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## **TOPIC: Contents: Selecting Files**

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## **TOPIC: Contents: Managing Files**










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# **Getting Started**

**TOPIC: What is PSP Browser?**

## Getting Started

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### What is PSP Browser?

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PSP Browser is a visual file system for Paint Shop Pro. It uses an album-and-thumbnail format to make accessing and handling image files easier and more intuitive. PSP Browser's features include:

- **Quick image access**

Double-clicking on a thumbnail loads the image file in Paint Shop Pro.

- **Easy image sorting**

You can sort image files by a variety of file and image characteristics.

-  **Easy image selection**

You can select image files by filename, file extension, height, width, and bits-per-pixel.

-  **Quick file manipulation**

You can use PSP Browser to copy, delete, move, and rename image files.

## **TOPIC: Activating PSP Browser**



# Getting Started

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## Activating PSP Browser

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When you start PSP Browser, it opens the [Select Directory Dialog Box](#), which you use to choose the directory that you want to browse. To start PSP Browser:

### ▶ From the Paint Shop Pro File Menu

 Click on "File" in the Paint Shop Pro Menubar, then click on "Browse."

 Press <Alt> + <F>, then press <B>.

### 📁 From the Open Image Dialog Box

To access PSP Browser from Paint Shop Pro's Open Image Dialog Box, click on the Browse Button, or press <Alt> + <B>.

### 📁 From Program Manager



During Paint Shop Pro's installation, you are given the option of adding Paint Shop Pro to your Program Manager. If you did, then PSP Browser's icon will be in the same group as Paint Shop Pro's. To launch PSP Browser, double-click on its icon.

## Exiting PSP Browser

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To exit PSP Browser, select "Exit" from the File menu, or press <Alt> + <F4>. If you turn Paint Shop Pro's [Close Browser After an Image is Selected Option](#) on, PSP Browser will close automatically when you open images in Paint Shop Pro.

**TOPIC: PSP Browser Window**

## Getting Started

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### PSP Browser Window

---

When PSP Browser has finished searching the selected directory, it will present the [PSP Browser Window](#). The PSP Browser Window functions pretty much the same way as Paint Shop Pro's [Main Window](#).

### Image File Thumbnails

If the search was successful, the PSP Browser Window will contain [thumbnails](#). Each thumbnail represents an image file. A thumbnail contains the file's name and a reduced version of the file's image, displayed on a raised panel.

### PSP Browser Window (Example)



## Examples of Thumbnails



## **TOPIC: Changing Directories**

## Getting Started

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PSP Browser Window

Changing Directories

### Changing Directories

---

You select a directory to browse from the [Select Directory Dialog Box](#). To access the dialog box:

-  Select "New Directory" from the File Menu.  
Click on "File" in the Menubar, then click on "New Directory".
-  Press <Ctrl> + <N>.

To use the Select Directory Dialog Box:

- 1** Select the the disk drive from the [Drive Drop Down Box](#).
- 2** Select the directory from the [Directories List Box](#).
- 3** Click on the OK Button, or press <Enter>.





# Selecting Files

**TOPIC: Overview**

## Selecting Files

Overview

Specific Files

By Characteristic





All Thumbnails

Searching

### Selecting Files

---

You select files by selecting thumbnails:

-  You can select [specific files](#).
-  You can use the Select Command to select every file that has a specific [characteristic](#).
-  You can select [all of the files](#).
-  You can [search](#) for a file.

## **TOPIC: Selecting Specific Thumbnails**

## Selecting Files

Overview

Specific Files

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Searching

### Selecting Specific Thumbnails



---

You can select a single thumbnail, a sequential group of thumbnails, or a non-sequential group of thumbnails.



#### Selecting a Single Thumbnail

-  You select a single thumbnail by clicking on it. Use the scroll bars to view the thumbnails.
-  You select a single thumbnail by highlighting it with the cursor keys.

#### Selecting Sequential Thumbnails

-  Click on the first thumbnail in the sequence, then press and hold <Shift> while you click on the last thumbnail.
-  Use the cursor keys to highlight the first thumbnail, then press and hold <Shift> while you use the cursor keys to select the last thumbnail.

