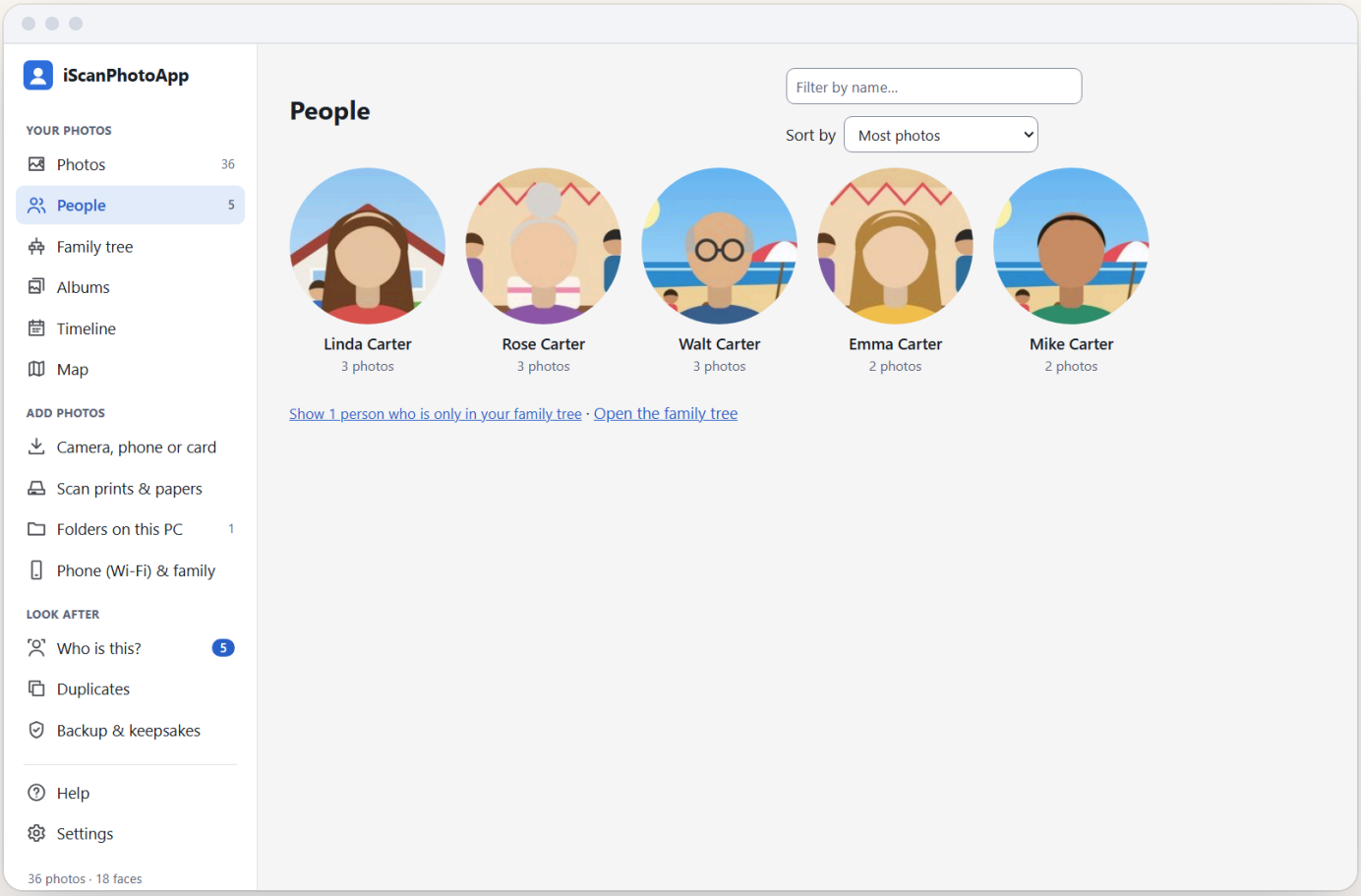
iSP iScanPhotoApp

User manual

How to bring your photos together, name the people in them, and keep your family's story safe, step by step.



CONTENTS

What's in this manual

Each chapter covers one part of iScanPhotoApp, with a picture of the screen and the steps. In the app, Help (bottom left) answers the most common questions too.

1 Getting started

2 Finding your photos

3 Looking at a photo

4 People and faces

5 A person’s page

6 The family tree

7 Albums

8 Timeline and map

9 Adding photos

10 Scanning prints and papers

11 Editing and restoring

12 Keeping your photos safe

13 Phone and family

14 Settings

15 Quick answers

16 If something isn’t working

Your original photos are never changed. iScanPhotoApp only reads them: edits, restorations and scans are saved as new files, and everything you add (names, dates, stories) is kept in its own catalog.

CHAPTER 1

Getting started

iScanPhotoApp catalogs the photos already on your computer, and the ones you scan or copy in, so you can find any of them by person, place, date or what's in them. It runs on your own PC: no account, no cloud.

Install it

1. Download iScanPhotoApp from iscanphoto.com and open the installer.
2. If Windows says it "protected your PC", choose "More info", check that the publisher is Apollo Projects LLC, then "Run anyway".
3. Open iScanPhotoApp from the Start menu.

The welcome steps

1. Choose a text size you find comfortable (you can change it later in Settings).
2. Choose whether to recognize faces. They're recognized only on this computer, and you can turn it off, or delete all face data, at any time.
3. Choose the folders with your photos, such as your Pictures folder or an external drive. Leave "Also save names, dates and stories in small files next to the photos" ticked, so other programs can read your work too.
4. iScanPhotoApp starts cataloging. You don't have to wait: choose "Start naming" to name faces as they're found.

Free trial and license key

Everything works free for 30 days. After that your library stays: you can still look through it, search it and export photos, and a license adds new photos again. To enter your key, open Settings, find License, paste the whole key and choose Unlock. It's checked on your computer; nothing is sent anywhere.

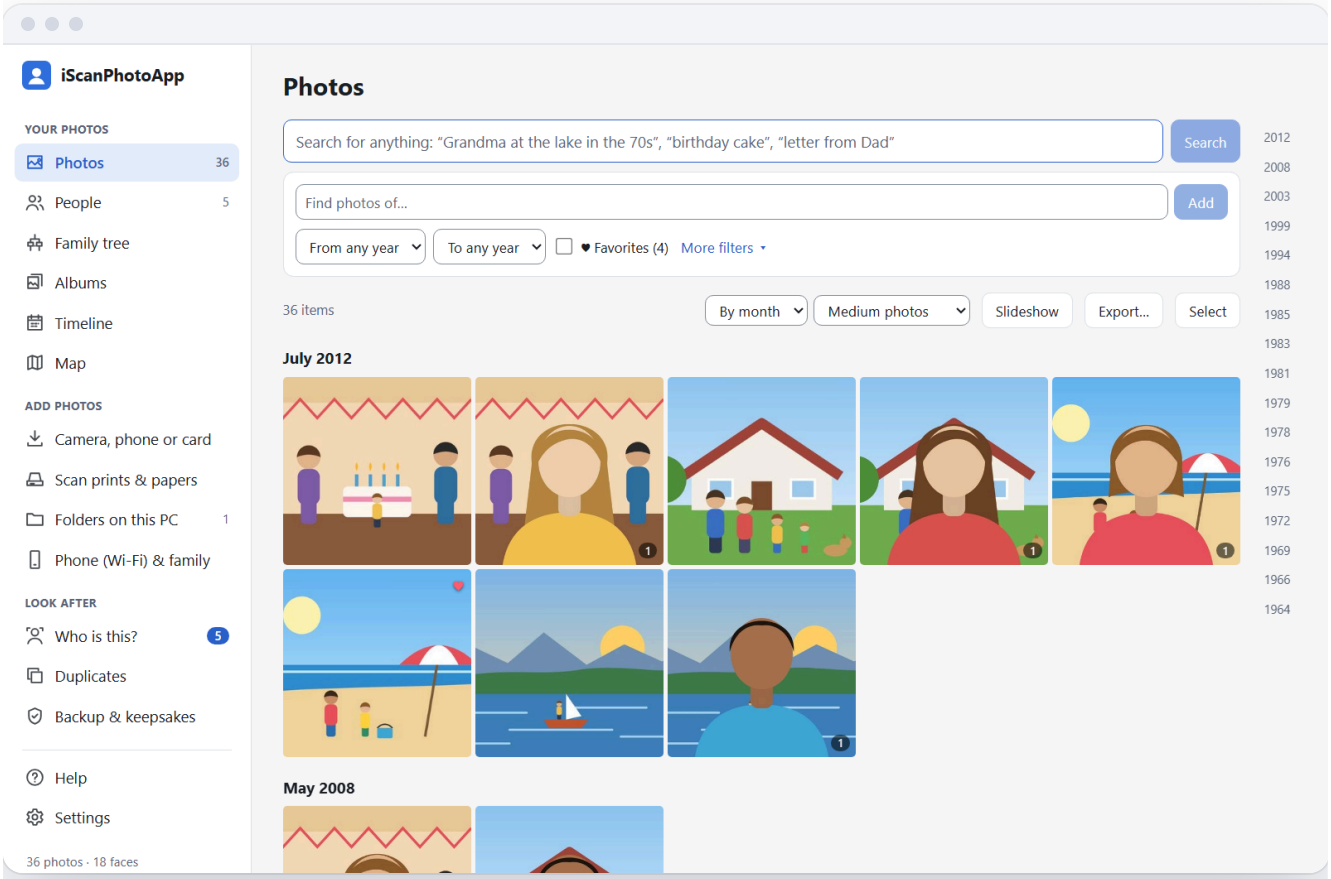
Bigger text

Open Settings and choose Large or Extra large under Text size. Every page, button and menu gets bigger.

CHAPTER 2

Finding your photos

The Photos page shows your whole library, newest first. The years on the right jump straight to that year.



Search in your own words

Type what you remember into the search box, like "Emma at the beach" or "Grandma in the 70s", and choose Search. iScanPhotoApp works out the people, places, dates and things in the picture, and shows what it understood just under the box.

Filters

1. "Find photos of...": add one or more people.
2. "From any year" / "To any year": a range of years.
3. Favorites, and "Needs a date" for photos with no real date (often scans).
4. "More filters ▾": photos, videos or documents, generations together, private photos, faces, place, rating, keywords, camera, folder, "Removed photos", and the order.

Several photos at once

1. Choose Select, then click photos (Shift-click for a range, Ctrl-click to add one). "Select all" picks every photo shown; "Unselect all" clears them.
2. Use the bar at the bottom: Favorite, "Add to album...", "Set date...", "Keywords..." and "Export..." (and "Restore..." on Photos). "More ▾" has stars, turning scans, place, photographer and privacy, Compare, and "Remove from iScanPhotoApp...".
3. Choose "Exit selecting" (or press Esc) when you're finished.

