PhotoFinish Help Contents

PhotoFinish®

These are the main categories in the PhotoFinish help system. Choose a category to see a list of topics you can choose from.

Commands	Beginners
Glossary	Procedures
Shortcuts	Tools
Utilities	Update Info

To learn about PhotoFinish Help features, point to the picture of the key and press the left mouse button.

To learn more about using Windows on-line help, choose How to Use Help from the Help menu in the Help program.

Glossary Terms

Below is the list of glossary terms used in PhotoFinish. To read a definition, point to the word you want and press the left mouse button.

active picture window
background color
backup copy
cascading menu
check box
chrominance quantization
click
Clipboard
CMY
color selection box
color tolerance
command button
CONFIG.SYS
constrain
Control menu
cutout
defined area
device independence
double-click
dpi
Draft mode
drag
drop-down list
frame markers
gradient
gray scale
grouped tools

halftone pattern

handles

HLS

icon

list box

luminance quantization

maximize

menu bar

mini-scroll bar

minimize

moiré pattern

natural art tools

option button

Palette

picas

picture window

PhotoFinish Team

Aaron, Ashley, Becky, Beth, Gary, Glenn, James, Jeff, Jim, John, John, Lori, Mark, Michael, Moses, Neal, Noshir, Patrick, Patrick, Rachel, Randy, Rich, Robert, Seth, Snehal, Steve, Susan, Vadim, Vee

and the Supporting Cast

Alex, Annie, Chris, Chris, Dean, Debra, Bryan, Darla, Dave, David, David, Diane, Don, Doug, Eric, Gene, Ivan, Jay, Jeff, Jonas, Lief, Manith, Mark, Mattylin, Rich, Robert, Robert, Rosanne, Ruby, Shannon, Scott, Stan, Theresa, Tim, Tracy, Vicki, Yvonne

Quality Control

Programmer

Documentation Writer

Marketing -- Product Manager

Technical Support

Sales

General and Administrative

Chief Technical Officer

Artist and Documentation

Documentation Writer and Designer

Documentation Manager and Editor

Quality Control Project Leader

Quality Control Manager

Senior Programmer

Research and Development Project Leader

Research and Development Manager

Programmer

Technical Support Team Leader

Technical Support and Tester

Quality Control Supervisor

Marketing Specialist

Marketing

Documentation

Vice President and General Manager

About PhotoFinish Help

PhotoFinish On-line Help System

Version 3.0

The Image Menu

You use the Image menu commands to enhance pictures, change the color format of pictures, flip, rotate, and resize pictures or cutouts, and to clear a picture to the background color. You use Filter commands to apply filters, Special Effect commands to apply special effects, and Tune commands to tune up pictures or cutouts.

To choose an Image menu command, click Image and choose the command you want. Some commands are on cascading menus.

Image Menu Commands

AutoEnhance: Automatically improves the quality of a picture.

Auto Brightness/Contrast: Automatically adjusts brightness and contrast in the entire picture.

Auto Crop: Automatically crops the entire picture.

Auto Remove Moiré: Automatically removes moiré patterns in the entire picture.

Auto Saturation: Automatically adjusts color saturation in the entire picture.

Auto Sharpen: Automatically sharpens an entire picture.

Auto Straighten: Automatically straightens an entire picture.

Filter Samples: Displays samples of the effects on the picture or cutout of all the available filters.

Filter Add Noise: Creates a textured effect in pictures or cutouts.

Filter Blend: Smoothes pictures or cutouts.

Filter Blur: Blurs pictures or cutouts.

Filter Diffuse: Scatters colors in pictures or cutouts.

Filter Maximum: Brightens blocks in pictures or cutouts.

Filter Minimum: Darkens blocks in pictures or cutouts.

Filter Posterize: Reduces the number of colors in pictures or cutouts.

Filter Remove Moiré: Eliminates unusual patterns that may occur during the scanning process in pictures or cutouts.

Filter Remove Spots: Erases spots and blotches in pictures or cutouts.

Filter Sharpen: Enhances detail in pictures or cutouts.

Special Effect Samples: Displays samples of the effects on the picture or cutout of all the available special effects.

Special Effect Apply Paper: Applies a paper texture to pictures or cutouts.

Special Effect Black Hole: "Pulls" pictures or cutouts toward the center of the area.

Special Effect Crumple: "Crumples" pictures or cutouts.

Special Effect Crystallize: Changes blocks in pictures or cutouts to the most common color. The effect is similar to impressionistic paintings.

Special Effect Edge Detect: Enhances edges in pictures or cutouts.

Special Effect Emboss: Embosses pictures or cutouts.

Special Effect Facet: Changes blocks in pictures or cutouts to the middle color.

Special Effect Fisheye Lens: "Punches" pictures or cutouts, creating an effect similar to using a fisheye lens on a camera.

Special Effect Mosaic: Creates a mosaic effect in pictures or cutouts.

Special Effect Motion Blur: Creates movement in pictures or cutouts.

Special Effect Outline: Outlines shapes in pictures or cutouts.

Special Effect Pixelate: Creates a block-like effect in pictures or cutouts.

Special Effect Texturize: Applies a textured effect to pictures or cutouts.

Special Effect Twist: Rotates blocks in pictures or cutouts.

Tune Samples: Displays samples of the effects on the picture or cutout of all the available Tune commands.

Tune Brightness and Contrast: Adjusts brightness and contrast in pictures or cutouts.

Tune Color/Gray Map: Adjusts color inaccuracies in pictures or cutouts.

Tune Equalize: Redistributes the shades of colors in pictures or cutouts.

Tune Hue and Saturation: Adjusts for color inaccuracies in pictures or cutouts.

Tune Negative: Reverses colors in pictures or cutouts.

Clear: Replaces the current picture with the selected background color.

Convert To: Converts pictures to another color mode.

Transform Flip Horizontal: Flips pictures or cutouts horizontally.

Transform Flip Vertical: Flips pictures or cutouts vertically.

Transform Rotate: Rotates pictures or cutouts by degrees.

Transform Free Resize: Resizes cutouts freehand.

Transform Resize: Resizes pictures or cutouts by a specified amount.

Info: Displays information about the picture.

Resolution: Changes the resolution of the picture.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image AutoEnhance Command -- Improving the Quality of a Picture

[key icon]

To automatically correct your entire picture: [icon]

1 Click Options to change the enhancements PhotoFinish applies to your picture. [icon]
2   Choose Begin. [icon]
3   Choose Accept to keep your changes. [icon]

Related Topics:
Auto Brightness/Contrast command
Auto Crop command
Auto Remove Moiré command
Auto Saturation command
Auto Sharpen command
Auto Straighten command

Changing Your AutoEnhance Options

To specify the auto enhancement options:

1 Click on the box next to the enhancement you want.

2   Choose OK to use your new selections.

Related Topics:

AutoEnhance command

Image Auto Brightness/Contrast Command -- Automatically Adjusting Brightness and Contrast

To automatically adjust brightness and contrast in the entire picture:

♦ Choose Auto Brightness/Contrast from the Image menu.

Related Topics:

Tune Brightness and Contrast command

Image Auto Crop Command -- Automatically Cropping

To automatically trim the edges of a picture:

♦ Choose Auto Crop from the Image menu.

Related Topics:

Crop command

Image Auto Remove Moiré Command -- Automatically Removing Moiré Patterns

To automatically remove moiré patterns from the entire picture:

♦ Choose Auto Remove Moiré from the Image menu.

Related Topics:

Filter Remove Moiré command

Image Auto Saturation Command -- Automatically Adjusting Color Saturation

To automatically adjust the saturation in the entire picture:

♦ Choose Auto Saturation from the Image menu.

Related Topics:

Tune Hue and Saturation command

Image Auto Sharpen Command -- Automatically Sharpening an Image

To automatically sharpen the entire picture:

Choose Auto Sharpen from the Image menu.

Related Topics:

Filter Sharpen command

Image Auto Straighten Command -- Automatically Straightening an Image

To automatically straighten the entire picture:

Choose Auto Straighten from the Image menu.

Related Topics:

Transform Rotate command

Using Filter Commands

You use filters to enhance images and create special effects in pictures or <u>cutouts</u>. Selecting the right filter is easy with the <u>Filter Samples command</u>. The Filter Samples dialog box displays sample buttons you can use to see how each command can change your picture.

Filters are only one aspect of image enhancement. PhotoFinish also has tools and other commands you can use to edit your pictures.

Keep the following in mind when using filters:

All filters are available with gray scale or 24 bit color pictures. Diffuse and Remove Spots are available with 256 color pictures. Remove Spots is the only filter available with black and white pictures.

Filters work best when your picture is 24 bit color or gray scale. You can <u>convert</u> your picture to one of these color modes.

Filters work fastest with a gray scale picture. Filters require more time with a 256 color picture than a 24 bit color picture.

<u>Preview</u> allows you to view changes to your picture before they are made.

Use the <u>Local Undo</u> tool to remove changes in smaller areas, along contours, and pixel-by-pixel.

<u>Undo</u> cancels everything you have done since the last time you chose a tool or command.

Related Topics:
<u>Filter Add Noise command</u>
<u>Filter Blend command</u>
<u>Filter Blur command</u>
<u>Filter Diffuse command</u>
<u>Filter Maximum command</u>
<u>Filter Minimum command</u>
<u>Filter Posterize command</u>
<u>Filter Remove Moiré command</u>
<u>Filter Remove Spots command</u>
<u>Filter Sharpen command</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Filter Samples Command -- Viewing Filter Samples
⬇

To view and select a filter sample:

1 Click Show Samples to display samples of the available filters. ⬇
2   Use the horizontal scroll bar to view samples of more filters.
3   Click the sample you want to use and choose OK. ⬇

Related Topics:
Filter Add Noise command
Filter Blend command
Filter Blur command
Filter Diffuse command
Filter Maximum command
Filter Minimum command
Filter Posterize command
Filter Remove Moiré command
Filter Remove Spots command
Filter Sharpen command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Add Noise Command -- Adding Texture to Your Picture
⬇

To add texture to pictures or defined areas: ⬇

1 Select the sample button that is closest to the effect you want. ⬇

2 <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Choose Advanced to manually adjust the settings of the selected button. ⬇

4 Choose OK. ⬇

Related Topics:
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Filter Blend Command -- Blending with the Blend Filter

To blend pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
Blend Paintbrush tool
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Blur Command -- Blurring Your Picture

To blur pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Choose Advanced to manually adjust the settings of the selected button.

4 Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Diffuse Command -- Diffusing Your Picture

To scatter colors in pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Maximum Command -- Applying the Maximum Filter

To apply the Maximum filter to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Minimum Command -- Applying the Minimum Filter
⬇

To apply the Minimum filter to pictures or defined areas: ⬇

1 Select the sample button that is closest to the effect you want. ⬇

2 <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Choose Advanced to manually adjust the settings of the selected button. ⬇

4 Choose OK. ⬇

Related Topics:
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Filter Posterize Command -- Posterizing Your Picture

To apply the Posterize filter to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Remove Moiré Command -- Removing Moiré Patterns from Your Image

To remove moiré patterns in pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:

Auto Remove Moiré command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Remove Spots Command -- Removing Spots from Your Image
⬇

To remove unwanted spots in pictures or defined areas:

1 Select the sample button for the spot size to remove.   ⬇
2   Choose OK.   ⬇

Related Topics:
Eraser tool
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Filter Sharpen Command -- Sharpening with the Sharpen Filter

To sharpen pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
<u>Auto Sharpen command</u>
<u>Sharpen Paintbrush tool</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Using Special Effect Commands

You use the Special Effect commands to add special effects to pictures or <u>cutouts</u>. Selecting the right special effect is easy with the <u>Special Effect Samples command</u>. The Special Effect Samples dialog box displays sample buttons you can use to see how each command can change your picture.

The Special Effect commands are only one aspect of image enhancement. PhotoFinish also has tools and other commands you can use to edit your pictures.

Keep the following in mind when using the Special Effect commands:

All Special Effect commands are available with gray scale or 24 bit color pictures. Black Hole, Crumple, Crystallize, Fisheye Lens, Outline, Pixelate, and Twist are available with 256 color pictures. Outline is the only Special Effect command available with black and white pictures.

Special Effect commands work best when your picture is 24 bit color or gray scale. You can <u>convert</u> your picture to one of these color modes.

Special Effect commands work fastest with a gray scale picture. They require more time with a 256 color picture than a 24 bit color picture.

<u>Preview</u> allows you to view changes to your picture before they are applied.

Use the <u>Local Undo</u> tool to remove changes in smaller areas, along contours, and pixel-by-pixel.

<u>Undo</u> cancels everything you've done since the last time you chose a tool or command.

Related Topics:
<u>Special Effect Apply Paper command</u>
<u>Special Effect Black Hole command</u>
<u>Special Effect Crumple command</u>
<u>Special Effect Crystallize command</u>
<u>Special Effect Edge Detect command</u>
<u>Special Effect Emboss command</u>
<u>Special Effect Facet command</u>
<u>Special Effect Fisheye Lens command</u>
<u>Special Effect Mosaic command</u>
<u>Special Effect Motion Blur</u>
<u>Special Effect Outline command</u>
<u>Special Effect Pixelate command</u>
<u>Special Effect Texturize command</u>
<u>Special Effect Twist command</u>
<u>Using Filter Commands</u>
<u>Using Tune Commands</u>

Image Special Effect Samples Command-- Viewing Special Effect Samples

To view and select a special effect sample:

1 <u>Click</u> Show Samples to display samples of the available filters.

2   Use the horizontal scroll bar to view samples of more filters.

3   Click the sample you want to use and choose OK.

Related Topics:
[Special Effect Apply Paper command](#)
[Special Effect Black Hole command](#)
[Special Effect Crumple command](#)
[Special Effect Crystallize command](#)
[Special Effect Edge Detect command](#)
[Special Effect Emboss command](#)
[Special Effect Facet command](#)
[Special Effect Fisheye Lens command](#)
[Special Effect Mosaic command](#)
[Special Effect Motion Blur](#)
[Special Effect Outline command](#)
[Special Effect Pixelate command](#)
[Special Effect Texturize command](#)
[Special Effect Twist command](#)
[Using Filter Commands](#)
[Using Special Effect Commands](#)
[Using Tune Commands](#)

Image Special Effect Apply Paper Command -- Applying a Paper Texture

To apply a paper texture to pictures or defined areas:

1 Click Paper to load a different paper.

2   Select the sample button that is closest to the effect you want.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
Special Effect Texturize command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Black Hole Command -- Applying the Black Hole Effect

To apply the Black Hole special effect to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Choose Advanced to manually adjust the setting of the selected button from 1 to 100.

4 Choose OK.

Related Topics:
<u>Special Effect Fisheye Lens command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Special Effect Crumple Command -- Adding a Crumple Effect

To apply a crumple effect to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Choose Advanced to manually adjust the settings of the selected button.

3   Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Crystallize Command -- Crystallizing Your Picture

To crystallize pictures or defined areas:

1 Select the sample button that is closest to the effect you want.
2   <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.
3   Choose Advanced to manually adjust the settings of the selected button.
4   Choose OK.

Related Topics:
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Special Effect Edge Detect Command -- Enhancing Edges

To enhance edges in pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Choose Advanced to manually adjust the settings of the selected button.

3   Choose OK.

Related Topics:
Special Effect Outline command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Emboss Command -- Embossing Your Picture

To emboss pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 Choose Advanced to manually adjust the settings of the selected button.

3 Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Facet Command -- Adding Facets to Your Picture

To apply facets to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3   Choose Advanced to manually adjust the settings of the selected button.

4   Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Fisheye Lens Command -- Applying the Fisheye Effect

To apply the Fisheye Lens special effect to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Choose Advanced to manually adjust the setting of the selected button from 1 to 100.

4 Choose OK.

Related Topics:
<u>Special Effect Black Hole command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Special Effect Mosaic Command -- Adding a Mosaic Effect to Your Picture

To apply the Mosaic special effect to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 Choose OK.

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Motion Blur Command -- Creating a Motion Effect in Your Picture

⬇

To add a motion effect to pictures or defined areas: ⬇

1 Select the sample button that is closest to the effect you want. ⬇
2   Choose Advanced to manually adjust the setting of the selected button. ⬇
4   Choose OK. ⬇

Related Topics:
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Special Effect Outline Command -- Outlining Shapes in Your Picture

⬇

To outline shapes in pictures or defined areas:

1 Select a <u>background color</u> for the non-outlined areas.

2 Choose Special Effect Outline from the Image menu.

Related Topics:
<u>Special Effect Edge Detect command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Special Effect Pixelate Command -- Pixelating Your Picture

To create block-like effects in pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Choose Advanced to manually adjust the settings of the selected button.

4 Choose OK.

Related Topics:
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Special Effect Texturize Command -- Applying Texture
⬇

To apply a texture to pictures or defined areas: ⬇

1 <u>Click</u> Load to select the picture to be used as a texture.   ⬇
2   Select the sample button that is closest to the effect you want.   ⬇
3   <u>Click</u> the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.
4   Choose Advanced to manually adjust the settings of the selected button.   ⬇
5   Choose OK.   ⬇

Related Topics:
<u>Special Effect Apply Paper command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Loading a Texture from Disk

To load a previously saved texture:

1 Select a File Type option.

2 Select the drive and directory you want.

3 Click a file in the File Name list box.

4 Choose OK to display the Texturize Samples dialog box.

Related Topics:

Special Effect Texturize command

Image Special Effect Twist Command -- Twisting Your Picture

To apply the Twist special effect to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 Choose Advanced to manually adjust the settings of the selected button.

3 Choose OK.

Related Topics:

Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Using Tune Commands

⬇

You use the Tune commands to enhance images and tune up pictures or <u>cutouts</u>.

The Tune commands are only one aspect of image enhancement. PhotoFinish also has tools and other commands you can use to edit your pictures.

Keep the following in mind when using Tune commands:

⬇   All Tune commands are available with 24 bit color pictures. All Tune commands except Hue and Saturation are available with gray scale and 256 color pictures. Negative is the only Tune command available for black and white pictures.

⬇   Tune commands work best when your picture is 24 bit color or gray scale. You can <u>convert</u> your picture to one of these color modes.

⬇   Tune commands work fastest with a gray scale picture. Tune commands require more time with a 256 color picture than a 24 bit color picture.

⬇   <u>Preview</u> allows you to view changes to your picture before they are applied.

⬇   Use the <u>Local Undo</u> tool to remove changes in smaller areas, along contours, and pixel-by-pixel.

⬇   <u>Undo</u> cancels everything you've done since the last time you chose a tool or command.

Related Topics:

<u>Tune Brightness and Contrast command</u>
<u>Tune Color/Gray Map command</u>
<u>Tune Equalize command</u>
<u>Tune Hue and Saturation command</u>
<u>Tune Negative command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>

Image Tune Samples Command -- Viewing Tune Samples

To view and select a tune sample:

1 <u>Click</u> Show Samples to display samples of the available filters.

2   Click the sample you want to use and choose OK.

Related Topics:

<u>Tune Brightness and Contrast command</u>
<u>Tune Color/Gray Map command</u>
<u>Tune Equalize command</u>
<u>Tune Hue and Saturation command</u>
<u>Tune Negative command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Image Tune Brightness and Contrast Command -- Adjusting Brightness and Contrast

To change brightness or contrast in pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Use the horizontal scroll bar to change the Contrast values of the samples. Use the vertical scroll bar to change the Brightness values of the samples.

4 Choose Advanced to manually adjust the settings of the selected button.

5 Choose OK.

Related Topics:
Auto Brightness/Contrast command
Brighten Paintbrush tool
Contrast Paintbrush tool
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Tune Color/Gray Map Command -- Fine-tuning with the Color/Gray Map

To apply the Color/Gray Map command to pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2 Click the Expand or Shrink button to display more samples based on your selection. Click the Recenter button to move the selected sample to the middle of the display.

3 Click OK to apply the sample setting or choose Advanced to manually adjust the map.

Related Topics:
Saving Response Curve Settings
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Adjusting a Color/Gray Map

To manually adjust a color/gray map:

1 Select a Preset Maps option, and PhotoFinish automatically adjusts your picture.

2 Click Show Calibration Maps to include your calibration maps in the Preset Maps drop-down list.

3   Select color channels to change from the Channel drop-down list.

4   Select a Style to make other changes.

5   Click Save to save the current map settings.

6   Choose OK.

Related Topics:
Tune Color/Gray Map command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Tune Color/Gray Map Style Options

You can use several styles to get the response curve you want.

Curve

Freehand

Linear

This picture illustrates the color values represented in the response curve sample box:
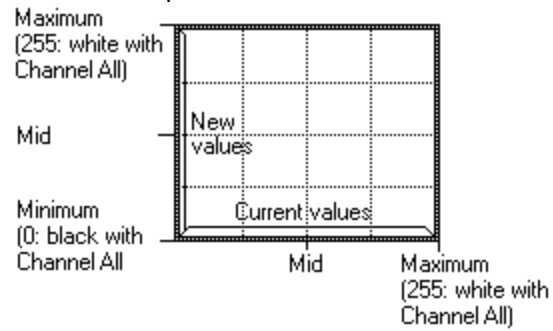
Related Topics:

Adjusting a Color/Gray Map

Tune Color/Gray Map command

Saving Response Curve Settings

To save response curve settings:

1 Type a name for the new color/gray map in the Name <u>text box</u>.

2 Choose OK to save the map to disk.

Related Topics:
<u>Adjusting a Color/Gray Map</u>
<u>Tune Color Gray/Map command</u>

Image Tune Equalize Command -- Changing Your Highlights and Shadows

To equalize pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   <u>Click</u> the Expand or Shrink button to display more samples based on your selection.

3   Click OK to apply the sample setting or choose Advanced to manually adjust the map.

Related Topics:
<u>Tune Color/Gray Map command</u>
<u>Using Filter Commands</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>

Manually Adjusting Equalize Options

1 Drag the arrows at the bottom of the bar graph to adjust the Low, Mid, and High values.

2   Choose OK.

Related Topics:
Equalize command
Tune Color/Gray Map command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Tune Hue and Saturation Command -- Adjusting Hue and Saturation

To adjust hue and saturation in pictures or defined areas:

1 Select the sample button that is closest to the effect you want.

2   Click the Expand or Shrink button to display more samples based on your selection.

3   Use the horizontal scroll bar to change the Hue values of the samples.

4   Choose Advanced to manually adjust the settings of the selected button.

5 Choose OK.

Related Topics:

Auto Saturation command
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Tune Negative Command -- Inverting Colors in Your Picture

To invert the colors in pictures or defined areas:

Choose Tune Negative from the Image menu.

Related Topics:

Color Replacer tool
Using Filter Commands
Using Special Effect Commands
Using Tune Commands

Image Clear Command -- Clearing Your Picture to the Background Color

To clear your picture to a new background color:

1 Select a background color.
2   Choose Clear from the Image menu.

Related Topics:
Color Replacer tool
Eraser tool
Revert command
Undo command

Image Convert To Command -- Changing Color Formats

To convert a picture to another color format:

1 Choose Convert To from the Image menu.

2 Choose the option you want.

Related Topics:
Working with Different Numbers of Colors

Convert To Options

Black and White

Gray Scale

256 Color

24 Bit Color

Related Topics:

Convert To commands

Image Transform Flip Horizontal Command -- Making a Mirror Image

To flip pictures or defined areas horizontally:

Choose Transform Flip Horizontal from the Image menu to make a mirror image.

Related Topics:

Transform Flip Vertical command

Image Transform Flip Vertical Command -- Turning Your Picture Upside Down

To flip pictures or defined areas vertically:

Choose Transform Flip Vertical from the Image menu to turn your picture upside down.

Related Topics:

Transform Flip Horizontal command

Image Transform Rotate Command -- Rotating by Degrees

To rotate pictures or defined areas:

1 Choose the degree of rotation you want.

2   If you choose Custom, use the Custom <u>mini-scroll bar</u> to specify the amount of custom rotation you want.

3   Choose OK.

Related Topics:

<u>Auto Straighten command</u>

Image Transform Free Resize Command -- Resizing Freehand

To freehand adjust a defined area:

1 Define an area.

2   Choose Free Resize from the Image menu.

3   Drag a handle to stretch or shrink the picture.

4   Choose a tool or click outside the marquee to paste the effect.

Related Topics:

Transform Resize command

Image Transform Resize Command -- Resizing Your Picture

To resize pictures or defined areas:

1 Use the <u>mini-scroll bar</u> or type numbers in the Resize Width and Height <u>text boxes</u> to increase or decrease the size of the picture or defined area.

2   Select a Units option from the Units <u>drop-down list</u>.

3   Choose OK to complete the command.

Related Topics:

<u>Transform Free Resize command</u>

Image Info Command -- Displaying Picture Information

To view information about a picture:

1 Read the information.

2   Choose OK to return to your picture.

Related Topics:

Resolution command

System Info command

Image Resolution Command -- Adjusting Picture Resolution

To adjust the resolution of a picture:

1 Use the mini-scroll bars to adjust the resolution.

2 Choose OK to return to your picture.

Related Topics:
Info command
Print command

The File Menu
⬇

You use File menu commands to start new pictures, load and save pictures, abandon changes, select your printer, change printer options, calibrate your printer, view thumbnail pictures, and exit PhotoFinish. The File menu may also contain commands to control TWAIN devices, as well as commands that control PhotoFinish pictures that are embedded or linked to other documents.

The File menu picture list displays the last four pictures you opened. As you open pictures, their names are added to the list. Click a picture name to open it.

The New, Open, and Save commands are also available on the AutoBar. Just click the button you want on the AutoBar. To choose a command from the File menu, click File and choose the command.

File Menu Commands

New: Starts a new picture.

Open: Loads a picture previously saved to disk or stored on the Clipboard.

Close: Closes the active picture and all its duplicates.

Save: Saves changes you make to a picture previously saved to disk.

Save As: Saves a new picture for the first time or saves a picture previously saved to disk with a new name or in a new format.

Revert: Abandons all changes made since the last time you saved your picture.

Calibrate Printer: Calibrates your printer, and creates, edits, or deletes calibration maps.

Print: Prints the picture.

Print Setup: Selects the printer, printer halftone patterns, and printer options you use to print.

Viewer: Views pictures in thumbnail format. You can also manage your picture files with this command.

Exit: Closes the PhotoFinish program.

Update: Updates the embedded object in the destination file without closing PhotoFinish. This command appears only if the current picture is an embedded object.

Save Copy As: Saves a copy of an embedded picture to a file on disk. This command appears only if you have linked or embedded an image. The embedded picture is not changed with this command.

Exit and Return To: Ends your PhotoFinish session and returns to the destination program. This command appears only if you have linked or embedded an image.

Acquire: Imports data from the selected TWAIN source. This command appears only if your scanner or video grabber supports the TWAIN standard interface.

Select Source: Selects which TWAIN source you use to scan. This command appears only if your scanner or video grabber supports the TWAIN standard interface.

File New Command -- Starting a New Picture
⬇

To start a new picture:

1 Select a Units option.

2 Select a size for your picture in the Width and Height boxes. ⬇

3   Select a color format from the Mode <u>drop-down list</u>. ⬇

4   Choose OK.

Related Topics:
<u>Open command</u>
<u>Viewer command</u>
<u>Working with Different Numbers of Colors</u>

File Open Command -- Opening an Existing Picture
↓

To open a previously saved picture:

1 Select a File Type option from the List Files of Type drop-down list.   ↓
2   Select the drive and directory you want.   ↓
3   Click a file in the File Name list box.   ↓
4   Choose OK.   ↓

Related Topics:
Duplicate command
New command
Previewing a Picture
Viewer command
Working with Different Numbers of Colors

Previewing a Picture

To preview a picture:

1 Read the displayed information.

2   Click Show Thumbnail to see a small representation of the picture.

3   Choose OK to return to the dialog box.

Related Topics:
Open command
Paste From command
Preferences command
Tile Pattern command

File Close Command -- Closing a Picture
⬇

To close a picture and all its duplicates: ⬇

1 Choose Close from the File menu.

2 If you have made changes since the last time you saved, PhotoFinish asks if you want to save them.
⬇

Related Topics:
Duplicate command
Exit command
Save As command
Save command

File Save Command -- Saving Your Picture with Save

To resave a previously saved picture:

       Choose Save from the File menu.

       You also can click the Save icon on the AutoBar to save a picture.

Related Topics:
Save As command
Updating an Embedded Picture

File Save As Command -- Saving a Picture with a New Name
↧

To save a picture for the first time or to resave an existing picture: ↧

1 Select a File Type option. ↧
2   Select other available options from the File Sub-Format <u>drop-down list</u>. ↧
3   Select where you want to save the file. ↧
4   Type a name for the file.
5   Choose OK. ↧

Related Topics:
<u>Compressing with JPEG</u>
<u>Copying Picture Files with the Viewer</u>
<u>Saving a Copy of an Embedded Picture</u>
<u>Save command</u>

File Revert Command -- Restoring Your Previous Version

To abandon all changes since the last time you saved your picture:
 Choose Revert from the File menu.

Related Topics:
Clear command
Delete command
Eraser tool
Local Undo tool
Undo command

Compressing with JPEG

To customize JPEG settings:

1 If you are saving a 24 bit color picture, choose the Subsample you want.

2   Use the <u>Luminance Quantization</u> mini-scroll bar or type a number to specify how much gray to lose.

3   Use the <u>Chrominance Quantization</u> mini-scroll bar or type a number to specify how much color to lose.

4   Choose OK to compress the picture.

Related Topics:
<u>Convert To commands</u>
<u>JPEG File Format</u>
<u>Save As command</u>
<u>Saving a Copy of an Embedded Picture</u>
<u>Working with 24 Bit Color Pictures</u>
<u>Working with Gray Scale Pictures</u>

File Calibrate Printer Command -- Calibrating Your Printer
⬇

To load a preset map:

1 Choose the map you want from the Preset Maps <u>drop-down list</u>.   ⬇
2   Click the Options button to <u>create</u> a new map or to <u>recalibrate,</u> <u>edit</u>, or delete the selected map.
⬇
3   Choose OK to use the map.

Related Topics:
<u>Calibrating Your Hardware</u>

Creating a New Printer Calibration Map

To create a new calibration map:

1 Choose a preset map that the new map is to be based on from the Based On <u>drop-down list</u>.

2 Type a name for the new calibration map in the Map Name <u>text box</u>.

3 Choose OK to save the map to disk and return to the Calibrate Printer dialog box.

4 Click <u>Recalibrate</u> to automatically recalibrate your printer and save the calibration to the new map.

5 Click <u>Edit</u> to fine-tune the map.

6 Choose OK to use the new calibration map.

Related Topics:

<u>Calibrating Your Hardware</u>
<u>Calibrating Your Printer</u>

Recalibrating Your Printer
↓

To recalibrate your printer: ↓

1 Select the color option you want your printer to be calibrated for, and choose OK. ↓

2 Place the printout of CALIBRTE.PCX on your scanner.

3 Choose OK to start the calibration process. ↓

4   Choose OK in the Calibrate Printer dialog box to save your changes to disk and use the new settings.

Related Topics:
Calibrating Your Hardware
Calibrating Your Printer
Creating a New Printer Calibration Map
Editing a Printer Calibration Map

Editing a Printer Calibration Map
⬇

To edit a printer calibration map: ⬇

1 Choose a channel to specify the colors to be adjusted. ⬇

2   Adjust the curve to get the effect you want. ⬇

3   Choose OK to return to the Calibrate Printer dialog box.

4   Choose OK save your changes to disk and use your new settings. ⬇

Related Topics:
Calibrating Your Hardware
Calibrating Your Printer
Creating a New Printer Calibration Map
Recalibrating Your Printer

File Print Command -- Printing a Picture
⬇

To print a picture: ⬇

1 Select a size for the printed picture. ⬇
2   Select a Units option.
3   Specify the number of copies you want to print.
4   Click the Setup button if you want to select another printer or change printer options.
5   Choose OK.

