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*Whether you're a beginner or an experienced user looking for an easier way to manipulate digital images, this is the program for you.*

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# photo Studio®

**Powerful photo editing software for your home**

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Windows

ArcSoft PhotoStudio®

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A powerful, full-featured image-manipulation program for everyone! Edit, retouch, and enhance images or apply effects with point-'n-click simplicity. Numerous templates for cards and calendars are included. Digital photography has never been so easy and fun!

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ArcSoft PhotoPrinter®

An advanced printing program that lets you lay out multiple images in many sizes, quickly and effortlessly, on a single sheet of paper. Enhance, crop, apply special effects, or add text. Create calendars, or add frames, edges and back-grounds. You can even customize your templates.

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Instantly stitch multiple photos together and create dynamic panoramic pic-tures. Stitch together images using four style options: vertical, horizontal, 360∫ and tiled panoramics. Panorama Maker is the fastest, most effective way to make panoramic photos from regular photos.

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Windows 98SE/Me/2000/XP.

## ArcSoft VideoImpression™

Create multimedia desktop presentations for home, business, and even the Internet like a pro! Edit and enhance video clips and still images, or add captions, sounds, and special effects with a click of the button. Powerful and feature-rich, yet extremely easy to use.

Windows 98/Me/2000/XP. Macintosh OS 8.6/9/X.

## ArcSoft PhotoBase™

Manage image, audio, video, HTML, and document files, and create stunning photo presentations. Tree View works with albums or folders. Produce a slide show complete with sound and slide transitions, or design your own video postcard greetings.

Windows 98/Me/2000/XP. Macintosh OS 8.6/9/X.

## ArcSoft PhotoBase™ - Mobile Edition

Take your photos on-the-go, with ArcSoft PhotoBase for Pocket PC, and ArcSoft PhotoBase for Palm® OS. Manage photos, play slide shows, share with other handhelds, and do simple editing. Works with standard system features such as folders and categories. Write notes on your photos with the stylus.

Installs from Windows 98/Me/2000/XP.

## ArcSoft Multimedia Email™

Create emailable electronic greeting cards with your own content, for all occasions. Produce stand-alone Windows EXE (program) files to send from your email applications, including AOL. Your recipient can easily view your card, with stills, video, and animation. Easy-to-use, intuitive step-by-step process lets you make great cards right away.

Windows 98/Me/2000/XP.

## ArcSoft Funhouse™

Create fun digital scenes - put yourself on a magazine or launch yourself into space. Be a rock star or a star quarterback. Print your Funhouse images, or send them to friends and family directly from the program using AOL or another MAPI-compliant mail program.

Windows 98/Me/2000/XP. Macintosh OS 8.6/9/X.

## ArcSoft Greeting Card Creator™

Greeting cards for all occasions can be made with this application. Personalize them with your own designs, photos, and clip art. Email them directly or print them out for display. Built-in layouts and greetings do half the work for you.

Windows 98/Me/2000/XP.

For more details, please visit  www.arcsoft.com

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## *7. Working with Colors*

## *8. Using Painting and Retouching Tools*

## *9. Enhancing Images*

# 1 Introduction

## Contents:

# *Welcome to ArcSoft PhotoStudio*

Whether you're a novice or a graphics professional, or whether the software was purchased for home or business use, you've made the right choice!

# *About ArcSoft PhotoStudio*

ArcSoft PhotoStudio is a powerful, easy-to-use, digital image editing program for PCs running Windows 98, ME, 2000 and XP. It enables full-color images to be acquired, managed, enhanced, retouched, and output for publications, presentations, and the Internet. Regardless of your skill level or experience in digital image editing, you'll find PhotoStudio to be an extremely helpful tool that offers many precise ways to manipulate and refine images.

# *Highlights of ArcSoft PhotoStudio*

1. Multiple ways of opening/creating images. You can:

- Create new images.

- Open existing images from disk drives and card readers.

- Open images from PhotoStudio albums.

- Acquire images from TWAIN devices such as digital cameras and scanners.

- Capture images directly from the screen.

2. Support for most commonly used image file formats and image exchange with other programs. You can:

- Open image files in .PSF (PhotoStudio File), .JPG, .BMP, .TIF, .PNG, .PCX, .TGA, .FPX, .PSD, and .PCD file formats.

- Save files in .PSF (PhotoStudio File), .JPG, .BMP, .TIF, .PNG, .PCX, .TGA, and .FPX formats.

- Perform data format conversions between 8-bit Grayscale images: 24-bit RGB True Color images, and 48-bit RGB images.

- Exchange images with other Windows applications such as Microsoft Word, PageMaker, and PC Paintbrush via the Windows clipboard.

3. Truly user-friendly, robust GUI designs. You can:

- Access most commonly used tools, options, and commands right on the desktop.

- Optimize the desktop by showing, hiding, "floating", "snapping", resizing, and repositioning desktop components.

- Open multiple images simultaneously on screen with a single-click or through drag-and-drop.

- Display images in different viewing modes (Actual View, Fit In Window, Maximized Window, and Full Screen).

- Zoom in or out on images at different ratios and navigate through various parts of an image for detailed, pixel-by-pixel editing, painting, and retouching.

4. Large collection of commands, options, tools, enhancements and effects offer a total digital image editing solution. You can:

- Make selections based on shape and color.

- Cut, copy and paste selected areas within an image or between images.

- Seamlessly duplicate part of an image in another area of the image or in a separate image.

- Make a panoramic photo by stitching two images together vertically or horizontally.

- Remove "red-eye" (red glare) – a flaw common in flash photography.

- Modify the shape, size, orientation, and border of images.

- Draw and paint on images in any way.

- Add labels, captions, or titles to images.

- Modify part of an image by smearing color pixels in a specific direction, by smoothing/sharpening, or by brightening/darkening.

- Fill images with colors, patterns, and gradients, or stamp images with predefined designs.

- Enhance images by adjusting their brightness and contrast, hue and saturation, tone and color, or by using various filters.

- Apply various special effects such as Oil Painting, Sketch, Film Grain, Splash, Melting, Ripple, Wrinkle, 3D Grid, Mosaic, Motion Blur, Emboss, Fish-eye, Cone, Sphere, Cylinder, Whirlpool, Spiral, Ribbon, Magic Mirror, etc…

- Design special filters using the powerful User's Filter.

5. The customizable Album Palette allows you to access multiple images on your desktop. You can:

- Create and save an album with information for each image.

- Store, view, sort, reorder, add, delete, and search through images.

- Upload images into an album directly from digital cameras and scanners.

- Batch-process multiple images using a saved macro (See Chapter 14: Working with Macros).

- Open images by double-clicking the mouse or by dragging and dropping them onto the PhotoStudio desktop.

- Print thumbnail images.

6. The Layers Palette displays all of the layers that comprise the image. You can:

- Create multi-layered images.

- Add layers to images.

- Copy and paste layers within an image or between images.

- Name and reorder image layers.

- Delete or merge layers.

7. The Macro command is a powerful feature that saves a complex series of Edit commands, enhancements or effects into a single command (macro), which can then be reapplied to other images with a single-click.  You can:

- Create macros that apply Edit commands, enhancements and effects.

- Ensure consistency by applying the same Edit commands, enhancements and/or effects to other images using exactly the same parameters.

- Save time by batch-processing multiple images in an album with identical enhancements and effects.

8. Multiple output functions. You can:

- Print images in any size and anywhere on a selected paper, with

customized titles and frames.

• Send images as email attachments right from PhotoStudio.

• Display images on screen in timed presentation sequences.

9. Comprehensive online-help system provides a quick and easy start for the program and ensures a worry-free experience. You can call up simple, relevant help information by clicking Help on the Main Menu.

## About This Manual

This manual provides extensive, detailed instructions for using PhotoStudio. It outlines software installation on PC's, along with instructions on how to use PhotoStudio's powerful tools and features.

This manual has been written with the assumption that the user has a working knowledge of the Windows operating system and its conventions, including the use of a mouse, standard menus and commands, and how to open, save, and close files.

To find out more about PhotoStudio, access detailed reference information online by clicking Help on the Main Menu.

## Registering the Software

Before learning   and editing photos, please take a moment to register this software via the Internet. Registered users receive technical support, information about important software patches, breakthroughs and applications, and special "registered-user-only" software discounts.

## *System Requirements*

- Windows 98/Me/2000/XP

- Pentium II-based processor or equivalent

- 50 MB free hard disk space

- 64 MB RAM (128 MB recommended)

- 16-bit or higher color display

# 2   Getting Acquainted with PhotoStudio's Desktop

This chapter describes the major desktop components in PhotoStudio, provides a brief introduction of their functions, and shows how to customize the desktop.

## *Contents:*

# *Major Components of PhotoStudio's Desktop*

In this section, we'll introduce PhotoStudio's major desktop components and show how to customize the desktop by displaying, hiding, "floating", "snapping", repositioning, and resizing the desktop components.

Once PhotoStudio is launched, the Main Menu, Quick Access Bar, Album Palette, Layers Palette, Tools Palette, Status Bar, etc., are displayed on screen—providing a workspace to edit image files. PhotoStudio can open several image files on the desktop at once with each image file displayed in its own image window.

The major PhotoStudio desktop components include:

- Main Menu
- Quick Access Bar
- Status Bar
- Tools Palette
- Layers Palette
- Options Palette
- Album Palette
- Navigation Palette

The illustration on the following page is typical of the way your screen will appear while you're working in PhotoStudio.

*Tools Palette*   *Layers Palette*

*Main Menu*

*Quick Access Bar*

*Album Palette*

*Status Bar*   *Options Palette*
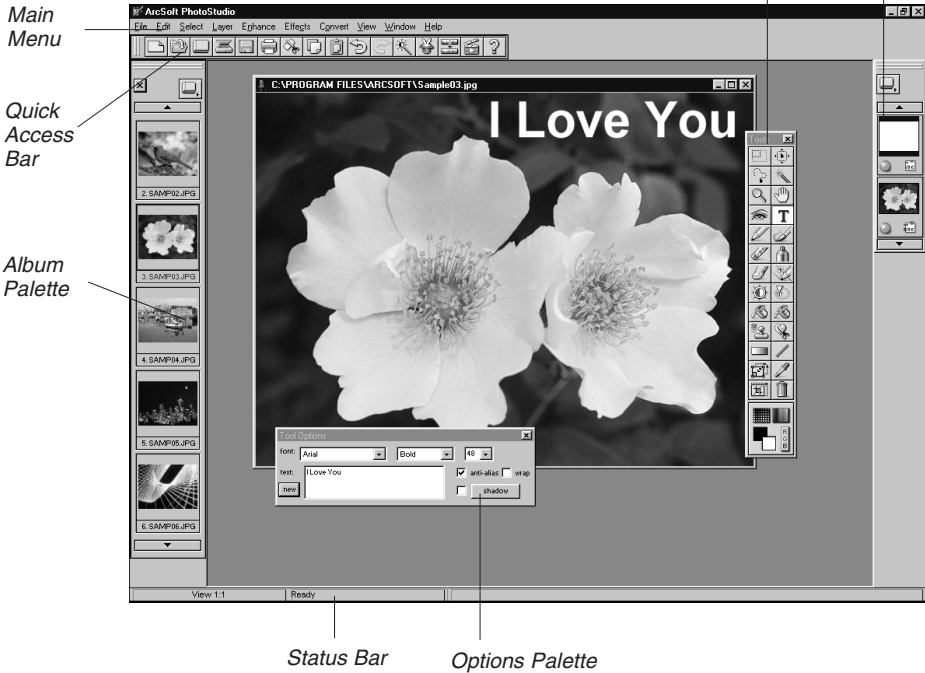
## The Main Menu

The Main Menu contains commonly used commands and options grouped under different titles: File, Edit, Select, Layer, Enhance, Effects, Convert, View, Window, and Help. Each menu group title has its own pull-down menu where specific commands and options are found. Some items in the pull-down menu may also contain a submenu, which, once clicked, will open a dialog box on the desktop.

