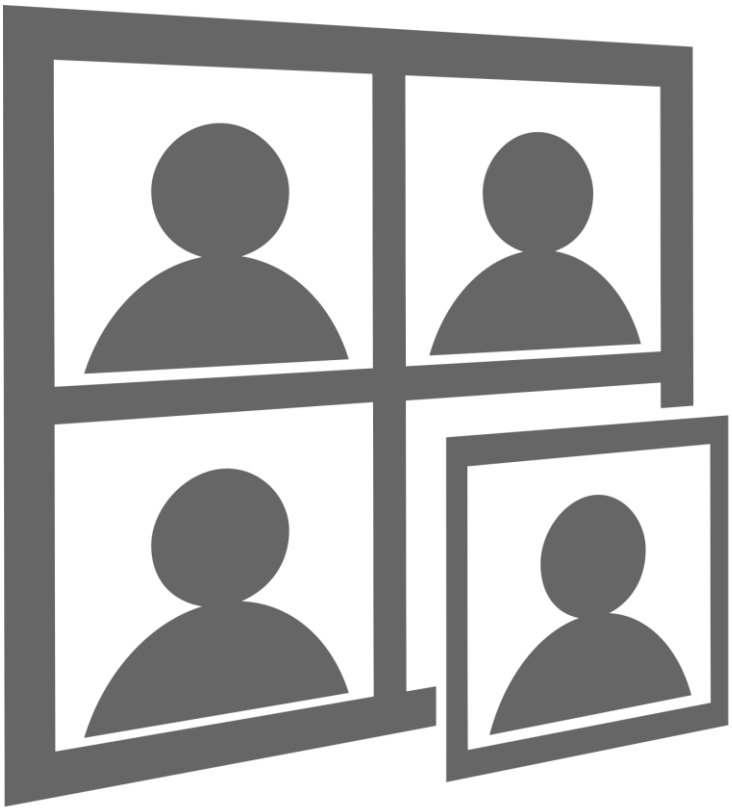

ID Photos Pro 8

User's manual

May 2017 (v. 8.0)

PIXEL-Tech

Software Development Studio

IDPHOTOSPROEN170510-01

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1. Software installation and license activation

Both the ID Photos Pro 8 software installation and a license activation are very simple. The wizard is formulated to quickly and easily guide you through the next steps.

1.1 System requirements

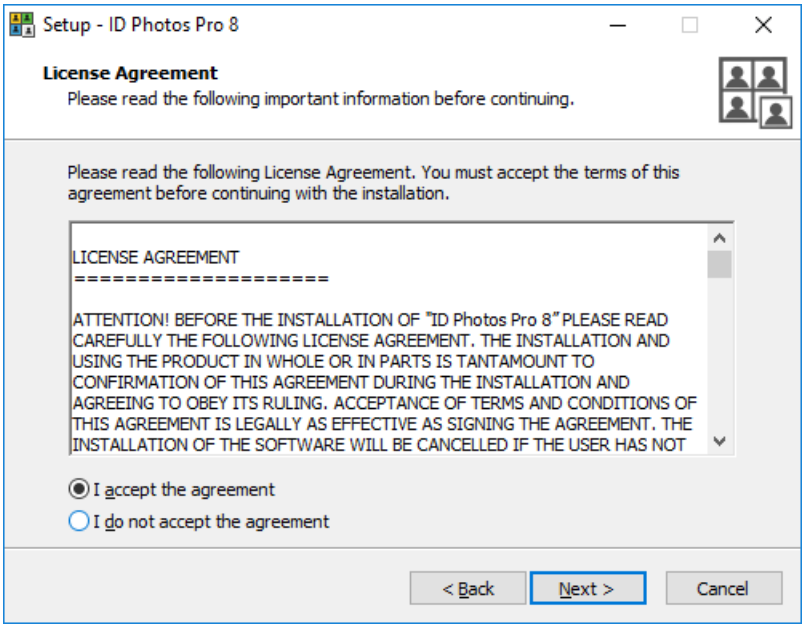
System requirements for the correct operations of ID Photos Pro 8: Windows 7 with Service Pack 1.

1.2 Software installation

The following instruction will help you to install and run ID Photos Pro 8 using the default settings. Please do the following:

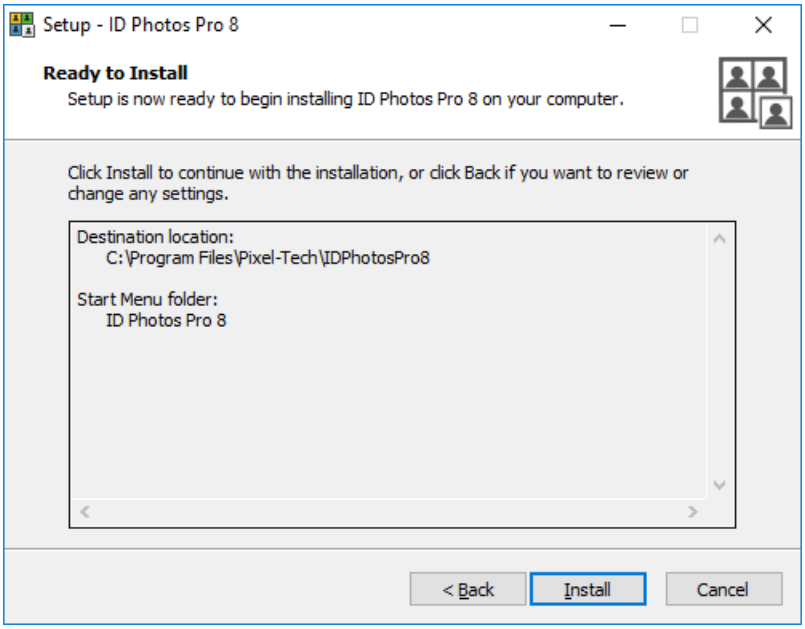
1. Insert the CD with the software into the CD drive.
2. If the installation software does not start automatically, find **"IDPhotos_Setup.exe"** file on CD and double-click on it.
3. In the installation wizard window press the [Next] button to start the installation process or the [Cancel] button to abort.

4. The window with the license agreement appears. **ATTENTION! Please remember that according to the License Agreement, one installation of the ID Photos Pro 8 may be activated only and exclusively on one computer (this limit doesn't apply to license with Dongle Key).**



To continue the installation you have to accept the license terms. To do this please mark the option **[I accept the agreement]** and press the [Next] button.

5. To begin the installation process press the [Install] button, to exit press the [Cancel] button.



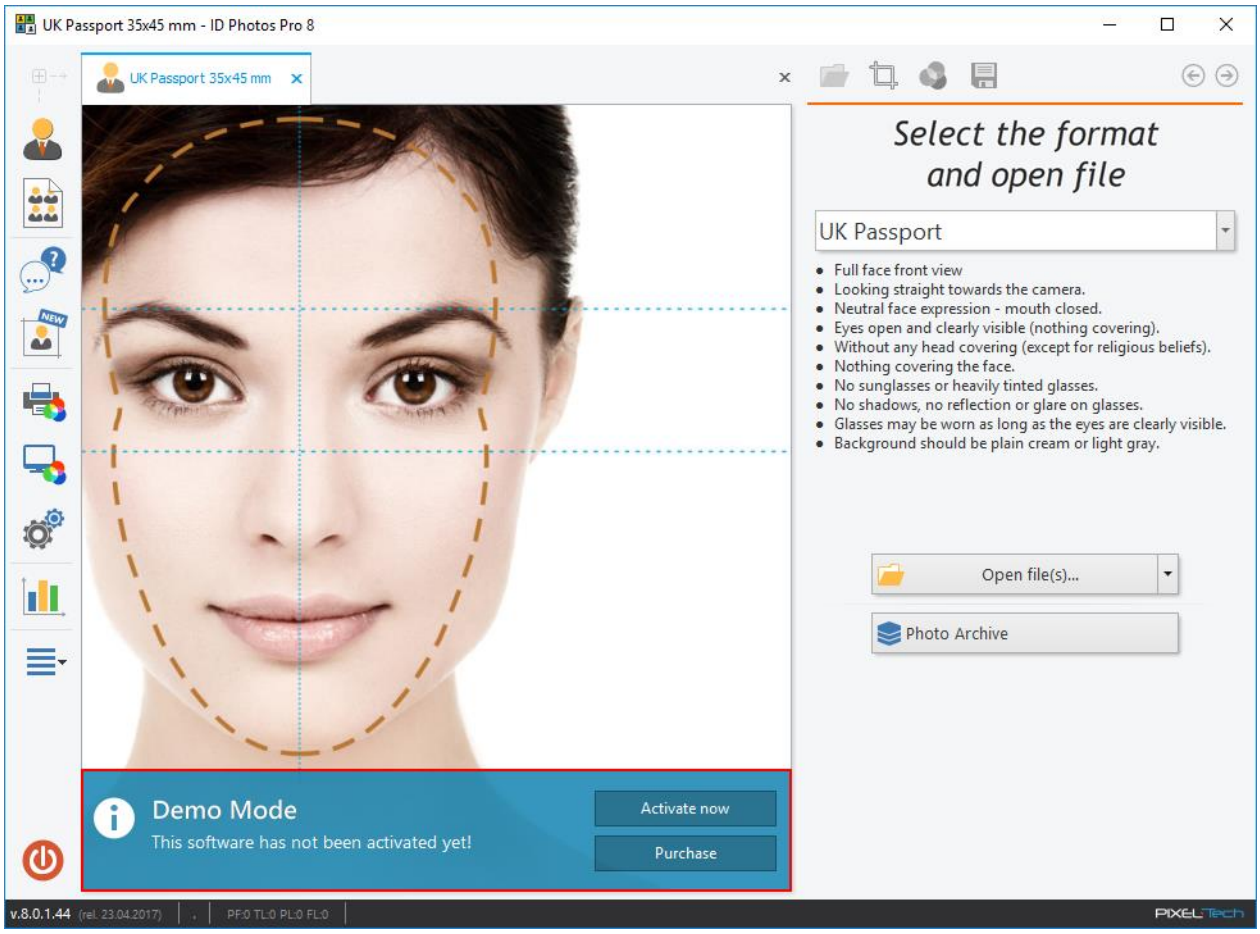
6. The installation wizard of ID Photos Pro 8 will install, one by one, all necessary elements. If the installation is done from the CD delivered by Pixel-Tech, all necessary components will be on the

installation CD. If the application is installed using files downloaded from the Web pages, the software will check availability of components on the Internet and start downloading them automatically.

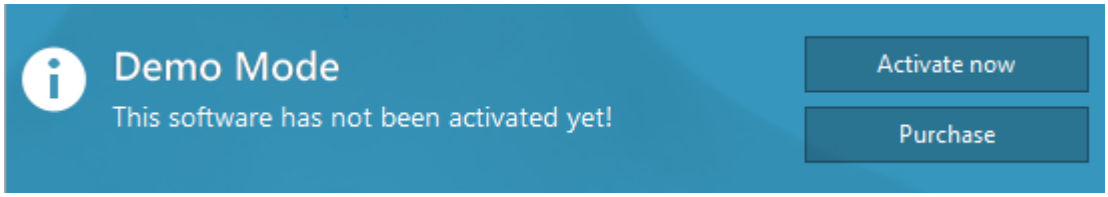
7. If the wizard encounters difficulties during downloading the files (no connection with the Internet, no access to the file server, damaged file) an appropriate message will be displayed. In such cases you have to do the installation manually.
8. If all the elements are downloaded, the software will begin the installation of the application automatically. The whole process is done without the user's intervention.
9. If the installation of the software is successful, the window will be displayed that the installation is finished. To close the wizard press the [Finish] button.

1.3 License activation

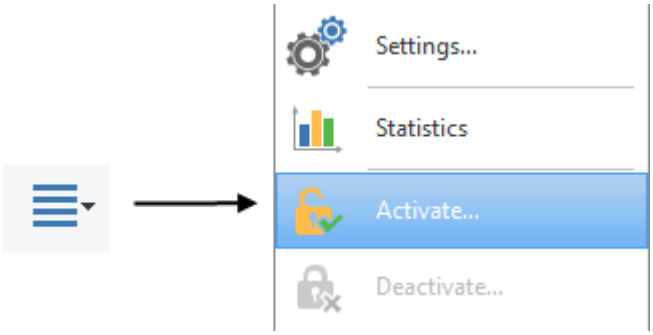
After correct installation the software will start in a DEMO mode. Such information is shown at the bottom of the software window.



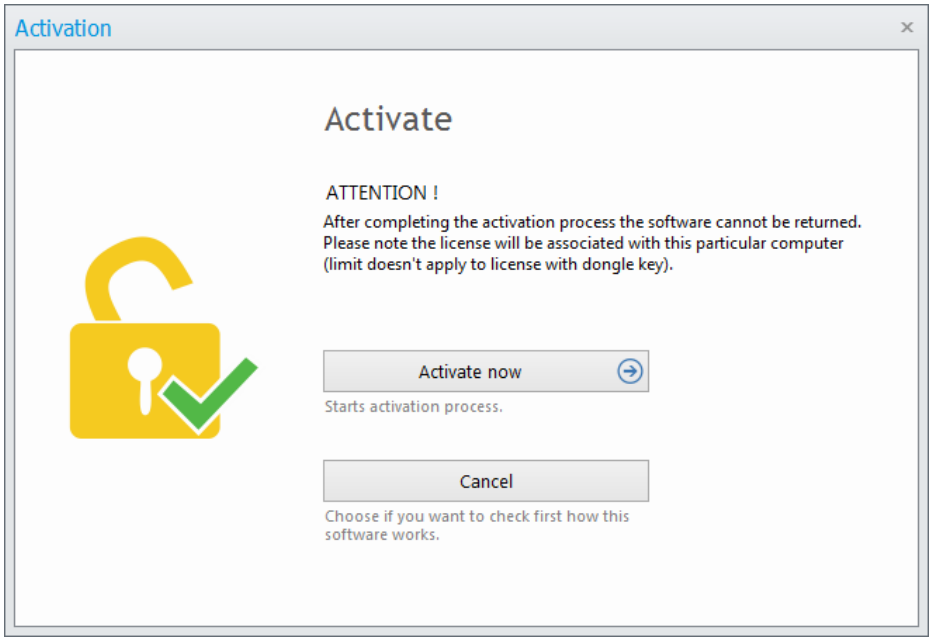
If you do not have the license for the software, press the [Purchase] button. The Web page will open where you can make a purchase. If you already have the license, press the [Activate now] button.



To activate the license you may also select the [Activate...] option from the main menu.



1. To activate the license, press the [Activate now] button. To exit installation press the [Cancel] button.

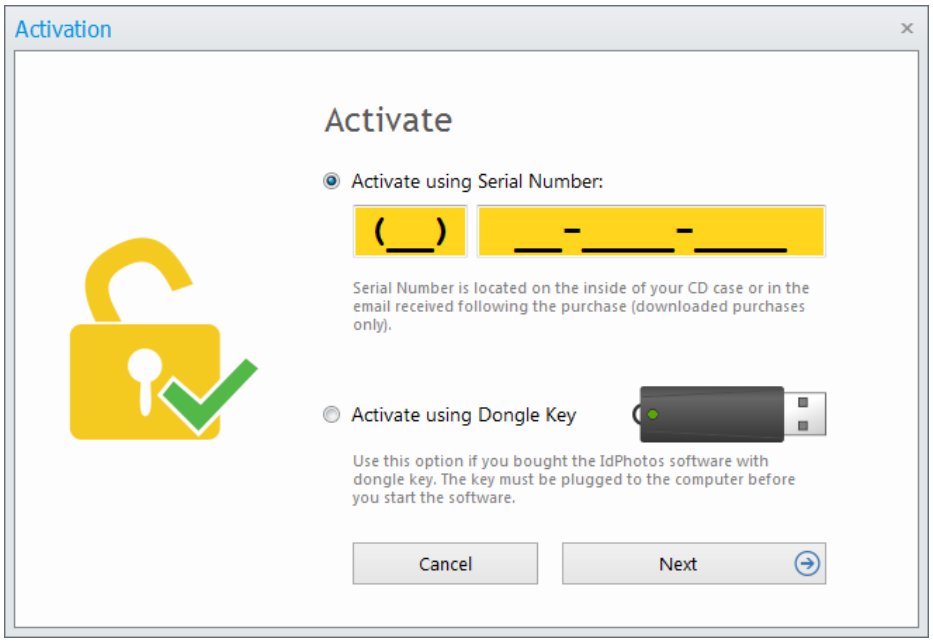


ATTENTION! After the activation there is no possibility of returning the product. The activation of a single license may be done only and exclusively on one computer at the same time. The license will be associated with this particular computer (this limit doesn't apply to license with Dongle Key).

2. In the next window please select the type of activation (Activation using *Serial Number* or Activation using *Dongle Key*).

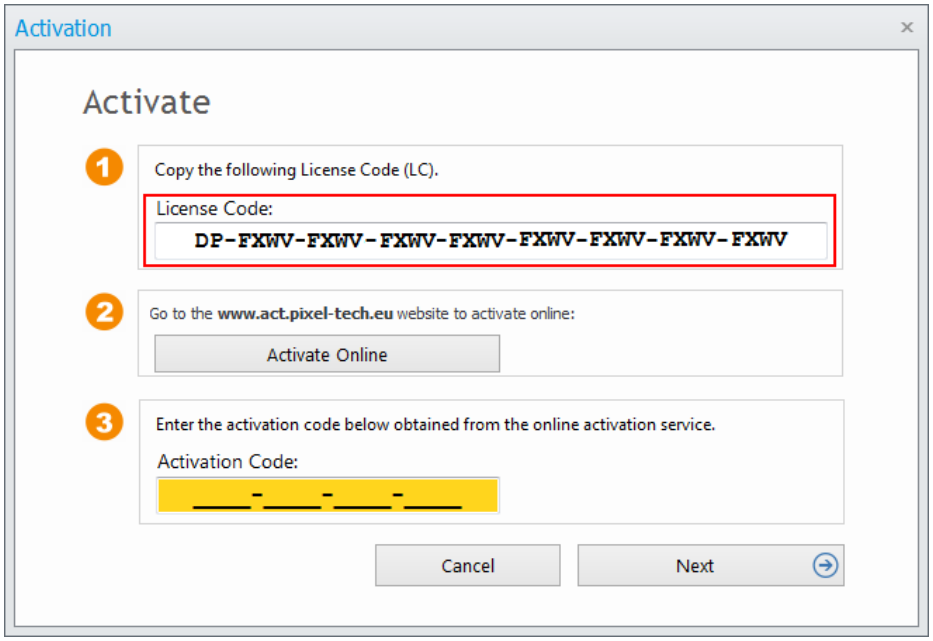
1.3.1 Activation using the Serial Number

If you are activating the license using the Serial Number, please enter the SERIAL NUMBER into the appropriate field of displayed window (the Serial Number is printed on the cover of the installation CD or in case of electronic license it was sent via e-mail). Press the [Next] button to continue.

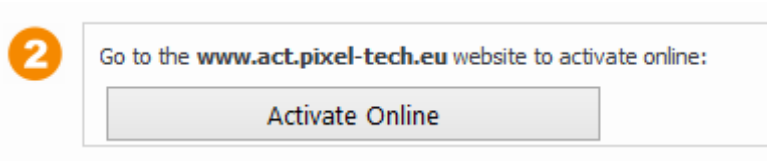


The next window includes three necessary steps to perform the license activation. Please follow the steps displayed on the screen. Details are described below.

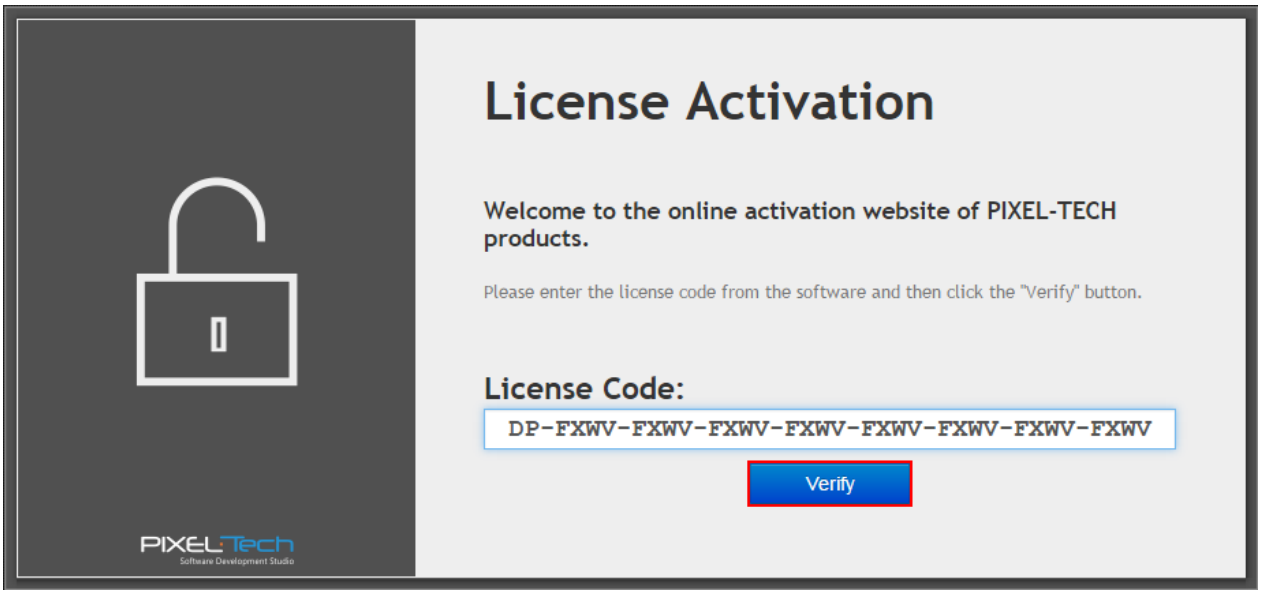
1. Copy the License Code generated by the software in step 1:



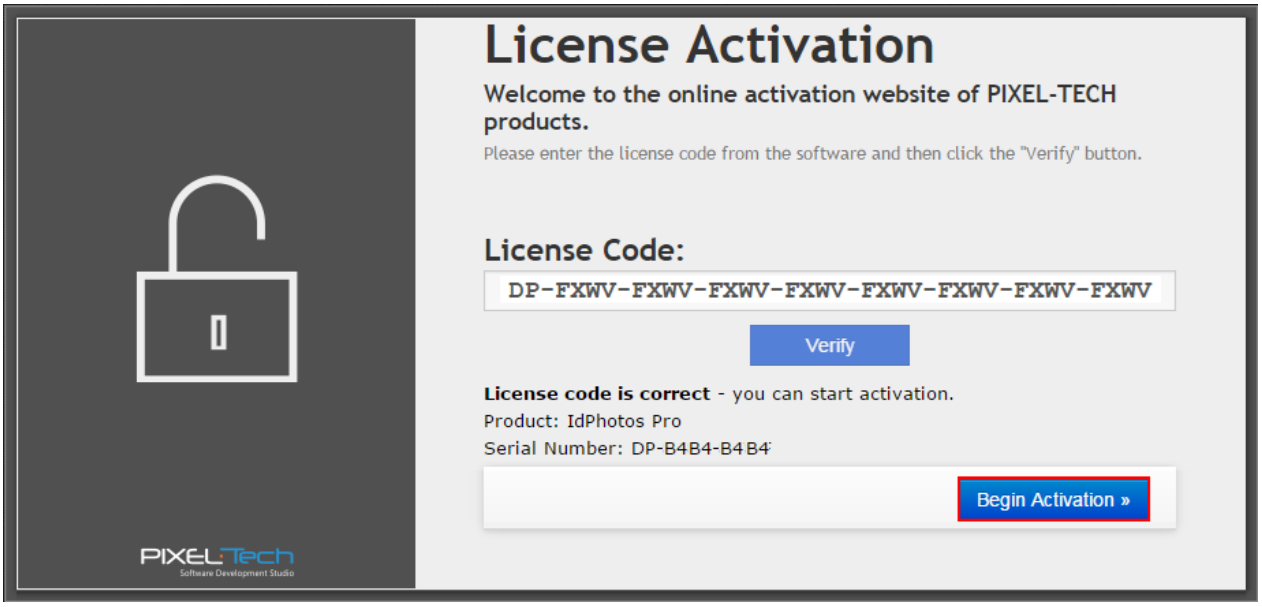
2. In step 2 press the [Activate Online] button to go to the website of the Internet Activation Service: www.act.pixel-tech.eu (if you don't have an Internet access on the computer on which you activate the ID Photos Pro 8 license, go to the website of the Activation Service: www.act.pixel-tech.eu on any PC - at home or in the workplace).



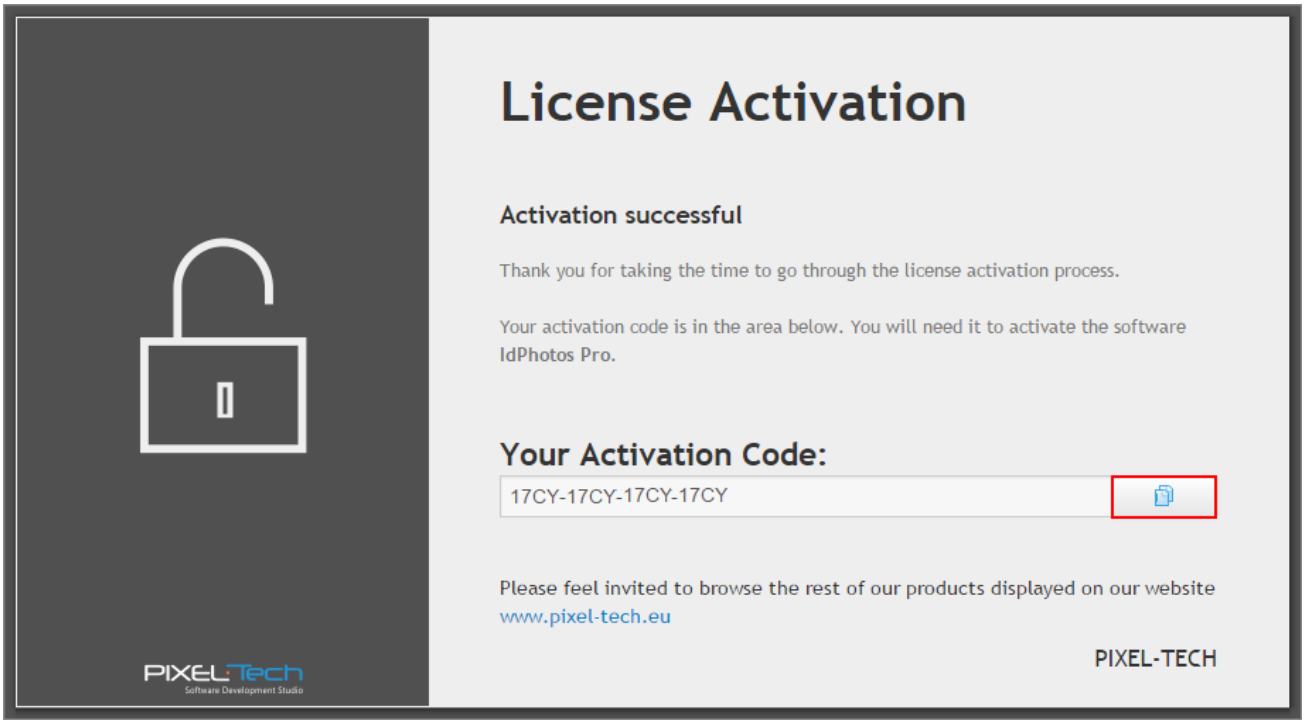
3. On the Activation Service website the License Activation Form appears. Enter your License Code (copied in step 1), and then press the [Verify] button. ATTENTION! The License Code can be pasted automatically by the software.



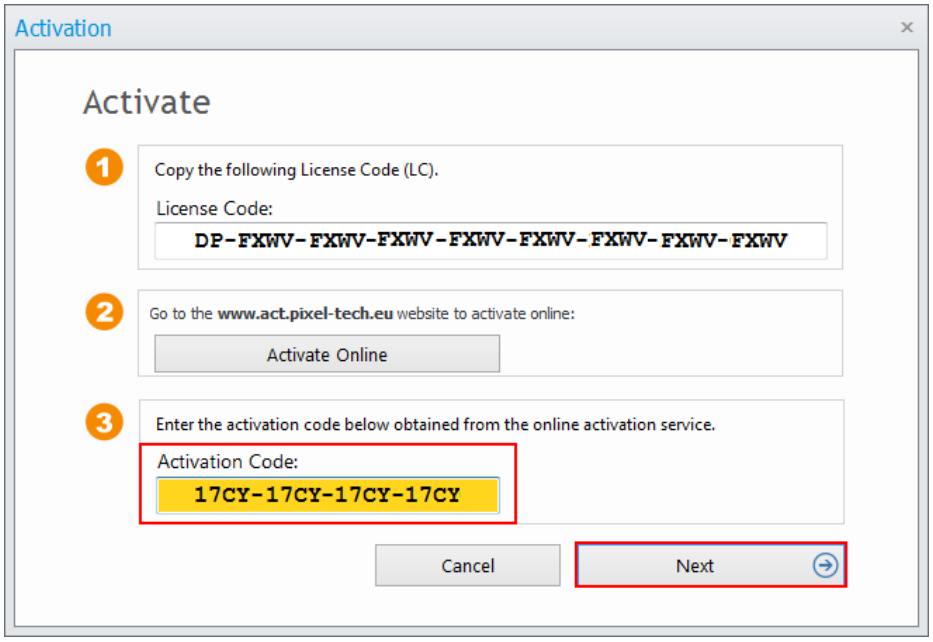
4. After accepting the License Code by the Activation Service press the [Begin Activation] button.



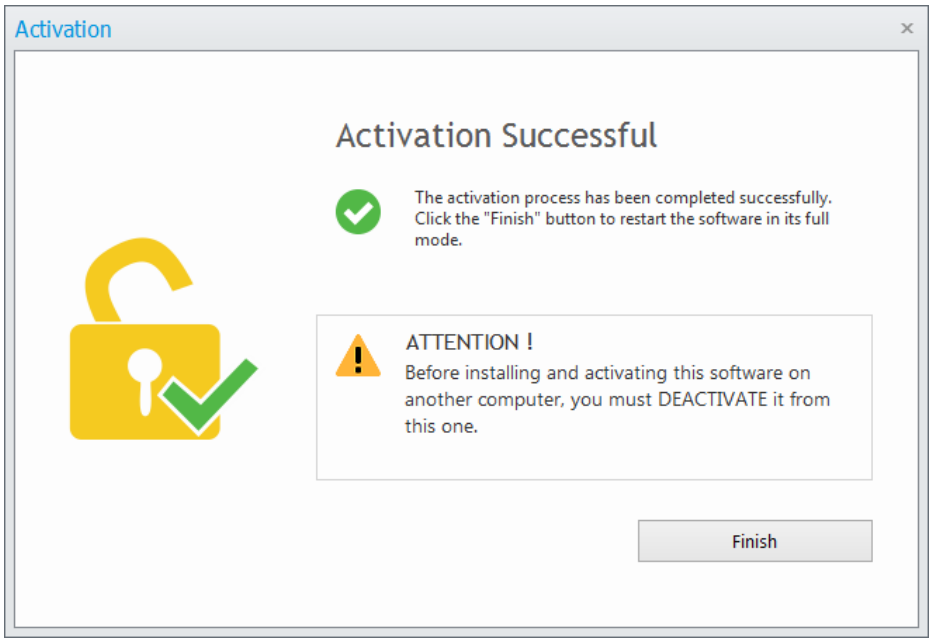
5. Next, please follow the instruction displayed on the screen - the Activation Code will be generated. ATTENTION! Copy the Activation Code using the button.



6. Please enter (paste) the copied Activation Code in step 3 – into the yellow field of the Activation window in the ID Photos Pro 8 software and press the [Next] button.



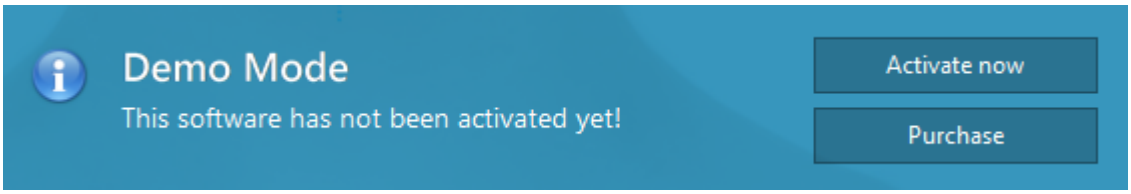
7. Press the [Finish] button to end the activation process. The software will run in a full version mode.



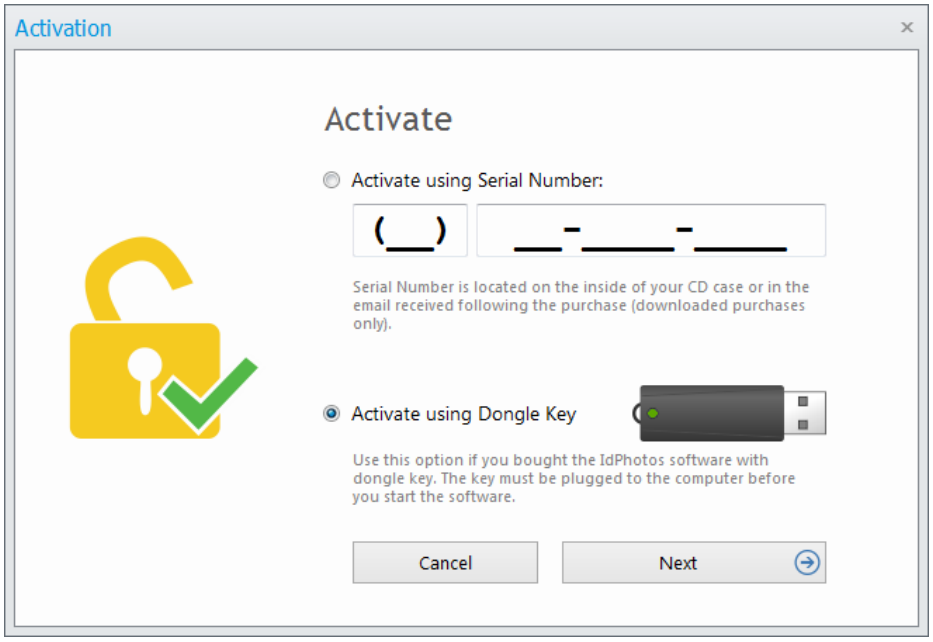
ATTENTION! The license terms allow transferring the license to another computer. To do this, you need to DEACTIVATE the license on the computer where it is being used, and next perform the activation on another (a new) computer. In order to perform the deactivation of the license, you have to use the [Deactivate...] option from the software's main menu (>> 1.4).

1.3.2 Activation using the Dongle Key

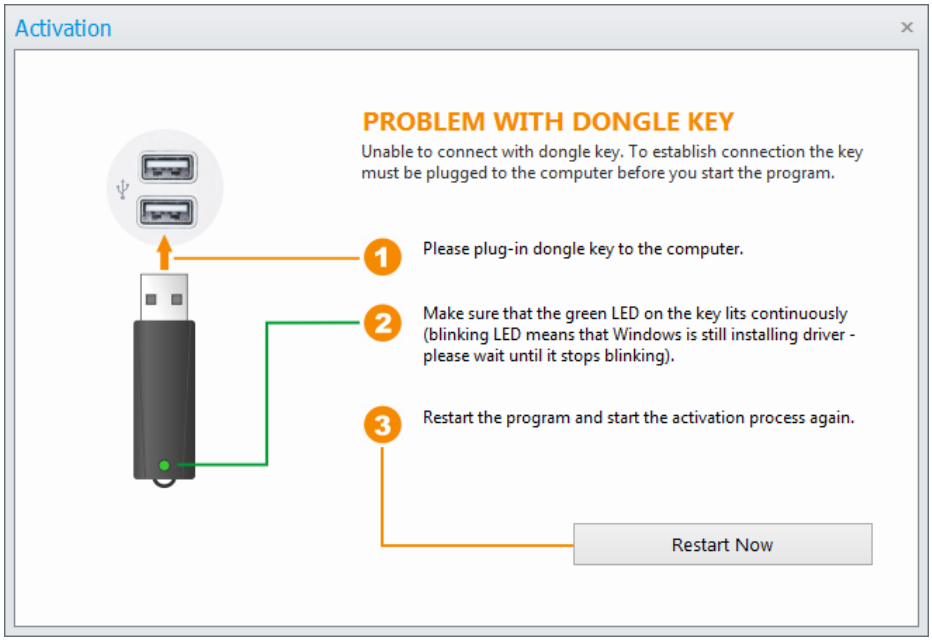
To activate the license using a Dongle Key, please insert the Dongle Key, supplied with the software, into the USB port of your computer and start the ID Photos Pro 8 software. Then please press the [Activate Now] button which is shown at the bottom of the main software window.



ATTENTION! If you run the ID Photos Pro 8 software and start the activation process first, and then plug the Dongle Key into the USB port of the computer, the ID Photos Pro 8 Software will first display the window where you can choose the type of the activation. Please select [Activate using Dongle Key] and then press the [Next] button.



If the computer cannot connect with the Dongle Key, a window with information about the problem will appear. Please follow the instructions displayed on the screen.



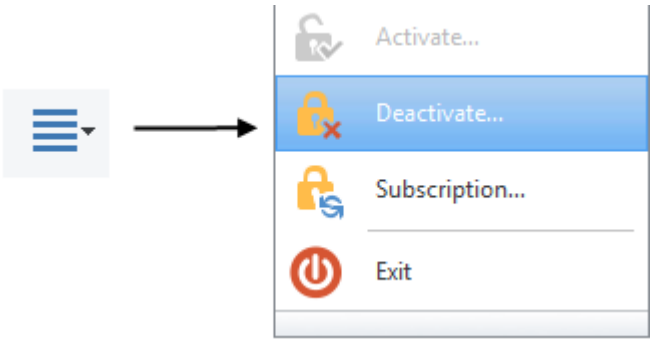
After the restart of the software, please start again the activation process. A window containing the necessary steps to activate the license will appear. The procedure from this point is analogous to activation using a Serial Number.

ATTENTION! After the activation of the ID Photos Pro 8 license using the Dongle Key, the software will always run in the full version on the computer, with the Dongle Key plugged in.

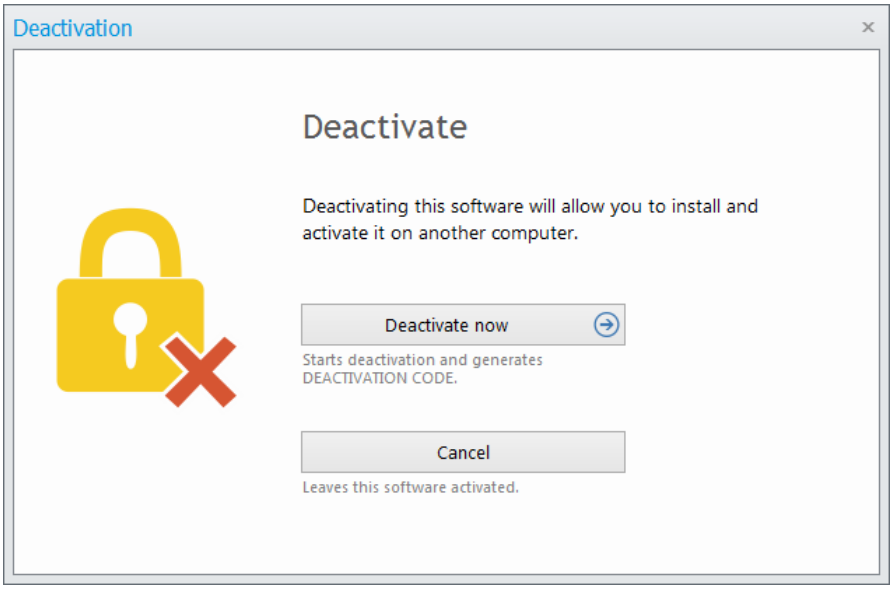
1.4 License Deactivation

This option is available only for licenses that have been activated using the Serial Number. The software version with the Dongle Key isn't related to only one computer and works in the full version on the computer, the Dongle Key is currently plugged in.

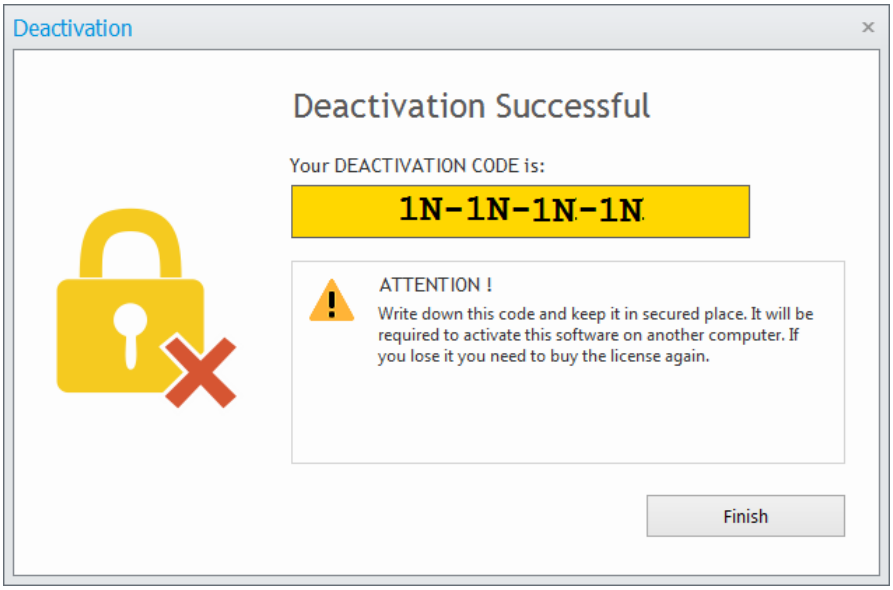
The ID Photos Pro 8 licenses, which were activated using the Serial Number, have the functionality of the license deactivation and the license transfer to another computer. Select [Deactivate...] from the main menu to deactivate the license and then follow the instructions.



1. In the displayed window, select the [Deactivate now] button to deactivate the license or the [Cancel] button to cancel deactivation.



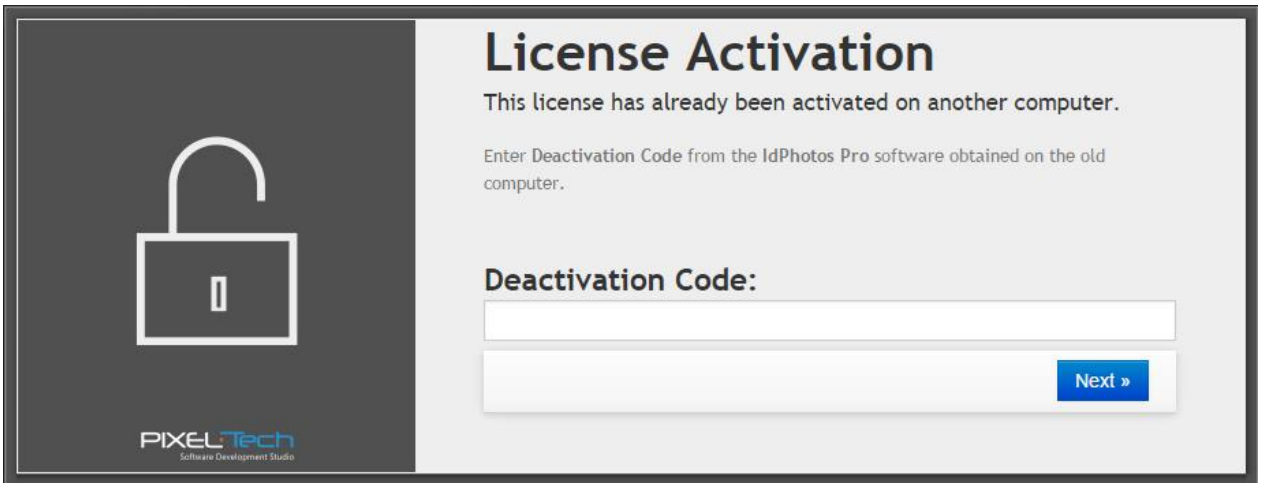
2. The deactivation process has come to an end. The Deactivation Code is displayed on the screen. **ATTENTION! The Code has to be written down and stored in a safe place! It will be necessary for the license activation on another computer.** After you have written down the Code, please press the [Finish] button. The software will start again but in a DEMO mode.



