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Creating PaintShop File

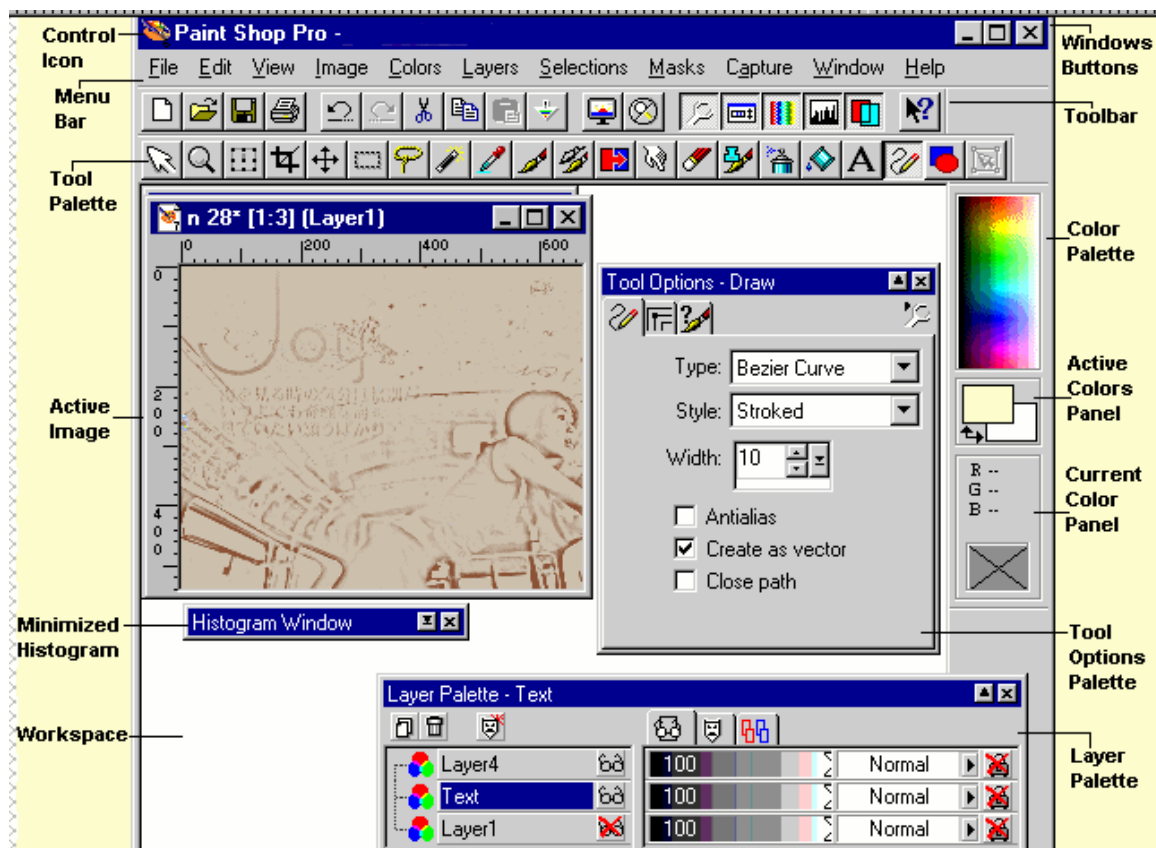
Welcome to PaintShop Pro Version 7.0 Easy Learning eBook.

Understanding Workspace of Paint Shop Pro

Understanding Workspace of Paint Shop Pro

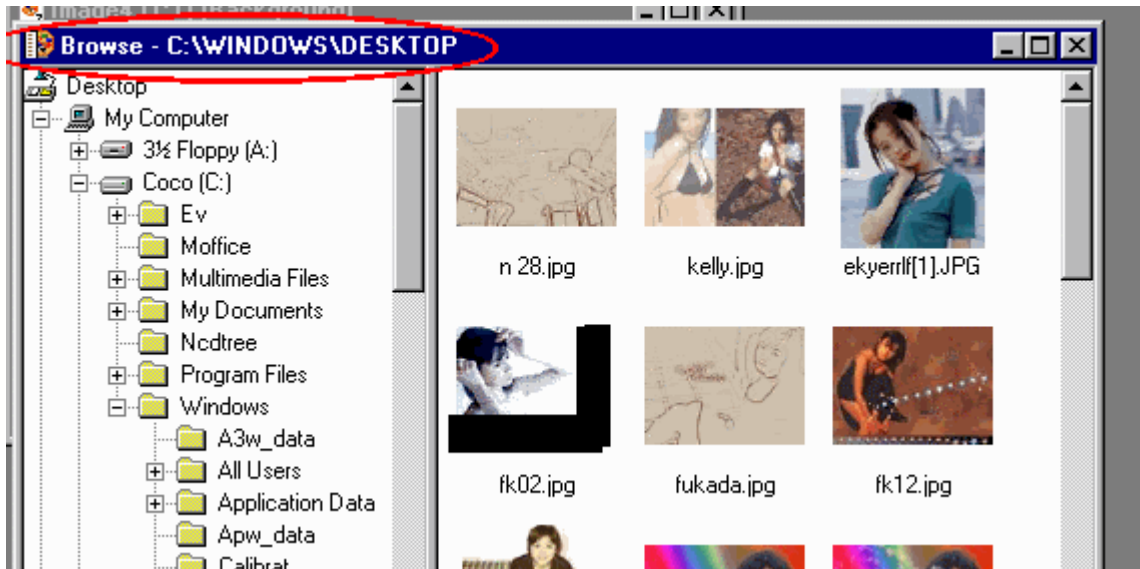
The workspace is the area of the main window where you can create and edit images in PaintShop Pro.

When you open a file, an image window will open in the workspace. To change the size of the workspace, drag a border or corner of the main window.



How to work with Browser

To work with Browser



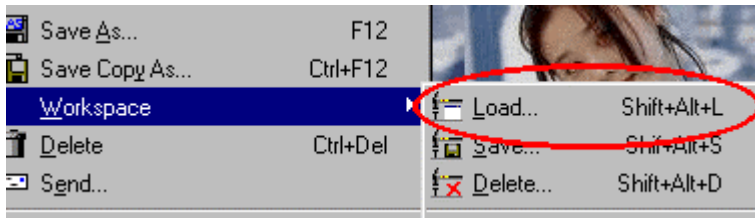
- Although you will not see the Browser when you first open Paint Shop Pro, it is an integral feature of the program. The Paint Shop Pro Browser, a tree-based browser similar to the Windows Explorer, is a visual file system that makes image file management easier and more intuitive. You can use it to preview the images in a folder before opening them.
- To open the Browser, press **<Ctrl> + ** or click the **Browse** button on the toolbar.

How to work with Load Workspace in File menu

To work with Load Workspace in File menu

- You can use this command to load a previously saved workspace. A saved workspace contains information about its arrangement -- palettes and Toolbar placement and settings, the ruler and grid settings, and the location of all open images and their current zoom level.

To load a workspace:



Step 1

- Choose **File** and select **Workspace**. After that click **Load**.

Step 2

- In the Open Workspace dialog box, navigate to and select the filename of the workspace you want to load. Workspace files have a WSP extension.

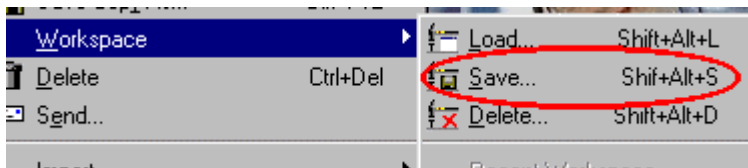
Step 3

- Click the **Open** button. Then the Paint Shop Pro will restore the files and the program will set the selected workspace.

How to work with Save Workspace in File menu

To work with Save Workspace in File menu

- Choose this command to save your current workspace arrangement. When you save a workspace, Paint Shop Pro saves information on the toolbar and palettes placement and settings, the ruler and grid settings, and the location of all open images and their current zoom level. Then the saved file has a .WSP extension.



To save the current workspace:

Step 1

- Select the **File** tab from the Menu and choose **Workspace** in the Menu. Afterthat click **Save**.

Step 2

- In the Save Workspace dialog box, navigate to the folder in which you want to save the workspace.

Step 3

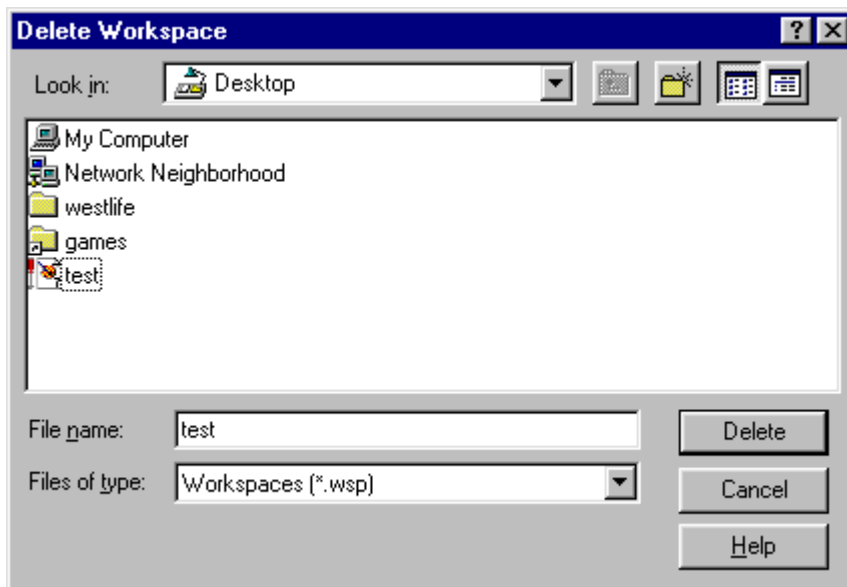
- In the File name text box, type a name for the workspace. Then the Paint Shop Pro will add the .WSP extension.

Step 4

- Click the **Save** button. And then the Paint Shop Pro will save the workspace information.

How to work with Delete workspace in File menu

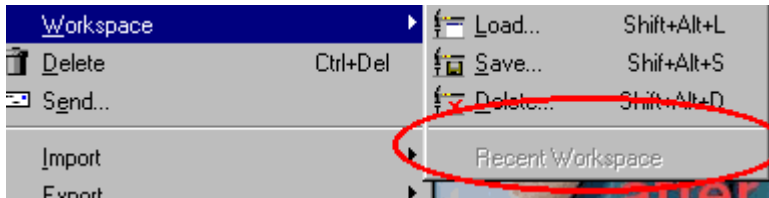
To work with Delete workspace in File menu



- Here you can use this command to delete a saved workspace.
- First, choose the **File** tab from the Menu Bar and then select **Workspace**. After that click **Delete** to open the Delete Workspace dialog box.
- Select the **filename** of the workspace, and then click the **Delete** button. Paint Shop Pro deletes both the .WSP and .TBS files.

How to work with Recent Workspace in File menu

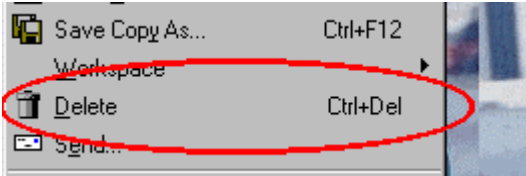
To work with Recent Workspace in File menu



The lower portion of the Workspace sub-menu displays a list of the three most-recently used workspaces. You can load one of these workspaces by choosing it from the list.

How to work with Delete in File menu

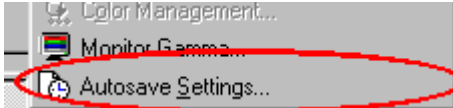
To work with Delete in File menu



- Here you can delete a Previously Saved Image.
- After you have saved an image, you can delete it while it is open in the workspace by using one of the following methods:
- Select the **File** tab from the Menu Bar and choose **Delete** in the Menu.
- Pressing **<Ctrl> + ** , or
- Clicking the optional **Delete File** button on the toolbar.

How to work with Auto Save

To work with Auto Save



- Use the Auto-save Settings dialog box when you want Paint Shop Pro to create a temporary backup file for each open image. The program creates an ATS file containing the location of the original image, the location of the backup file, and a TMP file of each open image.

To use the Auto-save Settings Dialog box:

Step 1

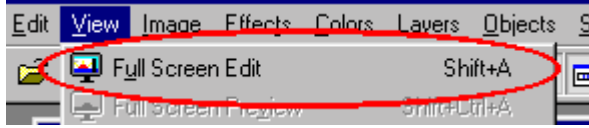
- Select the Enable auto-save check box to have Paint Shop Pro create temporary feature. Clear the check box if you do not want to use the feature.

Step 2

- Select a number from the Minutes box to determine how frequently Paint Shop Pro creates a temporary file.

How to work with Full Screen Edit

To work with Full Screen Edit



- In Full Screen Edit, Paint Shop Pro expands the workspace to cover the screen. This gives you the largest possible space for displaying your image. The palettes are visible, but the menus are hidden. To access the menus, click at the top edge of the screen.

