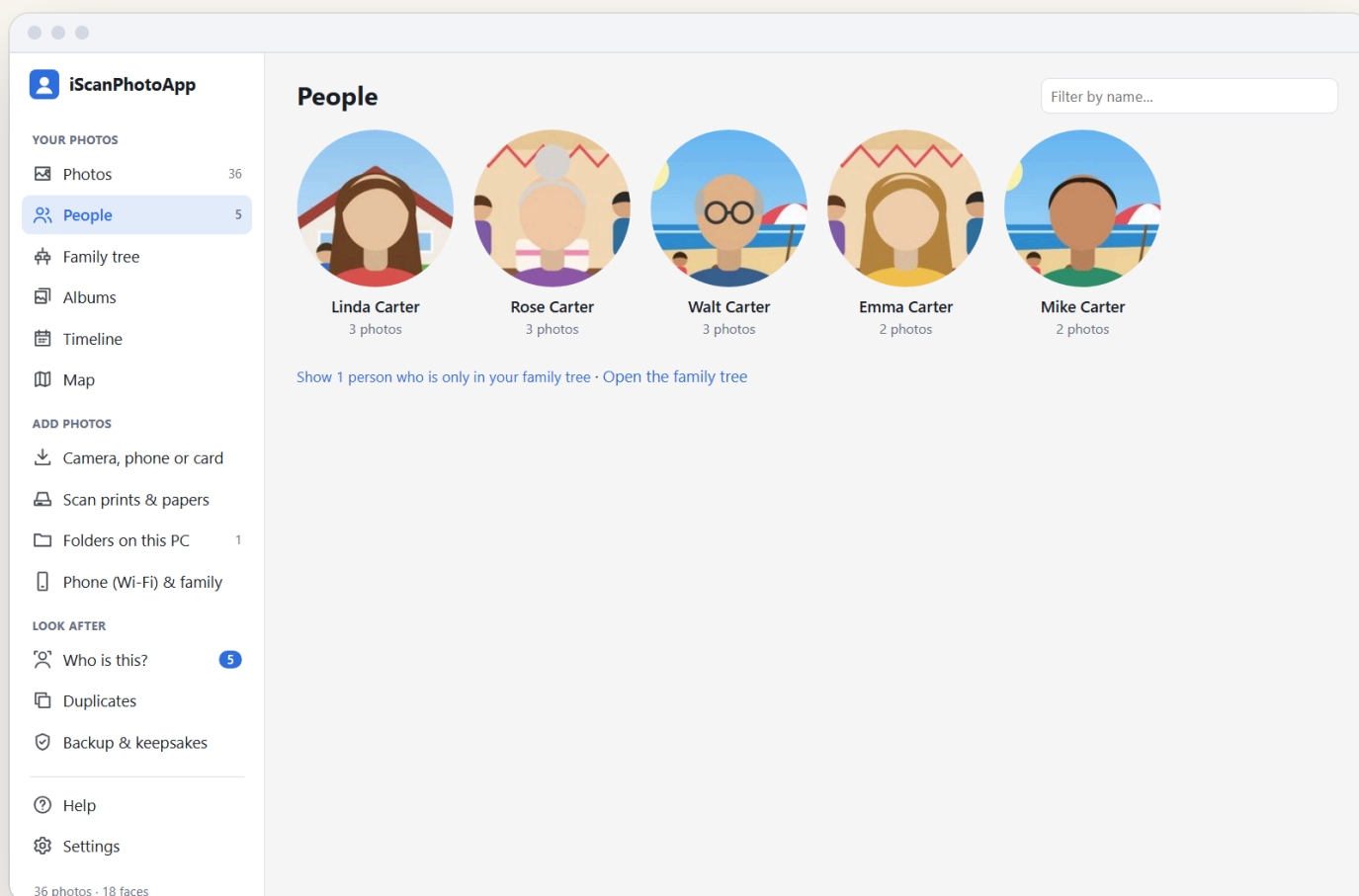


User manual

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.

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

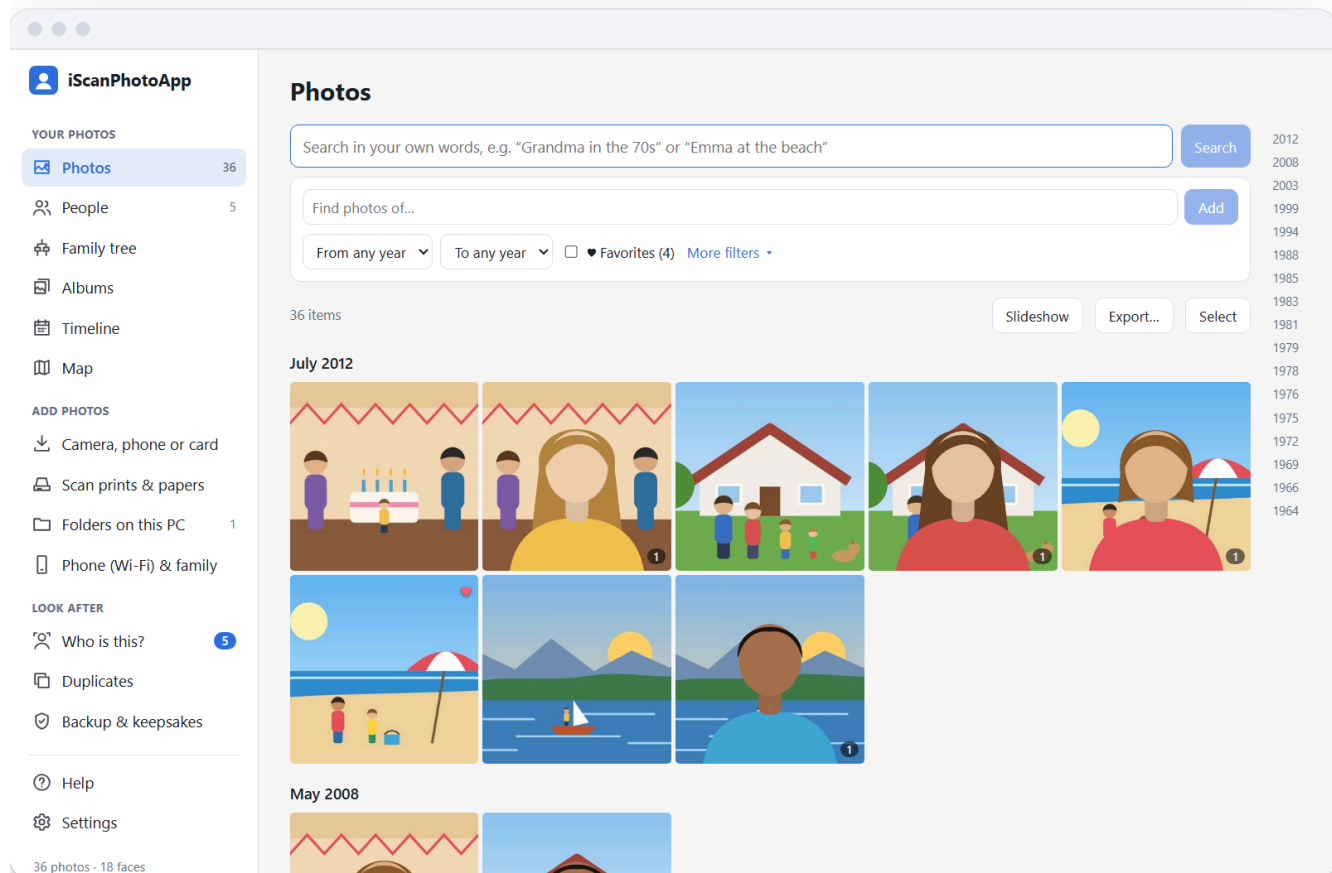
Everything works free for 30 days. After that your library stays: you can still look through it, search it and export photos, and a license adds new photos again. To enter your key, open Settings, find License, paste the whole key and choose Unlock. It's checked on your computer; nothing is sent anywhere.

