

NCH Software

PhotoPad Image Editor

This user guide has been created for use with
PhotoPad Image Editor Version 13.xx

Technical Support

If you have difficulties using PhotoPad Image Editor please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date PhotoPad Image Editor Online Technical Support at

www.nchsoftware.com/photoeditor/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to PhotoPad Image Editor, or suggestions for other related software that you might need, please post it on our Suggestions page at

www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

PhotoPad Image Editor

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Other Links

[Video Tutorials](#)

About PhotoPad

Introduction

PhotoPad is an easy to use application for working with and editing photos. With PhotoPad, you can crop, rotate, adjust colors, make collages, and much more.

PhotoPad is designed to be quick and easy, while providing powerful features such as non-destructive editing.

Features

With PhotoPad you can:

- Crop
- Rotate
- Straighten
- Scale
- Flip
- Brighten/darken
- Adjust colors
- Sharpen
- Remove red-eye and blemishes
- Apply special effects
- Undo any change
- Create collages and mosaics
- Save in different formats
- Print
- And more...

PhotoPad also features NCH software suite integration and advanced non-destructive editing.

System Requirements

Windows XP / 2003 / Vista / 2008 / 7 / 8 / 10 / 11

Main Window Reference

Toolbar

The main toolbar is split into a number of categorized tabs.

- **File** - Opens a common file menu, for opening, saving and closing PhotoPad.
- **Home** - For common operations such as opening, saving, printing, scanning, and acquiring an image from a TWAIN device, screenshot, or webcam.
- **Edit** - For basic image operations, such as cropping, flipping, resizing, or rotating the image.
- **Select** - For selecting parts of the image with various Selection Tools.
- **Color** - For color adjustments such as changing the brightness, contrast, hue, and saturation of the image.
- **Filters** - For applying preset filters to your image for added effects.
- **Effects** - For creating layers which perform special effects, such as blurring or sharpening.
- **Tools** - For performing various tasks such as creating a panorama, draw layer, text layer, or overlay image.
- **Retouch** - For photo retouching tools, such as noise reduction and redeye removal.
- **Share** - Show and share your images to friends and family using social media or email and storage.
- **Suite** - For exporting your images into a range of NCH applications.

The toolbar also contains the Help documentation for PhotoPad. Help icon is located on the far right edge of the toolbar and top menu. Click directly on the icon to open the help files, or click on the help menu item on the top to view the different help topics.

Thumbnail Browser

Each open project is displayed as a thumbnail (small image) of the project. A project can be selected by clicking on it. A project can be closed by clicking the **X** close button on the thumbnail. Right click on the thumbnail for more options.

Click the bar above the thumbnail browser to expand and collapse the control.

Canvas Viewer

This is the viewing area for the current project, and makes up the largest area of the PhotoPad window. It contains the canvas, where the combined result of all the layers in a project are displayed. Right click in the viewing area for more options.

Zoom controls are located at the bottom left of the window. A preset zoom level is selected by clicking the zoom drop-down next to the percentage. A custom zoom level can be selected by clicking the zoom-in/zoom-out buttons adjacent. Zooming can also be achieved by using the mouse scroll-wheel with the cursor over the image.

When zoomed in, the viewing region can be scrolled using the scroll-bars along the sides of the canvas viewer, or by dragging with the middle mouse button.

Effects History and Layers Panel

For an explanation of the layers concept, see the Concept: Layers section of this manual. The right sidebar displays the list of layers in the current project. Using this panel, layers may be selected, made visible/invisible, reordered or deleted.

- Layer Ordering

Layers are ordered from top to bottom. Images and text will be placed on top of each other in the order shown in the Effects History and Layers panel. Effects and color adjustment layers will also be applied in this order.

To change the order of existing layers, click and drag a layer in the Effects History and Layers panel and drop it into a new position.

- **Visibility**
A layer is visible either when it is selected, or when a layer after it is selected. When you select a layer in the history list, the layers after it will be hidden until a layer down the list is selected or a new layer is added.
- **Deletion**
To delete a layer, click the cross to the right of the layer name. If a layer is deleted by mistake, it can always be restored using Undo (Ctrl+Z).

Layer Properties

The currently selected layer will expand to show the properties for that layer. For instance, when a Text layer is selected, the panel expands to show controls for changing the font, color, or alignment of the text.

Many layers will have a reset button in their panel, which will restore the properties of the layer to the default values.

Keyboard Shortcuts

The following list shows shortcuts for the most common tasks used in PhotoPad:

- New Image **Ctrl+N**
- Open File **Ctrl+O**
- Save **Ctrl+S**
- Save As **Ctrl+Shift+S**
- Close Project **Ctrl+W**
- Switch to Next Project **Ctrl+Tab**
- Switch to Previous Project **Ctrl+Shift+Tab**
- Print **Ctrl+P**
- Undo **Ctrl+Z**
- Redo **Ctrl+Y**
- Delete **Delete**
- Select All **Ctrl+A**
- Invert Selection **Ctrl+I**
- Expand Selection **Ctrl+E**
- Contract Selection **Ctrl+T**
- Feather Selection **Ctrl+F**
- Deselect All **Ctrl+D**
- Increase Brush Size **]**
- Decrease Brush Size **[**
- Cut **Ctrl+X** or **Shift+Delete**
- Copy **Ctrl+C**
- Paste **Ctrl+V** or **Shift+Insert**
- Zoom In **Ctrl+Num +**
- Zoom Out **Ctrl+Num -**
- Fit to View **Ctrl+Num 0**
- View Full Screen **F11**
- Help Documentation **F1**
- Exit **Alt+F4**
- Show Full Menu **Alt**

Options - General

The Options dialog is accessed by selecting **Options** from either **Tools menu** or **Tools tab**. The first tab is the **General** options tab.

Show welcome dialog on startup

If this checkbox is checked, the *Welcome to PhotoPad* dialog will show at startup, asking you how you would like to begin and giving you options to open a new file, create a new blank image, or to create a collage.

Automatically name text layers with text box contents

If this checkbox is checked, the first 3 words or so in the text box will be appended to the layer name displayed on the pipeline by default.

Prompt to save images with layers as PhotoPad Projects on close

If this checkbox is checked, you will be prompted to save images with more than one layer as a .ppp when closing PhotoPad.

Play a sound when a screenshot is taken

If this checkbox is checked, a camera/shutter sound will be played whenever a screenshot is taken from PhotoPad.

Default 'Save As' format

The preferred file format can be selected from the pulldown list which will be used as the default when clicking on 'Save As' on each project.

Ruler

Contains all the settings that can be adjusted for the horizontal and vertical rulers on the canvas viewer.

- **Show Rulers**

If this checkbox is checked, the rulers will be displayed on the canvas viewer when an image or project is opened.

- **Show Ruler Guide**

If this checkbox is checked, the moving ruler guide on the mouse cursor will be visible.

- **Default Unit**

The preferred unit can be selected from the pulldown list which will be used as the default when displaying the ruler.

Options - Metadata

The Options dialog is accessed by selecting **Options** from either **Tools menu** or **Tools tab**. The **Metadata** tab is the second tab on the Options dialog.

Metadata

Image **Metadata** contains relevant details regarding an image. Some metadata is generated automatically by the device capturing the image, while some metadata may be set. The default metadata can be edited on this tab:

- **Comment** are general remarks.
- **Edited By** is the name of the photo editor/artist.
- **Encoded By** indicates the software that processed the image.
- **Copyright** ideally includes the photographer and photo editor with the year the photo was taken.

Example: *Copyright, [Photographer name], [Editor Name], [Year]. All rights reserved.*

Options - Library

The Options dialog is accessed by selecting **Options** from either **Tools menu** or **Tools tab**. The **Library** tab is the third tab on the Options dialog. This contains additional settings for the Photo Library dialog.

Automatically create albums when new files are added

If this checkbox is checked, albums will be automatically created based on the properties of the newly added images in **Photo Library**.

- **By Month** will create albums based on the month when the images have been created.
- **By Year** will create albums based on the year when the images have been created. *Example: "2020", "2023"*
- **By Day** will create albums based on the exact created date of the images. *Example: "2020 October 5", "2023 May 13"*

Application Search

The **Search Dialog** can be used to search for various features and tools inside PhotoPad.

Find Effect or Tool

Type a keyword you want to find.

Search Button

Click button to start searching.

Search Results

All related items to the search keyword will be displayed here. Sort the columns by clicking on the column headers. Click an item to automatically use it and know where to access it.

- *Feature* - Name of effect, filter, or tool.
- *Location* - Feature's location within PhotoPad.

Search More on Help Pages

Clicking the link will redirect to browser and allow online searching on help pages.

NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

Search

Search our website for products matching any keywords you type.

See more of our software

Browse our website for more software.

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A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department
NCH Software, Inc.
6120 Greenwood Plaza Blvd, Ste 120
Greenwood Village CO, 80111
USA

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A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at adr.org, by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

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Google Authorization Process on Windows XP and Vista

Extra steps are required to give PhotoPad authorization to upload to Google Drive and/or YouTube when running on Windows XP or Windows Vista:

1. Click **Authorize...** in the **Authorization** dialog.
2. In the web page that opens, sign in to your Google account, if required.
3. Confirm that you authorize PhotoPad to access the requested features.
4. Copy the **Authorization Code** provided by Google and paste it in the **Authorization confirm** dialog in PhotoPad.
5. Click **Ready** to confirm that authorization is complete.

Concepts - Non-Destructive Editing

PhotoPad allows for photos to be edited non-destructively, meaning that a series of modifications can be applied without losing any image data.

For example, if darkening an image, parts of the image may become completely black. After this modification is applied, brightening the image would turn these black areas into a shade of gray, and the detail of the image would be lost. With PhotoPad's non-destructive editing, the parameters of any modification can be changed at any time after the modification is applied. So in this example, instead of attempting to brighten a darkened image, the amount of darkening performed originally can be adjusted.

Each modification made in a PhotoPad project is represented with an Effect layer. To take advantage of non-destructive editing, it is best to only create one of each effect layer needed. When making adjustments to an image, reuse the effect layers you have already created rather than creating new ones.

Concepts - Projects

A PhotoPad project consists of a number of layers (such as images, text, and effects). A new project is created when an image is opened, or a collage or panorama is created.

Multiple projects can be opened at the same time in PhotoPad. Each open project is kept in the thumbnail browser at the bottom of the screen and can be opened by clicking the thumbnail image of the project. When enough projects are open, a scrollbar appears below the thumbnails to allow you to scroll left and right to see all the open projects.

Concepts - Original Image

An original image layer represents the first opened photo in a project. It cannot be moved, resized, rotated, or deleted. The original image layer is always the first layer at the top of the layer list.

Original Image Properties

Information

The file name, width and height (in pixels) will be shown.

Concepts - Effects History and Layers

A PhotoPad project consists of a series of layers, where each layer represents images, text, or effects. So, for example, a PhotoPad project may contain an image layer, a color adjustment layer, and a text layer.

- **Reordering**

Layers in a project can be reordered. So, for example, if one image layer appears over the top of another image layer, the layers can be swapped so that the image behind now appears in front. Layers can be reordered using the

Effects History and Layers panel. Simply drag a layer to a new position in the list.

- **Selection**

A layer can be selected by clicking on it in the Effects History and Layers panel. When selected, controls for the layer will appear in the Properties panel. As changes to these properties are made, the results are shown immediately in the canvas viewer.

- **Canvas Widgets**

Some layers provide canvas widgets, which are draggable handles or manipulators that appear in the canvas viewer. For instance, image layers have resizing and rotation handles.

- **Visibility**

Layer visibility can be toggled by right clicking on the layer and selecting the "Hide Layer" or "Show Layer" menu item.

- **Opacity**

A layer's opacity determines the overall strength or visibility of the effect.

An opacity of 0% means the layer is completely transparent, and an opacity of 100% means the layer is in full effect.

To edit a layer's opacity, right click on the layer header and select **Edit Layer Opacity**. Use the dropdown arrow to open a slider window. Drag the slider to change the opacity value. Click anywhere outside of the slider window to close it.

Note: Opacity isn't supported for all layers.

- **Erase**

A layer's effect can be selectively applied to different areas of that layer.

This is done by erasing the areas where the layer is not to be applied.

To erase areas of a layer's effect, right click on the layer header and select **Erase**. A new popup window will appear where the eraser brush options can be modified. Simply draw over the canvas with the brush eraser to set areas where the layer should not be applied. Conversely, select the **Restore Brush** in the popup window to restore erased areas. To remove all erased areas and restore the image, right click on the eraser icon on the layer header and select **Reset Eraser Mask**.

Note: Erase isn't supported for all layers.

Tasks - Getting Started

Opening a Photo

To open a photo, click the **Open** button on the toolbar, or select **Open** from the File menu. Using the dialog box, select an image to open and click **Open**.

The image will appear in the canvas viewer, and the Effects History and Layers panel will show that the new project has an original image layer.

Making Adjustments

Once you have an image opened, you can make adjustments by adding layers. Here are some easy examples to try:

- **Rotate**
To rotate the photo, add a rotate layer by clicking the **Rotate** button in the **Edit** tab on the toolbar. Then use the properties panel located in the right sidebar.
- **Brightness**
To adjust the brightness of the photo, add a brightness adjustment layer by clicking on **Brightness** in the **Color** tab on the toolbar. With the new layer now selected, the slider in the properties panel can be moved to increase or decrease the brightness of the photo.

Other adjustments or effect layers can be added in the same way. Simply click on the type of adjustment or effect you want from the toolbar and a layer will be created. Adjust each layer's settings in the properties panel. If you wish to remove a layer, click the **X** button next to that layer. To learn more about layers, see the Concepts: Layers section of this manual.

Creating a Caption

To create a caption for a photo, click the **Text** button in the **Tools** tab on the toolbar. By default, the new text box will appear in the center of the image. To move the text, drag the text box by its edges the desired location. To change the size of the text area, drag the sizing handles (arrows) around the text box. You can also rotate the text using the rotate handle.

You can type directly into the text box. Other options, like font, size, bold, italics, etc., can be adjusted from the Text Properties panel. Any of these options can be changed again later by selecting the text layer. To learn more about working with text, view the

Insert Layer: Text topic in this manual.

Making Collages

PhotoPad provides a helpful collage creation dialog, which can automatically arrange photos. To open the dialog, click on the **Collage** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

To start adding photos, click the **Add Images...** button towards the bottom. Multiple image files may be selected by holding the Shift key or Ctrl key. As photos are added, they will appear in the preview window.

To resize an image within the collage, select it and drag the corner handles. Neighboring images will be resized to preserve the spacing and layout.

When you are finished, click **Done**. A new PhotoPad project will be created with all the photos added to a collage layer. The collage can be further edited like a normal PhotoPad project, and then saved and/or printed. To learn more about PhotoPad projects, see the Concept: Projects section of this manual.

For more detailed instructions on collages, see Tasks: Creating a Collage.

Importing an Image from a scanner or TWAIN source

PhotoPad provides dialogs for you to import images from a range of scanning devices, such as flatbed scanners, multi-function printer / scanner devices, and some webcams.

