

# Getting Started with ACDSee Photo Manager

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If you would like to try this method, a trial version of ACDSee Photo Manager can be found at: [ACDSee products](#)

This tutorial uses ACDSee's current version: ACDSee Photo Manager 9.

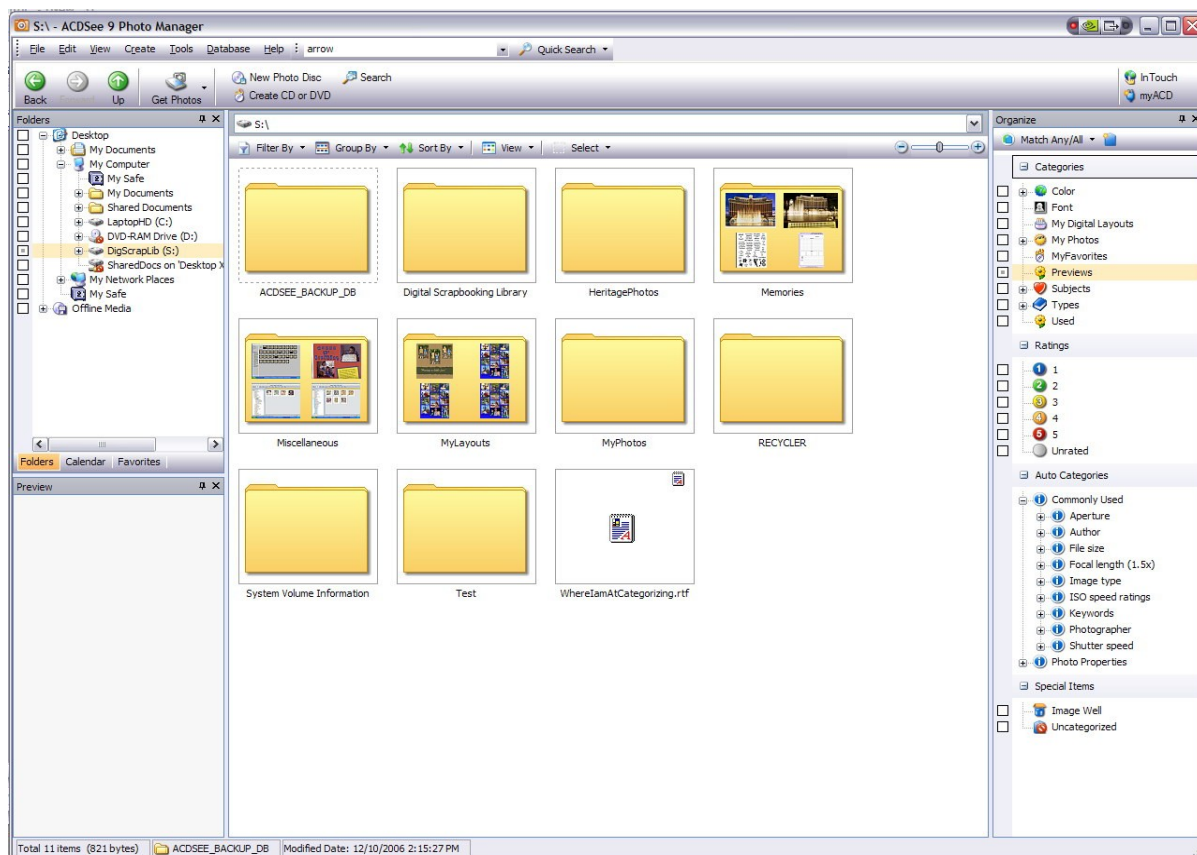
So how do I get started? If you want a more detailed explanation about organizing digital collections head to the end of this document on page 7. If you want to jump in and get started then continue on here.

I would like to mention that ACDSee Photo Manager has many panes or windows. It is a little confusing at first but it makes it very powerful. To access a pane, go to View and select which one you want (Folders, Organize, Calendar, etc.) If things get confusing, the best way is to reset things back to what it looked like when you started, go to **View -> Reset Layout**.

## Getting your digital collection into ACDSee:

Well, you don't really have to do anything special, its just there.

