ashampoo



Manual

1. Basics
2. Library
    2.1 All Photos
    2.2 Search
    2.3 Import
    2.4 Duplicates
    2.5 Culling
    2.6 Rename
    2.7 My Memories
    2.8 My Places
    2.9 Folders
    2.10 My albums
    2.11 Smart albums
    2.12 Recycle bin
3. Storage locations
4. Selecting photos
    4.1 Viewing photos

Fehler bei der Konfiguration des Videoplayers

Fehler 153

Video auf YouTube ansehen

Weitere Informationen

Fehler 153

Embedding metadata is only supported for local JPG/PNG/WebP files. For RAW files and files in the cloud, XMP files are always written, even if the "Embed metadata" option is enabled in the program settings.

1. Basics

Ashampoo Photo Organizer Pro 27 connects with local folders and cloud services, keeping the files in their original locations. They are only indexed for the app's database, meaning that metadata is read, thumbnails are generated, and analyses (such as similarity for grouping and focus assessment) are conducted. This process is called synchronization and may take longer with a large number of photos. You can monitor the synchronization progress via the blue bar and cancel or start it manually when needed.

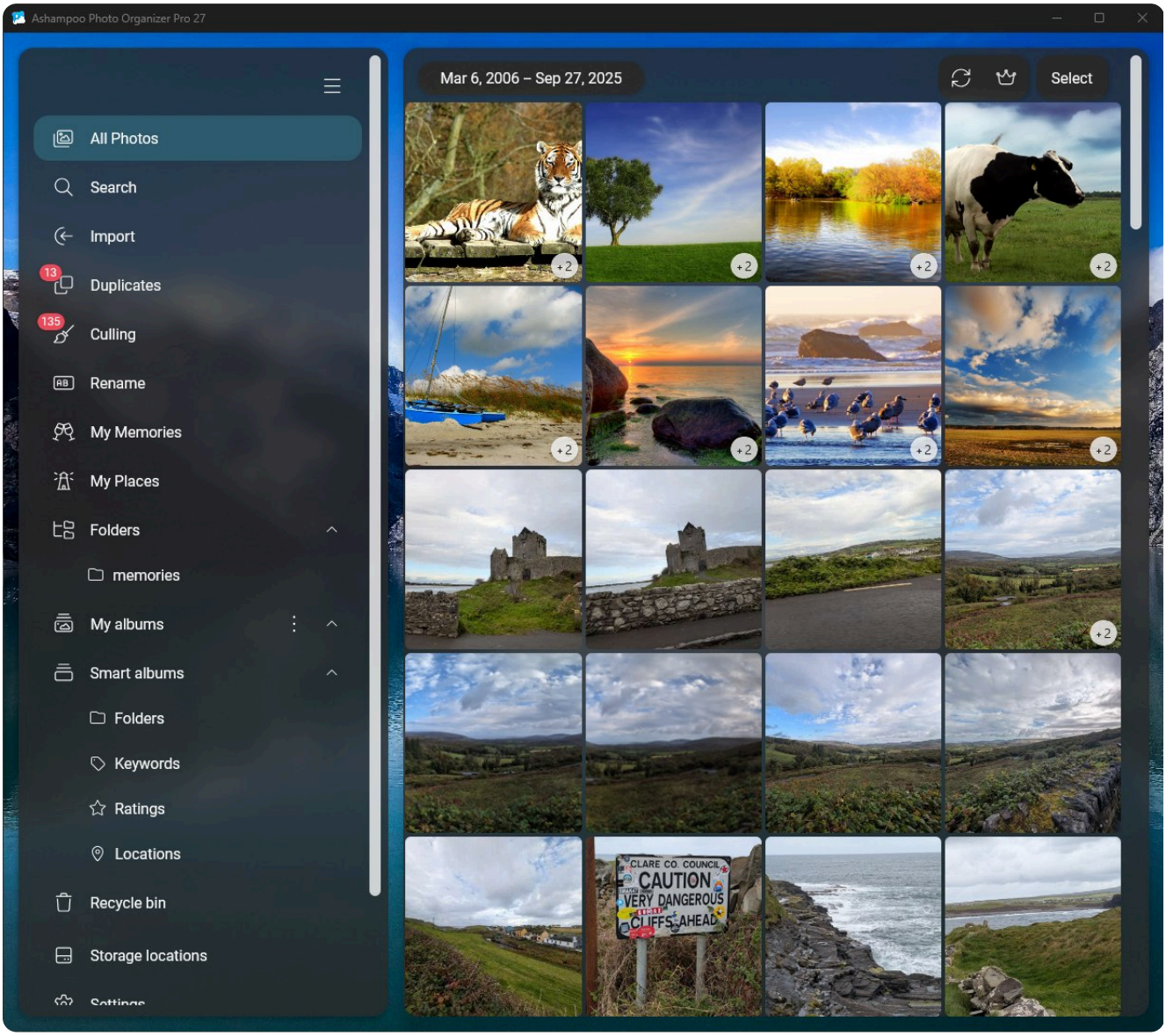
The user interface of Ashampoo Photo Organizer Pro 27 has been completely redesigned. The revised layout, improved contrast and better readability provide a clearer overview, while smoother operation makes working with large photo collections noticeably more comfortable.

If the face recognition process takes a long time during synchronization and you prefer not to use the automatic photo evaluation, you can disable this feature in the program settings.

Some features, such as displaying duplicates, only show results after synchronization is complete to ensure they are comprehensive.

2. Library

2.1 All Photos



Here you can see a list of all photos from all connected storage locations. The photos are displayed sorted by their metadata according to the date taken or, if not available, by the file's modification date. If two files have the same modification date, they are sorted by file name. This ensures a clear order.

The date range of the currently displayed photos is shown in the top left corner.

By default, the newest photos are at the end of the list. You can adjust this setting under "Sorting" in the program settings.

Photo groups

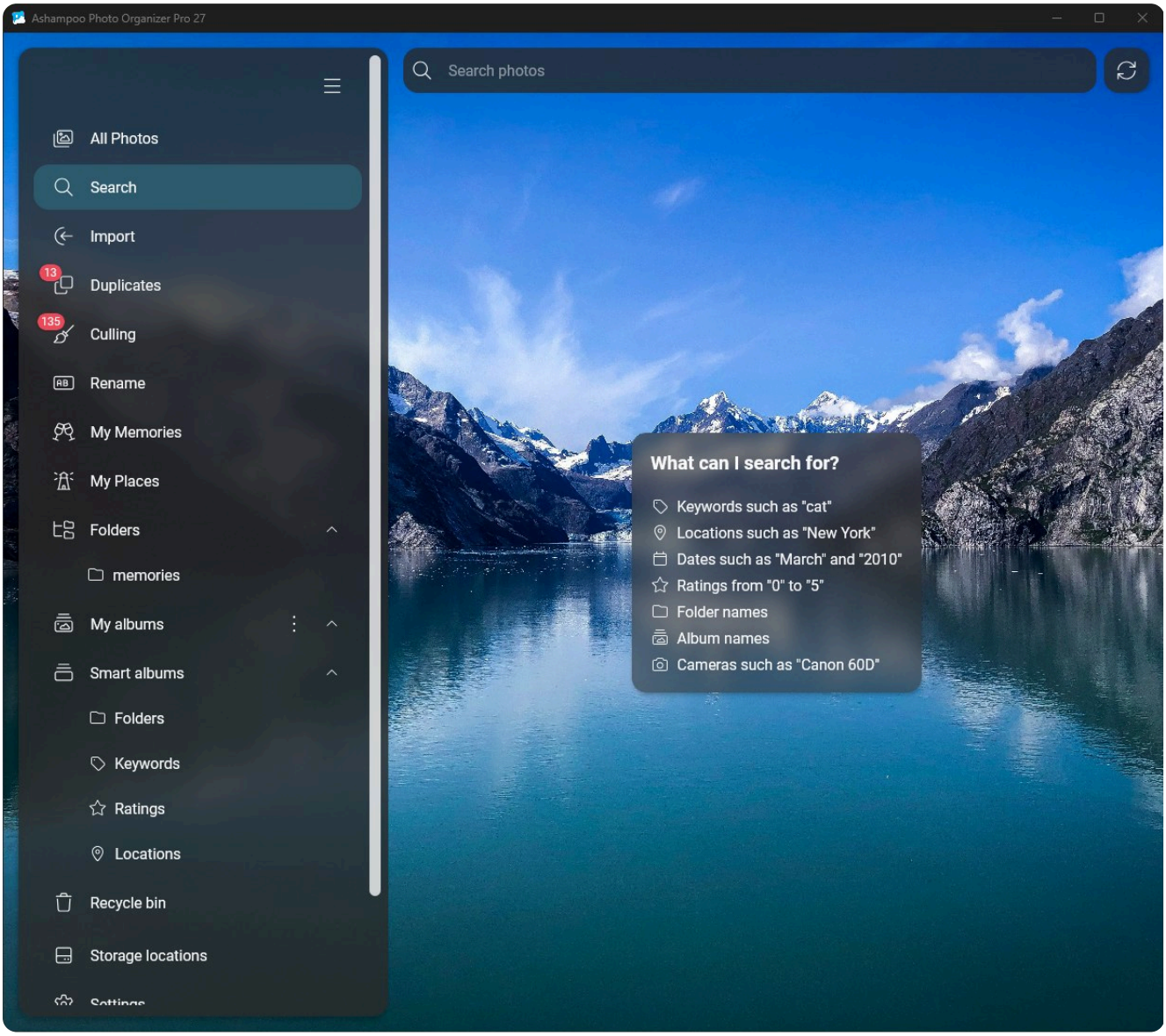
If the "Group Similar Photos" option is enabled in the settings, burst photos are grouped

into one image/group in the "All Photos" view (and only there). You can identify this by the number of additional similar photos indicated at the bottom right of the image. For example, "+3" means there are three more similar photos that have been hidden for a cleaner view. This feature is designed to display series images or multiple consecutive photos of the same subject.

> If you have enabled the automatic photo rating in the settings, photos within a group are displayed according to their rating rather than chronologically. The best photos (i.e., those with the sharpest faces) are shown first, and the worst are displayed last. This way, each group is represented by its best photo in the overview.

> Photos are grouped when they are taken within a 5-minute interval and are similar. Photos without a capture date in their metadata will not be grouped.

2.2 Search



Most search criteria require the presence of valid metadata. Photos must already have a capture date set in the metadata to appear in searches by time periods and a capture location to be displayed in location searches. You can assign missing locations at any time.

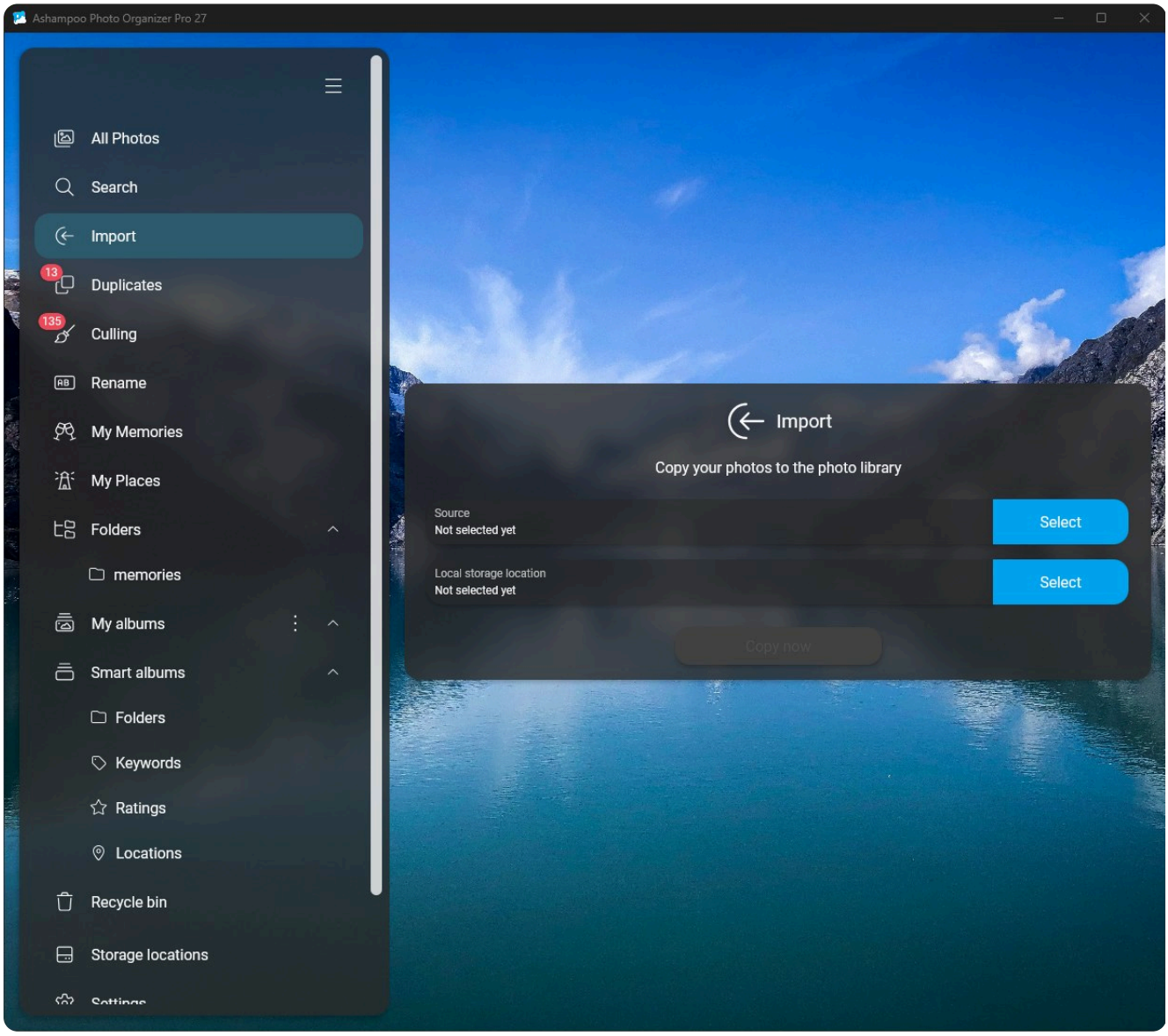
Here, you can specifically search your photos using metadata such as keywords, locations, time periods, ratings, folder and album names, and cameras. The hint "What can I search for?" in the middle of the window shows which search terms are possible. The idea is to first rate and tag your photos with the program, allowing you to easily find them later. Depending on your settings, your changes will be saved either directly in the

files or in XMP sidecar files, making them accessible to other photo programs as well.

Combining search criteria

Enter a search term in the "Search photos" field to display relevant suggestions from the categories. For instance, typing "Ca" might suggest the keyword "Cat" or the camera "Canon 60D." Click the "+" to apply the current search criterion. Click the "x" to remove a criterion. Add more search criteria to refine your search. For example, if you add the criteria "cat," "Canon 60D," "March," and "2020," you'll get all cat photos from March 2020 taken with a Canon 60D.

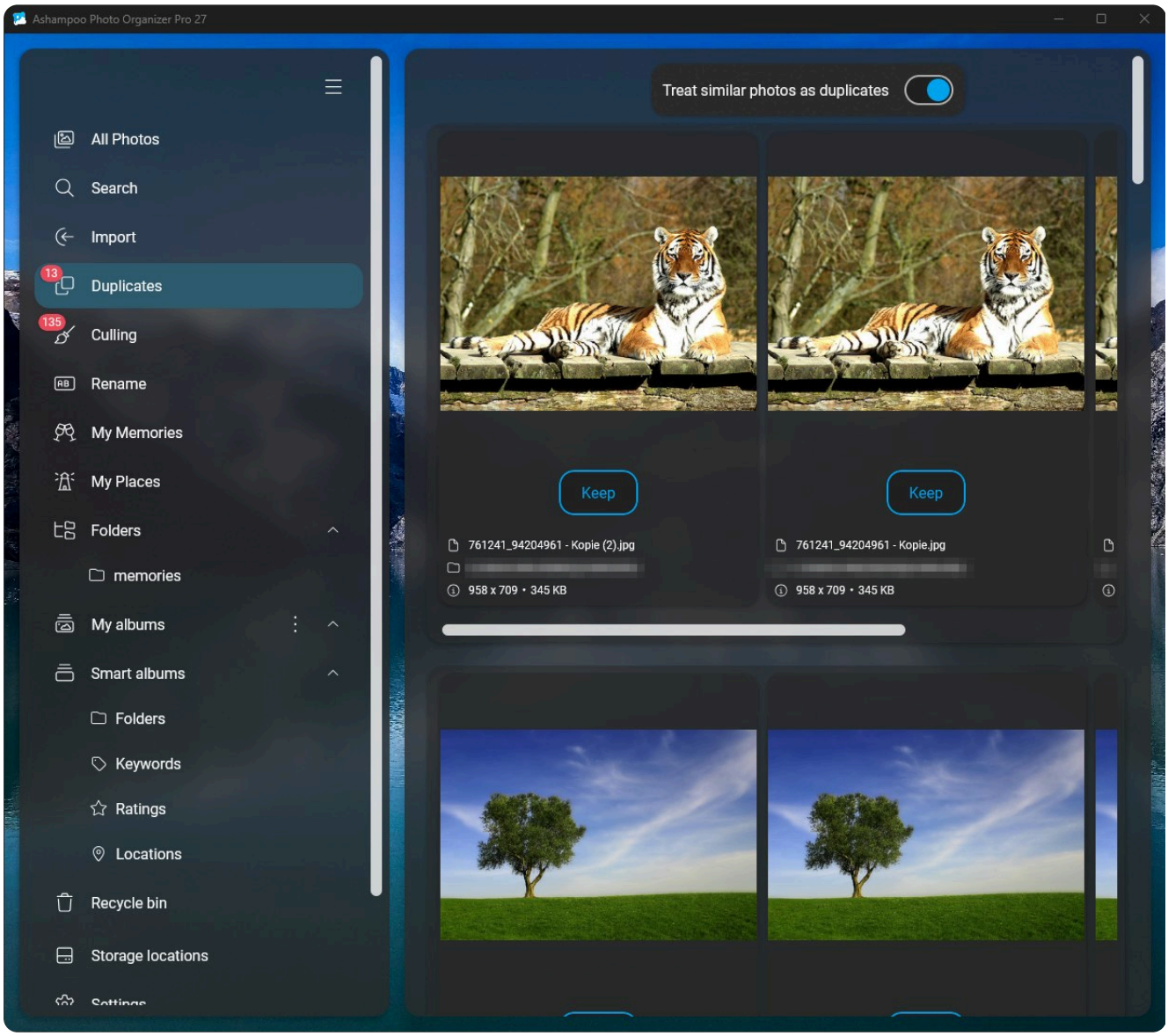
2.3 Import



This feature copies photos, e.g., from a memory card, into your photo library. Under "Source", click "Select" to specify where the photos come from, and under "Local storage location", click "Select" to specify the destination folder. Then, click "Copy now".

> Importing copies the photos. The originals at the source remain unchanged.

2.4 Duplicates



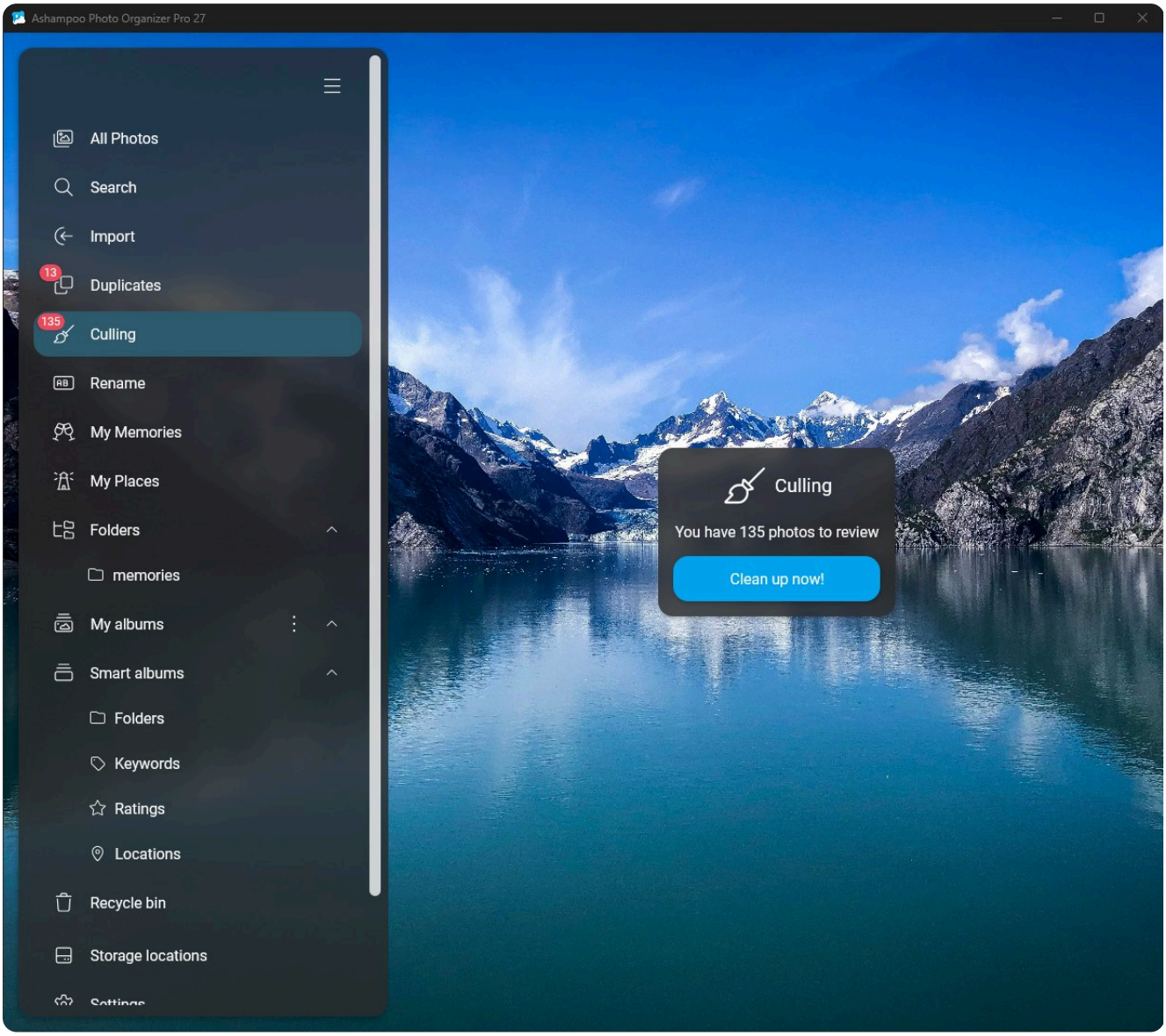
This feature allows you to view your photos grouped by similarity and quickly move unwanted duplicates to the recycle bin. The number of duplicates found is displayed next to the entry in the sidebar.