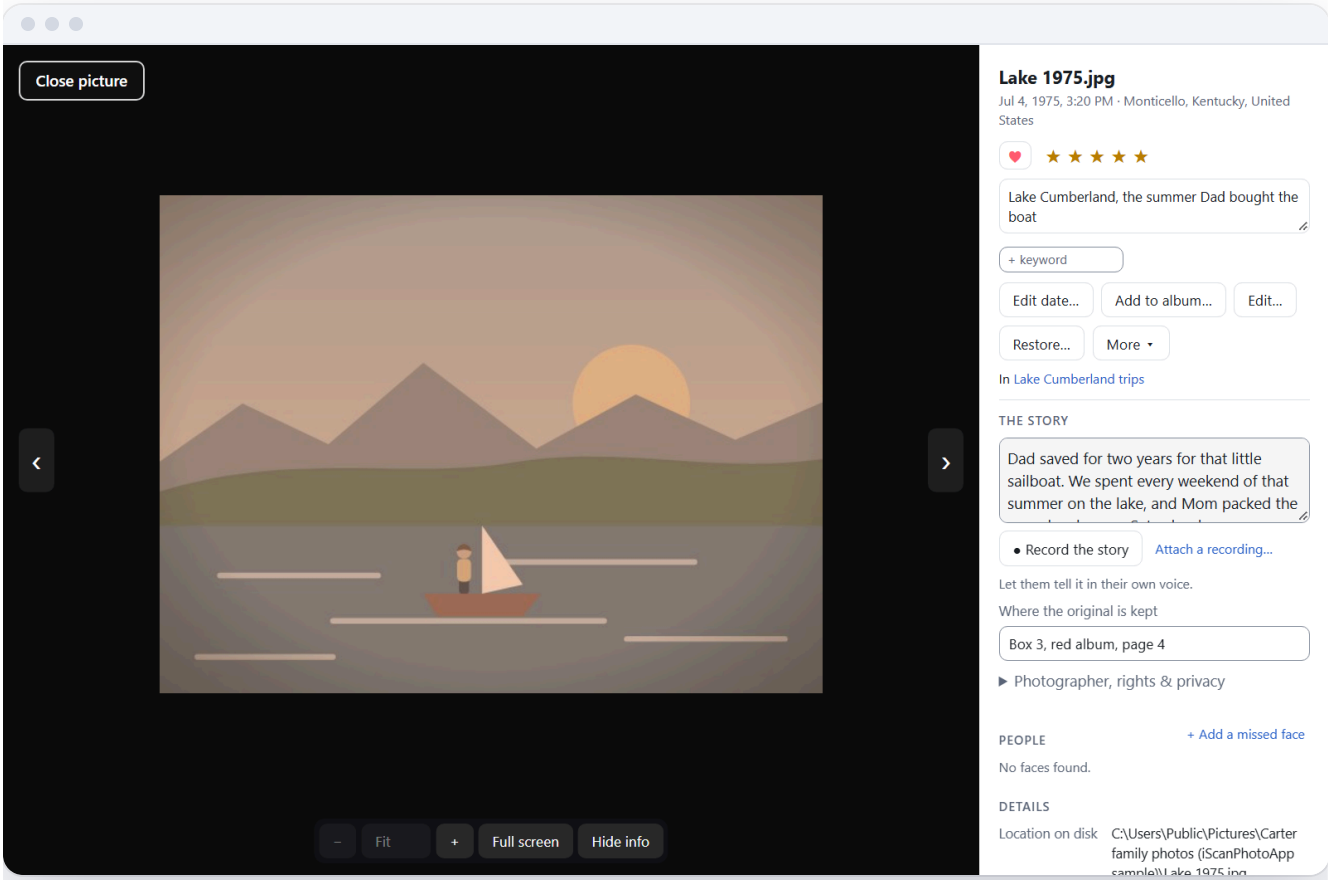
Slideshow and export

Slideshow plays what's on screen (arrow keys, Pause, Shuffle; "Close picture" or Esc to stop). "Export…" copies the photos to a folder you choose, at full size or smaller, makes print pages (a PDF), or a keepsake copy.

CHAPTER 3

Looking at a photo

Click a photo to open it. The arrows (or the ← → keys) move to the next and previous photo; “Close picture” at the top left (or Esc) closes it. The ✕ in the window’s corner closes the whole program (it asks twice first).



Everything about the photo

1. The heart marks a favorite; the stars rate it (keys F and 1–5).
2. Type a caption, and add keywords with “+ keyword”.
3. “Add date…” (or “Edit date…”) sets an exact or approximate date; it may suggest one from how old the people in it look. A photo with no real date says “No date yet”.
4. “Add to album…” puts it in an album.

The More menu

“More ▾” has Rotate left or right, Set place, Split scan into photos (several prints scanned as one picture), Read text on photo, Slideshow from here, Next photo is the back of this print, Copy picture, Print, Export, Show in folder, and “Remove from iScanPhotoApp…” (the file stays on your PC).

The story

Type the story behind the photo, or choose “Record the story” and let someone tell it in their own voice (or attach a recording). “Where the original is kept” notes the box or album, and “Photographer, rights & privacy” records who took it, its rights, and whether it’s private (kept out of keepsake copies and family sharing).

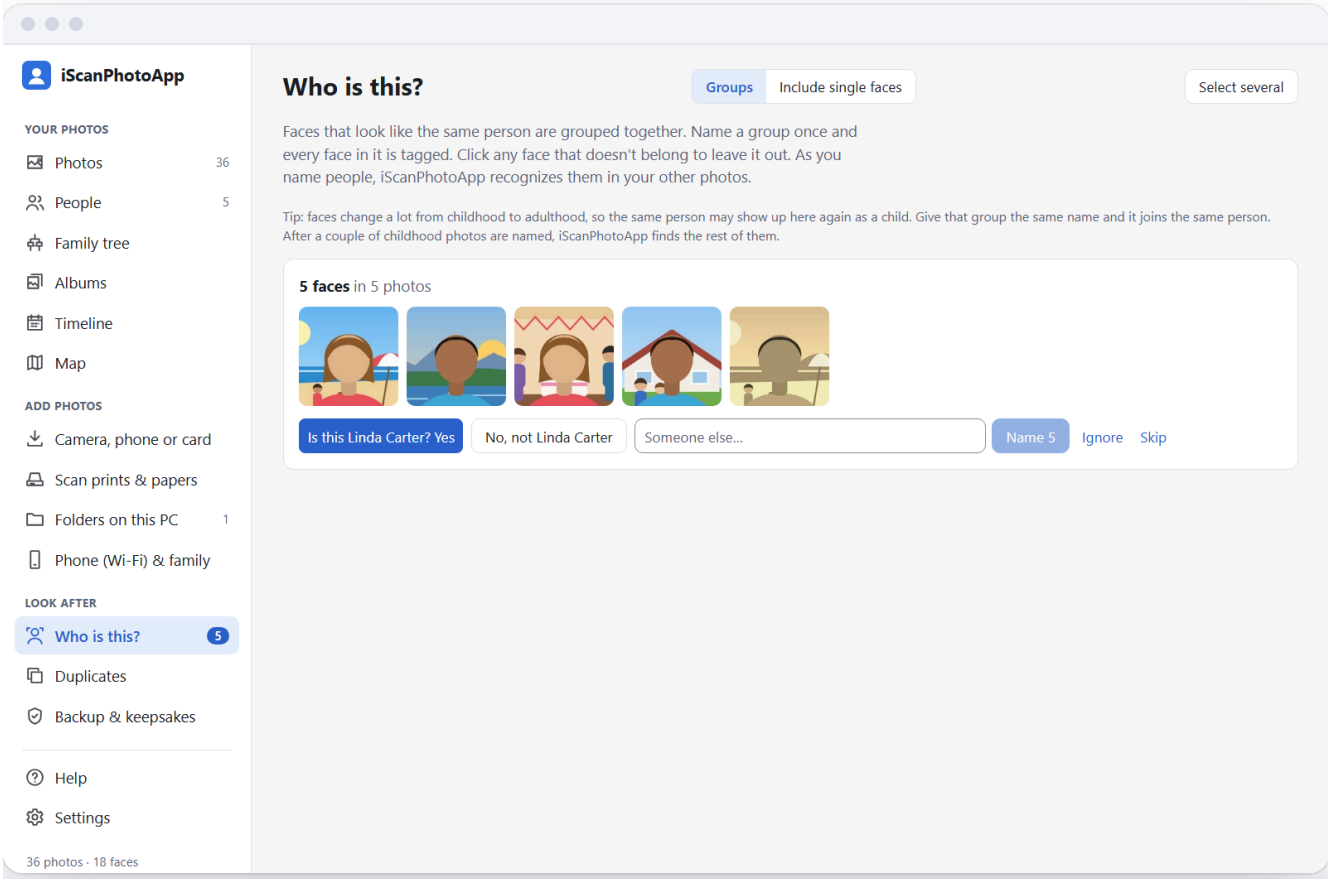
People in the photo

Faces found in the photo are listed with their names. Click a name to see all their photos. "+ Add a missed face" lets you draw a box around a face it didn't find.

CHAPTER 4

People and faces

“Who is this?” shows groups of faces that look like the same person. Naming a group names every face in it.



Name the groups

1. Type the person’s name under a group and press Enter. Names you’ve used before are suggested as you type.
2. If it thinks it knows the person, it asks “Is this ...? Yes”: one click names the group.
3. Click any face that doesn’t belong before naming, to leave it out.
4. Ignore hides faces you don’t care about (strangers in the background). Skip moves on for now.

Many groups at once

1. Choose “Select several” and click faces in any of the groups (“Select all in this group” takes a whole group).
2. Type the name in the bar at the bottom and choose “Name them”, or “Ignore them” for strangers.
3. Choose “Exit selecting” when you’re done.

Faces and pets

“Include single faces” also shows faces seen only once. The Pets tab does the same for dogs and cats.

