

Serif

Inspiring Creativity



PhotoStack™

User Guide

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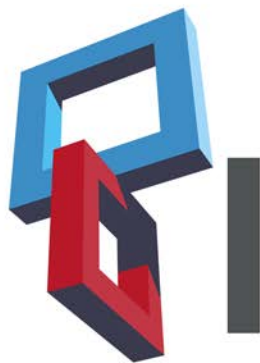
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# Welcome



1





# Welcome to PhotoStack

PhotoStack is the quickest, easiest way to view, sort, enhance and share your photo collection, so you can treasure every photo and make them brilliant. You'll be able to import, map, adjust, and share, from a main **Library** view.



Significantly faster than other photo managers, PhotoStack automatically sorts your photos so you can quickly access what you want, when you want. Find and choose your shots, then crop, fix, enhance with easy tools, and share however you wish, as files, online, by email, or in print.

PhotoStack is your photo collection made easy, fast, and fantastic, and is the ideal companion to PhotoPlus, PanoramaPlus or creative programs like CraftArtist, PagePlus and WebPlus, whether managing photos for yourself or for sharing.



Don't forget to register your new copy using the **Registration Wizard** on the **Help** menu.



## Key Features

Before you get started with PhotoStack, we recommend you familiarize yourself with PhotoStack key features.

- **An intuitive user interface**  
The PhotoStack workspace puts your collection first, with the useful tools you need close by.
- **Learning Assistant**  
The Learning Assistant starts when you first launch PhotoStack, showing you the latest news and learning resources.

## Flexible importing

- **Import photos from anywhere** (p. 13)  
Import photos into your library from virtually anywhere—a DSLR camera, memory card, USB drive, Smartphone, computer or network.
- **Broad compatibility**  
A wide range of file types are supported including popular standard photo formats, camera RAW files, deep-colour 16-bit per channel photos such as HDR shots, plus audio and video.
- **Smart import options** (p. 14)  
Automatically optimize photos for fast searching and sorting by **tagging** on import and **creating photo stacks**. Options allow you to easily copy photos, rename files, and delete imported files from USB devices as part of the import process.
- **Watch folders** (p. 16)  
Include folders to let PhotoStack automatically add new files to your Library as soon they appear.

## View, search and manage your photos

- **A new home for your photo collection** (p. 19)

Your **PhotoStack Library** houses all your photos from different sources in a super-fast collection, with custom thumbnail sizes, single photo view, full screen mode and a slideshow feature.

- **Quickly view any photos** (p. 22)

View specific photos from large collections in almost no time just by clicking tags like **camera metadata**, dates, or **ratings** and **descriptive tags** of your own. Apply tags by drag-and-drop to individual photos or multiples, so your collection is always easy to sort and search. Split the thumbnails into distinct **groups** for easier viewing, and combine search criteria as filters for fine control.

- **Smart search**

Be selective about what you want to see using a smart search tool, with key words helping you drill down to quickly find the photos you're after.

- **Rotate and flip** (p. 88)

Easily rotate photos in 90° increments so they're the right way up, or flip to change the composition.

- **Create stacks and albums to be organized** (p. 38)

Add photos into stacks, a **smart album**, or permanent albums to keep them tidy, quick to browse, and easy to print and share.

- **Put your photos on the map** (p. 53)

See and place photos on an **interactive Google Map**, right down to Street View accuracy – even **draw a custom region** on the map to see the photos that were taken there.

- **Quick tags** (p. 43)  
Flag photos to keep or discard, to print, and to fix using quick buttons to make larger collections and photo shoots simple to manage.
- **Archive your photos**  
Back up your collection to an external drive or other media with a simple process for your whole collection, or just new photos added since your last back up.

## Easy photo editing

- **One-click photo edits** (p. 70)  
Editing is easy with one-click presets for corrections and adjustments, or for stylish effects such as retro, black and white, and film grain.
- **Lifelong edit history**  
Make as many changes as you like without original photos being overwritten. All edits are permanently available in a History, beyond your current editing session.
- **Fix photo flaws** (p. 76)  
Perform popular **retouch** tasks like crop, straighten, fix red eye, remove blemishes, and remove unwanted objects.
- **Professional adjustments** (p. 72)  
Carry out professional edits to white levels, colour tones, highlights, shadows and midtones, and much more, using fine-control adjustments.
- **Create new versions of photos** (p. 75)  
**Make snapshots** at any time—new versions of photos that are automatically stacked with the original for easy management.

- **Before-and-after view**

View a live before-and-after comparison of your edits with a draggable splitter.

- **Mask areas to limit effects and adjustments** (p. 83)

Use a smart brush with edge-detection to create areas of a photo to apply effects and adjustments to, or to protect from changes.

- **Gradient masks** (p. 85)

Add depth, stylish touches of colour and more with **gradient masks** that blend the strength your effects and adjustments over height or distance.

- **Send photos to other Serif products**

If you own these other **PhotoPlus**, **PanoramaPlus** or **CraftArtist** (p. 89, p. 90, p. 91), you can transfer photos straight from PhotoStack for further editing or for including in creative projects.

## Share your photos your way

- **Share albums and selections** (p. 95)

Share selected photos, your smart album, or albums you've created using one-click sharing presets that speed up and simplify output.

- **Share online** (p. 105-112)

Upload photos straight to Facebook, Flickr, or Dropbox from within PhotoStack.

- **Email photos to friends and family** (p. 103)

Attach photos to an email; PhotoStack will automatically optimize them for on-screen viewing and smaller email sizes.

- **Quick prints and stylish print layouts** (p. 102)  
Print single photos and collections in stylish drag-and-drop print layouts. Edit your layout in a live preview, even make new print layouts of your own.
- **Easy photo exports** (p. 100)  
Export to a new file or file set, using output presets or your own choice of format, compression, size, and more.
- **Watermarks** (p. 112)  
Protect your photos with a watermark using a unique watermark builder.
- **Save your favourite output options** (see PhotoStack Help)  
Create output settings of your own combining your preferred photo settings and actions.

### **Built for speed!**

PhotoStack makes viewing and sorting your photo collection a pleasure thanks to its class-leading speed!

- **A brand new organizer engine**  
PhotoStack is optimized for both 64-bit and 32-bit systems, and can handle collections of just about any size.
- **Optimized for speed**  
Multi-core systems gain a further boost, with background tasks that let you carry on browsing while the hard work goes on behind the scenes.

# Installation

Installing PhotoStack follows different procedures depending on whether you are installing from disc or via download.



32 or 64-bit PhotoStack installs to respective 32 or 64-bit computers.

## Installation procedure (from disc)

- Insert your purchased disc into your disc drive.
  - If AutoPlay is enabled on the drive, this automatically starts the Setup Wizard. Follow the on-screen instructions for install.
  - or-
  - If AutoPlay is not enabled (or doesn't start the install automatically), navigate to your program disc and double-click **autorun.exe**.

## Installation procedure (from download)

- From [serif.com](http://serif.com), when logged into your Serif account, follow the on-screen instructions to download.

## **System Requirements**

### **Minimum:**

- Windows-based PC with CD/DVD drive and mouse
- Operating systems:  
Microsoft Windows® XP SP3 (32 bit)  
Windows® Vista (32 or 64 bit)  
Windows® 7 (32 or 64 bit)  
Windows® 8 (32 or 64 bit)
- 512MB RAM (1GB RAM for 64-bit operation)
- 361MB free hard disk space
- 1024 x 768 monitor resolution

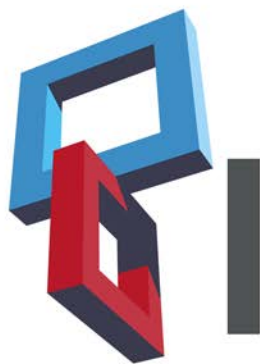
### **Optional:**

- Windows-compatible printer
- Internet account and connection required for accessing online resources and Map view.

# Importing



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## Importing photos

Adding photos to PhotoStack simply means opening a "window" to your operating system. The photos will be displayed in the Library but will **always** remain in their original location while using PhotoStack.


PhotoStack lets you:

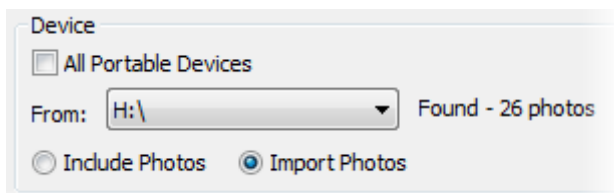
- **Add and watch** folders already present on your computer disk (see p. 16).
  - **Import** photos from a USB device (cameras, flash drives), external hard drive, CD or DVD, copying the photos to your computer (see p. 14).
  - Include photos from a fixed hard drive, either:
    - leaving photos in their original folder location (see p. 15).
- OR
- copying photos to a new folder.

Photos may be imported into PhotoStack from **USB devices** (cameras, removable USB flash drives, card readers, external hard drives), from **DVDs/CDs**, and from **local hard drives** at any time. The process involves the transfer of photos from the device to a user-defined file folder. The photos are then automatically added to the Library.

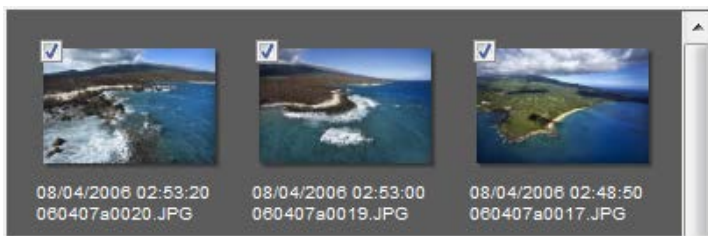
Similarly, the import process optionally lets you include photos from another hard drive on your computer. By default, the photos remain in their original locations but can be copied locally as well.

**To import individual files from a USB device:**

1. From above your workspace, select  **Import**.
2. In the **Import Photos** dialog, in the **From** drop-down list, select a source for your files.



The **Photos** window will be populated with photos on the selected device.



3. To exclude photos from import, uncheck the check box on the photo's thumbnail.



To select or deselect all the photos in the Photos window in bulk, click **Check All** or **Uncheck All**, respectively.

4. (Optional) Specify the **Transfer Options** and **Descriptive Tags** for the photos (see PhotoStack Help for details).
5. Click **OK**.

The photos on the device are imported into the PhotoStack Library and are also copied to the folder specified in the Import Photos dialog under Transfer Options. The default specified folder is your Microsoft Windows **Pictures** folder.




If your USB device or external hard drive does not appear in the **From** drop-down list, ensure it is correctly connected and then, from the **From** drop-down list, select **Refresh Devices**. If this does not resolve the issue, check **All Portable Devices** at the top of the dialog, then display the drop-down list again.

### To import photos from a DVD (or CD)::

1. From above your workspace, select  **Import**.
2. In the **Import Photos** dialog, in the **From** drop-down list, select **Browse**.
3. In the **Browse For Folder** dialog, navigate to, then select the DVD or CD containing your photos.
4. Click **OK**.
5. Follow the procedure for importing from USB devices (from Step 3 above).

### To include photos from other local hard drives:

1. From above your workspace, select  **Import**.
2. In the **Import Photos** dialog, in the **From** drop-down list, select **Browse**.
3. In the **Browse For Folder** dialog, navigate to, then select the local hard drive and the folder containing your photos.
4. Click **OK**.

As you're including photos from their original location, the **Include Photos** option is enabled and, by default, Transfer and Tagging options are greyed out.




If you want to copy photos from another local hard drive, enable Import Photos instead of Include Photos. You can then specify your transfer and tagging options.

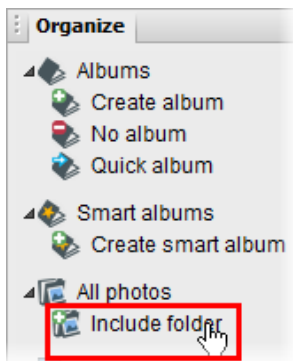
## **Adding and watching folders**

Rather than importing individual photos to the Library (see p. 13), you can include specific computer disk folders in PhotoStack. Including a folder in PhotoStack achieves two things:


- All photos in the selected folder will be added to the Library.
- The folder will be automatically "watched". This means that any photos subsequently added to the included folder are automatically displayed in PhotoStack.

## To include a folder in PhotoStack:

1. On the **Organize** tab, under the **All photos** section, click  **Include folder**.

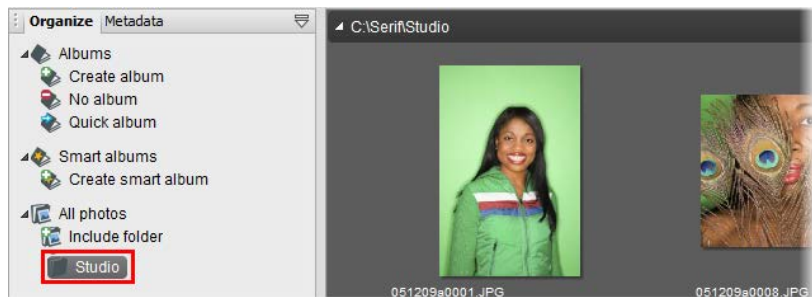


2. In the **Browse For Folder** dialog, navigate to, then select the folder containing your media files.

 If you select a folder on a disc or removable drive, you will receive a message asking if you wish to import the photos to PhotoStack. Click **Yes** to continue to the import process (see p. 13), or click **No** to cancel the include folder operation.

