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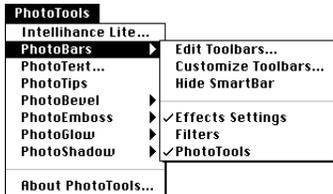
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# PhotoTools

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## Introduction

Welcome to Extensis PhotoTools. You've just purchased a collection of plug-ins that enable you to work faster, easier and more efficiently in Photoshop®. PhotoTools was designed to address the everyday needs of Photoshop users. Whether you're creating artwork for a Web page or adding special effects to an image, PhotoTools increases your efficiency. PhotoTools enhances Photoshop by improving its usability.



The PhotoTools menu item, appended to the right of your Photoshop menu items, offers convenient access to PhotoTools plug-ins. For example, each of the four PhotoEffects (Bevel, Emboss, Glow and Shadow) appears in this menu, along with submenus of effect sets that you've custom created and saved.

The eight plug-ins in PhotoTools share a consistent user interface and are designed and tested to work smoothly with Photoshop 3.0.4 and later. We believe you'll find PhotoTools a natural extension of Photoshop. PhotoTools and Photoshop—standard equipment for creative professionals.

## System and Software Requirements

To use PhotoTools, you need the following software:

- Apple® Macintosh® System 7.1.1 or later
- Photoshop 3.0.4 or later

## Installation

Before installing, turn off any anti-virus software and extensions, except for your CD-ROM extensions. Then restart your computer.

### 1. Insert the disk that came with your product.

If you received a CD-ROM version, you will notice that other Extensis products are available for you to install. These products are full working versions of Extensis products that you can run in Demo mode.

### 2. Double-click the installer icon.

The Introduction dialog box appears.

### 3. Click the Continue button.

The Welcome dialog box appears. Release notes and special instructions are displayed in this window. It is important that you read these release notes since they contain information not included in the manual. You should save or print these release notes before continuing the installation.

### 4. Click the Continue button.

The Installation dialog box appears.

### 5. Click the Install button.

The Disk Selection dialog box appears. The dialog box requests that you select the disk on which you want the Extensis product installed.

**6. Select a disk.**

Once a disk has been selected, you will need to locate the application into which you want to install the Extensis product.

**7. Select an application.**

**8. Click the Select button.**

Once installation is complete, the successful installation dialog appears. The installer will prompt you to restart your computer if necessary.

## Registration

It is important to register your copy of PhotoTools so we can provide you with service. Registered users of PhotoTools are eligible for technical support, information regarding new versions, products, discounts and special offers on new products.

PhotoTools includes electronic registration, so registering has never been easier! The first time you launch Photoshop after installing PhotoTools, the PhotoTools Personalize dialog box appears. To personalize PhotoTools, type your name, company and PhotoTools registration number. Your product registration number is located on your PhotoTools manual. If you choose not to personalize your copy, PhotoTools will run in a 30-day demonstration mode. A dialog box will remind you of how many days are remaining in the demonstration mode.

Once you have personalized PhotoTools, a dialog box appears, asking if you would like to register. To register PhotoTools, click the Register PhotoTools button and an electronic registration screen appears. After you've completed the registration screen, a Market Research screen and a System Configuration screen will follow. The Market Research screen asks basic questions that enable us to better understand your needs. The System Configuration screen provides a "snapshot" of your system configuration that enables Extensis to support you more effectively. Sending the Market Research and System Configuration information is optional. If you don't want to send this information to Extensis, you may check the checkbox at the bottom of these screens.

If you have a modem connected to your computer, you can register toll-free by modem. If you do not have a modem, you can print the registration sheet and register either by faxing it to (503) 274-0530 or drop it in the mail in the postage-paid envelope provided. If you don't have access to a modem or printer, you can still register by filling out a registration sheet located at the end of this manual.

**Tip**

We can also be reached via fax at **(503) 274-0530**, or through the online services listed below.

**CompuServe:** 70242,33  
**America Online:** EXTENSIS  
**E-Mail:** support@extensis.com  
**Web:** <http://www.extensis.com>

## Technical Support

For questions regarding PhotoTools, please first refer to this manual, which describes the features and basic operations. If you have a question or problem that is not addressed in the Troubleshooting section or the manual, technical support is available by calling **(503) 274-7030**, Monday through Friday, between the hours of 8:00 a.m to 5:00 p.m. Pacific time.

When calling technical support, please be at your Macintosh and have the following information available: your PhotoTools registration number, your Macintosh configuration and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any displayed error numbers or messages and any other information you think may be relevant.

## Suggestions

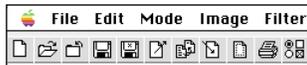
We'd love to hear your comments about PhotoTools, ideas for new plug-ins or improvements on existing plug-ins. A suggestion sheet is included at the end of this manual. Please fax or mail your comments and suggestions to Extensis.

## PhotoBars

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The PhotoBars button from the PhotoTools PhotoBar



Example of a PhotoBar for File menu commands

PhotoBars brings one-click convenience of toolbars to Photoshop, offering instant access to hundreds of Photoshop commands and menus. Several preconfigured toolbars are provided that include tools and commands that any Photoshop user will find immediately useful.

But since not all users are the same, PhotoBars gives you the power to customize toolbars by adding, removing or arranging buttons to your preference. Also, toolbars can be displayed or hidden as needed. For example, you can create a toolbar specifically for rotating images, but keep it hidden until needed.

PhotoBars even allows you to create custom buttons for accessing Photoshop menus, files, folders and other applications through the toolbar. For example, files and folders or an application (such as Adobe Illustrator) can be launched through toolbar buttons. PhotoBars gives you the power to work more efficiently by putting the commands you use most, right at your fingertips.

### PhotoBars SmartBar

SmartBar automates the task of creating buttons and toolbars by watching and recording your menu selections. Just turn on the SmartBar option and SmartBar begins watching you work. As you use Photoshop menu commands, SmartBar creates a corresponding list of buttons (up to 15). With a click of a button, you can convert these SmartBar buttons into a toolbar. Then, instead of searching for a command in a menu, just click a toolbar button.



