



User Guide

Sep 24, 2026 · Version v20.0

Introduction

Photo Studio Master (PSM) is a Windows program that prepares passport, biometric, and visa photos on a single screen. You open a photo; it turns the background white, aligns the face to the official size, prints to the millimetre, or sends the photo to the customer's phone with a QR code.

This guide is written for someone using the program for the first time. Learn the screen below, then work through the example once. The other sections are there when you need them.

Button names in bold match the English screen. The screenshots show the Turkish interface; the controls are in the same places.

Install and first launch

PSM runs on Windows. Every photo operation, including background removal, happens on your computer. The internet is required only for Secure delivery (cloud delivery by QR).

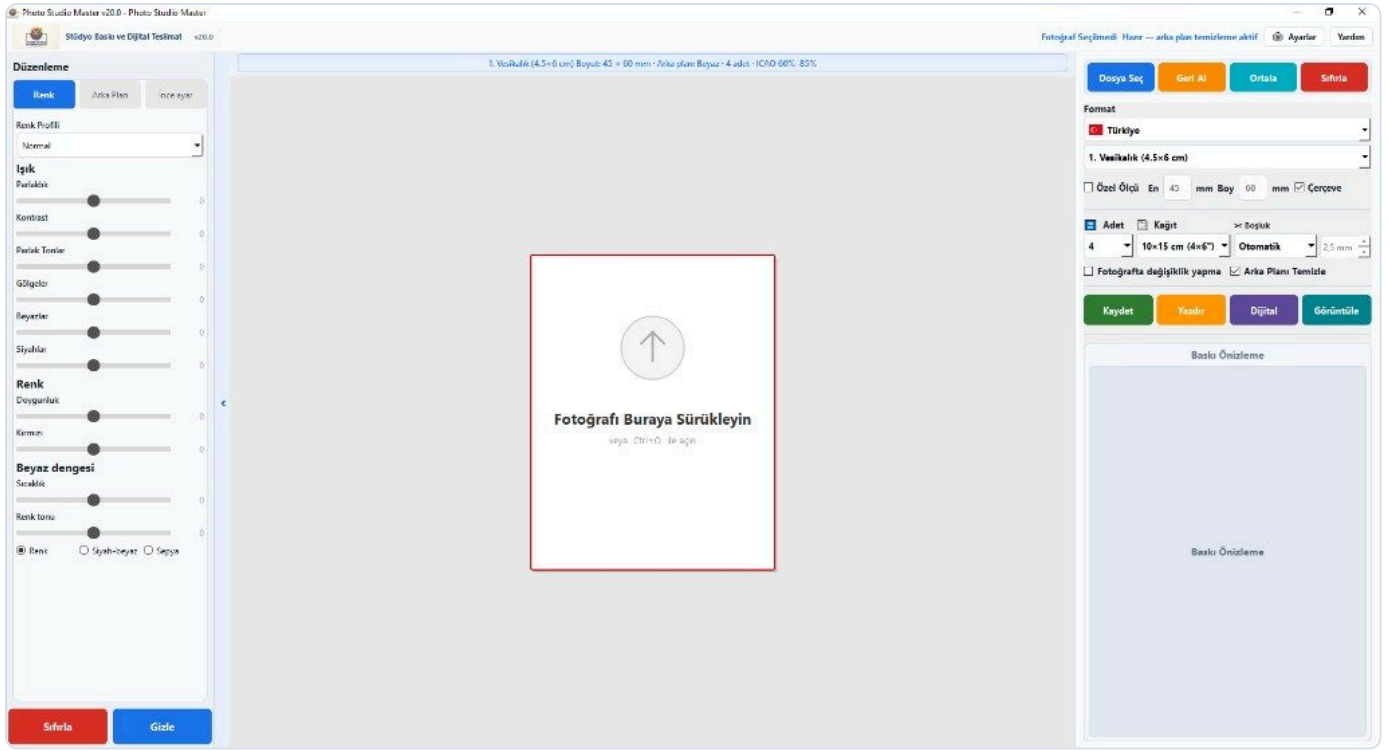
1. Run the installer and follow the steps on screen.
2. Open the program with the Photo Studio Master icon on the desktop.
3. When the top right reads **Ready — background removal active**, the program is ready.
4. Before the first print, run **Size test** once with your printer.

Optional: IrfanView can be used as a backup printing path. It is not in the package; install it from irfanview.com if you want it. Commercial use requires an IrfanView licence.

Open point: where and how the licence key is entered is not settled in this version. This section will be updated when the installer package is ready.

First look at the screen

The screen has three columns: the editing panel on the left, the photo workspace in the centre, and format, print, and delivery settings on the right.



The main window before a photo is opened.

Area	What it does
Editing tabs	Colour, Background, and Fine tune.
Info bar	Selected size, background colour, count, and ICAO face-ratio range.
Workspace	The photo. The red frame is the crop that will be printed.
ICAQ indicator	Face-to-photo ratio. It should sit inside the range on the info bar.
Top buttons	Choose file, Undo, Centre, Reset.
Format	Country first, then document type. Size is set automatically.
Count, Paper, Gap	How many photos on a sheet, the paper size, and the gap.
Action buttons	Save, Print, Digital, View.
Print preview	How the sheet will look, with a millimetre ruler.

To close the left panel, press the small arrow on its edge or **Hide** at the bottom.