On the left side of your ACDSee you will see a Folders Pane. This Pane contains a windows-like explorer and you can move around in it just like you do in windows explorer. In the snapshot below it shows the folders pane on the left. If you don't see it or ever lose it, you can find it again by going to **View | Folders**

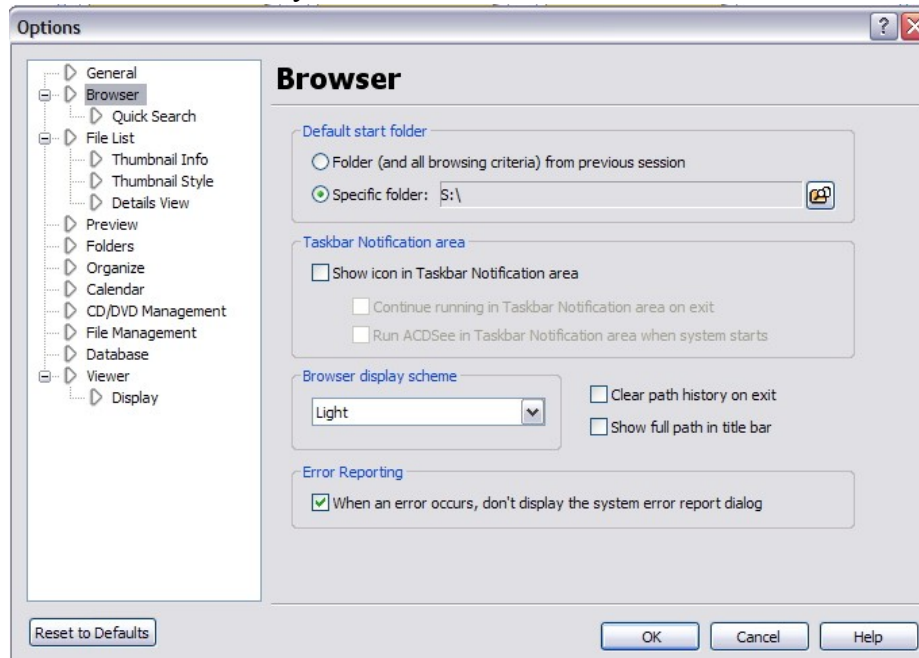


At this point, these steps are helpful to do (but not necessary):

### Setting your Default Start Folder:

I like setting Photo Manager to always come up to my digital scrapbooking work. Here is how to do that.

- Go to **Tools | Options**
- Select on the Browser tab and you should see a screen like this:



- Select **Specific Folder** and right click on the little button on the right side. This will allow you to browse your folders.
- Select your folder. I selected my S: drive because that is my External Hard Drive that contains my scrapbooking stuff. You should pick where you keep your digital collection. The main top level directory. Now each time you start, ACDSee Photo Manager, it will come up to this directory that you chose.

### Getting your digital collection information into ACDSee:

This is optional but I think it's helpful in the long run. Be forewarned this may take a while depending on how large your collection is. Here is what it is doing:

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

The first time you run ACDSee, the database automatically catalogs the contents of your My Pictures folder. (If you have a large collection – start this process & go to bed)

- Go to Database | Catalog Files



- Catalog a specific set of folders.
- Choose the main folder containing all your digital collection. Sit back, relax and have a cup of coffee while your computer works. While relaxing, browse the rest of this tutorial!

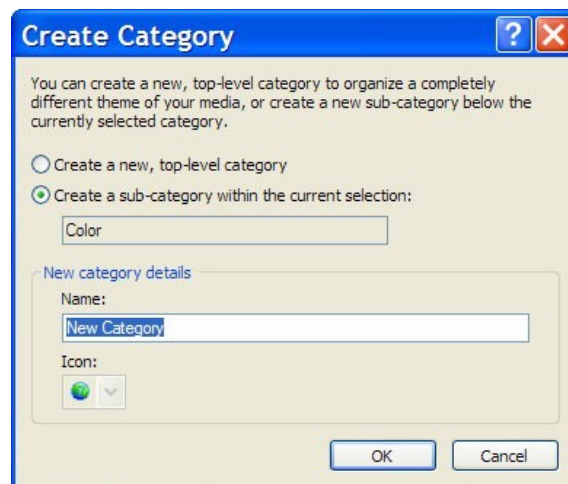
### How do I start organizing?

