What is the HiJaak Express Image Wizard?

HiJaak Express's Image wizard makes it easy to prepare graphics files for use in your printed documents, web pages, or multimedia presentations. The Image Wizard leads you through the following steps:

- Select the graphic file you want to work on
- Choose the destination for the graphic (screen, printed, or web page)
- Resize or crop the image
- Adjust the color and brightness.
- Apply a special effect
- Add text.
- Save the image in any of the file formats HiJaak Express supports.

When you are using the Image wizard, click **Next** to move to a new page of options, or click **Back** to undo the changes you have made one at a time.

If you have any questions about specific options on the wizard pages, right-click the option and select What's This?.

{button ,AL(`web page tips;printed tips;presentation tips;')} **Related Topics**

{button ,AL(`howto useimgwiz;howto closeimgwiz;howto runimgwiz;howto saveimgwiz;howto oleimgwiz;howto copyimgwiz')} **How To…**

To run the Image Wizard

▸ Click **Start** and point to **Programs**, then point to **IMSI HiJaak Express** and Click **Image wizard**. Show me .

{button ,AL(`howto useimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto oleimgwiz;howto copyimgwiz')} **Related Topics**

To Prepare an Image to Import

1 Run HiJaak Express's Image wizard by clicking **Start** and pointing to **Programs**, then pointing to **IMSI HiJaak Express** and clicking **Image wizard**. Or, you can start the Image Wizard by clicking here .

2 Read the Image wizard Welcome page, then click **Next**.

3 Select the type of document for which you are preparing this image: <u>Screen Presentation</u>, <u>Printed Document</u>, or <u>Web Page</u>.
If you select the check box on this page, you can change the settings for the screen, printed page, or web page when you click Next.

Click **Next**. For more information about this page, see <u>Destination page.</u>

4 The Cropping and Resizing page allows you to change the size or your image or crop it. A frame with handles appears in the preview. You can drag the handles of the frame to define the crop or resize area, or enter values in the Width and Height boxes. If you want the proportions of the image to remain the same, click the Maintain Aspect Ratio check box before you make changes to the frame or the values in the boxes. Click Next.

5 The next page allows you to enhance the image by adjusting such things as the color and brightness settings.
Drag the <u>Contrast</u>, <u>Brightness</u>, and/or <u>Gamma</u> sliders, or type a number from -100 to 100 into their corresponding boxes.
If these options do not improve the look of your image, try selecting the <u>Equalize Colors</u> check box. Click **Next**.

6 The next page allows you to apply a special effect to your image. When you select a special effect, the effect is described on the page, and a preview of the effect is displayed. When you have found the effect you want to apply, click **Next**. A dialog box allows you to adjust the settings for the special effect you want to apply. Set your options and click **OK** to apply the effect.

7 You can now add text to your image. With the cursor in the Text box, type the text. To insert a line break, press **Shift+Enter**. Select the font you want to use, and your text will appear in the upper-left corner of the image. You can apply a style or a rotation. For more information on the Style or Rotation options, right-click on the option and select What's This.

To reposition the text, click anywhere on the text and drag it to the position you want to use.

Then click **Next**.

8 In the final page, click **Finish** to save your image.

{button ,AL(`howto runimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto oleimgwiz;howto copyimgwiz')} **Related Topics**

To close the Image wizard

▸ To close the Image wizard and cancel and changes you have made, click **Cancel** in any wizard page.

▸ To close the Image wizard and save your changes, click the Next button at the bottom of each wizard page, then click **Finish** on the final page. A dialog prompts you to save the image.

{button ,AL(`howto useimgwiz;howto runimgwiz;qcintro;howto saveimgwiz;howto oleimgwiz;howto copyimgwiz')} **Related Topics**

Select HiJaak Express Image Dialog Box

Select the path and file name of the image you want to prepare for use in your document, presentation, or web page.

To see a thumbnail of the image in this dialog box, click the **Preview** button in the button bar.

Once you have selected your image, click **Open** to open the selected image in the Image wizard.