#### Selecting and Deselecting Non-Sequential Thumbnails

-  Press and hold <Ctrl> while you click on the thumbnails. Clicking on a selected thumbnail will deselect it.
-  You can select a non-sequential group of thumbnails with the keyboard, but you cannot select a non-contiguous group. Use the cursor keys to highlight the first thumbnail, then press and hold <Ctrl> while you use the cursor keys to select the other thumbnails.

## **TOPIC: Selecting Thumbnails by File Characteristic**

## Selecting Files

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### Selecting by File Characteristic

---

You use the Select Command to select thumbnails that have a specific characteristic. Follow the steps below.

1

#### Access the Select Dialog Box

You open the [Select Dialog Box](#) by [choosing](#) "Select" from the File Menu.

2

#### Select the Characteristic

The five characteristics that you can use to select thumbnails are outlined in the following table. You select a characteristic from the [Select Based On Drop Down Box](#).

Characteristic	Description
Filename	The file's name, including the extension, in the eight-dot-three format, or any portion thereof.
Extension	The file's extension, without the period (".").
Width	An image's width in pixels.
Height	An image's height in pixels.
Bits Per Pixel	The number of bits recorded per pixel in an image.

3

#### Enter the Characteristic's Setting

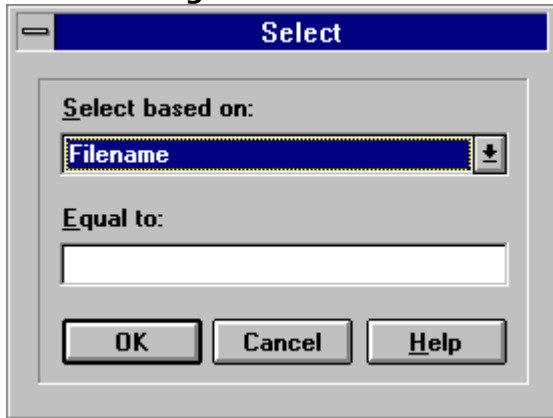
You type the characteristic's setting into the Equal To Text Box. Click in the text box to access it, or press <Alt> + <E>.

4

#### Select the OK Button

Click on the OK Button, or press <Enter>. PSP Browser will select the thumbnails with the characteristic setting that you specified.

### Select Dialog Box



**TOPIC: Selecting All Thumbnails**



## Selecting Files

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### Selecting All Thumbnails

---

To select all the thumbnails in the current album, press <Home>, then press <Shift> + <End>. PSP Browser will highlight every thumbnail.

**TOPIC: Searching for a File**

## Selecting Files

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### Searching for a File

---

To search for a file, follow these steps:

1

#### Access the Find Dialog Box

To access the [dialog box](#), select "File Name" from the Find Menu.

2


#### Enter the Search Text


Type all or part of the file's name into the text box. PSP Browser will highlight the first file it finds that has the search string anywhere in its name. For example, if you enter "bird", PSP Browser will highlight the first thumbnail with a filename that contains "bird".

3

#### Select the OK Button

Click on the OK Button, or press <Enter>. PSP Browser will search for the text that you entered.

 If PSP Browser finds a thumbnail with matching text, it will highlight the thumbnail. If you want to keep searching, see Step 4.

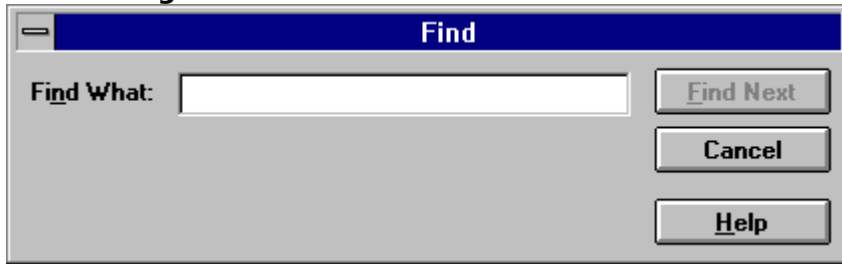
 If PSP Browser doesn't find any matching text, you will receive a prompt telling you so. Click on the OK Button or press <Enter> to close the prompt.

