Click on this tab to select the **Crop** tab card and bring it to the front. With this tab card you can crop an area of the original image to work on.

Displays information about how to crop an image.

Click on this to undo any changes you have made using this tab card. To undo all of the changes you have made and restore the image to its original state, select **Undo All** from the **Edit** menu.

Click on this to view information about using this tab card.

Displays the physical size, number of colors and file size of the original image.

Displays the physical size, number of colors and file size of the preview image.

Displays the original image so that you can easily see what effects your changes have made. If you have cropped an image, the cropped original image appears here.

Displays a preview of the image with the changes you have made.

Use PhotoEditor to edit your images to create the effect you want.

Click on this tab to select the **Brightness and Contrast** tab card and bring it to the front. With this tab card you can lighten or darken the image or change the contrast between the light and dark pixels in the image.

Use this group box to lighten or darken the image.

A pictorial representation of the effect that darkening the image may have.

Drag the slider to the left to darken the image. Drag the slider to the right to lighten the image.

A pictorial representation of the effect that lightening the image may have.

Use this group box to change the contrast of the image.

A pictorial representation of the effect that reducing the contrast may have.

Drag the slider to the left to reduce the contrast of the image. Drag the slider to the right to increase the contrast of the image.

A pictorial representation of the effect that increasing the contrast may have.

Click on this tab to select the **Focus and Texture** tab card and bring it to the front. With this tab card you can sharpen or soften the image or make the texture smoother or more grainy.

Use this group box to soften or sharpen the focus of the image.

A pictorial representation of the effect that softening the focus of the image may have.

Drag the slider to the left to soften the focus of the image. Drag the slider to the right to sharpen the focus of the image.

A pictorial representation of the effect that sharpening the focus of the image may have.

Use this group box to change the texture of the image.

A pictorial representation of the effect that smoothing the texture of the image may have.

Drag the slider to the left to smoothen the texture of the image. Drag the slider to the right to make the texture of the image more grainy.

A pictorial representation of the effect that making the texture more grainy may have.

Click on this tab to select the **Rotate and Flip** tab card and bring it to the front. With this tab card you can rotate the image by any amount or flip it across a vertical or horizontal axis.

Use this group box to rotate the image.

Click on this to rotate the image by 45 degrees to the left.

Click on this to rotate the image by 45 degrees to the right.

Click on this to rotate the image by 90 degrees to the left.

Click on this to rotate the image by 90 degrees to the right.

Type the amount that you want to rotate the image by in this box or use the up and down arrows to the right of the box to select the amount.

Use this group box to flip the image either vertically or horizontally.

Click on this to flip the image horizontally across a vertical axis.

Click on this to flip the image vertically across a horizontal axis.

Click on this to select the **Size** tab card and bring it to the front. With this tab card you can determine the physical size of the image.

Use this group box to specify the size of the image.

Type the width that you want the image to be in this box or use the up and down arrows to the right of the box to select the width.

Type the height that you want the image to be in this box or use the up and down arrows to the right of the box to select the height.

Check this check box to make sure that the image maintains its aspect ratio. If you change the height, the width will change automatically to maintain the image proportions and vice versa.

Use this group box to select the units of measurement you want to use.

Select **Pixels** to specify the size of the image in pixels.

Select **Inches** to specify the size of the image in inches.

Select **Centimeters** to specify the size of the image in centimeters.

Click on this to select the **Colors** tab card and bring it to the front. With this tab card you can change the number of colors in the image or convert it to black and white.

Use this group box to specify whether you want the image to be in color or black and white.

Select **Color** to format the image in color.

Select **Black and white** to format the image in black and white.

Use this group box to specify the number of colors in the image.

A pictorial representation of the effect that reducing the number of colors in the image may have.

Drag the slider to the left to reduce the number of colors in the image. Drag the slider to the right to increase the number of colors in the image.

A pictorial representation of the effect that increasing the number of colors in the image may have.

Click on this to check if any other scanners are available. This option is disabled if none or only one scanner is installed.

Click on this to start scanning. This option is disabled if no scanner is installed. The scanning options available (eg. speed, color) will depend on your scanner.

