

Photo Sheet – User Job Aid

Photo Sheet allows users to quickly organize photos into professional-looking printable sheets that can be exported to PDF, printed, or emailed directly from the app.

Use this guide to learn how to:

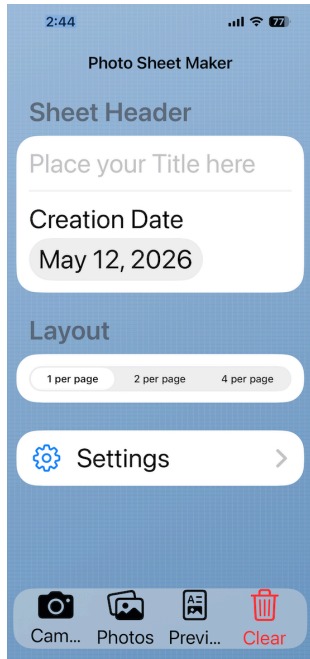
- Create a new Photo Sheet
- Add and arrange images
- Add captions and markup
- Choose layouts and backgrounds
- Export, print, and email your work

1. Launching the App

When you open Photo Sheet, you will see the Home Screen.

Main Options

- Name Your Photo Sheet
- Set the Date as needed
- Pick your layout
- Select you Images
- Settings
- Use your Camera
- Preview your Photo Sheet
- Clear your Photo Sheet

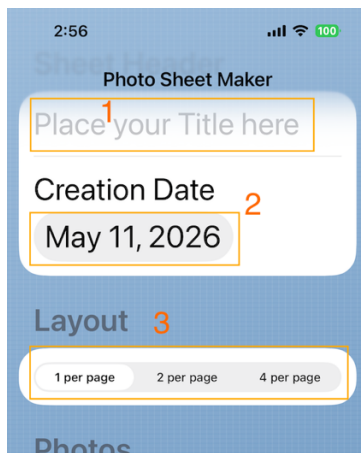


2. Creating a New Photo Sheet

1. Enter a Subject or Title
2. Adjust date if needed
3. Select a page layout

Available Layouts

- 1 Photo Per Page
- 2 Photos Per Page
- 4 Photos Per Page



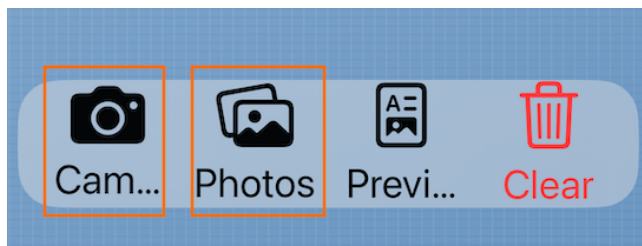
3. Adding Photos

There are two ways to add images.

You may:

1. Take new photos using the Camera icon in the banner bar
2. Select previous images using the Photos icon in the banner bar

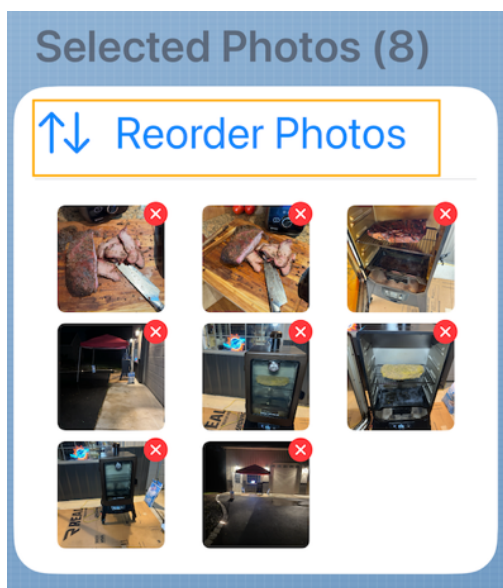
Selected photos will automatically populate the sheet layout.



