

User Guide

(Updated 2001)



ACDSee™ **4.0**
Enhance, Manage and Share Your Images

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ACD Systems at the Hub of Digital Imaging

Based in Victoria, British Columbia, Canada, ACD Systems designs, develops and markets digital imaging and corporate communications software that meets the needs of home and professional users. Over 24 million consumers and more than 33,000 corporate clients use our flagship product ACDSee™. To serve our global customers well, our web content is available in 12 languages along with many of our products for PC and Mac.

ACD Systems continues to capitalize on the explosive growth in the use of digital images via cameras, scanners, PDAs and the Internet. We have strong strategic alliances with value added resellers (VARs), original equipment manufacturers (OEMs), retailers, software publishers and distributors throughout North America and worldwide. Plus, our unique platform model and software development kit (SDK) is available to third-party companies to develop their own imaging solutions that can be integrated with our software.

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Chapter 1

Introduction

Congratulations on choosing ACDSee 4.0 - the world's #1 digital imaging software. ACDSee is a comprehensive application ideal for acquiring, organizing, viewing, enhancing and sharing your images. With the image Browser, you can efficiently acquire images from digital cameras and scanners, find, organize and preview images and media files. There are over 50 multimedia file formats supported. A full-featured image Viewer quickly generates a high-quality display of your image. You can run slide shows, play embedded audio, and display multi-page images. Video and audio files can be played in the Media Window.

Also, ACDSee has a wide variety of image editing tools that you can use to create, edit and touch-up your digital images. Tools, such as red-eye reduction, crop, sharpen, convert to sepia tones, emboss, are available for you to enhance and correct images. There are several tools such as exposure adjustment, convert, resize, rename, rotate and mirror, that can be performed on multiple files at the same time.

The new user interface is designed for quick access to tools and there are many customization features. Screen layout, the order of images, toolbar display, and many options can be customized to suit your preferences. ACDSee continues to be a fast and easy-to-use image management package that everyone from novices to professionals can use and enjoy.

Features of ACDSee 4.0

ACDSee 4.0 has many new and exciting features: a great new look, more ways to share your images with friends and family, complete multimedia support, and more ways to organize all your images.

New Features in 4.0

- Customize screen layout, toolbars and options to suit your preference
- Browse thumbnails from your entire CD collection without switching discs
- Reorder files using a drag-and-drop operation

- Add sound, text, transition effects and advanced timing to slide shows
- Play video and sound files in the new multimedia viewer
- Take stills from video and add or edit audio in images
- Add to and preserve camera metadata when editing images
- Filter files by folder, media type, archives and albums

View, Browse and Enhance

- View and scroll through full-size images quickly
- Browse thousands of thumbnails fast
- Preview 50+ multimedia formats while browsing files
- Convert groups of images to 10+ file formats
- Display pictures with descriptions and file information
- Enhance images with red-eye reduction, crop, sharpen, colorize, sepia and emboss
- Resize, rotate and adjust the exposure of groups of images
- Configure ACDSee to launch your favorite audio, video or image editor, such as ACD's FotoCanvas™

Acquire, Organize and Search

- Acquire images from USB devices, WIA digital cameras, FlashPoint Digital cameras, TWAIN cameras and scanners, CDs and the Web
- Create personalized folders, albums, archives, favorites and slide shows
- Rename, renumber, sort and enhance groups of images
- Add descriptions to your pictures
- Search by name, keyword, type, date, description, properties and camera metadata

Print and Share on the Web

- Print photos with file information and metadata
- Create, save and print contact sheets
- Send as many images as you want in one e-mail
- Post images on the Internet with ACD's free SendPix™ photo hosting server
- Create HTML album pages to post to the Web

Add Plug-ins

- Purchase plug-ins from ACD Systems or third-party vendors to expand program functionality

- Try FotoSlate™, our plug-in for printing photo templates or FotoAngelo™ for creating screen savers and slide shows
- View and convert additional file formats
- Visit our Web site for more information and to download plug-ins

FotoCanvas Lite Features

FotoCanvas Lite is designed with an easy-to-use interface that includes a wide variety of image editing tools for creating new images or touching up existing images and photos.

User Interface

- Use Panel Help to see how to use a tool or feature
- Customize the toolbars for easy access to the tools and filters you use most
- Move the toolbars, docking them to the edge of the window or resizing and floating them anywhere on the screen
- Read the Tip of the Day to learn other simple tasks

Image Creation, Photo Enhancement and Touch-up

- Open and save files utilizing ACD Systems' image decoding and image encoding plug-ins. FotoCanvas Lite is compatible with over 40 different image formats!
- Cut, copy and paste images, or portions of images, to the Windows® clipboard for use with another image in FotoCanvas Lite or with another application
- Perform image manipulations by cropping, flipping, resizing, and rotating an image at any angle
- Adjust the appearance of an image with filters, including, oil paint, emboss, sepia, and crosshatch

Miscellaneous

- Use the multi-level undo system to remove changes you have made to an image
- Edit the palette for indexed-palette images

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Chapter 2

Setting Up ACDSee 4.0

This chapter guides you through the installation process and provides you with all the information you need about minimum system requirements, starting the program after installation, launching from other applications, uninstalling the program, using the program help file, and keeping informed through the ACDInTouch service.

Starting the Program

After installing ACDSee an icon is placed on the desktop and in the Start menu. When you double-click this icon, ACDSee opens in Browse mode. The Browser is the starting point for most ACDSee activities.

To configure ACDSee to always start in the Viewer:

1. Right-click the **ACDSee** icon.
2. Select **Properties | Shortcut**.
3. In the **Target** text box there is a path that points to where ACDSee is installed. At the end of the path, after the quotation mark, add a [space], then forward slash [/], and the letter [v]. For example, "C:\Program Files\ACD Systems\ACDSee Full Version\ACDSee.exe" /v.

When ACDSee opens, a blank background is displayed in the Viewer.

To begin viewing images:

Click **File | Open**.

To switch to the Browser:

Click **File | Browse**.

To start in Windows Explorer, do one of the following:

- Double-click an image file.
- Right-click a folder or an archive and select **Browse with ACDSee**.

If this action does not work or the command does not appear, do the following:

1. Click **Tools | File Associations**.
2. Check the file types that you want to view.
3. Select the **Context Menu** tab.
4. Select **Browse with ACDSee**.
5. Click **OK**.

Launching ACDSee from Other Applications

Certain programs, such as Internet applications, can also run ACDSee automatically for you as you receive images. By default, a new View window opens for each image that you view.

To have all images appear in the same window:

1. Click **Tools | Options**.
2. Select the **Miscellaneous** tab.
3. In the Startup files section, select **Add Images to List**, if it is not selected.
4. Click **OK**.

If double-clicking an image file does not bring up ACDSee, do the following:

1. Select **Tools | File Associations**.
2. Select the file types that you want to view.
3. Click **OK**.

Running ACDSee Automatically from Other Programs

You can use ACDSee as a "helper" application for viewing images from other applications. When installing ACDSee, you are presented with a list of file types that could be assigned to ACDSee. This list was automatically registered for you.

You must set file associations if you want ACDSee to act as the default Viewer. There are situations when file associations change. For example, installing and executing another piece of software will remove the file associations from ACDSee. If this occurs you can reset ACDSee as the associated application.

System Requirements

ACDSee will run on computer systems that meet the minimum requirements as specified here. Choose the recommended requirements if you are working with large image sizes or large numbers of images and would like a faster display of images.

Minimum System Requirements:

- Pentium™ class
- Windows 95, 98, ME, NT 4.0, Win2000, XP

- IE 4.01 or higher
- 32 MB RAM
- 30 MB free disk space
- 800x600, 256-color display or higher
- DirectX™ 8.0 *
- GhostScript™ 7.0 *
- QuickTime™ 5.0 *

For improved performance, we recommend:

- Pentium or comparable
- 350 Mhz
- 64 MB RAM

To download DirectX and QuickTime, visit our Web site at:

www.ACDSYSTEMS.com/english/support/acdsee40-install.htm

*These are required for full functionality. Without DirectX and QuickTime the Media window will not operate.

QuickTime 5.0 is required in order to support the following multimedia formats:

AIF, AIFC, CEL, DIF, GSM, KAR, MOV, PICS, QCP, QTPF, SD2, SFIL, SMF, SMI, SMIL, SWA, SWF, ULW

DirectX 8.0 is required to support the following multimedia formats:

WMA, WMV, ASF, MPEG, AVI, WAV, AIFF, AU, SND, MIDI, FLC, FLI, MP3, MPG, MPV, MPA, DV, MP2

GhostScript 7.0 is required to support the following image formats:

EPS, PS, PDF

Installing

You can install ACDSee from a CD or download it from the ACD Systems' Web site. When you insert the disc or double-click the .exe file, the Install Shield Wizard dialog box opens automatically. Follow the directions making sure to have your License Code ready. If the Wizard does not open you can also use the Run menu command to install the program.

To install ACDSee from a CD-ROM, from the Run menu:

1. Insert the CD in the CD-ROM drive.
2. Click the **Start** button and click **Run | Browse**.
3. Select the CD drive in the **Look in** drop-down box.
4. Select **Setup.exe**.
5. Click **Open**.

6. Click **OK** to run the installation.

The application and all components require 30 MB of hard disk space; if space is not an issue, a Complete setup install is recommended. You have the option to set file associations during the install. See: [Setting File Associations](#).

Uninstalling

To remove this program from your system:

1. Open the Windows Control Panel.
2. Click **Add/Remove Programs**.
3. Find the application name in the list, and select it.
4. Follow the instructions in the Uninstall Wizard.

Using Help Tools

To access the help file, do one of the following:

- Click the **Help** button on the toolbar.
- Click **Help | Contents**.

Toolbar Buttons

Hide/Show

Click the icon to close or open the left tabs of the help file window.

Back/Forward

Click the icons to navigate to a topic that you have previously viewed.

Print

Click the icon to send a copy of the topic you are viewing in the right pane to your default printer.

ACD Systems

Click the **ACD Systems** button to go to ACD's Web site at: www.ACDSYSTEMS.com.

Navigation Pane

Contents

Double-click a book to display its sub-books and pages, or double-click a page to view its information in the right pane.

Index

Type in keywords or phrases to find topics associated with these terms. To view the topic, select the keyword, and click **Display**.

Search

Type the words you want to search for and click **List Topics** to find topics containing these words. When you want to view a topic, select it and click **Display**.

Favorites

When a frequently used topic is displayed in the right pane, click **Add**. To view a topic from the list of your favorite topics, select it and click **Display**.

Panel Help

Panel Help is available for FotoCanvas Lite only. When you move the mouse pointer over an icon or area of the main display, the information in the Panel Help box changes. The name of the tool or feature you have the pointer on appears with a brief explanation of its function. Clicking the tool will provide information on how to use the tool or feature.

Panel Help is a dockable window located at the bottom of the display when FotoCanvas Lite is first opened. The panel can be moved to the main display area by grabbing the bar at the left side and moving it.

Context-sensitive Help (What's This?)

With certain application windows, you have the option of clicking the **Question Mark** button located in the upper-right corner of the window. When the mouse pointer changes into the **What's this?** pointer, click a field to access a brief explanation. You can also access the same information by clicking a field with the right mouse button. However, this method does not work with text boxes.

Customizing Toolbars

In a toolbar, you can choose which toolbar buttons you want displayed.

To add or remove a toolbar button:

1. Right-click anywhere on the toolbar and select **Customize**.
2. Select an icon and click **Add** or **Remove**.
3. Click **Move Up** or **Move Down** to position the icon.
4. Click **Close**.

To rearrange buttons in the toolbar:

Hold the **Alt** key and do one of the following:

- Drag a button to a new position to move it.
- Drag a button off the toolbar to remove it.

To add or remove a separator in the toolbar:

Hold the **Alt** key and do one of the following:

- Drag a button slightly to the right to add a separator.
- Drag a button over top of a separator to remove it.

Chevrons

When there are too many icons for the viewable area of the toolbar, a chevron appears. Click the chevron to expand the toolbar.

Labels

You can turn the button labels on or off, or display the text to the right of or below each button.

To change the display of button labels:

1. Right-click anywhere on the toolbar.
2. Select **Button Labels** and from the drop-down menu, choose from the following options:
 - **No labels**
 - **Labels on right**
 - **Labels below**

How to Customize ACDSee 4.0 Using Options

There are many application options that you can configure from the Viewer or the Browser.

To access ACDSee options, do the following:

1. Do one of the following:
 - Click the **Options** shortcut button.
 - Click **Tools | Options**.
2. In the Options dialog box, set the options.
3. Click **OK**.
4. If you want to use the changes temporarily and have the default options applied the next time you use ACDSee, clear the **Save Options** check box.

Note:

There are many option settings and throughout this help file instructions are provided on how to use particular options. The Options dialog box also contains popup help messages. To bring these up you can use context-sensitive help as described in Using Help Tools.

Optimizing Image Display Quality

Ideally, every monitor should display an image the same way. Unfortunately this is not the case. Each make of monitor applies its own characteristic nonlinear transfer function to the pixels of an image when displaying it. With ACDSee you can specify a gamma correction value. A gamma value of 1.0 is normal, with no correction. Lower gamma values will appear to darken the image, while higher gamma values will appear to lighten the image. It is important to note that there is no gamma correction applied when you print or copy an image.

To initiate gamma correction:

1. Click **Tools | Options**.
2. Select the **Display** tab.

3. Select **Enable gamma correction**.

4. Adjust the gamma levels.

5. Click **OK**.

Color Quantization and Dithering

Before viewing 24 and 32-bit images on a 256 or 32k/64k (high color) display, ACDSee processes the images to reduce the number of colors used. By selecting different quantization and dithering methods, you can trade off image quality for decoding speed. That is, higher quality output costs you extra decoding time.

True color displays (16 million colors)

For true color displays, ACDSee always gives you the highest quality output possible. No quantization or dithering is required.

High color displays (32768 or 65536 colors)

For high color displays, the available quantization and dithering methods are:

No dithering

Fastest display with high quality output.

Ordered

A little slower, but very high quality output (it is the default).

For most images, there is very little noticeable difference between these two methods. The superior output of the ordered dithering method is most noticeable in computer generated images. However, this option is recommended for general use since the difference in speed is hardly noticeable.

8-bit color displays (256 colors)

For 256-color displays, the available quantization and dithering methods are:

1-pass ordered

Fastest display with reasonable quality output (it is the default).

1-pass Floyd-Steinberg

Somewhat slower with reasonable quality output.

2-pass Floyd-Steinberg

Much slower, but good quality output.

With 2-pass Floyd-Steinberg dithering, the image is decoded in two passes. In the first pass, ACDSee decodes the image and determines the optimal color palette. While this is being performed, the image is displayed using the 1-pass ordered method. In the second pass, ACDSee dithers the image using the optimal palette. After the second pass completes, the image is redrawn using the optimal palette. This method normally produces high quality output, but takes longer than the single pass methods.

Setting File Associations

If you open a file and ACDSee does not recognize it (i.e., the file format is not supported), ACDSee will launch the default application associated with it. You can set a file association for any multimedia files supported by ACDSee and to any file types that ACDSee does not recognize. When you set a file association, ACDSee becomes the default application for opening the file.

To set ACDSee supported file associations:

1. Click **Tools | File Associations**.
2. Select the file types, if they are not already selected.
3. Select the **Context Menu** tab and select **Browse with ACDSee** if it is not already selected.

To assign a file type not in the file association list:

1. From the Browser, select a file.
2. Click **File | Shell** and select **Open with**.
3. In the Open With dialog box, **select ACDSee**.
4. Select **Always use this program to Open this type of file**.
5. Click **OK**.

Plug-ins Introduction

A plug-in is a software module that adds functionality to a larger program. ACDSee plug-ins are created and distributed by ACD Systems, as well as third-party companies. Due to ACDSee's popularity, many more plug-ins are anticipated. New plug-ins are available for download at our Web site:

www.ACDSYSTEMS.com/english/products/plugin/

Installing and Help Information

All plug-ins downloaded and installed from the ACD Systems Web site are automatically installed in the appropriate directory. There are several plug-ins that are standard to ACDSee. Many of these are equipped with their own help files that can be accessed from the plug-in when you operate it.

Types of Plug-ins

ACD Systems's plug-in enabled software supports six types of plug-ins. ACDSee 4.0 comes standard with plug-ins to view over 50 multimedia and archive file formats; convert images to over 10 file formats; create archive files; acquire images from cameras and scanners; share images over the Internet; generate Web-ready HTML albums; create and print contact sheets; manage and edit batches of images; and find duplicate files.

Image Decoding Plug-ins

With image decoding plug-ins, ACDSee can decode (read) a file format and display an image. A single plug-in can support several different image formats.

Image Encoding Plug-ins

With image encoding plug-ins, ACDSee can encode (save) a file format. A single plug-in can support several different image formats.

Archive Handling Plug-ins

With archive handling plug-ins, ACDSee can create and browse archived files.

Digital Camera Plug-ins

With digital camera plug-ins, you can have ACDSee access digital cameras and browse and transfer images. ACDSee comes standard with digital camera support; a single plug-in can support several different camera models. As new cameras become available on the market, new digital camera plug-ins are also developed and made available for download at our Web site (see the URL provided in this section).

Command Extension Plug-ins

Command extension plug-ins add functionality to the program and are displayed in the Activity toolbar and the Activity Wizard. ACDSee comes standard with SendPix™, an E-mail plug-in, and a plug-in to generate HTML albums.

Pane Extension Plug-ins

Pane extension plug-ins add new functionality within the ACDSee Browser Workspace. An example of this is the plug-in that opens the Order Prints pane.

Robust Add-ons

These plug-ins add an entirely new set of features and functions to ACDSee and can also operate as a stand-alone product. An example of an ACD Systems add-on is FotoAngelo™.

Warning:

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 from viruses and that the company that produced the plug-in is trustworthy.

Plug-in Settings

You can customize the way ACDSee uses plug-ins by making changes to the settings found in the Plug-in Settings dialog box.

To configure plug-in settings:

1. Click **Tools | Plug-in Settings**.
2. Configure the settings in the dialog box.
3. Click **OK**.

Plug-in folder

By default, plug-ins are located in the directory C:\Program Files\ACD Systems\PlugIns.

To change the location of the plug-in folder:

1. Click the **Browse** button
2. Select a new destination (folder or drive).
3. Click **OK**.

The change does not take effect until you restart ACDSee.

Plug-in Activation

By default, all plug-ins are enabled. Clear the check box next to a plug-in name to disable it.

Plug-in Priorities

Sometimes, more than one plug-in will support a given file type. When this happens the plug-in priorities determine which plug-in is used to handle the file. The higher-priority plug-ins are attempted first, followed by the lower-priority plug-ins. You can select a plug-in from the list and use the **Move up** and **Move down** buttons to change the relative plug-in priorities. Plug-ins higher in the list have higher priority.

Notes:

- Because the Susie plug-in does not have the features and speed of native ACD plug-ins, it is recommended that you give the Susie plug-in the lowest priority to prevent it from being used instead of an ACD plug-in. Alternatively, you can disable specific Susie plug-ins that overlap ACD plug-ins in their format support.
- A plug-in that claims to handle a given file extension is always given higher priority than plug-ins that do not.

Plug-in Specific Settings

With plug-ins, such as the Kodak™ Photo CD and Susie plug-ins, you can set options specific to the plug-in. To configure these options, select the plug-in from the list and click the **Properties** button.

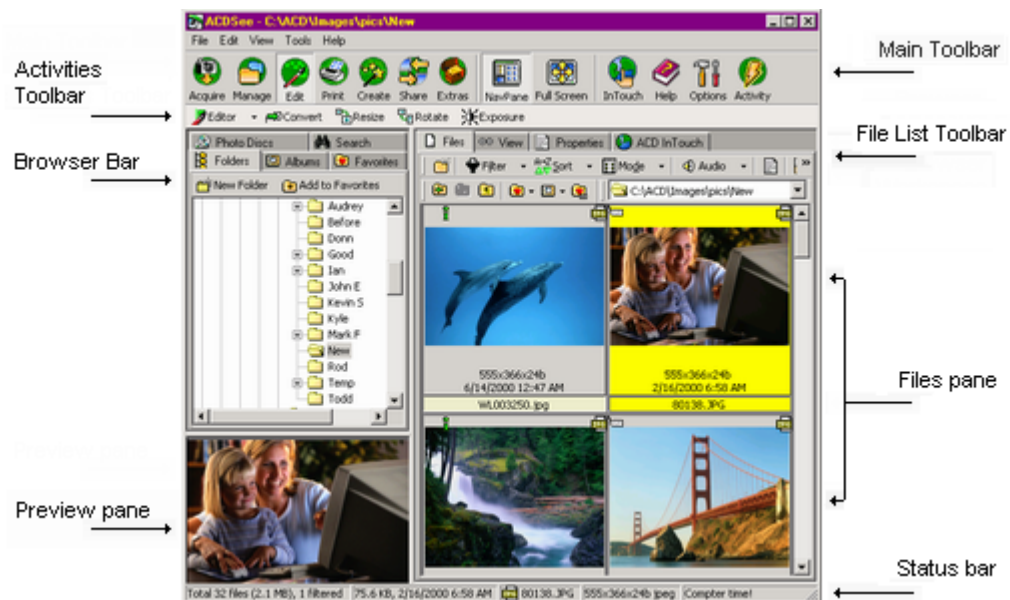
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Chapter 3

Browse Window

The Browse window, or Browser, has several panes to help you manage and access your multimedia files. The Browser is the window that, by default, opens when you first start ACDSee. Some of the Browser user interface features include:

- Thumbnails and an image preview to quickly recognize video and image files.
- Tabbed pages that open to different panes and give you quick access to file information and file management tools.
- Two toolbars that work in unison; the Main toolbar and the Activity toolbar.



Tip:

You can open a second Browser. Click **File | New** and select **Window**.

Browse Window Options

You can change what is displayed in the Browse window using the Main toolbar shortcut buttons or options in the BrowserView menu.

Use shortcut buttons:**NavPane**

By default the **NavPane** button is selected and the Browser Bar and the Preview pane are displayed.

If you want a larger Browser Workspace, click the **NavPane** button to hide the Browser Bar and the Preview pane.

To show or hide the Navigation pane, do one of the following:

- Click the **NavPane** button.
- Click **View | Navigation Pane**.

**Full Screen**

By default the **Full Screen** button is not selected.

When you click **Full Screen**, the Browser Workspace fills the entire area of the desktop. The Browser Bar, the Preview pane, and the Toolbars are hidden.

To return to the normal Browser view:

Click the **Full Screen** button located at the upper-right corner of the desktop.

From the BrowserView menu, you can choose to show or hide different areas of the Browser.

To show or hide different areas:

1. Click **View**.
2. Select one of the following:
 - **Toolbar**
 - **Status Bar**
 - **Navigation Pane**
 - **Preview Pane** (If the Navigation pane is not in view, this option is disabled.)

Browser Overview

The main sections of the Browse Window include the Browser Bar, Browser Workspace, Preview area and Toolbars.

Browser Bar

This is the area located on the left side of the Browser and includes the following tabbed pages:

Folders

Displays the folder tree hierarchy of your file system

Albums

For the creation and storage of photo collections

Favorites

Provides quick access to files, folders and applications using shortcut buttons

Photo Discs

Is useful for organizing and managing your collection of image CDs

Search

Helps you find files using various search criteria

Notes:

- You can only view one pane at a time.
- Where applicable, the panes are synchronized (e.g., when you open a shortcut in Favorites, you can click the Folders pane and the Folder tree is opened to the location of the file).

Browser Workspace

This is the area located on the right side of the Browser and includes the following tabbed pages:

File list pane

Displays the files within the current folder

View pane

Displays a larger preview of the file and has a smaller File list underneath

Properties pane

Displays metadata for the currently selected image

ACDInTouch pane

Displays ACD Systems messages

Preview Area

Preview pane

Displays the currently selected image

Toolbars and Status bar

There are two Browser toolbars, a File list toolbar, and a Status bar.

Toolbars

The Main Toolbar and the Activity toolbar have shortcut buttons to activate commands and plug-ins.

File list toolbar

This toolbar is located in the File list in the Files, View, and Properties panes. It is used for navigation, display of files, and file manipulation (such as copy, paste, rename).

Status bar

Displays status information and properties for selected files.

Note:

Shortcut menus are available by right-clicking areas in the Browser. The Windows Shell shortcut menu for an item can be displayed by holding down **Shift** or **Ctrl** before right-clicking the item.

Browse Window Toolbars

In the Browse window, two toolbars work in unison: the Main toolbar and the Activity toolbar. Some of the Main toolbar shortcuts open activity shortcuts in an Activity toolbar that is displayed underneath the Main toolbar. There are standard Activity shortcut buttons that are displayed underneath the Main toolbar.

Some of these buttons (e.g., SendPix) are standard plug-ins that come with ACDSee. You can also add other plug-ins to ACDSee and the shortcut button for the plug-in is automatically added. For this reason, the Main shortcut buttons are shown here along with the names of the standard Activity shortcut buttons.