## File

The File menu contains a number of commands to manage and manip-ulate image files.  The commands
in this group include New, Open, Restore, Close, Save, Save As, Open Album, Add To Album, Capture, Acquire, Select Source, Print, Printer Setup, Send and Exit. Choosing a file name from the file list at the bottom of the drop-down menu will directly open that file.

## Edit

The Edit menu contains commands for editing images.  Selections can be controlled by cutting them out, copying them to or pasting them from the clipboard, or by filling them with other colors.  The size, resolution, orientation, shape, and data type of an image can also be modified. The Preferences command contains controls for adjusting the monitor's gamma values, setting the maximum level of multiple Undo/Redo, and selecting a Transparency Background. The commands in this group include Undo, Redo, Cut, Copy, Paste, Clear, Fill Color, Crop, Auto Crop, Rotate, Orientation, Add Border, Image Size, Select Macro, Play Macro, and Preferences.

## Select

The Select menu contains commands for making and modifying selections. The commands in this group include All, Invert, None, Border, Expand, Remove Hole, Magic Cut and Smooth.

## Layer

The Layer menu contains commands to manage multi-layered images, add or delete layers, or merge multiple layers of an image. Image layers can also be modified by creating a soft edge or by adding a shadow. The Properties command, at the bottom of the drop-down menu, contains options for modifying the name and transparency of layers. The commands in this group include New, Delete, Merge Selected, Merge Down, Merge All, Soft Edge, Add Shadow, and Properties.

## Enhance

The Enhance menu provides a full line of advanced, easy-to-use

features for enhancing images. Commands such as Brightness and Contrast, Hue and Saturation, and Tone Adjustment are the primary tools for color correction. A variety of smoothing, sharpening, and special filters are provided for image enhancement. While the Auto Enhance command offers novices a simple solution, the User's Filters, at the bottom of the drop-down menu, allows professionals to customize the level of enhancement applied to images. The commands in this group include Auto Enhance, Brightness and Contrast, Hue and Saturation, Tone Adjustment, Color Reduction, Equalization, Negative, Threshold, Smooth Filters, Sharpen Filters, Special Filters, and User's Filters.

## Effects

The Effects menu offers an assortment of special effects that can be applied directly to images. Although these effects may yield different results, the way to apply them is fundamentally the same. The commands in this group include Composite, Stitch, Fine Art, Liquid Effects, Tiling, Emboss, Motion Blur, Fisheye, Cone, Sphere, Whirlpool, Spiral, Cylinder, Ribbon, and Magic Mirror.

## Convert

The Convert menu allows you to change between image formats. Format options include: To 8-bit Grayscale, To 24-bit RGB True Color, and To 48-bit RGB. Additional options are included in Separate To and Combine By. Images in the 48-bit RGB format generally have exceptional quality but are limited in how they may be edited. Many tools will be unavailable for these types of images. You can view, print, and crop these images. You may also modify them using the Brightness and Contrast, Negative, and Threshold enhancement commands. You cannot paint on them in any way, add text, or use layers. A strike icon will

appear when you move your mouse over a 48-bit RGB image while using a tool that is not supported.

## View

The View menu offers commands for displaying and viewing images, and customizing the PhotoStudio workspace.  The workspace can be managed by showing or hiding various desktop components and by changing the display mode and viewing ratio of images. The commands in this group include Actual View, Zoom In, Zoom Out, Fit In Window, Full Screen, Rulers, Grids, Image Information, Hide/Show Tools Palette, Hide/Show Layers Palette, Hide/Show Options Palette, Hide/Show Quick Access Bar, Hide/Show Status Bar, and Hide/Show Navigation Palette.

## Window

The Window menu contains commands for managing image windows. With a single-click, a duplicate of the current image can be opened, multiple images can be displayed simultaneously, or all of the images on the desktop can be closed. At the bottom of the drop-down menu is a list of all of the image windows currently open on the desktop. Clicking on the title of any window will turn it into the active image window. The commands in this group include New Window, Tile, Cascade, and Close All.

## Help

The Help menu provides an index of general help topics available in PhotoStudio's online Help and version information by selecting About PhotoStudio.

## The Quick Access Bar

Frequently used menu commands and options can be quickly accessed by buttons on the Quick Access Bar. When the cursor is placed over any of these buttons, a tool tip will pop-up on the desktop.

| *New* | | *Album* | | *Save* | | *Cut* | | *Paste* | | *Redo* | | *Effect Browser* | | *Play Macro* | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | *Open* | | *Acquire* | | *Print* | | *Copy* | | *Undo* | | *Auto Enhance* | | *Stitch* | | *Help* |
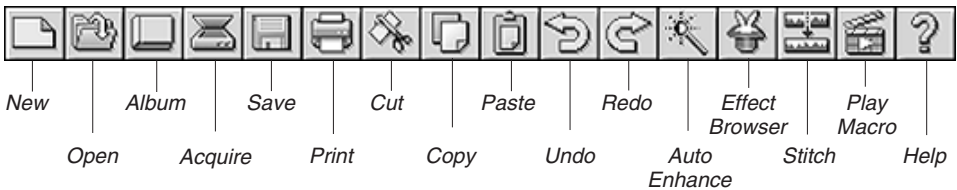
**New**: opens the New dialog box to create new image files.

**Open**: opens the Open dialog box to open existing image files. Album launches PhotoStudio's Album Palette.

**Acquire**: launches the TWAIN interface to acquire images directly from a scanner or a digital camera.

**Save**: opens the Save As dialog box to save the active image file.

**Print**: opens the Print dialog box to print the active image file.

**Cut**: removes the selected area(s).

**Copy**: copies the selected area(s).

**Paste**: pastes the last cut/copied area(s) as a new layer.

**Undo**: undoes the last action.

**Redo**: redoes the last undone action.

**Auto Enhance**: quickly enhances an image.

**Effect**: Browser browses through a variety of special effects.

**Stitch**: stitches two images into one image.

**Play Macro**: applies a macro to an image.

**Help**: launches PhotoStudio's online Help.

## The Status Bar

The Status Bar at the bottom of the screen is divided into three distinct sections, each displaying specific information including the viewing ratio of the active image, the name of the currently selected tool, and a brief description of the tool.

## The Tools Palette

The Tools Palette consists of tools used for selecting, editing, viewing, drawing, painting, and retouching images. Positioning the cursor over a tool button displays its name and function in the Status Bar.

**Select**: selects regularly shaped areas such as rectangles and ellipses.

**Move**: moves a selected area with its contents.

**Freehand Select**: makes polygonal and/or freeform selections.

**Magic Wand**: selects areas by color similarity.

**View**: zooms in/out on images.

**Pan Tool**: navigates to areas of an image beyond the image window.

**Red-eye Removal**: removes "red-eye" from an image.

**Text**: adds a text layer to an image.

**Pen:** simulates an ink pen.

**Paintbrush**: simulates a paintbrush.

**Eraser**: makes an area transparent or replaces it with the alternate color

**Spraypaint**: simulates a can of spray paint.

**Smudge**: simulates the effect of a finger smearing wet paint.

**Clone**: reproduces pixels from a selected source.

**Lighten/Darken:** brightens or darkens a brushed area.

**Blur/Sharpen:** blurs or sharpens a brushed area.

**Bucket Fil**l: fills a selected area with the active color.

**Pattern Fill**: fills a selected area with a selected pattern.

**Stamp**: paints a predefined shape with the active color.

**Shape**: crops an image into a predefined shape.

Tools ☒

Select Tool

Freehand Select Tool

View Tool

Red-eye Removal Tool

Pen Tool

Eraser Tool

Smudge Tool

Lighten/Darken Tool

Bucket Fill Tool

Stamp Tool

Gradient Fill Tool

Transform Tool

Crop Tool

Move Tool

Magic Wand Tool

Pan Tool

Text Tool

Paintbrush Tool

Spraypaint Tool

Clone Tool

Blur/Sharpen Tool

Pattern Fill Tool

Shape Tool

Line Tool

Eyedropper Tool

Trash Can Tool

Color Grid

Active Swatch

Alternate Swatch

Color Spectrum

Color Selection

**Gradient Fill**: fills a selected area with a gradual color blend.

**Line**: draws a straight line.

**Transform**: resizes, rotates, or distorts a selected area of an image.

**Eyedropper**: displays a color value and picks the active color

**Crop**: crops to the selected area.

**Trash Can**: deselects the current selected area.

**Color Grid**: displays color samples in a grid.

**Color Spectrum**: displays color samples in a spectrum.

**Active Swatch**: displays the active color.

**Alternate Swatch**: displays the alternate color.

**Color Selection**: opens the Color Selection dialog box.

## The Options Palette
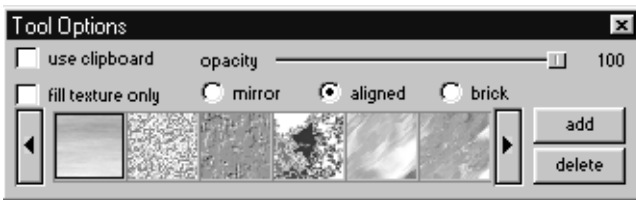


The Options Palette serves as a supplement to the Tools Palette and provides fine-tuning options for the selected tool. Information and controls that appear in the Options Palette are directly related to the tool that is currently selected in the Tools Palette.

The following illustration represents the Options Palette when the Fill Pattern Tool is selected.

## The Layers Palette
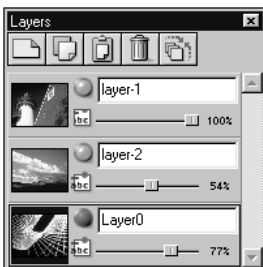


The Layers Palette is PhotoStudio's "control center" for layers. It displays all of the layers of an image, keeping the layers of the image organized. Add, move, copy, paste, delete, and merge layers, and work on specific layers of an image without affecting the elements on any other layers.

The illustration on the left shows "floating" Layers Palette (See Chapter 13: Working with Layers).

## The Album Palette



The Album Palette is a unique image management feature of PhotoStudio. Access, store, display, retrieve, and organize images right on the desktop (See Chapter 12: Working with Albums).

The illustration on the left shows the Album Palette.

## The Navigation Palette
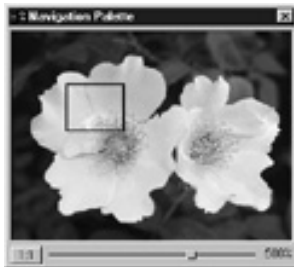


The Navigation Palette is a powerful tool for viewing images in PhotoStudio. Zoom in or out on an image or navigate to its different parts in just one window, focus on specific areas of an image for detailed pixel-by-pixel editing, or scan through the entire image by clicking-and-dragging.

The illustration on the left shows the Navigation Palette

# *Showing and Hiding Desktop Components*

Most of PhotoStudio's desktop components can be shown or hidden as required. To view a list of these components, click View on the Main Menu. By default, some of these components may be hidden when PhotoStudio is first launched. However, these components must be displayed on the desktop in order to use them.

**To show a hidden desktop component:**

1. Click View on the Main Menu.

2. From the drop-down menu, click the component to be displayed (i.e., Show Status Bar).

**To hide a desktop component:**

1. Click View on the Main Menu.

2. From the drop-down menu, click the component to be hidden (i.e. Hide Status Bar).

*Note:*

*Desktop components listed under the View command can be shown or hidden in the same way.*

# *Opening and Closing the Album Palette*

The most convenient way to open multiple image files is through the use of the Album Palette.