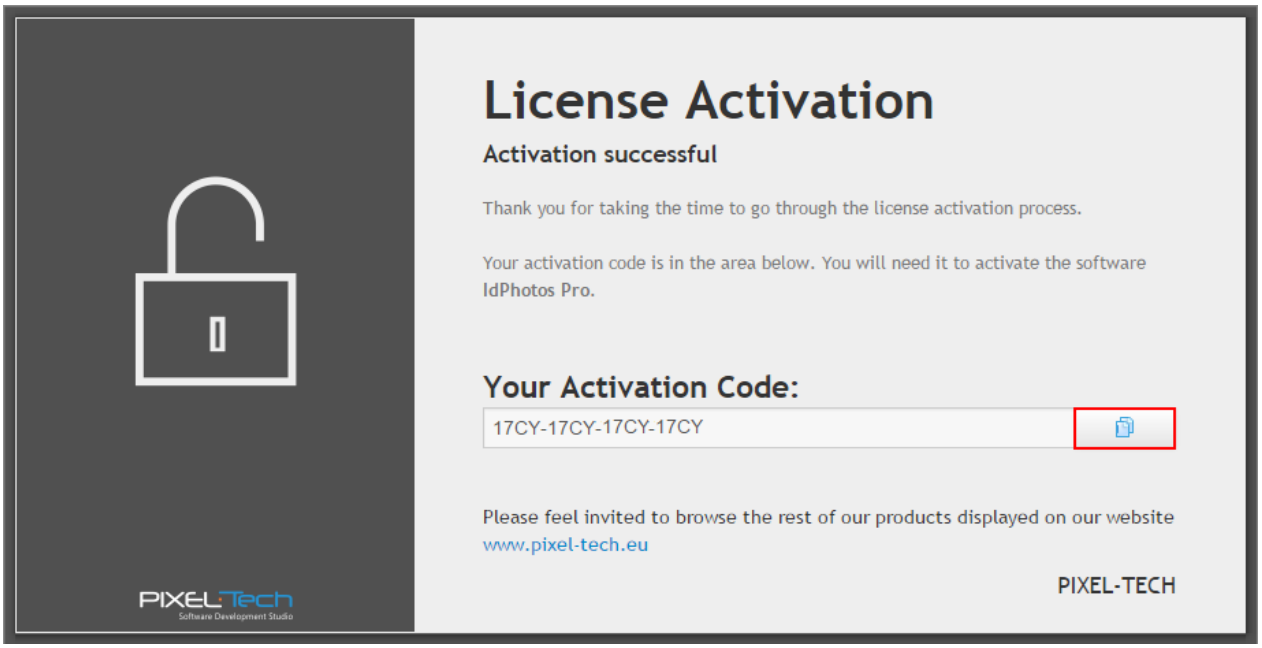
1.5 License installation on another (a new) computer

To install and activate a license on another (new) computer, you must first carry out the license deactivation on the previous computer (see >> 1.4), then on the new computer, perform a standard installation of the software (see >> 1.2) and in the end activate a license (see >> 1.3).

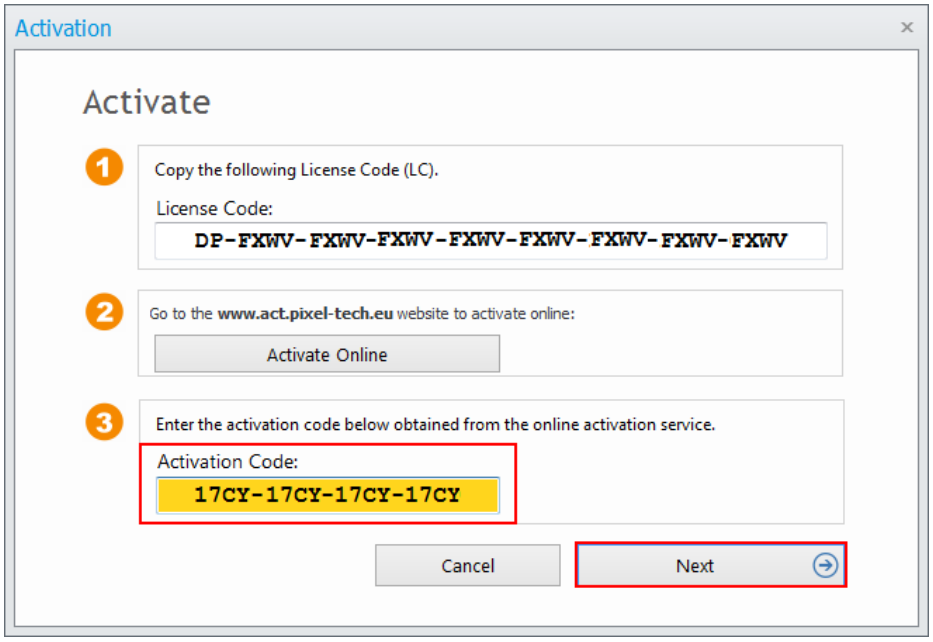
The difference between a standard activation and an activation whilst changing the computer occurs only at the Activation Service website, where in one of the steps you will be asked to enter the Deactivation Code generated by the software on the previous computer (see >> 1.4). Enter the Deactivation Code and press the [Next] button.



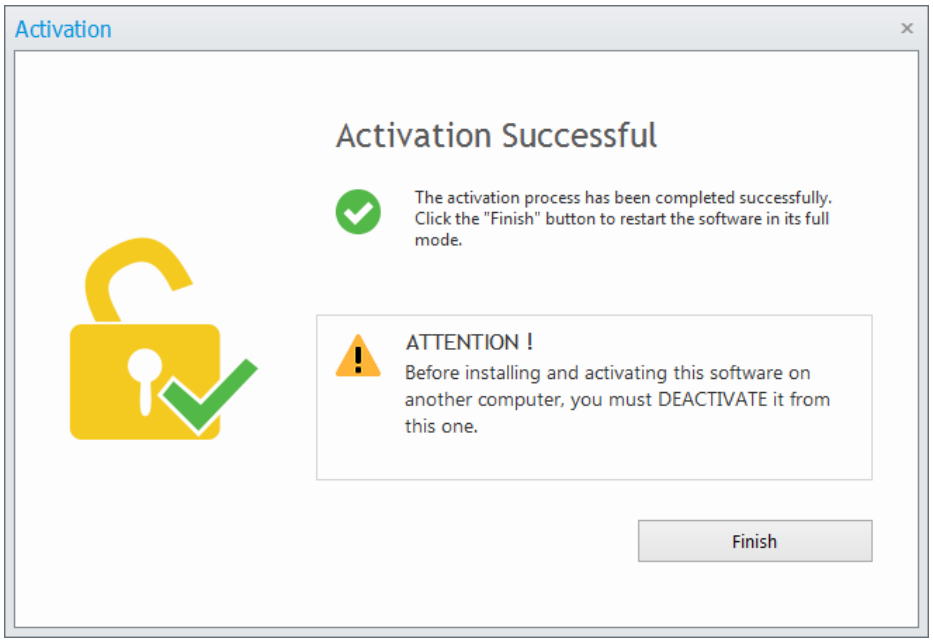
After the correct verification of the Deactivation Code, the new Activation Code will be generated. ATTENTION! Copy the Activation Code using the button.



Please enter (paste) the copied Activation Code in step 3 – into the yellow field of the Activation window in the ID Photos Pro 8 software and press the [Next] button.



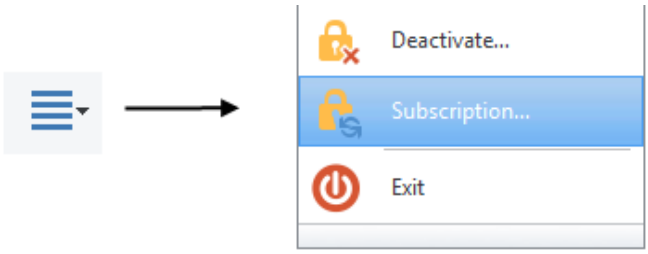
Press the [Finish] button to end the activation process. The software will run in a full version mode.



2. Subscription for Updates & Support

ID Photos Pro 8 is sold with 1 Year Subscription for Updates & Support, starting from the day of the first software activation. During the subscription period the user can make both automatic and manual updates (download) of the software.

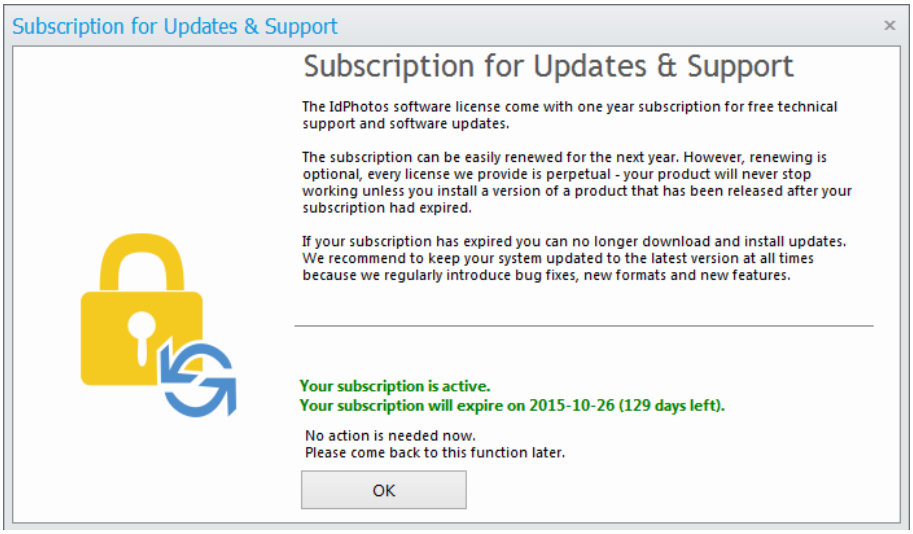
To get information about Subscription for Updates & Support select the option [Subscription ...] from the main menu.



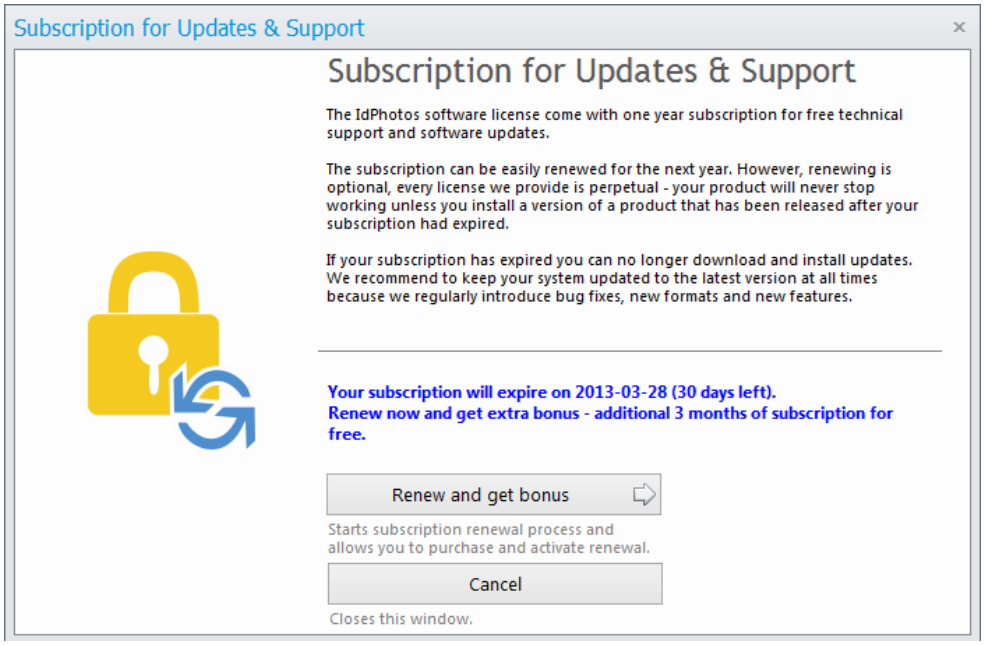
During the Subscription for Updates & Support period, the user will be informed about its status with messages at the bottom of the software window.

You may at any time renew your Subscription for Updates & Support for the next one year, for a charge defined by PIXEL-TECH. **(ATTENTION! Renewing is optional, every license we provide is perpetual – the software will never stop working unless the user installs a version of a product that has been released after his Subscription had expired).**

To renew your Subscription select the option [Subscription ...] from the main menu. If you select this option too early, the software displays a message about not having to purchase a new Subscription and about the expiry date of the Subscription.



With the passage of time, this message will be changed.

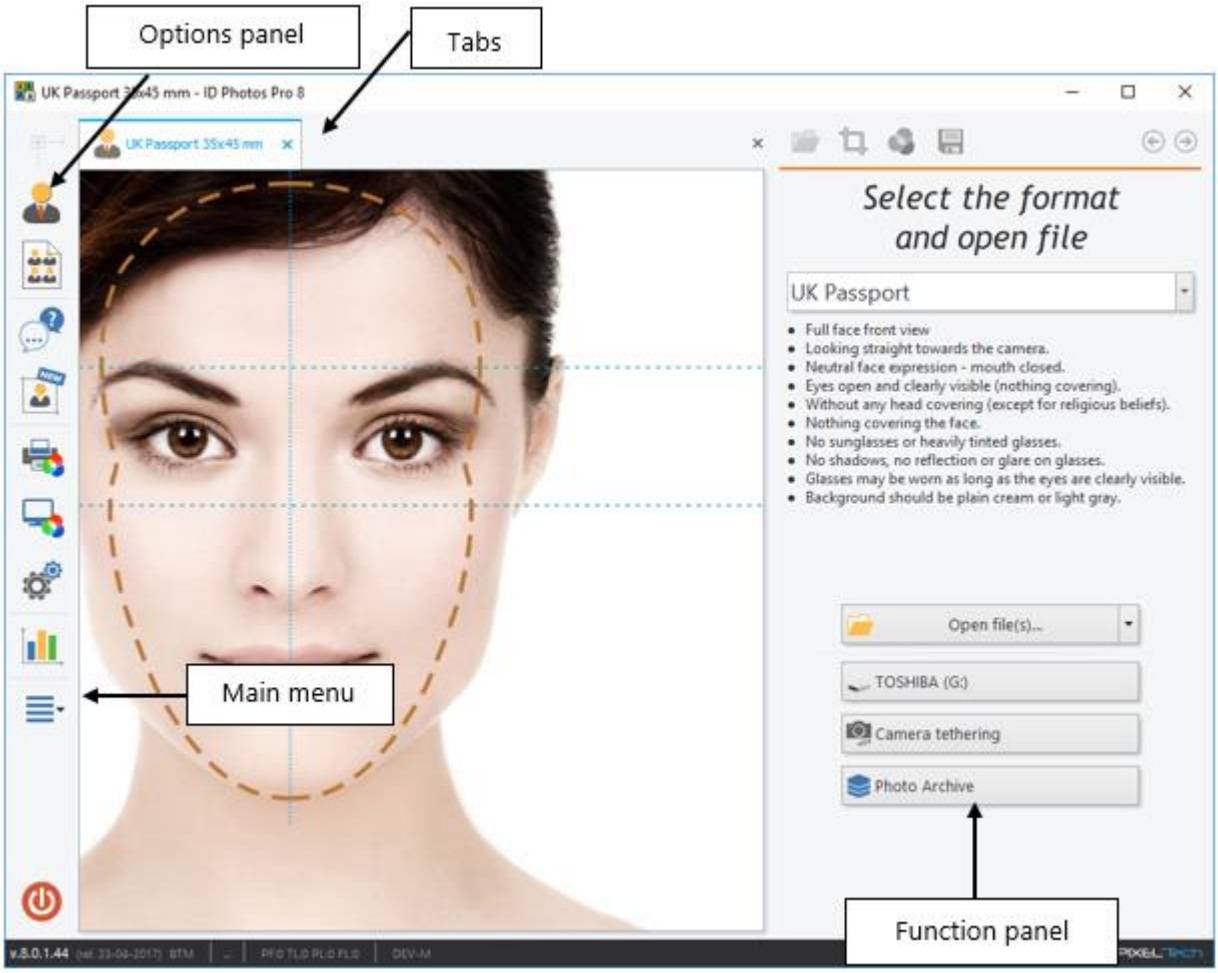


Thirty days before the expiry of the Subscription, the software informs about the possibility of the Subscription's renewal.

To renew your Subscription, press the [Renew] button and follow the onscreen instructions.

3. Working with ID Photos Pro 8

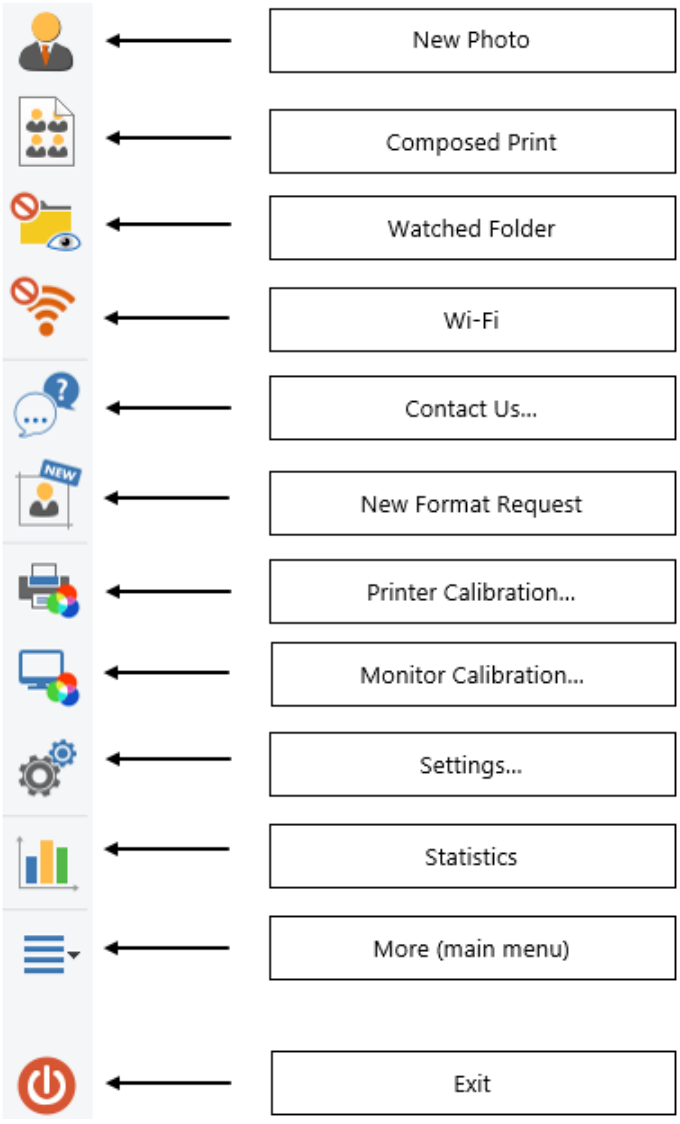
After successful installation, the software is ready to use. To start ID Photos Pro 8, select [Menu Start] or use the short-cut on a desktop.



The software window of ID Photos Pro 8 consists of the following parts:

- The options panel – the list of software functions, located on the left side of the main window. After selecting an option, a new tab/window is opened, with the appropriate content depending on the selected option.
- The workspace of the software (tabs) - each tab is independent. During the work you may have any number of tabs opened, what gives you possibility of simultaneous work with many images and also other software utilities without the need to close the current tasks.
- Main menu ([More] button) - opens the main menu of the software to allow access to other, additional features and options.
- The function panel – depending on the active tab there are functions, descriptions and tips available in the current step. The panel may also be invisible when working with an element that does not need it.

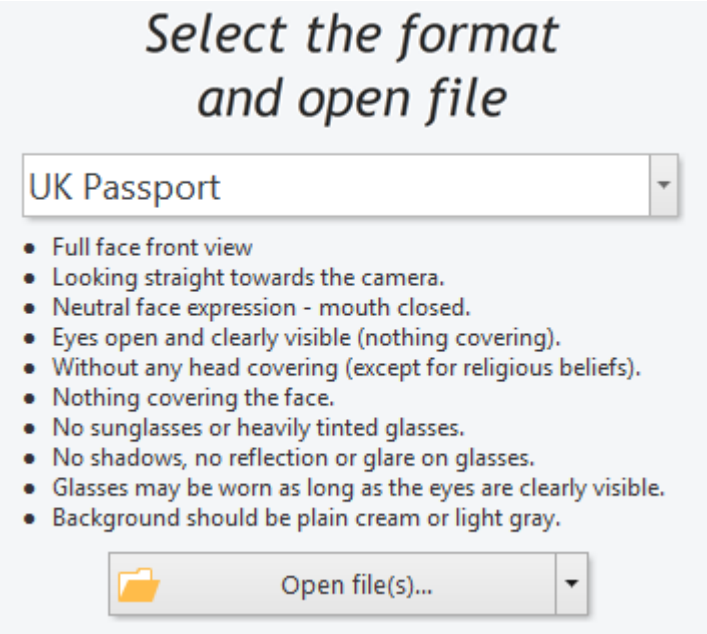
The options panel is visible all the time while working with the software. In any moment you may select a desired function and it will be opened in a new tab or in a new window. The options panel can be modified in the software settings by switching on/off the visibility of the buttons (see >> 3.9.1).



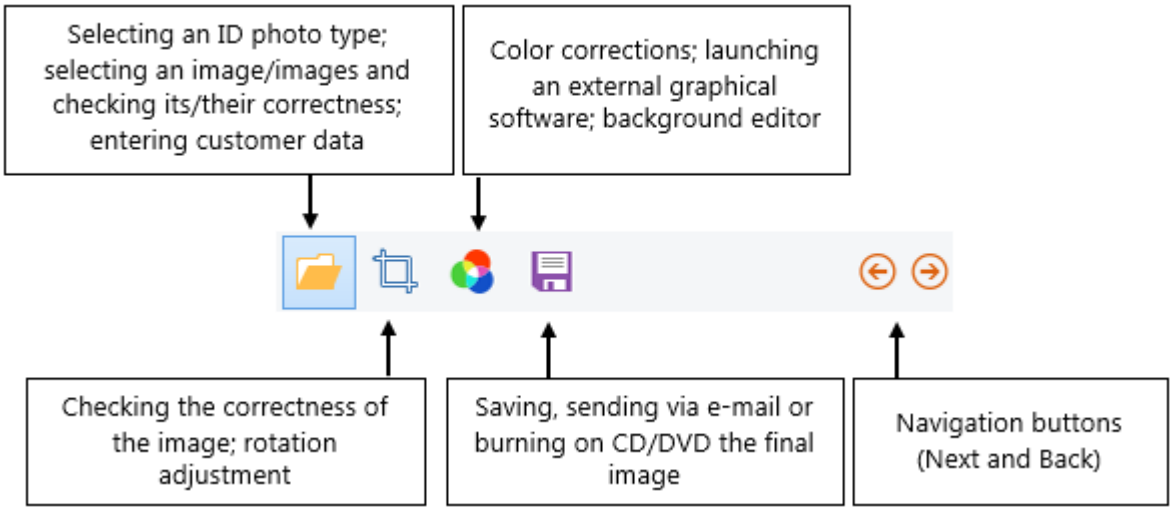
- New Photo – opens a tab that allows you to work with the new image and prepares it to the appropriate ID format (see >> 3.1).
- Composed Print – opens a tab where you can make prints from sheets prepared based on layouts and images from repository (see >> 3.7.7).
- Watched Folder – opens a tab showing the contents of a folder defined as "Watched folder". The tab changes its icon depending on the settings and the current state of the button. The button disappears from the options panel if the function is not active (see >> 3.3).

- Wi-Fi – opens a tab showing the contents of Wi-Fi card. The button changes its icon depending on the settings and the current state. The button disappears from the options panel if the function is not active (see >> 3.4).
- Support (problem report form) – opens a form allowing sending a message to the technical support group.
- New Format Request – opens a tab containing a form to request a new ID format.
- Printer Calibration – opens the window which allows you to set up color corrections and ICC color profile for each printer (see >> 3.7.2).
- Monitor Calibration - displays a window in which you can manually adjust the colors of the monitor and activate/deactivate the printing color simulation on the screen (see >> 3.7.3).
- Settings – displays the software options window (see >> 3.9.1).
- Statistics - opens a window with stats and daily operations history (see >> 3.8).
- More (main menu) - opens the main menu of the application (see >> 3.9).
- Exit - depending on the configuration closes the software or shuts down the computer.

The function panel is displayed on the right-hand side of the window depending on an active function. In its main part there are options available for the current step, hints about the correct image preparation and hints about the currently performed task.

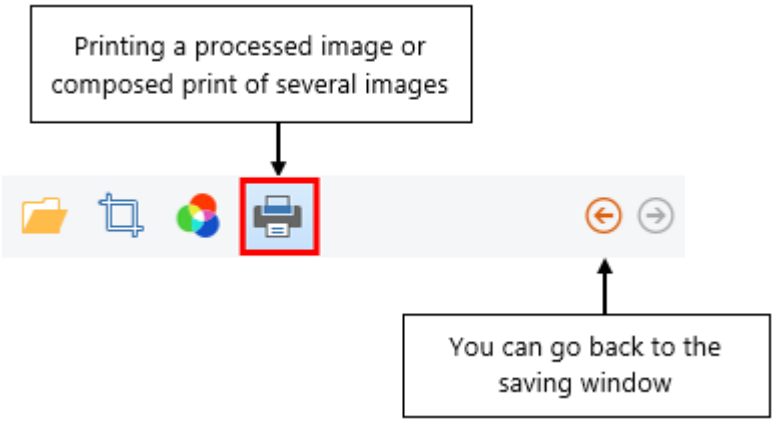


In the top part of the function panel, there is a quick access toolbar. The toolbar contains consecutive steps of an image preparation process and allows quick return to any of previously performed steps. Below there is the detail information about each step.



Passed or currently performed steps are active and available for the user, whilst the next steps are disabled until they are used.

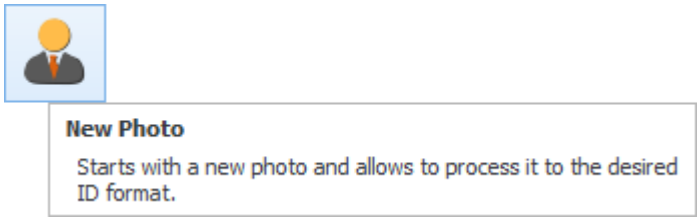
ATTENTION! After saving an image in a repository, the saving icon changes into the print icon. From this moment you can print any photo/layout.



3.1 Working with images – automatic mode

The ID Photos Pro 8 works based on **a system of automatic face and biometric features detection**. An example of the work with the software will be presented based on the making of the biometric image for the British passport. The scheme of the work with images for other documents is analogous (some steps presented in the instruction may not be found during work because they are not required for the correct image preparation). During the work with the software it is essential to read and execute commands displayed on the function panel.

To begin the work with a new order you need to select [New Photo] on the options panel.



The tab will be opened where you may begin the work with a new image/images.

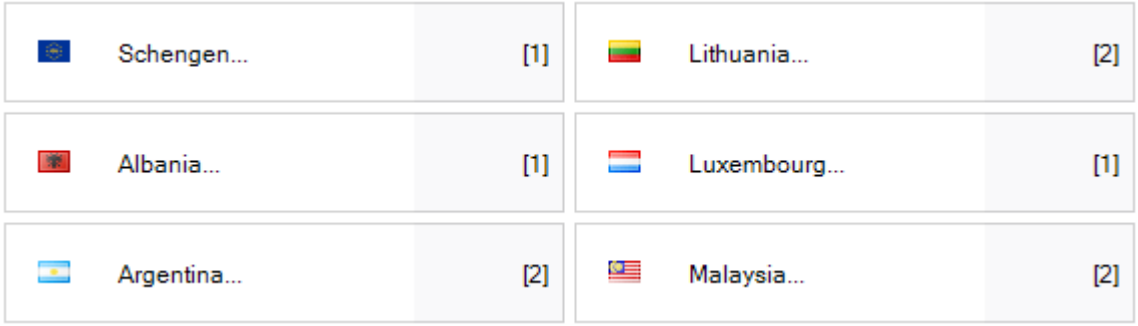
ATTENTION! If for any reason the software does not automatically detect the characteristic features of the face, it will automatically switch into manual mode (see >> 3.2).

3.1.1 Step 1 – Opening an image/images

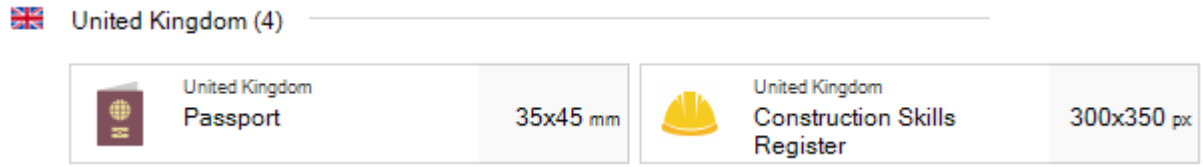
ATTENTION! The software has an implemented automatic rotation function to set the correct image position and also the eye level compensation of images facing forward. Step 1 is an entry stage aimed at the verification of the image's general correctness.

In the first step you need to select the type of the document you want to create. To display a list of available formats, press the following button:

The list is displayed as fully configured window and adjusted to touch screen panels. All image formats are grouped by countries.

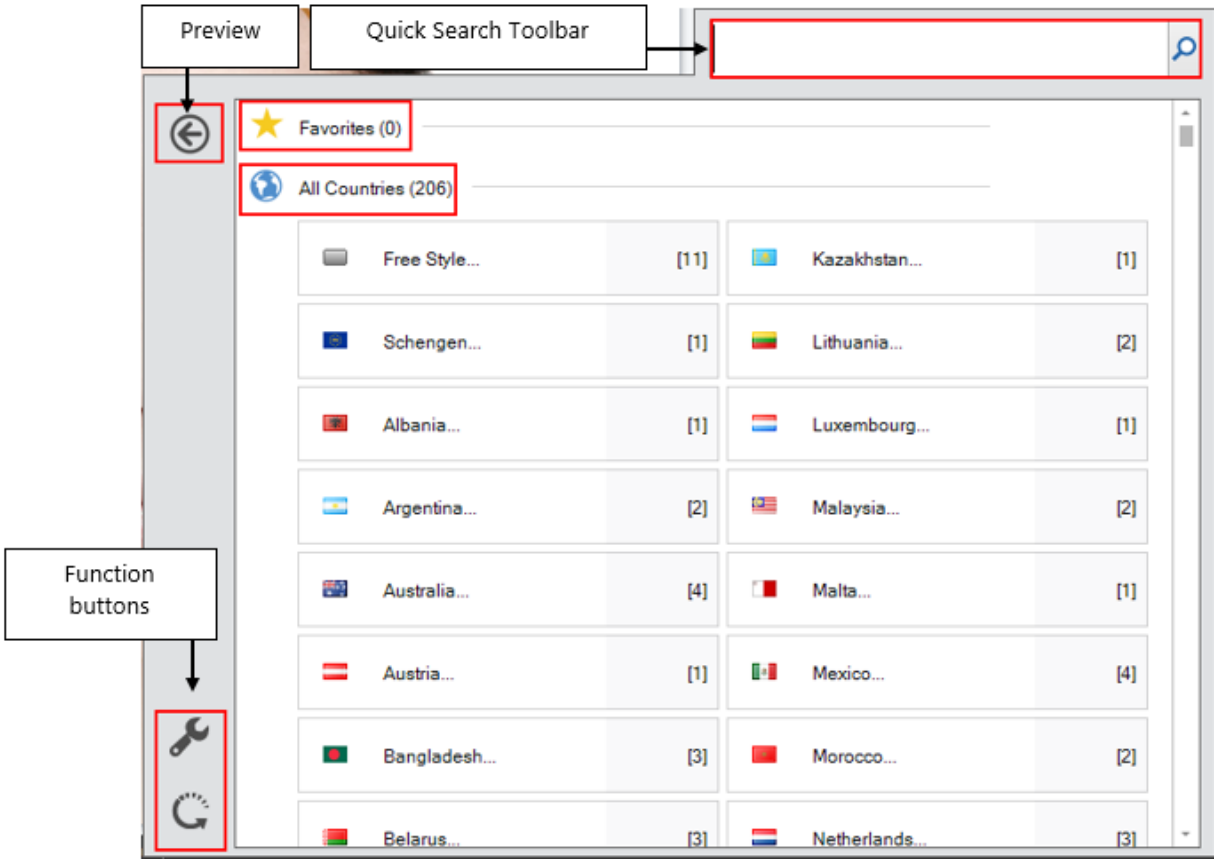


Clicking on a country displays the available image formats for ID documents in that country.



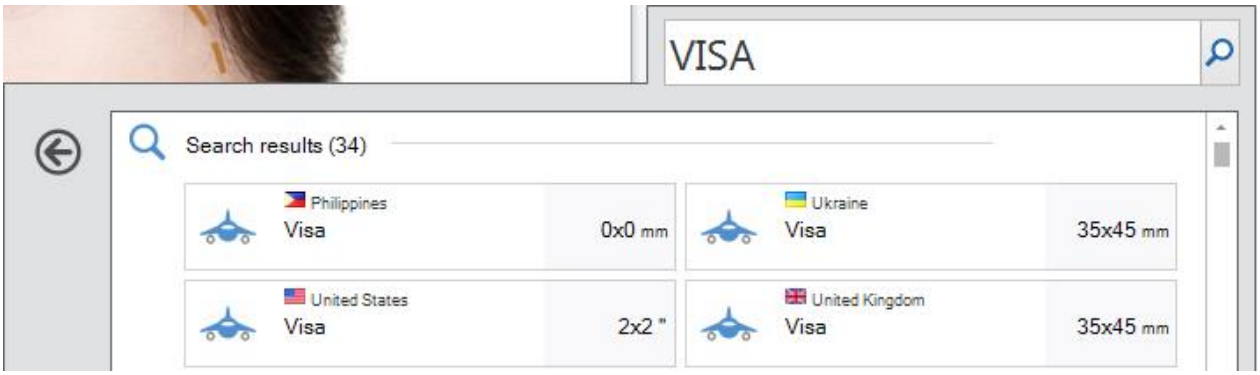
To select an image format you want to use just click on it with a left mouse button.

The advanced format list is built with several elements that are designed to facilitate and speed up the process of searching the required ID format:

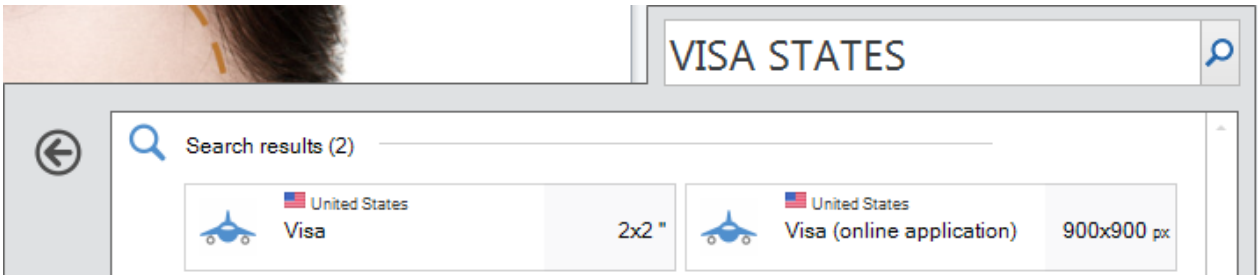


- Quick Search Toolbar allows fast searching of the required format without checking all available formats for a given country.
- Favorites – here you may place the most frequently used image formats without searching them on the list each time.
- All Countries – the list of all countries with respective formats that may be created using this software.
- Function buttons – allow switching to adjusting mode (recommended for touch screen panels) and returning to default list view.
- Additionally the button allows to go back to previous view.

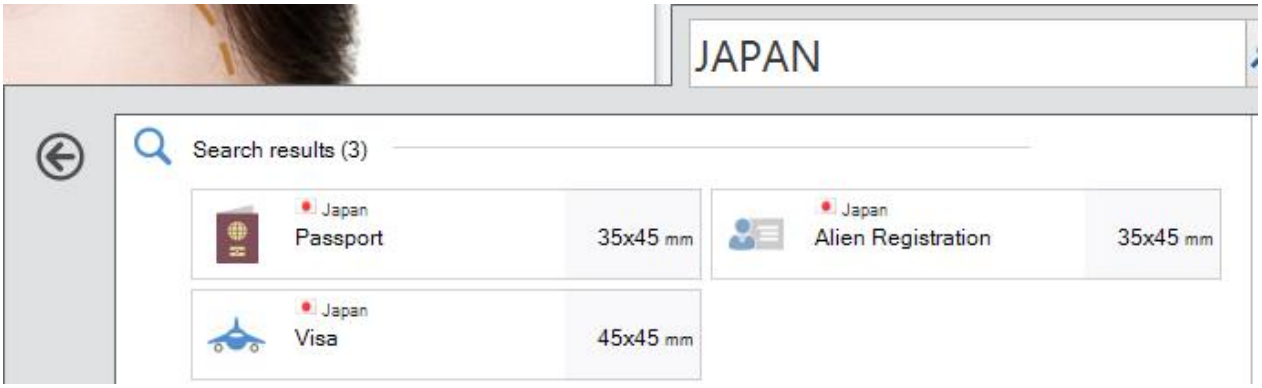
Using each of the elements from the advanced list is very simple. For example, while searching formats with Quick Search Toolbar you get the list of only those items that include typed phrase e.g. typing the word "VISA" we get the following:



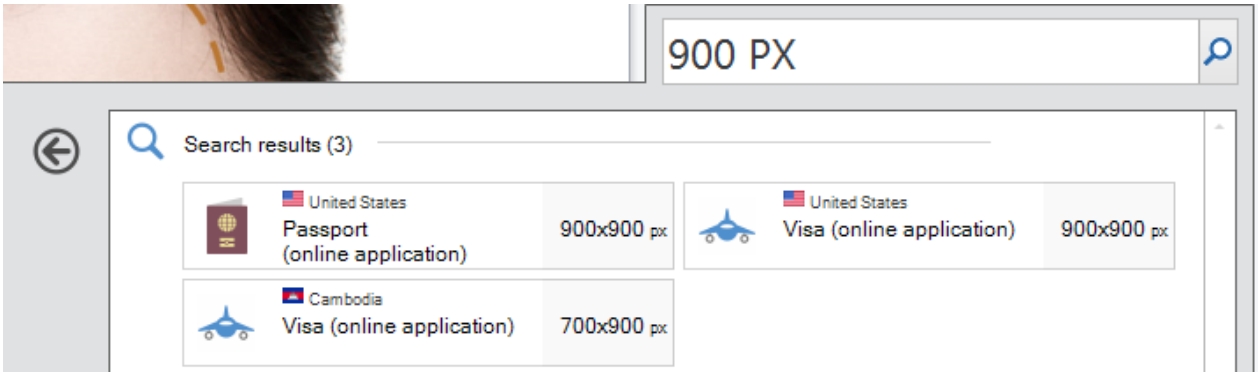
and adding the word „STATES", we get less items according to our request:



Similarly, we may narrow displayed items only either to a given country typing for example „JAPAN":



or to a size of the photo:

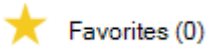


Of course the user may manually browse the list of available countries. Clicking on a country name displays all available ID formats for that country.

Favorites:

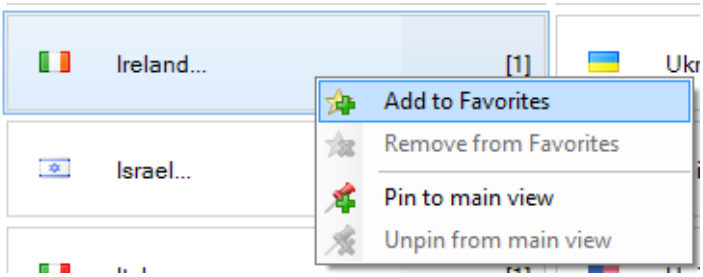
If you use several chosen formats the most frequently, you may pin them to your *Favorites*, so they will be always on your list, without the need for searching them (note that in *Favorites* you may also place countries).

By default the *Favorites* is empty.

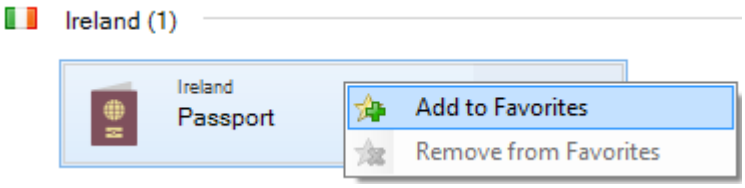


In order to add to *Favorites* a new image format or the whole country, you need to right click on this item and select [Add to Favorites].

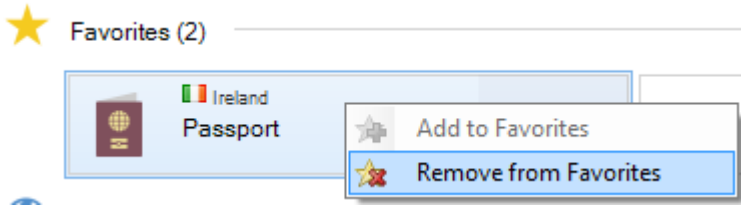
- Adding the whole country (here Ireland).



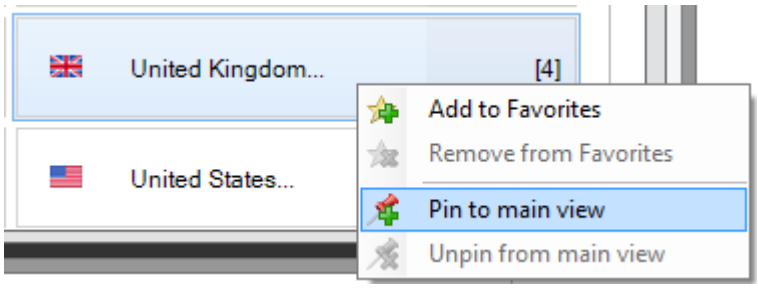
- Adding one particular format (here Ireland passport).