To get help information for ACDSee plug-ins:

1. Open the plug-in (e.g., click SendPix).
2. Click the **Help** button.

To control the display of the toolbars:

Click **View | Toolbar**.

Main Toolbar Shortcut Buttons

The Main toolbar displays large icons that open the Activity toolbar:

Acquire



TWAIN
Camera
Clipboard
Screen

Acquires images from digital-imaging hardware
Includes digital camera support
Copies an image to the clipboard
Takes a screen capture

Manage



Browse
Search
Batch Rename
TimeStamp
Archive
Find Duplicates

Opens a new Browse window
Opens the Search pane
Renames a group of files
Opens the Change Timestamp dialog box
Creates an archive file
Opens the Duplicate Finder

Edit



Editor
Convert
Resize

Opens an image editor
Converts file formats of one or more files
Resizes one or more images

Rotate Rotates or mirrors one or more images
Exposure Adjusts the exposure settings of one or more images

Print



Print Prints one or more images
Print Contact Sheet Prints a contact sheet (a selection of images on a page)
Order Prints Opens the Order Prints pane in the Browser Workspace

Create



Wallpaper Sets an image as the Windows desktop wallpaper
Contact Sheet Creates a contact sheet (a selection of images on a page)
Print Contact Sheet Prints a contact sheet
HTML Creates an HTML album

Share



E-mail Sends images by e-mail
HTML Creates an HTML album of images
SendPix Shares images by saving them on the ACD SendPix server

Extras



Slide Show Displays images as a slide show presentation

Shortcut buttons to change the Browser window display:

NavPane



Shows and hides the Navigation pane (the Browser Bar and the Preview pane)
See [Browse Window Options](#).

Full Screen



Opens the Browser Workspace full screen and hides the Navigation pane (the Browser Bar and the Preview pane)
See [Browse Window Options](#).

Special feature shortcut buttons:



InTouch
Opens the ACDInTouch pane



Help
Opens the ACDSee help file



What's This?

Opens a help file relevant to the item selected
Click the **What's This** button and select a button on the Main toolbar or the Activity toolbar.



Purchase

Opens the ACDInTouch pane to the ACD Systems Web site purchase page

You can also access these shortcut buttons by customizing the toolbar:

Activity



Opens the Activity Wizard

In the Activity Wizard dialog box, click the large icons displayed in the left frame and the activities appear. Click any of the activity icons to get started.

Options



Brings up the Options dialog box for customizing ACDSee

Chevrons

When there are too many icons for the viewable area of the toolbar, a chevron appears.
Click the chevron to expand the toolbar.

See [Customizing Toolbars](#) to find out how you can add, remove and arrange toolbar buttons as well as hide the button labels.

Browse Window Preview Pane

The Preview pane of the currently selected image can be displayed in the Browser's Navigation pane. You can also get a preview of media files. See [The Media Window](#).

To control the display of the Preview pane:

Click **View | Preview Pane**.

To adjust the size of the preview image:

Right-click inside the Preview pane and select one of the size options.

If the Auto Load option is selected, a preview of the selected image is automatically displayed. If you choose to clear this option you can manually preview the file by right-clicking on it in the File list and selecting **Preview**.

To open the preview image in the Viewer:

Double-click the preview image.

Browse Window Status Bar

The status bar, located at the bottom of the Browse window, displays information and properties for selected files.

To control the display of the status bar:

Click **View | Status Bar**.

Status Bar Information

An example of the information displayed in the status bar is:

Total 8 files (691 KB), 1 filtered | 58.9 KB, 4/7/2000 8:44 AM | MtWash3.TIF 2@1000x670x24b tiff| Ski trip

Folder summary information

Shows the total number and size of the files shown in the File list. Includes any files that are filtered.

Selected file information

The following information is shown when a single item is selected:

- **File:** size, date, and time of last modification
- **Folder:** time of last modification

The following information is shown when more than one item is selected:

- Total number and size of the selected files

Filename and icon

The filename and small icon of the currently focused item are shown.

If the item is a shortcut, the target path is shown.

Image properties

If the currently focused item is an image, its dimensions and format are shown as:

<#pages>@<width>x<height>x<#colors> <format>

e.g., 37@800x1024x2 tiff

File description

If the currently focused item has a file description, it is shown.

Processing progress

If ACDSsee is processing information in the background (reading image headers or retrieving thumbnails), the percent completion is displayed.

To stop and start background processing, do one of the following:

- Double-click the status bar.
- Right-click the status bar and select **Stop** or **Start**.

4

Chapter 4

Browser Bar

The Browser Bar displays the organizational hierarchy of your system. Using Tab controls, view a Folder tree of your file system, display shortcuts to your favorite files and folders, create and view albums of your photo collections, and manage discs of images. Use the extensive search tool to search a folder or directory for files by file name or keyword phrase.

Favorites Pane

The Favorites pane displays a list of shortcuts to items for frequent access. The shortcuts are a useful way of linking to files, folders, and applications.

To view the Favorites pane:

Select the **Favorites** tab in the Browser Bar.

To open a Favorites shortcut:

Double-click any item in the pane.

When you open these shortcuts, the following action is performed:

Image

Displays in the Viewer.

Video or audio

Plays in the Preview pane.

Folder or drive

Contents are opened in the File list.

Application

Launches the application. You can double-click the shortcut or drag files onto it.

To add items to the Favorites list:

1. In the File list or Folder pane, select the file.
2. Do one of the following:

- Right-click the item and select **Add to Favorites**.
- Click and drag the file to the Favorites list. This is also possible from Windows Explorer.

To rename or delete a shortcut, choose one of the following:

- Right-click the item and select **Rename** or **Delete**.
- Select the item and press **F2** to rename or **Delete**.

Advanced Favorite List Features

There are many useful management and browsing features at hand when using shortcuts in the Favorites list.

With folder and archive shortcuts you can:

- Double-click to view the contents of the folder or archive in the File list.
- Right-click the shortcut and select **Slide Show**.
- Right-click the shortcut and select **Search**.
- Drag items to a folder shortcut to create shortcuts (not supported in archives).

To open an application using the shortcut, do one of the following:

- Double-click the shortcut.
- Select one or more files and drag the selection to the shortcut to open the files in the application.

Tip:

Create a shortcut for ACDSsee in the Favorites pane. When you drag files to the ACDSsee shortcut, the Viewer is opened and the Browser also remains open on your desktop.

To move, copy, or create shortcuts to folders in the Favorites list:

1. Select one or more files.
2. With the right mouse button, drag the selection to the desired folder, archive, or drive shortcut in the Favorites list.
3. Select **Move Here**, **Copy Here**, or **Create Shortcut(s) Here**.

Organizing with Folders

In the Folders, Albums, Favorites and Photo Discs tabbed pages, you can create folders to help organize your images.

To create a new folder:

Click **New Folder**.

To move a file to a folder:

1. Select a file.

2. Drag it to a new folder.

To rename a folder:

1. Select a folder.
2. Right-click the selection and in the shortcut menu, select **Rename**.
3. Type a new name.
4. Press **Enter**.

To delete a folder:

1. Select a folder.
2. Press **Delete**.

Folders Pane

The Folders pane, located on the left side of the Browse window, displays folders in your file system.

To view the Folders pane:

Select the **Folders** tab in the Browser Bar. You can double-click any item in the pane to display its contents in the File list.

If a folder contains subfolders, a “+” appears next to the folder icon. You can expand the folder to show the subfolders.

To expand folders with subfolders:

Press the **Plus Key** [+]. A minus [-] appears beside the expanded folder.

To completely expand a folder and all of its subfolders:

1. Select the folder.
2. Press **Shift** and **Asterisk** [*] on the NumPad.

To collapse folders with subfolders:

Press the **Minus Key** [-].

To rename or delete an item:

- Right-click the item and select **Rename** or **Delete**.
- Select the item and press **F2** to rename.

To copy or move items, do one of the following:

- Right-click the selection and drag it to the desired location. Select **Move Here**, **Copy Here**, or **Create Shortcut(s) Here**.
- Select the item to be moved and drag it to its new location. You can press the **Ctrl** key to copy the item or press and hold **Ctrl** and **Shift** to create a shortcut.

Creating and Using Albums

You can create and send an entire album collection to your friends and family. Albums are a useful way of organizing and viewing your image collection. Rather than having to sort through a list of files that include non-image files, all your images are contained within the album. Albums contain shortcuts to images that are located on your hard disk drive.

Creating Albums

You can create and view albums in the Albums tab of the Browser Bar. The list displayed in this pane does not include the albums that you create in folders in the Folder tree.

To create an album in the Albums pane:

1. Select the **Albums** tab.
2. Do one of the following:
 - Click the **New Album** button.
 - Click **File | New** and select **Album**.
 - Right-click in the Albums pane and select **New | Album**.

To add image shortcuts into an album, from the Album pane:

1. Select the **Albums** tab and select an album.
2. Click **Add to Album**.
3. In the Choose Items dialog box, select either the **Folders** pane, **Albums** pane or **Favorites** pane.
4. In the pane, select a directory containing images.
5. In the Available Items section, do one of the following:
 - Select one or more images and click **Add**.
 - Click **Select All** and click **Add**.
 - Drag the thumbnail image to the Chosen Items section.
6. In the Chosen Items section, do one of the following:
 - Select an image and click **Move Left** or **Move Right** to change the order.
 - Select one or more images and click **Remove**.
 - Click **Select All** and click **Remove**.
7. Click **OK**.

To preview a thumbnail image in the Available Items and Chosen Items sections:

1. Select the thumbnail and click **View**.

2. To return to the Choose Items dialog box, do one of the following :

- Press **Esc**.
- Press **Enter**.
- Double-click the image.

Creating Albums in the Folders Pane

You can also create albums in folders. It is important to note that you cannot view these albums in the Albums pane.

To create an album in any folder:

1. Select the **Folders** tab to open the Folders pane.
2. Do one of the following:
 - Right-click a folder, select **New** and click **Album**.
 - Select a folder, click **File | New** and select **Album**.

To add image shortcuts to an album:

1. Open the folder in the Folders pane so that the album file name is in view.
2. Locate one or more images from the File list and drag the selection to the **Album** icon.

Editing Images Using Album Shortcuts

When you edit an image shortcut in an album, the source image is edited. With the album open in the File list, select an image shortcut and choose one of the editing tools (e.g., Convert, Resize, Rotate).

Note:

You can create album shortcuts from a CD, digital camera, or some other removable media device. If the device is no longer connected and you edit the image shortcut then the modified image is stored on your hard disk drive. This modified image will now be the image associated with the album shortcut.

Album Options

You can rename albums and you can also share them over the Internet.

To rename an album:

1. Select an album.
2. Click **Edit | Rename**.
3. Type a new name; make sure to keep the ".ais" extension.

To send the images in your album to your friends or family:

1. Select an album in the Albums pane.
2. Select one or more images in the File list.

3. Do one of the following:

- Click the **Share** shortcut button and in the Activity toolbar, click **E-mail** or **SendPix**.
- Click **File | E-mail**.
- Click **File | Share** (to use SendPix).

Photo Discs Pane

With the Photo Discs tool, you can organize and manage your collection of image discs. After adding your discs to the database, you can browse or search the image thumbnails without inserting a disc in the CD-ROM drive. If new images are saved to a cataloged disc, you can then update the database.

To access the Photo Discs pane:

Select the **Photo Discs** tab.

To add a new disc:

1. Insert a disc into your CD-ROM drive.
2. Click **New Disc**.
3. In the Specify Folders dialog box, select the folders of images that you want to add.
4. Click **OK**.
5. Type a name for the disc.
6. Click **OK**.

To update a disc:

1. Insert a disc into your CD-ROM drive.
2. Select an image disc database file.
3. Click **Update Disc**.

To delete a disc:

1. Select a disc.
2. Press **Delete**.

Using ACDSee Tools with Photo Discs

Create albums, slide shows, and even set the desktop wallpaper with your photo disc images. In addition, you can use FotoCanvas Lite or another editing tool to modify the images on your disc. After you modify an image and save the changes, a copy of the modified image is stored on the hard disk drive. The changes do not affect the image file on the CD.

Searching for Files

You can search a folder or directory for files by file name or keyword phrase. If you search by both file

name and a keyword or phrase, then an item must include both criteria to match.

To search for an item:

1. Do one of the following:
 - Click **Edit | Search**.
 - Select the **Search** tab.
 - Right-click any directory, folder, archive, or album and select **Search**.
2. Do one or both of the following:
 - Type one or more file names in the **Search for files named** box.
 - Type a keyword or phrase in the **With the text** box.
3. In the **Look in** text field, click the drop-down arrow and do one of the following:
 - Select a directory.
 - Click **Browse** and locate a folder.
 - Select **Current Folder**.
4. Click the **Right Arrow** button next to the **Search for files named**, **With the text** and **Look in** text boxes and select or clear the search options in the drop-down boxes that you want to use to modify your search.
5. To narrow the search further, select one or more advanced options.
6. Click **Start**.

Search results are displayed in the Browser File list as they are found. You can determine where they are located by changing the view mode to Details and referring to the In Folder column.

Note:

The Filter options may affect which items are displayed in the search results. Check what filters you have selected to make sure that the items you are searching for are displayed in the results.

Search Options

The **Search for files named**, **With the text** and **Look in** text boxes include options that you can use to narrow your search with. Each of these have drop-down arrows so that you can select previously entered search criteria.

Search for files named

Images Only

This option limits the search to image file names. You can narrow your search by entering a file extension. Also, you can use one or more file name patterns to limit your search. A match occurs if a file name matches any of the given patterns.

With the text

Before you can use either the Find All Words and Find Whole Words Only option, it is necessary that at least one of the following options, Appearing in Description, Appearing in Notes, or Appearing in Keywords, is selected.

Find All Words

This option limits the search to items that include a phrase that is entered in the text field.

Find Whole Words Only

This option limits the search to items that include any of the words entered in the text field.

Appearing in Description

This option limits the search to text in an item's description.

Appearing in Notes

This option limits the search to text in an item's notes.

Appearing in Keywords

This option limits the search to text in an item's keywords.

Look in

Include Subfolders

This option searches in subfolders in the selected directory or folder.

Search Archives

This option searches in archive files in the selected directory or folder.

Search Albums

This option searches in albums in the selected directory or folder.

Follow Shortcuts

This option searches the source of a folder shortcut.

Advanced Search

As well as the basic search features, you can use advanced options to narrow your search by date, author, image properties or metadata.

To use advanced options to search for an item:

1. Do one of the following:
 - Click **Edit | Search**.
 - Select the **Search** tab.
2. Select one or more of the following options:
 - **Date**
 - **Author**
 - **Image Properties**
 - **Metadata**
3. Modify the criteria for each of the options you select.

4. Click **Start**.

Advanced Search Options

The following options search either a file's metadata or file information. You can view file information in the file list under the Details mode.

Date

File timestamp searches the last modified date.

Date in database searches the database date.

After and Before dates limit the search by the dates of an item.

Author

The Author option, limits the search to files written or associated with the specified author.

Image Properties

Limits the search to exactly, less than or greater than a specified dimension or color depth.

The width, height and color depth of an image are displayed in the file list. For example, 530x384x24b.

Metadata

Metadata included with a file, is written by the device that initially created the file. For example, a digital camera.

Patterns Supported in Search

Patterns can be used to search for files with names matching specific criteria. A pattern can be as simple as a portion of a file name you are searching for, or it may include wildcards.

Notes:

- 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 quotes.

Wildcards

A pattern may include any of the following wildcards:

?

Match any single character in the file name

e.g. **ca?.jpg** will match *cat.jpg*, *cap.jpg*, and *car.jpg*, but not *cats.jpg*

Match zero or more characters in the file name

e.g. **cat*** to match *cat.jpg*, *cats.jpg*, and *cathy.jpg*

[...]

Match any of the enclosed characters

e.g. **ca[tr]** to match *cat.jpg* or *car.jpg* but not *cap.jpg*

[!...]

Match any character not enclosed

e.g. **cat[!0]** to match *cata.jpg* and *catb.jpg* but not *cat0.jpg*

[...-...]

Match any character in the specified range

e.g. **cat[a-f0-9]** to match *cata.jpg*, *catb.jpg*, ..., *catf.jpg* and *cat0.jpg*, *cat1.jpg*, ..., *cat9.jpg*

\

Escape a wildcard character

e.g. **cat[?]** to match *cat[1].jpg*, *cat[2].jpg*, etc...

If you do not include the wildcard * in your pattern, the pattern is matched as a substring. For example, **cat** would match *cat*, *cathy* and *bobcat*, and is equivalent to the pattern ***cat***.

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Chapter 5

Browser Workspace

The Browser Workspace displays files in the folder selected in the Browser bar tabs. Create custom sorts and filter out unwanted files. Perform rename and resize operations on series of images. View metadata and add descriptions to files. Play and edit audio files and audio associated with an image. Connect to ACDInTouch and use Pane Extension plug-ins such as the Order Prints pane.

File List

The File list displays the contents of the currently selected item in the Folder tree. While there is a Files pane that displays the items in a full pane view, there is also a File list in both the View and Properties panes.

You can customize the display of files in the File list by:

- Selecting from different View Modes.
- Sorting the files in the list.
- Filtering the files that are displayed.

To open the File list pane:

Select the **Files** tab in the Browser Workspace.

To select files, do one of the following:

- Select one or more files.
- Click **Edit** and choose one of the following:
 - Select None**
Clears the selection
 - Select All**
Selects all items
 - Select All Files**
Selects all files (not folders, drives, etc.)

Invert Selection

Inverts the selection by selecting the files that were not selected

To set File list options:

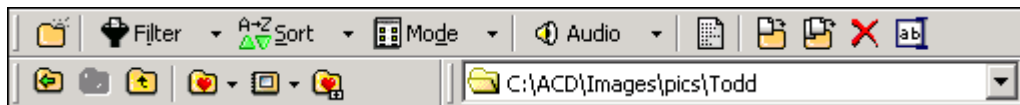
1. Click **Tools | Options**.
2. In the Browser tab, click the **File List Options** button.
3. Select one or more options.
4. Click **OK**.

Some of the options include:

- What items in the list are set to visible.
- Thumbnail settings (including configuration and information displayed).

File List Toolbar

The File list toolbar is displayed in the Browser Workspace when you select the Files tab, the View tab, or the Properties tab. With the File list toolbar shortcut buttons, you can organize the file list, copy, move or delete items, browse through folders and create new shortcuts in the Favorites pane or albums.



New Folder

Creates a new folder

Filter

Displays options that limit the types of files you see in the File list

Sort

Organizes items in the File list based on particular criterion such as file name or size

Mode

Displays files with thumbnails and information about name, type, size and date depending on the mode selected

Audio

Displays options to play, stop or edit an audio file

Properties

Opens the Properties dialog box

Move To

Opens the MoveTo dialog box where you can enter a new location

Copy To

Opens the CopyTo dialog box where you can specify a new location

Delete

Removes the selected file or files

Rename

Selects the file name for you to modify

Back

Displays the previously viewed folder and its contents in the File list

Forward

Advances you to a folder you previously viewed - you need to have used the Back button for the Forward button to be active

Up one level

Displays the parent folder and its contents

Favorites

Displays options to add shortcuts or open the Favorites pane

Albums

Displays options to add items to a folder or open the Albums Pane

Path Box

Displays the path of the selected folder

See [Customizing Toolbars](#) to find out how you can add, remove and arrange toolbar buttons as well as hide the button labels.

Filtering

At times folders can contain a large number of files. ACDSee provides filters to display only the types of files you want to see in the File list.

To filter out items so that they are not displayed in the File list:

1. Do one of the following:
 - Click **View | Filter**.
 - Click the **Filter** shortcut button.
2. Clear a filter so that it is no longer indented. This activates the filter.
3. Repeat the steps to add more filters.

Filter settings are synchronized with the Option settings.

To control the display of Filters using Options:

1. Click **Tools | Options**.
2. Select the **Browser** tab.
3. Click the **File List Options** button.
4. In the Item Visibility section, select or clear the filter.
5. Click **OK**.

Filters include:

- Folders
- Albums

- Archives
- Images
- Media (not including image files)
- Other (any file not in the other categories)
- Hidden

Sorting Files

Sorting files can be useful when looking for a file or when selecting a range of files. In these instances it is helpful to organize items in the Browser's File list based on particular criterion such as name or size. You can sort the File list in any view mode. The method of sorting is preserved across sessions; it remains in effect until you change it.

Sorting in Any File List View

Select the File list view and then sort the displayed files as described here.

To change the way items are sorted in the File list:

1. Do one of the following:
 - Click the **Sort** shortcut button.
 - Click **View | Sort**.
 - Right-click the background of the File list, and in the shortcut menu, click **Sort**.
2. Choose one of the options listed.

To reverse the sort:

1. Do one of the following:
 - Click the **Sort** shortcut button.
 - Click **View | Sort**.
 - Right-click the background of the File list, and in the shortcut menu, click **Sort**.
2. Click **Reverse**.

Sorting Using Column Headers

The most visual way of telling how items are sorted is by using Details view and Thumbs+ Details view.

To change the sort order:

Click a column name (e.g., click Name to sort all files by file name).

Direction of the Sort

When clicking on the column name, a green arrow signifies that the list is sorted according to that file information criterion. You can click the name again to alternate from forward to reverse sorting.



Signifies a forward alpha-numeric sort (A-Z, lowest to highest, etc.).



Signifies a reverse alpha-numeric sort (A-Z, lowest to highest, etc.)

To show or hide a column:

1. Click **View | Columns**.
2. Select the column you wish to show or hide.

To change the column order:

Click the column header and drag it to the desired position. A colored vertical line identifies the position where the column will be inserted.

Note:

Column settings are automatically preserved between sessions.

File List View Mode

There are several ways you can view files displayed in the File list. By viewing files in Thumbnails views you can get a quick preview of the contents of the folder. You can easily switch to Details view to get specific information. The last view chosen is preserved across sessions; it remains in effect until you change it.

To change the View Mode:

1. Do one of the following:
 - Click the **Mode** button.
 - Click **View | Mode**.
2. Choose a view from the list.

File List Views

Thumb+ Details

Each file occupies one row. The filename and a preview thumbnail is displayed in the first column, followed by detailed information; including Size, Type, Date, Image Properties, and Description. You can select the columns that you would like to view.

Thumbnails

Thumbnail images are displayed in multiple rows and columns. By default, the dimensions (image files only), date, and file name are displayed underneath the thumbnail.

Large Icons

A large icon and the file name is displayed. Icons are displayed in multiple columns.

Small Icons

A small icon with the file name displayed to the right of the icon. Icons are displayed in multiple columns.

List

A small icon with the file name displayed to the right of the icon. Icons are displayed in a list.

Details

Same as List mode, but with columns of detailed information; including Size, Type, Date, Image Properties, and Description. You can select the columns that you would like to view.

Image files that are associated with ACDSee are displayed in all view modes in a color-coded format.

To choose a single color or no highlight color:

1. Click **Tools | Options**.
2. On the Browser tab, click the **File List Options** button.
3. Choose an option from the **Highlight image files** drop-down menu.

Columns Display

When using Details or “Thumbs+ Details” view mode, several columns of information are shown. The column display is automatically preserved between sessions and remains in effect until you change it.

To customize the order of columns:

1. Click the column header (where the column title is displayed).
2. Drag the column header to a new position. A colored vertical line identifies the position where the column will be inserted.

To control the display of columns, do one of the following:

- Click **View | Columns** and select the column you want to show or hide.
- Right-click a column name and select the column you want to show or hide.

Note:

It is not possible to hide the Name column.

Thumbnails

In the Browse window you can view thumbnail images of your multimedia files. Thumbnails are an excellent way to browse the contents of your directories quickly. When you select a folder in the Folder tree, ACDSee displays a thumbnail for each image and video file in the folder.

The types of Thumbnail displays are:

Thumb + Details

Includes File name, Size, Date, Image Properties and Descriptions

Thumbnails

Includes File name, Size, Date, and Image Properties

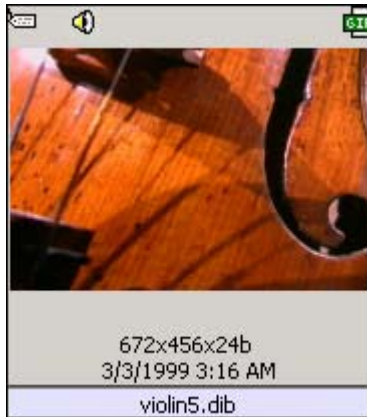
To change the list mode:

1. Do one of the following:
 - Click **View | Mode**.
 - Click the **Mode** shortcut button.






2. Choose one of the View mode selections.

Overlay Icons

ACDSee provides icons (“Overlay icons”) on the thumbnail to identify the format type of the file and if it has a description. You can click the **Database** icon to open the Properties dialog box for the image. Click the **Metadata** icon to open the Properties dialog box with the metadata information. When you click the **Audio** icon the audio file is played.



These overlay icons are as follows:

-  Database information
-  Metadata information
-  Audio file
-  Image icon; based on ACDSee's file format support
-  Shortcut icon; as can be created in Favorites pane or in an Album

To modify the thumbnail display:

1. Click **Tools | Options**.
2. Click the **File List Options** button.
3. Click the **Thumbnail Settings** button.
4. Move the sliders to adjust the height, width, and border.
5. Click the **Display Info** button to select the Information and Overlay Icons options.
6. Click **OK**.