The Watch Me button

### To turn on or off SmartBar:

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- **From the PhotoTools menu choose PhotoBars and then Show SmartBar.**

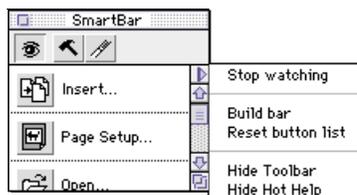
SmartBar immediately begins watching you work and creates a button for each menu command you select. (“Watch Me” only functions when SmartBar is open and Watch Me is turned on.) You can turn SmartBar on and off by clicking the “Watch Me” button in SmartBar.

### To see SmartBar options:

---

- **Click the arrow above the SmartBar scroll bar.**

A pop-up menu appears, displaying a list of options. The first three options correspond to the buttons along the top of the SmartBar palette. The fourth option allows you to hide the toolbar at the top of the SmartBar palette. The final option allows you to turn on and off Hot Help.



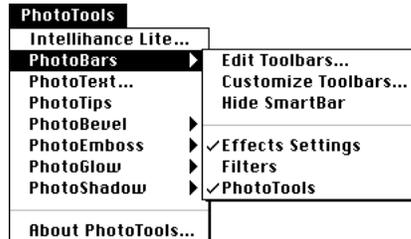
## Displaying and Hiding Toolbars

### To Display or Hide toolbars:

---

**1. Choose PhotoBars from the PhotoTools menu.**

A submenu of toolbars appears. Checked toolbars are visible.



**2. Choose a toolbar from the list.**

Selecting an unchecked toolbar displays it; selecting a checked toolbar hides it.

## Resizing and Embedding Toolbars

### To move a floating toolbar:

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- **Click and drag the toolbar's title bar or any gray area around the buttons and move the toolbar to the desired location.**

### To resize a floating toolbar:

---

- 1. Position the cursor over the resize box at the bottom right corner of the toolbar.**
- 2. Click and drag the toolbar in any direction.**

The cursor displays as a two-way arrow and an outline appears as the toolbar is resized. As you drag, the outline indicates the toolbar's new size which snaps to fit the buttons.

### To embed a floating toolbar:

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- **Drag the floating toolbar to the top, bottom, left or right side of the screen.**

When you release the mouse button, the toolbar embeds into the side of the screen.

### To detach an embedded toolbar:

---

- 1. Position the cursor's pointer in the gray area surrounding the buttons.**
- 2. Drag the toolbar away from the edge of the window.**

The embedded toolbar becomes a floating palette with a title bar.

#### Tip

Hot Help enables you to hold the cursor over any toolbar button to instantly view a button's description. This is useful for discovering any button's function.



#### Tip

Double-clicking the title bar or gray area around toolbar buttons embeds a floating toolbar to the edge of the screen. Double-clicking an embedded toolbar detaches it to become a floating toolbar.

## Creating and Editing Toolbars

### To automatically create buttons and toolbars using SmartBar:

- Click the “Build Bar” button to create a toolbar containing all buttons listed. Or, select one or more buttons in the SmartBar palette using the Shift key and click the “Build Bar” button.

A PhotoBar containing the SmartBar buttons is automatically created for you.



The Build Bar button

### To drag a button from the SmartBar to another toolbar:

- Hold down the Command key, select a button, drag it to the desired toolbar and release the mouse button.

### To clear the SmartBar button list:

1. Click the “Reset List” button.
2. To empty the button list in SmartBar, click OK in the dialog box that appears.



The Reset List button

### To manually create and edit toolbars:

1. From the PhotoTools menu choose PhotoBars and then Edit Toolbars or click the Edit Toolbar button on a toolbar.

The PhotoBars dialog box appears. A list of available toolbars is displayed. A checkmark to the left of the toolbar name indicates the toolbar is visible. To hide a toolbar, click on the checkmark. The toolbar and checkmark disappear.



The Edit Toolbar button



- To create a new toolbar, click the New button.
- To duplicate a toolbar, highlight a toolbar and click the Duplicate button.

A New Toolbar Name dialog box appears. Once the toolbar is named, the new toolbar will include the same buttons as the original.

- To rename a toolbar, highlight a toolbar and click the Rename button.

Type a new name in the dialog box that appears.

- To delete a toolbar, highlight a toolbar and click the Delete button.

The highlighted toolbar is deleted.

- **To customize a toolbar, click the Customize button to access the Customize Toolbars dialog box.**

## Adding and Deleting Buttons

A toolbar needs to be visible before adding or deleting toolbar buttons.

### To add buttons to a toolbar:

1. **From the PhotoTools menu choose PhotoBars and then Customize Toolbars.**

The Customize Toolbars dialog box appears.

2. **Select a Category.**

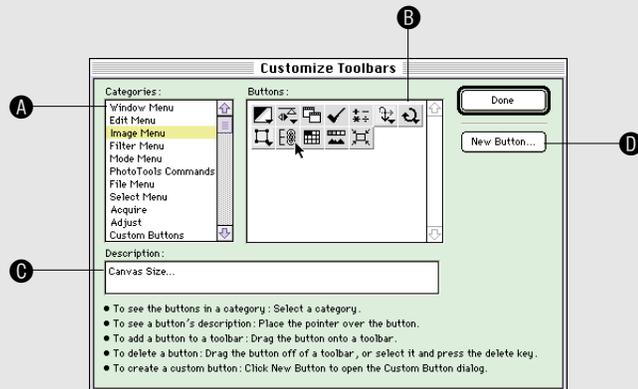
Once a Category is selected, the buttons from that category appear in the Buttons field. If you hold your cursor over a button, the Description field displays the button's description.

### Tip

To instantly create a new toolbar, simply drag a button to the desktop.

### The Customize Toolbars dialog box

- A The Categories field displays a list of available categories. Each category contains its own set of buttons. For example, the Image menu category displays buttons that represent the commands available from the Photoshop Image menu.
- B The Buttons field displays buttons for the currently selected category. Holding your cursor over a button displays a description of the button in the Description field. Buttons can be dragged from the Buttons field and added to any new or existing toolbars.
- C The Description field displays a description of the button over which the cursor is positioned.
- D New Button displays the Edit Custom Button dialog box. You can create new buttons to access keystroke commands, menu items and Finder items.