I suggest starting by categorizing your previews. This will allow you to easily bring up the previews of all your kits and browse the previews. Let's start by creating a Preview Category.

### Here is how to create a category:

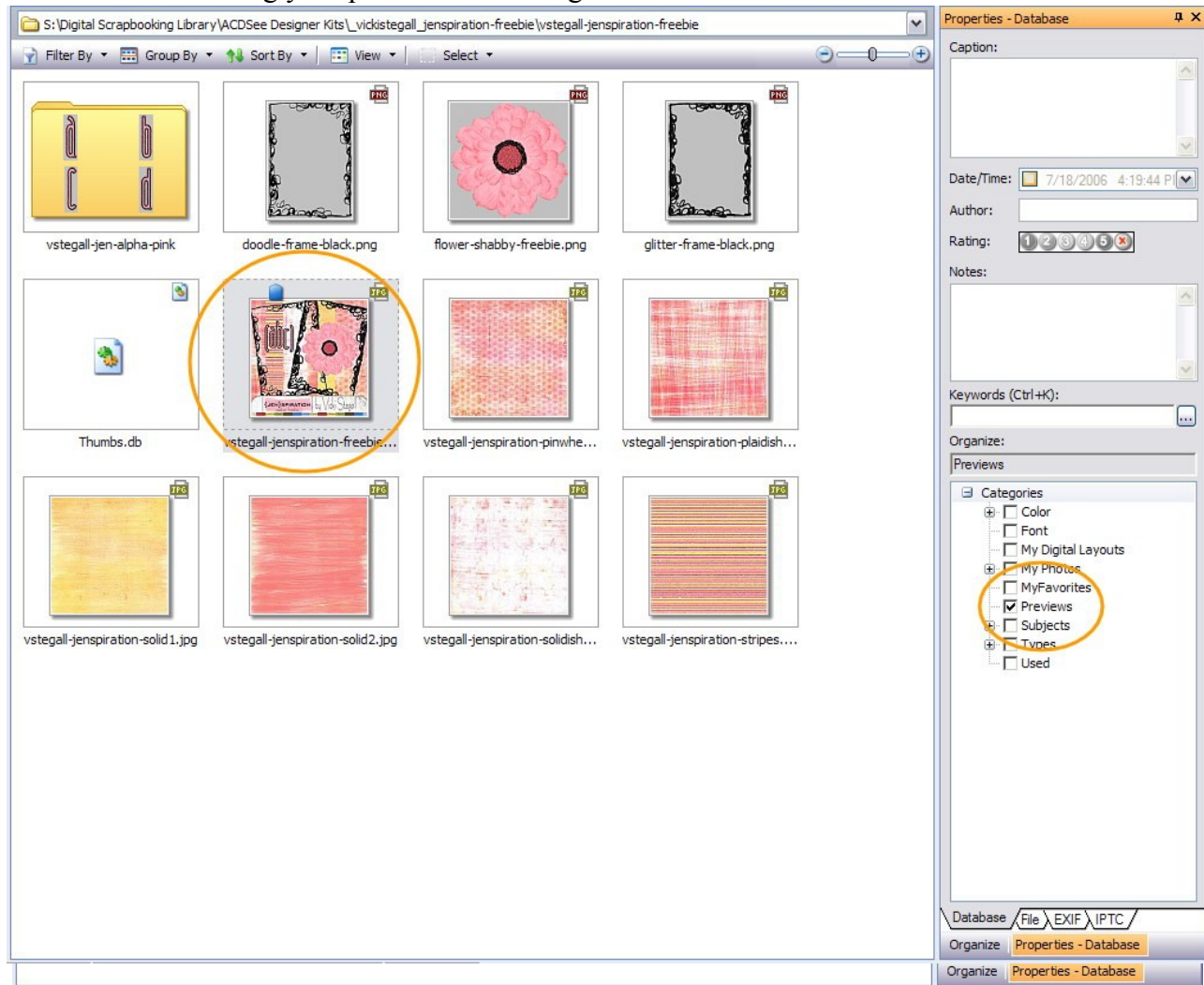
Make sure you have the organizing pane up (this is on the right side of the ACDSee Photo Manager). To do this easily select: **View | Organize** Right click on Categories window and select **New Category** You can then create your categories. Name it **Previews**.

