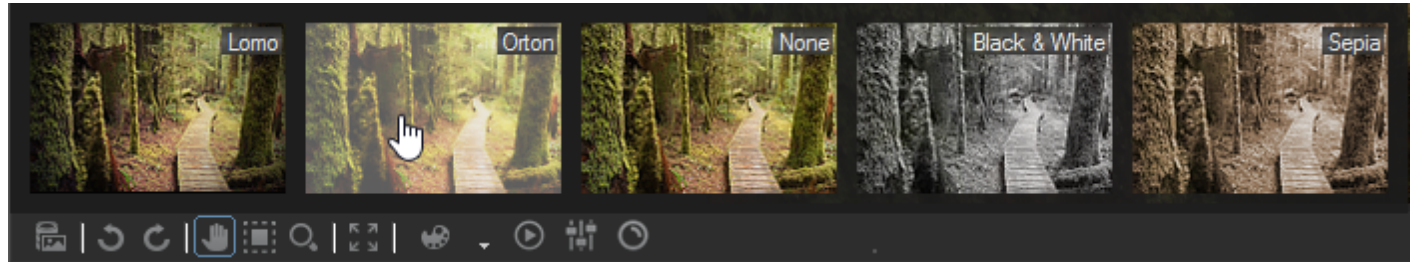
To View Your Image with an Auto Lens:

1. Open an image in View mode.
2. On the Toolbar, press the **Auto Lens** button. 

3. Select a filter to preview your image in.
4. Use the File List or Previous/Next button to preview more images with your selected filter.



The Lens will remain turned on in View mode until you turn it off.



To Turn Off Your Selected Auto Lens:

1. On the Toolbar, press the **Auto Lens** button.
2. Select **None**.

Light EQ™

You can view your image with an instant exposure adjustment in View mode with Light EQ™. You will need to select Light EQ™ for each image you view.

To View Your Image with Light EQ™:

1. Open an image in View mode.
2. On the Toolbar, press the **Light EQ™** button.

On



Rotating Images

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



When you rotate unedited JPEG images, SeePlus performs a lossless rotation.

To Rotate Images:

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

Rotate Icons

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

Viewing RAW Images

A RAW image is like a photo negative. When your camera takes the photo, it captures all the raw data that makes up the image and it includes an embedded JPEG so that you can preview the image. The same as with a negative, it is necessary to develop your RAW file to view the photo.

- If you have selected the **Embedded preview** radio button on the **General** page of the [Options dialog box](#), SeePlus displays the embedded JPEG, created by your camera when you took the photo. This is the default setting.
- If you have selected the **RAW decode** radio button on the **General** page, SeePlus quickly develops the RAW file and displays a temporary photo of the RAW file.

When you zoom in on your undeveloped RAW image in View mode, if you have selected the **Embedded preview** option, and if you zoom past the resolution of the embedded JPEG, SeePlus quickly develops the RAW image so that you can see the image at that zoom level. When View mode changes the display from the embedded JPEG to the decoded RAW image, you might see a change in the color, light, or detail of the image. This is due to a difference between the settings applied by your camera to the JPEG and the settings used by SeePlus to develop the image. Since different camera models apply different color, light, and detail settings to embedded JPEGs, these settings do not always match the settings used by SeePlus.



SeePlus will automatically apply geometry corrections to DNG files that include geometric distortion correction tags. DNG files created from the Adobe DNG Converter© will often generate geometric distortion tags for micro 4/3rds cameras.

Viewing Files with Auto Advance

You can use the Auto Advance feature to create a quick slideshow preview of a group of files, or all the files in a folder.

To Start Auto Advance:

1. Open a group of files in View mode.
2. Click **View | Auto Advance | Options**.
3. In the Auto Advance dialog box, set the options as described below.
4. Click **Start**.
5. To advance to the next file, press **Space**.
6. To return to the previous file, press **Backspace**.
7. To stop or restart Auto Advance, press **Pause**.

Auto Advance Options

Sequence	Determines the order that you want to display your files. Select one of the following options: <ul style="list-style-type: none"> • Forward • Reverse • Random
Repeat	Automatically restarts the slideshow after the last file has been displayed.
Delay	Specifies how long to display each file. Drag the slider or type a value from 0 to 864000000 to set the time (in milliseconds).
Sound	Select the Play audio clips checkbox to play any audio embedded in the selected files.

Displaying Text on Images in View Mode

You can use the Header/Footer tool to display text with your images in View mode. The text is displayed while you are viewing the image, but does not modify the original image. You can also hide the headers and footers without changing the settings.

To add text directly to your photos and save it as part of the image, see [Adding text to an image](#).

To Edit Image Headers and Footers:

1. In View mode, click **View | Edit Header/Footer**.
2. Do one or both of the following:
 - Select the **Header** checkbox to add text at the top of the image.
 - Select the **Footer** checkbox to add text at the bottom of the image.
3. Select or change the text options as described below.
4. Click **OK**.

Text Options

Alignment	Specifies the justification of the captions.
Background	Adds a background color to the text. Click Color to specify a color.
Description	Displays the text you want to see on your images. Type the text you want to appear, or click inside the field to set an insertion point for inserting metadata.
Insert Metadata	Inserts file-specific information into the text for each image.
Font	Sets the font, size, and color of the caption text.

To Insert Metadata in Image Text:

1. Position the cursor in the **Description** text box where you want to display the file information and click **Insert Metadata**.
2. In the Choose Properties dialog box, select the file information you want to include.
3. Click **OK**.
The information you added is inserted as a placeholder that will be replaced by the specific text for each image.

Hiding Image Text

You can hide either the header or footer, or disable both at once without changing or deleting the information in the header and footer fields.

To Hide the Image Text:

1. In View mode, click **View | Edit Header/Footer**.
2. Do one or both of the following:
 - Clear the **Header** checkbox to remove text from the top of the image.
 - Clear the **Footer** checkbox to remove text from the bottom of the image.
3. Click **OK**.



To show or hide both headers and footers simultaneously, click **View | Show Header/Footer**.

Selecting Part of an Image

You can use the Select tool in View mode to select a rectangular area of an image. You can then zoom in on the selection, copy the selection, save the selection as a new image, print the selection, and use the selection as the desktop wallpaper.

To Select Part of an Image:

1. Click the **Select Tool** icon.
2. Drag the cursor across the image to create a marquee.
3. Right-click inside the marquee and select one of the options described below.
4. To cancel the selection, click an area of the image outside of the marquee.

Selection Options

Zoom To	Zooms in on the selected area.
Copy	Copies the selected area to the Clipboard.
Save Crop As	Saves the selected area as a new image.
Print	Prints the selected area.
Wallpaper Centered	Creates desktop wallpaper using the selected area and centers it on your desktop, shrinking it to fit if necessary.
Wallpaper Tiled	Creates a tiled desktop wallpaper pattern using the selected area.

Viewing File Properties in View Mode

You can view an image's properties in View mode and edit the information in the Properties pane.

To View a File's Properties:

In View mode, click **View | Properties**.

For more information about the Properties pane, and adding or editing SeePlus Metadata, see [Using the Properties Pane](#).

Viewing and Using Brush Files

You can view brush files in Manage mode just like fonts or other files. This means that you can assign ratings or organize them just like any other file in SeePlus. Because many .abr files are actually groups of images in one file, you need to open them in View mode to see the individual images.



This icon indicates an .abr brush file in SeePlus.

To View Brush Files:

In Manage mode, navigate to the folder containing your brush files.

- To see just the top image in any .abr file, hover over the thumbnail to activate the pop-up, or click it to see the image in the Preview pane.
- To view the other images in the .abr file, double-click it to open it in View mode. The file opens in View mode showing the individual images in a pane on the left-hand side.

- To see the number of images, and select them by number, click the down-arrow at the top of the sidebar, and then select the number of the image.
- To scroll through the images, click the right and left arrows at the top of the sidebar, or on each image.

To Use Brush Files in Adobe Photoshop®:

With both Adobe Photoshop® and SeePlus open, drag the file from the File List (in Manage mode) onto the Photoshop® window.

Even though nothing appears to happen, the brush is loaded into the Photoshop® brush library. To view the new brushes, open the library and scroll to the bottom of the pane.



To make it even easier to use brushes in Photoshop®, you can [configure it to be your default editor](#). Then you can use **CTRL + ALT + X** to open Photoshop® and use the brush right away.

Viewing Business Documents

You can view a variety of documents in SeePlus, including PDF, Excel, PowerPoint, Word, and Canvas X. In View mode, you can add metadata to your documents for organizational purposes and easy searching.

To View a Document:

1. Navigate to your document in Manage mode.
2. Select the document and enter View mode.

Working with Excel Files (.xlsx):

In View mode, you can use the sheet tabs at the bottom of your document to view any of the sheets within your document.

Working with PowerPoint Files (.pptx):

In View mode, you can use your mouse wheel to navigate through your document's slides. You can also click a slide to advance to the next.

Working with Word Files (.docx):

In View mode, you can use the mouse wheel to scroll through your document.

Working with PDF Files (.pdf):




See [Viewing PDF Files in View Mode](#).

Working with Canvas X Files (.cvx):

In View mode, you can select an area of the image to magnify by dragging your cursor over the area and clicking within the selection box.

To Assign Your Document a Rating, Color Label, or Tag in View Mode:

Open your document in View mode, and do one of the following:

- In the bottom right corner, click the **Color Label** button and select a color label. 
- In the bottom right corner, click the **Rating** button and select a rating. 
- In the bottom right corner, click the **Tagging** button. 

Viewing PDF Files in View Mode

You can view, navigate, and print your PDF files in View mode.

To Open an Image in View Mode:

Do one of the following:

- In Manage mode, double-click your PDF.
- In Manage mode, select your PDF and press the **SPACEBAR**.

Use the PDF options as described below.

PDF Options:



Back

View the previous page.



Forward

View the next page.



Zoom In

View the PDF at a higher magnification.



Zoom Out

View the PDF at a lower magnification.



Open in Default Application

Opens the PDF in its default application.



Print PDF

Prints the PDF.



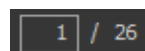
Fit Page

Fits the page within the viewing area.



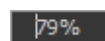
Fit Width

Stretches the page to fit the width of the viewing area.



Page Number

Displays the number of the page being viewed.



Magnification

Displays the page magnification.

To Print PDF Documents:

See [Printing Images and PDF Files in Manage and View Mode](#).

Hotkeys:

	RIGHT ARROW	Displays the next file in the Filmstrip.
	LEFT ARROW	Displays the previous file in the Filmstrip.
	PAGE UP	Displays the previous page in the document.
	PAGE DOWN	Advances to the next page in the document.
	SPACEBAR	Advances to the next page in the document.
	HOME	Displays the first page in the document.
	END	Displays the last page in the document.
With Fit Page on	UP ARROW	Displays the previous page in the document.
	DOWN ARROW	Advances to the next page in the document.
	MOUSE WHEEL UP	Displays the previous page in the document.
	MOUSE WHEEL DOWN	Advances to the next page in the document.
With Fit Width on	UP ARROW	Scrolls upward in the document.
	DOWN ARROW	Scrolls downward in the document.
	MOUSE WHEEL UP	Scrolls upward in the document.
	MOUSE WHEEL DOWN	Scrolls downward in the document.

Playing Video and Audio Files

You can play video or audio files in many formats in SeePlus. You can control playback volume, and create an image from a video frame.

To Play Video or Audio Files:

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

- Double-click a video or audio file.
- Select one or more files and press **Enter**.
- Select one or more files, right-click a selected file, and then select **View**.
- Use the Media toolbar to adjust the volume, pause, loop, or extract frames from playback.

Automatically Playing Audio and Video Files

You can configure your settings to play audio and video files automatically, as soon as you open them in View mode, or as you view them in the [Preview pane](#) in Manage mode.

To Start Playing Media Files Automatically:





1. In Manage mode or View mode, click **Tools | Options | Preview**.
2. Select the **Autoplay audio or video clips** checkbox.

3. Click **OK**.

The Media Toolbar

You can use the Media toolbar to quickly access common media viewing and editing tools.


Media Toolbar Buttons

	Play	Plays the media file or selection. Changes into the Pause button when a media file or selection is playing.
	Extract Frames	Opens a menu you can use to copy, save, and extract video frames.  Frames are extracted at the resolution you viewed them at, (your screen resolution).
	Loop	Continuously plays the media file or selection.

Saving Video Frames as Images

You can extract an individual frame from a video and save it as a still image.

To Extract and Save a Single Video Frame as an Image:

1. Do one of the following:
 - While the video is playing, click the **Pause** button at the frame you want to save.
 - Skip to step 2 as the exact frame you want to extract is playing.
2. On the [Selection and media controls](#) toolbar, click the **Extract Frames** button. 
3. In the Extract Current Frame dialog box, select a folder in which to save your file.
4. In the **File name** field, type a filename.
5. Click the **Save as type** drop-down list and select a file format. You can click the **Options** button to select or change any options associated with the file format.
6. Click **Save**.

Printing Images and Documents in View Mode

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

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

To Print a Single Image:

1. In View mode, select the image you want to print.
2. Click **File | Print Image**.
3. Under **Format**, choose a print size.

4. On the **Printer Options** tab, [specify the printer](#) you want to use, the paper size, the number of copies you want, the range of pages that you want to print, and image resolution.
5. On the **Page Settings** tab, [specify the image position](#) on the paper and the margin widths, and specify the number of prints of each photo.
6. Add [captions, headers, or footers](#).
7. Click **Print**.

To Print All Images:

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

To Print Your Document Files:



Please note that your document will not print the way it appears in View mode, but rather how it appears when viewed in Microsoft Office™.

1. Select the document you want to print.
2. In View mode, click **File | Print**.
3. Select the printer you want to use and the number of copies you want to print from the drop-down menus.
4. In the Settings section, choose between printing all pages or a range, which you can input in the field next to Custom Print.
5. From the drop-down menus, choose whether to print single or double sided, orientation, how many pages per sheet, collated or uncollated, and paper size.
6. Click **Print**.

To Print Your PDF Documents:

1. Select the PDF you want to print.
2. In View mode, click **File | Print** or press the Print button in the PDF options.
3. Choose a print size from the Format list.
4. On the **Printer Options** tab, [specify the printer](#) you want to use, the paper size, the orientation, the number of copies you want, the range of pages that you want to print, and image resolution.

5. On the **Page Settings** tab, [specify the page position](#) on the paper and the margin widths.
6. Specify the number of prints of each photo. If you are printing a **Full page** or a **Contact sheet** this option is available on the **Page Settings** tab. If you are printing a **Layout** this option is available below the list of layouts.
7. Add [captions, headers, or footers](#). You can only add captions, headers, or footers if you are printing a **Full page** or a **Contact sheet**.
8. Click **Print**.

Setting an Image as the Desktop Wallpaper

You can select any image and set it as the Windows desktop wallpaper. You can also automatically stretch a wallpapered image to fill the screen, or restore your previous wallpaper.

To Set an Image as the Desktop Wallpaper:

1. Do one of the following:
 - In Manage mode, select an image, and then click **Tools | Set Wallpaper**.
 - In View mode, click **Tools | Set Wallpaper**.
2. Select one of the following:
 - **Centered**: Places the image in the center of the screen. If the image is larger than the screen, it is shrunk to fit.
 - **Tiled**: Places the image in a tiled pattern that fills the entire desktop.
 - **Stretched**: Stretches the image to fit the screen.

The selected image is saved as ACD Wallpaper.bmp in the Windows folder. SeePlus automatically changes the wallpaper settings in the Control Panel Display properties to display the image.

To Automatically Stretch Wallpapered Images to Fit the Screen:

1. Click **Tools | Options**.
2. In the Options dialog box, click **General**.
3. On the General page, select the **Automatically stretch wallpaper to fit screen** checkbox.
4. Click **OK**.

To Display the Previous Wallpaper:

Click **Tools | Set Wallpaper | Restore**.

Synchronizing View Mode to a Folder

You can use the Sync to Folder option to change the files being displayed in View mode.

To Synchronize to a Folder:

1. In View mode, click **File | Sync To Folder**.
2. Type the path to the folder you want to synchronize, or click the **Browse** button to locate the folder.
3. Select or change the New Images options as described below.
4. Click **OK**.

New Images Options

Show new images immediately	Displays images as soon as they appear in the folder. If this option is cleared, new images are added to the end of the slideshow.
Ignore open files	Delays adding a new file to the slideshow until the transferring application has finished moving or downloading the file.
Sort by name	Sorts the images displayed in the slideshow by their file name.

To Stop Synchronizing to a Folder:

In View mode, click **File | Sync To Folder**.

Viewing Offline Images

SeePlus stores thumbnails and database information for images contained on CDs or other removable media as Photo Discs. You can then browse the thumbnails and view the information for those images even when the disc is not in your CD-ROM drive.

To Add a Photo Disc:

1. Place a disc containing images into your CD-ROM drive.
2. In Manage mode, click **File | New | Photo Disc**.
3. In the New Disc dialog box, type a name for your disc in the **Title** field, and then click **OK**.

You can then browse the contents of the Photo Disc in the Offline Media section of the Folders pane.



If you add or remove images from a disc that you have already added to SeePlus as a Photo Disc, you can update the information stored in the database. Insert the disc in your CD-ROM drive, and then right-click the name of the disc in the Folders pane and select **Update Photo Disc**.

By default, SeePlus identifies Photo Discs by their serial numbers. This is the most reliable setting to use when working with Photo Discs, particularly if you are importing or converting Photo Discs from previous versions of SeePlus.

However, if you are working with, or planning to work with, multi-session discs, the serial number may be regenerated or changed each time you change the contents of a disc. Therefore, the volume label is the required method of identification for multi-session Photo Discs.

Rebinding Photo Discs

Depending on the method used to identify Photo Discs, SeePlus may encounter a Photo Disc that it does not recognize. This is most common when you are using the serial number method to identify Photo Discs and you insert a multi-session disc. SeePlus may not recognize the disc, as serial numbers are likely to change when updating a multi-session disc.

You can use the Rebind option to update the identification information, and associate the correct database information with your disc.

To Rebind a Photo Disc to its SeePlus Database Information:

1. In the Rebind Photo Disc dialog box, carefully review the Current disc information to be sure that the correct disc is in the drive.
2. Select the Photo Disc record that you want to rebind to the current disc from the **Photo Disc Name** list.
3. Click **Rebind**.

Using SeePlus Quick View

SeePlus Quick View is an image viewer that you can use to quickly view images without opening SeePlus. This also works for CAD and Canvas files. For example, imagine that you want to view an image that someone sent to you in an email. If you double-click the image it will open in Quick View, which is like a pared-down version of View mode in SeePlus.

With Quick View you can quickly scroll through your images, temporarily rotate images, and zoom in and out. If you are viewing a particularly appealing image in Quick View, you can also set the image as your desktop wallpaper or print the image.








You can easily switch from Quick View to SeePlus. You also have the option to open an image in Manage, View, or Edit mode.

If you are accustomed to using keyboard and mouse shortcuts in View mode you can use most of those shortcuts in Quick View as well.

To Open an Image in Quick View:

1. With SeePlus closed, double-click an image. For example, double-click the image in Windows Explorer or in an email message.
2. Use the viewing options described below to view the image.

SeePlus Quick View Viewing Options

	Previous	View the previous image.
	Next	View the next image.
	Rotate Left	Rotate the image to the left.
	Rotate Right	Rotate the image to the right.
	Zoom In	View the image at a higher magnification.
	Zoom Out	View the image at a lower magnification.
	Delete	Move the image to the computer's Recycle Bin.

To Open the Image or File in SeePlus:

- Click **Manage**, **View**, or **Edit** mode.

To Set an Image as Your Desktop Wallpaper:

1. Click **Previous** or **Next** until the image that you want to make your desktop wallpaper displays in Quick View.

2. Click **Tools | Set Wallpaper** and select one of the following:
 - **Centered:** Displays the image in the center of the desktop.
 - **Tiled:** Displays the image in one or more tiles until the desktop is covered. If the image is small it may appear in several tiles on the desktop. If the image is large it may appear in only one or two tiles.
 - **Stretched:** Stretches the image proportionally to fill as much of the desktop as possible.

To Restore Your System to the Default Desktop Wallpaper:

Click **Tools | Set Wallpaper | Restore**.

To Print the File:

1. Click **File | Print**.
2. Under **Format**, choose a print size.
3. On the **Printer Options** tab, [specify the printer](#) you want to use, the paper size, the number of copies you want, the range of pages that you want to print, and image resolution.
4. On the **Page Settings** tab, [specify the image position](#) on the paper and the margin widths, and specify the number of prints of each photo.
5. Add [captions, headers, or footers](#).
6. Click **Print**.

Using Windows Touch Gestures™ with Quick View

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

To Use Windows Touch Gestures™ with Quick View:

Open an image in SeePlus Quick View.

- Swipe on the image to scroll through images one at a time.
- Hold and swipe slowly in one direction to go through all of the images in the folder.
- Hold down on an image, and then let go to achieve the same results as right-clicking with a mouse.
- Double-tap the image to launch it in SeePlus.
- Move two fingers apart to zoom in, and toward each other to zoom out.
- After zooming in, you can pan the image with your finger. To return, choose **View | Zoom | Fit Image**.

Viewing Images in Another Application

You can open a file in another program from within SeePlus. For example, you can open documents in the application used to create them.

To Use the Shell Open and Edit Commands:

1. In Manage mode, click **File | Shell**.
2. Select one of the following options:
 - **Open**: Opens the file using the application that Windows associates with its file extension.
 - **Edit**: Opens the file using the default system application, or opens a dialog box where you can select an application.

Showing Originals

When you make changes to your images, the original image is saved so that you can restore the image to its original settings.

To Show the Original Image:

1. In View mode, select an image that has been edited.
2. Click and hold the **Show Original** button in the bottom toolbar.
When you release the mouse button, the edited image is displayed.

Committing Changes

When you make changes to your images, the original image is saved so that you can restore the image to its original settings. If you decide that you want to keep your edited image and save that as your original image, you can commit the changes to the image.

To Commit Changes to an Image:

1. In Manage mode or View mode, select an image that has been edited.
2. Click **Tools | Commit Changes**.

Zooming an Image

In View mode you can use the Zoom tools to enlarge or reduce the size of the image you are viewing. When an image is zoomed to a larger size than the View mode window, you can use the Scroll tool (hand icon) to pan or scroll the image.



When you zoom in on a RAW image, you might see a change in the color, light, or detail of the image. This can occur if you have selected the **Embedded preview** checkbox on the **General** tab of the [Options dialog box](#). This option displays the embedded JPEG for the image, but when you zoom in past the resolution of the embedded JPEG, SeePlus decodes the RAW image in order to display the image at that zoom level. As SeePlus decodes the image, the Zoom tool might be slow to respond. See [Viewing RAW images](#) for more information.

To Zoom an Image In or Out:

- Click once on the image to toggle between your default view and Actual Size view.
- Click **Tools | Zoom**, and then select one of the Zoom menu options.

Zoom Menu Options

Zoom In	Increases the magnification of the image.
Zoom Out	Decreases the magnification of the image.
Actual Size	Displays the image at its original dimensions (100%).
Fit Image	Displays the image at the largest magnification that fits in View mode window.
Fit Width	Fits the image within the left and right sides of the View mode window.
Fit Height	Fits the image within the top and bottom of the View mode window.
Zoom Lock	Displays all images at the zoom option of the current image. If the zoom level is adjusted, the new zoom level is applied to all images that you view.
Zoom To	Opens a dialog box where you can select a zoom level .
Pan Lock	Locks the panned area of an image.



If you select **Fit Image** you can display the previous or next image by pressing the left and right arrow keys on your keyboard.



To change your default image view, click **Tools | Zoom** and select Actual Size, Fit Image (standard), Fit Width, or Fit Height.



You can also quickly access the Zoom Lock on the Toolbar by toggling the Zoom Lock button.



Setting the Zoom Level

You can use the Set Zoom Level dialog box to set a specific zoom level in View mode.

To Set a Specific Zoom Level:

1. Click **Tools | Zoom | Zoom To...**
2. In the Zoom level area, select one of the following:
 - **Fit whole image:** Zooms the image to fit entirely within the window.
 - **Fit width:** Zooms the image to fit the width of the window.
 - **Fit height:** Zooms the image to fit the height of the window.
 - **Specify:** Specifies a zoom percentage. Type a number in the field or click the drop-down list and select a zoom level.
3. To use this setting as the default View mode zoom level, select the **Lock at this zoom level** checkbox. View mode displays all images based on the specified zoom level.
4. Click **OK**.



If you select **Fit whole image** you can display the previous or next image by pressing the left and right arrow keys on your keyboard.

Automatically Shrinking or Enlarging Images

You can use the settings on the Display page of the Options dialog box to automatically enlarge or shrink images to fit the size of the SeePlus window. For information about how the combination of the choices affects the display of images, see the Zoom mode and Resize results table below.

To Automatically Shrink or Enlarge Images:

1. In Manage mode or View mode, click **Tools | Options**.
2. In the Options dialog box, click **View mode | Display**.
3. In the Zoom options area, select one of the following options from the **Default zoom mode** drop-down list:
 - **Actual Size**: Keeps images at their original size.
 - **Fit Width**: Resizes images to fit the width of the View mode window.
 - **Fit Height**: Resizes images to fit the height of the View mode window.
 - **Fit Image**: Resizes images to fit the size of the View mode window.
4. Select one of the following options from the **Resize** drop-down list:
 - **Reduce Only**: Reduces large images to fit the size of the View mode window.
 - **Enlarge Only**: Enlarges smaller images to fit the size of the View mode window.
 - **Reduce or Enlarge**: Reduces large images, and enlarges smaller images to fit the size of the View mode window.
5. Click **OK**.

Zoom Mode and Resize Results

	Fit Image	Fit Width	Fit Height
Reduce Only	Reduces large images to fit the size of the View mode window. Images that are smaller than the View mode window are displayed at their original size.	Reduces large images to fit between the left and right sides of the View mode window. Images that are smaller than the View mode window are displayed at their original size.	Reduces large images to fit between the top and bottom of the View mode window. Images that are smaller than the View mode window are displayed at their original size.
Enlarge Only	Enlarges small images to fit the size of the Viewer. Images that are larger than the View mode window are displayed at their original size.	Enlarges small images to fit between the left and right sides of the View mode window. Images that are larger than the View mode window are displayed at their original size.	Enlarges small images to fit between the top and bottom of the View mode window. Images that are larger than the View mode window are displayed at their original size.
Reduce and Enlarge	Reduces large images and enlarges small images to fit the size of the View mode window.	Reduces large images and enlarges small images to fit between the left and right sides of the View mode window.	Reduces large images and enlarges small images to fit between the top and bottom of the View mode window.



If you select **Fit Image** you can display the previous or next image by pressing the left- and right-arrow keys on your keyboard.

Using the Navigator to View Select Areas of an Image

Use the Navigator pane to display a thumbnail overview of images that are larger than the View mode display area. In the Navigator, a marquee indicates the area of the image that is visible.

To Display and Use the Navigator Pane:

1. In View mode, click **View | Navigator**.
2. Drag the slider to increase or decrease the magnification of the image in View mode.
3. Drag the marquee to the area of the image you would like to display in View mode.

To Use the Quick Navigator Pane:

1. In View mode, click and hold the **Navigator** button in the bottom toolbar.
2. Drag the marquee to the area of the image you would like to display in View mode.

Panning a Magnified Image

In View mode, you can pan large images by moving them vertically, horizontally, and diagonally across the display area to view specific areas of the image. When an image is larger than the SeePlus window and you use the Scroll tool, the cursor changes to a hand.

To Pan an Image:

Do one of the following:

- Drag the image to center the area you want to view.
- Press an arrow key. You can hold the **CTRL** key to pan quickly, or hold the **SHIFT** key to pan more slowly.

Using Pan Lock

You can use the Pan Lock setting to automatically center the same area of a series of larger images in View mode.

To Use Pan Lock:

1. In View mode, pan over a large image to a specific area you want to view.
2. Using the [Zoom](#) menu, zoom in on the image until you reach the magnification you want to use for all of your images.
3. Click **Tools | Zoom | Zoom Lock** to keep the current zoom level.
4. Click **Tools | Zoom | Pan Lock**.

As you move through your images, each one will be automatically zoomed and panned to the same area.

Magnifying Specific Areas of an Image

You can view specific areas of an image at a higher magnification in the Magnifying Glass pane.

To Use the Magnifying Glass Pane:

1. In View mode, click **View | Magnifying Glass**.
2. Move the cursor over an area of the image to view that area in the Magnifying Glass pane.
3. Change the Magnifying Glass pane settings by doing any of the following:
 - Move the slider at the bottom of the Magnifying Glass pane to increase or decrease the magnification.
 - Select the **Fixed** checkbox to apply the slider setting to the original size of the image. Clear the **Fixed** checkbox to apply the slider setting to the magnification of the zoomed image in View mode.

- Select the **Smooth** checkbox to apply anti-aliasing to the magnified portion of the image, or clear the **Smooth** checkbox to view the individual pixels.

Using Edit Mode

In Edit mode, you can use the editing tools to fine tune your image, remove red eye, and apply special effects.

Editing an Image

To Edit an Image:

1. Select **Edit** mode.
2. Do any one or more of the following:
 - At the top of the panel, use the [Selections](#) or [Drawing tools](#).
 - In the Repair group, click [Red Eye Reduction](#) or [Repair tool](#).
 - In the Add group, click [Text](#), [Watermark](#), [Borders](#), [Vignette](#), [Tilt-Shift](#), or click [Special Effect](#) and select an effect.
 - In the Geometry group, click [Rotate](#), [Flip](#), [Crop](#), [Perspective Correction](#), [Lens Distortion Correction](#), or [Resize](#).
 - In the Exposure/Lighting group, click [Exposure](#), [Levels](#), [Auto Levels](#), [Tone Curves](#), [Light EQ™](#), [Dodge and Burn](#).
 - In the Color group, click [White Balance](#), [Color EQ](#), [Color Balance](#), [Convert to Black & White](#), or [Split Tone](#).
 - In the Detail group, click [Sharpen](#), [Blur](#), [Clarity](#), [Detail Brush](#), or click Noise to [remove](#) or [add](#) noise.
3. You have several options in saving your images. See [Saving images in Edit](#) for more information.