Browse Window Path Box

The path box is part of the File list and can be found in the Browser Workspace when you select the Files tab, the View tab, or the Properties tab. It specifies the current folder being browsed and contains a history of recently browsed folders.

To view the contents of a folder, do one of the following:

- Click the drop-down arrow to select a path from the list.
- Type a different path and press **Enter**.

While you are selecting a path you can press **Esc** at any time to cancel and return to the current path. You can also have the path displayed in the Browse window title bar.

Advanced Tip:

Copy and paste path strings from Windows Explorer™ or other applications to the ACDSee path box; use **Ctrl + C** to copy and **Ctrl + V** to paste.

To control the display of the path in Browse window title bar:

1. Click **Tools | Options**.
2. Select the **Browser** tab.
3. Clear **Show full path in title bar**.
4. Click **OK**.

Selecting Multiple Files

You can speed up many of your file operations by choosing more than one file at a time.

To select multiple files:

1. In the File list, do one of the following:
 - Click **Edit | Select All**.
 - Select the first item in the range, hold **Shift** and select the last item in the range.
2. In the selection, you can add or remove a file by doing one of the following:
 - Add a file: hold **Ctrl**, and select an image outside of the range.
 - Remove a file: hold **Ctrl**, and select an image inside the range.

How to Customize the Order of Files

You can arrange files in the Browser File list by dragging the items to new locations. This feature is best used in Thumbnails view mode.

To customize the order:

Drag the item to a new position. A bar indicator specifies the position where the item will be inserted.

Custom Order

After arranging the items in the File list, a Custom Order is automatically saved for that folder. The order of the files for that folder (or archive file, or album) are preserved between sessions.

To change the Custom Order:

1. Click **View | Sort**.
2. Select **By Custom Order**.
3. Arrange items by dragging files to a new position.

To use a Custom Order to sort files, do one of the following:

- Click **View | Sort** and select **By Custom Order**.

- Click the **Sort** button and select **Custom Order**.

To delete the Custom Order and reset the sort, do one of the following:

- Click **View | Sort** and select **Delete Custom Order**.
- Click the **Sort** button and select **Delete Custom Order**.

To overwrite a Custom Order:

1. Click **View | Sort** and select any Sort option other than **By Custom Order**.
2. Drag an item to a new position.
3. Click **Yes** when asked to overwrite the previous arrangement with the new arrangement.

View Pane

The View pane is a combination of the Preview area and the File list - media file previews are displayed and the files in the selected folder are displayed underneath. The View pane is useful if you want to take advantage of a larger image preview.

Underneath the preview area is a smaller version of the File list; all File list functionality is available.

To view an image in the View pane:

1. Select an image in the File list.
2. Select the **View** tab.

The View Pane Toolbar

The View pane contains a toolbar where you can perform some simple operations. A preview bar is available for you when you select a multi-page image, video and audio files. The video and audio automatically play in the View area. There is also a File list toolbar located in the View pane.

To view sequential images in the View pane, do one of the following:

- Click **Next** to view the next image in the folder.
- Click **Previous** to view a previous image in the folder.

To use zoom on the currently viewed image, do one of the following:

- Click **Zoom In** to zoom in on the image.
- Click **Zoom Out** to zoom out of the image.

To edit the image from the View pane:

Click **Editor**.

Properties Pane

The Properties pane is located in the Browser Workspace. In the top half of the pane there is file information specific to the file that is selected. In the bottom half of the pane, there is the File list and the File

list toolbar. There are three buttons in the Properties pane toolbar: Database, Metadata, and File.

To open the Properties pane:

Select the **Properties** tab.

To access file information:

1. Select a file in the File list.
2. Click the **Database**, **Metadata**, or the **File** button in the Properties pane toolbar.

Properties Pane Toolbar Buttons

Database

This information includes: Description, Date, Author, Notes, and Keywords.

If you need to search for an image you can use any of these entries to locate the file.

Metadata

Metadata, refers to digital camera storage of image information using EXIF compressed files. Metadata items are embedded in an image file.

Note:

ACDSee 4.0 and FotoCanvas 1.1 support modification of images while retaining the metadata information. For example, if the digital image is modified (resized, cropped, etc) and then saved, the digital camera metadata will remain the same. If you modify images with a different application, check the specifications of the application.

File

Includes File properties (location, size, creation date, etc.) and Image Attributes properties (format, width, height, etc.).

To change the file so that it cannot be edited, select the **Read-only** check box.

To change the file so that it is hidden from view in the Folder tree of ACDSee or Windows Explorer, select the **Hidden** check box.

Maximum Character Lengths

There are maximum character limits that you can enter into the database text fields.

Descriptions

3800 characters

Author

79 characters

Notes

4095 characters

Keywords

1023 characters

Some of the Tags in the Metadata page can be edited for JPEG and TIFF images.

To edit metadata information:

1. Select the **Metadata** tab.
2. Click one of the following Tag items:

- **ImageDescription**
- **Artist**
- **Copyright**
- **DateTimeOriginal**
- **UserComment**

3. Type a new value.

4. Click another area or press **Enter**.

Database Dates

You can set a date that is entered in the ACDSee database and is displayed with the image in Details view or with the thumbnail of the image.

To view and set database dates:

1. Select an image.
2. Select the **Properties** tab, and then select the **Database** tab.
3. To set the date, do one of the following:
 - In the **Date** text field type the new date.
 - Click the drop-down arrow and select a date in the calendar.

The database date is specific to ACDSee and cannot be generated automatically.

ACDInTouch Pane

The ACDInTouch pane is your connection to us at ACD Systems. Through your ACDInTouch pane you can access information on special offers, free digital imaging resources, Columns and Articles, Image Collection, and Newsletters/Subscriptions. If you choose to become a member you gain even more advantages. The ACDInTouch pane changes regularly to keep you updated with the newest information about the digital imaging community.

To connect to ACDInTouch:

1. Do one of the following:
 - Click the **ACDInTouch** button in the Main toolbar.
 - Select the **ACDInTouch** tab in the Browser Workspace.
 - Click **Help | ACDInTouch**.
2. In the Connect to InTouch dialog box, do one of the following:
 - Click the **View Privacy Policy** link to open an Internet information page.
 - Click the **Not now, thanks** button to choose to not connect and return to the Browser.
 - Click the **Connect now** button.

You can return to other panes in the Browser after your InTouch session. The next time you open the ACDInTouch pane your connection is active and remains so until you quit the application.

About the ACDInTouch Service

ACDInTouch is a data exchange service. When you connect, information is sent to you directly. This information is relevant to your product, such as upgrades, add-ons, and related software from ACD Systems that may also be of interest to you.

For information on ACD Systems' Privacy Policy, visit our Web site at:

www.ACDSYSTEMS.com/english/company/privacy.htm

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Chapter 6

File Menu

The file menu contains tools for creating new folders, printing, sharing images over the Internet, performing screen captures and acquiring images from your digital camera or TWAIN device.

Acquire Images Setup

ACDSee supports the industry standard TWAIN interface for transferring images from digital-imaging hardware. Typically, this hardware is either a scanner or a digital camera.

To acquire images using TWAIN:

1. Click **File | Acquiring Images**.
2. Click **TWAIN** and select **Settings**.
3. In the Acquire Settings dialog box, select the TWAIN source (your camera or scanner).
4. Click the **Format** drop-down arrow and select an image format. Each format may have options you can configure.
5. Click the **Folder** button and select a folder where the images will be saved.
6. Create a file name template.
7. Click **Acquire Now** if you want to transfer images from the TWAIN source now.
8. Click **OK**.

Once your Setup is complete you can Acquire Images. If a device is not listed, refer to your manufacturer's documentation for installation and setup.

Output Options

Format

After clicking the Options button, a dialog box appears for certain image formats with settings for the selected format. For information on each of the settings click the **Question Mark** icon in the corner of the dialog box and then click the setting.

See supported media formats appendix for a list of the formats that have write support.

Folder

There are three options to select a folder:

- Click the **Folder** button, select a folder, and click **OK**.
- Choose a previous path from the drop-down box.
- Type a path in the box.

File name template

A file name template specifies the acquired image name. The file name can include regular alpha-numeric characters plus number signs (#) to indicate a sequence. Insert one or more #'s in the template to have ACDSee replace the '#' with an automatically generated index number.

Acquire Images

Once you are finished the Acquire Images Setup, you now can transfer images to your computer.

To pick the source of your acquire images:

1. Click **File | Acquire Images**.
2. Click **TWAIN** and select **Acquire**.
3. Select the **TWAIN Source**.
4. Click **OK**.

If you have previously used a TWAIN Source, the previous settings will be displayed. You can change any of these settings in Step 3.

Note:

Images are placed in the ACDSee directory that was previously active. Images appear in the File list as each transfer is completed.

Automatically Acquire Images

If you are using a single source to acquire all your images, you can reduce the number of steps you must take by setting up automatic acquire.

To set up the automatic acquire images feature:

1. Complete the Acquire Images Setup.
2. Click **Tools | Options**.
3. Select the **Miscellaneous** tab and clear **Show acquire setup** before acquiring.
4. Click **OK**.

To automatically acquire images:

1. Click **File | Acquire Images**.
2. Click **TWAIN** and select **Acquire**.

Digital Camera Support

There are many digital cameras on the market today. Once you have connected a camera to your system, you can browse photos from your camera and then transfer them to your system. With ACDS_{ee}, you can also take pictures.

To configure your digital camera:

1. Click **File | Acquire images**.
2. Click **Digital Camera** and select **Settings**.
3. Select your camera model from the list.
4. Click **Properties** and specify the connection settings and options.
5. Click **OK**.

If your camera does not appear in the list, you may be able to download a camera plug-in for it. See the ACD Systems Web site for a list of available camera plug-ins:

www.ACDSYSTEMS.com/english/products/plug-ins/

If a plug-in for your camera is not available, you can access your digital camera using the Acquire feature.

To browse images on your digital camera:

1. Click **File | Acquire images**.
2. Click **Digital Camera**.
3. Select **Browse Pictures**.

You can start a slide show of the images directly from the camera. However, because of the limited bandwidth of the connection, it is recommended that you transfer the images to your hard disk drive before viewing.

To transfer images from your digital camera to the currently selected folder:

1. Click **File | Acquire images**.
2. Click **Digital Camera**.
3. Select **Download all Pictures**.

To take pictures and transfer them to the currently selected folder:

1. Click **File | Acquire images**.
2. Click **Digital Camera**.
3. Select **Take Picture**.
4. Do one of the following:
 - Select **Once** in the Take Pictures dialog box to take a single picture.

- Select **Every 10 seconds** to take a series of pictures. Select the time interval in seconds, minutes, or hours.
5. Set the number of seconds in the **Initial delay before taking first picture** field.
 6. Select **Download and remove each picture after it is taken**.
 7. Click **Browse** and choose the location where you want to save your files.
 8. In the **File name template** drop-down menu, select the codes you want to use to generate the file names for the pictures.
 9. Click **Start**.

Note:

The option to take pictures with ACDSsee is not possible with some digital cameras.

File name template codes

The file name template allows you to specify a template to use when generating file names for pictures downloaded to your computer. You can use the following codes to generate file names:

{caption}

A unique name you can specify.

For example: "Holidays"

&d

The date the picture was taken .

For example: 2000-07-13

&nnn

The sequence number of the picture. One digit is used for each 'n'.

For example: 001, 002, etc.

&t

The time at which the picture was taken.

For example: 17.47.42.

You can also click the **Right Arrow** button to select file name codes.

Screen Capture

The screen capture tool is another way that ACDSsee can acquire images. You can create and save images of anything on your desktop including any graphic or image in your Internet browser, an open application, or the desktop wallpaper.

To begin a screen capture:

1. Do one of the following:
 - Click **File | Acquire Images** and select **Screen Capture**.
 - Click the **Activity** button and then click the **Acquire** icon. Select the **Screen** shortcut button, and click **OK**.
2. Select the Screen Capture options.
3. Click **Start**.

4. Follow the steps shown in the Screen Capture bubble in the lower-right corner of the screen.

Screen Capture Options

The Screen Capture dialog box has three areas that you need to set:

Source

Source options relate to the area of the desktop you want to capture.

Current Monitor

Captures an image of the entire area displayed on the screen.

Entire Window

Captures an image of the entire window in focus.

Content Only

Captures an image of the window contents (does not include the frame or title bar).

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 pixel settings.

Selected Region

Selects a region with the mouse pointer when you begin the screen capture.

Child Window

Captures an image of sections of the window (e.g., toolbars).

Menu Under Cursor

Captures selected menu commands.

Note:

If you choose Fixed Size, Selected Region, or Child Window captures, you can cancel the screen capture by clicking the right mouse button.

Destination

Destination options specify where the acquired image is to be saved or copied.

Clipboard

Places a copy of the image to the clipboard. From the clipboard you can paste the image to a new location (e.g., in the Browser's File List or Windows Explorer).

File

Displays the Save dialog box to save the file; you can specify location, format, and file name.

Editor

Opens the screen capture in the ACDSee default editor (e.g., FotoCanvas).

Initiate Capture

Initiate Capture options relate to the methods of starting the screen capture.

Hot Key

Designates a keystroke combination. 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 of time. Choose enough time to set up your desktop or window for the screen capture. The maximum setting is 60 seconds.

Shell Commands

Windows allows you to associate a number of actions for each file type. The default action is usually Open, which is normally invoked when you double-click on an image in Windows Explorer. ACDSee supports most shell actions.

To use the shell open and edit commands for a file, choose one of the following:

- In the File list, right-click a file and select **Shell Open** or **Shell Edit**.
- From the Browser or the Viewer, click **File | Shell** and select one of the following options:
 - Open**
Accepts the default application that will open the file
 - Edit**
Accepts the default editor
 - Open with**
Provides a list of applications to open the file
 - Edit with**
Provides a list of editing applications to edit the file

Tip:

If you have set the selected file to be opened by ACDSee by default, then a separate instance of ACDSee will be launched (e.g., using the shell open will open an image in a new Viewer window). For more information see [Setting File Associations](#).

Note:

If the open or edit action is invoked, but the file selected does not have a file association, ACDSee displays a dialog box (e.g., the Open with dialog) and you can select an application from the list.

E-mail

E-mail images directly from ACDSee without using an external e-mail application. For more information on this feature, please see [Sending E-mails](#).

Sharing Images

Share images over the Internet using SendPix. For more information on this feature, please see [Sharing Images With SendPix](#).

Printing

With ACDSee's Print tool, you can specify printer properties, control rendering, adjust the size and position of the image, create thumbnails, add headers, footers and captions.

To print from the Browser:

1. Select an image or a range of images in the File list.
2. Do one of the following:

- Select **File | Print Images**.
 - Click the **Print** button.
3. In the **Printer Name** field, select a printer. If you do not specify a printer, the Print tool uses your default printer.
 4. Select from the available printing options. If you do not want to customize your printout, skip to Step 5.
 5. Click **Print**.

To print from the Viewer:

1. Select **File | Print Images**.
2. In the **Printer Name** field, select a printer. If you do not specify a printer, the Print tool uses your default printer.
3. Select from the available printing options. If you do not want to customize your printout, skip to Step 4.
4. Click **Print**.

To print from Windows Explorer using ACDSee:

1. Select one or more images in Windows Explorer.
2. Right-click the selection and select **Print with ACDSee**.
3. In the **Printer Name** field, select a printer. If you do not specify a printer, the Print tool uses your default printer.
4. Select from the available printing options. If you do not want to customize your printout, skip to Step 5.
5. Click **Print**.

To make the Print with ACDSee command available in the shortcut menu:

1. In ACDSee, select **Tools | File Associations**.
2. Select the checkboxes of relevant file types.
3. In the Context Menu tab, select **Print with ACDSee**.

To print part of an image:

1. In the Viewer, select the region you want to print.
2. Select **File | Print Images**.
3. In the **Printer Name** field, select a printer. If you do not specify a printer, the Print tool uses your default printer.
4. Select from the available printing options. If you do not want to customize your printout, skip to Step 5.
5. Click **Print**.

To print multiple page images:

1. Open the Print dialog box.
2. In the **Printer Name** field, select a printer. If you do not specify a printer, the Print tool uses your default printer.
3. In the **Print range** field, do one of the following:
 - Select the **All** radio button to print all pages. When printing from Browse mode, the entire multiple page image is printed by default. When printing from View mode, however, only the current page is printed by default.
 - Select the **Pages** radio button and type a page range to print a range of pages.
4. Select from the available printing options. If you do not want to customize your printout, skip to Step 5.
5. Click **Print**.

Printing Options

With ACDSee's Print tool, you can specify printer properties, control printer rendering, adjust the size and position of the image, create a thumbnail image, and add headers, footers and captions to the image. A preview of the image is available.

To change printing options, do one or more of the following:

- Select the **Printer** tab to select the Printer and the Rendering options.
- Select the **Position** tab to select the Position options.
- Select the **Header/Footer** tab to add text or insert page numbering.
- Select the **Captions** tab to add text or insert metadata tags.

Printer Selection

You can select a printer, view the current settings for it, and set printer options. The following settings are available:

Printer

You can select which printer you wish to use for printing. Click **Properties** to open the printer properties. Refer to the printer manufacturer's Help file for further assistance. A Help button may be available.

Printer Range

Specifies which pages to print. Printer range includes two options: the **All** option that prints every image selected, and the **Pages** option where you can enter the number of the first page printed and the number of the last page printed in a range of images.

Copies

Designates the number of copies printed of each image.

Rendering

Specifies the quality of printing and adjusts all the images light value. The **Resolution** sets the quality of the printed image. The higher the resolution the more dots used when printing the image. The **Gamma** setting changes the light value of the images, higher values lighten

the image, while lower values darken it.

Print Position

In the Position tab, you can select an image size and the options for each size. The options for each size vary. The Measurement Units designate either inches or millimeters as the unit to measure margins, image width and height, and thumbnail spacing.

Image Size

You can select one of the image sizes to print your picture.

Default

Prints the image at the size in the main display. If an image is larger than the preview area the unprinted portions will be shown in red.

The following options are available: **Page Position** and **Margins**.

Fit to Page

Prints an image that is stretched to meet the margin of the page.

The following options are available: **Page Position**, **Margins** and **Maintain aspect ratio**.

Specify Size

Prints an image of a specified width and/or height and maintains the aspect ratio of the image or not. If the aspect ratio is maintained the image will be sized to meet either the width or height. If the specified image is larger than the preview area the portions that will not be printed are red. The following options are available: **Page Position**, **Margins** and **Image Properties**.

Image Properties

Thumbnails

Prints a page with a thumbnail of the image. The following options are available: **Margins**, **Maintain aspect ratio**, **Thumbnail Size** and **Thumbnail Spacing**.

Options

Each option is applicable to one or more image sizes. The available options are:

Page Position

Specifies where on the page to place the image. There are nine possible places.

Margins

Specifies the **Top**, **Bottom**, **Left** and **Right** margins for the page. The marquee on the preview image designates each margin.

Image Properties

Specifies the following three settings:

- **Maintain aspect ratio** retains the same width and height ratio no matter what the size designation.
- **Width** specifies the specific width of an image.
- **Height** specifies the height of an image.

Thumbnail Size

Specifies how many rows and columns of images will be printed on a page. The maximum is 12 rows and columns. ACDSsee analyzes the page margins, the thumbnail rows and columns, and thumbnail space to automatically determine the size for each thumbnail.

Thumbnail Spacing

Specifies the vertical and horizontal space between each thumbnail.

Printing Contact Sheets

Create highly customized contact sheets and automatically route them to your printer. For more information about this feature, please see [Creating Contact Sheets](#).

Adding a Header, Footer or Caption

When you print an image, you can add text above or below the image. The header places text above the image, the caption places text below the image, and the footer places text below the caption. The text can include information you type or metadata tags associated with the image file.

To add a header or footer to the image:

1. Select the **Header/Footer** tab.
2. Do one of the following:
 - Select **Insert Header Text**.
 - Select **Insert Footer Text**.
3. Click the drop-down menu and select a Font alignment.
4. Click **Font** and select the **Font, Font style, Size, and Effects**. Click **OK**.
5. Do one of the following:
 - Type your text in the text field.
 - Click **Page Numbering** and select the tags to use.

To add a caption to the image:

1. Select the **Caption** tab.
2. Click the drop-down menu and select a Font alignment.
3. Click **Font** and select the **Font, Font style, Size, and Effects**. Click **OK**.
4. Click **Insert Metadata Tags** and select the tags to use.

Metadata Tags

Metadata is saved as part of an image. Most often metadata is generated by a device, such as a digital camera. Some metadata can be added or changed by the user, this includes: file name, file time and date, and image dimensions.

File Information

You can view this information in the File List with the Mode set to Details.

Metadata and GPS Metadata

This information comes from the device that created the image. You can view the information in the Properties pane.

ACDSee DB Info

You can include the user entered metadata, if ACDSee is installed.

Timestamp Command

Timestamps reflect the creation time and date of a file, or the time and date of last modification, or a time and date that you specify. You can change timestamps of an image from the Viewer or the Browser. From the Browser you can change timestamps of non-image files and timestamps of more than one file at a time.

To view file timestamps, do one of the following:

- Right-click a file, select **Properties** and select the File tab.
- Click the **Properties** pane.
- View the date on the image thumbnail or in Details view.

If you have entered a Database Dates for an image it is displayed with the image in the File list.

To change the timestamp of one or more files from the Browser:

1. In the File list, select one or more files.
2. Click **File | Change Timestamp**.
3. Select one of the following:
 - **Creation date**
 - **Current date and time**
 - Date and time that you can specify
4. Click **OK**.

To change the timestamp of an image from the Viewer:

1. Click **File | Change Timestamp**.
2. Select one of the following:
 - **Creation date**
 - **Current date and time**
 - Date and time that you can specify
3. Click **OK**.

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Chapter 7

Edit Menu

The Edit Menu provides tools for moving files to other folders, standard cut, copy and paste commands, and renaming files, one at a time or as a batch.

Copy, Move and Paste Commands

You can copy files to the clipboard or move them directly to a folder.

To copy or move items:

1. Do one of the following:
 - Click **Edit** and select **Copy To** or **Move To**.
 - Right-click an item and select **Copy To** or **Move To**.
2. In the Copy Files or Move Files dialog box, choose one of the following:
 - Type in a directory path.
 - Click the drop-down arrow and select a path used previously.
 - Click the **More** button and double-click a folder in the **Folder** tabbed page, an album in the **Album** page, a favorites shortcut in the **Favorites** page, or a previously used path listed in the **History** page.
3. Click **OK**.

Note:

If you are copying or moving a single file you can type in a different file name in the File Name text field.

To copy, cut and paste items:

1. Select one or more files.
2. To copy the selection, do one of the following:

- Select **Edit | Copy**.
 - Right-click an item and select **Copy**.
3. To cut (or move) the selection, do one of the following:
 - Select **Edit | Cut**.
 - Right-click an item and select **Cut**.
 4. In the Folder tree, choose the folder where you want to place the selection.
 5. Select **Edit | Paste**.

Note:

If you paste files into Windows Explorer, the file descriptions will not be preserved.

To copy and paste images using the clipboard:

1. Select one image.
2. Do one of the following:
 - Select **Edit | Copy Image**.
 - Right-click an item and select **Copy Image**.
3. To paste the selection, do one of the following:
 - In the Main toolbar, click the **Acquire** button. In the Activity toolbar, click the **Clipboard** button.
 - In the folder tree, select a folder and click **Edit | Paste** in the File list.
 - Right-click a blank area in a File list and select **Edit | Paste**.
4. In the Save Clipboard Image As dialog box, do one or more of the following:
 - In the **Save in** text field, select a new location.
 - Type a new file name.
 - In the **Save as type** field, select a new image format.
5. Click **Save**.

File Name Collisions

When you move or copy a file to a folder that already has a file with the same name, a file name collision results. When this happens, the Confirm File Replace dialog box is displayed. It has two previews: the destination image on the left and the source image on the right. There are zoom buttons available (zoom out, zoom in, and full size).

The following options are available to you:

Replace

Replaces the destination file with the source file

Skip

Skips the file so that it is not moved or copied

Rename

Renames the file in focus

Apply to all

Replaces all or skips all selected files; check **Apply to all** and click **Replace** or **Skip**

Cancel

Cancels the entire move or copy operation

Note:

In the Filing tab of the Options dialog, there are options that you can configure to automatically bring about the same actions.

For Folders

When you copy or move a folder to a location where a folder with the same name exists, the Confirm Replace dialog box appears if there are files within these folders with the same name. If there are no files with the same name then the new files will be moved or copied into the destination directory.

Deleting Items

By default, ACDSee performs like Windows Explorer when performing file deletion. There is a confirmation window that appears as a way of ensuring that you want the file to be deleted. Even after the file is deleted you can recover it from the recycle bin.