More information that is nice to know: If you wanted a tree like structure in your categories. Click on the category where you want something to go under (i.e. Black under Color Category) and right click and select **New Category**. The options should be saying to create a new category under the category you chose.



Now that you have your category created, let's assign some previews to this category. To do this:

- Make sure you can see your Folders Pane. Go to **View | Folders**
- We also need the Properties Pane. Go to **View | Properties**
- Browse this tree structure, just like Windows Explorer and find your first preview.
- Click on your preview thumbnail to highlight and in your Properties Pane, click on the the box next to Previews. In the screenshot below, I circled the preview and my Preview category.
- Continue finding your previews and doing this.

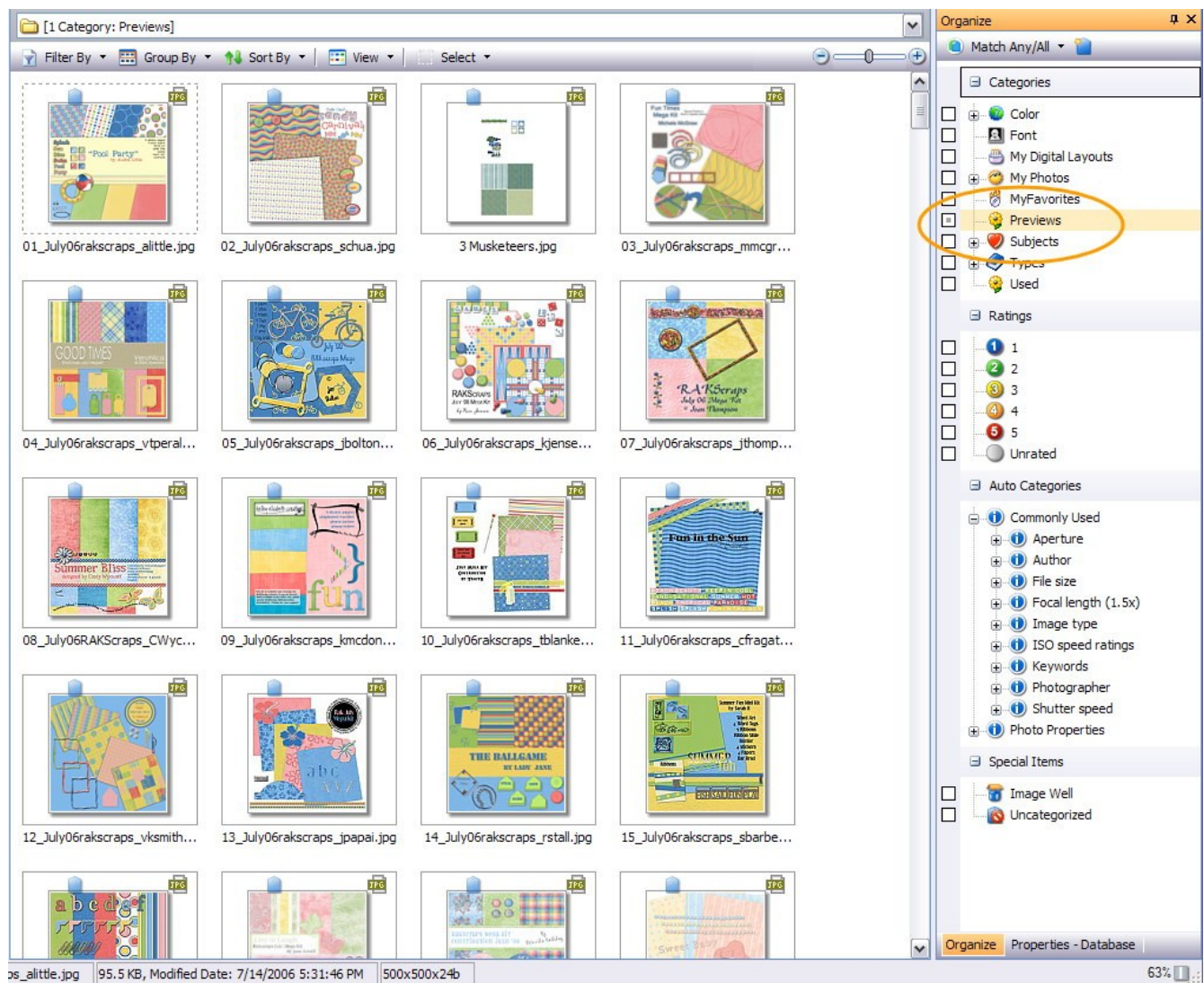