Related Topics:
Adjusting Picture Resolution
Calibrating Your Printer

File Print Setup Command -- Setting Up Your Printer
⬇

To set up your printer:

1 Select a printer from the Printer box.   ⬇
2   Select a halftone option.   ⬇
3   Select an Orientation for your picture.
4   Select a Paper Size and Source from the <u>drop-down list</u>.
5   <u>Click</u> the Options button if you want to change other printer-specific options.   ⬇
6   Choose OK.

Related Topics:
<u>Calibrating Your Printer</u>
<u>Printing a Picture</u>

File Viewer Command -- Viewing Pictures

To view thumbnail pictures:

1 Click <u>Browse</u> to change the drive, directory, or image format.

2 <u>Click</u> the picture you want to work with.

3   Click Open to load the selected pictures.

4   You can also <u>copy</u>, <u>move</u>, <u>rename</u>, and <u>delete</u> selected pictures by clicking the corresponding button.

Browsing Through Thumbnails

To browse through thumbnails:

1 Select the drive and directory you want to browse through.

2 Select the file type you want to view from the List Images of Type <u>drop-down list</u>.

3 Choose OK to view picture thumbnails in the new drive, directory, and format.

Related Topics:

<u>Copying Picture Files with the Viewer</u>
<u>Deleting Picture Files with the Viewer</u>
<u>Moving Picture Files with the Viewer</u>
<u>Renaming Picture Files with the Viewer</u>
<u>Viewer command</u>

Copying Picture Files with the Viewer

To copy selected picture files:

1 Select the drive and directory where you want to copy the files.

2 Choose OK to copy the files.

Related Topics:
Browsing Through Thumbnails
Deleting Picture Files with the Viewer
Moving Picture Files with the Viewer
Renaming Picture Files with the Viewer
Viewer command

Moving Picture Files with the Viewer

To move selected picture files:

1 Select the drive and directory where you want to move the files.

2 Choose OK to move the files.

Related Topics:
Browsing Through Thumbnails
Copying Picture Files with the Viewer
Deleting Picture Files with the Viewer
Previewing a Picture
Renaming Picture Files with the Viewer
Viewer command

Renaming Picture Files with the Viewer

To rename selected picture files:

1 Type the new name for the selected picture in the File Name text box.

2 Choose OK to rename the file.

Related Topics:
Browsing Through Thumbnails
Copying Picture Files with the Viewer
Deleting Picture Files with the Viewer
Moving Picture Files with the Viewer
Viewer command

Deleting Picture Files with the Viewer

To delete selected picture files:

Choose OK to delete the files.

Related Topics:

Browsing Through Thumbnails
Copying Picture Files with the Viewer
Moving Picture Files with the Viewer
Renaming Picture Files with the Viewer
Viewer command

File Exit Command -- Exiting PhotoFinish
⬇

To end your PhotoFinish session:

1 Choose Exit from the File menu.

2 If you have made changes to a picture since the last time you saved, PhotoFinish asks if you want to save them. ⬇

Related Topics:
Close command
Exiting and Returning to the Destination Application

The Edit Menu

You use Edit menu commands to correct mistakes, copy or cut to the Clipboard or to disk, paste from the Clipboard or disk, crop a selected area, and otherwise manipulate your picture or cutouts.
To choose an Edit menu command, click Edit and choose the command.

Edit Menu Commands

Undo: Cancels changes made since the last time you chose a tool or command.

Cut: Deletes a defined area and copies it to the Clipboard.

Copy: Copies a defined area to the Clipboard.

Paste: Places the contents of the Clipboard, surrounded by the marquee, in the upper left corner of the picture window.

Delete: Deletes a defined area without copying it to the Clipboard.

Copy To: Copies a defined area to disk.

Paste From: Places a picture saved to disk, surrounded by the marquee, in the upper left corner of the picture window.

Crop: Copies a defined area to a new picture window.

Select All: Selects your entire image.

Select None: Pastes a cutout or cancels your current selection.

Select Leave Original: Leaves a single copy of the cutout behind when you move it.

Select Transparent: Makes the background color of a cutout transparent.

Edit Undo Command -- Undoing Changes to Your Picture

To cancel recent changes:

Choose Undo from the Edit menu.

Related Topics:

Local Undo tool
Revert command

Edit Cut Command -- Cutting to the Clipboard

To cut a defined area to the Clipboard:

1 Select a background color to fill the cut area.

2 Define an area.

3   Choose Cut from the Edit menu.

Related Topics:
Copy command
Delete command

Edit Copy Command -- Copying to the Clipboard

To copy a defined area to the Clipboard:

1 Define an area.
2 Choose Copy from the Edit menu.

Related Topics:
Copy To command
Copying Picture Files with the Viewer
Cut command

Edit Paste Command -- Pasting from the Clipboard

To paste a cutout from the Clipboard:

1 Choose Paste from the Edit menu.
2   <u>Drag</u> the cutout to move it to another area.
3   Choose a tool, <u>click</u> outside the marquee, or choose <u>Select None</u> to paste the cutout.

Related Topics:
<u>Copy command</u>
<u>Cut command</u>
<u>Manipulating Defined Areas</u>
<u>Paste From command</u>

Edit Delete Command -- Deleting Portions of Your Picture
⬇

To delete a defined area from your picture: ⬇

1 Select a <u>background color</u> to fill the cut area.

2 Define an area. ⬇

3   Choose Delete from the Edit menu. ⬇

Related Topics:
<u>Crop command</u>
<u>Cut command</u>

Edit Copy To Command -- Saving Portions of Your Picture to Disk
⬇

To copy a defined area to a file:

1 Select a File Type option. ⬇
2   Select other available options from the File Sub-Format <u>drop-down list</u> if they are available. ⬇
3   Select where you want to save the file. ⬇
4   Type a name for the file.
5   Choose OK. ⬇

Related Topics:
<u>Copy command</u>
<u>Copying Pictures Files with the Viewer</u>
<u>Crop command</u>
<u>Paste From command</u>

Edit Paste From Command -- Pasting from Disk

To paste an image from a file:

1 Select a File Type option.

2 Select the drive and directory you want.

3   Click a file in the File Name list box.

4   Choose OK.

5   Drag the cutout to move it to another area.

6   Choose a tool, click outside the marquee, or choose Select None to paste the cutout.

Related Topics:

Copy To command

Manipulating Defined Areas

Paste command

Select Transparent command

Edit Crop Command -- Cropping a Cutout

To crop a portion of your picture:

1 Define an area.
2   If you are selecting a non-rectangular area, select a background color for the area surrounding the cutout in the rectangular window.
3   Choose Crop from the Edit menu.
4   Use the Save As command to save the cropped picture to disk.

Related Topics:
Auto Crop command
Copy To command
Delete command
Select Leave Original command
Select Transparent command

Edit Select All Command -- Selecting Your Entire Picture

To select your entire picture:

Choose Select All from the Edit menu.

Related Topics:
Copy command
Copy To command
Delete command
Select Leave Original command

Edit Select None Command -- Quickly Pasting a Cutout or Canceling Current Selection

■

To quickly paste a cutout or cancel your current selection: ■

■ Choose Select None from the Edit menu.

Related Topics:

Select All command

Edit Select Leave Original Command -- Leaving a Copy of a Cutout
⬇

To leave a copy of a cutout behind:

1 Define an area. ⬇

2   Choose Select Leave Original from the Edit menu. ⬇

3   Drag the cutout to another location. ⬇

4   Choose the command again to deselect the command. ⬇

Related Topics:
Manipulating Defined Areas

Edit Select Transparent Command -- Making the Background Color Transparent

To make the background color of a cutout transparent:

1 Select a background color.

2   Define a cutout or use the <u>Paste</u> or <u>Paste From</u> command to place a cutout in the picture.

3   Choose Select Transparent from the Edit menu.

4   <u>Drag</u> the cutout to another location.

5   Choose another tool or choose <u>Select None</u> to paste the cutout.

6   Choose the command again to deselect the command.

Related Topics:

<u>Manipulating Defined Areas</u>

active picture window

The picture window you are working on. Its title bar is shaded differently from other open windows. To make a window active, click its title bar or choose it from the Window menu list.

background color

Many tools and commands use the background color. To change your background color, point in the Palette to the color you want, hold down Shift and click the left mouse button. You can also select the Eyedropper tool, point to a color in your picture, hold down Shift, and click the left mouse button. The new background color appears in the color selection box on the left of the Palette. Use <u>Clear</u> to clear a picture window to the background color.

backup copy
Choose the Save Backup Copy option when you use the Save As or Copy To command to keep a backup of your picture as it was when you last chose Save or Save As. The backup file's name is the same as the original's, except the last letter of the extension is a $. For example, the backup file of GRAPH.PCX is GRAPH.PC$.

cascading menu

A command with an arrow to the right of it contains a cascading menu. To choose a command on a cascading menu, click a command with an arrow. When the cascading menu appears, choose a command.

check box

Found in dialog boxes. Click a box to select it. A selected check box contains an X. Click the box again to deselect it. Unavailable choices are dimmed.

chrominance quantization

Used in the Custom JPEG compression. Specifies how much color to retain in a group of pixels. The number selected for the size of the groups of pixels with Subsample determines the level at which PhotoFinish compresses the colors in specified blocks. This procedure makes the picture file smaller which aids in transmission and saves disk space.

click

Point to the area or tool you want, press the mouse button and release it in one smooth, quick motion. Unless otherwise noted, click the left mouse button.

Clipboard

The Clipboard stores graphics or text you cut or copy until you cut or copy again. Use Paste to insert graphics from the Clipboard into the active picture. To insert text from the Clipboard, select the Text tool. When the Enter Text dialog box appears, press Ctrl+V.

CMY

Cyan-magenta-yellow. A way to refer to colors by their amount of cyan, magenta, and yellow. The CMY values range from 0 to 255, where 0 is the minimum amount of a particular color and 255 is the maximum amount. See also HLS and RGB.

color selection box
The box on the left of the Palette that displays current primary, secondary, and background colors, gradient effect, or the loaded tile pattern.

color tolerance

The range of colors PhotoFinish uses to determine how much of the picture to fill with any paint roller tool, replace with the Color Replacer tool, or select with the Magic Wand tool. The greater the value, the more colors are affected.

command button `[ OK ]`

A button in a dialog box that initiates action. For example, OK applies your settings and Help activates the help program. Command buttons followed by an ellipsis (...) bring up other related dialog boxes.

CONFIG.SYS

The CONFIG.SYS file tells your computer what types of devices, such as scanners, are installed in your computer system. The CONFIG.SYS file must be in the root directory of your boot disk or hard drive. The PhotoFinish Setup Program can automatically make CONFIG.SYS changes when you install a scanner.

constrain

Use the Shift key with many tools to force the tool to paint in a particular direction or shape. You can constrain the box tools, including the Box Selection tool, to a square. You can constrain the Ellipse/Circle tools, including the Elliptical Selection, to a circle. You can constrain other tools vertically, horizontally, or at a 45-degree angle. Press the spacebar to change between vertical and horizontal constraint.

Control menu

Click on the box containing a hyphen or dash on the left side of a window's title bar to open its Control menu. To open the Control menu of a minimized window, click on the icon. To quickly close or hide a window or workbox, double-click the Control menu box.

crop

To cut an area of a picture defined with the <u>Box Selection</u>, <u>Magic Wand</u>, <u>Lasso</u>, <u>Elliptical Selection</u>, or <u>Scissors</u> and copy it into a new picture window.

cutout
An area of a picture defined with the <u>Box Selection</u>, <u>Magic Wand</u>, <u>Lasso</u>, <u>Elliptical Selection</u>, or <u>Scissors</u> or an area pasted from the Clipboard or from disk. A cutout is surrounded by the marquee. Use Edit menu commands to cut, copy, and paste cutouts. Use Image menu commands to transform and enhance cutouts.

defined area

A part of a picture that is surrounded by a marquee, also called a cutout. Use the Box Selection, Magic Wand, Lasso, Elliptical Selection, or Scissors to define an area. Areas you paste are also defined areas.

device independence

PhotoFinish allows you to load and edit images that have more colors than your hardware supports, while retaining all of the original details and colors in your picture. PhotoFinish uses dithering to simulate the colors and shades not supported by your monitor.

double-click
Point to the area or tool you want, quickly press the mouse button twice and release it. Unless otherwise noted, double-click the left mouse button.

dpi
The number of dots per inch your printer or scanners uses to resolve an image. A higher dpi produces a sharper image that appears larger on screen and requires more storage space.

Draft mode

Prescan mode. Draft mode scans more quickly than Quality mode, at the lowest possible resolution with the lowest number of colors possible for the scanner (usually black and white). Use Draft mode to see an approximation of the final scan.

drag
Press and hold the mouse button while you move the mouse. Unless otherwise noted, drag with the left mouse button.

drop-down list

List that drops down from a box to show the current selection. To open a list, click the underlined arrow. Use the scroll bar to move up and down in the list.

frame markers

Small squares on the frame in the Scan Area dialog box that are used to size the scan area.

gradient

Gradients can be vertical , horizontal , or radial . They are shaded from secondary to background color. You can fill an area with a gradient. Use the Gradient Type command on the Options menu to change the look and brightness of a gradient.

gray scale

Gray scale pictures can contain up to 256 solid colors of gray. Filters, special effects, and tunes produce excellent results with gray scale pictures. Gray scale picture require significantly less storage space than do 24 bit color pictures.

grouped tools

Similar tools that are grouped together to reduce the size of the Toolbox. A triangle appears in the bottom right corner of the displayed tool. To select another tool within a group, press the triangle. When the available tools appear, drag to the tool you want, and release the mouse button. The new tool appears in the Toolbox.

To ungroup the Toolbox, choose Layout Ungroup from the Toolbox Control menu.

halftone pattern

A series of dots that simulate a color or shade of gray. When you   choose the Optimize Display command from the Display menu, PhotoFinish uses halftones to simulate colors your monitor is not capable of displaying.

handles

Squares or circles on the resize box, text frame box, and curve tool. You use handles to resize and manipulate the defined area.

HLS

Hue-lightness-saturation. A way to refer to colors by their amount of lightness, color intensity, and hue. The hue is the spectrum arranged in a circle where red is 0, yellow is 60, green is 120, cyan is 180, blue is 240, magenta is 300 and red is 360, again. Lightness and saturation are values ranging from 0.0 to 1.0. See also CMY and RGB.

icon
The small picture representation of a minimized window. Click the down arrow to the right of a window's title bar to minimize it. Double-click an icon to open the window on your screen.

list box

Box in a dialog box that shows available selections, such as a file list box. Use the scroll bar to move up and down in the list. To select an item, click it and choose a command button. Double-click your selection to choose it and complete the command.

luminance quantization

Used in the Custom JPEG compression. Specifies how much gray to retain in a group of pixels. The number selected for the size of the groups of pixels with Subsample determines the level at which PhotoFinish compresses the grays in specified blocks. This procedure makes the picture file smaller, which aids in transmission and saves disk space.

maximize

You can maximize a PhotoFinish picture and the PhotoFinish desktop to the size of your screen by clicking the up arrow on the right corner of the title bar. To edit in Full Screen view, click the double arrow on the right corner of the status bar. To maximize a window that has been minimized to an icon, double-click the icon, or click the icon and choose Maximize from the Control menu. You cannot maximize the Palette or the Toolbox.

menu bar

The horizontal bar below the program title bar that contains menu names. Each menu contains a list of commands you can choose.

minimize

You can minimize or shrink a picture window and the PhotoFinish desktop to an icon by clicking the down arrow on the right corner of the title bar. You cannot minimize the Palette or the Toolbox.

mini-scroll bar

Adjusts numerical values. Mini-scroll bars can be vertical or horizontal. Click the arrows to increase or decrease values by single increments. To quickly adjust the values, point to the box between the arrows. When your pointer is a double-sided arrow with lines through the center, drag the mouse to change the value. You can also type numbers in the text box.

moiré pattern
An irregular pattern that may appear in a scanned image.

option button
A button that allows you to choose one of several items. Click a button to select it. A selected button contains a filled dot. Unavailable choices are dimmed or do not appear.
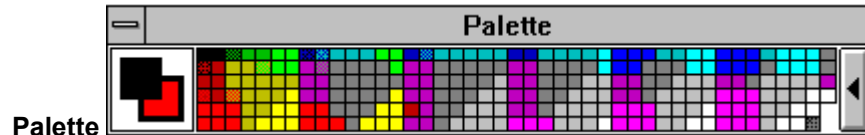
Palette
Workbox you display to view and change colors or tool settings. Choose Screen Layout Palette from the Display menu, or press Ctrl+P to display or remove your Palette.

The color selection box on the left side of the Palette displays the primary, secondary, and background colors. The rest of the Palette shows available colors or settings for the current tool. Each picture has its own palette. The palette of a 24 bit picture shows 256 of the available 16.7 million colors.

Use Save Palette As to save the current set of colors to disk in a palette you can load into another picture.

picas
Unit of measurement. There are six picas in one inch and twelve points in one pica.

picture window

Each picture is loaded into its own picture window. You can open up to 8 pictures. You can duplicate windows until you have 20 windows displayed or until you have exceeded the amount of available memory.

pixels
The individual dots that make up an image, pixels are the smallest possible unit of measurement. The size of each pixel is determined by the resolution of the current device (monitor, scanner, or printer). See also dpi (dots-per-inch).

points

Unit usually used to measure the size of type. There are twelve points in one pica and six picas in one inch.

posterize

An effect that decreases the number of colors in your entire picture or in a defined area. This is useful if you want to create sharp contrasts between areas of your picture.

press
Hold down the mouse button. Unless otherwise noted, press the left mouse button.

primary color

Many tools and commands use the primary color. To change your primary color, point in the Palette to the color you want and click the left mouse button. You can also select the Eyedropper tool, point to a color in your picture, and click the left mouse button. The new primary color appears in the color selection box on the left of the Palette .

printer halftone

Pattern of dots that simulates a color, used when you print a picture that has more colors than your printer supports.

Quality mode
Prescan mode. Quality mode scans in the lowest possible resolution and at the lowest number of colors possible for the Image Type you select with the Scanner Setup options. Quality mode takes more time than Draft mode but provides a better representation of the final scan.

RGB

Red-green-blue. A way to identify a color by its red, green, and blue content. RGB values can range from 0 to 255, where 0 is the minimum amount of color and 255 is the maximum amount of color. See also CMY and HLS.

retouch tools

Tools you use to repair imperfections and create special effects in scanned images. The retouch tools are the contrast, brighten, tint, blend, smudge, and sharpen tools. You can also use Filter, Special Effect, and Tune commands to retouch pictures and cutouts.

scanner configuration file

A file, with the extension .CNF, that contains scanner settings. Select Save Configuration As from the Scan menu to save current scanner settings. Select Open Configuration from the Scan menu to load previously saved scanner settings. Save scanner settings into PHOTO.CNF to automatically load them when you start PhotoFinish.

natural art tools

Tools that simulate real-world art tools, such as markers, chalks, charcoals, pens, paintbrushes, airbrushes, and color pencils. You use the ribbon bar or the Tool Options command on the Options menu to adjust tool settings.

Preview

Shows how changes will affect your picture before the changes are made. During Preview, you can drag the dialog box aside to see more of the picture.

secondary color

Many tools and commands use the secondary color. To change your secondary color, point in the Palette to the color you want and click the right mouse button. You can also select the Eyedropper tool, point to a color in your picture, and click the right mouse button. The new secondary color appears in the color selection box on the left of your Palette.

temporary files

PhotoFinish temporarily stores information in files on your hard disk if it runs out of memory. Set the drives/directories for PhotoFinish to use as temporary storage with the Preferences command on the Options menu. If you quit PhotoFinish abnormally, the files remain on your system and can be deleted.

text box

An area in a dialog box you use to enter text. For example, you type the name of a file in the File Name text box.

tile pattern

Any small picture loaded from disk or the Clipboard, to be used in a tile pattern. Use Tile Pattern to select the tile you want.

thumbnail

A small representation of a picture. Thumbnail files have a file extension that begins with !. For example, a thumbnail file for a .PCX has a .!px extension.

title bar

The horizontal bar at the top of windows that shows the title of the program, the title of the window, or information about the loaded picture (name, magnification rate, etc.). The left end of the title bar contains the Control menu box and the right end may contain minimize and maximize buttons.

Toolbox
Workbox containing the tools you use to create and retouch pictures and add special effects. Choose Screen Layout Toolbox from the Display menu, or press Ctrl+T to display or remove the Toolbox.

Click a tool with the left mouse button to choose it. Click a tool with the right mouse button for help on using the tool. Click the triangle in the bottom right corner to display grouped tools.

virtual memory

Allows PhotoFinish to behave as if there were more memory than is actually present in your system by storing temporary files in any free RAM and disk space.

work area

Area of your picture you see in a picture window. If a picture extends beyond the work area, use the Hand tool or the scroll bars to move other areas into view. Use the Locator tool to display other areas in a duplicated picture. Use the Zoom Out commands to display more of a picture at once.

DMA I/O

Data is transferred by your system hardware from memory to some other device without being loaded into the microprocessor.

EMS

Expanded Memory Specification. A standard that allows personal computers to use more than 640K of RAM in DOS. EMS creates a 64K RAM window through which RAM in 64K sections can be swapped as needed.

interrupt request

A signal that can be generated by hardware or software to tell the microprocessor to pause in what it is doing and perform a different function, such as inputting data from a scanner.

memory address
A number that specifies a memory location.

port address

The location you assign for the interface between your computer and an external device, such as a scanner or printer. You can assign a port address to one device at a time.

programmed i/o

Data is transferred by a program from memory to some other memory location or to a device, such as a scanner.

Transparency

A tool option that determines the amount of pigment in the paint. The higher the custom setting, the more sheer the paint appears. Selecting a Sheer transparency is equivalent to thinning the paint with water -- more of the existing color in the picture shows through. Selecting the Solid transparency option covers more of the existing color in the picture.

Pressure

A tool option that determines the force used to apply paint. Generally, the greater the pressure, the darker the brush stroke and the less prominent the paper grain.

Spacing

A tool option that determines the distance between each spot of color that makes up a brush stroke. The higher the setting, the more distance there is between the spots of color. You change this option with the Tool Options command on the Options menu.

Rate of Flow

A tool option for the Airbrush and Spraycan tools that determines the amount of paint applied each second. Changing the rate of flow is equivalent to adjusting the air pressure of an airbrush. The higher the setting, the more quickly the paint is applied. You change this option with the Tool Options command on the Options menu.

PhotoFinish Tools

You use the tools in the Toolbox to create, add special effects, and retouch your pictures. To choose a tool, the Toolbox must be displayed.

Click a tool below to learn more about the tool.

Tools

Related Topics:

Finding and Selecting Tools

You use PhotoFinish tools to create, retouch, and add special effects to pictures.

To get help on using a tool, click the right mouse button on the tool in the Toolbox.

To choose a tool, the Toolbox must be displayed. Point to the tool you want and click the left mouse button. The tool is highlighted to indicate it is selected. You can move the Toolbox by dragging its title bar.

To choose a tool from a group, press the left mouse button on the triangle in the bottom right corner of the current tool. When the available tools appear, drag the mouse to the tool you want and release the mouse button. The tool appears in the Toolbox and is selected.

Locator, Hand tools

Selection tools

Eraser and Color Replacer tools

Airbrush and Spraycan tools

Shape tools

Line and Curve tools

Blend and Sharpen tools

To use most tools, choose the tool you want and point to where you want to start. Press the left mouse button to anchor the starting point, drag the mouse until you have the look you want, and release the mouse button.

When you move the pointer over the picture window, it changes shape to remind you which tool you selected.
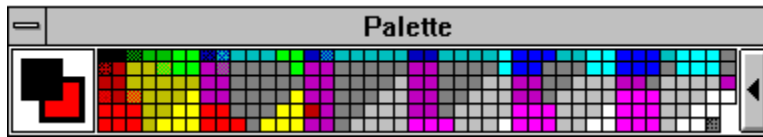
Related Topics:
Laying Out the Toolbox
Screen Layout Toolbox command
Selecting Tool Colors
Selecting Tool Settings

Selecting Tool Colors
![icon]

There are several ways to choose colors:

![icon] Point to a color in the Palette and <u>click</u> the appropriate mouse button to select a color.

![icon] Use the <u>Eyedropper</u> tool to pick up a color from your picture. Click the appropriate mouse button to select your colors.

![icon] Use the <u>Pen</u> tool and click the right mouse button to select a primary color.

![icon] If your pointing device has only one button, you can simulate a right mouse button click by holding the Ctrl key and clicking the stylus button.

Related Topics:
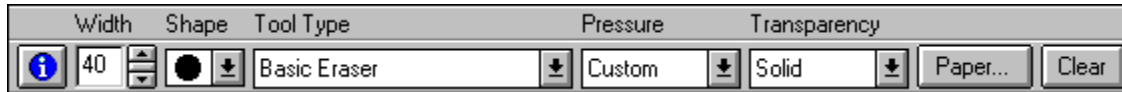<u>Changing Tool Width and Shape</u>
<u>Finding and Selecting Tools</u>
<u>Folding and Unfolding the Palette</u>
<u>PhotoFinish Tools</u>
<u>Screen Layout Palette command</u>
<u>Selecting Tool Settings</u>

Selecting Tool Settings

The ribbon bar is where you can quickly change settings for the selected tool. You can also use the Tool Options command to change tool settings for the selected tool.

To select new settings from the ribbon bar, it must be displayed.

Related Topics:

Changing Tool Width and Shape

Finding and Selecting Tools

Folding and Unfolding the Palette

PhotoFinish Tools

Screen Layout Ribbon Bar command

Selecting Tool Colors

Changing Tool Width and Shape

You use the ribbon bar to change the width and shape of tools that use the width and shape settings. You can also change the width and shape with the Tool Options command. To change width or shape on the ribbon bar, it must be displayed.

To change the tool width, click or press one of the arrows on the Width mini-scroll bar.

To change the tool shape, click the Shape drop-down list and select the shape you want.

Related Topics:
PhotoFinish Tools
Screen Layout Ribbon Bar command
Selecting Tool Colors
Selecting Tool Settings

Zoom Tool -- Zooming In and Out with the Zoom Tool

To use the Zoom tool:

1 Point to the area you want to zoom.

2 Click the left mouse button to zoom in.

3   Click the right mouse button to zoom out.

4   Continue clicking the mouse button to cycle through the Zoom command percentages.

To change magnification with the ribbon bar:

1 Select a magnification level from the Amount drop-down list.

2   Click the 100% button to return to normal view.

3   Click the Zoom To Fit button to automatically zoom in or out so that the picture fits on the PhotoFinish desktop.

4   Click the Fit To Zoom button to automatically resize the picture window to the maximum PhotoFinish desktop size.

| 🛈 | 100% | ± | 100% | Zoom To Fit | Fit To Zoom |

Related Topics:
Duplicate command
Fitting to Zoom
Locator tool
Zoom commands
Zoom To Fit command

The Tool Options command is unavailable for the Zoom tool. Instead, you can choose a Zoom command from the Display menu.

Locator Tool -- Viewing the Same Area in Multiple Windows

To use the Locator tool:

Click in one picture on the area you want to show in all windows that contain duplicate copies.

To locate areas with the Locator ribbon bar:

Click the icon that represents the area you want to show in all windows that contain duplicate copies.

You also can select the area you want to show in the Tool Options dialog box.

Related Topics:
Duplicate command
Hand tool
Scrolling

Locator Tool Options

To select Locator tool options:

Click the option for the area where you want to move.

You also can click a button on the Locator ribbon bar to move to another area of the picture.

Related Topics:

Locator tool

Hand Tool -- Moving Areas of Your Picture into View

To use the Hand tool:

Drag the picture to bring the area you want into view.

To move the picture with the Hand tool ribbon bar:

Click the icon on the ribbon bar that represents the area of the picture where you want to move.

Related Topics:

Hand Tool Options
Locator tool
Scrolling

⊥ Hand Tool Options

To select Hand tool options: ⊥
⊥   Click the option for the area where you want to move.
⊥   You also can click a button on the Hand ribbon bar to move to another area of the picture.

Related Topics:
Hand tool

⬇ Local Undo Tool -- Undoing Some Changes
⬇

To use the Local Undo tool: ⬇

1 Adjust the tool's width and shape on the ribbon bar or in the <u>Tool Options</u> dialog box. ⬇

2   <u>Drag</u> over areas you want to return to their previous look. ⬇

3   <u>Click</u> the Undo All button to undo all changes made since the last time you chose a tool or command.

Related Topics:
<u>Clear command</u>
<u>Eraser tool</u>
<u>Revert command</u>
<u>Undo command</u>

⊡   **Local Undo Tool Options**
⊡
To set Local Undo tool options:

1 Adjust the tool's <u>width</u> and <u>shape</u>.

2 Adjust the <u>spacing</u> for the tool.

3 Use the tool with the settings and keep the dialog box displayed.   ⊡
4   Choose Close or Cancel to close the dialog box.
⊡   You also can use the ribbon bar to change most of the tool options.

Width	Shape	
ⓘ 20 ⬍	● ⊻	Undo All
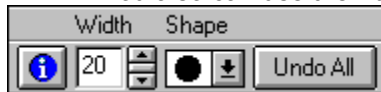
Related Topics:
<u>Local Undo tool</u>

Box Selection Tool -- Defining a Rectangular Area

To use the Box Selection tool:

1 Select a background color if you plan to cut, delete, or move the cutout.

2 Press the left mouse button to anchor the starting point.

3 Drag to surround the area you want.

4   Release the mouse button.

5   Click a button on the ribbon bar or choose the appropriate Edit menu command to crop a defined area, select the entire picture, or deselect a defined area.

6   Click an icon on the ribbon bar or choose the appropriate Edit menu command to leave a copy of the original or paste the cutout transparently.

| | Crop | Select All | Select None | | |
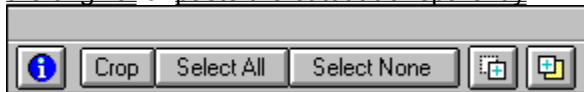
Related Topics:
Finding and Selecting Tools
Manipulating Defined Areas

Magic Wand Tool -- Defining an Area of Similar Colors

To use the Magic Wand tool:

1 Select a background color if you plan to cut, delete, crop, or move the cutout.

2 Adjust the Range option on the ribbon bar or choose Tool Options to adjust the range of colors for selection.

3   Point to the area you want to select and click the left mouse button.

4   Click a button on the ribbon bar or choose the appropriate Edit menu command to crop a defined area, select the entire picture, or deselect a defined area.

