

## *What is ACDSee?*

Congratulations on obtaining ACDSee for Windows '95, the fastest and easiest-to-use image viewer available for Windows '95 and Windows NT!

### *Image Viewing*

ACDSee is two tools in one. As an **image viewer**, ACDSee stands unsurpassed in its ability to quickly decode and display many different image formats. **High quality output** is another advantage of ACDSee, with single and double-pass dithering algorithms which allow you to make optimal use of your display's capabilities. An important feature is **incremental display**, whereby images are displayed on the fly as they are decoded. You can **scroll**, **zoom**, or use any other function while ACDSee is decoding... which means you'll spend less time waiting and more time doing. ACDSee also gives you the ability to view a sequence of images automatically, as in a **slide show**. If you use ACDSee as an **image viewing helper application**, you can reduce window clutter by configuring ACDSee to show all images in the same window, instead of starting a new program instance for each image.

### *Image Browsing*

As an **image browser**, again ACDSee is the best choice for exploring your file system for images of interest. A high-speed **preview** feature lets you quickly and easily take a peek at images without interrupting or slowing down your exploration. **Rapid File management** utilities allow you to quickly organize your images and other files into folders. ACDSee is the only viewer which supports **file descriptions** - allowing you to annotate a file with a descriptive phrase without altering the file names. ACDSee also contains an extensive set of features for managing the format of how files are listed. Another great feature allows you to quickly change your **desktop wallpaper** pattern to *any* image, including JPEG or any other format supported by ACDSee.

### *User Interface*

As a whole, ACDSee provides an **efficient interface** which has been **highly optimized** to minimize the amount of key punching and mouse pushing you need to do to get things done. ACDSee completely avoids the bulky, slow interfaces that plague most Windows software products in favor of **streamlined operations**. Whether you like to use the mouse or do it all from the keyboard, ACDSee provides you with the short cuts you need to do it quickly. Plus, to get you up and running quickly, ACDSee incorporates full on-line help with tool tips and context-sensitive pop-up help.

## *Overview of Features*

ACDSee for Windows '95 is the only image viewer that gives you all these great features:

- attractive, efficient and easy-to-use interface with extensive keyboard shortcut support
- support for BMP, GIF, JPEG, PCX, Photo-CD, PNG, TGA and TIFF image formats
- rapid decoding with incremental display
- selectable 256 colour and high colour quantization/dithering modes for high quality output
- image browser that lets you quickly explore your image collections and other files
- fast, full-colour image previews
- scroll and zoom, even while decoding
- innovative file management system for deleting, renaming, copying and moving files
- support for shell file actions (open, edit, play, etc.)
- facility for viewing & editing 4DOS file descriptions
- drag & drop support for viewing single and multiple files
- slide show with read-ahead decoding, forward/reverse/random and single/loop sequencing options
- always on top, full screen and auto-size viewing window options
- automatically shrink image to fit window option
- single and batch image printing
- quickly set the desktop wallpaper to any image

## *What's new in ACDSee for Windows '95 version 1.0?*

Well, everything really, since this is the first release! For those of you who have been using ACDSee version 1.3 for Windows 3.11, however, here is an account of what is different about ACDSee for Windows '95.

- all new 32-JPEG decoder, featuring faster decoding, progressive JPEG support, and higher quality image previews in as little as 1/4 of the time it took in 16-bit ACDSee
- significant speed improvements in decoding other formats
- support for TIFF CCITT group 3 & 4 (fax), TIFF-ZIP and new TIFF-JPEG formats
- ability to set desktop wallpaper to any image, either from the browser or the viewer
- forward, reverse and randomized slide show sequencing options
- zero-wait slide show - decode and view at up to 10 images per second (not terribly useful, but it's fun to watch!)
- copy, move and delete files from the viewing window
- batch image printing from the browser
- high-quality, 2-pass colour dithering for 256 colour display
- a new interface for working with file associations
- install and uninstall programs
- new Windows '95 look and feel, including
  - Explorer-style file list with adjustable column widths, file icons, multiple view formats, in-place filename editing, et cetera
  - tool tips
  - context-sensitive help
  - all shortcut keys now use the CTRL modifier rather than ALT – apologizes to veteran ACDSee users, as this takes some getting used to!
- unfortunately, a couple of features were *removed* from ACDSee (at least for the first release):
  - single-instance mode
  - colour-coded file listings with custom font

## *Starting the program*

### *Starting in browser mode*

You can start ACDSee by clicking on the ACDSee for Windows '95 icon on the Start Menu. You will be presented with the image browser window where you can browse your system.

### *Starting in viewing mode*

You can also start ACDSee from the Explorer by just double clicking on an image file. Certain other programs, such as Internet applications, can also run ACDSee automatically for you as you receive images. By default, a new ACDSee instance (i.e., window) is started for each image viewed. You can have all images viewed in the same window by changing the *startup* option in the viewer's options dialog.

### *Command line arguments*

You can supply one or more image files as the command line arguments to ACDSee. You can even use wildcards. **e.g.**, `acdsee95 c:\images\*.jpg` would start ACDSee and have it view all the .JPG files in the c:\images folder. Note: if a file name includes spaces, you must enclose it in double quotation marks. **e.g.**, `acdsee95 "Metal Links.bmp"`



You may alternatively specify a startup folder on the command line.