Bigger text

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

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”: what’s in the photo, file and folder names, generations, private photos, faces, places, rating, keywords, camera, folder, and sort order.

Several photos at once

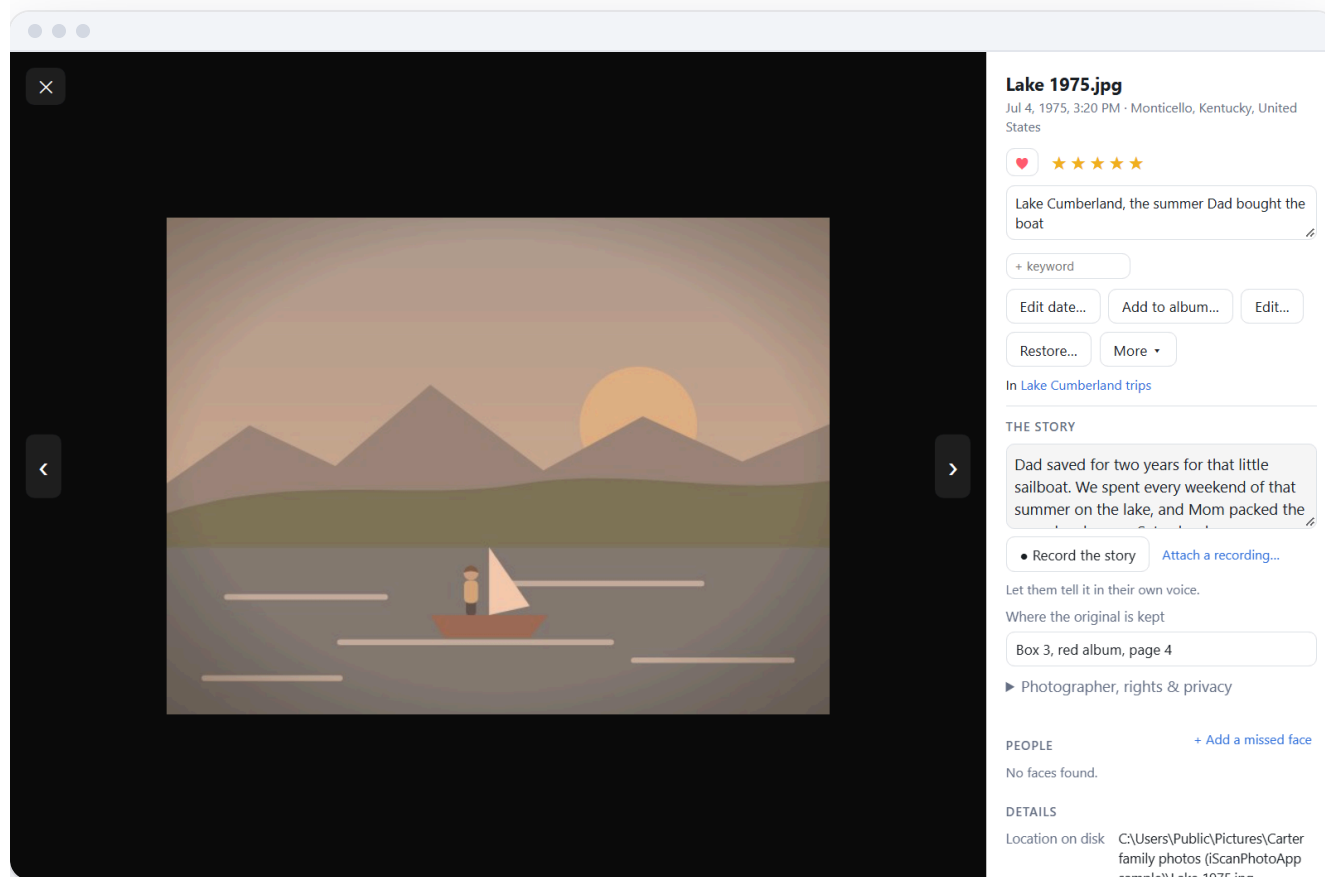
- 1 Choose Select, then click photos (Shift-click for a range, Ctrl-click to add one).
- 2 Use the bar that appears: favorite, stars, keywords, date, album, place, rotation, photographer and privacy, export.
- 3 Choose Done when you’re finished.

Slideshow and export

Slideshow plays what's on screen (arrow keys, Pause, Shuffle, Esc to stop). Export copies the photos to a folder you choose, at full size or smaller, or makes a printable contact sheet.

Looking at a photo

Click a photo to open it. The arrows (or the ← → keys) move to the next and previous photo; Esc closes it.



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 the look of the photo.
- 4 “Add to album...” puts it in an album.

The More menu

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, Print, and Show in folder.