## To open the Album Palette, do one of the following:

- Click the Album icon on the Quick Access Bar.

- Click File on the Main Menu, then choose Open Album from the drop-down menu.

## To close the Album Palette:

1. Make sure the Album Palette appears in its "floating" state. (See "Floating" a Desktop Component in the following section).

2. Click the Close button in the upper-right corner of the "floating" Album Palette.

# "Floating" a Desktop Component

Except for the Main Menu, the Status Bar and the Navigation Palette, all of PhotoStudio's desktop components have two states – floating and snapped. By default, each of these components appears to be snapped to the edge of the desktop when PhotoStudio is first launched. "Floating" a desktop component repositions it on the desktop and, in some cases, gives direct access to controls which are not visible when the desktop component is snapped.

### To "float" a snapped desktop component:

1. Click and hold the upper-left corner, or the double parallel lines, of the snapped desktop component.

2. Drag the desktop component toward the center of the desktop, then release the mouse button.

*Note: A blue title bar will appear across the top of the desktop component once it's "floating".*

# "Snapping" a Desktop Component

If the desktop becomes cluttered, space can be regained by "snapping" some of the "floating" desktop components to the edge of PhotoStudio's desktop.

### To snap a "floating" desktop component:

1. Click on the blue title bar of the "floating" desktop component.

2. Drag the desktop component to an edge of the PhotoStudio desktop.

3. Release the mouse button (If the desktop component is released in an appropriate area, it will appear to be attached to the edge of PhotoStudio's desktop).

*Note: The Quick Access Bar and Options Palette can be snapped to the top or bottom of the desktop, the Tools Palette and Layers Palette can be snapped to the left or right side only, and the Album Palette can be snapped to any side.*

# *Repositioning a Desktop Component*

Except for the Status Bar, all of PhotoStudio's desktop components listed under the View command on the Main Menu can be moved around in the workspace. Customizing PhotoStudio's desktop creates a more efficient workspace.

### <u>To reposition any of the desktop components:</u>

1. Make sure the desktop component is in its "floating" state (See "Floating" a Desktop Component).

2. Drag it by its title bar to a new location.

# **3** Learning Basic Editing Commands

This section will introduce some of PhotoStudio's commonly used editing commands.

### *Contents:*

# *Correcting Errors*

PhotoStudio's Undo and Redo commands allow you to correct errors by "Undoing" or "Redoing" the last executed command or action. What's more, PhotoStudio's multiple Undo/Redo capability allows experimentation with painting tools and special effects without making irreversible mistakes.

To undo a command, do one of the following:

- Click the Undo button on the Quick Access Bar.

- Press Ctrl + Z.

- Click Edit on the Main Menu, then choose Undo from the dropdown menu.

To redo an operation just undone, do one of the following:

- Click the Redo button on the Quick Access Bar.
  (Or press Ctrl + Y.)

- Click Edit on the Main Menu, then choose Redo from the dropdown menu.

*Note:*

*1. To undo a series of operations, repeat the Undo operation until the image is returned to its previous state.*

*2. To redo a series of operations, repeat the Redo operation until the image is returned to the state you like.*

*3. To set the maximum level of Undo/Redo, click Edit on the Main Menu, then choose Preferences from the drop-down menu.*

# *Interrupting an Operation*

Since PhotoStudio's sophisticated enhancements and special effects

may take an extended period of time for the computer to process and apply, operations can be cancelled anytime during their progress instead of waiting until they're completed.

### To interrupt an operation:

Press the Esc key on your keyboard.

## *Restoring an Image*

To remove all of the unsaved changes made to an image, use the Restore command. The Restore command will return the image to its last saved version or to its original state.

### To restore an image:

1. Click File on the Main Menu.

2. Choose Restore from the drop-down menu.

*Note: This command restores an image to its original state when no changes have been saved.*

## *Repositioning a Selected Area*

To reposition a selected area within an image, drag it with the Move Tool. When moving a selected area, PhotoStudio will create a "floating" selection in the image window.

### To reposition a selection:

1. Click the Move Tool in the Tools Palette.

2. Click inside the selected area, then drag it to the desired position

*Note:*

*1. The selected area can be repositioned as long as it is "floating" (The selection border is visible).*

*2. Once a selected area is deselected, its content will become part of the underlying layer and will no longer be movable.*

*3. Check retain original to keep the original image intact while repositioning the selection.*

# Cutting a Selected Area

The Cut command will remove a selected area from an image and place it on the clipboard so it can be pasted back into the image or used by other applications.

### To cut an area:

1. Select the area.

2. Do one of the following:

> • Click the Cut button on the Quick Access Bar.

> • Press Ctrl + X.

> • Click Edit on the Main Menu, then choose Cut.

*Note:*

*1. When cutting, consult the Layers Palette of the active image to make sure the Cut command is being applied to the correct layer (See Chapter 13: Working with Layers).*

*2. If no selection is made when the Cut command is executed, the entire active layer will be cut.*

# Copying a Selected Area

Copying a selected area of an image will place a duplicate of the area

on the clipboard so it can be pasted back into the image or used by other applications.

### To copy an area:

1. Select the area.

2. Do one of the following:

  • Click the Copy button on the Quick Access Bar.

  • Press Ctrl + C.

  • Click Edit on the Main Menu, then choose Copy.

*Note:*

*1. When copying, consult the Layers Palette of the active image to make sure the Copy command is being applied to the correct layer (See Chapter 13: Working with Layers).*

*2. If no selection is made when the Copy command is executed, the entire active layer will be copied.*

## *Pasting a Selected Area*

The Paste command will place whatever is on the clipboard as a new layer in the active image.

To paste a cut or copied image:

1.  Open the image in which to paste the cut or copied image.

2.  Do one of the following:

  • Click the Paste button on the Quick Access Bar.

  • Press Ctrl + V.

  • Click Edit on the Main Menu, then choose Paste.

*Note:*

1. *PhotoStudio's Paste command automatically generates a new image layer each time the command is executed. When pasting, consult the Layers Palette of the active image to see how the pasted image relates to the other layers of the active image (See Chapter 13: Working with Layers).*

2. *If the clipboard is empty (i.e., no image area has been cut or copied in PhotoStudio or in any other application), the Paste command will not function.*

# *Deleting a Selected Area*

The Delete command removes unwanted areas from an image layer, revealing the underlying layer(s).

## To delete an area:

1. Select the area.

2. Do one of the following:

    • Press the Delete key.

    • Press Ctrl + X.

    • Click Edit on the Main Menu, then choose Clear.

**IMPORTANT:** *If no selection is made when the Delete command is executed, the entire image layer will be deleted. If a layer is inadvertently deleted from the image, use the Undo command to restore the layer.*

*Note:*

1. *When deleting, consult the Layers Palette of the active image to make sure the Delete command is applied to the correct layer (See Chapter 13: Working with Layers).*

2. *The deleted portion of the Background Layer is replaced with the currently selected transparency background. To change the current transparency background, click Edit on the Main Menu, then choose Preferences from the drop-down menu.*

# *Rotating an Image*

If an image appears to be tilted, use PhotoStudio's Rotate command to correct the problem.

### <u>To rotate an image:</u>

1. Click Edit on the Main Menu, then choose Rotate.

2. In the Rotate dialog box, enter a value, in degrees, or drag the handles at the corners of the rotation frame to rotate the image in the Preview Window.

3. Click OK to confirm, or press Cancel to abort the operation.

*Note: The Rotate command applies only to a whole image.*

# *Transforming a Selected Area*

PhotoStudio's powerful Transform Tool transforms part of an image or layer by resizing, skewing, rotating, or distorting it. Artistic perspective effects can then be applied to blend a pasted element seamlessly into an image.

### <u>To apply a specific transformation:</u>

1.Select the part of an image or layer to transform.

2.From the Tools Palette, select the Transform Tool.

3.In the Options Palette, check one of the following:

- Resize to resize the selected area or layer.

- Arbitrary to distort the selected area or layer.

- Skew to skew the selected area or layer.

- Rotate to rotate the selected area or layer.

- Perspective to apply the perspective effect to the selected area or layer.

4. Drag the handles at the corners of the transformation rectangle to manipulate the selected area or layer.

5. When finished, choose another tool in the Tools Palette to deactivate the transformation rectangle.

6. Click Select on the Main Menu, then choose None to remove the selection border.

*Note:*

*1. The Transform Tool only applies to part of an image or layer.*

*2. A selection must be made in order to use the Transform Tool.*

*3. When transforming an area, consult the Layers Palette of the active image to make sure that the Rotate command is being applied to the correct layer (See Chapter 13: Working with Layers).*

## *Changing an Image's Orientation*

PhotoStudio's Orientation option makes it easy to rotate images in 90° increments. It also provides an option for applying a mirror flip to your image.

### **To change an image's orientation:**

1. Click Edit on the Main Menu.

2. From the drop-down menu, choose Orientation.

3. In the Orientation dialog box, check Mirror to flip the choices (optional).

4. Highlight the preferred rotation option (thumbnail preview).

5. Click OK to confirm, or press Cancel to abort the operation.

*Note: This command applies to the entire photo.*

# *Cropping an Image*

Use the Crop Tool to remove extraneous outer areas from photos and to give images dramatic composition.

### To crop an image:

1. Select the area of the photo that will remain.

2. Click the Crop Tool on the Tools Palette to crop the image. You can also select Crop from the Edit menu.

*Note: A selection must be made in order to use the Crop Tool.*

You can also choose Auto Crop. Auto Crop allows you to loosely define multiple photos on a single image. The program will then crop out each photo, and display them as new files. (This feature is not available in all versions of PhotoStudio 5.)

When using the Auto Crop option, click the New button to create a new crop box on the preview (you can create multiple crop boxes). You can then position and resize a crop box to your liking. By clicking the Auto Define button, the program will automatically process the image and set crop boxes as it differentiates photos within the single image (you can still edit these crop boxes). When the Scale option is chosen, any manipulation to a crop box will affect its size. When the Rotate option is chosen, the only manipulation that can be done to a crop box is rotating. When your crop boxes are set, click the Crop button to make the data in each crop box its own image.

# Using the Magic Cut Feature

Using the "Magic Cut" feature is great for cutting out specific objects of an image for pasting into other images.

1. Click File on the Main Menu, and then click Magic Cut.

2. Use the Pencil tool within the Magic Cut window to draw around the object you wish to cut out.  Use the Eraser tool if you make any mistakes while "masking out" the object.  This tool will remove anything that you've drawn using the Pencil tool.  Zoom and Pan controls are available so that you can easily see the area that you're masking.

3. Once you advance to the next step, use the Brush tool within the Magic Cut window to "clean up" your cut-out.  Use the tool along the edges to regenerate any part of the image that may have been inadvertently removed.  The remaining tools remain the same as the last step.

4. Once you click Finish, a new, transparent image will appear. You can then Cut/Copy and Paste the image as a new layer on other images.

# Adding a Border

PhotoStudio is able to add pixels to the outside edge of an image, which is ideal for creating more space for an object that's crowding the edge of the image.

### To add a border around an image:

1. Click Edit on the Main Menu.

2. From the drop-down menu, choose Add Border.

3. In the Add Border dialog box, enter the number of pixels to be added to each side of the image.

4. Click OK to confirm, or press Cancel to abort the operation.

*Note: The newly added border area remains transparent until painted or pixels are moved into it.*

# Changing an Image's Size and Resolution

Use the Image Size command to alter the physical size or resolution of an image so that its file size is small enough to fit on a floppy disk or to send via email, or to increase a file's resolution so it's ready to print.

