Getting Started with *Paint Shop Pro X*

1. Create a new folder on the desktop to hold your saved pictures:

1. Right-click on the desktop and select **New** --> **Folder**.
2. Type a folder name (e.g. "Joe's pictures") and press the **Enter** key. This will be "your folder".

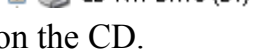
2. First look at *Paint Shop Pro X*

1. Open the *Paint Shop Pro X* icon on the desktop (double-click it, or right-click and **Open**).
2. Spend a few minutes reviewing the main features of the program window:
3. This program has the standard menus (**File**, **Edit**, ..., **Help**) across the top of the screen, just like any other program. There are also several icons just under the standard menus. Pass your mouse pointer over these icons *without clicking* (this is called "mousing over"). When you "mouse over" an icon, its name and function is displayed in the bottom border of the window.
4. The vertical column of tools on the left side of the sceen is called the "**ToolBar**". When you mouse over any tool, its name and function is displayed in the bottom border of the window. Several of the tools have a tiny black triangle to their right; this indicates that there are several related tools grouped together there. Click on the triangle to pop up the menu of alternative tools. (The tools are all gray and inactive now because we have not yet opened an image).

3. Using the browser palette to look for pictures

1. The **browser palette** is displayed at the bottom. Press  to display the folder list.
2. Scroll up in the folder list until you see **My Documents**.
3. Click on the **My Documents** folder. If there are any pictures in that folder, they will be displayed in the right-hand panel as small "thumbnails".
4. Click on the + sign to the left of **My Documents**. This displays the folders inside of that folder.
5. Scroll down until you see the **My Pictures** folder. Click on **My Pictures** to display thumbnails of the pictures in that folder.
6. Use this technique to explore the contents of several of the folders in **My Pictures**.
7. To open any picture, double-click on its thumbnail. To close a picture, click the red X.

4. Browsing for pictures on the CD-ROM.

1. Insert the workshop CD-ROM into the computer's CD drive.
2. If the folder list is not displayed on the left of the browser palette, press  .
3. Scroll down in the folder list until you see the 

4. Click on the + sign. This displays the folders on the CD.
5. Click once on "Example Pictures", "Before and After", "Historical Pictures", "Free Clip Art", and "Layer Demo" to display thumbnails of the pictures in those folder.

5. Saving pictures in the folder you created.

1. To save the open picture, select **File** --> **Save as....**
2. Click the "Save in:" box at the top and select **Desktop**.
3. Double-click on the new folder that you created. (Make sure the "Save as type" field at the bottom reads "JPG - JPEG file"; if not, click on it and select JPG from the menu).
4. Change the name of the file by typing over the existing file name in the "File Name" box.
5. Click **Save**.

6. Practice makes perfect.

1. Open several other pictures, from the **My Pictures** folder in **My Documents** and/or from the CD-ROM, and save each of them in your folder on the desktop.
2. Close the program (**File** --> **Exit**), then open it again and repeat #3 through #5.

Summary of Common ***Paint Shop Pro X*** Operations

To **view thumbnail images** of an entire folder or disk of images, click the desired folder or disk in the left panel of the browser palette (at the bottom of the screen). Click if the folder list is not displayed. To open an image, double-click on the thumbnail image.

To **save** changes to an image (replacing the original), click on . To **save** an image to another file name, location or format, pull down **File** => **Save as...**, select the desired location from the **Save in ...** menu at the top, select the desired format from the **Save as Type...** menu, then click **Save**.

To **print** an image, click on , click **Properties** to select **Paper Type** and **Print Quality,** click **OK** and **Print**. To print several images on one page, open the images and click **File => Print Layout**.

To **resize** an image, click on or pull down **Image** => **Resize**.

To **crop** an image, use the tool (fifth tool down in the tool palette) to stretch out a rectangle over the portion that you want to keep, then click on the green check mark at the top.

To **rotate** an image, click the icons across the top.

To adjust **brightness**, click **Adjust** => **Smart Photo Fix..** and adjust the Brightness sliders.

To adjust **color intensity**, click **Adjust** => **Smart Photo Fix..** and adjust the Saturation slider.

To adjust **color balance**, click **Adjust** => **Color Balance..** and adjust the slider**.**

To **sharpen** an image, pull down **Adjust** => **Sharpness** => **Sharpen** or **High Pass Sharpen..**

To have the computer **automatically enhance** a photo, click **Adjust => One Step Photo Fix**.

To recover a badly faded photo, pull down **Adjust** => **Color** => **Fade Correction..**

To remove **redeye**, click the Red Eye tool and click on the pupil of each eye until red is gone.

To reduce grainyness and mottling on surfaces, click **Adjust** => **One Step Noise Removal**.

To brighten the dark portions of a photo, pull down **Adjust** => **Fill Flash..** and adjust Strength slider.

To darken the light portions, pull down **Adjust** => **Backlighting..** and adjust the Strength slider.

To **"zoom in"** or **"zoom out"** on an image, use the **mouse wheel.** Or click the icons. Note: *zooming in or out does not actually change the size of an image* when printed, saved, or exported; it changes only how it is displayed on the screen of Paint Shop Pro. To change the actual size of the image, click on at the top or pull down **Image** => **Resize**.

To **cover up small spots** on a picture, click the **Makeover tool** (8th tool from the top) then click the Blemish Fixer icon , use the **Size** box in the top toolbar to set the inner circle to about the size of the spots and then click on the spots that you want to remove. Or you can use the **Smudge tool** (select from the 10th tool group). Use the **Size** box in the top toolbar to set the tool size to about the size of the defects. To use the smudge tool, position the tool (looks now like a paint brush) on the *background color near the spot* and drag the tool over the spot. (Think of it as smudging the wet ink over the spot).

To **cover up large flaws** (spots, tears, and streaks), use the **Clone Brush** (in the 9th tool group). Click on this tool, then **right-click** on an undamaged background area and then **drag** (using the usual left mouse button) to paint over the damage. (This is especially good for covering up damage in a texture or repeating pattern that is undamaged elsewhere in the image). Press **Alt** and drag up and down to resize the tool. For straight scratches, use the **Scratch Remover** (9th tool group).

To **undo changes** that you have made to an image, click . Each time you click it, one more operation is removed. Click the tool to "re-do" the operations.

To **save a section** of an image as a separate file, without changing the original image, use the tool (3rd tool group) to stretch out a rectangular area over the desired portion of the image, pull down **Edit** => **Copy**, then **Edit** => **Paste as New Image**, then **Save** as above.

Overview of Tools in *Paint Shop Pro X*

The **tool bar** is the vertical bar of tools on the left of the *Paint Shop Pro* window. (If you don't see the tools, pull down **View** --> **ToolBars** --> **Tools)**. Some tools have a small black triangle to their right; click on it to pop up a menu of sub-tools for that tool group. Each time you select one of these tools, the **Tool Options palette** at the top changes to display the controls for that specific tool (e.g., its size, etc). (If you don't see the Tool Options palette, pull down **View** --> **Palettes** --> **Tool Options)**. Click **Help => Learning Center** for instruction on each tool.