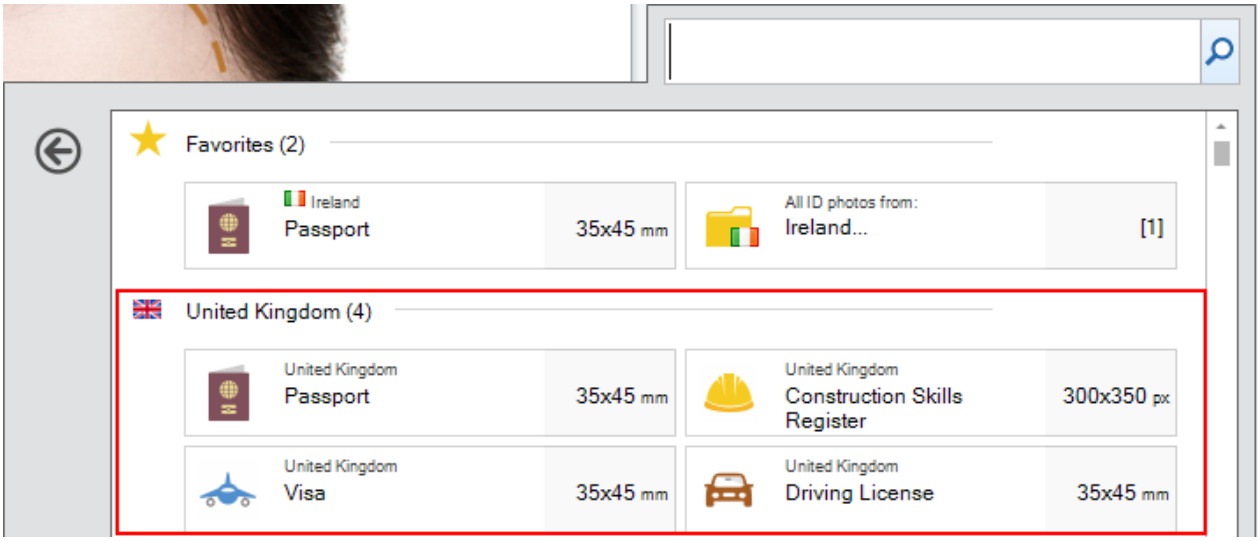
Each item may be easily removed from *Favorites*, if no longer needed. This operation is similar but this time you need to select [Remove from Favorites], for example:



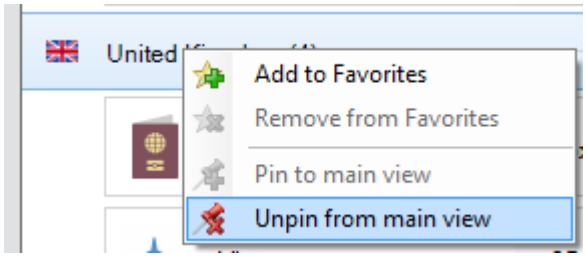
The user may also pin a given country to the main list, and it will be displayed just under *Favorites* section. To do so you need to left click on a country name and select [Pin to main view].



All image formats available for the selected country will be displayed just under *Favorite* section.



To remove selected country from the main list, right click on it and select [Unpin from the main view].



Adjustment Mode:

The user may also switch into Adjustment Mode that is especially useful for touch screen users. To do so, press the following button:

All previously described operations are available but you do not need to use right mouse button (its functionality is replaced with simple icons):

The following icons are available in this mode:

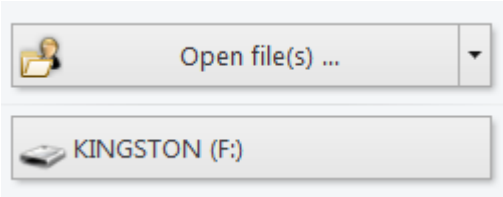
- - Add to Favorites,
- - Remove from Favorites,
- - Pin to main view,
- - Unpin from the main view.

The user may additionally change the position of countries, formats etc. using arrow icons:

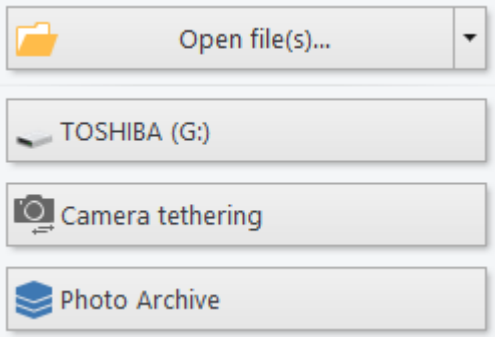
To reset settings for the image format list to their default values press the following button:

3.1.1.1 Working with a single image or with a group of images

After selecting the type of ID photo you need to point to your image/images using [Open file(s)...] button. If some portable storages are plugged into the computer, then the software signals their availability on the function panel, allowing direct downloading of files with images from them.

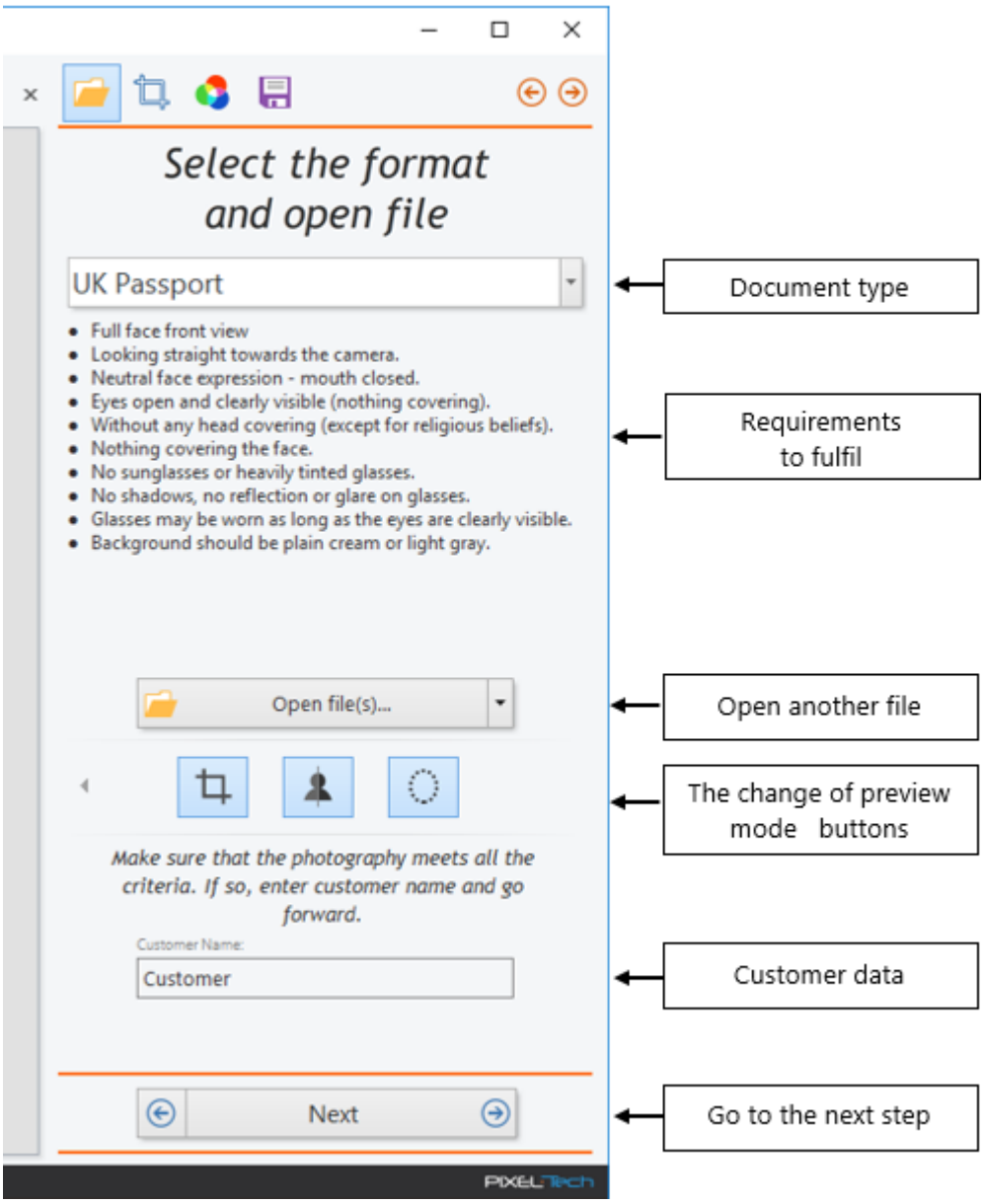


Here, you will also find the [Camera tethering] and the [Photo Archive] buttons, if they have been defined in the software settings (see >> 3.5 and >> 3.6).



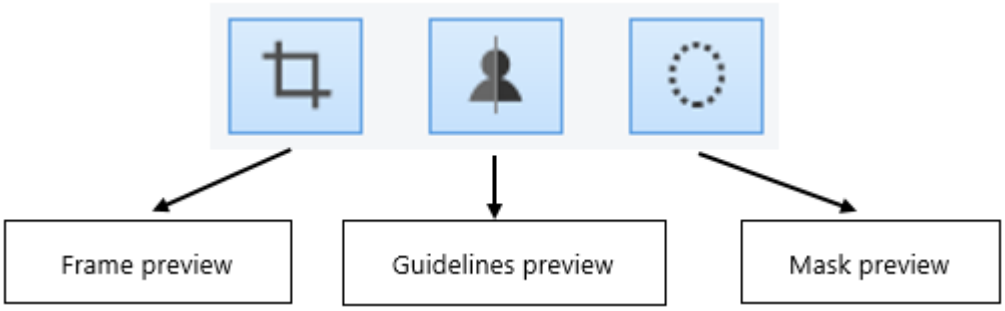
If only one image is selected, it will be opened in a software working area. The user may perform here the following actions:

- Changing the type of the ID format he wants to prepare.
- Checking conformity of the image with guidelines – on the right-hand side, there is the most important information about how the image should be made so it would confirm requirements for selected type of the document.
- Changing an image – if you selected a wrong image you can again select a new image using [Open file(s)...] button.
- Determine elements of image preview – the user may change the image preview mode (frame, guides and mask).
- Entering customer data – the identification data will be displayed on the tab for easy identification, later it will be used for archive purposes.
- Go to the next step – using [Next] button.
- Switch to manual mode after pressing the [Next] button while holding left [Alt] key on the keyboard (see >> 3.2).

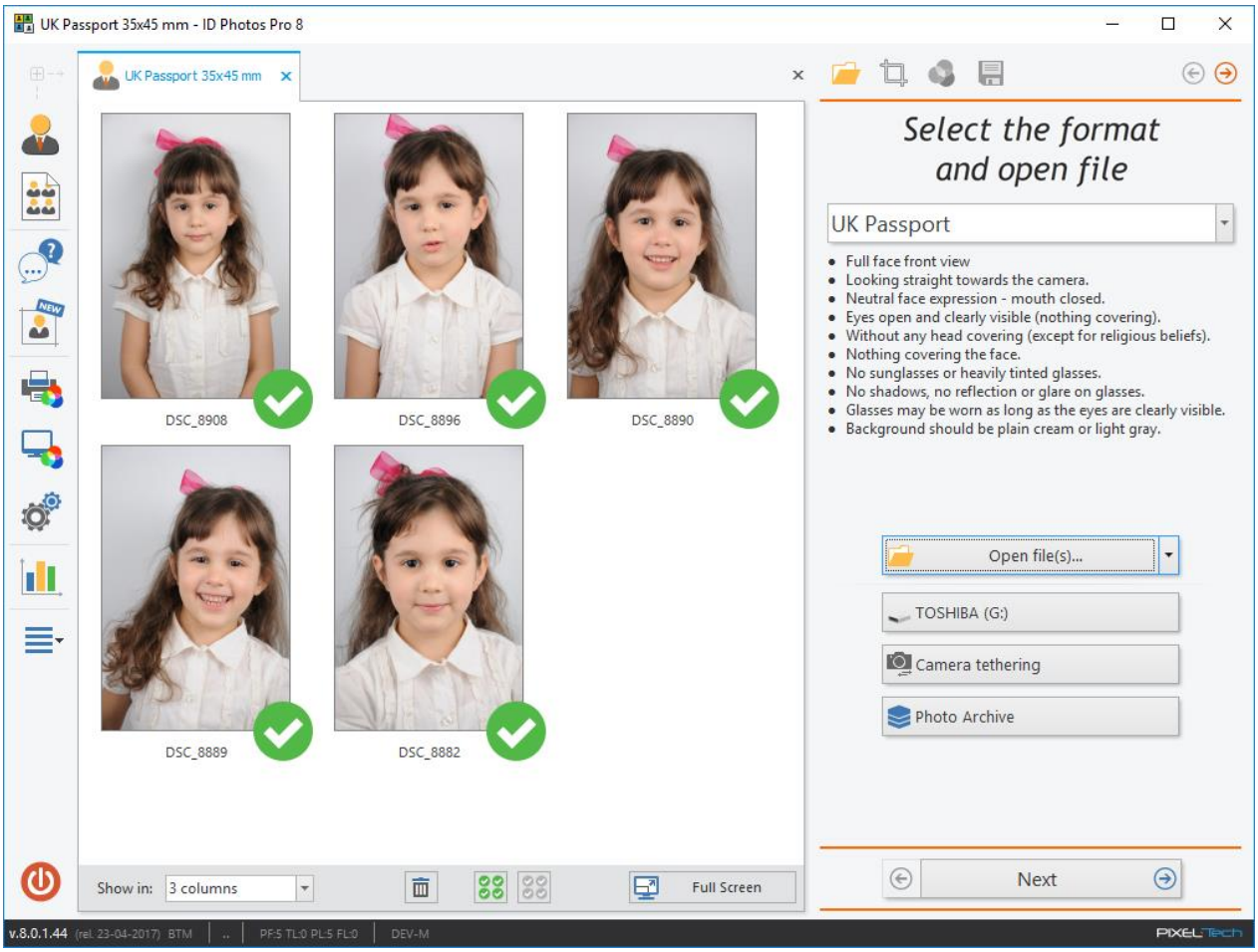


ATTENTION! When changing the preview mode we suggest not to turn off guide lines because they allow detecting any head rotation (often not noticeable in other conditions, and manifested itself as non-centric frame on a printed image).

The icons corresponding to the appropriate photo preview modes are:

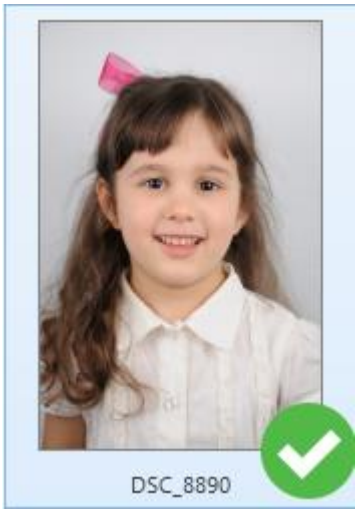


If you selected many images, they will be displayed side by side as thumbnails in the workspace.



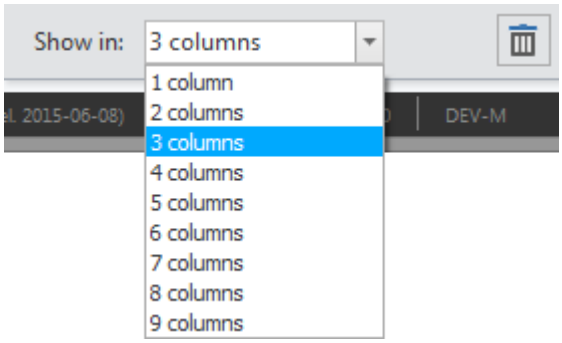
All images will be automatically marked as photos for processing by highlighting in green the icon in the lower right corner of the image. If any of the photos have been loaded by mistake, deselect them by clicking with the left mouse button on the indicated icon. It will change its color to gray:

and the picture will not be transferred for processing. The user also has the ability to select and deselect loaded images in groups (using the icons).
It is also possible to remove the previously loaded images. When you select a photo, by clicking on it with the left mouse button, it will be highlighted in blue:

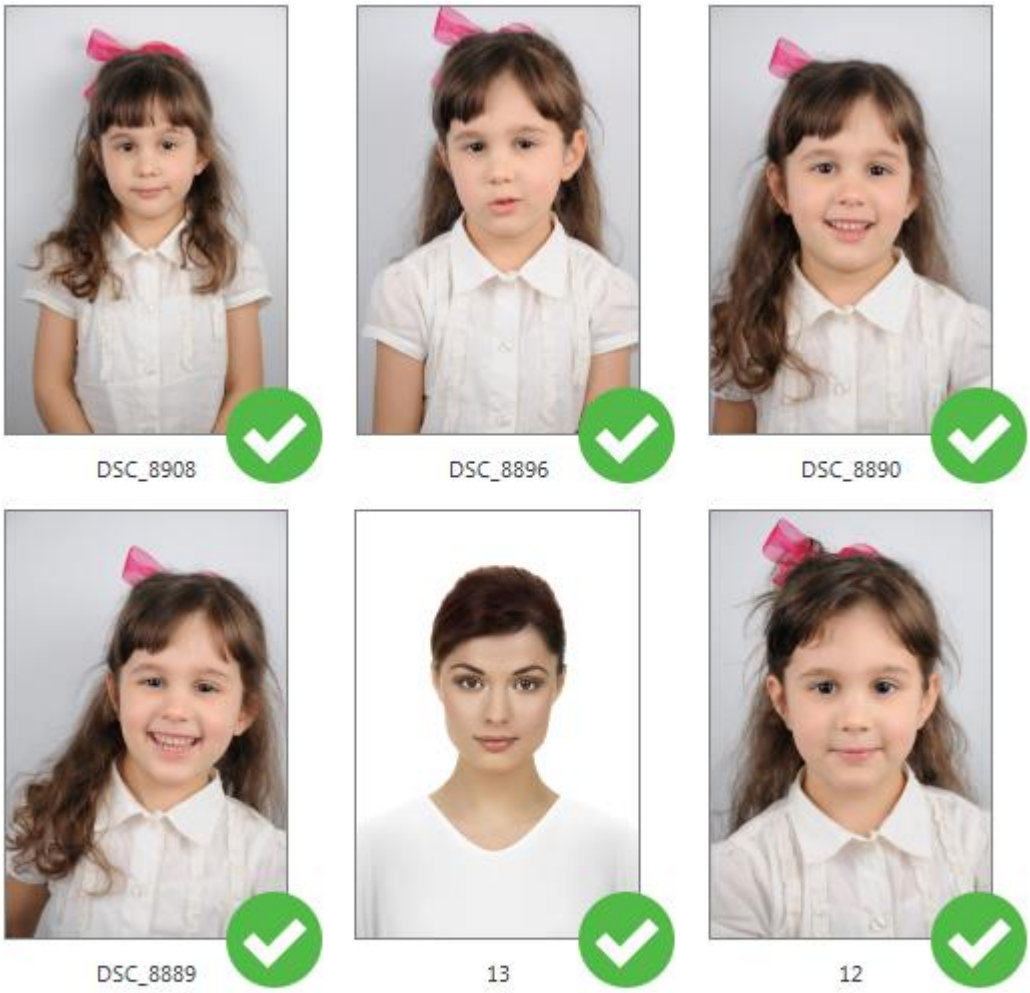


Then, if you click on the icon , the marked image will be removed.

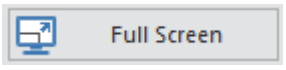
The user has the ability to customize the thumbnails loaded to the software images, to meet his needs, by grouping them into columns (displaying up to 9 columns). For example, selecting 3 columns



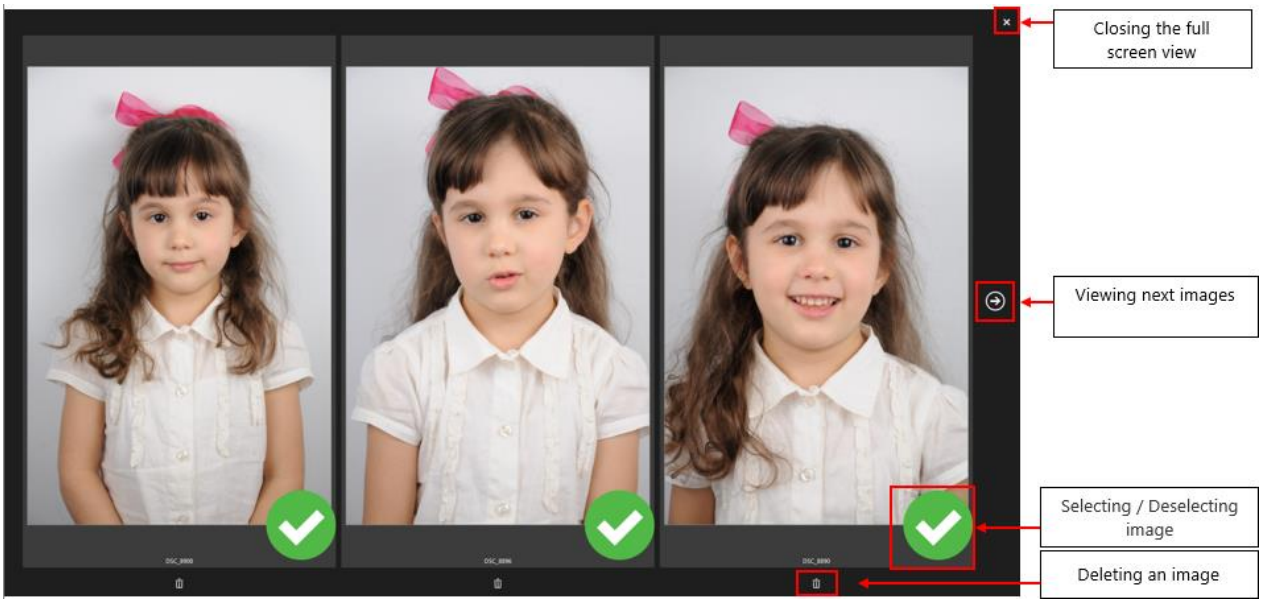
will group photos like this:



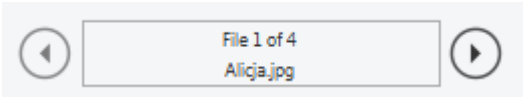
For an easier view of images, the possibility of viewing in full screen mode is built in the software. To go to full screen mode, press the [Full Screen] button.



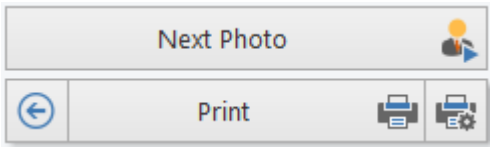
In full screen mode, the user can view photos, remove and deselect them (deselected photos will not be transferred for processing).



If you are working with a group of images, there are buttons that allow you to switch between images easily in the next step.



When an image is processed and saved in the repository folder (and optionally in the Photo Archive - see >> 3.6), the software allows processing of the next loaded image or printing the currently processed one. In the Print window buttons [Next Photo], [Print] and [Printer Properties] appear.

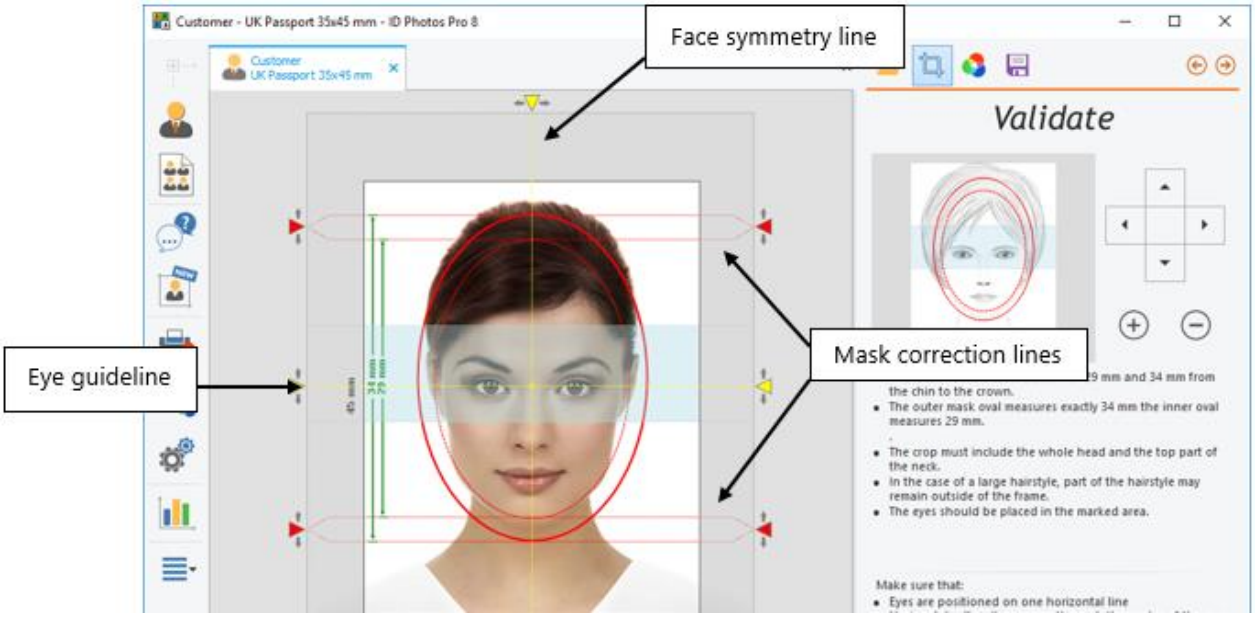


The user also has access to new functions accelerating his work:

- *Watched Folder* - function that speeds the work up (see >> 3.3). It allows opening a newly loaded image automatically, directly from a camera, memory card etc.,
- *Wi-Fi* – allow you to open images automatically, directly from wireless Wi-Fi cards (see >> 3.4).
- Camera Tethering – Live View on a PC display and picture triggering directly from the software. Most modern Canon cameras are supported (see >> 3.5).

3.1.2 Step 2 - Checking the correctness of the image frame

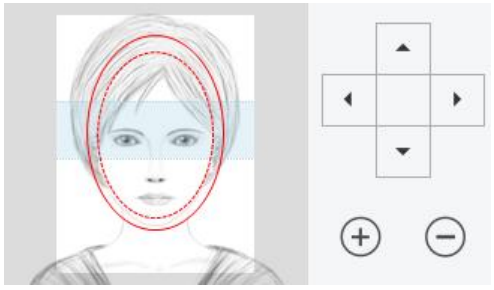
Because of human face imperfections and a related lack of its symmetry, the user, using hints displayed on the right-hand side of the window, should check and make an additional adjustment of the crop (for some ID formats moving of a crop is not possible). You should check if the eyes are on one horizontal line, if the yellow horizontal line goes through the center of the eyes and if the yellow vertical line goes through the center of the face.



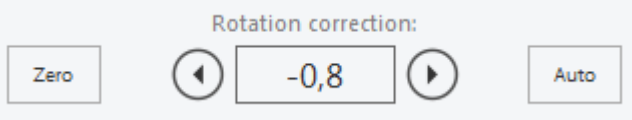
In case of any errors, the position of the line should be changed. Just drag yellow arrows in the appropriate direction while holding the left mouse button pressed. You may also make a correction of a mask imposed on the face using red arrows and moving them into desired direction while holding the left mouse button.

ATTENTION! It is essential to review the correctness of the frame and, if needed, make appropriate adjustments.

The location and the size of the image may be changed by the user with some buttons on the right-hand side of the image frame.

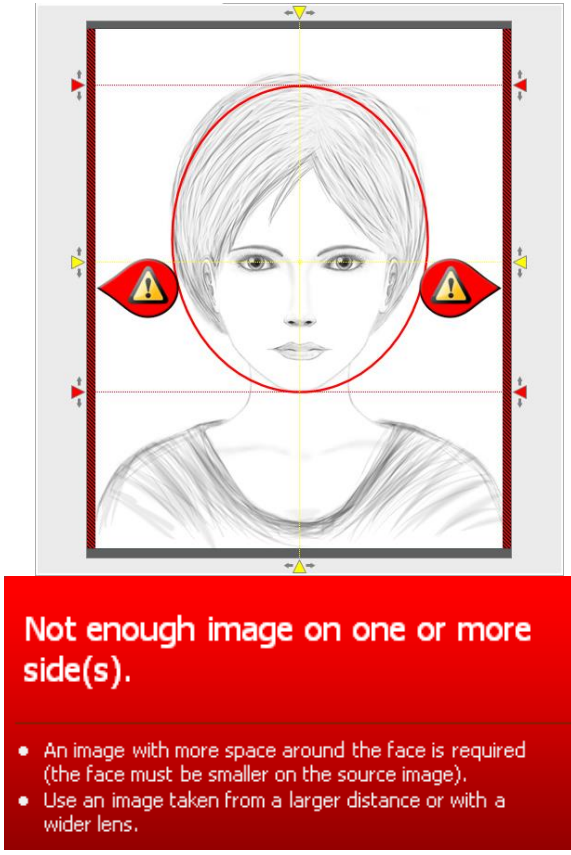


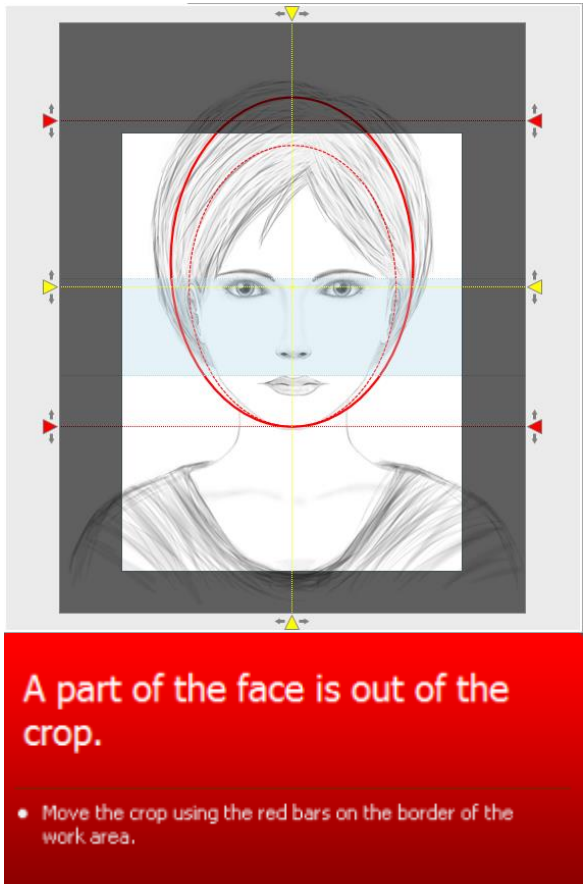
The user may also change the angle of the rotation of the image manually (through the adjustment of parameters) or automatically (using [Auto] button). Use [Zero] button to go back to the original position.

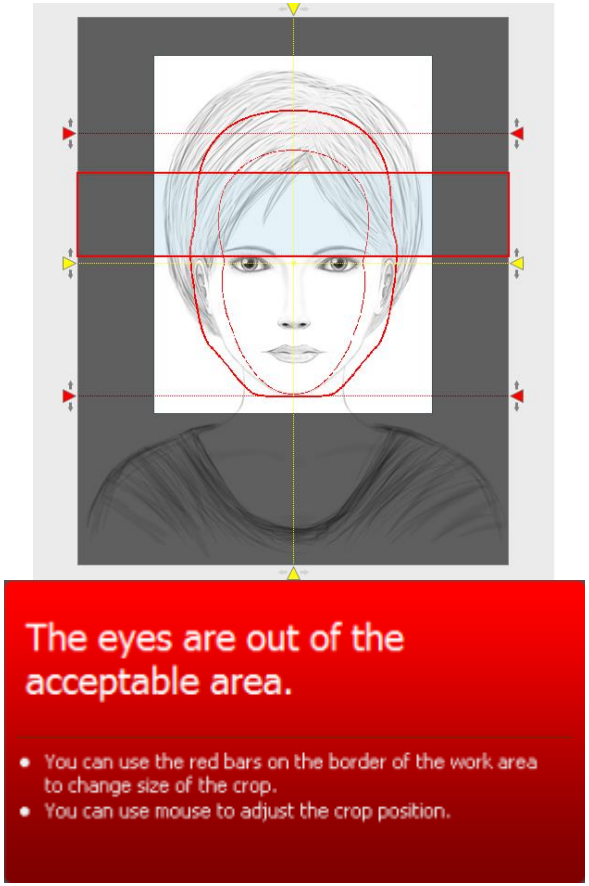


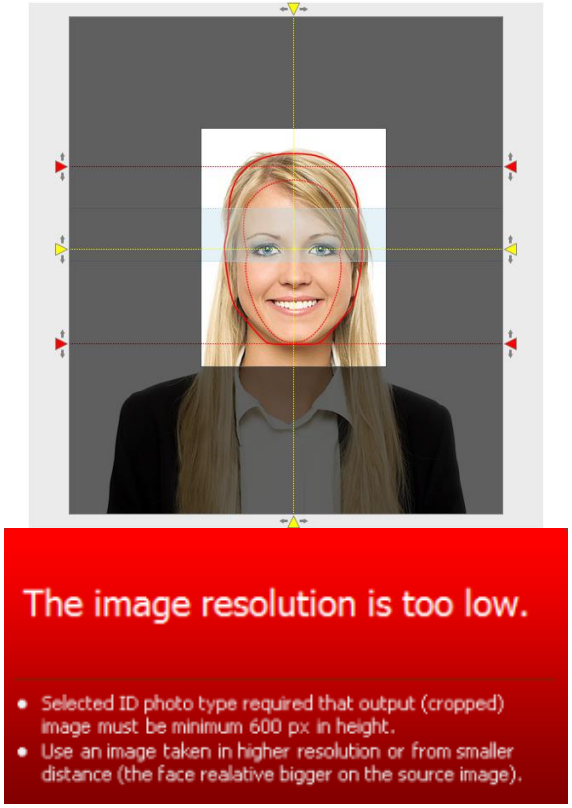
During this operation (frame setting) image parameters are checked and the compliance with the ICAO guidelines. In the case of any irregularities detected by the software, on the right-hand side of the window, a message will appear with the information about the error and how to solve this problem. For a detailed list and description of some messages, see >> 3.1.2.1.

3.1.2.1 Detecting errors

MESSAGE	REASON	SOLUTION
	The face on the source image is too big, so there is too little space around the head. The face should be smaller and the space around the head should be larger (exclamation marks show where the space should be larger).	You have to use an image taken from greater distance so the face will be smaller (at the same time the space around the head will be greater). You may also use an image taken with a wide-angle lens.

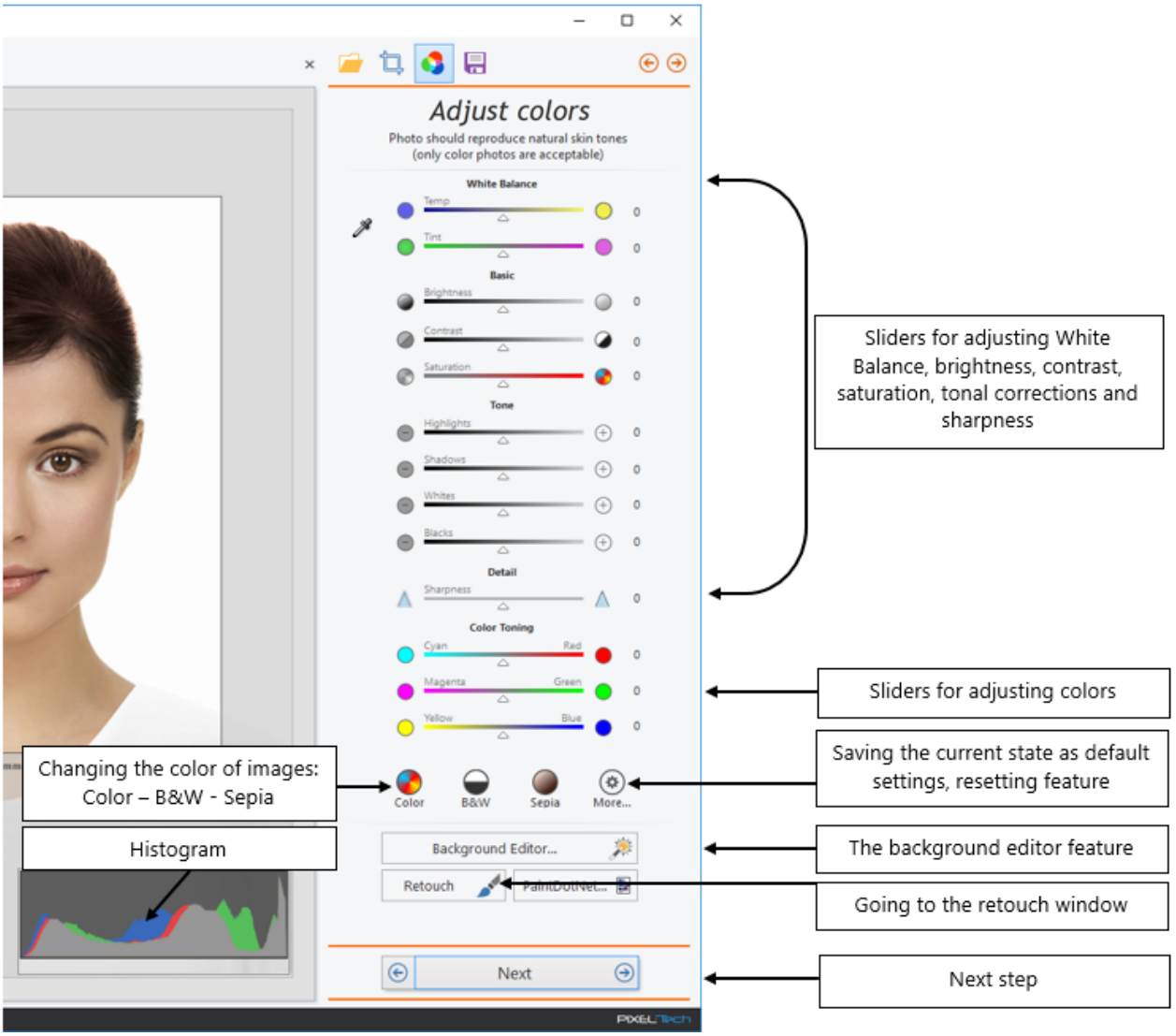
MESSAGE	REASON	SOLUTION
	The marked oval of the face is outside the crop (The oval of the face is cut). Cutting some hair is permitted, but the face oval and the upper part of the neck must be within the crop area.	The crop should be moved in such a way it contains the whole head (dependently on the requirements described in the picture's specification, you should show, apart from the head, other required elements). At the same time it should not cause other messages of errors. Use red arrows to move the crop. If there is not such crop location, it means: • The picture is not done properly - it cannot be changed to fulfill the requirements; • The oval of the face is not marked properly in the previous step (it can be corrected by going back to the previous window, using the [Back] button or manually with the red vertical sliders on the current window).

MESSAGE	REASON	SOLUTION
	The Eye Line defined in steps 2-3 is beyond a permissible area for the given type of the image.	The crop should be moved so it will still include the whole head (dependently on the requirements described in the picture's specification, you should show, apart from the head, other required elements). At the same time, the eyes should be inside the permissible area. • Use the red arrows in the work area to change the crop size; • Use the mouse to adjust the crop in the right place. If there is not such crop location, it means: • The picture is not done properly - it cannot be changed to fulfill the requirements; • The eye line is not marked properly; it can be manually corrected using the horizontal yellow slider.

MESSAGE	REASON	SOLUTION
	The final picture does not meet the requirements of the minimum quality. The picture is done in too low resolution or the head on the picture is too small.	The picture should be made one more time in the higher resolution and should be cropped in a way the registered head is larger (it fills a larger part of the crop than previously).

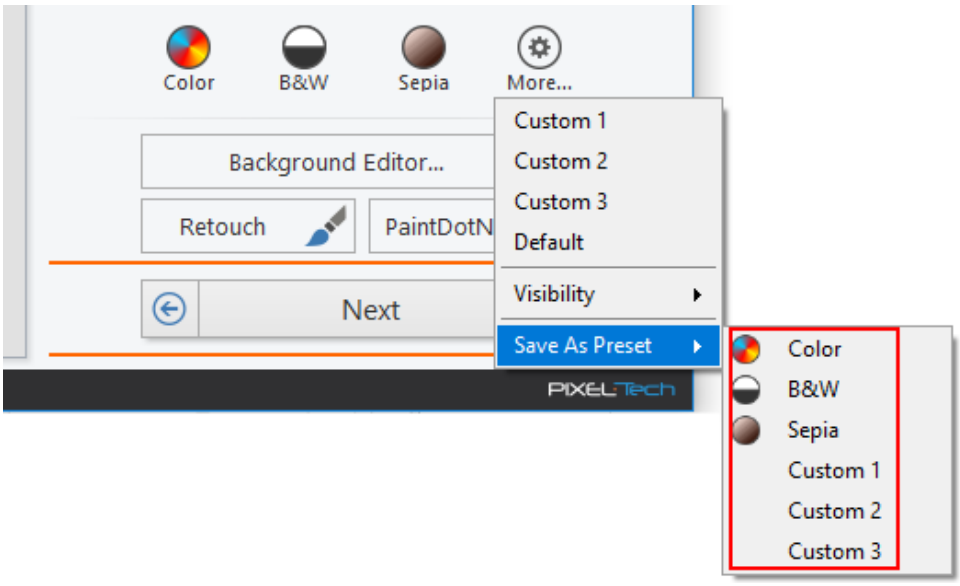
3.1.3 Step 3 – Color adjustment

In this step, the user has an opportunity to adjust the picture's color and to make the retouch. It should be remembered that the face must have the natural reproduction of the skin brightness and color; it must be reproduced clearly and must have proper contrast.

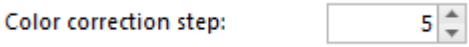


In the Adjust colors window the user can define his own default settings for images in color, black & white and sepia (or save a completely separate profile as an option: Custom 1, Custom 2, or Custom 3). To do this, make your adjustments using the sliders (or giving numerical values), and then select the settings button and specify for which color option the default settings should be saved.

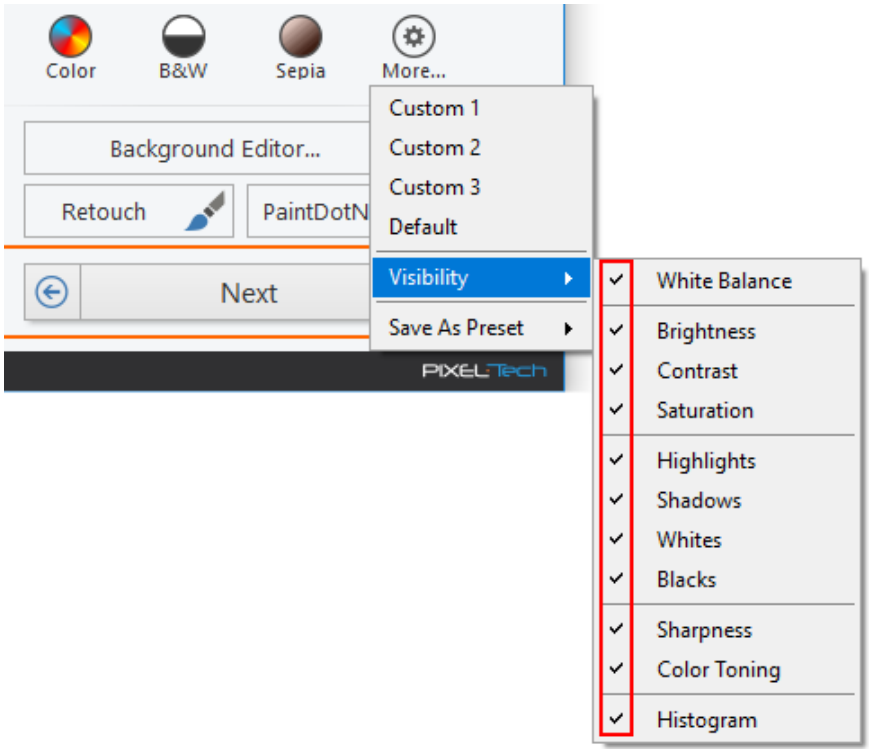
Using this settings button you can also reset all color corrections (by choosing the [Default] function).



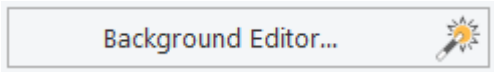
WARNING! The color correction step can be changed in the software's settings, under the General tab.