Each photo shows its file name, location, resolution, and file size. Click "Keep" below the photo you want to keep. Use the "Treat similar photos as duplicates" switch to specify whether similar photos are listed as duplicates in addition to identical ones.

> If you have enabled automatic photo rating, well-rated photos will appear at the beginning, while poorly rated ones will be at the end. It's advisable to first review the potential deletion candidates at the end.

Similar to the photo grouping in "All Photos," similar photos are grouped together. However, for performance reasons, only photos taken within 5 minutes of each other are compared. This means a group will be interrupted by a distinctly different photo, creating a new group instead.

2.5 Culling



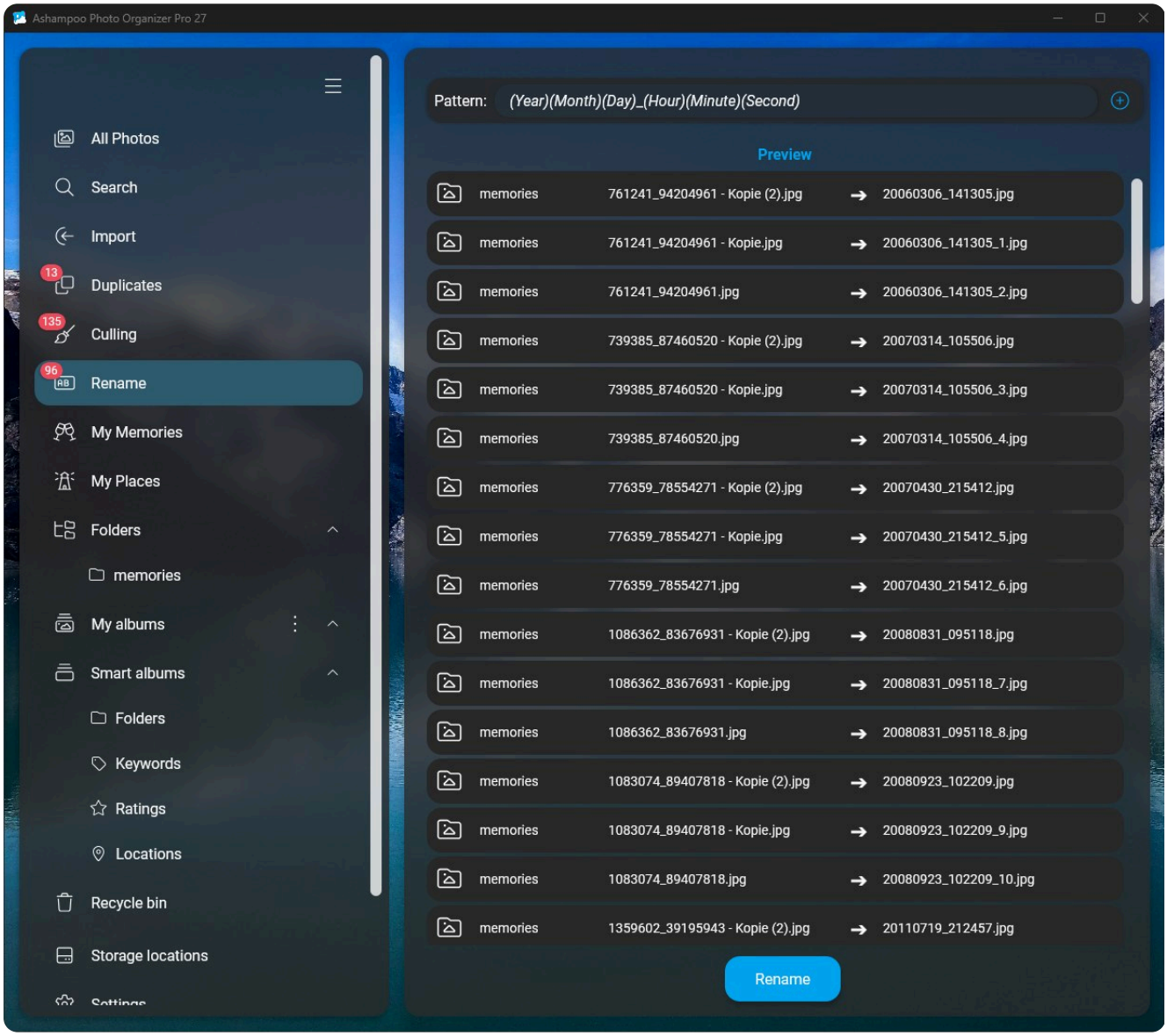
This feature allows you to review all your photos and mark them as accepted or rejected. Click "Clean up now!" to begin. Your decision will be recorded in the photos' metadata. Once marked, photos will not be shown again. Rejected photos are automatically moved to the recycle bin.

> The number of photos that still need reviewing is displayed next to the entry in the sidebar and appears automatically as soon as new unreviewed photos are detected.

You might know this feature as "Culling" from other programs, but Ashampoo Photo Organizer Pro 27 does not use flag icons for "approved" or "rejected." Photos you have

already approved in another program are recognized as such and not presented for review again. Similarly, photos you have approved or rejected in Ashampoo Photo Organizer Pro 27 are recognized by other programs accordingly.

2.6 Rename



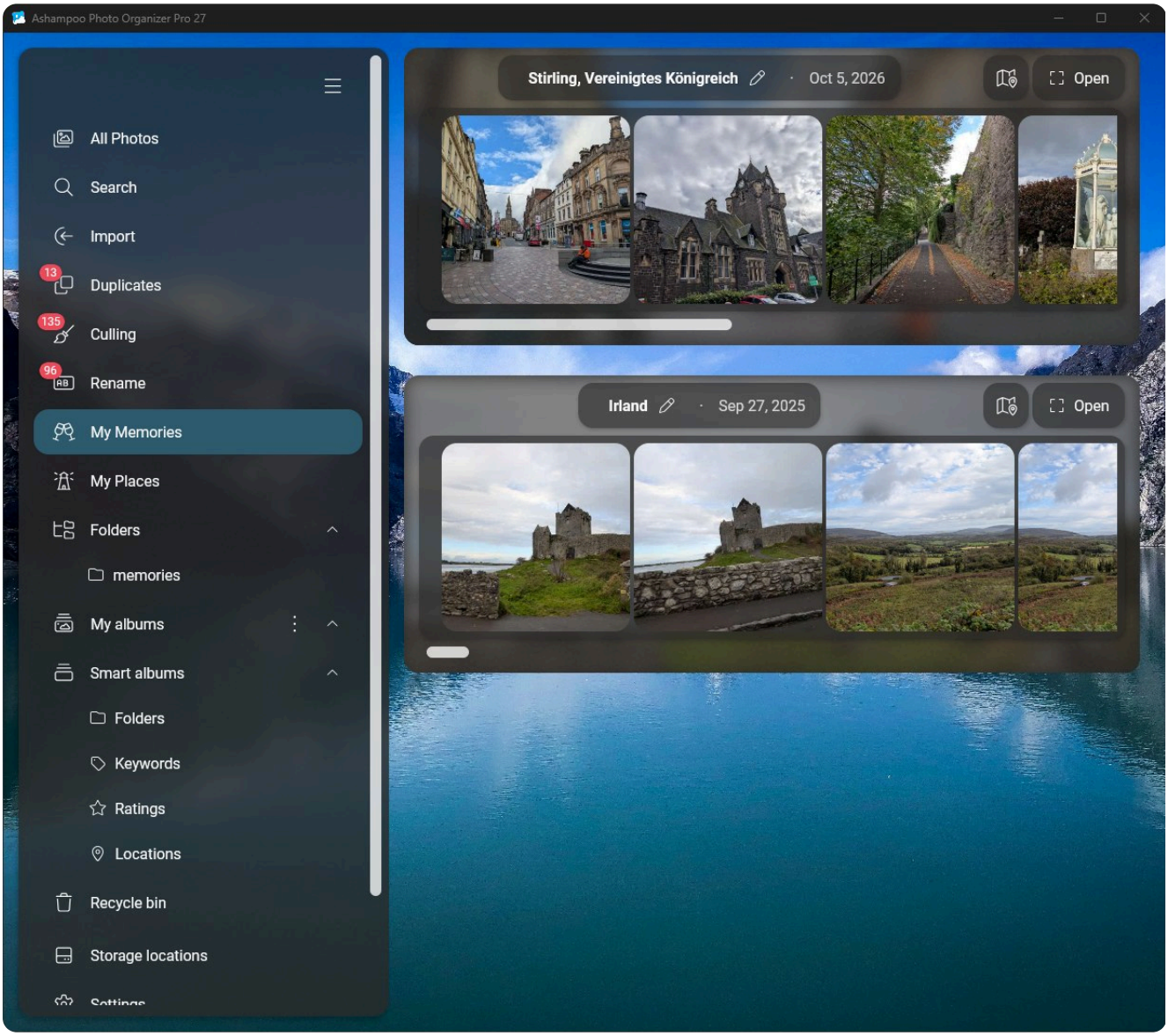
This feature allows you to rename all of your available photos based on a custom pattern. The pattern consists of placeholders for year, month, day, hour, minutes, and seconds. The order of the placeholders will be reflected in the filenames. Click the "+" next to the pattern to add more placeholders.

The preview shows the current and the new file name for each photo. If several photos share the same capture time, a sequential number is appended automatically. Click

"Rename" to apply the changes.

> Photos without a capture date in the metadata are ignored.

2.7 My Memories



Ashampoo Photo Organizer Pro 27 automatically recognizes photos taken during a trip or outing as belonging together and combines them into a memory. This way, you can

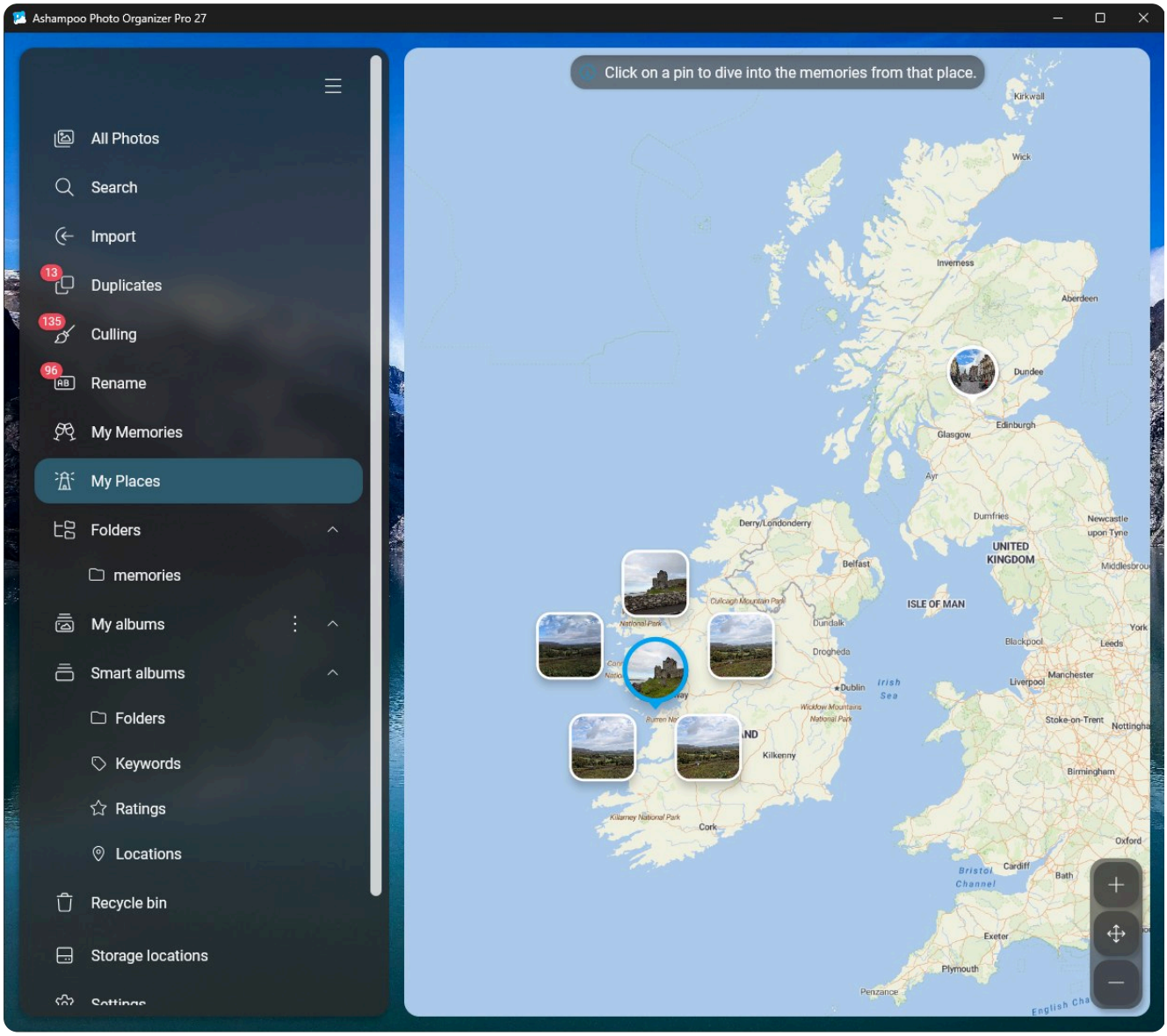
see all photos from your summer vacation or a weekend trip at a glance, without having to sort them into an album manually first.

Each memory shows its location and date as well as a preview of the photos it contains, which you can scroll through sideways. Click the pencil icon to rename the memory. Use the map button to show the location in My Places. Click "Open" to display all photos of the memory.

> Memories are not actual folders. The photos remain in their respective storage locations.

> To be assigned to a memory, photos need a capture date and a capture location in their metadata. You can assign missing locations at any time.

2.8 My Places



The interactive world map shows all the places where your photos were taken. Each location is marked by a pin with a thumbnail. Drag the map with your mouse to move it, and use the "+" and "-" buttons in the bottom right corner to zoom in or out.

Click a pin to directly access your memories from that place. Photos that belong together in time are displayed together. For example, if you visited the same city several times, you'll find the photos from each visit neatly grouped.

> Only photos with a capture location in their metadata appear on the map.

Assigning locations

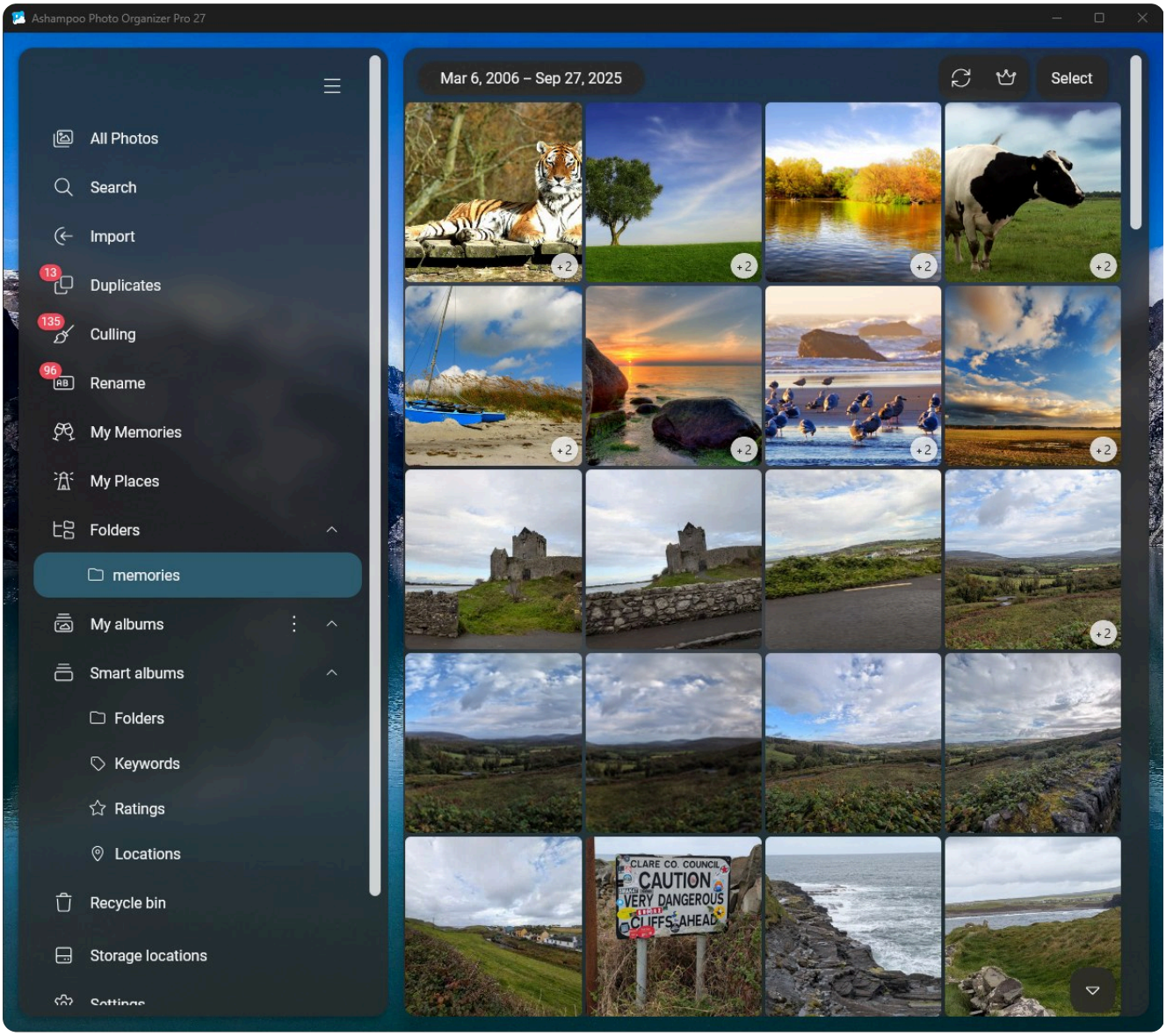
You can assign a capture location to photos without location data, for example, photos from cameras without a GPS receiver or scanned images. You don't need to know any coordinates: simply enter a place, address, landmark, or country and select the matching suggestion. Ashampoo Photo Organizer Pro 27 automatically determines the corresponding coordinates and saves them in the photos' metadata.

To set the location for multiple photos at once, select the photos and use the location button. For a single photo, you can also adjust the location directly in the viewer.

The photos will then appear in "My Places", be included in My Memories, and can be found in location searches.

> The more precise your input, e.g., an address instead of a country, the more accurate the saved coordinates will be.