You can apply adjustments to specific tones or colors with [Pixel Targeting](#).

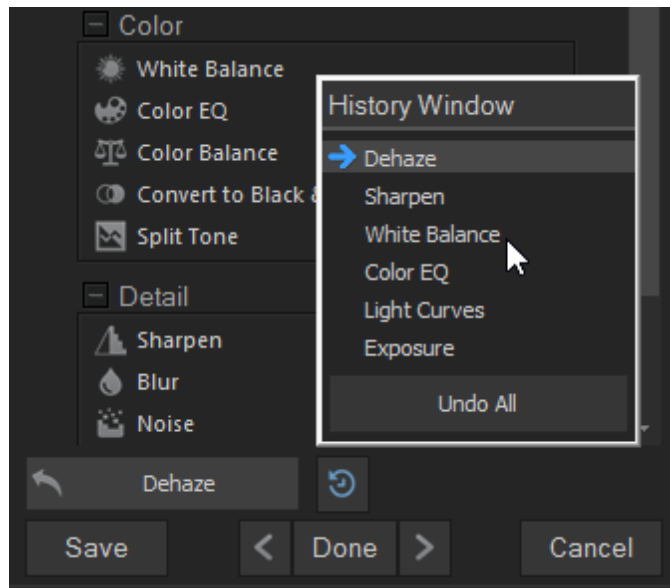
Reverting to Original Settings

You can discard your Edit settings and revert to the original settings for your image. For steps to revert your image, see [Restoring originals](#).

Using the Edit Mode History Window:










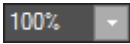
You can use the Edit mode History Window to view the sequence of changes you have made to your image. You can also use the History Window to jump around in your editing sequence and revert back to a previously-applied adjustment. For example, if you applied a series of adjustments, such as color adjustments, followed by sharpening, and exposure tweaking, but you want to revert back several steps to the state your photo was in with just the color adjustment, you would use the Edit mode History Window.

To return to a specific adjustment, select the Edit mode History Window arrow at the bottom of the Edit mode panel, and select your desired adjustment. You can select any adjustment in the list, or select **Undo All** to undo all of your adjustments.



Histogram and Image Viewing Controls

While editing an image, you can adjust the magnification with the zoom controls, located in the bottom right corner.

Histogram 	<p>Displays the histogram preview for the current image. The histogram provides a graphical representation of the intensity level of pixels within each color channel. Spikes at either end of the graph indicate clipped colors. Keeping the histogram open is particularly useful when adjusting exposure, as the histogram reflects all adjustments as you make them.</p> <p>You can also display the Histogram as a separate window by selecting View, and then Histogram.</p>
Undo/Redo	<p>Undo to discard all changes made on the current tab. Redo to return to the options that you had selected prior to clicking Undo. In Edit, Undo and Redo buttons display the changes you can undo or redo.</p>
Reset 	<p>Click on the Reset button to reset the image to its default settings.</p>
Display Full Screen 	<p>Displays the image on a full screen. Press F to view full screen and to return to Edit mode.</p>
Actual Size 	<p>Returns the current image to its actual size.</p>
Navigator Pane	<p>Automatic Window: When Automatic Window is enabled, the Navigator pane appears as soon as you zoom in on a photo. Drag your cursor to the section of the image you would like to see magnified. Release the cursor to settle on an area of the image.</p> <p> Right-click on the Navigator pane to switch from Automatic to Manual.</p> <p>Manual Window: When Manual Window is enabled, you can view the Navigator pane by selecting the Navigator icon.  The Navigator icon only appears when the image is magnified or if the Actual Size icon has been clicked. Click and hold the Navigator icon to display a small duplicate of your image. Then drag your cursor to the section of the image you would like to see magnified. Release the cursor to settle on an area of the image.</p> <p> Right-click on the Navigator icon to switch from Manual to Automatic.</p>
Fit Image 	<p>Reduces the image to fit within the Edit mode area.</p>
Show Saved	<p>Toggles the changes on or off, to compare the current image to the last saved version.</p>
Zoom slider 	<p>Increases the size of the image if you drag it to the right, decreases the size if you drag to the left.</p>
Zoom drop-down list 	<p>Displays a list of zoom sizes to select.</p>

Using Presets in Edit

Many SeePlus editing tools and special effects allow you to save your settings as presets. This is convenient when you frequently use the same settings for a particular tool or effect.

For most tools, SeePlus automatically saves the last option settings you applied to an image when you clicked Apply or Done. This preset is called Last Used.



The **Save Preset**  and **Delete**  buttons are located at the top of an editing tool's panel.

To Save a Preset:

1. In Edit mode, select a tool and specify its settings.
2. Click the **Save Preset** button.
3. In the New Preset dialog box, enter a name for your preset, and then click **OK**.
The new preset will appear in the tool's Presets drop-down list.

To Use a Previously Saved Preset:

1. In Edit mode, select the tool for which you created the preset.
2. Click the **Presets** drop-down list and select the preset you want to apply.

To Delete a Preset:

1. In Edit mode, select the tool for which you created the preset.
2. Click the **Presets** drop-down list and select the preset you want to delete.
3. Click the **Delete** button.
4. In the Confirm Delete dialog box, click **Yes**.

Using the Undo/Redo Button

You can undo and redo your changes when editing an image.

To Undo a Change:

In Edit mode, do one of the following:

- Click the **Undo** button found at the bottom of the left pane.
- Use the keyboard shortcut **CTRL + Z**.

To Redo a Change:

In Edit mode, do one of the following:

- Click the **Redo** button found at the bottom of the left pane.
- Use the keyboard shortcut **CTRL + Y**.

Restoring Originals



If you have committed changes to an image, you cannot restore the original.

Restoring the Original Image

You can discard all your changes and revert to the original image.

To Revert an Image Back to the Original in Edit:

In Edit mode, select **File | Restore to Original**.

To Revert an Image Back to the Original in Manage or View Mode:

1. Select the image.
2. Select **Tools** | **Restore to Original**.

Saving Images in Edit Mode

Saving Images

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

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

1. Click **Done**.
2. Select one of the following:

Save	Save your changes.
Save as	Depending on your file type, any of the following checkboxes appear in the bottom left corner of the Save as dialog box: <ul style="list-style-type: none"> • Preserve Metadata: Retains metadata with the new image. • Preserve database information: Maintains your catalog information, such as ratings. • Embed Color Profile in Image: Retains color profile selected in Color Management with your new image.
Discard	Discard your changes.
Cancel	Remain on the same image in with your changes intact, without saving the image.

To Save the Image and Continue Processing Other Images:

1. Click **Save**.
2. Select one of the following:
 - **Save:** Save your changes.
 - **Save As:** Save a version of your edited image with a new name or format and switch to the updated image.
 - **Save a Copy:** Save a copy of your edited image with a new name or format, and continue to work on the original file.



Save a Copy is useful for making multiple versions of an image while continuing to work from the original file instead of a new processed copy. For example, if you take a RAW image and save a copy of it as a JPG, instead of switching to this lossy JPG image, you remain on the RAW file with the settings still intact.



Save is not available for RAW file formats because you cannot directly save changes to a RAW file.

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

Click **Cancel** or use the keyboard shortcut **ESC**.

Applying Photoshop® Plugins

SeePlus supports 32-bit and 64-bit Adobe® Photoshop® plugins in Edit mode. 32-bit Photoshop® plugins will only work in 32-bit versions of SeePlus. Similarly, you can only run 64-bit plugins in 64-bit versions of SeePlus.



Not all plugins will work exactly as they do in Photoshop®.

To Apply a Photoshop® Plugin:

With an image open in Edit mode, choose **Tools | Photoshop Plugins | [your plugin]**.



You can undo the effects of your plugin by pressing the Undo button at the bottom of the Edit panel.



You cannot open the same plugin in two SeePlus windows at the same time.

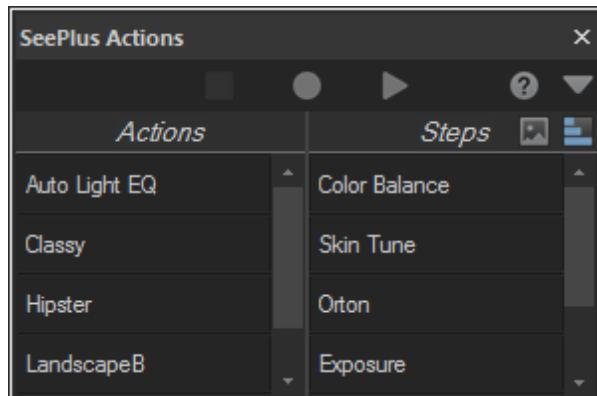
Photoshop is a registered trademark of Adobe Inc.

Recording and Applying Adjustments with SeePlus Actions

SeePlus Actions allow you to record all of your Edit mode adjustments and then apply them to other images by "playing" them back. You can use this method to batch edit multiple photos with any adjustment available in Edit mode.

To Open the SeePlus Actions Window:

In View or Edit mode, go to **View | SeePlus Actions**.



To Record Your Adjustments:

1. In Edit mode, at the top of the SeePlus Actions window, press the **Record** button.




Off



On

2. Make any adjustments you desire in Edit mode.

3. Press the **Stop** button to stop the recording at any time.  If you pressed the Stop button by accident, press **Cancel** to continue recording.

4. In the Name Action dialog box, enter a name for your recording. Your recording will now be available in the Actions column of the SeePlus Actions window.

To Preview a Recording:

1. Select the recording you wish to preview from the Actions column of the SeePlus Actions window.
2. Do one of the following:
 - View your steps listed in the Preview column.
 - Toggle the **Preview** button in the top right corner of the Preview pane to view how your current image would appear with your recording applied.



Preview Image



Preview Steps

To Delete a Recording:



Note that you cannot undo deleting a recording. Your deleted recording will not appear in your system's Recycle bin.

1. Select the recording in the Actions column of the SeePlus Actions window.
2. Right-click and choose **Delete**.

To Rename a Recording:

1. Select the recording in the Actions column of the SeePlus Actions window.
2. Right-click and choose **Rename**.

Applying Recordings

You can apply your recordings to other images, allowing you to batch edit using any Edit mode adjustments you have recorded.

When applied to images that are a different size than the one used in the recording, actions that involve drawings or geometry will be scaled to the target image proportionally using a percentage of the width and height independently. However, crop size is absolute, (based on the number of pixels). Crop position is relative, also based on the number of pixels.

For best results with tools from the Geometry group, apply your recordings to similarly sized images.

To Apply a Recording:




Recordings are applied in the same order they were recorded in.

In Manage Mode


1. Select the image in the File List pane.
2. Do one of the following:
 - Choose **Tools | SeePlus Action | <your desired recording> | Play**.
 - **Right-click** the image and choose **SeePlus Action | <your desired recording> | Play**.

In View Mode

Do one of the following:

- Choose **Tools** | **SeePlus Action** | **<your desired recording>** | **Play**.
- Choose **View** | **SeePlus Actions**. In the SeePlus Actions window, select the recording from the Actions column. Press the **Play** button. 

In Edit Mode

1. Open your image in Edit mode.
2. In the SeePlus Actions window, select the recording from the Actions column.
3. Press the **Play** button. 

To Set the Output Options for a Recording:

You can configure the options that will determine how files are outputted when recordings are applied to them. Each output option you configure is specific to the selected (right-clicked) recording. Output options only affect recordings that are applied to images in modes other than Edit mode.



Configured output options will not travel with shared recordings.

1. Select the recording in the Actions column of the SeePlus Actions window.
2. Right-click and choose **Options**.
3. Configure the options as described below.
4. Press **OK**.

Output Options

Action Results	Overwrite the selected file, create copy in case of non-encodable files	When a recording is applied, the file is overwritten with the edited version. If the file cannot be overwritten, such as in the case of a RAW file, a copy will be saved.
	Rename modified images and place in source folder	Select this option if you want to save the edited images with a new name, in the same folder as the original images.
	Place the modified images in the following folder	Select this option if you want to save the edited images to a specific folder. Browse to the folder.
Overwrite existing		Use this option to determine what SeePlus should do if the destination folder contains an image with the same file name as one of the edited images: <ul style="list-style-type: none"> • Ask: Prompts you to choose different options (skip, rename, overwrite) depending on the image. • Skip: Skips processing that image, and begins processing the next image. • Replace: Replaces the image in the destination folder with the edited image. • Rename: Renames the edited file.
Preserve last-modified dates		Select this option if the original image has a last-modified date, and you want the edited image to have the same last-modified date.
Preserve metadata		Select this option if the original image contains metadata, and you want the edited image to contain the same metadata and color profile.
Preserve database information		Select this option if you want to preserve SeePlus Metadata from the original image.
File Output	File format	Select the file format in which you would like to save the outputted images.
	Pixel format	Use this option to determine number of bits per pixel (BPP) in the output images, and whether the images will be color or grayscale. Select Automatic if you want the output images to have the same pixel format (or the closest possible match) as the original images. You can use this option to convert the images from color to grayscale, or to convert the images to a pixel format that is compatible with other software or processes.
	Color space	Select the color space checkbox to choose a color space option from the drop-down list.

To Share a Recording:

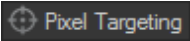
1. Navigate to C:\Users\<User Name>\AppData\Local\ACD Systems\Actions\
2. Select and copy your desired recording.
3. Share the .acda file using the method of your choice. For example, you can attach it to an email.

Targeting Adjustments by Color or Tone

While Edit mode tools allow you to make a variety of global adjustments to your images, and the Edit brush makes it possible to adjust specific sections of your image, Pixel Targeting allows you to target distinct tones, colors, and skin tones. You can select a number of Edit mode adjustments and apply them to a photo's individual colors or tones, or just to skin tone, by using Pixel Targeting. For example, when you open an image in the Exposure tool,

the exposure is adjusted over the entire image. However, if you want to only adjust the exposure of the blue sky in the image, you could use Pixel Targeting to target the color blue, and thereby only increase the exposure on the sky.

To Perform Targeted Adjustments with Pixel Targeting:

1. Open one of the following Edit mode tools: Vignette, any Special Effect, Tilt-Shift, Exposure, Levels, Auto Levels, Tone Curves, Light EQ™, White Balance, Advanced Color, Color Balance, Convert to Black & White, Split Tone, Sharpen, Blur, Noise, or Clarity.
2. At the top of the Context Bar, click the **Pixel Targeting** button. 
3. Configure the settings on the Pixel Targeting panel, as described below.
4. Adjust the settings on your selected Edit mode tool. The adjustments will now affect your targeted color or tones.

The Pixel Targeting Panel

The Pixel Targeting panel consists of four sections: Targeted Tones, Targeted Colors, Skin Targeting, and the Target Mask.

Target Mask:

The Target Mask allows you to see the areas in the image that are targeted by displaying them in white. When no pixels are targeted, the Target Mask will appear completely black. Conversely, when all pixels are targeted, as is the case before any sliders have been altered on the Pixel Targeting panel, the entire Target Mask will appear completely white.

Targeted Tones:

The Targeted Tones sliders allows you to target tones of brightness for adjustment. To target one or more tones, you may find it easiest to press the Min button under the Targeted Tones section. This deselects all tones, and you can then select specific tones to target by moving their sliders up between 0 and 100, depending on your desired intensity.

Targeted Colors:

The Targeted Colors sliders allows you to target specific colors for adjustment. To target one or more colors, you may find it easiest to press the Min button under the Targeted Colors section. This deselects all colors, and you can then select specific colors to target by moving their sliders up between 0 and 100, depending on your desired intensity.

Skin Targeting:

The Target Skin slider allows you to specifically target skin tones for adjustment. To target skin tones, move the slider to the right between 0 and 100, depending on your desired intensity.

When you move the Skin Targeting slider, all other colors (except for skin tones), are excluded. You cannot then alter the green color slider, for instance. You can, however, further fine-tune your skin color adjustment with the yellow and orange sliders, as well as the tones sliders that are within the brightness range of the skin color you are adjusting. If you would like to target skin and another color, you will need to perform skin targeting, configure the Edit mode tool as desired, and apply the Edit mode tool by pressing **Apply**. Then use the Pixel Targeting panel to target the additional color(s).

To exclude skin tones from your adjustments, move the slider to the left between 0 and -100. You can use this method to ensure that, while applying adjustments with a variety of Edit mode tools, the skin tones will remain untouched.



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

Pixel Targeting becomes even more powerful when paired with [Selections](#) or the [Edit Brush](#). These tools in combination with Pixel Targeting make it possible to target very precise areas, such as only the blue of a person's eyes, rather than all of the blue in the image.



Click **Reset** to clear your changes and reset to default settings. 



You can save your settings as a preset for future use. Using the Save Preset button on the Pixel Targeting panel will only save your pixel targeting settings, and not the settings on the Edit mode tool you are using. Those must be saved separately.

Using the Edit Brush

While the tools in Edit mode allow you to make a variety of global adjustments, sometimes you may only want to adjust specific areas of your photos. For example, instead of blurring an entire photo, you may want to blur certain areas, such as the background. To do this, and other local adjustments, you can use the Edit Brush.

The Edit Brush allows you to selectively edit your photo by simply brushing on the effects. The Edit Brush is essentially creating a mask that is used to determine which pixels will be affected by the current settings of the chosen operation.






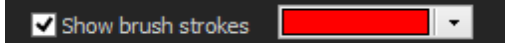
Edit Brush

The Edit Brush button displays  at the center of the top editing panel toolbar for all applicable Edit mode tools.

To Use the Edit Brush:

1. In Edit mode, select the tool you want to use.
2. Click the Edit Brush to enter Brushing mode and open the Brush controls. Or, toggle the Brush panel open and closed with the **B** key.
3. Specify the brush settings in the panel or on the fly as described in the table below.
4. Start painting the effects on your photo.
5. Adjust the sliders to get the effect you want.
6. Press **Done** to apply your brush strokes.

Edit Brush Options

Add brush stroke	Brush while holding the left mouse button down.
Erase brush stroke	Brush while holding the right mouse button down.
Adjust brush size	Use the mouse wheel to adjust nib width or adjust the Nib Width slider.
Adjust feathering	Use SHIFT + mouse wheel to adjust the amount of feathering.
Alternating between Brush mode and cursor-applied tools	For filters that involve drawing or clicking on the image, such as Light EQ™ and White Balance, hold down the ALT key to switch from Brush mode to using the tool.
Clear all brush strokes	 Removes all brush strokes from the image.
Invert all brush strokes	 Toggle this option to invert brushed strokes. This makes brushed areas no longer brushed and untouched areas brushed. This is useful if you want the majority of the image brushed and a small section untouched. Simply brush only the small area you don't want affected and invert the brush strokes.
Load last applied brush strokes	 Applies effects to the area most recently brushed and applied .
Show brush strokes	 When this option is checked, your brush strokes will be displayed in the color shown. This is helpful when brushing a complex area with a subtle effect, as it can be difficult to tell if you have missed a spot. Alternatively, hold down the S key to see your brush strokes on the image.



When you click the Edit brush and enter Brushing mode, you need to apply brush strokes in order to see any of your adjustments.



To exit Brushing mode, toggle the Edit brush button.



You can also use the Edit Brush with [Blend Modes](#) and [Selections](#) to alter the way the effect is applied.

The Edit Brush is enabled in many of the editing tools and special effects filters. When it does not make sense to have this option, it is omitted. The Edit Brush is not available in the following tools: Crop, Resize, Lens Distortion Correction, Perspective Correction, Rotate, Flip, Watermark, Text, Red Eye Reduction, Repair Tool, and Selections.


Using the Gradient Tool

While the tools in Edit mode allow you to make solid, global adjustments, sometimes you want these effects to gradually progress over your photo. For example, instead of applying a blur across an entire photo, you may want a blur that advances across the image, or advances over a section of the image. Use the Gradient tool to gradually progress an effect across an image.

Gradient Tool

The Gradient tool button displays at the center of the top Editing panel toolbar for all applicable Edit mode tools.

To Use the Gradient Tool:

1. In Edit mode, select the tool you want to use.
2. Click the **Gradient** tool button  to enter Gradient mode. Or, toggle the Gradient panel open and closed with the **G** key.
3. Specify the gradient settings in the panel or on the fly, as described in the table below.
4. Position the guides on your photo. Inside the guide boxes, the gradient is transitioning. On either side of the boxes, the effect being applied by the Gradient tool is at full strength or not applied at all. To make this clearer, check the **Show gradient mask** checkbox. Move the boxes to define where the effect will begin or end. Hold down the **SHIFT** key while positioning the effect to lock to the nearest 45° angle, for straightness.
5. Adjust the sliders to get the effect you want.
6. Press **Apply** or **Done**.

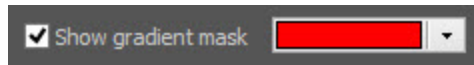
Gradient Tool Options

Invert gradient



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

Show gradient mask



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

Alternating between the Gradient tool and cursor-applied tools

For filters that involve drawing or clicking on the image, such as Light EQ™ and White Balance, hold down the **ALT** key to switch from Gradient mode to using the tool.



To exit Gradient mode, toggle the Gradient tool button.



To maintain your gradient mask while switching to Edit Brush mode, hold down **SHIFT** and click the Edit Brush button. This allows you to add to the gradient mask or erase parts of it that you don't want.



The Gradient tool is enabled in many of the editing tools and special effects filters. When it does not make sense to have this option, it is omitted. The Gradient tool is not available in the following tools: Detail Brush, Dodge and Burn, Resize, Lens Distortion Correction, Perspective Correction, Crop, Rotate, Drawing Tools, Vignette, Borders, Watermark, Text, Repair Tool, Red Eye Reduction, and Selections.


Using the Radial Gradient Tool

While the Edit tools allow you to make a variety of adjustments, sometimes you want these effects to draw attention to a specific area of your photo. For example, instead of applying sharpening across an entire photo, you may want to only sharpen the center subject. Use the Radial Gradient tool to apply effects around, or directly to, a center point.

Radial Gradient Tool

The Radial Gradient tool button displays at the top of the Editing panel toolbar for all applicable Edit mode tools.

To Use the Gradient Tool:

1. In Edit mode, select the tool you want to use.
2. Click the **Radial Gradient** tool button  to enter Radial Gradient mode. Or, toggle the Radial Gradient panel open and closed with the **R** key.
3. Specify the Radial Gradient settings in the panel or on the fly, as described in the table below.
4. Position the guides on your photo. Inside the circle, the image is unaltered. At the perimeter of the circle, the effect being applied by the Radial Gradient is transitioning between not applied at all (inside), and full strength (outside). To make this clearer, check the **Show gradient mask** checkbox. Hold down the **SHIFT** key while positioning the effect to change the radial gradient to a perfect circle.
5. Adjust the sliders to get the effect you want.
6. Press **Done**.

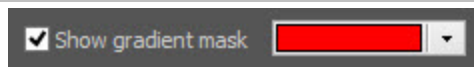
Gradient Tool Options

Invert gradient



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

Show gradient mask



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

Alternating between the Radial Gradient Tool and cursor-applied tools

For filters that involve drawing or clicking on the image, such as Light EQ™ and White Balance, hold down the **ALT** key to switch from Radial Gradient mode to using the tool.



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



To maintain your radial gradient mask while switching to [Edit Brush mode](#), hold down **SHIFT** and click the Edit Brush button. This allows you to add to the gradient mask or erase parts of it that you don't want.



The Radial Gradient tool is enabled in many of the editing tools and special effects filters. When it does not make sense to have this option, it is omitted. The Radial Gradient tool is not available in the following tools: Detail Brush, Dodge and Burn, Resize, Lens Distortion Correction, Perspective Correction, Crop, Rotate, Drawing Tools, Vignette, Borders, Watermark, Text, Repair Tool, Red Eye Reduction, and Selections.

Using Blend Modes and Opacity

When using a tool in Edit, at the top there is a blend mode and opacity tools. These tools give you creative control and let you combine the two to create a new image. You can apply blend modes and opacity to an entire image or to a selected part of an image.

Opacity

The Opacity slider changes the opacity of the edited image. It gives you control of how much of the edit should be visible on the image.

Blend Modes

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

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



You can use the **Edit Brush**



to paint an effect onto specific areas of your image, and then set the blend mode and opacity slider to change the way the effect is applied.

The blend mode and opacity controls apply to many of the editing tools and special effects filters. When it does not make sense to have these controls, they are omitted. The blend mode and opacity controls are not on the following tools: Crop, Resize, Lens Distortion Correction, Perspective Correction, Rotate, Flip, Watermark, Text, Red Eye Reduction, Repair Tool, Selections.

Using Selections

Use Selections to isolate an area of a photo to apply edits or filters to only that area, rather than the whole photo. There are three different selection tools and each selects an area of a photo in a unique way. The controls available change depending on which tool you select.




To Use the Selections Tool:

1. In Edit mode, at the top of the panel, select the button for one of the following selection tools: Rectangular selection tool, Elliptical selection tool, Magic wand selection tool, Lasso selection tool. See below for more detailed steps for using these tools.

You can use Selections with the following Edit tools:

- Add: Vignette, Special Effect, Tilt-Shift
- Exposure/Lighting: Exposure, Levels, Auto Levels, Tone Curves, Light EQ™, Dodge and Burn
- Color: White Balance, Advanced Color, Color Balance, Convert to Black and White
- Detail: Sharpen, Blur, Noise, Clarity, Detail Brush

The Selection Tools


-  **Freehand Lasso:** Click the left mouse button and drag the cursor to draw around the area that you wish to select. As you draw, a line appears showing where you have drawn. When you release the mouse, the end of the line joins to the start automatically to complete the selection. The whole selection animates and looks like marching ants.
-  **Magic Wand:** Click on any area of the image and all the pixels the same color are included in the selection. You can choose whether to select only the same color pixels that are actually touching the one you clicked, or all the pixels in the photo that are similar. You can increase the threshold to include more pixels in the selection. The lower the threshold, the more similar a pixel has to be to the one clicked in order to be included. The greater the threshold, the more different a pixel can be and still be in the selection.
-  **Rectangular or Elliptical:** Click and drag either a rectangle or an ellipse that begins where you first click and ends when you release the mouse.

Using the Selection Tools

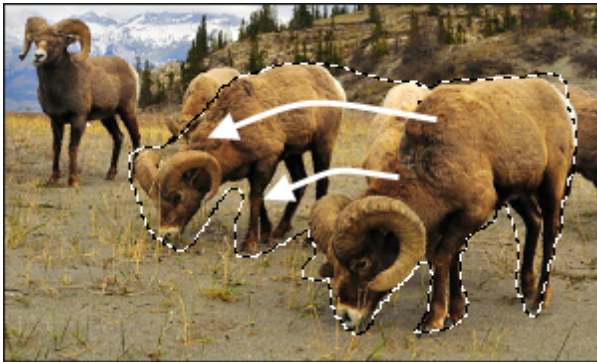
To Use the Lasso:

1. Select the **Lasso** button.
2. On the image, click and hold down the left mouse button as you draw around the area you want to select.
3. Release the mouse button to complete the selection.



4. To clear the selection, click anywhere on the image (for the Lasso , Rectangular, or Elliptical selection).
5. To add to an existing selection, hold down **SHIFT**, or press the **Add to selection** button in the Context bar, and draw a shape that includes any part of the original selection line. 


When you release the mouse, the original selection expands to include the outer edge of your addition.



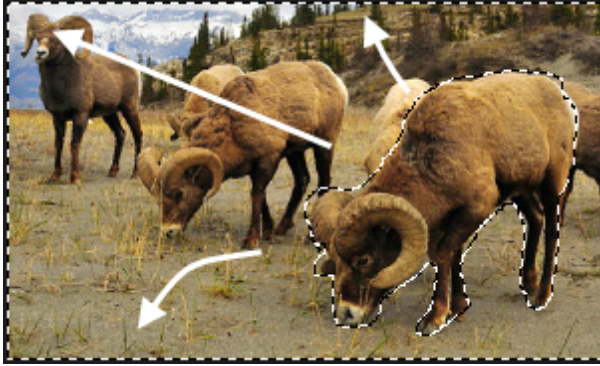
6. To add multiple areas into your selection, hold down **SHIFT**, or press the **Add to selection** button in the Context bar and draw around any part of the image. 

As long as you do not touch the line of any other selection, you can add several separate areas to a selection.




7. To subtract from a selection, hold down **CTRL**, or press the **Subtract from selection** button in the Context bar, and draw a shape that includes part of the original selection, or encircles it completely. 
8. If you wish to apply edits or effects to the outside areas of the image, you need to click **Select | Inverse** to reverse the selected area.

Now the selection includes all the outside areas of the image with the central area outside the selection.



You can select an editing tool or a special effect to [apply to the selection](#).

To Use the Magic Wand:

1. Select the **Magic Wand** button.
2. Click any color in the image.
3. Do any of the following:
 - Slide the **Threshold** slider to adjust the number of pixels to be included or excluded. The Threshold slider sets how similar a pixel needs to be to the one you clicked in order to be included in the selection.
 - Click the **Connected** checkbox if you want to include only pixels that are touching the one you clicked.
 - Hold down **SHIFT** and click around the selection to include more pixels.
 - Hold down **CTRL** and click around the selection to remove pixels from the selection.
4. From the Wand type drop-down list, select one of the following:
 - **Brightness**: Selects pixels similar in brightness to the area of the image you clicked.
 - **Color**: Selects pixels similar in hue and brightness to the area of the image you clicked.
 -  **Color** is generally your best option.
 - **RGB**: Selects pixels with red, green, and blue combination similar to the area of the image you clicked.

You can select an editing tool or a special effect to [apply to the selection](#).

To Use the Rectangular or Elliptical Selection Tool:

1. Select either **Rectangular** or **Elliptical** button.
2. Click and drag to draw the selection on the image.
3. Do any of the following:
 - To add to an existing selection, hold down **SHIFT** and drag another selection that includes any part of the original selection line. Release the mouse and the selection now includes the additional area.
 - To add multiple areas to your selection, hold down **SHIFT** and drag as many as you want. As long as none of the edges touch, you can continue adding areas to the selection.
 - To subtract from an existing selection, hold down **CTRL** and drag another selection that intersects with the one you want to reduce. Release the mouse and any part that was inside the new selection is removed.

You can select an editing tool or a special effect to [apply to the selection](#).




