

# Photopia Director User Manual



Photopia ICT  
[www.photopia.nl](http://www.photopia.nl)

## Table of Contents

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<b>Welcome to Photopia!</b> .....	10
<b>Coming to Photopia from ProShow</b> .....	10
<b>Product Comparison</b> .....	10
<b>Starting with The Wizard</b> .....	11
Starting a New Project .....	11
Welcome Window .....	12
Choose your Theme .....	12
Wizard Settings .....	13
Add Content (images, video, captions).....	14
Add Your Music.....	19
Build and Preview the Slide Show.....	20
Customize Your Show .....	20
Publish Your Show .....	21
<b>Create Your Own Show, Fast</b> .....	21
Start a Project .....	21
Add Images .....	22
Add Captions (Optional).....	24
Apply Slide Styles and Transitions.....	25
Add Your Soundtrack .....	27
Adjust Your Timing (Quick Sync) .....	28
Publish Your Show .....	29
<b>Learning Photopia from the Ground Up</b> .....	30
<b>The Home Page</b> .....	30
Top Icons.....	31
Hamburger Menu .....	31
Import from ProShow .....	31
Help.....	32
About Photopia Director.....	32
Enter Registration .....	32
Check for Updates.....	33
Import / Export Libraries.....	33

Projects .....	34
Starting a New Project .....	34
Types of Projects.....	34
Project Information.....	36
Project Groups .....	36
Tags.....	37
Keywords .....	37
Project Options .....	38
News .....	41
<b>The Manage Effects Window .....</b>	<b>41</b>
Importing Effects (Styles, Transitions, Templates and Themes).....	42
Removing Effects .....	42
Categorizing Effects .....	43
<b>Starting a New Slideshow Project.....</b>	<b>44</b>
<b>Preferences.....</b>	<b>44</b>
Project Preferences.....	44
Appearance.....	44
Playback .....	47
Project Files.....	47
External Editors.....	48
Show Defaults .....	49
Miscellaneous .....	49
Prompts.....	50
<b>Types of Content .....</b>	<b>50</b>
Images.....	50
Fitting Mode.....	51
Image Adjustments .....	52
Graphic Elements.....	53
Video Files.....	53
Video Clip Settings .....	53
The Video Trimmer .....	54
Caption Layers.....	57
Fonts .....	57
Adding a New Caption Layer.....	57

Basic Caption Settings in the Content Tab.....	60
Format.....	61
Font Size.....	64
Line Spacing .....	65
Character Spacing .....	66
Color/Texture.....	66
Mapping Mode .....	68
Text Box .....	70
Caption Layer Settings .....	73
Caption Slices.....	74
<b>Solids and Gradients .....</b>	<b>75</b>
Masking Layers.....	75
Adjustment Layers .....	76
Special Effects (using Transparency).....	76
Lines .....	77
Shapes.....	77
Under Text Layers .....	78
<b>Audio.....</b>	<b>78</b>
Show Soundtrack (Music) .....	78
The Audio Settings .....	79
The Soundtrack Tab .....	79
Audio Trimmer .....	80
Audio Sync Options.....	81
Slide Sounds and Narration .....	82
Video File Sound .....	84
<b>User Interface Layouts .....</b>	<b>84</b>
Light .....	85
Basic.....	85
Advanced .....	86
Compact.....	86
<b>Customizing Your Layout .....</b>	<b>86</b>
Closing, Adjusting, and Resetting the Panels.....	86
Center the Main Preview .....	87
<b>The Navigation and Options Panels.....</b>	<b>88</b>

Navigation Panel – Project Tab .....	88
Project Settings .....	88
Shows List and Show Settings .....	89
Navigation Panel – Show Tab.....	90
Show Settings.....	90
Watermark.....	91
Show Background .....	92
Soundtrack.....	93
Navigation Panel - Slide Tab .....	94
Slide Settings.....	94
Slide Style List .....	95
Slide Sound .....	97
Layers and Content Tabs.....	98
Layer Settings.....	98
<b>The Browser</b> .....	100
Computer File List .....	100
Search .....	100
Sort.....	101
View .....	101
Right-Click (Windows) and CTRL+Click (Mac) .....	101
The Music Library.....	102
Categories and Subcategories.....	102
Favorites.....	102
Search, View, and Sort .....	103
Previewing Songs .....	103
Solid Colors .....	104
Preset Colors.....	104
Hue and Saturation Wheel.....	104
Eye Dropper .....	105
RGBA number .....	106
Gradient Layers.....	108
Presets .....	108
Gradient Type .....	109
Color Keyframes.....	115

Favorites .....	119
Social Media.....	119
<b>The Preview Window .....</b>	<b>120</b>
Player Controls.....	120
Preview Modes .....	121
Layer Adjustment Tools .....	122
Preview Tools.....	125
The Slide List .....	130
Adding Images to your Slides.....	132
Adding multiple images .....	133
Moving Images Between Slides .....	136
<b>Show Background.....</b>	<b>136</b>
Changing your Show Background .....	137
Show Background Image Adjustments .....	138
Show Background Video File.....	138
Using a Different Background in Individual Slides .....	139
<b>Slide Styles.....</b>	<b>139</b>
The Slide Style List .....	140
Applying Slide Styles .....	141
<b>Transitions .....</b>	<b>143</b>
Choosing a Transition.....	143
Excluding Backgrounds from Transitions.....	145
Changing the Transition Time .....	146
Timing Mode.....	146
<b>The Layer List.....</b>	<b>146</b>
The Layer List Structure .....	146
Layer Information .....	148
Working with Layers .....	149
Layers List Tools .....	151
Under the Right Click .....	152
Copy Settings between Layers .....	153
<b>Content List .....</b>	<b>154</b>
Content Settings .....	155
Crop.....	155

Caption Layers.....	159
Video Layers.....	160
<b>Adjustments and Animations Tabs.....</b>	<b>160</b>
Static versus Animated Attributes .....	160
Adjusting the Values .....	162
Position .....	163
Zoom .....	164
Rotation .....	165
Rotation Center.....	165
Tilt .....	166
Skew and Flip .....	167
Color Adjustments .....	167
Colorize .....	169
Compositing.....	170
Extract Color Channel .....	174
Outline .....	175
Shadow .....	177
Vignette.....	179
Chroma Key.....	185
Crop.....	186
<b>Animations Tab .....</b>	<b>188</b>
Understanding Keyframes .....	188
The Keyframe Timeline .....	188
Time Ruler.....	188
Keyframe Markers .....	188
First and Last Keyframe Effects (Fly in and Fly out) .....	189
Under the Right Click .....	189
Creating Animation.....	190
Basic Animation .....	190
Intermediate Animation .....	192
Advanced Animation.....	198
Motion Easing.....	211
<b>Layer Effects .....</b>	<b>213</b>
Fly-In and Fly-Out Effects .....	213

Behavior Effect.....	214
Filter Effects .....	214
Follow Filter.....	215
<b>Timeline View</b> .....	216
Working in Timeline View .....	216
Adjusting Slide and Transition Times .....	217
Moving the timeline.....	219
Audio Tools .....	220
Volume.....	220
Fade .....	220
Move .....	220
Trim.....	220
Volume Control Points.....	221
<b>Keyframes View</b> .....	222
Keyframes View Layout .....	222
Adjusting Keyframes on Multiple Layers .....	223
Selecting Multiple Keyframes .....	223
Aligning Multiple Keyframes to a Specific Time.....	224
<b>Shapes</b> .....	224
Applying a Shape.....	224
Adjusting Shape Position .....	226
Editing the Shape .....	226
<b>Groups</b> .....	229
Creating a Group.....	229
Animating a Group.....	230
<b>Masking Layers</b> .....	231
What is a Masking Layer? .....	231
Adding a Masking Layer .....	232
Grayscale Masks.....	232
Transparency Masks .....	235
Using Adjustments with Masks.....	236
Masks vs Shapes .....	236
Video Files as Masks .....	237
<b>Adjustment Layers</b> .....	238



What is an Adjustment Layer? .....	238
Applying Adjustment Layers .....	238
Using Adjustment Layers .....	239
Animating Layers under the Adjustment Layer .....	240
Animating the Effects of Adjustment Layers .....	241
Animating the Adjustment Layer Itself .....	242
<b>Slices</b> .....	243
Adding the Slice Effect .....	243
Slices Options .....	243
Slice Animation and Timing .....	244
Animating Individual Slices .....	246
Slices in the Keyframe Timeline .....	247
<b>Caption Slices</b> .....	248
<b>Creating Your Own Effects</b> .....	249
Slide Styles .....	249
The Style Project Window .....	250
Place markers and Style Content .....	251
Replaceable Layers .....	253
Naming Layers and Content .....	253
Variants .....	254
Style Settings .....	256
Exporting the Slide Style .....	256
<b>Transitions</b> .....	256
Creating a Basic Transition .....	258
Creating a Cover Transition .....	261
Creating a Complex Transition .....	265
<b>Layer Effects</b> .....	271
Fly In and Fly Outs .....	271
Behaviors .....	275
Filters .....	277
<b>Creating Wizard Themes from Styles and Transitions</b> .....	277
New Wizard Theme – Section List .....	278
Effects & Options .....	279
Static (Title) Slides .....	279

Theme Settings .....	281
Theme Information .....	281
<b>Publishing Your Project</b> .....	<b>282</b>
Video .....	283
Share Online .....	283
Television .....	283
Devices .....	283
Other .....	283
Favorites .....	283
<b>Creating a Menu</b> .....	<b>284</b>
Themes & Layouts .....	284
Settings .....	284
Music .....	285
Customizing Your Menu .....	285
Navigation .....	286
Output Queue .....	286
Appendix A: Image File Extensions .....	288
Appendix B: Video File Extensions .....	289
Appendix C: Audio File Extensions .....	290
Appendix D: Keyboard Shortcuts .....	290

## Welcome to Photopia!

Photopia is more than a slide show program. It's video creation software with [automated](#) and [advanced](#) tools to create amazing videos for any occasion.

Creating beautiful videos is fast and easy with a slide show creation Wizard, Templates, and pre-designed Slide Styles / Transitions for almost any occasion. Audio can be added from your own collection or from the built-in royalty-free Music Library. Photopia also provides more advanced options for direct control over everything from Layer Keyframes and Adjustments to audio fades and video trimming.

This guide explains the easiest methods for creating videos then moves on to the advanced options that provide precise customization. No matter which method you choose, it's easy to create stunning videos with Photopia. It's even possible to use both methods in the same slide show.

## Coming to Photopia from ProShow

Photopia was created by some of the original ProShow developers, giving them a chance to expand their innovative technology and features to a new platform.

If you are a seasoned **ProShow Producer** user, you will find Photopia has most of the same tools as Producer, plus a whole lot more!

If you were using **ProShow Gold**, you will find a lot of new features in Photopia. Some of these tools and features may be unfamiliar (ex. [keyframes](#), [masking](#)) but in time you will probably wonder how you ever got along without them!

If you were creating show with **ProShow Gold**, you will be jumping over ProShow Producer features to come right into Photopia There are a lot of tools and features that you will be unfamiliar with ([keyframes](#), for example) but in time you will probably wonder how you ever got along without them!

Main Differences	Director <small>Professional Program</small>	Creator <small>Program for Everyone</small>	ProShow Producer <small>Advanced Program</small>	ProShow Gold <small>Basic Program</small>
Keyframes	YES	YES	YES	NO
Mask Layers	YES	YES	YES	NO
Adjustment Layers	YES	YES	YES	NO
Show Templates	YES	YES	YES	NO
Import All Effects	YES	YES	YES	NO
Create Slide Styles	YES	NO	YES	YES
Create Transitions	YES	NO	YES	NO
Create Templates	YES	NO	YES	NO
Groups	YES	YES	NO	NO
Shapes	YES	YES	NO	NO
Slices	YES	NO	NO	NO
Caption Slices	YES	NO	NO	NO

## Product Comparison

Photopia includes all the advanced animation tools ([Keyframes](#), [Motion Easing](#), [Masking Layers](#), [Adjustment](#)

[Layers](#)) in both Director and Creator along with the ability to [import](#) Templates, Styles, and Transitions from third-party vendors.

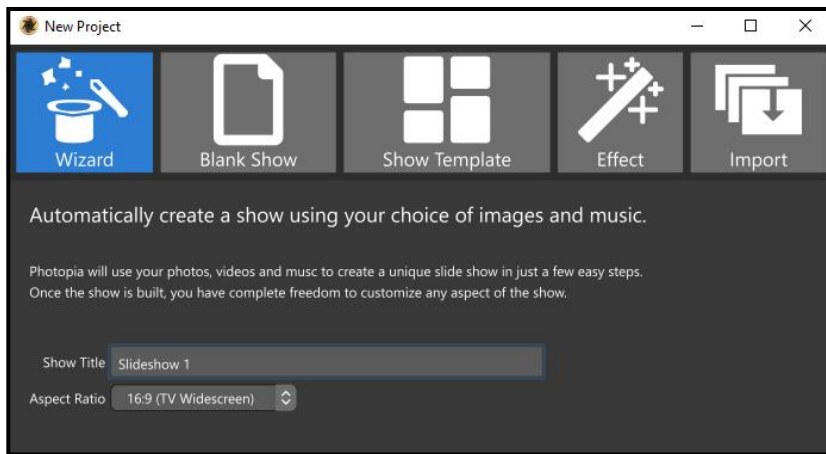
Here is a chart covering some of the key differences between Director and Creator along with how those features compare to ProShow.

## Starting with The Wizard

The **Wizard** is a tool designed to automate the process of creating a slide show.

A slide show made using the Wizard can be published right away or it can become the starting point for further customization.

### Starting a New Project

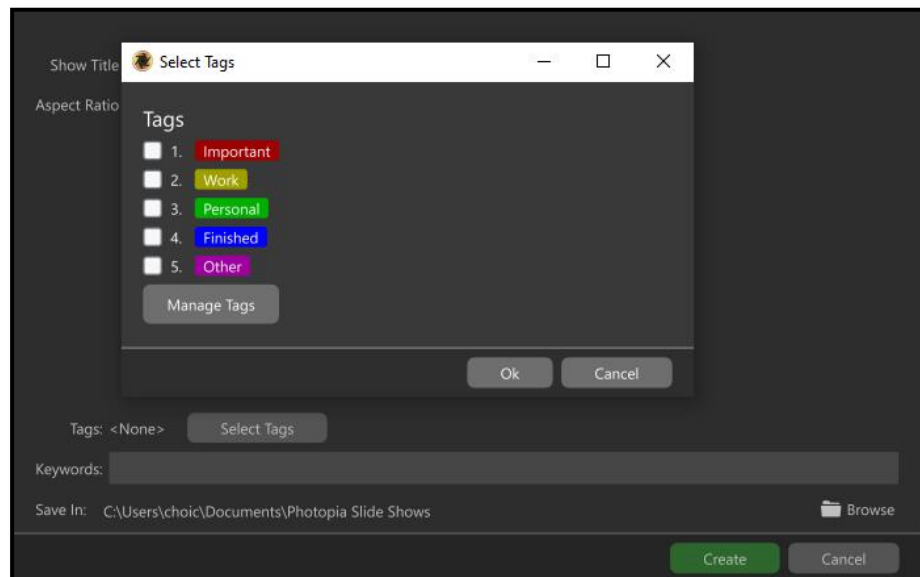


Click the **New Slide Show** button from the home screen then choose the **Wizard** option in the **New Project** window.

In this window you will want to give your show a **Title** (this can be changed later) and choose an **Aspect Ratio**. If you are unsure which Aspect Ratio to use, just keep the 16:9 default, which is used for most widescreen monitors and TVs.

There are options for [Tags](#), [Keywords](#) and a **Save** location at the bottom of the **New Project** window.

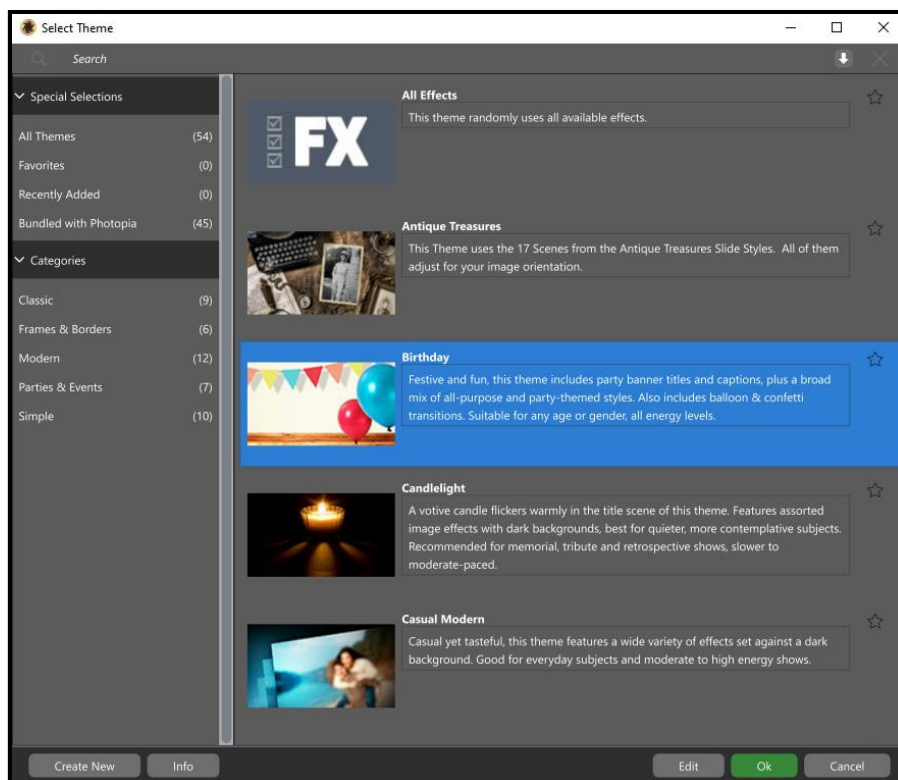
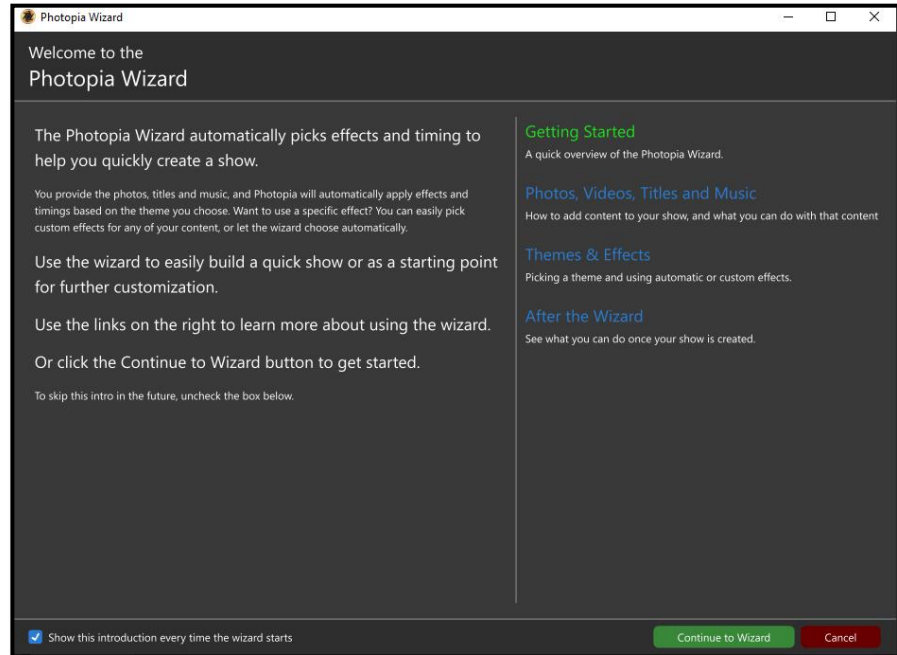
These are optional organizational tools that can be helpful as your collection of slide shows grows. Click the **Create** button when you are ready to start your new slide show.



## Welcome Window

The next window is a Welcome screen that provides basic information about the Wizard. If you do not want to see this welcome screen each time the Wizard is opened, uncheck the “Show Introduction...” option at the bottom of the window.

Click the **Continue to Wizard** button to move to the next window.



## Choose your Theme

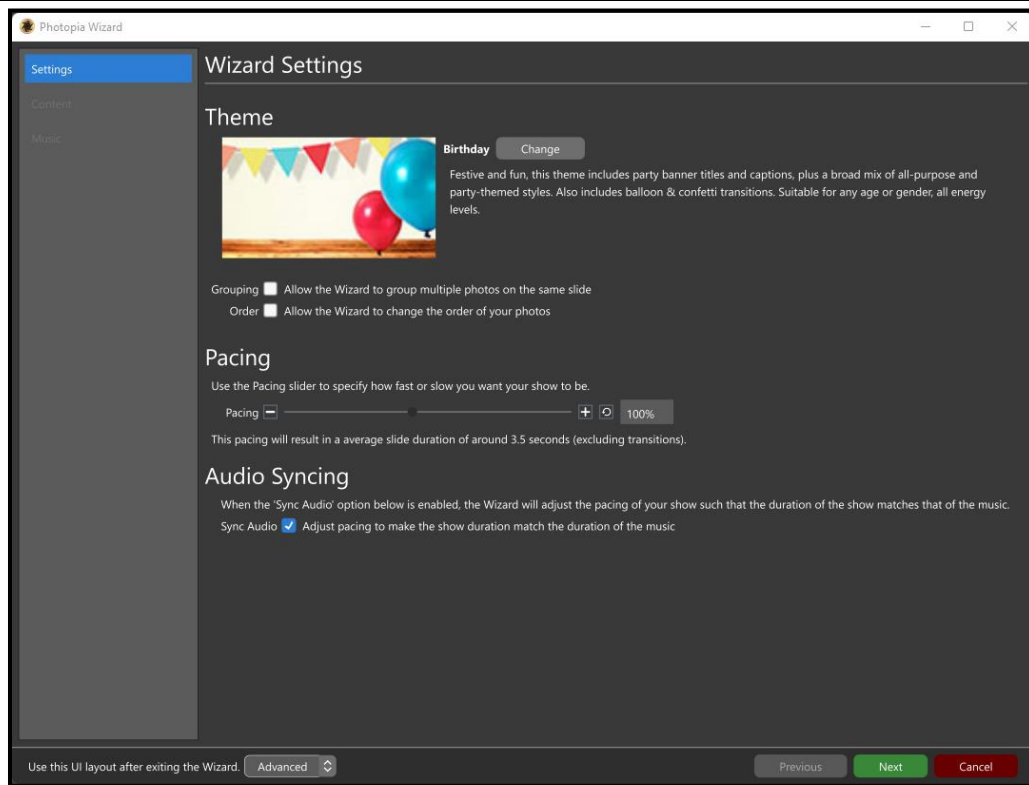
The **Select Theme** window contains a list of installed Themes. Themes are groups of effects (Slide Styles and Transitions) the Wizard will use to create your show.

Themes are grouped into categories listed on the left. Each individual Theme will display a thumbnail and

description. You can search for a specific Theme using the Search bar at the top.

Once you have a Theme selected, click the **OK**

## Wizard Settings



This window has three sections listed on the left: Settings Content, and Music. You'll go through each of these to determine how the Wizard will build your show.

The **Wizard Settings** window allows you to determine how the Wizard will build your show, by setting specific parameters.

**Theme** – The current Theme is shown along with a **Change** button if you would like to select a new Theme.

**Grouping** – Enable this option to let the Wizard group adjacent images into a single slide.

**Order** – Enable this option to let the Wizard *randomly* determine the order of your images and videos. To manually determine the order of your images, this option should be disabled.

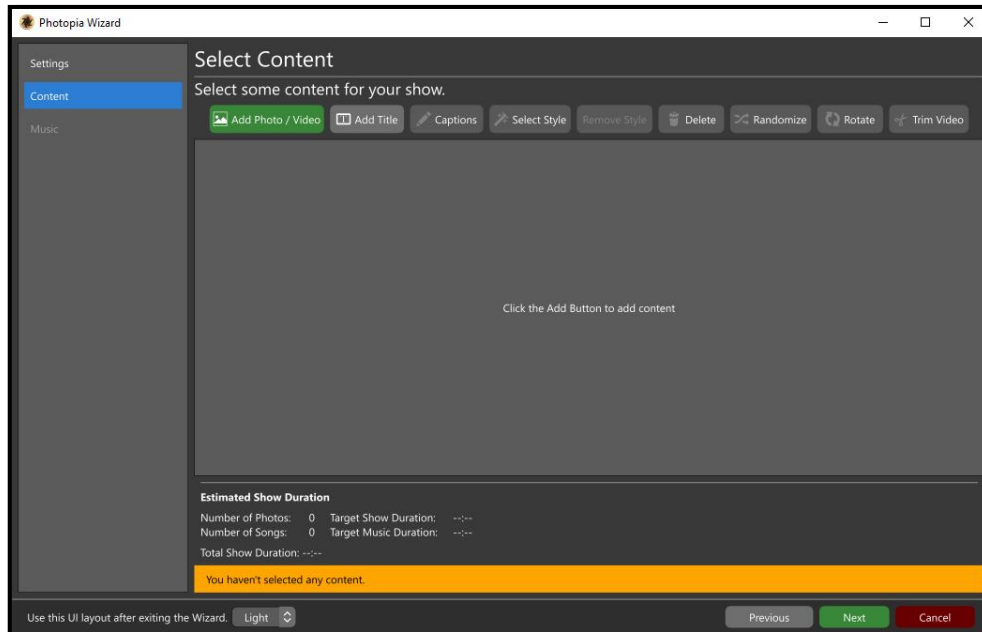
**Pacing** – This option controls the pace, or speed, of the slide show. A lower Pacing value (below 100%) results in a slower slide show (longer slides) while a higher value creates a faster show (shorter slides).

**Audio Syncing** – This option ensures the entire show fits the exact length of the Soundtrack. Note that the Audio Syncing option overrides the Pacing option when a Soundtrack is provided. The pace of your show, when Audio Syncing is enabled, is determined mathematically by the length of your soundtrack and the number of slides that must fit that length.

**UI Layout** (*lower left corner*) – This option determines the UI Layout the program will use after the Wizard has successfully created (or updated) the slide show.

When you are ready to add Content, click the **Next** button.

## Add Content (images, video, captions)



The next window is where you will add image, video, and caption **Content**. Click the **Add Photo / Video** button to add images / videos or the **Add Title** button to add a title slide. All other options at the top are disabled until there is content in the show.

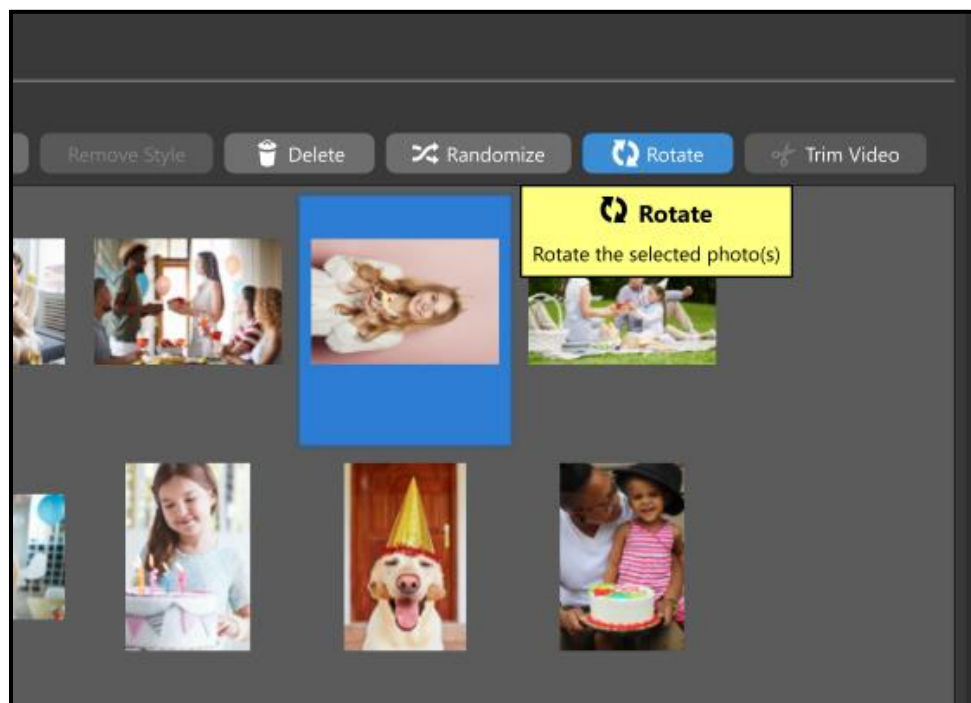


Selecting the **Add Photo / Video** button opens the [Browser](#) window. Use the folder list on the left to navigate through your computer and select the folder that contains your images. Select one or more images / videos and click the **OK** button to add the selected image(s) / video(s) to your slide show. To add additional images or video files from other folders, click the **Add Photo / Video** button again.

There are several options to **customize** your content before any Slide Styles / Transitions are applied.

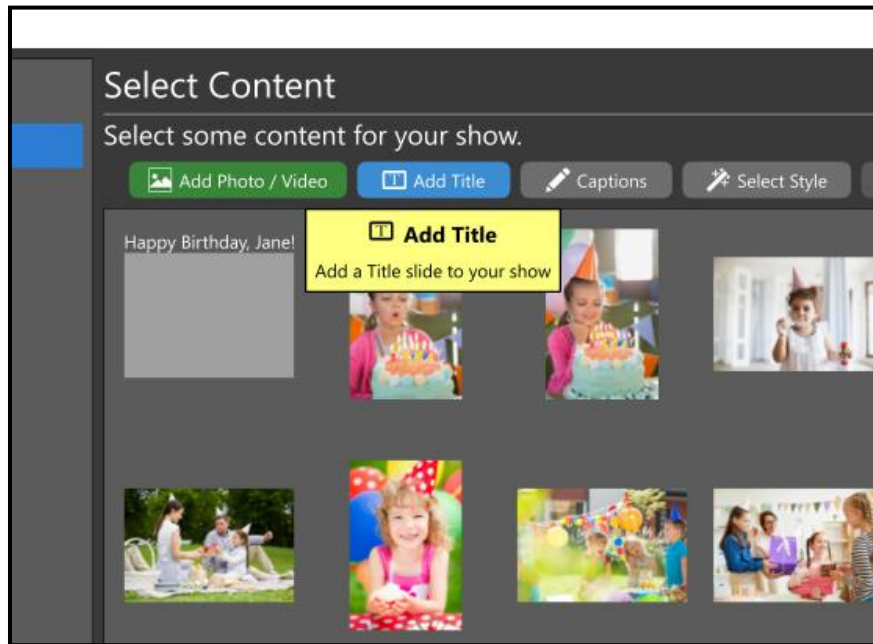


**Re-arrange** – Content can be re-arranged by clicking and dragging to a new position.

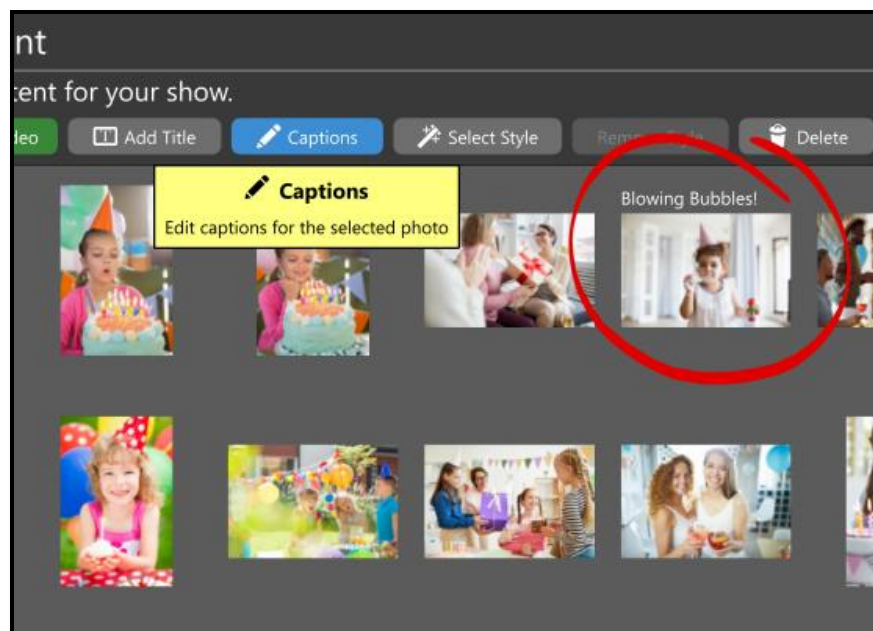


**Rotate** – Content can be rotated in 90-degree increments. Click on the image that needs to be rotated then click the **Rotate** button. Each click rotates the image 90 degrees.



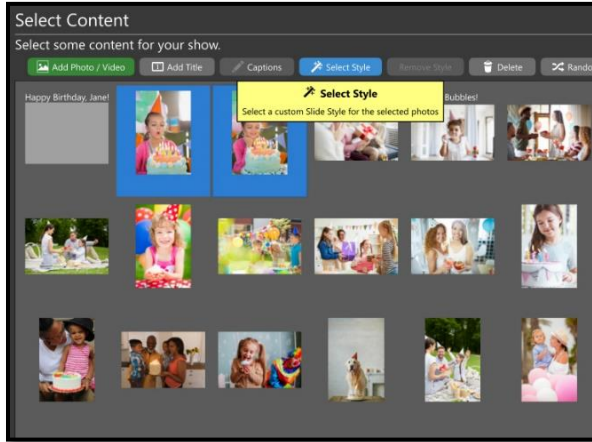


**Title Slide** – Click the **Add Title** button to add a title slide. This is a text-only slide. Title slides are often included at the beginning / ending of a slide show and can also be used as section dividers. You will be able to customize the caption (font, color, etc.) after the Wizard has applied effects. Note that the Wizard will apply Slide Styles that match the number of captions in the Title slide and most Themes do not include Slide Styles with more than two captions. This also applies to Images / Videos with Captions.

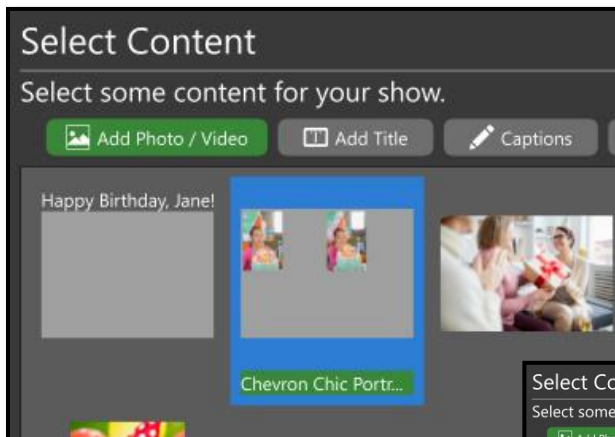
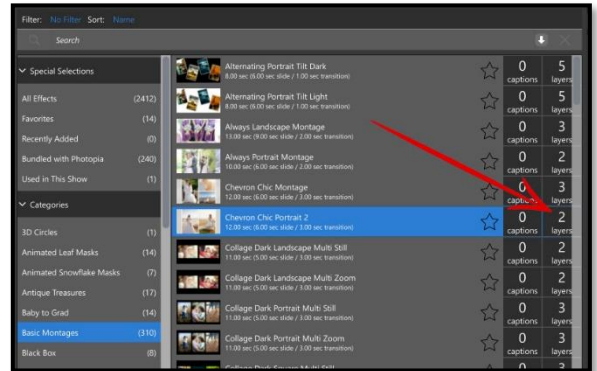


**Captions** – Select an Image / Video, then click the **Captions** button add a caption to that image / video. The same basic rules that apply to Title slides also apply to Captions on images / videos. You can add as many Captions as you'd like but most Themes will only include Slide Styles with one or two captions.

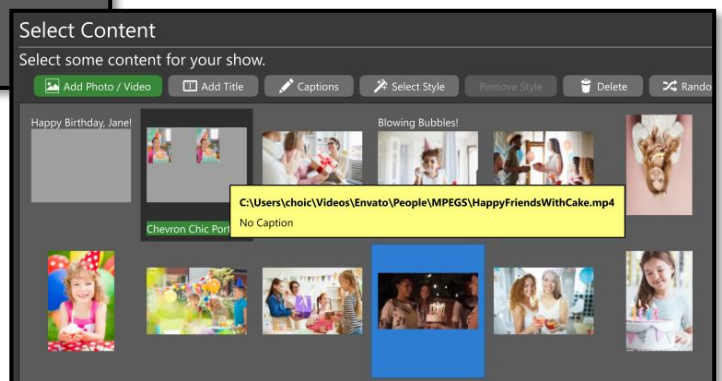
**Select Style** – Click the **Select Style** button to manually apply a Slide Style to the selected content. The Wizard will not apply a new Slide Style to any Content with a manually applied Slide Style. This allows you to control which effects are used for certain content.



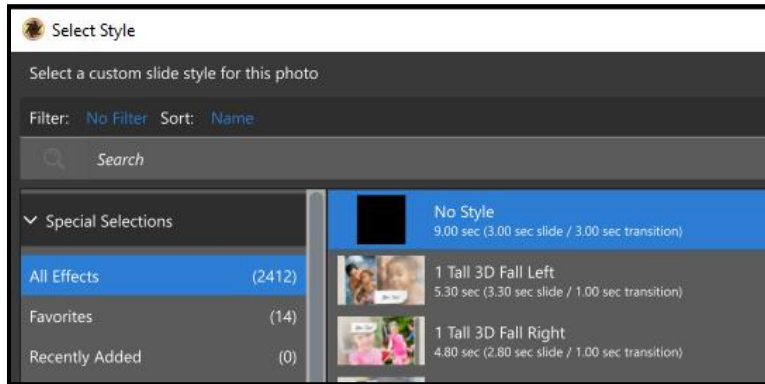
You can apply specific [Slide Styles](#) to single images or groups of images. When applying a Style to multiple images, the images must be adjacent to one another and selected when the **Slide Style** button is clicked.



Images in a multi-image Slide Style will be grouped in the Content list with the name of the applied Slide Style shown below the group.



Manually applying a Slide Style can also be useful for **video files** when you want to make sure they are displayed full screen, instead of having a Style applied to them.



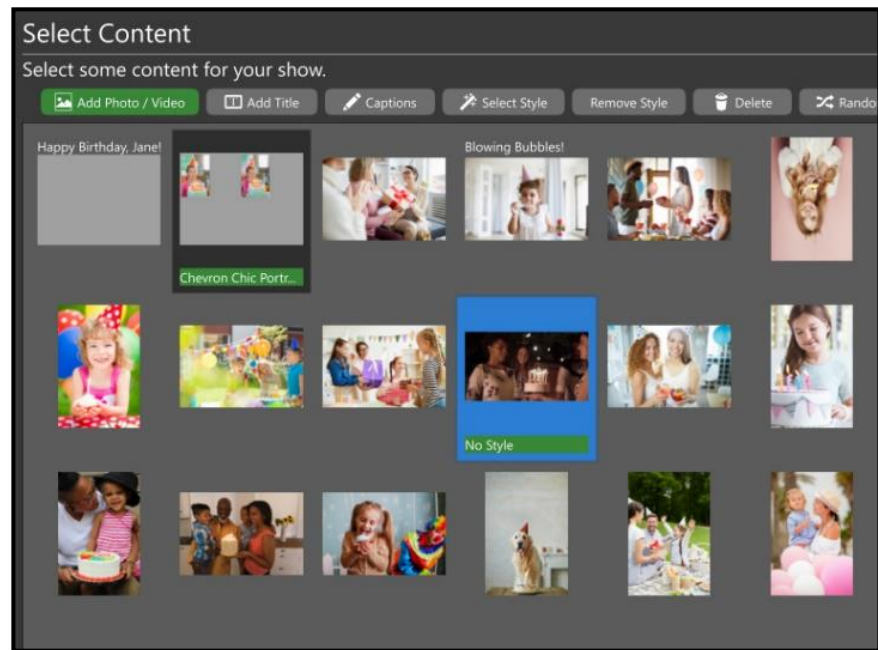
Select your video file from the **Content** list, then click the **Select Style** button and choose the **No Style** option from the list of Slide Styles. Click the **OK** button and your video will then show that it has **No Style** applied, indicating that the Wizard will not apply a Slide Style to that video.

**Remove Style** – This option removes any applied Slide Style.

**Delete** – This option removes the selected content.

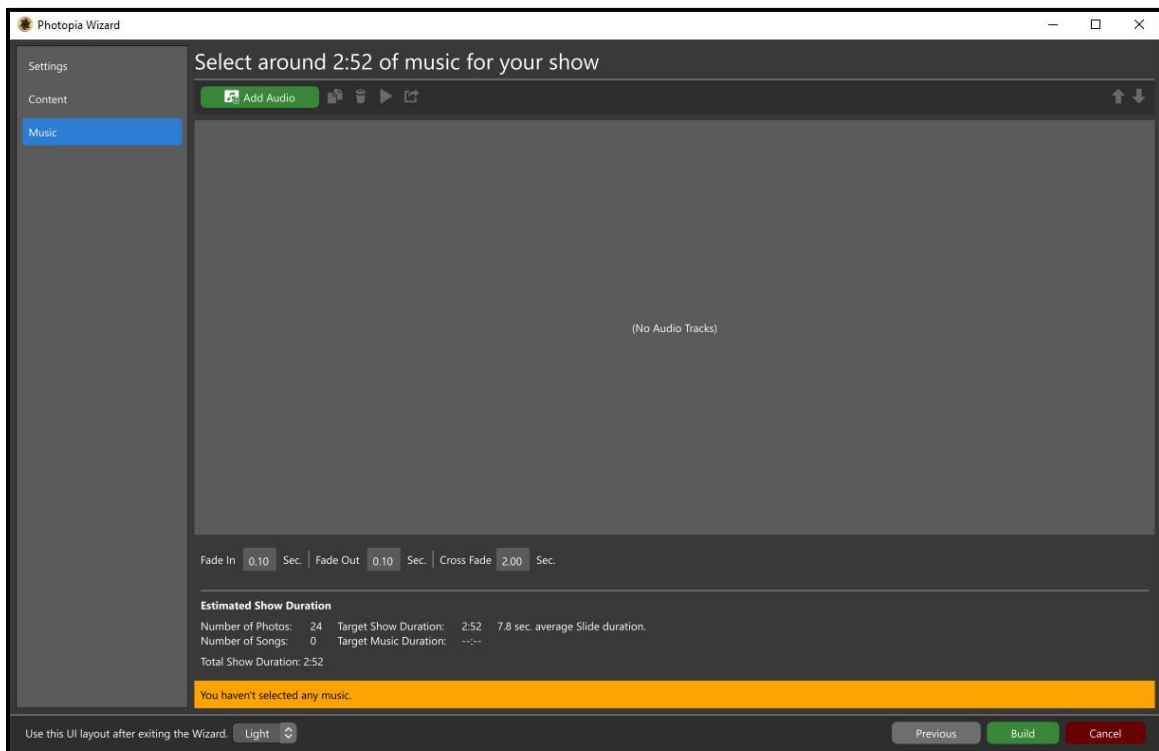
**Randomize** – This option puts the selected content in a random order. If only one piece of content is selected, the entire Content list will be randomized.

**Trim Video** – This option opens the [Trim Video Window](#) allowing the beginning / ending of the video to be removed.



## Add Your Music

The next screen is where you will add your music.

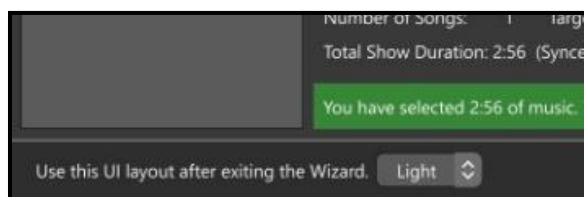


The *suggested length* at the top of this window shows how much music would be necessary to fill the slide show using the **Pace** you set earlier. This is only a suggestion. Using more or less music will simply make the slides go slower or faster (assuming the **Sync Audio** option is enabled).

Click the Add Audio button to add audio tracks to your slide show. There are buttons to the right for duplicating, removing, previewing, and editing your audio track (in an external editor).

Below the list of audio tracks are **Fade In**, **Fade Out**, and **Cross Fade** times for the audio tracks in your slide show. The default **Fade In** and **Fade Out** times are 0.10 seconds, which is appropriate for untrimmed songs. The default **Cross Fade** time is 2 seconds. This option, which only applies if you have more than one song, controls how much adjacent audio tracks overlap. When the **Cross Fade** is zero there can be silence between adjacent untrimmed audio tracks, since many audio tracks include a small amount of silence at the beginning / ending.

The **Estimated Show Duration** is below the fade times and includes the number of photos / songs along with the targeted show / music duration. These values update as audio tracks are added / removed.

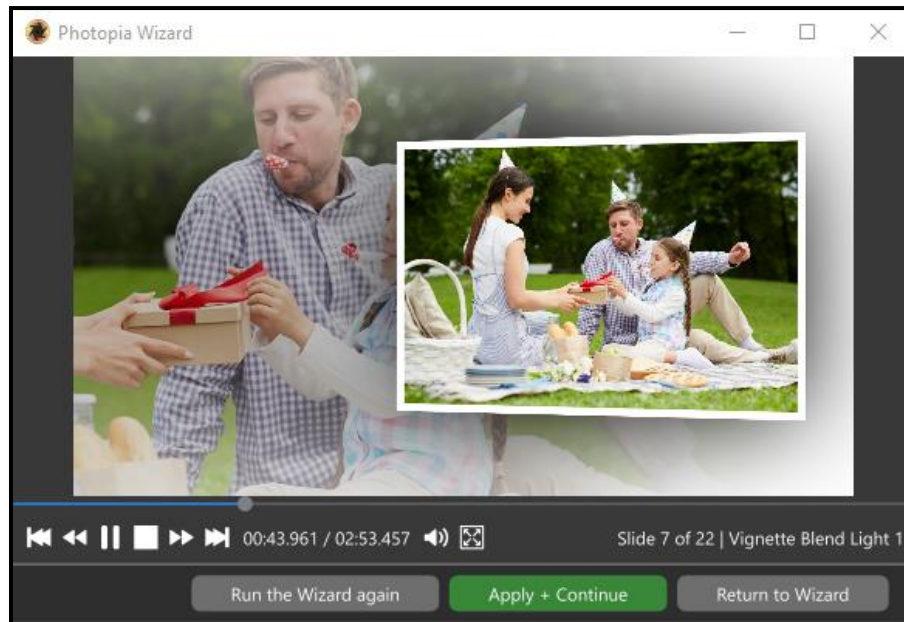


At the very bottom of this window, on the left-hand side, is a dropdown menu for the **UI Layout** that will be used when the Wizard is finished. Jump ahead to learn more about [User Interface Layouts](#).

When you are ready for the Wizard to build your show, click the **Build** button in the lower right-hand corner.

## Build and Preview the Slide Show

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Once the slide show has been built, you may want to make further changes before moving on to the main Photopia UI. There are two options to accomplish this task.

**Run the Wizard Again** will reapply the same **Theme** to your content, which may result in different **Slide Styles / Transitions** being applied. This option is best if you like the Theme but want to see a

different arrangement.

**Return to Wizard** will take you back to the beginning of the Wizard, allowing you to start over again with a new **Theme** and new content.

**Apply + Continue** will take you to the main Photopia UI, using the **UI Layout** chosen in the previous window. If you like the slide show the Wizard created, choose **Apply + Continue**. Once you are in the main Photopia UI you will be able to make a wide variety of further changes to your slide show.

## Customize Your Show

---



After the Apply + Continue button is selected your slide show will open in the main Photopia UI. Nearly every aspect of a slide show can be changed from the main UI. Here are some examples:

- Change the order of your [slides](#)
- Apply different [Slide Styles](#)
- Change the font and color of your [captions](#)
- Choose different [transitions](#)
- Change the [slide and transition times](#).

Once you are happy with your show, click on the **Publish** button in the upper right corner.

## Publish Your Show

There are many [Publish Options](#) in Photopia. You can turn your slide show into a Blu-ray, DVD, video file, Stand Alone Show, and even output to a variety of social media services. If you are not sure what output format to choose, start with an MPEG-4 video file. The MP4 video format is one of the most widely supported output options available.

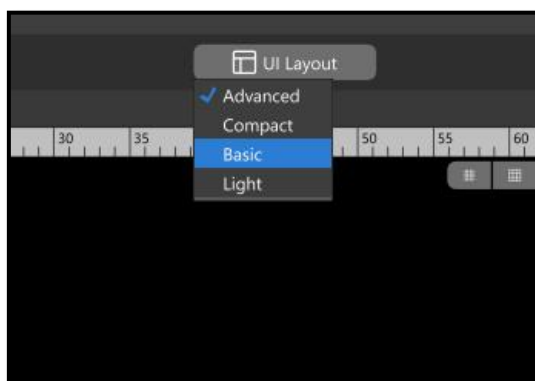
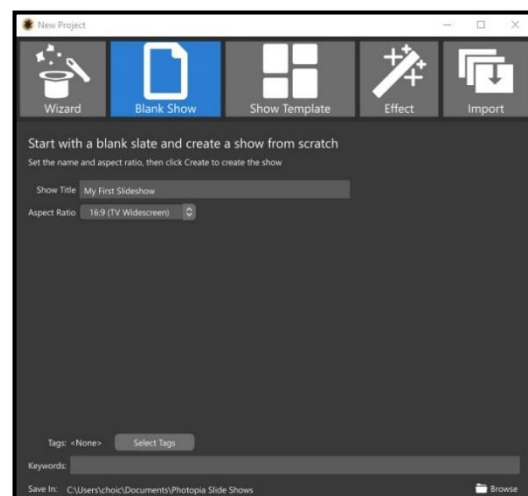
## Create Your Own Show, Fast

Using only the basic features of Photopia, you can create a simple but beautiful slide show in a matter of minutes. This is a great way to start learning Photopia, mastering the basic features first, then moving on to more advanced features when you are ready.

### Start a Project

Photopia Director will always launch to the [Home Page](#). Eventually, this is where you will see a list of the projects. Starting a slide show does not require using the **Wizard**. You can also create a **Blank Show**, use a **Template**, or even **Import** an existing slide show. Click the **New Slide Show** button in the upper left-hand corner to get started. You will then see three [options to start a new show](#), plus an option to import and convert a ProShow Show.

We are going to keep it simple and start with a **Blank Show**. Give your show a title and disregard all other settings for now (learn more about [Tags and Keywords](#) here).



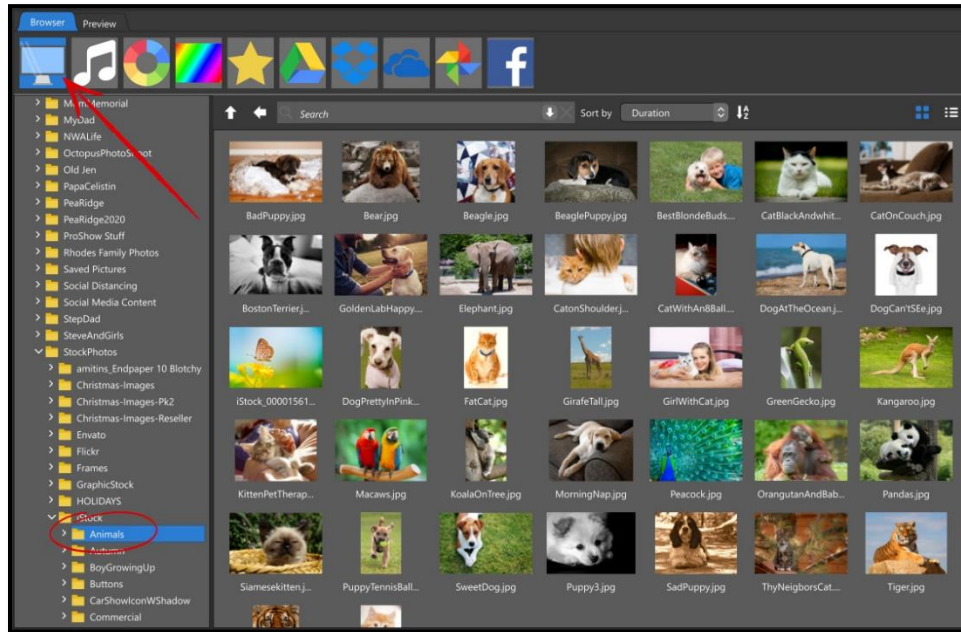
### Change the UI Layout (optional)

When you first launch Photopia, you will come into the [Advanced User Interface Layout](#). While this is where all the fun stuff is, ([keyframes](#), [groups](#), [masks](#), and more!), all those advanced features can be overwhelming, at first. If this is your first show in a slide show program, it is recommended that you start in the [Basic UI Layout](#).

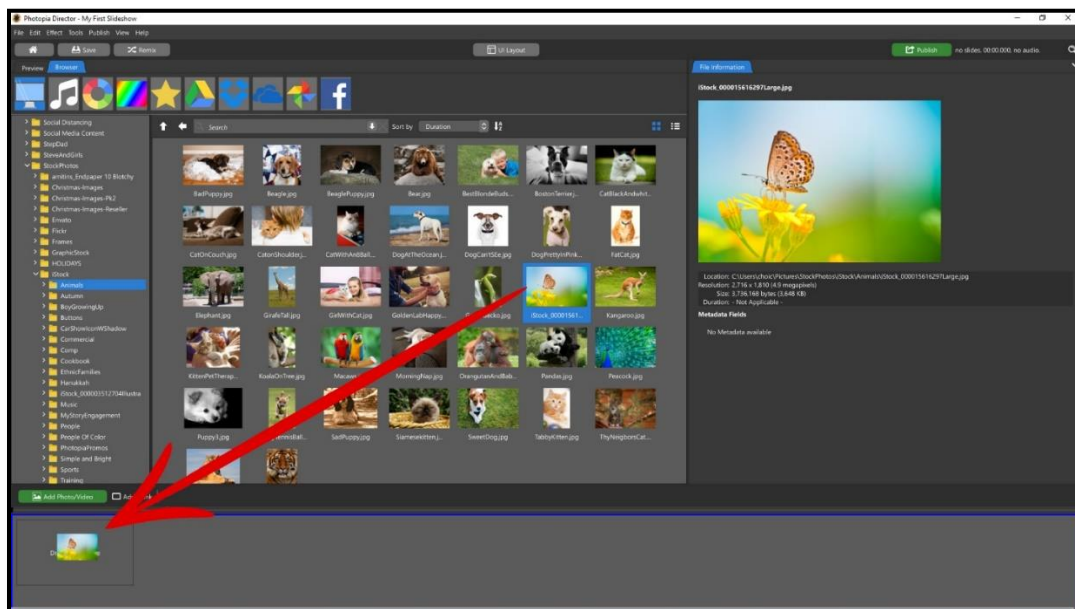
At the top of the screen, you will see a UI Layout button. Click this button and choose the **Basic** option. The user interface will appear less cluttered, with only a [Preview](#) / [Browser](#) window, a [Slide List](#), and an information tab.

## Add Images

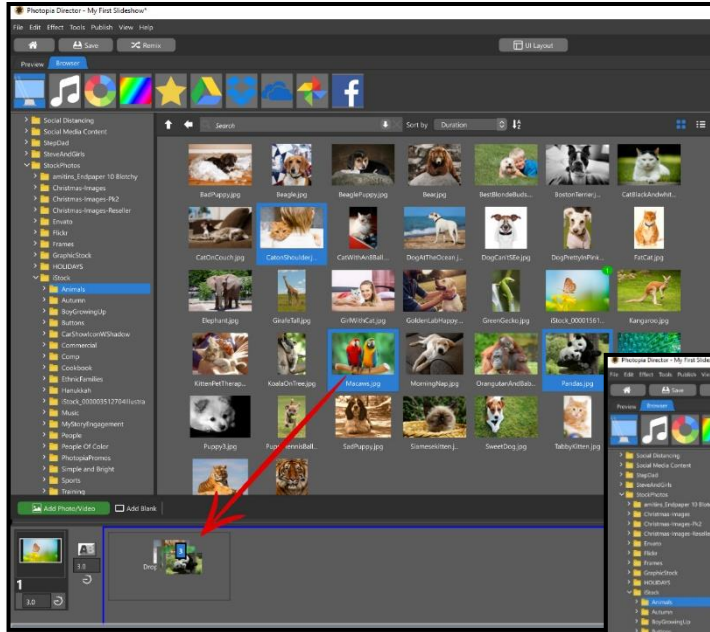
You will add images and video to your slides by locating them in the [Browser](#) window. Use the file tree on the left-hand side of the Browser to find the folder that has your images.



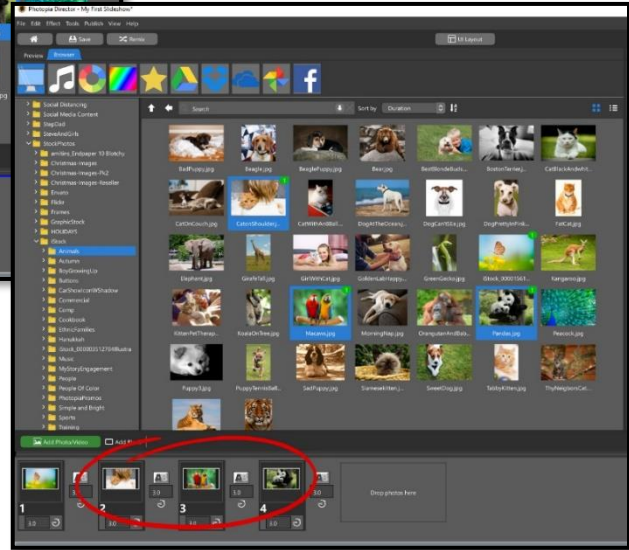
If you are working on a Mac, note that you may need to click the message in the lower-left corner of the Browser to mount the folder you intend to use.



You can add your images **one at a time** by either **dragging** your image onto a slide marker, or by **double clicking** on your image to add it to the next slide.



To add images to multiple slides, hold down the CTRL (or CMD) key while selecting them in your Browser (*shown left*), then *release* the CTRL (or CMD) key, then drag-and-drop them into the slide list (*shown below*).

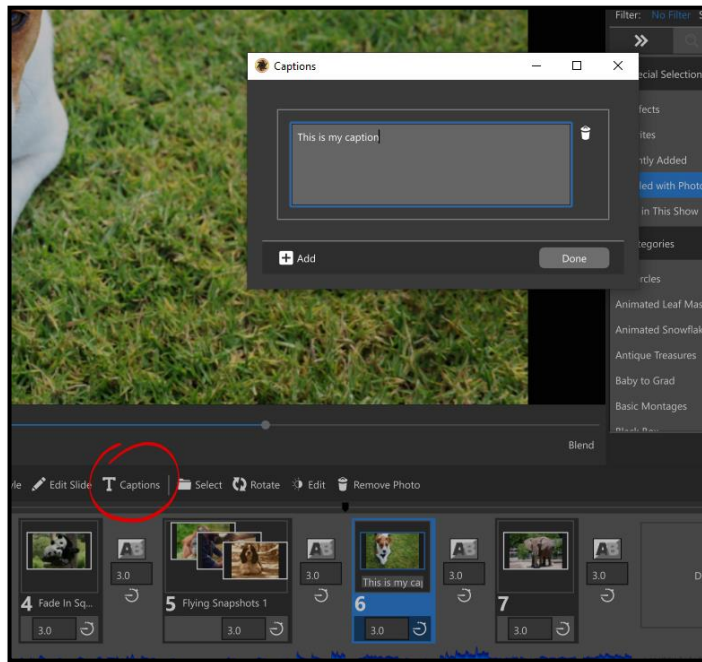


Multiple images can be added to a single slide by holding down your CTRL (or CMD) key to select your images, then *continue to hold your CTRL/CMD* key as you drag and drop them all into a single slide (*shown below*).





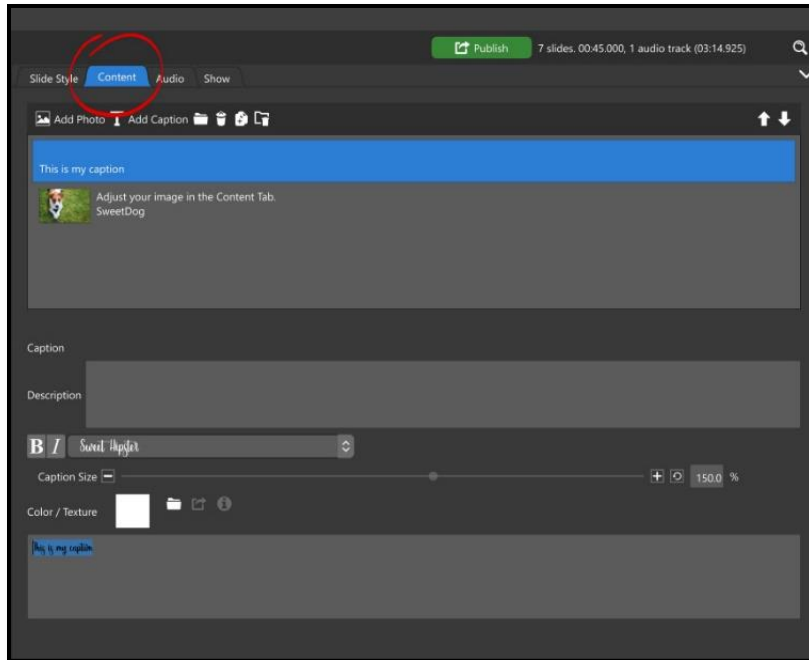
## Add Captions (Optional)



Select the slide you would like to add your [Caption](#) to and click on the **Captions** button just below the **Preview** window. Enter your caption into the text box that pops up and then click **Done**.



If you have added any Captions to your slide, be sure to look for Slide Styles that show the same number of Caption Layers that you added. Once you have applied a Slide Style, you can set the font and size of your caption.

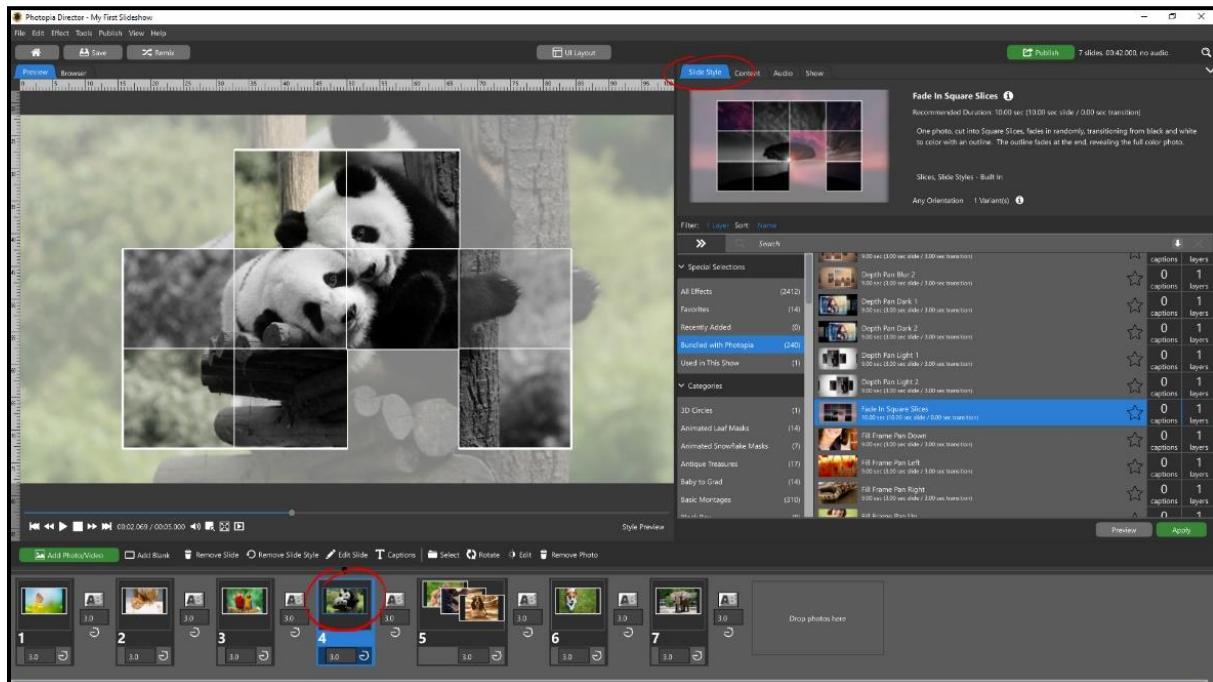


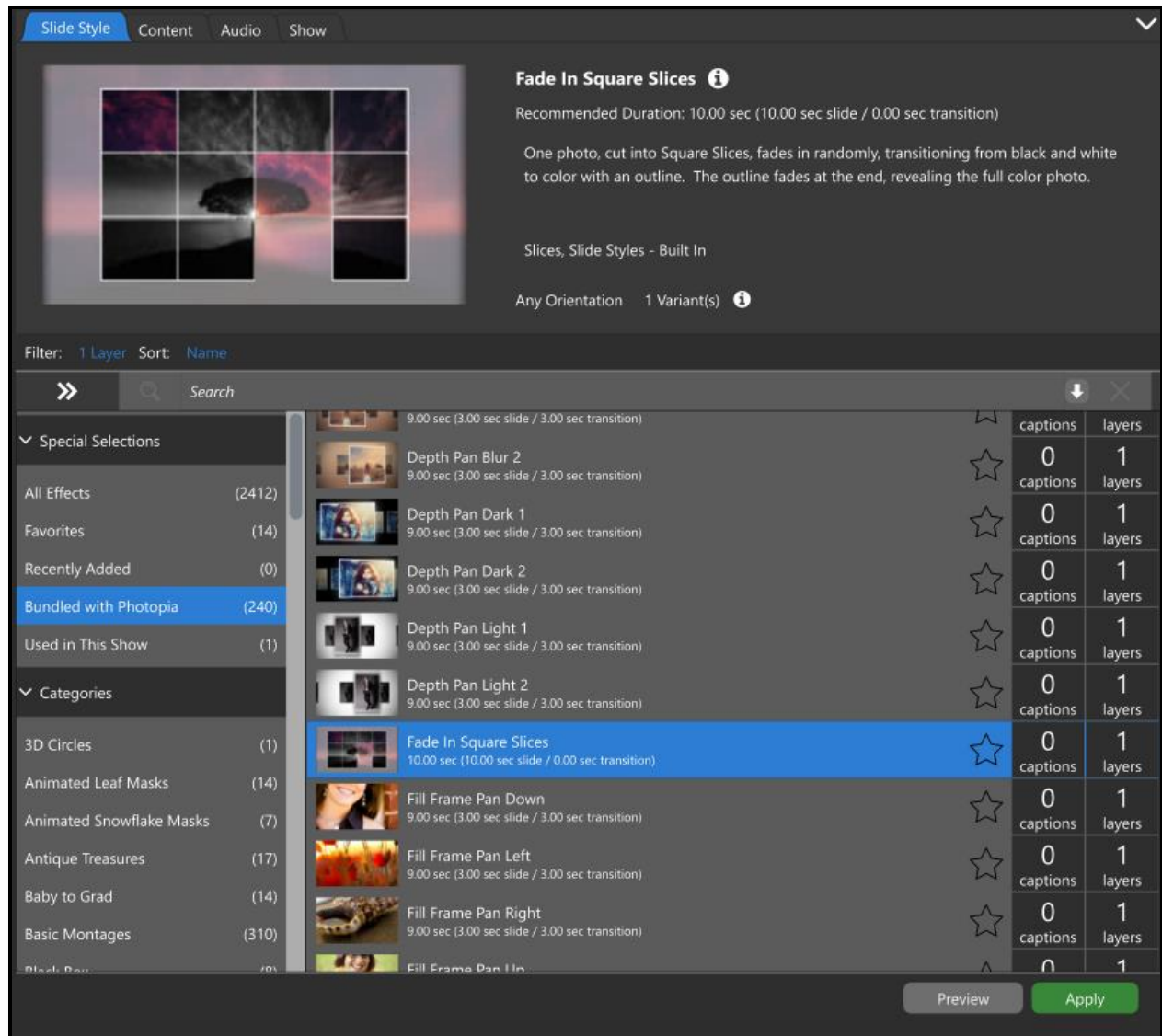
You can change various [caption attributes](#), such as the Font, Size, or Color by clicking on the **Content Tab**, then selecting your **Caption Layer**.

## Apply Slide Styles and Transitions

[Slide Styles](#) are pre-animated effects that you can add to your slides.

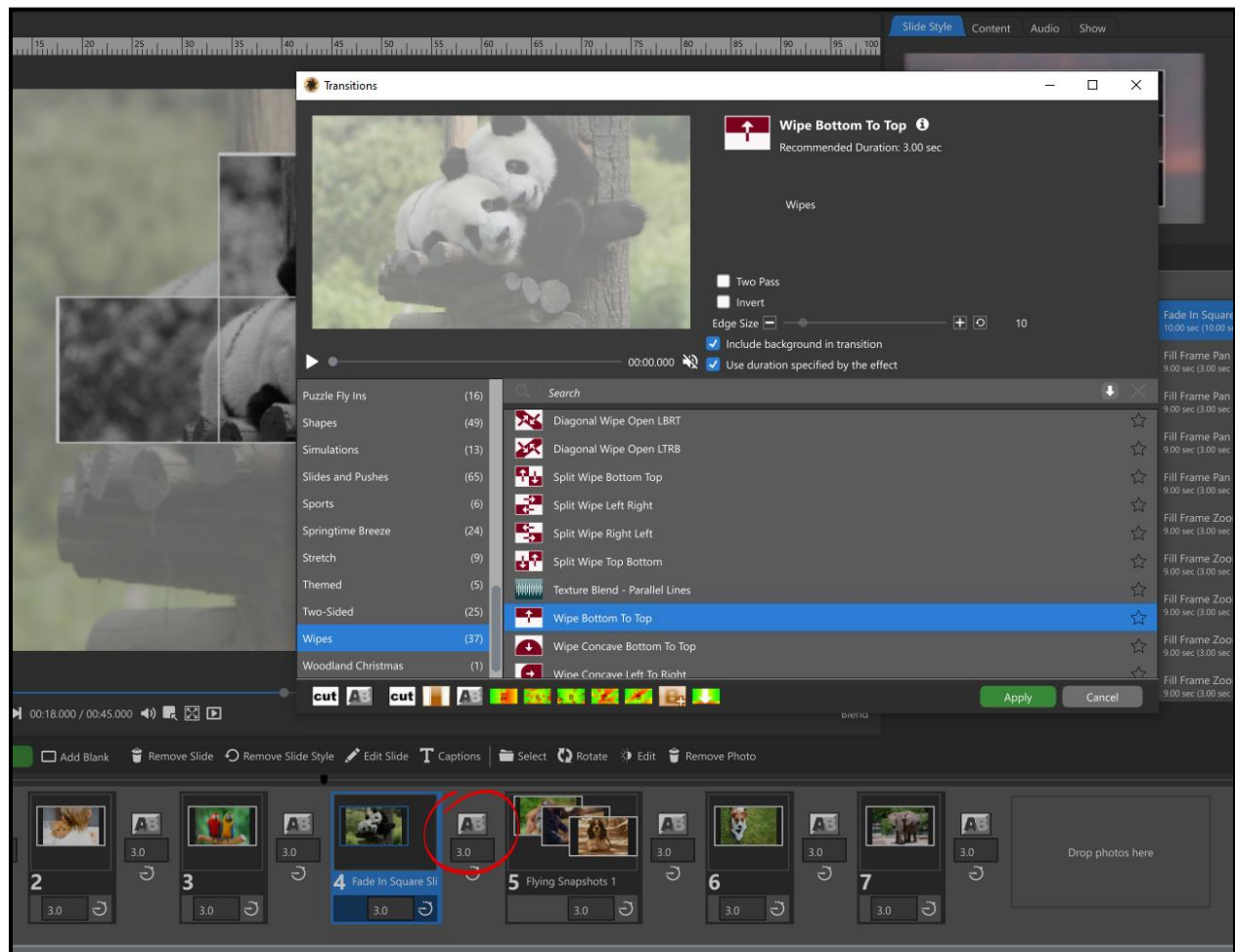
Select a slide and click on the [Slide Style Tab](#) in the right-hand panel.





Categories of Slide Styles are on the left, individual Slide Styles are on the right, with a **Search Bar** at the top. You will want to find Slide Styles that use the same number of images as your slide. If you only have one image in a slide, make sure you are applying a Slide Style that uses only 1 layer. If your slide has 3 images, look for Slide Styles that use 3 Layers. You can use the Filter option to show only the Styles that use the exact number of layers and captions that you have in your slide.

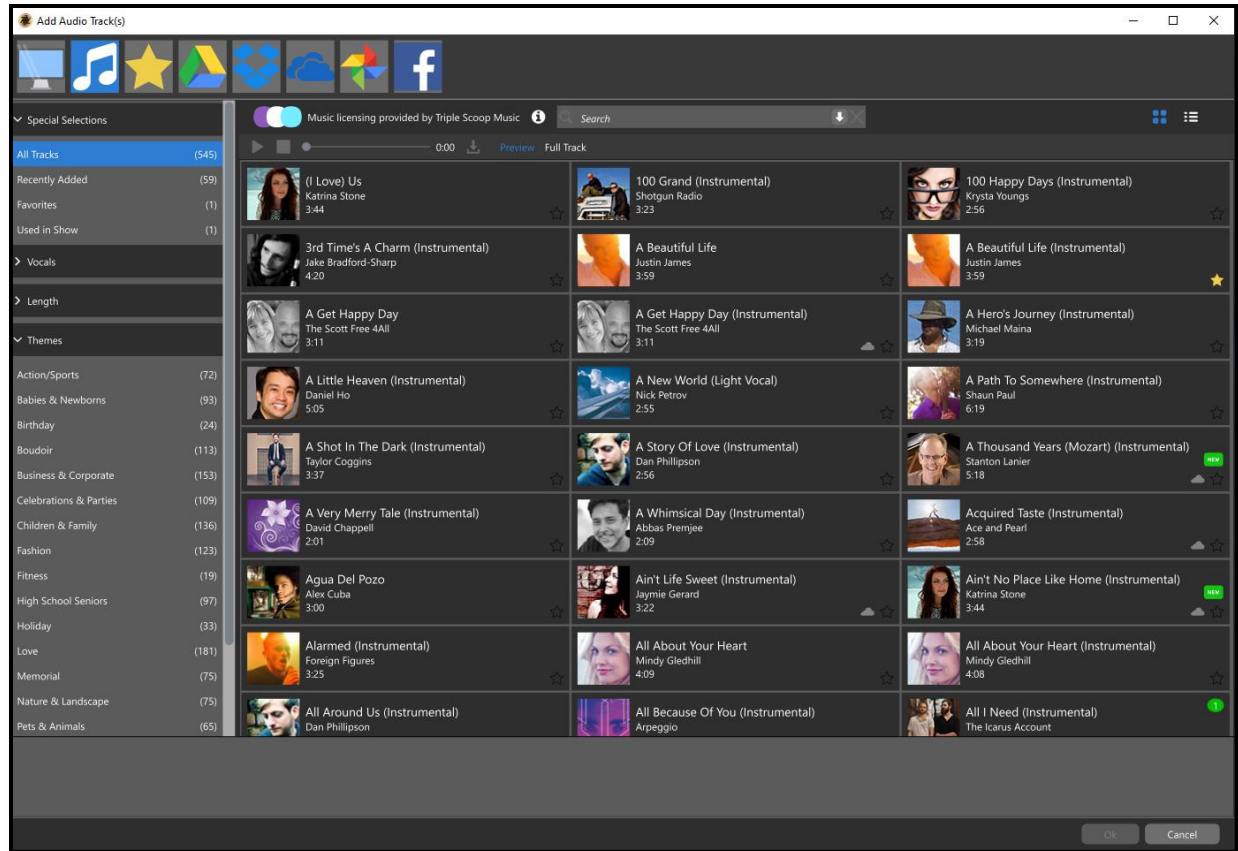
You can see what your slide will look like with the selected Slide Style applied by clicking the **Preview** button. Once you have the Slide Style you want to use, click **Apply**.



The default [Transition](#) between slides is a blend (or fade). Click on any transition in the slide list to change that Transition. This will bring up the **Transitions** window where you can search for, and preview, Transitions in the same way as Slide Styles. Categories are listed on the left, individual Transitions are on the right, with a Search bar at the top. The preview option for Transitions is a bit different than it is for Slide Styles. Instead of a Preview button there is a **'play icon'** shown just below the preview area in the Transitions window. The same **Apply** button is used for both Slide Styles and Transitions.

### Add Your Soundtrack

Photopia includes an extensive royalty-free [Music Library](#). You can use these songs in slide shows that are shared on social media websites. You can also add music files from your computer. If you use a copyrighted song from your computer, and do not have a license to share that song, you may find that your slide show is removed / modified on social media websites.

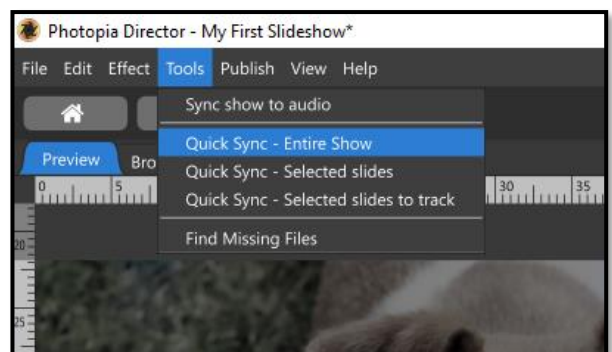


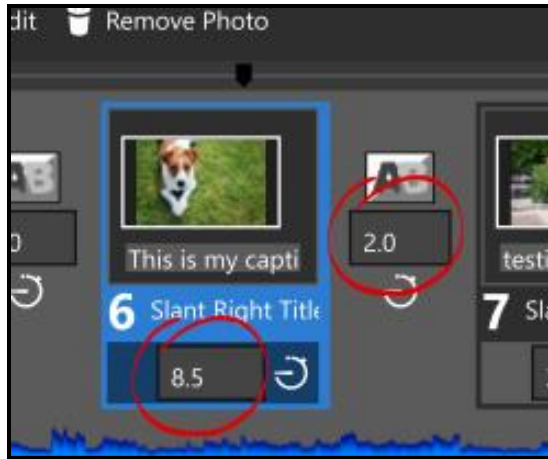
Click the **Add Audio** button to bring up the **Add Audio Track(s)** window with the [Photopia Music Library](#) selected. There are categories on the left to help you find just the right style of song for your show. Songs can be previewed by selecting them then clicking the 'play icon' just above the list of tracks. Note that you **must be connected to the internet** to add and preview songs from the Photopia Music Library if they have not already been downloaded. When you have selected a song, click the **OK** button (or double click the song) to add it to your slide show.

Adding a song from your local computer can be done from the same window. Click the 'computer icon' in the top-left corner of the **Add Audio Track(s)** window, then use the folder list to search for the audio file you want to use. Select your audio file and click the **OK** button to add that track to your slide show.

## Adjust Your Timing (Quick Sync)

You can adjust the timing of your Slides and Transitions to better fit your Soundtrack in several ways. Photopia can mathematically adjust your Slide and Transition times to match your total Soundtrack time using **Quick Sync**. Click on **Tools > Quick Sync – Entire Show**. This will modify your slide / transition times to make the total number of slides match the total Soundtrack duration. You can also **Quick Sync Selected Slides**. [Learn more about Quick Sync.](#)





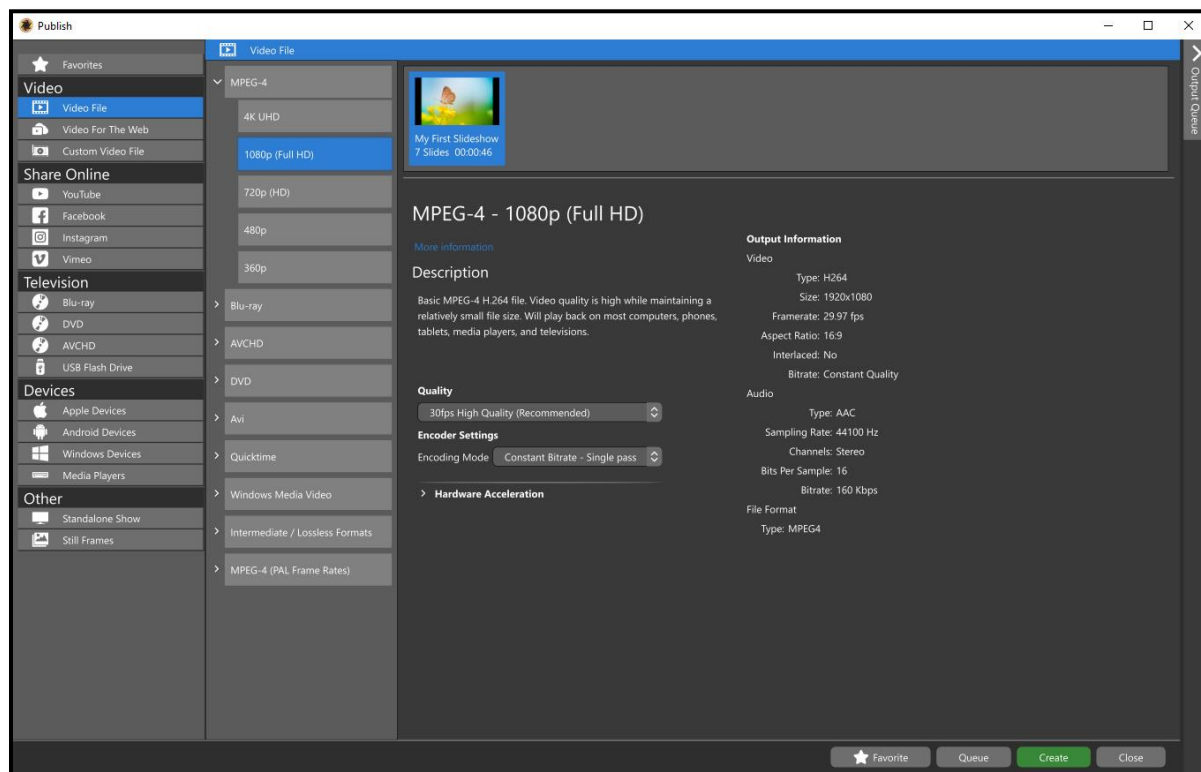
You can also manually adjust slide / transition times to better match your slides, and the layers therein, to your Soundtrack. In this way you can push slides backward / forward in time to better align your slides to certain parts of the songs in the slide show.

The number boxes beneath the Slides and Transitions accept numbers down to 1/100<sup>th</sup> of a second.

For a more visual method of adjusting the Slide and Transition times to match your music, use the [Timeline View](#). Note that the **Timeline** is only available in the **Advanced** and **Compact** UI Layouts.

## Publish Your Show

When you are happy with your slide show, you are ready to Publish it! Click on the green **Publish** button in the upper right corner to choose a [publishing option](#).



Different publishing option categories are available on the left. When you select an option, more detailed information about that option will appear on the right. When you have found a publishing option you would like to use, hit **Create**.

This has been a basic overview of the slideshow creation and output processes in Photopia. Continue reading for further information about how Photopia works including what options are available, where to find those options, and how to use them.

# Learning Photopia from the Ground Up

In previous chapters, you learned how to create a slide show quickly using either the [Wizard](#), [pre-designed Slide Styles](#), or a combination of both. The speed at which you can create this type of show is largely dependent on the program doing most of the work for you. It also means you have little control over the details in your show, individual slides, or music timing. After creating some shows with the faster methods, you might be ready to customize those shows even further, or you may be ready to build your own animations from the ground up.

To do this, it is best to learn **everything**, from the ground up, to make this process easier. All the features, tools, and workspaces in Photopia are connected to one another. While you may be tempted to find a single answer to a single question, you will often find that you also need to learn something else that your question was connected to so that you can fully implement your vision.

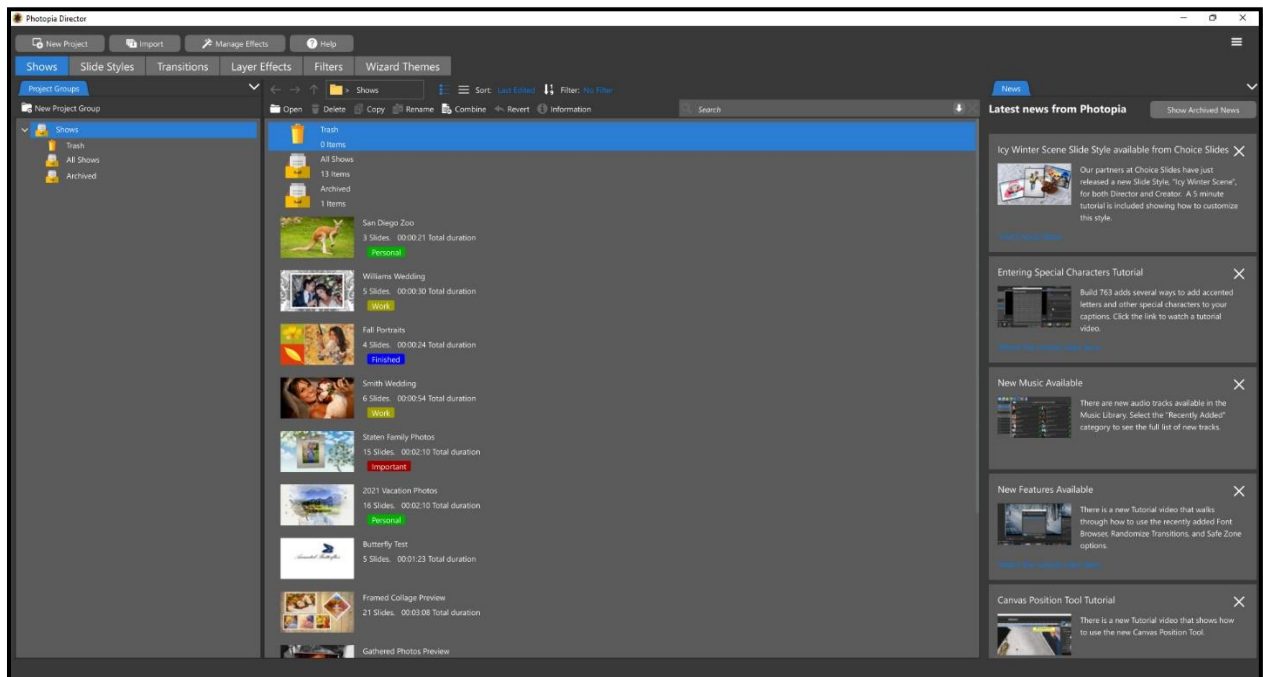
**Important projects on tight deadlines are NOT a good starting point for this learning process.**

Photopia is a very robust program that cannot be mastered in a day or two. Give yourself plenty of time to play with all the features, learn the best workflow that fits your style, and you will be creating unique and beautiful shows in no time.

Let's start with the basics.

## The Home Page

The **Home Page** is where you will start each time you launch Photopia. This is where you will find a list of all your Projects, the latest **News** from Photopia, options to import projects and shows, manage your effects, and check for Photopia updates.



## Top Icons

At the very top of the Home Page, you will find four buttons.



**New Project** is how you will start a new [Project](#), of any kind.

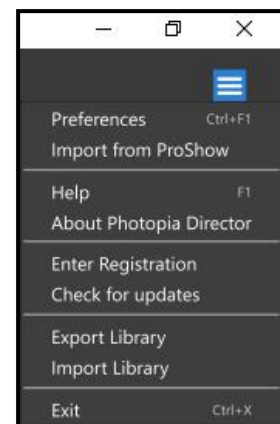
**Import** allows you to load a single file, including ProShow Shows, ProShow effects, and of course Photopia Projects and Effect. Once imported, the slide show will be in the list of projects and can be opened from that location for further editing. To import multiple Effect files at a time, use the Manage Effects Window.

**Manage Effects** opens the [Manage Effects window](#).

**Help** gives you access to online Video Tutorials as well as the Photopia User Forum and this User's Manual.

## Hamburger Menu

In the upper right corner of the Home Page, you will see three lines. Clicking on these lines gives you quick access to your [Photopia Preferences](#), Importing ProShow Files, Help Options, About Photopia Information (such as the current build number), entering your Registration, checking to see if there are [updates](#), and [Export/Import Library](#) options for transferring Projects from one computer to another, including Windows to Mac and vice versa.



## Import from ProShow



This window gives you two options to import your ProShow files.

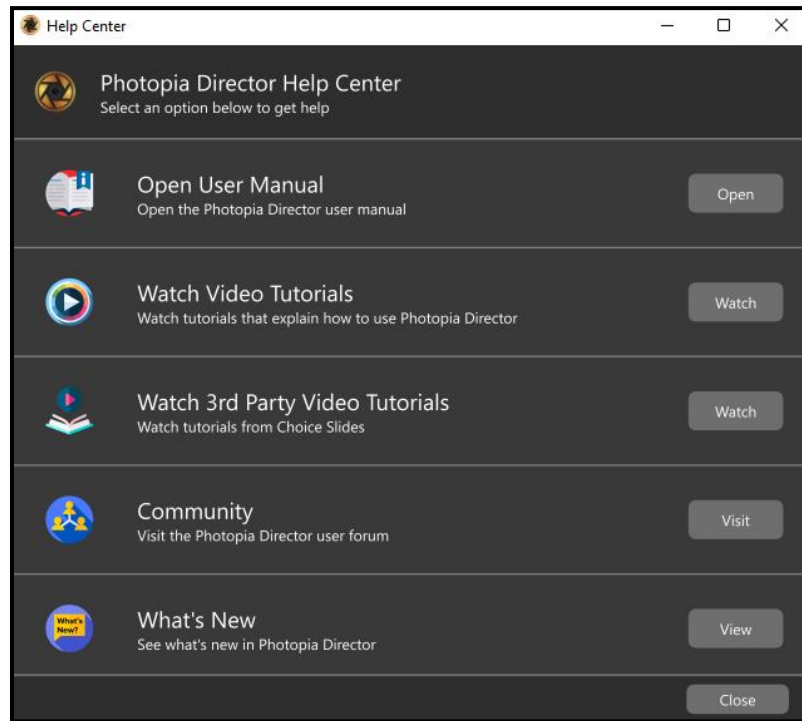
**Import ProShow Effects** will import all **currently installed** ProShow effects into Photopia. If you have ProShow effects that are **not current installed** on your computer, they will not be imported through this option. A list of all the ProShow files Photopia can see is included. If you have a lot of ProShow files, this option may be the easiest to choose but it may also take some time to complete.



**Import ProShow Files** allows you to import your ProShow Project or Slide Show files, but not effects. If you would like to import individual ProShow effects, use the Import button at the very top of the Home Page or the Import button in the Manage Effects window.

## Help

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The **Help Center** window includes the following options.

**Open User Manual** – click this **Open** button view the interactive online manual.

**Watch Video Tutorials** – click this Watch button to see a list of video tutorials that will play right from inside Photopia, or you can use the link at the bottom to watch them online.

**Watch 3<sup>rd</sup> Party Video Tutorials** – These tutorials, from Choice Slides, are less formal in nature and will give more show building advice from the perspective of a professional video editor.

**Community** – click this **Visit** button to see the online Photopia Forum where you can communicate with other Photopia users about your slide shows, using the program, and other topics as well.

**What's New** – this is a list of all updates to the program, including new features and bug fixes.

## About Photopia Director

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If you need to find the version number of the build you are using, it is on the About page. You will also find the name that your program is registered to, along with the Registration ID.

## Enter Registration

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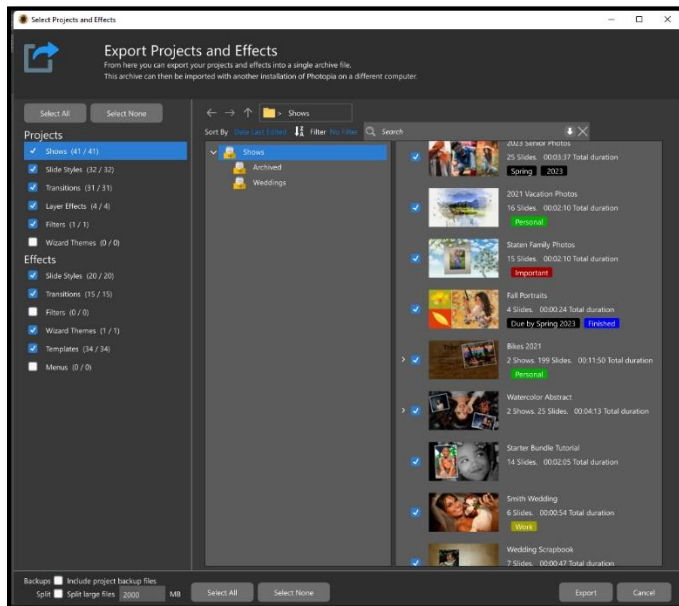
**You must be connected to the internet to use this feature.** This option will let you enter a Photopia registration key to get the program activated.

## Check for Updates

**You must be connected to the internet to use this feature.** This option will tell you if you are using the most current version of the software or if there is an update for you to download and install. If there is an update available, a full list of additions and changes will be displayed.

## Import / Export Libraries

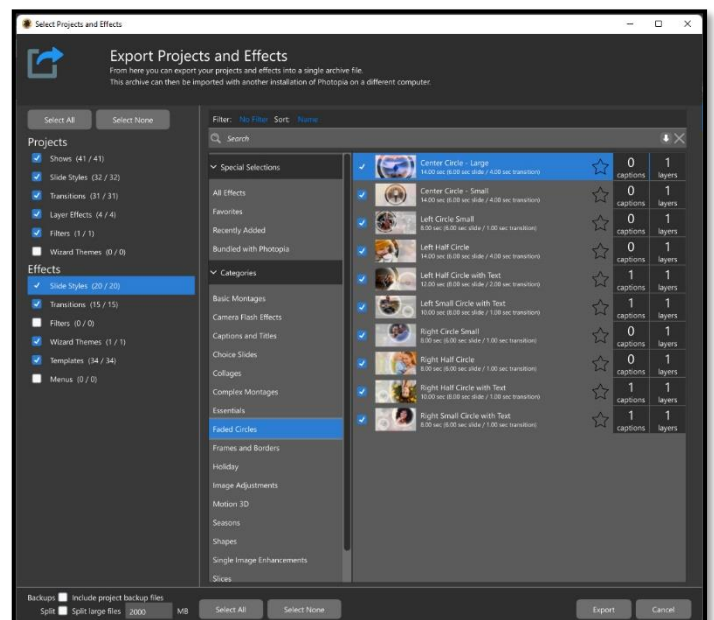
These options allow you to export entire libraries (Projects, Styles, Transitions, Wizard Themes, etc.), to transfer them to another computer, including moving from one platform to another (Windows and Mac).



After selecting the **Export Library** option, Photopia will scan all your projects. In the next window you will see a list of **Projects** and **Effects** on the left. When **Shows** is selected (*shown left*), the right side of the screen will show your Project Groups and individual projects.

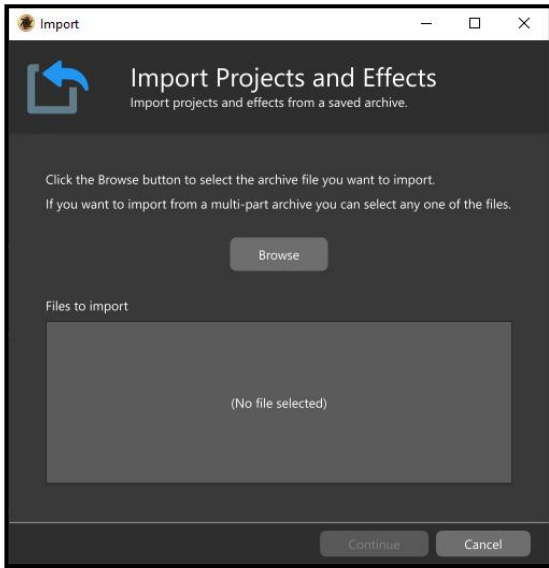
When an **Effect** type is selected (*shown right*), you'll see categories on the left and individual effects on the right. Everything installed in your program is selected, by default. If you only want to export a few items, first choose **Select None** above the Projects and Effects list. Then go through individual types of projects and effects, selecting categories, and either check individual effects, or select all effects in that category by clicking on **Select All** at the bottom of the effect list.

A white box in the Projects and Effects list indicates that no files in that category will be included in the Export. A gray box indicates that some items were

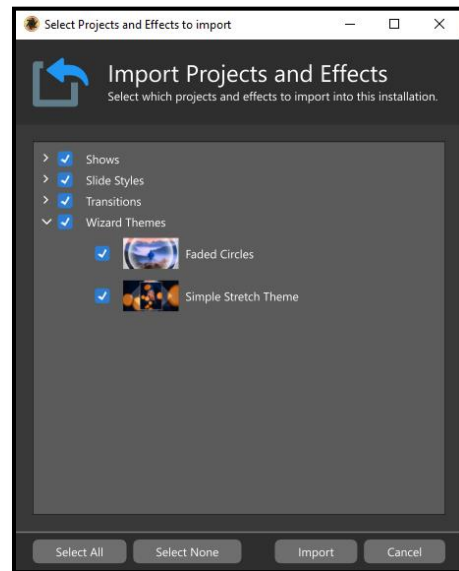


selected to be exported, but not all items in that category. A blue check mark means everything that is in that Project or Effect type will be included in your export.

There are options at the bottom of this window to include **Backups** and **Split** larger files for easier transfer. Once you have selected the projects and effects you would like to export, click the Ok button, then choose a location and file name for the archive to be saved.



After you have moved the Archive file to another computer, you can import the Projects and Effects in the same manner. Choose **Import Libraries** from the **Hamburger Menu**. Browse to find the **Archive File** that you exported (*shown left*). After the Archive has imported you will see all the categories and individual files inside the Archive. You can choose to import everything by leaving the blue checkmarks on the categories or choose individual files inside the categories to import (*shown below*).



## Projects

A project is more than a show. In Photopia Director there are different types of Projects, including Effects Projects and a Shows Project, which can have several shows in it.

### Starting a New Project

#### Types of Projects



The most common type of Project is a Show Project. You can also have Projects for Effects that you are building, such as [Slide Styles](#), [Transitions](#), [Layer Effects](#), Filters, and [Wizard Themes](#).

Click on the **New Project** button on the [Home Page](#) to start a new project. The next window will give you three different options to start creating your show, plus options to start Effect Projects and Import ProShow files. You can choose to start a new show with a [Wizard Theme](#), a [Blank Show](#), or a [Show Template](#).

## Wizard

The Wizard uses Themes, which are a collection of Slide Styles and Transitions that will be **randomly applied** to your images. Wizard Themes provide a quick and effortless way to apply effects to an entire show, while still giving you control over the look, the music, and the timing. Learn more about [starting a show using a Wizard Theme](#) and [creating your own Wizard Theme](#).

## Blank Show

This option gives you the most control over your slide show. You can build your own slides using all of Photopia [tools and effects](#), apply individual [Slide Styles and Transitions](#) to your slides, or a combination of both. [Learn more about starting a blank show](#).

## Show Template

Show Templates are fully designed shows with empty place markers for you to add images and video. Show Templates can be customized to suit your needs (adding, removing, rearranging slides). The flexibility of each Template depends on its design.



In the Template example shown above, you can see multiple slides with place markers, a background image, as well as other graphic elements that were included in the Template. The [Content Tab](#) provides helpful information to guide you as to which place marker to add your images into and access to any [Caption Layers](#).

## Effect Projects

These options do not create a show. [Effects Projects](#) are for you to create your own Slide Styles, Transitions, Layer Effects, Templates, and Wizard Themes. [Learn more about creating your own Effects.](#)

## Import

The import option allows you to import ProShow slideshow files. It is important to note that if your ProShow slide show used any Slide Styles or Transitions you should import those into Photopia first for the best results.

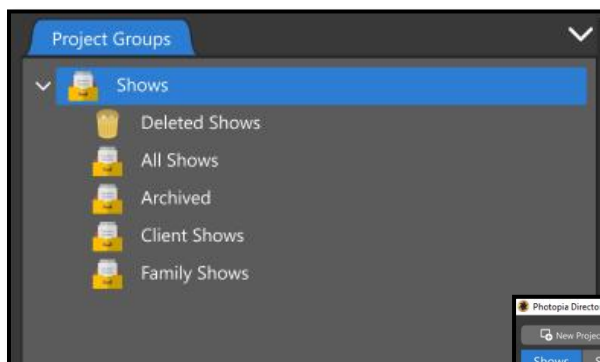
## Project Information

You will see information regarding each Project next to its thumbnail image, including its name, the number of shows in the project, the number of slides in the project (for all slide shows combined), and the total duration (for all slide shows combined) You



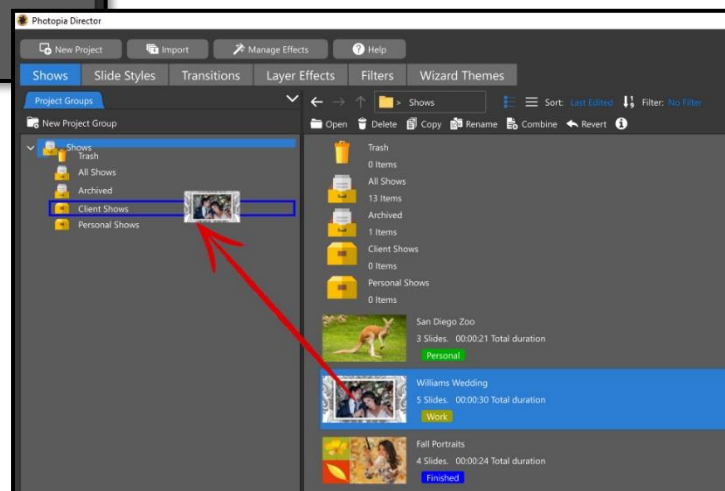
will also see a drop-down arrow to the left of the thumbnail if the project contains multiple slide shows. If you have used a [Tag](#) or [Keyword](#) on a Project, you will also see those.

## Project Groups



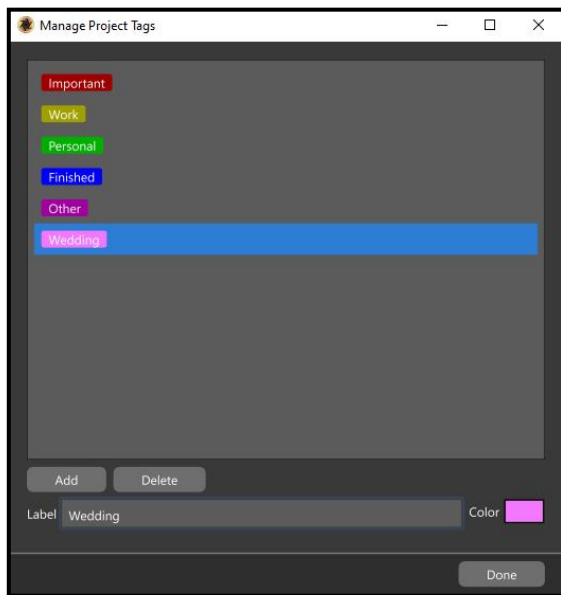
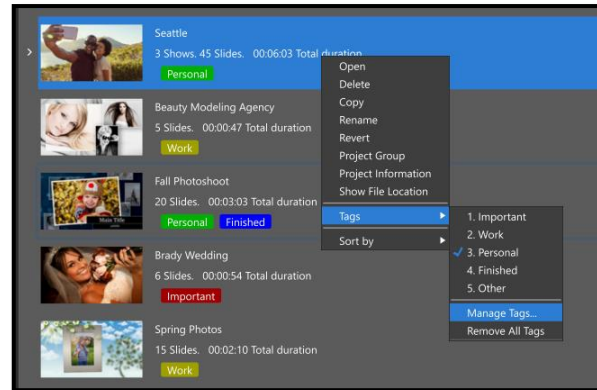
**Project Groups** help keep all your projects organized. You will start with two basic Project Groups: **All Shows** and **Archived**. You can add your own Project Groups by clicking on the **New Project Group** button. You can even have Project Groups inside Project Groups.

Once you have a Project Group, you can easily add a Project to that group using drag-and-drop (*shown right*) or by right-clicking and assigning your project to a group.



## Tags

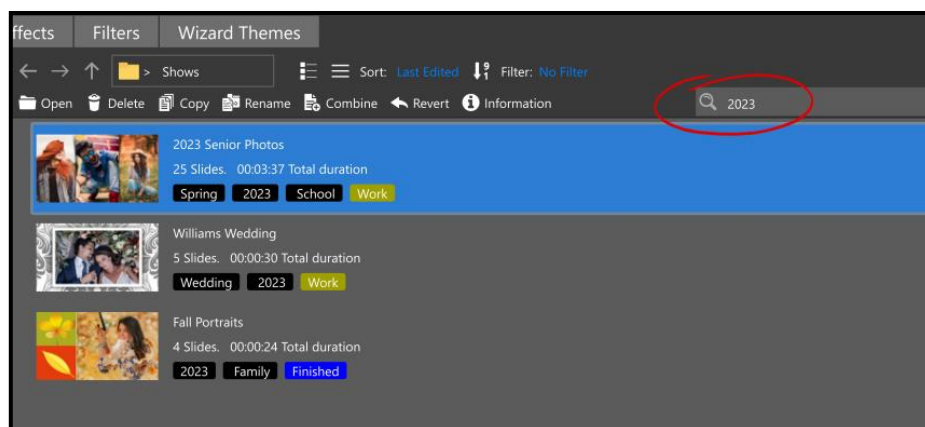
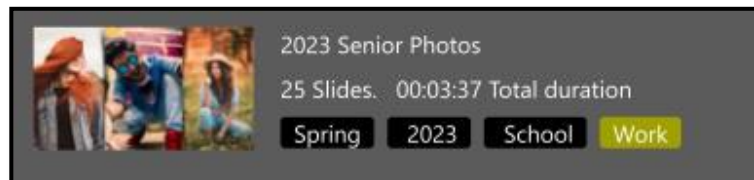
Tags allow you to assign a **visual color code** to your projects. Right-click on a project then select the Tags flyout menu. You can then choose an existing tag or click **Manage Tags** to create a new tag.



Once you are familiar with the numbers associated with your Tags, you can easily add a Tag to a project by selecting the project, then type the corresponding number on your keyboard.

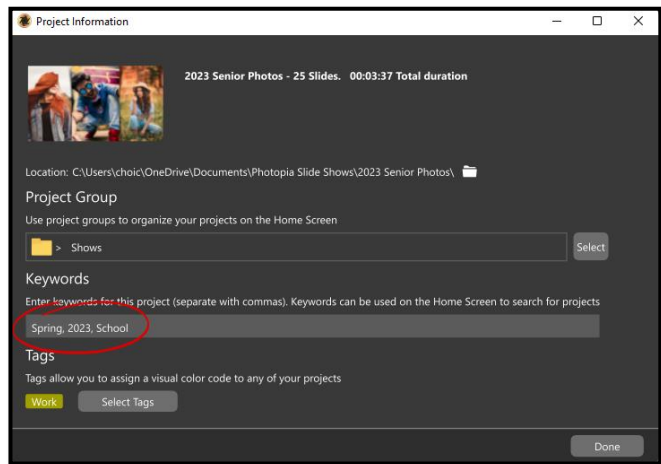
## Keywords

Keywords provide the ability to add **searchable terms** to your projects, helping you find projects faster.



In the example above, three projects had the Keyword “2023” add to them. When typing that Keyword, or even *parts of that keyword* into the Search box, we have filtered our results to find only those projects.

You can add **Keywords** to your Projects when you first start the project or by right-clicking on an existing project and choosing Project Information. Individual keywords should be separated by commas.

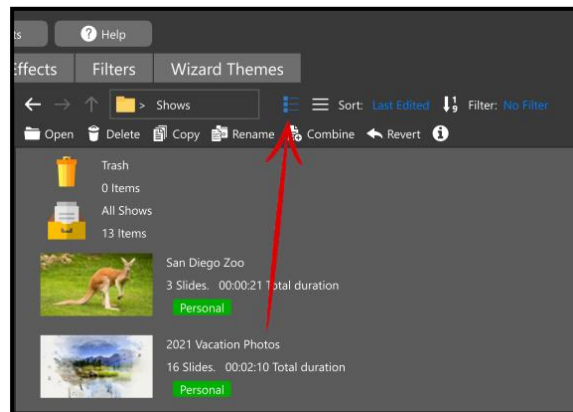
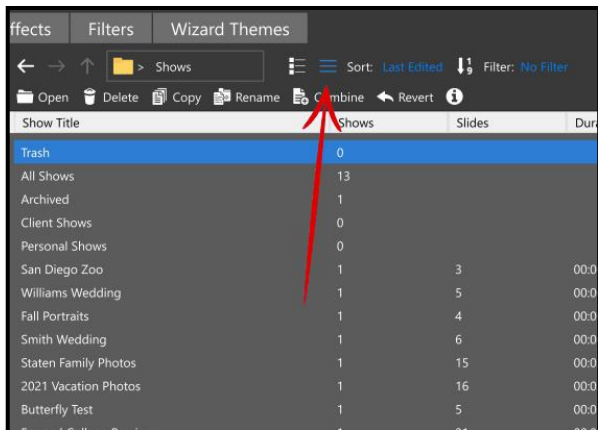


## Project Options

Above the project list you will find options for viewing, sorting, and organizing your projects.



Change the project list view between **Thumbnails** (shown at right) and **Details** (shown below).



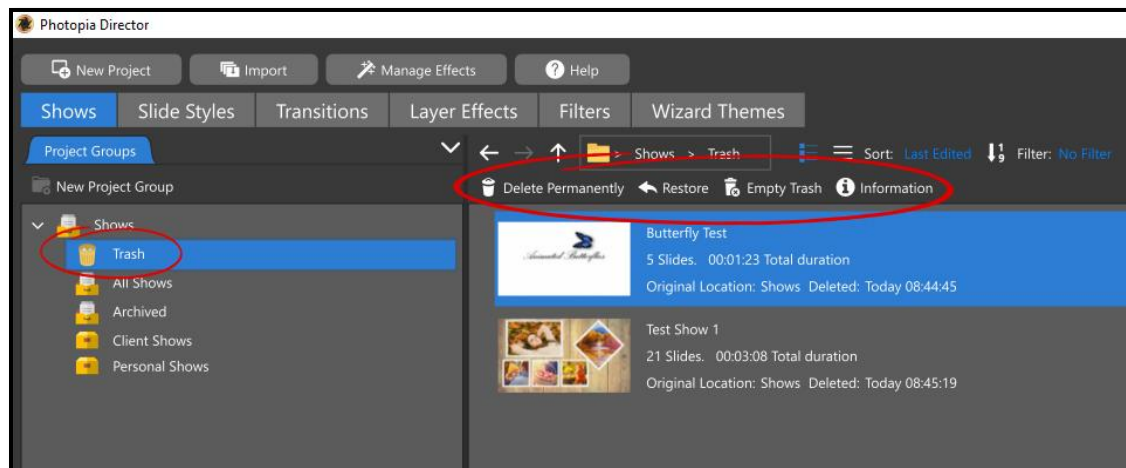
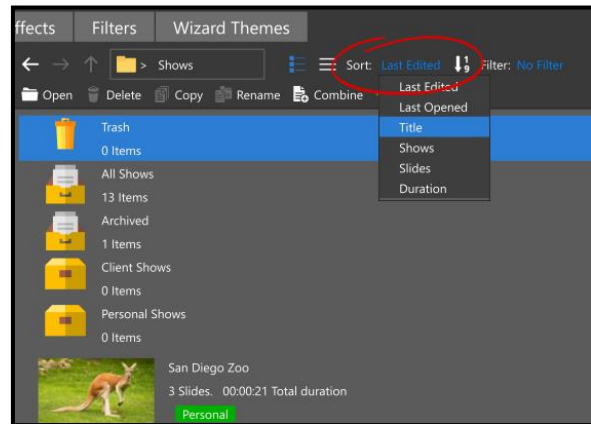
In the **Detail** view, you can easily change the sort order by clicking on the column header that you want to sort by.

You can also sort the project list using one of the options in the drop-down menu and *reverse* the sort order using the **ascending / descending** icon to the right.

You can **Filter** your projects using the previously detailed [Tags](#) and [Keywords](#).

Click the **Open** button to open the selected project, which can also be done with a double-click.

Click the **Delete** button to remove the selected project(s). This will move the selected project(s) to your **Trash** group, where you will see new options at the top.



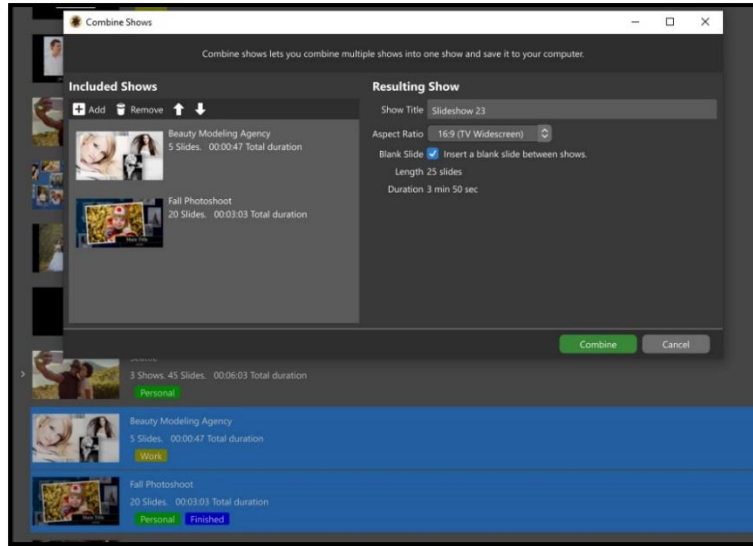
Projects can be permanently deleted by selecting them from the **Trash** group then clicking the **Delete Permanently** button. You can also **Restore** a project from the **Trash** folder. Clicking the **Empty Trash** folder will permanently delete **ALL** projects in the **Trash** folder.

Click the **Copy** button to make a copy of the selected project. This can be useful when you want to make significant changes to project but also want to keep the current version of the project.

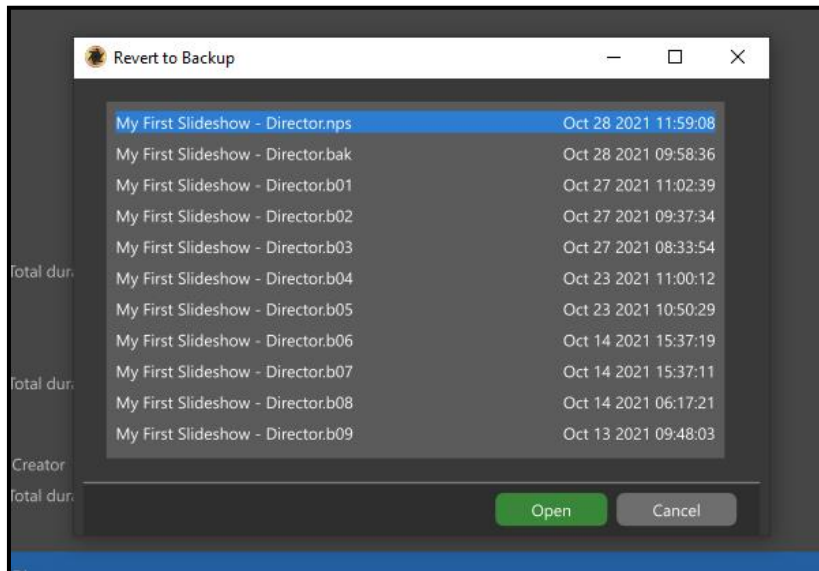
Click the **Rename** button to rename the selected project.



Click the **Combine** button to combine multiple slide shows into a single show. This option will bring up the **Combine Shows** window from which you can add / remove slide shows, change their order, and set other parameters as well. ***This option will create a single new slide show. It will NOT put separate shows into a new project.***



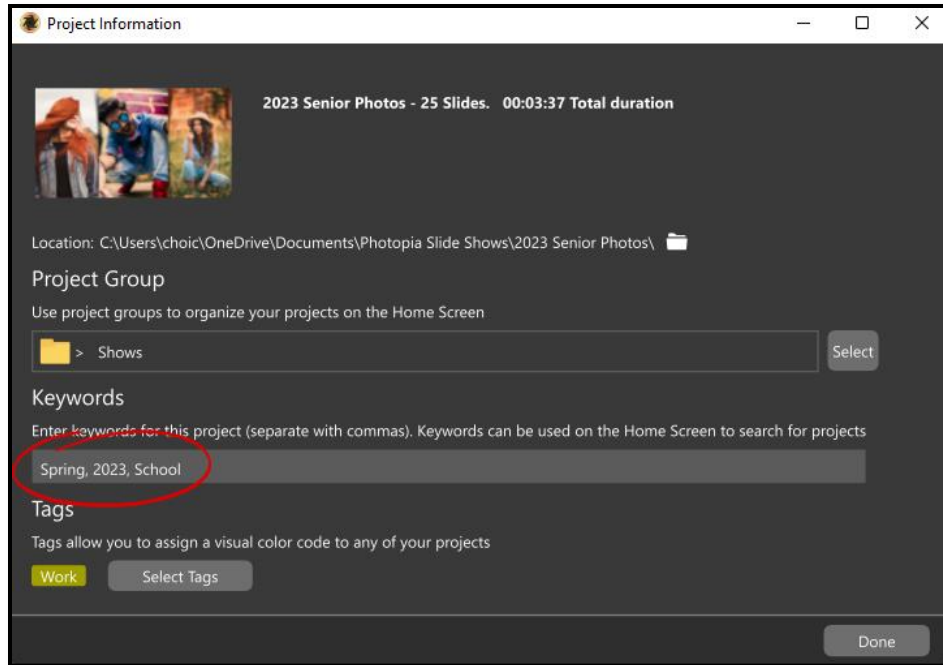
Click the **Revert** button to load a previously saved version of the selected project. This will bring up the **Revert to Backup** window, from which you can select the previous save you want to load.



All available backups of the project, which are created when the project is saved, will be listed in this window. There is a date / time listed for each backup to help you narrow down which backup you want to load.

Loading a backup in this way does NOT change your project. It is necessary to **Save** your project once the backup is loaded to make that backup the primary copy of the project.

Click the **Information** icon, displayed as a lowercase "i", to open the **Project Information** window. This window includes project details and the ability to set the project **Group / Keywords / Tags**.



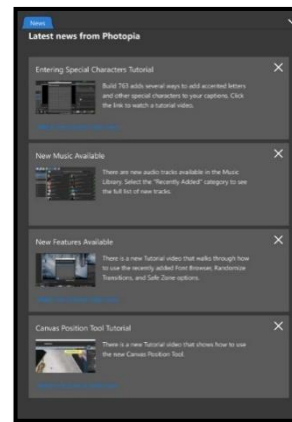
There is also a **Search** bar to search for Projects based on their name and added **Keywords**.

## News

The right side of the Home Page is where you will see News from Photopia. This could be new [tutorials](#), free effects for you to download, new Music when it becomes available.

you would like to remove a news item from this list, simply click on the in the upper right corner of that item.

You can collapse the News section of your Home Page by clicking on the down arrow in the upper right corner of that section.

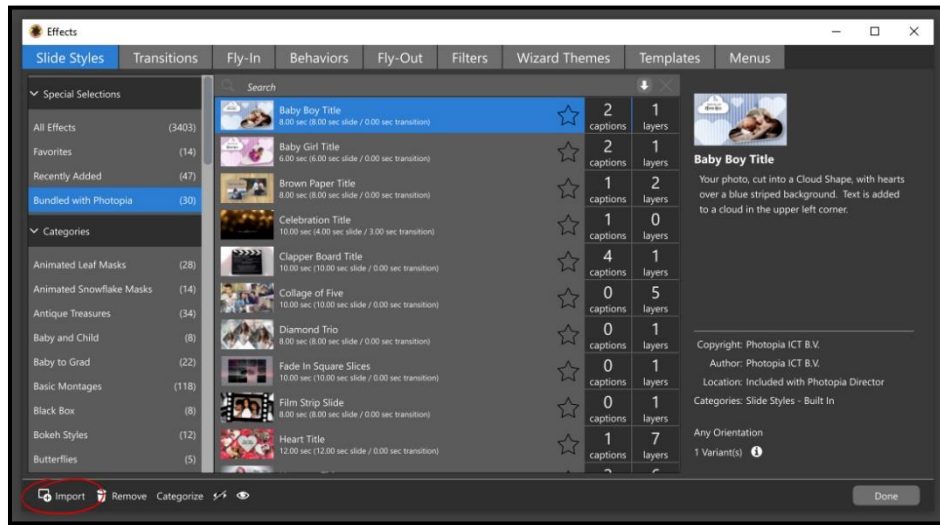


or  
If  
"X"

## The Manage Effects Window

The **Manage Effects** window is where you can import, categorize, and delete your effects. These include [Slide Styles](#), [Transitions](#), [Wizard Themes](#), [Show Templates](#) and more.

## Importing Effects (Styles, Transitions, Templates and Themes)



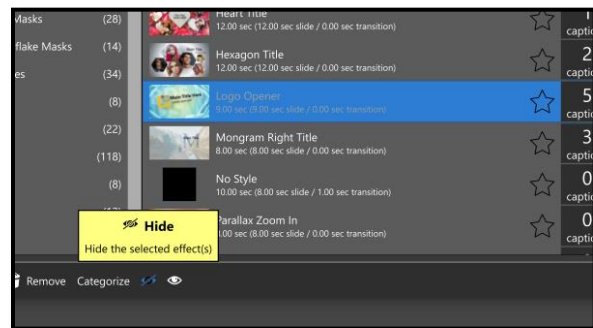
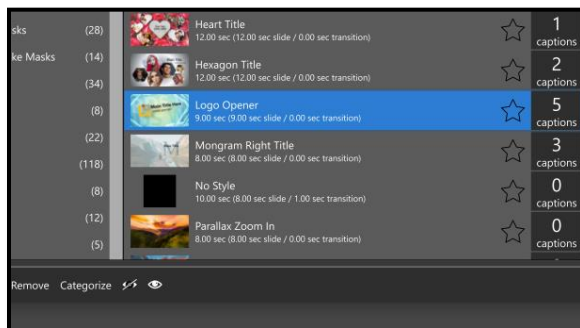
Click the **Manage Effects** button from the **Home Page** to open the **Effects** window. Click the **Import** button in that window to load **Slide Style**, **Transition**, **Template**, and **Wizard Theme** files into Photopia. Once an effect file has been loaded in this way the effect becomes available throughout that Photopia installation. Photopia effect files have the STA file extension while ProShow effect files have a variety of extensions (ex. PXS for Slide Styles, PXT for Transitions, etc.). The **Manage Effects** window can also be opened from the **Effects** menu while a project is loaded.

Once your effects have been imported, they will be listed in a [Category](#). If you need help finding effects, use the **Search Bar** at the top of the list. If you are unsure of what Category they might be in, select the **All Effects Category** before you search.