**e.g.** `acdsee95 c:\images\` would start the ACDSee browser in the c:\images folder.

## Browsing

ACDSee's image browser provides you with much of the functionality of Windows '95 Explorer. In addition to managing your files, you can perform commands on image files.

### Navigation

You can navigate through your file system by clicking on folders  and drives 

- to open a folder or a drive, double click on the icon
- to move up one folder, double-click on the folder  labeled “..”, or click the



button on the toolbar

- the path for the current folder you are inside is shown in the box just below the tool bar

### File management

By selecting files, you may perform various commands on them:



copy to another folder



move to another folder



delete



rename



edit description

### Image Commands

The following commands can be used on image files



preview image



view image(s)



set desktop wallpaper image




print image(s)

- To select more than one file at a time, hold down the CTRL or SHIFT key while selecting the icons. Or press CTRL+A to select all files.
- If you want to perform a slide show, it is OK to select both image and non-image files. The files which are not images will simply be ignored.
- You can also bring up a context menu by clicking on an icon with the secondary mouse button.
- Other context menus are available by clicking with the secondary mouse button on the file list background area, file list header buttons, and preview area
- You easily change the way files are sorted

### Preview Area

At the bottom of the browser window is the *preview area*. This is where image previews appear. You can adjust the relative amount of room available to the file list and the preview area by dragging the split bar [a thin horizontal bar located just below the file list] up or down.





### Options

- You can set various options which control how characteristics of the image browser by clicking on the  button



## Viewing images

Once you have selected one or more images for viewing, ACDSee's viewing window is opened. Here you view a list of images, one image at a time.

### Navigation and slide show

If you selected multiple images for viewing, then you can use the  and  buttons to navigate to the previous and next images in the list. Or you can click the  button to have ACDSee automatically flip from image to image every few seconds [a *slide show*]. Clicking on  again will stop the slide show. You can also use the *Page Up*, *Page Down*, *Home* and *End* keys to navigate. The delay between flipping can be set in the options dialog.

### Magnification (Zooming)








You can enlarge or reduce the apparent size of the image by clicking on the  and  buttons. Alternatively, you may press the + and - keys on the numeric keypad.

### Scrolling (Panning)

If the image is so large that it is not fully visible within the window, you can scroll the image using the cursor keys or by dragging the image with the mouse. When using the cursor keys, you can hold down the *shift* key to scroll slowly, and the *ctrl* key to scroll quickly.

### Other commands

Here are some other commands which you will find useful:

-  switch to browser
-  print image
-  set desktop wallpaper image
-  copy image file to another folder
-  move image file to another folder
-  delete image file
-  set viewer options

- You can also bring up a menu of commands by clicking in the view area with the secondary mouse button
- Double-clicking in the window (or pressing CTRL+F) will toggle full-screen display mode
- The system menu contains an “Always on top” window option

## *Browser shortcuts*

You can use the following shortcuts within the browser:

<b>Key</b>	<b>Function</b>
Backspace	Move up one folder.
F5	Refresh the list of files.
CTRL+V	Preview the selected image.
Enter	View the selected files. SHIFT for new window.
CTRL+P	Print the selected images.
CTRL+W	Set desktop wallpaper. SHIFT to tile.
ALT+W	Remove desktop wall paper.
CTRL+C	Copy.
CTRL+M	Move.
DEL	Delete. SHIFT to bypass confirmation.
F2 or CTRL+R	Rename.
CTRL+D	Describe.
CTRL+O	Options.
F1	Help.
CTRL+L	Shell open. SHIFT to specify application to open with.
CTRL+E	Shell edit. SHIFT to specify application to edit with.
F9 - F12	Change view to Large Icon, Small Icon, List or Details.
ALT+X	Quit.
CTRL+F5	Automatically size columns in detail view.
CTRL+A	Select all files
CTRL+I	Toggle the display of image files only.
NUM 0-6	Sort by extension, name, size, type, date, image dimensions or description.
NUM +/-	Sort in forward/reverse direction
CTRL + [NUM 2-6]	Toggle the display of size, type, date, image dimensions or description in detail view.
TAB	Move between the file list and the path box.
CTRL	Hold down CTRL key to select multiple files. SPACE or select with mouse to tag individual files.
SHIFT + Esc	Minimize window.

*Note: most commands allow the ALT key to be substituted for the CTRL key, if you prefer to use the ALT modifier.*

## *Viewer shortcuts*



You can use the following shortcuts within the Viewer:



<b>Key</b>	<b>Function</b>
Esc	Return to the browser or quit.
Enter	Switch to the browser.
Backspace <i>or</i> Page Up	Previous image.
Space <i>or</i> Page Down	Next image.
Home	First image
End	Last image
CTRL+S	Stop or resume slide show.
F5	Reload.
NUM - or “-“	Zoom out.
NUM + or “=”	Zoom in.
CTRL+P	Print.
CTRL+C	Copy to.
DEL	Delete. SHIFT to bypass confirmation.
CTRL+M	Move to.
CTRL+W	Set the selected image as the desktop wallpaper. SHIFT to tile.
ALT+W	Remove desktop wall paper.
CTRL+O	Options.
F1	Help.
ALT+X	Quit.
CTRL+F <i>or</i> double-click	Toggle full screen mode.
Cursor keys	Scroll image. SHIFT to scroll slower, CTRL to scroll faster.
SHIFT + Esc	Minimize window.