3. **Click and drag a button to the toolbar.**

Once the button is dragged onto the toolbar, the toolbar will update to display that button on the toolbar.

### Tip

To delete buttons without opening the Customize Toolbar dialog box, simply drag a button off a toolbar while holding down the Command key.

### To delete buttons from a toolbar:

- **Toolbar buttons can be deleted by holding down the Command key while dragging a button off a toolbar or by selecting a button and pressing the Delete key while the Customize dialog box is open.**

### Tip

To open the Customize Toolbars dialog box directly, use the Customize button on the PhotoTools toolbar.



The Customize button

### Tip

To move or modify a button's spacing without opening the Customize Toolbars dialog box, hold down the Command key while dragging a button.

## Moving and Adding Space Between Buttons

Moving and adding space between buttons enables you to customize toolbars and group similar function buttons.

### To move buttons on a toolbar:

---

1. **Open the Customize Toolbars dialog box.**
2. **Select the button you want to move and drag it to a new location on the toolbar.**

When you release the mouse button, the button appears in its new location. You can also move buttons to other toolbars simply by dragging the button to a toolbar.

### To add space between buttons on a toolbar:

---

1. **Open the Customize Toolbars dialog box.**
2. **Drag a button slightly to the right on a horizontal toolbar or down on a vertical toolbar.**

The button appears inverted as it is selected and dragged. When the mouse button is released, space is inserted before the selected button.

Dragging a button slightly to the right or left (horizontal) or up or down (vertical) inserts or removes space accordingly. Repeat this process to add double space between buttons.

## Creating Your Own Buttons

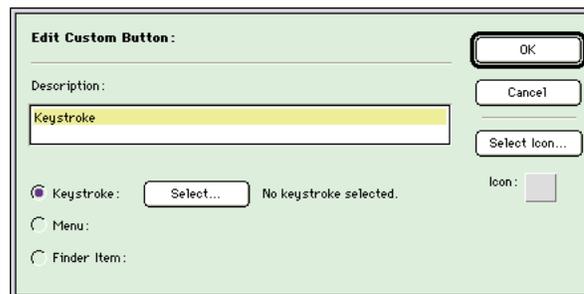
You can create buttons for keystroke commands, filters, Photoshop menus, files or folders and other applications. For example, you can create a button to access the Image menu, a Photoshop file or folder or launch your favorite application through a PhotoBars toolbar button.

### To create a New button:

---

1. **Open the Customize Toolbars dialog box.**
2. **Click New Button.**

The Edit Custom Button dialog box appears. You can create buttons for Keystroke commands, Menu items and Finder items.



### To create a keystroke command button:

---

1. **Click the Select button in the Edit Custom Button dialog box.**  
A dialog box appears for entering a keystroke.
2. **Type the desired keystroke combination and click OK.**

Whenever you select the button, the keystroke will be activated.





**Tip**

You can use the Menu radio button in the Customize dialog box to create buttons that will access your Photoshop filters.



**Tip**

For best results, custom designed icons should be 19 x 17 pixels (width/height).

### To create menu buttons:

**1. Click the Menu radio button.**

A pop-up menu appears to the right of the menu radio button. This pop-up allows you to scroll through the menus to choose a menu to attach to the custom button.

**2. Select a menu or menu item.**

If you choose a drop-down menu, the button will display the entire menu that was selected.

### To create buttons for files or folders:

**1. Click the Finder Item radio button.**

A dialog appears, asking if you want to attach a file or folder to the custom button. If you attach a folder, it will display the contents of the folder as items in a pop-up menu.

**2. Select the file or folder option.**

A dialog box appears so you can find the appropriate file or folder on your hard drive.

**3. Select the file or folder you want to attach.**

Once a file or folder is selected, it or its contents will be directly accessible through this button.

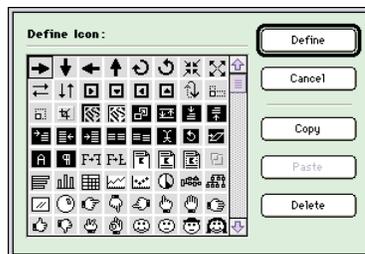
### To select an icon for a custom button:

**1. Open the Customize Toolbars dialog box.**

**2. Click New Button or double-click an existing custom button.**

**3. Click the Select Icon button.**

The Define Icon dialog box appears. Select an icon from the sample icons provided, design your own icons using any Macintosh paint program or copy and paste images from other documents. Once a custom designed icon is pasted from the Clipboard, PhotoBars automatically adds an icon border.



**4. Select an icon and click the Define button.**

### To create icons in Photoshop:

**1. Select a part of an image you wish to make into an icon and choose Copy in the Edit menu.**

**2. Go to the Finder and then back into Photoshop.**

**3. Open the Custom Toolbars dialog box. Then click the Customize button (or double-click an existing custom button), click the New Button and the Select Icon button.**

**4. Click the Paste button.**

# PhotoText

## Tip

To create a text block, click and drag the text tool I-beam in the Preview Area.

PhotoText is a fully featured text layout system for creating and formatting text within Photoshop. The PhotoText dialog box displays a resizable, zoomable preview of your Photoshop background or layer image, conveniently surrounded by a collection of PhotoText tools. Everything you need to add, manipulate and position text is contained within the PhotoText dialog box. You can even create multiple text blocks. You will also notice that PhotoText also incorporates commands in the pull down menus.

Use the PhotoText dialog box to place text, add color and character styles and adjust leading, font size, tracking/ Kerning, character width and alignment. Since you can see your current image (if you're using PhotoText on the Background image layer), you can position text blocks exactly where you want them. You'll enjoy the added benefit of immediately seeing your results as you take advantage of PhotoText's tools.

### The PhotoText dialog box

**A** The Apply button adds the text in the PhotoText dialog box to the active layer or image of the Photoshop window. The text is placed in Photoshop as a Floating selection.

**B** The "Cancel" button exits the dialog box without applying your changes.

**C** The Text tool button changes your cursor to an I-beam for creating, selecting and editing text. You can define your text block while in the Text tool mode by clicking and dragging the mouse. The "Arrow" button changes your cursor to an arrow for resizing or moving text blocks.