4

#### Repeat the Search (Optional)

If PSP Browser found a match for the text that you entered, you can keep searching to see if there are any other thumbnails with a matching filename. [Select](#) "Repeat Find" from the Find Menu, or press <F3>.

## Find Dialog Box



The image shows a classic Mac OS-style dialog box titled "Find". The title bar is dark blue with the word "Find" in white. Below the title bar, on the left, is the label "Find What:" followed by an empty text input field. To the right of the input field are three buttons stacked vertically: "Find Next", "Cancel", and "Help". The "Find Next" button has a small "F" key symbol to its left. The "Help" button has a small "H" key symbol to its left. The dialog box has a light gray background and a thin black border.



# **Managing Files**

**TOPIC: Opening Files**

## Managing Files

Opening

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### Opening Files

---

To load the [selected files](#) into Paint Shop Pro, press <Enter>, or select "Open in PSP" from the ImageFile Menu. You can load a single file by double-clicking on its thumbnail. When you open a file, one of two things will happen:

- ☐ Paint Shop Pro will open the file in a new [image window](#).
- ☐ If you selected a meta or vector file, a Photo-CD file, or a RAW file, Paint Shop Pro may open an [image import dialog box](#) requesting additional information.

## **TOPIC: Copying Files**



## Managing Files

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### Copying Files

---

To copy image files from the current directory to another directory, follow these steps:

1

#### Select the Files' Thumbnails

You select files by [selecting their thumbnails](#).

2

#### Access the Copy To Dialog Box

To access the [dialog box](#), [select](#) "Copy" from the ImageFile Menu.

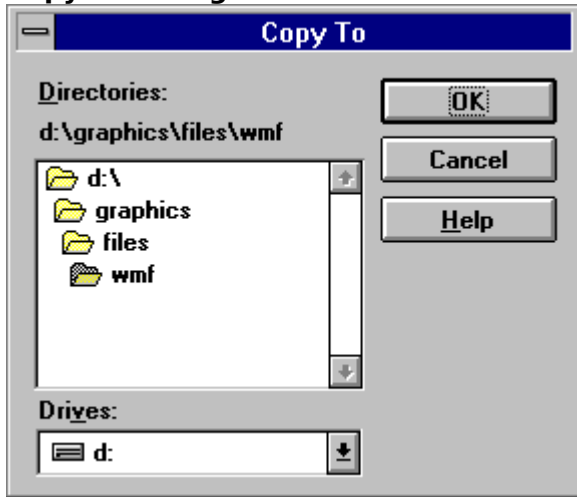
3

#### Select the Target Directory

To select the target directory:

- 1 Select the the disk drive from the [Drive Drop Down Box](#).
- 2 Select the directory from the [Directories List Box](#).
- 3 Click on the OK Button, or press <Enter>.

### Copy To Dialog Box



## **TOPIC: Moving Files**

## Managing Files

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### Moving Files

---

To move image files from the current directory to another directory, follow these steps:

1

#### Select the Files' Thumbnails

You select files by [selecting their thumbnails](#).

2

#### Access the Move To Dialog Box

To access the [dialog box](#), [select](#) "Move" from the ImageFile Menu.

3

#### Select the Target Directory

To select the target directory:

- 1 Select the the disk drive from the [Drive Drop Down Box](#).
- 2 Select the directory from the [Directories List Box](#).
- 3 Click on the OK Button, or press <Enter>.

### Move To Dialog Box



## **TOPIC: Deleting Files**

## Managing Files

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### Deleting Files

---

To delete image files, follow these steps:

1



#### Select the Files' Thumbnails

You select files by [selecting their thumbnails](#).

2

#### Select the Delete Command



To select the Delete Command:

-  Select "Delete" from the ImageFile Menu. Click on "ImageFile" in the Menubar, then click on "Delete".
-  Press <Ctrl> + <Del> (or <Ctrl> + <Delete>).

3

#### Respond to the Delete Prompt

PSP Browser will prompt you to confirm your decision.

-  Click on the Yes Button or press <Enter> to delete the selected files.
-  Click on the No Button or press <Esc> to leave the selected files intact.

## **TOPIC: Renaming a File**



## Managing Files

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### Renaming a File

---

To rename a file, follow these steps:

1

#### Select the File's Thumbnail

You can only rename one file at a time, so only [select one thumbnail](#). If you select more than one, the Rename Command will not be available.