To activate the Full Screen Edit, do one of the following:

- Choose the **View** tab from the Menu Bar and then select **Full Screen Edit**.
- Press **<Shift> + <A>**.
- Click the Full Screen Edit button on the toolbar.

You can also use the same commands to return the workspace to its previous size.

How to work with Full Screen Preview

To work with Full Screen Preview



- The Full Screen Preview mode displays the image against a black background that covers the screen.

To see an image in the Full Screen Preview mode, do one of the following:

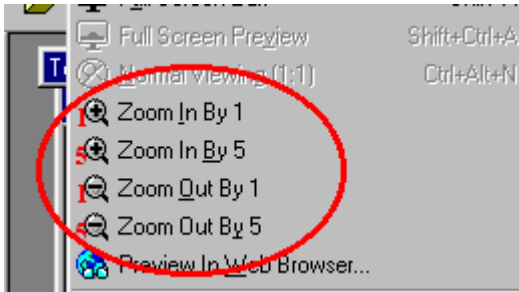
- First of all, you have to choose the View tab from the menu bar and select Full **Screen Preview**.
- After that press on the <Shift> + <Ctrl> + <A>, or
- Click the **Full Screen Preview** button on the toolbar.

To close the Full Screen Preview mode, do one of the following:

- Left-click the mouse, or
- Press any key on the keyboard.

How to work with Zoom Commands

To work with Zoom Commands



Here you can use the View Menu Zoom Commands.

The following commands on the View menu change the magnification an image:

- Zoom In by 1 increases the zoom factor by 1.
- Zoom In by 5 increases the zoom factor by 5.
- Zoom Out by 1 decreases the zoom factor by 1.
- Zoom Out by 5 decreases the zoom factor by 5.
- Normal View immediately returns the image to the standard magnification of 1:1.

If you choose View and then Zoom in by 1 two times, the image will be displayed at three times its original size. If you then choose View > Zoom in by 5, the magnification will be eight times the original.

How to work with Ruler in View menu

To work with Ruler in View menu



- Paint Shop Pro provides rulers to help you align your artwork and arrange image elements symmetrically. The rulers can be configured to display inches, centimeters, and pixels.
- To display the rulers, choose the **View** tab from the Menu Bar and then select Rulers or click the **optional Rulers** button on the toolbar. The icon to the left of the Ruler command appears pressed in when its feature is displayed.
- To hide the rulers, choose the **View** tab from the Menu Bar and then select **Rulers** or click the **optional Rulers** button on the toolbar again.

How to work with Grid in View menu

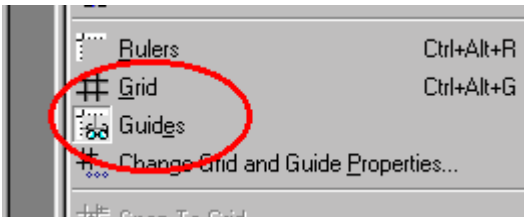
To work with Grid in View menu



- Paint Shop Pro provides a grid to help you align your artwork and arrange image elements symmetrically.
- The grid spacing can be set at any size and can be configured to display inches, centimeters, and pixels. You can change its color and size at any time.
- To display the grid, choose the **View** tab from the Menu Bar and select **Grid** in the menu. Press **<Ctrl> + <Alt> + <G>**, or click the optional Grid button on the toolbar.
- The icon to the left of the Grid command appears pressed in when it is displayed. Note that the grid appears in all the open images when you choose the command.

How to work with Guides in View menu

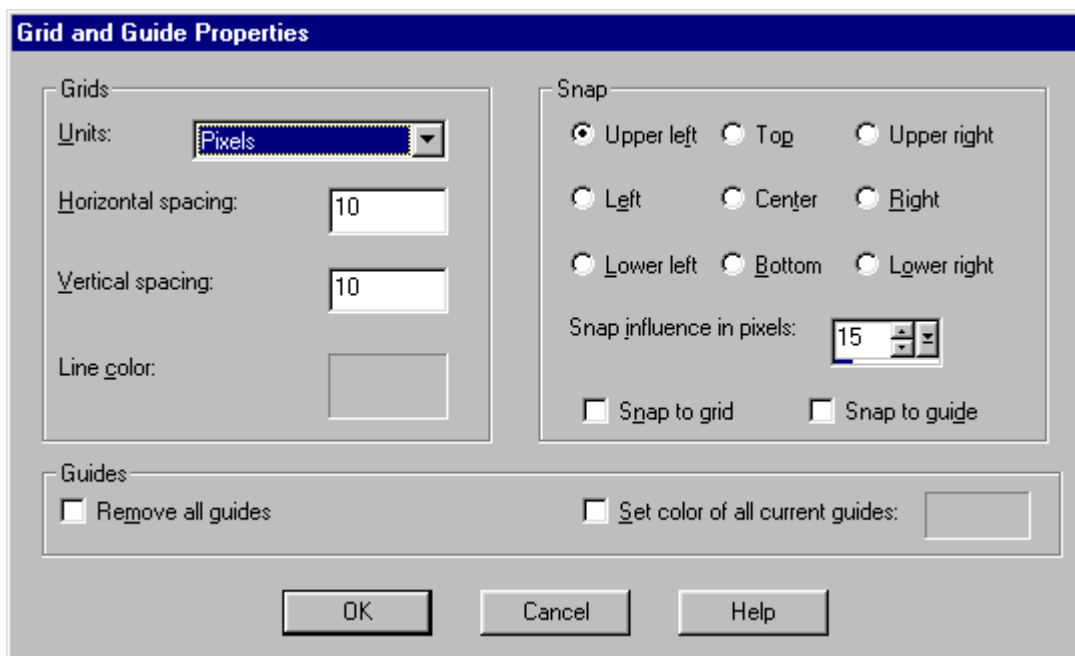
To work with Guides in View menu



- You can hide your guides when not using them and then display them only when they are needed.
- To alternate between hidings and displaying the guides, choose the **View** tab from the Menu Bar and select **Guides**. The guides are visible when the icon appears pressed in.
- Guides extend beyond the edges of image canvas so that you can align objects before placing them in the image. As you enlarge the image window, the guides extend from one edge to the other.

How to work with Change Grid and Guide

To work with Change Grid and Guide



You can change the grid and guide properties of the active image, the color of all the guides, and the snap influence settings.

To change the appearance of the grids in all the images, use the Rulers and Units tab of the General Program Preferences dialog box.

a) Grid Panel

To change grid properties:

Step 1

- In the Units drop-down box, choose whether to use pixels, inches, or centimeters for the grid spacing.

Step 2

- In the Horizontal Spacing box, type the distance you want between the vertical lines.

Step 3

- In the Vertical Spacing box, type the distance you want between the

horizontal lines.

Step 4

- To choose a new Grid color, left-click in the **Line Color** box to open the Color dialog box or right-click to open the Recent Colors dialog box.

b) Guide Panel

To change the guide properties:

Step 1

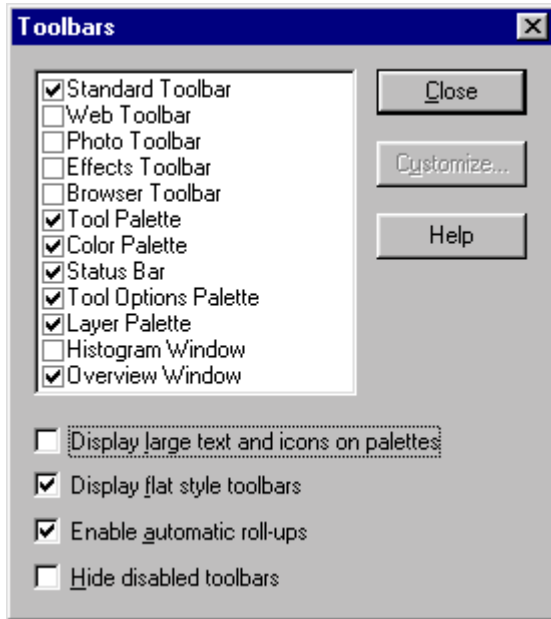
- To delete all guides in the active image, select the **Remove all guides** check box.

Step 2

- To change the color of all the guides in the active image, select the **Set color of all guides** check box and then left or right-click the **color** box and choose a new color.

How to work with Toolbars in tab from the Menu Bar and select View menu.

To work with Toolbars in tab from the Menu Bar and select View menu.



To display or hide a bar, palette, or window and choose its options, do the following:

Step 1

- Choose the **View** tab from the Menu Bar and select **Toolbars** in the Menu. Then the Toolbars dialog box will open.

Step 2

- Select the check boxes of the items you want to display and clear those you want to hide. The items with boxes containing checks will be displayed. The items with empty boxes will be hidden.

Step 3

- To display large text and buttons, select the "Display large text..." check box.

Step 4

- To have the buttons appear flat, select the "Display flat style..." check box.

Step 5

- To activate the roll-up feature for the Tool Options and Layer palettes and the Histogram, select the "Enable Automatic Roll-Ups" check box.

Step 6

- To hide a toolbar when its commands cannot be chosen, select the "**Hide disabled toolbars**" check box.

Step 7

- To customize the toolbar or Browser toolbar by adding and removing buttons; click the name of the toolbar and then the **Customize** button.

Step 8

- Click **Close** to close the Toolbars dialog box and display the selected bars and palettes.

Editing Image In PaintShop

How to work with Flip

To work with Flip



- Here you can flip a selection, layer, or image reverses it vertically. What was the top becomes the bottom, and vice-versa.
- To use the command, choose **Image** and then click Flip, press **<Ctrl> + <I>**, or click the optional **Flip** button on the toolbar.

How to work with Mirror

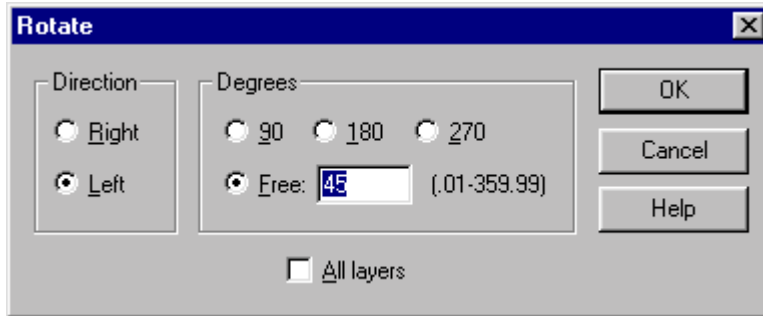
To work with Mirror



- Mirroring a selection, layer, or image reverses it horizontally. What was the left side becomes the right side, and what was the right side becomes the left.
- To use the command, choose **Image** and then click **Mirror**, press **<Ctrl> + <M>**, or click the optional Mirror button on the toolbar.

How to work with Rotate

To work with Rotate



To rotate an image, layer, or selection:

Step 1

- Select the direction of rotation by clicking the **Direction's** option button or the text. The right side is clockwise and the left side is counter-clockwise.

Step 2

Set the degrees of rotation:

- To rotate in quarter-circle increments, click the 90, 180, or 270-degree option.
- To rotate by any other amount, type the value in the Free box.

Step 3

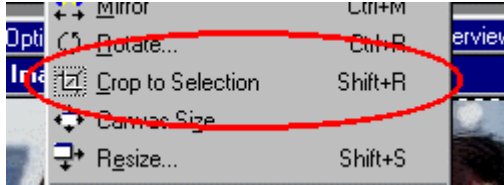
- To rotate every layer in a multi-layer image, select the "All layers" check box. Clear the check box to rotate only the current layer. When this check box is selected or when the image consists of a single background layer, the canvas size changes to accommodate the rotated image.

Step 4

- Click **OK** to close the dialog box and rotate the image.

How to work with Crop to Selection

To work with Crop to Selection

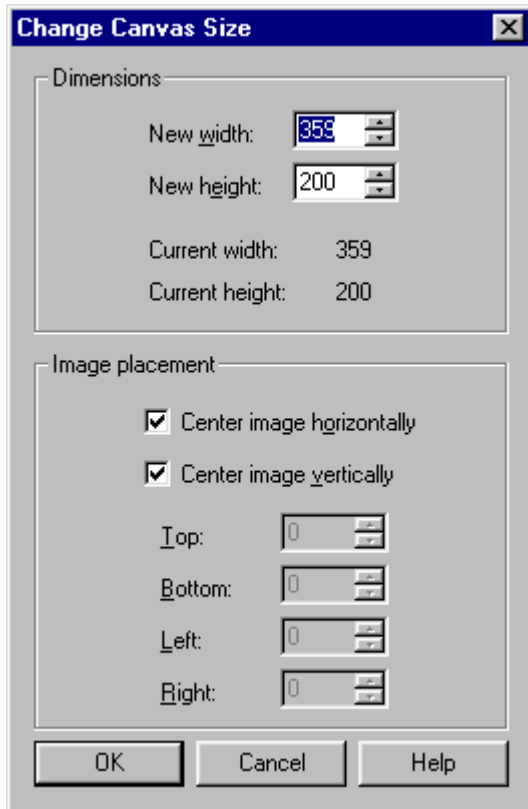


Crop to Selection Command

- The Crop to Selection command becomes available whenever an image contains a non-floating selection. You have to use it with irregularly shaped selections.
- It deletes everything except the selection and reduces the image size to the length and width of the selection.
- To apply the command, choose Image and click **Crop to Selection** or press **<Shift> + <R>**.