4. Rearranging Photos

Once you have selected images for your Photo Sheet the photos can be rearranged by:

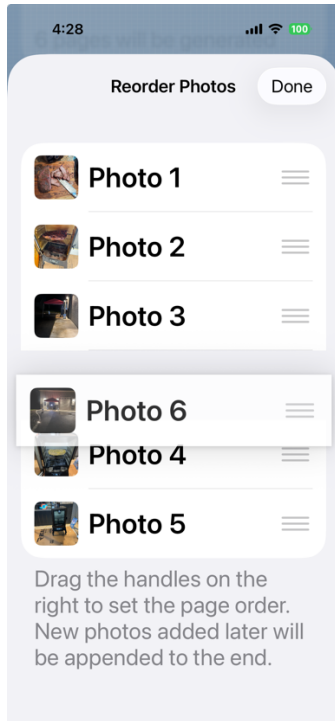
- Clicking the "Reorder Photos"



Then

- Pressing and holding a photo
- Dragging it to a new position

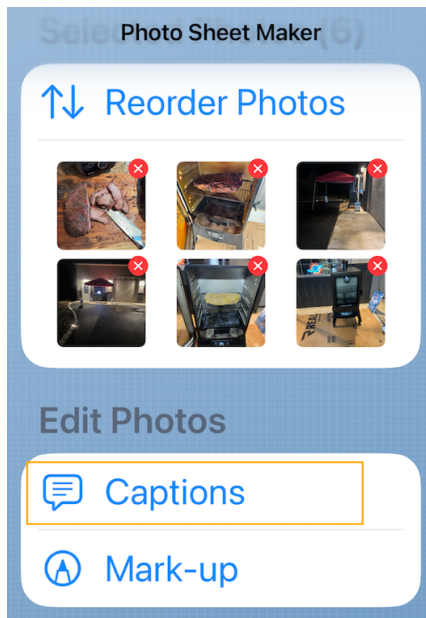
This allows you to organize images in the order you prefer.



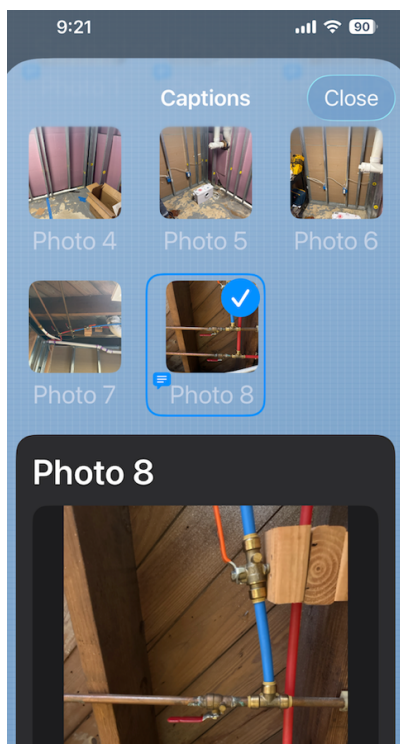
5. Adding Captions

Once the user has added their images, they can select the images individually and add captions or use Multi Caption Mode to use the same caption on more than one image. Captions are not required. Caption boxes are intentionally borderless for a clean appearance.

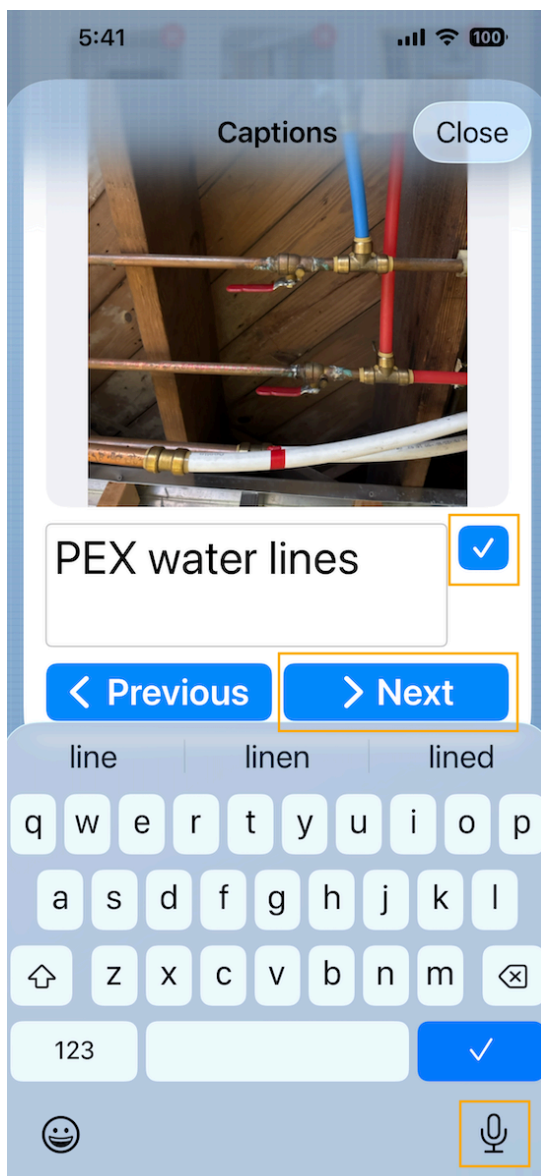
To update the captions on images one at a time, click the Captions button



