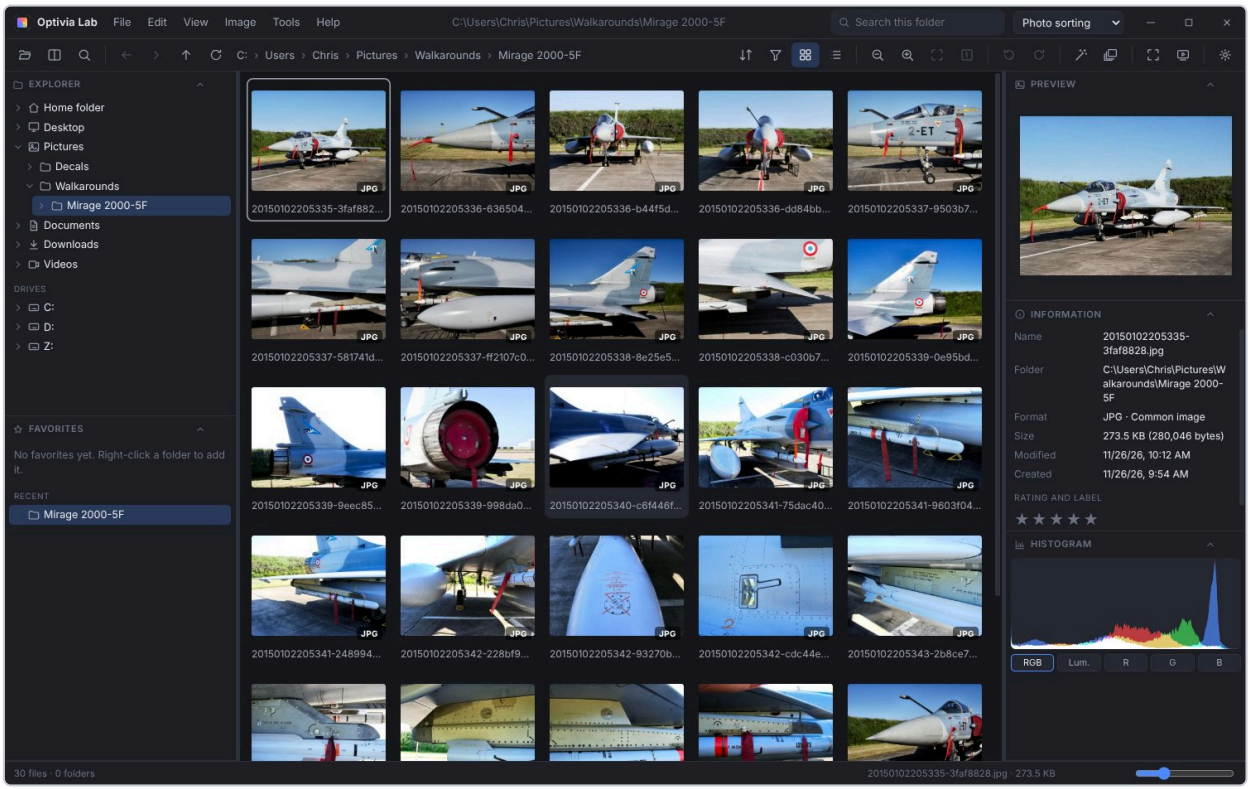
FFSMC Optivia Lab

User guide



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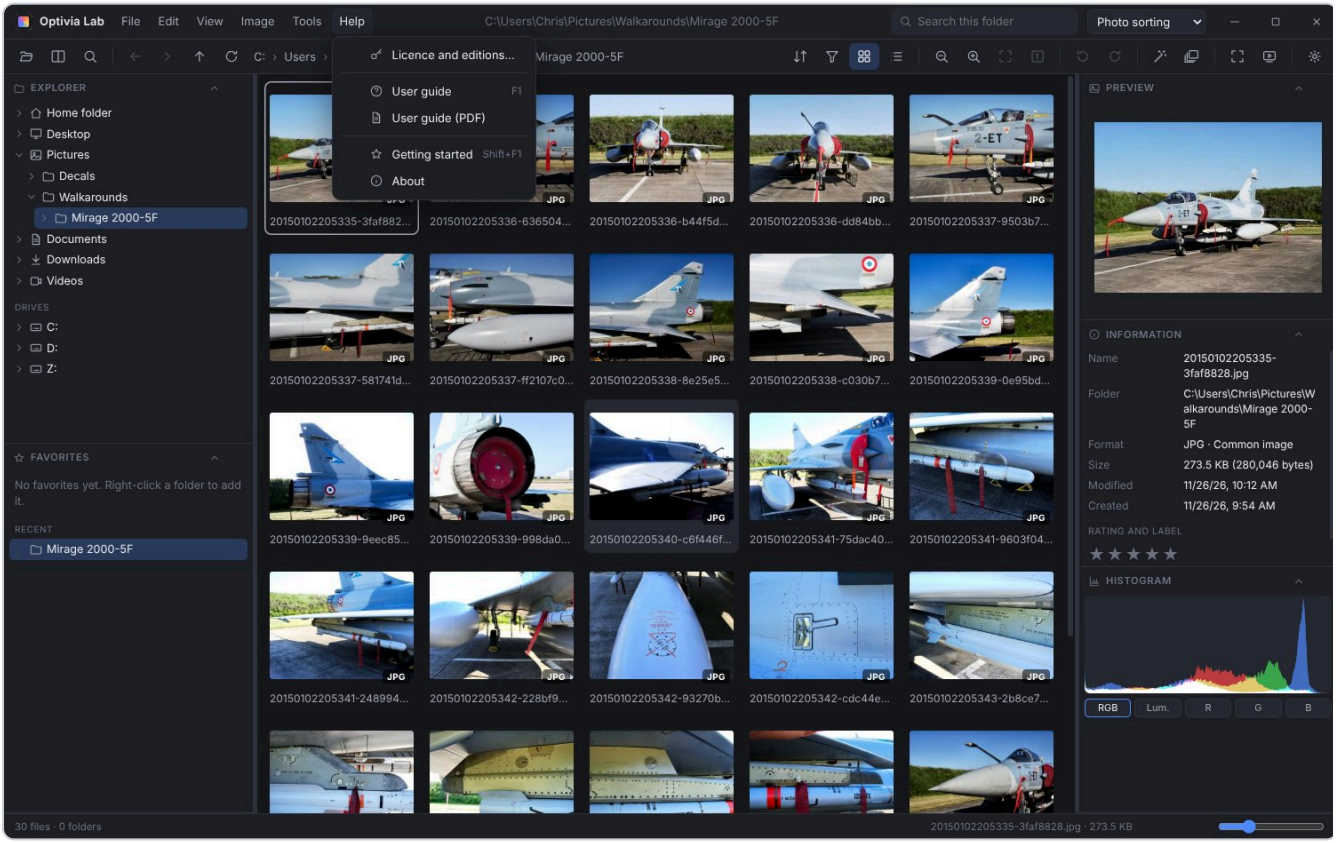
1. Optivia Lab at a glance

Optivia Lab lets you view, sort and organize your pictures, and far more than photos: vector drawings, Photoshop, Krita and Paint Shop Pro files, 3D parts, videos, PDFs and office documents. It opens quickly, even on a folder holding thousands of photos, and it works entirely on your computer: no picture is ever sent over the Internet.

It is also an everyday toolbox:

- improve a photo in one click, crop it, straighten it, remove a power line or a speck of dust, enlarge it without blurring it;
- process hundreds of photos at once (size, name, copyright notice, format);
- trim and join videos, add music and get them ready for YouTube, Instagram or TikTok;
- manage your files like a real file manager, with two, three or four panes, including on a NAS or a server;
- replace the small Windows apps: Notepad, Photos, the video player, the 3D viewer.

This guide starts from scratch and assumes no particular knowledge. Read the chapters in order the first time, then come back whenever you are looking for something. It is always at hand: press `F1` in Optivia Lab, or open **Help › User guide**. The same menu offers a PDF version, to print if you prefer paper.



The Help menu: the user guide, its PDF version, getting started and the licence.

How to read this guide

Menu and button names are shown **in bold**. An arrow › separates the steps of a menu path: **Tools › Settings** means "open the Tools menu, then click Settings". Keys look like this: `Ctrl` + `O` means "hold down Ctrl and press O".

2. Installing Optivia Lab

On Windows

1. Double-click the file you downloaded. Its name starts with **FFSMC-Optivia-Lab-Setup**.
2. Choose the language of the installer, then click **Next**.
3. Read the licence agreement and accept it. The installer offers to install for you only, which is the right choice in almost every case. The suggested folder is fine too.
4. Click **Install**, wait for the bar to fill, then click **Finish**. Optivia Lab opens straight away.

An icon has been placed on the desktop and in the Start menu. Use it to start the software from now on.

On a Mac

1. Double-click the file ending in **.dmg**. The same file works on Intel Macs and on Apple silicon Macs (M1, M2 and later).
2. In the small window that opens, drag the Optivia Lab icon onto the **Applications** folder.
3. Open the Applications folder and double-click Optivia Lab. To keep it handy, drag its icon to the Dock.

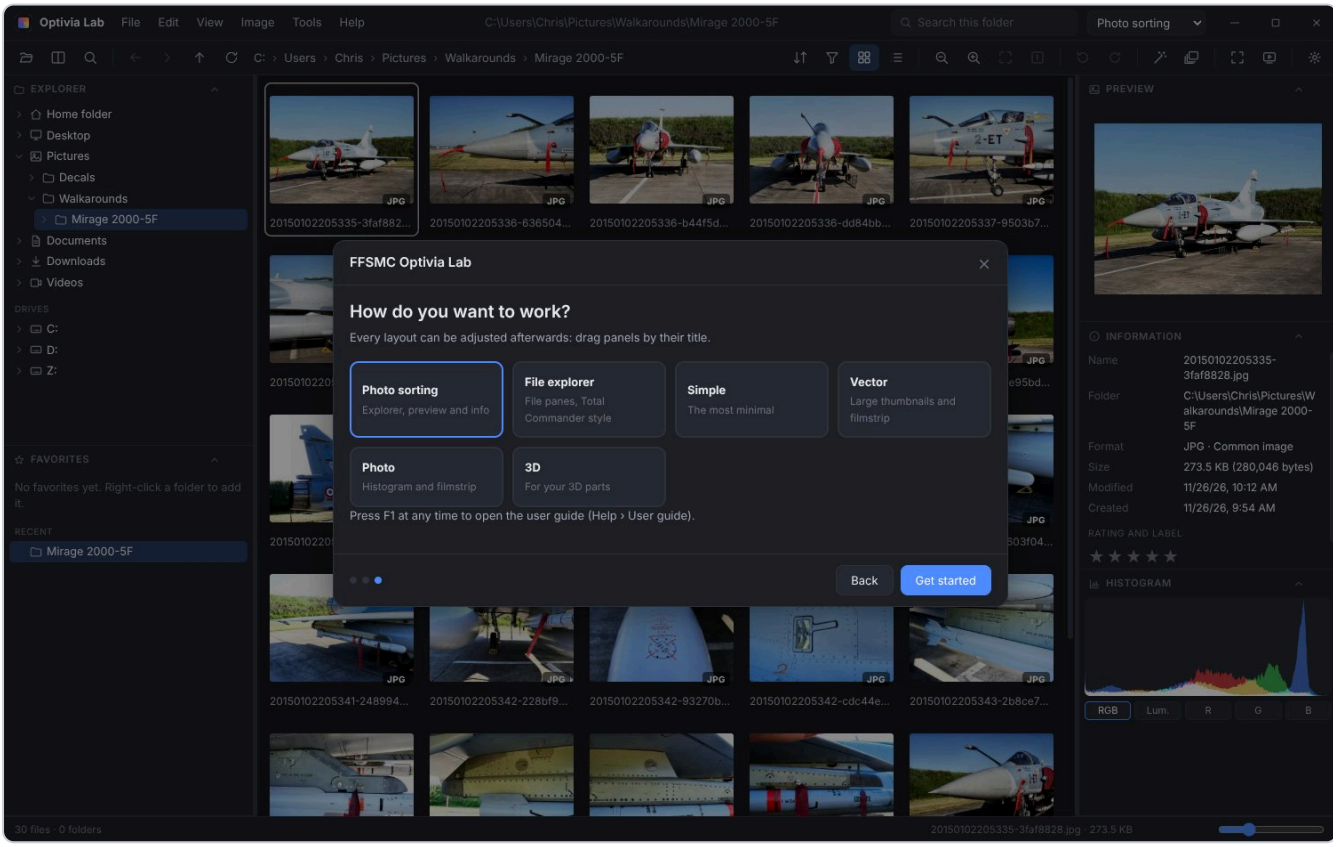
> **The Command key on a Mac**
> Wherever this guide says `Ctrl`, you can use the `⌘` (Command) key on your Mac.

Uninstalling

On Windows, open **Settings › Apps › Installed apps**, find FFSMC Optivia Lab, click the three dots, then **Uninstall**. Your settings, ratings and photos are not deleted. On a Mac, drag Optivia Lab from the Applications folder to the Trash.

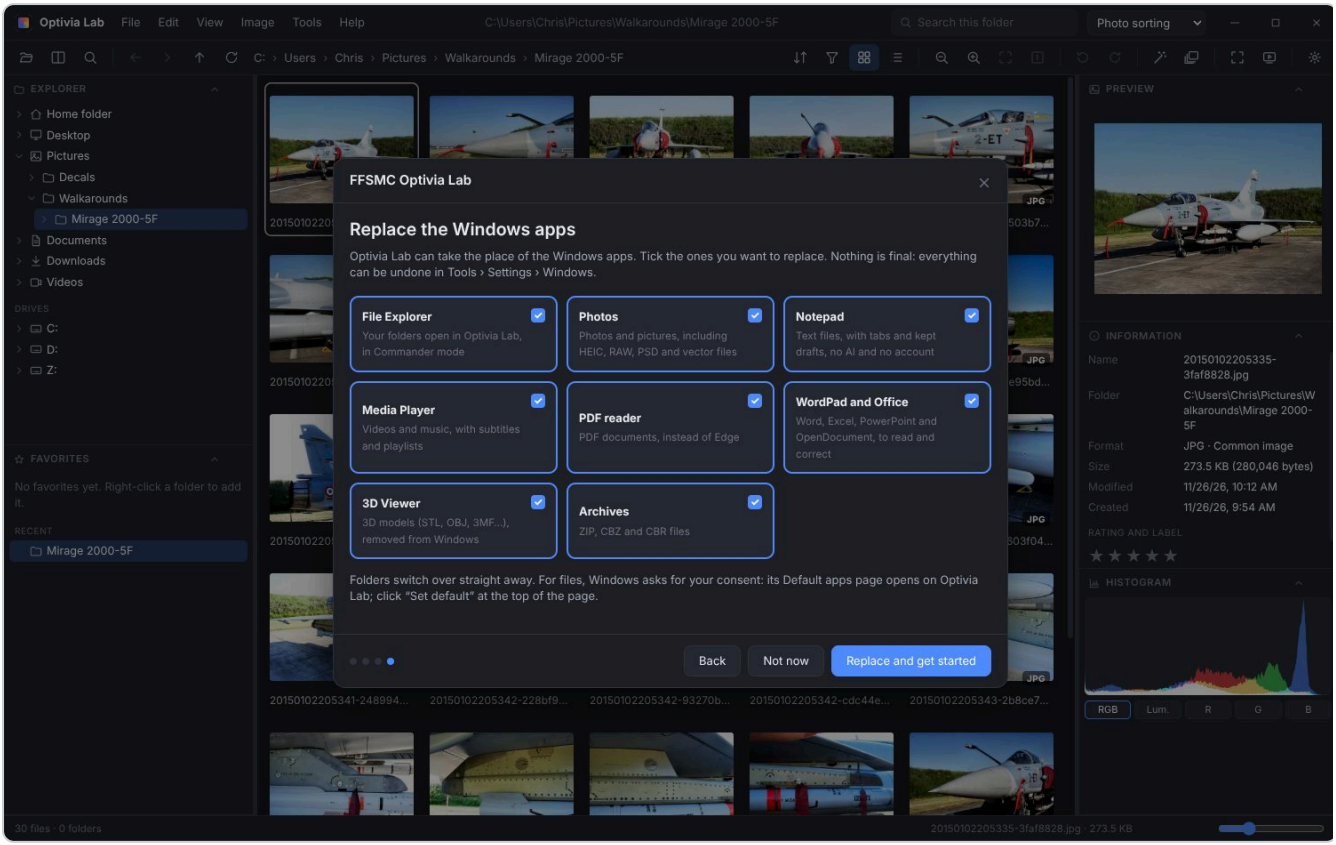
3. The first start

The first time, Optivia Lab asks you three questions, plus a fourth one on Windows. There is no wrong answer: everything can be changed later in the settings.