**D** The "Zoom" button changes the cursor to a magnifying glass. Use the Option key to zoom in or out. The "Eyedropper" button picks up a pixel of color from your image for applying to text.

**E** "Fill Color" displays the currently selected text color. It also provides a pop-up color menu that has access to Photoshop's color picker, as well as the current Foreground and Background colors.

**F** The "Text Anti-Alias" option smooths the edges of text created in larger font sizes.

**G** The pixel value numbers indicate the color in the pixels that you move the eyedropper over.

**H** The X and Y numbers indicate your cursor's position on the screen.

**I** The "Fonts" pop-up menu contains a list of available fonts. The current font name appears in the pop-up menu.

**J** The "Styles" buttons control character styles: Normal, Bold, Italics, Underline, Outline, Shadow, Small Caps and All Caps.

**K** The "Alignment" buttons control the justification settings of text within the entire text block: Left, Right, Center and Full.

**L** The "Size" pop-up menu and text field adjust the font size of selected text.

**M** The "Leading" pop-up menu and text field adjust the space between lines of selected text.

**N** The "Tracking" pop-up menu and text field adjust the space between selected characters.

**O** The "Character Width" pop-up menu and text field adjust the width of selected characters.

**P** The Preview Area shows a sample of the text before you add it to your image.

**Q** The grow box resizes the dialog box and preview.

**R** Click the Extensis logo for information on

## Opening and Using PhotoText

### To open the PhotoText dialog box:

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- Choose **PhotoText** in the **PhotoTools** menu in the **Filters** menu or choose **PhotoText** in the **PhotoTools** menu.

### To create a text block:

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- With the **Text** tool selected, click anywhere in the **PhotoText** dialog box. You can also click and drag to define a text block with exact bounding borders. Then release the mouse button and begin typing.

For precise text block positioning, use the cursor coordinate information, displayed in the lower left corner of the dialog box.

### To add text to a text block from another application:

---

1. In the other application, select text and choose **Copy** in the **Edit** menu.
2. Open **Photoshop**.
3. Select **PhotoText** in the **PhotoTools** menu in the **Filters** menu or choose **PhotoText** in the **PhotoTools** menu.
4. Use the **Text** Tool to position the insertion point in a text block.
5. Choose **Paste** in the **Edit** menu.

### To move a text block:

---

1. Click the “**Arrow**” tool in the **PhotoText** dialog box.
2. Click a text block and drag it to its new position.

You can also move a text block after placing it in the **Photoshop** window.

### To manipulate text, you have two options:

---

#### Option 1

1. Click the “**Text**” tool in the **PhotoText** dialog box.
2. Select the text you want to change.

You can select text using the **Text** tool, or you can use the **Arrow** tool to select an entire text block.

3. Use the tools in the **PhotoText** dialog box to modify the appearance of the text.

#### Option 2

1. Click the “**Arrow**” tool in the **PhotoText** dialog box.
2. Select the text block(s) you want to modify.
3. Use the tools in the **PhotoText** dialog box to modify the appearance of the text.

### To save text you have created in PhotoText:

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1. Select the text block(s) with the “**Arrow**” tool.
2. Choose **Export Selected Text Blocks** from the **PhotoText** menu.

Your text will be saved as a **SimpleText** document on your hard drive.



The Text tool

#### Tip

You can change most text attributes on individual characters or the entire text block. Use the **Text** tool to make changes on a character level, or the **Arrow** tool to make changes to the entire text block.



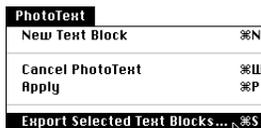
The Arrow tool

#### Tip

While the **Text** tool is active, you can hold down the **Option** key to temporarily change to the **Arrow** tool. Also, press the **Command-Tab** keys to toggle between the **Arrow** and **Text**

#### Tip

To adjust the space between two characters (kerning), position the insertion point between the two characters. Then adjust the value in the tracking field.





The Apply button

### Tip

You can convert a floating selection into a layer by double-clicking or option-double-clicking on it in the Photoshop Layer palette.

### To apply text to a Photoshop image:

---

- **Once the text in the PhotoTools windows appears as you want it, click the Apply button.**

Your text will be returned as a floating selection in the Photoshop window.

### Adjusting the Text Attributes

You can use the following keyboard shortcuts to adjust text attributes:

1 pt. Font size = Cmd-Shift-> (*increase*); Cmd-Shift-< (*decrease*)

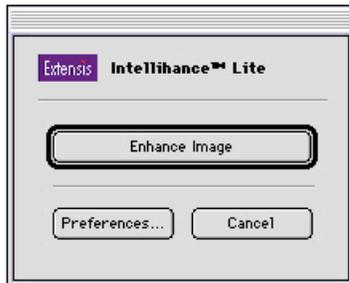
1 pt. Leading = Cmd-Shift-” (*increase*); Cmd-Shift-: (*decrease*)

1 pt. Tracking = Cmd-Shift-} (*increase*); Cmd-Shift-{ (*decrease*)

1% Character width = Cmd-] (*increase*); Cmd-[ (*decrease*)

*Note: PhotoText remembers the last used font and most attributes when creating a new text block or opening PhotoText in a new session.*

## IntelliHance Lite



IntelliHance Lite is a condensed version of Extensis' IntelliHance 2.0 for Photoshop. IntelliHance Lite improves the way your RGB digital images appear in print or on the screen by intelligently analyzing each image's needs and then automatically applying filters for contrast, brightness, saturation, sharpness and despeckle. All you need to do is click the Enhance Image button.

Although we believe IntelliHance's default preferences will satisfy the majority of users, you can customize the way IntelliHance applies filters—choose exactly how you want the intelligent enhancement engine to analyze and enhance each image.