{button ,AL(`howto useimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto olleimgwiz;howto runimgwiz')} **Related Topics**

Image Wizard Welcome Page

This page is meant merely to introduce you to the Image wizard, so if you do not want to see it the next time you start, click the **Don't show this Welcome page** again check box.

Click **Next** to continue.

{button ,AL(`howto useimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto olleimgwiz;howto runimgwiz')} **Related Topics**

Don't show this introduction again

Hides this Welcome page the next time you run the Image wizard.

You can show it again by running HiJaak Express, selecting the **Preferences** page, and selecting the **Show Image Wizard Welcome Page** check box.

Back

Moves to the previous page in the wizard.

Select this option if you want to check or change options you have already set.

Next

Moves to the next page in the wizard.

Select this option once you have completed setting options in the current page, and you are ready to continue.

Cancel
Closes the Image wizard and cancels all options you have set.

Help
Displays help for the wizard page.

Image Wizard Destination Page

In this page, you select the type of document for which you are preparing this image.

Screen Presentation: If you want to use the image in an online presentation using an application such as Microsoft PowerPoint, click **Screen Presentation**. The Image wizard will prepare the image using your default screen settings. For example, if your screen resolution is 800x600 using 256 colors, the Image wizard will reduce the number of colors in your image to 256, and will make 800x600 the full page size. If you plan to display the final presentation on a computer monitor using settings different from your current settings, click the **Change Screen Defaults** check box and click **Next**. In the Screen settings page, select those settings that match the destination monitor.

Printed Document: If you want to use the image in a printed document, such as a brochure, report, or memo, click **Printed Document**. The Image wizard will prepare the image using your defaults printer's current settings. For example, if you have a 600 dpi black and white printer, your image will be grayscaled and given a 600 dpi resolution. If you plan to print the final document on a printer other than your default, click the **Change Printer Defaults** check box and click **Next**. In the Printer and Page Settings page, select those settings that match the destination printer.

Web Page: If you want to use the image on an HTML web page to be displayed in a web browser such as Microsoft Internet Explorer or Netscape Navigator, click **Web Page**. The Image wizard will reduce the number of colors in the image to 256 and will use 640x480 as the screen size. These settings are the best for most web page GIF images. If, however, you plan to save the final image to JPEG format, you should change the settings to High Color (24-bit), since this is the only number of colors supported by JPEG. To change the settings, click the **Change Web Page Defaults** check box and click **Next**. In the **Color Depth** list in the Screen Settings page, select **High Color**.

{button ,AL(`howto useimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto olleimgwiz;howto runimgwiz')} **Related Topics**

Screen Presentation

Prepares the image for use in an online presentation using your default screen settings. For example, if your screen resolution is 800x600 using 256 colors, the Image wizard will reduce the number of colors in your image to 256, and will make 800x600 the full page size. You can change the settings by selecting the Change Screen Defaults check box.

Printed Document

Prepares the image for use in a printed document using your defaults printer's current settings. For example, if you have a 600 dpi black and white printer, your image will be grayscaled and given a 600 dpi resolution. You can change the printer settings by selecting the Change Printer Defaults check box.

Web Page

Prepares the image for use on an HTML web page by reducing the number of colors in the image to 256 and setting the screen size to 640x480.

Note that if you plan to save the image to JPEG format, you should change the default from 256 colors to High Color. Click the **Change Web Page Defaults** check box, then click **Next**, and the Web Page Settings page will display so you can set the correct Color Depth.

Change Screen Defaults

Displays the Screen Settings page after you click **Next**. In the Screen Settings page, you can change the screen settings from your current settings to any other supported color depth and resolution.

Change Printer Defaults

Displays the Printer and Page Settings page after you click **Next**. In the Printer and Page Settings page, you can change the printer settings from your current default setting. Printer and page settings include colors, resolution, page margins, paper size, and orientation.

Change Web Page Defaults

Displays the Web Page Settings page after you click **Next**. In the Web Page Settings page, you can change the screen settings from 640x480x256 to any other supported color depth and resolution.