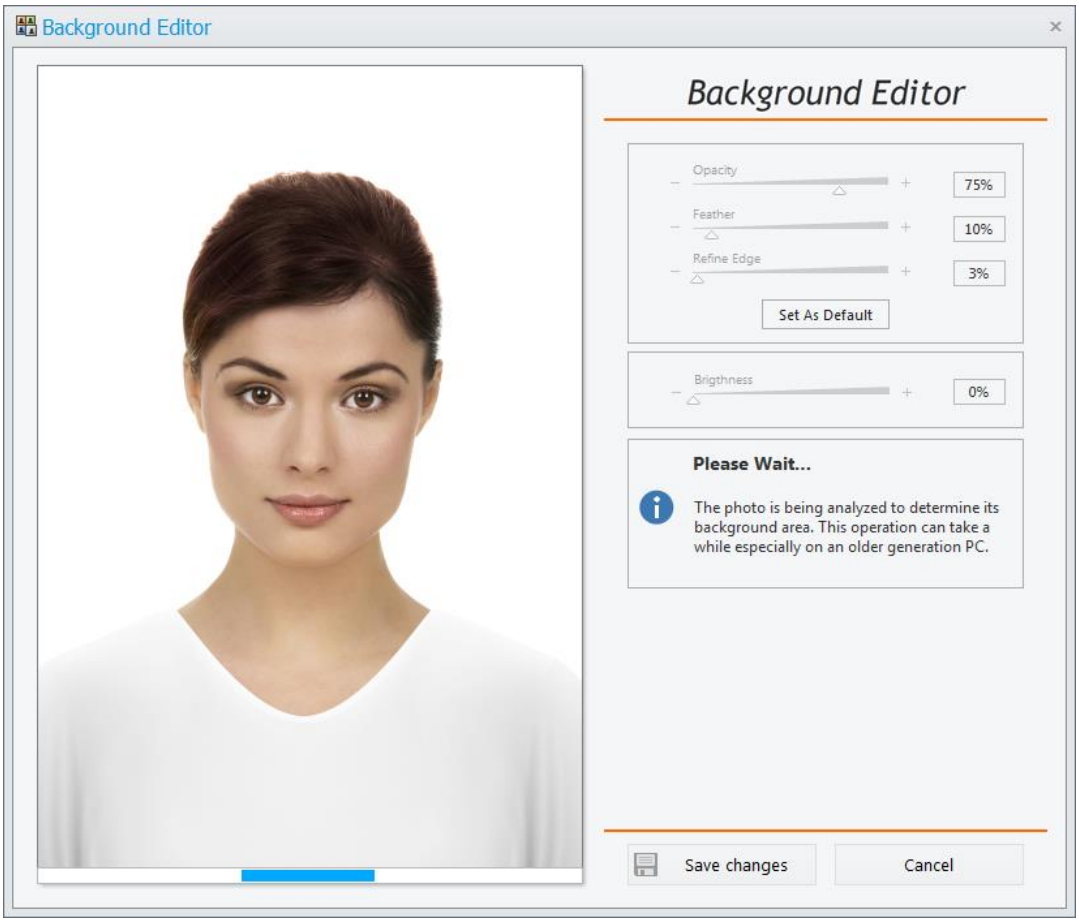
The color adjustment window is customizable - you can specify visibility for individual color options. To do this, press the [More] button, then *Visibility* and deselect items you want to hide.



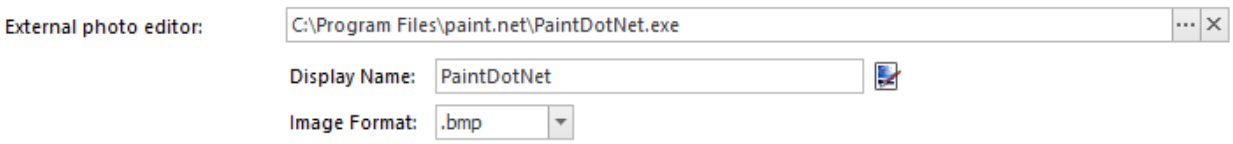
Among the possibilities to adapt the color of the photo there is the [Background Editor] function. It allows you to refine the background if we think it is necessary. To work on a background of the photo, press the [Background Editor] button.



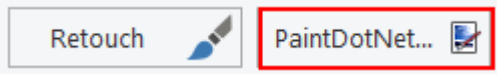
The software will determine the background area of the photo and then you can change the background using the Opacity, Feather and Refine Edge sliders (or + and – buttons). You can also adjust the brightness. When your work is done please press [Save changes] button or [Cancel] to abort.



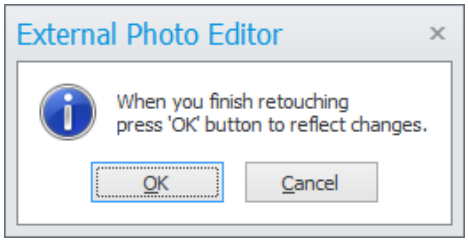
When necessary, the additional retouch can be done by the use of the retouch tools, which are available after pushing the [Retouch] button, or using an external graphical software, if such software is defined in the software settings >> see 3.9.1.



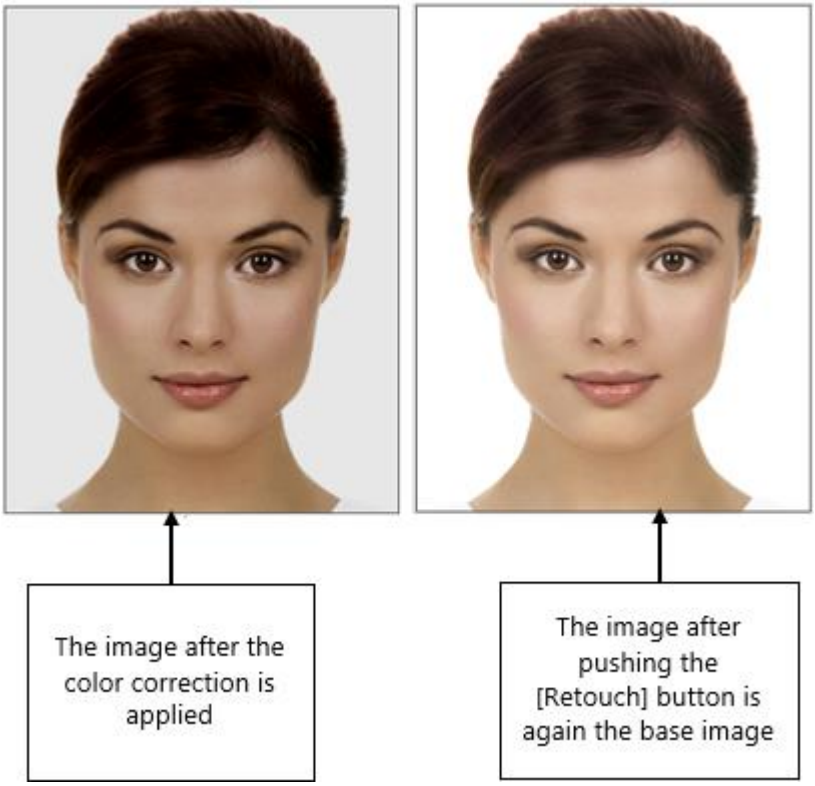
In this case, in the Adjust colors window an additional button appears with the name of the software.



If an external graphical software is defined, after pressing a button with its name (here: PaintDotNet), the photo will open in that software. Simultaneously, the software displays a message to press the [OK] button when retouching is done or press the [Cancel] to reject the changes.



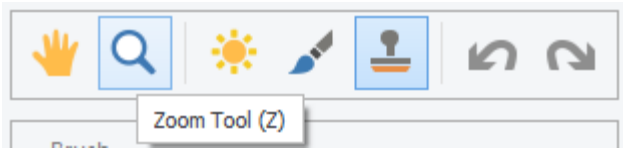
ATTENTION! The color alterations made in the picture will not be visible after moving to the retouch window - this is because the retouch function influences the original picture.



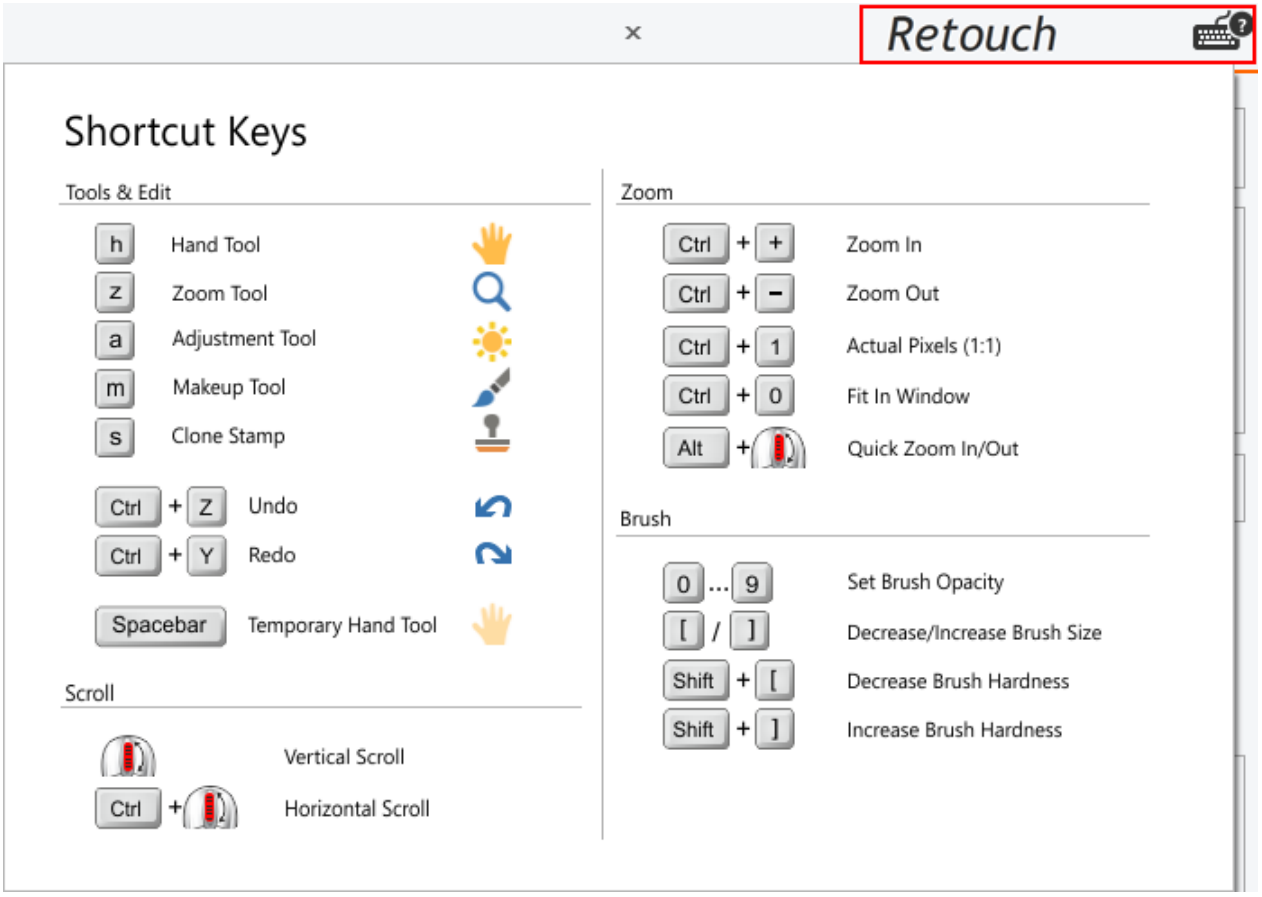
When the color adjustment is done, the [Next] button in the Adjust colors window should be pressed. The software saves the final image created by the user in the repository (and optionally in a Photo Archive) and goes into the window, where you can print the image, burn it to CD/DVD or sent it via e-mail.

3.1.4 Image Retouch

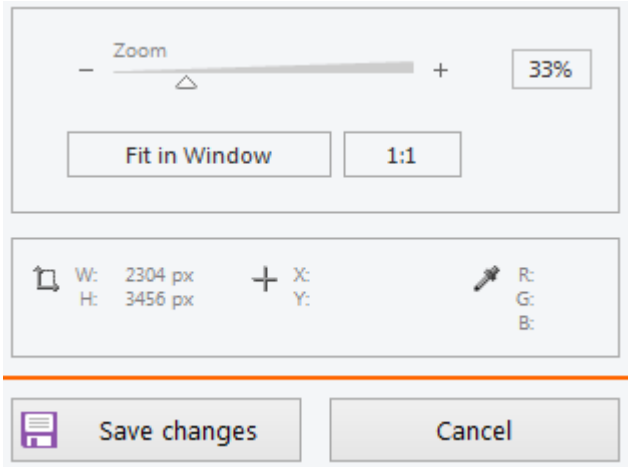
When you press [Retouch] button, the window is displayed with new tools. Available tools: hand, magnifying glass, correction, make-up and stamp. When the mouse is over a tool, its name and keyboard short-cut are displayed, below the icon. For example: the magnifying glass may be launched using "Z" key on the keyboard.



Independently of currently used tool, the software offers keyboard shortcuts that make the work easier. If you mouse over the question mark icon located in the top-right corner of the screen, you will get the window of all keyboard shortcuts for retouch function.



Different options of retouch are available depending on the selected tool. However, there are certain regular functions:



- Zoom – sliding an arrow to the right or to the left, while keeping the left mouse button pressed, decreases or increases the image view (another method is to press the left mouse button on the "+" or "—" sign).
- Fit in window - the size of the image is changed to fit the retouch window size.
- [1:1] – the image is displayed in the original size (no changes in the image size).
- W and H – the size of the current image in pixels (W: width; H: height).
- X and Y – coordinates of the current position of the mouse pointer.
- R, G and B - the average color of the fragment of the image (3x3 pixel matrix), where the mouse pointer is located.
- [Save changes] – the image is saved with all the changes that were made. **ATTENTION! The retouch function modifies the image permanently - after you finish retouch, there is no possibility to withdraw the changes. Retouch does not affect the source file that was used to open the image.**
- [Cancel] – cancelling retouch changes and opening the Edit Color window.

Independently of the currently used tool, the software offers the keyboard short-cuts to make the work easier:

- Pressing the [Alt] key and simultaneously moving the mouse wheel changes the size of the image without the need of selecting the magnifying glass tool.
- Pressing the [Space] key while pressing the left mouse button activates the Hand Tool; this allows moving the image without selecting the hand tool icon.

Additionally, all the operations in the retouch window may be undone or redone with [Undo] or [Redo] buttons or with [Ctrl + Z] and [Ctrl + Y] keystrokes respectively.

3.1.4.1 Hand tool

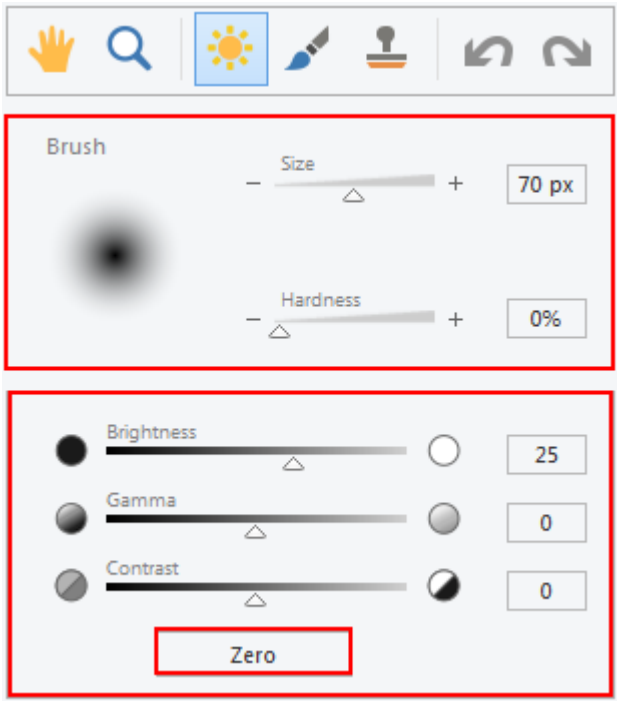
The Hand Tool allows moving the image in any direction. To do this, press and hold the left mouse button and then move the image until the desired fragment appears.

3.1.4.2 Magnifying tool

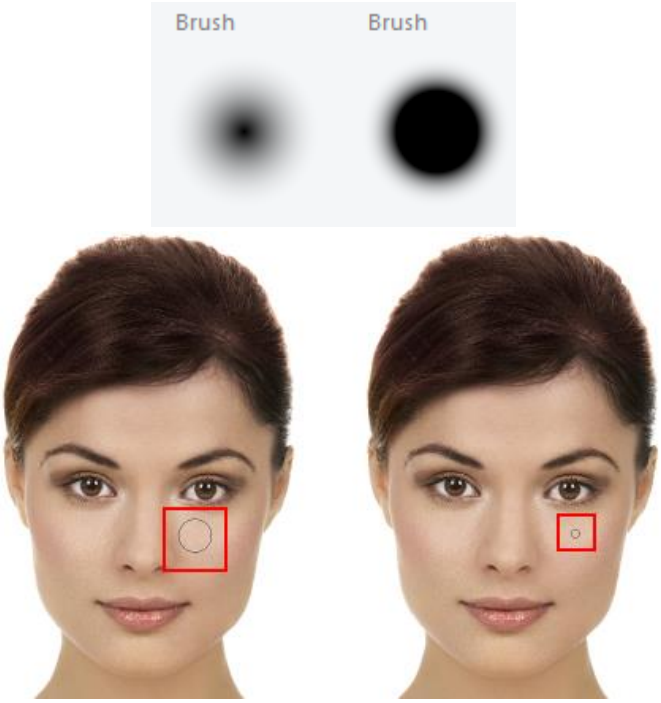
This tool is used to enlarge the image. The "+" sign shown on the tool means that single click with the left mouse button on any fragment of the image will enlarge the image. In order to make the image smaller you need to act in similar way, however this time press and hold the [Alt] key first (then on the tool the "-" sign appears) so the single click with the left mouse button on any fragment of the image will make the image smaller.

3.1.4.3 Correction tool

The set of the retouch options is available within the correction tool. The user may change the size and the hardness of the brush. The view of the brush allows checking of the current settings of this tool (size and hardness).



The size and the hardness of the brush may be changed sliding an arrow with the left mouse button pressed or clicking the "+" or "-" sign with the left mouse button. The brush view both in work area and function area will be changed.



Please note that if hardness of the brush is higher than the edge blur of retouch is lower.

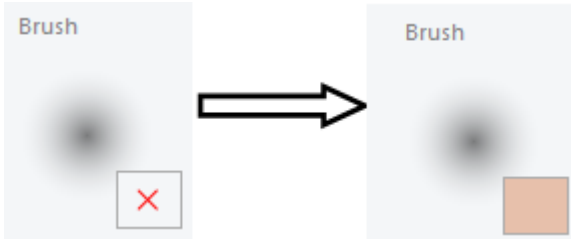
The user may also make corrections of brightness, gamma and contrast of the image. To return to the original settings press [Zero] button.

3.1.4.4 Make-up tool

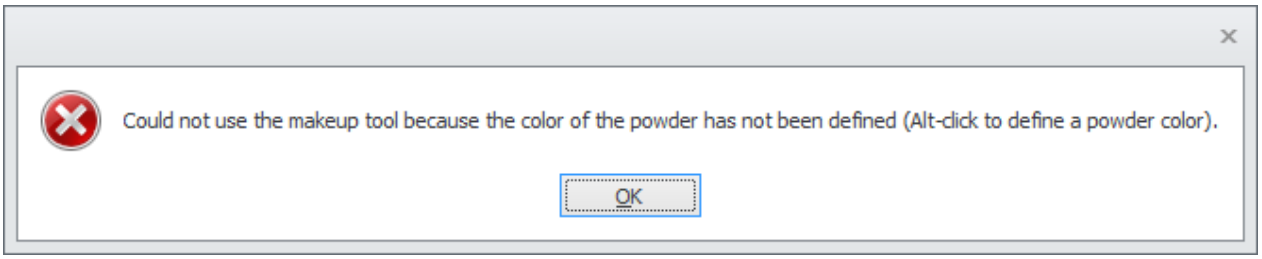
The Make-up tool is used to correct all imperfections of an image and a photographed person (e.g. some skin imperfection etc.). Apart the size and hardness of the brush, in a similar way, the degree of transparency may be set (the strength that a face powder is put).

Next, the user should show an area that will be copied into the places that should be corrected. To do this you need to place a mouse cursor over the area of the image that has no imperfections. Then press the left mouse button while holding the [Alt] key. The software will remember the area as a make-up sample

(the color of a powder) to be applied in another place. The area with X mark next to the brush tool will be changed into the selected color.



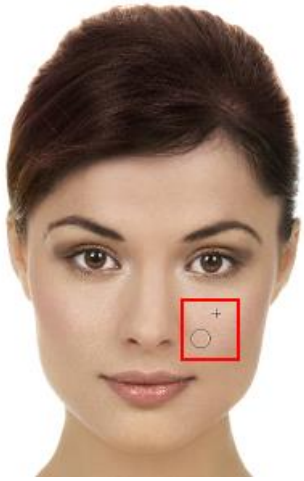
If the user does not show the make-up sample pressing the [Alt] key, then during an attempt of using the make-up tool, an error message will be displayed.



After probing the make-up sample (the color of a powder), you should apply it by placing the mouse cursor on the image elements intended to be corrected and pushing the left mouse button. In order to put the make-up on a larger area you need to press and hold the left mouse button and move the cursor (brush) until the desired effect is achieved.

3.1.4.5 Stamp tool

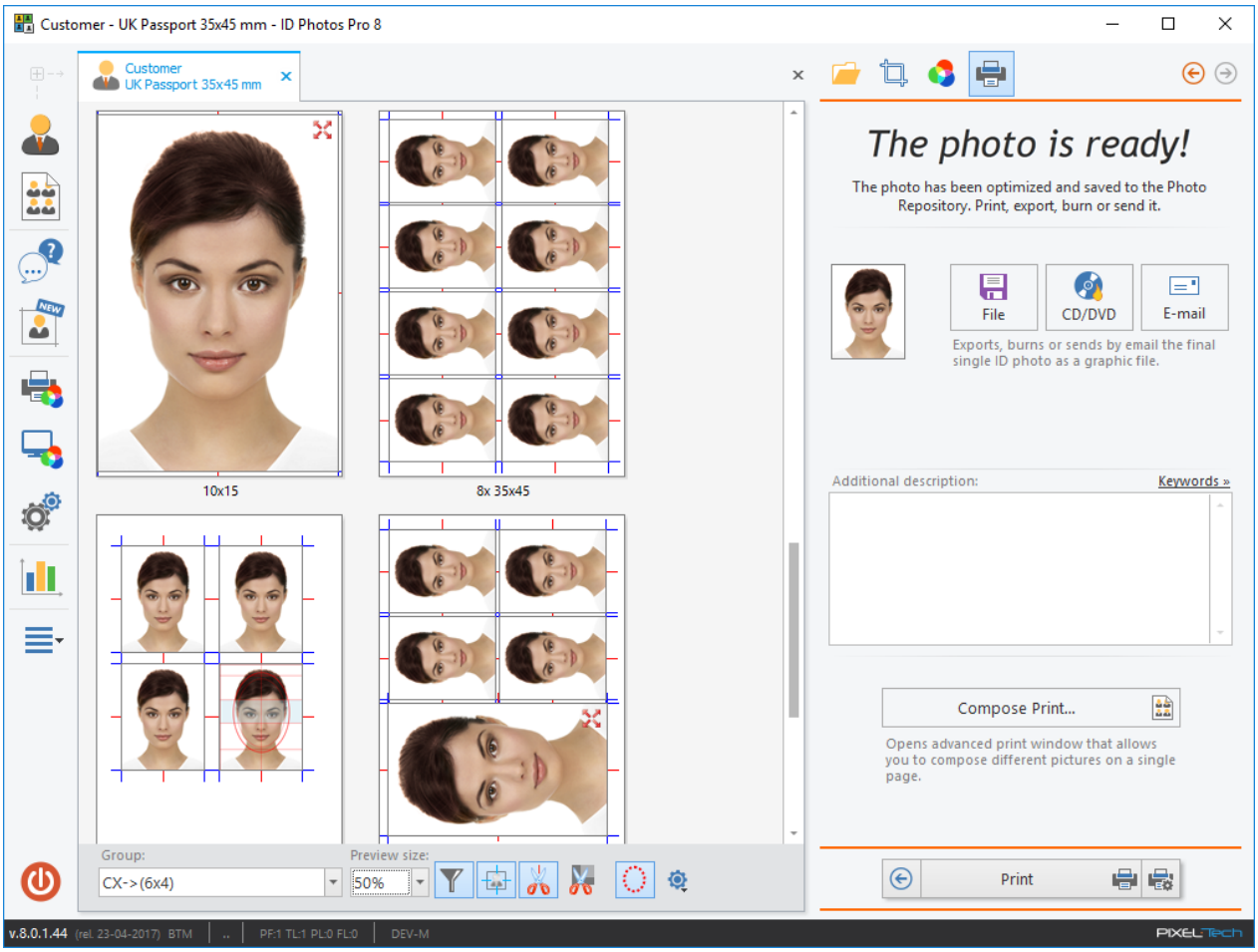
This tool allows copying the selected fragment of an image and moving it to another place. To do this, similarly as in Make-up tool, press and hold the [Alt] key (alternatively click the right mouse button) and click the left mouse button on an area that you are going to copy. The copied point is moved with a mouse movement. Its position is described with "+" sign that moves with a brush.



Check the option [Hold Source Position] to set the copied point as permanent and to assure it does not move.

3.1.5 Step 4 – Saving, burning CD/DVD, sending via e-mail or printing

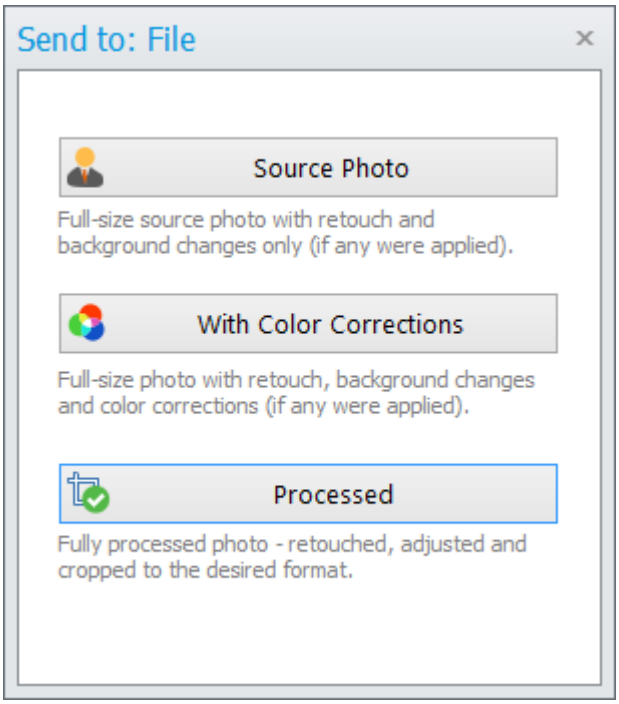
The last step is saving an image to a file, burning it to CD/DVD, sending it via e-mail or sending it to print.



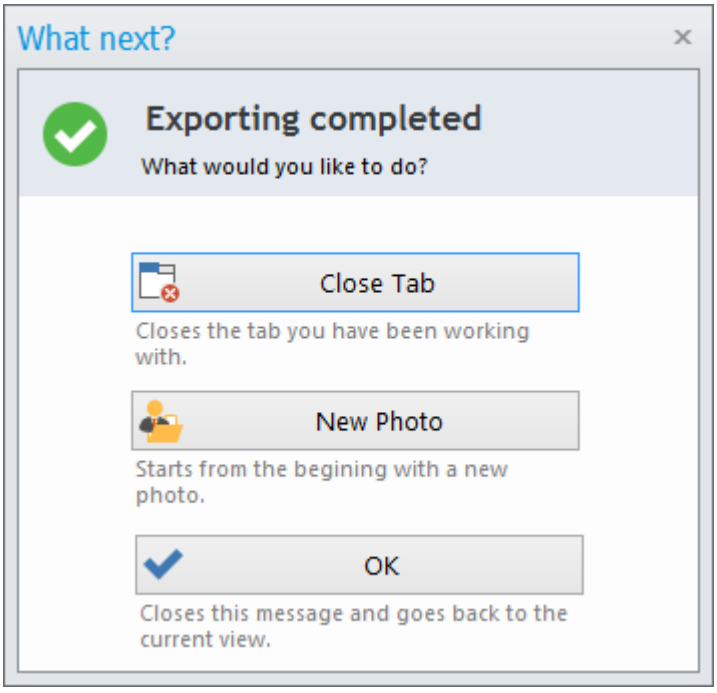
The user has here several options:

- [File] – saving a single, final image, as a ready-to-use graphical file containing one head (see >> 3.1.5.1).
- [CD/DVD] – burning the final, single image on CD/DVD (see >> 3.1.5.2).
- [E-mail] – sending the final, single image via e-mail (see >> 3.1.5.3).
- [Print] – allows you to print any layout with a performed photo (see >> 3.7.6).
- [Compose Print] - opens the advanced printing tab, which allows the placement of different images on a single layout (see >> 3.7.7).

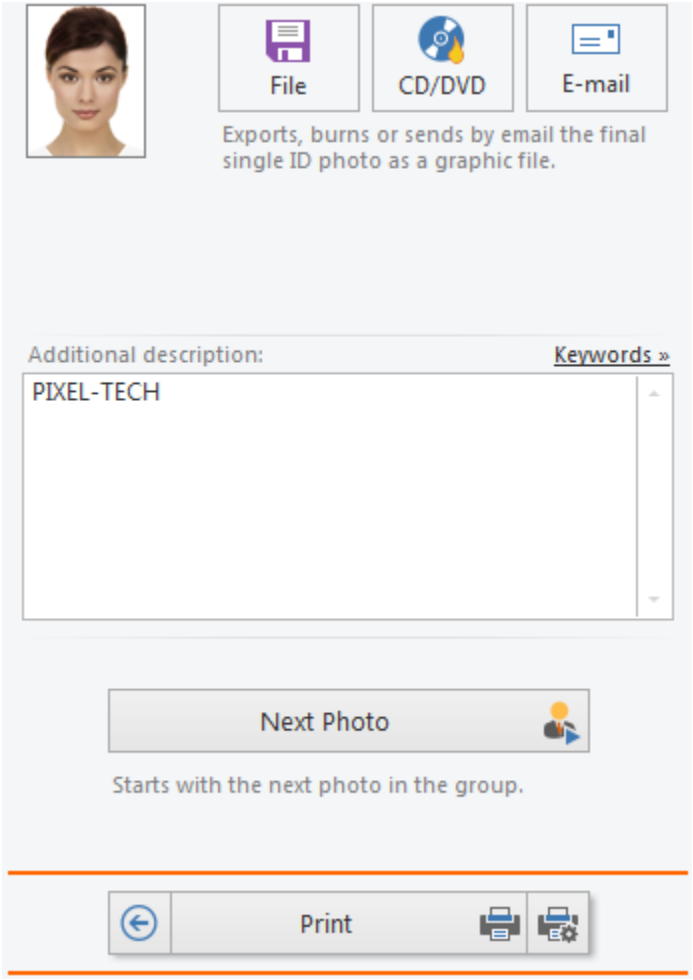
In case of choosing: File, CD/DVD or E-mail the software will every time ask which picture should be processed:



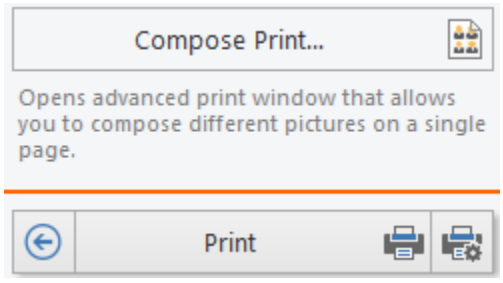
After completion you will be asked about the next action:



If at the file selection stage the user has selected more than one file with an image, in the lower part of the window he will see the [Next Photo] button.

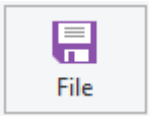


When you click on the [Next Photo] button, the software will load the next image and return to step 1 (see >> 3.1.1). After processing the last image you selected at the beginning of the process, the [Next Photo] button will disappear from function panel, and in its place the [Compose Print] button will appear.



3.1.5.1 Save to a file

To save the image to a file with the selected extension (.jpeg, .bmp, .png, .tiff, .idp) press the [File] button.



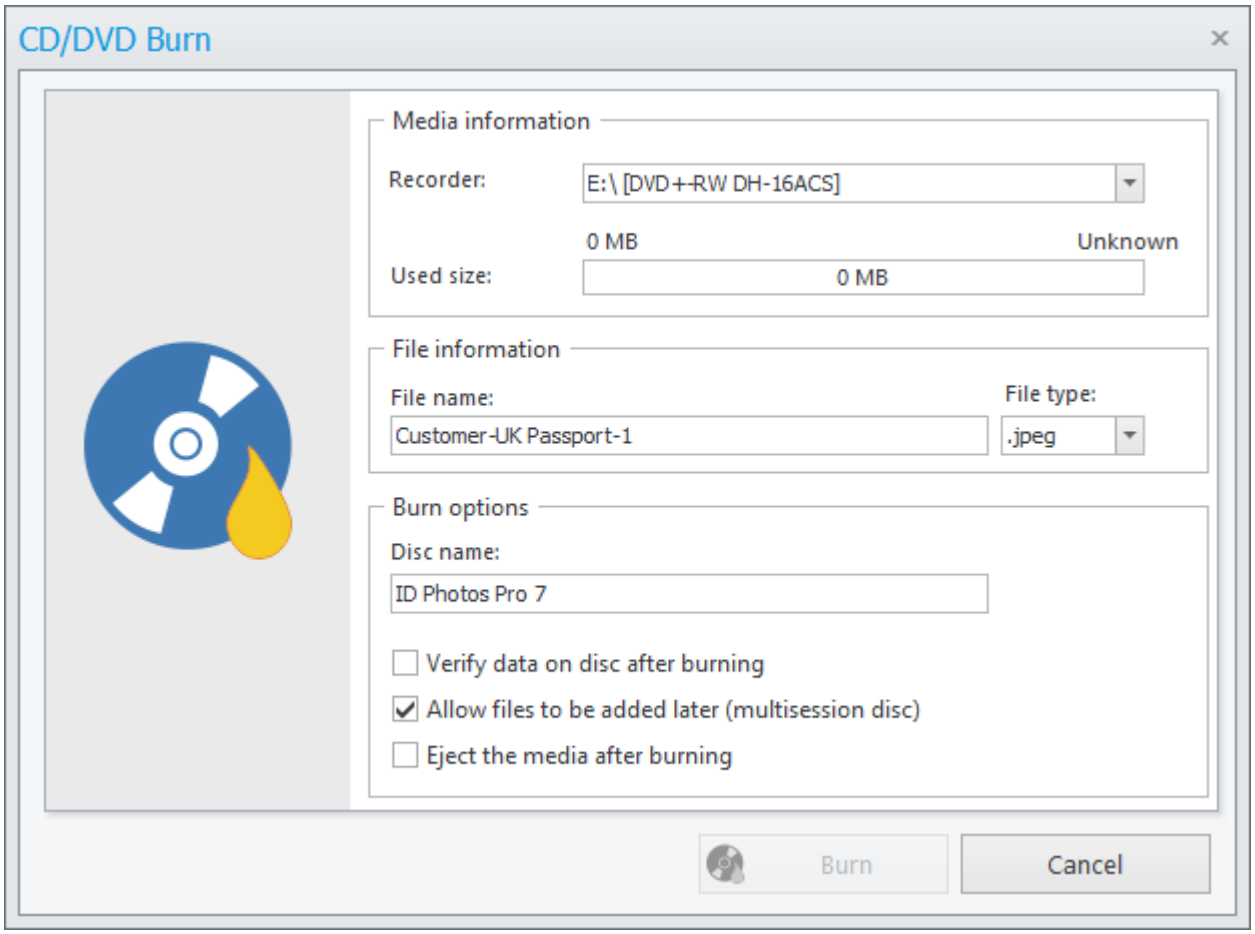
Choose which image should be saved: source image, with color corrections, or processed. In the next window choose the saving destination, file extension, enter a name and save the image. In the window that appears, choose the destination storage, file extension, give it a name and save it.

ATTENTION! The extension ".idp" is an internal ID Photos Pro 8 file. You will be able to re-open the image saved with this extension in the ID Photos Pro 8 software and perform on it all types of corrections.

3.1.5.2 Burning on CD/DVD

To save the final image to CD/DVD, insert disk into a drive and press [CD/DVD] button.

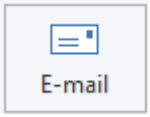
Choose which image should be burned: source image, with color corrections, or processed and set all necessary parameters on Burning CD/DVD window and then press [Burn] button to start burning or press [Cancel] to stop the operation.



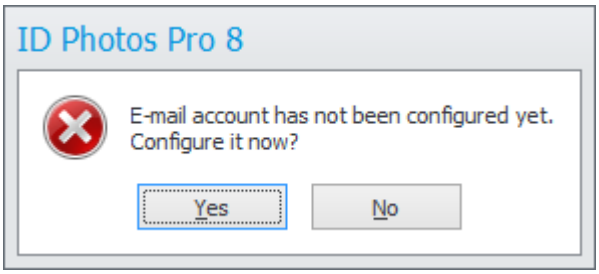
You can also set your default burning parameters in software Settings, then it is not necessary to set all burning parameters from the beginning every time you record on CD / DVD (>> Chapter 3.9.1).

3.1.5.3 Sending via e-mail

The user has the possibility to send the finished, processed images via e-mail directly from the software to his customers. To do this, press the [E-mail] button.

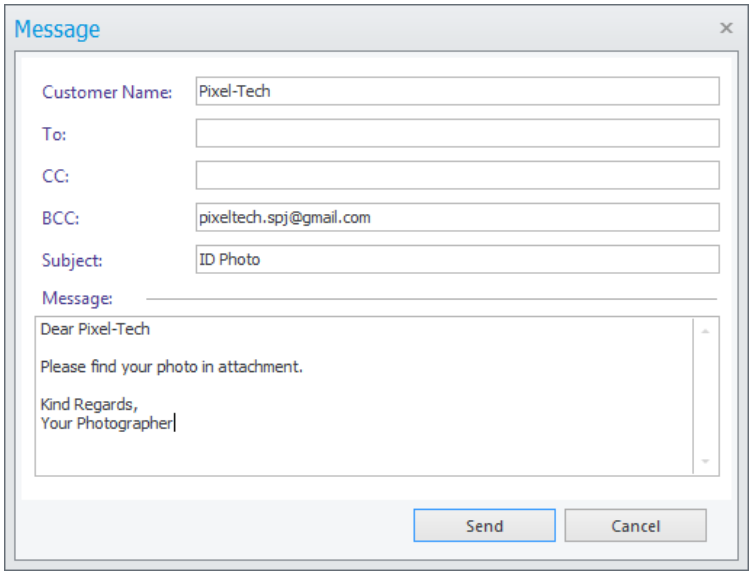


To use this feature, you must first configure it in the software settings (see >> 3.9.1). If this is not done, the software will inform you with the following message:



When you will click on the [Yes] button the software settings window will open, where you can enter all the necessary data for the correct transmission of e-mails (see >> 3.9.1).

After configuring the e-mail functionality, clicking on the [E-mail] button will open a new window, in which all you need to specify is the e-mail address of the customer.

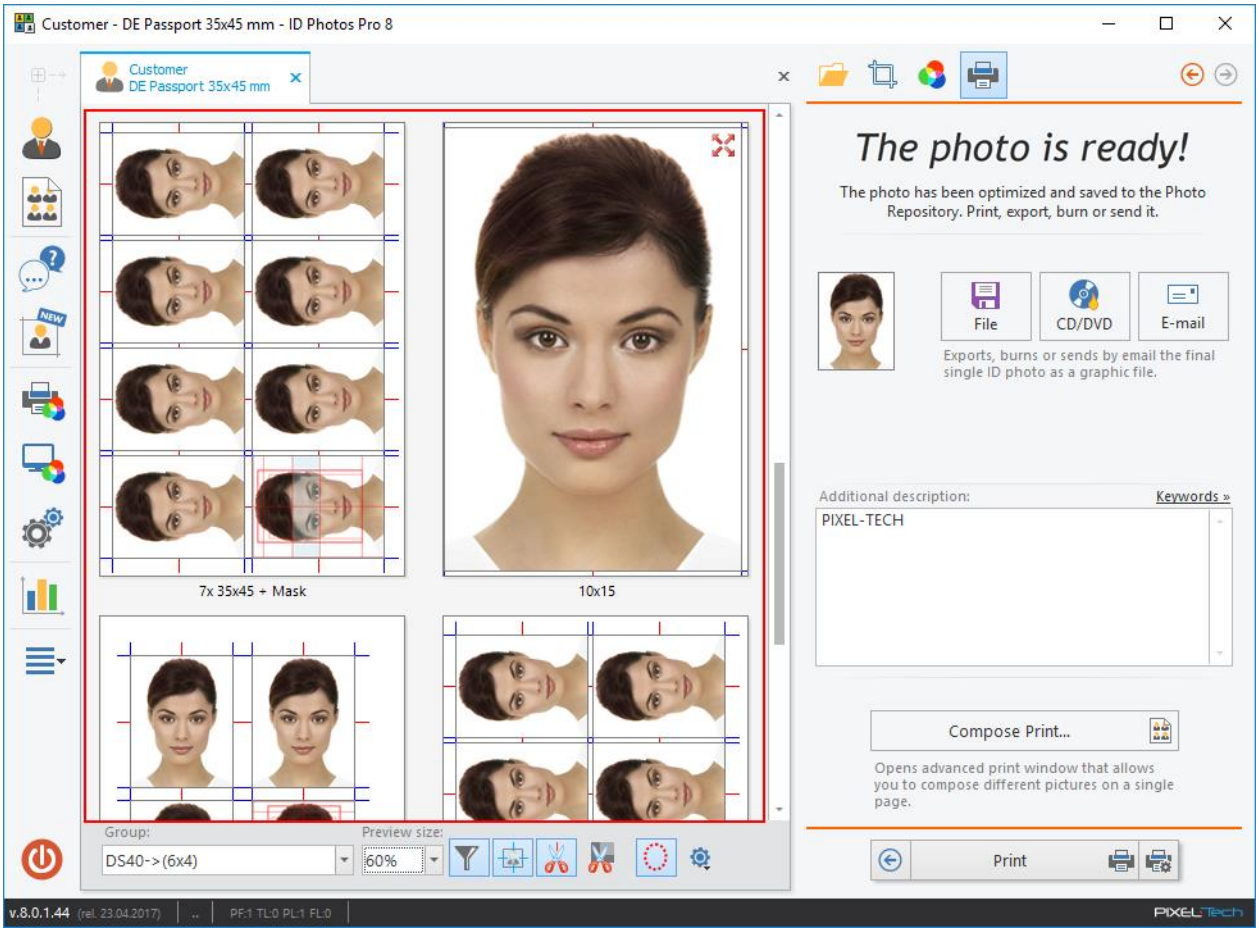


To send the photo, please press the [Send] button and to cancel the operation – press the [Cancel] button.

3.1.5.4 Print and Compose print buttons

ATTENTION! Layouts printing function is presented in Chapter >> 3.7.6

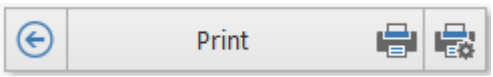
The currently prepared image is automatically inserted at the layouts, that are possible to print on your printer and paper size (defined in the software settings).