*Note: most commands allow the ALT key to be substituted for the CTRL key, if you prefer to use the ALT modifier.*



## How to run a slide show

1. In the browser, select several image files. (Hold down CTRL to make a multiple selection)
2. Click on . The image viewer window is brought up.
3. Click on  to start the slide show. Click again to stop.




- The slide show will automatically stop when you use  and , or when you minimize the window.
- You can press CTRL+A to select all files. ACDSee will automatically ignore any files which are not images when you switch to the viewing window.

<b><u>Problem</u></b>	<b><u>Possible Cause</u></b>	<b><u>Resolution</u></b>
The  button is disabled	You did not select any images The images you selected are in a format not supported by ACDSee The images you selected have nonstandard extensions	Select several image files Convert the images with a conversion program or choose different images Change the <i>Read Image Headers</i> browser option to <i>Always</i> or <i>Only on fixed disks</i>
The  button is disabled	You did not select more than one image	Select more than one image

## *How to view an image full-screen*


1. Bring up the image in the Viewer
2. Press CTRL+F or double click anywhere on the image
3. The tool bar buttons are hidden, but you can still access the commands via shortcut keys or by clicking with mouse button 2
4. To return to the window, press CTRL+F or double click again

## *How to set the desktop wallpaper*


1. Bring up an image in the Viewer, or select one image in the browser
2. Click on 
3. Hold down shift when you click on  to have the wallpaper tiled rather than centered
4. To remove the wallpaper, hold down Alt and click on 

## *How to manage files*


### *Copying*

1. Select one or more files in the browser
2. Click on 
3. Select a destination path from the list, or type in a new one, or click on Browse...


### *Moving*

1. Select one or more files in the browser
2. Click on 
3. Select a destination path from the list, or type in a new one, or click on Browse...


### *Deleting*

1. Select one or more files or empty folders in the browser
2. Click on  or hit Delete. A confirmation box appears
3. Click OK to delete the file, or Cancel to stop
4. You can hold down the SHIFT to bypass the confirmation box

### *Renaming*


1. Select a file or folder in the browser
2. Click on  or the file's name. The name will become editable.
3. Type in the new name and hit Enter

### *Describing*

1. Select one or more files or folders in the browser
2. Click on 
3. Enter the file description and click on OK

## *How to print images*

### *From the browser*

1. Select one or more image files
2. Click on 
3. Follow the instructions in the print dialogs
4. The selected images will be printed, one per page

### *From the viewing window*

1. Click on 
2. Follow the instructions in the print dialogs
3. The image will be printed

## *How to work with file descriptions*


File descriptions are pieces of text (up to about 200 characters) which can be used to describe a file (or folder) in more detail than is practical with the file name alone. File descriptions are used by a few other application programs but are not supported directly by Windows '95.

The file descriptions are stored in a hidden file called "descript.ion". There is one such file for each folder. If you move, copy or delete the file with ACDSee or any other program which supports file descriptions, its description will go with it. Unfortunately, if you use other programs such as Explorer which do not support file descriptions, then descriptions are lost when files are moved or copied.

Files which reside on read-only disks such as CD-ROM's cannot be described.


In the browser, file descriptions appear in the rightmost column in detail view.

### *To enter or edit file descriptions*

1. Select one or more files or folders in the browser
2. Click on 
3. Enter the file description and click on OK

## *How to set options*


ACDSee maintains two sets of independent options: one for the viewing window and one for the browser. You can set the options from the corresponding window:

1. Click on 
2. An option dialog box comes up.
3. You may right click on an option to get information about the option.
4. Set the options
5. Click on OK to use the options.
6. If you want the current set of options to be restored every time you start ACDSee, click on the Save Options button

## *How to read image files with nonstandard filename extensions*

By default, ACDSee assumes that all image files end with the conventional file extensions (.BMP, .JPG, etc.) If an image file has a different extension then ACDSee will think that it is not an image.

You can change this behavior so that ACDSee peeks at every file and determines whether or not it is an image:


1. From the browser, click on .
2. In the options dialog box, set the *Read image headers* option to *Always* or *Only on fixed disks*, and then click on OK.

Now whenever you enter a folder, you will see ACDSee checking the files. A progress bar at the bottom of the window gives you an indication on how it is doing. While the files are being checked, you can still select files, preview images, etc. To stop checking files, however, hit ESC or click on the progress bar.

When ACDSee checks the files, it also retrieves the image format and dimensions which are displayed in detail view.

You can get ACDSee to cache the file header information so that it only needs to check the files once instead of every time you enter the folder. The information is stored in a hidden file called “descript.ion”.

To have ACDSee cache image header information,

1. From the browser, click on .
2. In the options dialog box, check the *Cache image dimensions* option and then click on OK.



## *How to run ACDSee automatically from other programs*


Often it is convenient to use ACDSee as a “helper” application for viewing images from other applications. Depending on your system configuration, you may need to do the following before ACDSee will be launched by certain applications to handle image files:

1. in the Windows '95 Explorer, select an image file
2. hold down SHIFT and click on the file with the secondary mouse button
3. from the context menu, select *Open with...*
4. check the “Always use this program to open this type of file” check box
5. select ACDSee95 from the list of programs or click *Other...* to locate ACDSee95.exe
6. click on OK


## *How to control the size and position of the viewing window*

By default, the viewing window is automatically sized to fit the image displayed, and it is positioned in the center of the screen.


