

Photo Studio Master — 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. The fastest path: learn the screen in the overview below, then work through the example once from start to finish. The other sections are there when you need them.

Button names in this guide are in bold and match the labels on the English screen. The screenshots were taken from 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).

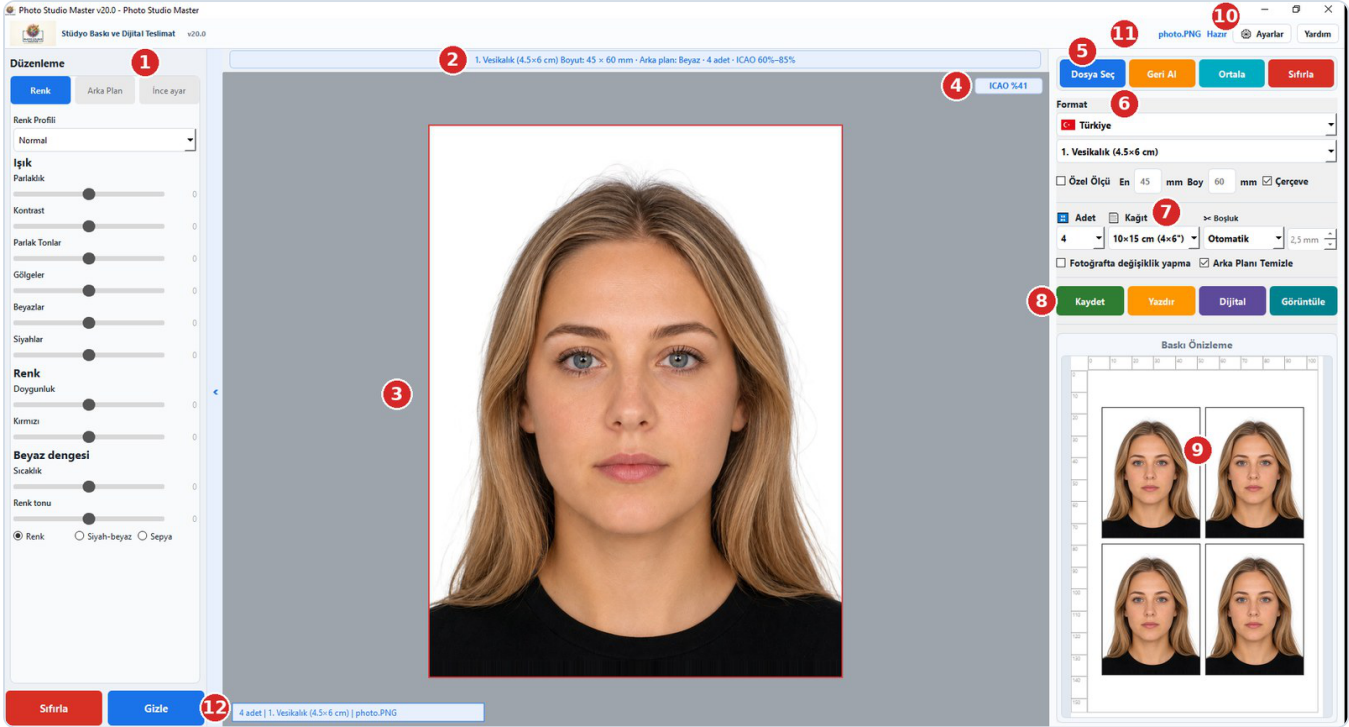
1. Run the installer and follow the steps on screen.
2. Open the program with the Photo Studio Master icon on the desktop.
3. When the top right reads **Ready — background removal active**, the program is ready to use.
4. Before the first print, run **Size test** once with your printer (see Printing).