2.9 Folders

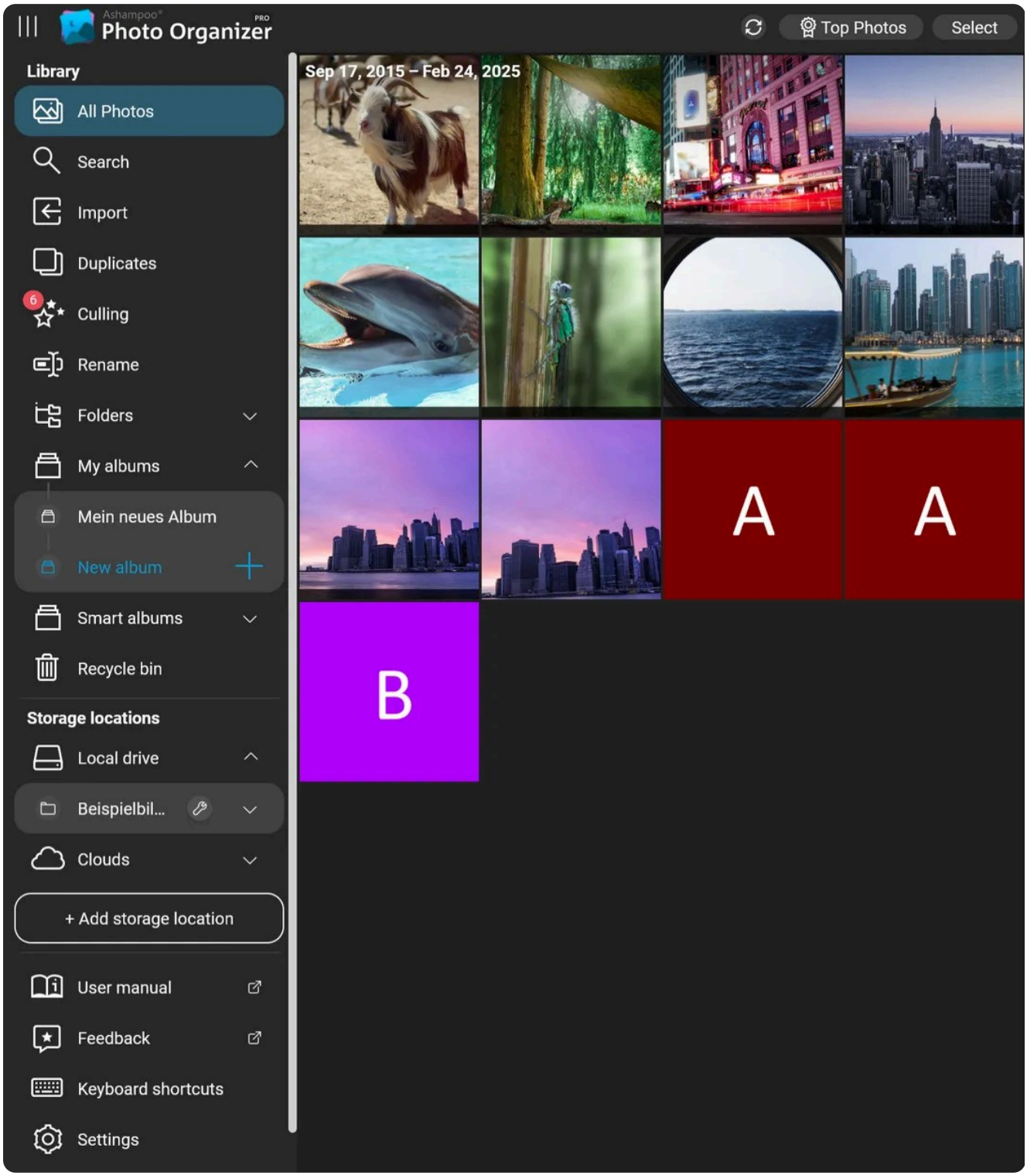


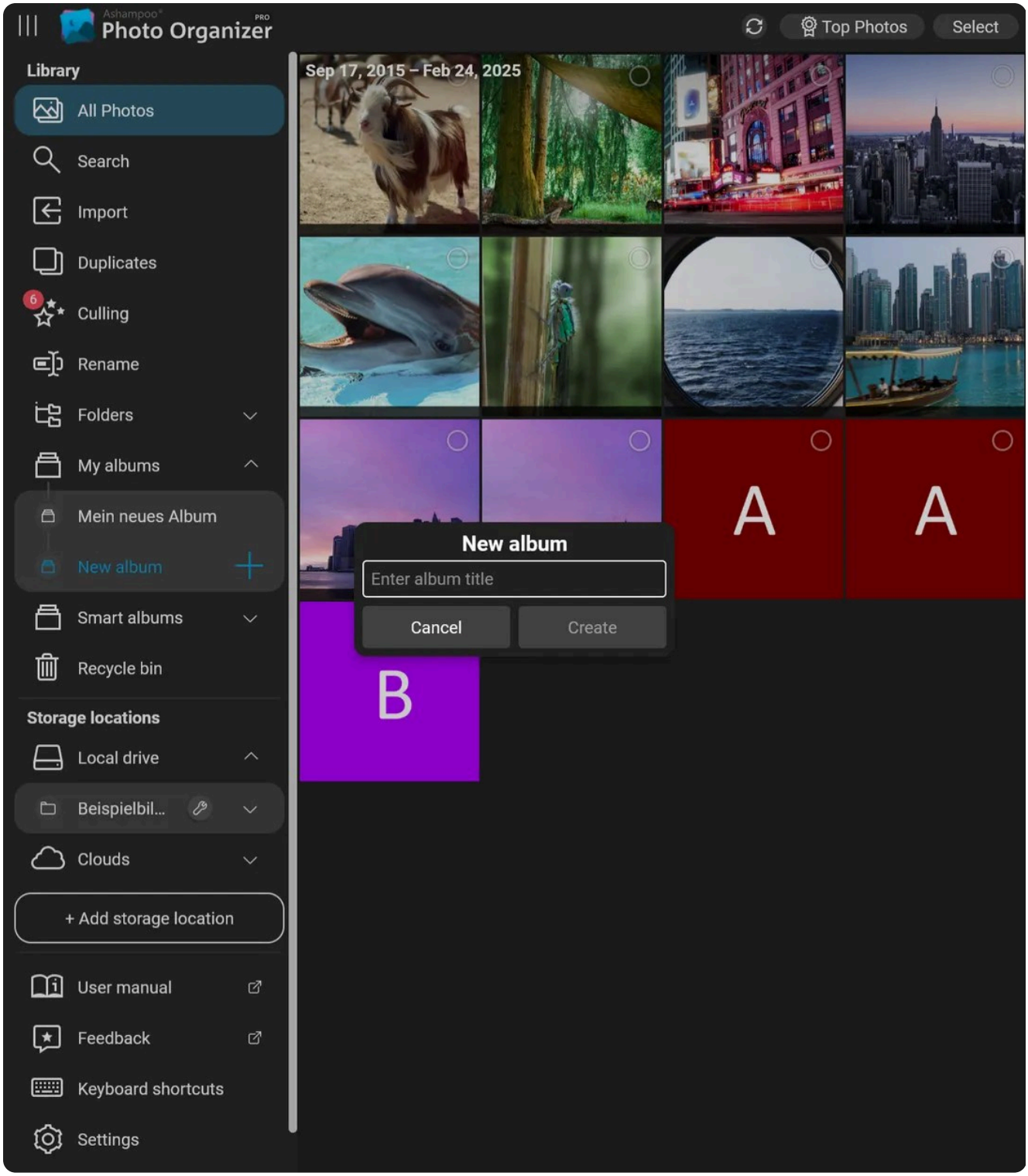
This section lists the folders of your connected storage locations. Click a folder to display only the photos it contains. Use the arrow next to "Folders" to expand or collapse the list.

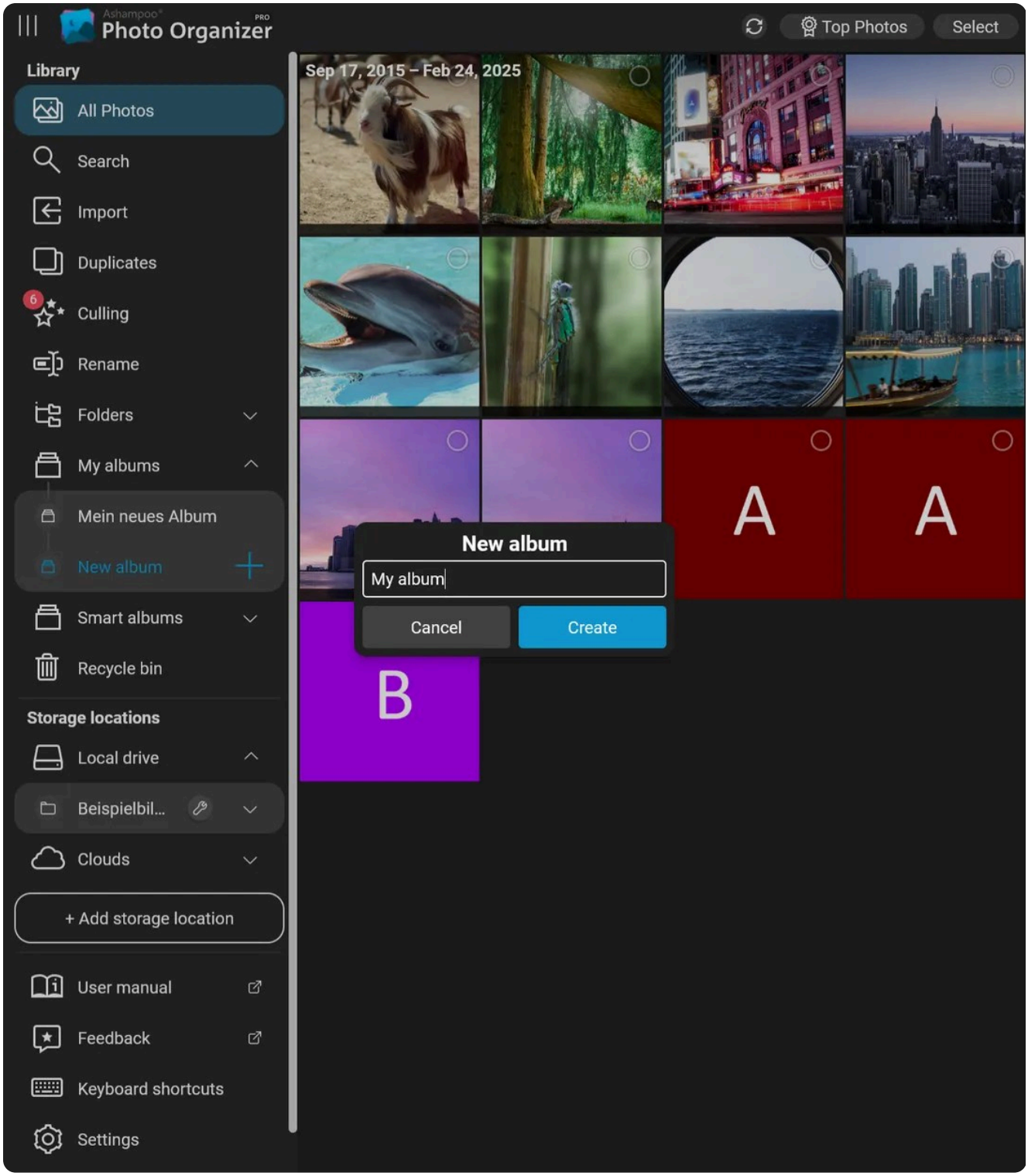
2.10 My albums

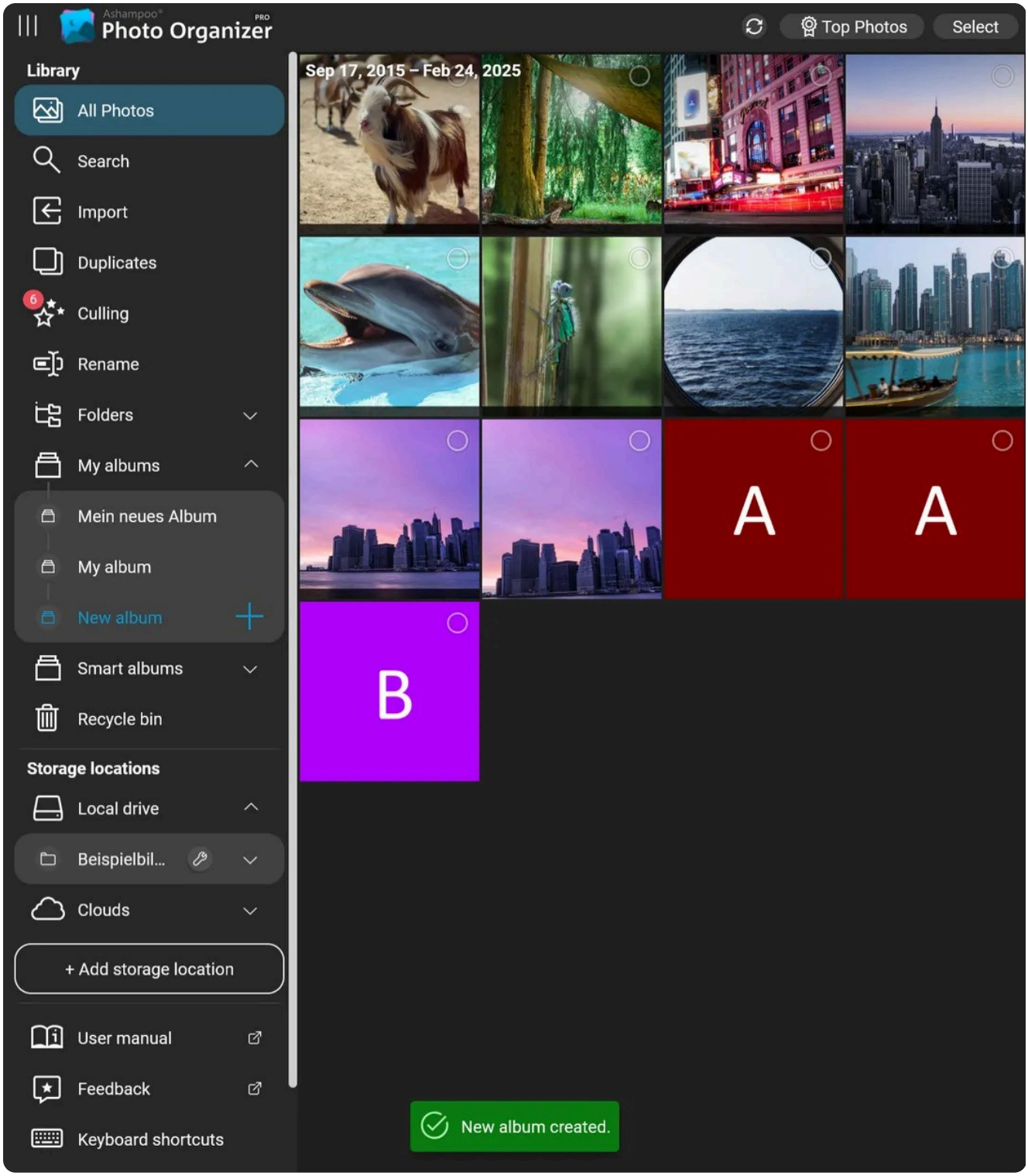
> Albums are not actual folders in your file system but visually group photos from different locations. Deleting an album will therefore not delete the photos contained.

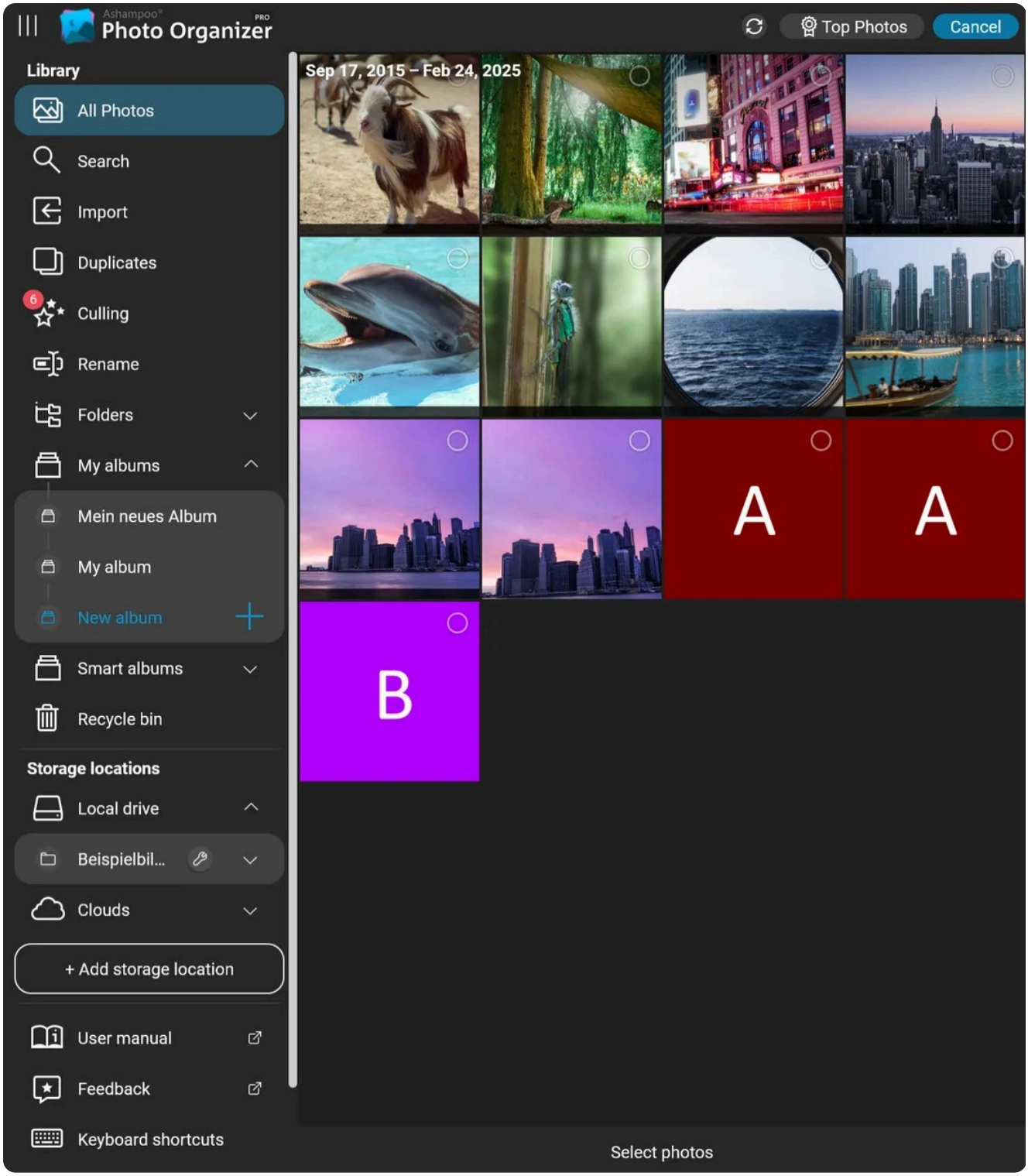
Click "New album" to create an album. Select an existing album and use the pencil icon to rename and the recycle bin icon to delete it.

