Paint Shop Pro 7

Why PSP7:

There are many image editing programs out on the market and the prices can range from Free-$1000. While the more expensive have many more features, these features are often reserved for the elite professional. TCS has found that PSP offers a nice assortment of features for staff and students at a reasonable price. PSP has also received many high marks, and is considered the best for "intermediate" users.

Every image-editing program carries the same principles. Once you learn one, you can normal use any program once you understand its interface. When learning PSP, it is more important to understand these principles than to actually learn the motions of PSP.

Imaging Principles:

Before you can use an image-editing program like PSP for any meaningful reason, you must first understand the principles of digital imagery. See the attached sheet for instruction.

Once you have a grasp of these concepts, it is time to proceed to learning how these principles work in PSP.

Getting Started with PSP:

We will start this instruction by working with a new (blank) image.

OPEN PSP:
1. To open the program, go to <Start> Programs> Jasc Software> and choose "Paint Shop Pro". The program will open with a fresh workspace.

NEW IMAGE:
1. To create a new image, go to <File> and choose "New". A window called "New Image" appears.
2. Set the desired width and height of the new image. You can choose your units as pixels or inches.
3. Set resolution. 72 is desired for images to be view on screen. 150-300 for images to be printed out.
4. Set background color. If you know the background color you want, choose that. If you are not for sure or are making transparent images for the web, keep it on "Transparent".
5. Set image type. Use 16-bit for high quality images. Use 8-bit for average use, especially on the web and for wallpaper.
6. Notice the file size at the bottom of the screen. For comparison, a floppy disk will hold 1.4 MB (1440 KB). Try to keep files sizes to a minimum.
7. When everything is set, click [OK].

UNDERSTANDING THE WORKSPACE LAYOUT:
- Across the top of the window, you have your "Standard Toolbars".
- Down the left hand side you have your "Tool Palette". This is where you will pick what "utensils" and editing tools you want to use.
- Down the right hand side is your "Color Palette". This is where you'll pick the colors you want to use. You can also choose predefined textures.
- Floating in the workspace, you should see additional toolbars. By passing your mouse over the bars, a window will drop down and provide you with options. Taking your mouse away will hide them to free up workspace. To permanently keep these windows open, click on the arrow next to the X in the upper right corner. The default windows will provide you with tool options, layers, and image overview.
- To open or close additional toolbars, go to <View> Toolbars> and check the ones you want to use.

Tool Palette:
Working down the tool palette, we will cover each of the tools (icons).

Arrow: Use to move selectable options around the image.

Zoom: Used to zoom in or out on any part of the image. Left click with the icon to zoom in on a point. Drag with the icon to make a box to zoom in on. Right click on a point to zoom out. You can also specify a zoom number under the Tool Option box.

Deformation: This to is used to deform (stretch, distort) an image. By dragging any of the nodes, you can change the H/V size. By using the <Shift> or <Ctrl> keys with the mouse, you can distort the image further (such as give perspective). By clicking and dragging inside the box (4-way arrow), you can move the selection. By clicking on the node to the right of center, you can rotate the selection. When done, either double click in the box or click [Apply] in the options window.

Crop: Crop is used to cut off outside edges and make the image smaller. Using the tool, click and drag a box around the area you want to keep. You can further adjust the sides to refine your selection. When ready to crop, either double click or choose [Crop Image] from the options window.

Mover: Moves elements on a layer or in a selection around the image.

Selection: This tool allows you to select a specific area of your image to work in. Use the tool to click and drag a box around the area you want to select. When done you will see "marching ants". This means that you will only be able to work within that selection. You can choose different selection shapes from the options window. To make more than one shape at a time, hold the <Shift> key while drawing additional selections. To "cut a hole" in a selection, hold the <Ctrl> while drawing the hole. To remove the selection areas, right click on the image.

Freehand: Just like selection, except it lets you draw free hand shapes. This is especially helpful when cutting out odd shapes like heads.