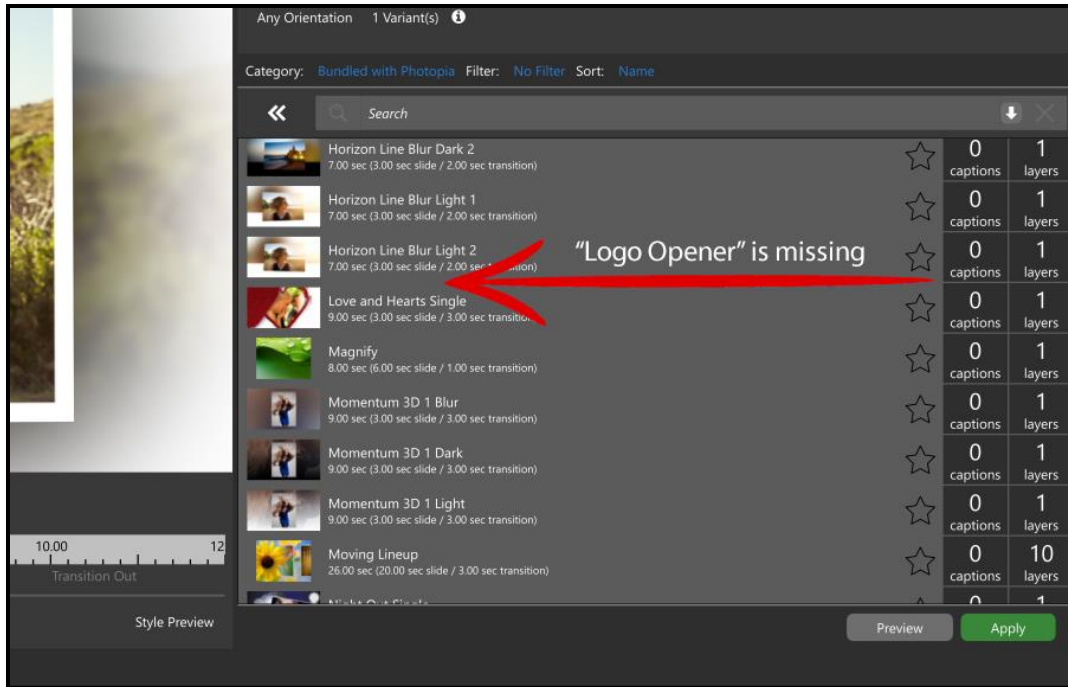
## Removing Effects

The Manage Effects window is also where you can remove, categorize, and hide imported effects.

Click the **Remove** button to delete the selected effect(s). Unlike projects, there is no 'trash' system for deleted effects. If you need to restore a deleted effect, import it again from the original source file.



Click the **Hide** button (crossed-out eye icon) to make the selected effects hidden in other areas of the program. Hidden effects will appear 'ghosted' in the **Manage Effects** window. Click the eye icon to Show (unhide) the selected hidden effects.

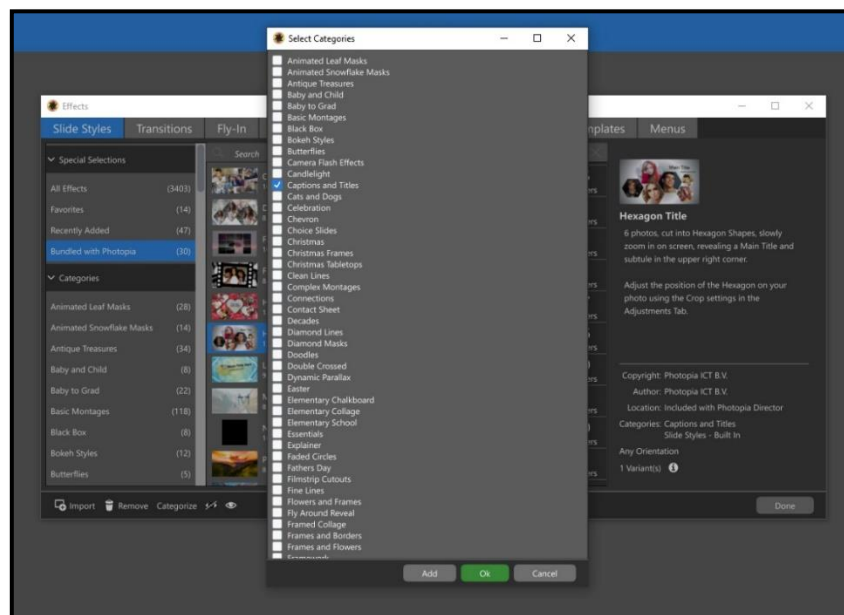


In this example (*shown above*) the “Logo Opener” Slide Style has been hidden using the **Manage Effects** window. This results in that Slide Style not being shown in the **Slide Style** list when looking for Slide Styles to apply.

## Categorizing Effects

Placing effects into one or more categories can make them easier to find.

Click the **Categorize** button at the bottom of the **Manage Effects** window. You will see a checkmark by each of the categories that effect is in. To include your effects in more categories, select one or more categories you would like to add them to. You can also remove them from categories by unchecking them. If you would like to create a new category, click the **Add** button at the bottom then give your new category a name.



## Starting a New Slideshow Project

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To start creating a new Slideshow, click on the **New Project** button on the Home Page. This will bring up a new window that has three options to start a new **Show Project**, an option to start a new **Effect Project**, and an option to **Import** files from ProShow.

The three options to start a new Slideshow are:

1. **Wizard** - this allows Photopia to create a new show using a Theme or your choice. Learn more about creating a show using the [Wizard here](#).
2. **Blank Show** – This is starting from scratch; you will add your content and built your show as you would like to see it. Learn more about starting a [Blank Show here](#).
3. **Template** – a pre-built show. You will add your images into placemarkers and make minor adjustments, as needed.

Each of these choices have options for naming your new show, choosing an Aspect Ratio, selecting [Tags](#), adding [Keywords](#), and choosing a Save Location.

Once you are ready to begin, click the **Create** button and Photopia will launch into the main **User Interface Layout**.

## Preferences

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### Project Preferences

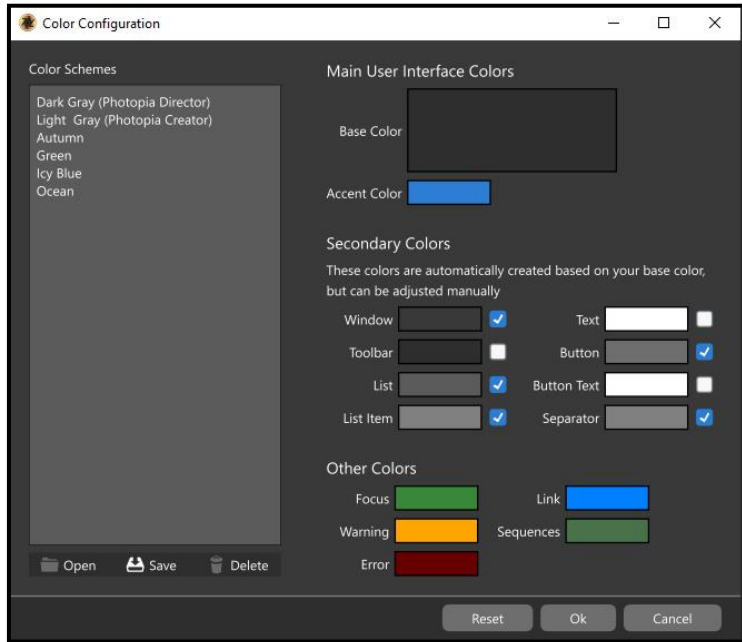
Before you begin a new project, you may want to set appearance and show preferences. Click the three lines in the upper right corner of the **Home Page**, or use the CTRL+F1 keyboard shortcut, to access the **Preferences** window. If you are already in a Project, you can access the **Preferences** option from the **Edit** menu. Here are the different sections of the **Preferences** window.

### Appearance

**UI (User Interface) Size** – This option changes the size of text and other objects in the program.

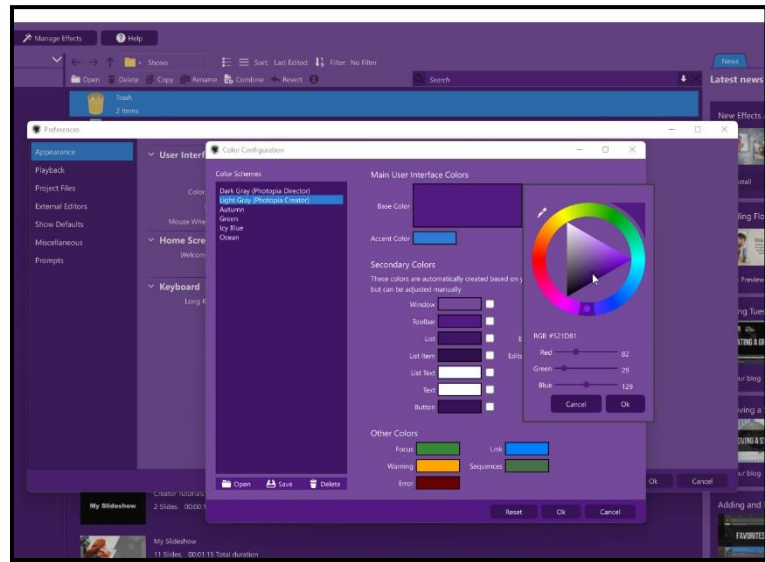
Photopia provides five preset **UI Size** options, as well as a custom option. Using a larger UI Size will provide larger text throughout the program along with larger slides and other objects. This means you may need to do more scrolling to see all the slides in the Slides List, layers in the Layers list, and options in other areas. Using a smaller UI Size will provide the opposite effect, which can be helpful if you want to see more slides / layers listed at once.

**Color Scheme** – This option lets you change the colors in various parts of the program UI.

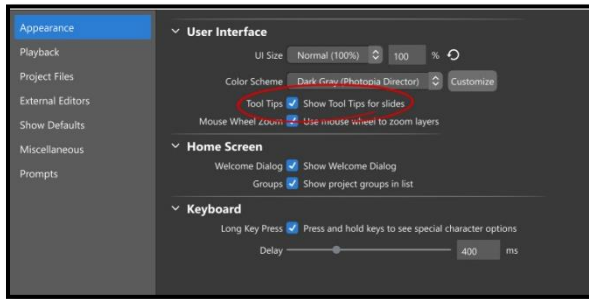


**Photopia Director** defaults to the *Dark* Color Scheme and **Photopia Creator** defaults to the *Light* Color Scheme. You can choose either of these schemes, regardless of which program you are using, or one of the various built-in presets. You can also modify color schemes or create your own custom color schemes, by clicking on **Customize**.

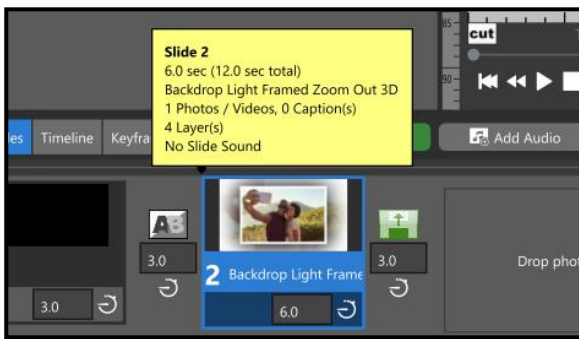
In the Color Configuration window, you can change the Base Color to create an entirely new color scheme, or you can change the various color values of the Secondary Colors in an existing preset. Select the **Save** button to give your new color preset a name.



**Tool Tips** – This option controls Tool Tips for slides, but not for other options in the program.



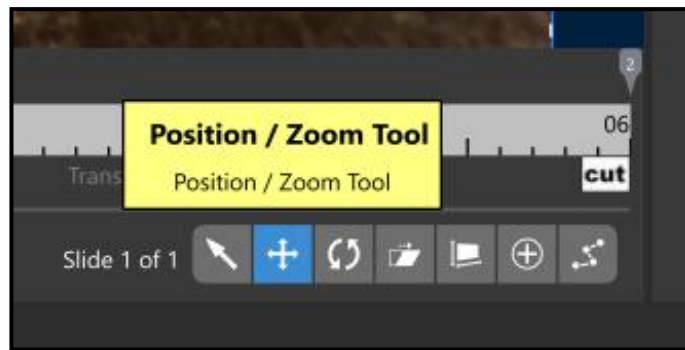
Enabling the **Tool Tips** option allows Slide Information popups to appear when holding your mouse over a slide.



Information included in the Tool Tips are the slide / transition times, Slide Style applied, and number of images / captions / slide sounds.

If you disable the Tool Tips option, basic tool tips, such as descriptions of the animation tools (*shown at right*), will always be visible.

**Mouse Wheel Zoom** – This option allows you to use your mouse wheel to change zoom layer values, in addition to scrolling panels up and down. Disable this option if you only want your mouse wheel to scroll panels, but not zoom layer values.



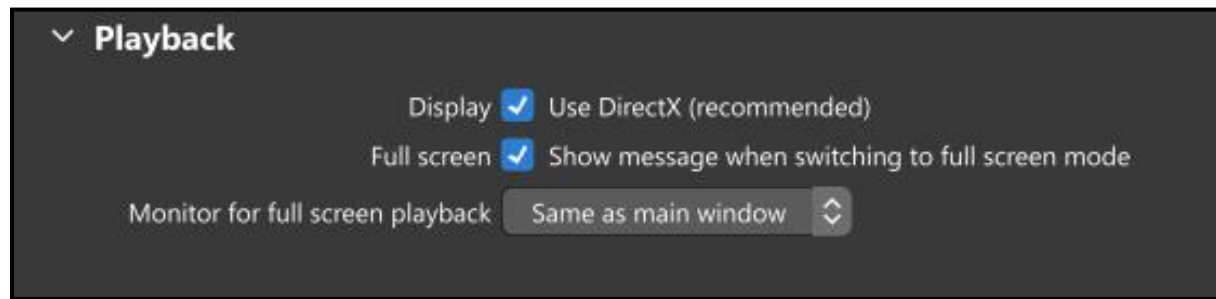
**Welcome Dialog** – This option controls display of the Welcome Dialog when the program opens each time.

**Groups** – This option controls display of project groups in the main project list.

**Long Key Press** – This option controls what happens when a key is held down while entering a caption.

**Delay** – This option controls the delay between holding a key down and seeing the special character pop-up.

## Playback

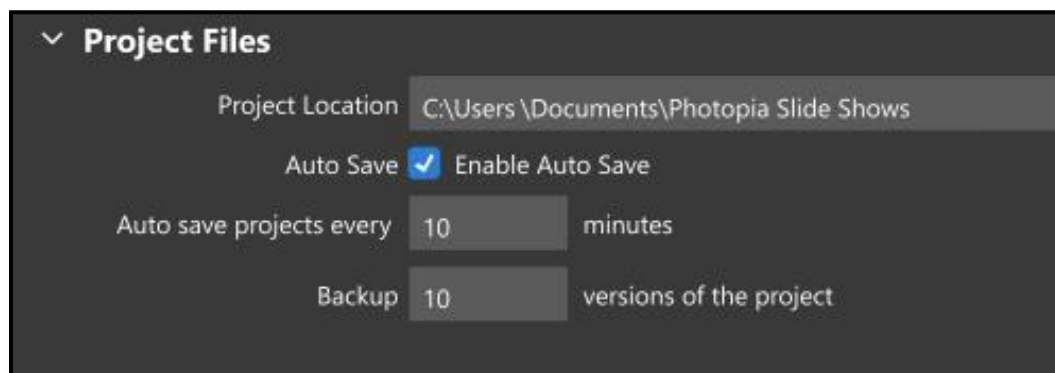


**Display (Use Direct X)** – Direct X is enabled by default in Photopia. *Direct X is Microsoft’s standard rendering method and only applies to the Windows operating system.* Using the Direct X feature generally allows Windows to display things faster. When Direct X is disabled, Photopia must use older (slower) methods of displaying graphics on screen. This option should remain enabled unless you are troubleshooting a specific display issue.

**Full Screen** – This option provides a message when toggling the Full Screen Playback option, letting you know when you have switched from playback inside the Preview window to Full Screen playback and vice versa.

**Monitor Choice** – If you have more than one monitor, this option allows you to choose which monitor is used for Full Screen playback.

## Project Files



**Project Location** – This option sets the target save location for new projects. The default is “Documents” > “Photopia Slide Shows”. You can change this location, but it is recommended that you use your local hard drive, not an external drive. Projects can be archived to an external drive as needed once they are complete.

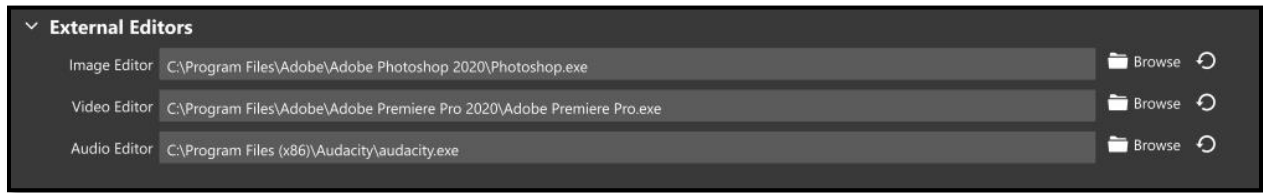
**Auto Save** – This option enables an automated backup of the project currently being edited, which can be useful if the program / computer crash. This is a single backup file used for recovery purposes. It is NOT related to the backup files stored in a project folder.

**Auto save projects every** – This option controls the frequency of the **Auto Save** option.

**Backup** – This option controls the number of project backups that will be maintained for each project. These backups are created each time the project is saved and are NOT related to the **Auto Save** feature.



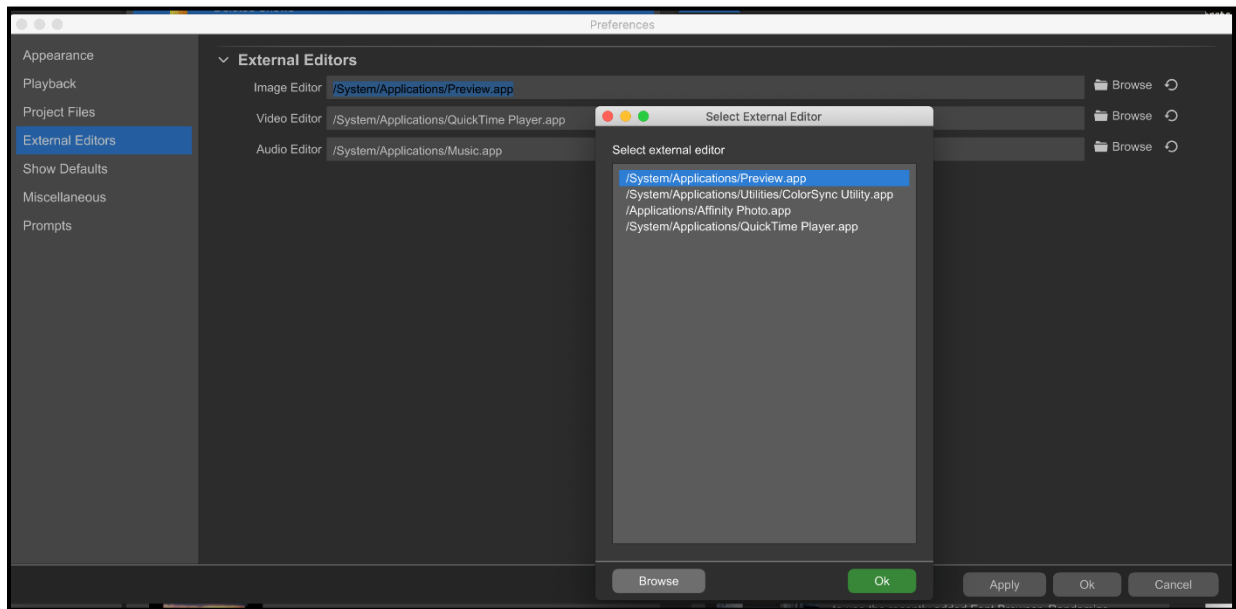
## External Editors



You can assign external editors to Photopia, allowing you to launch those programs and import files into them directly from inside Photopia. ***If you edit those files, you will be editing the duplicate Photopia saved in the Project location, not the original file.***

An external editor can be assigned on a **Windows Computer** by clicking the Browse button next to the editor you would like to choose (Image, Video, or Audio). Navigate to the Program File (exe) for the program you would like to use.

**Example:** Click the Browse button next to the Image Editor option then navigate in the Browser pop-up to “Program Files” > “Adobe”. You should then see a “Photoshop.exe” file. Click that file then click the Open button and that “Photoshop.exe” program will load when you select the external editing option for an image.



You can assign an external editor on a **Mac** by clicking on the Browse button next to the editor you would like to choose (Image, Video, or Audio), then choosing your program from the list of installed programs.

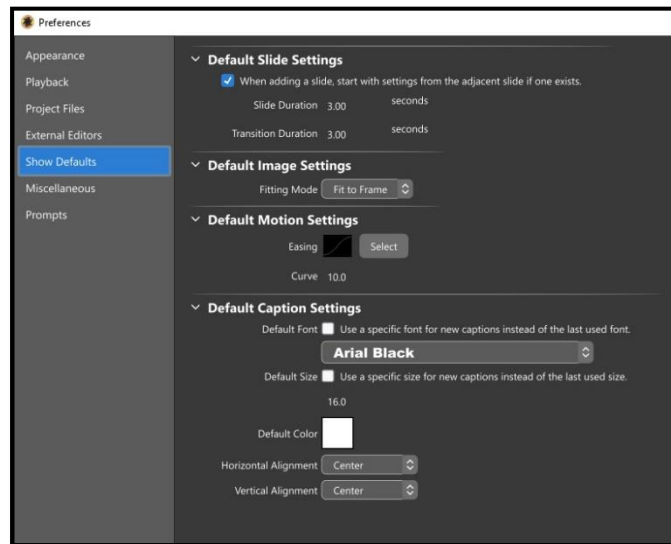
## Show Defaults

**Slide Settings** – The first checkbox indicates whether you would like new slides to take on the slide and transition timing from the previous slide. You can also set a default **Slide Time** and **Transition Time** for your project.

**Fitting Mode** – You can choose from [Fill Frame](#), [Fit to Frame](#), or [Stretch to Frame](#).

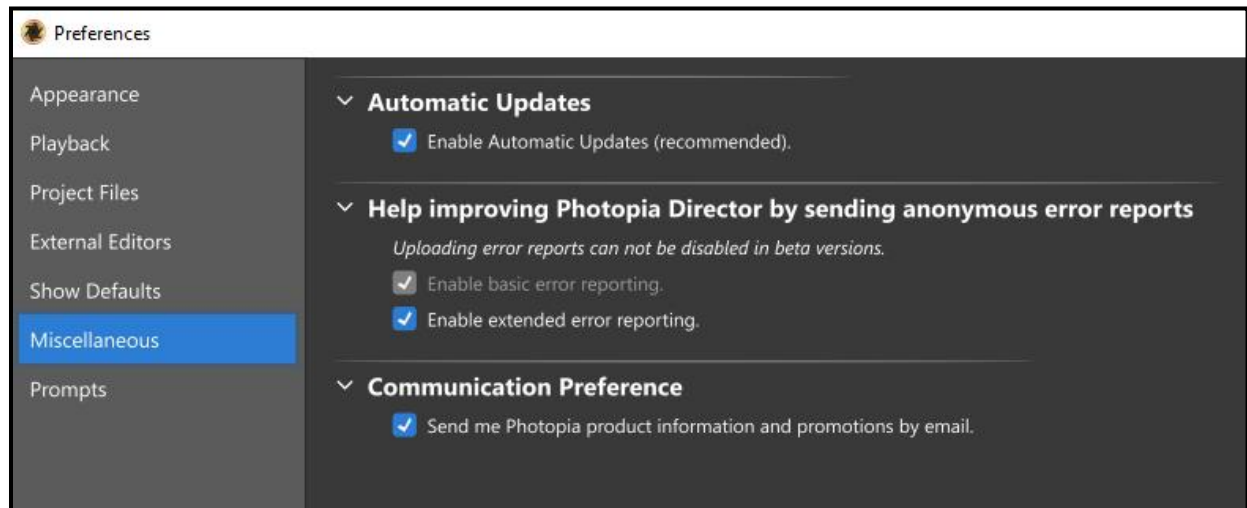
**Motion Settings** – Motion Easing determines how your layers will animate between keyframes. Curve is related to that Motion Easing path.

**Caption Settings** – You can set defaults for your [Caption layers](#) for the following attributes:



- **Default Font** – This option lets you override the default behavior, using the most recently set Font for new captions, to instead use a specific Font for each new caption.
- **Default Size** – This option lets you override the default behavior, using the most recently set Font Size for new captions, to instead use a specific Font Size for each new caption.
- **Default Color** – This option sets the default Color for each new caption.
- **Horizontal Alignment** – This option sets the default value to Left, Right, Center, or Fill.
- **Vertical Alignment** – This option sets the default value to Center, Top, or Bottom.

## Miscellaneous

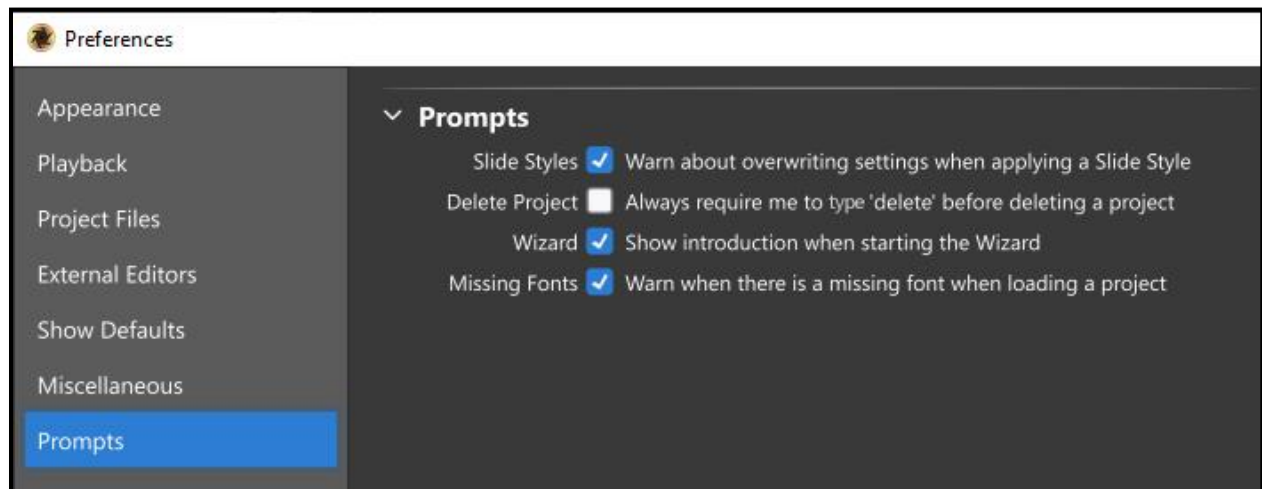


**Automatic Updates** – This option enables prompts to appear when updates for Photopia are available. You will still be able to choose whether to install each update. Leaving this option enabled is recommended.

**Error Reports** – This option enables anonymous error reports, which are used to improve the program.

**Communication Preference** – This option allows you to opt in / out of email communications from Photopia.

## Prompts



**Slide Styles** – This option enables a warning about slide changes when applying a Slide Style.

**Delete Project** – This option enables a fail-safe to ensure projects are not accidentally deleted. When enabled, the word “Delete” must be typed into a pop-up window to delete a project.

**Wizard** – This option controls display of the introduction screen each time the Wizard is used.

**Missing Fonts** – This option controls the ‘missing font’ warning message that is displayed when loading a project that uses fonts which Photopia cannot locate. That warning message includes an option to choose alternate fonts.

## Types of Content

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### Images

The main type of content used in Slides Shows is, of course, photographs. Photographs can come in many different file types, orientation, and pixel size.

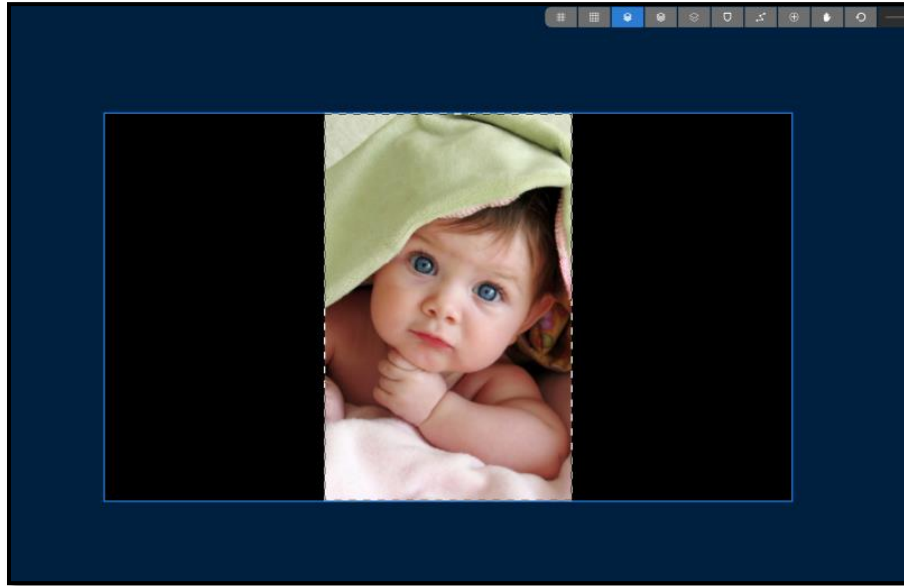
Photopia supports many different file types of images, including JPG, TFF, BMP, and PNG. See [Appendix A](#) for a full list of supported image file types.

All image orientations can be used; Landscape (Wide), Portrait (Tall), Square, and Panoramic. The quality of an image depends largely on how many pixels it contains. The quality of an image in output created by Photopia further depends on how many pixels are in each frame of that output file.

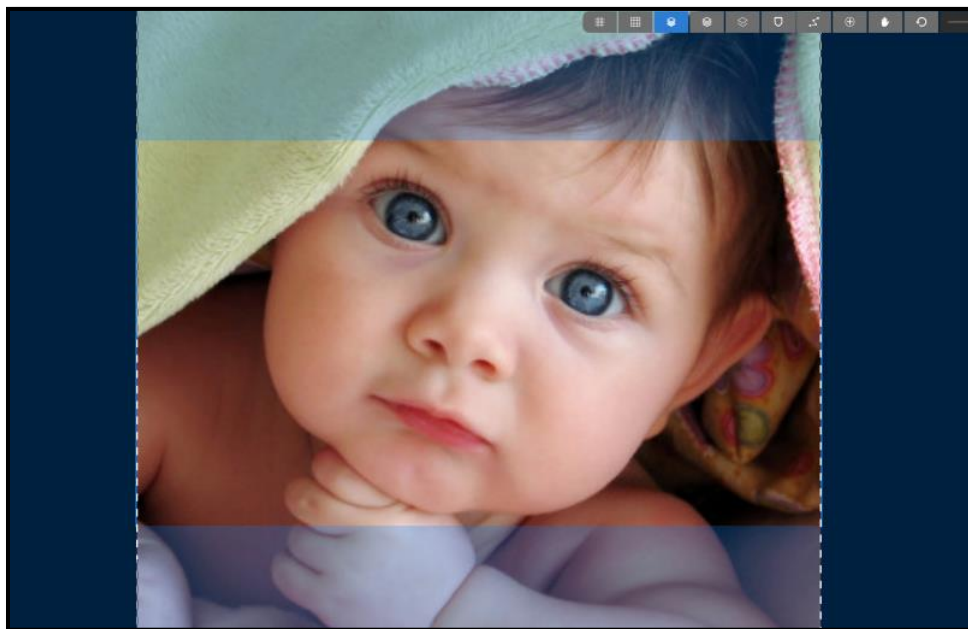
4K (UHD) video, for example, is 3840 pixels wide by pixels 2160 tall. That is about 8 MP (mega pixels). High-Definition video (1080p) is 1920 x 1080 pixels. That is about 2 MP. Using images larger than these sizes is generally not a problem, however using a lot of very large images can negatively impact program performance. A good guide is to use images no greater than twice the size of the expected output format. Likewise, using very small images (ex. 400 x 200 pixels) can lead to poor quality output as those image layers get scaled up to the resolution of the output format. Generally speaking, you want to avoid using images with a resolution less than 80% of your intended output resolution.

## Fitting Mode

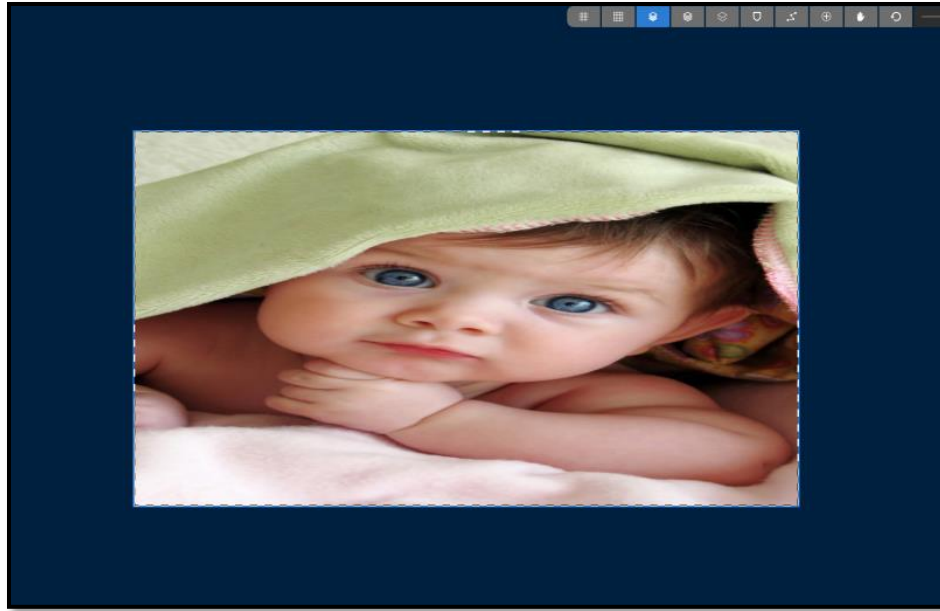
Your images will appear differently inside your slides depending on the Scaling you have chosen. This will be most apparent with Portrait images, as you are fitting a tall rectangle (your image) into a wide rectangle (the slide show area).



If your scaling is set to **Fit to Frame** (*shown above*), your entire image will fit inside the frame of the slide show. This will cause you to see the slide / show background (black by default) on the left / right sides of the image layer. If your image is very wide, you may see those (black) background bars on the top / bottom of the image layer instead.



If your scaling is set to **Fill Frame** (*shown above*), your entire image will fill the screen, most likely causing some of your image to be cut off outside the frame of the slide show.



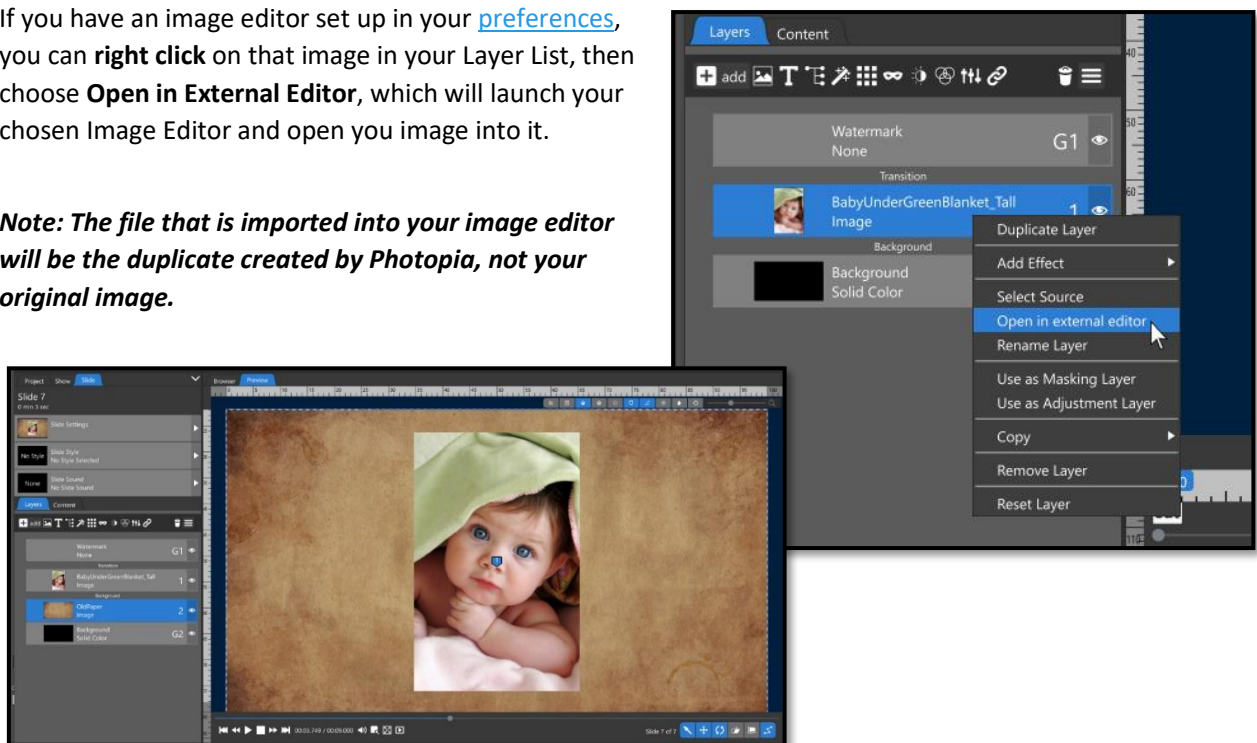
**Stretch to Frame** (shown above) will cause your image to fill the slide show frame exactly but will often distort the image.

### Image Adjustments

You can make image adjustments inside Photopia that will not alter the original file. These adjustments (ex. Crop, Flip, Rotate, etc.) can be found in the [Content Tab](#), among other places. An external editor can be used to make permanent adjustments to the original image files.

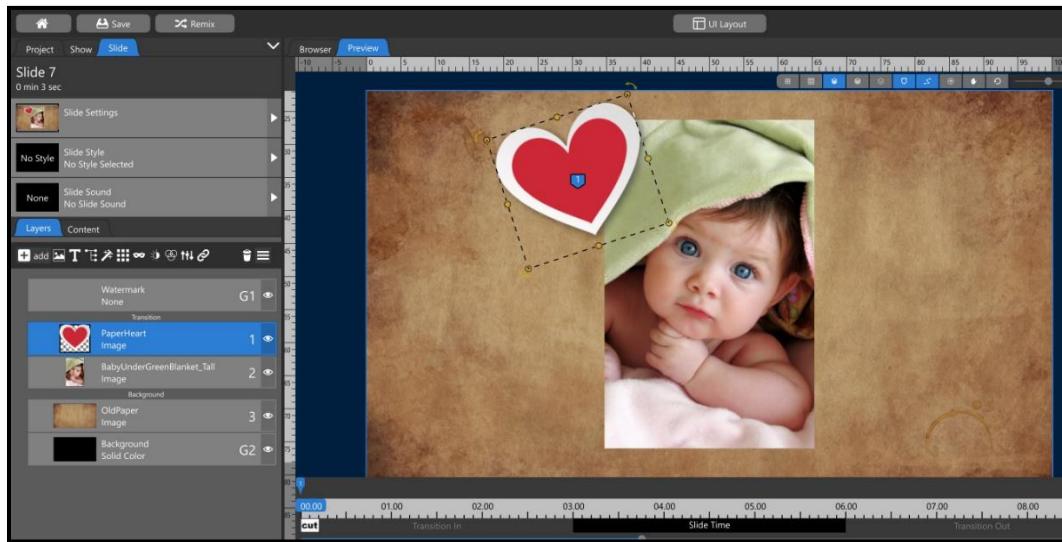
If you have an image editor set up in your [preferences](#), you can **right click** on that image in your Layer List, then choose **Open in External Editor**, which will launch your chosen Image Editor and open you image into it.

**Note:** The file that is imported into your image editor will be the duplicate created by Photopia, not your original image.

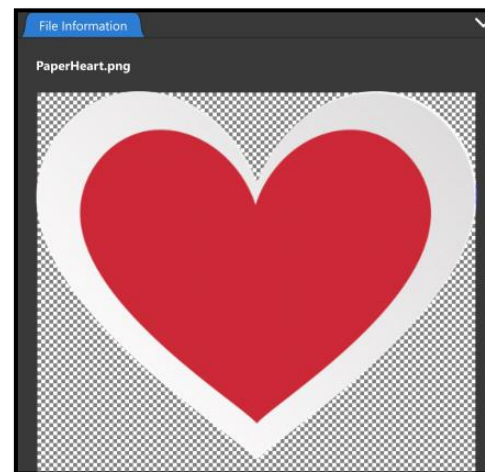


## Graphic Elements

Other types of images, such as PNG or TIFF files, can also be used as supporting graphics in your slides.



A file that has an embedded alpha channel will appear with a checkered background in the [File Information Tab](#). That checkered background represents the transparent areas.



## Video Files

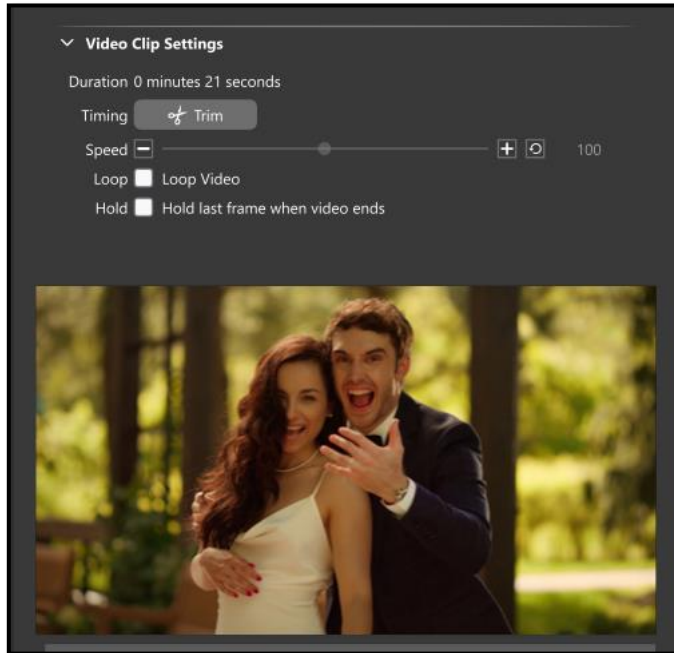
Photopia supports many video file types including MP4, MPG, AVI, and MOV. See [Appendix B](#) for a full list of supported video file types.

Video files can be used in the same places as a still image, including as the Show Background.

## Video Clip Settings

When a video file is used in a slide you will see all the same [Layer](#) settings that are available for an image layer. This includes Source, Shape, Scaling, Rotation, Visibility, Local / Global toggle, Style / Template toggle, and Reset Layer.

You will also see Video Clip Settings that are specific to video layers.



**Duration** – This will show the total duration of your video clip. If the clip is trimmed, this will show both the original and trimmed duration.

**Timing (Trim)** – This button opens a separate trim window, allowing you to trim the beginning or the ending of your video clip. You cannot trim out any section from the middle of the video.

**Speed** – You can speed up or slow down your video clip by changing the speed setting. A value higher than 100% will speed up the video, causing to have a shorter duration, while a value lower than 100% will result in a slower video that lasts longer. Any speed other than 100% will automatically disable audio from the video layer.

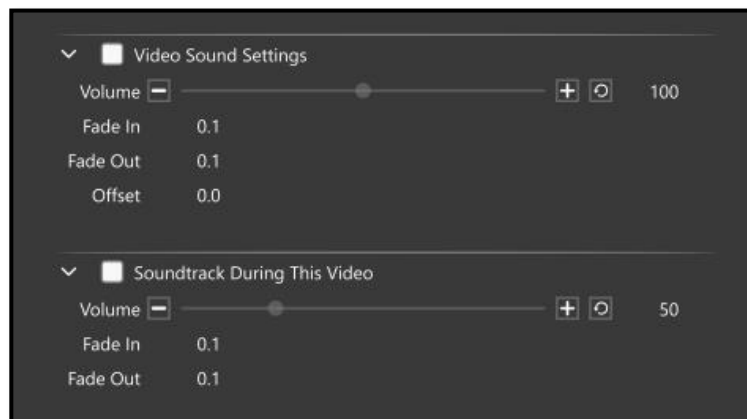
**Loop** – This option will cause your video to loop infinitely. This is most useful for looped video backgrounds. Unchecked, your video will simply stop playing, and disappear, at the end of the duration time.

**Hold** – This option will hold the last frame of your video file past its duration time. Use this option when you don't want your video to loop but your slide + transition times are longer than your total video duration and you want the video layer to remain visible until the end of the slide.

**Sound Settings** – *These settings will only be shown when your video file has embedded audio.*

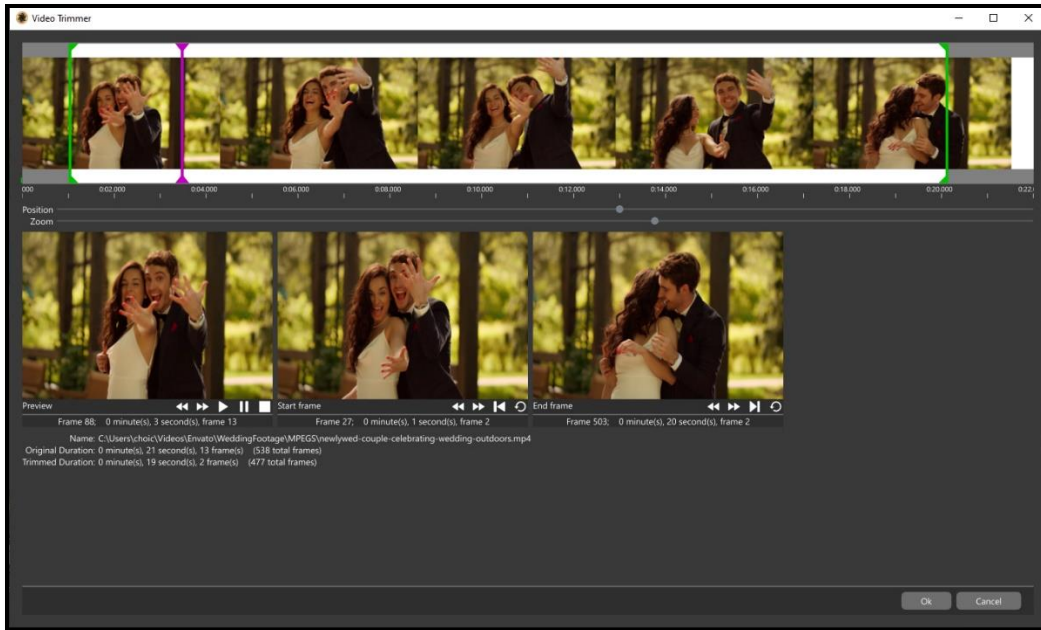
**Video Sound Settings** allow you to control the volume of your video layer as well as determine fade in and out times. The offset setting allows you to move your audio forward or backward in time, separate from the video.

**Soundtrack During This Video** allows you to change how the Soundtrack volume is affected by this video layer. You can determine how fast or slow the Soundtrack volume changes using the Fade In / Fade Out settings. If you want the Soundtrack to keep playing with no change, set his Volume to 100%.

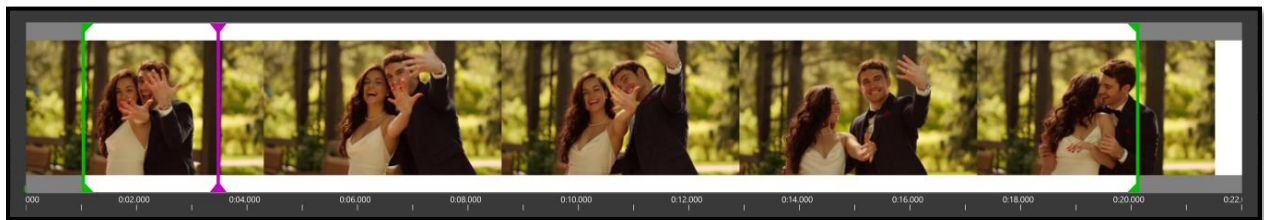


## The Video Trimmer

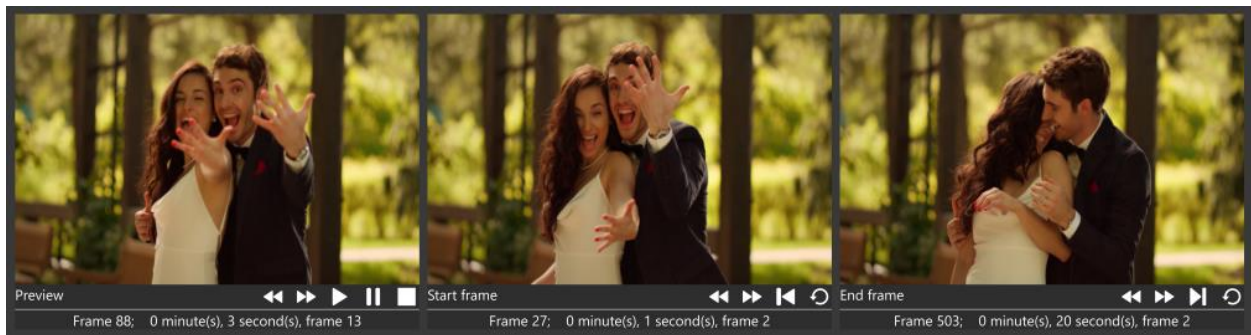
Clicking the “Trim” button in the Layer settings for a video layer will launch the **Video Trimmer** window.



At the top you will find a video timeline. You can use this timeline to trim the beginning and/or ending of your video clip.



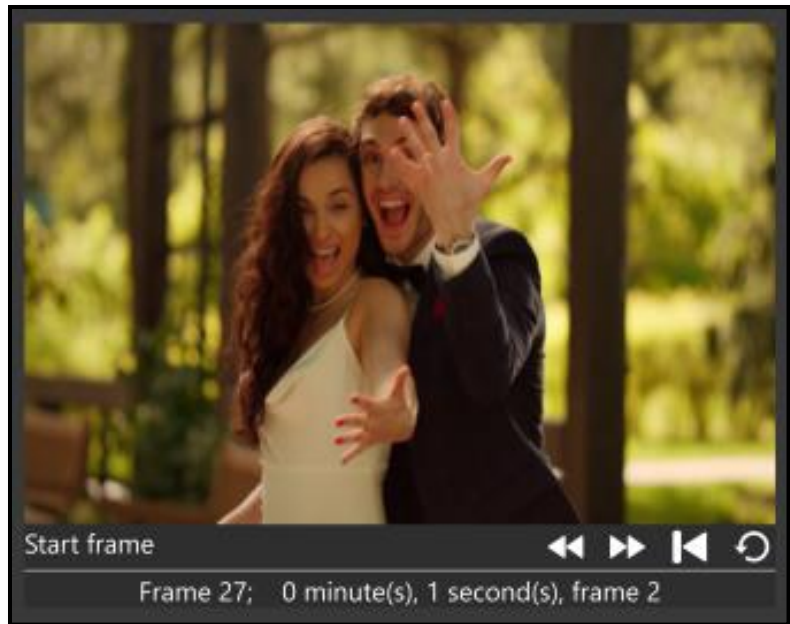
There are three markers inside the timeline that you can click and drag: a green “Start Frame” marker, a fuchsia timeline marker, and a green “End Frame” marker. Each of those markers has a corresponding video frame seen below.




The left video frame shows where your current play marker is located. The center video frame shows where you have placed the “Start Frame” marker and the right video frame shows where the “End Frame” marker is placed.



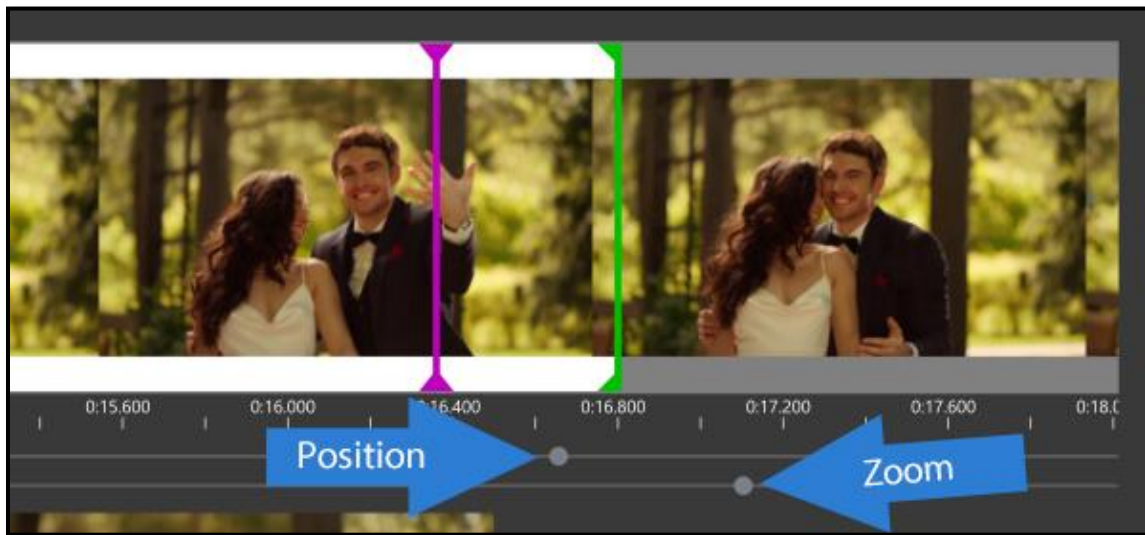
Beneath the Start and End Frame previews are four icons and some information. The Step buttons allow you to step your trim marker forward or backward one frame at a time. The Set Trim Point Button will set your trim marker at the current location of the playback marker. The Reset button will move your Trim marker back to the beginning, or ending, of your video clip. The information at the bottom of the two Trim Windows give you the frame number and time, in minutes and seconds, of the exact location of the trim marker.



Step Buttons 

Trim Point Button 

Reset Button 



You can scale, or zoom, the video timeline and reposition it to see smaller increments of time. Use your mouse wheel while hovering over the timeline to zoom in and out, then click and drag the timeline to reposition it. There are also zoom and position sliders directly beneath the video timeline.

## Caption Layers

Caption Layers behave like Image / Video layers. Captions can be animated over time, move up and down in the Layers list (giving you the ability to put a caption above OR below an image / video), and can have several different adjustments applied to them.

## Fonts

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Photopia accesses all Fonts installed on your computer. If you would like to add a new font to Photopia, you need to install it on your computer. If you have Photopia open, close the program first, then follow these instructions to install new fonts:

### Windows

Double click on the font file. This will open an installation window showing an example of the font. Click the "Install" button at the top.

### Mac

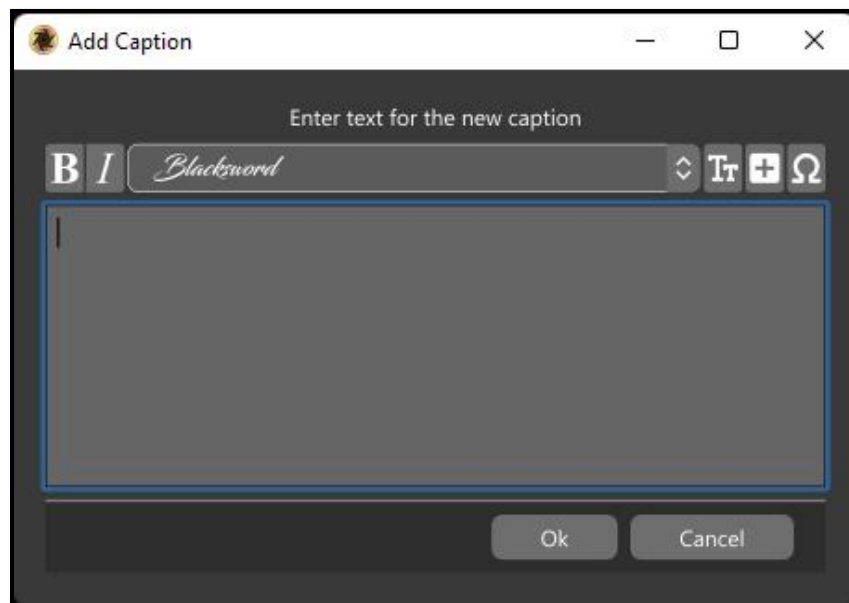
Double-click the font in the Finder, then click Install Font in the font preview window that opens. After your Mac validates the font and opens the Font Book app, the font is available for use.

After the font has been installed on your computer, relaunch Photopia and you should see it in your Font List

## Adding a New Caption Layer

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You can add a new caption layer by clicking the "T" icon at the top of the Layers list. A new **Title Slide** can be added using the "T" icon that has a box around it, located at the top of the **Slides List**.



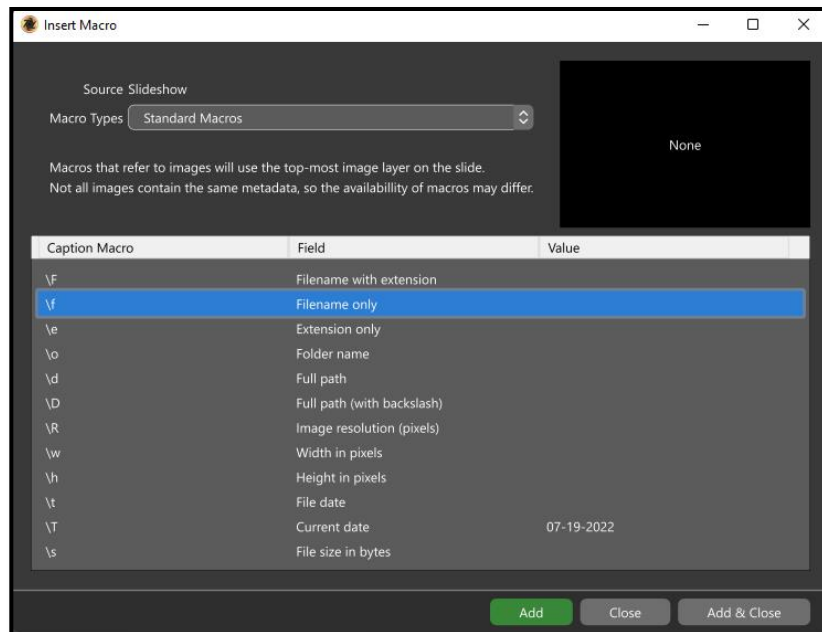
When adding a new caption layer or Title Slide a window will appear allowing you to type in your text, choose a Font, and enable the Bold / Italic settings. Directly to the right of the Font dropdown menu are three icons for using a Font Browser, adding Macros, and Inserting Symbols.

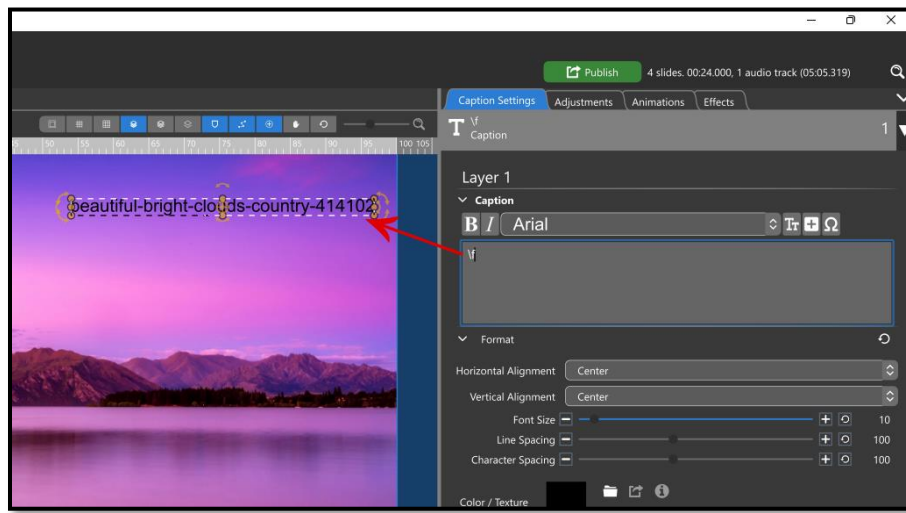


**Font Browser** – The Font Browser window gives you a visual representation of all the fonts installed on your system. There are categories on the left side to help narrow down your search, including Recently Used, Used in this Show, and Favorites. To add a font to the favorites category, click on the star to the right of the Font name.



**Macros** - Macros are keystrokes that tell the program to display a specific set of information in place of the keystrokes. All Macros will start with a backslash (\) then a letter (some are lowercase, some capital).





If you know the keystroke for the Macro you would like to use, you don't need to open the Insert Macro window. You can simply type the keystroke into the text field.

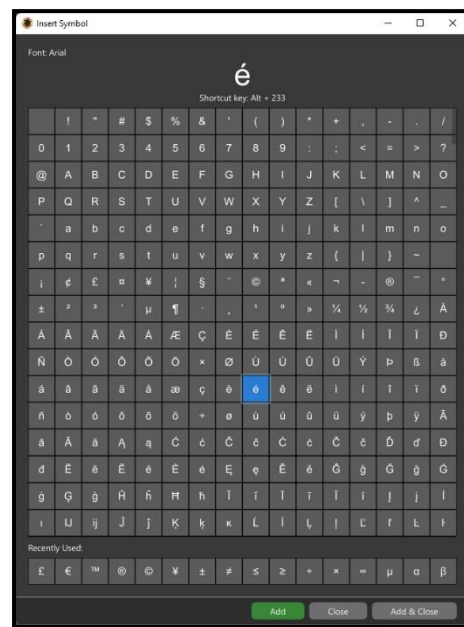
Backslash lowercase "f," (\f) for example, will display the file name of the top-most image in the Layers List.



**Insert Symbol** – This option gives you a visual representation of the symbols and special characters that are available in the font selected. Please note that each font will have different symbols and characters available. For fonts that have hundreds of symbols, such as Arial, use your mouse wheel or the scrollbar at the left to see more symbols.

You can add one or more symbols to your caption by selecting the symbol in the list, then hit **Add** at the bottom of this window to add the symbol and stay in this window to choose another symbol or hit **Add & Close** to add the symbol and exit the window.

When a symbol is selected you will also see the Keyboard Shortcut for that symbol below the example at the top of this window. This can be useful if you plan to use that symbol often, as you can simply use those keystrokes (alt+233, in this example) instead of opening this window.



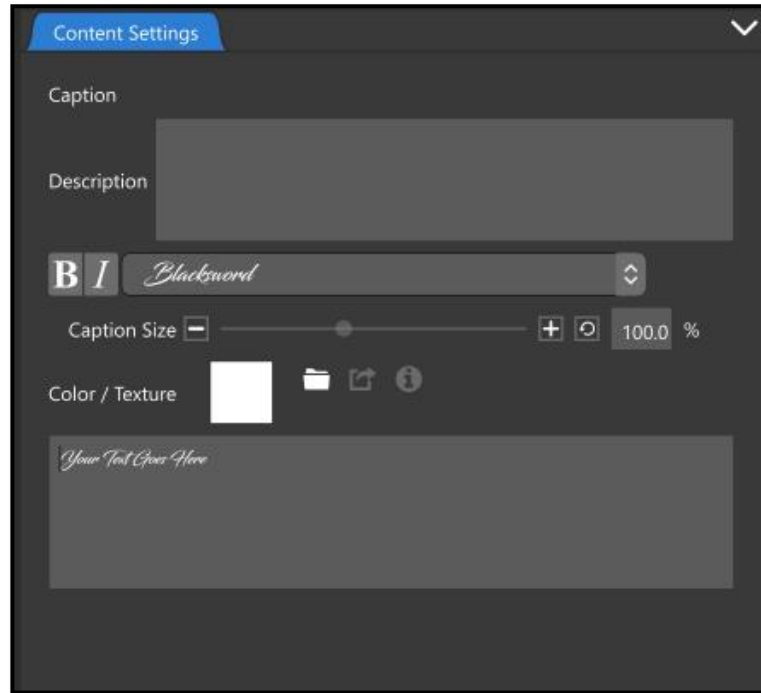
All other caption settings, such as Font Size, Alignment, and Line and Character Spacing can be set after you have entered your text and clicked the **Ok** button.

## Basic Caption Settings in the Content Tab

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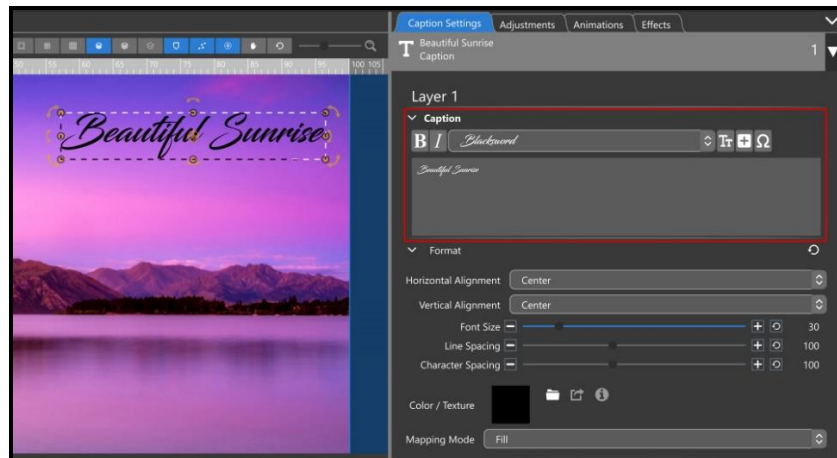
In the Content tab you can change the text, Font, Bold / Italic settings, and Color / Texture for the selected caption layer. The **Caption Size** is by percentage of the Font Size. You can only set the Font Size directly from the Caption Settings tab of the Advanced / Compact UI Layouts.

You can change the **color** of your text by clicking on the color swatch, then use the [hue and saturation wheel](#) to pick another color. You can also use a [gradient](#) in your text by going to the gradient window instead of the solid color window. If you would like to use an image (or texture) inside your text, click on the folder icon. This will open the Browser and you can search for an image to be shown inside your text. For all other Caption Settings, you will need to be in [Advanced Mode](#) (or Compact Mode).



## Advanced Caption Settings from the Layers List

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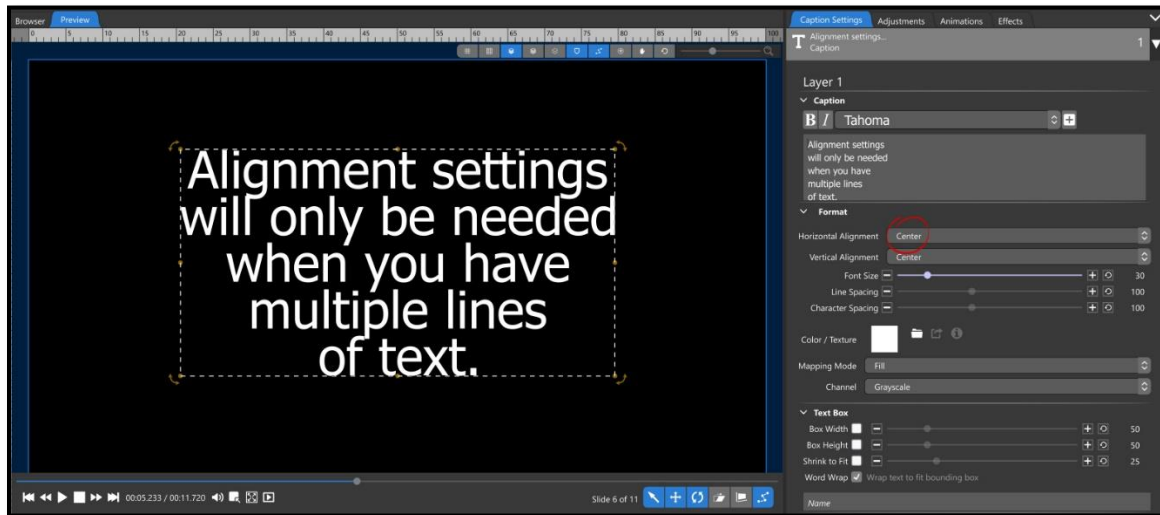


With your Caption Layer selected in the Layer List, you will find more settings in the Caption Settings tab of the Options Panel.

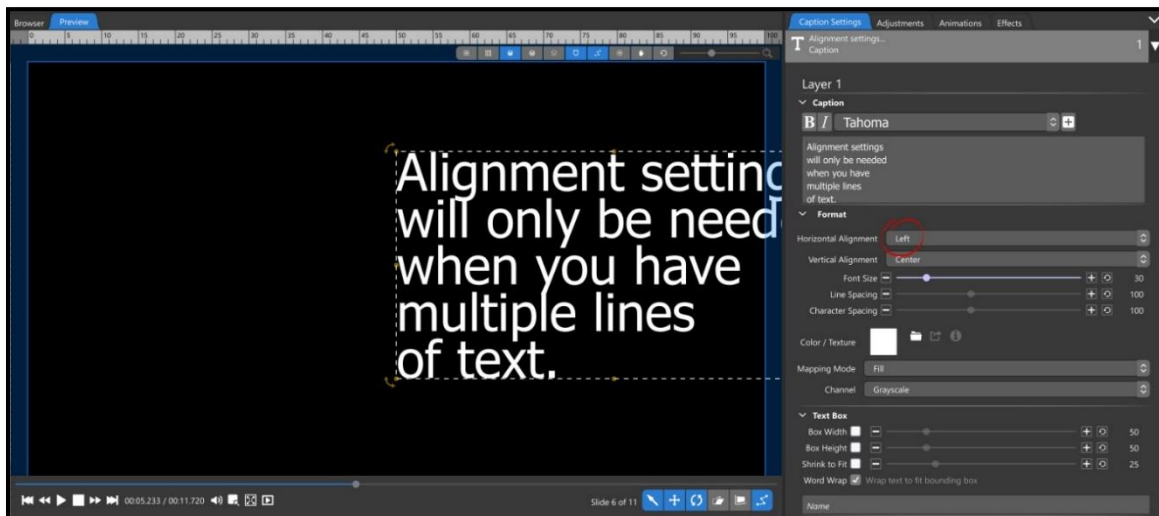
The **Caption** section is identical to the Add Caption window, with options for Font choice, Bold/Italic, the Font Browser/Macro/Symbol options, and a text field.

## Format

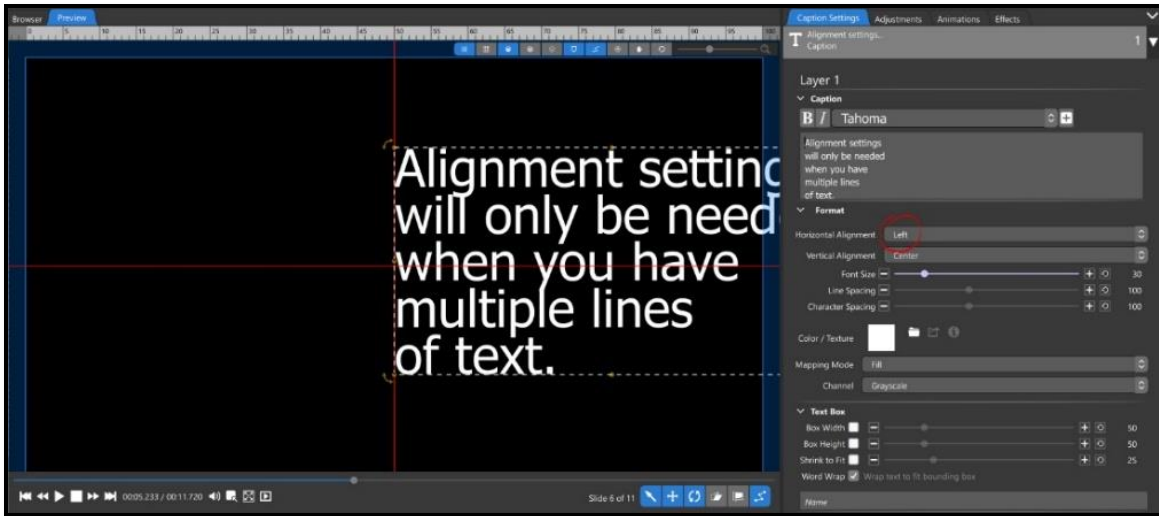
The first setting under the **format** heading is your **Horizontal and Vertical alignment**. These settings use the position of the caption layer as a reference point.



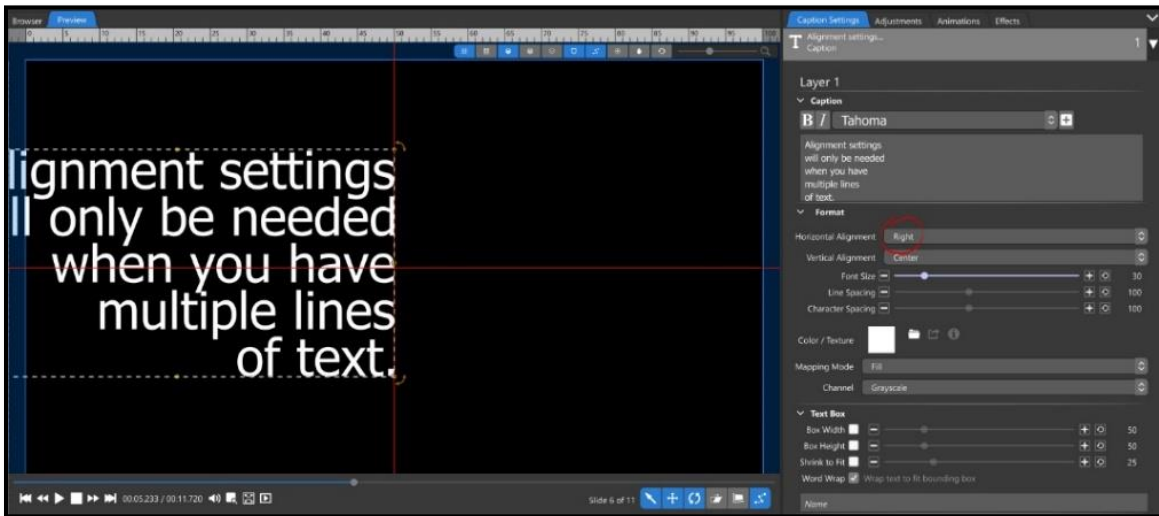
Horizontal Alignment controls how the text in your caption layer aligns horizontally to the layer position value. The options are Left, Right, Center, and Fill.



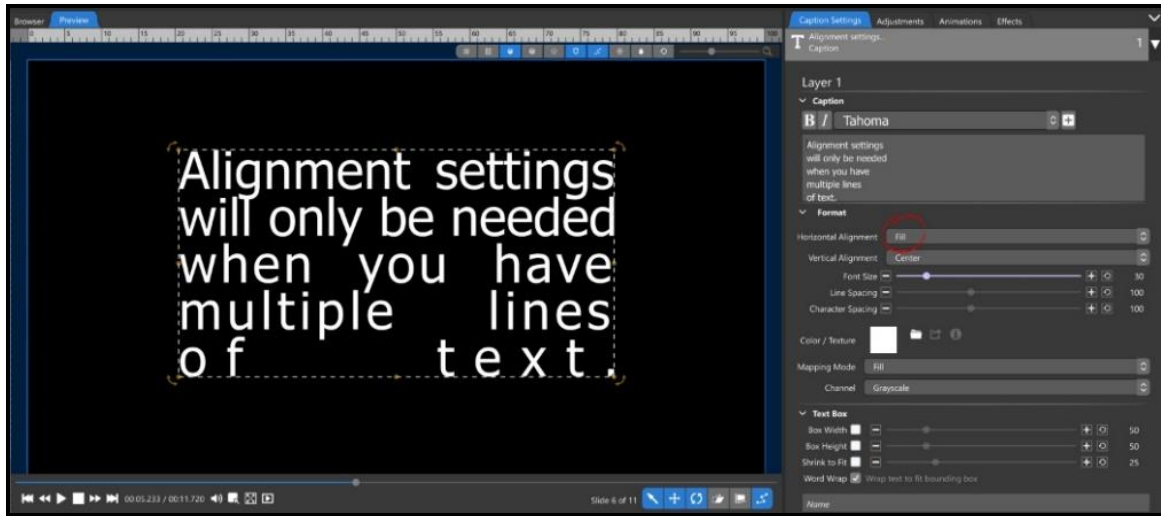
Changing the Horizontal Alignment from Center to Left (or right) will cause all the text in the caption layer to move. Using the Left alignment option will cause the left-edge of that text to align to the layer Position value and thus flow to the right.



If we enable a two-by-two grid to show where the center of the preview window is, the reason becomes clear. When the Horizontal Alignment option is set to “Left” each line in the caption layer becomes aligned on its left side. In this case, that causes the left-edge of the caption to be in the center of the slide show frame, because that is where the layer Position value is located. You can always click and drag your text layer to another location on the screen.



Conversely, setting the Horizontal Alignment option to “Right” will cause the caption to be aligned at the end of each line, on the right side.



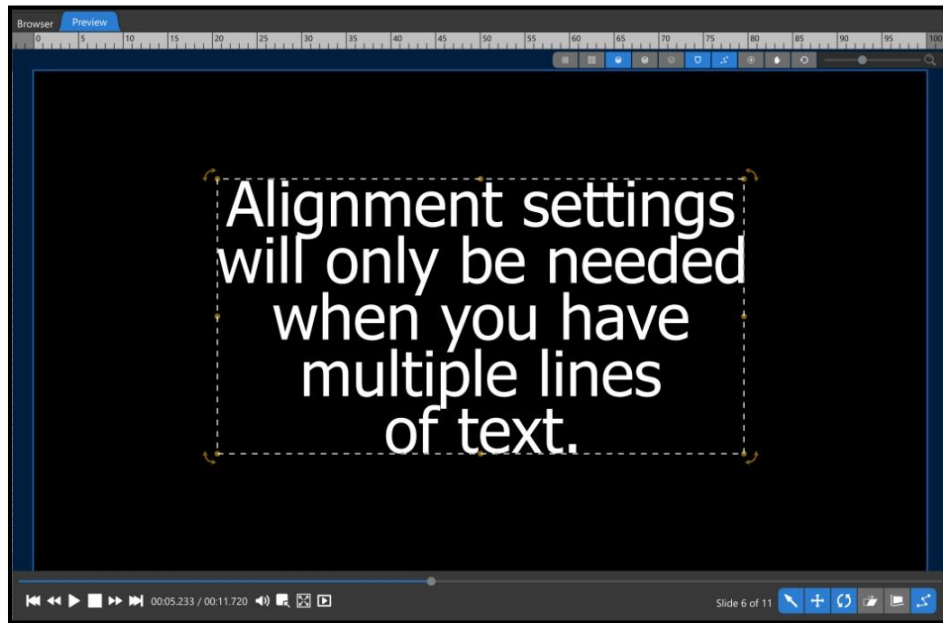
Setting the Horizontal Alignment option to “Fill” will cause the caption text to fill up the available space, in much the same way “Justify” would do in a text editing application. Extra spaces may be added to achieve this effect.

Vertical Alignment works in much the same way but there are only three settings for this option: Top, Center, and Bottom. The layer Position is still used as the reference point for this alignment option.

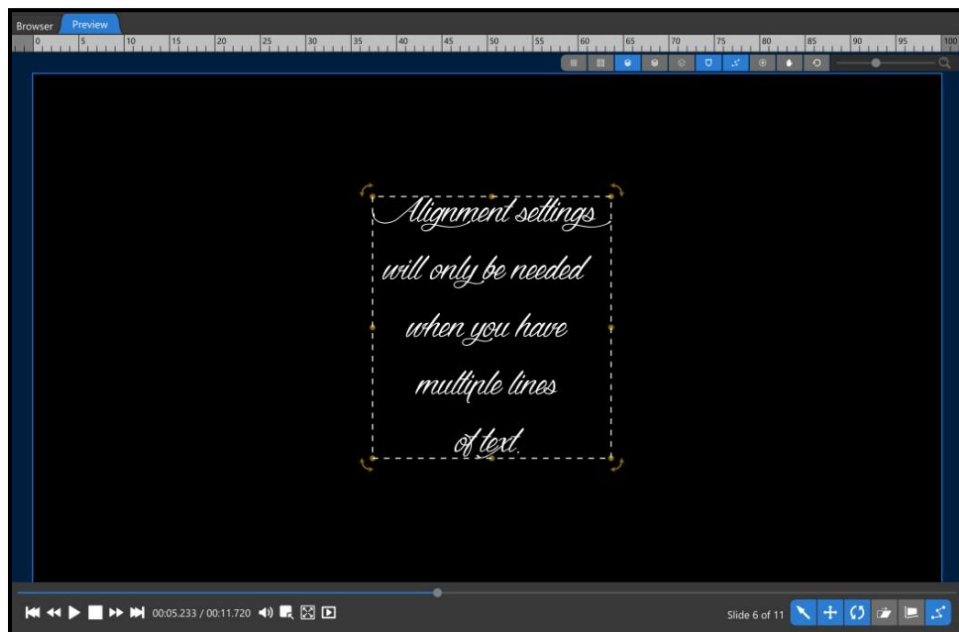


## Font Size

While the Font Size option may seem self-explanatory, it is important to note that Font Size is relative to the applied Font rather than the slide show frame size or playback / output dimensions.



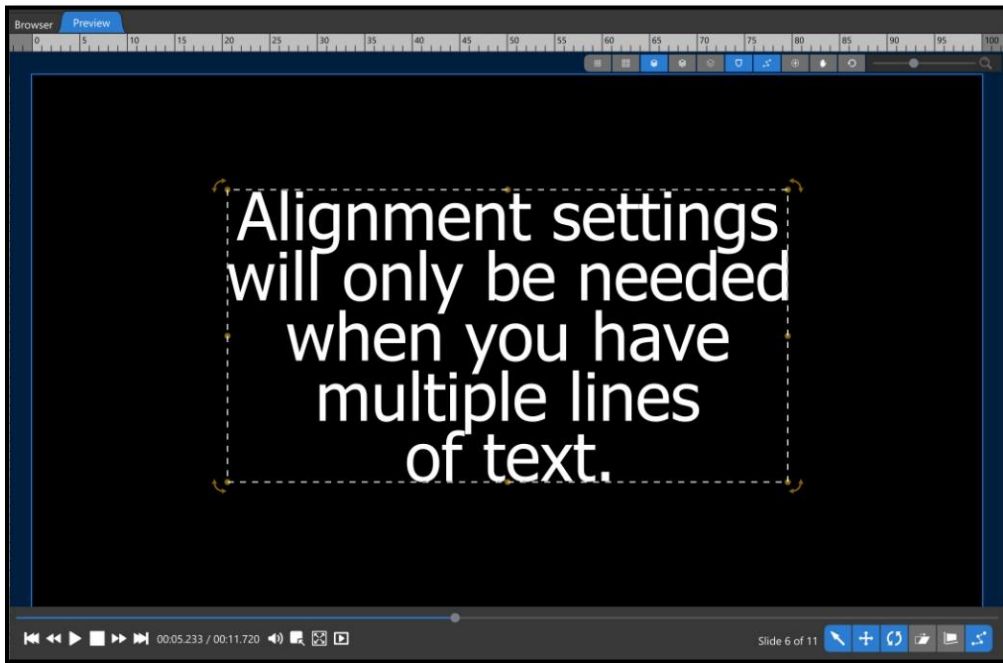
This is "Tahoma" at a font size of 30.



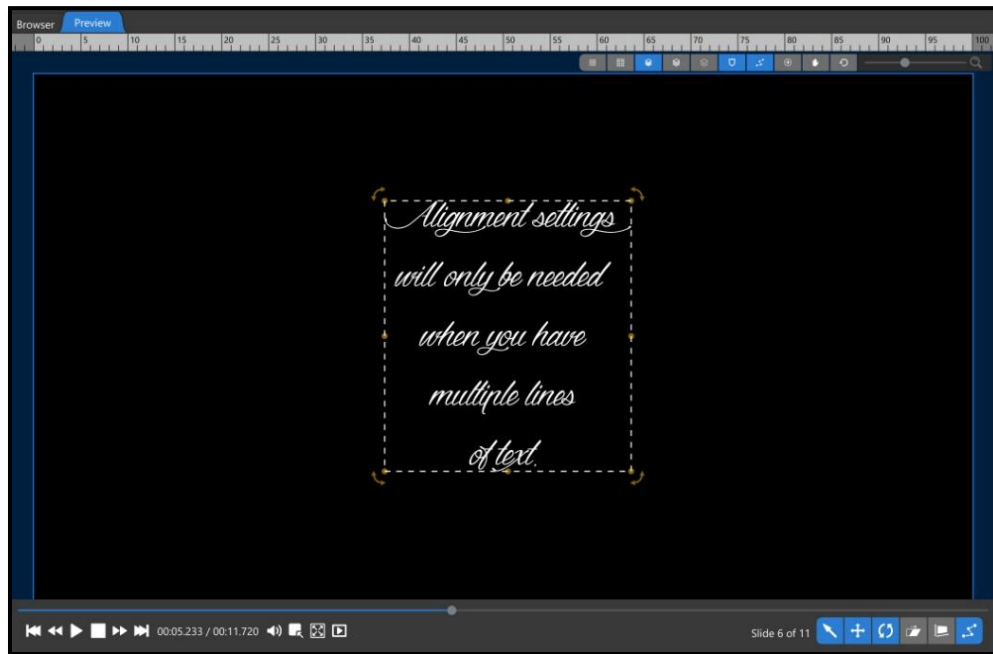
This is "Dragon is Coming" at a font size of 30.

## Line Spacing

Line Spacing is only used when there are multiple lines of text in a single Caption Layer and, like Font Size, is relative to the applied Font rather than the slide show frame size or playback / output dimensions.



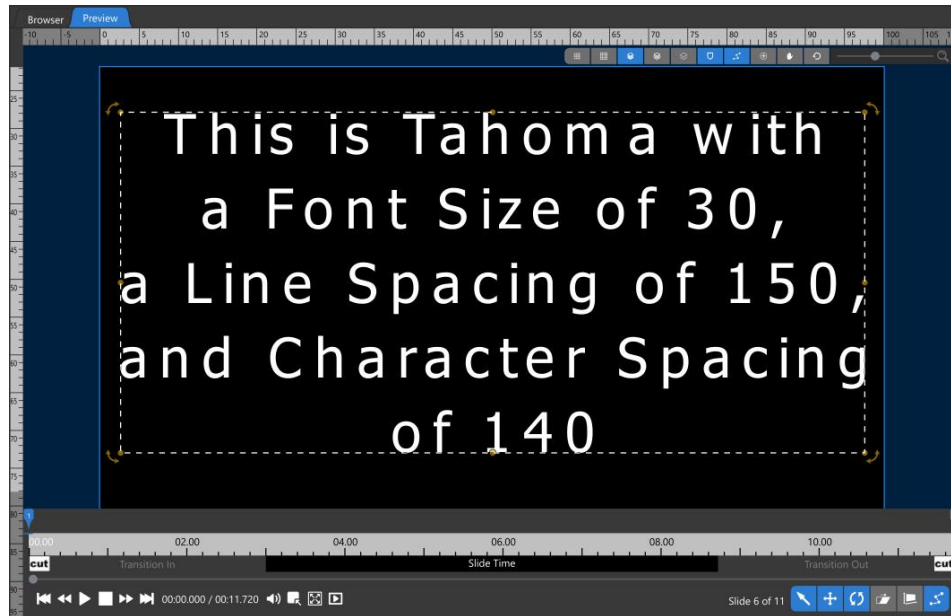
This is "Tahoma" with a line spacing of 100.



This is "Dragon is Coming" with a line spacing of 100.

## Character Spacing

Character Spacing changes the space between characters and is also affected by the applied Font.

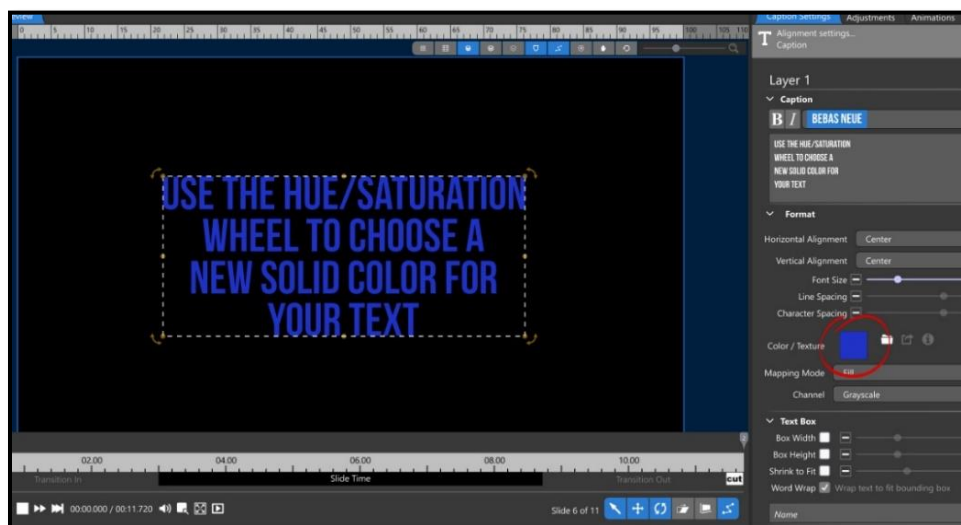


## Color/Texture

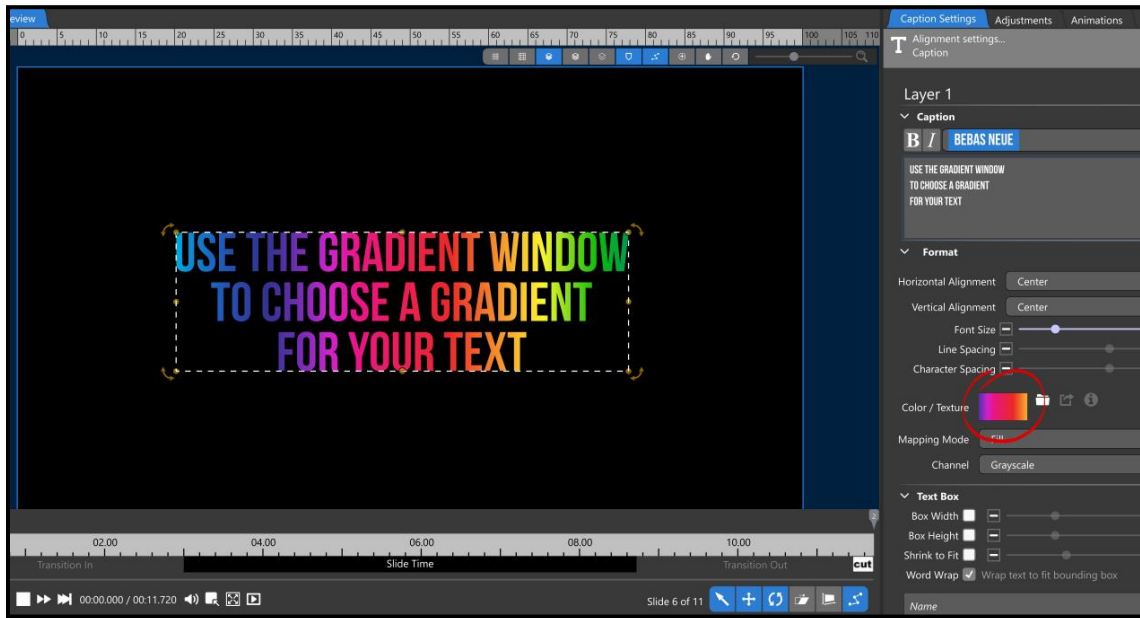
Captions can have three basic types of Color / Texture applied.



Click the color swatch to open the Browser window to the Solid Color option. You can use the [Hue / Saturation wheel](#) in this window to change the color of your caption text.



Alternatively, you can choose the Gradient Window in the Browser to select a gradient for your Caption. How the gradient is displayed may depend on the [Mapping Mode](#), which can be very subtle.

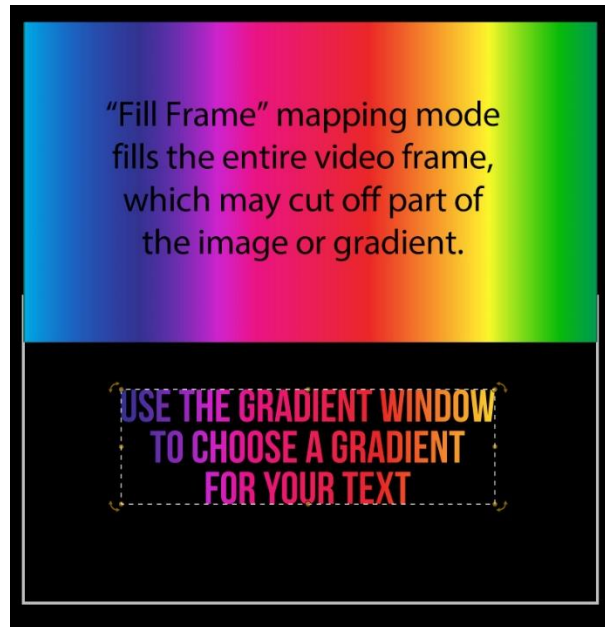
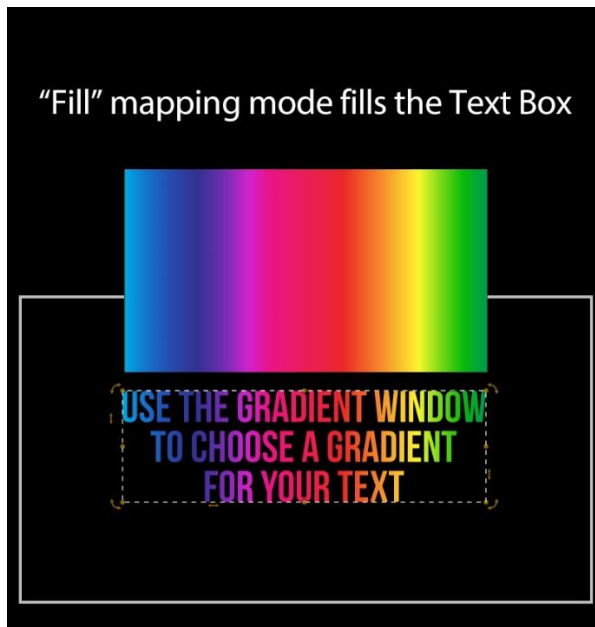


You can also choose a 'texture' (i.e., an image file) to apply to your caption text. This is done from the same Browser window that appears when clicking the **Color / Texture** swatch. Click the 'computer icon' in the upper-left corner of the Browser window to find / open the image you would like to apply.



## Mapping Mode

The different Mapping Modes can result in subtle differences with a big impact.



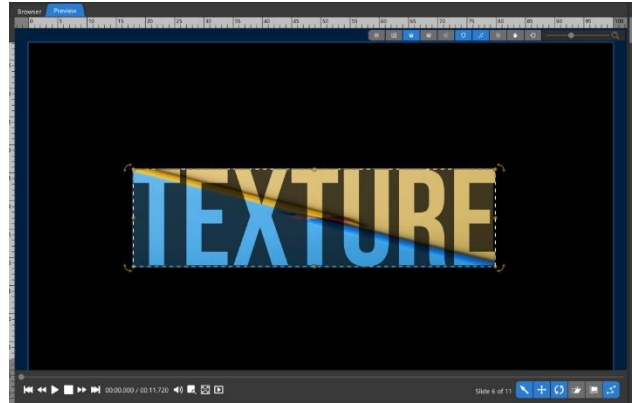
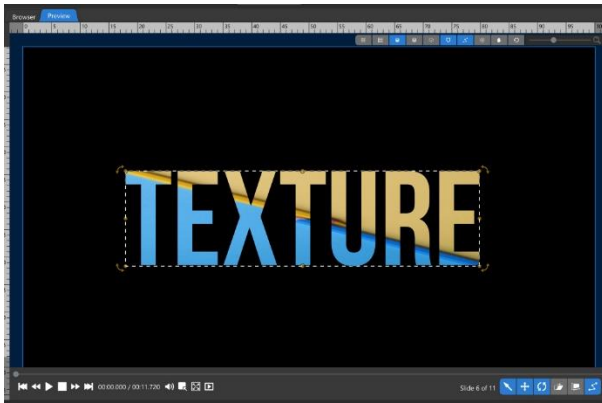
The difference between **Fill** and **Fill Frame** is more apparent using a rainbow gradient. When **Fill** mode is used (*above left*), the gradient fills the text box, allowing all the colors to be seen inside the text.

When the **Fill Frame** mode is used (*above right*), the gradient fills the entire slide show frame. In this case, the colors that are shown in the caption text depend on where that text is positioned in the slide show frame, because the caption texture is filling the slide show frame NOT the caption. The blues and greens at the outer edge of the gradient aren't seen inside the text layer.

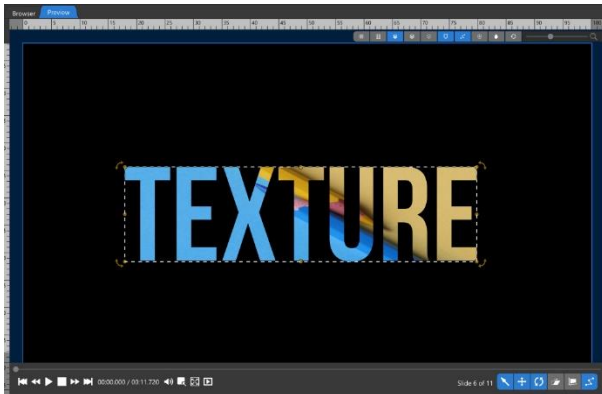
If we use a portrait-oriented texture, we can see the image fills the text box horizontally, but the top and bottom of the image is cut off by the text.



Using the **Stretch** mapping mode will force your image to fit the caption text exactly, which will ensure the full image is used but may cause distortion in that image as it is mapped to the aspect ratio of the caption text.

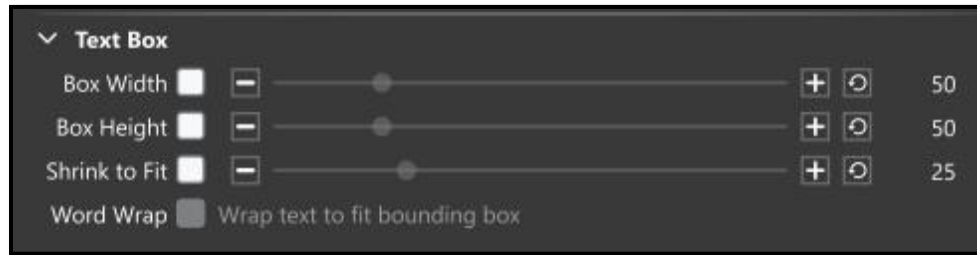


Using the **Stretch to Frame** mapping mode will force the image to exactly fill the slide show frame, which may also result in image distortion.

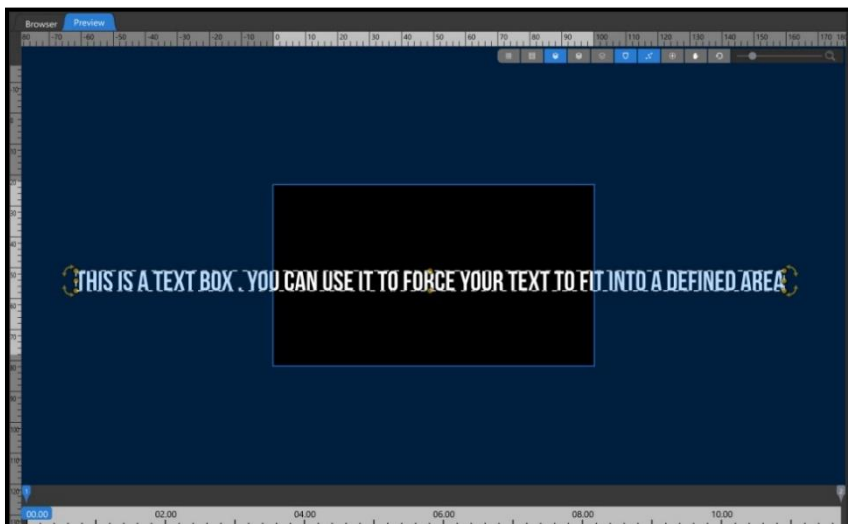


## Text Box

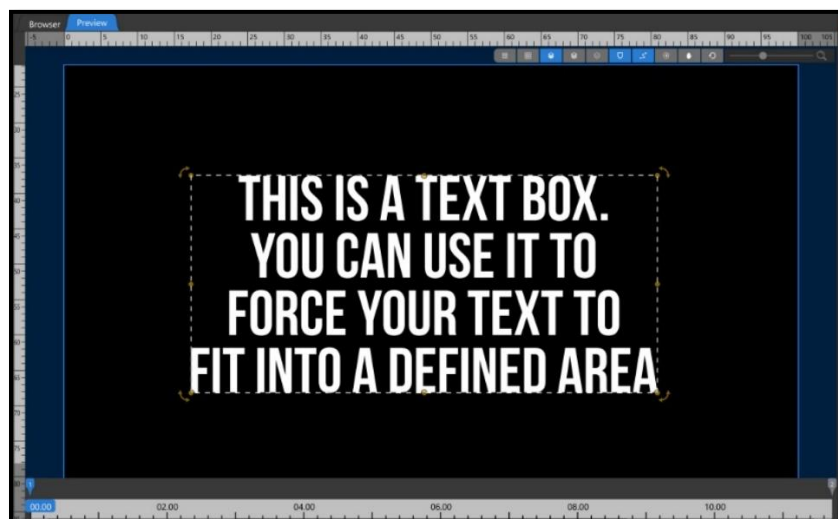
---



The Text Box option allows you to define the area in which your text is shown. When the Text Box settings are not used (*shown above*), Photopia will use your text, as entered, for the defined area. This is shown as a dotted line around your text.



Typing text, without hitting the enter key, will result in a straight line of text, possibly extending beyond the viewing area. This could be used to pan the text horizontally.



Pressing the Enter key after "BOX.", "TO", and "TO" results in the caption shown above.

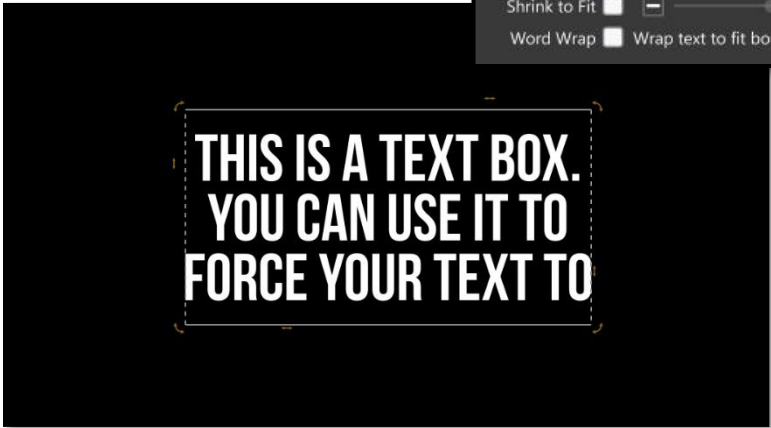
Text Box

Box Width  50

Box Height  50

Shrink to Fit  25

Word Wrap  Wrap text to fit bounding box



If the **Box Height** setting in the **Text Box** option is checked and left at the default of 50, you can see that the top and bottom lines of the box are now solid, but we are also missing the last line of our text. When the **Box Height** is defined, your text

inside will not adjust to fit (*this is not true for Text Width*). You would either need to lower your font size or raise the Box Height, as shown below.

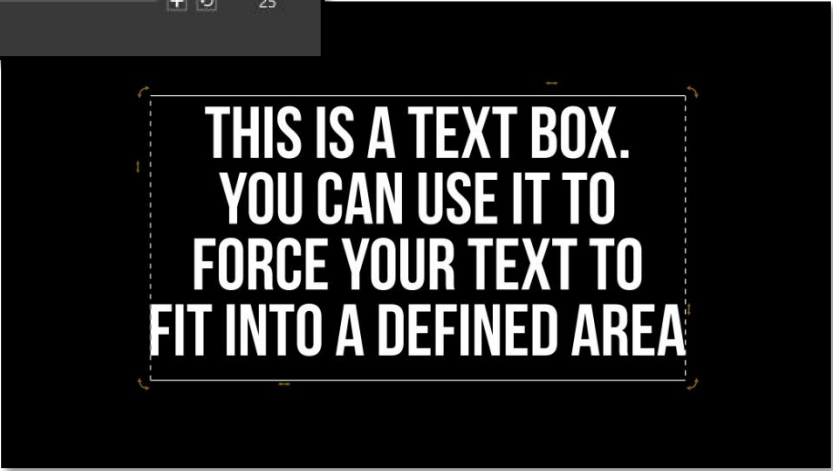
Text Box

Box Width  50

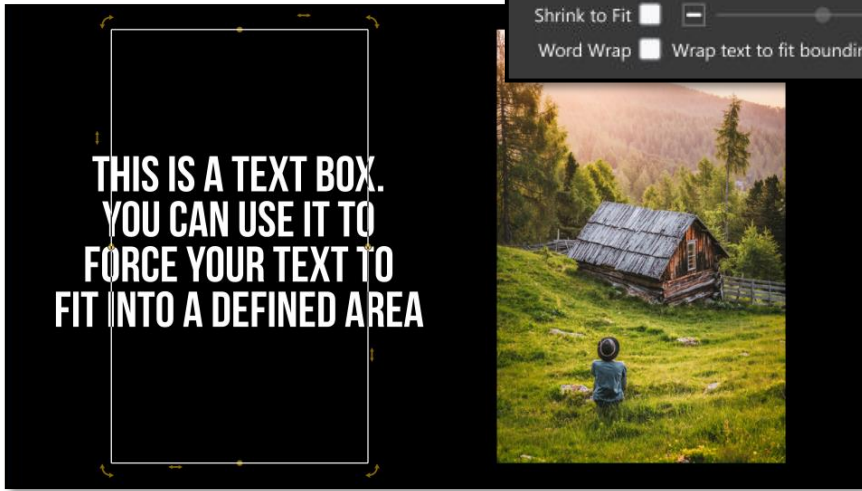
Box Height  60

Shrink to Fit  25

Word Wrap  Wrap text to fit bounding box







▼ Text Box

Box Width  - [Slider] + [Reset] 30

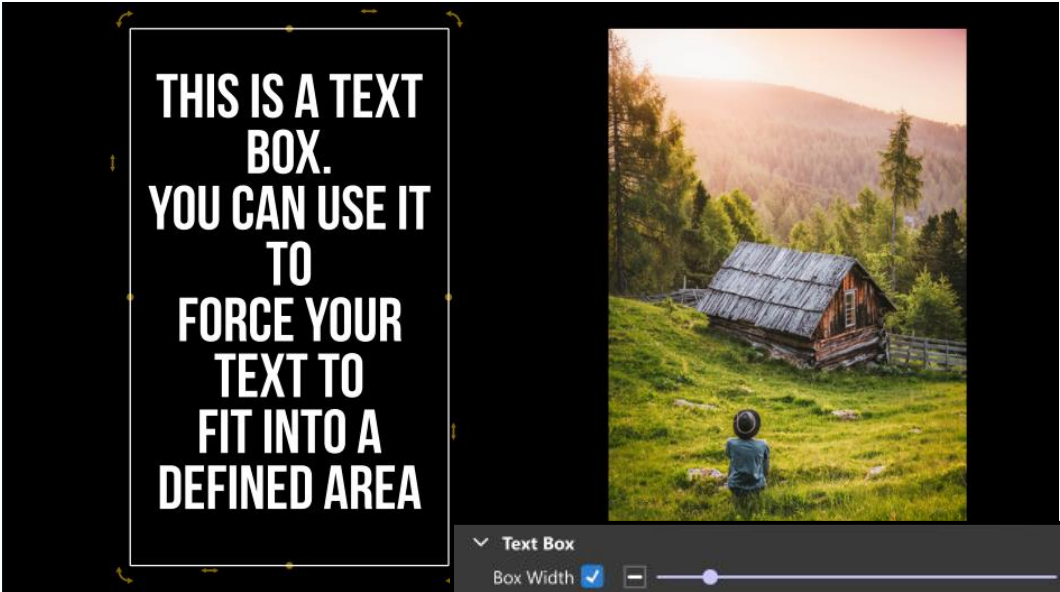
Box Height  - [Slider] + [Reset] 90

Shrink to Fit  - [Slider] + [Reset] 25

Word Wrap  Wrap text to fit bounding box

With both the **Box Width** and **Box Height** checked you can define an area for your text. This area might match the area of a portrait image (*shown left*) for instance. However, if **Word Wrap** is not enabled your text will not be constrained to the width. For all your text to fit within

your defined Width and Height of the Text Box, you must also have Word Wrap enabled (*shown below*).



▼ Text Box

Box Width  - [Slider] + [Reset] 30

Box Height  - [Slider] + [Reset] 90

Shrink to Fit  - [Slider] + [Reset] 25

Word Wrap  Wrap text to fit bounding box

Using the **Shrink to Fit** option you can make sure your text fits in the **Text Box** area by setting a minimum **Font Size** for your caption text. The program will start at the original **Font Size** the reduce that size, to a minimum of the listed **Shrink to Fit** size, stopping when all characters in the caption fit in the **Text Box** area.

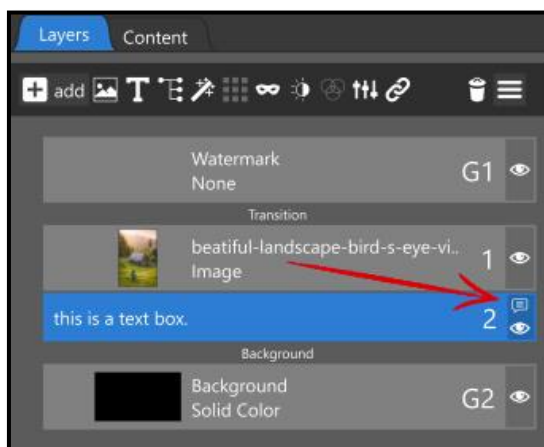
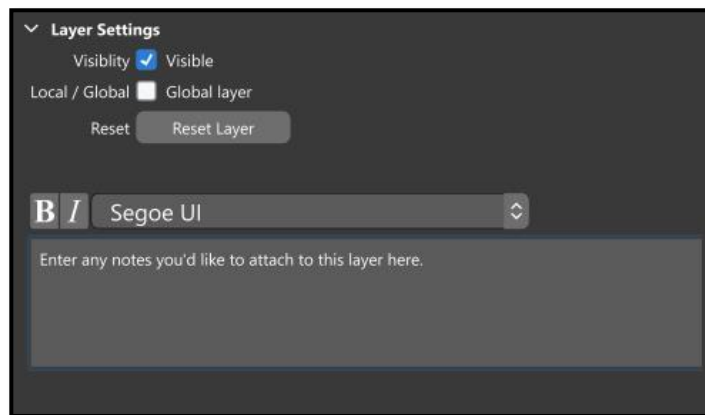
Beneath the Text Box Settings is a **Name** field. You can use this to rename your Caption Layer in the Layers list. This will not affect the Caption itself, just rename the Layer in the Layers list. You can also rename your layer by right clicking on it and choosing "Rename Layer."



## Caption Layer Settings

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The last settings in the Caption Settings Tab are the Layer Settings. These function in the same way for Caption Layers as they do for Image Layers. You can make the caption layer visible or hidden, keep it local (on this slide only) or Global (apply that caption layer to all slides), and reset all your settings for the Caption Layer.

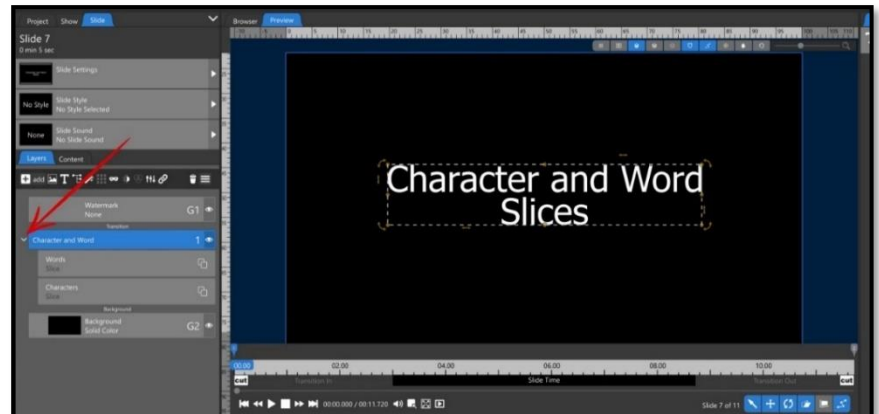


Beneath that is a text field for Layer Notes. These notes do not appear anywhere in your slide show or on the layer itself. When you enter text into the Notes field a speech bubble icon is displayed in that layer in the Layers list indicating that the layer has notes.

## Caption Slices

Photopia Director also gives you the ability to animate your words and individual letters and characters separately. These are **Word** and **Character** slices. To access the caption slices, open the dropdown menu arrow to the left of your Caption Layer in the Layers Tab.

When the **Words** slices layer is selected, you will see a dotted line around each individual word, as opposed to the entire caption. This indicates that each word can be animated as a single unit. Selecting the **Characters** slices layer shifts the dotted lines to be around each letter or character, indicating that you can animate each individual character.



To animate any of these slices individually, click on the icon on the right side of the slices layer. This will give you a list of each slice. You can now select any of these slices (either words or characters), and you can animate that slice the same way you would an image layer.



## Solids and Gradients

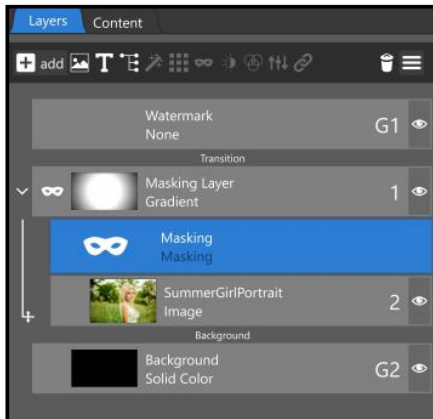
[Solid](#) and [Gradient](#) layers are created internally within Photopia. The following images show examples of how you can use Solid and Gradient Layers in your slides. (*Solids and Gradients are created in the [Browser Tab](#)*)

### Masking Layers

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Masking Layers work the same way as a stencil. They can mask (hide) parts of your slide while letting other parts come through (show). In the example below, a gradient masking layer is used to hide the outer edge of the image, while allowing the center to be seen.

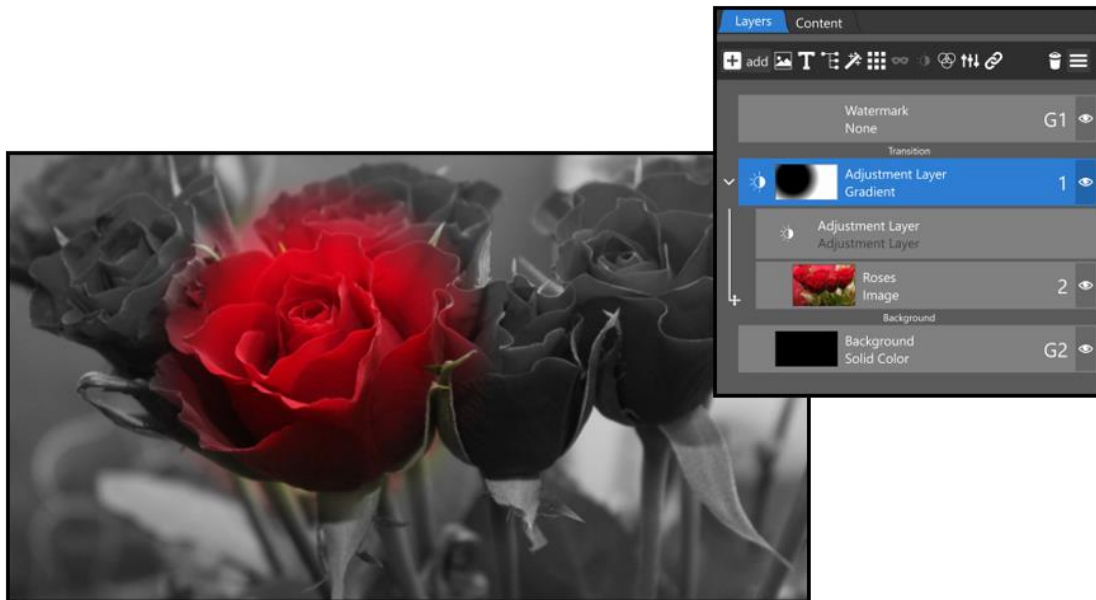
Learn more about [Masking Layers here](#).



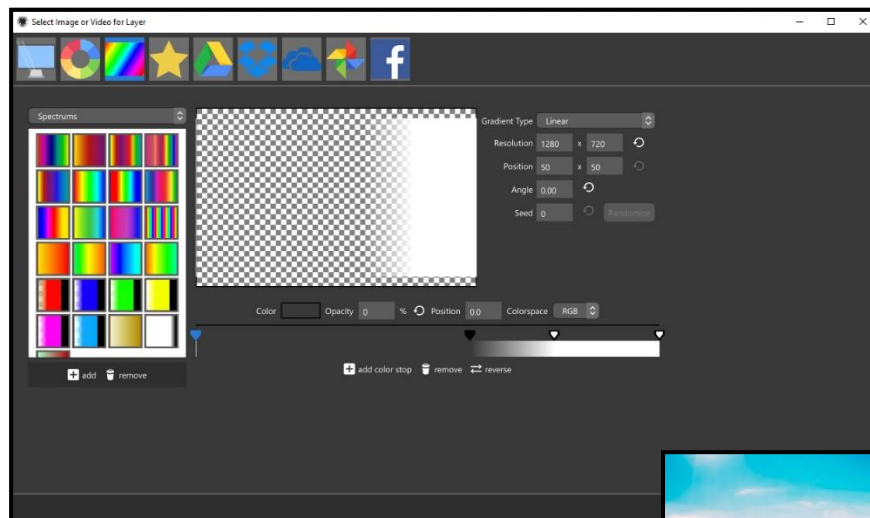
## Adjustment Layers

Adjustment Layers work the same way that Masking Layers do, but instead of hiding parts of your slide, they allow you to add image adjustments to parts of the slide. In the example below, a gradient adjustment layer is used to desaturate the outer parts of the image, while keeping the center in full color.

Learn more about [Adjustment Layers here](#).



## Special Effects (using Transparency)



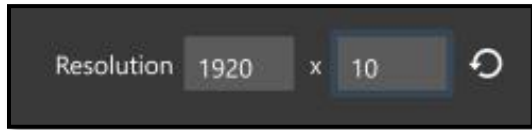
You can create partially transparent layers using gradient keyframes. In this example two keyframes on the left side of the gradient have zero transparency while two keyframes on the right have a transparency set to 100. Use the [RGB Colorspace](#) for best results.



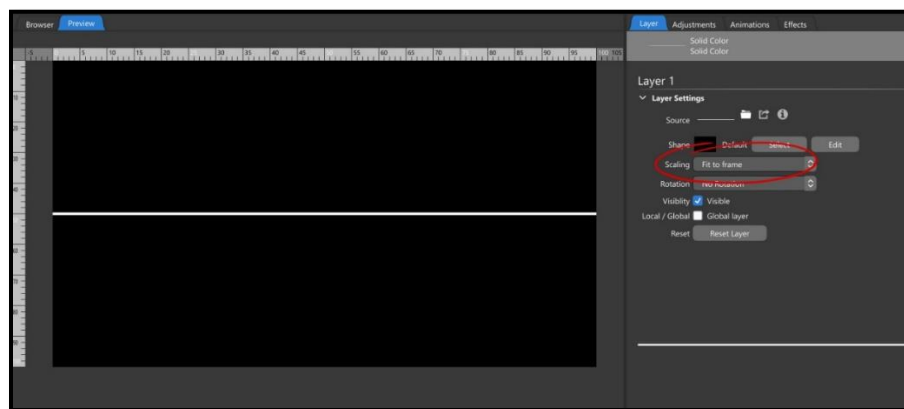
## Lines

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You can create thin lines using either Solid or Gradient Layers. Using either the Horizontal or Vertical Resolution text boxes, change one of the numbers to something small. In the example below, the Vertical Resolution was changed to 10, resulting in a horizontal line.



It is important to note that the Scaling for these layers must be set to Fit to Frame or your "thin line" will fill the frame.

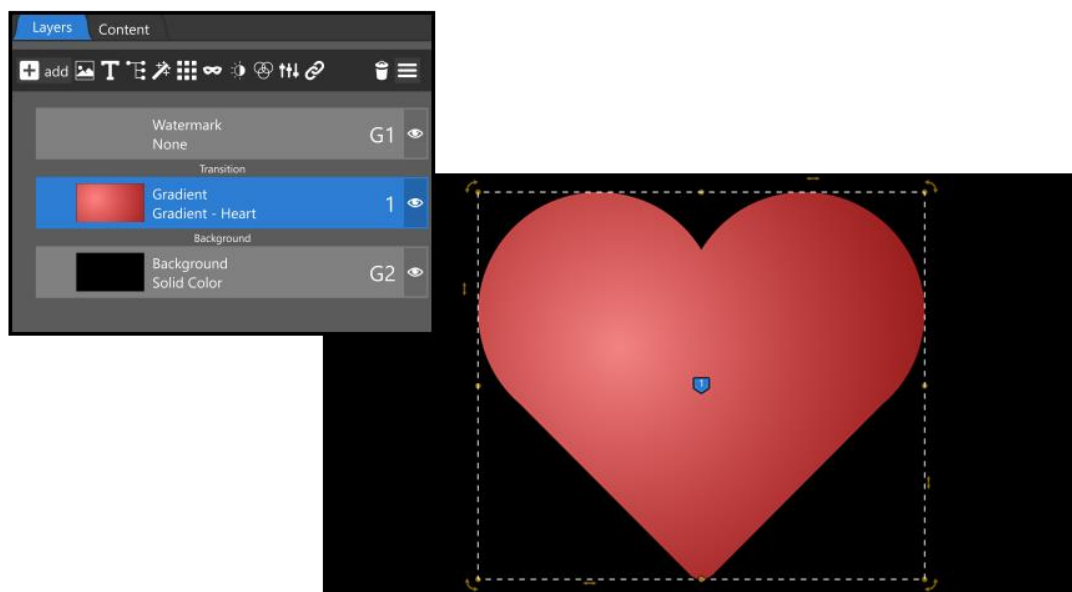


## Shapes

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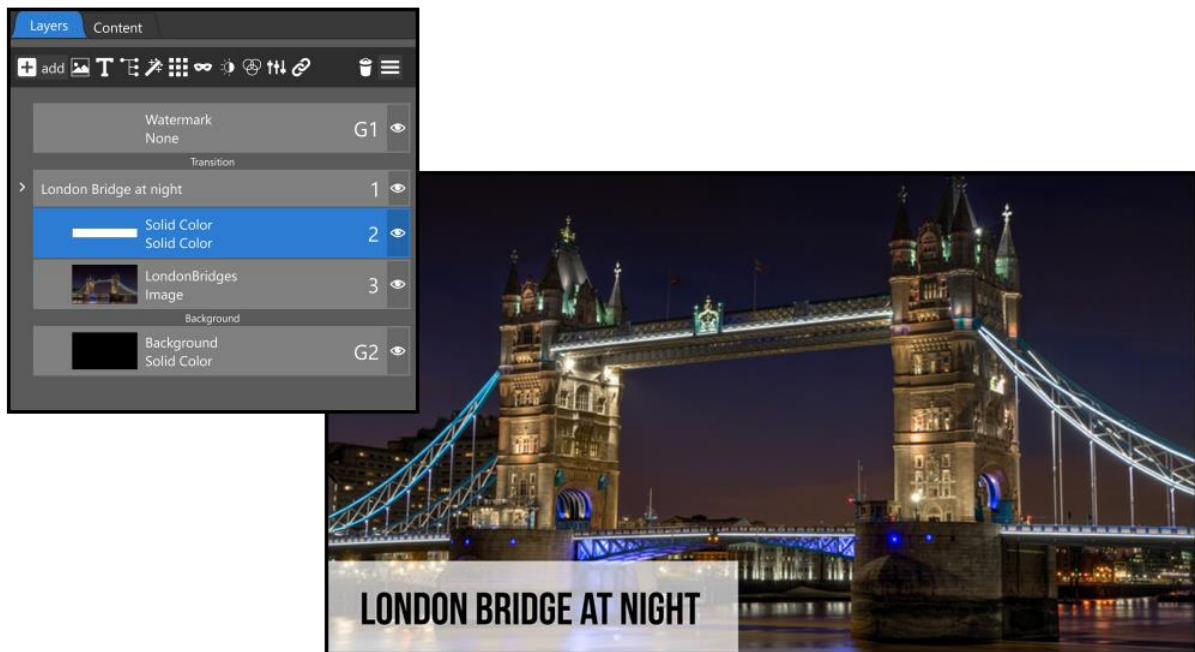
Shapes can be applied to any image layer, Gradient, or Solid.