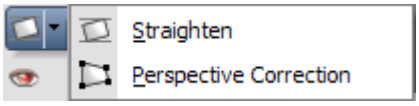
1. The first tool group contains the **Pan** tool (the "neutral" tool that you can select after using another tool) and the **Zoom** tool, used for zooming in and out if you don't have a mouse wheel.

2. The **2nd tool group** contains the **Pick** tool (used for changing the size and rotation of layers and selections), and the **Move** tool, used for positioning layers and text.

3. The **Selection** tool is used to select a rectaangular region (or a square, circular, oval, or any other shape - pull down the Selection Type menu in the Tool Options palette). The **Freehand Selection** tool is used to select an irregular region by hand, by tracing around the edges. The **Magic Wand** tool is used to select a region of contiguous color.

4. The **Dropper** tool is used to "suck up" color from a photo to be used by the **Paint brush**, **Airbrush,** and **Flood Fill** tools**.**

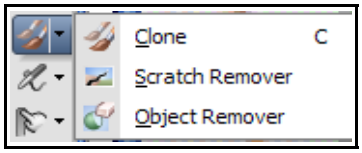
5. The **Crop** tool is used to draw a rectangle that defines what part of the image to keep. Cropping permanently removes the parts of the image outside the crop area. This tool is also used to set the exact print size and proportions for printing (e.g. 4 x 6 in, 8 x 10 in., etc): select the desired size and orientation from the **Presets** menu on the left site of the tool options palette, then drag and stretch the box over the picture as desired. Click the check box in the tool options palette to apply.



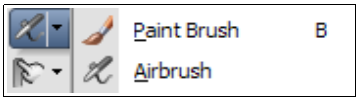
6. The **Straighten** tool (used to straighten out tilted photos). The **Perspective Correction** tool is used to compensate for perspective effects, typically in pictures of buildings.

7. The **Redeye** tool is used to remove redeye from portraits.

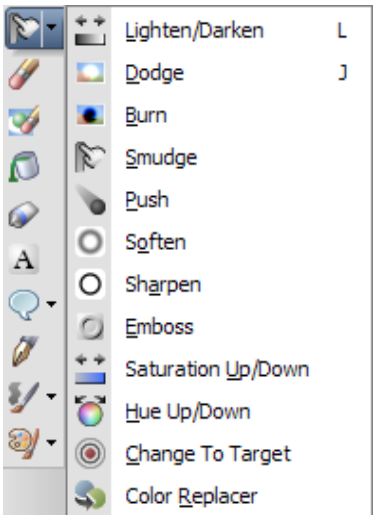
8. The **Makeover** tool has three modes: **Blemish Fixer**, **Toothbrush** (for whitening teeth), and **Suntan**. See **Help => Learning Center** for further instruction on this tool.



9. The **Clone** tool is used to copy patches from one part of an image to another, typically for the purpose of covering up an undersired element. It also works between two open images. The **Scratch Remover** is used to remove straight scratches.



10. The **Paint brush** and the **Airbrush** tools are used to paint directly into an image, using a color selected by clicking on the **Materials palette** or by using the **Dropper** tool to "suck up" color from another photo.



11. The **11th tool group** contains tools that apply local effects to specific areas of an image where you apply the tool. **Smudge** is used to smear color over small defects; it spreads color and image details from the starting point and picks up new color and image details as it moves; the effect is similar to smearing paint. **Sharpen** and **Soften** tools sharpen and blur, respectively, the areas that you apply the tool to. **Lighten/darken** lighten and darken the effected area, as do **Dodge** and **Burn**. Hew and Saturation up/down are used to change the color and intensity of color at specific spots in the photo. See **Help => Learning Center** for further instruction on each of these tools.

12. The **Eraser** tool is used to erase portions of an image, revealing the underlying background color (as determined by the Materials palette). (When you erase a *layer*, the erased portions become transparent).

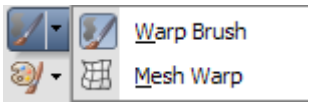
13. The **Background Eraser** is a special type of eraser that is used to erase a background color or pattern without erasing the subject that is on that background.

14. The **Flood Fill** tool is used to fill contiguous areas of one color with the current forground color (as determined by the Materials palette). The color can be changed by clicking on the Materials palatte.

15. The **Picture Tube tool** is used to apply decorative effects. It acts like a full-color rubber stamp. You can select various stamps from the tool options palette.

16. The **Text tool** is used for adding text labels to a photo.

17. Shape drawing tools are used to draw geometric shapes, such as talk balloons ("callouts"), arrows, stars, rectangles, circles, ellipses, and various other shapes. See **Help => Learning Center** for further instruction on these tools.



18. The **Warp Brush** is used to Shrink, twist, and warp parts of photos. The **Mesh Warp** is used to distort images, layers, or selections.

19. The **Pen** tool is used for free-hand drawing of lines and shapes. See **Help => Learning Center** for further instruction on this tool.

Common Problems using *Paint Shop Pro X*

1. **My tool bar disappeared.**
   The tool bar is the vertical bar of tools on the left of the Paint Shop Pro window. If it disappears, just select **View => ToolBars => Tools**. (To show *all possible* toolbars, palettes, and menus, hold down **Ctrl Shift** and **T** on the keyboard. Then you can close the ones you don't want)

2. **My browser palette disappeared.**
   The browser palette is the panel at the bottom of the window that shows folders and thumbnails. Select **View => Palettes => Browser.** If the Browser palette is visible but does not show the little thumbnail pictures in the right-hand panel or the folders in the left-hand panel, it may be because the divider between the two panels is missplaced. Move the mouse pointer over edges of the browse window until it changes into ⇹, then drag left or right to move the divider line so that both panels are visible.

3. **My tool options palette disappeared.**
   The tool options palette is the horizontal bar across the top of the picture area that has the controls for changing tool size, etc. It changes every time you select a different tool. If it disappears, just select **View => Palettes => Tool Options.**

4. **Once I am finished with a tool, how do I get rid of it?**
   Click on the *Pan* tool  - the first tool at the top of the ToolBar (looks like a hand).

5. **I selected a tool or a menu selection, but nothing happens when I apply it to an image.**
   It may be that you have inadvertently selected a small region of your image, and the changes are being applied only to that region. To cure this, pull down **Selections => Select None**.

6. **How do I get the Materials palette for selecting colors?**
   Select **View => Palettes => Materials.**

7. **The close box  in the upper right-hand corner of my picture disappeared.**
   This is caused by maximizing the picture window. To cure this, click on the little *black* Restore button  (two overlapping squares) in the upper right of the window, under the blue X Close button.

8. **How can I make my browser palette bigger, to show more thumbnails?**
   Drag the divider line between the main window and the browser palette.

9. **How do I get back to the original Example Pictures used in the Practice Tasks?**
   Put the workshop CD-ROM in the computer's CD-ROM drive (label side up). In the folder list (left-hand panel) of the browser palette, scroll down to the CD (little icon that looks like a CD disk), double-click on it to open it, and click on the **Example Pictures** folder.

10. **I thought I had a picture open but now I can't see it. Where'd it go?**
    Pull down **File => Recent Files**. This lists all the recently opened images. Simply select one of the images to make it active (topmost).