The third question: your way of working.

1. **Language.** Click yours. Optivia Lab speaks English, French, Italian, Spanish, German, Portuguese, Dutch and Arabic.
2. **Appearance.** Choose a dark background (easy on the eyes when looking at photos) or a light one. Six themes are available.
3. **Way of working.** This is called a *layout*: where the panels sit around the pictures. **Photo sorting** suits viewing and organizing pictures; **File explorer** opens Commander mode's file panes straight away, to manage all your files like Windows File Explorer, only better (see Commander mode). On a Mac, then click **Get started**.
4. **The Windows apps to replace.** Optivia Lab can take the place of File Explorer, Photos, Notepad, the media player, the PDF reader, WordPad, 3D Viewer and opening archives. Everything is ticked to begin with: click a box to untick it, then click **Replace and get started**. If you would rather keep the Windows apps for now, click **Not now**; you can come back to it whenever you like (see Optivia Lab and Windows).



The fourth question, on Windows: the apps Optivia Lab replaces.

Folders switch over straight away. For photos, text and other files, Windows wants your consent: its **Default apps** page opens on Optivia Lab. Click **Set default** at the very top of that page, then close it.

Optivia Lab then asks you to pick a picture folder: go to the folder holding your photos (for example **Pictures**) and click **Select Folder**.

A small message at the bottom of the window reminds you that the free trial is running; the next chapter explains what that means.

> **Tip**
> You can go through these questions again at any time with **Help › Getting started** (or `Shift` + `F1`).

4. Editions, free trial and licence

Optivia Lab comes in three editions. For the first seven days, **every feature is unlocked**: you try everything without paying or typing anything.

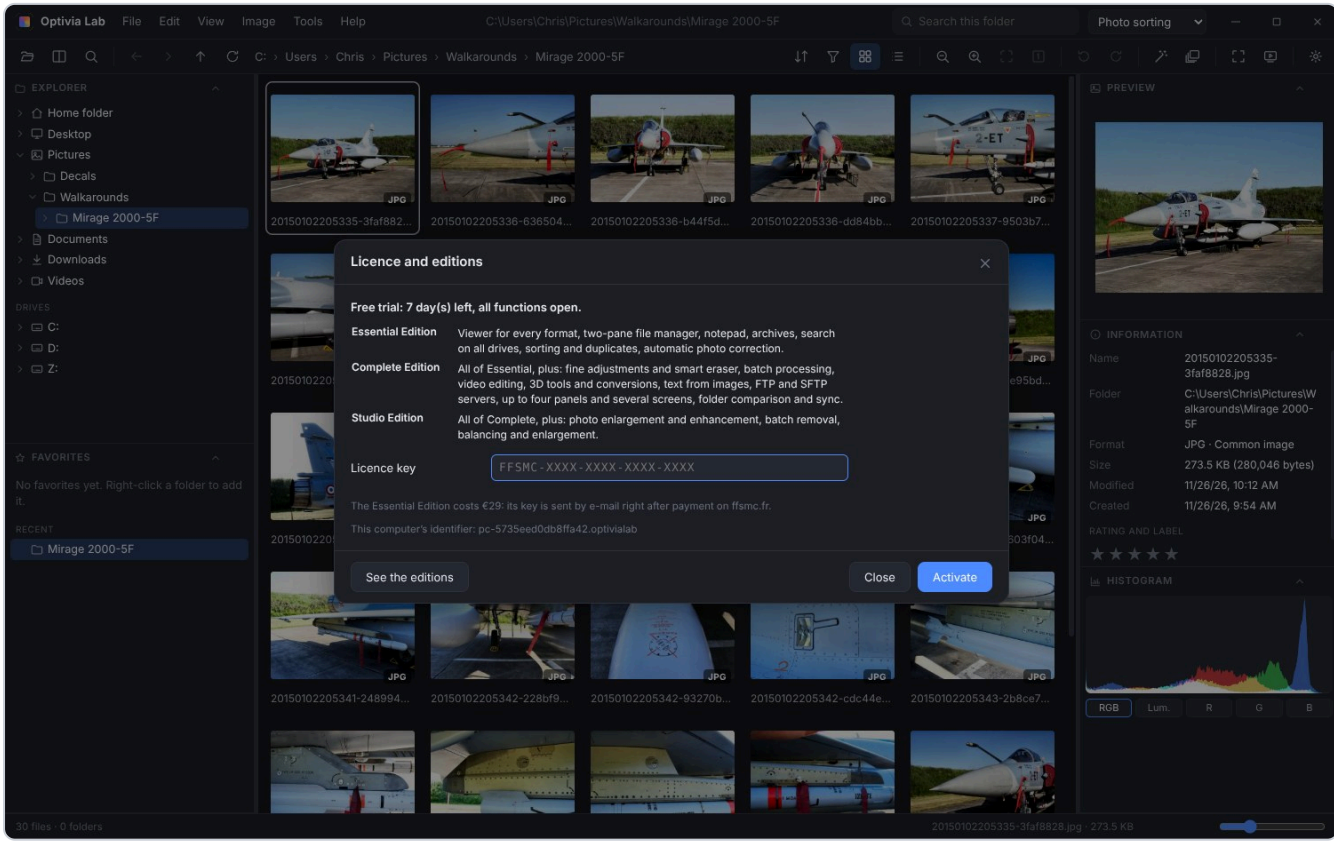
Edition	What it includes
Essential free	The viewer for every format, Commander mode with two panes, the notepad, archives, search across all drives, sorting and duplicates, automatic photo correction.
Complete	Everything in Essential, plus: fine adjustments and the smart eraser, batch processing, video editing, 3D tools and conversions, text recognition in pictures, FTP and SFTP servers, up to four panes and several screens, folder comparison and synchronisation.
Studio	Everything in Complete, plus: photo enlargement and enhancement, and batch erasing, balancing and enlarging.

When the trial ends

After seven days, Optivia Lab asks for a licence key. You have two options:

- **You want the Essential Edition:** it is free. Sign up to the newsletter on ffsmc.fr and your key arrives by e-mail.
- **You want Complete or Studio:** buy it on ffsmc.fr. The key is e-mailed to you right after payment.

Entering your key



The Licence and editions window.

1. Open **Help › Licence and editions**.
2. Click in the **Licence key** box and type your key, or better, copy it from the e-mail and paste it (`Ctrl` + `V`). It looks like **FFSMC-XXXX-XXXX-XXXX-XXXX**.
3. Click **Activate**. The computer must be connected to the Internet at that moment. A thank-you message appears: you are done.

Moving to another computer

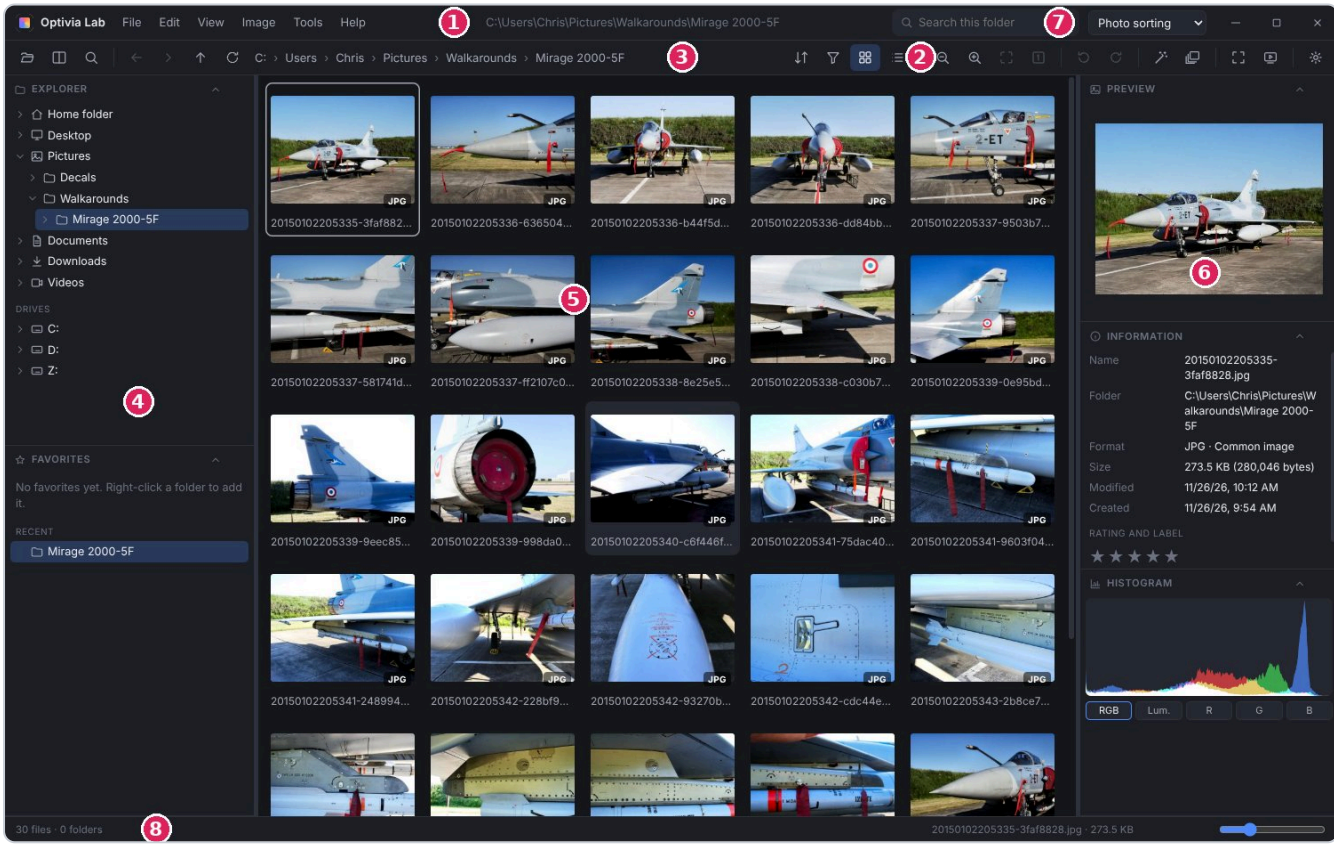
A key works on a set number of computers. To move it to a new computer, open **Help › Licence and editions** on the old one and click **Release this computer**, then activate the key on the new one.

> **Good to know**
> Optivia Lab checks the licence with the shop from time to time. If it has not been able to do so for more than 30 days, it asks you to connect the computer to the Internet. Nothing else goes over the Internet: your pictures stay with you.

If you try a feature that is not part of your edition, Optivia Lab tells you politely and offers to show the editions or to enter a key.

5. The Optivia Lab window

Here is the main window with the **Photo sorting** layout. Take a minute to find each area: the rest of this guide refers to them.



The main window and its areas.

1 **Menus**: File, Edit, View, Image, Tools, Help. Every command is in there.

2 **Toolbar**: the most useful commands, one click away. Hold the mouse over a button for a second: a tooltip tells you what it does and shows its keyboard shortcut.

3 **Folder path**: click a name to jump straight back to that folder.

4 **Explorer**: your folders, as in Windows File Explorer. Click a folder to open it; the small arrow on its left unfolds its subfolders. Below are your **Favorites** and **Recent** folders.

5 **Thumbnails**: the pictures in the folder. One click selects a picture, a double-click shows it full size.

6 **Right-hand panels**: a preview of the selected picture, its information (size, date, camera) and its histogram.

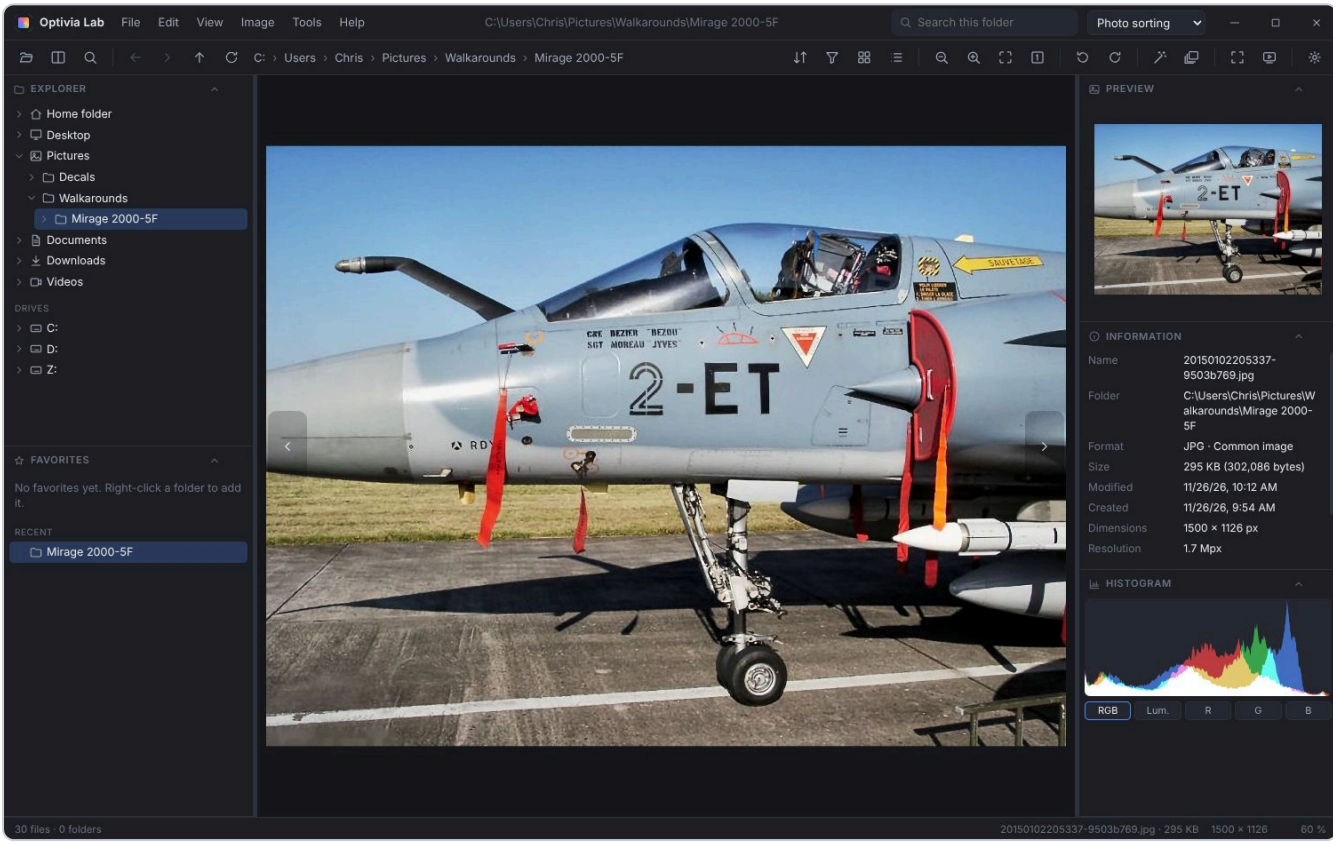
7 **Search** in the open folder and the list of **layouts**.