Then tap the image you wish to caption and scroll down to the text field below the image.



The user can type in the text box or dictate by pressing the microphone button. When done typing click the blue checkbox to save the caption. The user can use the "Next" and "Previous" buttons to move through the other selected images.

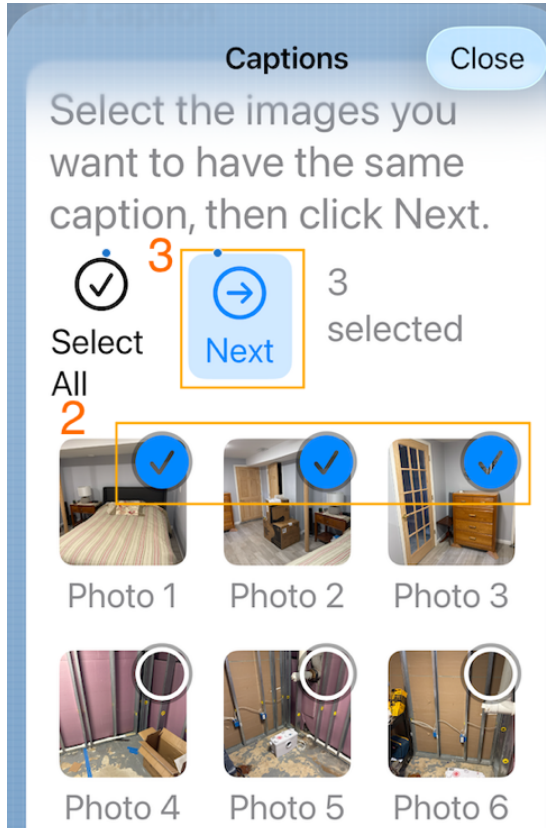
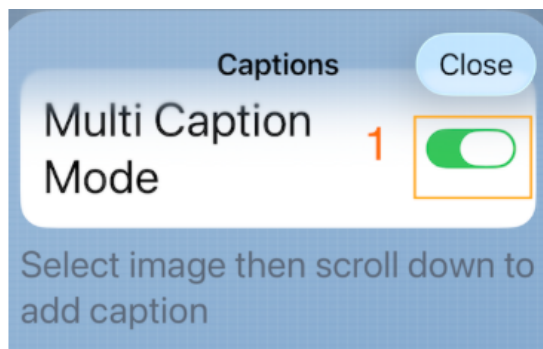


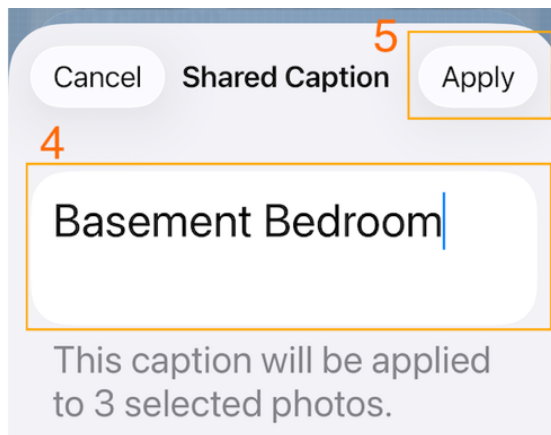
6. Multi Caption Mode

To apply one caption to multiple photos the user must:

1. Turn on the toggle button
2. Choose multiple images
3. Click "Next"
4. Enter the caption once
5. Click Apply

The caption will automatically apply to all selected images.