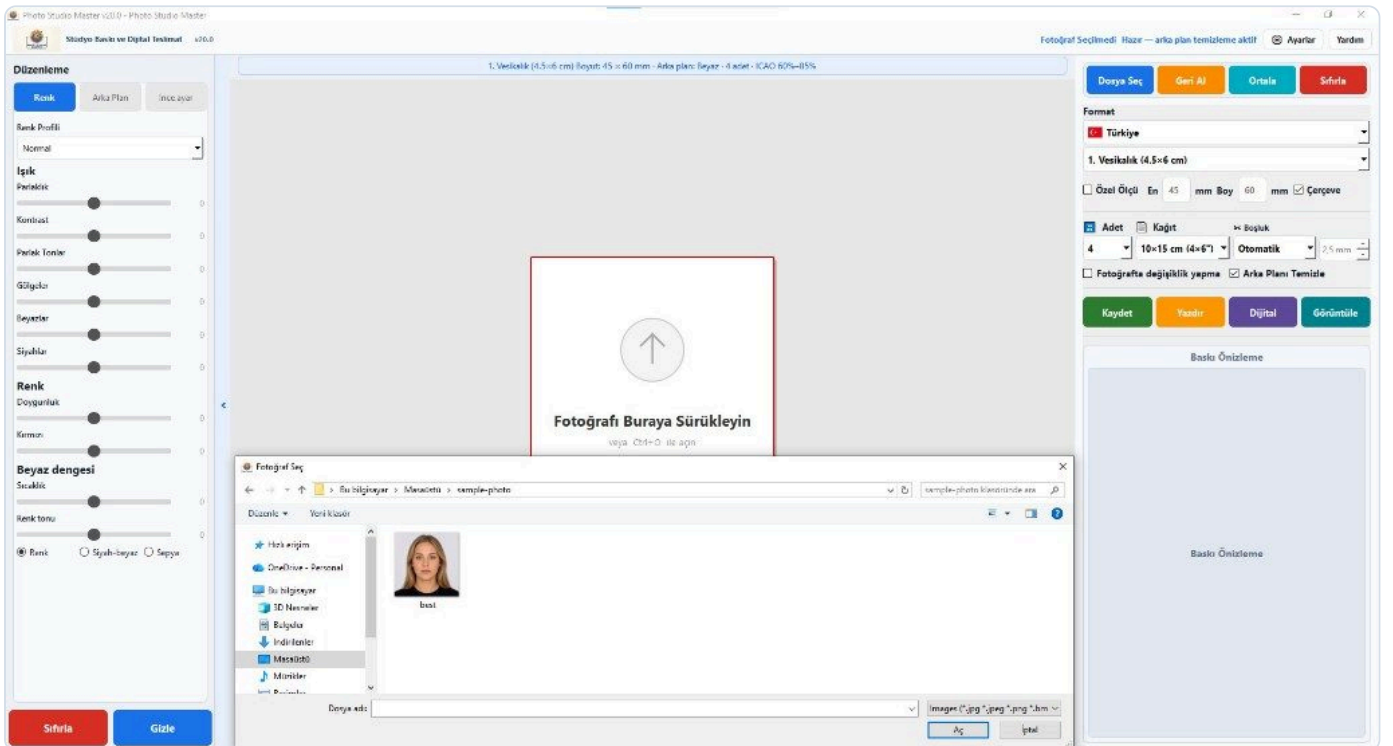
Your first photo, step by step

Prepare 4 Turkish passport photos (4.5×6 cm) and print them on 10×15 cm paper. The job takes less than a minute. The example uses this portrait:



The photo used in this example.