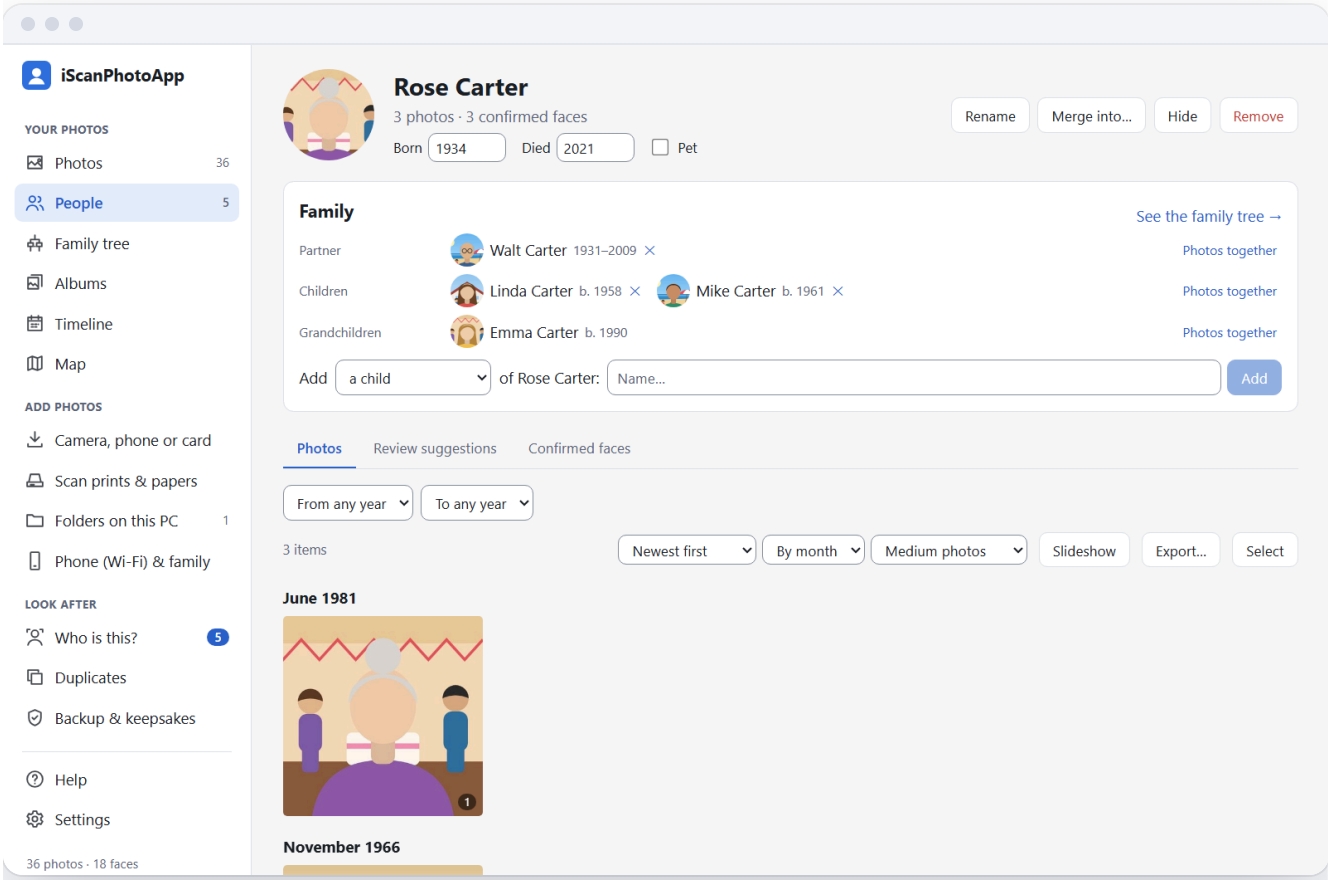
Childhood photos

Faces change a lot from childhood to adulthood, so someone may show up again as a child. Give that group the same name and it joins the same person.

CHAPTER 5

A person's page

The People page lists everyone you've named, most photographed first; "Sort by" changes the order (name, fewest photos, recently added, recently seen in photos, birth year). Click someone to open their page.



Review suggestions

1. Open the "Review suggestions" tab: iScanPhotoApp's guesses for this person, least certain first.
2. Click any that aren't them.
3. Choose "Confirm": the rest are confirmed and the ones you clicked are turned down. One Undo reverses it all.

Their details

Rename, Merge into… (when the same person was named twice), Hide (keeps their names but takes them off the list), Remove (forgets the name, not the photos), birth and death years, and Pet.

Their photos

Above their photos, "From any year", "To any year" and "With anyone" narrow them down, like Grandma with Emma in the 1990s.

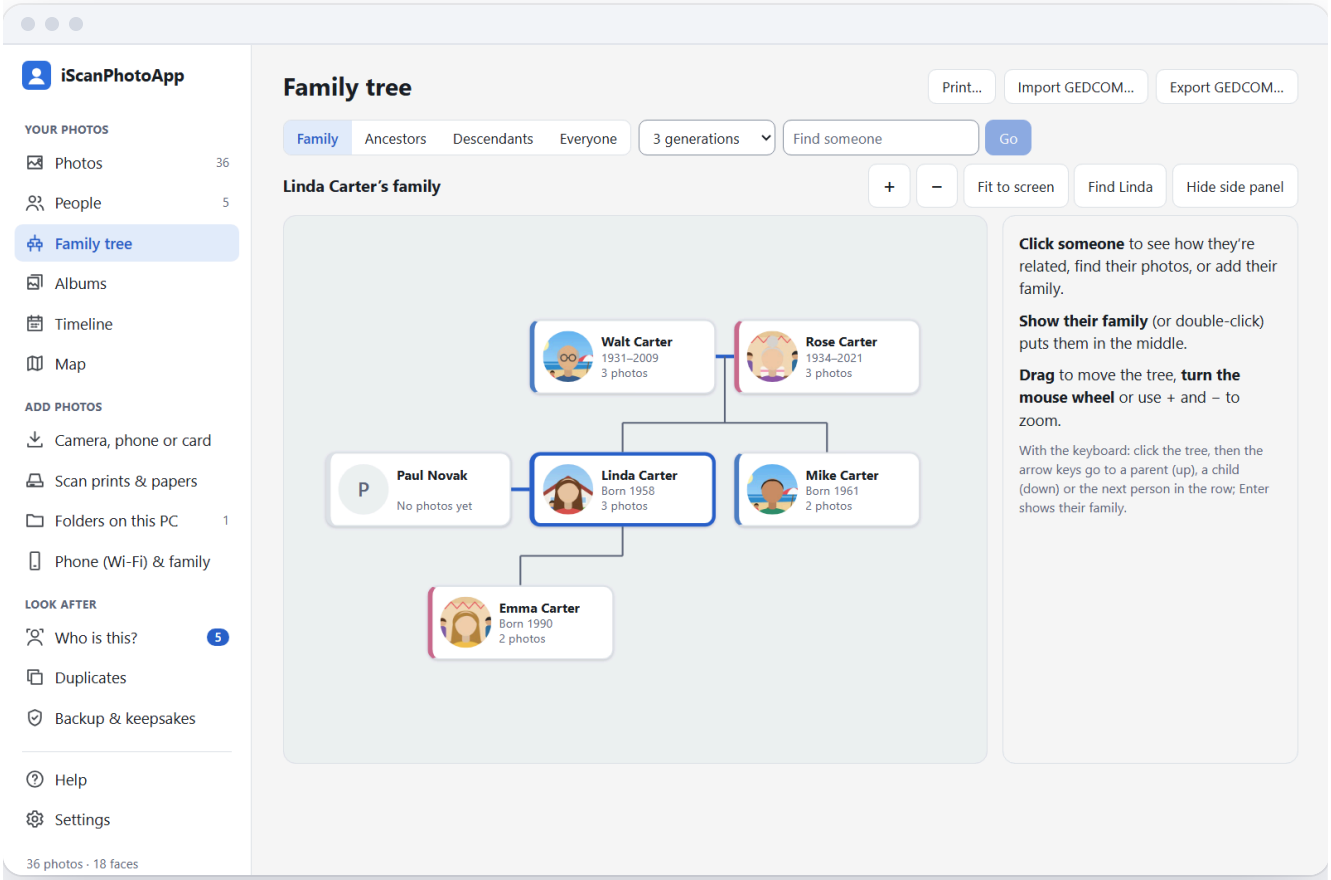
Family

Add a parent, child or partner by name. Photos together shows photos of them with that relative.

CHAPTER 6

The family tree

The Family tree shows everyone with their faces and how they're related. Relatives you add on a person's page appear here, and people only in the tree (no photos yet) are welcome too.



Find your way around

1. Choose what to show: Family, Ancestors, Descendants or Everyone, and how many generations.
2. Drag the tree to move it; the mouse wheel or + and − zoom. "Fit to screen" shows it all. "Hide side panel" gives the tree the whole width.
3. Type a name in "Find someone" and choose Go.
4. Click someone to see how they're related to the person in the middle, find their photos, or add family ("+ Parent", "+ Partner", "+ Child" under their card). "Show …'s family" (or a double-click) puts them in the middle; "← Back to…" goes back.

Print it

"Print…" prints what you see on one page; choose "Save as PDF" as the printer to keep it as a file. If the view is too big to read on one page, it says so first: choose fewer generations, or one person's family.

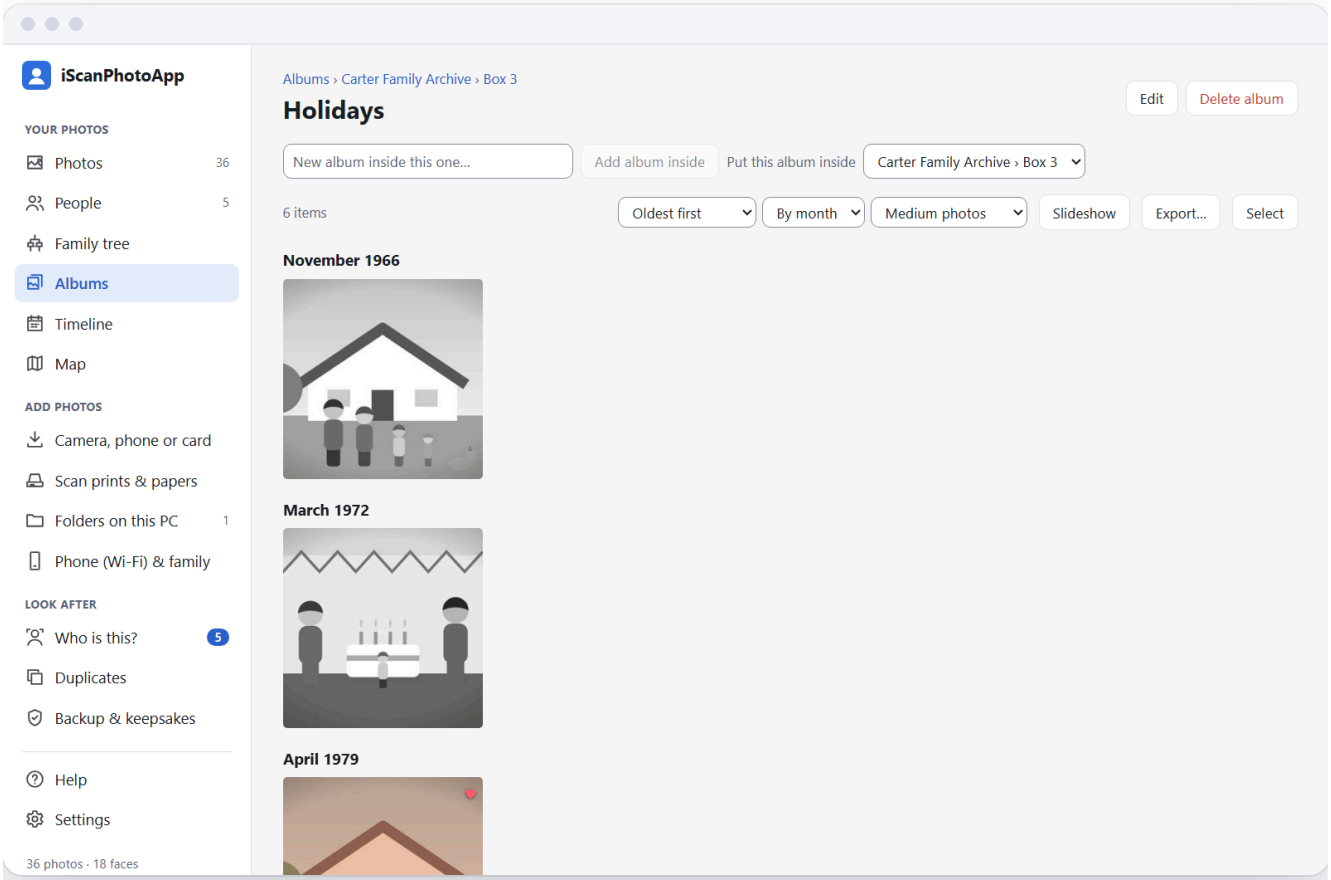
From and to Ancestry and others

"Import GEDCOM…" brings in a tree from Ancestry, FamilySearch, MyHeritage and other genealogy programs, matching people you've already named. "Export GEDCOM…" saves your tree for them.