Displays the name of the current scanner or informs you that you are not connected to a scanner.

Click on this to close this dialog box without scanning a picture.

Use this dialog box to scan an image into PhotoEditor.

Lets you move objects to and from different programs. Click and hold down the left mouse button while you drag the object to the position you want. To place the object, release the button.

A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible.

A picture that is made up of individual dots created with a paint program or with a scanner.

A list of available commands and actions in PhotoEditor.

Menu names are displayed in the menu bar near the top of the PhotoEditor window.

A temporary holding place for a picture that has been cut or copied.

A window used to supply information to PhotoEditor.

When a dialog box is displayed, all interaction with PhotoEditor must be through the dialog box.

Part of a structure for organizing your files on a disk. A folder can contain files and other folders called *sub*folders.

A file stored on hard or floppy disk, or other media.

A key or key combination that you press to carry out a command or action.

If a menu command has a keyboard shortcut, the key combination is listed to the right of the command name in the menu.

To save a picture onto the Clipboard without removing it from the PhotoEditor window, so that it can be transferred to another location.

To insert the contents of the Clipboard into PhotoEditor.

The horizontal bar displaying the names of PhotoEditor's menus.

It is displayed below the title bar.

A bar at the foot of the PhotoEditor window giving you hints and tips as you work.

A standard windows menu displayed by clicking on the icon at the top left of a window. By using **Control** menu commands you can restore, move, size, minimize, maximize and close the window.

What is Publisher's Paradise PhotoEditor?

Publisher's Paradise PhotoEditor is a utility that allows you to open and edit images. With PhotoEditor you can:
- Crop an image to work with only a portion of the original image.
- Change the size of the image.
- Change the brightness and contrast of the image.
- Refocus the image and change its texture.
- Rotate and flip the image.
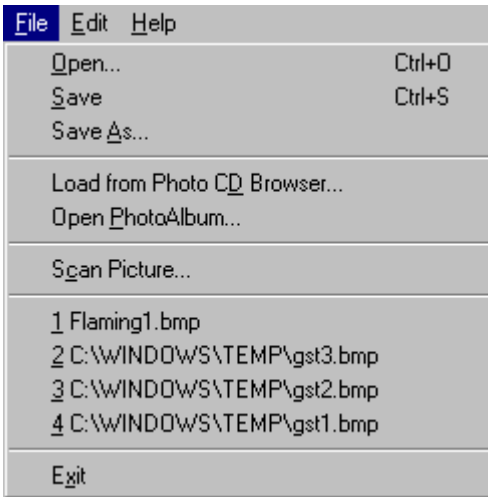- Change the number of colors in the image or convert it to black and white.

You can then save or <u>copy</u> your image and use it in your documents. You can view both the original image and a preview of the changes in the window, so that you can easily see the effect of your changes.

 <u>Related Topics</u>

File menu

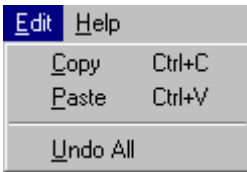Click on the menu command for which you want Help.

```
File   Edit   Help
 Open...                        Ctrl+O
 Save                           Ctrl+S
 Save As...

 Load from Photo CD Browser...
 Open PhotoAlbum...

 Scan Picture...

 1 Flaming1.bmp
 2 C:\WINDOWS\TEMP\gst3.bmp
 3 C:\WINDOWS\TEMP\gst2.bmp
 4 C:\WINDOWS\TEMP\gst1.bmp

 Exit
```

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

◆ Related Topics

Edit menu

Click on the menu command for which you want Help.

Edit Help

Copy	Ctrl+C
Paste	Ctrl+V
Undo All	

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

Related Topics

Help menu

Click on the menu command for which you want Help.

Hint:

When you highlight a menu command, the information line displays a prompt for how to use that command.

   Related Topics

Click on this menu command to open the image that you want to edit. The **Open** dialog box appears. Select the drive and folder where the image is stored.

Click on this menu command to save the image with its changes without giving it a new name.