The story

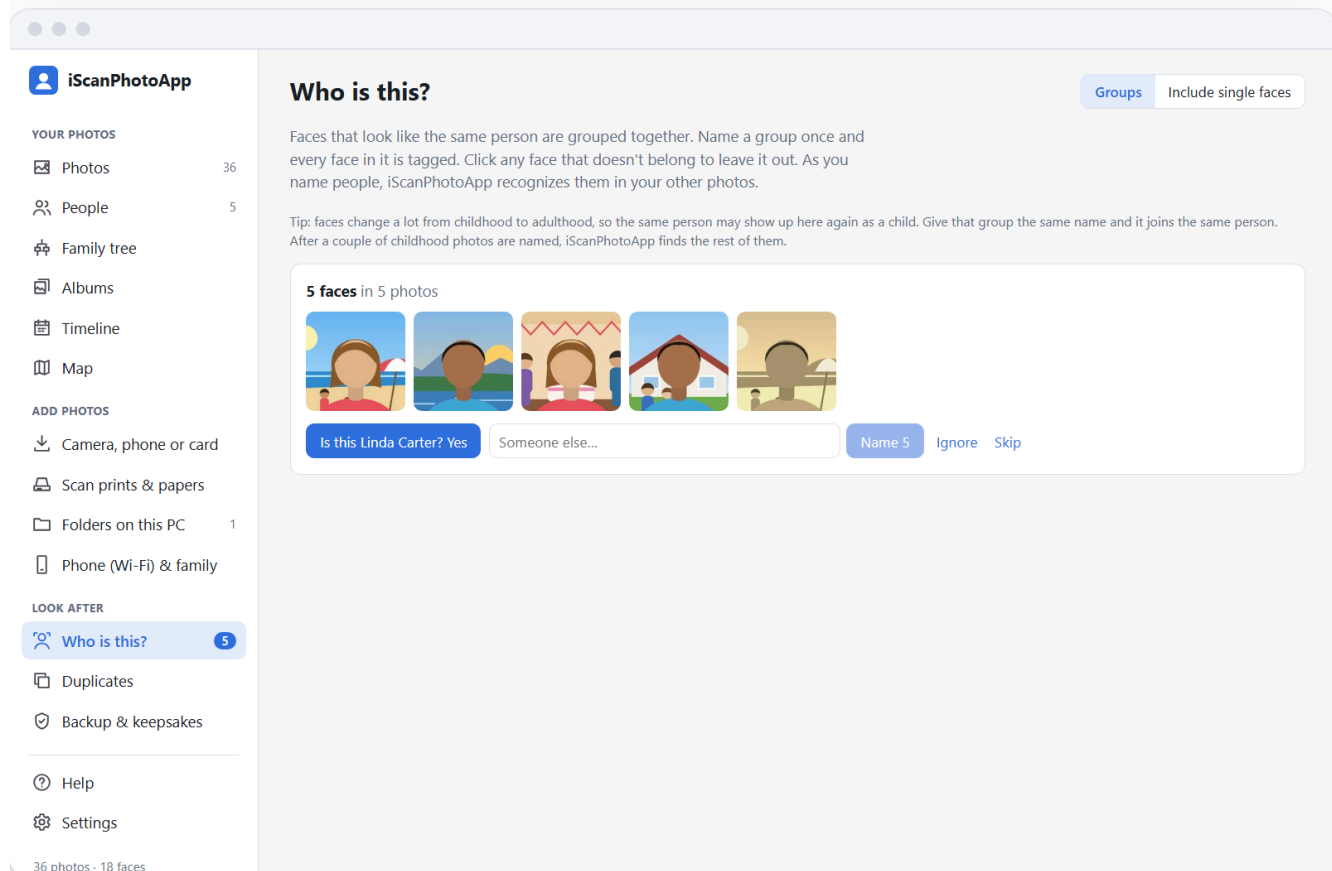
Type the story behind the photo, or choose “Record the story” and let someone tell it in their own voice (or attach a recording). “Where the original is kept” notes the box or album, and “Photographer, rights & privacy” records who took it, its rights, and whether it’s private (kept out of keepsake copies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

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.

Faces and pets

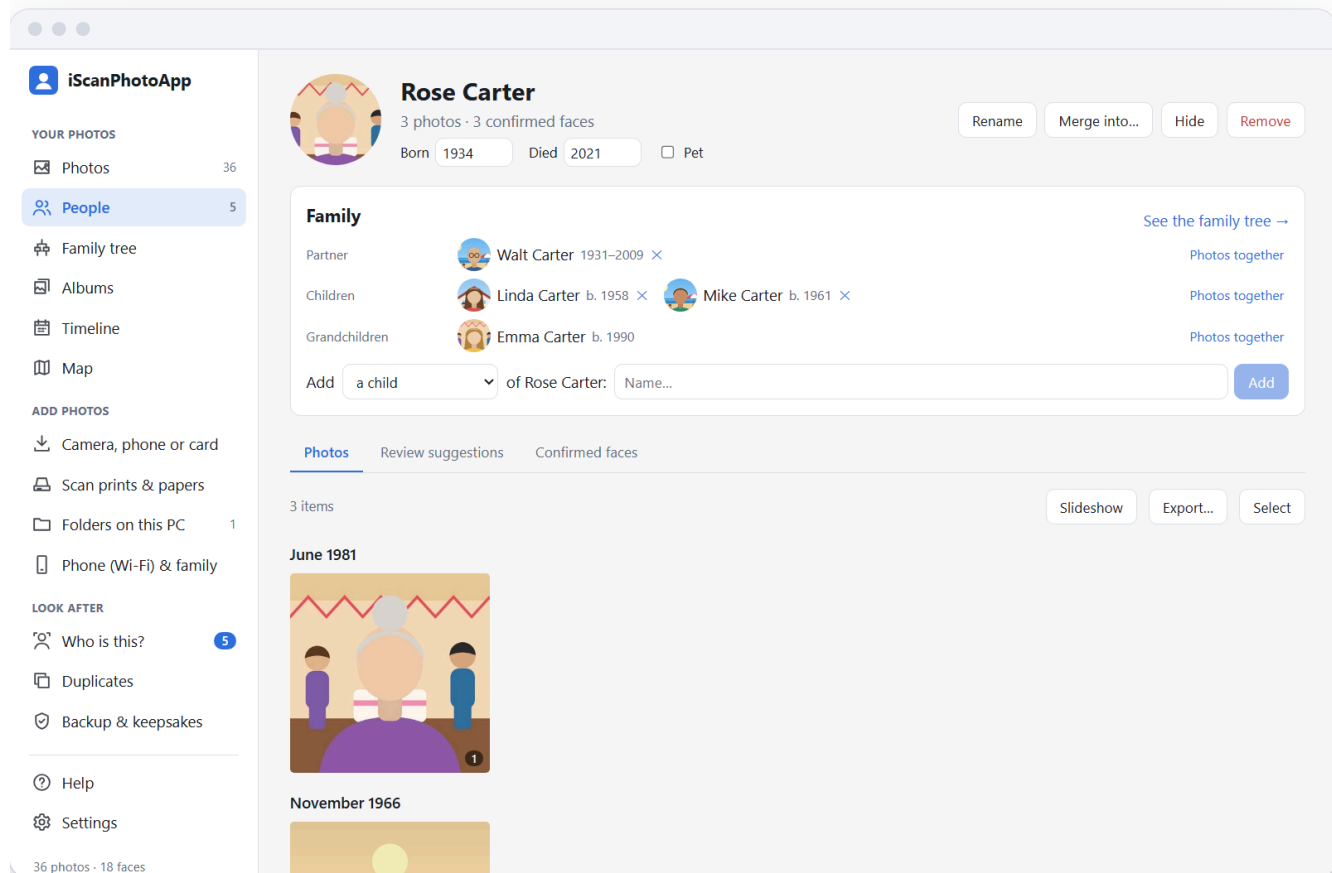
"Include single faces" also shows faces seen only once. The Pets tab does the same for dogs and cats.

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.