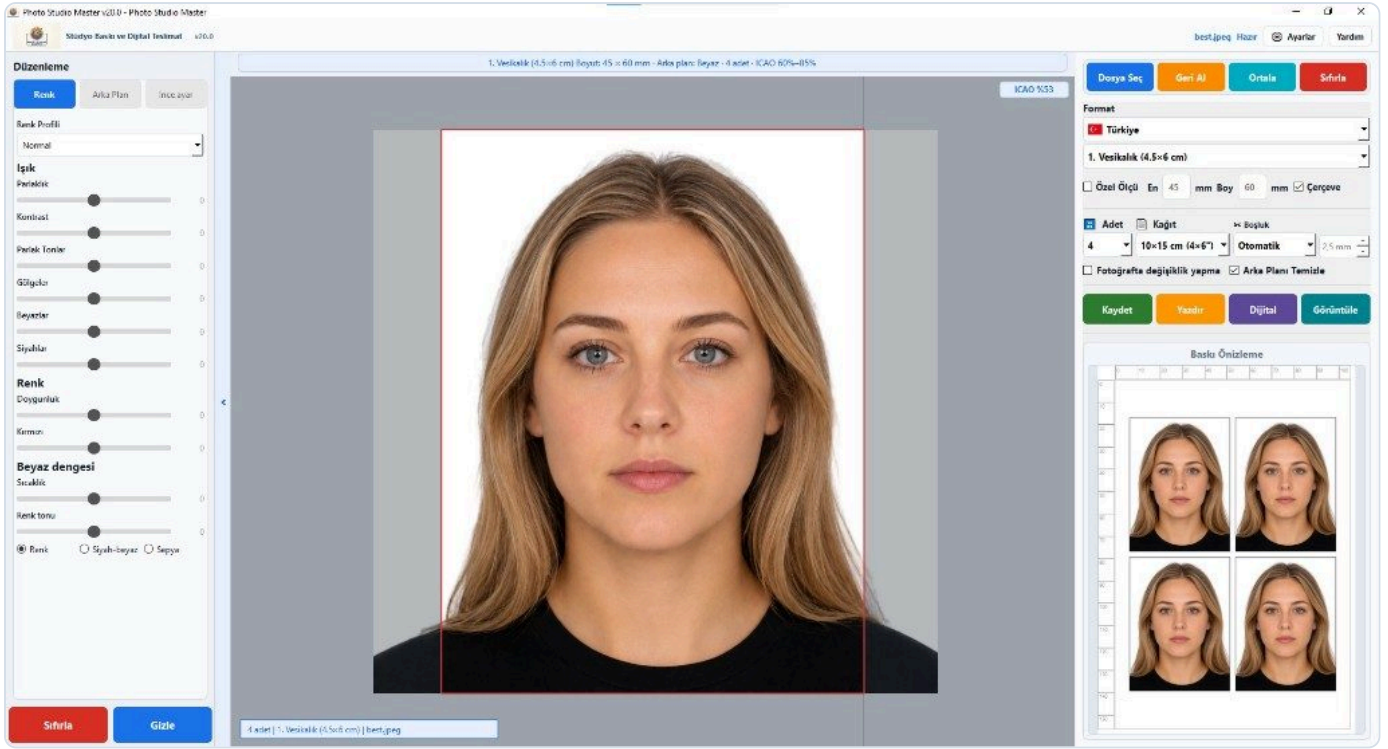
1. **Choose the format.** Set the country to Türkiye, then **1. Passport (4.5×6 cm)**. The info bar should read 45 × 60 mm.
2. **Open the photo.** Press **Choose file** (or Ctrl+O) and open the file. You can also drag it onto the workspace.



Choose file. The example file is named best.

3. **Wait.** If **Clean background** is ticked, the background turns white and the face is aligned. **Ready** appears at the top right.
4. **Check.** Is the face inside the red frame? Is ICAO inside the range (60–85% for this format)? If not, press **Centre**, or use **Align** on Fine tune.
5. **Retouch if you need to.** On Fine tune, press **Soften skin** once. The screen says "Face improvement complete".
6. **Choose count and paper.** Count: 4. Paper: 10×15 cm (4×6"). Print preview shows four photos.

7. Print or send. Print for paper, Digital for a phone.



The photo aligned, with a 4-up print preview.

If something goes wrong, **Undo** reverses the last step and **Reset** returns the photo to how it was opened.

Editing panel

The three tabs on the left are for small corrections. On most photos you will not need them. **Reset** at the bottom of the panel restores the sliders.