CHAPTER 7

Albums

Albums gather photos however you like. A photo can be in any number of albums, and albums can sit inside other albums, like boxes in an archive.



Make an album

1. Select some photos (or open one), choose “Add to album…”.
2. Type a new album name and choose Create, or pick an existing album.
3. Already have a folder for it? On “Folders on this PC” (or Photos › More filters › folder) choose “Make an album from this folder”. The folder itself stays as it is.

Albums inside albums

On an album’s page, type a name under “New album inside this one”, or choose “Put this album inside” to move it into another. The path at the top (“Carter Family Archive › Box 3”) takes you back up.

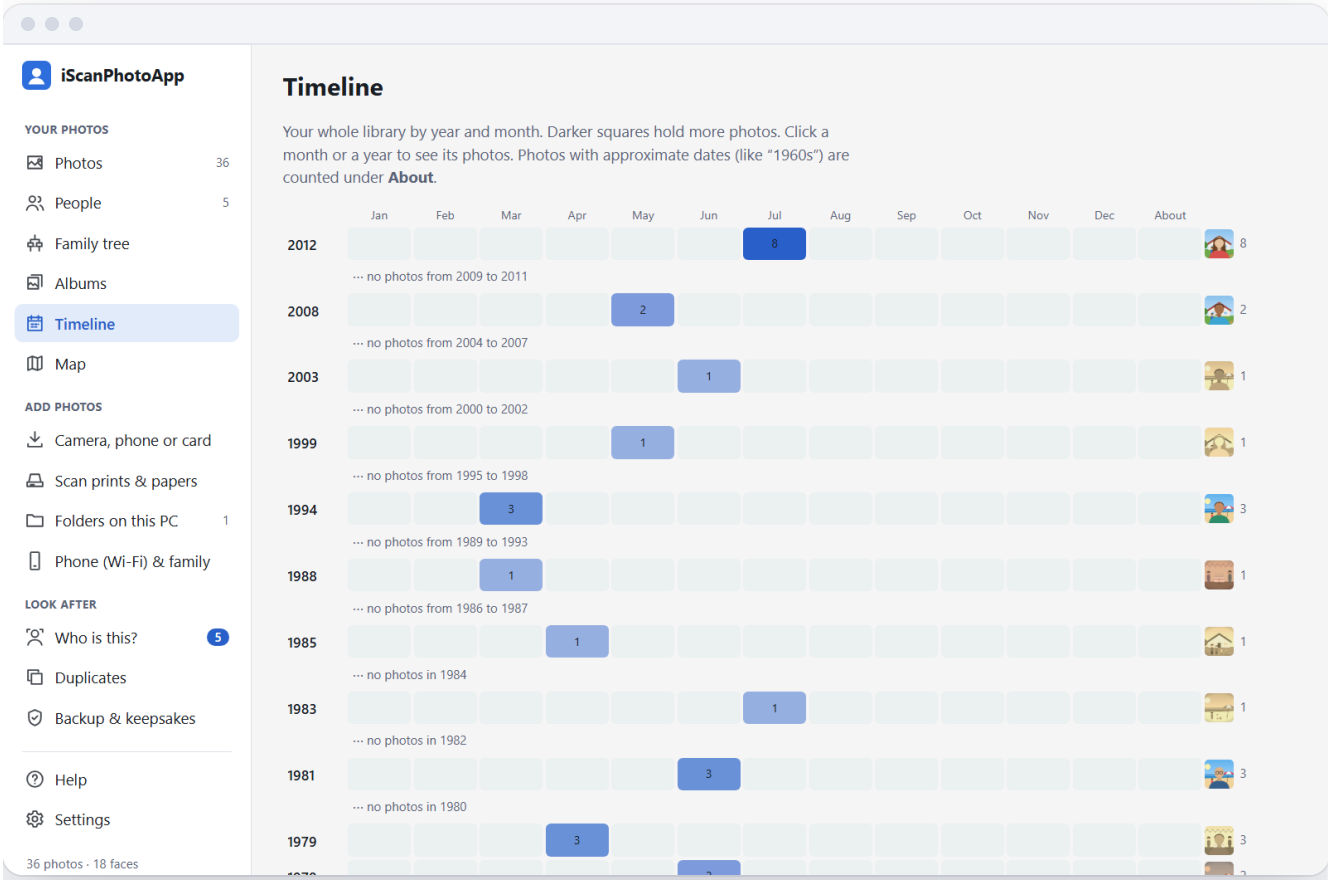
Edit, delete, share

Edit renames it or adds a description. “Delete album” removes the album but never the photos. Slideshow and Export work on the album’s photos.

CHAPTER 8

Timeline and map

The Timeline shows your library by year and month: darker squares hold more photos. Click a month or a year to see its photos. Photos with approximate dates are counted under “About”.



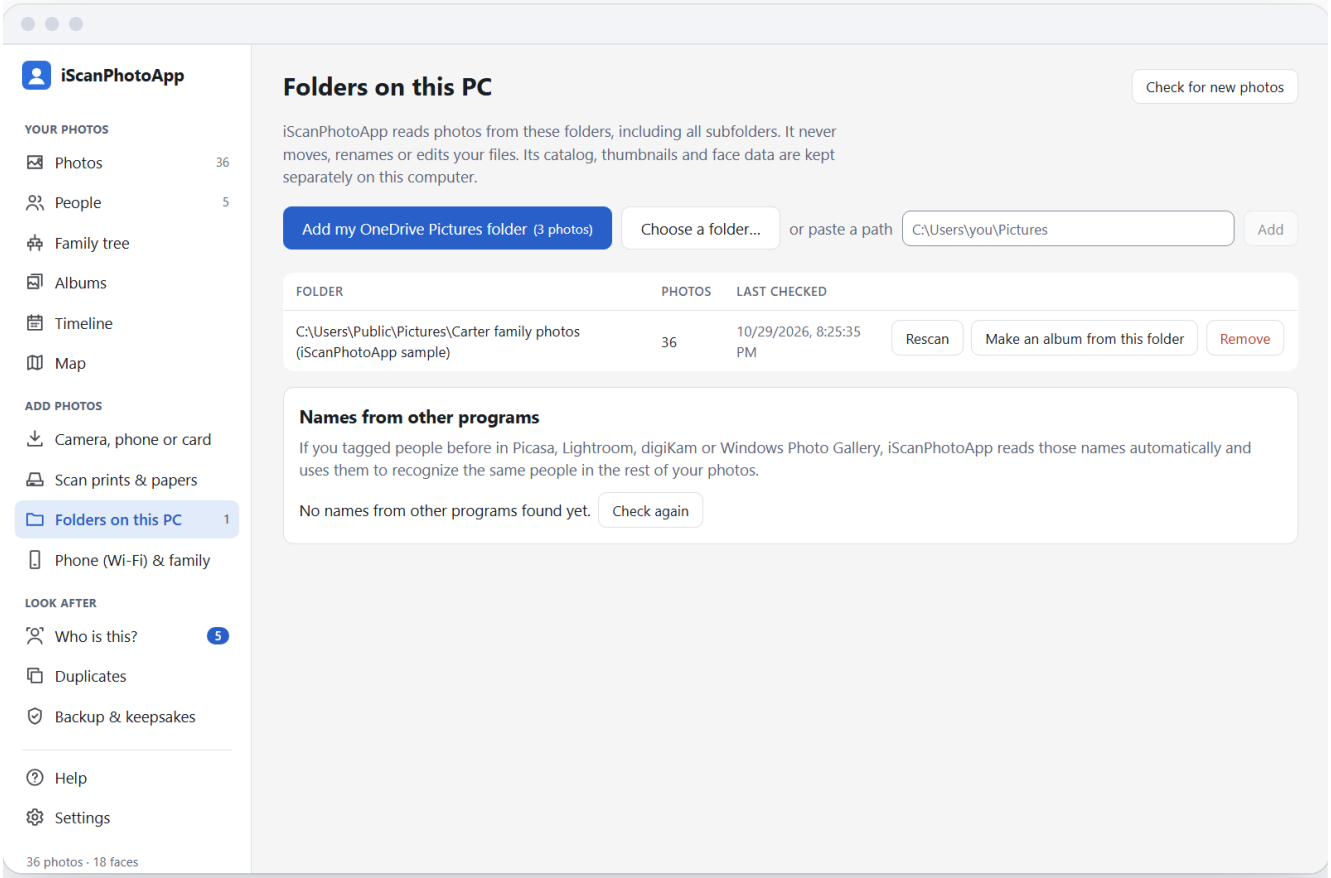
The map

The Map shows every photo that has a location, grouped on the map; zoom in to separate them. The photos below the map are the ones in view. Type a name in “Show places of…” to see just the places that person was photographed. The map works without internet. To give a photo a place, open it and choose More › Set place, or select several and choose “Set place…”.

CHAPTER 9

Adding photos

There are several ways to bring photos in. Whichever you use, your originals are never changed.



Folders on this PC

1. Open “Folders on this PC”.
2. Choose “Add my Pictures folder”, or “Choose a folder…” for another folder or an external drive.
3. iScanPhotoApp catalogs everything in it, including subfolders, and keeps up with new photos. Rescan checks a folder again; Remove takes it out of the catalog (the files stay).
4. Photos without a camera date get one from the file name (like IMG_20190704) or, for a Google Photos download (Takeout), from the small .json files that come with it. An iPhone Live Photo shows as one photo; its short video is kept with the removed photos (Photos › More filters › Removed photos).
5. Drive unplugged? The folder shows “Not connected” and everything on it is kept. Plug it back in and choose “Rescan”. If it moved or got a new drive letter, choose “Use that folder” (when iScanPhotoApp finds it) or “Show where it is now…”.
6. Photos kept only in OneDrive online aren’t added: the folder says how many. In File Explorer, right-click the folder, choose “Always keep on this device”, then “Rescan”.