In the software you can print on the selected layout:

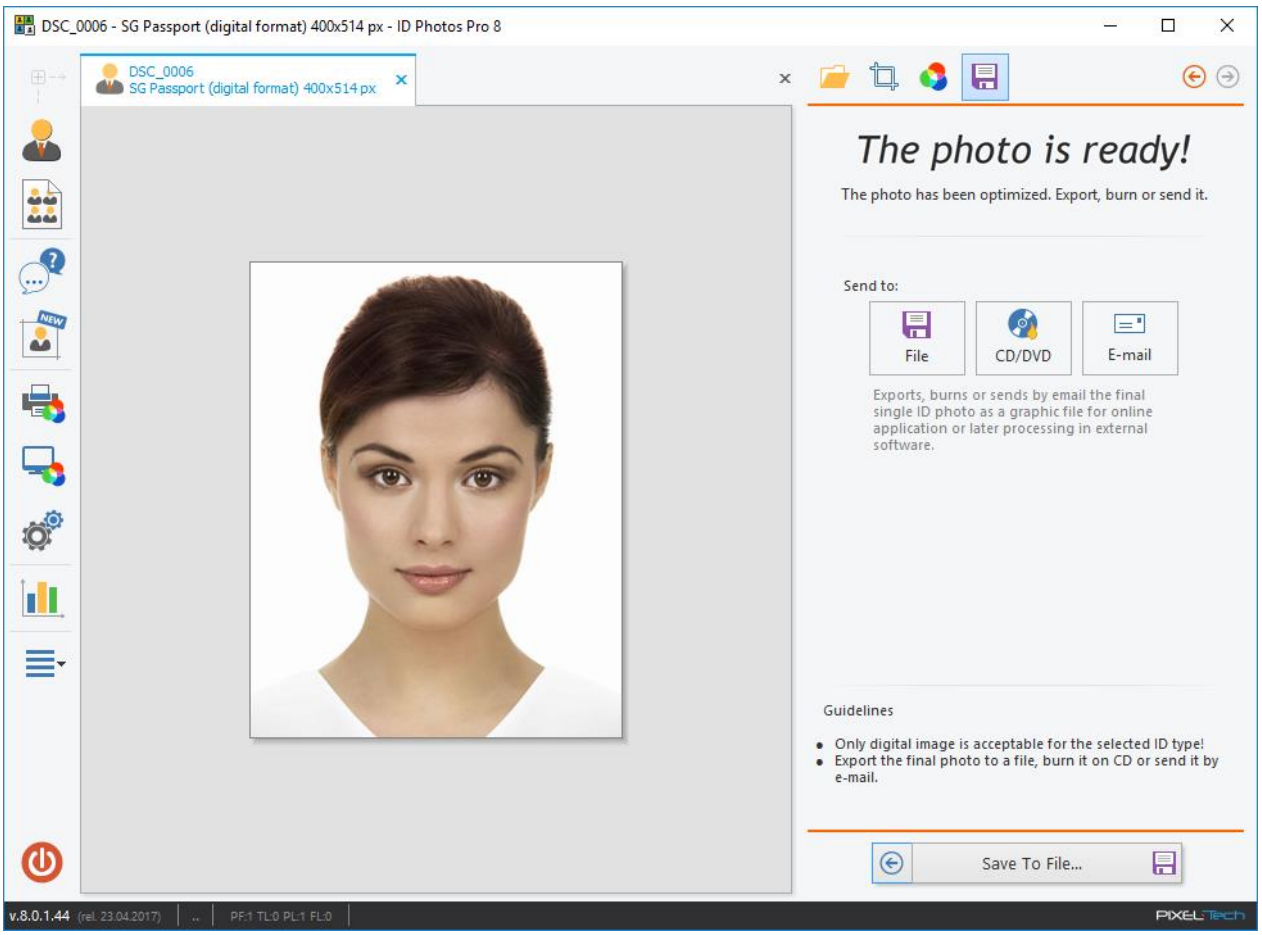
- currently captured image of a single customer,
- with any photos of different customers (Compose Print).

Printing layouts with the currently prepared photo is possible by highlighting it and pressing the [Print] button.



The ability to print different images on one layout appears when you press [Compose Print] button - see >> 3.7.7.

In case of preparing photos in an electronic format it isn't possible to print them. A tab appears in which the processed image can be saved to a file.

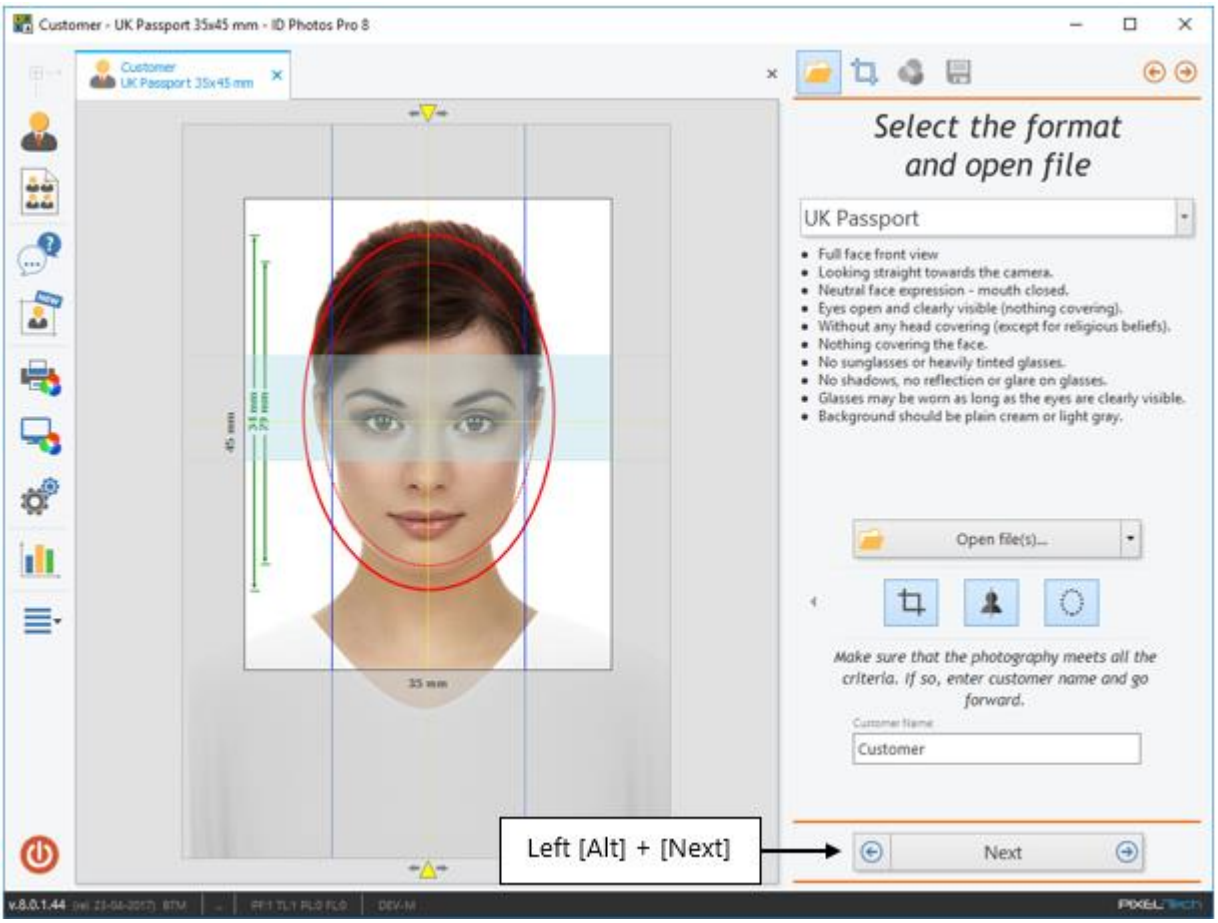


After clicking on [Save to File] button you should define the saving destination and then save the file.

3.2 Working with images – manual mode

3.2.1 Step 1 – Loading an image

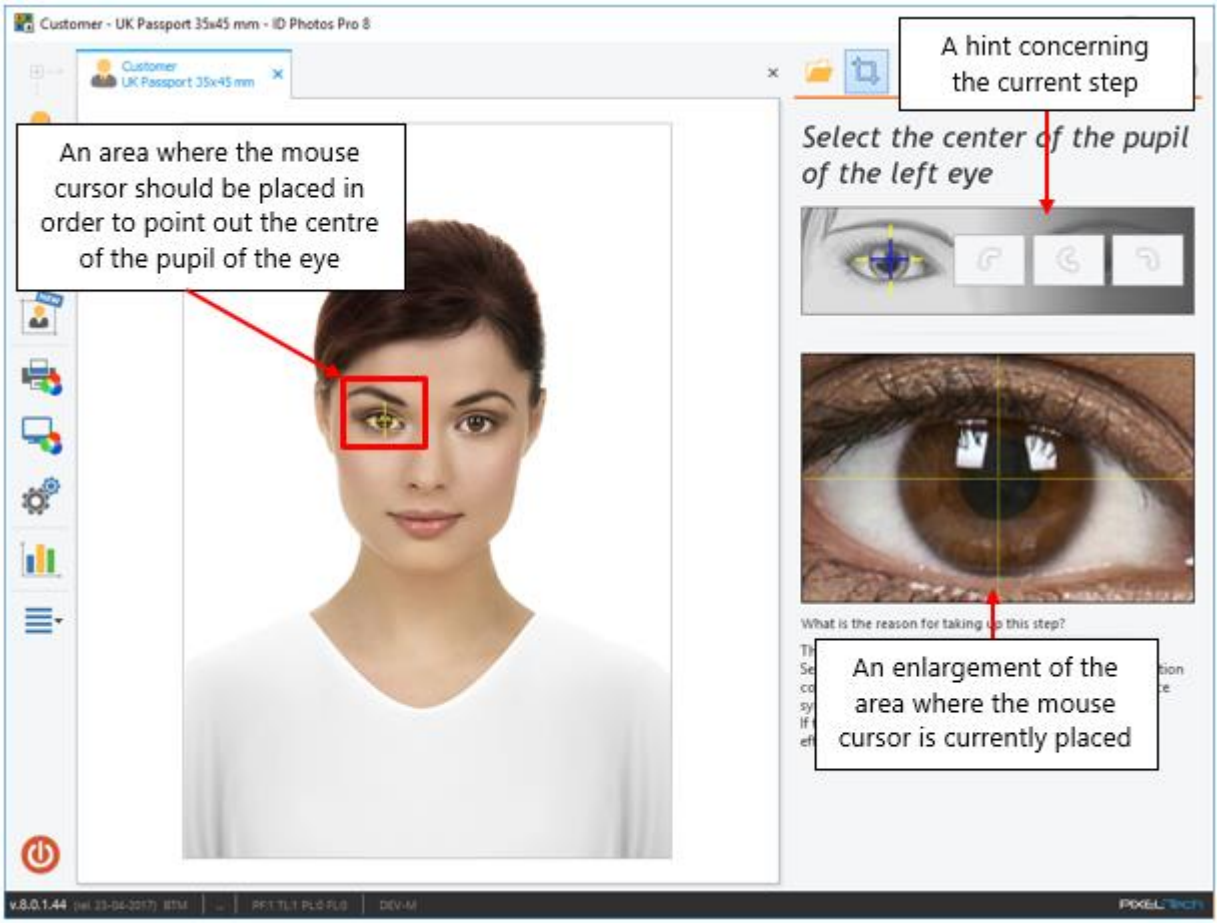
This step is done similarly to step 1 in automatic mode (see >> 3.1.1). You should remember that to switch into manual mode, you have to click [Next] button while holding the left [Alt] key on the keyboard. Additionally, the software will switch into manual mode if the software fails to automatically detect the characteristic elements of the face. Left [Alt]+[Next].



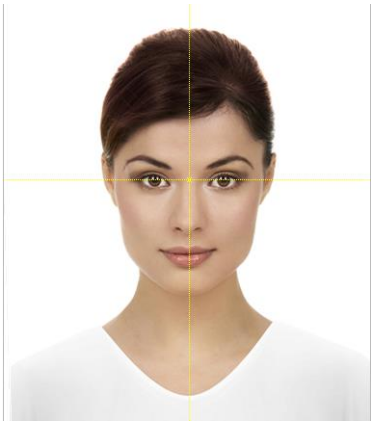
3.2.2 Step 2 and 3 – setting a face symmetry line

Requirements for biometric images (for passports, visas and others) determine that on the correctly made image, the eyes of the photographed person should be on the one horizontal line. In order to fulfill this requirement, in step 2 and 3, the user should point out the centers of pupils of both eyes. This allows detecting a possible turn of the image and also allows setting the base line of the eyes and the symmetry line of the face. The user can freely rotate an image using rotation buttons.

In order to point out the center of the pupil of the left eye, please place the mouse cursor over the eye of the person on the image. Simultaneously on the panel on the right-hand side, an enlargement appears to allow precisely determining the center of the pupil. When you are sure that you set the center correctly, press the left mouse button. The center point of the eye's pupil is now confirmed. In case of a mistake, you may press [Back] button and repeat the operation.



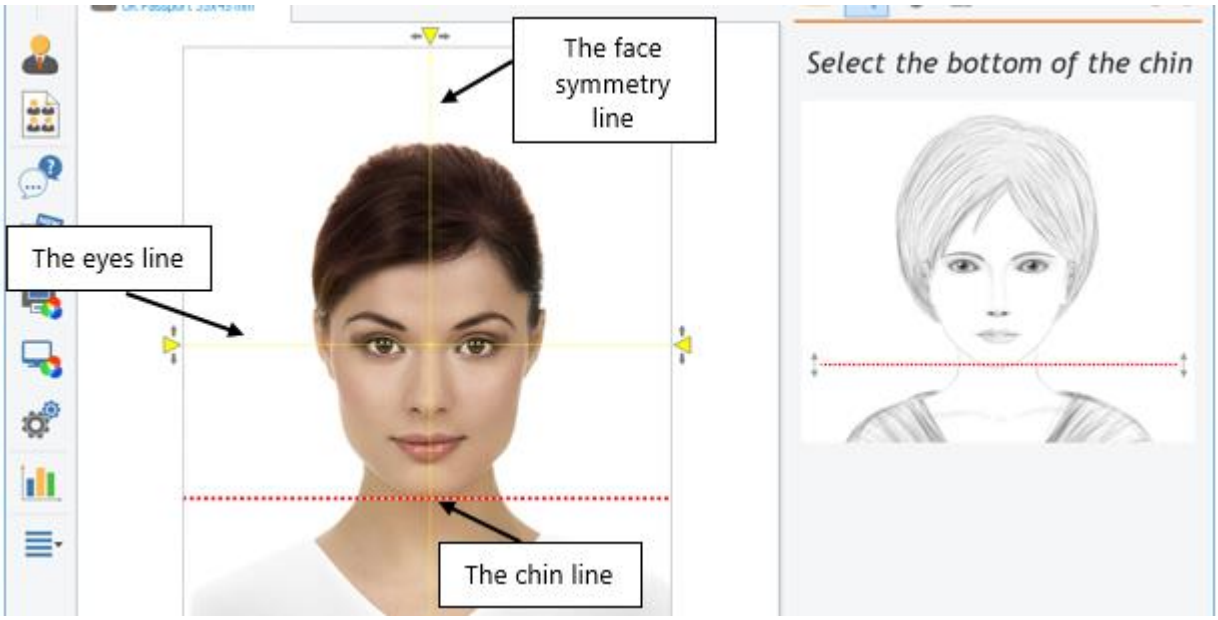
After confirmation of the center of the left eye's pupil, the software automatically asks to point out the center of the right eye's pupil. The action is done in a similar way as for the left eye. If both steps are done correctly, the line of eyes and the line of symmetry will appear.



3.2.3 Step 4 – Determining the chin line

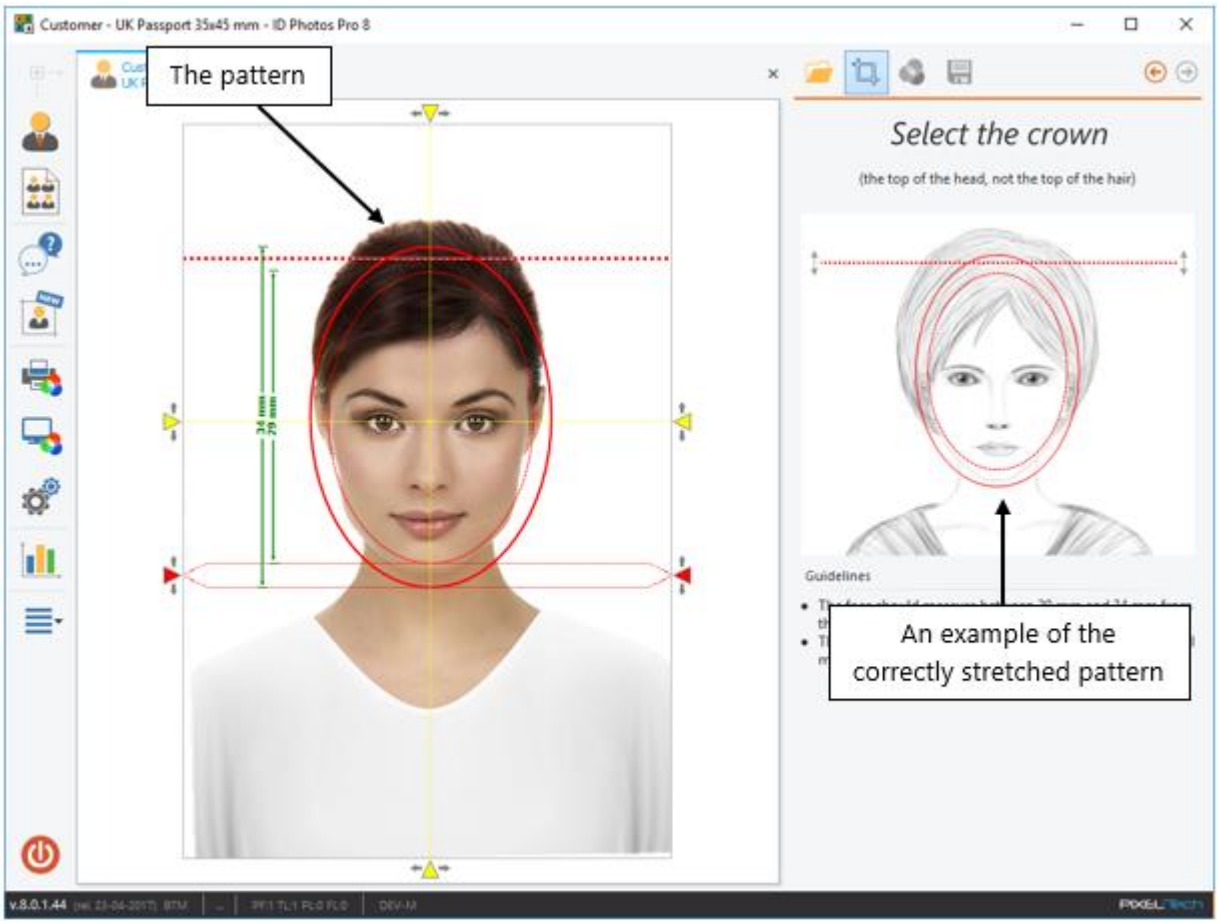
Based on the points determined in the previous steps, the software automatically rotates the image to set the eyes horizontally. The user, using hints displayed on the right-hand side of the window, should check if the eyes are on one horizontal line, if the yellow horizontal line goes through the center of the eyes and if the yellow vertical line goes through the center of the face. In case of any error, the position of the line should be changed. Just drag yellow arrows in the appropriate direction while holding the left mouse button pressed.

In a new window, there is an additional line serving to set the chin line. Using a mouse you have to place this line over the bottom end of the chin, and then confirm the point with a click of the left mouse button.



3.2.4 Step 5 – Marking the height of a head

In the next step you need to stretch the available red oval from the chin line (determined in the previous step) to the top, accordingly to the hints displayed in the panel on the right-hand side of the window.



In case of any error while setting the lines and points, the software will display an appropriate message (see >> 3.1.2.1). When the operation is done correctly, the user gets the final image.

3.2.5 Step 6 – Cropping an image

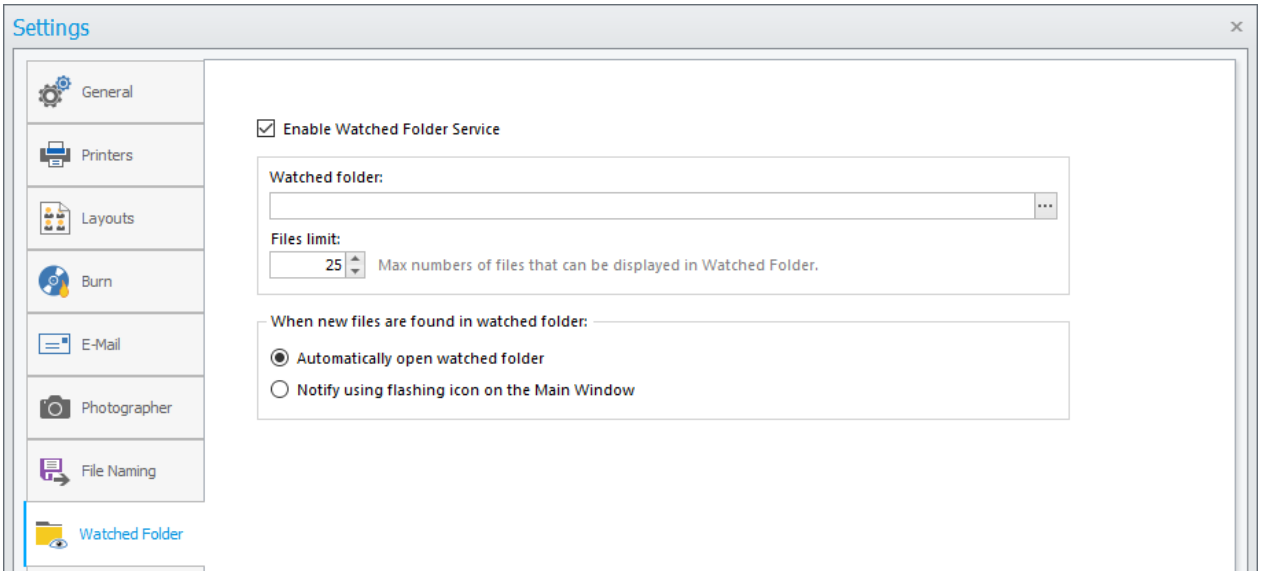
During this phase of work the final frame is set. It is done similarly to step 2 of automatic mode (see >> 3.1.2).

ATTENTION! All other phases of work are similar as in automatic mode.

3.3 Watched Folder function

The *Watched Folder* function was created to further improve the ID image preparation process. This is a service of observing the changes within the previously selected folder. The tracked changes cover the appearance of new files in the selected folder. The user does not have to use [Open file] function any more that was sometimes very time-consuming task. There is no need for prolonged searches of the desired image. After defining the *Watched Folder*, the software automatically and systematically updates the list of images.

If *Watched Folder* function is not activated by the user then its icon is not displayed on the options panel. To activate *Watched Folder* function, select Settings in the options panel or from the main menu and go to *Watched Folder* tab in the displayed window.



To enable *Watched Folder* function, check [Enable Watch Folder Service]. At the same time the options of this function will be activated. The user should determine:

- The location of the *Watched Folder* – to set the path or click [...] button and browse for the desired path. **ATTENTION! Please note that the Watch Folder should not be a folder or a disk containing a huge number of files (e.g. system disk). The Watched Folder function monitors the entire contents of the folder with all its sub-folders. We suggest, selecting a folder or disk (USB, memory card) where the images are really stored;**
- The maximum number of traced files - if the number of images in the folder is greater than this maximum, then the software will display only the latest images. All images above the limit are ignored;
- The way of how the user is informed about a new file in the watched folder (notifying through a blinking icon of [Watched Folder] on the function panel or automatic opening of the file list after detecting changes).

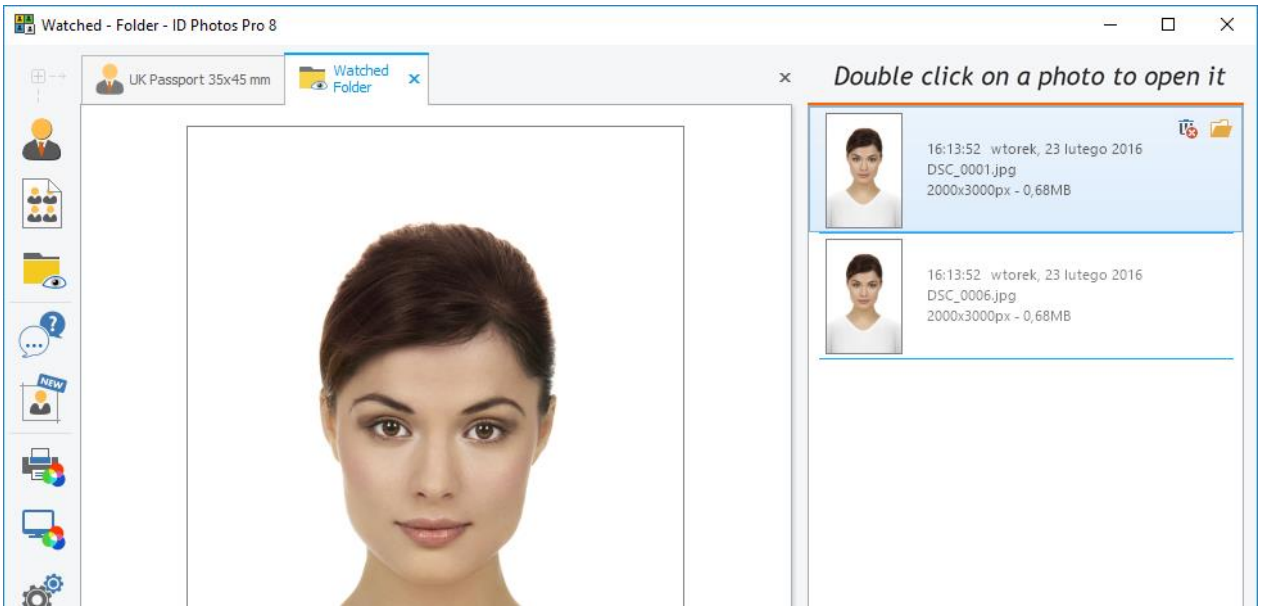
Please press [OK] button to accept entered changes and enable Watched Folder function, or press [Cancel] to abort changes.

The main idea about Watched Folder option is to improve access to images what means acceleration of the work with the software. There are two typical scenarios of using this function:

- In case of cameras with Wi-Fi function or connected directly to a computer with USB cable, all made images are automatically loaded to the selected folder. If this folder is marked as the Watched Folder, the software will inform about new files;
- In case of cameras with standard memory cards, select a drive where this card will be available.

In both cases, depending on the selected option, the software will inform about new files either through blinking icon of the watched folder on the options panel (then you should press the icon in order to open a new tab

or through automatic opening of a new tab and placing newly added file at the top of the image list:



Double-clicking with the left mouse button on a new image automatically opens the tab of creating a new ID photo with an image already opened and ready to process.

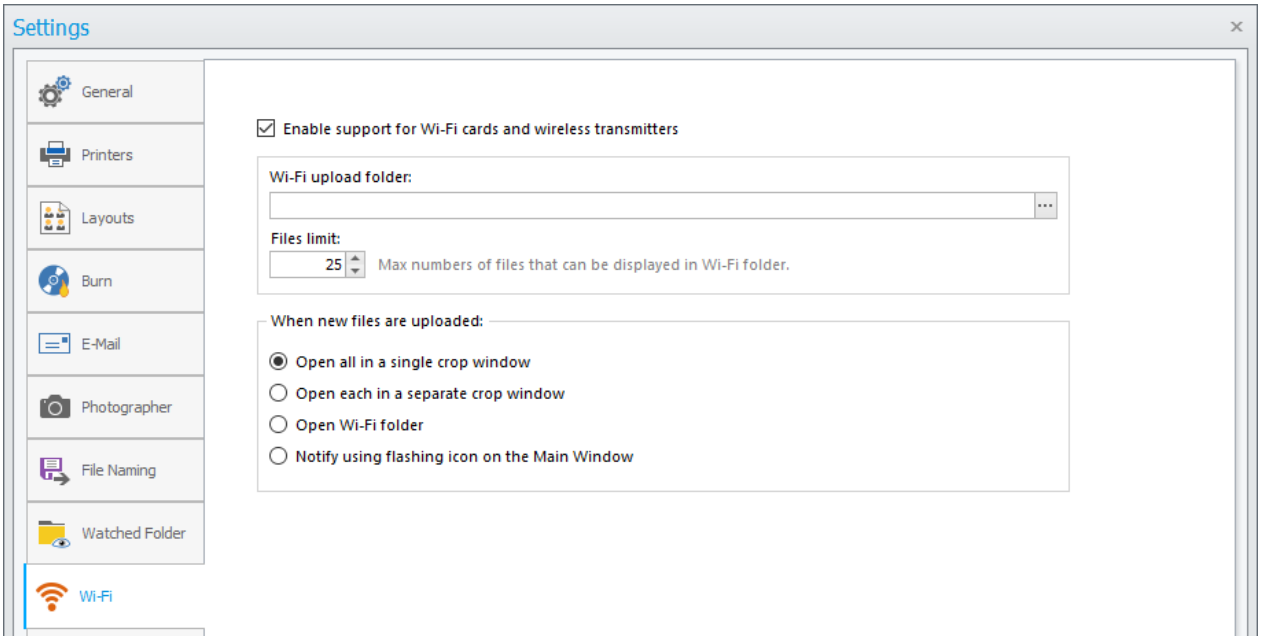
If the destination folder of the [Watched Folder] function is not accessible for any reason (no card in a card reader, USB cable not connected etc.), then the icon of the function on the options panel will be marked in red.

3.4 Wi-Fi

The software fully supports wireless Wi-Fi cards and wireless transmitters in order to increase the efficiency of the process of preparing ID photos.

It is a service of observing changes within the Wi-Fi card that has been defined in the software. The user does not have to select destination image file using [Open file(s)...] function what is, in many cases, time consuming. Now, there is no need for a long search of a given image. The software automatically and continuously update the image list due to defined settings of Wi-Fi card.

If the Wi-Fi function has not been turned on by the user then the icon of this function is not displayed on the options panel. To activate Wi-Fi function you need to select Settings on the Options panel or on the main menu. On the opened window go to the Wi-Fi tab.

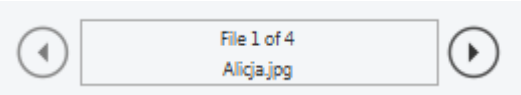


To activate Wi-Fi function, check the option [Enable support for Wi-Fi cards and wireless transmitters]. At the same time all options of this functions will be activated. The user should determine:

- Wi-Fi upload folder – use [...] to point to the appropriate path.
- The maximum number of files to load – if there is more files than the selected maximum then the software displays only the latest images. All images above the limit will be ignored.
- The way of informing about loading new images – available options: opening all images as a group in a single window, opening each of the images in a separate window, opening the Wi-Fi folder, informing by blinking icon of [Wi-Fi] on the options panel.

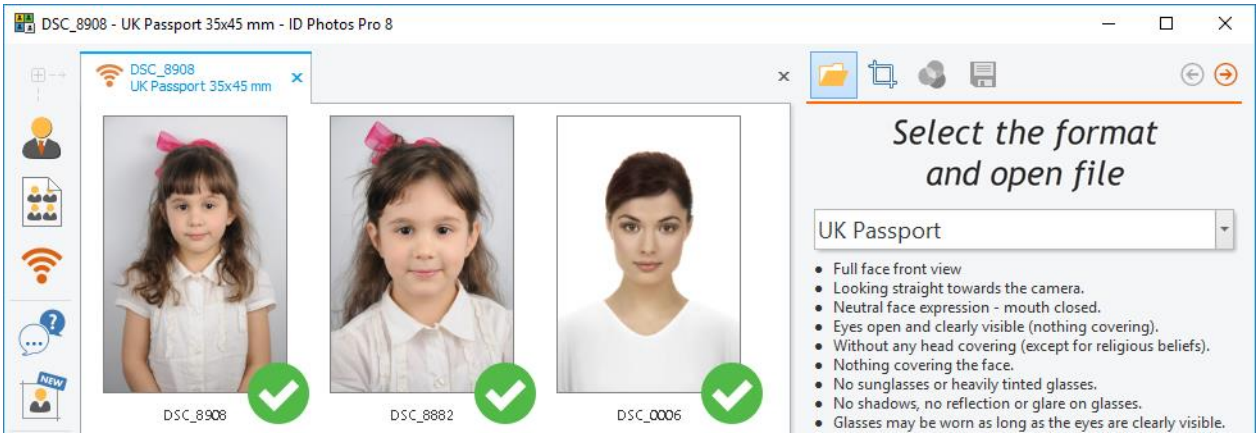
In order to confirm the settings and activate the Wi-Fi function press the [OK] button, to reject press [Cancel].

Depending of selected options, the software will be informing about new images. If [Open all in a single crop window] option is selected, the images are loaded one by one within a single software tab. The user can switch between them as in Step 1 (see >> 3.1.1.1).

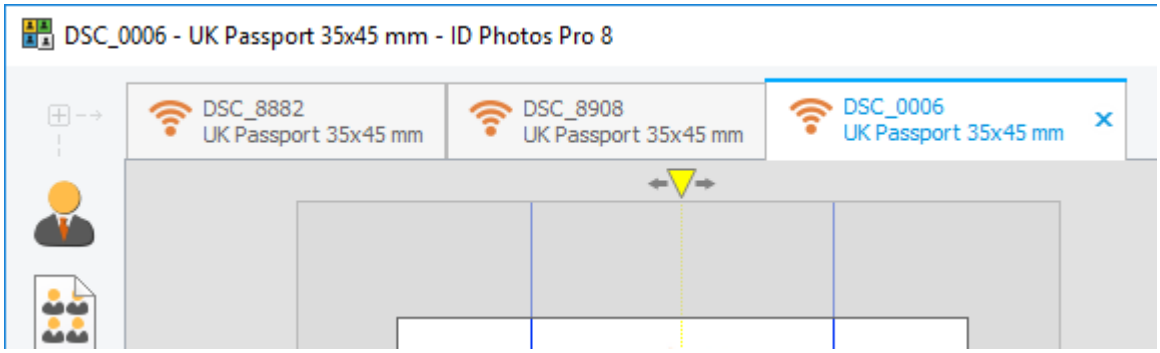


If you want to have the ability to view images in full screen, just go back one step by using the arrows in the upper right corner of the screen.

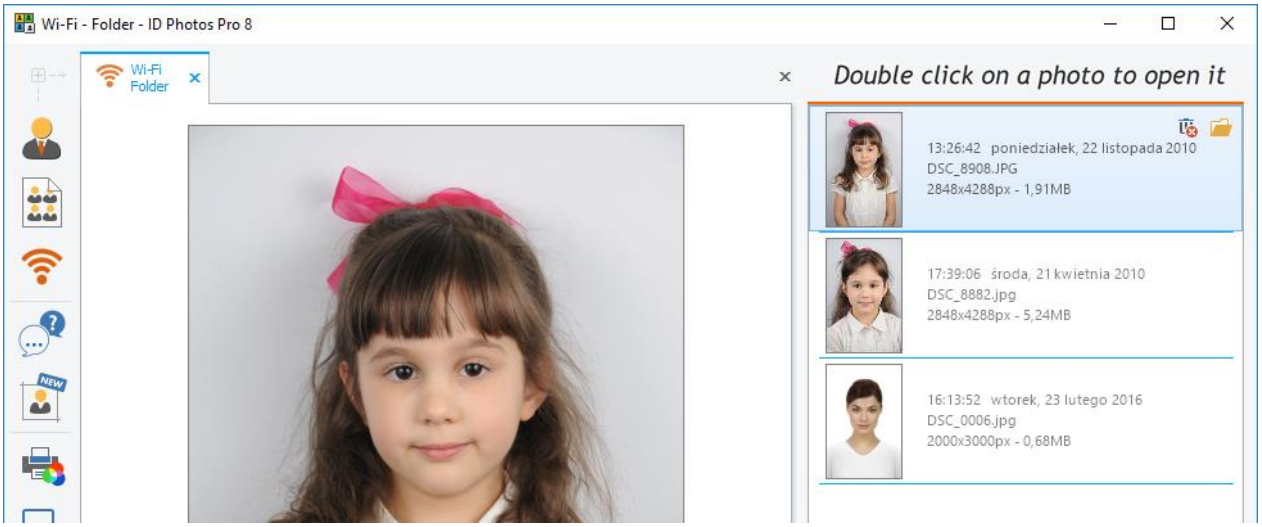
Photos from the Wi-Fi card will be displayed next to each other.



If [Open each in a separate crop window] option is selected, then the images will be opened in a separate tabs.



The user may select [Open Wi-Fi folder] – then a tab will be opened with all images on the card.



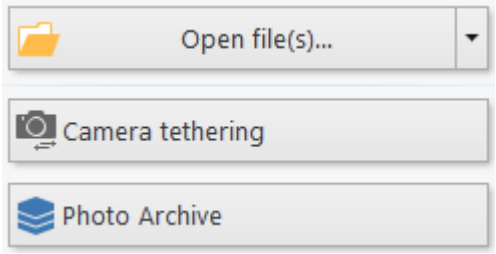
The software may inform about new images through blinking icon of [Wi-Fi] on the options panel (then you need to click the icon to open a new tab):

Double-clicking with the left mouse button on a new image automatically opens the tab of creating a new ID photo with an image already opened and ready to process.

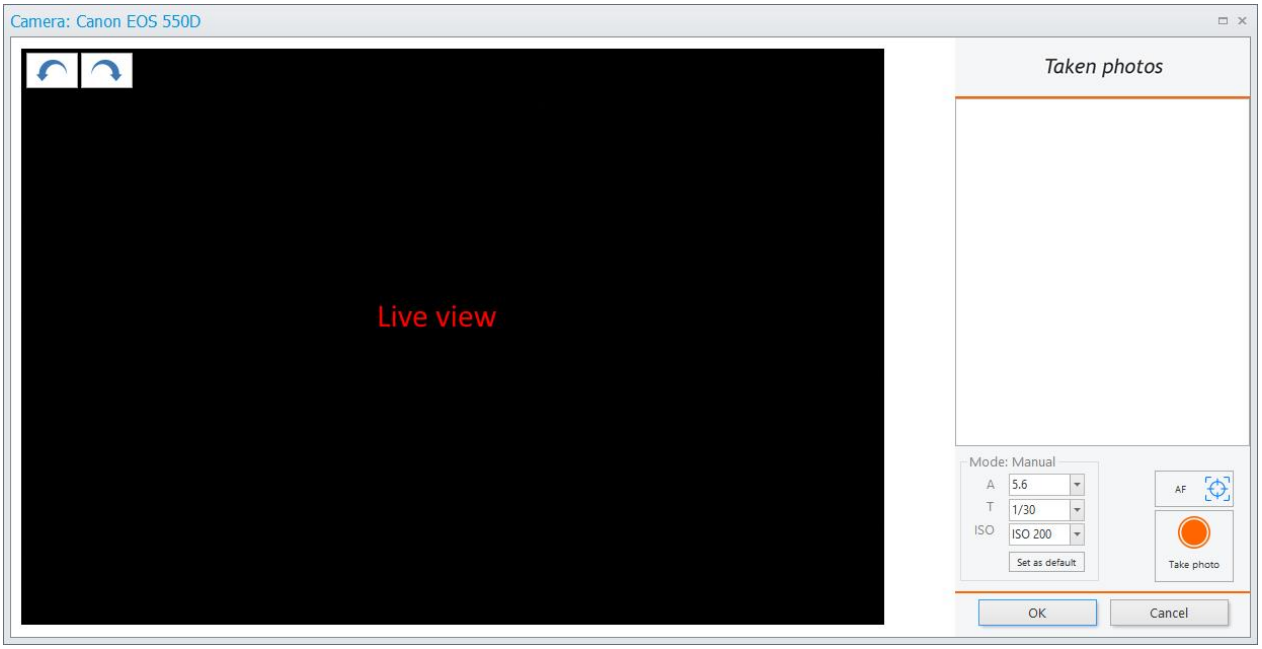
If the destination folder of the [Wi-Fi] function is not accessible for any reason, then the icon of the function on the options panel will be marked in red.

3.5 Camera Tethering

Activation of the Camera Tethering feature is available in the Software's settings (see >> 3.9.1). NOTE! Most modern Canon Camera are supported.
Camera Tethering allows you to take control of your camera, after connecting it via USB to your computer. To activate the feature, turn on the camera first, then press the [Camera tethering] button.

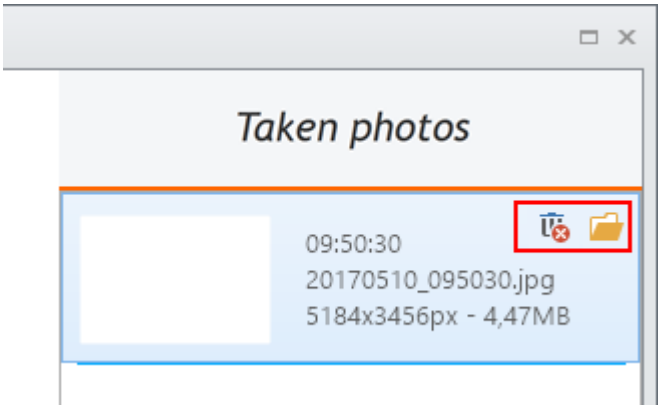


A new window consists of two parts will be displayed.



Point the camera at where the customer is located. On the left hand side of the Camera Tethering window you will see a live preview and rotation buttons. On the right hand side of the window buttons for controlling the camera are located (shooting, aperture, time, ISO and AF), and shots taken during the session.

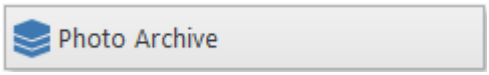
Shooting is made using [Take photo] button. Captured shots will appear in the list. To delete a specific shot, use the [Delete] button in the top right corner of the shot. To open a specific shot, use [Open] button.



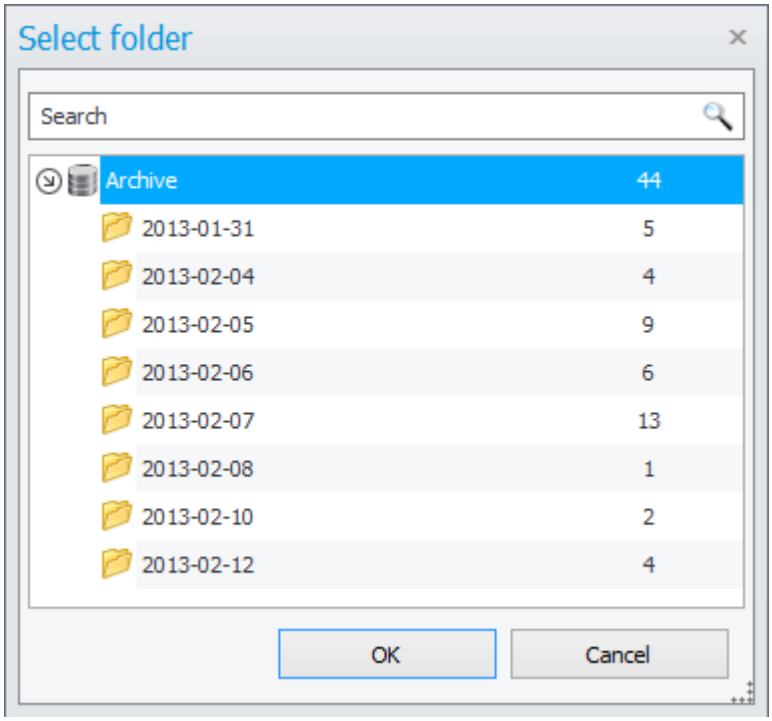
To close the Camera Tethering window, you can use both [OK] and [Cancel] buttons. The [OK] button loads all the captured images into the ID Photos software and automatically processes and crops them. The [Cancel] button closes the window without loading images into ID Photos software.