**TIP:** To switch panes easier, do you see the tabs on the bottom of the screen? Your panes are really hidden underneath the current one. If you see the tab you want, just click on it. If it isn't there, then you need to go to **View | pane you want**.

## Viewing all your previews:

Want some instant gratification? Let's go see all your previews that you have done so far. To do this:

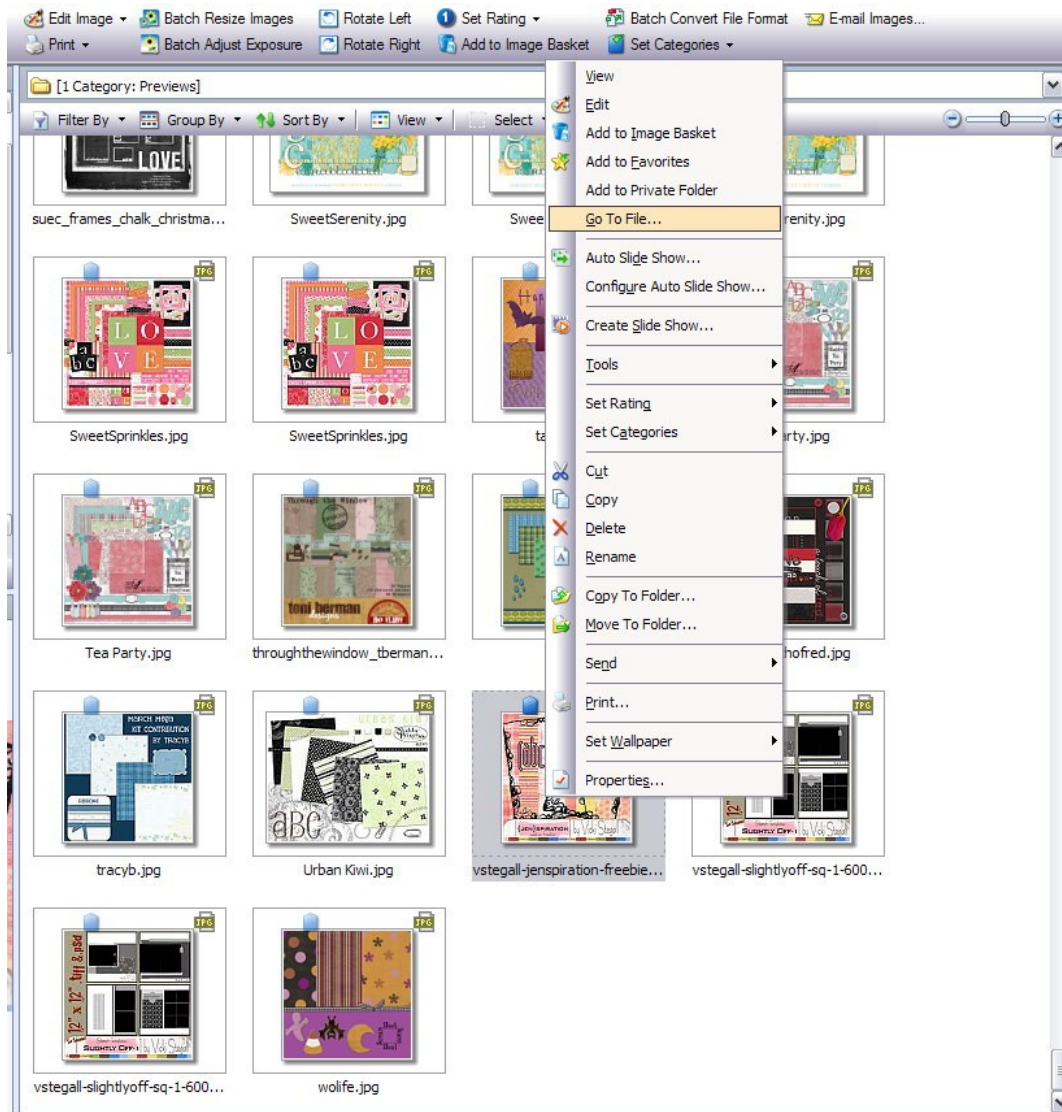
- Make sure you can see your Organize Pane. Go to **View | Organize**
- Click on the box next to Previews. Your previews magically appear!
- You can either browse through these
  - or
- Select multiple thumbnails and see a slideshow of them, to do this:
  - or hold down the CTRL while clicking on thumbnails
  - or hold down the SHIFT key and click the the first thumbnail and click on the last thumbnail and it will select all thumbnails between those two
  - or CTRL – A to select them all
  - Then Click on Auto Slide Show and view them full screen!