Optional: IrfanView can be used as a backup printing path. It is not included in the package; install it yourself 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

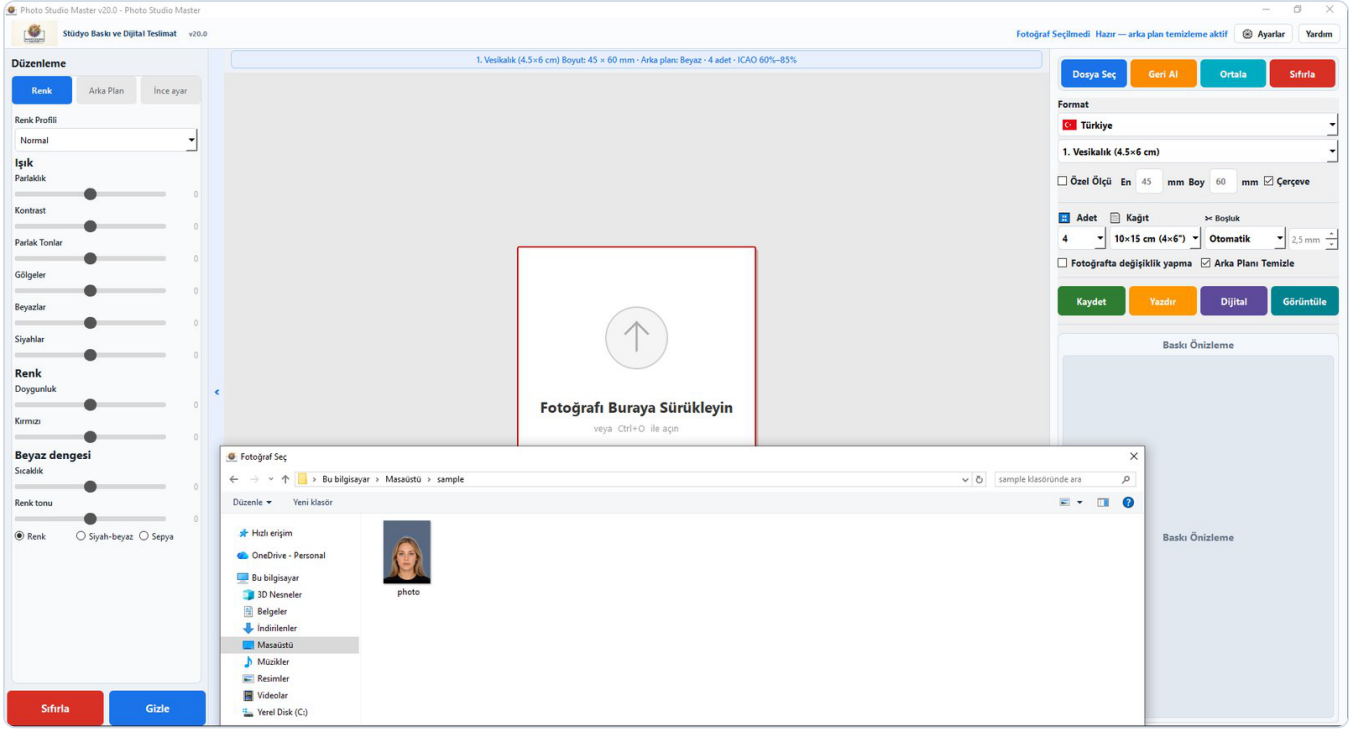
The screen has three columns: the editing panel on the left, the photo workspace in the centre, and format, print, and delivery settings on the right. The numbers below match the table.



Main window. Areas 1–8.

No	Area	What it does
1	Editing tabs	Switches between Colour, Background, and Fine tune (see Editing panel).
2	Info bar	Shows the selected format's size, background colour, count, and ICAO face-ratio range.
3	Workspace	The photo appears here. The red frame is the crop that will be printed.
4	ICAO indicator	Shows the face-to-photo ratio as a percentage. It should fall inside the range on the info bar.
5	Top buttons	Choose file opens a photo, Undo reverses the last step, Centre centres the face, Reset returns the photo to how it was opened.
6	Format	Choose the country first, then the document type. The size is set automatically.
7	Count, Paper, Gap	Sets how many photos go on a sheet, the paper size, and the gap between photos.
8	Action buttons	Save, Print, Digital, View.

To close the left panel and enlarge the workspace, press the small < arrow on the panel edge, or the **Hide** button at the bottom.