3. Click **OK**.

The files from the chosen folder will be added to the Library, with the folder name being added to the Organize tab.





# Organizing



3







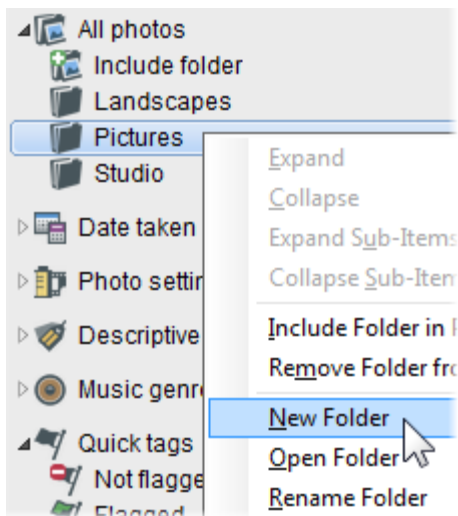
## Managing folders

Your folder structure in Windows may be just how you want it. However, PhotoStack makes an easy job of creating and managing folders directly from the **Organize** tab.

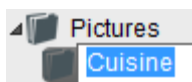
You'll then be able to drag and drop photos into your new folders, creating a new Windows folder hierarchy from within PhotoStack.

### To create a new folder:

1. On the **Organize** tab, right-click an existing folder name (listed under **All photos**) and select **New Folder** from the flyout.



2. Enter a folder name in the highlighted text, overwriting the "New folder" text.



3. Press the Return key.



A folder can be created from any folder in PhotoStack, always being created as a subfolder.

Once folders are added to PhotoStack (see p. 16) or created, you can manage them in various ways from the same right-click flyout.

- **Open Folder:** Displays the folder and its contents in a standard Windows window.
- **Rename Folder:** Changes the folder's name in PhotoStack and Windows.
- **Remove Folder from PhotoStack:** Removes the folder and its contents from PhotoStack and, optionally, deletes the folder and its contents from your computer (if selected in the **Remove Folder** dialog).

## Viewing photos in the Library

Photos which have been added or imported into PhotoStack are typically displayed in the **Library**.

### To access the Library:

- From above your workspace, click **Library**.


Your photos are displayed as thumbnails in the main workspace.

There are many ways in which you can view your photos in the Library.

**To view your photos in the Library:**

- Hover the mouse over a thumbnail to see a flyout preview including the file's metadata.



- Double-click a thumbnail to see it at the maximum size within the Library. Double-click again to minimize.
- Use the **Page Down** key on your keyboard to move down through the Library or, while in maximize view, move to the next photo.
- Use the **Page Up** key on your keyboard to move up through the Library or, while in maximize view, move to the previous photo.
-  Use the magnification slider on the Status Bar to zoom in or out. Alternatively, click on the adjacent **Zoom Out** and **Zoom In** icons for magnification in increments. The aspect ratio for each thumbnail is maintained.

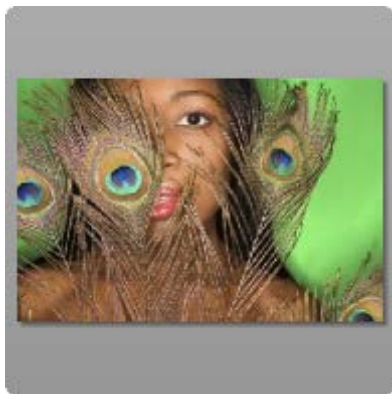
- The photo can be launched in Serif PhotoPlus (see Editing your photos in PhotoPlus on p. 89)—especially if you want to perform some advanced editing of the photo. Also open your photo in Serif PanoramaPlus (see p. 90) or Serif CraftArtist (see p. 91).

## Selecting photos

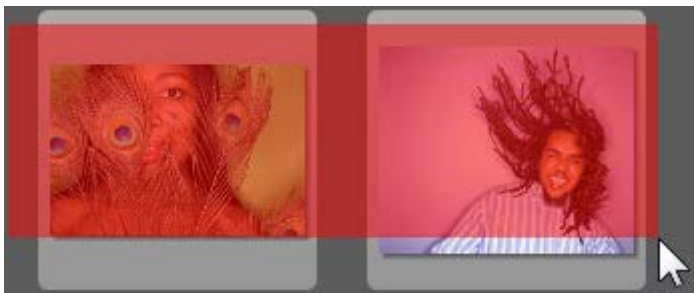
Before looking at each of the operations that can be used to manage your photos it's worthwhile familiarizing yourself with the different options available for selecting thumbnails. Selection is the precursor to performing an operation.

The main methods of selection are:

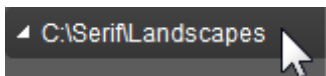
- **Single click:** A click on the thumbnail will make it selected so that the thumbnail is shaded in grey.



- **Drag select:** This can typically be used for selecting more than one thumbnail simultaneously. Click next to a thumbnail, hold your mouse button down and drag over your required thumbnails. Release the mouse button when you're happy with the selection.



- To select all displayed photos, use **Ctrl+A**.
- If your photos are grouped (see p. 35), double-click the group's title bar to select all photo thumbnails in that group.



## Creating albums


Albums are a great way of organizing your photos. They allow you to group photos in a variety of ways and are independent of photo folder location, date taken, tags, and ratings. Plus, the great thing about PhotoStack albums is that photos can appear in more than one album without that photo being replicated time and again! There are no limits to the number of albums you can create and store in PhotoStack.

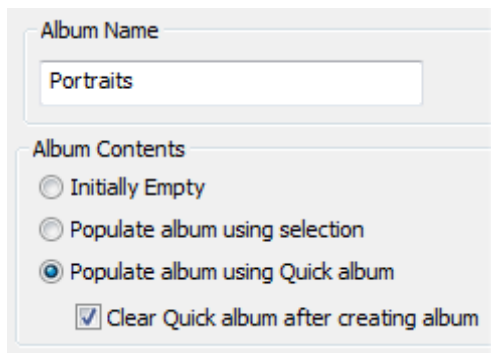
PhotoStack albums differ from Smart albums as they are populated manually by various methods and do not have to be based on specific photo properties.



For more information on creating automatic albums using photo properties, see *Creating smart albums* on p. 29.

### To create an album:

1. (Optional) In the Library, select photo thumbnail(s) (see p. 24).
2.  On the **Organize** tab, from the **Albums** section, click **Create album**.
3. In the **Create Album** dialog:



Album Name

Portraits

Album Contents

☐ Initially Empty

☐ Populate album using selection

☒ Populate album using Quick album

☒ Clear Quick album after creating album

- o Type a name for your album in the **Album Name** input box.
- o To create an empty album, select **Initially Empty**.

OR

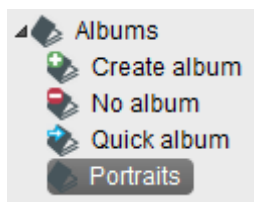
- o To create an album based on your current selection, select **Populate album using selection**.

OR

- To create an album using photos in your Quick album (see p. 28), select **Populate album using Quick album**. You can also remove the photos from your Quick album simultaneously by selecting the **Clear Quick album after creating album** option.

4. Click **OK**.

The album is created and added to the Albums section of the Organize tab.



### To rename an album:

1. Right-click the album name on the **Organize** tab and select **Rename Album**.
2. Type in a new album name.

### To delete an album:

- Right-click the album name on the **Organize** tab and select **Delete Album**. You'll be prompted to confirm that you want to delete the album.




## Quick album


A Quick album is included in PhotoStack for immediate use. This could be used for temporarily grouping photos (e.g. ready for sharing) or as a precursor to creating a new album.

### To add a photo to a Quick Album:

- In the **Library**, click in the top-right corner of any photo.

The photo is now included in the Quick album (shown in the **Organize** tab), as indicated by the thumbnail's  icon. Photos can be easily removed from the Quick album so it can be used to organize other photos.

### To remove a specific photo from the Quick Album:

- Click the  icon in the thumbnail's top-right corner.

### To remove all photos from the Quick album:

- Right-click any album name on the **Organize** tab and select **Clear Quick Album**.



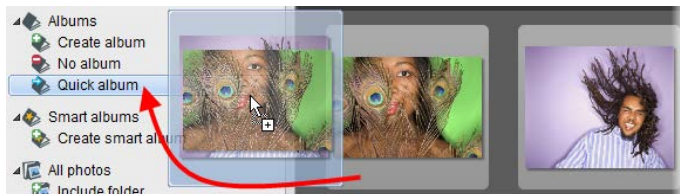
The Quick album cannot be renamed or deleted.

## Populating albums

You can add photos to albums by drag and drop.

### To add photos to an album:

1. In the Library, select photo thumbnail(s) (see p. 24).
2. Drag your selection onto an album on the **Organize** tab. Blue shading will appear around the selected album.





OR

Drag an album name, from the **Organize** tab, over any selected photos. Blue shading will appear around the selected thumbnail(s).

Your photos are placed in the selected album.



To indicate that photos belong to a named or Quick album, select View>Photo Details>Album.

An  or  icon will appear on the thumbnails, respectively.

### To remove photos from an album:


- Right-click one or more selected thumbnails, and select an album from the **Delete from Album** flyout submenu.

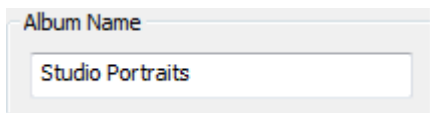
## Creating smart albums

A powerful feature of PhotoStack is the ability to create **smart albums**. These are collections of photos that are created and stored as a result of a search for photos that possess inherent photo properties. Searches could include specific Date Taken times, File Formats, and Names as well as user-defined Tags and Ratings. Smart album creation also lets you build up multiple search conditions using "AND" or "OR" operations.

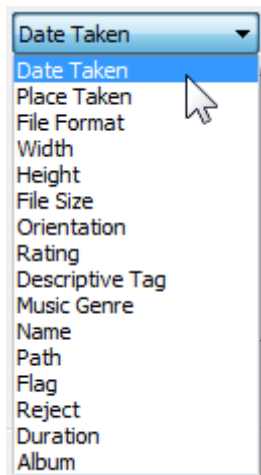
If, in the future, you import any photos that match the smart album's criteria, PhotoStack will automatically add them to the album.

**To create a smart album:**

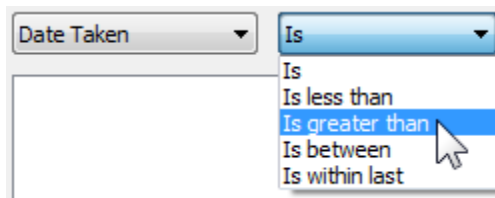
1.  On the **Organize** tab, from the **Smart albums** section, click **Create smart album**.
2. In the **Create Smart Album** dialog, type an **Album Name**.



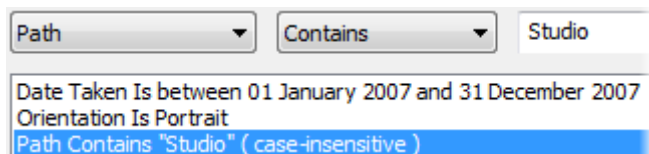
3. From the **Search Conditions** options, select an "AND" or "OR" condition for use with multiple search conditions.
4. From the drop-down list, select a photo property.



The adjacent drop-down lists change according to the type of search condition chosen. For example, the Date Taken condition can be set to be on, before, after, between, or since a set date.

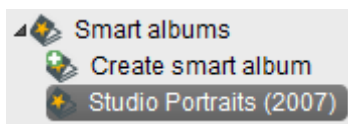


5. Click **Add**. The search condition is added to the list box.
6. Repeat from steps 4 and 5 to add further search conditions to the search condition list.



7. Click **OK** to exit the dialog.

The album is created and added to the Smart albums section of the Organize tab.



**To edit a smart album:**

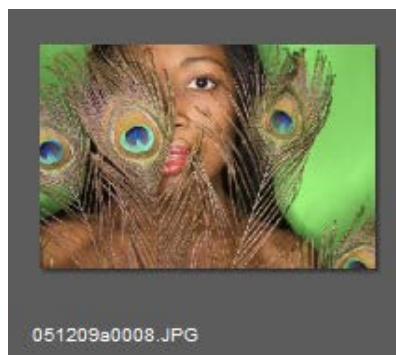
1. Right-click the album name on the **Organize** tab and select **Edit Album**.
2. For renaming, edit the **Album Name**.
3. To change any search condition, double-click it, edit the upper drop-down lists, and click **Update**.