If the software is registered, you can use the **Import an image** button on the

Welcome to PhotoPad dialog. Otherwise, click the **Import** button on the home tab.

In the **Select Source** dialog that appears, highlight the TWAIN source to acquire from and click **Select**. The scanning dialog provided by your device's manufacturer will open. Click the button labeled **Import**, **Scan**, **Snapshot**, or similar (the exact button will vary from device to device).

When your device finishes scanning, a new project will be created with your acquired image as a new layer.

To import subsequent images, click on **File** -> **Import an Image**, or click the **Import** button on the toolbar.

Tasks - Saving Your Work

Hidden Layers

Any changes made by hidden layers will not be seen in the saved image. What you see in the viewport is what you'll get in the saved image. If you want the changes made by hidden layers to be seen in the saved image, you must first go to the layers list and unhide the layers before saving.

Save

If you would like to simply save the file in the existing format and with the current file name, you may click the Save button on the toolbar, or choose the Save option from the file menu.

Save As

If you would like to save the file in a different format or with a different file name, click the Save As button on the toolbar, or choose the Save As option from the file menu.

If you would like to save your photopad project with all of its associated layers, choose **PhotoPad Project** from the Save as type dropdown menu.

Save for Web

If you would like more options, select Save for Web from the File menu. This will open up a dialog which will display a preview of the image you are saving (in the left pane) as well as a preview of what the image will look like in the chosen format (in the right pane). If the image is larger than can be displayed in these panes, it will be resized, and you can move your mouse around the images to display a small box that shows you a 100% crop of the area the mouse is over. Once you are satisfied with the resulting image click OK and a dialog will appear allowing you to name the file and choose its destination.

File Options

The pull-down list allows you to select the file format that you wish to save the image in (JPEG, BMP, TIFF, GIF or PNG). Changing the selection will cause the preview image to update (right pane), and will also update the Projected File Size. The Projected File Size is the size of the image if you were to save it with the current options.

Format Options

Depending on which format you choose, there may be options available to control the quality of the resulting file (as well as the size of that file).

- **JPEG**
There is a slider that lets you select the quality (lower numbers give a lower quality image and smaller file, while higher numbers give a better image at the expense of a larger file).
- **GIF**
There are two options available for GIF files, Fast GIF Conversion and Use Dithering. Fast GIF Conversion is selected by default, and automatically uses dithering in the resulting image. This usually results in the smallest GIF possible, though it is not possible to save transparency with this option. Unchecking Fast GIF Conversion will result in a slightly larger file that takes much longer to generate, however it will be able to save transparency data, and usually will produce a better looking image. If Fast GIF Conversion is unchecked, you may select Use Dithering, which will attempt to blend the colors together to reduce the banding effects that can occur in gradual gradients.
- **BMP**
This format does not have any options available.
- **PNG and TIFF**
These 2 formats do not have any options available.

Tasks - Undo / Redo Changes

Use **Edit** -> **Undo** (or Ctrl+Z) to undo the most recently performed action. Undo can be used several times in a row to undo progressively older actions.

Use **Edit** -> **Redo** (or Ctrl+Y) to redo an undo action.

Tasks - Cut, Copy, Paste

The Clipboard is a useful tool for obtaining and sharing text and images between programs and open projects.

Please note that you are only able to use the Clipboard while you have at least one project open.

Cut - (Ctrl + X)

If the currently selected layer is an Overlay Image, or Overlay Text, then that layer will be removed from the layers list and copied to the Clipboard. If the currently selected layer is another type of effect, then Cut will be disabled.

Copy - (Ctrl + C)

Usually, a flattened version of the entire currently visible Image will be copied to the clipboard. If there is a selection active, the content contained in that selection will be copied to the clipboard.

If one of the following layers is currently active and selected, the listed action will take place instead.

- **Overlay Image** - Only the overlay image will be copied to the Clipboard.
- **Overlay Text** - The text within this layer will be copied to the Clipboard.

Paste as Overlay - (Ctrl + V)

One of two effect layers will be created depending on the information available on the clipboard.

- **Image** - An Overlay Image effect layer will be created centered on your project, containing the Image.
- **Text** - An Overlay Text effect layer will be created centered on your project, containing the text. The created Overlay Text will use the default size, font and color.

Paste as New Project

If there is image data available on the clipboard this option is available. Selecting it will create a new project using the image from the clipboard.

Tasks - Importing an Image from a Camera or Scanner

Scanning an Image

PhotoPad provides dialogs for you to import images from a range of devices, such as scanners, multi-function printers, and some cameras.

To acquire an image, select **File -> Import an Image** or click the **Import** toolbar button in the **Home** tab. In the **Select Source** dialog that appears, highlight the device to acquire from and click **Select**. The scanning dialog provided by your devices manufacturer will open. Click the button labeled **Acquire**, **Scan**, **Snapshot**, or similar (the button will vary from device to device).

When your device finishes scanning / loading, a new project will be created with your imported image as a new layer.

Tasks - Get Image from Webcam

Capturing an image from a webcam

To capture an image from a webcam, make sure your webcam is plugged into your computer, and then click the **Webcam** tool-bar button or select **File -> Get Image from Webcam**

In the dialog that appears, select your webcam from the drop-down menu. The webcam input will be displayed on the screen. Click the **Freeze Image** button to freeze the webcam input. If you aren't satisfied with the image, click the **Unfreeze Image** button to unfreeze the webcam and try again.

Click the **Device Settings** button to adjust webcam settings, such as brightness and contrast.

Click **Capture** to create a new project from the displayed image, or **Cancel** to discard the image without saving anything.

Tasks - Creating a New Image

Create a new image by selecting **New** from the file menu or by using the **Ctrl+N** shortcut. A New Blank Image dialog will allow you to set the image width, height, and color.

Size

The dimensions of the new image are controlled by the width and height fields.

Preset Size

Select from a list of common dimensions for images instead of entering your own.

Background Color

You can change the image color by clicking on the color button. This will bring up a color picker to let you choose a new background color for your image.

Alternatively, you can make the new image completely transparent by selecting the **Transparent** radio button.

Click the **OK** button at the bottom to create the new image.

Click the **Cancel** button at the bottom to close the dialog without creating the image.

Tasks - Creating a Collage

A collage can be created using the Collage Editor dialog. Once the collage is completed, a new project with the selected images is created. The result can be further modified like any other photopad project.

Opening the Collage Editor dialog

To open the Collage Editor dialog, click the **Collage** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar, or select **Create Collage** from the Tools menu.

Collage Editor dialog reference

Page Size and Orientation

Click on *Page Size and Orientation* to expand the canvas controls. Use these controls to adjust the overall size of the collage.

Select the size of your collage with the **Collage Size** pulldown list. The options listed are in inches by default. Use the **Units** pulldown list to change the collage size measurements to Centimeters or Pixels.

Click the **Landscape** button for a horizontally oriented collage, or click the **Portrait** button for a vertically oriented collage.

Background Options

Click on *Background Options* to expand the background controls. Use these controls to change the background of the collage.

Select the **Solid Color** option for a single colored background. Change the color with the color button.

Select the **Custom Image** option to use an image file for a background. Select the image file with the **Open Image** button.

Layout Options

Use the *Layout Options* controls to change how images are arranged.

Use the **Auto Grid** layout style to pack an arbitrary number of images into a grid layout.

Use the **Free-form** layout style to arrange an arbitrary number of images randomly.

The remaining layout options are premade templates that only support a limited number of images.

Use the **Spacing** slider to increase or decrease the spacing between images.

Use the **Rounded Corners** slider round out the edges of images.

Use the **Random Tilt** slider to randomly tilt all images in the collage.

Use the **Randomize Layout** button to scramble the images.

Image Options

Click on *Image Options* to expand the image controls. These controls can only be used when you have an image selected.

Use the **Assign Image** button to replace the currently selected image with a different image.

Use the **Remove Image** or the **delete** key to delete the selected image.

When using the Free-form layout and the selected image is under another image, use the **Move Forward** button to change the overlap.

When using the Free-form layout and the selected image is on top of another image, use the **Move Back** button to change the overlap.

Adding Images

Use the **Add Images...** button to add more images to the collage. If you already have more images than the layout template allows, the additional images won't be added.

Adding Text

Right-click the canvas to select to add Image or Text. You can edit and format your text using the controls

under the **Text Options**.

Finishing the Collage Creator dialog

When satisfied with the results, click the **Create** button. A new PhotoPad project will be created, with a collage layer that contains all images from the Collage Editor. Click the **Edit Collage** button to reopen the Collage Editor for further editing.

Tasks - Contact Sheet

Create a contact sheet using the Contact Sheet Editor. Once the contact sheet is completed, a new project with the selected images is created. The result can be further modified like any other photopad project.

Opening the Contact Sheet Editor

To open the Contact Sheet Editor dialog, click the **Contact Sheet** button on the **Tools** tab.

Contact Sheet Editor dialog reference

Layout Options

Use the *Layout Options* controls to change how images are arranged.

Modify the **Number of Rows** according to your desired number of rows.

Modify the **Number of Columns** according to your desired number of columns.

Use the **Spacing** slider to increase or decrease the spacing between images.

Toggle the **Display File Names** checkbox to display the file names of the added images.

Page Size and Orientation

Use the *Page Size and Orientation* to adjust the overall size of the contact sheet.

Select the size of your contact sheet with the **Contact Sheet Size** pulldown list. The options listed are in inches by default. Use the **Units** pulldown list to change the contact sheet size measurements to Centimeters or Pixels.

Click the **Landscape** button for a horizontally oriented contact sheet, or click the **Portrait**

Image Options

The *Image Options* can only be used when you have an image selected.

Use the **Assign Image** button to replace the currently selected image with a different image.

Use the **Remove Image** or the **delete** key to delete the selected image.

Adding Images

Use the **Add Images...** button to add more images to the contact sheet. If you already have more images than the layout template allows, the additional images won't be added.

Finishing the Contact Sheet Editor dialog

When satisfied with the results, click the **Create** button. A new PhotoPad project will be created, with a contact sheet layer that contains all images from the Contact Sheet Editor.

Click the **Edit Contact Sheet** button to reopen the Contact Sheet Editor for further editing.

Tasks - Organizing Your Photos

Use the **Photo Library** dialog to organize your photos. This tool lets you use albums and tags to categorize your photos, so that they will be easier to find later on.

For instance, you may have multiple folders on your computer containing photos of a family member. You can create an album of this person to view all of their photos at the same time.

To open the Photo Library, click on the **Library** button on the Home tab, or select **Photo Library** from the File menu.

Home

The Home tab is where you will find the basic controls for getting started with the Photo Library.

- **Select Images**

Click here to add photos to the Photo Library. These photos will automatically be added to a **Recently Added** album. Note: These photos will be removed from the Recently Added album once you select more images, so be sure to organize these photos before selecting more images.

- **Import**

Click here to open the Import dialog. Use the Import dialog to copy photos to your computer from an external device, such as a smartphone or an external hard drive.

Folders

The Folders tab is where you will find a list of all folders being managed by the Photo Library. Your Pictures folder is included by default.

- **Adding folders**

Click on the **Add an existing folder...** button at the bottom left of the dialog.

Using the folder browser dialog, select a folder and click on the **Select Folder** button.

Note: The folder browser dialog does not display files - it only shows folders.

- **Edit a Folder**

On the side panel with the list of Folders, click the **'Pencil' icon** beside the Folder to be edited.

- To rename the Folder, enter the new Folder name on the popup and click the **Rename** button.

NOTE: This also renames the actual systems folder.

- To delete the Folder, click the **Delete** button.

NOTE: This only deletes the folder in Photo Library. Actual system folder is not affected.

- **Delete a Folder**

Deleting a folder only deletes it in Photo Library. Actual system folder is not affected.

There are two possible ways to delete a folder:

- On the side panel with the list of Folders, click the **'Trashcan' icon** beside the Folder to be deleted. This will automatically delete the folder.
- Alternatively, clicking the **'Pencil' icon** also provides a **Delete** button on the dialog popup to delete the folder.

- **Reorder Folders**

Simply drag a folder from the side panel list and drop it on the desired location.

NOTE: A line indicator will appear to guide where the new position will be.

- **Moving and Copying Photos**

To move or copy photos to another folder, start by selecting the photos you wish to move or copy. If you haven't opened the photos in the Photo Library yet, you can click on **Select Images** in the home tab, and select the photos from the **Recently Added** album. With the photos selected, click on the **Move or Copy**

button at the bottom of the dialog.

This will open a new dialog for moving the selected images to a new folder.

Click on the **Browse...** button to select a destination folder. Note: the folder browser will only display folders, it will not show any files.

Check the **Create a copy** checkbox if you want to make copies of the selected photos. The copied files will be moved to the destination folder, while the originally selected photos will stay in their current folder.

Click on the **Move** button to move the photos to the destination folder. The Photo Library will add the destination folder to the Folders list and display it.

Albums

Albums can be used to categorize photos into groups which share a similar topic or theme. For example, you could have an album for vacation photos, or an album containing photos of a family member.

Click on the Albums tab to view a list of all albums.

• Create an Album

To create an album, make sure you've clicked on the **Albums** tab, then click on the **Create a New Album...** button at the bottom left of the dialog. Type in your new album name and click **Create**.

Alternatively, select some photos and click on the **Add to Album** button at the bottom of the dialog.

A popup will appear for assigning the photos to an album. Type the name of your new album and press **enter**, or click on the **Create New** button.

Any images that are selected when you create an album will automatically be added to the new album.

• Edit an Album

On the side panel with the list of Albums, click the **'Pencil' icon** beside the Album to be edited.

- To rename the Album, enter the new Album name on the popup and click the **Rename** button.
- To delete the Album, click the **Delete** button.

• Delete an Album

There are two possible ways to delete an album:

- On the side panel with the list of Albums, click the **'Trashcan' icon** beside the Album to be deleted. This will automatically delete the album.
- Alternatively, clicking the **'Pencil' icon** also provides a **Delete** button on the dialog popup to delete the album.

• Reorder Albums

Simply drag an album from the side panel list and drop it on the desired location.

NOTE: A line indicator will appear to guide where the new position will be.

• Add Images to an Album

To add images to an existing album, start by selecting the photos you wish to add to the album. If you haven't opened the photos in the Photo Library yet, click on **Select Images** in the home tab, and select photos from the Recently Added album.

With the photos selected, click on the **Assign Albums** button at the bottom of the dialog.

This will open a popup containing a checklist of all existing albums.

NOTE: Common albums between the selected images will already be checked.

Use the search field at the top of the popup to find a specific album in the checklist:

- Any album that you check will be assigned to the selected photos.
- Alternatively, any album that you unchecked will be unassigned to the selected photos.

Once you're done making changes, click on the **Apply** button.

- **Recently Added**

The Recently Added album is a special album that contains the most recent set of photos which were selected or imported from the **Home** tab. Photos will be removed from this album after you select or import more images.

Tags

Tags can be used to associate photos with certain keywords. You can use this as an alternative to albums for grouping photos together. Click on the Tags tab to view a list of all tags.

- **Create a Tag**

To create a tag, make sure you've clicked on the **Tags** tab, then click on the **Add a New Tag...** button at the bottom left of the dialog. Type in your new tag keyword and click **Create**. Alternatively, select some photos and click on the **Assign Tags** button at the bottom of the dialog.