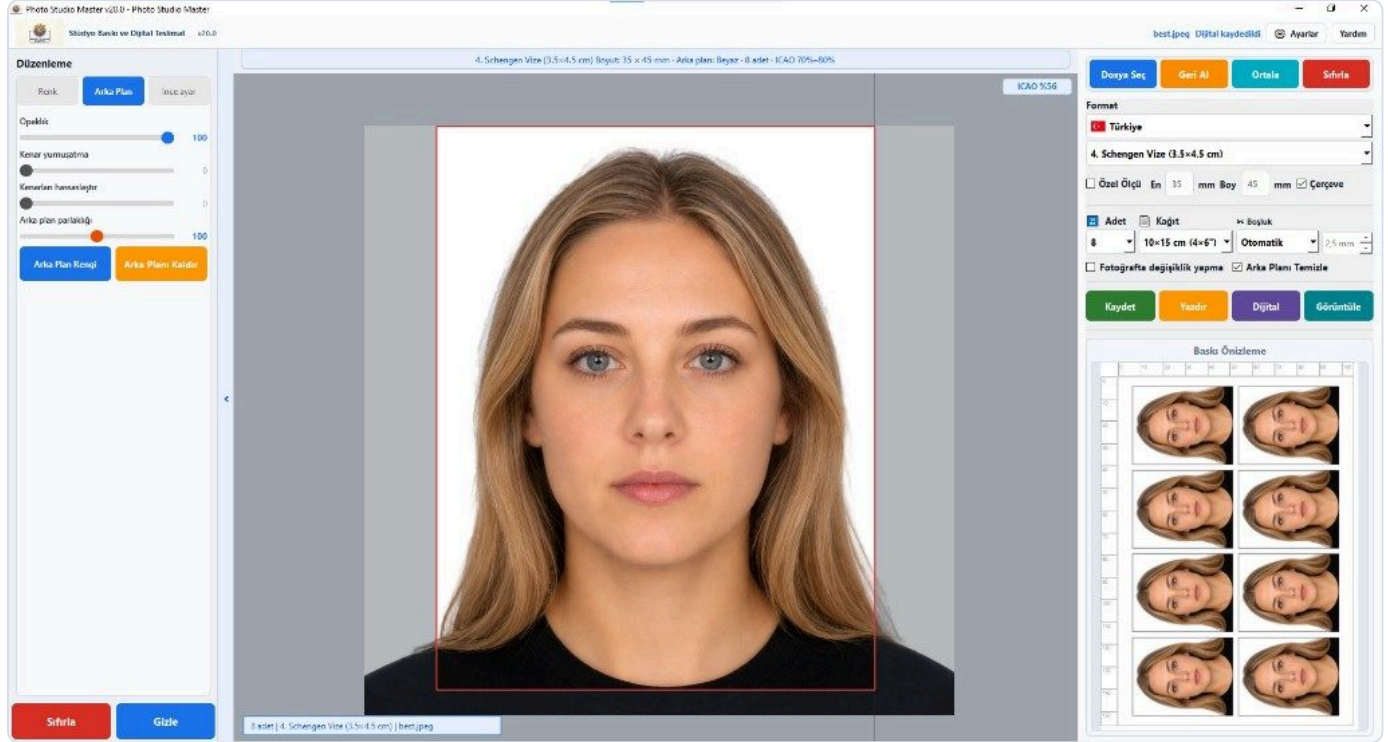
Colour

Corrects light and colour. Sliders start at 0.

Group	Settings	When to use it
Colour profile	Normal and other profiles	A ready-made colour setting
Light	Brightness, Contrast, Highlights, Shadows, Whites, Blacks	Dark, flat, or blown out
Colour	Saturation, Red	Skin too red or too pale
White balance	Temperature, Tint	Yellow or blue cast
Mode	Colour, Black and white, Sepia	Documents that ask for black and white

Background

Remove background clears the background. If **Clean background** on the right is ticked, this already happens automatically. **Background colour** is for formats that are not white. **Opacity**, **Edge softening**, and **Refine edges** fix hard or blurred hair and shoulders. **Background brightness** sets the shade of white.



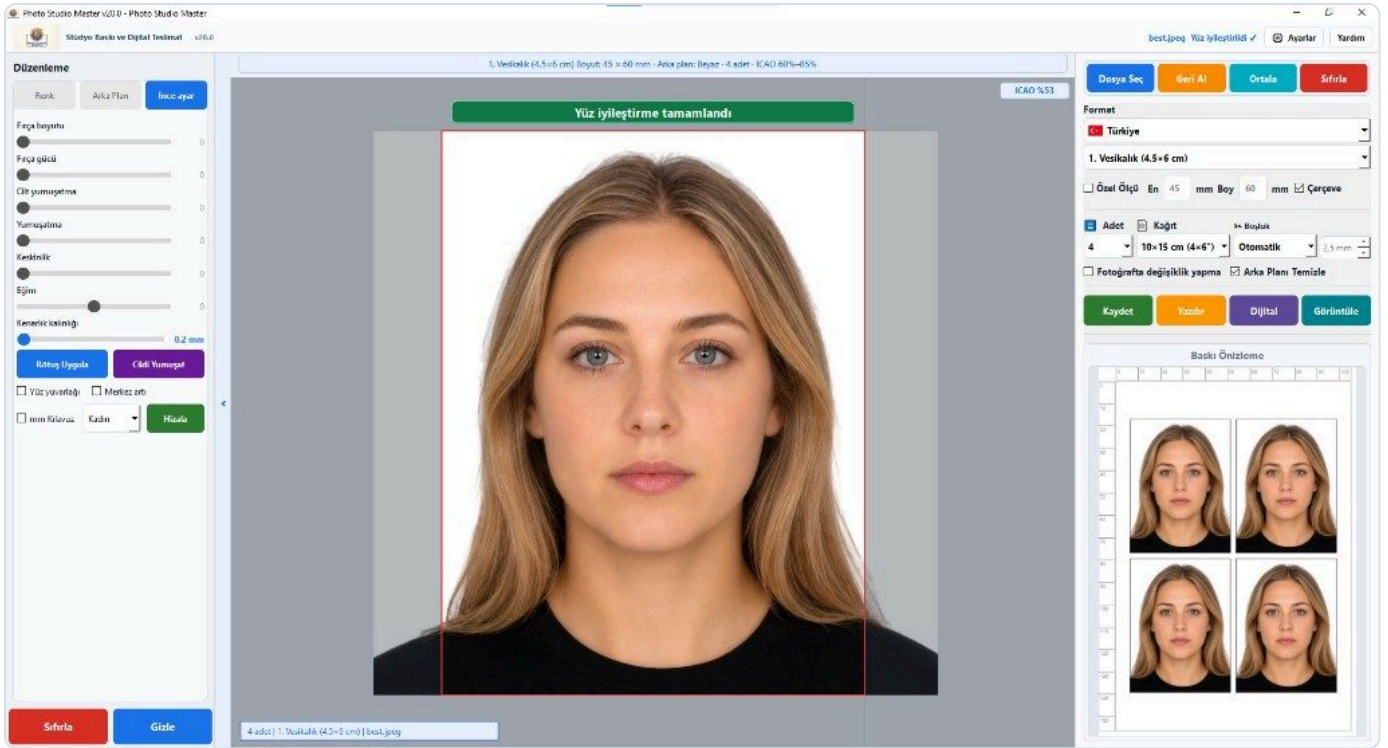
Background tab.

Fine tune

Soften skin cleans the face in one click and does not change the features. When it finishes, the screen says "Face improvement complete".

Apply retouch opens the repair brush. Paint a spot and release. The mouse wheel changes the brush size. Press Esc, or the button again, to leave it.