8 **Status bar**: the number of files, the name of the selected picture and, on the right, the slider that makes thumbnails bigger or smaller.

6. First steps: looking at your photos

This short walk-through teaches you the essentials in five minutes.

1. **Open a folder.** Click a folder in the explorer on the left. You can also use **File › Open folder** (`Ctrl`+`O`), or drag a folder from Windows File Explorer into the window.
2. **Show a picture full size.** Double-click a thumbnail, or select it and press `Enter`.
3. **Go to the next picture.** Right arrow `→` or the space bar; left arrow `←` to go back. You can also click the arrows that appear on either side of the picture.
4. **Zoom.** Turn the mouse wheel, or press `+` and `-`. When the picture is enlarged, drag it with the mouse to move around. `0` fits it to the window again, `1` shows it at actual size.
5. **Full screen.** Press `F11` (or `F`). `Esc` leaves it.
6. **Back to the thumbnails.** Press `Esc`.



A photo shown full size. The shooting information stays visible on the right.

> **Tip**
>
> For a slideshow, press `S`: the pictures play full screen. `Esc` stops it. The time each picture stays on screen is set in **Tools › Settings › Viewer**.

Rotating a photo

Is a portrait photo lying on its side? Press `R` to rotate it right, `L` to rotate it left, `H` to flip it like a mirror. These buttons are also on the toolbar and in the **Image** menu.

Right-click

On a thumbnail or on the picture being shown, the right mouse button opens a menu listing what you can do with that file: rate it, rename it, move it to the Recycle Bin, edit it, show it in Windows File Explorer... When in doubt, try a right-click.

In the panels, two right-click entries come in handy. **Export to another format** saves a copy of the picture as JPEG, PNG, WebP, TIFF, BMP or PDF, next to the original. **Copy as another format** puts the picture on the clipboard, as JPEG or PNG, without creating a file: you then paste it wherever you like (`Ctrl`+`V`), for instance an Illustrator file (.ai) into an e-mail or an online conversation. The “2000 px” and “1200 px” choices shrink the picture on the way, handy for websites that refuse very large pictures.

To copy files or folders, drag them with the mouse and drop them wherever you like: on the other panel, on a folder in the list, on a line of the left column (quick access, pinned, drives), on a drive button at the top of a panel, on a tab or on a piece of the path. The target lights up before you let go. To move instead of copy, hold `Shift` as you drop. If you stay one second over a tab, it opens, so you can drop into another folder.

A Word or OpenDocument file (.docx, .odt) opened with `F3` first shows as one continuous text. The **Page view** button shows it as it will print: numbered A4 pages, with headings, bold, italics and lists kept. The **Export to PDF** button saves those pages as a PDF file, wherever you choose. Pictures in the document are not shown in the page view. Older Word documents (.doc), RTF files, EPUB e-books and LibreOffice documents (.fodt, .ott) open the same way with `F3`.

To remove the background of a photo and keep only the subject (a person, an animal, an object, a model), right-click the picture › **Remove background**, then choose **Save alongside** or **Copy without background**. The first creates a PNG copy with a transparent background next to the original: *boat.jpg* gives *boat-sans-fond.png*. The original is never touched. The second puts the cut-out picture on the clipboard, ready to paste elsewhere. It takes a few seconds; on an older computer, allow up to a minute. This feature is part of the Complete Edition.

To spot a drive, folder or file at a glance, give its name a colour: right-click it › **Name color**, then pick a colour. It also works on the drive buttons at the top of the panels and on the lines of the left column. **No color** gives the name back its usual colour.

When you leave the mouse over a picture in a panel, a preview appears. Clicking it opens the picture full size; right-clicking it opens the same menu as on the file.

7. Every format, nothing else to install

Optivia Lab opens directly:

Family	Examples
Everyday photos and images	JPEG, PNG, animated GIF, BMP, TIFF (even very large ones, and multi-page), WebP, HEIC, AVIF, JPEG XL, ICO
Raw photos	Canon, Nikon (NEF, NRW), Sony, Fujifilm, Panasonic, Olympus, Pentax, Leica, DNG…
Technical formats	OpenEXR, HDR, DPX, TGA, PCX, DDS, JPEG 2000, FITS (astronomy), DICOM (medical)
Vector drawings	AI, EPS, PS, PDF, SVG, CDR, WMF, EMF, DXF, DWG
Drawing software	Grafusio Lab, Paint Shop Pro, Photoshop (PSD, PSB), Krita, GIMP, Affinity, Procreate, Clip Studio, OpenRaster
3D	FreeCAD, STL, OBJ, 3MF, STEP, IGES, PLY, glTF/GLB, FBX, 3DS, DAE
Documents	Multi-page PDF, Word, Excel, PowerPoint, OpenDocument, text, CBZ and CBR (comics), archives
Video and sound	MP4, MOV, AVI, MKV, WebM, WMV, MTS, 3GP…; MP3, WAV, FLAC, AAC, OGG; summary of DaVinci Resolve, Premiere Pro and Final Cut Pro projects

Vector drawings stay sharp at any zoom. For a multi-page PDF or TIFF, a page bar appears; `Ctrl` + `PgDn` and `Ctrl` + `PgUp` turn the pages.

Raw photos

By default, Optivia Lab instantly shows the picture the camera stored inside the raw file. If you would rather see the raw file developed (slower, a few seconds per photo), choose **Develop the raw file** in **Tools › Settings › Viewer**.

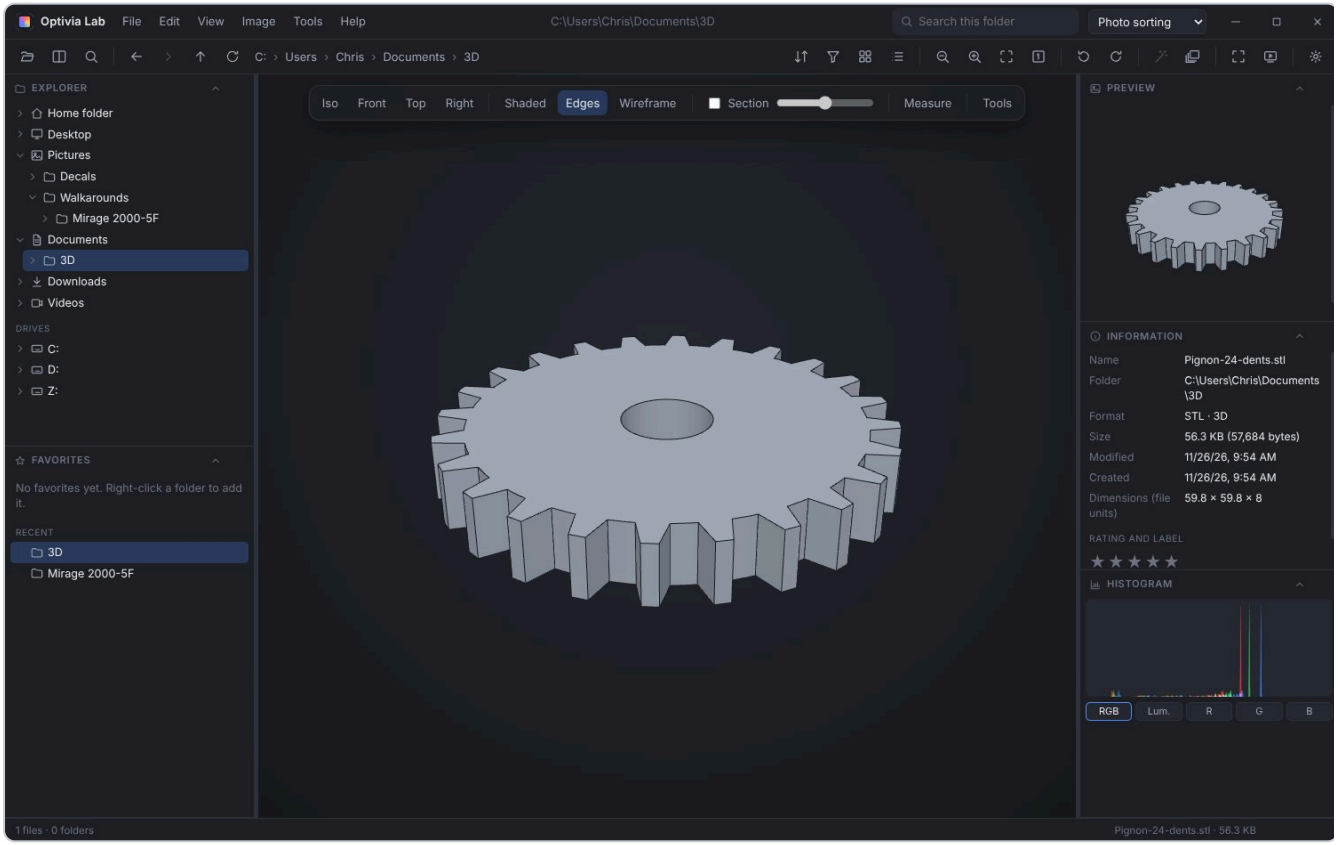
Filtering by format

The funnel button on the toolbar shows only some families: raw photos only, for example, or 3D only. Choose **All formats** to see everything again.

> **A file that won't open**
>
> A damaged or unknown file never brings the software down: a clear message replaces the picture, and you simply move on to the next one.

8. Viewing and preparing a 3D part

Open a 3D file like a picture: double-click its thumbnail. The part appears in 3D.



An STL part in the 3D viewer, with its dimensions in the Information panel.

- **Turn around the part**: drag with the left mouse button.
- **Zoom**: the mouse wheel.
- **Pan the view**: drag with the right mouse button.
- **Ready-made views**: the Iso, Front, Top and Right buttons (or the keys `I`, `1`, `7`, `3`).
- **Rendering**: Shaded, Edges or Wireframe (`W` switches between them).
- **Section**: tick Section (or `K`) and move the slider to look inside the part.
- **Measure**: click Measure (or `M`), then two points on the part. The distance is shown; the pointer snaps to the nearest corners.

The size of the part (width × depth × height) is shown in the Information panel, in the units of the file (usually millimeters).

3D tools (Complete Edition)

The **Tools** button (or `0`) opens a panel that is very handy before 3D printing:

- **Check**: volume, surface, number of parts and, above all, whether the part is *closed*, meaning ready to print.
- **Repair**: fills holes, turns faces the right way and removes damaged faces.

- **Scale**: enter a dimension or a percentage, or convert inches to millimeters. Handy for turning a model into 1/35 or 1/72 scale.
- **Lay flat**: the part is laid on its largest face, or on the face you click.
- **View picture**: saves what you see, with a transparent background if you like.
- **Save as**: STL, 3MF, OBJ, PLY, GLB, or STEP "solid part" to take the part back into FreeCAD.

`Ctrl`+`Z` undoes the last operation, `Ctrl`+`S` saves. To convert many 3D files at once, select them and use **Tools › Convert 3D files** (`Ctrl`+`Alt`+`3`).

9. Sorting and organizing your photos

Optivia Lab keeps your ratings, colors and keywords in a separate catalog: your files are left untouched, and ratings follow the photos even when you move them with Optivia Lab.

Selecting several pictures

A click selects one picture. `Ctrl`+click adds or removes one. `Shift`+click selects everything between two pictures. `Ctrl`+`A` selects the whole folder.

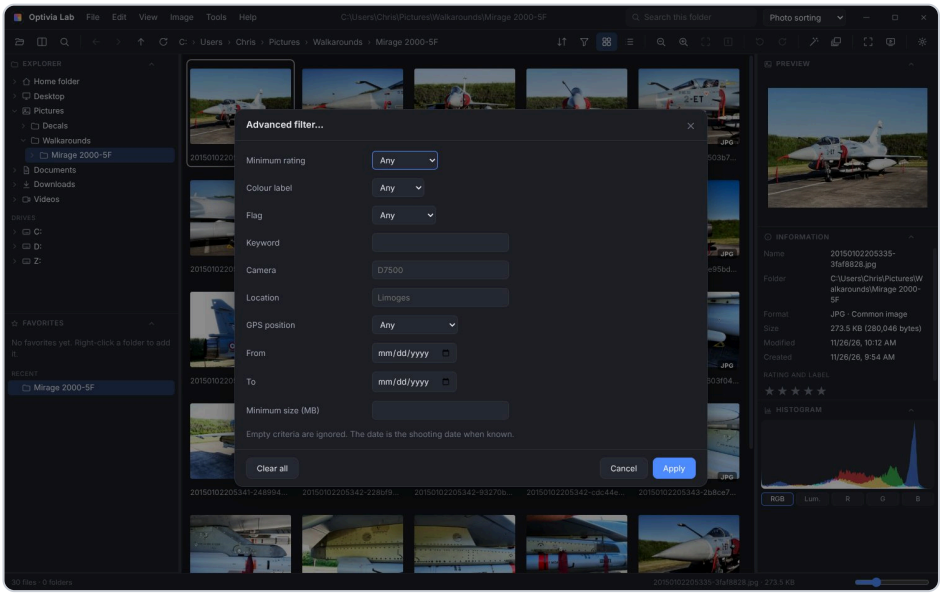
Rating, coloring, flagging

- **Stars**: `Ctrl`+`1` to `Ctrl`+`5` give one to five stars, `Ctrl`+`0` removes the rating. You can also click the stars in the Information panel.
- **Color labels**: right-click › **Rating and label**, or the color dots in the Information panel.
- **Keep or reject**: for quick sorting, press `P` (keep) or `X` (reject) as you go from one photo to the next. `U` clears the flag.
- **Keywords**: `Ctrl`+`Shift`+`K`. Separate them with commas; click a word already used to add it.

> **A sorting method that works**
> Show the first photo full size, then go: `P` or `X`, right arrow, `P` or `X`... Then use the advanced filter to show only the rejected photos and send them all to the Recycle Bin at once.