### *To have ACDSee position the window centered somewhere else:*

1. Position the window so that its center is where you want it
2. Click on . The viewer options dialog appears.
3. Click on *Save Window Position*
4. Click on *Save Options*

### *To have ACDSee always use a specific size and position:*

1. Position the window so that its center is where you want it
2. Click on . The viewer options dialog appears.
3. Click on *Save Window Position*
4. Uncheck the *Change window size to fit image* option
5. Click on *Save Options*

### *To have ACDSee view in full-screen mode by default:*

1. Click on . The viewer options dialog appears.
2. Check the *Full-screen* option
3. Click on *Save Options*

## *How to change the way files are sorted*

### *Clicking on the column headers*

You can sort on the data in a column by clicking on the corresponding list header button above the file list. Clicking on the same column repeatedly will alternate between forward and reverse sorting. A '+' or '-' will appear next to the column currently being sorted on.

### *Context menu*

You can click with the alternate mouse button in the file list window in an area not containing a file name or icon to bring up a context menu with commands applicable to the file list. From this context menu you can change the sort method and direction.

### *Shortcut Keys*

You can press any of the keys 0 through 6 on the numeric keypad (you must have Num Lock turned on) to sort by file extension, name, size, type, date, image dimensions or description, respectively.

Note that the latter two methods work even if the corresponding column is not visible, or if the list is not in detail view.

## *How to show/hide file list columns*

### *Context menu*

You can click with the alternate mouse in the area containing the file list column headers to bring up a context menu which allows you to make each column visible or invisible (the name column is always visible).

### *Shortcut keys*

You can press any of the keys 1 through 6 on the numeric keypad (you must have Num Lock turned on) while holding down the CTRL key to toggle the display of the size, type, date, image dimensions and description columns, respectively.

## *How to launch document files*

Like Explorer, ACDSee will launch the default application associated with a file when you double-click on it, or select it and press Enter.

*Note:* If the file is an image which can be viewed by ACDSee then it will be opened within ACDSee rather than launched. To launch the default associated application instead, press CTRL+L or select “Shell Open” from the context menu.

### *The Open and Edit file actions*

ACDSee allows you to set two *actions* for each file type. The “open” action is the default action which is used by Explorer and other programs. The additional “edit” action allows you to set up a secondary command. This is meant to allow you to invoke a special program to edit graphics with, but you can use it however you like.

### *Invoking file actions on a file*

To invoke any action defined for a file (i.e., “launch it”), click on the file with the alternate mouse button and select the action from the context menu. These actions are labeled “Shell open”, “Shell edit”, etc. in the menu. You can invoke the Open and Edit actions directly by pressing CTRL+L and CTRL+E, respectively.

### *Setting the Open and Edit actions for a file type*

To set actions for a file type, hold down SHIFT while bringing up the context menu, and select “Open with...” or “Edit with...” from the context menu. Or just hold down SHIFT while pressing CTRL+L or CTRL+E. A dialog box pops up allowing you to select an application to handle the action. Check the box at the bottom of the dialog to make the association permanent, or clear the box to launch the file with the given application without saving the new association.

## *Tip: Viewing multiple images simultaneously*

ACDSee only allows you to view one image at a time. To get around this restriction, you need to run two copies of ACDSee.

To accomplish this easily from the browser,

1. Select an image
2. Hold down SHIFT while you click on 
3. A new copy of ACDSee is started in viewer mode and the image is loaded
4. Go back to the original copy of ACDSee and select a different file
5. Repeat from step 2

To close the extra viewer windows, you can just hit ESC

## *Tip: Improving image display quality*

If you have a 256 or 64k (high colour) display, 24-bit images with 16 million colours must be processed by ACDSsee before being displayed to reduce the number of colours used. This two-stage process is called **quantization and dithering**. By selecting different quantization and dithering methods, you can trade off image quality against decoding speed. That is, higher quality output will cost you some extra decoding time.

### *256 Colour Displays*

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

1-pass ordered	Fastest, reasonable quality output. (default)
1-pass Floyd-Steinberg	Somewhat slower, reasonable quality output.
2-pass Floyd-Steinberg	Much slower, good quality output.

In 2-pass Floyd-Steinberg dithering, the image is decoded in two passes. In the first pass, ACDSsee decodes the image and determines the optimal colour palette. While this is happening, the image is displayed using the 1-pass ordered method. In the second pass, ACDSsee dithers the image using the optimal palette and, at the end, displays the image.

This method produces output that is usually very high quality, but is quite a bit slower than the single pass methods.

### *High Colour Displays*

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

No dithering	Fastest, high quality output.
Ordered	A little slower, very high quality output. (default)

For many images, there is very little visible difference between these two methods. The superior output of the ordered dithering method is most noticeable in computer generated images. However, the ordered dithering is so fast that it is usually best to use this option.

### *True Colour Displays*

For true colour displays, ACDSsee gives you the highest quality output possible. No quantization or dithering required!

### *Tip: Starting ACDSee's browser in a particular folder*

To start ACDSee in a particular folder, just include its path on ACDSee's command line.

Example:

1. Using Explorer, create a shortcut to ACDSee.exe on your desktop.
2. Select the shortcut icon and hit ALT+Enter to bring up its properties
3. Click on the Shortcut tab
4. In the *Target* box, add a space after the path to ACDSee95.exe and then type in the path for ACDSee to start in. e.g., it might read, **C:\acdsee95\acdsee95.exe c:\win95**
5. Click on OK



### *Tip: Opening images with external applications from the browser*


Sometimes you may find it convenient to use ACDSee to locate an image and then open it with some other application (for editing, for example). You can define an **edit** action for your image's file type, whereupon you may launch the external application by selecting *Shell edit* from the context menu in ACDSee (or just hit CTRL+E).