Click on this menu command to save the image with its changes under a different name. The **Save As** dialog box appears.

Select a drive and a folder in which you want to save the image, select the file format you need and type a name for the image.

Click on this menu command to restore the preview of the image to its original state so that you can start any changes again from scratch.

Click on this menu command to open the Photo CD Browser and load a photo into PhotoEditor.

Click on this menu command to open Publisher's Paradise PhotoAlbum to save your edited image into.

Click on this menu command to scan a picture into PhotoEditor. The Scan Picture dialog box appears, select the scanner you need and click on **Acquire**.

Lists the images most recently opened in PhotoEditor. Click on a filename to open the image.

Click on this menu command to close PhotoEditor.

Click on this command to copy the preview image onto the Clipboard, ready to be pasted into your documents.

Click on this menu command to paste the contents of the Clipboard into PhotoEditor, ready to be edited.

Click on this menu command to display the **Help Topics** dialog box, from where you can view help about using PhotoEditor and search for specific information.

Click on this menu command to display information about Media Graphics International, Inc.

To open an image

1. From the **File** menu, select **Open**. The **Open** dialog box appears.

2. Select the drive and folder where the image you want to open is stored.

3. Select the image you want to open.

4. Click on **Open**.

The original image and a preview appear in PhotoEditor, ready for you to make your changes.

Note:

- You can also open a recently used image by selecting its filename from the **File** menu.
- If you are attempting to open a large image, you may find that you need a large amount of free disk space on your hard disk to complete the action successfully.

Related Topics

To scan an image into PhotoEditor

1. From the **File** menu, select **Scan Picture**. The **Scan Picture** dialog box appears.

2. The default scanner is listed in the **Scanner** group box. Click on **Select** to see any other installed scanners and select the one you want.

3. Click on **Acquire** to start scanning.

Note:

▪ Every scanner works differently. For detailed instructions about the scanning process, refer to the documentation that came with your scanner.

▪ If you are attempting to scan a large image into PhotoEditor, you may find that you need a large amount of free disk space on your hard disk to complete the action successfully.

❧   Related Topics

To drag-and-drop an image into PhotoEditor

1. Make sure that the PhotoEditor window and the program that you want to drag-and-drop the image from are visible on your desktop.
2. Position the cursor over the image you want to drag-and-drop.
3. Press and hold down the left mouse button.
4. Drag the image until it is over the PhotoEditor window.
5. Release the mouse button. The image appears in the PhotoEditor window.

Note:
▪ You can also drag-and-drop images from Windows Explorer.

Related Topics

To load an image from Publisher's Paradise Photo CD Browser

1. From the **File** menu, select **Load from Photo CD Browser**. The Photo CD Browser opens and appears on your desktop.

    If you do not have a PhotoCD in your CD-ROM, the Photo CD Browser displays the **Select Photo Pack** dialog box.

2. Put a PhotoCD in your CD-ROM then, in the **Select Photo Pack** dialog box, locate the photo pack you want to open.

3. Click on **OK**. The photo previews appear in the display area.

4. Double-click on the image you want to load into PhotoEditor. The image is sent to PhotoEditor and appears in the **Original** and **Preview** areas.

Note:

▪ You can also drag-and-drop images from the Photo CD Browser into PhotoEditor.

▪ Related Topics

To save your changes

1. From the **File** <u>menu</u>, select **Save As**. The **Save As** <u>dialog box</u> appears.
2. Select the drive and <u>folder</u> where you want to save the image.
3. From the **Save as type** drop-down list box, select the file format that you want to save the image as.
4. Type a name for the image in the **File name** text box.
5. Click on **OK**.

The image is saved and can be opened again to edit further or to use in your documents.

Note:

▪ You can overwrite the original image by selecting **Save** from the **File** menu.