How to work with Canvas Size

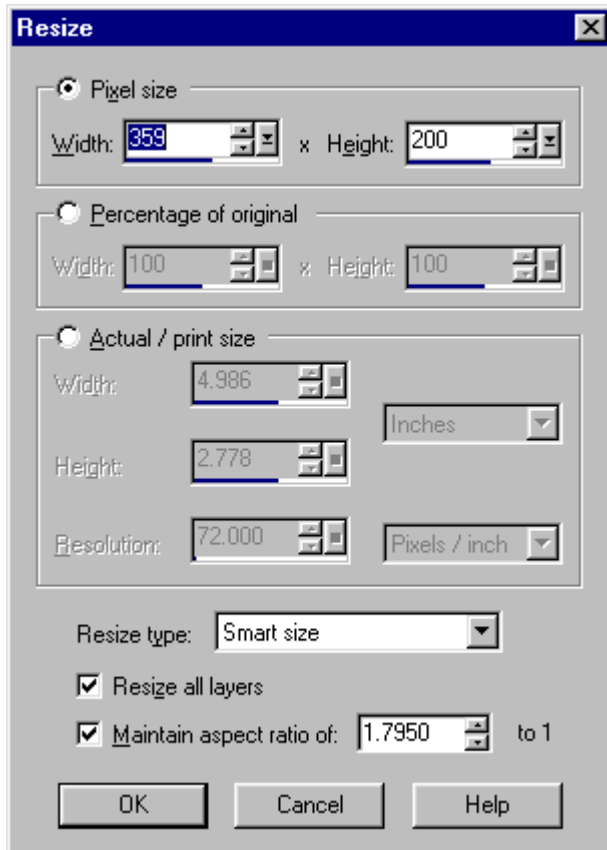
To work with Canvas Size



- Here you can change the canvas size changes the dimensions of the image by adding pixels to or removing them from the edges of the image.
- You can increase or decrease the canvas on a specific side or around the entire image. When you are increasing the canvas size, Paint Shop Pro adds pixels using the current background color.
- Decreasing the canvas size produces the same result as cropping the image.

How to work with Resize

To work with Resize



In the Resize Type box, select the type of resizing for Paint Shop Pro to apply. There are four choices:

Step 1

- Smart size, where Paint Shop Pro chooses the best algorithm based on the current image characteristics.

Step 2

- Bicubic resample, which uses a process called interpolation to minimize the raggedness normally associated with expanding an image. As applied here, interpolation smoothes out rough spots by estimating how the "missing" pixels should appear, and then filling them with the appropriate color. It produces better results than the Pixel resize method with photo-realistic images and with images that are irregular or complex. Use

Bicubic to resample when enlarging an image.

Step 3

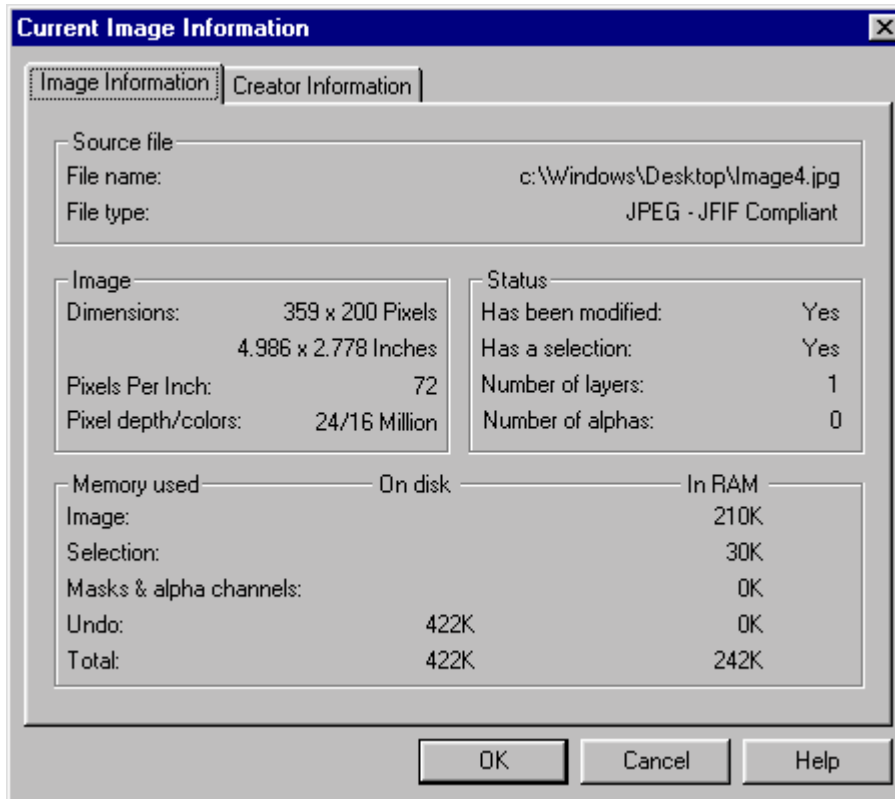
- Bilinear resample, which reduces the size of an image by applying a similar method as Bicubic resample. Use it when reducing photo-realistic images and images that are irregular or complex.

Step 4

- Pixel Resize, where Paint Shop Pro duplicates or removes pixels as necessary to achieve the selected width and height of an image. It produces better results than the resembling methods when used with hard-edged images.

How to work with Image Information

To work with Image Information

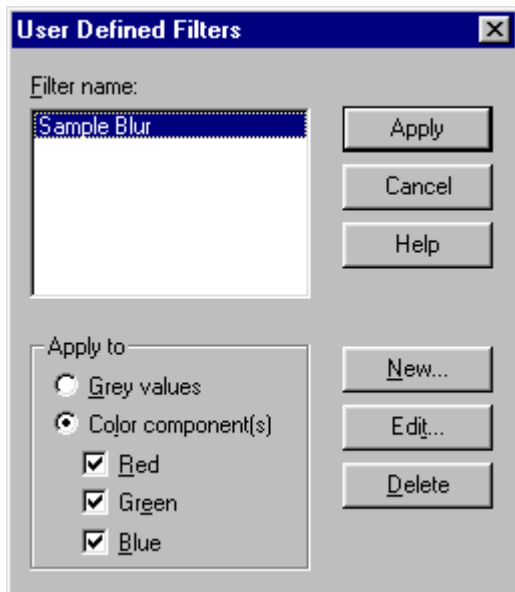


- The Current Image Information dialog box displays information about images open in Paint Shop Pro. If the image contains a watermark, you can read the information in this dialog box.
- If the image is in the PSP format, you can also add comments such as a title, the artist's name, and copyright information.

How to work with Apply the filter in User Defined Filter

To work with Apply the filter in User Defined Filter

- Select **Choose Effect** from the Menu Bar and then choose **User Defined Filter**.



To apply a user defined filter:

Step 1

- In the Filter Name list; click the filter you want to apply.

Step 2

- In the "**Apply To**" panel; choose whether to apply the filter to the gray or color values in the image.

Step 3

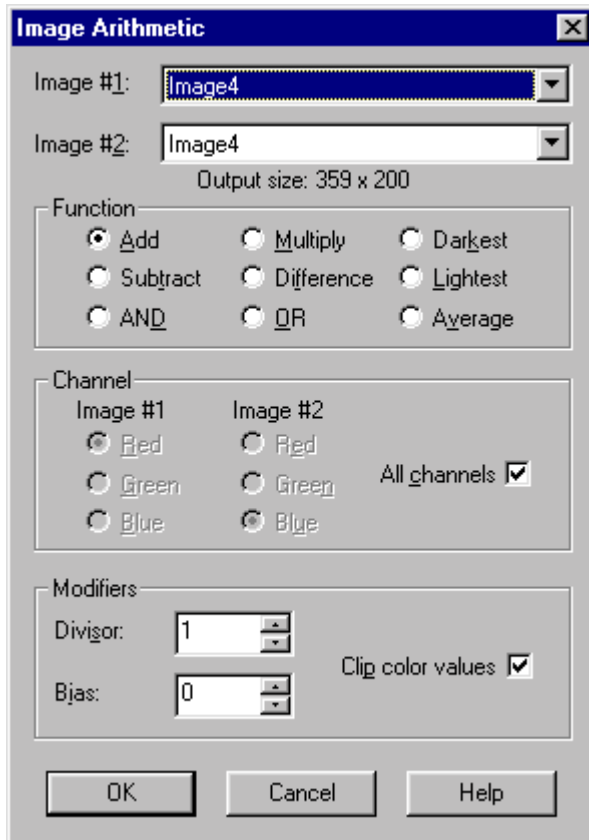
- If you chose to apply the filter to the color values, select the check boxes of the colors to which you want the filter applied.

Step 4

- Click **Apply** to close the dialog box and apply the filter.

How to work with Arithmetic

To work with Arithmetic



To use the Image Arithmetic dialog box:

a) Function New Color Value Equals

Add Image 1 Value + Image 2 Value

Subtract Image 1 Value - Image 2 Values

Multiply Image 1 Value x Image 2 Value

Difference Absolute Value of (Image 1 Value - Image 2 Value)

Lightest Maximum of (Image 1 Value, Image 2 Value)

Darkest Minimum of (Image 1 Value, Image 2 Value)

Average (Image 1 value + Image 2 Value)

b) From the Channel panel, select the color channels to combine:

- Select the "All channels" check box to use all the color channels in both images. This will produce a 24-bit image.
- Select a specific channel for each image to produce a grayscale image.

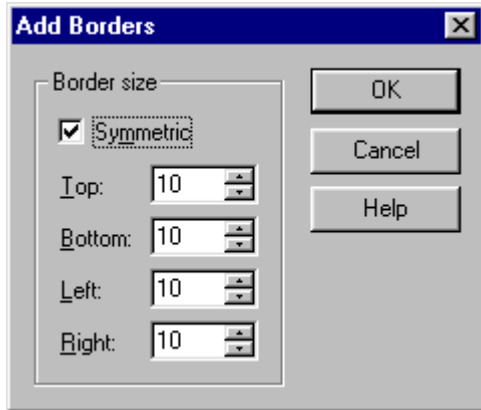
c) Set the Divisor and Bias modifiers. The modifiers are applied to the color

values produced by the Formula and the Channel selections.

- The Divisor number is used to divide the color values. It can reduce the effects of the other selections.
- The Bias number shifts each color value by a fixed amount. The number is added to the color value produced by the Formula, Channel, and Divisor selections.

How to work with Add Border

To work with Add Border



To add borders to an image:

Step 1

- To add borders equally on all sides, select the "**Symmetric**" check box. To add borders of unequal width, leave the check box unchecked.

Step 2

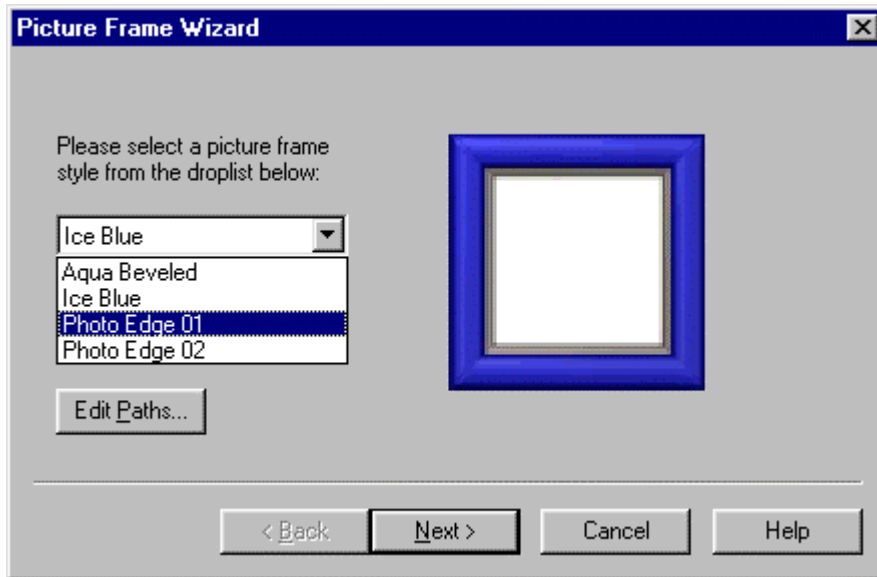
- Enter the border size in pixels in the four boxes. If you have selected the **Symmetric** option, the boxes are linked—changing the width in one box automatically changes the width in the others.