To delete an item in the Browser:

1. Select one or more items.
2. Do one of the following:
 - Click **Edit | Delete**.
 - Right-click the item and select **Delete**.
 - Press the **Delete** key.
3. In the Confirm File Delete dialog box, do one of the following:
 - Select **Yes** to move the file to the desktop recycle bin
 - Select **No** to cancel and return to the Browser.

To delete an item from the Viewer:

Click **Edit | Delete**. The current image in the Viewer is deleted from your directory.

To bypass the Confirm Delete dialog box:

Hold down **Ctrl** during Step 2.

You can recover deleted items by opening up the recycle bin (refer to the operating system help for more). If you are sure you do not want to recover the files and you want to remove the files from your system to recover hard disk drive space, then you can bypass the recycle bin.

To bypass the recycle bin:

Hold down **Shift** during Step 2.

To specify whether or not to use the recycle bin and to ask for confirmation:

1. Click **Tools | Options**.
2. Select the **Filing** tab.
3. Choose from the following options:
 - **No confirmation.**
 - **Always confirm folder delete.**
 - **Don't use recycle bin - permanently delete all files.**
4. Click **OK**.

Copy and Move

You can copy or move files and folders within ACDSee or between ACDSee and Windows Explorer. If the destination location in ACDSee has a file name with the same name, a File Name Collision occurs.

You can transfer files in the following places:

- Within the Browser Folder tree
- Within the Browser File list
- To and from the Folder tree and File list
- To and from Explorer and ACDSee's Folder tree and File list

To copy or move items with a drag-and-drop-operation:

1. Select one or more files.
2. Using the right mouse button, drag the files to a folder or a folder shortcut in the File list, Folder tree or Favorites list.
3. In the shortcut menu, select **Copy here** or **Move here**.

Special Drag-and-Drop Features

There are situations in which the Folder tree is longer than what is displayed in the Browser. To scroll the pane up or down during a drag-and-drop operation, drag the file to the upper and lower borders of the pane, or you can drag the file in the vertical scroll bar.

When you drag a selection to a folder on the same disk partition, the files are moved by default. When you drag a selection to a folder on a different disk partition, the files are copied. The mouse pointer has a plus sign beside it when files are copied. Rather than accept the default, you can force the files to be moved by pressing **Shift**, and force them to be copied by pressing **Ctrl**.

If you are dragging items to the Folder tree, you can expand or collapse the currently highlighted folder by clicking the other mouse button (e.g., click the left mouse button if you are dragging with the right). You cannot drag items within the File list.

Renaming Items

You can rename files and folders in the Folders pane, Favorites pane, Photo Disc pane, Albums pane, and the File list.

To rename a file or folder:

1. Do one of the following:
 - Right-click an item and select **Rename**.
 - Select **Edit | Rename** from the menu.
4. Type the new name. Make sure that the extension (e.g., "file_name.jpg") has not been changed.
5. Press the **Enter** key.

Note:

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

You can also rename an item by selecting it, waiting a moment, and then clicking the file name again. You can then type the new file name.

To turnoff renaming items in the File list:

1. Click **Tools | Options**.
2. Click the **Browser** tab.
3. Clear **Single-click to edit the file name option**.

Batch Rename

From the Browser, you can rename a selected range of files according to files that use the same name but have a numbered series.

For example, by using Victoria#_* as a template name:

Original names	New names
BeaconHill1.jpg	Victoria1_BeaconHill1.jpg
BeaconHill2.bmp	Victoria2_BeaconHill2.bmp
Empress2.gif	Victoria3_Empress2.gif

To rename a selection of files:

1. Select more than one file.
2. Click **Edit | Batch Rename**.
3. In the Batch Rename dialog box, select **Specify a template to use for renaming files**. Otherwise skip to Step 7.

4. Select one of the following:
 - Use numbers to replace #'s**
If you want to use numbers in your newly named series.
 - Use letters to replace #'s**
If you want to use letters in your newly named series.
5. Select a letter or number in the **Start at** field.
6. Click the **Insert Exif Metadata** button and select any metadata fields associated with the images to include the metadata information in the file name.
7. Type a template name in the **Template** text field; this could be a word that is related to the series of images you want to rename.
8. In the **File name Case** drop-down menu, select the desired option. A table at the bottom of the dialog box displays the file name changes that will take place.
9. Review the Old name to New name lists and, if acceptable, click **OK**.

By default, when you first open the Batch Rename dialog box, the template and start at fields are automatically generated based on the first file name in the image sequence.

To change the starting index:

In the Old name section, double-click a different file name. Both the template and starting number are reset based on the new file selected.

To change the case (upper or lower case) of a group of files:

1. In the **File name Case** field, select one of the file name case options.
2. Click **OK**. You can view the change in the New name column.

Describing Items

You can attach descriptions to any item in the File list. The descriptions are stored in a hidden file called "descript.ion" and one description file is generated for each folder. If you copy, move or rename files using ACDSee, the file descriptions remain attached to the files.

Descriptions are displayed in the Status bar of the Browser and the Viewer. In the Browser they can be displayed as a File list column

To control the display of descriptions in the File list column, do one of the following:

- Select **View | Columns** and clear or select **Description**.
- Right-click in the column header area and clear or select **Description**.

Information About File Descriptions

- Each file description can be up to 3800 characters long.
- Carriage returns and line feeds are not supported in file descriptions.
- The file description for the currently selected file appears in the rightmost pane of the status bar.

- In Browse mode, file descriptions also appear in the rightmost column in Detail view and can be used to sort the files.
- Using ACDSee's Search feature, you can search through the file descriptions for matching text. Make sure that the **Description** check box is selected in the Search pane.

Important:

Copying, moving or renaming files using other programs, such as Explorer or the MS-DOS command prompt, will cause database information that you have entered (descriptions, notes, etc.), to be lost!

To set or change a file description:

1. Select the files you want to describe.
2. Do one of the following:
 - Select **Edit | Describe**.
 - Right-click the file and select **Describe**.
3. Enter the new description.
4. Click **OK**.

To set or change a file description in Detail view mode:

1. Double-click the description area of an item to edit it (in the Description column).
2. Enter the new description.
3. Click **OK**.

To turn this feature off:

1. Select **Tools | Options**.
2. Select the **Browser** tab.
3. Clear **Double-click to edit the description**.
4. Click **OK**.

To describe a group of files with the same file description:

1. Select the files you want to describe.
2. Do one of the following:
 - Select **Edit | Describe**.
 - Right-click the file and select **Describe**.
3. Check **Apply to all** at the bottom of the dialog box.
4. Type the new file description.

Notes:

- It is not possible to attach descriptions to files that reside on read-only file systems such as a CD-ROM.

- ACDSee file descriptions are used by some applications (such as JPSoft's 4DOS/4NT), but are not supported directly by Windows.

Advanced feature:

You can copy images and descriptions to recordable CDs.

To view the Descript.ion file in the File list, do the following:

1. Click **Tools | Options**.
2. Click the **File List Options** button.
3. Select the **Show hidden items** option.
4. Click **OK**.

Now you can drag images and the description file to the target location.

8

Chapter 8

Tools

This chapter contains information about the many tools that ACDSee contains for manipulating and working with files. Convert files to any encode format. Resize, rotate and adjust the exposure of images. Create slide shows and set images as wallpaper on your desktop. Access the many ACDSee plug-ins through the Activities Wizard where you can create contact sheets, HTML albums, archives, send e-mails and share images over the Internet.

Format Conversion

ACDSee supports image format conversion from a wide variety of read support image formats to many write support formats. You can convert an image from the Viewer or the Browser. From the Browser you can convert more than one image at a time.

To convert one or more images from the Browser:

1. In the File list, select one or more images.
2. Click **Tools | Format Convert**.
3. In the Multiple Image Format Conversion dialog box choose a format from the list.
4. Select one or more of the Output options.
5. Click **OK**.

To convert an image from the Viewer:

1. Click **Tools | Format Convert**.
2. In the Image Format Conversion dialog box choose a format from the list.
3. Select one or more of the Output options.
4. Click **OK**.

The converted images retain the original file name, but with an extension matching the format chosen.

Note:

Some formats have encoding options that can be adjusted by clicking the Format settings button. If you are converting to or from a multi-page image, click the Multi-Page Options button to set options. See [Converting Multi-page Images](#).

Output Options**Remove/replace original files**

Overwrites the original images with the new image; original images cannot be recovered.

Preserve last-modified dates

Preserves the images last modification dates.

Place the processed images in the following folder

Saves the new images in a folder you specify. Locate a folder or type a folder path. By default, new images are saved to the current selected folder with a new file extension (e.g., from "image.bmp" to "image.jpg").

Overwrite existing files

Select **Replace**, **Skip**, **Rename**, or **Ask**.

Auto-close progress dialog if all operations succeed

Automatically closes the Operation Progress dialog box so you do not see the results after the operation is finished.

Notes:

- If you select a converted image that is the same format as the original image then, depending upon the selected output option, a file name collision could occur. If converted images are placed in the same folder then a message appears informing you that the output file exists. Choose **Yes** to overwrite or **No** to cancel the conversion for the specified image.
- Converting more than one image is only possible from the Browser.
- Metadata is lost when converting from an image that supports metadata (e.g., JPG or TIFF) to an image that does not.

To optionally convert and rename an image from the Viewer:

1. Click **File | Save As**.
2. In the Save Image As dialog box, do one or more of the following:
 - In the Save in text field, select a new location.
 - Type a new file name.
 - In the Save as type field, select a new image format.
3. Click **OK**.

Converting Multi-page Images

You can convert multi-page images in the following ways:

- Select one multi-page image and convert it to several images: one image per each page in the multi-page image.

- Select more than one image (or more than one multi-page image), and create a single multi-page TIFF image.

To convert a single TIFF image to several images:

1. Select the multi-page image (TIFF, PDF, etc.) in the Browser File list.
2. Click **Tools | Format Convert**.
3. In the Multiple Image Format Conversion dialog box, choose an output format.

To create a single TIFF image from several images:

1. Select more than one image.
2. Click **Tools | Format Convert**.
3. In the Multiple Image Format Conversion dialog box, select the TIFF format.
4. Click the **Multi-Page Options** button.
5. In the Multi-Page Conversion dialog box, select one or more options.

Multi-Page Conversion Options

Multi-page conversion options include setting the input options of the source image, and setting the output options of the converted image.

Input Options

The input options are applicable only if you have selected one or more multi-page images in Step 1.

All pages

Select this to convert all the pages of the multi-page images that are selected.

First pages

Select this to convert only the first page of all images (ignores other pages in the multi-page images selected).

Output Options

With the output options below, the output image is a multi-page image and in some instances can be a single page image.

Normal

This option converts each image, including any multi-page images, to separate output images. For example, a multi-page DCX file would be converted to a multi-page TIFF image.

Split

This option converts each single page in the source images to multi-page images (a single page for each). For example, a multi-page PDF file would be converted to single-page TIFF images.

Merged

Select this option to merge all source images to one multi-page image (one selected image per page). The order of the images reflects how the images are sorted in the File list.

Image Rotation

You can adjust the orientation of one or more images. This is useful when you would like to rotate an image or create a mirror image of it. You can adjust the orientation of an image from the Viewer or the Browser. From the Browser you can adjust the orientation of more than one image at a time.

To rotate or mirror one or more images from the Browser:

1. In the File list, select one or more files.
2. Click **Tools | Rotate**.
3. In the Image Rotate/Mirror dialog box, select one of the following:
 - **Let me specify a different rotation for each image:** you are prompted with a rotation selection for each image in the sequence.
 - **Apply the same adjustments to all images:** the selected adjustment is applied to all images. Select one of the **Rotate** or **Mirror** arrows.
4. Configure the Output options.
5. Click **OK**.

Output options

Remove/replace original file

This option overwrites the original images with the adjusted image; original images can not be recovered.

Preserve last-modified dates

This option preserves the images last modification dates.

Place the processed images in the following folder

This option saves the new images in a folder you specify. Locate a folder or type a folder path. By default, the newly adjusted images are saved to the same folder with a new file name (e.g., "Rotation of image.jpg").

Auto-close progress dialog if all operations succeed

This options closes the Operation Progress dialog box at the end of the operation. It is good practice to review the Operation Progress to see the results of the resize procedure.

To rotate or mirror an image from the Viewer:

1. Click **Tools | Rotate**.
2. In the Image Rotate/Mirror dialog box, select a rotation.
3. Click **OK**.

The image is saved to the same folder as the original image with a new file name (e.g., "Rotation of image.jpg").

Resizing

You can adjust the size of one or more images. Advantages to this include being able to view the entire image in your screen, reducing large images to save on file size, and to enlarge small images to view them more easily. You can resize an image from the Viewer or the Browser. From the Browser you can resize more than one image at a time.

To resize one or more images from the Browser:

1. In the File list, select one or more images.
2. Click **Tools | Resize**.
3. In the Image Resize dialog box, select the **New Size** and **Output** options.
4. Click **OK**.

To resize an image from the Viewer:

1. Click **Tools | Resize**.
2. In the Image Resize dialog box, select the **New Size** and **Output** options.
3. Click **OK**.

New Size Options

Percentage of original

- Enter a percentage over 100 to enlarge the image and less than 100 to reduce it.

Pixels

- Click the drop-down arrow and select **Enlarge to**, **Reduce to**, or **Enlarge or Reduce to**.
- Specify the width and height in pixels.
- Click the drop-down arrow and select **Use Width**, **Use Height**, **Use Width and Height**, **Use Width or Height**.
- Click **Preserve original aspect ratio** if you want to preserve the width to height ratio of the image.

Notes:

- If you choose the Reduce to option, images that are smaller than the specified new size are not resized. If you choose the Enlarge to option, images that are larger than the specified new size are not resized.
- Select the Enlarge to or Reduce to option to have all images resized to the same dimension regardless of the original dimensions.

Exposure Adjustment

In many instances, the exposure of a picture is flawed due to poor lighting conditions or incorrect use of flash or camera settings. You can adjust the Black, White, and Gamma settings of one or more images. You can adjust the exposure of an image from the Viewer or the Browser. From the Browser you can adjust the exposure of more than one image at a time.

To adjust one or more images from the Browser:

1. In the File list, select one or more files.
2. Click **Tools | Exposure**.
3. In the Image Exposure Adjustment dialog box, select one of the following:
 - **No, adjust image automatically without asking** to accept automatic adjustments.
 - **Yes, ask me for every image and let me fine-tune the adjustments** prompts you to manually adjust each image.
4. Select the Output options.
5. Click **OK**.
6. Select the Fine Tuning options.
7. Click **Yes** to save the adjusted image.

If your output option in Step 3 is **Yes, ask me for every image and let me fine-tune the adjustments**, then you need to repeat Steps 6-7 for each subsequent image.

To adjust an image from the Viewer:

1. Click **Tools | Exposure**.
2. In the Image Exposure Adjustment dialog box, click the chevron.
3. Select the Fine Tuning options.
4. Click **Yes** to save the adjusted image.

The newly adjusted image is saved to the same folder as the original image with a new file name (e.g., Re-exposure of image.jpg).

Output options

Remove/replace original file

This option overwrites the original images with the adjusted image; original images cannot be recovered.

Preserve last-modified dates

This option preserves the images last modification dates.

Place the processed images in the following folder

This option saves the new images in a folder you specify. Locate a folder or type a folder path. By default, the newly adjusted images are saved to the same folder with a new file name (e.g., "Re-exposure of image.jpg").

Skip items where no resize is required

This option speeds up the process for those images that are the same dimensions as specified.

Auto-close progress dialog if all operations succeed

This option closes the Operation Progress dialog box at the end of the operation. It is good practice to review the Operation Progress to see the results of the resize procedure.

Fine Tuning Options

Slide controls

Move the **Black**, **White**, and **Gamma** sliders in the Fine Tuning section. Use the preview image to compare the changes.

Auto button

Automatically adjusts the image.

Reset button

Returns to the same image before the adjustment.

Starting the Image Editor

ACDSee has an image editing tool to modify and enhance your images. You can open an image in the Image Editor from the Browser or the Viewer.

To select an Image Editor from the Browser:

1. Select an image in the File list.
2. In the Main Toolbar, click the **Edit** shortcut button and the Activity toolbar is displayed.
3. Click the drop-down arrow attached to the **Editor** button.
4. Select an editor from the list.

To open the default Image Editor from the Browser:

1. Select an image in the File list.
2. Choose one of the following:
 - Click **Tools | Open in Editor**.
 - Click the **Editor** shortcut button.

Note:

The default editor is the one that is in bold text. See Configuring the Image Editor for more.

To open the default editor from the Viewer:

Click **Tools | Open in Editor**.

For information about the user interface, feature set, and instructions on how to use your photo editing tool, refer to the Help file.

Configuring the Image Editor

You can choose one or more image editors to work with ACDSee. One image editor is assigned as the default to give you quick and easy access to the photo enhancement tool of your choice.

If you have acquired and installed ACDSee PowerPack (this includes ACDSee 4.0, FotoAngelo, and FotoCanvas) your image editor is, by default, FotoCanvas. The stand-alone version of ACDSee 4.0 includes FotoCanvas Lite.

To add other editors to your image editor list:

1. In the MainToolbar, click the **Edit** shortcut button.
2. In the ActivityToolbar, select the **Editor** drop-down arrow.
3. Select **Configure Editors**.
4. In the Configure Image Editors dialog box, click **Add**.
5. Locate and select the desired image editor executable file (i.e., .exe file).
6. Click **Open**.
7. In the dialog box that is displayed, confirm the selection of the photo editor application.
8. Click **OK**.

To select a default photo editor:

1. In the MainToolbar, click the **Edit** shortcut button.
2. In the ActivityToolbar, select the **Editor** drop-down arrow.
3. Select the desired photo editor from the list.
4. Click **Set As Default**. When you click the **Editor** drop-down arrow, the default editor is in bold text.

To open an image using the default editor:

1. Select a file.
2. Do one of the following:
 - In the ActivityToolbar, select the **Editor** button
 - Click **Tools | Open in Editor**.

Audio

You can add audio to any image so that when you view the image, the audio file plays at the same time. While you play an audio file you can browse other images. To embed audio files in an image, you can use an existing WAV file, record your own audio file, or mix an existing audio file with a recording.

You can embed audio files in JPG and TIFF images. With other image formats the sound is associated with the image; it is saved in the same folder and the audio can be played with the image similar to embedded audio images.

To add audio to an image:

1. Select an image in the Browser File list or display the image in the Viewer.
2. Select **Tools | Image Audio** and click **Edit**.
3. In the Edit Audio dialog box, click the **Browse** button.

4. Locate a WAV file and press **Open**.
5. Select **Use Markers**, adjust the sliders, and do one of the following:
 - Click **Truncate** to cut off the beginning and end of the audio file.
 - Click **Clip** to remove a section of the audio.
6. Press **Play** to hear a preview.
7. Click the **Save As** button to change the file name or format type.
8. Click **OK**.

To record and add an audio file to your image

1. Select an image in the Browser File list.
2. Select **Tools | Image Audio** and click **Edit**.
3. In the Edit Audio dialog box, set the Record Sound options.
4. Press the **Record** button and do one of the following:
 - Use a microphone and record sound.
 - Play audio from an audio player.
5. Press the **Record** button to stop recording.
6. Click the **Save As** button to change the file name or format type.
7. Click **OK**.

Record Sound Settings

Capture Device

Lists the available recording devices

Input Format

Lists the options to input a recording based on your sound card; ACDSee automatically selects this to match the format of the selected WAV file

Overwrite

Replaces the recorded audio from the start marker

Mix

Combines the recording to the existing audio file

Insert using start marker

Inserts the recording at the start marker location; no audio portion is removed

Append to sound file

Adds the recording to the existing audio file

Replace sound file

Replaces the entire audio file with the recording

To play an image audio file from the Browser:

1. Select the file in the File list.
2. Select **Tools | Image Audio** and click **Play**.

To play an image audio file from the Viewer:

1. Open a file in the Viewer.
2. Do one of the following:
 - Select **Tools | Image Audio** and click **Play**.
 - Click the **Audio** icon in the toolbar.

Wallpaper

You can select any image and set it as the Windows desktop wallpaper.

To set an image as the desktop wallpaper:

1. Do one of the following:
 - Select an image from the Browser File list.
 - Display the image in the Viewer.
2. Click **Tools | Set Wallpaper** and 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**
Displays the image in full dimensions in a tiled pattern that fills the entire desktop

The selected image is saved as "ACD Wallpaper.bmp" in the Windows folder. ACDSee automatically changes the wallpaper settings in the Control Panel to display the image.

To display the previous wallpaper:

Click **Tools | Restore**.

Advanced Tip:

From the Viewer, you can select a portion of the image and set it as the desktop wallpaper. See [Image Selection](#).

Generate File Listing

You can create a report of the contents of a folder. The report is a text file and includes the same information shown in Details view mode. The File listing reflects the sort order, the columns shown, and the order of the columns.

To create a File listing:

1. Select a folder in the Folder tree
2. In Details view mode, arrange files and columns.
3. Click **Tools | Generate File Listing**.

A text file is opened in Notepad with the name Folder-Contents.txt and saved in a TEMP directory.

To save the file in another folder or to rename it:

1. Click **File | Save As**.
2. Select a new location.
3. Type in a new file name.
4. Click **Save**.

Optimizing the Database

It is recommended that you clean up the database periodically to free up hard disk drive space and enhance database performance. Items that are cached in the database include thumbnails of images and database information associated with items (Description, Date, Author, Notes, and Keywords).

If you remove cached thumbnails for images that reside on your system, then the next time you view these thumbnails with ACDSee, they will be cached again.

To disable the automatic generation of thumbnail caching:

1. Click **Tools | Options**.
2. Select the **Miscellaneous** tab.
3. Clear the **Store Thumbnails** check box.

If you delete database information, it will be removed permanently.

To optimize the database:

1. From the Browser, click **Tools | Database** and select **Maintenance**.
2. Select the Root folder and click **Optimize**.
3. Click **OK**.

To perform advanced database maintenance:

1. From the Browser, click **Tools | Database** and select **Maintenance**. The Database Maintenance dialog that appears displays a Database content pane on the left. This pane lists all the directories where database information and thumbnails are stored (including off-line directories).
2. Select a drive or a folder. When selecting a parent folder or drive, all subfolders will be included.
3. Choose from one of the three buttons as described below, or right-click a folder and select **Remove Orphans**, **Remove Folders**, or **Remove Thumbnails**.
4. Click the **Optimize** button.
5. Click **OK**.

Notes:

- If you make a change to the database using Steps 1 to 3 above, the change is not finalized until you click the **Optimize** button. If you close the dialog box the changes will not take effect.

- After clicking the **Optimize** button, there will be a progress bar to show the process taking place and approximate time involved. The total disk space that is saved from the optimization is shown.

The maintenance options are as follows:



Removes all information for files and folders that do not exist on your system. These are referred to as orphans.



Removes all information (metadata and cached thumbnails) within the selected item; this removes the entire Folder and its contents from the database.



Removes all cached Thumbnails within the selected item.

If you have two or more drives (i.e., C: drive and D: drive) and you are concerned about hard drive space, it is possible to move the image database to the drive that has more available space.

To move the image database to a new drive:

1. In ACDS_{ee}, click **Tools | Options**.
2. Select the **Miscellaneous** tab.
3. In the Image database text field, note the location where the database is stored.
4. Locate the .dtf and .ddf files, copy these files, and paste them in the new location.
5. Change the Image database location by doing one of the following:
 - Enter a new path.
 - Click the **Folder Browse** button.
6. Click **OK**.

Thumbnails in the Database

Generating the display of thumbnails in an application can be a time-consuming process. To improve the speed of thumbnail display, ACDS_{ee} stores (or caches) thumbnails in the database.

To compress the thumbnails stored in the cache:

1. Click **Tools | Options** and select the **Miscellaneous** tab.
2. Change the **Compression** option in the drop-down box.
3. Click **OK**.

Note:

This will save disk space, but may slightly slow the display of thumbnails. In addition, if you choose a compression option other than **None** or **Lossless**, the thumbnails' quality will be slightly degraded. By default, ACDS_{ee} stores thumbnails with no compression.

ACDSee Thumbnail Caching Features

If you modify an image whose thumbnail is cached, ACDSee will automatically detect the change and regenerate the thumbnail the next time it is displayed.

ACDSee also caches thumbnails for image files on read-only and removable disks. ACDSee uses the volume label of a removable disk to identify it. Therefore, you can have several disks of images, possibly with the same names, and ACDSee will be able to correctly cache the images on each disk without conflict.

When you delete image files with ACDSee, the corresponding thumbnails are removed from the database to reclaim the space used. However, if you delete, move or rename image files with Explorer, the thumbnails are not removed and space is wasted.

To reclaim space and keep your database working efficiently:

1. Click **Database | Maintenance**.
2. Click the **Remove Orphans** button.
3. Click the **Optimize** button.

Rebuild thumbnails

There are situations that may develop where your images will be out of sync with the thumbnail image that is displayed in the File list. This can occur when using large databases.

To help prevent thumbnails from becoming out-of-sync:

1. Click **Tools | Options**.
2. Select the **Miscellaneous** tab.
3. Select **High** in the **Compression** drop-down menu.

You will need to reset the cache for the thumbnails so that they can be refreshed when viewing them in ACDSee.

