

Quick reference for creating a collage in Photoscape X

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To install **PhotoScape X**

- Use a web browser to go to <http://photoscape.org/ps/main/download.php>
- Click on the **BLUE PhotoScape X for Windows 10** button. Your web browser will take you to the **PhotoScape X** page at the Microsoft Store. Click on the blue **Get** button.

Note: During the download process, your computer may also update other Windows 10 apps. This may take some time before it downloads Photoscape X.

There are two main ways of making a collage in Photoscape X.

Method 1:

- 1) Click on *Collage* tab at the top.
- 2) On the right-hand side, click on the number of photos you want to include in your collage. Then click on preferred layout. Example, if you click on three you will see various layouts for three pics.
- 3) Drag the photos into the place holders. You can click on the photo to reposition it within the place holders.
- 4) You can drag the blue line separating the place holders to change the size of the boxes. You can also drag the circles at left and right side of collage to pull the boxes into different shapes.
- 5) You can also modify the framing, spacing and margins.

Method 2:

- 1) Click on the *Editor* tab at the top menu and make sure the *Edit* tab, on the right, is selected.
- 2) Modify photos you intend to use in the collage. You may want to crop, put a frame around them or shape them. For frames, click on *Frames* on top right menu. For shapes, click on *Frames*, then *Shapes* tab. Note that when you use shapes the photo will still have a white background in the original rectangular shape. If you wish to have a transparent background, see section below, *Transparent Backgrounds*.
- 3) To create a white or coloured blank canvas/background:
 - a. Open any photo
 - b. Click on *Insert*  (upper right menu) and choose  filled rectangle icon
 - c. Set the colour you want, e.g., white, black, blue.
 - d. Draw out a box that is the same size as the underlying photo
 - e. Click on *Save As* and if you are prompted "Do you want to enlarge and save the photo including the objects outside?" Answer "No" and save the file as a JPeg, say " White Background.Jpg".
 - f. Crop the image to 8x10 or desired print size in *Edit* tab on upper right menu. Save as with a name such as 8x10 background.
 - g. If you want to use a photo as a background see section below entitled "Using photo as a background".

- 4) Click on *Editor* left tab, make sure right *Edit* tab is selected and pull in your blank background image. Click on *Insert* tab at top right menu. 
- 5) You can now drag and drop photos from your photo directories (or use *Insert/Image* to access your file manager). You can adjust size and placement of each of the photos you insert.
- 6) You can add text, arrows, stickers etc. Text can be adjusted for font, size, colour etc. Frames can be drawn around the photos from here but I recommend putting a frame on the photo in *Editor/Edit* first before adding to the collage because otherwise, if you move the image, the frame will have to be moved separately.

Transparent backgrounds for framed images

If you decide to shape your image using the features in *Frame/Shapes*, the program will default to a white background which you will not want to bring onto a coloured page. To eliminate this white background, go to the bottom right of the screen and in the *Background* section, click on the patterned box.  Then save as a .png file.

Using a photo as a background

In addition to the method mentioned above for creating a blank background, you can also use an existing image as a background. In *Editor* mode, pull in a blank white background. Then click on *Insert* and layer the desired image over the top. Pull the corners to fully cover the background. Then drag the opacity slider to get the desired level of transparency. You can save this with a name indicating you are using it as a background. Then you can layer photos over the top as long as you are still in *Insert* mode.

Additional Tips:

To exit out of *Insert* mode, be sure to click on *Edit* tab or photos will continue to be layered onto your collage.

Once you save your collage, it can be re-opened to add text or new photos but you will not be able to rearrange or change already existing objects.