Step 3

- Click **OK** to close the dialog box and add the borders to the image.

How to work with Picture Frame

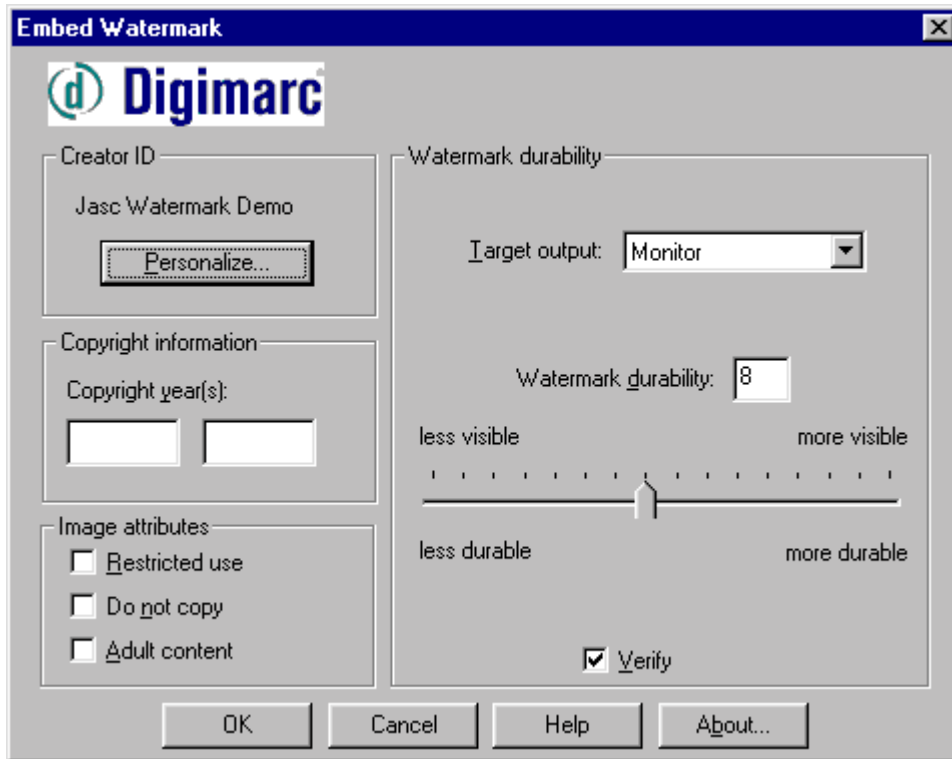
To work with Picture Frame



To add a picture frame, you have to select the frame and choose whether to place it inside or outside the edges of the image. If the image contains transparent areas outside the frame, you have to select a color with which to fill the areas. Paint Shop Pro creates the frame on a new layer named "Picture Frame."

How to work with Watermark

To work with Watermark



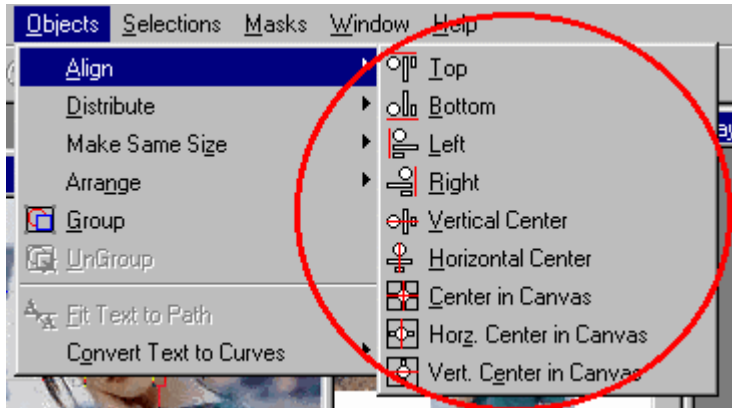
You can use this dialog box to choose the information you want a watermark to contain. You can select the following options:

- Creator ID
- Image copyright dates
- Image attributes and restrictions on use
- Watermark durability

You can also change the copyright date, image attributes, and durability each time you embed a watermark. You only need to configure the Creator ID when the first time you use this dialog box.

How to work with Align Vector Object

To work with Align Vector Object



To align vector objects:

Step 1

- Use the Vector Object Selection tool to select the target object.

Step 2

- Press and hold the **<Shift>** key while clicking the objects you want to align with the target.

Step 3

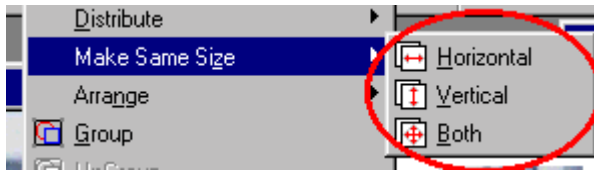
- From the Objects menus, choose **Align** and then the appropriate command. You can also choose an alignment by click the **Appropriate Alignment** button on the second tab of the Tool Options palette.

Step 4

- The objects move into alignment with the target.

How to work with Make Same Size in Object Menu

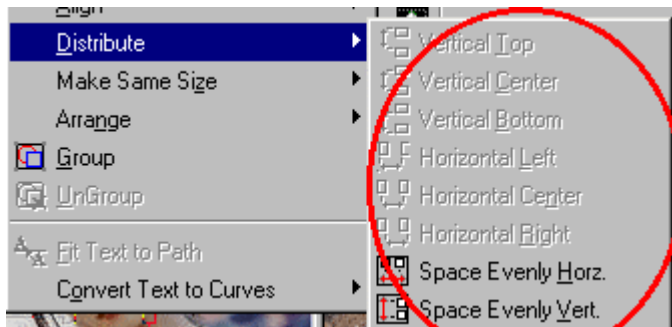
To work with Make Same Size in Object Menu



- To make one or more vector objects with the same width and/or height as a selected object.
- You can also use this command any time when two or more vector objects are selected.

How to work with Distribute in object menu

To work with Distribute in object menu



a) Distributing Objects Horizontally

When you distribute vector objects horizontally, the objects closest to the left and right boundaries of the group become the two target objects. The distance between these target objects determines the distribution, or spacing, of the objects in between them.

There are three types of horizontal distribution:

- Left distribution, where objects are evenly spaced between the left edges of the left and right targets.
- Center distribution, where objects are evenly spaced between the centers of the left and right targets.
- Right distribution, where objects are evenly spaced between the right edges of the left and right targets.

b) Distributing Objects Vertically

When you distribute vector objects vertically, the objects closest to the top and bottom of the group boundaries become the target objects. The distance between the two target objects determines the distribution of the objects in between.

When you distribute objects vertically, the distance between the object closest to the top and to the bottom edges of the group determines distribution.

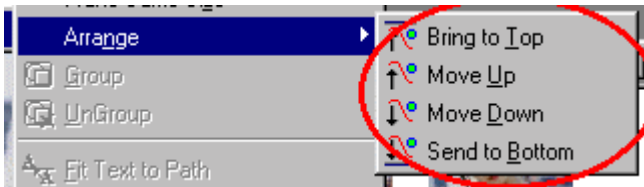
There are three types of vertical distribution:

- Top distribution, where objects are evenly spaced between the top edges of the top and bottom targets.

- Center distribution, where objects are evenly spaced between the centers of the top and bottom targets.
- Bottom distribution, where objects are evenly spaced between the bottom edges of the top and bottom targets.

How to work with Arrange in Object Menu

To work with Arrange in Object Menu



To move an object behind or in front of another:

Step 1

- Select the object you want to move. Note that you can only arrange one object at a time.

Step 2

- Right-click the object and choose **Arrange** and then one of the commands.

Using PaintShop Designing Tools

How to work with the Arrow Tool

To work with the Arrow Tool



Step 1 - Click the **Arrow** button on the tool palette.

Step 2 - Move the cursor over the image.

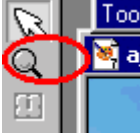
Step 3 - Press and hold down the left button. The cursor will change into a hand.

Step 4 - Drag the image until the area you want is visible.

Step 5 - Release the **mouse** button.

How to work with the Zoom Tool

To work with the Zoom Tool



To activate the Zoom tool, click the **Zoom** tool button on the Tool palette. Use the left and right mouse buttons to increase and decrease the magnification level.

Step 1

- **To zoom in, left-click the image.** The magnification increases by one level each time you click the image, and the image centers where the Zoom tool was clicked.

Step 2

- **To zoom out, right-click the image.** The magnification decreases by one level with each click.

How to work with the Deformation Tool

To work with the Deformation Tool

- This tool allows you to rotate, resize, skew, and distort layers, floating selections, and images.



Step 1

- Click the **Deformation** tool button on the Tool palette. The Deformation handles and guides appear on the image.

Step 2

- Move the cursor to the area to be deformed. The cursor will change shape whenever it is over a handle.

Step 3

You can deform the image by doing one or more of the following:

- Resize vertically by dragging the center top and bottom handles.
- Resize horizontally by dragging the center left and right handles.
- Resize horizontally and vertically at the same time by dragging the corner handles.
- Rotate by dragging the center bar.
- Change perspective by pressing <Ctrl> while dragging any of the 4 corner handles.
- Apply a skew/shear effect by pressing while dragging any of the 4 center handles.
- Distort by pressing <Ctrl>+<Shift> while dragging any of the 4 corner handles.

Step 4

- To apply the deformation, either click the **Apply** button on the Tool Options palette or double-click the image.

Step 5

- To cancel the deformation, click the **Cancel** button on the Tool Options palette.

How to work with the Crop Tool

To work with the Crop Tool

Here you can use the Crop tool to select the area of the image you want to keep. While the area outside the rectangle is deleted.



Step 1

- Click the **Crop tool** button on the toolbar.

Step 2

- Place the cursor over the image at a corner of the area you want to keep.

Step 3

- Press the left mouse button and drag. A rectangle appears. The area inside the rectangle will be saved; the area outside the rectangle will be cropped.

Step 4

- When the rectangle encloses the area you want to keep, release the mouse button.

Step 5

To change the area the rectangle encloses, do any of the following:

- Click one of the rectangle's sides and drag to move it,
- Click inside the rectangle and drag to enclose a different area, or
- Right-click to remove the rectangle and start over.

Step 6

To crop the image, either:

- Double-click inside the rectangle, or
- Click the Crop Image button on the Crop tab of the Tool Options palette.

How to work with the Mover Tool

To work with the Mover Tool

Here you can use the Mover Tool to move a selection marquee or a layer.



- To move a selection marquee, click the Mover button on the Tool palette, right-click on or inside the marquee, and drag with the mouse.
- To move a layer, click the Mover button on the Tool palette, left-click any part of a layer containing data, and drag with the mouse.

How to work with the Selection Tool

To work with the Selection Tool



Step 1

- Click the **Selection** button on the Tool palette.

Step 2

Place the mouse on the image at one of two places:

- To create a rectangular, square, or rounded rectangular or square selection, **place the cursor at a corner of the area you want to select.**
- To create a circular or elliptical selection, **place the cursor at the center of the area you want to select.**
- To create a selection using the other shapes, **place the cursor at a point that would form the corner of an imaginary rectangle enclosing the shape.**

Step 3

- Click and drag the mouse until the selection is the size you want. As the mouse moves, a line appears to indicate the border of the selection.

Step 4

- Release the mouse button. The selection border will become a marquee.

How to work with the Freehand Tool

To work with the Freehand Tool

Here you can use the Freehand selection mode to draw the outline of the selection.



Step 1

- Click the **Freehand** button on the Tool palette.

Step 2

- On the Tool Options palettes, choose **Freehand as the Selection Type** and set the options.

Step 3

- Move the cursor over the image.

Step 4

- Click the image at a point that you want to become the border of the selection.

Step 5

- Drag the cursor to create an outline of the area you want to select.

Step 6

- If you release the mouse, start again, add to the selection using the <Shift> key, or remove part of the selection using the <Ctrl> key.

Step 7

- When the line encloses the selection, release the mouse. The line becomes a marquee indicating the border of the selection.

How to work with the Magic Wand Tool

To work with the Magic Wand Tool

This tool works by selecting content rather than defining edges.

It uses four types of values for making selections:

RGB Value, Hue, Brightness, All Opaque and Opacity.



Step 1

- Move the cursor over the image.

Step 2

- Click the color you want to select.

Step 3

- Release the mouse button. After that you will see a marquee surround the selection.

How to work with the Dropper Tool

To work with the Dropper Tool

This option allows you to select the active foreground and background solid colors.



Step 1

- Move the Dropper over the color you want to select.

Step 2

- Click to select an active color:
 - Left-click to select the foreground/stroke solid color.
 - Right-click to select the background/fill solid color.

How to work with the Paintbrush Tool

To work with the Paintbrush Tool



To create freehand paint strokes with a brush, use the following method:

Step 1

- Click the image where you want the brush stroke to start.