If there is no **edit** action associated with the file type, then selecting *Shell edit with* from the context menu (or CTRL+E) will allow you to easily define one.

## *Tip: Caching the image header information*

If you are using the Read Image Headers option then it may take a while for ACDSee to check all the files when you enter a folder. ACDSee can skip this process and still let you view images with non-standard extensions and pre-fetch the image header information. It does this by caching the information in a hidden file called “descript.ion” (the same file that descriptions go into) so that it only needs to check each file once and then never again [until the file is modified, that is].


To have ACDSee cache image header information,

1. From the browser, click on .
2. In the options dialog box, check the *Cache image dimensions* option and then click on OK.

## *Tip: Using a single window when used as a helper application*

Normally, ACDSee starts a new program instance each time an external application calls it to view an image. Normally if the external application calls ACDSee several times, several viewer windows are thus generated. You can instead have ACDSee use the same window for all images, thereby reducing the number of opened windows.

To configure ACDSee to run in a single window:

1. From the viewing window, click on .
2. In the options dialog box, locate the *Startup* option group.
3. Click on *Replace image list* or *Add to image list*

*Replace image list* causes ACDSee to close all images in the current file list, thereby replacing them with the new image. *Add to image list*, on the other hand, simply adds the new files to the list, allowing you to navigate back to previously viewed images.

## *What is registration?*

ACDSee is "Shareware". This means that we have made the software available to you for free evaluation. You are entitled to evaluate the software for up to 30 days without obligation to pay. After 30 days, if you decide to keep the software, you must register your copy with us for a small fee.

Shareware (non-registered) ACDSee is a "full-featured" release. This means that the same capabilities available in the registered software are present in the non-registered software. This allows you to try out all the features in ACDSee to confirm that they work to your satisfaction. In fact, the non-registered software includes a bonus feature - the **shareware nag box**. This is an added incentive for users to register the software rather than continue using it indefinitely without paying.

- Why should I register?
- How can I register?

## *Why should I register?*

For many people, the most pressing reason to register is to get rid of the annoying nag box which pops up at the most inconvenient times.

But besides this, registration entitles you free technical support and minor upgrades to the software. Registration may also entitle you to discounts on new software releases from ACD Systems. We will also send you information bulletins by email to let you know about what's happening with ACD Systems' shareware products.

Finally, by registering the software, you provide us with the resources and incentive to support the software with updates and to develop additional quality shareware products in the future.

## *How can I register?*

The registration fee for ACDSee '95 is \$20 US. Registered users of *ACDSee for Windows 3.1* can register ACDSee '95 for only \$8 US. If you are part of a business and wish to use several copies of ACDSee within your company, greatly reduced [site licensing rates](#) are also available.

For your convenience and protection, we provide the following secure methods of registration:

- [Telephone](#)
- [FAX](#)
- [CompuServe](#)
- [Postal mail](#)

See also:


[ACDSee order form](#)

[How to unlock the software](#)

[Licensing agreement](#)

## *Unlocking the software*

Once you have registered ACDSee with ACD Systems, Ltd, you will receive a registration code that you can use to unlock the software:

1. Bring up the Registration Dialog by first clicking on  to bring up the About dialog box, then click on the Register button.
2. Enter your name in the registration dialog.
3. A pre-registration code appears. This is a numerical encoding of your name. ACD Systems may require you to state this number if you register by telephone.
4. Enter your registration code in the box provided.
5. Click on OK

If you entered your name and registration code correctly, you will be thanked and the software will unlock itself. Otherwise you will have to try again.

## *Getting a multiple-user site license*

If your company or institution is interested in licensing ACDSee for several users, you can save a lot of money by purchasing a site license. The program is licensed to your company for use at a single site with the agreed upon number of users.

The pricing schedule for site licenses is as follows:

1	to 2	users	\$20 each	
3	to 10	users	\$15 each	(save 25%)
11	to 30	users	\$12 each	(save 40%)
31	to 100	users	\$10 each	(save 50%)
101	to 300	users	\$ 7 each	(save 65%)
301	to 1500	users	\$2000	(save up to 93%)
1501	to 3000	users	\$3000	(save up to 95%)
	over 3000	users	\$ 1 each	(save 95 %)

All prices are in U.S. Dollars.

If you are interested in arranging a site license, please give us a call at **1-800-414-2237**.  
Or just fill out the order form and send it in.