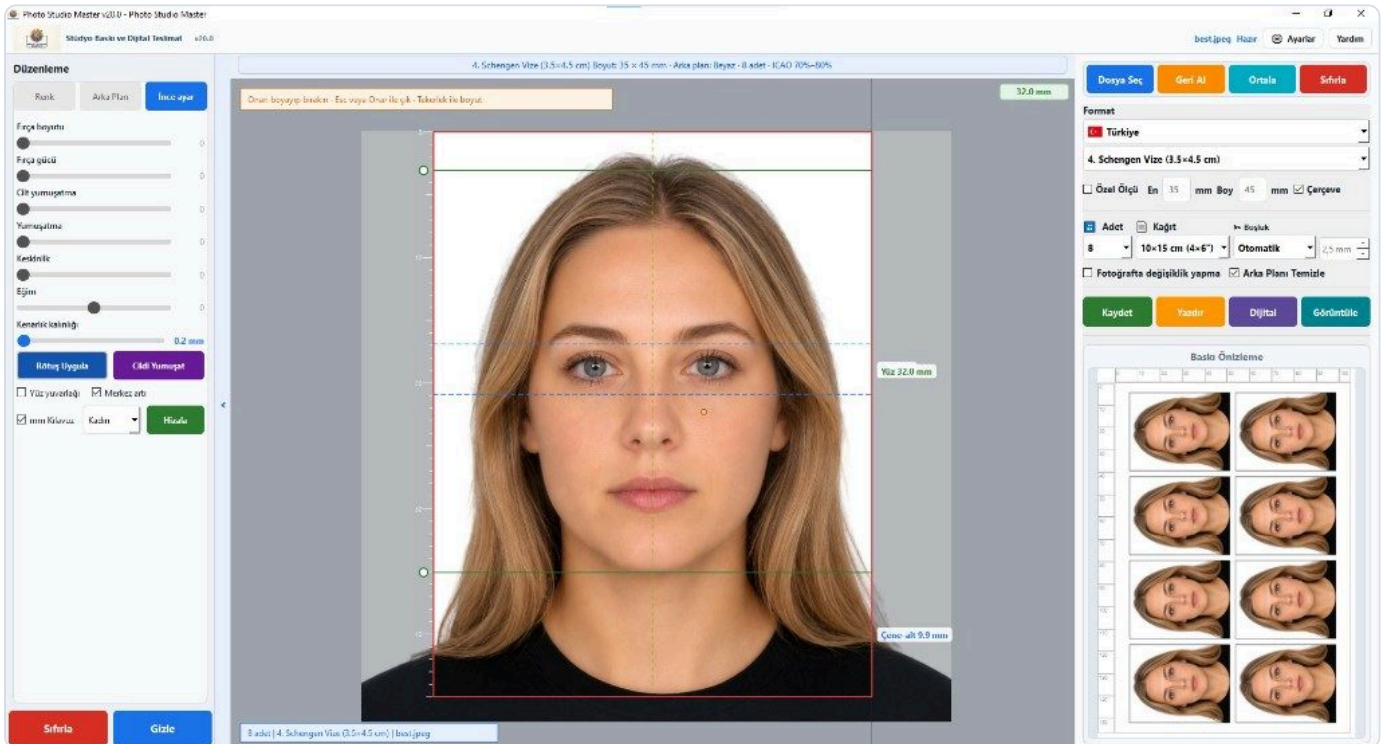
Tilt straightens a sideways head. The program already corrects tilt; this is only a fine adjustment. **Border thickness** defaults to 0.2 mm. **Align** realigns the face after you pick Female or Male. **Face oval**, **Centre cross**, and **mm guide** are on-screen checks. They are not printed.



Fine tune, after Soften skin.

Checking size with the mm guide

When **mm guide** is ticked, a millimetre ruler appears, with green crown and chin lines. The right side shows face height and the gap from the chin to the bottom edge. Blue dashes mark eye level; a yellow dash marks the vertical centre.