*Note: The full IntelliHance product works on grayscale and CMYK images as well as RGB and includes a Fine Tune option for manually tweaking images. It provides a Preview screen in which you can view your original image and the enhancements that IntelliHance proposes to make when you process it as well as previewing preference settings changes. IntelliHance also allows you to save and load custom preference settings and run in batch processing mode with QuickKeys and Photomatic. If you'd like to learn more about IntelliHance or order the full product, call Extensis at 1-800-796-9798.*

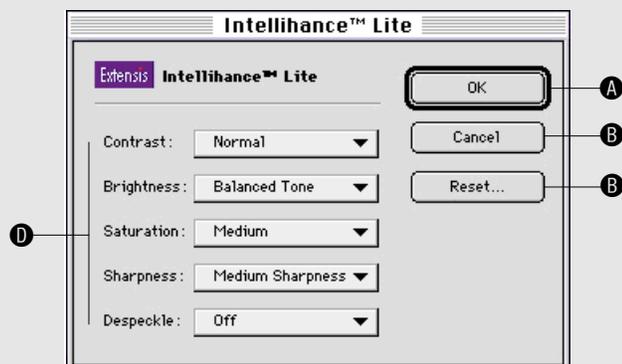
### Customizing IntelliHance Lite

Clicking the Preferences button in the IntelliHance Lite dialog box displays the IntelliHance Lite Preferences dialog box. Using the pop-up menus of preferences, you can customize the way IntelliHance applies the contrast, brightness, saturation, sharpness and despeckle filters.

IntelliHance analyzes and compares your original image to the output settings you've chosen—and then automatically processes the image to match your preferences.

### The IntelliHance Lite Preferences dialog box

- A** IntelliHance will start processing the current image with the output settings defined in the Preferences dialog box (Return).
- B** Exits IntelliHance with no changes (Command-period).
- C** The Reset button reverts the selections in the pop-up menus to their original settings.
- D** Pop-up menu containing preferences that determine how the intelligent enhancement engine will optimize your image.



### **To customize Intellihance Lite:**

---

**1. Choose Intellihance Lite in the PhotoTools menu.**

The Intellihance Lite dialog box appears.

**2. Click the Preferences button.**

The Intellihance Lite Preferences dialog box appears.

**3. Determine the way you want your output to appear and make those selections from the menus in the Intellihance Lite Preferences dialog box.**

**4. Click OK and then Enhance Image to apply the changes.**

Then you can apply the same set of preferences to multiple images.

Click Reset in the Intellihance Lite Preferences dialog box to revert to the original settings.

### Adjusting Intellihance Filters

You can adjust five separate filters from the Intellihance Preferences screen. Each filter has a menu of predefined effects.

- Contrast
- Brightness
- Saturation
- Sharpness
- Despeckle

#### **Contrast**

The Contrast filter gives you four options for adjusting tonal correction. The Normal option brightens highlights, darkens shadows and establishes midtones for best overall contrast. Select the Soft option if you want to maintain maximum shadow and highlight detail or if you want to lower contrast overall. Select the Snappy option if you want your image to have solid blacks and solid whites or to increase contrast. Select the Hard Contrast option if you want images with high contrast or if you want a posterized effect. If you don't want any correction, you can turn this filter Off.



Two additional options are available for special publishing applications. Flatten Highlights may be useful when printing on newspaper to allow you to use the paper itself to represent the highlight in the image. Flatten Shadows may be useful when you want to push some shadow noise into the blacks.

#### **Brightness**

The Brightness filter adjusts or shifts various tonal groups. You can shift shadows, midtones or highlights or balance the overall tone of the image. This means, for example, that Intellihance can darken overexposed photographs and lighten underexposed photographs. If you don't want any correction, you can turn this filter Off.



Brightness is a subjective adjustment. Try each of the settings for the Brightness filter and see what you like best. After running the settings on several images, you'll discover which setting provides the most desirable results.



### Saturation

The Saturation filter is a color adjustment filter for automatically adjusting the purity of the color. The Medium option provides excellent results for most images. Intellihance automatically examines the saturation of the input image and then increases or decreases the saturation according to the setting for this filter. This is very useful with Photo CD images that are often oversaturated. If you don't want any saturation correction, you can turn this filter Off.

Saturation processing increases the computing time. Unless you have a powerful Macintosh, you might want to allow extra time to process images that need more saturation.



### Sharpness

The Sharpness filter sharpens soft images by increasing the contrast of adjacent pixels. Like Brightness, Sharpness is also subjective. Try each of the settings for the Sharpness filter on several images and see what you like best. If you don't want any correction, you can turn this filter Off. Remember, the Sharpness filter will not sharpen noisy images.



### Despeckle

The Despeckle filter removes noise, such as photograin or scanner-induced noise, while preserving detail. Intellihance detects the edges in an image (the areas where significant color changes occur) and gently smooths all of the selection except those edges.

If you want to reduce image noise, this filter has three options that process only noisy pixels without changing highlights or other details.

The Overall option is useful for situations where the image may contain speckles or photograin noise in the image. The Dark Tones Only option is for images where you're satisfied with your light tones and only need to adjust dark tones. The Light Tones Only option is for images you might enlarge such that the photograin in the highlights becomes evident. These last two options allow you to limit the filtering to the darker or lighter areas of the image. If you don't want any correction, you can turn this filter Off.

# PhotoTips

PhotoTips & Tricks offers hundreds of valuable Photoshop tips and tricks from Photoshop expert Deke McClelland, author of *The Macworld Photoshop 3 Bible*. These tips will help you use Photoshop more productively. If you click the “Show tips at startup” checkbox, a new Photoshop tip is displayed each time you start up Photoshop.