Practice Tasks I for *Paint Shop Pro X*

1. Open the Example Pictures from within *Paint Shop Pro X*

1. Open the *Paint Shop Pro X* icon on the desktop. (double-click, OR right-click and **Open**)
2. Click to open the browser palette (or click **View => Palettes => Browser**).
3. In the left-hand panel of the browser palette, scroll down to your folder on the Desktop.
4. Click on the + sign. This displays the folders inside your folder.
5. Click once on the **Example Pictures** folder to display thumbnails of the pictures in that folder.
6. **Important**: Right-click on any of the thumbnails in the browser palette and select **Preferences**. Then click "Display file name with thumbnail" and click **OK**.

Note: If you do not have Example Pictures in your photos folder on the Desktop, insert the workshop CD-ROM, open it to view files, click once on the Example Pictures folder, click **Copy this folder**, click your folder in the list, and click **Copy**.

2. Rotating sideways images.

1. Open (double-click on) "PramBefore". (If you can't see the file names, right-click on the thumbnails in the browser palette, select **Preferences**, click "Display file name with thumbnail" and click **OK**).
2. Click the icons to rotate the image in the desired direction.
3. To save the modified picture, select **File** => **Save**.

3. Cropping.

1. Open "CropMe". This photo has a white band at the bottom that we will remove.
2. Click on the tool in the tool palette and drag out a rectangle over the *desired part* of the image.
3. Click on the green check mark in the toolbar to apply the crop.
4. To save the modified picture as a separate file, select **File** => **Save as...**, type a slight modification to the file name (e.g. add an "a" to the ene of the file name), and click **Save**.

4. Sharpening. Some photos benefit from a little extra sharpness.

1. Open (double-click on) "TooBlurry".
2. pull down **Adjust** => **Sharpness** => **Sharpen** or **High Pass Sharpen..**
3. Use the undo and re-do buttons to compare before and after.
4. Save the modified picture in your folder as you did before.
5. Try this on TooBlurryToo.

5. Adjusting the *contrast* and *brightness* to widen the tonal range

1. Open (double-click on) "TinTypeBefore".
2. Click **Adjust** => **Smart Photo Fix..** and adjust the sliders in the Brightness area.
3. Click the **Advanced Options** checkbox box to see all of the sliders.
4. Save the modified picture in your folder as you did before.

6. Combining operations.

1. Open (double-click on) "Grapes".
2. Use the functions that you have learned so far to improve this picture.
3. Save the modified picture in your folder as you did before.

7. Reducing photo size for manually (to make the file size smaller).

1. Move the mouse pointer over "TooBig" in the browse window (without clicking). Note its large size (2209 X 2125 pixels, 318 KBytes).
2. Open (double-click on) it. Select **View** => **Zoom to 100%** to see how big this image would look in email. The picture won't fit on the screen; it's clearly too big to send as-is in e-mail.
3. To reduce it, click on or pull down **Image** => **Resize**. In the section labeled "Pixel

Dimension", select "Pixels" from the pop-up menu.
4. Set the width of this image to 600 pixels (generally a good size for e-mail) and click **OK.**
5. Select **File** => **Save as...**, type a slight modification to the file name (e.g. add an "Email" to the end of the file name), and click **Save**.
6. On your home computer, you can e-mail it right from *Paint Shop Pro*. Select **File => Send**. This will open up your e-mail and attach the picture. Type in the recipient's e-mail adderess into the "To:" field and a message in the message area and click **Send**. (Won't work at the school)

8. Setting exact photo size for print outs.
1. Open "TooBig" .
2. Click on the crop tool in the tool palette.
3. Pull down the **Presets** menu and select one of the standard sizes, either vertical or horizontal.
4. Use the mouse to adjust the position and size of the crop box as you wish.
5 Click on the green check mark in the toolbar to set the size.
6. Save the modified picture in your folder as you did before.

9. Converting a color photograph to black-and-white.
1. Open "FadedColor". This was originally a color photo but has faded and discolored over time.
2. Remove the unwanted color by selecting **Greyscale** from the **Image** menu.
3. Enhance the contrast as you did in Task 5, above.
4. Save the modified picture in your folder as you did before.

10. Color correction
1. Open "TooBlue".
2. Select **Adjust** => **Color Balance.**
3. Try reducing the amount of blue by moving the slider to the right ("warmer").
4. Click **OK** when you are satisfied**.**
5. Save the modified picture in your folder as you did before.

11. Recovering color in badly faded color photographs.
1. Again open "FadedColor". This time we'll try to recover some of the original color.
2. Select **Adjust** => **Color** => **Fade Correction**. Click **OK** and inspect the result**.**
3. Select **Adjust** => **Smart Photo Fix..** and adjust the **Saturation** slider to try the buttons to bring out the color even further. Try the other sliders to see if it helps. Click **OK.**
4. Save the modified picture in your folder as you did before.

12. One Step Photo Fix
1. Open "Robert".
2. **Adjust => One Step Photo Fix**. This tries to improve the image by applying a series of adjustments, including contrast enhancement, color balance, saturation adjustment, sharpening, etc. (To return to the original image for comparison, click).
3. Try this on some of the other pictures and see if you like what it does. This is often a good technique to use for the average photograph that could use a little extra impact.

13. Salvaging really dark pictures.
1. Open "Tapestry".
2. Try using **Adjust** => **Color** => **Fade Correction**. Adjust the amount of correction to suit.
3. Click **OK** and inspect the result**.**
4. Save the modified picture in your folder as you did before.

14. Practice makes perfect. Repeat the above techniques with some of the other pictures in the other folders on the CD or on your own pictures.

Practice Tasks II for ***Paint Shop Pro X***

Open *Paint Shop Pro X*. Click to open the browser palette (or click **View => Palettes => Browser**). In the left-hand panel of the browser palette, scroll down and click on **Example Pictures**, right-click on one of the thumbnails, select **Preferences,** click "Display file name with thumbnail", and click **OK**.

1. **Photo retouching.**
   1. Open "GirlOriginal" in the Example Picture folder.
   2. Zoom in on the image as needed to see more clearly (use the mouse wheel or click the icons). Notice the many small spots and scratches on this picture. We will try to clean up this picture by using the ***Blemish Fixer***, ***Smudge*** **and** ***Scratch Remover*** tools.
   3. Click the ***Makeover tool*** (8th tool from the top) then click the **Blemish Fixer** icon .
   4. Set the tool size to about **5** or so in the **Size** box in the top toolbar (you can change this later).
   5. Click on the spots that you want to remove.
   6. Try the ***Smudge tool*** (from the 11th tool group). Place the tool on the background color near the spot and drag the tool over the spot. Think of it as smudging the wet ink over the spot. Always paint in the natural direction of the image, *i.e*. along the folds of the clothing, along edges.
   7. Use the ***Scratch Remover*** (select from the 9th tool group) for long narrow scratches. Drag the tool along the scratch and release. You can change the size of this tool also if you wish.
   8. Save the modified image in your folder.
2. **Photo repair.**
   1. Open "BabyBefore". Use **Adjust => One Step Photo Fix** to correct the fading of this image.
   2. Zoom in or out on the image as needed to see more clearly; using the mouse wheel or clicking the icons. We will try to repair the stains by using the **Clone Brush** tool .
   3. Select the **Clone Brush** tool from the 9th tool group..
   4. **Right**-click on an undamaged background near the damaged area.
   5. Move the pointer to the damaged area, hold the **left** mouse button down and paint over the damaged area. (Note: You can even right-click on one photo, then left
   6. Repeat as needed for other damaged areas. Save the modified image in your folder.
3. **Making the best of a badly damaged photo.**
   1. Open "Baby-In-Blue" in the Example Picture folder.
   2. Use the tools you just learned about to repair the tears and scratches in this photo.
4. **Redeye removal**.
   1. Open "redeye". We will remove the redeye effect caused by the flash photography.
   2. Click on the tool in the left-hand toolbar.
   3. Click on the pupil of each eye that you want to fix. Repeat as needed.
   4. Save the repaired image in your folder. Note: For a more advanced eye tool that can even change the color of normal eyes, go to **Adjust => RedEye Removal**.
5. **Smoothing skin tones.**
   1. Open "TooBlue" or any of the portraits in the "Cosmetic touchups" folder
   2. Zoom in on the face and notice the mottling on what should be perfectly smooth skin.
   3. Click **Adjust** => **One Step Noise Removal**.
   4. Notice how much smoother the surfaces are in this picture. (Click **Undo** to compare to original).
   5. For more advanced noise removal: **Adjust=>Add/Remove Noise=>Edge Preserving Smooth**.
6. **Brightening up the dark portions of a photo.**
   1. Open "Add Fill Light". The statue in the foreground is too dark. We'll try to lighten him up.
   2. Pull down **Adjust** => **Fill Flash..**. (This is similar to, but better than, "fill light" in *Picasa*).