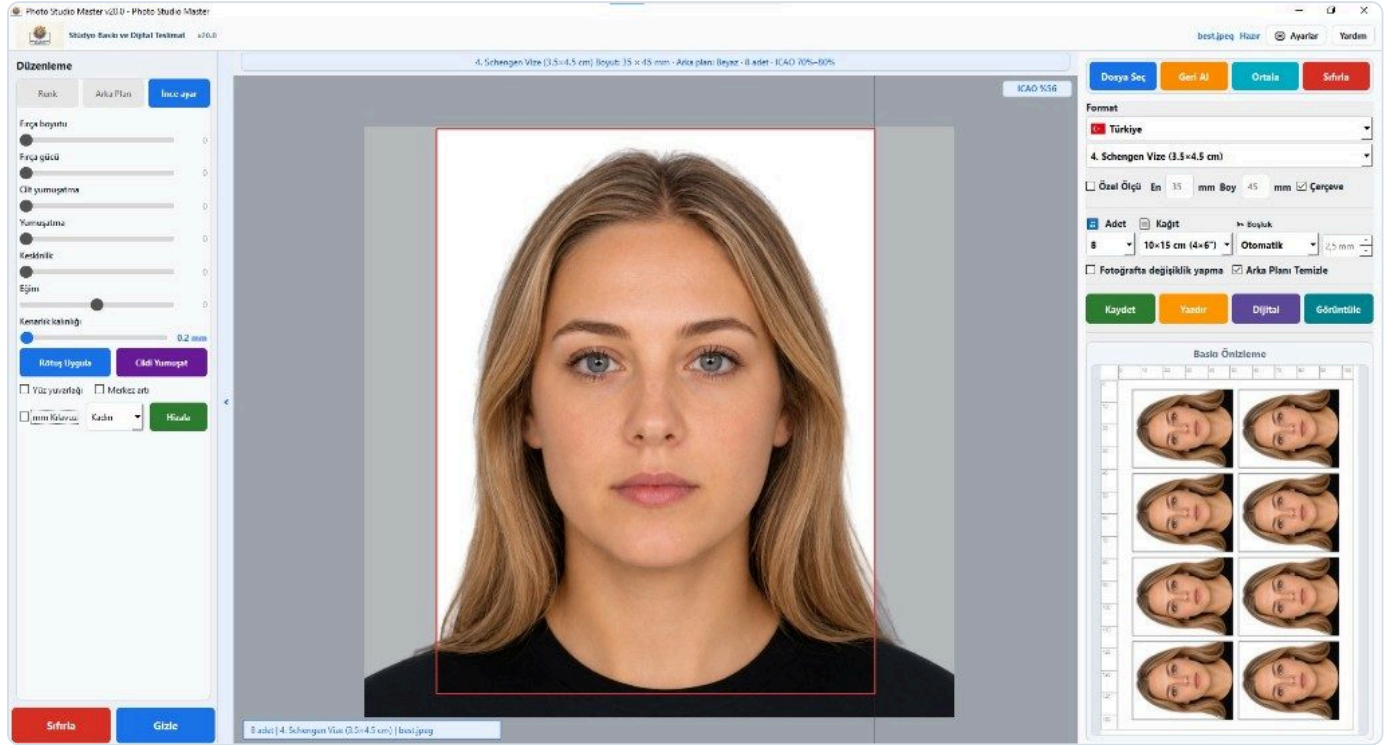
mm guide on a Schengen photo. Face 32.0 mm, chin-to-bottom 9.9 mm.

Format, count, paper, and gap

Choosing a format brings in the size, background colour, and face-ratio rules. PSM includes more than 80 formats for more than 25 countries.

1. Pick the country (for example Türkiye).
2. Pick the document (for example **1. Passport (4.5×6 cm)** or **4. Schengen visa (3.5×4.5 cm)**).
3. Check the size and background colour on the info bar.

You do not have to open the photo again to change format. The face is aligned to the new size automatically.

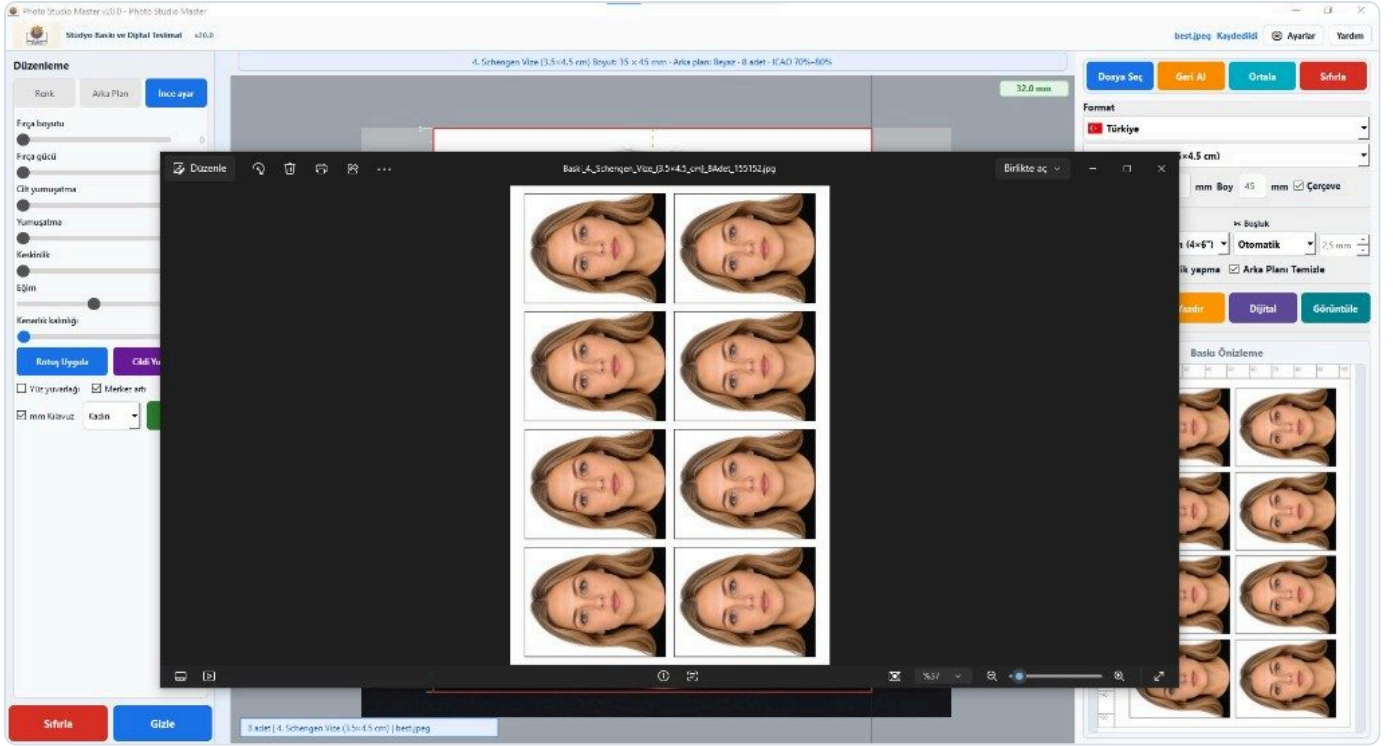


The same photo switched to Schengen visa, eight on a sheet.