## Finding the kit that belongs with the preview:

Isn't this easy? Now, let's say I have picked the kit I want to work with and I want to see the rest of the kit. I have all my previews with the kits (just like the way most come when you buy them.)

- Right click on the preview thumbnail of the kit you want to use. You should see this:



- Click on **Go To File...**
- It takes you to the preview file. Since I store my previews with my kits, I end up in the folder where my kit is. Cool!

Okay, that is the first step in getting organized. There are so many more things to do to organize your previews. You can assign assign previews to subcategories:

- to a certain subject type like seasons or baby or something.
- add the designer name on the previews
- add the kit name on the previews
- set the colors for your preview

You will learn how to do this later on.

## **Organizing in General:**

Now that you are started on the path, let's talk about organizing:

### **So how do you organize more than previews?**

I think the first thing you need to decide on is how do you want to categorize? Well, I can't tell you the answer because everyone does things differently. What I can tell you is a method that works for many people. Then you can tailor it to your needs. This is the great thing about using ACDSsee Photo Manager. It is flexible enough to use with little organizing, some organizing, or a lot of organizing. To get started, the first thing you need to decide on is your categories.

Many category suggestions have been collected and posted throughout the community. Feel free to pick your own. ACDSsee provides the ability to make categories and subcategories and to edit them. So I would start with these main categories:

- **My Digital Layouts**  
This contains my working layouts. Yes, I organize those too. In other tutorials or helps it's explained why this can be a benefit.
- **My Favorites**  
This is for images that I know I will use many times (i.e. corkboard). ACDSsee also has a feature to tag your Favorite Kits. (will be covered in a future tutorial)
- **My Photos**  
This contains all my personal photos. The ACDSsee calendar view works wonderful here for your pictures. Again, in another tutorial or help, we will show how to do this without viewing your entire digital scrapbooking collection in the calendar.
- **Previews**  
Isn't this one already done? This is all the previews of my digital kits.
- **Subjects**  
This is a basic summary of what the digital kit is about: Seasons, Baby, etc.
- **Types**  
This is the elements contained in the kit. Things like paper, buttons, hardware, etc.)

- **Color**

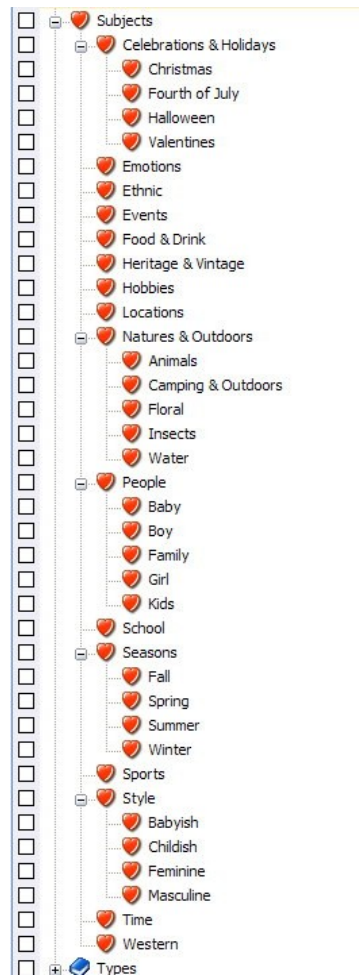
I have listed main colors of the kit.