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

Combining the Tools

You can use the Selection tools separately or in combination. For example, you can use the Magic Wand to select most of a particular color, then switch to the Freehand Lasso to add to, or subtract from, the selection. Or you could use the Rectangular selection to select a large general area, then refine it using the Freehand Lasso.

To Combine Selection Tools:

1. Choose a tool and make a selection.
2. Switch to another tool.
3. Press the **Add to selection** button. 
4. Make another selection.

Saving Selections as Presets:

You can save your settings as a preset for future use. After you have made a selection, click **Select | Save Selection...**

To use a previously saved selection, click **Select | Load Selection...**

To delete a saved selection, click **Select | Manage Selections...**

Applying Edits or Effects to Selections

You can use the Selections tools to isolate an area of an image. Once selected, you can apply many of the editing tools, such as color and exposure, or any of the special effects filters, to the selected area. An active selection in an image looks like a line of marching ants.

To Apply an Edit or Effect to a Selection:




1. Use the [Selections tools](#) to create a selection.
2. Select a tool to use from any of the following groups:
 - Exposure/Lighting
 - Color
 - Detail
 - Add (Special Effects)



Ensure that the **Use Selection** button is toggled on.

3. Use the tool to edit the image.

Use Any of These Special Selections Options:

Show/Hide Selection 	Click to show or hide the marching ants around the selection. Hiding the selection line makes it easier to judge the effect of various effects.
Use Selection 	Click to use the selection or apply the edit or effect to the whole image. This control means you can edit just the selection, then deselect Use Selection and apply another edit to the whole image without clearing the selection.
Invert Selection 	Click to invert the selection.
Feathering	<p>Drag to increase or decrease the blurring between the edge of the selection and the edit or effect.</p> <p>Feathering prevents an unnatural or sharp transition between the selection and the rest of the image as it blends the edges. This control also makes it unnecessary for your selection to be perfectly on the edge of the area you want to select.</p>

Reducing Red Eye

You can use the Red Eye Reduction tool in Edit mode to correct red eye in digital photographs.

To Correct Red Eye:

1. In Edit mode, in the Repair group, click **Red Eye Reduction**.
2. Use the Zoom tools in the bottom right corner to enlarge and center the eye you want to correct.
3. Click within the red portion of the eye.
4. In the Red Eye Reduction group, adjust the sliders as described below.

Red Eye Reduction Options

Size	Drag the slider to the right to increase the size of the area being darkened, or to the left to decrease.
Darkening	Drag the slider to the right to intensify the fill color, or to the left to lighten.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.



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



Scroll with your mouse to adjust the size of the area you would like to darken at anytime.



You can show or hide the outline of the darkened area by toggling the **Show Outline** checkbox.



Use the **Delete** key to remove the currently selected red eye adjustment.

Removing Flaws

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

- Skin blemishes
- Telephone wires and other unwanted objects
- Flash flares from snowflakes or windows
- Lens scratches and water drops

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

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

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

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

To Remove Flaws from a Photo:

1. In Edit mode, in the Repair group, click **Repair Tool**.
2. Select one of the following:
 - **Heal**: Copies the pixels from the source area to the target area, and blends pixels into the surrounding image area.
 - **Clone**: Copies the pixels from the source area to the target area.
3. Drag the **Nib Width** and **Feathering** sliders as described in the table below.
4. Right-click the image to set a source location. Pixels will be copied from this location and used in the target location.
5. Click and drag over the area that you want to cover. If you selected the healing brush, SeePlus analyzes and replaces the pixels when you release the mouse button.
6. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to reset the sliders. If you saved your changes, you cannot reset your settings.



Scroll with your mouse to adjust the brush size on the fly, or press the **SHIFT** key while you scroll to adjust feathering.

Repair Tool Options

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



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

Adjusting Skin Tone

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

To Correct Skin Tone:

1. In Edit mode, in the Repair group, click **Skin Tune**.
2. On the Skin Tune panel, adjust the settings as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Skin Tune Options

Smoothing	Refines skin by suppressing texture detail.
Glow	Increases the brightness of skin while subtly smoothing.
Radius	Specifies the scale of the texture detail that is affected by the effect. A lower value enhances small details, while a large value enhances larger details.

Adding Text to an Image

You can use the Add Text tool in Edit mode to add formatted text to a photo, or add talk and thought bubbles to create a comic-book effect. You can also adjust the opacity of the text to create a watermark effect, which is useful for putting copyright information onto your photos.

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

To Add Text to an Image:

1. In Edit mode, in the Add group, click **Text**.
2. Type the text you want to add in the **Text** field.
3. In the Font area, specify the font you want to use, the formatting options, such as italics or justification, and the color of the text. Drag the **Size** slider to specify a point size, and then drag the **Opacity** slider to specify the transparency of the text.
4. Click and drag the text marquee to reposition it anywhere on your image, or drag the marquee's handles to resize it.
5. Select an option from the **Blend Mode** drop-down list to specify how you want the text to blend into the underlying image.
6. Do one of the following:
 - Select the **Bubble Text** checkbox, and set the Bubble Text settings as explained in the table below. Note that other text effects cannot be applied to bubble text.
 - Select one or more of the **Effects**, **Drop Shadow**, and **Bevel** checkboxes to customize your text. Click the **Settings** button to adjust the settings for each of these options as explained in the table below.
7. Do one of the following:
 - Click **Apply** to add the text to your image, and keep the Text tool open so you can add more text. The Text tool creates a new, empty marquee, and you can return to step 3 in the list above.

- Click **Done** to add the text to your image, and leave the tool. If you still have an empty marquee open, it will be discarded.
- Click **Cancel** to discard your changes and leave the tool.

Add Text Options

Bubble Text Settings	Talk	Encloses your text in a comic-book text bubble with a pointed stem.
	Thought	Encloses your text in a comic-book text bubble with a dotted stem.
	Stem Angle	Specifies the direction of the text bubble stem. Drag the arrow to adjust the angle.
	Thickness	Specifies the thickness of the text bubble border.
	Length	Specifies the length of the text bubble stem.
	Fill	Specifies the background color of the text bubble. Click the arrow to select a color.
	Border	Specifies the color of the text bubble border. Click the arrow to select a color.
Effect Settings	Effect	Specifies the effect you want to apply to your text. Each effect has different options that control its appearance. Drag the sliders to adjust the appearance of the text.
Drop Shadow Settings	Distance	Specifies the distance between the drop shadow and the text. The higher the value, the farther the shadow and the higher the text appears. If a drop shadow is cut off, or has a noticeably sharp edge, you may need to increase the size of the text rectangle.
	Blur	Specifies the amount of blur applied to the drop shadow. Sharp shadows tend to seem less realistic than those with a slight blur.
	Opacity	Specifies the darkness of the drop shadow where it falls on the image.
	Angle	Specifies the direction of the imaginary light source that creates the drop shadow. Drag the arrow to adjust the angle — note that this also adjusts the shading of the text bevel.
Bevel Settings	Bevel	Specifies how much of each letter's edge is bevelled. Higher values give the text a more rounded, smoother look.
	Strength	Specifies the difference between the highest and lowest points on the text. Higher values heighten the difference between the flat portions of the text and the bevelled edges.
	Elevation	Specifies the height of the imaginary light source that creates the bevel's shadowed effect. Lower values produce longer shadows on the text, while a higher value produces a more direct lighting effect and shorter shadows.
	Angle	Specifies the direction of the imaginary light source that creates the bevel effect. Drag the arrow to adjust the angle — note that this also adjusts the angle of the drop shadow.



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

About Blend Modes

Blend modes are filters that change the appearance of the text added to your images with the Add Text tool. The following table lists the blend modes available in the Text tool, and gives a brief explanation of their effects.

Blend Modes

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



You can use the **Edit Brush**



to paint an effect onto specific areas of your image, and then set the blend mode and opacity slider to change the way the effect is applied.









Adding Drawings to Your Image

You can use the Drawing Tools in Edit mode to add lines and shapes, such as squares, circles, and arrows to your image. You can also adjust the width, feathering, and blending of your brush, which is useful for creating subtle


and dramatic drawings.

To Draw on Your Image:

1. In Edit mode, at the top of the panel, select from the following tools:

	Tool	Instructions
	Brush	<p>Drag over the image to draw a free-flowing line.</p> <p> Use the mouse wheel to adjust nib width or use the Nib Width slider at the top center of the panel.</p>
	Rectangle	Drag over the image to create rectangle. Press SHIFT as you draw to create a square. To fill your shape with color, ensure that the Fill checkbox is selected.
	Ellipse	Drag over the image to create an ellipse. Press SHIFT as you draw to create a circle. To fill your shape with color, ensure that the Fill checkbox is selected.
	Line	Drag over the image to draw a straight line. Press SHIFT as you draw to create a vertical or horizontal line.
	Arrow	Drag over the image to create an arrow. Press SHIFT as you draw to create a vertical or horizontal arrow.
	Curve	Drag over the image then release. Next, move your mouse to create the curve and click to set.
	Polygon	Click to set the corner points of a polygon, then double-click to connect the start and end points to complete the polygon. To fill your shape with color, ensure that the Fill checkbox is selected.
	Fill	Select the Fill button, and click on a pixel to shade every pixel of that same color value with your selected color. Your selected color is defined in the color box, as described below. Use the Threshold slider to adjust the number of pixels to be included or excluded. The Threshold slider sets how similar a pixel needs to be to the one you clicked in order to be included in the selection. Enable the Connected checkbox in the Context Bar to fill all of the connected pixels of the same color.
	Eye Dropper	Use the Eye Dropper tool to select colors from your images. Click a color in the image, which will appear in the color boxes at the top right of the panel. You can then apply this color using the drawing tools, such as the Brush tool. You can select a color from outside of the application by left-clicking on your image and dragging your cursor to the color outside of the application. When you release your mouse button, the color will be selected and shown in the color boxes at the top right of the panel.
	Gradient Tool	Use the Gradient tool to draw gradients across your image, or use the radial option to draw a gradient around an area. Select the gradient tool, then configure your color, opacity and blend mode using the Context bar. For a radial gradient, select the radial gradient button in the Context bar. Then draw your gradient by dragging across the image. To discard your gradient, press the Discard button in the Context bar. Rearrange your gradient as desired, then press the Commit button in the Context bar. You can undo your commit by pressing Ctrl + Z , selecting Edit Undo , or by using the History Window .

2. Select from one or more of the following options (**Note:** options vary depending on the tool selected):

	Option	Instructions
	Color	Select a color by clicking the color boxes at the top right of the panel to open the Foreground or Background Color dialog , which displays a dialog of swatches to choose from. If you are drawing a solid shape, such as a rectangle, the top (foreground) color box defines the color for the outline of the shape. The bottom (background) color box defines the color that fills the center of the shape. If you want your shape to be a solid color, set both color boxes to match.
	Nib Width	Drag the Nib Width slider to set the diameter of the brush measured in pixels. You can also adjust the nib width with the mouse wheel or by right-clicking on the image to reveal the Nib Width sliders.
	Fill	Select the Fill checkbox to fill the shapes you draw with the selected color.
	Feathering	Select the Nib Width button to reveal the Feathering slider. Drag the Feathering slider to set the blurring radius of the brush. You can also right-click on the image to reveal the Nib Width and Feathering slider. Or, you can also hold down SHIFT while using the mouse wheel to adjust the feather radius, represented by the dotted circle.
	Opacity	Drag the Opacity slider to specify the transparency of the brush strokes.
	Blending	Select an option from the Blending drop-down menu to affect how your brush strokes blend with your image as you draw.

3. Drag over the image to draw.



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

Adding a Watermark to an Image

You can use the Watermark tool to add a watermark to a photo. You can move the watermark to any position on the photo. You can also change the opacity of the watermark and blend the watermark into the image.

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

You will need to create a watermark image before you can add the watermark to your photos.

To Add a Watermark to an Image:

1. In Edit mode, in the Add group, click **Watermark**. A watermark displays in the center of the photo by default.
2. Click **Browse**, select your watermark, and then click **Open**.
3. Click and drag the watermark to reposition it anywhere on your image, or click **Center** to quickly position the watermark image in the center.
4. Drag the marquee handles to resize the watermark image.
5. Select **Maintain aspect ratio when resizing** if you want to resize the watermark image without distorting it.
6. Select **Apply Alpha Channel** to apply the alpha channel if it is present in the watermark.
(Only TIF and ICO watermark files can have an alpha channel.)
7. Select **Apply Transparency** to make a color in the watermark transparent.

The default color is white. You can enter the RGB value of the color. If you do not know the RGB value, move your mouse over the watermark preview thumbnail on the Edit panel, and then click on the color that you want to make transparent.

8. Select an option from the **Blending Mode** drop-down list to specify how you want the watermark to blend into the underlying image.
9. Drag the **Opacity** slider to specify the transparency of the watermark.
10. Do one of the following:
 - Click **Apply** to add the watermark to your image, and keep the Watermark tool open.
 - Click **Done** to add the watermark to your image, and leave the tool.
 - Click **Cancel** to discard your changes and leave the tool.



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



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Adding Borders

You can use the Borders tool to add one or more borders and edge effects to your images. You can set the size of each side of the border, change the color and texture of the border or pick up a color from within the image by clicking on that color in the image.

There are libraries of edges and textures to get you started, but you can save your own textures or edges to the SeePlus folder so that they appear in the library for you to use.

You can also use Edge blur to soften the edges or blend the image into the background texture. You can also add a third dimension to your images using the Drop Shadow and Raised edge effects.

Using combinations of multiple borders and edge effects can add to the mood and atmosphere of a photo, emphasize contrast, and enhance color.

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

To Add a Border to an Image:

1. In Edit mode, in the Add group, click **Borders**.
2. Create the border by selecting its size, color, texture, edge, or edge effects as described in the Borders options below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the Border tool.
 - Click **Cancel** to discard all changes and close the tool.
4. To add another border, restart the border tool and repeat these steps.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Border Options

Eyedropper

Picks up the color beneath the cursor when you click on the image. The border changes to the clicked color, which also appears in the Color box on the Borders pane so that you can adjust it if you open the Color dialog box.

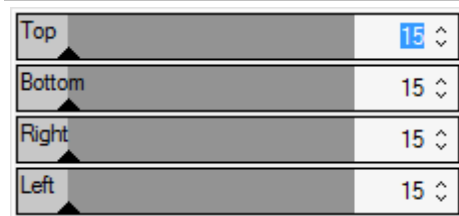


The eyedropper is not available when you are using a texture.

Border**Size**

Sets the size of all the sides of the border simultaneously. Drag the slider left and right to adjust the width of the border. You can also type in a different number or use the up and down arrows to change the size of the border.

The text below the Size field shows the final size of your image with the border added. The final size changes dynamically as you adjust the size of the border.

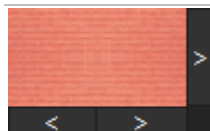
**Advanced size controls**

Opens a fly-out of advanced size controls. Use the sliders, up- and down-arrow keys, or type in a number, to set the size of each side of the border individually. For example, you can set the bottom border to be larger to include a space for copyright information. Click on the arrow beside the Size slider to open the advanced size controls menu.

**Color box**

Activates when you select the **Color** radio button. Do any of the following:

- Click on a color in the image to make the border that color. The clicked color appears in the Color box.
- Click on the color in the middle of the Color box to open the Colors dialog, where you can adjust the color in multiple ways.
- Click the down-arrow beside the box and hover over the quick-color box until you find a color you like. When you click inside the quick color box, the picked color appears in the Color box and the border changes to the selected color.

**Texture box**

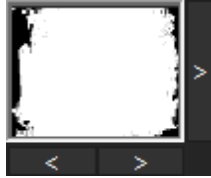
Activates when you select the **Texture** radio button.

Do any of the following:

- Click the side arrow to open the texture library and view thumbnails of textures to select.
- Click the forward and back arrows to browse through the textures one at a time, without opening the library.

Edge**Straight**

Sets the edge of the border to be a straight line.



	Irregular	<p>Activates when you select the Irregular radio button.</p> <p>Do any of the following:</p> <ul style="list-style-type: none"> Click the side arrow beside the edge box to open the edge library and view thumbnails of edges to select. Click the forward and back arrows to browse through the edges one at a time, without opening the library.
	Edge blur	<p>Blurs the edges of the edge of the image into the border. Drag the slider to the right to increase the blur, or to the left to decrease the blur.</p>
	Drop shadow	<p>Adds a drop shadow to the image that appears to lift it off the page. The drop shadow appears behind the image, between it and the border. You can adjust the depth of the blur on the edge of the shadow, and the transparency of the shadow, which affects how much of the border shows through the shadow. You can also change the direction of the imaginary source of light by dragging the glow on the Light Source ball.</p> <ul style="list-style-type: none"> Blur: Adjusts the blur on the edge of the shadow when you drag the slider. Opacity: Adjusts the transparency of the drop shadow when you drag the slider.
Edge effects	Raised	<p>Adds a raised edge to the image that appears to raise it above the border, giving it a 3D look. The raised effect is applied to the image, between it and the border. You can change the direction of the imaginary source of light of the raised edge by dragging the glow on the Light Source ball. You can also adjust the size, strength, and color of the raised edge in the following ways:</p> <ul style="list-style-type: none"> Size: Drag the slider to the right to increase the size of the raised edge so that it appears higher. The greater the size the more rounded the effect. Strength: Drag the slider to the right to increase the 3D effect of the raised edge. Colored: Select this option to apply the border color to the raised edge.
	Light Source	<p>Activates when you click either the Drop shadow or Raised checkboxes. Click and drag the glow on the ball to reposition the imaginary light source for the 3D effect of the Drop shadow or Raised edge effects.</p>



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

Adding Your Own Textures or Edges

It is possible to add custom textures and edges to the libraries in the Borders tool. If you make your own edges or textures, or own a collection from the Internet, you can add them to the texture and edge libraries. You can also delete existing files from the libraries to make room for others.

The textures or edges have to be in the following file formats with these extensions:

- BMP
- EMF
- GIF
- JPG
- GIF
- PNG
- TIF

Textures

As the textures are tiled, it is important to use an image that can be seamlessly repeated. The files are used at their full resolution, not scaled up or down. For example, if your texture image is 100 x 100 pixels and you are creating a bordered image that is 1000 x 1000 pixels, then your texture file will be tiled 10 times. If you use a texture file that is 1000 x 1000 pixels, then there would just be the one texture tile for the whole border.

To Add Your Own Textures to the Texture Library:

1. In SeePlus, close the Borders tool if it is open.
2. Copy and paste your texture files into this folder:
C:\Program Files\Common Files\ACD Systems\borders\textures
3. In Manage mode, select the image you want to use and then click **Tools | Edit**.
4. In the Add group, click **Borders**.
5. Select the Texture radio button and then click the arrow on the right side of the texture box to open the texture library.

Thumbnails of the textures display for you to select.

Edges

Edge files are grayscale images that are resized to fit the image. The image file shows through any areas in the edge file that are white, and does not show through any black areas. Pixels that are tones of gray in the edge file show through with relative opacity depending on how close the pixels are to black or white (in other words, the darker the gray pixel, the less it shows through).

To Add Your Own Edges to the Edges Library:

1. In SeePlus, close the Borders tool if it is open.
2. Copy and paste your edge files into this folder:
C:\Program Files\Common Files\ACD Systems\borders\edges
3. In Manage mode, select the image you want to use and then click **Tools | Edit**.
4. In the Add group, click **Borders**.

5. Select the **Irregular** radio button and then click the arrow on the right side of the edge box to open the edge library.

Thumbnails of the edges display for you to select.



If you open an image with borders already applied, another border will be applied to the image.

Adding a Vignette

You can use the Vignette effect to add a frame around a subject, such as a person or a bouquet of flowers. You can change the focal point in the portrait. You can also control the appearance of the border.

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

To Apply a Vignette Effect:

1. In **Edit** mode, in the Add group, click **Vignette**.
2. Set the options as described below.
3. Do one of the following:
 - Click **Done** to apply your changes and close the tab.
 - Click **Cancel** to discard all changes and close the tab.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Vignette Options

Horizontal	Specifies the focal point of the portrait on the horizontal axis. A value of 500 places the center in the middle of the photo.
Vertical	Specifies the focal point of the portrait on the vertical axis. A value of 500 places the center in the middle of the photo.
Clear zone	Specifies the size of the clear area around the focal point in the portrait. Drag the slider to the left to reduce the size of the clear area. Drag the slider to the right to increase the size of the clear area.
Transition zone	Specifies the width of the transition area between the clear zone and the frame. Drag the slider to the left to narrow the transition area. Drag the slider to the right to widen the transition area.
Stretch	Stretches the vignette horizontally to make the shape elliptical rather than round.
Shape	Specifies the shape of the frame: <ul style="list-style-type: none"> • Round: Select Round if you want the frame to be round. • Rectangular: Select Rectangular if you want the frame to be square.
Show outline	Select Show outline if you want to display an outline that shows the outside edge of the clear zone and the inside edge of the frame.
Frame	Applies the following special effects to the vignette frame area around the focal point: <ul style="list-style-type: none"> • Color: Changes the color of the frame area to the color you select in the color picker. • Saturation: Removes color from the people or objects in the vignette frame so they are gray scale. • Blur: Blurs the vignette frame area. • Clouds: Applies a Clouds effect to the frame area. • Edges: Applies an Edges effect by tracing the lines and details of people or objects with neon colors. • Radial Waves: Creates the appearance of waves radiating from the focal point into the frame area. • Radial Blur: Creates a Radial Blur that rotates and stretches the frame area. • Zoom Blur: Applies a Zoom Blur to the frame area. • Crayon Edges: Applies the Crayon Edges effect by tracing the lines and details around people or objects with crayon. • Dauber: Creates the impression that the people or objects around the focal point were painted with a brush. • Pixelate: Applies a pixel effect to the frame. • Old: Applies an aging effect to the frame to make it look like an old photo. • Glowing Edges: Applies glowing edges to all the strong lines in the frame area. • Ripple: Adds ripples to the frame so that it looks like liquid ripples moving outwards from the focal area.
Frame settings	The settings that display below the Frame drop-down list change depending on the frame you select. For example, if you select Color in the Frame drop-down list, a color picker displays so that you can select the color for the vignette. Similarly, if you select Blur in the Frame drop-down list, a slider appears that you can use to change the amount of blur surrounding the photo. For some choices, like Edges, there are no settings to apply.



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

Adding a Tilt-Shift Effect

You can use the Tilt-Shift effect to create emphasis on specific subjects in your photos, or make your photos look like miniature landscapes.

To Use the Tilt-Shift Effect:

1. In Edit mode, in the **Add** group, click **Tilt-Shift**.
2. On the Tilt-Shift panel, set the options as described below.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Tilt-Shift Options

Use the guides on the image to place the effect. The inside boxes represent the points where the focus is transitioning to blur. Complete blur occurs at the outside boxes. Move the boxes to define where the effect will begin or end. Hold down the **Shift** key while positioning the effect to lock to the nearest 45° angle, for straightness.

Blurring	Select the type of blur you want from the Blur drop-down menu. <ul style="list-style-type: none"> • Lens Blur • Gaussian Blur See Blur Types for more information.	
	Amount	Specifies the amount of blur applied.
	Bokeh Frequency	Specifies how often the bokeh shapes occur.
	Bokeh Brightness	Specifies how bright the bokeh shapes appear.
	Bokeh Sides	Defines the number of sides the bokeh shape will have.
Saturation	Drag the slider to the right to intensify the effect.	



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

About Special Effect Filters

You can use filters to add unique effects to your images. SeePlus includes more than 40 special effect filters, such as Crosshatch, Pencil Drawing, and Solarize.

To Access the Special Effects Filters:

In Edit mode, in the Add group, click **Special Effect**.

For more information about each effect, click the **Help** button to view a Help file page specific to that effect.

Applying a Bathroom Window Effect

The Bathroom Window effect divides your images into bars, transforming them so they resemble the view through privacy glass often found in bathrooms. You can select or change the Bathroom Window options to apply this effect to your image.

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

To Apply a Bathroom Window Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Bathroom Window**.
3. Drag the **Bar width** slider to set the thickness of the bars. Thinner bars result in a more distorted image.
4. In the Bar direction area, select one of the following to specify the orientation of the bars in your image:
 - **Vertical**
 - **Horizontal**
5. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Blinds Effect

Use the Blinds effect to divide your image into bars that look like venetian or vertical window blinds. You can customize the characteristics of the blinds you would like added to your image.

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


To Apply a Blinds Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Blinds**.
3. On the Blinds panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Blinds Options

Width	Specifies the width of the blinds. Type a number from 1 to 1000 or drag the slider to adjust the width of each blind. As the value increases, the width of the blind also increases.
Opacity	Specifies the opacity of the blinds. Type a number from 1 to 99 or drag the slider to adjust the opacity of the blinds. The higher the opacity, the more the image is obscured.
Angle	Specifies the angle of the blinds. Type a number from 1 to 360 or drag the arrow to adjust the angle.
Blind color	Specifies the color of the blinds.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Blue Steel Effect

You can use the Blue Steel effect to give your images a stylish blue tint.

To Apply the Blue Steel Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Blue Steel**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Bob Ross Effect

You can use the Bob Ross effect to give your images a painted look.

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

To Give Your Photos a Bob Ross Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Bob Ross**.
3. On the Bob Ross panel, set the options as described in the table below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Bob Ross Options

	Brush size	Drag the Brush size slider to specify the width of the brush strokes in the effect. The higher value, the wider the brush stroke.
	Coverage	Drag the Coverage slider to specify the amount or density of paint on the "canvas" of your photo.
	Paint thickness	Drag the Paint thickness slider to specify how three dimensional the paint appears.
	Colorfulness	Drag the Colorfulness slider to specify the amount of color in your image.
Background color	Image	Enable the Image checkbox to use the color in the image as the background color behind the brush strokes added to the photo. To use a different color for the background, disable the Image checkbox and select a new color from the color drop-down menu.
	Randomize	Indicates the random placement of the paint daubs. When you apply the Bob Ross effect to an image, SeePlus places the daubs randomly. This makes the paint daubs different every time you apply the filter. To generate a new random placement of the paint daubs, click Randomize.



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Bulge Effect

Use the Bulge effect to stretch or shrink areas of your images horizontally and vertically. You can customize the strength, radius and position of the distortion.

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

To Apply a Bulge Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Bulge**.
3. On the Bulge panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Bulge and Shrink Options

Horizontal position	Specifies the center of the distortion along the horizontal axis. A lower value moves the distortion towards the left side of the image, while a higher value moves it towards the right side of the image.
Vertical position	Specifies the center of the distortion along the vertical axis. A lower value moves the distortion towards the bottom of the image, while a higher value moves it towards the top of the image.
Radius	Specifies the radius of the distorted area. A lower value decreases the radius of the distortion, while a higher value increases the radius of the distortion.
Strength	Specifies the strength of the distortion. A negative value shrinks the center of the distortion, while a higher value bulges the distortion.
Background color	Specifies the background color for the filtered image. Select the Image checkbox to use the original image color, or click the color picker to select a different color.
Bulge direction	Specifies the direction of the distortion. Select one or both of the following options: <ul style="list-style-type: none"> • Horizontal: Moves the distortion horizontally. • Vertical: Moves the distortion vertically.



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Cartoon Effect

You can use the Cartoon Effect to give your images a sketched appearance.

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

To Apply a Cartoon Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Cartoon**.
3. On the Cartoon panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Cartoon Options

Shading strength	Specifies the strength of the shading in the image. The higher the setting, the more intense the shading that is applied to the image.	
Shading radius	Specifies how spread out the shading is.	
Shading threshold	Specifies how sharp an edge must be in the image before shading is applied. If you specify a higher value, more edges in the photo will be shaded.	
Smoothness	Controls how smooth the transitions between similar colors are.	
Outline detail	Specifies how much the details are outlined in black.	
Outline strength	Specifies how strong the black outlines are applied.	
Artifact Suppression	Remove small details	Prevents small details from being outlined in black, allowing the image to appear more cartoon-like.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Childhood Effect

You can use the Childhood effect to give your images a dreamy, nostalgic look.


To Apply the Childhood Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Childhood**.

3. Do one of the following:

- Click **Done** to accept your changes and close the panel.
- Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Clouds Effect

You can use the Clouds effect to make graphical content out of your images, such as backgrounds and more.

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

To Apply Clouds to a Photo:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Clouds**.
3. On the Clouds panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Clouds Options

Size	Specifies the size of the clouds. Drag the slider to the right to increase the size.
Detail	Specifies how fine the detail is. Type a number from 0 to 10 or drag the slider to adjust the details of the clouds.
Randomize	<p>Indicates the random placement of the clouds.</p> <p>When you apply the Clouds effect to an image, SeePlus places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical fragment patterns.</p> <p>To generate a new random seed, click Randomize.</p>

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Collage Effect

You can use the Collage effect to creatively break up a photo into a number of photos.

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

To Use the Collage Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Collage**.
3. Drag the sliders to set the Number and Size of the photos.
4. Select a background color by clicking the drop-down arrow to display gradients of colors, or click the color box to display a dialog of swatches to choose from.
5. If you would like to reshuffle the photos, click **Randomize**.
6. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.
7. Click **Exit** to leave Special Effects, and return to the Edit mode menu.



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Colored Edges Effect

You can use the Colored Edges effect to trace the lines and details of people or objects in your images.

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

To Apply a Colored Edges Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Colored Edges**.

3. On the Colored Edges panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Colored Edges Options

Intensity	Specifies the amount of color added to the edges within the image. The higher the setting, the thicker the color that is applied to the image.
Edge color	Specifies the color of the edges.
Edge detection	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
Blurring	Blurs the edges in the image. Select the Use blurring checkbox, and then select a blur setting to determine how much blur is applied.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Contours Effect

You can use the Contours effect to draw contour lines on your image to create a cartoon effect. Select or change the rounding, line frequency, color and strength setting to apply to your image.

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

To Apply a Contours Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Contours**.
3. On the Contours panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Contours Options

Rounding	Specifies the amount of curve in the contour lines. The higher the value, the rounder the lines.
Line frequency	Specifies the amount of space between the contour lines. The higher the value, the closer the lines move together.
Strength	Specifies the strength of the line. The higher the value, the darker the line.
Line color	Specifies the color of the contour lines.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Crayon Drawing Effect

You can use the Crayon Drawing effect to give your photos the appearance of a crayon drawing.