A camera, phone or card

1. Plug in the camera or phone, or put the card in a card reader.
2. iPhone: unlock it and tap Trust. Android: tap the USB message and choose File transfer.
3. Open “Camera, phone or card”: only new photos and videos are copied, into folders by year and month.

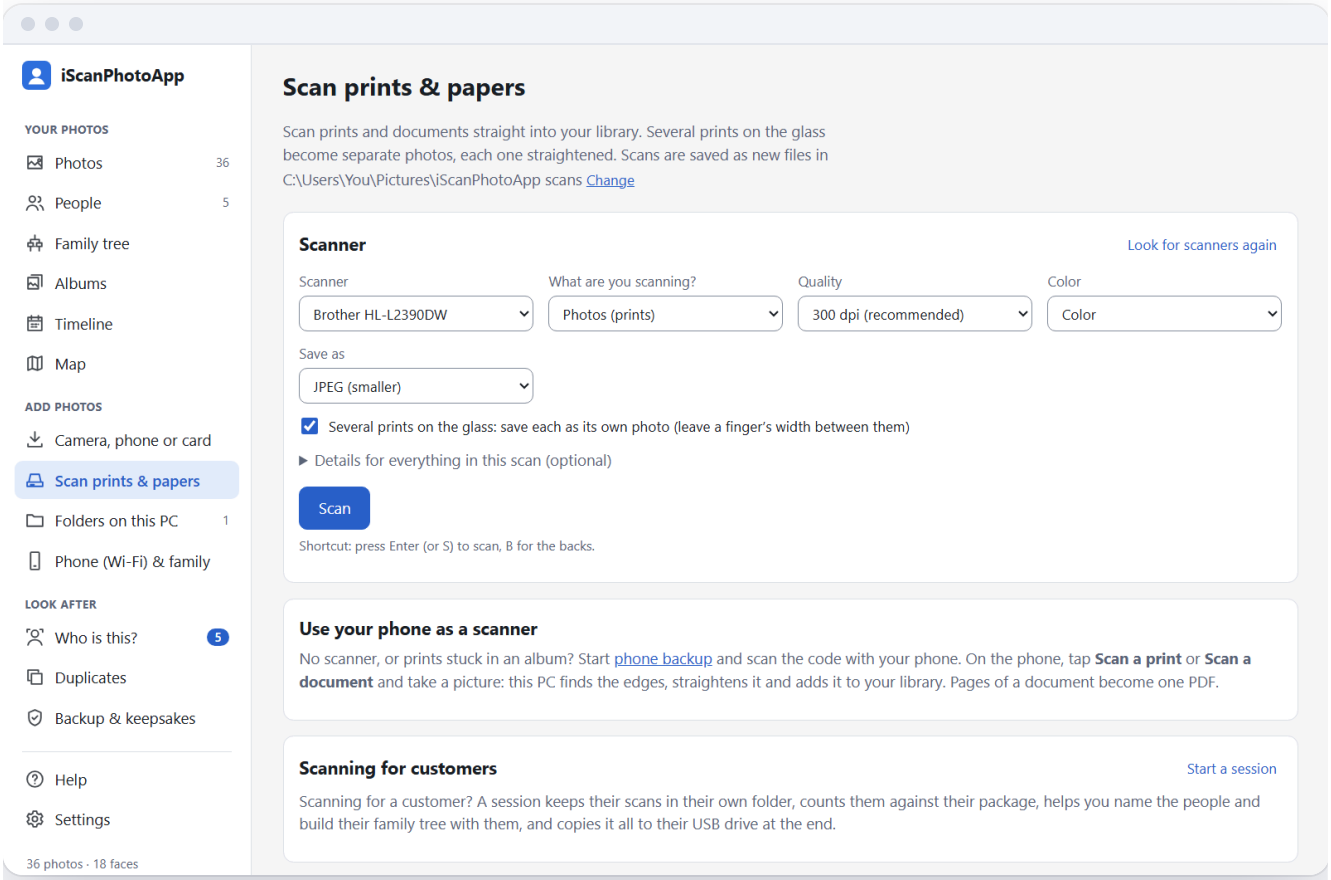
A phone over Wi-Fi

1. Open “Phone (Wi-Fi) & family” and choose “Start phone backup”.
2. Point the phone’s camera at the square code and tap the link (phone and PC on the same Wi-Fi).
3. Choose the photos to send. Nothing is installed on the phone. On the phone, “Scan a print” and “Scan a document” use its camera as a scanner.
4. Once a phone connects, only that phone can use the link. Not your phone? Choose “That wasn’t me: stop”.

CHAPTER 10

Scanning prints and papers

Scan prints and documents straight into your library. Any scanner Windows recognizes works, including all-in-one printers; photo feeders and film adapters too.



Prints on the glass

1. Turn on the scanner and open “Scan prints & papers”.
2. Lay several prints on the glass with a finger’s width between them, and choose Scan (or press Enter). Each print becomes its own straightened photo.
3. Writing on the back? Flip each print over where it lay and choose “Scan the backs of these prints” (or press B): each back is kept with its photo, and its writing becomes searchable.

Details for the whole batch

Open “Details for everything in this scan” to give the batch an approximate date, an album, keywords, and where the originals are kept. They stay set for the next scans.

Documents

Choose “A document (PDF)” and give it a name. Scan the pages one at a time on the glass and choose Finish, or use the document feeder. The PDF is cleaned up and archival (PDF/A), and its text is in it: search it, select it and copy it in any PDF reader, even without iScanPhotoApp.

What a document is

Open a document: under “This document”, say what it is (birth certificate, letter, deed…; iScanPhotoApp suggests one from its text), who it’s from, and the people it’s about (it then shows with their photos). “The date on it looks like…” offers the date written on it: choose “Use this date” and a 1952 deed sorts under 1952, not the day it was scanned. For many at once, select them and choose “Photographer, rights & privacy…”. “More filters ▾” on Photos finds one kind of document.

Photo feeders

For sheet-fed photo scanners such as the Canon RS40: choose “Photos” and “The feeder, both sides”, load a stack and choose “Scan the stack”. Each print is saved as it comes through; written backs stay with their photos and blank backs are left out. “Stop after this photo” stops partway.

Slides and negatives

Switch on your scanner’s film adapter, choose “Slides or negatives (film)” and the kind of film. Every frame becomes its own photo, negatives turned into positives.

CHAPTER 11

Editing and restoring

Open a photo and choose Edit… or Restore…. Your original is never changed: the result is saved as a new photo next to it, with the same date, place, names and albums.

Edit

Auto fix brightens dark and faded photos in one click. Crop & straighten (with print shapes like 4 × 6), rotate and flip, and sliders for brightness, contrast, color and warmth. “Is this a scanned negative?” turns a negative into a positive. Choose “Save a copy”.

Restore

What the photo needs is already ticked: remove dust & scratches, fix faded colors, add color (a best guess for black-and-white), restore faces, sharpen, enlarge 2×. Drag the line across the preview (or choose “Side by side”) to compare before and after; for colors and scratches pick Light, Normal or Strong. Choose “Save restored copy”: it shows in place of the original, which is kept in Removed photos (Undo brings it back). Several at once: on Photos, select them and choose “Restore…”. The restoration tools are downloaded the first time you use them.

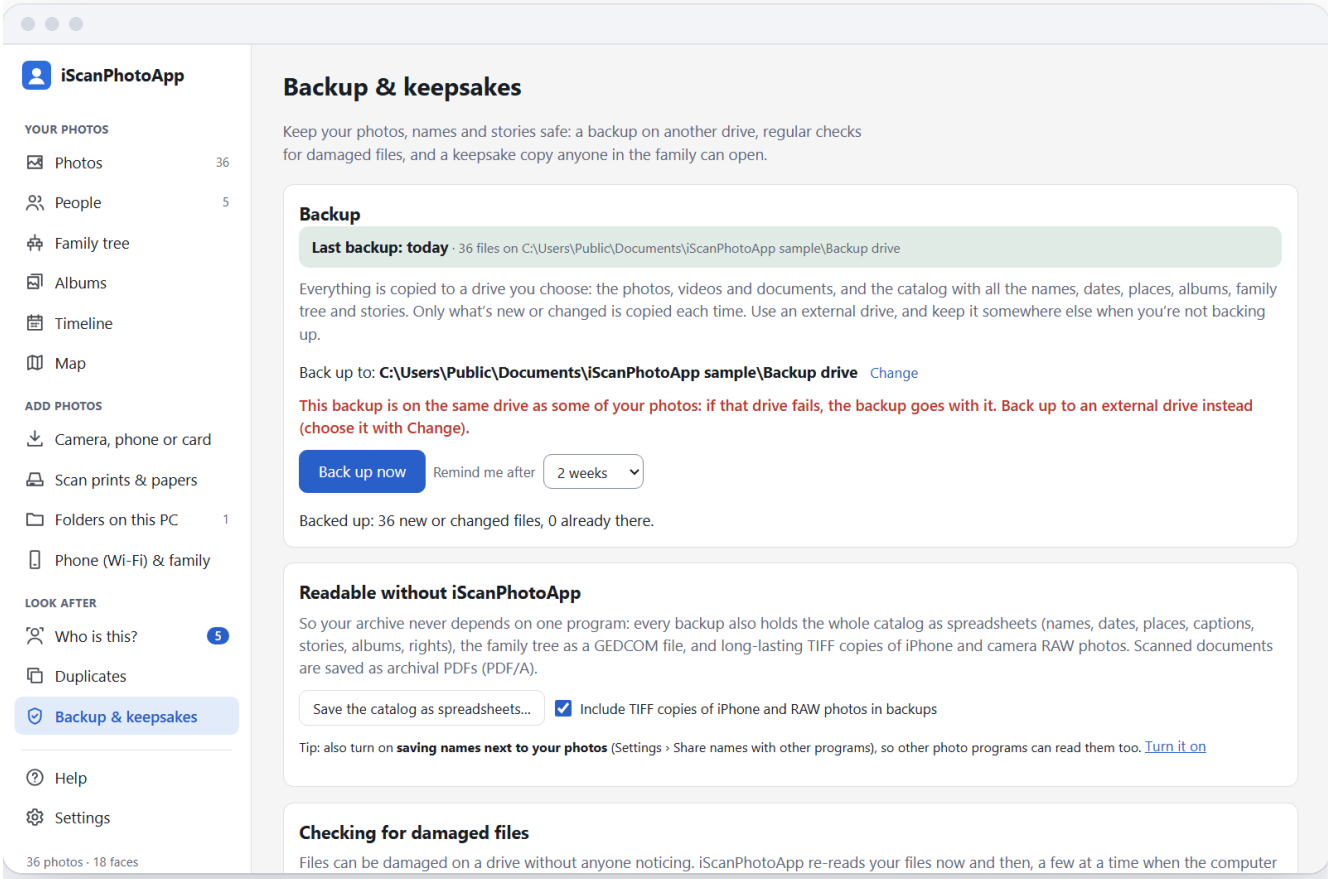
Duplicates

The Duplicates page finds identical copies and look-alikes (resized or re-saved versions). Click the copy to keep and choose “Keep selected, hide the others”: the others disappear from iScanPhotoApp, but no files are moved or deleted (they’re kept in Photos › More filters › Removed photos).