A person's page

The People page lists everyone you've named, most photographed first. 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

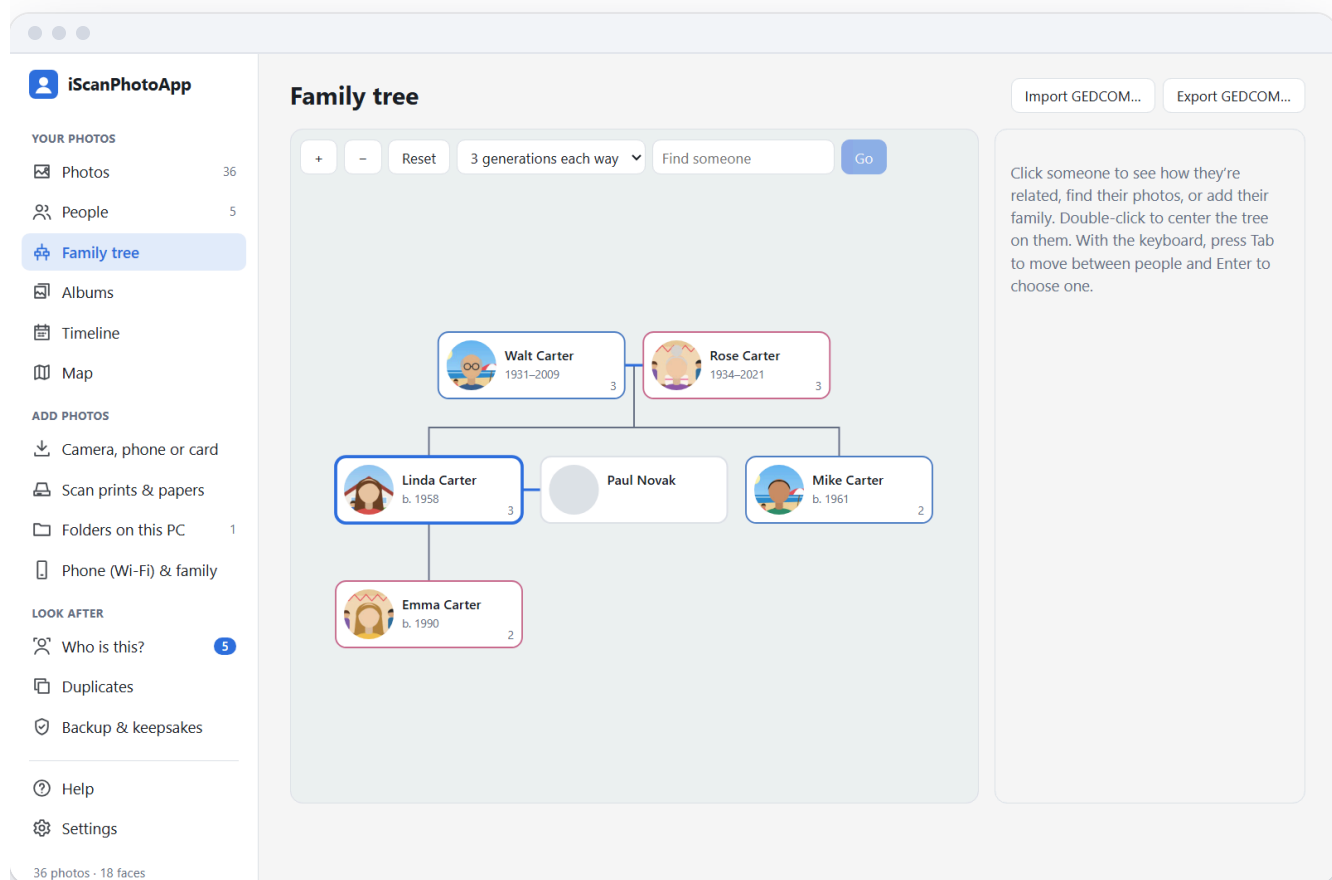
Rename, Merge into... (when the same person was named twice), Hide (keeps their names but takes them off the list), Remove (forgets the name, not the photos), birth and death years, and Pet.

Family

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

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

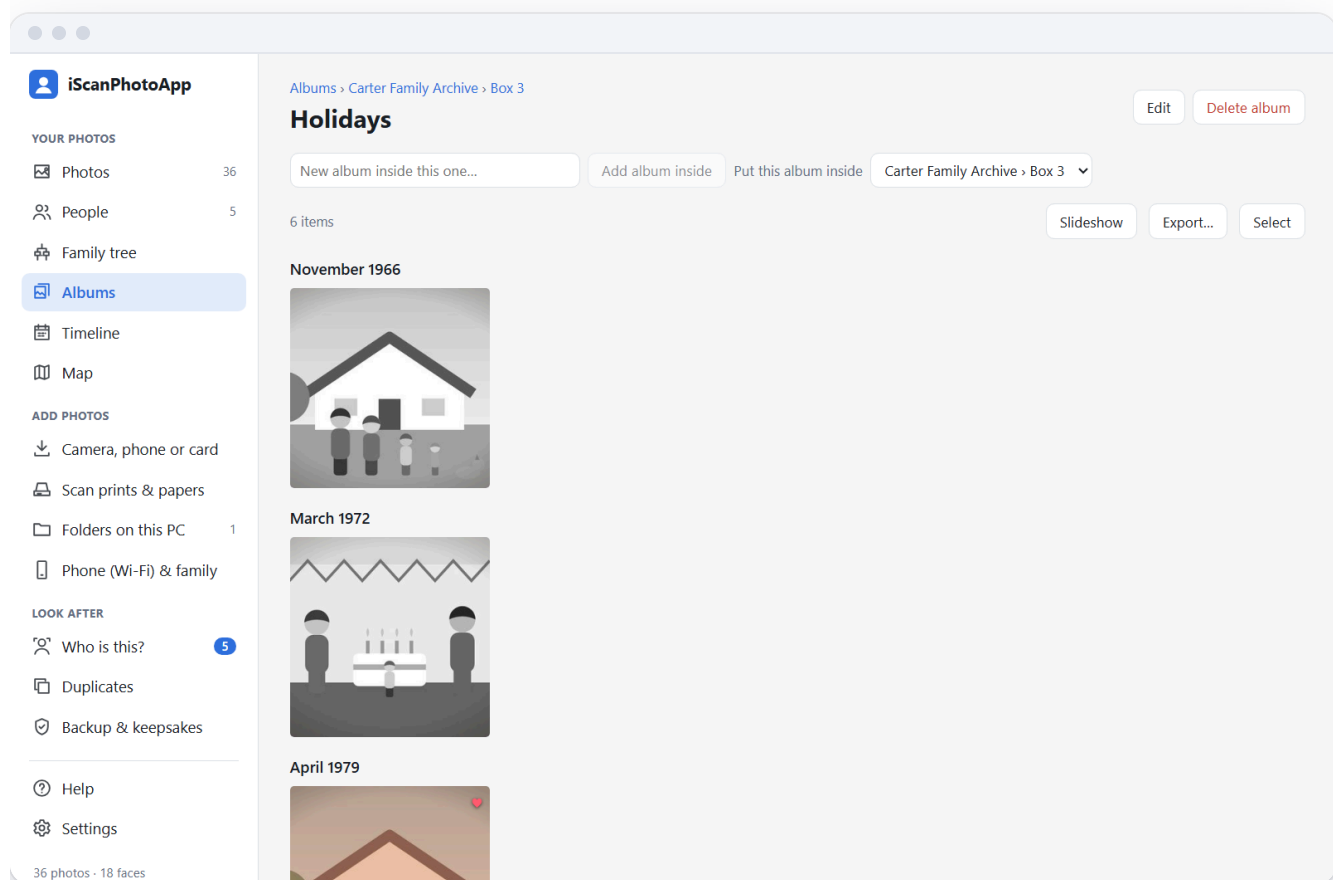
- 1 + and – zoom; Reset goes back to the start; choose how many generations to show.
- 2 Type a name in “Find someone” and choose Go.
- 3 Click someone to see how they're related to the person in the middle, find their photos, or add family. Double-click to center the tree on them.