Step 2

- Drag the cursor while pressing one of the mouse buttons.
- To apply the foreground/stroke style and texture, click the left mouse button.
- To apply the background/fill style and texture, click the right button.

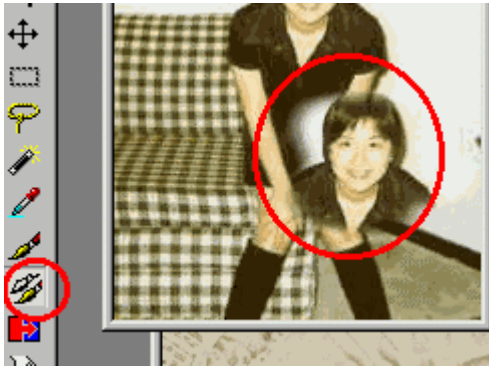
Step 3

- Release the mouse button to end the brush stroke.

How to work with Clone Brush

To work with Clone Brush

Here you can use the Clone brush to copy part of an image to another location.



To clone part of an image:

Step 1

Position the cursor over the part of the image that you want to copy. Set the source area by doing either of the following:

- Right-clicking the source area once. Your computer beeps to indicate that you have selected the source area.
- Pressing <Shift> and clicking the source area.

Step 2

- To place the cloned image on a specific layer or in a selection, select that layer or area now. The Paint Shop Pro will clone only within the selection.

Step 3

- Move the cursor to the area you want to start copying the image. This can be within the same image or in another image of the same color depth.

Step 4

- Press and hold the left mouse button. Crosshairs appear over the source area. The crosshairs indicate which pixel you are copying.

Step 5

- Drag the mouse to clone from the source area to the target area.

Step 6

- Release the mouse button to end the Clone brush stroke.

Step 7

- To resume copying, start over at step 5. Remember that the location of the

source area depends on the clone mode.

How to work with Color Replacer

To work with Color Replacer



Step 1

- Activate the Color Replacer by clicking its button on the Tool palette or in the Tool Selection menu of the Tool Options palette.

Step 2

- Select the color you are replacing as the foreground/stroke or background/fill color.

Step 3

- Select the color you are substituting as the other active solid color.

Step 4

- To add a texture, select one as the active foreground/stroke texture.

Step 5

- Use the Tool Options palette tab 1 to configure the brush tip.

Step 6

- Click tabs 2 to bring it to the front.

Step 7

- Set a Tolerance value to determine how closely the colors of the image must match the old color in order to be replaced. As you increase the tolerance, more colors are replaced.

Step 8

Paint to replace the color in the following way:

- If the new color is the foreground/stroke style, press the left mouse button while you paint or double-click with the left button.
- If the new color is the background/fill style, press the right mouse button or double-click with it.

How to work with Retouch Tool

To work with Retouch Tool



Step 1

- Click the image where you want the brush stroke to start.

Step 2

- Drag the cursor to apply the effect.

Step 3

- Release the mouse button to end the brush stroke.

How to work with Scratch Removal Tool

To work with Scratch Removal Tool



Step 1

- Click the **Scratch Removal Tool** button on the Tool Palette.

Step 2

- Use the numeric edit controls of the Tool Options palette to set the width of the tool. The area can be 4 to 100 pixels wide and the default width is 20 pixels.

Step 3

- Click either the **flat-end** or **pointed-end** Selection Boxes option to choose the shape of the ends of the enclosure box.

Step 4

- Move the cursor over the image.

Step 5

- Click and hold the left mouse button where you want to start removing the scratch.

Step 6

- Drag the mouse to enclose the area containing the scratch. As you move the mouse, Paint Shop Pro displays a box around the selected area.

Step 7

- After you have enclosed the scratch release the mouse button.

How to work with Eraser Tool

To work with Eraser Tool



Step 1

- Activate the Eraser by clicking its button on the Tool palette or in the Tool Selection menu of the Tool Options palette.

Step 2

- Use the Tool Options palette tab 1 to configure the Eraser tip.

Step 3

- Select or clear the "Build Up Brush" check box. When the check box is selected, each eraser stroke removes more of the color. When the check box is cleared, the color is erased only on the first brush stroke.

Step 4

- On the Color palettes, select the Eraser styles and textures if you are erasing a background of an image.

Step 5

- Drag the cursor across the image:
 - On a background, the left mouse button paints the background/fill style and texture, while the right mouse button paint the foreground/stroke style and texture.
 - On a layer, use the left mouse button to erase to a transparency. The right mouse is not used.

How to work with Picture Tube Tool

To work with Picture Tube Tool



Step 1

- Activate the Picture Tube tool by clicking its button on the Tool palette.

Step 2

On the first tab of the Tool Options palette:

- Select a Picture Tube from the Tube drop-down list. A sample of the tube appears in the preview box.
- Use the numeric edit control of the Scale box to set the Picture Tube size. You can reduce and enlarge it from 10% to 250% of its original size.

Step 3

- In the Placement Mode drop-down boxes, choose the Random or Continuous placement mode to control whether the Picture Tubes appear in the image at random or equal intervals.

Step 4

In the Selection Mode drop-down boxes; choose how Paint Shop Pro selects the cells (images) it paints. You have a choice of 5 modes:

- The Random mode randomly selects images in the tube.
- The Incremental mode selects the first image in the tube and repeats it only after it has selected all the images.
- The Angular mode selects images based on the direction you drag the cursor as you paint.

Step 5

- To change the Picture Tube settings, you can also click the Options button to open the Picture Tube Options dialog box. You can apply tubes without changing the settings.

Step 6

- If you changed the settings in the dialog box, click OK to close it.

Step 7

- Here you can paint with the Picture Tube.

How to work with the Airbrush

To work with the Airbrush



This option allows you to create the Straight Lines with the Airbrush.

Step 1 - Click the image where you want the line to begin.

Step2 - Press and hold the <Shift> key.

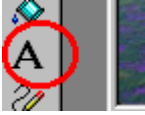
Step 3 - Click the image where you want to end the line.

Step 4 - Continue adding line segments by clicking with the left or right mouse button.

Release the <Shift> key to end the line.

How to work with Text Tool

To work with Text Tool



- Creating Text as a Selection.
- Text created as a selection appears on the current (active) layer as an empty, transparent selection. You can use this method when creating raster text.
- You can then promote it to a layer, color it using a painting tool, or edit it as you would any other selection.
- To add text to an existing selection, press the <Shift> key while clicking the image.

How to work with Drawing Tool

To work with Drawing Tool



Step 1

- Configuring the characteristics, including type, style, and color. You have to use the Tool Options palette and the Color palette.

Step 2

- Drawing it on a new or existing layer.

How to work with Preset Shape Tool

To work with Preset Shape Tool



Step 1

- Configuring the shape type, style, width, and other characteristics. This includes setting the options on the first two tabs of the Tool Options palette and selecting foreground/stroke and background/fill styles and textures.

Step 1

- Drawing the shape on a new or existing layer.

How to work with Vector Object Selection Tool

To work with Vector Object Selection Tool



- Here you can use the Vector Object Selection tool to move, resize, skew, stretch vector and rotate vector objects, to edit vector object nodes, and to use Edit menu commands on Vector objects.

Adjusting Color of Image

How to work with Brightness or Contrast

To work with the Brightness/Contrast

- Select the **Choose Colors** tab from the Menu Bar and choose **Adjust**. After that click **Brightness/Contrast**.



Step 1

- To brighten the image, move the Brightness slider to the right or type a positive number in the box. To darken the image, move a slider to the left or type a negative number in the box. The number you enter is added to or subtracted from the Brightness values (0 – 255) of all the pixels.

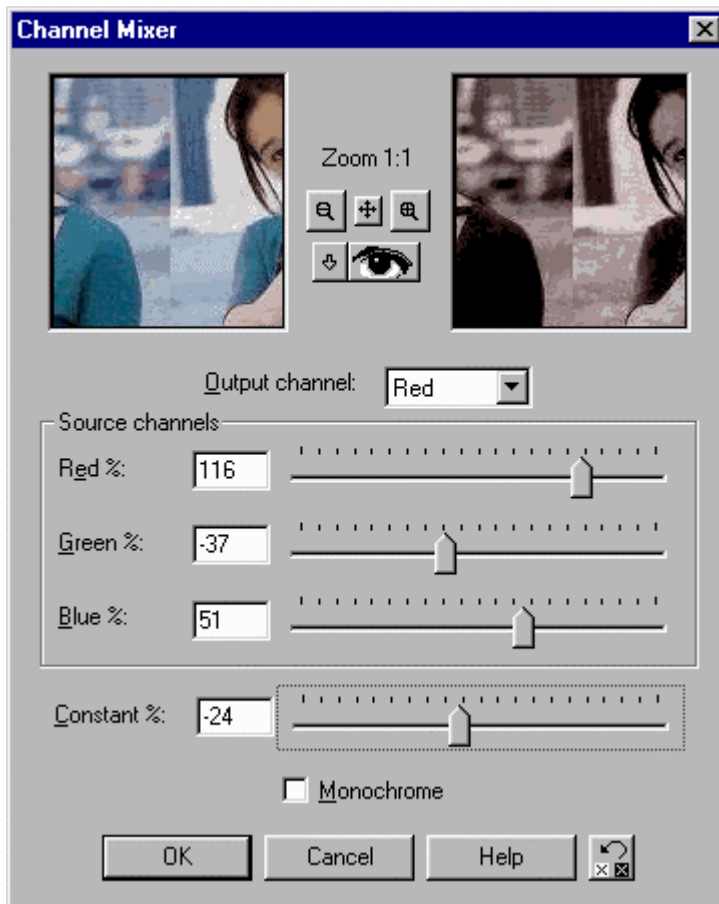
Step 2

- To increase the contrast, move the Contrast slider to the right or type a positive number in the box. To decrease the contrast, move a slider to the left or type a negative number in the box.

How to work with Channel Mixer

To work with Channel Mixer

- Select the **Choose Colors** tab from the Menu Bar and choose **Adjust**. After that click **Channel Mixer**.



Step 1

- Select a color channel to edit from the Output channel drop-down box. Your choices are Red, Green, and Blue.

Step 2

- If you want to create a grayscale image, select the **Monochrome** check box. This sets the Output channel to black. You can then move the Source channel sliders. They set the percentage of each channel used for the grayscale value of the final image.

Step 3

- The Source Channels are used to define the current channel you are editing. For example, if you select the Red channel in the Output channel drop-down box and then set the Red slider to 50, you reduce the amount of red in the image to 50% of its original amount.

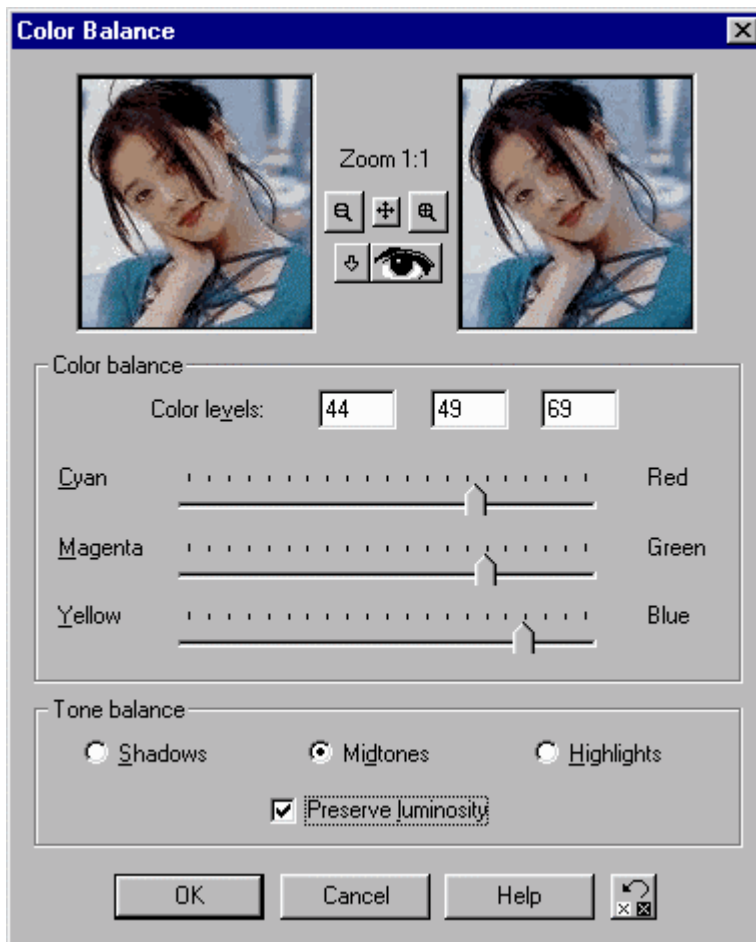
Step 4

- The Constant slider brightens and darkens the image across all the channels. The default of 0 is the original setting.

How to work with Color Balance

To work with Color Balance

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Color Balance**.



Step 1

- In the "Tone balance" panel select which lightness level to adjust.