Advanced filter

View › Advanced filter (`Ctrl`+`Shift`+`F`) shows only the pictures that match your criteria: minimum rating, label, flag, keyword, camera, place, shooting dates, size. Leave empty whatever you do not need. `Ctrl`+`Shift`+`X` clears the filter.



The advanced filter.

Sorting the view

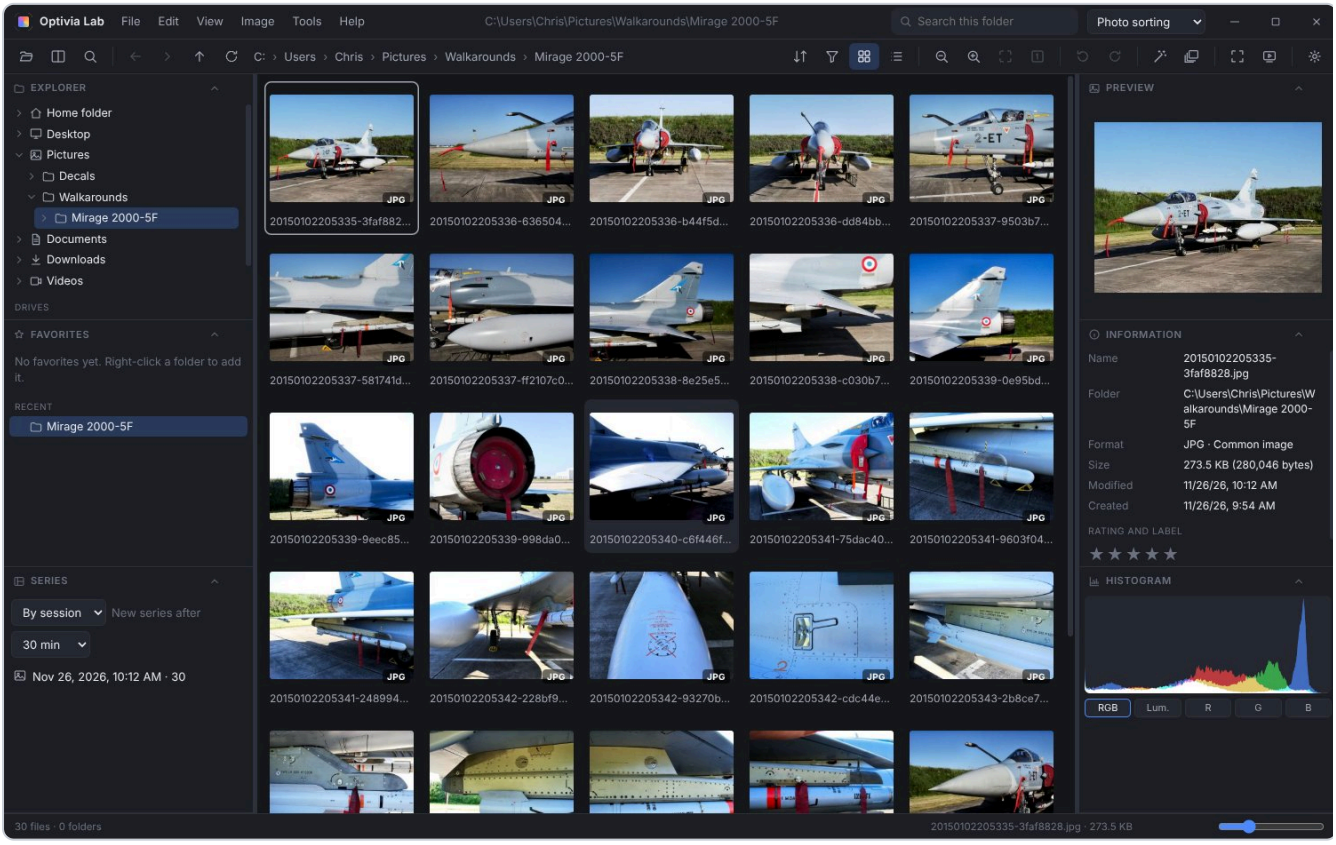
The **Sort** button on the toolbar orders the thumbnails by name, date, shooting date, place, size, type or rating, either way round.

Organizing: collections, move, copy

- **Collection** (`Ctrl`+`Shift`+`A`): a group of pictures from several folders, gathered without moving them. Collections appear in the Favorites panel.
- **Move to** (`Ctrl`+`Shift`+`M`) and **Copy to** (`Ctrl`+`Shift`+`Y`) send the selected pictures to another folder. The folders you used last become **destinations**, reachable with `Alt`+`1` to `Alt`+`9`: one key and the photo is filed.
- **Favorites**: `Ctrl`+`D` adds the open folder to your favorites.

Series (walkaround mode)

The **Series** panel (**View › Panels › Series**) automatically groups photos taken in the same session with the same camera, or at the same place. A click selects the whole series; a right-click lets you rename it in one go, give it keywords or file it away. When renaming, a pattern such as **Holiday-{date}-{n}** gives names like "Holiday-2026-05-14-001".



The Series panel, bottom left: photos from the same session grouped together.

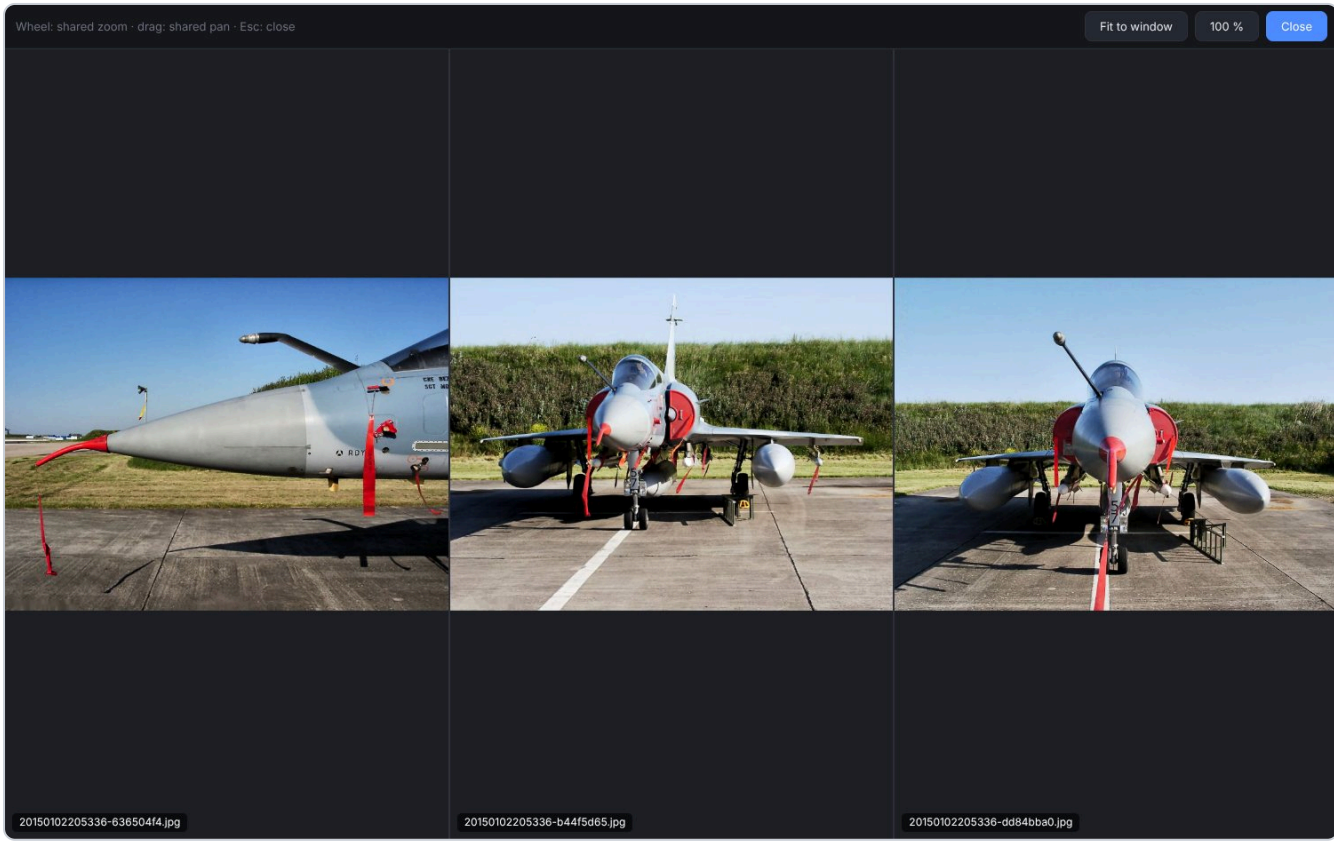
In a series, **Flag the sharpest** finds groups of nearly identical photos and flags the sharpest of each as "keep" and the others as "reject".

Duplicates

Tools › Find duplicates (`Ctrl`+`Shift`+`D`) finds identical files and, if you tick the box, nearly identical pictures (the same photo at another size or in another format). Ticked files go to the Recycle Bin; untick whatever you want to keep before confirming.

Comparing side by side

Select two to four pictures, then press `C` (or **Tools › Compare side by side**). Zoom and panning are shared by all the pictures: perfect for picking the sharpest one.



Three photos compared, with synchronized zoom.

The map

When a photo holds the place where it was taken (phones do this), the Information panel shows it with the name of the town, and the **Show on map** link opens it in your web browser.

10. Make the screen your own

Nothing is set in stone in Optivia Lab. Here is what you can change.

Panels

Each panel (Explorer, Favorites, Preview, Information, Histogram, Filmstrip, Series) moves when you drag its title to another side of the window. The small button on the right of the title folds it; the three dots let you place it left, right or at the bottom, or hide it. The **View › Panels** menu brings panels back. `Ctrl`+`Shift`+`1`, `2` and `3` open or close the whole left, right or bottom side at once.

Layouts

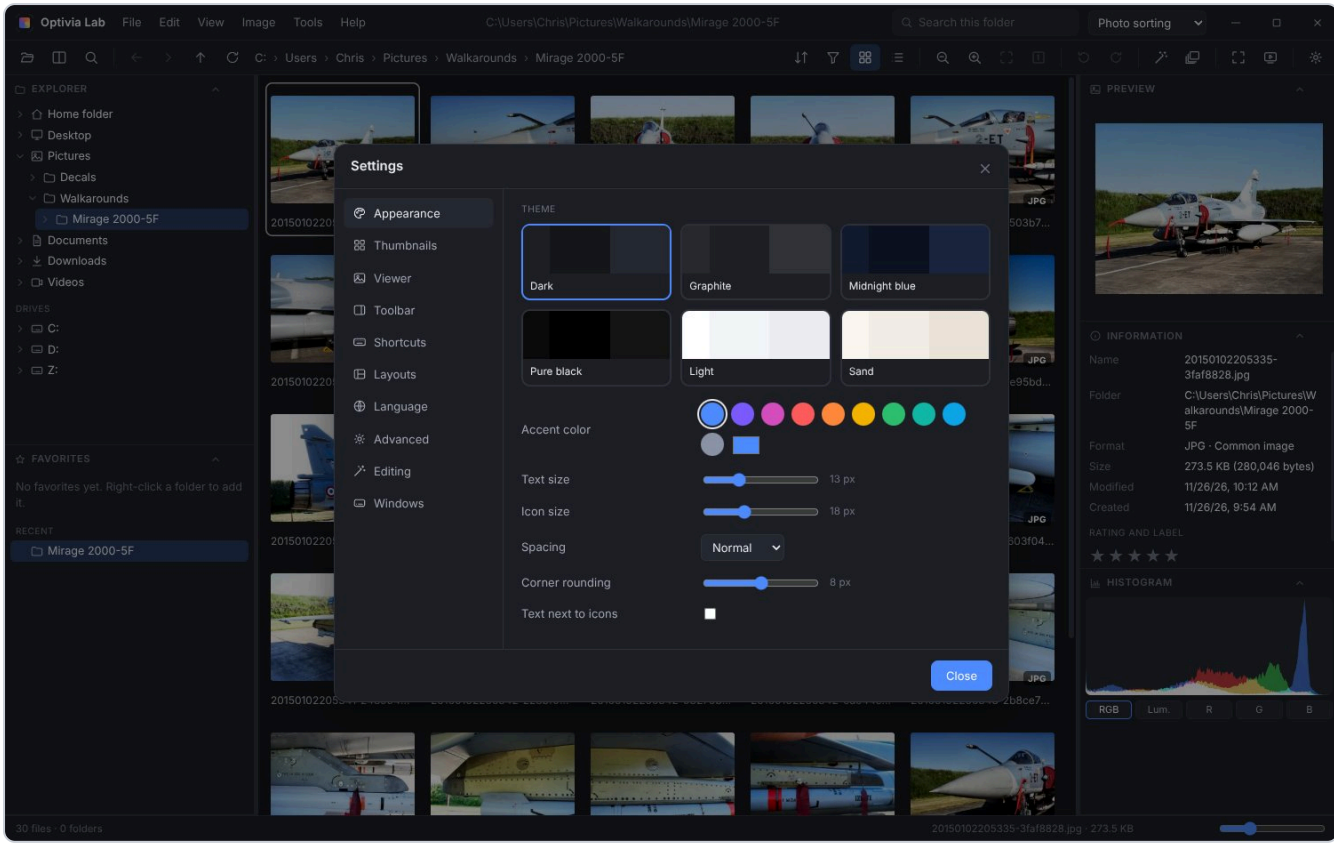
A layout remembers where the panels are, the thumbnail size and the toolbar. Six are ready-made: Photo sorting, File explorer (Commander mode), Simple, Vector, Photo and 3D. Pick one from the list at the top right. When the screen suits you, choose **＋ Save layout** in that same list and give it a name.

Thumbnails and list

The slider at the bottom right changes the thumbnail size (shortcuts `[` and `]`). `G` shows thumbnails, `Shift`+`G` a detailed list with size and date.

Settings

Tools › Settings (`Ctrl`+`,`) gathers everything else:



The Settings window, Appearance page.

- **Appearance**: theme, accent color, text and icon size, spacing, corner rounding.
- **Thumbnails**: what is written under each thumbnail, the background, hidden files, the thumbnail cache.
- **Viewer**: what the mouse wheel does (zoom or next picture), the picture background, the slideshow, raw photos.
- **Toolbar**: add, remove and move buttons. A right-click on the toolbar also leads here.
- **Shortcuts**: change any key (see the Keyboard shortcuts chapter).
- **Layouts**, **Language**, **Editing** (JPEG quality, copyright templates, learned repeated elements) and **Windows** (see Optivia Lab and Windows).
- **Advanced**: export your settings to a file to use them on another computer, import them, or restore the factory settings (your favorites and ratings are kept).

11. Editing a photo

Editing in Optivia Lab gets straight to the point: a few sliders and a few buttons, no layers or brushes. Your original is never overwritten without your say-so.

Select a photo and press `Ctrl` + `E`, or click the magic wand on the toolbar, or right-click › **Edit photo**. The editing window opens.



The editing window: the picture on the left, the settings on the right.