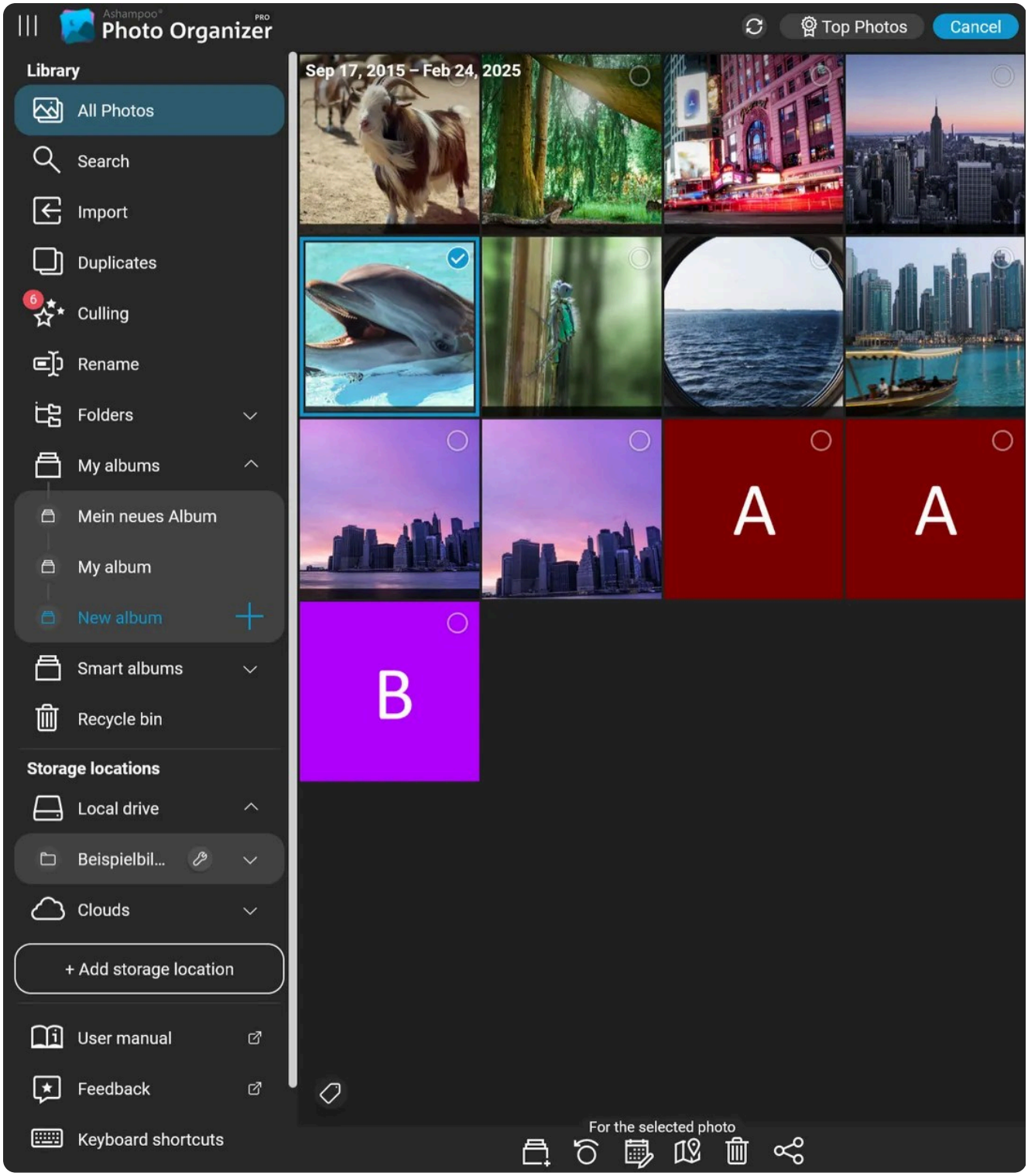


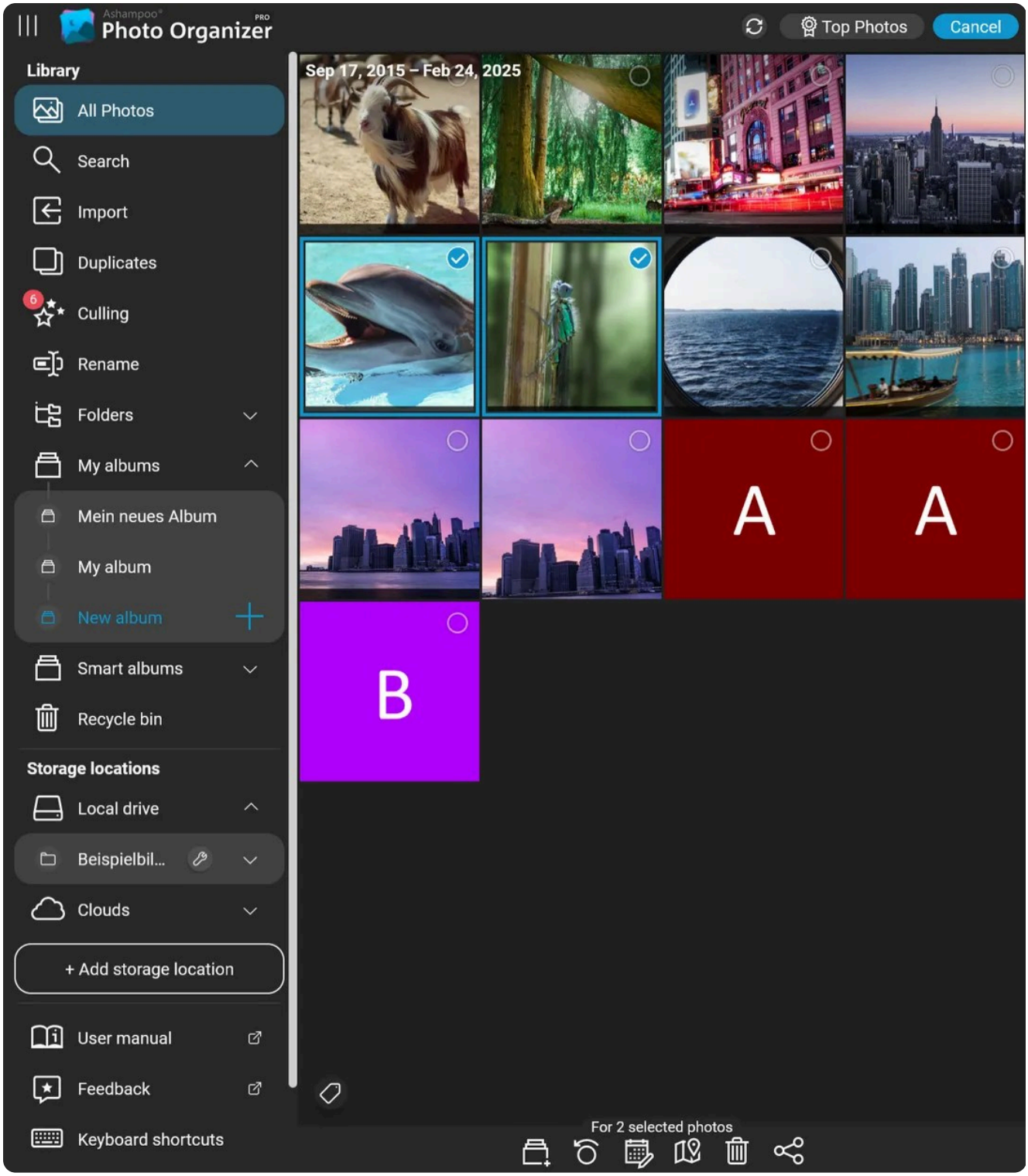

Ashampoo®
Photo Organizer
PRO
Top Photos
Select
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
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New album
Smart albums
Recycle bin
Storage locations
Local drive
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Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Settings
Sep 17, 2015 – Feb 24, 2025
A
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New album
Enter album title
Cancel
Create

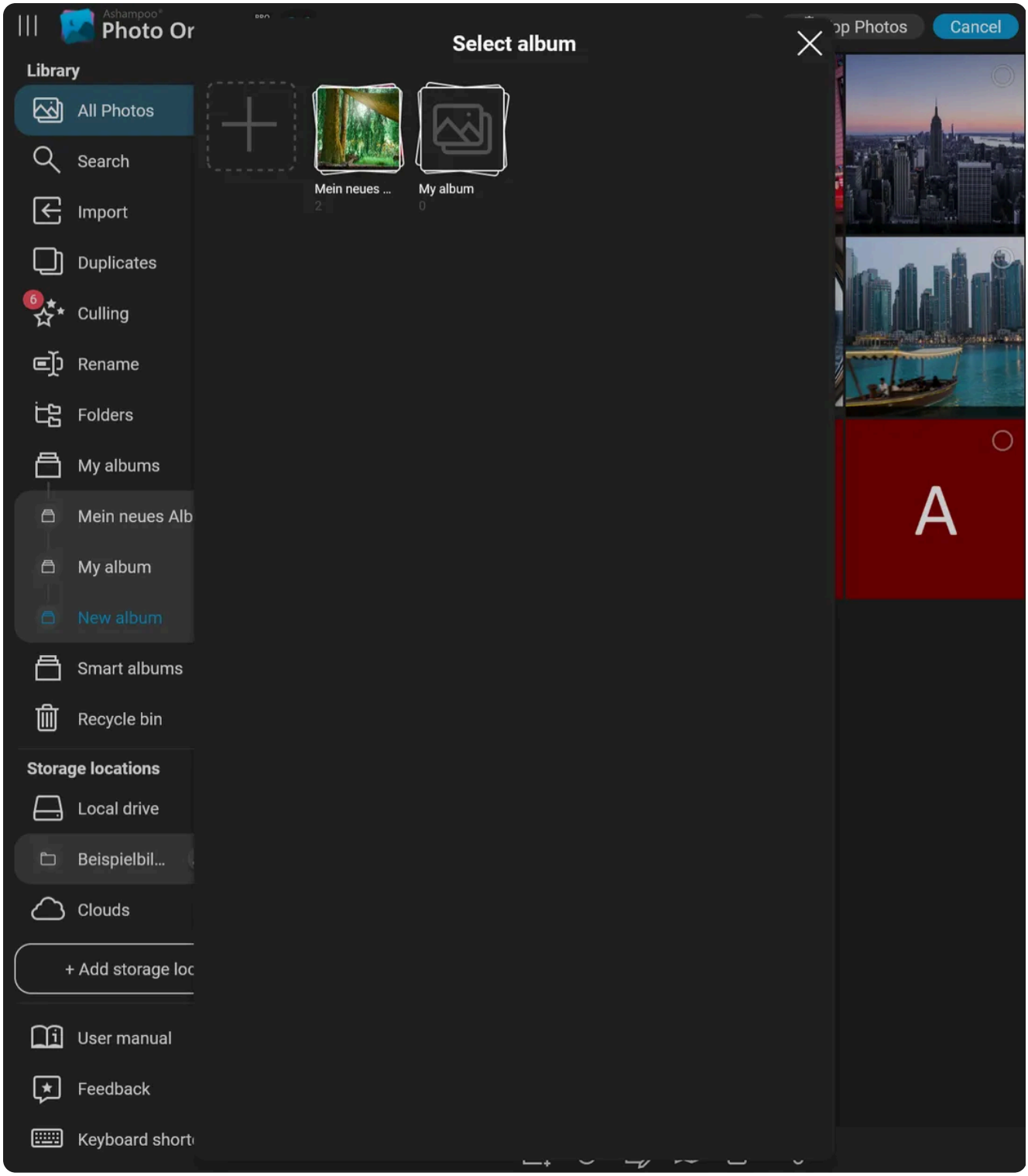

Ashampoo®
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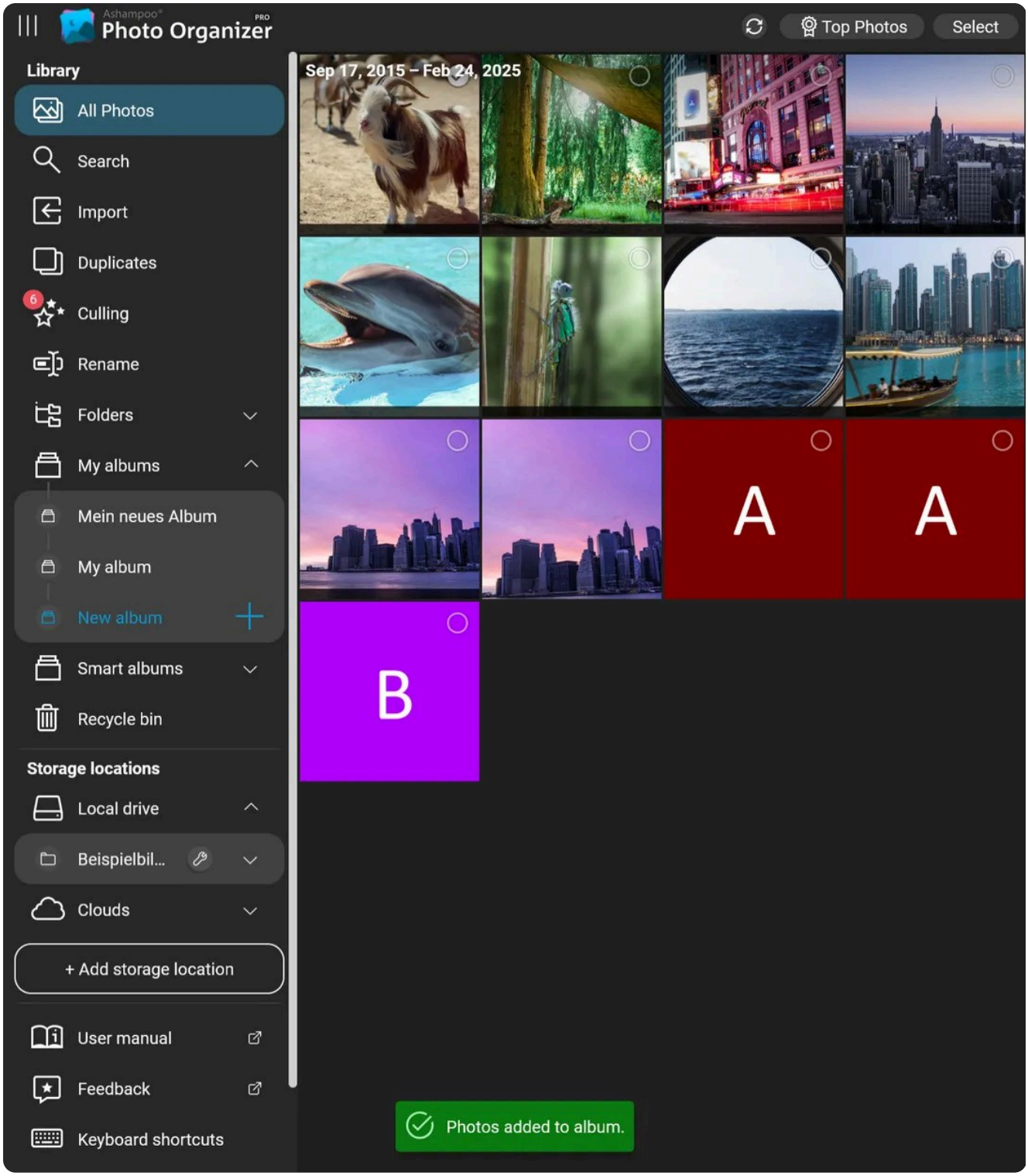

Ashampoo®
Photo Organizer
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New album created.

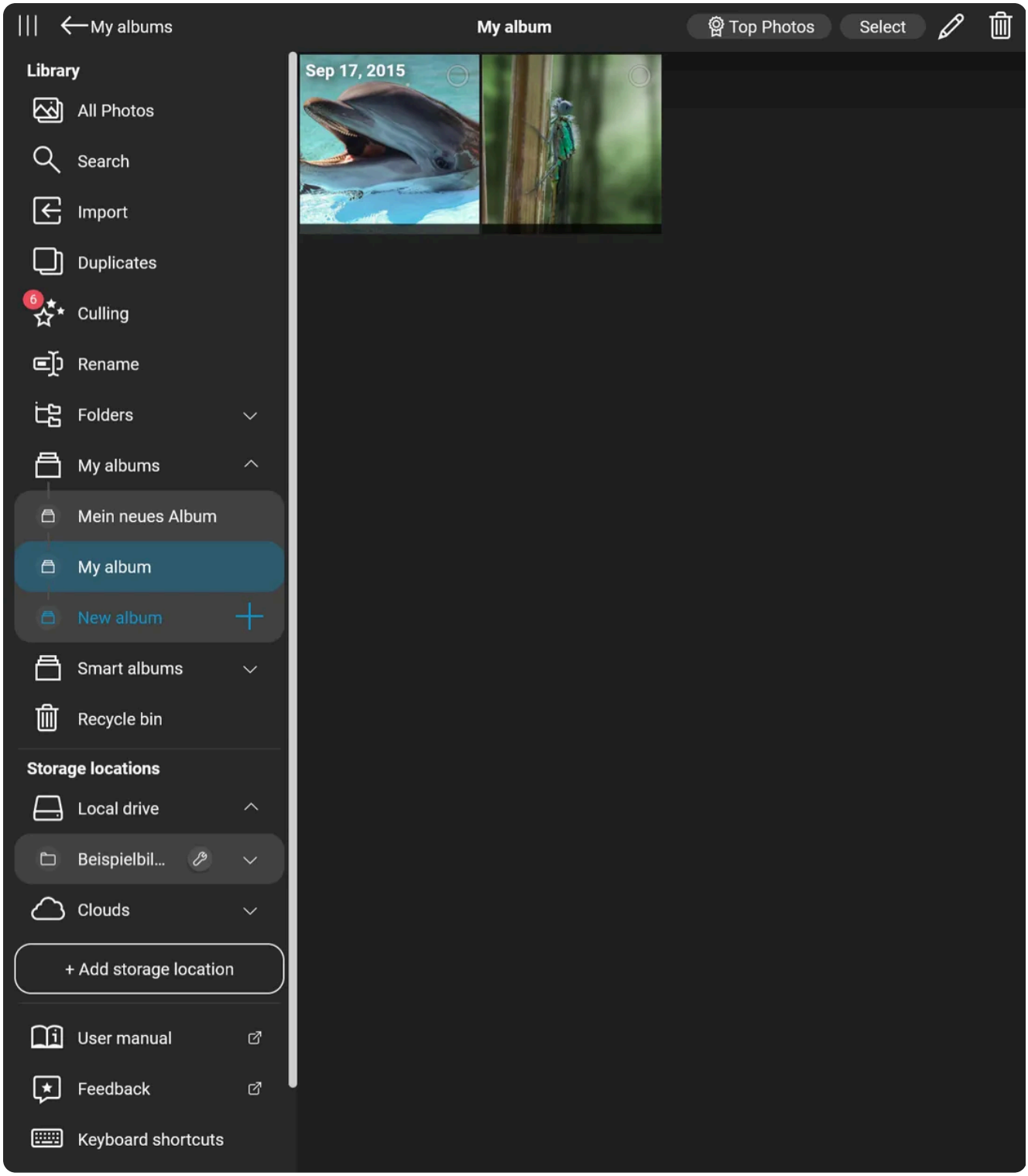

Ashampoo®
Photo Organizer
PRO
Top Photos
Cancel
Library
All Photos
Search
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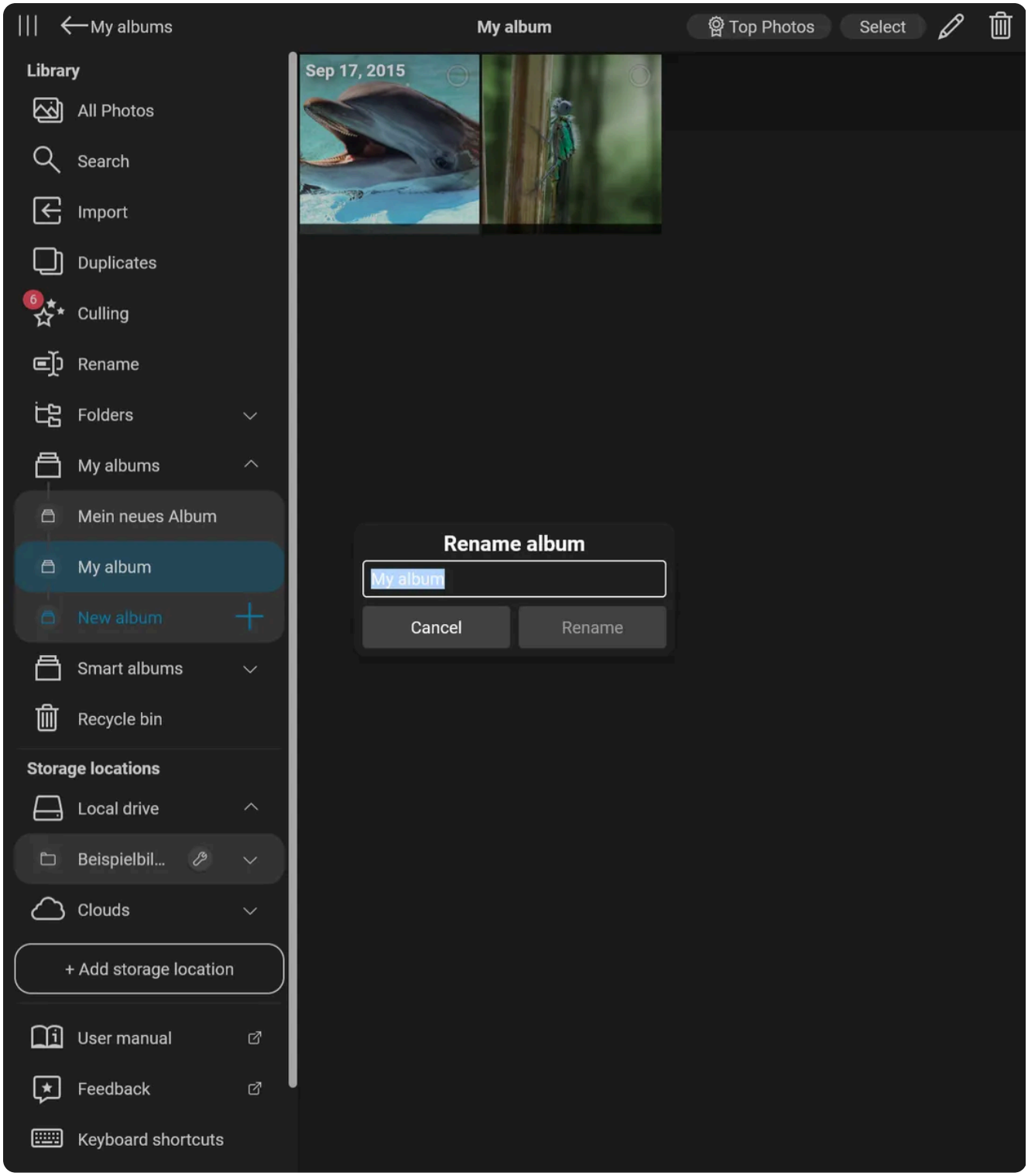