Lower and side areas. Numbers 9–12.

No	Area	What it does
9	Print preview	Shows how the sheet will look when printed, with a millimetre ruler.
10	Settings and Help	Program settings and help.
11	Status line	Shows the open file name and the program state (for example Ready, Face improved).
12	Footer	A summary of count, format, and file name.

Your first photo, step by step

In this example we prepare 4 Turkish passport photos (4.5×6 cm) and print them on 10×15 cm paper. The whole job takes less than a minute.

- Choose the format.** In Format on the right, set the country to Türkiye, then pick **1. Passport (4.5×6 cm)** from the list below. Check that the info bar reads 45 × 60 mm.
- Open the photo.** Press **Choose file** (or Ctrl+O). Select the photo and press Open. You can also drag the photo from a folder onto the workspace.
- Wait.** If **Clean background** is ticked, the background turns white and the face is aligned automatically. **Ready** appears at the top right.
- Check.** Is the face in the middle of the red frame? Is the ICAO indicator inside the range on the info bar (60–85% for this format)? If not, press **Centre**, or correct it with **Align** in the Fine tune section.
- Retouch if you need to.** On the Fine tune tab, 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 at the bottom right shows the four photos.

7. **Print or send.** Press **Print** for paper (see Printing), or **Dijital** to send it to a phone.

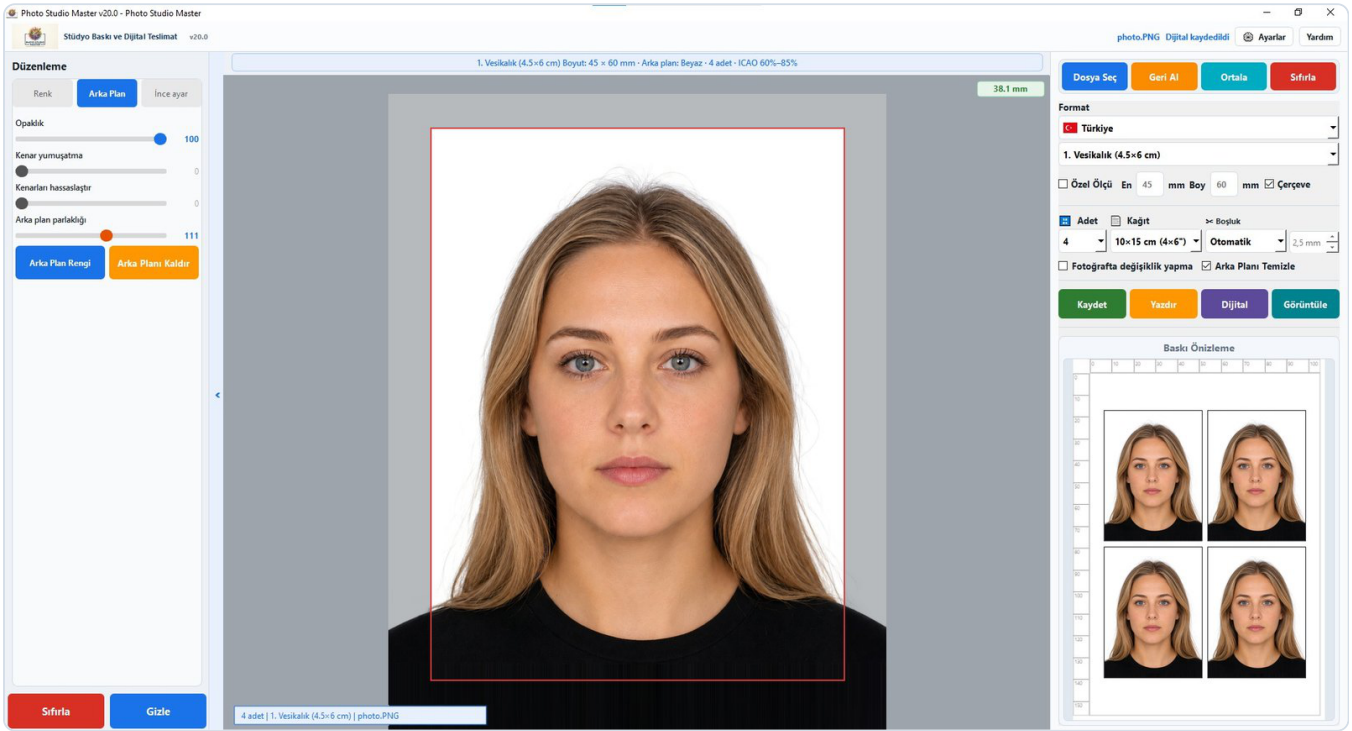
If something goes wrong, **Undo** reverses the last step and **Reset** returns the photo to the state it had when opened.