Image Wizard Screen Settings Page

In this page, you can select the size and number of colors displayed on the monitor on which you want to show the final screen presentation. If you plan to display the presentation on your monitor using its current settings, make no changes to this page and click **Next**.

If you plan to display your presentation on another monitor, click the **Screen Size** and **Color Depth** you want to use.

Click **Next**.

{button ,AL(`howto useimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto olleimgwiz;howto runimgwiz')} **Related Topics**

Screen Size

Determines what size will represent a full page size. If you are creating a screen presentation, select the resolution which will be used to display the final presentation. If you are creating a web page, we recommend that you do not change this option from 640x480.

Note that no changes will be made to your display based on your selections here. This Screen Size option is used only to determine the size of the image in relation to your final document.

Color Depth

Determines the number of colors in the final image. If you are creating a screen presentation, select the color depth of the monitor which will be used to display the final presentation, or the least number of colors necessary to display the image properly. For example, if the image is black and white, select 1-bit, as any more is not necessary to display your image properly.

If you are creating a web page and plan to save the final image to GIF format, do not change this option from **256 color**. If you plan to save the final image to JPEG format, select **High Color**.

Note that no changes will be made to your display based on your selections here. This Color Depth option is used only to determine the number of colors in your final image.

Image Wizard Printer and Page Settings Page

In this page, you can select the page size of the document in which you plan to use your image and the select the settings of the printer on which it will be printed.

For example, if your destination document is a 7.5"x9" page which will be printed on 8.5"x11" paper, you would select a Paper size of 8.5x11, and Margins of Top=1, Bottom=1, Right=.5 and Left=.5, to give you a page size of 7.5"x9".

You can also set the color and the resolution of the printer on which the document is going to be printed. If you are sending the document out to be professionally printed, check with your publications printer for the best settings to use.

Select
Page Orientation
Resolution
Size
Margins, Top
Margins, Bottom
Margins, Left
Margins, Right
Color Depth

{button ,AL(`howto useimgwiz;howto closeimgwiz;qcintro;howto saveimgwiz;howto olleimgwiz;howto runimgwiz')} **Related Topics**

Page Orientation

Determines whether the page will have a longer height (Portrait) or width (Landscape). When you change this option, the Paper Size Width and Height areas are swapped.

Click **Portrait** or **Landscape**.

Paper Size

Determines the size of the paper on which the document will be printed. Make sure you select a paper size supported by your target printer.

Type the paper size in inches in the **Width** and **Height** boxes.

Resolution

Specifies the printer resolution in dots per inch (dpi).

A higher resolution results in a better quality image, but your document may take longer to print.

Make sure you do not select a resolution higher than your target printer supports.

Top Margin

Determines the distance between the top of the page and the top of the first line or graphic on the page.

Bottom Margin

Determines the distance between the bottom of the page and the bottom of the last line or graphic on the page.

Left Margin

Determines the distance between the left side of the page and the left edge of printed lines or graphics on the page.

Right Margin
Determines the distance between the right side of the page and the right edge of printed lines or graphics on the page.

Color Depth

Determines the number of colors in the final image. The number of colors in the final image should match the number of colors supported by your target printer.

Image Wizard Resize and Crop Page

This page allows you to resize and crop your image. If you want to perform both a crop and a resize on the image, you must perform one operation, click Apply, then perform the other operation.

You can define the resize or crop area by dragging the handles on the frame that is on top of the preview. If the Maintain Aspect Ratio check box is selected, then the frame will retain the same proportions as you drag it. When you define a crop frame, you can drag the frame over the image to specify the area you want to crop.

You can also define the resize or crop area by entering values in the Width and Height boxes. In the farthest box to the right you can specify the type of unit to use (pixels, inches, centimeters, or picas).

To reset the image to its original size, click the Reset button. This reverses any resize and crop settings you have made.

When you are finished resizing or cropping the image, click Apply. For example, you can resize and image, click Apply, and then crop it.

Click Next to continue.

Resize Image

Select this option if you want to resize the image. If you want to crop the image after resizing it, click the Apply button after you resize then select the Crop Image button.