3.6 Photo Archive

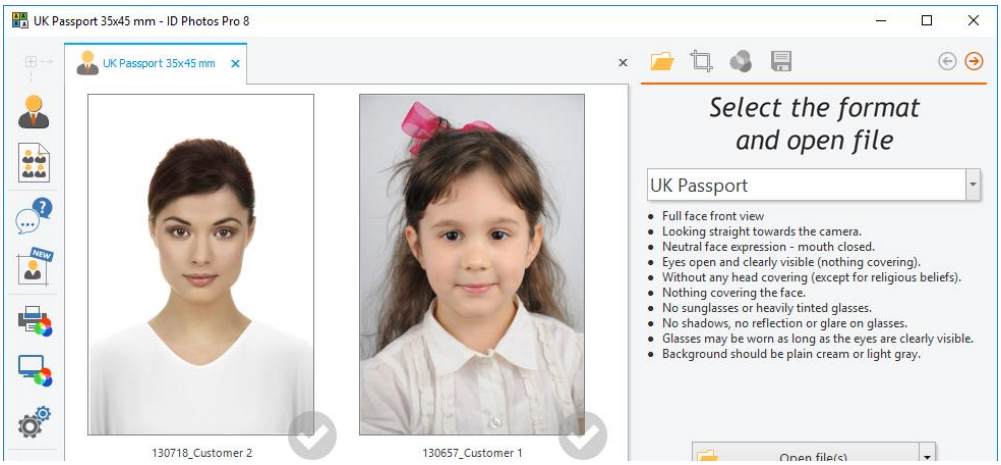
Clicking on the [Photo Archive] button opens a new window which contains folders with images grouped by the date (the Photo Archive function can be activated in the Settings of the software - see >> 3.9.1).



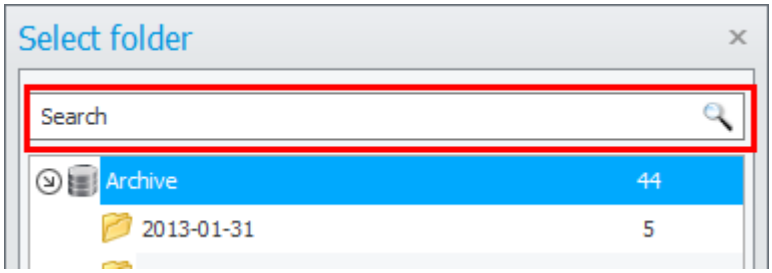
In each folder there are images that have been performed on a given day. The number next to the directory shows how many images are in the folder.



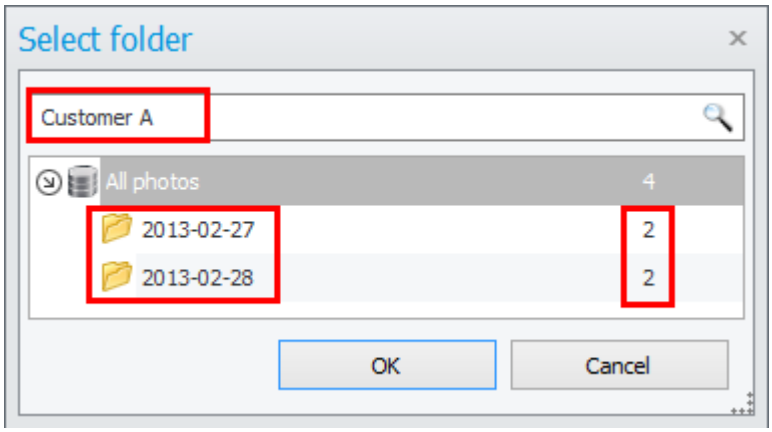
When you select any folder and click on the [OK] button, the software will open all images located in it as a group of photos. Further work is carried out as with a standard image (see >> 3.1).



The data in the archive can be filtered using the quick search bar at the top of the Photo Archive window.



For example, typing the name of the customer in a quick search bar, you will only see folders from the days in which there are images with phrases you entered in the name. This way, we can find the image of a particular customer, if you know his name.



ATTENTION! Images are saved in the archive with the name, which is given during their processing! In the Photo Archive settings, you can determine that the software will always require to enter the name of the person in the picture.

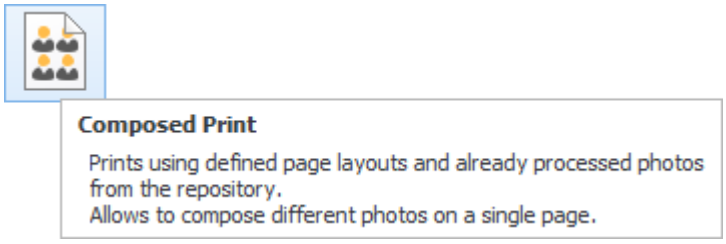
3.7 Photo printing

The software comes with an automatic layout matching function that matches the currently processed image with all available layouts for the selected printer (or minilab) and paper sizes for it. The user defines the printers and paper sizes available in the software himself (>> see 3.7.1).

The currently processed image is automatically placed on the layouts - the software automatically chooses those layouts that allow you to print the processed image.

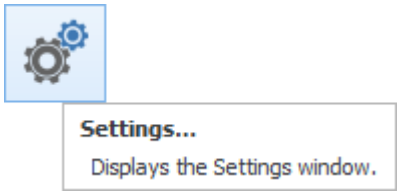
The user can both print a layout with a single currently processed image and go to the advanced printing window – Composed Print – where he can create layouts with any photos of various clients.

If you want to have a direct access to printing images saved in the repository using layouts available in the software, you should choose the Composed Print option on the options panel.

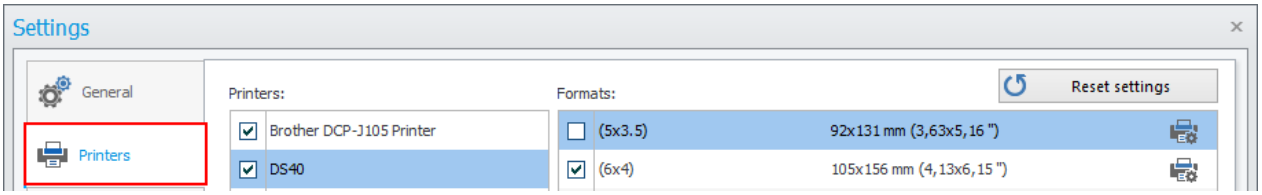


3.7.1 Defining printers

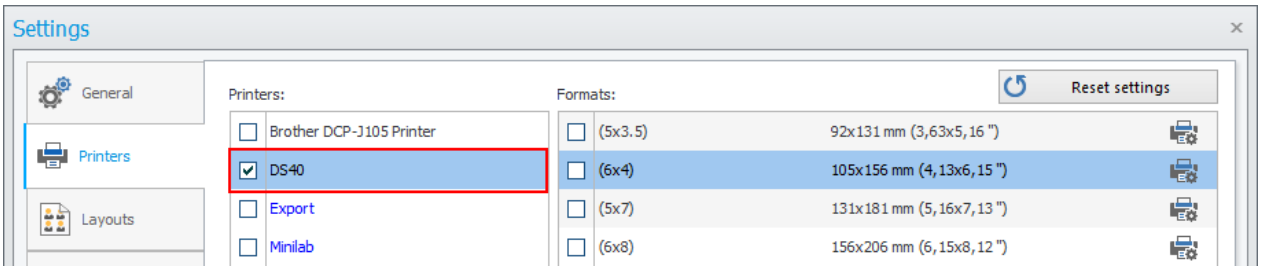
You need to define necessary printers before you start using the software. To do this, go to software's settings on the options panel.



In the displayed window select [Printers] tab.

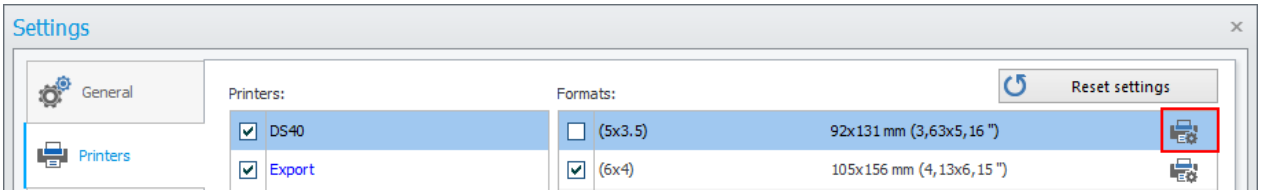


The available printers are shown on the left-hand side of the window, and corresponding paper formats are shown on the right-hand side. In order to select a printer that will be used to work with the software, click the square next to the printer name with the left mouse button. The green check mark appears next to the selected printer.

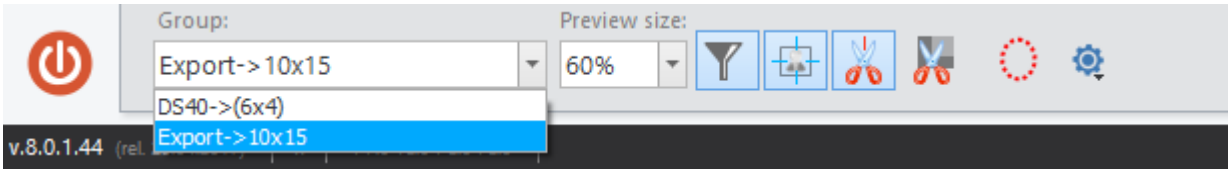


Similarly, you need to select paper formats that will be used. After selecting each paper format a printer driver window will be opened. Settings made in this window will be visible on the printouts for a given paper format.

To reignite the printer driver window for the given paper format, press the button which is shown next to it.



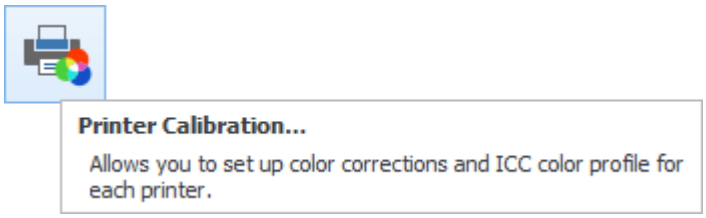
The defined formats will be displayed in the left bottom corner of layouts printing window.



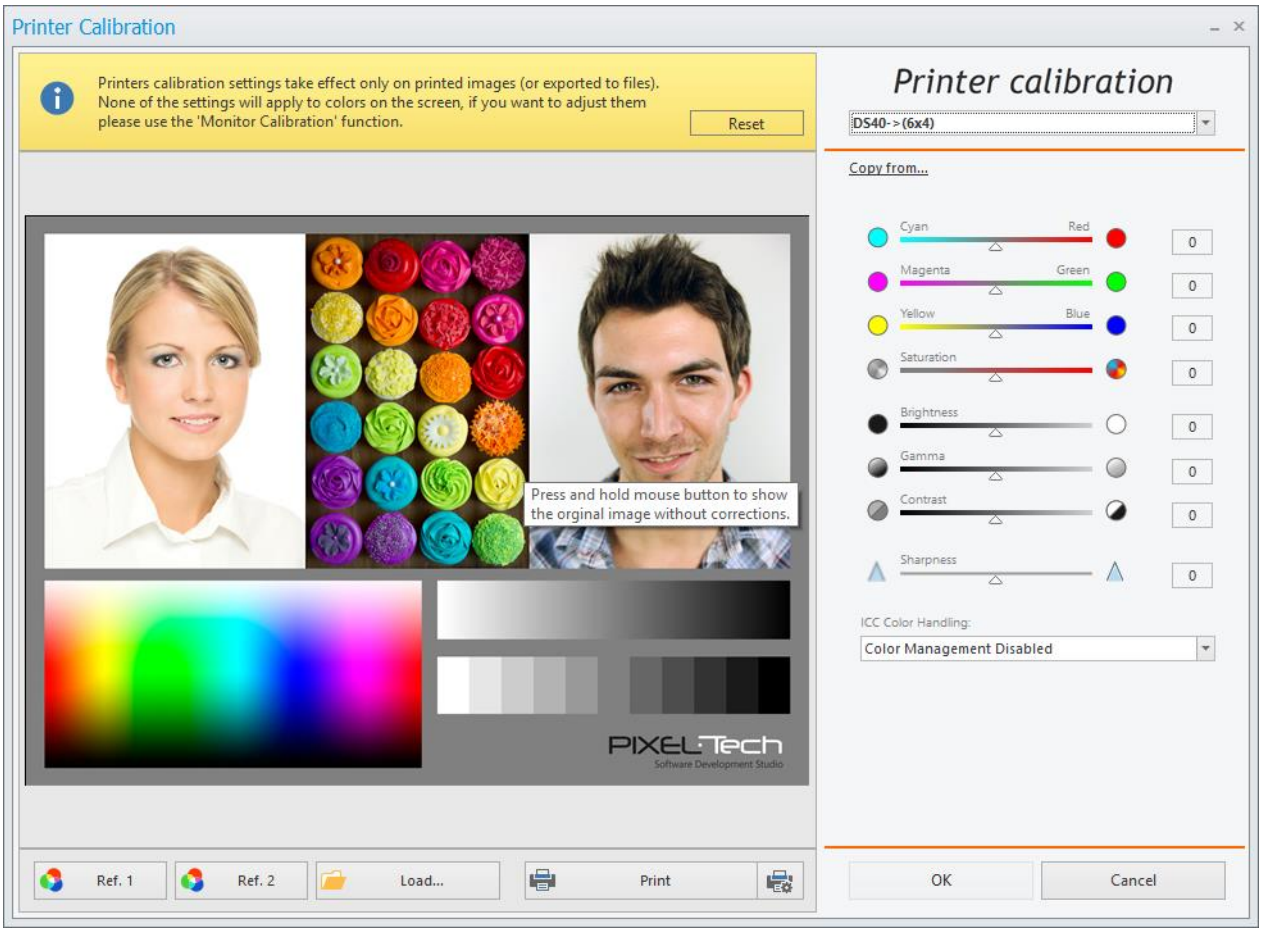
ATTENTION! To be able to save selected layouts into a file you must define Minilab or Export and paper sizes used for them.

3.7.2 Printer calibration

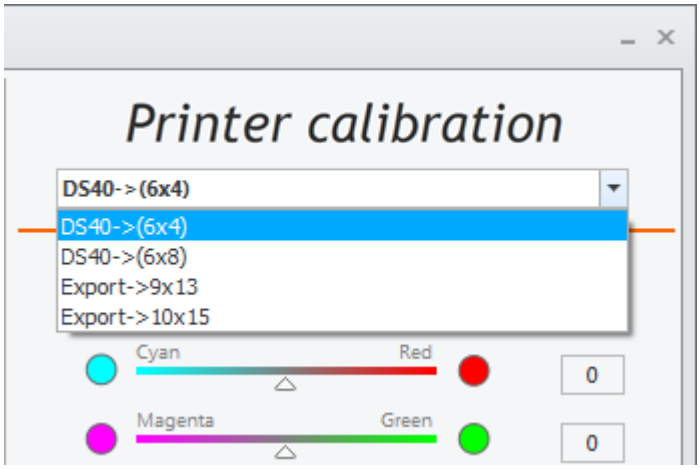
With this feature, you can create a custom color profile for the selected printer. To open the calibration window, select the [Printer Calibration…] button on the options panel.



A new window will open, in which you must specify a printer and a paper format for which a color profile will be created.

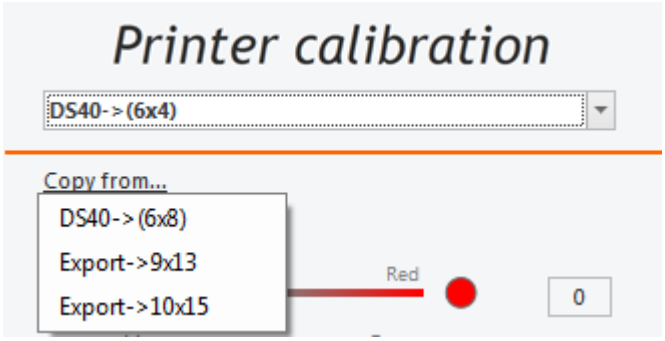


Please select your printer and a paper format from the drop-down list on the right-hand side of the window.



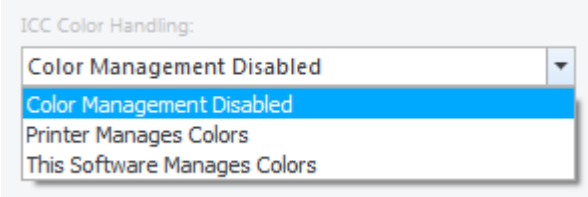
Now you can adjust your own settings of colors, saturation, brightness, gamma, contrast and sharpness by setting your own values using sliders or entering a numerical value. These settings can be saved as the default profile. To do this, click the [OK] button. The next image will be printed on this printer and in this paper format based on these settings.

If the calibration settings for other paper formats should be the same, you can copy them by using the [Copy from...] function.



In addition, the user can choose one of three Color Handling options:

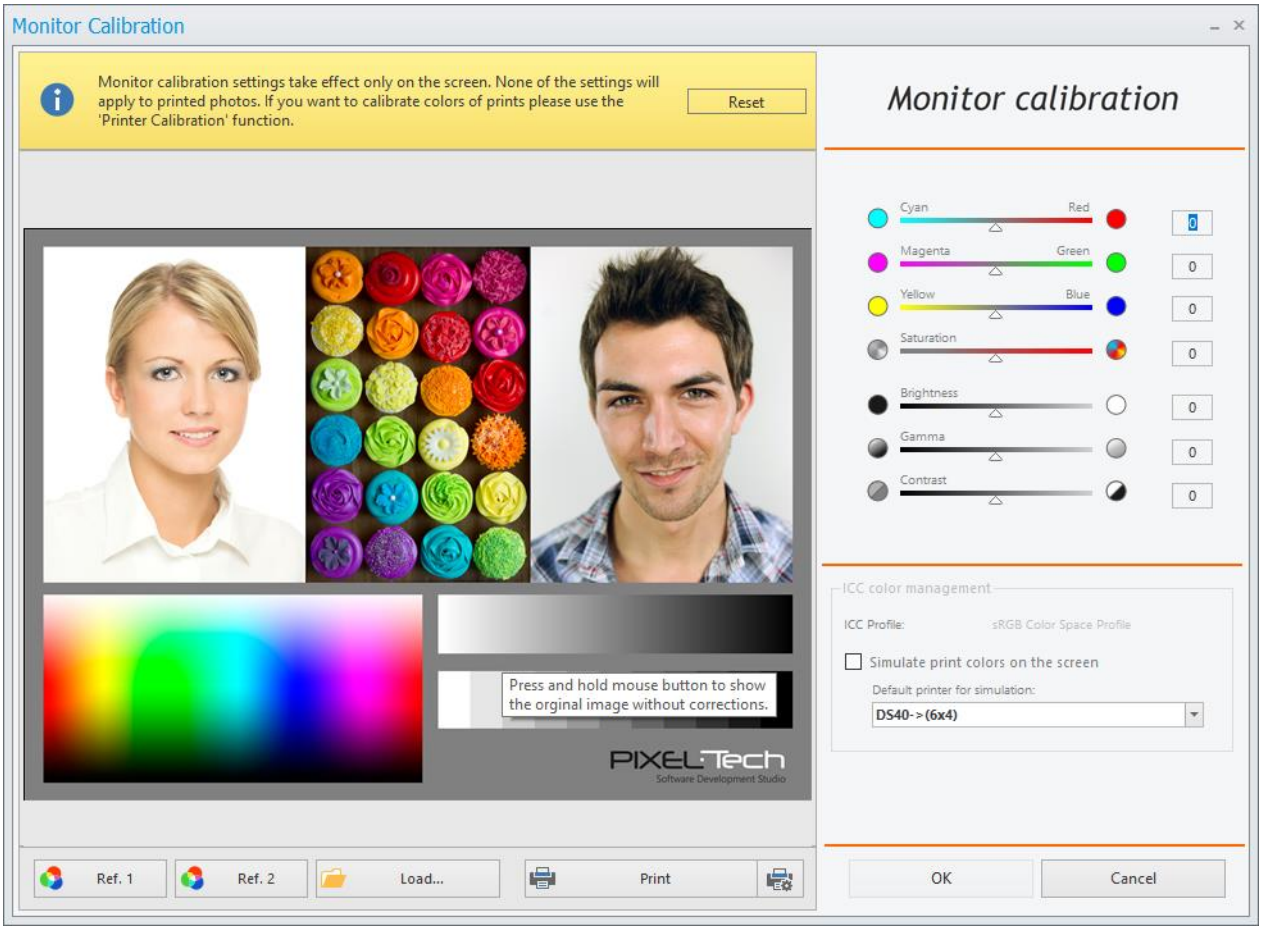
- Color Management Disabled - color management is turned off in the software.
- Printer Manages Colors - color management must be set in the printer driver.
- This Software Manages Colors – the software will do all the necessary color settings for the selected printer.



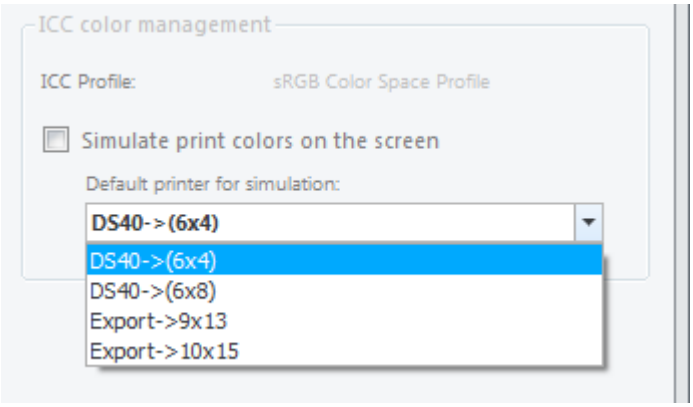
3.7.3 Monitor calibration

Thanks to this function you can define monitor colors and turn on/off the printing color simulation on the screen. To open the calibrating window choose [Monitor calibration...] from the options panel.

A new window will be opened. You should first choose the default printer and paper format for simulation. Monitor calibration settings take effect only on the screen. None of the settings will apply to printed photos.



Choose a printer and a paper format from the scroll-down list on the right hand side of the window.

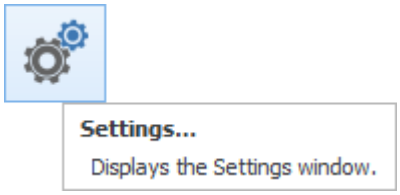


Now you can adjust colors, brightness, gamma, contrast by setting your own values using sliders or entering a numerical value.

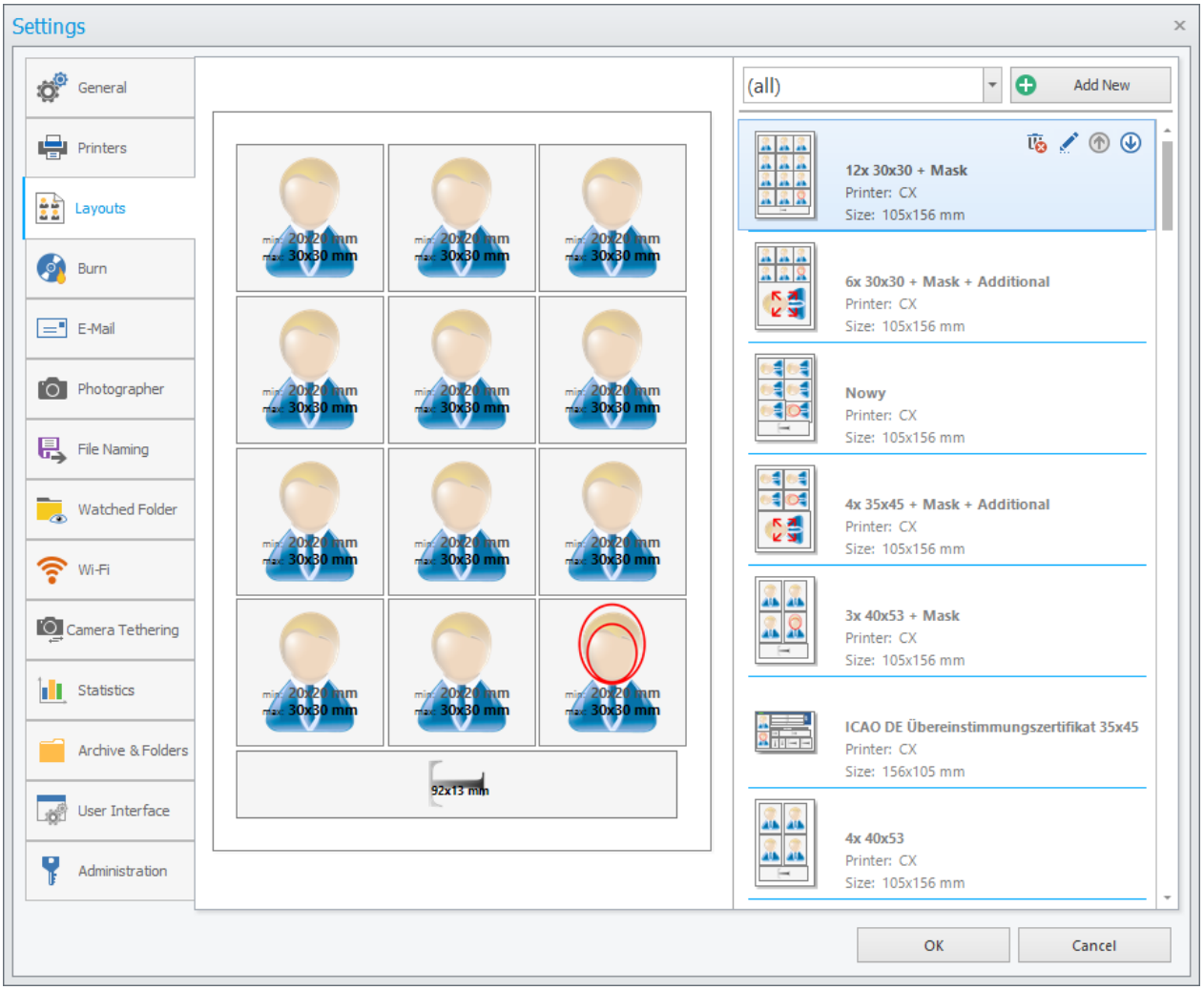
3.7.4 Defining new layouts

The list of available layouts is located in software Settings. The software provides predefined layouts for every printer.

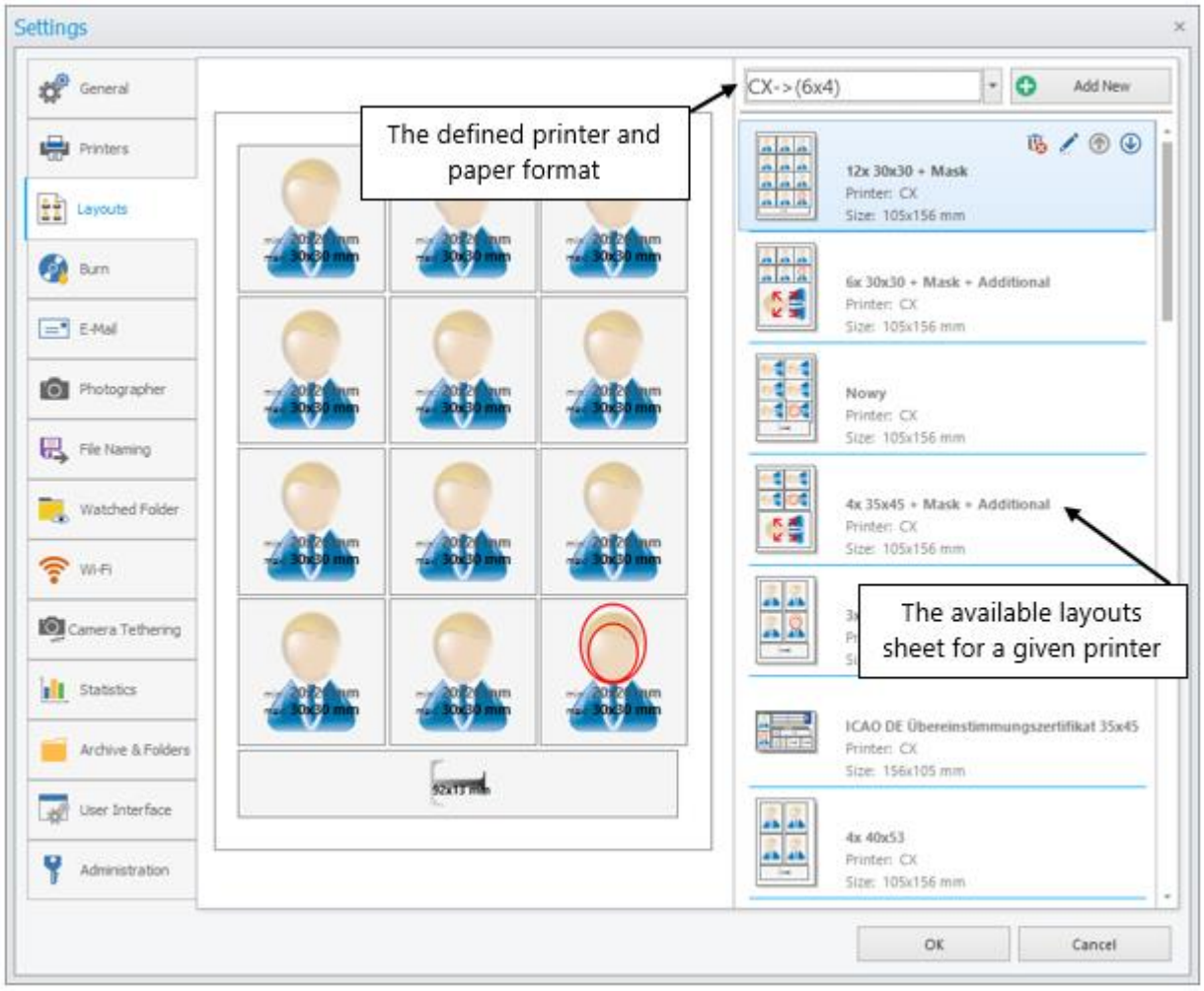
To start, open the software's settings window by selecting this option from the options panel.



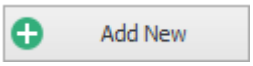
In the displayed window, select the [Layouts] tab. On the left-hand side of the tab, there is a preview of the currently selected layout, while on the right-hand side, there is a list of all available layouts.



The user may freely filter data taking into account printers already defined in the software. To do this, use the drop-down list. After selecting the printer and paper format, only layouts for this option will be displayed.

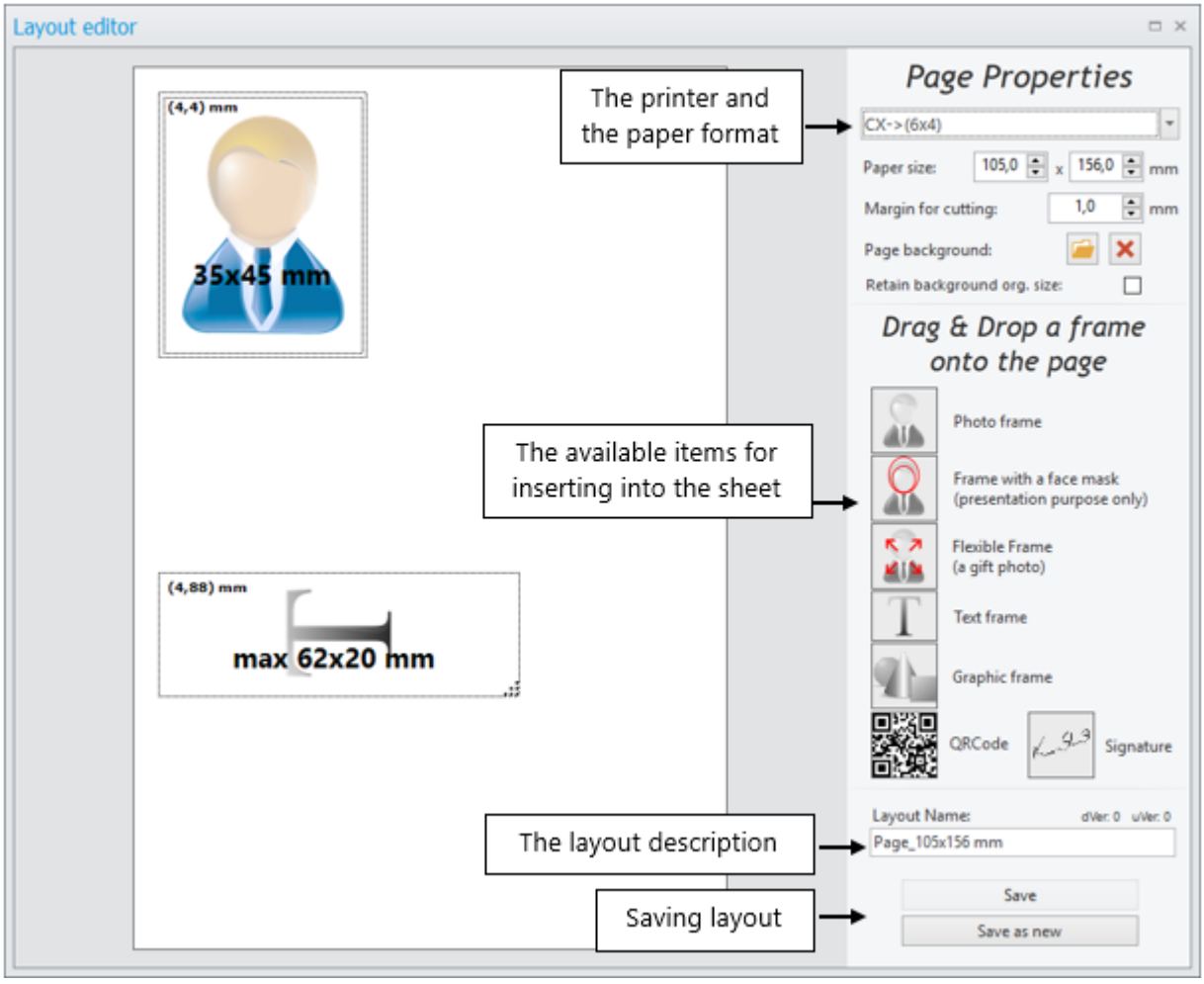


If, however, there is no format suitable for us among available layouts, you may create one. To do this, press the [Add new] button.



The layout editor window will open; there we can freely add elements. The window consists of the work area and of the function panel where there are available all necessary options to create a new layout. The user can:

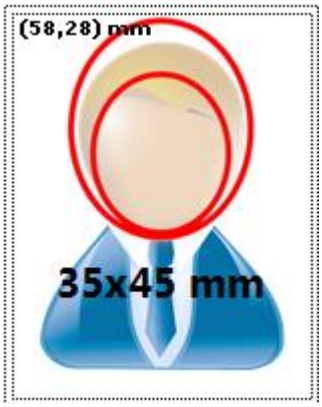
- Define the page properties (select one of predefined printers, corresponding paper format and cutting margin).
- Arrange the layout's elements on a page.
- Name the created layout and save it.



The objects available to be inserted onto a page:

- A photo frame - An inserted image does not change its size (does not adjust to the frame size).

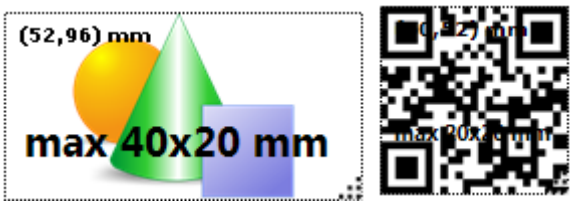
- A frame with a face mask – An inserted image does not change its size (does not adjust to the frame size). A mask is automatically put on a face.



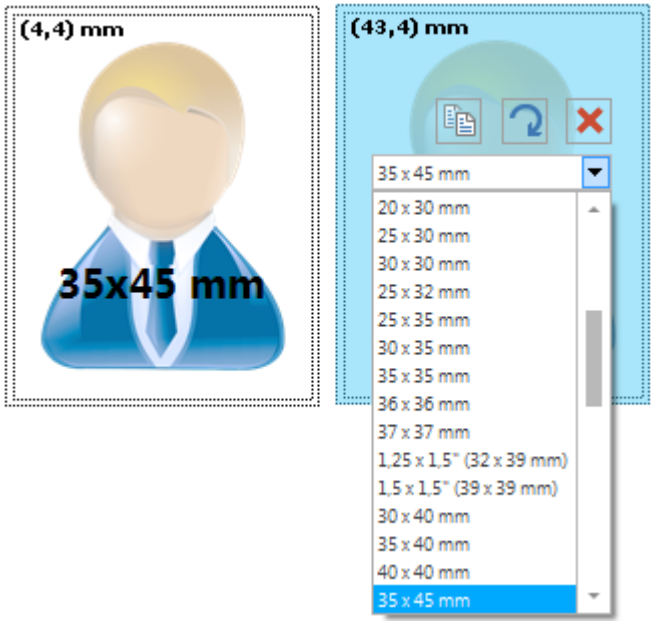
- Flexible frame – An inserted image adjust to frame size - **ATTENTION! The image loses its value as ID photo, now you can use it only for a private use.**

- Text frame – For entering an additional description. The page may include only one text frame.

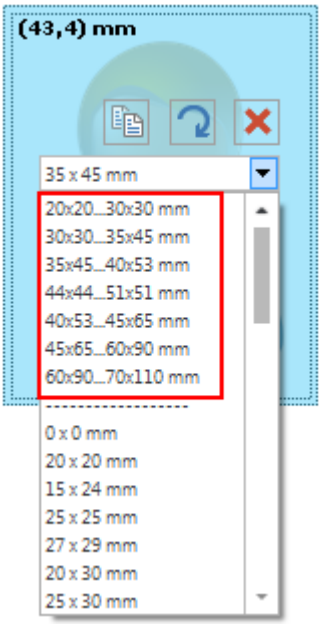
- Graphic and QRCode frames – used for inserting graphic item as company logo and a QRCode.



You need to drag a new element to the frame while holding the left mouse button.
You may change the size of inserted objects. To do this, click the left mouse button on the image frame, and on the middle part of the frame, select desired image size.

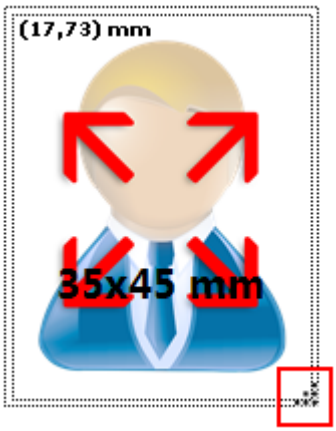


The user may select either the pre-defined 1:1 sizes or one of proposed groups.



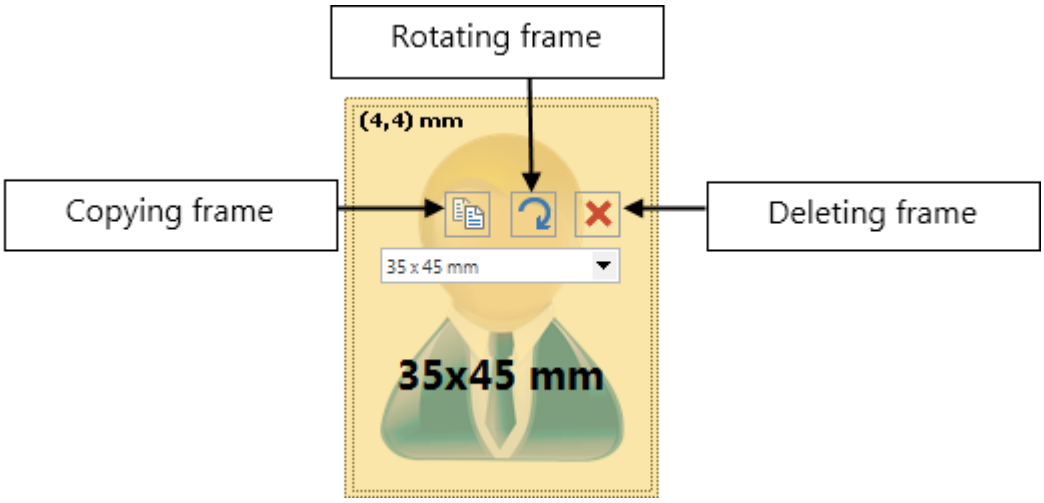
Selecting one of the group causes that in a given frame only images from defined range will fit, for example, the range 20x20...30x30 mm means that inside a frame only images larger than 20x20 and smaller than 30x30 mm will fit.

If you use dynamic image frame, you may additionally select an image, move your mouse pointer to the right corner of the image, press and hold the left mouse button and simultaneously stretch the image to the required size (the current image format is displayed automatically on the image).



ATTENTION! If the frame is stretched to the horizontal size, the image will be automatically rotated in the correct direction.

The user may additionally: copy the created frame, rotate it to horizontal image or delete it.

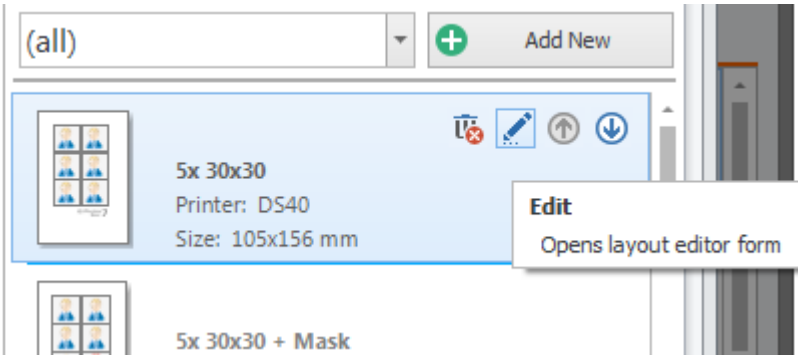


After creating the layout, you need to enter its short description and save it. The layout will be added to the layout list.

3.7.4.1 Modifying selected layout

If the selected layout does not fulfill your requirements, you may easily adjust it to your needs and save it as a new layout.

To do modifications in the layout, press the editing button located in the top right corner of the layout.

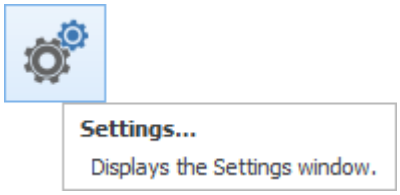


The software will switch into creator mode, where you act similarly as in creating new layout >> see 3.7.4.
To save changed layout, the user has two options:

- Save – saving changes into the currently edited layout,
- Save as new – saving changes of edited layout as a new layout.

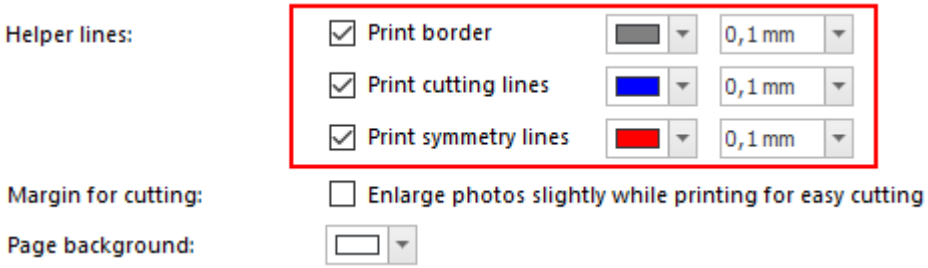
3.7.5 Cutting lines, lines of symmetry, image frame

The user may determine the options for cutting lines and lines of symmetry. In order to do that, select [Settings] button from the main menu.