Learn more about [Shapes here](#).



## Under Text Layers

Solids and Gradients can be used to make text layers more readable when they are over an image. (Shown below)



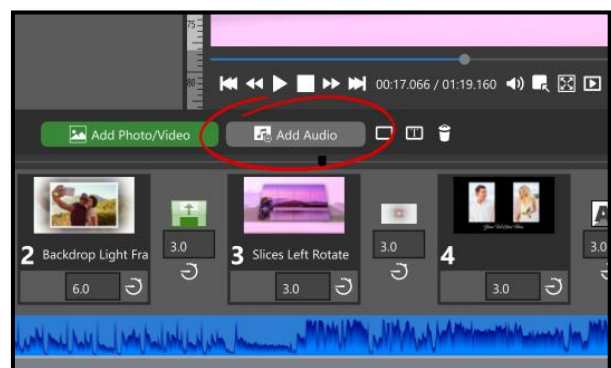
## Audio

Photopia supports many different audio file types including M4A, MP3, WAV, and OGG. See [Appendix C](#) for a full list of supported audio file types.

Audio files can be used in the Show Soundtrack or as a Slide Sound in individual slides. Audio from video files also interacts with audio from the Show Soundtrack and Slide Sounds.

## Show Soundtrack (Music)

The most common audio used in a slide show is music. Click the **Add Audio** button directly above the Slide List to add audio to the Show Soundtrack. This will launch the [Music Library](#), but you can choose to navigate to a location on [your computer](#) to choose a song of your own instead.



You can also add music to your Soundtrack by opening the Music Library from the Browser. Double-click an audio track to add it to the Show Soundtrack, or click the **Add Audio** button in the Show tab.

Once you have added a song to the Soundtrack, you will find it listed under the Show Tab in the [Navigation Panel](#). If you click on that audio track two tabs appear in the [Options Panel](#): Audio Settings and Soundtrack.

## The Audio Settings

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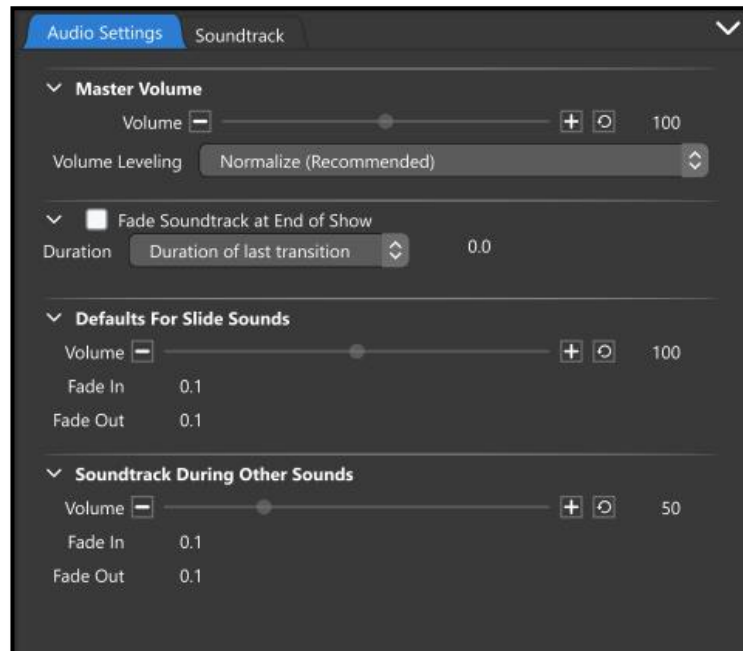
This tab controls the base audio settings for the entire slide show.

**Master Volume** – This is the volume for all songs in your soundtrack.

**Fade Soundtrack** – This option forces your soundtrack to fade out at the end of the slide show. You can set the Duration of that fade to match the last transition / slide or use a custom duration.

**Defaults For Slide Sounds** – This sets the Volume and Fade In / Out for all Slide Sounds in your slide show.

**Soundtrack During Other Sounds** – This sets the Volume and Fade In / Out for the Soundtrack during Slide Sounds and video layers with sound.



## The Soundtrack Tab

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This is where you will find information related to each individual soundtrack file in your slide show.

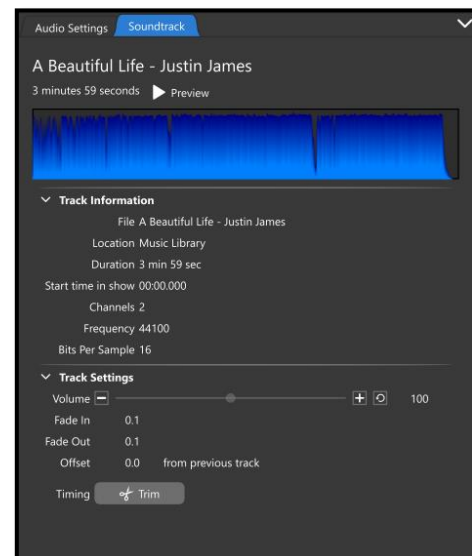
The **Song Title** and total **length** of your sound file is listed at the top, along with a play button to **preview** the song.

**Track information** is listed below the waveform, including the original file location, song duration (with trimmed time if applicable), and other details as well.

**Track Settings** allows you to set the Volume level for this individual audio track, along with Fade In / Out times.

**Offset** allows you to create space between songs or to have them overlap. A positive number will move this song further down the timeline, creating space between the previous audio track. A negative number will move this song earlier on the timeline, creating a crossfade with the previous audio track.

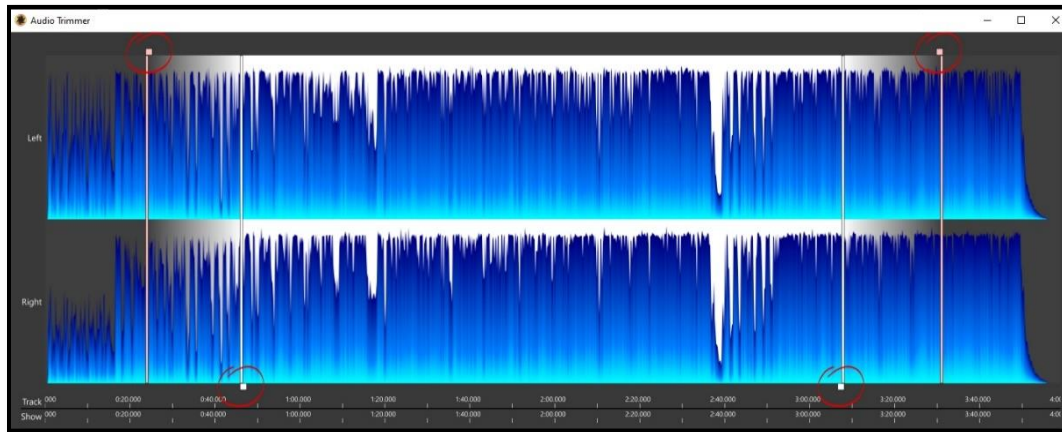
**Trim** allows you to remove part of the beginning / ending of the audio track but remove middle portions.



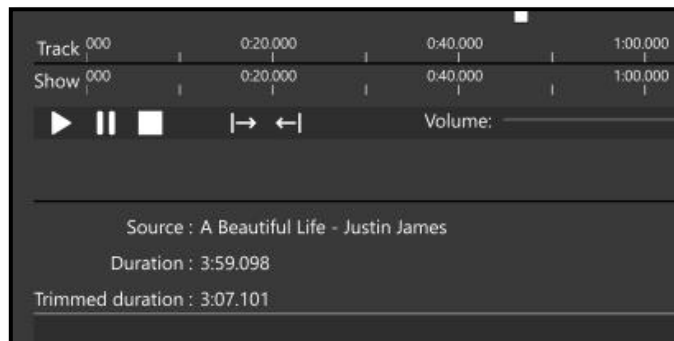


## Audio Trimmer

Clicking the **Trim** button in the Soundtrack Tab for an audio file will launch the **Audio Trimmer** window.



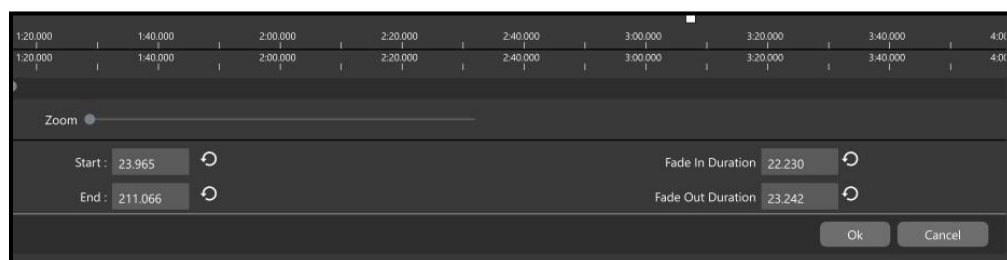
At the top you will see an audio waveform with Left and Right channels. If your audio file is Mono, you will only see a single waveform. There are four markers inside the timeline that you can click and drag. The two **top markers** are your Start and End points, trimming the beginning or ending of your audio clip. The two **bottom markers** control the fades.



Directly beneath the audio waveform are two timelines; one showing the time of this individual audio track and the second shows where this audio track falls in the entire show.

You will also see standard **playback controls**. You can also play, pause, and stop playback using your **spacebar**.

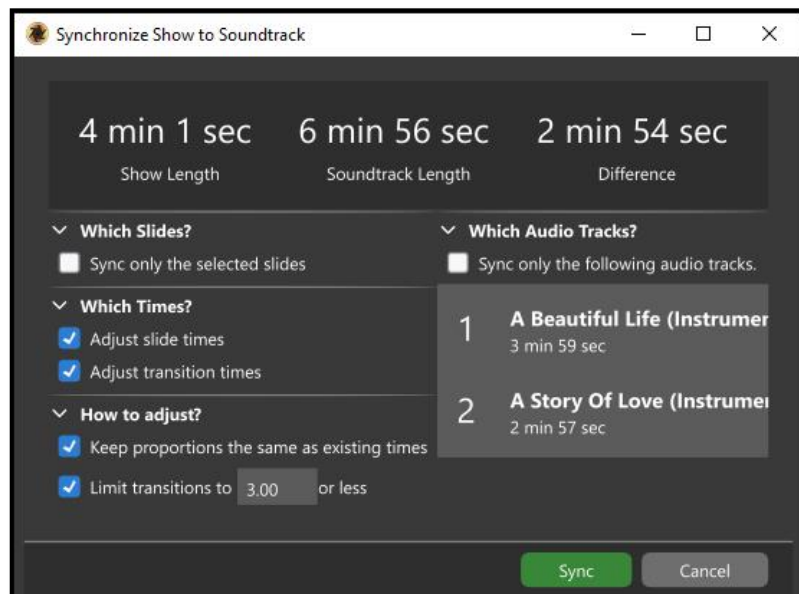
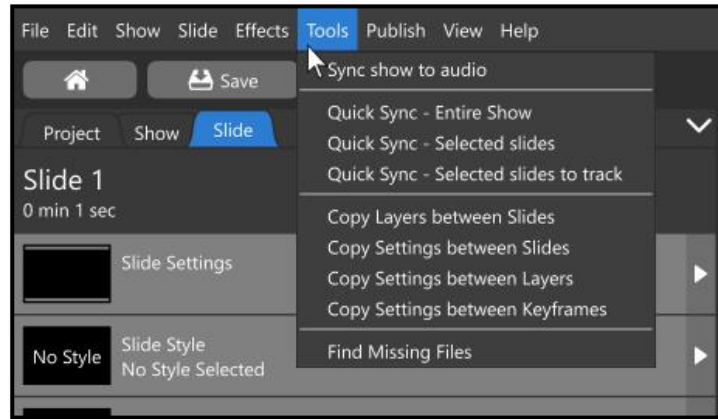
The two arrow icons are for setting your Start and End trim points. You can play your soundtrack, then click on either the Start or End trim buttons to set the trim point while listening to the playback. The total duration and trimmed duration are also listed here.



Zoom in on the audio timeline to see smaller increments of time. You can use the zoom slider to zoom into the timeline or use your mouse wheel while hovering over the timeline, then click and drag the timeline to reposition it. There are also Start / End and Fade In / Out number boxes which can be set by typing in a new number. Reset buttons are included for each option.

## Audio Sync Options

Under the Tools Menu at the top of the Photopia Interface, you'll find four options for quickly syncing your slides to your music.



**Sync show to audio** provides all the audio syncing options in one window. In the example to the left, there is over 4 minutes difference between the slide times and the soundtrack time. With the current settings checked, Photopia will adjust both the Slide and Transition times to fit both soundtracks, keep proportions the same as they currently exist (longer slides will remain longer, but with different times), and transitions will be adjusted to a maximum duration of 3 seconds.

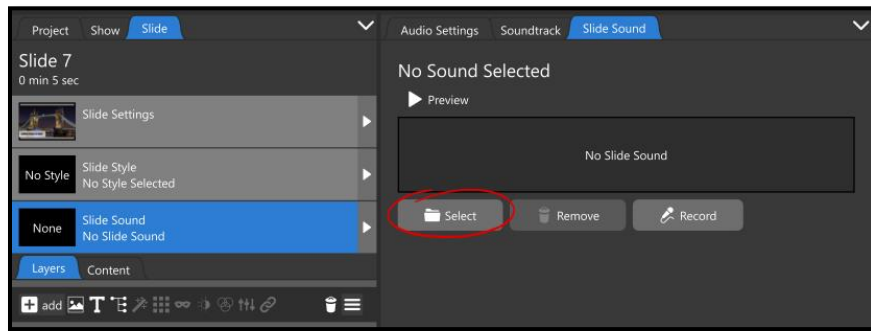
The three Quick Sync options will automatically sync your slides to the chosen option:

**Quick Sync - Entire Show** will change slide / transition times to match the full show the full soundtrack.

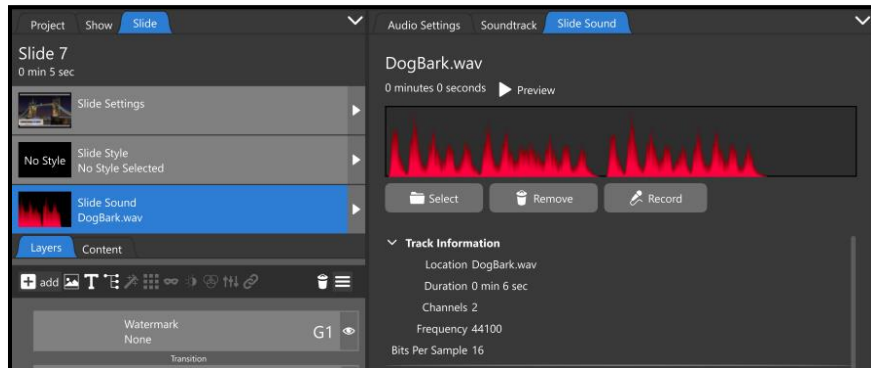
**Quick Sync - Selected slides** will set slide / transition times for selected slides to match the full soundtrack.

**Quick Sync - Selected slides to track** will sync only the audio track of your choosing to the selected slides.

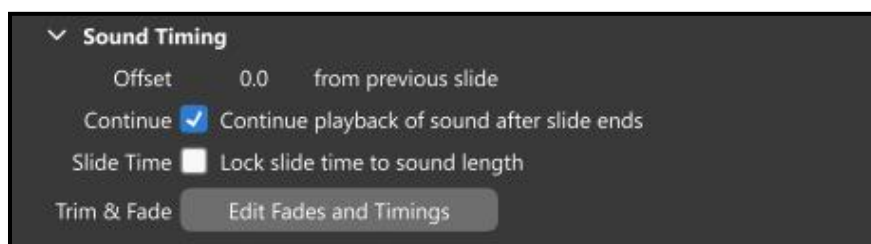
## Slide Sounds and Narration



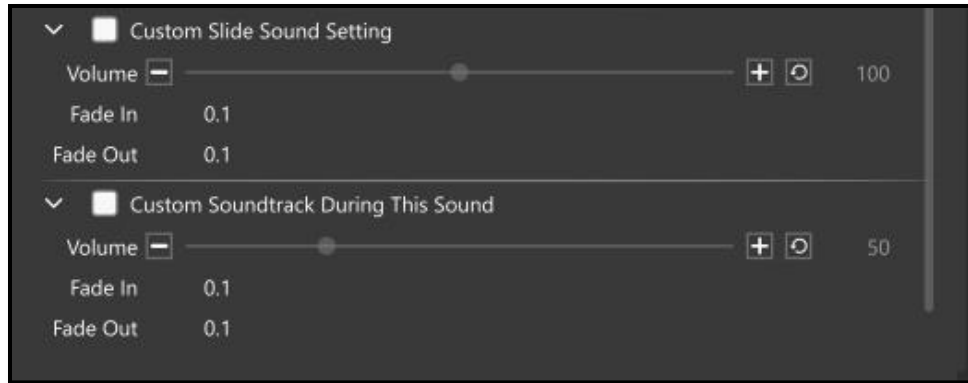
You can add your own **Slide Sound** or **Narration** to any slide. Click on the Slide Tab in the [Navigation Panel](#) and this will open the Slide Sound Tab in the [Options Panel](#). To add a sound file from your computer, simply click on the Select Button.



Once you have added a sound to your slide a red waveform will appear in the Slide Sound tab and **Track Information** and **Settings** will become available.

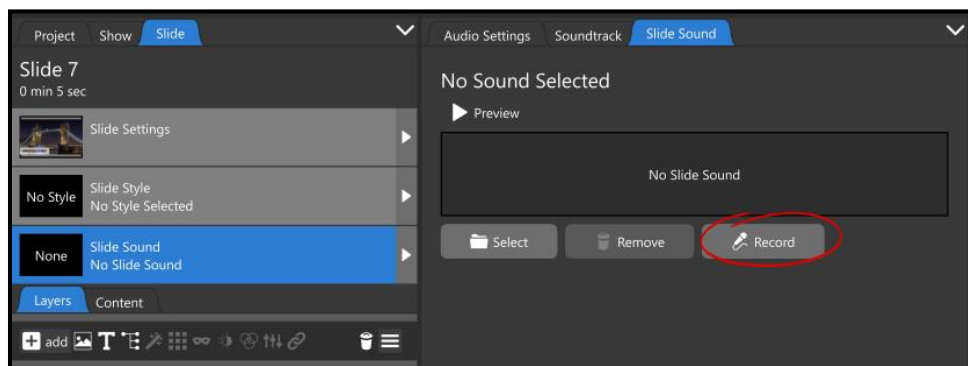


The **Sound Timing** settings allow you to set an **offset** for this Slide Sound; allowing you to start the sound before the slide starts or move it further down on the timeline. Enabling the **Continue Playback** option allows the Slide Sound to continue playing after the slide has ended. You can also lock the slide time to the sound length, changing your slide time to fit the sound file you have added. Clicking the **Edit Fades and Timings** button will open the **Audio Trimmer**.

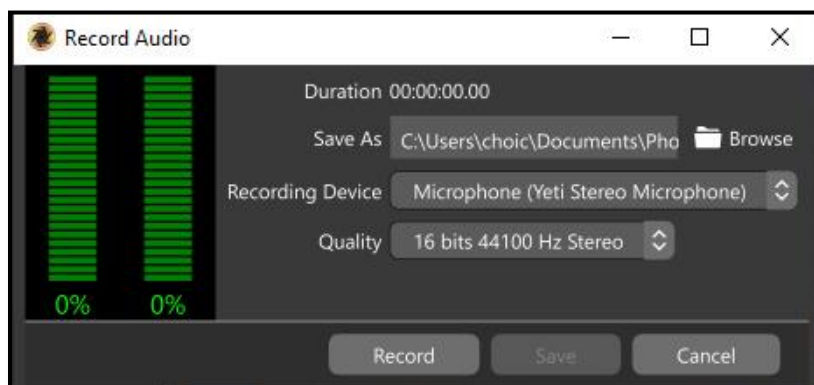


The **Custom Slide Sound Setting** option allows you to set a Volume and Fade In / Out for this individual Slide Sound.

The **Custom Soundtrack During This Sound** option allows you to bypass the normal **Soundtrack During Other Sounds** option for this individual Slide Sound. Set the Volume to 100% to keep the Soundtrack at full volume.

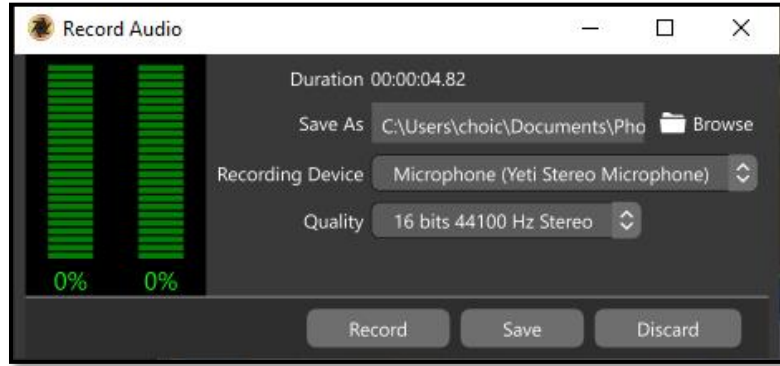


**Narration** can be added to a slide if you have a microphone connected to the computer **AND** there is not a Slide Sound in that slide. Each slide can contain only one audio track. Slide Sounds and recorded narration are both audio tracks. In the Slide Sound tab, click the **Record** button to bring up the **Record Audio** window.



The **Record Audio** Window gives you options to change the save location, the recording device and quality of the recording. When you are ready to record, hit the **Record** button at the bottom.

When you are done recording, the **Cancel** button will change to a **Discard** button. If you would like to record again, without saving your previous recording, simply click the **Record** button again. If you would like to save your recording, click the **Save** button. If you would like to discard the recording and exit the window, click the **Discard** button.



## Video File Sound

Video files can, and often do, have sound embedded in them and there are similar Sound Settings for them as well. Those sound settings are in the Layer tab for each [video layer](#).

## User Interface Layouts

There are four **UI Layouts** to choose from:

1. [Advanced](#) – This layout provides access to all features, making it the most complete UI.
2. [Compact](#) – This layout also provides access to all features but in a more compact space. It is designed to work better on lower resolution monitors, like laptops, than the Advanced layout.
3. [Basic](#) – This layout is a great place to start if you are new to Slide Shows. You will have access to everything you need to create a great show, without the more complex features getting in the way. When you are ready to take on more control, and more complexity, switch over to Advanced.
4. [Light](#) – This layout looks more like a lightbox (or Lightroom) layout than the linear editing UI in the other layout modes. Slides are grouped in a grid on the left-hand side of the window, rather than in a horizontal row at the bottom. This layout is good for rearranging slides and getting a good look at slide arrangement.

The User Interface Layouts do not affect your show. You can start in Basic, then jump over to Advanced to adjust a keyframe, then go back to Basic.

All four Layout Modes include these components:

1. [Preview Window](#)
2. [Browser](#)
3. [Slide List](#) (as a lightbox in the Light layout)
4. [Slide Style List](#)
5. [Content List](#)
6. [Audio Settings](#) (including the Trim window)

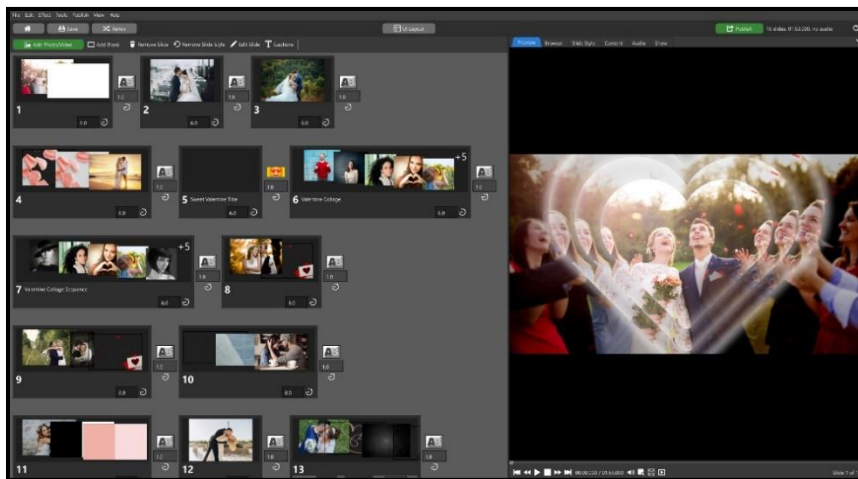
The Advanced and Compact Layouts also include:

1. [Layer List](#)
2. [Adjustments Tab](#)
3. [Animations Tab](#)
4. [Effects Tab](#)
5. [Timeline View](#)
6. [Keyframe View](#)

## Light

This layout most closely resembles the Lightbox view in ProShow. Your slides appear in a left-to-right / top-to-bottom grouping, instead of in a horizontal row. The Light layout only has two panels:

- The list of slides is on the left, where you can adjust your content / timing and rearrange slides.
- The Options Panel is on the right and includes the Preview, Browser, Slide Style, Content, Audio, and Show settings tabs.



The Light layout does not include the [Layers list](#), [Adjustments tab](#), or [Animations tab](#). This makes it most useful for quickly putting together a show using pre-built [Slide Styles](#) and [Transitions](#), but not building or customizing your own slides.

## Basic

This layout has all the same features as the Light layout, is still **missing the advanced features**, but it has three panels instead of two. The Preview / Browser tabs share space on the left side of the window while the Slide Styles, Content, Audio, and Project tabs are in the Options Panel on the right. Slides are in a horizontal linear list at the bottom of the window.



## Advanced

The Advanced layout is where all the animation tools are located. If you are coming from ProShow and you are looking for the keyframe timeline or the Layers list, this is where you will find them. The Advanced layout is where you will have access to **all the tools** within Photopia. This makes the Advanced layout the most feature rich layout and the most complex.

There are four panels in the Advanced layout.



1. [Navigation Panel](#) - This panel includes the Project, Show, and Slide tabs.
2. [Browser / Preview Panel](#) - The panel includes the file Browser and main Preview tabs.
3. [Options Panel](#) - This panel includes most of the settings you will be using. It changes what is shown based on what is selected in the other panels.
4. [Slide List Panel](#) - This panel includes the horizontal list of slides in two modes: Slides and Timeline. It also includes a slide-specific Keyframe interface for more precise keyframe layout control.

## Compact

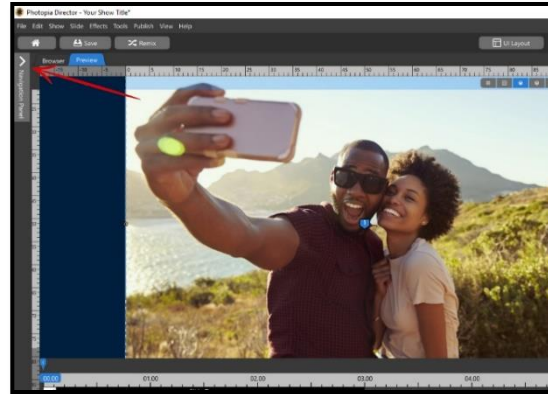
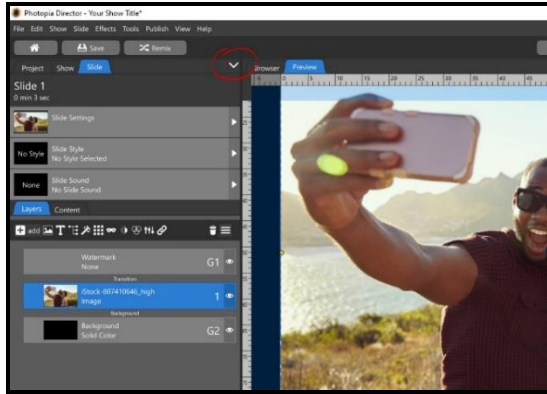
The compact User Interface layout is identical to the Advanced layout, but the tabs and panels are thinner for better use on lower resolution monitors, like many laptops.

## Customizing Your Layout

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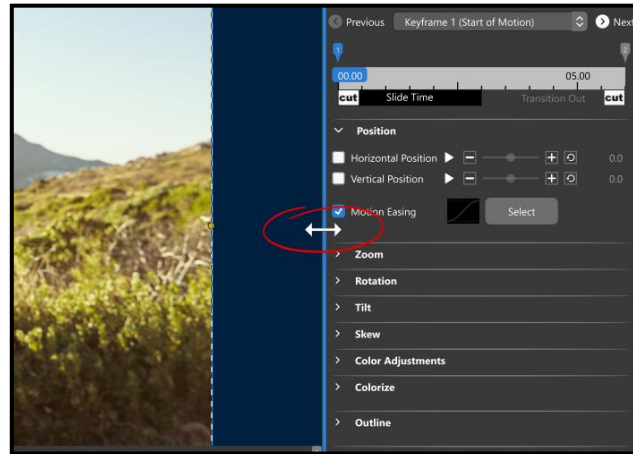
### Closing, Adjusting, and Resetting the Panels

**Closing** the [Navigation and Options Panels](#) gives you the ability to increase your workspace and “hide” tabs and panels that you may not be using. Both panels have arrows that point down when the panel is open (*shown below left*). Clicking on that arrow closes the panel and the arrow turns to the side (*shown below right*). Click on it again to open that panel.



You can also adjust the size of each panel by hovering your mouse over the line where two panels meet. When your mouse turns to a double arrow click and drag to resize those panels.

Panel sizes can be reset using the **Reset Window Layout** option in the **View** menu.



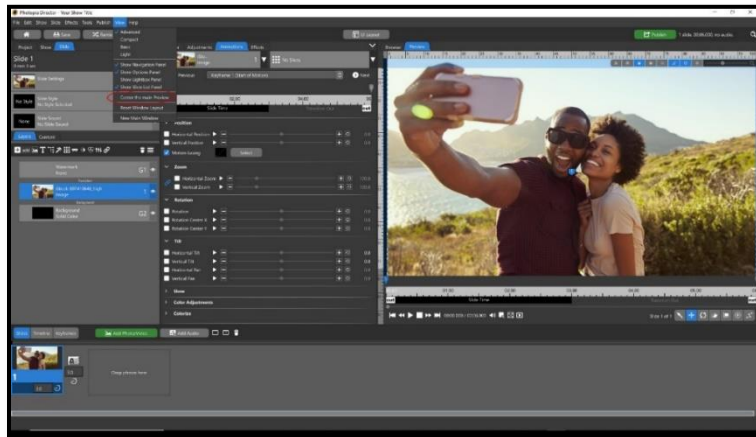
### Center the Main Preview

You also have the option to swap your Preview and Options Panels. Click the **Center the Main Preview** option in the **View** menu to enable this change. The default is to have the Main Preview window in the center of your screen and the Options Panel on the far right (*shown below*).





If you plan to work on multiple layers in the Layers List and their Adjustments or Animations in the Options Panel, you may want those two panels to be right next to each other for easier access (*shown below*). This is the UI shown when the **Center Main Preview** option is disabled.



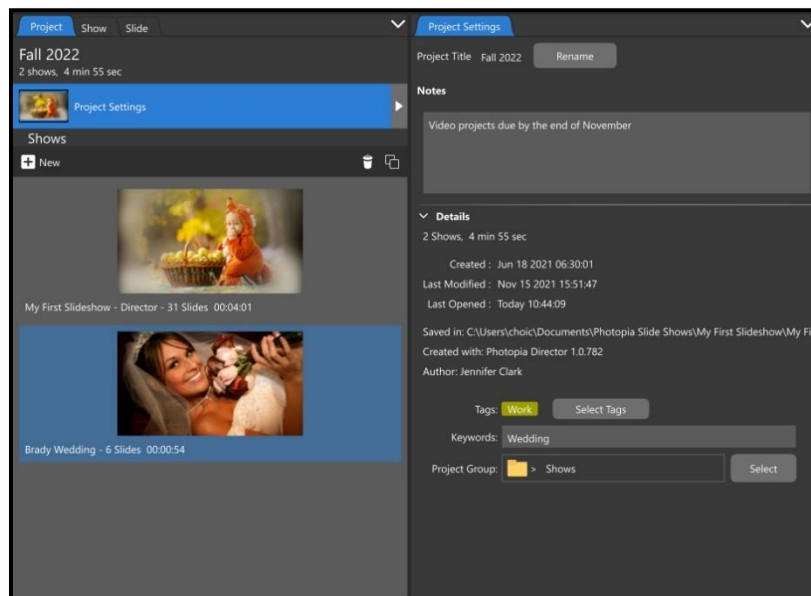
## The Navigation and Options Panels

The **Navigation Panel** on the left side of the interface is connected to the **Options panel** on the right side. When an option is selected in the Navigation Panel, the Options panel will show settings related to your navigation choice.

(All screenshots have changed the View to have "Center the Main Preview" **unchecked** This allows the Navigation and Options panels to be adjacent.)

### Navigation Panel – Project Tab

#### Project Settings



Selecting **Project Settings** in the **Navigation Panel** (left) will open the **Project Settings tab** in the **Options Panel** (right)

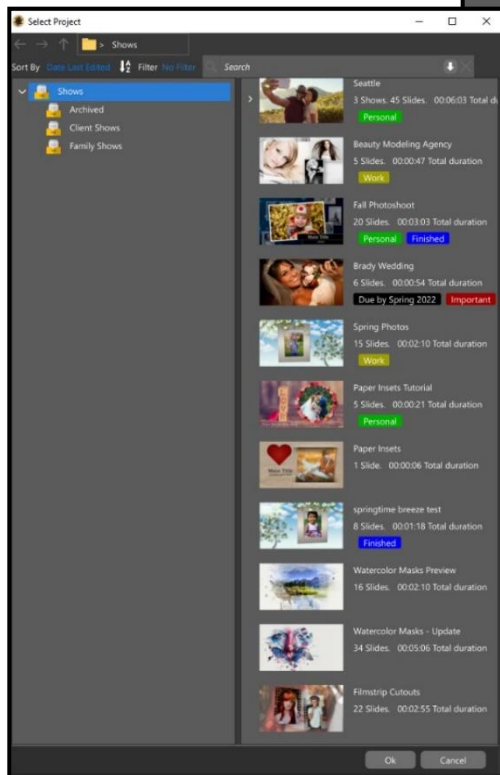
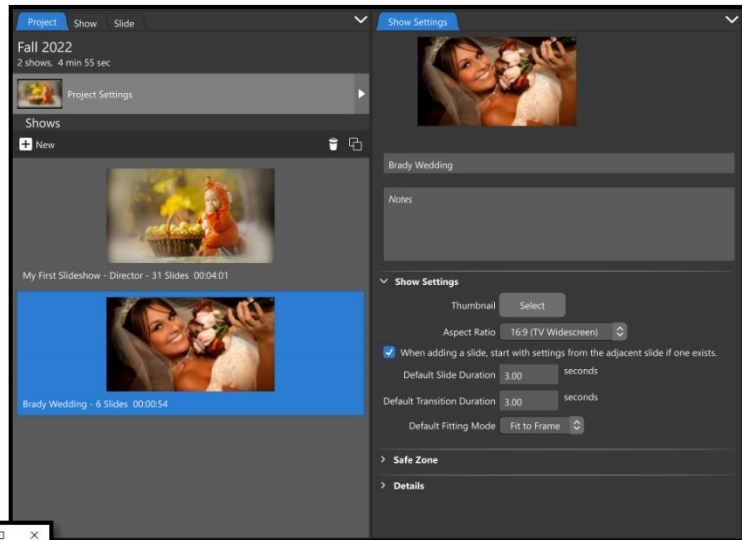
The Project Settings tab in the Options Panel allows you to

1. Rename
2. Add Notes
3. See Project Details
4. Manage [Tags](#)
5. Manage [Keywords](#)
6. Manage [Project Groups](#)

## Shows List and Show Settings

The **Shows** list in the **Navigation Panel** is a list of all the slide shows in your project. When a show is selected, the **Show Settings** tab will appear in the **Options Panel**.

You can add a new show to your Project using the **new** icon at the top of the Shows list. This will give you the same options as starting a show from the Home Page (Blank, Wizard, Template, Import). You can also **remove** a show from your project, **duplicate** a show, and **rearrange** the slide show order by clicking and dragging a show up / down in the list. Selecting a slide show in the Project tab will also open the Show Settings in the Options Panel.

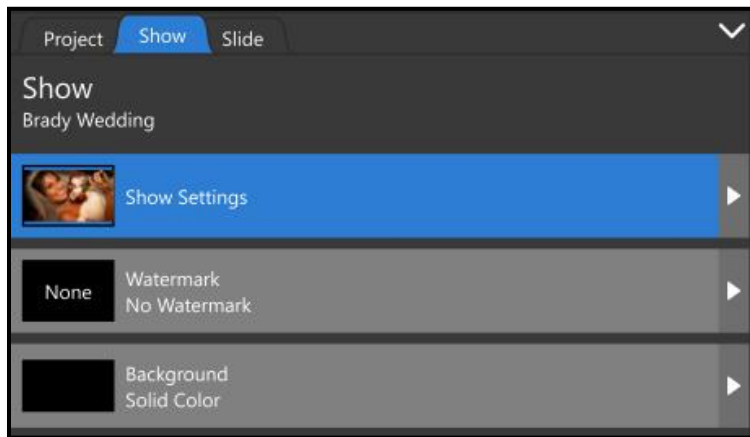


Adding an existing slide show to your project can be done by clicking the **Import Show into Project** option from the **File** menu. This will bring up a list of all your Projects, from which you can pick the slide show you want to add to your current project.

Note that this option puts a copy of the selected slide show into the current project. It does NOT remove / modify the selected slide show in its original location.

## Navigation Panel – Show Tab

The top of the Show Tab in the **Navigation Panel** gives you three navigational tools to open settings in the **Options Panel**.



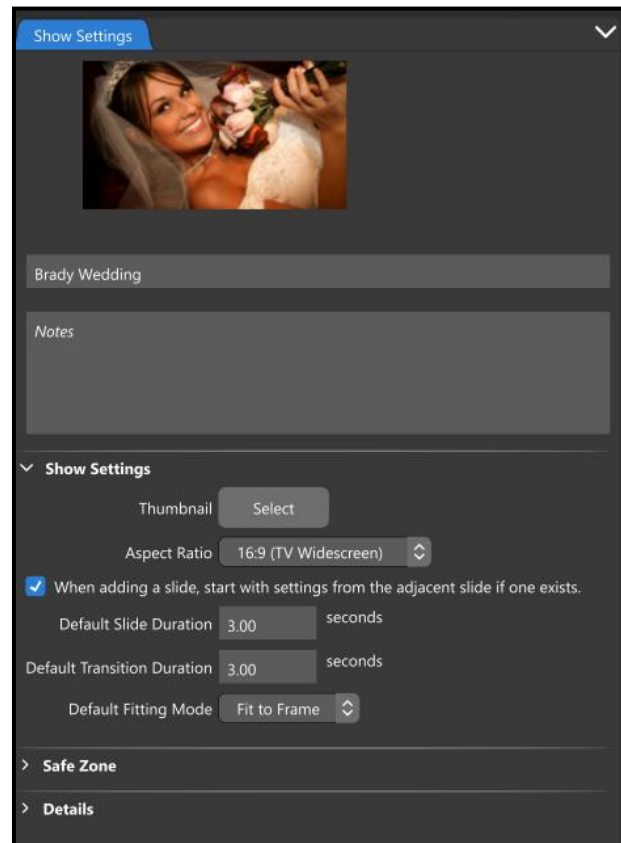
### Show Settings

Selecting **Show Settings** in the **Navigation Panel** opens a **Show Settings** tab in the **Options Panel**.

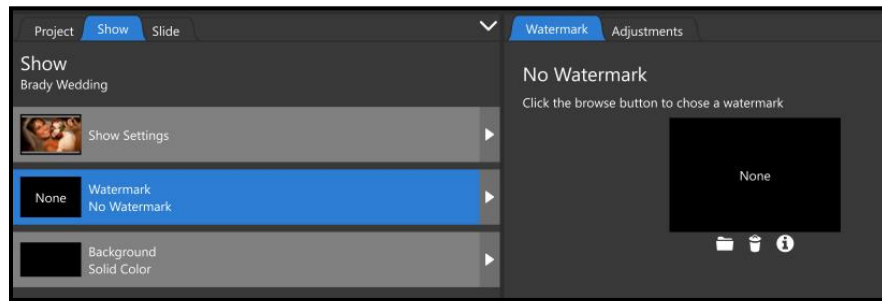
This is the same tab that is shown when a Show is selected in the Project Tab.

In this tab you can:

1. Rename your Show
2. Add Notes
3. Change the Show Thumbnail
4. Change the Aspect Ratio
5. Set Slide and Transition time defaults
6. Set a Fitting Mode Default
7. Adjust the Safe Zone
8. See Details for this Show



## Watermark



Watermarks are seen on every slide and are commonly used to display a business name.



If you have an image file that you would like to use as a Watermark, click the **folder** icon under the Watermark thumbnail in the **Options Panel** then choose the desired file from the **Browser** pop-up and click the **Ok** button.



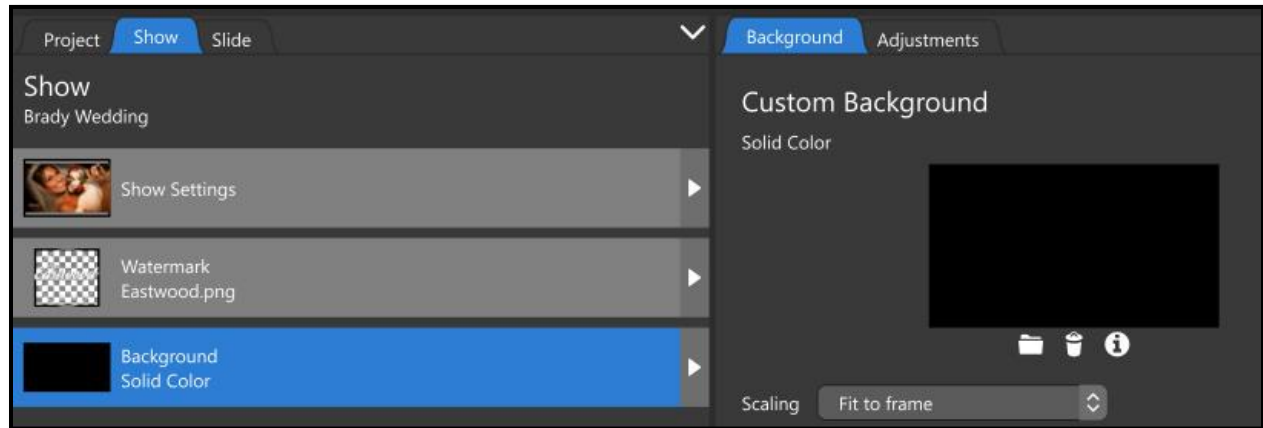
Watermark images can be adjusted like other image layers, although they cannot be animated.

***Any adjustments made to a Watermark are global and appear on every slide.***

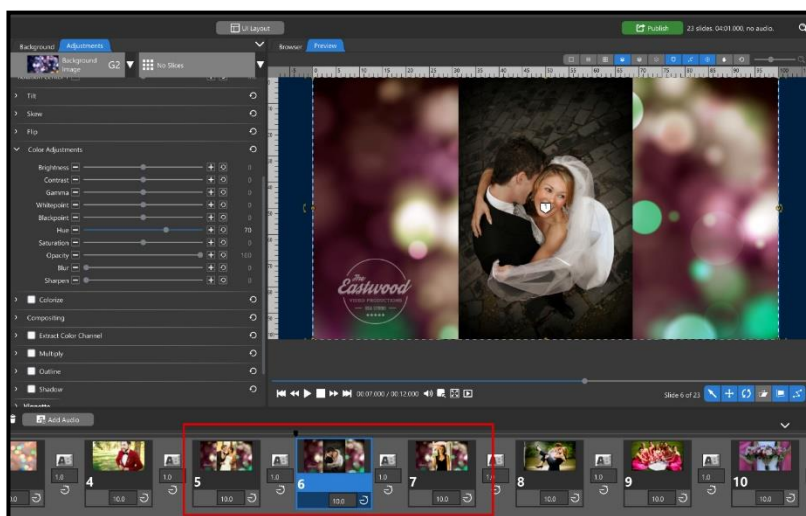
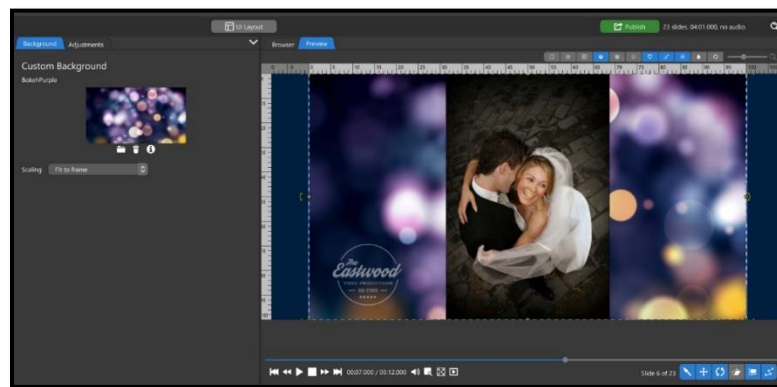
You can also create a caption Watermark. Add a caption layer to any slide then drag it above the word *transition* in the Layers list. Make any adjustments to this layer, including size, position, color, etc. then enable the **Global Layer** checkbox in the **Caption Settings** tab.

## Show Background

The **Show Background** is also **Global**. It can be any type of image, video, solid, or gradient layer.



Click the folder icon under the background thumbnail to change the Show Background. This will bring up the Browser window. Navigate to the image you want to use, select it, then click the **Ok** button. You can also choose a Solid / Gradient for the Show Background.

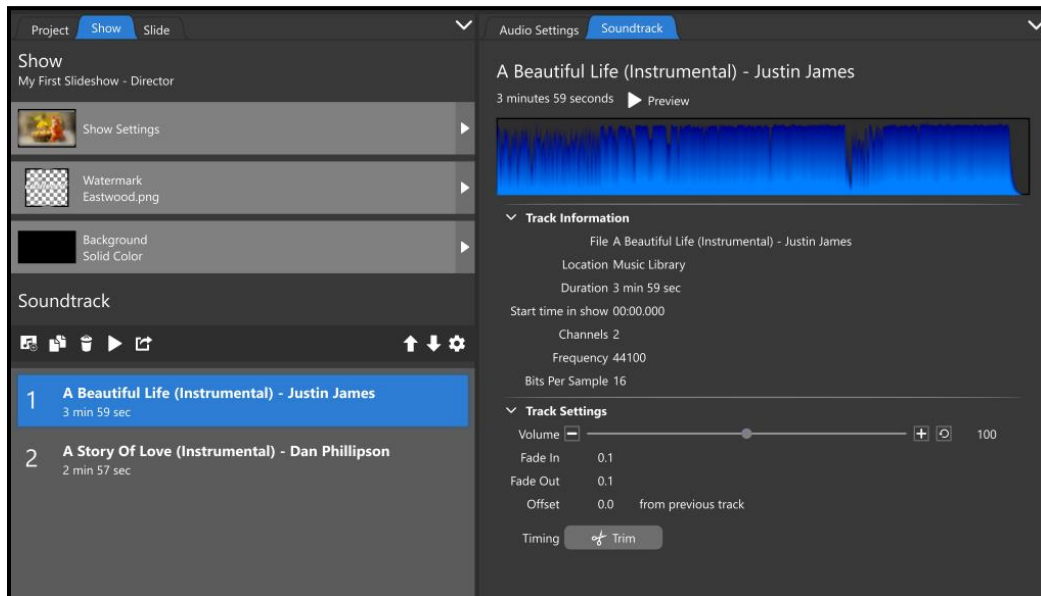


Once you have added a Show Background **image**, you can adjust it just like any other image layer. These adjustments will be Global and applied to every slide. Show Background images cannot be animated.

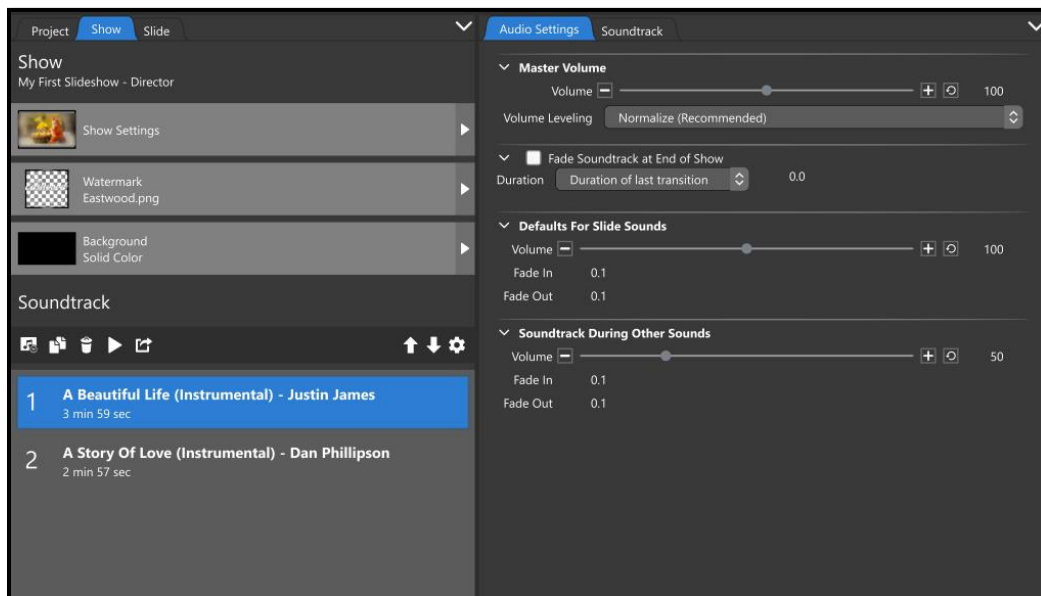
If you would like to change the background for a specific slide, this can be done by adding a layer to that slide then bring it below the word *background* in the Layers list, but **above** the Show Background layer. These background image layers **CAN** be animated.

## Soundtrack

The Soundtrack list in the Show Tab is where you will see all the audio tracks in the Show Soundtrack. You can add, copy, delete, edit, and rearrange songs from this tab. You can also open songs from this tab in an external editor for more sophisticated editing.



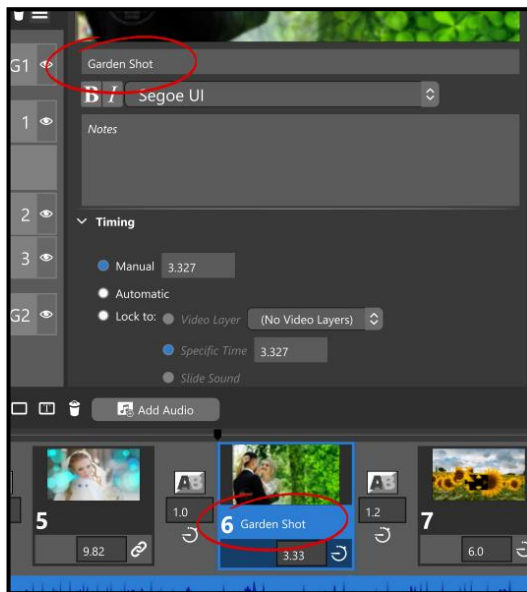
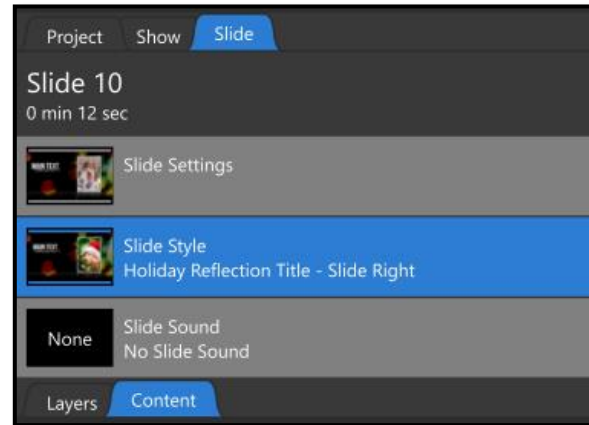
When a song is selected in the Soundtrack list the Options Panel will show two tabs: Audio Settings and Soundtrack. The Soundtrack tab (*shown above*) allows you to preview the selected song, gives you information about that song, and allows you to set track settings / trim options. Learn more about [Soundtrack Settings](#) here.



Audio Settings are for all songs in your Soundtrack. This is where you will set **Global Audio Settings** including a **Master Volume**, **Defaults for Slide Sounds**, and **Soundtrack During other Sounds**. Learn more about [Audio Settings](#) here.

## Navigation Panel - Slide Tab

The **Slide** tab in the Navigation Panel provides access to everything you need to create and manage your slides. The three options at the top of the **Navigation Panel** will open new tabs in the **Options Panel**.

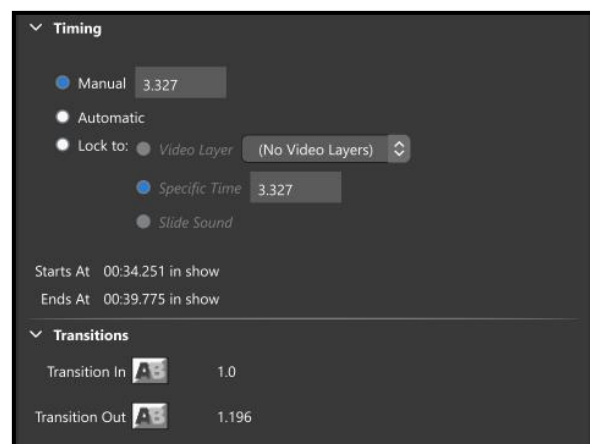


## Slide Settings

The very top of the Slide tab in the Options panel shows an image / thumbnail of the selected slide. Beneath the image is a text field where you can name your slide. The name will show at the bottom of the slide itself and inside the Slide Settings tab at the top of the Navigation Panel.

You can also set your slide timing here. **Manual** allows you to type the desired slide time directly into the Slide. **Automatic** is used when you Quick Sync your slides to your music. You can also choose to **Lock** your slide to a video layer, the Slide Sound, or a specific time of your choosing. If you choose the **Lock to** option, your slide time cannot be changed manually until the **Timing** mode is switched back to **Manual** or **Automatic**.

You can also change your transitions and their times in this tab.



In the **Settings** area of this tab you can **Flag** your slide as well as **Hide** either the watermark or the background for this specific slide. Flagging a slide puts a yellow flag at the top right corner of your slide in the **Slides List** and the **Navigation Panel**.



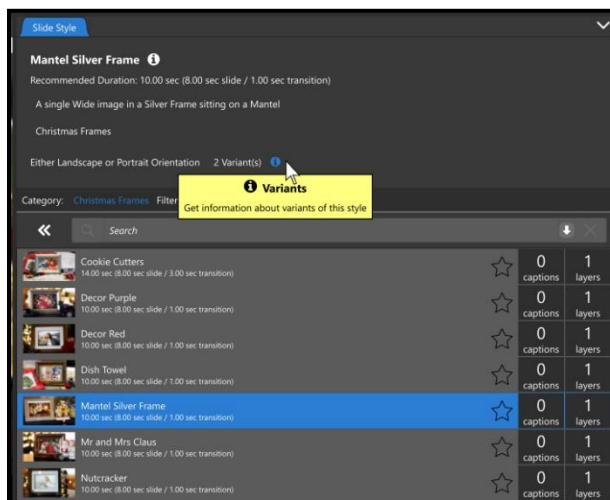
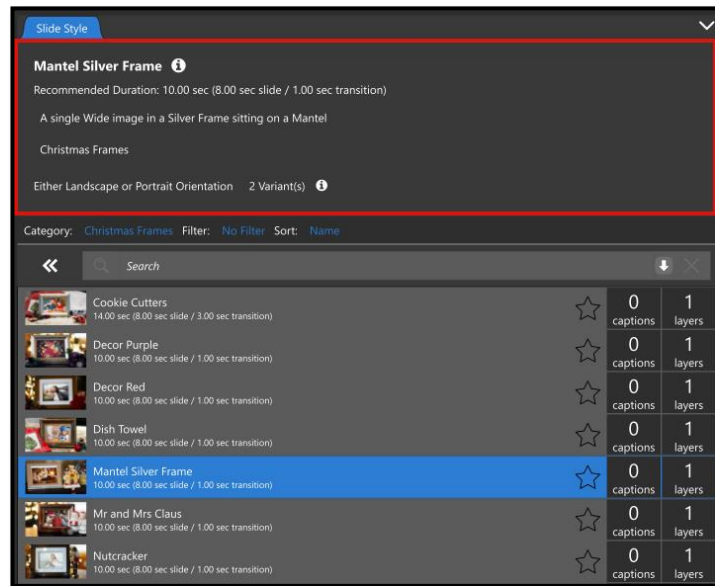
**Reset Slide** will remove any Slide Style, keyframe animations, or other adjustments currently applied. This is effectively the same as choosing the “No Style” slide style.

## Slide Style List

When the Slide Style option is selected in the **Navigation Panel** your Slide Style List will open in the **Options Panel**. This is a list of all installed Slide Styles, organized into Categories. [Learn more about applying Slide Styles here.](#)

### Slide Style Information

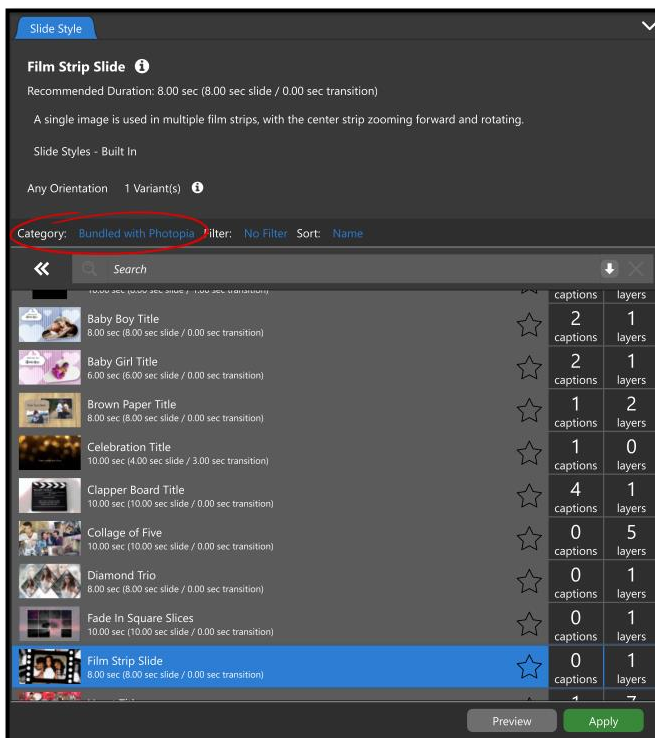
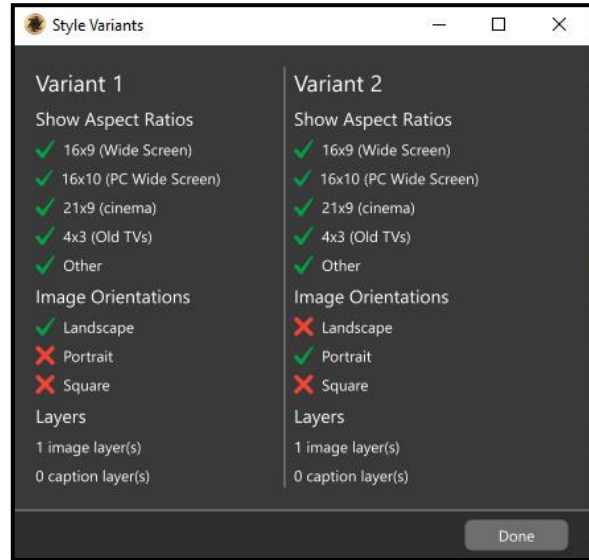
Directly above your Slide Style list is more information about the currently selected Slide Style, including its name, recommended times, description, categories, and any variants it may have.



A **Variants** determines whether the Style can be used with more than one image orientation.



Clicking on the “i” next to the Variants brings up more information about those variants, including which image orientations they work with, and which ones they do not. **You do not need to do anything to have the correct variant applied.** Photopia will automatically detect your image orientation and apply the correct variant.



### Slide Style Categories

The Slide Style list provides a thumbnail of the Slide Style, its name, and recommended Slide / Transition times. Clicking the star icon on the right-hand side of the list will add that Slide Style to your local Favorites category. You are also shown how many Caption and Image layers are in each Slide Style.

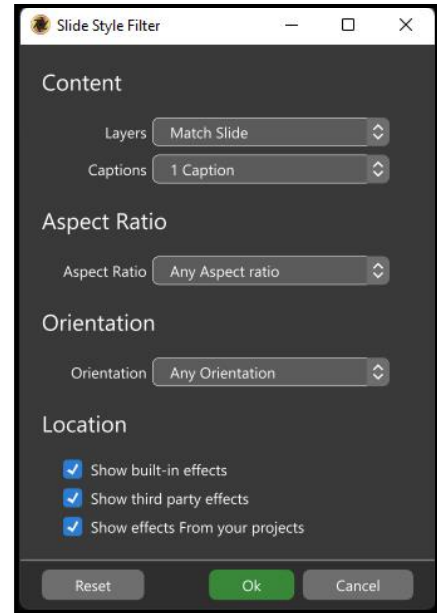
The **Search** bar at the top of the Slide Style list allows you to find Slide Styles more easily.

The **Category** option is listed at the top-left corner of the Slide Styles list. You can click the link next to the **Category** label (*shown left*) for a drop-down category list OR click the double-left-arrow icon (just left of the Search bar) to include the Category list next to the Slide Styles list. The numbers on the right-hand side of the Category list show how many Slide Styles are in each category. Slide Styles can be in more than one category.

## Slide Style Filter

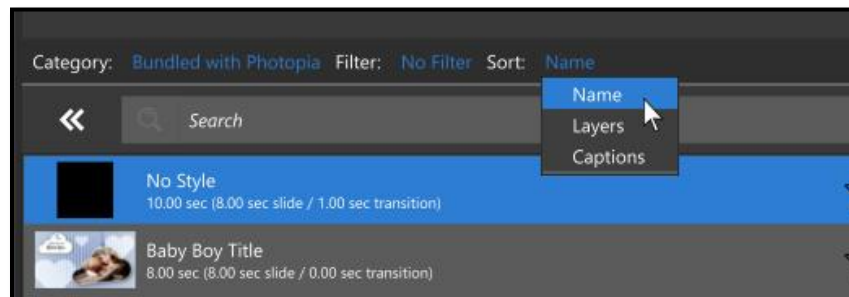
You can **filter** the Slide Style list, hiding any Slide Styles that do not fit the selected filters, by clicking the link next to the **Filter** label. If you only want to be shown Slide Styles that have two images and one caption, choose those options from the **Slide Style Filter** window. All other Slide Styles will then be hidden from the Slide Styles list.

Be sure to click the **Reset** button in the **Slide Style Filter** window when you are done. Leaving a Slide Style filter enabled can cause confusion next time you look for a Slide Style that does not happen to match the currently applied filter settings.

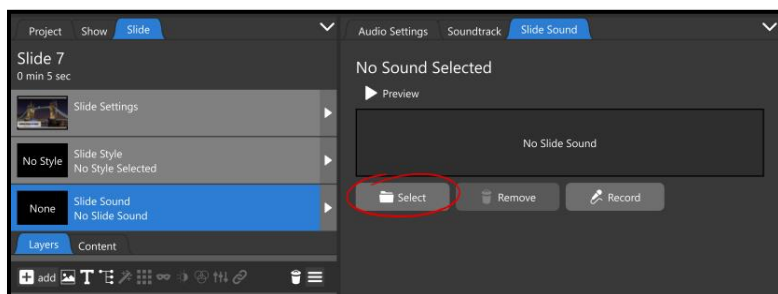


## Sorting the Slide List

You can **Sort** your Slide Style list based on **Name**, **Layers**, or **Captions**.



## Slide Sound



When the **Slide Sound** option is selected in the **Navigation Panel**, three tabs will appear in the **Options Panel**: **Audio Settings**, **Soundtrack**, and **Slide Sounds**. The **Audio Settings** and **Soundtrack** Tabs are the same tabs seen when selecting an audio file from the [Soundtrack List](#) in the Show Tab. The additional

**Slide Sound** tab is where you can add a sound file or record a voice narration. Learn more about adding [Slide Sounds](#) or [recording your own Narration](#) here.

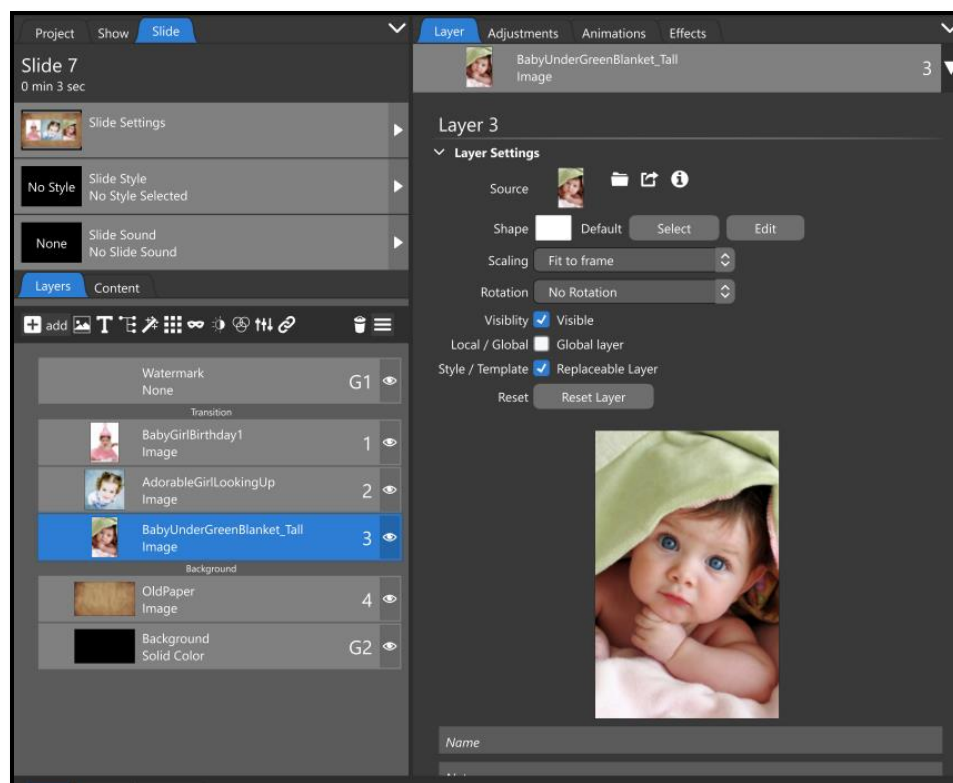
## Layers and Content Tabs

Beneath the top three options in the **Slide Tab** in the **Navigation Panel** are tabs for **Layers** and **Content** (Advanced / Compact layouts only). Each of these lists show the content inside your slide, but in different ways. When a Slide Style is applied, the Layers list shows *all content*, including construction layers, such as Groups, Masks, and other layers that you may not need to adjust. In the Content tab you will see only the content you might need to adjust, including content you have added to the slide and any layer placeholders added by the applied Slide Style.

Click these links to learn more about the [Layers tab](#) and [Content tab](#).

## Layer Settings

With your image layer selected in the Layer List in the **Navigation Panel**, you will see some basic Layer Settings in the Layer Tab in the **Options Panel**.



**Source** – This option shows a thumbnail of the image in this layer along with the **Select Source** (folder icon), **Open in External Editor** (folder with arrow icon), and **Information** (lowercase “i” icon) buttons.

**Shape** – This option allows you to apply a Shape to your image / video layer. Use the **Select** button to change the selected shape from a dropdown menu. Click the **Browse** option in that menu to see thumbnail examples of each shape. Once you have a shape applied you can **Edit** that shape. [Learn more about Shapes here.](#)

**Scaling** – This is where you can choose between **Fit to Frame**, **Fill Frame**, or **Stretch to Frame**. [Learn more about Scaling here.](#)

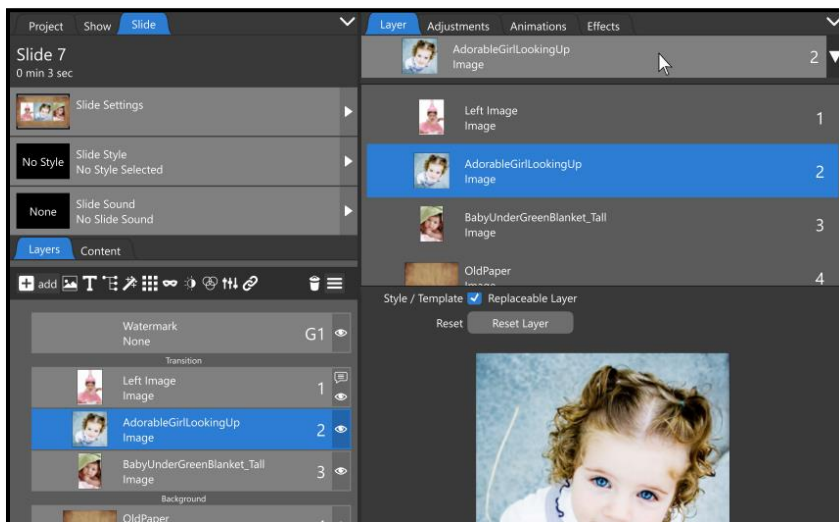
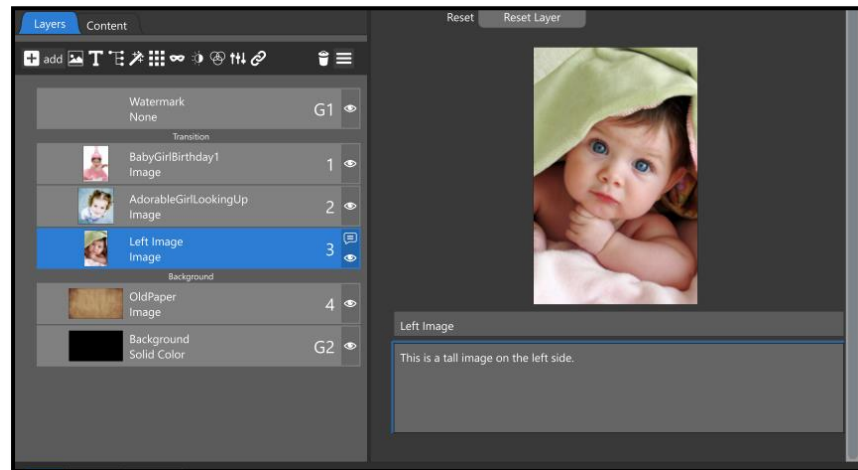
**Rotation** – This option provides quick layer rotation in 90-degree increments. This change is applied before layer animations. There is also a separate **Rotate** option in both the [Adjustments Tab](#) (also not animated) and in the [Animations Tab](#) (using Keyframes) which provides more granular rotation control.

**Visibility** – This option provides a quick way to hide the selected layer, which can be helpful when editing complex layer sequences.

**Local/Global** – Unchecked, this is a “local” layer, meaning it is only in the current slide (the default for most layers). Checked, this becomes a global layer, meaning it will be present in every slide.

**Reset Layer** – This will remove any changes that you have made, such as scale, position, or rotation, and reset your image back to the default settings.

**Name and Notes** – Below the thumbnail for your image are Name and Notes text fields. The Name field will replace the image file name in the Layers list. Notes will only appear in the Layer tab, but a Notes “speech bubble” icon will appear to the right of the Layer Number in the Layers list, indicating that it has notes attached.



You can change which layer is selected by clicking another layer in the Layers list from the **Navigation Panel** or by clicking the dropdown menu at the top of the Layer tab in the **Options Panel** and clicking a different layer.

## The Browser

The main function of the Browser is to facilitate adding content to your slide shows. It supports adding files from your local computer, the royalty-free Music Library, and select third-party services. This is also where you can add / modify Solid Colors and Gradients. The different access points are represented by different icons at the top of the Browser.



### Computer File List

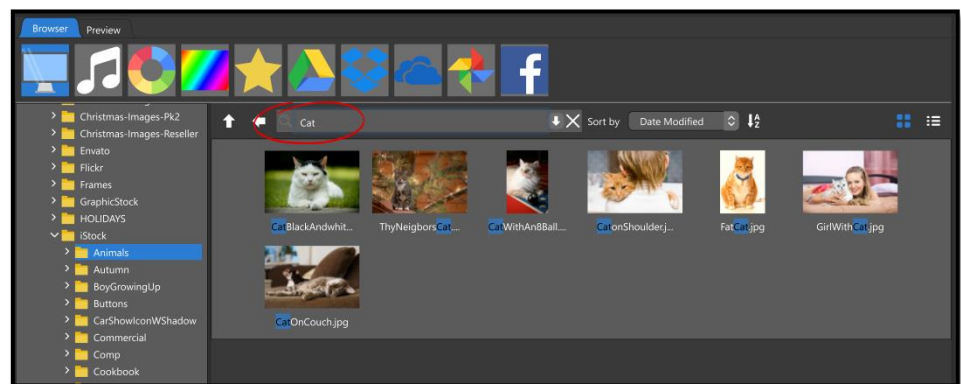
This icon gives you a file tree that allows you to search through your computer to find images, video, and audio files that you have on your local computer.

Once you navigate down to the folder that has your files, you have more options to search, view, and sort your media. Folders in this list can be added to the **Favorites** list by right-clicking on the folder and choosing the **Add to Favorites** option. This is done with ALT+click on the Mac platform.



### Search

If you know the name of the file you are looking for, start typing the name in the Search Box and files that match what you are typing will begin showing in the File List.



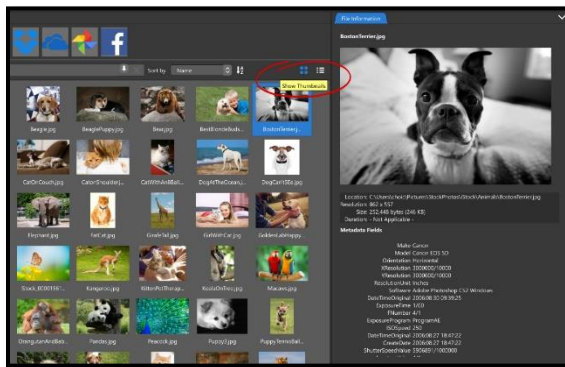


## Sort

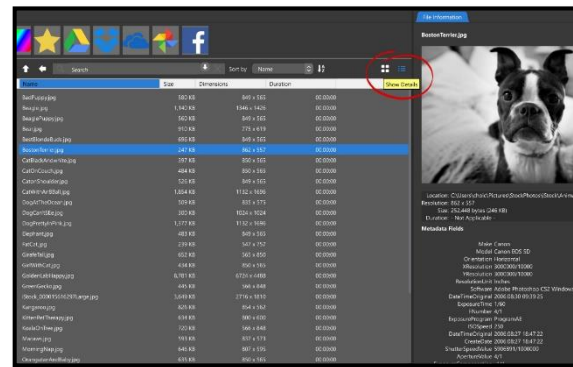
You have several options to Sort your images using the Sort dropdown menu. Once you have chosen a variable to sort by, you can reverse the sort order by clicking on the arrow to the right of the dropdown menu.

## View

You can toggle between a Thumbnail View and List View in this section of the browser. When selecting an image, in either view, the Options Panel will display information related to that image.



**Thumbnail View**

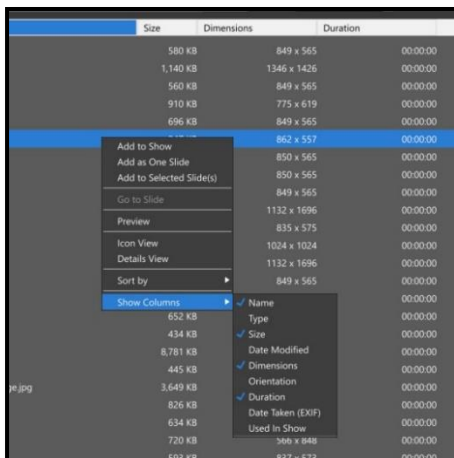


**Details View**

You can sort by the column categories in the Details view by clicking on the column heading.

## Right-Click (Windows) and CTRL+Click (Mac)

Both the Thumbnail and Details Views give you the same options when you right-click (Windows) or CTRL+click (Mac).



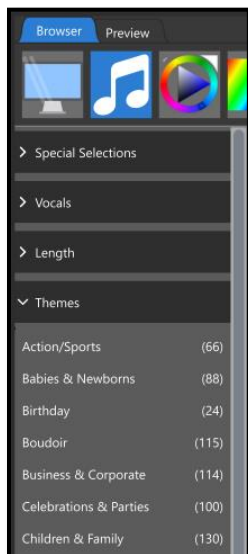
- **Add to Show** adds selected images to the show
- **Add as One Slide** adds selected images as one slide
- **Add to Selected Slide(s)** adds to pre-selected slides
- **Go to Slide** takes you to the slide an image is used in
- **Preview** opens an image information window
- Change the view between **Icon** and **Details**
- Change the **Sort by** option
- **Show Columns** set visible columns (Details View)



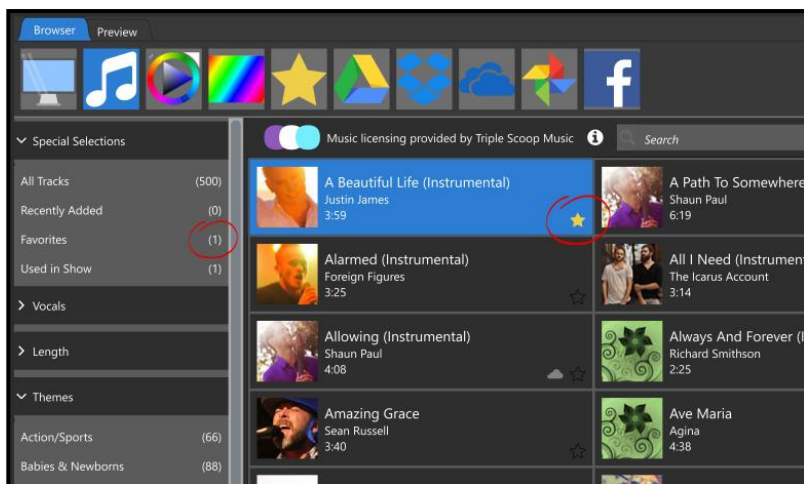
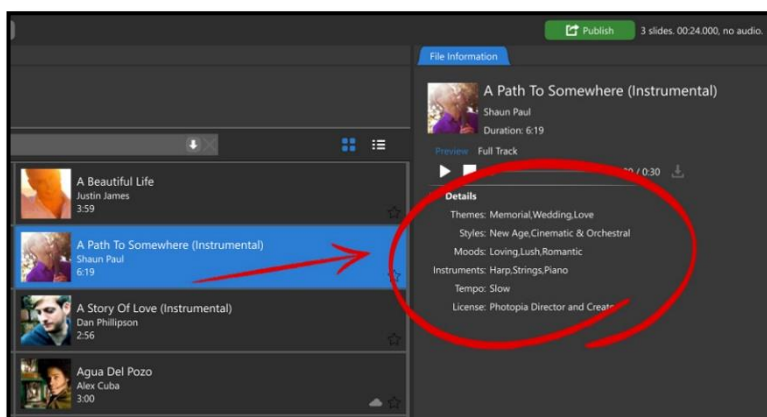
## The Music Library

This is a collection of 550 of Royalty Free songs that you can use in your slide shows, whether they are for personal or commercial use. The Music Library browser window functions in a similar way to the Computer File List in terms of Search, Sort, and View.

### Categories and Subcategories



Songs in the Music Library are organized into categories and subcategories, listed on the left side of the window. When a song is selected, information about that song is displayed in the Options panel on the right.

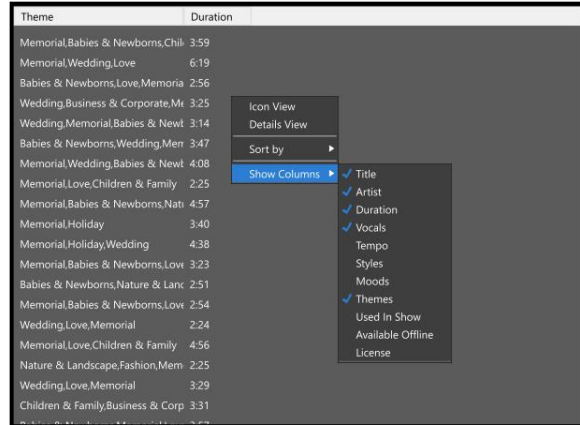
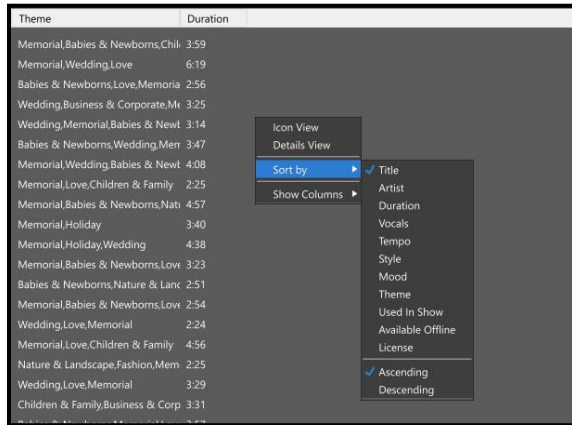


### Favorites

The **Special Selections** section of the Category list includes the **Favorites** and **Used in Show** categories, both very useful. Click the **star icon** on an audio track to add that track to your Favorites category.

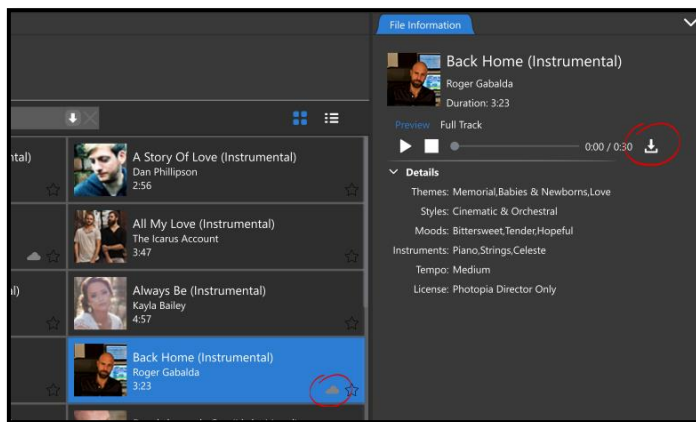
## Search, View, and Sort

The Search bar and Thumbnail/Details Views in the Music Library work the same as the Computer File list. Choose the Details View to sort your music and click on any of the columns at the top to sort by that category. Right-click (or CTRL + click on Mac) then choose **Sort By** to sort by a column that is not listed. Right-click (or CTRL + click on Mac) and choose **Show Columns** to add or remove columns from the Details View.



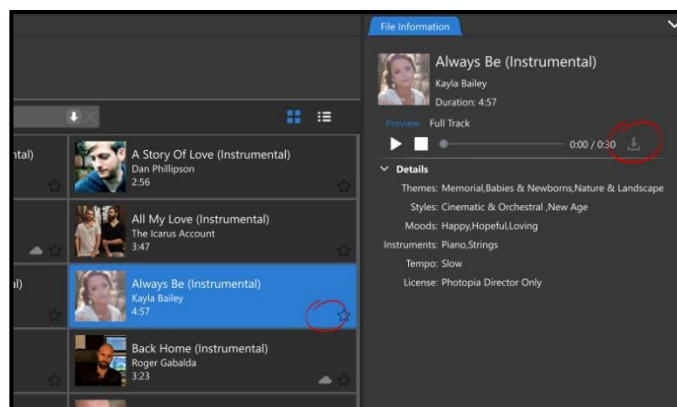
## Previewing Songs

It songs in the Music Library are initially stored remotely (in the cloud). Songs and song previews (30-second preview clips) will need to be downloaded before they can be played. This will start automatically when you click the Play button for either the Preview or Full Track.



If you have not downloaded a song yet, you will see a little cloud icon next to the star in the Thumbnail view, and the download icon will be available.

If you previously downloaded a song, the cloud icon will be missing and the download icon will be ghosted.





## Solid Colors

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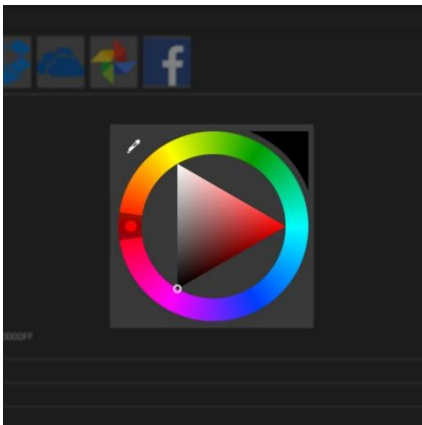
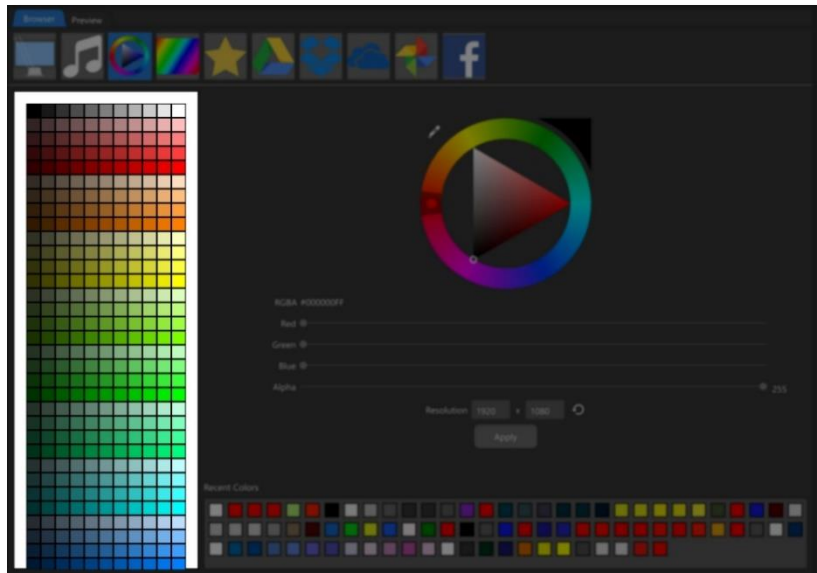


The Solid Color window is where you can create Solid Color layers using presets, the Hue / Saturation wheel, or the eye dropper. The **Alpha** option lets you specify the amount of transparency for the layer. You can also give a Solid Color layer a specific resolution, which can be helpful if you need a Solid Color layer at a specific aspect ratio.

There are **five different ways** to choose a specific color for your Solid Color Layer:

### Preset Colors

There is a large selection of preset color swatches available for you to choose from on the left side of the Solid Color window. Simply click on a preset color, then click the **apply** button.



### Hue and Saturation Wheel

The Hue / Saturation Wheel consists of two elements; the **Hue Circle** on the outside (a gradient that covers all the colors of the rainbow) and the **Saturation Triangle** on the inside (the intensity / darkness of the hue). The triangle in the upper right corner shows the current color.

Click anywhere in the **Hue Circle** to select a Hue. Once that is done, click anywhere in the **Saturation Triangle** to set the intensity of the selected Hue.

## Eye Dropper

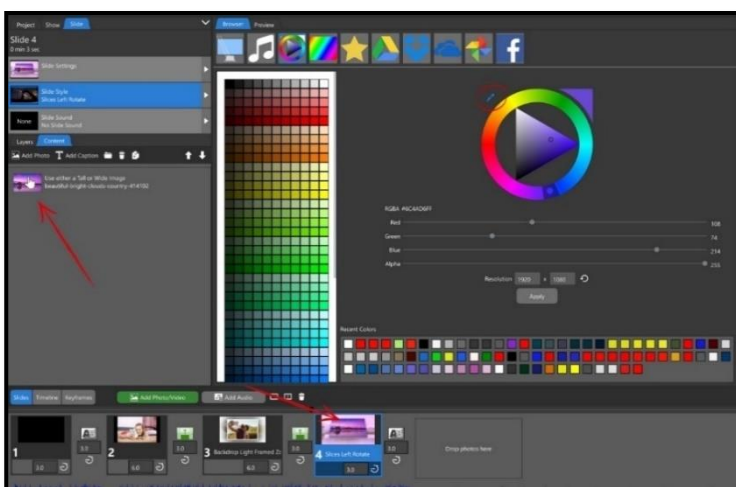
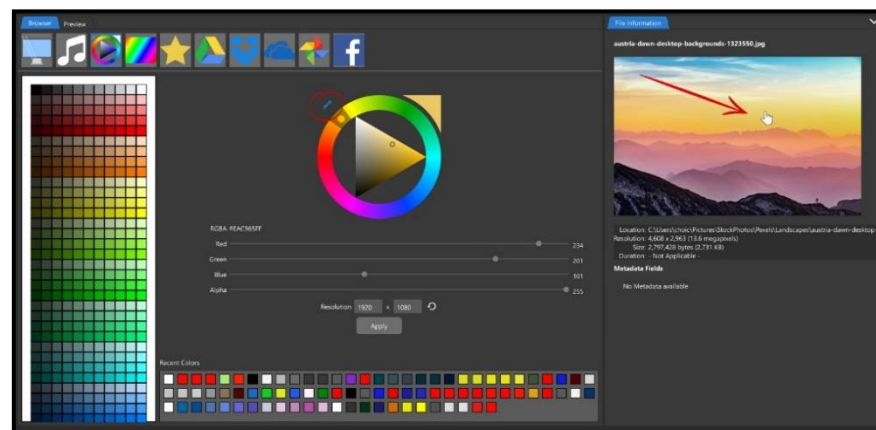


The Eye dropper tool allows you to pick an exact color from any part of the screen, including inside other applications. If you want to choose a specific color from an image you have in your slide show, there are three different ways to achieve this.

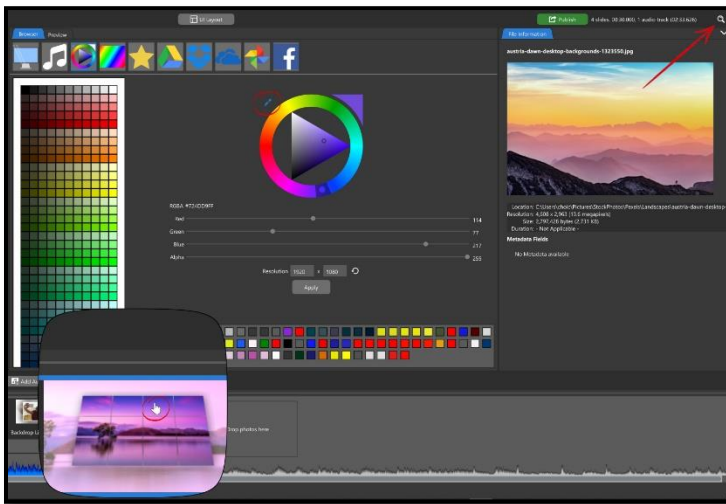
Select your image from the Browser first, producing a large thumbnail of that image in the File Information tab.



Once your image is available in the Options Panel, use the eyedropper tool to select your color.



You can also select a color directly from your Layers list, or the Slides List below.

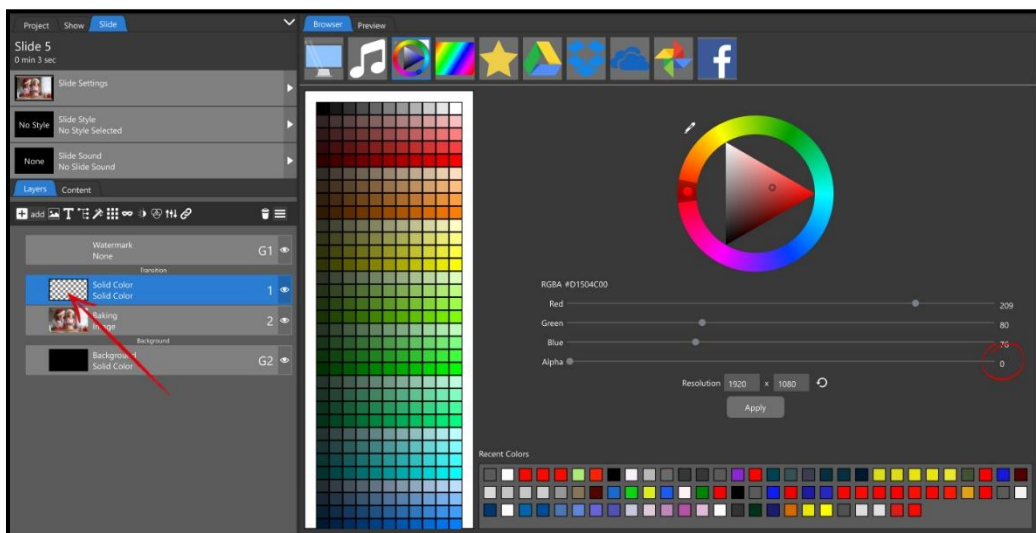


The **Magnifying Tool** can help you see exactly which colors you need from your slide thumbnails.

First, click on the Magnifying tool in the far upper-right corner of the screen. Then, click on the Eye Dropper tool and choose your color from anywhere on the screen.

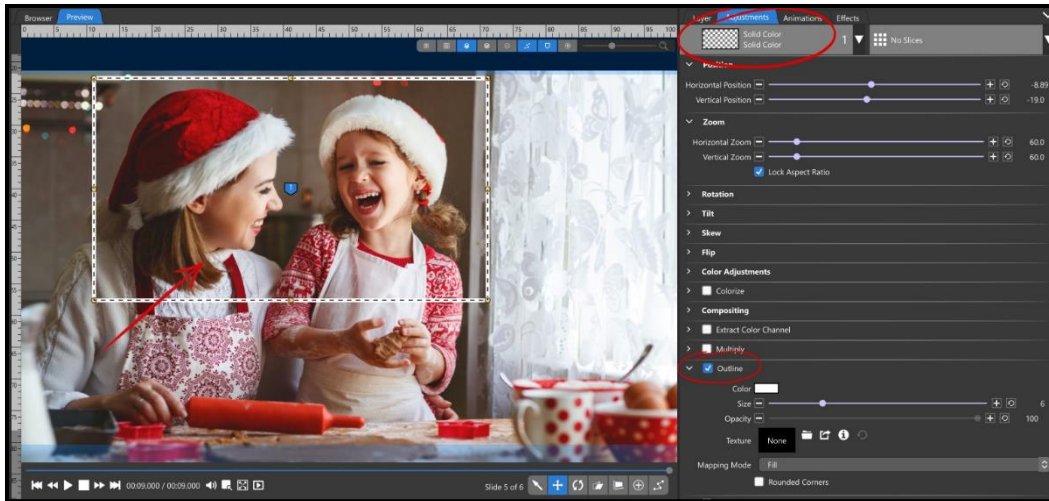
## RGBA number

The RGBA numbers are a standardized way to reference colors (with transparency). If you have an exact RGBA color value you would like to match, simply type it in and your colors will be a perfect match.

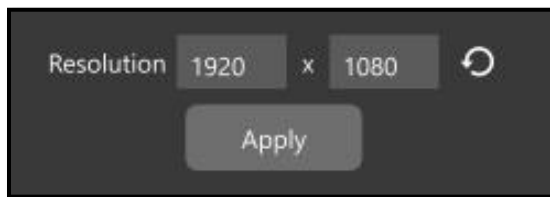


## RGBA Sliders

The RGBA sliders are located beneath the Hue / Saturation Wheel. RGBA stands for Red, Blue, Green, and **Alpha**? Alpha is the layer's transparency. If you set this solid layers Alpha to 0, it becomes completely transparent, noted by the checkerboard thumbnail instead of a solid color. Unlike changing a layer's opacity to 0, you can still add an outline to this layer, which can be seen.



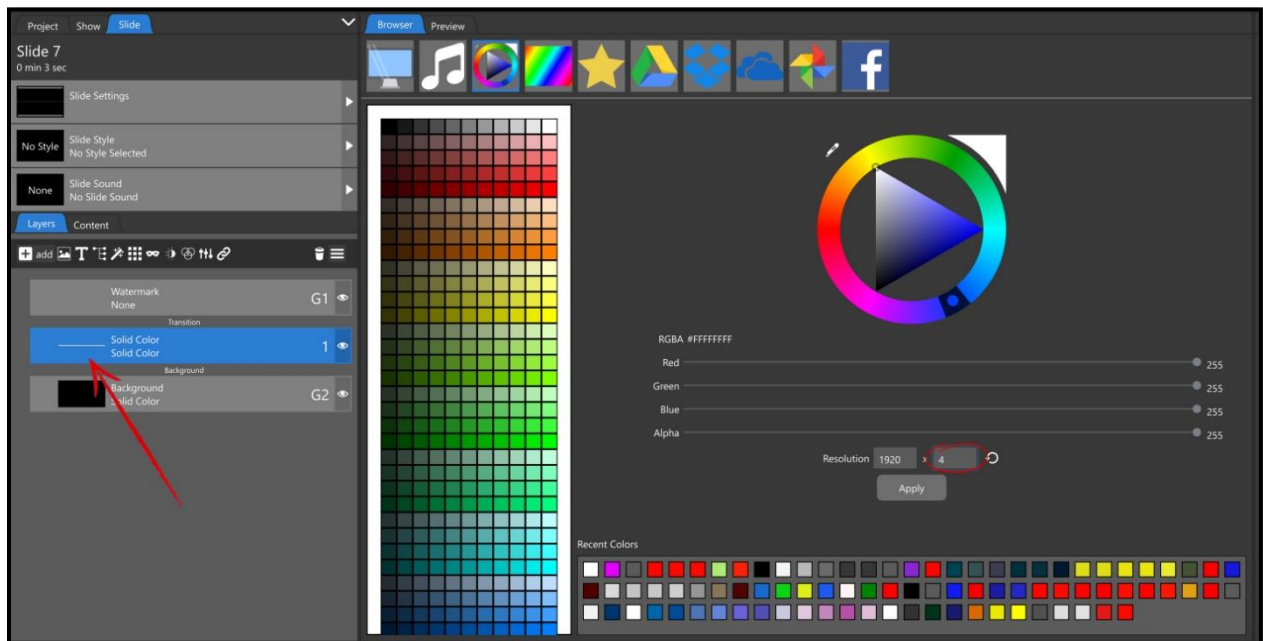
This gives you more options for creating frames with a transparent center; something you could not do if you changed the Layers opacity to 0.

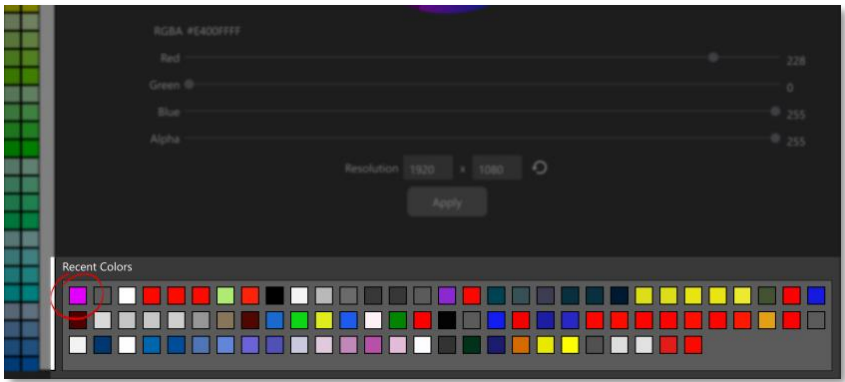


**Re solution** – The resolution is in pixels. The default resolution is 1920 by 1080, the High-Definition standard.

You can use these numbers to create other types of solids, such as a square by making both height and width numbers identical, or you could create a thin line, by changing one of the numbers to something very small,

like 4. The left number box is the width, and the right number box is the height. You can always reset your resolution back to the default by clicking on the **Reset** button.





**Recent Colors** – A list of the most recent colors you have chosen is shown at the bottom of the screen.

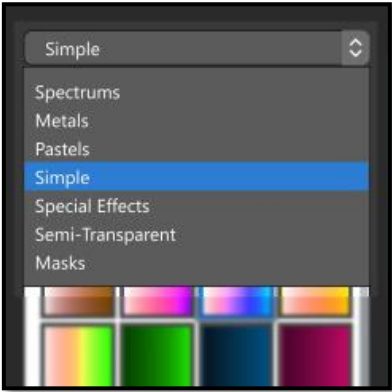


### Gradient Layers

Gradient Layers are like Solid Layers, but instead of having only one color you'll have a minimum of two that blend together. You can add as many colors to your Gradient layer as you would like and blend them in different ways using the tools inside the Gradients window.

### Presets

The Gradient window comes with many presets you can choose from. Start by choosing a category from the dropdown menu, then select one of the gradient choices within that category.

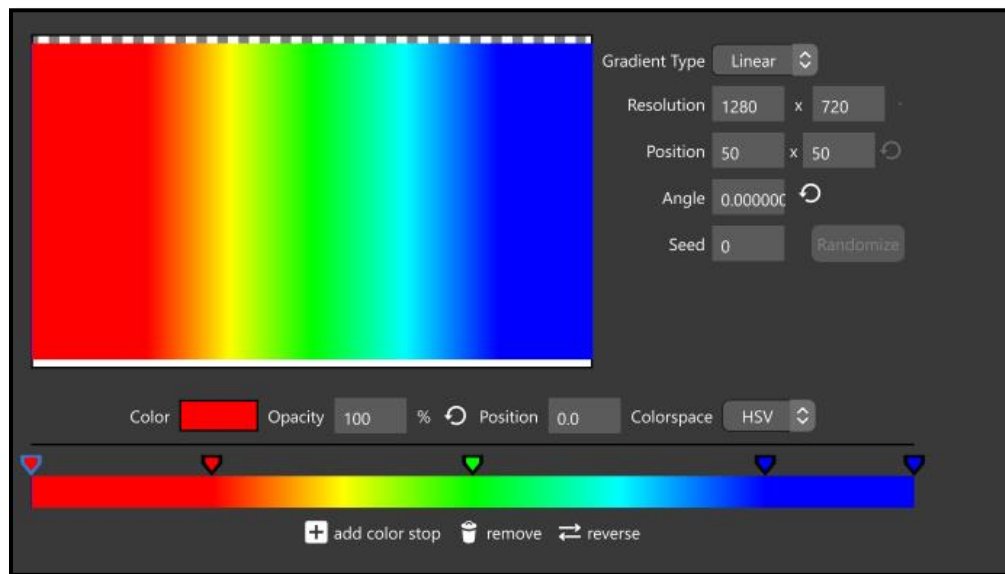


If you have created your own unique gradient, or customized one of the presets, you can add that gradient as a new preset using the **add** button at the bottom. You can also remove a preset you do not want by selecting it and clicking the **remove** button

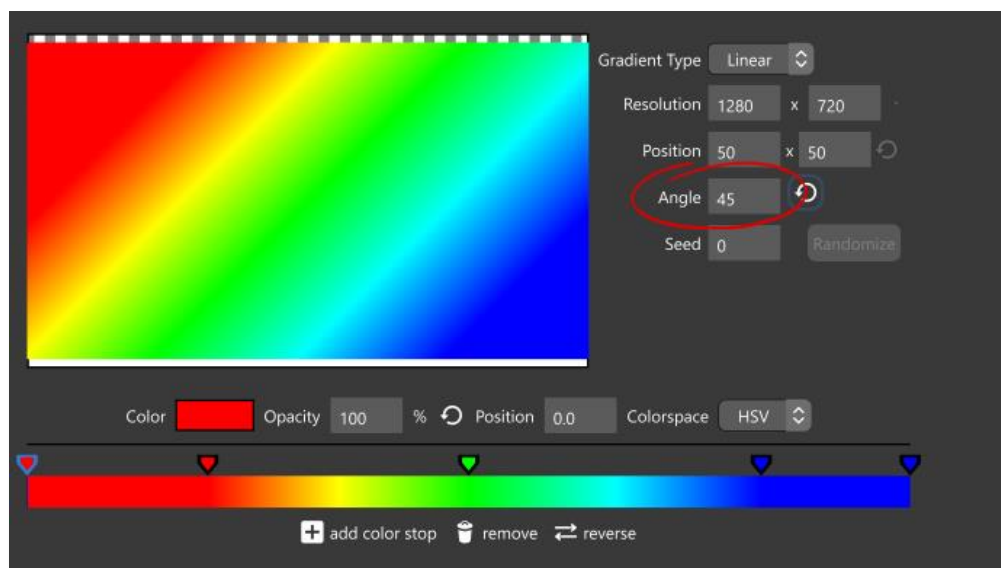
## Gradient Type and Settings

Whether you are starting with a preset or creating your own gradient, you can change the look of your gradient using the settings on the right. You can change the **Gradient Type** and **Resolution** (how many pixels vertically and horizontally your gradient layer will be). The **Position**, **Angle** and **Seed** options will be ghosted for some of the **Gradient Type** choices, and available for others.

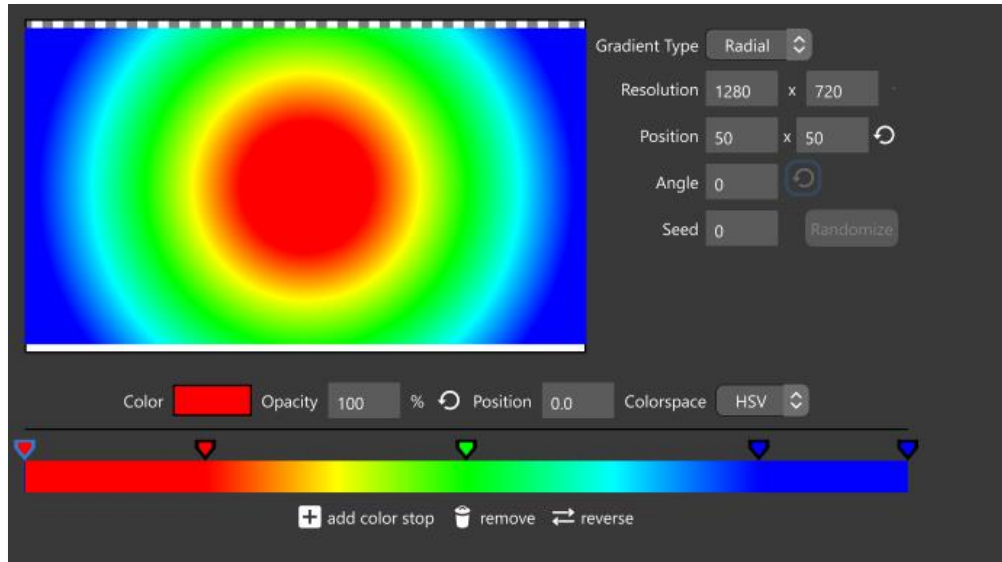
### Gradient Type



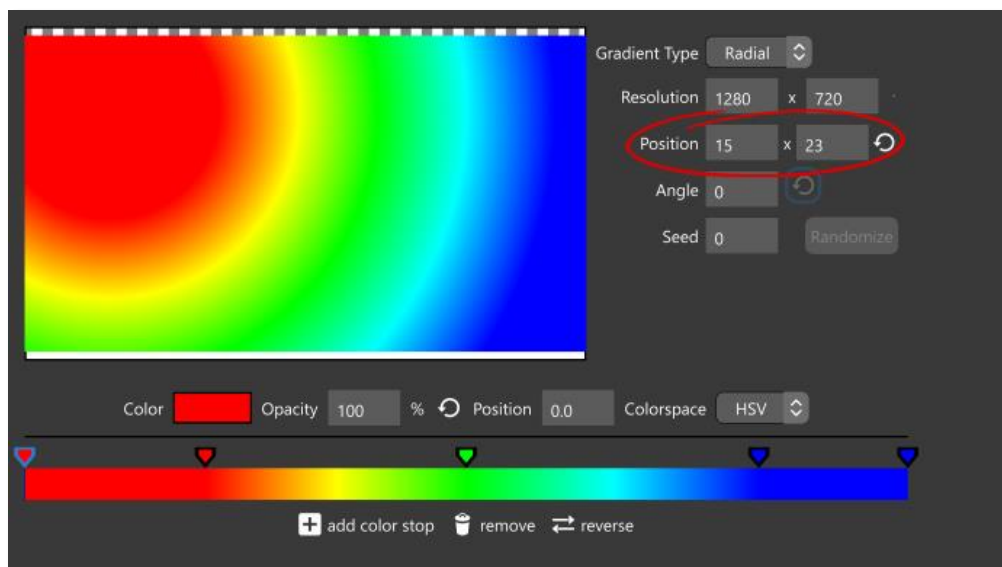
**Linear** – Creates a straight path through your color choices. The **Position** and **Seed** options will be ghosted for Linear Gradients



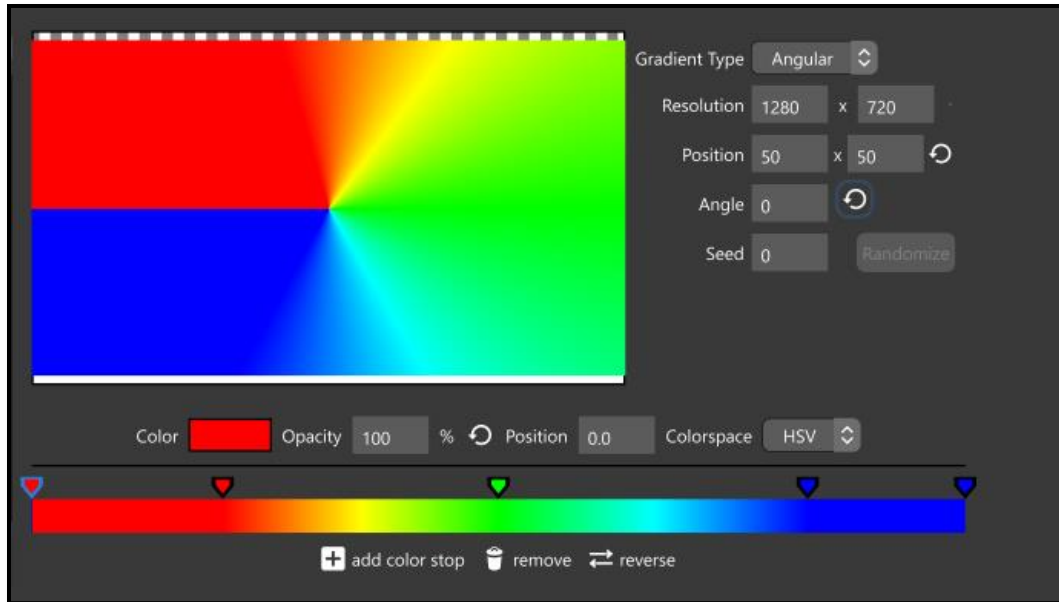
You can change the direction of the linear path by changing its **Angle** by either entering a number in the text box or by clicking inside the preview window and dragging your mouse.



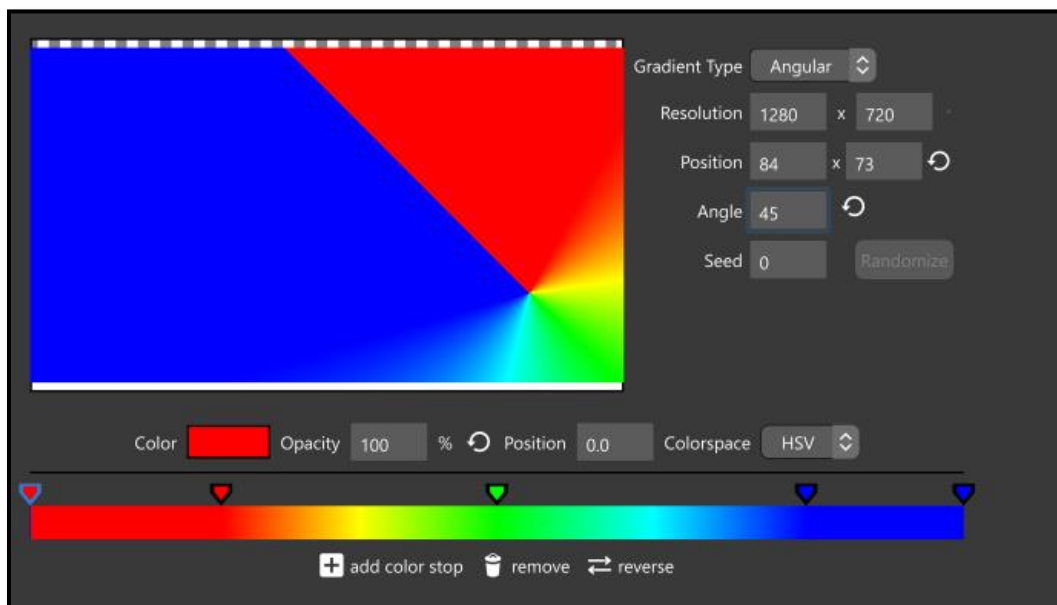
**Radial** – Creates a circular path through your color choices. The colors are blended from the center point outward. The **Angle** and **Seed** options will be ghosted for **Radial** Gradients.



You can change the **Position** of the center of the **Radial** by either entering numbers in the vertical and horizontal **Position** boxes or by clicking inside the preview window and dragging your mouse.



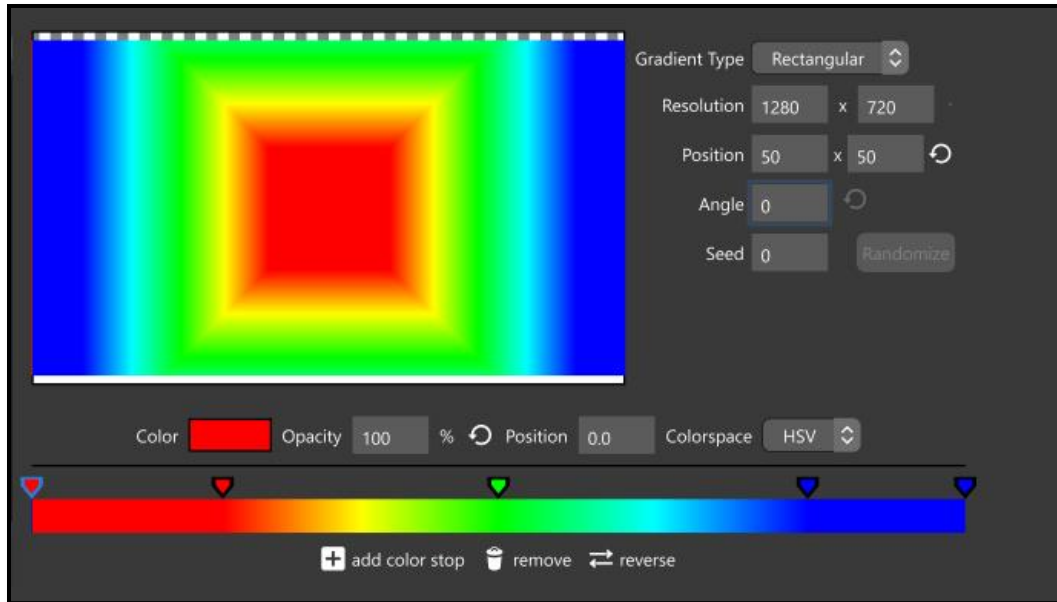
**Angular** – This creates a combination of the **Linear** and **Radial** types. It has a center point like the Radial type, but Angular does not move through the colors from the center point outward. Instead, it moves through those colors around the center point, in a linear fashion, creating a hard line where the first and last colors meet. The **Seed** option is ghosted for **Angular** gradients.



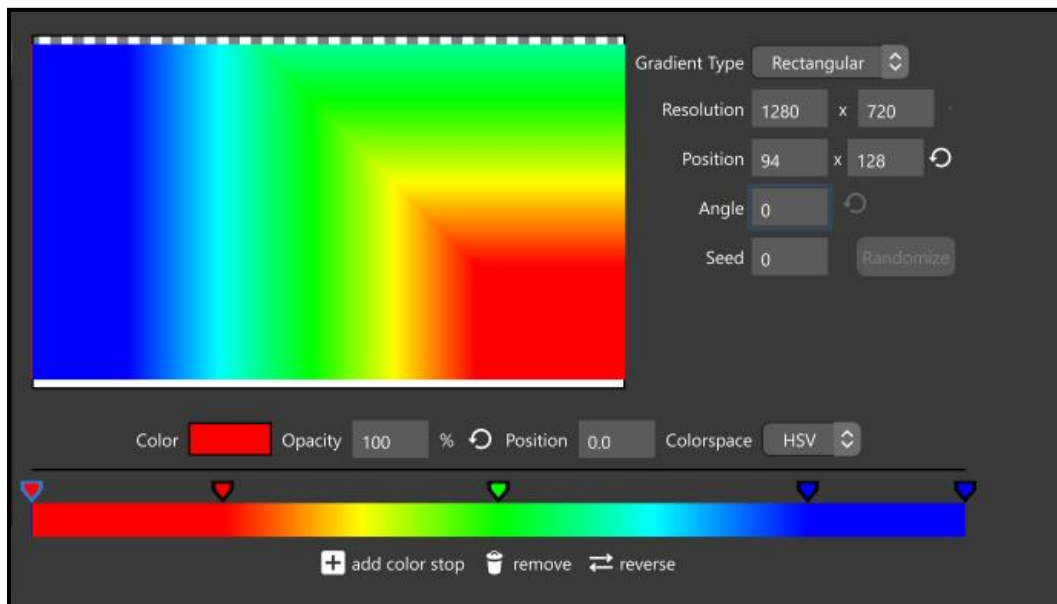
You can change the **Position** for the center of the **Angular** gradient by either entering numbers in the vertical and horizontal **Position** number boxes or by clicking inside the preview window and dragging your mouse.

You can also change where the first and last colors meet by changing its **Angle**.

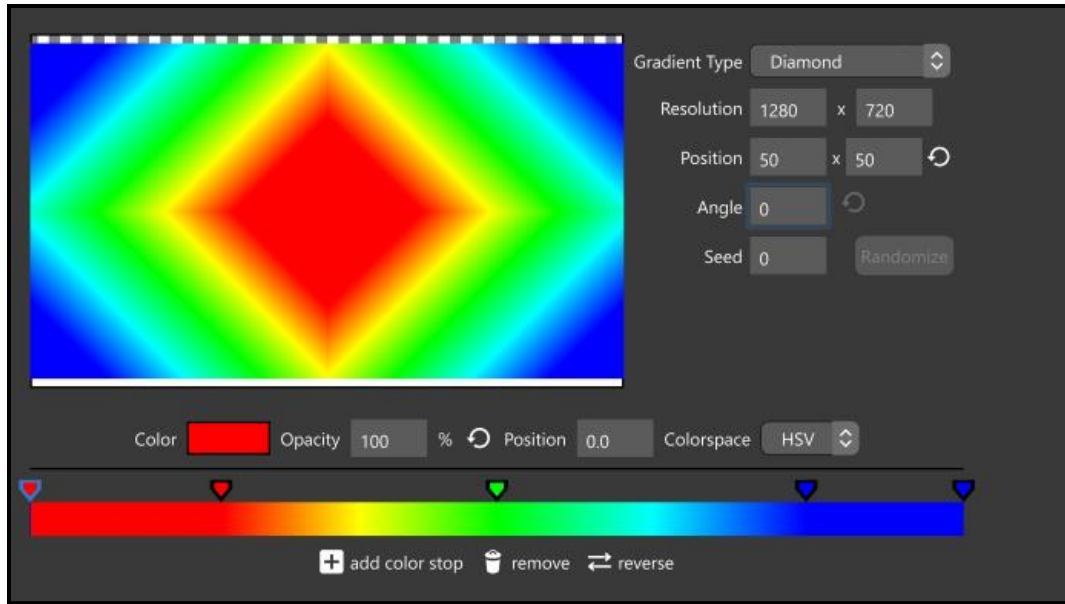




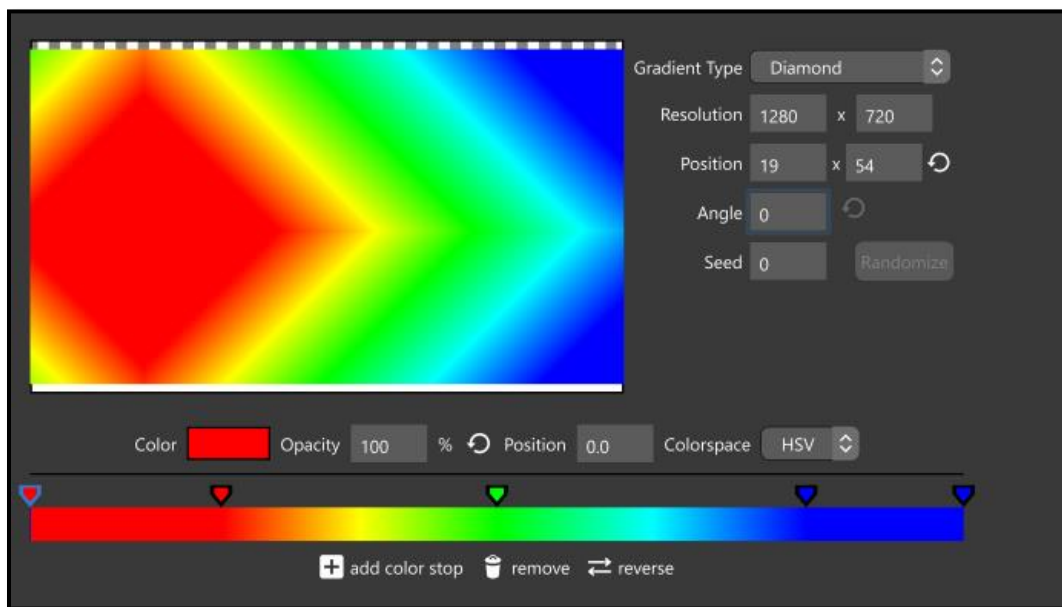
**Rectangular** – This creates a gradient effectively identical to the **Radial** gradient except in a rectangular shape instead of a circle. The **Angle** and **Seed** options are ghosted for **rectangular** gradients.