**To delete a smart album:**

- Right-click the album name on the **Organize** tab and select **Delete Album**. You'll be prompted to confirm that you want to delete the album.

## Changing thumbnail display






By default, your photos will display in PhotoStack as thumbnails with their file names. However, you can display additional **photo details** on each thumbnail such as Rating, Date Taken, Time Taken, and more.



*Thumbnails displaying no photo details (left) and with Rating, Date Taken, and Time Taken shown (right).*



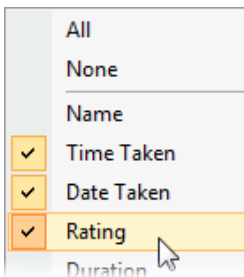
As you organize your photos, each thumbnail may also display overlaid symbols indicating that the photo is:

-  tagged
-  added to an album
-  geo tagged
-  edited in Develop view
-  added to Quick Album

This is dependent on **View>Photo Details** being set to 'All'.

### To display photo details on thumbnails:

- On the **View** menu, select **Photo Details**, and choose an option from the menu flyout.



OR

- To display all photos details, select the 'All' option.



If you click the thumbnail's  Geotag indicator, the location where your photo was taken is shown in Map view.

## Sorting photos (changing displayed order)

The thumbnails displayed in PhotoStack can be sorted using the following sort criteria:

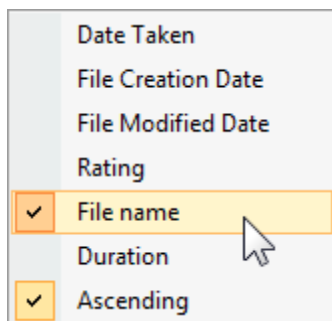
- **Date Taken** (time that photo was taken; from Exif)
- **File Creation Date** (time copied to hard disk)
- **File Modified Date** (time the file was last modified)
- **Rating**
- **File name**
- **Duration** (for audio and video files)



The file date and times for the selected photo are displayed in the Metadata tab.

### To change thumbnail sort criteria:

- On the **View** menu, from the **Sort By** menu flyout, select a sort criteria.



By default, thumbnails are ordered in ascending order. This order can be reversed by changing it to a descending order.

### To reverse thumbnail order:

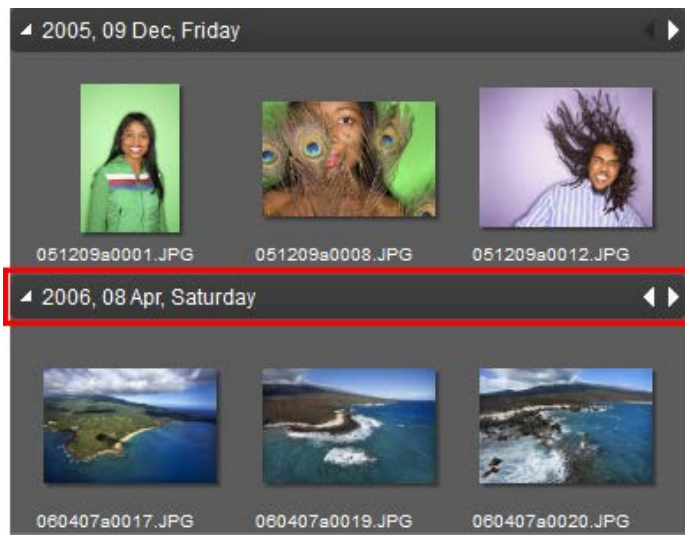
- On the **View** menu, from the **Sort By** menu flyout, uncheck **Ascending**.

## Grouping photos

To help you view your photos in the Library, PhotoStack groups thumbnails together. By default, groups are displayed according to folder name, although PhotoStack allows you to group by a variety of other grouping criteria.

### Viewing groups




For example, when selecting **Date taken** on the Organize tab, the following Library thumbnail display is typical:





A dark grey title bar indicates the beginning of a new group and also allows you to navigate easily between groups.

### To navigate between groups:

- On the right side of the title bar, click the  arrows to move to the previous or next group, respectively.
- On the left side of the title bar:
  - Click the  collapse arrow to collapse the group and hide its photos.
  - Click the  expand arrow to expand the group and display its photos.

## Changing grouping criteria

The default, automatic grouping behaviour can be changed so that files are always grouped in a specific way, regardless of what is selected on the Organizer tab. Additionally, by default, groups are ordered in ascending order. This order can be reversed by changing it to a descending order.

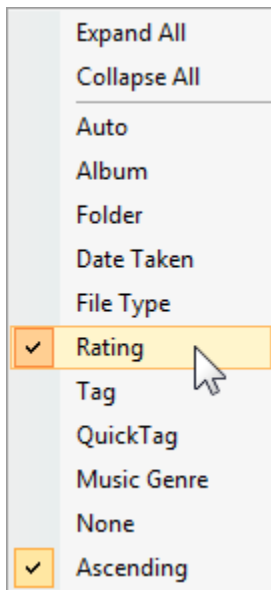
The thumbnails displayed in PhotoStack can be grouped using the following grouping criteria.

- **Album:** The album within which photos are located.
- **Folder:** The folder name within which photos are located.
- **Date Taken:** The date and time that photos were taken (from Exif).
- **File Type:** The file type of photos, e.g. JPEG or PNG.
- **Rating:** The rating previously assigned to photos.
- **Tag:** The Descriptive tags previously assigned to photos.

- **QuickTag:** The Quick tags previously assigned to photos.
- **Music Genre:** The genre previously assigned to audio files.
- **None:** Photos are not grouped.

### To change grouping criteria:

- On the **View** menu, from the **Group By** menu flyout, select a grouping criteria.



To return to automatic grouping, select **Auto** from the **View** menu's **Group By** menu flyout.

### To change grouping order:

- On the **View** menu, from the **Group By** menu flyout, uncheck **Ascending**.

## Stacking photos

PhotoStack allows you to stack photo thumbnails on top of each other to further organize thumbnails on display. This means your very best photo, or the photo that best represents your stack, can be used.

You may want to stack photos together for several reasons:

- To group by similar subject matter.
- For workflow, where deficient stacked photos can be tagged as "To Fix".
- For stacking a generated panorama and its source photos.
- For stacking "bracketed" photos taken at different exposures.

### To create stacked photos:

1. In the Library, select photo thumbnail(s) (see p. 24).
2. On the **Edit** menu, from the **Stack** menu flyout, select **Create Stack**.

The photo stack is clearly indicated by a white border.

### To expand and collapse a stack:

- Click the expand button (indicated below), to reveal all the photos in the stack.
- Click the collapse button to hide them again.





When you import photos from USB devices (see p. 14), PhotoStack allows you to automatically create stacks of photos based on dates/times or duration (see PhotoStack Help).

### To unstack a selected photo stack:

- Select the photo stack, then on the **Edit** menu, from the **Stack** menu flyout, select **Unstack**.

### To set which photo shows at the top of stack:

- From an expanded stack, right-click the photo and select **Set Stack Top** from the **Stack** flyout. When the stack is collapsed, your chosen photo displays.



### To add more photos to a stack:

- Drag and drop a photo onto your stack.

### To remove a photo from a stack:

- From an expanded stack, right-click the photo and select **Remove from Stack** from the **Stack** flyout.

## Tagging photos

Tagging is one of the best ways of organizing your photos as it allows you to identify similar or themed photos regardless of their file name or the folder in which they reside. It also allows you to access one of the most powerful features of PhotoStack—Filter by tag (see p. 64).

If photos have been tagged before they are imported to PhotoStack (see p. 13), they will be automatically tagged in PhotoStack. These tags will also automatically be added to the **Descriptive tags** category on the Organize tab.

PhotoStack also comes with preset "action-based" tags and Quick tags to help identify photos which require further action, e.g. Reviewed, To Fix, To Print, and To Share. However, for more personalized tagging it's possible to manually create your own tags from the same tab.

## Assigning tags to photos

Tags can be assigned to your photos in several different ways.

### To assign a tag to a thumbnail:

1. In the Library, select photo thumbnail(s) (see p. 24).
2. Drag your selection onto a tag name on the **Organize** tab. Blue shading will appear around the selected tag.




OR

Drag a tag name, from the **Organize** tab, over any selected photos. Blue shading will appear around the selected thumbnail(s).

Your assigned photos can then be displayed by tag name. See Filter by tag on p. 64.



To indicate that photos have been tagged, select View>Photo Details>Tag. An  icon will appear on the thumbnails.


### To remove tags from thumbnails:

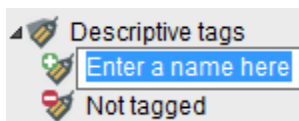
- Right-click one or more selected thumbnails, select **Detach Tag**, then select the tag to be removed.

## Creating tags

You can create your own tags to help organize your photos. These can range from simple standalone tags, to sets of complementary tags (for multi-tagging purposes), to complex hierarchy tagging systems for regimented photo management.

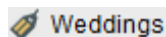
### To create tags:

1. On the **Organize** tab, click  **Create tag**.
2. Type a new tag name in the highlighted text box.



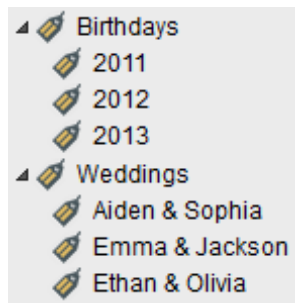
3. Press Return.

The tag structure is updated to display your new tag.



### To create a tag hierarchy:

You can nest tags within tags for "parent-child" tagging—simply drag one tag onto another. A typical example would be placing year tags under a general annual celebration tag or grouping regular events together.



There is no limit to the depth of tagging allowed.



Tags can be promoted to a higher level by dragging to a "grandparent" tag or onto the top-level Descriptive tags label.

### To rename a tag:

1. Right-click a tag name and select **Rename Tag**.
2. Type a new tag name in the highlighted text box.

When you're happy with the new tag name, click Return.

## Quick Tags



Although Quick tags can be assigned to photos in the same way as Descriptive tags (see p. 43), and allow for similar filtering (see p. 64), they function in a different way.

Quick tags are used temporarily to mark photos specifically for further action to be performed on them. For example, you could import a range of photos, filter on the Date taken, then flag photos before you add to album, tag them, rate them, or apply adjustments. Unwanted photos can simply be marked as rejected.

### To flag or reject selected photos:

- Drag photos onto the  **Flagged** or  **Rejected** Quick tag.

### To unflag or not reject selected photos:

- Drag photos onto the  **Not flagged** or  **Not rejected** Quick tag.



Photos marked as **Rejected** are not removed from PhotoStack or deleted from your computer. The tag is for organizational purposes only.

## Rating photos

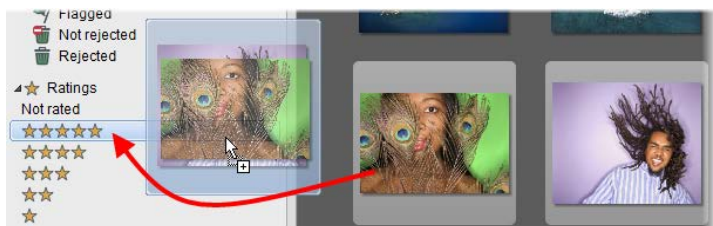
Any photo can be allocated its own star rating. This is really useful when you want to categorize your favourites—you simply assign a rating to your photos and subsequently filter your photos by rating. See Filter by rating (see p. 66).

Ratings can be from one star to five stars (maximum); five stars would normally be allocated to your favourite photos.



**To rate your photos:**

1. In the Library, select photo thumbnail(s) (see p. 24).
2. Drag your selection onto a rating level on the **Organize** tab. Blue shading will appear around the selected rating.



OR

Drag a rating level, from the **Organize** tab, over any selected photos. Blue shading will appear around the selected thumbnail(s).

OR

Press the **1** to **5** key (or **0** as unrated) on your keyboard.



To indicate that photos have ratings assigned, select **View>Photo Details>Rating**. An icon (e.g., ★★★★★) will appear on the thumbnails.

**To unassign a star rating:**

- Drag-and-drop your rated photo onto the **Not rated** option in the Ratings section.

OR

Press the **0** key on your keyboard.

## Changing date and time

Most photos have date and time settings associated with them, obtained from your camera's Exif data. The most important setting is the date and time that photo was taken, which is displayed as the **Date Taken** setting in PhotoStack's Metadata tab.

The Date Taken setting can be modified for several reasons.

- When on holiday or business, your digital camera's time zone settings were not adjusted—meaning that the Date Taken setting is incorrect.
- Your digital camera's time setting was not adjusted for daylight saving—meaning that the time is an hour out.
- If you have a photo that was scanned, although the file creation date will be used, you can update the setting to reflect the time the photo was taken rather than when it was scanned.