CHAPTER 12

Keeping your photos safe

"Backup & keepsakes" keeps everything safe: your photos and all the work you've put into them.



Back up

1. Plug in an external drive and choose "Choose a drive...".
2. Choose "Back up now". Only what's new or changed is copied each time.
3. Choose how often to be reminded. Keep the drive somewhere else when you're not backing up.

Damaged files

iScanPhotoApp quietly re-reads your files now and then and compares each with its fingerprint. If one is damaged, "Put back the good copy from the backup" restores it.

Restore from a backup

After a computer or drive fails, or on a new computer: "Restore from a backup..." puts the photos and the whole catalog back, with all the names, albums, family tree and stories.

Keepsake copy

"Make a keepsake copy..." saves your photos, names, dates, stories and family tree to a USB drive or folder. It opens in any web browser with nothing to install: perfect for relatives.

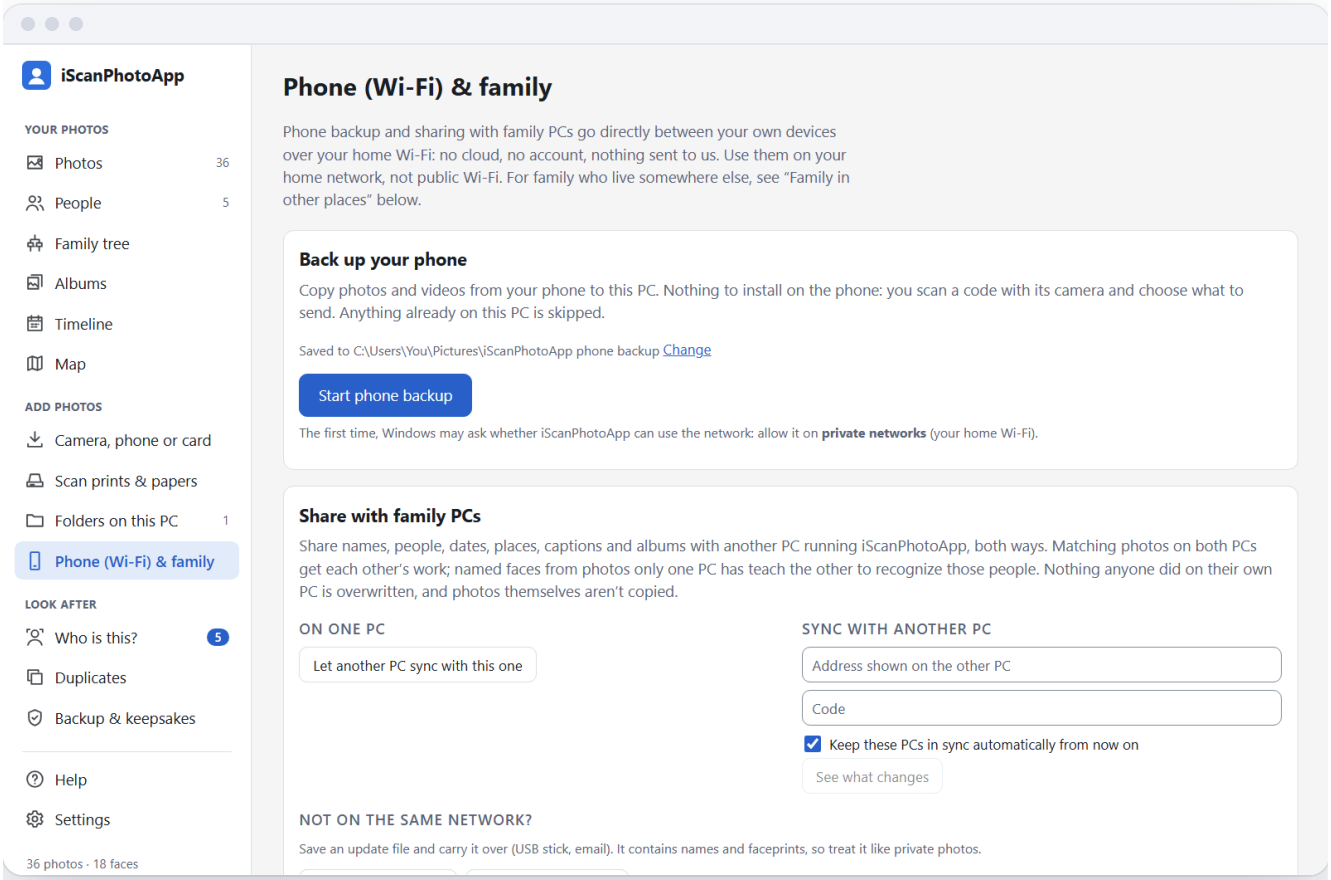
Readable without iScanPhotoApp

Every backup also holds the catalog as spreadsheets and the family tree as a GEDCOM file, and long-lasting TIFF copies of iPhone and RAW photos. With “save details next to your photos” on, other photo programs can read your names and captions too.

CHAPTER 13

Phone and family

Phone backup and sharing between PCs at home go directly between your own devices over your home Wi-Fi. Family far away share through a folder you already share in the cloud. No account, and nothing goes through us.



Share with family PCs

1. On one PC choose "Let another PC sync with this one": it shows an address and a code.
2. On the other choose "Sync with another PC" and type them in.
3. Choose "See what changes", then "Sync both PCs". Names, people, dates, places, captions and albums go both ways.
4. To keep it up by itself, tick "Keep these PCs in sync automatically from now on". Both PCs then show a number: if it's the same, choose "The numbers match" on each; if not, "They're different".

Family in other places

1. You need a folder the family already shares in OneDrive, Dropbox, Google Drive or iCloud.
2. One person: under "Family in other places", choose "Start a family group…", pick the shared folder, and give everyone the family code.
3. Everyone else: choose "Choose the shared folder…", pick the same folder, type the code and choose "Join".
4. Names, dates, places, captions and albums then keep each other up to date by themselves, locked with your family code. To share photos too, choose "Add the family Photos folder to my library".

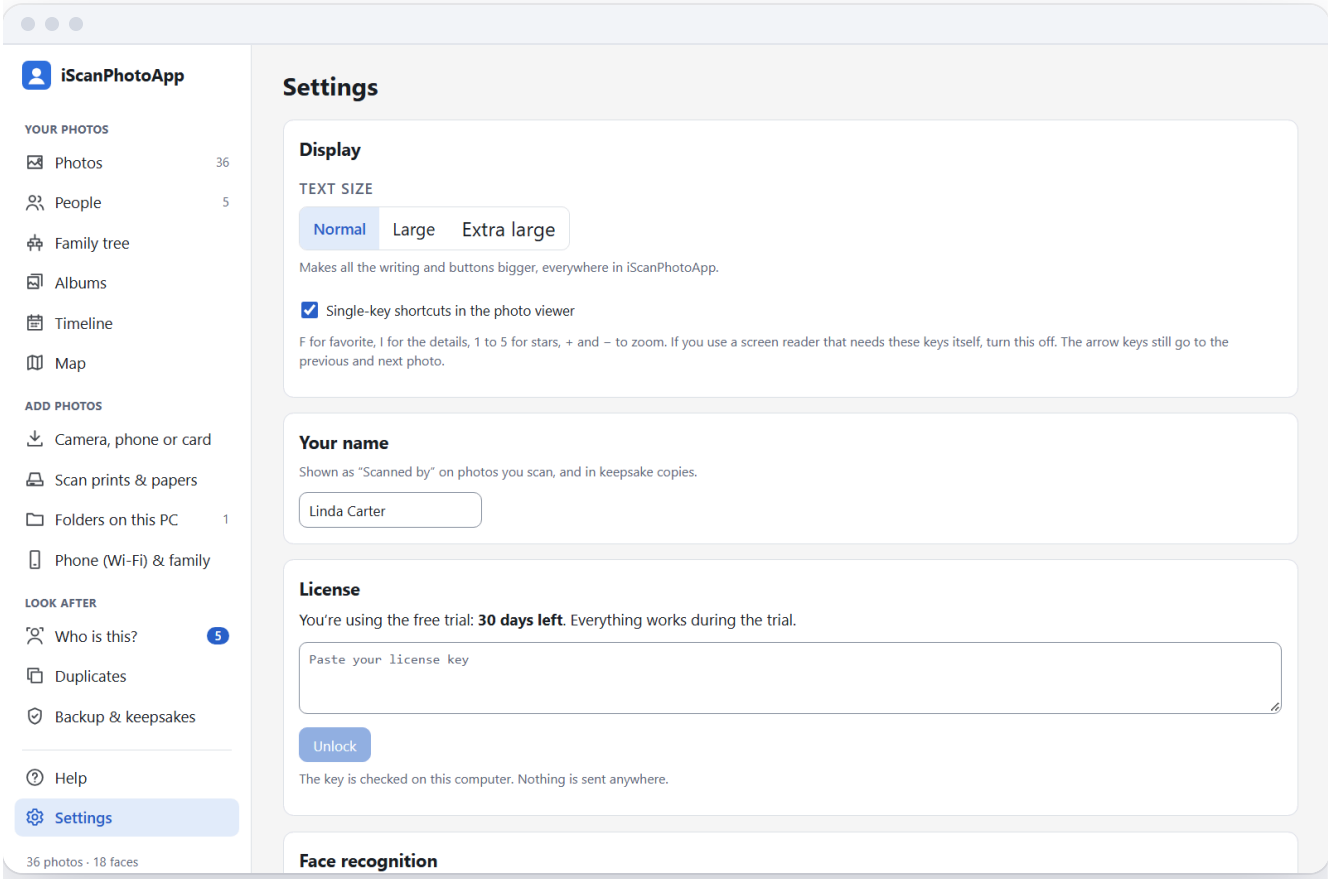
Carry an update file

“Save an update file…” and carry it over on a USB stick; “Open an update file…” on the other PC. It contains names and faceprints, so treat it like private photos.

CHAPTER 14

Settings

Settings holds everything you might want to change, from text size to where the catalog is kept.