## To adjust the size and resolution of an image:

1. Click Edit from the Main Menu.

2. From the drop-down menu, choose Image Size.

3. From the Image Size dialog box, check Keep Aspect Ratio to maintain the proportions of the original image.

4. Type in the new values for the width and height of the image, and/or enter a new value for the image's resolution to change its existing resolution.

5. Click OK to confirm, or press Cancel to abort the operation.

*Note: If Keep Aspect Ratio is checked, enter a value for either the width or height.*

# Shortcut Keys

1. To open an image file, press Ctrl + O.

2. To close an active image, press Ctrl + F4.

3. To save your file, press Ctrl + S.

4. To print an image, press Ctrl + P.

5. To quit PhotoStudio, press Ctrl + Q.

6. To undo an operation, press Ctrl + Z.

7. To undo a series of operations, repeatedly press Ctrl + Z.

8. To cut a selected area or the entire image, press Ctrl + X.

9. To copy a selected area, press Ctrl + C.

10. To paste a cut or copied area, press Ctrl + V.

11. To remove a selected area, press the Delete key.

12. To select the entire layer of an active image, press Ctrl + A.

13. To invert a selected area, press Ctrl + I.

14. To deselect the current selection, press Ctrl + N.

15. To open the Brightness and Contrast dialog box, press F3.

16. To open the Hue and Saturation dialog box, press F4.

17. To open the Tone Adjustment dialog box, press F5.

18. To access the PhotoStudio online Help, press F1.

19. To open an image into Full Screen mode, press Ctrl + W. To return to normal mode, press the Esc key.

20. While in Full View mode (Ctrl + W), press the Enter key to advance to the next opened image, or click the right mouse button for more options.

21. To display rulers of an active image, press Ctrl + R.

# **4** Opening and Creating Image Files

PhotoStudio can open existing files or create new ones. Newly created files are labeled "Untitled" while existing files appear with their file names in the title bar.

Existing files can be opened from disk drives and PhotoStudio albums, or acquired from TWAIN devices like digital cameras and scanners. Images can also be captured directly from the screen using PhotoStudio's Capture feature.

### *Contents:*

# *Opening Images from a Disk Drive*

PhotoStudio is able to open images stored on a hard drive or any removable media such as floppy disks, CD-ROMs, and card readers.

## To open an image file from a disk drive:

1. Press Ctrl + O (Open), click the Open button on the Quick Access Bar; or click File on the Main Menu then choose Open from the drop-down menu.

2. From the Open dialog box, choose the drive and folder containing the image file.

3. Highlight the name of the file or type it in the File Name field.

4. Click Open to open the file or press Cancel to abort the operation.

## To open multiple files from a disk drive:

1. Press Ctrl + O (Open), click the Open button on the Quick Access Bar; or click File on the Main Menu then choose Open from the drop-down menu.

2. From the Open dialog box, choose the drive and folder containing the image files.

3. Hold down the Shift or Ctrl key while clicking to select files.

4. Click Open to open the files or press Cancel to abort the operation.

*Note: If image files are stored on removable media, make sure the media is inserted in the drive before you attempt to open the files.*

# *Opening Images from an Album*

The Album Palette is a convenient way to access large numbers of image files.

## To open an image from an album:

1.  Make sure the Album Palette is opened on the desktop (See "Opening and Closing the Album Palette" in Chapter 2).

2.  From the Album Name drop-down list, select the album containing the image to be opened.

3.  Use the album navigation controls, scroll bars or arrows, to locate the thumbnail representing the image to be opened.

4.  Double-click the thumbnail image or drag it into the PhotoStudio workspace to open it.

## To open multiple images from an album:

1.  Repeat Steps 1 to 3 described above.

2.  Hold down the Shift or Ctrl key while clicking to select the images to be opened.

3.  Drag one of the selected images into the workspace to open all the selected images.

*Note:*

*1. Images can be opened from an album whether the Album Palette is "floating" or "snapped". However, having the Album Palette "floating" on the desktop will provide access to all of the control buttons and display more, if not all, of the images contained in a specific album.*

*2. After an album is selected, "snap" the Album Palette to make the desktop less crowded. In this case, click the up or down arrows to navigate through the album to find the images to be opened.*

*3. To access all of the options on the Album Platte when it's snapped, simply click the Control Button (insert button here) on the Album Palette.*

# Acquiring Images from a TWAIN Device

PhotoStudio supports image acquisition from TWAIN devices such as digital cameras and scanners. When acquiring images from a TWAIN device, make sure the proper TWAIN driver is installed and that the TWAIN device is properly connected.

### To acquire an image:

1. Click File on the Main Menu, then click Select Source.

2. In the Select Source dialog box, highlight the device driver, then click Select.

3. Click File on the Main Menu, then click Acquire, or simply click the Acquire button on the Quick Access Bar.

4. Follow the on-screen prompts and/or consult the manual for the TWAIN device to complete the file acquisition.

You can also choose Acquire/Acquire multiple photos from scanner to acquire multiple images in a single scan. This will allow you to use the Auto Crop feature (see the section on cropping images.)

*Note: Steps 1 and 2 are optional. They're only necessary when setting up TWAIN devices or when changing to other TWAIN devices.*

# Capturing Images Directly from the Screen

PhotoStudio can capture graphics, interface elements, icons, etc., directly from the computer screen which is especially helpful for capturing software screens for product descriptions, illustrations, or presentations.

### To capture a screen image:

1. Arrange the screen elements the way that they will appear once captured.

2. Launch PhotoStudio, click File on the Main Menu, then choose Capture from the drop-down menu.

3. In the Capture dialog box, choose one of the following options

- Window - captures an entire window including its title bar.
- Client Area - captures the content of the window without the frame.
- Desktop - captures the entire desktop.

4. To capture a window in PhotoStudio, deselect Hide PhotoStudio Window.

5. Click OK to capture, or press Cancel to abort the operation.

6. Click on the screen element to be captured.

7. Return to the PhotoStudio workspace to edit and save the newly captured image(s) (See Chapter 15: Saving and Printing Images).

## Creating a New Image File

The New command on the Main Menu and the New button on the Quick Access Bar create blank, untitled PhotoStudio image files.

### To create a new image:

1. Select an Alternate Color from the Color Grid to set the background color of the new image file.

2. Click the New button on the Quick Access Bar; or click File on the Main Menu, then choose New from the drop-down menu.

3. In the New dialog box, set the data format, unit, and size parameters for the new image.

4. Click OK to confirm, or press Cancel to abort the operation.

*Note: The background color of the new image is determined by the current alternate color. To make white the background color for the new image, select the white swatch from the Color Grid before following the above steps.*

# Importing Images from Removable Media

You can quickly import images from removable media such as some digital cameras, card readers, and other mounted drives.

1. Click File on the Main Menu, and then click Import From Removable Media.

2. From the "Look in" pull-down, choose the location of your removable media.

3. Select the files you wish to import. Check the Import from all subfolders box to have the program import all files that may be located within the selected folder on the removable media.

4. Additional import options include selecting the destination of the imported files, renaming the files, and deleting the originals from the removable media after they have been imported.

# 5 | Viewing Images

PhotoStudio provides several ways to display and view images.

*Contents:*

# *Typical Image Display Modes*

The following describes the different display modes of the image window.

1) Actual View – Displays the image on screen at a 100% ratio and allows the image to be edited and the image window to be repositioned and resized. If the image is larger than its image window, scroll bars will appear on the right and bottom sides of the image window, making it easier to view different areas of the image.

## To display the image in Actual View mode:

- Click View on the Main Menu, then choose Actual View from the drop-down menu.

2) Fit In Window – Automatically proportions the image file so it fits completely inside its image window. This option is useful for quickly viewing the entire image and for hiding the image scroll bars. Similar to Actual View mode, Fit in Window mode allows the image to be edited and the image window to be repositioned and resized.

## To display the image in Fit In Window mode:

- Click View on the Main Menu, then select Fit In Window from the drop-down menu.

3) Maximized Window – Maximizes the active image file within the PhotoStudio desktop, providing a clutter-free workspace. In this mode, switch to another opened image by selecting another file name from the Window drop-down menu.

**To display the image in Maximized Window mode:**

> • Click the Maximize button on the upper-right corner of the image
> window.

**To return an image from Maximized Window mode to the previous mode**

> • Click the Restore button (replaces the Maximize button).

4) Full Screen – This non-editing display mode is used for presenting and previewing images. In this mode, images are displayed in the center of a black filled screen. You can then zoom in and out on the image and advance through other opened images.

**To activate Full Screen mode:**

> • Press Ctrl + W.
>
> • Click the left mouse button to zoom in, and click the right mouse button to access the Zoom Out option from the shortcut menu.
>
> • Press Enter to advance to the following image.
>
> • Press Esc to return to an editing mode.

## *Zooming In and Out*

PhotoStudio's zoom options allow you to view images from 6% to 1600% of their actual size.

### To use the Zoom Tool:

1. Click the Zoom Tool on the Tools Palette.

2. To zoom in, left-click the portion of the image to be seen in greater detail.

3.To zoom out, right-click in the image, and choose Zoom Out from the shortcut menu

### To zoom in or out at a specific ratio:

1. Click View on the Main Menu.

2. From the drop-down menu, do one of the following.

   • To zoom in, click Zoom In and choose a ratio from the submenu.

   • To zoom out, click Zoom Out and choose a ratio from the submenu.

## Using the Pan Tool and Scroll Bars

When zooming in on an image, you may want to focus on an area that extends beyond the boundaries of the image window. In this case, use the Pan Tool or image window scroll bars to reveal the hidden areas of the image.

### To reposition an image with the Pan Tool while zoomed in:

1. Choose the Pan Tool from the Tools Palette.

2. Drag the image to navigate to the area of focus.

### To reposition the image with the scroll bars while zoomed in:

1. Choose the Pan Tool from the Tools Palette.

2. Click the scroll arrows or drag the scroll bar to navigate to the area of focus.

## Showing Rulers and Grids

To align artwork in an image window, use the Rulers and Grids commands. PhotoStudio's Rulers and Grids enable the layout of multiple images precisely across the width or length of the image.

### To show rulers, do one of the following:

- Press Ctrl + R on your keyboard.

- Click View on the Main Menu, and choose Rulers from the drop-down menu.

### To show grids:

- Click View on the Main Menu, then choose Grids from the drop-down menu.

## Using the Navigation Palette

PhotoStudio's Navigation Palette allows efficient movement around an image while zoomed in at high magnification and is ideal for quickly switching between various zoom levels.

## To use the Navigation Palette:

1.  View on the Main Menu, then choose Show Navigation Palette from the drop-down menu.

2. Resize the Navigation Palette to display the image in the desired size.

3. In the Navigation Palette, drag the slider bar to adjust the zoom level of the active image.

4. While zoomed in, drag the blue navigation rectangle around to get a close-up view of different parts of the image.

# *Displaying Multiple Images*

PhotoStudio offers two methods for neatly displaying multiple images on a single screen. Tile, which fits all opened images into the desktop area so each is visible and occupies an equal amount of desktop space. And Cascade, which stacks open images in an overlapping, staggered fashion with the active image in front.

## To display multiple images on the desktop:

1.Open all required images (See Chapter 4: Opening and Creating Files in PhotoStudio).

2. Click Window on the Main Menu.

3. From the drop-down menu, do one of the following:

> • Choose Tile to fit images into the desktop area.

> • Choose Cascade to stack images in a neat, overlapping fashion.