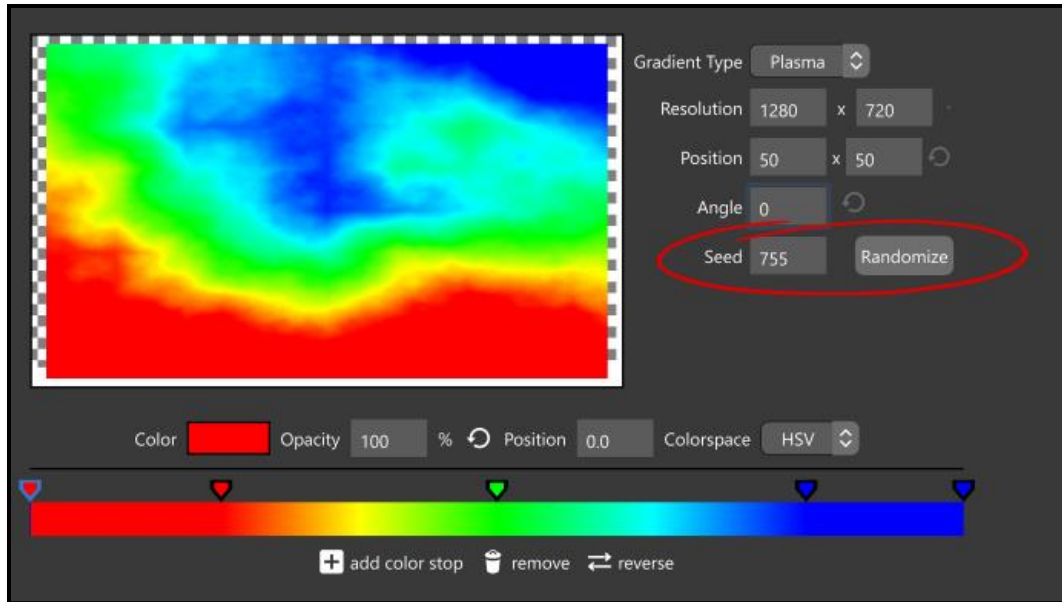
You can change the **Position** for the center of the **rectangular** gradient by either entering numbers in the vertical and horizontal **Position** number boxes or by clicking inside the preview window and dragging your mouse.



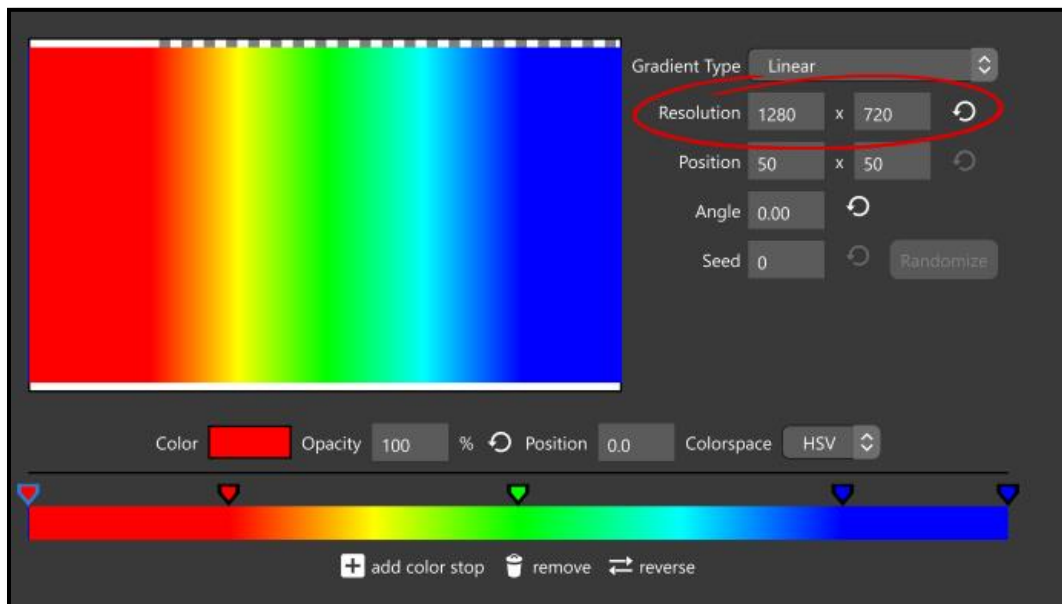
**Diamond shaped** – This creates a gradient identical to the **Rectangular** gradient but in a diamond shape. The **Angle** and **Seed** options are ghosted for **Diamond** gradients.



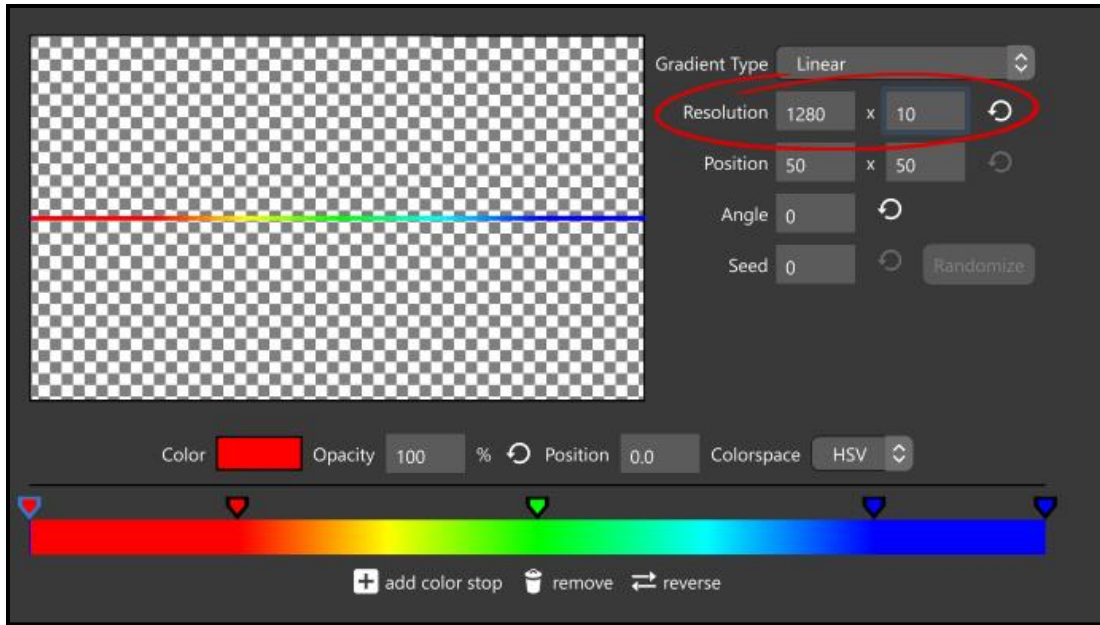
You can change the **Position** of the center of the **Diamond** by either entering numbers in the Vertical and Horizontal number boxes or by clicking inside the preview window and dragging your mouse.



**Plasma** – This creates a randomized ‘flowing’ look through your color choices. Plasma is the only Gradient Type that uses the **Seed** option. Clicking the **Randomize** button next to **Seed** will give you different results in the look of the plasma effect, as will clicking on the gradient preview area. The **Position** and **Angle** options are ghosted for **Plasma** gradients.

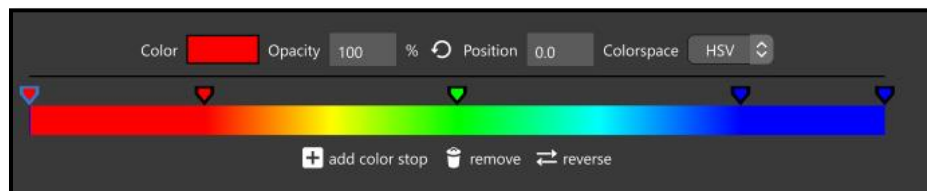


**Resolution** – This is the size of your gradient layer. It will default to a standard video resolution size. Unlike the Solid Color option, a larger resolution can be helpful when making sure a Gradient layer appears smooth.

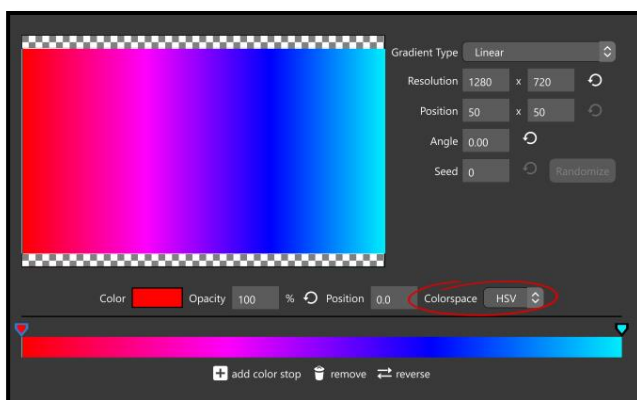


You can change the resolution of your gradient to make other shapes, such as a square, a thin line, or a tall rectangle instead of a wide one.

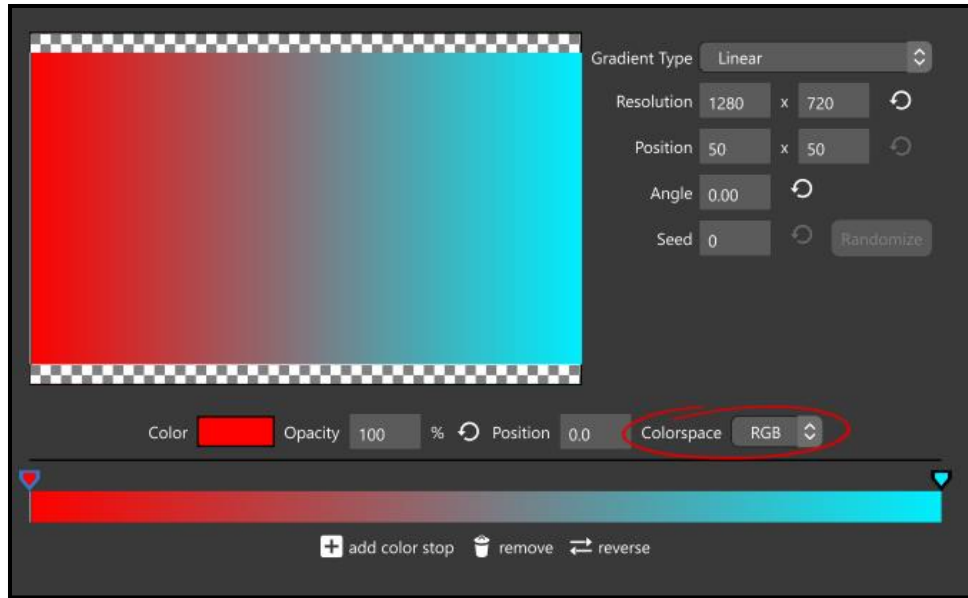
## Color Keyframes



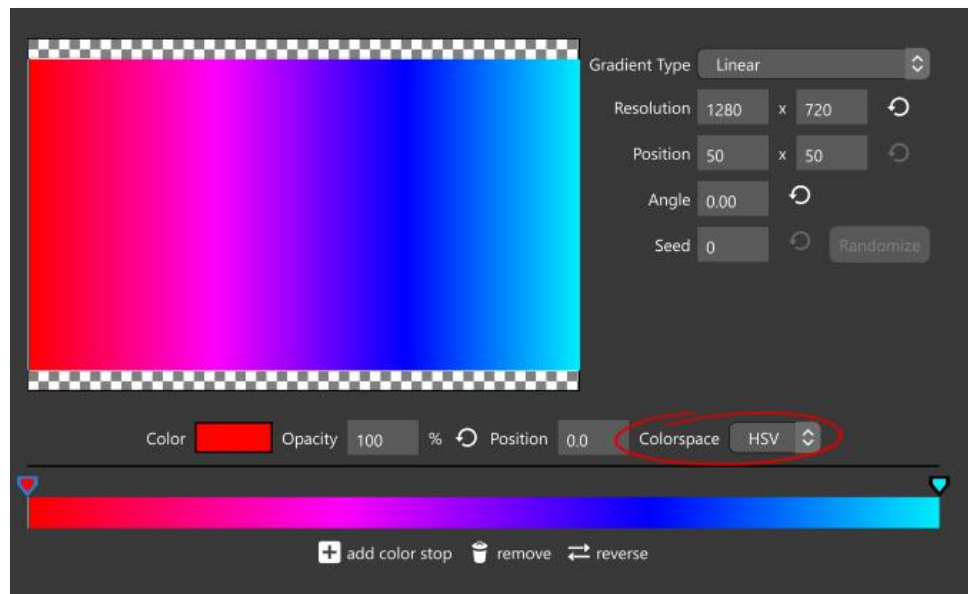
Color Keyframes create a Start and End point for gradient layers.



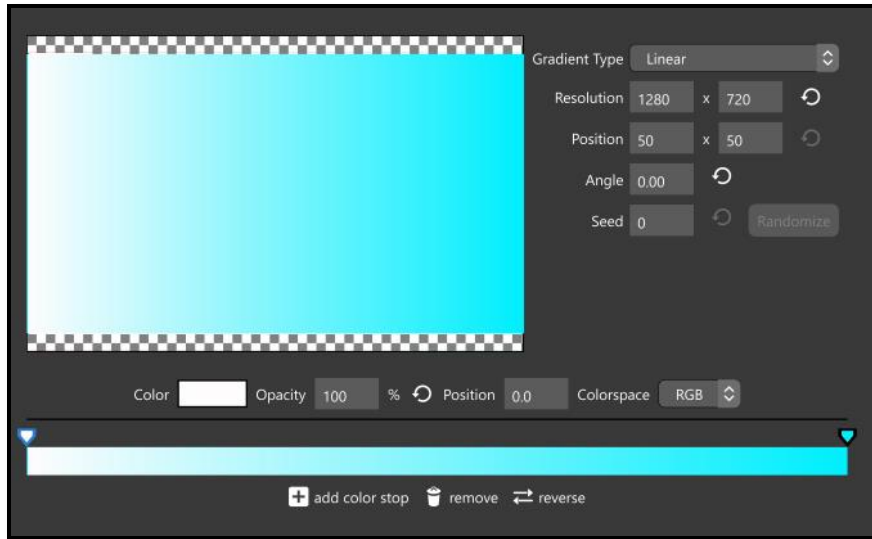
**Colorspace** – This option changes the way gradient color keyframes blend. If you toggle back and forth between HSV and RGB you will see that they create different gradients, despite having the exact same color keyframes.



**RGB (Red, Green, Blue)** – This **Colorspace** blends the colors you have chosen and *only* the colors you have chosen. If you have one red keyframe and one blue keyframe, the blend in the middle will be red and blue blended together.

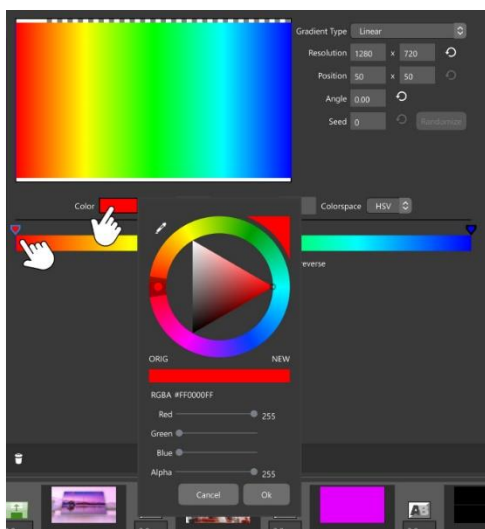
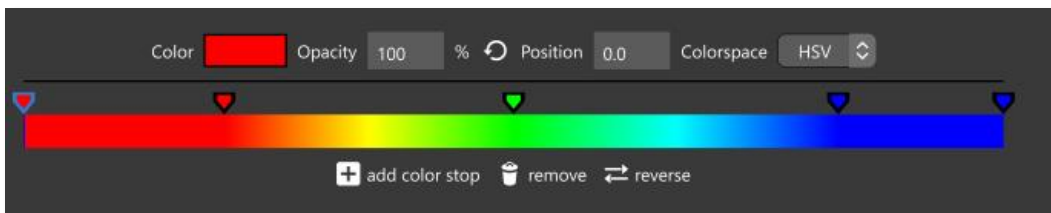


**HSV (Hue, Saturation, Value)** – This **Colorspace** does not blend your chosen colors together, but instead goes around the color wheel from your first keyframe to your last. So if you have one red keyframe and one blue keyframe the resulting 'blend' will go around the color wheel from Red through Purple to Blue, including all hues between.

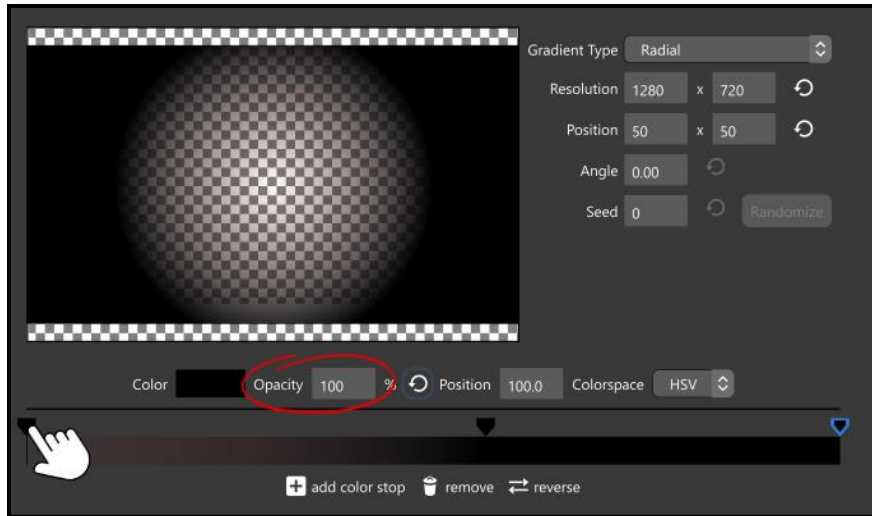


To get a simple blend from either Black or White to a color keyframe, set the **Colorspace** option to **RGB**.

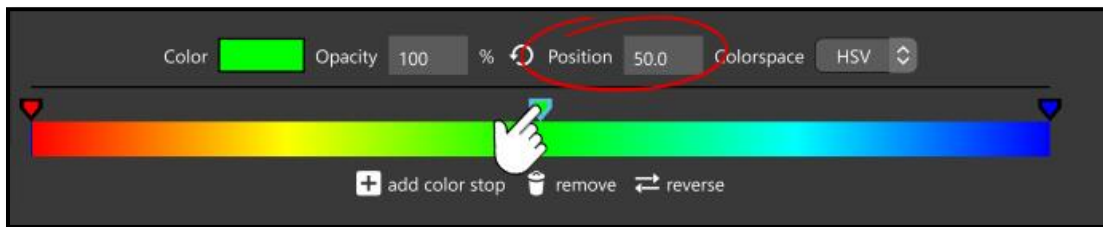
**Adjusting Color Keyframes** – Color keyframes are the “pallet” for creating your gradient. You can add new keyframes, choose their position within the gradient, and set opacity for individual color keyframes.



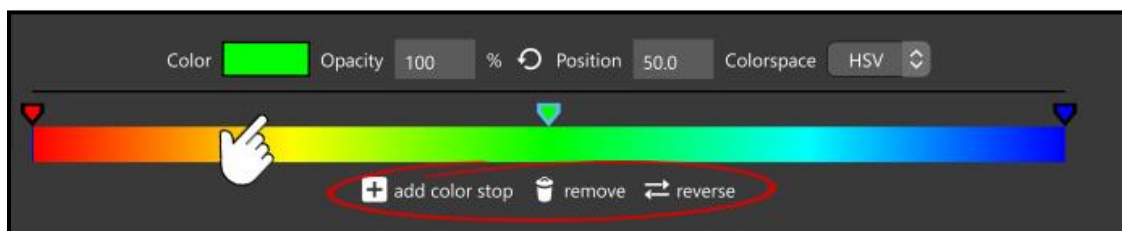
**Choosing the color** – Start by selecting the color keyframe, then click on the Color swatch above the Color Keyframes. This gives you the same Hue and Saturation color wheel as found in the Solid Layer window. You can use the eyedropper tool to pick the color from another keyframe or anywhere else on your screen.



**Opacity** – Changing the opacity of a single color keyframe can give you transparent effects, such as giving the center of a radial gradient an opacity of 0, while the outer keyframe remains at 100%



**Position** – The position of your color keyframes changes where that color is placed inside the gradient. If you move one of the outer keyframes in, a new outside keyframe is created, using the same color.



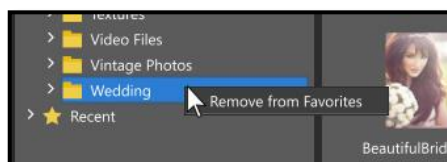
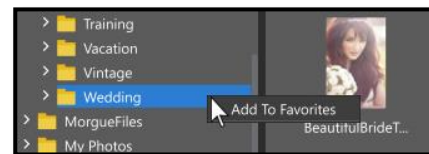
**Add, Remove, Reverse** – You can add a new Color Keyframe by double-clicking above the gradient keyframe area or by clicking the **add color stop** button. You can remove color keyframes by selecting them then clicking the **remove** button. The **reverse** button will flip your keyframes from left to right.



## Favorites

This window is for folders that you might access often while creating a show. This Favorites list might change for each show you work on. You may have regular folders that you access frequently, and you may have some folders that you need to access quickly for only one show. You can add and remove folders from your Favorites list easily.

Use the Computer Icon in the Browser to find the folder you need to add to the Favorites list. Right-click (or CTRL+click for Mac) on that folder and click the **Add to Favorites** option.

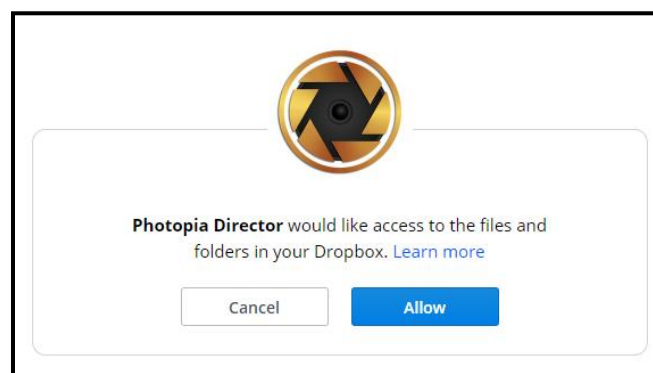


Right-click (or CTRL+click for Mac) on a folder in the Favorites list to remove it from the list using the **Remove from Favorites** option.

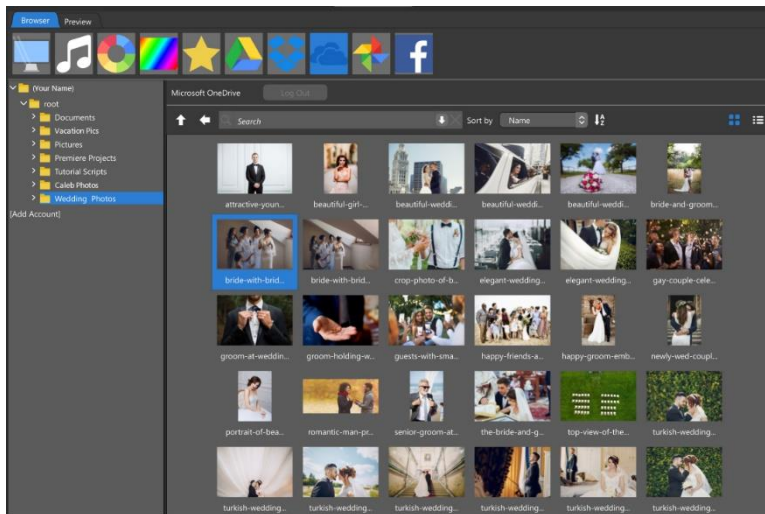
## Social Media



These windows give you access to files you have stored on social media and Cloud sites. Click the **Login** button to go through the login process for the selected social media site. You must allow Photopia access to the account through the subsequent prompts.







Once you have granted access permission you will see a root folder with all your subfolders for that service. You can now add content to your slide show from this social media site in the same way you would add content from your local computer, using drag-and-drop or double-click actions.

## The Preview Window

The main function of the Preview Window is to show you your slide show as it plays back, but it is so much more. It is an interactive window where you can manipulate your layers, either globally or by using keyframes. First, we'll go over all the tool sets that are displayed around the outside of the Preview Window, then show you how, and when, you can use them.

### Player Controls

There are standard player controls located at the bottom left corner of the Preview Window.



- A. Go to Start (*the first slide in your show*)
- B. Go to Previous (*the beginning of the slide before the one selected*)
- C. Play / Pause (*plays your show from the current position then becomes the Pause button*)
- D. Stop (*stops playback*)
- E. Go to Next (*the beginning of the slide after the one selected*)
- F. Go to End (*the last slide in your show*)
- G. Current Timecode (*displays the time at which the timeline marker is currently located*)
- H. Total Run Time (*displays the total run time of the slide show*)
- I. Audio (*mute toggle*)
- J. Go to Slide (*jump to a specific slide number*)
- K. Full Screen Playback (*full screen toggle*)
- L. Play Slide (*plays only the slide that is selected, including both in and out transitions*)

There is also a slider above the player controls. You can use this to “scrub” through your entire show. This slider will be in sync with the slider in the Slides List.

## Preview Modes

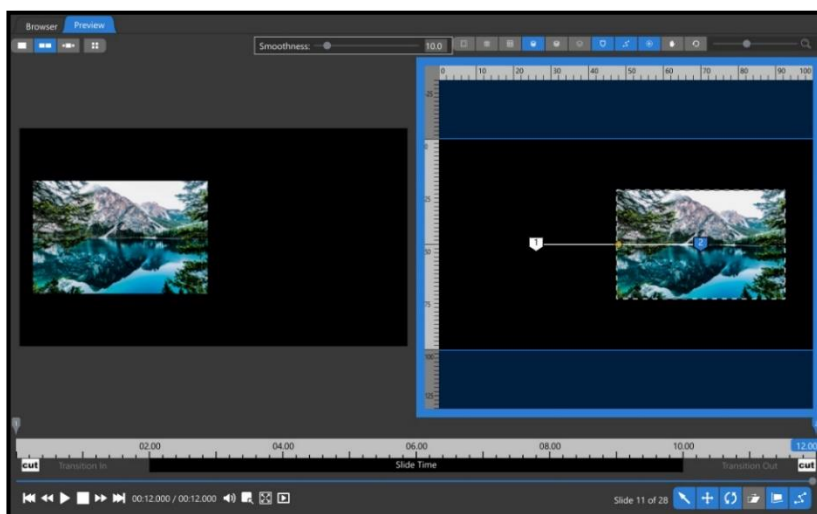
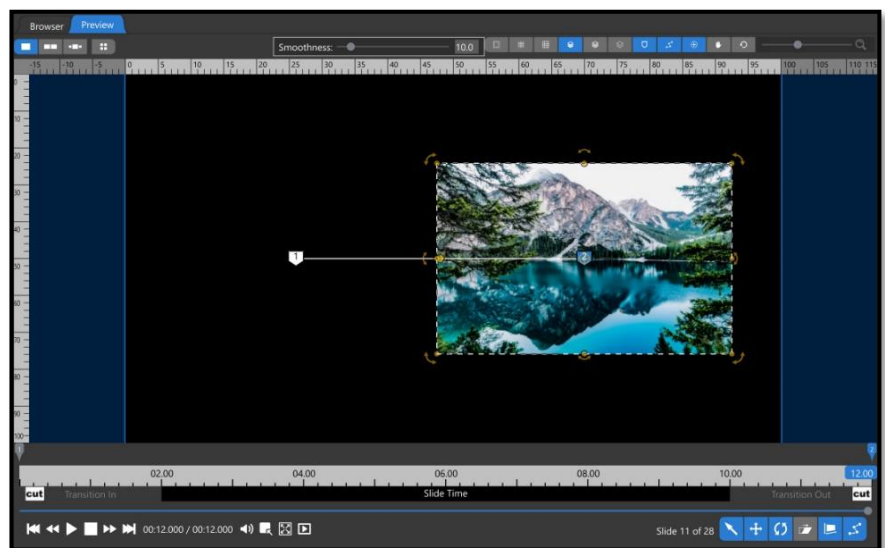


When viewing your slide show in the Animations Tab, you'll see three different preview layouts and an optional keyframe thumbnail view in the upper left corner below the tabs.

The slider beneath the Preview shows the time for the **Transition In** and **Transition Out**, as well as the **Slide Time**, in a single timeline.

### Single View

In this view you will only see what your audience sees. The Preview window will always show the current location of the playback slider. You can scrub your scrub the playback slider to see your slide show at a particular time or select a keyframe to see the slide show at that precise point.

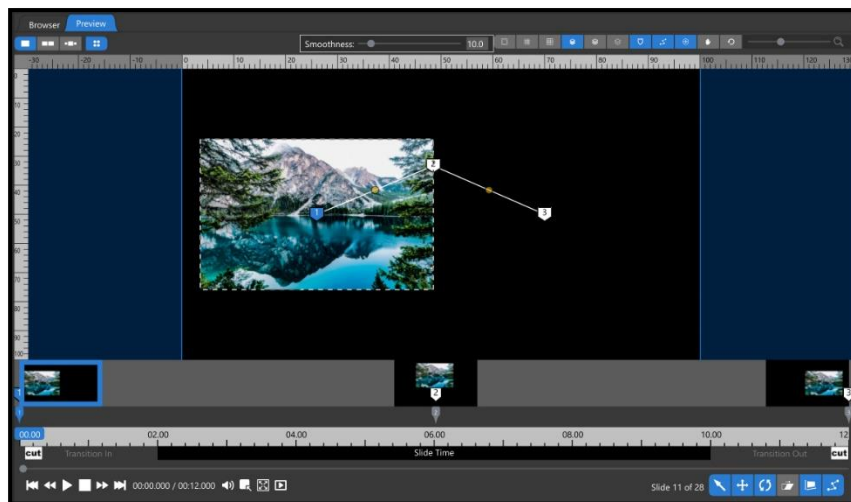
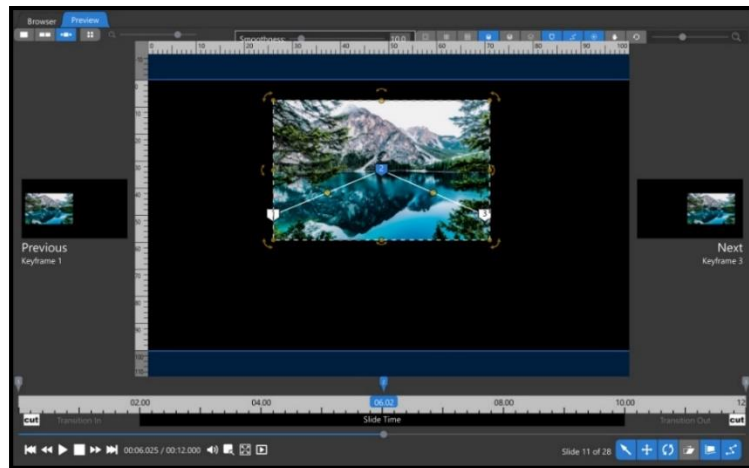


### Double View

This view provides two adjacent keyframe Previews. It is best used for simple animations that only use two keyframes, giving you a basic "Start" and "End" view. This view can be used with more than two keyframes, but the two preview windows will only show adjacent keyframes, not the start and end of the selected layer.

## Triple View

In this view the main preview window shows either the current playback position or the currently selected keyframe. If there is a keyframe prior to the selected keyframe, you will see a small thumbnail of that on the left. If there is a keyframe after the selected keyframe, you will see a small thumbnail of that on the right. When there are no adjacent keyframes, that area will be blank. You can adjust the relative size of these previews using the **zoom slider** next to the View icons.



## Keyframe Thumbnails

When the keyframe thumbnails option is enabled, you will see small thumbnails directly above each keyframe marker. Those thumbnails show what the slide looks like at that exact keyframe. If the keyframe is moved, the thumbnail will change to match the new keyframe position.

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## Layer Adjustment Tools

When a layer is selected in the Layers List a set of animation tools will appear in the lower right corner of the Preview window (**these tools disappear during playback and "scrubbing,"**) so if you do not see them, click on a layer in the Layers tab and they will appear).



When a tool is enabled, it will be blue. When it is disabled, it will be dark grey.



These tools determine how you can manipulate layers using the mouse inside the Preview window. If multiple layers are selected at one time and any of those layers is adjusted, each of the selected layers will be adjusted by the same amount. Changes here are applied to the whole layer OR the layer animation (i.e. keyframes) based on which tab is active at the time the tools are used. Make sure the Layer / Caption Settings tab, or the Adjustments tab, is selected to make changes that apply to the whole layer duration. Make sure the Animations tab is active, with a keyframe selected, to make changes that apply to that specific keyframe.



**Selection Tool** – With this tool *enabled* you will be able to select any layer in your preview window by clicking on it. Holding the CTRL key while clicking allows you to select multiple layers at once. If this tool *disabled*, you must select the layer you want to manipulate from the Layers list first. This can be useful if you have layers that overlap, and you want to avoid accidentally selecting a different layer than you intended when clicking inside the Preview window.



**Position Tool** – With this tool enabled you will be able to click and drag a layer within the preview layer to move it.



**Rotate Tool** - With this tool enabled you will be able to rotate a layer within the Preview window by using the rotate handles. The rotate handles will appear as curved arrows in each of the four corners of the layer. Click on one of these handles and drag to rotate the layer.



**Skew Tool** - With this tool enabled you will be able to skew a layer within the preview layer by using the skew handles. The skew handles will appear as straight arrows along the sides of your layer. Click on one of these handles to skew your layer.



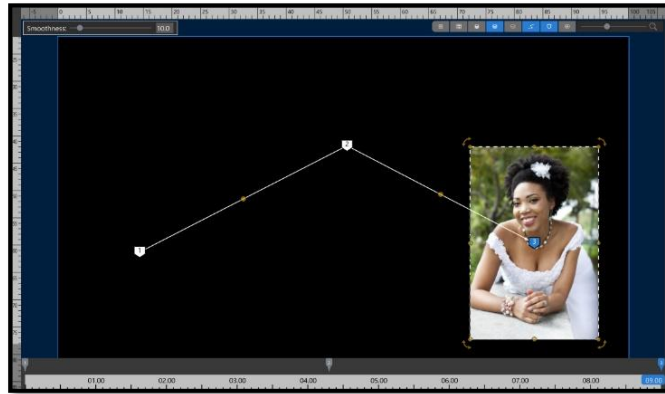
**Tilt Tool** - With this tool enabled you will be able to tilt a layer within the Preview window by using the tilt handles. The tilt handles will appear as curved arrows at the mid-points along the sides of the layer. Horizontal tilt handles are at the left / right with vertical tilt handles at the top / bottom.



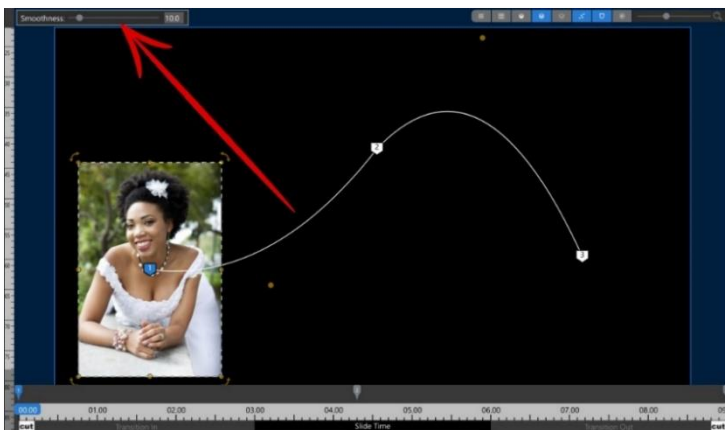
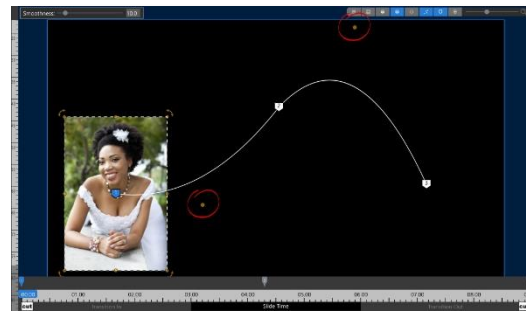
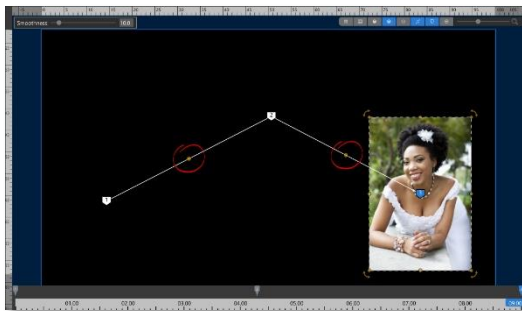
## Motion Path Tool



With this tool enabled you will be able to see the path your image will take across all keyframes.



**Bezier Handles** – Small yellow dots will appear in between all keyframes directly on the Motion Path when this tool is enabled. These are Bezier handles. They allow you to create a curved path between two keyframes by moving the Bezier handle.

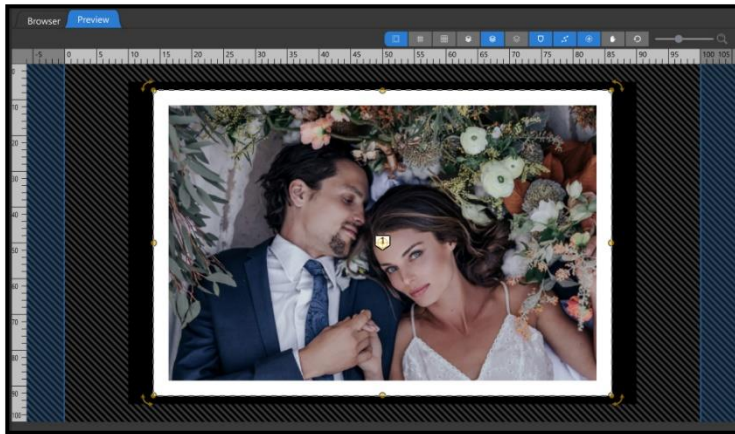
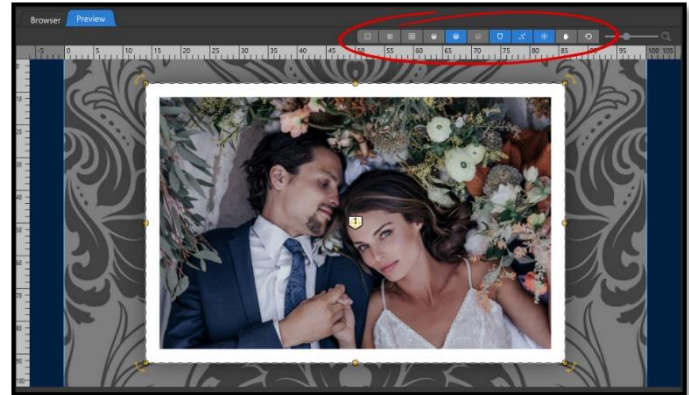


When using Bezier handles, a **Smoothness Slider** will appear in the upper left corner. This determines the severity of the curve. A smoothness value of 100 will cause the curve to be pulled far away from the keyframe points. A smoothness value of 0 will result in a straight line.

## Preview Tools

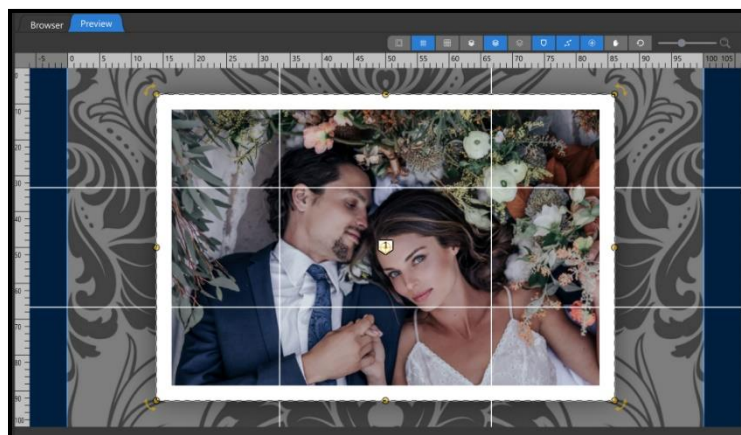
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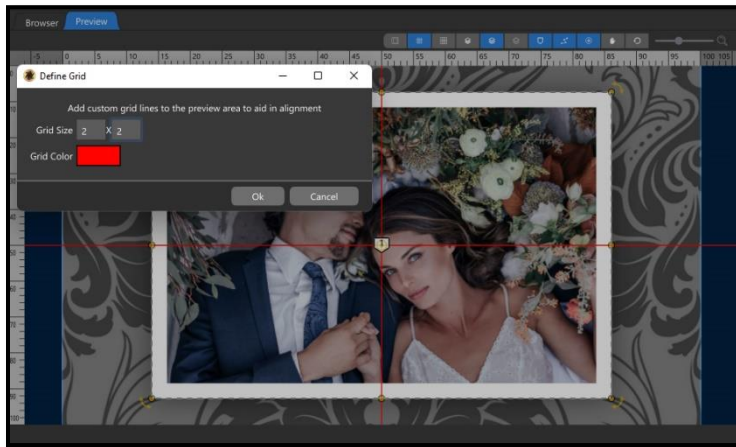
The tools in the upper-right corner allow you to view or hide certain guides in the Preview window. None of them are seen in a final rendered video, they are simply visual guides to use as you create slide shows. These tools are also found in the right-click menu in the Preview window.




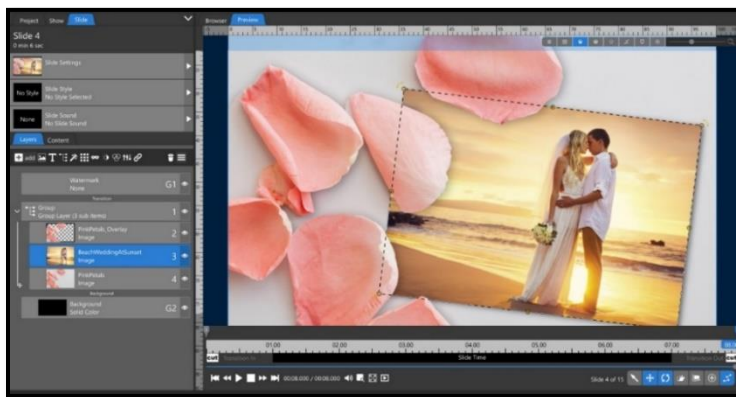
**Safe Zone** – This tool provides a visual guide of the outer areas of the preview screen, which can get cut off on older TVs. This is not relevant on modern TVs or when sharing videos on the internet.


**Toggle Grid** - This tool enables (or disables) a visual grid on the Preview window. It can be used as a visual reference for image placement using concepts such as the “Rule of Thirds” (*shown right*).




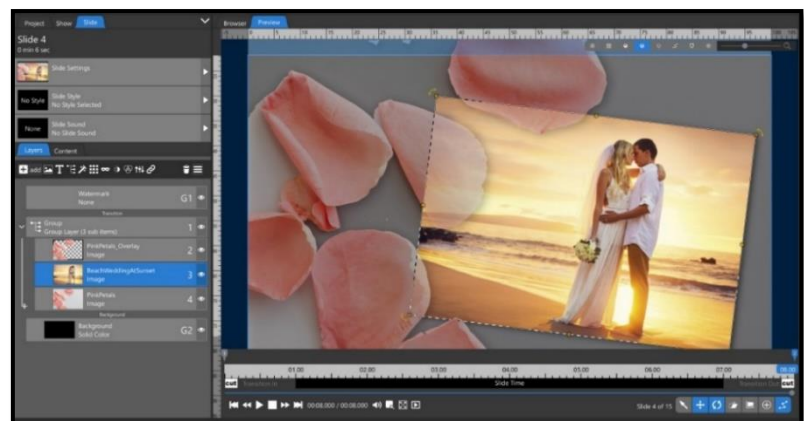


 **Define Grid** – This tool changes the grid **Size** and **Color**. Changing the **Grid Size** to 2 x 2 provides a basic crosshair, which can be useful to mark the center of the slide show frame.



 **Show Inactive Layers** – This tool makes all layers appear at full opacity in the preview window. The layer you have selected in the Layers list will be seen with a dotted line around its edges.

 **Darken Inactive Layers** - This tool makes only the layer selected in the Layers list appear at full opacity. All other layers will be slightly darkened.

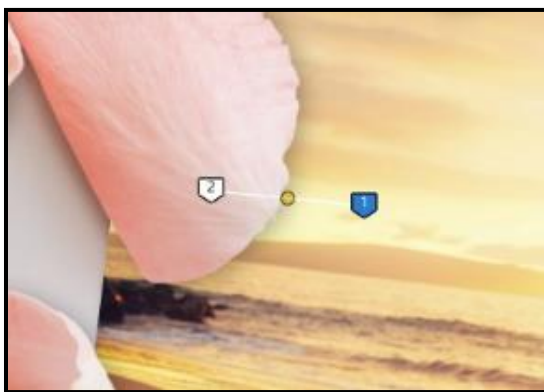




**Hide Inactive Layers**

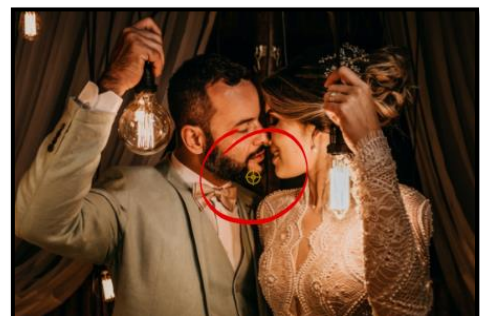
– This tool makes only the layer selected in the Layers list visible. All other layers will be hidden.

**Show Keyframe Markers** – This tool makes keyframes visible in the Preview window. Keyframes are a great visual reference in this space, letting you know which keyframe you have selected while also indicating where the layer will be at other keyframes.

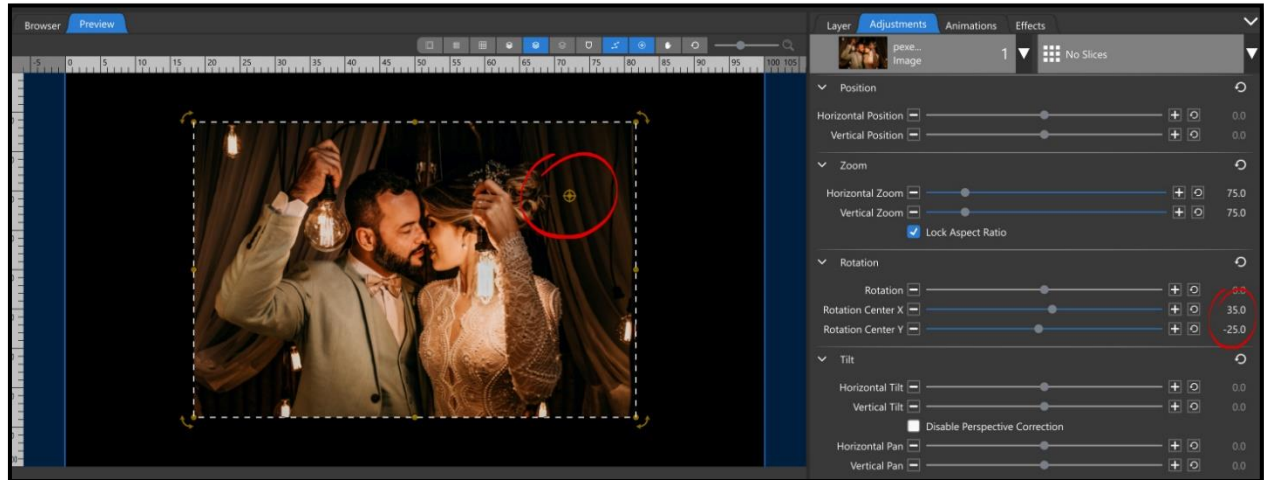


**Show Motion Path** – This tool shows a line between all your keyframes. Show Motion Path also provides access to the Bezier handles between keyframes, allowing you to create curved paths.

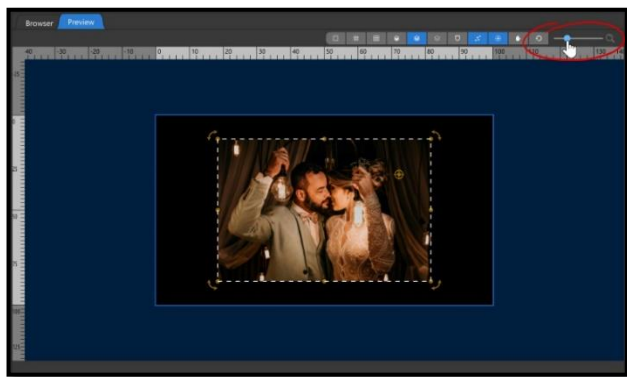
**Center Point Tool** – This tool toggles the visibility of the layer Center Point marker.






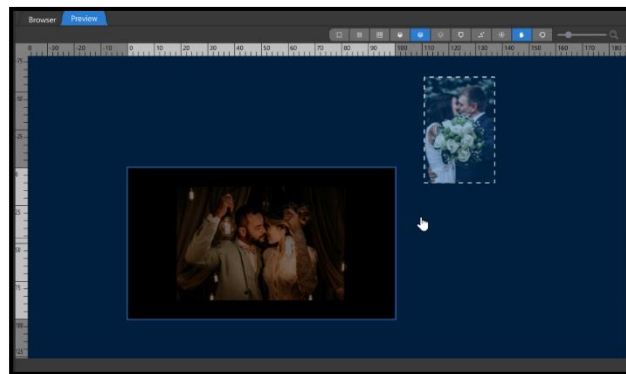



The position of the Center Point is controlled with the Rotation Center option (*shown above*). This is the point your layer will Rotate and Tilt around, like an anchor.



**Zoom Slider** - This option controls the scale of the canvas, allowing you to zoom in and out. This can be helpful when you need to find layers that are out of view. When an image layer is positioned off screen you might need to zoom the canvas out to view the layer outside of the visible canvas.

 **Canvas Pan Tool** – This tool allows you to move the entire canvas by clicking and dragging in the Preview area, making it easier to find layers outside the slide show frame. With this tool enabled, selection tools are disabled to prevent unintended layer changes.

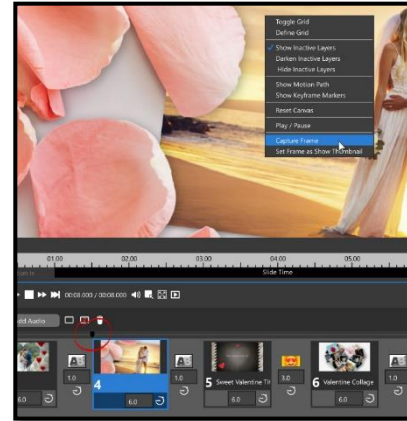


 **Reset Canvas** – This tool resets the canvas Pan and Zoom to their default values.

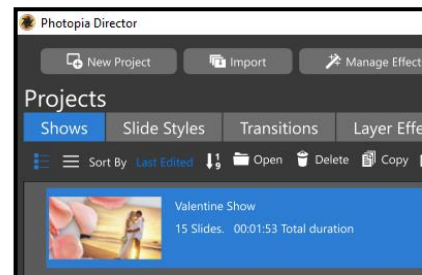
## Under the Right Click

There are two additional features in the right click menu in the Preview window, along with all the features represented by icons in the top tool bar.

**Capture a Frame** – This tool captures a still image from the currently displayed frame of your slide show. Scrub the slide show to find the exact frame you would like to capture before using this tool. The default resolution is 1920 x 1080, but you can set a different resolution for each capture.



**Set Frame as Show Thumbnail** – This tool sets the show thumbnail based on the currently displayed frame. The default thumbnail for your Show and Project is the middle of the first slide. Use the **Set Frame as Show Thumbnail** to change that to any other frame you want. This is also the thumbnail used on the Home Page.

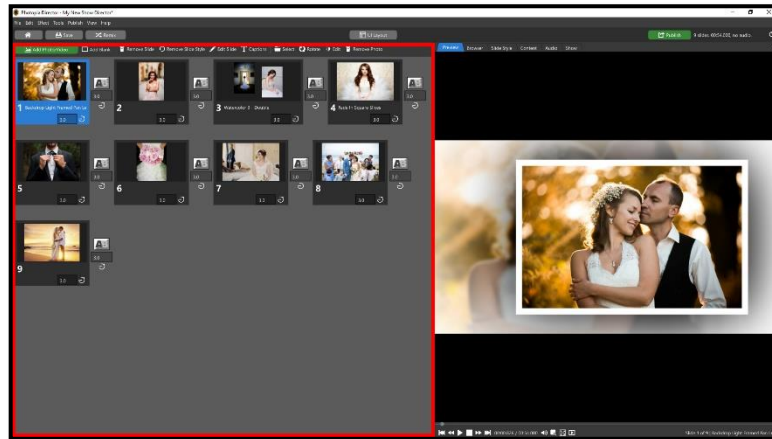


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## The Slide List

Now that you know where to access your images and how to preview them, you are ready to start adding them to your show. Your Slides are shown to the Left of the Browser / Preview tabs in [Light Mode](#) and beneath the Preview and Browser tabs in both the [Basic](#) and [Advanced](#) Modes.

### Light Mode



### Basic Mode



### Advanced Mode



Your Slides will all show the following information, regardless of the User Interface you are in.

**Slide Number** – This is the numerical order of your slides. When a slide changes position in the list its Slide Number changes.

**Slide Name** – When a Slide Name is set it will show in the Slide. This could also be the name of an applied Slide Style, or it will be empty if no name is set, or Slide Style applied.

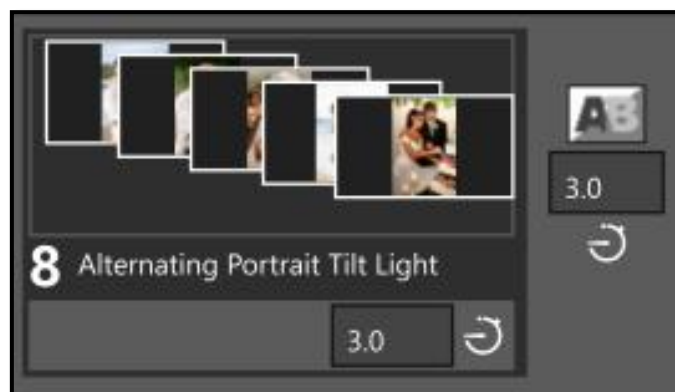
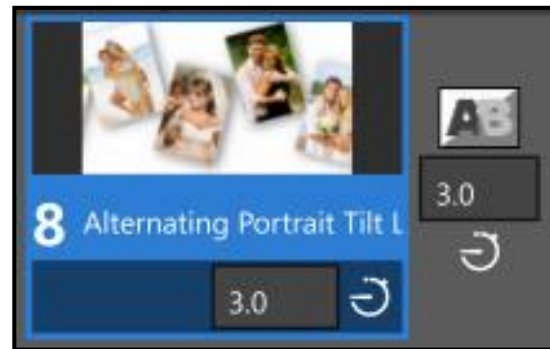
**Slide Time** – The length, in seconds, of the slide. This does not include transition times.

**Slide Timing Mode** – This can be set to Manual (a time you set), Automatic (a time the program sets; music syncing), or Locked (time is 'Locked to' a video layer duration or a custom time).

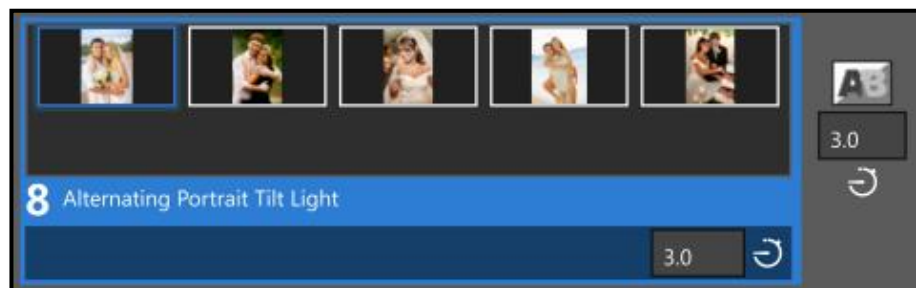
**Transition Used** – The thumbnail shown tells you which transition is being used after the slide.

**Transition Time** – The time for the transition, not including the slide time.

**Transition Timing Mode** – This can be set to Manual (a time you set) or Automatic (a time the program sets; music syncing).



The slide thumbnails can show different things. In the Advanced UI Layout they show a preview of your slide as it is seen in the slide show (*shown above*). In the Light and Basic Layouts they show the slide content only (*shown left*). When the slide is selected the images will expand (*shown below*)



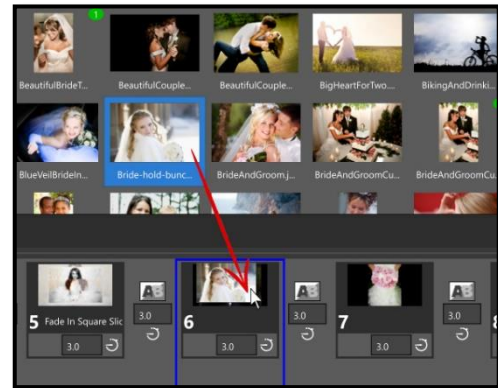
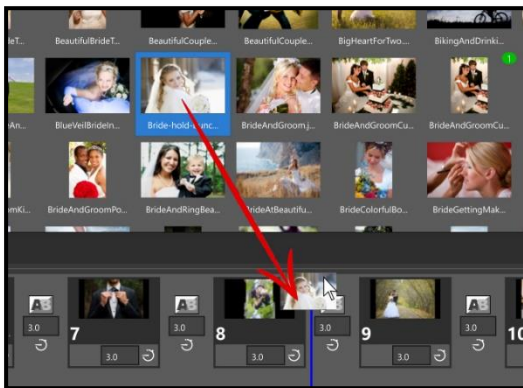
## Adding Images to your Slides

There are six different ways to add a *single image or video* to a slide:

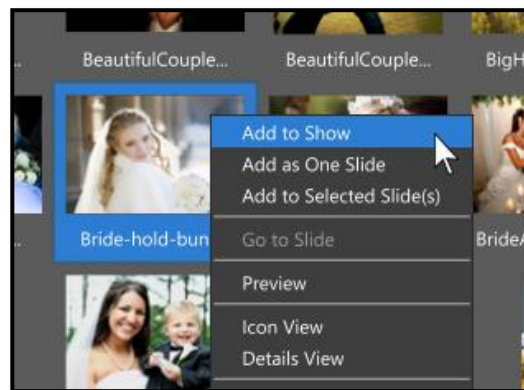
**Drag and Drop from Browser** – You can create a new slide by dropping an image at the end of your slide list or by dropping it between existing slides. Dropping an image onto an existing slide will add that image to the slide where it was dropped.

A blue line surrounding a slide indicates you will be adding your image to that slide. (*Shown right*)

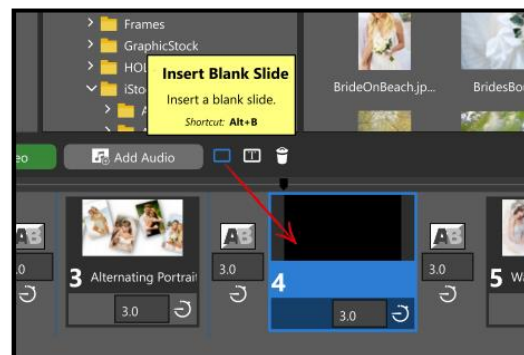
A single blue line indicates you will be adding your image to a new slide in between two existing slides. (*Shown below*)



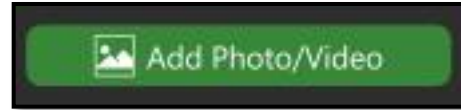
**Right Click** – Right-click on an image in the Browser and choose “Add to Show.” This will add that image to your slide show as a new slide. Choosing “Add to Selected Slide(s)” will add that image to any slides selected in the Slides List / Lightbox.



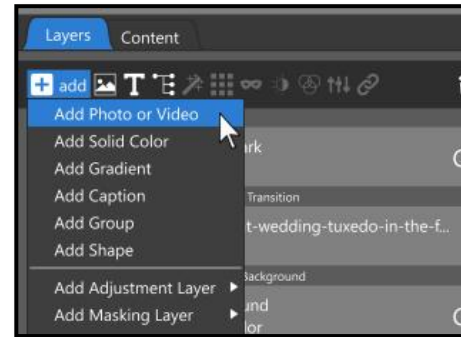
**Add Blank slide** – This option will add a blank slide directly after the currently selected slide. Blank Slides are useful for title slides and to create visual space between sections of a multi-part slide show.



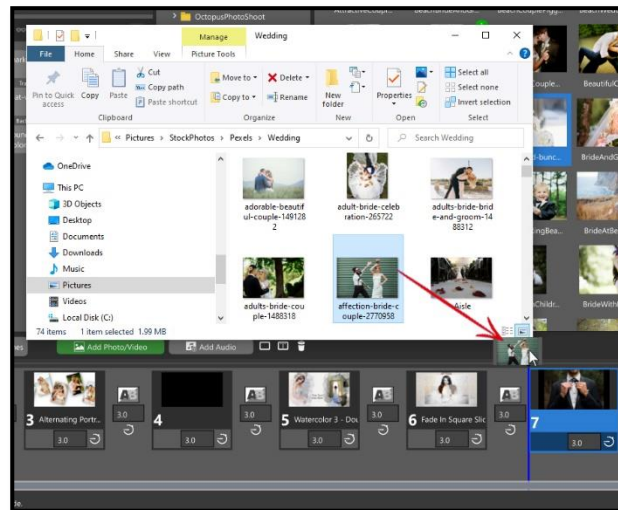
**Add Photo / Video (Green button)** – This button will open a Browser pop-up. Images added through that pop-up window will be inserted after the currently selected slide.



**Add Photo or Video (Advanced / Compact Layouts)** – This option will add a new image at the very top of the Layers list in the currently selected slide.



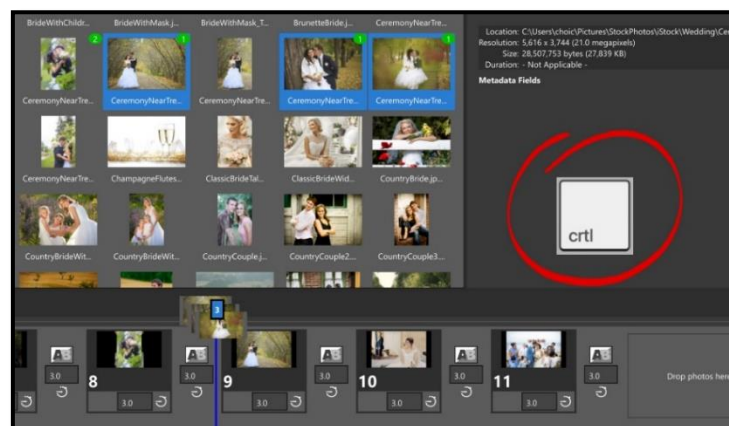
**Drag-and-Drop (from OS)** – You can add image / video files to your slides directly from the Operating System (OS). Files can be dragged in from “File Explorer” on Windows and “Finder” on Mac. The ‘drop’ part of the process works in the same manner as dropping image / video files into the Layers / Slides lists from the Browser in Photopia.



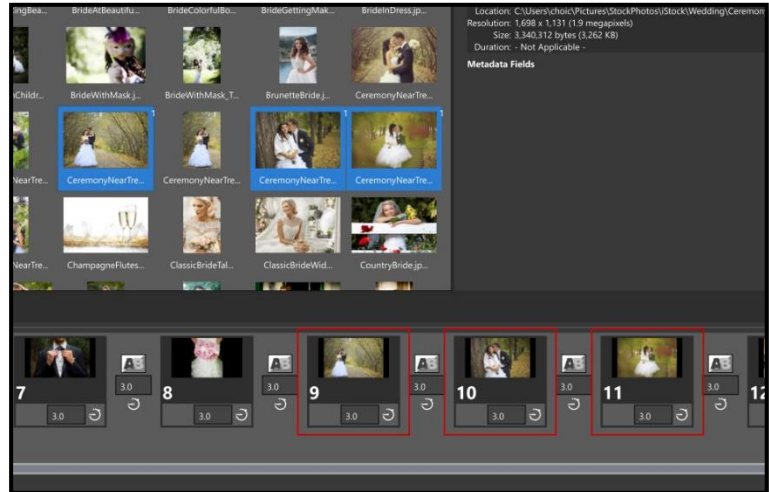
### Adding multiple images

You can add *multiple images* to your slides at one time, either all in the same slide, or all in different slides.

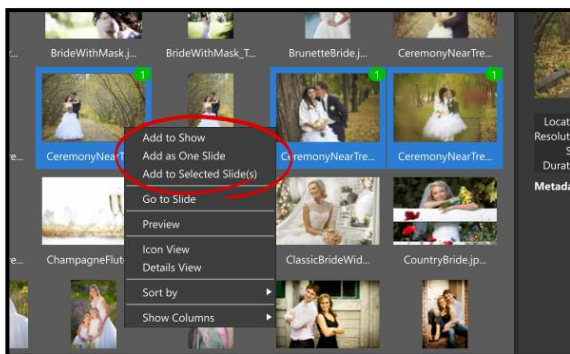
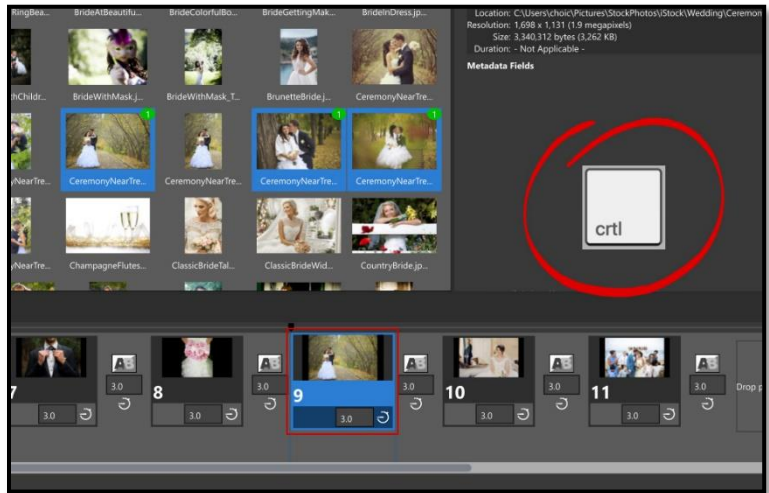
**CTRL / SHIFT + Drag-and-Drop** – Select multiple images from the Browser. Click on the first file you want to select then hold down the SHIFT key and click on the last file you want to select. This will provide a continuous selection. Use the CTRL key instead for a non-continuous selection.



**Release the SHIFT / CTRL Key** then drag-and-drop the selected slides onto the Slides List. Drop at the end of the slide show, or where there is a blue line shown for the insertion point, and the selected image / video files will be added as individual slides. Drop onto an existing slide, while there is a blue outline around that slide, and the selected image / video files will be added to that slide as new layers.

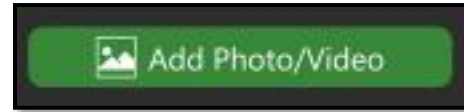


**Press + Hold the CTRL Key** just before the selected slides are dropped into the Slides List, making sure to keep the CTRL key held through the drop action, and the dropped image / video files will be added as a single new slide (or dropped into an existing slide, if one is highlighted).

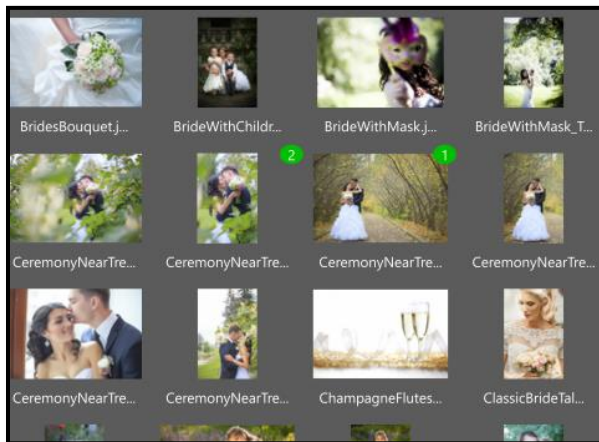
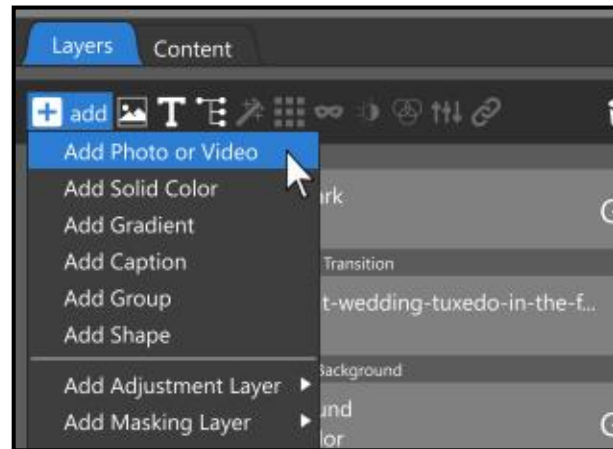


**Right-Click** – With several images / video files selected in the Browser, right-click, and choose either *“Add to Show”* (adding each image / video as a new slide), *“Add as One Slide”* (adding all selected images / videos to a single new slide after the currently selected slide), or *“Add to Selected Slide”* (adding all selected images / videos to each currently selected slide).

**Add Photo / Video (green button)** – Adding multiple images using the **Add Photo / Video** button (above the Slides List) will always add those images / videos as multiple new slides.

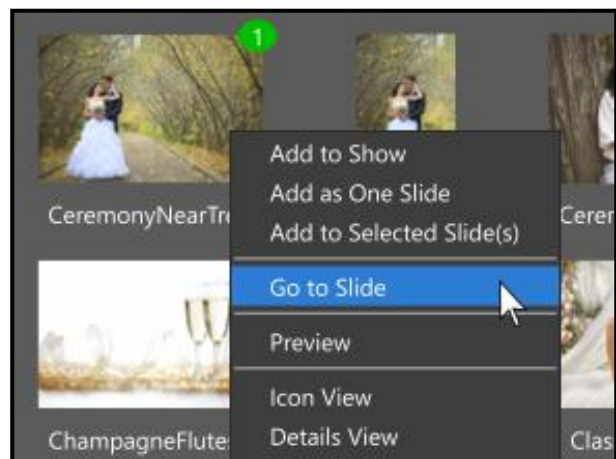


**Add Photo or Video (Layers List – Advanced / Compact Layouts)** – Adding multiple images using the **Add Photo or Video** option in the Layers list will always add those images / videos to the selected slide.



**Used in Show** – A green circle with a white number will appear on files in the **Browser** that exist in the project, even if they are in other slide shows within the project. This indicates the number of slides that contain that file, for images / videos, and does not count duplicates in a single slide.

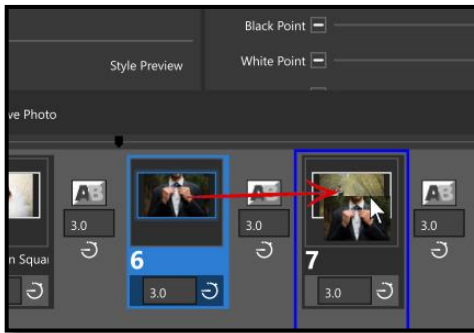
If you see a number by an image and would like to go directly to the slide that the image is in, right click on that image and choose **Go to Slide**.





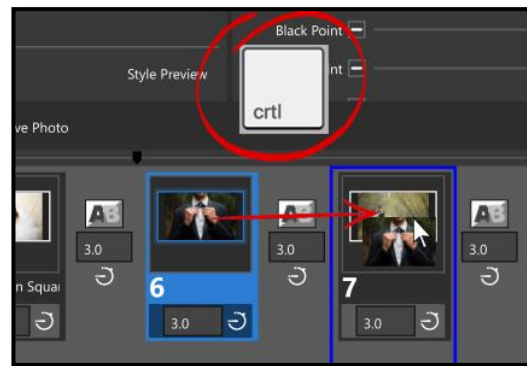
## Moving Images Between Slides

You can move or duplicate images / videos from one slide to another.



In the Basic and Light layouts, you can **move** an image from one slide to another by clicking on that image's thumbnail in the Slides List and dragging it to an existing slide or into a new slide (look for the thin blue line to indicate the 'drop action' will create a new slide).

You can **duplicate** an image from one slide to another in the Basic and Light layouts by holding down the CTRL key as you click and drag the image from one slide to another or into a new slide (look for the thin blue line to indicate the 'drop action' will create a new slide).



In the **Advanced / Compact Layouts** you can duplicate images / videos from one slide to another by dragging and dropping the image / video from the Content tab or Layers list directly onto the slide you would like to add it to, or into a new slide (look for the thin blue line to indicate the 'drop action' will create a new slide). Moving an image between slides can be done by holding down the CTRL key during the drop action in these layouts.

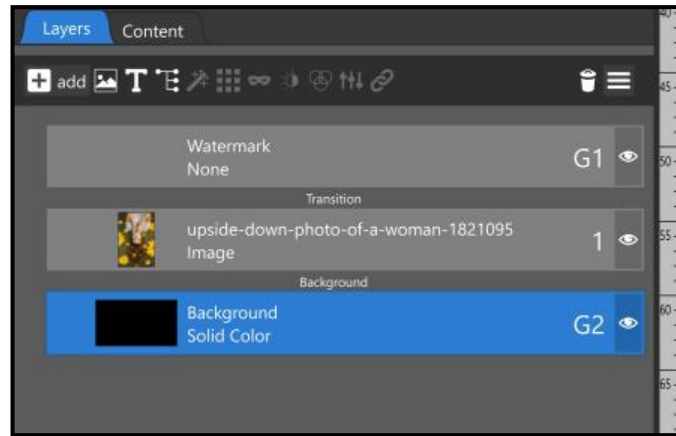
## Show Background

A single image / video can be used as the background for your entire slide show (Advanced / Compact layouts only). You will see the Show Background in every slide. When you start a new show, the Show Background defaults to a solid black layer.

If your image does not fill the entire slide show frame (ex. portrait image with "Fit to Frame" scaling in a widescreen slide show) you will see black on either side of the image. The background can also be a Solid Color, Gradient, or video file. Show Backgrounds are global, meaning they appear on every slide.

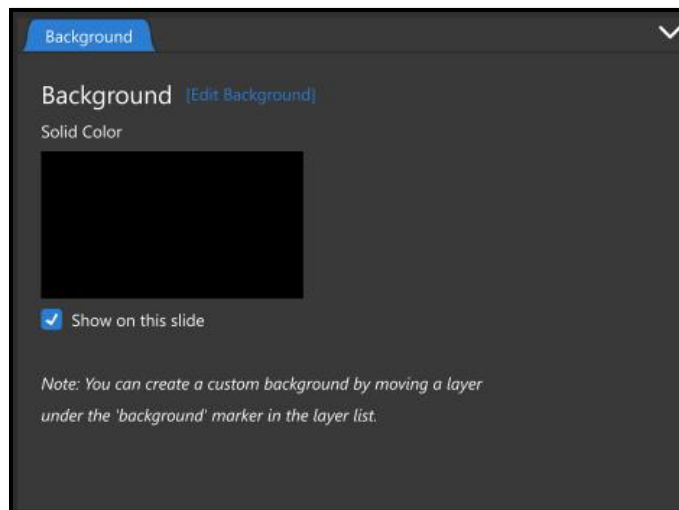


At the bottom of the Layers list for every slide you will see the word **Background**. Beneath that you will see a black solid layer with a **G2** and **eye icon** on the right side. The G2 means that this is a Global Layer (appears on every slide) and is the 2<sup>nd</sup> Global Layer in the list (a [Watermark](#) is the first Global Layer, **G1**). The **eye icon** is a visibility toggle, allowing you to hide / show the background for each individual slide.



## Changing your Show Background

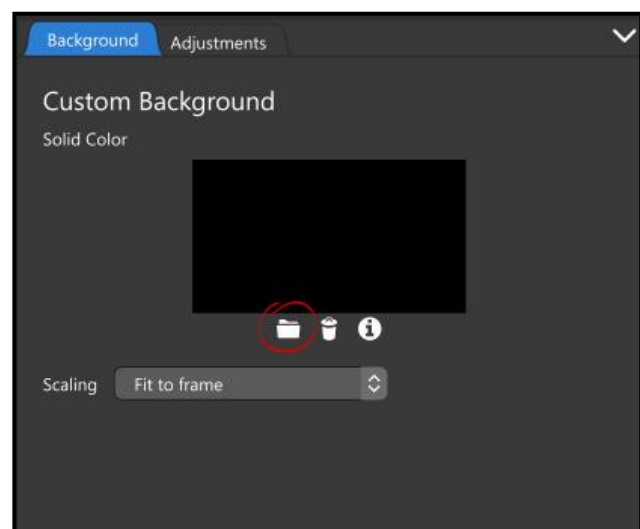
Select the Background layer from a slide and you will see Show Background options appear on the right side of the screen in the [Options Panel](#).



This window shows a thumbnail of the current Show Background and provides a checkbox to hide it from the current slide (if you click on the eye icon in the Layers list, this option will automatically become unchecked). Click the **Edit Background** link at the top to change the Show Background.

After clicking on **Edit Background** the next window may look very similar. The options available here will become clearer once we've added a different type of background. Click the folder icon beneath the Show Background thumbnail to open the Browser.

Navigate through the Browser to find a still image to add as your new Show Background.





Once you have chosen a video file as your Show Background you will see these **Video Clip Settings** options.

- [Trim](#) the beginning or ending of your video (not recommended if it loops)
- Change the [Speed](#) of the video
- Loop the video (should be left enabled, even with videos not designed to loop)
- [Hold Options](#)

### Using a Different Background in Individual Slides

If you would like an individual slide to have a different background than the Show Background, you can add a new layer to the Layers list, then drag that new layer *below* the word **Background**, but *above* the Show Background (G2) layer.

## Slide Styles

Slide Styles are pre-generated slides that can be applied to existing slides, replacing the layers / captions therein with layers / captions that have been setup to create a specific effect. Slide Styles can be applied to blank slides or slides that already have images / videos.

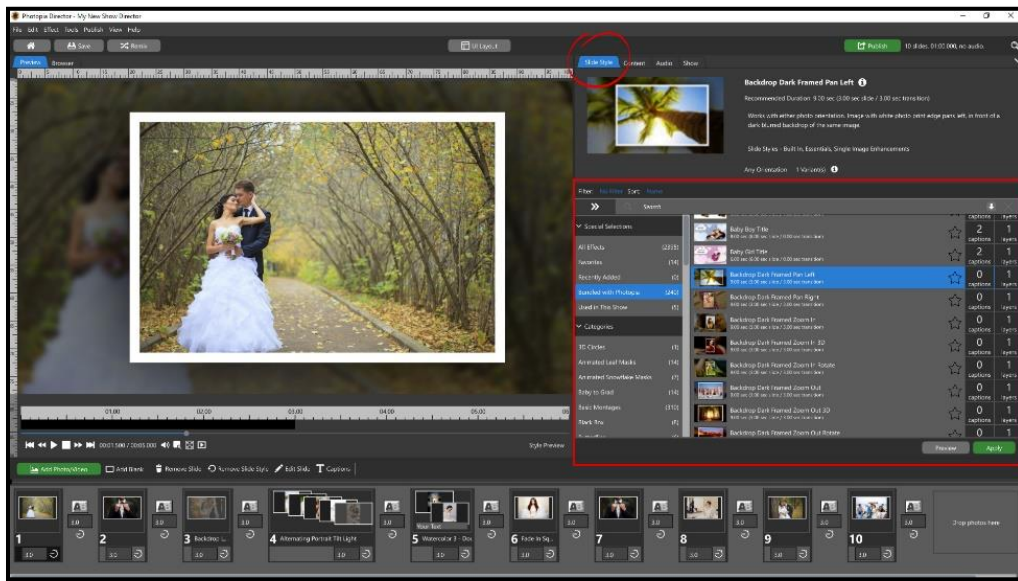


**Slant Left Title** – Bundled with Photopia

Photopia has many built-in Slide Styles ready to use. You can also import Slide Styles created by others.

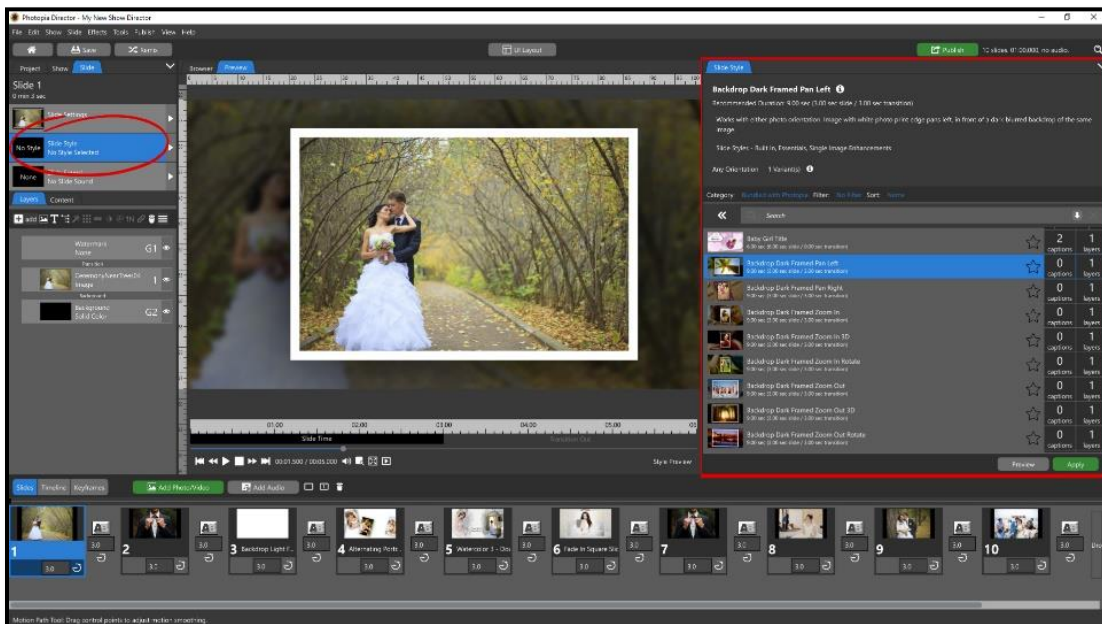
## The Slide Style List

Slide Styles can be accessed from the Slide Style list. In the Basic and Light layouts, click the Slide Style tab in the Options Panel.



### Basic and Light Modes

In the **Advanced** layout, click the Slide Styles tab in the [Navigation Panel](#).

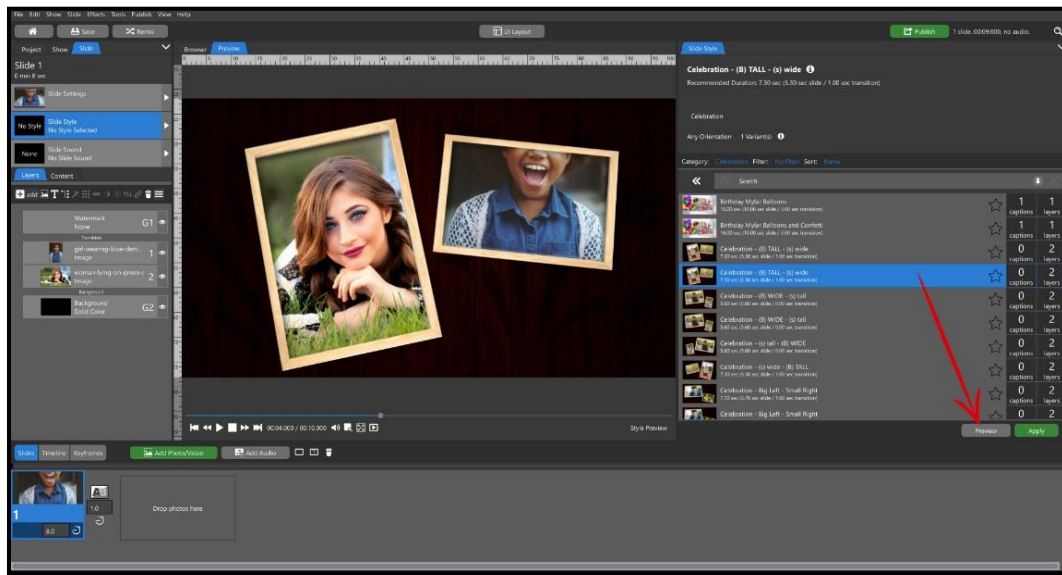


### Advanced Mode

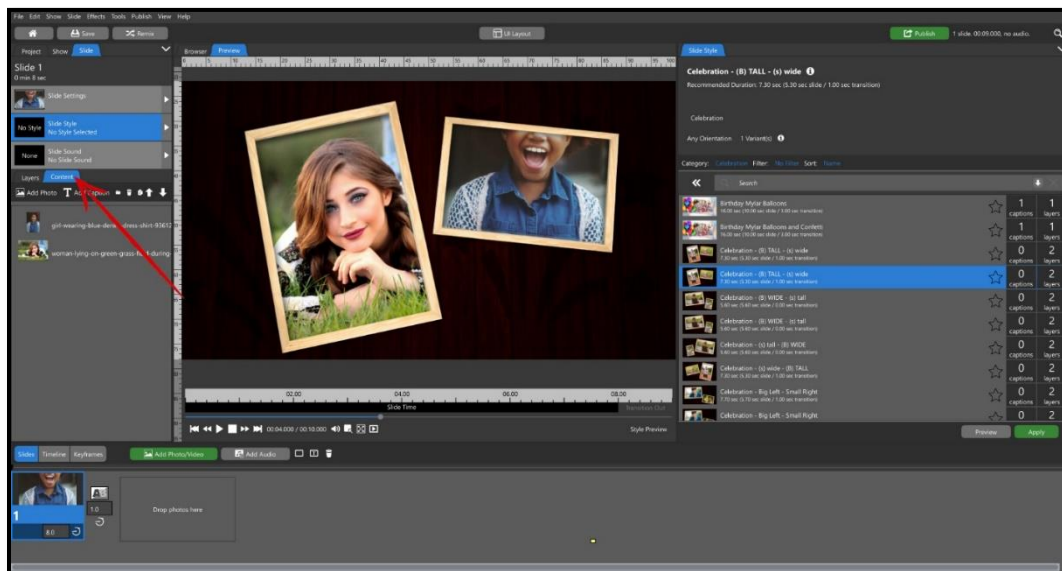
## Applying Slide Styles

You can apply Slide Styles to slides that already have images / videos or to blank slides. If a Slide Style is applied to a blank slide, and uses image layers, placeholders will appear for you to drop your images into.

In the example below, two images of different orientations are added to a blank slide and a Slide Style is previewed before applying, to ensure the images are placed in the correct place holder.



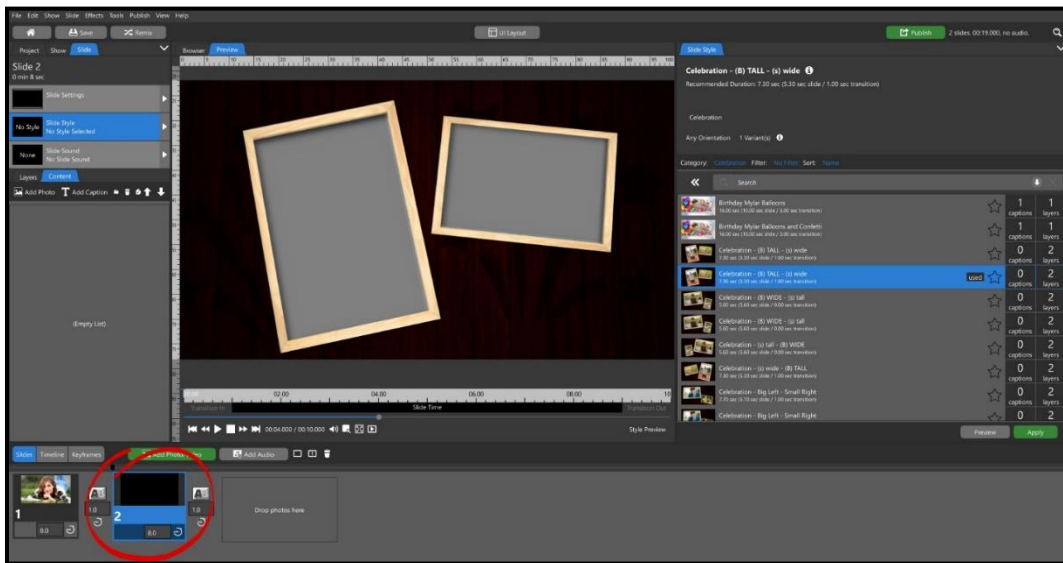
First, add your images into a blank slide. Select from the Slide Style list the Slide Style you would like to see then click the **Preview** button.



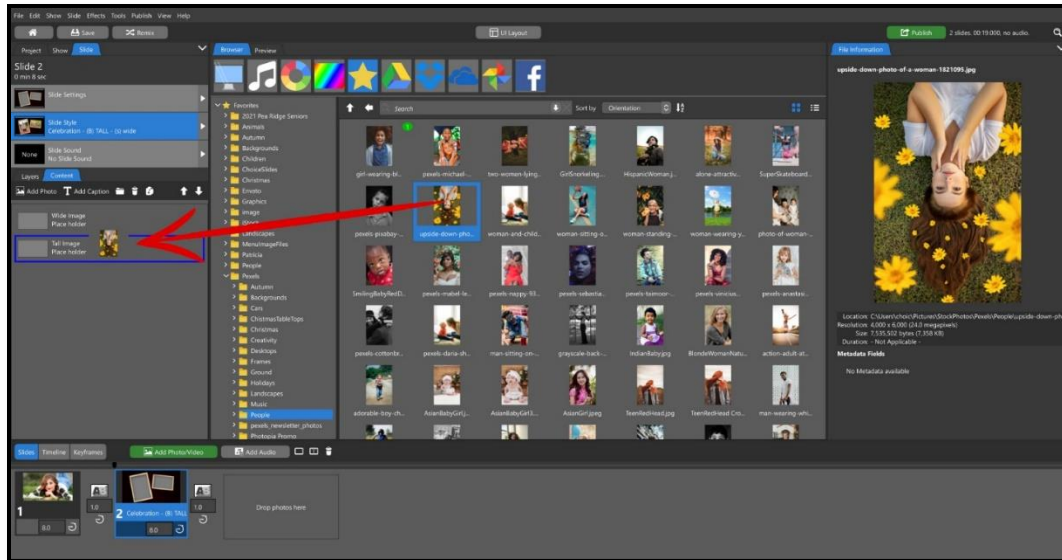
If the preview shows your images in the wrong placeholders, **change the order of the images in the Content Tab** then preview the Slide Style again.



When you are happy with the way the preview looks, click the **Apply** button.



You can also apply Slide Styles to **Blank Slides**. This is most useful for applying Title Slides that have no images in them, but you can also apply Slide Styles that have image layers to blank slides.

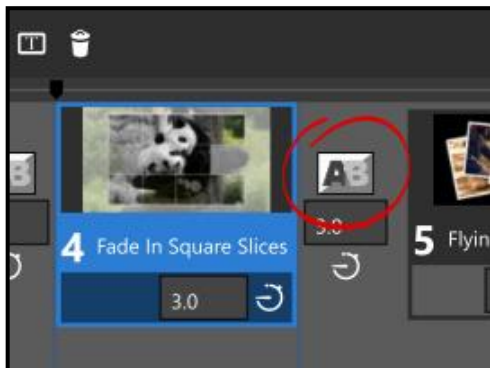


The layers from the applied Slide Style will appear as **placeholders**. You can then drag images into the **Content tab** and drop them into those placeholders. Note the blue outline around the placeholder (sample above) indicating the dropped image will end up inside that placeholder.

Simple image customizations can be applied from the [Content Tab](#) after the Slide Style is applied.

## Transitions

Transitions are effects that transform one slide into the next. The default transition is a simple blend, or fade.

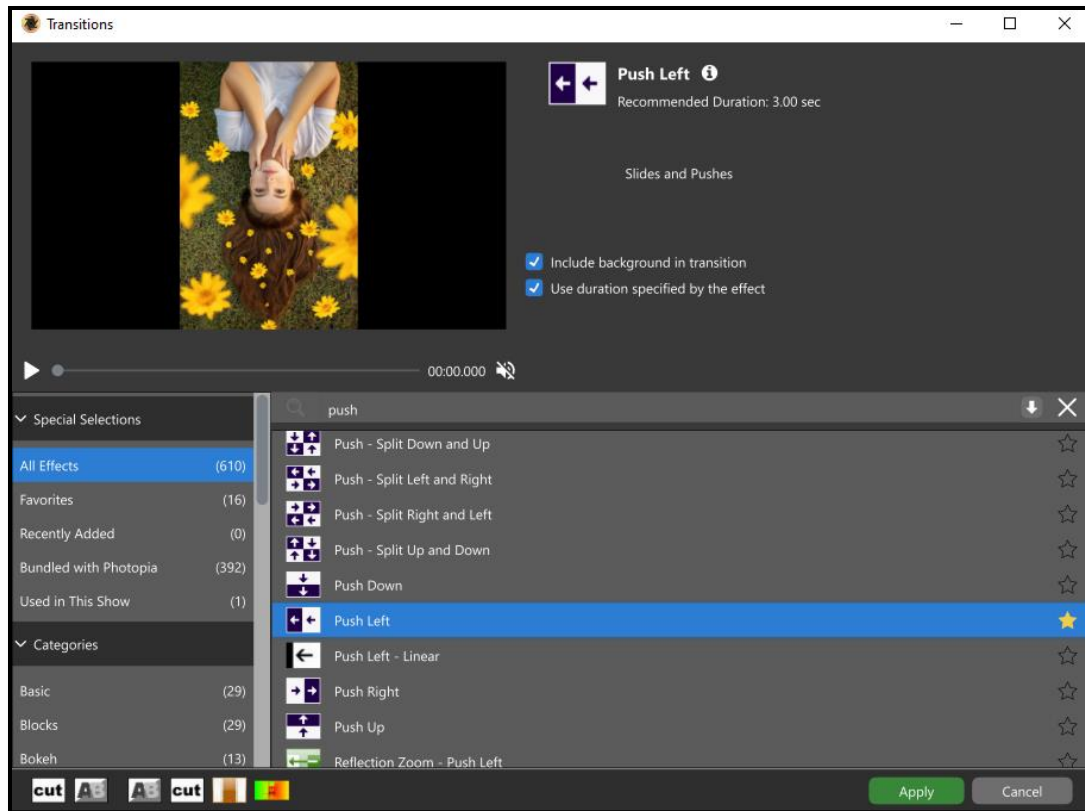


### Choosing a Transition

You can choose a different transition for each slide by clicking the transition icon between slides (*shown left*).

This will open the Transitions window where you can find new transitions, see a preview, and choose several options that will affect how the transition is applied.





The layout of this window is like the Slide Style window. Categories are on the left, Transitions are on the right, and a search bar is above the list of Transitions. The list of recently used Transitions is in the bottom-left of this window, providing quick access to Transitions you may use frequently.

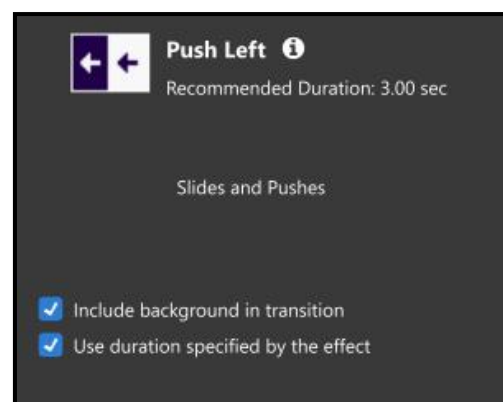
**Note:** Transition categories and Side Style categories are different, although category names may be similar.

To **preview a transition**, select it in the list, then hit the play button beneath the preview window.

Click the star icon on the far right of the Transition to add it to your **Favorites** category.

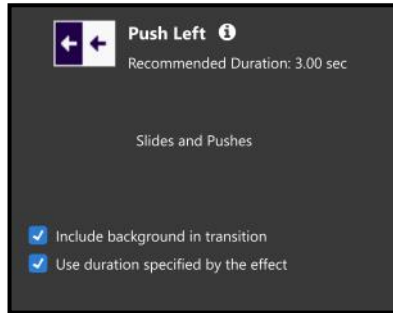
Above the list of transitions is a **thumbnail** of the selected transition, a **recommended time** for that transition, and the transition **categories**.

Beneath that are two checkboxes for options that you can enable or disable if you choose to apply this transition. If you leave **“Use duration specified by the effect”** checked, your transition time will automatically be changed to the recommended time shown beneath the transition thumbnail.



## Excluding Backgrounds from Transitions

---

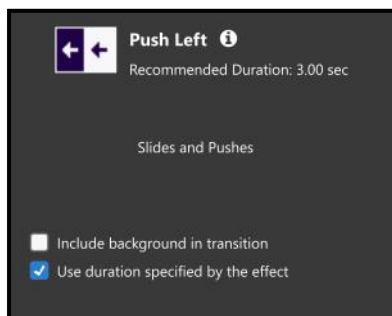


“ **Include background in transition**” can create an interesting effect, depending on your show or slide background and which transition you are using.

For our example, we have the **Push Left** transition selected and we are using a ‘wood grain’ Show Background.

If we leave this option checked, *to include the background in the transition*, the entire background will move along with the transition. In our example below, you can see the right-edge of the background on the first slide as it pushes out to the left, we can also see the left-edge

of the background on the second slide as it comes in from the right.

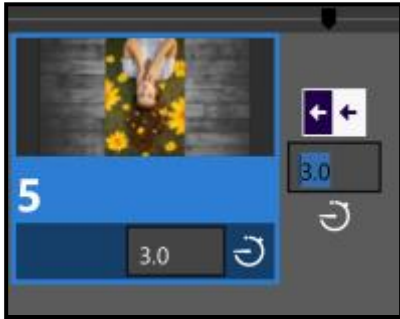


If we **uncheck** “*Include background in transition*,” it means we want out background to be ignored by the Transition, so it does not move with the Transition effect.

In our example below you can see the image from the first slide pushing off to the left and the image from the second slide pushing in from the right while our Show Background image remains still.

This creates an effect that looks like your images are floating above the Show Background.





## Changing the Transition Time

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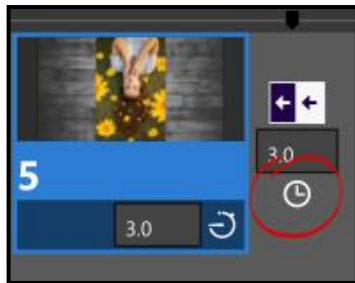
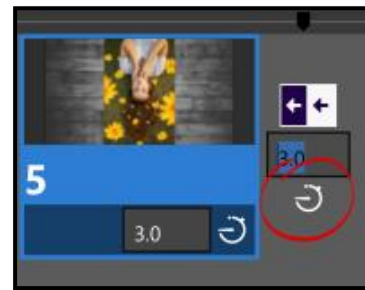
You can easily change the time of your transitions by clicking in the number box beneath the transition thumbnail and entering a new time.

You can also change the transition time in [Timeline View](#).

## Timing Mode

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When the Timing Mode is set to **Manual**, you can change the transition time to any number you would like.



With the Timing Mode set to **Automatic**, the number box will be locked, and your transition times will be calculated to fit your Soundtrack.

## The Layer List

---

Every slide consists of layers. When you add an image to a slide, for example, that becomes a layer. There are several other types of layers in addition to your photos, videos, and captions. [Solid Color Layers](#), [Gradient Layers](#), and [Groups](#) are all examples non-image/video layers.

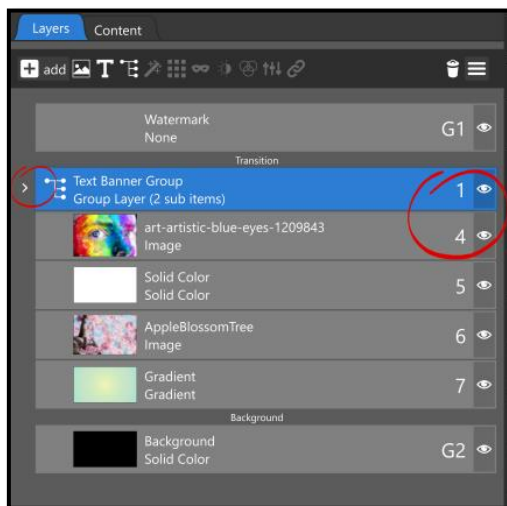
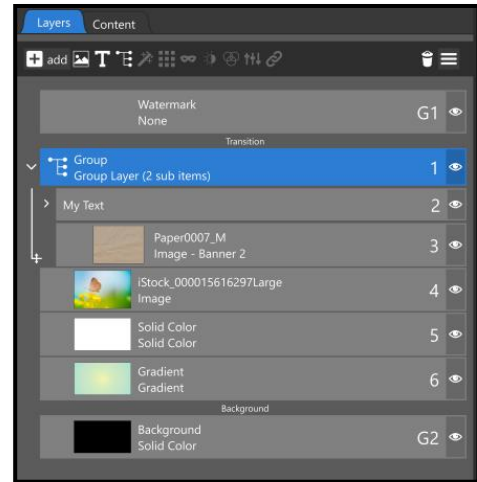
### The Layer List Structure

The Layers list is more than a list of content inside your slides. Its structure provides specific guidance for how your content will interact.

Each slide will have two **Global** layers by default. There is a Watermark layer (**G1**) and a Show Background layer (**G2**), along with **Transition** and **Background** dividers. Global means that the layer will be seen on every slide in your show. Local means the layer will only be seen in the selected slide.

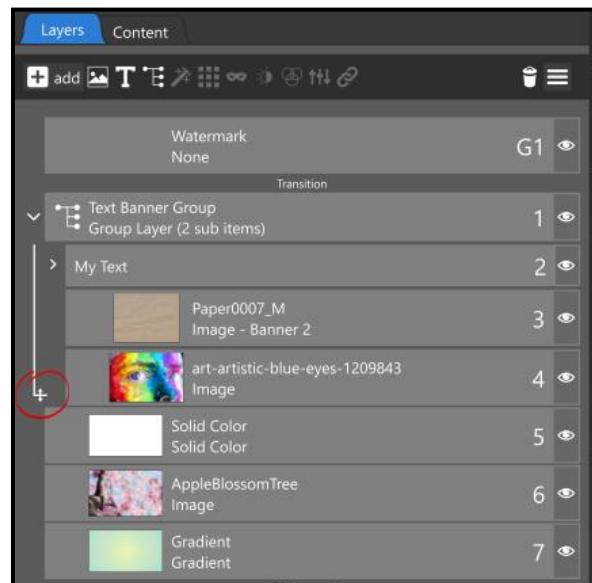
From top to bottom, your Layers list will include:

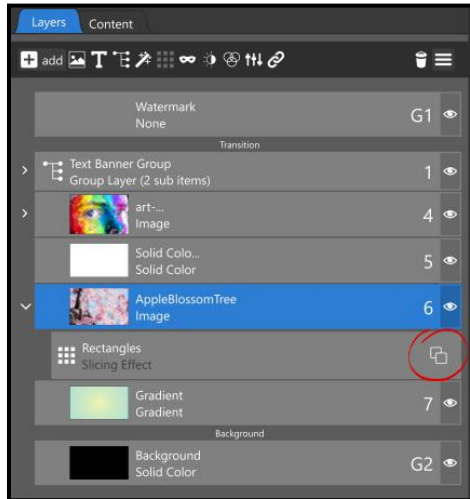
1. Global **Watermark** (empty by default)
2. A **Transition** divider
3. Your **slide content** layers
4. A **Background** divider
5. Global **Show Background** (black Solid Color layer by default)



If a Layer includes other layers underneath it, such as [Groups](#), [Masking Layers](#), or [Adjustment Layers](#), you will see the container layer as collapsible, and the layer numbers on the far-right side may appear to skip those inside of the container layer when it is collapsed. Those layers are still there and active, they are just inside the collapsed container layer, and the container layer will show how many *sub items* are inside.

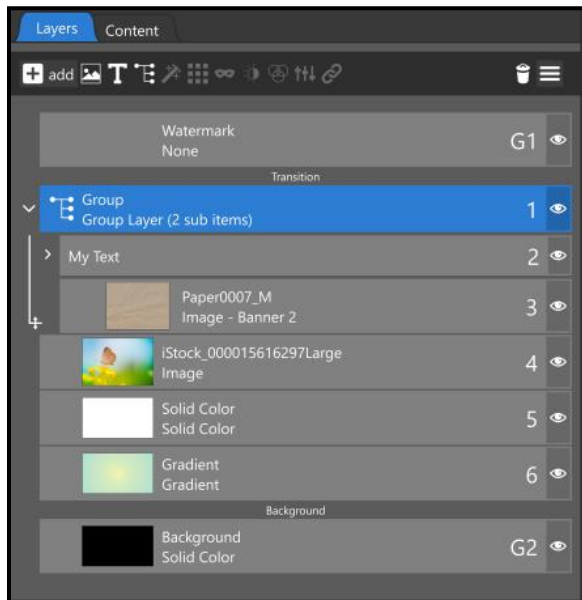
When a container layer is open, you will be able to add or remove layers from inside it by dragging the double arrow line up or down. Dragging it up will bring the last layer out of the container group. Dragging it down will add the next layer to the container group.





If your layer has the [Slice Effect](#) applied to it, you will see an Open Slices icon on the right which will open a list of individual slices for that layer that you can then animate individually.

## Layer Information



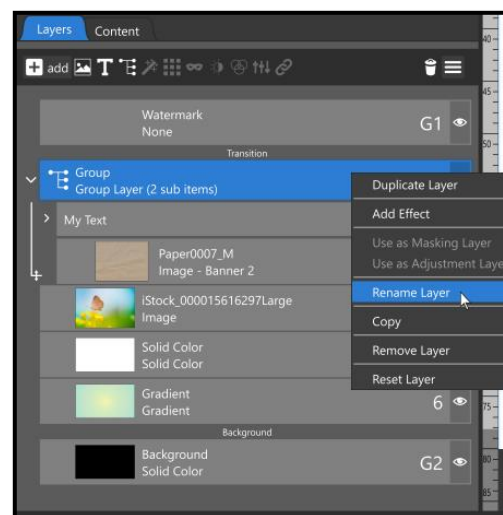
Each layer in your Layers list will have a thumbnail, layer name, layer type, layer number, and visibility icon (the eye icon).

The **Layer Name** is the top text line, and the **Layer Type** is the bottom text line. Image files will automatically have the filename as the layer name and “Image” as the layer type. If a Shape is applied to a layer, that will be added on the layer type line.

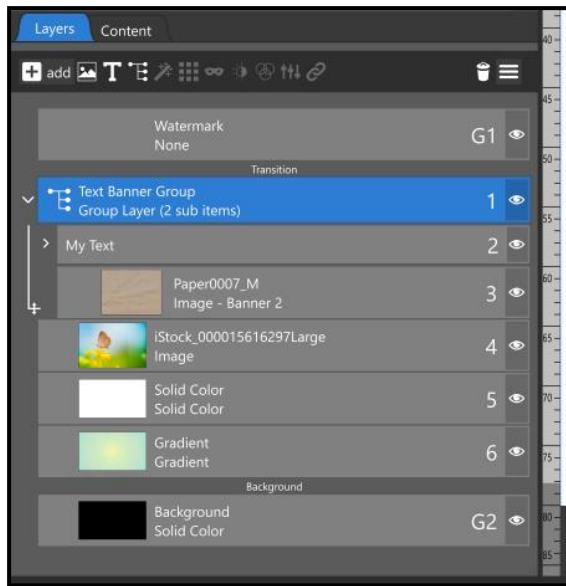
In the example to the left, **Layer 3** has the *image file name* “BrownPaperTexture” as the **Layer Name**, the word “Image” as the **Layer Type**, and the words “Banner 2” next to the “Image” label, showing that this image has the “Banner 2” [Shape](#) applied.

Layers that are generated inside Photopia, such as [Groups](#), [Solid Color Layers](#), and [Gradient Layers](#) will show the same text for both **Layer Name** and **Layer Type**. You can easily change the layer name, for any layer, by right-clicking on the layer and choosing **Rename Layer** (*shown right*). Enter your new layer name and you will see it appear above the layer type.

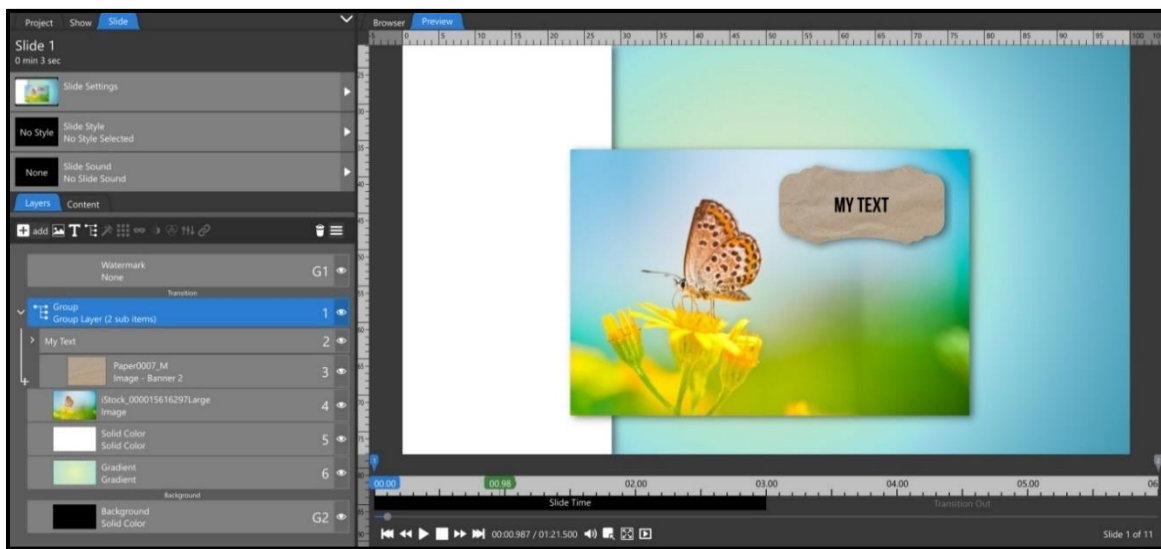
In the image to the right, the **Group Layer** has “Group” as the **Layer Name** and “Group Layer (2 sub items)” as the **Layer Type**.



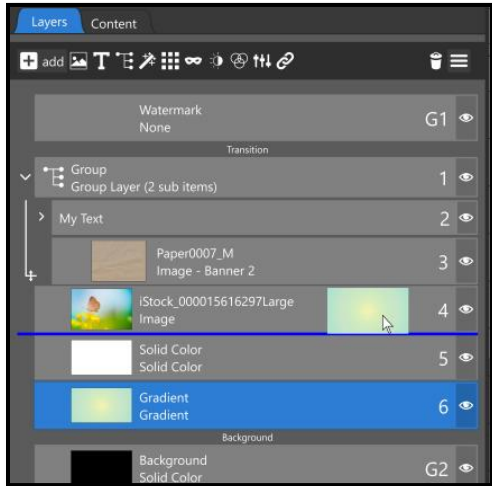
In the image below, we have changed the **Layer Name** to *Text Banner Group*.



## Working with Layers



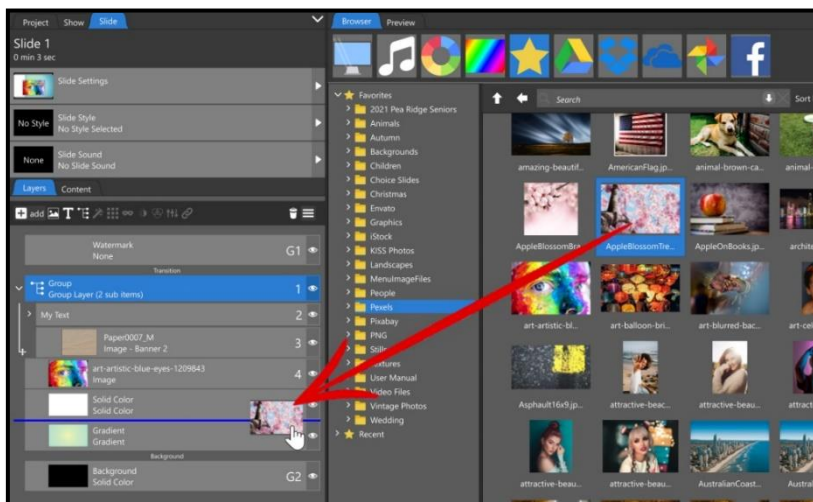
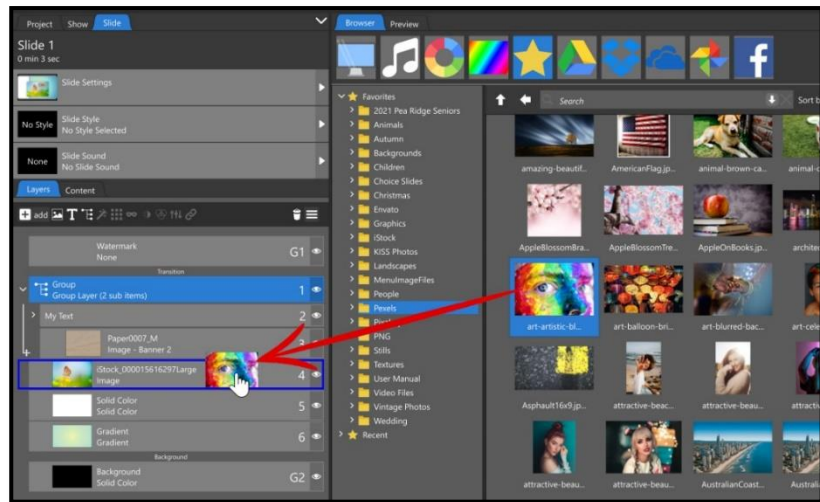
All Layers stack on top of one another, like a deck of cards. The layers at the very top of the Layer List will be in front of the layers beneath it in the slide show preview window. Top = Front; Bottom = Back. (**Note:** *this is not true in the Content Tab*)



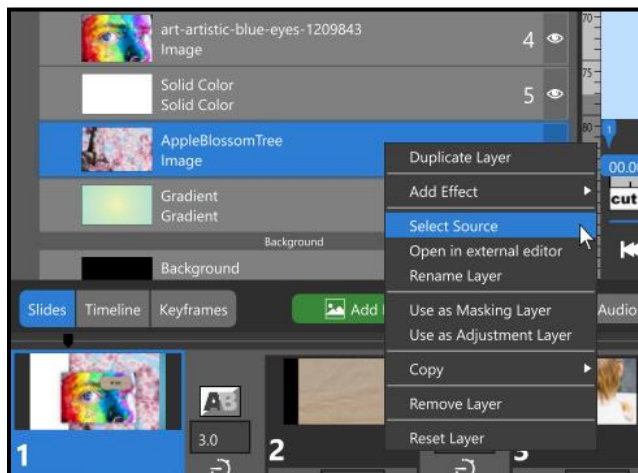
You can **change the order** of your layers by clicking on them and dragging them up or down in the Layer List.

The Layers are also interchangeable, meaning you can also swap out any layer, with any other type of layer.

You can drag-and-drop a new image right on top of an existing layer, getting a **blue line all the way around the layer**, and the image in that layer will be **replaced** by the image you just dropped in its place.



If you see a **single blue line**, you will be adding a new layer.



You can also swap a layer for a *different type of layer*, turning an image (photograph) into a Gradient for instance. Right-click on the layer you want to convert then choose Select Source. This will open the [Browser](#), giving you access to images from your computer as well as Solid Colors / Gradients. Choose the new content you want to use then click the **Ok** button and the layer will begin using the new content.

## Layers List Tools

The icons at the top of the Layers list provide ways to add and modify slide content.



The first four icons add new layers to the list. Any new layer added using these icons will be added directly above the currently selected layer. The remaining icons will apply effects to selected layers.



**Add:** This is a drop-down menu broken into three sections. The top section includes different types of layers that can be added. The second section includes Masking and Adjustment layers options and layer duplication. The third section is a list of effects that can be added to the selected layer



**Add Photo/Video:** The second icon opens the Browser, allowing you to add a photo / video or even a Solid Color / Gradient layer.



**Text Layer:** This icon adds a Caption Layer. In the window that pops up you will be able to add your text, choose a font, apply Bold / Italic effects, view a font browser, and apply macros.



**Group Layer:** This option puts the selected layers in a Group, which can be expanded / collapsed in the Layers list. Grouped layers can also be manipulated as though they were a single layer.



**Add Effect:** This is one way that you can add Fly Ins, Fly Outs, Behaviors and Filters to layers.



**Add Slices:** This will apply the Slice Effect to your selected layer. Text Layers already have Word and Text Slices, so there is no need to apply a separate Slice Effect to text Layers.





**Add Masking Layer:** This icon adds a Masking layer to the selected layers. You will get to choose if you want this to be a Solid Color, Gradient, or Image Mask.



**Add Adjustment Layer:** This icon adds an Adjustment layer to the selected layers. You will get to choose if you want a Solid Color, Gradient, or Image Adjustment Layer.



**Split color Channels:** This effect will split your selected layer into four color channels: Red, Green, Blue, and Alpha. Once the color channels are separate, you can animate them individually.



**Channel Mixer:** This effect allows you to shift the individual color channels, red, green, and blue, within an image.



**Add Follow Filter:** This will add a Follow Filter to your selected layer. [Click here to learn more about the Follow Filter.](#)



**Delete:** The trash icon deletes the selected layer or effect.



**Three Lines (Hamburger):** This provides a drop-down menu that has many of the same options as a right click.

## Under the Right Click

If you right click on a layer, you will get a new fly out menu. The options in that menu depend on the **Layer Type** that is selected.

**All Layer types** will have the following options in the right-click menu:

- Duplicate Layer
- Add Effect (with flyout sub-menu)
- Use as Masking Layer
- Use as Adjustment Layer
- Rename Layer
- Copy (with flyout sub-menu)
- Remove Layer
- Reset Layer

**Image Layers** include:

- Select Source
- Open in External Editor

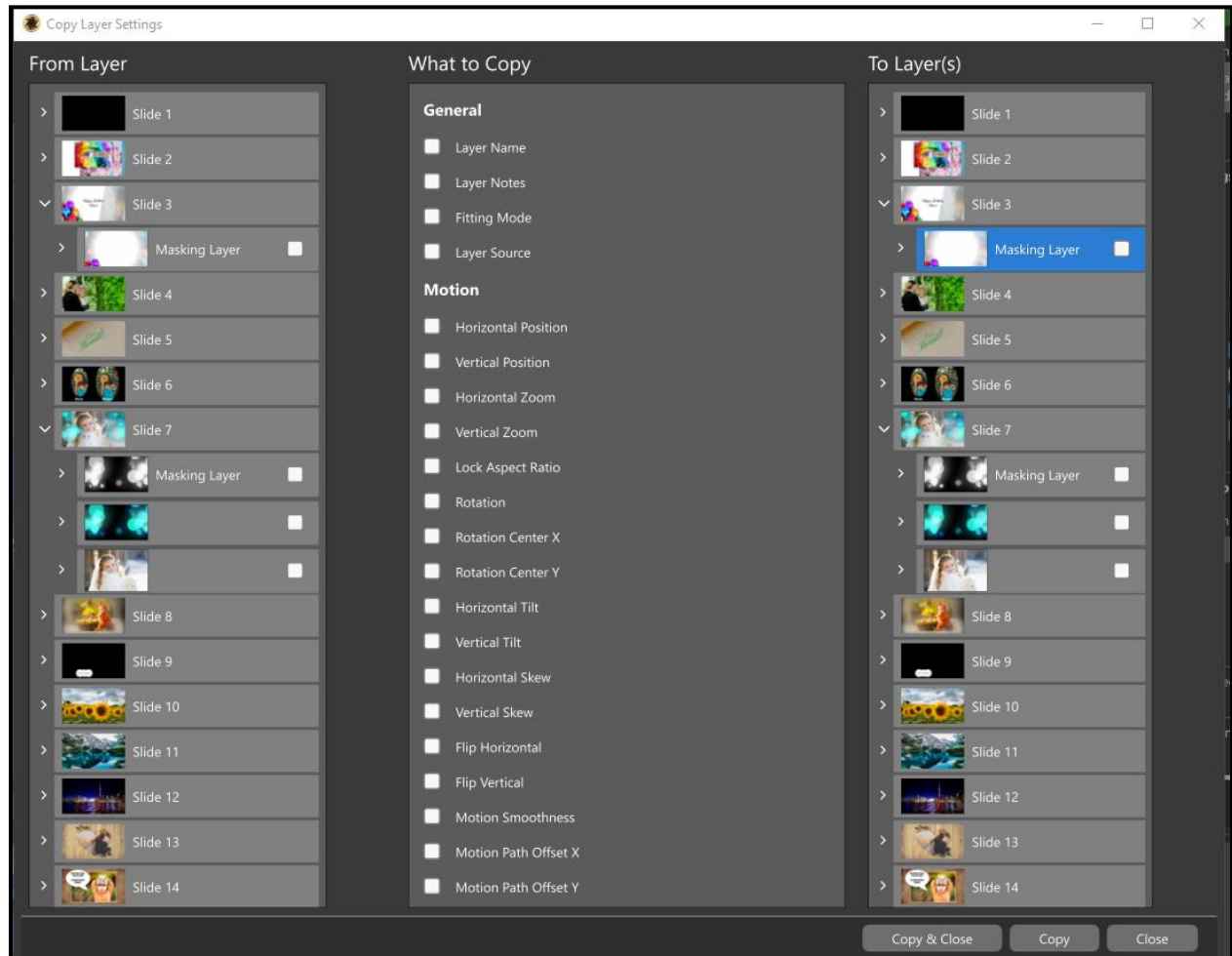
**Solid Color and Gradient Layers** include:

- Edit / Change Source

**Group Layers** cannot be used as **Masking** or **Adjustment Layers**, so while you may see those options in a Group Layer fly out, they will be ghosted.