Step 2

- Select or clear the "Preserve luminosity" check box. Default is selected and luminosity is preserved.

Step 3

- Use the sliders or type values in the three Color levels boxes at the top to

set the color balance. When the boxes display 0 and the sliders are in the middle, the image contains its original colors. Increase the amount of one color to decrease the amount of its opposite.

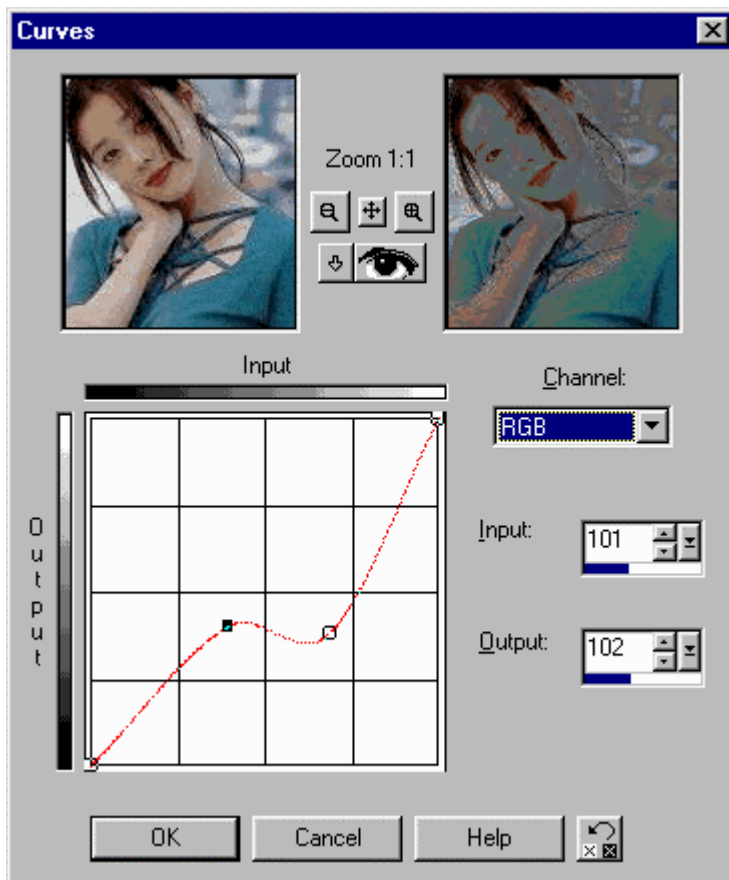
Step 4

- Click **OK** to close the dialog box and apply the settings.

How to work with Curves

To work with Curves

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Curves**.



Use the Curves Adjustment tab to map any brightness value to a new value. This tab gives you more flexibility than the Levels tab because you can edit any value from (0 to 255) (black to white) scale.

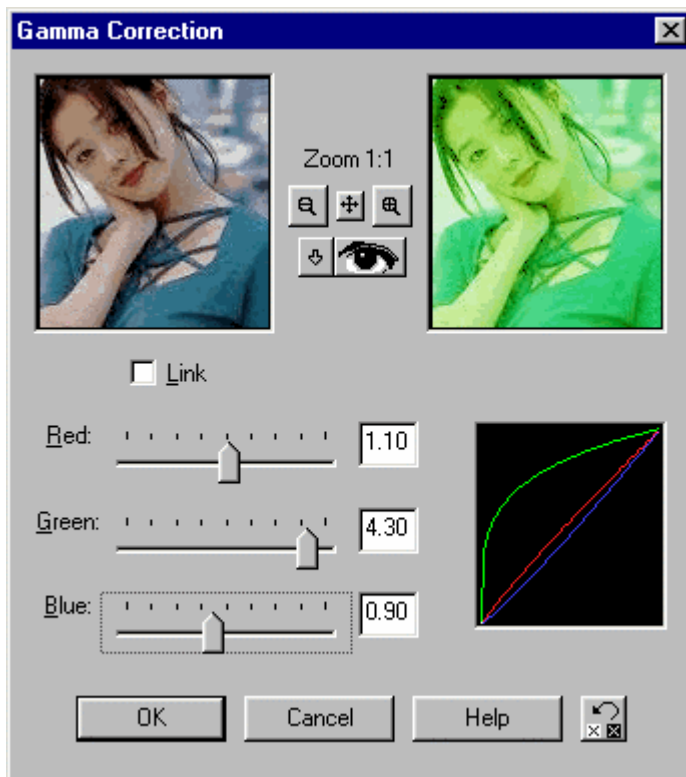
The graph charts the relationship between the input and output levels. At the lower left of the chart, both values are 0 (black). At the upper right, both values are 255 (white).

Select a channel to edit from Channel drop-down box. You can edit all the R/G/B values simultaneously or select a single channel.

How to work with Gamma Correction

To work with Gamma Correction

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Gamma Correction**.



Step 1

- To adjust the red, green, and blue curves individually, clear the **Link** check box. By default, the sliders are linked so that they move in unison.

Step 2

- To update the original image automatically each time you change the settings, click the **Auto Proof** button.

Step 3

- The graph to the right of the sliders shows the curves for the three colors. The left side of the graph represents the shadows of the image; the right side represents the highlights. To view the image's current settings, move the sliders to a setting of 1.00. The three curves will combine into a single straight line. This line mirrors the slider values in the Highlight/Mid-tone/Shadow dialog box, where the current image settings are 0%

Shadow, 50% Mid-tone, and 100% highlight.

Step 4

- If the sliders are linked, drag any slider or type a number into any box to move the curve. Dragging to the right pushes more pixels into a higher lightness value and lightens the image. Dragging to the left darkens the image.

Step 5

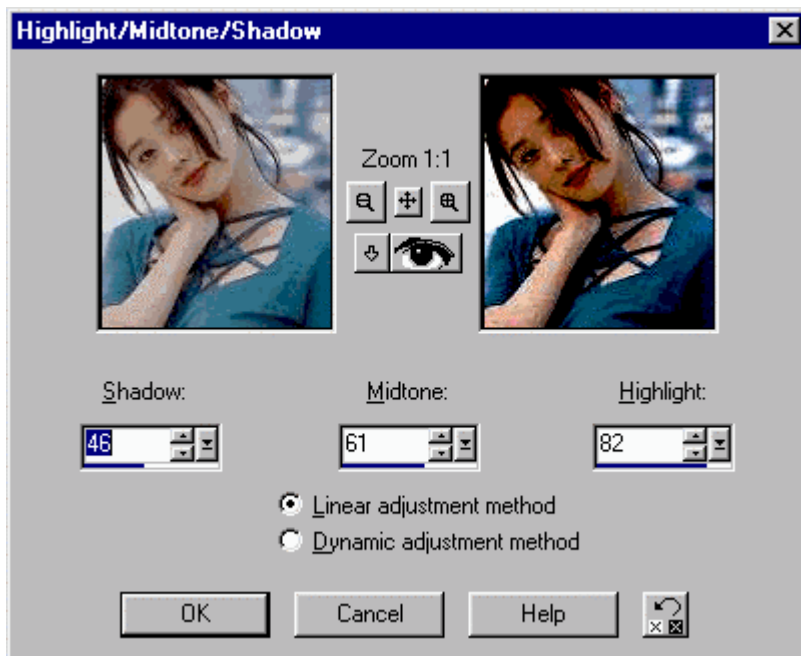
- To change the color balance of the image, clear the **Link** check box and adjust the sliders individually. Drag to the right to add more of the color and to the left to remove it.

Step 6

- If you are not using the Auto Proof feature, click the **Proof** button to see the effect applied to the original image.

How to work with Highlight, Mid-tone, Shadow

To work with Highlight/Mid-tone/Shadow



Step 1

- Choose either the Linear or Dynamic adjustment method. With the Linear option, the original settings of the image are displayed as Shadow at 0, Mid-tone at 50, and Highlight at 100. With the Dynamic option, the original setting for each area is 0.

Step 2

For the Linear adjustment methods:

- Drag the Shadow slider to the right or type a value up to 100 to darken increasingly lighter pixels and shift more of the image into the Shadow area.
- Drag the Mid-tone slider or type a value between 0 and 100 to shift the middle area of the light scale. Note that this can cause some color distortion.
- Drag the Highlight slider to the left or type a value down to 0 to lighten increasingly darker pixels, which shifts more of the image into the highlight area.

Step 3

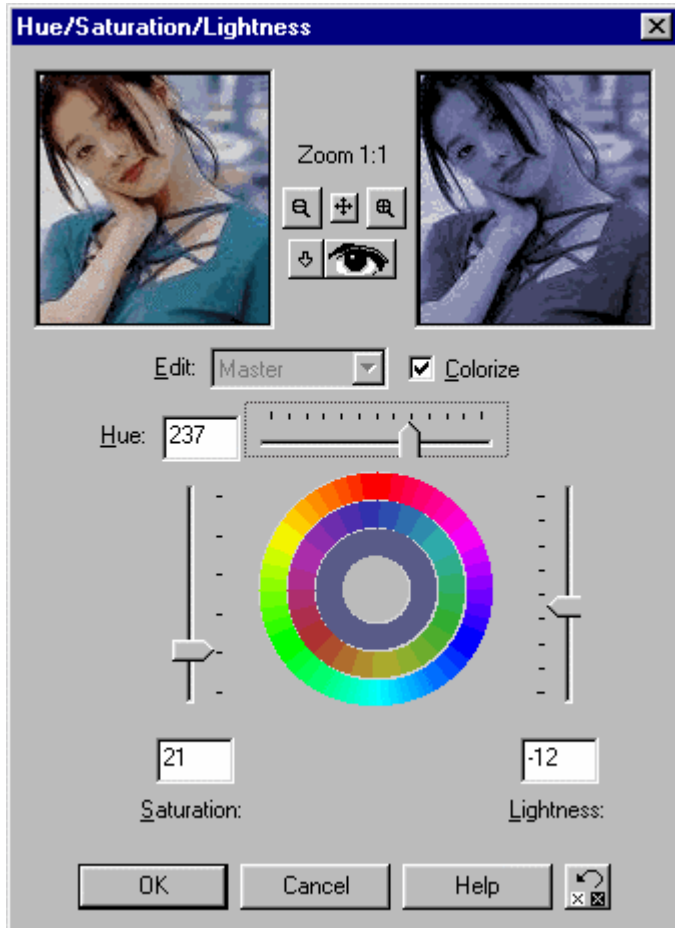
For the Dynamic adjustment methods:

- Drag any slider to the right or type a value up to 100 to lighten the pixels of the specific area.
- Drag any slider to the left or type a negative value to –100 to darken the pixels of the specific area.

How to work with Hue, saturation, Lightness

To work with Hue/ saturation/ Lightness

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Hue/ saturation/ Lightness**.



Step 1

- Choose either the Linear or Dynamic adjustment method. With the Linear option, the original settings of the image are displayed as Shadow at 0, Mid-tone at 50, and Highlight at 100. With the Dynamic option, the original setting for each area is 0.

Step 2

For the Linear adjustment methods:

- Drag the Shadow slider to the right or type a value up to 100 to darken increasingly lighter pixels and shift more of the image into the Shadow area.
- Drag the Mid-tone slider or type a value between 0 and 100 to shift the middle area of the light scale. Note that this can cause some color distortion.
- Drag the Highlight slider to the left or type a value down to 0 to lighten increasingly darker pixels, which shifts more of the image into the highlight area.

Step 2

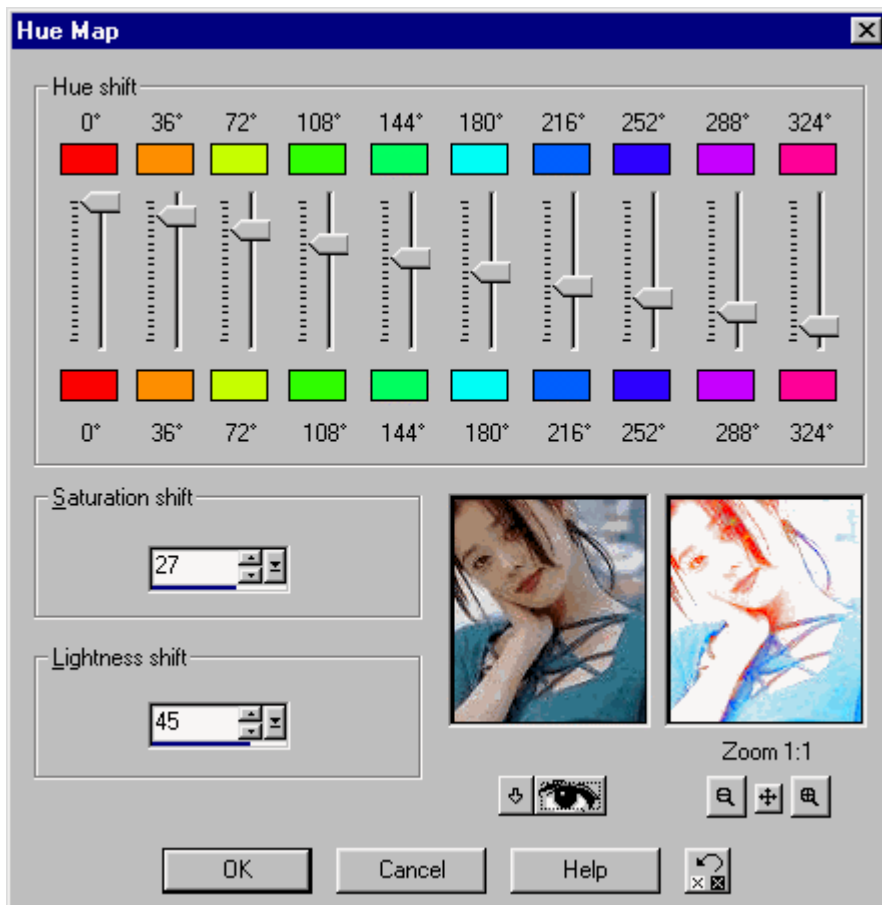
For the Dynamic adjustment methods:

- Drag any slider to the right or type a value up to 100 to lighten the pixels of the specific area.
- Drag any slider to the left or type a negative value to –100 to darken the pixels of the specific area.