5   Click an icon on the ribbon bar or choose the appropriate Edit menu command to leave a copy of the original or paste the cutout transparently.

Range						
ⓘ	Crop	Select All	Select None	30	⬚	⬚
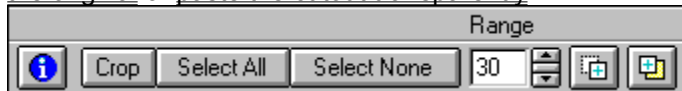
Related Topics:
Finding and Selecting Tools
Manipulating Defined Areas
Understanding Color Tolerance

Magic Wand Tool Options

To select Magic Wand tool options:

1 Use the Color Tolerance mini-scroll bars to adjust the range of the colors to be selected.

2   Choose OK.

      You also can use the ribbon bar to change some of the tool options.

Range
ⓘ Crop Select All Select None 30 ⬍ ⊞ ⊡
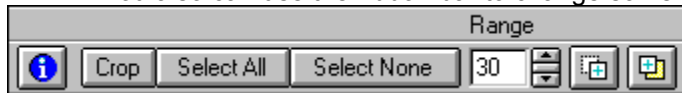
Related Topics:
Magic Wand tool

⬇ Lasso Tool -- Defining an Irregular Area
⬇

To use the Lasso tool: ⬇

1 Select a background color if you plan to cut, delete, crop, or move the cutout.

2 Press the left mouse button to anchor the starting point.

3 Drag to surround the area you want to define. ⬇

4 Release the mouse button to complete the cutout. ⬇

5 Click a button on the ribbon bar or choose the appropriate Edit menu command to crop a defined area, select the entire picture, or deselect a defined area.

6 Click an icon on the ribbon bar or choose the appropriate Edit menu command to leave a copy of the original or paste the cutout transparently.

🔵	Crop	Select All	Select None	⊡	⊡
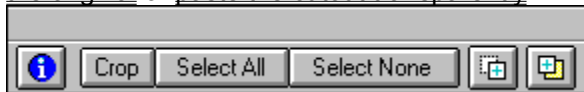
Related Topics:
Finding and Selecting Tools
Manipulating Defined Areas

Scissors Tool -- Defining a Polygonal Area

To use the Scissors tool:

1 Select a <u>background color</u> if you plan to cut, delete, crop, or move the <u>cutout</u>.

2 <u>Click</u> the mouse button to anchor the starting point.

3 Continue clicking around the area you want to define.

4   <u>Double-click</u> to end the last line and complete the cutout.

5   Click a button on the ribbon bar or choose the appropriate Edit menu command to <u>crop</u> a defined area, <u>select the entire picture</u>, or <u>deselect</u> a defined area.

6   Click an icon on the ribbon bar or choose the appropriate Edit menu command to <u>leave a copy of the original</u> or <u>paste the cutout transparently</u>.

| ⓘ | Crop | Select All | Select None | ⊞ | ⊡ |

Related Topics:
<u>Finding and Selecting Tools</u>
<u>Manipulating Defined Areas</u>

Elliptical Selection Tool -- Defining an Elliptical Area

To use the Elliptical Selection tool:

1 Select a background color if you plan to cut, delete, crop, or move the cutout.

2 Press the left mouse button to set the center of the cutout.

3 Drag to surround the area you want.

4   Release the mouse button to complete the cutout.

5   Click a button on the ribbon bar or choose the appropriate Edit menu command to crop a defined area, select the entire picture, or deselect a defined area.

6   Click an icon on the ribbon bar or choose the appropriate Edit menu command to leave a copy of the original or paste the cutout transparently.

| | Crop | Select All | Select None | | |
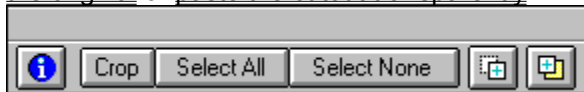
Related Topics:
Finding and Selecting Tools
Manipulating Defined Areas

Manipulating Defined Areas

⬇

Define a cutout with a selection tool and a marquee surrounds the selected area.
To permanently paste the cutout, click outside the marquee, choose a tool, or choose Select None on the ribbon bar or from the Edit menu.

You can manipulate the cutout in the following ways:

⬇   Choose Transform Free Resize if you want handles to appear around the cutout. A check mark appears beside the command to show that it is selected.

         Point to one of the handles. When the cursor is shaped like a cross hair, drag to enlarge or shrink the cutout. Press Shift as you drag to retain the proportions of the cutout.

⬇   Point inside the marquee. When the cursor is shaped like a hand, drag to move the cutout to another location. You can also use the arrow keys to move the cutout one pixel at a time.

⬇   Choose the Select Transparent command, choose the Select Transparent icon on the ribbon bar, or drag with the right mouse button to make the background color of the cutout transparent -- colors in the original picture show through the cutout where the background color is. You can also choose the Select Transparent icon

⬇   Clear the Select Transparent command or the icon on the ribbon bar and drag with the left mouse button to make the cutout solid -- the entire cutout appears on the original picture.

⬇   Choose the Select Leave Original command, choose the Select Transparent icon on the ribbon bar, or hold down Shift while you drag to leave a single copy behind.

⬇   Hold down Ctrl while you drag to leave a trail of copies behind.

⬇   Choose a command from the Edit or Image menu to manipulate the cutout in other ways. For example, you can apply the Filter, Special Effect, Tune, and Transform commands.

Related Topics:
Box Selection tool
Elliptical Selection tool
Lasso tool
Magic Wand tool
Scissors tool
The Edit Menu
The Image Menu

The Tool Options command is unavailable for all selection tools except the Magic Wand tool. You can choose <u>Crop,</u> <u>Select All,</u> <u>Select None,</u> <u>Select Leave Original,</u> and <u>Select Transparent</u> from the Edit menu.

Text Tool -- Adding Text to Your Picture

To use the Text tool:

1 Choose the Text tool and type your text in the Enter Text dialog box.

2   Choose OK.

3   To edit your text, press the spacebar and make the changes before you paste the text.

4   Select a different font from the ribbon bar or in the <u>Tool Options</u> dialog box.

5   Select a font size, style, and effect from the ribbon bar or in the Tool Options dialog box.

6   Select a <u>secondary color</u> for your text and the Underline effect and a <u>primary color</u> for the Outline or Shadow effect.

7   <u>Click</u> outside the text frame or choose a tool to paste the text.

Related Topics:

<u>Font command</u>
<u>Text Tool Options</u>

⬇ **Text Tool Options**
⬇

To select Text tool options:

1 Select a font from the Font list.

2 Select a size for the font from the Size list.

3 Select a Style and Effect option to change the style of the text. ⬇

4   Select a Justification option to set the alignment of the text. ⬇

⬇   You also can use the ribbon bar to change the tool options.

Font	Size	Style	Format
ℹ Times New Roman ⬇	12 ⬇	**B** *I* U̲ S ⓪	≣ ≣ ≣

Related Topics:

Text tool

Eyedropper Tool -- Picking Up a Color from the Picture

To use the Eyedropper tool:

1 On the ribbon bar or in the <u>Tool Options</u> dialog box, select the number of pixels PhotoFinish uses to calculate a color selection.

2 Point to the color you want to pick up from the picture.

3 <u>Click</u> the appropriate mouse button to select a color.

Related Topics:
<u>Selecting Tool Colors</u>

Eyedropper Tool Options

To set Eyedropper tool options:

To select a color from a single <u>pixel</u>, choose Single Pixel.

To select an average color in a group of pixels, choose an average option.

You also can use the ribbon bar to change the tool option.

Area
ⓘ Single pixel ⬍
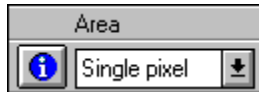
Related Topics:
<u>Eyedropper tool</u>

⬇ Paintbrush Tool -- Painting Freehand
⬇

To use the Paintbrush tool:

1 Choose a <u>primary</u> or <u>secondary</u> color.

2 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box. ⬇

4   <u>Click</u> the <u>Paper</u> button to adjust the paper effect when you use the tool with some <u>Tool Types</u>.

5   <u>Drag</u> with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color. ⬇

⬇ Paintbrush Tool Options
⬇

To adjust Paintbrush options:

1 Select a tool type from the <u>Tool Type</u> drop-down list.

2 Adjust the <u>transparency</u>, <u>pressure</u>, and <u>spacing</u> for the tool.

3 Adjust the tool's <u>width</u> and <u>shape</u>.

4 <u>Click</u> the <u>Paper</u> button to adjust the paper effect if you select a Tool Type that uses paper.

5 Use the tool with the settings and keep the dialog box displayed.   ⬇

6   Choose Close or Cancel to close the dialog box.

⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type		Pressure		Transparency		
ⓘ 25 ⬍	● ⬍	Basic Paintbrush	⬍	Custom	⬍	Dense	⬍	Paper...
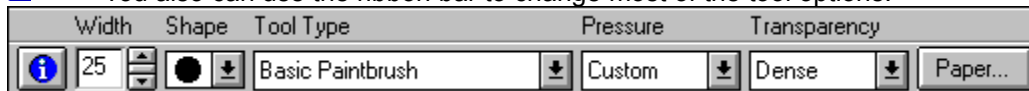
Related Topics:
<u>Paintbrush tool</u>

Paintbrush Tool Types

Basic Paintbrush paints smooth, soft-edged brush strokes. Paper is used.

Flat Color paints solid color, hard-edged brush strokes. Use this tool type to paint a solid line. Transparency, Pressure, and Paper are ignored.

Jitter splashes paint along the length of the brush stroke. Adjust the Spacing option to set how far apart the paint drops are splashed. Paper is used.

Jitter Rainbow splashes multi-colored paint along the length of the brush stroke. Drag with the left mouse button to cycle through colors from the primary to the secondary color. Drag with the right mouse button to cycle through colors from the secondary to the primary color. Adjust the Spacing option to set how far apart the paint drops are splashed. Paper is used.

Jitter Two Tone splashes paint along the length of the brush stroke, changing from the primary to the secondary color. Click the mouse button to restart the color gradation. Drag with the right mouse button to change from the secondary color to the primary color. Adjust the Spacing option to set how far apart the paint drops are splashed. Paper is used.

Neon paints smooth, soft-edged strokes that fade to white along the centerline of the stroke, simulating the glow of a neon light. This effect is most apparent when you paint on a medium to dark area with a medium color in a 24 bit color picture. Paper is used.

Rainbow paints smooth, soft-edged strokes that cycle through colors from the primary to the secondary color. Drag with the right mouse button to cycle through colors from the secondary to the primary color. Paper is used.

Soft paints smooth, soft-edged strokes. The effect is most apparent in gray scale and 24 bit color pictures. Paper is ignored.

Two Tone paints smooth, soft-edged strokes that change color from the primary to the secondary color. Click the mouse button to restart the color gradation. Drag with the right mouse button to change from the secondary color to the primary color. Adjust the width of the tool to change the rate at which the colors change. Paper is used.

Wash paints smooth, soft-edged strokes with pale, diluted paint. The effect is most apparent in gray scale and 24 bit color pictures. Paper is used.

Wet Oil Paint paints smooth, soft-edged strokes with the primary color gradually mixing with the color underneath, simulating the effect of an oil brush running out of paint on a canvas. Continuing to paint after the primary color runs out smears the paint under the stroke. Drag with the right mouse button to mix the colors already in the picture. Paper is used.

Related Topics:
Paintbrush tool
Paintbrush Tool Options

Eraser Tool -- Erasing Parts of Your Picture

To use the Eraser tool:

1 Choose a background color.

2   Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

3   Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   Click the Paper button to adjust the paper effect when you use the tool with some Tool Types.

5   Drag over areas you want to erase.

Related Topics:
Finding and Selecting Tools

⬇ Eraser Tool Options
⬇

To adjust Eraser options:

1 Select a tool type from the <u>Tool Type</u> drop-down list.

2 Adjust the <u>transparency</u>, <u>pressure</u>, and <u>spacing</u> for the tool.

3 Adjust the <u>width</u> and <u>shape</u> of the tool.

4 <u>Click</u> the <u>Paper</u> button to adjust the paper effect if you select a Tool Type that uses paper.

5 Use the tool with the settings and keep the dialog box displayed. ⬇

6   Choose Close or Cancel to close the dialog box.

⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type		Pressure		Transparency			
🛈 40 ⬍	● ⬇	Basic Eraser	⬇	Custom	⬇	Solid	⬇	Paper...	Clear
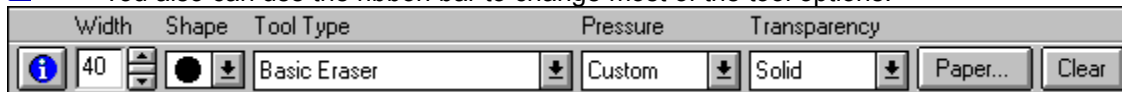
Related Topics:

<u>Eraser tool</u>

Eraser Tool Types

Basic erases to the background color using a soft-edged eraser. Paper is ignored.

Bleach uses a lighter hue of the background color. Continue dragging over the same area to erase to white. The effect is similar to wiping a bleached soaked cloth across a printed fabric. The effect is most apparent in gray scale and 24 bit color pictures. Paper is used.

Hard erases to the background color using a solid, hard-edged eraser. Pressure, Transparency, and Paper are ignored.

Soft Bleach is similar to the Bleach tool type, but ignores the paper.

Related Topics:
Eraser tool
Eraser Tool Options

Color Replacer Tool -- Replacing One Color with Another

To use the Color Replacer tool:

1 Choose a <u>primary color</u> (the color you want to change) and a <u>secondary color</u> (the color you want to paint with).

2 Adjust the tool's width and shape on the ribbon bar or in the <u>Tool Options</u> dialog box.

3   Adjust the Range option on the ribbon bar or in the Tool Options dialog box to adjust the range of colors to replace.

4   <u>Drag</u> over areas you want to change.

5   Click Replace All on the ribbon bar to automatically change all instances of the primary color to the secondary color in the picture window. Choose <u>Zoom To Fit</u> if the picture is larger than the PhotoFinish desktop and you want to replace colors in the entire picture.

Related Topics:
<u>Finding and Selecting Tools</u>

⊞ Color Replacer Tool Options
⊞

To adjust Color Replacer options:

1 Adjust the tool's <u>width</u> and <u>shape</u>.

2 Use the Color Tolerance <u>mini-scroll bars</u> to adjust the range of colors to replace. ⊞

3   Use the tool with the settings and keep the dialog box displayed. ⊞

4   Choose Close or Cancel to close the dialog box.

⊞   You also can use the ribbon bar to change most of the tool options.

Width	Shape			Range	
ⓘ 20 ⬍	● ⬍	Replace All		30 ⬍	

Related Topics:

<u>Color Replacer tool</u>

Airbrush Tool -- Shading with the Airbrush

To use the Airbrush tool:

1 Choose a primary color or secondary color.

2 Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4　　Drag with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color.

Related Topics:
Airbrush Tool Types
Finding and Selecting Tools

Airbrush Tool Options

To adjust Airbrush options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the transparency, spacing, and Rate of Flow for the tool.

3 Adjust the tool's width and shape.

4 Use the tool with the settings and keep the dialog box displayed.
5   Choose Close or Cancel to close the dialog box.
      You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type		Transparency	
ⓘ 30 ⬍	● ⬇	Basic Airbrush	⬇	Dense	⬇

Related Topics:
Airbrush tool

Airbrush Tool Types

Basic Airbrush sprays very smooth, soft-edged strokes that build up if you hold the tool over the same area. Paper is ignored.

Bull's Eye sprays a pattern of several diffused concentric circles similar to a target. The circles build up if you hold the tool over the same area. Paper is ignored.

Fat Tip sprays very smooth, slightly soft strokes that quickly build up if you hold the tool over the same area. Paper is ignored.

Feather Tip sprays very smooth strokes that build up if you hold the tool over the same area. The width of the strokes is slightly smaller than the selected tool width. Paper is ignored.

Ring sprays a pattern of diffused circles that build up if you hold the tool over the same area. Paper is ignored.

Related Topics:
Airbrush tool
Airbrush Tool Options

Spraycan Tool -- Splattering Color with the Spraycan

To use the Spraycan tool:

1 Choose a <u>primary color</u> or <u>secondary color</u>.

2 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   <u>Drag</u> with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color.
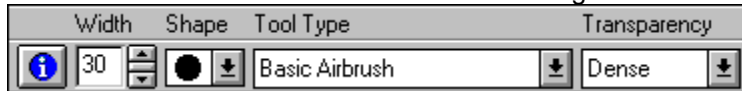
Related Topics:
<u>Finding and Selecting Tools</u>
<u>Spraycan Tool Types</u>

⬇ Spraycan Tool Options
⬇

To adjust Spraycan options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the transparency, spacing, and Rate of Flow for the tool.

3 Adjust the tool's width and shape.

4 Use the tool with the settings and keep the dialog box displayed. ⬇
5   Choose Close or Cancel to close the dialog box.
⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type	Transparency
🛈 30 ▲▼	● ±	Basic Spraycan ±	Custom ±
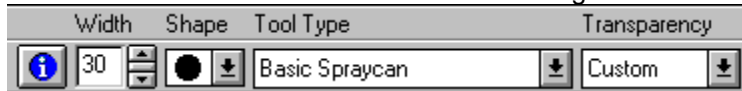
Related topics:
Spraycan tool

Spraycan Tool Types

Basic Spraycan sprays moderately smooth, soft-edged strokes that build up if you hold the tool over the same area. Paper is ignored.

Graffiti sprays moderately smooth, soft-edged strokes that run and drip if the paint accumulation becomes too thick. Paper is ignored.

Splatter sprays a diffused pattern of paint. Use this tool type to add texture to an overly blended area. Paper is ignored.

Two Tone Splatter sprays a diffused pattern mixture of the primary and secondary color, with the primary color prevalent. Drag with the right mouse button if you want the secondary color to be prevalent. Paper is ignored.

Related Topics:
Spraycan tool
Spraycan Tool Options

Pen Tool -- Drawing Freehand Shapes

To use the Pen tool:

1 Choose a <u>primary</u> color.

2 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   <u>Click</u> the <u>Paper</u> button to adjust the paper effect when you use the Quill <u>Tool Type</u>.

5   <u>Drag</u> with the left mouse button to paint with the primary color.

6   You can click the right mouse button on a color in the picture to select it as the primary color.

⬇ **Pen Tool Options**
⬇

To adjust Pen options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the transparency, pressure, and spacing for the tool.

3 Adjust the tool's width and shape.

4 Click the Paper button to adjust the paper effect when you use the Quill Tool Type.

5 Use the tool with the settings and keep the dialog box displayed. ⬇

6　　　Choose Close or Cancel to close the dialog box.

⬇　　　You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type		Pressure		Transparency		
ⓘ 1 ⬍	● ⬇	Basic Pen	⬇	Custom	⬇	Solid	⬇	Paper...
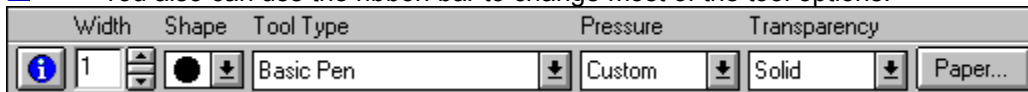
Related Topics:

Pen tool

Pen Tool Types

Basic Pen paints solid color, hard-edged lines. This tool type is especially useful for editing individual pixels at high zoom levels. Pressure, Transparency, and Paper are ignored.

Ball Point paints smooth, soft-edged lines that simulate the effect of a ball point pen. Paper is ignored.

Calligraphy paints solid color, hard-edged lines with an angled nib, allowing you to create pen strokes where the apparent line width varies according to the direction of the stroke. Pressure, Transparency, and Paper are ignored.

Fine Point paints thin, soft-edged lines that simulate the effect of a fine-point pen. The width of the lines is smaller than the selected tool width. Paper is ignored.

Medium Point paints smooth, soft-edged lines that simulate the effect of a medium-point pen. The width of the lines is slightly smaller than the selected tool width. Paper is ignored.

Quill paints smooth, soft-edged lines that fade as the tool runs out of ink. Click the mouse button to add ink. Paper is used.

Related Topics:

Pen tool
Pen Tool Options

Charcoal Tool -- Drawing Freehand with the Charcoal Tool

To use the Charcoal tool:

1 Choose a primary or secondary color.

2   Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

3   Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   Click the Paper button to adjust the paper effect when you use the tool with some Tool Types.

5   Drag with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color.

Charcoal Tool Options

To adjust Charcoal options:

1 Select a tool type from the <u>Tool Type</u> drop-down list.

2 Adjust the <u>transparency</u>, <u>pressure</u>, and <u>spacing</u> for the tool.

3 Adjust the tool's <u>width</u> and <u>shape</u>.

4 <u>Click</u> the <u>Paper</u> button to adjust the paper effect if you select a Tool Type that uses paper.

5 Use the tool with the settings and keep the dialog box displayed.

6 Choose Close or Cancel to close the dialog box.

You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type	Pressure	Transparency
🛈 10 ⬍	⬤ ⬍	Basic Charcoal ⬍	Custom ⬍	Custom ⬍ Paper...
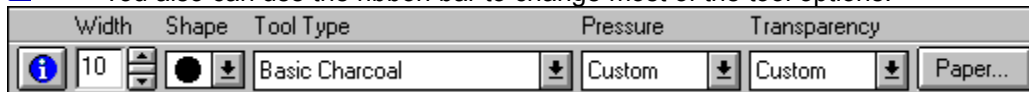
Related Topics:

<u>Charcoal tool</u>

Charcoal Tool Types

Basic Charcoal paints a moderately grainy, soft-edged charcoal mark. Paper is used.

Gritty paints a light grainy, soft-edged charcoal mark. Paper is ignored.

Soft paints a smooth, soft-edged charcoal mark. Paper is used.

Related Topics:

Charcoal tool

Charcoal Tool Options

Chalk Tool -- Drawing Freehand with the Chalk Tool

To use the Chalk tool:

1 Choose a <u>primary</u> or <u>secondary</u> color.

2   Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3   Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   <u>Click</u> the <u>Paper</u> button to adjust the paper effect when you use the tool with some <u>Tool Types</u>.

5   <u>Drag</u> with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color with all but the Chalk Pastel tool type.

⬇ Chalk Tool Options
⬇

To adjust Chalk options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the transparency, pressure, and spacing for the tool.

3 Adjust the tool's width and shape.

4 Click the Paper button to adjust the paper effect if you select a Tool Type that uses paper.

5 Use the tool with the settings and keep the dialog box displayed.   ⬇
6   Choose Close or Cancel to close the dialog box.
⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type	Pressure	Transparency	
🛈 15 ▲▼	● ▼	Basic Chalk ▼	Medium ▼	Solid ▼	Paper...
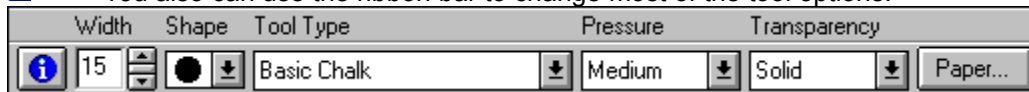
Related Topics:
Chalk tool

Chalk Tool Types

Basic Chalk paints grainy, soft-edged chalk marks. Paper is used.

Chalk Pastel paints smooth, soft-edged chalk marks that gradually fade and begin to mix the colors you are painting over. Click the mouse button to use the selected primary color again. Drag with the right mouse button to mix colors as if you were blending pastel chalks with your finger. Paper is used.

Powdery paints very smooth, soft-edged chalk marks. Paper is ignored.

Related Topics:
Chalk tool
Chalk Tool Options

⬇ Color Pencil Tool -- Painting with a Pencil Effect
⬇

To use the Color Pencil tool:

1 Choose a primary or secondary color.

2 Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box. ⬇

4   Click the Paper button to adjust the paper effect when you use the tool.

5   Drag with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color. ⬇

Related Topics:
Color Pencil Tool Types

⬇ Color Pencil Tool Options
⬇

To adjust Color Pencil options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the transparency, pressure, and spacing for the tool.

3 Adjust the tool's width and shape.

4 Click the Paper button to adjust the paper effect when you use the tool.

5 Use the tool with the settings and keep the dialog box displayed. ⬇

6   Choose Close or Cancel to close the dialog box.

⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type	Pressure	Transparency	
ⓘ 5 ⏶⏷	● ⬇	Basic Color Pencil ⬇	Custom ⬇	Custom ⬇	Paper...

Related Topics:
Color Pencil tool

⬇ Color Pencil Tool Types

⬇

⬇ **Basic Color Pencil** paints moderately smooth, soft-edged lines that smudge with the colors you are painting over. Paper is used.

⬇ **Dull** paints thick, soft-edged lines that simulate a dull pencil tip. The lines smudge the colors you are painting over. The effect is most apparent in 24 bit and gray scale pictures. Paper is used.

⬇ **Sharp** paints moderately smooth, thin lines that simulate a sharp pencil tip. The lines smudge with the colors you are painting over. The lines are smaller than the selected tool width. Paper is used.

Related Topics:
Color Pencil tool
Color Pencil Tool Options

Marker Tool -- Painting with Markers

To use the Marker tool:

1 Choose a <u>primary</u> or <u>secondary</u> color.

2 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   <u>Click</u> the <u>Paper</u> button to adjust the paper effect when you use the tool.

5   <u>Drag</u> with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color.
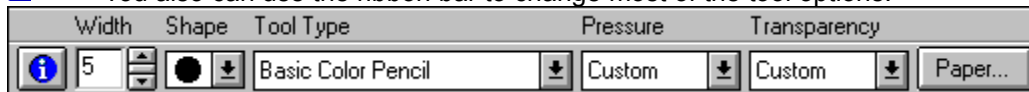
Related Topics:
<u>Marker Tool Options</u>
<u>Marker Tool Types</u>

⬇ Marker Tool Options
⬇

To adjust Marker options:

1 Select a tool type from the <u>Tool Type</u> drop-down list.

2 Adjust the <u>transparency</u>, <u>pressure</u>, and <u>spacing</u> for the tool.

3 Adjust the tool's <u>width</u> and <u>shape</u>.

4 <u>Click</u> the <u>Paper</u> button to adjust the paper effect.

5 Use the tool with the settings and keep the dialog box displayed. ⬇
6   Choose Close or Cancel to close the dialog box.
⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type		Pressure		Transparency		
🛈 10 ⬍	● ⬇	Basic Marker	⬇	Custom	⬇	Custom	⬇	Paper...

Related Topics:
<u>Marker tool</u>

Marker Tool Types

Basic Marker paints smooth, soft-edged lines that gradually smudge with the colors you are painting over. The effect varies slightly depending on the paper type.

Felt Tip The Felt Tip Marker paints smooth, soft-edged lines that are heavier and smudge more quickly than the Basic Marker. The effect varies slightly depending on the paper.

Fine Point paints smooth, soft-edged lines that smudge. The lines are smaller than the selected tool width. The effect varies slightly depending on the paper.

Highlighter paints smooth, soft-edged lines with a high degree of transparency. The effect varies slightly depending on the paper.

Smudge paints smooth, soft-edged lines that blend and smudge more than the other Markers. The effect varies slightly depending on the paper.

Related Topics:
Marker tool
Marker Tool Options

Crayon Tool -- Painting with Crayons

To use the Crayon tool:

1 Choose a <u>primary</u> or <u>secondary</u> color.

2 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4   <u>Click</u> the <u>Paper</u> button to adjust the paper effect when you use the tool.

5   <u>Drag</u> with the left mouse button to paint with the primary color or the right mouse button to paint with the secondary color with all but the Oil Pastel tool type.
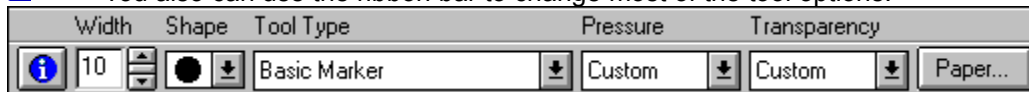
Related Topics:
<u>Crayon Tool Types</u>

↓ Crayon Tool Options
↓

To adjust Crayon options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the transparency, pressure, and spacing for the tool.

3 Adjust the tool's width and shape.

4 Click the Paper button to adjust the paper effect when you use the tool.

5 Use the tool with the settings and keep the dialog box displayed. ↓
6   Choose Close or Cancel to close the dialog box.
↓   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type	Pressure	Transparency	
🔵 10 ⬍	⚫ ±	Basic Crayon ±	Custom ±	Custom ±	Paper...
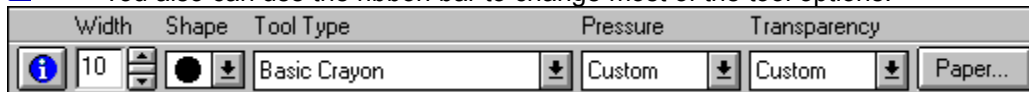
Related Topics:
Crayon tool

Crayon Tool Types

Basic Crayon paints grainy, soft-edged crayon marks. The lines are slightly smaller than the selected tool width. Paper is used.

Dull paints dense, moderately smooth and broad crayon marks. Paper is used.

Oil Pastel paints smooth, even oil pastel marks that gradually fade and begin to mix the colors you are painting over. Click the mouse button to use the selected primary color again. Drag with the right mouse button to mix the colors as if you were smudging them with your finger. Paper is used.

Sharp paints thin, dense crayon marks with grainy edges. The lines are much smaller than the selected tool width. Paper is used.

Waxy paints moderately smooth, semi-transparent crayon marks with a very soft edge. Paper is used.

Related Topics:
Crayon tool
Crayon Tool Options

⬇ Paint Roller Tool -- Filling an Area
⬇

To use the Paint Roller tool:

1 Choose a <u>primary color</u>, <u>secondary color</u> or <u>background color</u>, or load a <u>tile pattern</u>.

2 Adjust the Range option on the ribbon bar or in the <u>Tool Options</u> dialog box to adjust the range of colors to fill. ⬇

3   Select a Tool Type from the ribbon bar or in the Tool Options dialog box. ⬇

4   Place the drop on the pointer inside the area you want to fill. ⬇

5   <u>Click</u> the mouse button to fill. ⬇

⬇ **Paint Roller Tool Options**
⬇

To adjust Paint Roller options:

1 Select the type of fill you want from the <u>Tool Type</u>   drop-down list.   ⬇
2   Use the <u>Color Tolerance</u> mini-scroll bars to adjust the range of colors to fill.   ⬇
3   Use the tool with the settings and keep the dialog box displayed.   ⬇
4   Choose Close or Cancel to close the dialog box.
⬇   You also can use the ribbon bar to change most of the tool options.