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.

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.

Albums inside albums

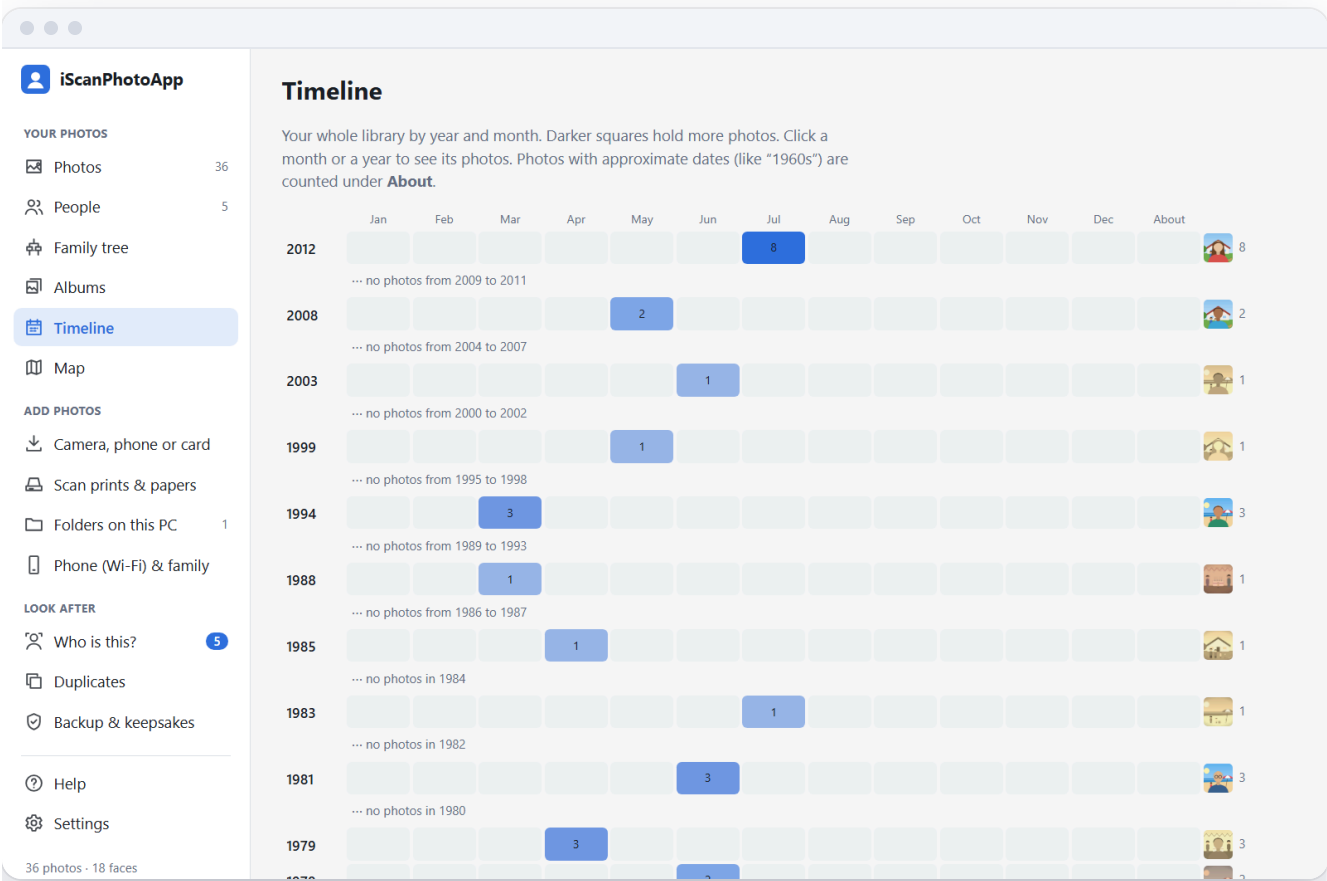
On an album’s page, type a name under “New album inside this one”, or choose “Put this album inside” to move it into another. The path at the top (“Carter Family Archive > Box 3”) takes you back up.

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.

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”.