## Reading PhotoTips

### To view tips at any time:

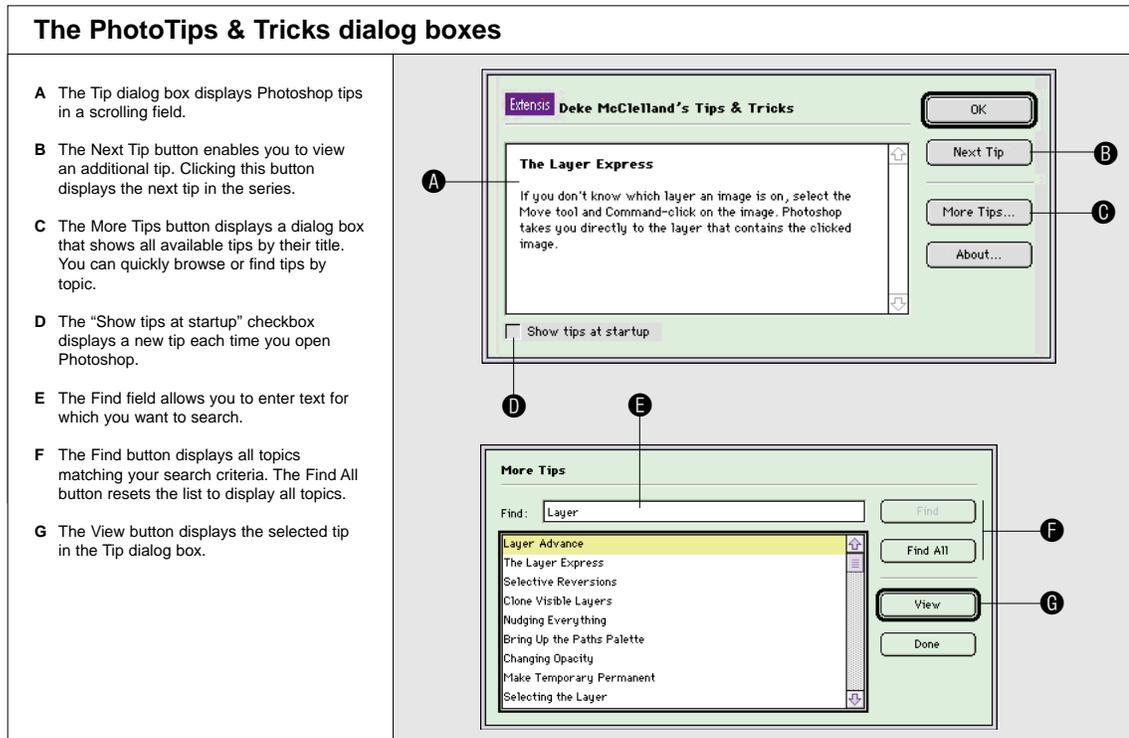
1. **Choose PhotoTips from the PhotoTools menu.**  
You see the Tips & Tricks dialog box.
2. **Click the Next Tip button to read the next tip.**

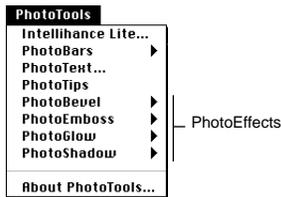
### To search for tips by topic:

1. **Click the More Tips button in the Tips & Tricks dialog box.**  
You see the More Tips dialog box.
2. **In the Find field, type the text for which you want to search.**
3. **Click Find to see the tips matching your text.**  
Click Find All to reset the list and see all tips and tricks.
4. **Select a tip title and click View to read it.**

#### Tip

Holding down the Option key changes the Next Tip button to Previous Tip.





## PhotoEffects

PhotoEffects is a set of four Photoshop image enhancement tools, consisting of PhotoBevel, PhotoEmboss, PhotoGlow and PhotoShadow.

### Using PhotoEffects

#### To create an effect using PhotoEffects:

1. **Select an area of your image to which you want to add an effect.**
2. **Choose the desired effect from the PhotoTools menu in the Photoshop Filters menu, from the PhotoTools menu in the menu bar or in the PhotoBar.**

Select either PhotoBevel, PhotoEmboss, PhotoGlow or PhotoShadow.

You see the dialog box for the effect you selected.

3. **Use the options in the dialog box to create the desired effect (explained later in this chapter).**
4. **To preview the effect as you adjust the settings, click the Auto Preview checkbox. Or, you can preview the effect anytime by clicking the Preview Now button.**

The preview of the image containing the effect appears in the Preview Area of the resizable dialog box.

5. **Click Apply to add the effect to your image.**

If you are applying an effect that creates pixels outside of your original selection area, you see a dialog box warning you that your selection will be permanently lost upon applying the effect. (This applies to PhotoShadow, PhotoBevel outer bevels and PhotoEmboss raise, edge and blur.) To retain your selection:

- Click Cancel in the warning dialog box to return to the Effect dialog box and then save your settings. (See below.)
- Click Cancel.
- Choose Save Selection from the Select menu.
- Open the PhotoEffects dialog box and apply the effect.
- After you have run the PhotoEffects filter, you can restore your selection by choosing Load Selection from the Select menu.

#### To save PhotoEffects settings for later use:

1. **Once you've established the settings exactly as you want them, click the Save button in the effect's dialog box.**

A Save dialog box appears, allowing you to name and save the current effect's settings.

2. **Type a name for the settings.**
3. **Click Save.**

The name of the new settings appears in the pop-up menu toward the bottom, left corner of the dialog box.

#### Tip

PhotoBars provides a quick, convenient way to access previously saved effects.

Click the Saved Effects button in the Effects Settings toolbar to see a list of all saved effect sets. Choosing a set in this list immediately applies the effect to the selection.



#### Tip

If you're working with a floating selection and wish to preview it with the background image, choose "Defloat" (Command-J) from the Photoshop Select menu before opening your PhotoEffects filters.

### Tip

You can apply a saved effect in three ways: select it in the effect's dialog box, select it in the PhotoTools menu or click the effect's button that comes with PhotoBars.

### To use PhotoEffects settings that you've saved:

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1. **Select an area of your image to which you want to add an effect.**
2. **Choose the desired effect from the PhotoTools menu in the Photoshop Filters menu.**

Select either PhotoBevel, PhotoEmboss, PhotoGlow or PhotoShadow. You see the dialog box for the effect you selected.

3. **Choose the name of the saved effect in the pop-up menu in the bottom, left corner of the dialog box.**
4. **If desired, make any additional adjustments to the effect.**
5. **Click Apply to add the effect to your image.**

If you are applying an effect that creates pixels outside of your original selection area, you see a dialog box, warning you that your selection will be permanently lost upon applying the effect. (This applies to PhotoShadow, PhotoBevel outer bevels and PhotoEmboss raise, edge and blur.) To retain your selection:

- Click Cancel in the warning dialog box to return to the Effect dialog box and then save your settings. (See below.)
- Click Cancel.
- Choose Save Selection from the Select menu.
- Open the PhotoEffects dialog box and apply the effect.
- After you have run the PhotoEffects filter, you can restore your selection by choosing Load Selection from the Select menu.