Magic Wand: Just like the selection tool, except it will automatically select a give area of the same color. The larger the tolerance number (in the options window), the larger the color range the wand will select.

Dropper: Use this tool to change your active color to the color where you click your dropper on the image. Right click to change the active background color. Useful if you need to match a color.

Paint Brush: This is the most used drawling tool. Use it to "paint" a line on your image. Under the options window, you can change the size, shape, and look of the brush. Click on the brush icon to the right of "Shape" to change the different brush textures.

Clone Brush: This will paint like a brush using another portion of your image ("clones" your image). First, you must define the origin of the clone. Simply right click where you want the clone to pick up at. Then go to the area where you want to duplicate the image and left click. If you hold the button down, it will keep cloning a larger area. To use the tool so that every time you let up on the button, it will start over at the clone origin, choose "non-aligned" from the options window.

Color Replacer: This tool allows you to replace one color with another using a paintbrush. First, set the color you want to replace as the background color. Make the foreground color the new color. Then simply draw using your brush.

Retouch: This tool allows you to make spot modifications like lightening, smudging, or embossing. Under the options window, click the second tab, and choose the type of retouch you want. Then use your paintbrush to make the retouches on the image.

Scratch Remover: *{Blanked out}*

Eraser: Use to erase part of your image on the current layer. Right clicking will undo an erasure, but does some other weird stuff as well.

Picture Tube: Use this to add "pre-defined" images to your image. From options, click on the type of image you want to place. Then click on your image to place. There are a variety of other options available. You can even make your own "tubes" (advanced class).

Airbrush: Paints like an airbrush. Same options as a paintbrush.

Flood Fill: Will fill a given area with a chosen color, gradient, or texture. Under "Match Mode" choose None to fill whole layer (or selection) and RGB Value to fill a given color. Modify "Styles" in the color palette to get gradients or textures.

Text: Use this tool to add text to your image. Click on your image where you want the text, and a text window will appear. Type your text in the center field. Modify the text using styles, font type, and size. You can also change the color and position. A preview of the text will show on you image. When finished, click [OK]. The text is put on a different layer so you can move it around and modify it separate from the rest of your image.

Draw: This is a simple free hand drawling tool. By choosing the type of line, you can make one single line or a free hand line. Play with the different line styles.

Preset Shapes: Allows you to draw predefined shapes, from circles to 3-D arrows to cones to buttons.

Object selector: Allows you to select an object that you have drawn and change the properties or position. This will pick up multiple objects it stacked on top of each other.

That is the end of the tool palette.

<u>Color Palette:</u>
Working down the color palette, we will cover each of the options.

Foreground/Background Color: This displays the current fore and back colors. You can toggle these colors back and forth by clicking on the arrow in between the swatches. Right click on a swatch and you will get a box of the most recently used color to choose from. Click [Other] in this box (or double click the swatch) to get more color options.

Color Picker: This "rainbow" window allows you to pick your active colors. Left click for fore color and right click for back color. You will see a color swatch at the bottom of the palette of the color you picker is on.

Styles: Allows you to choose the "fill" styles. By default, it will be a "solid" color. By clicking on the arrow in the swatch, you can change this to gradients or patterns. If you change to gradient, double click on the swatch to change the gradient options, like color, direction, and style. If you choose pattern, you can double click on the swatch to change the type of texture, angle, and scale.

Textures: Textures give the effect of doing a "rubbing". By default, there is no texture selected. To select one, click on the arrow in the swatch, and choose the texture icon. To change the texture type, double click on the swatch and choose your options.

R-G-B: This area gives info on the "current" RGB numbers. You will also see a sample swatch.

Layers:

Layers are about one of the most important features of any good program. Layers give you the ability to draw on different "sheets" but see them stacked on top of each other. With this, you can turn layers on and off to hide elements or see how different things look. It is easy to move elements from top to bottom. But the most important thing about layers is it allows you to try different things without effecting other layers or elements.