What's there

1. Display: text size, and "Single-key shortcuts in the photo viewer" (untick it if a screen reader needs those keys).
2. Your name: shown as "Scanned by" on photos you scan.
3. License: your key, and "Remove from this PC" before moving to a new computer.
4. Face recognition: on or off, and how sure it must be before suggesting a name.
5. Speed: how much of the computer to use while cataloging, the graphics card, and "Pause cataloging".
6. Where the catalog is kept, and "Move to another folder or drive...".
7. Optional downloads: the restoration tools and the faster search model.
8. Share names with other programs: save details in standard XMP files next to your photos.
9. Problem reports.
10. About: which version this is, and "Tell me when a new version is out".
11. Privacy: "Delete all face data...".

CHAPTER 15

Quick answers

The same answers as the Help page in the app.

Getting started

What do I do first?

1. Add your photos: open “Folders on this PC” and choose the folder your pictures are in (the setup guide may already have done this). iScanPhotoApp looks through it by itself; the bottom of the list on the left shows how many photos and faces it has found so far.
2. Name your family: open “Who is this?”. Faces that look alike are grouped together; type a name under a group and iScanPhotoApp finds that person in your other photos. Start with the biggest groups.
3. Look around: “Photos” shows everything, newest first. Type in the search box at the top, like “Christmas”, “1970s” or the name of a town. “Timeline” shows your photos by year and “Map” by place.
4. Old scans without a date: on “Photos”, tick “Needs a date”, open a photo and choose “Add date…”. A rough year (“about 1960”) is fine.
5. Keep them safe: “Backup & keepsakes” copies your photos and everything you’ve added (names, dates, albums) to a USB drive.

In the app: Folders on this PC

Getting photos in

Add the photos already on my computer

1. Open “Folders on this PC”.
2. If “Add my Pictures folder” (or “Add my OneDrive Pictures folder”) is offered, choose it: it shows about how many photos are in it. Or choose “Choose a folder…” and pick the folder with your pictures.
3. That’s it: iScanPhotoApp looks through it and keeps up with new photos by itself. Your files stay where they are.
4. Photos without a camera date get one from the file name (like IMG_20190704), or from the .json files that come with a Google Photos download (Takeout). An iPhone Live Photo shows as one photo.

In the app: Folders on this PC

A folder says “Not connected”

1. The drive or network folder it’s on isn’t there right now. Plug the drive back in, or switch on the computer or network drive the folder is on.
2. Then choose “Rescan” next to the folder. Your names, albums and dates were kept the whole time.
3. Drive back with a new letter (E: instead of D:), or the folder moved? If iScanPhotoApp finds it, choose “Use that folder”. Otherwise choose “Show where it is now…” and pick the folder. Everything on its photos is kept, and they aren’t processed again.
4. Don’t choose “Remove” to fix it: that takes the folder’s names and faces out of iScanPhotoApp.

In the app: Folders on this PC

A folder says some photos are only in OneDrive online

1. OneDrive can keep photos only on the internet to save space. Those aren't on this PC, so iScanPhotoApp leaves them out instead of downloading every one.
2. To add them: in File Explorer, right-click the folder and choose "Always keep on this device". OneDrive then downloads them (this can take a while, and needs space on the PC).
3. When OneDrive has finished, choose "Rescan" next to the folder in "Folders on this PC".

In the app: Folders on this PC

Copy photos from my phone, camera or memory card

1. Plug it into the computer with its cable (or put the card in a card reader).
2. iPhone: unlock it and tap "Trust". Android: tap the USB message and choose "File transfer".
3. Open "Camera, phone or card" and choose "Import new photos and videos". Only new ones are copied.

In the app: Camera, phone or card

Send photos from my phone without a cable

1. Open "Phone (Wi-Fi) & family" and choose "Start phone backup".
2. Point your phone's camera at the square code and tap the link.
3. Choose the photos to send. Your phone and computer must be on the same Wi-Fi.
4. Once your phone has connected, only that phone can use the link. If it shows a phone that isn't yours, choose "That wasn't me: stop".

In the app: Phone (Wi-Fi) & family

Scan old prints or papers

1. Turn on the scanner and open "Scan prints & papers".
2. Put several prints on the glass with a little space between them, and press Scan. Each one becomes its own photo.
3. For letters and certificates, choose "A document (PDF)".

In the app: Scan prints & papers

Finding photos

Search for anything

1. On "Photos", type in the search box at the top and press Enter. Type anything: a name, a place, a year, words from a caption or from a letter you scanned, a keyword or an album name.
2. As you type, it suggests people, places, albums and keywords: click one, or use the arrow keys and Enter. Click the empty box to see your recent searches.
3. For example "Grandma at the lake in the 70s", "birthday cake" or "letter from Dad". "Christmas" finds every Christmas; "Christmas 1975" or "last Christmas" finds just that one.
4. Photos with your words written on them come first, then photos that look like what you described. Each part of your search shows as a small tag: click its ✕ to drop it.

In the app: Photos

Find all the photos of someone

1. Open “People” and click the person. Above their photos, choose years (“From any year”, “To any year”) or someone they’re with (“With anyone”), like Grandma with Emma in the 1990s.
2. Or on “Photos”, type their name in “Find photos of…”. Add a second name to find them together, or type a name under “… but not” to leave someone out.

In the app: People

Put the people in a different order

1. Open “People” and choose an order next to “Sort by”: by name (A–Z), most or fewest photos, recently added, recently seen in photos (their newest photo), or birth year, oldest first.
2. “Fewest photos” puts the people with only a few photos first: handy for finding the ones still to finish.
3. It remembers your choice. Pets can be sorted the same way, except by birth year.

In the app: People

Find photos from a time, a place or a folder

1. On “Photos”, pick years under “From any year” and “To any year”: photos with an approximate date (“about 1965”) are found too.
2. For a place, or a folder and the folders inside it, choose “More filters ▾” first.
3. Or open “Timeline” and click a month, or open “Map”. With a search on, “Show on timeline” and “Show on map” show just those photos.

In the app: Photos

Keep a search for later

1. Search or choose filters on “Photos”, then choose “Save this search…” and give it a name.
2. It appears at the top of “Albums” and keeps itself up to date: new photos that match show up on their own.

In the app: Photos

See photos from this day in past years

1. When you’re not searching, “On this day” at the top of “Photos” shows photos taken on today’s date in earlier years.
2. Click a year to see that day, or “Slideshow” to watch them all. “Not today” hides it until tomorrow.

In the app: Photos

Remove photos from iScanPhotoApp (and put them back)

1. Removing a photo takes it out of iScanPhotoApp only: it disappears from every screen, album, search and share. The file itself stays on your PC, untouched. iScanPhotoApp never deletes, moves or changes your photos.
2. To remove several: choose “Select”, pick them, then “Remove from iScanPhotoApp…”. To remove the photo you’re looking at: choose “More ▾”, then “Remove from iScanPhotoApp…”. Changed your mind right away? Choose Undo.
3. To put them back: on “Photos”, choose “More filters ▾” and tick “Removed photos”. Choose “Select”, pick the ones you want back, and choose “Put back in iScanPhotoApp”.
4. “Removed photos” also holds extra copies you put away in “Duplicates”, the originals of photos you edited (also an iPhone’s, when an edited IMG_E1234 sits next to IMG_1234), and the moving part of iPhone Live Photos.
5. To really delete a file from your PC, choose “More ▾”, then “Show in folder”, and delete it there yourself.

In the app: Photos

Tell it who people are

1. Open “Who is this?”. It shows groups of the same face.
2. Type the name and press Enter. If they already have a name here, pick it from the list that appears, so they don’t end up as two people.
3. From then on it suggests that person in other photos: just click “Yes”, or “No” if it guessed wrong.
4. The same person in many small groups (or on their own, with “Include single faces”)? Choose “Select several”, click their faces in any of the groups (or “Select all in this group”), type the name in the bar at the bottom, and choose “Name them”. “Ignore them” puts away strangers. Choose “Exit selecting” when you’re done.

In the app: Who is this?

Build our family tree

1. Open “Family tree” and click someone.
2. Choose “+ Parent”, “+ Partner” or “+ Child” under their card, type the name and press Enter.
3. Already have a tree on Ancestry or FamilySearch? Download it as a GEDCOM file and choose “Import GEDCOM…”.

In the app: Family tree

Find my way around the family tree

1. Each card shows a face, the name, the years and how many photos they’re in. Parents are above, children below, partners side by side.
2. Drag the tree to move it. Turn the mouse wheel, or use + and −, to zoom. “Fit to screen” shows the whole tree. “Hide side panel” gives the tree the whole width; “Show side panel” (or “More…” under a card) brings it back.
3. Click someone, then “Show (their name)’s family” (or double-click them) to put them in the middle. “← Back to…” goes to the person before; “Find (their name)” brings the person in the middle back into view.
4. Choose what to show: “Family”, “Ancestors” (parents, grandparents…), “Descendants” (children, grandchildren…) or “Everyone”.
5. Type a name in “Find someone” to jump to them.
6. With the keyboard: the arrow keys go up to a parent, down to a child, or along the row; Enter shows that person’s family.
7. “Print…” prints what you see on one page. To keep it as a file, choose “Save as PDF” as the printer. If the view is too big to read on one page, iScanPhotoApp says so first: choose fewer generations, or one person’s family, and print that.

In the app: Family tree

Looking at photos

Look closer at a photo

1. Open the photo. Roll the mouse wheel, double-click, or use the + and − buttons to zoom in, up to 8 times. Drag to move around.
2. Click “Fit” (or press 0) to see the whole photo again.
3. “Full screen” (or F11) fills the screen; “Hide info” (or I) puts the details away for a bigger photo.
4. When you’re done, click “Close picture” at the top left (or press Esc). The photo stays open while you name faces or change its date, caption or keywords. The ✕ in the very top-right corner of the window closes the whole program (it asks twice first), so use “Close picture” instead.

In the app: Photos

Change how photos are shown

1. Above the photos, choose how big they are (Small to Extra large), and whether to group them by day, month or year.
2. Choose the order: newest or oldest first, recently added, by file name, or best match when searching.
3. With the keyboard: press Tab until a photo has a blue frame, then the arrow keys move between photos and Enter opens one. While selecting, the Space bar picks a photo.

In the app: Photos

Select several photos (and stop selecting)

1. Above the photos, choose “Select”. Then click each photo you want: a tick appears on it. Click it again to unselect it.
2. The bar at the bottom shows how many are selected. “Select all” picks every photo shown; “Unselect all” clears them so you can start again.
3. The everyday actions are on the bar (Favorite, Add to album, Set date, Keywords, Export). The rest (stars, turning scans, place, photographer and privacy, compare, remove) are under “More ▾”.
4. When you’re finished, choose “Exit selecting” (or press Esc).
5. The same works in an album, on a person’s page, in Timeline and on the Map.