Ashampoo®
Photo Organizer
PRO
Top Photos
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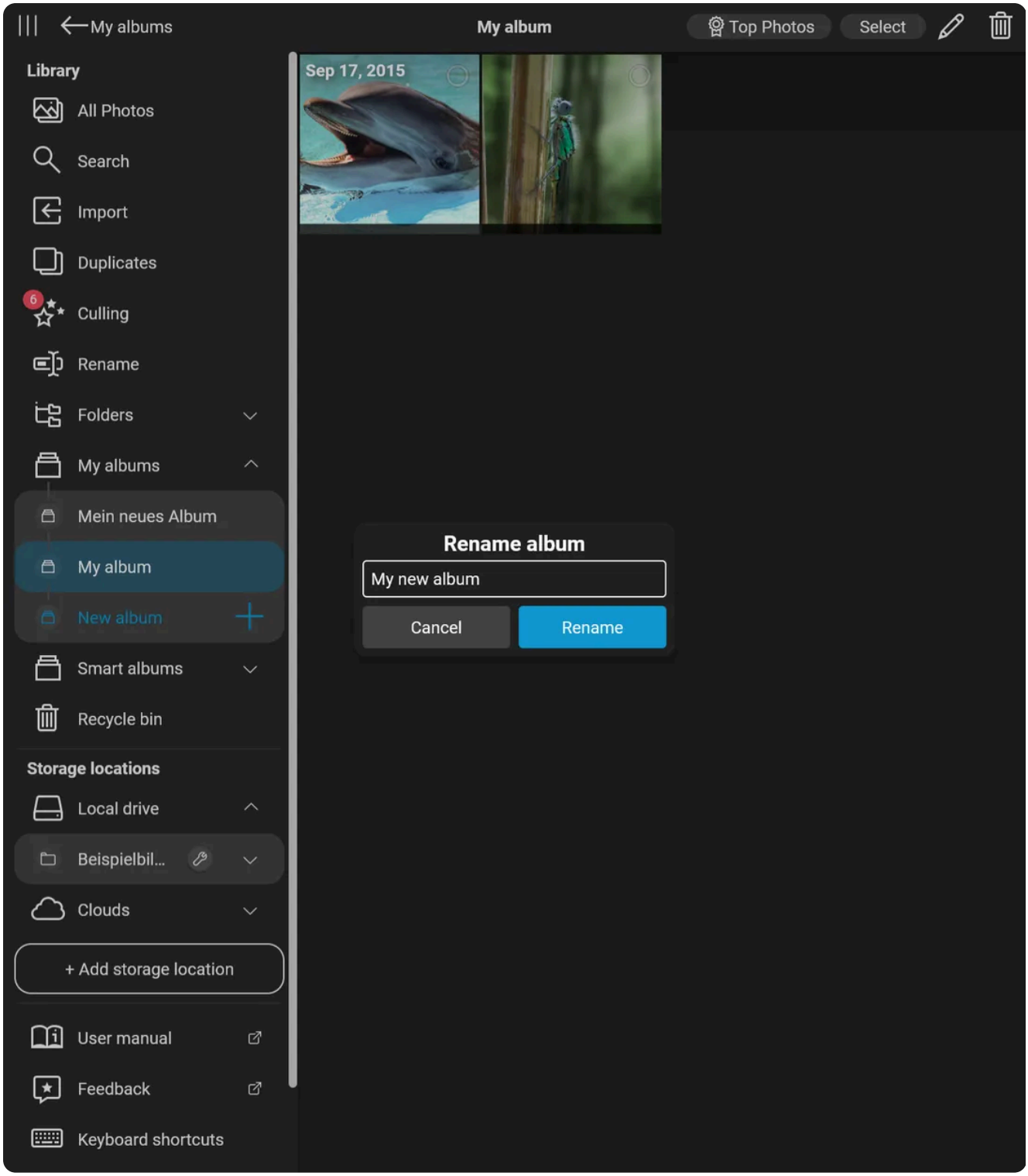

Ashampoo®
Photo Organizer PRO
Top Photos
Cancel
Library
All Photos
Search
Import
Duplicates
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Rename
Folders
My albums
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My album
New album
Smart albums
Recycle bin
Storage locations
Local drive
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Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015 – Feb 24, 2025
A
A
B
For 2 selected photos

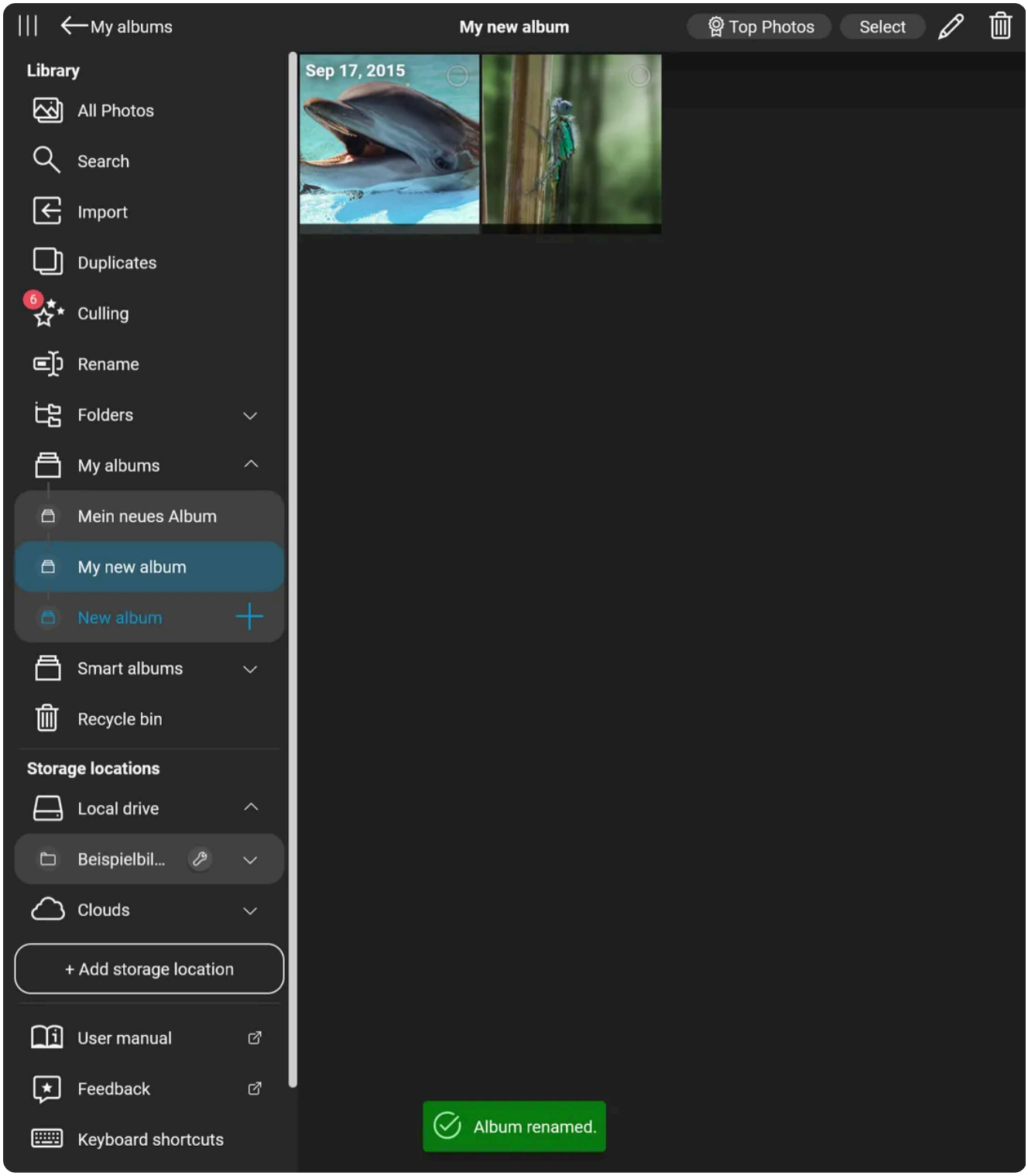

Ashampoo®
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Search
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Ashampoo®
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PRO
Top Photos
Select
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All Photos
Search
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Duplicates
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Culling
Rename
Folders
My albums
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My album
New album
Smart albums
Recycle bin
Storage locations
Local drive
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+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015 – Feb 24, 2025
A
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Photos added to album.


My albums
My album
Top Photos
Select
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All Photos
Search
Import
Duplicates
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Culling
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Folders
My albums
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Smart albums
Recycle bin
Storage locations
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Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015


My albums
My album
Top Photos
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Library
All Photos
Search
Import
Duplicates
Culling
Rename
Folders
My albums
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My album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015
Rename album
My album
Cancel
Rename


My albums
My album
Top Photos
Select
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
Mein neues Album
My album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015
Rename album
My new album
Cancel
Rename



2.11 Smart albums

These settings allow you to group your photos by folder name, keywords, ratings, and location.

2.12 Recycle bin

Click "Empty recycle bin" to permanently delete the photos contained. To delete or restore individual photos, click a photo or hit "Select" to select multiple entries. Then, use the buttons to restore or delete the files.

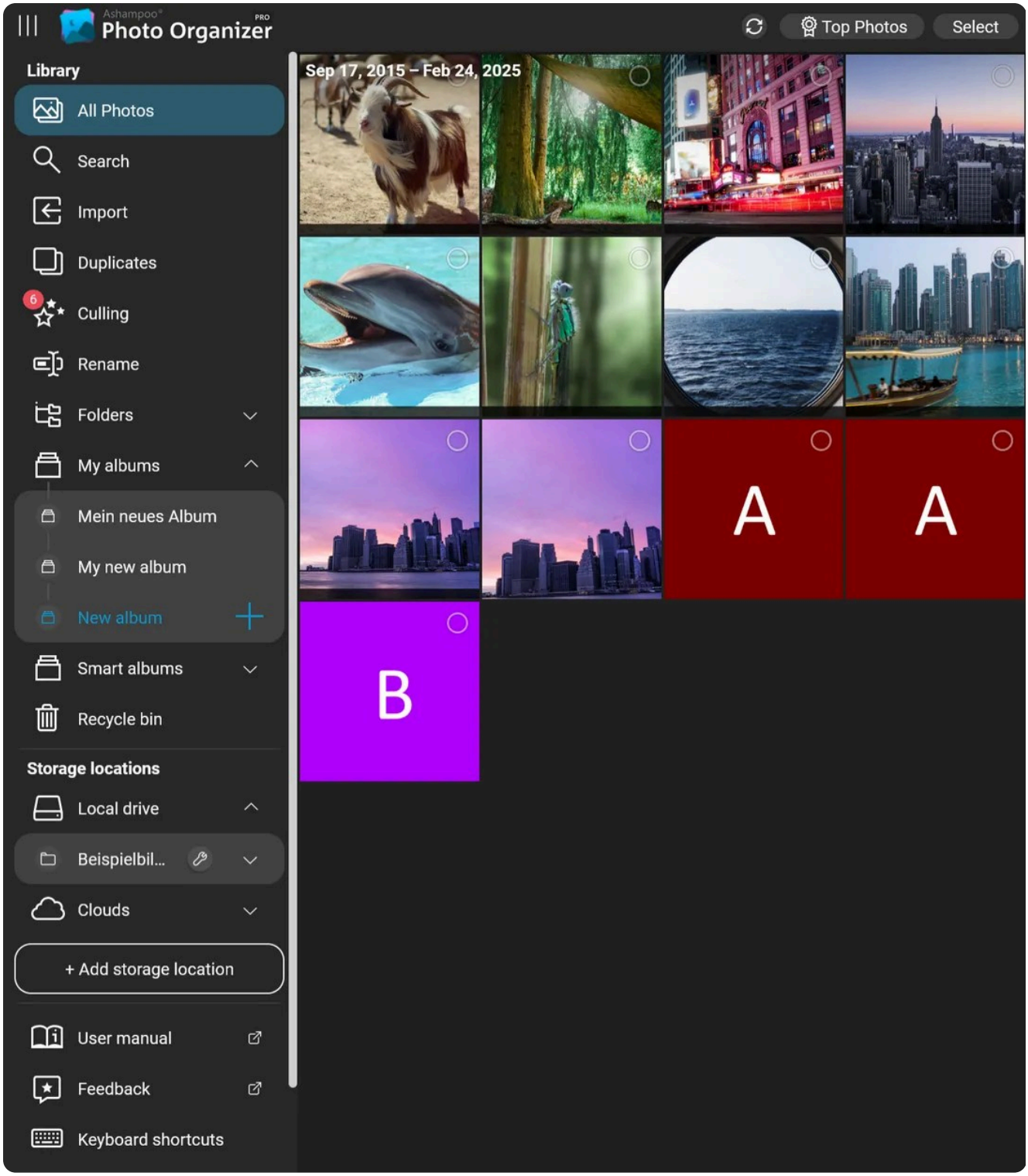
> The recycle bin uses the "rejected" tag from the metadata of the photos. Photos you manually move to the recycle bin are automatically marked as "rejected." The "rejected" status works across different programs. For example, if you import/synchronize photos that you have already rejected in another program, Ashampoo Photo Organizer Pro 27 will automatically move them to the recycle bin, even if a new storage location has been added. This behavior is intentional and part of Ashampoo Photo Organizer Pro 27's photo editing concept.

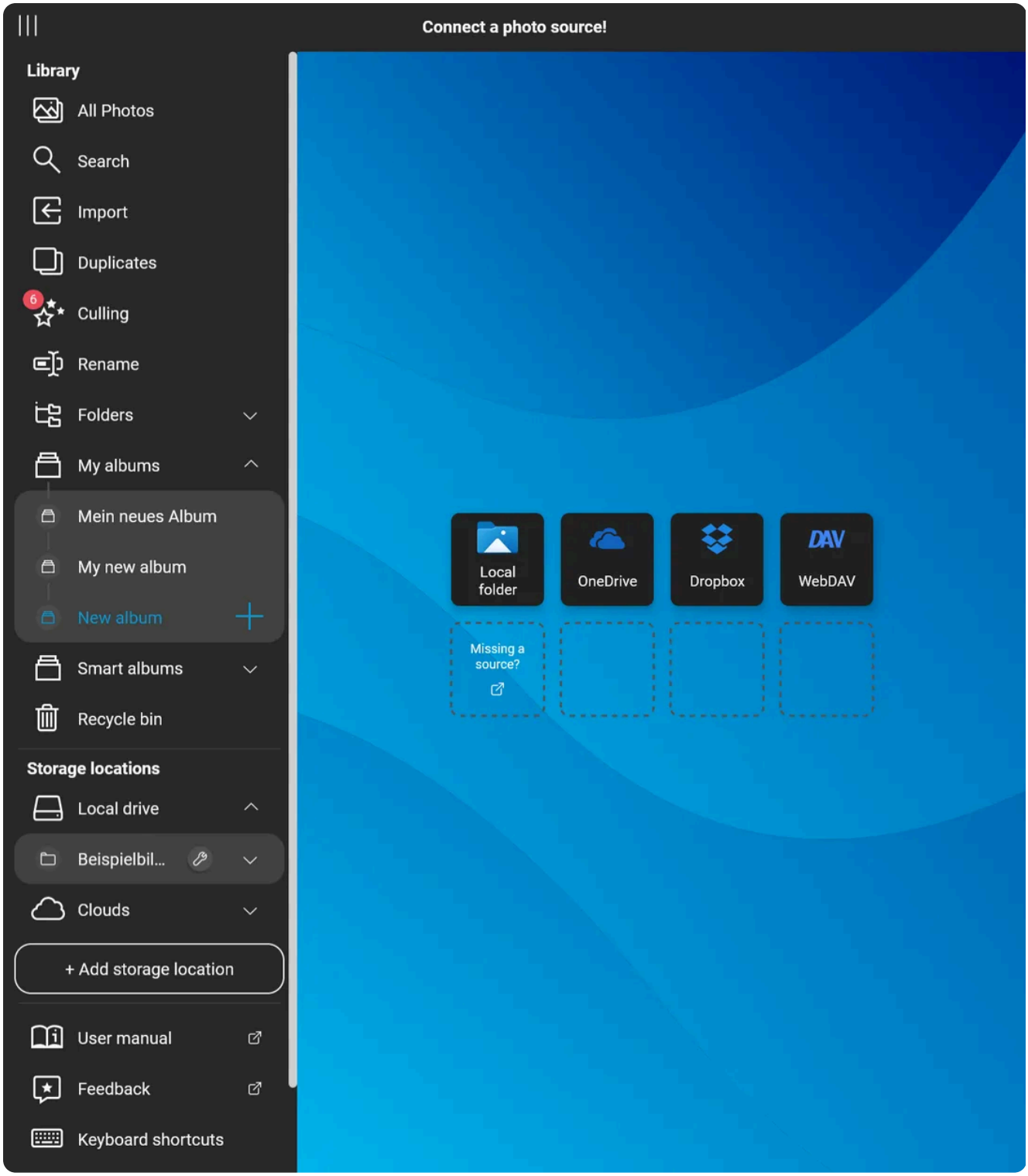
3. Storage locations

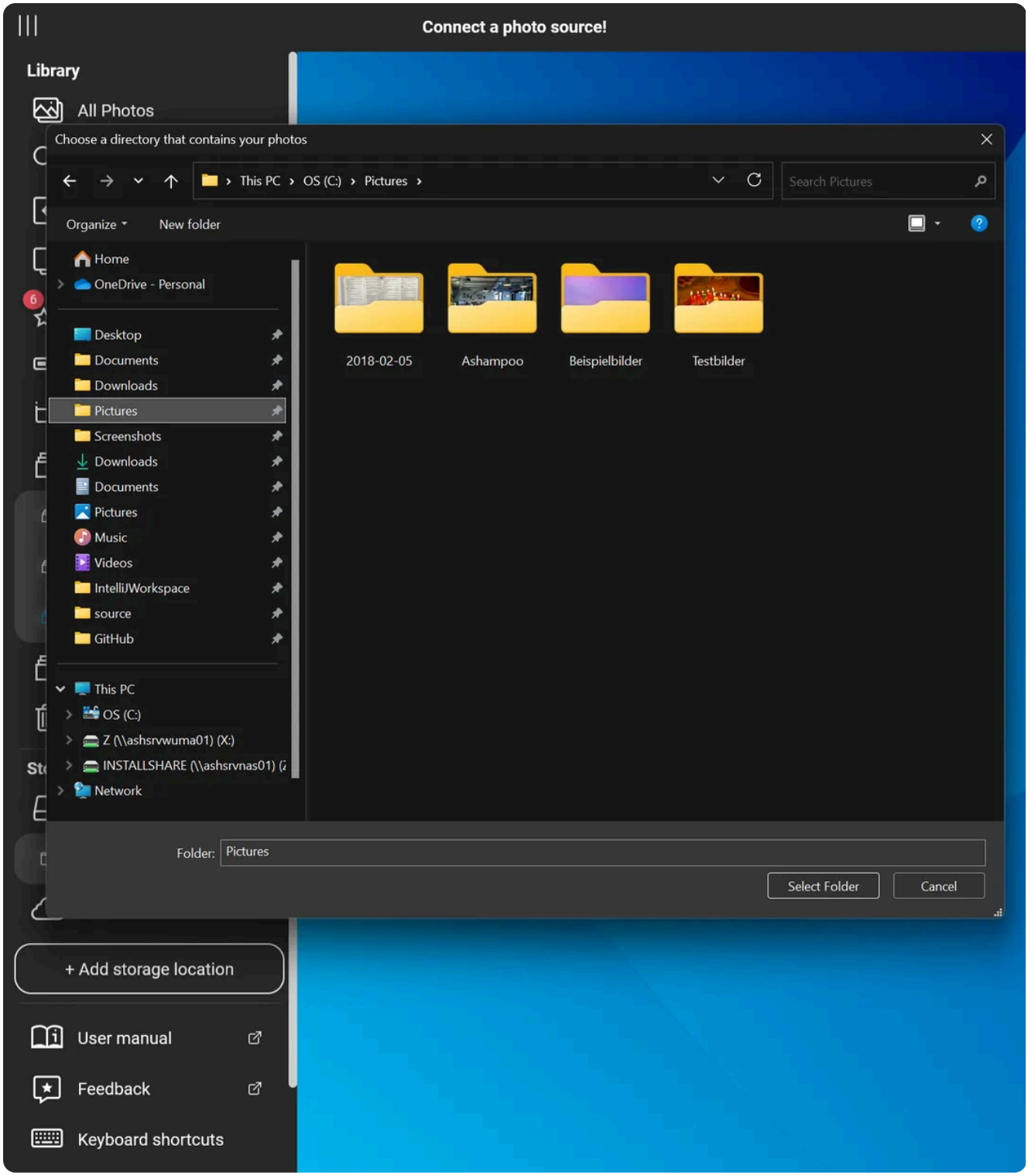
> Ashampoo Photo Organizer Pro 27 does not move the photos from your added sources but leaves them in their original locations.

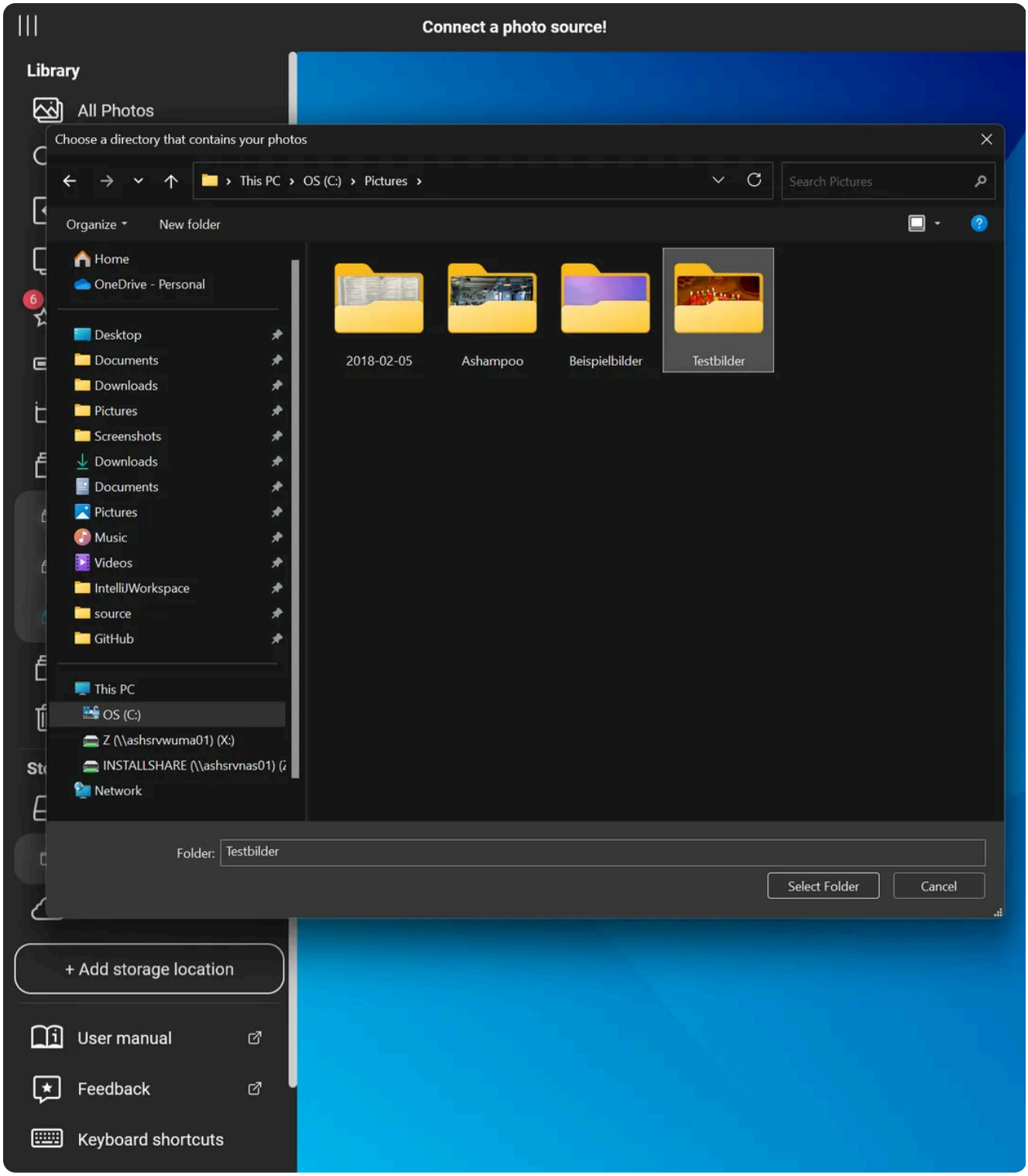
Locations you've already added appear here. Use the arrows to expand/collapse the categories. Click "+Add storage location" to add additional sources. You can also click a grayed-out entry, or the link icons, to add new sources.