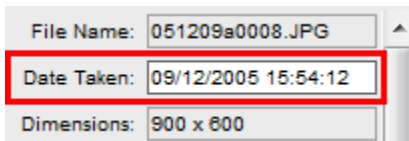
For information on how to filter by date, see Filter By date (on p. 63).




Changing a photo's date and time is permanent. We advise caution when using the processes below, particularly when applying a specific date and time to multiple photos.

### To change a photo's Date Taken setting:

1. In the Library, select a single thumbnail (see p. 24).
2. Click to display the **Metadata** tab.
3. Double-click the **Date Taken** field.



4. In the **Date Taken** dialog:

- From the  **Date** drop-down calendar, select a date.
- In the **Time** input box, type a time or use the arrows to select a time.
- Click **OK**.



The time is always displayed as the 24-hr clock.

## Changing time zones (changing photo dates/times in bulk)

Suppose you're on holiday and in your excitement you forget to adjust the time settings on your digital camera upon arrival—assuming you've gone somewhere hot, sunny and far away! You've returned home to find that photo Date Taken settings are incorrect. Don't panic—it is possible to adjust this date/time.

### To change a photo's time zone:

1. In the Library, select photo thumbnail(s) (see p. 24).
2. On the **Edit** menu, select **Time Zone**.

The **Time Zone** dialog appears for updating the date and time of the selected photos.

The **Relative** date/time adjustment is best when adjusting multiple images in one batch as it preserves the time differences between each image.

## To set a relative date:

1. Select **Date Taken** from the **Type** drop-down list.

The image shows a software dialog box for updating a date. It has two main sections: 'Update' and 'Relative'. In the 'Update' section, there is a 'Type:' label followed by a dropdown menu currently showing 'Date Taken'. In the 'Relative' section, which is selected with a radio button, there are two sub-options: 'Add' (selected) and 'Remove'. Below these are three input fields: 'Days' with the value 0, 'Hours' with the value 2, and 'Mins' with the value 0. Each input field has small up and down arrow buttons for adjustment.

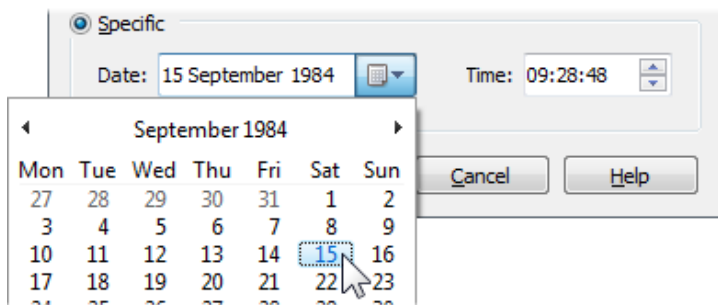
2. Select **Relative** and then:
  - To add time, select **Add**.
  - To remove time, select **Remove**.
3. In the **Days**, **Hours**, and/or **Mins** input boxes, type a number by which to adjust your date and/or time.
4. Click **OK**.

The settings in the dialog above will fix photos with an incorrect date and time if a holiday had been taken in Finland (GMT+2 hours) from the UK (GMT).

Setting a specific date and time may be preferred if calculating the difference between the photo's currently set Date Taken time and the required date is too complicated, or if you know the exact date/time for your photos, e.g. those from a New Year celebration.

**To set a specific date and time:**

1. Select **Date Taken** from the **Type** drop-down list.



2. Select **Specific**.
3. From the **Date** drop-down calendar, select a date.
4. In the **Time** input box, type a time or use the arrows to select a time.
5. Click **OK**.

All selected photos are updated to the time stated (e.g. 9:28am on 15 September 1984). This will mean all selected photos will have exactly the same time and date.



You can also update dates and times for a photo's **File Creation Date** and/or **File Modified Date** via the **Type** drop-down list in the **Time Zone** dialog.

## Deleting photos

Photos can be deleted at any time—you'll actually be deleting the photo from your computer, so caution should be taken.

### To delete a photo:

1. In the Library, select photo thumbnail(s) (see p. 24).
2. Press the **Delete** key (or select **Edit>Delete**).



This method will permanently delete the original file from your computer.

You'll get a confirmation message asking if you want to delete your photos from disk. If **Yes** is selected, your photo(s) will be sent to your recycle bin (restore from there if you want to revert).

## Viewing and adding metadata

PhotoStack displays essential photo and file information exclusively in the **Metadata** tab. This information is a mix of EXIF and IPTC metadata.

This information comprises:

- **File properties** (File Name, Dimensions)
- **Photo properties\*** (Date Taken)
- **Photo information** (Caption, Tags, Rating, Author, Copyright)
- **Camera specifications\*** (Make and Model)
- **Shoot details\*** (ISO rating, Focal Length, Exposure, Aperture, Shutter Speed, Flash, White Balance, etc.).

\* When using your digital camera, this EXIF information is associated with your photo irrespective of its file format (RAW, JPG, or otherwise).

### **To display metadata for a selected photo:**

- Click to display the **Metadata** tab.

The metadata is arranged into name/value fields, of which some are editable, e.g. Date Taken, Tags, Rating, Author, Copyright, and Caption. (Uneditable fields are greyed out.)

### **To modify metadata:**

- Double-click on one of the above fields and type or paste new text.

## **Advanced View**

You can display a detailed breakdown of your metadata in its EXIF or IPTC structure.

### **To display EXIF or IPTC data for a selected photo:**

- On the **Metadata** tab, select the drop-down arrow next to either **More Exif** or **More Iptc**.

The tab expands to reveal EXIF and IPTC metadata in separate sections.

# Mapping



4

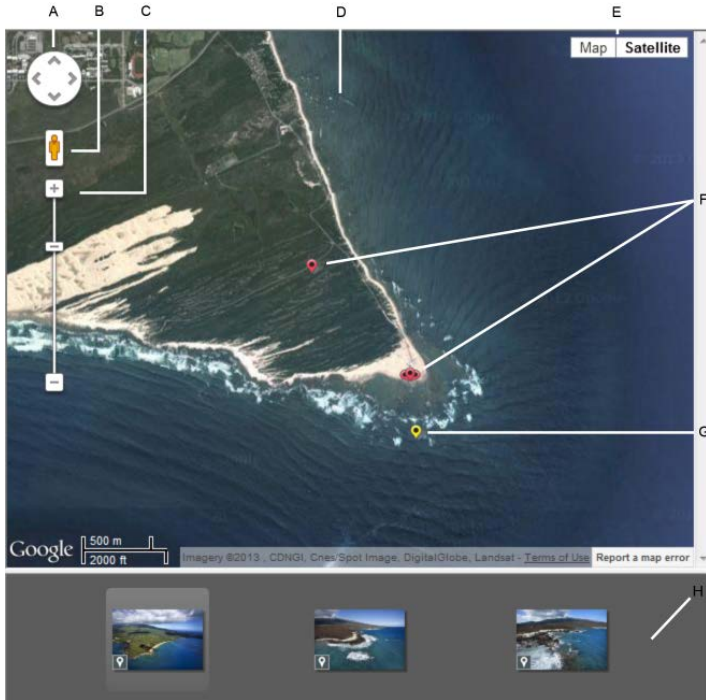







# Mapping

Map view displays a Google™ map pane in the main area of your workspace. This allows you to navigate your Google map, view Geo-tagged photos automatically placed on your map (as pins), and then view photos in turn. PhotoStack also lets you manually position non-geo-tagged photos on your map easily.



(A) Pan tool, (B) StreetView tool, (C) Zoom buttons/slider, (D) Map, (E) Type toolbar, (F) Photo Geo-Tag pins, (G) Descriptive tag Geo-Tag pins, (H) Photos pane.

## To display PhotoStack's Google map:

- From above your workspace, click  Map.



To return to the Library, click




**Library** above your workspace.

## Geo-Tagging

Geo-Tagging is the process of adding geographical location data to your photos. The Geo-Tag data is contained within the photo's Exif metadata.

There are a few cameras on the market that can automatically add Geo-Tag data to photos as they are taken—the Latitude and Longitude coordinates are written into the metadata of the respective photos. These are displayed on PhotoStack's Google™ map immediately and require no further editing. However, if your camera doesn't have this functionality, you can easily Geo-Tag your photos in PhotoStack.

### To add Geo-Tag data by drag-and-drop:

1. From above your workspace, click  **Map**.
2. Find the photo location on the map and zoom to an appropriate level.

3. Select your photo(s) from the lower pane and drag onto the map.



4. Release the mouse button when you're happy with the position.

Geo-Tagged photos are represented on the map by red pins. Multiple photos will show as a grouping of pins.



When a Geo-Tag is represented by a single pin, you can easily reposition it by dragging it to a new location. This is not possible when a group of pins is displayed.

### To delete a Geo-Tag:

- In Map view, click the pin(s) to display an information bubble and then click **Delete Geo-Tag(s)**.

OR

- In the lower Photos pane, select one or more photos, right-click and select **Delete Geo-Tag**.

## Viewing information and photos

Geo-Tagged photos are represented on the map by red pins. Depending on the number of photos associated with the Geo-Tag, and on the zoom level, these may appear as either a single pin or as a group of three pins.

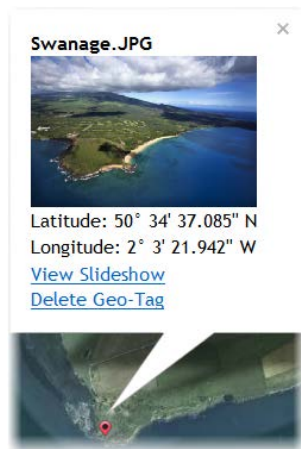
### To locate Geo-tagged photos on the map:

- In the Library or from the **Photos** pane (Map view), click a thumbnail's  Geo-tag icon.

The main workspace will switch to Map view (if not already in Map view) and display the photo's Geo-tag pin (in a central position).

### To view information associated with a pin:

- Click the pin to see an information bubble.



The information and options provided in the information bubble are slightly different for single photos and multiple photos. Latitude and Longitude co-ordinates are always displayed, as is the option to Delete Geo-Tag(s). Other displayed information may include a photo thumbnail, the number of photos associated with the Geo-Tag location, and the option to view slideshow.

## Map boundaries (for Smart albums)

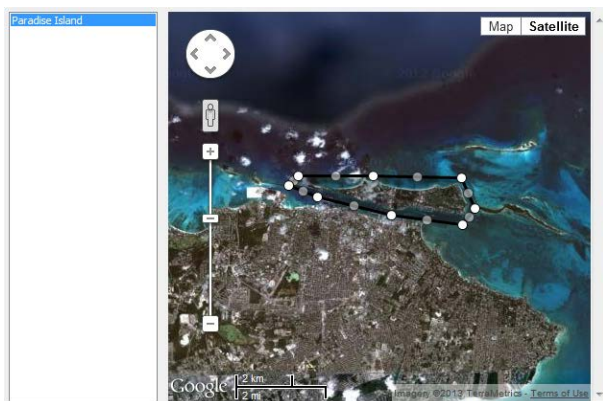
If you create smart albums (see p. 29), you can restrict your album content to photos from specific geographic areas, called **map boundaries**. These boundaries can be drawn around islands, cities, and countries, even around theme parks and venues. In fact, any geographic region where a concentration of photos have been taken.

Before creating your smart album, map boundaries need to be created.

### To create map boundaries:

1. On the **Edit** menu, select **Map Boundaries**.
2. From the **Map Boundaries** dialog, zoom into the appropriate level on the Google™ map.
3. Click **New** to allow you to draw your new map boundary.
4. On the map, click repeatedly around your chosen boundary, drawing straight segmented lines as you go. You can pan and zoom as you draw your boundary.

Click back on your starting point (the cursor will change to a hand) to close the area.



5. In the **Boundary Name** dialog, type a name for your boundary, e.g. Paradise Island, and click **OK**.
6. (Optional) Repeat the process for additional boundaries by clicking **New**.

Once you've created one or more map boundaries, you can create a smart album (p. 29) from the **Organize** tab which is restricted to photos taken within those map boundaries.

**Album Name**

Paradise Island

**Search Conditions**

☒ Match any of the search conditions - OR logic

☐ Match all of the search conditions - AND logic

Place Taken ▼ Is Inside ▼ Boundary 001

Is Inside "Boundary 001"

# Filtering



5





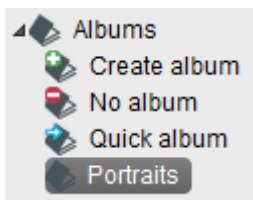


## Filter by album

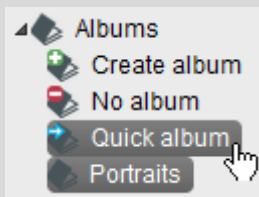
If you have assigned photos to albums, you can use an album to filter and display only photos within that album.

### To filter by album:

- On the **Organize** tab, select an album name.



Use **Shift**-click or **Ctrl**-click to include more than one adjacent or non-adjacent album in filtering, respectively.



Photos assigned to the selected album(s) will be displayed in the Library.