To Use the Crayon Drawing Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Crayon Drawing**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Crosshatch Effect

You can use the Crosshatch effect to add crosshatching to an image.

To Use the Crosshatch Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Crosshatch**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Dauber Effect

You can use the Dauber effect to make your images look like they were painted with a paint dauber. Select or change the settings of the effect you want applied to your image, such as intensity, frequency and more.

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

To Use the Dauber Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Dauber**.
3. On the Dauber panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Dauber Options

Intensity	Specifies the amount of color applied with each daub.
Frequency	Specifies the number of daubs added to the image.
Background color	Specifies the background color of the filtered image. Select the Image checkbox to use the original image colors or click the color picker to select a different color.
Randomize	Indicates the random placement of the paint daubs. When you apply the Dauber effect to an image, SeePlus places the daubs randomly. This makes the paint daubs different every time you apply the filter. You can define a specific random seed to generate identical daubs. To generate a new random seed, click Randomize .



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



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Dramatic Effect

You can use the Dramatic effect to make your images look dramatic and moody by drastically changing the contrast in specific areas.

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

To Apply a Dramatic Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Dramatic**.
3. On the Dramatic panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Dramatic Options

Strength	Specifies the strength of the contrast being applied.
Spread	Specifies how far the effect spreads over the details in the photo.



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying an Edge Detect Effect

You can use the Edge Detect effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors. (The Sobel effect is similar to the Edge Detect effect, but produces sharper and brighter outlines.)

To Use the Edge Detect Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Edge Detect**.

3. Do one of the following:

- Click **Done** to accept your changes and close the panel.
- Click **Cancel** to discard your changes and close the panel.



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying an Emboss Effect

You can use the Emboss effect to add a grayscale relief to an image.

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

To Emboss an Image:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Emboss**.
3. On the Emboss panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Emboss Options

Elevation	Specifies the light source's elevation on the image. Lower values produce more shadows and a darker image. Higher values produce fewer shadows and a lighter image.
Weight	Specifies the amount of relief added to the image. Higher values increase the relief depth.
Azimuth	Specifies the angle of shadows that extend from the edges of image details. A value of 0 adds shadows to the left side, while a value of 180 adds shadows to the right side.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Furry Edges Effect

You can use the Furry Edges effect to add fur and bristles to the lines and details of people or objects in your image.

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

To Use the Furry Edges Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Furry Edges**.
3. On the Furry Edges panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Furry Edges Options

Frequency	Specifies how much fur is added to the image. The higher the setting, the more dense the fur that is applied to the image.
Threshold	Specifies how sharp an edge must be before fur is applied to it. As the value decreases, the area of the image that fur is added to increases.
Fur length	Specifies the length of each strand of fur. As the value increases, the length of each fur strand also increases.
Variance	Specifies how much of the fur grows in the direction indicated by the Hair direction setting. The higher the value, the more random the fur direction will be.
Hair direction	Specifies the general direction in which fur appears to grow.
Edge detection	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
Background color	Specifies the background color of the filtered image. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Fur color	Specifies the color of the fur. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Randomize	Indicates the random placement of the fur strands. When you apply the Furry Edges effect to an image, SeePlus places the fur randomly. This makes the fur strands different every time you apply the filter. You can define a specific random seed to generate identical fur patterns. To generate a new random seed, click Randomize .



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Gloom Effect

You can use the Gloom effect to give your images a dark, gloomy appearance.

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

To Apply a Gloom Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Gloom**.
3. On the Gloom panel, drag the **Color** slider to add a color tint to the image.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Glowing Edges Effect

You can use the Glowing Edges effect to add color to the lines and details of people or objects in your images. The colored lines and details appear to glow.

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

To Apply a Glowing Edges Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Glowing Edges**.
3. On the Glowing Edges panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Glowing Edges Options

Intensity	Specifies the amount of color added to the edges within the image. The higher the setting, the more intense the color that is applied to the image.
Color	Specifies the color of the edges.

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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying the Gradient Map Effect

You can use the Gradient Map effect to add colors to the dark and light parts of your images. The Gradient Map effect maps shadows to one color, and highlights to another based on the lightness value of each pixel. You can give the darker parts of your image a completely different color from the lighter parts.

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

To Apply a Gradient Map Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Gradient Map**.
3. On the Gradient Map panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Gradient Map Options

Dark	Specify the color to be added to the dark parts of your image.
Light	Specifies the color to be added to the light parts of your image.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Granite Effect

You can use the Granite effect to give your images the appearance of being painted on a rock wall.

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

To Use the Granite Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Granite**.
3. On the Granite panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Granite Options

Light Angle	Specifies the direction from which an imaginary light source is shining on the image. Drag the arrow to adjust the angle. Different light angles will change the highlights and shadows in the peaks and valleys on the rock.
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You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Grunge Effect

You can use the Grunge effect to give your images a moody, dark look. You can use the Color slider to tint the image a variety of colors.

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

To Apply a Grunge Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Grunge**.
3. On the Grunge panel, drag the **Color** slider to specify a color tint. When the Color slider is set to 0, no tint has been added.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Jiggle Effect

Use the Jiggle effect to add jiggly distortions to your image. You can customize the characteristics of the distortions you would like added to your image. Some distortions will change the shape of the outside edges of the image, revealing a transparent background.

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

To Apply a Jiggle Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Jiggle**.
3. On the Jiggle panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Jiggle Options

Size	Specifies the size of the jiggle distortion. Type a number from 1 to 100 or drag the slider to adjust the width of the distortions. As the value increases, the width of the wave also increases.
Detail	Specifies how jagged the distortion becomes. Type a number from 1 to 10 or drag the slider to adjust the detail.
Strength	Specifies the intensity of the distortion. Type a number from 1 to 100 or drag the slider to adjust the strength.
Randomize	Indicates the random placement of the distortions. When you apply the Jiggle effect to an image, SeePlus places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical fragment patterns. To generate a new random seed, click Randomize .



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Lomo Effect

Simulate the retro-effects of a lomo camera. Photos taken with a lomo camera are high contrast, with a golden hue and a noticeable vignette.

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

To Use the Lomo Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Lomo**.
3. Drag the Color Distortion slider to the right to increase the color distortion.
4. Drag the Vignette Strength slider to the right to increase the vignette strength.
5. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.
6. Click **Exit** to leave Special Effects, and return to the Edit mode menu.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Mirror Effect

You can use the Mirror effect to reflect an image along the horizontal or vertical axis. Select or change the Mirror options to apply mirroring to your image, including mirror axis and direction.

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

To Apply a Mirror Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Mirror**.
3. On the Mirror panel, in the Mirror direction area, select one of the following options to indicate which direction you want to mirror the image:
 - **Horizontal**
 - **Vertical**
4. Drag the **Mirror axis** slider to adjust the position of the mirror. A value of 500 places the mirror in the center of the image.

5. Do one of the following:

- Click **Done** to accept your changes and close the panel.
- Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Negative Effect

You can use the Negative effect to create a negative of your image. You can also apply the Negative filter to a negative scanned from a roll of film to produce a positive image.

To Create an Image Negative:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Negative**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying an Oil Paint Effect

You can use the Oil Paint effect to give your images a painted appearance.

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

To Create an Oil Painting from a Photo:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Oil Paint**.

3. On the Oil Paint panel, drag the **Brush width** slider to specify the width of the brush strokes in the effect. The higher the value, the wider the brush stroke.
4. Drag the **Variance** slider to specify the color variance in each brush stroke. Higher values increase the number of colors used in each stroke.
5. Drag the **Vibrance** slider to adjust the intensity of the colors in the image.
6. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying the Old Effect

You can use the Old effect to give your images an antique look. (The Old effect is similar to the Sepia effect, but produces a more realistic appearance of age.)

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

To Apply the Old Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Old**.
3. On the Old panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Old Options

Age	Specifies the intensity or degree of the effect. (The numbers do not correspond to how old the photo should appear.)
------------	--

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying the Orton Effect

Create beautiful impressionistic images with the Orton effect. The Orton effect mimics a darkroom technique created by sandwiching two images together, one of which is slightly out of focus, and both of which are slightly overexposed.

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

To Use the Orton Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Orton**.
3. Drag the Blur, Contrast, and Brightness sliders to adjust each effect.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.
5. Click **Exit** to leave Special Effects, and return to the Edit mode menu.



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying an Outline Effect

The Outline effect is similar to the Edge Detect effect. You can use the Outline effect to create a highlighted outline of your image. However, with the Outline effect you can control the thickness of the outline, whether an edge is outlined or not, and the color that displays behind the outlined image.

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

To Use the Outline Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Outline**.
3. On the Outline panel, set the options as described below.

4. Do one of the following:

- Click **Done** to accept your changes and close the panel.
- Click **Cancel** to discard your changes and close the panel.

Outline Options

Line width	Specifies the width of the outline in the effect. The higher the value, the wider the outline.
Threshold	Specifies how sharp an edge must be in order to be outlined. If you specify a higher value, more edges in the photo will be outlined.
Background color	Specifies the background color of the filtered image. Click the color picker to select a different color.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Pencil Drawing Effect

You can use the Pencil Drawing effect to create a pencil drawing from your images.

To Create a Pencil Drawing from an Image:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Pencil Drawing**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Photo Effect

You can use the Photo Effect to apply a variety of filters to your images.

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

To Apply a Photo Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Photo Effect**.
3. On the Photo Effect panel, select an option from the Filter Type drop-down menu.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Pixel Explosion Effect

You can use the Pixel Explosion effect to explode pixels from a center point in your images. Select or change the Pixel Explosion settings, such as intensity and direction, to apply this effect to your image.

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

To Use the Pixel Explosion Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Pixel Explosion**.
3. On the Pixel Explosion panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Pixel Explosion Options

Horizontal center	Specifies the center point of the explosion on the horizontal axis. A value of 500 places the explosion at the middle of the image.
Vertical center	Specifies the center point of the explosion on the vertical axis. A value of 500 places the explosion at the middle of the image.
Intensity	Specifies the intensity of the explosion. A higher value creates a larger, more brilliant spread of the pixels in the image.
Explosion direction	Specifies the direction of the explosion. Select one or both of the following: <ul style="list-style-type: none"> • Explode horizontally: Explodes the pixels towards the right and left sides of the image. • Explode vertically: Explodes the pixels towards the top and bottom of the image.
Randomize	Indicates the random placement of the pixels. When you apply the Pixel Explosion effect to an image, SeePlus places the pixels randomly. This makes the pixels different every time you apply the filter. You can define a specific random seed to generate identical pixel patterns. To generate a new random seed, click Randomize .



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



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to apply effects around, or directly to, a center point.

Applying a Pixelate Effect

A pixel is the smallest piece of a digital image, arranged in rows and columns. When you reduce the resolution of your image, the size of the pixel increases and produces blurring. You can use the Pixelate effect to increase the size of the pixels in your image.

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

To Apply a Pixelate Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Pixelate**.
3. On the Pixelate panel, drag the **Width** and **Height** sliders to set the size of the pixels in your image. Select the **Square** checkbox to make the width and height equal.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Posterize Effect

You can use the Posterize effect to reduce the number of brightness levels in your image. Select or change the Posterize options to apply this effect to your image.

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

To Apply a Posterize Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Posterize**.
3. On the Posterize panel, drag the **Brightness levels** slider to adjust the variance of colors in the image. The lower the value, the fewer colors used in the image.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Purple Haze Effect

You can use the Purple Haze effect to give your image a hyper-retro, purple tint.

To Apply the Purple Haze Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Purple Haze**.

3. Do one of the following:

- Click **Done** to accept your changes and close the panel.
- Click **Cancel** to discard your changes and close the panel.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Radial Waves Effect

You can use the Radial Waves effect to display waves radiating from a center point in the photo. You can change the center point in the photo and you can also control the appearance of the waves.

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

To Apply a Radial Waves Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Radial Waves**.
3. On the Radial waves panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Radial Waves Options

Horizontal position	Specifies the center of the waves on the horizontal axis. A value of 500 places the waves in the middle of the image.
Vertical position	Specifies the center of the waves on the vertical axis. A value of 500 places the waves in the middle of the image.
Amplitude	Specifies the depth and height of each wave.
Wavelength	Specifies the amount of space between waves.
Light strength	Specifies the amount of light contrast between the top and bottom of each wave.
Background color	Specifies the background color of the filtered image. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Wave direction	Specifies the direction of the waves. Select one, or both, of the following: <ul style="list-style-type: none"> • Wave horizontally: Makes the waves move towards the right and left sides of the image. • Wave vertically: Makes the waves move towards the top and bottom of the image.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Rain Effect

You can use the Rain effect to make it look like it was raining when you took a photo. Control the amount, the angle, strength and other characteristics of the rain.

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

To Apply Rain to a Photo:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Rain**.
3. On the Rain panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Rain Options

Strength	Specifies the length of the rain drops. Drag the slider to the right to increase the length.
Opacity	Specifies the opacity of the rain drops. Type a number from 0 to 100 or drag the slider to adjust the opacity of the rain drops. The higher the opacity, the more the image is obscured.
Amount	Specifies the number of rain drops.
Angle variance	Specifies the angle of the rain drops. Type a number from 0 to 50 or drag the arrow to adjust the angle.
Strength variance	Specifies how much variety there should be in the length of the rain drops. Drag the slider to the left if you want rain drops to have a similar length. Drag the slider to the right if you want to vary the length of rain drops. If you vary the length of rain drops they look natural.
Background blur	Specifies the amount of blur in the photo. Heavy rain will block your vision. Use this option to blur the photo so the rain effect looks natural.
Angle	Specifies the angle at which the rain drops are falling.
Color	Specifies the color of the rain drops.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Ripple Effect

You can use the Ripple effect to divide your images into concentric circles that resembles what you see when you drop a pebble into water. Select or change the Ripple settings to apply to your image, such as position, strength and more.

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

To Apply a Ripple Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Ripple**.
3. On the Ripple panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Ripple Options

Horizontal position	Specifies the center of the ripples on the horizontal axis. A value of 500 places the ripples in the middle of the image.
Vertical position	Specifies the center of the ripples on the vertical axis. A value of 500 places the ripples in the middle of the image.
Amplitude	Specifies the depth and height of each ripple.
Wavelength	Specifies the amount of space between ripples.
Light strength	Specifies the amount of light contrast between the top and bottom of each ripple.
Background color	Specifies the background color of the filtered image. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Ripple direction	Specifies the direction of the ripples. Select one or both of the following: <ul style="list-style-type: none"> • Ripple vertically: Makes the ripples move towards the top and bottom of the image. • Ripple horizontally: Makes the ripples move towards the right and left sides of the image.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Scattered Tiles Effect

You can use the Scattered Tiles effect to divide your images into rectangular tiles, and scatter and stack the tiles. Select or change the Scattered Tiles options to apply this effect to your image.

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

To Apply a Scattered Tiles Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Scattered Tiles**.
3. On the Scattered Tiles panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Scattered Tiles Options

Tile size	Specifies the size of the tiles.
Scatter amount	Specifies how much the tiles will move from their original positions.
Background color	Specifies the color of the background. Click the color picker to select a different color.
Randomize	<p>Indicates the random placement of the tiles.</p> <p>When you apply the Scattered Tiles effect to an image, SeePlus places the tiles randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical tile patterns.</p> <p>To generate a new random seed, click Randomize.</p>



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Sepia Effect

You can use the Sepia effect to give your images an antique look. (The Old effect is similar to the Sepia effect, but produces a more realistic appearance of age.)

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

To Add a Sepia Tone to an Image:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Sepia**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Seventies Effect

You can use the Seventies effect to give your images a retro look.

To Apply the Seventies Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Seventies**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Sheet Metal Effect

You can use the Sheet Metal effect to turn your images into sheet metal impressions.

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

To Apply a Sheet Metal Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Sheet Metal**.
3. On the Sheet Metal panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Sheet Metal Options

Rounding	Specifies the amount of curve in the edges of the impressions.
Detail	Specifies the amount of detail in the impression.
Angle	Specifies the angle of the grain in the sheet metal.
Metal color	Specifies the color of the sheet metal.
Direction	Specifies the direction in which the sheet metal was manipulated. Select one of the following: <ul style="list-style-type: none"> • Indented: Stamps the metal from the top side of the image. • Pushed out: Stamps the metal from underneath the image.



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



You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Shift Effect

You can use the Shift effect to divide your images into bars and shift them in random directions.

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

To Apply a Shift Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Shift**.
3. On the Shift panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Shift Options

Strength	Specifies the amount of shift between the bars.
Width	Specifies the width of each bar.
Angle	Specifies the angle of the bars.
Background color	Specifies the background color of the filtered image. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.

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

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Slant Effect

You can use the Slant effect to make a photo appear slanted. For example, you could use the Slant effect to distort a photo by pushing the top of the photo to the left and the bottom of the photo to the right. Similarly, you could use the slant effect to push the left side of the photo upwards and the right side of the photo downwards.

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

To Apply a Slant Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Slant**.
3. On the Slant panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Slant Options

Amount	Specifies the degree of the slant.
Fulcrum	Specifies the center of the slant. Drag the slider to the left to place the center of the slant near the bottom of the photo. Drag the slider to the right to place the center of the slant near the top of the photo.
Background color	Specifies the background color of the filtered image. Click the color picker to select a different color.
Slant Direction	Specifies the angle of the slant: <ul style="list-style-type: none"> • Horizontal: Select Horizontal to push the top or bottom of the photo to the left or right. • Vertical: Select Vertical to push the left or right side of the photo up or down.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Sobel Effect

You can use the Sobel effect to create a highlighted outline of your image. After creating a black image, the effect uses colored lines to outline the detail of an image where significant color differences exist. Greater differences between colors in the original image produce brighter outline colors. (The Sobel effect is similar to the Edge Detect effect, but produces sharper and brighter outlines.)

To Use the Sobel Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Sobel**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



You can use the [Edit Brush](#)



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Solarize Effect

You can use the Solarize effect to simulate the effect of overexposing an image, as though the film was exposed to light before developing. Select or change the Solarize options to apply this effect to your image.

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

To Apply a Solarize Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Solarize**.
3. On the Solarize panel, drag the **Threshold** slider to specify the brightness threshold of the image.
4. In the Effect area, specify which pixels you want to adjust by selecting one of the following options:
 - **Solarize:** adjusts pixels located above the specified threshold option. The effect takes any pixels above the threshold and replaces them with their negative value. When you solarize an image, a higher threshold value sets a brighter threshold, and colors need to be brighter to be overexposed.
 - **Lunarize:** adjusts pixels located below the specified threshold option. The effect takes any pixels below the threshold and replaces them with their negative value. When you lunarize an image, a higher threshold value sets a darker threshold, and colors do not have to be as bright to be overexposed.
5. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.



Applying a Somber Effect

You can use the Somber effect to give your images an austere or sleek look.

To Apply the Somber Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Somber**.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Stained Glass Effect

You can use the Stained Glass effect to divide your image into fragments of a random size and shape, to give the photo the appearance of a stained glass window. Control the size and position of the fragments using the effect settings.

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

To Apply a Stained Glass Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Stained Glass**.
3. On the Stained Glass panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Stained Glass Options

Fragment size	Specifies the size of the fragments.
Randomize	<p>Indicates the random placement of the fragments.</p> <p>When you apply the Stained Glass effect to an image, SeePlus places the fragments randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical fragment patterns.</p> <p>To generate a new random seed, click Randomize.</p>

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Sunspot Effect

You can use the Sunspot effect to add a bright spot in your images.

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

To Apply a Sunspot Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Sunspot**.
3. On the Sunspot panel, drag the **Horizontal Position** and **Vertical Position** sliders or click the image to set the location of the sunspot.
4. Drag the **Brightness** slider to set the intensity of the sunspot.
5. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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

Applying a Swirl Effect

You can use the Swirl effect to rotate and stretch people and objects in your image.

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

To Apply a Swirl Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Swirl**.
3. On the Swirl panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Swirl Options

Horizontal position	Specifies the center of the swirl on the horizontal axis. A value of 500 places the swirl in the middle of the image.
Vertical position	Specifies the center of the swirl on the vertical axis. A value of 500 places the swirl in the middle of the image.
Radius	Specifies the size of the swirl effect.
Strength	Specifies the strength and direction of the swirl. Higher values create a clockwise swirl, while negative values create a counter-clockwise swirl.
Focus	Specifies the concentration of the swirl. Higher values concentrate the effect on the center of the swirl, while lower values spread the swirl across the image.
Background color	Specifies the background color of the filtered image. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Swirl direction	Specifies the direction of the swirl. Select one or both of the following: <ul style="list-style-type: none"> • Swirl horizontally: Moves the swirl towards the top and bottom of the image. • Swirl vertically: Moves the swirl towards the right and left sides of the image.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying the Threshold Effect

You can use the Threshold effect to create a black and white image.

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

To Apply the Threshold Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Threshold**.
3. On the Threshold panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Threshold Options

Threshold	This slider determines which pixels become black and which ones become white in the black and white image. Any pixels that are brighter than the selected threshold will become white and any pixels that are darker than the threshold will become black.
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 You can right-click a slider to reset to the default value.

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Topography Effect


You can use the Topography effect to change the details of your images into contour lines.

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

To Apply a Topography Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Topography**.
3. On the Topographic Map panel, drag the **Rounding** slider to adjust the amount of curve in the contour lines.
4. Drag the **Number of lines** slider to specify how many contour lines you want to add.
5. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Applying a Water Effect

You can use the Water effect to insert an expanse of water below the subject of a photo and to display a reflection of the subject in the water. You can control the position of the water below the subject. For example, you can position the water below a person's chin, or below their waist. You can also control the appearance of ripples in the water and how dark or light the water appears.

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

To Apply a Water Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Water**.
3. On the Water panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Water Options

Position	Specifies the position of the water below the subject of the photo.
Amplitude	Specifies the height of the ripples in the water. Drag the slider to the left to reduce the height of the ripples and the distortion caused by the ripples. Drag the slider to the right to increase the height of the ripples and the distortion caused by the ripples.
Wavelength	Specifies the distance between ripples. Drag the slider to the left to reduce the distance between ripples and increase the distortion caused by the ripples. Drag the slider to the right to increase the distance between ripples and reduce the distortion caused by the ripples.
Perspective	Changes the size of the waves as they get farther from the subject. Drag the slider to the left to increase the size of the waves farthest from the subject and to increase the illusion of distance.
Lighting	Specifies the amount of light in the water.



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Water Drops Effect

You can use the Water Drops effect to display water drops on the surface of the photo. You can control the number and size of water drops, and their position on the photo.

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

To Apply Water Drops to a Photo:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Water Drops**.
3. On the Water Drops panel, set the options as described below.

4. Do one of the following:

- Click **Done** to accept your changes and close the panel.
- Click **Cancel** to discard your changes and close the panel.

Water Drops Options

Density	Specifies the number of water drops on the photo. Drag the slider to the left to remove water drops. Drag the slider to the right to add water drops.
Radius	Specifies the size of the water drops. Drag the slider to the left to make the water drops smaller. Drag the slider to the right to make the water drops larger.
Height	Specifies the height of the water drops above the photo surface. Drag the slider to the left to reduce the height of the water drops and the distortion caused by the water drops. Drag the slider to the right to increase the height of the water drops and the distortion caused by the water drops.
Randomize	Indicates the random placement of the water drops. When you apply the Water Drops effect to an image, SeePlus places the water drops randomly. This makes the effect different every time you apply the filter. You can define a specific random seed to generate identical water drop patterns. To generate a new random seed, click Randomize .



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Waves Effect

You can use the Waves effect to display waves across the photo. You can change the distance between waves. This distance is called wavelength. You can also change the height of the waves, and the angle at which the waves cross the photo.

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

To Apply a Waves Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Waves**.
3. On the Waves panel, select or change the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Waves Options

Wavelength	Specifies the distance between waves. Drag the slider to the left to reduce the distance between waves and increase the distortion caused by the waves. Drag the slider to the right to increase the distance between waves and reduce the distortion caused by the waves.
Amplitude	Specifies the height of the waves. Drag the slider to the left to reduce the height of the waves and the distortion caused by the waves. Drag the slider to the right to increase the height of the waves and the distortion caused by the waves.
Angle	Specifies the angle of the waves. Type a number from 1 to 360 or drag the arrow to adjust the angle.
Background color	Specifies the background color. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Weave Effect

You can use the Weave effect to give a photo the appearance of being woven into a tapestry or basket. You can control the width of the vertical and horizontal strips, the width of the gap between the strips, and the background color that displays through the gap.

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

To Apply a Weave Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Weave**.
3. On the Weave panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Weave Options

Strip width	Specifies the width of the vertical and horizontal strips.
Gap width	Specifies the width of the gap between the strips.
Background color	Specifies the color of the background. Click the color picker to select a different color.



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Applying a Wind Effect

You can use the Wind effect to add wind lines that make stationary objects in your image look like they are moving. Select or change the settings to control the effect of the wind added to your image.

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

To Apply a Wind Effect:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **Wind**.
3. On the Wind panel, select or change the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

Wind Options

Strength	Determines how strong the wind lines are in the image. The higher the value, the stronger the wind lines.
Threshold	Determines how sharp an edge must be before the filter will apply wind. The higher the value, the sharper the edge needs to be.
Chance of wind	Determines the amount of wind lines to place in the image.
Edge detection	Specifies the edge detection algorithm. The algorithm controls the formula used to detect the edges and the direction of the edge indicators.
Background color	Specifies the background color. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Wind color	Specifies the color of the wind lines. Select the Image checkbox to use the original image colors, or click the color picker to select a different color.
Wind angle	Specifies the angle of the wind lines.
Randomize	<p>Indicates the random placement of the wind lines.</p> <p>When you apply the Wind effect to an image, SeePlus places the wind lines randomly. This makes the wind lines different every time you apply the filter. You can define a specific random seed to generate identical wind lines.</p> <p>To generate a new random seed, click Randomize.</p>



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



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to apply effects around, or directly to, a center point.

Creating a Custom Special Effect Filter (Convolution Effect)

You can use the Convolution filter to create your own special effects and apply them to your image.

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

To Create a Custom Effect Filter:

1. In Edit mode, in the Add group, click **Special Effect**.
2. Click **User Defined Convolution**.
3. On the User Defined Convolution panel, set the options as described below.
4. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.

User Defined Convolution Options

Convolution Matrix	<p>Specifies the formula to use when altering the image.</p> <p>Type numbers in the matrix fields to change the pixels in the image. Using a mathematical formula, the color value of each pixel in an image is multiplied by the numbers in the matrix to produce an effect.</p>
Division	<p>Specifies the fractional coefficient of the matrix.</p> <p>Type a number into the Division field to use fractional coefficients in the matrix. The product of the convolution matrix is divided by the division factor before being applied to a pixel.</p>
Bias	<p>Specifies the brightness of the image.</p> <p>Type a number into the Bias field to change the brightness of the image. The bias number is added to the RGB values of each pixel. A positive number brightens the image, while a negative number darkens the image.</p>
Clear Matrix	Resets the matrix.
Sample Filters Drop-Down Menu	Loads a sample effect to use as a starting point for creating your own effect.



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to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the **Radial Gradient tool**  to apply effects around, or directly to, a center point.

Rotating an Image

You can rotate an image at preset or custom angles in Edit mode.

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



To Rotate an Image at a Custom Angle:

1. In Edit mode, in the Geometry group, click **Rotate**.
2. Select one or more of the following:
 - Select one of the default orientation options.
 - Drag the **Straightening** slider to the left or right until the image appears straightened.
 - Click the **Horizontal** or **Vertical** button, and use the tools as described below.
 - Select **Crop straightened image** if you want to crop the image after it is straightened.
 - Select **Preserve straightened image** if you do not want to crop the straightened image. Select the color that you would like to display behind the straightened image from the **Fill color** drop-down.
 - Select **Show grid overlay** to display a grid over the image. You may find that the grid helps you straighten the image and understand how the image will be cropped.
3. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Rotate Icons

Horizontal 	Click on the horizontal icon, and then use the cursor to draw a line on the image that you want to set as the horizontal line.
Vertical 	Click on the vertical icon, and then use the cursor to draw a line on the image that you want to set as the vertical line.



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

Flipping an Image

You can flip an image both vertically and horizontally in Edit mode.

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

To Flip an Image:

1. In Edit mode, in the Geometry group, click **Flip**.
2. Do one or both of the following:
 - Select the **Horizontal Flip** checkbox.
 - Select the **Vertical Flip** checkbox.
3. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.

Cropping an Image

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

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



When zooming in, hold down the **Spacebar** to pan the image.

To Crop an Image:

1. In Edit mode, in the Geometry group, click **Crop**.
2. [Resize](#) the crop window, and position it over the area of the image you want to keep.
3. To darken the parts of the image outside the crop window, drag the **Darken outside crop area** slider to the left. Drag the slider to the right to lighten the area outside the crop window.
4. Click **Estimate new file size** to view how big your image file is after cropping.
5. Do one of the following:
 - Click **Done** to crop the image and close the tool.
 - Click **Cancel** to exit the tool without cropping the image.



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

Resizing the Crop Window

You can resize the crop window in three ways:

- Drag the edges of the crop window to the desired size.
- Specify an exact size for the crop window in pixels, inches, centimeters, or millimeters.

- Apply a ratio to constrain the crop window proportions.

To Resize the Crop Window by Dragging:

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

To Specify an Exact Size for the Crop Window:

1. Type the desired crop window proportions into the **Width** and **Height** spin boxes.
2. In the **Units** drop-down list, select a unit of measurement.
3. Use the **Dots per inch** spin box to specify a resolution.

To Constrain the Crop Window to a Ratio:

1. Select the **Constrain cropping proportion** checkbox.
2. Select a ratio from the drop-down list and select or clear the **Landscape** checkbox to toggle the crop window between landscape and portrait orientation.
3. Do one of the following:
 - Position your cursor over the edge of the crop window until it changes into a double-pointed arrow, and then drag the edge of the crop window to the desired size.
 - Use the **Width** or **Height** spin box to specify a dimension for one side of the crop window. SeePlus automatically resizes the other dimension based on the ratio you selected.