2

#### Access the Rename Dialog Box

To access the [dialog box](#), [select](#) "Rename" from the ImageFile Menu.

3

#### Enter the File's New Name

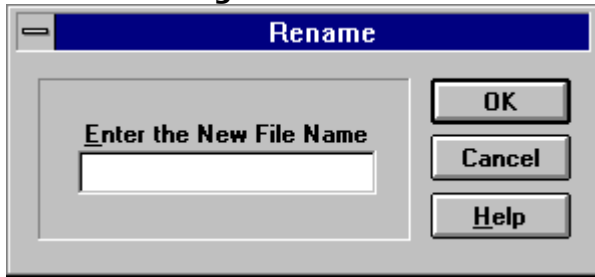
Type the file's new name, using the eight-dot-three format, into the text box. Be sure to include the file extension! PSP Browser does not automatically add a file extension.

4

#### Select the OK Button

Click on the OK Button, or press <Enter>. PSP Browser will rename the file.

### Rename Dialog Box



## **TOPIC: Viewing a File's Data**

## Managing Files

Opening

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### Viewing a File's Data

---

To view information about a file, follow these steps:

1

#### Select the File's Thumbnail

You can only view information for one file at a time, so only [select one thumbnail](#).

2

#### Access the File Info Dialog Box

To access the [dialog box](#), select "Info" from the ImageFile Menu.

3

#### Review the File's Data

The table below explains each of the data items listed in the File Info Dialog Box.

Item	Description
Disk ID	Volume label for a removable medium, such as a diskette or a CD, where image file is located.
Directory	Drive and directory where image file is located.
File Size	File size in bytes. Reflects file compression, if any.
File Date	Date and time when file was last saved.
File Type	File type or <a href="#">format</a> .
Version	File sub-format, if any.
Compression	Compression type, if any.
Width	Image width, in pixels.
Height	Image height, in pixels.
Bits Per Plane	Bits per color plane. For <a href="#">raster format</a> , reports image data. For <a href="#">metafile format</a> , reports video display.
# of Planes	Number of color planes. For <a href="#">raster format</a> , reports image data. For <a href="#">metafile format</a> , reports video display. Reports 1 for non-planar raster formats.
Max # of Colors	Maximum number of colors that file <a href="#">format</a> supports.
Unpacked Size	Image size in bytes. Uncompressed file size.

4

#### Close the File Info Dialog Box

Click on the OK Button, or press <Enter>. PSP Browser will close the dialog box.



## **Working With Thumbnails**

## **TOPIC: Sorting the Thumbnails**

## Working With Thumbnails

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### Sorting the Thumbnails

---

You can rearrange the thumbnails so that they appear in ascending or descending order according to eight characteristics. Follow the steps below.

**Please Note:**

Sorting a thumbnail album is a one-time command. The thumbnails will not remain sorted if you [add new images](#), or change the properties of the existing files. New images are always added to the end of the album.

1



#### **Access the Sort Dialog Box**

To access the [dialog box](#), [select](#) "Sort" from the File Menu.

2

#### **Select the Sort Order**



You can sort the images in ascending or descending order. To select the order:

-  Click on the text or its option button in the panel at the top center of the dialog box.
-  Press <Alt> plus the option's underlined letter. For example, to select ascending order, press <Alt> + <A>.

3

#### **Select the Sort Criterion**

There are eight ways to sort thumbnails. To select one:

-  Click on the option's text or button.
-  Press <Alt> plus the option's underlined letter.

4

#### **Select the OK Button**

Click on the OK Button, or press <Enter>. PSP Browser will sort the thumbnails according to the order and criteria that you selected.



## **TOPIC: Moving a Thumbnail**

## Working With Thumbnails

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### Moving a Thumbnail

---

You move a thumbnail by dragging-and-dropping it. Follow these steps:

1

#### Grab the Thumbnail



You grab a thumbnail by pointing at it with the mouse and pressing and holding the primary mouse button. The primary mouse button is the one that you use most often. For most users, it's the one on the left. The cursor will change to an arrow over a tiny page.