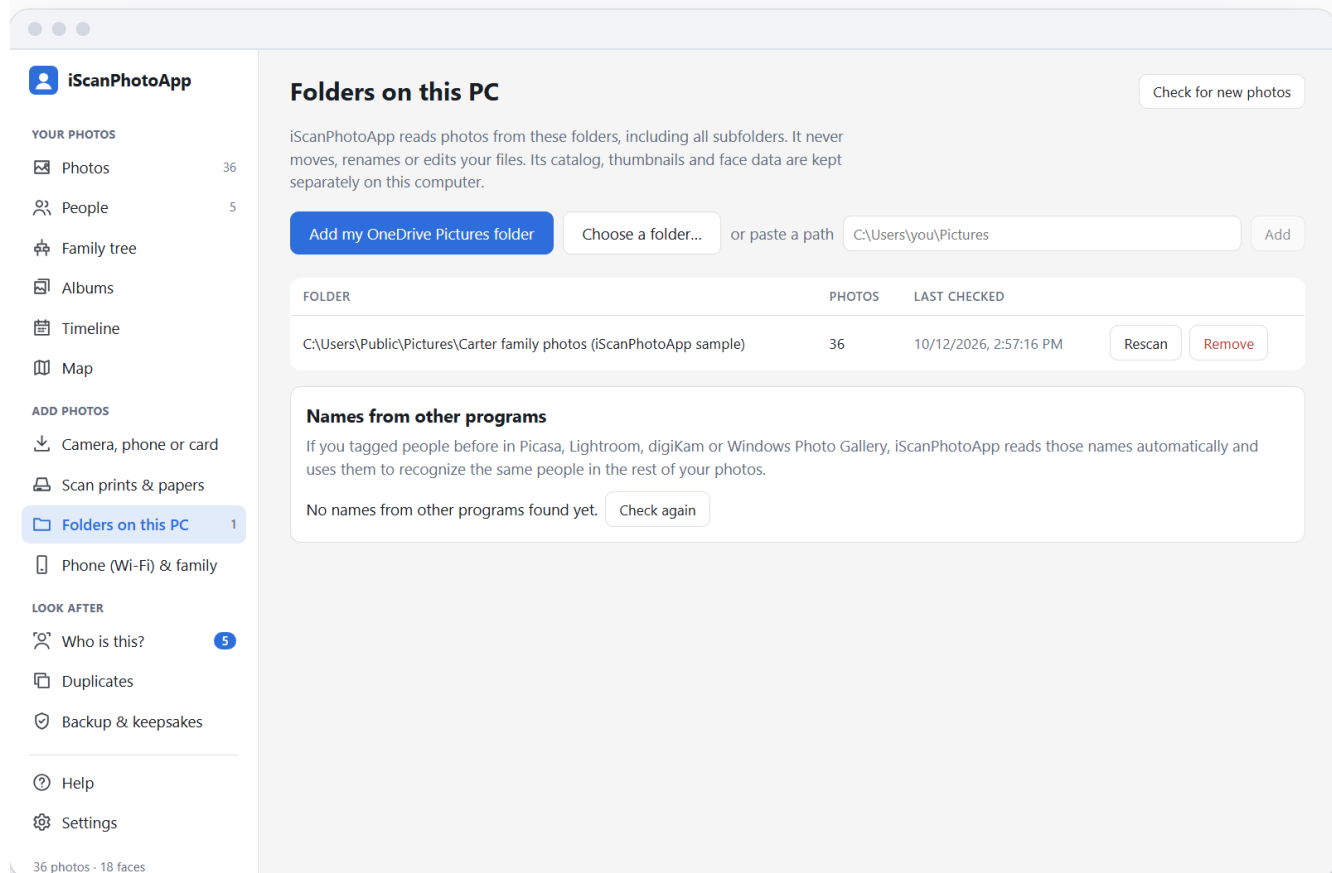


The map

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 place in “Show places of...” to jump there. 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...”.

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).

A camera, phone or card

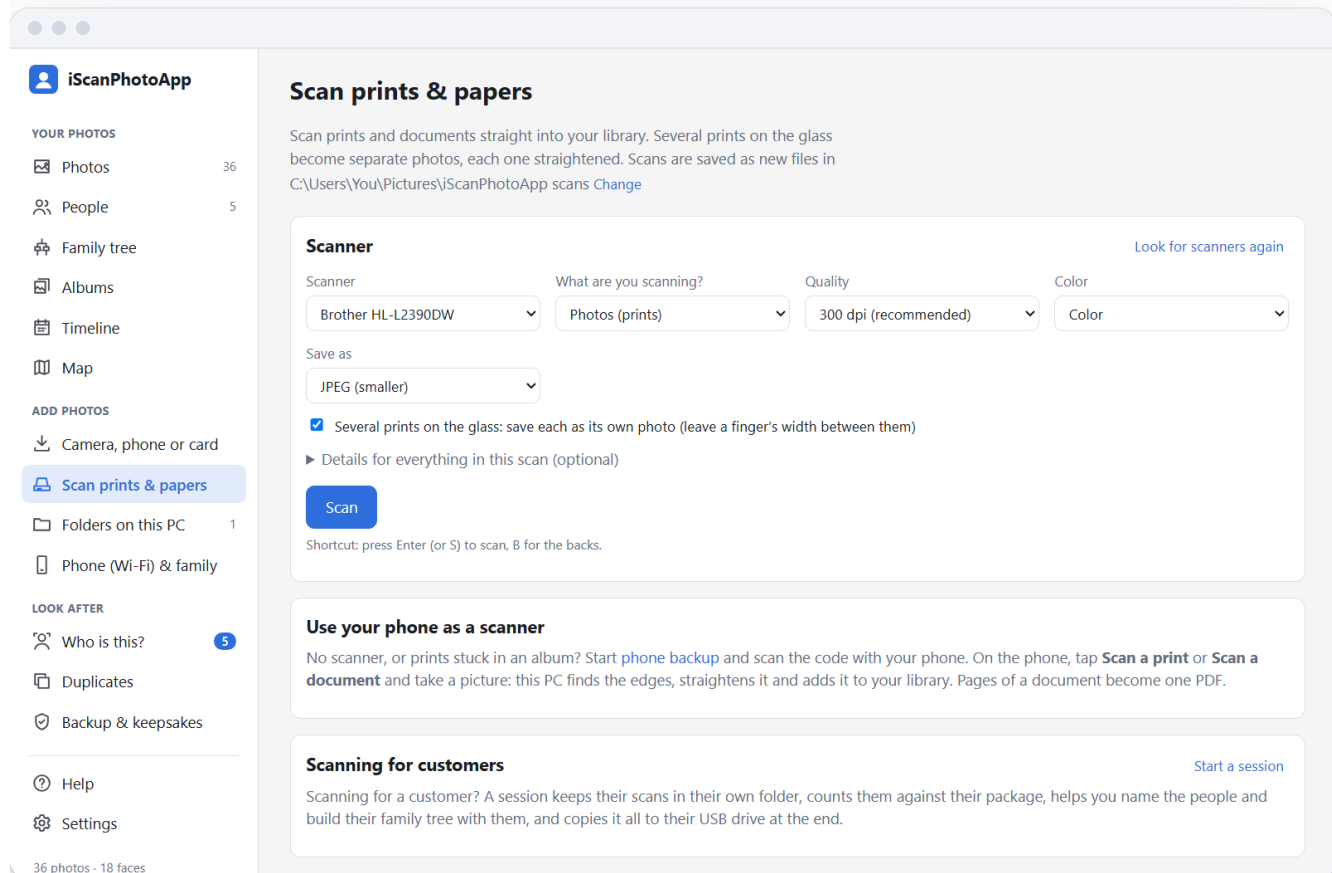
- 1 Plug in the camera or phone, or put the card in a card reader.
- 2 iPhone: unlock it and tap Trust. Android: tap the USB message and choose File transfer.
- 3 Open "Camera, phone or card": only new photos and videos are copied, into folders by year and month.

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.

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, searchable, and archival (PDF/A).

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.