Editing panel

The three tabs on the left panel are for small corrections after the photo is open. On most photos you will not need to touch any of them. Use the **Reset** button at the bottom of the panel to restore the panel settings.

Colour

Corrects light and colour balance. Sliders start at 0; drag them left or right.



Colour tab.

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

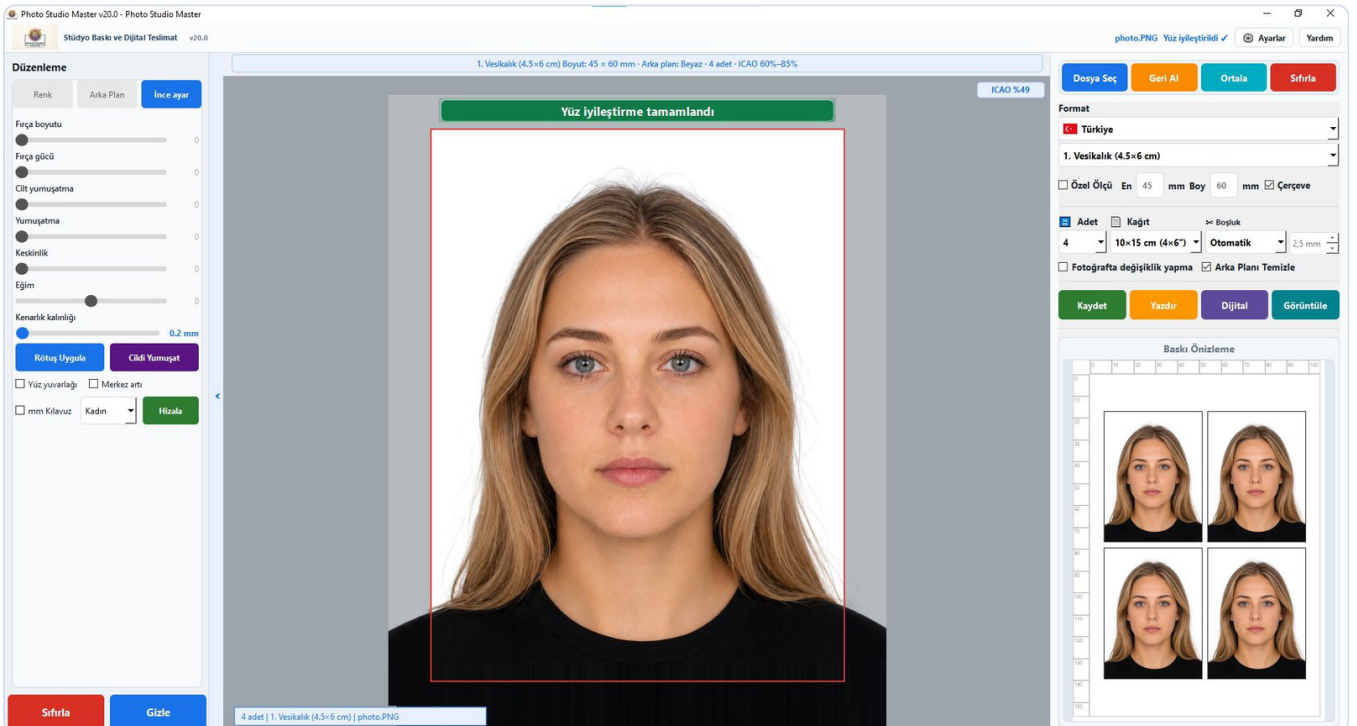
Background

Remove background: clears the background with artificial intelligence. If **Clean background** on the right is ticked, this already happens automatically.