Setting	What it means
Custom size	A size that is not in the list. Enter width and height in millimetres.
Frame	A thin cut line around each photo.
Count	How many photos on one sheet.
Paper	Must match the paper in the printer, for example 10×15 cm (4×6").
Gap	Distance between photos. Automatic is usually right.
Do not alter the photo	Skips background removal and alignment.
Clean background	Cleans the background as soon as a photo is opened.

Action buttons

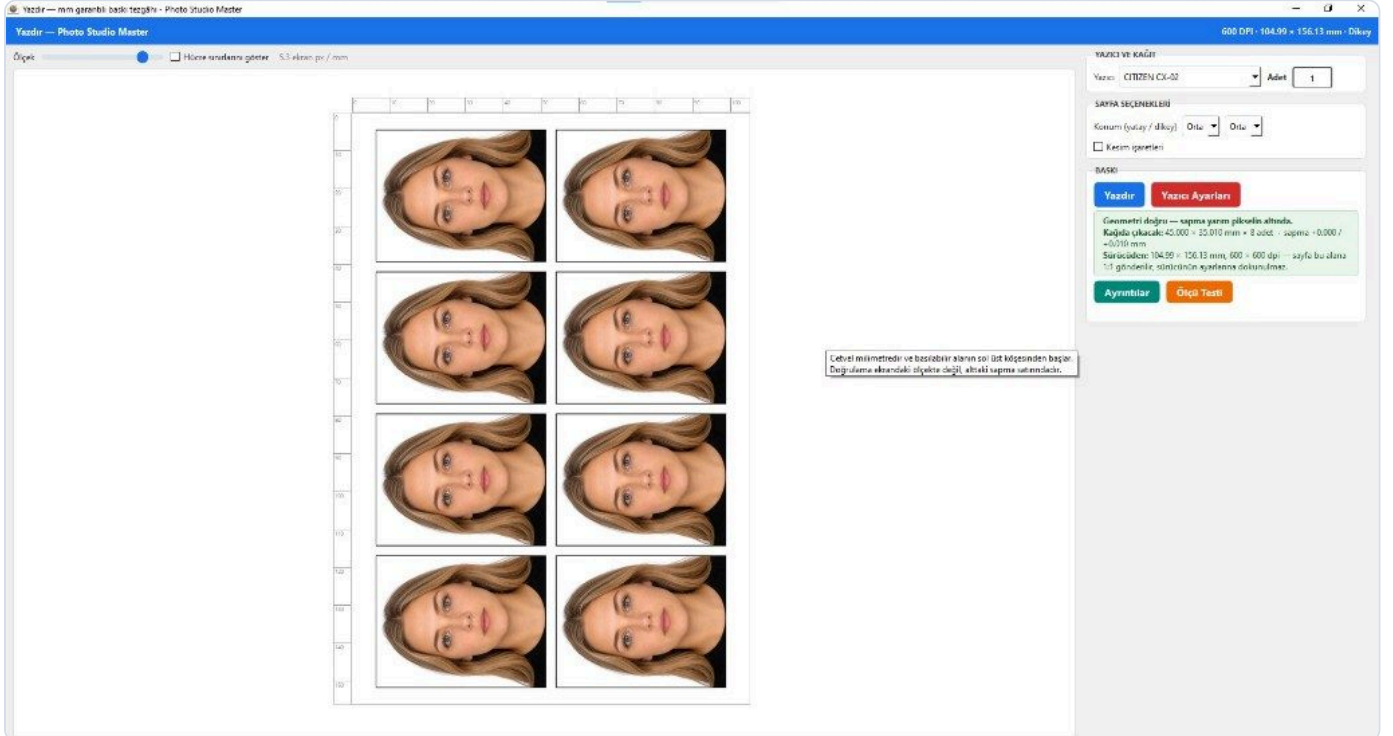
Save writes the photo to disk. **Print** opens the print screen. **Digital** opens QR delivery. **View** shows the result large.



View, showing the saved print sheet.

Printing and the size test

Print opens the screen that guarantees millimetres. What you see here comes out on paper at the same size.



Print screen. Geometry correct, Citizen CX-02.

1. Choose the printer (for example CITIZEN CX-02).
2. Enter how many sheets to print.
3. Check that the green box says **Geometry correct**.

4. Press **Print**.

Option	What it means
Position	Where the photos sit. Default is Centre / Centre.
Cut marks	Corner marks for scissors.
Scale	Zooms the screen only. It does not change the print.
Show cell bounds	Shows each photo's reserved area.
Printer settings	Opens Windows printer settings.
Details	Paper area and resolution read from the driver.

The top strip shows resolution, paper area, and orientation (for example 600 DPI · 104.99 × 156.13 mm · Portrait).