- **Font**

Yes, ACDSee allows you to view your fonts too! It can't install them for you like other font organizer but you can see them here and categorize them too.

## Subjects

Okay, that sounds like a lot of organizing. But remember. You don't have to do it all in one day! Start small and do a little everyday. After categorizing my previews, I assign my Previews ONLY to Subjects categories. Here are my subjects. Feel free to pick and choose or add what you like:



Add your Subjects just like you added the Preview Category. If you just drag a category around, you can put them into subcategories.

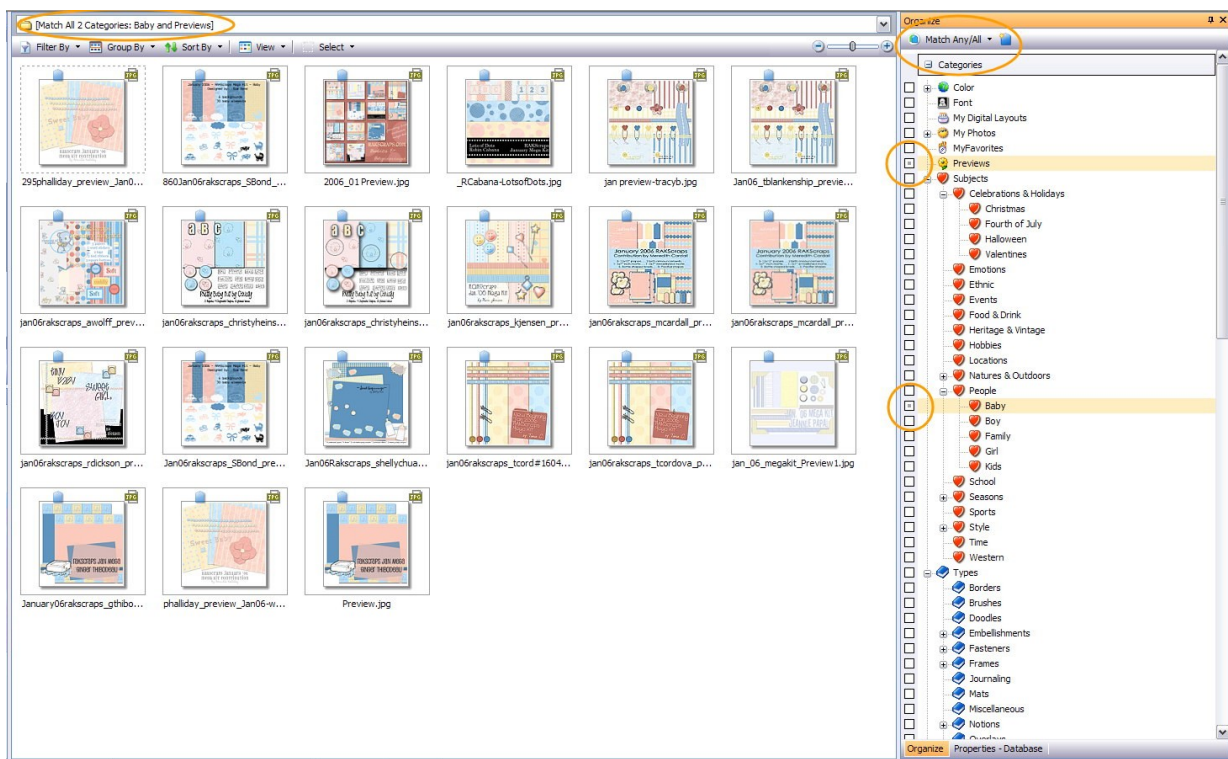
## Assigning Subjects:

So the next step is bring up your previews. Remember how to do this. Organize pane and select the box next to previews. I usually select multiple thumbnails at a time using Shift and Ctrl (explained earlier) and then assign them all at one time.