# *Opening a Duplicate Window*

PhotoStudio can duplicate the active image window, thereby creating a second view of the active image window for previewing while painting and/or retouching is performed in the original window. Both windows can be repositioned and resized to better accommodate your work.

## To open a duplicate image window:

1. Click Window on the Main Menu, then choose New Window from the drop-down menu.

2. Resize the windows, then reposition them in the workspace.

*Note: Open as many duplicate windows as your system allows by repeating Step 1.*

# **6** **Making Selections**

To modify a specific area of an image or apply a special effect, enhancement or command, the area must first be selected; otherwise the entire image layer will be affected. Some tools, such as the Crop Tool and Transform Tool, require a selection to be made in order to complete the operation.

## *Contents:*

# Selecting a Regularly-shaped Area

Regularly shaped areas such as rectangles, squares, circles and ellipses are often selected for various image editing and retouching operations.

## To select a regularly-shaped area:

1. Click the Select Tool from the Tools Palette.

2. Open the Options Palette.

3. In the Options Palette, choose one of the following:

> • Rectangle to select a rectangular area.
>
> • Square to select a square area
>
> • Ellipse to select an elliptical area.
>
> • Circle to select a circular area.

4. Check all other features in the Options Palette that apply.

5. Click and/or drag in the image to define the area to be selected.

*Note: To make a more precise selection, refer to "Modifying a Selection" in this chapter.*

# Making a Freeform Selection

To select a precise freeform or "irregularly-shaped" area (i.e., the out-line of a human face), trace the area using the Freehand Select Tool.

## To make a freeform selection

1.Choose the Freehand Select Tool from the Tools Palette.

2.In the image, click where you want to start, then hold the mouse but-

ton while dragging along the edge of the area to be selected (a contour line will indicate the selection path).

3.Double click to complete the selection.

*Note:*

*1. To make a more precise selection, refer to "Modifying a Selection" in this chapter.*

*2. To make a precise selection of an area that has both straight and freeform edges, use the trace method in conjunction with the click-release-click method described in the following section.*

# Making a Polygonal Selection

To make a polygonal selection such as a star, use the Freehand Select Tool in a click-release-click fashion.

## To make a polygonal selection:

1. Choose the Freehand Select Tool from the Tools Palette.

2. Click in the image to set a starting anchor point for the selection.

3. Click at another location to set a second anchor point. As anchor points are added a dashed contour line will indicate each edge of the selection area.

4. Continue to add new anchor points until the entire selection is outlined.

5. Double-click to complete the selection.

*Note:*

*1. To make a more precise selection, refer to "Modifying a Selection" in this chapter.*

*2. To make a precise selection of an area that has both straight and freeform edges, use the click-release-click method in conjunction with the trace method described in the previous section.*

*3. PhotoStudio will complete the selection by drawing a straight line between the first and last anchor points unless the finish point is double-clicked.*

# *Selecting an Area by Color*

To select an area by color similarity, use the Magic Wand, which selects color-similar areas such as blue skies or white walls, and is convenient for performing enhancements to areas of an image that are complicated in shape but uncomplicated in color.

**To select an area by color:**

1. Click the Magic Wand from the Tools Palette.

2. Open the Options Palette.

3. To select the pixels closest in color, drag the RGB color slider to a lower value.

4. To select more of the variation of a color, drag the color slider to a higher value.

5. To select connected like-color areas, check Contiguous Area Only.

6. To select all like-color areas, connected or unconnected, uncheck Contiguous Area Only.

7. Click the Magic Wand in the part the image to select it.

# *Modifying a Selected Area*

There are numerous ways to modify selections for precise and effective image editing.

The following provides an overview of how to use the various selection controls:

• To remove a selection, press Ctrl + N, or click Select on the Main Menu and choose None from the drop-down menu, or click anywhere

outside the selection.

• To invert or "select the exact opposite area of the current selection", press Ctrl + I, or click Select on the Main Menu, then choose Invert from the drop-down menu.

• To select the entire image, press Ctrl + A, or click Select on the Main Menu, then choose All from the drop-down menu.

• To transform a regular selection into a border, click Select on the Main Menu, then choose Border from the drop-down menu.

• To enlarge a selection by a fixed amount of pixels, click Select on the Main Menu, then choose Expand from the drop-down menu.

• To round the corners of an angular selection, click Select on the Main Menu, then choose Smooth from the drop-down menu.

• To start a new selection, check the new button in the Options Palette.

• To add an additional selection to the to the current selection, check the add button in the Options Palette, or hold down the Shift key while the new button is selected.

• To subtract area from the current selection, check the subtract button in the Options Palette.

• To reposition a current selection border, choose the Select Tool, click inside the selection border then drag it to a new location.

• To reposition the contents of a current selection, choose the Area Move Tool, click inside the selection border then drag it to a new location.

*Note:*

 *1. The options listed under Select on the Main Menu are applicable to all selection tools.*

 *2. The settings in the Options Palette are specific to each individual selection tool.*

# 7   Working with Colors

In this chapter, you'll learn how to select and change the active and alternate colors, and how to convert a color image into a grayscale image.

## Contents:

## *Changing the Active and Alternate Colors*

At the bottom of PhotoStudio's Tools Palette are two overlapping color swatches staggered one atop the other. The top swatch represents the active color while the bottom swatch represents the alternate color. The active color is the color that is applied to the image by the various brush and function tools. The alternate color serves as the background color and also makes a convenient "on deck" color because you can switch it to the active color simply by clicking its swatch.

*Note: If the mouse pointer is moved over the color swatches, the Status Bar will display their names and respective color values.*

### To change the alternate color:

1. Click on the Alternate Swatch to make it the active color.

2. Select a color using one of the four methods described in the following paragraph.

3. Switch back to the original active color by clicking on the original active color Swatch.

There are four ways to change the active color:

1. Use the Eyedropper Tool to match the active color to a color in the image.

2. Click on the Color Grid icon to select a color sample from the Color Grid.

3. Click on the Color Spectrum to select a color from the Color Spectrum.

4. Click on the Color Selection button to bring up the Color Selection dialog box. Use this method when using the HSV color model to select a color, or when other color selection methods are imprecise.

# Using the Color Selection Dialog Box

The Color Selection dialog box provides many color selection options, including the RGB and HSV color models.

By default, the Color Selection dialog box is in RGB color model with the red spectrum selected. This is indicated by the radio button next to the R color channel in the top right-hand corner of the dialog box. If you know the RGB values of the color you want to select, enter them into the R, G, and B value boxes, then click OK to make it the active color.

To switch to the HSV color model, click the radio button next to the H, S, or V. If you know the HSV values of the color you want to select, enter them into the H, S, and V value boxes.

The sliding scale at the top of the dialog box and the field below it provide a two-part system for in-depth color selection. The button that is checked indicates the color characteristic currently being examined. The scale always shows the range of possible values for that characteristic. For example, if the button next to R is selected, the slider will indicate a range from black, no red, to bright red. Clicking at different spots on the scale changes the amount of red in the current color selection and in the field.

The field displays all possible colors available if the current red value is kept and the other two values, green and blue, are varied. If the G button were selected, the field will display varying levels of red and blue; if the H button is selected, the field will display varying levels of saturation and brightness.

Use the sliding scale to isolate the most important color characteristic and the field to vary the two remaining colors. The resulting possibilities should make it easy to isolate the desired color value.

In the lower right-hand corner of the Color Selection dialog box, the Old color patch shows the current active color and the New color patch displays the color selection made in this dialog box.

*Note: When browsing for a color, it's helpful to click on the H button to see the rainbow of hues displayed in the sliding scale. Click on the desired hue, and choose a color from the field below the scale.*

## Converting a Color Image into a Grayscale Image

Occasionally, color images need to be converted into grayscale, black and white, images to make black and white print proofs, create an artistic effect, reduce file size, or make a duotone, etc.

### To convert a color image into a grayscale image:

1. Open the image (must be 24-bit).

2. Click Convert on the Main Menu, then choose To 8-bit Grayscale from the drop-down menu.

# 8 Using Painting and Retouching Tools

PhotoStudio offers a variety of painting and retouching tools, which allow the creation, retouching, or modification of images in any way. Each tool has its own customizable settings such as transparency, or intensity, plus a wide range of brushes in different sizes to choose from. Custom brushes can also be created using graphics and images.

Like any other commands or options in PhotoStudio, the painting and retouching tools can be applied either throughout an image or within a selected area of an image.

## *Contents:*

# *Choosing Brushes*

Inside the Options Palette that accompanies each painting tool, there is a collection of brushes in different sizes. When working with a painting tool, make sure the Options Palette is open on the desktop so the most suitable brush can be chosen for the work at hand.

### To choose a brush:

1. Open the Options Palette.

2. Select a brush by clicking on it.

# *Creating and Deleting Brushes*

If the Options Palette does not contain the desired brush, create a custom brush using the Add button in the Options Palette. All newly created brushes will be added after the last brush at the end of the palette, and can be used in exactly the same manner as built-in brushes. Unlike built-in brushes, however, newly created brushes are "non-permanent", and can be deleted when no longer needed.

### To create a brush:

1. Make black the active color.

2. Click the New button on the Quick Access Bar, or click File on the Main Menu then choose New from the drop-down menu. This brings up the New dialog box.

3. In the Data Format field, check 8-bit Gray.

4. In the Unit field, check Pixel.

5. For Image Size, type in 100 X 100 pixels.

6. Select a painting tool to draw a "brush" in any shape or size.

7. Save the "brush" to a disk in .JPG format when finished.

To add newly created "brushes" to the Options Palette:

1. Open the Options Palette.

2. Click the add button.

3. In the Open dialog box find the drive and folder containing the "brush" file.

4. Highlight the file and click Open. The "brush" will be automatically added to the Options Palette.

*Note: Custom brushes can also be created with an image or part of an image and can be used in exactly the same manner as built-in brushes.*

## To delete an newly created "brush":

1. While the Options Palette is open, click on the newly created "brush".

2. Click the delete button on the Options Palette.

# *Using the Paintbrush Tool*

The Paintbrush Tool creates soft-edged strokes of color to blend edge pixels more naturally with surrounding colors.

## To use the Paintbrush Tool:

1. Click on the Paintbrush Tool in the Tools Palette.

2. Open the Options Palette.

3. Choose the desired brush.

4. Drag the slider to set the transparency percentage.

5. Click and drag in the image to paint.

# *Using the Spraypaint Tool*

The Spraypaint Tool applies gradual color tones to an image with an edge more diffused than those created with the Paintbrush Tool.

### To use the Spraypaint Tool:

1. Click on the Spraypaint Tool in the Tools Palette.

2. Open the Options Palette.

3. Choose the desired brush.

4. Drag the slider to set the transparency percentage.

5. Click and drag in the image to paint.

# *Using the Pen Tool*

The Pen Tool creates hard-edged freehand lines.

### To use the Pen Tool:

1. Click on the Pen Tool in the Tools Palette.

2. Open the Options Palette.

3. Choose the desired brush.

4. Drag the slider to set the transparency percentage.

5. Click and drag in the image to paint.

# *Using the Line Tool*

The Line Tool creates straight lines of any width and direction with the option of anti-aliasing.

### To use the Line Tool:

1. Click on the Line Tool in the Tools Palette.

2. Open the Options Palette.

3. Set the width of the line.

4. Check the anti-alias box to draw a sharp, crisp line.

5. Specify the direction of the line.

6. Click and drag in the image to draw a line.

# *Using the Eraser Tool*

The Eraser Tool erases pixels from an image and replaces them with transparency for an unrestricted layer, or the alternate color for a restricted layer.