In the app: Photos

Turn off the one-key shortcuts (for screen readers)

1. In the photo viewer, single keys do things: F for favorite, I for the details, 1 to 5 for stars, + and − to zoom, 0 to fit.
2. If your screen reader needs those keys, open Settings and, under Display, untick “Single-key shortcuts in the photo viewer”.
3. The arrow keys, Esc and F11 still work. Keys pressed with Ctrl or Alt, or while typing in a box, are always left alone.

In the app: Settings

Watch a slideshow

1. On “Photos”, an album or a person, choose “Slideshow”. It shows what you’re looking at, or what you selected.
2. Pick how long each photo stays, a gentle fade or a slow zoom, and whether to show the date, place and names.
3. You can add music from a song on your computer. To stop, click “Close picture” at the left of the buttons along the bottom (move the mouse to show them), or press Esc.

In the app: Photos

Compare photos side by side

1. Choose “Select” and pick 2, 3 or 4 photos, then “Compare”.
2. Zoom in and they all zoom together; “1:1” (or Z) shows real size.
3. Choose “Keep as favorite” on the best one, and “Remove from iScanPhotoApp” on the others if you like (the files stay on your PC). Removed ones stay on screen, marked “Removed”, until you close; “Put back in iScanPhotoApp” or Undo brings them back.
4. Click “Close pictures” at the top left (or press Esc) when you’re done.

In the app: Photos

Fixing and sharing

Fix the date on an old photo

1. A photo without a real date shows “No date yet” (with the day its file was saved). Open it and choose “Add date…” (or “Edit date…”).
2. Not sure of the exact day? Pick “About a year” (like about 1972) or “Decade” (like the 1970s).
3. If the file’s name has a year in it (like “1948 farm.jpg”), it’s offered at the top: choose “Use 1948”. With several photos selected, “Use them” gives each one the year in its own file name.
4. Many photos at once: tick “Needs a date” on Photos, choose Select, pick them, then “Set date…”.

In the app: Photos

Crop a photo, straighten it or make it brighter

1. Open the photo and choose “Edit…”.
2. Try “Auto fix” first. Use the sliders for brightness, contrast, color and warmth.
3. Choose “Crop & straighten” to cut it to size (4 × 6, 5 × 7, 8 × 10 or any shape), then “Done cropping”.
4. Choose “Save a copy”. Your original isn’t changed.

In the app: Photos

Repair a faded or scratched photo

1. Open the photo and choose “Restore…”. The steps this photo needs are already ticked (for example “Fix faded colors” only on a faded photo, “Add color” only on a black-and-white one).
2. Drag the line across the picture to compare before and after, or choose “Side by side”. For colors and scratches you can pick Light, Normal or Strong: Light is safest for skin tones.
3. Choose “Save restored copy”. It’s saved as “… (restored).jpg” next to the original, with its names, date, place, albums, caption, story and stars, and it shows in place of the original. The original isn’t changed: it’s kept in “Removed photos”, and Undo brings it back.
4. To crop or straighten, use “Edit…” first. Several photos at once: on “Photos”, choose “Select”, pick them, then “Restore…”. “Stop after this photo” keeps the copies already made, and Undo takes back all the copies at once.

In the app: Photos

Make an album

1. On Photos, choose “Select” and click the photos you want.
2. Choose “Add to album…” and type a new album name.
3. Already have a folder like “Grandma’s album”? Choose it on Photos (More filters › folder) or on “Folders on this PC”, then “Make an album from this folder”. The album gets the folder’s name and photos; the folder itself stays as it is.

In the app: Albums

Print a photo

1. One photo: open it, choose “More ▾”, then “Print…”.
2. Several photos: choose “Select”, pick them, then “Export…” and “Print pages (PDF)”. Choose a contact sheet (20 small pictures a page), 1 or 2 photos a page, or 4×6 or 5×7 inch prints, on Letter or A4.
3. Open the PDF and print it at home, or take it to a print shop.

Copy photos to a USB stick or to send

1. On “Photos”, an album or a person, choose “Select” and pick the photos (or none, for everything shown). From an open photo: “More ▾”, then “Export…”.
2. Choose “Export…”, then “Copy to a folder”. Pick the size (smaller copies are best for email) and where to put them.
3. Choose “All in one folder”, or a folder for each year, album or person. Tick “Also make a .zip file” for one file to email or upload.
4. Names, dates and captions go inside the copies, so other photo programs and websites show them. (With “Original files” they go in a small .xmp file next to each copy instead.) Your originals aren’t changed.

In the app: Photos

Paste a photo into an email or document

1. Open the photo, choose “More ▾”, then “Copy picture”.
2. In your email, Word or Facebook, press Ctrl + V (or right-click and choose Paste).

In the app: Photos

Back up my photos

1. Plug in an external drive. (A backup on the drive your photos are on is lost with it: the page warns you if it is.)
2. Open “Backup & keepsakes”, choose the drive, then “Back up now”.
3. Next time, only new and changed photos are copied. iScanPhotoApp reminds you when it’s been a while.

In the app: Backup & keepsakes

Make a copy of our photos the family can open anywhere

1. Open “Backup & keepsakes” and find “Keepsake copy”.
2. Give it a title and choose “Make a keepsake copy…”, then pick a USB drive or folder.
3. Anyone can open “Open me.html” on it in a web browser: photos, names, stories and the family tree, nothing to install.
4. Just some photos, one person or a search? Select them and choose “Export…”, then “Keepsake copy”.
5. Made again from the same photos, it’s brought up to date; another keepsake with the same title goes beside it as “Title (2)”. Changed your mind while it’s being made? Choose “Cancel keepsake copy”.

In the app: Backup & keepsakes

Record the story behind a photo

1. Open the photo. Under “The story”, type it, or choose “Record the story” and talk.
2. Choose “Stop recording” when you’re done; it’s kept with the photo.
3. You can also note where the original print is kept (“Box 3, red album”).

In the app: Photos

Scan a stack of photos with a photo feeder

1. For sheet-fed photo scanners such as the Canon RS40 or Epson FastFoto: install the scanner’s driver from its maker’s website.
2. On “Scan prints & papers”, choose the scanner, “Photos (prints)”, and “The feeder, both sides”. Load the stack and choose “Scan the stack”.
3. Each print is saved as its own photo as it comes through. Writing on the back is kept with its photo; blank backs are left out.

In the app: Scan prints & papers

Scan slides or negatives

1. Switch on your scanner's film adapter and put the film in its holder.
2. On "Scan prints & papers", choose "Slides or negatives (film)" and the kind of film.
3. Each frame is saved as its own photo, negatives turned into positives. Already scanned a negative? Open it, choose "Edit…" and "Is this a scanned negative?".

In the app: Scan prints & papers

Organize albums into boxes and collections

1. Open an album and type a name under "New album inside this one".
2. Or choose "Put this album inside" to move it into another album, like "Carter Family Archive › Box 3".

In the app: Albums

Put an album's photos in my own order

1. Open the album and choose "In my order" from the sort list.
2. Drag photos to where you want them. Or choose "Select", pick photos, and use "Move earlier" or "Move later".
3. Slideshows, copies and keepsakes of the album follow your order.

In the app: Albums

Keep some photos private

1. Open the photo, then "Photographer, rights & privacy", and tick "Private".
2. Or select many photos and choose "More ▾", then "Photographer, rights & privacy…".
3. Private photos stay in your library and backups, but not in keepsake copies or family sharing.

In the app: Photos

Share names with a family member's computer

1. Both computers need iScanPhotoApp and the same Wi-Fi.
2. On one: choose "Let another PC sync with this one". On the other, under "Sync with another PC", type the address and code shown, then choose "See what changes" and "Sync both PCs".
3. To keep them in sync automatically, tick "Keep these PCs in sync automatically from now on" before you sync. Both PCs then show a number. Check that it's the same on both, and choose "The numbers match" on each PC. If the numbers are different, choose "They're different" and don't pair them.

In the app: Phone (Wi-Fi) & family

Share with family who live somewhere else

1. You need a folder the family already shares in OneDrive, Dropbox, Google Drive or iCloud.
2. One person: open "Phone (Wi-Fi) & family", find "Family in other places" and choose "Start a family group…". Pick the shared folder, then write down the family code and give it to everyone.
3. Everyone else: choose "Choose the shared folder…", pick the same folder on their PC, type the code and choose "Join".
4. From then on names, dates, places, captions and albums keep each other up to date by themselves. To share the photos too, choose "Add the family Photos folder to my library" and put photos in that folder.

In the app: Phone (Wi-Fi) & family

Enter my license key (after the free trial)

1. Open “Settings” and find “License”.
2. Paste the whole key you were sent into the box and choose “Unlock”. The key is checked on this computer; nothing is sent anywhere.
3. After the trial ends, your photos are still there to look through, search and export. A key lets you add new photos and keep editing.

In the app: Settings

Which version do I have? Is there an update?

1. Open “Settings” and find “About”: it says which version of iScanPhotoApp this is.
2. With “Tell me when a new version is out” ticked, iScanPhotoApp checks once a day and shows a note at the top when there’s an update: choose “Download the update”, or “Later”.
3. Nothing about you or your photos is sent. Untick it and iScanPhotoApp never contacts us: check iscanphoto.com now and then instead.

In the app: Settings

Keyboard shortcuts

← →	Previous / next photo
F	Favorite
1 – 5	Stars (to clear them, click the last star again)
+ –	Zoom in and out
0	Show the whole photo again
F11	Full screen
I	Hide or show the photo’s details
Esc	Close the photo or window, or stop selecting
Ctrl + Z	Undo the last change
Enter or S	Scan (on the Scan page)
B	Scan the backs of the prints (on the Scan page)
Space	Pause or play a slideshow
Z	Real size (when comparing photos)

CHAPTER 16

If something isn’t working

My scanner isn’t listed.

Turn it on and connect it (USB, or the same network as the PC), then choose “Look for scanners again”. If Windows Fax and Scan can’t see it either, install the scanner’s driver from its maker’s website. No scanner? Use your phone’s camera.

The phone can’t reach the PC.

The phone and PC must be on the same Wi-Fi (not a guest network). The first time, Windows may ask whether iScanPhotoApp can use the network: allow it on private networks.

A name was suggested for the wrong person.

Open the person, “Review suggestions”, click the wrong faces and choose Confirm. It won’t suggest those faces for them again.

I want to move to a new computer.

Back up to an external drive, install iScanPhotoApp on the new PC, and use “Restore from a backup…”. Enter your license key, and on the old PC choose Settings › License › “Remove from this PC”.

Something went wrong.

iScanPhotoApp saves a short problem report on your computer (Settings › Problem reports). You can read exactly what’s in it, then send it to us with one click. It never includes photos, names or file names.

Getting help

Email **support@iscanphoto.com**, or visit iscanphoto.com. Tell us what you were doing and what you saw; a problem report (Settings › Problem reports) helps us find the cause faster.

iScanPhotoApp 0.1.0 · this manual was made October 2026 from the app itself.