### To remove PhotoEffects settings that you've saved:

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1. **Choose the desired effect from the PhotoTools menu in the Photoshop Filters menu, from the PhotoTools menu in the menu bar or in the PhotoBar..**

Select either PhotoBevel, PhotoEmboss, PhotoGlow or PhotoShadow. You see the dialog box for the effect you selected.

2. **Choose the name of the saved effect that you want to remove in the pop-up menu in the bottom, left corner of the dialog box.**
3. **Click the Delete button.**

A dialog box appears, asking you to confirm the deletion of the saved effect.

5. **Click Delete.**

### Tip

You can speed up your preview refresh by selecting the Preview Work Area Only checkbox.

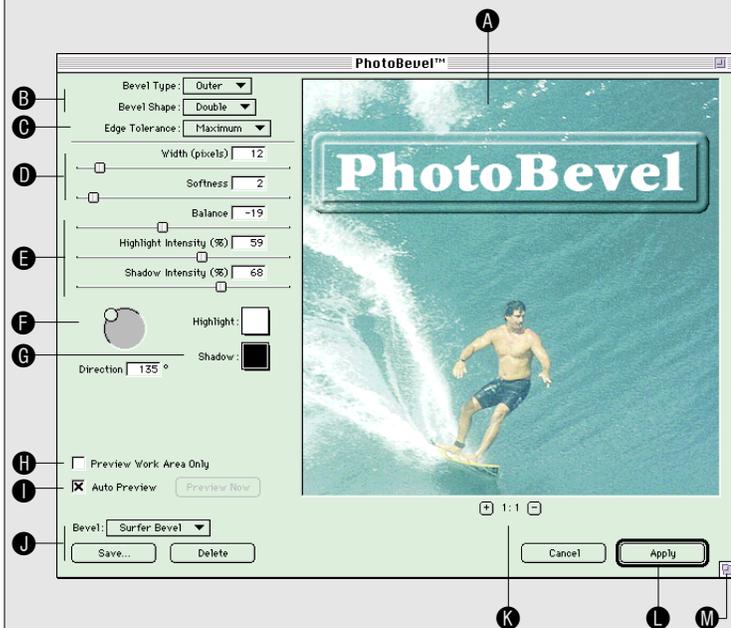
## PhotoBevel

Bevels give the selected part of your image a raised appearance by applying highlights and shadows to its inside and outside edges.

PhotoBevel provides several tools for adding a bevel to an image. In addition to choosing whether the bevel is applied to the inside or outside edge of the selection area, you can select one of the four different bevel shapes (Flat, Round, Slope or Double) and control bevel edge tolerance. A Softness option is useful for softening the bevel edge and controls for the highlight and shadow intensity are at your fingertips. Selecting the direction of the light is as easy as entering a number or spinning the directional ball with your mouse.

### The PhotoBevel dialog box

- A** The Preview Area shows a sample of the Bevel options before you apply them to your image.
- B** The Bevel Type pop-up menu contains an Inner and Outer Bevel option. The Outer Bevel option is only active if you've selected less than the entire image. The Bevel Shape pop-up menu controls the shape (either Flat, Round, Slope or Double) of the bevel.
- C** Edge Tolerance refers to feathered selections. This option allows you to control which pixels PhotoEffects considers the edge. Maximum uses all of the feathered pixels when defining the bevel area; Minimum doesn't use any feathered pixels; Medium uses half of the feathered pixels when defining the bevel area.
- D** Width determines the width of the bevel. Softness is similar to a blur. This option softens the transition points between light and dark.
- E** Balance adjusts the balance between the Highlight and the Shadow of the bevel. Highlight Intensity and Shadow Intensity control the strength of the bevel highlights and shadows.
- F** The Light Direction field indicates and adjusts the direction of the light source.
- G** The color pop-up palettes for the bevel's highlight and shadow includes an assortment of colors, access to Photoshop background/foreground colors and the Apple Color Picker.
- H** See the entire image in the Preview Area when the Preview Work Area Only checkbox is not selected. See only the selected part of the image when the checkbox is selected. Selecting the checkbox increases preview refresh performance.
- I** Selecting the Auto Preview checkbox immediately shows changes to your created effect. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- J** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved bevel sets appear in the Bevel pop-up menu. Selecting a saved effect displays its settings in the dialog box. You can then apply these bevel settings to the current image.
- K** Zooms in and out.
- L** The Apply button adds your created effect to the image and closes the Bevel dialog box.
- M** The grow box resizes the dialog box and



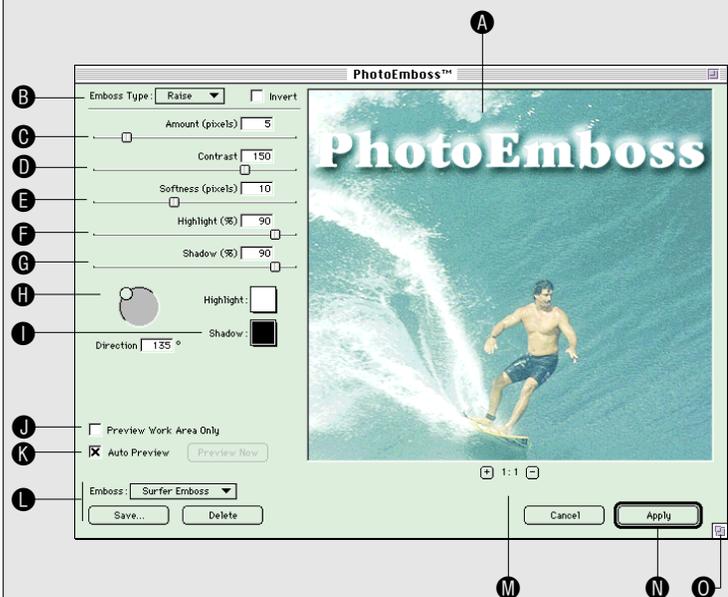
## PhotoEmboss

PhotoEmboss works like no other embossing tool. Its unique control and emboss styles give you the ability to create cutouts, embosses, reliefs, recesses and many other special effects.