▪ <u>Related Topics</u>

To store an image in Publisher's Paradise PhotoAlbum

1. From the **File** menu, select **Open PhotoAlbum**. The PhotoAlbum opens and appears on your desktop.
2. In the PhotoAlbum, select the category where you want to store the image.
3. Make sure that both the PhotoAlbum and PhotoEditor are visible on your desktop.
4. In PhotoEditor, press and hold down the mouse button on the image in the **Preview** area.
5. Drag the image until it is over the PhotoAlbum window.
6. Release the mouse button. The PhotoAlbum **Save As** dialog box appears, prompting you to save the image.
7. Select the drive and folder where you want to save the image, then click on **Save**. The image appears as a preview in the selected category in the PhotoAlbum.

Note:
▪ For further information about the PhotoAlbum and creating categories, refer to its online Help.

▪ Related Topics

To copy an image onto the clipboard

▶   From the **Edit** <u>menu</u>, select **Copy**.

The image is <u>copied</u> onto the Clipboard, ready for you to <u>paste</u> it into your documents.

Keyboard Shortcut: Ctrl C

To paste an image from the Clipboard

▶ From the **Edit** menu, select **Paste**.

The image is pasted into PhotoEditor, ready for you to make your changes.

Keyboard Shortcut: Ctrl V

▪ Related Topics

To deskew a scanned image

You may find that when you scan an image into PhotoEditor, the image appears at an angle. You can correct this and straighten the image in PhotoEditor.

1. Select the **Rotate and Flip** tab.
2. In the **degrees** spin box, type the amount that you need to rotate the image by to straighten it. You can type a negative amount in this box.
3. When the image in the **Preview** area is straight, press and hold down the left mouse button and drag the image into the **Original** area. The preview image is copied into the original area.

▪ Related Topics

To crop an image

1. Select the **Crop** tab.
2. In the **Original** area, position the cursor over the original image so that the cursor changes shape to a pair of scissors.
3. Press and hold down the left mouse button.
4. Drag the scissors so that they mark the area you want to crop.
5. Release the mouse button. The cropped area appears in the **Preview** area.

Note:

- To restrain the cropped area to a square, hold down **Ctrl** or **Shift** as you drag the scissors.
- You can adjust the size of the cropped area by dragging the border edges on the original image.
- You can also adjust the size of the cropped area using the arrow keys. Hold down **Shift** as you press the arrow keys to move the left and top edges of your cropped area, hold down **Ctrl** as you press the arrow keys to move the right and bottom edges of your cropped area.
- Press the arrow keys on their own to move the cropped area over the original image.

- Related Topics

To resize an image

1. Select the **Size** tab.
2. From the **Units** group box, select the units you want to use. You have the choice of:
   Centimeters
   Inches
   Pixels
3. In the **Width** box, type the width you want the image to be, or use the up and down arrows on the right of the box to increase and decrease the amount.
4. In the **Height** box, type the height you want the image to be, or use the up and down arrows on the right of the box to increase and decrease the amount.

The changes are made in the **Preview** area.

Note:

▪   To maintain your image's proportions, check the **Preserve image proportions** check box.

▪   Related Topics

To change the brightness and contrast

1. Select the **Brightness and Contrast** tab.
2. In the **Brightness** group box, drag the slider to make the image lighter or darker.
3. In the **Contrast** group box, drag the slider to increase and decrease the contrast of the image.

The changes are made in the **Preview** area.

▪ Related Topics

To change the focus and texture

1. Select the **Focus and Texture** tab.
2. In the **Focus** group box, drag the slider to sharpen or soften the focus of the image.
3. In the **Texture** group box, drag the slider to make the image smoother or more grainy.

The changes are made in the **Preview** area.

▪ Related Topics

To rotate and flip an image

1. Select the **Rotate and Flip** tab.
2. In the **Rotate** group box, type the angle of rotation in the **degrees** box, or use the up and down arrows on the right of the box to increase and decrease the angle.

   You can also click on one of the rotate tools in the **Rotate** group box.
3. In the **Flip** group box, click on either the **Flip Vertically** or **Flip Horizontally** tool.

The changes are made in the **Preview** area.

▪ Related Topics

To change the colors of an image

1. Select the **Colors** tab card.

2. In the **Format** group box, select either **Color** or **Black and White**.

3. In the **Quality** group box, drag the slider to select the number of colors you want.

The changes are made in the **Preview** area.