To reset the thumbnail cache:

1. Click **Database | Maintenance**.
2. Click the **Remove Thumbnails** button.
3. Click the **Optimize** button.

Sharing Images with SendPix

SendPix™ is a command extension plug-in for ACD digital image management products, where you can share digital photos over the Internet. Before sending images, perform levels adjustments, rotate images, add and import descriptions. As images are stored on ACD Systems' servers, a URL (Uniform Resource Locator) is sent to the selected recipients and they can view a thumbnail contact sheet of all images using a standard web browser. No special software is required and the recipient can select which images they would like to save to their computer.

System Requirements:

An Internet connection

To start from ACDSee:

1. Click **Tools | Activities**.
2. In the Share category, select **SendPix**.
3. The first time you open SendPix, you have to read the Terms of Service and select **Accept SendPix Terms of Service Agreement**.

SendPix Buttons

The following is a brief description of buttons in the SendPix dialog boxes.

SendPix Dialog Box Buttons

Home

Contains the Terms of Service Agreement

New Album

Creates a new album to add images to

My Albums

Displays a list of previously sent albums, their names, days remaining on the server, the number of images that were sent, and the URL

Options

Contains options for connection settings, address books, e-mail addresses, and image descriptions

Help

Opens the help file

Exit

Exits SendPix

Image Manipulation Buttons

Add Image

Adds Images

Remove Image

Removes Image

Move Image Left

Moves the image backward in the series

Move Image Right

Moves the image forward in the series

Rotate Image

Rotates the image clockwise in 90-degree increments

Apply auto level correction

Automatically adjusts the color levels of an image

Configuring SendPix

SendPix imports the sender's e-mail settings directly from Outlook®, Outlook Express®, Eudora®, or Netscape®. If you use a different program to send e-mail, or would like to use another e-mail address,

you must manually configure the e-mail settings.

To add an e-mail account:

1. Click **Options**.
2. Click **Add/Edit Sender E-mail Addresses**.
3. Click **Add**.
4. In the **Full Name** field, type your full name (e.g. Jane Doe).
5. In the **E-mail Address** field, type your e-mail address (e.g. janedoe@ispname.com).
6. Click **OK**.

Note:

Multiple e-mail accounts can be added.

To edit an e-mail account:

1. Click **Options**.
2. Click **Add/Edit Sender E-mail Addresses**.
3. Select an e-mail address.
4. Click **Edit**.
5. Make any changes and click **OK**.

To remove an e-mail account:

1. Click **Options**.
2. Click **Add/Edit Sender E-mail Addresses**.
3. Select an e-mail address.
4. Click **Remove**.

Configuring the Address Book

SendPix uses MAPI or Windows address books.

To select which address book to use:

1. Click **Options**.
2. Select one of the following:
 - Use MAPI (Outlook) Address Book
 - Use Windows Address Book
3. Close the window.

To add, edit or delete address book entries:

Please reference the applicable address book help file for further information.

Sending Images

Images are placed on the SendPix server, and an e-mail with the URL is sent to both the sender and the recipients. A Status indicator displays the status of this process.

To create and send an online album:

1. Open SendPix.
2. Click **New Album**.
3. Click the **From** drop-down arrow and select the sender's e-mail address.
4. In the **To** field, do one of the following:
 - Type one or more recipient e-mail addresses. Multiple e-mail addresses must be separated by a semi-colon.
 - Click the **Address Book** button, and add one or more recipient e-mail addresses.
5. Type a message in the **Message** field.
6. Type a title in the **Title** field.
7. Select one of the following styles:
 - **Horizontal**: organizes images in a horizontal row when viewed online
 - **Vertical**: organizes images in a vertical column when viewed online
8. Add images.
9. Manipulate desired images.
10. Add descriptions.
11. Click **Send**.

To display a list of previously sent albums:

Click **My Albums**.

This list contains album names, the number of days remaining on the server, the number of images that were sent, and the URL.

To view a previously sent album:

1. Click **My Albums**.
2. Select an album and click **View**.

Adding and Removing Images

Images can be added and removed within SendPix.

To add images:

1. Click **Add Images**.
2. Select one or more images.

3. Click **Open**.

To remove an image:

1. Select an image.
2. Click **Remove Image**.

Manipulating Images

When manipulating images, the original image in the root directory is not affected.

To rotate an image:

1. Select an image.
2. Click **Rotate**. The tool rotates the image clockwise, in 90-degree increments.

To adjust the color levels of an image:

1. Select an image.
2. Click **Autolevels**. You cannot undo this operation.

To change the image sequence:

1. Select an image.
2. Click the **Back** or **Forward** buttons to reposition the image in the sequence.

Adding Descriptions

Descriptions can be added to individual images or to the entire SendPix collection. Import descriptions from ACDSee, or add your own.

To import descriptions from ACDSee:

1. Select an image.
2. Click the **Type** drop-down arrow.
3. Select **ACDSee**. If the image contained a description, it will appear in the Image Description text field.
4. Select **Apply to All** if you want to add the description to all images.

To add a custom description:

1. Select an image.
2. Click the **Type** drop-down arrow.
3. Select **Custom**.
4. Type in the **Image Description** text field.
5. Select **Apply to All** if you want to add the description to all images.

To configure global description options:

1. Click **Options**.
2. Select one of the following:
 - **None**
 - **ACDSee**
 - **Custom**

To use a filename in the description:

1. Click **Options**.
2. Select **Prefix image descriptions with filename**.

ACD Systems' Photo Service Provider

With ACDSee's photo service provider, you can order quality prints of your favourite digital images over the Internet from independent photo service providers. You can use ACDSee to store and enhance your photos, and then send your photos to the photo service provider's Web site without opening an Internet browser or another application. The photo service provider links are listed in the Order Prints pane.

To access the Order Prints pane:

1. Click the **Print** shortcut button.
2. Click the **Order Prints** shortcut button.

To access the Order Prints Help:

Click **Help** in the lower part of the Order Prints pane.

Creating Contact Sheets

Contact Sheet is a command extension plug-in for ACD digital image management products. Add image captions, page headers and footers, and control thumbnail size to create highly customized image contact sheets. The Contact Sheet plug-in is divided into two applications:

Creating a Contact Sheet

Create a customized contact sheet and HTML image map. You can specify the output format and save the file to a directory on your computer. This file can be opened and printed using ACDSee at any time.

Printing a Contact Sheet

Create a contact sheet and automatically route the output to a printer.

Starting Contact Sheet

You can open the Contact Sheet applications from both ACDSee and PicaView. Contact Sheet loads any image format that ACDSee decodes.

Creating a Contact Sheet

To start from ACDSee:

1. Select one or more images in ACDSee.
2. Click **Tools | Activities**.
3. In the Create category, select **Contact Sheet**.

Printing a Contact Sheet

To start from ACDSee:

1. Select one or more images in ACDSee.
2. Click **Tools | Activities**.
3. In the Create category, select **Print Contact Sheet**.

Creating a Contact Sheet

The following is a basic overview of how to create a contact sheet.

To create a contact sheet:

1. Start the Contact Sheet Plug-in.
2. In the Output path area, click **Browse**.
3. Locate a folder for your contact sheet to reside in.
4. In the **File name** field, type a file name.
5. Click the **Save as type** drop-down arrow and select a file extension. Contact Sheet saves to any image format that ACDSee encodes.
6. Click **Save**.
7. Go through the tabs and adjust the desired Contact Sheet settings. For more information on these settings, refer to the extensive context sensitive help within the application.
8. Click **OK**. Your contact sheet will be saved in the specified format and directory.

Note:

If you choose not to specify a folder and file name, Contact Sheet will default to the folder your images reside in and name the page Contact Sheet.bmp (or the file extension you select). If there are multiple pages, the name will be followed by the page number (e.g. Contact Sheet1.bmp).

Printing a Contact Sheet

The following is a basic overview of how to create and print a contact sheet.

To print a contact sheet:

1. Start the Print Contact Sheet application.

2. In the Printer area, click **Settings**. If you do not specify a printer, Contact Sheet uses your default printer.
3. Select a printer.
4. Adjust any desired printer settings.
5. Click **OK**.
6. Go through the tabs and adjust the desired Contact Sheet settings. For more information on these settings, refer to the extensive context sensitive help within the application.
7. Click **OK**. Your contact sheet will be printed using the specified printer.

Note:

The Print Contact Sheet application does not save a hard copy of your contact sheet. To do this you must use the Create a Contact Sheet application.

Inserting Page Headers and Footers

Headers and footers can be added to pages.

To add headers:

1. Select the **Labels** tab.
2. Select **Use header**.
3. Click the horizontal positioning drop-down arrow and select **Left**, **Right**, or **Center**.
4. Click **Edit header text**. Add text and desired format characters.
5. Click **Choose font**. Adjust the font type, style, size and color.
6. Click **OK**.

To add footers:

1. Select the **Labels** tab.
2. Select **Use footer**.
3. Click the horizontal positioning drop-down arrow and select **Left**, **Right**, or **Center**.
4. Click **Edit footer text**. Add text and desired format characters.
5. Click **Choose font**. Adjust the font type, style, size and color.
6. Click **OK**.

To add text and format characters:

1. Select the **Labels** tab.
2. Click one of the following:
 - **Edit footer text**
 - **Edit header text**

3. Type the desired text. This text will be used for all thumbnails.
4. Click the **Double Left Arrow** button to display a list of available format characters.
5. Select a format character.
6. Repeat Steps 4 and 5 to add additional characters.
7. Click **OK**.

Inserting Image Captions

Captions can be added to thumbnails, and include customized data specific to each thumbnail.

To add a caption to all thumbnails:

1. Select the **Labels** tab.
2. Select **Use caption**.
3. Click the horizontal positioning drop-down arrow and select **Left, Right, or Center**.
4. Click the vertical positioning drop-down arrow and select **Top or Bottom**.
5. Click **Edit caption text**. Add text and desired format characters.
6. Click **Choose font**. Adjust the font type, style, size and color.
7. Click **OK**.

To add text and format characters:

1. Select the **Labels** tab.
2. Click **Edit caption text**.
3. Type the desired text. This text will be used for all thumbnails.
4. Click the **Double Left Arrow** button to display a list of available format characters.
5. Select a format character.
6. Repeat Steps 4 and 5 to add additional characters.
7. Click **OK**.

The text you type is added to all thumbnails, however, format captions are specific to each image.

Adding Color, Frames and Effects

Contact Sheet supports colored backgrounds, frames, shadows and fade effects.

To choose a color:

1. Click the **Color** button to open the Color Palette.
2. Select a color.
3. Click **OK**.

To change the background color:

1. Select the **Page** tab.
2. Select **Use a solid fill color**.
3. Choose a color.

To use a tiled image in the background:

1. Select the **Page** tab.
2. Select **Use a tiled image**.
3. Click **Browse**.
4. Select an image.
5. Click **OK**.

To add a colored frame to thumbnails:

1. Select the **Thumbnails** tab.
2. Select **Surround the thumbnails in a frame**.
3. Click the **Arrows** to adjust the Width and Height spin boxes. The frame is measured in pixels.
4. Select **Solid color**.
5. Choose a color.

To add a tiled image frame to thumbnails:

1. Select the **Thumbnails** tab.
2. Select **Surround the thumbnails in a frame**.
3. Click the **Arrows** to adjust the **Width** and **Height** spin boxes. The frame is measured in pixels.
4. Select **Tiled image**.
5. Select **Browse**.
6. Select an image.
7. Click **OK**.

To add a colored matte to thumbnails:

1. Select the **Thumbnails** tab.
2. Select **Colored matte**.
3. Choose a color.

Thumbnails maintain the aspect ratio of the original image and may not fill the entire area designated for the thumbnail. This option fills the extra space around a thumbnail with a chosen color.

To add a shadow to thumbnails:

1. Select the **Thumbnails** tab.
2. Select **Colored drop shadow**.
3. Choose a color.

To add a beveled edge to thumbnails:

1. Select the **Thumbnails** tab.
2. Select **Bevel edges**. No preview is displayed.

To add a faded frame to thumbnails:

1. Select the **Thumbnails** tab.
2. Select **Colored edge fade**.
3. Choose a color.

Using Duplicate Finder

Duplicate Finder is a command extension plug-in for ACD digital image management products. Find duplicate images across a variety of folders. Once duplicates are found, perform rename and delete functions to better manage your image collection.

To start the plug-in from ACDSee:

1. Select a folder, or one or more images in ACDSee.
2. Click **Tools | Activities**.
3. In the Manage category, select **Find Duplicates**.

Using the Wizard

Duplicate Finder functions as a wizard, guiding you step-by-step through the program. The following is a basic overview of how to find duplicate files. There is extensive context-sensitive help in the application to provide you with additional information.

To find duplicate files:

1. In the Select Search Type dialog box, add files or folders to search.
2. Define your search type by doing one of the following:
 - To restrict the search amongst the files and folders in the first list, select **Find duplicates within this list of files**.
 - To have Duplicate Finder search between the first list and another list, select **Find duplicates between these files and another list**.
3. Click **Next**.

4. If you selected **Find duplicates between these files and another list** in Step 2, the Second File List dialog box appears; add files or folders to create the second list and click **Next**.
5. In the Search Parameters dialog box, select the desired options.
6. Click **Next**. If no duplicates are found, you are prompted. If duplicates are found, the Search Results dialog box opens; see [Deleting and Renaming Files](#) for more information.

Notes:

- Identical images saved as different formats (i.e. different extensions, such as JPEG, BMP, GIF), will not be recognized as duplicates.
- If you have a JPEG and save a copy of it, the image is recompressed. Therefore the original JPEG and the copy will be different files internally and they will not be recognized as duplicates.

Adding and Removing Files

You can add, delete, or modify files and folders in the File list fields.

To add a file:

1. Click **Add Files**, and in the dialog box that appears, select a file to add. Multiple files can be selected at one time by pressing the Ctrl key and selecting files with the mouse.
2. Click **Open**.

To add a folder:

1. Click **Add Folders**, and in the dialog box that appears, select a folder to add.
2. Click **OK**.

To delete a file or folder:

1. Select a file or folder. Multiple files and folders can be selected at one time by pressing the Ctrl key and selecting the files and folders with the mouse.
2. Click **Remove**.

To modify a file or folder:

1. Select a file or folder. Multiple files and folders can be selected at one time by pressing the Ctrl key and selecting the files and folders with the mouse.
2. Click **Modify**.
3. Select a file or folder to replace the original one.
4. Do one of the following:
 - For folders, click **OK**.
 - For files, click **Open**.

Note:

You may only select either files or folders to perform the Modify operation. Both may not be selected at one time.

Deleting and Renaming Files

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

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

To sort files:

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

Select from the following items to view details on how to delete and rename files.

To delete a file:

1. Select the desired file set in the upper-left list.
2. Select the **Custom** radio button.
3. In the bottom field, do one of the following:
 - Select the checkbox next to the file name. The file name will change to **Delete** File.
 - Right-click on the file name and select **Delete**. The file name will change to **Delete** File.
4. If you have more sets of duplicates that you'd like to delete, repeat Steps 1 through 3.
5. Click **Next**. The Confirmation dialog box appears asking you to confirm the requested action.
6. Click **Finish**.

To rename a file:

1. Select the desired file set in the upper-left list.
2. Select the **Custom** radio button.
3. In the bottom field, right-click on the file name and select **Rename**.
4. Type in the new name.
5. If you have more sets of duplicates that you'd like to rename, repeat Steps 1 through 4.

6. Click **Next**. The Confirmation dialog box appears asking you to confirm the requested action.
7. Click **Finish**.

Sending E-mails

The E-mail Plug-in is a command extension plug-in for ACD digital image management products where you can send images directly from ACDSee without using an external e-mail application. The E-mail Plug-in can use MAPI or Windows address books, and imports e-mail settings from Outlook®, Outlook Express®, Eudora®, or Netscape®.

System Requirements:

An Internet connection

To start from ACDSee:

1. Click **Tools | Activities**.
2. In the Share category, select **E-mail**.

Configuring the E-mail Plug-in

Upon initial start-up of the E-mail Plug-in, it attempts to configure itself by importing e-mail settings from Outlook, Outlook Express, Eudora, or Netscape. If you use a different program to send e-mail, you must manually add e-mail settings. If this is the first time you have used the E-mail Plug-in, the Options dialog box opens immediately.

To add an e-mail account:

1. Click **Options**.
2. In the **Basic Options** tab, click **Add**.
3. In the **Full Name** field, type your full name (e.g. Jane Doe).
4. In the **E-mail Address** field, type your e-mail address (e.g. janedoe@ispname.com).
5. In the SMTP Server field, type the name of your SMTP (Simple Mail Transfer Protocol), mail server (e.g. mail.ispname.com). If you do not know the name of your SMTP Mail Server, contact your network administrator or your Internet Service Provider.
6. Click **OK**.
7. Click **OK** to exit the Options dialog box.

Note:

Multiple e-mail accounts can be added.

To edit an e-mail account:

1. Click **Options**.
2. Select an e-mail address.
3. Click **Edit**.

4. Make any changes. Click **OK**.

To remove an e-mail account:

1. Click **Options**.
2. Select an e-mail address.
3. Click **Remove**.

Configuring the Address Book

The E-mail Plug-in can use MAPI or Windows address books.

To select which address book to use:

1. Click **Options**.
2. Select the **Address Book** tab.
3. Select one of the following:
 - **Use MAPI Address Book (Microsoft Outlook/Lotus Notes)**
 - **Use Windows Address Book (Outlook Express)**
4. Click **OK**.

To add, edit or delete address book entries:

1. Click **Options**.
2. Select the **Address Book** tab.
3. Click **Open Address Book**.
4. Make the desired changes. Please reference the address book help file for further information.
5. Close the address book.
6. Click **OK**.

Attaching Images

The E-mail Plug-in interfaces with ACDSee's Choose Items dialog box, where you can quickly search for images, view thumbnails and full size copies, and attach them to your e-mail.

To attach images:

1. Click **Select Images**.
2. Select the **Folders, Albums** or **Favorites** tab.
3. Search for a folder containing images. Images in that folder will be displayed in the **Available Items** pane.
4. Select one or more thumbnails. A full size image can be viewed by selecting **View**.
5. Click **Add** or drag the image to the **Chosen Items** pane.

6. Repeat Steps 4 and 5 to add more images.
7. Click **OK**.

To remove images:

1. Click **Select Images**.
2. In the **Chosen Items** pane, select one or more images.
3. Click **Remove**.
4. Click **OK**.

Send E-mail

If this is the first time you have used the E-mail Plug-in, you must go through steps to configure your settings.

To send an e-mail:

1. Open the E-mail Plug-in.
2. Click the **From** drop-down arrow and select the desired e-mail account.
3. In the **To** field, do one of the following:
 - Type the recipient e-mail address. A semi-colon should separate multiple e-mail addresses.
 - Click the **Address Book** button and add recipient e-mail addresses.
4. Type a subject in the **Subject** field.
5. Type a message text in the **Message** field.
6. Attach images.
7. Click **Send**.

Advanced Options

Settings in the Advanced Options dialog box are automatically set the first time the E-mail plug-in is run. However, you can manually adjust these settings. The following describes each setting and provides the default setting should you want to reset the value.

Maximum message size (KB)

Specifies the maximum size of the message (in kilobytes). Messages larger than this value are to be split into multiple messages. The default setting is 300.

SMTP server timeout (seconds)

Specifies the time to wait for the SMTP mail server to respond (in seconds). If the server does not respond within this time limit the mail transfer is aborted. The default setting is 30.

Convert images to JPEG format before Sending

When selected, all images are converted to the JPEG format before being sent. The majority of e-mail software can view JPEG images in e-mail, but may not be able to view other image types. This setting is selected by default.

JPEG Compression

This option is only available when **Convert images to JPG format before sending** is selected. It specifies the amount of compression to use with JPEG images. Increasing the compression will make images smaller and send faster, however it will also lower their quality. The default setting is 65.

Reduce the size of large images before sending

This option is only available when **Convert images to JPG format before sending** is selected. It reduces the size of large images before sending them as smaller images send faster. This setting is selected by default.

Maximum X dimension

This option is only available when **Reduce large images before sending** is selected. It specifies the maximum width of images in number of pixels. When reducing the size, any images wider than this value will have their width reduced to this value. The default setting is 600.

Maximum Y dimension

This option is only available when **Reduce large images before sending** is selected. It specifies the maximum height of images in number of pixels. When reducing the size of images, any images taller than this value will have their height reduced to this value. The default setting is 600.

Using HTML Album Generator

HTML Album Generator, a command extension plug-in for ACD digital-imaging products, quickly generates thumbnails of images, and HTML Web pages for online photo albums.

To start from ACDSsee:

1. Select one or more images in ACDSsee.
2. Click **Tools | Activities**.
3. In the Share category, select **HTML**.

Creating an Album

The following is an overview of creating HTML albums.

To create an album, follow these steps:

1. Start the HTML Album Generator.
2. In the **Format** field, click the drop-down arrow and select a file extension. This file extension is used when saving the created thumbnails. The HTML Album Generator saves to any image format that ACDSsee encodes.
3. In the Thumbnail Image area, click the **Size** spin box arrows to adjust the size of the thumbnails.

4. In the **Page Settings** area, click the **Size** spin box arrows to adjust the number of columns and rows to display thumbnails.
5. Click **Page Colors** and do the following:
 - i. Click the appropriate **Color** button to open the Web Color Palette.
 - ii. Select a color and click **OK**.
 - iv. Repeat Steps i through iii until all desired color properties have been set.
 - v. Click **OK** when finished.
6. In the **Title** field, type a title to display inside the photo album. The drop-down arrow contains a history of previously used titles.
7. Adjust the remaining settings as desired. For more information on these settings, see *Adjusting Settings*.
8. Click **OK**.

Adjusting Settings

The following is a brief description of the HTML Album Generator settings.

Thumbnail Image

Format

Specifies the image format for saving thumbnails. It is recommended that you use JPG for photographs and GIF or PNG for artwork

Size

Specifies the size of the column and rows of thumbnails in pixels

Settings

Modifies the settings of the selected image format (if applicable)

Page Settings

Size

Specifies the number of images in each column and row in the album

Title

Specifies the title inside the album

Page Colors

Changes the colors used in the album

Output

Folder

Specifies the folder that the album will be stored in

Overwrite

Specifies whether or not HTML Album Generator will overwrite existing album files.

Copy source images to output folder

Copies all original images into the folder that houses the new thumbnails.

Launch web browser to view output when done

Launches a web browser to automatically view your completed HTML album.

Image Links

Source Prefix

Specifies the type of text that prefixes links to images.

None: No prefix is added to the image link.

File Path: The complete file path prefixes the image link.

Custom: A custom prefix is used in the image link.

Thumbnail Prefix

Specifies the type of text that prefixes links to thumbnails.

None: No prefix is added to the thumbnail link.

File Path: The complete file path prefixes the thumbnail link.

Custom: A custom prefix is used in the thumbnail link.

File Generation

The following briefly explains how HTML Album Generator creates files.

HTML Pages

When you create an HTML album, HTML pages are generated based on the number of images selected, as well as the number of rows and columns specified. The following format is used for naming HTML pages:

pagexx.htm

Where 'xx' equals the page number.

For example, if you select enough images to fill three pages, the following files will exist:

page01.htm, page02.htm, page03.htm

Note:

If you want to change the name of an HTML file (when there are multiple pages), you need to change the name within the HTML source code.

Thumbnails

A thumbnail is created for each image in an album. Thumbnails are sized to reflect the aspect ratio of the original image.

The thumbnail is named to show its relation with the original image. The file extension of the original image will be added to the beginning of the file name. The thumbnail is then saved using the file extension specified in the HTML Album Generator dialog box.

Example:

jpgacd001.gif

The name of the thumbnail created from ACD001.JPG. The GIF file extension was selected.

Note:

When using an HTML album in a web page, you will need to place all thumbnail files, as well as the original images, on the server that contains your web page files.

Creating an Archive

Archive Creator is a command extension plug-in for ACD digital imaging products that creates archive files. Archive Creator supports multiple file formats where you can manage your files using compression, encryption, and password protection tools. Further archive formats can be added by downloading ACD Archive Manager Plug-ins.

To start from ACDSee:

1. Select one or more images in ACDSee.
2. Click **Tools | Activities**.
3. In the Create category, select **Archive**.

To create an archive:

1. Start Archive Creator.
2. Click the **Archive Type** drop-down arrow, and select an archive format. The **Settings** button becomes active if the chosen format contains settings that can be adjusted.
3. Do one of the following:
 - Type a path and file name for saving your archive, into the **Output File** field.
 - Click **Browse**, select a folder and file name for saving your archive, and click **Open**.
4. Adjust the other settings as desired.
5. Click **Create**.

Adjusting Settings

The following is a description of the Archive Creator settings.

Output File

This option specifies the location and the name of the archive file being created.

Add to existing archive

This option becomes available only if the file specified in the Output File field already exists. Selecting this option adds the files to the existing archive.

Overwrite existing archive

This option becomes available only if the archive file specified in the Output File field already exists. Selecting this option overwrites the existing archive.

Archive Type

This option defines the type of archive to create.