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

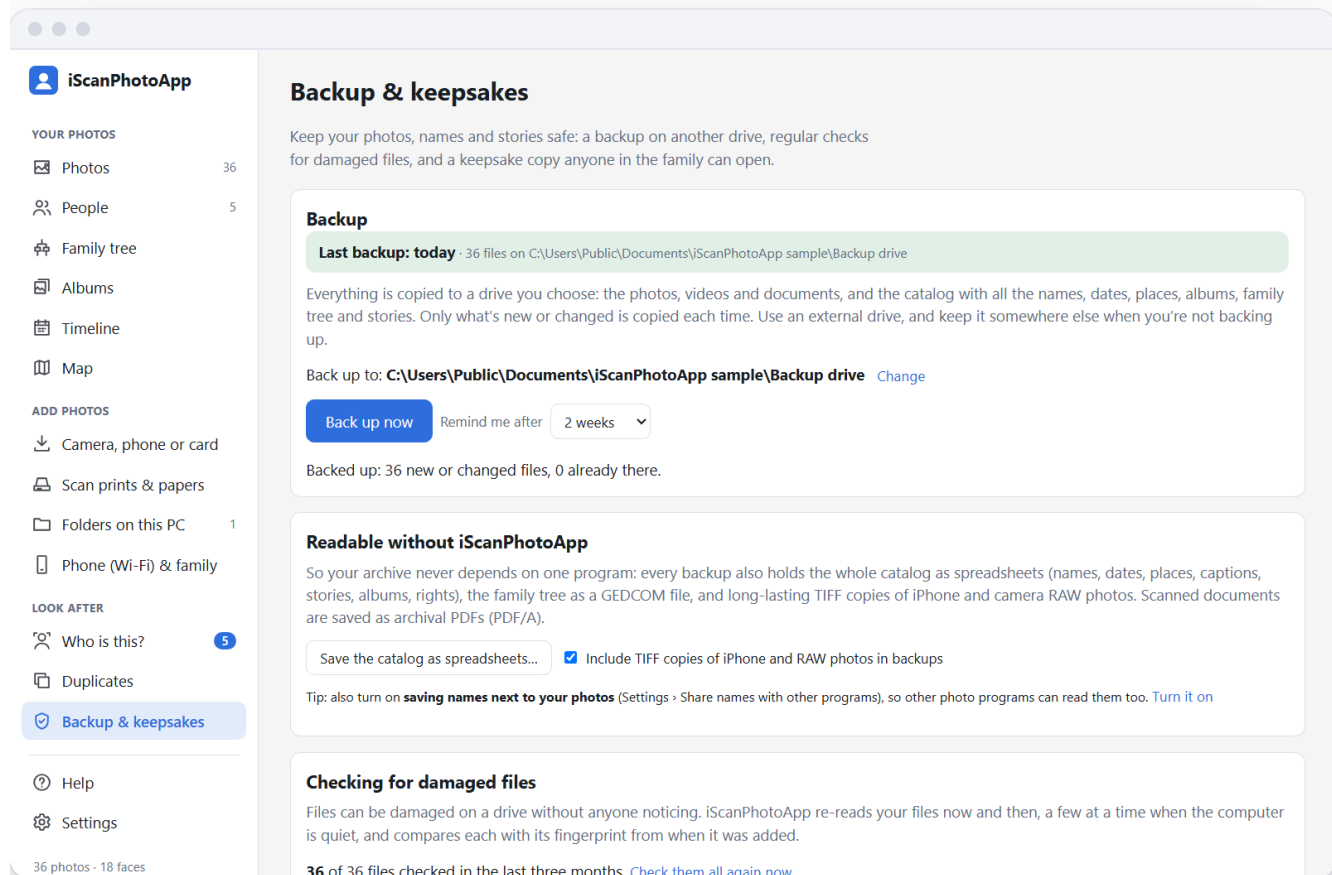
Tick what the photo needs: remove dust & scratches, fix faded colors, add color (a best guess for black-and-white), sharpen, enlarge 2×. The preview shows the result before you choose "Save restored copy". The restoration tools are downloaded the first time you use them.

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.

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

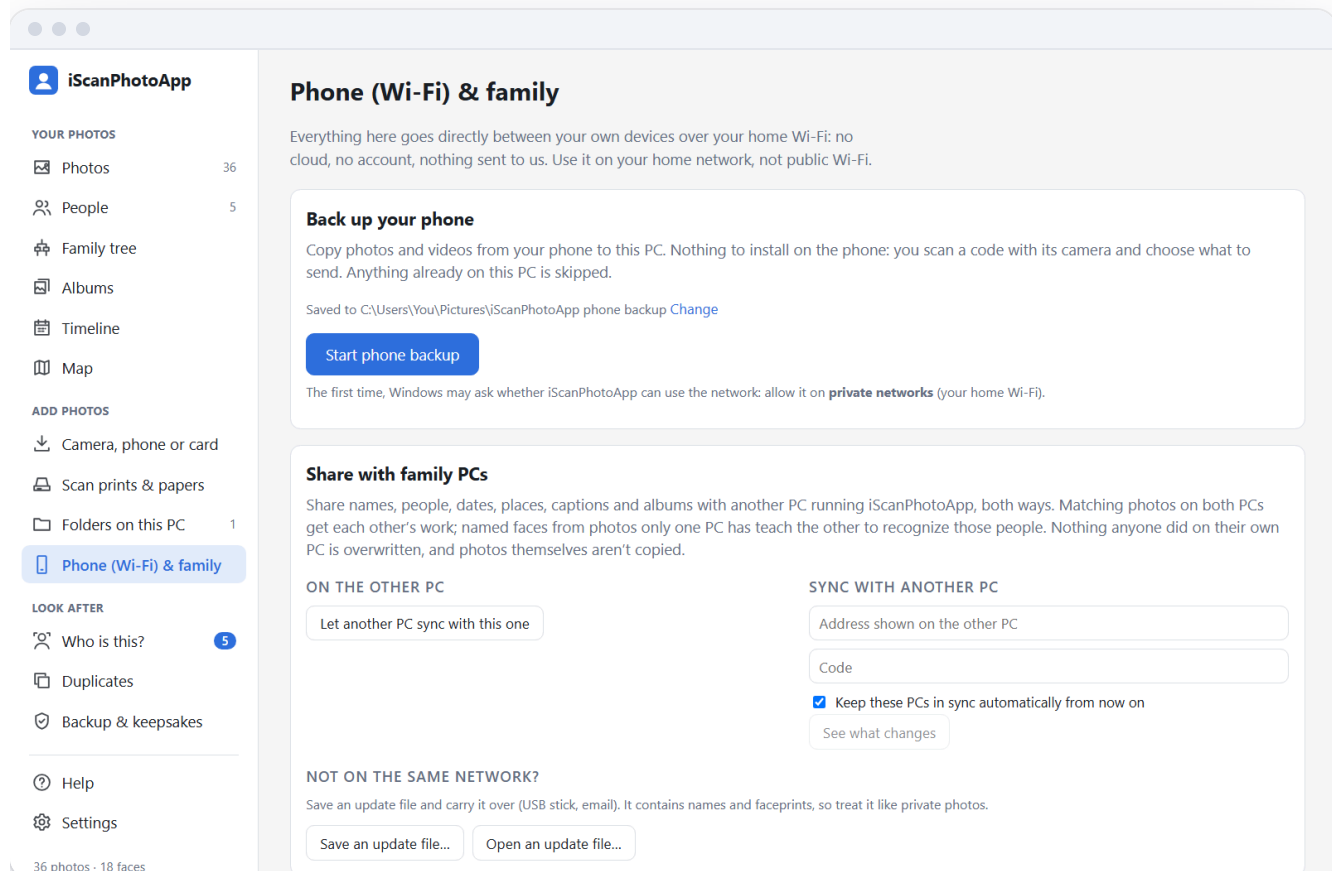
“Make a keepsake copy...” saves your photos, names, dates, stories and family tree to a USB drive or folder. It opens in any web browser with nothing to install: perfect for relatives.