Note:

▪ The number of colors available depends on the number of colors in the original image and the changes you have made to the image in PhotoEditor. You may find that after making some changes to the image, you can increase the number of colors in the image.

▪ Related Topics

To undo your changes

To undo all the changes you have made:

▶ From the **Edit** menu, select **Undo All**. All the changes you have made are undone and the preview is returned to the same state as the original.

To undo the changes on each tab:

▶ Click on the **Undo** tool. The changes you have made on that tab card are undone.

To exit PhotoEditor

To exit PhotoEditor, do one of the following:
- ▶ Click on the **Close** button in the top right-hand corner of the window.
- ▶ From the **File** menu, select **Exit**.
- ▶ From the Control menu, select **Close**.
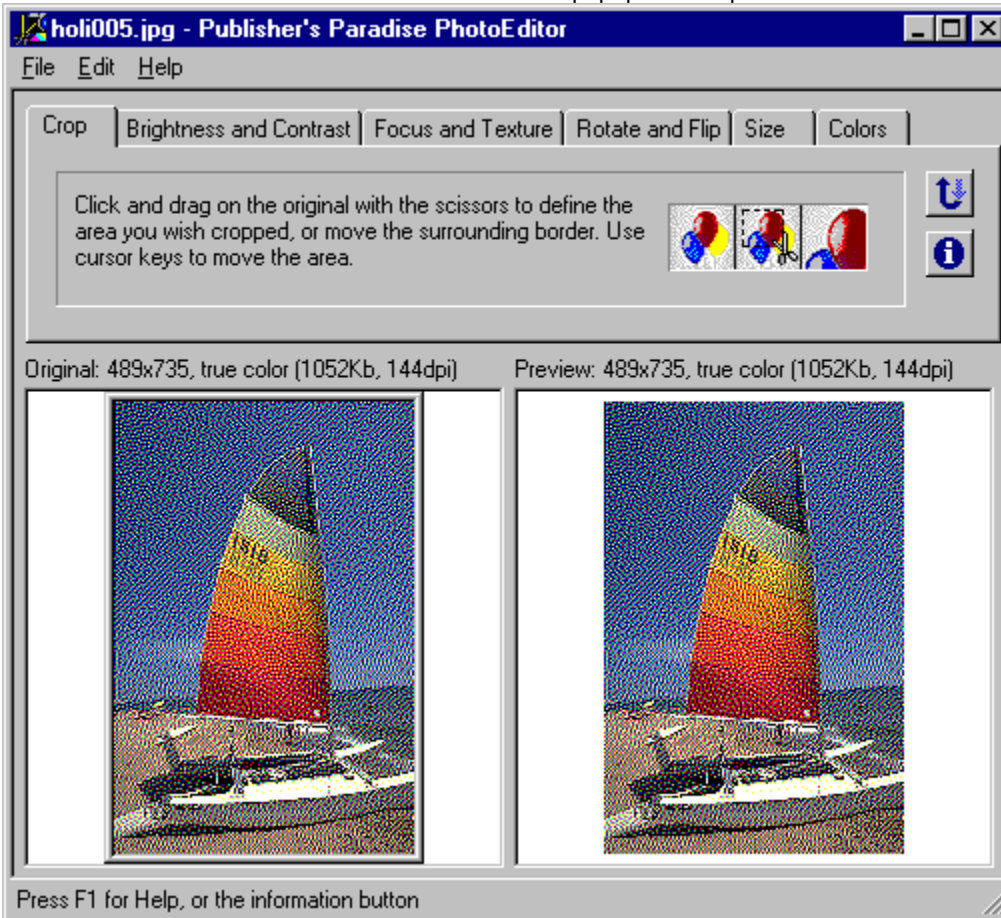- ▪ Double-click on the Control-menu icon.

Keyboard Shortcuts

If you are familiar with Windows, you will already know that there are many keyboard equivalents to using a mouse.