Include subfolders

This option includes any subfolders in the archive. This option only becomes available if there are subfolders present in the selected directory.

Include Hidden Files

This option adds any hidden files to the archive.

Delete files after archiving

This option deletes the original files after the archive is created.

Password Protect Archive

This option protects the contents of the archive with a password. For greatest protection, the password should be at least 8 characters and consist of upper case, lower case, numbers and punctuation. Not all archive types support passwords and some types require it. If this is the case, you are prompted.

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Chapter 9

Media Window

The Media Window plays a variety of audio and video file formats, contains volume control settings, and frame export functionality, and adds play, stop and pause file control features in the Preview pane. Using the Media plug-in, over 30 media formats are supported.

Minimum System Requirements

- DirectX version 8.0 or later
- QuickTime version 4.0 or later

Links to DirectX and QuickTime can be accessed at:

www.ACDSYSTEMS.com/english/support/acdsee40-install.htm

To open video or audio files, do one of the following:

- Click a file to open it in the Preview pane.
- Double-click a file in ACDSee to open it in the Media Window.

To access the Media plug-in settings:

1. Select **Tools | Plug-in Settings**.
2. On the Image Decode tabbed page, select **ID_Media**.
3. Click **Properties**.
4. Select the desired options.
5. Click **OK**.

Media Plug-in Options

Image Formats

Select the check boxes of the image formats you would like to view using ACDSee.

Media Formats

Select the check boxes of the media formats you would like to view using ACDSee.

Movie Frame

Move the slider to determine which frame of the video clip to use when in thumbnail mode in the Browser. After making this change you will need to rebuild the thumbnails.

Auto Play

Select this checkbox to have files play automatically once the Media Window is opened.

Setting Media Window Options

In the Options dialog box, you can select from a variety of play and window settings.

To change the Options:

1. Select **View | Options**.
2. Select the desired settings.
3. Click **OK**.

Options

Volume

Move the slider to control the volume level.

Balance

Move the slider to control left and right balance.

Play

Choose from the following:

- Select **Auto Play** to have the file play as soon as the Media Window is opened.
- Select **Loop to** have the file continuously play.

Window Attributes

Choose from the following:

- **Full Screen** opens the Media Window in Full Screen mode.
- **Always On Top** keeps the Media Window on top of all other applications.
- **Save Window Position** remembers the window position the next time the Media Window is opened.

Using Play Controls

The Media Window contains a number of play control buttons that are also available in the Preview pane. The Play, Pause, Stop and Volume commands can be accessed from the Play menu in the Media Window.



Plays the file



Pauses the file



Stops the file



Moves to the first frame of the file



Reverses through the frames



Moves forward through the frames



Moves to the last frame of the file



- Click the **Speaker** button to mute the sound.
- Move the slider to adjust the volume level.

To continuously play a file:

Select **Play | Loop**.

Media Selections

Sections of a media file can be selected, and then specific functions performed on that section.

To select a portion of a file:

Using the right mouse button, select a start point and drag on the slider bar to a desired location. The selected area will be dark blue. You can now play or extract the selection.

To play a selection:

1. Select **Play | Play Selection**.
2. Click the **Play** button. All other play control buttons can also be applied to the selection.

To continue playing the entire file:

1. Select the **Play** menu option.
2. Clear **Play Selection**.

Extracting Video Frames

You can copy or extract frames from video files and save them as individual files.

To copy a file to the clipboard:

In the Media Window, select **Frame | Copy to Clipboard**.

To extract a frame:

1. In the Media Window, select **Frame | Extract**.
2. The Extract Current Frame dialog box opens, where you can:
 - Select a folder to save the extraction in.
 - Specify a file name for the extraction.
 - Select the file type to save the extraction with.

3. Click **Save**.

To extract a selection of frames:

1. Make a selection.
2. In the Media Window, select **Frame | Extract Selection**.
3. The Extracting Frames dialog box opens, where you can:
 - Select a folder to save the extraction in.
 - Type a file name template for naming multiple images.
 - Select the file type to save the extraction with.
4. Click **OK**.

To extract all frames in the file:

1. In the Media Window, select **Frame | Extract All**.
2. The Extracting Frames dialog box opens, where you can:
 - Select a folder to save the extraction in.
 - Type a file name template for naming multiple images.
 - Select the file type to save the extraction with.
3. Click **OK**.

Note:

When using a file name template, the pound sign (#) functions as a wild card for adding numerical characters to file names. The number of pound signs control how high the numbers go. The number of pound signs dictates the number of characters used. (E.g. Test### = Test001, Test002, etc.)

Setting Views and Zoom Levels

Two view modes as well as three zoom levels are available with video files.

To change the view mode:

1. Select **View**.
2. Select one of the following:
 - **Full Screen**
 - **Fit to Window**

To perform shortcut menu commands in either view mode:

1. Right-click the image.
2. Select from the following:

Play

Plays the file or selection

Pause

Pauses the file or selection

Stop

Stops the file or selection

Volume

Adjusts the volume

Full Screen

Displays in Full Screen mode; clear to return to Fit to Window mode

Play Selection

Limits all play controls to the selection

To apply zoom to a file:

1. Select **View | Zoom**.
2. Choose **50, 100** or **200%**.

Note:

Zoom functions cannot be used in Full Screen mode.

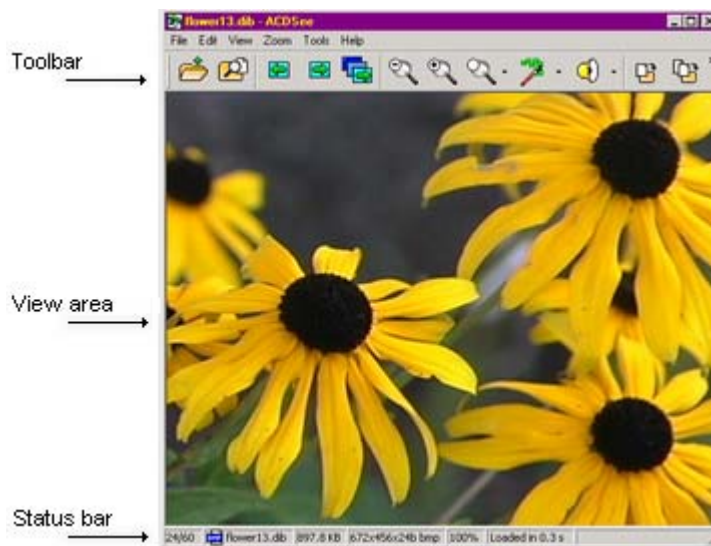
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Chapter 10

Viewer

ACDSee's View window displays your images one at a time in full resolution while still giving access to most of the functionality available in Browse mode. The View window, also known as the Viewer, opens a selected sequence of images to be viewed one at a time. Other features include:

- Two types of slide shows to choose from, Basic Slide Show and Slide Show
- File management functionality (delete, rename, convert, etc.)
- Image adjustment tools such as Rotate, Resize, and Exposure



Toolbar

Provides shortcut buttons to activate commands

View area

The area that the current image is displayed

Status bar

Displays status information and properties for selected files

To open an image in the Viewer, do one of the following:

- Select an image in the Browser and press **Enter**.
- Double-click an image.
- Click **File | Open**, locate an image, and click **Open**.

To return to Browse mode, do one of the following:

- Press **Esc** or **Enter**.
- Double-click on the image.
- Click **File | Browse**.

Navigation

If there is more than one image in the Viewer image sequence you can use the following means of navigation.

Next and Previous buttons

Displays the next and previous image

Page Up

Displays the previous image

Page Down

Displays the next image

Home

Displays the first image in the sequence

End

Displays the last image in the sequence

Mouse scroll wheel

Rotates through the images in the list

Multi-page Image Navigation

In the Viewer, there is a preview frame available along the left side of the Viewer that you can use to view embedded pages of a multi-page image. Click a thumbnail to preview a page.

Next Page and Previous Page buttons

Displays the next and previous page in the image

Shift + Mouse scroll wheel

Rotates through the pages

View Window Toolbar

The toolbar, located at the top of the Viewer, consists of a number of shortcut buttons.

To control the display of the toolbars:

Click **View | Toolbar**.

Chevrons

When there are too many icons for the viewable area of the toolbar, a chevron appears. Click the chevron to expand the toolbar.

View Window Status Bar

The status bar, located at the bottom of the Viewer, displays status information, image sequence information, and properties for the current image.

To control the display of the status bar:

Click **View | Status Bar**.

Image sequence information

The sequence number of the current image and the number of images in the sequence are indicated as: <Img#>/<Num. Images>.

Page information

For a multi-page image, the current page and total number of pages in the image are indicated as: [page<Page#>/<Num. pages>].

File name and icon

The file name and small icon of the current image is shown.

File size

The size of the stored image file is shown.

Image properties

The dimensions and format of the current image are shown as: <width>x<height>x<#colors> <format>.

Zoom level

The current zoom level is indicated as a percentage. An asterisk [*] appears when the zoom is locked (using the Lock option on the Zoom menu).

Decoding progress/time

- If the current image is being decoded, an expanding pop-out bar and the word "Loading..." appears to indicate the progress.
- Once the current image has completed decoding, the time it took to decode and display it appears.
- If the read-ahead image is being decoded, an expanding pop-out bar indicates its progress.

File description

If the current image has a file description, it is displayed.

View Images

The View area is used to display the current image.

View Images in Full Screen Mode

In Full screen mode, the window borders, menu bar, status bar and tool bar are hidden and the window fills the screen so that only the image is visible.

To view images in full screen:

1. Open an image in the Viewer.
2. Click **View | Full Screen**.
3. The toolbar buttons are hidden, but you can still access the commands. Use the shortcut keys or right-click the image to access a shortcut menu.

Note:

In full screen mode, you can press the **B**, **T**, or **M** keys to show the status bar, tool bar, and menu bar, respectively.

To return to normal mode:

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

Viewing Multi-page Images

When viewing multiple page images, the left-hand side of the Viewer contains a small thumbnail representation of each page of a file. You can also convert multi-page images.

To move forward through the pages of a multiple page image, do one of the following:

- Click the next thumbnail in the sequence.
- Click **Next page**.
- Click **View | Page**, and select **Next**.

To move back through the pages of a multiple page image, do one of the following:

- Click the previous thumbnail in the sequence.
- Click **Previous page**.
- Click **View | Page**, and select **Previous**.

Opening the Browser and Viewer Simultaneously

Normally, the Browser closes when you open an image in the Viewer. However, you can keep the Browser open while opening one or more View windows.

To open more than one Viewer (and leave the Browser open):

1. Select an image in the Browser.

2. Press **Shift** and double-click the image.
3. Repeat from Step 1 with a different image.

To open more than one Viewer using a Browser shortcut:

1. From the Browser, select the **Favorites** tab.
2. Locate the ACDSee icon on the desktop or the ACDSee application file (typically stored in C:\Program Files\ACD Systems\ACDSee).
3. Drag the icon to the Favorites list to create a shortcut.
4. Select one or more files in the File list and drag them to the ACDSee shortcut.

Multiple Viewers

With both of these methods it is possible to modify whether subsequent images are opened in a new Viewer or in the same Viewer.

To have a new Viewer open for each image:

1. Click **Tools | Options**.
2. Select the **Miscellaneous** tab.
3. In the Startup files section, select **Images in new window**.

Note:

If you are using an ACDSee shortcut in the Favorites pane, you need to restart ACDSee in order for the change to take place.

Image Sequences

An image sequence is a selection of files in the Viewer and is useful when you want to view more than one image or a slide show.

The Viewer displays image sequences one image at a time. The number of images is shown in the lower left corner of the View window status bar (when the first image out of 16 is displayed, it reads 1/16).

Creating and Viewing an Image Sequence

You can start an image sequence by selecting more than one image or by opening all images within a folder.

To create an image sequence:

1. From the Browser's File list, select more than one image.
2. Open the sequence by doing one of the following:
 - Press the **Enter** key.
 - Right-click the selection and select **View**.

To open an image sequence from a folder:

1. In the Folder tree, select a folder that contains more than one image.
2. Double-click an image in the File list. By default, the Viewer opens to the selected image and all the images in the folder are available to view in the image sequence. This default option can be turned off.

To turn off the option to view all the images in a folder :

1. Click **Tools | Options**.
2. Select the **Viewer** tab.
3. Clear **View all images in folder**.

To navigate through an image sequence, do the following:

- Click **Next** to view the next image.
- Click **Previous** to view the previous image.

Add, Remove, and Rearrange Images

After you open an image sequence, you can move images in the sequence and you can add or remove images.

To add images to an image sequence:

1. Click **File | Open**.
2. Select a file.
3. Click **Open**.

You can also drag images from an open Browser window or from Windows Explorer, to the Viewer.

Note:

Adding images to the image sequence does not change their root directory structure.

To remove an image from a sequence, do one of the following:

- Click **File | Close** to remove the current image from the sequence.
- Click **File | Close All** to remove the entire sequence.
- Click **Edit | Cut file** to remove the current image from the list and copy it to the clipboard.

Note:

Removed images are not deleted from the root folder.

To rearrange images in the sequence:

1. Click **Edit | Cut File** to remove the current image and copy it to the clipboard.
2. Use **Next** and **Previous** to navigate to the location in the image sequence where you want to place the image.

3. Click **Edit | Paste** to insert the image.

Another option is to arrange the images in the File list before you open the image sequence.

Zooming

When you view an image in the Viewer it is, by default, displayed at normal size. You can adjust the size using zoom commands with the several manual and automatic zooming adjustments available to you. You can also create an Image Selection and zoom in on only that area of the image.

When an image is larger than the Viewer, the mouse cursor will change to a hand so that you can pan or scroll the image.

To zoom in or out on an image in the Viewer:

1. Select an image.
2. Do one of the following:
 - Click **Zoom** and select a zoom option.
 - Click a zoom option from the toolbar.

Zoom Options

The ACDSSee Viewer has the following zoom options:



Zoom In

Increases the size of the current image



Zoom Out

Reduces the size of the current image



Full Size

Displays the images at normal size



Fit Image

Displays the image at the largest size that fits the Viewer



Fit Height

Displays the images to fit between the top and bottom of the Viewer - a portion of the image width may extend outside the display



Fit Width

Displays the images to fit between the left and right sides of the Viewer - a portion of the image height may extend outside the Viewer



Lock

Displays all images at the zoom option of the current image



Zoom to

Displays a dialog box for you to select zoom options



Zoom

Displays a drop-down menu for you to select the zoom options from the toolbar

Automatically Shrinking or Enlarging Images

You can have small images automatically enlarged and large images automatically shrunk to fit the size of the Viewer. You can check one or both of these options.

To automatically shrink large images:

1. Click **Tools | Options**.
2. On the Viewer tabbed page, ensure that the **Reduce large images to fit** is selected.
3. Click **OK**.

To automatically enlarge small images:

1. Click **Tools | Options**.
2. On the Viewer tabbed page, select the **Enlarge small images to fit** option.
3. Click **OK**.

Panning/Scrolling

If an image is larger in width or height than the Viewer the mouse pointer is in the shape of a hand. You can scroll the image to see the areas that are not in view.

To pan an image using the mouse:

Drag the image to move it.

To pan an image by using the keyboard:

Press the **Arrow Keys** to scroll in the respective directions.

To increase the speed of the scroll:

Hold the **Ctrl** key when you scroll.

To decrease the speed:

Hold the **Shift** key when you scroll.

Image Selection

In the Viewer, you can select part of an image and then choose from several tools as described here.

To create an image selection, do one of the following:

- Drag the mouse pointer across the image to create a selection.
- For images larger than the view area, press the **Shift** key and drag the mouse pointer.

The area is outlined by a marquee.

To cancel the selection, do one of the following:

- Click outside the marquee.
- Click **Edit | Select none**.

Image Selection Tools

Once you have created an image selection, choose any of the tools described here.

To zoom in on the area:

Click inside the marquee.

To print the selected region:

1. Right-click in the marquee.
2. Select **Print**.
3. Set the Print options.
4. Click the **Print** button.

To save the selection as a separate image:

1. Right-click in the marquee.
2. Select **Save crop as**.
3. Specify a name and location when prompted.

To set the selection as the desktop wallpaper:

1. Right-click in the marquee.
2. Select one of the following:
 - **Wallpaper Centered**
 - **Wallpaper Tiled**

Captions

With the Captions tool, you can add a file name, description, etc. to images in the Viewer as either a header or a footer. The text is displayed while viewing the images but does not modify the original images.

To add text overlay:

1. In the Viewer, click **View | Captions**.
2. Do one or both of the following:
 - Select **Header** to add text at the top of the image.

- Select **Footer** to add text at the bottom of the image.
3. In the Header or Footer areas, select one or more of the options.
 4. Click **OK**.

To clear the text overlay:

1. From the Viewer, click **View | Captions**.
2. Do one or both of the following:
 - Clear **Header** to remove text from the top of the image.
 - Clear **Footer** to remove text from the bottom of the image.
3. Click **OK**.

Text Caption Options

The options for the header and footer are the same.

Alignment

This option positions the text to the left, right, or in the center of the image.

Background

This option creates a background area for the text.

Color

This option selects the color of the background area.

Insert Format Tag

This option inserts information for the criteria that you select. Metadata is saved as part of an image. Most often metadata is generated by a device, such as a digital camera.

Font

This option provides options to format the font, colour, size and display of text.

Slide Show Overview

ACDSee can display a sequence of images as a slide show, each image being shown in the Viewer for some predetermined time before going on to the next. There are two types of slide shows to choose from: Basic Slide Show and Slide Show.

Features

- Runs in the Viewer (Basic Slide Show only)
- Runs in full screen (Slide Show only)
- Viewing selected items, all items in the current folder, or all items in current folder and subfolders
- Sequence options (forward, reverse, and random)
- Repeat slide show option
- Slide delay adjustment
- Audio ability

- Display of text captions (Slide Show only)
- Transition effects (Slide Show only)

Starting and Stopping a Slide Show

You can begin both Basic Slide Show or Slide Show (with transitions effects) from the Browser or the Viewer. In the Browser, you can start a slide show from an album, folder, or archive in the Folder tree. You can select a range of images and start a slide show from the File list.

The Filter options may affect which items are displayed. Select the filters you want before starting your slide show.

To run a slide show from the Browser:

1. Select more than one image .
2. Click **Tools | Slide Show**.
3. In the Slide Show dialog box that appears, select either **Basic slide show** or **Slide show with transition effects**.
4. Configure the options that are available. With Slide Show you can add transition effects and text captions.
5. Click **Start**.

To run a slide show from the Viewer:

1. With the Viewer open, make sure that there is more than one image in the image sequence.
2. Do one of the following:
 - Click **Tools | Slide Show** to begin the Basic Slide Show.
 - Click **Tools | Basic Slide Show** to bring up the Slide Show dialog box.
3. Configure the options that are available. With Slide Show you can add transition effects and text captions.
4. Click **Start**.

To automatically run the slide show:

1. Click **Tools | Options**.
2. Select the **Slide Show** tab and choose **Always** in the drop-down box in the Auto-start option.
3. Double-click an image in the File list.

To stop a slide show choose one of the following:

- Click the **Slide Show** shortcut button.
- Click either the **Previous** or **Next** shortcut buttons.
- Minimize the View window.

Sync to Folder

Using the Sync to Folder is useful for updating an image sequence with the contents of a folder. This feature provides the opportunity to do the following:

- Used in conjunction with the Slide Show feature, you can add or remove images while the slide show displays continuously in a loop.
- If you sync to the attachments folder of your newsreader, ACDSee will automatically display images as they are decoded.

From the Viewer you can synchronize to a folder as follows:

1. Click **Tools | Sync To Folder**.
2. Enter a path to the destination folder or locate it using the **Browse** button.
3. Configure the available options.
4. Click **OK**.

Initially, all images in the folder are entered in the image sequence. Then, as you add or remove image files from the folder, they are automatically added or removed from the image sequence.

Options

Show new image(s) immediately

To view new images as soon as they appear in the folder. Otherwise, new images will be added to the end of the image sequence.

Ignore open files

To avoid adding a new file to the current image sequence until the other application (e.g., newsreader) has completed transferring the file.

Sort by name

To keep the File list sorted by file name.

To turn Sync to Folder off:

1. In the Viewer, click **Tools**.
2. Clear **Sync To Folder**.

Advanced Tip:

If you want ACDSee to synchronize to a folder on startup, use the /sync command line switch.

External Launching of a Single Viewer

ACDSee opens a new Viewer window each time an external application calls it to view an image. If the external application calls ACDSee several times, several Viewers are opened. To reduce the number of open windows, you can configure ACDSee to use the same Viewer for all images.

When the Browser is open and files are opened externally (e.g., from Explorer), a new Viewer is launched and the Browser remains open (but not in focus).

To Launch a Single Viewer:

1. Click **Tools | Options**.
2. Select the **Miscellaneous** tab and choose between:
 - Replace images in list**
Causes ACDSee to close all images in the current image sequence, and replace them with the new images
 - Add images to list**
Adds the new files to the image sequence. You can navigate back to previously viewed images

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Chapter 11

FotoCanvas Lite Introduction

FotoCanvas Lite is an easy-to-use image editing program. Take images from your digital camera, scanned images or images you have received via e-mail and use FotoCanvas Lite to enhance them. You can reduce the red-eye in flash photos, make images appear old by adding a sepia tone or add text to the image. These are only a few of the many features available to you.

Starting FotoCanvas Lite

There are a number of ways to open FotoCanvas Lite.

To start FotoCanvas Lite in ACDSee:

1. Select an image in ACDSee.
2. Click the **Edit** button.
3. Click the **Editor** button. FotoCanvas Lite opens with the selected image displayed.

To start FotoCanvas Lite from the desktop:

Double-click the FotoCanvas Lite icon on the desktop.

Quick Start Dialog Box

The Quick Start dialog box opens when FotoCanvas Lite is started. The following buttons are displayed:

Create a New Image

Creates a New Image window and prompts you for an image size and color setting

Open an Existing Image

Opens an image file

Open a Recent Image

Opens a recently edited image, by using the drop-down menu below the button that displays a list of the files

If you clear the **Show Quick Start at Startup** check box, the Quick Start window is not displayed when FotoCanvas Lite starts up. You can open or create files using the File menu commands or click the

appropriate main toolbar. You can open the quick start again by clicking **Help | Quick Start**.

Help Menu

The Help menu provides access to Help information, startup dialog boxes, FotoCanvas Lite updates and support, and information about ACD Systems.

Contents

Opens the Help file. You can click the **Help** button on the toolbar as well to access help.

Keyboard

Opens the Help file to the Keyboard shortcut page.

Quick Start

Select **Show Quick Start at startup** to display this option when FotoCanvas Lite starts.

Tip of the Day

Select **Show tips at startup** to display this option when FotoCanvas Lite starts.

Service and Support

Product support for registered users of FotoCanvas Lite. An online form is sent directly to ACD Systems Technical support staff (Internet connection required).

Check for Update

Connects to the ACD Systems' Web site, checks for a more current version of FotoCanvas Lite and provides an update link (Internet connection required).

ACD Systems Home

Connects to the company Web site.

FotoCanvas Lite Window

The FotoCanvas Lite window is composed of three main areas; the main display area, and the toolbars.

Main Display Area

This is the work area or canvas, where you make changes to your images and graphics.

Toolbar

There is one toolbar in FotoCanvas Lite, the main toolbar, located above the display area. The main toolbar provides shortcuts to features available from menus in FotoCanvas Lite and the Scroll, Crop and Red-eye Reduction tools. The toolbar is customizable and dockable.

Customizing FotoCanvas Lite Toolbars

In a toolbar, you can choose which toolbar buttons you want displayed.

To add or remove a toolbar button:

1. Right-click anywhere on the toolbar and select **Customize**.
2. Select an icon and click **Add** or **Remove**.
3. Click **Move Up** or **Move Down** to position the icon.
4. Click **Close**.

To rearrange buttons in the toolbar:

Hold the Alt key and do one of the following:

- Drag a button to a new position to move it.
- Drag a button off the toolbar to remove it.

To add or remove a separator in the toolbar:

Hold the **Alt** key and do one of the following:

- Drag a button slightly to the right to add a separator.
- Drag a button over a separator to remove it.

Labels

You can turn the button labels on or off, or display the text to the right of or below each button.

To change the display of the button labels:

1. Right-click anywhere on the toolbar.
2. Select **Button Labels** and from the drop-down menu, choose from the following options:
 - **No labels**
 - **Labels on right**
 - **Labels below**
 - **Selective Labels on right**

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Chapter 12

Manipulating Images

This chapter contains information about opening images in FotoCanvas Lite, creating new images and saving images. You can perform standard cut, copy and paste commands, zoom in and out of images, and scroll images larger than the display area.

File Menu

The File menu contains items for opening, closing, and printing images.

New Image

Creates a new image in a new window where you must designate the size of the image Canvas, as well as the Color Depth of the image, and the canvas color

Open

Opens a dialog box for you to browse to an existing image

Close

Closes the current image

Save/Save As

Saves the changes to the original image

Revert

Loads the latest saved image without any changes

Print Images

Prints a copy of the image

Numbered List

Shows the most recently opened images. Selecting a number opens the image file

Exit

Closes FotoCanvas Lite

Saving Images

FotoCanvas Lite has three different ways to save image files.