Background colour: changes the colour for formats that ask for something other than white.

Opacity, Edge softening, Refine edges: use these when hair and shoulder edges look hard or blurred.

Background brightness: adjusts the shade of white.



Background tab.

Fine tune

Soften skin: a natural face cleanup in one click; it does not change facial features. When it finishes, the screen says "Face improvement complete".

Apply retouch: opens the repair brush. Paint over a spot or blemish and release the mouse. The mouse wheel changes the brush size; press Esc, or the button again, to leave the brush.

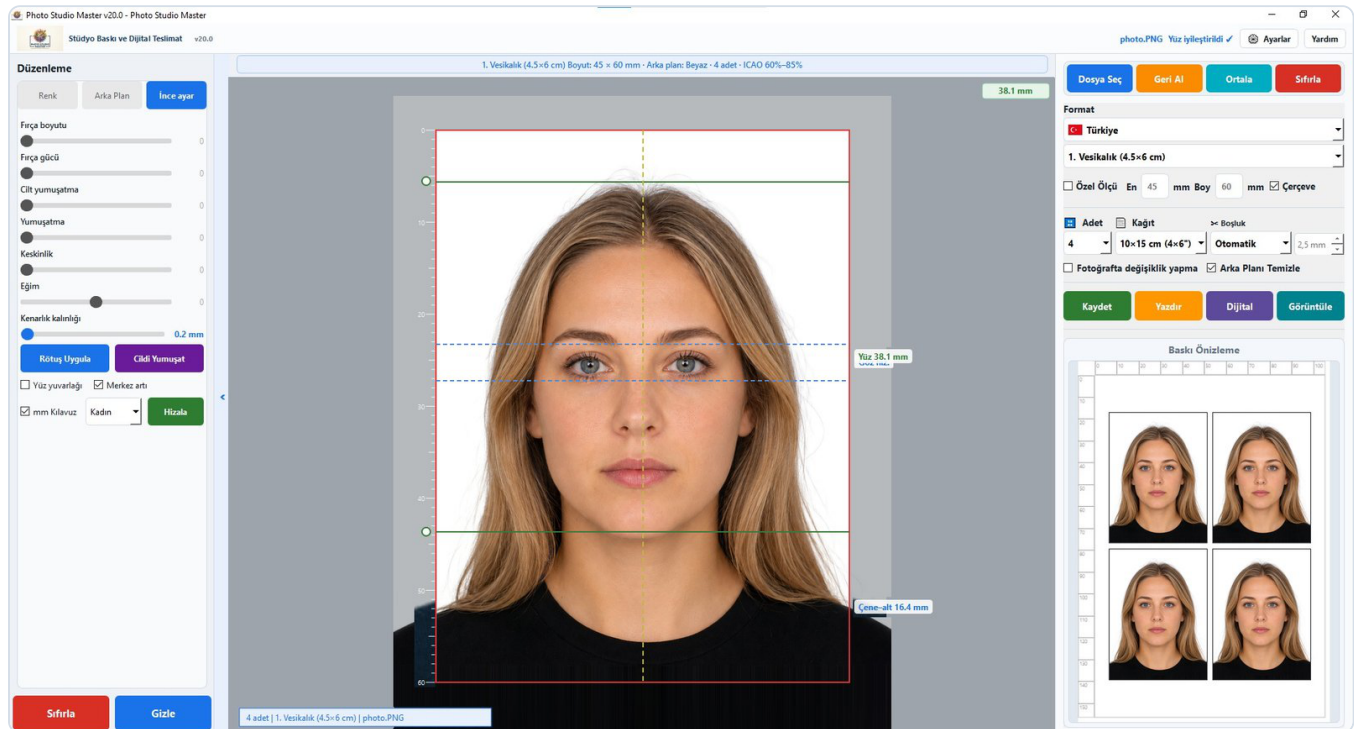
Brush size, Brush strength, Skin smoothing, Smoothing, Sharpness: control how strong the retouch is.