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.

Phone and family

Everything here goes directly between your own devices over your home Wi-Fi: no cloud, no account.



Share with family PCs

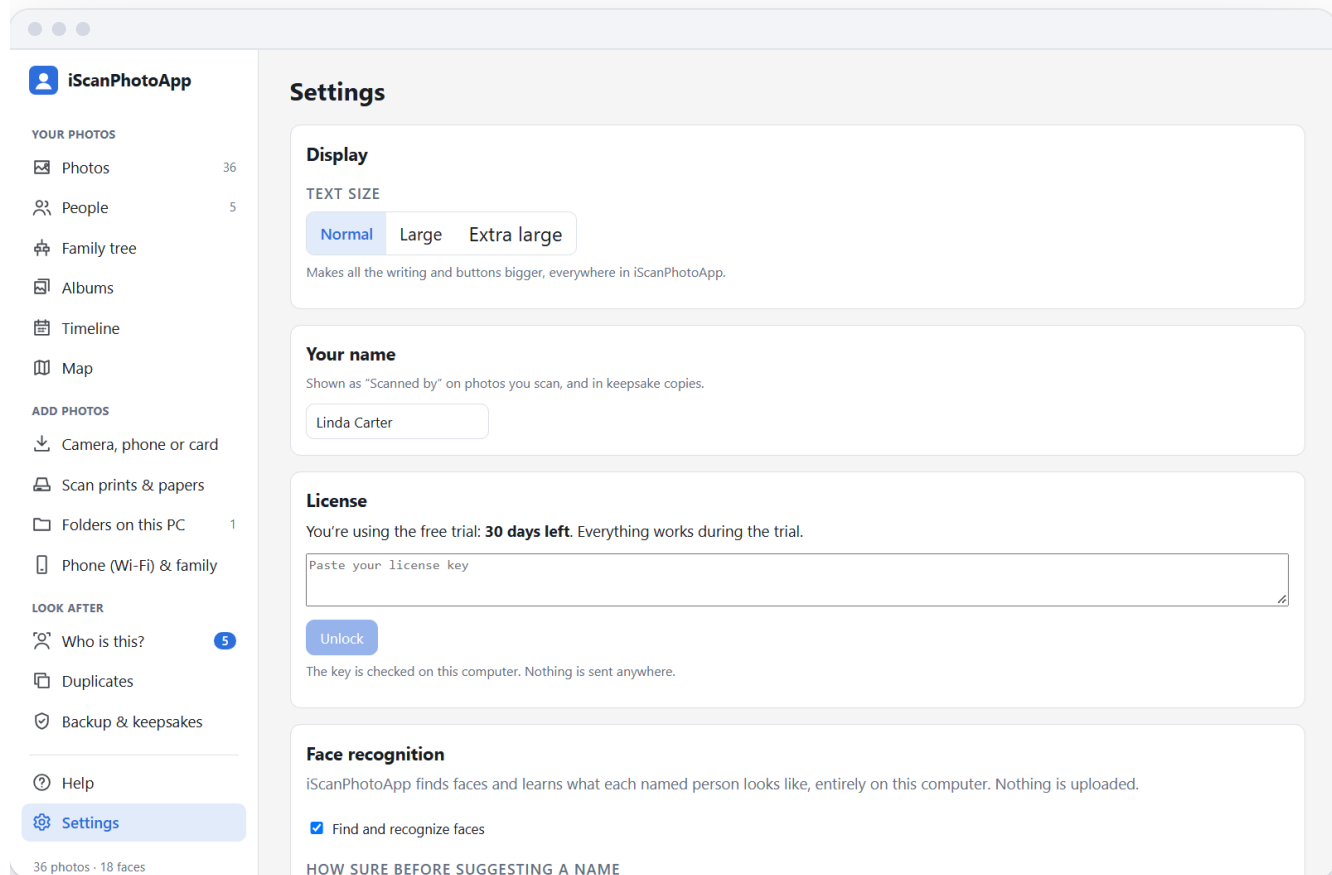
- 1 On one PC choose “Let another PC sync with this one”: it shows an address and a code.
- 2 On the other choose “Sync with another PC” and type them in.
- 3 Names, people, dates, places, captions and albums go both ways. Tick “Keep these PCs in sync automatically” to keep it up.

Not on the same network?

“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.

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.
- 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.
- 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, and Privacy: “Delete all face data...”.

Quick answers

The same answers as the Help page in the app.

Getting photos in

Add the photos already on my computer

1. Open "Folders on this PC".
2. Choose "Choose a folder..." and pick the folder with your pictures (for example, Pictures).
3. That's it: iScanPhotoApp looks through it and keeps up with new photos by itself. Your files stay where they are.

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.

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

People and finding 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.
3. From then on it suggests that person in other photos: just click "Yes".

In the app: Who is this?

Find all the photos of someone

1. Open "People" and click the person.
2. Or on "Photos", type their name in "Find photos of...". Add a second name to find them together.

In the app: People

Search in my own words

1. On "Photos", type something like "Grandma in the 70s", "Emma at the beach" or "Christmas 2015", and press Search.

In the app: Photos

Build our family tree

1. Open "Family tree" and click someone.
2. Under "Add to the family", choose parent, partner or child and type the name.
3. Already have a tree on Ancestry or FamilySearch? Download it as a GEDCOM file and choose "Import GEDCOM..."

In the app: Family tree

Fixing and sharing

Fix the date on an old photo

1. Open the photo and choose "Add date..." (or "Edit date...").
2. Not sure of the exact day? Pick "Around a year" or "In a decade".
3. 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..."
2. Pick what to fix (scratches, colors...) and compare before and after.
3. The repaired copy is saved next to the original; the original isn't changed.

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.

In the app: Albums

Print a photo

1. Open the photo, choose "More ▾", then "Print..."

Copy photos to a USB stick or to send

1. On Photos, choose "Select" and pick the photos (or none, for everything shown).
2. Choose "Export..." and pick where to put the copies.

In the app: Photos

Back up my photos

1. Plug in an external drive.
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.

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

Keep some photos private

1. Open the photo, then "Photographer, rights & privacy", and tick "Private".
2. Or select many photos and choose "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: "Let another PC sync with this one". On the other: "Sync with another PC" and type the code shown.

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

Keyboard shortcuts

← →	Previous / next photo
F	Favorite
1 – 5	Stars (0 to clear)
Esc	Close the photo
Ctrl + Z	Undo the last change
Enter or S	Scan (on the Scan page)

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.