## Smart albums

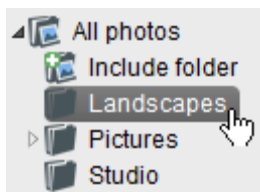
You can filter by Smart albums in an identical way to Albums by selecting any number of smart albums.

## Filter by folder

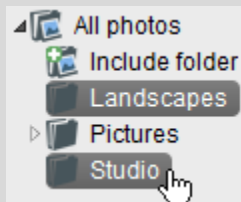
Filter by folder lets you filter by the folders that you previously selected to be included in PhotoStack.

### To filter photos by folder:

- On the **Organize** tab, select a folder name.



Use **Shift**-click or **Ctrl**-click to include more than one adjacent or non-adjacent folder in filtering, respectively.



The photos from selected folder(s) are displayed in the Library.




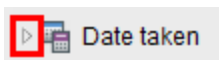
## Filter by date

Filter by date lets you filter photos according to when they were taken.

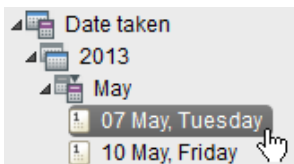
Your Date taken times are present in the Organize tab, and are initially collapsed by default.

### To filter photos by date:

1. On the **Organize** tab, click the **Date taken** category's  expand button.

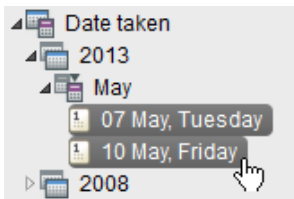


2. Select a date. This is the time that the photo was taken (see Viewing and adding metadata on p. 49).



OR

Use **Shift**-click or **Ctrl**-click to include more than one adjacent or non-adjacent date in filtering, respectively.




The photos taken on the selected date(s) are displayed in the Library.

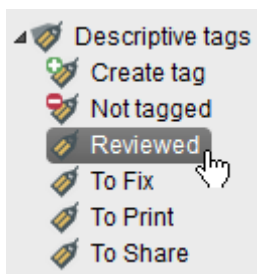
## Filter by tag

If you have assigned tags to your photos, you can use a particular tag to display only photos that have that tag assigned to them.

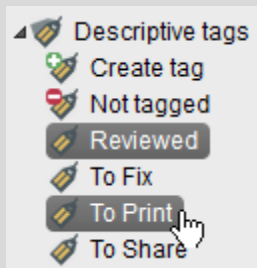
In advance of filtering, you can either utilize the tags within added photos, use PhotoStack's preset tags, or create your own user-defined tags (see p. 40).

### To filter by tag:

1. On the **Organize** tab, click the **Descriptive tags** category's  expand button (if necessary).
2. Select the tag name.



Use **Shift**-click or **Ctrl**-click to include more than one adjacent or non-adjacent tag in filtering, respectively.



Photos with that tag assigned will be displayed in the Library.



Preset tags are typically action-based to aid workflow, i.e. Reviewed, To Fix, To Print, and To Share.

## Not tagged status

The **Not tagged** tag will let you view photos that have no tags assigned. This can be used to separate your "processed" photos from "unprocessed" photos—newly imported photos will often not have assigned tags. As you process your photos you can use the **Not tagged** tag to check your progress.

## Quick tags

You can filter by Quick tags in an identical way to Descriptive tags by selecting either Not flagged, Flagged, Not rejected, Rejected, or any combination of these.



## Filter by rating

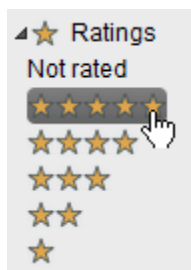
Filter by rating lets you display photos that have been assigned a specific "star" rating level. You can equally filter by unrated photos for future rating.



Stars have to be assigned to photos in advance, as described in Rating your photos on p. 43.

### To filter photos by rating:

- On the **Organize** tab, select a rating.



Use **Shift**-click or **Ctrl**-click to include more than one adjacent or non-adjacent rating level in filtering, respectively.



The photos that match the rating level exactly are displayed in the Library.

# **Developing, Adjusting & Creating**

6







## Manipulating photos

PhotoStack lets you perform commonly used photo editing operations. It is also highly likely that at some times the photos you've taken haven't turned out as well as expected. Don't worry, you'll be able to quickly correct any photos within PhotoStack to radically improve your end results.

Here's a quick summary of operations available.

- Use Develop view to make various adjustments to your photo, including:
  - Retouch tools such as red eye, spot repair, crop, and straighten.
  - Essential adjustments such as white balance, lighting, curves, levels, clarity and vibrance.
  - Various sharpen, blur, black & white, lens, and colour effects.
- Flip your photo horizontally or vertically.
- Open your photo in PhotoPlus for advanced photo editing.
- Rotate your photo clockwise or anti-clockwise in 90° intervals.

## Applying adjustments

Develop view provides an image **adjustment** environment within PhotoStack which simplifies the often complicated process of image correction.

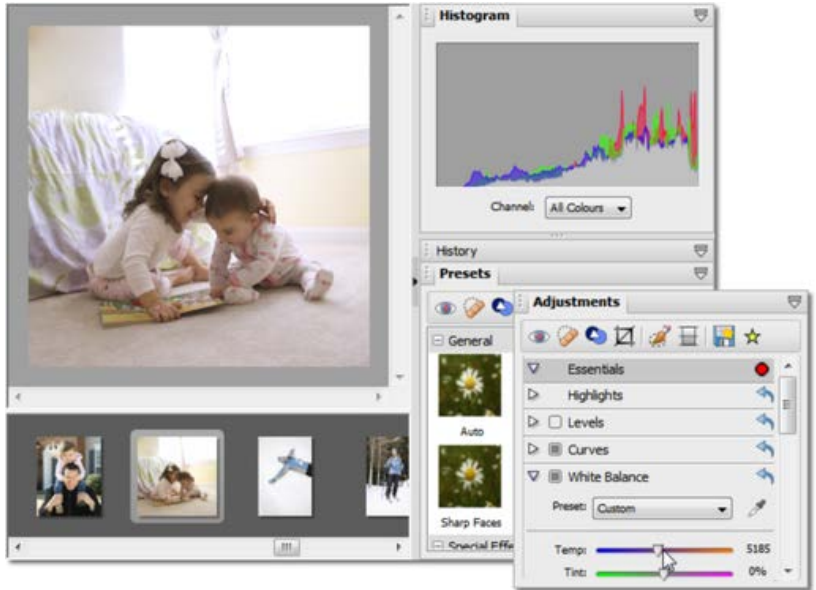
### Adjustments overview

Develop offers the following key features:

- **Adjustment presets**  
Apply tonal, colour, lens, and sharpening adjustments using the **Presets tab**.
- **Retouching tools**  
Red-eye correction, spot repair, clone, and crop/straighten.
- **Custom presets**  
Create individual or cumulative adjustments, and save adjustments.
- **Selective masking**  
Apply adjustments to selected regions using standard and gradient masks.
- **Viewing controls**  
Compare before-and-after previews, with tiled- and split-screen controls (horizontally and vertically). Use pan and zoom control for moving around your photo.


## Adjustments

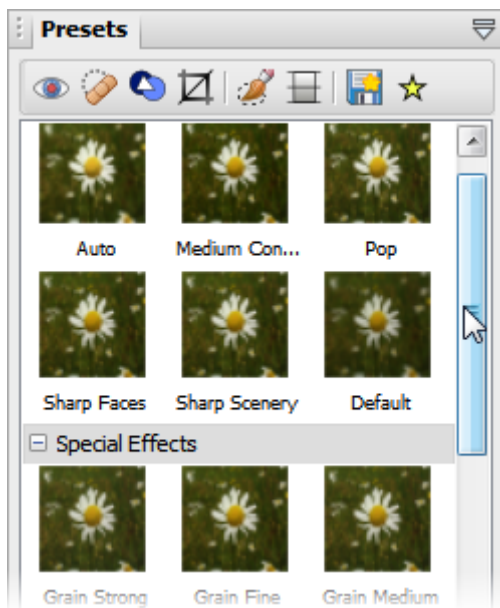
**Develop** view displays your zoomed-in photo next to some adjustment-related tabs to help you correct your photo.



- **Presets** tab. Select from a range of categorized presets, without the need for any prior knowledge of adjustment settings.
- **Adjustments** tab. For more professional control, select one or more filters and adjust settings to your custom requirements.
- **Histogram** tab. Use the tab for a "heads-up" of the colours used in your photo.
- **History** tab. The tab displays a history of previous edits that you can revert back to if needed.


**To apply an adjustment (using a preset):**

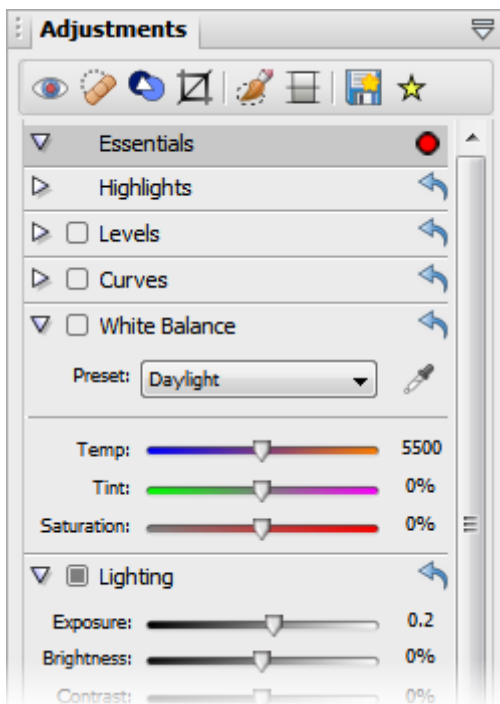
1. From above your workspace, click  **Develop**.
2. From the **Presets** tab, scroll the tab to review the categorized adjustment presets.




3. Click a preset thumbnail to apply.


**To apply an adjustment (using specific adjustments):**

1. From above your workspace, click  **Develop**.
2. From the **Adjustments** tab, scroll down the tab to review each adjustment.



3. Open a category or adjustment by clicking its  button.
4. Modify the adjustment using sliders, check boxes, graph adjustments, and drop-down menus (you can also enter absolute values into available input boxes). The image will be adjusted automatically to reflect the new settings.



Once an adjustment setting is altered, the ☐ **Enable/disable this filter** option becomes greyed out (.

## Resetting and reverting adjustments

**Develop** lets you "undo" changes and revert to an earlier edited version of the photo.


### To undo your changes:

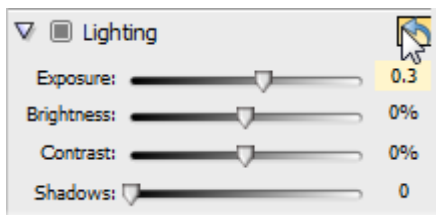
- From the **History** tab, select a previously applied preset/adjustment entry to which you want to revert back to. If you click 'Root' this will undo all your adjustments.



The previous presets/adjustments will still appear in the history, but will no longer be applied, and will automatically be replaced by any newly applied adjustment.

### To reset specific adjustments:

- From the **Adjustments** tab, click  **Reset settings** at the top right of the currently applied adjustment.



Sometimes you may adjust a photo and, at a later date, have second thoughts about the changes that you have made. PhotoStack is designed to ensure that you can get back to your original photo **after** exiting **Develop**. This is done by reverting to the original file.


**To revert a photo back to its original:**

1. Select the photo thumbnail you want to revert changes on.
2. From the **Edit** menu, select **Revert to Original**.

**Saving adjusted photos**

PhotoStack is able to save any photo-editing stage to a new photo. Typically, you'd save the most recent photo by selecting the most recent history entry.

**To save as a newly named photo (while in Develop view):**

1. From the **History** tab, select an applied adjustment/effect entry.
2. Click the tab's  **Tab Menu** and select **Save as New Photo**.

OR

Right-click an entry and select the same option.

3. From the dialog, navigate to a new location, and enter a new file name.
4. Click **OK**.


**To save your photo (on exit from Develop view):**

1. Click another view (e.g. Library).
2. From the dialog, choose **Yes** (to save) or **No** (to discard your edits).




## Saving as a new preset

If you've found an adjustment, or combination of adjustments, to your liking, you can save it as a preset in the **Presets** tab for future use.

1. From the **Adjustments** tab, click  **Save current adjustment to presets**.
2. From the dialog, add a preset **Name** and either:
3. Select a category from the **Category** drop-down list.

OR

Click  **Add New Category** to save the preset to your own custom category, e.g., MyPresets.

Your preset will appear at the end of the chosen category.

## Retouching adjustments

PhotoStack comes equipped with a range of commonly used retouching tools. Each tool is designed to correct regions of your photos and make your shots picture perfect.