## ACDSee for Windows '95 Image Viewer Order Form

ACD Systems  
 2201 North Collins Suite 230  
 Arlington, TX, USA 76011  
 FAX (817) 265-6877

or

ACD Systems, Ltd.  
 PO Box 730, Victoria  
 BC, Canada V8W 2P9  
 FAX (604) 475-6651

Name \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Street \_\_\_\_\_ FAX \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ Zip/PC \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

**All Amounts Are United States Dollars**

**Single user license:**

License Only - NO Disk - NO shipping = \$20.00  
 OR We ship one 3.5" registered disk (+ shipping) = \$30.00

**Upgrade:**

From ACDSee for Windows 3.1 = \$8.00

**Multiple user site license:** *(Must supply a proper business name)*

3	to	10	users	@ \$15 each	X _____	units	= _____
11	to	30	users	@ \$12 each	X _____	units	= _____
31	to	100	users	@ \$10 each	X _____	units	= _____
101	to	300	users	@ \$ 7 each	X _____	units	= _____
301	to	1500	users	@ \$2000			= _____
1501	to	3000	users	@ \$3000			= _____
	over	3000	users	@ \$ 1 each	X _____	units	= _____
Site license disks				@ \$ 7 each	X _____	units	= _____
Shareware redistribution kit				@ \$71	X _____	units	= _____

**Subtotal**

Disk shipping (U.S. & Canada) @ \$4.95 = \_\_\_\_\_  
 Disk shipping (Other Areas) @ \$11.00 = \_\_\_\_\_  
 Texas residents add state tax = \_\_\_\_\_

**Total (US funds only)**

= \_\_\_\_\_

Method of payment: Cheque \_\_\_ Money order \_\_\_ Mastercard \_\_\_ VISA \_\_\_

Name exactly as on credit card \_\_\_\_\_

Card Number \_\_\_\_\_


Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

## *Registering by telephone*

To register by phone, call **1-800-414-2237**. (Where 800 service is unavailable, please call (604) 475-6702.)

Operators are standing by to take your order 24 hours a day, every day of the week.

Please have your **VISA** or **MasterCard** ready when you place your call.

You may also need to provide your *Pre-registration* code. To obtain your Pre-registration code, click on , then click on *Register...* and enter your name in the box. Your pre-registration code will appear in the box below.

## *Registering by FAX*

1. print out and complete the supplied order form
2. FAX the completed form to (604) 475-6651
3. we will send you your registration number via e-mail or post

## *Registering through CompuServe*

If you are a member of the CompuServe Information Service, you may register via the *Shareware Registration Database*:

Important: *you cannot upgrade from ACDSee for Windows 3.1 via CompuServe.*  
Please call 1-800-414-2237 to upgrade.

1. log onto CompuServe
2. enter *GO SWREG*
3. follow the on-line instructions
4. request program title *ACDSee*
5. select "*ACDSee v1.0 for Windows '95*"

Your registration information will be electronically mailed to your CompuServe account within a few business days.

## *Registering by postal mail*

1. print out and complete the supplied order form
2. send completed order form with your **US funds** cheque or money order to:

### *USA*

ACD Systems  
2201 North Collins  
Suite 230  
Arlington, TX 76011

### *Canada*

ACD Systems  
PO Box 730  
Victoria, BC  
Canada V8W 2P9

Your registration information will be sent to you via e-mail or post.

## *Licensing details*

### *1. Distribution*

This shareware software may be freely distributed, provided that:

1. Such distribution includes only the original archive supplied by ACD Systems, Ltd. You may not alter, delete or add any files in the distribution archive.
2. The distribution does not include a registration number. In particular, you may not distribute a registered version of ACDSee.
3. No money is charged to the person receiving the software, beyond reasonable cost of packaging and other overhead.

### *2. License*

By receiving and/or using ACD Systems software, you accept the following Evaluation and Registered User Agreement. This agreement is a binding legal agreement between ACD Systems Ltd. and the purchasers, users or evaluators of ACD Systems' software and products. If you do not intend to honor this agreement, remove all installed ACD Systems software from your computer now.

### *3. Evaluation (Unregistered) and Registered User Agreement*

You may evaluate the Shareware program for maximum of thirty calendar days, after which you must register the program with ACD Systems Ltd. or remove the software from your computer.

You may allow other users to evaluate copies of the unregistered Shareware. All evaluation users are subject to the terms of this agreement.

The evaluator/user/buyer/owner is not allowed to attempt to reverse engineer, disassemble or decompile ACD Systems Software and products.

ACD Systems name and any logo or graphics file that represents our software may not be used in any way to promote products developed with our software. All parts of ACD Systems software and products are copyright protected. No program, code, part, image, video clip, audio sample, text or computer generated sequence of images may be copied or used in any way by the user except as intended within the bounds of the single user program.

The evaluator/user/buyer/owner of ACD Systems software will indemnify, hold harmless, and defend ACD Systems against lawsuits, claims, costs associated with defense or accusations that result from the use of ACD Systems software.

ACD Systems is not responsible for any damages whatsoever, including loss of information, interruption of business, personal injury and/or any damage or consequential damage without limitation, incurred before, during or after the use of our products. Our entire liability, without exception, is limited to the customers' reimbursement of the purchase price of the software (maximum being the suggested retail price as listed by ACD Systems) in exchange for the return of the product, all copies, registration papers and manuals, and all materials that constitute a transfer of ownership from the customer back to ACD Systems.

Each registered copy of the ACD Systems software may be used in only one single location by one user. Use of the software means that you have loaded the program and run it or have installed the program onto a computer. If you install the software onto a multi-user platform or network, each and every individual user of the software must be registered separately.

You may make one copy of the registered software for backup purposes, providing you only have one copy installed on one computer being used by one person. If any person other than yourself uses ACD

Systems' software registered in your name, regardless of whether it is at the same time or different times, then this agreement is being violated!

The sale of and or distribution of registered copies of this software is strictly forbidden. It is a violation of this agreement to loan, rent, lease, borrow, or transfer the use of registered copies of ACD Systems Software products.