## Copy Settings between Layers

Under the right-click for any layer in the Layer list is an option in the **Copy** fly-out menu for **Copy Settings Between Layers**. This brings up a new window that allows you to copy one or more settings from a layer in one slide, to one or more layers in any other slide.



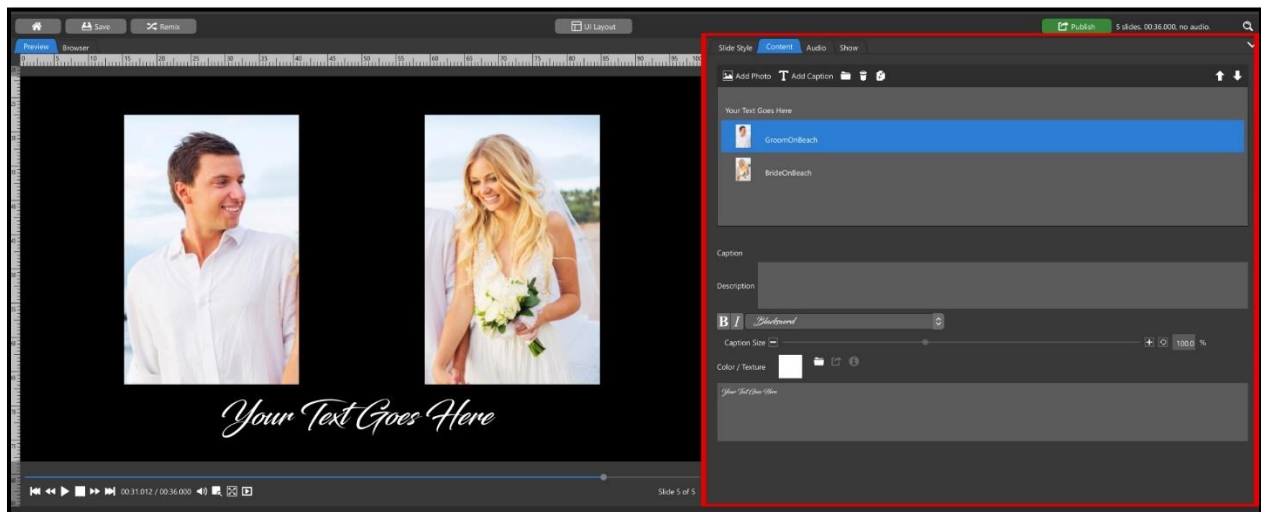
This window has three columns:

1. **From Layer** – This the source layer for the copy action. *(Choose only one)*
2. **What to Copy** – These are the settings that will be copied. *(Choose multiple)*
3. **To Layer(s)** – These are the destination layers for the copy action. *(Choose multiple)*

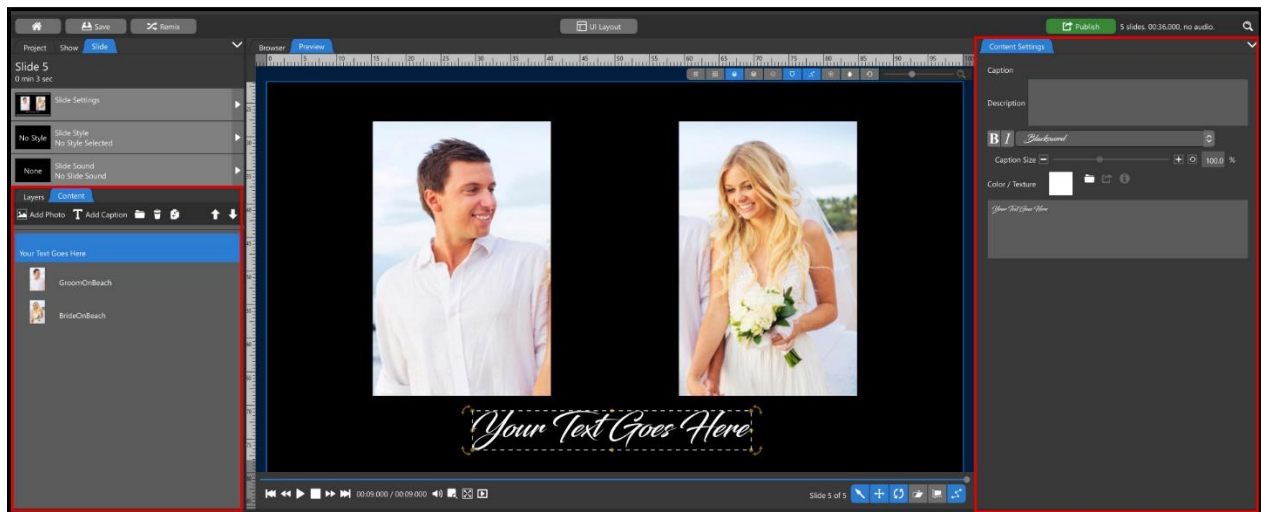
Once all your selections are made, click either the **Copy & Close** or **Copy** button at the bottom of the window. Clicking the **Copy** button will copy the selected settings from the source layer to the destination layers, leaving the copy window open. After clicking the **Copy** button all selections will be cleared, making it easier to setup a new copy action. Clicking the **Copy & Close** button performs the same copy action then closes the copy window.

## Content List

The **Content** tab includes a list of all the images, videos, and captions in the selected slide. The content order is **not** stacked in the same way as the Layers list. If you have a Slide Style applied, the Content list may show fewer layers than the Layers list since things like layers added by the Slide Style, Solid Color / Gradient layers, and duplicate layers are not included in the Content list. Changes to Content objects can be made from the Content Settings tab in the Options Panel.



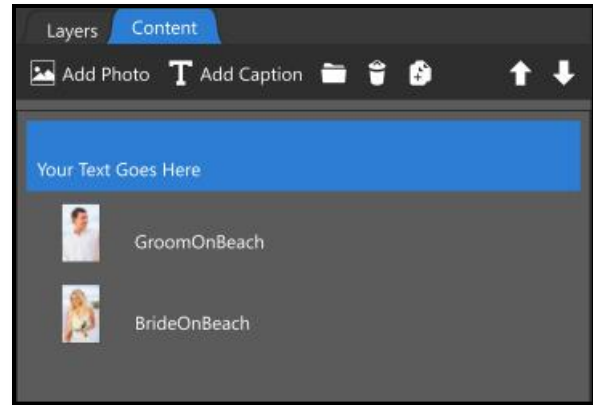
In the **Basic** and **Light Layouts**, the Content list is shown at the top the Options Panel with settings shown directly below. (Shown above)



In the **Advanced** and **Compact Layouts**, the Content list is on the left, next to the [Layers List](#) in the [Navigation Panel](#), with the Content Settings tab shown in the [Options Panel](#) on the right.

There are several icons available at the top of the Content List, as detailed below.

1. **Add Photo** – This icon opens the **Browser** window, from which photo / video files can be added to the slide. If a Solid / Gradient is added it will appear in the Layers list but not the Content list.
2. **Add Caption** – This icon adds a new caption layer.
3. **Folder** – This icon opens the **Browser** window so you can change the source file for the selected content.
4. **Trash Can** – This icon deletes the selected content.
5. **Folder with Plus** – This icon eliminates duplicate content by combining entries that use the same source file.
6. **Folder with Trash Can** – This icon eliminates content that is not used in the slide, which can happen after applying a Slide Style.
7. **Up / Down Arrows** – These icons change the Content order, which changes the Layers where the Content is included in the slide.



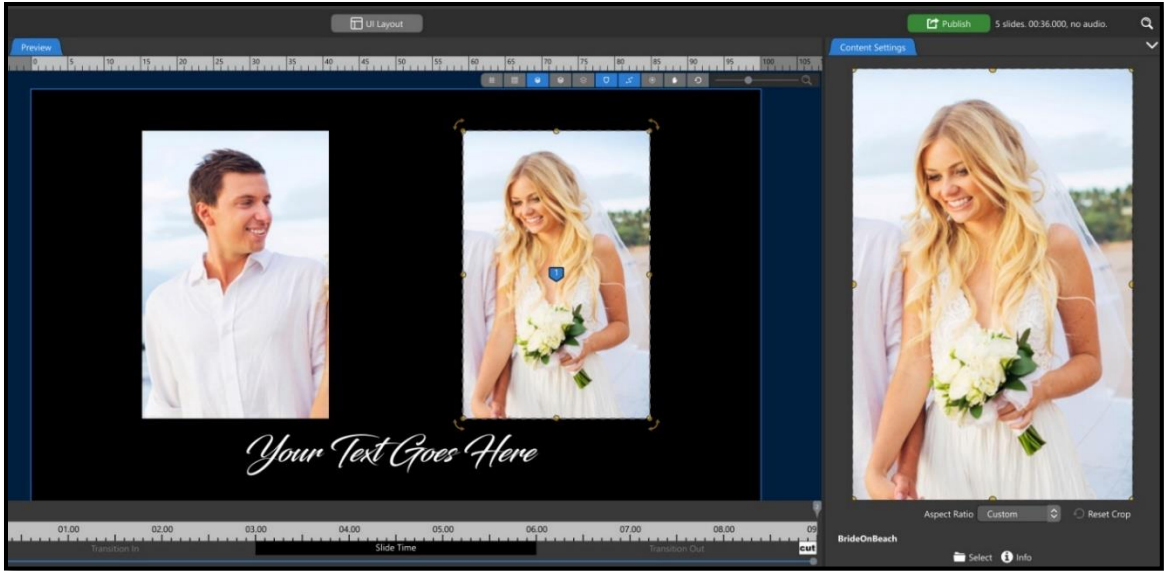
## Content Settings

The **Content Settings** tab provides basic adjustments that you can apply to a Layer. Since the Content List only shows a single image, even if it has duplicates in the Layers Tab, you may see tabs for each instance allowing you to give each duplicate its own crop settings.

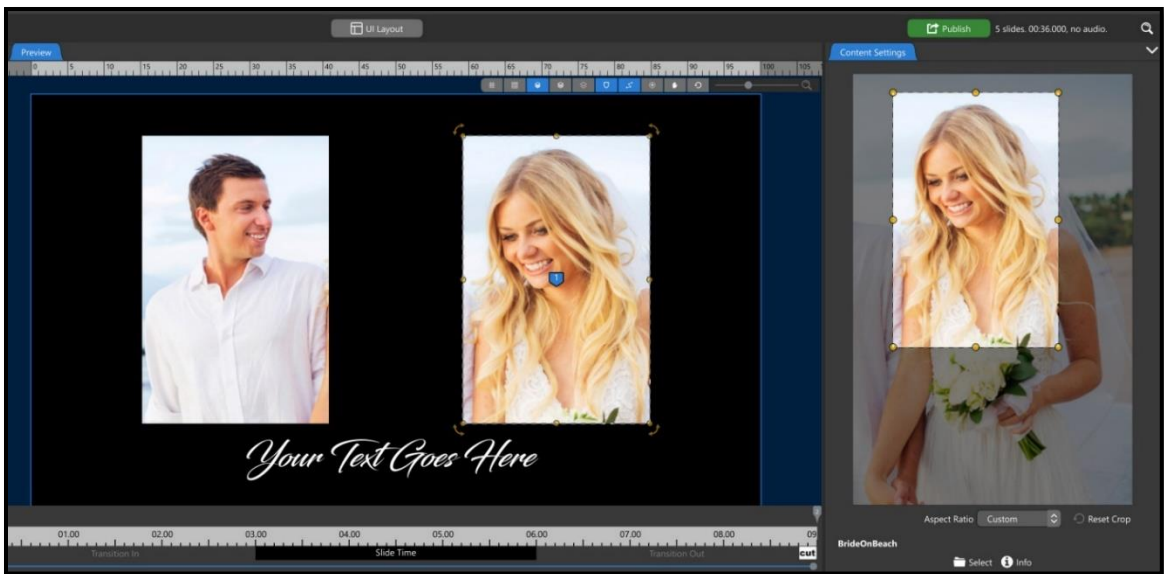
### Crop

The image preview in this tab doubles as a Crop tool. Click and drag the yellow knobs at the edge of the crop region to change the size of the crop area. Click and drag anywhere else in the preview to change the position of the crop area within the image. Use the **mouse wheel** while hovering over the preview to change the size of the crop region while maintaining its shape.

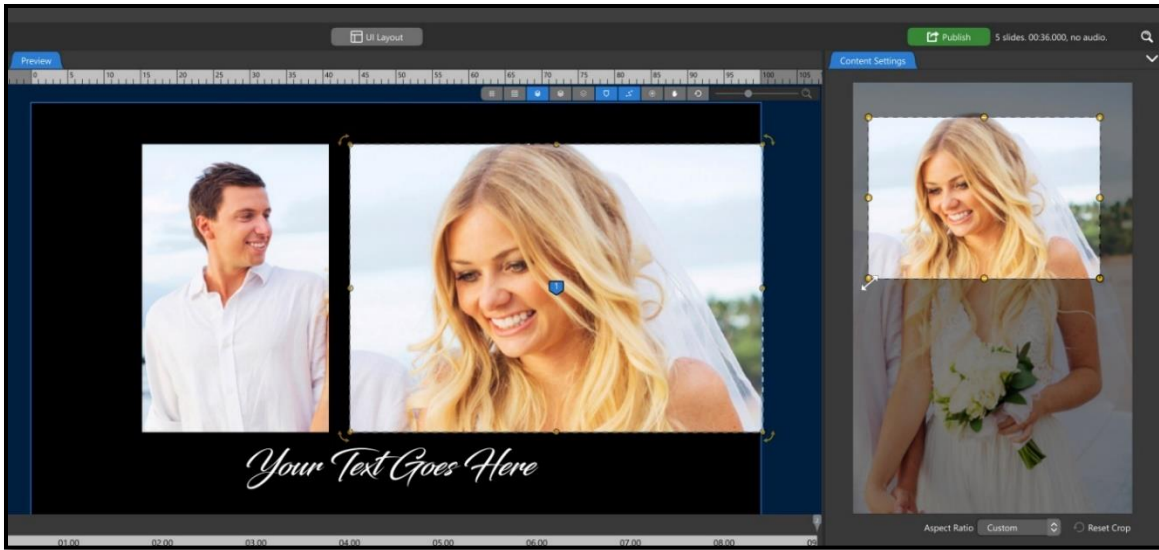
Changing the size / position of the Crop region, while keeping the same shape, will **not** change the size / position of the associated Layers in the slide. However, changing the shape of the Crop region **can** change the shape of those Layers.



Uncropped

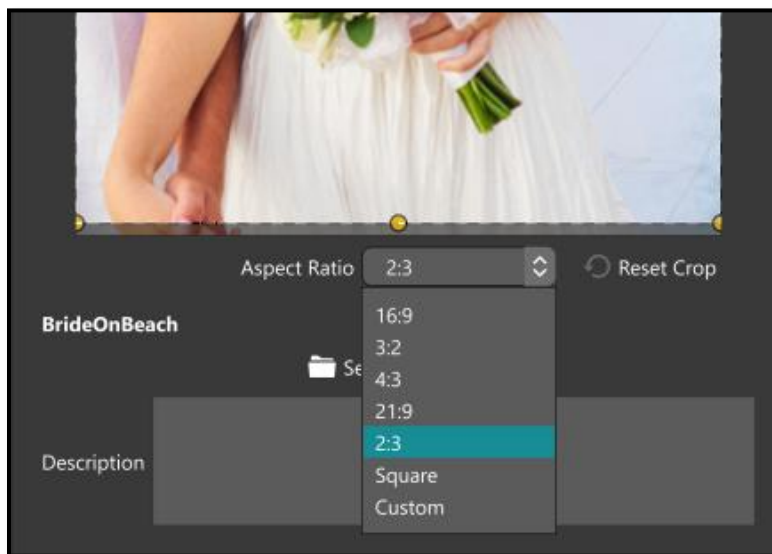


Cropped  
(same shape with different size / position)

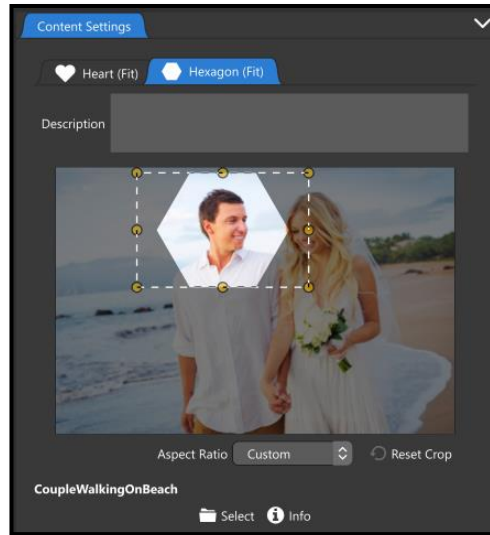
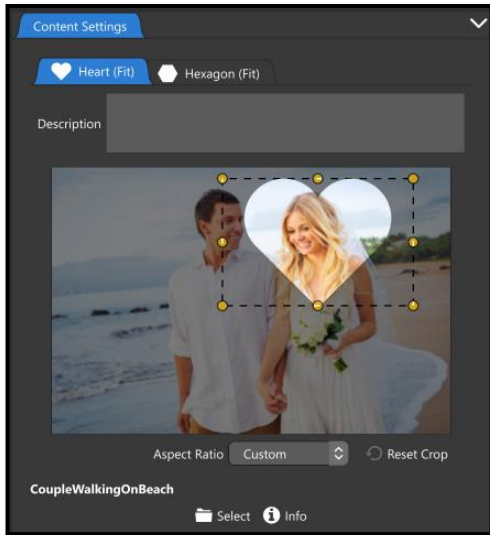


**Cropped  
(different shape)**

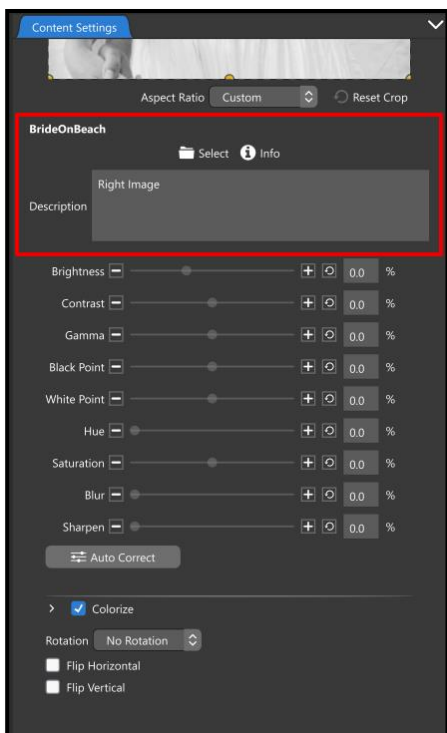
Below the image preview area is an **Aspect Ratio** combo box that includes several crop presets, along with a **Reset** button to the right.



If your image exists in Layers with different **Shapes / Scaling**, you will see a tab for each variation just above the Crop preview area. **These tabs only apply to the Crop setting.**



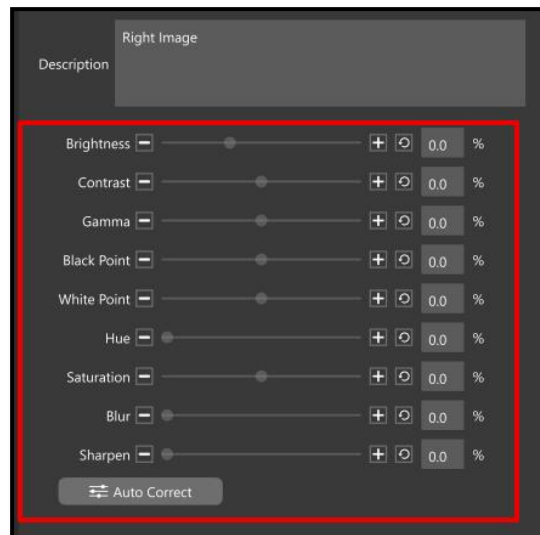
This allows you to position your crop separately for each duplicate.

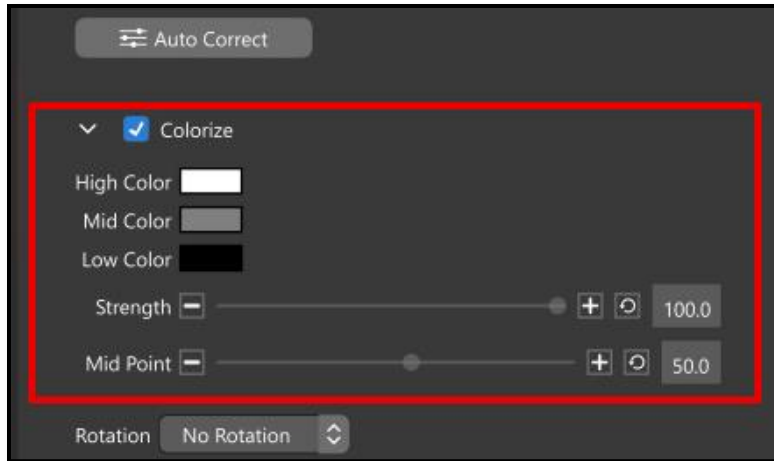


Directly beneath the **Aspect Ratio** combo box are the **Filename** label, **Select Source** icon, **Information** icon, and **Description** text box options.

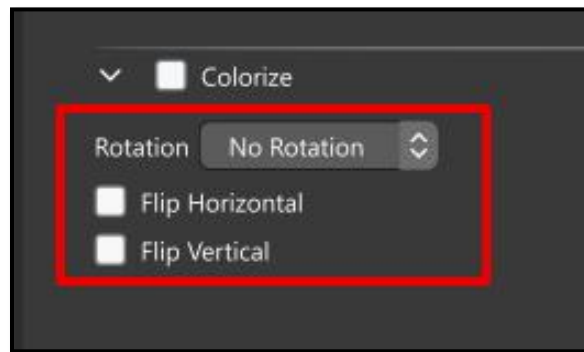
Below the **Description** text box are the **Image Adjustment** options. Keep in mind that changes made here are applied to each instance of the image in the slide.

Clicking the **Auto Correct** button at the bottom will change **Image Adjustment** options to correct basic image flaws.





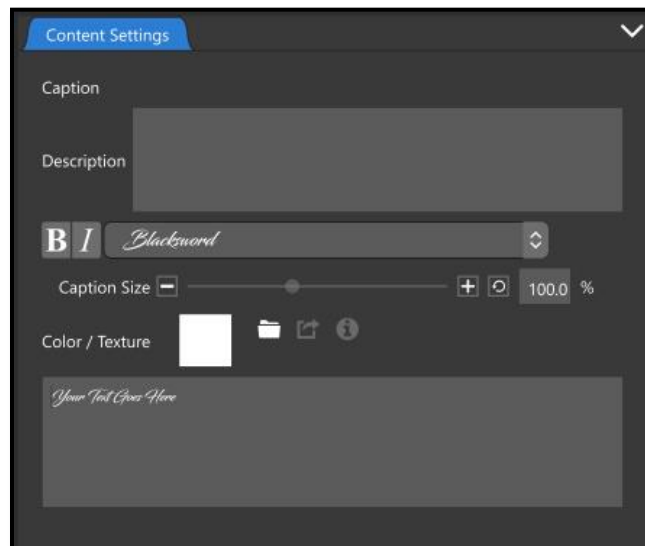
**Colorize Settings** are collapsible. If you do not see them, click the arrow next to **Colorize**. Checking this box will turn your image to Black and White by default. Select the **Mid Color** box and choose a new color to give your image an overall color change. You can also colorize the highlights / lowlights using the **High Color / Low Color** options. The **Strength** and **Mid-Point** of your color choice are also adjustable.



Directly beneath the **Colorize** options are **Rotation** and **Flip** options.

## Caption Layers

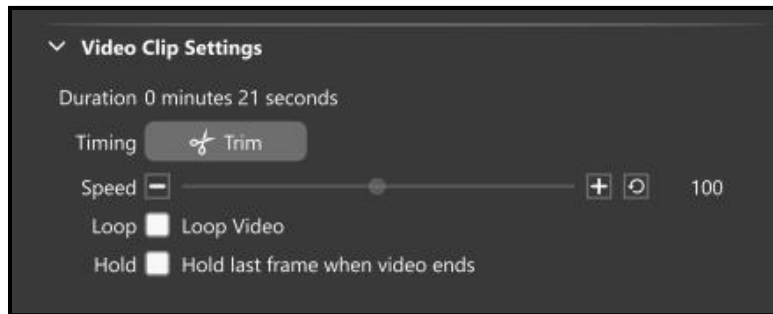
When a caption Layer is selected in the Content List you will see **Bold / Italic, Font, Caption Size,** and **Color / Texture** options along with the **edit text** box.





## Video Layers

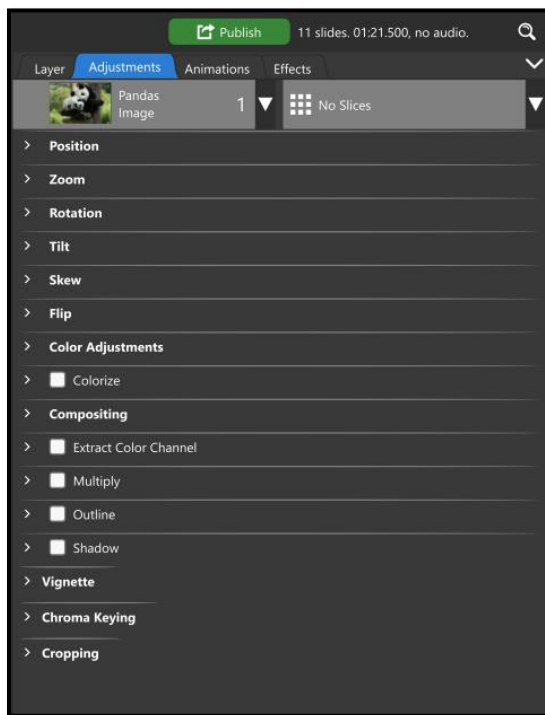
When a video layer is selected in the Content List you will see **Duration**, **Trim**, **Speed**, **Loop**, and **Hold** options.



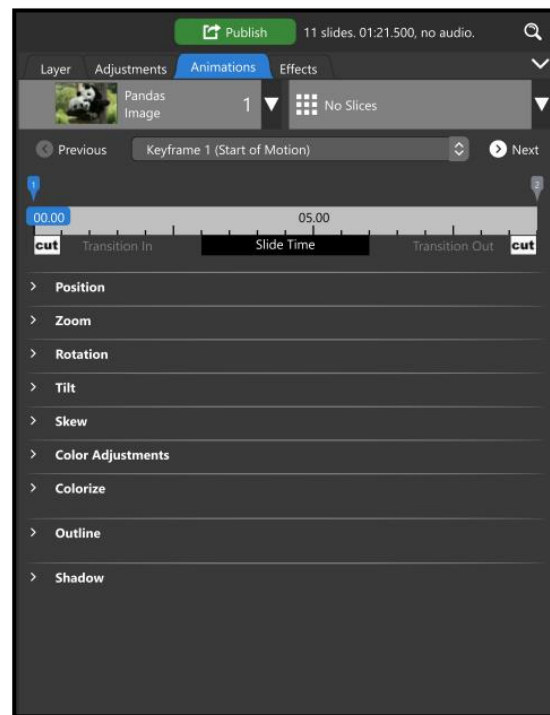
## Adjustments and Animations Tabs

### Static versus Animated Attributes

The **Adjustments** and **Animations** tabs look similar and perform similar functions, so it important to understand how they are different.



**Adjustments Tab**



**Animations Tab**

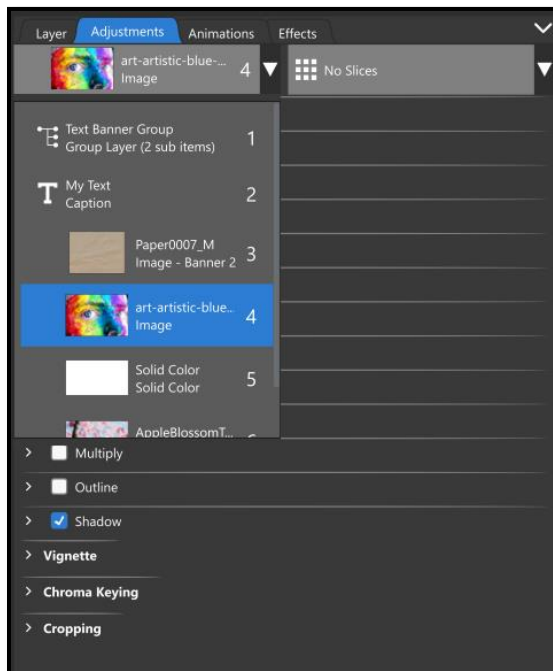
Options in the **Adjustments Tab**, such as Position / Zoom / Rotation, are applied to the layer but **NOT** animated over time. Changing the Zoom option from 100 to 50 in the **Adjustments Tab**, for instance, will change the size of the image (or layer) for the entire layer duration. Changing the Zoom option from 100 to 50 in the **Animations Tab** will change the size of the image (or layer) at **ONLY** the selected keyframe. Given

that the Zoom option is at a different value at other keyframes, this will result in the image (or layer) changing size over time. You can learn more about [Keyframes](#) in the [Animations Tab](#) chapter.

Some settings can be seen in both the **Adjustments** and **Animations** tabs (ex. Position, Zoom, Rotation, etc.). These options are connected. When an option has been modified in the Animations tab that option is now 'animated' and thus can no longer be changed from the Adjustments tab. The two are mutually exclusive. The animation for each option can be removed from the Adjustments tab using the **trash can** icon located next to the option label.

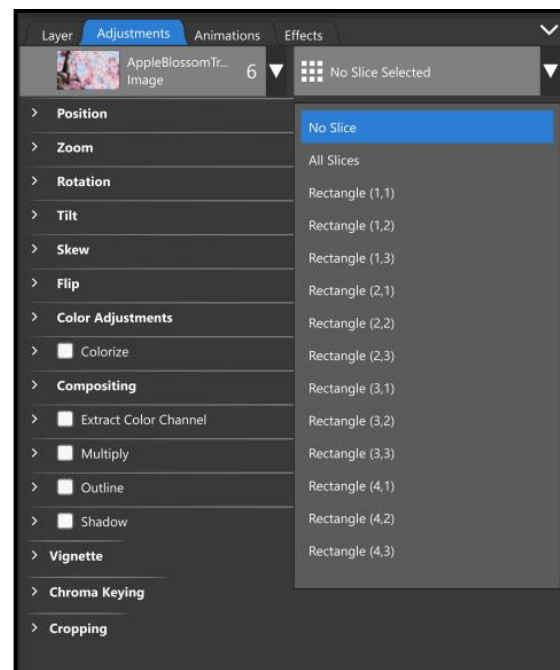
## The Adjustments Tab

The basic function of the Adjustments tab is to change any of the listed attributes for the selected layer. This is where you will find the most common layer options like Position, Zoom, Rotation, Outline, and Drop Shadow along with other less common options like Skew and Chroma Key.



The **selected layer** combo box is at the top of this tab, providing another way to select layers, in addition to the Layers list and the Preview area.

The options listed below have either have a value that can be changed using number boxes and slider bars (ex. Position, Zoom) or an on / off checkbox (ex. Outline, Drop Shadow). Options with checkboxes reveal additional settings when enabled.



The drop-down menu on the right will show slices if you have the Slide Effect applied. You will see **No Slices** when a layer does not have the Slice Effect applied to it. Individual slices can have adjustments and animations applied to them. Learn more about [Slices here](#).

## Adjusting the Values

There are several ways to adjust the value of options with slider bars.



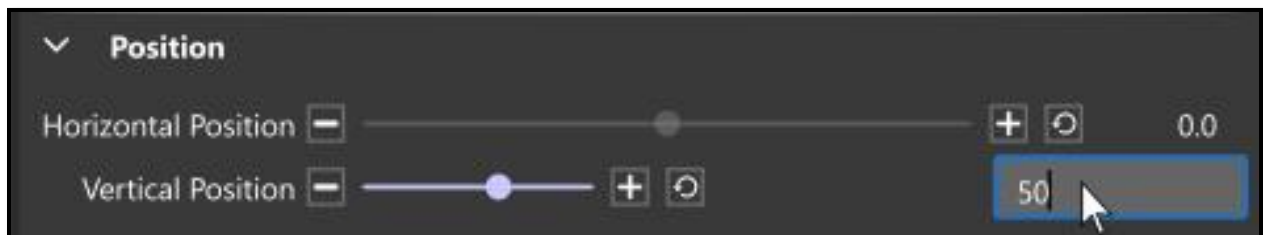
Click the 'handle' in the middle of the slider bar and drag it left / right, good for quick adjustments.



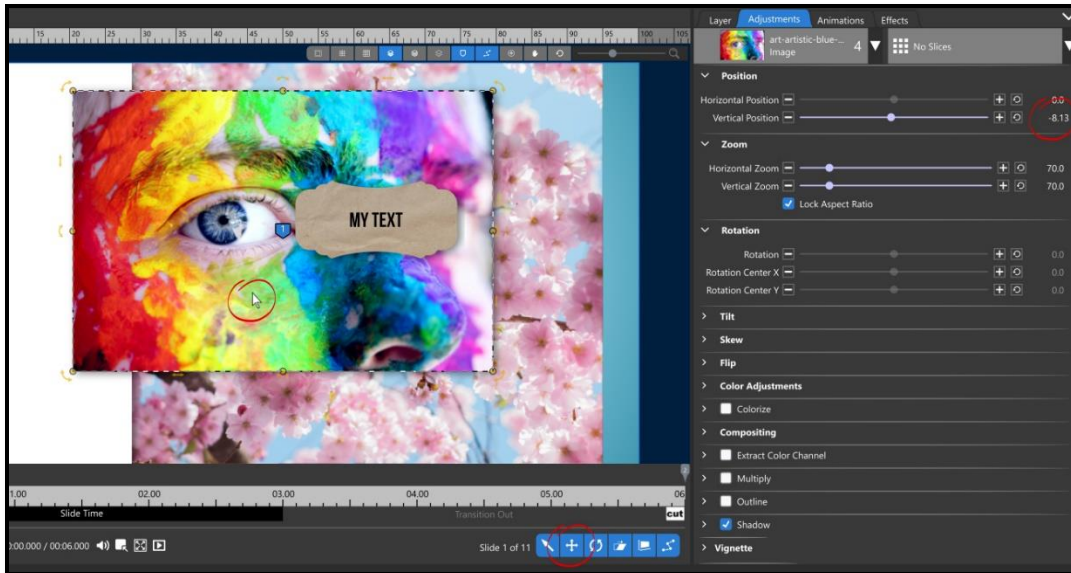
Click the Minus / Plus buttons on either end of the slider bar, good for small incremental adjustments.



Click between the 'handle' and the Minus / Plus buttons, good for large incremental adjustments.



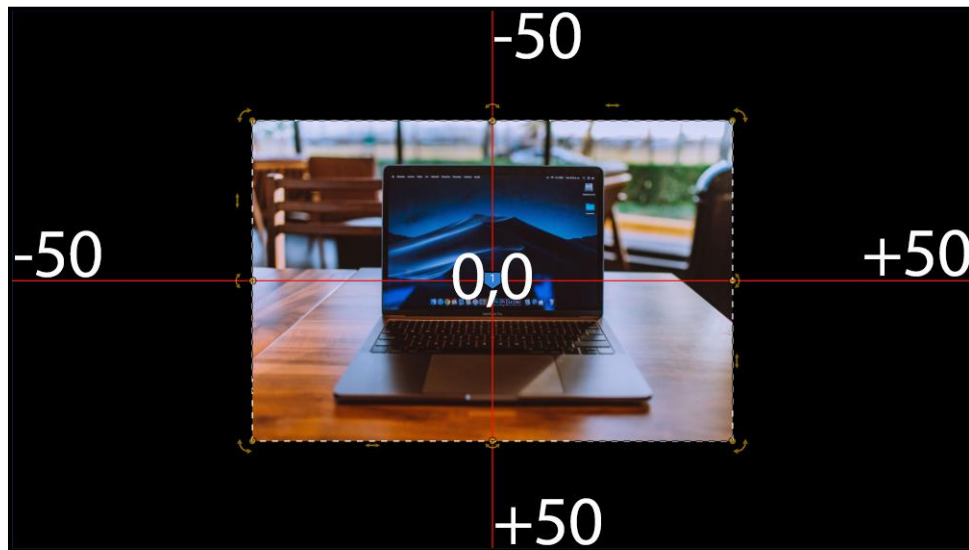
Click in the associated number box to type in an exact value.



If you are changing an attribute that is also in the Animations Toolbar (such as Position), you can click and drag your image inside the preview area and your attribute will change with better precision.

## Position

The layer Position numbers refer to the placement of the layer **center point**. A value of 0 for both the Horizontal and Vertical Positions will put the center of the layer at the center of the slideshow frame. A value of 50 (or -50) will place the center of the layer at the edge of the screen.

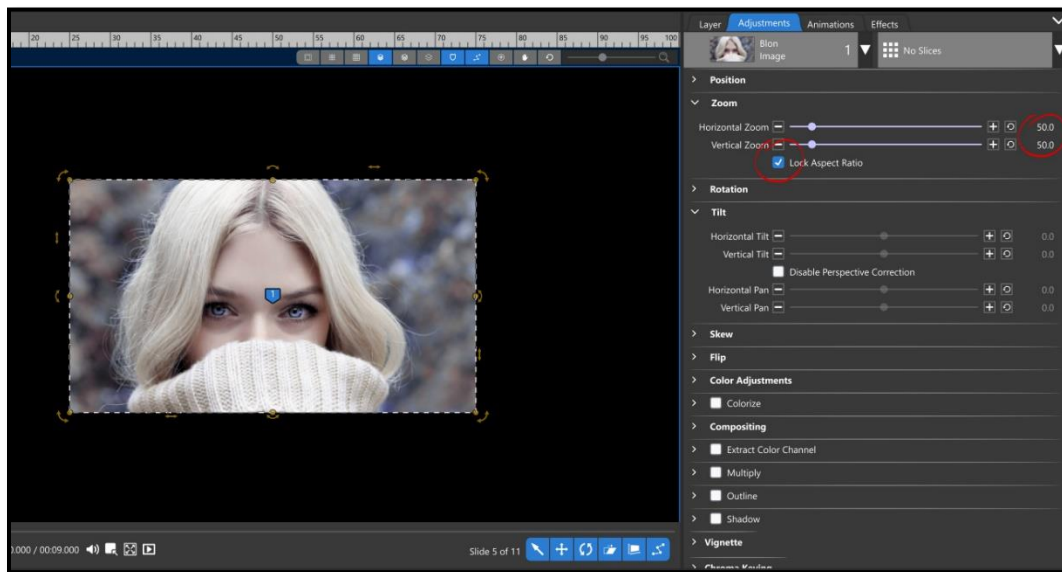


As shown above, negative Vertical Position numbers move a layer up in the slideshow frame while positive numbers move the layer down in the frame. Horizontal numbers are negative to the left of center and positive to the right of center.

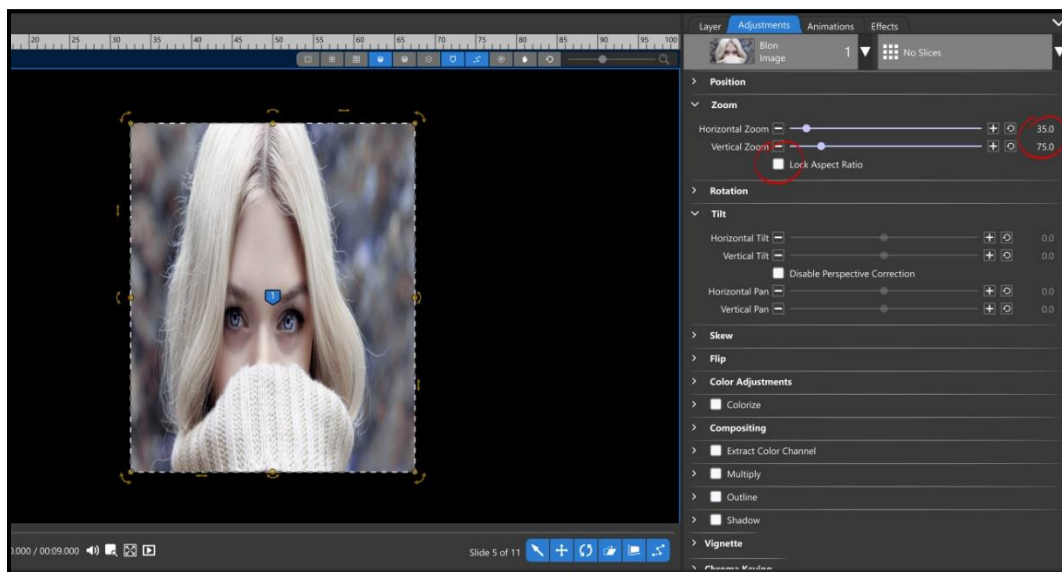
If you are clicking-and-dragging in the preview area to change the layer position, hold the **SHIFT** key to constrain the movement in either a horizontal or vertical direction. This will constrain the Position change horizontally or vertically, depending on which direction the layer is dragged.

## Zoom

Zoom (or 'scale') is the only attribute that can be changed inside the Preview area that does not have its own icon in the [Layer Adjustments Toolbar](#). Use the **mouse wheel** to change the layer Zoom value.



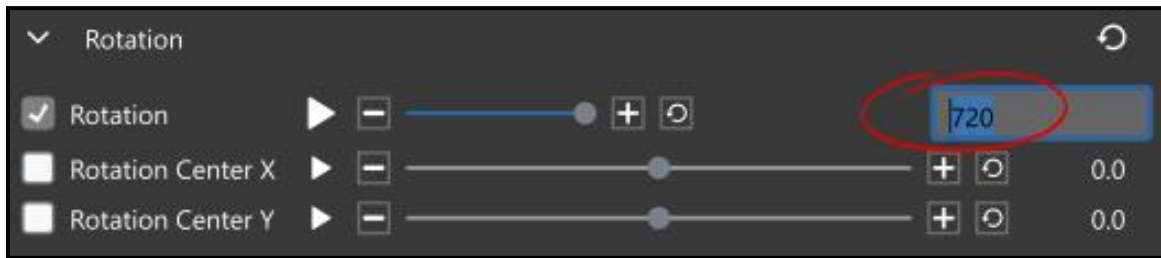
**Lock Aspect Ratio** determines whether the Vertical and Horizontal Zoom values will remain locked, meaning they will have the same value (*shown above*).



With this option unchecked, you will be able to change the Horizontal and Vertical Zoom values independently (*shown above*), which will inherently stretch / compress the image in the layer.

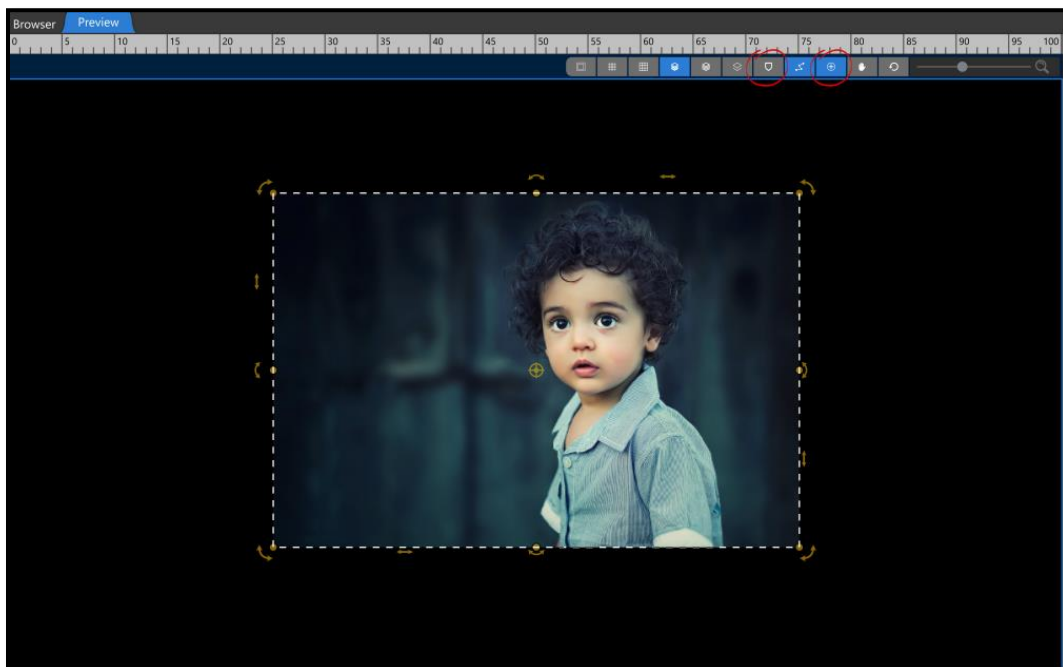
## Rotation

The slider bar for Rotation goes from -360 to 360, but you can enter lower / higher numbers (-7200 to 7200) in the number box. This has no effect in the Adjustments tab, since the Rotation there is static, but it can be necessary when setting up an animation where you want more than two full layer rotations.



## Rotation Center

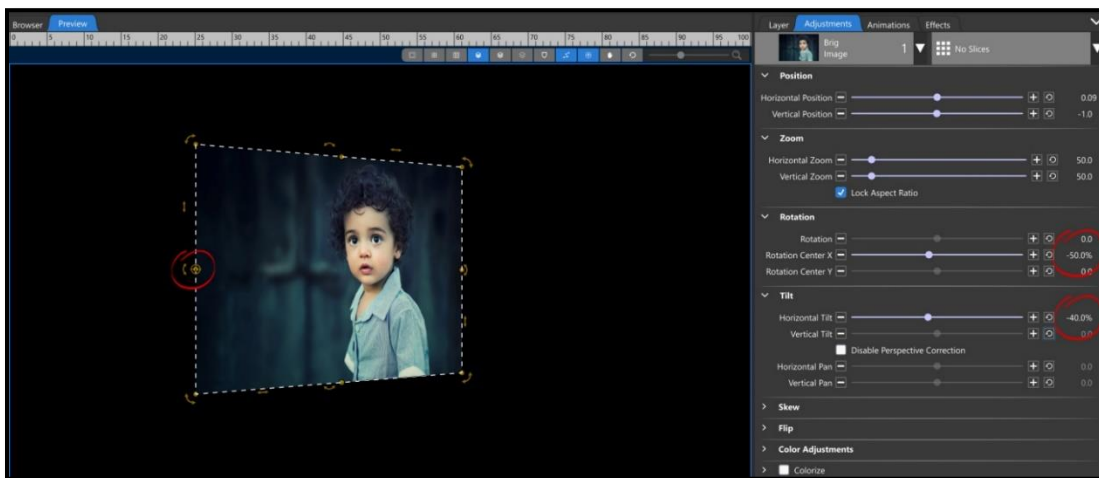
The Rotation Center is represented by a crosshair icon. If you do not see this icon, make sure the Center Point is active in the top tool bar. If you are having trouble seeing it with your keyframe icons visible, you can turn off the keyframe icons to see the Rotation Center icon easier.





The Rotation Center position does not affect layer position. Instead, it sets the position around which the layer rotates / tilts. If you wanted an image to rotate at its lower left corner, for example, you would need to enter -50 for the Rotation Center X (Horizontal) and 50 for the Rotation Center Y (Vertical) value boxes. The layer would then rotate around its bottom-left corner.

Rotation Center coordinates are like layer Position coordinates, except the Rotation Center coordinates are mapped to the layer area instead of the slideshow frame area. The top of the layer is -50 while the bottom is 50 and the left side of the layer is -50 while the right side is 50. This remains true even for layers of different aspect ratios / orientations.



This option also affects Tilt. If you wanted a layer to tilt on its left edge, like a page turning in a book, the Rotation Center X needs to be -50, while the Rotation Center Y should be zero (but can be any value).

## Tilt

This setting is separated into Horizontal and Vertical Tilt, much like Position / Zoom. It uses the Rotation Center option as a reference point for both axes.

There are special settings for Tilt that are only necessary for imported ProShow slideshows / effects. The **Disable Perspective Correction**, **Horizontal Pan**, and **Vertical Pan** options are used to ensure the integrity of Tilt effects from imported ProShow slideshows and Slide Styles, where the Tilt option behaved differently.

## Skew and Flip

**Skew** will slant layers horizontally / vertically. This option has handles that can be enabled / disabled in the [Layer Adjustments Toolbar](#).

**Flip** reverses a layer, horizontally or vertically, which is necessary to create mirror effects. Note that this option is available in the Adjustments tab but not in the Animations tab.

## Color Adjustments

This section of the Adjustments / Animations tabs is a bit of a 'catch all', including options from Brightness to Opacity and Blur. Some of the most used adjustments are included under this heading.

**Brightness** affects the tonal values and image highlights. Moving the slider to right increases tonal values and expands image highlights while moving it to the left decreases values and expands shadows.



Brightness at -50



Original Image



Brightness at +50

**Contrast** changes expand or shrink the overall range of tonal values in an image.



Contrast at -50



Original Image



Contrast at +50

**Gamma** adjusts mid tones more heavily and leaves low and high tones unaffected. In most situation, gamma will give better results when adjusting images that are too dark or bright.



Gamma at -50



Original Image



Gamma at +50

**White Point** increases / decreases the white (or light) values in an image.

**Black Point** increases / decreases the black (or dark) values in an image.





**Hue** refers to the colors in an image. Moving the Hue slider will shift all the colors in an image counterclockwise around the 'hue circle'.



The image on the right has the Hue value set at 35 (less than halfway around the color wheel). This has shifted the red in the tomatoes to blue and the green in the pepper to red. The white of the Garlic remains unaffected.

**Saturation** is the intensity of the hues / colors in an image. Bringing the Saturation all the way up makes all the hues / colors in an image much more intense. Bringing the Saturation all the way down results in a black and white image.



Saturation at -80

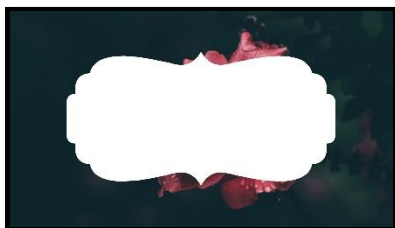


Original Image

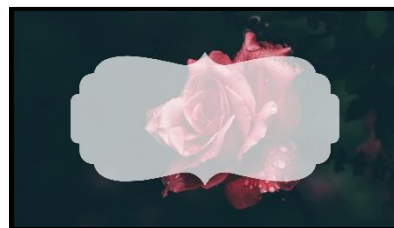


Saturation at +80

**Opacity** represents the transparency of a layer. Reducing the Opacity increases transparency.



Opacity at +100



Opacity at +70

**Blur** reduced image clarity, which can be helpful in certain effects.



Blur at 0



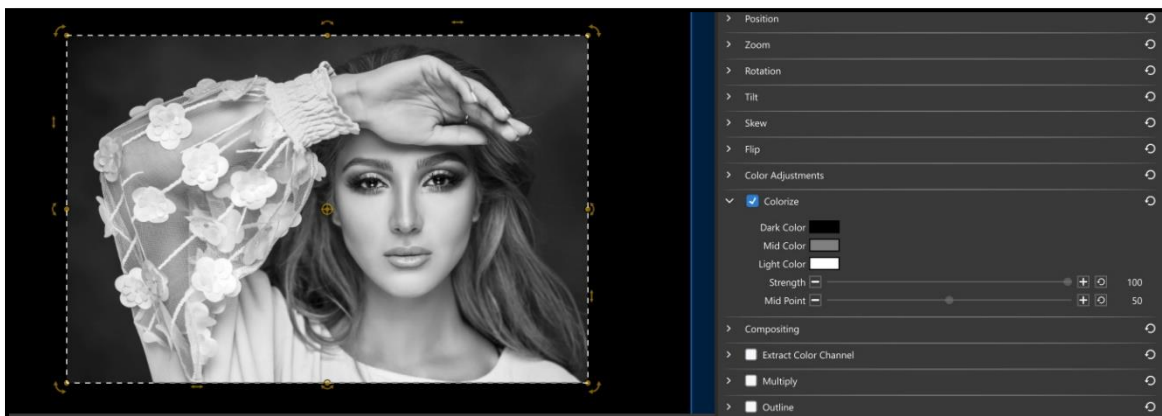
Blur at +40

**Sharpen** effectively intensifies the contrasting lines in an image, creating a 'sharper' look.

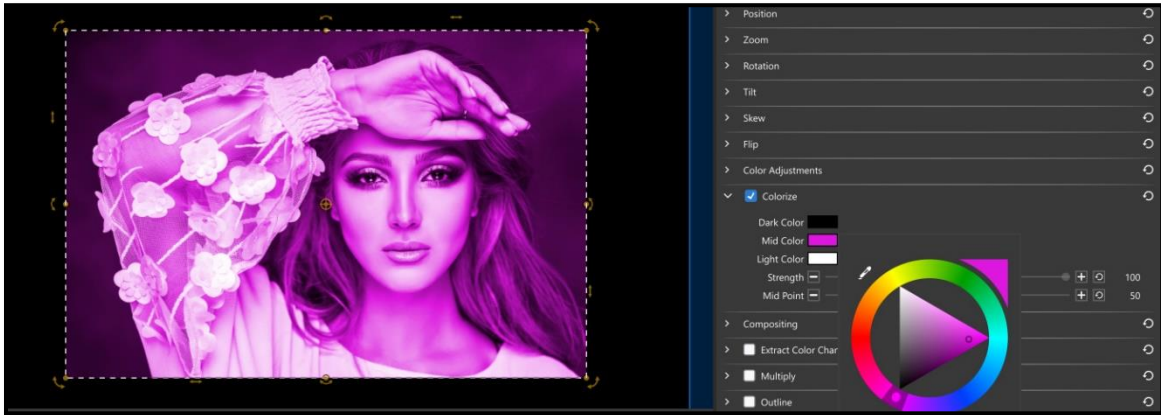


Colorize

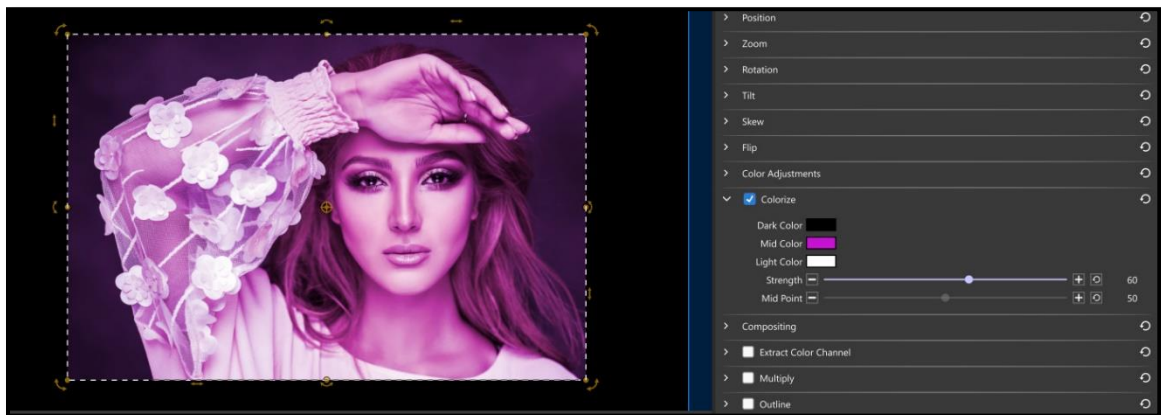
This is an option that needs to be enabled to adjust its settings.



You can colorize the Dark, Mid, and Light colors of an image separately. Use the **Mid Color** to change the overall color of an image. The default here is grey, which will turn your image black and white.



Click the color swatch next to each Color option to change it to a different color.



Once you have a color selected, you can then adjust its Strength (how much of the original colors will come through) and its Mid-Point (which colors are Low, Mid, and High Ranges)

### Compositing



This setting determines how a layer is composed on top of another layer. Depending on the two images that you want to composite together, you may not see a difference between compositing modes. In our examples we have used a solid orange layer above an image of a red ornament to show how each compositing mode might affect your images.



### Default and Normal

The **Default** and **Normal** settings work together when an extra effect is applied to a layer, but there will be no difference between the two when a layer has no effect applied.



If a Layer has a Multiply compositing mode set (*above left*), then the Slice Effect is added, each individual slice can then be set to either **Default** (*also above left*) which will continue to use the Multiply Compositing mode on that slice, or **Normal** which will revert the chosen compositing mode for just that slice (*above right*).

### *Lighten (Maximum)*



**Lighten** takes the color information in each channel and selects the base or blend color—whichever is lighter—as the result color. Pixels darker than the blend color are replaced, and pixels lighter than the blend color do not change.

In our example, all the red in the ornament, which is darker than the orange layer, is being replaced by the orange layer, whereas the lighter areas, the swirls in the ornament are not being changed.

### *Darken (Minimum)*



**Darken** takes the color information in each channel and selects the base or blend color—whichever is darker—as the result color. Pixels lighter than the blend color are replaced, and pixels darker than the blend color do not change. In our example, all the red in the ornament, which is darker than the orange layer, is unchanged, whereas the lighter areas, the swirls in the ornament are changed to our orange color.

### *Multiply*



**Multiply** takes the color information in each channel and multiplies the base color by the blend color. The result color is always a darker color. Multiplying any color with black produces black. Multiplying any color with white leaves the color unchanged. The effect is similar to drawing on the image with multiple marking pens.

### *Screen*



**Screen** is, essentially, the opposite of Multiply. It takes the color information and multiplies the inverse of the blend and base colors. The result color is always a lighter color. Screening with black leaves the color unchanged. Screening with white produces white. The effect is similar to projecting multiple photographic slides on top of each other.

### *Linear Dodge (Add)*



**Linear Dodge** brightens the base color to reflect the blend color by increasing the brightness. Blending with black produces no change.

### *Subtract*



**Subtract** removes the blend color from the base color.

### *Difference*



**Difference** subtracts either the blend color from the base color or the base color from the blend color, depending on which has the greater brightness value. Blending with white inverts the base color values; blending with black produces no change.

### *Overlay Luminance*



**Overlay Luminance** creates a result color with the hue and saturation of the base color and the luminance of the blend color.

### *Overlay Per Channel*



**Overlay Per Channel** multiplies or screens the colors, depending on the base color. Patterns or colors overlay the existing pixels while preserving the highlights and shadows of the base color. The base color is not replaced but mixed with the blend color to reflect the lightness or darkness of the original color.

### *Soft Light*



**Soft Light** darkens or lightens the colors, depending on the blend color. The effect is like shining a diffused spotlight on the image. If the blend color (light source) is lighter than 50% gray, the image is lightened as if it were dodged. If the blend color is darker than 50% gray, the image is darkened as if it were burned in. Painting with pure black or white produces a distinctly darker or lighter area but does not result in pure black or white.

### *Color Dodge*



**Color Dodge** looks at the color information in each channel and brightens the base color to reflect the blend color by decreasing contrast between the two. Blending with black produces no change.

### *Divide*



**Divide** looks at the color information in each channel and divides the blend color from the base color.

*Color Burn*



**Color Burn** looks at the color information in each channel and darkens the base color to reflect the blend color by increasing the contrast between the two. Blending with white produces no change.

*Linear Burn*



**Linear Burn** looks at the color information in each channel and darkens the base color to reflect the blend color by decreasing the brightness. Blending with white produces no change.

Extract Color Channel

This setting will bring forward one of a set of color channels or other attributes, such as an alpha channel, shadows, mid-tones, and highlights.



Extract Green



Extract Alpha

*(Similar to a Transparency Inverted Mask)*

Multiply

This will multiply a color of your choosing over your image. The result is like **Colorize**



Original Image

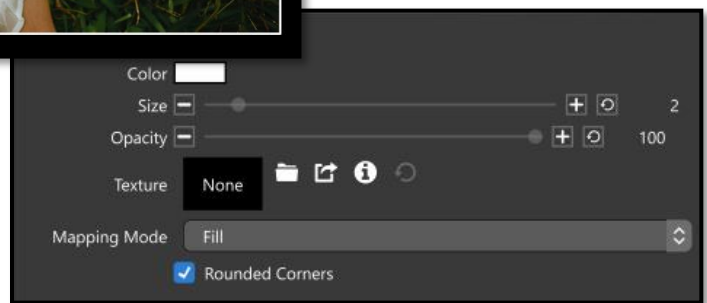


Multiplied with a light blue

## Outline

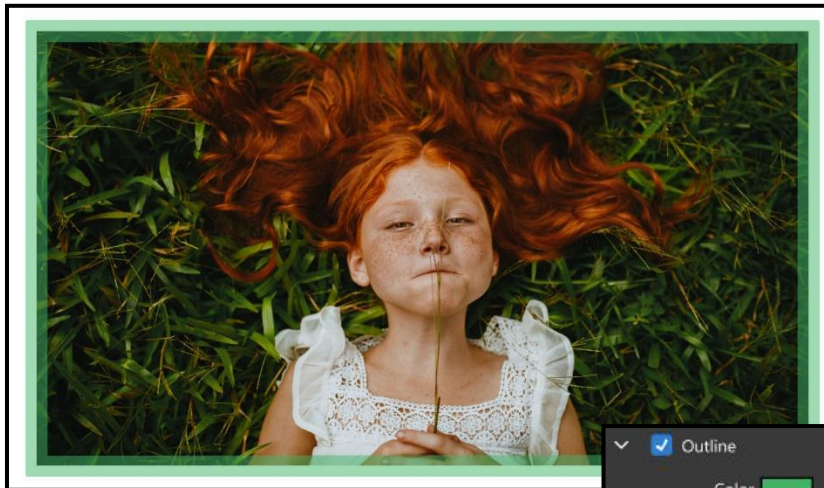


The default settings for Outline will create a solid white line around a layer with rounded corners. Each of these settings can be changed.

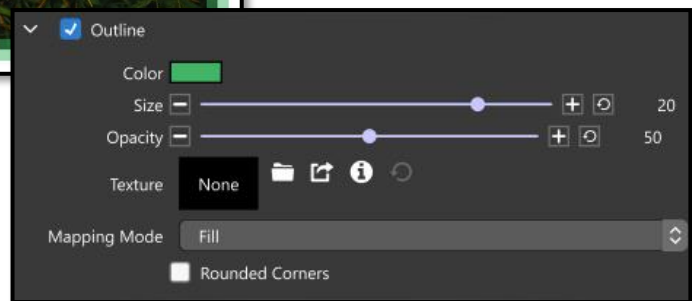


This setting adds a color or textured outline to the outer edge of a layer, or to the edges of a caption.

*Outlines cannot be applied to Group Layers, but they can be applied to layers inside the Group.*



image, and the outside reveals the layer beneath (in our example, our image is above a solid white layer).

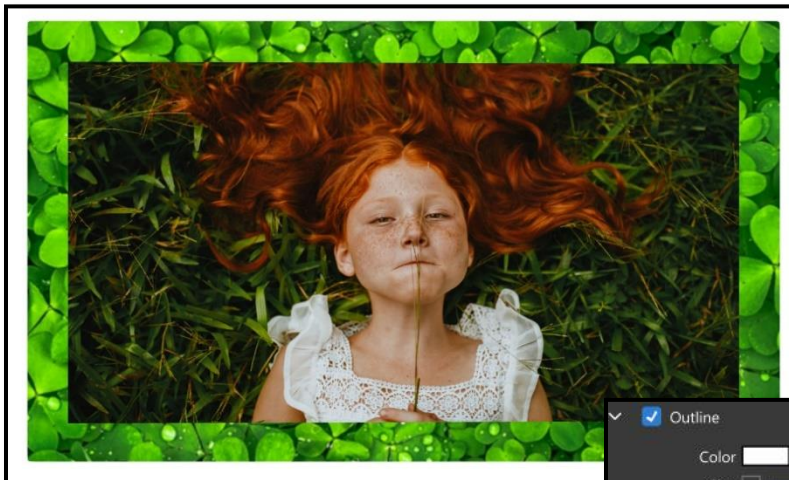
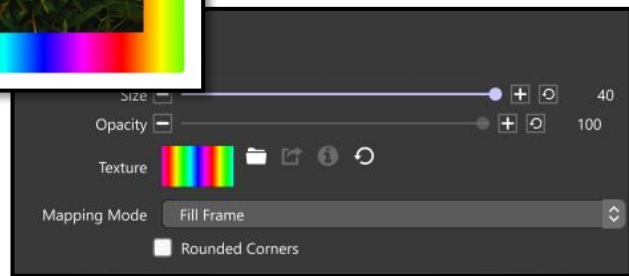


In this example, we changed the outline color to green, the size to 20, the opacity to 50 and *unchecked* Rounded Corners. The opacity setting is what gives the outline the double color look. The outline is centered at the edge of your layer, so when the opacity is brought down the inside of the outline reveals the



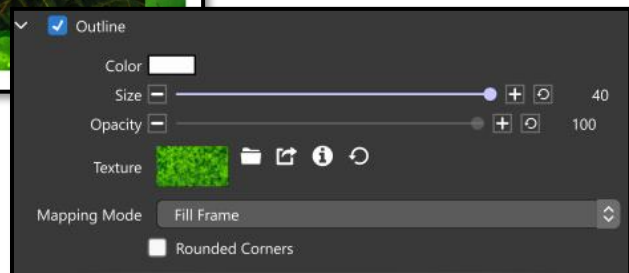


You can also use a Gradient or Texture as the outline around a layer. Clicking on the black box that says “None,” or the folder icon next to it, will bring up the Browser. You can then choose to add a Gradient layer, as we did in this example.



You can also add a texture, which is simply an image file.

When using a Gradient or image as an Outline texture, the **Mapping Mode** drop down determines if that Gradient / image fills the screen, fills the layer, or stretches to fit the layer / screen.



If you would like to remove the Gradient / image and go back to a solid color, click the **reset** icon on the right.

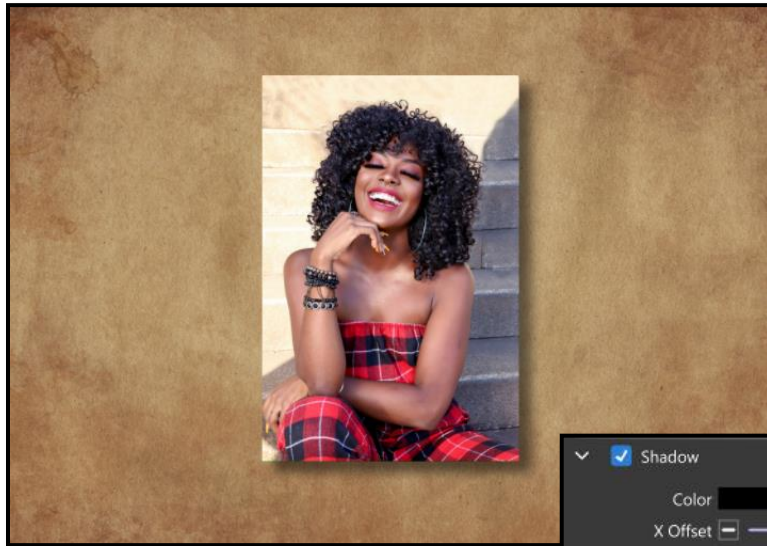


Outlines on Caption Layers work the exact same way as image layers, but the outline will be around each individual letter, instead of the outer boundary box.

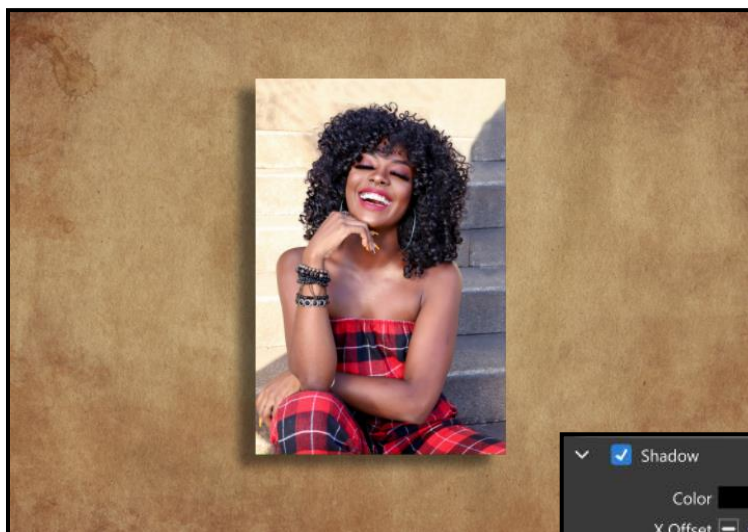
## Shadow

Shadows can be applied to any image or caption layer but cannot be applied to [Groups](#). You can apply shadows to layers inside of Groups.

Shadows, in real life, are the result of an object blocking a light source. The position of the light source determines the direction and strength of the shadow. In Photopia there is no light source, but if you can imagine one, using and animating shadows becomes easier.

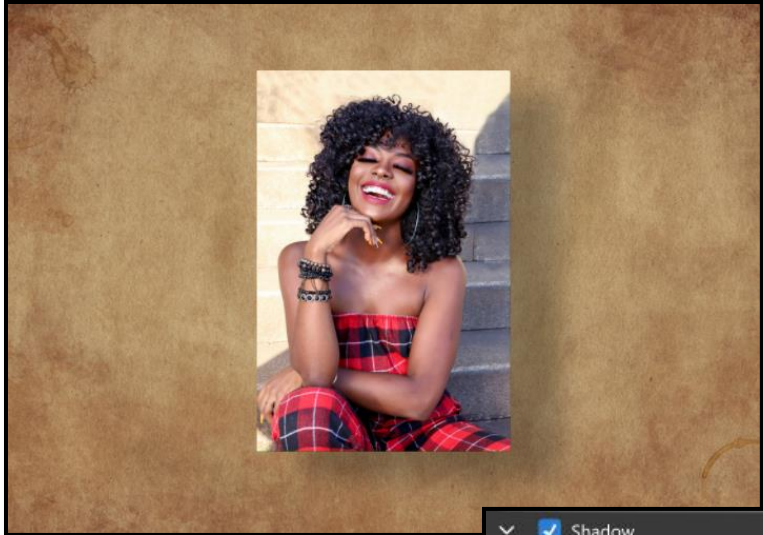


The default shadow settings imply there is a light source above and to the left of the layer, creating a shadow that appears down and to the right. The **X Offset** adjusts the horizontal position of the shadow while the **Y Offset** adjusts its vertical position.



Using a negative number for the **X Offset** results in a shadow that appears on the left side of the layer, giving the illusion that the light source is above and to the right.

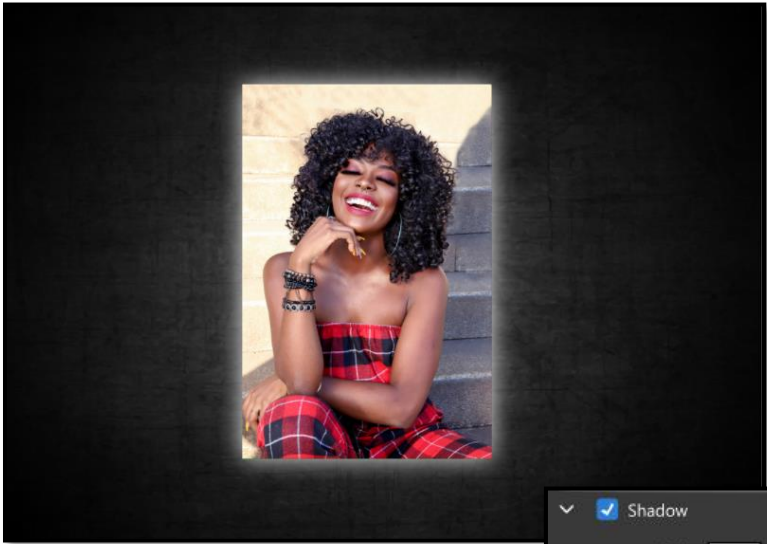




The **Blur** and **Opacity** settings give the illusion that an image is farther away from the object that the shadow is being cast on. In this example, we increased both the X and Y Offset values, giving the shadow distance, but we also made the shadow more transparent and more blurred to give the illusion of distance. The closer a shadow is to the object it is cast on, the sharper and darker it should be. The farther away, the blurrier and lighter it should be.

Shadow settings panel:

- Color: [Color swatch]
- X Offset:  20.0%
- Y Offset:  20.0%
- Blur:  30
- Opacity:  30%



Shadows can also be used as a highlight / glow effect by modifying their Color attribute.

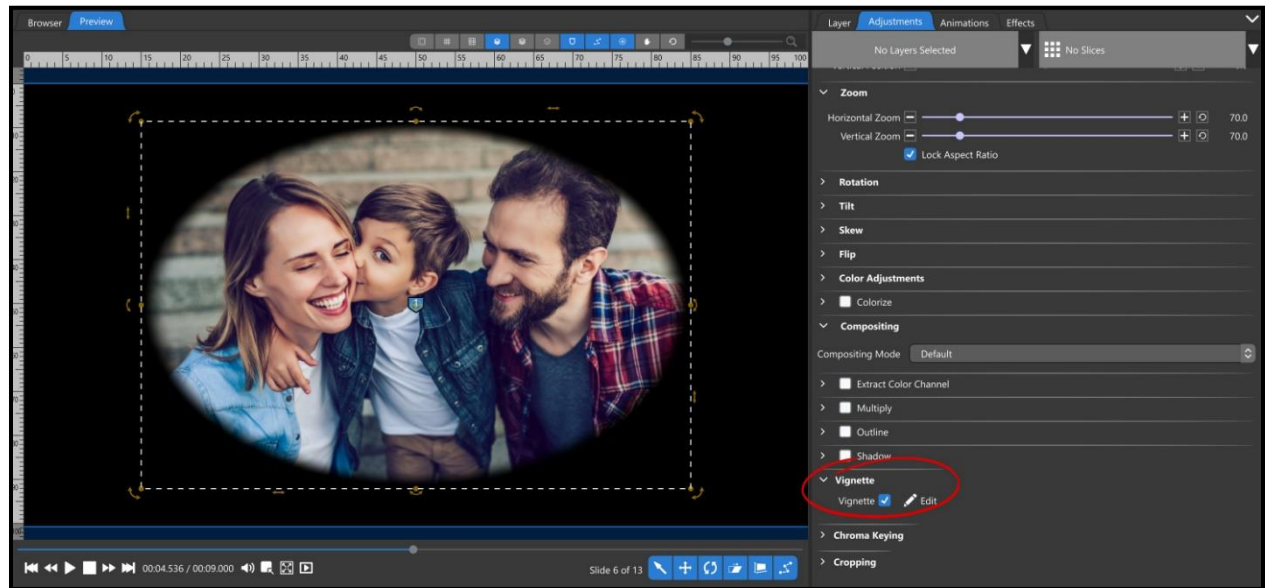
In this example, we used a 0 value for both the X and Y Offsets and increased the Blur and Opacity values. When using a white color instead of black with these settings, it gives the image a glow.

Shadow settings panel:

- Color: [Color swatch]
- X Offset:  0.0%
- Y Offset:  0.0%
- Blur:  30
- Opacity:  90%

## Vignette

**Vignettes** create a distinctive border around your layer. They can only be applied to image layers (Photos, Videos, Solids, and Gradients). They cannot be applied to [Groups](#) or [Caption Layers](#).



Enabling the Vignette feature creates a faded ellipse border around the layer. You can create several distinct types of Vignettes by clicking on Edit and going into the Vignette Settings window.

### Shape

The Shape dropdown menu gives you a choice of an **Ellipse** or **Rounded Rectangle**.



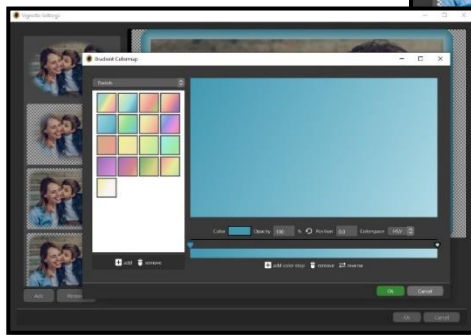
### Type

There are three Type choices; **Transparent** (this gives your image the faded edge look), **Solid Color**, and **Gradient**. While both the Solid Color and Gradient give an image a border, Gradient gives more depth.

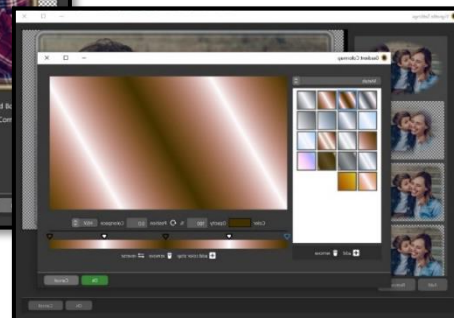


Choosing a solid color *without the **Solid Borders** option checked* will result in a gradual fade, from the outside in, around the edge of the layer.

Choosing a Gradient can give the border some depth. In this example, the Solid Borders option is enabled so you can see the fade of the gradient from dark blue to light blue.



Choosing a Metallic Gradient gives the border a 3D effect.



## Vignette Size

Use the Size option to set how much of the effect you want to see applied to the layer.

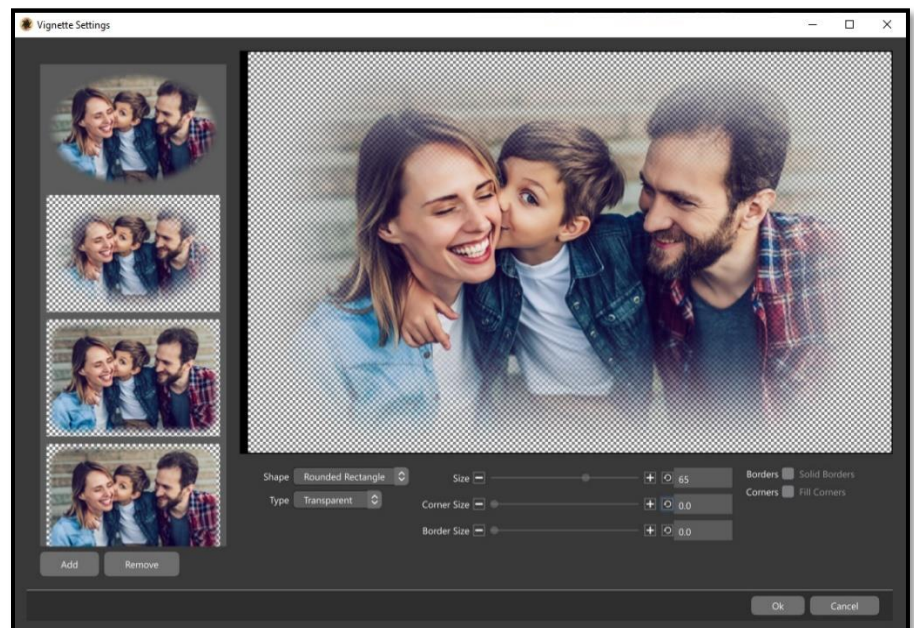


In this example, the Transparent Vignette size is set to only 5, resulting in a very small, feathered edge.

The corner size is also set to 65, just to see the effect easier.

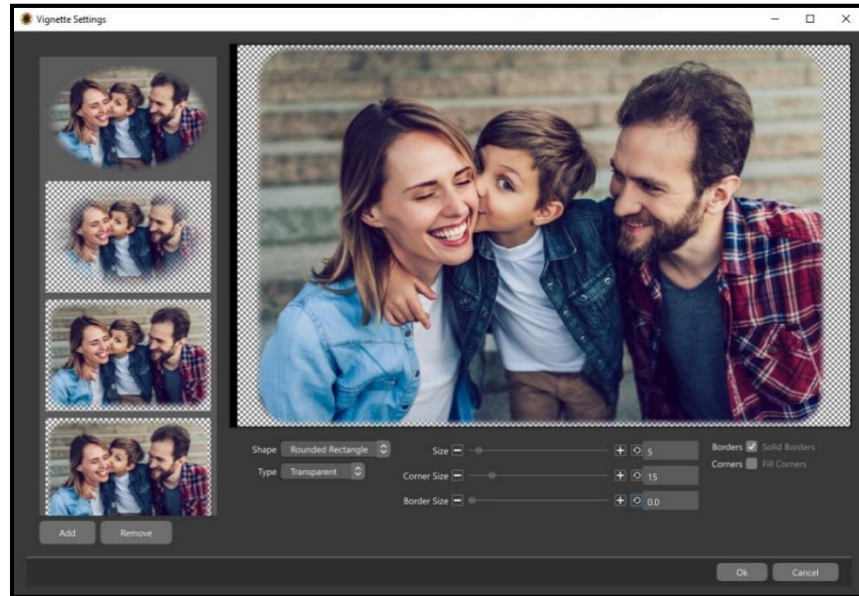
In this example, the Transparent Vignette size is set to 65, resulting in a much larger feathered edge.

The corner size is still set at 65, but with a much larger Vignette size, the corners are less defined.



## Corner Size

Corner Size determines the curve between adjacent edges, resulting in a rectangle at its lowest setting and an oval at its highest setting.



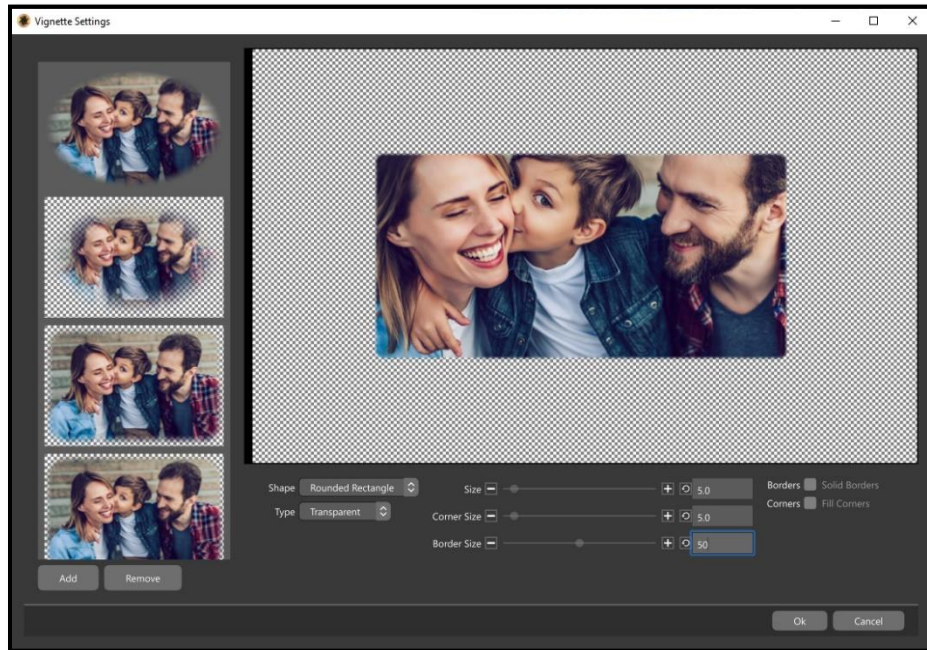
The above image shows a Corner Size of 15.



The above image shows a Corner Size of 65.

## Border Size

Border Size behaves like Crop. It determines where the outer edge of the vignette is applied.



## Solid Borders

Solid Borders does not work with a Transparent vignette. When using a Solid Color / Gradient vignette the effect fades out as it moves towards the center of the layer (left image). Enabling the Solid Borders option changes the effect to be more like an outline with a width based on the vignette Size option (right image, Solid Borders is **checked**, with Size set to 30)





## Fill Corners

Fill Corners cannot be used with a Transparent vignette. Checking this option gives the vignette sharp corners instead of rounded corners at the outer edge.



## Presets

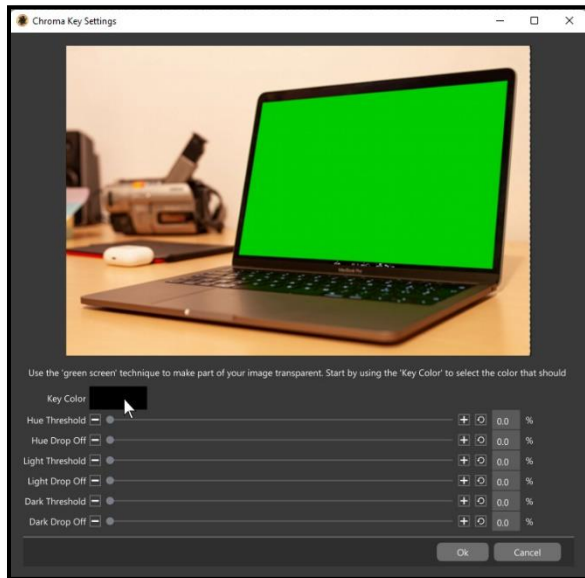
The left side of the Vignette Settings window includes many predefined vignettes. You can select one of these options by clicking on it then either use it as-is or make further modifications from the normal Vignette Settings options.



You can also add your own custom vignettes to this list. After creating a vignette, click the Add button beneath the list of presets to add your current vignette settings to the bottom of the list as a new entry.

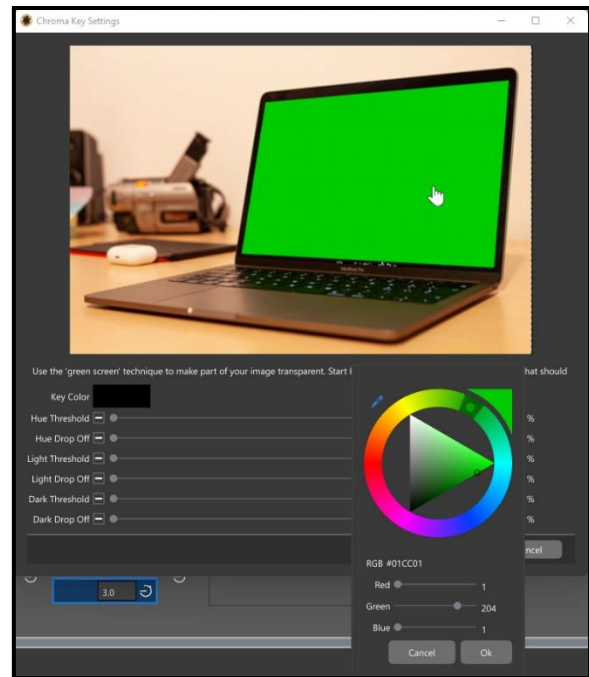
## Chroma Key

The Chroma Key option allows you to select a color from your image to become transparent. It cannot be used with Groups or Caption Layers.

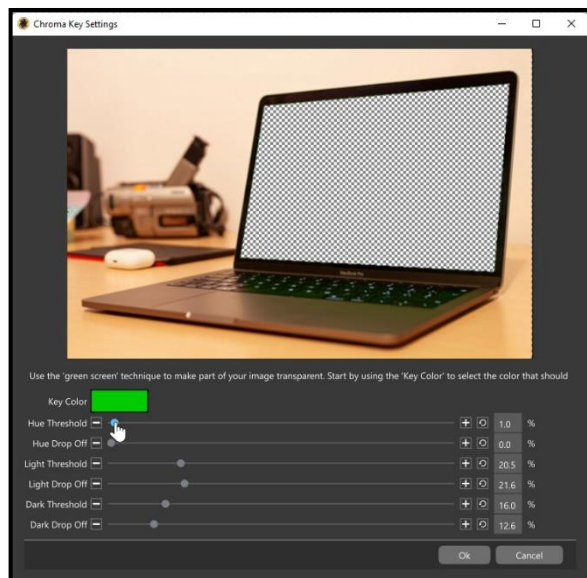


Click the Edit button next to the Chroma Key option to bring up the Chroma Key Settings window. The first step is to choose which color you would like to 'key out'. Click the black color swatch next to the Key Color label to bring up the color picker.

The best way to ensure that you are matching the color from your image *exactly* is to use the eyedropper tool. Select the eyedropper in the upper left corner of the color picker, then click on your image to choose the color to be keyed out.



Next, use the sliders at the bottom to adjust the key threshold, or amount. Start with the Hue Threshold, then adjust the Light and Dark thresholds until your color is keyed out appropriately.

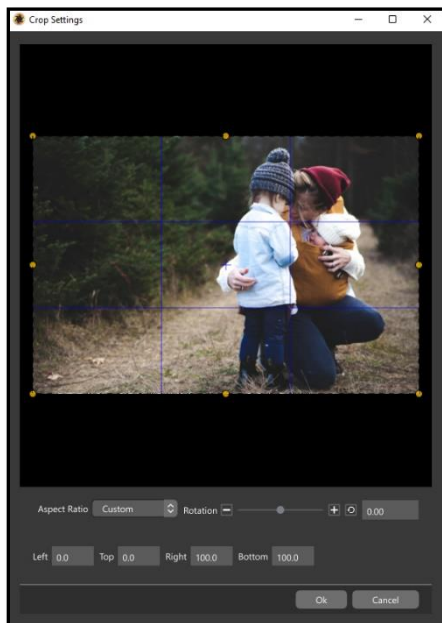




With the chosen color keyed out, you should now see through the areas of the image that contain that color.

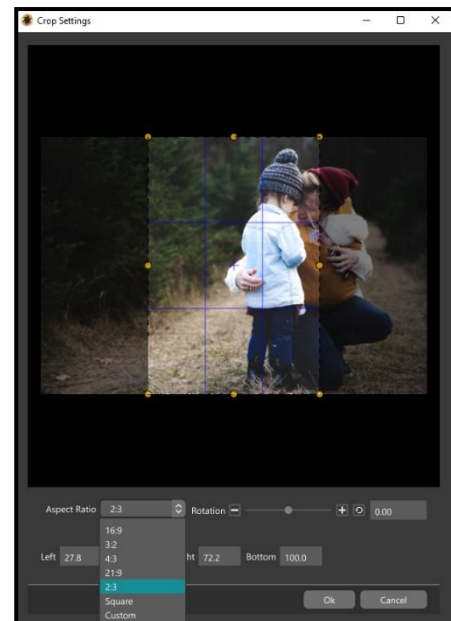
## Crop

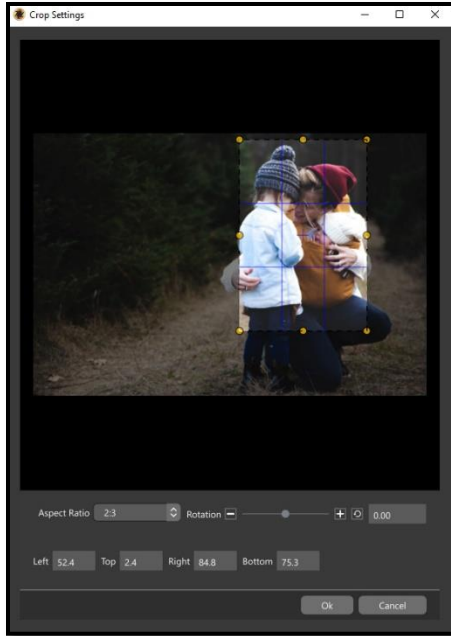
There are two places for you to crop an image and each has slightly different settings. Using the Crop window from the [Content Tab](#) will crop *all instances* of an image in the slide. Using the Crop settings in the Adjustments Tab will crop only the selected layer, even if there are multiple instances of it in the Layers list. There are also a few extra settings in this window.



Clicking on **edit** next to Crop will open the **Crop Settings** window with the image from that layer loaded. The image will have an overlay that includes yellow nodes on the corners / sides that can be clicked and dragged to change the crop area, along with guides dividing the crop area into thirds.

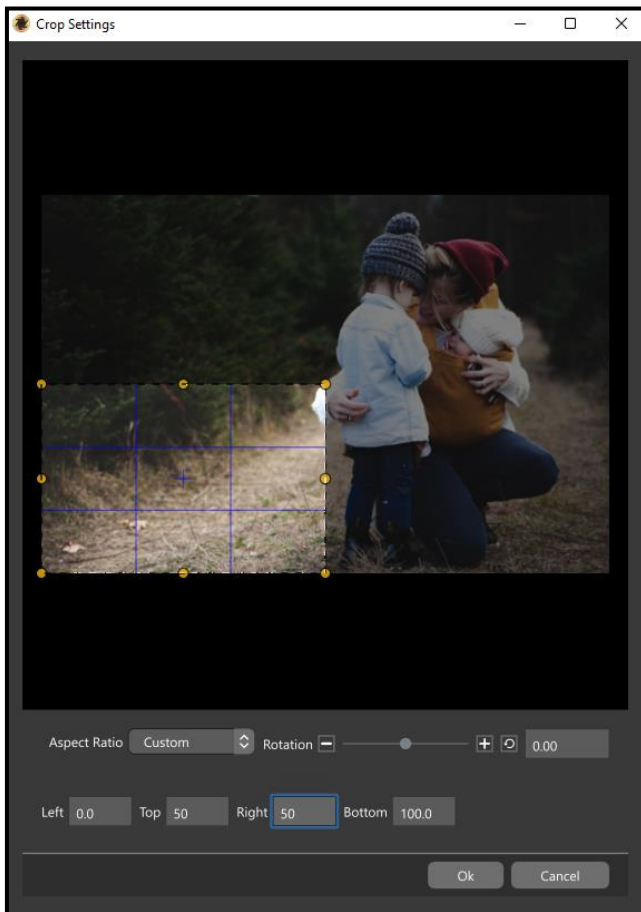
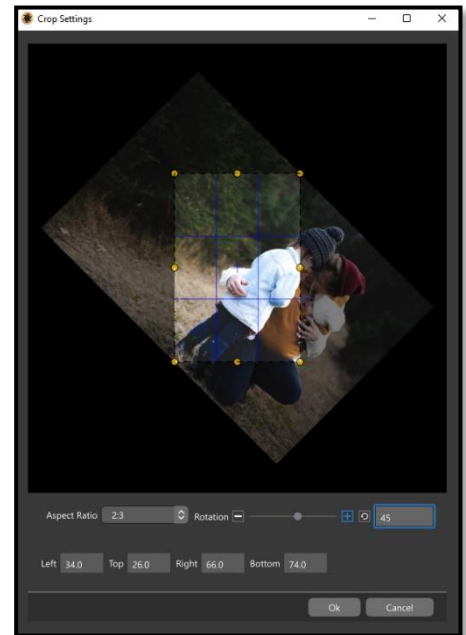
Beneath the image is a dropdown menu of **preset aspect ratios** (shown right).





The crop area can be zoomed in / out using the mouse wheel and the position can be changed by clicking / dragging anywhere in the crop preview area (*shown left*).

The crop area can effectively be rotated using either the Rotation slider or by typing a number into the Rotation number box. This will rotate the image within the crop window, rather than the crop area (*shown below*).



The numbers at the bottom define the crop area relative to the image. The left edge is 0 while the right edge is 100. The top edge is 0 and the bottom edge is 100.

Changing the Top number from 0 to 50 brings the top edge of the crop down to half the height of the image. Changing the Right number to 50 brings the right edge of the crop to half the width (*shown left*). The result is a crop that is perfectly in the lower left quarter of the image.

## Animations Tab

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The attributes in the Animations tab generally work the same way they do in the Adjustments tab, but here they are associated with **Keyframes** to create animation over time.

### Understanding Keyframes

Keyframes are what makes animation / motion happen.

Video files use the term “frame rate”, where 30fps, for example, means “30 frames per second”. A frame is a single image. In a 30fps video there are 30 images, or **frames**, shown every second. When an image is on the left side of the screen on the first frame, then on the right side of the screen on the 30<sup>th</sup> frame, there will be 28 still frames *at different positions* between the 1<sup>st</sup> and 30<sup>th</sup> frames, but the start and ending positions are its **key frames**.

There are three keyframe timelines in the [Advanced User Interface](#); one at the top of the Animations tab, one at the bottom of the [Preview window](#) (when in the Animations tab only), and one as an alternate to the Slide List at the bottom. The first two are identical, but the Keyframes tab is slightly different. Learn more about the [Keyframes Tab here](#).

### The Keyframe Timeline



### Time Ruler

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The time ruler shows the entire time your slide is visible. This includes both the *Transition In* and *Transition Out* times. [Transitions](#) overlap two slides, which means **transitions will be shown in two slide time rulers**. A transition is shown as the *Transition Out* for one slide and the *Transition In* for the next slide.

The keyframe timeline above shows a 12 second slide. It has a 3 second *Transition In*, 6 second *Slide Segment*, and 3 second *Transition Out*.

You may also see **green** or **blue** numbers in the keyframe timeline. Blue numbers are used for the selected keyframe. Green numbers indicate the current preview position, as seen when playing / scrubbing a slide.



### Keyframe Markers

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Above the Time Ruler in the Keyframe Timeline there will be at least two Keyframe Markers (or Keyframes); a starting keyframe with the number 1 and ending keyframe with the number 2. New keyframes can be added by double-left clicking in the Keyframe Timeline just above the Time Ruler, or by right clicking in that area and choosing Add Keyframe. Each option in the Animations tab can be set at each keyframe to create animation for that option. If the Zoom option is set to 80 at the first keyframe and 100 at the last keyframe, for instance, the layer will grow from 80 to 100 percent Zoom over the course of the slide.

## First and Last Keyframe Effects (Fly in and Fly out)

The first and last keyframes are the only keyframes where [Fly In and Fly Out effects](#) can be set. These are like slide transitions but are applied to individual layers, rather than a whole slide. An icon representing the Fly In effect is shown under the first keyframe while the Fly Out effect is shown under the last keyframe. There is also an interactive length indicator for each effect. Click and drag the line at the end of the effect to make it longer / shorter. Click the effect icon to change the effect from the Keyframe Timeline.



In the example above there is an effect length indicator on the Crossfade effect at the last keyframe but no length indicator for the Cut effect at the first keyframe since the Cut effect has no duration. Use the Cut effect when you want to remove a Fly In / Fly Out effect.

## Under the Right Click

There are two Right Click Menus for the Keyframe Timeline; one if you right click on a keyframe and another if you right click an empty space above the Time Ruler.

### Right-Click on Keyframe:

- **Add Keyframe** – Add a single keyframe halfway between the clicked keyframe and the next keyframe.
- **Set Time for Keyframe** – Set a specific time for the current keyframe.
- **Add or Remove Time** – This will add or remove a specific amount of time *after* the clicked keyframe, leaving all keyframes before it unaffected. If the selected keyframe is in the slide time, the slide time will change. If the selected keyframe is in the Transition In / Out time, that Transition time will change.
- **Cut** – Copy the clicked keyframe to the clipboard then remove the clicked keyframe.
- **Copy** – Copy the clicked keyframe to the clipboard (without removing the clicked keyframe).
- **Paste** – Replace the settings of the clicked keyframe with those of the keyframe in the clipboard.
- **Delete** – Remove the clicked keyframe.
- **Copy to Next Keyframe** – Copy the settings of the clicked keyframe to the next keyframe.
- **Copy to Previous Keyframe** – Copy the settings of the clicked keyframe to the previous keyframe.
- **Reset Keyframe** – Reset all options on the clicked keyframe to their default values.
- **Delete All Keyframes** – Reset the first / last keyframes to their default values and remove other keyframes.
- **Time Format**
  - **Minutes and Seconds** – Show times in minutes and seconds.
  - **Seconds** – Show times in seconds only.
  - **Show Keyframes as Slide Time** – Show times relative to the start / end of the slide.
  - **Show Keyframes as Show Time** – Show times relative to the start / end of the slideshow.

### Right-Click in Empty Space:

- **Add Keyframe** – Add a single keyframe at the clicked position.
- **Add Multiple Keyframes** – Add multiple keyframes between the currently selected keyframe and the next keyframe. A pop-up window appears to specify the number of keyframes to be added.
- **Paste Keyframe** – Paste the keyframe from the clipboard at the clicked position.
- **Delete All Keyframes** – Reset the first / last keyframes to their default values and remove other keyframes.

- **Reset All Keyframes** – Reset all options in all keyframes to their default values, effectively removing all animation from the layer without removing the number / positions of the current keyframes.
- **Time Format**
  - **Minutes and Seconds** – Show times in minutes and seconds.
  - **Seconds** – Show times in seconds only.
  - **Show Keyframes as Slide Time** – Show times relative to the start / end of the slide.
  - **Show Keyframes as Show Time** – Show times relative to the start / end of the slideshow.

## Creating Animation

### Basic Animation

The most basic animations use only two keyframes but can incorporate more than one attribute. You can Zoom an image forward and rotate it, for example, using only two keyframes.



1. Click on the layer you want to animate, from the Layers list, to select it.
2. Click on the Animations tab.
3. Click on the first Keyframe.
4. Hover over the Preview area then use the mouse wheel to change the layer Zoom value.



- Click and drag one of the Rotation handles from the corners of the layer in the Preview area to rotate the layer. Note that you must have the Rotate Tool enabled in the toolbar below the Preview area.



- Click on the second Keyframe.
- Hover over the Preview area then use the mouse wheel to change the layer Zoom value.
- Click and drag one of the Rotation handles to rotate the layer in the opposite direction than you did in step 5. If you cannot see the corners of the layer, use the Zoom Slider at the top of the Preview area to reveal more of the canvas.



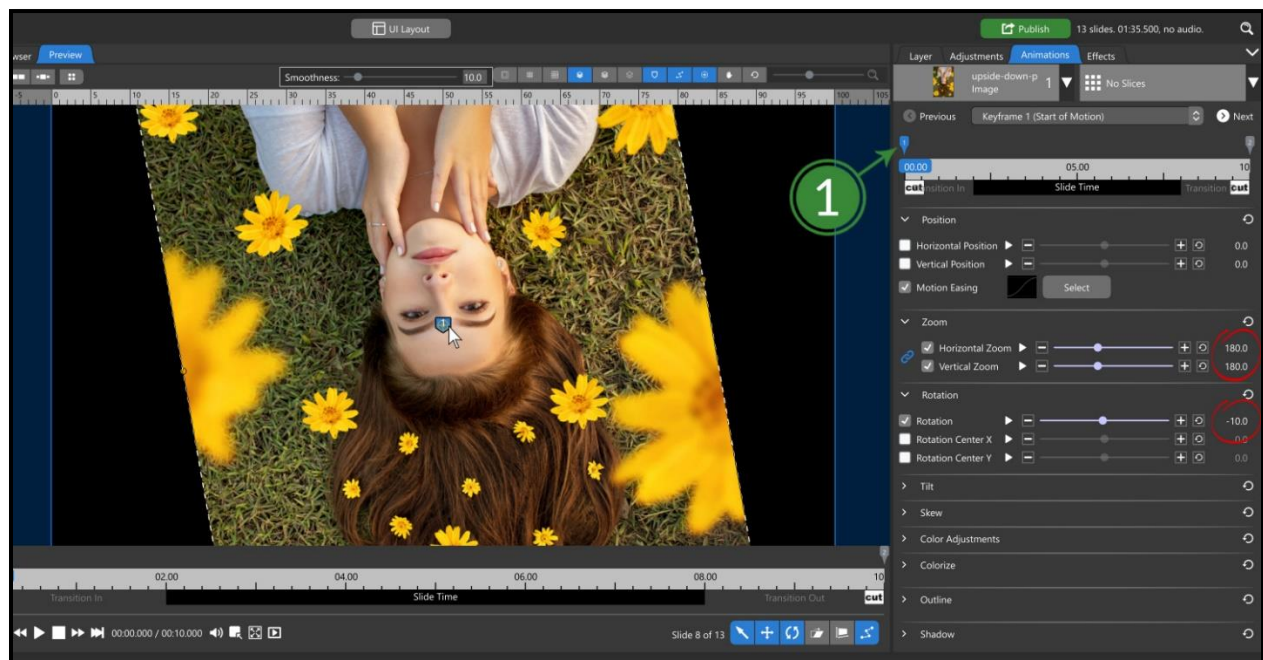
When you play this slide back, you may find that the Zoom / Rotation is faster / slower than you want. This can be adjusted in one of two ways:

- Change the Slide time.
  - The speed of any animation is directly affected by the duration of the layer, which is initially determined by and tied to the Slide time. A longer layer duration will slow the animation down because the same animation will happen over a longer amount of time. A shorter layer duration will make the animation faster for the same reason.
- Change the Zoom / Rotation values.
  - Changing the values of the animated layer options while keeping the same slide / keyframe times will inherently change the speed of the animation. If the Zoom option goes from 50 at the first keyframe to 100 at the second keyframe, for instance, then reducing the Zoom value at the second keyframe to 75 will reduce the speed of that Zoom animation by half.

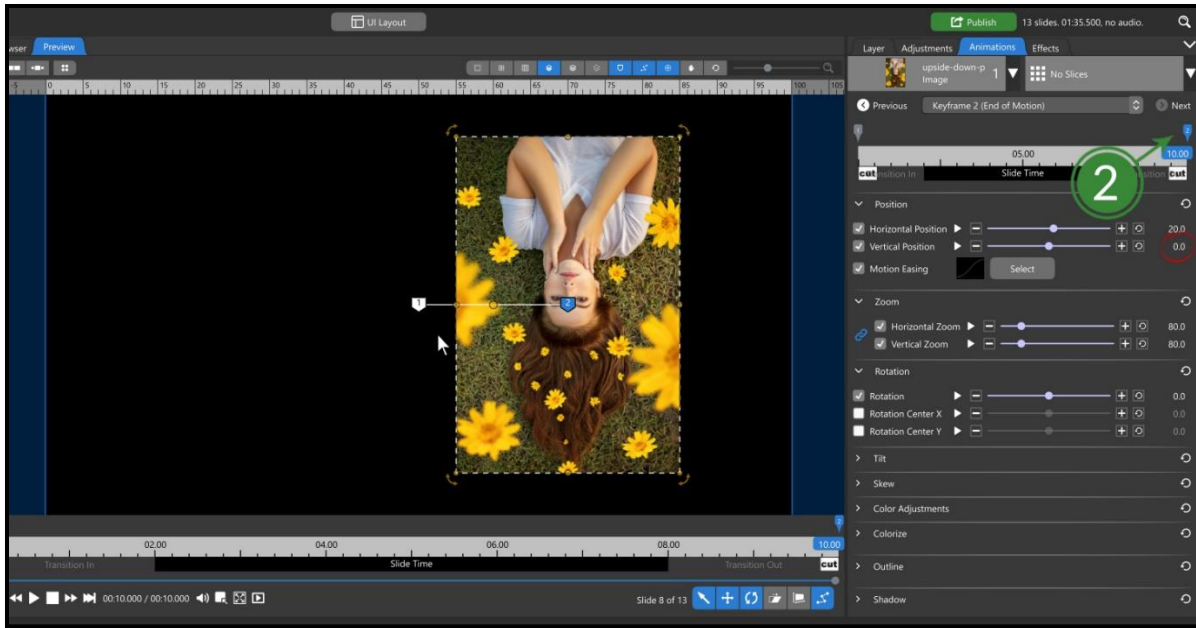
## Intermediate Animation

Once you start adding more layers and use more than two Keyframes on a layer you're moving into more complex animations. The time between Keyframes inherently changes when slide / transition times change, so it is best to get those times as close to final as possible before diving into a multi-keyframe animation.

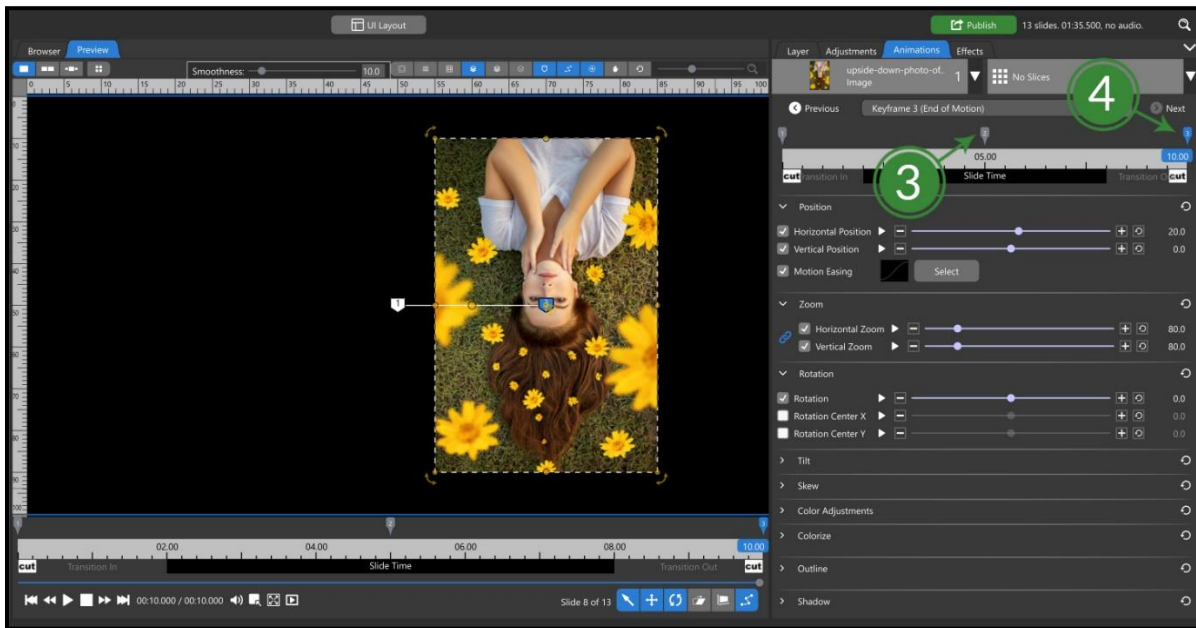
In this example, we are going to Zoom an image back then have it sit still while a Caption layer appears next to it. We will then add a background image that will only be seen on this slide. We will use a 6 second slide time with 2 second transitions, in and out.



1. Start by selecting your 1<sup>st</sup> Keyframe and Zoom your image forward. Adjust the Position and Rotation, if desired, as well.



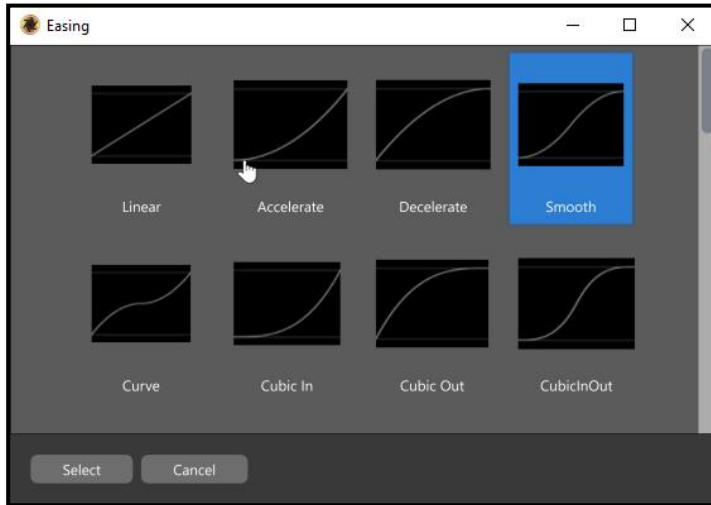
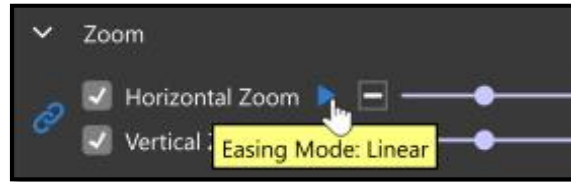
2. Select the 2<sup>nd</sup> keyframe then Zoom it back **and** move your image over to the right side of the slide frame. If you want to ensure that your image is centered vertically, click the reset icon next to the Vertical Position, or enter 0 into that number box.



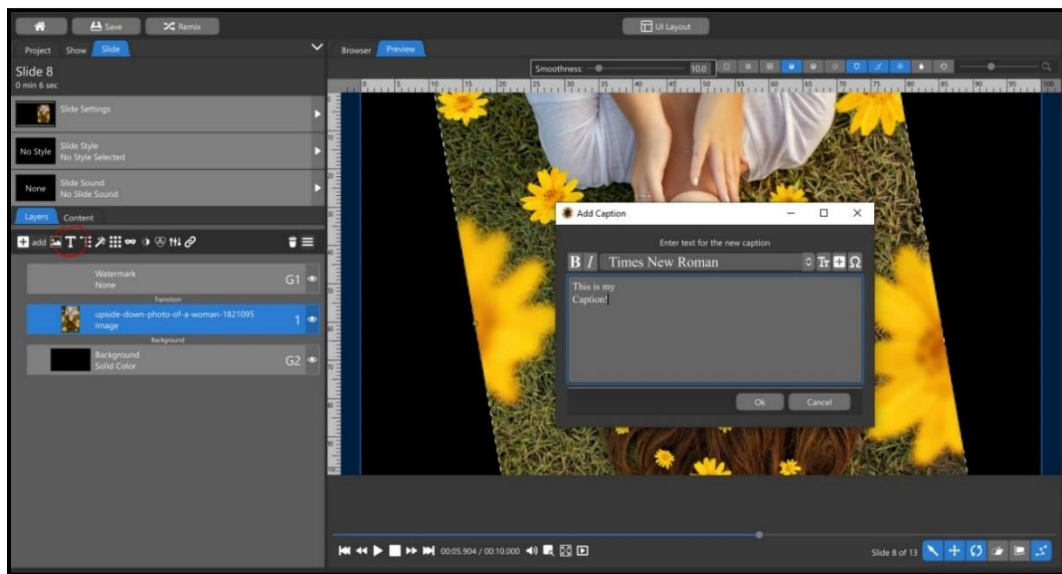
3. Move the 2<sup>nd</sup> Keyframe in to around half of your slide time
4. Double click the timeline after this second keyframe, creating a new 3<sup>rd</sup> (and now last) keyframe, then drag it to the end of the timeline.
  - a. This new keyframe will automatically have the exact same attributes as the 2<sup>nd</sup> keyframe. When 2 adjacent keyframes have all identical attributes, no change will occur between them. This is how you can make a layer “sit still” after it has been animated.

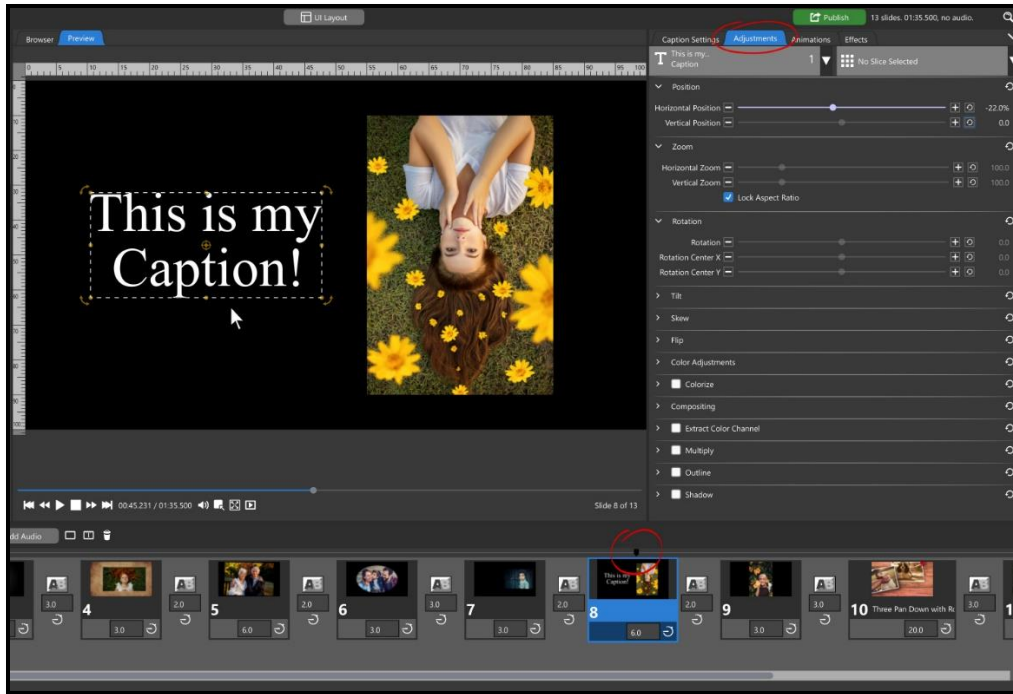
- 5. If you play this back, you may notice that your image “slams” into place. You can make this motion softer by changing the Motion Easing for the option that changed (ex. Zoom / Position).

Click on the triangle next to each attribute on the first Keyframe that was changed and choose Smooth.  
Learn more about [Motion Easing here](#).



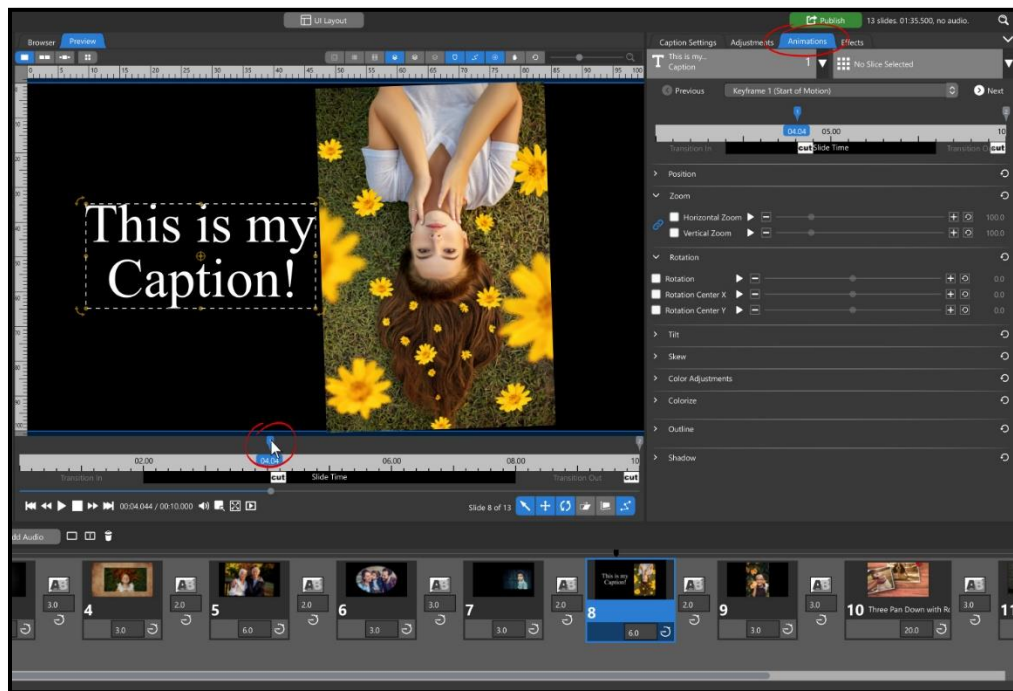
- 6. Create a new [Caption Layer](#), using whatever text and Font size you want.



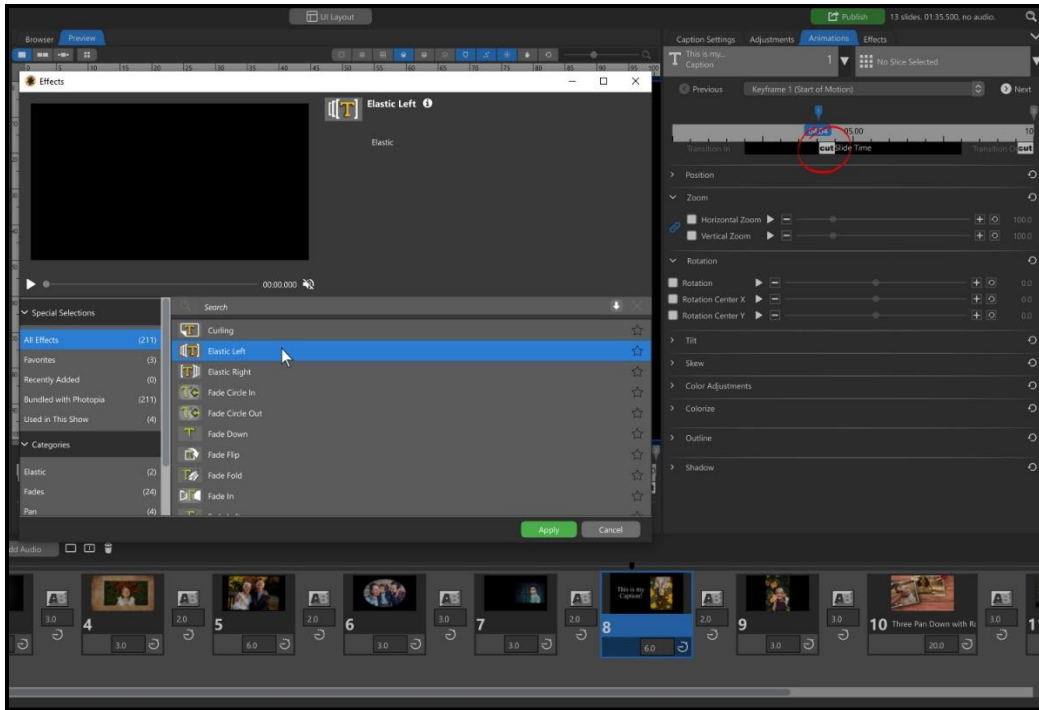


- Use the timeline marker above the slides so the Preview shows your image on the right side of the screen. Click the **Adjustments** tab and place your Caption layer on the left side of the image.

You **DO NOT** want to make this change from the **Animations** tab as it will animate the Caption layer.



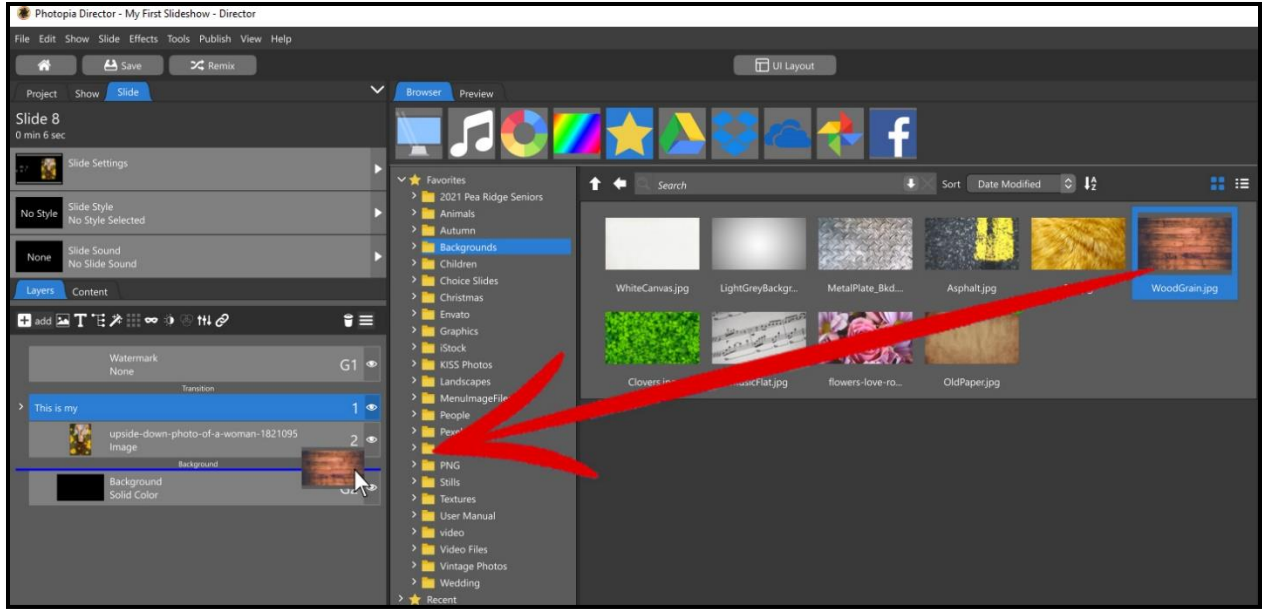
- Go back to the Animations tab and move the 1<sup>st</sup> Keyframe of this Caption Layer to approximately the same time the Zoom motion stopped on the image layer. This does not have to be exact.