How to work with Hue Map

To work with Hue Map

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Hue Map**.



Step 1

- Move the slider of each column to shift a hue. If the image does not contain that hue, nothing happens.

Step 2

- Drag the Saturation slider to the left and right to decrease and increase the saturation of all colors in the image.

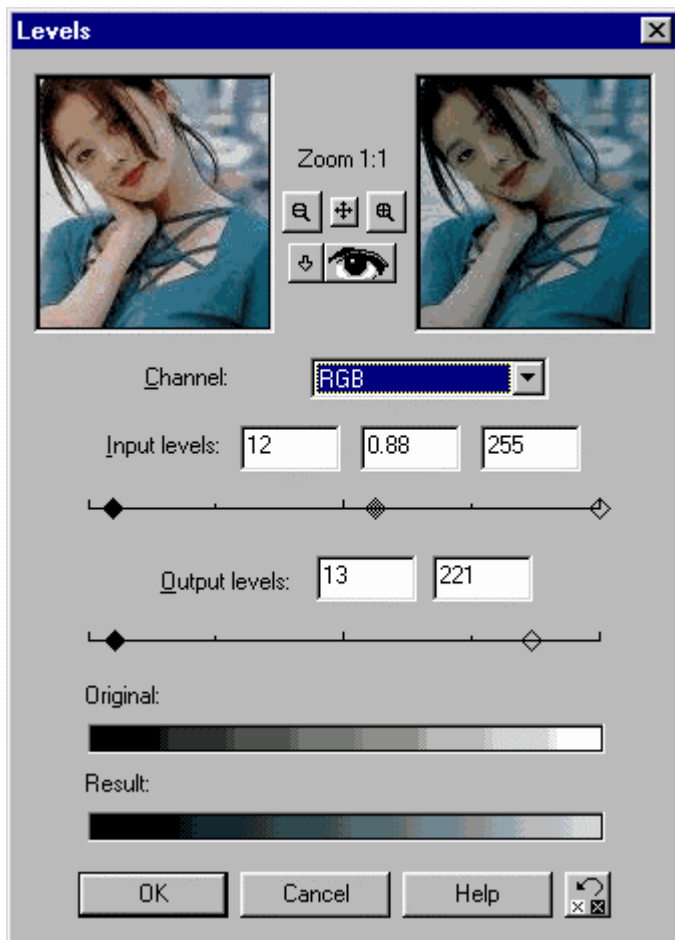
Step 3

- Drag the Lightness slider to the left and right to decrease and increase the lightness of the entire image.

How to work with Levels

To work with Levels

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Levels**.



Input Levels

Modify the Input levels to darken the darkest values and lighten the lightest values. This increases the contrast in the image. The Input levels boxes correspond to the diamonds on the slider underneath them. The box and diamond on the left represent a lightness value of 0. The middle box and diamond control the gamma curve. The box and diamond on the right represent a lightness value of 255.

Output Levels

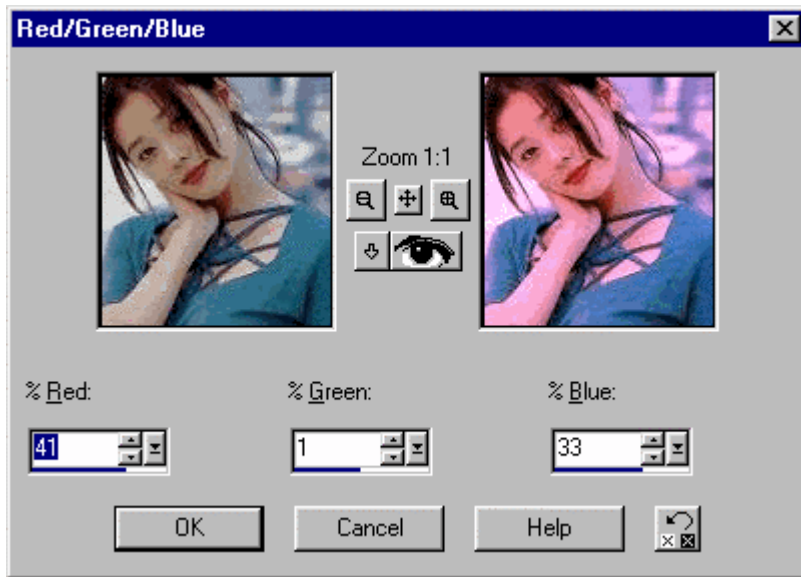
The Output levels modify the edited Input values to another set of brightness

values. Modify the levels to lighten the darkest pixels and darken the lightest pixels. You set the lowest range and highest range for brightness levels.

How to work with Red, Green, Blue

To work with Red/Green/Blue

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Red/Green/Blue**.

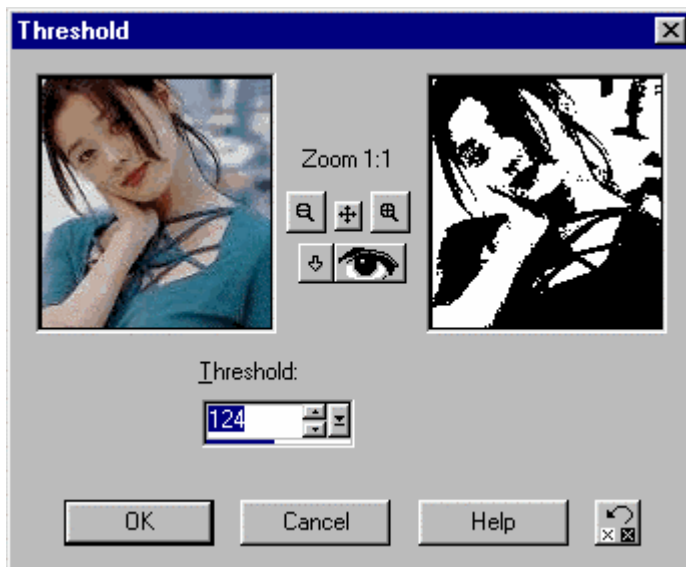


- Move each of the red, green, and blue sliders away from center to add or remove that color proportionally.

How to work with Threshold

To work with Threshold

- Select the **Choose Color** tab from the Menu Bar and choose **Adjust** in the Menu. After that click **Threshold**.



- In the Threshold box, set the level at which all pixels become either white or black. As you increase the value, more pixels become black.

How to work with Colorize

To work with Colorize

- Select the **Choose Color** tab from the Menu Bar and click **Colorize**.



Step 1

- Drag the Hue slider to the left and right, use the arrow buttons o the keyboard, or type a number in the Hue box to change the hue. Moving the slider represents moving around the color wheel. 0 is red; 43 are yellow; 85 are green; 128 are cyan; 170 are blue; 213 are magenta; 255 are back to red.

Step 2

- Drag the Saturation slider to the left or right, use the keyboard Arrow buttons, or type a number in the Saturation box to set the saturation. A value of 0 indicates no saturation; a value of 255 indicates a fully saturated image.

How to work with Grey Scale

To work with Grey Scale

- Select the **Choose Color** tab from the Menu Bar and choose **Grey Scale**.



The Grayscale command removes the colors from an image and replaces each color with a gray matching its luminance value. The effect is similar to a black-and-white photograph.

To convert an image to grayscale:

- Choose **Colors** and **Grayscale**, or
- Click the optional **Grayscale** button on the toolbar.

How to work with Histogram

To work with Histogram

- Select the **Choose Color** tab from the Menu Bar and choose **Histogram**.



Use the Histogram Adjustment feature to adjust the contrast of your image by adjusting the histogram. This brings out details in the image without losing important information.

The histogram appears in the center. It displays the graph for the component selected in the Edit box. The horizontal axis represents values from 0 to 255. The vertical axis represents values from 0 to X.

How to work with Negative

To work with Negative

- Select the **Choose Color** tab from the Menu Bar and click **Negative**.

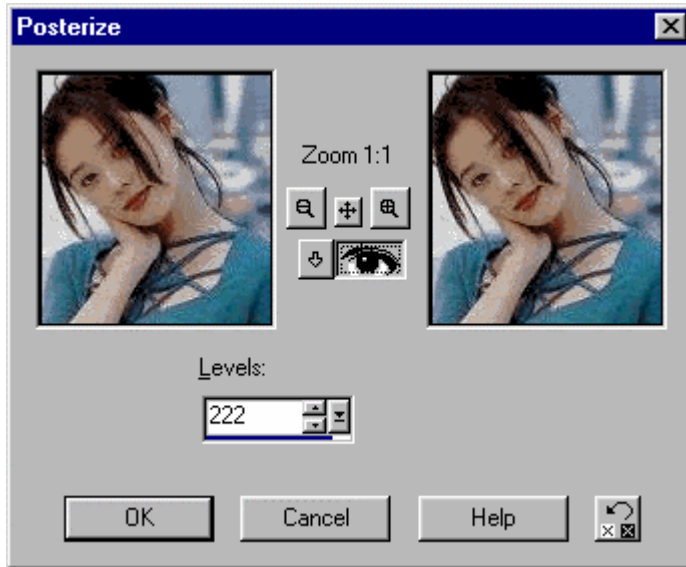


Here you can create a Negative image replaces each pixel color with its opposite on the color wheel. The brightness value of the pixel changes to 255 minus the original value. Zero becomes 255, and 30 becomes 225. The new image is like a photographic negative. You can use this function to create a positive image from a scanned negative.

How to work with Pasteurize

To work with Pasteurize

- Select the **Choose Color** tab from the Menu Bar and click **Pasteurize**.

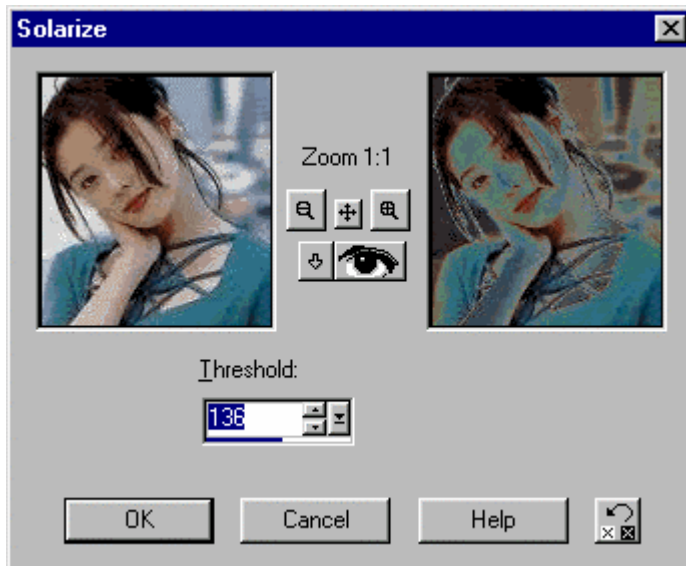


Drag the Levels slider; use the keyboard Arrow buttons, or type a number in the slider box to pasteurize the image. As you lower the number, you increase the effect.

How to work with Solaris

To work with Solaris

- Select the **Choose Color** tab from the Menu Bar and click **Solaris**.

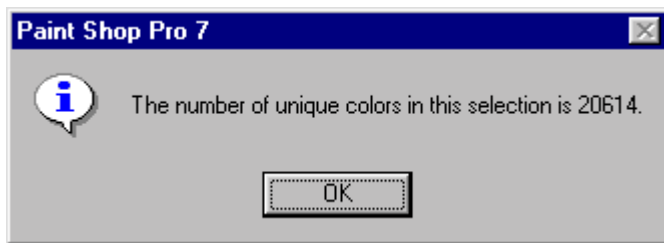


Drag the Threshold slider; use the keyboard Arrow buttons, or type a number into the box to set the threshold level. As the level increases, colors must be increasingly lighter to be inverted.