3. Vary the strength of the effect by changing the Strength slider.
4. Click **OK**. Try this technique on "Fishing" and "InTheAlps" also.

7. Digital Makeover: cosmetic enhancements to portraits.

1. Open any of the pictures in the "Cosmetic touchups" folder.
2. Click the ***Makeover tool*** (8th tool from the top).
3. Use the **Blemish Fixer** to remove spots and blemishes.
4. Click **Adjust** => **One Step Noise Removal** to smooth the skin.
5. Use the **Toothbrush** to whiten the teeth.
6. Use the **Suntan** tool as a blusher to give the skin a warmer, healthier look.

8. Using the Print Dialog box.

1. Open any image.
2. Pull down **File** => **Print**. Do **NOT** click the Print button in the Print box..
3. Note that you can change the Orientation of the print by clicking **Portrait** or **Landscape**.
4. You can also change the size of the print by typing in the width or the height in inches. Be sure to click on "Center on page" or "Upper left of page"; don't use "Fit to page" unless you want the largest print possible.
5. To get the best results, you must use photo paper (such as glossy photo paper), rather than plain general-purpose paper, AND you must click the **Properties** button and set the media or paper type menu to match the type of paper you are using.
6. At this stage, you would ordinarily press **Print**. However, please do not do this in the computer lab; wait until you get home to print your pictures on your own printer.

9. Printing several images together on one page.

1. Hold down the CTRL key and click once on several thumbnails in the Browse window.
2. Select **File** => **Print Layout**.
3. Drag each image onto the blank page to position as desired.
4. Drag the black squares at the corners to re-size the pictures.
5. To add a text caption, click on the **A** icon in the top row, click on the page, type the text, select the font, size, and style, and click **OK** . Drag the text to position it, or double-click it to edit.
6. To print the page, first select **File** => **Print Setup** and select the desired printer setting for paper type. Click close or **OK** to apply those setting. Finally, select **File** => **Print**.
7. Select **File** => **Close** to exit print layout and return to the normal mode.

10. Using Print Layout Templates.

1. Hold down the CTRL key and click once on several thumbnails in the browser palette.
2. Select **File** => **Print Layout**.
3. Open a template by selecting **File** => **Open Template**, select a category from the list on the left, and double-click on the desired template (or click once on the template and click **OK**).
4. Drag each image into one of the boxes on the template. The images are automatically re-sized to fit the boxes. (To make one image fill the entire template, e.g. to make a whole page of wallet-sized photos, right-click and select "Fill template with image").
5. Print the page as above (Task #8 above, steps 5 and 6).

Note: you can create and save your own custom templates: create a Print Layout (Task #5, steps 1-5); then save the layout using **File** => **Save template**, type in a file name and click **Save**. You can save your template either with or without the original images (in the latter case the images are replaced by empty boxes). Later, you can open this template to print it or to place new images in it.

Practice Tasks III for ***Paint Shop Pro X***

Open *Paint Shop Pro X*. In the left-hand panel of the browser palette, scroll down until you see the CD (D:), click on the + sign in front of it and click on **Example Pictures**.

1. **Adding text directly to a picture**.

1. Open a picture that you would like to add a text label to.
2. Click on the A tool, then click on the image.
3. Type in the text in the text box, *highlight it*, and then choose the font, size, and stroke, from the top toolbar. "Stroke" sets the thickness of the outline around the letter shapes. (If you can't see Font, Size, Stroke, etc, select **View => Palettes => Tool Options**).
4. To select the color of the **inside** of the letters, ***right*-click** on the desired color in the color palette on the right. To select the color of the **outline** of the letters, ***left*-click** on the desired color in the color palette. (If you can't see the color palette, select **View => Palettes => Materials**. If the color palette has only shades of gray, select **Image => Increase Color Depth => 16 Million Colors)**.
5. Click on "Apply".
6. Switch to the **Move** tool (2nd tool group in the tool palette), carefully position the tool on any one of the letters, and drag the text into the desired position.
7. To edit the text later, select the A tool, mouse over the text, *watch for the cursor* to change to **[A],** *then* click. You *must* click in the *body* of the letter, not the spaces between.
8. To save the image with the added text in a separate layer (so you can edit it later), use the **Save As...** command and click on the "Save as type" menu and select **PSPImage**. To save the image in a standard format for email or the Web, save it in **JPG** format.

Note: to add a caption *outside* the area of a photo, create a white border first (**Image** => **Add Borders**), then add the desired text as above and position it in the border area.

2. Importing images into other applications

A. Importing images into other applications.

1. Click **Start** => **Programs** and open *Microsoft Word*.
2. Select **Insert** => **Picture** => **From File**.
3. Click in the **Look in** menu and select the folder or disc contianing the desired photo.
4. Select a picture and click **Insert**. Drag the small squares in the corners to resize the picture.
5. Right-click on the picture and select **Format Picture**.
6. Click on the **Layout** tab.
7. Click on "**Square**". Click **OK**.
8. Drag the picture to position it. Drag the small squares in the corners to resize the picture.
9. Note: This same technique works in *Powerpoint* and in other Microsoft application software.

B. Importing images using Copy and Paste:

1. Open the photo for editing in *Paint Shop Pro* or *Picasa*.
2. Select **Edit** => **Copy**.
3. Switch to *Microsoft Word*.
4. Select **Edit** => **Paste** to paste the picture into the desired location.
5. Note: This techniques work in most software that accepts a n image.

3. Making a photo collage as a single graphic image.

1. Use the browser palette to open a folder containing pictures.
2. Select **File => New**.
3. Set the **Resolution** to 150 pixels/inch, **Width** to 8 in, and **Height** to 10 in. Click on the "Color" box and select the desired background color (I suggest white or light gray). Click **OK**.
4. Drag pictures from the **browser palette** to the **Image** window. (You can click on another

folder in the Browse window if you want to add pictures from another folder).