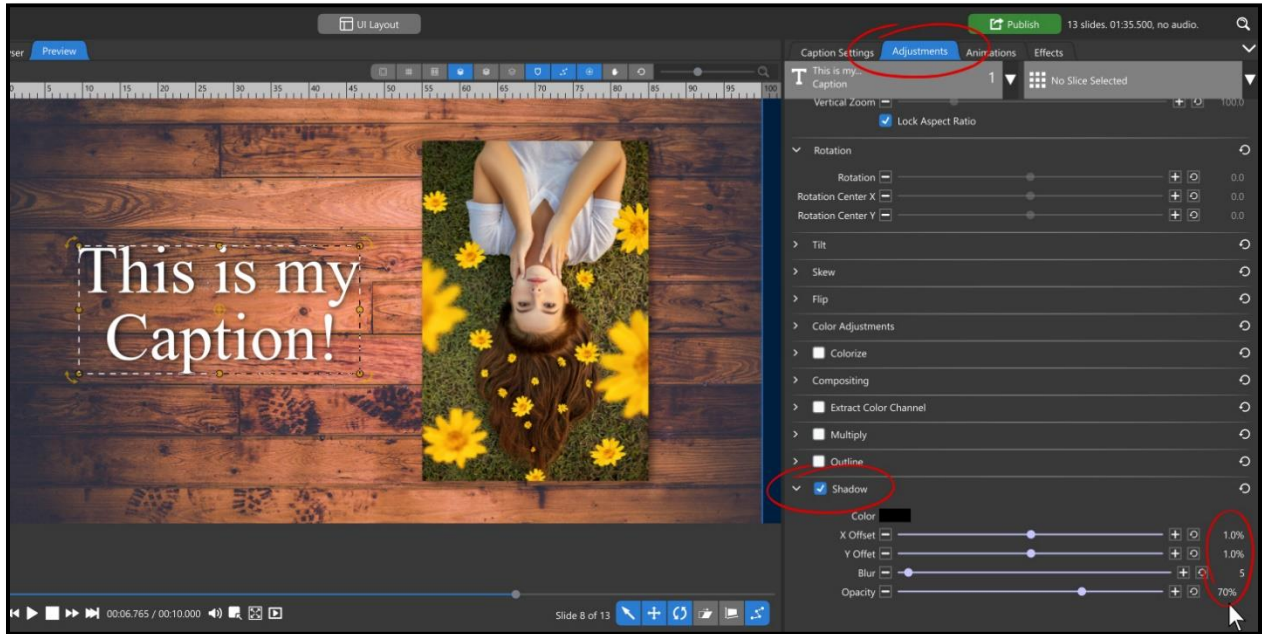
9. Click the “Cut” icon below the 1<sup>st</sup> keyframe of the Caption layer and choose “Elastic Left”, then click Apply.



10. Adjust the timing of the Elastic Left effect by clicking and dragging the end of the effect line. This can be done in either timeline. You can change when the Caption layer appears by moving its first Keyframe left / right in the Keyframe Timeline.

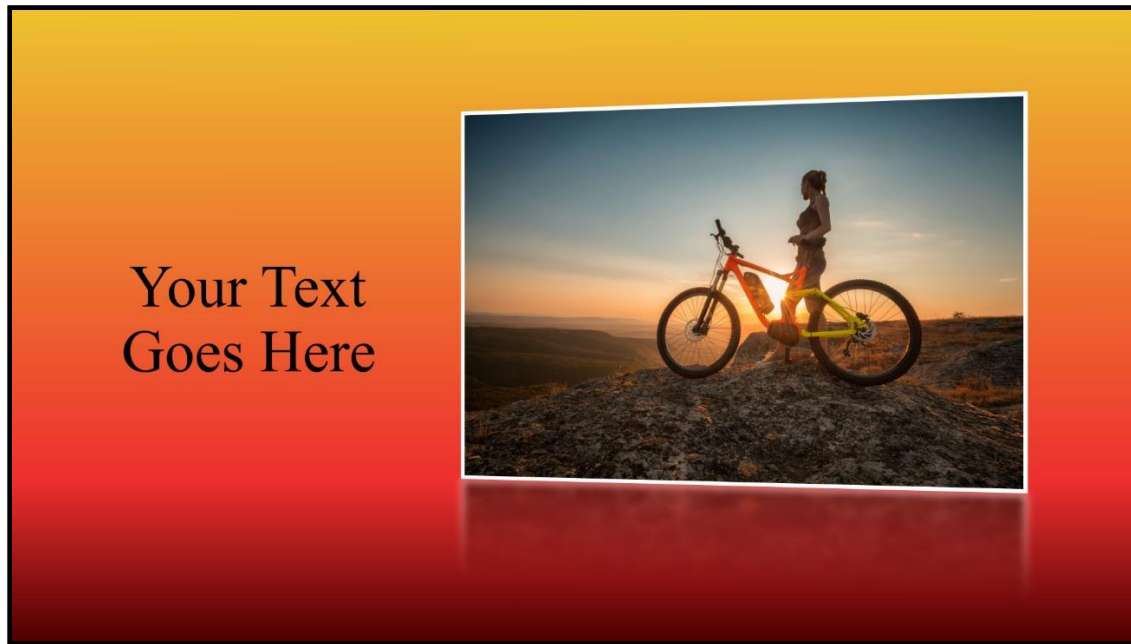


11. If you would like to add a colorful background to *just this slide* and not the whole show, simply add a new layer above the **Background** layer. You can do this by dragging and dropping the Layer from the Browser (make sure you see that solid blue line directly above the Background Layer when dropping it into the Layers list) OR by selecting the **Background** layer and choosing **Add > Photo or Video** (or **Gradient**, or **Solid Layer**) from the top of the Layers list.

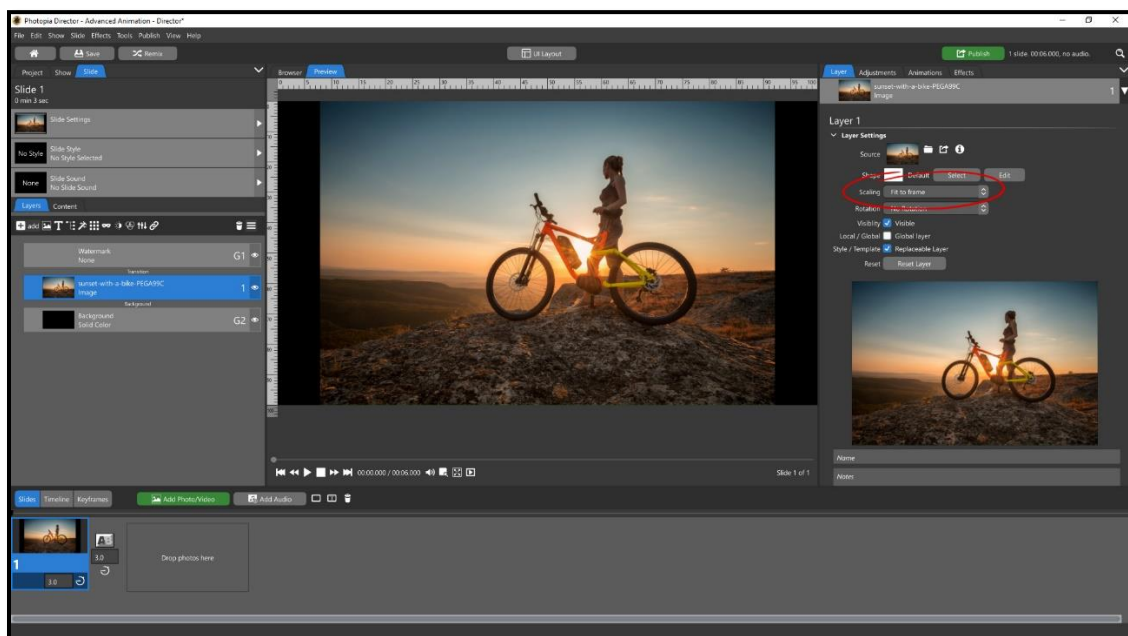


12. Once your background is added, you may want to add a (drop) Shadow to your image and caption layers, to make them stand out more on the background. This can be done easily in the Adjustments tab. Once the Shadow is applied, you can adjust the settings to your liking.

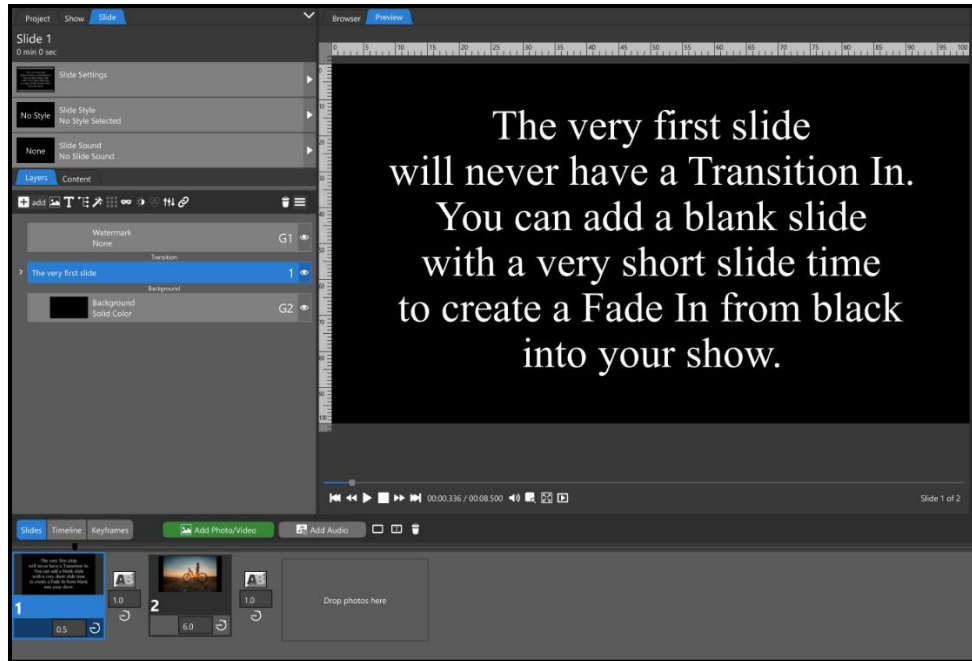
## Advanced Animation



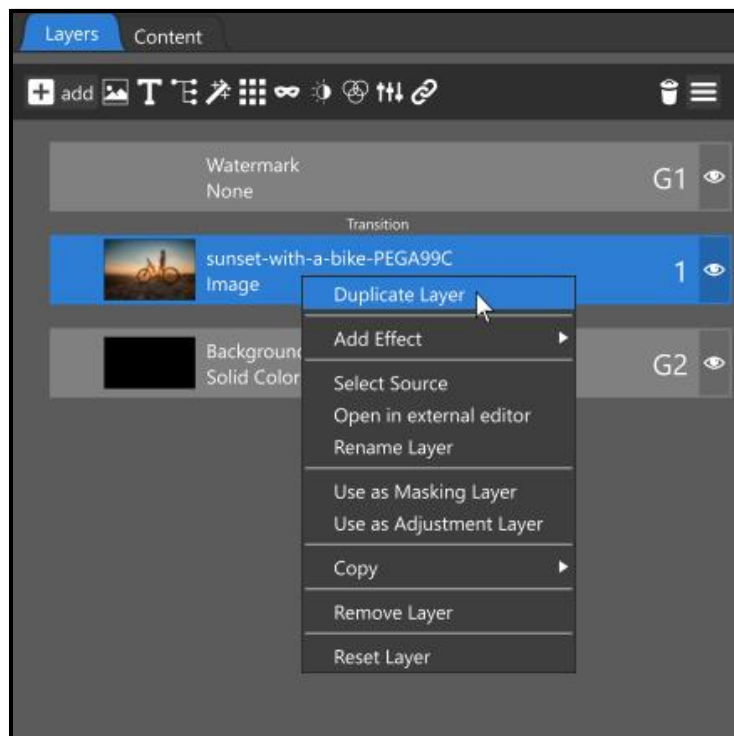
In this animation we are going to create an image with a reflection using a [gradient layer](#) as a [mask](#). We will move and tilt the image, along with its reflection, using [Groups](#) and [Keyframes](#) then add a [Caption Layer](#) that comes out from behind the image.



- First, add an image to a slide. It can be any orientation, but make sure that the [scaling](#) in the Layer tab is set to [Fit to Frame](#).

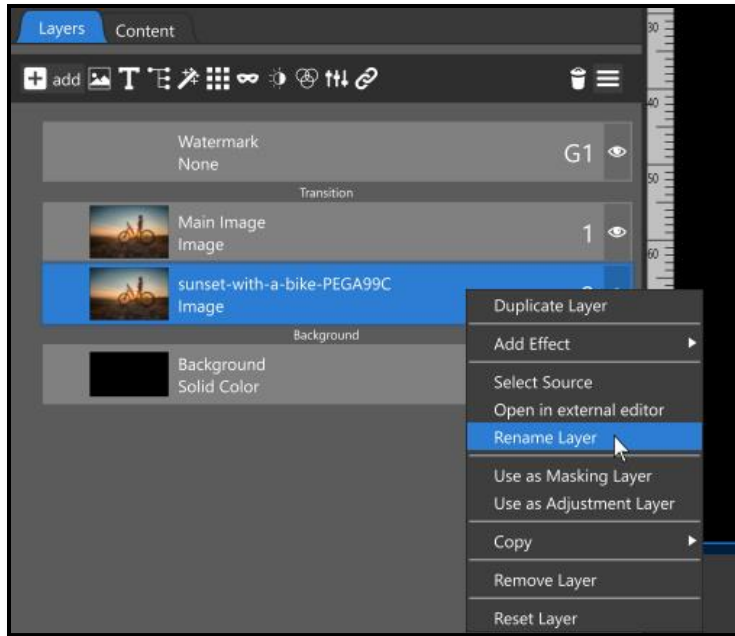


- Make your slide time 6 seconds with 1 second Blend transitions in and out. If this is your first slide, you will not have a transition in. You will need to add a blank slide before this slide to create a transition in. Right click on the slide with your image and choose **Insert > Blank Slide**, then click and drag that new blank slide so that it comes before the slide with your image in it.

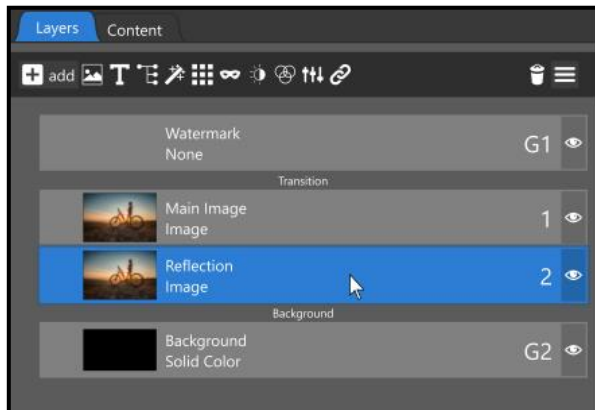


- Right click on your image in the Layers List and choose **Duplicate Layer**.

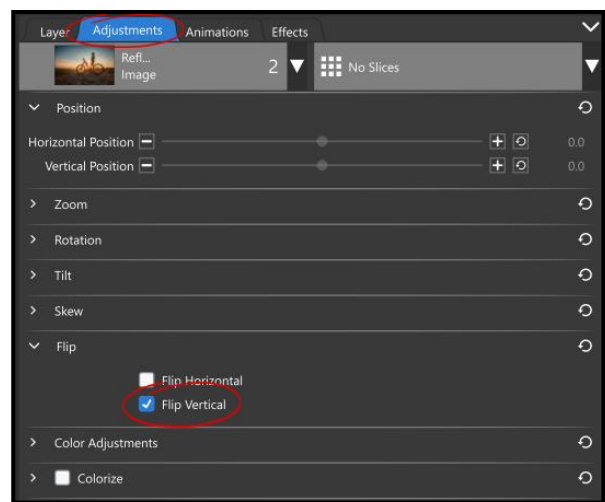


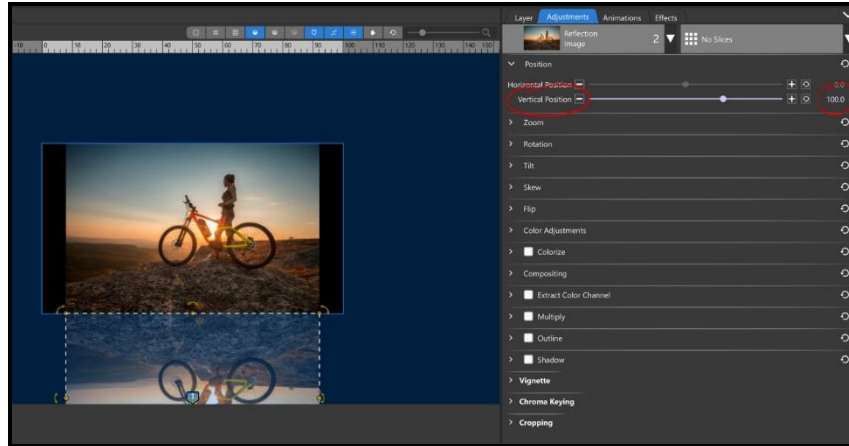


- Right click on the top image layer and choose **Rename Layer**. Name this Layer something like **Main Image**. Right click on the bottom image layer, choose **Rename Layer**, and name this layer **Reflection**.

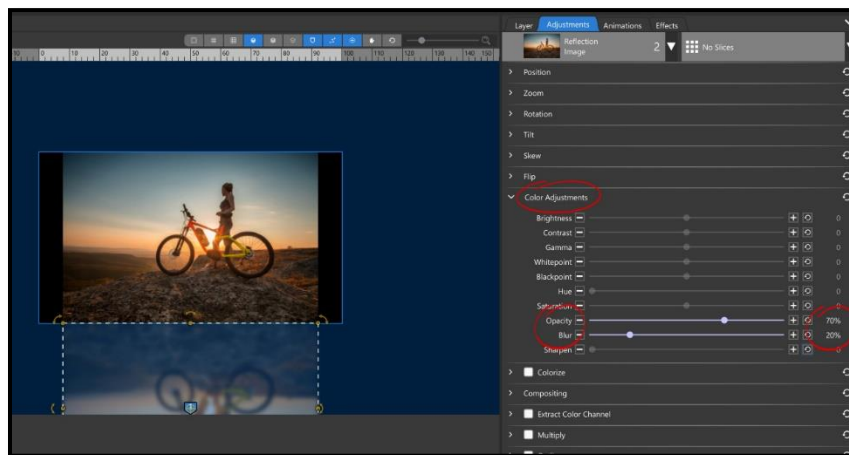


Select the duplicated layer in the Layers list (Layer 2, **Reflection**), then go into the Adjustments tab and Flip this image Vertically. *You will not see this change initially because the **Main Image** layer is on top, hiding the **Reflection** layer.*

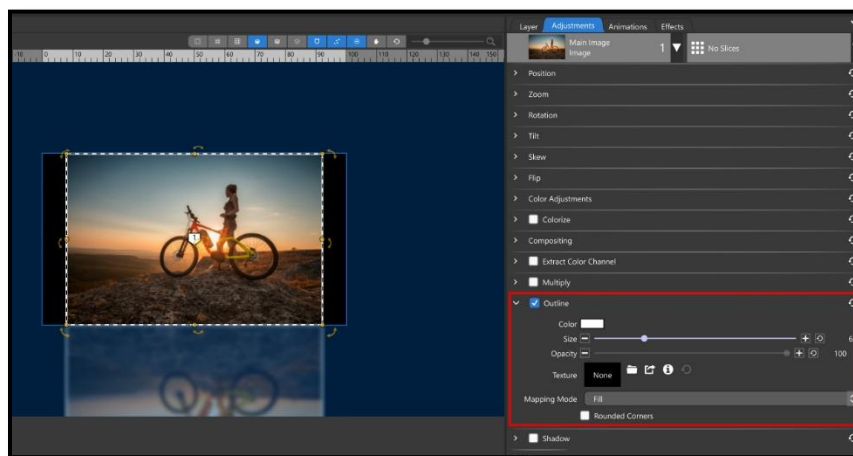




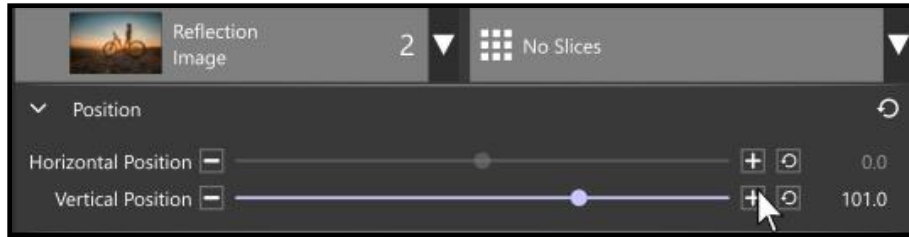
- Stay in the **Adjustments** tab and change the Vertical Position to 100 (this will drop your image all the way to the bottom of the screen. You can [Zoom the Preview canvas out](#) to see things better.



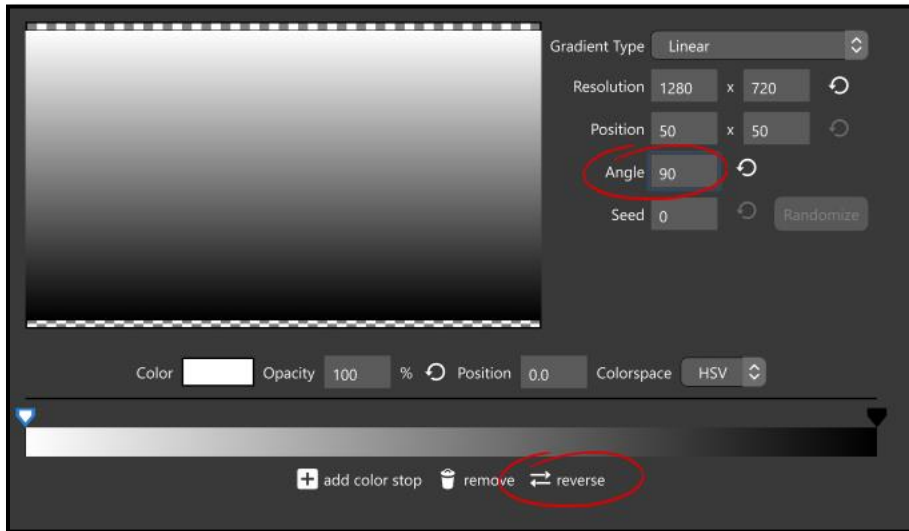
- In the Color Adjustments dropdown, change Opacity to 70 and Blur to 20



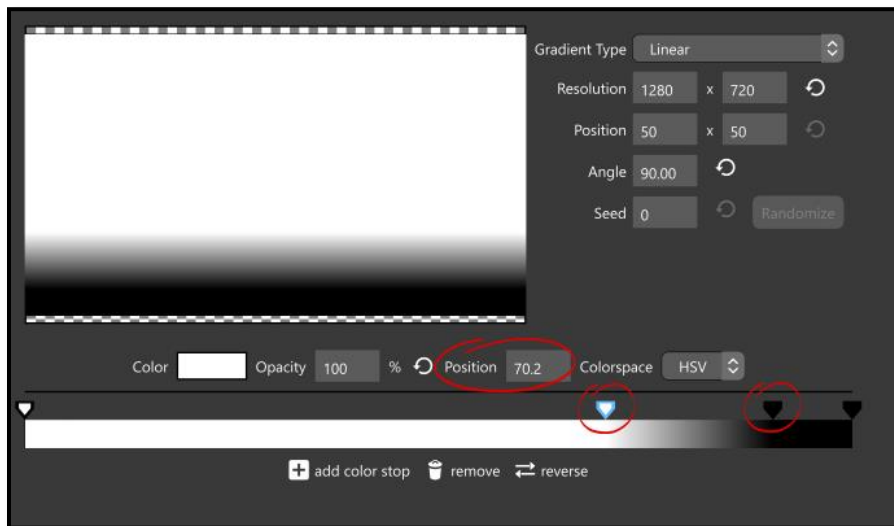
- Add an outline to **both image layers**. Keep the color white, make the size 6, and **uncheck** rounded corners.



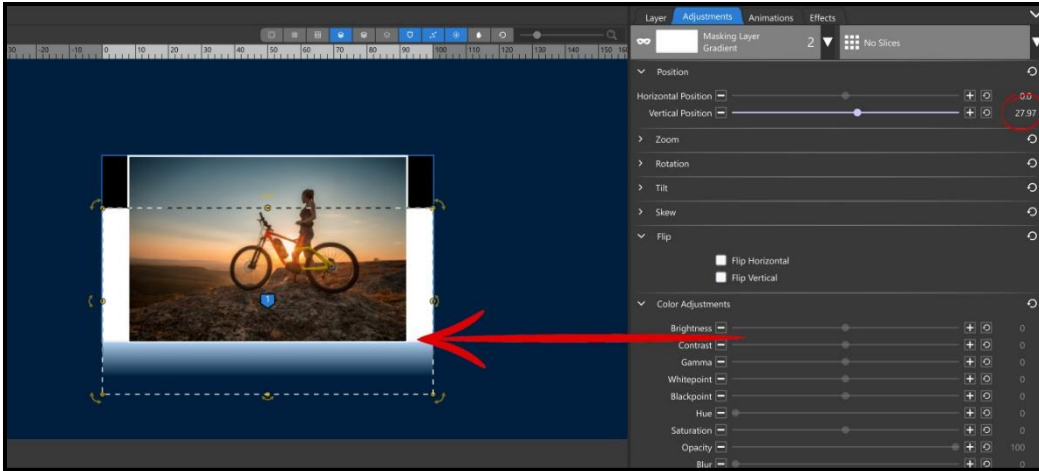
- Change vertical position to 101 because adding the Outline **increased the perimeter of our images**.



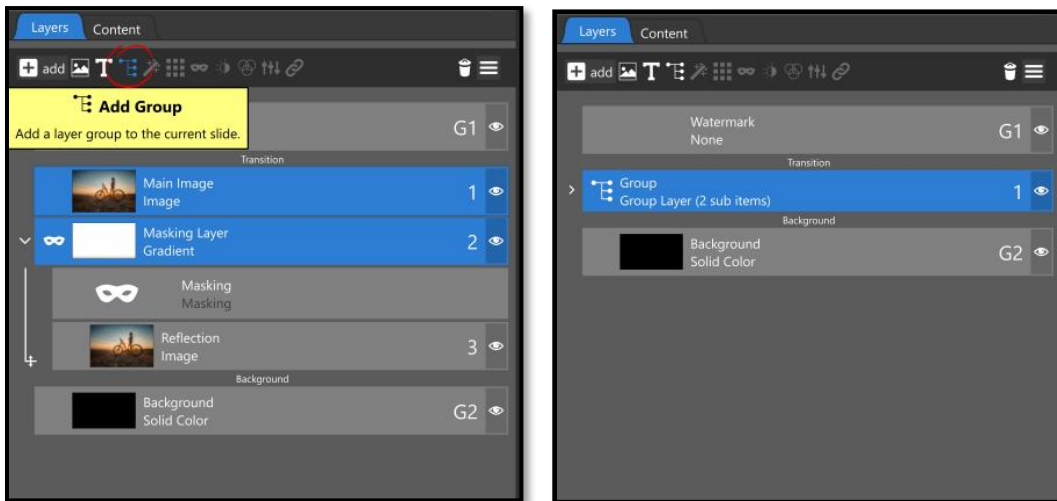
- Select the Reflection layer, click the Mask icon, and choose Gradient. The default is a black and white linear gradient, which is what we want. Change the Angle to 90 then click the reverse button because we want white on the top. Learn more about [Masking Layers here](#).



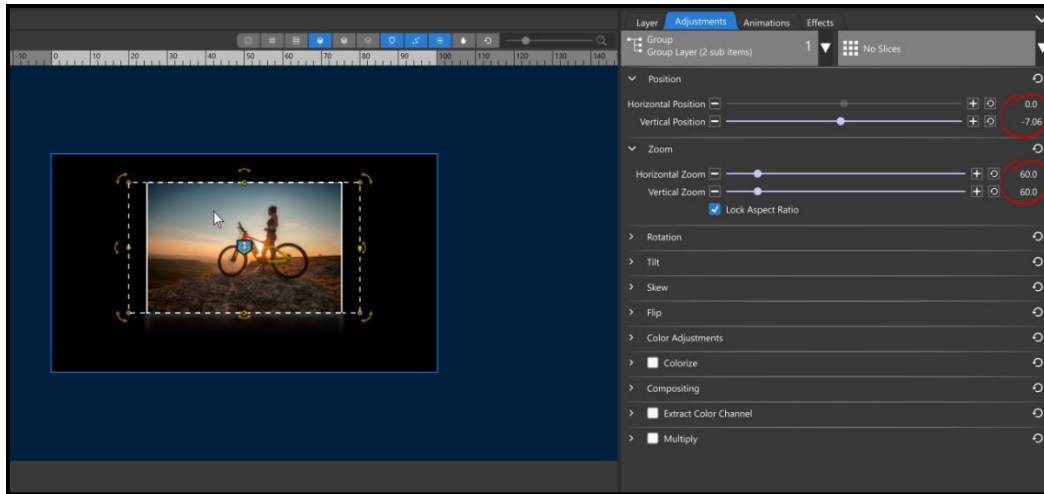
- Move one of the white keyframes in so you are creating a line in the lower third of the gradient. Use 70 for the Position, although this doesn't have to be exact. Move the black keyframe in a little, so the grey faded area is minimized, around 90 for the Position. Click the Ok button.



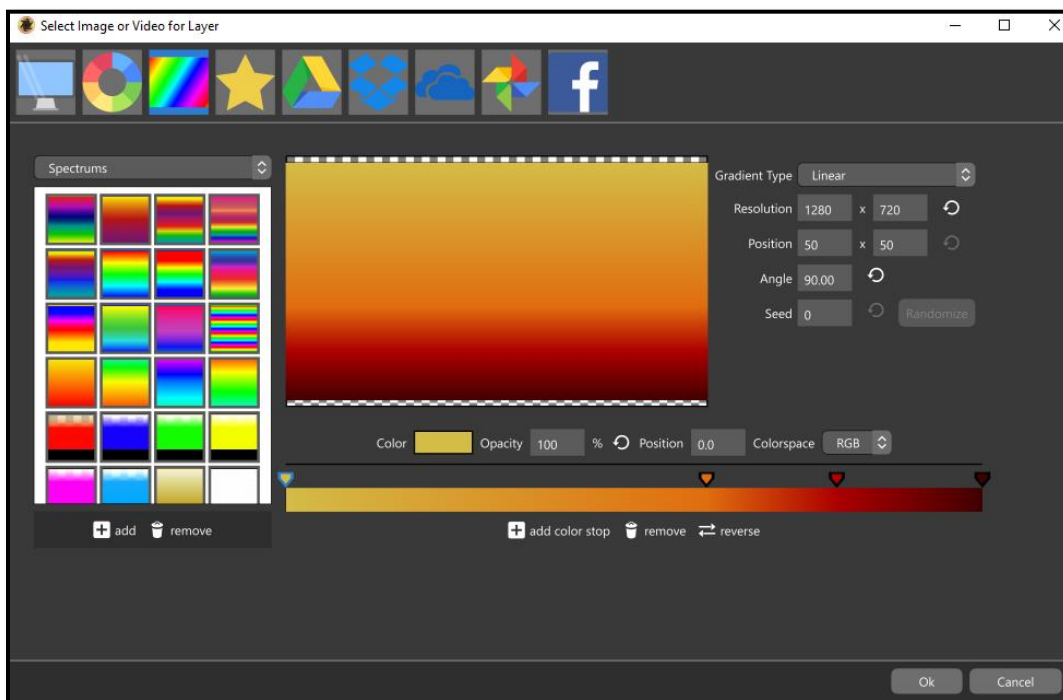
- Move this masking layer down so that the top of the white line is at the bottom edge of the Main Image layer. This should be around 27-28 for the vertical position of the Masking Layer.



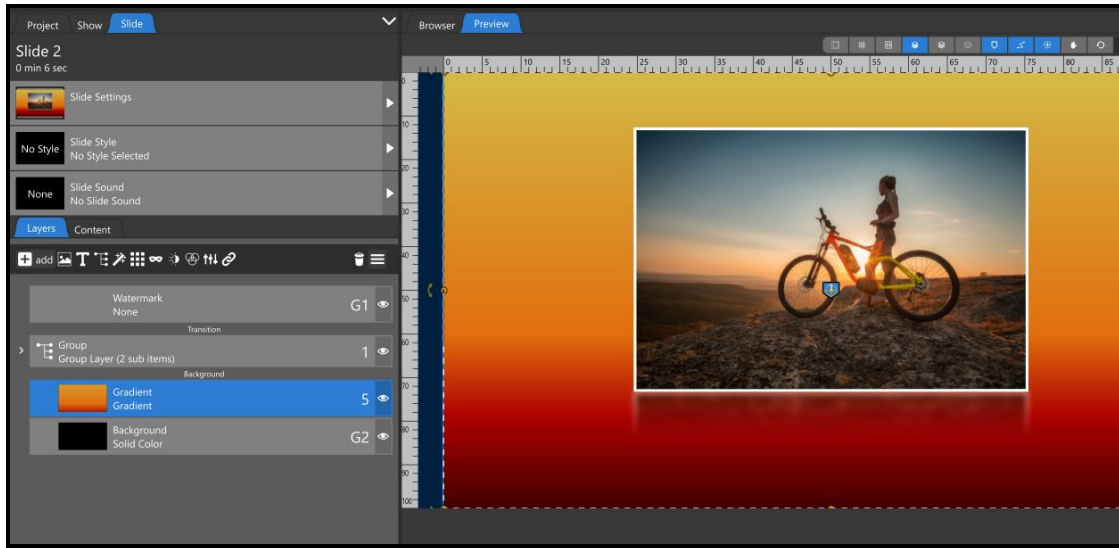
- Select the top image layer and the Mask Layer (holding down your Ctrl key), then hit the Group icon (shown above left). All your layers, including the image inside the Masking layer will automatically be added to the group (shown above right).



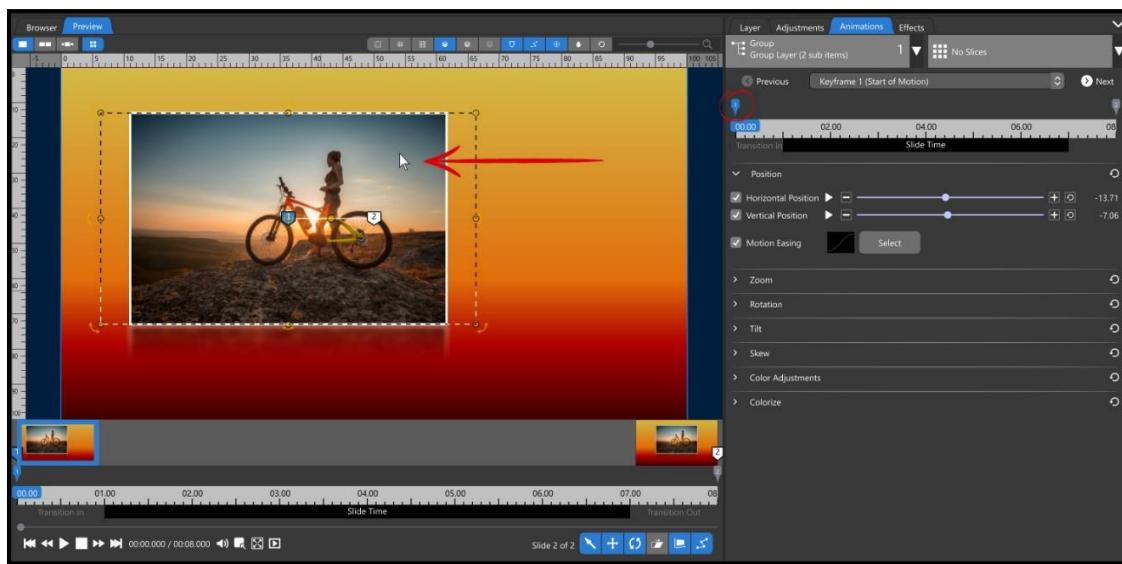
- With the **Group** selected in the Layers list, make sure the **Adjustments** tab is selected and use your mouse wheel in the Preview window to reduce the size of the Group layer to around 60. Click and drag the Group up, just a little (you can hold down the SHIFT key to constrain the movement to Vertical only).



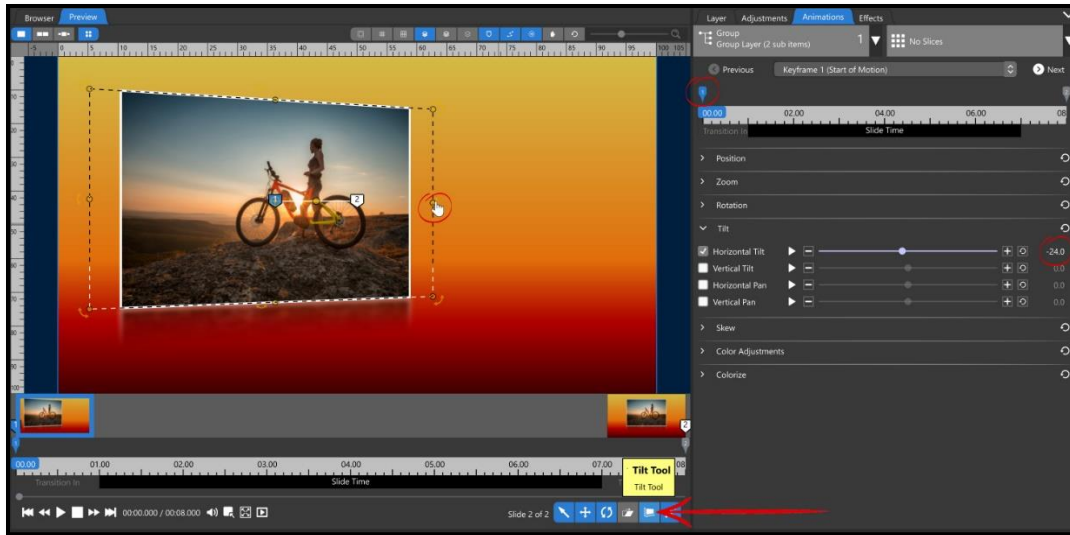
- You can keep the background black or add a color [gradient](#). Use a Linear gradient with any colors you choose but be sure to move the keyframes so the line between the colors also aligns with the bottom of your image. This creates a better “floor” illusion.



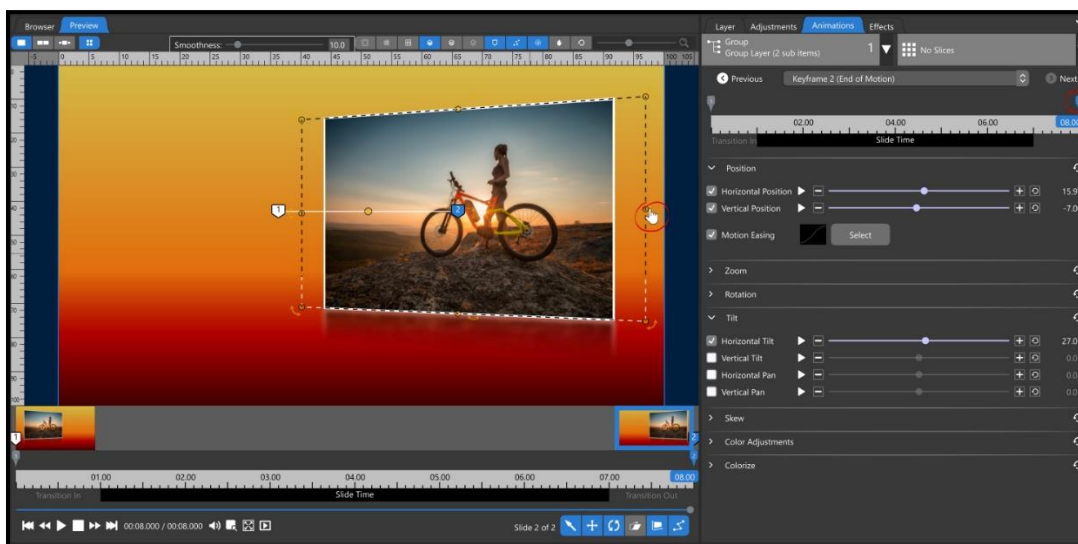
- This new Gradient layer can either be below the word **background** in the Layers list or above it, but it must be **below** the Group for it to be **behind** the Group.



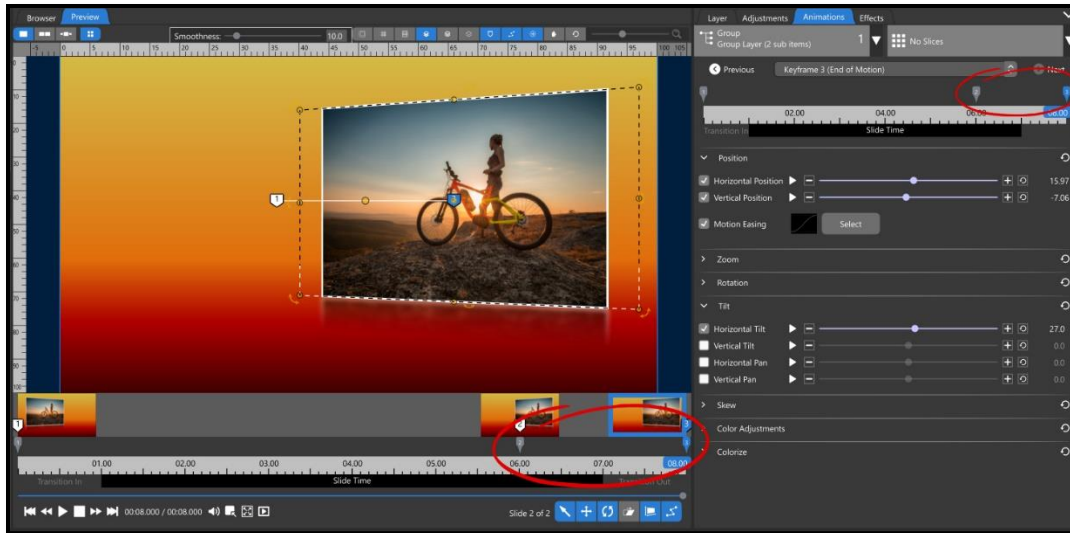
- In the Animations tab, select the 1<sup>st</sup> Keyframe of the Group layer, move the Group to the left (holding down the SHIFT key so you do not accidentally move it up or down).



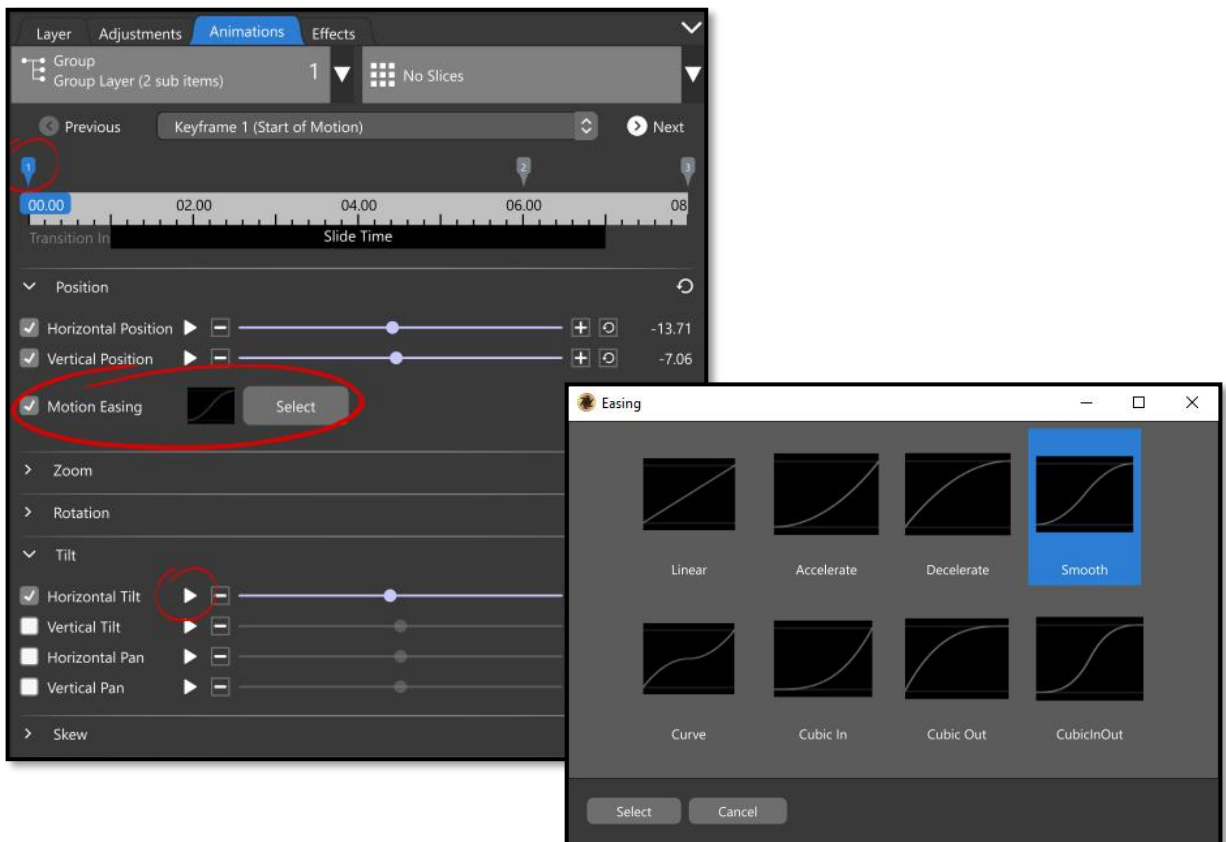
- Make sure your **Tilt tool** is enabled in the [Layer Adjustments Toolbar](#), then tilt the Group so that it is facing the right side of the screen. Something between -20 and -30 for the Horizontal Tilt should work.



- Select the 2<sup>nd</sup> Keyframe, move the Group to the other side of the screen (holding the SHIFT key) and Tilt it in the opposite direction. Play your slide back to see what you have done so far!



- Move the second keyframe in a bit, around the 6 second mark, then **double click after it** to add a 3<sup>rd</sup> keyframe and **drag it to the end**. This can be done on either of the Keyframe Timelines. The intention here is to keep the image still at the end of the slide.
- If you find your motion to be a bit harsh, click on the triangles for the 1<sup>st</sup> and 2<sup>nd</sup> keyframes for the both the Position and Horizontal Tilt settings and change their [Motion Easing](#) to Smooth.

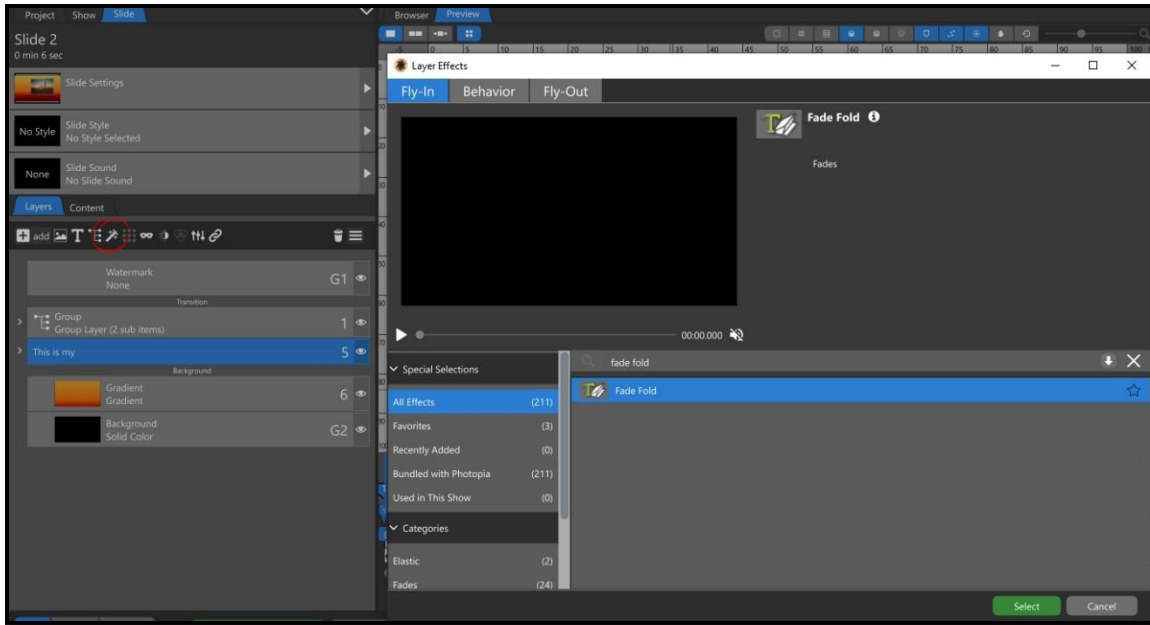




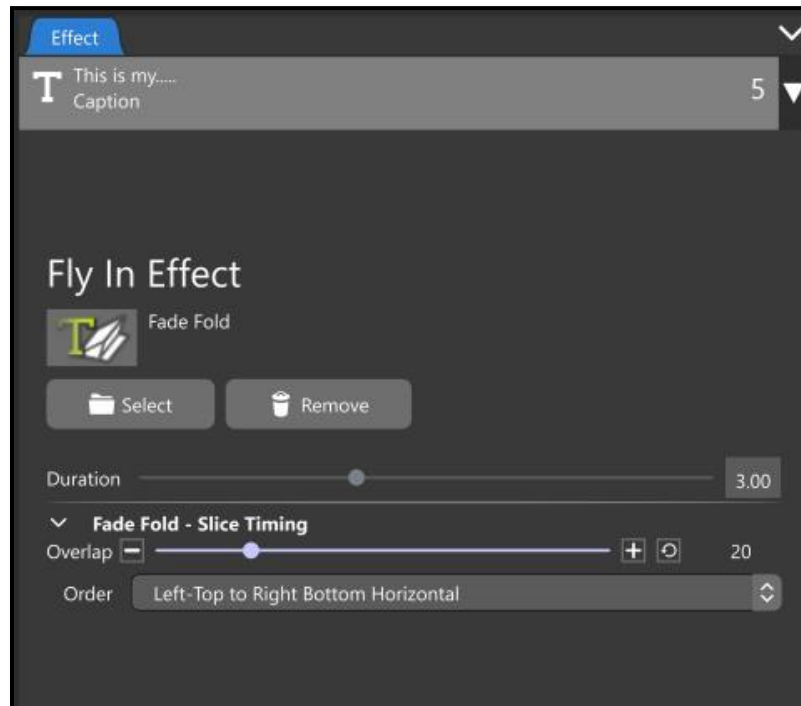


- Finally, we will add a Caption Layer that comes out from behind our image. **Create a new Caption Layer**, add anything you would like. If this Caption Layer is at the top of your Layer List, click and drag it down so that it is beneath the Image Group. (*Caption above the Group is shown above, Caption below the Group is shown below*).

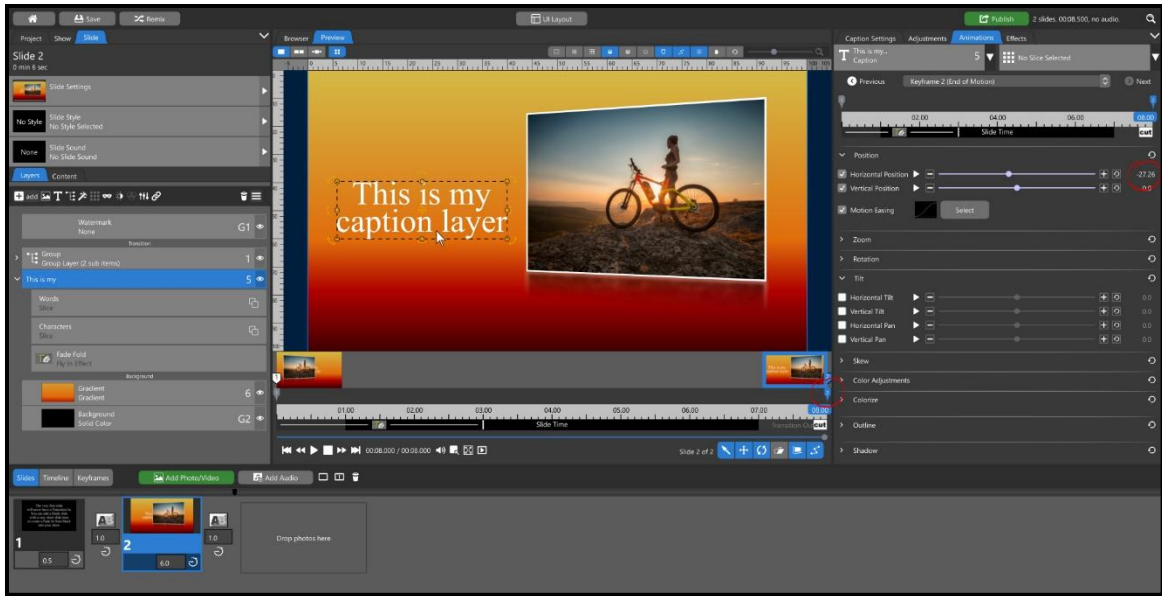




- With your **Caption Layer** selected in the **Layers List**, click on the **Effects Icon** (it looks like a Magic Wand). Find **Fade Fold** in the **Fly-in Tab** then click the **Select** button.



- In the **Effects Tab**, on the right side of the screen, change the **Duration** to around 3 seconds (this can be adjusted later), the **Overlap** to 20, and the **Order** dropdown menu to **Left-Top to Right Bottom Horizontal**.



- Select the **Caption Layer** in the Layers List (the main Caption Layer, not the Fade Fold Effect) then click the Animations tab. *We are going to work through the Keyframes from the end to the beginning, because our Caption Layer is hidden at the beginning. Select the 2<sup>nd</sup> keyframe* and move the Caption Layer to the left side of the screen. You should see the Position checkboxes become checked and gray.

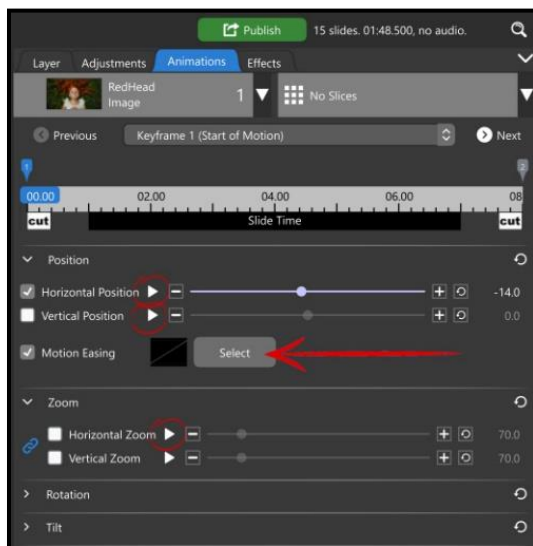


- Move this 2<sup>nd</sup> keyframe back on the timeline, then double click after it to create a new 3<sup>rd</sup> keyframe and move it to the very end.



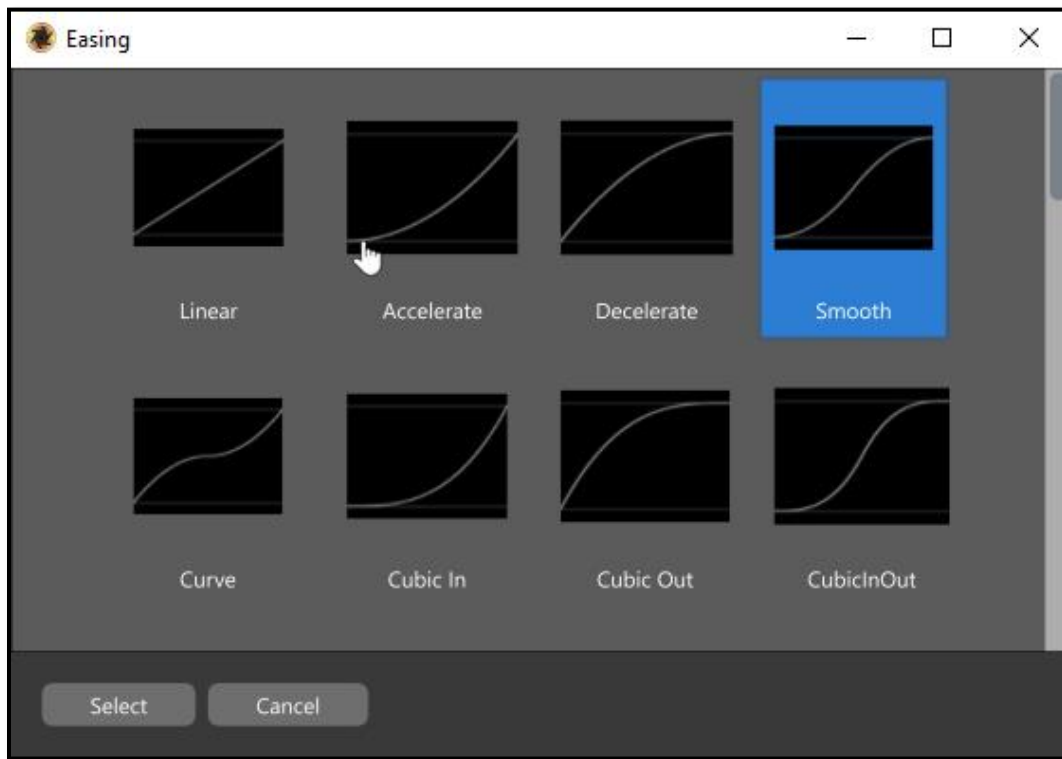
- **Move the 1<sup>st</sup> Keyframe** in on the timeline, to the 2 second mark so that the Fly-in Effect doesn't start until you can just see the caption start to "peek" out from behind the image. Now, **move your Caption Layer** over to the left, so that it is just behind the left edge of your photo. This will cause your caption layer to both move to the left and have a Fly In at the same time.
- Play your slide back and then adjust the position of the keyframes and the timing of the Fly In until your animation looks just right.

## Motion Easing



Motion Easing controls the rate at which layers move between keyframes (*any two keyframes*). The default value for Motion Easing is **Linear**, which tells the layer to move at the same rate between those two keyframes. Other options, like **Accelerate** and **Decelerate**, tell the layer to start / stop at a different speed. This can result in significantly different motion over time, leading to different visual effects.

You can access the Motion Easing choices by clicking on the triangles that are next to all the attributes in the [Animations Tab](#). Position is the only attribute you can assign both Horizontal and Vertical Motion Easing together, using the Select button. All others are assigned individually.



The Easing window gives you more than 40 choices, but the first four will be your “go to” Easing settings for most of your animations. As you look at the graphs for each of the Easing choices, imagine that the beginning of the line on the left side is the Keyframe going into the motion and the end of the line on the right side is the end of the motion.

**Linear** – This is constant motion, neither speeding up or slowing down.

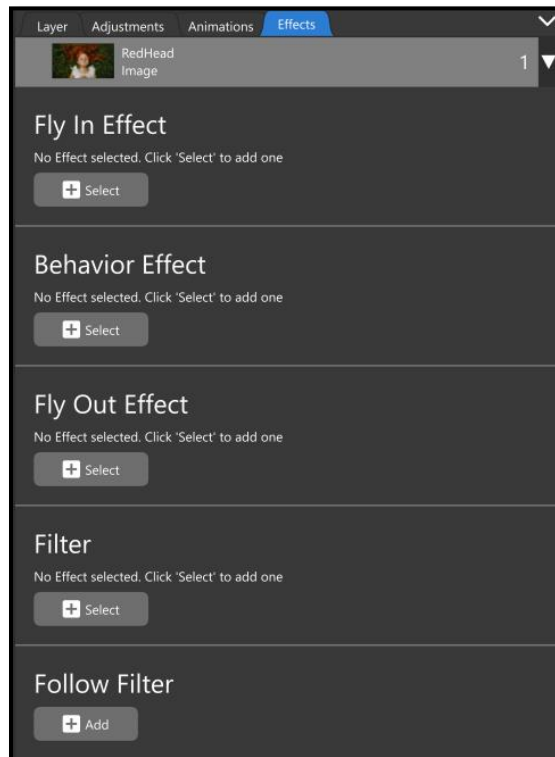
**Accelerate** – The animation will start off slow then increase speed until the next keyframe is reached.

**Decelerate** – The animation will start off quickly then decrease speed until the next keyframe is reached.

**Smooth** – The animation will start slow, increase speed to the midpoint, then decrease speed until the next keyframe is reached.

Easing applies to a particular option at a particular keyframe and controls the rate of change for that animated option until the next keyframe, at which point the Easing for the next keyframe takes over. While the Easing option can be set on the last Keyframe of a layer, it has no effect since there is no animation coming out of that Keyframe.

## Layer Effects



Predesigned effects can be applied to individual layers. These effects include animations for how a layer is first displayed on screen (**Fly In**), how it ends (**Fly Out**), how it behaves in between (**Behavior**), general modifications (**Filter**), and how it behaves relative to changes in other layers (**Follow Filter**).

These effects can be accessed by selecting a layer in the [Layers List](#) then clicking on the wand icon OR the **Effects** tab in the [Options Panel](#). Fly In and Fly Out effects can also be accessed by clicking on the corresponding effect icon under the first / last keyframe in the Keyframe Timeline.

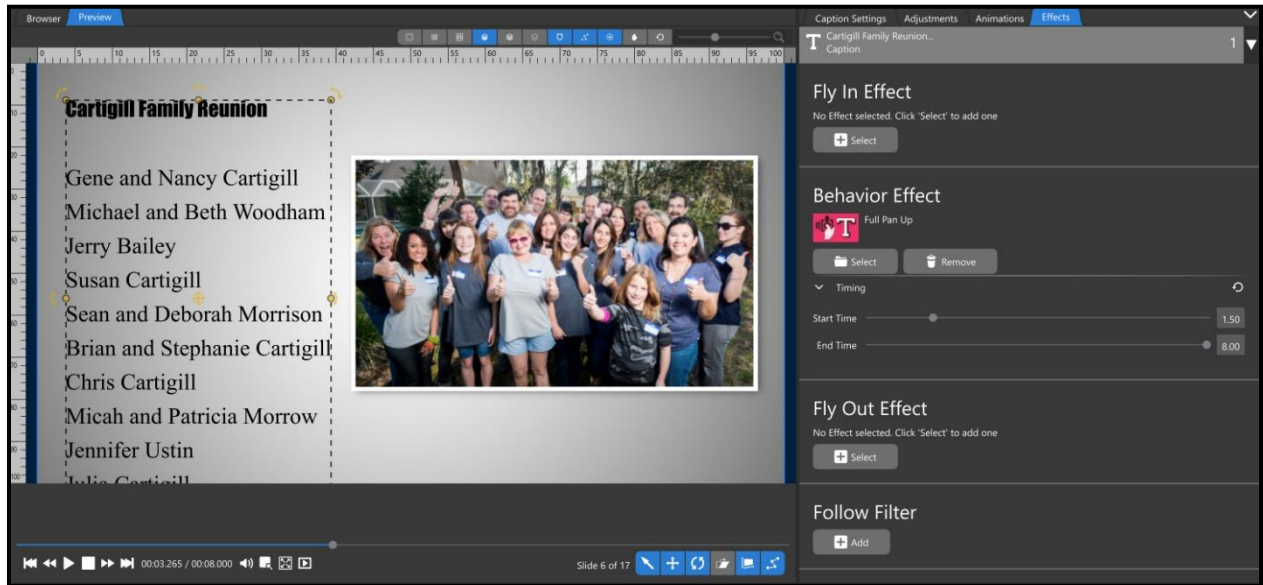
### Fly-In and Fly-Out Effects

Fly-In and Fly-Out effects provide the same basic set of animation choices. Fly-In effects are applied to the first keyframe of a layer and Fly-Out effects are applied to the last keyframe of a layer. Once applied, you can adjust the speed of the Fly-In / Fly-Out using either the slider bar in the Effects tab OR by clicking and dragging the bar at the interior edge of the effect icon in the Keyframe Timeline.

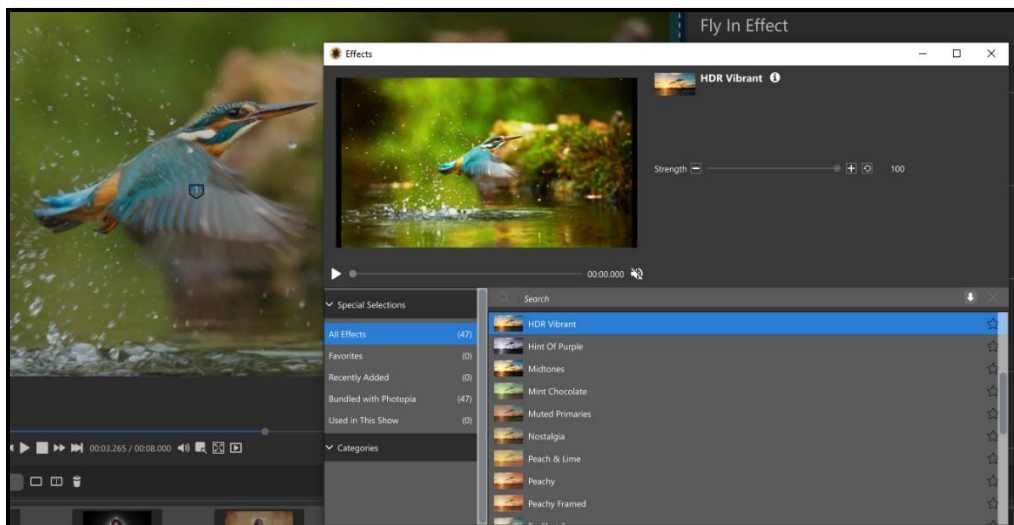


## Behavior Effect

This type of effect adds an animation to a layer independent of any keyframes. You can choose start and end times for a behavior in the Effects tab.



An example of a Behavior Effect is the **Full Pan Up** effect, applied to a **Caption Layer** (shown above), which creates a 'scrolling credits' effect (Caption Layers have a separate set of Effects, but are applied the same way). If you did not want the credits to start right away, you could change the Start Time.

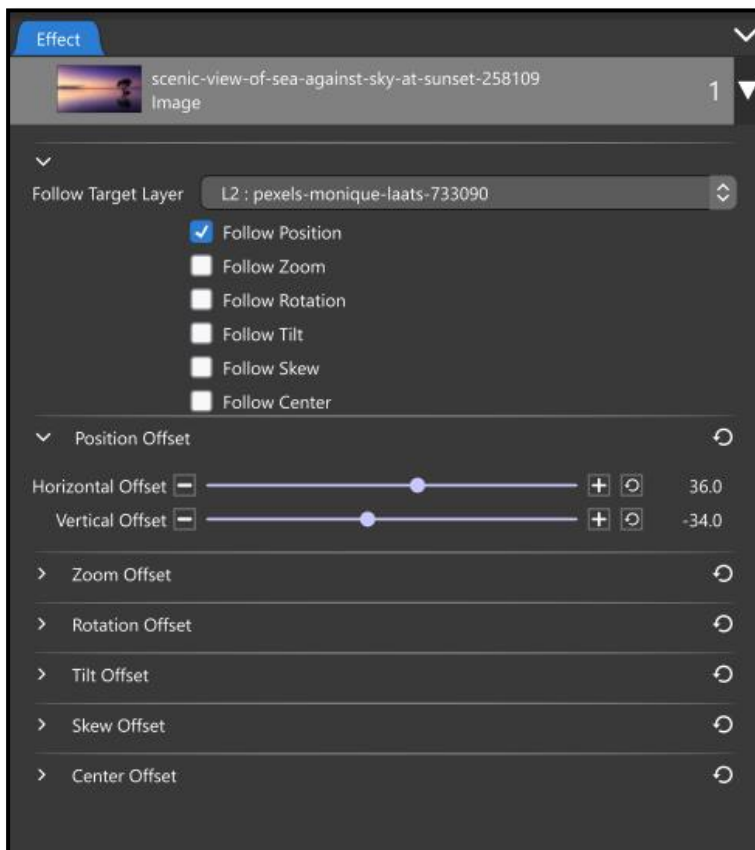
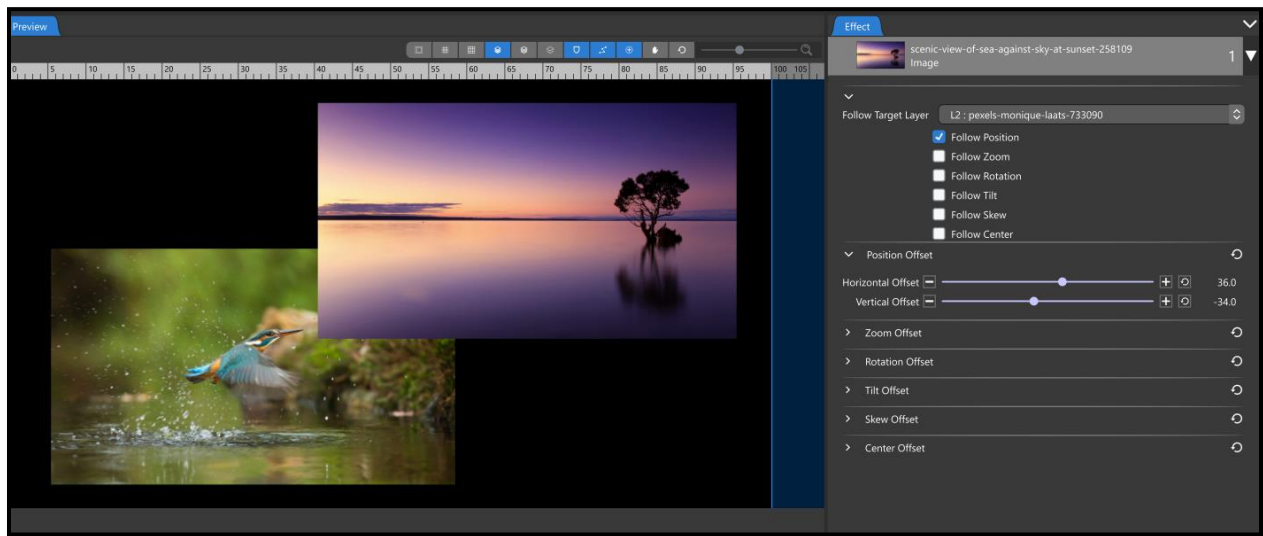


## Filter Effects

These are image filters, like what you might find in Photoshop or Instagram. You can adjust the strength of the filter in either the Filter Effects window OR after from the Effects tab.

## Follow Filter

This effect lets you assign a layer to follow one or more attributes of another layer.



To assign a Follow Filter you must first set a **Target Layer**. This is the layer that your layer will be following.

Next, select one or more **attributes** for your layer to follow. If you want two layers to move in unison, for example, select the Follow Position attribute.

Once you have chosen an attribute, you may want to change the **Offset**, or the difference, between the two layers. If you are following position, for example, and you do not set a Position Offset, your layers will be in the exact same position, and one of them will be covering the other.

Once you set a position offset, your layers will be separate on screen, but they will move in unison.

After setting your Follow Filter, you will **only need to animate your**

**Target Layer** for the attribute chosen. You will still be able to animate other attributes that are not using the Follow Filter separately.



## Timeline View

The Timeline View gives you a more visual representation of your slides, transitions, soundtrack, and slide sounds. More importantly, the Timeline view shows you how they all work together.

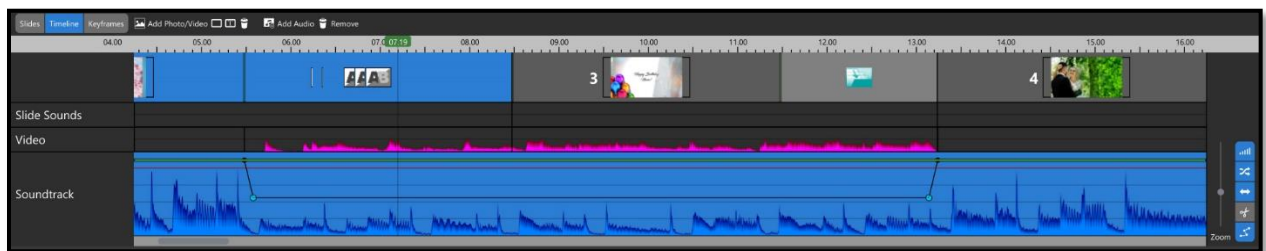


The basic components of a slideshow are displayed in separate horizontal sections within the Timeline view.

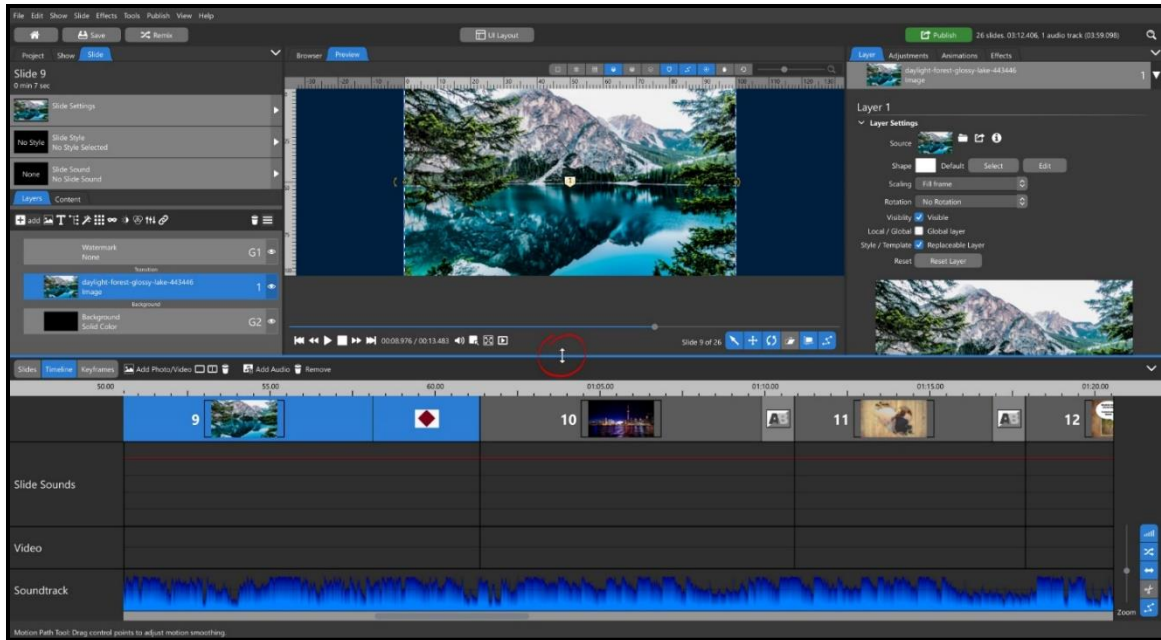
- **Slides and Transitions**
- **Slide Sounds**
- **Video** (only shown when at least one video layer exists in the slideshow)
- **Soundtrack**

## Working in Timeline View

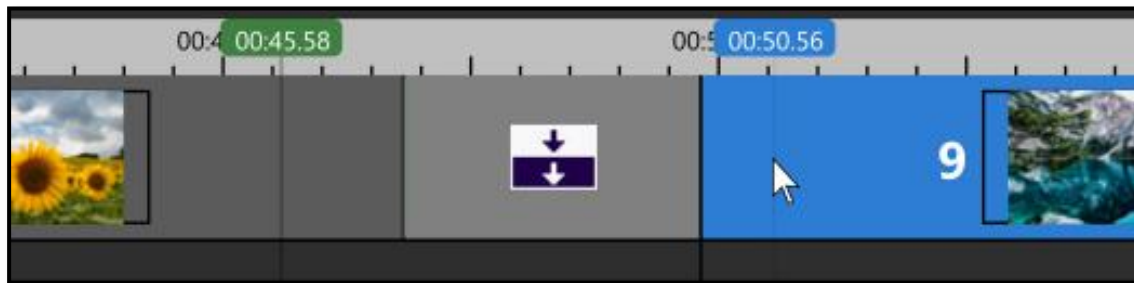
The most important advantage of the Timeline view is being able to see how the Soundtrack audio relates to the slides / transitions. It can also be easier to adjust slide / transition times to align with audio changes.



Use the **mouse wheel** to zoom in / out when working in the **Timeline** view to see things better. Scale is very important in this view.



The height of the Timeline view can be adjusted by grabbing the top edge of that panel and dragging it up / down. Hover the mouse over the divide between the Browser/Preview panel and the Timeline panel until you see a double-sided arrow. Click and drag that line up / down to increase / decrease the panel size. Select the **View > Reset Window Layout** option to reset all the panels.

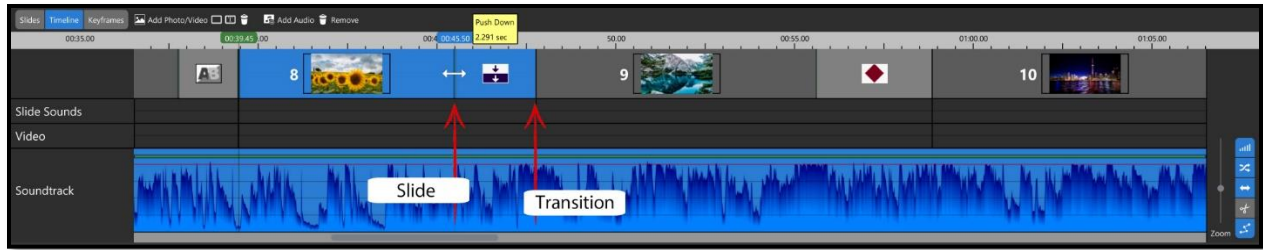


**Timecode** – At the top of the Timeline view is a timecode for your show. You will see two different time stamps floating above the timecode, one blue and one green. The **Green time stamp** shows the time code for what is being shown in the Preview area. You will see this time stamp when playing the slideshow. The **Blue time stamp** shows where the mouse is hovering.

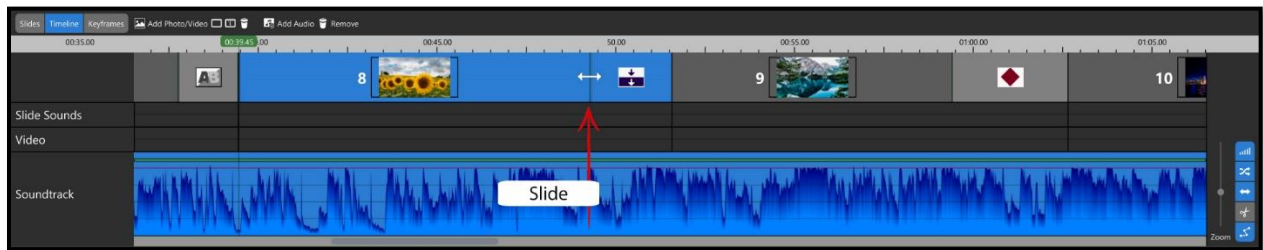
### Adjusting Slide and Transition Times

Slides and Transitions have the same thumbnail in the Slides view as they do in the Timeline view. You will only see the Slide Number in the Slides view while the Timeline view is necessary to see slides / transitions based on their relative durations.

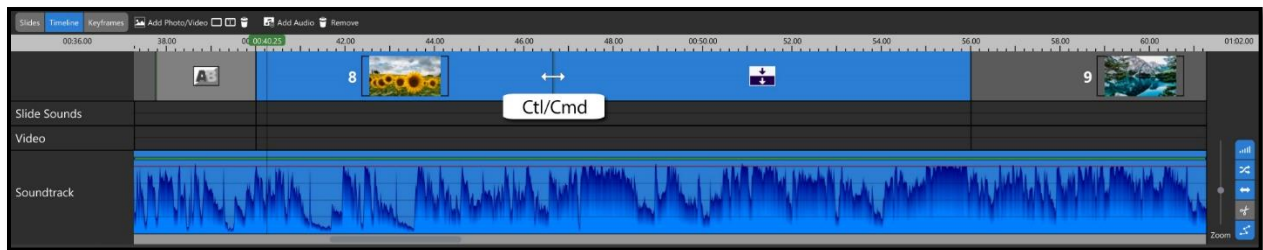
You can hover over a slide or transition to see its exact time. You can change a transition here the same way you can in the Slides view; click on the transition icon to open the Transitions window.



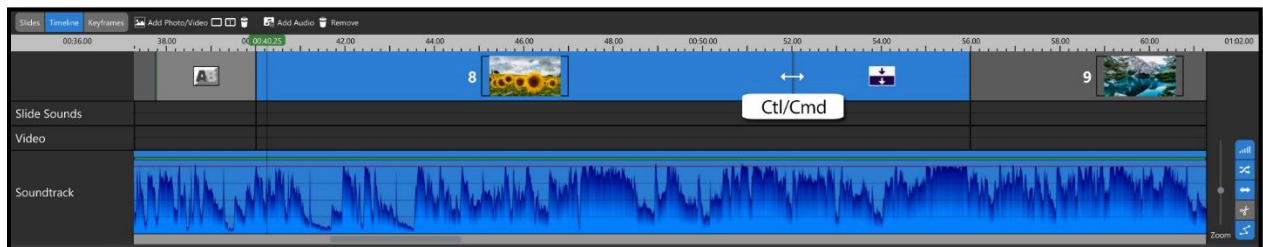
Hover the mouse over the right side of a slide / transition until you see a double arrow. Click and drag that line to change the duration of that slide / transition. (*before edit shown above, after edit shown below*)



All the slides / transitions that come after the adjusted slide / transition will be shifted forward / backward in time, depending on how the adjusted slide / transition duration was modified. Earlier slides / transitions will retain the same relative position in the show. This is important when considering how a slide / transition duration change will affect slide / soundtrack alignment.

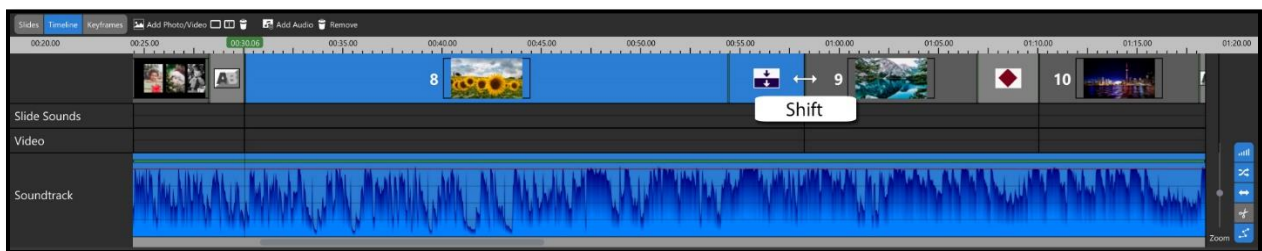


You can also perform a **rolling edit**, where the slide / transition times are adjusted relative ONLY to each other, leaving other areas of the show unchanged. Hold the CTRL (or CMD) key as you click and drag on the line between the slide and transition you want to edit. Notice in the above images that the start of the slide and the end of the transition did not change. This can be helpful when you only want a shorter transition. (*before edit shown above, after edit shown below*)





When performing a **sliding edit**, the two slides or two transitions on either side of your mouse will adjust, but the slide or transition in the middle will not. Hold down the SHIFT key then click and drag for a **sliding edit**. The slide or transition that will not change its time will always be **directly to the left** of where you click the mouse. *(before edit shown above, after edit shown below)*



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## Moving the timeline

If you are zoomed into your timeline, you may need to move the entire timeline to see more slides.



You can do this either by clicking the mouse on the Timeline and dragging to the left / right OR by using the scrollbar at the bottom.

## Audio Tools

The bottom three tracks are all for audio files (*you will only see a video track if you have a video file in your timeline*). You will be able to edit your sound files using the **Audio Tools** on the right side of the Timeline view. Each tool can be enabled (blue) or disabled (grey) to avoid using a tool accidentally.



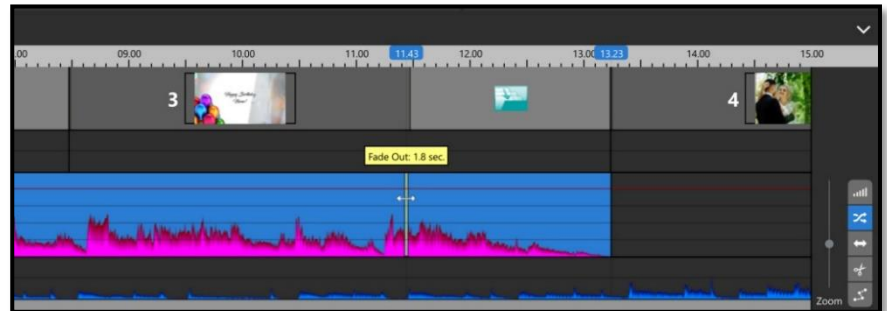
### Volume

Adjust the volume of any audio track by clicking the green line and dragging it up / down.



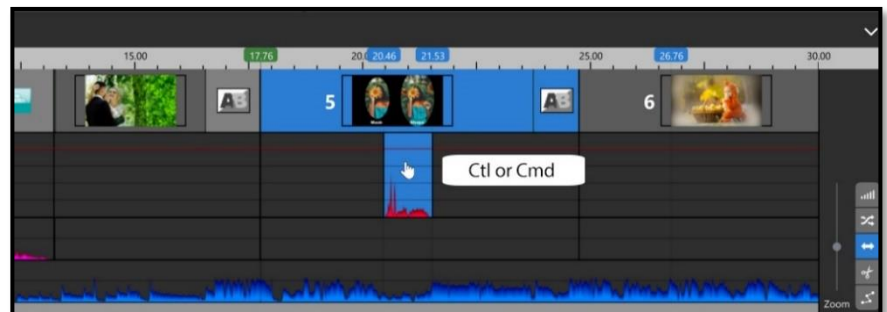
### Fade

Adjust the fade in / out by clicking the vertical green line and dragging it left / right.



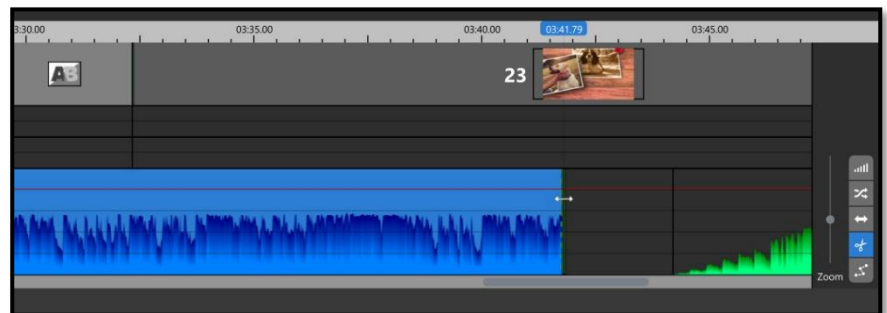
### Move

Adjust the track position by holding CTRL (or CMD) while you click and drag the track left / right.



### Trim

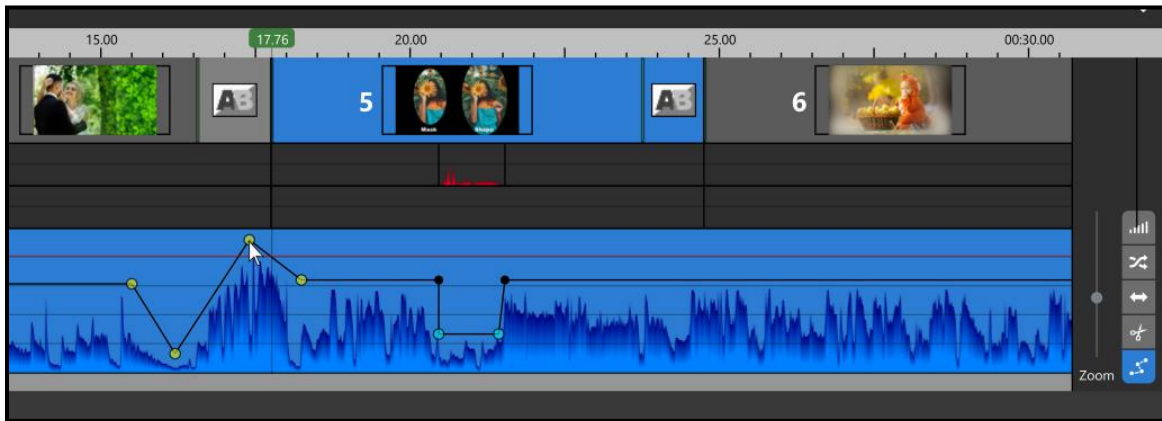
Trimming here works like it does in the [Audio Trim Window](#). Since the Trim feature works in the same manner as the Fade Tool, it is recommended that one is disabled while the other is enabled.





## Volume Control Points

Volume Control Points are a tool that allows you to create individual volume reference points for an audio track. This can be useful if you want to create a fade in the middle of your sound file, which cannot be done with the normal Fade In / Out tools. You may notice that some Volume Control Points already exist if you have a Slide Sound or Video layer with sound and the **Soundtrack During Other Sounds** option is set to a lower volume (under 100%). Volume Control Points can be added by double-left clicking on the audio waveform in the Timeline and removed by right-clicking on an existing Volume Control Point.

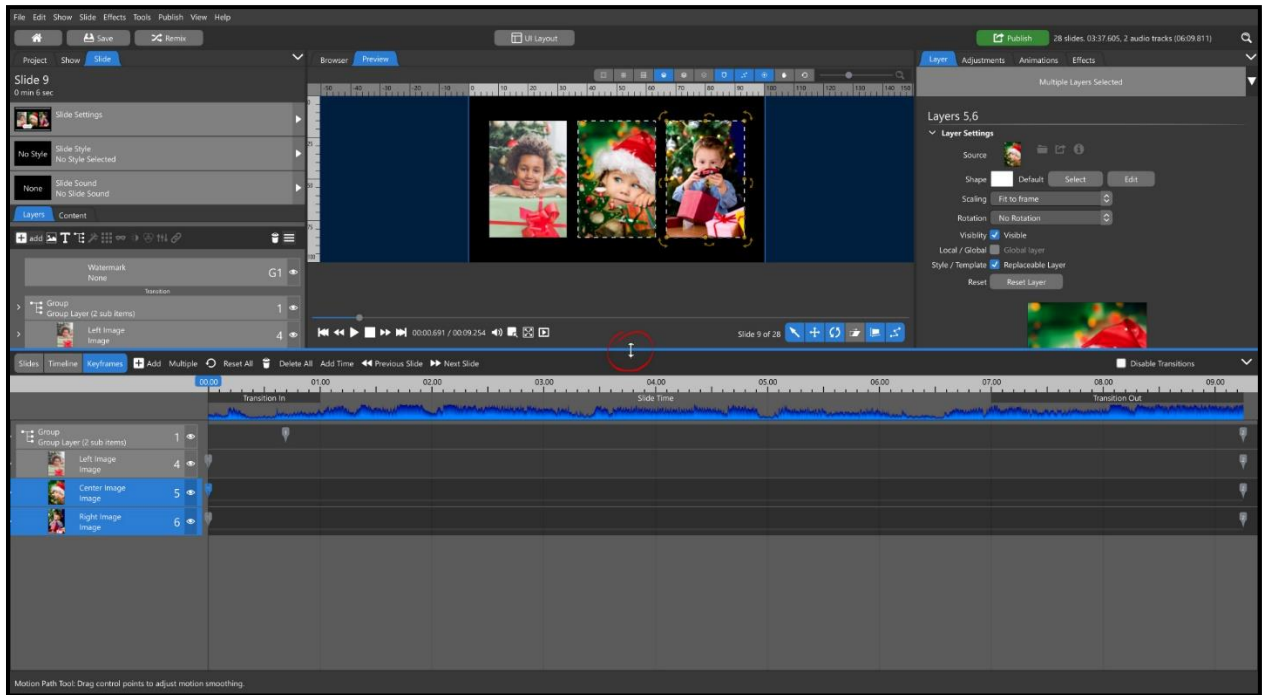


There are **black** Volume Control Points, created from the **Soundtrack During Other Sounds** feature, that cannot be moved in the Timeline. There are also **blue** Volume Control Points, created from the **Custom Soundtrack During This Sound / Video**, options for slide sounds / video layers. These blue nodes, which always exist as a pair, can be moved, and always move as a pair.

The main Volume Control Points are **yellow**. These are the control points that can be added / removed from the Timeline. Click and drag these yellow control points up / down or left / right to change the Soundtrack volume at that point. Note that at least four of these control points are needed to fade the Soundtrack down then back up to normal volume. It's also helpful to think of these Volume Control Points as being applied to the Soundtrack, as they are not tied to specific audio tracks in the Soundtrack.

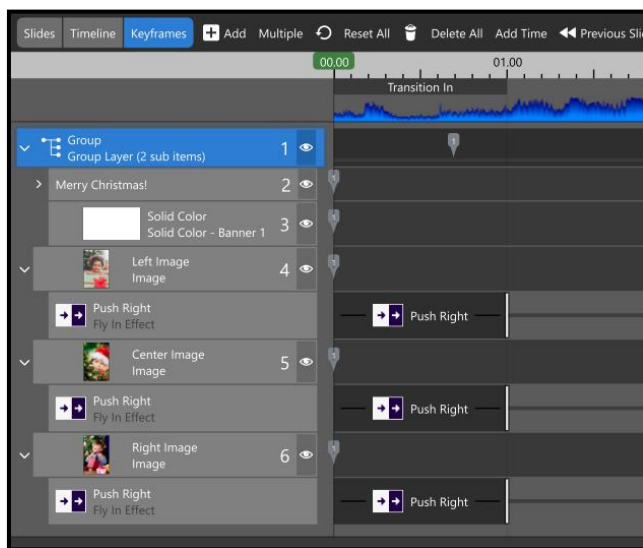
# Keyframes View

The Keyframes view is a combination of the [Layers List](#) and the [Animations Tab](#). This allows you to see multiple layers **and their keyframes** all at the same time.



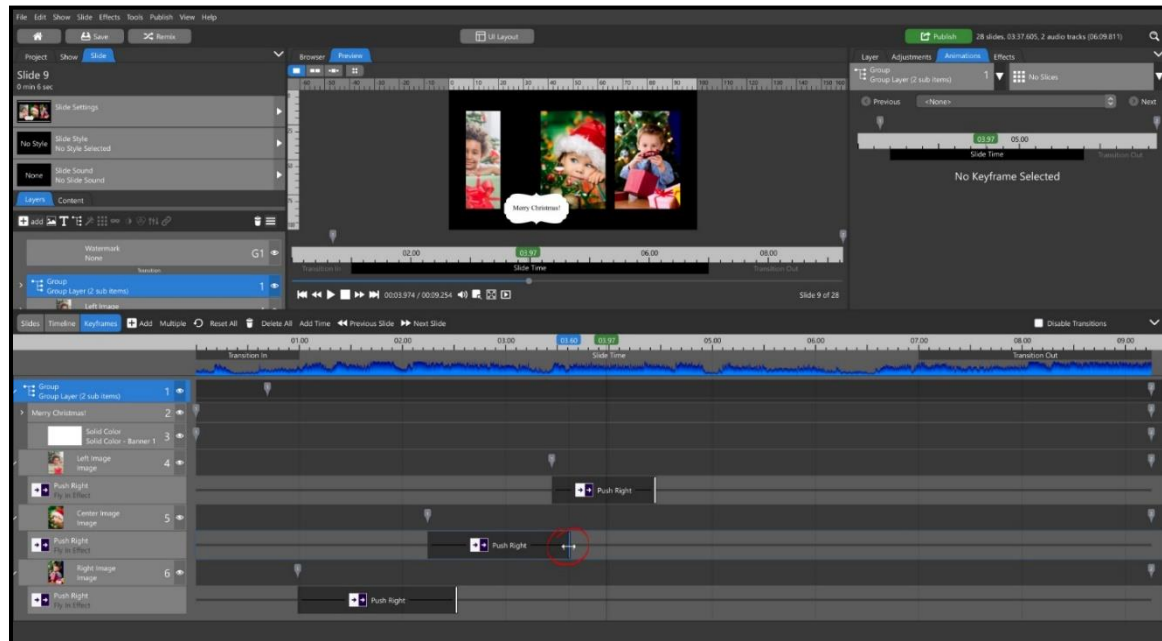
If you have more than 4 or 5 layers (including those inside other layers, such as Groups or Masks), you will want to extend this panel. Hover the mouse at the top of the Keyframes panel until you see a double arrow, then click and drag up.

## Keyframes View Layout



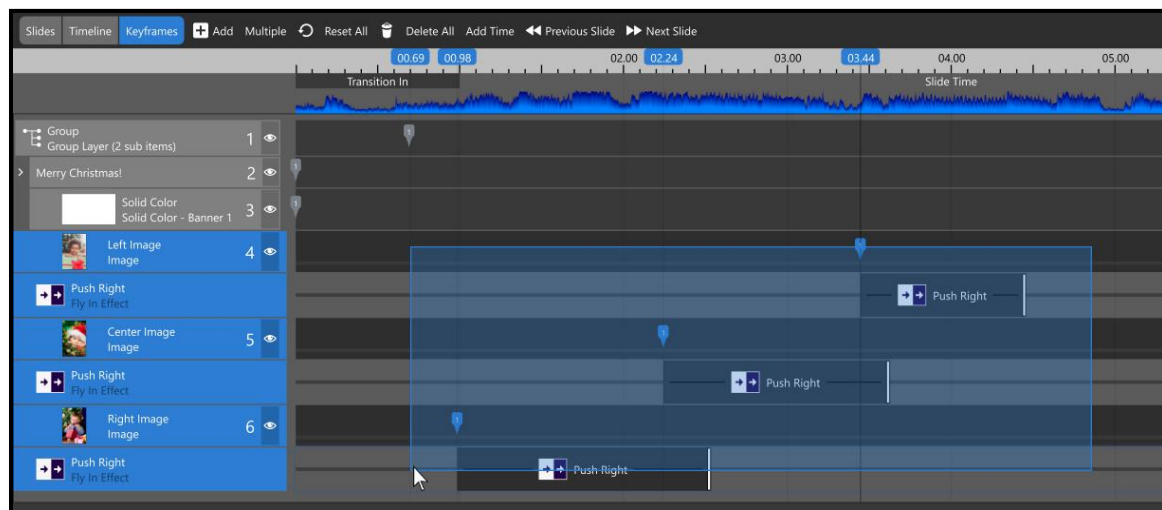
The Layers list on the left side works in the same way as the [Layers list in the Navigation Panel](#). Some of your layers may initially be hidden if they are inside a Group or under a Mask. Click the arrow on the left side of those layers to reveal the layers within, or any effects that are applied.

## Adjusting Keyframes on Multiple Layers



In this example we have three images that all have a **Push Right Fly-In** applied to them. We want to stagger them on screen so the far-right image appears first, then the center image, then the left image. This is done easily in the Keyframes View as we can see the first keyframe for all three layers at the same time. Keyframes and Fly-In / Fly-Out effects can be moved / adjusted in this Keyframe Timeline just like in any other Keyframe Timeline.

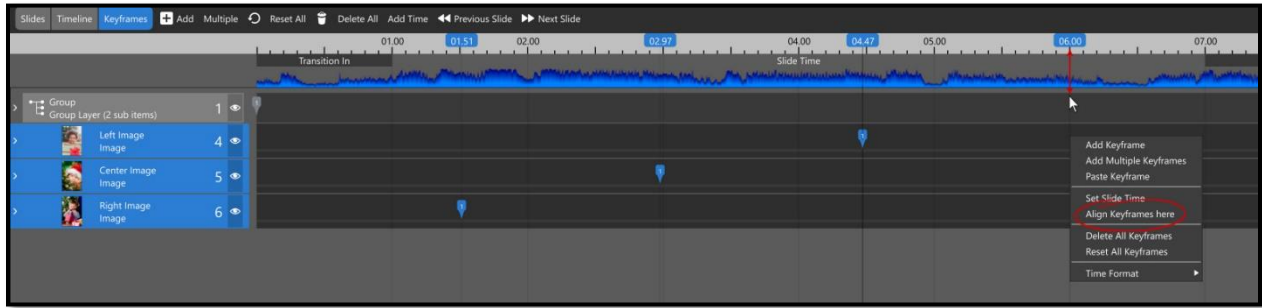
## Selecting Multiple Keyframes



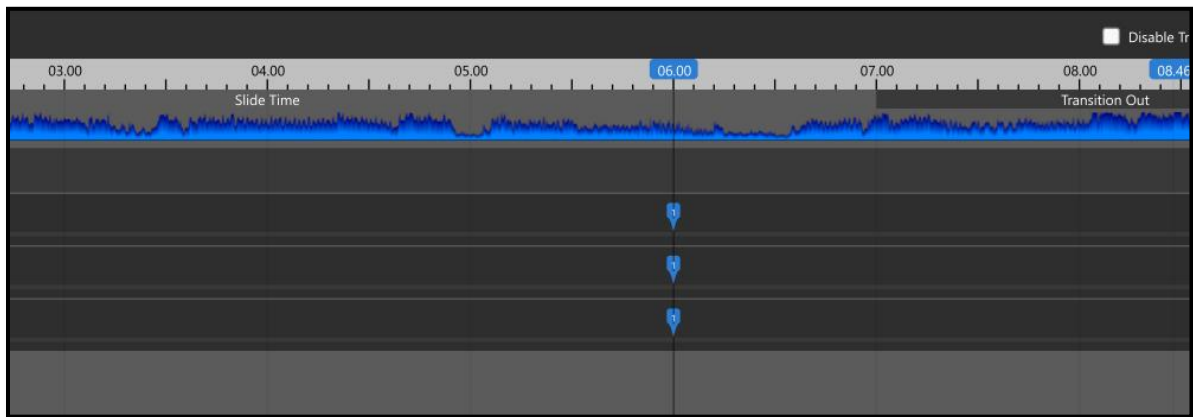
Click in an empty space within the Keyframe Timeline area then drag the selection box around the keyframes you want to select. If there is a keyframe that you would like to include that is not adjacent, hold the CTL key as you click on that additional keyframe. Once the selection is complete, click on any of the selected keyframes then drag the selected set of keyframes left / right. They will move as a single unit.



## Aligning Multiple Keyframes to a Specific Time



Multiple keyframes can also be aligned to a single position. Select the keyframes you want to align, one keyframe per layer, then right-click at the point where you want those keyframes aligned and choose the **Align Here** option (*results shown below*).



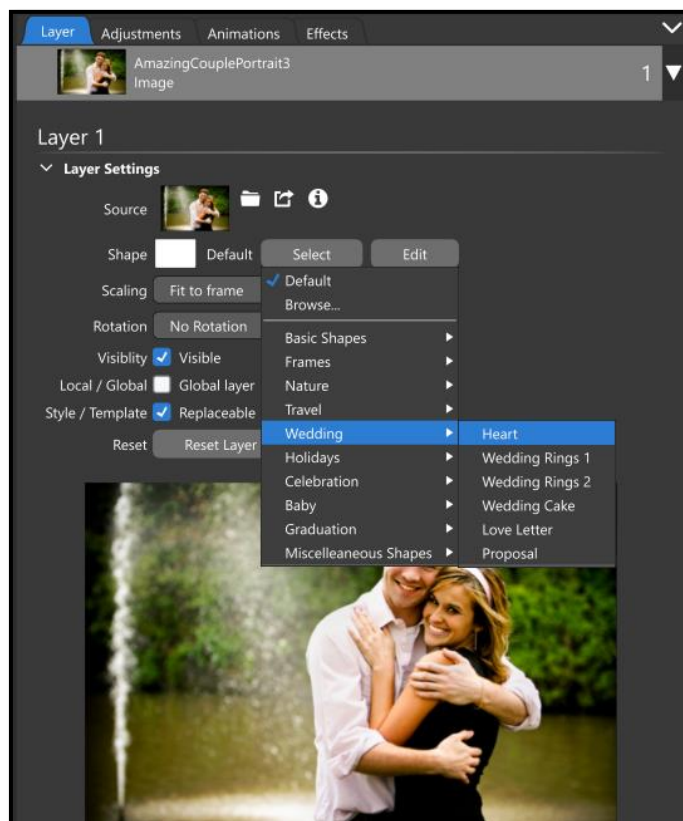
## Shapes

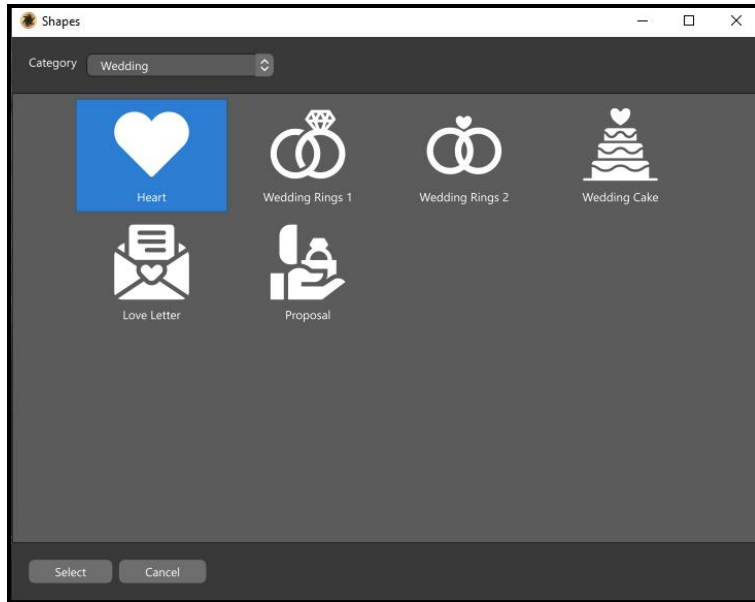
The Shape feature allows you to cut layers into a variety of shapes, like a stencil / mask.

### Applying a Shape

The settings for applying a Shape to a layer are in the Layers tab. The **Default** option is the original shape of the layer.

There are two ways that you can select a shape. Clicking on **Select** next to the Shape option displays a fly out menu with descriptions of shapes from which you can choose.

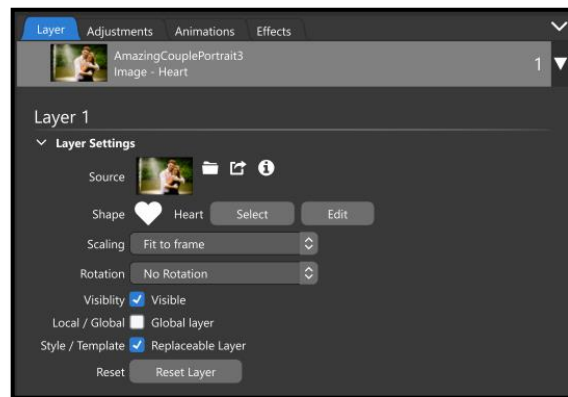
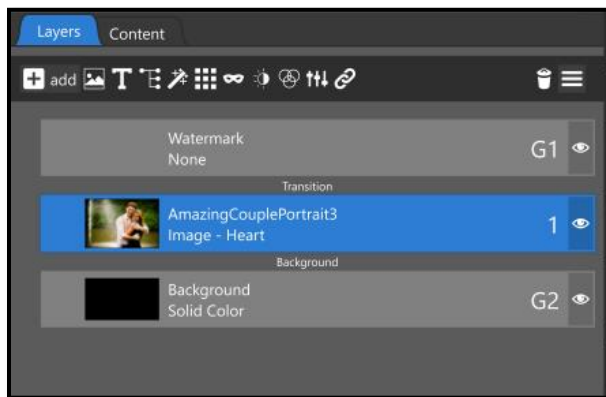




If you prefer to see a visual example of the shapes, click on **Select**, then **Browse**.

The Shapes window will default to showing all shapes, but there is a Category drop down menu for you to view only the shapes in a chosen category.

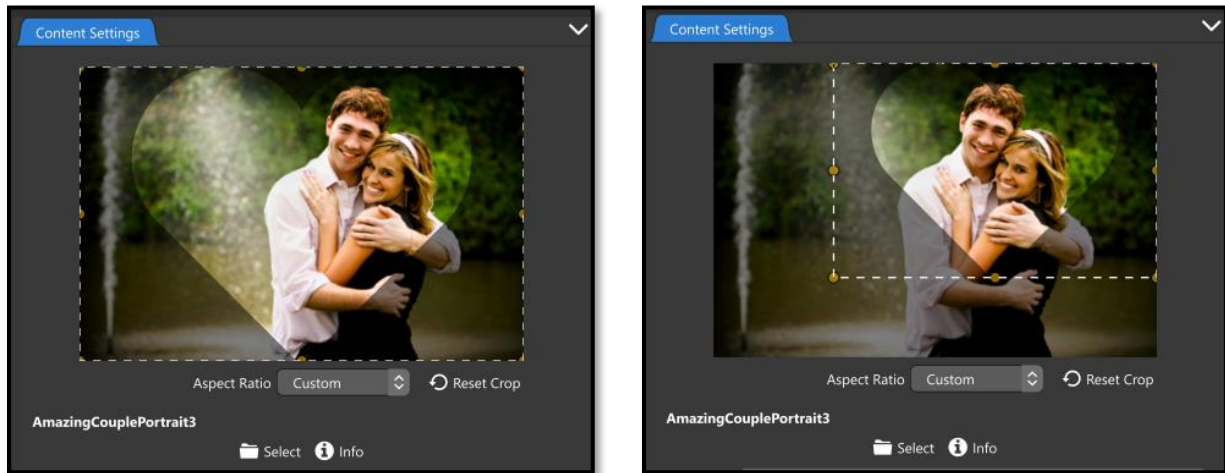
Once you have selected a shape, you will see that information in two places. The layer information in both the Layers list and the Layer drop down menu will display the name of the shape that has been applied and the shape icon in the **Layer** tab will now display the applied shape.



Unlike a masking layer, ***you cannot animate a layer independently from the shape***. For example, you cannot zoom an image behind the shape of a heart and have the heart stay still while the image zooms inside it. You can create that effect by applying the heart shape to a solid layer then use the solid layer as a mask over your image. Learn more about [Masking Layers here](#).

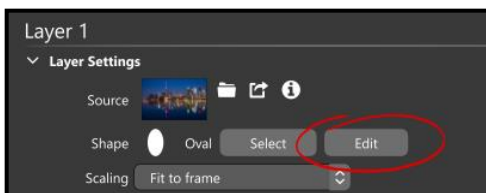
## Adjusting Shape Position

You may want to adjust where your image is within the applied Shape. This is done with the [Crop Tool](#) in the contents tab, **not** the Edit button next to the Shape selection.



Select your Layer, then go into the **Content** tab. You will see the applied shape over the image. Use the mouse wheel to resize the shape then click and drag to position it on the image. You can always click the **Reset Crop** button to have the shape fill the image.

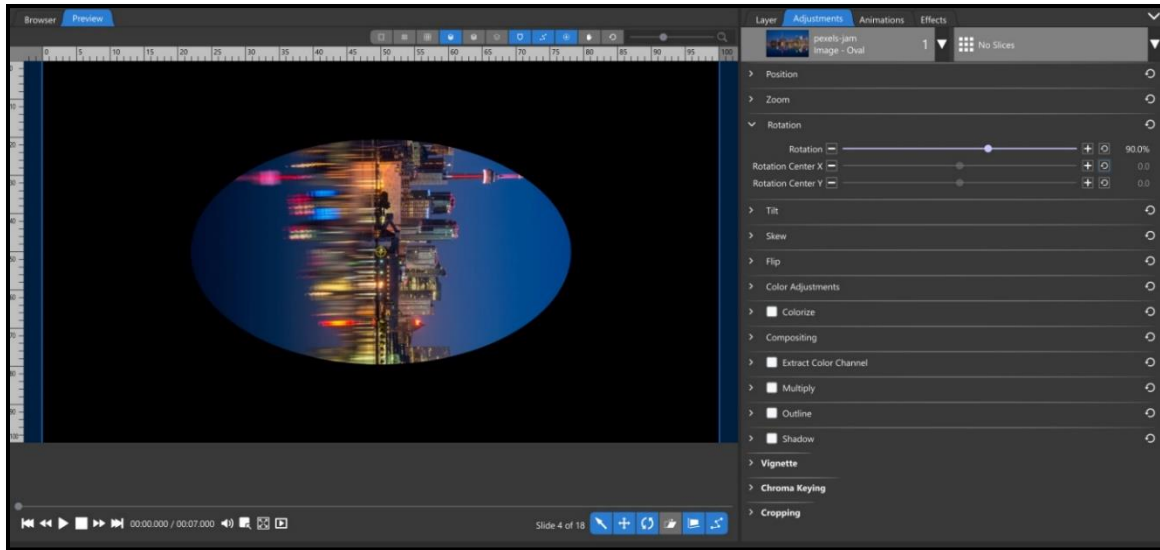
## Editing the Shape



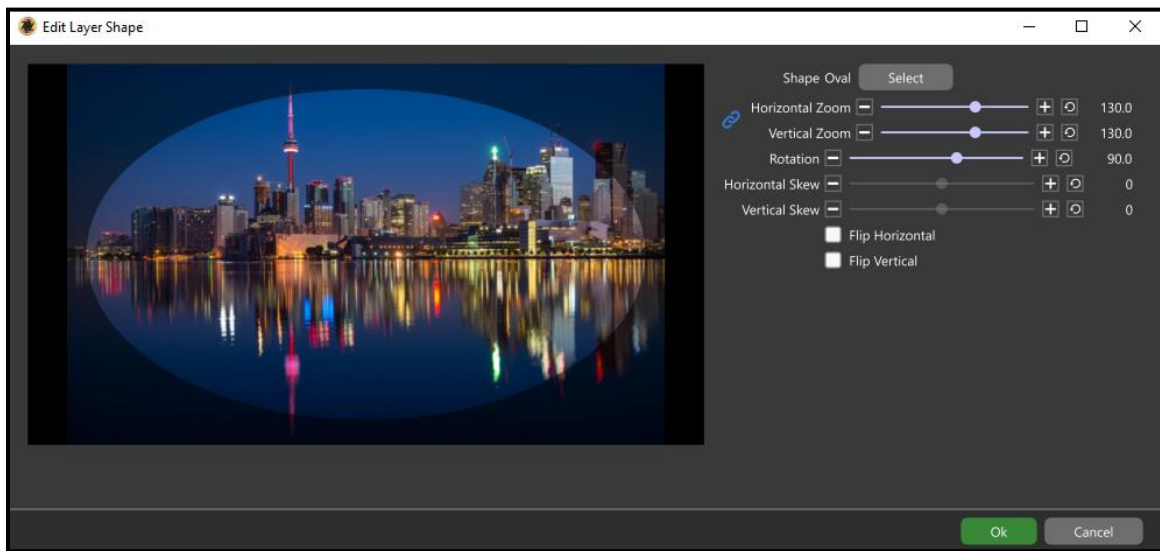
The **Edit** button next to the Shape Selection is to *edit the shape itself*, it does not determine where the shape is positioned on your image.

In this example, we have applied an **oval shape** to this image of a skyline. The oval shape is vertical, but we want it to be horizontal.

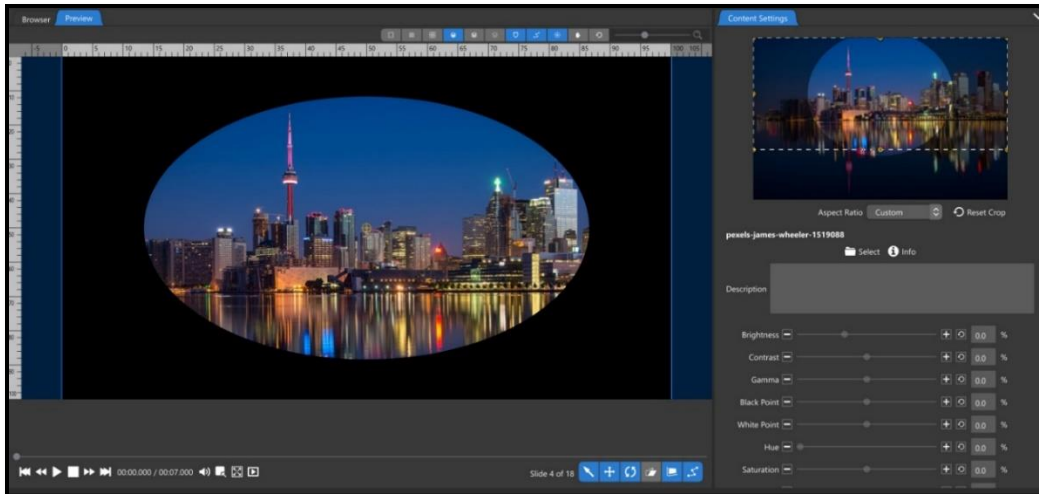




If you use the **rotate** setting in the **Adjustments** tab, your *entire image will rotate*, not the shape itself. This is not the result we want.



Use the **Edit** button for the Shape option to **rotate the shape**. If it does not fill your image, increase the zoom settings here. This is not used for placement on your image, just for editing the shape.

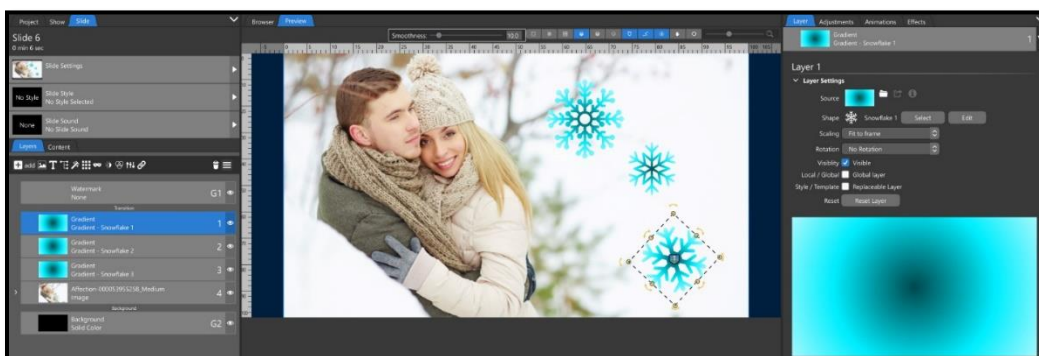


Once you have edited the shape, you can adjust the scale and position of it on top of your image in the Content tab.

Shapes can be used for more than just images, as you will see below.



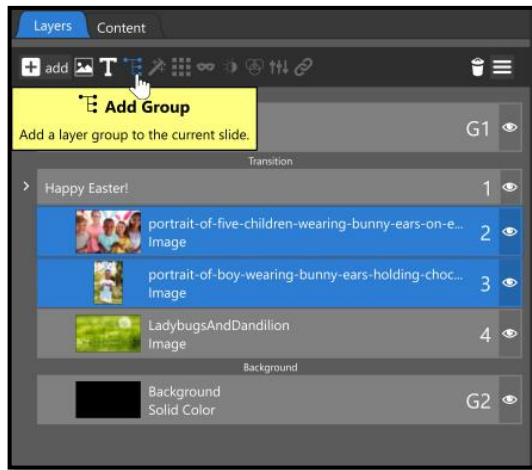
In this example we have added a [solid white layer](#), applied a **Speech Bubble Shape**, flipped it horizontally, added a black Outline and a Shadow. You can add a text layer above this and even put both the text layer and speech bubble layer into a [group](#) to animate together.



In this example we have used three duplicates of a [blue radial gradient](#) then applied a **snowflake shape** to all three. You can then animate each snowflake to fall from the top to the bottom at different speeds and rotations to give a stylized 'falling snowflake' effect.

# Groups

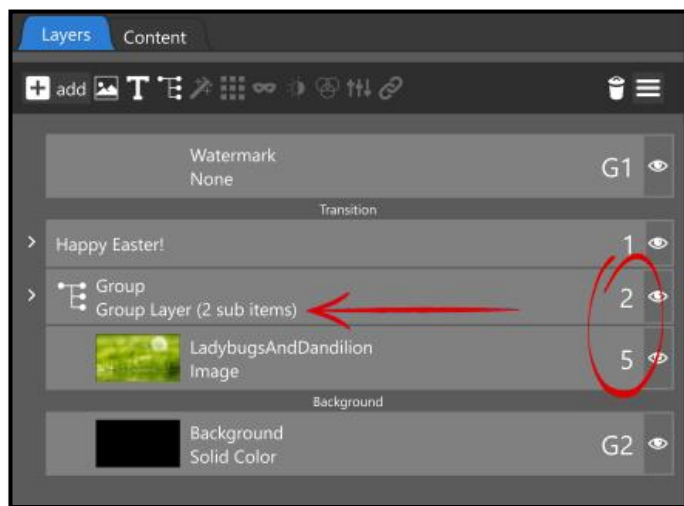
Groups allow you to put multiple layers together (in a container) which can then be animated as a single unit.



## Creating a Group

You can add Layers to a Group in a couple of ways.

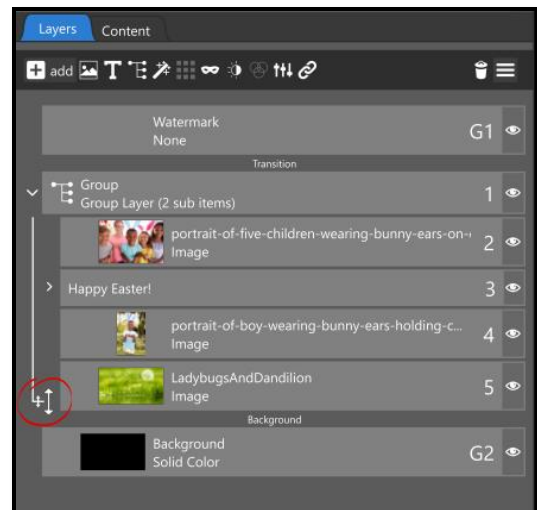
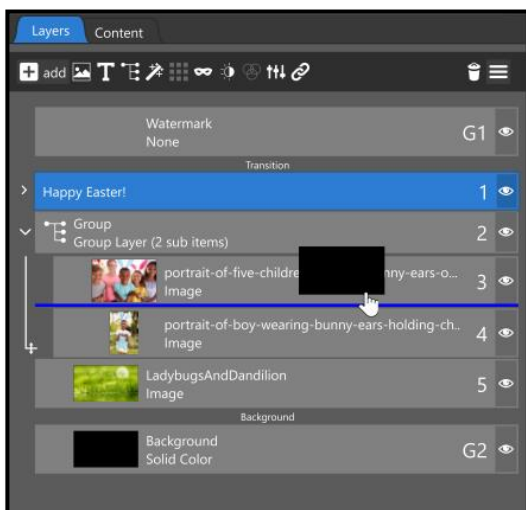
First, select one or more layers in the Layers list (hold down the CTRL or Alt key to select more than one layer), then click the **Group Icon** (shown left).