How to work with Count Colors Used

To work with Count Colors Used

- Select the **Choose Colors** tab from the Menu Bar and click **Count Colors Used**.



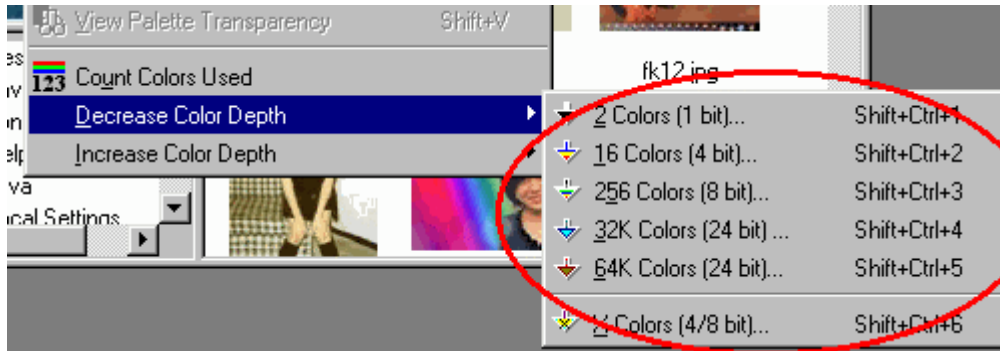
Viewing Number of Colors

- To view the actual number of colors a layer contains. In an image with one layer, Paint Shop Pro will display the total number of colors in the image. If the image contains more than one layer, Paint Shop Pro will display the number of colors in the current layer.

How to work with Decrease Color Depth

To work with Decrease Color Depth

- Select the **Choose Color** tab from the Menu Bar and click **Decrease Color Depth**.

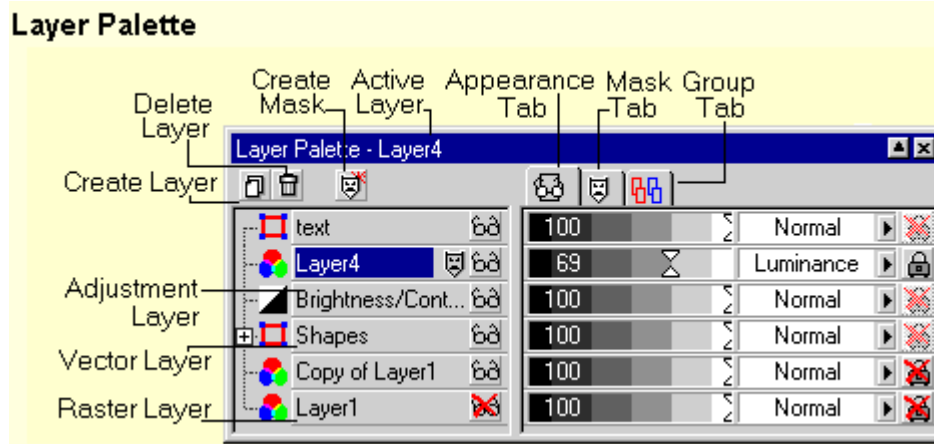


Decreasing the color depth of an image reduces the number of colors it can display. This makes several features and commands unavailable. For example, images other than grayscale with color depths lower than 24-bits cannot contain more than one raster layer or an adjustment layer.

Using PaintShop Layers

How to work with Layer Palette

To work with Layer Palette



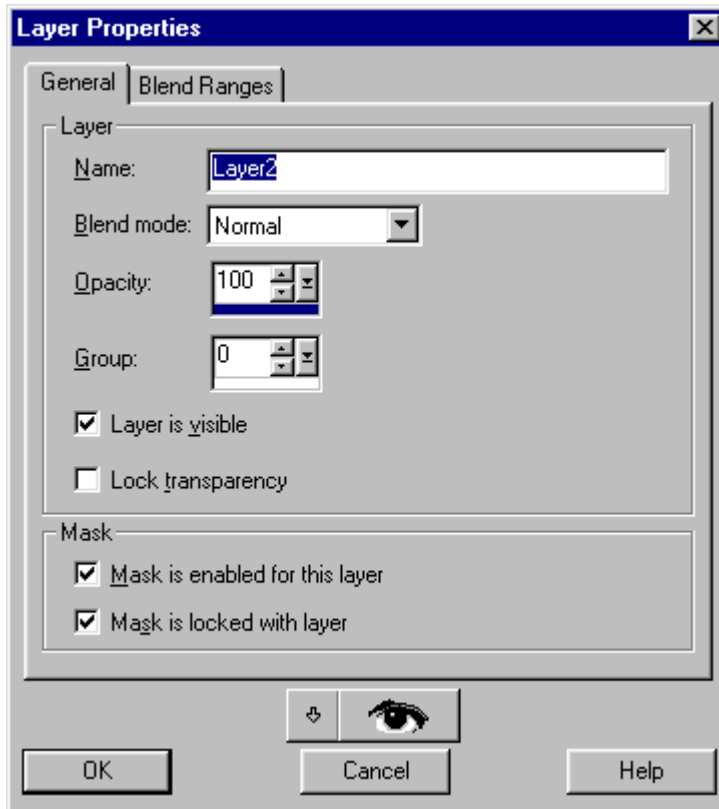
The Layer palette contains the controls used when working with layers and provides quick access to many of the commands and options in the Layers menu and Layer Properties dialog box. Unlike the Layers menu and Layer Properties dialog box, the palette allows you to change the options for all the layers in an image simultaneously.

To toggle between viewing and hiding the Layer palette, do any of the following:

- Press <L>,
- Click the Layer palette button on the toolbar,
- Right-click the empty space of a palette or bar and choose it from the menu, or
- Choose the View tab from the menu bar and then in the toolbars, select or clear its checkbox in the Toolbars dialog box.

How to work with Adding Layer Mask

To work with Adding Layer Mask



Step 1

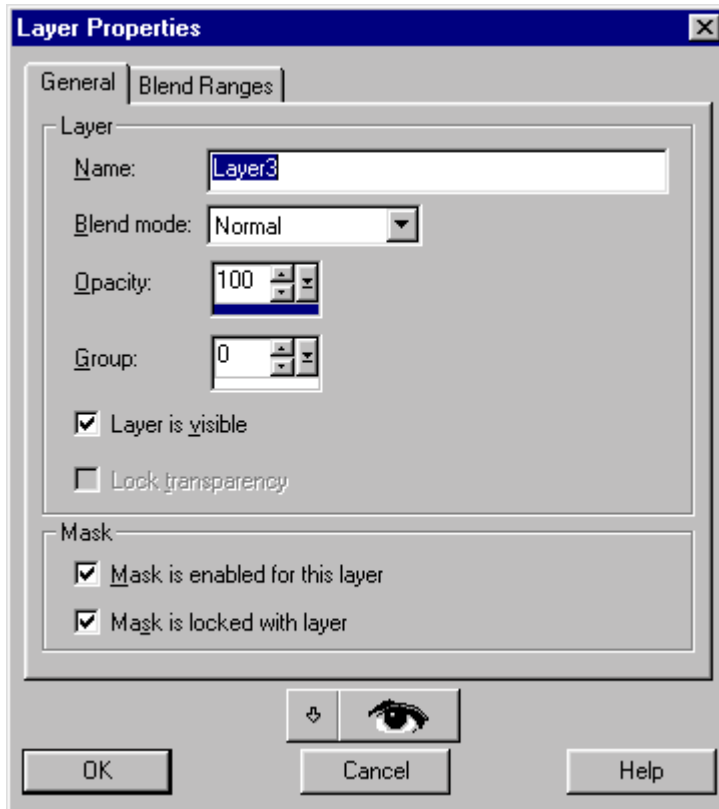
- On the Layer palette, click a layer button to make the layer current (active).

Step 2

- Click the **Create Mask** button at the upper left of the palette. You have three options:
- Left-click to create a mask in the "Hide All" mode.
- Press <Shift> while left-clicking to create a mask in the "Show All" mode.
- Right-click to open a pop-up menu containing the same commands as the Mask and select New submenu.

How to work with Create a Layer

To work with Create a Layer



To create a new layer in an image, do one of the following:

Step 1

- First, choose **Layers**. Second, click **New Raster Layer**. After this, click **Layers** and then **the New Vector Layer** button. You can also click **Layers** and then **New Adjustment Layer**. For an adjustment layer, choose one of the layer types. After that you will see the Layer Properties dialog box opens.

Step 2

- Click the **Create Layer** button at the upper left of the Layer palette. The Layer Properties dialog box opens with default properties for raster layers. If the image is not a grayscale or 24-bit image, only a Vector layer can be created. Paint Shop Pro warns you and offers to create a vector layer. If you clear the "Show this next time" check box in the message, when you next use this method to create a layer in a palette image (one that is not

grayscale or 24-bit), Paint Shop Pro automatically creates a vector layer.

Step 3

- Right-click any **Layer** button on the Layer palette and choose **New Raster Layer**, **New Vector Layer**, or **New Adjustment Layer**. For an adjustment layer, choose one of the layer types then the Layer Properties dialog box will open.

Step 4

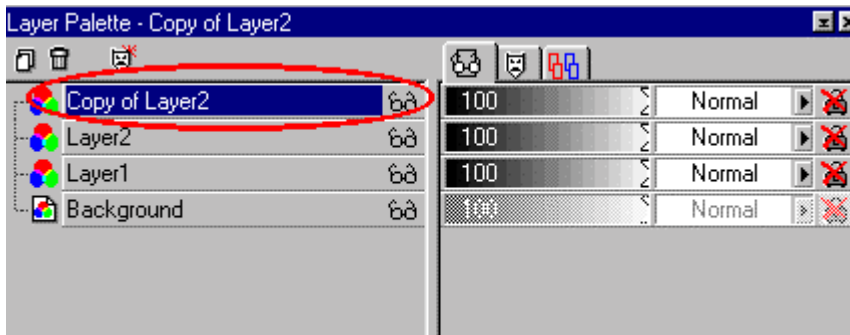
- Right-click the **Create Layer** button on the Layer palette and choose **New Raster Layer**, **New Vector Layer**, or **New Adjustment Layer**. For an adjustment layer, choose one of the layer types then the Layer Properties dialog box will open.

Step 5

- Press **<Shift>** while clicking the **Create Layer** button on the Layer palette. After that, the Paint Shop Pro will create a new raster layer. A new button appears on the Layer palette by passing the **Layer Properties** dialog box.

How to work with Duplicate in Layer Menu

To work with Duplicate in Layer Menu

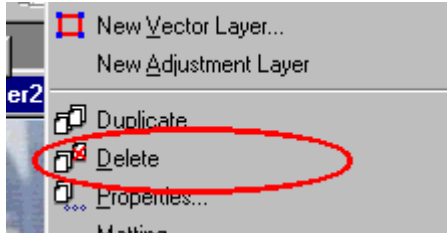


There are four ways to duplicate a layer:

- Click on the **Layer** button on the Layer palette, and then choose **Layers** and **Duplicate** from the Menu bar.
- Right-click its Layer button, and then choose **Duplicate** from the pop-up menu.
- Drag its Layer button over the Create Layer button at the upper left of the Layer palette.
- Click on the **Layer** button; choose **Edit** and then **Copy to copy**.
- Click on the **Layer** and then choose **Edit**. After that click **Paste** and **As New Layer**.

How to work with delete a layer

To work with delete a layer



To delete a layer, choose **Layers** and then **Delete**, or do one of the following on the Layer palette:

- Right-click the **Layer** button and choose **Delete** from the pop-up menu.
- Click the **Layer** button, and then click the **Delete Layer** button at the upper left of the palette. A message appears asking you to confirm this action. Click **Yes**.
- Drag the **Layer** button to the **Delete Layer** button and release the mouse. A message appears asking you to confirm this action. Click **Yes**.

How to work with Merge in layer menu

To work with Merge in layer menu

You can combine multiple layers together to create merged layers. The merged layer contains all of the data from the source layers and bases its appearance on their blend modes. All vector data in the source layers will be converted to raster data.



Merge layers in one of the following ways:

- a. Merge all the layers to produce a flat image by choosing **Layers > Merge > Merge All** (Flatten) or right-clicking a layer in the Layer palette and choosing **Merge** followed by **Merge All** (Flatten) from the pop-up menu.
- b. Merge only the visible layers by choosing **Layers** and then select **Merge**. After that click **Merge Visible** or right-clicking a layer in the Layer palette and choosing **Merge** followed by **Merge Visible** from the pop-up menu. The hidden layers are not affected.

How to work with Viewing All Layers

To work with Viewing All Layers



To make all the layers in an image visible, do one of the following:

- Click the **Visibility** buttons on the palette until all the layers are visible. When a layer is invisible, the Visibility button displays a red "X" .
- Select the **Layers** and then click **View**. After that click **All**.
- Right-click a Layer button and choose **View** and then **All** from the pop-up menu.

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