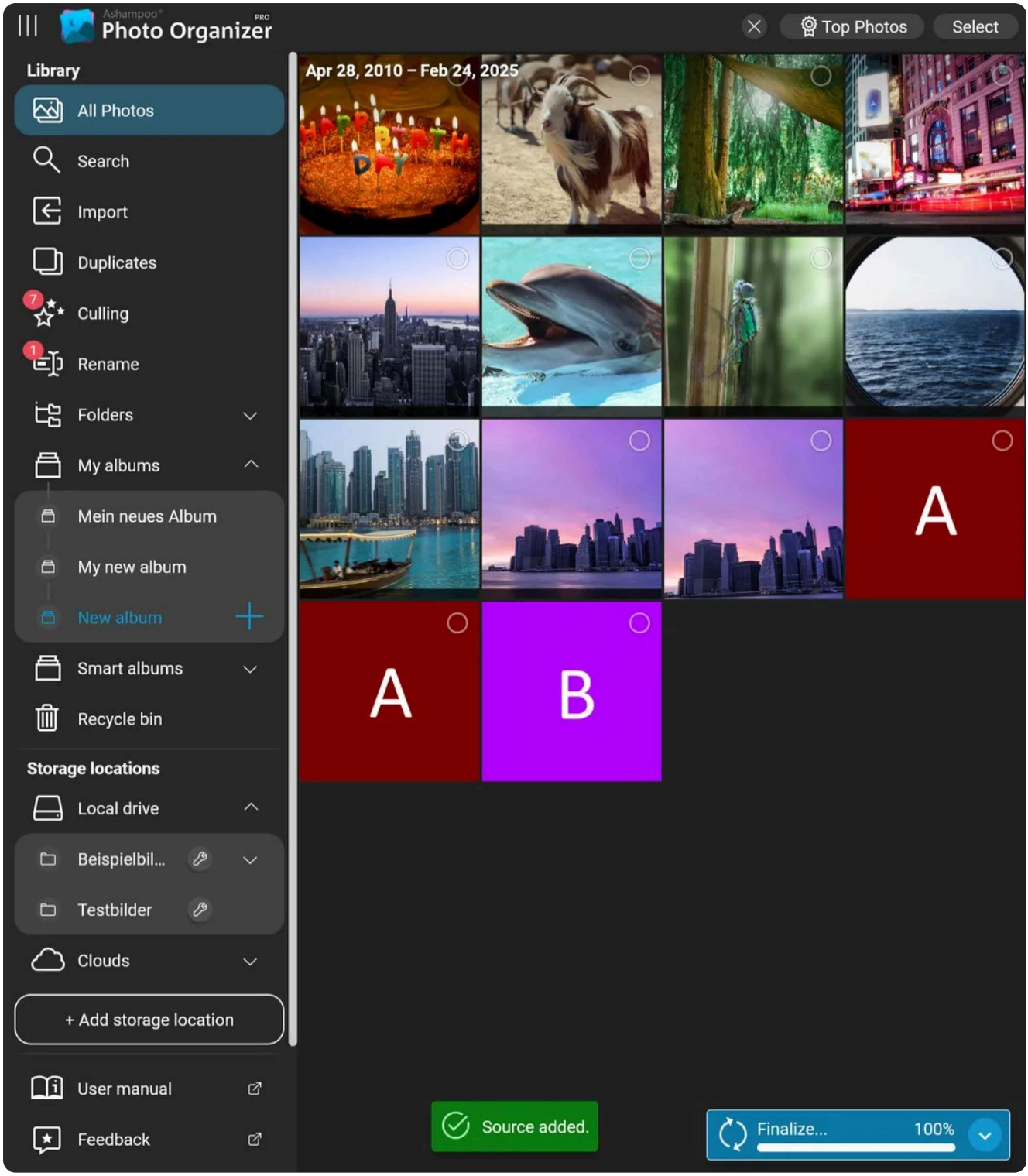
> To remove a source, select it and then click "Disconnect".

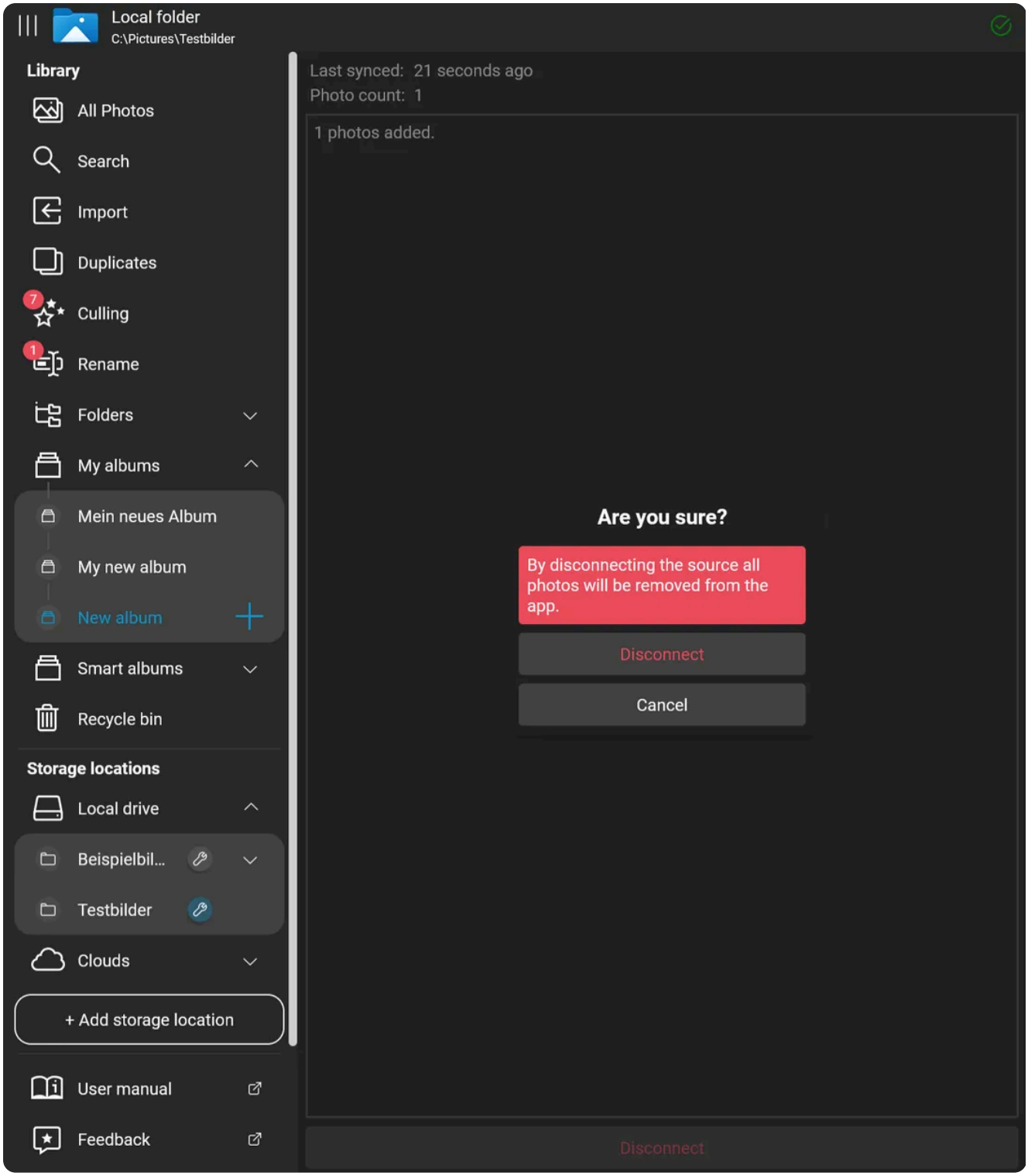

Ashampoo®
Photo Organizer
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Top Photos
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My albums
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New album
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Sep 17, 2015 – Feb 24, 2025
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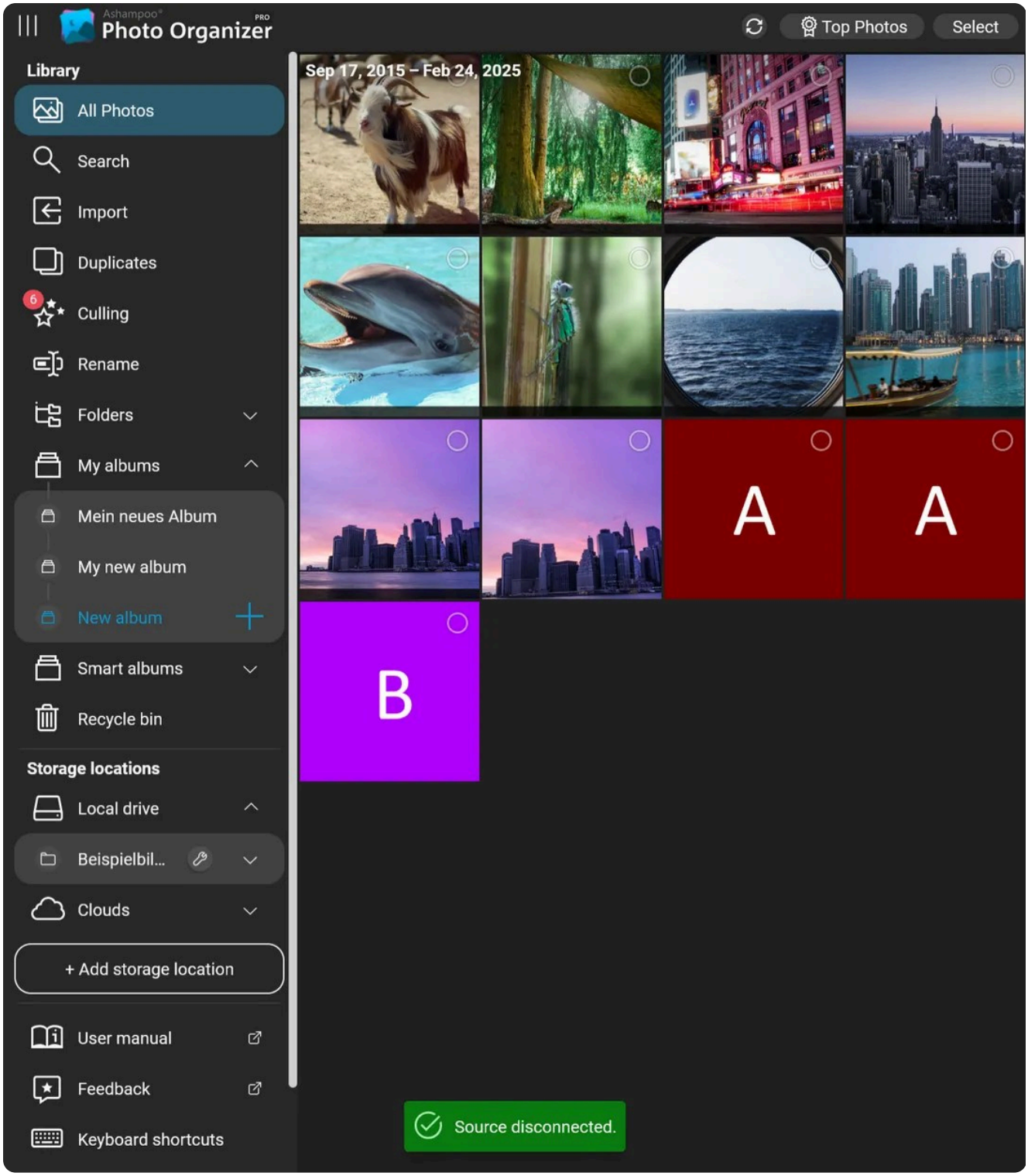

Connect a photo source!
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Local folder
OneDrive
Dropbox
DAV
WebDAV
Missing a source?


Connect a photo source!
Library
All Photos
Choose a directory that contains your photos
This PC › OS (C:) › Pictures ›
Search Pictures
Organize
New folder
Home
OneDrive - Personal
Desktop
Documents
Downloads
Pictures
Screenshots
Downloads
Documents
Pictures
Music
Videos
IntelliJWorkspace
source
GitHub
This PC
OS (C:)
Z (\\ashsrvwuma01) (X:)
INSTALLSHARE (\\ashsrvnas01) (
Network
2018-02-05
Ashampoo
Beispielbilder
Testbilder
Folder:
Pictures
Select Folder
Cancel
+ Add storage location
User manual
Feedback
Keyboard shortcuts

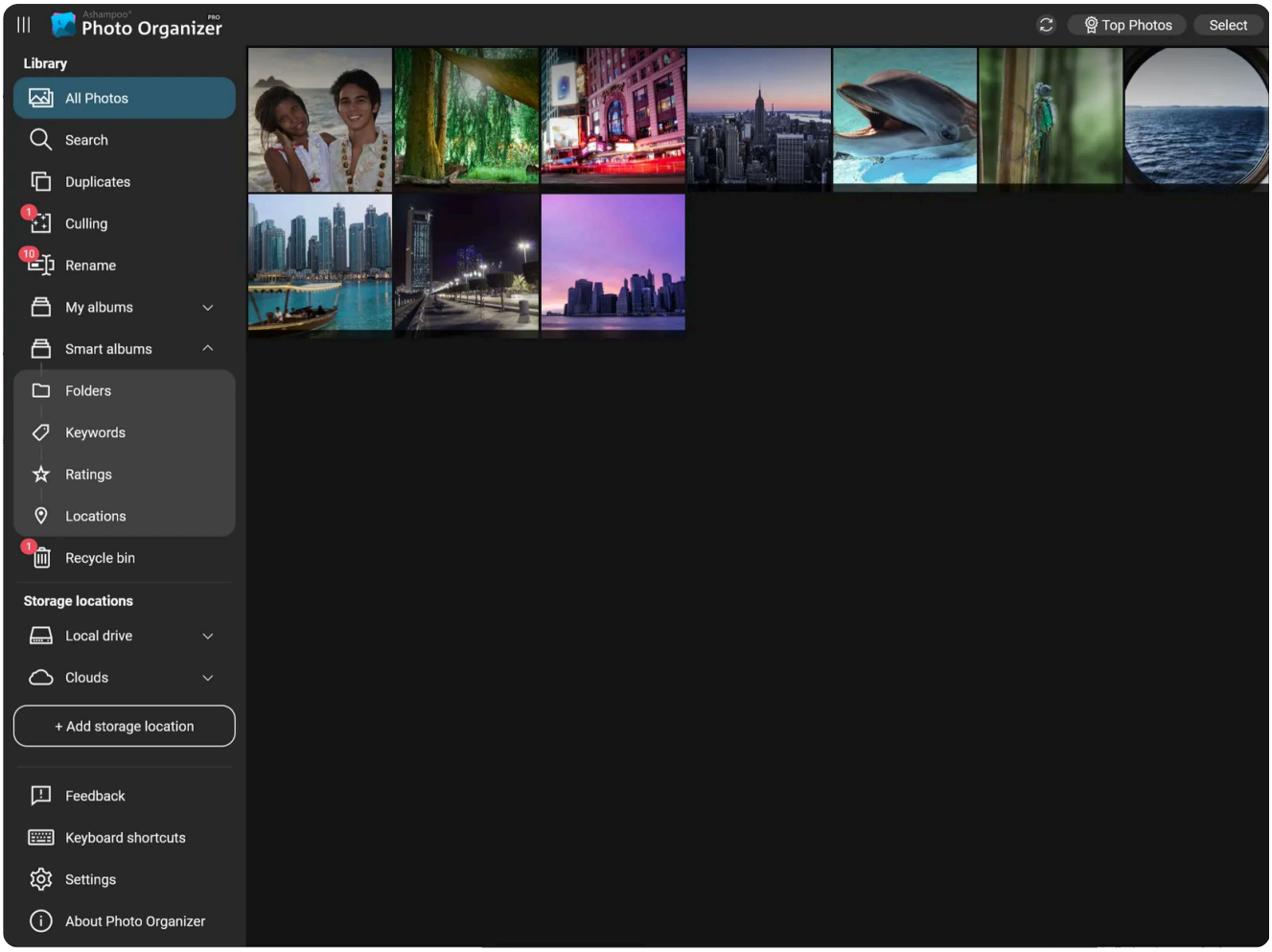

Connect a photo source!
Library
All Photos
Choose a directory that contains your photos
This PC › OS (C:) › Pictures ›
Search Pictures
Organize
New folder
Home
OneDrive - Personal
Desktop
Documents
Downloads
Pictures
Screenshots
Downloads
Documents
Pictures
Music
Videos
IntelliJWorkspace
source
GitHub
This PC
OS (C:)
Z (\\ashsrvwuma01) (X:)
INSTALLSHARE (\\ashsrvnas01) (
Network
2018-02-05
Ashampoo
Beispielbilder
Testbilder
Folder:
Testbilder
Select Folder
Cancel
+ Add storage location
User manual
Feedback
Keyboard shortcuts


Ashampoo®
Photo Organizer
PRO
Top Photos
Select
Library
All Photos
Search
Import
Duplicates
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Testbilder
Clouds
+ Add storage location
User manual
Feedback
Apr 28, 2010 – Feb 24, 2025
A
A
B
Source added.
Finalize...
100%

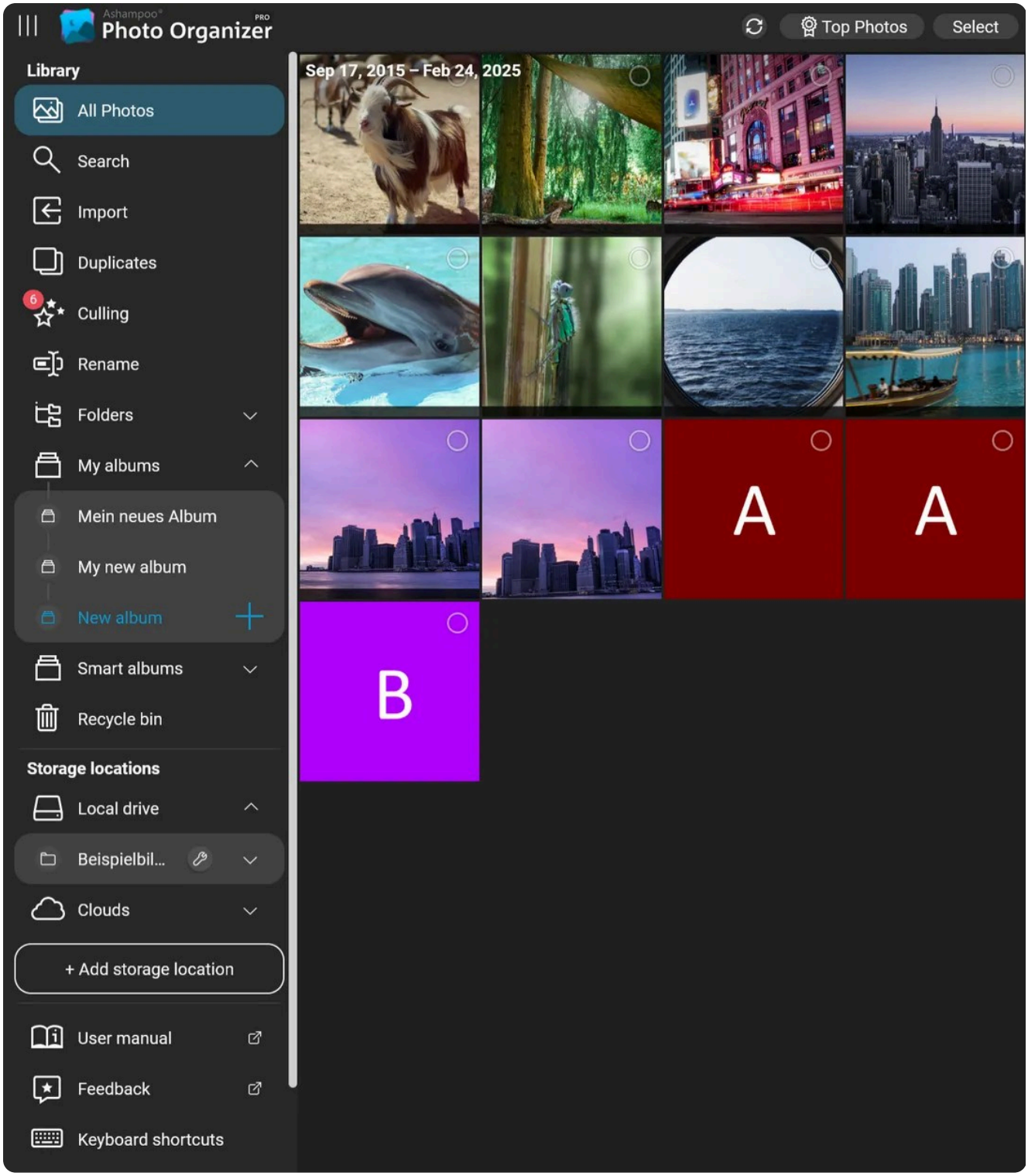

Local folder
C:\Pictures\Testbilder
Library
All Photos
Search
Import
Duplicates
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Testbilder
Clouds
+ Add storage location
User manual
Feedback
Last synced: 21 seconds ago
Photo count: 1
1 photos added.
Are you sure?
By disconnecting the source all photos will be removed from the app.
Disconnect
Cancel
Disconnect