Tilt: straightens a sideways head tilt by hand. The program already corrects tilt automatically; this is only for a fine adjustment.

Border thickness: the thickness of the frame line on the print (default 0.2 mm).

Align: pick Female or Male from the list beside it and press; the face is aligned again to the format's measurements.

Face oval, Centre cross, mm guide: add check lines on screen. They are not printed.



Fine tune tab.

Checking size with the mm guide

When **mm guide** is ticked, a millimetre ruler appears on the left of the photo, with green crown and chin lines on top. On the right it writes the face height (for example Face 38.1 mm) and the gap from the chin to the bottom edge (for example Chin-bottom 16.4 mm). Blue dashed lines mark eye level; a yellow dashed line marks the vertical centre.

Format, count, paper, and gap

When you choose a format, the size, background colour, and face-ratio rules come in automatically. PSM includes more than 80 formats for more than 25 countries.

Choosing a format

1. Pick the country from the top list (for example Türkiye).

2. Pick the document type from the list below (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.

Other settings

Setting	What it means
Custom size	Tick this for a size that is not in the list, then enter width and height in millimetres.
Frame	Prints a thin cut line around each photo. It makes cutting with scissors easier.
Count	How many photos are printed on one sheet (for example 4 or 8).
Paper	Paper size, for example 10×15 cm (4×6"). It must match the paper in your printer.
Gap	Distance between photos. Automatic is right in most cases; you can also type a value such as 2.5 mm.
Do not alter the photo	When ticked, the photo is used as it is. Background removal and alignment are skipped.
Clean background	When ticked, every photo's background is cleaned as soon as it is opened.

Action buttons

Save: saves the finished photo to the computer.

Print: opens the print screen.

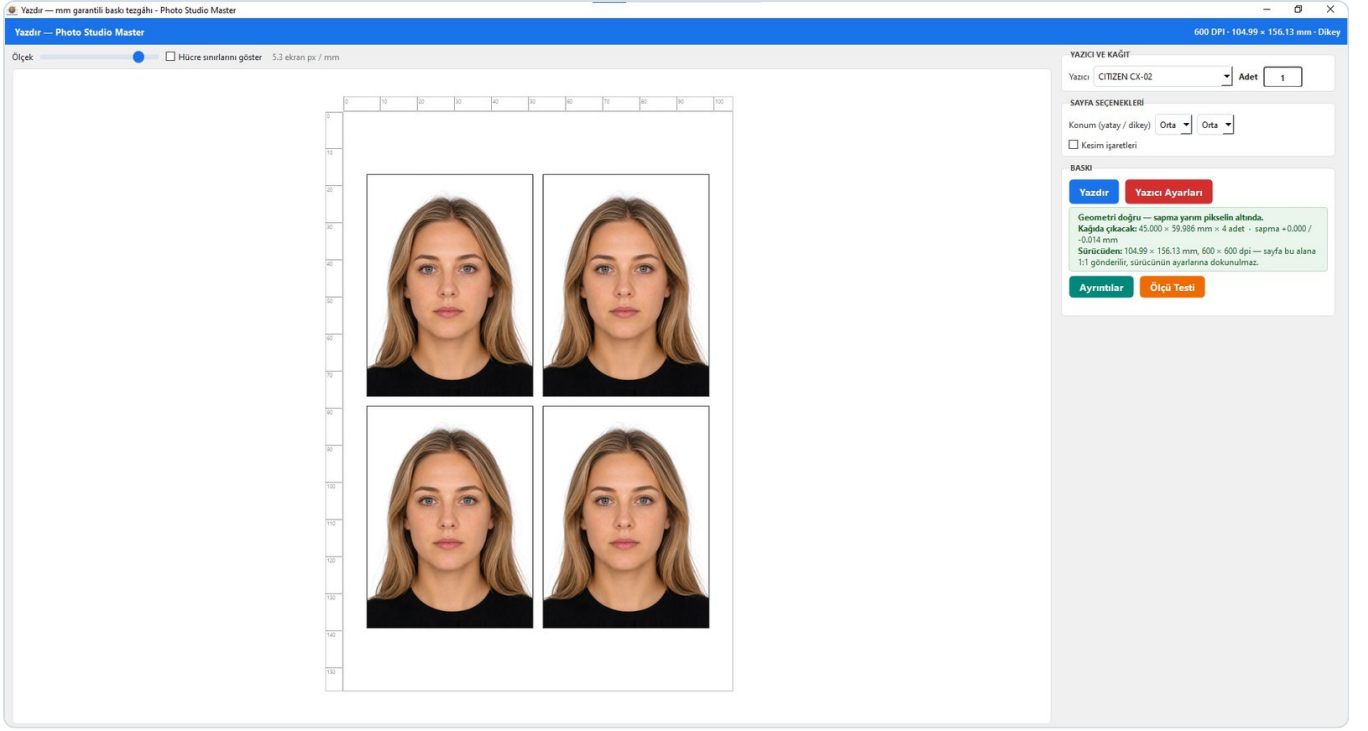
Digital: opens the QR delivery window.