5. Click the Move tool and use it to drag the images to the desired position.
6. If an image is too large or too small, you can adjust its size as needed to make it fit. There are two ways to resize a layer: you can either:
   (a) Select that image by clicking on it with the **Move** tool, select **Image** => **Resize,** set the desired size, deselect (un-check) "Resize all layers", and click **OK**.
   OR
   (b) Select that image by clicking on it with the **Move** tool, then click on the **Pick tool** (1st tool in the 2nd tool group), then drag the small squares on the corners of the box to re-size. Select the hand tool (1st tool) to cancel this mode.
7. Repeat steps 5 - 7 for each image you want to add to the collage.
8. You can add text captions and labels anywhere on the page using the text tool **A** (Task #1, top).
9. To save the collage, select **File => Save As...**, click on the **Save as type** box and select "JPEG format (.jpg)", click the **Save in** box and select the place where you want to save the collage, type in a file name in the **File name** box, and click the **Save** button.

4. Making round face cutouts.

1. Open any picture that has children or people.
2. Open the 4th tool group and click on **Selection**.
3. In the **Selection type** menu at the top, select **Circle** (or **Ellipse, or** an oval cut-out).
4. Set **Feather** to about 30. (The larger the **Feather** setting, the softer the edges of the cut-out).
5. Starting in the center of the face of the subject, hold down the left mouse button and drag out a circle encompassing the face. To try again, click outside the circle and repeat.
6. Pull down **Edit => Copy**.
7 Select **Edit => Paste as New Image.** The checkerboard pattern represents a transparent background .
8. Save it to your folder as a PSP file (**File** => **Save As...** and select "PSPImage" from the "Save as type" pop-up menu). This format preserves the soft transparent edges.
9. You can use arrange several such face cut-outs on one sheet of paper (as in "#3 Making a photo collage", above). Possible applications: decorate a portrait of a grandmother or grandfather by surrounding it with the faces of their children and grandchildren. Or how about a portrait of a graduate surrounded by their faces at various ages as they were growing up?

5. Artistic and creative effects

1. Open any image (your own photo or any of the images in the folders in the workshop CD)
2. Pull down **Image => Add Borders**. Type in the desired border size, click on **Color** to change the border color, and click **OK**.
3. Select the **Picture Tube** tool (15th tool in the toolbar), click in the picture selector menu in the tool options palette, and select a picture. Paint on the image. (Try using this tool to make a decorative frame around a portrait).
4. Pull down **Effects** and select:
   a. **Art Media Effects** (try **Brush Strokes**)
   b. **Geometric effects** (try **Circle**)
   c. **Illumination effects** (try **Sunburst**)
   d. **Reflection effects** (try **Kaleidoscope**)
   e. **Texture effects** => **Textures**
   f. **Artistic Effects** => **Posterize.**
5. Pull down **Image** => **Picture Frame**. Select from the menu of picture frames and click **OK**.

How to take people and things out of one picture and put them into another picture, using *Paint Shop Pro X*

1. Launch *Paint Shop Pro X*. Open the image with the figure that you want to take.
2. Select the **Freehand Selection** tool (2nd tool in the 3th tool group).
3. In the Tool Options palette just above the picture, set the **Selection type** to "Point-to-point" and set **Feather** to **2.** (If you can't see these options, select **View** => **Palettes** => **Tool Options**).
4. Zoom in anywhere along the edge of the figure (use the mouse wheel or click)
5. Trace carefully by single-clicking at various points all around the edges of the figure. Be careful not to double-click. (If you accidently include some parts that you don't want, don't worry - you can erase the excess later). If you goof up, pull down **Selections => Select none** and start over.
6. When you get back to your starting point, right-click (or double-click) to end the trace.
7. Select **Edit** => **Copy.** Click the hand tool (1st tool) to remove the selection tool.
8. Select **File => Browse** and open the image that is to be the background.
9. Click **Edit** => **Paste as New Layer**.
10. Use the Move tool (in the 2nd tool group) to position the top-layer image as you wish.
11. If the top-layer image is too large or too small, you can adjust its size as needed to make it fit. There are two ways to resize a layer: you can either:

    (a) Select that layer by clicking on it with the Move tool , select **Image** => **Resize,** set the desired size, un-check "Resize all layers", and click **OK**.

    OR

    (b) Select that layer by clicking on it with the Move tool , click on the **Pick tool** (second tool group), then drag the small squares on the corners of the box to re-size. Select the hand tool (1st tool) to remove the small squares.
12. If needed, use the pencil eraser tool to erase the areas of the top image that should be transparent, through which the background will show. You can change the size of the eraser tool in the tool options palette, making it big when you have large areas to erase and smaller when you are working close to the edges of the top image. Zoom in and out (use the mouse wheel or click) so that you can work more precisely to erase just the desired regions. Click the hand tool to remove the eraser tool.
13. Optional: To make the subject stand out more dramatically from the background, use the Move tool to click on the background, then click **Adjust => Blur => Blur More** to blur the background.
14. To save the result, select **File => Save As...**, click on the "Save as type..." pop-up menu and select "JPG JPEG", type in a file name, and click **Save**. This format fuses the two layers into one image.

Note: If you want to save the cut-out image for later use, after step 7 select **Edit** => **Paste as New Image**, then select **Save as...**click on the "Save as type..." pop-up menu and select "PSPIMAGE", type in a file name, and click **Save**. Later, you can open this image (the transparent areas will show as a gray-and-white checkerboard in *Paint Shop Pro*) and start at step 7.

Hints: (a) When working with layered images, press **F8** to show the **Layer palette**. This lists all the layers in the picture and highlights the currently active layer. To make any layer active, click it in this list. **(b)** You can apply any of the usual image operations to the active layer (contrast-brightness adjustment, etc). Image operations apply only to the active layer and do not affect the other layers; **(c)** This works best if the images are large high-resolution images, both about the same size.

How to change the background of portraits and group photos, using *Paint Shop Pro X*

1. Launch *Paint Shop Pro X*. Open the image by double-clicking on it.
2. Select the **Freehand Selection** tool (2nd tool from the 3rd tool group).
3. In the Tool Options palette just above the picture, set the **Selection type** to "Point-to-point" and set **Feather** to **2.** (If you can't see these options, select **View** => **Palettes** => **Tool Options**).
4. Zoom in anywhere along the edge of the figure (use mouse wheel or click)
5. Trace carefully by single-clicking at various points all around the edges of the figure. Be careful not to double-click. (If you accidently include some parts that you don't want, don't worry - you can erase the excess later). If you goof up, select **Selections => Select none** and start over.
6. When you get back to your starting point, right-click (or double-click) to end the trace.
7. Select **Edit** => **Copy.** Click the hand tool (1st tool) to remove the selection tool.
8. Click **Edit** => **Paste as New Image**. This creates an image of the people on a transparent background, which shows as a gray-and-white checkerboard. (If needed, use the pencil eraser tool to erase any areas of the image that should be transparent, through which the background should show. You can change the size of the eraser tool in the tool options palette, by using the **Size** box. Zoom in and out - use the mouse wheel or click - so that you can work more precisely to erase just the desired regions).
9. In the browser palette, locate a picture that you want to use as a background and drag it onto the open image of the people.
10. Click **Layers** => **Arrange** => **Send to Bottom**.
11. Use the Move tool (2nd tool in the toolbar) to drag the background into position.
12. If the background is too large or too small, you can adjust its size as needed. Select the background by clicking on it with the Move tool , select **Image** => **Resize,** set the desired size, un-check "Resize all layers", and click **OK**.
13. Optional: To make the subject stand out more dramatically from the background, use the Move tool to click on the background, then click **Adjust** => **Blur** => **Blur** to blur the background.
14. To try another background, just drag it from the browser palette onto the background in the open image and continue with step 11.
15. To save the result, select **File => Save As...**, click on the "Save as type..." pop-up menu and select "JPG JPEG", type in a file name, and click **Save**. This format fuses the two layers into one image.