2

#### Drag the Thumbnail

You drag the thumbnail to its new position by moving the mouse. Place the cursor over the thumbnail that's one space ahead of where you want the one you're moving to appear. For example, if you want to move the thumbnail to the end of the album, place it over the thumbnail that is currently last.

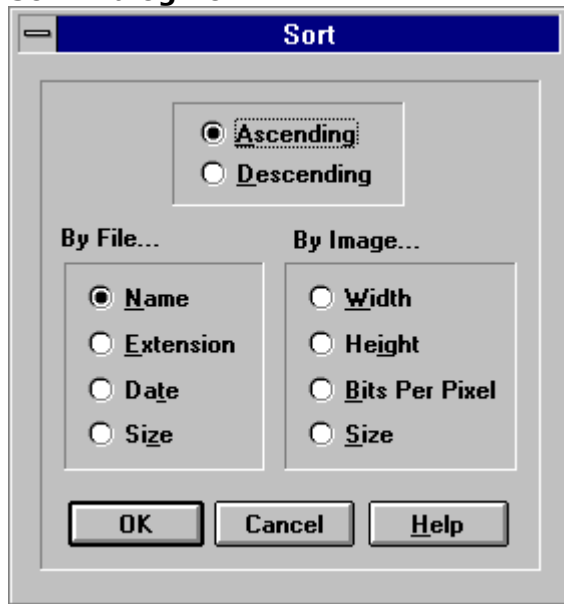
If there are more thumbnails than will fit in the window, and you want to move the thumbnail outside the visible area, move the cursor to the top or bottom of the window. PSP Browser will scroll appropriately.

3

#### Drop the Thumbnail

You drop the thumbnail by releasing the mouse button. PSP Browser will rearrange the thumbnails so that the one you dragged-and-dropped is in the position that you selected.

Sort Dialog Box



**TOPIC: Updating the Thumbnails**

## Working With Thumbnails

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### Updating the Thumbnails

---

Updating the thumbnails does two things:

- ☐ Revises the thumbnail images to reflect any changes to the files.
- ☐ Adds and removes thumbnails to match the current contents of the selected directory.

To update the thumbnail images for the current directory, select "Update" from the File Menu:

- ☐ Click on "File" in the Menubar, then click on "Update".
- ☐ Press <Alt> + <F>, then press <U>.

## **TOPIC: Printing Thumbnails**

## Working With Thumbnails

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### Printing Thumbnails

---

You can print some or all of the thumbnails in the current album. Follow these steps:

1

#### Select the Thumbnails (Optional)

If you want to print specific files or thumbnails, [select](#) the thumbnails now.

2

#### Access the Print Dialog Box

To access the [dialog box](#), [select](#) "Print" from the File Menu.

3

#### Select the Print Range

You can print all the thumbnails, the selected thumbnails, or certain pages of thumbnails. To select a print range option:

- Click on the option's text or button in the Print Range Group Box.
- Press <Alt> plus the option's underlined letter.

If you're printing pages of thumbnails, enter the starting and ending pages in the From and To Text Boxes. To access a text box, click in it, or press <Alt> plus its label's underlined letter.

4

#### Select the Print Quality (Optional)

You set the print resolution from the [Print Quality Drop Down Box](#). The available options are determined by the selected printer. For some printers, the Print Quality Drop Down Box will be greyed out.

5

#### Enter the Number of Copies (Optional)

If your printer supports multiple copies, you can print more than one copy of an album at a time. (If your printer does *not* support multiple copies, the Copies Text Box will be greyed out.) Type the number of copies that you want to print into the Copies Text Box. To access the text box, click in it, or press <Alt> + <C>.

6

#### Select the Image Source

You can print the thumbnails as they currently appear, or you can recreate them from the image files. You select the image source from the Print Using Group Box:

- Click on the option's text or button.
- Press <Alt> plus the option's underlined letter.

7

#### Change the Printer (Optional)

The current printer is listed at the top of the Print Image Dialog Box. If you want to select a different printer or change your printer setup, click on the Setup Button, or press <Alt> + <S>. PSP Browser will open the [Print Setup Dialog Box](#).

8

#### Select the OK

**Button**

Click on the OK Button, or press <Enter>. PSP Browser will send the thumbnails to the printer.