Notice the text bubble shows which images have captions



7. Markup Tools

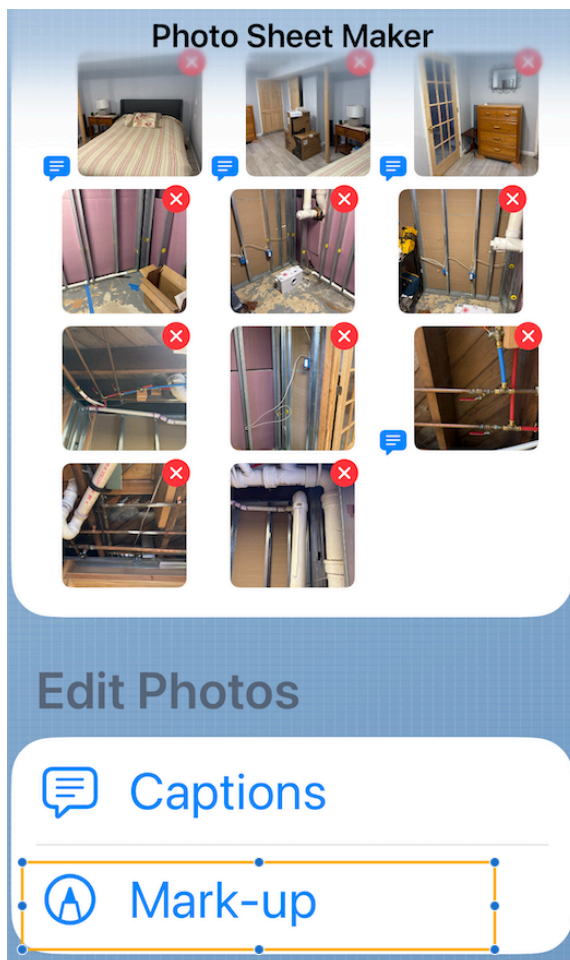
Photo Sheet includes simple markup tools for annotation.

Available Tools

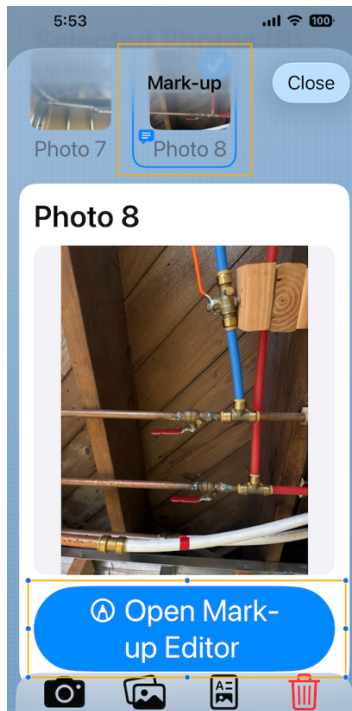
- Arrows
- Circles
- Squares
- Highlighting

Use these tools to draw attention to important details in images.

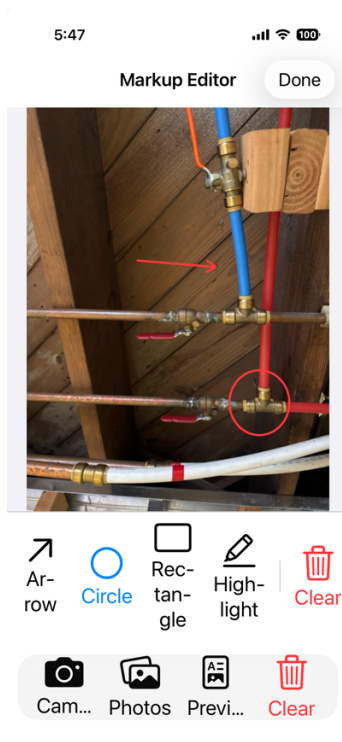
Once the user has added images, they can click the "Mark-up" option to add mark-ups to their images:



Select the image you wish to mark-up, and click "Open Mark-up Editor"