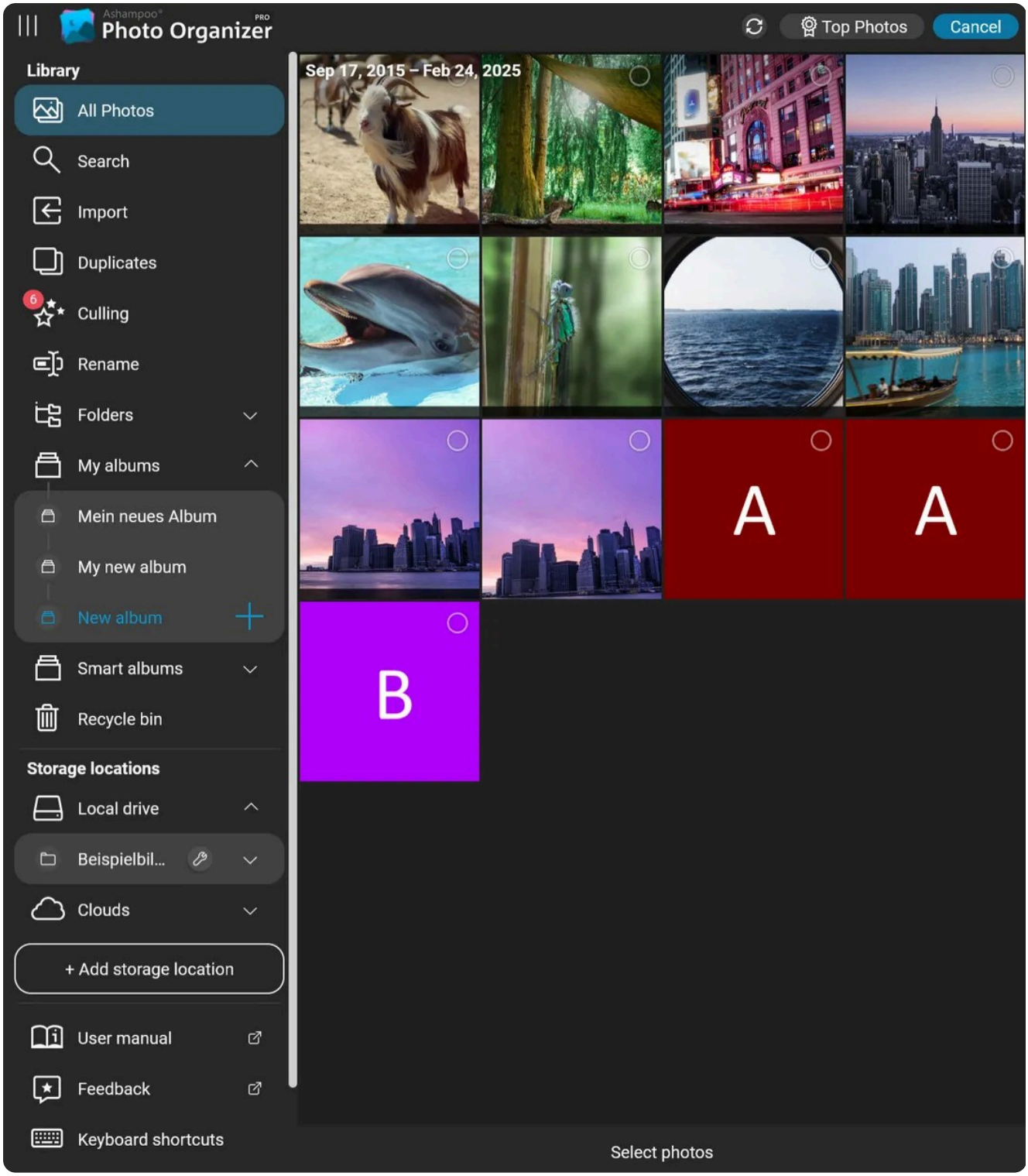


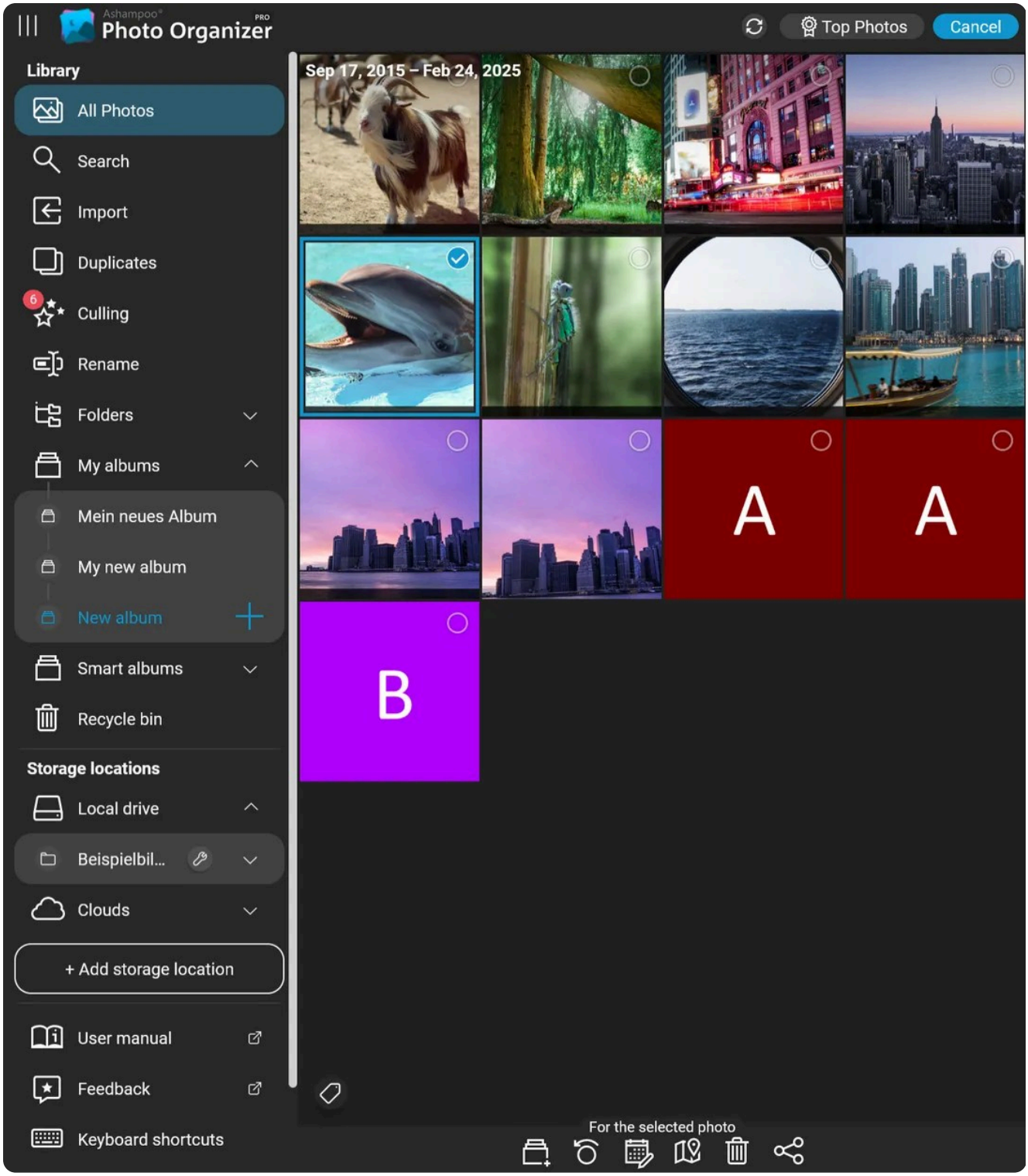
4. Selecting photos

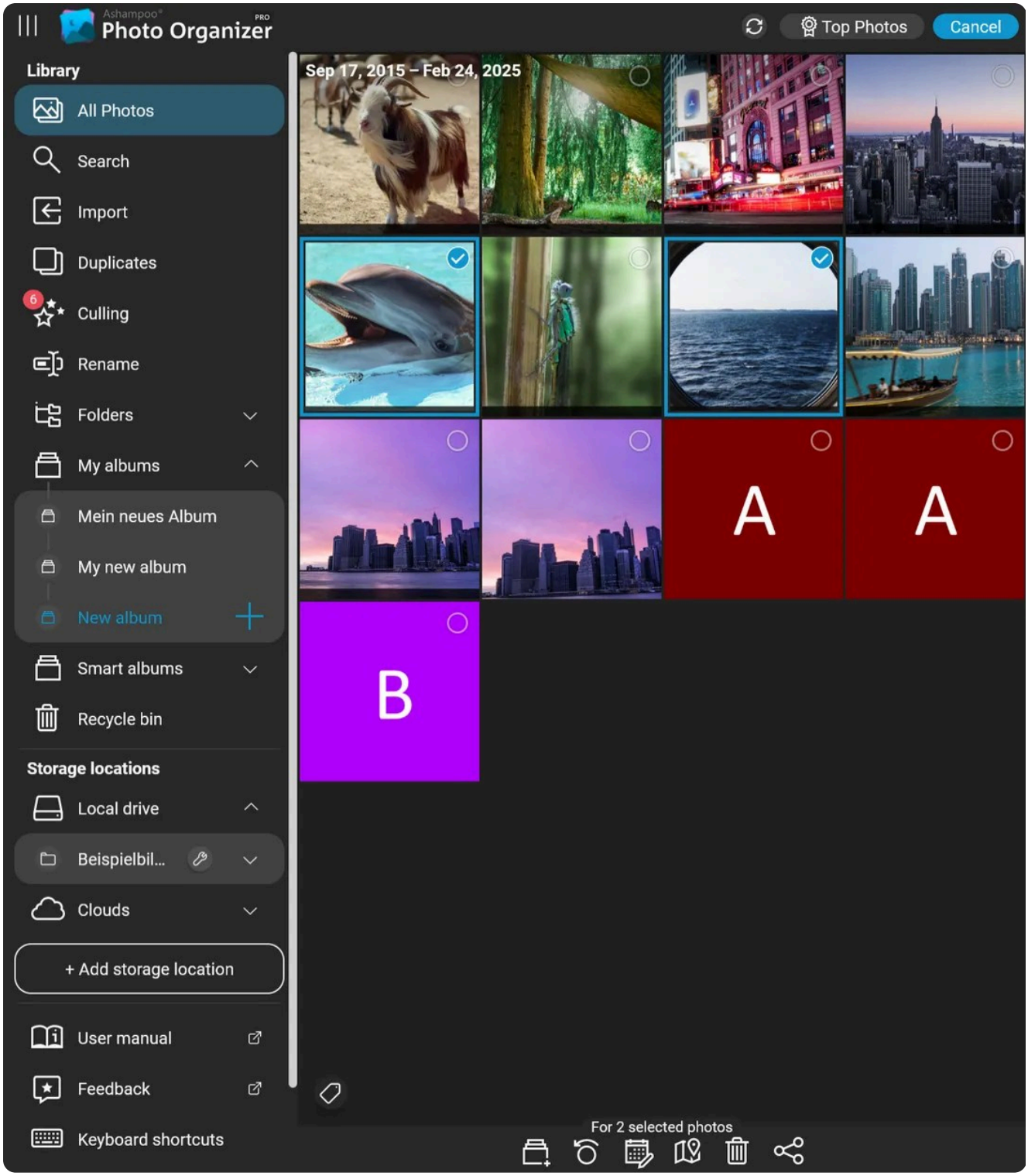


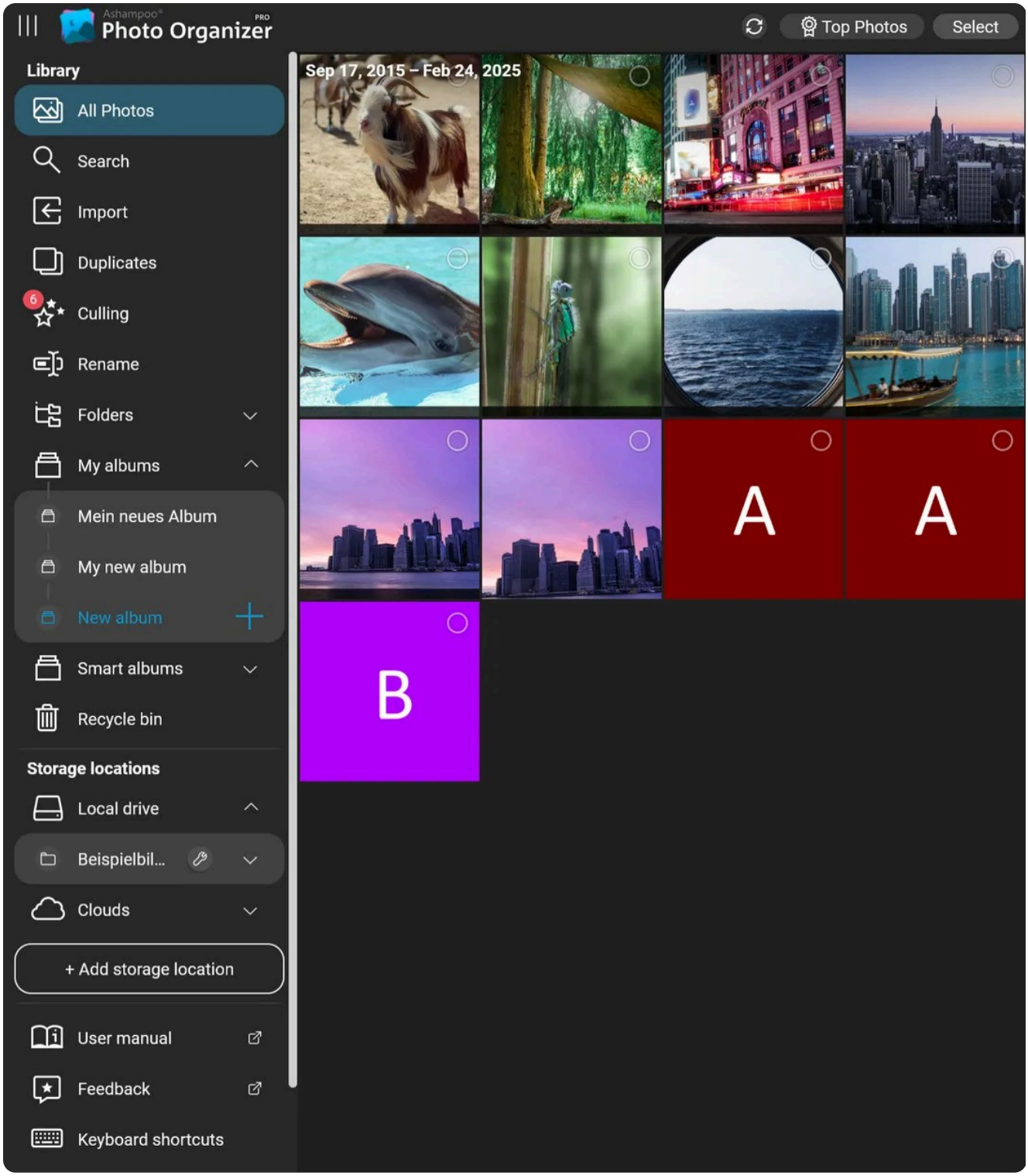
First, select an entry from the Library to list the photos contained. Then, click "Select". Alternatively, hold down Ctrl and left-click to select individual images.


Ashampoo®
Photo Organizer
PRO
Top Photos
Select
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015 – Feb 24, 2025
A
A
B


Ashampoo®
Photo Organizer
PRO
Top Photos
Cancel
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015 – Feb 24, 2025
A
A
B
Select photos


Ashampoo®
Photo Organizer PRO
Top Photos
Cancel
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015 – Feb 24, 2025
A
A
B
For the selected photo


Ashampoo®
Photo Organizer
PRO
Top Photos
Cancel
Library
All Photos
Search
Import
Duplicates
6
Culling
Rename
Folders
My albums
Mein neues Album
My new album
New album
Smart albums
Recycle bin
Storage locations
Local drive
Beispielbil...
Clouds
+ Add storage location
User manual
Feedback
Keyboard shortcuts
Sep 17, 2015 – Feb 24, 2025
A
A
B
For 2 selected photos





1: If you've created custom albums, you can assign the selected photos to them here.

2: Rotates the selected photos 90° to the left without quality loss.

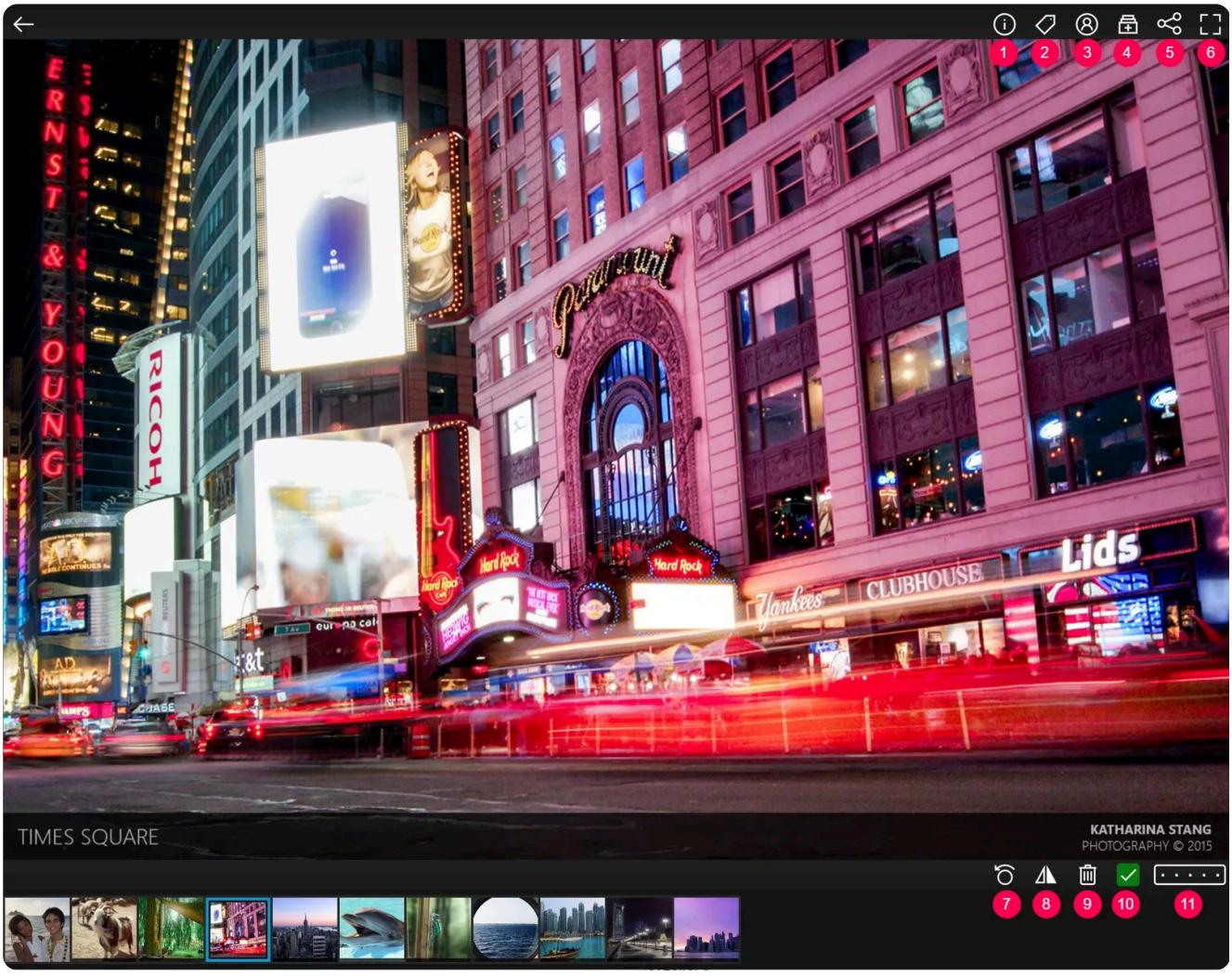
3: Adjusts the recording date for the selected photos.