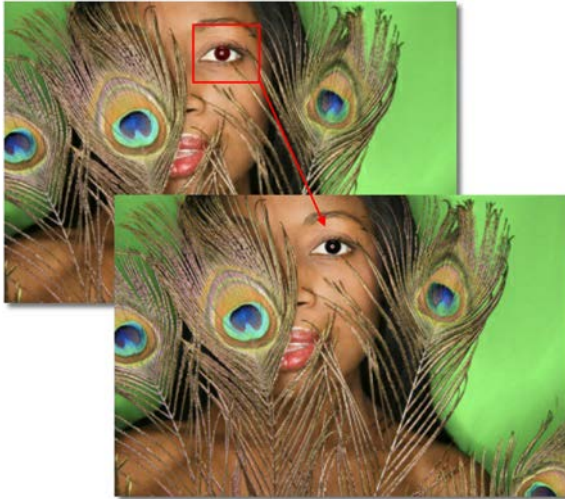
The retouching tools can be found on the **Adjustments** tab to the right of the workspace, when in **Develop** view.



When you've applied a retouching adjustment, make sure you click **Apply** on the **Adjustments** tab. If you don't, your changes may be discarded when you exit **Develop** view.


## Red-eye removal

Red eye is caused when the light from the flash of a camera reflects in a subject's eyes the moment a photo is taken. Many modern camera have a special flash mode to help minimize this effect, but don't worry if you've forgotten to switch it on—it's really easy to remove red eye in PhotoStack.



### To remove red eye:

1. Select the  **Red-eye** tool from the toolbar at the top of the **Adjustments** tab.



 Zoom in using the zoom tools at the bottom of the workspace for a better view, if required.

2. Click once on the eye to set a default correction size.

OR

Click and drag to draw a square around the red area. You'll see the red eye disappear as you drag.

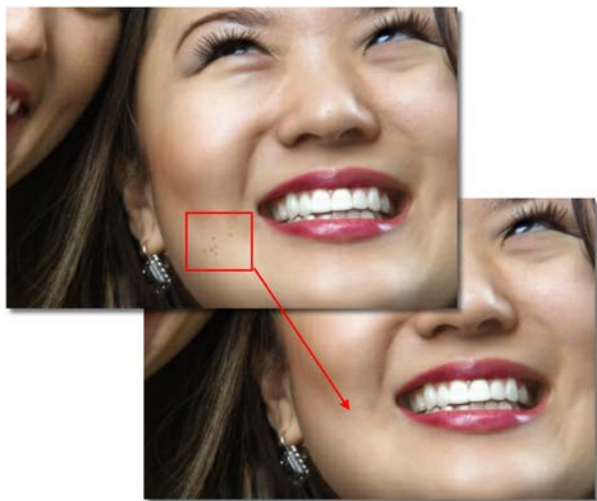
3. Resize the selection using the resize handles and move it into position if required.

 You can delete a selection at any time by clicking  **Delete Selection** on the **Adjustments** tab.


4. When you're happy, click **Apply** on the **Adjustments** tab.

## Spot Repair

Spots and blemishes have the habit of showing up at the most inconvenient times, and can often look quite unsightly in photos. However, you can quickly remove these imperfections and leave the subject in your photos looking flawless.



## To remove blemishes:

1. Select the  **Spot-repair** tool from the toolbar at the top of the **Adjustments** tab.




Zoom in using the zoom tools at the bottom of the workspace for a better view, if required.

2. (Automatic) Click on the spot or blemish to set a default correction size.

OR

- (Manual) Set the tool's **Size** and **Opacity**, and choose a **Type**.
    - Heal - Repair by blending the existing pixels with pixels in the new selection.
    - Clone - Repair by replacing the existing pixels with pixels in the new selection.
  - Click on the blemish to define the target area and then drag to select a suitable pickup area to replace the blemish (the outlined target area updates as you drag).
3. Release the mouse button.

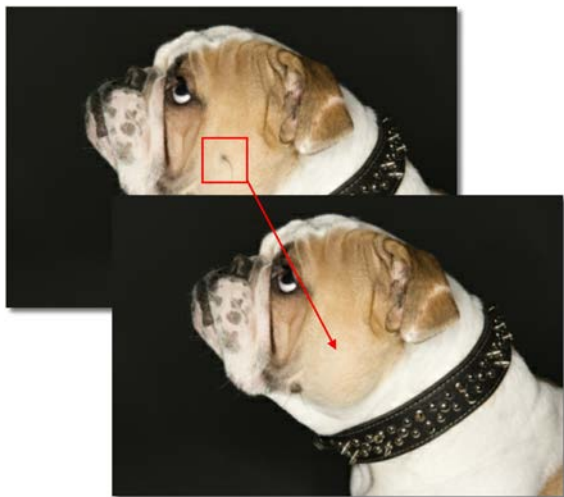


You can delete a selection at any time by clicking  **Delete** on the **Adjustments** tab.


4. When you're happy, click **Apply** on the **Adjustments** tab.


## Clone Selection

You may have photos which appear to be spoiled by a cluttered background or other flaws. Fortunately, you can correct this easily by copying, or cloning, a section from another area of the photo over the unwanted area.



### To clone an area:

1. Select the  **Clone Selection** tool from the toolbar at the top of the **Adjustments** tab.

 Zoom in using the zoom tools at the bottom of the workspace for a better view, if required.

2. Set the tool's **Size**, **Opacity**, and **Feather**, on the **Adjustments** tab. Decreasing the opacity will help the cloned area blend in with the rest of the photo.
3. **Shift**-click on an area of the photo to define a pickup area.

4. With your cursor, paint over the area of the photo that you want to remove. The crosshair cursor indicates where you are copying from.



You might find that you need to **Shift**-click to define the pickup area again, for example if the crosshair cursor gets too close to other areas of the photo and you end up copying those by mistake. This is good practice as it also helps reduce repeated patterns.


5. When you're happy, click **Apply** on the **Adjustments** tab.

## Crop and straighten

Cropping is the process of removing areas from your photo, and is the equivalent of using scissors to trim a printed photo. It's a really useful technique for improving the composition and visual impact of a photo, by "zooming in" on a subject, changing the canvas orientation or even changing the aspect ratio for printing. In PhotoStack, you can quickly crop your photo to a custom or print size, and also straighten the horizon, if required.



**To crop and straighten your photo:**

1. Select the  **Crop & Straighten** tool from the toolbar at the top of the **Adjustments** tab.

A rule of thirds grid will appear on your photo.





2. Choose an **Aspect Ratio** from the drop-down list.

OR

Drag your photo beneath the grid for manually positioning.  
Resize it with the resize handles if required.



For best results, position the subject of the photo at any of the four intersection points of the grid.

-  Toggle between landscape and portrait (may initially display as ) to change the orientation of the grid on your photo.
  -  Click this button to lock the aspect ratio of the crop.
3. (Optional) To straighten your photo, select the  **Straighten** tool on the **Adjustments** tab.
    - Click and drag to set a new horizon for your photo.
    - Alternatively, use the **Angle** slider to straighten using photo rotation.



You may need to reposition the rule of thirds grid once you've straightened the horizon of your photo.

4. When you're happy, click **Apply** on the **Adjustments** tab.

## Adjustment masks

While in **Develop** view, **masking** is used to "paint" regions of your photo to which adjustments are either applied to or protected from. Without masking, any adjustment is applied to all of the photo.



Two types of masking are possible in PhotoStack: **standard masking** (above) and **gradient masking** (below). The former paints a region to which the adjustment is applied to uniformly (or excluded from). The latter applies a gradient that increases the intensity of the mask across the region (and hence any adjustment).






In the above example, a gradient mask has been applied at the bottom of the picture which allows an exposure adjustment to be utilized just between the bottom of the photo and the horizon line.





Each new mask comprises the selected mask region, plus a set of adjustments applied to that mask. You can change the adjustments associated with the mask at a later date.

## Standard masks

### To apply a standard mask:

1. Select  **Develop** at the top of your workspace.
2. Click the **Adjustments** tab at the right of your workspace.
3.   Select **Create mask** from the top of the tab. The Mask entry appears which can be opened by clicking **Expand**.
4. (Optional) Adjust the settings to suit your requirements. For example, choose one of the following options:
  - **Size:** The size of the mask brush.
  - **Feather:** Use to control the softness of the brush selection edge.
  - **Density:** Controls the density of paint laid down as you apply it, like "layering up" a brush then painting.
  - **Tolerance:** Drag the slider right or left to increase or decrease control.
  - **Edge detection:** By default, mask painting intelligently paints only to photo edges and not beyond. Edges are highly contrasting adjacent pixels that delimit areas of your photos, e.g., the horizon line between sky and land.

- **Erase Brush:** Check this option if you want to erase areas of your previously drawn mask., e.g. if you want to touch up poorly-painted mask edges.
  - **Live Paint:** When checked, as you paint, any adjustment already applied will show on the mask. Otherwise, only the mask is shown. If you enable any adjustment, this option is enabled by default.
5. Using the  cursor, paint the regions to be masked in red.
  6. (Optional) Click the **Invert** option to invert your mask, i.e. areas that were masked become unmasked (and vice versa).
  7. Apply your adjustments from the **Presets** or **Adjustments** tab, which will make a change to your masked regions.
  8. Click on  **Create mask** again to deactivate masking.




### To delete a mask:

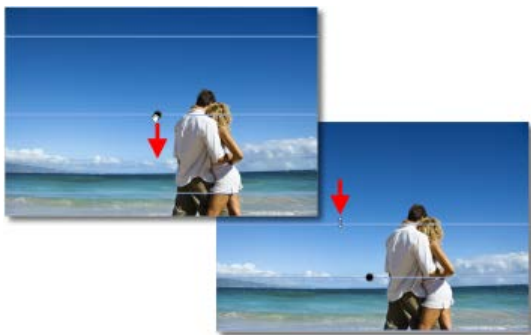
- In the Mask settings pane, click **Delete**.

## Gradient masks

Unlike a standard mask, a gradient mask increases the intensity of the mask across your photo. Such masks are great for accentuating sunsets, increasing exposure and saturation over a gradient, and for graduated special effects.


**To apply a gradient mask:**

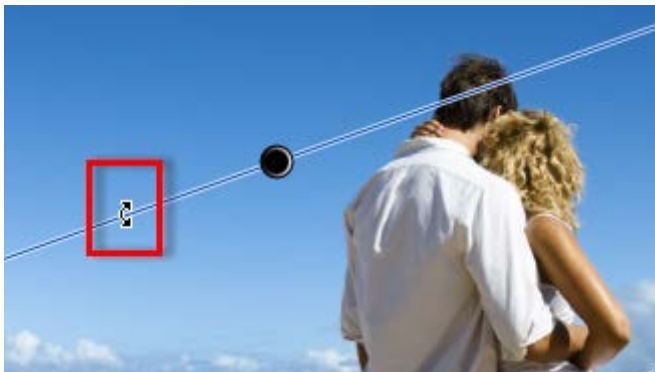
1. Select  **Develop** at the top of your workspace.
2. Click the **Adjustments** tab at the right of your workspace.
3.   Select **Gradient mask** from the top of the tab. The Gradient entry appears which can be opened by clicking **Expand**.
4. Click and drag on your photo, from the point you want to start your gradient (e.g., from a horizon line downwards). Release the mouse button, where the gradient will finish. The gradient occupies the region between the outer lines.




You can also click to add the gradient mask to the centre of your photo then reposition it by dragging the mask marker.

5. Applied adjustments will be faded out in the direction in which you drag. If you drag bottom to top, the adjustment will be strongest at the bottom of the photo, and fade out further towards the top.
6. (Optional) Drag the outer lines inwards or outwards (above) to adjust the extent of the gradient.

7. (Optional) To tilt the mask from horizontal, hover anywhere along the rotation line that intersects the mask marker until you see the  cursor, then drag up or down. Alternatively, use the **Adjustments** tab's **Angle** slider.



8. Apply your adjustments from the **Presets** or **Adjustments** tab, which will make a change to your masked regions.
9. Click on  **Gradient mask** again to deactivate gradient masking.

### To delete a mask:

- In the Gradient settings pane, click **Delete**.


## Adding multiple masks

So far we've looked at an individual mask applied to a photo. However, PhotoStack also supports multiple masks where a different set of adjustments can be applied to each mask. You can therefore build up a patchwork of masked regions for absolute and selective control of photo adjustments.

## To add additional masks:

- Click **New** in the Mask or Gradient pane, then apply a new mask region as before, and apply your adjustments.

## To edit or delete a mask:

1. With the relevant mask tool selected, click on the  mask marker on your mask.
2. Modify your adjustments, or click **Delete**.

## Selecting/deselecting masks

After you create a second mask, two black mask markers will remain on your page. Each marker can be selected individually to allow each mask's settings to be adjusted.

## Rotating and flipping photos

For photos from more basic (or legacy) cameras, scanned images, or intentional portrait shots (showing in a landscape orientation) you may need to manually rotate your photo to its intended orientation; typically by a rotation of 90° clockwise. Of course, you may also choose to rotate any photo for artistic reasons at any time.