Use the tools to add your mark-ups

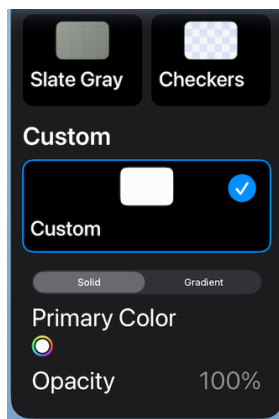
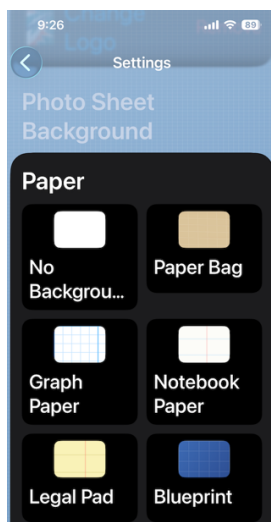


8. Background and Texture Options

Users may customize the sheet appearance with backgrounds such as:

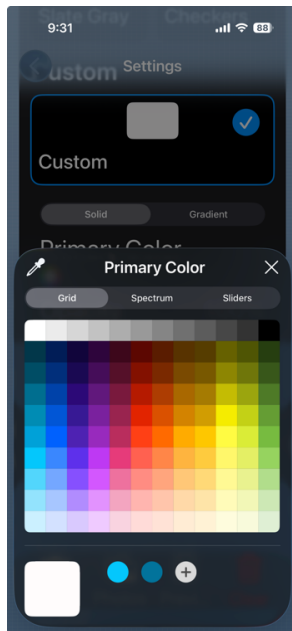
- No Background
- Notebook Paper
- Legal Pad
- Blueprint Grid
- Paper Bag
- Graph Paper
- Slate Gray
- Checkers
- Custom

Some backgrounds allow custom color selection.

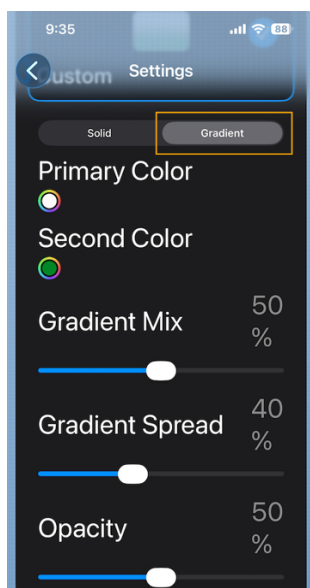


Choosing “Solid “ then “Primary Color”

This allows the user to pick a color from a Grid, Spectrum or RGB sliders



Choosing Gradient adds a second color allowing a color transition from top to bottom on the Photo Sheet background

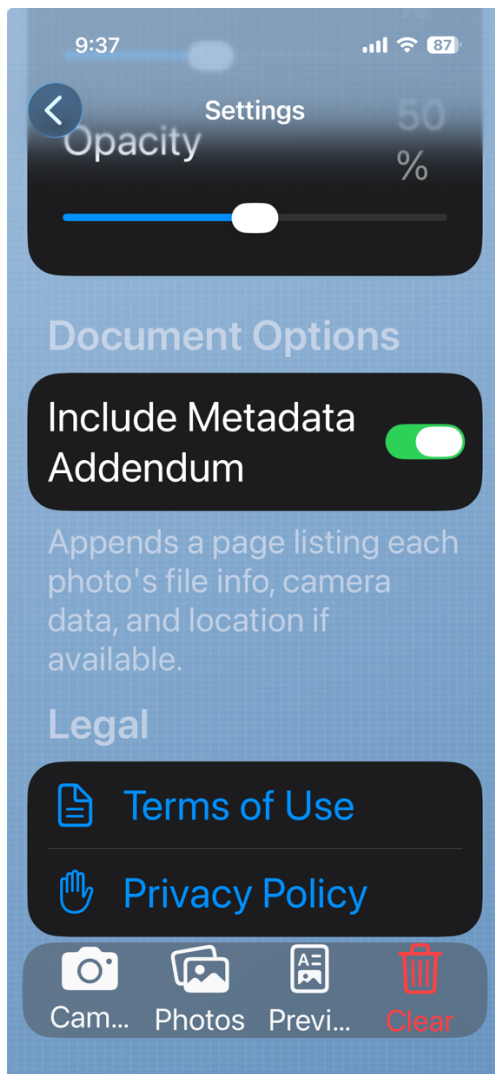


9. Viewing Metadata (Optional)

Photo Sheet can capture image metadata such as:

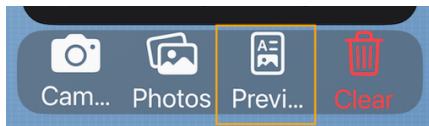
- Date Taken
- Camera Information
- Resolution
- File Details

Users may choose to include metadata. This option adds a page at the end of the Photo Sheet with the meta data for each image.