4: Assigns a location to the selected photos by place, address, landmark, or country. The matching coordinates are determined and saved automatically (see Assigning locations).

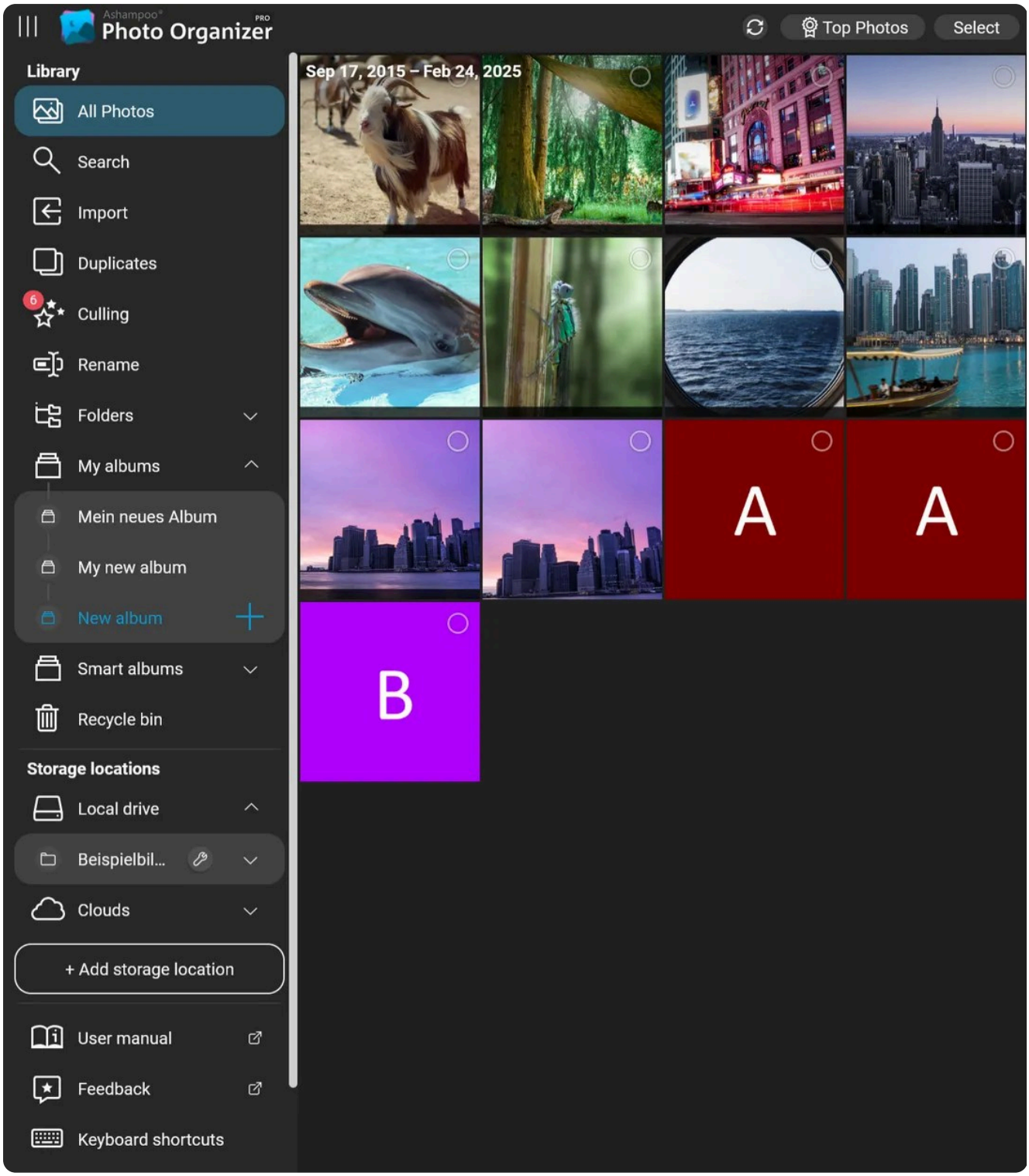
5: Moves the selected photos to the recycle bin.

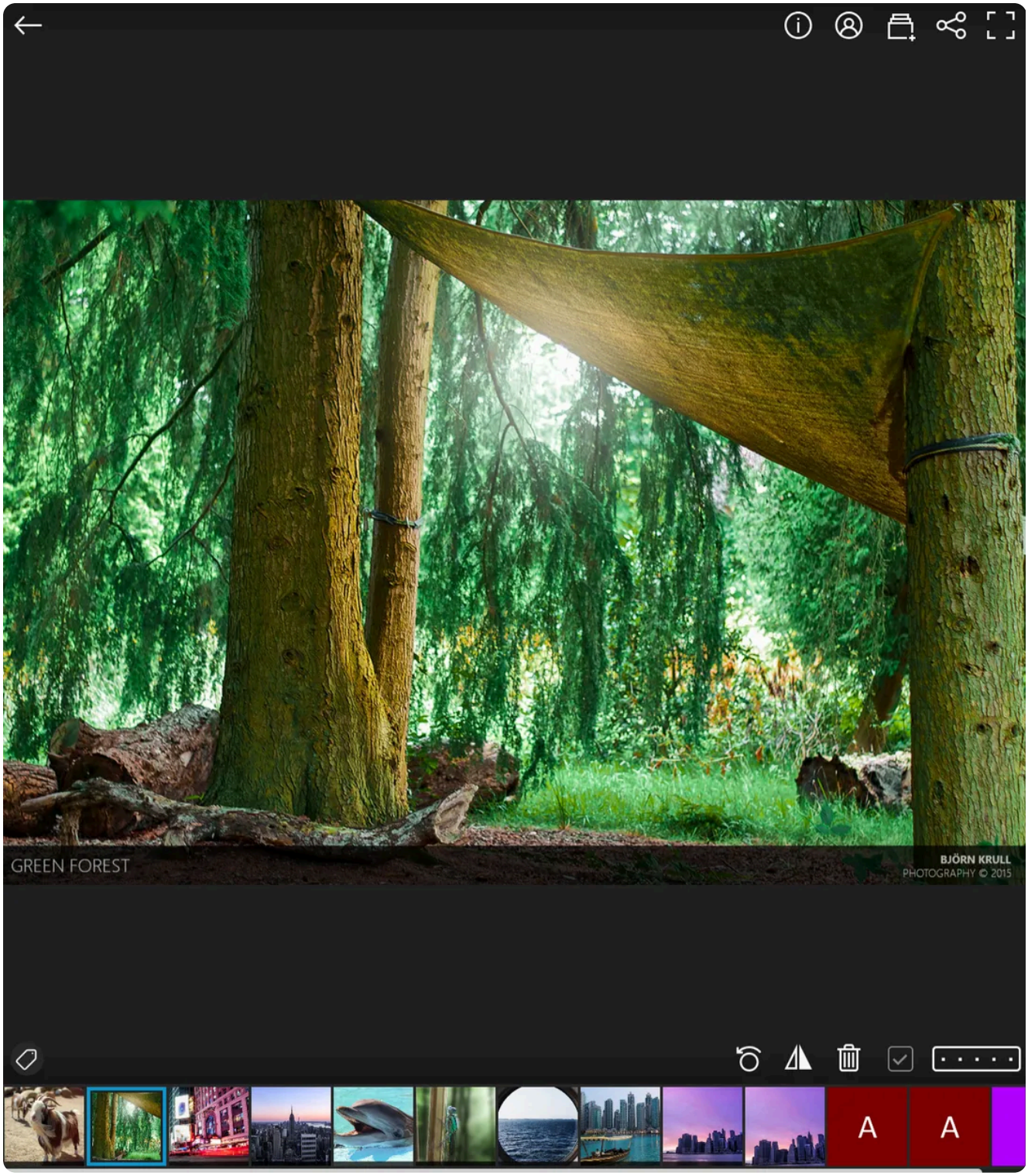
6: Saves your selected photos to a different location or opens them in your default or a third-party image editor.

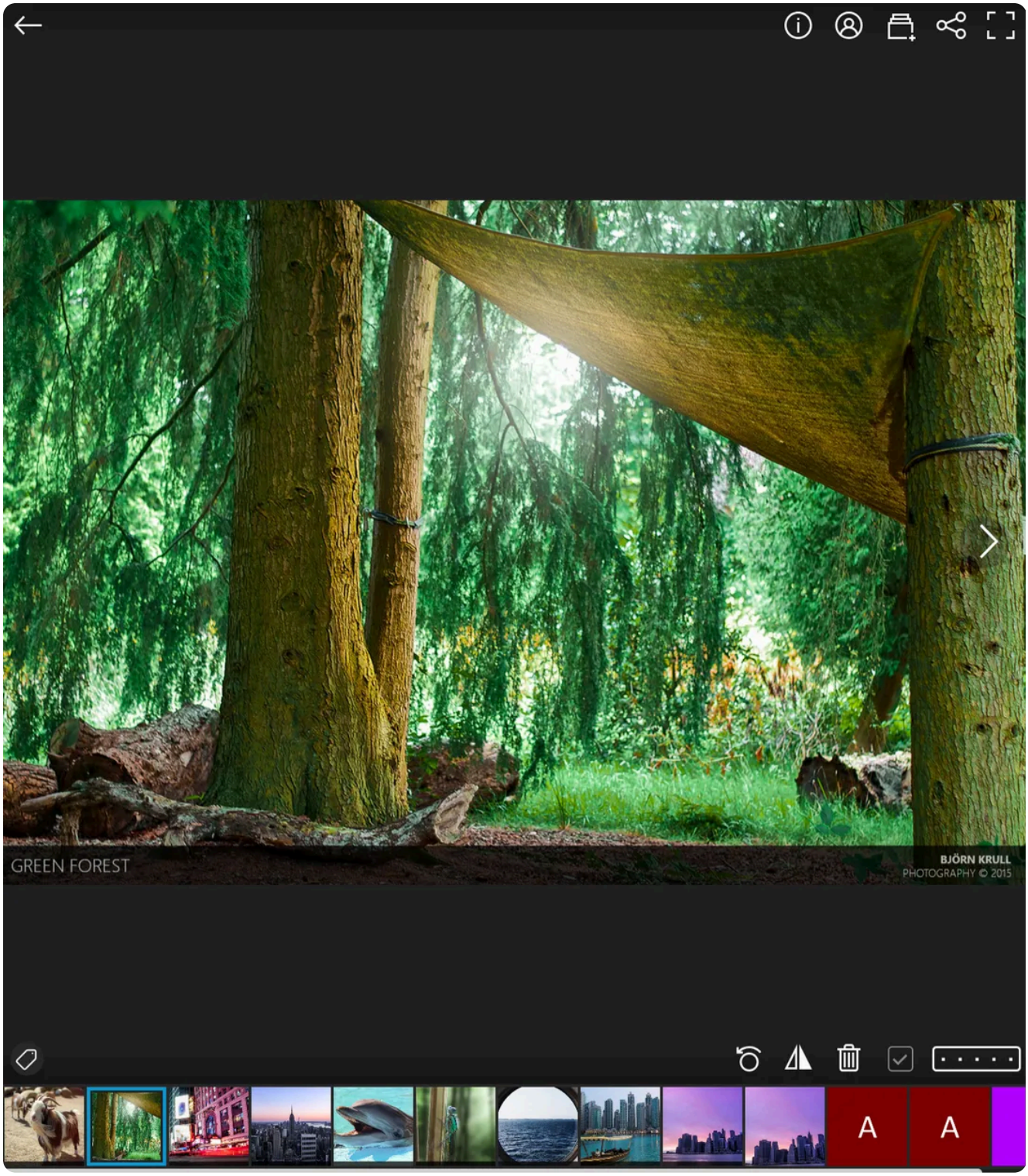
4.1 Viewing photos

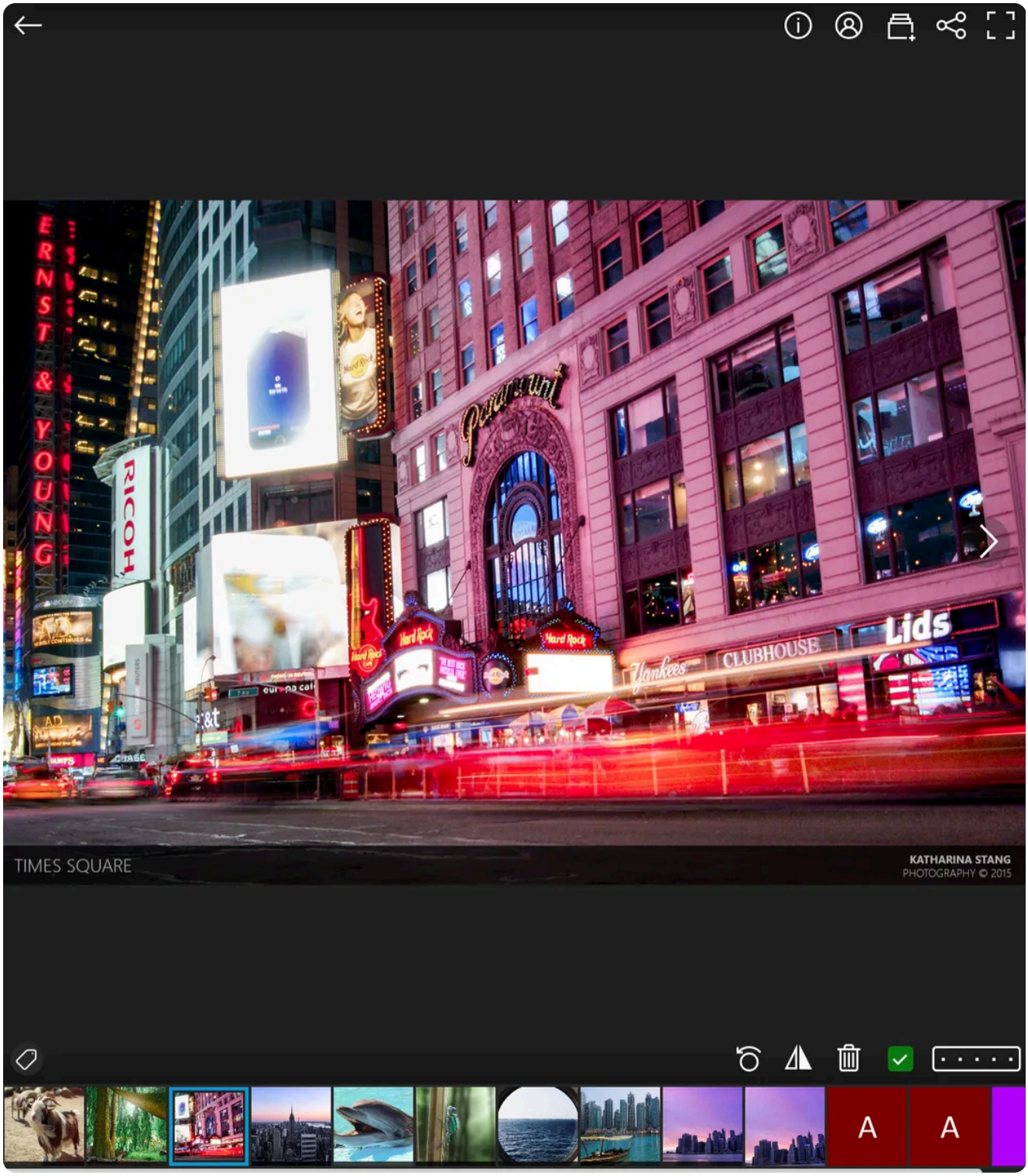


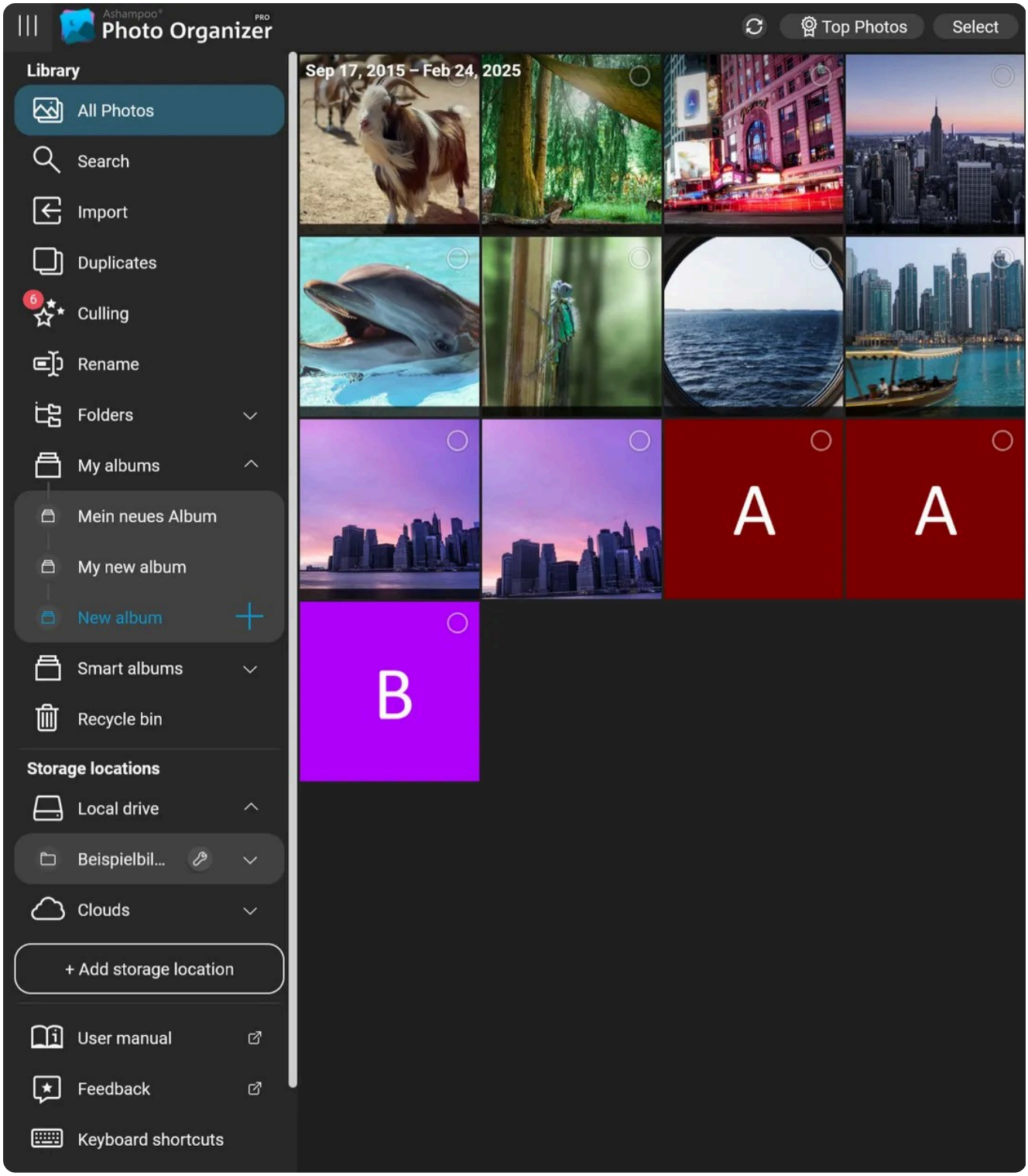
Click a photo in the selection view to open it in the viewer.



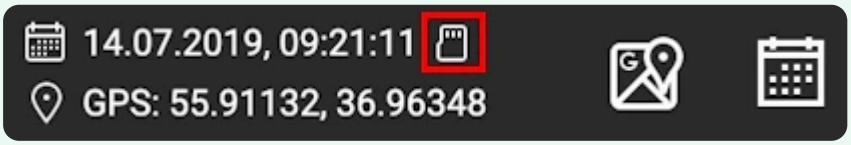

GREEN FOREST
BJÖRN KRULL
PHOTOGRAPHY © 2015
A
A


GREEN FOREST
BJÖRN KRULL
PHOTOGRAPHY © 2015
A
A


ERNST & YOUNG
RICOH
Paramount
Hard Rock
Hard Rock
Yankees
CLUBHOUSE
Lids
TIMES SQUARE
KATHARINA STANG
PHOTOGRAPHY © 2015



1: Shows/Hides additional information e.g., camera model or storage path. Click the calendar icon to adjust the recording date. You can also assign a location to the photo here or display an existing location on the map.



> If your photo has no capture date, the file modification date will be used instead and an additional icon will appear next to the date. Use the calendar button to adjust the date.

2: Manage the keywords for your photo here.

3: This feature rates the focus quality of your shot and may display a note.

4: If you've created custom albums, you can assign the photo to them here.

5: Saves the photo to a different location, shows the location in Windows Explorer, or opens the photo in your default or a third-party image editor.

6: Enables/Disables fullscreen mode.

7: Rotates the photo 90° to the left without quality loss.

8: Mirrors the photo horizontally.

9: Moves the photo to the recycle bin.

10: The checkmark indicates that you've accepted the photo during your review. Click to undo this action. You can also use this to accept photos that have not yet been reviewed.

11: Rate your photo here.