Tool Type	Range
ⓘ Basic Roller ⬇	30 ⬆⬇
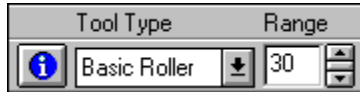
Related Topics:
<u>Gradient Type command</u>
<u>Paint Roller tool</u>
<u>Tile Pattern command</u>

Paint Roller Tool Types

Basic Paint Roller fills with color. Click the left mouse button to fill with the primary color. Click the right mouse button to fill with the secondary color.

Gradient fills with a gradient that begins with the secondary color and ends with the background color.

Tile fills with a selected tile pattern. If the selected primary color is in the tile pattern, those areas are transparent in the picture -- colors already in the picture show through the tile pattern.

Related Topics:

Gradient Type command
Paint Roller tool
Paint Roller Tool Options
Tile Pattern command

Box Tool -- Drawing a Box

To use the Box tool:

1 Choose a <u>primary color</u>, <u>secondary color</u> or <u>background color</u>, or load a <u>tile pattern</u>.

2 Select a Tool Type from the <u>drop-down list</u> on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Select a Style on the ribbon bar or in the Tool Options dialog box.

4 If you select the Hollow or Filled With Border style, adjust the width of the border with the Width mini-scroll bar on the ribbon bar or in the Tool Options dialog box.

5 <u>Press</u> the left mouse button to anchor the starting point.

6 <u>Drag</u> to paint the shape.

Related Topics:
<u>Finding and Selecting Tools</u>

Box Tool Types

Basic Box paints boxes filled with the secondary color. Select the Filled With Border Style if you want a border in the primary color.

Gradient paints boxes filled with a gradient that begins with the secondary color and ends with the background color. Select the Filled With Border Style if you want a border in the primary color.

Tile paints boxes filled with a selected tile pattern. Select the Filled With Border Style if you want a border in the primary color.

Related Topics:
Box tool
Gradient Type command
Tile Pattern command

Rounded Box Tool -- Drawing a Rounded Box

To use the Rounded Box tool:

1 Choose a primary color or secondary color.

2 Select a Style on the ribbon bar or in the Tool Options dialog box.

3   If you select the Hollow or Filled With Border style, adjust the width of the border with the Width mini-scroll bar on the ribbon bar or in the Tool Options dialog box.

4   Press the left mouse button to anchor the starting point

5   Drag to paint the shape.

Related Topics:

Finding and Selecting Tools

Ellipse/Circle Tool -- Drawing an Ellipse/Circle

To use the Ellipse/Circle tool:

1 Choose a primary color and secondary color.

2 Select a Style on the ribbon bar or in the Tool Options dialog box.

3   If you select the Hollow or Filled With Border style, adjust the width of the border with the Width mini-scroll bar on the ribbon bar or in the Tool Options dialog box.

4   Press the left mouse button to anchor the starting point.

5   Drag outward to paint the shape.

Related Topics:

Finding and Selecting Tools

Regular Polygon Tool -- Drawing an Equal-sided Polygon

To use the Regular Polygon tool:

1 Choose a primary color and secondary color.

2 Select a Style on the ribbon bar or in the Tool Options dialog box.

3   If you select the Hollow or Filled With Border style, adjust the width of the border with the Width mini-scroll bar on the ribbon bar or in the Tool Options dialog box.

4   Select the number of sides you want from the ribbon bar or in the Tool Options dialog box.

5   Press the left mouse button to set the center point.

6   Drag outward to paint the shape.

Related Topics:
Finding and Selecting Tools

Polygon Tool -- Drawing a Polygon

To use the Polygon tool:

1 Choose a <u>primary color</u> and <u>secondary color</u>.

2 Select a Style on the ribbon bar or in the <u>Tool Options</u> dialog box.

3	If you select the Hollow or Filled With Border style, adjust the width of the border with the Width mini-scroll bar on the ribbon bar or in the Tool Options dialog box.

4	<u>Click</u> the mouse button to anchor the starting point.

5	Move to where you want the next side of the polygon to end and click again.

6	Continue pointing and clicking to paint the shape.

7	<u>Double-click</u> to end the last line and complete the shape.

Related Topics:
<u>Finding and Selecting Tools</u>

Shape Tools Options

To adjust shape tools options:

1 Select a Style from the drop-down list.
2   If you select the Hollow or Filled With Border style, adjust the <u>width</u> of the border.
3   If you are using the Box tool, select a <u>Tool Type</u> from the drop-down list.
4   Use the tool with the settings and keep the dialog box displayed.
5   Choose Close or Cancel to close the dialog box.
          You also can use the ribbon bar to adjust the tool options.

Width	Tool Type	Style
❶ 1 ▲▼	Basic Box ▼	☐ ▦ ▦
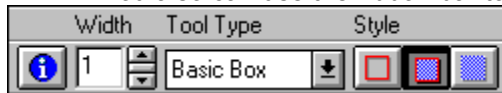
Related Topics:
<u>Box tool</u>
<u>Ellipse/Circle tool</u>
<u>Polygon tool</u>
<u>Regular Polygon tool</u>
<u>Rounded Box tool</u>

Line Tool -- Drawing Single and Joined Lines

To use the Line tool:

1 Select a primary color.

2 Select a Tool Type from the ribbon bar or in the Tool Options dialog box.

3 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

4 Press the left mouse button to anchor the starting point.

5 Drag to where you want to end the line.

6 You can also paint joined lines or rays joined at a single point.

Related Topics:
Finding and Selecting Tools

⬇ **Line Tool Options**
⬇

To adjust Line options:

1 Select a tool type from the Tool Type <u>drop-down list</u>.　⬇
2　　　Adjust the tool's <u>width</u> and <u>shape</u>.　⬇
3　　　Use the tool with the settings and keep the dialog box displayed.　⬇
4　　　Choose Close or Cancel to close the dialog box.
⬇　　　You also can use the ribbon bar to change the tool options.
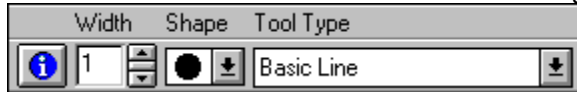
Related Topics:
<u>Line tool</u>
<u>Tile Pattern command</u>

Line Tool Types

Basic Line paints lines in the <u>primary color</u>.

Tile paints lines with the selected <u>tile pattern</u>.

Related Topics:
<u>Line tool</u>
<u>Line Tool Options</u>

Curve Tool -- Drawing Single and Joined Curves

To use the Curve tool:

1 Choose a <u>primary color</u>.

2 Adjust the tool's width in the ribbon bar or in the <u>Tool Options</u> dialog box.

3 <u>Press</u> the left mouse button to anchor the starting point.

4 <u>Drag</u> to where you want the curve to end.

5 Use the handles to adjust the curve.

6 <u>Click</u> outside the curve to paste it.

Related Topics:
<u>Finding and Selecting Tools</u>

Curve Tool Options

To adjust Curve tool options:

1 Adjust the tool's <u>width</u>.

2 Use the tool with the settings and keep the dialog box displayed.

3   Choose Close or Cancel to close the dialog box.

You also can use the ribbon bar to change the tool options.

Width
🛈 1 ▲▼

Contrast Paintbrush Tool -- Changing Contrast Freehand

To adjust contrast in areas:

1 Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

2 Adjust the tool's width and shape.

3   Drag over areas you want to change.
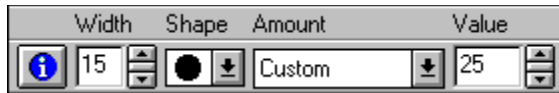
Related Topics:
Tune Brightness and Contrast command
Tune Equalize command

Contrast Paintbrush Tool Options

To adjust Contrast Paintbrush options:

1 Select an amount from the Amount drop-down list.

2   Adjust the Spacing for the tool.

3   Adjust the tool's Width and Shape.

4   Use the tool with the settings and keep the dialog box displayed.

5   Choose Close or Cancel to close the dialog box.

         You also can use the ribbon bar to change most of the tool options.

Width	Shape	Amount	Value
15	●	Custom	25

Related Topics:

Contrast Paintbrush tool

Brighten Paintbrush Tool -- Brightening Freehand

To brighten areas:

1 Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

2 Adjust the tool's width and shape.

3   Drag over areas you want to change.

Related Topics:

Tune Brightness and Contrast command
Tune Color/Gray Map command

⬇ Brighten Paintbrush Tool Options
⬇

To adjust Brighten Paintbrush options:

1 Select an amount from the Amount drop-down list.   ⬇
2   Adjust the Spacing for the tool.
3   Adjust the tool's Width and Shape.
4   Use the tool with the settings and keep the dialog box displayed.   ⬇
5   Choose Close or Cancel to close the dialog box.
⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Amount	Value
🔵 15 ▲▼	● ⬇	Custom ⬇	25 ▲▼
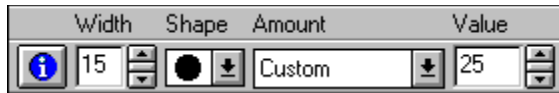
Related Topics:
Brighten Paintbrush tool

⬇ **Tint Paintbrush Tool -- Tinting Freehand**
⬇
To tint areas: ⬇

1 Choose a <u>primary color</u>.

2 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

3 Adjust the tool's width and shape. ⬇

4 <u>Drag</u> over the areas you want to change. ⬇

⬇   Tint Paintbrush Tool Options
⬇

To adjust Tint Paintbrush options:

1 Select an amount from the Amount drop-down list.   ⬇
2   Adjust the Spacing for the tool.
3   Adjust the tool's Width and Shape.
4   Use the tool with the settings and keep the dialog box displayed.   ⬇
5   Choose Close or Cancel to close the dialog box.
⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Amount	Value
ⓘ 15	● ⬇	Custom ⬇	25
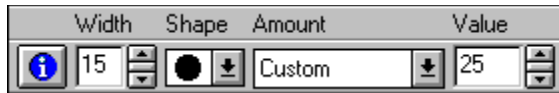
Related Topics:
Tint Paintbrush tool

Blend Paintbrush Tool -- Blending Freehand

To blend areas:

1 Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

2 Adjust the tool's width and shape.

3   Drag over areas you want to change.

Related Topics:

Filter Blend command

⊥ Blend Paintbrush Tool Options
⊥

To adjust Blend Paintbrush options:

1 Select an amount from the Amount drop-down list.   ⊥
2   Adjust the Spacing for the tool.
3   Adjust the tool's Width and Shape.
4   Use the tool with the settings and keep the dialog box displayed.   ⊥
5   Choose Close or Cancel to close the dialog box.
⊥   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Amount	Value
ⓘ 15 ⇕	● ±	Custom ±	25 ⇕
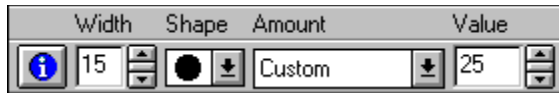
Related Topics:
Blend Paintbrush tool

Sharpen Paintbrush Tool -- Sharpening Freehand

To sharpen areas:

1 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

2 Adjust the tool's width and shape.

3 Drag over the areas you want to change.

Related Topics:

<u>Filter Sharpen command</u>

Sharpen Paintbrush Tool Options

To adjust Sharpen Paintbrush options:

1 Select an amount from the Amount drop-down list.
2   Adjust the Spacing for the tool.
3   Adjust the tool's Width and Shape.
4   Use the tool with the settings and keep the dialog box displayed.
5   Choose Close or Cancel to close the dialog box.
         You also can use the ribbon bar to change most of the tool options.

Related Topics:
Sharpen Paintbrush tool

Smudge Paintbrush Tool -- Smudging Freehand

To smudge areas:

1 Adjust the tool's effect on the ribbon bar or in the Tool Options dialog box.

2 Adjust the tool's width and shape on the ribbon bar or in the Tool Options dialog box.

3   Click the Paper button to adjust the paper effect when you use the tool with some Tool Types.

4   Drag over the areas you want to change.

Smudge Paintbrush Tool Options

To adjust Smudge Paintbrush options:

1 Select a tool type from the Tool Type drop-down list.

2 Adjust the Transparency, Pressure, and Spacing for the tool.

3 Adjust the tool's Width and Shape.

4 Click the Paper button to adjust the paper effect if you select a Tool Type that uses paper.

5 Use the tool with the settings and keep the dialog box displayed.

6   Choose Close or Cancel to close the dialog box.

    You also can use the ribbon bar to change most of the tool options.

Width	Shape	Tool Type		Pressure		Transparency		
ⓘ 15	● ±	Basic Smudge	±	Custom	±	Custom	±	Paper...
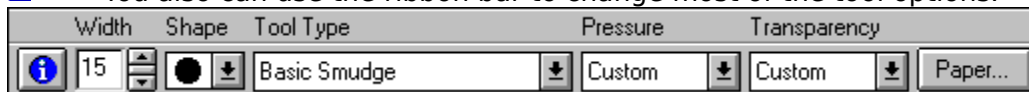
Related Topics:

Smudge Paintbrush tool

Smudge Paintbrush Tool Types

Basic Smudge smudges areas using the colors you drag over. Paper is ignored.

Glaze smears the colors you drag over, giving the appearance of an uneven glaze. Paper is used.

Grainy scatters the colors you drag over. Paper is ignored.

Mix lightly smudges areas using the colors you drag over. Paper is used.

Smear smudges areas by "pushing" the pixels aside. Paper is ignored.

Sprinkle spreads the colors you drag over. It looks like scattered water drops. Paper type is used.

Related Topics:
Smudge Paintbrush tool
Smudge Paintbrush Tool Options

Clone Tool -- Replacing One Area with Another Freehand

To use the Clone tool:

1 Adjust the tool's effect on the ribbon bar or in the <u>Tool Options</u> dialog box.

2   Adjust the tool's width and shape.

3   <u>Click</u> the right mouse button on the area you want to clone (source).

4   <u>Drag</u> to begin cloning.

⬇ Clone Tool Options

⬇

To adjust Clone tool options:

1 Adjust the Transparency and Spacing for the tool.

2 Adjust the tool's Width and Shape.

3 Use the tool with the settings and keep the dialog box displayed. ⬇

4   Choose Close or Cancel to close the dialog box.

⬇   You also can use the ribbon bar to change most of the tool options.

Width	Shape	Transparency
❶ 15 ⬍	● ⬍	Solid ⬍ 🖌

Related Topics:

Clone tool

The Help Menu

You use Help menu commands to open the PhotoFinish help program and learn more about commands, procedures, tools, and shortcuts. Use the About command on the Help menu to see the version of PhotoFinish you are using.
To learn how to use on-line help, choose How to Use Help from the Help menu. Choose Search for Help on... to search for help on topics that relate to a specific word or phrase.
To choose a Help menu command, click Help and choose a command.

Help Menu Commands

Contents: Displays topics you can choose from.

Commands: Lists and explains PhotoFinish menus and commands.

Procedures: Lists topics that help you work with PhotoFinish.

Shortcuts: Explains shortcuts for choosing commands and selecting options.

Tools: Explains how to use PhotoFinish tools.

For Beginners: Explains basic PhotoFinish information.

For Beginners

Welcome to PhotoFinish's help for beginners.

If you are unfamiliar with PhotoFinish, choose from the topics listed below. For more help on PhotoFinish, choose a command from the PhotoFinish <u>Help menu</u>, choose Help in any dialog box, click the right mouse button on a tool, browse through the Help system, or read the PhotoFinish *User's Guide*.

To learn about PhotoFinish Help features, point to the picture of the key and <u>click</u> the left mouse button.

To choose a Help topic with the mouse, point to words that have a solid underline. When the pointer becomes a hand, click the left mouse button. To read a glossary term, point to words with a dotted underline and click the left mouse button.

To choose a Help topic with the keyboard, tab to words that have a solid underline and press Enter. To read a glossary term, tab to words with a dotted underline and press Enter.

To learn how to use Windows on-line Help, choose How to Use Help from the Help menu in the PhotoFinish Help program. For help running Windows, check your Microsoft Windows *User's Guide*.

Help for Beginners

<u>Calibrating Your Hardware</u>
<u>Changing Tool Width and Shape</u>
<u>Finding and Selecting Tools</u>
<u>Memory Information</u>
<u>PhotoFinish Commands</u>
<u>Scrolling</u>
<u>Selecting Memory Options</u>
<u>Selecting Tool Colors</u>
<u>Selecting Tool Settings</u>
<u>Understanding File Formats</u>
<u>Using Filter Commands</u>
<u>Using PhotoFinish Windows</u>
<u>Using Special Effect Commands</u>
<u>Using Tune Commands</u>
<u>Viewing Colors on Your Screen</u>
<u>Working with Different Numbers of Colors</u>

Using PhotoFinish Windows

⊞

PhotoFinish loads pictures into picture windows. The window's title bar displays the picture's name, magnification percentage, and the order in which it was opened or duplicated. You can move, resize, and close a window, or reduce it to an icon.

⊞ To move a window to another location, drag the window's title bar.

⊞ To resize a window, place your pointer on a window border. When your pointer becomes a double-sided arrow, drag to resize the window.

⊞ To close, maximize, or minimize a window, choose the appropriate command from the window's Control menu.

The Toolbox and Palette are individual workboxes you can show, hide, and move to control your desktop layout.

Related Topics:

Duplicate command
Open command
Screen Layout AutoBar command
Screen Layout Palette command
Screen Layout Ribbon Bar command
Screen Layout Show/Hide All Workboxes command
Screen Layout Status Bar command
Screen Layout Toolbox command

Scrolling

⬇

You use <u>mini-scroll bars</u> to cycle through fields in a dialog box instead of typing numbers. You use sliders to set values for options in some dialog boxes instead of typing numbers. You use scroll bars to display parts of your picture that do not fit in the picture window and portions of lists that are out of view. You can also use the <u>Hand</u> to move a picture around a window. The Hand works like scroll bars, but it also lets you move diagonally.

To use a mini-scroll bar: ⬇

⬇   <u>Click</u> a scroll arrow to increase or decrease numbers by single increments.

⬇   <u>Press</u> a scroll arrow to continuously increase or decrease numbers.

⬇   Point to the middle of the scroll bar. When your pointer is a double-sided arrow with lines through the center, <u>drag</u> up or down to scroll through available values.
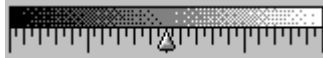
To use a slider:

⬇   Drag an arrow to the right to quickly increase numbers, to the left to decrease numbers.

⬇   Click an arrow and then use the arrow keys on the keyboard to increase or decrease numbers one unit at a time.

To use a scroll bar:

⬇   Click a scroll arrow to move one increment at a time.

⬇   Press a scroll arrow to move continuously.

⬇   Drag the scroll box to the general location you want to see.

⬇   Click inside the scroll bar to move the scroll box to that location.

PhotoFinish Commands

You choose PhotoFinish commands from the menus along the top of the PhotoFinish desktop. Some commands are also available on the PhotoFinish AutoBar and ribbon bar for some tools.

To choose a command on the AutoBar, just click the button you want. To choose a command from a menu, click the menu name in the menu bar and click the command you want. Some commands are on cascading menus.

File Menu

Edit Menu

Image Menu

Scan Menu

Display Menu

Options Menu

Window Menu

Help Menu

Control Menu

Procedures

⬇

<u>Alphabetical List of Procedures</u>: Displays icons you can click to jump to an alphabetical list of the PhotoFinish Procedures.

<u>Getting Acquainted</u>: Lists topics that explain some basic techniques that make working with PhotoFinish even easier.

<u>Customizing PhotoFinish</u>: Lists topics that explain how set up your computer, scanner, and printer to get the most out of PhotoFinish.

<u>Working with Pictures</u>: Lists topics that explain basic techniques for working with pictures and picture files.

<u>Working with Color</u>: Lists topics that explain how to work with color.

<u>Scanning</u>: Lists topics that explain how to scan with PhotoFinish.

<u>Working with Cutouts</u>: Lists topics that explain how to define and enhance areas of your pictures.

<u>Enhancing and Retouching</u>: Lists topics that explain how to enhance and retouch cutouts or the entire picture.

<u>Painting</u>: Lists topics that explain the PhotoFinish painting tools.

PhotoFinish Shortcuts

⬇️

PhotoFinish provides many shortcuts to help you work more efficiently. You will often find the use of accelerator keys to be faster than choosing commands from menus. In addition, many PhotoFinish tools can be constrained so that you can draw perfect lines and geometric shapes.

Choose a topic below for more information.

Keyboard Shortcuts
Tool Constraints

Keyboard Shortcuts

Use accelerator keys, shown beside some commands, to select a command. For example, use Ctrl+S to save a picture. You can also hold down Alt and type the underlined letter in a menu and the underlined letter in the command. For example, use the following keys to cut, copy, and paste: Alt+E,T to cut, Alt+E,C to copy, Alt+E,P to paste.

PhotoFinish Keystrokes

This key...	...does this.
Alt+F4	closes PhotoFinish.
Arrow keys	moves a cutout one pixel at a time or a slider in a dialog box one unit at a time.
Ctrl+1	returns a picture to one-to-one view.
Ctrl+A	shows or removes the Palette and Toolbox.
Ctrl+B	shows or removes the status bar.
Ctrl+C	copies a defined area.
Ctrl+D	duplicates the current picture.
Ctrl+F	makes more work space available on the PhotoFinish desktop.
Ctrl+G	rescans with your current scanning settings.
Ctrl+N	scans an image.
Ctrl+O	displays the tool options dialog box specific to the selected tool, if available.
Ctrl+P	shows or removes the Palette.
Ctrl+R	shows or removes the ribbon bar.
Ctrl+S	saves your picture.
Ctrl+T	shows or removes the Toolbox.
Ctrl+U	shows or removes the AutoBar.
Ctrl+V	pastes a cutout from the Clipboard.
Ctrl+X	cuts a defined area.
Ctrl+Z	undoes recent changes.
Del	deletes the defined area without copying it to the Clipboard.
Esc	erases some tools' effects before you release the mouse button.
F1	displays the PhotoFinish on-line Help system.
Shift+F4	tiles the windows on your PhotoFinish desktop.
Shift+F5	cascades the windows on your PhotoFinish desktop.

Windows Keystrokes

This key...	...does this.
Alt+spacebar	opens the program Control menu.
Alt+up or down arrow	opens a drop-down list after you tab to the list box.

Arrow keys	moves within a list, display box, or group of choices in a dialog box.
Ctrl+F4	closes the current picture.
Ctrl+F6	switches to the next picture.
Enter	chooses a highlighted command, selects an item from a list, and completes commands.
Esc	cancels a dialog box.
F1	opens the on-line Help system and displays the Contents.
Shift+Tab	moves from one area to another in a dialog box in reverse order.
Spacebar	chooses a selection in a list or a check box option. Press the spacebar again to deselect the option.
Tab	moves from one area to another in a dialog box.

Related Topics:
PhotoFinish Shortcuts

Tool Constraints

For some tools, holding down Shift while you <u>drag</u> the mouse <u>constrains</u> the shape or direction of the effect. Press the spacebar to switch between horizontal and vertical constraint. Release the Shift key to use the tools normally.

Airbrush tool
Selection tools
Box tools
Chalk tool
Charcoal tool
Clone tool
Color Pencil tool
Color Replacer tool
Crayon tool
Ellipse tool
Eraser tool
Marker tool
Pen tool
Line tool
Local Undo tool
Paintbrush tools
Polygon tool
Regular Polygon tool
Spraycan tool

Related Topics:
<u>PhotoFinish Shortcuts</u>
<u>PhotoFinish Tools</u>

Trademarks and Tradenames

PhotoFinish is a registered trademark and ZSoft, PhotoLibrary, AutoEnhance, AutoBar, and UltraFAX are trademarks of WordStar Atlanta Technology Center, Inc. WordStar Atlanta Technology Center, Inc., is a subsidiary of WordStar International Incorporated. WordStar is a registered trademark of WordStar International Incorporated.

Kodak Photo CD is a registered trademark of Eastman Kodak Company. Kodak Photo CD technology is a copyright of Eastman Kodak Company, 1991, 1992, and 1993.

Other product names mentioned may be trademarks or registered trademarks of their respective companies. Some trademarks may be registered in countries other than the U.S.

Update Info

Welcome to PhotoFinish version 3.0!

PhotoFinish 3.0 has added even more automation to make editing your pictures even easier. PhotoFinish has added more than a dozen new commands and has more than doubled the number of tools and tool types. PhotoFinish now has nearly 90 tools and tool types -- including innovative natural art tools you can use to create your own artistic masterpiece. This topic contains a summary of what is new in PhotoFinish 3.0. It also contains specific release information and other items that became available after the PhotoFinish manuals went to print.

What's New in PhotoFinish 3.0

The **AutoBar** has been added to the top of the PhotoFinish desktop. Just a click of the mouse button lets you start, open, or save a picture; cut, copy, or paste a cutout; undo your last changes; automatically enhance the picture with several options; automatically adjust brightness and contrast, crop the border from a picture, remove moiré patterns, adjust the intensity of colors in the picture, sharpen the picture, or straighten the picture; or automatically scan a picture.

Press Ctrl+U or use the Screen Layout AutoBar command to display or hide the AutoBar.

Six new **Auto commands** have been added to the Image menu.

Choose Auto Brightness/Contrast to have PhotoFinish automatically adjust brightness and contrast in the entire picture.

Choose Auto Crop to automatically crop the border from a picture.

Choose Auto Remove Moiré to automatically remove moiré patterns from the entire picture.

Choose Auto Saturation to automatically adjust the intensity of colors in the entire picture.

Choose Auto Sharpen to automatically sharpen the entire picture

Choose Auto Straighten to automatically straighten or deskew the entire picture.

All of these commands are available for 24 bit color pictures. All but the Auto Saturation command are available for gray scale pictures.

The **ribbon bar** has been added to the PhotoFinish desktop. The ribbon bar changes depending on the selected tool. You can quickly change most of the tool's settings with a click of the mouse button on the ribbon bar. Some ribbon bars also have command buttons you can click to quickly perform a task. For example, if the selected tool is the Zoom tool and you have zoomed in on a picture, click the Fit To Zoom button on the button bar to resize the picture window so you can see more of the zoomed-in picture.

Press Ctrl+R or use the Screen Layout Ribbon Bar command to display or hide the ribbon bar.

The **Samples** command has been added to the Filter, Special Effect, and Tune cascading menus on the Image menu. These commands make it easy to decide which Filter, Special Effect, or Tune command to apply to the picture or cutout.

Choose Filter Samples to see how the other Filter commands may change the picture or cutout.

Choose Special Effect Samples to see how the other Special Effect commands may change the picture or cutout.

Choose Tune Samples to see how the other Tune commands may change the picture or cutout.

Individual Filter, Special Effect, and Tune commands also **display samples** of how the command will change the picture or cutout. Click the Shrink or Expand button to display more samples of the command using different settings. Click Advanced to manually adjust the settings.

⬇ **Two new Special Effect commands** have been added.

Choose <u>Apply Paper</u> to add a paper texture to the entire picture or a cutout. The paper effect is apparent immediately, unlike the Paper command on the Options menu, which is used with some tools. This command is available for 24 bit color and gray scale pictures.

Choose <u>Crumple</u> to create a crumpled look to the entire picture or a cutout. This command is available for 24 bit color, gray scale, and 256 color pictures.

⬇ **New tools and tool types** have been added. PhotoFinish now has nearly 90 tools and tool types, giving you even more picture editing possibilities.

The new tools are the <u>Chalk</u>, <u>Color Pencil</u>, <u>Marker</u>, and <u>Crayon</u> tools.

Select a tool type to change the effect of most tools. Tool types vary depending on the selected tool. Most tool types are available for all color modes. However, the effect of most tool types is more apparent with 24 bit color or gray scale pictures.

⬇ You can **paint with a paper effect** with many of the painting tools. Choose <u>Paper</u> to load a paper. The texture of the paper appears when you begin painting with a tool and tool type that use paper.

⬇ PhotoFinish **supports pressure sensitive tablets**. You can affect how many of the painting tools apply color by varying the downward force on the tablet surface. If you have a pointing device that has only one button, you can simulate a right mouse button click by holding the Ctrl key and clicking the button.

⬇ The **Box tool has more options**. Use the ribbon bar or the <u>Tool Options</u> command to select the Basic Box tool type to paint boxes filled with the secondary color. Select the Tile tool type to paint a box filled with a tile pattern. Select the Gradient tool type to paint a box filled with a gradient that begins with the secondary color and ends with the background color.

⬇ The **Text tool has more options**. You can now choose to apply a shadow or outline to make your text more distinctive. Shadows and outlines appear in the primary color. You can also choose to left justify, right justify, or center text within the Text Frame.

⬇ The **Paint Roller tools have been combined**. Use the ribbon bar or choose the <u>Tool Options</u> command to select the Basic Roller tool type to fill an area with the primary or secondary color. Select the Tile tool type to fill an area with a tile pattern. Select the Gradient tool type to fill an area with a gradient that begins with the secondary color and ends with the background color.

⬇ The **Line and Tile Pattern Line tools have been combined**. Use the ribbon bar or choose the <u>Tool Options</u> command to select whether you want to paint a line in the primary color or a line of tile patterns.

⬇ The **Hollow and Filled shape tools have been combined**. Choose a shape tool and use the ribbon bar or the <u>Tool Options</u> command to select whether you want to paint a hollow shape, a filled shape with a border, or a filled shape without a border.

⬇ You can choose the **width and shape** for tools on the ribbon bar or in the Tool Options dialog box for the selected tool. Width and shape are tool specific. That means that when you switch tools, width and shape change to the last selected options for the tool. The Width & Shape workbox no longer appears.

⬇ **Color Tolerance has been improved**. You can now specify a separate, tool specific color tolerance setting for the Magic Wand, Color Replacer, and Paint Roller tools.

⬇ The **Apply Texture** command has been renamed <u>Texturize</u>.

⬇ The **Font More Fonts** command has been renamed <u>Font</u>.

⬇ Beginning with version 2.02, PhotoFinish has supported the **Photo CD (.PCD) file format**. This format is used to load images from a Kodak Photo CD into PhotoFinish. To open a Photo CD image, select the drive where your CD device is located.

Kodak Photo CD is a registered trademark of Eastman Kodak Company. Kodak Photo CD technology is a copyright of Eastman Kodak Company, 1991, 1992, and 1993.

Photo CD images are available in 24 bit color only. Use one of PhotoFinish's Image <u>Convert To</u> commands if you want the image in another color format, You can save .PCD files

in any format, except PCD, onto your hard disk for later use.

Calling Technical Support

If you cannot install PhotoFinish correctly on your computer or if you have a problem with the program that you cannot solve by reading the *User's Guide*, call our Technical Support Department at (404) 428-0008 between 9 a.m. and 6 p.m. Eastern time.
We also have a 24-hour bulletin board service. Our BBS telephone number is (404) 514-6332. Your modem should be set to 8, N, 1. Your modem speed can be up to 9600 baud. You can also reach us through CompuServe in the WordStar forum (GO WORDSTAR). We also offer a fax on demand service. To receive documents by fax with answers to commonly asked questions, call (404) 514-6333.