Balance in one click

Click **Auto balance** (or `A`). Optivia Lab corrects exposure, contrast, white balance and colors. Don't like the result? **Reset** (`0`).

Adjust it yourself (Complete Edition)

The sliders set exposure, contrast, highlights, shadows, temperature (warmer, cooler), tint, saturation, vibrance, sharpness and noise reduction. Double-click a slider to reset it. To compare with the original, click **Before / after** (`B`) and drag the divider across the picture.

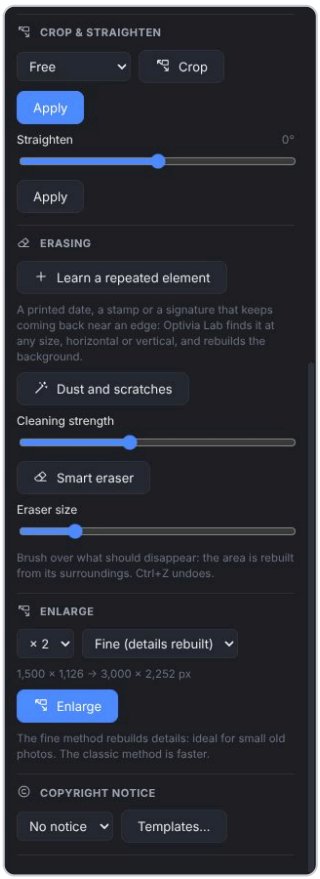
Settings you use often? Click the star next to **Favourite settings** and give them a name (for example "Dark interior"). They can then be applied again in one click.

Crop and straighten

1. In the **Crop & straighten** section, choose the proportions (free, original, 1:1, 4:3, 3:2, 16:9, 4:5, 9:16).
2. Click **Crop** (`C`) and adjust the frame on the picture.
3. Click **Apply** (or `Enter`).

A tilted horizon? Move the **Straighten** slider using the grid as a guide, then click the **Apply** button just below it.

Remove what's in the way



The bottom of the panel: erasing, enlarging and copyright notice.

- **Dust and scratches** (`P`): for scanned photos and slides. Raise the **Cleaning strength** if some dust remains; detailed areas are left alone.
- **Smart eraser** (`G`, Complete Edition): brush it over a power line, a stain, a passer-by, a date printed by the camera. When you release the mouse button, the area is rebuilt from its surroundings. `[` and `]` change the eraser size; `Ctrl`+`Z` undoes.

Erasing an element that appears on all your photos (Complete Edition)

A date printed by the camera, a stamp, an old signature: when the same element keeps coming back near an edge across a series of photos, teach it to Optivia Lab once and it will find it on its own from then on.

1. Open a photo where the element is clearly visible, in the editor.
2. Click **Learn a repeated element**. A frame appears on the photo: drag it and adjust its edges around the element, without too much margin.
3. Click **Remember the framed element** (or `Enter`) and give it a name, for example "Camera date".
4. From now on, on any photo, **Erase the repeated element** (`M`) finds it, whatever its size or position along the edges, horizontal or vertical, and rebuilds the background.

For a whole series, add the **Erase a repeated element** action to a batch processing recipe (see the next chapter). The list of learned elements is in **Tools › Settings › Editing**: you can delete them there, and export or import them to use them on another computer.

> **Eraser tip**
> Several small strokes work better than one big one. Zoom in (`+`) on the area to clean and work in small touches.

Enlarge without blurring (Studio Edition)

In the **Enlarge** section, choose ×2, ×3 or ×4 and the method:

- **Fine (details rebuilt)**: ideal for small old photos, or pictures too small to print. Slower, it uses the graphics card when there is one.
- **Classic (fast)**: a careful enlargement, almost instant.

The resulting size is shown before you click **Enlarge**.

Signing your photos: the copyright notice

In the **Copyright notice** section, pick a template from the list: your notice is written onto the photo. To create your own template, click **Templates**:

1. Click **New** and give the template a name.
2. Type the text, for example **© {annee} John Smith**. {annee} is replaced by the current year.
3. Set the font, size, position (corner of the photo), direction, opacity and color. With **Automatic from background**, the notice is written light on a dark photo and dark on a light one.
4. You can add a logo: it takes the color of the notice.
5. Click **Default** if this template should come first, then **Save**.

Saving

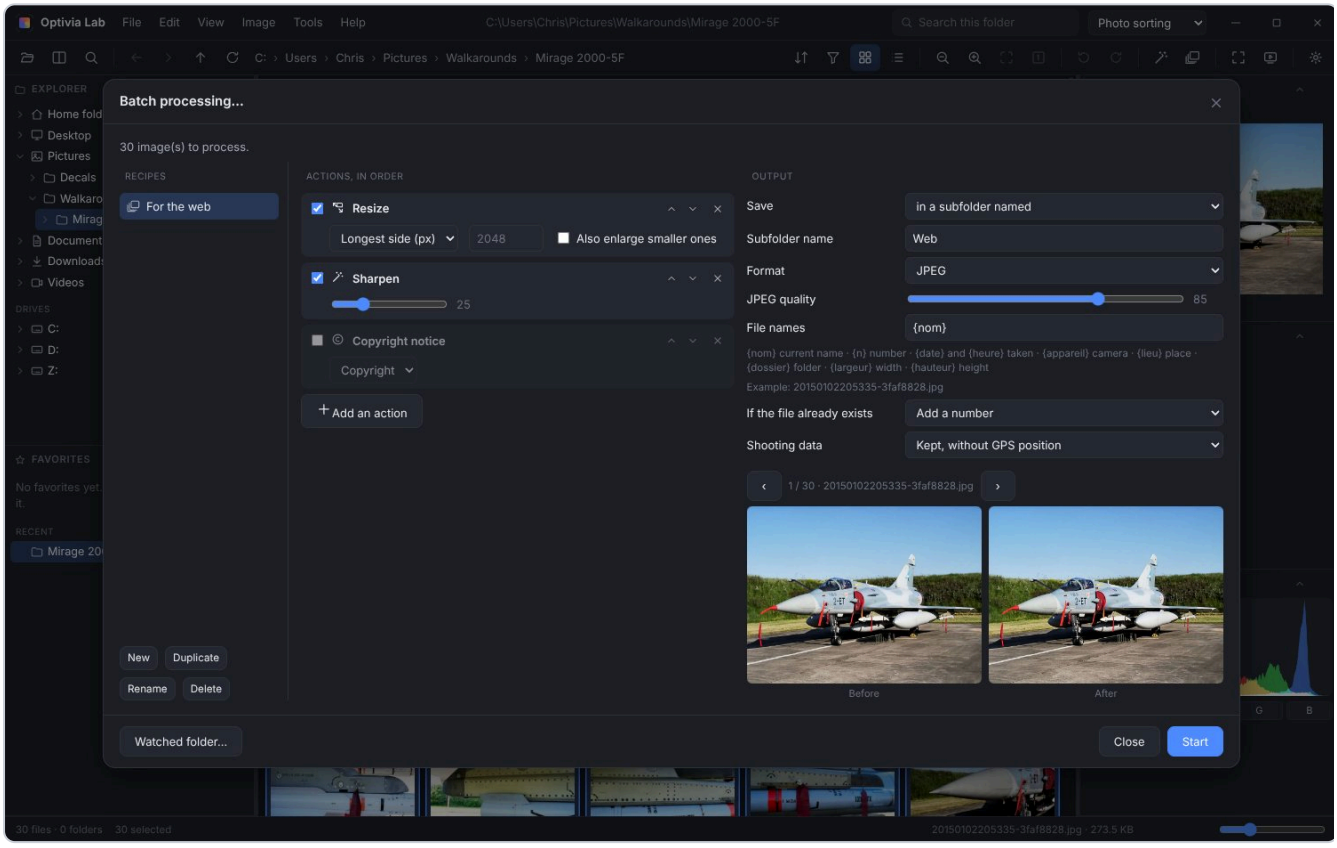
- **Save a copy** (`Ctrl` + `S`): a new photo is created next to the original, which stays as it is.
- **Replace original** (`Ctrl` + `Shift` + `S`): the edited photo takes the place of the original, and the original is kept in an **Originaux** folder right next to it. So you never lose anything.

Shooting information (camera, date, place) is kept. **Close** (`Esc`) leaves the editor; if you have not saved, Optivia Lab asks you first. The **?** button lists all the editing shortcuts.

12. Processing hundreds of photos at once

Whatever you can do to one photo, you can do to a thousand. You prepare a *recipe*, that is a series of actions, look at the preview, then start.

1. Select the photos to process (`Ctrl` + `A` for the whole folder).
2. Open **Tools › Batch processing** (`Ctrl` + `B`).
3. On the left, choose a recipe, or click **New** to create one.
4. In the middle, actions run from top to bottom. **Add an action** adds one; the small arrows move them, the cross removes one, the tick box sets it aside without deleting it.
5. On the right, set how the results are saved, then look at the before/after preview: the arrows browse your actual photos.
6. Click **Start**. A bar shows the progress and the time left.



Batch processing: recipes, actions, saving and preview.

Available actions

Erase a repeated element, dust and scratches, auto balance, favourite settings, crop to proportions, resize, enlarge small photos, rotate, mirror, black and white (neutral, sepia or cool tone), sharpen, border, copyright notice.

Saving

- **Where**: in a subfolder (named "Web", for example), in a folder of your choice (with or without the subfolder tree), or in place of the originals, which are then kept in an "Originaux" folder.
- **Format**: the same as the original, or JPEG, PNG, WebP, TIFF, BMP, PDF. JPEG quality can be set.
- **File names**: a pattern, for example **{nom}-web** or **Holiday-{date}-{n}**. Words in braces are replaced: {nom} the current name, {n} a number, {date} and {heure} the shooting date and time, {appareil} the camera, {lieu} the place, {dossier} the folder, {largeur} and {hauteur} the width and height. An example is shown below.
- **Shooting information**: kept, kept without the GPS position (advisable before posting online), or all removed.

Photos worth a second look (an uncertain operation, an error) are gathered at the end in a "To check" collection.

Watched folder

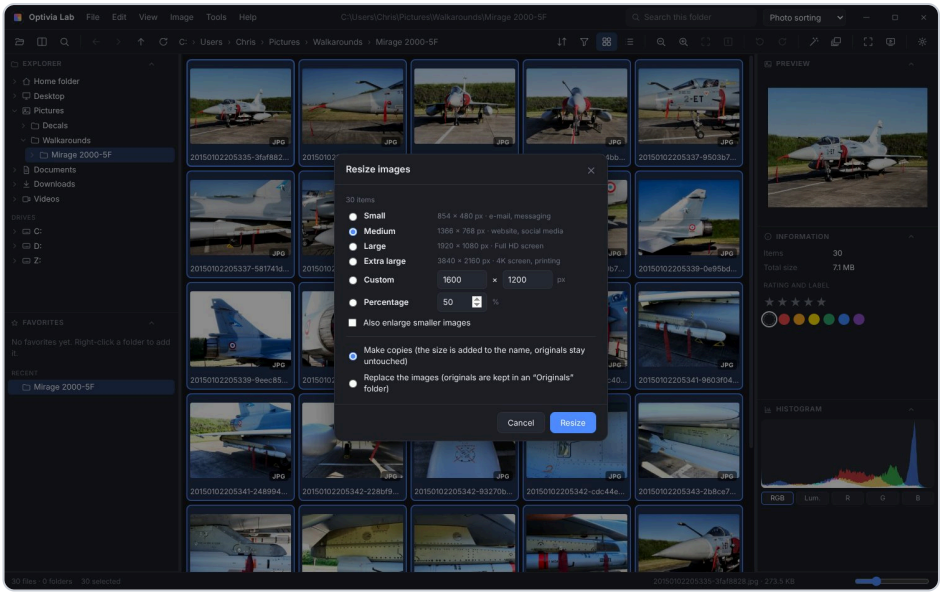
The **Watched folder** button links a recipe to a folder: every photo arriving there is processed automatically while Optivia Lab is open. Click the message at the bottom of the window to stop watching.

Batch rename

Edit › Batch rename (`Shift` + `F2`) renames the selected files with a pattern, numbering, shooting order, text replacement or a change of case. The preview shows the new names before you confirm, and **Undo the last rename** gives the files their old names back.

Resize in two clicks

To simply shrink photos before e-mailing them: select them, then **Image › Resize images** (`Ctrl` + `Alt` + `R`). Choose a size (Small for e-mail, Medium for a website or social media, Large, Extra large, or Custom) and click **Resize**. By default, copies are created and the originals stay put.

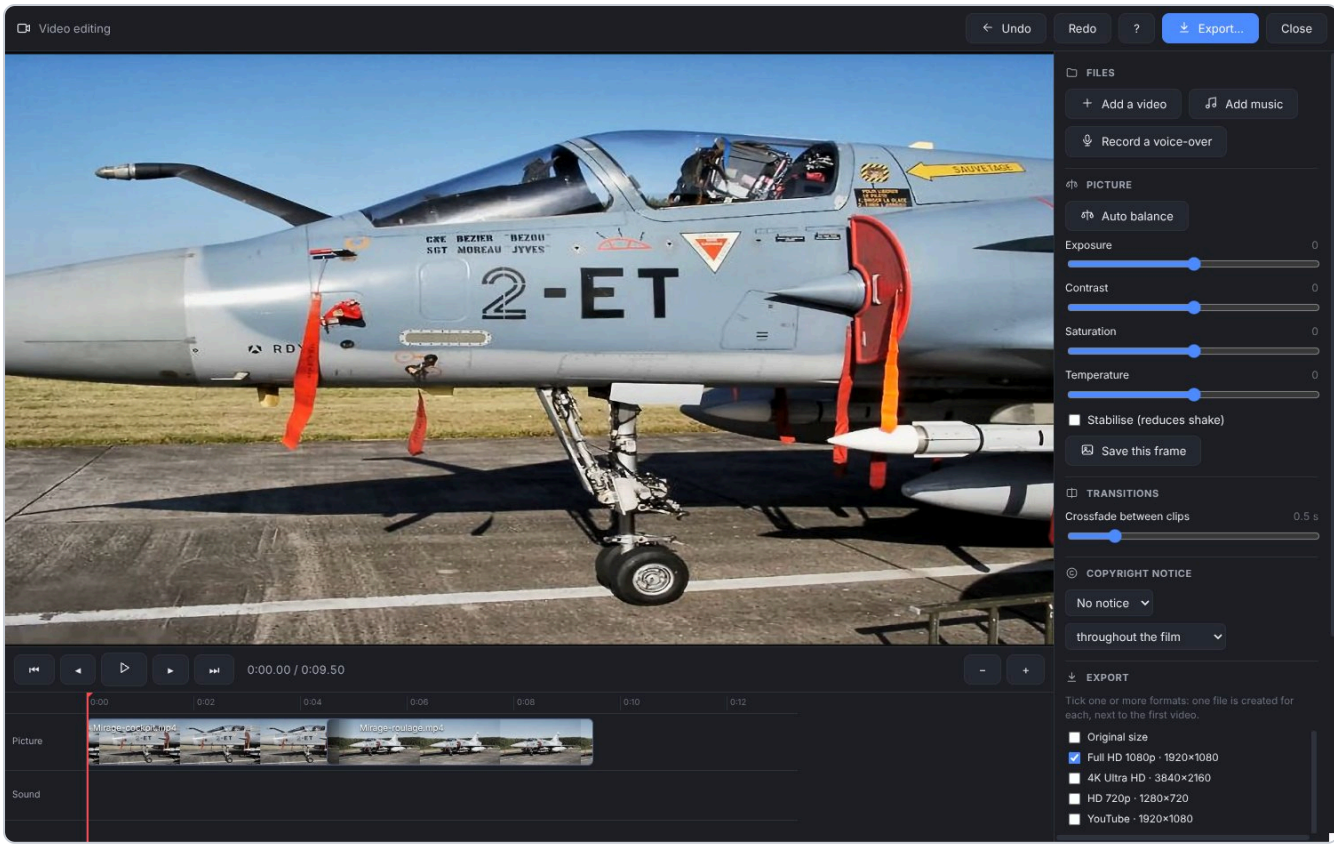


Resize images.