### To rotate a selected photo in 90° intervals:

- Select **Rotate Left 90°** or **Rotate Right 90°** from the **Edit** menu's **Rotate** flyout.

OR

- Right-click and select the equivalent option from the **Rotate** flyout.

### To flip a selected photo horizontally or vertically:

- Select **Horizontal Flip** or **Vertical Flip** from the **Edit** menu's **Flip** flyout.

OR

- Right-click and select the equivalent option from the **Flip** flyout.

## Editing photos in Serif PhotoPlus

If you own Serif PhotoPlus you'll be able to perform professional editing of your photo in PhotoPlus, launched directly from within PhotoStack.

### To launch and edit a photo in Serif PhotoPlus:

1. Select a photo thumbnail.
2. From the **Edit** menu, select **Edit in PhotoPlus**.

OR

Right-click the thumbnail, choosing the same option. Serif PhotoPlus will be launched automatically (if installed).

3. Make your image adjustment in PhotoPlus, ensuring that you use the **Save** or **Save Original** (depending on your version of PhotoPlus) option on the PhotoPlus File menu to save your file. Changes made will be shown in PhotoStack—your photo thumbnail will update automatically.

## Creating panoramas

If you have Serif PanoramaPlus installed, you can create seamless panoramas from your photos.

### To create a panorama:

1. In the Library, select the photos that you want to "stitch" together. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent photos, respectively.
2. From the **Edit** menu (or via right-click), select **Create Panorama**.
3. **PanoramaPlus** opens and your photos are automatically stitched together as a panorama.
4. (Optional) Straighten, rotate, and/or crop your panorama in PanoramaPlus using buttons on the main toolbar. See PanoramaPlus Help for more details.
5. Click **Save** (or **Save As**) to save your panorama to a new project.

## Adding photos to CraftArtist

If you have Serif CraftArtist installed, you can start getting creative with your photos by creating one of a choice of CraftArtist projects—your photos will then be available to add to the page.



This feature requires CraftArtist version 1.0.5.x (or above). If necessary, please upgrade to the latest version via CraftArtist's **Help** menu, selecting **Check for Update from Web**.

### To add photos to CraftArtist:

1. Select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent photos, respectively.
2. From the **Edit** menu (or via right-click), select **Create Photo Project**, then choose one of the following submenu options:
  - **New Photo Project:** Photos are added to a new CraftArtist project; Page Setup is launched for you.
  - **Create Card:** A Greeting Cards Craft Project is selected, offering selectable card-specific templates.
  - **Create Scrapbook:** A Scrap Pages Craft Project is selected, offering selectable scrap page templates.
3. Continue developing your project in CraftArtist. For assistance with using CraftArtist, see CraftArtist Help (press **F1**).



Your photos are automatically added to the Photos tab for use in your project.



If you've already got CraftArtist open, the **Add Photos to Project** menu option adds your photos automatically to the Photos tab of your currently open and selected CraftArtist project. Simply jump to CraftArtist and your photos will be available to you. If CraftArtist is not running, the behaviour when using the New Photo Project option will occur.





# Sharing



7





## Sharing photos

PhotoStack lets you effortlessly share your photos with friends, family, and colleagues in various ways. You'll be able to use various one-click adjustment presets and take advantage of controllable image export quality and watermarking (p. 112), all depending on the sharing method.

The following sharing methods are possible.



- Export photos to files (see p. 100).



- Print photos to your local printer (see p. 102).



- Send photos via email (see p. 103).



- Upload your favourite albums and photos to Facebook (see p. 105).



- Upload photos to Flickr (see p. 107).



- Upload photos to Dropbox online storage (see p. 109).

## The Share dialog

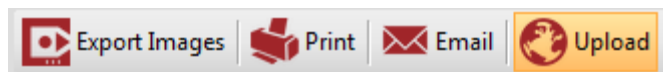
Sharing your photos takes place from a single **Share** dialog in PhotoStack.



The dialog is fully optimized for easy sharing.

## Sharing options

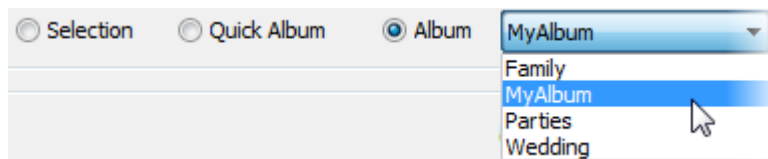
Options differ in the **Share** dialog depending on how you want to share.



If you click on any of the above options, the dialog changes to be specific to that type of sharing. Selection of the **Upload** button provides sharing via Facebook, Flickr, Dropbox, and YouTube (video only).

## Choosing items for sharing

For any sharing option, you have the ability to share the currently selected photos, all photos in a previously created album, or photos in a Quick album. A Quick album is an excellent way to temporarily collect a set of photos together purely for the purpose of sharing.



## Sharing-specific options





PhotoStack provides options that are specific to the type of sharing required:

- For **Export Images**: export **Location** creates your exported files in this folder location.
- For **Print**: **Printer** lets you select your desktop or network printer.
- For **Email**: **Email** lets you create an email with attachment or save to folder for later upload.
- For **Upload**: Facebook, Flickr, Dropbox, or YouTube options for sharing to.

## Selecting presets

Presets make life easier, by grouping typical settings together under one option. Simply click and your adjustment(s) are applied in one action.

Depending on the type of sharing (e.g., export, print, email, or upload), the preset thumbnails available may differ. Often, the presets offer only slight variations between each other.

Share option	Thumbnail example	Thumbnail options
<b>Export</b>	 <b>High Quality JPEG</b> JPEG, high quality, preserve dimensions	Photo quality options, metadata control, watermark options.
<b>Print</b>	 <b>(2) 5x7</b> 2 portrait images, framed	Multi-picture layouts (using various paper sizes), CDs, passport, and contact sheets. Designer multi-picture layouts.
<b>Email</b>	 <b>Low Quality JPEG</b> JPEG, low quality, preserve dimensions	Photo size options, Photo quality options, compression and watermark options.
<b>Upload</b>	 <b>Small Gallery JPEG</b> JPEG, high quality, 200 pixels maximum	Photo quality options, watermark options, gallery sizes.

## Custom settings

See Custom sharing settings in PhotoStack Help.



## Sharing



Once you've selected your sharing options, in the bottom-right corner of the dialog, click **Export**, **Print**, **Email**, or **Upload** to start sharing your photos.

## Exporting to another file format

In many situations, you'll want to save a file to one of the standard graphics formats that everyone can access. In PhotoStack, this is known as exporting.



Exporting leaves your original file intact, so you can come back and edit it at any time.

## Exporting images

### To export an image:

1. (Optional) If exporting specific items only, select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent items, respectively.
2. From above your workspace, click  **Share**.
3. From the **Share** dialog, click  **Export Images**.
4. Select an **Items to Export** option.
  - **Selection:** Includes only the previously selected items in the export.

- **Quick Album:** Only the items in your Quick Album are exported.
- **Album:** Only the items in your created album are exported. Select the named album from the adjacent drop-down list.



If you've chosen to export multiple photos, a thumbnail image of each one will be displayed at the bottom of the Preview pane on the right. Click on a photo to see a larger preview.

5. Your photos will automatically be saved to the default pictures location on your computer, and this location will be displayed in the Location section. To change this, click **Browse** and then navigate to where you want to save your photo(s).
6. Select a preset thumbnail for the quality and size of the photo(s) to be exported. Alternatively, create custom sharing settings (see PhotoStack Help).



In the Preview pane you'll be able to see the current file type and size for each photo.

7. Review your photos and, when you're happy, click **Export** at the bottom right of the dialog.

Next time you navigate to the location you specified in the **Share** dialog, you will see your exported photo(s).





You can experiment with different file formats and their specific settings in the Image File Type section of the Custom tab.

# Printing

For basic printing primarily to desktop printers, PhotoStack's **Print** feature offers an exciting, comprehensive, and versatile printing solution for your photos.

## To print an image:

1. (Optional) If printing specific items only, select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent items, respectively.
2. From above your workspace, click  **Share**.
3. From the **Share** dialog, click  **Print**.
4. Select an **Items to Print** option.
  - **Selection:** Includes only the previously selected items in the printout.
  - **Quick Album:** Only the items in your Quick Album are printed.
  - **Album:** Only the items in your created album are printed. Select the named album from the adjacent drop-down list.
5. Select a currently installed printer from the drop-down list in the Printer section. If necessary, click the **Properties** button to set up the printer for the correct page size, etc.
6. Select a preset thumbnail for the quality and size of the photo(s) to be printed. Alternatively, create custom sharing settings (see PhotoStack Help).

The Preview pane on the right will update dynamically each time you select a preset. Depending on your chosen settings, the number of pages may update too.

7. Review your chosen layouts in the Preview pane. Use the arrow buttons to view other pages of your printout, if required.



By default, **Auto Populate** will be selected. Uncheck this checkbox to manually select which photos will be included in your printout.

The number displayed on each photo indicates how many times it has been used in the print layout.

8. When you're happy, click **Print** at the bottom right of the dialog.

## Using email

The widespread availability of the Internet means that most people's family and friends are now only a quick email away. PhotoStack uses your default email client to send photos.




Due to excessive file sizes, video files cannot be included as email attachments.




An Internet connection is required for the emailing of pictures.

### To email photo(s):

1. (Optional) If uploading specific items only, select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent items, respectively.

2. From above your workspace, click  **Share**.

3. From the **Share** dialog, click  **Email**.
4. Select an **Items to Email** option.
  - **Selection:** Includes only the previously selected items to email.
  - **Quick Album:** Only the items in your Quick Album are emailed.
  - **Album:** Only the items in your created album are emailed. Select the named album from the adjacent drop-down list.
5. By default, **Attach to new email message** will launch your email program and attach your files to a new message. Otherwise, you can save your email to a file location using **Save to folder**.
6. Select a preset thumbnail for the quality and size of photo to be uploaded. Alternatively, create custom sharing settings (see PhotoStack Help).
7. Click **Email** at the bottom right of the dialog.
8. From your currently open or launched email program, an email message is created with your photo(s) attached. Click the **Send** button when your email is completed.



An Internet connection is required for the emailing of pictures.



# Uploading to Facebook

Facebook is a social networking website that enables you to keep in touch with friends, and amongst other things, upload an unlimited number of photos. In PhotoStack, your photos can be shared with friends and family in just a few clicks!



A working Facebook login is required to upload your photos. If you don't have a login, visit [www.facebook.com](http://www.facebook.com) and register or do this at upload time!

## To upload photos to Facebook:

1. (Optional) If uploading specific items only, select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent items, respectively.
2. From above your workspace, click  **Share**.
3. From the **Share** dialog, click  **Upload**.
4. Select an **Items to Upload** option.
  - **Selection:** Includes only the previously selected items in the upload.
  - **Quick Album:** Only the items in your Quick Album are uploaded.
  - **Album:** Only the items in your created album are uploaded. Select the named album from the adjacent drop-down list.
5. Enable the **Facebook** option under the Account section.

6. Select a preset thumbnail for the quality and size of photo to be uploaded. Alternatively, create custom sharing settings (see PhotoStack Help).
7. Click **Upload** at the bottom right of the dialog.
8. In the **Facebook Login** dialog, log into your Facebook account. Type in your email address and password and click **Log in**.

Log in to use your Facebook account with PhotoStack.

Email or Phone:

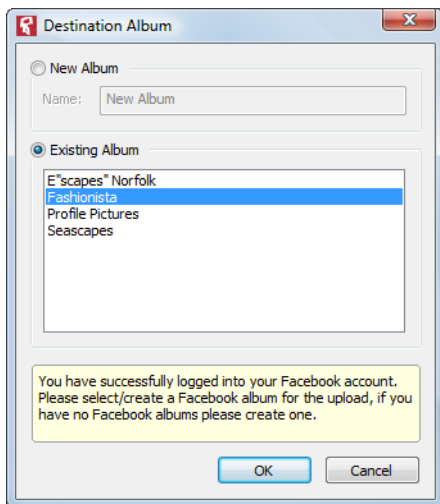
Password:

☐ Keep me logged in to PhotoStack

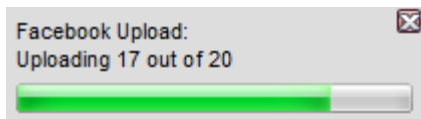
[Log in](#) or [Sign up for Facebook](#)


[Forgotten your password?](#)

9. The Destination Album dialog appears. Once logged on to Facebook this dialog will show immediately after clicking Upload.



- Select **New Album** to create a new Facebook album. Enter a name for your new album in the **Name:** text box.
  - Select **Existing Album** to upload photos to an album that has been created previously in Facebook.
  - Click **OK**.
10. The photo upload will begin.



The progress bar indicates the status of the export and upload processes. Click the  icon to cancel any upload currently in progress. When the upload is complete, it closes automatically.

Once your photos have been uploaded, your default web browser opens.