If you have trouble getting your scanner to work properly, it is possible there is a conflict between the scanner interface card or scanner driver and other boards or software that may exist in your computer. To isolate conflicts, remove possible conflicting components and test the scanner again. A scanner that offers switchable port, memory, interrupt, or DMA addresses gives you a chance to resolve the conflicts. When changing any of these selections, you may need to change a jumper or switch position on the scanner interface board and indicate the new specifications for the driver in your CONFIG.SYS or AUTOEXEC.BAT file. Refer to your scanner documentation for more specific information.

If you call Technical Support, you should have the following information ready:

- The make and model of your computer and any peripherals you are using.
- The amount of memory installed in your computer.
- The version of PhotoFinish you have. Get the version number by choosing About PhotoFinish from the Help menu.
- The version of DOS and Microsoft Windows you are using.
- The contents of your CONFIG.SYS, AUTOEXEC.BAT, and WIN.INI files.

The Display Menu

You use Display menu commands to zoom in or out on your picture, set the layout of your desktop, optimize your display, view only your picture, and to calibrate your monitor.

To choose a Display menu command, click Display and choose the command. Some commands are on cascading menus.

Display Menu Commands

100% (No Zoom): Returns a picture to one-to-one view.

Zoom: Magnifies or shrinks the active picture.

Zoom To Fit: Shrinks or magnifies your picture to fit your PhotoFinish desktop.

Screen Layout Show/Hide All Workboxes: Displays or hides the Palette and Toolbox.

Screen Layout Palette: Displays or hides the Palette.

Screen Layout Toolbox: Displays or hides the Toolbox.

Screen Layout AutoBar: Displays or hides the AutoBar.

Screen Layout Ribbon Bar: Displays or hides the ribbon bar.

Screen Layout Status Bar Displays or hides context-sensitive help at the bottom of your screen.

Full Screen: Removes the title bar and menu bar from your screen and maximizes your desktop. You can edit a picture in Full Screen mode.

Show Screen: Removes everything but the active picture from your screen. You cannot edit a picture in Show Screen mode.

Calibrate Monitor: Compensates for differences between your monitor and the original picture.

Optimize Display: Improves the on-screen look of your pictures if they contain more colors than your monitor supports.

Related Topics:
Fitting to Zoom

Display 100% (No Zoom) Command -- Viewing Your Picture with No Zoom

To return to 100% view:

Choose 100% (No Zoom) from the Display menu.

Related Topics:

Full Screen command

Zoom commands

Zoom To Fit command

Zoom tool

Display Zoom Commands -- Zooming In and Out with the Zoom Commands

To shrink or magnify a picture:

Choose the Zoom percentage you want from the Display menu.

If you zoom by 800% or greater, PhotoFinish displays a grid that shows individual pixels.

Related Topics:
100% (No Zoom) command
Duplicate command
Full Screen command
Locator tool
Zoom To Fit command
Zoom tool

Display Zoom To Fit Command -- Zooming to Fit

To zoom so that the picture fits the PhotoFinish desktop:

Choose Zoom To Fit from the Display menu.

Related Topics:
100% (No Zoom) command
Fitting to Zoom
Full Screen command
Zoom commands
Zoom tool

Fitting to Zoom

■

To resize the picture window to its maximum size:

■   Select the Zoom tool and click the Fit To Zoom button on the ribbon bar. This is especially useful if you have zoomed in on a picture. The picture window resizes so that the maximum area of the picture is visible.

Related Topics:
100% (No Zoom) command
Full Screen command
Zoom commands
Zoom To Fit command
Zoom tool

Display Screen Layout Show/Hide All Workboxes Command -- Showing or Hiding Workboxes

⬇

To show or hide all of the workboxes:

⬇   Choose the Screen Layout command from the Display menu. From the cascading menu, choose Show All Workboxes to display the Palette and Toolbox.

⬇

⬇   Choose the Screen Layout command from the Display menu. From the cascading menu, choose Hide All Workboxes to hide the Palette and Toolbox.

⬇

Related Topics:

Folding and Unfolding the Palette

Laying Out the Toolbox

Screen Layout Palette command

Screen Layout Toolbox command

Display Screen Layout Palette Command -- Showing or Hiding the Palette

⬇

To show or hide the Palette:

⬇   Choose the Screen Layout command from the Display menu. From the cascading menu, choose Palette to display the Palette.

⬇
⬇   Choose the Screen Layout command from the Display menu. From the cascading menu, choose Palette to hide the Palette.

⬇

Related Topics:

Folding and Unfolding the Palette

Screen Layout Show/Hide All Workboxes command

Display Screen Layout Toolbox Command -- Showing or Hiding the Toolbox

To show or hide the Toolbox:

        Choose the Screen Layout command from the Display menu. From the cascading menu, choose Toolbox to display the Toolbox.

        Choose the Screen Layout command from the Display menu. From the cascading menu, choose Toolbox to hide the Toolbox.

Related Topics:
Laying Out the Toolbox
Screen Layout Show/Hide All Workboxes command

Display Screen Layout AutoBar Command -- Showing or Hiding the AutoBar

To show or hide the AutoBar:

Choose the Screen Layout command from the Display menu. From the cascading menu, choose AutoBar to display the AutoBar.

Choose the Screen Layout command from the Display menu. From the cascading menu, choose AutoBar to hide the AutoBar.

Related Topics:

Screen Layout Ribbon Bar command

Display Screen Layout Ribbon Bar Command-- Showing or Hiding the Ribbon Bar

To show or hide the ribbon bar:

Choose the Screen Layout command from the Display menu. From the cascading menu, choose Ribbon Bar to display the ribbon bar.

Choose the Screen Layout command from the Display menu. From the cascading menu, choose Ribbon Bar to hide the ribbon bar.

To display the ribbon bar labels, choose <u>Preferences</u> and select the Show Ribbon Bar Labels option.

Related Topics:

<u>Screen Layout AutoBar command</u>

Display Screen Layout Status Bar Command -- Showing or Hiding the Status Bar

To show or hide status bar:

Choose the Screen Layout command from the Display menu. From the cascading menu, choose Status Bar to display the status bar.

Choose the Screen Layout command from the Display menu. From the cascading menu, choose Status Bar to hide the status bar.

Display Full Screen Command -- Editing Your Picture Full Screen

To edit your picture full screen:

Choose Full Screen from the Display menu.

Press Ctrl+F to return to normal view.

You also can <u>click</u> the double arrows on the right side of the status bar to switch between full screen and normal view.

Related Topics:

<u>Screen Layout Show/Hide All Workboxes command</u>
<u>Show Screen command</u>

Display Show Screen Command -- Viewing Only Your Picture

To view only the picture:

1 Choose OK to view your active picture full-screen.

2   Press Esc to return to the normal PhotoFinish screen.

Related Topics:

Full Screen command

Screen Layout Show/Hide All Workboxes command

Display Calibrate Monitor Command -- Calibrating Your Monitor

To load a preset map:

1 Choose the map you want from the Preset Maps <u>drop-down list</u>.

2   Choose OK to use the map.

3   You can choose Options to <u>create</u> a new map, or <u>recalibrate</u>, <u>edit</u>, or delete the selected map.

Related Topics:

<u>Calibrating Your Hardware</u>
<u>Creating a New Monitor Calibration Map</u>
<u>Editing a Monitor Calibration Map</u>
<u>Recalibrating Your Monitor</u>

Creating a New Monitor Calibration Map

⬇

To create a new calibration map: ⬇

1 Choose a preset map that the new map is to be based on from the Based On <u>drop-down list</u>.

2 Type a name for the new calibration map in the Map Name <u>text box</u>.

3 Choose OK to save the map to disk. ⬇

4   Click <u>Recalibrate</u> to recalibrate your monitor and save it to the new map file.

5   Click <u>Edit</u> to fine-tune the map.

Related Topics:
<u>Calibrating Your Hardware</u>
<u>Calibrating Your Monitor</u>
<u>Editing a Monitor Calibration Map</u>
<u>Recalibrating Your Monitor</u>

Recalibrating Your Monitor

To recalibrate your monitor:

1 Click on the box whose center looks most like its border for gray, red, green, and blue.
2   Choose OK to save your changes to disk and use your new settings.

Related Topics:

Calibrating Your Hardware
Creating a New Monitor Calibration Map
Editing a Monitor Calibration Map

Editing a Monitor Calibration Map

To edit a monitor calibration map:

1 Choose a channel to specify the colors to be adjusted.

2   Adjust the curve to get the effect you want.

3   Choose OK to save your changes to disk and use your map.

Related Topics:

Calibrating Your Hardware
Calibrating Your Monitor
Creating a New Monitor Calibration Map
Recalibrating Your Monitor

Display Optimize Display Command -- Optimizing Your Display

⬇

To enhance your screen display:

⬇ Select Optimize Display.

⬇
⬇ Choose the command again to return to a normal display.

Related Topics:
Calibrating Your Monitor
Preferences command

The Options Menu

You use Options menu commands to change the palette, change tool settings, load a tile pattern, select startup preferences, select and style fonts, get system information, and choose other program options.
To choose an Options menu command, click Options and choose the command. Some commands are on cascading menus.

Options Menu Commands

Tool Options: Changes the tool settings.

Color Tolerance: Specifies a color range to fill, select, or replace with the Paint Roller, Magic Wand, and Color Replacer.

Font: Selects fonts and font styles and sizes.

Gradient Type: Changes the direction and brightness of the gradient for the gradient tools.

Palette All Colors: Adjusts all colors in the palette.

Palette Color Picker: Adjusts individual colors in the palette.

Palette Range of Colors: Creates gradations of colors in the palette.

Palette Single Colors: Adjusts individual colors in the palette.

Palette Open Palette: Loads a palette previously saved to disk.

Palette Save Palette As: Saves a palette to disk.

Paper Type: Selects a paper type to use with some tools and tool types.

Tile Pattern: Loads a picture from disk or the Clipboard to use with the tile pattern tools.

Preferences: Adjusts settings for PhotoFinish's virtual memory, the unit of measure for pictures, the display for gray scale pictures, ribbon bar labels, thumbnail files, and program startup.

System Info: Displays information about the PhotoFinish version number, your current picture, memory, disk space, and hardware.

Options Tool Options Command -- Changing Tool Settings

⬇

You use the Tool Options command to change the settings of the selected tool. You can also adjust most tool settings with the ribbon bar.

For more information about the options for a specific tool, click the tool icon.

⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇
⬇

Related Topics:
PhotoFinish Tools

Options Color Tolerance Command -- Specifying Color Tolerance

To specify colors to fill, replace, or select:

1 Type the color tolerance range for the colors to be filled, replaced, or selected.

2   Choose OK.

Related Topics:

Color Replacer tool
Magic Wand tool
Paint Roller tool
Understanding Color Tolerance

Options Font Command -- Selecting and Styling a Font

To open and style a font:

1 Select a font from the Font list.

2 Select a size for the font from the Size list.

3 Select a Style and Effect option to change the style of the text.

4   Select a Justification option to set the alignment of the text.

        You also can use the ribbon bar to change the font options.

Related Topics:

Text tool

Options Gradient Type Command -- Changing the Direction of Your Gradient

To change the gradient's effect:

1 Select the gradient you want to use.

2 Use the <u>mini-scroll bar</u> or type a number from 0 to 255 to select an amount of brightness.

3 Choose OK.

Related Topics:
<u>Box tool</u>
<u>Paint Roller tool</u>

Options Palette All Colors Command -- Changing All the Colors in Your Palette

To adjust the entire palette:

1 <u>Drag</u> the Brightness and Contrast arrows to adjust the palette.

2 	Drag the Hue arrow or type a number from 0 to 360 in the <u>text box</u> to select the color you want to add to the entire picture.

3 	Drag the Amount arrow or type a number from -100 to 100 in the text box to select the amount of hue you want to add.

4 	Choose OK.

Related Topics:

<u>Mixing RGB Colors</u>
<u>Palette Color Picker command</u>
<u>Palette Range of Colors command</u>
<u>Palette Single Colors command</u>
<u>Working with Different Numbers of Colors</u>

Options Palette Color Picker Command -- Adjusting Individual Colors

To adjust the selected primary color:

1 Select a color model from the Model <u>drop-down list</u>.
2   Select a channel from the Channel drop-down list.
3   Adjust the level of the selected channel with the color slider.
4   Choose Show Colors to see the available colors in the color refiner box.
5   <u>Click</u> on the color you want in the color refiner box.
6   Choose OK.

Related Topics:
<u>Mixing RGB Colors</u>
<u>Palette All Colors command</u>
<u>Palette Range of Colors</u>
<u>Palette Single Colors command</u>
<u>Selecting a Color in the Color Refiner Box</u>
<u>Working with Different Numbers of Colors</u>

Selecting a Color in the Color Refiner Box

⬇

Select the color below that is your selected color channel to see how to choose a color within the color refiner box.

⬇ Red
⬇ Green
⬇ Blue
⬇ Cyan
⬇ Magenta
⬇ Yellow
⬇ Hue
⬇ Lightness
⬇ Saturation

Related Topics:
Mixing RGB Colors
Palette All Colors command
Palette Range of Colors command
Palette Single Colors command

Options Palette Range of Colors Command -- Creating a Range of Colors

To create a range of colors:

1 Choose RGB or HLS as the color model you want to use to edit your color.

2   Click the left mouse button on the color you want to start the range.

3   Click the right mouse button on the color you want to end the range.

4   Use the mini-scroll bars or type numbers to change the level of each factor in the Start and End colors.

5   Click Build Range.

6   Choose OK.

Related Topics:

Mixing RGB Colors

Palette All Colors command

Palette Color Picker command

Palette Single Colors command

Working with Different Numbers of Colors

Options Palette Single Colors Command -- Creating a New Color

To change an individual color:

1 Choose RGB or HLS as the color model you want to use to edit your color.

2 <u>Drag</u> the arrows or type numbers in the text boxes to change the level of each color value.

3 Choose OK.

Related Topics:

<u>Mixing RGB Colors</u>

<u>Palette All Colors command</u>

<u>Palette Color Picker command</u>

<u>Palette Range of Colors command</u>

<u>Working with Different Numbers of Colors</u>

Options Palette Open Palette Command -- Loading a Palette

To open a previously saved palette:

1 Select the drive and directory you want.

2 Click a file in the File Name list box.

3 Choose OK.

Related Topics:

Palette Save Palette As command

Working with Different Numbers of Colors

Options Palette Save Palette As Command -- Saving a Palette
■

To save a palette: ■

1 Select the drive and directory you want.   ■
2   Type a name for the <u>palette</u> in the File Name <u>text box</u>.
3   Choose OK.

Related Topics:
<u>Palette Open Palette command</u>
<u>Working with Different Numbers of Colors</u>

Mixing RGB Colors

Below is a list of RGB values for common colors. Color values are listed in the order you adjust them: Red, Green, and then Blue. Each value is separated by a comma.

To mix colors for a gray scale picture, first <u>convert the picture</u> to a 256 color or 24 bit color picture.

If the colors don't look right, you can adjust the brightness of your pictures on-screen with the Display Calibrate Monitor command.

Red

Dark: 85, 0, 0
Medium: 170, 0, 0
Bright: 255, 0, 0
Light: 255, 85, 85
Brick: 160, 64, 64
Cherry: 255, 0, 85
Maroon: 192, 0, 80
Pink: 255, 170, 170
Salmon: 255, 144, 128
Violet-Red: 255, 0, 170

Green

Dark: 0, 85, 0
Medium: 0, 170, 0
Bright: 0, 255, 0
Light: 170, 255, 170
Forest: 85, 170, 0
Grass: 0, 176, 112
Lime: 170, 255, 85
Olive: 120, 144, 0
Pine: 43, 85, 0
Sea Green: 170, 255, 255
Spring Green: 208, 255, 160
Yellow-Green: 192, 255, 0

Blue

Dark: 0, 0, 85
Medium: 0, 0, 170
Bright: 0, 0, 255
Light: 85, 85, 255
Baby Blue: 170, 170, 255
Blue-Gray: 144, 144, 160
Cobalt Blue: 96, 80, 208
Cornflower: 170, 170, 255
Navy: 0, 0, 128
Periwinkle: 224, 208, 255
Sky Blue: 85, 170, 255
Violet Blue: 170, 0, 255

Cyan (Blue-Green)

Dark: 0, 85, 85
Medium: 0, 170, 170
Bright: 0, 255, 255
Light: 85, 255, 255
Aquamarine: 160, 255, 224
Blue-Green: 0, 255, 170
Green-Blue: 0, 128, 112
Pale: 170, 255, 255
Turquoise: 0, 176, 160

Earthtones

Dark Brown: 128, 64, 0
Brown: 176, 80, 0
Burnt Sienna: 176, 64, 0
Copper: 176, 96, 64
Indian Red: 144, 0, 0
Mahogany: 192, 64, 0
Raw Sienna: 176, 96, 0
Raw Umber: 144, 96, 0
Rust: 160, 80, 48
Sepia: 144, 64, 0
Tan: 255, 144, 96

Flesh

Dark: 170, 85, 85
Medium: 255, 170, 170
Light: 255, 192, 192
Apricot: 255, 224, 192
Peach: 255, 208, 192

Gray

Black: 0, 0, 0
Very Dark: 64, 64, 64
Dark: 85, 85, 85
Medium: 128, 128, 128
Light: 170, 170, 170
Very Light: 213, 213, 213
White: 255, 255, 255
Silver: 208, 208, 224

Magenta (Red-Violet)

Dark: 85, 0, 85
Medium: 170, 0, 170
Bright: 255, 0, 255
Light: 255, 85, 255
Mulberry: 170, 0, 85
Orchid: 255, 85, 170
Pale: 255, 170, 255
Red Violet: 255, 0, 160

Orange

Dark: 128, 85, 0
Medium: 170, 113, 0
Bright: 255, 170, 0
Light: 255, 170,85
Bittersweet: 255, 112, 80
Burnt Orange: 224, 96, 0
Melon: 255, 128, 112
Orange-Red: 255, 80, 0
Tangerine: 255, 112, 0
Yellow-Orange: 255, 144, 0

Purple

Dark: 43, 0, 85
Medium: 85, 0, 170
Bright: 128, 0, 255
Light: 128, 85, 255
Violet: 96, 0, 112

Lavender: 213, 170, 255
Plum: 160, 0, 112

Yellow

Dark: 85, 85, 0
Medium: 170, 170, 0
Bright: 255, 255, 0
Light: 255, 255, 170
Amber: 255, 170, 0
Cream: 255, 255, 208
Gold: 176, 112, 64
Goldenrod: 255, 176, 0
Green-Yellow: 170, 255, 0
Lemon: 255, 255, 85
Maize: 255, 176, 112
Orange-Yellow: 255, 208, 0

Related Topics:
Palette All Colors command
Palette Color Picker command
Palette Open Palette command
Palette Range of Colors command
Palette Single Colors command

Options Paper Type Command -- Selecting a Paper Type

To select a paper:

1 Click the Paper drop-down list and select the paper you want.

2   Select a preset Surface option or select Custom and use the mini-scroll bars to specify a number from 0 to 100.

3   Adjust Grain settings.

4   Click OK.

Related Topics:

Special Effect Apply Paper command

Options Tile Pattern Command -- Opening a Tile Pattern
■
To open a tile pattern:

1 Select a File Type option. ■
2   Select the drive and directory you want. ■
3   Click a file in the File Name list box. ■
4   Choose OK.

Related Topics:
Line tool
Paint Roller tool
Previewing a Picture

Options Preferences Command -- Selecting Preferences

![icon]

To change PhotoFinish settings:

1 Choose the options you want.   ![icon]
2   Click Memory Options to set up or disable virtual memory.
3   Click VGA Palette to try to view more levels of gray.   ![icon]
4   Choose OK.
5   Exit Windows and restart the program for the changes to take effect.

Related Topics:
Calibrate Monitor command
Optimize Display command

Preferences Dialog Box Options

At Startup
Units
Save Thumbnail Files
Show Ribbon Bar Labels
VGA Palette
Memory Options

Related Topics:
Preferences command

Viewing More Levels of Gray

To view more gray levels on a VGA monitor:

1 Save all work.

2 Choose Test Hardware.
3   Select Use VGA Hardware Palette if the test worked.
4   Choose OK.
5   Exit Windows and restart PhotoFinish to make the VGA Hardware Palette option take effect.

Related Topics:
Calibrate Monitor command
Optimize Display command
Preferences command

Selecting Memory Options

To set up virtual memory:

1 Select Enable Virtual Memory.

2   Type a number in the Min KB <u>text box</u>.

3   Type a number in the Max KB text box.

4   Specify the Virtual Memory Path.

5   Choose OK.

6   Exit Windows and restart PhotoFinish to make the Virtual Memory options take effect.

Related Topics:

<u>Preferences command</u>

Options System Info Command -- Displaying System Information

⬇

You use the System Info command to view information about your current picture, your display, your printer, and your scanner. You can also see how much memory and disk space is installed and remains in your computer.

Image: Shows you the size, resolution, and number of colors in your picture.

Screen: Shows you the <u>dpi</u> your screen can display. The higher the number, the sharper your display.

Printer: Shows you the name of the currently selected printer and the dpi the printer can print. The higher the number, the sharper your printout will be. You can change the selected printer and printer settings with <u>Print Setup</u>.

Scanner: Shows you the name of the scanner you have installed to use with PhotoFinish.

Computer Memory: Shows you how much memory and disk space is installed in your computer and how much remains. You can set <u>virtual memory</u> paths with <u>Preferences</u>.

The Window Menu

You use Window menu commands to rearrange PhotoFinish <u>picture windows</u>, rearrange <u>minimized</u> pictures, duplicate a picture, and change the <u>active picture</u>.

To choose a Window menu command, <u>click</u> Window and choose the command you want.

To change your active picture click the Window menu and choose a different picture from the picture list.

For more information, see <u>Activating a Picture Window</u>.

Window Menu Commands

<u>Cascade</u>: Layers PhotoFinish picture windows so each <u>title bar</u> is visible.

<u>Tile</u>: Arranges PhotoFinish picture windows in equal sizes to fit on your screen.

<u>Arrange Icons</u>: Arranges minimized pictures across the bottom of the PhotoFinish desktop.

<u>Duplicate</u>: Duplicates pictures so you can see changes at different magnifications while you edit a picture.

Window Cascade Command -- Cascading Your Picture Windows

⬇

To layer your picture windows:

⬇   Choose Cascade from the Window menu.

⬇

Related Topics:

Activating a Picture Window

Tiling Your Picture Windows

Window Tile Command -- Tiling Your Picture Windows

To arrange your picture windows:

Choose Tile from the Window menu.

Related Topics:

Activating a Picture Window

Cascading Your Picture Windows

Window Arrange Icons Command -- Arranging Your Picture Icons

To arrange picture icons:

       Choose Arrange Icons from the Window menu.

Activating a Picture Window

To activate a picture:

Click the name of the picture on the Window menu picture list or click the title bar of the picture.

A check mark appears beside the picture name on the Window menu list to show it is selected.

Window Duplicate Command -- Viewing a Picture in Multiple Views

To duplicate a picture:

Choose Duplicate from the Window menu.

Related Topics:

Locator tool

Zoom commands

Zoom tool

The Control Menu

You use <u>Control menu</u> commands on the PhotoFinish program and picture windows to move, close, restore, and change the size of the window. These commands are standard Windows commands.

You use Control menu commands on the PhotoFinish Palette and Toolbox to move and hide them. The Toolbox Control menu also has the Layout command, and the Palette Control menu also has the Fold/Unfold command.

Point to a topic below and <u>click</u> for more information about the Control menu commands unique to PhotoFinish.

Control Menu Commands

<u>Image Info:</u> Displays information about the picture.

<u>Resolution:</u> Changes the resolution of the picture.

<u>Layout:</u> Allows you to change the width and height of the Toolbox and to group or ungroup the tools.

<u>Fold/Unfold:</u> Allows you to fold or unfold the Palette workbox.

Layout Command -- Laying Out the Toolbox

To change your Toolbox layout:

1 Click the Control menu box on the Toolbox.

2 Choose Layout Ungroup or Layout Group.

3   Choose a column or row command to lay out your Toolbox.

Related Topics:

Screen Layout Show/Hide All Workboxes command
Screen Layout Toolbox command

Fold/Unfold Command -- Folding and Unfolding the Palette

To fold or unfold your Palette:

1 Click the Control menu box of the Palette.

2 Choose Fold or Unfold.

Unfold displays all the colors available in the Palette.

Fold displays only the color selection box.

Related Topics:

Screen Layout Palette command
Screen Layout Show/Hide All Workboxes

The Scan Menu

You use Scan menu commands to scan and set scanning options, load and save <u>scanner configurations</u>, calibrate your scanner, stitch images together, and rescan images.

To choose a Scan menu command, click Scan and choose the command.

Before you begin scanning, you may want to read <u>Scanning with PhotoFinish</u>.

Scan Menu Commands

<u>AutoScan:</u> Automatically scans and improves the quality of an image.

<u>Scan:</u> Changes scanner settings and scans or captures an image.

<u>Scan Again:</u> Scans or captures an image again with the current settings.

<u>Stitch:</u> Scans an image and adds it to the active picture.

<u>Calibrate Scanner:</u> Calibrate your scanner, and create, edit, or delete calibration maps.

<u>Open Configuration:</u> Loads scanner settings previously saved to disk.

<u>Save Configuration As:</u> Saves scanner settings to disk.

Scanning with PhotoFinish

You use a scanner to translate a printed image to computer language so you can use the image with your computer. You can use flatbed scanners, video grabbers, and hand scanners with PhotoFinish. For best results, you should calibrate your scanner before you scan. For more information, see <u>Calibrating Your Hardware</u>.

Keep the following in mind when you scan with PhotoFinish:

You must first connect your scanner to your computer system according to the scanner manufacturer's installation instructions.

If you want to use PhotoFinish's scanning features, you must first install and configure your scanner with the PhotoFinish Setup program.

Turn on your scanner before you start your computer.

If you have already installed PhotoFinish and want to install or reconfigure a scanner, run the PhotoFinish Setup program again and choose the Install Scanner or Change Scanner Settings option. You will be prompted to insert PhotoFinish disks or scanner manufacturer's disks to install your scanner.

If your scanner supports the <u>TWAIN</u> interface, use the <u>Select Source</u> and <u>Acquire</u> commands on the File menu to set up your scanner and to scan.

Related Topics:
<u>AutoScan command</u>
<u>Scanning with a Flatbed Scanner</u>
<u>Scanning with a Hand Scanner</u>
<u>Scanning with a Video Grabber</u>

Scan AutoScan Command -- Improving the Quality of a Scanned Image

To have PhotoFinish automatically scan and correct your image:

1 Choose Options to select the auto enhancement options.

2   Click the Scan button to scan and automatically enhance the picture.

3   Choose Accept to load the enhanced image into a new picture window.

Related Topics:
Auto Brightness/Contrast command
Auto Crop command
Auto Remove Moiré command
Auto Saturation command
Scanning with PhotoFinish
Transform Rotate command
Tune Equalize command

Setting AutoScan Options
⬇

To specify auto enhancement options:

1 Click the box next to the option you want PhotoFinish to use on your picture. ⬇
2   Select an image type from the Image Type <u>drop-down list</u>. ⬇
3   Choose the output device you want from the Output drop-down list. ⬇
4   Click Edit Output to view, change, add, or delete available Output options. ⬇
5   Choose OK to use your new selections.

Related Topics:
<u>Auto Brightness/Contrast command</u>
<u>Auto Crop command</u>
<u>Auto Remove Moiré command</u>
<u>Auto Saturation command</u>
<u>AutoScan command</u>
<u>Scanning with PhotoFinish</u>
<u>Transform Rotate command</u>
<u>Tune Equalize command</u>

Changing Your Output Device

![icon]

To change, add, or delete output options:

1 Use the <u>mini-scroll bars</u> to adjust the Vertical and Horizontal resolution for Text/Line Art and Photo scanning.   ![icon]

2   Choose Change to save your settings with the selected Output name.   ![icon]

3   Choose Close when you are finished making your changes.

Related Topics:

<u>AutoScan command</u>
<u>Setting AutoScan Options</u>
<u>Scanning with PhotoFinish</u>

Scan Scan Command -- Scanning a Picture

You use the Scan command on the Scan menu to scan or capture an image. The dialog box that appears when you choose Scan differs depending on the type of scanner you are using. For step-by-step instructions <u>click</u> the Related Topic below for your scanner.

If your scanner is installed for the <u>TWAIN</u> standard interface, you can also <u>select</u> a TWAIN source and choose <u>Acquire</u> from the File menu to scan an image.

Related Topics:

<u>Scanning with a Flatbed Scanner</u>
<u>Scanning with a Hand Scanner</u>
<u>Scanning with a Video Grabber</u>
<u>Scanning with PhotoFinish</u>

Scanning with a Flatbed Scanner

If you plan to <u>stitch</u>, be sure to scan the left side of the image first.

To scan with a flatbed scanner:

1 Click Options to change scanner settings and choose OK.

2 Adjust other options you want.

3 <u>Click</u> Prescan to prescan the image.

4 Click Scan to scan your picture.

Related Topics:
<u>Open Configuration command</u>
<u>Save Configuration As command</u>
<u>Scanning with PhotoFinish</u>

Flatbed Scanner Dialog Box Options

⬇

⬇Units

⬇Margins

⬇Set Paper Size

⬇Prescan

⬇Select Scan Area box

⬇Options

⬇Scan

Related Topics:

Scanning Different Page Sizes

⬇

To change your paper size:

1 Select a Units option. ⬇
2   Select a paper size option. ⬇
3   Click OK to return to the main scanning dialog box.

Related Topics:
Scanning with a Flatbed Scanner
Scanning with PhotoFinish

Flatbed Scanner Page Size Options

Letter
Legal
Custom
B Size
A3
A4
A5
B5

Related Topics:
Scanning Different Page Sizes
Scanning with a Flatbed Scanner
Scanning with PhotoFinish

Scanning with a Video Grabber

⬇
⬇   If you plan to <u>stitch</u>, be sure to capture the left side first.

To capture an image with a video grabber: ⬇

1 Click Options to change grabber settings and choose OK. ⬇

2   Adjust other options you want. ⬇

3 <u>Click</u> Prescan to prescan the area. ⬇

4 Click Stop to end prescanning.

5 Click Capture to capture the area you want. ⬇

Related Topics:
<u>Open Configuration command</u>
<u>Save Configuration As command</u>
<u>Scanning with PhotoFinish</u>

Video Grabber Dialog Box Options

⬇
⬇Scan Area
⬇Set Dimensions
⬇Prescan
⬇Select Video Scan Area box
⬇Brightness
⬇Contrast
⬇Options
⬇Capture

Related Topics:
Capturing Different Picture Sizes
Open Configuration command
Save Configuration As command
Scanning with a Video Grabber
Scanning with PhotoFinish
Setting Up Scanning Options

Capturing Different Picture Sizes

To change scan dimension size:

1 Type the unit of measure you want.
2   Type a horizontal and vertical size of the area you want to capture.
3   Click OK to return to the main scanning dialog box.

Related Topics:
Scanning with a Video Grabber
Scanning with PhotoFinish

Scanning with a Hand Scanner

⬇
⬇   If you plan to <u>stitch</u>, be sure to scan the left side first.