13. Editing a video

Trimming the start and end, joining several clips, adding music and exporting the video in the right format for YouTube or Instagram takes just a few minutes, without opening a video editing suite (Complete Edition).

1. Select one or more videos among the thumbnails.
2. Open **Tools › Video editing** (`Ctrl`+`Shift`+`V`), or right-click › **Video editing**.



Video editing: the picture at the top, the timeline at the bottom, the settings on the right.

Watching and moving around

The space bar starts and stops playback. Click in the timeline to jump to a precise point. The `←` and `→` arrows step frame by frame; with `Shift`, second by second; `J` and `L` go back or forward 5 seconds. `+` and `-` zoom the timeline.

Cutting, moving, joining

- **Split where you are**: `S`. The clip is cut in two.
- **Keep the start or the end**: move to the right spot and press `I` (the clip starts here) or `O` (it ends here).
- **Remove a section**: split before and after it, click the section and press `Delete`.
- **Change the order**: drag a clip along the timeline. `Ctrl`+`D` duplicates it.
- **Add a video**: Add a video (`Ctrl`+`O`).

- **Undo**: `Ctrl` + `Z`; **redo**: `Ctrl` + `Y`.

When a clip is selected, the right-hand side lets you set its speed (slow motion, fast forward) and its volume, or mute it.

The picture

Auto balance (`A`) corrects light and colors; the Exposure, Contrast, Saturation and Temperature sliders fine-tune them. Tick **Stabilise** for a shaky hand-held video. The **Crossfade between clips** softens the change from one clip to the next. **Save this frame** (`Ctrl` + `Shift` + `S`) takes a still of the moment on screen.

Music and voice

- **Add music** (`M`): MP3, WAV, FLAC, AAC or OGG. It sits on its own track. Set its volume and its fade-in and fade-out, tick **Last the whole film** so it loops when needed, and **Lower under speech** so voices stay clear.
- **Record a voice-over** (`R`): speak, then press `R` again. Your commentary joins the soundtrack.

Copyright notice

Choose one of your templates (see Editing a photo): it is written over the whole film, or only at the start and end.

Exporting

1. In the **Export** section, tick one or more formats: Original size, Full HD, 4K, HD 720p, YouTube, YouTube Shorts, Instagram Reels, TikTok, Square, Portrait 4:5, Facebook, X, LinkedIn, or animated GIF.
2. Choose what happens if the proportions change (from landscape to portrait, for instance): blurred background, crop, or black bars. With **Frame follows the subject**, cropping keeps the subject centered.
3. Choose the quality, then click **Export** (`Ctrl` + `E`).

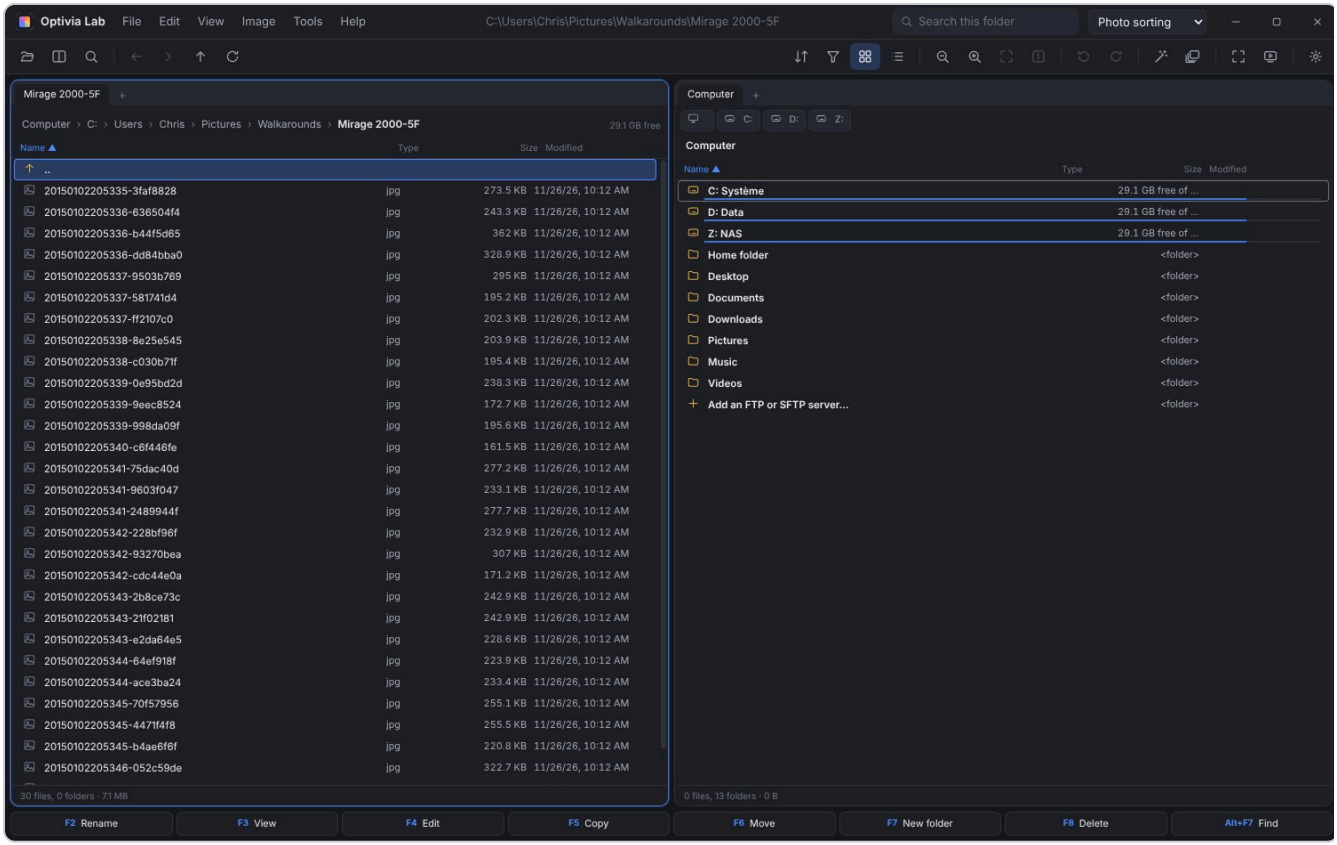
One file is created for each ticked format, next to the first video. When a network limits the length, the film is cut to the allowed length and a message tells you so. Your original videos are never changed.

> **Careful**
> The edit is not saved as a project: export before closing. If you close without exporting, Optivia Lab asks you to confirm.

14. Commander mode: managing your files

Commander mode turns Optivia Lab into a file manager with panes, like Total Commander, with the added bonus of being able to view everything: photos, vector drawings, 3D, videos, PDF, Word, Excel.

Click the two-column button on the toolbar, or press `Ctrl`+`Alt`+`C`. The same shortcut takes you back to the thumbnails. For Optivia Lab to always open this way, choose the **File explorer** layout in the list at the top right.



Two panes: the photo folder on the left, the computer on the right. Keys F2 to F8 are listed at the bottom.

How it works

Each pane shows a folder. The one with a frame around it is the active pane. You select files in the active pane and copy or move them **to the other pane**. `Tab` switches from one pane to the other.

- **Open a folder**: double-click, or `Enter`. **Go up**: the ".." line at the top of the list, or `Backspace`.
- **Change drive**: the drive buttons above the list, or the "Computer" page.
- **Tabs**: `Ctrl`+`T` opens a tab, `Ctrl`+`W` closes it, `Ctrl`+`Tab` moves to the next one. Right-click a tab to lock it.
- **Number of panes**: two, three or four (**View › Panels**, or `Alt`+`Shift`+`2`, `3`, `4`; three and four panes in the Complete Edition).

Selecting files

A click selects a file; `Ctrl`+click and `Shift`+click work as everywhere else. With the keyboard: `Insert` or `Space` tick the file under the cursor (`Space` also works out the size of a folder), `+` selects by pattern (for example ***.jpg**), `-` deselects, `*` inverts the selection. To reach a file quickly, just type the start of its name.

Function keys

`F2`	Rename (right in the list)
`F3`	View the file (see the next chapter)
`F4`	Edit the file
`F5`	Copy to the other pane
`F6`	Move to the other pane
`F7`	New folder (put "\" between names to create a whole tree at once)
`F8` or `Delete`	Move to the Recycle Bin; `Shift`+`Delete` deletes permanently
`Shift`+`F4`	New file: text, notes, Word, Excel, blank image or one of your templates
`Alt`+`F7`	Find files
`F9`	Compare the two folders
`Alt`+`Enter`	Properties: dates, size, MD5, SHA-1 and SHA-256 checksums

You can also drag files from one pane to the other, from Windows File Explorer, or out to File Explorer, the desktop or another program. `Ctrl`+`C`, `Ctrl`+`X` and `Ctrl`+`V` work as usual.

Going back

A copy sent to the wrong place, a folder moved by mistake, a mistyped name? Press `Ctrl`+`Z`, or right-click and choose **Undo**. Optivia Lab undoes the last operation: copies go to the Recycle Bin, moved files go back where they were, the old name comes back, and even a file sent to the Recycle Bin returns to its folder. Press again to go further back, up to the last thirty operations.

Only one thing cannot come back: the content of a file you chose to **replace** during a copy. Optivia Lab tells you when that happens.

Copies

Copies are queued, with the speed and the time left. You can pause or cancel them; a file is never left half-copied. If a file already exists at the destination, Optivia Lab shows you both and lets you choose: replace, skip, keep both, or replace only if the new one is more recent. Tick **Do the same for the next ones** so you are not asked again.

Network, NAS and servers

Network drives, NAS units and addresses like **\\server\share** are used exactly like a drive on your computer. Type the address in the path, or open the Network folder.

For an FTP, FTPS or SFTP server (Complete Edition): **Computer** page › **Add an FTP or SFTP server**. Enter a name, the address, the port, the user name and the password, click **Test**, then save. The server then appears with the drives. The password is encrypted by the computer and is only used for that server.

Archives

A ZIP, 7z, RAR, TAR, ISO or CAB file opens like a folder. Copying (`F5`) to the other pane extracts its files. For a protected archive, you are asked for the password; it stays in memory until the software closes, nowhere else.

Handy tools

- **Compare and synchronise** (`F9`, Complete Edition): files missing or newer on either side are selected. With subfolders included, a list lets you synchronise one way or the other.
- **Find files** (`Alt` + `F7`): by name or pattern, by text inside, size, date. Results appear in a tab where every operation works.
- **Analyse disk space** (`Ctrl` + `Alt` + `A`): a map where each folder is a rectangle sized to match, and the list of the 200 largest files. Click to go down, `Backspace` to go up.
- **Duplicate files**: **Tools › Find duplicate files**. Right-click › **Select the copies** keeps the oldest of each group.
- **Which program is using this file?** (right-click, on Windows): when Windows refuses to delete a file "open in another program", Optivia Lab tells you which one.
- **Quick view** (`Ctrl` + `Shift` + `Q`): the other pane shows the selected file.
- **All screens as one** (`Ctrl` + `Alt` + `E`, Complete Edition): the window spreads over all your screens and the panes are shared out between them.

15. Viewing and editing every document

View (F3)

In Commander mode, `F3` opens any file: pictures, PDF, 3D, video, sound, Word, Excel, PowerPoint, OpenDocument, CSV, text and code, archives. `N` and `P` go to the next or previous file in the folder. Music plays through the folder list, one after the other, shuffled or on repeat; a video shows .srt or .vtt subtitles with the same name.

Instant preview

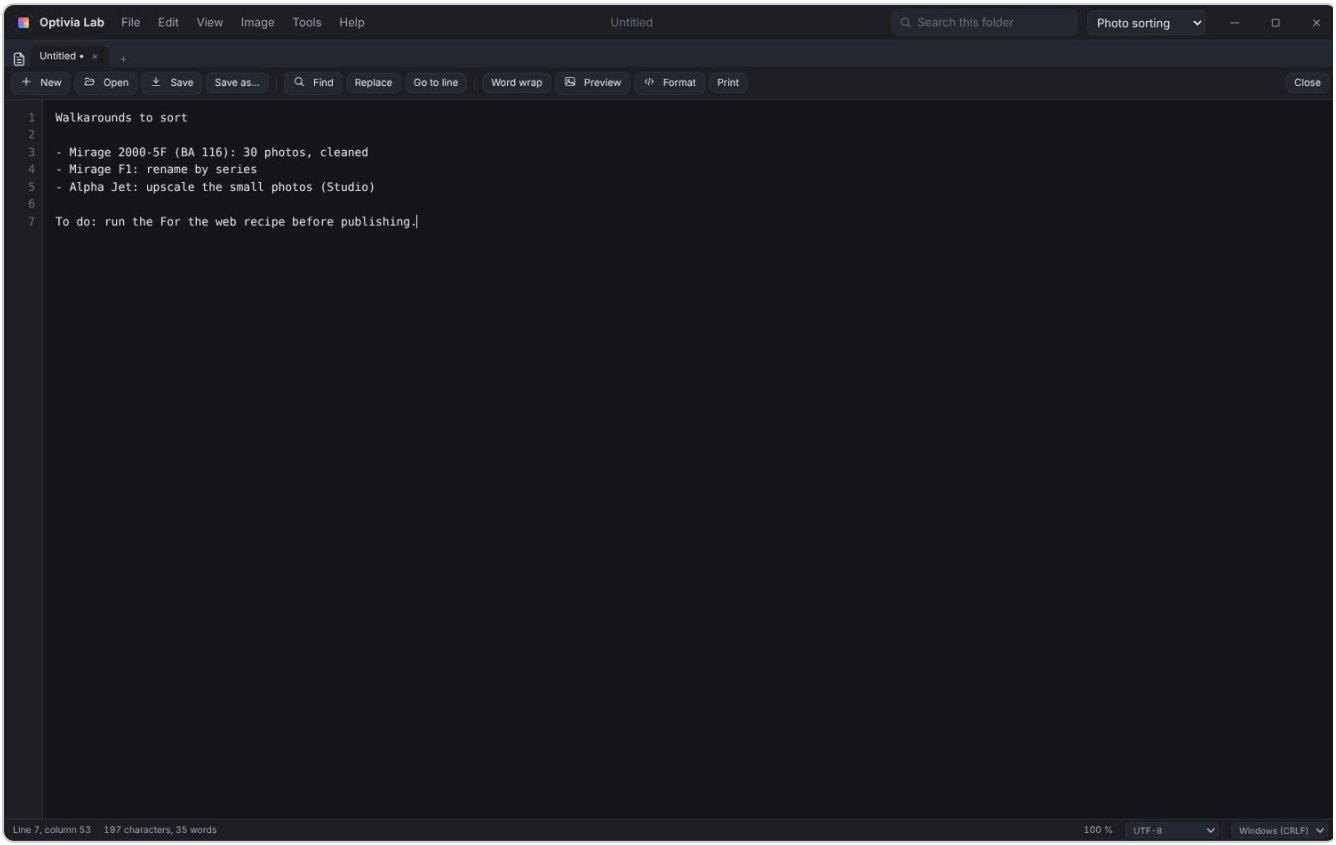
Anywhere, select a file and press `Ctrl`+`Space`: it appears at once. `Space` or `Esc` closes it.