View: shows the result at a large size.

Tip: if you need other formats from the same photo, you do not have to open it again. Change the format and the photo is aligned again to the new size automatically.

Printing and the size test

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



Print screen.

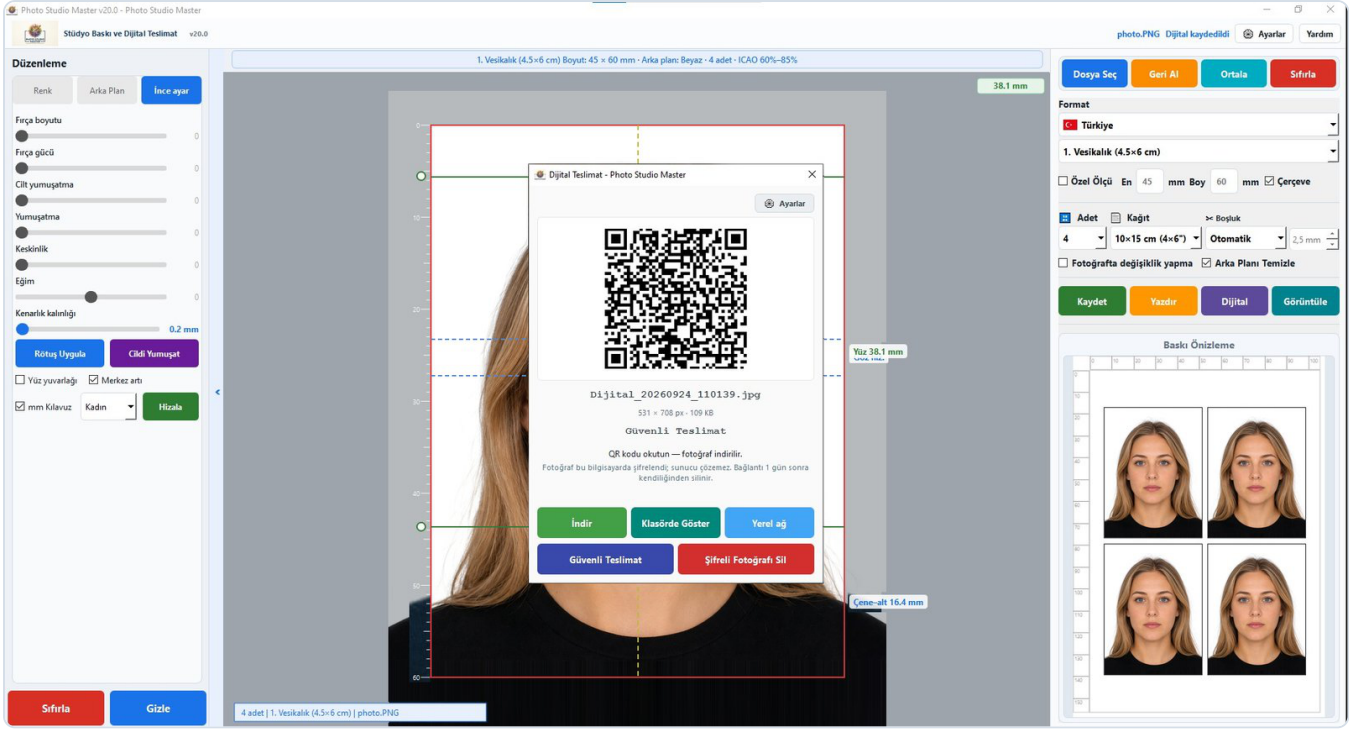
To print

1. Choose your printer from the list (for example CITIZEN CX-02).
2. In the count box, enter how many sheets to print (each sheet holds the number of photos you selected).
3. Check that the green box says **Geometry correct**. That box shows the photo size that will land on the paper, and the deviation.
4. Press the blue **Print** button.

Other options on the screen

Option	What it means
Position (horizontal / vertical)	Where the group of photos sits on the sheet. The default is Centre / Centre.
Cut marks	Adds corner marks so the sheet can be cut with scissors.
Scale	Only zooms the view on screen. It does not change the print.
Show cell bounds	Shows each photo's reserved area on screen.
Printer settings	Opens Windows printer settings.
Details	Shows the paper area and resolution read from the driver.

The strip at the top of the screen shows the printer's resolution, paper area, and orientation (for example 600 DPI · 104.99 × 156.13 mm · Portrait).



Printer strip and size test.

Size test (once per printer)

Do this once when you start using a new printer or a different paper:

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

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

Digital delivery

Digital sends the photo to the customer's phone with a QR code. The customer scans the code with the phone camera and the photo downloads. They do not need to install an app.

Step by step

1. When the photo is ready, press **Digital**. A window opens and the QR code is created automatically.
2. Turn the screen toward the customer and ask them to scan the QR code with the phone camera.
3. On the page that opens on the phone, they press Download and the photo is saved to the phone.

The window also shows the file name and size (for example Dijital_20260924_110139.jpg · 531 × 708 px · 109 KB). When it is saved, the top right says **Digital saved**.