## Print Dialog Box

**Print**

Printer: Default Printer (HP LaserJet 4/4M Plus PS 600 on LPT1:)

Print Range

All

Selected Thumbnails

Pages

From:  To:

Print Quality:  ▾

Copies:

Print Using

Browser Thumbnails

Original Files

OK

Cancel

Setup...

Help

**SEARCH: Print Setup Dialog Box**



**TOPIC: General Options**

## Setup Options

General Options

Thumbnail Selection Color



### General Options

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You set the General Options from the [General Options Dialog Box](#). To access the dialog box, [select](#) "General" from the File Preferences Sub-Menu.



#### Save Browser Files

After PSP Browser scans a directory, it can record the information in a file named PSPBRWSE.JBF, which will be saved in the scanned directory. The next time that you browse that directory, PSP Browser will read the information from the file, which is much faster than scanning the directory. To use this feature, turn the Save Browser Files Option on. The option is on when its check box is filled. To turn it on or off:

-  Click on "Save Browser Files" on its check box.
-  Press <A>.



#### Auto-Update Thumbnails

When the Auto-Update Thumbnails Option is turned on, PSP Browser checks to see if any files have been added, deleted, or modified since the last time the directory was scanned. If any changes have been made, PSP Browser updates the thumbnails accordingly. The option is on when its check box is filled. To turn it on or off:

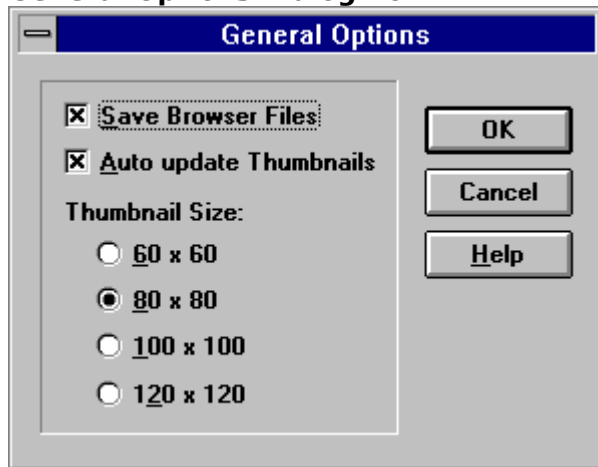
-  Click on "Auto Update Thumbnails" or its check box.
-  Press <A>.

#### Thumbnail Size

There are four thumbnail size options. To select a size option:

-  Click on its text or its option button.
-  Press <Alt> plus the option's underlined letter.

### General Options Dialog Box



**TOPIC: Thumbnail Selection Color**

## Setup Options

General Options

Thumbnail Selection Color

### Thumbnail Selection Color

---

The thumbnail selection color is the color that PSP Browser uses to highlight selected thumbnails. When you install PSP Browser, the color is set to blue. You change the thumbnail selection color from the [Color Dialog Box](#). To access the dialog box, [select](#) "Thumbnail Selection Color" from the File Preferences Sub-Menu.

#### Selecting a Color with the Mouse

There are two controls for selecting a color with the mouse: the Crosshair Control in the large color box, and the Pointer Control for the smaller color box. The controls affect the contents of the Color/Solid Display Box.

**Crosshair Control**      **Pointer Control**



#### Adjusting a Control

You can move the crosshair control or the slide control by dragging them to a new location, or you can just click where you want the control to go.

#### Color vs. Solid

The hue in the Color half of the Color/Solid Display Box is the setting that is used by PSP Browser. If you prefer the hue that appears in the Solid side, double-click on it. The Color side will adjust to match the Solid side.

#### Selecting a Color with the Keyboard

You select a color with a keyboard by typing numbers into the text boxes in the Color Dialog Box. Unless you are already familiar with the concepts of [computer display color creation](#), and have a specific color in mind, it is considerably easier to select a color using the mouse.

#### Color vs. Solid

The hue in the Color half of the Color/Solid Display Box is the setting that is used by PSP Browser. If you prefer the hue that appears in the Solid side, press <Alt> + <O>. The Color side will adjust to match the Solid side.



### Color Dialog Box