To scan with a hand scanner: ⬇

1 Click Options to change scanner settings and choose OK. ⬇
2   Adjust other options you want. ⬇
3   <u>Click</u> Scan and begin to scan with the hand scanner.

4 Click OK to accept the scanned image. ⬇

Related Topics:
<u>Open Configuration command</u>
<u>Save Configuration As command</u>
<u>Scanning with PhotoFinish</u>

Hand Scanner Dialog Box Options

⬇

⬇Units

⬇Margins

⬇Set Scan Size

⬇Feedback

⬇Hand Scanner Area

⬇Options

⬇Scan

Related Topics:

Handscanning Different Page Sizes

Open Configuration command

Save Configuration As command

Scanning with a Hand Scanner

Scanning with PhotoFinish

Setting Up Scanning Options

Handscanning Different Page Sizes

To change the scan area size:

1 Select a Units option.

2   Type the width of the area you want to scan in the Horizontal Size text box.

3   Type the length of the area you want to scan in the Vertical Size text box.

4   Click OK to return to the main scanning dialog box.

Related Topics:
Scanning with a Hand Scanner
Scanning with PhotoFinish

Setting Up Scanning Options

To adjust scanner options:

1 Adjust the options you want.

2   Choose OK to return to the main scanning dialog box.

Related Topics:

Open Scanner Configuration command
Save Configuration As command
Scanning with a Flatbed Scanner
Scanning with a Hand Scanner
Scanning with a Video Grabber
Scanning with PhotoFinish
Working with Different Numbers of Colors

Scanner Setup Dialog Box Options

⬇

⬇Brightness

⬇Contrast

⬇Scaling

⬇Image Type

⬇Halftone

⬇Resolution

⬇Enhancements

⬇Units

Related Topics:
Scanning with PhotoFinish
Setting Up Scanning Options

Scan Scan Again Command -- Rescanning a Picture

To rescan a picture:

1 Choose Yes to rescan or recapture your picture with the current settings.

2 Choose No to cancel the scan.

Related Topics:
Open Configuration command
Scan command
Scanning with PhotoFinish
Stitch command

Scan Stitch Command -- Stitching Scanned Images

To scan an image larger than the width of your scanner:

1 Use <u>Scan</u> to scan the left side of your picture.

2   Choose Stitch from the Scan menu.

3   Scan the portion of the image you want to add.

4   Move the stitched image where you want it.

5   Choose another command, select a tool, or choose <u>Select None</u> to stitch the image permanently.

Related Topics:

<u>Manipulating Defined Areas</u>

<u>Scanning with a Flatbed Scanner</u>

<u>Scanning with a Hand Scanner</u>

<u>Scanning with a Video Grabber</u>

<u>Scanning with PhotoFinish</u>

<u>Zoom commands</u>

Scan Calibrate Scanner Command -- Calibrating Your Scanner

To load a preset map:

1 Choose the map you want from the Preset Maps <u>drop-down list</u>.

2   Choose OK to use the map.

3   You can choose Options to <u>create</u> a new map, <u>recalibrate</u>, <u>edit</u>, or delete the selected map.

Related Topics:
<u>Calibrating Your Hardware</u>
<u>Scanning with PhotoFinish</u>

Creating a New Scanner Calibration Map

To create a new calibration map:

1 Choose a preset map that the new map is to be based on from the Based On <u>drop-down list</u>.

2 Type a name for the new calibration map in the Map Name <u>text box</u>.

3 Choose OK save the map to disk.

4 Click <u>Recalibrate</u> to recalibrate your scanner and save it to the new map.

5 Click <u>Edit</u> to fine-tune the map.

Related Topics:
<u>Calibrating Your Hardware</u>
<u>Calibrating Your Scanner</u>
<u>Scanning with PhotoFinish</u>

Recalibrating Your Scanner

To recalibrate your scanner:

1 Place the calibration card on your scanner.

2 Select which option you want your scanner to be calibrated for, and choose OK.

3   Choose OK to save your changes to disk and use your new settings.

Related Topics:
Calibrating Your Hardware
Calibrating Your Scanner
Creating a New Scanner Calibration Map
Editing a Scanner Calibration Map

Editing a Scanner Calibration Map

To edit a scanner calibration map:

1 Choose a channel to specify the colors to be adjusted.

2   Adjust the curve to get the effect you want.

3   Choose OK to save your changes to disk and use your map.

Related Topics:

Calibrating Your Hardware
Calibrating Your Scanner
Creating a New Scanner Calibration Map
Scanning with PhotoFinish

Compensation Map Editing Options

⬇
⬇
You can use several styles to get the response curve you want.

⬇Curve
⬇Freehand
⬇Linear

⬇
This picture illustrates the color values represented in the calibration map sample box:

Maximum
(255: white with
Channel All)

Mid

New
values

Minimum
(0: black with
Channel All

Current values

Mid

Maximum
(255: white with
Channel All)
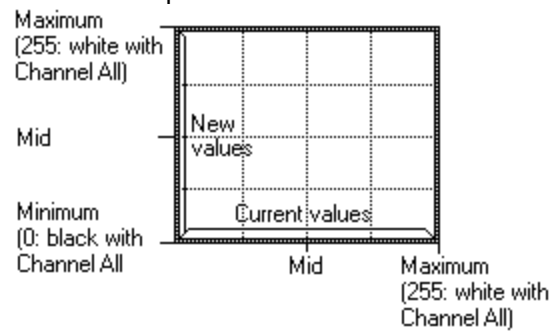
Related Topics:

Calibrating Your Hardware

Scan Open Configuration Command -- Loading Scanner Settings

To load previously saved scanner settings:

1 Select the drive and directory you want.
2   Click a scanner configuration in the File Name list box.
3   Choose OK.

Related Topics:
Save Configuration As command
Scan Again command
Scanning with a Flatbed Scanner
Scanning with a Hand Scanner
Scanning with a Video Grabber
Scanning with PhotoFinish

Scan Save Configuration As Command -- Saving Scanner Settings

To save scanner settings:

1 Select where you want to save the file.

2   Type a name for the file.

3   Choose OK.

Related Topics:

Open Configuration command

Scanning with PhotoFinish

Setting Up Scanning Options

Viewing Colors on Your Screen

⬇

PhotoFinish provides device independence so you can load and edit images that have more colors than your monitor supports. PhotoFinish simulates colors not supported by your monitor and retains all the original details and colors in your picture.

⬇   To adjust how bright your pictures appear on-screen, see <u>Calibrate Monitor</u>.

⬇   To enhance how simulated colors appear on-screen, see <u>Optimize Display</u>.

⬇   If your VGA driver supports fewer than 16 levels of gray, you may be able to use PhotoFinish's VGA Hardware Palette option to improve the on-screen appearance of gray scale pictures. For more information see <u>Viewing More Levels of Gray</u>.

Related Topics:

<u>Working with Different Numbers of Colors</u>

Working with Different Numbers of Colors

PhotoFinish supports 24 bit color, 256 color, gray scale, and black and white pictures. A picture with fewer than 256 colors or grays (except black and white) is automatically converted to 256 color when you open it. A 32 bit picture is automatically converted to 24 bit color when you open it.

You can create and edit pictures that contain more colors than your hardware supports without losing original detail. PhotoFinish simulates colors on-screen that your monitor doesn't support, giving you device independence.

Following is general information about working with pictures. For more specific color information, click one of the Related Topics.

Use Convert To to convert a picture to another color format. If you plan to use the picture with a device or application that requires a specific format, you can convert the picture, edit it, and then convert it to the format you need.

To optimize how PhotoFinish simulates colors on-screen, see Optimize Display.

To adjust how bright your pictures appear on-screen, see Calibrate Monitor.

Filter, Special Effect, and Tune commands work best with 24 bit color and gray scale pictures. For more information, see Using Filter Commands, Using Tune Commands, or Using Special Effect Commands.

Tools work best with 24 bit color and gray scale pictures.

Some commands and tools are available only with 24 bit color or gray scale pictures. Commands that are unavailable for the format you are using are dimmed and cannot be selected. When you try to use a tool that is unavailable for the format you are using, you receive an error message.

Related Topics:
Working with 24 Bit Color Pictures
Working with 256 Color Pictures
Working with Black and White Pictures
Working with Gray Scale Pictures

Working with Black and White Pictures

⬇

A black and white picture is made up of only black and white. Grays are made up of individual dots of black and white. This mode is useful if you want high contrast black and white pictures.

You can create, open, save, scan, and edit black and white pictures with PhotoFinish.

⬇   Black and white requires the least amount of memory.

⬇   If you want to colorize a black and white picture or take advantage of more options and tools, you can convert the picture to another color format.

⬇   If you convert a picture to black and white, you can choose a conversion type. If you select Line Art, no halftone is used. If you choose Printer Halftone, a fatting halftone is used. If you choose Screen Halftone and Optimize Display on the Display menu is selected, a diffused halftone pattern is used. If you choose Screen Halftone and Optimize Display is not selected, a Bayer halftone is used.

⬇   Some tool types are unavailable for black and white pictures. In addition, most tool types work best in 24 bit color or gray scale.

⬇   The following tools are unavailable for black and white pictures: Color Replacer, Contrast Paintbrush, Brighten Paintbrush, Tint Paintbrush, Blend Paintbrush, and Sharpen Paintbrush.

⬇   The AutoEnhance and Auto commands on the Image menu are unavailable for black and white pictures.

⬇   The only available Filter command is Remove Spots.

⬇   The only available Special Effect command is Outline.

⬇   The only available Tune command is Negative.

⬇   You can open black and white pictures in the following formats: BMP, GIF, JPEG, MSP, PCX, and TIFF.

⬇   You can save black and white pictures in the following formats: BMP, EPS, GIF, JPEG, PCX, and TIFF.

Related Topics:

Working with Different Numbers of Colors

Working with Gray Scale Pictures

⬇

A gray scale picture is made up of 256 solid grays. This mode is useful if you do not want to add color to your picture.

You can create, open, save, scan, and edit gray scale pictures with PhotoFinish. Grays not supported by your monitor are simulated on-screen, and the original detail is retained in your picture.

⬇   When you convert a gray scale picture to color, the picture remains gray, but you can add colors.

⬇   If you use a VGA driver that displays fewer than 16 levels of gray, you may be able to use PhotoFinish's VGA Hardware Palette option to increase the number of grays displayed on-screen.

⬇   All Filter, Tune, and Special Effect commands and tools are available with the exception of Tune Hue and Saturation.

⬇   Gray scale pictures require less memory than 24 bit color pictures.

⬇   You can open gray scale pictures in the following formats: BMP, GIF, JPEG, PCX, TARGA, and TIFF.

⬇   You can save gray scale pictures in the following formats: BMP, EPS, GIF, JPEG, PCX, TARGA, and TIFF.

Related Topics:
Calibrating Your Monitor
Optimizing Your Display
Working with Different Numbers of Colors

Working with 256 Color Pictures

⬇

A 256 color picture is made up of 256 solid colors. This mode is useful if you are creating pictures to view on-screen or if you don't have enough memory for 24 bit color pictures. PhotoFinish automatically converts a picture with fewer than 256 colors to 256 color when you open it.

You can create, open, save, scan, and edit 256 color pictures with PhotoFinish. Colors not supported by your monitor are simulated on-screen and the original detail is retained in your picture.

⬇ The color set in the palette of a 256 color picture defines the colors available for your picture.

⬇ You can use Palette commands to adjust a single color, range of colors, or all the colors in your palette. However, the picture also will change.

⬇ Some tool types are unavailable for 256 color pictures. In addition, most tool types work best in 24 bit color or gray scale.

⬇ The Tint Paintbrush, Blend Paintbrush, and Sharpen Paintbrush are unavailable for 256 color pictures.

⬇ The AutoEnhance and Auto commands on the Image menu are unavailable for 256 color pictures.

⬇ Diffuse and Remove Spots are the only Filter commands available for 256 color.

⬇ Black Hole, Crumple, Crystallize, Fisheye Lens, Outline, Pixelate, and Twist are the only Special Effect commands available for 256 color picture.

⬇ All Tune commands are available for 256 color pictures with the exception of Hue and Saturation.

⬇ You can open 256 color pictures in the following formats: BMP, GIF, PCX, TARGA, and TIFF.

⬇ You can save 256 color pictures in the following formats: BMP, EPS, GIF, PCX, TARGA, and TIFF.

⬇ To take advantage of all the Filter, Tune, and Special Effect commands, tools and tool types, use Convert To to convert your picture to 24 bit color.

Related Topics:
Calibrating Your Monitor
Optimizing Your Display
Working with Different Numbers of Colors

Working with 24 Bit Color Pictures

⬇

A 24 bit color picture is made up of 16,777,216 colors, providing better detail and depth than other color modes. Retouch tools and the commands on the Image menu also work best in 24 bit color mode. You can paste pictures without changing their colors.

You can create, open, save, scan, and edit 24 bit color pictures with PhotoFinish. Colors not supported by your monitor are simulated on-screen, and the original detail is retained in your picture.

⬇ The color set in the Palette of a 24 bit color picture displays 256 of the 16.7 million colors available.

⬇ To change the colors displayed in the color set for easy access: double-click a color in the palette; use any of the Palette commands, or pick up a color from your picture with the Eyedropper.

⬇ You can use the Optimize Display command to change the look of 24 bit color pictures on-screen.

⬇ All of the Filter, Tune, and Special Effect commands and tools are available with 24 bit color pictures.

⬇ You can open 24 bit color pictures in the following formats: BMP, JPEG, PCX, TARGA, and TIFF.

⬇ You can save 24 bit color pictures in the following formats: BMP, EPS, JPEG, PCX, TARGA, and TIFF.

⬇ To use your picture with a device or application that does not support 24 bit color, use Convert To to convert the picture to the color mode you need.

Related Topics:
Calibrating Your Monitor
Optimizing Your Display
Working with Different Numbers of Colors

Calibrating Your Hardware

Differences between your scanner, printer, and monitor can occur for many reasons. Your picture may appear darker in print than it does on-screen because printer dots look darker and larger than the dots on your screen. In addition, colors on a monitor are projected and so they usually appear brighter than printed colors, which are perceived with reflective light. And each device also has its own idiosyncrasies. For example, your scanner may tend toward the dark end of the spectrum or your printer may print dark because it is new. Even the length of time a device is on can change its results. For example, a scanner usually gives you different results when you first turn it on and after it is warm. Compensating your devices helps you to get the results you expect.

PhotoFinish uses special response curves, called compensation maps, to adjust your devices. Compensation maps do not change the colors in your picture. Instead, the colors in your picture are adjusted when the picture is sent to or from the device. For example, a printer compensation map is applied to a picture when the picture is sent to your printer.

You can load a preset map, let PhotoFinish automatically recalibrate a map for you, create a new map based on a previous one, and fine-tune a map.

Following is an explanation of which type of calibration method you should use.

You can choose a preset map for your scanner, printer, and monitor. Although this is not the most accurate way to adjust your devices, it is a quick way to get started. You cannot recalibrate, edit, or delete a preset map shipped with PhotoFinish.

Generally, you load a preset map you previously calibrated or fine-tuned. If, however, you want to get started right away or a particular device does not support PhotoFinish's automatic calibration, you can load one of the preset maps PhotoFinish supplies.

If your monitor can display at least 256 colors or 16 levels of gray, you can let PhotoFinish recalibrate a map specifically for you.

If you have a flatbed, sheetfed, or hand scanner that is at least four inches wide, supports 256 gray scale or 24 bit color, and has a resolution of at least 75 dpi, installed in PhotoFinish, you can let PhotoFinish recalibrate a map specifically for your scanner.

If you have a printer installed in Windows and a scanner that supports the scanner requirements listed above, you can let PhotoFinish recalibrate a map specifically for your printer.

For step-by-step instructions on calibrating a device, choose one of the topics below.
Calibrate Scanner
Calibrate Monitor
Calibrate Printer

Using the AutoBar

PhotoFinish's AutoBar makes it easy to quickly choose some of the most-used commands with the click of the mouse button.

To choose commands from the AutoBar, it must be displayed. To quickly display the AutoBar, press Ctrl+U or choose the Screen Layout AutoBar command.

To read about the available commands on the AutoBar, click an icon or button on the picture below.

Using the Ribbon Bar

⬇

PhotoFinish's ribbon bar makes it easy to quickly change most of the tool settings for the currently selected tool. You can also change tool settings with the Tool Options command.

To change tool settings on the ribbon bar, it must be displayed. To quickly display the ribbon bar, press Ctrl+R or choose the Screen Layout Ribbon Bar command.

The appearance of the ribbon bar varies depending on the tool you select. To see how to use the ribbon bar for a specific tool, see the Tool Options help topic for the tool.

Understanding File Formats

PhotoFinish supports a wide range of different formats, allowing you to save your pictures in a format that can be understood by your other applications.

File formats can be distinguished from one another by their three-letter filename extension. Each has characteristics that make it suitable for different applications. Following is a list of the formats supported by PhotoFinish. Click the name of the format to learn more about it.

BMP	EPS	GIF
JPG	MSP	PCX
PCD	TGA	TIF

Note: If you have installed UltraFAX on your system, you also can open and save pictures in DCX and ZGF formats. These formats open and save in black and white only. If you open a multiple page DCX or ZGF file in PhotoFinish, only the first page of the file is visible. If you want to see all the pages in the file, use the UltraFAX Viewer.

BMP File Format

The BMP format is the internal picture file format used by Windows 3.0.

You can open and save black and white, 256 color, 24 bit color, and gray scale pictures in the .BMP file format. If you open a 16 color BMP, PhotoFinish automatically converts the picture to 256 colors.

Related Topics:

Understanding File Formats

EPS File Format

The Encapsulated PostScript format (EPS) is used to exchange pictures between programs and computer platforms because it is simply a PostScript description of the picture. PhotoFinish's .EPS file format contains PostScript code that draws a bitmap image. Since this type of .EPS file is resolution specific, you will get the same results sizing it as you would with any other picture file format.
You can save black and white, 256 color, 24 bit color, and gray scale pictures in the .EPS file format. You can specify Color or Gray Scale in the File Sub-Format drop-down list if you save a 256 color or 24 bit color picture. PhotoFinish does not support a preview copy of an .EPS file. You can save a file in the .EPS format, but you cannot load an .EPS file into PhotoFinish. You may want to save your picture as a .PCX file until you finish making changes.
You can customize the header and trailer information in your .EPS file by editing a file named EPS.DAT, which was copied to your PhotoFinish directory during setup. You can load EPS.DAT into a text editor, such as Notepad, to change header information including the date the file was created, its title, and the name of the person who created the picture. For example, you can add your name to the header by editing the line that reads: For:--Your-Name-Here--

If you choose to edit your EPS.DAT file, make sure you read the comments in the EPS.DAT file before you begin editing. Be careful not to change WARNING areas. Keep in mind that although a fully conforming .EPS file does not include palette information, you will probably alter the look of your picture if you remove the EPS.DAT palette information.

Related Topics:
Understanding File Formats

GIF File Format

The Graphics Interchange Format (GIF -- a service mark of CompuServe Incorporated) is generally used to transmit pictures and to exchange pictures between computer platforms. PhotoFinish supports single-image .GIF files.

You can save black and white, 256 color, and gray scale pictures in the .GIF file format. Although you can open .GIF pictures in both the old and new format, PhotoFinish saves pictures in the older version to be more compatible with other programs and uses LZW compression to save space on your hard drive.

Related Topics:

Understanding File Formats

JPEG File Format

The Joint Photographic Experts Group file format (JPEG) used by PhotoFinish uses the Discrete Cosine Transforms (DCT) compression technique. PhotoFinish's JPEG file format conforms to the JPEG File Interchange Format. You can save gray scale and 24 bit color pictures in the .JPG file format.

Of all the file formats PhotoFinish supports, JPEG can give you the greatest compression.

Although your file size will be smaller, you will lose some picture information during compression. This can affect the number of colors in your picture by reducing the distinction between different colors -- your picture may appear slightly blurred and there may be a loss of detail.

You can choose the amount of loss that is acceptable for your picture from the File Sub-Format drop-down list. You can select Minimum Loss, Low Loss, Medium Loss, or High Loss, and PhotoFinish compresses the file with preset values. The higher the loss, the smaller the file size will be and the more detail is discarded from the picture. If your picture is made up of similar hues, the detail you lose will be less noticeable.

It is highly recommended that you check the results of the compression sub-format you choose *before* you discard your original picture. *To check the results of saving, you must open the picture again.*

If the loss of detail is not acceptable, try saving the original picture again using a sub-format with lower loss. The amount of loss that occurs each time you save a JPEG picture again, using the same sub-format selection, depends on how much you change the picture.

You can also customize how much loss and the type of loss you want. To customize your JPEG compression, choose Custom Compression as the sub-format for JPEG and click OK. The JPEG dialog box is displayed so you can choose the options you want. To understand the JPEG custom options you must first understand Luminance, Chrominance, and Subsample.

Luminance: Luminance specifies how much gray to retain in a group of pixels. You specify the number of pixels by choosing a Subsample. Luminance is available for 24 bit color pictures and is the only setting available for gray scale pictures. Adjusting Luminance is similar to adjusting the brightness and contrast knob on a television set. Luminance can be set from -8 to 100. The lower the number, the more definition between colors is retained. If your picture is low contrast, you may be able to use a slightly higher Luminance setting with acceptable results.

Chrominance: Chrominance specifies how much color to retain in a group of pixels. You specify the number of pixels by choosing a Subsample. Chrominance is available only for 24 bit color pictures. Adjusting Chrominance is similar to adjusting the tint and color knobs on a television set. Chrominance can be set from -8 to 100. The lower the number, the more definition between colors is retained. Note that if your picture is made up of similar hues, you may be able to use a slightly higher Chrominance setting with acceptable results.

Subsample: Subsample specifies how many pixels PhotoFinish looks at to determine which colors to keep and which colors to discard for final compression. Subsample options are listed as three numbers, separated by colons. The first number represents how many pixels to look at for the Luminance setting. PhotoFinish always looks at each pixel in a group of four when applying the Luminance setting. The second and third numbers represent two color channels for Chrominance. They determine how many pixels to view as a single value in a group of four pixels. A simple way to look at the Chrominance subsample numbers is that the higher the Chrominance subsample, the more detail is retained. For example, if you choose the Subsample 4:4:4, each pixel is considered separately when applying the Chrominance setting -- giving you less loss. If, however, you choose the Subsample 4:1:1, the group of pixels is 4 and all four pixels are considered as a single value when applying the Chrominance setting -- giving you higher loss.

PhotoFinish's preset sub-format options follow. Only the Luminance settings are used if you are saving a gray scale picture.

This preset sub-format...   ...uses these settings.

Minimum Loss   Subsample is 4:4:4. Luminance is -8. Chrominance is -8.

Low Loss	Subsample is 4:4:4. Luminance is -3. Chrominance is -3.
Medium Loss	Subsample is 4:2:2. Luminance is 0. Chrominance is 0.
High Loss	Subsample is 4:2:2. Luminance is 3. Chrominance is 3.

Related Topics:
Compressing with JPEG
Understanding File Formats

MSP File Format

The Microsoft Paint format (MSP) is used by Microsoft Paint versions included in Windows versions lower than 3.0.

PhotoFinish supports opening MSP pictures previously saved in the MSP format by another application, but you cannot save in the MSP format.

Related Topics:

Understanding File Formats

PCX File Format

The PCX format was developed in 1984 by ZSoft Corporation. It is used as an industry standard to exchange pictures between programs and is supported by a multitude of graphics and desktop publishing programs.

You can save black and white, 256 color, 24 bit color, and gray scale pictures using the ZSoft PCX selection. PhotoFinish uses a run-length compression to save space on your hard drive.

If you are saving a gray scale or 256 color picture, you can choose 16 Color or 256 Color from the File Sub-Format drop-down list. PhotoFinish automatically applies the best halftone when it saves in the 16 Color subformat. You should be aware that although you can save in 16 colors, PhotoFinish automatically converts the picture to 256 color when you open it again.

If you have problems with a .PCX file, you can use the PCXHDR.EXE utility program to view information about the file. PCXHDR.EXE was copied to your PhotoFinish directory when you installed the program. To run PCXHDR, double-click the PCX File Info icon in your PhotoFinish program group.

Related Topics:
Understanding File Formats

PCD File Format

The PCD file format was developed by Eastman Kodak Company and is the format used by Kodak Photo CDs. PCD files are 24 bit color and usually contain several resolutions for the file. When you open a PCD file in PhotoFinish, you can select which resolution you want to use. You cannot save pictures in the PCD format.

Related Topics:

Understanding File Formats

Targa File Format

The Targa format (.TGA), developed in 1984 by Truevision, was originally intended for use with systems that have a Truevision video board, allowing you to see 16.7 million colors on-screen (all the colors available in a 24 bit color picture).

You can save black and white, 256 color, 24 bit color, and gray scale pictures in the Targa file format. Although Targa files can use several extensions, PhotoFinish automatically uses the .TGA extension. You can specify a compressed or uncompressed format in the File Sub-Format drop-down list when you save. The compressed TGA format uses a run-length compression scheme.

Related Topics:

Understanding File Formats

Tiff (*.TIF)

The Tagged Image File Format (TIFF) is used to exchange pictures between programs and computer platforms. This file format has gone through several revisions, and different versions are often incompatible.

You can save black and white, 256 color, 24 bit color, and gray scale pictures in the TIFF file format. PhotoFinish saves TIFF files in version 5.0 TIFF files and can often load versions 3 and 4 TIFF files as well.

If you are saving a 256 color, 24 bit color, or gray scale picture, you can specify a compressed or uncompressed format in the File Sub-Format drop-down list. PhotoFinish uses the LZW compression for these types of pictures. Keep in mind that although compressing reduces the size of the file, some desktop publishing programs require the uncompressed format.

If you are saving a black and white picture, you can choose either Packbits, or CCITT Group 3 1-D compression from the File Sub-Format drop-down list. Packbits is a generic compression, similar to run-length encoding. You will often get better compression with this option. CCITT uses a modified Huffman compression scheme with predefined tables. CCITT is highly optimized for good compression on FAX 200 dpi files.

If you have problems with a TIFF file, you can use the TIFFDUMP.EXE utility program to view information about the file. TIFFDUMP.EXE was copied to your PhotoFinish directory when you installed the program. To run TIFFDUMP, double-click the TIFF File Info icon in your PhotoFinish program group.

Related Topics:
Understanding File Formats

Understanding Color Tolerance

You adjust the color tolerance to determine the area affected when you use the Magic Wand, Color Replacer, and Paint Roller tools. For example, if your picture is a red apple among green leaves, you can adjust color tolerance so that the tool affects the entire apple, and only the apple. The leaves are not affected -- there is only a slight color difference between the different shades of red in the apple, but there is a drastic color difference between the red apple and the green leaves.

The lower the color tolerance value, the smaller the range of color that is affected. You can choose a color tolerance value from 0 to 255, where 255 affects all the color channels in the picture.

The colors affected depend on the color you click in your picture. For example, if you click on the red apple, the color range is centered on the red value you clicked, and all of the adjacent colors within the color tolerance range are affected. If, however, you click on a green leaf, the color range is centered on the shade of green you clicked, and all adjacent areas with similar green colors are affected.

You use the Range control on the Magic Wand, Color Replacer, or Paint Roller ribbon bar to set the same color tolerance values for all color channels. If you want to adjust color tolerance so that it is weighted toward a specific RGB color channel, choose the Color Tolerance command, clear the Identical Values option, and set the values you want for each color channel. For example, you can increase the value of the red color channel and decrease the blue and green channels so that colors with more reds and fewer other colors are affected by the tool. Using different values for color tolerance is most useful with 24 bit pictures.

Memory Information

The amount of memory available in your computer system determines the size and number of pictures you can open (up to eight pictures). When you work with large pictures, it is easy to exceed the amount of RAM installed in your system.

Windows uses free space on your hard drive to simulate expanded memory. This is known as virtual memory. The amount of memory available to Windows applications is equal to the amount of free RAM, plus the amount of disk space Windows has reserved for use as virtual memory. For information on setting Windows virtual memory options, see your Windows documentation.

In addition, PhotoFinish includes its own virtual memory manager. If the memory required exceeds the amount of memory Windows has set aside, you can use PhotoFinish's virtual memory. You use the Preferences command to set virtual memory options.

The following list explains when and how you should use PhotoFinish's virtual memory:

If you have more than 4,000 KB free Windows memory, disable the PhotoFinish virtual memory manager.

If you have less than 4,000 KB free Windows memory, enable the PhotoFinish virtual memory manager.

Delete any files you do not need from your hard drive to make more disk space available for virtual memory.

If all applications run slowly, reduce the Max KB setting in the Virtual Memory dialog box to one-half the amount of expanded memory installed in your system. You can determine the amount of expanded memory by exiting Windows completely and typing **mem**.

If just PhotoFinish and other ZSoft products run slowly, increase the amount of Max KB until performance improves.

Always enable virtual memory if you run Windows in standard mode (WIN/S).

If the program continues to run slowly, try some of the following steps:

Close all applications you are not using, including applications that appear as icons on the Windows desktop.

Close any PhotoFinish pictures you do not need, including pictures you have not saved yet.

After you have cut or copied a large cutout to the Clipboard, you may notice a decrease in program performance. If you no longer need to paste the cutout from the Clipboard, choose Clipboard Viewer from the Program Manager's Main window to display the Clipboard Viewer. Choose Delete from the Clipboard Viewer's Edit menu.

Troubleshooting

This topic answers some of the most commonly asked questions about PhotoFinish.

Q. Why does PhotoFinish print such a small area when I tell it to Fit to Page?

A. Crop excess white space from the picture and print the file again.

Q. Why is my Calibrate Monitor option grayed out?

A. Windows is running in 16 color mode. Your video driver must be able to support at least 256 colors. Change your Windows video driver to at least 256 colors, available from your video board's manufacturer. For information about calibrating your scanner, printer, and monitor, see Calibrating Your Hardware.

Q. Why do my images look so grainy?

A. Windows is running in 16 color mode. Change your Windows video driver to at least 256 colors, available from your video board's manufacturer. You can also choose the Optimize Display to improve the on-screen appearance of your pictures.

Q. Why does PhotoFinish run so slowly when I am editing a 24-bit image?

A. 24-bit files require the most amount of memory. For information about memory, see Memory Information and Selecting Memory Options.

Q, Why does PhotoFinish sometimes not erase the pull down menus?

A. Check available memory. If the problem persists, change the Windows video drivers to VGA to test the video driver. If the problem does not occur when you use the VGA video driver, check your video driver manufacturer to see if they have an updated driver.

Q. Why does PhotoFinish create a thumbnail directory and yet it places most of my thumbnail files in the same directory as my image?

A. The thumbnail directory is created if PhotoFinish is trying to build a thumbnail for a file that is stored on a read-only drive.

Q. Why are the Scan menu commands grayed out?

A. The PhotoFinish scanner drivers for the scanner are not loaded. Use the PhotoFinish Setup program to install the scanner to use with PhotoFinish. For more information about scanning, see Scanning with PhotoFinish.