To save an existing image, do one of the following:

- Click the **Save** button

- Click **File | Save**.

To save a new image, format, location or image name:

1. Click **File | Save As**.
2. In the Save as image dialog box, browse to the folder where you want to save the image.
3. Type a name for the image.
4. Select a file format. Click **Options** for further details about the format.
5. Click **Save**.

To save a selection:

1. Select an image in another application.
2. Copy the image to the Windows clipboard.

Note:

The file cannot be copied to the clipboard. The image must be open to be copied.

3. Click the **Paste New** button to create a new image.
4. Click **File | Save As**.
5. In the Save As image dialog box, browse to the folder where you want to save the image.
6. Type a name for the image.
7. Select a file format. Click **Options** for further details about the format.
8. Click **Save**.

Window Menu

The Window menu provides a list of all open FotoCanvas Lite windows, options for opening a new window, or arranging all the windows that are currently open, and . Selecting a number in the list will shift your view to the image list.

New Window

FotoCanvas Lite opens a window each time an image is opened or each time you wish to create a new image.

To open a new window, do one of the following:

- Select **Window | New Window**.
- Select **File | New**. For further information see [File Menu](#).

The new window opens as if you were starting FotoCanvas Lite.

Arrange All

When there is more than one FotoCanvas Lite window open, you can display all the windows at one time. The first window appears at the top, stacked above the second window. This option works best

for two windows. Having more than two windows open reduces the display area significantly.

To arrange all the currently opened windows:

Select **Window | Arrange All**.

Edit Menu

The Edit options include the Undo/Redo system, as well as the Copy and Paste feature. All options are available from the shortcut menu when you right-click in the main display.

Undo/Redo

With Undo/Redo you can undo errors, or use it to see how an affect look without applying it permanently to the image.

Undo

Undo is active from the moment you make a change to the image. A list of all the changes is recorded in the buffer.

Redo

Redo is active after you click the **Undo** button. You can redo any changes you have undone.

Multiple Undo/Redo

You can select a large number of operations to undo or redo.

To use multiple Undo/Redo:

1. Click the drop-down arrow next to the **Undo** or **Redo** button.
2. Move the mouse pointer over the operations you wish to undo/redo and click the mouse button.
3. Repeat Step 2 as required.

Copy and Paste

The Copy and Paste system uses the Windows clipboard to store information for later use. FotoCanvas lite also has the Paste New option.

Copy

Copy duplicates the image selection and places a copy on the clipboard. The copy remains on the clipboard until another cut or copy is made.

To copy a selection, do one of the following:

- Click the **Copy** button
- Click **Edit | Copy**.

Paste

Paste places a copy of the image selection on the display in the top left-hand corner of the canvas area. A marquee surrounds the pasted selection. You can move, modify or enhance the pasted selection as

you would other selections.

To paste a selection, do one of the following:

- Click the **Paste** button.
- Click **Edit | Paste | As a New Selection**.

Paste New

Paste New creates a new canvas, the width and height match the dimensions of the selection, and then pastes a copy of the selection on the canvas. The pasted copy is now a new image.

To paste a selection as a new image, do one of the following:

- Click the **Paste New** button.
- Click **Edit | Paste | As a New Image**.

Viewing Images

The View menu has options for displaying the 3 toolbars and zoom options for FotoCanvas Lite, and with the scroll tool you can move large images in the main display.

Displaying Toolbars

FotoCanvas Lite has 3 toolbars, or panels, which can be viewed in the work space.

Main Toolbar

Contains shortcut buttons to tasks in the each of the menus, including File, Edit, View, Image, Color, Adjust, Filter and Help menu items.

Page Toolbar

Contains navigation buttons for multi-page images. This toolbar is only available if the opened image has multiple pages.

Panel Help

Contains a brief description of a tool and how to use it.

You can customize the button display of the Main toolbar and Page toolbar.

Zoom

There are 4 options for viewing an image in the main display area.



Zoom In

Enlarges the image size around the center point (Maximum zoom in is 17:1 and can be noted in the window title bar next to the image)



Zoom Out

Reduces the image size around the center point (Minimum zoom out is 1:17)

Best fit

Reduces large images to fit within the main display area: a resized image can be noted by the ratio displayed in the title bar

Actual size

Displays the image at its saved dimensions; large images will extend beyond the edge of main display area

To zoom in to an image, do one of the following:

- Click the **Zoom In** button.
- Click **View | Zoom In**.

To zoom out from an image, do one of the following:

- Click the **Zoom Out** button.
- Click **View | Zoom Out**.

Page Toolbar

The Page toolbar is a navigation toolbar only accessible when the image loaded is a multi-page image.



Previous Page

Returns to the previous page



Next Page

Advances to the next page



First Page

Returns to the first page



Last Page

Advances to the last page



Goto Page

Opens a specific page

To go to a specific page:

1. Click the **Goto Page** button.
2. Select a page in the dialog box. The number of pages is shown at the bottom.
3. Click **OK**.

Multi-page Images

A multi-page image is a single file containing pages of images. The most common format is .tif. You can modify an individual page of the file in FotoCanvas Lite, but you must save it before moving on to another page.

You cannot create a multi-page image in FotoCanvas Lite.

Scroll Tool

The Scroll tool grabs an image larger than the display area and moves it vertically, horizontally or diagonally. To use the Scroll tool, an image must extend beyond the edge of the display area, either because it is a large image or the image has been zoomed. If the image cannot be scrolled the mouse pointer does not become active when the button is selected.

To Scroll an image:

1. Click the **Scroll** button.
2. Hold the mouse button to grab the image. The mouse pointer changes to the **Grabber** mouse pointer.
3. Move the mouse to position the image.
4. Release the mouse button.

13

Chapter 13

Tools

FotoCanvas Lite contains many tools for enhancing and correcting images. Use the Red-eye tool to fix the red-eye in photos caused by the flash. Crop images to remove unwanted areas, or to focus in on a particular area. Resize, flip and rotate images. Adjust the color of an image and correct the exposure.

Red-eye Reduction Tool

The Red-eye Reduction tool changes the eye color of individuals in a picture from red, caused by a camera flash, to their natural eye color. The text only works with truecolor images.

To eliminate red-eye:

1. Click the **Zoom In** button to make the eye bigger.
2. Click the **Red-eye Reduction** button.
3. Drag the mouse pointer across the iris to create an ellipse.
4. Select **Show Outline** to display the ellipse after it is drawn.
5. In the Tool Options, move the **Amount** slider to determine an eye color intensity, and in the **Eye Color** drop-down menu, select the natural eye color of the individual.
6. Click **Apply**.

Amount

The Amount is a number between 0 and 255. As you increase the amount, the eye color is added from the inside of the ellipse out towards the edges.

Image Tools

The Image tools change the size of the canvas or image, rotate, flip or crop the image.



Canvas Size

Changes the size of the background that the image is on; the canvas is part of the image



Resize

Changes the size of the image



Rotate

Turns the image around the center point



Flip

Mirrors the image on the horizontal or vertical plane

Crop Tool

Selects a rectangular area of the image and removes the outside portion from the display.

To crop an image:

1. Click the **Crop** button.
2. Create the crop frame by holding the mouse button and dragging the pointer across the image.
3. Do one or both of the following:
 - Move the handles on the edges of the crop area to resize the crop.
 - Drag the crop outline to move it.
4. Double-click the crop area to remove the outside portion of the image.



Image Canvas Size

The image canvas size represents the area in which the image is placed. By default the canvas size matches the image size. Increasing the size of the canvas provides more space for editing and the addition of other objects. Decreasing the canvas size reduces the viewable area of the image equally from its center point.

To resize the canvas:

1. Do one of the following:
 - Click the **Canvas Size** button.
 - Click **Image | Canvas Resize**.

2. In the New Image Size area, select a new width and height. It is recommended to change the size by a multiple of two. This will add or subtract pixels evenly to or from each side of the canvas.
3. Click **OK**.

Reducing the canvas size is similar to cropping the image.



Original image



Increased canvas size



Decreased canvas size

Image Resize

Every image is measured by its width and height in pixels. A digital camera takes pictures at specific dimensions, i.e., 800x600 or 1024x768. These are similar to the screen dimension of your monitor. You can resize an image to any dimension, but the quality may change drastically depending on the settings. You can also resize a selection.

To resize an image or selection:

1. Do one of the following:
 - Click the **Resize** button.
 - Click **Image | Resize**.
2. Do one of the following:
 - Select **Percentage of original** and provide a percentage value for the resized image. The aspect ratio is automatically maintained.
 - Select **Pixels** and adjust the width and height of the resized image. You can adjust the width and height separately by clearing the **Maintain original aspect ratio** check box.
3. In the Settings area, click the Resampling filter drop-down arrow and select a resampling filter. Lanczos is the default filter.
4. Click **OK**.

Recommendations

To maintain the best image quality when resizing, reduce an image 33% or 50%, while maintaining the aspect ratio.

Do not resize repeatedly. Only resize an image once. Each image resize places the pixels of an image

in a slightly different orientation to each other and repeated resizing may change the overall color and appearance of the image.

It is recommend that you do not increase the size of an image. Increasing the size of an image makes the pixelation of the image more apparent to the user.

Metafiles

A metafile or Vector image file is associated with drawing programs. The unique quality of a metafile is that it can be resized without increasing the file size. FotoCanvas Lite saves all files as Raster images.

Which Resample Filter Do I Use?

Resample filters change how the pixels in an image are affected when you resize an image. Some filters add a blurring effect while others maintain the hard edges between different areas of the image. The effect of each filter is subjective, so it is recommended that you experiment with each of them when you resize an image. FotoCanvas Lite has seven filters available for use.

Resample Filter

Box

Produces simple replication of scalar values, but shows considerable tiling or jaggies on resize.

Triangle

Computationally simple, with sharp transition lines, yields sufficiently good results for both reduction and magnification.

Bicubic

Uses a process called Interpolation to minimize the raggedness normally associated with expanding an image. Interpolation smoothes out rough spots by estimating how the missing pixels should appear, and then filling them with the appropriate color. It produces good results with photo-realistic images and with images that are irregular or complex. Use Bicubic resample when enlarging an image.

Bell

Smoothes the image.

B-spline

Produces no sharp transitions, but may cause excessive blurring.

Lanczos

Produces the sharpest images, but may also introduce some ringing artifacts. If your images look fuzzy after resizing, use the Sharpen tool to smooth them.

Mitchell

Produces no sharp transitions, good compromise between the “ringing” of Lanczos and “blurring” of other filters. An excellent choice for photo-realistic images when used with the Sharpen tool. The Mitchell resample method is also your best choice when enlarging images.

Image Rotate

Any image type supported by FotoCanvas Lite or selection can be rotated. An image can be rotated in predefined 90-degree increments or in user specified degrees.

To rotate an image or selection:

1. Do one of the following:
 - Click the **Rotate** button.
 - Click **Image | Rotate**.
2. Do one of the following:
 - Click one of the rotation buttons: 90 degrees left, 180 degrees, or 90 degrees right.
 - In the Angle option, type a number of degree for rotation.
3. Click **OK**. A preview is provided of the rotation.

Lossless Rotation

Lossless rotation happens when an unmodified JPEG image is rotated. When the image is rotated it maintains all the pixels in the exact location as the original image. The best JPEG images for rotation are obtained from digital cameras, as they are preformatted to the correct dimensions.

Image Flip

An image or selection can be flipped both vertically and horizontally.

To flip an image or selection:

1. Do one of the following:
 - Click the **Flip** button.
 - Click **Image | Flip**.
2. Click the **Horizontal Flip** or the **Vertical Flip** buttons.
3. Click **OK**. A preview is provided of the flip.

Selecting Color Depth

FotoCanvas Lite displays images in seven different color depths. You can edit the color palette of five of the color depths. An image can be converted to any of the color depths, but the quality of the display image will not improve without further editing.

To change an image color format:

Click **Color**, and select a color depth.

To use all the enhancement features you need to change an image to Truecolor. Many image enhancement tools, filters, blends, and adjustment options are only available for Highcolor or Truecolor images.

Note:

Once an image's quality has been lowered or the color changed, the only way to return the image to its original color level is to click the **Undo** button.

Color Depths

When an image is loaded by FotoCanvas Lite the default color depth is selected in the Color menu.

Black and White

The image is composed of only black and white. 2-color palette.

16 Grays

The image is composed of all colors in a 16-grayscale palette.

256 Grays

The image is composed of all colors in a 256-grayscale palette.

16 Colors

The image is composed of all colors in a 16-color palette.

256 Colors

The image is composed of all colors in a 256-color palette. GIF images are saved in this format regardless of color settings.

Highcolor

The image is composed of colors from a 32768-color Palette.

Truecolor

The image is composed of colors from a 16,777,216-color Palette. This color palette includes all colors visible to the human eye.

You can edit the color palette of all color depths except Highcolor and Truecolor.

Using the Adjust Tools

The Adjust tools modify the settings for color, and changes the effect of light in the image. These tools are only available for Truecolor images.



Auto Levels

Analyzes the image and automatically adjusts the Exposure values

Exposure

Changes the image white, black and gamma values of an image



Brightness/ Contrast/ Gamma

Changes brightness, contrast, and gamma light values of an image



Hue/ Saturation/ Lightness

Changes the hue, saturation, and lightness color values in all the pixels of an image; also referred to as HSL



Red/ Green/ Blue

Changes the red, green, and blue color values in all the pixels of an image; also referred to as RGB

Adjust Exposure

The Exposure adjustment changes three components of the image to darken or lighten it.

To adjust the exposure of an image:

1. Click **Adjust | Exposure**.
2. In the Adjust Exposure dialog box, set the **White**, **Black** and **Gamma** options for the image.
3. Click the **Proof** button to view a preview in the Main Display area. Change the settings as you like.
4. Click **OK**.

White

Increases the brightness of the light areas of an image.

Black

Increases the blackness of the dark areas of an image.

Gamma

Changes the amount of light that is applied to the image. Higher values are brighter, lower values are darker.

Auto Levels

Auto Levels changes to the same values as the Exposure settings, without you having to make the adjustments. FotoCanvas Lite analyzes the images and corrects these values to produce a clearer image.

To adjust an image with auto levels:

Click the **Auto Levels** button.

Adjust Brightness, Contrast and Gamma

This light adjustment changes three components of the image to correct the light values of an image.

To adjust the light levels of an image:

1. Do one of the following:
 - Click the **Brightness/Contrast/Gamma** button.
 - Click **Adjust | Brightness/Contrast/Gamma**.
2. In the Adjust dialog box, set the **Brightness**, **Contrast** and **Gamma** options for the image.
3. Click the **Proof** button to view a preview in the main display area. Change the settings as you like.
4. Click **OK**.

Brightness

Changes the light level for the whole image. A value of 100 makes the image white and a value of -100 makes the image black.

Contrast

Changes the brightness levels for different areas of the image. Increasing contrast makes shadowed areas darker, colored areas brighter with midtones remaining the same. Decreasing the contrast makes all colors closer to the midtone values of the image.

Gamma

Changes the amount of light that is applied to the image. Higher values are brighter, lower values are darker.

Adjusting Hue, Saturation, and Lightness (HSL)

The HSL dialog box adjusts the hue, saturation and lightness values for every pixel in the image. A value of 0 is the normal image value of a pixel for each of the HSL components.

To adjust the HSL values of an image:

1. Do one of the following:
 - Click the **Hue/Saturation/Lightness** button.
 - Click **Adjust | Hue/Saturation/Lightness**.
2. In the dialog box, adjust the **Hue**, **Saturation** and **Lightness** options.
3. Click the **Proof** button to view a preview in the Main Display area. Change the setting as you like.
4. Click **OK**.

Hue

FotoCanvas Lite analyzes the image and selects the predominate color as the 0 value for the hue. You can Adjust the value between -50 and 50 to change the color of the image.

Saturation

The pixel colors of the image are all given a value of 0 for saturation. The intensity of each color in the image is increased as the saturation value approaches 100. The color intensity is decreased as the value approaches -100. At a value of -100 the image is grayscale.

Lightness

FotoCanvas Lite increases the value of each pixel's light value. Increasing the value adds light to the image whereas decreasing the value subtracts light. At a value of 100 the image is all white, and at -100 the image is all black.

Adjust Red, Green, and Blue (RGB)

The RGB dialog box adjusts the red, green and blue color values for every pixel in the image.

A value of 0 is the normal image value of a pixel for each of the RGB components. The value represents the increase or decrease in percentage of a color for each pixel. A value of -100 means the image has none of that color in it. If all values are -100 the image is black. A value of 100 doubles the intensity of a color.

To adjust the RGB values of an image:

1. Do one of the following:
 - Click the **Red/Green/Blue** button.
 - Click **Adjust | Red/Green/Blue**.
2. In the dialog box, adjust the **Red**, **Green** and **Blue** options.

3. Click the **Proof** button to view a preview in the Main Display area. Change the settings as you like.
4. Click **OK** to accept the setting.

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Chapter 14

Filters

Filters change the look of the image by adding an effect to the whole image at one time. FotoCanvas Lite includes 12 filters.

Filters



Blur

Blurs the entire image by averaging the color in adjacent pixels

Gaussian Blur

A powerful Blur tool, with more extreme blurring



Sharpen

Increases the color difference in adjacent pixels to produce a sharper image



Despeckle

Reduces the amount of noise in an image

Edge-detect

Creates a black image with colored lines outlining the areas of an image

Crosshatch

Creates an artistic effect to the image using the colors of the image and crosshatch pen style

Pencil Drawing

Creates a white image with grey lines highlighting the main features of the image

Oil Painting

Creates a white image with highlights, outlining the features in the original image



Sepia

Changes the Hue of the image to create an aged appearance to the image.



Colorize

Changes the Hue and Saturation of each pixel in an image to be based on one Hue



Negative

Creates a negative of the image



Emboss

Creates a relief image in grayscale

Blurring an Image

There are three options for blurring an image, Blur, Gaussian Blur and Manual Blur. The Blur filter averages the color in adjacent pixels to blur the whole image. The Gaussian Blur filter applies a more extreme blurring effect to the image than the Blur filter. The Manual Blur tool averages the color in adjacent pixels to produce a blurred portion of the image using a pencil style tool.

To blur an image:

1. Do one of the following:
 - Click the **Blur** button.
 - Click **Filter | Blur**.
2. Adjust the slider to select a blur level. The higher the number the stronger the blur effect.
3. Click **Proof** to apply the filter to the image in the main display. The main display does not retain the proof if you click **Cancel** or change the blur level again.
4. Click **OK**.

To blur an image with Gaussian blur:

1. Click **Filter | Gaussian Blur**.
2. Adjust the slider to select a blur level. The higher the number the stronger the blur effect.
3. Click **Proof** to apply the filter to the image in the main display. The main display does not retain the proof if you click **Cancel** or change the blur level again.
4. Click **OK**.

Sharpening the Image

There is one option for sharpening an image, Sharpen filter. Repeated application of the Sharpen tool eventually produces extremes of colors in the image.

Sharpen Filter

The Sharpen filter increase the color difference in adjacent pixels to sharpen the whole image.

To sharpen an image:

1. Do one of the following:

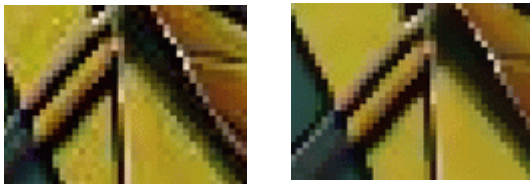
- Click the **Sharpen** button
 - Click **Filter | Sharpen**.
2. Adjust the slider to select a sharpness level. The higher the number the stronger the sharpness.
 3. Click **Proof** to apply the filter to the image in the main display. The main display does not retain the proof if you click **Cancel** or change the sharpness level again.
 4. Click **OK**.

Despeckle Filter

The Despeckle filter removes noise, small areas of discoloring, from an image or selection. A scanner or dusty camera lens often produces speckling on an image.

To despeckle an image do one of the following:

- Click the **Despeckle** button.
- Click **Filter | Despeckle**.



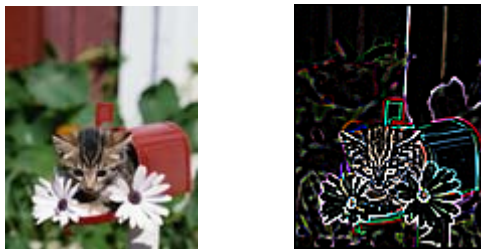
Original magnified image Despeckled image

Edge-detect Filter

The Edge-detect filter creates a black image with colored lines outlining the areas of an image or selection where significant difference between colors exists. The greater the difference between colors the brighter the outline color used.

To color an image with edge-detection:

Click **Filter | Edge-detect**.



Original image

Edge-detect image

Crosshatch Filter

The Crosshatch filter creates an artistic effect to the image or selection using the colors of the image and crosshatch pen style.

To crosshatch an image:

Click **Filter** | **Crosshatch**.



Original image



Crosshatch image

Oil Painting Filter

The wide variation available with the Oil Painting filter creates an image or selection similar to an oil or watercolor painting.

To create an oil painting image:

1. Click **Filter** | **Oil Painting**.
2. In the Oil Paint dialog box, adjust the **Brush Width**, **Variance** and **Vibrance** options.
3. Click the **Proof** button to view a preview in the Main Display area. Change the settings as you like.
4. Click **OK**.

Pencil Drawing Filter

The Pencil Drawing filter creates a white image with highlights, outlining the features in the original image or selection.

To create a pencil image:

Click **Filter** | **Pencil Drawing**.



Original image



Pencil Drawing image

Sepia Filter

The Sepia filter adds a brownish hue to the image or selection. The hue gives an aged appearance to the image common in very old photos.

To apply the sepia filter to an image, do one of the following:

- Click the **Sepia** button.
- Click **Filter | Sepia**.

Colorize Filter

The Colorize filter adds a color hue to an image or selection. The saturation of the hue can be increased to create a more vivid color or reduced for a more subtle effect. An image with no saturation is grayscale. The original image must be Truecolor for the Colorize filter to function.

To colorize and image:

1. Do one of the following:
 - Click the **Colorize** button.
 - Click **Filter | Colorize**.
2. In the Colorize dialog box adjust the **Hue** and **Saturation** options.
3. Click the **Proof** button to view a preview in the Main Display area. Change the settings as you like.
4. Click **OK**.

Negative Filter

The Negative filter creates an image or selection the exact opposite of the original image.

To apply the negative filter to an image, do one of the following:

- Click the **Negative** button.
- Click **Filter | Negative**.



Original image



Negative image

Film negatives or slides can be acquired by FotoCanvas Lite and then filtered to a positive Image.

WARNING

Photographic film is extremely light sensitive. Use an appropriate scanner for acquiring negatives. ACD Systems does not provide technical support for the different models of scanners available. Please inquire with the maker or vendor of the product to ensure an appropriate outcome.

Emboss Filter

The Emboss filter converts the image or selection to grayscale and displays it as a relief, similar to carving in stone.

To emboss an image:

1. Do one of the following:
 - Click the **Emboss** button.
 - Click **Filter | Emboss**.
2. In the Emboss dialog box, adjust the **Azimuth**, **Elevation** and **Weight** options.
3. Click the **Proof** button to view a preview in the main display area. Change the settings as you like.
4. Click **OK**.



Original image



Embossed image

Appendix 1: Contacting ACD Systems

Contact us by mail at:

North America

ACD Systems Inc.
2201 North Collins, Suite #100
Arlington, TX 76011, USA

International

ACD Systems Ltd.
PO Box 36
Saanichton, BC
V8M 2C3, Canada

Technical Support

By purchasing this product, you receive ongoing, preferred treatment by our technical support team, should the need arise. If you have any technical related questions or general feedback, please visit our Web site at: www.ACDSYSTEMS.com/english/support

If you do not have Internet access, you can do one of the following:

Telephone us for technical support at: 1 (250) 544-6701. Our office hours are Monday to Friday, 6:00 A.M. to 6:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

Feedback

Your feedback is important to us. Many features and portions of the interface continue to be influenced by comments from users. So, if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

Contact us Monday to Friday, 6:00 A.M. to 6:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

E-mail: feedback@acdsystems.com *

Telephone: 1 (250) 544-6700

*This e-mail address is not intended for technical support questions; technical related questions will not receive a reply.

Appendix 2: System Administrator Options

Command Line Arguments

Command lines can be entered from the Run line found in the Start menu but are more typically used in batch files (.bat or .cmd files).

Default behavior (no arguments)

When no command line arguments are given, ACDSee starts in Browse mode in the default folder.

Specifying images to view

You can supply ACDSee with one or more image files as a command line argument. Wildcards are permitted.

E.g., to start ACDSee and have it view all the .JPG files in the c:\images folder: `acdsee c:\images*.jpg`

Note:

If any file name includes spaces, you must enclose the file name in quotation marks:

E.g., `acdsee "Metal Links.bmp"`

E.g., `acdsee "C:\My Pictures\Spot.psd" D:\Downloads*.jpg`

Browsing a particular folder or archive

You may browse a particular folder or archive using a command-line argument:

E.g. `acdsee c:\images\` starts the ACDSee browser in the c:\images folder.