Crop Image

Select this option if you want to crop the image. If you want to resize the image after cropping it, click the Apply button after you crop, then select the Resize Image button.

Width and Height boxes

Use the Width and Height boxes to specify the dimensions of the resize or crop area. If you want to maintain the proportions of the image, select the Maintain Aspect Ratio check box.

Units

Use this box to select the type of units to apply to the width and height values.

Maintain Aspect Ratio

Select this check box if you want to maintain the proportions of the image when you resize or crop it. When you change a value in the Width or Height box, the other value will change automatically to maintain the aspect ratio.

Apply

Click this button to apply the resize or crop settings. After you have applied a crop or resize, you can click Apply, then apply the other option. For example, if you resize the image, you can click Apply, then crop it.

Reset All

Click this button to remove any resize or crop settings and return the image to its original size. When you click this button, both the resize and crop settings are cancelled.

Image Wizard Contrast and Brightness Page

In this page you can adjust the light and dark areas of your image to improve its appearance. Drag the Contrast, Brightness, and/or Gamma sliders, or type a number from -100 to 100 into their corresponding boxes.

If these options do not improve the look of your image, try selecting the Equalize Colors option. Note that the other options are disabled when you select Equalize Colors.

Equalize Colors

Brings out detail in an image that appears to be basically the same color or colors throughout. To bring out detail, it analyzes the colors in an image and maps the darkest pixel to black and the brightest pixel to white. It then evenly distributes the remainder of the colors over the spectrum of colors in the image. This process produces an image with many more individual colors than the original, representing more detailed objects.

This option is particularly useful for correcting a scanned image or an image of a natural scene that appears too dark overall.

Selecting this option disables the Contrast, Brightness, and Gamma options.

Image Levels

This option enables the Brightness, Contrast, and Gamma sliders and allows you to adjust their levels.

Brightness

Lightens or darkens the overall image.

Contrast

Increases the differences between light and dark colors. Increase Contrast to make light colors lighter and dark colors darker, or decrease Contrast to make light colors darker and dark colors lighter.

Gamma

Lightens or darkens the colors in the midrange area, while leaving the lightest and darkest colors unchanged. This option has virtually no effect on black and white images, since they contain no middle range colors (grays).

Image Wizard Special Effects Page

In this page, you can select a special effect to apply to your image.

To learn about an effect, select it. A description is displayed below the Special Effects list box, and a preview of the effect is shown on the image.

Select an effect and click Next. A properties dialog box is displayed in which you can adjust the settings for the effect. Click OK, then click Next to apply the special effect to your image.

Special Effects List

When you highlight an effect from this list, a description is displayed below and a preview of the effect is shown on the image.

When you select Next, a properties dialog box is displayed in which you can adjust the settings for the effect.

Image Wizard Text Page

Using this page, you can add text to your image using the font, color, style, and size you want. You can drag the text and position it anywhere on the image.

Type the text in the Text box. To create two lines of text, press **Shift+Enter** where you want the first line to end.

To reposition the text, click on the text and drag it to any position on the image preview.

Text Type

Type the text you want to appear on your image. To insert a line break, press Shift+Enter.

Font

Select the Font you want to use. Click the down arrow to display all the True Type fonts available on your system, then select the font you want to use.

Size

Sets the points size of the text. Select a size from the list, or type a custom size in the box.

Colors

Choose a color for the text.

Bold

Applies the bold style to the text.

Italic

Applies the italic style to the text.

Underline

Underlines the text with a single line.

Shadow

Places a semi-transparent gray shadow to the lower-left, behind the text.

Rotation-None

Select this option if you want the text to be read from left to right, horizontally.

Rotation-90 Degrees Clockwise

Rotate the text 90 degrees in a clockwise direction.

Rotation-90 Degrees Counter-Clockwise

Rotate the text 90 degrees in a counter-clockwise direction.

Image Wizard Final Page

This page displays your image with all the changes you have applied to it. If you are not happy with the changes, click Back to undo them, one at a time. If you are happy with the results, you can now import or save the image.

To save your image to a file, click Finish. In the Save As dialog box, select the folder, file name, and file type for your image and click Save.