## *History of ACDSee*

Once upon a time, the only image viewing shareware available for Windows 3.1 was either slow, a pain to use, or some combination of the two. Trying to open up a JPEG image on my computer took up to a minute or more with software available at that time. As if that weren't annoying enough, the software made me sit and twiddle my thumbs while it consumed my entire CPU resources trying to decode the images. At least it could have had the courtesy to suggest that I go for coffee or do my laundry while went away into never-never land. And forbid it that I should ever think about browsing quickly through a collection of images... every time I wanted even a glimpse of an image I had to undergo the File|Open dialog box inquisition. It didn't take long before I saw the need for a *good* image viewer.

I began to do something about it in October 1994. I created a silly little application with a silly little name called ACDSee. It didn't do very much, it just read in a JPEG image and displayed it in a window. But it did it *quickly*. I found scroll bars an annoyance to use so I borrowed the idea of grasping the image and "tugging" it around from the Macintosh. This allowed me to scroll an image much more freely and quickly than applications which relied on scroll bars alone. Although these were humble beginnings indeed, ACDSee was already a more useful program (at least to me) than any of the other Windows image viewers available.

After much tuning and polishing, ACDSee v1.0 was released in November 1994. It was a huge flop... or so it seemed. No one called in to register; no one appeared to even notice it was there. But given a few months to permeate the Internet and mature into version 1.2, people began to notice and recognize its usefulness.

Thanks to the support of many users of ACDSee, we at ACD Systems have been able to continuously improve ACDSee from its small beginnings to the state it is today. Now with the release of ACDSee for Windows '95, you can take advantage of the new 32-bit features of the Windows '95 and Windows NT platforms. And of course, that's not the end of the story... We are dedicated to continual support of ACDSee -- to make it into a better and better product -- for our ultimate goal in ACDSee is image viewing utopia.

---

David S. Hooper,  
author of ACDSee



## *Getting program updates*

You may download ACDSee '95 from the following sources:

### *Internet WWW*

**<http://www.acdvictoria.com/acd/acdsee95.htm>** (primary site, Canada)  
<http://www.acdsys.com> (mirror site, USA)

### *Internet FTP*

**<ftp://ftp.pinc.com/pub/acd/acdsee95>** (primary site)  
<ftp://www.servtech.com/pub/users/acdsys> (mirror site, USA)  
<ftp://oak.oakland.edu/pub/simtelnet/win95/graphics/>  
<ftp://ftp.winsite.com/pub/pc/win95/desktop/>

ACDSee should also be available from any other mirror of either the CICA Windows '95 or SimTel Windows '95 archives.

### *Direct Modem Connection*

(604)479-6253, N81, 9600-14.4k, login as *acdsys*

## *Getting technical support and contributing feedback*

### *Technical Support*

Registered users are entitled to technical support, should the need arise. Please contact us by email at [acdshare@pinc.com](mailto:acdshare@pinc.com) or 74404,2711 on CompuServe. If you do not have e-mail access, you may telephone us at (604) 475-6702. Our office hours are Monday to Friday, 12 noon to 10 PM (EST).

### *Feedback*

If you have any comments or concerns about ACDSee please direct them to [acdshare@pinc.com](mailto:acdshare@pinc.com) or 74404,2711 on CompuServe. Your feedback is important to us in order to get an idea of how to make ACDSee a better product for *you*. Many of ACDSee's features and significant portions of ACDSee's interface have been heavily 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.

## *Contacting ACD Systems*

- E-mail**                   acdshare@pinc.com
- WEB**                     <http://www.acdvictoria.com/acd>                   (primary site, Canada)  
<http://www.acdsys.com>                               (mirror site, USA)
- FTP**                     <ftp://dataflux.bc.ca/pub/acd>                   (primary site, Canada)  
<ftp://ftp.servtech.com/pub/users/acdsys/>       (mirror site, USA)
- CompuServe**   74404,2711
- Telephone**       Support:     (604) 475-6702 Monday to Friday, 12 noon to 10 PM (EST)  
Orders only: 1-800-414-2237 24 hours a day, 7 days a week
- FAX**                   (817) 265-6877 (USA)  
                             (604) 475-6651 (Canada)
- Post (USA)**       ACD Systems, Ltd.  
                             2201 North Collins Suite 230  
                             Arlington, TX   USA   76011
- Post (Canada)**   ACD Systems, Ltd.  
                             PO Box 730 Victoria  
                             BC   Canada   V8W 2P9

## *Acknowledgments*

The colour quantization/dithering features and JPEG decoder of ACDSee were made possible through the use of code produced by the Independent JPEG Group.

ACDSee's TIFF support was made possible through the use of code in Sam Leffler's TIFF library, version 3.4 beta.

Thank you to all users who have contributed to ACDSee by communicating problems, suggestions, designs and art work.



















































Hide all files which are not images readable by ACDSee.

*Quick Tip: you can also toggle this option with (CTRL+I)*

Show files which have the "hidden" attribute.

Show icons as they would appear in Explorer.  
Otherwise, a set of generic icons are used [faster].  
Note: System icons are not available under Windows NT Daytona.

Automatically adjust the widths of the columns in detail view to fit the contents of the file list.

Show a preview of each image as it is selected.