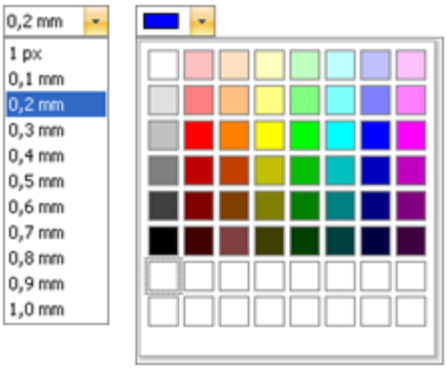


In the displayed window, in the [General] tab, the user may select the following options:

- Print border – The image border will be printed using selected color and thickness.
- Print cutting lines - The cutting lines will be printed in the selected color and thickness.
- Print symmetry lines - The lines of symmetry will be printed in the selected color and thickness.



The user has several lines and a wide color pallet to choose from.

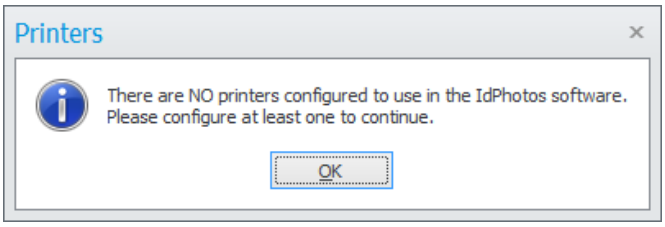


The user can also enable here the function "Margin for cutting". For more details see >>3.7.6. To save changes, press [OK], to cancel, press [Cancel].

3.7.6 Printing a layout with a currently processed photo

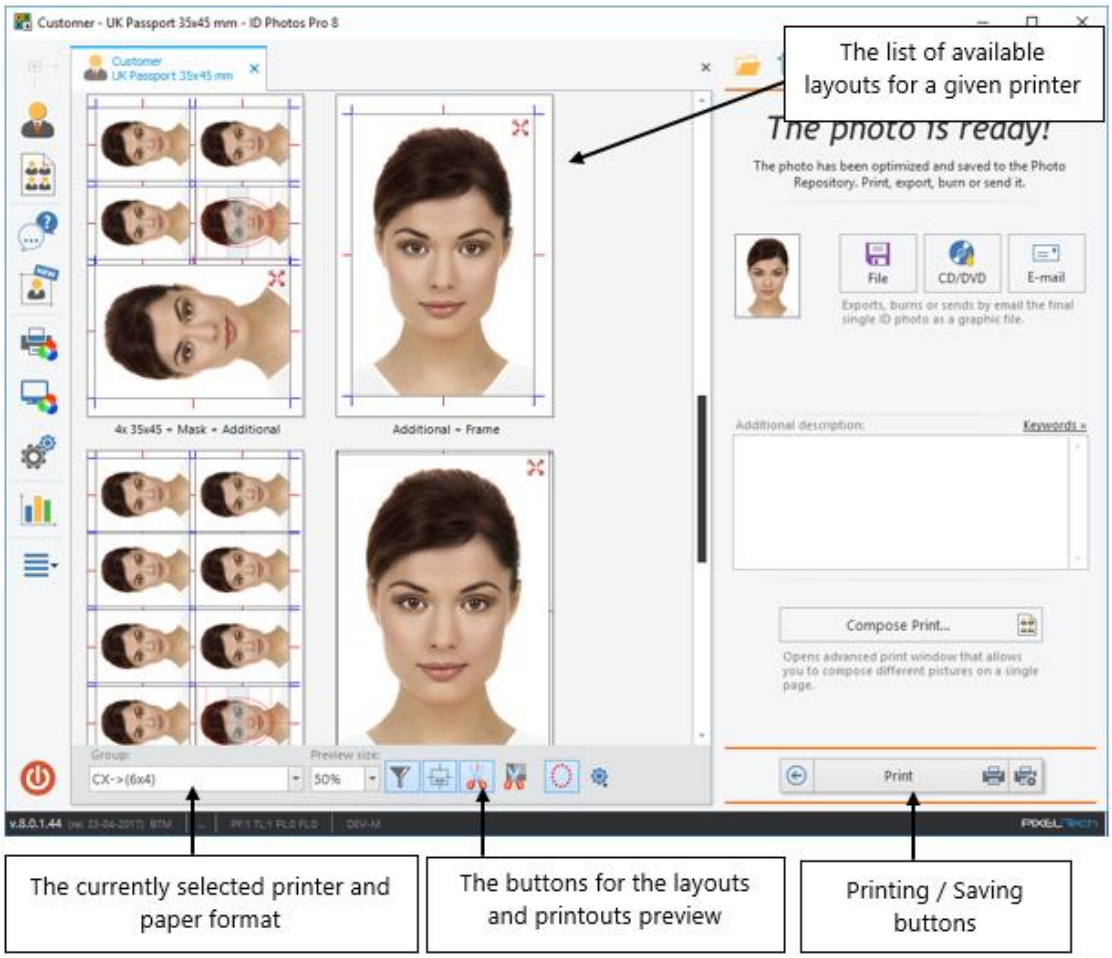
After processing the image to the selected ID format and passing into the print window, the user can print any layout with this photo.

If you have not defined any printer in the software before you start working with it, then when you try to print a photo (during its processing, after clicking on the [Print] button in the Retouch window), the software will display an appropriate message.

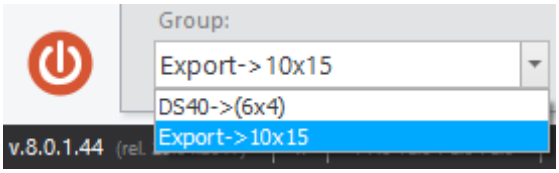


When you click on the [OK] button, the new window will open where you can define your printers and available paper sizes for them (see >> 3.7.1).

In the Printing window the user has access to various functions.



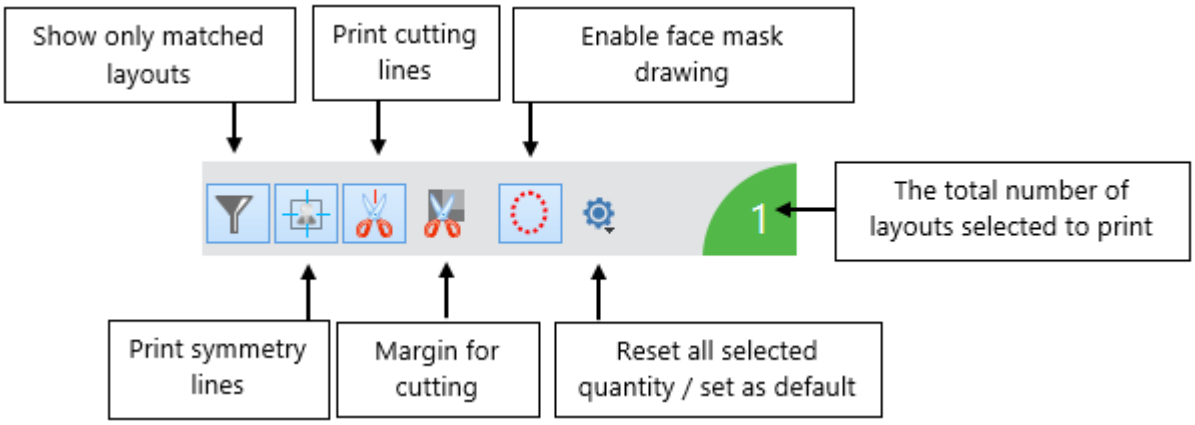
In the bottom left-hand corner of the window the name of the printer and the paper size for which the layouts have been printed are displayed.



When a new selection of the printer and paper size is made, the software re-calculates the layouts and inserts a prepared image on them again.

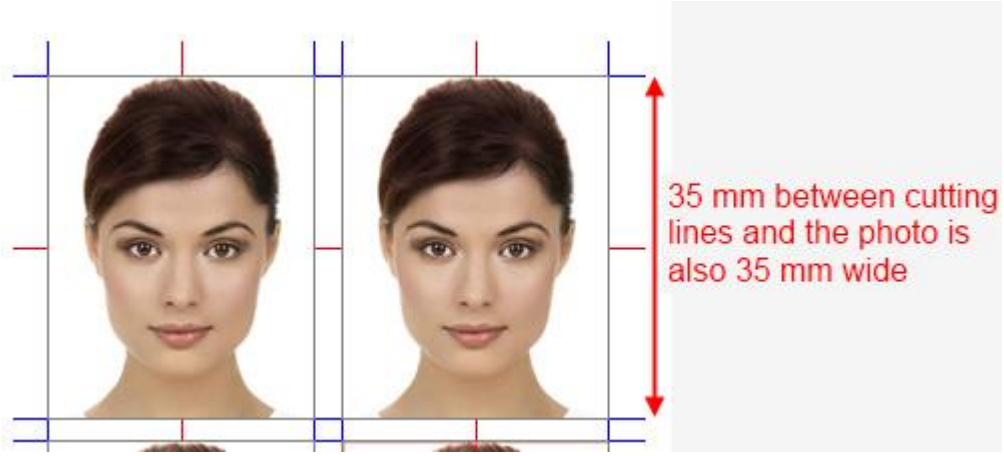
ATTENTION! If there are no layouts you want to use, you may simply make one, and save it. After that, it will be available on the list together with other layouts (see >> 3.7.4).

In window view, the user has six function buttons available that are defining views and prints.

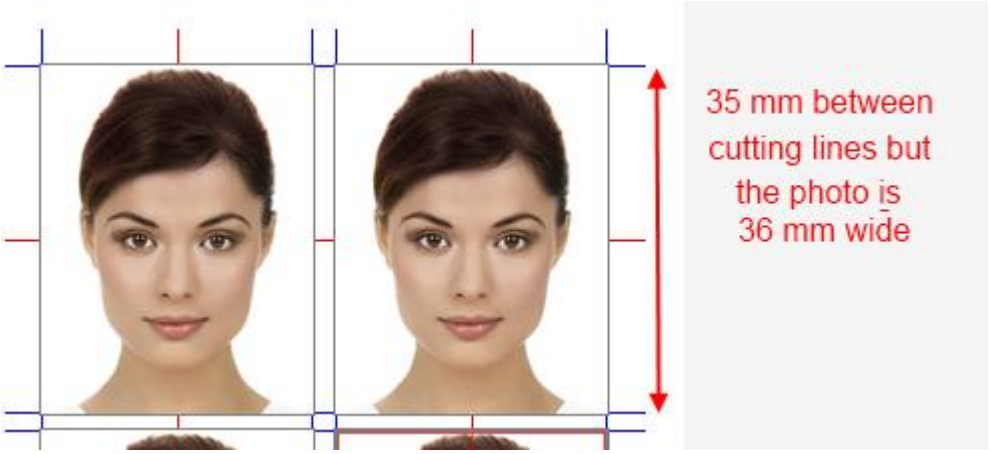


- Show only matched layouts – in layout view, displays all layouts or only those that were selected automatically.
- Print symmetry lines – shows or hide the symmetry lines in the preview and on prints.
- Print cutting lines – shows or hides the cutting lines in the preview and on prints.
- Enable face mask drawing - allows you to hide/show a mask for prepared ID format.
- Margin for cutting – this function slightly enlarges photos for easy cutting, giving you a safe margin for cutting precision. For example photos that should have a size of 35x45 mm will be printed as 36x46 mm ones – the user must remember to cut photos to the correct size. By default this function is disabled. The user can enable it when it is needed or set this function as the standard in the software settings (see >>3.9.1).

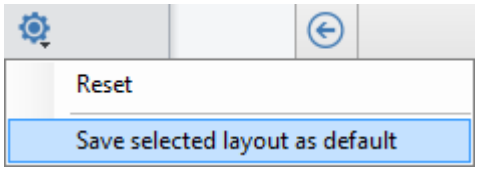
Please see an example without using the "Margin for cutting" function:



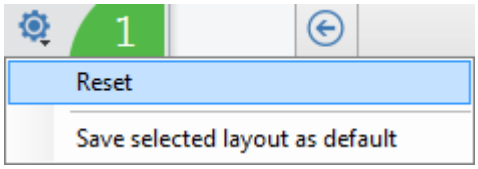
Please see an example using the "Margin for cutting" function:



- The default settings for photo formats – whilst preparing an image to a selected format, you can highlight that by default it will be printed on a particular layout. After selecting the layout press:

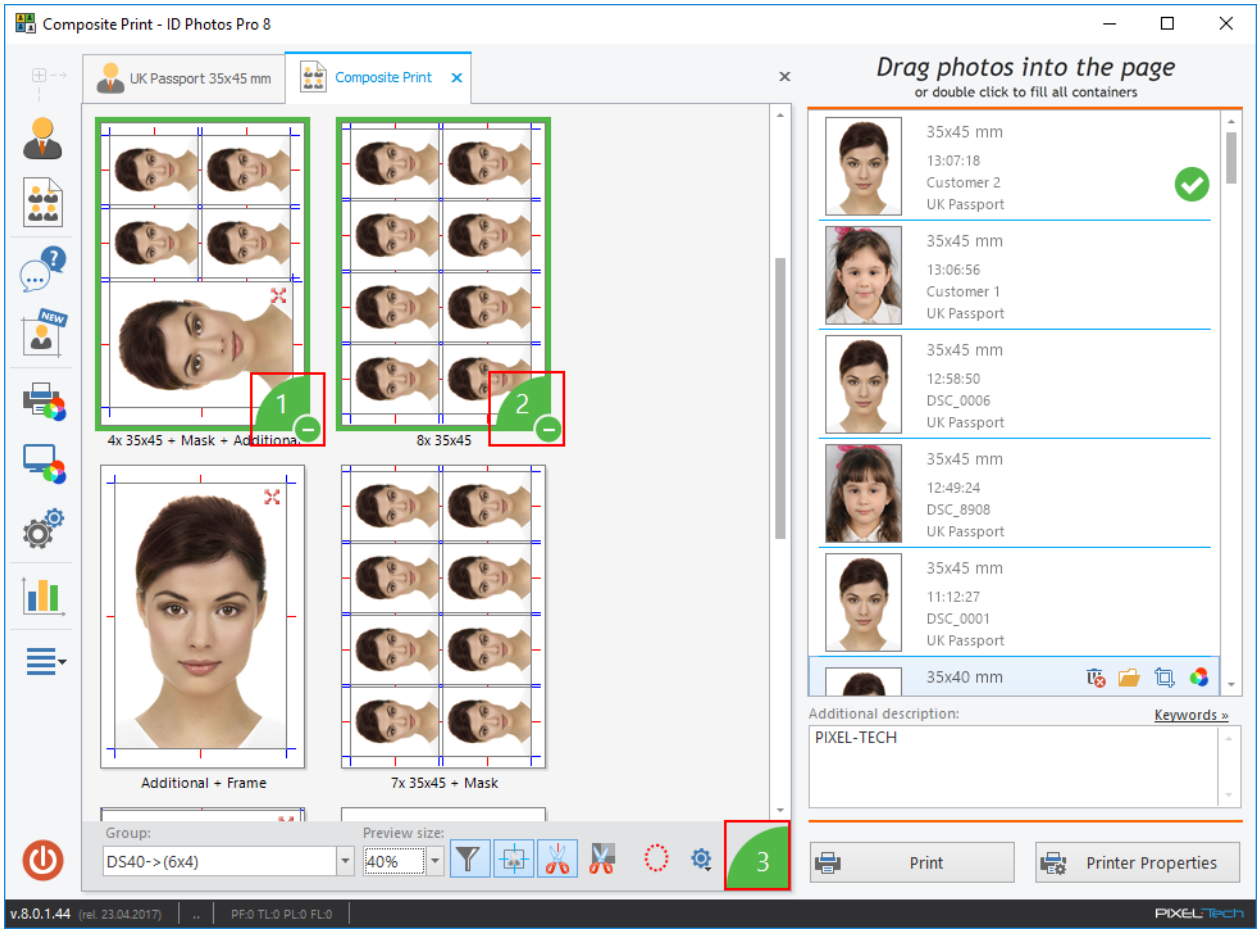


To reset the default layouts for the selected photo format, choose:

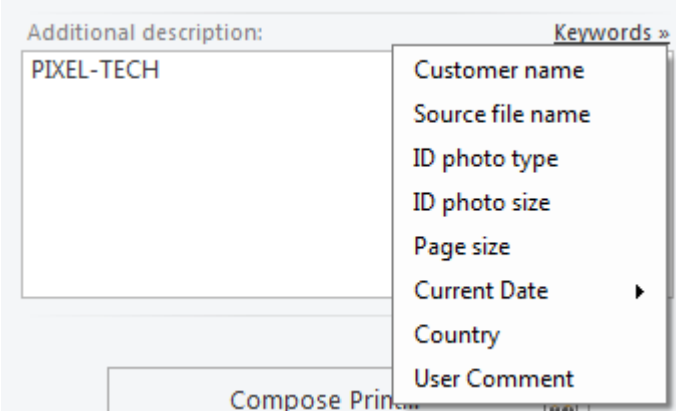


- The number of layouts selected to print - the total amount of all layouts selected to print.

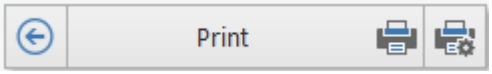
After selecting printer and paper format, inserting images into layouts and setting options for show/hide cutting lines and show/hide symmetry lines, the last step is saving or printing the sheet. The user should indicate what layouts and what quantity have to be printed. To do this, click using the left mouse button on the selected layout. This layout will be surrounded with a green frame, and the icon with the number of printouts appears in its left-bottom corner. Each subsequent click increases the number of printouts by one. Clicking on the minus sign in the bottom right-hand corner of the layout (or clicking using the right mouse button on a given layout) decreases the number of prints by one. In addition, the total number of prints appears next to the function buttons.



The user can also insert an additional description to be displayed on the layout. He can do this by typing a text or by using the so-called "key words".

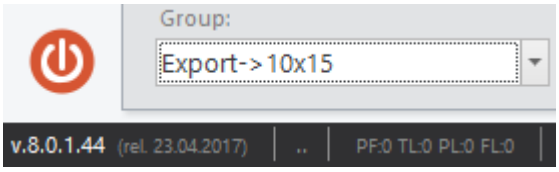


After selecting layouts for printing, they can be printed by clicking on the [Print] button.

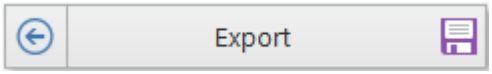


The [Print] button sends the final page to be printed on the selected printer and in the chosen paper format without the possibility of making changes. To change printer settings before printing use the [Printer Properties] button first.

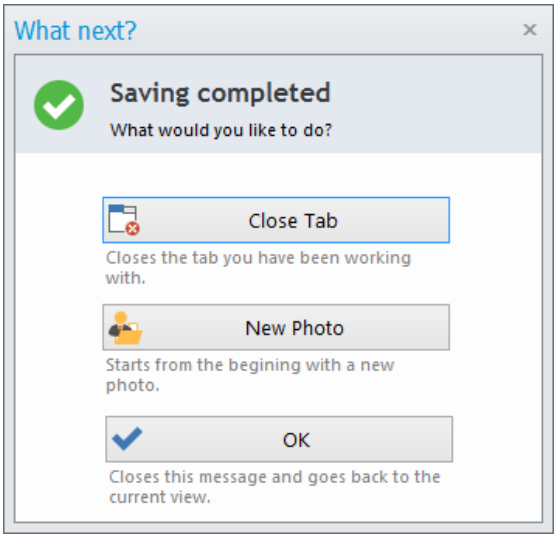
To be able to save selected layouts into a file, the user should define an [Export] in the software settings, in Printers tab (see >> 3.7.1). Once approved, the software automatically changes the printing device on Export and on the indicated paper size.



At the same time in the bottom right-hand corner of the printing window - instead of the [Print] and [Printer Properties] buttons - the [Export] button appears.



After printing/saving the layout, a new window appears, where you should determine the next step the software shall take.



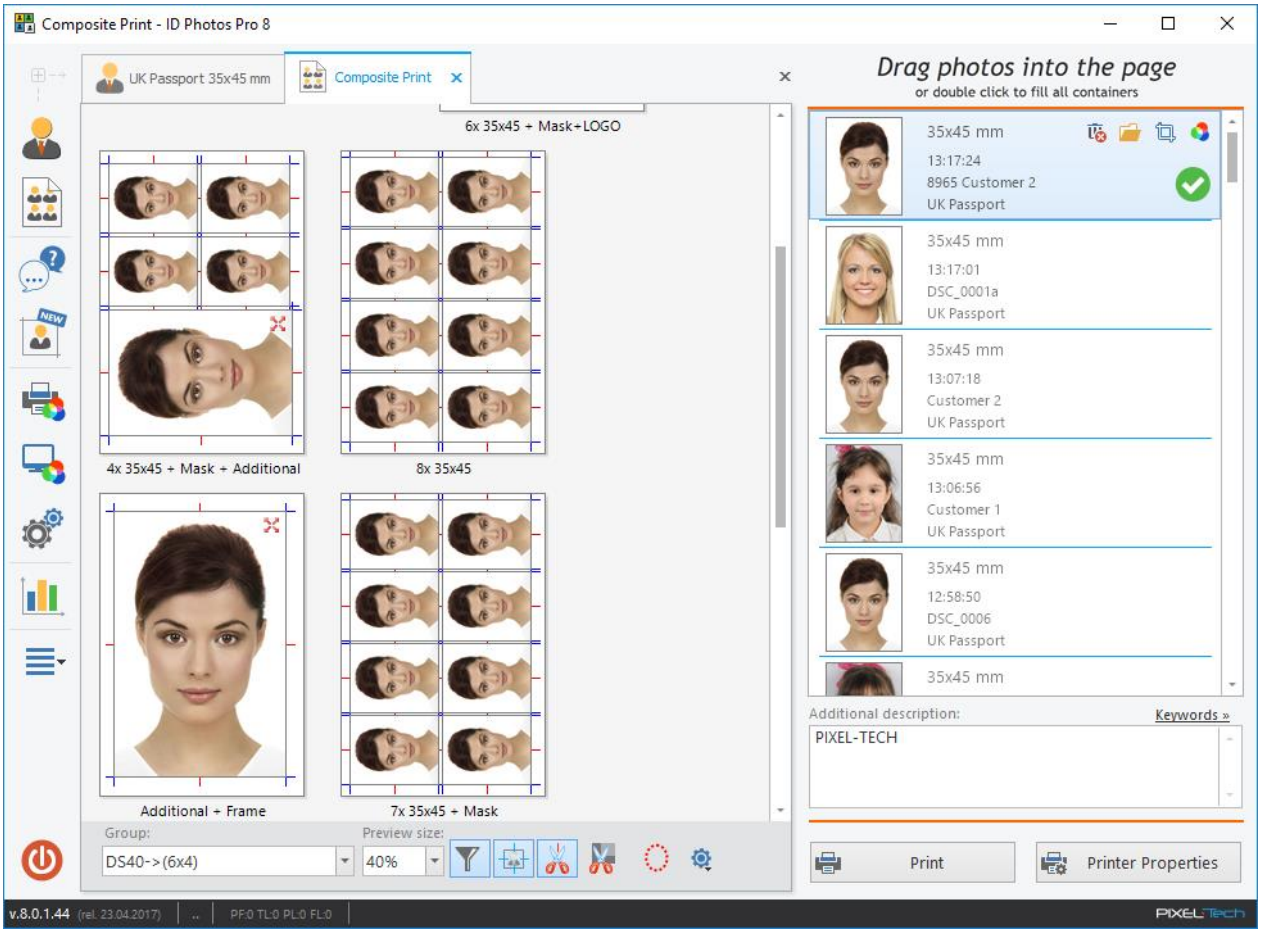
The user has the following options:

- Close tab – The active tab will be closed.
- New Photo – Opening a tab where the user may prepare a new image.
- OK – Closing the message window and showing the active tab view.

3.7.7 Composed Print

When you click on the [Compose Print] button in the Printing window or on the [Composed Print] button on the options panel, a new tab will open where you can print layouts with photos of many customers.

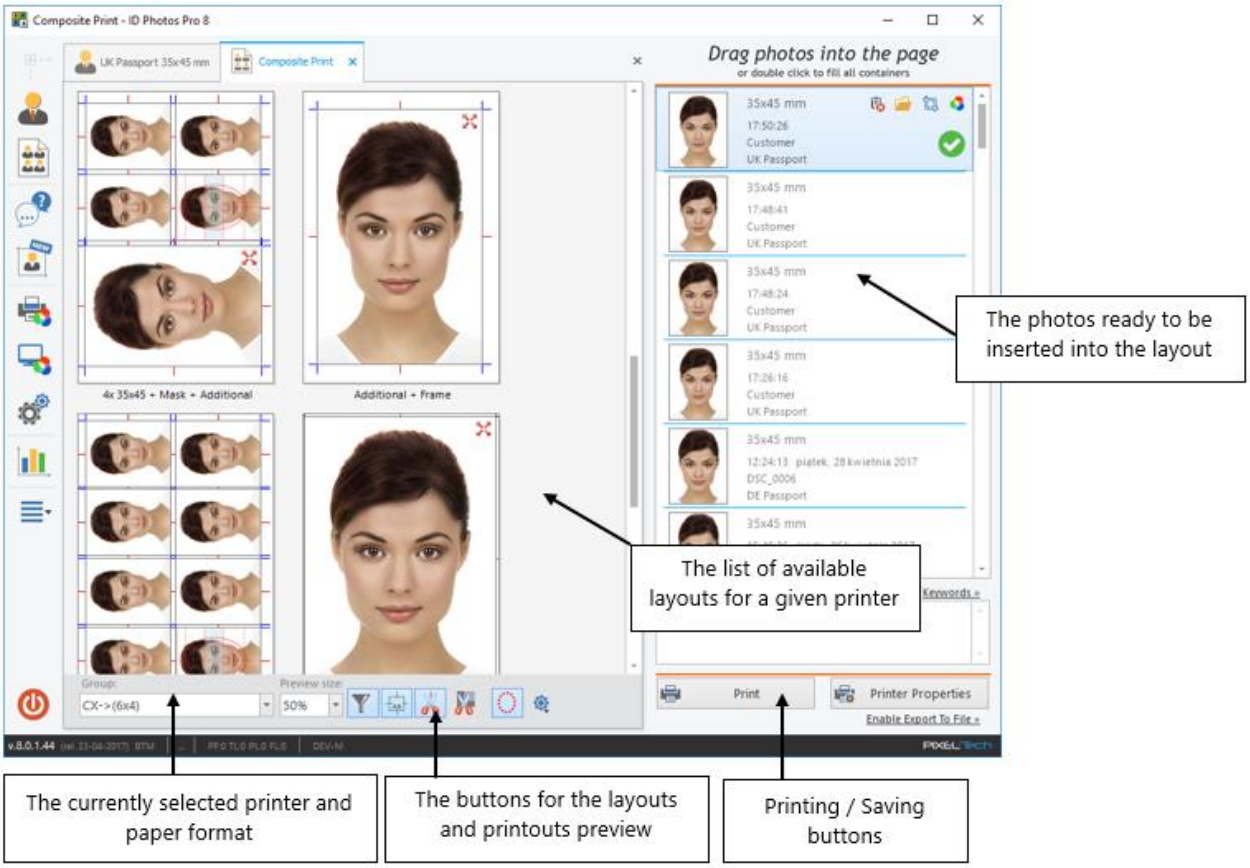
After opening a tab, all available photos, ready to be inserted into a layout, are displayed on the right-hand side of the screen. The software automatically inserts the first image into available layouts for a given printer and paper format. To change the image, double click on it using left mouse button. The software again will automatically readjust layouts for a new main image and will display appropriate layouts on the screen.



The user may additionally insert other photos onto the single layout, dragging them while holding the left mouse button and dropping them into appropriate fields.

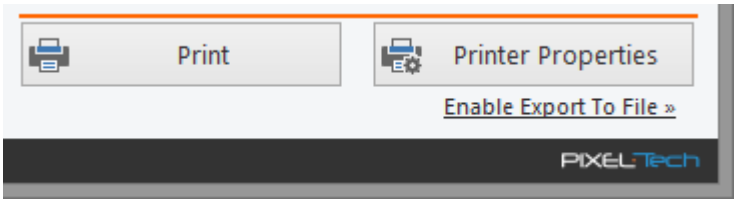
ATTENTION! Photos must match in size of the frame on the layout. To fit a photo into a frame on a layout regardless of its size, you must create a new layout using a flexible frame (see >> 3.7.4).

In the [Composed Print] window the user also has access to other features that were discussed when printing a single photo, too.

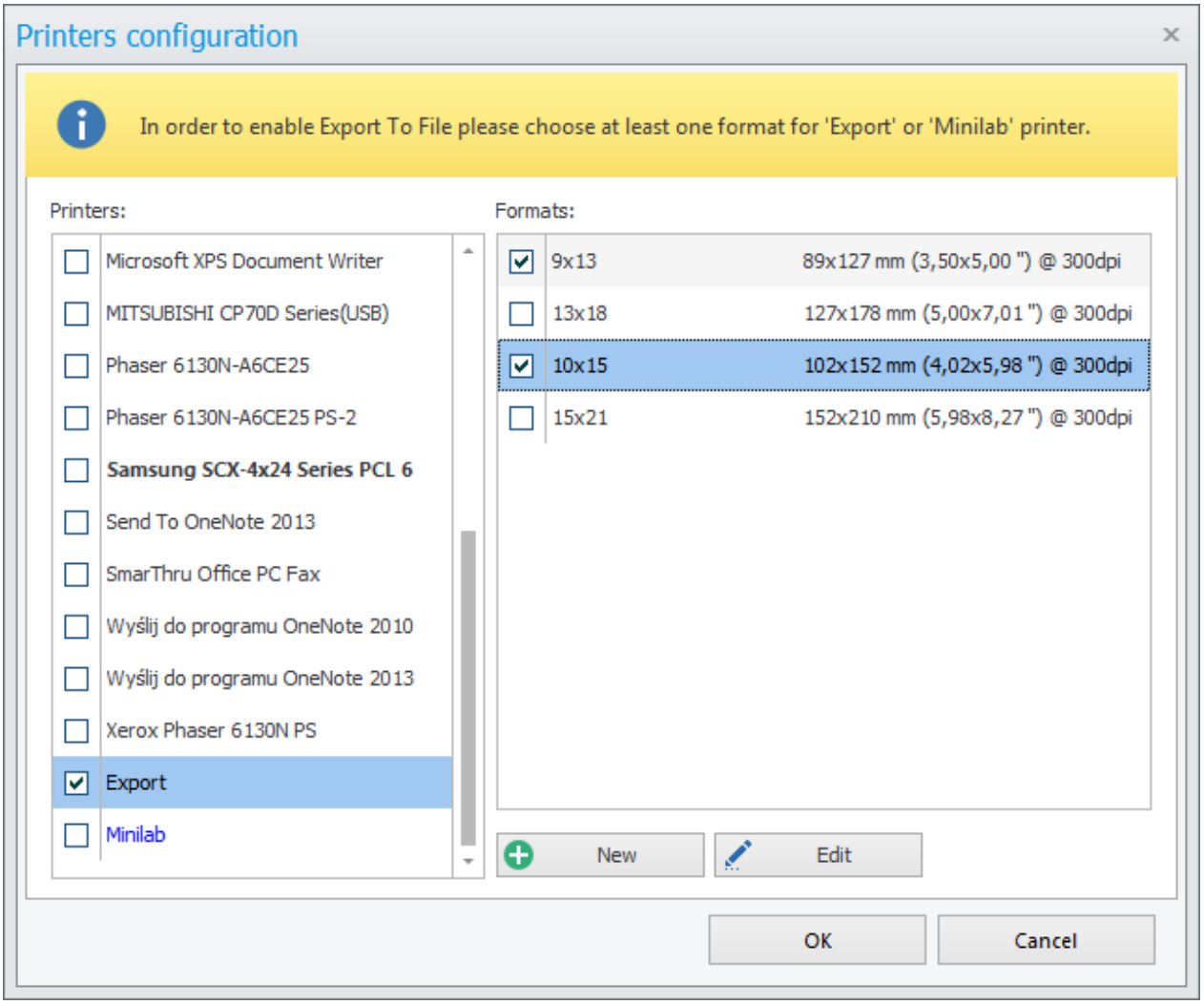


After selecting layouts for printing, click on the [Print] button (or set up your printer settings by first clicking on the [Printer Properties] button).

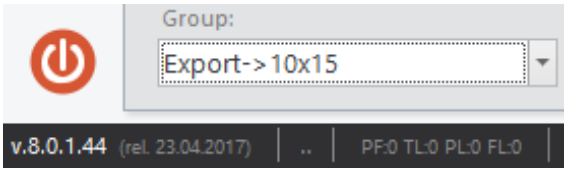
In the bottom right corner of the window the [Enable Export To File >>] button is available. Please use it to be able to export layouts to a file (this option is not visible if you have previously added *Export* in the software settings in the *Printers* tab).



Clicking on the [Enable Export To file >>] button, the printers configuration dialog opens. Here you can specify in a quick manner, for which paper sizes the option of an *Export to a file* should be available. Select appropriate paper formats on the left side of the window and confirm with the [OK] button.

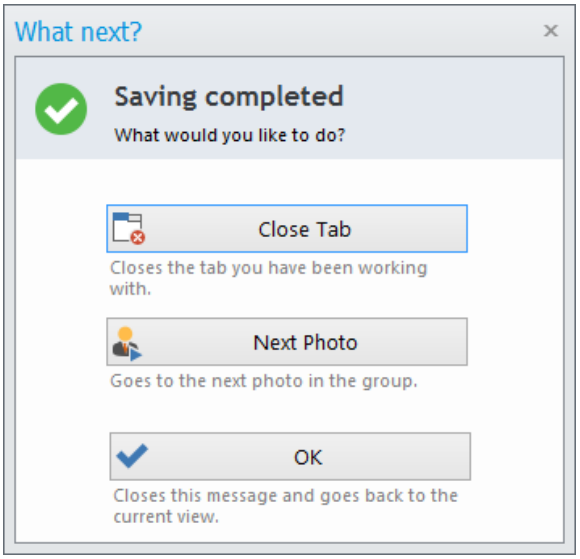


The software will automatically change the print device to the *Export* and to recently selected paper format.



Also, in the bottom right corner of the window the buttons [Export to file...] and [Burn to disc...] will appear.

After printing/saving the sheet, a new window appears, where the user should indicate the next action to perform.

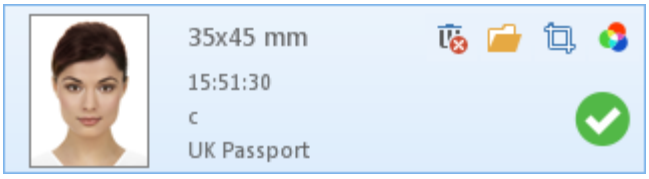


The user has the following options:

- Close tab – The active tab will be closed.
- New Photo – Opening a tab where the user may prepare a new image.
- OK – Closing the message window and showing the active tab view.

3.7.7.1 Re-editing images in repository

Every image in the repository may be edited in order to correct or generate a new version of the image. Next to each image, that is allowed to be inserted into a sheet, there are icons of some functions.



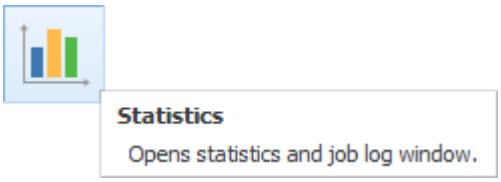
- [Delete] – completely deletes the selected image from the repository.
- [Edit] – allows to convert an image to another format (document type).
- [Edit cropping] – allows to correct cropping.
- [Edit colors] – allows to correct colors.

Before saving an edited image, the software will ask whether to update a photo in the repository or save it as a new one.

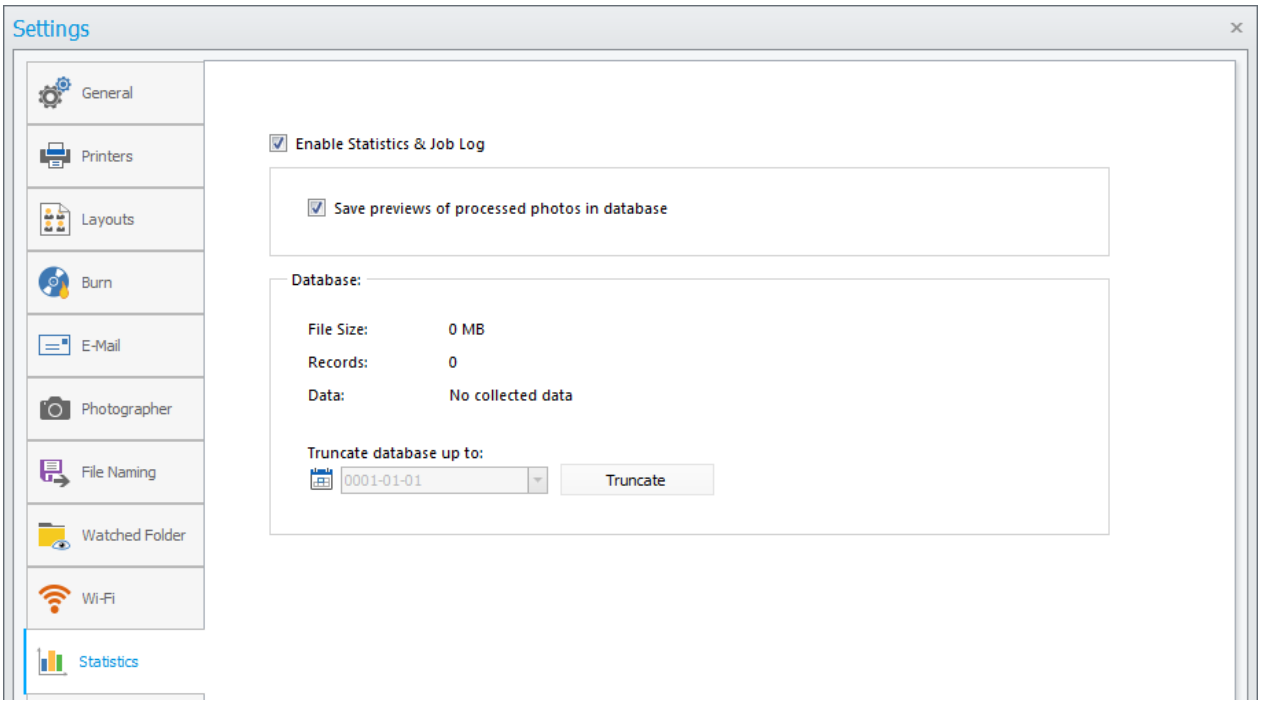
When editing is finished, the software automatically updates all the fields that contain the edited image.

3.8 Statistics

The user has an ability to view statistics of his work with the software. To do this, click the [Statistics] button on the options panel.

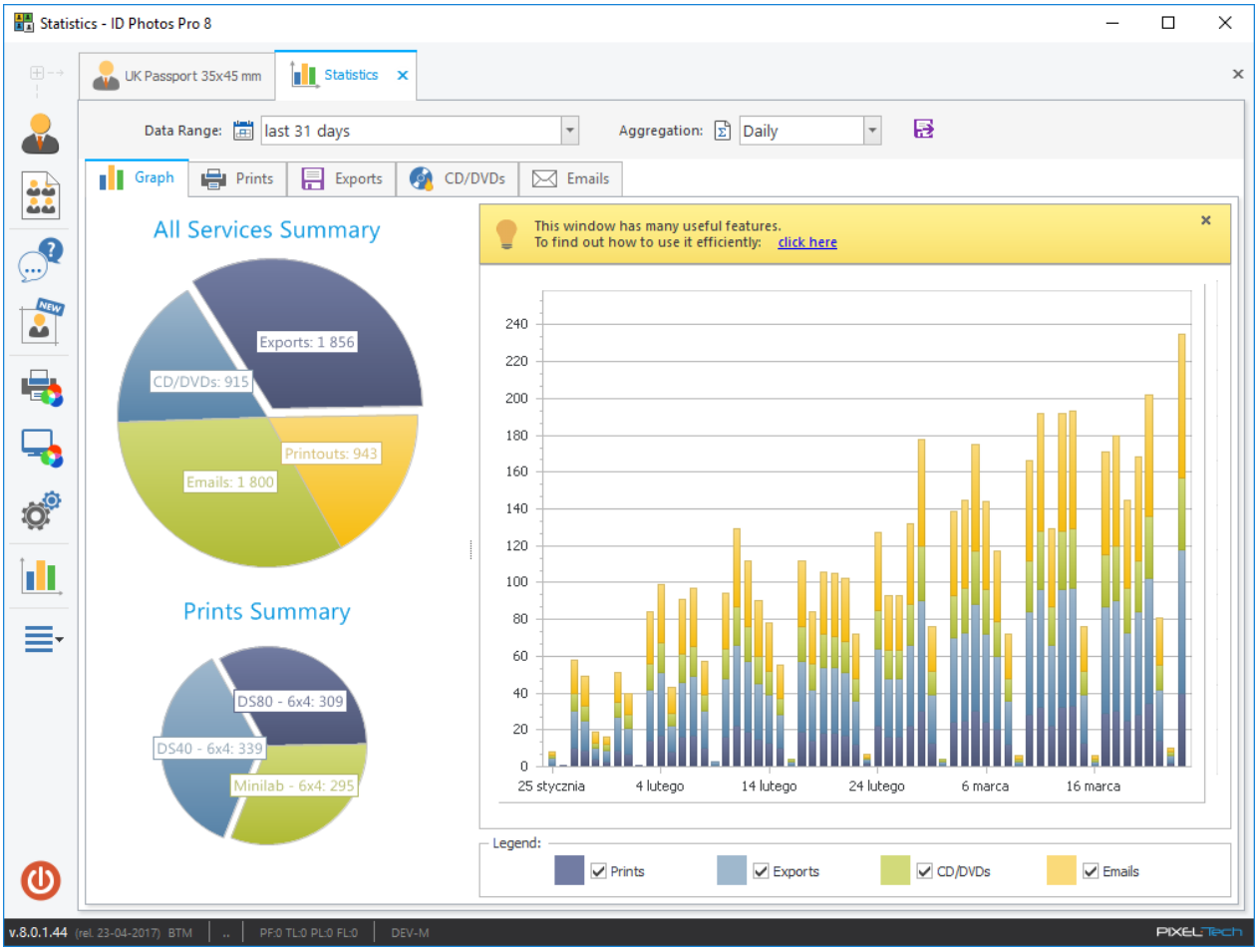


After the ID Photos Pro 8 installation the Statistics function is automatically enabled. To disable it, go to the software settings.



In the settings you can define whether you want to save a preview of a processed photo. You can also gradually truncate the database up to a specific date.

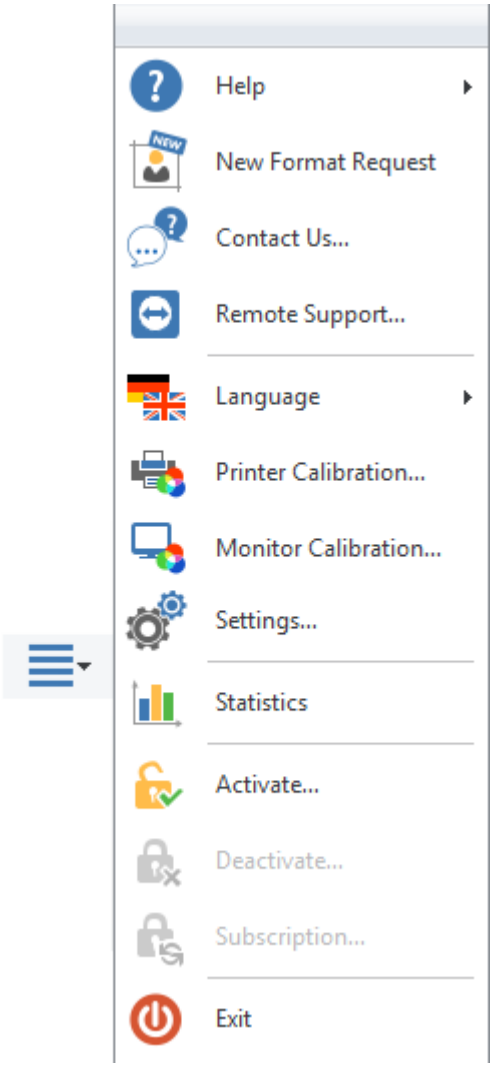
In the opened Statistics window, you can view a summary of your work with the software. You can define a time range in terms of aggregation (hourly, daily, weekly, monthly).