Q. Why do my color files print too dark when I print from PhotoFinish?

A. Choose Printer's Halftones when printing on a color printer.

Alphabetical List of Procedures

Click an icon below to jump to an alphabetical listing of PhotoFinish Procedures. You can scroll through the entire list of procedures.

A
B
C
D
E
F
G
H
I
J
K
L
M
O
P
Q
R
S
T
U
V
W
Z

ZCapture

Getting Acquainted
⬇

Customizing PhotoFinish

Working with Pictures

Working with Color

Scanning

[↓]

Acquiring an Image with a TWAIN Device
Calibrating Your Scanner
Improving the Quality of a Scanned Image
Loading Scanner Settings
Removing Moiré Patterns from Your Image
Removing Spots from Your Image
Rescanning a Picture
Saving Scanner Settings
Scanning with a Flatbed Scanner
Scanning with a Hand Scanner
Scanning with a Video Grabber
Scanning with PhotoFinish
Selecting a TWAIN Source
Setting AutoScan Options
Setting Up Scanning Options
Stitching Scanned Images

Working with Cutouts

Enhancing and Retouching
⬇

Adding a Crumple Effect
Adding a Mosaic Effect to Your Image
Adding Facets to Your Picture
Adding Texture to Your Picture
Adjusting Brightness and Contrast
Adjusting Hue and Saturation
Applying a Paper Texture
Applying Texture
Applying the Black Hole Effect
Applying the Fisheye Effect
Applying the Maximum Filter
Applying the Minimum Filter
Automatically Adjusting Brightness and Contrast
Automatically Adjusting Color Saturation
Automatically Cropping
Automatically Removing Moiré Patterns
Automatically Sharpening an Image
Automatically Straightening an Image
Blending Freehand
Blending with the Blend Filter
Blurring Your Picture
Brightening Freehand
Changing Contrast Freehand
Changing Your Highlights and Shadows
Clearing Your Picture to the Background Color
Creating a Motion Effect in Your Picture
Cropping a Cutout
Crystallizing Your Picture
Diffusing Your Picture
Embossing Your Picture
Enhancing Edges
Fine-tuning with the Color/Gray Map
Improving the Quality of a Picture
Inverting Colors in Your Picture
Outlining Shapes in Your Picture
Pixelating Your Picture
Posterizing Your Picture
Removing Moiré Patterns from Your Image
Removing Spots from Your Image
Replacing One Area with Another Freehand
Sharpening Freehand
Sharpening with the Sharpen Filter
Smudging Freehand
Tinting Freehand
Twisting Your Picture
Using Filter Commands
Using Special Effect Commands

Painting

Adding Text to Your Picture
Drawing a Box
Drawing a Polygon
Drawing a Rounded Box
Drawing an Ellipse/Circle
Drawing an Equal-sided Polygon
Drawing Freehand Shapes
Drawing Freehand with a Charcoal Tool
Drawing Freehand with the Chalk Tool
Drawing Single and Joined Curves
Drawing Single and Joined Lines
Erasing Parts of Your Picture
Filling an Area
Painting Freehand
Painting with a Pencil Effect
Painting with Crayons
Painting with Markers
Replacing One Area with Another Freehand
Replacing One Color with Another
Selecting a Paper Type
Selecting Tool Settings
Shading with the Airbrush
Smudging Freehand
Splattering Color with the Spraycan
Using the Ribbon Bar

PhotoFinish Utilities

⬇

PhotoFinish has utilities you use to view information about .PCX and .TIF files, to view information about your computer, and to capture areas of your screen.

Utilities

CHKALL: Allows you to check information about hardware, memory, and some software present in your computer system. This is a DOS utility you use at the DOS prompt. For information about this utility, see the CHKALL.TXT file that was copied to your PhotoFinish directory during Setup.

PCXHDR: Allows you to view header information about .PCX files and turn off a palette in a .PCX file. This is a DOS utility you can use from the Windows environment. For information about this utility, see the PCXHDR.TXT file that was copied to your PhotoFinish directory during Setup.

TIFFDUMP: Allows you to view information about .TIF files. This is a DOS utility you can use from the Windows environment. For information about this utility, see the TIFFDUMP.TXT file that was copied to your PhotoFinish directory during Setup.

ZCapture: Takes over your Windows screen capture functions so you can capture areas of your screen and keep the colors intact. ⬇

UNINSTALL: Deletes all files in the PhotoFinish directory and all subdirectories the Setup program copied to your hard disk. For more information about this utility, see the Reference section in your PhotoFinish *User's Guide*.

ZCapture

ZCapture is a Windows program that takes over your Windows screen capture functions so you can copy areas of your screen to the Clipboard and keep your colors intact. During setup ZCapture is added to your PhotoFinish program group (it looks like a Z caught in a butterfly net). The name of the icon is ZCapture.

To run ZCapture:

1 Open your Windows Program Manager.

2 Double-click on the ZCapture icon.

3 Click the left mouse button again to remove the information box that appears on your screen.

4 To disable ZCapture and use the standard Windows screen capture functions, double-click the ZCapture icon again.

To copy areas of your desktop to the Clipboard with ZCapture:

 Press PrtSc to capture the entire desktop.

 Press Alt+PrtSc to capture only the active window.

 Press Alt+Pause to capture only the contents of the active window.

 If your keyboard does not include a Pause key, press Alt+Ctrl+NumLock.

 To disable ZCapture and use the standard Windows screen capture functions, double-click the ZCapture icon again.

 To display the area you copied to the Clipboard you can:

 Choose File Open and click the Clipboard button to load the Clipboard image into a new picture window.

 Choose Edit Paste to load the picture into the active picture.

Click the Clipboard button to load the contents of the Clipboard.

Click Info to preview and read information about the picture.

⊞ The cutout is replaced by the background color.

⬇   If you paste into a 256 color or gray scale picture and the cutout contains colors not included in the palette, the cutout's colors change.
⬇   The cutout's colors do not change if you first <u>convert</u> the picture to 24 bit color or <u>load a more compatible palette</u>.

The cutout appears in the upper left corner of picture window, enclosed by the marquee.

■ You can <u>manipulate a cutout</u> until you paste it.
■ You can also use the arrow keys to move a cutout one pixel at a time.

 Use <u>Copy</u> to store a defined area on the Clipboard without cutting it from the picture.

 Use <u>Cut</u> to cut and store a defined area on the Clipboard.

 Use <u>Delete</u> to delete a defined area and preserve the contents of the Clipboard.

- Do not choose the .EPS format until you finish making changes to your picture.
- If you choose the .JPG format, your picture will lose some detail.

■   If you choose the PCX format and the active picture is 256 color or gray scale, you can select 16 Color from the Subformat drop-down list to save with 16 colors.
■   If you open the picture again, Photo Finish converts the picture to 256 colors.
■   Use Save As to save the picture again in 16 colors.
■   If you choose Custom for the JPEG format, a dialog box appears when you choose OK so you can select settings.

■ You can use this command with gray scale and 24 bit color pictures.
■ Use Convert To to change the color mode of a picture.

You can use this tool with gray scale and 24 bit color pictures.

Use Convert To to change the color mode of a picture.

⬇   You can use this command if you have a flatbed scanner that supports 256 gray scale or 24 bit color.

⬇   For other scanners, use <u>Scan</u> to scan your image, then use <u>AutoEnhance</u> to enhance the image.

You can use this command with gray scale, 256 color, and 24 bit color pictures.

Use Convert To to change the color mode of a picture.

■ You can use this tool with gray scale, 256 color, and 24 bit color pictures.
■ Use Convert To to change the color mode of a picture.

The higher the number, the greater the effect.

⬇   Choose Preview to see how changes may alter your picture.
⬇   Choose Accept in the Preview dialog box to apply the changes to the picture, choose
Return if you want to adjust the settings again, or choose Cancel to cancel the command.

⬇   Some blending occurs each time you apply Transform Rotate.
⬇   If you have rotated a cutout and do not like the results of the rotating, choose <u>Undo</u> before you paste the changes. Then, choose Transform Rotate again and adjust the amount of rotation.
⬇   If you have rotated the entire picture, choose <u>Revert</u> and try again.

To quickly display the Toolbox, press Ctrl+T.
To quickly display the Palette, press Ctrl+P.
To quickly display the AutoBar, press Ctrl+U.
To quickly display the ribbon bar, press Ctrl+R.
To quickly display the status bar, press Ctrl+B.

The area you click centers in the picture window.

To see changes occur in other zoom views, <u>duplicate</u> the picture and adjust the zoom levels of the two picture windows. Use the <u>Locator</u> tool to display the same area in all copies.
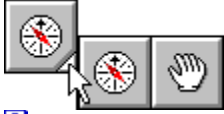
The Hand and Locator tools may be grouped. Press on the white triangle and drag to the tool you want to use.

Use the Hand tool to move other areas of a single picture into view. Use the Locator tool to quickly display the same area in all windows that contain the same <u>duplicates</u>.
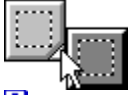
⬇   Click the left mouse button to choose the primary color.
⬇   Click the right mouse button to choose the secondary color.
⬇   Hold down Shift and click the left mouse button to choose the background color.

The selection tools may be grouped. Press on the white triangle and drag to the tool you want to use.

■   The marquee surrounds the area when you release the mouse button.
■   You can drag the marquee to move the cutout or use the Image and Edit menu commands to <u>manipulate the defined area</u>.

⬇   Use <u>Undo</u> to cancel all changes made since the last time you chose a tool or command.
⬇   Use the <u>Local Undo</u> tool to cancel only some changes made since the last time you chose a tool or command.
⬇   Use <u>Revert</u> to undo all changes made since the last time you saved the picture.
⬇   Use <u>Clear</u> to replace the current picture with the selected background color.

⬇   Completely enclose the area you are filling or the color "leaks out." If this happens, choose <u>Undo</u> and <u>zoom in</u> to fix any "holes" in the border.

⬇   You also can adjust <u>color tolerance</u>   to control color leaking.

⬇   Type a number or use the Width mini-scroll bar on the ribbon bar or in the tool's Tool Options dialog box to change the tool's size.
⬇   Click the Shape drop-down list on the ribbon bar or in the tool's Tool Options dialog box and select the shape you want.

⊞   To draw joined curves or lines, draw your first curve or line. (Do not paste the curve.) Point to where you want the second curve or line to end and click the right mouse button.

⊞   To draw rays joined at a single point, draw the first curve or line. (Do not paste the curve.) Point to where you want the second curve or line to end, hold down Ctrl, and click the right mouse button. This option is not available if you are using a one-button pointer.
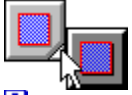
The tools may be grouped. Press on the white triangle and drag to the tool you want to use.

⬇   Hold down Shift while you drag to constrain the tool to a circle.
⬇   To draw concentric ellipses or circles, draw the largest ellipse or circle first. Then, press the right mouse button and drag to draw the others.

⬇   Hold down Shift while you drag to constrain the tool vertically or horizontally.
⬇   To change the level of the effect, select a different level from the ribbon bar.
⬇   Repeated brushes have no effect unless you paste the changes. To paste the changes, click the tool and brush again.

⬇   The secondary color begins gradients.

⬇   The background color ends gradients.

⬇   To create a smoother gradient in 256 color pictures, use <u>Range of Colors</u> or load another palette and adjust your colors so they have the same hue.

⬇   You can also convert your picture to 24 bit color to get smoother gradients.

⬇   Use the <u>Box Selection</u>, <u>Magic Wand</u>, <u>Lasso</u>, <u>Elliptical Selection</u>, or <u>Scissors</u> to define an area.

- Default settings generally provide good results.
- Shades to the left of the Low arrow are black.
- Shades to the right of the High arrow are white.
- Highlights are the shades between the High and Mid values.
- Shadows are the shades between the Low and Mid values.
- Choose Restore to return to the original values.

■	The larger the spot size, the more time is required for the filter to work.
■	If the sample buttons display an X, click the Show Samples option to display the samples.

■   The converted picture is loaded into a window named NEW followed by a number.
■   Use <u>Save As</u> to save the converted picture.

Colors are reversed as if on a photographic negative.

You can create gray scale, 256 color, 24 bit color, and black and white pictures.

■   Type numbers in the boxes or use the mini-scroll bars to set the size.

■   The dialog box indicates how much memory is needed for the picture and how much remains.

■   The picture's name appears on the picture's title bar and the Window and File menu picture lists.
■   You can open up to eight pictures at one time.

⬇   Information includes the picture's name, the last time the picture was saved, height and width in pixels, number of colors, file size, image size, format, and type of compression used, if any.

If you have selected Keep Thumbnail Files in <u>Preferences</u>, PhotoFinish displays the small picture more quickly the next time you preview the picture.

⬇   Use <u>Save As</u> to save a picture for the first time or to save an existing picture with a new name, in a different directory, or in a different format.

⬇   Use <u>Save</u> or click the Save button on the AutoBar to save changes in a previously saved picture.

Before you print, use <u>Print Setup</u> to set up your printer.
You may also want to <u>calibrate your printer</u> before your print.

⬇️   1 to 1 prints the picture at its current size. This option does not adjust for picture resolution if the resolution is different from your printer resolution.

⬇️   Actual Size prints the picture at its current size and resolution.

⬇️   Fit to Page resizes the picture to the page size indicated in your Print Setup dialog box.

⬇️   Scale changes the printed size of the picture. Adjust the size in the Scale text box.

⬇️   Poster prints across multiple pages if you scale a picture larger than your page.

⬇️   Smooth Resize removes blockiness that may occur when you print a picture larger than its actual size. Some detail may be lost if you choose Smooth Resize.

- Select PhotoFinish's Halftone to let PhotoFinish select the best pattern.
- Select Printer's Halftone to use the printer's default halftone, if it has one.

■ The options you can change depend on your printer.

⊻ The active window is placed at the top left corner of the desktop.

⬇   You can edit your picture in <u>Full Screen</u> mode.
⬇   You cannot edit your picture in <u>Show Screen</u> mode.

The Magic Wand, Color Replacer, and Paint Roller use Color Tolerance values.

Select values for Red, Green, and Blue.

Depending on your picture, values that give good results range from about 10 to 50. A value of 30 is a good place to start.

To fill, replace, or select a single color, set the values to 0.

Select Identical Values to set all the ranges at the same values.

For more information, see Understanding Color Tolerance.

VGA Palette isn't available if your screen displays 16 or more gray levels.
Read the warning in the dialog box before you complete this command.

⬇ Click to increase the number of grays you see on-screen.

⬇ Before you test your hardware, save all of your work. Your system may not support this option.

▣   If color areas become gray, you can use the VGA Hardware Palette.
▣   If the screen turns black or your system locks up, you cannot use the VGA Hardware Palette.

⏬   The VGA setup becomes a PhotoFinish program default. It does not affect other programs.

⏬   Deselect the option if you no longer want to use it.

⬇   Changes what PhotoFinish displays when you start the program.
⬇   Choose Nothing if you do not want to load a file or see the About box when you start
PhotoFinish.

⊡   The status bar shows context-sensitive information at the bottom of your screen.

Saves thumbnail preview pictures to disk with an extension that begins with !. For example, a thumbnail picture of a .PCX file has a .!PX extension.

Click to change PhotoFinish's virtual memory manager settings.

Choose a unit of measure for your work from the Units drop-down list.

⬇   You can open a scanner configuration to load previously saved options before you scan.

The scanned image appears in a picture window named "NEW."
Use <u>Save As</u> on the File menu to save the image to disk with a new name.

 You can use any unit of measure with a video grabber.

⬇ Width cannot be wider than the width of your hand scanner.

⬇   For perfect placement, use a <u>Zoom command</u> (not the Zoom tool) to zoom in on the picture. Then, use the arrow keys to move the selected area one pixel at a time.

⬇   If Save Backup Copy is selected, PhotoFinish saves a backup copy of your picture. The backup file's name is the same as the original's, except the last letter of the extension is a $.

⬇ If the <u>Zoom</u> tool is selected, click the 100% button on the ribbon bar to quickly return to normal view.

Click the 100% button on the ribbon bar to quickly return to normal view.

Hold down Shift while you drag to constrain the tool vertically or horizontally.
Press the spacebar to change the direction of the constraint.

Hold down Shift while you drag to constrain the tool to a square.

⬇   Hold down Shift while clicking or dragging to constrain the tool vertically, horizontally, or at a 45° angle.

The tools may be grouped. Press on the white triangle and drag to the tool you want to use.

The Clone tool gives you more precise control than copying and pasting a picture.

The point where you click defines where cloning begins.
To change the source for your clone, point to another area and click the right mouse button.

⬇   No cloning occurs after you reach the edges of your source picture.

⬇   The first click with the clone brush sets the beginning point for painting.

⬇   Hold down Shift while you drag to constrain cloning vertically or horizontally. Press the spacebar to change the direction of the constraint.

Drag the square handles to reposition the ends of the curve.
Drag a circle handle to bend a portion of the curve.

You can enter more than 400 characters, or about 10 lines of text.

Press Ctrl+Enter to start a new line.

Press Ctrl+V to insert text from the Clipboard.

⬇   The text appears in your picture surrounded by the Text Frame box.

⬇   Drag the handles on the Text Frame to adjust your margins.

⬇   Point to the middle of the Text Frame and drag to move the text to another location before you paste it.

⬇	Use the ribbon bar to select another font or change the font style, size, and format. You can also use the <u>Tool Options</u> command to change the font.

⬇	Select different colors from the Palette to change the color of the text, text outline, and text shadow.

To make another picture active, click the title bar of the picture you want to edit or choose its name from the Window menu picture list.

Double-click an icon to restore the picture to your desktop or choose its name from the Window menu picture list.

⊡   A check mark appears beside the command to show it is selected.
⊡   PhotoFinish applies the best halftone for the picture. Using this command slows down the program's response time.
⊡   You can make other on-screen adjustments with the Calibrate Monitor command on the Display menu and VGA Palette options in the Preferences dialog box.

Hold down Shift while you drag to constrain the tool to a circle.

⬇ Hold down Shift while defining an area with the <u>Box Selection</u> to define a square.
⬇ Hold down Shift while defining an area with the <u>Scissors</u> to constrain horizontally, vertically, or at 45 degree angles.
⬇ Hold down Shift while defining an area with the <u>Lasso</u> to constrain horizontally or vertically. Press the spacebar to change the direction of constraint.
⬇ Hold down Shift while defining an area with the <u>Elliptical Selection</u> to define a circle.
⬇ Hold down Shift while you drag a cutout to leave a single copy behind.
⬇ Hold down Ctrl while you drag a cutout to leave a trail of copies behind.

Key to PhotoFinish Help

⬇ Click the left mouse button on an underlined down arrow for additional information.

⬇ Click an arrow that points to the right to jump to more in-depth information.

press Point to a word with a broken underline and click the left mouse button to read the word's definition.

Zoom Click words with a solid underline to jump to information about that topic.

⬇️   Information includes the name of the picture, width and height in pixels, resolution in dots per inch and dots per centimeter, picture type, image size, picture format and subformat, and whether the picture has changed since it was last saved.

⬇️   Changing the picture resolution affects how PhotoFinish prints your picture in certain modes and can affect how circles and squares look when you draw.
⬇️   If Vertical and Horizontal resolution are different, circles and squares do not look correct on-screen.
⬇️   This command also is available on the picture's Control menu.

RGB adjusts the amount of red, green, and blue.

CMY adjusts the amount of cyan, magenta, and yellow.

HLS adjusts the hue, lightness, and saturation.

⬇   Click in the color slider bar to the right of the color refiner box or drag the color slider arrow.

⬇   You can also use the mini-scroll bar or type a number in the appropriate text box to the right of the slider.

⬇   Choose Restore to return to the original values.

The color you click on appears in the color sample box.
You can also drag in the color refiner box to select a color.

⬇ Select this option to use PhotoFinish's virtual memory manager. Enable Virtual Memory is recommended for standard mode.

⬇ Disabling PhotoFinish's virtual memory manager improves program performance if you have enough Windows memory for your pictures.

■   Type a number greater than 64 to specify in kilobytes the minimum amount of Windows memory you want to allocate to PhotoFinish.
■   This option is not available if you have disabled PhotoFinish's virtual memory manager.

⬇   Type a number greater than 64 to specify in kilobytes the maximum amount of Windows memory you want to allocate to PhotoFinish. Generally, if the number is too high, you may notice a decrease in program performance.
⬇   This option is not available if you have disabled PhotoFinish's virtual memory manager.

⬇️ You can assign up to four drives for PhotoFinish to use to store temporary files.
⬇️ This option is unavailable if Enable Virtual Memory is not selected.
⬇️ List fastest drives first.
⬇️ Separate paths with a semicolon.
⬇️ Network and floppy drives are not recommended.
⬇️ If you are using a disk doubling program, you must set your virtual memory path to an uncompressed drive.

Changes a picture to black and white.

Choose Line Art if you do not want a halftone applied.

Choose Printer to use a fatting halftone.

Choose Screen to use a diffused or Bayer halftone.

Some commands and tools cannot be used with black and white pictures.

Changes a picture to 256 color.
Some commands and tools cannot be used with 256 color pictures.

Changes a picture to gray scale.

Most commands and tools can be used with gray scale pictures.

Changes a picture to 24 bit color.
All commands and tools can be used with 24 bit color pictures.

- Select a drive from the Drives drop-down list.
- Select a directory from the Directories list box.
- You can also type the full path and name in the File Name text box.

■ RGB adjusts levels of red, green, and blue in the selected color.
■ HLS adjusts the hue and levels of lightness and saturation in the selected color.

⬇   All adjusts all the colors in the picture and is the only channel available for gray scale pictures.

⬇   Choose a single color channel to create special effects or to adjust color balance in your image.

Smoothes distribution and fine-tunes other Styles.

Point to the handles on the curve in the sample box and drag to adjust the curve.

⬇ Allows you to draw any shape you want in the sample box.
⬇ Point to the curve and drag to draw the curve you want.

Allows you to adjust brightness and contrast of a channel.

Point to the handles on either end of the line in the sample box and drag to make adjustments.

To close a single copy of a duplicated picture, use the Close command on the picture's Control menu.

⬇ Change the numbers in the appropriate text boxes to indicate the size of the area you want to scan.

⬇ You can also drag a frame marker to adjust margins.

⬇ If you are using a flatbed or hand scanner, click Default to set the scan area to the current scan size.

⬇ Click Restore to reset the scan area to the last margin settings you used.

⬇   Click to quickly prescan the picture or area so you can identify a portion to scan or capture.

⬇   Choose Draft or Quality mode from the Prescan drop-down list.

⬇   If you are using a video grabber, select a Single mode to prescan the area once or select a Multiple mode to continuously prescan the area.

■   Drag the arrows to adjust Brightness and Contrast while you continuously prescan an area.

■   You can also adjust Brightness and Contrast in the scanning Options dialog box.

⊡　　　Click to display the progress of the scan as you move the hand scanner.

The image appears in the Scan Area box when you prescan.

Point to a frame marker and drag to adjust the size of the final scan.

Drag the frame to change the location of the final scan.

The image you scan appears in the box.

Click OK and the image is loaded into a picture window.

Click to specify the size of the area to be scanned or captured.

■ Click <u>Info</u> to preview and read information about the picture.
■ Click <u>Viewer</u> to browse through pictures saved to disk or to manage your picture files.

Choose Yes to save changes to the active picture.
Choose No to cancel changes.
Choose Cancel to continue working.

- Select a drive from the Drives drop-down list.
- Select a Directory from the Directories list box.

■   The Basic and Hard Eraser tool types change parts of your picture to the background color.

■   The Bleach and Soft Bleach Eraser tool types use a lighter hue of the background color. Continue dragging over the same area to erase to white.

■ With a hand scanner, you should scan from top to bottom.
■ You can also open a picture and then use Stitch.

- Click available Enhancements options to change your picture during scanning.
- Border Erase adds a white border.
- Edge Enhance increases definition between dark and light areas.
- Gamma Correct gives an appearance of greater contrast and shows more gray shades.
- Line Art Detect preserves black and white areas and uses a halftone pattern on multicolor areas.
- Mirror Image flips the image.
- Negative Image reverses the colors.
- Outline traces the edges of objects.

Select a resolution setting from the Resolution drop-down list.

If Custom Resolution is available, choose it to individually set the horizontal resolution (Horiz) and vertical resolution (Vert) in the appropriate text boxes.

⬇   Select a halftone setting from the Halftone drop-down list if your picture has more colors than your scanner supports.

⬇   These are the halftone patterns that might be available depending on your scanner:

None

Bayer

Coarse Fatting

Error Diffusion

Fine Fatting

Horizontal Line

Vertical Line

Vertical Line

Mesh

Scanner Defined 1 and 2

⬇   Drag the slider box or type a number to adjust the size of the scanned image if your scanner supports variable resolutions.

⬇   Increasing or decreasing scaling may change the look of the image.

⬇   Click 100% if it is available to quickly adjust scaling to 100%.

⊥   Select a color mode and number of colors for the scan from the Image Type drop-down list.

⊥   PhotoFinish supports color, gray scale, and black and white.

⊥   Only the image types your scanner supports are available.

- Chrominance can be set from -8 to 100.
- The smaller the number, the more definition between colors is retained.
- If your picture is made up of similar colors, you can use a slightly larger number with acceptable results.

⬇   It is highly recommended that you check the compression results before you discard the original picture.

⬇   To check the results of saving, you must open the compressed picture again and compare it to the original.

⊞   The greater the loss, the smaller the file size, but the more detail is lost from your picture. The amount of loss that occurs each time you save the picture again with the same settings, depends on how much you change the picture.

- The first number represents how many pixels to look at for the Chrominance setting.
- The second and third numbers represent two color channels. They determine how many pixels to view as a single value.
- The larger the subsample, the more detail is retained.

- Luminance can be set from -8 to 100.
- The smaller the number, the more definition between colors is retained.
- If your picture is low contrast, you can use a slightly higher setting with acceptable results.

⬇   Use the mini-scroll bar or type a number from 0 to 255 in the Noise text box. The higher the number, the greater the effect.

⬇   Choose Flat or Bell Curve from the Distribution drop-down list. Flat shows more pronounced changes and takes less time than Bell Curve.

⬇   Choose the color channel you want to affect from the Channel drop-down list.

⬇️   You can use textures PhotoFinish automatically copied to a subdirectory named TEXTURES when you installed the program.

⬇️   You can also use any gray scale or 24 bit color picture as a texture.

⬇   You can resize defined areas freehand with the <u>Transform Free Resize</u> command.
⬇   You can specify the amount to resize pictures or defined areas with the <u>Transform Resize</u> command.

■	With the dialog box displayed, you can quickly experiment with different settings.

■	Choose Undo Picture to cancel changes to your picture and keep the dialog box opened.

■	Choose Restore Settings to return the settings to their original values. Cancel becomes available to close the dialog box.

■	Choose Close to close the dialog box and use the new settings.

■	Choose Info for more information about the selected tool type.

 PhotoFinish selects an appropriate halftone pattern if you use an average option with a black and white picture.

 Hold down Shift while you drag to keep the polygon pointing upward.

 To draw concentric regular polygons, draw the largest polygon first. Then, press the right mouse button and drag to draw the others.

⬇   PhotoFinish scans the picture and builds a printer map to compensate for the difference between the scanned picture's response curve and the correct response curve.

■ 24 bit color is available only if your scanner supports 24 bit color scanning.

■ If your scanner does not support either 24 bit color or gray scale scanning, recalibration is unavailable.

- If your printer supports color and you want to print in color, choose 24 Bit Color.
- If you want to print in gray scale or black and white, choose 256 Gray Scale.

If you are opening a texture, it must be gray scale or 24 bit color.

Use a Convert To command to convert a 256 color or black and white picture.

⊞	The check marks next to the workboxes in the Screen Layout cascading menu disappear to indicate that all the workboxes have been removed.

 Check marks appear next to the workboxes in the Screen Layout cascading menu to indicate that all the workboxes are displayed.

The menu bar disappears to give you more on-screen viewing room.

Press Ctrl+F to return to normal view.

 Use the <u>Box Selection,</u> <u>Magic Wand,</u> <u>Lasso,</u> <u>Scissors,</u> or <u>Elliptical Selection</u> tool to define a cutout.

Choose the color in the cutout that you want to be pasted transparently as the background color.

⬇   Move from left to right to adjust the green level. The far left represents 0 (no green). The far right represents 255 (maximum green).

⬇   Move from bottom to top to adjust the blue level. The bottom represents 0 (no blue). The top represents 255 (maximum blue).

⊞   Move from left to right to adjust the red level. The far left represents 0 (no red). The far right represents 255 (maximum red).

⊞   Move from bottom to top to adjust the blue level. The bottom represents 0 (no blue). The top represents 255 (maximum blue).

⊞   Move from left to right to adjust the red level. The far left represents 0 (no red). The far right represents 255 (maximum red).

⊞   Move from bottom to top to adjust the green level. The bottom represents 0 (no green). The top represents 255 (maximum green).

⊡	Move from left to right to adjust the magenta level. The far left represents 0 (no magenta). The far right represents 255 (maximum magenta).

⊡	Move from bottom to top to adjust the yellow level. The bottom represents 0 (no yellow). The top represents 255 (maximum yellow).

⬇   Move from left to right to adjust the cyan level. The far left represents 0 (no cyan). The far right represents 255 (maximum cyan).

⬇   Move from bottom to top to adjust the yellow level. The bottom represents 0 (no yellow). The top represents 255 (maximum yellow).

⬇   Move from left to right to adjust the cyan level. The far left represents 0 (no cyan). The far right represents 255 (maximum cyan).

⬇   Move from bottom to top to adjust the magenta level. The bottom represents 0 (no magenta). The top represents 255 (maximum magenta).

⬇   Move from left to right to adjust the saturation level. The far left represents 0 (minimum saturation). The far right represents 1 (maximum saturation).

⬇   Move from bottom to top to adjust the lightness. The bottom represents a lightness value of 0 (black). The top represents a lightness value of 1 (white).

⬇   Move from left to right to adjust the hue. Think of colors as if they were arranged on a color wheel. The hues available from left to right in the field range from 0 to 360, where red is 0 (far left), yellow is 60, green in 120, cyan is 180 (middle), blue is 240, magenta is 300, and red, again, is 360 (far right).

⬇   Move from bottom to top to adjust the saturation level. The bottom represents 0 (minimum saturation). The far right represents 1 (maximum saturation).

⬇️   Move from left to right to adjust the hue. Think of colors as if they were arranged on a color wheel. The hues available from left to right in the field range from 0 to 360, where red is 0 (far left), yellow is 60, green in 120, cyan is 180 (middle), blue is 240, magenta is 300, and red, again, is 360 (far right).

⬇️   Move from bottom to top to adjust the lightness. The bottom represents a lightness value of 0 (black). The top represents a lightness value of 1 (white).

■ With the dialog box displayed, you can quickly experiment with different settings.
■ Choose Undo Picture to cancel changes to your picture and keep the dialog box opened.
■ Choose Restore Settings to return the settings to their original values. Cancel becomes available to close the dialog box.
■ Choose Close to close the dialog box and use the new settings.