- Make sure you have Properties Pane **View | Properties**
- Expand your Subjects to make this easier.
- Select all your kits for a category. (Select all those baby kits)
- Click on the box next to the category you would like to them to be. (Baby)
- Continue through all your previews doing this.

## Finding all your previews for a specific subject:

- Make sure you can see your Organize Pane. Go to **View | Organize**
- Click on the box next to Previews.
- Click on the box for the Subject you want.
- This is important as you start searching more and more. Do you see the Match Any/Match All at the top of the Organizer Pane? We want to make it is on **Match All**. Click on it and select **Match All**. What this does is this: Match all will return all your previews with that subject. Which is what we want. Match Any will return all your previews and all your things marked with that subject. Which is what we don't want.
- You should now be seeing all your previews that match your subject. (ie. Select Previews and Baby and you get all your Baby type kits.)

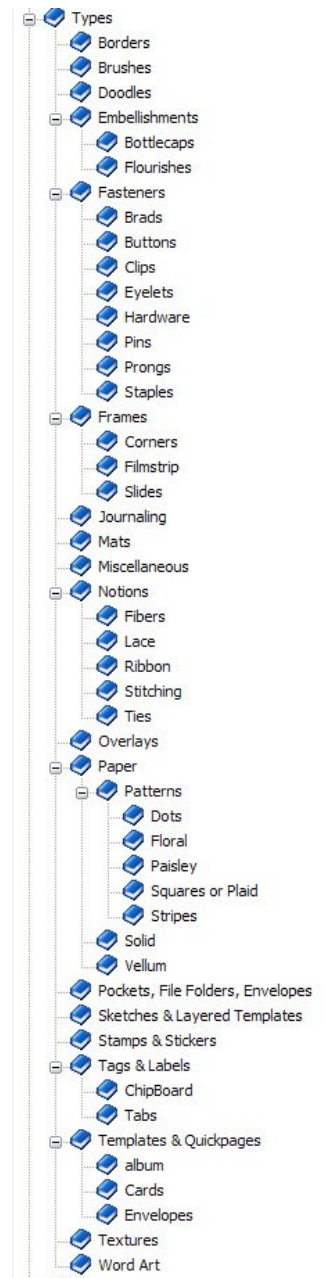
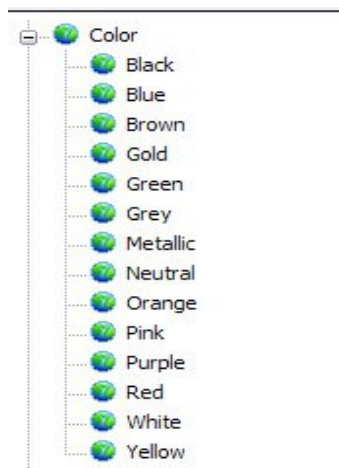


TIP: If you aren't getting the expected results, see what it being searched for. Sometimes extra boxes are checked that you forgot about. To see what is being searched on, look above the thumbnail. Mine says, **[Match All 2 Categories: Baby and Previews]** which is exactly what I wanted.

## Colors

This is pretty easy. I will give you an example of my colors. Remember, you can categorize your colors whatever makes sense to you.

Continue as you did with subjects. Search for your Previews, Select all the Previews with a common color and click on that color. Some kits, get more than 1 color. (i.e. Red, White, Blue ) You can also search the exact same was as subjects.



## Types

This is where the time consuming part comes in if you have a lot of the kits. It is up to you if you want to continue on organizing by types. I do this by going through each kit, selecting all the things in common (i.e. Ribbon) and then selecting that category. If you have gotten this far, I am guessing that you can do this on your own. My types are on the previous page.

## Wrapping it Up:

Working with my other main categories that I suggest are:

- My Photos
- My Digital Layouts
- My Favorites
- Font
- Organizing by designer name
- Organizing by kit name
- Using Keywords on Alphas  
are better left to another tutorial.

## Another Tip:

Sometimes all your thumbnails disappear? Your stuff is not gone. It just probably means that a filter got turned on. Just above all your thumbnails is Filter By. If the little icon, is red it means you are filtering (searching or something.) Click on it and select All. Your thumbnails are back! Crisis resolved.