PhotoEmboss includes options for selecting the emboss type, along with the amount of embossing. You control the contrast, softness, highlight and shadow of the embossing. In addition, you can position a directional light source and customize the color of the emboss highlight and shadow.

### The PhotoEmboss dialog box

- A** The Preview Area shows a sample of the PhotoEmboss options before you apply them to your image.
- B** The Emboss Type pop-up menu provides four options:  
Cutout typically pushes in the selection area.  
Raise typically pushes out the selection area.  
Edges applies the highlight and shadow emboss colors around the inside and outside of the selection edge. This effect more dramatically defines the selection edge.  
Blur creates an off focus, fuzzy emboss.  
Invert changes emboss effect 180 degrees.
- C** Amount indicates the width of the emboss.
- D** Contrast controls the amount of difference between lightness and darkness in the emboss.
- E** Softness is a blur type setting to diffuse the transition from light to dark.
- F** Highlight controls the strength of the emboss highlights.
- G** Shadow controls the darkness of the emboss' shadow edge.
- H** The Light Direction field indicates and adjusts the direction of the light source.
- I** The color pop-up palettes for the emboss' highlight and shadow include an assortment of colors, access to Photoshop background/foreground colors and the Apple Color Picker.
- J** See the entire image in the Preview Area when the Preview Work Area Only checkbox is not selected. See only the selected part of the image when the checkbox is selected. Selecting the checkbox increases preview refresh performance.
- K** Selecting the Auto Preview checkbox immediately shows changes to your created effect. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- L** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved emboss sets appear in the Emboss pop-up menu. Selecting a saved effect displays its settings in the dialog box. You can then apply these emboss settings to the current image.
- M** Zooms in and out.
- N** The Apply button adds your created effect to the image and closes the Emboss dialog box.
- O** The grow box resizes the dialog box and



## PhotoGlow

As an artist, imagine creating an image of a neon sign or a candle. You'd typically add a glow effect around the outer edges of the neon sign and around the candle's flame. PhotoGlow makes this process easy. In addition, it allows you to add a solid stroke around any selection.

Adding a glow is as easy as selecting the object and experimenting with PhotoGlow's tools. You can apply a solid glow to the selected image or just to its edges. You determine how far the glow should extend and determine its radiance (the glow's diffusion). In the above candle example, you could apply a high radiance for a soft, subtle glow or a low radiance for an intense, hard, bright glow. Also, the glow opacity (or how much the glow is allowed to show through) is at your control. A good use of opacity is on images containing light text applied to a light background. After choosing a glow color darker than the background, increasing the opacity of the letters' glow makes them more visible against the light background.

### The PhotoGlow dialog box

- A** The Preview Area shows a sample of the PhotoGlow options before you apply them to your image.
- B** The Glow Type pop-up menu provides two options:  
Edges applies the glow effect to the area defined by the selection edges of the selection. Solid ignores enclosed selection areas within the selection area. Solid fills in the hollow areas like the center of a selected "O."
- C** Stroke Width controls the number of pixels from the image that the glow extends. A higher number indicates a fatter glow.
- D** Radiance indicates how abruptly the outer edge of the glow diffuses. A high number indicates higher diffusion.
- E** Opacity indicates the percentage of the glow that is allowed to be seen in the image.
- F** The Color pop-up palette includes an assortment of colors, access to the Photoshop background/foreground colors and the Apple Color Picker. The color that you select determines the color of the glow.
- G** See the entire image in the Preview Area when the Preview Work Area Only checkbox is not selected. See only the selected part of the image when the checkbox is selected. Selecting the checkbox increases preview refresh performance.
- H** Selecting the Auto Preview checkbox immediately shows changes to your created effect. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- I** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved glow sets appear in the Glow pop-up menu. Selecting a saved effect displays its settings in the dialog box. You can then apply these glow settings to the current image.
- J** Zooms in and out.
- K** The Apply button adds your created effect to the image and closes the Glow dialog box.
- L** The grow box resizes the dialog box and



## Tip

Holding down the Option key with the mouse over the preview will turn the Hand tool into an Arrow tool that allows you to interactively adjust the X/Y shadow positioning.

## PhotoShadow

PhotoShadow provides the ultimate drop shadow creation tool. Shadows give flat images a 3-dimensional, raised appearance. Use PhotoShadow to quickly create a variety of shadow effects and apply them to the current selection. You can even save any shadow style you create and use it again on another image.

Features of PhotoShadow include the ability to use the selection area's "bounding box" or its edges to create a shadow. You have control over the distance that the shadow will offset from the image. (The shadow will be the same shape as the selection.) In addition, you have control over the amount of shadow blur and opacity. As you adjust the Shadow settings, you can preview the image in real time or on demand before you apply the shadow to the image.

### The PhotoShadow dialog box

- A** The Preview Area shows a sample of the effects before you apply them to your image.
- B** The Shadow type pop-up menu provides two options:  
Edges applies the shadow effect to the area defined by the selection edges of the selection. Solid ignores enclosed selection areas within the selection area. Solid fills in the hollow areas like the center of a selected "O."
- C** X Offset (pixels) establishes the number of pixels to the left (negative number) or right (positive number) to offset the shadow from the image.  
Y Offset (pixels) establishes the number of pixels up or down to offset the shadow from the image.
- D** Blur controls the amount that the shadow is blurred. A higher number indicates a stronger blur.
- E** Opacity controls the shadow's translucency. 100% is no translucency.
- F** The shadow Color pop-up palette includes an assortment of colors, access to the Photoshop background/foreground colors and the Apple Color Picker.
- G** See the entire image in the Preview Area when the Preview Work Area Only checkbox is not selected. See the selection plus a little when the checkbox is selected. Selecting the checkbox increases preview refresh performance.
- H** Selecting the Auto Preview checkbox immediately shows changes to your created effect. The Preview Now button is only active when the Auto Preview checkbox is not selected. When you click this button, the Preview Area updates.
- I** The Save button gives you the option of saving the current settings, while the Delete button deletes them. Saved shadow sets appear in the Shadow pop-up menu. Selecting a saved effect displays its settings in the dialog box. You can then apply these shadow settings to the current image.
- J** Zooms in and out.
- K** The Apply button adds your created effect to the image and closes the Shadow dialog box.