The new Group information will include how many layers, or sub items, are inside (shown right).

With the Group closed, the layer numbers will skip over the layers within the Group. You will not see these layers in your Layers list until you open the Group by clicking on the arrow to the left of the Group.

You can add Layers to a Group by dragging them into the Group (shown left), or by clicking the arrow at the bottom of the expanded Group indicator and dragging it down to incorporate lower layers in the Layers list (shown right).



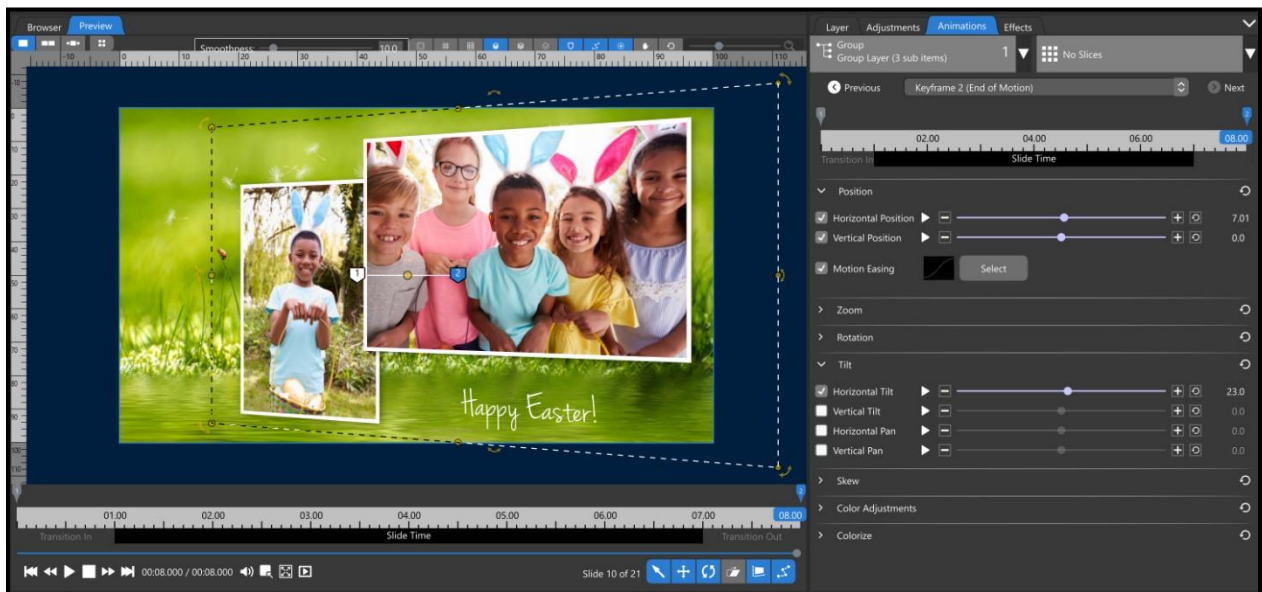


You can **remove** Layers from a Group using the same methods. Dragging the double arrow up will remove the bottom-most layer(s) from the Group. If you drag a layer down to remove it from the Group, pay close attention to the blue line; if it does not go all the way to the left *past the Group Container Line*, you are simply moving that Layer to the bottom of the Group (*left image above*). If it goes all the way to the left edge, you will be removing it from the Group (*right image above*)

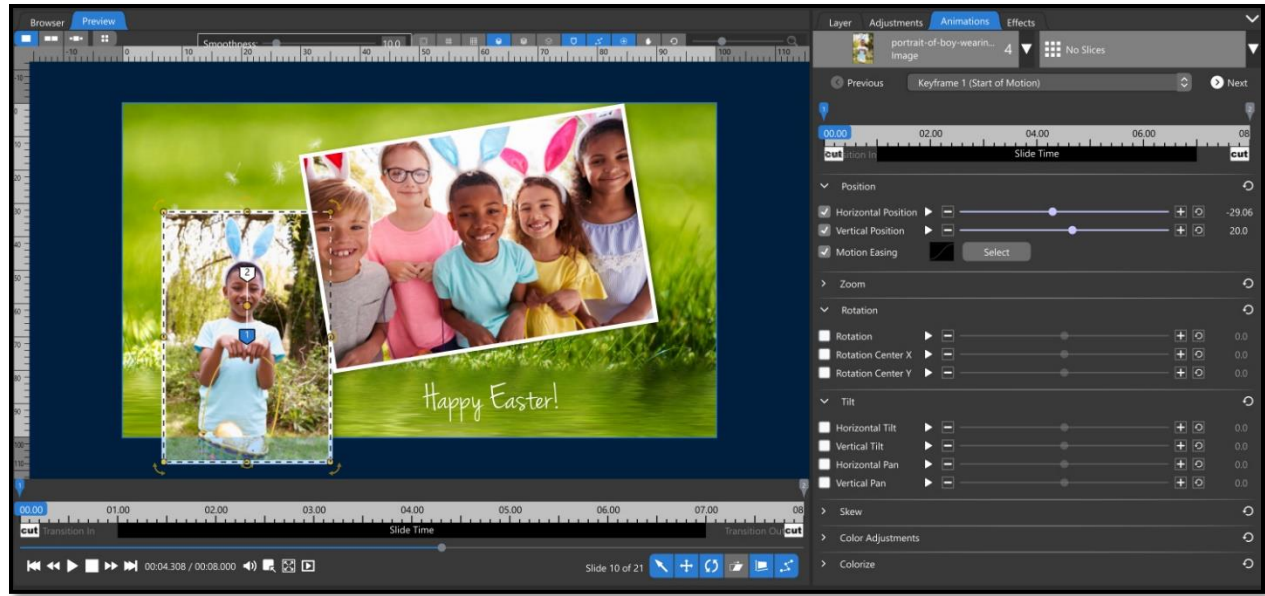
You can **rename** a Group the same way you would rename a layer; right click and choose Rename Layer.

### Animating a Group

You can animate a Group in almost every way that an ungrouped layer can be animated. The layers within the group will be animated as a single unit.



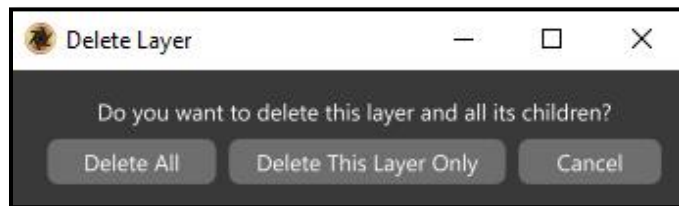
For example, this Group is animated to move and tilt from the left side of the screen to the right side. All layers inside move together.



You can also **animate individual Layers** inside a Group **and** animate the Group itself. Using the previous example of our Group moving from the left to the right, you can also make each individual layer do something else, such as move up / down or rotate, all while the Group is moving from left to right.

There are a couple of things that you cannot do with Groups. **You cannot add Shadows or Outlines to a Group** and **you cannot use a Group as a Mask or an Adjustment Layer**. You can, however, do all those things to the Layers inside a Group.

You can remove a Group using the Trash Can icon at the top of the Layers list OR by right clicking on the Group layer and selecting **Remove Layer**.



A window will pop up giving you two Delete options. **Delete All** will delete the Group AND all the layers within. **Delete This Layer Only** will remove the Group from the Layers list but leave all the layers within.

## Masking Layers

What is a Masking Layer?

Before you can use a Mask, you should understand what they are and how they are used. Masks are like using a Stencil. Stencils can be any shape or size, and so can a mask. The goal of a Mask is to allow parts of an image to be visible, while simultaneously hiding other parts.





In a Stencil, visible areas are defined by the open areas. If you paint over a stencil, you will see what was left behind through the holes but any area that was blocked by the solid parts will remain blank or empty.

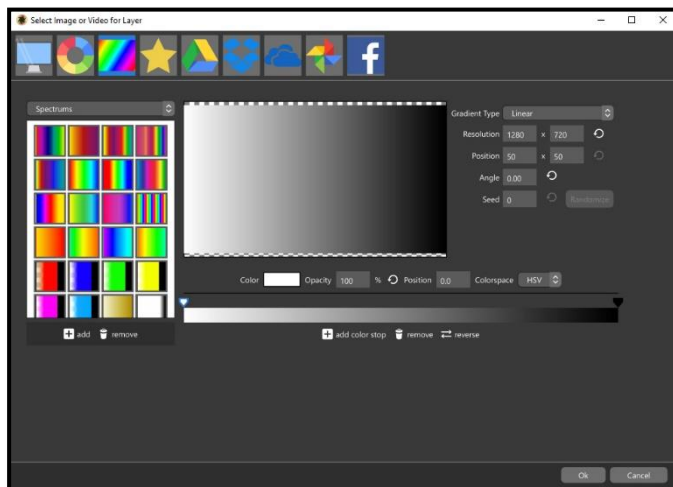
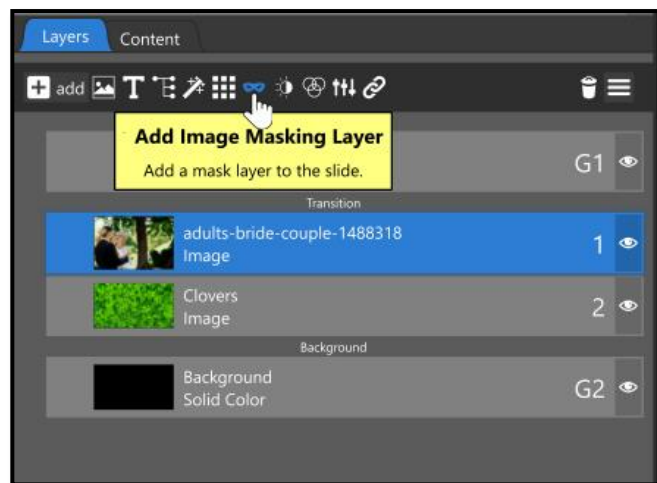
Masks work in a similar manner but have the added ability of allowing you to choose a range of how much is seen though the mask...as if giving you the choice to use a lot of paint or just a little bit. Those choices are made using the Channel dropdown menu, which includes **Grayscale / Transparency** options and their **Inverted** equivalents.



### Adding a Masking Layer

You can add a Masking Layer by selecting the image layer you want to mask from the Layers list then clicking the Mask icon.

The Browser window will open so you can choose the Masking Layer source. Masks can be anything; other images, images with transparencies (such as PNGs), Gradient Layers, or Solid Layers. The type of source you choose for the Mask will determine whether you want the Mask to be Grayscale, Transparency, or an Inverted variant.

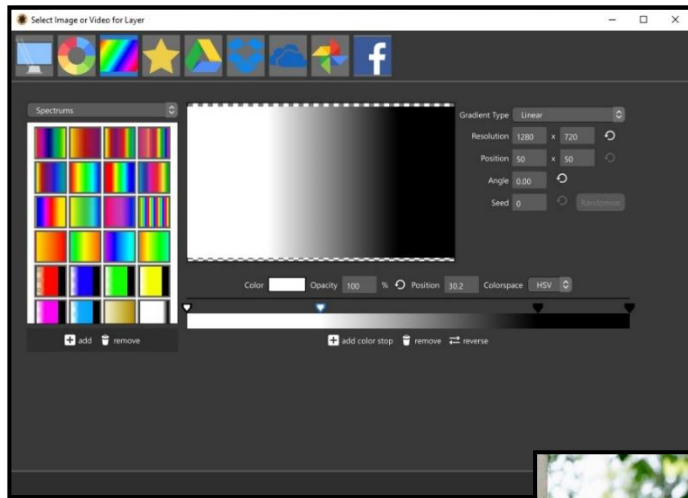


### Grayscale Masks

Grayscale Masks reveal and block parts of your image **based on the amount of white and black** in the mask. White reveals, black conceals, and tones of gray result in different levels of your image being revealed.

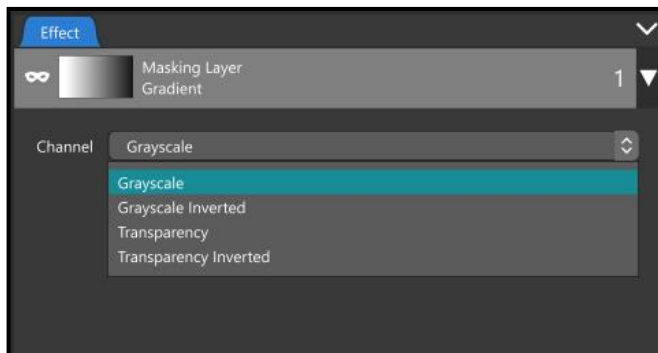
If we choose a [Linear Gradient](#) that goes from solid white to solid black as our masking layer (*shown left*) the result may not be what you expect.

With only two color keyframes, the gradient layer is only fully showing the image for just a small area all the way to the left, and only completely hiding it for a small area all the way to the right. Everything in between is just shades of gray.



You would need to have **more solid white and more solid black** in the gradient layer to get more of the image seen and more of the image blocked. (*shown left*)

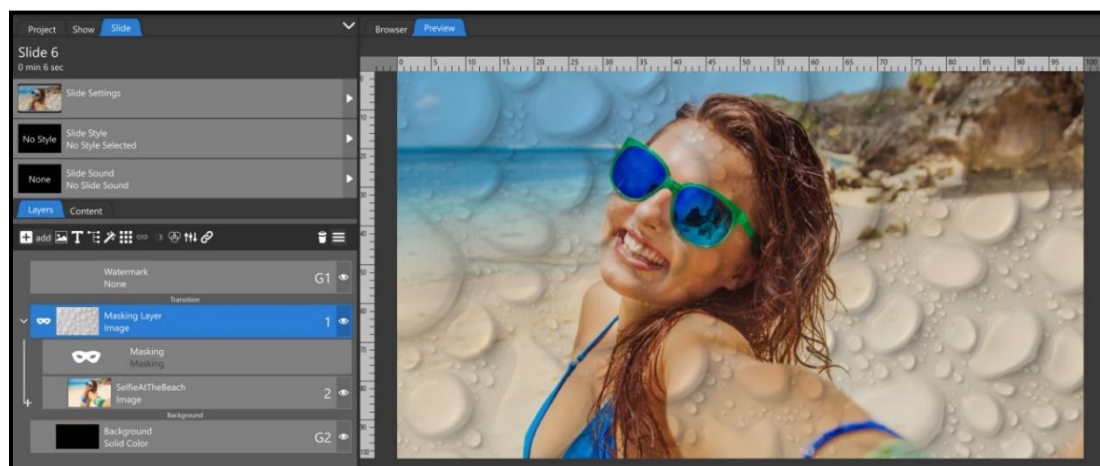
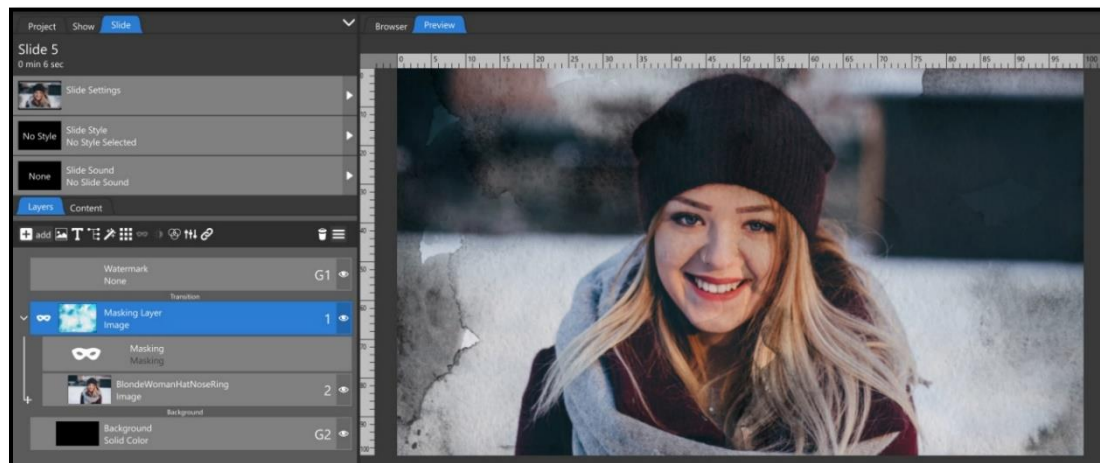
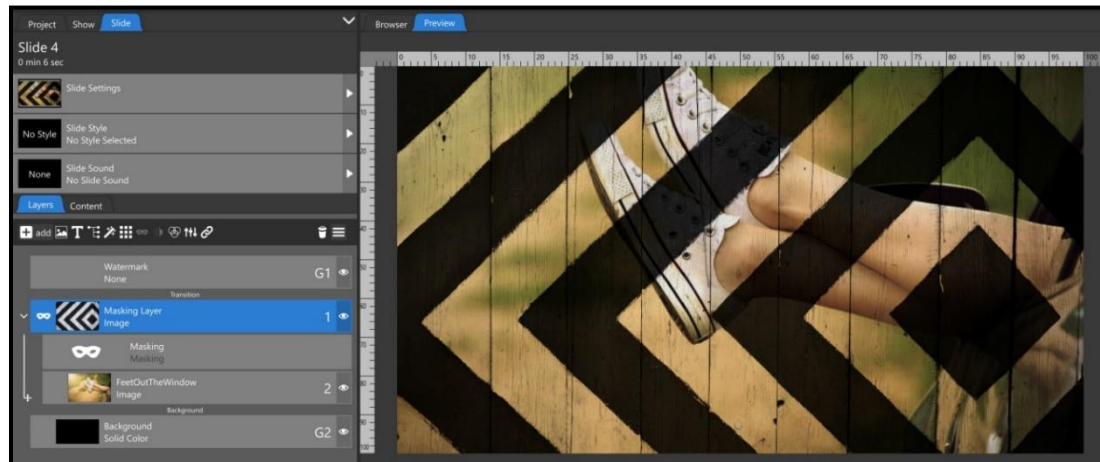
The result (*shown below*) is that you can see more of the image on the left and less of it on the right, with a blend in the middle where all the gray tones are.



The default for Masking layers is **Grayscale**. You can change the type of mask, or channel, by selecting the masking effect in the Layers list (not the Masking Image layer, but the **Masking Effect Layer**), then use the drop-down menu in the Options Panel to change the channel. If you choose Grayscale Inverted, it simply changes the visible sections to black and the hidden sections to white.

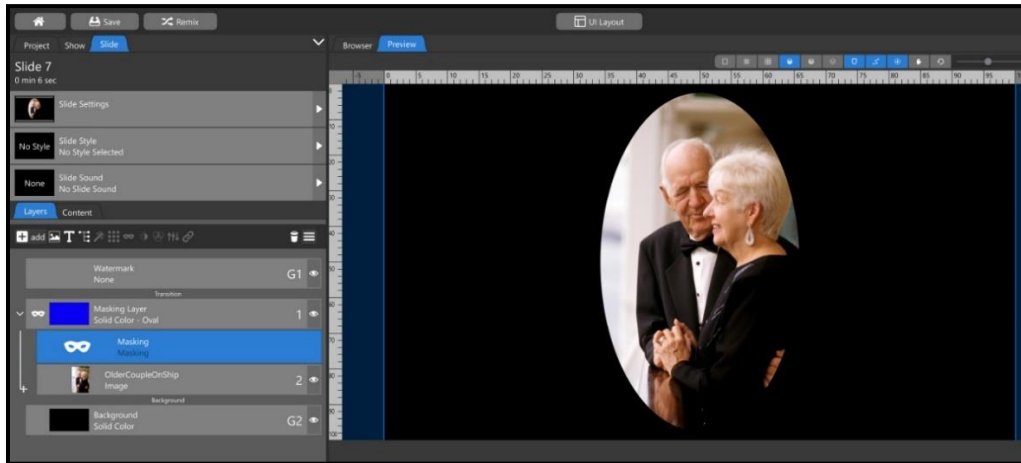
You can use **full color images** as masking layers using the Greyscale Channel, as well. This method will result in more of a texture overlay, than fully masking off parts of your image. It is best to find images that have extreme contrast and keep in mind that any color will be discarded for shades of gray. If you would like to use an image that is already in your Layers list as a Masking Layer, right click on that Layer and choose **Use as Masking Layer**.

Below are three examples of using sharp contrast images as Grayscale Masks:

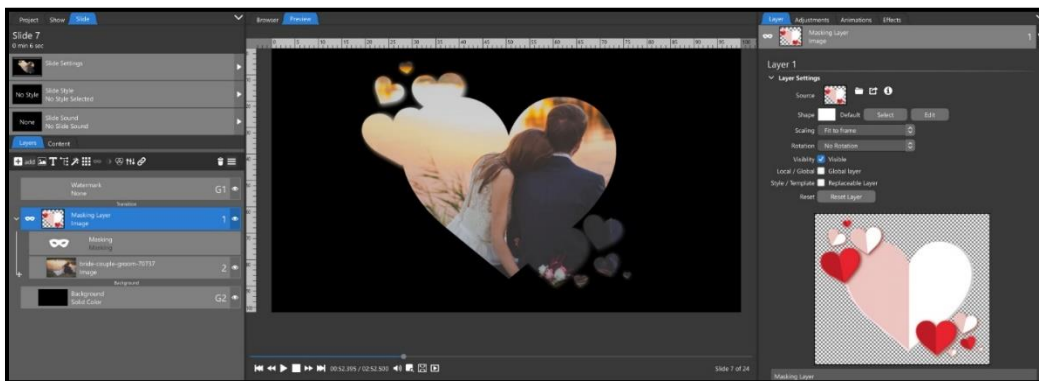


## Transparency Masks

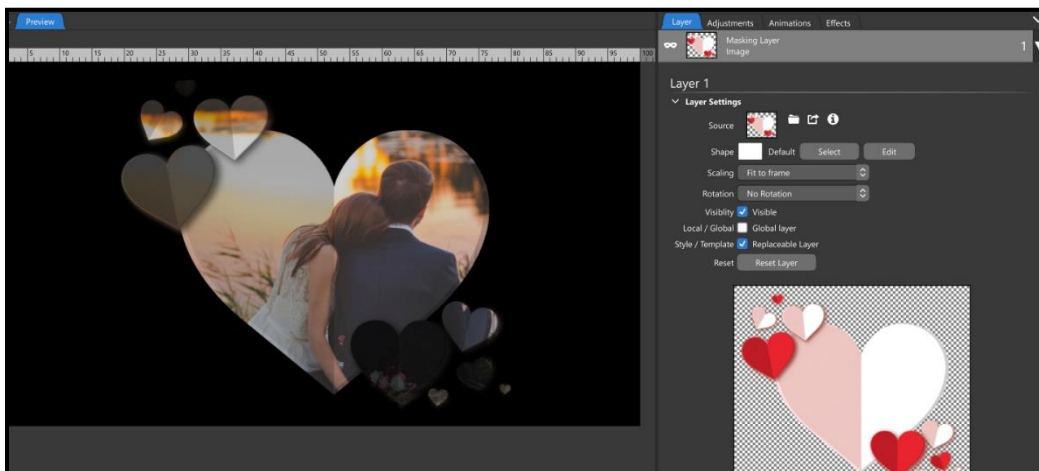
Transparency Masks use the levels of **Opacity** in a Masking Layer, instead of levels of gray. Using a [Solid Layer](#) with a [Shape](#) added to it as a Transparency Mask (*shown below*) shows the parts that are opaque (the Oval Shape in this example) and block the parts that are transparent (everything outside of the oval shape).



You can achieve the same effect using images that have Alpha Channels (or transparency) in them, such as the heart PNG image used below.

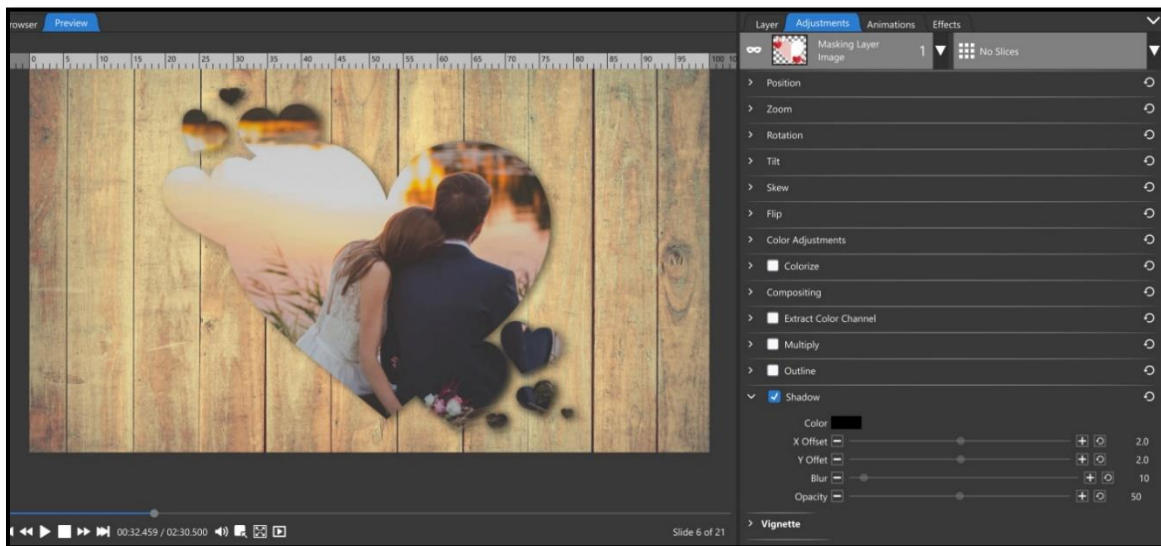


Using that same Heart PNG as a Grayscale Mask gives you a more textured look.



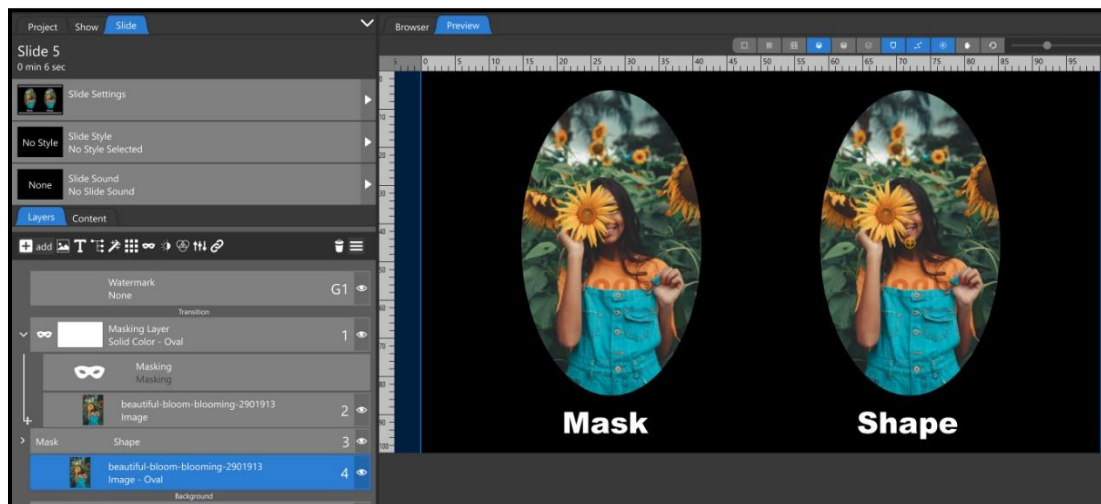
## Using Adjustments with Masks

Masking Layers have the same Adjustment and Animation options as an image layer. Keep in mind that you will be applying the Adjustment to the **Masking Layer**, not the image layer underneath.

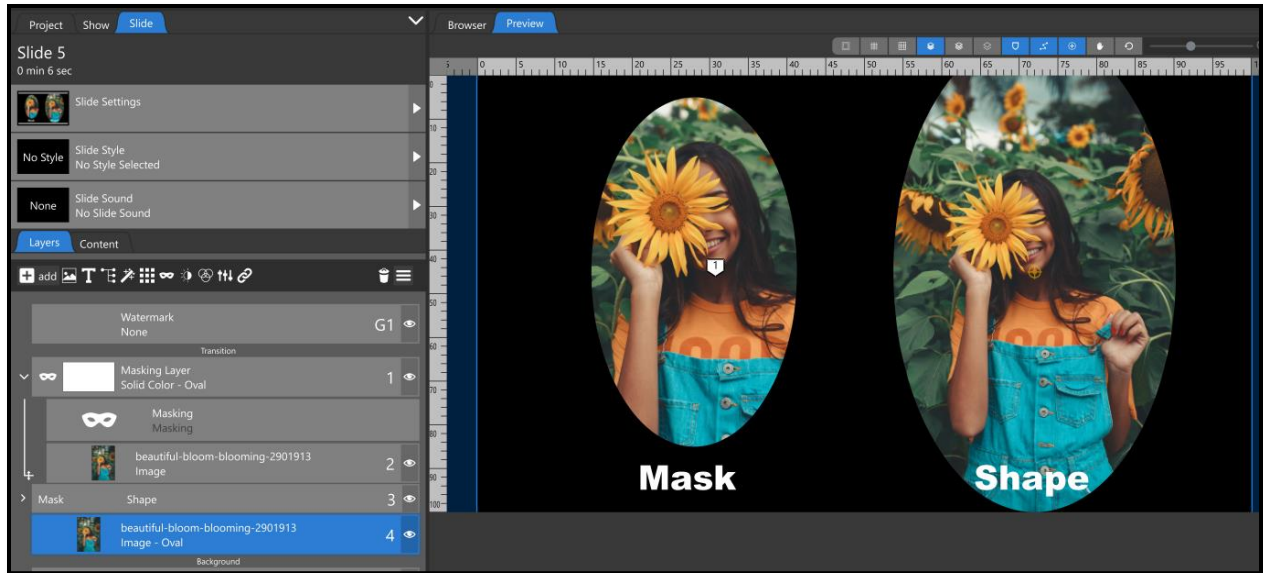


One adjustment of note is **Shadows**. Applying a shadow to the image underneath a mask will only work if your image is smaller than the mask itself. If you are using a Mask as a stencil (*shown above*), the shadow on the image layer will extend beyond the image and will be hidden by the mask. If you apply a shadow to the Masking Layer itself, however, you will see a shadow in the shape of the mask.

## Masks vs Shapes



You may notice that using a mask that has a shape applied to it gives you the same result as applying that same shape directly to the image. Which method you choose will depend on what you plan to do with your image.

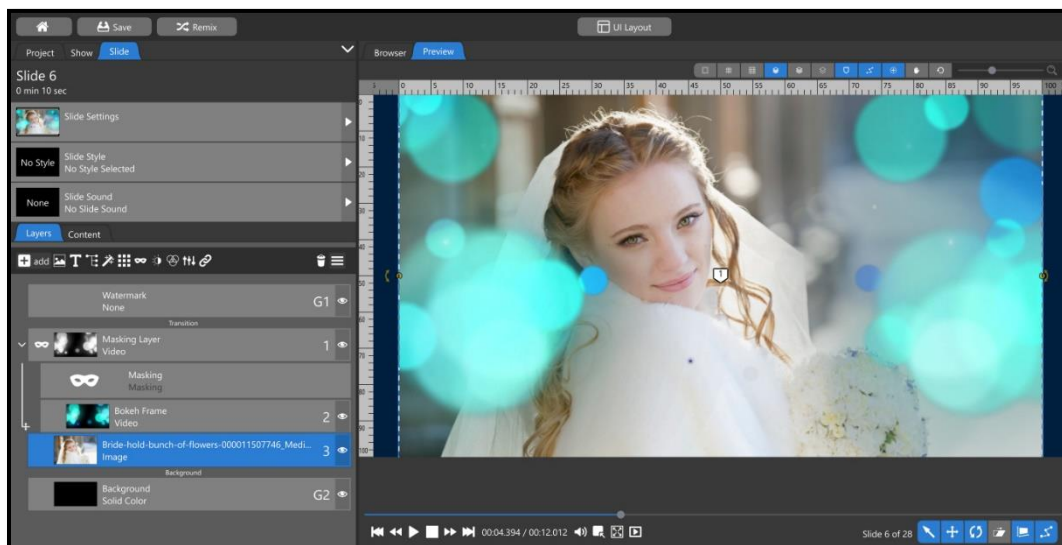


If you want to animate the image **including the shape that it is in**, it is best to **apply the shape directly to the image** (above right). If you plan to animate your **image but not the shape**, such as zooming your image while the shape remains the same, you will want to use the **masking method** (above left).

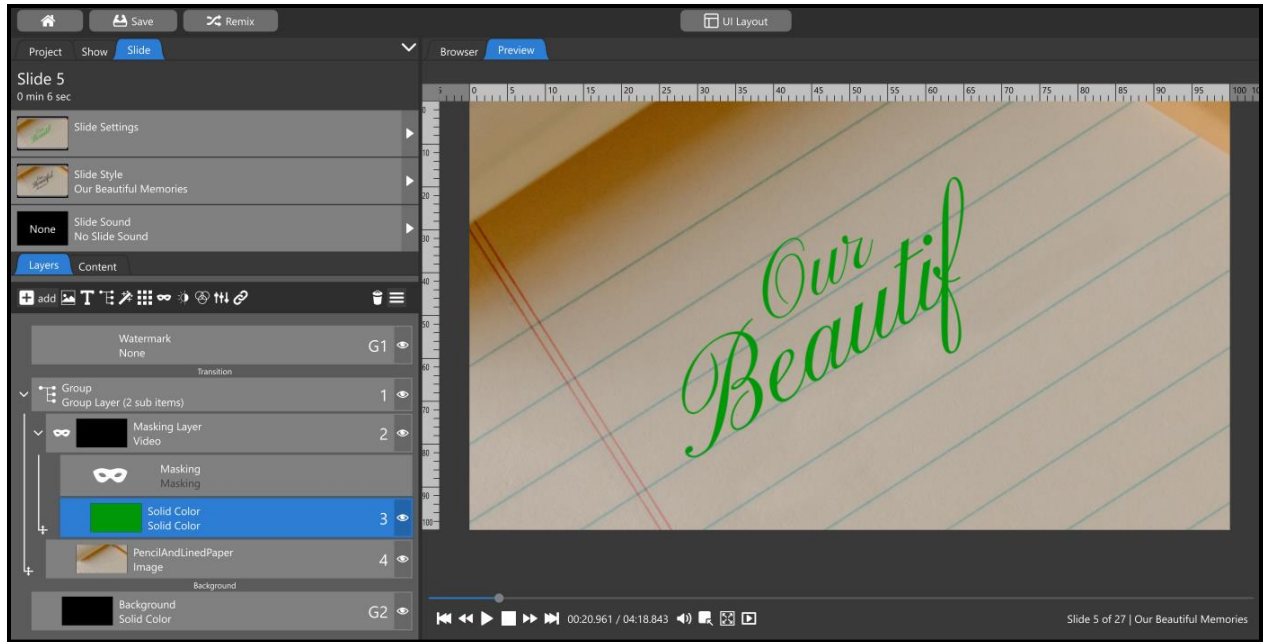
Masks also allow you to have multiple images under a single mask. This allows you to animate multiple images, or dissolve from one image to another, all while under the same Masking Layer.

## Video Files as Masks

Video files can also be used as masking layers, but they must have been designed for that purpose.



If you have a video file and a separate Alpha video file that came with it, use the Alpha video file as a mask over the color video file.



You can also use black and white video files as masking layers over solid or gradient layers. In this example, a video file of animated text is used as a masking layer over a green Solid Color layer.

## Adjustment Layers

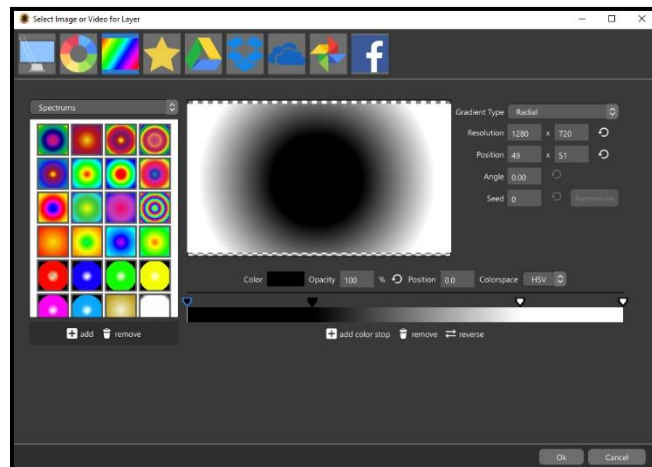
What is an Adjustment Layer?

Adjustment layers are like Masking layers, but instead hiding or revealing parts of your layers, **Adjustment Layers** add **Image Adjustments** to all layers that are inside of it in the Layers list. They work the same way as masks, applying the adjustments depending on the channel chosen (grayscale or transparency).



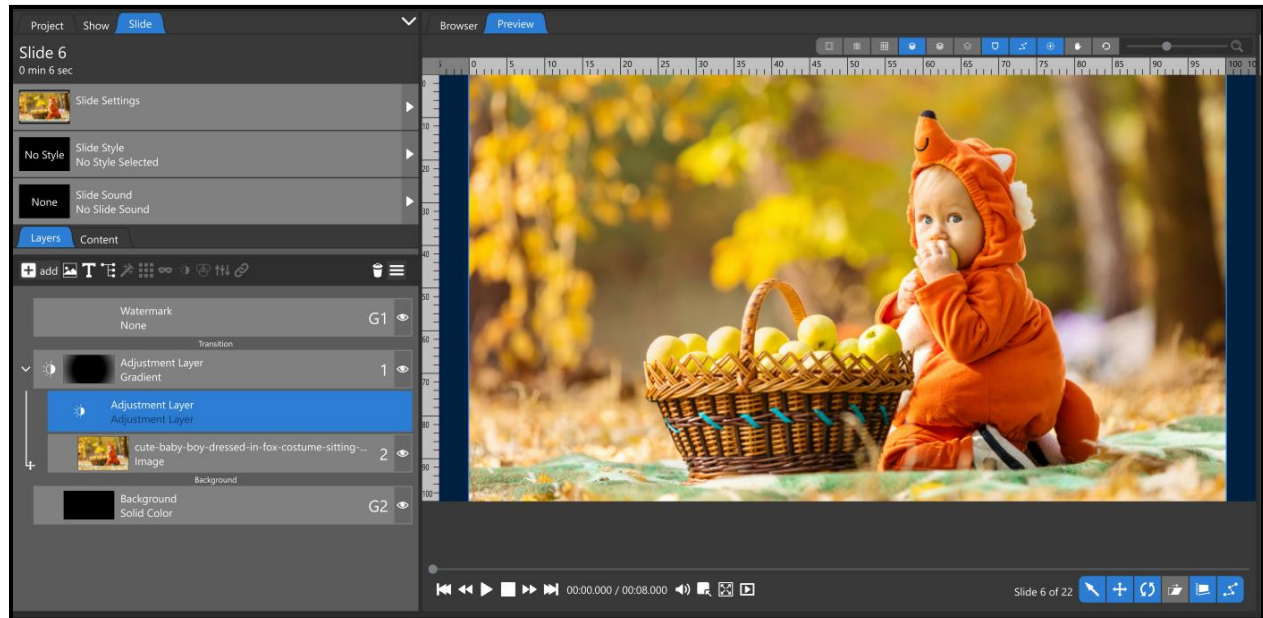
Applying Adjustment Layers  
Adjustment Layers are applied the same way as masks. Select a layer in the Layers list then click on the Adjustment icon. The Browser will open for you to choose any type of Adjustment Layer.

In our example, we are going to create a Radial Gradient with black on the inside and white on the outside. Knowing that 'white reveals and black conceals', this means that any adjustments we change will only be applied to the outer circle of our images.



## Using Adjustment Layers

At first, after your Adjustment Layer is added, you will see no difference.

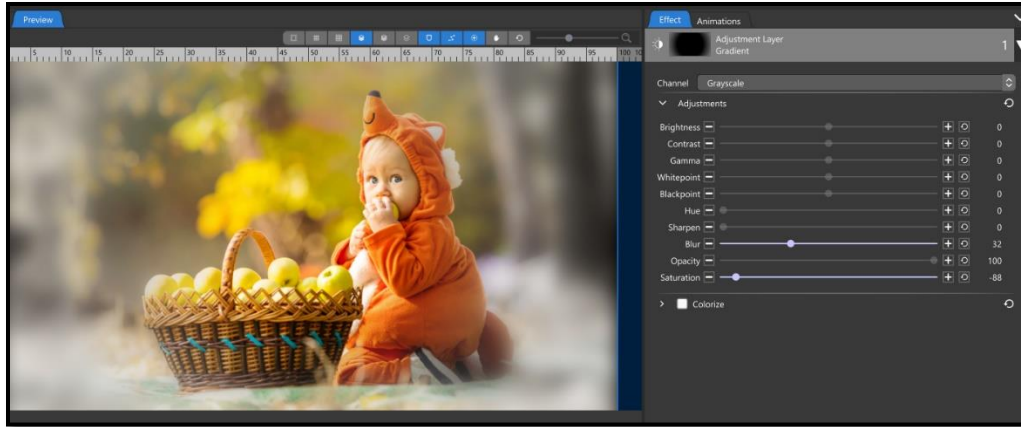


This is because none of the Adjustments for the Adjustment Layer have been changed. Select the **Adjustment Layer Effect** (shown above in the Layers List), and you will see two tabs appear in the Options Panel; Effect and Animations (shown below).



In the **Effect Tab**, the first option is the **Channel**. Since we created a black and white gradient as our Adjustment Layer, we are going to choose **Grayscale**.





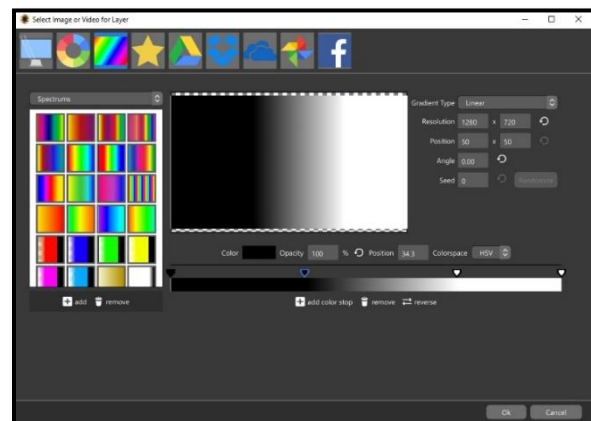
If you open the **Adjustments** menu, you will see image adjustments that you can change. If we bring the **Saturation down** and the **Blur up**, you can see that the outer edge of our image has been changed to reflect those effects, but the inside has not. That is because we used a black and white [Radial Gradient](#) as a Grayscale Adjustment Layer.

### Animating Layers under the Adjustment Layer

You can have as many layers under an Adjustment Layer as you would like and animate them in / out of the Adjustment Layer.

If you want to have multiple images pan across your screen, turning from black and white to color, you will create a linear gradient Adjustment Layer (*shown right*), with solid black on one side, solid white on the other, and shades of gray in the middle.

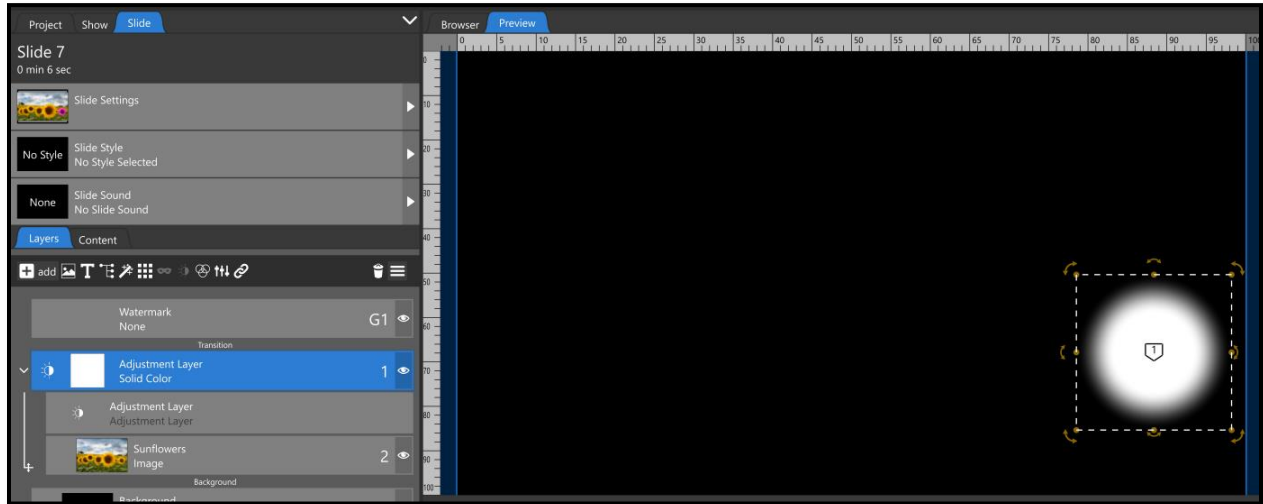
In the **Effects** tab for the Adjustment Layer, bring the **Saturation** all the way to zero, then pan your images from the dark side of your Adjustment Layer (no effect) to the light side of your Adjustment Layer (Saturation effect applied).



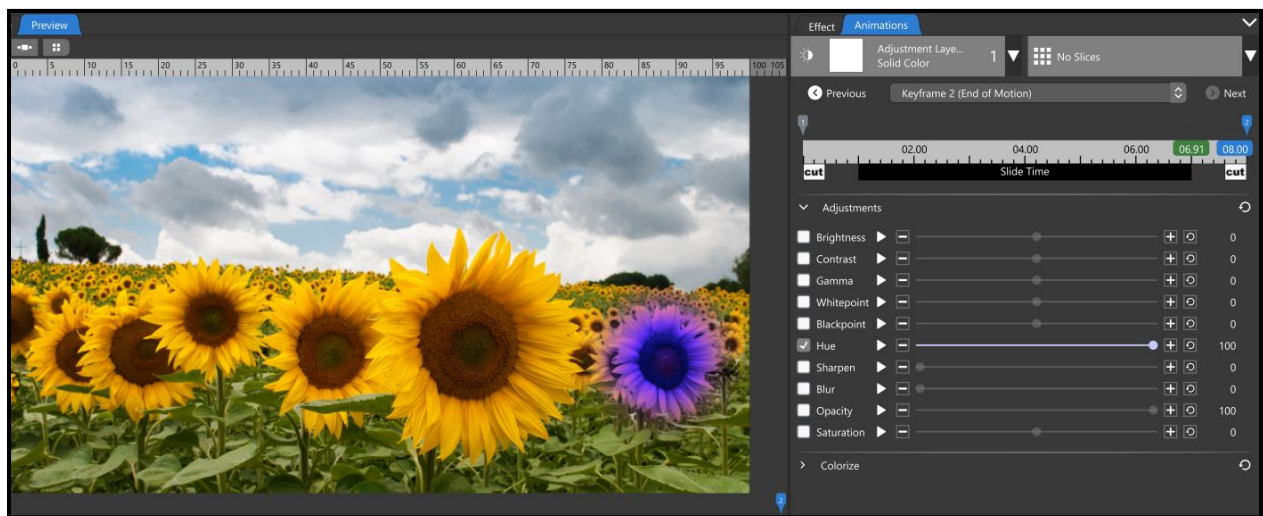
## Animating the Effects of Adjustment Layers

You can animate the Effects of Adjustment Layer over time, as well.

Next to the Effect Tab, you will see an Animations Tab. This is not for motion, but to animate the effects of your Adjustment Layer.

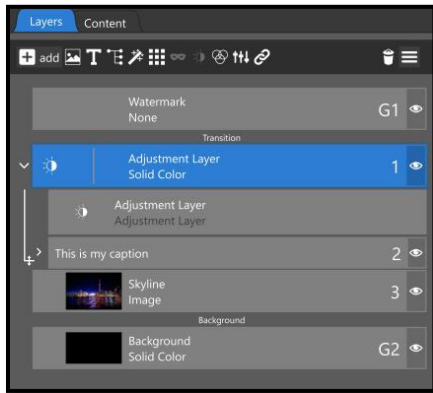


If we create a solid white adjustment layer, crop the layer into a square, then add a large ellipse vignette, we will get a very fuzzy circular Adjustment Layer (*shown above*). If we place this over one of the flowers in this image, then use the Animations tab for the Adjustment effects to go from **0 Hue on the first keyframe** to **100 Hue on the second keyframe**, our single sunflower will change colors throughout the slide time.



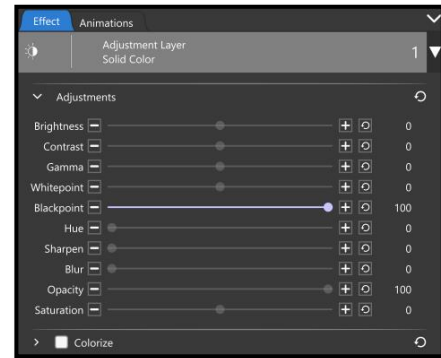
## Animating the Adjustment Layer Itself

You can also animate the Adjustment Layer itself, not just the effects that it creates. In this example, we will use an animated adjustment layer over a Caption.



We have a **solid white line** for our adjustment layer that is over a Caption Layer that has a black color (*shown left*).

In the **Effects** tab for the **Adjustment Effect Layer**, we make the **Black Point 100** (turning black into white).



Using the **Animations** tab for the Solid Color layer of the **Adjustments Layer** to pan from left to right over our Caption, you will see each letter shift from Black to White as the line moves across the Caption Layer.

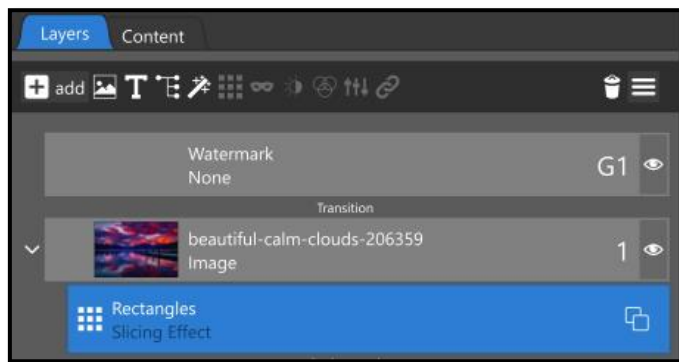
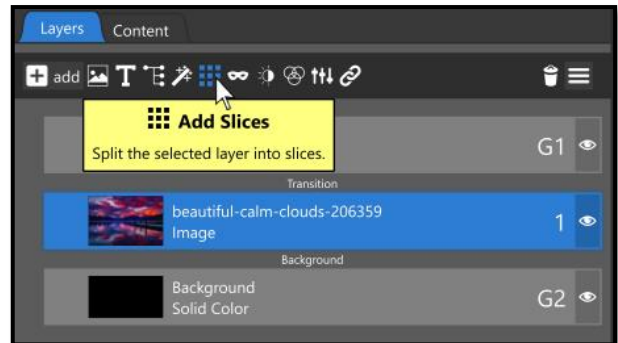


# Slices



## Adding the Slice Effect

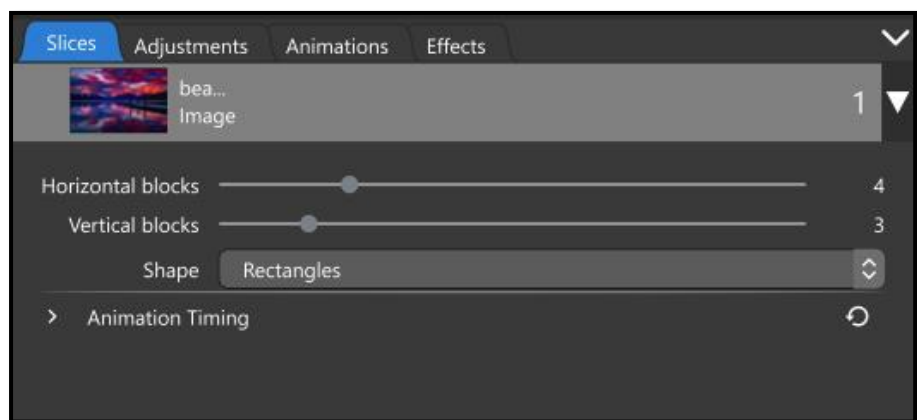
To add slices to a layer, select the layer in the Layers List, then click on the Add Slices Icon.



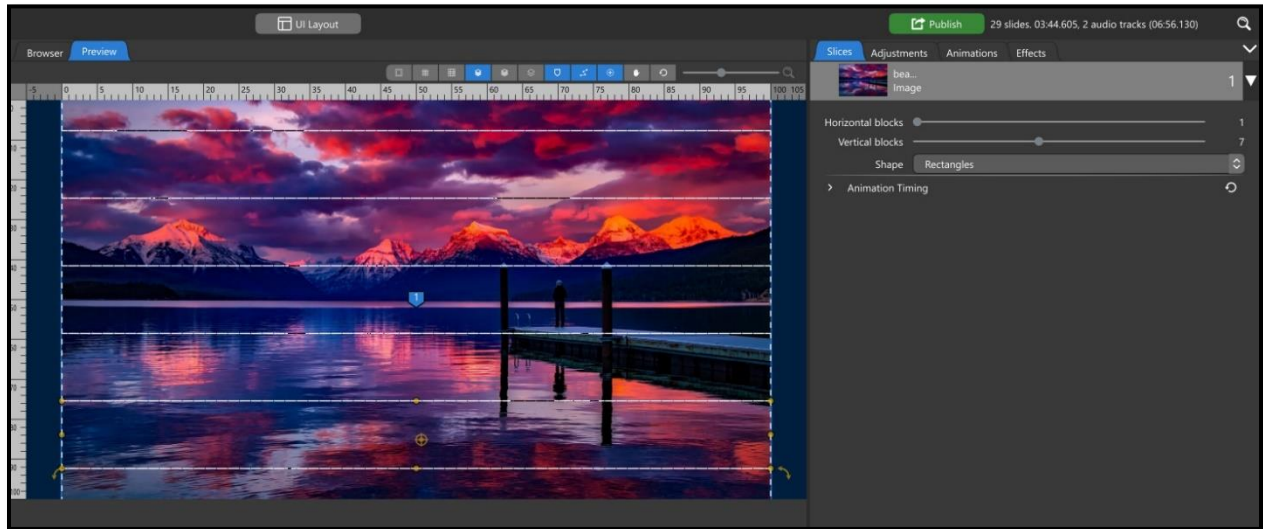
With the Slice effect applied, the **Image** and the **Slicing Effect** will have different layers in the Layers list. To view the Slicing Effect options, you must have the **Slicing Effect Layer** selected in the Layers Tab, not the image layer.

## Slices Options

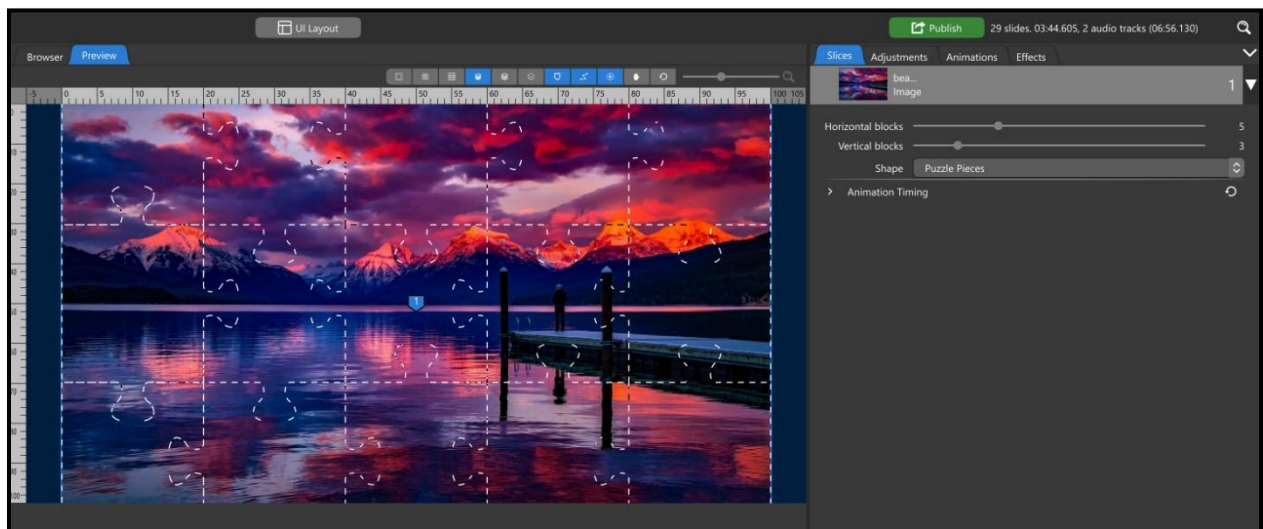
With the Slicing Effect layer selected in the Layers list, you will see a **Slices** tab in the Options Panel. The first option you can customize is the number of **Horizontal** and **Vertical Blocks**, as well as the **Shape** of the Slices, including Rectangles, Triangles, Hexagons, and Puzzle Pieces.



The number of blocks, both horizontally and vertically, can be set as low as 1, which will give you bars when a Rectangle shape is selected.



For the other shapes, it's best to choose a Horizontal and Vertical ratio that keep the shapes intact.



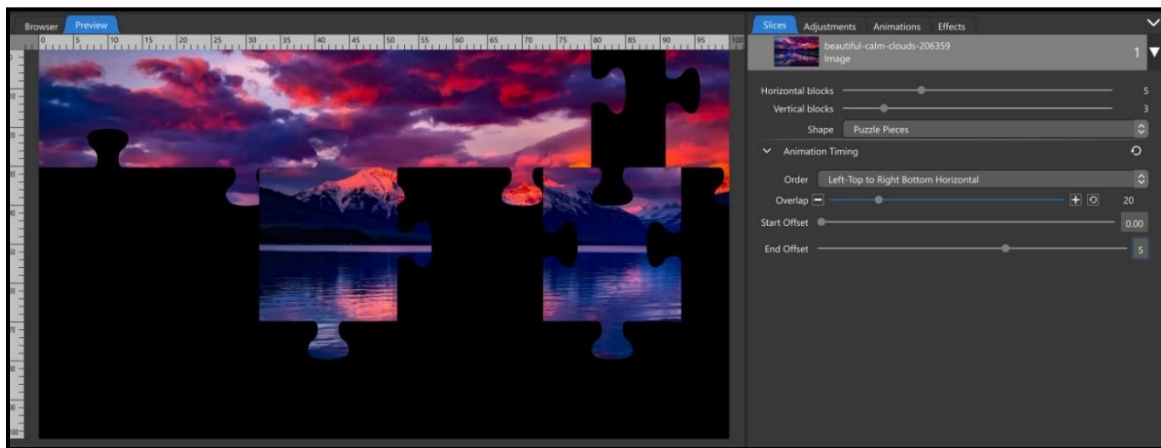
## Slice Animation and Timing

The settings found under the **Animation Timing** are directly related to keyframes applied to all slices as a single unit in the Animations Tab. (These settings don't apply to animating individual slices).

- **Order** – Determines the order in which the slices will perform the animation.
- **Overlap** – Determines when each slice will begin its individual animation.
- **Start Offset** – Determines when, in the total Slide time the animation will start.
- **End Offset** - Determines when, in the total Slide time the animation will end.

### Example 1 – Animate puzzle pieces coming together

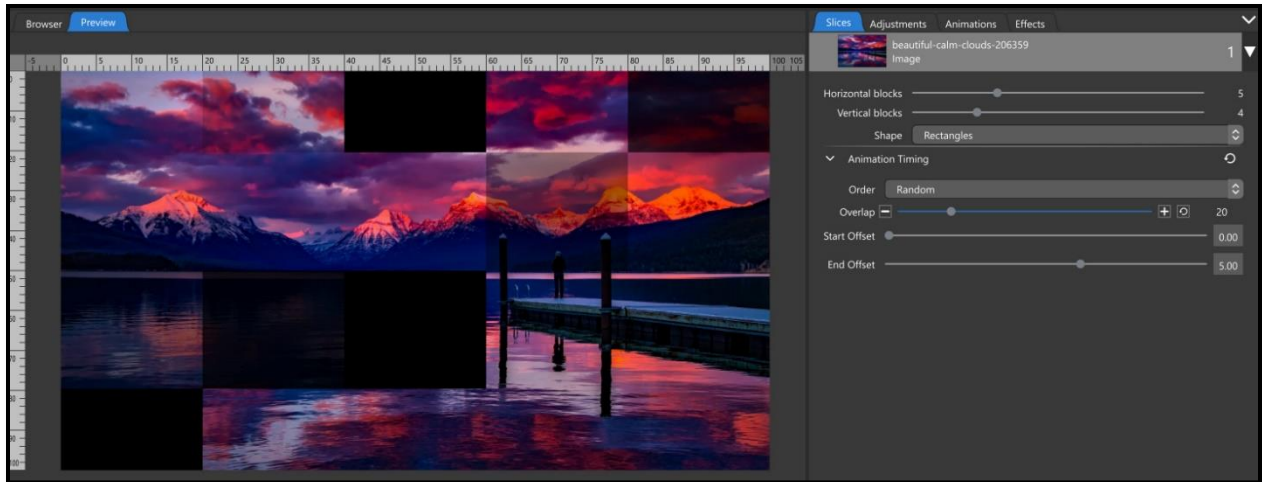
1. Add an image to a slide, set the scaling to Fill Frame, then apply the **Slicing Effect**
2. Select the Slicing Effect Layer in the Layers list
3. In the **Slices** tab in the Options panel, choose **Puzzle Pieces** for the **Shape**.
4. Set the **Horizontal blocks value to 5** and the **Vertical blocks value to 3**
5. In the **Animations** tab (still on the Slicing Effect layer), move the layer off screen to the right on the first Keyframe (Horizontal Position value should be around 100); leave the 2<sup>nd</sup> Keyframes position centered.
6. Go back to the **Slices** tab and open the **Animation Timing** options. Under the **Order** drop-down options choose **Left-Top to Right Bottom Horizontal**.
7. Set the **Overlap** to 20
8. Change the **End Offset** to reflect 1 second less than your Slide time plus the Transition in time. For example, in a Slide that has a Slide time of 8 seconds, with a 2 second Transition in, that would be a total of 10 seconds, so the End Offset should be set at 9 seconds. This will allow your image to be seen in full for 1 second before the slide transitions out.



Play your slide back and you should see individual puzzle pieces coming on screen from the right, from the top left of the image down to the bottom right of the image, coming together and remaining on screen for the last second of the slide time.

### Example 2 – Randomly fading blocks

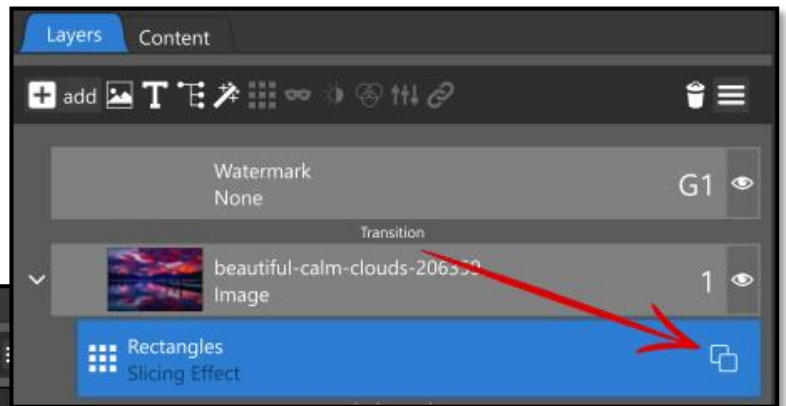
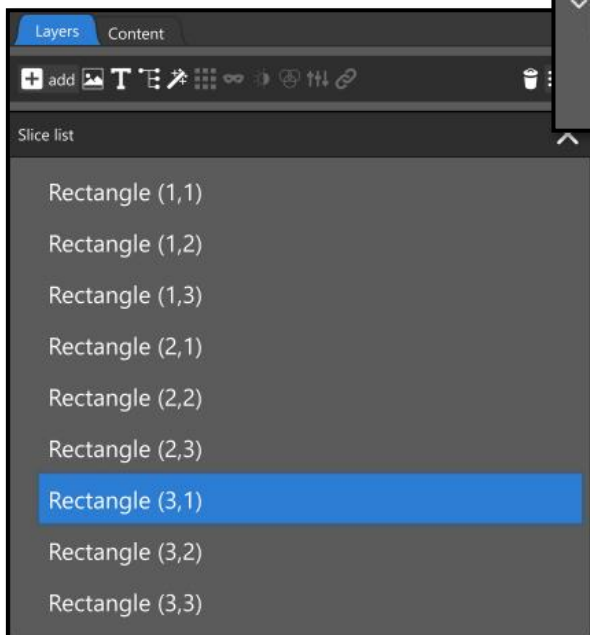
1. Add an image to a slide, set the scaling to Fill Frame, then apply the **Slicing Effect**
2. Select the Slicing Effect in the Layers List
3. In the **Slices** tab in the Options panel, choose **Rectangles** for the **Shape**.
4. Set the **Horizontal blocks** value to 5 and the **Vertical blocks** value to 4.
5. In the **Animations** tab (still on the Slicing Effect layer), select the 1<sup>st</sup> Keyframe and open the **Color Adjustments** options
6. Set the **Opacity** to 0 on this 1<sup>st</sup> Keyframe, keeping the Opacity at 100 for the 2<sup>nd</sup> Keyframe.
7. Go back to the **Slices** tab and open the **Animation Timing** options. Set the **Overlap** to 20
8. Change the **End Offset** to reflect 1 second less than your Slide time plus the Transition in time.



The result will be block slices of your image randomly fading on screen, then holding for the last second before it transitions into the next slide.

### Animating Individual Slices

Individual slices can also be animated. To select a slice, click on the **Open Slices** icon to the right of the Slice Effect, then select your slice from the list. You can also select an individual slice by using the drop-down menu at the top of either the **Adjustments** or



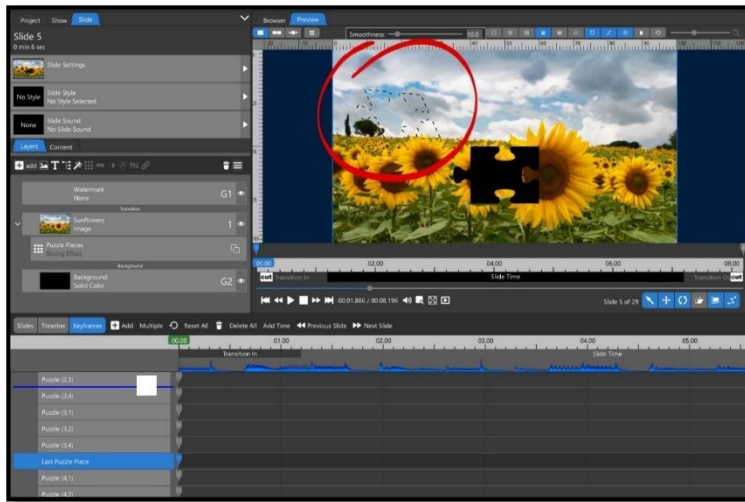
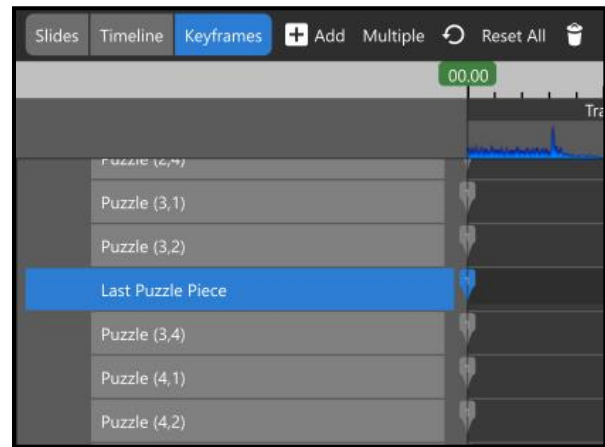
#### Animations tabs.

The default slice names are **Shape (Column Number, Row Number)**. Rectangle (3,1) would be the rectangle slice in the 3<sup>rd</sup> Column, top row. You can rename the slices by right clicking on a slice layer and choose **Rename**.

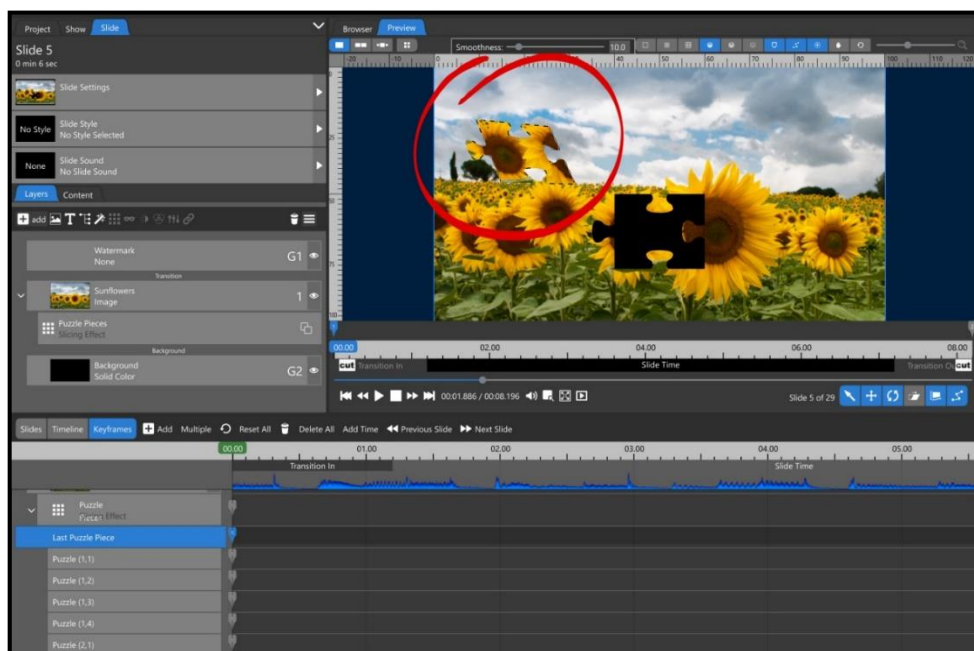
Once you have selected a slice, you can make Adjustments and create Animations in the same way that you would an image layer.

## Slices in the Keyframe Timeline

The Keyframe Timeline can be an important tool when animating individual slices. This view allows you to see all keyframes for all slices at one time. You can **Rename** slice layers here and change their layer order.

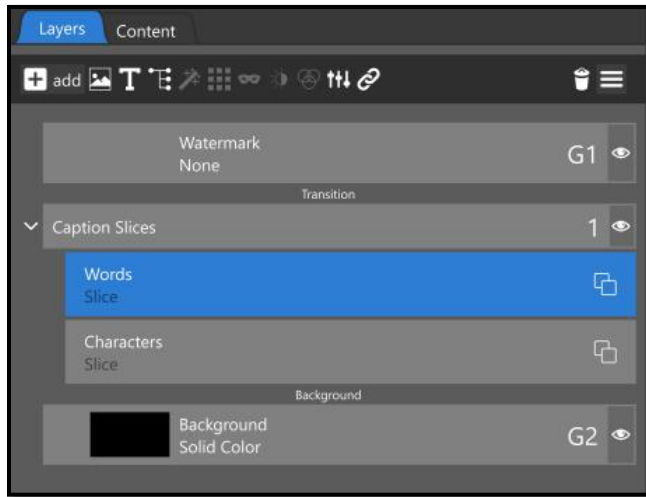


Clicking and dragging up or down on a slice will change its layer order. This can be useful if you plan to have individual layers animate on top of other slices, but in a different order than the default. In the image to the left, the “Last Puzzle Piece” slice is underneath other slices as it flies in, so it isn’t visible. After rearranging the slices so that the “Last Puzzle Piece” is the top layer, it becomes visible (*shown below*)



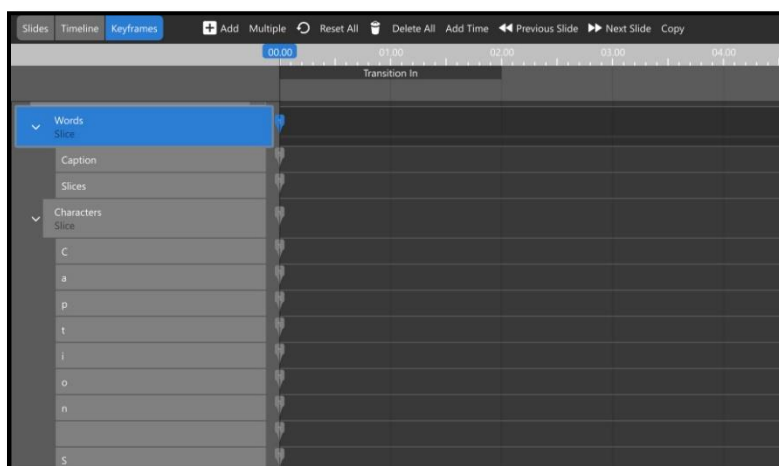
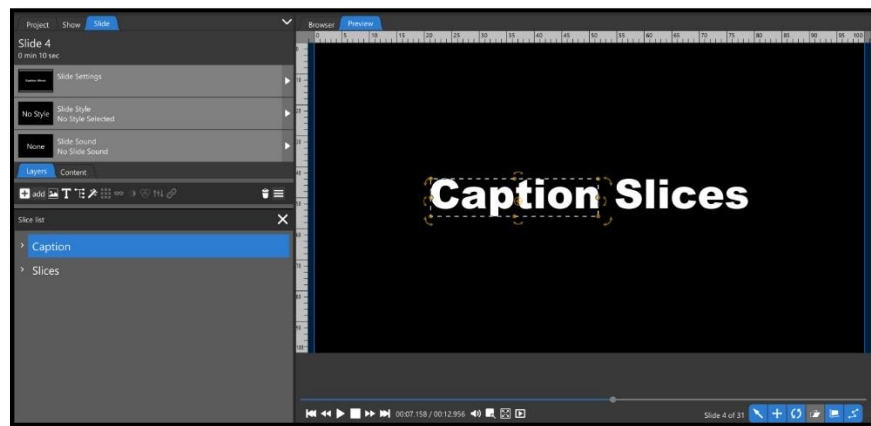


# Caption Slices



Caption Slices work in a similar way to image slices. Instead of shape choices, you have the option to slice **Words** in your text layer or individual **Characters**.

You do not need to apply Slices to your Caption Layer, this is done automatically each time you add a Caption. Click the arrow on the left side of your Caption Layer to see the **Words** and **Characters** slice options. The same **Open Slices** icon is shown on the right, allowing you to select individual slices to adjust or animate (*shown below*).



When viewing the Words and Character Slices in the Keyframes View, notice that there is a “slice” added for the space in our Character Slices.

# Creating Your Own Effects

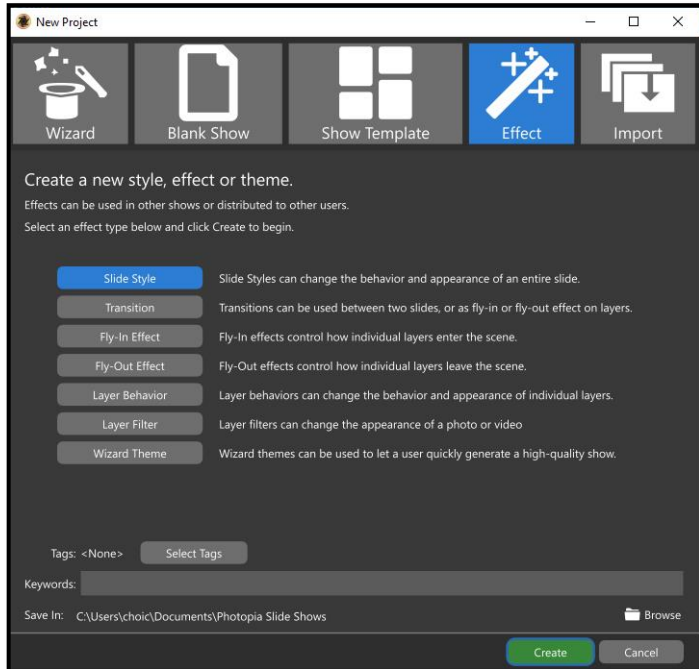
## Slide Styles

Photopia Director provides the ability to create your own **Slide Styles**. Slide Styles that you create will have their own project files.

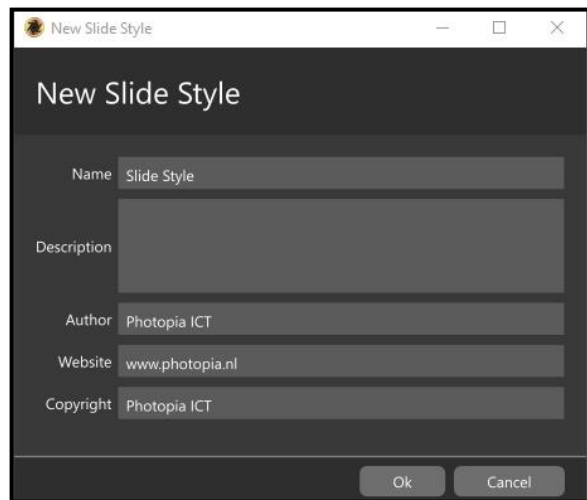
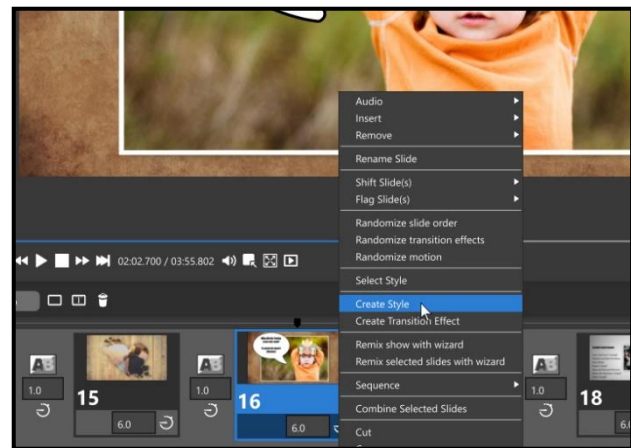
You can create a Slide Style from a blank project, or from an existing slide inside a Show.

To start with a blank Project, choose **New Project** from the **Home Page**, then select the **Effect** option and **Slide Style** from the list below.

This window also gives you options to add [Tags](#) and [Keywords](#) to your Slide Styles.

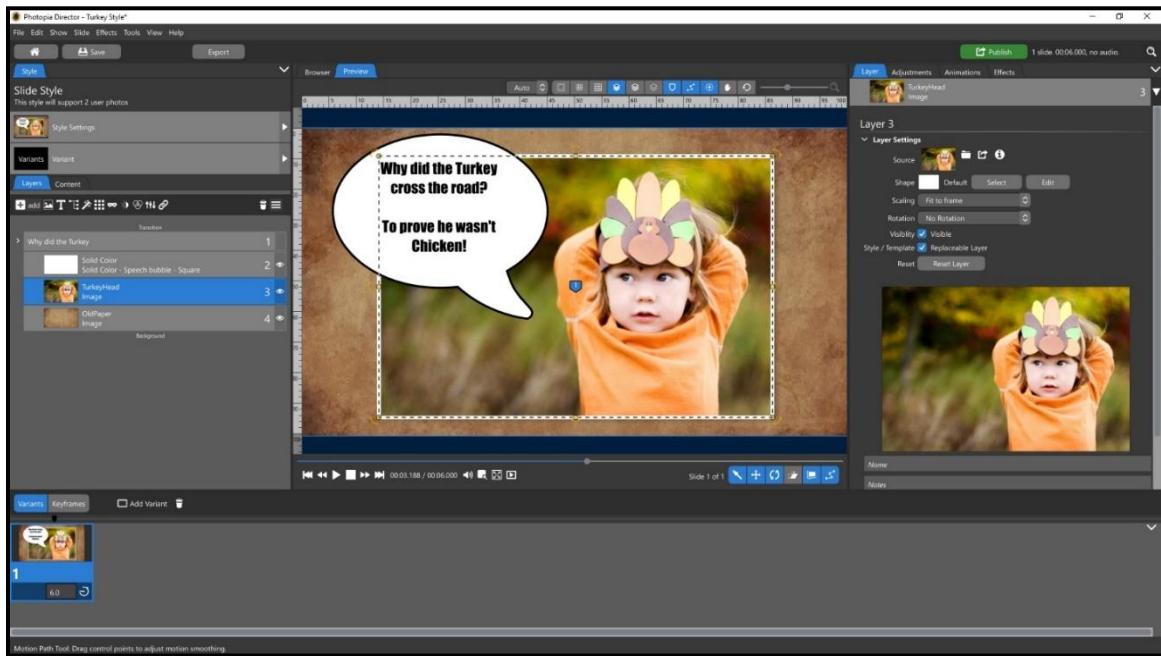


To create a Slide Style from an existing slide in a Show, right click on the Slide, then choose **Create Style**. This will create a new Slide Style Project to build your Style in.



Both methods for starting a Slide Style Project will launch the **New Slide Style Window**. This is where you can **Name** your Style, give it a **Description** (optional), and if desired the **Author**, **Website**, and **Copyright** information.

## The Style Project Window

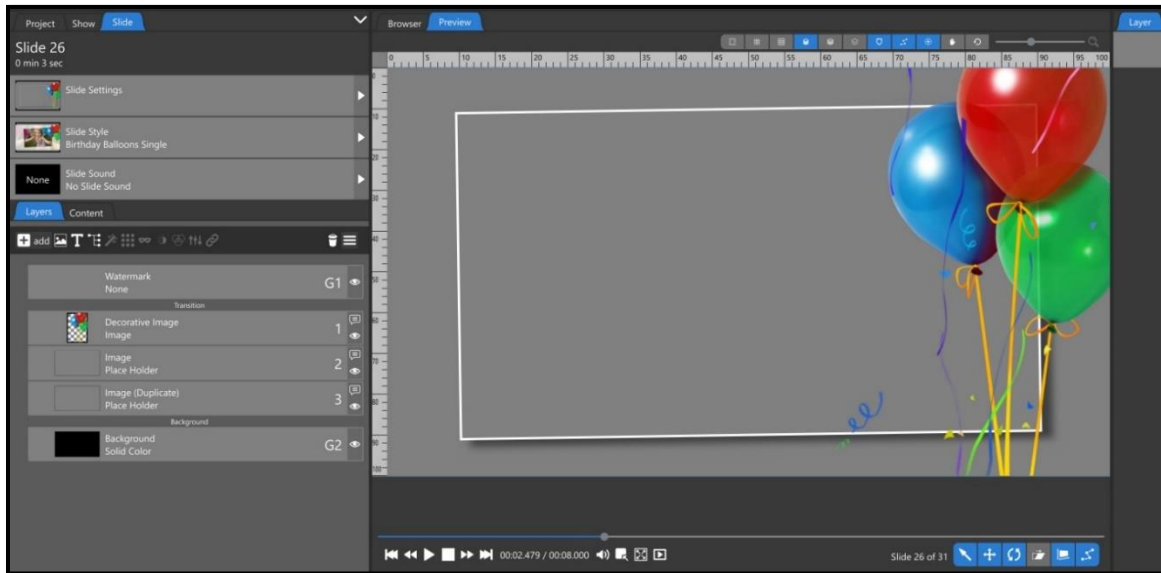


The Slide Style Project window looks like the UI layout when building a show. The first noticeable difference is that there is only one slide and no transitions. If you came into this window from an existing slide in a show, all your layers, keyframes, animations and any other adjustments you made transferred with it. The final steps in creating your Style are to ensure that the **Replaceable Layers** are selected correctly, and **Variant** and **Style Settings** are correct. (Continue reading to learn about [Place markers](#) and [Variants](#))

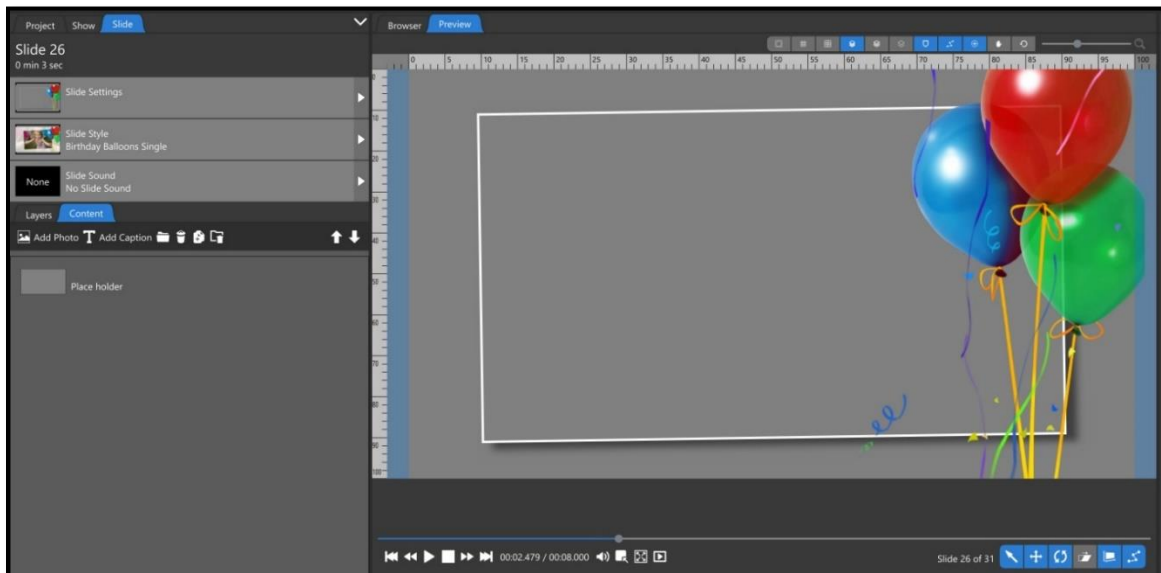
If you came into this window from a New Project, you'll use this window in the same way you would a regular slide to create your Slide Animation. You can add layers, adjust them, animate them, put them into Groups, use Masks and Adjustment Layers. Every tool that you can use in a Slide, you have here in the Slide Style Project window.

## Place markers and Style Content

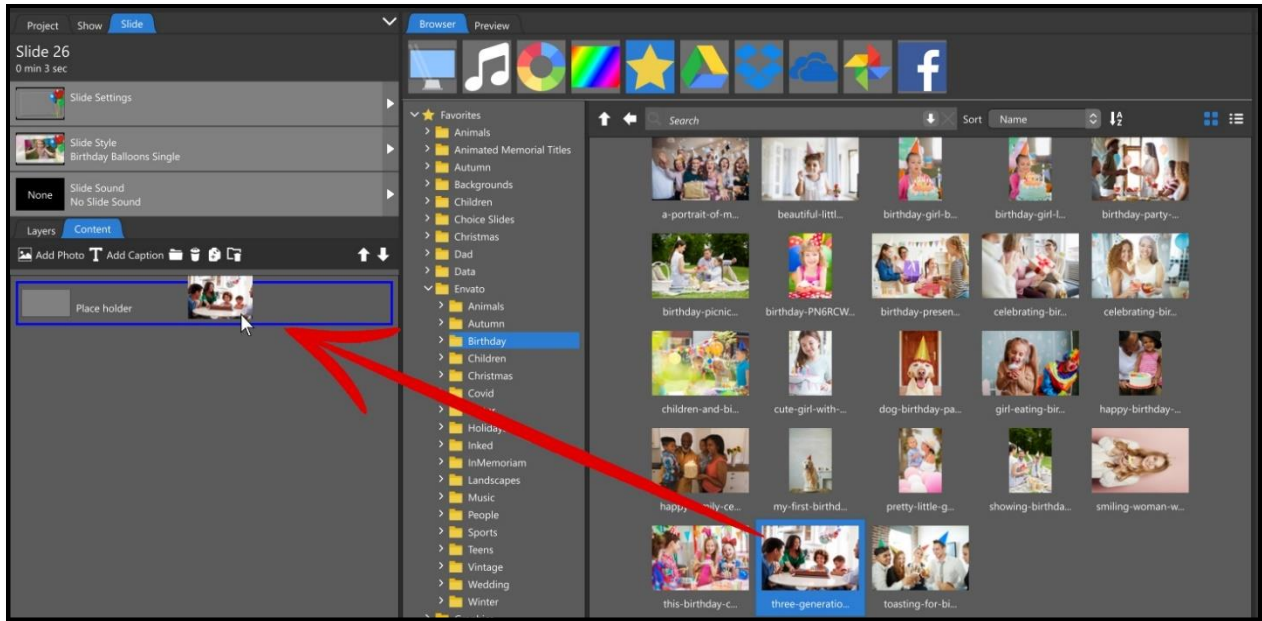
To understand the two main components of a Slide Style, look at an existing Style applied to a blank slide:



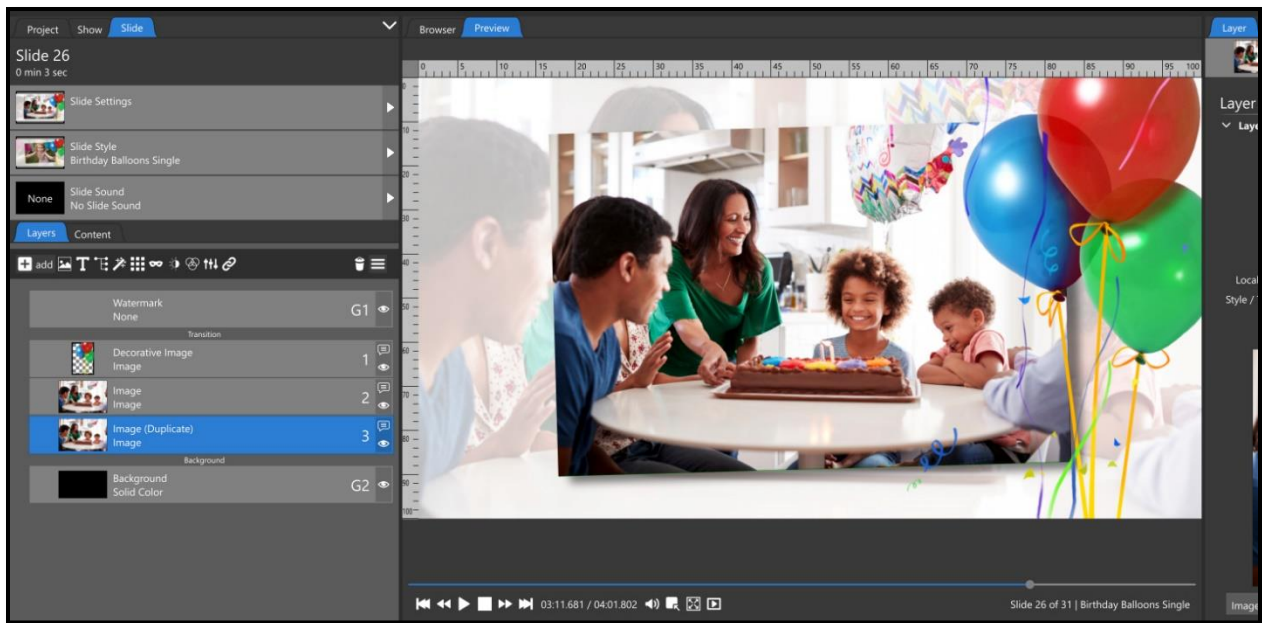
When viewing this Style in the **Layers** list, you can see two **place markers** (empty layers) and one **Style Content** image (the balloons).



Viewing this same Style from the **Content** tab, we only see one place marker and no Style Content. The Content tab will not show Layers included in the Style (Style Content) and if the same file is used more than once in a Slide Style, the Content Tab will only show one placemark for all instances of the file. This makes using the Content Tab easier when applying Slide Styles as it only shows content that the user will be replacing.



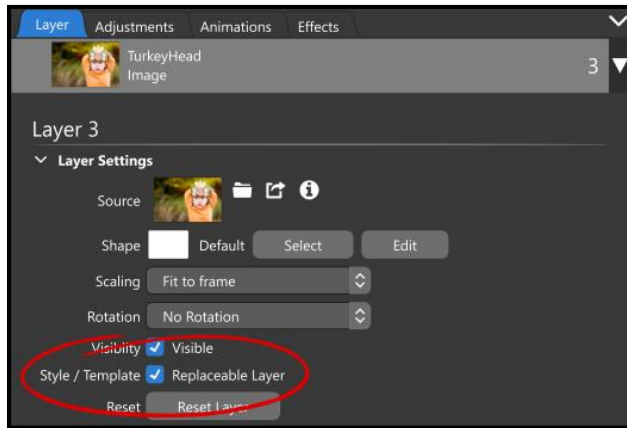
If you add an image to the place marker in the Content Tab...



It will automatically fill all place markers that use that file in the Layers tab.

When creating a Slide Style, the Layers will either become **Style Content** (the image will remain with the Style, like the balloons) or become a place marker (turn into a blank layer that images can be added to). This is determined by enabling the content as **Replaceable** or not.

## Replaceable Layers



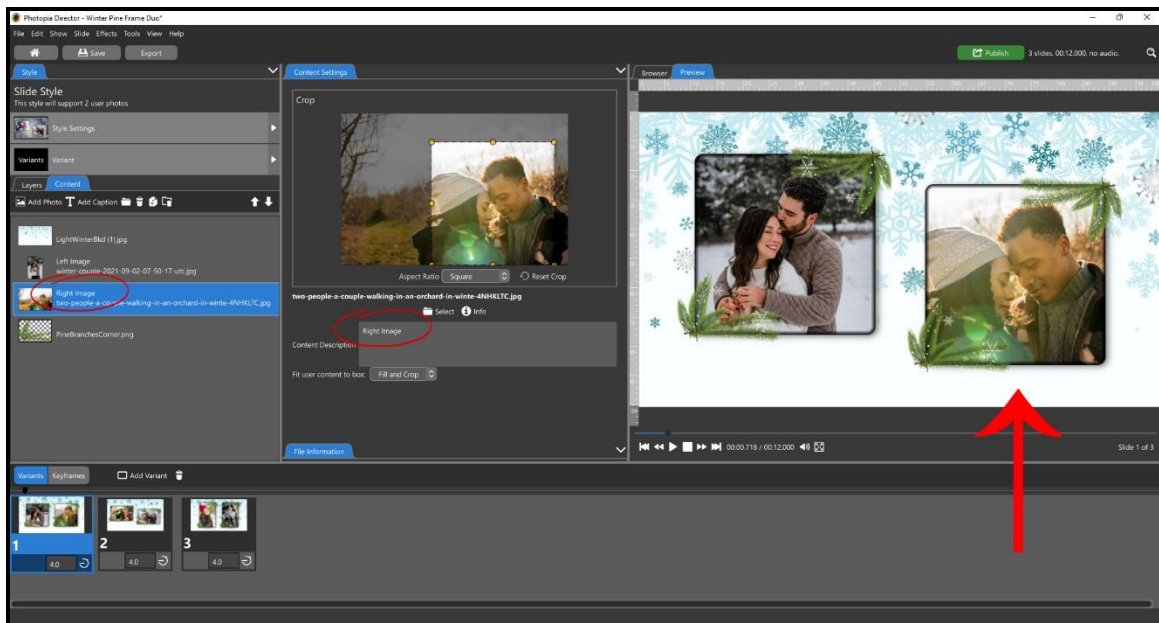
The **Replaceable Layer** checkbox is in the **Layer** tab for each individual layer.

If this is **checked**, your layer will be replaceable, and become a **place marker**. If this is **unchecked**, your layer will remain as **Style Content**, and stay with the Slide Style.

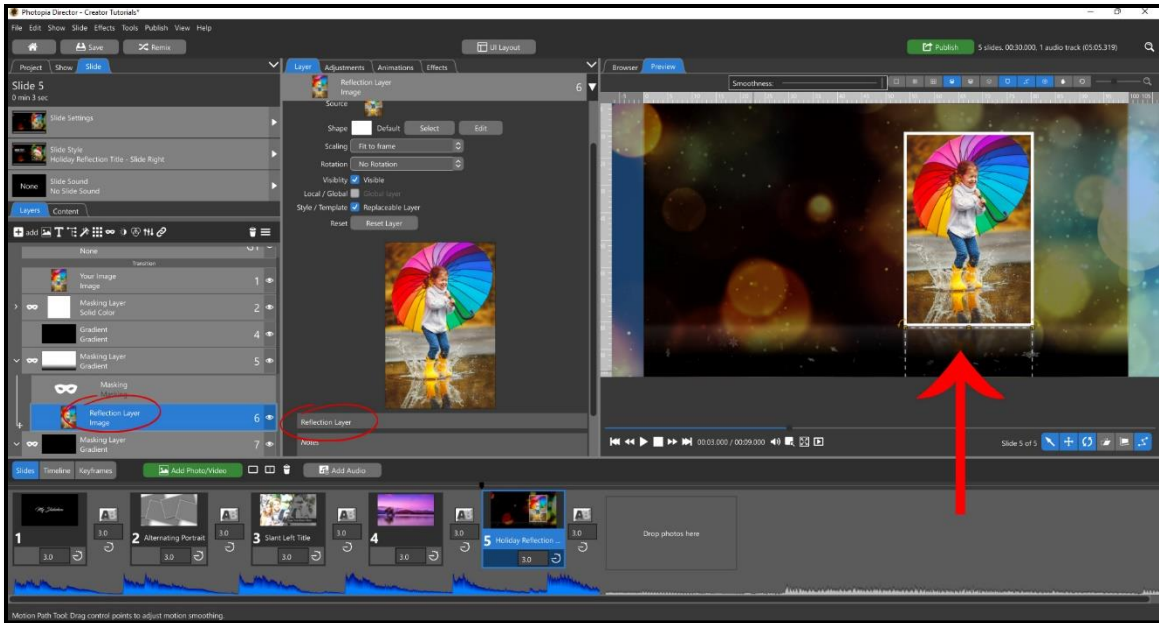
Some layer types will always be Style Content and will not have this option, such as Caption Layers and Groups.

## Naming Layers and Content

Naming Layers becomes an important task when creating a Slide Style. Particularly if you are creating a Style that uses more than one image. There are two places to name each layer: the **Content Description** in the Content tab, and the **Layer Name** in the Layers tab.



Naming layers in the Content Tab can help the end user determine the differences between place markers. If, for example, you create a Style that uses two images, one on the left and one on the right, when the Style is applied to a blank slide, the place markers will only say "Place holder", unless you label it otherwise. In the example shown above, the image on the right shows "Right Image" in the Content List as that is what was added to the Content Description text box. This gives the user a guide as to which place marker they may want to add their images into.



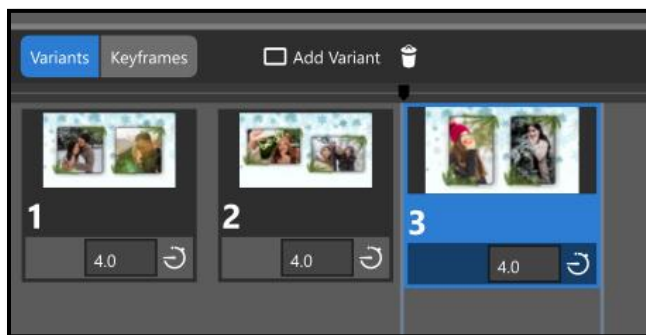
Naming layers in the Layers List can be helpful if there are duplicates of the same layer, which don't appear in the Content tab. One may be a foreground image, one may be a blurred background image or reflection, for example.

Naming layers is an organizational tool as you build your Slide Styles, but it becomes an informational tool as you use those Styles.

## Variants

Variants determine the way a Slide Style will be applied based on the image orientation it is built with. If a Style doesn't need to be changed (or varied) to accommodate different orientations, then the Style will only have 1 Variant, that can be used with any image orientation.

If a Style needs to be adjusted to accommodate a different image orientation than it was originally built with, you may need to add one or more variants. Variants can only be used when all place markers use the same image orientation.

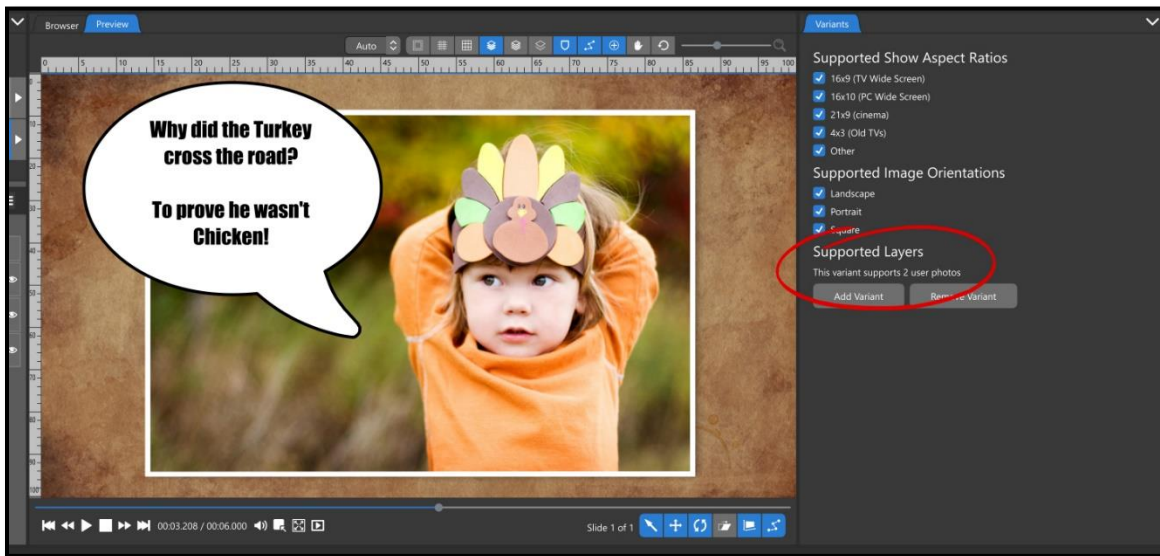
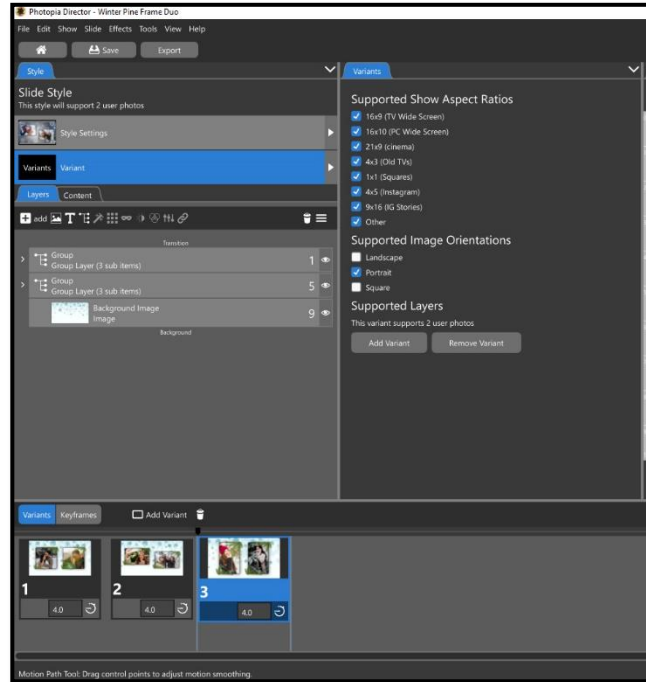


## Creating a Variant

To create a Variant, select the Add Variant button above the slide list. You can start by copying the current Variant or start with an empty slide. Once you have your new slide variant, make any adjustments needed to accommodate the image orientation.

## Variant Settings

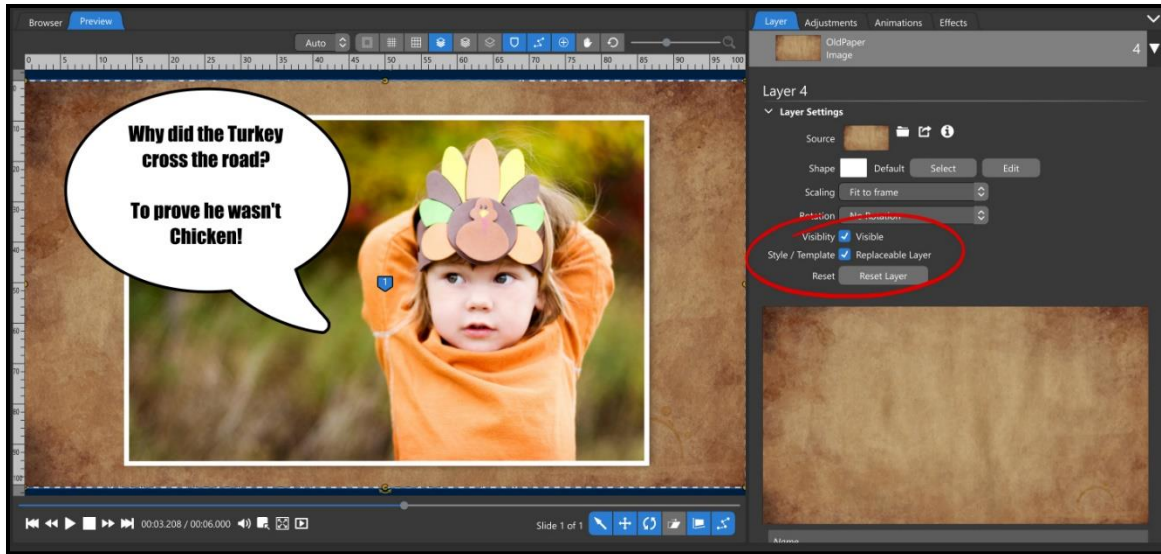
In the Variant Tab you find a list of **Supported Show Aspect Ratios** and **Supported Image Orientations**. If you are creating separate variants for Landscape and Portrait Images, you will want to uncheck the image orientation that doesn't apply in each variant slide. In the example to the right the selected variant slide uses only Portrait oriented images, so the only Image Orientation that is enabled is Portrait.



Under the **Supported Layers** heading you will see how many images the Variant supports. This is a very useful way to detect if you have all your replaceable Layer settings correct.

In the example above, a Slide Style is created using only one photo, but the Supported Layers shows 2 user photos. That means that one of the other layers is still checked as a replaceable layer that shouldn't be.

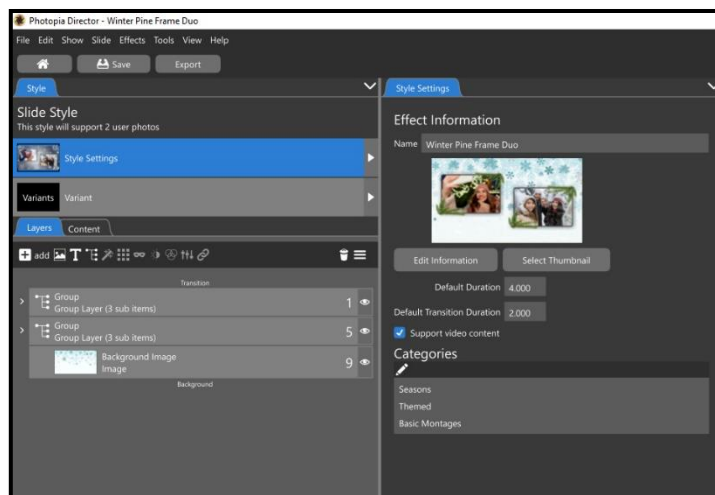




A closer look shows that the paper background layer was still checked as a replaceable layer. When this is unchecked, the Supported Layers now shows that it supports 1 user photo.

## Style Settings

The Style Settings Tab is where you can change the Name of your Slide Style, Edit the Information, Thumbnail, and timing. You can also add your Slide Style to Categories here, using either existing Categories or by creating new ones.



## Exporting the Slide Style

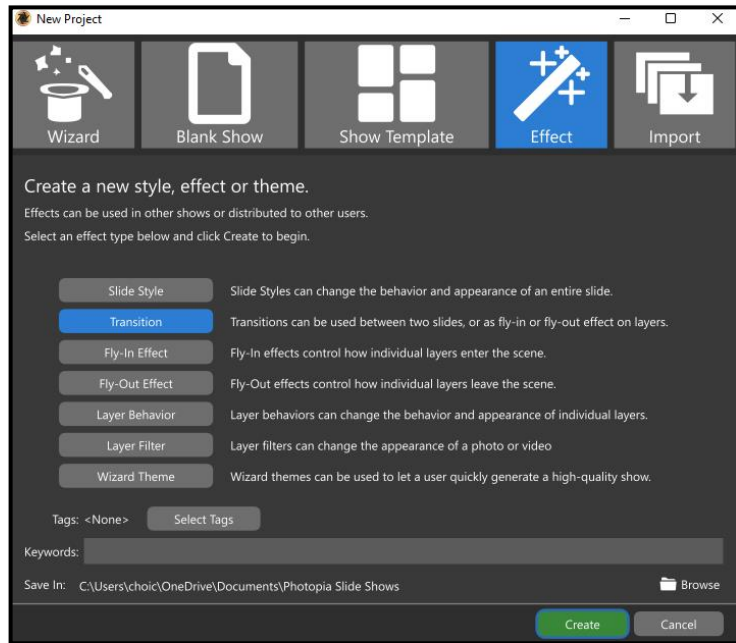
If you only plan to use your Slide Style yourself on your current computer, there is no need to export the Slide Style. If you plan to share the Style you've created or use it on another computer, you can export the Slide Style to be imported into another program.

## Transitions

Photopia Director provides the ability to create your own **Transitions**. Each Transition you create will have its own project file.

The basic concept of a transition is to have a **Source Slide** that will turn into a **Destination Slide**. The **Source Slide** image that you use will be a place marker for the **outgoing slide** when the transition is applied. The

**Destination Slide** image will be a place marker for the **incoming slide**. Each image represents all layers inside a slide. Other image content can be included in a transition as well, these will be designated as **Style Content**.

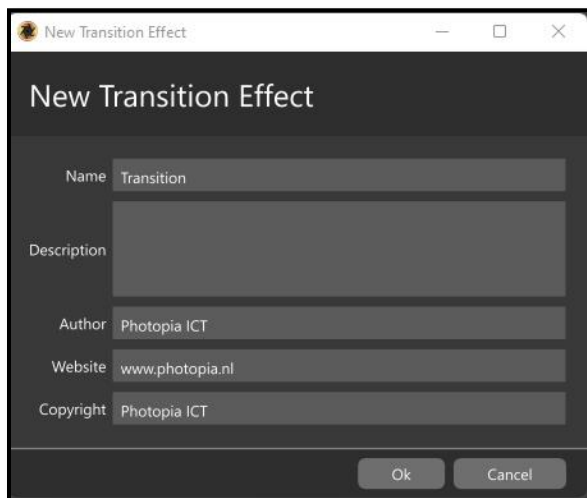
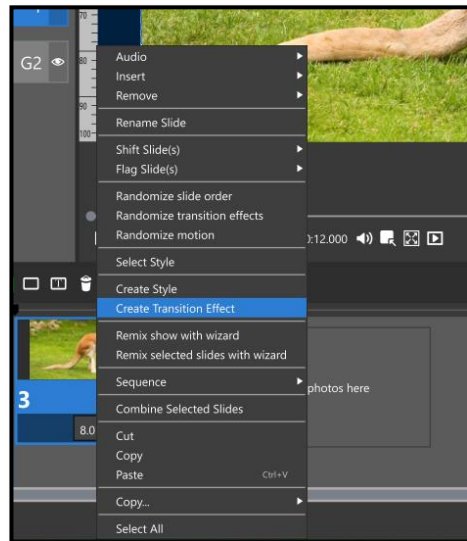


Transitions can be created from a blank project or from an existing slide inside a Show.

To start with a blank Project, choose New Project from the Home Page, then select the Effect Category, then select Transition from the list below.

This window also gives you options to add Tags and Keywords to your Slide Styles.

To create a Transition from an existing slide in a Show, right click on the Slide, then choose **Create Transition Effect**. This will create a new Transition Project for you to finish building your Transition. **Transition Projects cannot be created from existing Transitions.**



Both methods for starting a Transition Project will launch the New Transition Effect Window. This is where you can Name your Transition, give it a description (optional), and if desired the Author, Website, and Copyright information.

Starting from a blank project will automatically begin with **Source** and **Destination** Layers (A and B images). These will already have a Layer Type assigned in the Options Panel. Any images that you add to your transition will automatically be assigned as **Style Content**.

The basic concept of building a transition is that the **Source Layer** must start filling the screen (100% zoom, 0/0 for the position). Then, something happens (you create an animation), and the transition ends with Destination Layer filling the screen (100% zoom, 0/0 for the position).

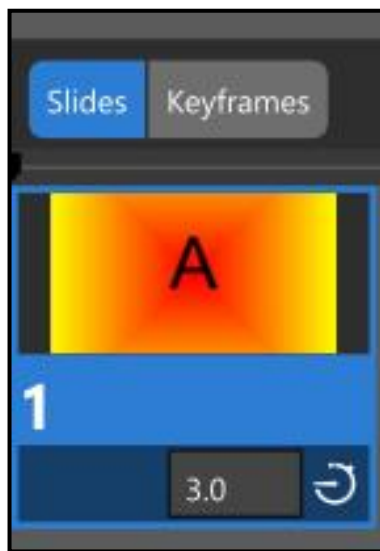
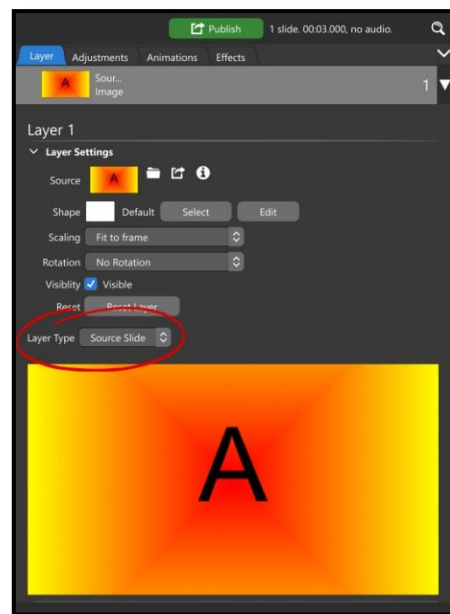
If your Source or Destination layers don't start or end perfectly filling the screen, the transition will jump when applied. **These are not layers; they are representations of slides** which must start and end at 100%

### Creating a Basic Transition

In this section we will guide you, step by step, in creating the most basic transition, where the destination slide comes from off screen to replace of the source slide.

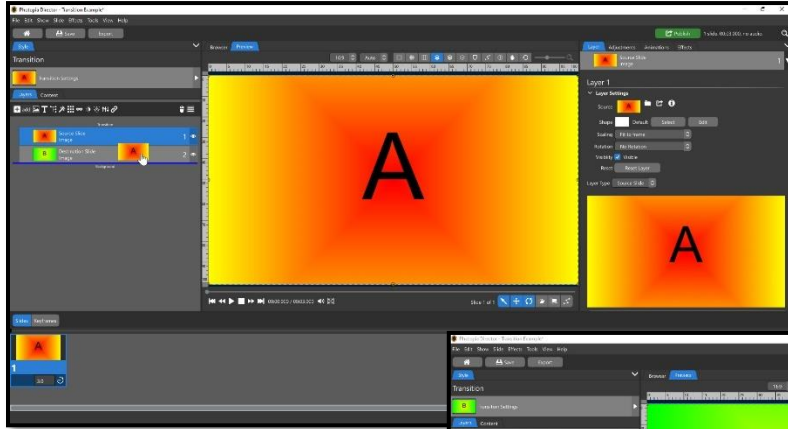
- The Source Layer will start filling the screen (100% zoom, 0/0 for the position).
- The Destination Layer will slide in from offscreen, covering the Source Layer
- The Destination Layer will end filling the screen (100% zoom, 0/0 for the position).

Starting with a new Transition Effect (from the Home Page) you are given both the Source (A) and Destination (B) layers and they are set as the correct Layer Type (*shown right*). All you need to do is animate your transition.



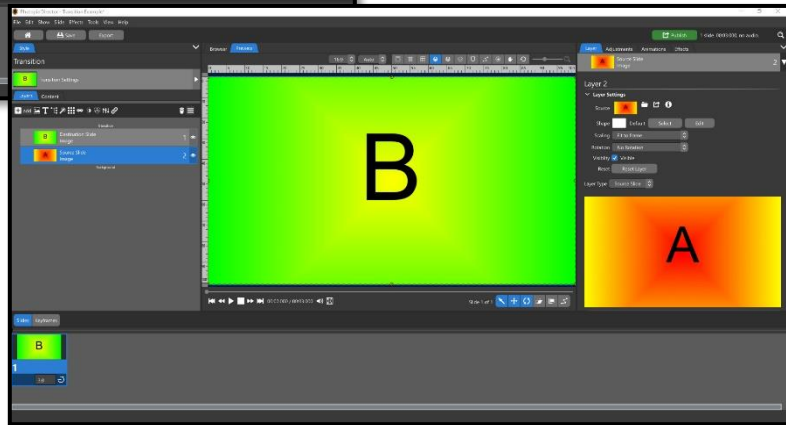
The default transition time is 3 seconds; you can make this longer or shorter to fit your transition. For our example, we will leave it at 3 seconds.

To have the Destination Layer slide in on top of the Source Layer, we need to reverse the Layer order in the Layer List. The Layer List here works the same way that it does in a show. To reverse the order of Layers, drag them into a different position (*shown below*).

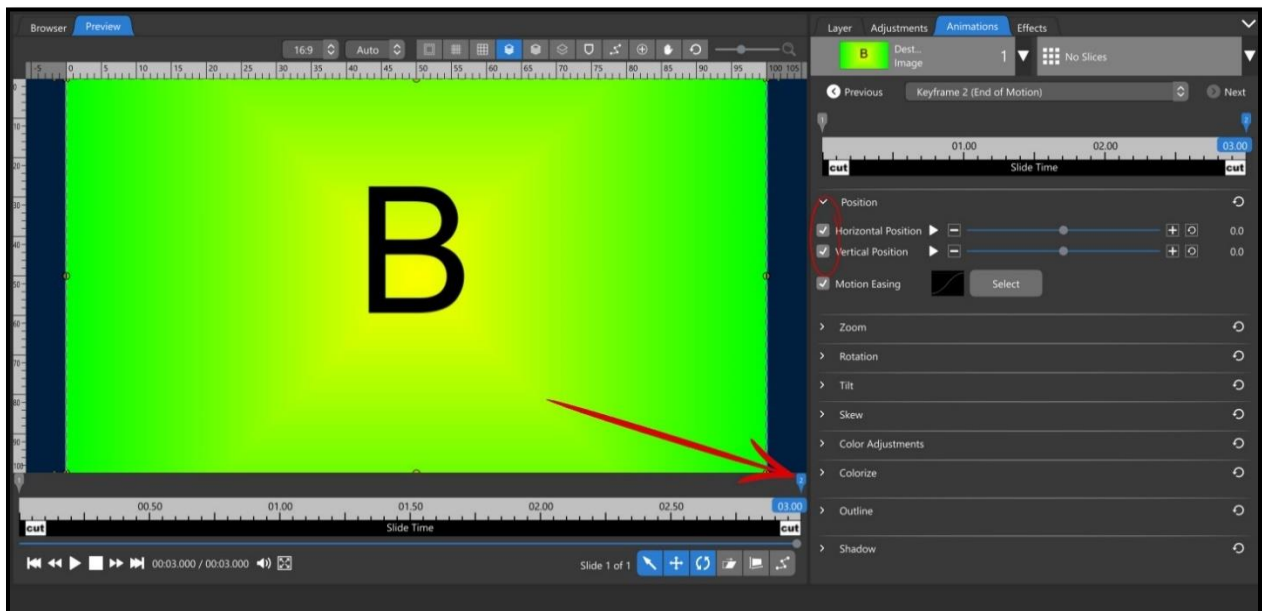


With neither layer animated, you will simply see the Destination Layer fill the screen (*shown below*).

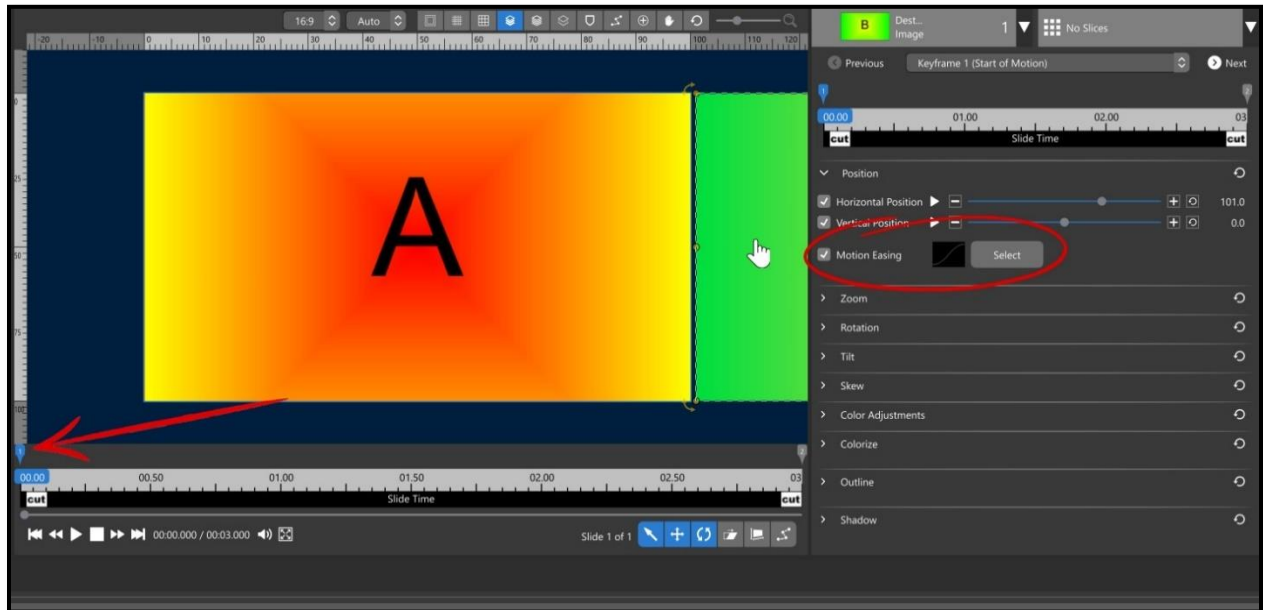
The next step is to animate it coming on screen.