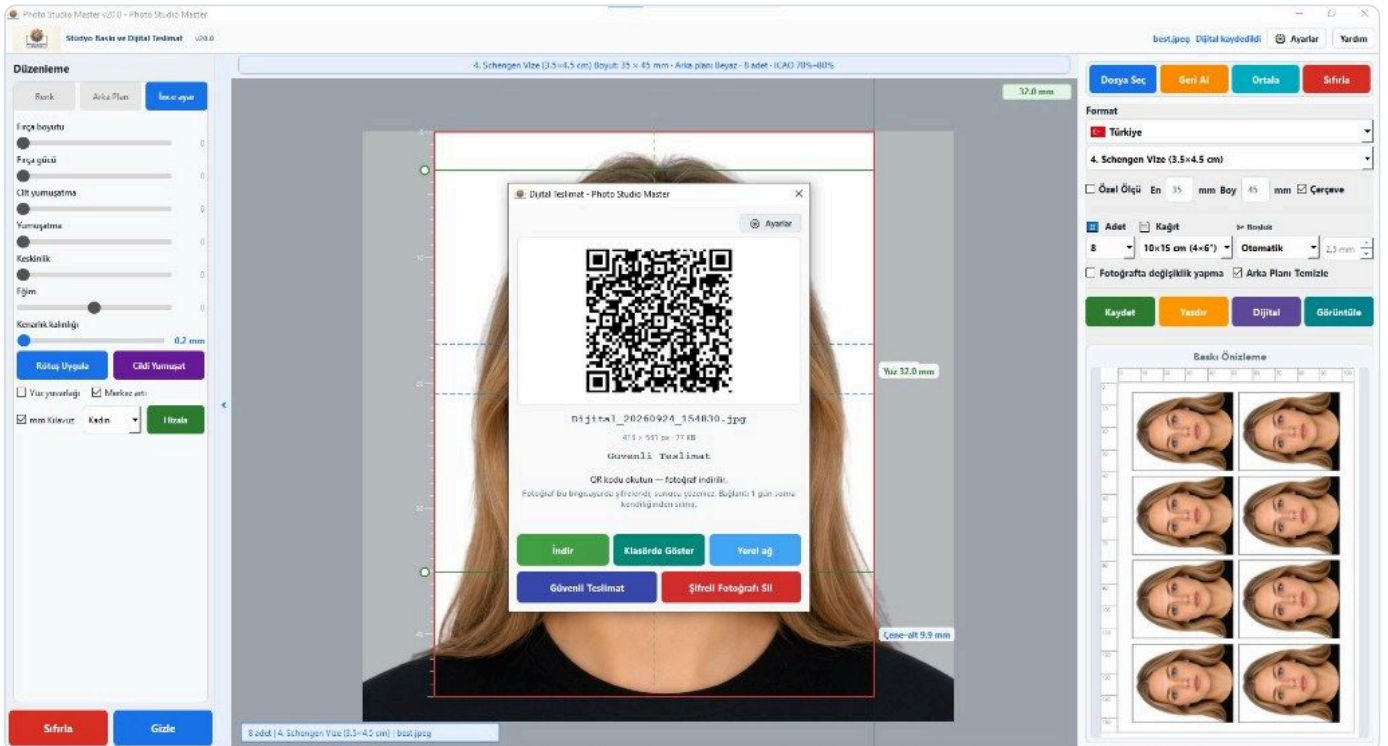
Size test (once per printer)

1. Press **Size test**. A test page is printed.
2. Measure the marks with a ruler.
3. Enter the values and save them.

After that, the program prints to the millimetre on that printer. You do not repeat the test.

Digital delivery

Digital sends the photo to the customer's phone with a QR code. They scan it with the camera. No app is required.



Digital delivery. The customer scans the QR code.

1. When the photo is ready, press **Digital**. The QR code is created automatically.
2. Turn the screen to the customer and ask them to scan it.
3. On the phone they press Download and the photo is saved.

After the customer has downloaded the photo, press **Delete encrypted photo**. The photo then does not wait in the cloud.

Button	What it does
Secure delivery	Default. The photo is encrypted on this computer. The server cannot open it. The link deletes itself after 1 day. Internet is required.
Local network	The photo never leaves the building. The phone must be on the studio Wi-Fi.
Delete encrypted photo	Deletes the link immediately.
Download	Saves the file on this computer.
Show in folder	Opens the folder of the saved file.
Settings	Delivery settings.

Common situations

Situation	What to do
ICAO is outside the range	Press Centre . If needed, use Align on Fine tune.
A shadow remains in the hair	On Background, raise Refine edges a little.
The background was not cleaned	Tick Clean background , untick Do not alter the photo , then press Remove background .
The head is still tilted	Use Tilt on Fine tune.
The photo is dark or yellow	Use Brightness and Temperature on Colour.
The print is a few millimetres off	Run Size test for this printer.
Photos sit on one edge of the paper	Set Position to Centre / Centre and match the paper size.
The QR code will not scan	Brighten the screen and hold the phone 20–30 cm away. With no internet, use Local network .
I did the wrong thing	Undo goes back one step. Reset restores the opened photo.

Quick reference

Choose format → Choose file → Automatic background and alignment → Check ICAO and the frame → Print, or Digital.

Job	Where
Open a photo	Choose file , Ctrl+O, or drag and drop
Centre the face	Centre
Skin retouch	Fine tune → Soften skin
Repair a blemish	Fine tune → Apply retouch , then Esc
Check the size	Fine tune → mm guide
Print	Print → choose the printer → Print
Send to a phone	Digital → the customer scans the QR
Undo a mistake	Undo / Reset