Correcting Perspective Distortion

You can use the Perspective Correction tool to correct perspective distortion in digital photographs. Perspective distortion is caused by wide-angle and telephoto lenses, which distort the perspective of large or far-away objects. For example, if you take a photo of a tall building, the building may appear to be narrower at the top even though the building is the same width from top to bottom.

To Correct Perspective Distortion:

1. In Edit mode, in the Geometry group, click **Perspective Correction**.
2. An outline displays around the image. The outline has handles at all four corners, and in the middle of all the sides. Drag the handles to change the perspective.
3. Set the options as described below.
4. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Perspective Correction Options

Background color	When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the Background color options to fill gaps in the corners or sides of a corrected photo: <ul style="list-style-type: none"> • Image: Select this option if you want to fill gaps in the corners or sides of a corrected photo by placing the uncorrected photo in the background. This is useful if the gaps are small.
Show Grid	Select this option if you want to display a grid over the photo while you correct distortion. This is useful if you want to assess whether objects in the photo are straight.

Correcting Lens Distortion

You can use the Lens Distortion Correction tool to correct barrel, pincushion, and fisheye distortion in digital photographs. In barrel distortion the photo appears to bulge outwards from the center. In pincushion distortion the photo appears to shrink inwards toward the center. In fisheye distortion, the photo appears to bulge outwards from the center, as if the photo were wrapped around a sphere.

Barrel, pincushion, and fisheye distortion are common in photos that were taken with wide angle or zoom lenses.

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

To Correct Lens Distortion:

1. In Edit mode, in the Geometry group, click **Lens Distortion Correction**.
2. In the **Type of Distortion** section, select **Barrel**, **Pincushion**, or **Fisheye**.
3. Set the options as described below.
4. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Lens Distortion Correction Options

Horizontal center	Drag the slider to the left or right to identify the center of the image on the horizontal axis.
Vertical center	Drag the slider to the left or right to identify the center of the image on the vertical axis.
Correction strength	Drag the slider to the right until the objects in the photo appear to be straight.
Scale	Drag the slider to the left or right to change the scale of the photo.
Background color	When you correct distortion in a photo, the edges of the photo may bulge outwards or shrink inwards. Use the Background color options to fill gaps in the corners or sides of a corrected photo: <ul style="list-style-type: none"> • Image: Select this option if you want to fill gaps in the corners or sides of a corrected photo by placing the uncorrected photo in the background. This is useful if the gaps are small.
Show Grid	Select this option if you want to display a grid over the photo while you correct distortion. This is useful if you want to assess whether objects in the photo are straight.



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

Resizing an Image

You can resize an image by adjusting its dimensions in pixels, percentage, or actual/print size. While resizing, you can also choose an aspect ratio and a resampling filter to adjust the resized image's appearance.

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

To Resize an Image:

1. In Edit mode, in the Geometry group, click **Resize**.
2. Select one of the following resize options:
 - **Pixels:** resizes the image to specific dimensions in pixels.
 - **Percent:** Resizes the image to a percentage of the original.
 - **Actual/Print size in:** Resizes the image to match a specific output size. Click the drop-down list to specify a unit of measurement.
3. If you want to maintain a specific width to height ratio, select the **Preserve aspect ratio** checkbox, and then select one of the following options from the drop-down list:
 - **Original:** Maintains the original image's width to height ratio.
 - **1 x 1:** Forces the width and height to be equal.
 - **2 x 3:** Forces a width to height ratio of 2:3.
 - **3 x 2:** Forces a width to height ratio of 3:2.
 - **3 x 5:** Forces a width to height ratio of 3:5.
 - **5 x 3:** Forces a width to height ratio of 5:3.
 - **Custom:** Applies a custom ratio. Enter a width to height ratio in the **Custom Aspect Ratio** dialog box.
4. Select a resizing filter from the **Resizing Filter** drop-down list.
5. Under the resize option you selected in step #3, type the image's new dimensions into the **Width** and **Height** spin boxes. If you selected Actual/Print size in, click the **Resolution** drop-down list, and then select a resolution (in dots per inch) for your output image.
6. To estimate the size of the output image, click **Estimate new file size**.
7. Do one of the following:
 - Click **Done** to apply your changes and close the Resize tool.
 - Click **Cancel** to discard all changes and close the tool.



Resizing Tips:

- Maintain image quality by reducing images only by 33%, 50%, or 66%. Other percentages can distort the aspect ratio.
- Avoid resizing an image repeatedly. Each resizing places image pixels using a slightly different orientation. As a result, multiple resizes can change the overall color and appearance of the image. If your first resize attempt does not produce the desired result, click the Undo button.
- Avoid increasing the size of an image. Increasing image size makes the image's pixels more apparent, causing a grainy effect.

Pixel Resize Options and Resulting Action

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



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

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

Resize Options	Fit within Options	Action
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.

Adjusting Image Exposure

You can use the Exposure tool to adjust an image's exposure, contrast, and fill light.

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

To Adjust the Image Exposure:

1. In Edit mode, in the Exposure/Lighting group, click **Exposure**.
2. Set the options as described below.
3. Do one of the following:
 - Click **Apply** to apply your changes and set options on another tab.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Image Exposure Options

Exposure	Drag the slider to the right to increase the exposure, or drag to the left to decrease exposure.
Auto	Click the Auto button to automatically adjust the exposure level.
Contrast	Drag the slider to the right to increase contrast, or drag to the left to decrease contrast.
Fill Light	Drag slider to the right to increase the amount of light in the darkest areas of the image, or drag to the left to decrease fill light. Fill light brightens dark areas of the image.
Exposure warning	Highlights overexposed and underexposed areas of the image. Overexposed pixels turn red, underexposed pixels turn green. The icon is gray when disabled, and turns yellow if enabled.



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



You can use the **Edit Brush**



to paint this effect onto specific areas of your image.



You can use the **Gradient tool**



to transition this effect across specific areas of your image.



You can use the **Radial Gradient tool**



to apply effects around, or directly to, a center point.

Adjusting Image Levels

You can use the Levels tool to precisely adjust the contrast and light levels in your images.

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




To Adjust Image levels:

1. In Edit mode, in the Exposure/Lighting group, click **Levels**.
2. Do one of the following:
 - Set the options as described below to adjust the contrast and light levels manually.
 - Click **Auto** and select a menu option to automatically adjust image properties.
3. Do one of the following:
 - Click **Apply** to apply your changes.
 - Click **Done** to apply your changes and close the Levels tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Levels Options

Channel	Specifies the brightness or color channel you want to adjust.
Shadows	<p>Specifies the black point of an image.</p> <p>Move the slider or type a number from 0 to 255 into the spin box to define the blackest area of an image. As the value increases, the dark colored areas of the image become darker. You can also click on the arrow to automatically set it to where the black point start in the image.</p>
Midtones	<p>Specifies the midtones in an image.</p> <p>Move the slider or type a number into the spin box to set the midtone. Higher values make the image appear brighter, while lower values make the image appear darker. You can also click on the arrow to automatically set it to the midtone of the image.</p>
Highlights	<p>Specifies the white point of an image.</p> <p>Move the slider or type a number from 0 to 255 into the spin box to define the whitest area of an image. As the value increases, the light colored areas of the image become lighter. You can also click on the arrow to automatically set it to where the highlights start in the image.</p>
Auto	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • Adjust Contrast: Automatically analyzes and adjusts image contrast. • Adjust Color and Contrast: Automatically analyzes and adjusts each color channel independently, and then adjusts the contrast. • Adjust Color and Brightness: Automatically analyzes and adjusts image color and brightness. • Tolerance: Opens the Tolerance settings dialog box. Specify the maximum clipping percentage for black and white levels, and click OK. SeePlus adjusts the image levels automatically.
Black Point picker 	Click the Black Point picker, and then click the image area you want to set as the black point.
Mid Point picker 	Click the Mid Point picker, and then click the image area you want to set as the mid point.
White Point picker 	Click the White Point picker, and then click the image area you want to set as the white point.



When you click around the image with a selected eye dropper you will see the RGB numbers changing to reflect the RGB values of the pixel under the eye dropper. The RGB values represent the source pixel (unprocessed) and the current pixel as it appears on the screen.



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Adjusting Levels Automatically

You can use the Auto Levels tool to automatically correct the exposure levels of your images. Auto Levels makes the darkest image pixels darker, and the brightest pixels brighter.

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

To Automatically Correct an Image's Levels:

1. In Edit mode, in the Exposure/Lighting group, click **Auto Levels**.
2. Select one of the following options:
 - **Auto Contrast and Color:** Adjusts color differences, brightness, and balances RGB channels.
 - **Auto Contrast:** Adjusts the color differences and brightness only.
 - **Auto Color:** Balances the RGB channels in the image, without changing the brightness or contrast.
3. Use the **Strength** slider to fine tune the amount of exposure you want to apply.
4. Click **Exposure Warning** to make overexposed and underexposed pixels visible. Overexposed pixels turn red, underexposed pixels turn green.
5. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.



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



You can use the [Edit Brush](#) to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#) to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#) to apply effects around, or directly to, a center point.

Adjusting Tone Curves

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

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

To Adjust the Brightness Curves in an Image:

1. In Edit mode, in the Exposure/Lighting group, click **Tone Curves**.
2. Set the options as described below.

3. Do one of the following:

- Click **Apply** to apply your changes.
- Click **Done** to apply your changes and close the Curves tool.
- Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Curves Options

Channel	Specifies the color channels to adjust.
Show Histogram	Toggles the histogram display on and off.
Histogram	Displays a graphic of the color information levels in the image, based on the selected channel. Click and drag the line to manipulate the curve. Each time you click the curve, a new node is added. You can drag the nodes up and down the curve. To remove a node, drag the node up and out of the graph, or down and out of the graph.
Exposure warning	Highlights overexposed and underexposed areas of the image. Overexposed pixels turn red, underexposed pixels turn green.



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Adjusting Lighting

You can use the Light EQ™ tool to adjust areas in an image that are too dark or too light, without affecting other areas of the photo. You can also simultaneously lighten dark areas that are too dark, and darken areas that are too bright. Examples would be a 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.

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

The Light EQ™ tool is very versatile. There are 4 tabs — each allows you to achieve results in different ways. In addition, there are several keyboard and mouse shortcuts that allow you to make adjustments on specific areas of the photo itself.

- **1-Step** tab: For an instant, effortless exposure adjustment.
- **Basic** tab: Is for very quick and easy adjustments using three sliders. SeePlus analyzes the photo and varies the adjustment throughout the image automatically. For example, darker images are brightened more. By clicking the **Auto** button, you can have SeePlus fully analyze the photo and set the slider positions automatically. You can also click directly on an area of the image to generate automatic settings optimal for that area, (usually the subject of the photo).
- **Standard** tab: 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.

- **Advanced** tab: Gives you ultimate control of the brightness and contrast in an image. Basic adjustment curves can be constructed using four sliders, and you can manually adjust the curves by clicking and dragging within the graph area or on the image itself.

To Open the Light EQ™ Tool:

In Edit mode, in the Exposure/Lighting group, click **Light EQ™**.

Using the 1-Step Tab

When you open an image in the Light EQ™ tool, 1-Step automatically adjusts your image's exposure. You can further adjust it using the Amount slider. To return to the 1-Step automatic adjustment, press the **Reset** button.

Using the Basic Tab

To Add Light to Dark Areas:

1. Drag the **Highlights** slider to the right to add light to the dark parts of the photo.
2. Adjust the settings using any of the controls in the table below.


To Darken Areas That Are Too Bright:

1. Drag the **Shadows** slider to the right to lighten and return detail to areas that are too dark.
2. Adjust the settings using any of the controls in the table below.

To Adjust Midtones That Are Too Light or Dark:

1. Drag the **Midtones** slider to the right to lighten and return detail to areas that are too dark.
2. Adjust the settings using any of the controls in the table below.

Light EQ™ Controls

Right-click on a slider	Right-click on a slider to reset it.
Exposure Warning 	Click the Exposure Warning to make any overexposed or underexposed areas visible. Overexposed pixels turn red, underexposed pixels turn green. You can also toggle Exposure Warning on and off momentarily by holding down the E key.
Auto	Click to allow the software to analyze the photo and apply optimal settings based on the amount of light and dark pixels in the photo. Darker photos are brightened more than photos that are already bright.
Done	Click to apply your changes and close the tool.
Cancel	Click to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Using the Standard Tab




The Standard tab has two sets of sliders. The top set is for brightening. The lower set is for darkening. The dark-to-light gradient on each slider indicates that you brighten that tone band when you move the slider up (top row of sliders) or darken that tone band when you move the slider down (bottom row).

Between the two sets of sliders are two horizontal bars graded from black to white. These bars indicate that sliders on the far left affect the dark tonal bands. The sliders on the right affect light tonal bands. Moving a slider changes the light in that particular tonal band.

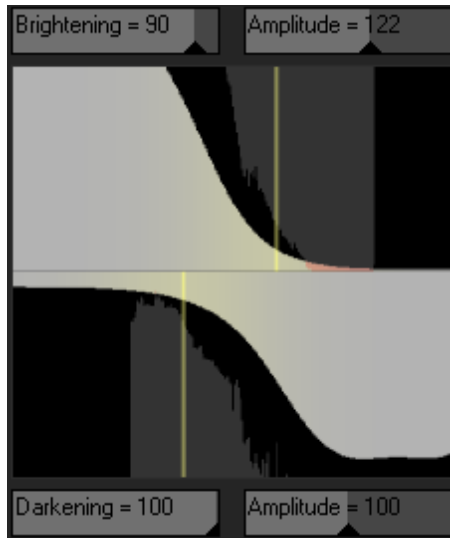
In the middle of the bands are two graphs that change as you adjust the sliders to represent the amount of darkening and lightening throughout the tonal range of the image. The two gray graphs show the maximum amount of brightening or darkening that you can apply before clipping begins. If you push a slider too far, the clipping is shown in bright pink.

To increase contrast within a tonal band, apply brightening and darkening simultaneously in equal amounts by dragging the upper and lower sliders up and down, respectively. The area between the top of the upper graph and the bottom of the lower graph indicates the amount by which contrast is increased.

To Use the Standard Tab:

- Do one of the following:
 - Drag the tone band sliders up or down depending on which light bands you want to adjust.
 - Type the exact number into the number boxes or increment the numbers to make precise adjustments.
 - Click the **# Tone** drop-down list to increase or decrease the number of tone band sliders.
 - Click  (or press **E**) to see any overexposed or underexposed pixels.
 - Click the **Auto** button to apply settings automatically.
 - Drag the **Darkening** slider to darken the light areas of the image.
 - Drag the **Contrast** slider to increase the contrast in the image.
 - Drag the **Fill Light** slider to lighten dark areas of the image.
 - Left-click and drag upwards to brighten the dark areas of the photo. Try to prevent clipping (shown in pink on the graph).
 - Right-click and drag downwards to darken the bright areas of the photo. Try to prevent clipping (shown in pink on the graph).
- Click **Done** to apply your settings and close the tool. Or click **Cancel** to discard your changes and close the tool.

Using the Advanced Tab



Sliders

The Advanced tab has two sliders for brightening and two for darkening. The **Brightening** and **Darkening** sliders control the shape of the adjustment curves, while the **Amplitude** sliders control the height of the curves.

The more you brighten or darken, the more you increase the balance of the dark against the light areas in the image. The **Amplitude** sliders increase the intensity of the effects of brightening or darkening.

The **Scale** slider at the bottom of the tool adjusts the overall adjustment sensitivity to local variation in brightness. Moving this slider to the left makes the adjustment more sensitive to smaller areas of brightness variation, which may be beneficial in some images. For most images, however, leaving the slider in the default position gives the best result. You can also adjust the **Contrast** slider to decrease or increase contrast, or use the **Fill Light** slider to lighten dark areas of the image.

Graphs

Between the Brightening and Darkening controls are two gray graphs that indicate the maximum amount of lightening or darkening that you can apply before clipping (shown as bright pink) begins.

Two colored curves appear and change as you drag the Brightening, Darkening and Amplitude sliders — these curves indicate the amount of brightening and darkening applied throughout the tonal range of the image. Darker tonal areas are on the left, and brighter tonal areas are on the right. As you move your cursor over the image, a vertical line in the graph indicates the tone level of the area under the cursor within the tonal range. At times there are two lines because the tone levels for brightening and darkening are not necessarily the same. This is because brightening is sensitive to maximum color values while darkening is sensitive to minimum color values.

The Advanced tab is unique in that you can adjust the curves manually, either on the graph itself, or on the actual photo. Adjustments made on the photo are reflected in the curve on the graph. Adjustments made on the graph are reflected on the photo.

To increase contrast within a tonal range without changing the brightness, apply brightening and darkening simultaneously in equal amounts by dragging the upper and lower curves up and down, respectively. The area between the top of the upper graph and the bottom of the lower graph indicates the amount by which contrast is increased.

To Use the Advanced Tab:

1. Do one of the following:
 - Drag the **Brightening** or **Darkening** sliders to adjust the bright or dark pixels. As you drag, a gray curve appears to indicate your adjustments.
 - Left-click and drag upwards to brighten the dark areas of the photo. Try to prevent clipping (shown in pink on the graph).
 - Right-click and drag downwards to darken the bright areas of the photo. Try to prevent clipping (shown in pink on the graph).
 - Drag the **Scale** slider to the right to make your adjustments more sensitive to smaller areas of brightness variation.
 - Drag the **Contrast** slider to increase or decrease contrast in your image.

- Drag the **Fill Light** slider to add light to the dark areas in your image.
 - Make adjustments using any of the options in the table below, including on the image itself.
2. Click **Done** to apply your settings and close the tool. Or click **Cancel** to discard your changes and close the tool.

Adjustment Options - Advanced Tab

Area	Action	Result
Sliders	Drag Brightening	<p>To the right: Increases the lightening applied to the darker areas.</p> <p>To the left: Applies brightening more uniformly to all areas of the image.</p> <p>(The name of the slider changes to Custom curve when you change the curve manually or make adjustments on the image.)</p>
	Drag Darkening	<p>To the right: Increases the darkening applied to the brighter areas of the image.</p> <p>To the left: Applies the darkening more uniformly to all areas of the image.</p>
	Drag Amplitude (Brightening)	<p>To the right: Increases the intensity of the brightening across all areas of the image. The height of the curve increases.</p> <p>To the left: Reduces the intensity of the brightening and the height of the curve.</p> <p>If the Amplitude slider is 0 - no brightening is applied.</p> <p>If the Amplitude is 100 - 200, the proportional amount of clipping increases.</p> <p>In most cases it is not necessary to adjust amplitude.</p>
	Drag Amplitude (Darkening)	<p>To the right: Increases the intensity of the darkening across all areas of the image. The height of the bottom curve increases.</p> <p>To the left: Reduces the intensity of the darkening and the height of the curve.</p>
	Drag Scale	<p>To the left: Makes the tool more sensitive to smaller areas of brightness variation.</p> <p>This means that smaller areas can be adjusted independently. Generally the default scale of 10 gives the best result, but if an image contains small details that need brightening, a lower scale might give better results.</p>

Area	Action	Result
On Graph	Drag the graph (top)	<p>The graph changes as you left-click and drag up on the graph itself. The graph represents the brighten adjustments you are making. The dark gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.</p> <p>The height of the graph represents the level of brightening applied at each tone level. (Tone moves from black on the left to white on the right.)</p> <p>When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brightening or Darkening slider changes to Custom curve. If you adjust the position of the slider after this it discards all direct curve adjustments.</p> <p>When you make direct brightening or darkening adjustments on the graph or image, the corresponding Brightening or Darkening Amplitude slider changes to indicate the current curve amplitude.</p>
	Drag the graph (bottom)	<p>The graph changes as you right-click and drag down on the graph itself. The graph represents the darken adjustments you are making. The dark gray graph represents the maximum amount you can drag the graph before clipping (pink) begins.</p>
	You can use all the shortcuts below that apply to the image, directly to the Graph itself.	Changes the tonal band on the graph itself with a corresponding change in the image. This is useful for making fine adjustments to a specific tonal band.

Area	Action	Result
On Image	Double-click with left mouse button	Automatically sets Brightening to optimum for that area of the image. A brighter area (e.g. a face) works best.
	Double-click with right mouse button (or SHIFT + double-click with left mouse button)	Automatically sets the Darkening to optimum for that area of the image.
	CTRL + double-click with left mouse button	Increases the amount of brightening around that tone level while decreasing the brightening in the rest of the image. Use this method to quickly brighten a specific subject or area to bring it out of the image.
	CTRL + double-click with right mouse button	Increases the amount of darkening around that tone level while decreasing the amount of darkening in the rest of the image.
	Scroll up or down with the mouse wheel above the image	Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes.
	SHIFT+ scroll with the mouse wheel above the image	Decreases or increases the amount of darkening applied at that tone level in the image.
	Hold down "A" + scrolling or + dragging with the left mouse button	Sets the brightening Amplitude slider directly.
	Hold down "A" +SHIFT + scrolling or + dragging with the right mouse button	Sets the darkening Amplitude slider directly.
	Click and drag up and down on the image (left mouse button)	Increases or decreases the amount of brightening applied at that tone level in the image. Both the image and the graph show the changes. (Only works if the image is actual size - no zooming.)
	SHIFT + click and drag up and down on the image (left mouse button)	Decreases or increases the amount of darkening applied at that tone level in the image. (Only works if the image is actual size - no zooming.)

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.

 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Reducing Haze

You can use the Dehaze tool to restore contrast, detail, and lost color to images. This tool is particularly useful for images that have been captured through a haze. A haze can occur when dust, smoke, or other particles obscure the clarity of the image, particularly the sky.

To Dehaze an Image:

1. In Edit mode, in the Exposure/Lighting group, click **Dehaze**.
2. Drag the Amount slider to adjust the strength of the correction.
3. Do one of the following:
 - Click **Done** to accept your changes and close the panel.
 - Click **Cancel** to discard your changes and close the panel.



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Dodge and Burn

Enhance your photos and improve contrast by controlling the light and intensity of color in select areas. Dodge, burn, saturate and desaturate your photos to accentuate and define shapes, magnify and fade color, and add shadows and highlights.

You can use the Dodge and Burn tool to lighten or darken areas in a photo without affecting other areas. The tool is often used to lighten underexposed areas or darken overexposed areas.

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

Dodging and Burning Parts of an Image

To Lighten or Darken Areas of a Photo:

1. Select the **Dodge** tool to lighten areas, or the **Burn** tool to darken areas.
2. Under Tool Settings, select the area to adjust: **Shadows**, **Midtones**, or **Highlights**.
3. Drag the range slider to fine-tune targeted areas within the shadows or highlights. Increasing the range broadens the affected range of tones, while decreasing the range narrows the affected range of tones.
4. Under Brush settings select from the following preference settings:
 - Drag the **Nib Width** slider to select a brush size.
 - Drag the **Feathering** slider to soften the edges of your strokes.

- Drag the **Strength** slider to adjust the intensity of your strokes.
5. Draw over the areas of the image you want to lighten or darken.
 6. Click **Done**.



When you adjust the range slider, a preview of the areas of the image that will be affected by brushing will be shown as a grayscale image. The brighter the pixels are in the preview image, the more they will be affected by brush strokes. Areas that are pure white will be affected with full strength, and areas that are black will be completely unaffected. For best results, move the range slider until the pixels you want to dodge or burn are white, and areas that you want to leave unaffected are black.



Scroll with your mouse to adjust the brush size on the fly, or use SHIFT + mouse scroll to adjust feathering.

To Saturate or Desaturate Areas of a Photo:

1. Select the **Saturate** tool to intensify colors, or the **Desaturate** tool to fade colors.
2. Under Tool Settings, select one of the following:
 - Standard to target all areas of the photo.
 - Vibrance to target the less saturated colors and to prevent skin tones from becoming over-saturated.
3. Under Brush settings select from the following preference settings:
 - Drag the **Nib Width** slider to select a brush size.
 - Drag the **Feathering** slider to soften the edges of your strokes
 - Drag the **Strength** slider to adjust the intensity of your strokes
4. Draw over the areas of the image you want to lighten or darken.
5. Click **Done**.



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

Adjusting White Balance

You can use the White Balance tool to remove unwanted hue from an image. For example, if you take a photo at sunset and the resulting image has a reddish hue, you can use the White Balance tool to remove it.

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


To Remove a Color Cast from an Image:

1. In Edit mode, in the Color group, click **White Balance**.
2. Click an image area that should be white or gray. The color square shows the color of the original pixel on the left, and the modified pixel on the right.
3. Drag the Temperature slider to the left (more blue) or right (more yellow) to select a specific color temperature.
4. Drag the Tint slider to the left (more magenta) or right (more green) to match the white balance settings that you selected when you took the photo.
5. To specify the strength of the white balance adjustment, move the Strength slider. Higher settings remove more of the unwanted color.
6. Click **Done** to save your changes, or click **Cancel** to discard your changes and leave the tool.

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

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.

 If you are having difficulties achieving the desired effect, try clicking an image area that is a different shade of white or gray.

 Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

 You can use the [Gradient tool](#)  to transition this effect across specific areas of your image.


 You can use the [Radial Gradient tool](#)  to apply effects around, or directly to, a center point.

Adjusting Color

You can use the Color EQ (hue, saturation, and brightness) tool to adjust overall colors in an image or each color individually. The advanced tools can subtly fine-tune and enhance colors, or completely change individual colors in an image.

Color EQ is useful for changing a single color in an image. If you have an image with a yellow car, you can use the Saturation tab to saturate the yellow, or use the Brightness tab to brighten the yellow. In the Hue tab, you can change the color of the car from yellow to pink.

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

 If you have an image of a yellow car with a yellow building in the background, you can change just the car by using the Selections tool. Select the car using the Selections tool and then apply your color adjustments.

To Adjust Color:

1. In Edit mode, in the Color group, click **Color EQ**.
2. Select the Saturation, Brightness, or Hue tab, and adjust them according to the options described in the table below.
3. Do one of the following:
 - Click **Apply** to apply your changes.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.


 Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

 You can use the [Edit Brush](#)  to paint this effect onto specific areas of your image.



You can use the **Gradient tool**  to transition this effect across specific areas of your image.



You can use the **Radial Gradient tool**  to apply effects around, or directly to, a center point.

Color EQ Options

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

High Quality	Adjust image colors individually. High Quality uses the newer, more modern color models, allowing for a visually perceptible and higher quality adjustment.
<div><div>High Quality Standard</div><div>Presets <div></div> <div></div> <div></div></div><div><div>Vibrance</div><div></div><div>0</div><div></div></div><div><div>Saturation</div><div></div><div>0</div><div></div></div><div>Saturation Brightness Hue</div><div><div>Red</div><div></div><div>0</div><div></div></div><div><div>Orange</div><div></div><div>-13</div><div></div></div><div><div>Yellow</div><div></div><div>10</div><div></div></div><div><div>Green</div><div></div><div>7</div><div></div></div><div><div>Cyan</div><div></div><div>0</div><div></div></div><div><div>Blue</div><div></div><div>0</div><div></div></div><div><div>Purple</div><div></div><div>-4</div><div></div></div><div><div>Magenta</div><div></div><div>0</div><div></div></div></div>	
Vibrance	Adjust each color individually by dragging sliders right for more intensity, or left for less intensity. You can also enter a number into the fields for precise adjustments. Or select a precise color to adjust by placing your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The affected color sliders automatically adjust as you move your cursor.
Saturation	Drag the slider to adjust the vibrance of the image without affecting skin tones.
	Drag the slider to adjust the saturation of the image.

Standard

Adjust colors individually or make global adjustments.

Vertical slider

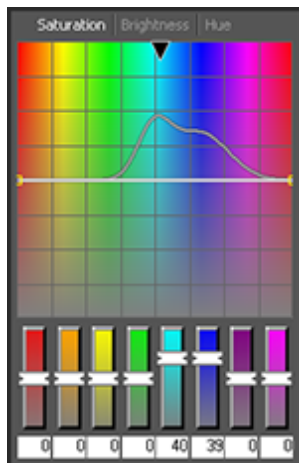
Apply adjustments to the entire image. A slider on the left has the following effects on the tabs:

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

You can also enter a number into the field for precise adjustments.

Individual color sliders

Adjust each color with individual sliders. Select the color you want to adjust and click and drag the sliders. You can also enter a number into the fields for precise adjustments.

Direct image adjustments

Place your cursor on the image for the double arrow icon to appear. Then click and drag up or down to adjust the colors beneath the double arrow icon. The curve control and the affected color sliders automatically adjust as you move your cursor. The black down arrow on the graph indicates the color you are adjusting in the image.

The curve appears black in the graph, and you cannot directly adjust it. To apply further adjustments, you can alter the white curve. When you adjust the white curve, the black curve automatically changes with it. You can also enter a number into the fields for precise adjustments.

Vibrance

Drag the slider to adjust the vibrance of the image without affecting skin tones.



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

Adjusting Color Balance

You can adjust an image's color values using the Color Balance tool.

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

To Adjust an Image's Color:

1. In Edit mode, in the Color group, select **Color Balance**.
2. Adjust the sliders as described in the table below.
3. Do one of the following:
 - Click **Apply** to apply your changes.
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Color Balance Options

Vibrance	Boosts color in the image, and avoids affecting skin tones.
Saturation	Adjusts the saturation of the image. Drag the slider to the right to increase or drag to the left to decrease saturation.
Hue	Adjusts the hue of the image. Drag the slider to the right to increase or drag to the left to decrease hue.
Lightness	Adjusts the image brightness. Drag the slider to the right to increase or drag to the left to decrease the image's brightness.
Red	Adjusts the red channel in the image. Drag the slider to the right to increase or drag to the left to decrease the red tone in your image.
Green	Adjusts the green channel in the image. Drag the slider to the right to increase or drag to the left to decrease the green tone in your image.
Blue	Adjusts the blue channel in the image. Drag the slider to the right to increase or drag to the left to decrease the blue tone in your image.



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Creating a Grayscale Image

You can create rich grayscale images when you can control the brightness of the red, green, and blue channels, as well as the overall brightness. Use the Convert to Black and White tool to emphasize different areas or aspects of a photo, as well as alter its mood and tone.

If you hover your mouse over each slider and watch the effect on the small preview, it shows you which parts of the image will be affected by each channel. This helps to gauge the effect of each slider on the image.