A popup will appear for assigning tags to the selected photos. Type the name of your new tag and press **enter**, or click on the **Create New** button.

Any images that are selected when you create a tag will automatically be tagged with the new tag name.

- **Edit a Tag**

On the side panel with the list of Tags, click the **'Pencil' icon** beside the Tag to be edited.

- To rename the Tag, enter the new Tag name on the popup and click the **Rename** button.
- To delete the Tag, click the **Delete** button.

- **Delete a Tag**

There are two possible ways to delete a tag:

- On the side panel with the list of Tags, click the **'Trashcan' icon** beside the Tag to be deleted. This will automatically delete the tag.
- Alternatively, clicking the **'Pencil' icon** also provides a **Delete** button on the dialog popup to delete the tag.

- **Reorder Tags**

Simply drag a tag from the side panel list and drop it on the desired location.

NOTE: A line indicator will appear to guide where the new position will be.

- **Tagging images**

To tag images, start by selecting the photos you wish to assign tags to. If you haven't opened the photos in the Photo Library yet, click on **Select Images** in the home tab, and select photos from the Recently Added album.

With the photos selected, click on the **Assign Tags** button at the bottom of the dialog.

This will open a popup containing a checklist of all existing tags.

NOTE: Common tags between the selected images will already be checked.

Use the search field at the top of the popup to find a specific tag in the checklist:

- Any tag that you check will be assigned to the selected photos.
- Alternatively, any tag that you unchecked will be unassigned to the selected photos.

Once you're done making changes, click on the **Apply** button.

Photos

Photos are the loaded images in Photo Library. Multiple actions can be done on an image to better organize the library.

- **Add Photos To Albums**

Refer to *"Album" > "Add Images to an Album"* section in this page for more details.

- **Add Photos To Tags**

Refer to "Tags" > "Tagging images" section in this page for more details.

- **Rate Photos**

- Click on one or more photos to be rated.
- To rate all the selected photos, do any of the following:
 - Place the mouse over one selected photo then click on a star.
 - Alternatively, type the rating in your keyboard to rate the photo. Accepted rating inputs are: **0**, **1**, **2**, **3**, **4**, and **5**.
Tip: Clicking on 0 will remove any rating.

Tasks - Stitching photos into a Panorama

A panorama can be created using the Create Panoramic Image dialog. The dialog provides an easy way to combine multiple images with overlapping views to create a single, larger, seamless image. Before constructing the final image, the dialog will allow you to preview the results.

Opening the Create Panoramic Image dialog

To open the Create Panoramic Image dialog, click the **Panorama** button on the **Tools tab** of the toolbar, or select **Create Panorama** from the **Tools menu**.

Create Panoramic Image dialog reference

Original Images

- **Add Image(s)** button can be used to add multiple images. Once loaded, the images will appear in the preview window. (*Optional: Images can also be added by dragging the images to the preview area.*)
- **Remove Selected Image** button can be used to remove a selected loaded image.
- **Remove All Images** button can be used to remove all loaded images.
- To change the order of an image, select an image by clicking on it, then click either the **Move Image Left** or **Move Image Right** button. (*Optional: Click and drag the image so that it will move one step towards the direction*)

Note: If the order of original photos is not right, a panorama may not be created.

Panorama Preview

- When all images are in the correct order, you can click **Update Preview** button to display a preview of the final image. The preview window will show a preview of the stitched panorama if the panorama is created successfully.
- If some photos are added or removed after the corresponding panorama is created, the panorama will be deleted.
- If you don't need a large resulting image, or are running out of memory, try using the **Scale the size of the final image** slider to adjust the output size of the final image. This will make the final image smaller, and will allow PhotoPad to use fewer resources during its creation.

Finishing the Panorama Stitcher dialog

When satisfied with the results in the panorama preview window, click **OK**. A new PhotoPad **project** will be created.

Tips for Successful Panorama Creation

- At least **2 up to 8 images are required** for a successful panorama creation.
- The images **must overlap each other** (PhotoPad needs to find similar points in each image to fit them together correctly). As a general rule of thumb, make sure that each image overlaps the others by about 1/4.
- The images **should be the same size, taken by the same camera**. If your camera supports changing lenses, you should be using the same lens. You should also **keep the camera zoomed the same amount for each image**.
- The images **must be taken from the same position**. If the camera changes positions between images, the different points of view will make it difficult, if not impossible to stitch the images together properly.
- The images **should be taken at the same time**. Taking the images at different times will likely lead to different lighting conditions, or allow the subject matter to move. Both of these will make it difficult to construct an image.
- The **target subject of the panorama image should be in a static position and not in motion**, otherwise the resulting panorama image will not be properly stitched.

- **High quality images are recommended to be used.** For lower quality images, PhotoPad might incidentally select bad reference points. If the panorama created is not as expected, it might be worth retrying the Panorama creation since a better result may be generated on other runs.
- Panorama creation is a resource intensive process. It can take a long time, and will use a great deal of memory. For every computer, there is an upper limit to how large of a panorama it will be able to create. Using larger images, or more images will increase the computer resources needed to construct the image. If your computer runs out of memory, try scaling the panorama size down, or using fewer images.

Tasks - Printing an Image

Printing an Image

To print an image, click the **Print** tool-bar button or select **File -> Print**. This will open a printing dialog with a preview window on the left and print options on the right.

Paper Options

Use the **Size Category** pulldown list to choose which set of paper sizes will appear in the **Paper Size** pulldown list.

Use the **Paper Size** pulldown list to select the size of the paper you will be printing to. The dimensions of the selected paper size are displayed in the print preview.

Use the **Portrait** and **Landscape** radio buttons to choose the orientation of the paper.

Use the **Margins** control to adjust the minimum padding between your image and the edge of the paper.

Use the **Units** pulldown list to switch between **Inches**, **Millimeters** and **Centimeters**.

Image Layout

Use the image layout options if you want multiple copies of your image to be printed on the same page.

Some options allow you to set a number of **Copies** given a preset size such as **4x6 in**, **5x7 in**, **8x10 in**, and **Wallet** sizes. Other options will allow you to set a specific number of copies:

- The **1x** option sets 1 copy.
- The **2x** option sets 2 copies.
- The **4x** option sets 4 copies.
- The **Full page** option sets 1 copy with the image set to fit the paper.

Image Position

The image position can be changed by dragging the preview or with the options found in the Image Position group box.

By default, the image will be located in the center of the paper. This can be changed by unchecking the **Center Image** checkbox.

Once the Center Image checkbox is unchecked, use the **Top** and **Left** fields to adjust the position of the top left corner of the image.

Image Size

The size of the image can be changed by dragging the corners of the preview or with the options found in the Image Size group box.

Check the **Scale to Fit Paper** checkbox to resize the image to the same size as the paper.

Alternatively, use the **Width** and **Height** fields to set a specific width and height. Notice that the image aspect ratio can't be changed with these fields. If you want to adjust the image width and height separately, use the crop or resize layers before printing.

Click the **Print** button to print the image.

Click the **Cancel** button to close the Print dialog without printing.

Tasks - Calendar Creator

To create a Calendar, click the **Create Calendar** tool-bar button

Calendar Settings

Select a Calendar Layout by clicking on one of the

Year, **Month** and **Spiral** buttons.

Select a **Year** and **Month** you want to display in your Calendar.

Uncheck the **Start week on Sunday** checkbox if you want that your Calendar starts on a Monday.

Uncheck the **Show adjacent month days** checkbox if you don't want to include previous and next month days.

Calendar Appearance

Change **Font Face** and **Calendar Color** by clicking the corresponding buttons.

You may insert an image to your Calendar by clicking **Assign Image** button or

Click to add an Image.. button in the preview.

Selected Day

Add holiday text to your Calendar by selecting the date and typing in the Edit box.

Paper Settings

Use the **Size Category** pulldown list to choose which set of paper sizes will appear in the **Paper Size** pulldown list.

Use the **Paper Size** pulldown list to select the size of the paper you will be printing to. The dimensions of the selected paper size are displayed in the print preview.

Use the **Margins** control to adjust the minimum padding between your image and the edge of the paper.

Switch between **Millimeters** and **Inches** using the **Units** pulldown list.

Click the **Print** button to print the Calendar.

Click the **Save As PDF** button to save the Calendar in a PDF file.

Click the **Cancel** button to close the Calendar Creator dialog without printing.

Click the **Help** button to show more details on how to use the Calendar Creator.

Tasks - Set as Wallpaper

Select Set as Wallpaper from the file menu to change your desktop wallpaper to the image currently displayed in PhotoPad. Any corrections or changes made prior to selecting this option will be displayed in the new wallpaper image.

Tasks - Card Generator

Card Generator

To create a Card, click the **Card Generator** tool-bar button

Card Options

Select the type of card you want: **Top Fold**, **Left Fold** or **Postcard**

Use the **Size Category** pulldown list to choose which set of paper sizes will appear in the **Paper Size** pulldown list.

Use the **Paper Size** pulldown list to select the size of the paper you will be printing to. The dimensions of the selected paper size are displayed in the print preview.

Use the **Margins** control to adjust the minimum padding between your image and the edge of the paper.

Image Options

You may insert up to 5 images to your Card. Click the **+Add Image** button to select the images that you want to add.

Remove the selected image by clicking the **Remove** button.

The selected image can be rotated using the Rotation buttons.

Text Options

Add text to your Card by typing in the Edit box.

Change **Font Face**, **Font Style**, **Font Size** and **Alignment** of your text by clicking the corresponding buttons

Click the **Print** button to print the Card.

Click the **Save As PDF** button to save the Card as PDF.

Click the **Create** button continue editing the Card in the main dialog.

Tasks - Taking a screenshot

Take a screenshot of your desktop by clicking **Screenshot** icon in the home tab or by selecting **File -> Take a Screenshot**.

Screenshots taken are automatically imported to PhotoPad as images ready for editing.

Tip: Screenshot sound on successful capture is available and can be toggled from PhotoPad options.

Screenshot types:

Entire Desktop

Automatically takes a screenshot of the whole screen (excluding PhotoPad).

- After selecting this screenshot type, PhotoPad window will be temporarily hidden.
- The screenshot of the entire desktop will be taken and PhotoPad window will be restored.
- PhotoPad will then import the screenshot ready for editing.

Specific Window

Screenshot a specific window from the available list.

- Select a window to screenshot from the list shown.
- After selecting a target window, PhotoPad window will be temporarily hidden.
- The target window will be restored (if minimized) and will be moved in front of other windows.

Note: If issues are encountered at this point, please refer to [Possible Screenshot Issues](#) section below.

- The screenshot of the target window will be taken and PhotoPad window will be restored.
- PhotoPad will then import the screenshot ready for editing.

Custom Selection

Minimizes PhotoPad and gives you a selecting tool to crop the portion you want.

- After selecting this screenshot type, PhotoPad window will be temporarily hidden.
- Select a portion of the screen using the selection tool.
Alternatively, click on ESC key in keyboard to cancel the screenshot.
- After selection is done, the screenshot of the selected portion of the screen will be taken and PhotoPad window will be restored.
- PhotoPad will then import the screenshot ready for editing.

Screenshot timers:

Snip Now

- Takes the chosen screenshot type immediately.
- *Note: PhotoPad will be temporarily hidden for a brief moment to capture the screen.*

Snip in 3 seconds

- Waits for 3 seconds before taking the chosen screenshot type.
- *Note: PhotoPad will be temporarily hidden for 3 seconds while waiting for the screenshot.*

Snip in 5 seconds

- Waits for 5 seconds before taking the chosen screenshot type.
- *Note: PhotoPad will be temporarily hidden for 5 seconds while waiting for the screenshot.*

Possible Screenshot Issues:

Target Window did not restore

- Possibly failed to restore the target window for screenshot due to lack of Administrator privileges.

Note: Target window is possibly running with Administrator privileges while PhotoPad does not.

- To solve this, please restore the minimized target window and try again.
Another option is to restart PhotoPad to run in Administrator Mode (Click on PhotoPad Icon > More > Run as Administrator) and try again.

Target Window is not moved to front

- This can happen if another window is interacted with while waiting for the screenshot.
- To solve this, it is advised to avoid switching windows while waiting for the screenshot of the target window.

Target Window is not available

- This can happen if the target window has been closed before the screenshot is taken.
- To solve this, please open the target window and try again.

Additional Settings:

Screenshot Sound

Play a camera sound on capture of screenshot.

- Go to *Tools > Options*
- Under *General Tab*, toggle checkbox for *Screenshot sound* to turn the sound on or off.

Edit - Undo / Redo

In addition to the undo/redo keyboard shortcuts, you can undo and redo changes by clicking on the undo or redo buttons in the **Edit Tab**.

Edit - Eraser

Use **Edit** -> **Eraser** to erase areas of the canvas.

The eraser tool can be used on most layers but not all. A warning will appear when you try to use it on a layer that cannot be erased, prompting you to select another layer.

Edit - Background

The **Background** layer can be used to change what gets displayed behind your original image. Note that the background will only be visible if your project has transparent pixels (ex: deleting a [selection](#), or using the [Color Removal](#) layer), or if you've increased the background size (see below).

Usage

There are three types of backgrounds you can choose from:

- **Transparent Background** - All background pixels remain transparent.
- **Solid Color Background** - All background pixels are filled with a single color. Use the color picker control to change the fill color.
- **Image Background** - An image will be displayed behind the original image. If you've copied an image into the clipboard, you can paste it into the background layer with the **Image from Clipboard** button. You can also use the **Image from File** button to select an image file.

You can also change the size of the background by checking **Change Background Size**. When this is checked, you can use the width and height controls to adjust the background size, or the resize widget over the image to adjust the size and position of the background. Once you're done using the resize widget, click **Apply Size**.

The Alignment buttons are used to align the original image to the background. So for example, if you want your original image to be centered in the background, click the horizontal center alignment and vertical center alignment buttons.

Edit - Crop

Use **Edit** -> **Crop** to change the size of the canvas.

The dark region outside of the rectangular manipulator will be removed from the image. Drag the rectangle's handles to change the size of the cropped area, or type it directly into the Width and Height entry fields.

Aspect Ratio

Use this drop down menu to select an aspect ratio for the cropping area. A *Custom* aspect ratio will allow you to edit the crop region freely. The *Original* aspect ratio will preserve the width:height ratio of the original input image.

Orientation

Check the *Portrait* radio button to make the cropped region taller than it is wide. Check the *Landscape* radio button to make the cropped region wider than it is tall.

The orientation controls are not available for the Custom, Original, and Square aspect ratios.

Set Size

Enter the width and height that the image should be cropped to. If the **Keep Aspect Ratio** box is checked, entering a value for one dimension will automatically change the other dimension's value to preserve the aspect ratio.

Resize Image

After cropping, you may instantly resize your image by entering your desired values in the **Resize Width** and **Resize Height** fields.

Note: Dimensions are assumed to be at 300 pixels per inch.

Click **Apply** to see the cropped result, or **Edit** to go back and make changes.

For free-form cropping, use the Crop Selected layer.