Press	To
Ctrl O	Open an existing image; **File** menu.
Ctrl S	Save your changes; **File** menu.
Ctrl C	Copy the image onto the Clipboard; **Edit** menu.
Ctrl V	Paste the contents of the Clipboard into PhotoEditor; **Edit** menu.
F1	Open the Help; **Help** menu.

The PhotoEditor window

Click on an area of the PhotoEditor window below to popup a description of the selected area.

The PhotoEditor window has context-sensitive Help, right-click on an area of the window to view this Help.

Related Topics

PhotoEditor window

File: Drops down the **File** menu, from which you can open and save an image and exit PhotoEditor.

Edit: Drops down the **Edit** menu, from which you can copy and paste images and restore your preview image to its original state.

Help: Drops down the **Help** menu, from which you can view Help on PhotoEditor.

Crop: Displays the **Crop** tab card, through which you can crop the image down to the size and area you want.

Size: Displays the **Size** tab card, through which you can determine the physical size of the image.

Brightness and Contrast: Displays the **Brightness and Contrast** tab card, through which you can determine the brightness and contrast of your image.

Focus and Texture: Displays the **Focus and Texture** tab card, through which you can change the focus and texture of your image.

Rotate and Flip: Displays the **Rotate and Flip** tab card, through which you can rotate and flip your image.

Colors: Displays the **Colors** tab card, through which you can change the color of your image to either black and white or color and change the number of colors.

Original area: Displays the original image, so that you can compare your changes to the original.

Preview area: Displays the preview of the image with the changes you have made.

Information line: Displays information about PhotoEditor and the actions you are performing.

Title bar: Displays the name of the program.

Menu bar: Displays the PhotoEditor menus. Click on a menu name to drop-down a list of commands.

Maximize button: Click on this button to increase the PhotoEditor window to its maximum size.

When you maximize the PhotoEditor window the **Maximize** button is replaced with a **Restore** button that contains two overlapping squares. Click on the **Restore** button to return the window to its previous size.

Minimize button: Click on this button to reduce the PhotoEditor window to an icon.

When you reduce PhotoEditor to an icon it continues to run but its window does not take up space on your desktop.

Close button: Click on this button to close the PhotoEditor window.

Original: Displays the physical size, number of colors and file size of the original image.

Preview: Displays the physical size, number of colors and file size of the preview image.

Tab card: Displays a number of options, depending on which tab you have selected.

Control-menu icon: Click on this to display the PhotoEditor **Control** menu. By using **Control** menu commands you can restore, size, move, maximize, minimize and close the PhotoEditor window.

Information button: Click on this button to display information about the tab card that is currently selected.

Undo tool: Click on this tool to undo the changes you have made to the image with the current tab card.

Crop an image if:

- You want to work in greater detail on a specific area.
- You want to reduce the file size and speed up performance.

How To..

Resizing an image

◆   Change the size of the image so that it is saved or printed at a specific size.

◆   If you increase the physical size (as measured in cm or inches) of the image, the dpi (dots per inch) values will decrease from the original values. If you reduce the size of the image, the dpi values will increase.

◆   Use the pixel setting to change the number of pixels in the image, increasing the number of pixels increases the amount of disk space and memory the image occupies.

Note:

◆   If you have not checked the **Preserve image proportions** check box, changing the physical size will also change the number of pixels to maintain the optimum dpi and vice versa.

How To..

You may want to change the brightness if:

📚   You want to change the lightness or darkness of an image.

📚   You scanned the image and some of the color information was lost.

You may want to change the contrast if:

📚   You want to bring out more textural details by increasing the difference between areas of light and dark colors.

📚   You scanned the image and some of the color information was lost.

How To..

You may want to change the focus if:

- You want to soften an image to give it a blurred or softer effect.
- You scanned the image and it appears 'out of focus' or slightly blurred.

Note:

- Sharpening the focus increases the contrast between light and dark pixels in an image and softening the focus reduces the contrast.

You may want to change the texture if:

- You want the image to appear more grainy or rough.
- You want the image to appear smoother.

How To..

Rotating and flipping

When you rotate an image it appears as if you have spun the image around a center point.

When you flip an image it appears as if you have mirrored it over a horizontal or vertical axis.