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

To Create a Grayscale Image:

1. In Edit mode, in the Color group, click **Convert to Black & White**.
2. Do any of the following:
 - Drag the **Percent Red** slider to the left or right.
The more red there is in a pixel, the more effect the red slider has on that pixel. The area of red in the picture is brightened or darkened more than other areas.
 - Drag the **Percent Green** slider the left or right.
The more green there is in a pixel, the more effect the green slider has on that pixel. The area of green in the picture is brightened or darkened more than other areas.
 - Drag the **Percent Blue** slider to the left or right.
The more blue there is in a pixel, the more effect the blue slider has on that pixel. The area of blue in the picture is brightened or darkened more than other areas.
 - Drag the **Percent Brightness** slider to the right or left to brighten or darken the whole image.
3. Click **Done** to save your changes, or click **Cancel** to discard your changes and return to the Edit mode menu.



You can right-click the slider to reset the value to zero.



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Using the Histogram

The Histogram displays a graphical representation of the distribution of intensity levels of pixels for each color channel in an image.

To Display and Use the Histogram:

1. In View mode, click **View | Histogram**.
2. On the Histogram, select or clear the following checkboxes:
 - **R**: Shows or hides the red color channel.
 - **G**: Shows or hides the green color channel.
 - **B**: Shows or hides the blue color channel.
 - **L**: Shows or hides the lightness of the image.

Changing Image Color Depth

You can modify an image's color depth in View mode. Color depth refers to the range of colors an image contains.

To Change the Color Depth of an Image:

In View mode, click **Tools | Modify | Change Color Depth**, and select one of the options described below.

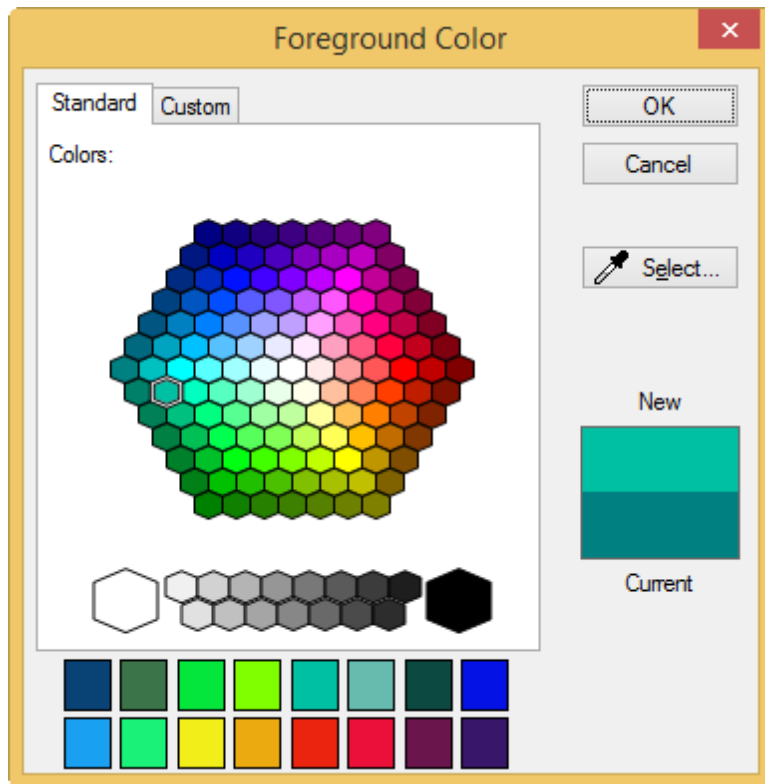
Color Depth Options

Black and White	Two-color black and white palette
16 Grays	16-color grayscale palette
256 Grays	256-color grayscale palette
16 Colors	16-color palette
256 Colors	256-color palette (GIF format uses 256 colors by default)
Hicolor	32,768-color palette
Truecolor	16,777,216-color palette of all colors visible to humans
16 bit grayscale	16-bit grayscale palette
48 bit color	48-bit color palette

You can use SeePlus to convert an image to any of these color depths. However, to use certain image enhancement tools, filters, blends, and adjustment options, the image must be Hicolor or Truecolor. To edit an image that is not originally Hicolor or Truecolor, you can convert it, edit the image, and then convert it back to its original color depth.

Using the Color Dialog Box

The Colors dialog box appears in several places in Edit mode when you select or apply a color. You can use the Color dialog box to select a color in multiple ways and to adjust a color using several different tools.



The Standard Tab

On the first tab, there is a fixed honeycomb of Basic colors to choose from, including gray, black, and white at the bottom. Below it is a grid of Custom or Favorite colors that you can fill in by selecting a color and then right-clicking a box in the grid. To create a custom color, click the Custom tab.

The Custom Tab

On the second tab, there is a color palette. On the far right is a color slider, which you can use to navigate to a color group and gain access to any or all colors of the spectrum. Add colors to your Custom colors by selecting the color in the palette and then right-clicking a box in the grid.

Selecting and Adjusting Colors

To select a color, click on a square in the grid of custom colors, or on the color palette. You can also drag over the color palette. When you click a color, that color appears in the New box and all of its numerical values, (Hue, Saturation, Luminosity, as well as Red, Green, and Blue), appear in the fields on the Custom tab.

You can also adjust a color by changing the Hue, Saturation, and Luminosity values. To select a precise color, type in the values for that color. You can do the same using the Red, Green, and Blue values.

Adjusting Split Tone

Split toning is a powerful technique originating in film photography to tint the highlights and shadows.

The Split Tone tool gives you creative control over the Hue and Saturation of your highlights and shadows. Use the sliders to adjust the balance of tones in the highlights and shadows of your photos. Split toning allows you to add a creative element to RAW conversion and non-destructive editing in SeePlus.

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

To Adjust Highlights and Shadows:

1. In **Edit** mode, under the **Color** group, select **Split Tone**.
2. Drag the sliders to apply colored highlights and shadows as described in the table below.



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

Adjustment Options

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



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



You can use the [Edit Brush](#)



to paint this effect onto specific areas of your image.



You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.



You can use the [Radial Gradient tool](#)



to apply effects around, or directly to, a center point.

Sharpening an Image

You can use the Sharpen tool to sharpen an image by enhancing medium and high contrast edges.

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

To Sharpen an Image Using Sharpen Tool:

1. In Edit mode, in the Detail group, select **Sharpen**.
2. Drag the sliders to enhance or fix your image as described below.

3. Do one of the following:

- Click **Done** to apply your changes and close the tool.
- Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Sharpen Options

Amount	Specifies the amount of sharpening applied by increasing contrast around the edges.
Radius	Controls the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels and tend to bring out coarser detail, while lower values reduce the number of sharpened pixels and tend to bring out finer detail.
Mask	Allows the targeting of edges, while suppressing the sharpening of noise and texture. To view the areas the mask affects, press the ALT key when moving the mask slider. Areas affected by sharpening appear white.
Detail	Suppresses the halo, (the light border that forms around edges with extreme sharpening), by reducing its intensity. The higher the value, the stronger the reduction.
Threshold	Specifies how different the pixel lightness values within an edge must be before the pixels within the edge are sharpened. Higher values sharpen only stronger edges but minimize the appearance of noise. Lower values sharpen both strong and weaker edges, but can increase the appearance of noise. We recommend you set the threshold to enhance edges while keeping background noise to a minimum.



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



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Blurring an Image

You can use the Blur tool to apply different kinds of blur to an image.

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

To Blur an Image:

1. In Edit mode, in the Detail group, select **Blur**.
2. In the **Blur type** drop-down list, select the type of blur to apply.
3. Set the options as described below.

4. Do one of the following:

- Click **Done** to apply your changes and close the Blur tool.
- Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Blur Types

Gaussian	Produces an even, smooth blur.	
	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
Linear	Produces a blurring effect that gives the illusion of movement.	
	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	Angle	Specifies the direction of the blur effect.
Radial	Produces blur around a center point. Click the image to set the center point.	
	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	Clockwise	Specifies clockwise blur.
	Counter-clockwise	Specifies counter-clockwise blur.
	Horizontal position	Specifies the blur's center point on the horizontal axis.
	Vertical position	Specifies the blur's center point on the vertical axis.
Spread	Produces a smeared or frosted blur.	
	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
Zoom	Produces inward or outward blur to or from a center point.	
	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	Zoom in	Creates a blur that zooms in to the image's center.
	Zoom out	Creates a blur that zooms out from the image's center.
	Horizontal position	Specifies the blur's center point on the horizontal axis.
	Vertical position	Specifies the blur's center point on the vertical axis.
Smart Blur	Produces blur by detecting and avoiding edges, and preserves detail based on the threshold setting. This effect is usually used to smooth out skin.	
	Amount	Specifies the amount of blur. Move the slider to the right to intensify the effect.
	Threshold	Specifies how little detail an area must have before the blur will apply to it.
Lens	Produces a blur that mimics the blurring effect of a camera aperture.	
	Select a bokeh shape from the options on the Blur panel. These shapes concentrate in highlights.	
	Amount	Specifies the strength of the blur. Move the slider to the right to intensify the effect.
	Bokeh Frequency	Specifies how often the bokeh shapes show up.
	Bokeh Brightness	Specifies how much the bokeh shapes stand out.



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



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About Noise and Noise Reduction

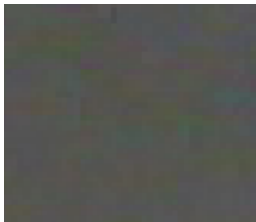
Image noise looks like random black, white, or colored pixels in an area of a photo where there should be solid color, such as a dark night sky. In digital photography, noise is typically more visible in the dark areas of a photo.

There are many causes of image noise. You will increase image noise if you use a high ISO setting (such as ISO 800) to capture a photo, or if you extend the exposure time. (You would typically use a high ISO setting and extend exposure time to take a photo in low light.) However, image noise can be caused by dead or stuck pixels in a digital camera's image sensor. Similarly, dust on a camera lens or scanner bed can cause noise by blocking or reflecting light.

Images generally have two types of noise: luminance and color. Luminance noise is random variations of brightness, and particularly in gray areas, may appear spotted when there should be a solid color in the area of the image.



Color noise is random variations of color in the image.



Noise is visually distracting, so in most cases you will want to reduce noise in your photos. However, if you reduce noise too much you may unintentionally reduce image sharpness. You can use the Noise Removal tool to remove both luminance and color noise in your images.

Removing Noise

You can use the Remove Noise tool to remove noise from your images while preserving details that you want to retain.



You can use the Remove Noise tool to remove hot image pixels caused by digital cameras with malfunctioning CCD array sensors, or the extra pixels caused by a dusty scanner or camera lens.

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

To Remove Noise from an Image:

1. In Edit mode, in the Detail group, click **Noise**.
2. Select the **Remove Noise** tab.
3. Set the options as described below.
4. Do one of the following:
 - Click **Done** to apply your changes and close the Remove Noise tool.
 - Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Noise Removal Options

Despeckle	Removes noise.
Square	Removes noise using a 3 x 3 pixel square.
X	Removes noise using a 3 x 3 pixel X shape. Use this option when you want to preserve an image's thin and diagonal lines.
Plus	Removes noise using a 3 x 3 pixel plus (+) shape. Use this option when you want to preserve an image's thin, vertical, and horizontal lines.
Hybrid	Removes digital camera noise. Adjust the following sliders to further remove noise: <ul style="list-style-type: none"> • Luminance: Reduces the random variations of brightness in the noise. • Color: Reduces the random variations of color in the noise.



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



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Adding Noise

You can use the Add Noise tool to add a grainy texture to an image. Adding small amounts of noise can reduce the appearance of minor imperfections in the original image.

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

To Add Noise to an Image:

1. In Edit mode, in the Detail group, click **Noise**.
2. Select the **Add Noise** tab.
3. Set the options as described below.

4. Do one of the following:

- Click **Done** to apply your changes and close the Add Noise tool.
- Click **Cancel** to discard all changes and close the tool.



Click **Reset** to clear your changes and reset to default settings. If you saved your changes, you cannot reset your settings.

Add Noise Options

Intensity	Specifies the amount of noise to add to the image. A higher intensity increases the chance that a noise pixel will replace a pixel in the original image.
Color proximity	Specifies the color of noise pixels to add to the image. A lower value gives each noise pixel a color similar to the pixel it replaces. Higher values result in a random selection of the noise pixel color.
Noise color	Select one of the following options to specify noise pixel color: <ul style="list-style-type: none"> • Random: Randomly selects the color. • Monochrome: Produces black and white noise pixels. • Adjustable: Randomly selects the color of each noise pixel, but more pixels match a defined color. To define a color, click the color picker and select a color.
Noise placement	Adds noise to image areas that closely match a defined color. Select the Set color checkbox to enable noise placement, and click the color picker to specify a color.
Randomize	Indicates the random placement of noise in an image. When you use Add Noise tool, SeePlus places the noise pixels based on a random seed. This makes the image noise different each time you use the Add Noise tool. You can define a specific random seed to generate identical image noise. To generate a new random seed, click Randomize .



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



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You can use the [Gradient tool](#)



to transition this effect across specific areas of your image.

Adjusting Details

To highlight important details in your photo, and remove the emphasis off others, you can use the Detail Brush. The impact of the Detail Brush is cumulative. This means that the more you brush in a particular area using the blur option, for example, the more blurry the area will become.

To Adjust Details:

1. In Edit mode, open the **Detail** group.
2. Select **Detail Brush**.
3. Adjust the settings as described below.

4. Do one of the following:

- Click **Done** to apply your changes and close the tool.
- Click **Cancel** to discard all changes and close the tool.

Detail Brush Options

Operation	Select the operation would you like to perform:	
	<ul style="list-style-type: none"> • Blur • Sharpen 	
Tool settings	If you selected Sharpen , set the following:	
	Radius	Controls the number of pixels to adjust around each edge. Higher values increase the number of sharpened pixels and tend to bring out coarser detail, while lower values reduce the number of sharpened pixels and tend to bring out finer detail.
	Threshold	Specifies how different the pixel lightness values within an edge must be before the pixels within the edge are sharpened. Higher values sharpen only stronger edges but minimize the appearance of noise. Lower values sharpen both strong and weaker edges, but can increase the appearance of noise . We recommend you set the threshold to enhance edges while keeping background noise to a minimum.
Brush settings	Nib Width	Drag the slider to select a brush size.
	Feathering	Drag the slider to soften the edges of your strokes.
	Strength	Drag the slider to determine the strength of the sharpening or blurring.



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



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

Adjusting Clarity

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

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

To Adjust the Clarity of Your Image:

1. In Edit mode, open the **Detail** group.
2. Select **Clarity**.
3. Drag the **Strength** slider to the right for greater clarity, or to the left for reverse clarity.
4. Do one of the following:
 - Click **Done** to apply your changes and close the tool.
 - Click **Cancel** to discard all changes and close the tool.



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



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



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Chapter 7: PicaView

About SeePlus PicaView

SeePlus PicaView is a quick and easy file viewer "add-on" for Windows/File Explorer™ that saves you time by letting you preview files without having to open them in an application. You can view your image files in various sizes — including RAW files — or its EXIF information, or both, by right-clicking. You can also view a preview of any other file format supported by SeePlus. You can access the SeePlus PicaView preview by right-clicking a file in Windows/File Explorer™.

You can configure a variety of SeePlus PicaView's settings, including the size of the preview, what information displays, and more. Access these settings by clicking **SeePlus PicaView | Options...**, or through SeePlus, by going to **Tools | Options...** and navigating to SeePlus PicaView in the Options dialog's menu.

To Adjust the SeePlus PicaView Options:

1. **Right-click** a file in Windows/File Explorer™ to access the SeePlus PicaView preview.
2. At the top of the preview, click **SeePlus PicaView | Options...**
3. On the SeePlus PicaView Options dialog, set or change the options as described below.
4. Click **OK** to apply your changes.

SeePlus PicaView Options

Display Image

Select the **Display Image** checkbox to display a preview of the right-clicked file on the context menu.

Location:

- **Add image to main menu:** When you right-click, displays preview in the main menu.
- **Add image to sub-menu:** When you right-click, displays preview in a sub-menu, available by clicking the arrow next to **SeePlus PicaView**.

Size:

Select the size of the preview that displays when you right-click.

Show Original

Select **Show Original** to display the pre-edited version of the image when you right-click.

Show EXIF Information

Toggle the **Show EXIF Information** checkbox to display the right-clicked photo's EXIF information.

Chapter 8: Options and Configuration

Setting the General Options

You can adjust settings in the Options dialog box to display helpful tips, set the format for date displays, set automatic rotate options, and control the display of certain image types.

To Access the General Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **General**.
3. On the General page, set or change any of the options described below.
4. Click **OK** to apply your changes and return to SeePlus.

General Options

Enable gamma correction	Applies the specified amount of gamma correction when viewing or previewing images.
Automatically stretch wallpaper to fit screen	Stretches small images to fit the entire desktop when you set them as your wallpaper.
Disable image animation	Displays only the first frame of an animated image in Manage mode's Preview pane and in View mode.
Automatically rotate JPEG and TIFF images based on EXIF orientation	Automatically corrects the orientation of TIFF and JPEG images (based on their EXIF data) when displayed in SeePlus.
Status bar date	Specifies the date to display in the status bar for a selected file.
Date/Time output format	<p>Select one of the following:</p> <ul style="list-style-type: none"> • Default system format: Uses the default system format when displaying the date and time in information overlays. • Custom format: Uses the specified format to display the date and time in all information overlays. Select a format for both Date and Time from the drop-down lists.
Show icon in Taskbar Notification area	Displays the SeePlus icon in the Taskbar Notification area.
Show the Mode Switching icons	Displays the icons next to the names of each mode.
Enable OpenCL image processing	If your computer's video card driver supports it, you can enable this checkbox to improve the speed of processing RAW files. You may wish to ensure that you have the latest video card driver in order to take advantage of this option.
RAW display	<p>Select one of the following:</p> <ul style="list-style-type: none"> • Embedded preview: Use embedded JPEG • RAW decode: Perform high quality decode <p>See Viewing RAW images for more information.</p>

Setting the Manage Mode Options

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

To Set Manage Mode Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **Manage Mode**.
3. On the Manage mode page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Manage Mode Options

Default start folder	Remember from previous session	Opens Manage mode in the same folder that was open the last time you used SeePlus, and automatically applies any browsing criteria you were using.
	Home folder	Always opens Manage mode to the specified Home folder. Click the Browse button to locate a starting folder on your hard drive.
	Show warning if start folder does not exist	If you have enabled Remember from previous session , and that folder, or your Home folder, no longer exist, you will receive a warning.
Display theme	Specifies the color scheme to use in SeePlus.	
Clear path history on exit	Clears the list of recently-accessed folders whenever you exit SeePlus.	
Show full path in title bar	Displays the full path of a file in the SeePlus title bar.	
Show database filename in title bar	Displays the name of the database that SeePlus is currently running in the title bar.	
Folder Tree	Display Density	Sets how condensed the Folder tree appears.
	Use plus signs to expand folder tree	Displays plus signs next to items on the Folder tree that can be expanded.
Error Reporting	Select this option if you do not want to see a system error report if there is an error in SeePlus.	

Setting the Quick Search Options

You can use the Quick Search options to refine your search.

To Set Quick Search Options:

1. In Manage mode, click **Tools | Options**.
2. In the Options dialog box, click **Manage Mode | Quick Search**.
3. On the Quick Search page, set or change any of the Quick Search options described below.
4. Click **OK** to apply your changes and return to SeePlus.

Quick Search Options

Include file names	Searches for file and folder names that begin with the search term.
Include categories	Searches for categories that match the search term, and returns any files assigned to those categories. Subcategories are not included.
Include contents of folders	Searches for folder names that begin with the search term and returns the contents of those folders. Subfolders are not included.

Setting the File List Pane Options

You can use the Options dialog box to set options for the File List pane to suit your preferences, such as grouping archive files with subfolders, or highlighting image types with different background colors. You can also customize your thumbnails, the file types SeePlus displays, and adjust how SeePlus handles files and thumbnails in the File List pane.

To Adjust the File List Pane Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **File List**.
3. On the File List page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

File List Options

File List	Automatically select new files	Automatically selects new files when they are added to the folder displayed in the File List pane.
	Group archives with folders	Treats archive files as folders when sorting items in the File List pane.
	Use embedded thumbnails	Displays the RAW files embedded thumbnail if the RAW file has them.
	Generate high quality thumbnails	Creates a high-quality thumbnail of the RAW file in the background while the embedded thumbnail is displayed, then replaces the poorer quality thumbnail once it is ready.
	Show thumbnails on folders	Displays thumbnails of a folder's contents on the folder icon in the File List pane.
	Remember each folder's sort settings	Select this option if you want SeePlus to remember the sort settings that you used in specific folders.
	<CTRL> key activates hot-tracking	Activates hot-tracking when holding the CTRL key. When selected, you can hot-track (update the contents of the Preview and Properties panes without changing your file selection) by holding the CTRL key and moving your cursor over the File List pane.
	Use animations	Activates or deactivates animation for some features as they close or open. For example, group headers.
Configure Filters	Show all files	Shows image files, folders, media files and archive files in the File List.
	Apply filtering criteria	Shows any of the following that you select, and hides any that are not selected. <ul style="list-style-type: none"> • Show image files • Show folders • Show media files • Show archive files
	Show hidden files and folders	Shows system and other files and that are normally hidden for safety.
	Show THM files	Shows Canon THM files in the File List.
	Show XMP files	Shows XMP sidecar files in the File List.
Highlight image files	Don't highlight image files	Does not highlight image files in Details and Thumbs+Details views.
	Use a single color to highlight image files	Uses a single color to highlight all image file types in Details and Thumbs+Details views.
	Use multiple colors to highlight image files	Uses a different color to highlight each image type in Details and Thumbs+Details views.

Pop-ups	Mouse cursor hover activates pop-ups	Activates or deactivates the animated pop-up preview that displays when you hover over thumbnails in the File List. Settings below allow you to include text and/or an image in the pop-up, or if you turn this option off, to activate the pop-up only when you hold down the SHIFT key.
	<SHIFT> key activates pop-ups	Activates the pop-up only if you hold down the SHIFT key while hovering over a thumbnail in the File List. You can turn this option off if it interferes with SHIFT selection.
	Auto hide pop-ups	Hides pop-ups after 5 seconds, even if you are still hovering over the image.
	Show thumbnail in pop-ups	Shows a pop-up preview of images in the File List when you hover over them with a mouse
	Show file information in pop-ups	Includes text file information in the mouse-over pop-up. You can select the information to display by clicking Configure Pop-ups and clicking on the type of information.
Configure file information	Opens the Choose Pop-up Information dialog where you can select what information to display in the pop-up when you hover over a thumbnail in the File List. The default is file name, location, size, modified date, and image dimension, but you can select other SeePlus Metadata, EXIF, file, image, IPTC, or multimedia attributes.	
Show the Windows Explorer shell context menu as the default right-click menu	Displays the default Windows Explorer context menu instead of the SeePlus context menu.	


Setting the Thumbnail Info Options

You can use the Options dialog box to change what information to display with thumbnails of files in the File List pane. These options are set under **File List | Thumbnail Info**.

To Adjust the Thumbnail Info Options:

1. In Manage mode, click **Tools | Options**.
2. In the Options dialog box, click **File List | Thumbnail Info**.
3. On the Thumbnail Info page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Thumbnail Info Options

Information	File name	Displays the name of each file on the thumbnail in the File List pane.
	Choose Thumbnail Info	Opens a dialog box where you can select the information to display on each thumbnail in the File List pane.
	Choose Tiles Info	Opens a dialog box where you can select the information to display on each tile in Tiles view mode.
	Show unrated, untagged, and unlabeled overlay icons on hover	Shows unrated, untagged, and unlabeled overlay icons on hover.
 To view the overlay icons, go to Browsing Files in the File List Pane .	Rating	Displays a rating overlay icon on thumbnails if the file has been rated in the SeePlus database.
	Embed Pending	Displays a database overlay icon on the thumbnails of files that have had metadata information added and stored in the SeePlus database, but have not yet been written to the files. This icon indicates that a file and the database are out of sync.
	Icon	Displays a file format overlay icon on thumbnails in the File List pane.
	Category	Displays a category overlay icon on thumbnails if the file has been categorized.
	Shortcut	Displays a shortcut overlay icon on thumbnails if the item is a shortcut to another file.
	Offline	Displays an offline overlay icon on thumbnails if the file is stored on an offline device.
	Excluded items	Displays an excluded file icon on thumbnails if the file is excluded from the SeePlus database.
	Tagged items	Displays a tagging overlay icon on thumbnails. If the file is tagged, a checkmark displays in the icon.
	Auto-rotate	Displays an auto-rotate overlay icon on thumbnails if the file was automatically rotated.
	Edited	Displays an Edit overlay icon on thumbnails if the file has been edited.
	Geotagged	Displays a marker overlay icon on thumbnails if the file has been pinned on the map.
	Label	Displays a color label overlay icon on thumbnails if the file has been labeled.

Setting the Thumbnail Style Options

You can use the Options dialog box to change how the thumbnails of files display in the File List pane. These options are set under **File List | Thumbnail Style**.

To Adjust the Thumbnail Style Options:

1. In Manage mode, click **Tools | Options**.
2. In the Options dialog box, click **File List | Thumbnail Style**.
3. On the Thumbnail Style page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Thumbnail Style Options

Thumbnail frame	Show drop shadow	Shows thumbnails with a 3D drop shadow.
	Show slide background	Displays a shaded background behind the thumbnail and its information.
Folder style	XP style folder	Displays folders as an XP-style image.
	3D style folder	Displays folders as a 3D folder with transparency.
Thumbnail ratio	Custom	Specifies a custom height-to-width ratio for the shape of the thumbnails in the File List pane. Drag the slider under the preview to set the ratio. The preview shows you the shape as you move the slider.
	Portrait	Specifies a standard 3:4 portrait ratio for the shape of the thumbnails in the File List pane.
	Landscape	Specifies a standard 4:3 landscape ratio for the shape of the thumbnails in the File List pane.
Thumbnail spacing	Slider	Increases or decreases the space between each thumbnail.
High-quality scaling	Uses high-quality thumbnail scaling in the File List pane.	

Setting the Details View Options

You can use the Options dialog box to change how thumbnails display in the File List pane.

To Adjust the Details View Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **File List | Details View**.
3. On the Details View page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Details View Options

Show grid lines	Separates each row and column in Details view mode with a grid line.
Full row select	Selects the entire row when you click a column entry in that row.
Column auto-width	Automatically resizes each column to fit its contents.
Highlight sort column	Highlights the column used to sort files when you click on the column's title.
Choose Details	Specifies the columns you want to use to sort files in Details view mode.

Setting the Preview Pane Options

You can specify how SeePlus displays previews of your images, and configure settings to play audio and video files automatically, as soon as you view them in the Preview pane.

To Set the Preview Options:

1. Do one of the following:
 - In Manage mode, click **Tools | Options | Preview**.
 - In Manage mode, right-click in the Preview pane and select **Preview Options**.
2. On the Preview options page, set or change the options as described below.
3. Click **OK** to apply your changes and return to SeePlus.

Preview Options

Delay	Specifies how quickly the Preview pane displays an image after you select it in the File List pane.
Size	Specifies the size of the previewed image in relation to the selected image.
Preview audio and video clips	Previews media files as you select them in the File List pane.
Autoplay audio and video clips	Automatically starts playing audio and video files in the Preview pane.
Instant image preview	Displays an instant preview that improves in quality as the image is decoded.
Image and Information	Select one of the following: <ul style="list-style-type: none"> • Show image: Displays a preview of the selected image in the Preview pane. • Show information: Displays information about the selected image in the Preview pane.
Choose Preview Info	Specifies the type of information you want to display in the Preview pane. For more information, see Previewing Images .

Setting the Folders Pane Options

You can customize the Folders pane by showing or hiding the Easy-Select bar, displaying archives, and identifying excluded folders.

To Customize the Folders Pane:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **Folders**.
3. On the Folders page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Folders Pane Options

Easy-Select	Show Easy-Select	Displays the Easy-Select bar in the Folders pane, which you can use to select multiple folders.
	Enable Easy-Select tooltip	Displays a tool-tip when you place your cursor over the Easy-Select bar.
Folder display	Show archives in Folder Pane	Lists archive files in the Folders pane.
	Confirm drag & drop move within folder views	Prompts you for confirmation of folder movements within the Folders pane.
	Show overlay for excluded folders	Displays an overlay icon on folders that are excluded from the SeePlus database.

Setting the Catalog Pane Options

You can customize the Catalog pane to specify which confirmations you want to be prompted for while working with categories, and choose whether to show the Easy-Select bar.

To Set the Catalog Pane Options:

1. In any mode, click **Tools | Options**
2. In the Options dialog box, click **Catalog**.
3. On the Catalog page, set or change the options as described below.
4. Click **OK**.

Catalog Options

Category deletion	Confirm if category has assigned files	Prompts you for confirmation when deleting a category with assigned files.
	Confirm if category has sub-categories	Prompts you for confirmation when deleting a category containing sub-categories.
File removal	Confirm file removal from category	Prompts you for confirmation when un-assigning files from a category.
Easy select	Show Easy-Select	Displays an Easy-Select bar in the Catalog pane, which you can use to select multiple categories, special items, and ratings.
	Enable Easy-Select tooltip	Displays a tool-tip when you place your cursor over the Easy-Select bar.
Icons	Show icons for categories, ratings, color labels, and special items	Displays icons so you can easily identify categories, ratings, color labels, and special items.
	Enable setting categories, keywords, ratings, and color labels	Allows you to set categories, ratings, and color labels in the Catalog pane.

Setting the Calendar Pane Options

You can customize the SeePlus Calendar to start each week on a specific day, to use a 12- or 24-hour clock format, and to use one of four date types when sorting files.

To Set the Calendar Pane Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **Calendar**.
3. On the Calendar page, set or change any of the options described below.
4. Click **OK** to accept your changes and return to SeePlus.