Note: If you want to save the cut-out people for later use, after step 8 select **Edit** => **Paste as New Image**, then select **Save as...**click on the "Save as type..." pop-up menu and select "PSPIMAGE", type in a file name, and click **Save**. Later, you can open this image and start at step 9.

Hints: (a) When working with layered images, press **F8** to show the **Layer palette**. This lists all the layers in the picture and highlights the currently active layer. To make any layer active, click it in this list. **(b)** You can apply any of the usual image operations to the active layer (contrast-brightness adjustment, etc). Image operations apply only to the active layer and do not affect the other layers; **(c)** This works best if the images are large high-resolution images and if both images are about the same size.

How to make photo return address labels using *Paint Shop Pro X*

To make your own personalized peel-and-stick labels, you can buy label paper of the appropriate size from an office supply store. For return address labels, a good choice is the one that has 30 1" X 2.6" labels per page (e.g. Avery 5160 or 8250). Buy the type for your printer (ink jet or laser).

1. Open *Paint Shop Pro X*. Open the image that you want to use on your label.
2. Click **Image => Resize**, where it says **Print Size,** set the units to **inches**, the width to **2 inches** (*not* centimeters or millimeters), and click **OK**.
3. Click **Image => Add borders**, un-check **Symmetric**, click where it says "pixels" and select "inches". Set the top, bottom, and left borders to **zero** and the right border to **3 inches** (*not* pixels). Click on the **Color** box and select the desired color for the border (I suggest white or a very light color, to save ink). Click **OK**. (If you don't like that border size or color, click **Edit => Undo** and try again).
4. Click on the A tool, then click where you want to address to appear on the label.
5. Type your address into the text box, highlight it (drag the mouse over it), and then choose the font, size, and stroke, from the top toolbar. Set the "Stroke" to zero. (If you can't see Font, Size, Stroke, etc, select **View => Palettes => Tool Options**).
6. To select the color of the letters, *right*-click on the desired color in the color palette on the right. (If you can't see the color palette, select **View => Palettes => Materials**. If the color palette shows only shades of gray, select **Image => Increase Color Depth => 16 Million Colors)**.
7. Click on "Apply".
8. Switch to the Mover  tool (2nd tool in the tool palette), carefully position the tool on any one of the letters, and drag the text into the desired position.
9. Click **File => Save As...**, give the file a suitable name (e.g. "Address Label"), and click **Save.**
10. Click **File => Print Layout.**
11. Click **File => Open Template**.
12. Click on **Avery**. Scroll through the list of Avery templates, looking for one that matches the number of rows and columns of labels on your label paper. Click that template and click **OK**.
13. Drag the image of the label from the left-hand panel onto any one of the label positions on the opened template.
14. Click **Edit => Fill template** with image. This fills the rest of the template with your label.
15. To print the labels, place the label paper in the printer, label side down, and click **File => Print**.
16. To save the entire sheet of labels (so you can open it up to print more labels again later), click **File => Save template**, click the **Save with images** box, replace the Name with a suitable name, and click **OK**. To open the labels later, open *Paint Shop Pro X*, open any image (makes no difference which one), click **File => Open Template**, click **User defined**, click on the desired template, and click **OK**.

Note: You can use a similar technique to make other types of peel-and-stick labels: name tags, place cards, gift labels, business cards, CD labels, and greeting cards. Office supply stores carry special printer paper for all the applications and more. All you have to do is to select a Print Layout template that matches the number of rows and columns of most of those papers.

Automating Repetitive Actions in *Paint Shop Pro X*

Recording your actions in "scripts"

If you find yourself doing the same operation over and over again for many different pictures, for example, re-sizing a bunch of digital photos to put on a Web page, you can save yourself trouble and time by creating "scripts" that automate those actions.

For example, let's say you need to reduce a large photo to Web page size (say, 600 pixels wide). This ordinary requires several mouse clicks: you would pull down **Image** => **Resize**, then type 600 into "width", then click **OK**. Here's how to create a script that will reduce that to ***one*** mouse click:

A. Recording a Script

1. Launch *Paint Shop Pro X* and open a picture (any picture).
2. Pull down **View => Toolbars => Script.** This displays the Script toolbar:

2. Click on the "Start Script Recording" button (looks like an open circle).
3. Now do the operation that you want to record into the script: For example, Pull down **Image** => **Resize**, then type 600 into "width", then click **OK**.
4. Click on the "Save Script Recording" button (looks like a black square).
5. Edit the File name so that it reflects this operation - for example, call it "ResizeTo600". Leave the extension (PspScript) alone.
6. Click in the "Look in:" menu and go to **My Documents** => **My PSP files** => **Scripts - Trusted**. This is the standard place where user-defined scripts are stored.

7 Click "Save dialog positions" and then click **Save** to save your script.

8. Now that this script had been defined, it appears in the "Select Script" menu (pop-up menu of pre-defined scripts in the Script Toolbar). Click on the "Select Script" menu and select your new script so that its name appreas in the Script Toolbar.
9. Click the "Edit Selected Script" icon  .
10. On the line of the Script Commands that says "Resize", click where it says "Default" and select "Silent". This means that, when the script is run, the resize dialog box will close itself after the resize operation.
11. Click **Save** to save that change and the click **Close**. Now the script is ready to use.

B. Using your new script

1. Open an image.
2. Select your script from the "Select Script" menu.
3. Click the "Run Selected Script" icon  (black triangle pointing to the right). The script will run and the opened image will be resized to 600 pixels wide.

Applying scripts to many pictures automatically

1. Pull down **File** => **Batch Process**. (No pictures need be open before you do this).
2. Click the **Browse** button at the top right to select the location of the pictures that you want to process. The files in the selected folder will be displayed in the window at the top.

3. Select the picture files that you want to modify by holding down the **Ctrl** key on the keyboard while clicking on each file that you want to include. The selected files will be highlighted. Then click the **Select** button. (Or click **Select All** to select all the pictures in that folder.
4. If you want to apply a script to all the pictures, click the "Use script" box (center right) and select the desired script from the pop-up menu. For example, if you want to apply the "ResizeTo600" script that you just created above, select "ResizeTo600" .

You can also use the pre-defined scripts that are supplied with *Paint Shop Pro.* For example, if you want to apply the One Step Phot Fix to each picture selected, simply select "OneStephotoFix" from the pop-up menu.