Edit - Rotate

The rotate layer can rotate the image and all preceding layers by any amount. Add a Rotate layer by clicking the **Rotate** icon on the **Edit** tab of the toolbar.

You can rotate the image by clicking and dragging on the image or by setting the rotation in the properties panel.

Usage

Click the **left** button to rotate the image 90 degrees counter-clockwise.

Click the **center** button to rotate the image 180 degrees.

Click the **right** button to rotate the image 90 degrees clockwise.

The **Rotation (degrees)** number field can be used to rotate the image by any arbitrary angle.

Check the **Crop corners** checkbox to remove excess blank space.

Edit - Straighten

The Straighten layer can be used to fix a tilted horizon. Add a Straighten layer by clicking the **Straighten** icon on the **Edit** tab of the toolbar.

Usage

Click and drag on the image to start rotating it. While the image is being rotated, an alignment grid will appear. Use the grid lines as a guide for making features in your image vertical or horizontal.

Hold the **Shift** key while dragging to more precise control in order to make fine-tune adjustments.

If an exact rotation value is desired, use the **Rotation** decimal entry control to enter a positive or negative angle.

Note: The straighten tool can only rotate images by 45 degrees clockwise or counter-clockwise. To rotate the image further, use the [Rotate layer](#).

Edit - Flip

The flip layer can mirror the image vertically and/or horizontally. Add a Flip layer by clicking the icon on the **Edit** tab of the toolbar.

Usage

Click the **Horizontal** button to flip the image horizontally.

Click the **Vertical** button to flip the image vertically.

Edit - Resize

Use **Edit** -> **Resize** to resize the canvas, including all preceding content layers. For example, this layer can reduce the dimensions of a high resolution image to make it small enough to send via email.

Usage

Units - Use the units pulldown list to change what the width and height fields represent.

You can resize by *pixels*, *percentage*, *inches*, or *millimeters* .

Pixels per Inch/Millimeter - This option is only available when the units are set to *inches* or *millimeters*. It's used to convert the set number of inches/millimeters to the image's dimensions in pixels.

Width - Use this to adjust the width of the image. The value represents the width of the image in the specified units above.

Height - Use this to adjust the height of the image. The value represents the height of the image in the specified units above.

Keep Aspect Ratio - Use this checkbox to keep the image's original proportions. Uncheck this option if you want to stretch or squash the image.

Upscale Method - Use this pulldown list to adjust the method used when resizing an image to a larger size.

Downscale Method - Use this pulldown list to adjust the method used when resizing an image to a smaller size.

Edit - Liquid Resize

Use **Edit** -> **Liquid Resize** for content aware resizing. This effect uses a technique known as seam carving which attempts to resize the image while preserving its contents. This is useful for changing the aspect ratio of an image without stretching or cropping important areas.

Usage

Use the width and height fields to change the size of the image in pixels.

Note that some images may not be suitable for liquid resizing, in which case the Resize layer or Crop layer would be more appropriate.

Edit - Copy and Paste

The **Copy and Paste** button opens a dropdown menu for the copy and paste functionality. See the [Cut, Copy, Paste](#) page for more.

Select - Selection Tools

The Select toolbar provides tools that allow you to select parts of a photograph to fill, [copy/paste](#), or delete.

If you copy a selection, you can paste it as a new overlay in the same (or different) project, or you can paste it into a new project. You can also delete a selected area. If the selection covers any visible part of an overlay image, only content from that overlay image will be deleted (so you can delete content from an overlay image without risk of deleting something from layers underneath it).

Keyboard Shortcuts

- **Select All** (Ctrl + A)
Select All will select everything in the image, regardless of which (if any) tool is currently selected.
- **Deselect All** (Ctrl + D)
Deselect All will clear the current selection and disable any active selection tool.
- **Invert Selection** (Ctrl + I)
Invert Selection allows you to change what is currently selected to the entire unselected area of the photograph. For example, if the sky has been selected and you click Invert Selection, the sky will become unselected and the rest of the photo will become the new selected area.

Rectangular Selection

The Rectangular Selection tool allows you to click the mouse button, drag, then release to create a rectangular selection in the photo. Hold the Ctrl key to make a square selection.

Oval Selection

The Oval Selection tool allows you to click the mouse button, drag, then release to create an oval selection in the photo. Hold the Ctrl key to make a circular selection.

Polygon Selection

The polygon selection tool allows you to create a polygonal selection. Click a point on the image and release the mouse to create the anchor point, then move the mouse to the second point and click again. Repeat as many times as needed to create the desired polygon, then close the polygon by clicking on the first anchor point or double clicking.

Free Form Selection

The free form selection tool allows you to select a hand-drawn region. Drag the cursor around the region you want to select, then release the mouse button to complete the selection.

Magnet Selection

The magnet selection tool allows you to select an object in your image by snapping to the object's edges. Start the selection by clicking on an object's edge. Then click anywhere within the circle displayed to add a segment to the selection outline. Continue adding segments until the whole object is outlined. Clicking on the first point or double clicking will complete the selection.

Magic Wand

The Magic Wand tool allows you to click on a single spot in the photo to select all adjacent areas of a similar color (click a point in the sky to select the entire sky, for example). When the Magic Wand tool is selected, you can specify a Tolerance value by clicking on the drop down arrow next to the button. This determines how similar a pixel's color must be to get selected.

Select - Expand, Contract and Feather Selection

Expand Selection

Grow the current selection by right clicking on the selection and selecting the **Expand Selection** menu item. This will bring up a dialog asking how much to expand the selection by. Enter a positive number and click **Expand**.

Contract Selection

Shrink the current selection by right clicking on the selection and selecting the **Contract Selection** menu item. This will bring up a dialog asking how much to contract the selection by. Enter a positive number and click **Contract**.

Feather Selection

Feather or blur the selection boundary by right clicking on the selection and selecting the **Feather Selection** menu item. This will bring up a dialog asking how much to feather the selection by. Enter a positive number and click **Feather**.

Select - Crop Selected

Crop out unselected areas with the **Crop Selected** layer. First make a selection with the Selection Tools, then click the **Crop Selected** button in the tabbed toolbar. This will remove unselected pixels and resize the image to match the bounds of your selection.

Use the Smooth/Sharp slider to smooth the edges of your selection.

You can go back and change the cropped area by clicking the **Edit Crop Selection** button.

Use the selection tools to change the selected area. When you are satisfied with your new selection, click **Apply** to re-crop to the new selection.

Select - Fill

The Fill effect fills the selected area with a color. Add a fill layer by clicking the **Fill** button in the Select tab.

Usage

Make a selection with the selection tools, then click the **Fill** button.

Select a fill color using the color picker dialog. A fill layer will be created when the OK button is clicked.

The fill color can be changed by clicking the Fill Color button in the properties panel.

Color - Brightness

The Brightness color adjustment layer changes the overall brightness of your image. Add a brightness layer by clicking the **Brightness** icon on the **Color** tab of the toolbar, then adjust the selected brightness layer in the Brightness Properties panel.

Usage

Use the *Brightness*: slider to brighten or darken the image.

- Negative values will darken the image.
- Positive values will brighten the image.
- A value of 0 will leave the image unchanged.

Color - Contrast

The Contrast color adjustment layer adjusts the upper and lower bounds of your image's brightness. Add a contrast layer by clicking the **Contrast** icon on the **Color** tab of the toolbar, then adjust the selected contrast layer in the Contrast Properties panel.

Usage

Use the *Contrast* slider to increase or decrease the contrast of an image.

- Negative values will gray out the photograph.
- Positive values will accentuate the difference between shadows and light areas.
- A value of 0 will leave the image unchanged.

Color - Exposure

The Exposure color adjustment layer simulates a photo taken with a different light-to-film exposure duration. You can use PhotoPad's exposure layer to increase or decrease the intensity of lights in your photograph for an artistic effect. Add an exposure layer by clicking the  icon on the **Color** tab of the toolbar.

Usage

Use the *Exposure*: slider to correct over or under exposure.

- Negative values will simulate a reduced light to film exposure duration. This makes the image darker.
- Positive values will simulate an increased light to film exposure duration. This makes the image brighter.
- A value of 0 will leave the image unchanged.

Color - Auto Levels

The Auto Levels color adjustment layer performs histogram equalization for a more uniform distribution of colors. Add an Auto Levels layer by clicking the **Auto Levels** icon on the **Color** tab of the toolbar.

Auto Levels Properties

Use the slider to adjust the strength of the effect.

Color - Levels

The Levels adjustment layer allows you to adjust the shadows, midtones, and highlights of your image. Add a Levels layer by clicking the **Levels** icon on the **Color** tab of the toolbar.

Levels Properties

Channel

The channel pulldown lets you pick a color channel to adjust.

- RGB will adjust all color channels at once.
- Red will only adjust the red values of your image.
- Green will only adjust the green values of your image.
- Blue will only adjust the blue values of your image.

Sliders

The black slider adjusts the shadows of your image.

Sliding the black slider to the right will make the shadows of your image more visible.

The gray slider adjusts the midtones of your image.

Sliding the gray slider to the left will make your image darker.

Sliding the gray slider to the right will make your image lighter.

The white slider adjusts the highlights of your image.

Sliding the white slider to the left will make highlights of your image more visible.

Color - Color Curves

The color curves layer allows you to control the tonal range of an image. Add a curves layer by clicking the **Color Curves** icon on the **Color** tab of the toolbar.

Curve Properties

Channel

The channel pulldown lets you pick a color channel to adjust.

- RGB will adjust all color channels at once.
- Red will only adjust the red values of your image.
- Green will only adjust the green values of your image.
- Blue will only adjust the blue values of your image.

Graph

The horizontal axis of the graph represents the input values of each color in your image, with dark values on the left and light values on the right.

The vertical axis of the graph represents the output of the effect, with dark values on the bottom and light values on the top.

The curve represents how the colors in your image are mapped from input values to output values.

Click anywhere on the graph to add a control point. The control point can be dragged to change the curve. The control point can also be reset/deleted either by selecting it, then press delete key or press the mouse's right click in front of the control point

Steep sections of the curve will result in high contrast. Flat sections of the curve will result in low contrast.

Color - Color Balance

The Color Balance layer allows you to control the colors of shadows, midtones, and highlights independently. Add a Color Balance layer by clicking the **Color Balance** icon on the **Color** tab of the toolbar.

The three radio buttons are used to determine which values of the image you're changing.

When **Shadows** is checked, the color sliders will adjust the shadowed parts of your image.

When **Midtones** is checked, the color sliders will adjust the midtone colors in your image.

When **Highlights** is checked, the color sliders will adjust the highlights in your image.

Color - Hue

The Hue color adjustment layer shifts the color spectrum of your photographs. Add a hue layer by clicking the **Hue** icon on the **Color** tab of the toolbar.

Usage

Use the *Hue Shift*: slider to change the spectrum of colors in your image.

- Negative values will shift colors to the opposite side of the color wheel in one direction.
- Positive values will shift colors to the opposite side of the color wheel in the other direction.
- A value of 0 will leave the image unchanged.

Color - Saturation

The Saturation color adjustment layer changes the saturation intensity of your photograph's colors. PhotoPad's Saturation layer can be used to make your photograph's colors more vibrant, or even to add an artistic dullness. Add a saturation layer by clicking the **Saturation** icon on the **Color** tab of the toolbar.

Usage

Use the *Saturation*: slider to make your image more dull or vibrant in color

- Negative values will reduce color saturation, making the image more dull.
- Positive values will increase color saturation, making the image more vibrant.
- A value of 0 will leave the image unchanged.

Use the *Prevent Oversaturation* checkbox to enable oversaturation prevention of images. When enabled, this will prevent saturation artifacts.

Color - Temperature

The Temperature color adjustment layer adds or subtracts warm colors from your photograph. Add a temperature layer by clicking the **Temperature** icon on the **Color** tab of the toolbar, then adjust the selected temperature layer in the Temperature Properties panel.

Use the Temperature color adjustment layer to make a cold photograph warmer, or a warm photograph cooler. The type of lighting available when a photograph is taken can affect the temperature of the photograph, also known as the color balance or white balance. For example, a subject photographed indoors may appear more orange than the same object photographed outdoors. If the temperature of a photograph is too cold then whites appear blue, and if it's too warm then whites appear orange or red.

Usage

Use the slider to add warmth or coolness to your image.

- Drag the slider towards *Cool* to subtract the warmth from your image.
- Drag the slider towards *Warm* to add warmth to your image.
- Keeping the slider in the center will leave the image unchanged.

Color - Tint

The Tint color adjustment layer applies a digital effect with similar results to screen printing. Color tinting can be used to apply a subtle blend of your photograph with a single color. Add a tint layer by clicking the **Tint** icon on the **Color** tab of the toolbar.

Usage

- **Strength:** This slider adjusts the strength of the effect.
- **Hue:** This slider adjusts the hue of the tinting color.
- **Lightness:** This slider adjusts the brightness of the tinting color.
- **Saturation:** This slider adjusts the intensity of the tinting color.

Color - Gradient Map

The Gradient Map layer allows you to map a pixel's brightness to a specific color. Add a Gradient Map layer by clicking the **Gradient Map** icon on the **Color** tab of the toolbar.

Gradient Map Properties

Gradient bar

The gradient bar represents the mapping from a pixel's brightness to a new color.

Dark pixels will be assigned to the color on the left of the gradient.

Light pixels will be assigned to the color on the right of the gradient.

The sliders under the gradient bar are known as **Markers**.

Select a marker by clicking on it. The selected marker will be shown as a white slider with a black outline.

You can move the selected marker's position in the gradient by dragging it.

You can change the selected marker's color with the **Set Marker Color** button. This will change the colors in the gradient.

Markers can be added or deleted with the **Add Marker** and **Delete Marker** buttons.

Color Blending

The Color Blending options let you adjust how the gradient mapped colors blend with the input colors of your image.

The **Mix Colors** option simply combines the output colors with the input colors.

The **Overlay Colors** option will overlay the output colors on top of the input colors.

The slider adjusts the overall strength of the effect.

Drag the slider to the left for subtle changes. Drag the slider to the right for more obvious changes.

Filters - Grayscale

The Grayscale color adjustment layer simulates a photo printed with black colored toning. Use PhotoPad's grayscale layer effect to simulate this classic style of photographic print. Add a grayscale layer by clicking the **Grayscale** icon on the **Filter** tab of the toolbar.

Usage

Use the *Color Filter* pulldown list for different grayscale styles:

- **Default** will simply desaturate the image.
- **Red Filter** will make red pixels brighter and blue/green pixels darker.
- **Green Filter** will make green pixels brighter and red/blue pixels darker.
- **Blue Filter** will make blue pixels brighter and red/green pixels darker.
- **Newsies** will apply a combination of 61 contrast, 13 block size pixels and 50 sharpness.
- **Panda** will apply 90 contrast to the Grayscale.
- **Santorini** will apply a red filter, 80 contrast and a 12% standard blur.
- **Smokestack** will apply -37 contrast and -24 exposure.
- **Steam** will apply -37 contrast and 23 exposure.
- **Tornado** will apply 90 contrast and apply vignette of 12 in size and 100 in strength.

Use the *Strength*: slider to adjust the strength of the effect.