Calendar Pane Options

Date types	Database date	Sorts files in the Calendar pane based on the date stored in the SeePlus database .
	Date taken	Sorts files in the Calendar pane based on the EXIF date of each item.
	File modified date	Sorts files in the Calendar pane based on the last-modified date of each item.
	File created date	Sorts files in the Calendar pane based on the date each file was created on your computer.
Filters	Apply Advanced File List Filters (excluding folders)	Filters the items displayed in the Calendar pane based on the current File List pane filter settings .
	Show image and media files only	Displays only image, audio, and video files in the Calendar pane.
Start of week	Specifies the first day of each week in the Calendar pane.	
Clock formats	12 hour	Uses a 12-hour clock in the Calendar pane.
	24 hour	Uses a 24-hour clock in the Calendar pane.

Setting the CD/DVD Management Options

You can use the Options dialog box to change the folder where Burn Basket files are stored and to set the preferred method for identifying Photo Discs.

To Change the Burn Basket or Photo Disc Identification Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **CD/DVD Management**.
3. On the CD/DVD Management page, set or change any of the options described below.
4. Click **OK** to apply your changes and return to SeePlus.

CD/DVD Management Options

Photo Disc Identification	Use disc volume label	Attempts to identify a Photo Disc by its volume label. This setting is recommended if you are working with multi-session Photo Discs.
	Use disc serial number	Attempts to identify a Photo Disc by its serial number. This setting is preferred when working with single-session Photo Discs, or importing or converting Photo Discs from a previous version of SeePlus.
Burn Basket	Show Burn Basket Wizard welcome step	Displays the Welcome step in the Burn Basket Wizard.
	Browse	Opens the Browse For Folder dialog box where you can change the folder where Burn Basket files are stored.

Setting the Properties Pane Options

You can use the Options dialog box to customize the information available on the Metadata tab in the Properties pane.

To Customize the Metadata Tab in the Properties Pane:

1. In Manage mode, click **Tools | Options**.
2. In the Options dialog box, click **Properties Pane**.
3. On the Properties Pane page, hide the Tagged, Rating, and Color Labels, by deselecting the corresponding checkbox.
4. Hide the Categories by deselecting the checkbox.
5. Click **Manage Metadata Views** to open the Choose Metadata to Display dialog box.
6. Click the plus signs to expand the tree and select your preferences.
7. Click **OK**.
8. Click **OK** to apply your changes and return to SeePlus.



You can also click the Metadata View drop-down list in the Properties pane Metadata tab and select **Manage Metadata Views**.

Setting the File Management Options

You can specify how SeePlus handles renaming and deleting files and folders, and whether SeePlus sends deleted files to the desktop Recycle Bin by default.

To Set the File Management Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **File Management**.
3. On the File Management page, set or change any of the options as described below.
4. Click **OK** to accept your changes and return to SeePlus.

File Management Options

Overwriting duplicate files	Ask	Prompts you for confirmation when overwriting duplicate files.
	Rename	Automatically resolves any naming conflicts when moving or copying files by renaming the source files. In the Separator character field, type a character to use to separate file names in the automatic renaming system.
	Replace	Automatically overwrites files in the target folder without prompting for confirmation.
	Skip	Does not move, copy, or overwrite any files that result in naming conflicts.
Save Originals	Saves a copy of the original file when it is edited using one of the batch editing tools. This makes it possible to restore the original file later. Turning this option off means that originals are not saved during batch editing, and so cannot be restored. In Edit mode, a copy of the original file is always saved, whether or not this option is selected.	
Other	Click to edit file name	Specifies that file names can be edited by clicking the file name in the File List pane.
	Use Recycle Bin	Sends files to the Desktop Recycle Bin. If not selected, deleted files are permanently removed from your hard drive.
	Preserve database information when files are copied	Copies database information with files when you copy them to another location.



Control confirmations for folder delete, file delete, and read-only rename and delete actions in your operating system settings.

Setting the Color Management Options

The SeePlus color management options help reduce color matching problems between devices, such as your computer, your monitor, and printers. SeePlus automatically detects the color profile assigned to your monitor, (if setup correctly within your operating system). It is recommended that you regularly profile your monitor with color management hardware and software.

Before changing the color management settings, make sure you have accurate color profiles for each of the devices that you plan to use. You can obtain color profiles from device manufacturers if the profiles were not included in the device's software, or from the professional printers.



Color management can be a complex process. If you are not familiar with color management systems, it is recommended that you accept the default color management settings in SeePlus.

To Set the Color Management Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **Color Management**.
3. On the Color Management page, set or change any of the options as described below.
4. Click **OK** to accept your changes and return to SeePlus.

Color Management Options

Enable	Enable Color Management	Activates the color management system in SeePlus and the fields in this dialog box.
	Apply to thumbnails	Activates color management for thumbnails.
	Color Management Engine	Select from the drop-down list of color management engines.
Input	Default Input Profile	Specifies the default color profile to use when the image is not tagged with an ICC profile.
	Profile Details	Displays the details for all color profiles currently stored on your computer. Scroll down to find the profile for a specific color space, such as sRGB.
Soft Proofing	Enable Soft Proofing	Allows you to choose from a selection of device profiles you want your monitor to simulate for proofing. You can choose your printer profile to be the emulated device and then preview what the output from your printer would look like on your monitor (soft proofing).
	Emulated Device Profile	Choose the device to be emulated.
	Rendering Intent	<p>A strategy for handling situations where not all colors will fit in the output device's color space. Strategy options consist of:</p> <ul style="list-style-type: none"> • Perceptual: Remaps colors outside of the target color space by compressing all colors for the entire image. Colors may become less saturated as everything condenses towards neutral and away from the saturated colors at the edges of the target color space. • Saturation: Preserves the saturation of colors, potentially at the cost of hue and lightness. This intent is most valuable for business applications, such as graphics, where images need to be vibrant and contrast distinctly from one another. • Relative Colorimetric: Maps all out-of-gamut colors to the closest in-gamut color. Colors that fall outside the range of what the output device can render are adjusted to the closest color the device is capable of displaying. • Absolute Colorimetric: Colors that fall outside the range of what the output device can render are adjusted to the closest color that can be rendered. However, the white point does not move, which may result in the distance of the colors to the white point changing.



Some Soft Proofing menu items are also available through View and Edit Mode. Under **View | Soft Proofing**, select your Rendering Intent or whether to enable Soft Proofing.


Setting the Database Options

You can adjust settings in the Options dialog box to display reminders, control database information, and specify a location on your hard drive where you want to store your database files and cached thumbnails.

To Set the Database Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog, click **Database**.
3. On the Database page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Database Options

Database file	Displays the location on your hard drive where the SeePlus database is stored.
Display backup reminder	Automatically reminds you to back up your SeePlus database. Click the Every drop-down list and select how often you would like to be reminded.
Manage excluded folders	Opens the Excluded Folders List dialog box, where you can specify which folders you want to exclude from the SeePlus database.
Display embed SeePlus Metadata reminder	Displays a reminder to embed SeePlus Metadata.
Set database date to EXIF date	Automatically adds the EXIF date to the SeePlus database when you catalog the contents of a folder.  Note: If the database date is changed, the Embed Pending flag does not show up.
Import EXIF and IPTC metadata from cataloged files	Automatically imports EXIF and IPTC information into the SeePlus database whenever you catalog the contents of a folder. If this option is not selected, SeePlus does not import the EXIF and IPTC information, but does set aside space within the database records. To remove the empty records, be sure to optimize your database frequently.
Set "Embed Pending" when tagging files	Displays a database overlay icon on thumbnails if the file has been tagged, but this metadata has not yet been written to the file. This icon indicates that the file and the database are out of sync. When this option is disabled, tagged images will not show up under Embed Pending in the Special Items section of the Catalog pane.
Show separator conflict dialog for IPTC keywords	Displays the IPTC Keywords dialog box when a separator conflict occurs. You can specify a method of handling conflicts within the dialog and select not to display it again. Select this option to change or adjust those settings the next time a separator conflict occurs.
Show separator conflict dialog for IPTC supplemental categories	Displays the IPTC Supplemental Categories dialog box when a separator conflict occurs. You can specify a method of handling conflicts within the dialog and elect not to display it again. Select this option to change or adjust those settings the next time a separator conflict occurs.

Setting the Documents Mode Options

You can adjust settings in the Options dialog box to determine which files will display in Documents mode and how.

To Set the Documents Mode Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog, click **Documents Mode**.
3. On the Documents Mode page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Documents Mode Options

Show database orphan files	Select Show database orphan files to display missing files flagged as orphans.
Mouse cursor hover activates pop-ups	Activates or deactivates the animated pop-up preview that displays when you hover over thumbnails in Year View.
Show navigation thumbnail while scrolling	Activates or deactivates the animated pop-up navigation thumbnail, which displays the date on the thumbnail during scrolling. This option is to assist with orientation for users scrolling through large file collections.
Sort thumbnail dates	Select whether your thumbnails will display from oldest to newest or newest to oldest.

Setting the View Mode Options

You can use the Options dialog box to adjust the behavior of View mode to suit your preferences, and increase the speed with which files are displayed.

To Set the View Mode Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **View Mode**.
3. On the View mode options page, set or change any of the View mode options described below.
4. Click **OK** to accept your changes and return to SeePlus.

View Mode Options

Decoding and caching	Decode next image in advance	Automatically decodes the next image in sequence in View mode, resulting in shorter load times.
	Keep previous image in memory	Keeps the previously decoded image in memory for quick display in View mode.
Startup files	Replace images in list	Does not open a new View mode window if an image is opened from another application.
	Images in new window	Opens a new View mode window to display images opened from another application.
Dropped files	Replace images in list	Replaces the list of images open in View mode with images dropped into View mode from another application.
	Add images to list	Adds any images dropped into View mode by another application to the list of images already open.
Always on top	Keeps the SeePlus window as the top window in a stack of windows.	
Full-screen	Opens images in View mode in full-screen mode. (Press F to exit full-screen mode.)	
Hide mouse cursor in full-screen	Hides the cursor in full-screen mode.	
Instant image preview	Displays an instant preview in View mode that improves in quality as the image is decoded.	
Use SeePlus Quick View	If selected, SeePlus Quick View is set as the default viewer for images when SeePlus is closed.	
Show pixels when zoomed past 100%	Resampling is not applied to images zoomed past 100%. When the box is unchecked, images zoomed past 100% are resampled to produce smooth transitions, but this may result in excessive blurring.	
Always open in selected SeePlus Lens	On startup, opens images in the SeePlus Lens last selected prior to closing SeePlus.	
Exit after delete/move	Automatically returns to Manage mode after moving or deleting an image in View mode.	
View all images in folder	Adds all images in a folder to the current image list when viewing any file from that folder.	
Show full image file path	Displays the image's full file path in View mode title and status bars.	
Sharpen subsampled images	Automatically sharpens the view for images zoomed in at less than 100%.	

Setting the Display Options

You can use the Options dialog box to change the window background and specify how images are zoomed.

To Set the Display Options:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **View Mode | Display**.
3. On the Display options page, set or change the options described below.
4. Click **OK** to accept your changes and return to SeePlus.

Display Options

Zoom options	Default zoom mode	Specifies the default zoom level for images in View mode.
	Reset zoom mode to default on every image change	Resets the zoom mode to the selected default when the displayed image changes.
	Resize	Resizes the image based on the selected option. For more information about how these choices affect the Viewer, see Automatically shrinking or enlarging images .
Pan tool	Enable click-zooming	Deselect to turn off the one click image toggle between Default view and Actual Size view.
Pan speed	Slow - Fast	Specifies the speed when panning an image.
Background	Default color	Uses the default SeePlus color for the background in View and Edit mode.
	Custom color	Specifies a color to use as the background in View and Edit mode.
	Tiled image	Uses a tiled image as the background for View and Edit mode. Click Browse to locate an image on your hard drive.



The background color and tiled image options do not affect full screen mode.



To change the background color in SeePlus Quick View, [open an image in Quick View](#), and then click **Tools | Options**.

Setting the Edit Mode Options

You can use the Options dialog box to show icons in Edit mode.

To Show Icons in the Edit Pane:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **Edit Mode**.
3. Set the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

Edit	Show icons in edit pane	Displays icons next to the tools in Edit.
	GPU selection	<p>In order to ensure optimum performance, parts of Edit mode run off of your GPU. SeePlus automatically chooses the best GPU in your system. This option — Let SeePlus decide — is enabled by default. When Let SeePlus decide is enabled, GPU model text displays next to the option, specifying whether Edit mode is running off of your primary GPU or another, more superior GPU that SeePlus has detected. In most cases, the GPU detected and identified as the best by SeePlus will be one and the same: your primary GPU.</p> <ul style="list-style-type: none"> • Use primary: You can enable this option if you prefer to use your primary GPU over the GPU SeePlus has chosen. • Let SeePlus decide: Select this option to enable using the superior GPU found by SeePlus.
	Recorded Actions Folder	Displays the path of the location where your action scripts (your recordings) are stored on your hard drive. Click the Browse button to specify a new location on your hard drive.
	Adobe® Photoshop® Plugin Paths	<p>Displays the paths of the hard drive locations of your Photoshop® plugins. This will tell SeePlus where to find your plugin. Ideally, you will direct the path to the location where your Photoshop® plugins are already stored.</p> <p>To change or add a location, press Add, then browse to the location, select it and press Select Folder.</p> <p>To remove a location, select it and press Remove.</p> <p>To move your plugins to a listed location, select the location and press Open Folder. You can then drag your plugins into the folder.</p>

Setting the SeePlus Showroom Options

You can customize the SeePlus Showroom desktop slideshow in a number of ways, including changing the slide duration, order, and transition or changing the frame opacity, size, and frame style.

To Customize the SeePlus Showroom Desktop Slideshow:

1. Start SeePlus Showroom by doing one of the following:
 - In any mode, click **Tools | Create | SeePlus Showroom**.
 - Click **Start | Programs | ACD Systems | SeePlus Showroom**.
2. Right-click anywhere in the SeePlus Showroom window and select **Options**.
3. Set or change the options as described below.
4. Click **Set As Default** to use the currently selected options as the default for new Showroom windows.
5. Click **OK** to apply your changes.

SeePlus Showroom Options

Picture Folder	Include subfolders	Select this option if you want to include photos from subfolders in the slideshow.
	Skip hidden folders	Select this option to skip hidden folders such as the [Originals] folders that are created when you process images.
Slide	Duration	Drag the slider to the left to decrease the display time for each photo and to the right to increase the display time for each photo.
	Order	From the Order drop-down list select Sequential to display photos in order or Random to display photos randomly.
	Transition	From the Transition drop-down list select None if you do not want any special transition effects, Slide if you want photos to enter the window from the right and exit to the left, and Fade if you want to reduce photo opacity during the transition from one photo to another.
	Apply to all	Select Apply to all if you want to apply these changes to all slideshows.
Showroom Window	Opacity	Drag the Opacity slider to the left to reduce the opacity of the Showroom window and to the right to increase opacity.
	Size	From the Size drop-down list select either a Small , Medium , or Large Showroom window frame.
	Frame	From the Frame drop-down list select a frame style.
	Always on top	Select Always on top if you want the Showroom window to display on top of all other application windows.
	Apply to all	Select Apply to all if you want to apply these changes to all Showroom windows.
Run at startup	Select Run at startup if you want to start SeePlus Showroom automatically when you start your computer.	

Setting the SeePlus Quick View Options

You can customize SeePlus Quick View in a number of ways, including displaying Quick View on top of any open windows, displaying Quick view at full screen, or even changing the background color in the Quick View window.

To Customize SeePlus Quick View:

1. Double-click on an image. For example, double-click on the image in Windows Explorer or in an email message.
2. Click **Tools | Options**.
3. Set or change the options as described below.
4. Click **OK** to apply your changes.

SeePlus Quick View Options

Use SeePlus Quick View	If selected, SeePlus Quick View is set as the default viewer for images when SeePlus is closed.
Enable gamma correction	Applies the specified amount of gamma correction when viewing images.
Disable animation	Displays only the first frame of an animated image.
Always on top	Keeps the Quick View window as the top window in a stack of windows.
Full screen	Opens images in the Quick View window in full screen mode.
Hide mouse cursor in full screen	Hides the cursor in full screen mode.
Default zoom mode	<p>Fit image: Displays the image at the largest magnification that fits in the Quick View window. Images that are smaller than the Quick View window display at their original size.</p> <p>Actual size: Displays the image at its actual size in the Quick View window.</p>
Background	<p>Default color: Uses the SeePlus background color in Quick View.</p> <p>Custom color: Specifies a color to use as the background in the Quick View window. Click the color swatch to select a different color.</p>

Setting the Media Options

You can change what application handles your audio and video files when launched from SeePlus.

To Customize the Default Media Player for Files Launched from SeePlus:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **Media**.
3. To launch audio and video files in your system's default media player, check the **Use default media player to open audio and video files** checkbox.
4. Click **OK** to apply your changes.

Setting the SeePlus Indexer Options

You can use the Options dialog to customize the functionality of the SeePlus Indexer.

To Customize the SeePlus Indexer:

1. In any mode, click **Tools | Options**.
2. In the Options dialog box, click **SeePlus Indexer**.
3. On the Folders page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

SeePlus Indexer Options

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

Setting the SeePlus PicaView Options

You can use the Options dialog box to change your SeePlus PicaView settings, as well as toggling it on and off.

To Adjust the SeePlus PicaView Options:

1. In Manage mode, click **Tools | Options**.
2. In the Options dialog box, click **SeePlus PicaView**.
3. On the SeePlus PicaView page, set or change the options as described below.
4. Click **OK** to apply your changes and return to SeePlus.

SeePlus Picaview Options

Enable SeePlus Picaview	This checkbox enables or disables SeePlus PicaView. When enabled, SeePlus PicaView appears when an SeePlus-supported file is right-clicked anywhere on your hard drive. You have the option of displaying a preview of the file or image, and its EXIF information, or one or the other.	
Display Image	Select the Display Image checkbox to display a preview of the right-clicked file.	
	Location:	<ul style="list-style-type: none"> • Add image to main menu: When you right-click, displays image in the main menu. • Add image to sub-menu: When you right-click, displays image in a sub-menu, available by clicking the arrow next to SeePlus PicaView.
	Size:	Select the size of the preview that displays when you right-click.
	Show Original	Select Show Original to display the pre-edited version of the image when you right-click.
Show EXIF Information	Toggle the Show EXIF Information checkbox to display the right-clicked photo's EXIF information.	

Creating Custom Workspaces

You can create and save custom Manage mode workspaces based on your preferences or the tasks you perform in SeePlus. For example, you could create and save an editing workspace, an organizing workspace, and a browsing workspace, each with its own panes and tools arranged for easy access.

To Create and Save a Custom Workspace:

1. Change the Manage mode workspace by displaying or hiding specific panes, moving and docking panes, stacking panes, or resizing panes.
2. When you are satisfied with the layout of the panes, click **View | Workspaces | Manage Workspaces**.
3. In the Manage Workspaces dialog box, click **Save Workspace**.
4. Type a name for the workspace, and then click **OK**.
5. Click **OK**.

To Load a Saved Workspace:

1. Click **View | Workspaces**.
2. Select the saved workspace.

To Restore the Default Workspace:

Click **View | Workspaces | Default Workspace**.

Auto-hiding Panes and Panels

You can use the **Auto Hide** button to automatically hide some panes and panels in SeePlus. When a pane is set to auto-hide, it rolls away when you click outside of it, leaving a tab displayed. You can access the pane by moving the cursor over the tab. When a pane or panel is floating, the auto-hide feature is not available. You cannot move the pane to a new location if it is set to auto-hide.

The Auto Hide button's appearance on the pane's title bar reflects its current setting:

A horizontal pushpin indicates that the pane is set to automatically hide when you click outside of it.

A vertical pushpin indicates that the pane is fixed and will remain visible even if you click outside of it.

To Set or Remove Auto-Hide:

Click the **Auto Hide** button on the title bar so that it displays a slanted or horizontal pushpin.

Using the Task Pane

The Task Pane displays groups of often-used tasks from the menus and toolbars based on your current location and selections in SeePlus. By default, the Task Pane opens on the right side of the Manage mode window.

To Open or Close the Task Pane:

In Manage mode, click **View | Task Pane**.

The menus in the Task Pane change depending on what area of the Manage mode window you are working in and what items you select. For example, if you select more than a folder in the File List pane, the Task Pane displays different menus than it does if you select a photo or media file.

The options on the Task Pane menus also change dynamically. For example, if you select multiple images in the File List, the options in the Fix and Enhance Photos menu change to list options that you can use with multiple images.

Customizing Toolbars

You can customize the appearance and organization of toolbars in Manage mode and View mode by selecting which toolbars to display, and specifying each toolbar's buttons or commands. You can also discard your changes and reset the toolbars to their default layout at any time.

Displaying and Hiding Toolbars

You can choose to display or hide the specific toolbars in Manage mode and View mode.

To Display or Hide a Toolbar:

Do one of the following:

- In Manage mode, click **View | Toolbars**, and then select the toolbar you want to display or hide.
- In View mode, click **View**, and then select the toolbar you want to display or hide.

Customizing Toolbar Contents

You can customize the following toolbars:

- In Manage mode: The Main toolbar and the File List toolbar.
- In View mode: The Bottom toolbar.

You can add, remove, and rearrange buttons on these toolbars. You can also display or hide text labels and tool tips for the buttons on these toolbars, and change button size. All toolbar customization options are on the Customize dialog box.

To Display the Customize Dialog Box:

Do one of the following:

- In Manage mode, click **View | Toolbars** and then select **Customize**.
- In Manage mode, click the drop-down arrow, located to the right of the Main toolbar or File List toolbar, and select **Customize**.
- In View mode, click the drop-down arrow, located to the right of the Bottom toolbar, select **Add or Remove Buttons**, and then select **Customize**.

To Display or Hide Text Labels Below Toolbar Buttons:

1. Display the Customize dialog box.
2. Click the **Toolbars** tab.
3. Select **File List Toolbar** or **Main Toolbar**.
4. Select the **Show text labels** checkbox to display text labels, or clear the **Show text labels** checkbox to hide text labels.
5. Click **Close**.

To Display or Hide Tool Tips for Toolbar Buttons:

1. Display the Customize dialog box.
2. Click the **Options** tab.
3. Select **Show ScreenTips on toolbars** to display tool-tips, or clear **Show ScreenTips on toolbars** to hide tool-tips. If you select this option, you can also select **Show shortcut keys in ScreenTips** to show keyboard shortcuts in the tool-tips.
4. Click **Close**.

To Change the Toolbar Button Size:

1. Display the Customize dialog box.
2. Click the **Options** tab.
3. Select **Large Icons** to display larger toolbar buttons, or clear **Large Icons** to display smaller toolbar buttons.
4. Click **Close**.

Resetting Toolbars

You can discard all of your changes, and return the toolbars and buttons to their default states.

To Reset the Toolbars:

1. Display the Customize dialog box.
2. Click the **Toolbars** tab, and then click **Reset All**.
3. Click **Yes** to reset the toolbars.
4. Click **Close**.

Customizing the Editing Tools Pane

You can resize, move, and dock the Editing Tools pane in Edit mode to suit your preferences.

To Customize the Editing Tools Pane:

1. In Edit mode, drag the Editing Tools pane's title bar to a new location. If you drag the Editing Tools pane to either the left or right side of the window, it will dock against that side.
2. To resize the Editing Tools pane, drag one of its edges.

Configuring External Editors



You must configure an external editor before you can assign a shortcut key to it or place it as a button on the toolbar.

To Configure an External Editor in SeePlus:

1. In Manage mode, click **Tools | External Editors | Configure Editors**.
2. In the Configure Photo Editors dialog box, click **Add**.
3. Browse to the folder on your hard drive that contains an image editing application.
4. Select the executable file of the editing application. For example, Canvas16.exe.

5. Click **Open**.
6. In the **Name** field, type a name for the editor, and then click **OK**.

To Create a Shortcut to an External Editor:

1. Click the Toolbar drop-down arrow (to the right of the **External Editors** menu item) and select **Add or Remove Buttons | Customize**.
2. In the Customize dialog box, click the **Keyboard** tab and select **External Editors** from the Category list.
3. Enter a shortcut key into the **Press New Shortcut Key** field.
4. Click **Assign** and close the dialog box.

Your new keyboard shortcut has been set.

To Add an External Editor to the FileList Toolbar in Manage Mode:

1. Click the Toolbar drop-down arrow (to the right of the **External Editors** menu option) and select **Add or Remove Buttons | Customize**.
2. In the Customize dialog box, in the **Commands** tab, select **External Editors** from the Category list.
3. Click and drag an External Editor from the list onto the FileList toolbar.
4. Close the dialog box.

The External Editor is added to the FileList toolbar.

To Add an External Editor Button to the Toolbar in View Mode:

1. Click the Toolbar drop-down arrow next to the tools and select **Add or Remove Buttons | Customize**.
2. In the Customize dialog box, in the **Commands** tab, select **External Editors** from the Category list.
3. Click and drag an External Editor from the list onto the toolbar.
4. Close the dialog box.

The External Editor is added to the toolbar.

To Manage Your Image Editors:

1. In the Configure Photo Editors dialog box, in the **Editors** list, select the application you want to change.
2. Do any of the following:
 - To change the location of the executable file or the name of the application displayed in the Editors list, click **Edit**. Set the location and name of the application, and then click **OK**.
 - To set the application as the default external editor for SeePlus, click **Set As Default**.
 - To specify whether the application can handle multiple images at the same time, select or clear the checkbox in the **Supports Multiple Images** column.
 - To remove the application from the list, click **Remove**.
3. Click **OK** to accept your changes and return to SeePlus.

To Open an Image in an External Image Editor:

1. In Manage or View mode, select the image you want to open in the external editor.
2. Do one of the following:
 - Click **Tools | External Editors | Default External Editor** or the name of an editor.
 - Press **CTRL + ALT + X** to open the image in the default external editor.

Customizing Keyboard Shortcuts

There are pre-defined keyboard shortcuts for commands that you use frequently in Manage mode and View mode. You can change pre-defined shortcuts, or create keyboard shortcuts for commands that do not currently have shortcuts.

Some commands, such as Open and Copy, are available in both Manage mode and View mode. You can use the same keyboard shortcut for these commands in Manage mode and the View mode, or you can define different shortcuts for these commands in Manage mode and View mode. To define a shortcut for a command in a specific mode, open the Customize dialog from that mode.

To Customize Keyboard Shortcuts:

1. Do one of the following:
 - In Manage mode, click **View | Toolbars**, and then select **Customize**.
 - In Manage mode, click the drop-down arrow, located to the right of the Main toolbar or File List toolbar, and then select **Customize**.
 - In View mode, click the drop-down arrow, located to the right of the Bottom toolbar, select **Add or Remove Buttons**, and then select **Customize**.
2. In the Customize dialog box, click the **Keyboard** tab.
3. From the **Category** drop-down, select a top-level menu, such as File, Edit, or View. The commands available from that menu display in the Commands list box.
4. Select a command in the **Commands** list box.
 - If a keyboard shortcut has been defined for that command, it displays in the **Current Keys** box.
 - If a keyboard shortcut has not been defined for that command, the Current Keys box will be empty.
5. To remove an existing keyboard shortcut, select the keyboard shortcut in the Current Keys box, and then click **Remove**.

To Define a New Keyboard Shortcut:

1. Click in the **Press New Shortcut Key** text box.
2. Press the keys on your keyboard that you want to use for the keyboard shortcut.
The keys display in the **Press New Shortcut Key** text box.
3. Click **Assign**.
The new keyboard shortcut displays in the Current Keys box.
4. To remove all custom keyboard shortcuts and restore the default keyboard shortcuts, click **Reset All**.
5. Click **Close**.

Changing the Display Theme

In SeePlus you can change the display theme to change the background color of the panes and toolbars.

To Change the Display Theme:

1. In Manage mode, click **Tools | Options**.
2. In the Options dialog box, click **Manage Mode**.

3. In the **Display theme** drop-down list, select a theme.
4. Click **OK** to apply your changes and return to SeePlus.

Chapter 9: Shortcuts

Manage Mode Keyboard Shortcuts

You can use the following keyboard shortcuts while working in Manage mode. There are also shortcuts that can be used specifically in the [Calendar pane](#).



To print this page for easy reference, right-click and select **Print...**

This Shortcut	Has This Result
\ (backslash)	Tags or untags the file.
` (grave accent)	Toggles image audio on or off.
ALT + LEFT ARROW	Returns to the previous folder you browsed in the File List pane.
ALT + RIGHT ARROW	Returns to the folder you last moved back from in the File List pane.
ALT + 0 to 5	Assigns a color label to the currently selected item. Press ALT + 0 to remove a color label.
ALT + B	Adds the selected items to the Burn Basket.
ALT + C	Copies one or more selected files to a folder you specify.
ALT + COMMA	Opens the previous tab in the Properties pane.
ALT + ENTER	Opens or closes the Properties pane.
ALT + F4	Closes SeePlus.
ALT + G	Opens the Import dialog box.
ALT + I	Opens the Filters dialog box where you can specify the types of files displayed in the File List pane.
ALT + K	Places the cursor in the Keyword section of the IPTC group in the Metadata tab of the Properties pane.
ALT + M	Moves one or more selected files to a folder you specify.
ALT + O	Opens the Options dialog box.
ALT + PERIOD	Opens the next tab in the Properties pane.
ALT + Q	Removes currently displayed item from the Burn Basket.
ALT + SHIFT + F	Maximizes the File List pane.
ALT + W	Restores your desktop wallpaper to the settings you were using before you applied an SeePlus wallpaper.
ALT + X	Removes currently displayed item from the File Basket.
SPACEBAR	Opens the selected document in View mode.
ALT + SPACEBAR	Opens the selected document in its default application.
BACKSPACE	Moves up one level in the current drive's folder structure.
CTRL + 0 to 5	Assigns a rating to the currently selected item. Press CTRL + 0 to remove a rating.
CTRL + \ (backslash)	Selects the tagged files.
CTRL + A	Selects the entire contents of the current folder.
CTRL + B	Adds the selected items to the File Basket.
CTRL + C	Copies the selected items to the Clipboard.
CTRL + E	Opens the currently selected image in Edit mode.
CTRL + F	Opens the Batch Convert File Format dialog box.
CTRL + G	Generates a file listing as a text document.
CTRL + I	Selects all images in the current folder.
CTRL + INSERT	Copies selected items to the Clipboard.
CTRL + J	Opens the Batch Rotate/Flip Images dialog box.
CTRL + K	Places the cursor in the Keywords field of the Organize tab in the Properties pane.
CTRL + L	Opens the Batch Adjust Exposure dialog box.
CTRL + M	Opens the Manage Metadata Presets dialog box.