### To use the Eraser Tool:

1. Click the Eraser Tool in Tools Palette.

2. Open the Options Palette.

3. Drag the effect slider to set the erasing effect.

4. Choose the desired eraser size.

5. Click and drag in the image to erase the pixels.

*Note: To totally remove pixels with the Eraser Tool, set the effect level to 100%.*

# Using the Bucket Fill Tool

The Bucket Fill Tool selects an area based on color similarity, then fills it with the active color.

## To use the Bucket Fill Tool:

1. Click the Bucket Fill Tool in the Tools Palette.

2. Open the Options Palette.

3. Drag the transparency slider to set the transparency.

4. Drag the color similarity slider to define the selection tolerance.

5. Click in the area of the image to be filled.

# Using the Gradient Fill Tool

The Gradient Fill Tool fills an image or a selected area of an image with a gradual transition from the alternate color to the active color.

## To apply a color transition to an image

1. Choose the Gradient Fill Tool in the Tools Palette.

2. Open the Options Palette.

3. From the drop-down list, select a gradient shape: square, rectangular, circular, or elliptical.

4. Choose a color model: RGB or HSV.

5. Choose a transition mode: soft or hard.

6. Drag the transparency slider to set the transparency level.

7. Drag the frequency slider to set the frequency level.

8. Drag inside the image to apply the gradient effect.

*Note: The direction the Gradient Fill Tool is dragged will determine the gradient's appearance.*

# Using the Pattern Fill Tool

The Pattern Fill Tool fills an image or a selected area of an image with a pattern.

## To use the Pattern Fill Tool:

1. Click on the Pattern Fill Tool in the Tools Palette.

2. Open the Options Palette.

3. Drag the opacity slider to set the opacity.

4. Check use clipboard to fill the image with a pattern resident on the clipboard.

5. Do one of the following:

 • Check fill texture only to fill the image with a semi-transparent pattern.

 • Check mirror to reflect the pattern throughout the image.

 • Check align to stack the pattern.

 • Check brick to stagger the pattern.

6. Click in the image to apply the pattern.

# Using the Eyedropper Tool

The Eyedropper Tool selects a color from an area of the image, making it the active color. Colors can be sampled from either the active image or other opened images.

### To use the Eyedropper Tool:

1. Click the Eyedropper Tool in the Tools Palette.

2. Open the Options Palette.

3. Choose a color model: RGB or HSV.

4. Set the number of pixels to be sampled.

5. Click in the part of the image to be sampled.

# Using the Stamp Tool

The Stamp Tool paints in the active color with a predefined piece of clipart or other design.

### To use the Stamp Tool:

1. Click the Stamp Tool in the Tools Palette.

2. Open the Options Palette.

3. Check draw from center to start the design from the center of the area to be painted.

4. Check default size to paint the design with its predefined dimensions.

5. Drag the transparency slider to set the transparency percentage.

6. Click on the desired design.

7. Click or drag in the image to apply the selected clipart or design.

*Note: Once a design is applied in an image, it cannot be repositioned. Therefore, it's recommended that you use the Rulers and Grids under the View menu to help position and align the design within the image.*

# Using the Shape Tool

The Shape Tool crops the image using a predefined shape.

### To use the Shape Tool:

1. Click the Shape Tool in the Tools Palette.

2. Open the options Palette.

3. Check draw from center to start painting the design from the center of the area to be painted.

4. Check default size to paint the design with the predefined dimensions.

5. Drag the transparency slider to set the transparency.

6. Click on the desired design.

7. Click or drag in the image to crop the image.

# Using the Smudge Tool

The Smudge Tool simulates the effect of a finger smearing wet paint. It picks up color pixels from the beginning of the stroke and moves them in the direction dragged.

### To use the Smudge Tool:

1. Click the Smudge Tool in the Tools Palette.

2. Open the Options Palette.

3. Choose the desired brush.

4. Click in the image where you want to begin, and drag to smudge the pixels.

## *Using the Clone Tool*

The Clone Tool paints an area of an image directly onto another image or paints a part of an image over another area within the same image.

### To clone an area:

1. Click the Clone Tool from the Tools Palette.

2. Open the Options Palette, then choose the desired brush size.

3. To set the clone source, hold down the Shift key while clicking within the image (the point the Clone Tool uses as a starting reference point when painting).

4. Click and drag elsewhere in the image or in another image to paint (clone).

## *Using the Red-eye Removal Tool*

The Red-eye Removal Tool removes the "red-eye" (red glare) caused by light reflecting off the interior surface of the human eye—a flaw common in flash photography.

### To use the Red-eye Removal Tool:

1. Select the "red-eye" in the image.

2. Click the Red-eye Removal Tool in the Tools Palette.

3. Open the Options Palette.

4. Choose the desired brush.

5. Click in the red spot (red-eye) to remove, or desaturate it.

*Note:*

*1. To protect the adjacent areas of the image from being affected, select the red-eye area before applying the Red-eye Removal Tool*

*2. Different brushes may need to be tested before finding the correct brush.*

# *Filling an Area with a Color*

If a large area of an image needs to be filled with a single color, there are two options: the Bucket Fill Tool in the Tools Palette and the Fill Color command on the Main Menu.

## To fill a selection with a color:

1. Select the area.

2. Change the active color to the desired color.

3. Do one of the following:

- Click Edit on the Main Menu, then choose Fill Color from the drop-down menu.

- Press the Delete key to erase the selected area, select the Bucket Fill Tool from the Tools Palette, then click within the selection to fill it with the active color.

# 9 | Enlarging Images

PhotoStudio offers many ways to improve the overall quality of photographs. The following enhancement features can be applied to a selected image layer or to the entire image.

## *Contents:*

# Using Auto Enhance

The Auto Enhance command combines a series of enhancements into a single feature to remedy photos which are too dark, out of focus, washed-out or all of the above.

### To use Auto Enhance:

1. Click Enhance on the Main Menu, then choose Auto Enhance from the drop-down menu. This brings up the Auto Enhance dialog box.

2. Click the arrows or drag the Intensity slider to fine-tune the enhancement.

3. Click the plus or minus sign under the Before window to zoom in or out on the image in both windows.

4. View different parts of the image by dragging within the Before or After window.

5. Preview the effect in the After window before applying it.

6. Click OK to apply the enhancement, or press Cancel to abort.
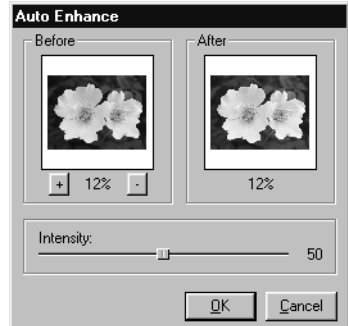
# Adjusting Brightness and Contrast

The Brightness and Contrast command enables you to adjust the brightness and contrast of an image.

### To adjust brightness and contrast:

1. Click Enhance on the Main Menu, and choose Brightness and Contrast from the drop-down menu. This brings up the Brightness and Contrast dialog box.
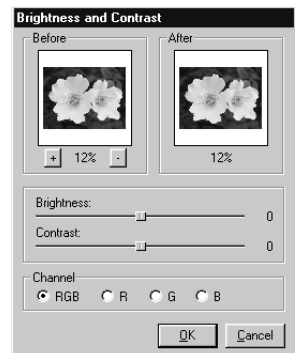
2. Drag the Brightness slider to darken or brighten the image.

3. Drag the Contrast slider to increase or reduce the color contrast.

4. Click the plus or minus sign under the Before window to zoom in or out on the image in both windows.

5. View different parts of the image by dragging within the Before or After window.

6. Preview the effect in the After window before applying it.

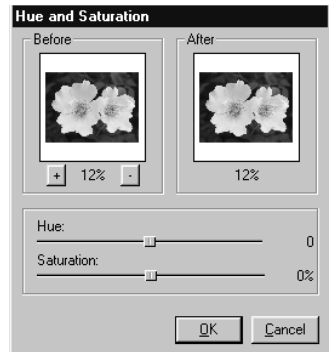7. Click OK to apply the adjustment, or press Cancel to abort.

*Note: To adjust the brightness or/and contrast of a single, R, G, or B color channel, simply select the channel to be adjusted before applying the enhancement.*

# *Adjusting Hue and Saturation*

The Hue and Saturation command adjusts the color makeup and intensity of an image.

To adjust an image's hue and saturation:



1. Click Enhance on the Main Menu, then choose Hue and Saturation from the drop-down menu. This brings up the Hue and Saturation dialog box.

2. Drag the Hue slider to change the image's color hue.

3. Drag the Saturation slider to adjust the image's color intensity.

4. Click the plus or minus sign under the Before window to zoom in or out on the image in both windows.

5. View different parts of the image by dragging within the Before or After window.

6. Preview the effect in the After window before applying it.

7. Click OK to apply the adjustment, or press Cancel to abort.

## *Adjusting Tone*

The Tone Adjustment command brightens the dark areas of a photo without affecting the light areas or vice versa.

### **To adjust an image's tone:**

1. Enhance on the Main Menu, then choose Tone Adjustment from the drop-down menu. This brings up the Tone Adjustment dialog box.

2. Drag the Highlight slider to adjust the tone of the light areas of the image.

3. Drag the Midtone slider to adjust the tone of the midrange values of the image.

4. Drag the Shadow slider to adjust the tone of the dark areas of the image.

5. Click the plus or minus sign under the Before window to zoom in or out on the image in both windows.

6. View different parts of the image by dragging within the Before or After window.

7. Preview the effect in the After window before applying it.

8. Click OK to apply the adjustment, or press Cancel to abort.
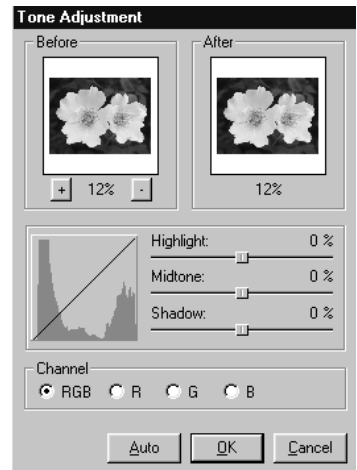
*Note: Tonal adjustments can be applied to individual color channels simply by selecting the R, G, or B color channel from the Tone Adjustment dialog box.*

# Equalizing Color Distribution

The Equalization command is used for enhancing an image's contrast and fine details.

## To equalize an image's bright and dark areas:

• Click Enhance on the Main Menu, then choose Equalization.

# Using Threshold

The Threshold command transforms any image into a dramatic, high-contrast, black and white graphic.

## To use the Threshold:

1. Click Enhance on the Main Menu, then choose Threshold from the drop-down menu. This brings up the Threshold dialog box.

2. Drag the Threshold Level slider to adjust the black and white threshold value.

3. Click the plus or minus sign under the Before window to zoom in or out on the image in both windows.

4. View different parts of the image by dragging within the Before or After window.

5. Preview the effect in the After window before applying it.

6. Click OK to apply the adjustment, or press Cancel to abort.

# *Using Unsharp Mask*

The Unsharp Mask command sharpens images using fine adjustment controls, and is often the preferred sharpening tool for digital image editing professionals.

### <u>To use the Unsharp Mask command:</u>



1. Click Enhance on the Main Menu, choose Sharpen Filters from the drop-down menu, then select Unsharp Mask from the submenu. This brings up the Unsharp Mask dialog box.