*Quick Tip: you can also set this option by clicking on the preview area with mouse button #2*

Wait for a period of time (in 1/100ths of a second) after an image is selected before engaging the automatic preview.  
+ increase to reduce sluggish response to image selection  
- decrease to cause the preview to appear more rapidly



Sets the size of the preview image

**Full** full resolution

**1/2** one half resolution

**1/4** one quarter resolution

**1/8** one eighth resolution

**Auto** variable - uses the largest resolution which fits in the available preview area

*Quick Tip: you can also set this option by clicking on the preview window with mouse button #2*

Ask for confirmation before files are deleted.

Quick Tip: you can also bypass confirmation on an ad hoc basis by holding down the Shift key while you invoke the Delete command.

Cache image information in a file called `descript.ion`". Information about the files in the current folder will be automatically saved to and recalled from this file rather than examining every file in the directory each time it is entered, thus speeding up performance significantly.

See also: **Read Image Headers** option

Set the hidden attribute on description files.

Start up the in the folder last accessed from the previous session.

When a single image is selected and the View command is invoked, causes all images in the current folder to be viewed. Otherwise, only the selected image is accessible.

This option is useful for conveniently stepping through a directory of images in view mode.

*Note:* When multiple files are selected, normal operation ensues -- only the selected files are viewed

Sets the policy on whether files should be examined for image data.

**Never** don't examine any files ever

**Always** always examines all files

**Only on fixed disks** examine files, except when they are on a floppy disk or CD-ROM

When the **Never** setting is in effect, it is assumed that all files ending in an appropriate extension (.BMP, .JPG, etc.) are images files, and all other files are not. In addition, image properties are not displayed until after each image is accessed by previewing it. This is the fastest option because no files need to be opened for examination.

By contrast, the **Always** setting examines all files regardless of their extension. This allows the detection of image files with non-standard extensions (e.g., Netscape™ stores its cached image files with a .MOZ extension). In addition, image properties are pre-fetched for all image files. Because all files must be examined every time a folder is entered, this option can cause a lot of disk access and cause sluggishness. This is especially so when reading from slow-access removable media such as floppy and CD-ROM disks. The **Only on fixed disks** option is thus a useful compromise.

*Quick Tip #1: you can cancel the file examination process on an ad hoc basis by hitting (Escape) or clicking on the progress meter.*

*Quick Tip #2: you can optimize file examination tremendously by enabling the **cache image info in description** option.*

Saves changes you have made as default settings.



Enter your full name here (as it appears on your credit card, if you are registering by credit card).  
It must contain at least 5 letters.

This is your pre-registration code. It is generated from your name.  
ACD Systems may ask you for this number if you register by telephone.

Type in the registration code given to you by ACD Systems when you register.

Validates your registration information and unlocks the software

Closes the dialog box without validating your registration information.

Pre-load the next image in the list

Start a slide show automatically when more than one image is viewed

Specifies not to stop the slide show when the last image of a sequence is reached.



In a slide show, pause for this many seconds before showing the next image

In a slide show, don't flip to the next image until it has finished loading [thus overriding the delay setting]

Determines sequence in which to present images in a slide show

Use single pass quantization to 256 colours with ordered dithering to enhance the display of true colour and high colour images on a 256 colour display

Use single pass quantization to 256 colours with Floyd-Steinberg dithering to enhance the display of true colour and high colour images on a 256 colour display

Use two pass quantization to 256 colours with ordered [pass 1] and Floyd-Steinberg [pass 2] dithering to enhance the display of true colour and high colour images on a 256 colour display

Sets the dithering option to not enhance the display of true colour images on a high colour display.

Use ordered dithering to enhance the display of true colour images on a high colour display



Place the viewer window on top of all other windows, even when it is not the active window

Use the entire display to view images

Show the tool bar

Show the status bar

Shrink large images to fit the size of the viewing window

Automatically change the size of the viewing window to match the size of the image

Saves the current viewing window position and size as the default

Saves the current option settings as the default settings



View externally opened images with a new instance of ACDSee.

View externally opened images with the current instance of ACDSee, if one is available.  
The images are added to the current image list.

View externally opened images with the current instance of ACDSee, if one is available.  
The current image list is emptied before new images are received.

This is the path containing the files which will be moved or copied

This is the path to which the files will be moved or copied.  
Type in a path, select one from the most recently used list below, or click on *Browse...*  
If you enter a path that does not exist, it will be created for you.

Click this to choose another path. You'll be able to browse through the folders on your computer.

Specifies that ACDSee should overwrite files in the destination folder which have the same name as the files being moved or copied.

Specifies that ACDSee should not overwrite files in the destination folder which have the same name as the files being moved or copied.



Specifies that ACDSee should ask for confirmation before overwriting files in the destination folder which have the same name as the files being moved or copied.

Goes ahead and moves or copies the files.

Cancels the move or copy operation.

Select the program you want to use from the list. If the program you want to use is not in the list, click *Other...*

Enter any command-line parameters that you want passed on the command-line to the program.  
(For example, Media Player accepts the */play* option, which causes it to automatically play the media file and exit media player when done.)

Specifies that whenever you open this file, or any other file with the same filename extension, Windows will use the program specified.

Click this to choose another program. You'll be able to browse through the folders on your computer.

Attributes of the file that will be overwritten



Attributes of the file that is being copied or moved

***Change file name to***

Specifies that the source file should be renamed

Specifies the new name for the source file

**OK**

Copies or moves the file

***Skip***

Skips this file so that it is not copied or moved

***Replace All***

Replaces this and all subsequent files without asking for confirmation

***Cancel***

Cancel the entire move or copy operation.