To use layers, make sure the layer palette is open. At first, you will see just one line in this window called "Layer1". Each layer will have the following options from left to right.

Layer Name: This contains the name of the layer. You can change the name by double clicking on the name bar. Your names should be meaningful, especial when working with a lot of layers.

Layer Visibility Toggle: This button that looks like a pair of glasses allows you to turn the layer on and off. Turning the layer off hides it from your image.

Layer Opacity: This allows you to make this layer more transparent. Use your mouse to drag the scroll bar from right to left to make the layer less opaque.

Layer Blend Mode: This option allows you to use the current layer to affect other layers in different fashions.

Lock Transparency: If locked, then when you draw on a layer, you cannot draw on any transparent areas.

Here are some ways that you can manipulate layers.

New Layer: Click the white sheet icon in the layers window to add a new layer. This is the best time to give your layer a name and set options.

Delete Layer: If you want to get rid of a layer permanently, select the desired layer and click the trashcan icon. There is no way of getting this layer back.

Move Layers: If you would like to move a layer so that it appears overtop of another layer, simply click and drag the layer to the relative position you want it at compared to the other layers. In the layer window, layers at the bottom of the list are on the bottom of the image.

Duplicate a Layer: If you want to try two different techniques with an existing layer, you can duplicate so that you do not mess the original up. To do this, right click on the layer and choose "Duplicate". It will name the new layer "Copy of…". You can rename it as you like.

Merge Layers: If you would like to combine multiple layers onto one layer, turn on only the layers you want to merge. Right click on one of the visible layers and choose <Merge>Visible>.

Saving Your Image:

Sometimes, saving your image is the most difficult thing about a program. This is due to the fact that there are countless ways of saving an image depending on what you plan to use it for. In PSP, there are two distinct ways of doing this. If you are using layers and plan to come back and edit the image further, you will want to save the image as a PSP document. This will preserve all the layers and effects. However, if you want to view the file elsewhere, like the Internet, you will need to save it as a standard image, which eliminates all the extra image information and "flattens" the image.

To save the file as a PSP document, go to <File> and choose "Save" (or Save As). Choose the location where you wish to save the file and give the image a name. Make sure the "Save as type" is a "Paint Shop Pro Image" (ends with .psp extension). Then choose [Save].

To save as any other file, go to <File> and choose "Save Copy As". Choose the location where you wish to save the file and give the image a name. In "Save as type", change to the type of image you want. Then choose [Save].
- or -
You can use a "wizard" to help you maximize your image if you are using it on the web. To do this, go to <File> Export> and choose JPEG or GIF Optimizer (depending on the type of image). Modify the options as you like and click [OK]. Then you will be asked to save the image like above.

Print Your Image:

Page Setup: Before printing, always make sure you page is setup correctly. To do this, go to <File> and choose "Page Setup". Choose the options that you want, including centering on page and scaling the image. You can preview the layout to make sure you have what you want.

Print: Go to <File> and choose "Print". Click [OK].

Print Multiple Images: If you have several images you would like to print on one sheet, choose this option. Go to <File> and choose "Print Multiple Images". It will display all the images you have open on the left side. To add an image to your page, simple click and drag. Once on the page, you can reposition and resize it. (You need to open your multiple images before choosing this option.) When your page it set up the way you want it, go to <File> and "Print". When done, go to <File> and "Close" and this will take you back to your workspace.

Other Options from the Menu Bar:

Image: Under this menu, you can rotate and flip your image. You can also resize the image or make the "canvas" a different size.

Effects: There are countless different effects that you can apply to your image. The best way to learn these effects is to try each one.

Colors: Under this menu, you can adjust the "color quality" of your image. There are so many options when it comes to colors, that this is an advanced topic. But it never hurts to try out what each of the options will do.

I hope you liked using PSP and continue to use all its wonderful features. The more you use any imaging program, the easier the whole process is.