Filters - Sepia Tone

The Sepia color adjustment layer simulates a photo printed with sepia colored toning. Before the complex printing process of the modern multi-tone color printer, photographs were printed in mono-tone. A common favorite color used in mono-tone photographic prints was taken from the Sepia Officinalis cuttlefish to give a warmer color to the black and white alternative. Use PhotoPad's sepia tone layer effect to simulate what your photograph may look like with different ratios of the sepia color mixed into your printer. Add a sepia tone layer by clicking the

icon on the **Filters** tab of the toolbar, then adjust the selected sepia tone layer in the Sepia Tone Properties panel.

Usage

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Negative

The Negative color adjustment layer processes a scanned film's negative into a printable photograph. Before digital cameras, photos were captured onto a special light sensitive film roll known as a negative. This film was named a negative because it would record the colors and lights which did **not** enter the camera lens. A negative film roll would then be taken to a photo printing shop to be processed and printed onto cards for normal viewing. If you use a scanner to transfer a negative film roll to your computer, then you can use PhotoPad's negative layer to transform the scanned negative film into the correct colors for viewing. Add a negative layer by clicking the **Negative** icon on the **Filters** tab of the toolbar.

Usage

There are no properties for this effect.

Filters - Vintage

The Vintage effect mimics the look of a photo taken with an older camera. Add a vintage layer by clicking the **Vintage** icon on the **Color** tab of the toolbar.

Usage

Bleach

This setting simulates a bleach bypass. This washes out lighter colors and gives the photo more contrast.

Click the *Bleach* checkbox to enable or disable this aspect of the effect.

Use the *Amount* slider to adjust the strength of the bleach effect.

Vignette

This adds a vignette to the image (similar to the vignette effect).

Click the *Vignette* checkbox to enable or disable this aspect of the effect.

Use the *Size* slider to adjust the size of the vignette.

Use the *Strength* slider to adjust the visibility of the vignette.

Filters - Dust/Scratches

The Dust/Scratches filter adds textures on a photo to provide a classic photograph look. Add a Dust/Scratches layer by going to **Filters Menu** and selecting the **Dust/Scratches** item.

Usage

Filter Type

Select from the available dust and scratches texture:

- Torn
- Water Damage
- Scratched
- Film Lines
- Folded
- Dust
- Grainy
- Streaked
- Hazy

Strength

Adjust the visibility of the filter.

Filters - Old Photo

The Old Photo filter gives your image a classic old photograph look. Add an Old Photo layer by going to **Filters Menu** and selecting the **Old Photo** item.

Usage

Grayscale Filter

Grayscale simulates a photo printed with black colored toning. Use the pulldown list for different grayscale styles:

- **Default** will simply desaturate the image.
- **Red Filter** will make red pixels brighter and blue/green pixels darker.
- **Green Filter** will make green pixels brighter and red/blue pixels darker.
- **Blue Filter** will make blue pixels brighter and red/green pixels darker.
- **Newsies** will apply a combination of 61 contrast, 13 block size pixels and 50 sharpness.
- **Panda** will apply 90 contrast to the Grayscale.
- **Santorini** will apply a red filter, 80 contrast and a 12% standard blur.
- **Smokestack** will apply -37 contrast and -24 exposure.
- **Steam** will apply -37 contrast and 23 exposure.
- **Tornado** will apply 90 contrast and apply vignette of 12 in size and 100 in strength.

Grayscale Strength

Use the slider to adjust the strength of the Grayscale effect.

Vignette Size

Vignette simulates the light capturing properties of an old camera and adds a soft elliptical border. Use the slider to adjust the size of the Vignette effect.

Vignette Strength

Use the slider to adjust the strength of the Vignette effect.

Sepia Strength

Sepia simulates a photo printed with sepia colored toning. Use the slider to adjust the strength of the Sepia effect.

Dust Strength

Dust adds texture on a photo to provide a classic photograph look. Use the slider to adjust the strength of the Dust effect.

Bleach Strength

Bleach washes out lighter colors and gives the photo more contrast. Use the slider to adjust the strength of the Dust effect.

Filters - Color Boost

The Color Boost filter increases the contrast and saturation of your image. Add a Color Boost filter by clicking the **Color Boost** icon on the **Filters** tab of the toolbar.

Usage

Use the *Brightness*: slider to adjust the brightness of the effect.

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Sunglow

The Sunglow filter makes shadows red, highlights yellow, and adds a vignette. Add a Sunglow filter by clicking the **Sunglow** icon on the **Filters** tab of the toolbar.

Usage

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Redwood

The Redwood filter makes shadows maroon and highlights yellow. Add a Redwood filter by clicking the **Redwood** icon on the **Filters** tab of the toolbar.

Usage

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Electric

The Electric filter increases the saturation of your image and adds extra blue to darker colors. Add an Electric filter by clicking the **Electric** icon on the **Filters** tab of the toolbar.

Usage

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Aqua

The Aqua filter makes darker colors blue and lighter colors beige. Add an Aqua filter by clicking the **Aqua** icon on the **Filters** tab of the toolbar.

Usage

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Orchid Light

The Orchid Light filter lightens the center of your image with a soft orange color and adds a purple vignette around the exterior. Add the Orchid filter by clicking the **Orchid Light** button on the **Filters** tab of the toolbar.

Usage

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Amber

The Amber filter maps shadows colors to purple, midtones to orange, and highlights to yellow. Add an Amber filter by clicking the **Amber** icon on the **Filters** tab of the toolbar.

Usage

Use the *Brightness*: slider to control the brightness of the image. Darkening the image will increase the amount of purple. Brightening the image will increase the amount of yellow.

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Nocturnal

The Nocturnal filter desaturates your photos and adds a touch of blue and teal. Add the Nocturnal filter by clicking the **Nocturnal** icon on the **Filters** tab of the toolbar.

Usage

Use the *Brightness*: slider to control the brightness of the image. Darkening the image will increase the amount of purple. Brightening the image will increase the amount of yellow.

Use the *Strength*: slider to adjust the strength of the filter.

Filters - Positive

Convert your scanned color negative to a positive image by clicking the **Positive** icon on the **Filters** tab of the toolbar.

Usage

There are no properties for this effect.

Effects - Regional Effects

The Selected Region Effect allows you to apply an effect to only parts of the image. To add a Regional Effects layer, click the **Regional Effects** icon in the **Effects** tab of the toolbar.

Region Selection

The Region Selection group box provides various tools for changing where the effect is applied.

The **Paint Region** button will let you use the brush tools to draw-in and erase-out where the effect is applied.

The **Select Region** button will set the current selection as the area where effects are applied.

The **Invert Region** button will invert the mask. Regions that used to not have the effect applied will now have the effect applied, and vice versa.

The **Reset Region** button will make all pixels show the effect.

Effects

Select an effect from the drop down list to apply to the pixels within the region.

Alternatively, make a selection with the selection tools, then choose the effect. A Regional Effects layer will be created automatically using the effect you have chosen.

The following list of effects can be used with the Regional Effects layer:

- [Auto Levels](#)
- [Blur](#)
- [Brick](#)
- [Brightness](#)
- [Cartoon](#)
- [Color Balance](#)
- [Color Curves](#)
- [Color Levels](#)
- [Color Removal](#)
- [Contrast](#)
- [Exposure](#)
- [Gradient Mapping](#)
- [Grayscale](#)
- [Hue](#)
- [Negative](#)
- [Noise Reduction](#)
- [Oil Paint](#)
- [Pixelate](#)
- [Saturation](#)
- [Sepia](#)
- [Sharpen](#)
- [Temperature](#)
- [Tint](#)
- [Two Tone](#)

Effects - Two Tone

The Two Tone effect layer allows you to repaint the image with two colors. Add a two tone layer by clicking the **Two Tone** icon on the **Effects** drop down, then adjust the selected two tone layer in the Two Tone Properties panel.

Two Tone Properties

Color Combination

Select from available preset color combination from the drop down list.

Use the *Dark Tone and Light Tone:* buttons to use a custom color.

Gradient bar

The gradient bar represents the mapping from a pixel's brightness to a new color.

Dark pixels will be assigned to the color on the left of the gradient.

Light pixels will be assigned to the color on the right of the gradient.

The sliders under the gradient bar are known as **Markers**.

Select a marker by clicking on it. The selected marker will be shown as a white slider with a black outline.

You can move the selected marker's position in the gradient by dragging it.

You can change the colors with the **Dark Tone** and **Light Tone** buttons.

Effects - Blur

The Blur effect layer applies an oily gel to the canvas for an artistic effect. Add a blur layer by clicking the **Blur** icon on the **Effects** tab of the toolbar, then adjust the selected blur layer in the Blur Properties panel.

Blur Properties

Blur Type

Change the blur type using the radio buttons.

Use the *Amount*: slider to adjust the strength of the blur.

Effects - Sharpen

The Sharpen effect layer adds contrast to the visible edges on your canvas. Add a sharpen layer by clicking the **Sharpen** icon on the **Effects** tab of the toolbar, then adjust the selected sharpen layer in the Sharpen Properties panel.

Usage

A photograph which is subtly out of focus can sometimes be rescued by sharpening visible edges through an increase of contrast.

Sharpen Properties

Use the *Amount* slider to increase the sharpness around visible edges.

Use Advanced Settings

This disables the slider control and enables the other controls in the panel. This also changes the method being used to perform the sharpening to an Unsharp Mask. This allows you to fine tune how the sharpening is applied to the image, and can give a more natural look.

Radius

Smaller values will sharpen the finer details of an image. As the size of the image or the distance you view the photo from increases, you will want a larger radius.

Amount

How much sharpening is applied. This can be very image dependent, so it can take some adjustment to find the level that you think is best for each image.

Noise Suppression

Controls how distinct an edge must be before sharpening is applied to it. This can help prevent sharpening of things like noise and grain within an image.

Effects - Pixelate

The Pixelate effect layer gives your image a low resolution look. Add a pixelate layer by clicking the **Pixelate** icon on the **Effects** tab of the toolbar, then adjust the slider for more or less pixelation.

Usage

The pixelate layer is controlled by the *Amount* slider.

- Moving the slider to the left will make the image less pixelated.
- Moving the slider to the right will make the image more pixelated.

Effects - Vignette

The Vignette effect causes the image to fade out to a specified color at it's edges. It can be used to simulate the light capturing properties of an old camera, or to add a soft elliptical border.

Usage

The Vignette effect is controlled by 3 settings:

- Use the first slider to adjust the vignetting size.
- Use the second slider to adjust the visibility of the vignetting effect.
- Use the color picker to change the vignetting color.

Effects - Local Focus

The Local Focus effect layer applies an area of interest highlight by softening the edges of your image. Add a local focus layer by clicking the **Local Focus** icon on the **Effects** tab of the toolbar, then adjust the selected local focus layer in the Localized Focus Properties panel.

Usage

You can use the local focus layer to subtly draw attention to a particular area on the canvas.

The local focus layer is controlled by a pair of overlapping circles on the canvas which share the same center.

- Inside the inner circle, the canvas will remain clear.
- Outside the outer circle, the image will be blurry.
- Between the inner and outer circles is a gradual change from sharp to blurry.

Click inside a circle and drag the mouse to position the focus point.

Click and drag a circle's edge to resize that circle.

Localized Focus Properties

Blur Type

Change the blur type using the radio buttons.

Sharp / Blur

Use the slider to increase or decrease the blur or sharpness of the out edges.

Effects - Lens Distortion

The Lens Distortion effect can be used to increase or reduce lens distortion. Add a lens distortion layer by clicking the **Lens Distortion** icon on the **Effects** tab of the toolbar.

Usage

Use the Pincushion/Fisheye slider to adjust the type and strength of the distortion.

- Move the slider towards **Pincushion** to stretch out the corners. This will reduce fisheye distortion.
- Move the slider towards **Fisheye** to bloat the center. This will increase the amount of fisheye distortion.

Parts of the image can get clipped after distortion. Use the zoom slider to scale down the image and make the clipped areas visible again.

Effects - Warp Tool

The Warp Tool lets you warp and distort any part of your image. Select the brush type and drag your cursor around the region you want to distort.

Brush Types:

- **Move Brush**
The Move brush will move pixels in the same direction you move your cursor.
- **Inflate Brush**
The Inflate brush will push pixels away from your cursor, creating an inflated or bloated look.
- **Pinch Brush**
The Pinch brush will pull pixels towards your cursor, creating a pinched look.
- **Heal Brush**
The Heal brush will move pixels back towards their original position.

Brush Settings:

- **Brush Size**
Only pixels within the displayed brush circle will be warped. Increase the size of the brush circle by moving the slider to the right. Decrease the size of the brush circle by moving the slider to the left.
- **Brush Strength**
Brush strength determines how intense the distortion will be. Increase the brush strength by moving the slider to the right. Decrease the brush strength by moving the slider to the left.

Smooth

Distortions can sometimes produce sharp or jagged edges. The **Smooth** tool will smooth out the distortions across the entire image and reduce jagged edges.

Reset

You can undo all distortions by clicking the **Reset** button.

Effects - Color Splash

The Color Splash effect retains colors close to the selected color and applies grayscale to the remaining colors. Add a Color Splash layer by clicking the **Color Splash** icon on the **Effects** tab of the toolbar.

Usage:

- Use the embedded color picker to select a color to retain from the image. Selecting a color to retain is made even easier by clicking on the *Eyedropper* button and clicking directly on the image.
- The *Tolerance* slider sets how similar pixels have to be to the selected color for them to be retained.
- The *Fuzziness* slider adjusts the sensitivity of color spill correction.
- The *Add Color* button allows you to add more colors to retain from the image.
- The *Color Eraser* button will let you use the brush tools to draw-in and erase-out where the effect is applied.

Effects - Clipart

Description

Add clipart images to your photos with the clipart tool. To find this tool, click the **Clipart** icon inside of the **More Effects** dropdown in the **Effects** tab of the toolbar.

Usage

Use the panel on the left to select a clipart category. When a category is selected, a list of clipart images will be displayed in the center of the dialog. Click on any image in the list to see a preview on the right side of the dialog.

When you find a clipart image you like, click the **Download** button. Once the image has finished loading, the clipart image will be added to the project as an Overlay Image layer.

Effects - Frame

Description

Add frames to your photos with the frame tool. To find this tool, click on the **Frame** icon inside of the **More Effects** dropdown in the **Effects** tab of the toolbar.

Usage

Once **Image Frame** is selected, a dialog will appear for you to choose a frame. Use the panel on the left of the dialog to select a frame category. When a category is selected, a list of frame images will be displayed in the center of the dialog. Click on any image in the list to see a preview of the frame on the right side of the dialog.

When you find a frame you like, click the **Download** button. Once the image has finished loading, the frame image will be added to the project as a frame layer.

Effects - Cartoon

The Cartoon effect makes your image look as if it were drawn by a cartoon artist. Add a Cartoon layer by clicking the **Cartoon** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

Usage

- Use the *Color Palette* pulldown list to choose a color scheme.
- Use the *Saturation* slider to increase or decrease the image's saturation.
- Use the *Edge Strength* slider to adjust how many lines will be drawn along the edges in your image.
- Use the *Detail* slider to adjust how much the image is blurred before the cartoon process is applied.