2. Drag the Square Size slider to determine the size of the sampling area around each pixel.

3. Drag the Effect slider to adjust the intensity of the sharpening.

4. Drag the Threshold slider to set a value for the difference in color/grayness between adjacent pixels.

5. Click the plus or minus sign under the Before window to zoom in or out on the image in both windows.

6. View different parts of the image by dragging within the Before or After window.

7. Preview the effect in the After window before applying it.

8. Click OK to sharpen the image, or press Cancel to abort.

*Note:*

*1. The larger the Square Size value, the stronger the effect.*

*2. The larger the Effect value, the stronger the effect.*

*3. The smaller the Threshold value, the stronger the effect.*

# 10 Applying Special Effects
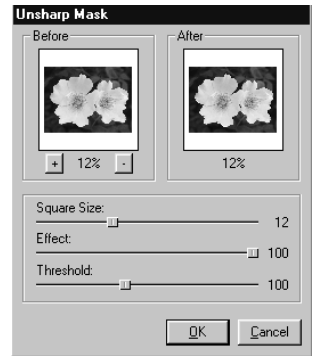
Though the results PhotoStudio's special enhancements and effects greatly differ, the way to adjust and apply each effect is basically the same. For a clearer understanding of how each special enhancement and effect will alter the image, simply test each one.

*Contents:*

# Making a Panoramic Photo

PhotoStudio's Stitch command makes a panoramic photo by seamlessly stitching two images together.

## To turn two images into a panoramic photo:

1. Open the images on the desktop, then make one of the image windows active.

2. Click Effects on the Main Menu, then choose Stitch from the drop-down menu. This brings up the Stitch dialog box.

3. From the drop-down file list, select a second image to be stitched to the active image.

4. Select a stitching mode: Right, Left, Top, or Bottom.

5. Use all of the controls buttons, if necessary, to align the two images.

6. Click OK to stitch the images, or press Cancel to abort.

# Applying an Oil Painting Effect

The Oil Painting command can turn an image into a work of art in a matter of seconds by applying various effects to the image.

## To turn an image into an oil painting:

1. Click Effects on the Main Menu, choose Fine Art from the drop-down menu, then select Oil Painting from the submenu. The Oil Painting dialog box appears.

2. Drag the Intensity slider to set the intensity of the effect to be applied.

3.  different parts of the image by dragging within the Before or After window.

4. Preview the effect in the After window before applying it.

5. Click OK to apply the effect, or press Cancel to abort.

# Applying a Motion Blur Effect

The Motion Blur effect turns photos into a blurry state, alleviating detail by softening transitions between colors.

### To apply the Motion Blur effect:

1. Click Effects on the Main Menu, then choose Motion Blur from the drop-down menu. The Motion Blur dialog box appears.

2. In the Motion Blur dialog box, click an arrow to indicate the direction of the movement.

3. Drag the Speed slider to set the "speed" of the movement.

4. View different parts of the image by dragging within the Before or After window.

5. Preview the effect in the After window before applying it.

6. Click OK to apply the effect, or press Cancel to abort.

# PhotoStudio Special Effects and Enhancements Gallery

The images displayed below are sample results of the various special effects and enhancements used in PhotoStudio.
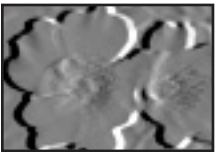
# *Special Effects*


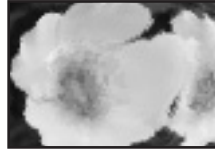
Original Image



Composite
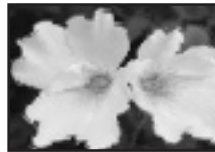


Cone



Cylinder



Emboss

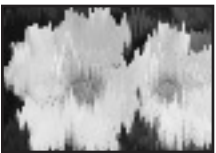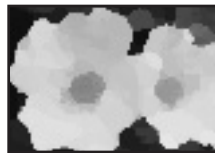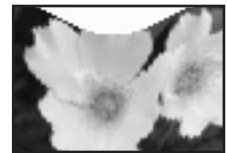

Film Grain



Fisheye



Magic Mirror



Melting



Mosaic



Oil Paint



Ribbon



Ripple



Sketch



Sphere



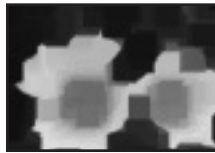Spiral



Splash



Wrinkle



Whirlpool



3D Grid

# *Enhancements*
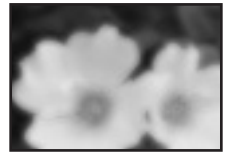

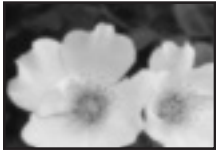Original Image


Add Noise


Average Blur


Blur Heavily


Blur Lightly


Blur


Despeckle


Equalization
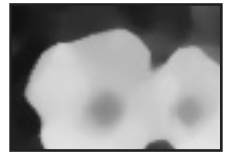

Find Contour
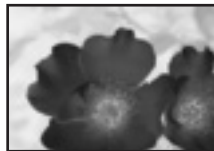

Gaussian Blur


Logarithm


Median


Minimum


Maximum


Negative
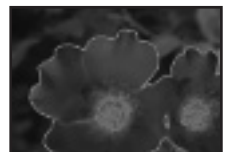

Sharpen Horizontally


Sharpen Lightly


Sharpen Vertically


Sharpen


Solarization

# *Enhancements (Continued)*



Threshold



Unsharp Mask

# 11  Adding Text to Images

PhotoStudio's Text Tool creates editable text, using any installed font, in different styles and sizes, along with more sophisticated controls such as anti-aliasing and wrapping.

*Contents:*

# *Creating a Text Layer*

In PhotoStudio, a new text layer is created each time text is added to a normal image layer.

## To create a new text layer:

1. Click on the Text Tool in the Tools Palette. This brings up the Options Palette on the desktop.

2. Click inside the image, and start typing in the text field – the text will start from the insertion point in the image, and a text layer will appear in the Layers Palette.

3. Choose the desired font, style and size.

4. Reposition newly added text by dragging it around in the image window.

*Note:*

*1. Check wrap to keep text within the border of the image.*

*2. Check new to start a new text layer.*
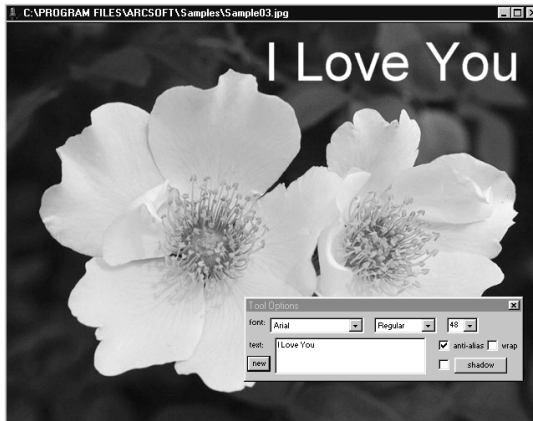


*Text Edit Screen*

# *Editing Text*

Text that is created in PhotoStudio is fully editable – its font type, size and color can be modified, and paint can be applied to it using the various painting and retouching tools.

## **To edit text:**

1. Highlight the layer containing the text in the Layers Palette.

2. In the Options Palette, change the font type, style and size.

3. To change the color of the text, choose a new color for the Active Swatch.

4. To add or edit the existing text, place the cursor, inside the text box of the Options Palette, where typing will begin.

5. To add a new text layer, click the new button.

*Note:*

*1. Paint or enhancements and effects can be applied to a text layer in the same manner as they are to an image. However, doing such effects will make the text uneditable.*

*2. A text layer can be transformed by making a selection around the text first.*

# *Adding a Shadow to Text*

PhotoStudio can add a shadow to any text layer, making the text more interesting and appealing.

## **To add a shadow to a text layer:**

1. After typing the text, click the shadow button in the Options Palette. This brings up the Add Shadow dialog box.

2. Use the controls to set all of the desired parameters.

3. Click OK to add a shadow, or press Cancel to abort.

# **12** Working with Albums

Creating an album is an easy way to access and organize photos. Images can be stored, displayed, retrieved, and organized, or dragged and dropped onto PhotoStudio's desktop.

*Contents:*

# *Creating an Album*

Creating an album is the first step for organizing photos using the
Album Palette.



## To create a new album:

1. In the Album Palette, select New Album from the drop-down list.

2. Click the Add button. This brings up the Open dialog box.

3. In the Open dialog box, select the drive and folder where the images
   are stored, then highlight the desired image files to be added to the
   New Album.

4. Click Open to automatically add the selected images into the New
   Album.

5. Click Save to save and name the album.

# *Using the Find Feature to Create an Album*

Generate an album of images by using the Find button on the Album Palette to locate and select all of the images stored on a drive or folder.

## To create an album using the Find button:

1. Make sure the Album Palette is open on the desktop (See Chapter 2: Getting Acquainted with PhotoStudio's Desktop).

2. In the Album Palette, click the Find button. This brings up the Find dialog box.

3. Select or type in the image file's name, location, date, type or size.

4. Click Browse to select a folder to search (if Look In Folder is selected).

5. Check Include Subfolders (if subfolders are to be included in the search).

6. Click Find Now to search for images and create a temporary album with the images found.

7. Click Save to save and name the album.

# *Opening Images from an Album*

Once an album has been created, any or all of the images can be easily opened.

## To open an image or images from an album:

1. Make sure the Album Palette is open on your desktop (See Chapter 2: Getting Acquainted with PhotoStudio's Desktop).

2. Open the album that contains the desired image(s).

3. Double-click on a thumbnail to open a single image.

4. To open multiple images, hold down the Shift or Ctrl key and click all of the desired images, then drag and drop the thumbnails onto the desktop.

## *Managing Images in Albums*

The PhotoStudio Album Palette manages images in a number of ways. For the following operations, it's assumed that the Album Palette is open in its "floating" state on the desktop.

1. To view information about the date created, file size, and size of an image, click on its thumbnail. To add a note to the image, simply type in the Description field.

2. To search for images and create a new album, click the Find button (See Using the Find Feature to Create an Album in this chapter).

3. To add images to an existing album, click the Add button. In the Open dialog box, locate the drive and folder where the images are stored, then highlight the files to be added. Then click the Open button.

4. To acquire an image from a digital camera or scanner directly into the Album, click the Acquire button in the Album Palette (See Acquiring Images from a TWAIN Device in Chapter 4).

5. To sort images, click the Sort button. Album thumbnails may be sorted by name, date, file size, etc.

6. To delete images from the album, highlight the thumbnails then click the Delete button.

7. To save the changes to an album, click the Save button. If an unsaved album is closed, PhotoStudio will prompt you to save it first.

8. To print thumbnails of an album, click the Print button. From the Print Thumbnail dialog box, choose the thumbnail(s) to print, then click Print.

9. To apply a macro to a group of images in the album, click the Batch button (See Batch Processing in Chapter 14).

## 13 Working with Layers

Think of a layered image as a file made of multiple photos stacked one atop the other. When viewing a multi-layered image file, the stacking order is viewed from above. Therefore, if a hole is cut in the top photo or if it's made partially transparent, the layer below will be visible through that hole. By changing the order of the photos – moving them up or down within the stack, the line of sight of elements may be affected, thereby altering the overall appearance of the image.

This section shows how to use the Layers Palette, and work with images with multiple layers.

*Contents:*

# Using the Layers Palette

The Layers Palette is PhotoStudio's "control center" for layers. It can display all of the layers of an individual image file. With the Layers Palette, all the layers of an image can be viewed, arranged, and merged.

**<u>To use the Layers Palette:</u>**

1. Open an image file. The photo will appear as Layer 0 in the Layers Palette unless a multi-layered file, PSF or PSD format, has been opened (See Chapter 4).

2. To add a new, transparent layer, click on the New Layer button.

3. To copy a layer, highlight the thumbnail representing the layer in the Layers Palette, then click the Copy Layer button.