- **Preview the Photo Sheet**

The preview button is always available on the bottom banner and is very useful to view updates made to the Photo Sheet before exporting

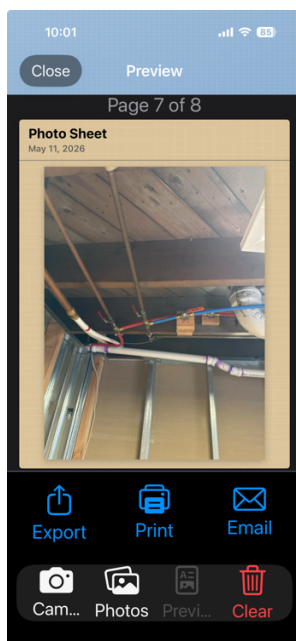


11. Exporting Your Photo Sheet

At anytime click the Preview button and you will get the following options **Export Options**

- PDF Export
- Print to Local Printer
- Email Photo Sheet

The app automatically optimizes image sizes to help manage storage and bandwidth.

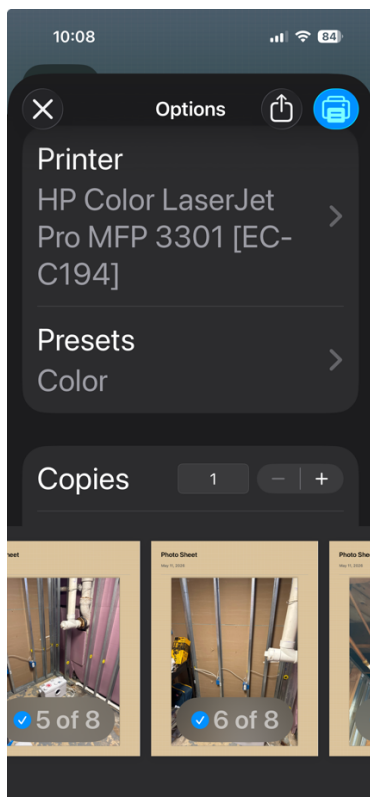


12. Printing

Photo Sheets can be printed directly from the app using AirPrint-compatible printers.

Printing Tips

- Verify paper size before printing
- Use high-quality paper for presentations
- Borderless printing availability depends on your printer



13. Saving and Storage

- This version of the application does not automatically store Photo Sheets in the cloud.
- We have a premium version that includes cloud storage
- Users should export and save important sheets locally or to their own cloud storage

14. Troubleshooting

Photos Not Appearing

- Verify Photo Library permissions are enabled

Export Not Working

- Confirm internet connection if using cloud storage

Printing Issues

- Verify printer compatibility with AirPrint

App Running Slowly

- Close other apps
- Restart the device if needed

15. Support

For support or questions regarding Photo Sheet:

Developer

FinnsMedia

Application

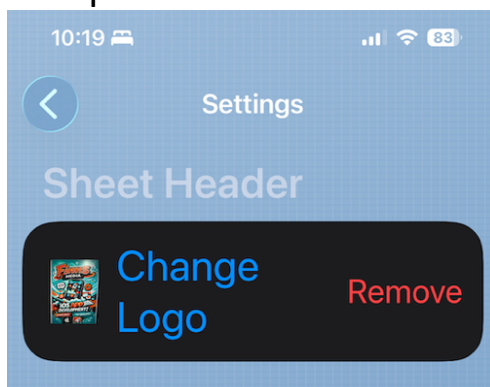
Photo Sheet

Support Website

[FinnsMedia](https://finnsmedia.com)

Logo

On the settings page the user can select any image they wish to be the logo and it will appear on the top left of all Photo Sheets. A logo is not required.



Suggested Final PDF Formatting

- Use landscape screenshots where possible for readability

IMPORTANT

The Photo Sheet Maker is designed to create only one Photo Sheet at a time. It does not save your work if you leave the application and return. You must Export your data prior to closing the application. User images are always saved to Photos so the user can start again if needed.

Also, clicking "Clear" from the bottom banner removes any work in progress allowing the user to begin a new Photo Sheet