Personal data: after the customer has downloaded the photo, pressing **Delete encrypted photo** is a good habit. The photo then does not wait in the cloud at all.

Buttons in the window

Button	What it does
Secure delivery	The default path. The photo is encrypted on this computer and uploaded that way; the server cannot open it. The link deletes itself after 1 day. Internet is required.
Local network	The photo never leaves the building. The customer's phone must be on the studio Wi-Fi.
Delete encrypted photo	Deletes the link immediately after the customer downloads, without waiting for the 1 day.
Download	Saves the digital file to this computer.
Show in folder	Opens the folder that contains the saved file.
Settings	Delivery settings.

Common situations

Situation	What to do
The ICAO indicator is outside the range	Press Centre . If that does not fix it, use Align on the Fine tune tab.
There is a shadow or a trace of the old background along the hair	On the Background tab, raise Refine edges a little.
The background was not cleaned at all	Check that Clean background on the right is ticked and that Do not alter the photo is off, then press Remove background .
The head is still tilted slightly	Correct it with the Tilt slider on the Fine tune tab.
The photo is dark or yellowish	Use Brightness and Temperature on the Colour tab.
The printed photo is a few millimetres too small or too large	Run Size test for this printer.
The photos have shifted toward one edge of the paper	On the print screen set Position to Centre / Centre, and check that the paper size matches the printer.
The customer cannot scan the QR code	Raise the screen brightness and hold the phone 20–30 cm away. If there is no internet, use Local network .
I did the wrong thing	Undo goes back one step; Reset returns the photo to its first state.

Quick reference card

A short summary to keep beside the counter:

Choose format → Choose file → Automatic: background and alignment →

Check: ICAO % and frame



Print

or Digital: QR

Job	Where
Open a photo	Choose file , or Ctrl+O, or drag and drop
Centre the face	Centre
Skin retouch	Fine tune → Soften skin
Repair a blemish	Fine tune → Apply retouch , paint, leave with 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