Effects - Oil Paint

The Oil Paint effect makes your image look like an oil painting. Add an Oil Paint layer by clicking the **Oil Paint** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

Usage

- Use the *Brush Size* slider to adjust the paint daub size.
- Check the *Use pastel colors* checkbox to reduce the variation in light and dark values to make it look like pastel colors were used.

Effects - Brick

The Brick effect layer makes your image look like it's made of bricks. Add a brick layer by clicking the **Brick** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

Usage

Use the radio buttons will change the shape of the brick to be either rectangular or hexagonal.

Use the *Size* slider to adjust how many bricks will be used to compose your image.

- Move the slider to the left for more bricks that are smaller.
- Move the slider to the right for fewer bricks that are bigger.

Use the *Spacing* slider to adjust how compacted the bricks are.

- Move the slider to the left for tightly compacted bricks.
- Move the slider to the right for more spaced out bricks.

Effects - Double Exposure

The Double Exposure layer is an represents an image from a photo or other image file. Parts of the image may be erased with the brush tools. The image can be moved, resized, or rotated. A new Double Exposure layer can be created by clicking the **Double Exposure** effect inside of the **More Effects** dropdown in the **Effects** tab of the toolbar.

Image

Choose Image

Click on the *Choose Image...* button to open the file browser and choose the image to be used for the double exposure effect.

Size

The double exposure image size can also be changed by dragging the image's scale handles on the canvas viewer when the image layer is selected.

Rotation

The double exposure image can be rotated using the canvas widget's rotate handle.

Opacity

Use the *Opacity*: slider to adjust the transparency of the overlay image.

Eraser Tools

The **Eraser Tools** button will let you use the brush tools to draw-in and erase-out where the effect is applied.

Image Effects

An effect can be applied to the overlay image by checking the *Use Effects* checkbox.

Use the *Choose an Effect* pulldown list to select the effect to be applied.

Effects - Glow

Description

The Glow effect enhances the dreamy appearance of your image by adding brightness and blur. Add a Glow layer by clicking the **Glow** icon inside of the **More Effects** dropdown in the **Effects** tab of the toolbar.

Usage

- Use the *Opacity* slider to adjust the strength of the blur that will be applied to the image.
- Use the *Amount* slider to adjust the brightness that will be added to the image.

Effects - Custom Effects

The Custom Effect Feature will let you save the currently listed effects in your Effects and Layers tab into one effect.

Saving a new Custom Effect

If you have any effects in the project, you can save all of the current effects (and their values) into one custom effect.

To save, click the Custom tab and then click the 'New Effect' button on the toolbar. A save dialog will appear if you have effects that are supported. Refer to the list below to check which effects are currently supported.

Using Custom Effects

Applying a Custom Effect

Click on the Custom tab and then click on the Custom Effect dropdown button. This will show you a list of custom effects and their preview that you currently have saved. Click on the effect you wish to apply to the your image.

Strength Slider

Use the slider to adjust how strong the effect is applied on the image.

- Move the slider to the left to decrease the strength of the effect
- Move the slider to the right to increase the strength of the effect

Deleting a Custom Effect

Click the Custom tab and then click the Custom Effect dropdown button. Right click the effect to be deleted, and then click Delete.

Supported Effects

- [Amber](#)
- [Aqua](#)
- [AutoFix](#)
- [AutoLevels](#)
- [Balance](#)
- [Blueify](#)
- [Blur](#)
- [Border](#)
- [Brick](#)
- [Brightness](#)
- [Cartoon](#)
- [ChromaKey](#)
- [Color Boost](#)
- [Contrast](#)
- [Color Curves](#)
- [Embroidery](#)
- [Exposure](#)
- [Fisheye](#)
- [FocusFix](#)
- [Glow](#)
- [Gradient Map](#)
- [Graduated Filter](#)
- [GrayScale](#)
- [Halftone](#)
- [Levels](#)
- [Lomo](#)

- Negative
- Positive
- Nocturnal
- Noise Reduction
- Orchid Light
- Pixelate
- Redwood
- Saturation
- Selective Color
- Sepia
- Sharpen
- Sunglow
- Temperature
- Vignette
- Vintage
- Two Tone
- Tint

Tools - Panorama

Use the **Panorama** tool to stitch multiple photos together. Open the Panorama dialog by clicking the **Panorama** icon on the **Tools** tab of the toolbar.

Refer to [Tasks - Stitching photos into a Panorama](#) for more info.

Tools - HDR

Use the **HDR** (High Dynamic Range) merging tool to combine three different exposures of the same scene in order to preserve details in the shadows and highlights. The HDR tool can be found by clicking the **HDR** icon on the **Tools** tab of the toolbar.

Usage

Clicking the HDR button will open a file browsing dialog. Select the dark, medium, and bright images by holding the **Ctrl** key and clicking on the files. Once you have these images selected, click **Open**.

Photopad will now automatically align and combine your images into a single HDR image, which you can continue to edit like any other PhotoPad Project.

Tools - Text

A Text layer is used to insert text into a region on the canvas. The text will be wrapped at the edge of the box, and will not exceed the specified region. A new text layer can be created by clicking the **Text** icon on the **Tools** tab of the toolbar.

Text is entered directly into the canvas widget text box. Special effects such as shadow, bevel, and glow will not be rendered until you are done editing and click outside of the text region.

The text region can be moved by dragging the widget edges. It can be resized and rotated with the on-screen widget handles.

Font Settings

Font Face: Use the *Font Face* pulldown list to select a font. Please note that only true-type fonts can be used.

Font Style: Use the **B** button for bold, the **I** button for italics, and the **U** button for underlined text.

Font Color: Click the *Color Button* to change the font's color.

Font Size: Use the *Font Size* number field to enter a font size.

Text Orientation

Alignment

Use the first set of buttons for **Horizontal Alignment:** Left, Center, and Right aligned text.

Use the second set of buttons for **Vertical Alignment:** Top, Center, and Bottom aligned text.

Rotation

Use the *Rotation Handle* on the text widget to rotate the text, or use the *Rotation* input field to specify the text rotation in degrees.

Text Effects

- **Background Color** Check this checkbox to display a solid color behind the text.
- **Shadow** Check this checkbox to display a drop shadow under the text.
Note: This effect isn't visible when the text widget is active.
- **Bevel and Emboss** Check this checkbox to give depth and volume to the text.
Note: This effect isn't visible when the text widget is active.
- **Inner Glow** Check this checkbox to render a glow on the inside of each character.
Note: This effect isn't visible when the text widget is active.
- **Outer Glow** Check this checkbox to render a glow on the outside of each character.
Note: This effect isn't visible when the text widget is active.

Text Opacity

Use the *Opacity*: slider to make the text transparent.

Tools - Draw Tool

The Draw Tool lets you draw on your photo, similar to basic paint programs. From the dropdown menu, you may select **Pencil**, **Line**, or shapes such as **Ellipse**, **Rectangle**, **Round Rectangle**, **Horizontal Arrow** and **Vertical Arrow**.

Brush Settings

Brush Type

Use the *Draw Brush* to add brush strokes to the draw layer.

Use the *Eraser* to erase brush strokes from the draw layer.

Brush Color

Use the embedded color picker to select a color to paint with. Alternatively, you can use the *Color Picker* button to grab a color from your screen, or use the *Select Color...* button to open the advanced color picker dialog.

Brush Size

Use the *Size*: slider to adjust the size of the brush.

Brush Hardness

Use the *Hardness*: slider to give your brush strokes hard or soft edges. Higher values will give sharper edges, and lower values will give softer edges.

Brush Strength

Use the *Strength*: slider to adjust the opacity of your brush strokes. Lower values are more transparent, and higher values are more opaque.

Tools - Overlay Image

An image layer represents an image from a photo or other image file. It can be moved, resized, or rotated. A new image layer can be created by clicking the **Image** icon on the **Tools** tab of the toolbar.

Image Properties

Size

Use the *Width* and *Height* fields to set the size of the overlay image in pixels.

The image size can also be changed by dragging the image's scale handles on the canvas viewer when the image layer is selected.

By checking the "Keep Aspect Ratio" checkbox, the width to height ratio of the image will be maintained when changing the scale using the properties panel or scale handles on the canvas.

Rotation

The image can be rotated using the canvas widget's rotate handle, or by specifying a value in the *Rotation*: field.

Flipping

The image can be flipped (or mirrored) using the *Flip Horizontal* and *Flip Vertical* buttons.

Opacity

Use the *Opacity*: slider to adjust the transparency of the overlay image.

Sharpness

When a selection is deleted from the overlay image, the *Sharpness* slider can be used to blur the edges of the overlay image.

Image Effects

An effect can be applied to the overlay image by checking the *Use Effects* checkbox.

Use the *Choose an Effect* pulldown list to select the effect to be applied.

Tools - Border

The border effect adds a flat-color border around an image.

Border Size

Use the *Narrow/Wide* slider to adjust the thickness of the border.

Border Color

Use the *Border Color...* button to select a color for the border.

Inner Border

Check the *Inner Border* checkbox to display a secondary border. The Inner Border controls work the same way as the outer border controls.

Rounded Corners

Check the *Rounded Corners* checkbox to round out the corners of the border(s). Use the *Sharp/Round* slider to adjust the radius of the rounded corner.

Display Shadow

Check the *Display Shadow* checkbox to make the first border cast a shadow against the inner border. The inner border will cast a shadow against the image.

Tools - Background

The **Background** layer can be used to change what gets displayed behind your original image. Note that the background will only be visible if your project has transparent pixels (ex: deleting a [selection](#), or using the [Color Removal](#) layer), or if you've increased the background size (see below).

Usage

There are three types of backgrounds you can choose from:

- **Transparent Background** - All background pixels remain transparent.
- **Solid Color Background** - All background pixels are filled with a single color. Use the color picker control to change the fill color.
- **Image Background** - An image will be displayed behind the original image. If you've copied an image into the clipboard, you can paste it into the background layer with the **Image from Clipboard** button. You can also use the **Image from File** button to select an image file.

You can also change the size of the background by checking **Change Background Size**. When this is checked, you can use the width and height controls to adjust the background size, or the resize widget over the image to adjust the size and position of the background. Once you're done using the resize widget, click **Apply Size**.

The Alignment buttons are used to align the original image to the background. So for example, if you want your original image to be centered in the background, click the horizontal center alignment and vertical center alignment buttons.

Tools - Color Removal

The Color Removal effect removes pixels with colors close to selected color (sets alpha values to zero). Add a Color Removal layer by clicking the **Color Removal** icon on the **Tools** tab of the toolbar. The background color can be set using the Background button in the tabbed toolbar.

Usage

- Use the embedded color picker to select a color to remove from the image. Selecting a color to remove is made even easier by clicking on the *Eyedropper* button and clicking directly on the image.
- The *Tolerance* slider sets how similar pixels have to be to the selected color for them to be removed.
- The *Fuzziness* slider slider adjusts the sensitivity of color spill correction.

Tools - Collage

A collage contains a collection of images that were selected in the [Collage Editor](#). A collage can only be created by clicking **Done** in the Collage Editor, which can be opened by clicking the **Collage** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

Usage

The images in the collage are initially arranged as they were in the Collage Creator. Click the **Edit Collage** button to reopen the Collage Editor for further editing. Clicking **Done** will apply the changes to the project.

Tools - Mosaic

The Mosaic layer produces a mosaic image to be positioned on the canvas. A new mosaic layer can be created by clicking the **Mosaic** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

Usage

PhotoPad's mosaic layer creates an image from a template image (the active image on the canvas) and a tile collection.

Mosaic Image Properties

Tile Image Source Folder

Click the small browse button to specify a folder containing as many images as you can find. These images will be combined to remake your template image.

Tile Columns and Rows

Tile Columns and Tile Rows specify the tile size of your mosaic by the appropriate number of divisions. More mosaic tile divisions will closer approximate your template image, where as less will retain more detail in the tiles.

Layout Mosaic Tiles

Click this button to instruct PhotoPad to lay out a mosaic with the supplied properties. If any of the supplied properties change after laying out the mosaic, you can click this button again to update your mosaic.

Tools - Paint by Numbers

The Paint by Numbers tool produces a paint by numbers template that can be painted in. A new Paint by Numbers layer can be created by clicking the **Paint by #** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar.

Usage

Control the number of paint colors using the **Colors** control. Increase this number to have a more accurate representation of your image.

Control the amount of detail using the detail slider. Drag the slider to the left for a more realistic representation of the image. Drag the slider to the right for a stylized simplified version of your image.

Control the smoothness of the region contours with the smoothing slider. Drag the slider to the left for sharper and more accurate shapes. Drag the slider to the right for more simplified and smoothed regions.

Output Type

Choose the output type with one of the provided radio buttons:

Original - The original image with no changes applied

Painted - A preview of how the image will look when painted in

Painting Template - The uncolored template to be painted in with outlines of regions and numbers signifying which color of paint to use

Color Key - A list of colors used in the painting template and their associated number

Image, Template, and Colors - All output types combined into a single image

Save - Use the save button to save an image of the current output type

Print - Use the print button to print out the current output type

Create New Image - Creates a new photopad project using the current output type

Reset - Reset the effect back to the default settings

Tools - Embroidery

The Embroidery layer produces a cross stitch pattern that can be used for embroidery. A new embroidery layer can be created by clicking the **Embroidery** icon inside of the **Tools** dropdown in the **Effects** tab of the toolbar. The effect itself displays a preview of how the image will look when stitched. To do the stitching yourself, you can print out a stitching template.

Usage

Control the number of thread colors using the **Colors** control. Increase this number to have a more accurate representation of your image. Note: the final number of colors used in the stitching template may vary depending on how similar the colors in your image are.

Control the number of stitches using the **Stitches** control. This determines the number of stitches in every row. Increase this number for a larger and more detailed cross stitching pattern. Note: there is currently no way to adjust the size of individual stitches.

To create the stitching pattern, click the **Save to PDF** button or **Print Stitching Pattern** button.

Tools - Passport Photo

The Passport Photo Tool produces a ready to print passport photo for the supported locations. To use the tool simply add a photo using the available options. Loaded photo can then be cropped to get the desired passport photo. Photo checklist and requirements are provided to serve as guidelines although it is still advisable to check in with the requirements in your country.

Location

Select location where passport photo will be applied for.

Image Options

A photo may be added using these options: Load image file, capture from webcam, or by dragging an image. Overlay guidelines are optional to assist for cropping the passport photo. Added image can then be cropped to get the passport photo. The number of copies can be set from 1 to 6.

Passport Requirements

Photo Checklist and Technical Requirements are provided as additional guidelines in selecting a passport photo. Check each item before creating the passport photo.

NOTE: It is still advisable to check the requirements in your country.

General Guidelines:

- Taken in the last 6 months
- Background should ideally be white or off-white
- Avoid white clothes due to background
- Natural skin tone must be visible
- Colored Photo
- Avoid glasses
- Applicant must directly face the camera with eyes open and closed mouth
- Hair must not cover face
- Neutral facial expression
- No hats or head covering except for religious or medical purpose
- No shadow or reflection or glare
- No other visible object

Passport Photo Editing

Photo Editing must be done with caution as some countries such as Australia, United Kingdom, and United States does not allow any retouching of the photo. Kindly check the requirements and guidelines in your country.