## Finding your albums on Facebook

Your Facebook albums will appear in Facebook—click on your profile photo, then select the Photos category. Your albums are listed under album name.

## Uploading to Flickr



Flickr is an online photo and video management website. It is a great place to share your photos with people all over the world. PhotoStack makes it easy to upload your favourite photos.





A working Flickr account is required to upload your photos. This can be your **Yahoo!** ID, or your existing Google or Facebook login details. If you don't have a login ID or account, you can create one the first time you upload your photos. Alternatively, register at [www.flickr.com](http://www.flickr.com).

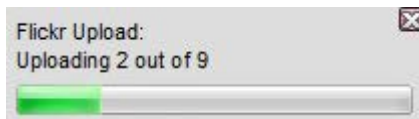
## To upload photos to Flickr:


1. (Optional) If uploading specific items only, select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent items, respectively.
2. From above your workspace, click  **Share**.
3. From the **Share** dialog, click  **Upload**.
4. Select an **Items to Upload** option.
  - **Selection:** Includes only the previously selected items in the upload.
  - **Quick Album:** Only the items in your Quick Album are uploaded.
  - **Album:** Only the items in your created album are uploaded. Select the named album from the adjacent drop-down list.
5. Enable the **Flickr** option under the Account section.
6. Select a preset thumbnail for the quality and size of photo to be uploaded. Alternatively, create custom sharing settings (see PhotoStack Help).
7. Click **Upload** at the bottom right of the dialog.
8. The **Flickr Login** dialog opens. If necessary, type in your Yahoo!, Facebook, or Google login details and click **Sign In**.



Once logged in you won't need to enter login details, but you may need to authorize uploads to Flickr from PhotoStack. Follow the instructions in the dialog.

9. When prompted that you may close the window, click **Continue** at the bottom of the dialog to start the photo upload.



The progress bar indicates the status of the export and upload processes. Click the  icon to cancel any upload currently in progress. When the upload is complete, it closes automatically.

Once your photos have been uploaded, your default web browser opens. In the **Describe this upload** page, you can give your photos tags, a title, and a description. Click **Save** to update the information. Close the browser window to return to PhotoStack.



## Uploading to Dropbox

**Dropbox** is an exciting way to share your photos with family, friends, and colleagues. By using a single shareable online location, you can consolidate your media and access them at any time via a range of mobile and desktop devices.

### Pre-requisites

You'll need to sign up to **Dropbox** via their [dropbox.com](http://dropbox.com) website. Following this, download the Dropbox program from the site and install it on your computer.

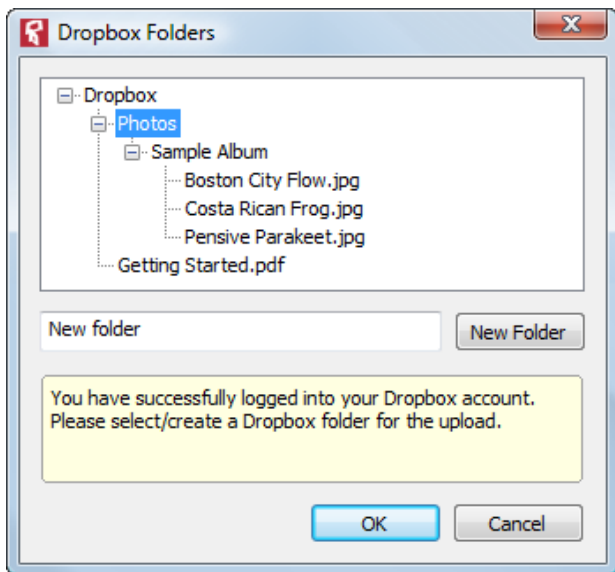
## To upload photos to Dropbox:

1. (Optional) If uploading specific items only, select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent items, respectively.
2. From above your workspace, click  **Share**.
3. From the **Share** dialog, click  **Upload**.
4. Select an **Items to Upload** option.
  - **Selection:** Includes only the previously selected items in the upload.
  - **Quick Album:** Only the items in your Quick Album are uploaded.
  - **Album:** Only the items in your created album are uploaded. Select the named album from the adjacent drop-down list.
5. Enable the **Dropbox** option under the Account section.
6. Select a preset thumbnail for the quality and size of photo to be uploaded. Alternatively, create custom sharing settings (see PhotoStack Help).
7. Click **Upload** at the bottom right of the dialog.
8. From the launched Dropbox sign-in web page, enter your email address and password and click **Sign in**.

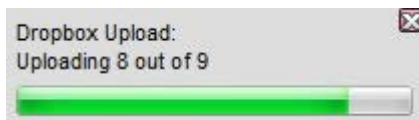



You'll need to authorize PhotoStack to access your Dropbox account each time you upload. When prompted, click the Allow button.

9. The Dropbox Folders dialog appears. Select a folder from the list or alternatively, use subfolders. Simply select the folder that you wish to be the parent, enter your folder name, and click **New Folder**. Select the sub-folder before upload.



10. Click **OK**.
11. The photo upload will begin.



The progress bar indicates the status of the export and upload processes. Click the  icon to cancel any upload currently in progress. When the upload is complete, it closes automatically. Once your photos have been uploaded, you can access your photos and make them sharable using the tools available on Dropbox.

## Creating slideshows

All or selected photos can be presented in a simple ready-to-go slideshow. With an attractive panning transition between each photo you can be sure to impress friends and family alike.

### To create your slideshow:

1. Select one or more thumbnails. Use **Shift**-click or **Ctrl**-click to select adjacent or non-adjacent photos, respectively.
2. From the **View** menu, select **Slideshow**.

The slideshow is displayed in full screen mode with a supporting slideshow control to control playback, i.e. press the **Previous**, **Pause (Play)** or **Next** buttons in your slideshow control.




Press the **ESC** key on your keyboard to exit the slideshow at any time.

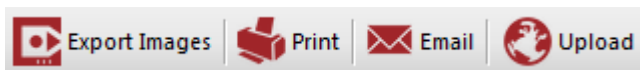
## Watermarking photos

Placing a visual copyright watermark, symbol or caption on your photo is a great way of protecting it from unauthorized use. This is because using watermarks identifies the creator of a photo and also indicates ownership.

## Adding a watermark

### To select a watermark preset:

1. On the toolbar above your photo, click  **Share**.
2. At the top of the dialog, choose how you want to share your photos.



3. On the **Presets** tab, browse the watermark presets available, and then select the one you want to use. The watermark presets available may change depending on the share option you've got selected.
4. Continue sharing your photos as you would normally.

Your shared photo(s) will appear with watermarks applied.



PhotoStack also lets you use other watermarks as you are sharing.

## To select an alternative watermark:

1. Select the **Custom** tab.
2. Expand the **Watermarks** category, then select which watermarks you want to use from the **Watermarks available** list.
3. Click **Add**.

For more details, see custom watermark settings (see PhotoStack Help).



Some watermarks will show as a cross (above), show a padlock symbol, or display the text 'CONFIDENTIAL'. Additionally, some presets allow you to add you own text using watermark placeholders.

## Editing watermarks


You can edit your watermark design, including the watermark text displayed and any overlaid images you might want to use.

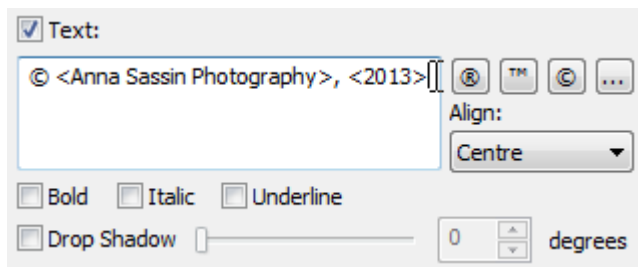
When you select a sharing preset with a label "Company Name" or "Watermarked", your previewed photo will show a watermark displaying "My Company" and the year. It therefore makes sense to change the watermark to reflect your own details!



© My Company, 2013

## To edit your watermark:

1. In the **Share** dialog, with your preset selected, select the Custom tab.
2. Click  to expand the Watermarks category.
3. Click **Edit Watermarks** at the bottom of the window.
4. Select a Watermark on which to base your watermark from the **Watermarks** list.
5. From the Text section, enable **Text**, and replace placeholder text in the Text field.



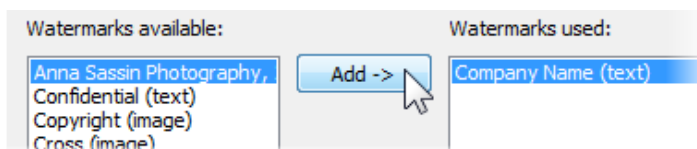
Apply any text attributes, effects, and add symbols as appropriate.

AND/OR

From the Image section, enable **Image**, then navigate to and select your image. The additional options lets you apply a drop shadow, **Scale** the image in relation to the chosen Layout positional aid (click a dark square to set the image's anchor point), and select an **Opacity** level.



6. On the left of the dialog, click **Create** to save your watermark to use on future photos.
7. Type a name for your new watermark, and click **OK**. Your watermark will appear in the Watermarks list on the left.
8. Click **Close**.
9. Now you need to add your watermark to the Watermarks used list. Select it in the Watermarks available list and then click **Add**.



In the **Preview** pane on the right, your watermark will have been added to your photo.

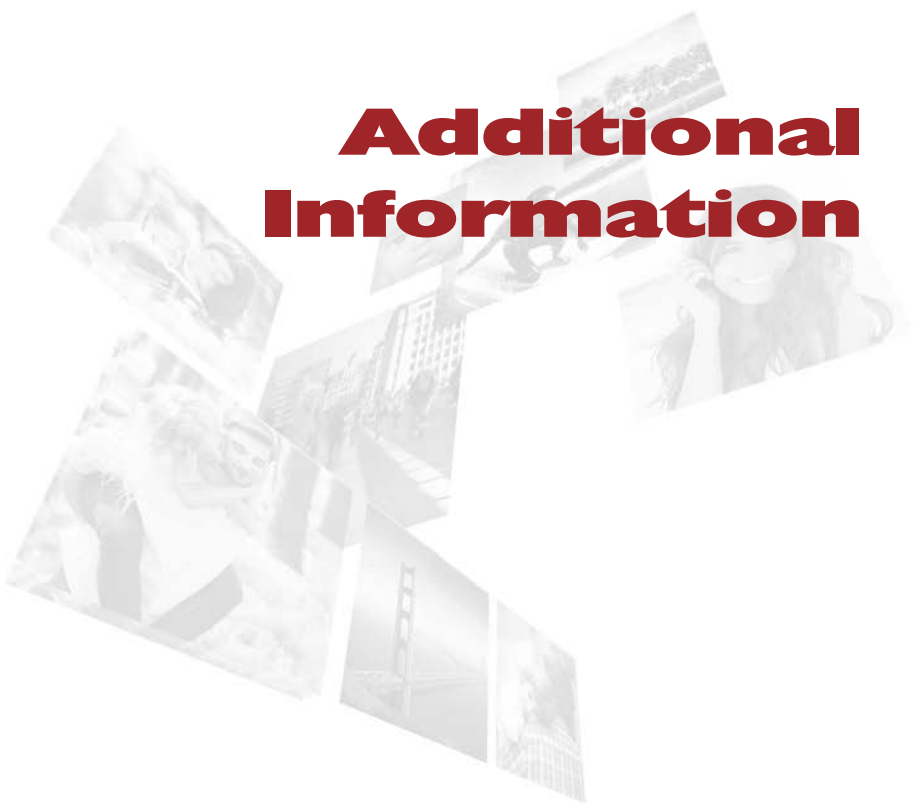


Remove any unwanted watermarks from the list by selecting them and clicking **Remove**.

10. When you're happy, simply continue sharing your photos as you would normally.



# **Additional Information**



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# Contacting Serif

## Help with your Product

### On the web



**community.serif.com**

Get answers and ask questions in the Serif community! Type 'PhotoStack' to view only PhotoStack questions and answers.

### Serif Support

**www.serif.com/support**

For Serif Account and Customer Service information.

## Additional Serif information

### On the web

**Serif website**                      **www.serif.com**

### Main office

**Address**                              The Software Centre, PO Box 2000  
Nottingham, NG11 7GW, UK

**Phone**                                (0115) 914 2000

**Phone (Registration)**            (0800) 376 1989  
+44 800 376 1989  
800-794-6876 (US, Canada)

**Phone (Sales)**                    (0800) 376 7070  
+44 800 376 7070  
800-489-6703 (US, Canada)

**Customer Service**                0845 345 6770  
800-489-6720 (US, Canada)

**Fax**                                    (0115) 914 2020

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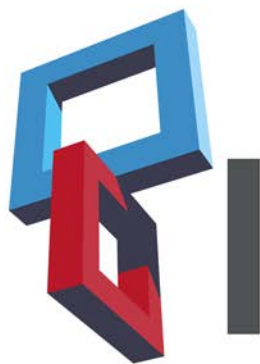
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