■   Drag an arrow or type a number to adjust brightness and contrast.

■   If Auto is available, select it to have your scanner automatically set a level. An X appears in the check box next to the option to show that it is selected.

■   For a video grabber, you can also adjust brightness and contrast in the Select Video Scan Area dialog box when you prescan.

Click to begin scanning or capturing the area.

Click to adjust some of the settings supported by your scanner or video grabber.

The available command is the opposite of the current Toolbox format.

An ungrouped Toolbox shows all of the tools and is larger than a grouped Toolbox.

A grouped Toolbox arranges similar tools together so the Toolbox is smaller.

The number of columns or rows changes, and the Toolbox remains grouped or ungrouped.

The available command is the opposite of your current Palette layout.

 If you are working with a 256 color or black and white picture, the Rubber Stamp option is the only option used.

Standard US letter size, 8.50 x 11.00 inches.

Standard US legal size, 8.50 x 14.00 inches.

The size you type in the Horizontal Size and Vertical Size text boxes.

Standard US size, 11.00 x 17.00 inches.

Standard European size, 29.70 x 42.00 centimeters.

Standard European size, 21.00 x 29.70 centimeters.

Standard European size, 14.80 x 21.00 centimeters.

Standard European size, 17.60 x 24.00 centimeters.

 A check mark appears indicating that the command has been chosen.

■ The check mark disappears indicating that the command has been deselected.

 Choose Cancel to return to the work area.

Box Selection, Magic Wand, Lasso, Scissors, Elliptical Selection
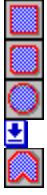
Box, Rounded Box, Circle/Ellipse, Regular Polygon and   Polygon

 Airbrush and Spraycan

You can use this command with 256 color and 24 bit color pictures.

Use Convert To to change the color mode of a picture.

⬇ If there are more pictures in the current drive, directory, and selected format than are displayed, use the scroll bar to display additional thumbnails.

■ You can also double-click a single picture to open it.

A check mark appears beside the command to show it is selected.

■ Hold down Shift while you drag to proportionally adjust the picture.

Choose Yes to abandon all changes.
Choose No to continue working on your picture.

⊞   PhotoFinish displays the type of enhancement that is being applied and the progress of the enhancements in the Progress box.

⊞   It is a good idea to clean off your scanner's glass before scanning.

⊞   If you are scanning an object that is smaller than the scanner's glass, place paper around the object to be scanned to cover the glass. This will improve the quality of your image.

⊡ PhotoFinish displays the type of enhancement that is being applied and the progress of the enhancements in the Progress box.

⬇ Choose Cancel to cancel the changes.

You can choose 90, 180, 270 degrees or you can specify a custom rotation.

Select Proportional Resize to have PhotoFinish automatically adjust your picture proportionally.

⬇   Select All selects the entire picture, making the entire picture a cutout surrounded by the marquee.

■ The selected area appears in a new picture window.

Select None is a handy way to start the selection process again if you make a mistake.

⬇   A copy of the cutout remains behind.

⬇   If you are dragging the cutout to a new location, you can release the mouse button and then drag again to place the cutout exactly where you want it.

⬇   You can also use the arrow keys to move a cutout one pixel at a time.

PhotoFinish displays preset maps, created for the device type, saved in the subdirectory named MAPS.

The selected background color is the color that will be used for clearing.

All adjusts all the colors in the picture and is the only channel available for gray scale.
If you are working with a color picture, choose a single color channel to adjust for color balance problems.

The Scan dialog box appears.

The second image is added to the active picture and is surrounded by the marquee.

 You can also select multiple pictures.

 Information about the selection is displayed in the status bar at the bottom of the dialog box.

The selected files appear as thumbnails.

The Progress box indicates completion of each step of the calibration process.

⬇   PhotoFinish automatically saves the file in the PhotoFinish subdirectory named MAPS and adds it to the Preset Maps list.

⊡ You can choose to shade vertically, horizontally, or radially.

If you make mistake, click Restore to return to the original colors in your Palette.

 Choose Restore to return all settings to the original values.
 Choose Cancel to undo all color changes you have made and return to the main PhotoFinish screen.

■   If you are working with a 256 color picture, click Preview to see how the changes will affect your picture.

■   If you are working with a 24 bit color picture, the color changes do not affect the picture. You are simply changing the colors displayed in the color set and Preview is not available.

■   Palette color sets have a .PAL extension.

 An X appears in the check box to indicate the option is selected.

This effect is available for 24 bit images only.

Use Convert To to change the color mode of a picture.

Select the option that applies most to the object you are scanning.

You can choose Auto to let PhotoFinish automatically set the color format.

Choose B/W Photo for a gray scale scan.

Choose Text/Line Art to scan text and line art without apply a halftone.

Choose Color Photo for a color scan. If your scanner does not support 24 bit color, PhotoFinish automatically converts the picture to 24 bit color before applying the corrections.

 An X appears in the check box to indicate the option is selected.

 Saturation is not applied to black and white line art and gray scale scans.

If you plan to use the picture for on-screen viewing, choose a Screen option.

If you plan to print the picture, choose one of the printer selections.

The printer resolution PhotoFinish uses depends on the Image Type you select.

The values you should specify depend on the output device for your image. Use the following general guidelines to help you determine the appropriate resolution.

If you are specifying resolutions for an ordinary printer, the resolution for Text/Line Art generally should match your printer's resolution. The resolution for Photo can be about 1/3 of your printer's resolution, depending on the halftones available to your printer.

If you are specifying resolutions for a "high-end" printer such as a film recorder, the resolutions for both Text/Line Art and Photo should match the printer's resolution.

If you are specifying resolutions for on-screen viewing, both Text/Line Art and Photo settings should match your screen's resolution.

      If you want to save your settings with a new name, type a description for your settings in the text box and choose Add.

      If you want to delete the current Output selection, choose Delete.

You can also click the arrow on the right side of the Palette to fold and unfold the Palette.

The dialog box expands to display the additional options.

■   Use the Amount mini-scroll bar to specify the amount of sharpening you want. The higher the number, the greater the effect.

■   Select Wide Aperture to create a sharper effect. Selecting this option requires more time.

⬇ Use the Amount mini-scroll bar to specify the amount of blending you want. The higher the number, the greater the effect.
⬇ Select Wide Aperture to create a smoother effect. Selecting this option requires more time.

 Positive numbers rotate the area clockwise.

 Negative numbers rotate the area counter-clockwise.

- Select Default Printer to use the current Windows default printer.
- Click Specific Printer and select another printer from the drop-down list to use a printer other than the Windows default printer.

 Line and Curve

Locator and Hand

Eraser and Color Replacer

 Blend and Sharpen

The Line and Curve tools may be grouped. Press on the white triangle and drag to the tool you want to use.

The Charcoal tool uses darker versions of the selected color to simulate an artist's charcoal.

The Chalk tool uses lighter versions of the selected color to simulate an artist's chalk.

The Zoom tool changes the magnification of a picture.

The Locator centers each duplicate of an image around the area you click.

The <u>Hand</u> moves the picture vertically, horizontally, or diagonally.

The Box Selection defines rectangular areas.

The Magic Wand defines areas with similar colors.

The Lasso defines irregular areas.

The Scissors defines polygonal areas.

The Elliptical Selection defines elliptical areas.

The Text tool adds text to the picture.

The Eyedropper selects a color from the picture.

The Eraser changes areas of the picture to the background color.

The Color Replacer changes the primary color to the secondary color.

The Local Undo tool undoes areas freehand.

The Paintbrush paints freehand with a soft brush.

The Pen paints freehand.

The Charcoal paints with a charcoal effect.

The Chalk paints with a chalk effect.

⬇ The <u>Airbrush</u> shades areas with a soft spray.

The Spraycan splatters colors.

The Paint Roller fills enclosed areas with color, a gradient, or a tile pattern.

The Line paints single or joined lines and tile pattern lines.

The Curve paints single or joined curves.

The Box paints boxes. Choose a filled tool type and fill with color, a tile pattern, or a gradient.

The Rounded Box paints rounded boxes.

The Ellipse/Circle paints single or concentric ellipses or circles.

The Regular Polygon paints single or concentric equal-sided polygons.

The <u>Polygon</u> paints polygons.

⊞ The <u>Clone</u> paints one area of the picture with another selected area.

The Color Pencil paints with a color pencil effect.

The Marker paints with a marker effect.

The Crayon paints with a crayon effect.

The Contrast Paintbrush adjusts contrast freehand.

⬇	The Brighten Paintbrush changes the intensity of colors freehand.

The Tint Paintbrush changes shades of color freehand.

The Blend Paintbrush smoothes areas freehand.

The Sharpen Paintbrush sharpens freehand.

The Smudge Paintbrush smudges colors freehand.

Select a tool type from the Tool Type drop-down list.

Click a button on the ribbon bar to choose a command or options related to the selected tool.

▼ The Eraser and Color Replacer may be grouped. Press on the white triangle and drag to the tool you want to use.

▼ The Color Replacer is available for 256 color, gray scale, and 24 bit color pictures.

▼ Use <u>Convert To</u> to change the color mode of a picture.

Click this icon to move to the upper left corner of the picture.

⬇   Click this icon to move to the upper right corner of the picture

⬇ Click this icon to move to the lower left corner of the picture

⊡   Click this icon to move to the lower right corner of the picture.

 Click this icon to move to the center of the picture.

Click this icon for more information about the selected tool and tool settings.

 Click this icon to undo all changes since the last time you selected a tool or chose most commands.

 Click an arrow to change the tool width one pixel at a time.
 Point to the middle of the Width mini-scroll bar, press the mouse button, and drag to quickly change the tool width.
 You can also select the number in the Width text box and type the tool width you want.

Click the Shape drop-down list and select the tool shape you want.

⊞   Click to crop the picture. The defined area is copied to a new picture window.

 Click to select the entire picture.

Click to quickly deselect a defined area.

■   Click an arrow to change the color tolerance one unit at a time for the red, blue, and green color channels.

■   Point to the middle of the Range mini-scroll bar, press the mouse button, and drag to quickly change the color tolerance.

■   Use the Tool Options command to select different ranges for each color channel.

 Click this button to make the text bold.

 Click this button to make the text italic.

Click this button to underline the text.

Click this button to create a text shadow in the primary color.

Click this button to outline the text in the primary color.

⊡ Click this button to align text flush left.

■   Click this button to align text flush right.

 Click this button to center text.

 Click the Size drop-down list and select the size font you want.

 Click the Area drop-down list and select Single Pixel, 3x3 average, or 5x5 average to set how the Eyedropper determines the color you pick up from the screen.

Click the Tool Type drop-down list and select a <u>Paintbrush tool type</u>.

■ Click the Pressure drop-down list to adjust the pressure of the tool.

■ If Custom is selected, you can adjust the amount of pressure in the Tool Options dialog box.

Click the Transparency drop-down list to adjust the transparency of the paint.

If Custom is selected, you can adjust the amount of transparency in the Tool Options dialog box.

Click this button to select a different <u>paper type</u>.

Click the Tool Type drop-down list and select an <u>Eraser tool type</u>.

 Click this button to <u>Clear</u> the entire picture to the background color.

Click this button to automatically change all instances of the primary color to the secondary color in the picture window. Zoom out if the picture is larger than the desktop.

⊞   Use the mini-scroll bar or type a number in the Range text box to adjust the color tolerance. The Range mini-scroll bar adjusts the red, green and blue color channels by the same amount.

⊞   Use the <u>Color Tolerance</u> command to adjust the individual color channels by different amounts.

 Click the Tool Type drop-down list and select an <u>Airbrush tool type</u>.

Click the Tool Type drop-down list and select a <u>Spraycan tool type</u>.

Click the Tool Type drop-down list and select a <u>Pen tool type</u>.

⬇   Click the Tool Type drop-down list and select a <u>Charcoal tool type</u>.

⬇   Click the Tool Type drop-down list and select a <u>Chalk tool type</u>.

Click the Tool Type drop-down list and select a <u>Colored Pencil tool type</u>.

 Click the Tool Type drop-down list and select a <u>Marker tool type</u>.

Click the Tool Type drop-down list and select a <u>Crayon tool type</u>.

Click this icon to create a hollow shape.

Click this icon to create a filled shape with a border in the primary color. The shape is filled with the secondary color if you select Solid Color in the Tool Type drop-down list.

Click this icon to create a filled shape without a border.

Click the Font drop-down list to select another font.

▣   Click the Tool Type drop-down list and select a <u>Line tool type</u>.

⬇   Click the Tool Type drop-down list and select a <u>Box tool type</u>. This option is available for the Box tool only.

⬇   Click the Tool Type drop-down list and select a <u>Paint Roller tool type</u>.

■ Click the Amount drop-down list and select the zoom level you want.

Click this button to quickly return to normal, one to one view.

 Click this button to automatically zoom in or out so that the picture fits on the PhotoFinish desktop.

 Click this button to automatically resize the picture window to the maximum PhotoFinish desktop size. This is useful when you have zoomed in on a picture window.

⬇   Click the Amount drop-down list and select an amount. Use a preset option or choose Custom and adjust the Value setting.

■   If you have chosen the Custom Amount option, use the Value mini-scroll bar to change the amount of the tool's effect.

 Click the Tool Type drop-down list and select a <u>Smudge Paintbrush tool type</u>.

 Click this icon to paint multiple copies of the clone source. This is the only option used with 256 color or black and white pictures.

Click this icon to <u>start a new picture</u>.

Click this icon to <u>open a previously saved picture</u>

⏬ Click this icon to <u>save changes to the picture</u>. Use the <u>Save As command</u> to save a picture for the first time, with a new name, in a different format, or to a different drive or directory.

 Click this icon to <u>cut</u> a defined area from the picture and place it on the Clipboard.

Click this icon to <u>copy</u> a defined area to the Clipboard.

Click this icon to paste the contents of the Clipboard into the picture.

     Click this icon to <u>undo</u> changes made to the picture since the last time you chose a tool or most commands.

⬇ Click this button to <u>automatically enhance</u> the entire picture. This button is available for 24 bit color and gray scale pictures only.

 Click this icon to <u>automatically straighten</u> the entire picture. This icon is available for 24 bit color and gray scale pictures only.

 Click this icon to <u>automatically crop</u> the edges of the picture. This icon is available for 24 bit color and gray scale pictures only.

⬇   Click this icon to <u>automatically adjust brightness and contrast</u> in the entire picture. This icon is available for 24 bit color and gray scale pictures only.

 Click this icon to <u>automatically adjust saturation</u> in the entire picture. This icon is available for 24 bit color pictures only.

⬇   Click this icon to <u>automatically remove moiré patterns</u> from the entire picture. This icon is available for 24 bit color and gray scale pictures only.

 Click this icon to <u>automatically sharpen</u> the entire picture. This icon is available for 24 bit color and gray scale pictures only.

 Click this button to <u>automatically scan</u> an image. This button is available only if you have installed a scanner to use with PhotoFinish.

The larger the percentage, the larger the picture appears.

        This is useful when you have zoomed out and then zoom in on a picture window. Click the Fit To Zoom button to see as much as the picture as possible on the desktop.

⬇ Select values for the Red, Green, and Blue color channels.
⬇ Depending on the picture, values that give good results range from about 10 to 50. A value of 30 is a good place to start.
⬇ To affect a single color, set the values to 0.
⬇ Select Identical Values to set all the ranges at the same values.

You can select Regular, Bold, Italic, or Bold Italic from the Font Style list.

You can select Underline, Shadow, and Outline in the Effect box.

Underlines are in the secondary color.

Shadows and outlines are in the primary color.

You can select to place text flush left, flush right, or centered.

Use the Range mini-scroll bar to set identical values for the Red, Green, and Blue color channels.

Use the Tool Options command to select different ranges for each color channel.

 Choose Basic to fill with color.

 Choose Gradient to fill with a gradient that begins with the secondary color and ends with the background color. Use the Gradient Type command to adjust the gradient.

 Choose Tile to fill with a tile pattern. Use the Tile Pattern command to load a tile pattern.

 If you have selected the Basic Paint Roller tool type, click with the left mouse button to fill with the primary color, the right mouse button to fill with the secondary color.

⬇   Select Hollow to paint a hollow shape. The outline of the shape is in the primary color. Use the Width mini-scroll bar to adjust the width of the outline.

⬇   Select Filled With Border to paint a shape filled with the secondary color and outlined by the primary color. Use the Width mini-scroll bar to adjust the width of the outline.

⬇   Select Filled Without Border to paint a shape with the secondary color.

▣   Type a number or use the Width mini-scroll bar on the ribbon bar or in the tool's Tool Options dialog box to change the tool's size.

▣   If you have selected the Tile tool type, adjust the width to set the distance between the tile patterns. The higher the number, the greater the distance between the tile patterns.

▣   Click the Shape drop-down list on the ribbon bar or in the tool's Tool Options dialog box and select the shape you want. This option affect the Basic Line tool type only.

Choose Basic Line to paint a line with the primary color.

Choose Tile to paint a line with a tile pattern. Use the <u>Tile Pattern</u> command to load a tile pattern.

Select a preset Amount or choose Custom and adjust the Value setting. The larger the Value setting, the greater the effect.

- Straighten rotates a crooked scanned image.
- Crop trims the edges of a picture.
- Brightness lightens or darkens the picture, similar to dodging and burning when printing a photograph.
- Contrast changes the contrast in a picture.
- Saturation adjusts the intensity of the colors in the picture. This option is available for 24 bit color pictures only.
- Remove Moiré removes moiré patterns that sometimes occur in scanned pictures.
- Sharpen sharpens a picture.

⊡   Use <u>Crop</u> to copy a defined area into a new picture window.
⊡   Use <u>Auto Crop</u> to automatically trim the edges of a picture. You can use this command with gray scale and 24 bit color pictures. Use <u>Convert To</u> to change the color mode of a picture.

⬇   Use <u>Tune Brightness and Contrast</u> command on the Image menu to manually adjust the brightness and contrast in a cutout or the entire picture.

⬇   Use <u>Auto Brightness/Contrast</u> command on the Image menu to automatically adjust the brightness and contrast in the entire picture. You can use this command with gray scale or 24 bit color pictures. Use <u>Convert To</u> to change the color mode of a picture.

⬇️   Use <u>Filter Remove Moiré</u> to remove moiré patterns in a cutout or the entire picture.

⬇️   Use <u>Auto Remove Moiré</u> to automatically remove moiré patterns from the entire picture.

⬇️   You can use these commands with gray scale and 24 bit color pictures. Use <u>Convert To</u> to change the color mode of a picture.

Use <u>Tune Hue and Saturation</u> to manually adjust saturation in a cutout or the entire picture.
Use <u>Auto Saturation</u> to automatically adjust saturation in the entire picture.
You can use these commands with gray scale and 24 bit color pictures. Use <u>Convert To</u> to change the color mode of a picture.

■   Use <u>Filter Sharpen</u> to manually sharpen a cutout or the entire picture.

■   Use <u>Auto Sharpen</u> to automatically sharpen the entire picture.

■   You can use these commands with gray scale and 24 bit color pictures. Use <u>Convert To</u> to change the color mode of a picture.

Use <u>Transform Rotate</u> to manually straighten a cutout or the entire picture.

Use <u>Auto Straighten</u> to automatically straighten the entire picture. You can use this command with gray scale or 24 bit color pictures. Use <u>Convert To</u> to change the color mode of a picture.

An X appears on the sample button for unavailable filters.

Diffuse and Remove Spots are the only filters available for 256 color pictures. Remove Spots is the only filter available for black and white pictures. Use <u>Convert To</u> to change the color mode of a picture.

⬇   A dialog box with samples for the selected command appears. You can select the effect you want or choose Advanced to manually adjust the settings.

If the sample buttons display an X, click the Show Samples option to display the samples.

⬇   Use the Width and Height mini-scroll bars to specify the amount of the effect you want. The higher the numbers, the greater the effect. You can select a number from 1 to 6.

 Use the Width and Height mini-scroll bars to specify the amount of the effect you want. The higher the numbers, the greater the effect. You can specify a number from 1 to 6.

 If you are working with a 24 bit color picture, select Allow Color Shift to introduce multi-colored pixels to the picture.

⬇ Use the mini-scroll bar to set the number of colors you want to keep in your picture. You can select from 2 to 64 color levels. The picture's color mode remains the same.

⬇ Keep in mind that reducing colors can create a "flattened" effect in your picture.

 An X appears on the sample button for unavailable special effects.

 Black Hole, Crumple, Crystallize, Fisheye Lens, Outline, Pixelate, and Twist are the special effects available for 256 color pictures. Outline is the only special effect available for black and white pictures. Use <u>Convert To</u> to change the color mode of a picture.

⬇️ Use the Amount mini-scroll bar to set how much of the paper texture will appear. You can specify a number from 1 to 100. The higher the number, the more of the paper appears.

⬇️ Use the Depth mini-scroll bar to set how deeply the texture is embossed in the picture. You can specify a number from 1 to 5. The higher the number, the more the texture is embossed.

A sample of the selected paper appears in the sample box.

Surface determines how many of the peaks and valleys of the paper surface appear in the picture.

Click Horizontal or Vertical to set the direction of the grain.

Click Invert to reverse the grain of the paper.

■   You can use this command with 256 color, gray scale, and 24 bit color pictures.

■   Use Convert To to change the color mode of a picture.

■   If you are crumpling the entire picture, first create a new picture that is 25% larger than the picture you want to crumple. Paste the original picture in the center of the new picture window. Apply the command to the new picture, and then crop to remove any unwanted margins.

⬇   Use the Amount mini-scroll bar to select the amount of the crumple effect. You can select a number from 1 to 10. The higher the number, the more crumpling occurs.
⬇   If you are working with a 24 bit color picture, select Allow Color Shift to introduce multi-colored pixels to the picture.

 Use the Sensitivity mini-scroll bars to adjust how many edges are detected. You can select a number from 1 to 5. The higher the number, the more edges are outlined.

 Select a color from the Color drop-down list for PhotoFinish to use to fill the outlined areas.

 Select the color of the outlined edges you want detected from the Edge drop-down list. Usually, Auto gives the best results.

■   Use the Depth mini-scroll bar to adjust how much pressure is used to emboss. You can select a number from 1 to 5. The higher the number, the more pressure is used.

■   Select a color from the Color drop-down list to determine the overall color used in the embossed image.

⬇   Use the Speed mini-scroll bar to adjust how much motion blur as added to the picture. You can select a number from 1 to 50. The higher the number, the faster the motion appears.

⬇   Use the Width and Height mini-scroll bars to adjust the sizes of the blocks. You can choose a number from 1 to 16. The higher the numbers, the more distortion appears.

 Use the Amount mini-scroll bar to adjust how much of the texture is applied. You can select a number from 1 to 100. The higher the number, the more texture is applied.

 Click Invert Texture to invert the pattern of the texture.

⊡   Use the Size mini-scroll bar to adjust the size of the blocks of pixels that are twisted. You can choose a number from 1 to 10. The higher the number, the larger the blocks of pixels.

⊡   Click the Angle drop-down list and select the angle for the pixels to be twisted.

⊡   If you select Random as the angle and the picture is 24 bit color, select Allow Color Shift to introduce random colors into the picture.

To create a new calibration map, click New in the Calibrate dialog box.

To recalibrate a device, first create a calibration map based on the Default or another preset map. Click Options in the Calibrate dialog box and then click Recalibrate.

To edit a calibration map, first create a calibration map based on the Default or another preset map. Click Options in the Calibrate dialog box and then click Edit.

■   Use the Brightness and Contrast mini-scroll bars to manually adjust the brightness and contrast. You can select a number from -100 to 100.

■   The farther the number is from 0, the greater the effect.

■   As a rule of thumb, increase contrast about the same amount you increase brightness.

Select this icon to leave a copy of the original cutout behind when you cut, delete, or move the cutout.

 Select this icon to paste cutouts transparently. Areas in a cutout that contain the selected background color are transparent when you paste the cutout.

⬇   Use the Hue mini-scroll bar to specify how much the colors should shift around the color wheel. If you type 60, you shift all colors 60 degrees: red colors become yellow, yellow colors become green, etc. 180 degrees reverses the colors in your picture.

⬇   Use the Saturation mini-scroll bar to specify the amount of hue you want to add or remove. You can use any number from -1 to 1. Negative numbers decrease saturation by adding gray.

■ This command also is available on the picture's Control menu.

The higher the number, the more light colors appear in the gradient.

You can select a number from -100 to 100.

Brightness determines how light or dark the palette is.

Contrast affects midtones.

Hue determines which color to add to all the colors that appear in the Palette.

 If you are working with a 256 color picture, the picture may change when you load a different palette.

 If you are working with a 24 bit color picture, the color changes do not affect the picture. You are simply changing the colors displayed in the color set.

⬇ Choose Apply Paper from the Image menu and click the Paper button to load a new paper and apply the paper to the entire picture or defined area.

⬇ Choose Paper from the Options menu to load a new paper. The paper appears when you use a tool and tool type that uses paper.

 Displays labels above the ribbon bar for the available tool options.

 This preference option is available if your Windows display driver displays fewer than 16 levels of gray.

⊞	Hold down Shift while clicking or dragging to constrain the tool vertically, horizontally, or at a 45° angle.

⊞	The polygonal area can have up to 200 sides.

Hold down Shift while you drag to constrain the defined area to a circle.

■   Select a preset Amount or choose Custom and adjust the Value setting. Positive numbers increase contrast. Negative numbers decrease contrast. The farther the Value setting is from 0, the greater the effect.

 Select a preset Amount or choose Custom and adjust the Value setting. Positive numbers brighten areas you drag over. Negative numbers darken areas you drag over. The farther the Value setting is from 0, the greater the effect.

The Blend Paintbrush and Sharpen Paintbrush tools may be grouped. Press on the white triangle and drag to the tool you want to use.

You can use these tools with gray scale and 24 bit color pictures.

Use Convert To to change the color mode of a picture.

For best results, you should calibrate your scanner, then your printer, and finally your monitor.

 The duplicate picture appears in a new window at the same magnification as the previous window and is added to the Window menu picture list.

An X appears on the sample button for unavailable commands.

Hue and Saturation is available only for 24 bit color pictures.

The only Tune command available for black and white pictures is the Negative command.

 If the <u>Zoom</u> tool is selected, click the Zoom To Fit button on the button bar to quickly zoom the picture.

■ Amount determines how much of the selected hue to add to the colors in the Palette.

File Select Source Command -- Selecting a TWAIN Source

To select a TWAIN source:

1 Choose the Select Source command on the File menu.

2 Click the source you want to use.

Related Topics:

Acquiring an Image with a TWAIN Device

Scanning a Picture

File Acquire Command -- Acquiring an Image with a TWAIN Device

To scan with a TWAIN device:

1 Select the source you want to use.

2 Select the Acquire command on the File menu.

Related Topics:
Scanning a Picture
Selecting a TWAIN Source

 Use the Select Source command on the File menu to select your source.
 This command appears only if your scanner or video grabber supports the TWAIN standard interface.
 If you installed your scanner for PhotoFinish, you can also use the Scan command on the Scan menu to scan or capture an area.

Use the Acquire command on the File menu to scan or capture the area you want.

If you installed your scanner for PhotoFinish, you can also use the Scan command on the Scan menu to scan or capture an area.

⬇   This command appears only if your scanner or video grabber supports the TWAIN standard interface.

⬇   The dialog box that appears when you choose Acquire differs depending on the brand of your scanner or video grabber.

⬇   The scanned image is loaded into a new picture window in PhotoFinish.

⬇   If you installed your scanner for PhotoFinish, you can also use the Scan command on the Scan menu to scan or capture an area.

TWAIN

TWAIN is a standard interface that allows applications to acquire images from many different sources. The source may be a scanner, video capture board, or other input device that complies with the TWAIN specification. If you want to use PhotoFinish's scanning capabilities, install your scanner with the PhotoFinish setup program.

Working with Embedded Pictures

You can use PhotoFinish to <u>embed</u> or <u>link</u> pictures in other applications that support Object Linking and Embedding (OLE).

 If you link a PhotoFinish picture, your source picture is in a file that is separate from the destination file. You can open the picture in PhotoFinish, make changes and save it using the File Save command, and the destination application will automatically update the linked picture.

 If you embed a PhotoFinish picture, your picture becomes part of the destination file. You can make changes to the picture only by opening the destination file and choosing the embedded picture. Double-clicking on the embedded picture automatically opens PhotoFinish with the embedded picture loaded in a picture window. If only a portion of the original picture file is embedded, the entire picture appears and the embedded portion is surrounded by a box. You use the File Update command to update your changes in the destination file.

 If you are working with an embedded PhotoFinish picture, several of the commands in the File menu change. Save becomes <u>Update</u>, Save As becomes <u>Save Copy As</u>, and Exit becomes <u>Exit and Return To</u>.

File Update Command -- Updating an Embedded Picture

You use the Update command to update the destination file's version of the picture without exiting PhotoFinish.

To update an embedded picture:

        Choose Update from the File menu.

Related Topics:

Saving a Copy of an Embedded Picture

Saving Your Picture with Save

Working with Embedded Pictures

File Save Copy As -- Saving a Copy of an Embedded Picture

⬇

You use the Save Copy As command to save a copy of an embedded picture to a file on disk. This command is similar to the Save As command.

To save a copy of an embedded picture:

⬇   Choose Save Copy As from the File menu.

⬇

Related Topics

Updating an Embedded Picture

Working with Embedded Pictures

File Exit and Return To Command -- Exiting and Returning to the Destination Application

You use the Exit and Return To command to end your PhotoFinish session and return to the destination file.

To exit and return to your destination application:

Choose Exit and Return To from the File menu.

Related Topics:

Exiting PhotoFinish
Working with Embedded Pictures

embedded object

Information that is created in a server application and inserted into a client application. You can edit the information from within the client file.

PhotoFinish is a server, or source, application. You can create a picture in PhotoFinish and embed the picture in a client, or destination, application, such as Windows 3.1 Write.

linked object

A placeholder for information that is inserted into a client file. The information still exists in the server file. When the server file is changed, the linked object is updated to reflect these changes.

PhotoFinish is a server, or source, application. You can create a picture in PhotoFinish and link the picture in a client or destination application, such as Windows 3.1 Write.

■   Updating does not save the picture as a separate file.

■   Use Save Copy As to save a copy of the PhotoFinish picture to disk.

■   Use the destination application's File Save command to save the updated picture as a part of the destination file.

■   The Save Copy As command does not update the embedded picture in the destination file -- you use Update to update an embedded picture.
■   Unless you save the picture to disk using the Save Copy As command, you cannot load it except by choosing the embedded picture in the destination file.

⬇   If you have made changes to a picture since the last time you updated it, a message box appears asking if you want to save the changes before you exit PhotoFinish.

⬇   Choose Yes to update the embedded picture in the destination file.

⬇   Choose No if you want to exit PhotoFinish without making any changes to the embedded picture.

⬇   Choose Cancel if you want to continue to work on the picture.

■   If you select File Open while working with an embedded picture, PhotoFinish loads the picture into a separate picture window that does not affect the embedded picture.

⊞   If you are working with an embedded picture, the File Exit and Return To command replaces the File Exit command.