Tools - Thumbnail Creator Tool

The Thumbnail Creator Tool produces an image that can be used as a thumbnail for videos in media platforms. To use the tool simply add a photo using the available options. Loaded photo can then either be cropped to get the desired thumbnail photo or can be made to fit a set aspect ratio.

Thumbnail Type

Select the type of thumbnail to be created. Presets are available for supported video media platforms along with their supported thumbnail sizes.

Image Options

A base thumbnail may be added using these available options:

- **Load Image** from local folders.
- **Video Frame** can be selected from a loaded video.
- **Webcam Photo** will capture an image through a webcam.
- **Website Image** can be loaded by providing a valid image link.
- **Screen Snip** will allow capturing a snippet from the current available screens.
- **Capture Window** will capture a selected window.
- Image can also be loaded by **dragging** a valid file on the preview area of the dialog.

Other Image Options

A base thumbnail may also be added from the predefined image options provided.

Text and Image Overlays

Add various types of overlay on the thumbnail. These can be resized and repositioned over the thumbnail. Available options:

- **Text** will add a simple text overlay.
- **Curved Text** will add a text overlay curved to a specific shape.
- **Clipart** can be added from predefined images to insert an image overlay.
- Other options for adding image overlay are **Load Image**, **Video Frame**, **Webcam Photo**, **Website Image**, **Screen Snip**, and **Capture Window**.

Common Overlay settings:

- Selecting an option from **Add Overlay** will insert an overlay.
- **Rotation** will update the rotation of the selected overlay
- **Move to Front** will move the selected overlay one step forward among other overlays.
- **Move to Back** will move the selected overlay one step back among other overlays.

Text Overlay specific settings:

- **Font Face** will update the text font.
- **Font Style** is used for various style changes. Use the **B** button for bold, the *I* button for italics, and the U button for underlined text. Then use the color button to adjust text color.
- **Font Size** will update text size.
- **Alignment** can be used to adjust the horizontal (left, center, right) and vertical (top, center, bottom) alignment of the text.

Curved Text Overlay specific settings:

- **Font Face** will update the text font.
- **Font Style** is used for various style changes. Use the **B** button for bold, the *I* button for italics, and the U button for underlined text. Then use the color button to adjust text fill color.
- **Font Size** will update text size
- **Outline** is used for updating the outline of the text. Change the value to adjust the font size. Then use the color button to adjust the text outline color.

- **Curve Type** can be used to change the shape pattern of the text.

Thumbnail Properties

Thumbnail Properties may be further adjusted before creating the thumbnail:

- **Resolution** can be adjusted to change thumbnail width and height.
- **Aspect Ratio** can be adjusted to change the ratio of width and height.
- **Fit to Aspect Ratio** when checked, will stretch the image to fit the given aspect ratio. Otherwise if this is off, then crop option will be available.
- **Image Format** of thumbnail image output can be selected.
- **Projected Size** will show an estimate image file size output.

Tools - Metadata Editor

Image **Metadata** contains relevant details regarding an image. Some metadata is generated automatically by the device that captured the image, while some metadata may be edited. The which can be found on **Tools Menu** can be used to edit common image metadata information.

*NOTE: Metadata EXIF Tags are only supported in **JPEG** and **TIFF**. It is recommended to save in these file formats to preserve the changes.*

General Image Information

- **Image Description** gives the title of the image.
Example: "2022 Holiday Vacation"
- **Subject** can be a detail on the image's subject.
Example: "Family" or "Nature"

Image Copyright

Copyright ideally includes the photographer and photo editor with the year the photo was taken. There are two options on how to add copyright:

- **Suggested** would automatically build the copyright from other tags available.
Format: "Copyright, [Photographer Name], [Editor Name], [Year]. All rights reserved."
- **Custom** is where a customized copyright can be entered.

Image Creators

Contains details on individuals/corporations involved in the creation/production of the photo.

- **Photographer** is the individual who took the photo.
- **Edited By** is where the image editor can be set.
- **Camera Owner** will contain the name of the owner of the camera that took the photo
- **Encoded By** is the application that processed the image.

Date, Time, and Location

- **Date** can be set to a date associated to the image.
- **Time** can be set to a time associated to the image. Time can be input in either 12-hour or 24-hour format.
- **Location** name or description where the image was taken.

Additional Image Information

Additional details about the image can be set here (if applicable).

- **Target Printer** is a detail on the printing environment for which this separation is intended.
- **Document** where image was scanned from.
- **Image History** is a brief history of notable changes done to the image.

Ratings and Comments

Additional comments or details can be set here.

- **Rating** is a star rating for the image. Simply click on a preferred star rating to set it.
- **Category** where the image can be classified under.
Note: This is not an actual metadata tag. This is set under another a Comment tag.
- **Contact Details** of the photo owners (photographer/editor) for future reference.
Note: This is not an actual metadata tag. This is set under another a Comment tag.
- **Event** can be any event associated to the image.
Note: This is not an actual metadata tag. This is set under another a Comment tag.
- **Keywords** are words or phrases associated to the image.
- **User Comments** are additional comments about the image.

Retouch - Auto Fix

The Auto Fix layer automatically adjusts the color, contrast, and sharpness of your image to make it look better. Add an Auto Fix layer by clicking the **Auto Fix** icon on the **Color** tab of the toolbar.

Usage

Use the slider to adjust the strength of the effect.

Retouch - Focus Fix

The Focus Fix effect layer sharpens the image to make it look in focus. Add a Focus Fix layer by clicking the **Focus Fix** icon on the **Retouch** tab of the toolbar.

Usage

Use the *Less/More* to adjust the strength of the effect.

Use Advanced Settings

This disables the slider control and enables the other controls in the panel. This also changes the method being used to perform the sharpening to an Unsharp Mask. This allows you to fine tune how the sharpening is applied to the image, and can give a more natural look.

Radius

Smaller values will sharpen the finer details of an image. As the size of the image or the distance you view the photo from increases, you will want a larger radius.

Amount

How much sharpening is applied. This can be very image dependent, so it can take some adjustment to find the level that you think is best for each image.

Threshold

Controls how distinct an edge must be before sharpening is applied to it. This can help prevent sharpening of things like noise and grain within an image.

Retouch - Noise Reduction

The Noise Reduction layer reduces the noise present in photographs that have been taken in low light situations.

Usage

Amount

This slider controls the amount of noise to remove from the image. Higher values will be more aggressive at removing the noise from the image, though finer details could be lost.

Smoothing

This slider controls how much detail to preserve in the image. Higher values will remove more detail and help remove more noise. Lower values will preserve more detail, but will also leave more noise in the image.

Note: Noise reduction is a time consuming process, and this effect can take a long time to complete. Larger images and older computers will make the process take even longer. Also, moving the Amount slider to higher values will increase the amount of time needed to finish the noise reduction.

Retouch - Red-Eye Reduction

The Red-Eye Reduction effect layer removes camera flash-induced retina reflection, commonly known as the red-eye effect. Add a red-eye reduction layer by clicking the **Red-Eye** icon in the tab of the toolbar.

Usage

The Red Eye layer allows you to paint out red areas with a circular brush. Use the slider to adjust the size of your brush, then click on an eye to remove the red from it.

If you want to erase the redevye correction, click the **Eraser** button to change your brush to an eraser, then click the area you want to restore.

To clear all redevye changes, click the **Reset** button.

Retouch - Touch Up

The **Touch Up** tool allows you to paint one part of an image over another part. This can be used to remove scratches, blemishes, or even entire objects from a photo.

Usage

Define where the brush copies pixels over from by holding Ctrl and clicking on the image. Once you've done this, pixels from the source point will be copied into your brush strokes. You can redefine the brush source by holding Ctrl and clicking again.

Brush Properties

Brush Size

Use the *Size*: slider to adjust the brush size.

Brush Softness

Use the *Hardness*: slider to adjust the brush hardness. A low value will give brush strokes soft edges, and high values will give brush strokes sharper edges.

Brush Opacity

Use the *Strength*: slider to adjust the brush stroke transparency.

Retouch - Clone Stamp

The **Clone Stamp** tool allows you to paint one part of an image over another part. This can be used to remove scratches, blemishes, or even entire objects from a photo.

Usage

Define where the brush copies pixels over from by holding Ctrl and clicking on the image. Once you've done this, pixels from the source point will be copied into your brush strokes. You can redefine the brush source by holding Ctrl and clicking again.

Brush Properties

Brush Size

Use the *Size*: slider to adjust the brush size.

Brush Softness

Use the *Hardness*: slider to adjust the brush hardness. A low value will give brush strokes soft edges, and high values will give brush strokes sharper edges.

Brush Opacity

Use the *Strength*: slider to adjust the brush stroke transparency.

Retouch - Remove Object

The Remove Object Tool allows you to remove unwanted objects from your photo using AI. Draw over the image using a brush tool to select the object you want to remove. For better results, make sure to accurately make the selection of the object in the image.

Brush Settings

Brush Type

Use the **Brush** to add brush strokes to the mask which is used by the Remove Object layer for the selection of the object.

Use the **Eraser** to erase brush strokes and deselect some parts of the object in the image.

Brush Size

Use the slider to adjust the size of the brush when adding or removing selection from the mask.

Remove Object

Click to start removing the unwanted objects from the image by allowing AI to process the selected areas. Click **Undo** to make adjustments to the selection of the unwanted objects and try the process again if you don't like the result.

Note: The process might take some time to finish if the selected area is too big.

Retouch - Colorize

The Colorize Tool allows you to add colors and restore black and white images using a brush tool.

Brush Settings

Brush Type

Use the **Color Brush** to add brush strokes to the Colorize layer.

Use the **Eraser** to erase brush strokes from the Colorize layer.

Brush Color

Use the color picker to select a color to paint into the image. The hue and saturation of the color can be adjusted through the color picker.

Note: Only the color's hue and saturation will be blended and painted to the image. Using any black or white shades will simply turn the colored image into monochrome, and will not have any effect on black and white images since they do not have saturation at all.

Brush Size

Use the **Size** slider to adjust the size of the brush.

Brush Hardness

Use the **Hardness** slider to give your brush strokes hard or soft edges. Higher values will give sharper edges, and lower values will give softer edges.

Brush Strength

Use the **Strength** slider to adjust the opacity of your brush strokes. Lower values are more transparent, and higher values are more opaque.

Retouch - Super Color

The **Super Color** tool uses machine learning technology to automatically add color to black and white photos.

Usage

Strength

This slider allows you to adjust how strongly the effect applies color to the image. Lower values will result in more muted colors with smoother transitions.

Saturation

This allows you to control the of saturation of the resulting image.

Retouch - Color Burn

The **Color Burn** tool lets you darken parts of your image with a brush tool. This can be used to bring out detail in bright or over-exposed areas.

Usage

Brush Button

Check this button for brush strokes to paint in the color burn effect.

Eraser Button

Check this button for brush strokes to erase out the color burn effect.

Brush Settings

Size

This is the diameter of the brush in pixels. Drag the slider to the left for a smaller brush. Drag the slider to the right for a larger brush.

Hardness

For a brush stroke with smooth edges, drag the slider to the left. For a brush stroke with hard edges, drag the slider to the right.

Strength

For subtle changes, drag the slider to the left. For more apparent brush strokes, drag the slider to the right.

Retouch - Color Dodge

The **Color Dodge** tool lets you brighten parts of your image with a brush tool. This can be used to bring out detail in dark or under-exposed areas.

Usage

Brush Button

Check this button for brush strokes to paint in the color dodge effect.

Eraser Button

Check this button for brush strokes to erase out the color dodge effect.

Brush Settings

Size

This is the diameter of the brush in pixels. Drag the slider to the left for a smaller brush. Drag the slider to the right for a larger brush.

Hardness

For a brush stroke with smooth edges, drag the slider to the left. For a brush stroke with hard edges, drag the slider to the right.

Strength

For subtle changes, drag the slider to the left. For more apparent brush strokes, drag the slider to the right.

Batch - Batch Editor

The batch editor is used to apply filters and effects to multiple images at once.

Usage

Step 1: Select Files

Click on the **Add File** button to browse and select the images you want to process. You can select multiple files at the same time by holding down the Shift or Ctrl keys while selecting.

Click on the **Add Folder** button to select all images within a folder and its sub-folders. Click Next when you have added all the images.

Step 2: Select Effects

Click on the **Add** button to choose an effect that will be applied to all images. To change the settings of an effect, select the effect in the layer list and click the **Settings** button. You can reorder layers by dragging the items in the list.

Step 3: Select Output Format and Folder

By default Photopad will save the files in the same format they were loaded in. If you want to convert the format, select "Convert to file format" and select the extension. Some files (e.g., png or jpeg) have other options which can be changed using the **Format Options** button. Files are normally saved in the same folder they were loaded from. This means they will be overwritten when saved. Alternatively, you can select a different folder to save the files to.

Batch - Simple Resize

The **Simple Resize** layer is the batch version of the standard [resize layer](#). With it, you can resize multiple images using one of the following options:

- **Resize by Pixels** - Check this radio button to resize all batch images to a certain width or height.
 - If **Keep Aspect Ratio** is checked, only one dimension can be specified.
 - If **Auto Height** is checked, images will be resized to the width provided, and the height will be automatically set to a value that preserves the aspect ratio.
 - If **Auto Width** is checked, images will be resized to the height provided, and the width will be automatically set to a value that preserves the aspect ratio.
- **Resize by Percent** - Check this radio button to scale all images by a percentage of their original size.
- **Email (Small file size)** - Check this radio button to resize all batch images to width and height of 640 pixels and 480 pixels respectively. Note: dimensions might not be exactly 640x480 in order to preserve the aspect ratio.

If **Use Super Resolution (highest quality)** is checked, all images that are to be upscaled will be resized using the Super Resolution algorithm to maintain their highest quality.

Batch - Rotate

You can rotate the image by clicking on the the three buttons or setting the rotation value in the number field.

Click the **left** button to rotate the image 90 degrees counter-clockwise.

Click the **center** button to rotate the image 180 degrees.

Click the **right** button to rotate the image 90 degrees clockwise.

The **Rotation (degrees)** number field can be used to rotate the image by any arbitrary angle.

Check the **Crop corners** checkbox to remove excess blank space.

For a single image, you can rotate by clicking and dragging the image, use the Rotate layer.

Batch - Crop

Use **Crop** to change the size of the image.

Aspect Ratio

Use this drop down menu to select an aspect ratio for the cropping area. The *Original* aspect ratio will preserve the width:height ratio of the original input image.

For a single image, you can use the Crop Selected layer.

Batch - Watermark

You can add, scale and reposition a watermark to your images using this effect.

After selecting a file to be used as your watermark, you may:

Adjust the **Scale(%)** to resize the watermark relative to the height of your image.

Move the **Opacity** slider to achieve the desired appearance of the watermark.

Click the **Alignment** buttons to reposition the watermark.

Click the **Change Image** button to change the file used as watermark.