In the Statistics information about printouts made, exports to file, amount of recorded CD's/DVD's and sent e-mails is collected.

3.9 Functions available in the main menu

The user has several options available in the main menu.



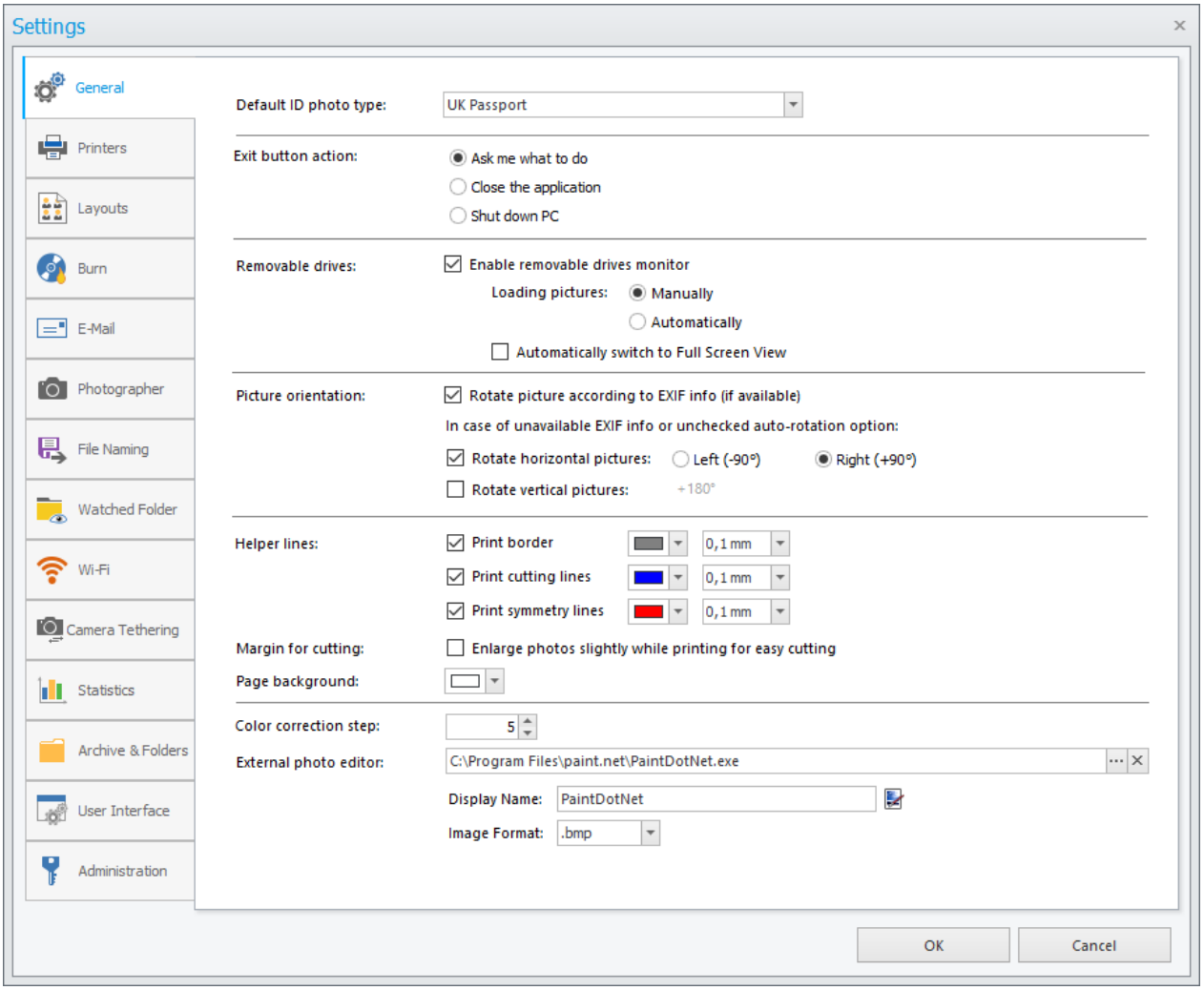
- Help - from the drop down list, you can get various information about the software (see >> 3.9.2).
- New Format Request – a new tab opens where you can easily make a request for a new ID format in the software (see >> 3.9.4).
- Contact Us... - opens a contact window with the Pixel-Tech company (see >> 3.9.3).
- Remote Support - launches a remote connection with Pixel-Tech technical support (see >> 3.9.5).
- Language – the user may select a language of the software interface.
- Printer Calibration - allows you to set colors correction and ICC profiles for each printer (see >> 3.7.2).
- Monitor Calibration – allows you to define monitor colors and turn on/off the printing color simulation on the screen (see >> 3.7.3).
- Settings – a window is displayed where the user may define his own software settings (see >> 3.9.1).

- Statistics – opens a window with a view of statistics of his work with the software (see >> 3.8).
- Activate/Deactivate – depending on the software status (DEMO/full version), only one option is available. Detailed rules of the activation and deactivation have been described in Chapters >> 1.3 and >> 1.4.
- Subscription – allows the user to renew the subscription for the software update see >> Chapter 2.
- Exit – closes the software or shuts down the computer.

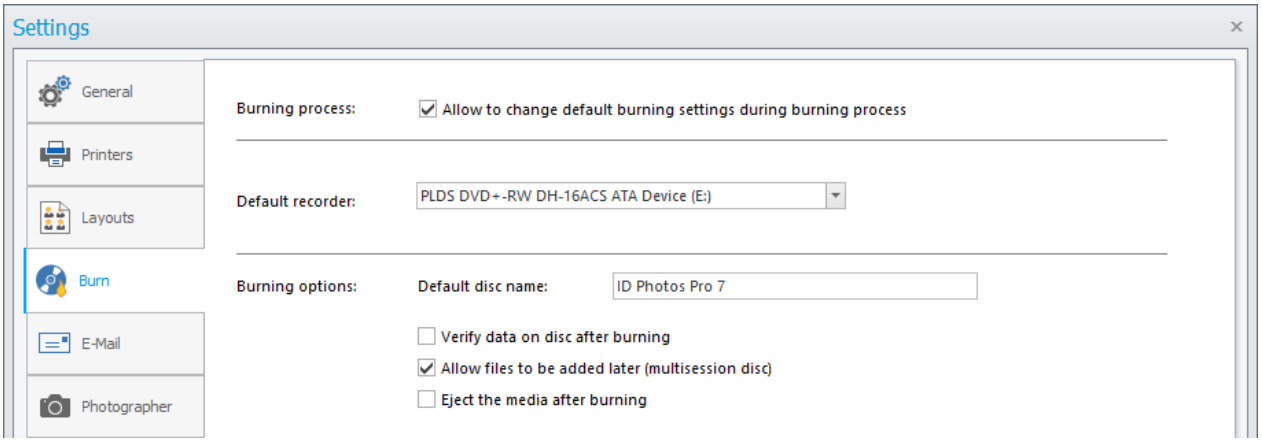
3.9.1 Application settings

From the main menu, select >> Settings. In the displayed window there are 13 tabs, where the user may adjust software settings to his needs:

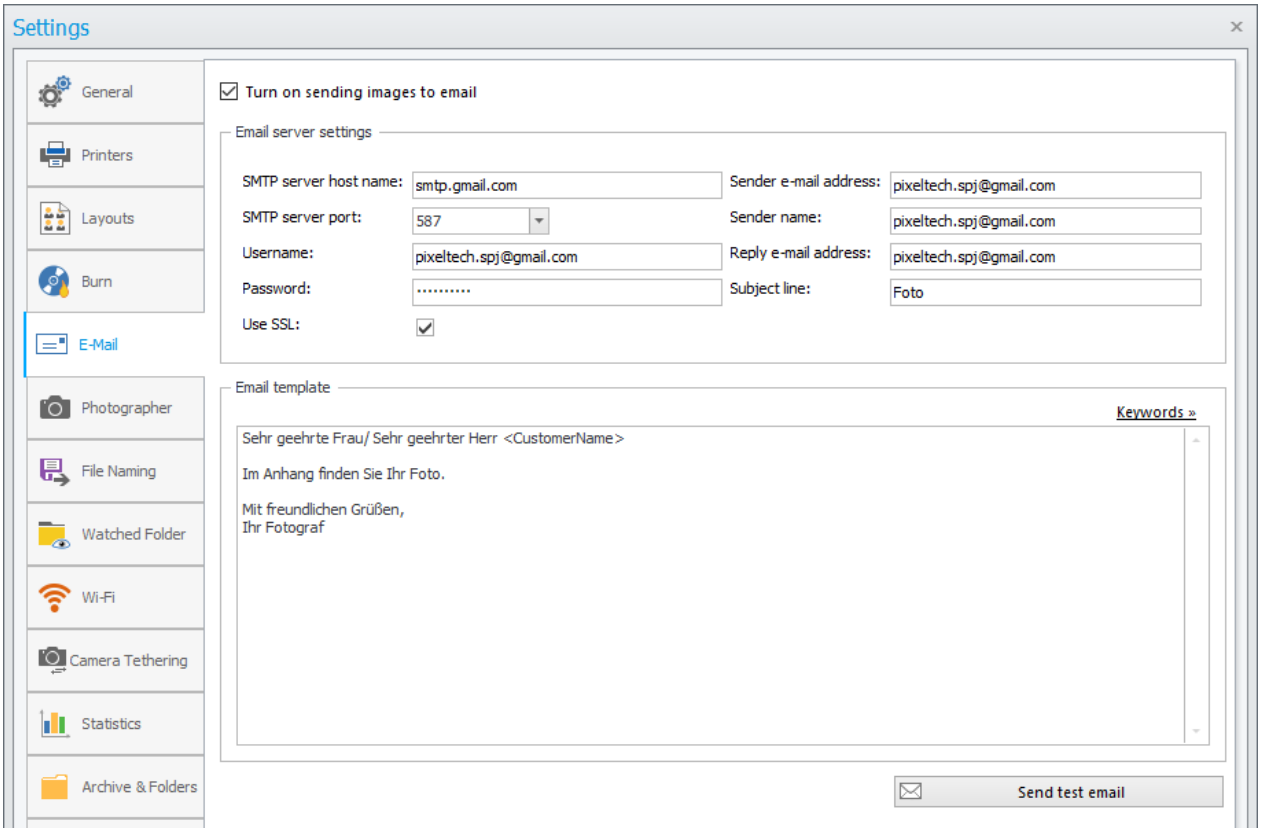
- General – the user may select the default document type that will be opened when the software starts, how to load photos from removable drives, the picture orientation, the options of cutting lines, symmetry lines and image frames (see >> 3.7.5), also the background color of the sheet, and may indicate the external editing software too (for image retouch).



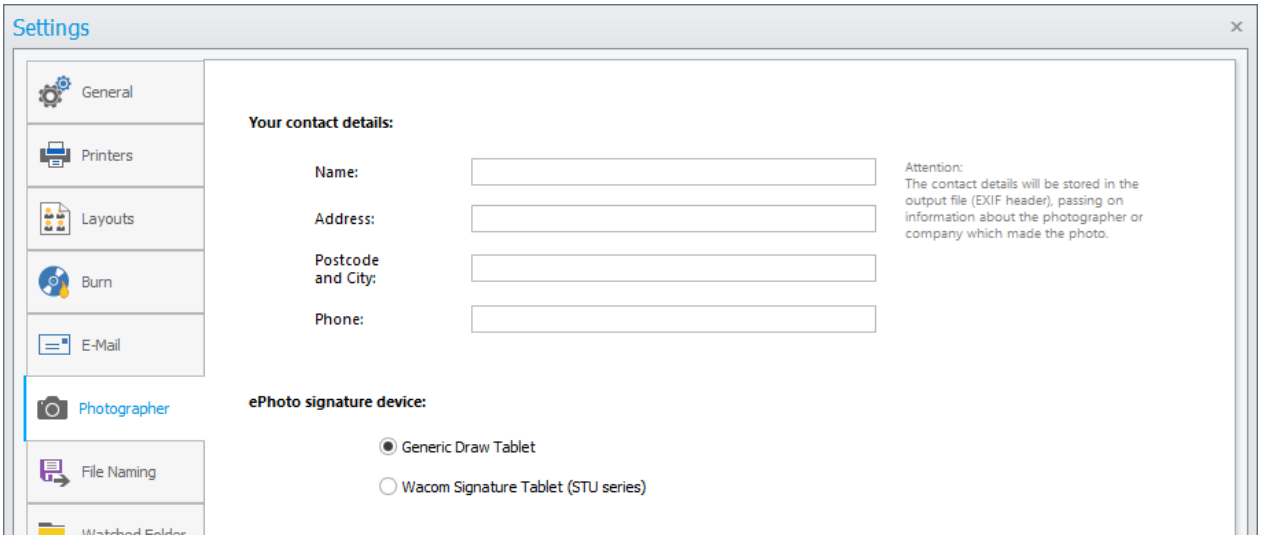
- Printers – the tab for defining printers and sheet formats available in the software (>> see 3.7.1);
- Layouts – the user may browse available layouts, edit them and add the new ones (see >> 3.7.4)
- Burn – the user can define here the basic settings for the burning window, which will be displayed as the default settings each time when the user will burn photos to a CD / DVD.



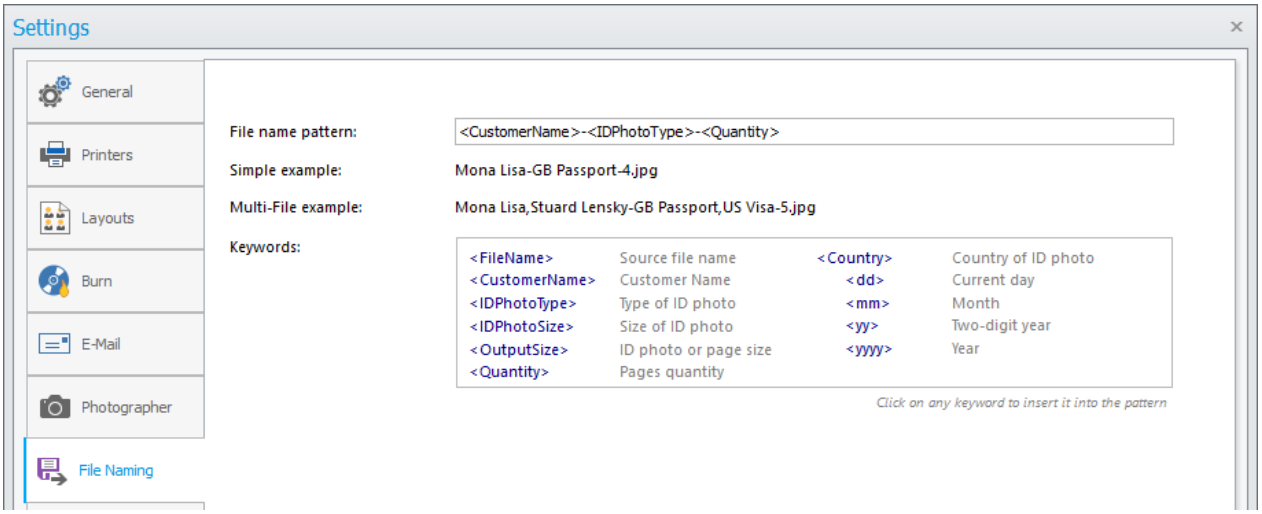
- E-mail - if you want to be able to send photos via e-mail directly from the software, you should activate this feature in this tab. To do this, select [Turn on sending images to email] and provide all the necessary data. Settings stored here (as model for the message) will be standard settings that will be automatically inserted into an e-mail.



- Photographer – the user should type here contact data of your studio. Additionally if the photographer has an account in SNF Passfoto service.

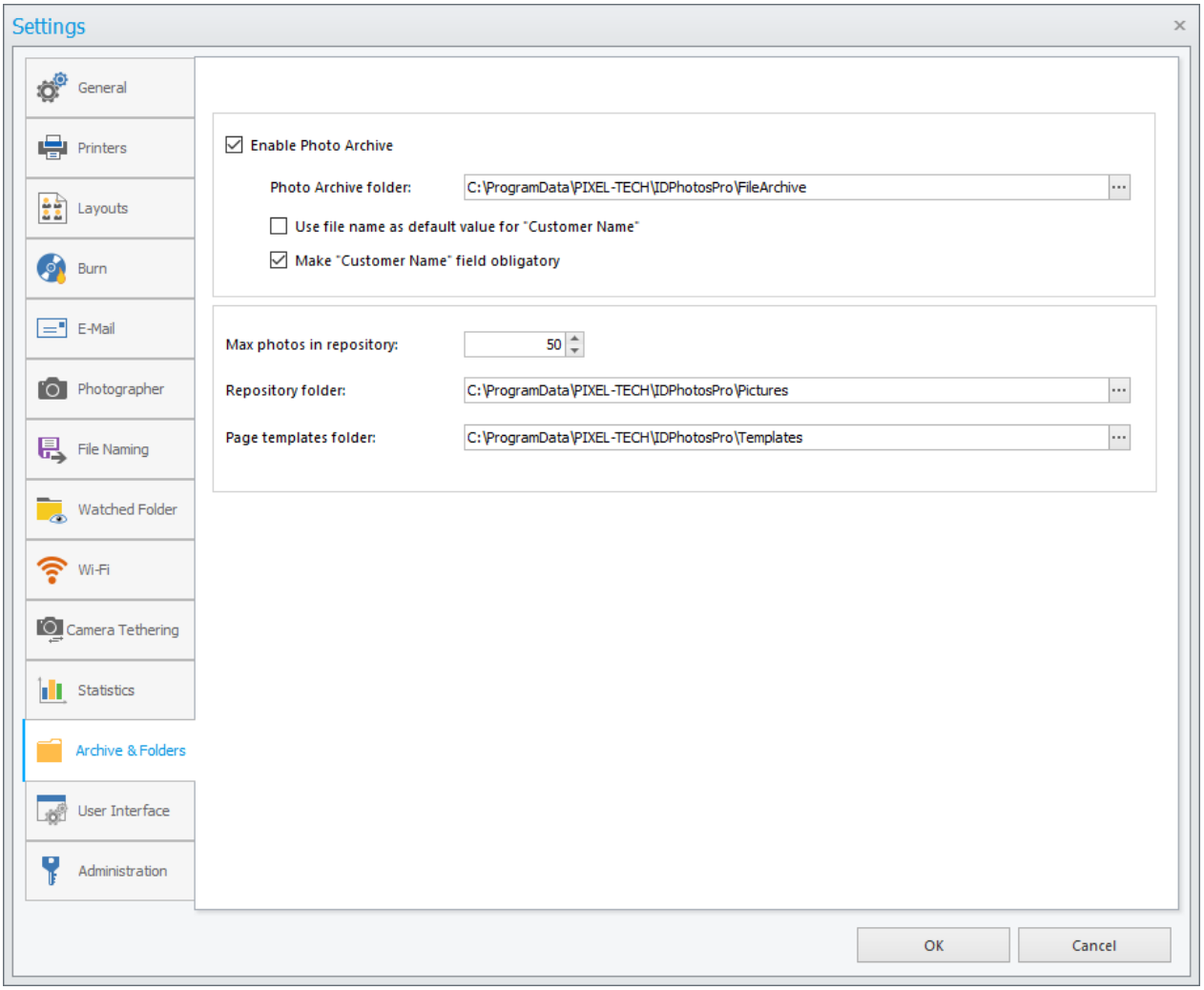


- File naming – the user may define the form of creating file names, using available key words;

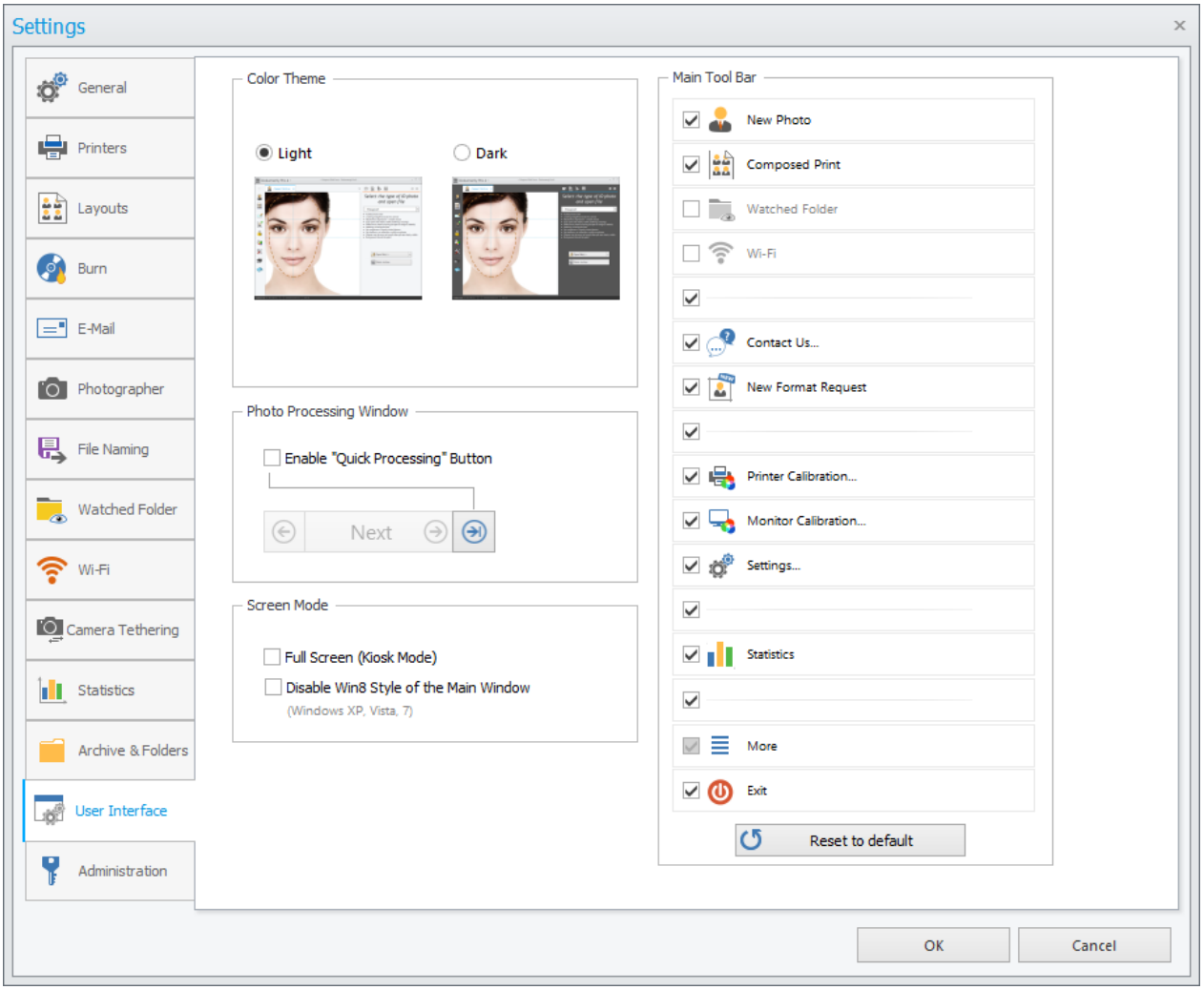


- Watched Folder – the function is described in detail in Chapter 3.3.
- Wi-Fi Folder – the function is described in detail in Chapter 3.4.
- Camera Tethering - the function is described in detail in Chapter 3.5.
- Statistics – the function is described in detail in Chapter 3.8.

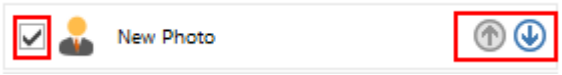
- Archive & Folders – the user may define the destination folder of his Photo Archive, where the images created by him will be saved (function discussed in Chapter >> 3.7). Moreover, he can specify the destination repository folder, where all created ID photos will be stored, but the user cannot freely filter them and the number of images is limited here to 9, 999. The user can also define the destination folder of all layouts.



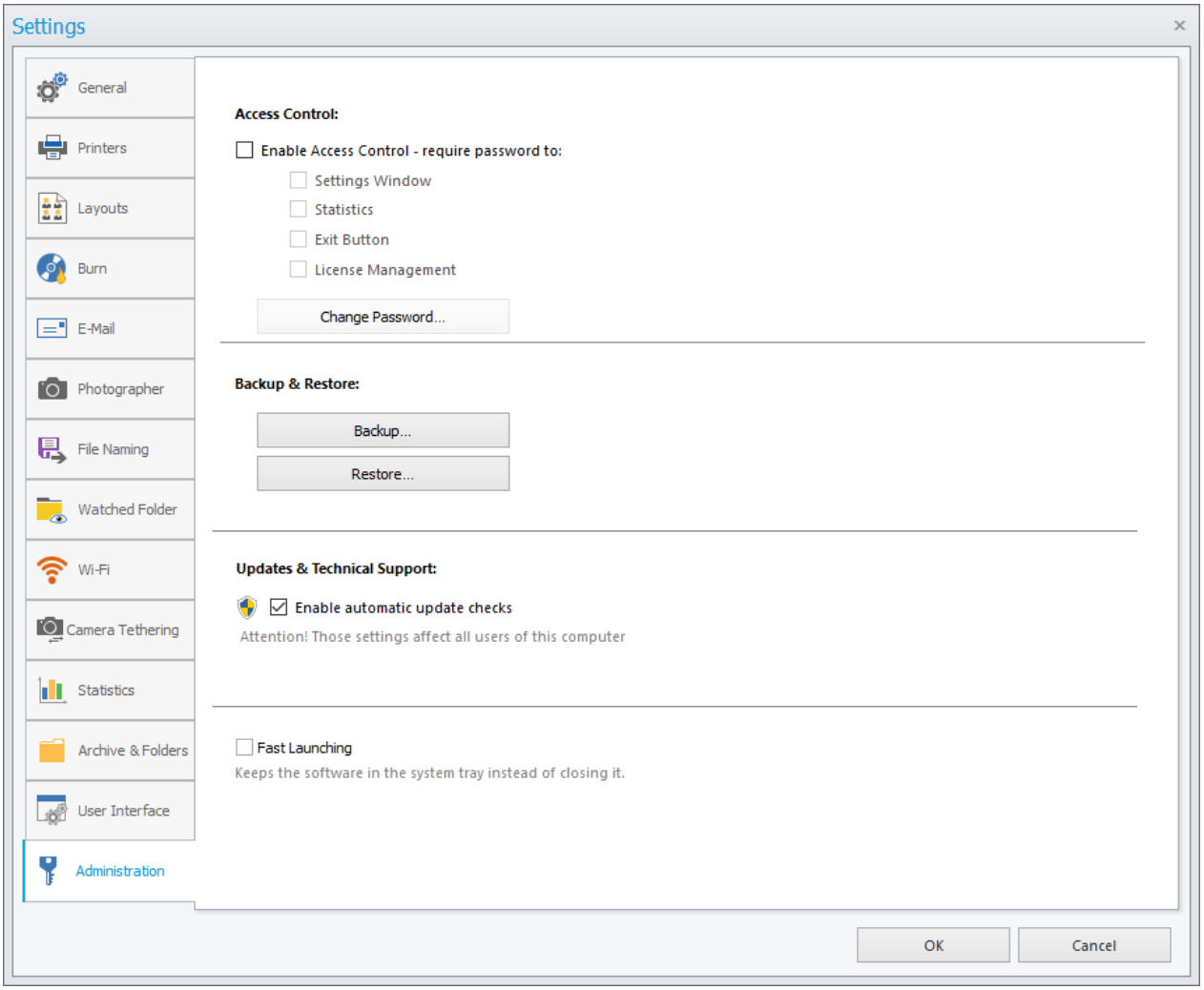
- User Interface - The user can specify what his ID Photos Pro 8 software should look like. He can change the color theme of the interface to light or dark, turn on the displaying of quick save button in the image processing window and indicate which elements (icons) will be located in the options panel and in what order. The user can also run a full-screen kiosk mode.



If one of the options is not needed, just deselect the square on its left. To change the position of the icon in the options panel, use the arrow symbols.



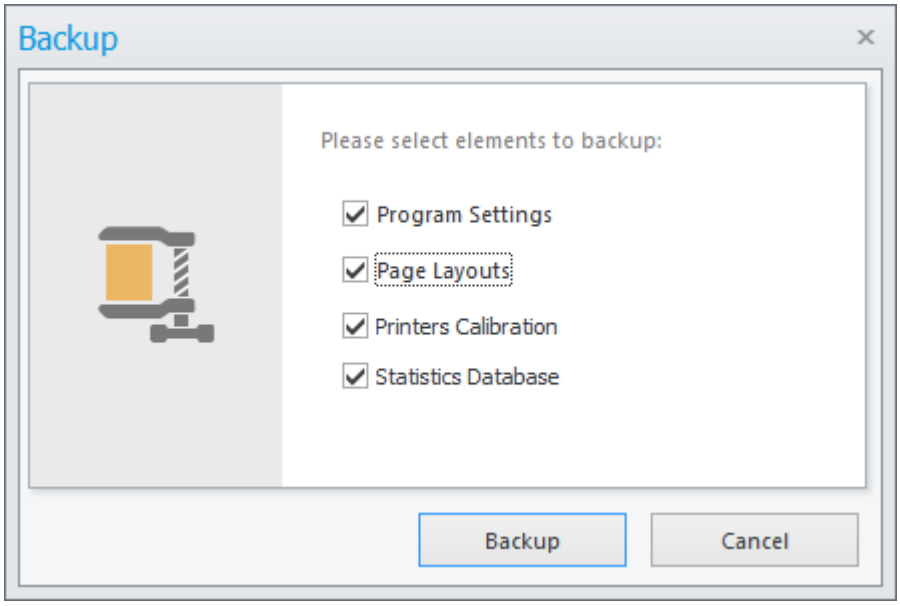
- Administration - This tab consists of four parts: Access Control, Backup & Restore, Updates & Technical Support and Fast Launching.



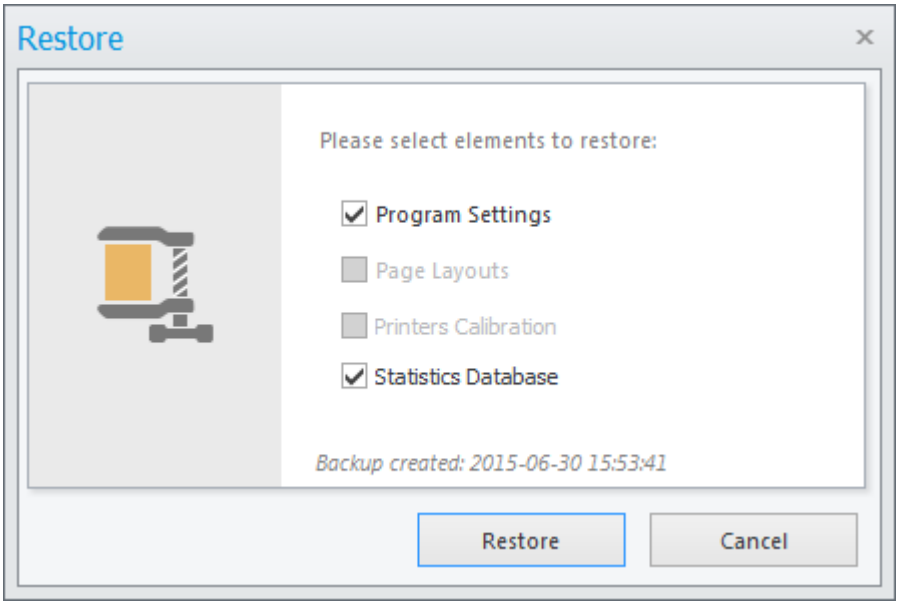
-> Access Control - allows the user to set the Administrator password. This way, he will be the only person who can manage the Software Settings. To set the administrator password, select the item [Enable Access Control] and specify it. The Administrator may at any time change his password by clicking on the [Change Password…] button;

-> Backup & Restore – [Backup] button allows you to perform data backup (Software Settings, Page Layouts, Printers Calibration and Statistics Database). The [Restore] button allows you to restore previously saved data.

To back up the data, click on the [Backup] button. In the window that appears, please select elements to backup and click on [Backup].



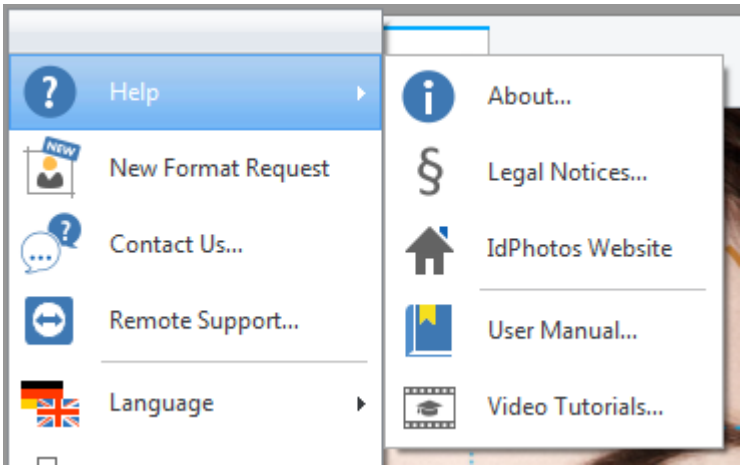
To restore the data, click on the [Restore] button. In the window that appears, please select file with backup and in the next window click on [Restore].



-> Updates & Technical Support – allows you to enable / disable alerts about updates to the software. If this option is enabled, the software automatically check if the software update is available. It is strongly recommended to keep this feature enabled.
-> Fast Launching - leaves the application in the taskbar instead of closing it.

3.9.2 Help

In the main menu the user can enter the [Help] option. A submenu will appear, in which there is various information related to the software.



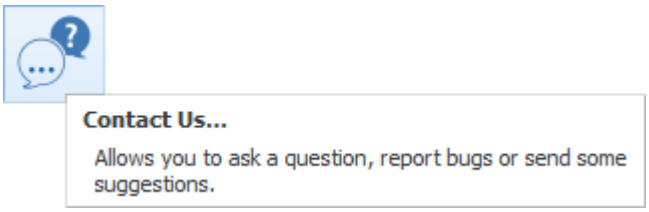
- About... - a window is displayed with the information about the software producer, the serial number of the license and the software version and also the subscription expiry date for the software update.
- Legal Notices... – displays information about copyrights and content of the software license.
- ID Photos Website – opens the Web page of the software.
- User Manual... – opens a new tab with the user's manual. The documentation will be displayed in **.pdf** format - the Adobe Reader (or any other PDF reader) has to be installed in order to display the software documentation.
- Video Tutorials – opens the ID Photos Pro 8 website which contains instructional videos, tips and valuable advice on how to take full advantage of several features included in the software.

3.9.3 Ask a question, report an error, and send suggestions

The software offers build-in mechanism allowing the direct contact with technical support group. The user may:

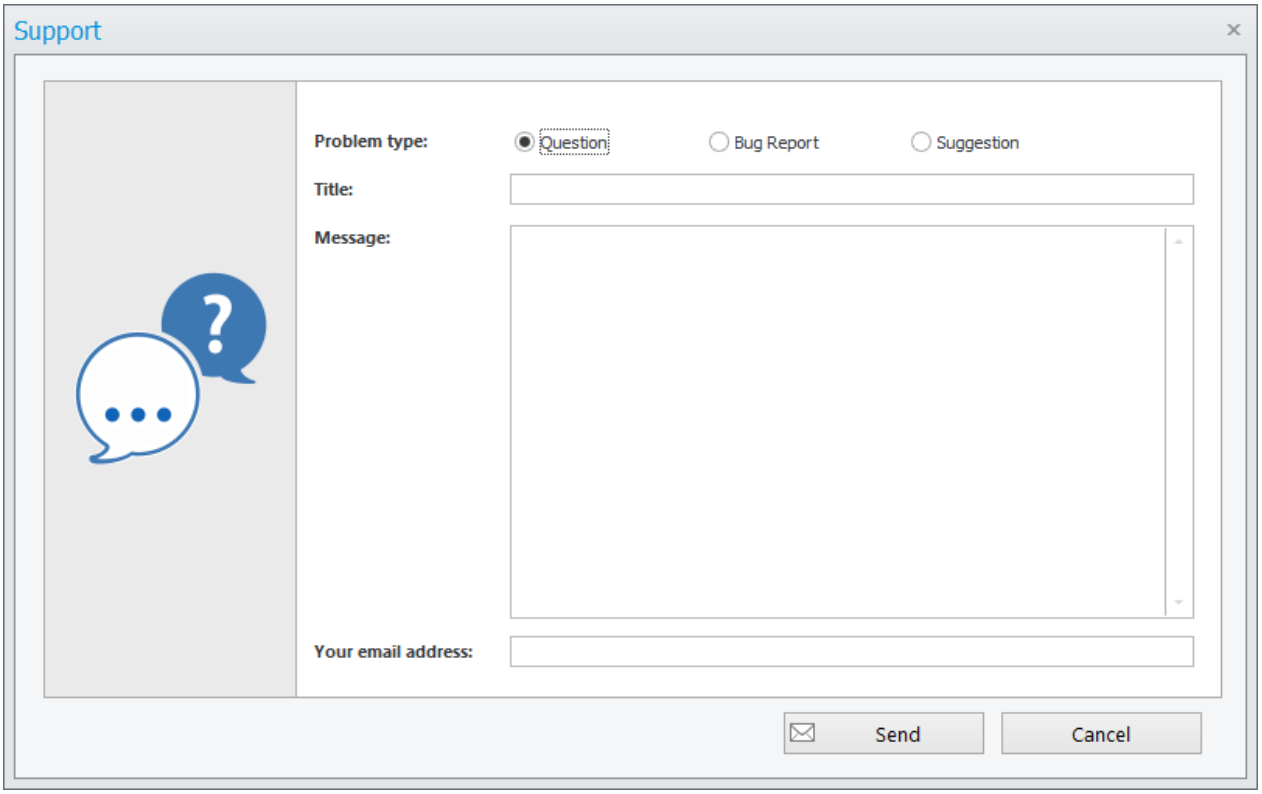
- ask a question,
- report an error,
- report his own suggestions.

To display the contact form press [Contact Us...]



Fill in the displayed form. When you finish press [Send] and the software will automatically send the message.

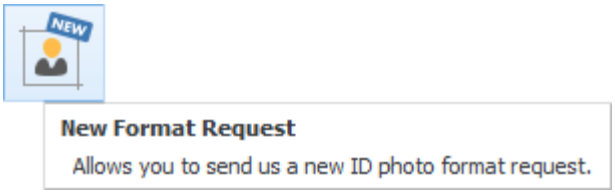
ATTENTION! In order to send a message you need to have an active Internet connection



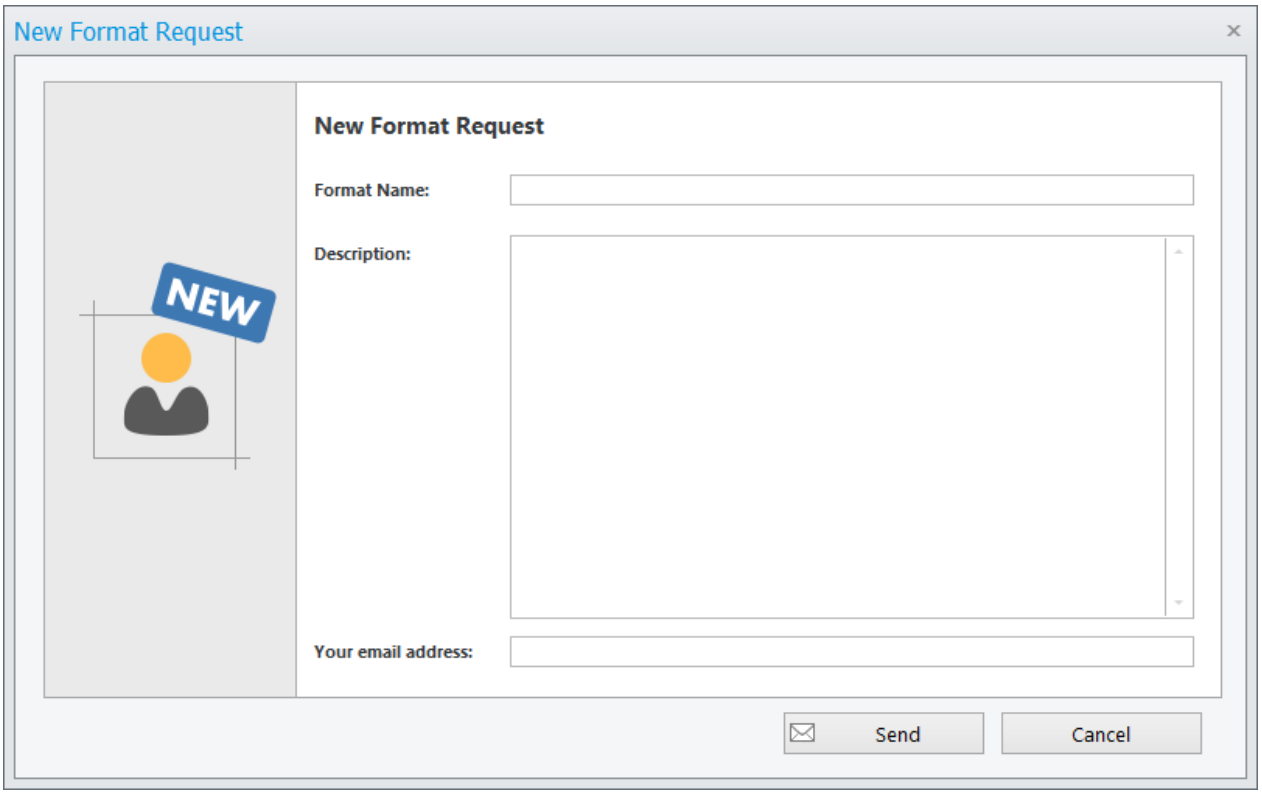
3.9.4 New Format Request

The software has a service that allows sending requests for a new image format. The information sent to PIXEL-TECH this way allows to update the software with requested formats.

To propose a new format, you need to press the [New format] button.

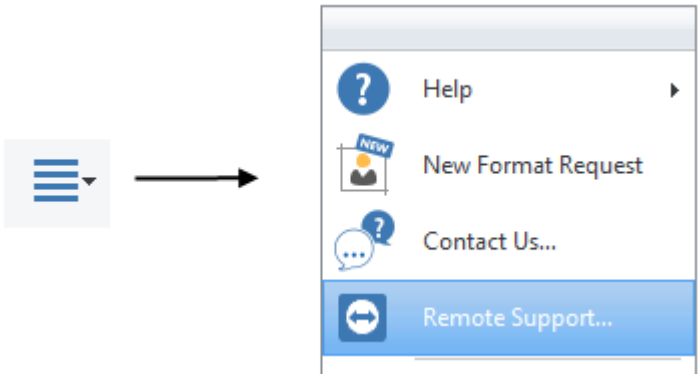


A new window will be displayed with a form to fill in. After typing necessary information press the [Send] button.



3.9.5 Remote Support

In case of problems with the operation of the ID Photos Pro 8 software, the user has the possibility of using Remote Support. To do this, choose the *Remote Support* from the main menu.



It allows our technician to connect to your computer and diagnose the problem.

ATTENTION! To use the Remote Support, the Subscription for Updates & Support must be active.

In case of questions please contact with:
support@pixel-tech.eu

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