Edit (F4)

- **Text and code**: a real editor that respects the file's encoding. `Ctrl`+`F` find, `Ctrl`+`H` replace, `Ctrl`+`G` go to a line, `Ctrl`+`S` save.
- **Word**: each paragraph appears in a box; correct the text, and the layout and pictures stay as they are.
- **Excel**: click a cell to correct it. Calculated cells cannot be changed here; Excel will recalculate them.
- **Pictures** go to the editor; **videos** to video editing.

Notepad

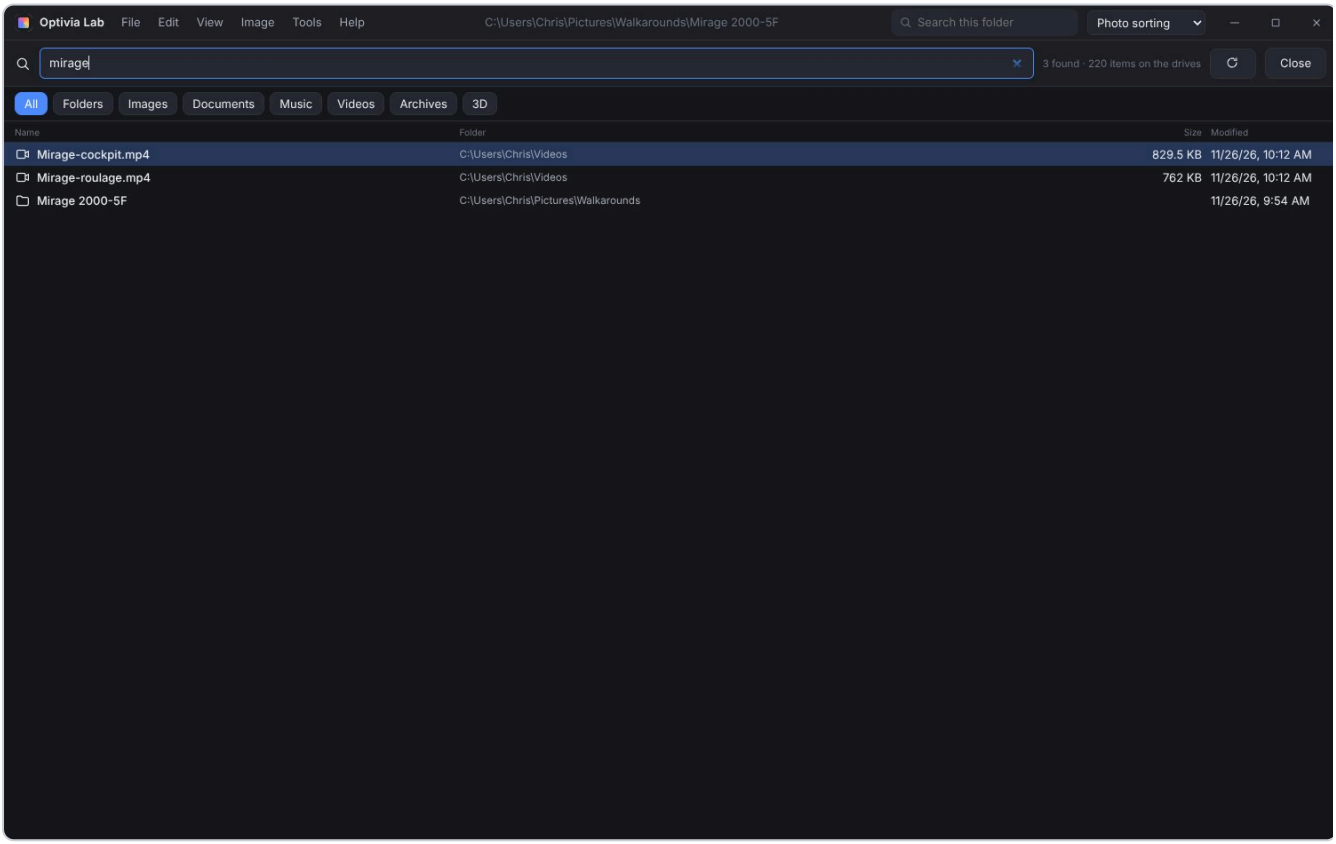
Tools › Notepad (`Ctrl`+`Alt`+`N`) is a worthy replacement for the Windows one: several tabs, unsaved drafts kept from one session to the next, find and replace, preview of formatted notes (Markdown) and JSON (`Ctrl`+`Shift`+`M`), word wrap (`Alt`+`Z`), date and time (`F5`), zoom with `Ctrl`+wheel, printing.



The notepad and its tabs.

16. Finding a file on every drive

Open instant search with the magnifying glass on the toolbar or `Ctrl`+`Alt`+`F`, then type a few letters of the name: files from all your drives appear as you type.



Instant search on every drive.

- Several words: all must be in the name (**invoice 2026**).
- Wildcards: ***** for any run of letters, **?** for a single one (***.pdf**).
- A type: **ext:jpg**. Part of a path: **holiday\photos**.
- The filters at the top (All, Folders, Images, Documents, Music, Videos, Archives, 3D) can also be picked with `Ctrl`+`1` to `Ctrl`+`8`.
- `Enter` opens the file; `Ctrl`+`Enter` shows it in Commander mode.

The first time, Optivia Lab lists the files on your drives, which can take a minute; after that it keeps the list up to date by itself.

Reading the text in a picture (Complete Edition)

A photo of a document, a screenshot, a scanned PDF? Select it and press `Ctrl`+`Alt`+`T` (**Tools › Extract the text**). The text opens in the notepad, ready to copy. Recognition runs on your computer, in eight languages; **Tools › Languages of the text to recognise** lets you tick up to four. Always read the result through: on a blurry picture, a few words may be wrong.

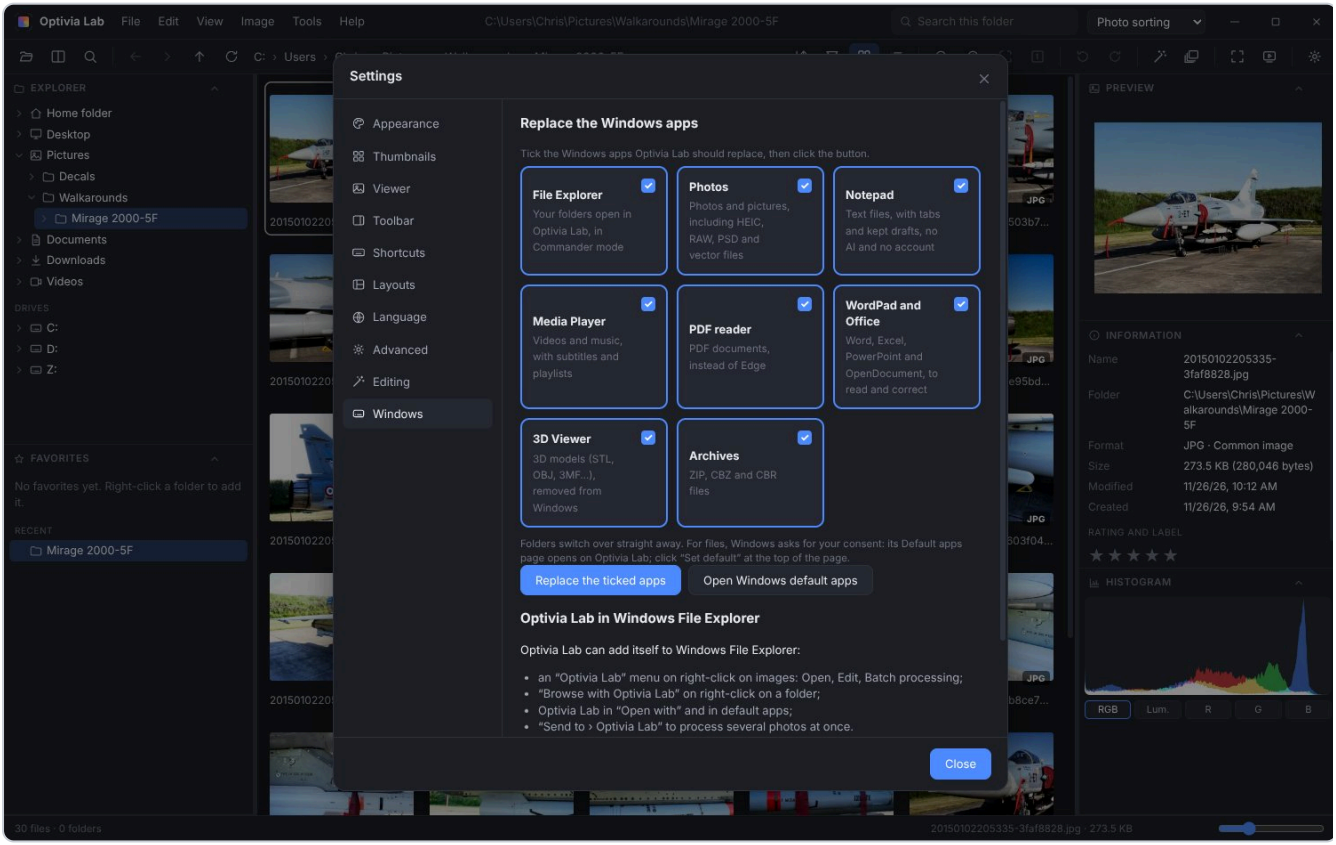
17. Optivia Lab and Windows

This chapter applies to Windows only.

Replacing the Windows apps

Optivia Lab can open your folders, photos, text files, videos and music, PDFs, Word and Excel documents, 3D models and archives instead of Windows. You get a single tool for everything, fast, with no Microsoft account and no ads, that also reads iPhone HEIC photos without a paid extension.

1. Open **File › Replace the Windows apps...**
2. Leave ticked the apps Optivia Lab should replace, and untick the others with a click. Four boxes also replace what Windows shows when it opens: **Home page** (your tiles open as soon as Windows starts), **Windows without ads** (no more news, widgets, suggestions or tips), **Start menu and taskbar** and **Desktop**. These four need the Complete or Studio Edition.
3. Click **Replace the ticked apps**.
4. If you ticked anything besides File Explorer, Windows opens its **Default apps** page on Optivia Lab. Click **Set default** at the very top, then close the page. Windows insists on this click: no program is allowed to do it for you.



File › Replace the Windows apps: every ticked box is an app replaced.

Once **File Explorer** is replaced, a folder opened with a double-click from the desktop or from another program opens in Optivia Lab, in Commander mode. The `Windows` + `E` key and the File

Explorer icon stay with Windows; with the Optivia bar, its Start menu and the Home page take you to your folders. For a single file, Optivia Lab opens and then closes with its window, just like the Windows apps.

To go back, untick the box and click the button again, or click **Remove** further down. To give a file type back to a Windows app, choose it in **Settings › Apps › Default apps**.

Optivia Lab in Windows File Explorer

Even without replacing anything, Optivia Lab can join Windows File Explorer. Open **Tools › Settings › Windows** and click **Add to File Explorer**. You get:

- an **Optivia Lab** menu when you right-click pictures: Open, Edit, Batch processing, Resize;
- **Browse with Optivia Lab** when you right-click a folder;
- Optivia Lab in **Open with**;
- **Send to › Optivia Lab** to process several photos at once;
- as an option, **thumbnails** in File Explorer for formats Windows cannot show: Photoshop, Illustrator, EPS, Krita, OpenRaster, CorelDRAW, FreeCAD, 3MF, STL, OBJ, Blender, Procreate and OpenDocument. A format already handled by another program is left alone.

The **Remove** button cleanly takes away everything that was added; uninstalling does the same.

18. The Home page

The Home page gathers on a single screen everything you open often: your programs, folders, websites and network drives. Each one is a tile; one click opens it.

1. Press `Ctrl` + `Alt` + `A` from anywhere, or open **Tools › Open the Home page**.
2. Drag a program, a folder or a file onto the page from the file manager or from the desktop. The tile is created for you.
3. For a website or a specific action, click **Add a tile**, choose the **Type** (program, folder, website, network drive, command, system action…), give it a title and an address, then click **OK**.

A few special tiles are very handy:

- a **group of launches** opens several programs, folders or websites with one click (one per line);
- a **live folder** shows a small view of a folder's content, up to date every time you open it;
- a **tile folder** keeps several tiles under one: right-click the background › **New tile folder**, then drag tiles into it.

Right-click a tile to edit, duplicate, move it to another page or delete it. Right-clicking the background adds a tile or a tile folder; **Settings** changes the background (plain colour, gradient, picture) and the tile size. The small **+** next to the page tabs adds a page. The search box at the top finds a program or a file, does sums (type `12*19.6`) or searches the web.

The Essential Edition is limited to 12 tiles on one page; the Complete and Studio Editions have no limit.

19. The taskbar and the Start menu

This chapter applies to Windows only, Complete and Studio Editions.

Optivia Lab can replace the Windows taskbar with its own, along with your own Start menu: no advertising, no forced suggestions, organised exactly the way you like. Nothing is removed from Windows, and you can go back at any time.

Turning the bar on

1. Open **Tools › Taskbar and Start menu › Turn on the Optivia bar...**
2. Choose what happens to the Windows taskbar: **Hidden** (recommended), hidden automatically, or visible next to the new one.
3. Leave **Windows key opens the Optivia menu** ticked if you want the `Windows` key to open your menu.
4. Tick **Start Optivia with Windows** to find the bar again at every start-up, then click **Turn on**.

> **Going back to Windows**
>
> Open **Tools › Taskbar and Start menu › Back to original Windows**: Windows gets its taskbar, menu and desktop back. And if Optivia Lab stops for any reason, Windows takes over again straight away by itself.

What the bar holds

A bar is made of pieces that you add, remove and move as you wish. Right-click an empty spot on the bar, then choose the piece to add:

- **Start button**: opens your menu;
- **Pinned apps**: drag a program onto it to keep it there;
- **Open windows**, as tabs or as icons;
- **Folder menu**: a folder that opens as a series of menus, with no window;
- **Mail**: opens Mailspring (or your mail program) and shows the number of unread messages; right-click › **New message**;
- **Weather**: the temperature and the sky in your town; type the town's name in the bar settings;
- **Computer status**: two small gauges for the processor and the memory; a click opens Task Manager;
- **Clipboard history**, **Media controls**, **Volume**, **Search**, **Home page**, **Recycle Bin**, **Windows icons** (Wi-Fi, battery...), **Clock and calendar**, **Show desktop**.