4. To paste the copied graphic or layer to the clipboard, click on the Paste As New Layer button.

5. To delete a layer, highlight its thumbnail, then click the Delete Layer button.

6. To change the order of layers, drag and drop layer thumbnails up or down within the Layers Palette.

7. To rename a layer, highlight the layer name field then type in a new name.

8. To change the opacity of a layer, adjust the slider that appears under the layer name field.

9. To hide a layer (turn it off), click the Visible button. To turn the layer back on, click the Visible button again.

10. To limit the activity in certain elements on a layer, such as filling a text layer with a different color, click the Restricted button before using the Bucket Fill Tool on the Tools Palette. Otherwise, the entire text layer will be painted.

11. To merge all of the layers of a multi-layered file into a single, flat image file, click the Merge All Layers button (See Merging Layers in this chapter).

*Note:*

*1. Some of these options are also accessible under the Layer command on the Main Menu.*

*2. For Steps 7 and 8, change the Layers Palette into its "floating" state, or click the Control button (insert icon here) on the snapped Layers Palette to access all of the controls.*

# Copying and Pasting Layers Between Images

To transfer an element from one image to another, copy the layer in one image and paste it into another image as a new layer.

## To copy and paste layers between images:

1. Open two images on the desktop.

2. In one image, select the area to copy, then click the Copy Layer button on the Layers Palette, or press the Copy button on the Quick Access Bar.

3. Click in the other image.

4. On the Layers Palette click the Paste As New Layer button. The copied image component will appear in the Layers Palette as a new layer.

*Note: Instead of experimenting with various photo enhancements and effects on the original image, test them using a duplicate layer.*

# Working with Multi-layered Images

Before working with layers, it's important to understand the following rules of thumb:

1. On the Layers Palette, the topmost layer represents the front of the image, and the bottom layer represents the back of the image. Therefore, the top layer on the Layers Palette appears in front of all of the layers below it in the image window.

2. Work on a layer when it's active (selected), and is visible.

3. Only one layer can be activated at a time.

4. The active layer is the layer whose Layers Palette thumbnail is highlighted.

5. To activate a layer, click on its thumbnail on the Layers Palette to highlight it.

6. Hide or show a layer by clicking the layer's corresponding Visible button on the Layers Palette.

7. If a layer is hidden, its content will disappear from the image window but will remain visible in the thumbnail on the Layers Palette.

8. If the bottom layer (Layer 0) is hidden, cut or erased, a color or grid representing the current transparency background will be displayed in the image window.

9. If any other layer is hidden, cut or erased, the layer(s) below will be visible.

# *Merging Layers*

After modifying the image using multiple layers, merge the layers into a single flat image file to reduce the file size.

## To merge two layers:

1. On the Layers Palette, turn on the two layers to be merged.

2. Click Layer on the Main Menu, then choose Merge Down from the drop-down menu.

## To merge all "on" layers:

1. On the Layers Palette, turn on the layers to be merged (green light on).

2. Turn off the layers that will not be merged.

3. Click the Merge All Layers button at the top of the Layers Palette. This will merge all of the layers that have been turned on.

## To merge selected layers:

1. Hold down the Shift or Ctrl key while selecting and deselecting multiple thumbnail images on the Layers Palette.

2. Click Layer on the Main Menu, and choose Merge Selected from the drop-down menu.
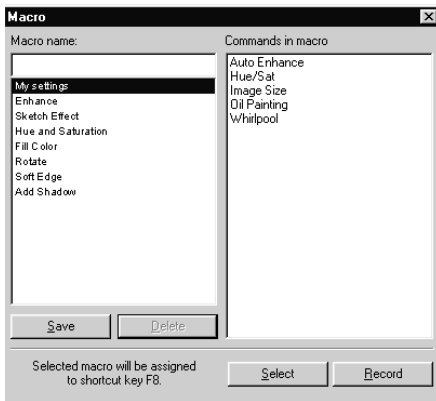
# 14 Working with Macros

A macro is a powerful, timesaving feature allowing a complex series of tasks to be saved as a single-click operation. This feature allows you to turn some Edit commands, all enhancements, and most effects into a macro and apply it to other images.

## *Contents:*

# *Making a Macro*

For photographs that are too dark, out of focus, or washed-out, or to apply the same commands, enhancements or effects to many images, record and use a macro. It not only saves time, but also allows images to be edited or retouched more consistently.

## To turn a complex series of tasks into a macro:

1. Open an image file.

2. Apply a variety of commands, enhancements and/or effects to the image. For Instance:

   • From the Effects menu, choose Fisheye, and apply a noticeable effect to the image.

   • From the Enhance menu, choose Brightness and Contrast, and apply a noticeable enhancement to the image.

3. Click Edit on the Main Menu, then choose Select Macro from the drop-down menu. This brings up the Macro dialog box.

4. The first time that the Macro dialog box is opened, the Macro name field has one entry: *Unsaved Macro*. The other area - *Commands in macro* - displays the series of commands that have just been applied to the image. In this case, *Fisheye* and *Brightness and Contrast* appear in the *Command in macro* area when *Unsaved Macro* is selected.

5. To save these commands as a macro, highlight the Unsaved Macro then type in a name for the macro (*i.e., Fisheye B/C*).

6. Click *Save*, then press *Select*. A macro has now been created that consists of two commands: *Fisheye and Brightness and Contrast.*

7. The macro may be applied to an image by pressing the *F8 key*, or by clicking *Edit* on the Main Menu then choosing *Play Macro* from the drop-down list.

# *Applying a Macro to an Image*

Once multiple commands have been turned into a macro, it's easy to apply the same commands to other images with a single-click.

## To apply a macro to an image:

1. Open the image.

2. Click Edit on the Main Menu, then choose Play Macro from the drop-down menu. This will apply a macro to the image.

*Note: After a macro is applied to an image, individual macro commands can be removed by clicking the Undo button. Each click removes the last executed command in the macro. To reapply the last undone macro command, click the Redo button.*

# *Batch Processing*

PhotoStudio allows macros to be applied to a group of images in an album using its batch processing capability.
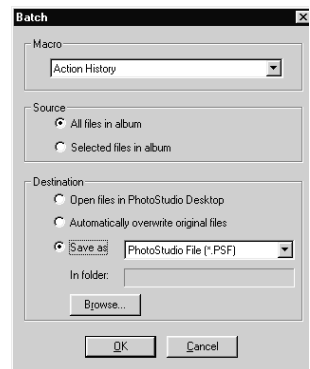
## To batch process images:

1. In the Album Palette, click the Batch button. This brings up the Batch dialog box.

2. From the Macro field, highlight the desired macro. In this case, choose Fisheye B/C.

3. In the Source filed, check All files in album to apply the macro to all images in the album, or check Selected files in album to apply the macro only to the selected images (images must be selected before Step 1).

4. In the Destination field, do one of the following:

   - To open the images on the PhotoStudio desktop after the macro is applied, check Open files in PhotoStudio Desktop, then click OK.

   - To save and close the images after the macro is applied, check Automatically overwrite original image, then click OK.

   - To automatically save the images in another file format, thereby saving the files as new images, check Save as button, select a file format, click the Browser button to select the drive and folder where the images are to be saved, then click OK.

# **15** **Saving and Printing Images**

This section provides information on how to save and print images in PhotoStudio.

*Contents:*

# *Saving a File with a New Name or Format*

Once an image is modified and ready to save, the file can either be saved (overriding the previous file), or be saved as another version of the file. When using the Save As command, a file format must be selected for the newly modified image.

### To save a file with a new name or format:
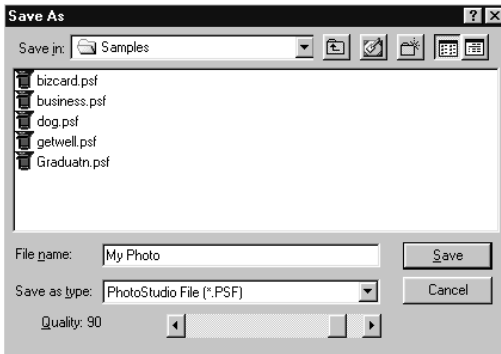


1. Click File on the Main Menu, and choose Save As from the drop-down menu. This brings up the Save As dialog box.

2. From the Save in drop-down list, select the folder in which to save the file.

3. In the empty File name field, type a name for the file.

4. From the Save as type drop-down list, select the file format to use.

5. Click Save to save the file, or press Cancel to abort.

*Note: Depending on the file type chosen, the file may have to be compressed before it's saved. To adjust the compression of the file format (i.e., .JPG) chosen, drag the Quality slider to set the compression level – the higher the value, the higher the image quality.*

# *Saving Image Files for the Web*

JPG is an image file format most commonly used for displaying images on the Web, and includes powerful compression that yields very small image files. Keep in mind that the more compressed the file, the more the image will degrade.

### To save an image file for the Web:

1. Click File on the Main Menu, then choose Save As from the drop-down Menu. This brings up the Save As dialog box.

2. From the Save in drop-down list, select the folder in which to save the file.

3. In the empty File Name field, type a name for the file.

4. From the Save as Type drop-down list, select JPEG File [*.JPG].

5. Drag the Quality slider to set the .JPG compression level – the higher the value, the higher the image quality.

6. Click Save to save the file, or press Cancel to abort.

7. Open the saved file to examine its quality. To try a higher or lower compression, repeat Steps 1 to 5 until the desired result is achieved.

## *Printing Image Files*

PhotoStudio provides sophisticated printing options to customize images. Add titles and frames to images, choose the desired dimensions and resolution, and precisely position images on the page.



### To print an image file:

1. Click File on the Main Menu, then choose Print from the drop-down menu. This brings up the Print dialog box.
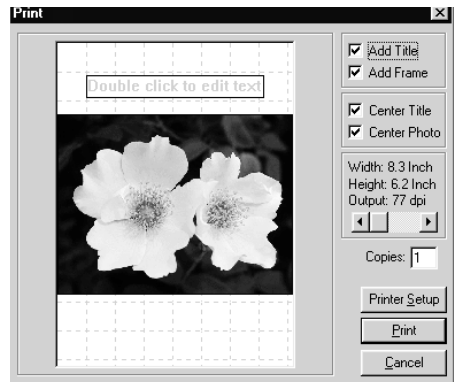
2. Click the Print Setup button. This brings up the Print dialog box. Make sure that the printer is set up properly, and click OK once the print set-up is finished.

3. Click File on the Main Menu again, then choose Print from the drop-down menu.

4. In the Print dialog box, perform one or more of the following:

   • Check Add Title to add a title to the print.

   • Double-click the Double click to edit text box to open the text dialogue and type a title or message.

   • Check Add Frame to add a thin black frame to the page.

   • Check Center Title to center the title on the page.

   • Check Center Photo to center the photo on the page.

   • Drag the slider to adjust the size and resolution of the image to be printed.

   • Enter the number of desired copies in the Copies box.

5. Click Print to print the file, or press Cancel to abort.

## *Sending Images as E-mail Attachments*

PhotoStudio provides the ability to send images as E-mail attachments directly from the PhotoStudio desktop. It's a fast and convenient way to share image files with family, friends, colleagues, and business associates.

### To send an image as an E-mail attachment:

1. Make sure your system has E-mail capability and is connected to the Internet.

2. Click File on the Main Menu, then choose Send from the drop-down menu. This brings up the Choose Profile dialog box (if you haven't set up your mailbox).

3. In the Choose Profile dialog box, set all of the parameters and press OK. The E-mail program window (i.e., Microsoft Outlook) will appear with the image attached to and below the message area.

4. In the E-mail program window, fill out all of the fields and type in your message.

5. Click *Send* when done.

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