5. Click **Copy** in the "Save Mode" area. This tells the program to leave the original photos alone and to save the modified pictures as new files. But if you prefer to overwrite and replace the original files with the modified versions (perhaps because you already have the originals backed up somewhere else, or because you know you'll never need those original files again), click **Overwrite** instead of Copy and skip to step 11.
6. If anything appears in the Folder area, erase it so that it is blank. This tells the program to save the modified pictures in the same folder as the originals.
7. Click on the **Modify** button at the bottom. This brings up the Modify Filename box.
8. In the "Rename options" window, click "Document name" and then click the **Add** button. Click "Custom Text" and then click the **Add** button.
9. Click "Custom Text" in the "Included" window. In the "Custom text" field just below, type a word that suggests the script you chose above, for example "fixed" or "600". This word will be added to the file name of the modified pictures so you can tell them apart from the originals in the same folder.
10. Click on the **OK** button to close the Modify Filename box.
11. Finally, click on the **Start** button to activate the batch process. Each picture file selected in the file selection window will be opened automatically, the selected script will be run, and the modified pictures will be saved (in this case, back to the same folder, but with a modified file name). This happens as fast as the computer can do it - you won't actually see the images being opened, but you will see a progress indicator window that lets you know the batch process is running.
12. When it is finished, click **OK** and open the folder containing your pictures to see if it worked as you expected. You should find the modified files, with modified file names, added to the original files that were there to begin with.
13. Once you have the Batch Process window set up to do you want, you can use it over and over with different sets of files; just select the pictures files that you want to process in the window at the top (steps 1, 2, and 3 above) and click the **Start** button.

Colorizing Black and White Photos (*Paint Shop Pro X*)

Here are two methods that give the same final result: **Method A** has fewer steps, but **Method B** is more versatile because it allows you to quickly change the colors of each section. **Method C** is only for coloring black-and-white line drawings (like in a coloring book).

Method A. The Manual Painting method

1. Open a black-and-white photo that you want to colorize (for example, 1Photo.jpg in the "Photos to colorize" folder).
2. Go to **Image** => **Increase Color Depth** => **RGB - 8 bits/channel**. (If that menu item is grayed out, the image is OK as-is).
3. If desired, adjust the contrast and brightness of the image (**Adjust** => **Smart Photo Fix**).
4. Go to **Layers => New Raster Layer...**. From the Blend Mode pop-up menu, select **Color (Legacy)**, set the **transparency** to about 50%, and click **OK**. (If **Color** is not on menu, you skipped step 2).
5. Select the Paint Brush tool  (10th tool group) and open the Tool Options palette. (If the Tool Options palette is not visible, see **Note 1** below). Adjust the **Size** of the tool as desired.
6. *Right-click* on the white patch in the lower right corner of the **Materials** palette. (If the Materials palette is not visible, see **Note 1** below).
7. Click on the color you want to paint with in the big multi-color patch in the Materials palette.
8. Now use the Paint Brush tool to paint those parts of the image that you want to have that color. Zoom in and out (use the mouse wheel or click on ) so that you can work more precisely. Change the size of the tool if desired. If you color too much, you can "un-color" by painting with the *right* mouse button.
9. Click on another color in the Materials palette and continue painting. If you mess up, use the undo command  .
10. Once you are happy with the result, select **File** => **Save As...**, click in the "Save as type..." pop-up menu and select "PSPIMAGE". Saving in this format will preserve the separate layers, so you can modify the colors at a later time. On the other hand, if you want to send the image via email or put it on a Web page, you must save it in "JPG JPEG" format instead. JPEG format is compatable with email and the Web but does *not* preserve the separate layers.

Method B. The Outline-and-Fill method

1. Open an image that you want to colorize (for example, 1Photo.jpg in the "Photos to colorize" folder).
2. Go to **Image** => **Increase Color Depth** => **RGB - 8 bits/channel**. (If that menu item is grayed out, the image is OK as-is).
3. If desired, adjust the contrast and brightness of the image (**Adjust** => **Smart Photo Fix**).
4. Select the  tool (3th tool group) and set to the "Point-to-Point" selection mode in the Tool Options palette and use the little up and down arrows to set Feather to 0. (If the Tool Options palette is not visible, see **Note 1** below).
5. Trace carefully by clicking all around the edges of the portion of the image that you want to color. Be careful not to double-click. When you get back to your starting point, right-click to end the trace. Zoom in and out (use the mouse wheel or left- or click on ) so that you can work more precisely.
6. Go to **Selections** => **Promote Selection to Layer**.
7. Select **Layers** => **Properties**. From the Blend Mode pop-up menu, select **Color (Legacy)** from the

Blend Mode pop-up menu. Type in the name of the outlined object in place of "Promoted Selection" (for example, "face", "eyes", or whatever). Click **OK**.

8. Select the Flood Fill tool, open the Tool Options palette, and make sure the "Blend mode" is set to **Normal** and the "Match mode" to **Opacity**. (If the Tool Options palette is not visible, see **Note 1** below).
9. Click on the Materials Palette to pick up a color and then click in the outlined region of the image to apply the color. (If the Materials palette is not visible, see **Note 1** below). Don't worry if the color is too strong; double-click on that layer in the **Layers Palette** and adjust the **Opacity** slider from 0% to 100% to get the desired effect.
10. Go to **Selections** => **Select None**. Repeat steps 4 - 9 for each colored region, giving each layer an appropriate name.
11. Note: If you want to change one of the colors completely, *select that layer* in the **Layers** palette (to display the Layers palette, right-click anywhere on the tool bar and select **Palettes** => **Layers**), then repeat steps 8 and 9. You can add more layers, delete layers, change the colors, or adjust the opacity of each layer at any time. You can also use the Paint Brush tool to paint additional color directly onto any of the layers or the Eraser tool to erase unwanted bits from any layer.
12. Once you are happy with the result, select **File** => **Save As...**, click in the "Save as type..." pop-up menu and select "PSPIMAGE". Saving in this format will preserve the separate layers, so you can modify the colors at a later time. On the other hand, if you want to send the image via email or put it on a Web page, you must save it in "JPG JPEG" format instead. JPEG format is compatable with email and the Web but does *not* preserve the separate layers.

Method C. Coloring Black-and-White Line Drawings

Black-and-white line drawings, such as those in the the "FreeClipArt" folder, can be colored like a coloring book, using the Flood Fill tool to color *enclosed regions* of the drawing.

1. Open a drawing that you want to color (for example, BOY.TIF in the "FreeClipArt" folder).
2. Use the Paint Brush tool to draw over any gaps in the lines between the regions that will have different colors. Zoom in and out (use the mouse wheel or click on) so that you can work more precisely.
3. Go to **Image** => **Increase Color Depth** => **RGB - 8 bits/channel**.
4. Select the Flood Fill tool, and set the "Blend mode" to **Normal** and the "Match mode" to **RGB Value**. (If the Tool Options palette is not visible, see **Note 1** below).
5. Click on the Materials Palette to pick up a color and then in an enclosed white region in the drawing to fill that region with color. Repeat for each colored region. To remove a color, fill it with white. If the color leaks out to other regions, click the **undo** button, use the Paint Brush tool to draw over the gaps in that region, then try again. .
7. Save completed pictures in "GIF" or "TIF" formats.