Note:

◆   If you rotate an image by anything other than multiples of 90 degrees, extra space is introduced around the image.

How To..

Changing the color

You may want to change the number of colors in an image if the image does not use all the colors currently available and you want to reduce the file size.

You can change the colors to black and white or drag the slider to select one of the color options available.

The number of color options available depends on the number of colors in the original image.

If you have made some changes to the image in PhotoEditor, you may find that you can increase the number of colors from the original.

How To..

Additional information about pixels and the dpi value

Every image is made up from a number of tiny dots or pixels. The dpi (dots per inch) value of an image refers to the number of dots or pixels there are in one inch of the image.

Most users will not need to change the number of pixels in an image, but PhotoEditor provides the opportunity for its advanced users to change these settings.

The way the changes you make on the **Size** tab card affect the image depends on whether the **Preserve image proportions** check box is checked.

With the **Preserve image proportions** check box checked:

◆   Changing the physical size (as measured in cm or inches) of the image will not affect the number of pixels and vice versa.

◆   If you increase the physical size of the image, the dpi will decrease as there will be the same number of dots or pixels in a larger area.

◆   If you decrease the physical size of the image, the dpi will increase as there will be the same number of dots or pixels in a smaller area.

Without the **Preserve image proportions** check box checked:

◆   Changing the physical size of the image will also change the number of pixels in the image. This keeps the height to width ratio for the physical size the same as the height to width ratio for the number of pixels, maintaining optimum dpi value.

If you try to export an image from PhotoEditor that has a dpi value of more than 300, PhotoEditor will display a message asking you if you want to reduce the dpi. This will save disk space and memory, while still producing a good quality image. However, if you later resize the image in another program, the quality will be affected.

The resolution of this image is xxx dots per inch (dpi).

Do you want to reduce it to 300 dpi?

Reducing the resolution will save disk space and memory.
It will not affect the quality of the image provided that it is not enlarged.

Every image is made up from a number of tiny dots or pixels. The dpi (dots per inch) value of an image refers to the number of dots or pixels there are in one inch of the image.

If you try to export an image from PhotoEditor that has a dpi value of more than 300, PhotoEditor will display a message asking you if you want to reduce the dpi. This will save disk space and memory, while still producing a good quality image. However, if you later resize the image in another program, the quality will be affected.

Media Graphics International Inc. is a software publisher of graphics and desktop publishing software worldwide for IBM PC's and compatibles.

Our product range includes several clipart, font, photo, DTP and word-processing applications.

For more information about **Media Graphics International**, a current catalog, or about licensing arrangements please call 1-800-598-2037.

Media Graphics International Inc.
8175-A Sheridan Boulevard
Suite #355
Arvada, Colorado 80003
Main Phone # (303) 427-8808
Main Fax # (303) 427-7833

GST Technology Ltd. is a worldwide software developer at the leading edge of user interface design for desktop publishing and graphics technology under Windows.   GST is the author of the PhotoEditor, developed specifically for Media Graphics and licensed to them.

GST has a range of other products in the desktop publishing and graphics fields sold worldwide by a variety of licensees.

GST Contacts

AOL Keyword: GST
CompuServe: GO DTPVENDOR (section S2 GST)
Web Site: http://www.gstsoft.com

USA

GST Technical Support, PO Box 26204, Minneapolis, MN 55426-9788, USA
Telephone: (612) 768 8195
Fax: (612) 768 7258
Email: ussupport@gstsoft.com

GST Sales, PO Box 4093, Englewood, CO 80155-4093, USA.
Telephone: (303) 680 9121 for inquiries, or 1-800 236 1062, to place an order.
Fax: (303) 680 5611 for inquiries, or 1-800 270 9516, to place an order.
Email: ussales@gstsoft.com

Europe

GST Technology Ltd., Meadow Lane, St. Ives, Huntingdon, Cambridgeshire, PE17 4LG, UK.
Telephone: +44 (0)1480 496789
Fax: +44 (0)1480 496189
Email: postmaster@gst-soft.demon.co.uk

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