CTRL + N	Creates a new folder in the File List pane.
CTRL + O	Opens the Open Files dialog box, in which you can select one or more images to open in View mode.
CTRL + P	Opens the currently selected file or files in the SeePlus Print utility.
CTRL + R	Opens the Batch Resize Images dialog box.
CTRL + S	Creates a slideshow from the currently selected images.
CTRL + T	Opens the Batch Adjust Time Stamp dialog box.
CTRL + TAB	Moves the focus of the Manage mode window between the currently displayed panes.
CTRL + V	Pastes the contents of the Clipboard.
CTRL + W	Closes SeePlus.
CTRL + X	Cuts the currently selected items to the Clipboard.
CTRL + ALT + B	Opens the Batch Edit dialog box.
CTRL + ALT + D	Opens the Edit Caption dialog box.
CTRL + ALT + E	Opens the Export dialog box.
CTRL + ALT + R	Opens the selected images in the Compare Images viewer.
CTRL + ALT + W	Sets the selected image as a stretched desktop wallpaper.
CTRL + ALT + X	Opens the current image in the default external editor.
CTRL + RIGHT CLICK	Opens Windows Explorer context menu.
CTRL + SHIFT + 1	Opens or closes the Folders pane.
CTRL + SHIFT + 2	Opens or closes the Catalog pane.
CTRL + SHIFT + 3	Opens or closes the Search pane.
CTRL + SHIFT + 4	Opens or closes the Calendar pane.
CTRL + SHIFT + 5	Opens or closes the File Basket.
CTRL + SHIFT + A	Selects all files in the current folder.
CTRL + SHIFT + B	Shows or hides the status bar.
CTRL + SHIFT + C	Copies the currently selected image to the Clipboard.
CTRL + SHIFT + D	Clears your current selection.
CTRL + SHIFT + E	Opens the current file in the default system application or opens a dialog box where you can select an application.
CTRL + SHIFT + F	Toggles the full-screen view for the File List pane.
CTRL + SHIFT + I	Inverts your current selection.
CTRL + SHIFT + L	Opens or closes the Selective Browsing pane.
CTRL + SHIFT + M	Opens or closes the Map pane.
CTRL + SHIFT + O	Opens the file using the system application associated with its file extension.
CTRL + SHIFT + P	Opens or closes the Preview pane.
CTRL + SHIFT + T	Displays or hides the Manage mode Main toolbar.
CTRL + SHIFT + TAB	Moves the focus of the Manage mode window between the currently displayed panes.
CTRL + SHIFT + W	Sets the selected image as a tiled desktop wallpaper.
CTRL + SHIFT + ALT + W	Sets the selected image as a centered desktop wallpaper.
DELETE	Deletes the selected items to the Recycle Bin.
ENTER	Opens the selected item in View mode.

F1	Opens the SeePlus Help file.
F2	Renames one or more selected files.
F3	Opens the Search pane.
F4	Displays the Contents bar drop-down list.
F5	Refreshes Manage mode.
F6	Changes the File List to Thumbs+Details view.
F7	Changes the File List to Filmstrip view (called File List).
F8	Changes the File List to Thumbnails view.
F9	Changes the File List to Tiles view.
F10	Changes the File List to Icons view.
F11	Changes the File List to List view.
F12	Changes the File List to Details view.
SHIFT + DELETE	Removes the selected item from your hard drive.
SHIFT + F5	Refreshes the File List pane.
SHIFT + INSERT	Pastes the contents of the Clipboard.
SHIFT + TAB	Moves the focus of the Manage mode window to the previous pane or tool in sequence.
TAB	Moves the focus of the Manage mode window to the next pane or tool in sequence.

Manage Mode Mouse Shortcuts

You can use the following mouse shortcuts in Manage mode.



To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
Double-click	Opens the selected file in View mode.
Right-click	Opens the Manage mode context menu.
SHIFT + click	Selects a group of files.
Click + drag	Selects a group of files. Be sure to click on a blank area of the screen, not on an image or folder, before you drag, so you can draw a selection box around the group of files.
CTRL + click	Selects files you click on.
CTRL + right click	Opens the Windows Explorer context menu.
CTRL + Wheel up	Increases the magnification of the thumbnail (zooms in).
CTRL + Wheel down	Decreases the magnification of the thumbnail (zooms out).

Calendar Pane Shortcuts

Once you are familiar with the basic calendar pane options, consider using the following shortcuts:

- Click the title bar on a year, month, or day table to display all available images for that year, month, or day.
- Right-click the title bar on a year, month, or day table to scroll through and select from adjacent years, months, or days.

- In Year view double-click any month to switch to Month view. Or, in Month view, double-click any date to switch to Day view.
- In Month view click the letter indicating a day of the week to display all available images for that day of the week. For example, click **F** to select all Fridays in that month.
- In Day view click **AM** or **PM** to select the first or second half of a day.
- In Event view press and hold the **CTRL** key and click any month or day to display all available images for those months or days.
- Click on the title of any month calendar, to select all the photos in that month.
- Click the name of the week, to select all the photos in those weeks of the month.
- Drag and select any days in the calendar to select all the photos in those days.

View Mode Keyboard Shortcuts

You can use the following keyboard shortcuts while working in View mode.




To print this page for easy reference, right-click and select **Print...**



If you would like to define your own keyboard shortcuts, see [Customizing Keyboard Shortcuts](#).

Shortcut	Resulting Action
\ (backslash)	Tags or untags the file.
= (equal sign)	Increases the magnification of the current image (zooms in).
` (grave accent)	Toggles image audio on or off.
ALT + ENTER	Opens or closes the Properties pane.
ALT + DOWN ARROW	Zooms the image to fit the height within View mode window. Does not enlarge, only reduces.
ALT + RIGHT ARROW	Zooms the image to fit the width within View mode Window. Does not enlarge, only reduces.
ALT + \	Toggles the zoom lock on and off.
ALT + 0 to 5	Assigns a color label to the currently selected item. Press ALT + 0 to remove a color label.
ALT + B	Adds the selected items to the Burn Basket in Manage mode.
ALT + C	Copies the current item to a folder you specify.
ALT + COMMA	Moves the focus in the Properties pane to the previous tab.
ALT + D	Opens the Edit Caption dialog box.
ALT + F4	Closes SeePlus.
ALT + M	Moves the current item to a folder you specify.
ALT + O	Opens the SeePlus Options dialog box.
ALT + PERIOD	Moves the focus in the Properties pane to the next tab.
ALT + Q	Removes currently displayed item from the Burn Basket in Manage mode.
ALT + R	Opens the Rename File dialog box.
ALT + S	Starts or stops the Auto Advance slideshow.
ALT + W	Restores your desktop wallpaper to the settings you were using before you applied an SeePlus wallpaper.
ALT + X	Removes currently displayed item from the File Basket in Manage mode.
B	Displays or hides the status bar.
BACKSPACE	Displays the previous item in the slideshow, Auto Advance, or View sequence.
CTRL + LEFT ARROW	Displays the previous file.
CTRL + RIGHT ARROW	Displays the next file.
CTRL + 0 to 5	Assigns a rating to the currently selected item. Use only the numeric keypad for these shortcuts. Press CTRL + 0 to remove a rating.
CTRL + A	Displays or hides headers and footers.
CTRL + B	Adds currently displayed item to the File Basket in Manage mode.
CTRL + C	Copies the currently displayed file to the Clipboard.
CTRL + E	Opens the currently selected image in Edit mode.
CTRL + F	Opens the Batch Convert File Format dialog box.
CTRL + F4	Closes the current item.
CTRL + INSERT	Copies the selected portion of an image to the Clipboard.
CTRL + J	Opens the Batch Rotate/Flip Images dialog box.

Shortcut	Resulting Action
CTRL + MINUS	Reduces the magnification of the area inside the Magnifying Glass pane.
CTRL + O	Opens the Open files dialog box, in which you can select one or more images to open in View mode.
CTRL + P	Opens the current image in the SeePlus Print utility.
CTRL + PLUS	Increases the magnification of the area inside the Magnifying Glass pane.
CTRL + Q	Clears the current selection.
CTRL + S	Opens the Save Image As dialog box, in which you can save your image with a different name or file format.
CTRL + T	Opens the Batch Adjust Time Stamp dialog box.
CTRL + V	Pastes the contents of the Clipboard.
CTRL + W	Closes SeePlus.
CTRL + X	Cuts the current item to the Clipboard.
CTRL + ALT + LEFT ARROW	Rotates the current image 90° counterclockwise.
CTRL + ALT + RIGHT ARROW	Rotates the current image 90° clockwise.
CTRL + ALT + L	Opens the previous image.
CTRL + ALT + W	Sets the selected image as a stretched desktop wallpaper.
CTRL + ALT + X	Opens the current image in the default external editor.
CTRL + Right-click	Opens the Windows Explorer context menu.
CTRL + SHIFT + A	Opens or closes the Magnifying Glass.
CTRL + SHIFT + B	Displays or hides the status bar.
CTRL + SHIFT + C	Copies the currently displayed image to the Clipboard.
CTRL + SHIFT + F	Toggles full screen mode.
CTRL + SHIFT + F4	Closes all images.
CTRL + SHIFT + H	Opens or closes the Histogram pane.
CTRL + SHIFT + P	Prints all currently selected images, or all images in the current folder.
CTRL + SHIFT + Q	Opens the Edit Header/Footer dialog box, in which you can specify the text to display on your images in View mode.
CTRL + SHIFT + S	Opens or closes the Navigator pane.
CTRL + SHIFT + T	Displays or hides the Bottom toolbar.
CTRL + SHIFT + W	Sets the selected image as a tiled desktop wallpaper.
CTRL + SHIFT + ALT + W	Sets the selected image as a centered desktop wallpaper.
CTRL + SHIFT + 1	Changes the image color depth to Black and White.
CTRL + SHIFT + 2	Changes the image color depth to 16 grays.
CTRL + SHIFT + 3	Changes the image color depth to 256 grays.
CTRL + SHIFT + 4	Changes the image color depth to 16 colors.
CTRL + SHIFT + 5	Changes the image color depth to 256 colors.
CTRL + SHIFT + 6	Changes the image color depth to Hicolor.
CTRL + SHIFT + 7	Changes the image color depth to Truecolor.
DELETE	Deletes the current image to your Recycle Bin.
E	Toggles the exposure warning on and off.

Shortcut	Resulting Action
END	Displays the last of your selected items, or the last item in the current folder
ENTER	Closes View mode and returns to the previous mode.
ESC	Closes current dialog box, or closes View mode and returns to the previous mode.
F	Toggles full screen mode.
F1	Opens the SeePlus Help file.
F2	Opens the Rename File dialog box.
F5	Refreshes the View mode window and reloads the current image.
HOME	Displays the first of your selected items, or the first item in the current folder.
INSERT	Opens the Open files dialog box, in which you can select one or more images to open in View mode.
L	Toggles the pan lock.
PAGE DOWN	Displays the next item.
PAGE UP	Displays the previous item.
PAUSE	Stops or starts the Auto Advance slideshow.
SHIFT + BACKSPACE	Displays the previous page in a multiple-page image.
SHIFT + DELETE	Removes the current item from your hard drive.
SHIFT + E	Opens the current file in the default system application or opens a dialog box where you can select an application.
SHIFT + END	Displays the last page of the current multiple-page image.
SHIFT + ENTER	Closes View mode and returns to Manage mode.
SHIFT + F1	Activates the image scrolling tool.
SHIFT + F2	Activates the selection tool.
SHIFT + F3	Activates the zoom tool.
SHIFT + HOME	Displays the first page of the current multiple-page image.
SHIFT + INSERT	Pastes the contents of the Clipboard.
SHIFT + L	Opens the file using the system application associated with its file extension.
SHIFT + PAGE DOWN	Displays the next page in a multiple-page image.
SHIFT + PAGE UP	Displays the previous page in a multiple-page image.
SHIFT + SPACEBAR	Displays the next page in a multiple-page image.
SHIFT + Z	Activates the Select tool, and zooms into the selected area.
SPACEBAR	Displays the next item in the slideshow, Auto Advance, or View sequence.
T	Displays or hides the Bottom toolbar.
TAB	Moves the focus of the Properties pane to the next field.
Z	Opens the Set Zoom Level dialog box.
 Note: Use the numeric keypad for the following View mode keyboard shortcuts.	
* (asterisk)	Automatically zooms the image to fit within View mode window.
- (minus)	Decreases the magnification of the image (zooms out).

Shortcut	Resulting Action
+ (plus)	Increases the magnification of the image (zooms in).
/ (forward slash)	Zooms the image to its actual size.
1	Displays the last item in the current folder.
3	Displays the next item.
7	Displays the previous item.
9	Displays the last item in the current folder.

View Mode Mouse Shortcuts

You can use the following mouse shortcuts while working in View mode.



To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
Double-click	Closes View mode and returns to the previous mode.
Right-click	Opens the View mode context menu.
Middle click	Toggles full screen mode (on 3-button mouse).
Wheel click	Toggles full screen mode.
Wheel up	Displays the previous item.
Wheel down	Displays the next item.
CTRL + Right-click	Opens the Windows Explorer context menu.
CTRL + Wheel up	Increases the magnification of files and images (zooms in).
CTRL + Wheel down	Decreases the magnification of files and images (zooms out).
SHIFT + Wheel up	Displays the previous page of a multiple-page image.
SHIFT + Wheel down	Displays the next page of a multiple-page image.

Edit Mode Keyboard Shortcuts

Use the following keyboard shortcuts in Edit mode.



To print this page for easy reference, right-click and select **Print...**



If you would like to define your own keyboard shortcuts, see [Customizing Keyboard Shortcuts](#).

Shortcut	Resulting Action
ALT + ENTER	Opens or closes the Properties pane.
B	Toggles the Edit Brush on and off in Edit mode.
S	Shows brush strokes.
CTRL + Y	Redo.
CTRL + Z	Undo.
Spacebar	In the Crop tool, when zooming in, hold down the Spacebar to pan the image.
ALT	After making adjustments to Noise Reduction sliders, hold down ALT key to display residual noise within the image.
ALT + A	Select all.
ALT + D	Deselect all.
CTRL + E	Opens the image in Edit mode.
CTRL + ALT + D	Opens the Edit Caption dialog and allows you to edit or add a caption for the selected image.
CTRL + SHIFT + H	Toggles the histogram to open and close in Edit mode.
PAGE UP	Opens previous image.
PAGE DOWN	Opens the next image.

Edit Mode Mouse Shortcuts

Use the following mouse shortcuts in Edit mode to make quick image adjustments.



To print this page for easy reference, right-click and select **Print...**

Shortcut	Resulting Action
SHIFT + click	Turns off the auto-collapse feature in the pane as you open groups.
SHIFT + mouse wheel	Makes large adjustments to the sliders.
Right-click	Resets any slider to its default value.
Mouse wheel over slider	Makes fine adjustments to a slider. Place your cursor over the slider and scroll up or down.
Mouse wheel over image	Adjusts brush size. Place your cursor over the image and scroll up or down to adjust nib width.
SHIFT + mouse wheel	Adjusts feathering. Place your cursor over the image and scroll up or down to adjust feathering.

SeePlus PicaView Keyboard Shortcuts

You can use the following shortcut with SeePlus PicaView.

This Shortcut	Has This Result
SHIFT + right-click an image	<ul style="list-style-type: none"> • If you have Display Image enabled: The image will not display in the main context menu. • If you have Display Image disabled: The image will display in the main context menu.

Chapter 10: File Formats

About RAW Files

A RAW file is like a negative. RAW files contain all of the data that was collected by your digital camera's sensor when you took a photo. If you tried to view a RAW file without processing, it would appear almost completely black. It is therefore necessary to process your RAW files to produce a photo.



SeePlus will automatically apply geometry corrections to DNG files that include geometric distortion correction tags. DNG files created from the Adobe DNG Converter© will often generate geometric distortion tags for micro 4/3rds cameras.

Associating Files

SeePlus can work with a large number of file formats. SeePlus can be set as the default application for opening certain file types. This process is called associating files. When you associate file types, you set SeePlus as the default program to open these kinds of files when you double-click them.

To Set File Association Options in SeePlus:

1. Click **Tools | File Association Settings**.
2. In the four format sections, select the checkboxes of the file formats you would like to associate with SeePlus for image formats, RAW formats, media formats, and archive formats.
3. Click **Save**.

To Disassociate a File Type with SeePlus:

1. Click **Tools | File Association Settings**.
2. In the four format sections, deselect the checkboxes of the file formats you would like to disassociate with SeePlus for image formats, RAW formats, media formats, and archive formats.
3. Click **Save**.

How SeePlus Saves Changes to Images

How images are saved is different between non-encodable (e.g. RAW) and encodable (e.g. JPEG) images. The table below outlines the differences in how changes to your image are saved by SeePlus. The purpose of saving files in its original and edited states is to allow you to revert back to a setting if you decide to discard your changes at a later time.



If you archive your images, ensure that you back up subfolders to preserve the original image files.

State	Non encodable files (e.g. RAW)	Encodable files (e.g. JPEG)
Original	Original images are located in the folders you placed them in.	Original images are located in the folders you placed them in.
Edited	When you take a RAW file directly into Edit, and you click Save , SeePlus prompts you to save the file in a different file format. In RAW, to permanently save changes to an image, you will need to save the image in a different file format.	If you take an image directly to Edit and save your image, the original image is saved to the [Originals] folder in SeePlus.

Glossary

A

Absolute Colorimetric

Rendering intent, generally used for proofing. Based on a device-independent color space, reproducing colors within the available gamut perfectly, and reducing colors outside of the gamut to the nearest reproducible hue (at the expense of saturation).

acquire

Often used term to describe the process of locating images on peripheral devices (such as scanners and digital cameras) and adding the images to your hard drive. Can also refer to taking screen captures. See [import](#).

album

Collection of images, often organized by theme or event. In SeePlus, albums contain shortcuts to where the images are stored on your hard drive.

aliasing

Jagged edges caused by pixels. Occurs most often in low resolution images or images that have been enlarged. See [jaggies](#).

anchor

Method of fixing an object such as a selection to a screen, page, or image location.

antialiasing, anti-aliasing

Software technique for reducing jagged lines, or 'jaggies'. Uses shades of gray and color to smooth out the contrast between adjacent pixels.

aspect ratio

An image's width-to-height ratio. For example, an image with an aspect ratio of 3:1 has a width 3 times larger than its height.

azimuth

Angle of shadows that extend from the edges of image details. In SeePlus you can control azimuth when applying the Emboss effect to an image.

B

background processing

Tasks or programs that function without user interaction.

bandwidth

Amount of data that can be sent through a network connection in a fixed amount of time. Bandwidth is measured in kilobits per second (Kbps).

barrel distortion

In barrel distortion the photo appears to bulge outwards from the center.

batch editing

Any operation or tool, such as resizing, converting, or renaming, that can be used to adjust multiple images or files simultaneously.

bit

Bits are small units of computer memory. The color depth of your image is constrained by the number of bits available to store color information. For example, it is possible to store 256 different color values per color channel in 8-bit RGB images. Similarly, it is possible to store 65,536 different color values per color channel in 18-bit images.

blackpoint

An image's darkest area. You can control the intensity of the black in an image by adjusting its blackpoint.

blend modes

Filters that change the effect of a tool or the appearance of a selected object.

brightness

Light intensity of an image. You can make an image appear brighter or darker by adjusting its brightness.

C

cache

High-speed storage mechanism. The SeePlus Database is a cache.

caption

Text associated with a file, or a comment or description added to a printed image.

cataloging

Adding file information to the SeePlus database.

category

Assign categories to photos to help sort and manage them more easily.

chromatic aberration

A lens artifact that can result in fringes in high contrast areas of some photos.

CMYK

Color model that uses cyan, magenta, yellow, and black (key) as its primary colors.

color cast

Changes the hue of an image while keeping the saturation and brightness intact. For example, many digital cameras produce pictures with a slightly blue color cast. SeePlus includes a tool that removes an unwanted color cast.

color channel value

Contains all pixel information for a single color. A grayscale image has one channel, while an RGB image has three channels. You can adjust RGB values when editing a color.

color gamut

Range of colors that a device such as a printer or monitor can produce or display.

color management

Process of adjusting your computer settings so that the color output from your printer matches the colors you see on your monitor.

color space

There are two types of color spaces: device-independent or device-dependent. A device-independent color space, such as RGB, describes all possible colors. A device-dependent color space describes the subset of colors (from the device-independent color space) that a particular device can reproduce. Device-dependent color spaces are used to map colors between devices (for example, from a monitor to a printer) to ensure that colors are reproduced accurately.

compression

Process that converts data to a storage format requiring less space than the original data.

contact sheet

Physical or digital page that contains a series of small images, usually in a grid format.

contrast

Measure of an image's color and brightness differences.

convert

Change a file from one format to another. For example, you might convert a file from a bitmap (.bmp) to a JPEG (.jpg) to reduce the file size.

cropping

Removing unwanted image areas.

D**database**

Electronic filing system that provides fast access to stored data. The SeePlus Database contains two parts: a cached thumbnail file and an information file. The cached thumbnail file contains small copies (thumbnails) of the images on your system. The information file contains details about the files on your system, such as descriptions, dates, authors, notes, keywords, and categories.

database date

Date that you apply to the properties of a file and save in the SeePlus Database.

descriptions

SeePlus stores descriptions in a hidden file named `descript.ion`. Descriptions such as file name and captions for an image will be included in the `descript.ion` files.

dock

Attaching a toolbar, window, or pane to different screen areas.

DPI (dots per inch)

Measurement of an image's resolution. For example, 92 DPI means 92 dots horizontally and 92 dots vertically, which equals 8,464 dots per square inch. More dots per inch result in higher resolution and image quality.

dynamic range

The dynamic range of an image is directly related to the dynamic range of your digital camera's sensor. If your digital camera's sensor has a large dynamic range it can capture the darkest shadows and brightest highlights at the same time, without clipping the shadows or highlights. (RAW images preserve the dynamic range of your digital camera's sensor.) Adjusting the tonal range of the image changes how the dynamic range of the image is represented on a monitor or in a photo.

E**elevation**

Height of an imaginary light source over an image. The elevation of the light source works in conjunction with azimuth to generate a three-dimensional emboss effect.

encode

Writing (or saving) a file format.

encryption

Method of converting data into a secure format. You need a digital password or key to read an encrypted file.

EXIF (Exchangeable Image File)

Standard for storing information, primarily with images that use JPEG compression. Most digital cameras create EXIF information and embed it in the image file. For example, EXIF information can include details about shutter speed and whether a flash was used.

export

Moving data from one application to another. The exporting application places the data in a format that the other application understands.

exposure

Exposure is the amount of time that your digital camera's sensor is exposed to light.

F

feather

Softening image edges to blend them into the background.

file listing

In SeePlus, a report of the files currently displayed in Manage mode.

file format

Medium for encoding information in a file. Each type of file has a different file format that specifies how it organizes the information it contains.

filter

Program that can apply an effect to an image, such as an embossed appearance or a sepia tone.

fish-eye distortion

In fish-eye distortion, the photo appears to bulge outwards from the center, as if the photo were wrapped around a sphere.

G

gamma

Range of color values a monitor, scanner, or printer can display. Adjusting this value increases or decreases the intensity of the light spectrum.

grayscale image

Image composed of different shades of gray.

H

highlights

Highlights are the brightest or whitest parts of an image.

histogram

A histogram is a graph that displays the dynamic range of shadows and highlights in an image.

HSL

An acronym for hue, saturation, and lightness.

hue

Predominant color in an image.

I

image editor

Program that you can use to create and edit images. SeePlus is an image editor.

image resolution

Quality of image details and colors. Also used to describe the quality of monitors and printer output.

image viewer

Program that displays images. SeePlus is an image viewer.

import

Bringing data into an application from another using a format that the receiving application understands.

interpolation

Process that uses nearby pixels to estimate the color of new pixels added to the larger image. For example, interpolation might be used when enlarging a digital image.

IPTC

Standard method of encoding information within image files so that items such as descriptive comments and copyright information can be transmitted with the image.

J-K

jaggies

Individual pixels displayed in an image with low resolution. The appearance of pixels in an image causes lines and curves to appear jagged.

L

lens vignetting

Unusual darkness in the corners of images as a result of an inability of the lens to distribute light into the corners of the image.

lossless compression

Form of compression that retains all image data and quality.

lossless rotation and flipping

Rotation of a JPEG image without loss of image quality. This works best on images with dimensions that are a multiple of 8 or 16.

lossy compression

Form of compression that attempts to remove unnecessary data. This data loss can affect image quality.

M

marquee

Dashed-line frame that identifies a selected portion of an image. Depending on the tool, you can resize or move a marquee with or without changing the underlying image.

metadata

Information about an image and how it was taken. For example, the metadata of digital camera images can contain the date and time the picture was taken, the shutter speed, the exposure settings of the camera, and whether a flash was used.

monochrome image

Image containing a single color.

N

noise

Effect produced when a variety of pixel colors are used in the same color region. Noise often occurs in images with high ISO setting or slow shutter speed.

O

opacity

Determines how visible an effect is when applied to an image or a selection. High opacity produces a more solid effect, while low opacity results in a nearly invisible effect.

overexposed

Images that are overexposed have too many highlights, and tend to look faded. You typically overexpose images by exposing your digital camera's sensor to light for too long.

P-Q

panning

Moving zoomed images vertically, horizontally, and diagonally across the display area to view specific areas of the image.

PDF

An acronym for Portable Document Format. You can view PDFs on any computer using the free Adobe Reader® software.

Perceptual

Rendering intent that scales all of the colors within one gamut to fit within another gamut. Best used for photographic images, as it maintains the relationship between the colors more accurately than the colors themselves.

perspective distortion

Perspective distortion is caused by wide angle and telephoto lenses, which distort the perspective of large or far-away objects. For example, if you take a photo of a tall building, the building may appear to be narrower at the top even though the building is the same width from top to bottom.

photo album

See [album](#).

photo editor

See [image editor](#).

pincushion distortion

In pincushion distortion the photo appears to shrink inwards toward the center.

pixel (PICTure Element)

Smallest visible portion of a digital image, arranged in rows and columns.

plug-in

Software module that adds functionality to a larger program.

PPI (pixels per inch)

Measurement of how an image is displayed. More pixels per inch result in higher image quality.

presets

A preset contains image correction settings. You can create and use presets to ensure that settings you apply are the same and consistent across all images.

primary colors

Colors that can produce other colors when blended. For example, in the RGB color model, red, green, and blue are primary colors.

R

raster image

Image composed of a rectangular grid of pixels. Each pixel contains a defined value about its color, size, and location in the image. As a result, resizing the image can affect its quality.

rating

Assign ratings (1, 2, 3, 4, 5) to photos to help sort and manage them more easily.

RAW

An image file format. RAW files contain all of the image data that was captured by your digital camera's sensor. RAW files are not processed by your camera; instead, you must process RAW images using a photo editing program such as SeePlus.

recursive

Program or task that can repeat itself indefinitely, such as a slideshow.

red eye

Red eye occurs when the light from your digital camera's flash reflects off the retinas in the subject's eyes. The subject's eyes look red instead of their normal color.

Relative Colorimetric

Rendering intent that maps the colors that fall exactly within the color gamuts of both the input and output devices. Best used for single- or limited-color images as colors outside of both gamuts may be mapped to a single color.

render

Drawing images to your screen.

rendering intent

Approach used to map colors from one color gamut to another. There are four rendering intents available: [Perceptual](#), [Relative Colorimetric](#), [Saturation](#), and [Absolute Colorimetric](#).

resolution

Quality and clarity of an image, measured in pixels, dots per inch, or pixels per inch.

RGB

Color model that uses red, green, and blue as its primary colors.

ringing artifacts

Distortion around the edges of image subjects, caused by compressing or resizing an image.

S

saturation

Purity of a color. Higher color saturation results in more gray.

Saturation (rendering intent)

Rendering intent that maintains color saturation from one gamut to another. Best suited for images in which the actual color represented is less important than the color's vividness.

selection

Portion of an image that you define with a selection tool. A marquee surrounds a selection. SeePlus and ACD Photo Editor include selection tools.

sepia

Sepia-toned images are composed of shades of brown. Many old photographs have a sepia tone.

sharpen

The sharpen tool is for sharpening images. The original image is blurred slightly. This blurred version of the image is subtracted from the original image, revealing the edges in the original image. These edges can then be sharpened by increasing contrast.

sharpness

The sharpness in an image is determined, primarily, by your digital camera's lens and sensor. You can also create the illusion of sharpness by increasing the contrast between edges within an image.

shortcut menu

Menu that appears when you right-click within a program. Sometimes referred to as a context menu.

slideshow

Automated sequential display of images. You can use slideshow software such as SeePlus to display slideshows of your images.

soft proofing

Using your computer's monitor as a proofing device. The monitor displays a simulation of how colors will appear when rendered by the printer.

T

tagging

Tagging, like categories and ratings, is a great way to organize and group your photos without moving the files into different folders. You can tag a photo with one click. Similarly, you can display all tagged photos with one click.

thumbnails

Small preview of a full-sized image.

timestamp

Date and time associated with a file.

transitions

Special effects used between images or video segments in slideshows, screensavers, and videos.

U

underexposed

Images that are underexposed have too many shadows. Images typically become underexposed if you don't expose your digital camera's sensor to light long enough.

V

vector image

Image consisting of individual objects rather than pixels. Mathematical equations define the objects. You can adjust the size of a vector image and the image will retain its clarity and quality.

W

watermark

Background text or graphics added to an image, usually to provide copyright protection.

white balance

Removes color cast to create a photo that is correctly lit. You can use your camera settings to apply the correct white balance before taking an image, or correct the white balance in SeePlus.

whitepoint

Lightest image area. You can control the intensity of the white in an image by adjusting its whitepoint.

X-Z

XML (Extensible Markup Language)

Standard language for Web documents.

zoom

In SeePlus, zoom refers to the process of increasing or decreasing the display scale for an image. Increase the display scale to view a portion of an image or a specific image detail. Decrease the display scale to view more or all of the image.

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