Open windows

Every open window has its tab. A click brings it to the front or minimises it; a middle click closes it. Drag a tab to change the order. Rest the mouse on a tab for a moment and a preview of the

window appears. While you are dragging a file, pausing on a tab brings its window to the front so you can drop the file into it.

Pinned programs

Right-clicking a pinned program first shows its **recent documents**: one click reopens one. You will also find **Run as administrator**, **Open location**, **Uninstall...** and **Unpin from bar**.

Setting up the bars

Open **Tools › Taskbar and Start menu › Bars and menu settings...** For each bar you choose the screen, the position (bottom, top, left, right or floating), the length, the thickness, the colour, rounded corners and whether it hides. **Add a bar** creates another one: one per screen, or several small ones on the same screen. The **Theme** list dresses all the bars and the Start menu in one go.

If you often plug in a second screen (a laptop on its stand, for instance), leave **Remember the bars for each screen setup** ticked: Optivia Lab brings back your bars as you had them with and without that screen.

The Start menu

It opens with the Start button, the `Windows` key or `Ctrl`+`Alt`+`D`. The top part of the menu is yours: drag programs, folders or files into it, create submenus and separators with a right-click, and arrange everything by dragging. Several tabs let you keep, say, work and leisure apart.

All programs lists every installed program, sorted into folders. A program installed less than a week ago wears a **New** badge until you open it. Right-click a program to hide it.

Start typing as soon as the menu opens: the search looks through your items, the programs, your personal folders, the Windows settings and all your drives, and it does sums too. The buttons under the box narrow the search to programs, folders, pictures, documents, music, videos or settings. At the bottom, a line offers to search the web.

Power gathers sleep, lock, restart and shut down, plus **Resume my day**: one click reopens the programs you had open last time.

The keyboard launcher

Press `Alt`+`Space`: a search box opens in the middle of the screen. Type a few letters, then `Enter` to open the first result. It is the quickest way to start a program or open a file without touching the mouse. The shortcut can be changed in the menu settings.

Large comfort and focus

Large comfort mode makes the bars, the menu and their text half as big again: useful for tired eyes or a distant screen. **Focus mode** hides the bars and the desktop frames with one click; a second click brings them back.

20. Arranging your windows

This chapter applies to Windows only.

Window zones

Zones split the screen into areas: two columns, three columns, four quarters, one large and two small... A window dropped into a zone takes exactly its place.

1. In **Bars and menu settings...**, tick **Snap windows into zones**.
2. Choose the layout of each screen and the space left between zones.
3. Take a window by its title bar and hold `Shift` while you move it: the zones appear. Drop the window into the one you want.

Without the `Shift` key, windows move as usual.

Workspaces

A workspace remembers a set of programs and the zone of each one. For your accounts, for example: the spreadsheet on the left, the browser on the right, the calculator in a corner.

1. Open the programs you need and put them in their zones.
2. Open the Start menu, then **Workspaces › Save the current layout**.
3. Later, one click on that workspace in the same menu opens all its programs and puts them back in place.

Workspaces can be renamed and deleted in the settings, below the zones.

21. The desktop: frames and wallpapers

This chapter applies to Windows only, Complete and Studio Editions.

A frame is a small window sitting on the desktop. It shows the content of a folder, or sorts the files on your desktop into categories. Files do not move: the frame simply shows them.

1. Open **Tools › Desktop: frames and wallpapers › New frame on the desktop**.
2. Right-click the frame, then **Edit this frame…**
3. Under **Content**, choose **A folder, live** and give the folder, or **Desktop files sorted by rule** and tick the types (pictures, documents, archives…).
4. Set the colour and the opacity of the background. The button next to the colour picks a colour anywhere on the screen: handy to match the frame with your wallpaper.

Move the frame by its title bar and resize it by its edges. The small arrow folds it down to its title; when folded, it unfolds for as long as the mouse rests on it. Dropping files into a **folder** frame moves them into that folder.

One frame can show several folders: right-click › **Add a tab (folder)…**. The tabs appear under the title; a click switches between them, and right-clicking a tab renames or removes it.

The same **Tools › Desktop: frames and wallpapers** menu gives each screen its own wallpaper, changes the wallpaper with the time of day (one for the day, one for the night) and hides the desktop icons. `Ctrl`+`Alt`+`B` hides or shows all frames.

22. Clipboard history

Complete and Studio Editions.

Windows only keeps the last thing you copied. Optivia Lab keeps the earlier ones too: texts, links, pictures, files, colours. You can paste any of them again, even something copied days ago.

1. Copy as usual, with `Ctrl` + `C`.
2. Where you want to paste, press `Ctrl` + `Alt` + `V`. The list of your copies opens next to the mouse.
3. Click the copy you want: it is pasted straight away.

You can also open it with **Tools › Clipboard history** or with its button on the bar. This window has its own, very complete guide: press `F1` while it is open. Passwords copied from a password manager are never kept, and the history stays on your computer.

23. My environment and profiles

Studio Edition.

My environment brings together your bars, your Start menu, your Home page and your frames. You get them back exactly as they were on another computer. Open **Tools › Taskbar and Start menu › My environment…**:

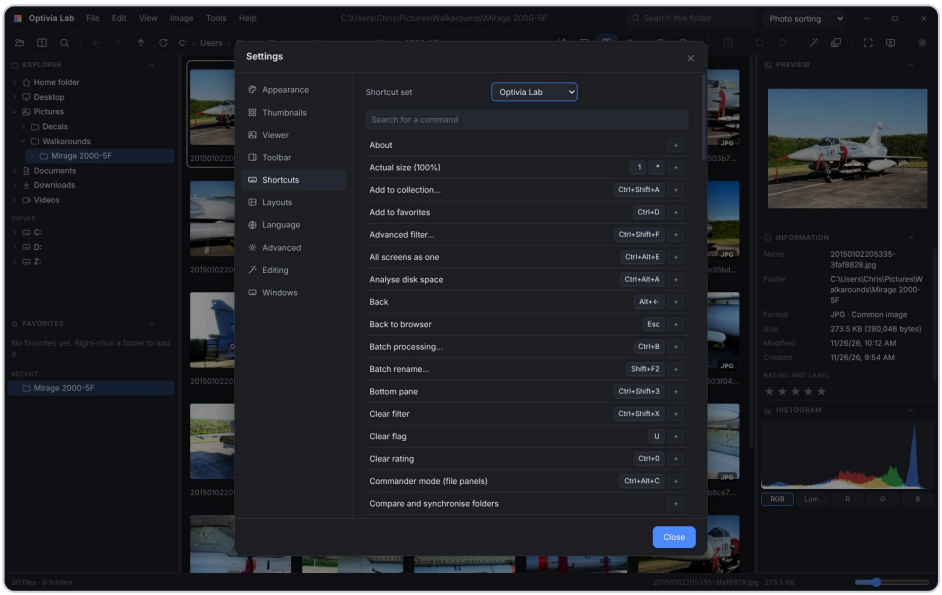
- **Save to a file…** then, on the other computer, **Load from a file…**;
- or choose a **shared folder** (NAS, OneDrive, USB stick…): each computer leaves its version there, and Optivia Lab offers you the most recent one at start-up;
- or tick **Sync through ffsmc.fr**: your environment follows your licence, with nothing to set up.

The paths to your personal folders (Documents, Pictures…) are adjusted for you from one computer to the next.

Profiles keep several environments on the same computer: “Work”, “Home”, “Presentation”… In the same window, type a name then click **Save the current setup**. To switch to another profile, click **Use** next to it: Optivia Lab restarts with its bars, menu, Home page and frames.

24. Keyboard shortcuts

Every shortcut can be changed in **Tools › Keyboard shortcuts** (`Ctrl`+`K`). Type a few letters to find a command, click + then press the key you want; click a key to remove it. If you are coming from another program, choose the **XnView style** or **Photoshop style** set.



Shortcuts are found and changed here.

Open and browse

`Ctrl`+`O`	Open a folder
`Ctrl`+`Shift`+`O`	Open a file
`F5`	Refresh
`Alt`+`↑`	Parent folder
`Alt`+`←` / `Alt`+`→`	Back / forward
`Ctrl`+`D`	Add the folder to favourites
`Ctrl`+`F`	Search this folder
`Ctrl`+`Alt`+`F`	Instant search on all drives
`Ctrl`+`Q`	Quit

View

`Enter`	Show the image full size
`Esc`	Back to thumbnails
`→` / `Space`	Next image
`←` / `⌫`	Previous image

`Home` / `End`	First / last image
`+` / `-`	Zoom in / out
`0`	Fit to window
`1`	Actual size
`R` / `L`	Rotate right / left
`H`	Mirror
`F11` or `F`	Full screen
`S`	Slideshow
`G` / `Shift`+`G`	Thumbnails / detailed list
`V`	Image only
`[` / `]`	Smaller / larger thumbnails
`Ctrl`+`PgDn` / `PgUp`	Next / previous page of a document
`Ctrl`+`Space`	Instant preview

Sort and organise

`Ctrl`+`A`	Select all
`Ctrl`+`1` to `Ctrl`+`5`	One to five stars
`Ctrl`+`0`	Remove the rating
`P` / `X` / `U`	Keep / reject / clear the flag
`Ctrl`+`Shift`+`K`	Keywords
`Ctrl`+`Shift`+`F`	Advanced filter
`Ctrl`+`Shift`+`X`	Clear the filter
`Ctrl`+`Shift`+`A`	Add to a collection
`Ctrl`+`Shift`+`M` / `Ctrl`+`Shift`+`Y`	Move to / copy to
`Alt`+`1` to `Alt`+`9`	Move to a recent destination
`Ctrl`+`Shift`+`D`	Find duplicates
`C`	Compare side by side
`F2`	Rename
`Shift`+`F2`	Batch rename
`Delete`	Move to the Recycle Bin
`Ctrl`+`Shift`+`C`	Copy the path
`Ctrl`+`Shift`+`E`	Show in Explorer

Tools

Ctrl + E	Edit
Ctrl + B	Batch processing
Ctrl + Alt + R	Resize images
Ctrl + Shift + V	Video editing
Ctrl + Alt + 3	Convert 3D files
Ctrl + Alt + T	Extract text from an image
Ctrl + Alt + N	Notepad
Ctrl + Alt + C	Commander mode
Ctrl + Alt + A	Analyse disk space
Ctrl + Alt + E	All screens as one
Ctrl + ,	Settings
Ctrl + K	Keyboard shortcuts
F1	User guide
Shift + F1	Getting started

In the editor

A	Auto-balance
0	Reset
C	Crop
Enter	Apply the crop
G	Smart eraser
M	Erase the repeated element
[/]	Eraser size
P	Dust and scratches
B	Before / after
F	Fit to window
1	100 %
Ctrl + Z	Undo
Ctrl + S	Save a copy
Ctrl + Shift + S	Replace the original
Esc	Close

In the 3D view

`I` / `1` / `7` / `3`	Iso / front / top / right view
`W`	Change the rendering
`K`	Section
`M`	Measure
`O`	3D tools
`Ctrl`+`Z` / `Ctrl`+`S`	Undo / save (tools open)

In video editing

`Space` or `K`	Play / pause
`J` / `L`	Back / forward 5 seconds
`←` / `→`	Previous / next frame
`Shift`+`←` / `→`	One second
`S`	Split here
`I` / `O`	Start here / end here
`Delete`	Delete the clip
`Ctrl`+`D`	Duplicate
`Ctrl`+`Z` / `Ctrl`+`Y`	Undo / redo
`M`	Add music
`R`	Record a voice-over
`A`	Auto-balance
`Ctrl`+`Shift`+`S`	Save the frame
`Ctrl`+`E`	Export

In Commander mode

`Tab`	Switch to the other pane
`⌫`	Parent folder
`Ctrl`+`T` / `Ctrl`+`W`	Open / close a tab
`Ctrl`+`Tab`	Next tab
`Alt`+`Shift`+`2`, `3`, `4`	Two, three, four panes
`Insert` / `Space`	Tick a file
`+` / `-` / `*`	Select, deselect, invert
`F2` to `F8`	Rename, view, edit, copy, move, new folder, Recycle Bin

`Shift` + `F4`	New file
`Shift` + `Delete`	Delete permanently
`Alt` + `F7`	Find files
`F9`	Compare folders
`Alt` + `Enter`	Properties
`Ctrl` + `Shift` + `Q`	Quick view

Your workspace

`Ctrl` + `Alt` + `A`	Open the Home page
`Ctrl` + `Alt` + `D`	Open the Optivia Start menu
`Alt` + `Space`	Keyboard launcher
`Ctrl` + `Alt` + `V`	Clipboard history
`Ctrl` + `Alt` + `B`	Hide or show the desktop frames
`Shift (while moving a window)`	Show the window zones

25. What to do if…

… Windows says "Windows protected your PC" during installation?

Click **More info**, check that the publisher shown is FFSMC, then click **Run anyway**. This message appears for software that has not yet been downloaded very often.

… I can't find a panel any more?

Open **View › Panels** and click its name, or choose a ready-made layout from the list at the top right.

… the thumbnails no longer match the pictures?

Tools › Clear thumbnail cache: they will be made again.

… a photo's colors look wrong, or a format won't open?

The file may be damaged or from a very recent version. For a raw photo, try **Develop the raw file** in **Tools › Settings › Viewer**. If the problem persists, write to support with the file attached.

… a message mentions "compatibility mode"?

An antivirus interfered with the display at startup: Optivia Lab adapted itself and works normally. There is nothing to do.

… the licence won't activate?

Check the Internet connection, then the key: copy and paste it rather than typing it by hand. If the key is already used on the planned number of computers, release the old computer (**Help › Licence and editions › Release this computer**).

… everything looks odd and I want to start afresh?

Tools › Settings › Advanced › Restore factory settings. Your favorites and ratings are kept.

… I replaced a photo by mistake?

The original is in the **Originaux** folder, right next to the photo.

Support

A question, a problem? Write to **support@ffsmc.fr**, giving the Optivia Lab version (**Help › About**) and what you were doing when the problem happened.

26. A short glossary

Layout
Where the panels sit around the pictures, saved under a name.

Panel
An area of the window with a job of its own: explorer, preview, information, histogram...

Thumbnail
The small picture standing for a file in the grid.

Raw photo
The file as it comes off the camera sensor, before any processing (NEF for Nikon, CR3 for Canon...).

Vector
A drawing made of shapes and curves rather than dots: it stays sharp at any size (AI, EPS, SVG, PDF...).

Recipe
A saved series of actions, applied in one go to hundreds of photos.

Collection
A group of files from several folders, gathered without being moved.

Histogram
The graph showing how a photo's tones are spread, from black on the left to white on the right.

Closed (watertight) part
A 3D part with no hole in its surface, which a 3D printer can fill.

Checksum (MD5, SHA-256)
A string of characters worked out from a file's content; two identical files have the same one.

NAS
A hard drive connected to the home network, shared between several computers.

FTP, SFTP
Ways of exchanging files with a server, such as the one hosting a website.

FFSMC Optivia Lab — software developed by Christophe Queyroi, FFSMC, Bergues, France. © 2026 FFSMC · ffsmc.fr