Starting in View mode (with no images)

You can start ACDSee in View mode, without an image, by specifying the /v command line switch:

E.g. `acdsee /v`

ACDSee ignores all other command-line arguments when the /v switch is present.

Printing

You can use ACDSee to print one or more images and exit by specifying the /p command line switch:

E.g., `acdsee /p "C:\My Pictures\Spot.psd" "D:\Downloads*.jpg"`

You can bypass the printer selection and print setup dialog boxes that normally appear by adding an exclamation mark (!) to the /p switch.

E.g., `acdsee /p! "Gloxina.jpg"`

Slide show

Use the /ss command-line switch to specify that ACDSee should start a slide show on startup.

Use the /seq:forward, /seq:reverse or /seq:random to specify the order of the slide show.

Include the path to the folder and the images to be used in the slide show.

E.g., `acdsee /ss /seq:random "d:\images*.jpg"`

Full-screen mode

Use the /fullscreen command-line switch to start ACDSee in full-screen mode.

Synchronize to folder

Use the /sync <folder> command-line switch to synchronize ACDSsee to the specified folder.
Programmatic Usage of ACDSsee

DDE Interface

ACDSsee is a DDE server application. The only supported DDE command is "open," which is used by the Windows shell to open image files using ACDSsee.

Syntax

Server cmd-line: ACDSsee.exe /v

Service: ACDSsee

Topic: System

Command: [open[-add | -noadd][-viewall | -noviewall]]("<image-file-1>";"<image-file-2>";...)]

The Add Option

add

Add the specified images to the current image sequence.

noadd

Replace the current image sequence with the specified images.

<default>

Add or replace according to the Startup option found in the **Tools | Options, Miscellaneous** tab.

The Viewall Option

viewall

Add all images in the folders containing the specified images to the image sequence.

noviewall

Only add the specified images to the image sequence.

<default>

View all according to the **View all images in folder** option found in the **Tools | Options, Viewer** tab.

Command Examples

```
[open-add("c:\images\apple.jpg";"c:\images\quince.jpg")]
[open-noadd-viewall("c:\images\animals\dog.jpg")]
[open-noadd("c:\images\animals\*.jpg")]
[open-noadd("c:\images\animals.ais")]
```

Sample

The following sample illustrates how a client can use the Open command with ACDSsee.

```
#include <ddeml.h>
/*****
 * DDEView *
 *****/
static HDEDEDATA CALLBACK DdeCallback(UINT, UINT, HCONV, HSZ, HSZ, HDEDEDATA,
DWORD, DWORD)
```

```

{
return (HDEEDATA)NULL;
}

int DDEView(const char* pszAppPath, // path to acdsee.exe (can just use
// "ACDSee.exe" if ACDSee is installed
// correctly)
const char* pszFiles, // path to image file(s) - each file must be
// enclosed in quotes and separated by a space
int fAdd, // 0=>replace, 1=>add, -1=>according to options
// setting
int fViewAll) // 0=>view all in folder, 1=>only this,
// -1=>options setting
{
DWORD idDDE=0;
UINT err = DdeInitialize(&idDDE, (PFNCALLBACK) DdeCallback,
APPCLASS_STANDARD | APPCMD_CLIENTONLY, 0);
if (err == DMLERR_NO_ERROR)
{
HSZ hszDDEService, hszDDETopic;
HCONV hconv;
hszDDEService = DdeCreateStringHandle(idDDE, "ACDSee", CP_WINANSI);
hszDDETopic = DdeCreateStringHandle(idDDE, "System", CP_WINANSI);
hconv = DdeConnect(idDDE, hszDDEService, hszDDETopic, NULL);
if (!hconv && DdeGetLastError(idDDE)==DMLERR_NO_CONV_ESTABLISHED)
{
int rc = (int)ShellExecute(NULL, NULL, pszAppPath,
"/v,";"/SW_SHOWDEFAULT);
if (rc <= 32) return rc;
// try to connect to server every 50 ms for up to 1 second
// (give server a chance to start up)
for (int i=0 ; i<20 && !hconv ; i++)
{
hconv = DdeConnect(idDDE, hszDDEService, hszDDETopic, NULL);
if (!hconv) err = DdeGetLastError(idDDE);
Sleep(50);
}
}
if (hconv)
{
char* pszCmd;
char szVerb[80] = "open";
if (fAdd != -1) lstrcat(szVerb, fAdd ? "-add" : "-noadd");
if (fViewAll != -1) lstrcat(szVerb, fViewAll ? "-viewall" : "-noviewall");

pszCmd = (char*)malloc(lstrlen(szVerb) + lstrlen(pszFiles) + 5);
// wsprintf does not work with >1024 character strings

```

```
wsprintf(pszCmd, "[%s(", szVerb);
lstrcat(pszCmd, pszFiles);
lstrcat(pszCmd, ")]");
DdeClientTransaction((BYTE*)pszCmd, lstrlen(pszCmd)+1, hconv, 0, 0,
XTYP_EXECUTE, TIMEOUT_ASYNC, NULL);
err = DdeGetLastError(idDDE);
free(pszCmd);
}
DdeFreeStringHandle(idDDE, hszDDEService);
DdeFreeStringHandle(idDDE, hszDDETopic);
DdeUninitialize(idDDE);
}
return err;
}

void main()
{
DDEView("ACDSee.exe", "\\c:\\images\\cat.jpg", "\\c:\\images\\dog.jpg", 0, 0);
}
```

Appendix 3: Digital Camera Support

Agfa ePhoto 780	Sanyo DSC-X300
Agfa ePhoto 780e	Sanyo VPC-G200
Agfa ePhoto CL30	Sanyo VPC-G200EX
Agfa ePhoto CL30 klik!	Sierra Imaging SD640
Agfa ePhoto CL50	Toshiba PDR-2
Canon PowerShot A10	
Canon PowerShot A20	
Canon PowerShot A5	
Canon PowerShot A5Zoom	
Canon PowerShot A50	
Canon PowerShot G1	
Canon PowerShot Pro70	
Canon PowerShot Pro90 IS	
Canon PowerShot S10	
Canon PowerShot S100	
Canon PowerShot S20	
Canon PowerShot S300	
Digita Supported Camera	
DIGITAL IXUS	
DIGITAL IXUS 300	
EOS D30	
Epson PhotoPC	
Epson PhotoPC 500	
Epson PhotoPC 550	
Epson PhotoPC 600	
Hewlett Packard Photo Smart C20	
Hewlett Packard Photo Smart C200	
IXY DIGITAL	
IXY DIGITAL 300	
Kodak DC 40	
Kodak DC 50	
Kodak DC 120 Zoom	
Kodak DC 200 Zoom	
Kodak DC 210 Zoom	
Kodak DC 215 Zoom	
Kodak DC 220 Zoom	
Kodak DC 240 Zoom	
Kodak DC 260 Zoom	
Kodak DC 265 Zoom	
Kodak DC 280 Zoom	
Nikon Coolpix 900	
Olympus D-600L	

Appendix 4: Multimedia Formats Supported

The plug-in modules included with ACDSee support the formats listed here. More plug-ins will be distributed in the future for expanded support. A Susie plug-in module allows ACDSee to utilize Susie plug-ins.

FotoCanvas Lite supports all read and write image formats.

For more information on plug-ins, including a list of all the newest plug-ins for ACDSee, visit our Web site at: www.acdsystems.com/english/products/plugin/

Note:

To have full format support, please see [System Requirements](#).

Image Read Support

Adobe™	.8bi, .8bf Supports Adobe™	.8bf filter plug-ins and .8bi file-format plug-ins
ANI	Windows animated cursor	Shows cursor animation
ART	AOL ART	Still images
BMP	Windows Bitmap	Windows and OS/2; 2/8/16/24/32 bpp; RLE and uncompressed
CUR	Windows cursor	
DCX	Multiple-page PCX	All sub-types and multiple pages supported
DJV	DjVu	
EMF	Enhanced Metafile Format	Win32 enhanced placeable metafiles
EPS	Encapsulated PostScript	Displays embedded thumbnail (TIFF formats) and first page only
FPX	FlashPix	Multiple resolution support
GIF	Graphics Interchange Format	Single page and animated; 87a and 89a
ICN	AT&T ICN	
ICO	Windows icon	Shows multiple resolutions as separate pages
IFF	EA/Amiga Interchange File Format	1-24 bpp, including HAM and HAM8; multiple pages and animations not supported
JPG	JPEG JFIF	JFIF and Adobe™ CMYK
KDC	Kodak™ KDC	Reads both the full image and the embedded thumbnail
LDF	LuraDocument	Supports files with embedded thumbnails and multiple pages; saves LDF files with embedded thumbnails, but not multiple pages
LWF	LuraWave	Supports files that are password protected; saves files with optional password protection
MAG	MAG	All sub-types supported

PBM	Portable BitMap	
PCD	Kodak™ PhotoCD	Up to 3072x2048 resolution (16BASE)
PCX	ZSoft Publisher's Paintbrush	All sub-types supported
PGM	Portable GrayMap	
PIC	SoftImage PIC	All sub-types supported
PCT	Macintosh PICT	
PDF	Adobe™ Acrobat documents	Can read all pages
PIX	Alias PIX	24 bpp
PNG	Portable Network Graphics	All sub-types supported
PPM	Portable PixMap	
PS	Adobe™ Postscript	First page only
PSD	Adobe™ PhotoShop Document	RGB, grayscale, duotone, paletted and bi-level Lab color interpreted as grayscale only
PSP	Paint Shop Pro	Version 5 and version 6
Quick-Time™	.qtif, .qif, .qfi	Support for Apple QuickTime™ still image codecs
RAS	Sun Raster	Uncompressed and RLE compressed
RSB	Red Storm image format	All sub-types are supported
SGI	SGI Image Format	8-32 bpp; no colormaps; RLE or uncompressed
TGA	Targa TGA	All sub-types supported
TIFF	Tag Image File Format	1/2/4/8/12/16 bits per sample, 1-4 samples per pixel Bilevel/RGB/Paletted/ CMYK/YCrCb/ LOGL/LOGLUV; Uncompressed/ PackBits/ LZW//ThunderScan/ SGILog/CCITT/ ZIP/NEXT/New-JPEG (no v6.0 JPEG support) Support for multi-page documents
WMF	Windows Metafile Format	Win 3.x placeable metafiles
XBM	X bitmap	
XPM	X pixmap	
Image Write Support		
Adobe™	.8bi, .8bf	Supports Adobe™ .8bf filter plug-ins and .8bi file-format plug-ins
BMP	Windows Bitmap	Windows 1/8/24 bpp
GIF	Graphics Interchange Format	Non-interlaced GIF 89a only
JPEG	JPEG JFIF	8 and 24 bpp. Progressive and baseline; Adjustable compression factor, subsampling, smoothing and Huffman code optimization
LDF*	LuraDocument	Supports files with embedded thumbnails and multiple pages; saves LDF files with embedded thumbnails, but not multiple pages

LWF*	LuraWave	Supports files that are password protected. Saves files with optional password protection.
PCX	ZSoft Publisher's Paintbrush	8 and 24 bpp; RLE compressed
PNG	Portable Network Graphics	1/4/8 bpp colormapped; 24 bpp RGB
RSB	Red Storm image format	All sub-types supported
TGA	Targa TGA	8 and 24 bpp. RLE and uncompressed, Top-down and bottom-up
TIFF	Tag Image File Format	1/8/24 bits per pixel, single-page; Uncompressed, CCITT3, CCITT4, LZW, Deflate (ZIP), and JPEG compression; Adjustable DPI tags

*Both LuraDocument (LDF) and LuraWave (LWF) are available in trial version only - after 30 days the encoding feature will be disabled and you will no longer have the ability to convert the image.

Archive Read Support

ARJ	ARJ archive	ARJ format
CAB	CAB archive	Microsoft CAB file format
GZ	GZ archive	Unix GZIP (GnuZIP)
LHA	LHA and LZH archives	Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh
RAR	RAR archive	RAR format
TAR	TAR archive	UnixTAR format
TGZ	TGZ archive	TAR format compressed with GZIP
UU	UU archive	UUEncoded files
ZIP	ZIP archive	Store and Deflate

Archive Write Support

LHA	LHA and LZH archives	Lhd, lz4, lh0, lh1, lh4, lh5, lh6, lh7, Lzh
ZIP	ZIP archive	ZIP format

Video, Sound, and Music Read Support

AVI	Windows AVI video	Extracts thumbnail and plays in preview area with MCI
MID	MIDI sequence	Plays in preview area with MCI
MOV	QuickTime™ Movie	Plays in preview area with MCI
MP3	MP3 audio	Plays in preview area with MCI
MPG	MPEG video	Extracts thumbnail (MPEG-1) and plays in preview area with MCI
WAV	WAV audio	Plays in preview area with MCI

Appendix 5: Supported Formats for the Media Viewer

Audio and Video - Decoding

AIF	Audio Interchange File Format
AIFC	Audio Interchange File Format
AIFF	Audio Interchange File Format
ASF	Active Streaming File - HoTMetaL Pro
AU	A sound file format used on Sun Microsystems or other UNIX computers.
AVI	AVI movie format
GSM	Global System for Mobile Audio
M15	Apple MPEG-1 Video
M1A	Apple MPEG-1/2 Audio
M1V	Apple MPEG-1 Video
M2A	Apple Mpeg-1/2 Audio
M3U	MP3 Playlist files
M75	Apple MPEG-1 Video
MOV	QuickTime movie
MP2	MPEG Layer II compressed audio.
MP3	MPEG Layer III compressed audio.
MPA	Apple MPEG-1/2 Audio
MPEG	MPEG movie or animation file.
MPG	MPEG encoded file.
MPV	Apple MPEG-1 Video
QCP	Qualacomm PureVoice
QTPF	QuickTime PreFlight Text
SD2	Sound Designer II
SMI	Synchronized Multimedia Integration Language
SMIL	Synchronized Multimedia Integration Language
SML	Synchronized Multimedia Integration Language
SND	Sound file
SWA	MPEG layer III audio
SWF	Macromedia Flash 4
ULW	ULAW - Sun/NeXT
VFW	Video for Windows
WAV	Sound file
WMV	Windows Metafile

Encoding

BMP	Windows Bitmap
BMPF	Windows Bitmap
BMPP	Windows Bitmap
DIB	DIB graphics - Windows
GIF	Graphics Interchange Format
GIFF	Graphics Interchange Format
GRIP	Generic encoding format

JPEG	Joint Photographic Experts Group
JPG	Joint Photographic Experts Group
PCT	Macintosh PICT
PIC	SoftImage PIC
PICT	Macintosh QuickDraw/PICT
PNG	Portable Network Graphics
PNGF	Portable Network Graphics

Appendix 6: Using the PDF Document

Here are some tips to help you quickly maneuver through this PDF document.

Paging Through a Document

Adobe Acrobat Reader contains toolbar buttons to help you move through the PDF document.



Click to open the first page.



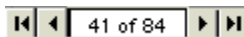
Click to open the previous page.



Click to go to the next sequential page.



Click to open the last page.



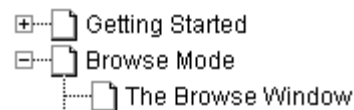
These buttons are also present on the status bar located at the bottom of the document. To view a specific page number, type a new number in the field.

Note:

Click the **Document** option to view other available shortcuts.

Browsing with Bookmarks

Bookmarks show the hierarchy in a document and provide easy access to individual pages. They can be subordinate to other bookmarks.



Click a bookmark to view the page. A Plus sign (+) to the left of the bookmark indicates there are bookmarks beneath it. Click the **Plus** sign to view the subordinate bookmarks.

Following Links

When you click a link, another part in the document is displayed, a location on the World Wide Web is opened in your Internet browser, or an e-mail application is opened for you to send an e-mail to that address. Links are displayed in blue, bold text.



To follow a link, position your pointer over the linked area until it changes to a pointed hand, or a pointed hand with a 'W' for Web sites and e-mail addresses; then click the link.



Retracing your Steps



Click to retrace the path of previously viewed pages.



Click to go forward in the path of viewed pages.

Finding Words

When you want to find a word or phrase quickly, you can use the Find command to search your entire document at once.



Click to open the Find dialog box. Type the word or phrase you are looking for and select from one of the following three options:

Match Whole Word Only

Finds occurrences of the phrase you are searching for

Match Case

Finds the words or phrases with the exact capitalization entered in the **Find What** box

Find Backwards

Starts the search in the current page and goes backwards through the document from there

To find the next occurrence of the word or phrase, click the **Find** button and then click **Find Again**.

Changing the Page Layout

Select from the three layouts available for viewing:



Image Actual Size



Image Fit in Window



Image Fit Width

Glossary

A

ACDInTouch

A data exchange service that is a means of staying in touch with new developments from ACD Systems.

ACDSee Database

The database includes two parts: the cached thumbnail file, as well as the file information file. The file information includes description, database date, author, notes and keywords. The description is stored in a file called "descript.ion" and is located in the same folder as the images. If you share your images (using ACDSee share tools such as E-mail and SendPix) the descriptions will not be included.

Acquire

Adding images to your computer system using peripherals like scanners or digital cameras, or by using screen capture devices. See [Acquiring Images](#).

Albums

A Collection of images; each image in the album is a shortcut.

Anchored

When a selection is incorporated into the image or canvas area. When anchored the marquee will disappear from around the selection.

Archives

A collection of files used for storage; often these files are grouped together and compressed. You can view and edit files directly inside an archive using ACDSee. With other applications you would need to extract or decompress the archive.

Aspect ratio

The ratio of width to height of an image on a television, motion picture, or computer screen.

Azimuth

Places an imaginary light source at a specific angle flat to the image. Azimuth works in conjunction with the elevation to position a light source for generating the 3d emboss effect. A value of 0 is from the right, -90 is from the bottom, 90 is from the top, and 180 or -180 is from the left.

B

Binary

Computers, programs and files are based on the binary numbering system, which consists of just two unique numbers, 0 and 1. All operations that are possible in the decimal system (addition, subtraction, multiplication, division) are equally possible in the binary system.

Black

Increases the blackness of the dark areas of an image.

Brightness

A visual perception, when an image appears to emit more or less light.

Brush width

The width of the lines or dots used to create an oil painting image. The number is relative to an artistic brush size.

C

Cached items

Cached items are stored in a database file to preserve metadata information (such as image properties)

or so that thumbnails can be quickly displayed in the File list (rather than the program regenerating thumbnails each time you browse images). Cached information does not include digital camera information and image descriptions.

Captions

Text insertions used with Slide Show (with transition effects).

Clipboard

The clipboard is used for cutting and pasting. Before the item is copied to another location it is temporarily stored in a special file or memory area (buffer) called the clipboard. For example, if you copy an image, ACDSee copies it to the clipboard; when you paste the image, ACDSee copies it from the clipboard to the destination of your choice.

Color channel value

Contains all of the pixel information for a single color. A grayscale image has one channel, an RGB image has three channels. The RGB values can be found in the Color Picker (not available in FotoCanvas Lite).

Command line arguments

The most recently displayed command prompt and the line on the display screen where a command is expected. A command line can be entered from the Run line found in the Start menu but it is more typically used in batch files (.bat or .cmd files).

Contrast

The difference in brightness between the light and dark areas of an image.

Crosshatch

Shading consisting of multiple crossing lines.

D**Database date**

The timestamp date that you set for an image in the file Properties; this date is specific to ACDSee.

DDE interface

Acronym for Dynamic Data Exchange, an interprocess communication (IPC) system built into the Macintosh, Windows, and OS/2 operating systems. DDE enables two applications to share the same data (e.g., you can insert a spreadsheet chart into a document created with a word processor so that whenever the spreadsheet data changes, the chart also changes).

Descriptions

File descriptions associated with a file; you can add descriptions to files.

Dockable

The ability to attach a toolbar to different sections of the display. An undocked toolbar can be resized and moved freely on the screen as a separate window.

E**Elevation**

Places the light source at a specific angle above the image. Elevation works in conjunction with the Azimuth to position a light source for generating the 3D emboss effect. A value of 0 places the light source flat to the image, producing more shadows and a dark image. A value of 90 places the light source directly over the image, producing very few shadows and a light image.

F**Feather**

A transition zone between the body of a selection and its edge. The transition zone incorporates a por-

tion of the area outside of the selection and gradually decreases the opacity until the selection fades at the edges.

File listing

An automatically generated text report of the Browser File list.

File name collision

Occurs when moving or copying items and the item in the destination folder has the same name as one of the files being transferred.

Format

File formats encode information in a file; each different type of file has a different file format.

G

Gamma

The range of color values a monitor, scanner, or printer can display. Adjusting this value increases or decreases the intensity of the light spectrum. A gamma corrected image simulates the adjusted display value when it is saved.

H

Hue

The value of the color in the visible spectrum. A color with a minimum value is red. As the value increases the color changes, but the lightness and saturation remain the same. One of the three components of the HSL mode.

I

Image resolution

This refers to the sharpness and clarity of an image and is used to describe monitors, printers, and bit-mapped graphic images.

Image sequences

When you view more than one image file you are viewing an image sequence. When multiple images are opened, the Viewer displays them one at a time. The image sequence can be seen in the lower left corner of the View window status bar.

J

Jaggies The jagged stair-stepping effect often seen in images whose resolutions are so low that individual pixels are visible.

L

Lightness/luminescence

The brightness value of a color. A color with a maximum lightness is white. A color with a minimum lightness is black. One of the three components of the HSL mode.

Lossless rotation

Lossless rotation happens when an unmodified JPEG image is rotated. When the image is rotated it maintains all the pixels in the exact location as the original image. The best JPEG images for rotation are obtained from digital cameras, as they are preformatted to the correct dimensions. The dimensions must be a multiple of 8 or 16.

M

Marquee

A rectangle area with dashed lines; created by dragging the mouse pointer across an image in the Viewer.

Metadata

Metadata, also known as EXIF Metadata (Exchangeable Image File), refers to digital camera storage of image information using EXIF compressed files. EXIF compressed files use the baseline JPEG DCT format. The image data can be read by any application supporting JPEG, including web browsers, desktop presentation applications, document creation applications, and, of course, ACDSee.

Multi-page images

Image format types such as TIFF that can have multiple pages of images embedded in one file.

N

Newsreader

A client application for reading and posting messages to Internet newsgroups (online discussion groups).

Noise

The effect produced when a variety of pixel colors are used in the same color region. Noise is often produced when an image is resized or converted to another format.

O

Opacity

Determines how visible the effect is when it is applied to the image or selection. An Opacity of 100 is solid, while an opacity of 1 is near invisible.

P

Pixel

Short for Picture Element, a pixel is a single point in a graphic image. A unit of measurement for monitor resolution and image size. A monitor pixel is composed of a red, green and blue dot to produce a color on screen.

Pixelation

An effect which occurs when a bitmapped image is enlarged so that the individual pixels are obvious to the eye.

Plug-in

An external module that adds functionality to a program. Many plug-ins provide additional file format support, while others pertain to feature enhancement.

R

Raster image

An image composed of individual pixels. The image quality of a raster image is higher than a vector image, but changing the size of an image adds or subtracts pixels from the image, changing its composition. Resizing also changes the file size. FotoCanvas only supports raster images.

RGB

The Red, Green, Blue values in a color. The value represent how much of each color is present, the higher the value the brighter the color. White has an RGB value of 255, 255, 255. Black has an RGB value of 0, 0, 0.

S

Saturation

The purity of a hue or the amount of grey it contains. A color with a maximum saturation is vivid; a hue with a minimum saturation is grey. One of the three components of the HSL mode.

Selection

A portion of an image highlighted by a marquee (a rectangle with dashed lines).

Shell

The outermost layer of a program. ACDSee provides an alternative shell command list. This offers a command processor interface to execute operating system commands. When using ACDSee shell commands you can open and edit files with other applications.

Shortcut menu

This is the menu that appears when you right-click in an area of the ACDSee window; shortcut commands are available to select.

T

Thumbnails

An image preview of a full-sized image. Thumbnails are displayed in the Browser.

Timestamp date

The date associated with the last modification of a file (the date that can be seen in Explorer's file list).

Transitions

Special effects that are used when displaying an image in a slide show.

U

User interface

Any of the ACDSee windows; includes the Browse window (the "Browser"), the View window (the "Viewer"), and the photo editor window ("FotoCanvas" and "FotoCanvas Lite").

V

Variance

The number of colors across the brush width that FotoCanvas uses to create the color of each brush stroke.

Vector image

An image composed of shapes, not individual pixels. The shapes in the image are defined by mathematical formulas and the size of the file is independent from those formulae. Resizing a vector image does not change its quality. FotoCanvas does not support vector images. Images are converted to a raster image and must be saved as a FotoCanvas supported file type.

Vibrance

The color saturation of the Brush width. Increasing vibrance intensifies the color, making it brighter, whereas decreasing the vibrance makes the color dull.

W

Weight

Creates the shadow relief, or carved look, of the image. A Depth value of 1 produces a minimum of shadows and a value of 15 produces the maximum shadow relief.

White (adjustment setting)

Decreasing the value increases the brightness of the light areas of an image.

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