The Animations Tab works the same way here as it does when you build a slide. Since we want the **Destination Slide (B)** to end full screen, and it's already there, we'll start by selecting the **2<sup>nd</sup> Keyframe**, then check both the **Horizontal and Vertical Position** boxes.

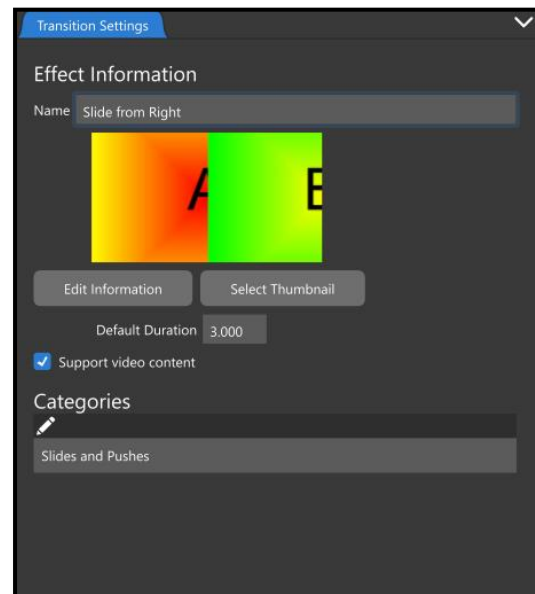


For this layer to start off screen, **select the 1<sup>st</sup> Keyframe** and move the Destination layer all the way off screen, in any direction you'd like. If you want this motion to ease into position, change the Motion Easing on this 1<sup>st</sup> Keyframe to Smooth.



If you play this back, the end may seem a bit abrupt. Remember, this is a transition, not a slide. If your second keyframe ends with the Destination layer full screen, you have a good transition.

The last step is to come into the **Transition Settings** in the **Navigation Panel**. The **Options Panel** will show the Effect Information. You can **rename** the transition here, as well as give it more detailed **information** and a new **thumbnail**. You can also choose which **categories** you would like this transition to be shown in by clicking on the pencil icon, then choose an existing category, or **add** a new category.



When you are finished, hit **Save**. If you plan to use this on your current computer only, that's all you need to do. If you would like to transfer it to another computer or share it with others, there is an **export** option.

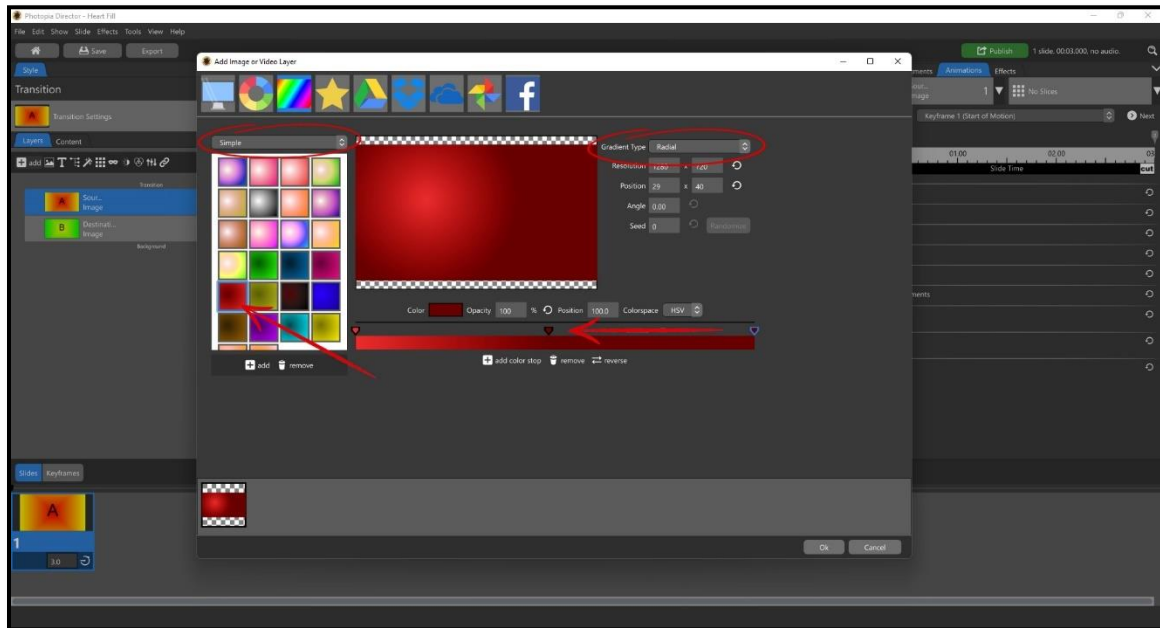


After creating a Transition, it is best to test it. Open a show or create a new show for testing purposes that you can always go back to. Add two images to two slides and **apply your new transition** in between (they will always be in the **Recently Added Category** right after you create them) and **play it back**. If you need to make any changes, your Transition Project will be listed under the Transition heading on your home page.

## Creating a Cover Transition

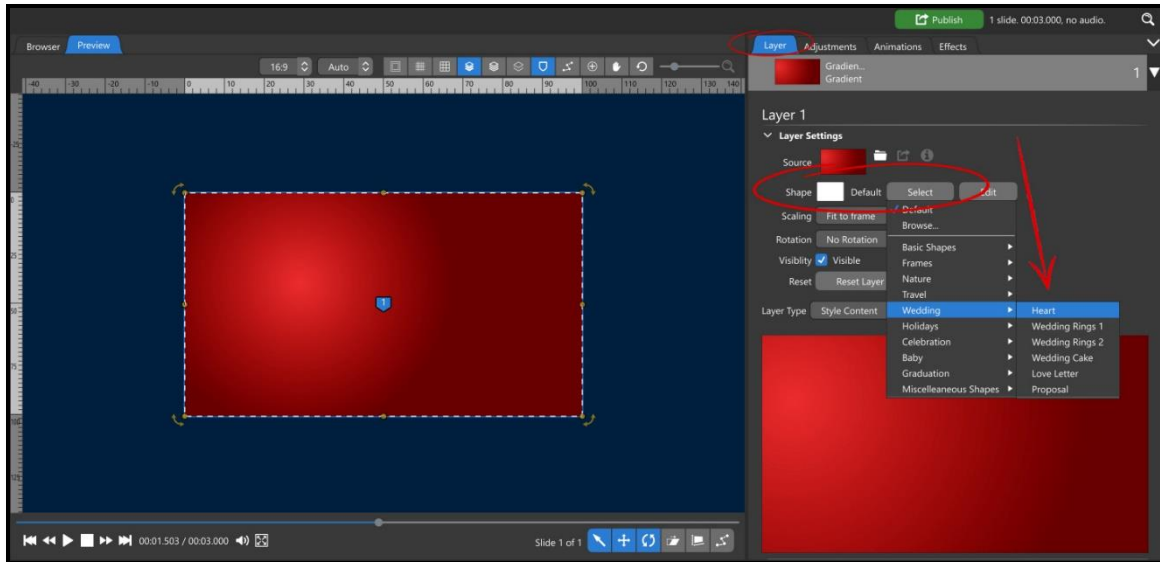
A cover transition uses a third layer to fill the screen for at least one frame while you switch your **Source** to your **Destination**. This third layer will be **Slide Content**.

In our example, we'll use an internal shape as our cover layer.

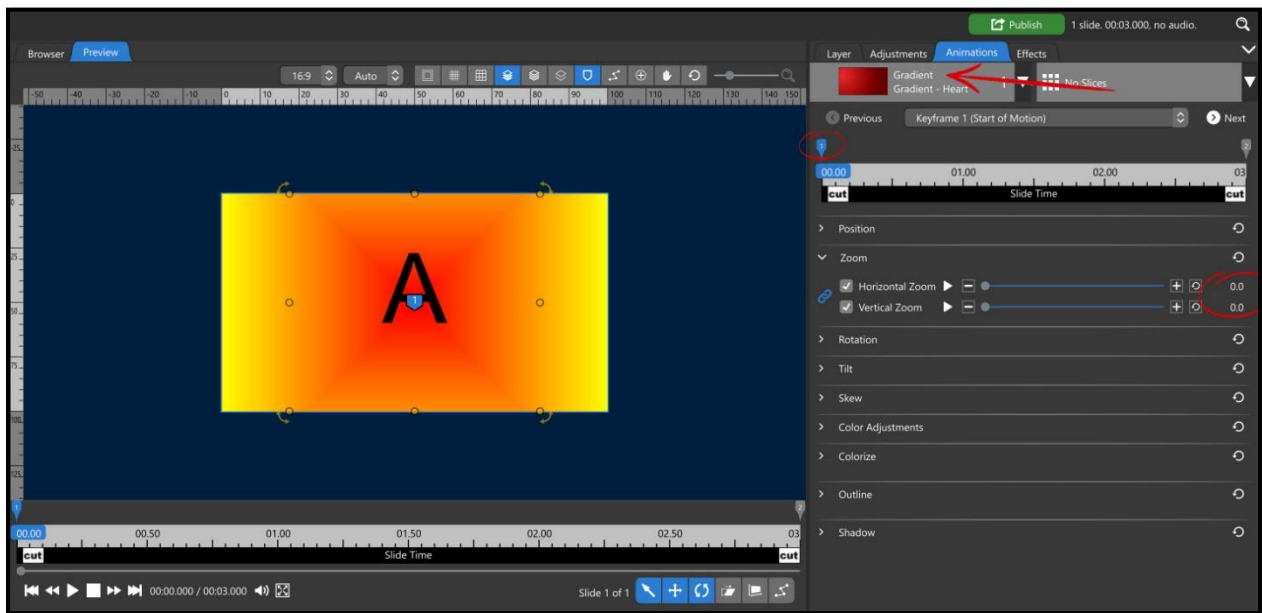


Start a new transition, so that you have Source (A) and Destination (B) layers to begin with.

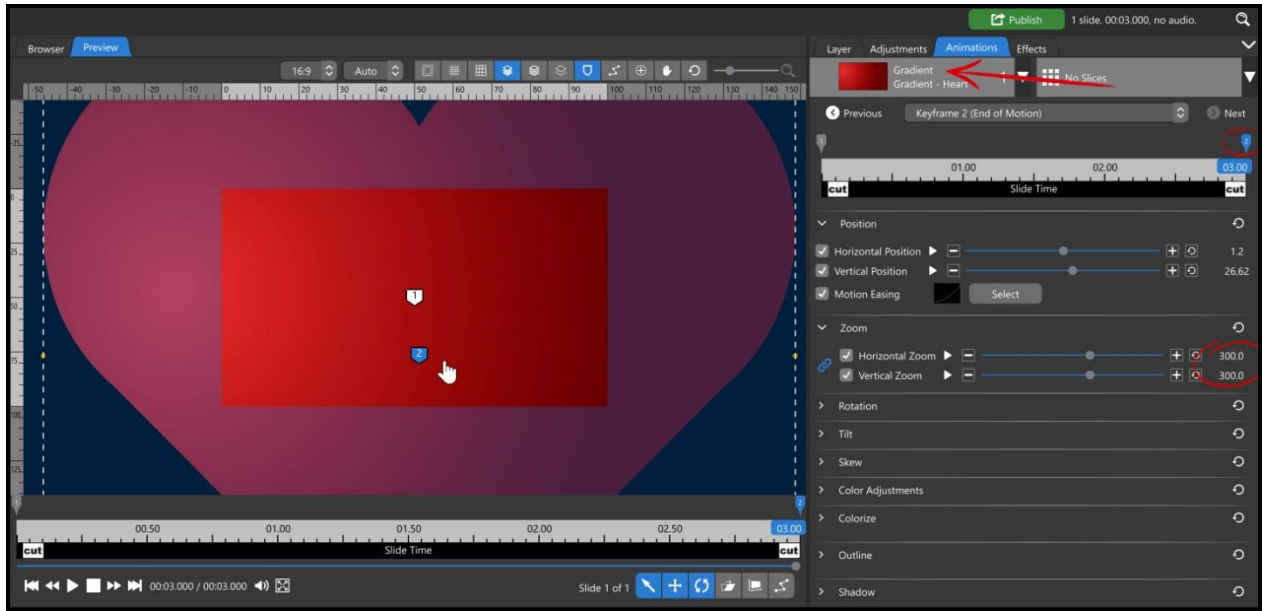
Add a new **Gradient Layer**, using the **Simple** preset from the dropdown menu on the left, choose the **light to dark red preset**. Change the **Gradient Type to Radial**. If you'd like, move the dark color keyframe in to create a more defined light area, then click and drag that light area to the upper left corner. Select OK.



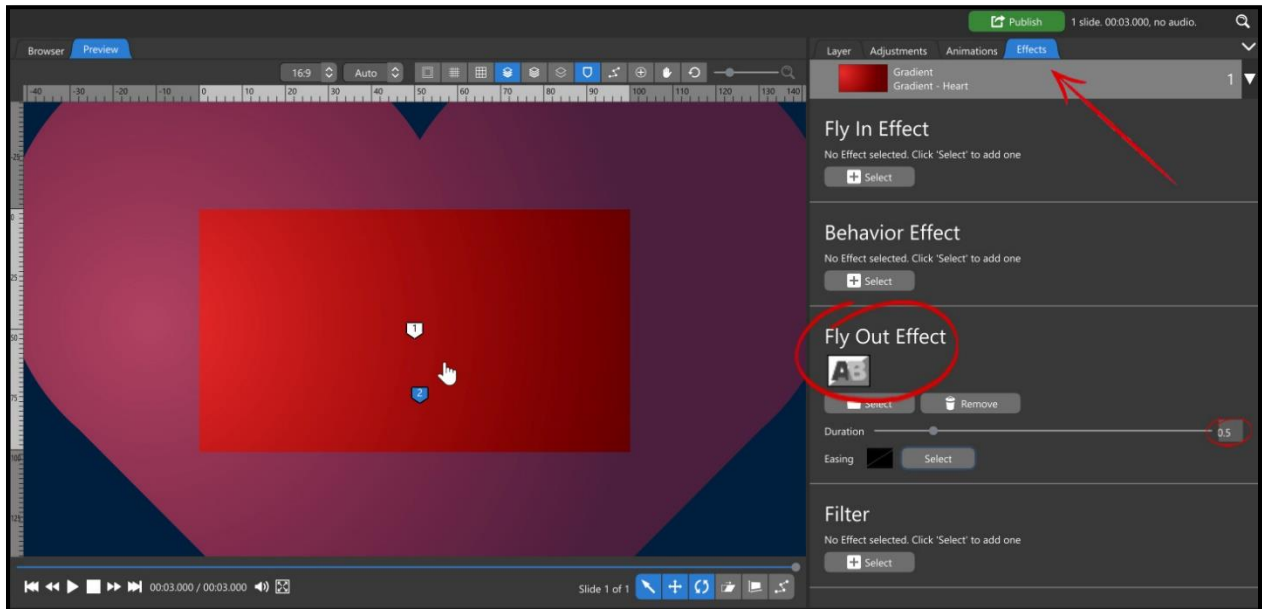
In the **Layer** tab for this **Gradient Layer**, choose a **Heart** shape from the **Wedding Category** in the **Shape** fly out menu.



In the **Animations** Tab for this new **Heart Shape Layer**, select the **1<sup>st</sup> Keyframe** and change the **Zoom** to **0**.

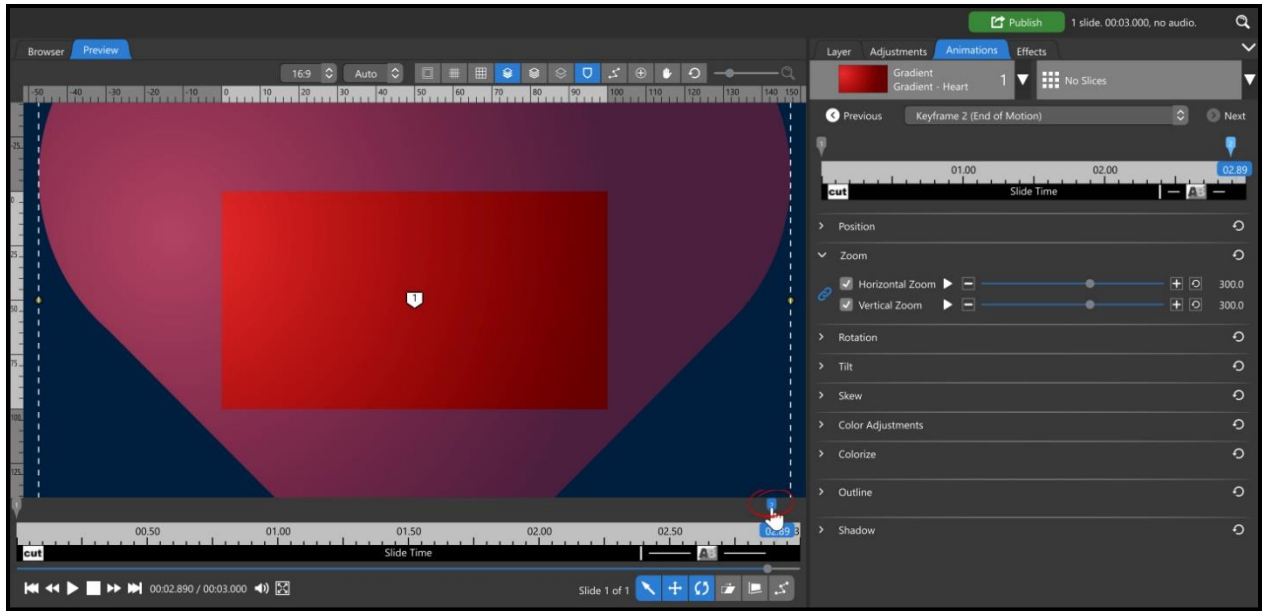


Select the **2<sup>nd</sup> Keyframe** and change the **Zoom to 300**, then **reposition** the heart down so that the preview window is fully covered by the top half of the heart. The heart should be much bigger than the window, that extra space is used in the next step.

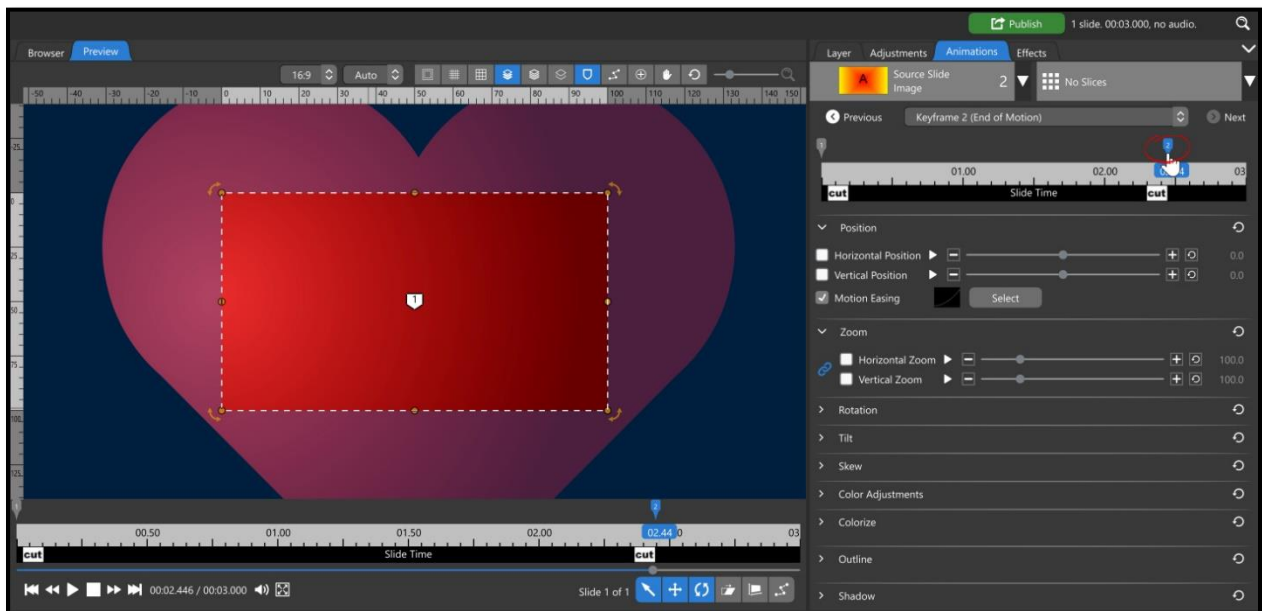


Go into the **Effects Tab** and choose a **Blend Fly Out** for the heart layer. Change the **duration of the Fly Out to 0.5 seconds**.



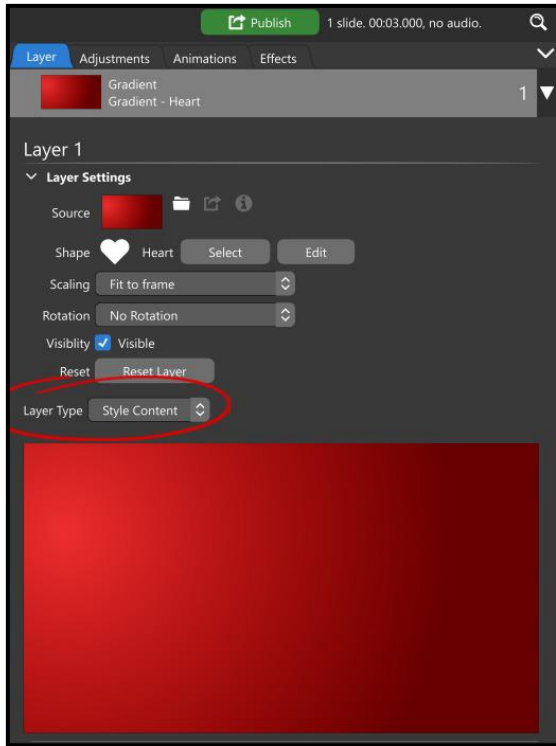


Go back to the **Animations Tab** and move the **2<sup>nd</sup> Keyframe** of the **Heart** shape layer back, just a little, to 2.90 seconds (*this doesn't have to be exact*)



Now, to hide the **Source Slide (A)** at the moment that the heart fills the screen, **click and drag the 2<sup>nd</sup> Keyframe** of the **Source Slide (A)** **back** to where the heart starts to fill the screen (around the 2.45 second mark).

Play your transition back.

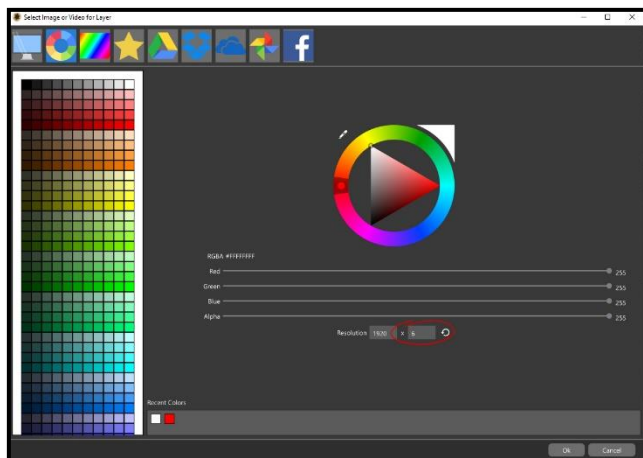


Note: the Heart Shape layer is automatically set as a **Style Content** Layer Type. This means that it will *remain with the Transition* while the other two layers will be replaced by the incoming and outgoing slides.

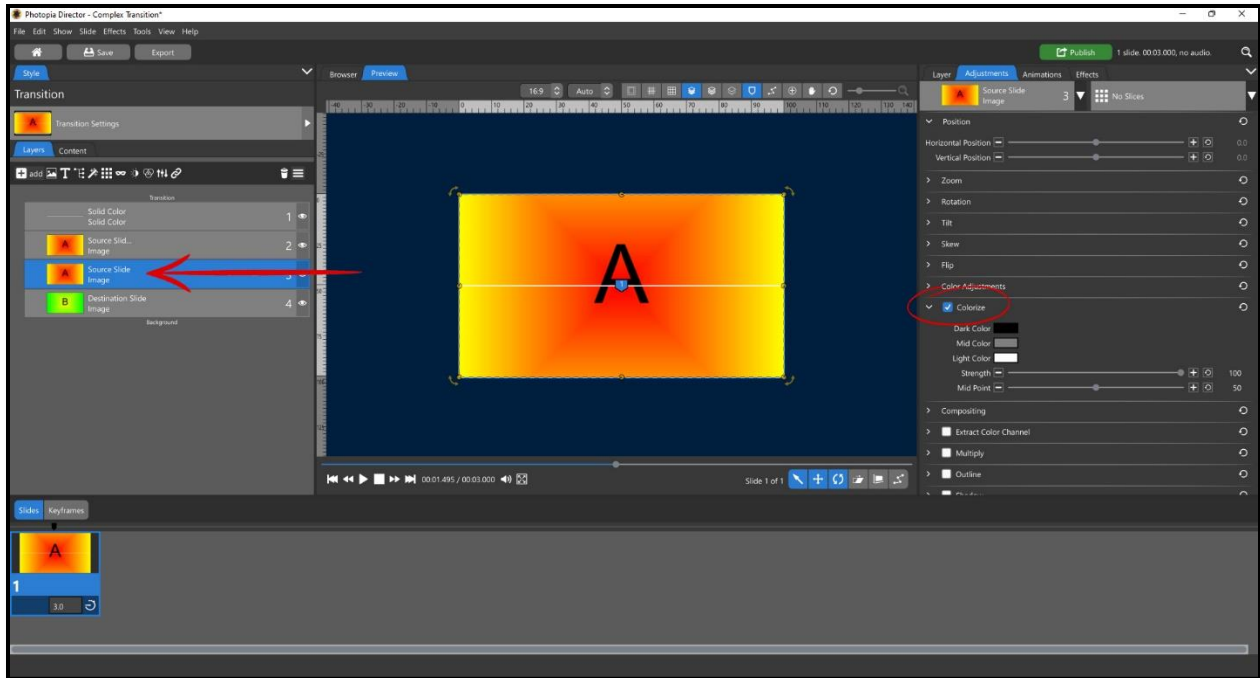
## Creating a Complex Transition

Complex transitions have more layers than just the Source and Destination layers. They can include masks, slices, video layers or anything else that a regular slide can include.

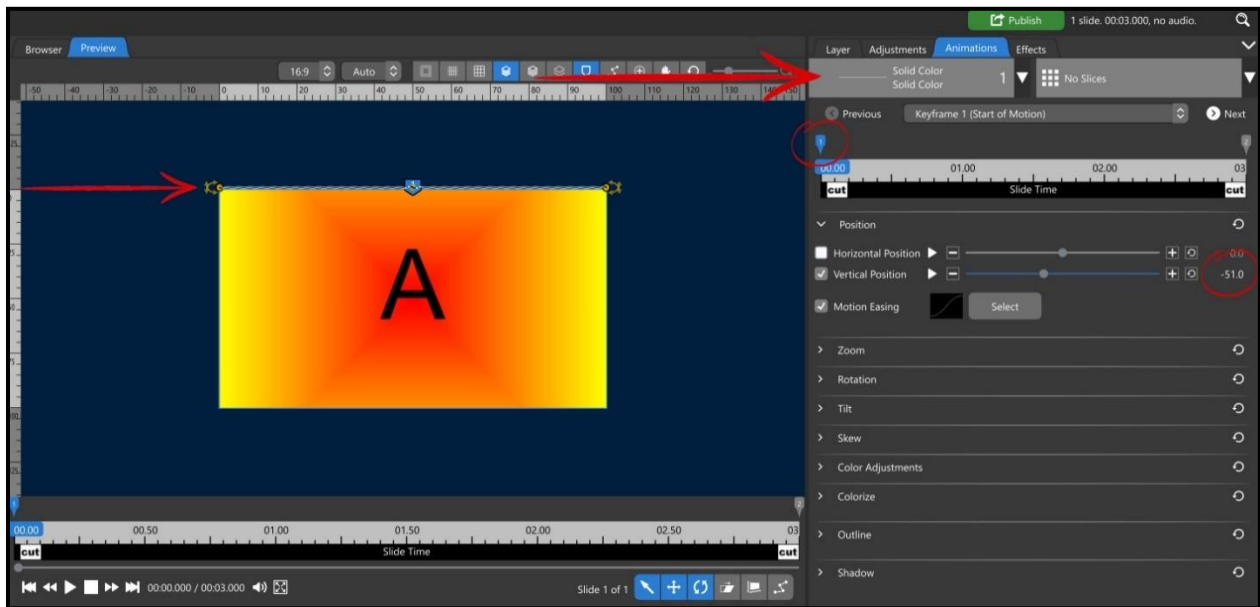
For our complex transition, we're going to **add a solid white line** that will travel from the top of the screen to the bottom, then back up again. During its first pass, **the Source Slide (A) will turn to black and white**, during its **second pass the Destination Slide (B) will be revealed**.



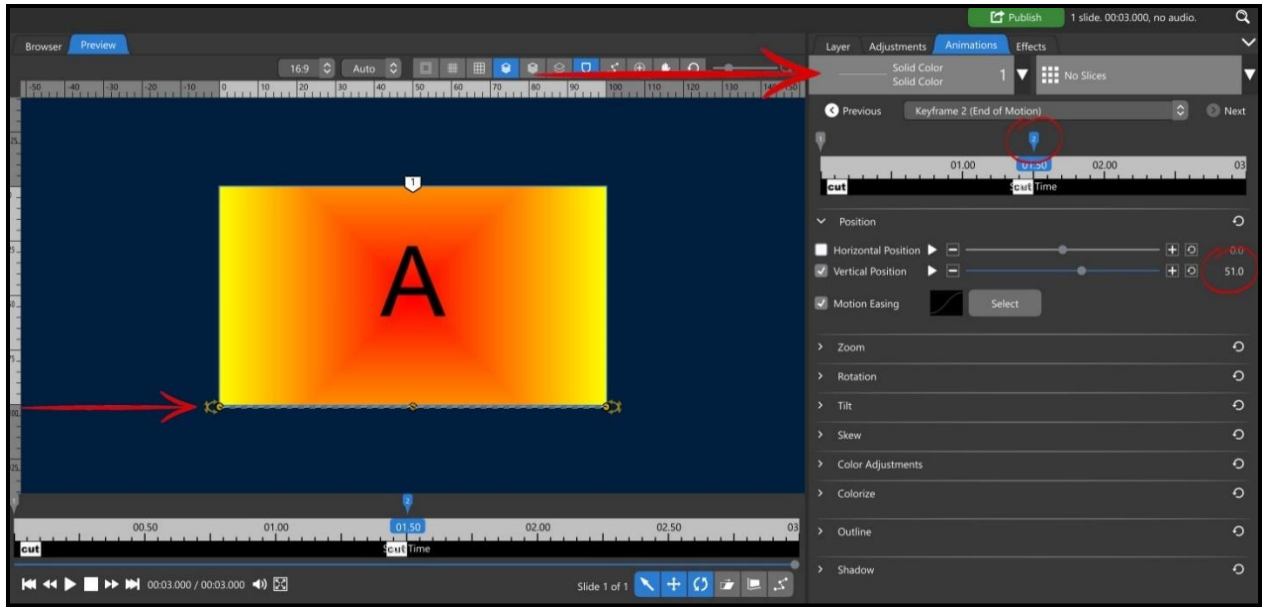
First add a Solid White Layer and make the **Vertical Resolution 6 pixels**. If your solid layer is set to Fill Frame, you will see an all-white layer instead of a thin line. Be sure the Scaling is set to **Fit to Frame**.



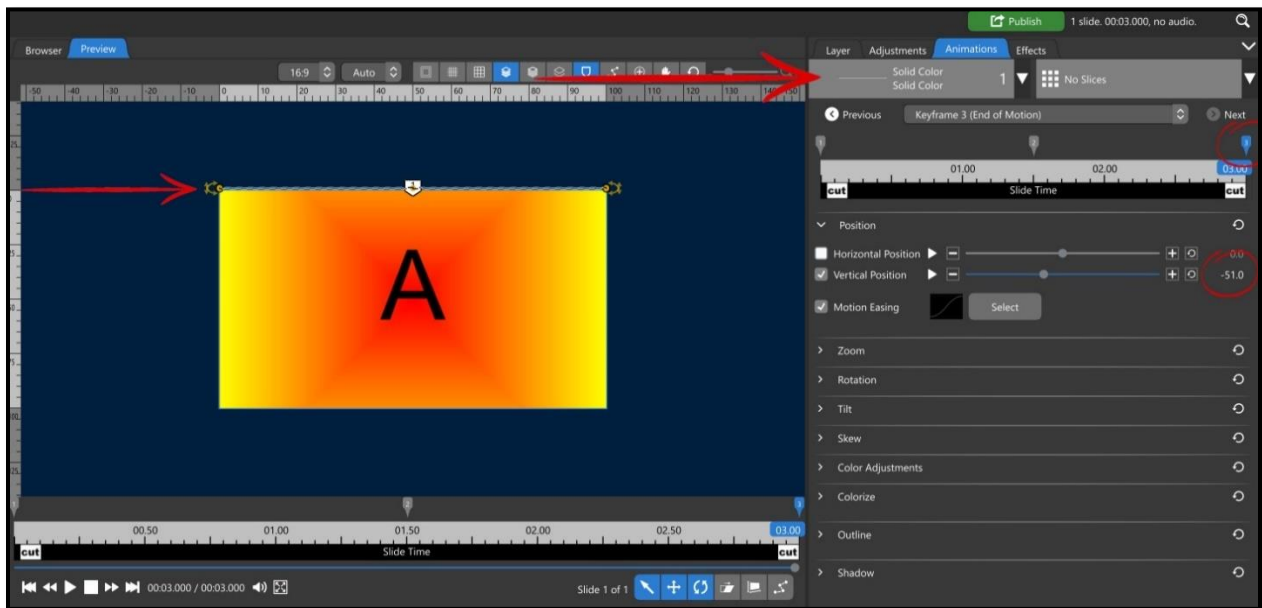
We need two instances of the **Source Slide (A)**, so right click on that layer, and choose **Duplicate Layer**. Select the bottom duplicate (**Layer 3**) and go into the **Adjustments Tab** and check **Colorize**. This will turn the layer black and white. (You won't see this result as the layer above it is still in full color).



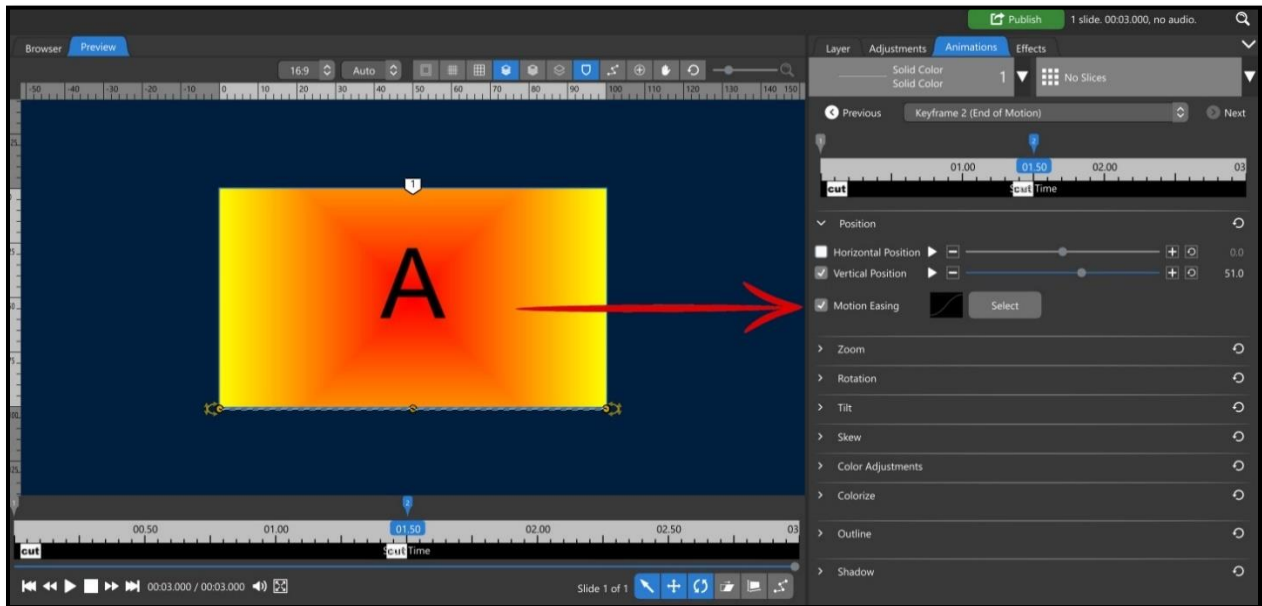
Our **white line** will have three keyframes over 3 seconds. Select the white line (Solid Color) layer and go into the **Animations Tab**. Select the **1<sup>st</sup> Keyframe** and enter **-51** into the **Vertical Position** number box. This will bring the solid white layer to the top of the preview window, just off screen.



Move the 2<sup>nd</sup> Keyframe into the 1.50 second mark (the halfway point, if you have a 3 second transition) and enter +51 into the Vertical Position number box, bringing the white line all the way to the bottom, just off screen.

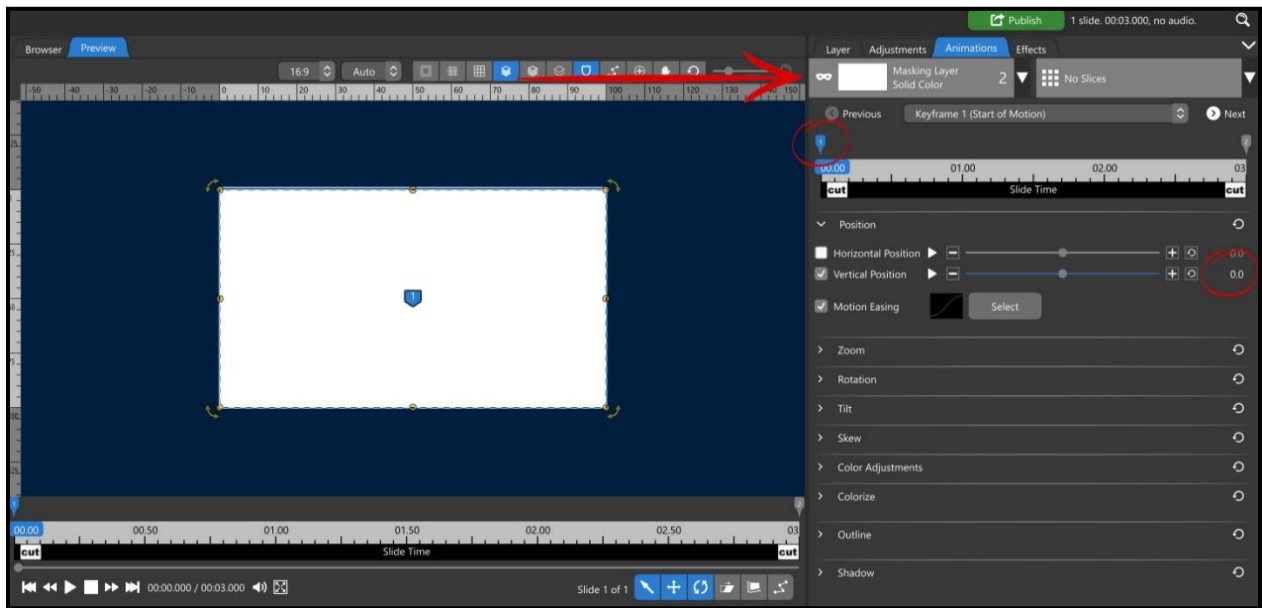


Double click the timeline after the 2<sup>nd</sup> Keyframe to add a 3<sup>rd</sup> Keyframe and drag it all the way to the end. Enter -51 into the Vertical Position number box.

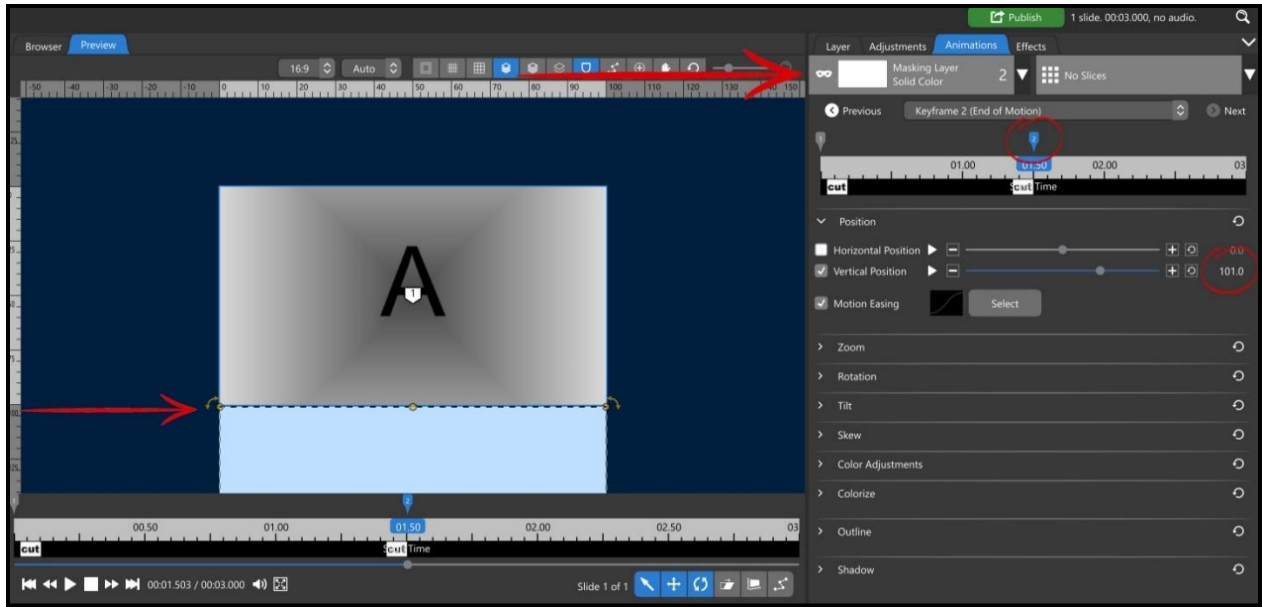


Play this back and you should see your line start at the top, move to the bottom, then go back to the top again. To make this motion a little smoother, change the Motion Easing to Smooth for both the 1<sup>st</sup> and 2<sup>nd</sup> Keyframes (*shown above*)

We are now going to add a **Masking Layer** to the top instance of the Source Slide (A) and animate it to match the first two keyframes of the white line. **Select the top instance of your Source Slide (A), click on the Add Mask icon at the top, and make it a solid white layer.**



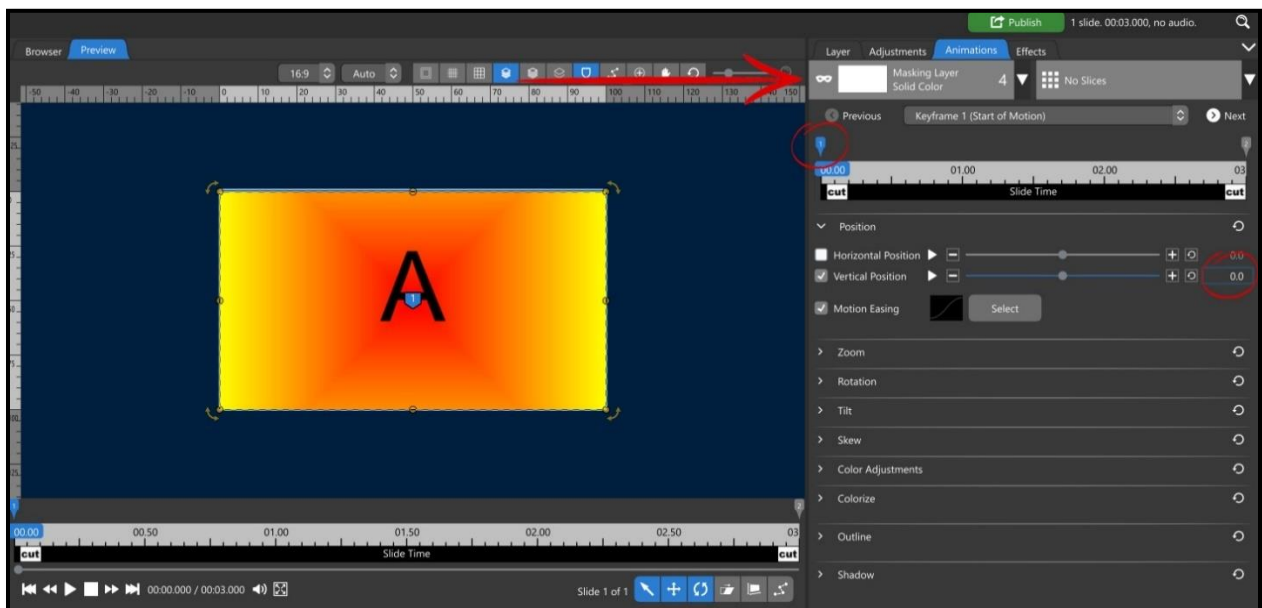
In the **Animations Tab** for this **Masking Layer**, select the **first Keyframe** and check the **Vertical Position** box right where it is at **0**.



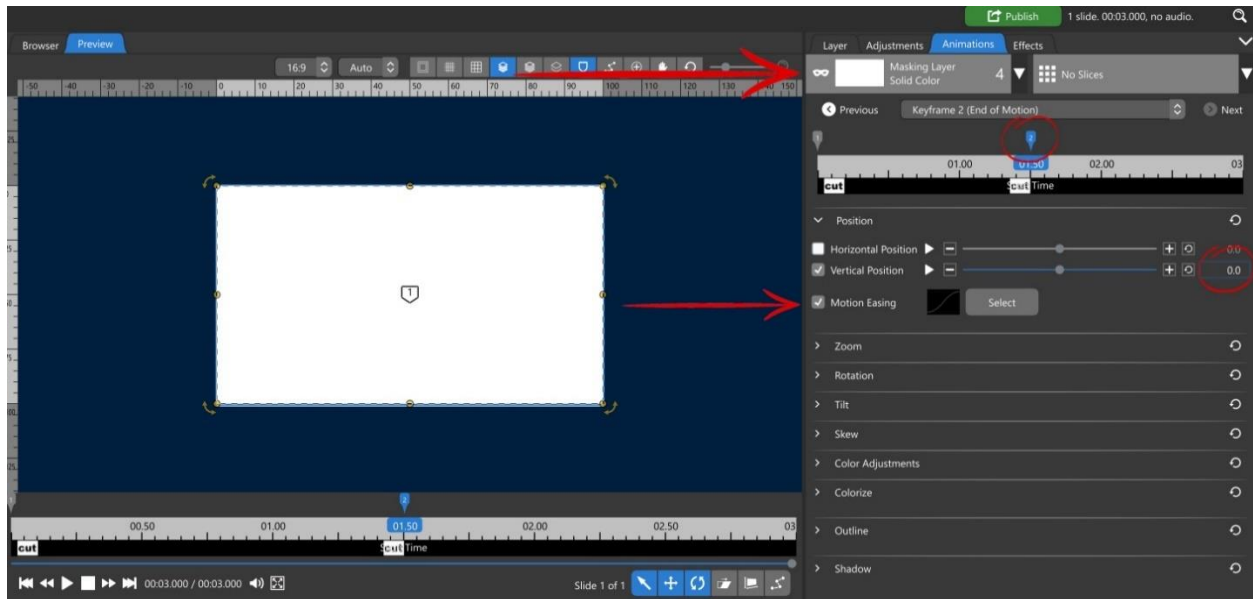
Move the 2<sup>nd</sup> Keyframe into the 1.50 second mark and change the **Vertical Position** to +101, bringing it all the way to the bottom, just off screen. If you made your **Motion Easing** for the white line **Smooth**, do the same for the masking layer on Keyframe 1.

**Note:** *the reason the white line is off screen at 51 (or -51) and the full white layer is off the screen at 101 (or -101) is because the numbers correlate with the center of the layer. The white line only needed to move 51% off screen, as it doesn't exist much beyond its center point. The full white layer needed to move a full 101% off screen as it filled the screen.*

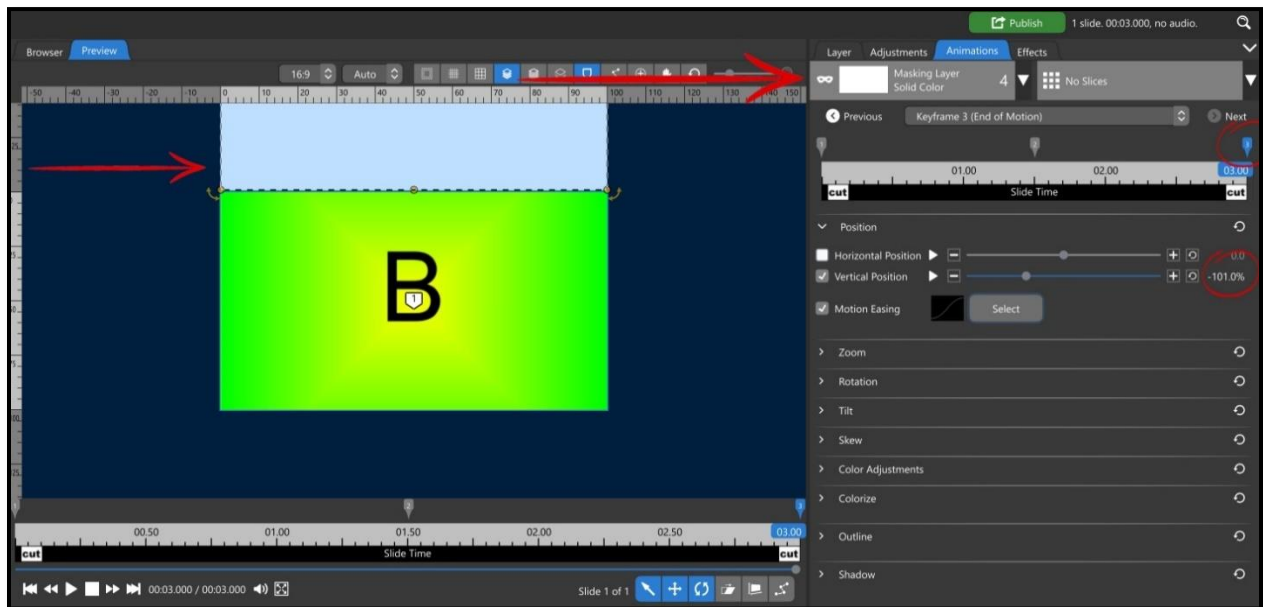
Now, we'll repeat those steps for the second instance of the Source Slide (A). **Select that layer and click on the Add Mask icon at the top and make it a solid white layer.** This Masking Layer should be Layer 4.



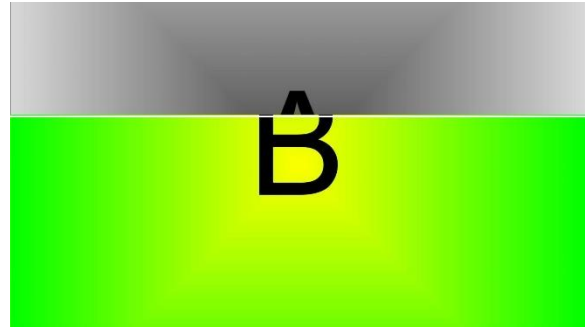
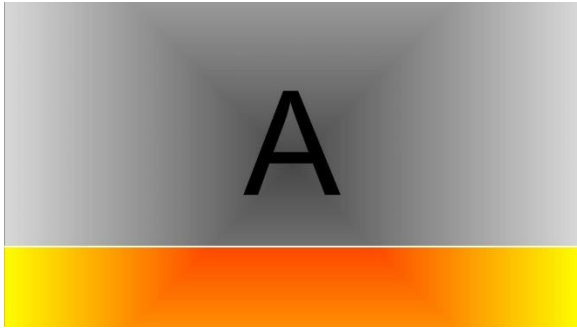
Select the 1<sup>st</sup> Keyframe and ensure the **Vertical Position** box is at 0.



Move the 2<sup>nd</sup> Keyframe into the 1.5 second mark and make sure that its **Vertical Position** box is also checked at 0. While you have this keyframe selected, change the **Motion Eason** to **Smooth**.



Double click after this Keyframe to add a 3<sup>rd</sup> and drag it to the end. Change the **Vertical Position** to **-101** and play your transition back.



If your masking layers don't move in sync with your white line, double check these two things:

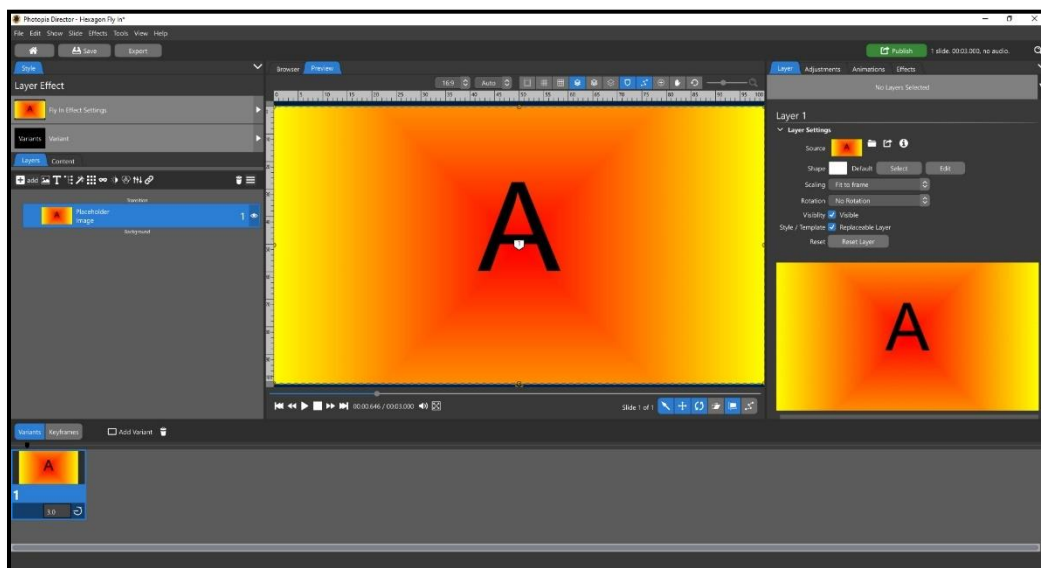
1. Ensure that the middle keyframes are in the **exact same position**, right down to the 1/100<sup>th</sup> of a second. You can right click on any keyframe and choose **Set Time for Keyframe** to get exact numbers.
2. Ensure that the **Motion Easing** is the same for all keyframes on all layers.

## Layer Effects

### Fly In and Fly Outs

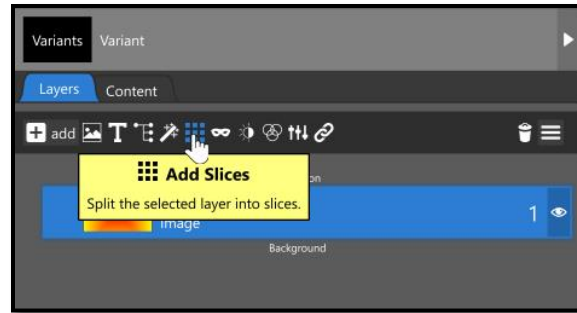
Creating Fly Ins and Fly Outs are very similar to creating a Transition, but there will only be one layer that represents your image instead of two layers that represent slides. For a **Fly In**, the Layer will be animated coming on screen and for a **Fly Out** the layer will be animated going off screen.

In our examples, we're going to use the Hexagon Slices to create both a Fly In and a Fly Out.

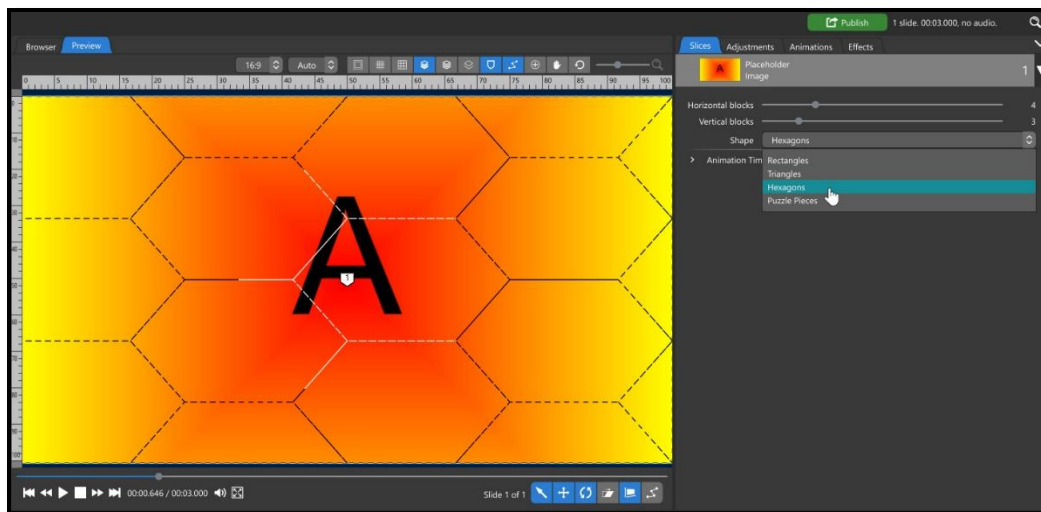


All **Layer Effect Creation Windows** start with a single layer for you to animate (A). This layer is a **place marker** that represents your image.

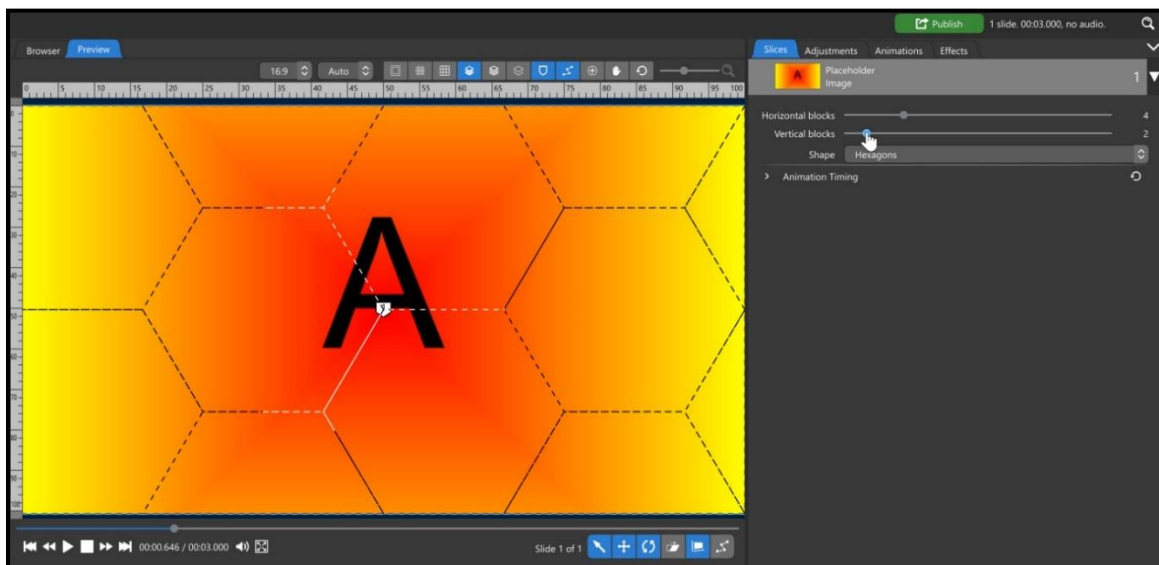




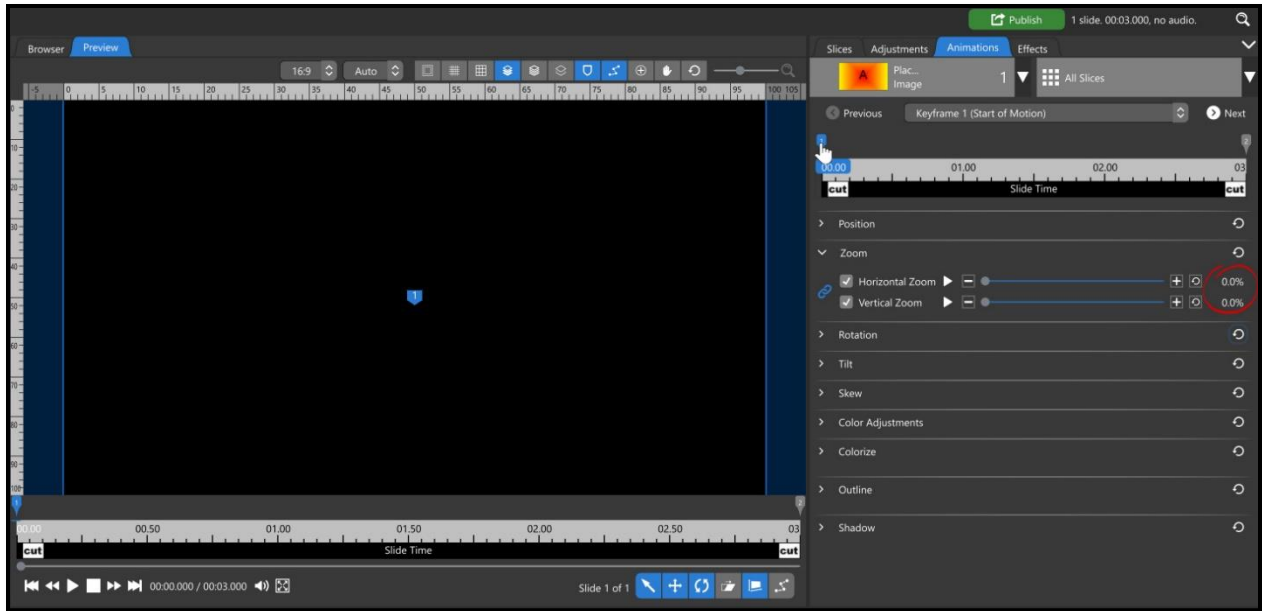
For our Fly In Effect, we'll add the **Slice Effect** to the placeholder layer (A)



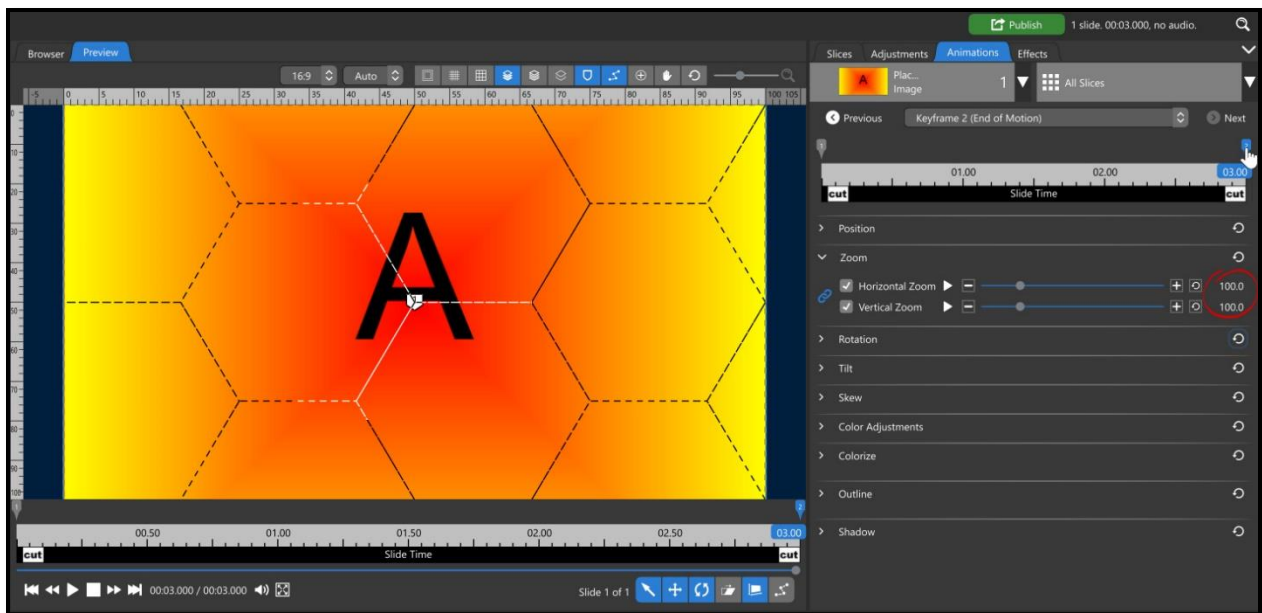
With the **Slice Effect** selected go into the **Options Panel**, in the **Slices Tab**, change the **Slice Shape** to **Hexagon**. The Hexagons may look “squished”. This can be fixed by changing the number of blocks.



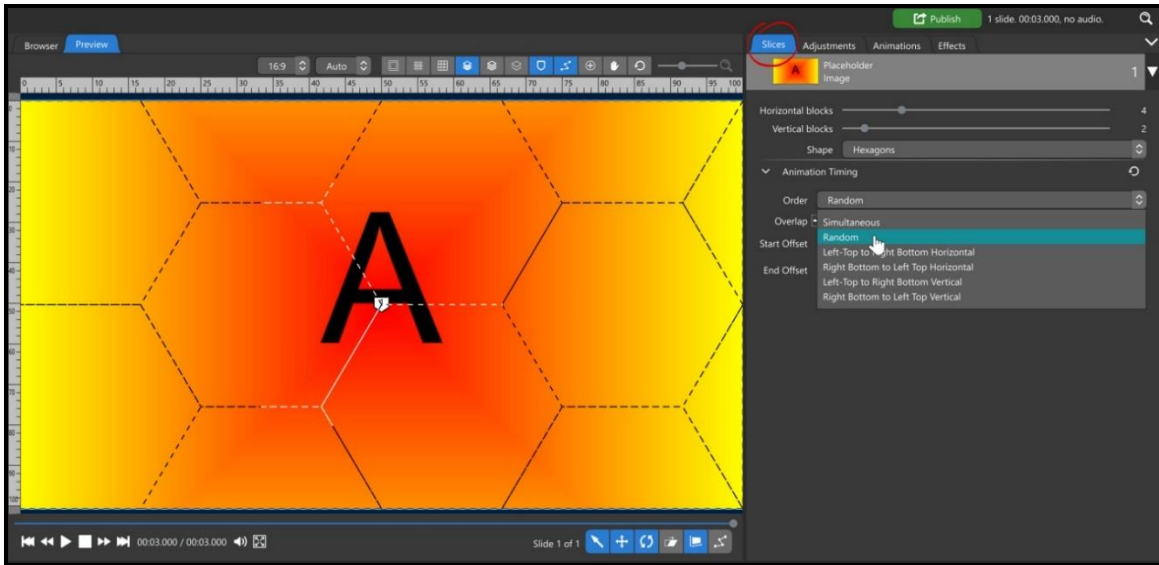
By reducing the number of Vertical Blocks to 2, the Hexagon shapes appear more “normal”.



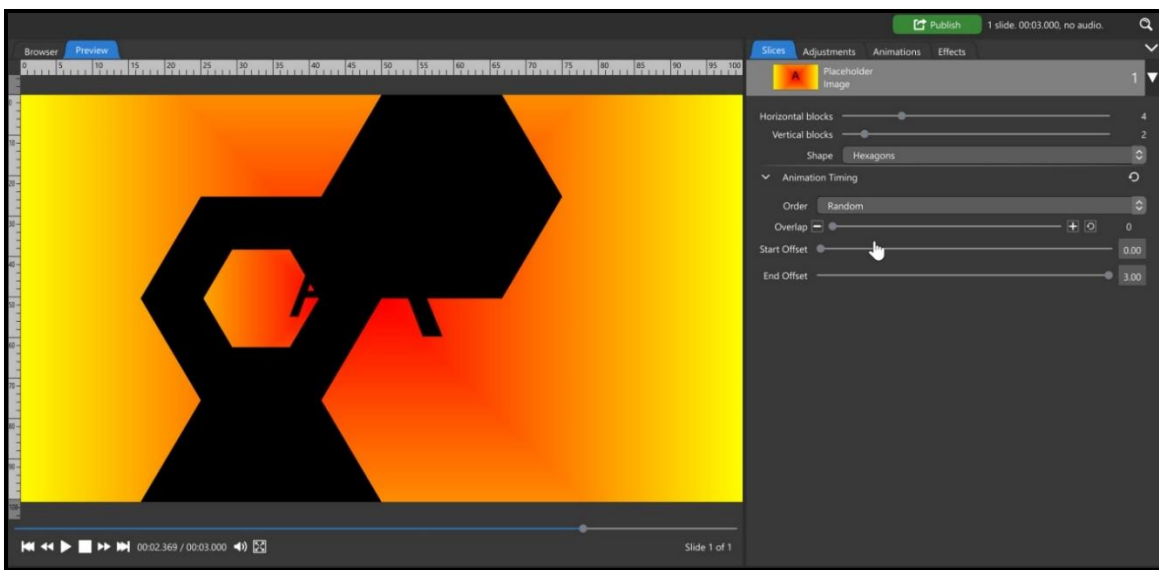
To animate the Hexagons on screen, change the **Zoom** on the **1<sup>st</sup> Keyframe** in the **Animations Tab** to **0**.



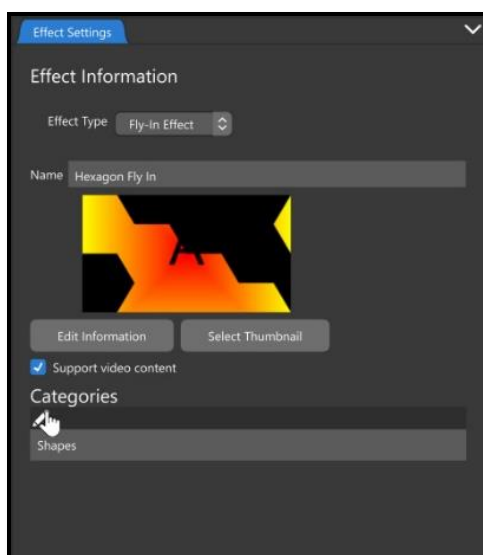
Fly Ins must end with the placeholder layer perfectly filling the screen, so make sure that the **Zoom** on the **2<sup>nd</sup> keyframe** is set to **100**.



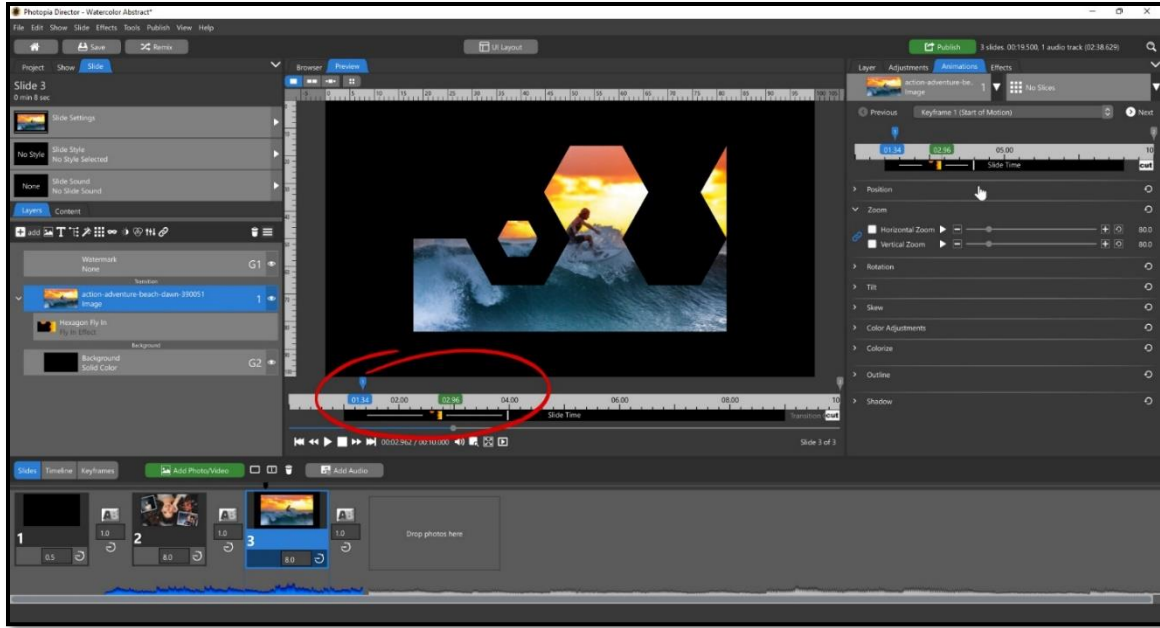
Back in the **Slices** tab, change the **Animation Timing Order** drop down to **Random**.



Play back your Fly In to make sure it looks the way you want it to.



In the **Effect Settings** tab, you can change the **Name**, the **Thumbnail**, Edit its **Information**, and put it into a **Category**.

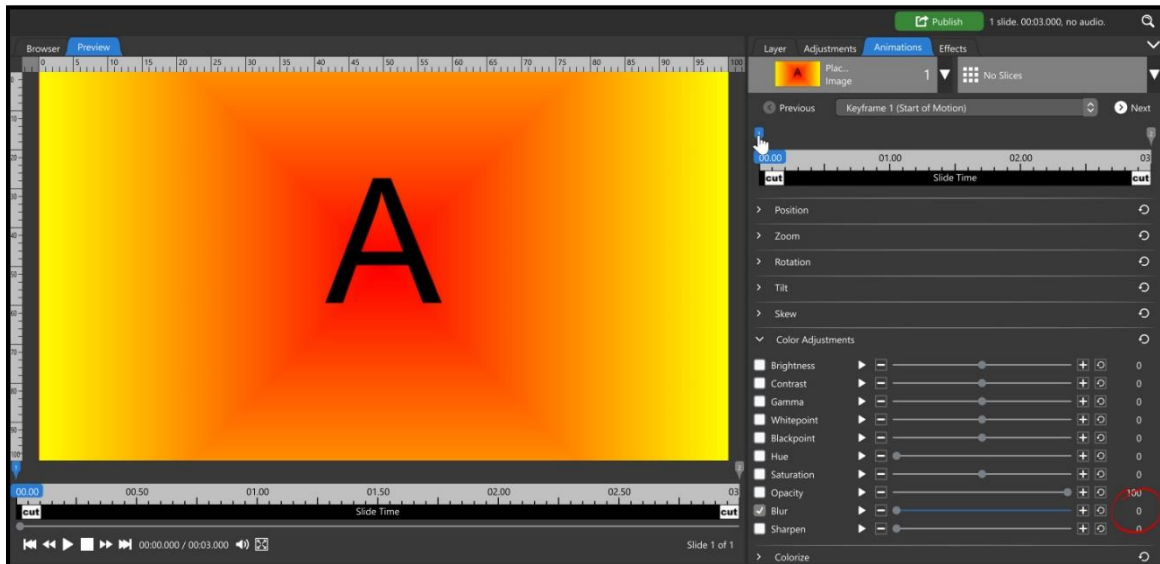


**Double check** your fly in by **applying it to a layer** in a slide in a show. You can change the length of the fly in and there should be a fly in thumbnail showing your design.

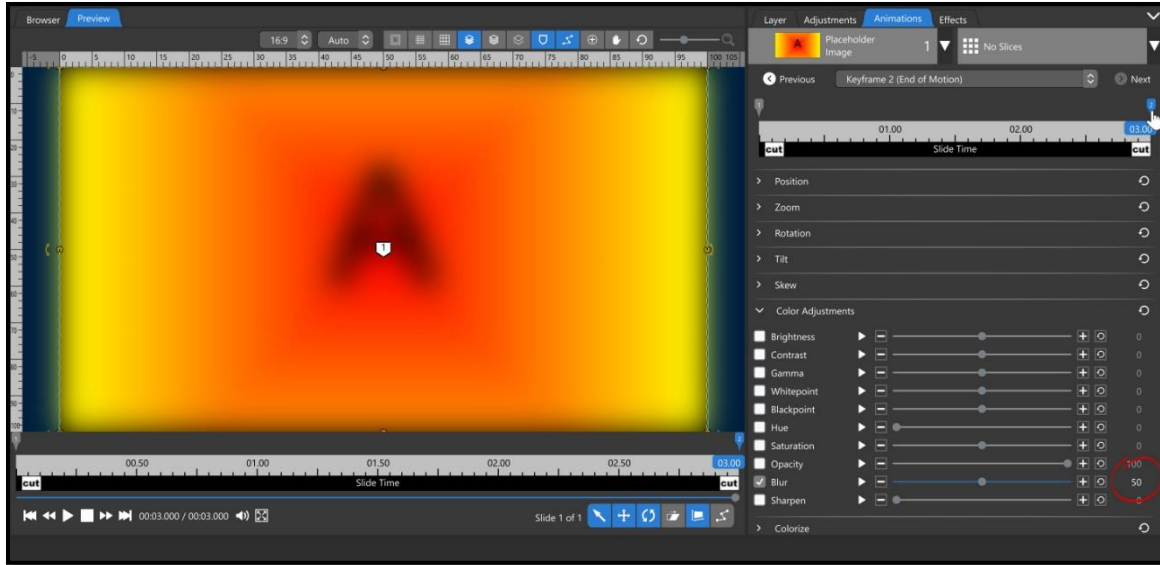
**Fly Outs** are created in the exact same way, but in **reverse**. They must start with the placeholder layer full screen and end with it completely off screen.

## Behaviors

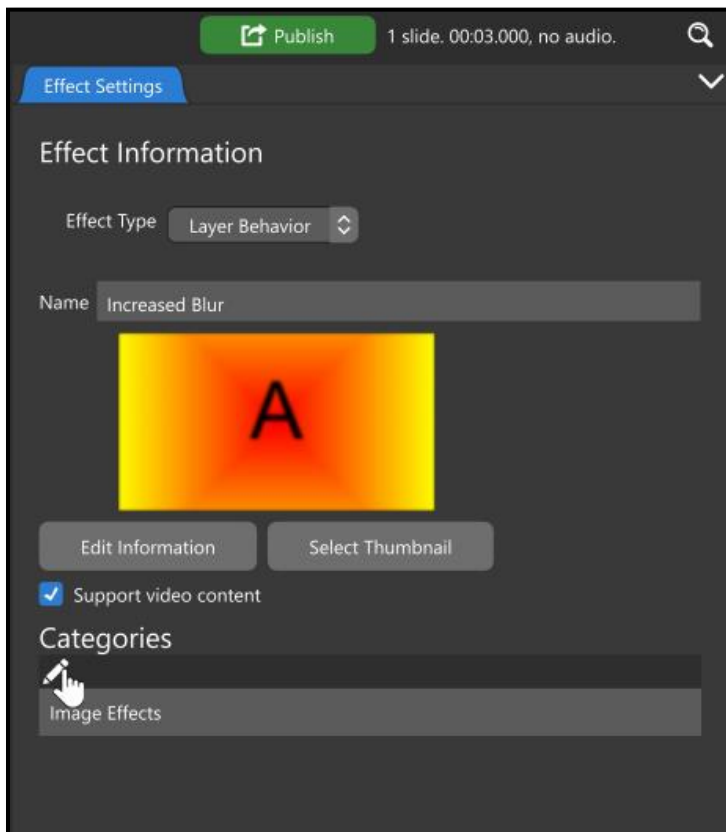
A behavior effect is applied to a layer for the entire slide time. In our example, we will have our layer increase its blur over time.



This is a simple two keyframed effect. On the first keyframe, check the Blur setting to keep it at 0.



On the second keyframe, change the blur to 50. That's it! In the **Effect Settings** tab, you can change the **Name**, the **Thumbnail**, Edit its **Information**, and put it into a **Category**.



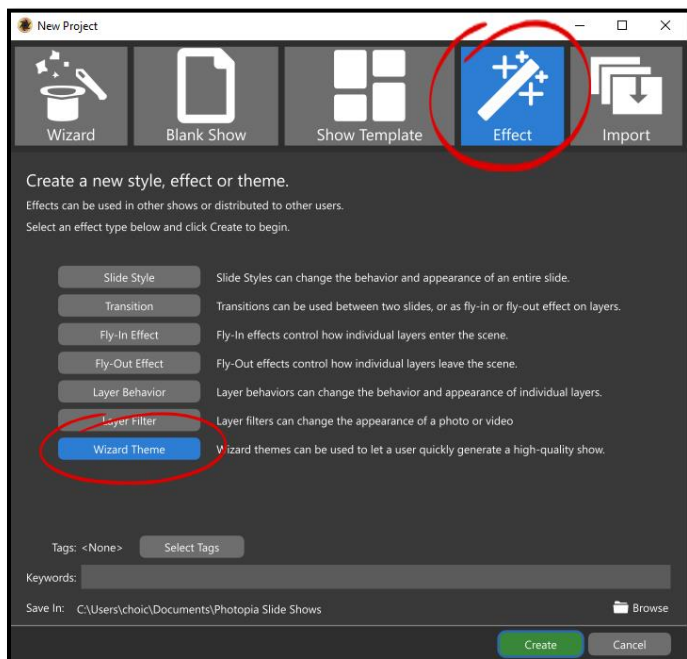
## Filters

Filters are Image Adjustments that are applied to your layer for the entire slide time. The Filter effect creation window looks like the other Effect Creation windows, but the Animations tab is missing. Filter effects do not change over time but are applied for the entire duration of the slide. Existing Filters include turning your layer to Black and White or giving it a color overlay.

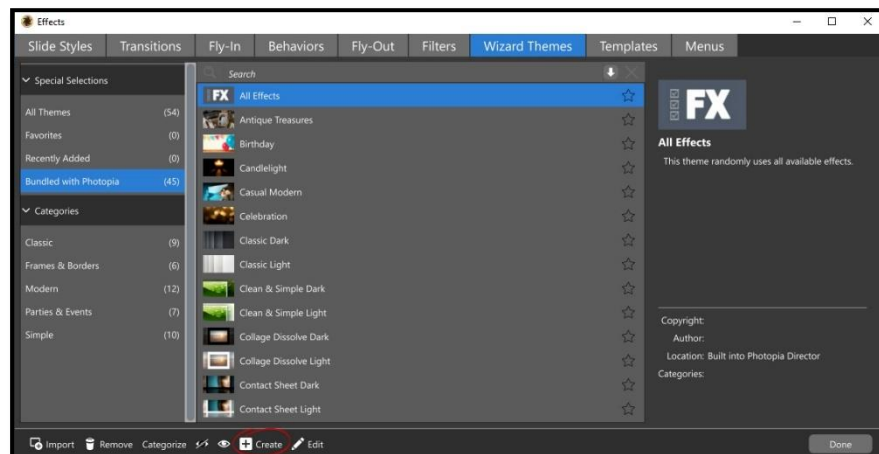
## Creating Wizard Themes from Styles and Transitions

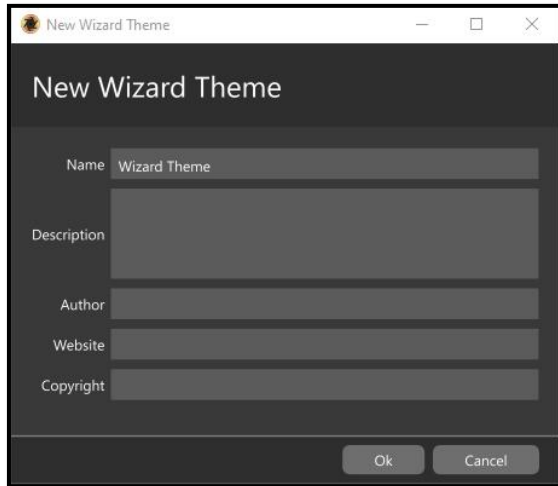
[Wizard Themes](#) allow you to create slide shows from a pre-selected list of Slide Styles and Transitions in a matter of minutes. There are two places you can begin to create your own Wizard Themes in Director:

You can start a **New Project**, click on **Effect**, then click on **Wizard Theme**.



You can also open the [Manage Effects Window](#) to begin creating a new Theme. Click the **Wizard Themes** tab then click on **Create** at the bottom of the window.





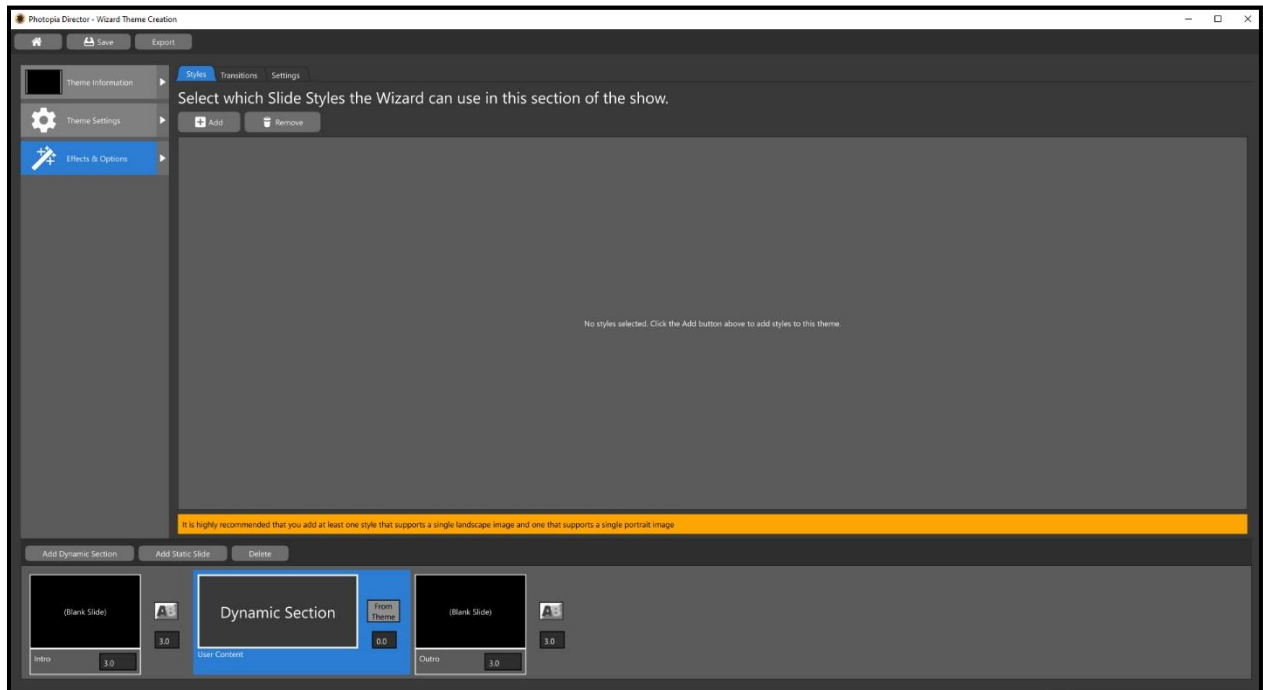
You will then be prompted to name your Wizard Theme, give it a Description, and Author Information, if desired. All of these can be edited later.

There are three panels in the **New Wizard Theme** window.

**Navigation Panel** on the left, where you will select the different steps of the Theme creation process.

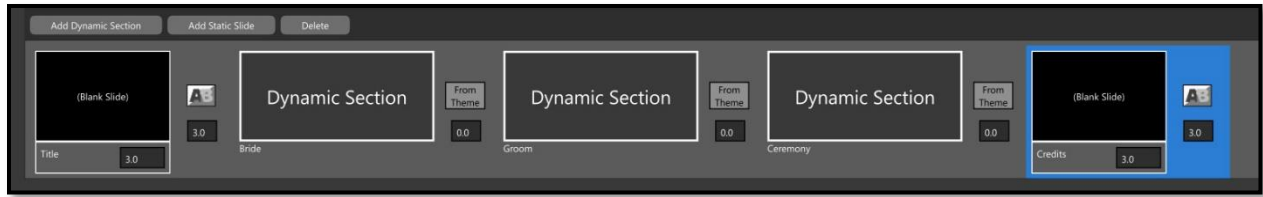
**Options Panel** on the right, where the options for each section are displayed.

**Section List** at the bottom, where you can setup different sections for the resulting Slide Show.



## New Wizard Theme – Section List

The **Section List** at the bottom of the New Wizard Theme window is broken down into **sections** rather than slides. You start with an Intro slide, then a single **Dynamic Section**, then an outro slide. You can add more Dynamic Sections and more Static Slides (sample below).



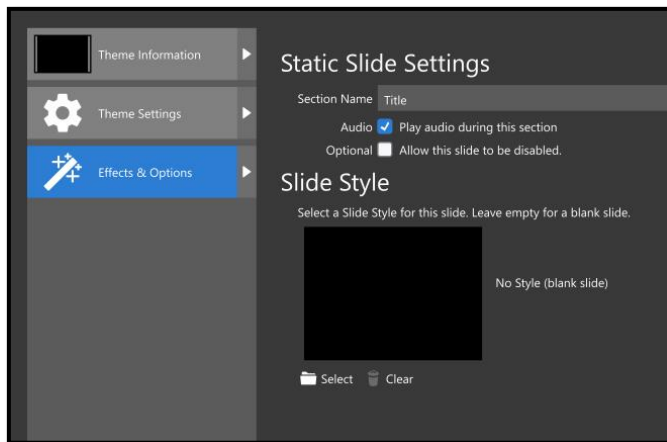
Example: Creating a Wedding Theme might call for a Bride Section, a Groom Section, and a Ceremony Section. You can rename each section in the **Effects & Options > Settings** tab. Each of your Sections can have its own Slide Styles / Transitions assigned.

You can also add more Static Slides, like the Intro and Outro. These are useful if you want your Theme to always start or end with a Title or Credits slide.

Select the section you want to begin assigning effects to then click the **Effects & Options** tab from the Navigation Panel in the upper-left corner of the window.

## Effects & Options

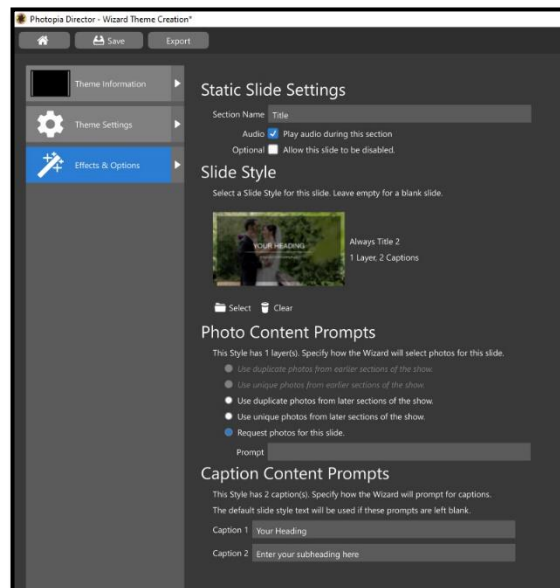
This is where you will choose which effects will be applied for selected section.



### Static (Title) Slides

You can start the process of adding a Slide Style to a Static Slide by selecting the Static Slide then clicking the **Effects & Options** tab. There you will see options to rename the Slide, choose whether audio will be played with this slide, and whether you want this section to be optional. Click the **Select** button below the Slide Style thumbnail (which is blank by default) to choose a Slide Style for that Static Slide.

Once you have selected a Slide Style for your Static Slide, its thumbnail will appear along with more options. **Photo Content Prompts** is where you'll choose to have the program automatically choose images that appear before this slide (which will be ghosted if there is no Dynamic Section before this), use images that appear after this slide, or you can request a specific prompt for the user to choose photos.

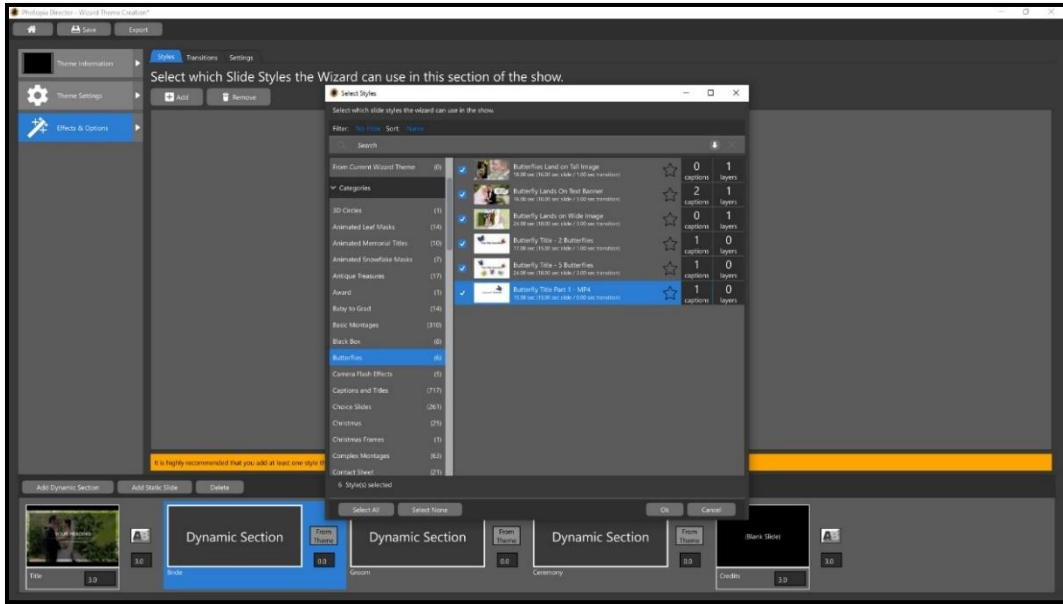




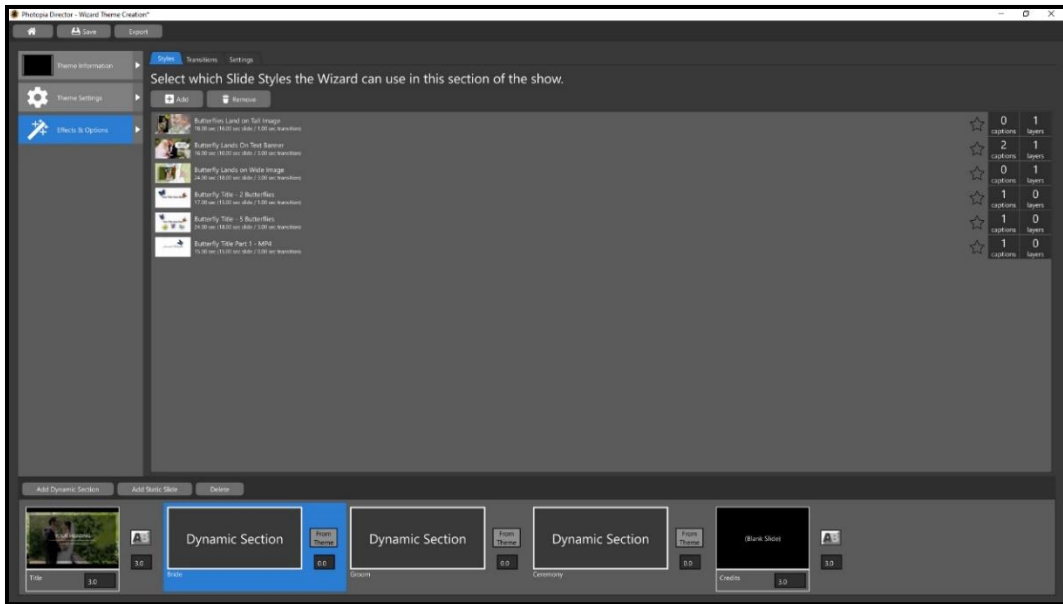
**Caption Content Prompts** is how the Theme will prompt the user to enter the text for their captions. You can change the text in the Caption Fields or leave them with the default text from the Slide Style.

### Dynamic Section Effects

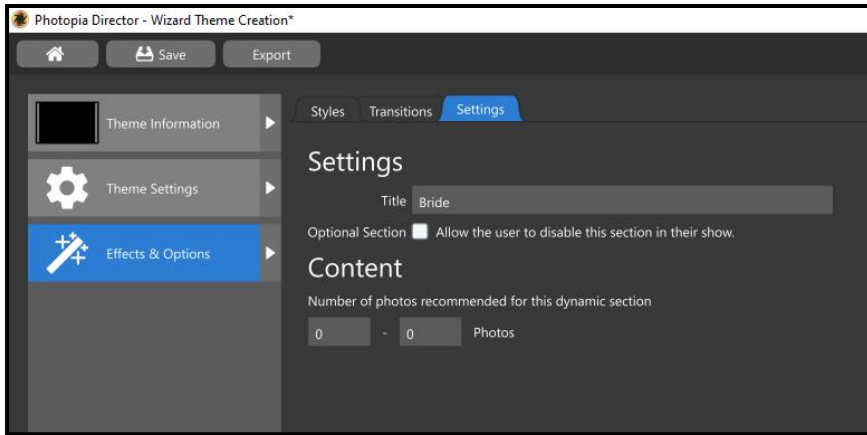
**Styles** and **Transitions** are added using their own tabs in the **Effects & Options** section for each Dynamic Section. Click on Add to see a list of all your installed effects.



Select any Slide Styles / Transitions you want to be available for the selected Dynamic Section.



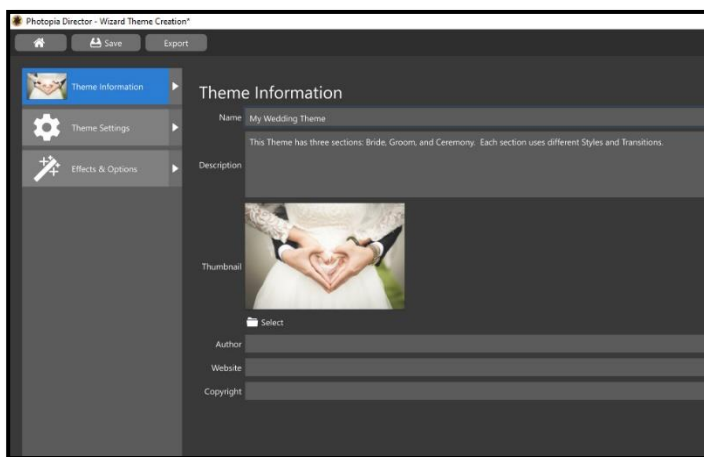
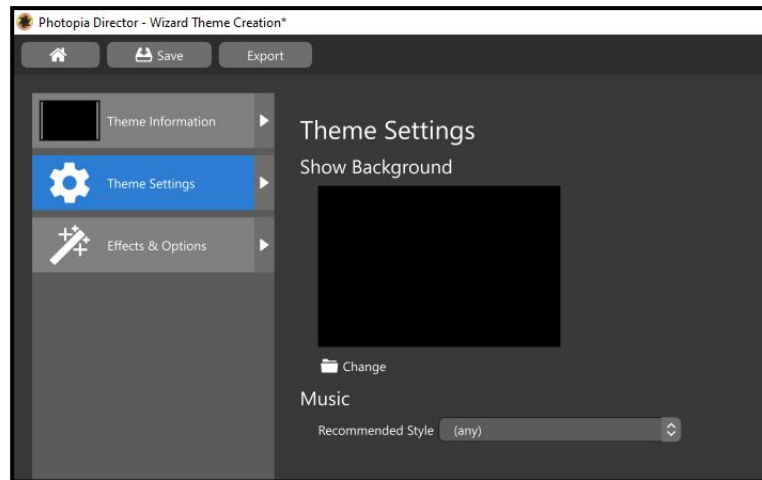
Once your effects are chosen, they will be listed under the appropriate tab. If you would like to remove an effect, select it then click the **Remove** button.



The **Settings Tab** for Dynamic Sections allows you to change the name of that Section, choose if the section is optional, and recommend a specific number of images for the section.

## Theme Settings

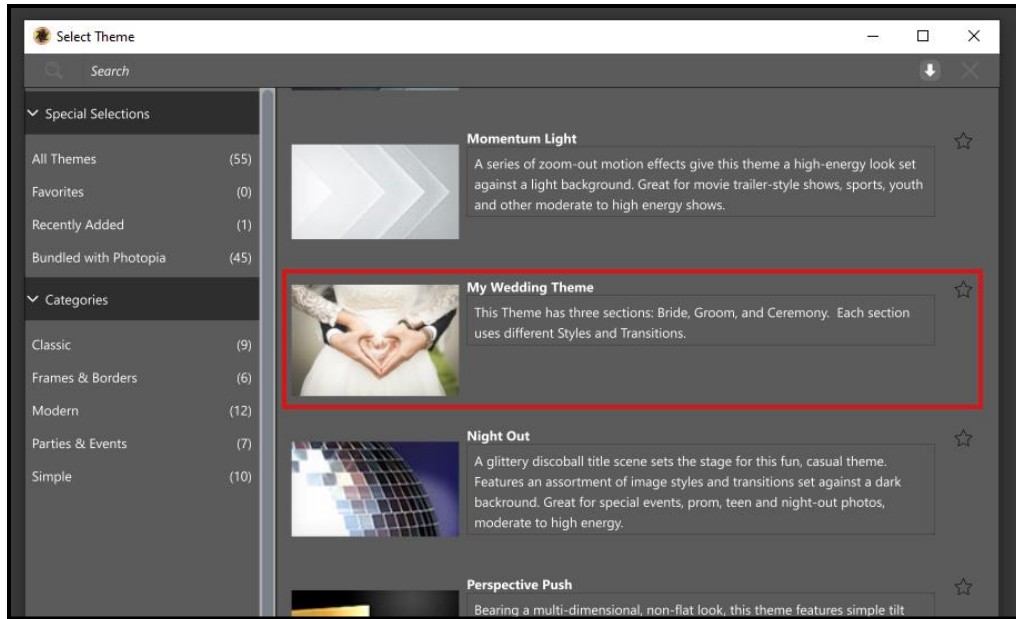
There are only two options in **Theme Settings** for a Dynamic Section: selecting a Show Background and the recommended music style.



## Theme Information

In this section you can change the name of the Theme (the entire Theme, not the Dynamic Section selected), enter a description for your new Theme, and a Thumbnail. The Thumbnail and Description is what you will see from the Wizard Window when choosing a Theme to create a new show with. You can also enter Author information here, if desired.

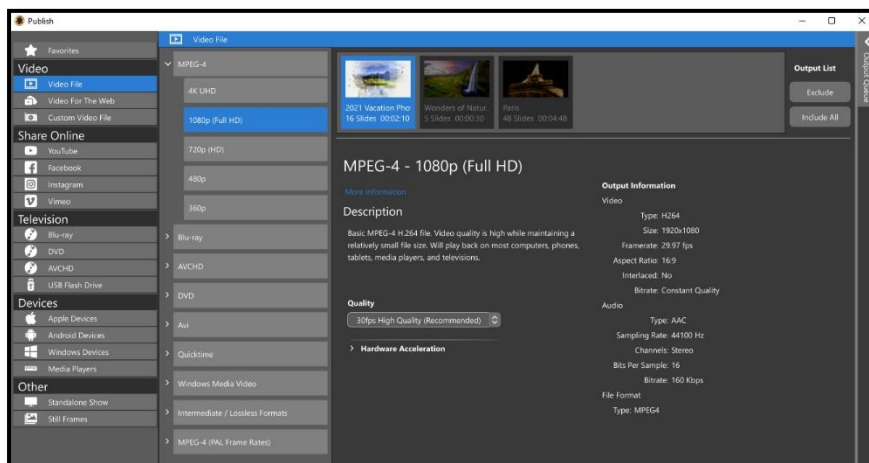
Once you have completed creating your Theme, you can hit Save to keep it in your Wizard Theme choices in your current program or hit Export to share your Theme with other computers.



The next time you start a new Slide Show using a Wizard Theme, you will see the Theme you just created in the list, in alphabetical order.

## Publishing Your Project

DVDs **used to be** the most popular output option for slide shows. Most slide shows are now shared through social media, smart devices, and even Blu-ray. There are well over a dozen options for outputting slide shows from Photopia and many more resolution / quality variations therein.



When there are multiple shows in a project, you will be able to choose which shows to include in your video output. Use the **Exclude / Include / Include All** buttons on the right to select the shows you would like to publish. Multiple shows will be rendered, back-to-back, into a single video file.

## Video

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This is by far the most popular output option. Each of the choices listed here results in a single stand-alone video file being created for a single slide show. We strongly recommend saving this output to a local (internal) hard drive before copying it to any other device (ex. USB flash drive).

**Video File** – A list of presets for almost any type of video output.

**Video for the Web** – A list of presets designed to create video files optimized for web-based playback.

**Custom Video File** – Options to output video files using your own custom parameters, from format to bitrate.

## Share Online

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Selecting one of the options under this heading will automatically launch your web browser so you can log into the selected Social Media account. There may be extra options to add a Title, Description, or Tags.

## Television

The three disc-based output formats, and **USB Flash Drive**, are contained in this section. The **Blu-ray** and **DVD** options are the only ones that support a **Menu**. You must have the correct disc burner to output directly to a Blu-ray / DVD disc, however ISO image file output (which can be burned to a disc later) is also supported.

## Devices

This option will output a video format with settings designed for the selected device.

## Other

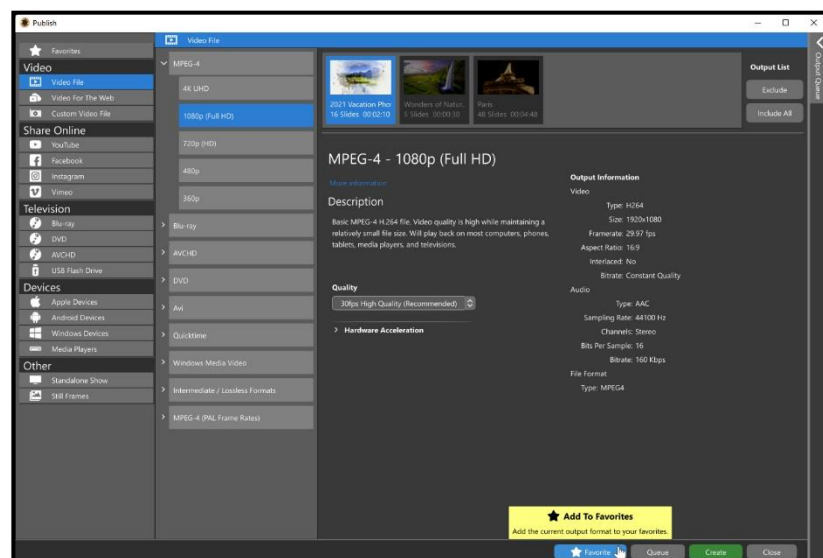
**Standalone Show** – This output also supports a Menu, like Blu-ray / DVD output. It creates a file that can be played through the **Photopia Player** application on Windows and Mac computers. The **Photopia Player** application is available from the **Downloads** section of the Photopia website at no charge.

**Still Frames** – This option creates one or more still images based on the selected settings: **Capture current frame**, **Capture one frame per slide**, **Capture one frame per specified time**. These still images can be saved as JPEG or PNG files at a custom resolution.

## Favorites

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Photopia provides the ability to set certain publish settings as Favorites, for easier access. Select the Publish Option you want to use as a Favorite then click the Favorites button at the bottom of the window to add it to the list.

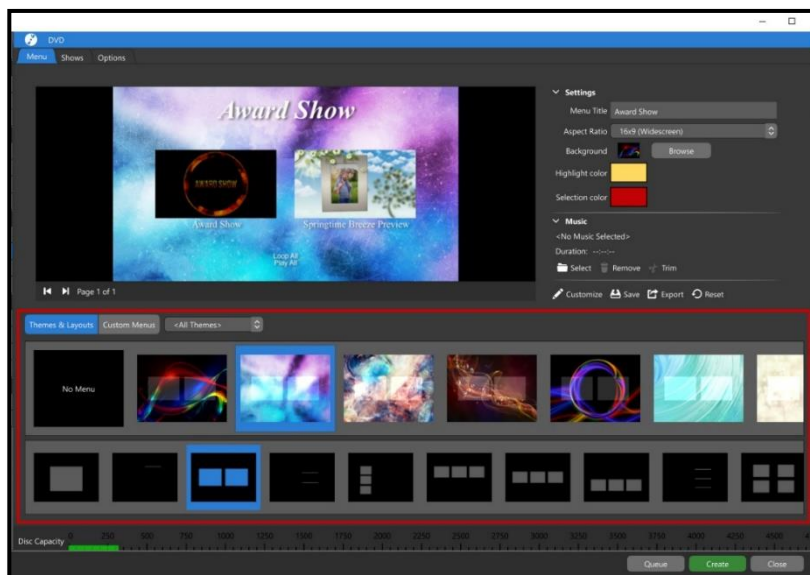


## Creating a Menu

Three output options provide the ability to create a Menu: DVD, Blu-ray, and Standalone Show. These are also the only options that support publishing multiple slide shows from the same Project in a single output.

There are three tabs at the top of each of these output windows. The **Menu** tab is where you will determine what your menu looks like. The **Shows** tab allows you to set thumbnails and titles for the shows in your menu. The **Options** tab is where you can choose settings specific to that output format.

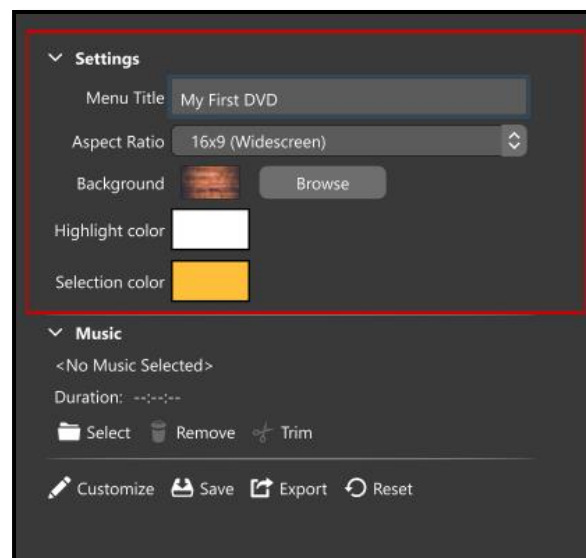
## Themes & Layouts



Beneath the preview window on the Menu page, you will see a horizontal list of **Themes**. Below that is a horizontal list of **Layouts**. The chosen Layout should match the number of slide shows in the project. You can choose to have your shows represented by thumbnails or text only. Once you have chosen the desired layout, you can choose a theme.

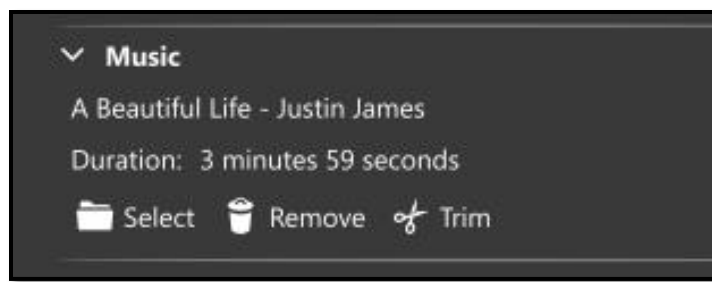
## Settings

Settings is where you can change the **Menu Title**, which defaults to a Show Title. You can also change the **Aspect Ratio**, **Background Image** and the **Highlight** and **Selection** colors. The highlight color will appear around a thumbnail when the user has highlighted that show. The selection color will appear around a thumbnail when the user has selected to play that show.



## Music

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You can add **music** to play while your menu is on screen before playing a show. This is separate from the Soundtrack in the slide show(s), although you can choose one of the same songs. You can also trim the song that will play on the menu.

## Customizing Your Menu

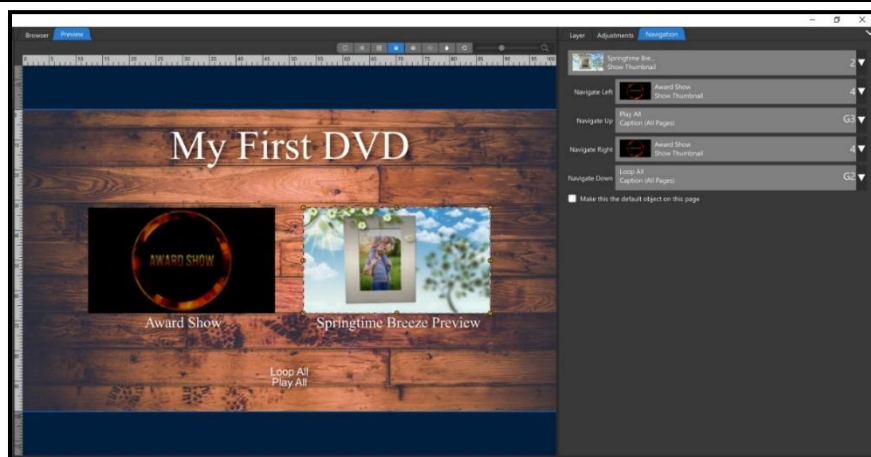
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Click the **customize** icon beneath the Music Settings to make further customizations to the menu. This will launch a new window that should look familiar.



You can customize everything in your menu in the same way that you would customize a slide, keeping in mind that your menu is not animated. There is a **Layers List** on the left for you to select different elements in your menu and customize them, add, and remove layers. The two additions to the Menu Editor Page are the ability to add **pages** to your menu (like adding slides, but they are static and not animated) and **Navigation**.

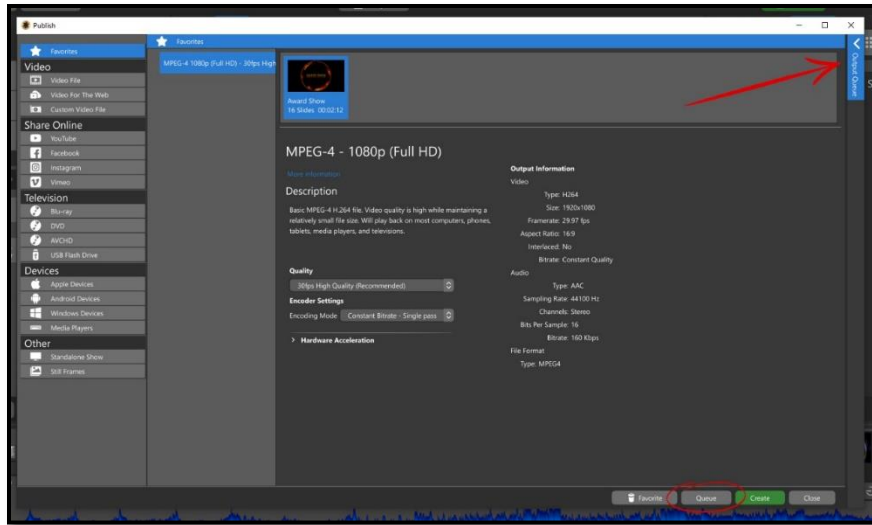
## Navigation



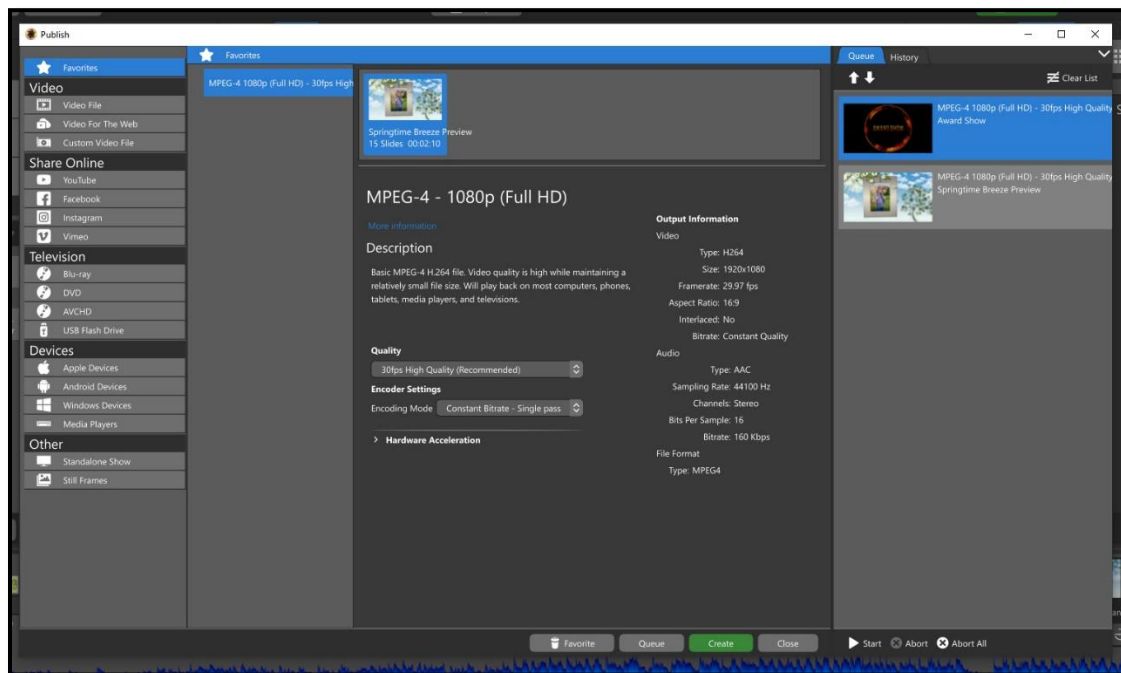
**Navigation** is how your audience will use their remote control to move around your menu. As you select each layer in the Layers list, you will see options for what should happen when each button on the remote is pushed. You can keep the default choices or change what happens for any of those buttons.

## Output Queue

The Output Queue allows you to set multiple shows to publish and put them in a Queue to render later.

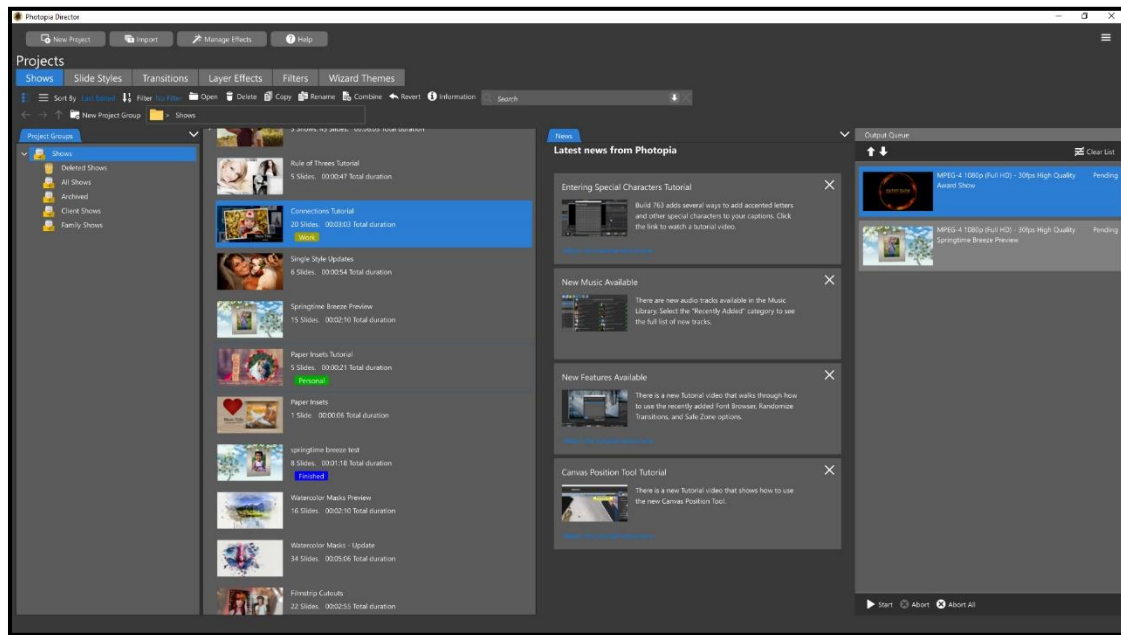


Click the **Publish** option from the list on the left to put a show into the publishing queue. Ensure all the settings are as you want them to be then click the **Queue** button at the bottom. The Queue list is collapsible and located on the right side of the Publish window. You will choose a save location and file name, depending on the Publish option chosen. Once a show or project is in your Queue, you can close this window, open another Project, and add another show to the Queue. You can also add the same show to the Queue more than once to render it in different formats.





You will see your shows appear in the queue list on the right side of the **Publish** window. You can change the order in which your shows are published, start publishing all shows in the queue, clear the list, and see the **Publish History**.



If you have shows in the **Queue**, you will also see this list appear on the right side of your **Home Page**. Once you have started to render shows in the Queue you can then go back and continue to work on other slide shows while the Queue processes that output in the background.

## Appendix A: Image File Extensions

---

bmp  
ico  
jpg  
jpeg  
j2k  
jpeg2k  
jpg2k  
pbm  
pgm  
png  
tiff  
tif  
targa  
tga  
psd

jfif  
heic  
heif  
jpe  
nef  
cr2  
crw  
arw  
fff  
dng  
erf  
raw  
kdc  
mrw  
orf  
rw2  
pef  
srw  
3fr

## Appendix B: Video File Extensions

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mp4  
mpeg4  
mpg  
mpeg  
mpeg2  
mov  
webm  
wmv  
hevc  
3gp  
3g2  
asf  
avi  
dirac  
dv  
flic  
flv  
gif  
h264  
m4v  
mkv  
mjpg

mjpeg  
mts  
mpegts  
ts  
m2ts  
nut  
ogg  
ogv  
rm  
rv  
vcd  
vob

## Appendix C: Audio File Extensions

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wav  
mp2  
mp3  
aac  
m4a  
ac3  
aiff  
aif  
asf  
au  
dts  
flac  
gsm  
oga  
spx  
wma  
m4p  
ogg

## Appendix D: Keyboard Shortcuts

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Toggle Zoom Window : Shift+Ctrl+Alt+Z

Close Window : Escape

Undo: Ctrl+Z

Redo: Shift+Ctrl+Z

Copy : Ctrl+C

Cut : Ctrl+X

Paste : Ctrl+V

Delete : Delete  
Select All : Ctrl+A  
Select None : Ctrl+Alt+A  
Select Inverse : Ctrl+I  
Preferences : Ctrl+F1  
Cycle Time View : F2  
Play Show : Space  
Play Slide : Shift+Space  
Slide Number : Ctrl+G  
Next Flagged Slide : Ctrl+Alt+G  
Previous Flagged Slide : Shift+Ctrl+G  
Help : F1  
Toggle Flag on Selected Slides : Ctrl+F  
Clear all Flags : Shift+Ctrl+F  
Insert Blank Slide : Alt+B  
Insert Title Slide : Ctrl+Alt+B  
Shift Slide(s) to Left : Shift+CommaLessThan  
Shift Slide(s) to Left : CommaLessThan  
Shift Slide(s) to Right : Shift+PeriodGreaterThan  
Shift Slide(s) to Right : PeriodGreaterThan  
Reset Slide : Shift+Ctrl+R  
Show Settings : Ctrl+H  
Edit Background : Shift+Ctrl+B  
Edit Watermark : Shift+Ctrl+W  
Soundtrack : Ctrl+M  
Open Project : Ctrl+O  
Save Project : Ctrl+S  
Save Project As : Ctrl+Alt+S  
Close Project : Ctrl+Alt+C