Note 1: Palettes are displayed on the right-hand side of the Paint Shop Pro window. If you can't find the palette that you need, look carefully at the extreme right edge window. It may be that the palette is in "auto-hide" mode and shows only as a small tab or label on the extreme right. If so, just mouse over the tab to display the palette. If the desired palette does not show up at all, click **View => Palettes** and select the desired palette from the menu.

Converting a Photo into a Painting in *Paint Shop Pro X*

The "Brush Strokes" effect in *Paint Shop Pro* can make a photograph look like a painting. Here is a way of using layers to enhance this effect and create even more artistic, hand-painted results.

1. Open an image to serve as the basis of your painting (for example: "Original Photo" in Artistic Effects).
2. Adjust the size, contrast and brightness and color saturation of the image as desired (**Adjust =>Smart Photo Fix..)**. Sometimes exaggerating the color saturation and contrast of an image will give interesting painting results. A good size is at least full-screen or larger; use **Image =>Resize** to change the size.
3. Select **Edit => Copy**.
4. Select **Edit => "Paste as New Layer"**. This creates a two-layer image with the same image in both layers.
5. Select **Effects =>Art Media Effects => Brush Strokes. S**elect a coarse, broad stroke brush (such as Length=15; Density=26; Bristles=256; Width=6; Opacity=0; Softness=20) and click **OK**. Wait for the processing to be completed (may take 10 seconds or more, depending on the speed of the computer).
6. Click in **Background** in the Layer Palette. This will switch to the background layer. (This will have no visible effect, because the background layer is temporarily obscured by the upper layer). Select **Effects =>Artistic effects =>Brush Strokes** and define a smaller, detailed brush stroke for this layer (such as Length=5; Density=13; Bristles=120; Width=2; Opacity=25; Softness=5) and click **OK**. Wait for the processing to be completed.
7. Select **File => Save As** and select PSPIMAGE from the "Save as type..." pop-up menu.
8. Click on **Raster 1** in the layer palette.
9. Select the pencil eraser tool  . Try experimenting with different eraser sizes and settings in the eraser tool options palette. (If the Tool Options palette is not visible, click **View => Palettes => Tool Options**).
10. Now use the eraser tool to "paint" over those bits of the image that you want to have more detail, especially the highlights and edges of the main subject matter. Zoom in and out (click the  icons) so that you can work more precisely. If you erase too much, you can "un-erase" by erasing with the *right* mouse button. If you like, you can open the original photo along side your painting to serve as a guide.
11. If you want to send the image via email or put it on a Web page, save it in "JPG JPEG"This format does *not* preserve the separate layers. To preserve the layrers, save it in PSPIMAGE format.

Note: If you get confused about which layer you are on, look at the Layers palette. This lists all the layers in the picture and shows the currently active layer with a check mark. To make any layer active, select it from this list.

As an alternative to the above technique, try experimenting with a *solid color* top layer:

1. After completing steps 1 and 2, select **Layers =>New Raster Layer** and click **OK**.
2. Select the Flood Fill tool  , select a background color (such as black, white, or any color you like) from the color palette on the right of the screen, and click anywhere on the image.
3. Double-click on **Raster 1** in the Layer Palette and set opacity to about 80%. (If the Tool Options palette is not visible, click **View => Palettes => Tool Options**).
4. Skip steps 3 - 5 and continue with step 6. Try experimenting with different eraser sizes and brush styles. To see the final effect, double-click on Raster 1 in the Layer Palette and set the opacity to 100%.

Other ideas: Make the top layer black-and-white (**Adjust => Smart Photo Fix..** and set the **Saturation** to -100), then erase just one object to reveal its color. Or blur the top layer (**Adjust => Blur => Blur more**) and erase the main subject in that layer to make it stand out from the background.

It's All About Color: Color extraction and manipulation in Paint Shop Pro X

This activity describes a method of processing color photographs to achieve interesting effects based on the extraction of pure color information. From long exposure to "black-and-white" photographs, motion pictures, and television images, we're all familiar with the concept of "grayscale" images, in which only the lightness range of a scene is preserved and the color is discarded. But what would be the converse of this operation? That is, what would it look like if we removed the lightness range from a color photograph but left all the color information? There is no familiar everyday analog of this process, but it is possible to do it in photo editing software such as *Paint Shop Pro*, and the results can be very interesting. Here's the process:

1. Open a color photograph that you wish to experiment with, for example "BandAfter" in the "Before and After" folder. Or try any other color photo of your own.
2. Select **Image => Split Channel => Split to HSL**. This creates three grayscale images labeled "Hue...", "Saturation...", and "Lightness...".
3. Select the Flood Fill tool  . In the Tool Options palette, set the "Blend mode" to **Normal** and the "Match mode" to **Opacity**. Click on the Color Palette to select a a middle gray color (exact shade is unimportant) and then click on the "Lightness" image. This makes it a solid gray picture.
4. Select **Image => Combine Channel => Combine from HSL** and click **OK**. This will recombine the three grayscale images into a new image, labeled "Image...", that contains only the color information, minus the lighness information. Don't worry if this image looks very dull and flat.
5. You can now close (and don't save) all the images *except* the one labeled "Image..."
6. With the new image selected, select **Adjust => Color => Fade Correction.** Set the Amount of correction to 90 and click **OK.** This will re-balance the color in the image and increase the color saturation. The result should be a rather flattened, but very colorful, rendition of the original image, in which the main shapes are recognizable but the colors drastically modified and brightened. An example of this effect is "Color Extraction.jpg" in the Artistic Effects folder, which was extracted from "Original Photo" in the same folder.
7. This illustrates the basic idea, but there are several possibilities for further manipulation that can enhance the effect. "Posterizing" produces interesting graphic-arts effects. First, select **Adjust => Blur => Blur More** to reduce the detail in the image. Than select **Effects => Artistic Effects => Posterize**. Experiment with different amounts of bluring and with the Levels control in the posterize dialog box. Don't forget you can always use the "undo" command to undo any number of steps and try something different.

   If you wish to save a posterized image, save it as a gif file: **File => Save As...** and select **"**GIF" from the "Save As Type" pop-up menu. Answer YES to the question about saving only 256 colors. For posterized images, a gif file will look cleaner (no compression artifacts) and will usually be smaller than a jpg file. This is the way that I produced "CE Posterized.gif", "Image23.gif", "Image25.gif", and "Image27.gif" in the Artistic Effects folder.
8. Another possibility is applying a brush stroke effect (**Effects => Art Media effects** => **Brush Strokes**). This is the way that I produced "Image33.jpg" in the Artistic Effects folder. Save as a jpg file.
9. Another idea is to try fine-tuning the color, by selecting **Adjust => Hue and Saturation => Hue/Saturation/Lightness** and make sure the Colorize box is *not* checked. Adjust the sliders to change the color and click **OK**. On posterized images, you can use **Adjust => Hue and Saturation => Hue Map** to adjust the hue of individual colors all over the image. Or use the Flood Fill tool  to fill specific areas with another color.

   Technical Note: The term "HSL" (in step 2) means **Hue, Saturation, and Lightness**. To appreciate what these terms mean, click on one of the large color boxes in the Materials Palette. This brings up the Color dialog box. Note the color wheel surrounding the color box. Dragging the mouse along the color wheel changes the **Hue**; dragging the mouse back and forth in the color box changes the **Saturation**. and dragging the mouse up and down in the color box changes the **Lightness**.