Share - Email

Description

Create and send an email with an attachment of the current image. To find this tool, click the **Email** icon on the **Share** tab.

Usage

The Email Image dialog has the familiar **To**, **Subject**, and **Message** fields available to allow you to compose your message. The **Email Settings** button allows you to choose the settings that Photopad will use to send your email.

After composing your message and verifying that the email settings are correct, use the file options at the bottom to select format and quality settings for the image. Use the **Send button** to send the email.

Additional Guide

Having issues sending email? Read more about [possible problems when sending email](#).

Share - Twitter

Description

This tool lets you post your PhotoPad artwork to your Twitter account. To compose a Tweet, click the **Twitter** icon on the **Share** tab.

Usage

- The first time you click on the Twitter icon, you will be prompted to authorize.
- Then a dialog will appear where you can edit your Tweet (optional).
- Lastly, click the **Tweet** button to post to Twitter. Once the image has been uploaded and posted, a browser will open to Twitter so you can view your Tweet.

Tips for successful Twitter Posting

- Twitter **mention is not allowed (@username)**. This can potentially be detected by Twitter as spam and could restrict Twitter use.
- **Avoid posting duplicate Tweets**. Make sure that each project has been edited since it was last uploaded.
- **Avoid posting in quick intervals** to avoid spamming.
- Please [contact PhotoPad support](#) if there are issues encountered.

Share - Dropbox

Description

Upload your PhotoPad artwork to your Dropbox account. To Find this tool, click the **Dropbox** icon on the Share tab.

Usage

This function can help you upload your photos or PhotoPad artwork to your Dropbox account quickly and easily. If your account is not yet linked to PhotoPad, the Dropbox website will be opened in your web browser. This is where you can log in using your credentials or create a new Dropbox account. To complete the upload process, you will need to authorize PhotoPad to connect to your Dropbox account.

Once authorized, you can now start uploading photos by selecting either one of the following options:

- Upload your current photo
- Upload all photos in project
- Browse for files to upload on hard drive

Upload Settings

Dropbox provides settings which can be used when uploading images. These can be adjusted through the following controls:

Folder - Specify the folder where the images will be uploaded. If the folder doesn't exist yet, Dropbox will automatically create the folder.

Clear and Forget Logon Details - Can be used to remove PhotoPad's access to your Dropbox account.

Share - Google Drive

Description

Upload your PhotoPad artwork to your Google Drive account. To Find this tool, click the **Google Drive** icon on the Share tab.

Usage

This function can help you upload your photos or PhotoPad artwork to your Google Drive account quickly and easily. If your account is not yet linked to PhotoPad, the Google Drive website will be opened in your web browser. This is where you can log in using your credentials or create a new Google Drive account. To complete the upload process, you will need to authorize PhotoPad to connect to your Google Drive account.

Once authorized, you can now start uploading photos by selecting either one of the following options:

- Upload your current photo
- Upload all photos in project
- Browse for files to upload on hard drive

Upload Settings

Google Drive provides settings which can be used when uploading images. These can be adjusted through the following controls:

Folder - Specify the folder where the images will be uploaded. If the folder doesn't exist yet, Google Drive will automatically create the folder.

Share Folder - Share the specified folder to a certain email address.

Clear and Forget Logon Details - Can be used to remove PhotoPad's access to your Google Drive account.

Share - OneDrive

Description

Upload your PhotoPad artwork to your OneDrive account. To Find this tool, click the **OneDrive** icon on the Share tab.

Usage

This function can help you upload your photos or PhotoPad artwork to your OneDrive account quickly and easily. If your account is not yet linked to PhotoPad, the OneDrive website will be opened in your web browser. This is where you can log in using your credentials or create a new OneDrive account. To complete the upload process, you will need to authorize PhotoPad to connect to your OneDrive account.

Once authorized, you can now start uploading photos by selecting either one of the following options:

- Upload your current photo
- Upload all photos in project
- Browse for files to upload on hard drive

Upload Settings

OneDrive provides settings which can be used when uploading images. These can be adjusted through the following controls:

Folder - Specify the folder where the images will be uploaded. If the folder doesn't exist yet, OneDrive will automatically create the folder.

Share Folder - Share the specified folder to a certain email address.

Clear and Forget Logon Details - Can be used to remove PhotoPad's access to your OneDrive account.

Share - Flickr

Description

Upload your PhotoPad artwork to your Flickr account. To find this tool, click the **Flickr** icon on the **Share** tab.

Usage

This function can help you upload your photos or PhotoPad artwork to your Flickr account quickly and easily. If your account is not yet linked to PhotoPad, the Flickr website will be opened in your web browser. This is where you can log in using your credentials or create a new Flickr account. To complete the upload process, you will need to authorize PhotoPad to connect to your Flickr account.

Once authorized, you can now start uploading photos by selecting either one of the following options:

- Upload your current photo
- Upload all photos in project
- Browse for files to upload on hard drive

Upload Settings

Flickr provides settings which can be used when uploading images. These can be adjusted through the following controls:

Make Photos Public - The photos uploaded are private by default but these can be set to public if this is checked.

Clear and Forget Logon Details - Can be used to remove PhotoPad's access to your Flickr account.

Suite - PhotoStage

Description

Create photo slideshow movies from your own PhotoPad artwork. To find this tool, click the icon on the **Suite** tab.

Usage

Creating a slideshow has never been easier.

- Bring your digital photos to life
- Share memories in an interesting and portable way
- Easily combine pictures, video clips, music and narration

Preserve your memories with a multimedia slideshow you'll be proud to share with friends and family. Add photos and videos to the timeline, add visual interest with panning and zoom effects, and place fade transitions between slides for a professional finish.

Suite - Pixillion

Description

Load your PhotoPad artwork into Pixillion image converter. To find this tool, click the **Pixillion** icon on the **Suite** tab.

Usage

The **Pixillion Image Converter** can take your file and convert it to the format you need. It can convert many different formats to gif, jpg, png, pdf and more. You can preview images before you convert, as well as view current file parameters including file format and dimensions.

Put any photo, anywhere. The easy one-click process makes it perfect for converting your image files for putting on the web, emailing to friends, or displaying on your mobile phone.

Boasts powerful features including batch conversion, advanced image resizing, and conversion to PDF. Pixillion also lets you convert images directly from the right click menu.

Learn more about Pixillion and download a free trial by visiting the webpage at nchsoftware.com/imageconverter/index.html.

Suite - DrawPad

Description

Easily draw and create images with the DrawPad Graphic Editor. To find this tool, click the icon on the **Suite** tab.

Suite - VideoPad

Description

Load your PhotoPad artwork into VideoPad. To find this tool, click the **VideoPad** icon on the **Suite** tab.

Suite - ClickCharts

Description

Launch Click Charts. To find this tool, click the **ClickCharts** icon on the **Suite** tab.

Suite - Express Burn

Description

Burn your PhotoPad artwork to CDs, DVDs or Blu-ray Discs. To find this tool, click the **Express Burn** icon on the **Suite** tab.

Usage

Burning software to create and record discs quickly and easily.

- Ultra fast burning to save you time
- Burn audio, video or files to CD, DVD or Blu-Ray
- Drag and drop files straight into the application

Data CD, DVD or Blu-Ray Writing

Perfect for creating backup discs

- Data CDs are fully ISO compliant with Joliet extension
- Burns ISO compliant data DVDs (4.5GB+ DVD-R, DVD-RW, DVD+R, DVD+RW)
- Burn Blu-ray discs (25GB/50GB BD-R, BD-RE, BD-R DL, BD-RE DL)

Advanced Disc Burning Features

- Supports multi session recording to Audio CD or DVD.
- Records CD Recordable (CDR) and CD Re-recordable (CDRW) discs (and DVD and BD equivalents)
- Includes command line operation for automation and integration with other programs

Suite - Disketch

Description

Load your PhotoPad artwork into Disketch. To find this tool, click the **Disketch** icon on the **Suite** tab.

Suite - Express Points

Description

Launch Express Points. To find this tool, click the **Express Points** icon on the **Suite** tab.

Image Settings - GIF Compression Settings

Fast GIF Conversion is selected by default and results in the smallest GIF possible, though it is not possible to save transparency with this option.

Unchecking Fast GIF Conversion will result in a slightly larger file and it will be able to save transparency if it is present in your image.

Using Dithering will attempt to blend the colors together.

Image Settings - TIFF Encoding Settings

This format does not have any options available. Generally used to store large high quality image files. It will save your image along with transparency.

Image Settings - ICO Encoding Settings

Preset

Select one of the preset configurations to automatically enable the image formats recommended for the chosen scenario.

Formats

The ICO file will contain an image in each of the enabled image formats. Higher resolutions and more bits-per-pixels (bpp) give higher quality images, but increase the file size.

Note: ICO files containing a PNG encoded image cannot be read by File Explorer prior to Windows Vista.

Image Settings - JPEG Compression Settings

Quality

Choose between a smaller file with lower quality, or a larger file with higher quality.

Image Settings - BMP Encoding Settings

Pixel Format

Choose between a file with 8, 24 or 32 bits per pixel. You must select 32 bits per pixel if you wish to have any transparency in the picture.

Image Settings - PNG Encoding Settings

256 color

You can check this option to 256-color palette PNG which is smaller than true color PNG.

Image Settings - PNM Encoding Settings

Portable Anymap Format

Choose either monochrome (portable pixmap), grayscale (portable graymap) or RGB (portable bitmap) format. Each of them can be saved as plain (ASCII) or binary files.

Binary threshold

Set the threshold for converting image to binary image. It is only used with monochrome formats.

Image Settings - TIFF Encoding Settings

256 color

You can check this option to 256-color palette TIFF which is smaller than true color TIFF.

Image Settings - JPEG 2000 Compression Settings

Lossless Compression

Saves the image without any reduction in image quality, but results in a larger file than lossy compression.

Lossy Compression

Saves a smaller file than lossless compression, but causes some reduction in image quality.

Quality

Choose between a smaller file with lower quality, or a larger file with higher quality.

Image Settings - PDF Encoding Settings

Paper Size

Select the paper size you would like to use for the target PDF document.

Orientation

Select the paper orientation you would like to use for the target PDF document.

Margin

Input the margin value in millimeter as top, left, bottom and right margin.

Scaling Mode

Select the mode to decide how to scale images in PDF page.

- None: keep the original size of the image. If images do not have resolution description, the default value (e.g. 72DPI) will be used.
- Fit to Printable Area: reduce or enlarge each image to the paper size except the margins and keep the same aspect ratio in width and height.
- Stretch to Printable Area: stretch the image to be full of the entire page except the margins.
- Auto Fit by Image Size: scale the image to a reasonable size

Positioning Mode

Select the positioning mode to decide how to place images in PDF page.

Image quality

Select the image quality when embed it into a PDF file. The higher the value, the better the embedded image quality is.

Auto Rotation

Adjusts the image's orientation to match the selected paper size and orientation.

Image Settings - WebP Compression Settings

WebP is a new image format developed by Google and supported in Chrome, Opera and Android that is optimized to enable faster and smaller images on the Web. WebP images are about 30% smaller in size compared to PNG and JPEG images at equivalent visual quality.

Lossless Compression

Saves the image without any reduction in image quality, but results in a larger file than lossy compression.

Lossy Compression

Saves a smaller file than lossless compression, but causes some reduction in image quality.

Quality

Choose between a smaller file with lower quality, or a larger file with higher quality.

Image Settings - AVIF Compression Settings

The AV1 image format (AVIF) is an exciting new open-sourced and royalty free optimised image format which supports any image codec. An AVIF image offers significant file size reduction compared with JPEG, PNG and WebP and is currently supported on Google Chrome, Firefox and Android.

On average there is a 50% saving by using an AVIF image compared to a JPEG and 20% savings compared to WebP images.

Lossless Compression

Saves the image without any reduction in image quality, but results in a larger file than lossy compression.

Lossy Compression

Saves a smaller file than lossless compression, but causes some reduction in image quality.

Quality

Choose between a smaller file with lower quality, or a larger file with higher quality.

Image Settings - HEIF Compression Settings

High Efficiency Image File Format (HEIF) is a container format for storing individual images and image sequences.

A HEIF image using HEVC requires less storage space than the equivalent quality JPEG. HEIF was adopted by Apple in 2017 with the introduction of iOS 11, and support on other platforms is growing.

Lossless Compression

Saves the image without any reduction in image quality, but results in a larger file than lossy compression.

Lossy Compression

Saves a smaller file than lossless compression, but causes some reduction in image quality.

Quality

Choose between a smaller file with lower quality, or a larger file with higher quality.

Image Settings - SVG Encoding Settings

Scalable Vector Graphics (SVG) SVG is developed and maintained by W3C SVG Working Group. It is a popular format for charts, illustrations and 2D graphics. It is a web-friendly vector file format.

Embed Image

Retains the quality of image and converts into SVG format like XML

Convert to traced SVG (used in electronic cutting machine)

The result is an outlined, black-on-white image. Common applications are for logos, t-shirt printing, etc.

Image Settings - GIF Encoding Settings

Multi-page GIF (animated GIF)

You can tick this option to create an animated GIF file. You can specify the delay of each frame by checking in the "*Set frame delay in seconds*" input box and putting a time delay.

Multiple GIF Files

You can tick this option to create separate GIF files for each frame.

Check "*Prompt when converting multi-page images*" if you want the GIF encoding settings to pop-up when converting multi-page images.

Screen References - Color Picker Dialog

Color Picker Dialog

The color picker is divided into multiple parts, with several ways available to choose a color:

Visually Adjusting Color

The top half of the dialog consists of 2 colored boxes, one that lets you pick any point in a 256 x 256 square and the other that works as a long slider. Which colors are displayed in these two boxes depends on which radio button is selected (see below), but in all cases the position of the slider will change the colors available in the square box. Which ever point is selected in that square box is the selected color.

Adjusting by RGB or HSV

Underneath the square colored box, there is a series of 6 options (1 each for hue, saturation, value, red, green, and blue) that each contains a radio button, a slider, and an up-down number control. If one of the 3 HSV radio buttons is selected, that value will be represented by the visual slider (see above) while the other two values will be the axes of the square color box. The controls work the same way if one of the RGB radio buttons is selected. You can also adjust these values with the sliders provided next to the labels, as well as the up/down controls next to the sliders. Any adjustment of these values will update the visual controls, and any adjustment of those visual controls will update these values.

Selected Color

The selected color is displayed to the right of the RGB and HSV controls. The box is split diagonally, with the upper left section labeled New (the color you are creating), and the bottom right section labeled Current (the color that already exists, and will continue to be selected if you Cancel the dialog). Beneath that is the Hex Value of the selected color (you can also enter any valid hex value there to update the selected color). There is an eyedropper button to the right of the selected color that will allow you to set the selected color by sampling anywhere on the desktop.

User-defined Color Palette

At the bottom of the dialog you will find a series of 12 colored rectangles alongside a button titled Set to Swatch. These comprise the user-defined color palette, and allow you create and save (these will persist even when PhotoPad is closed) your own custom colors. To set a swatch's color, first select that swatch by clicking it. Then choose your desired color, and finally click the Set to Swatch button. You can then load any of the saved colors by simply clicking on that swatch.