

## Help topics for PhotoPerfect

The following topics are available for help on the PhotoPerfect product:

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## **File Menu**

The File Menu contains commands that handle system level operations. When you first open PhotoPerfect, the File Menu contains only four commands - New, Open, Scan Image and Exit. Once you have an image open on screen, the full PhotoPerfect File Menu is available with six new commands that control saving and printing operations.

- New
- Open
- Scan Image
- Close
- Save
- Save As
- Print
- Exit

**New**

Used to create an empty painting area. Use this command when you do not want to edit an existing image, but rather, create new images by freehand drawing and painting. You can draw and paint in either the Grayscale or Line Art Editing Mode. When the new image window is opened, it is a clean area, as if you have turned the page in your drawing tablet to begin a new project. You can set page dimensions, the resolution you want and the editing mode you want to work in.

## **Open**

Used to open previously saved TIFF image document. Type the directory path in the File Filter area to locate directories or files.

Opening your halftone as an 8 bit image displayed in 64 shades of gray takes you to the PhotoPerfect grayscale editing mode. Opening your halftone as a 1 bit image displayed in 2 shades of gray takes you to the black and white editing mode. You may open up to four image documents at a time. To close a PhotoPerfect image window, click on that window's Close Box or select the Close command from the File Menu.

## **Scan Image**

Can only be accessed through the File Menu. Used to access the Scanner Setup Screen to select all scanning parameters and invoke scanning or to use the Preview scan feature.

Scan Dialog

**Close**

Close the currently viewed image window. If it is the last window open for an image, then the image file will be closed, and all resources for the image will be freed. If the image to be closed has changed since the last time that it was saved, you will be prompted to save the image.

## **Save**

Used to save new images for the first time or save changes made to existing images. To save an existing image and change save option settings, use the Save As command. When using the Save command, all changes to the document are saved. Supported save formats are TIFF (Tag Image File Format) and EPSF (Encapsulated PostScript Format).

Save As dialog box

**Save As**

Used to save a previously saved and named file under a new name, or, to save a previously saved file with new save options selected. All changes to the document are saved. The document will be saved under the new name and the original document will be closed with no changes saved. Is used to access the Save Options dialog box that offers compression formats and special EPSF save parameters.

Save As dialog box



**Print**

Used to access the Print Dialog Box for print parameters such as number of copies, page orientation and page size. Also provides access to the Print Options Box for more advanced print controls such as halftone pattern, control over screen angle and screen frequency and sizing.

Print dialog box

**Exit**

Used to close the PhotoPerfect application. A dialog box prompts you to save the file or save the changes if necessary.

## **Edit Menu**

The Edit Menu contains commands for undo and redo actions as well as commands for utilizing the Clipboard and managing masks.

Undo

Redo

Cut

Copy

Paste

Clear

Cancel Paste

## Undo

PhotoPerfect offers many layers of Undo so you can step out of changes an action at a time. The Undo command reverses the last actions performed. Selecting Redo will restore the previous state. Undo can also be invoked by clicking the left mouse button while holding down the Ctrl key. The command is grayed-out if there is not action undo.

## **Redo**

The Redo command restores actions just reversed. Redo can also be invoked by clicking the right mouse button while holding down the Ctrl key. The command is grayed-out if there is not action redo.

**Cut**

Used to remove a selected area, or when used with the Paste command to move a selected area from one location in a PhotoPerfect document to another or from one PhotoPerfect image file to another PhotoPerfect file

Before an area can be cut, it must be selected with one of the PhotoPerfect Selection tools.

## **Copy**

Used together with the Paste command to copy a selected area from one location in a PhotoPerfect document to another one or from one PhotoPerfect image file to another PhotoPerfect file

Before an area can be copied, it must be selected with one of the PhotoPerfect Selection tools.

## **Paste**

Used to locate a selected area that has been cut using the Cut command or copied using the Copy command. The cut or copied image can be pasted from one location in a PhotoPerfect document to another or from one PhotoPerfect image file to another PhotoPerfect file.

Double-click outside the selected area with the right mouse to anchor it in position. You can cancel paste operations by selecting Cancel Paste from the Edit Menu. The cut or copied selection is pasted from the Clipboard.



**Clear**

Used to remove a selected portion of the image. Clear does not save to the clipboard. Use the Cut command if you want to also use the Paste command.

**Cancel Paste**

Cancels the Paste command and returns you to the PhotoPerfect application window.

## **Mask Menu**

Commands for manipulation and viewing of masks.

Invert Masks

Hide/Show Masks

## **Invert Masks**

Takes all selected active areas in a PhotoPerfect image window and masks them, making them protected parts of your image. All previously masked areas also invert and now become active. Inverting masks preserves your defined selected areas so you do not have to reselect them. Invoke this command when you want techniques used to retouch an edited area to also affect the masked areas. For example, if you just lightened the active area to the level you want, use invert masks to make all masked areas active so you can lighten them to the same degree.

## **Hide/Show Masks**

Used to remove the red tint placed over masked areas while maintaining the protected status of those areas. It is helpful to hide masks so you can see the continuity of tones, shades and image detail next to the active areas you are retouching. This command changes to Show Masks so you can retint your protected areas for easier identification.

## **Image Menu**

The Image Menu contains the commands used to activate the sophisticated image enhancement techniques of PhotoPerfect. The full Image Menu is available in the grayscale editing mode. The black and white editing mode does not use all the commands, therefore not all are available.

- Remap
- Negate
- Lighten
- Darken
- Fill
- Smooth
- Sharpen
- Outline
- Cartoon
- Flip Horizontal
- Flip Vertical

## **Remap**

This command is used to control and adjust the Gray Remap Graph and produce related special photographic and graphics studio effects. Altering the shades of gray in each pixel of your scanned image is one of the main benefits and purposes of PhotoPerfect. The techniques associated with the Remap command let you create truly customized images. If an image is too light or dark, has too much or too little contrast, or if you want to apply special effects, many of the options used to invoke these techniques are accessed through the Remap command. You can perform these techniques to your entire image or only selected portions of your image. To use the commands on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. The Remap command is discussed in more detail in Chapter 8 of the reference manual.

### Remap Dialog

## **Negate**

Used to reverse the tones in your image to create the photographic effect of a negative. White becomes black, black becomes white, dark grays become light grays and light grays become dark grays. You can negate a selected portion of your image or the entire image.

To use the Negate command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.



**Lighten**

Used to lighten either a selected portion of the image or the entire image. To use the Lighten command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.

## **Darken**

Used to darken your image overall. To use the Darken command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.

## **Fill**

Used to fill selected portions of the image with the shade selected from the Shade Palette. To use the Fill command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu. If the Rubber Stamp tool is selected, the fill command fills with the pattern from the stamp.

## **Smooth**

Used to smooth the sharp edges of your image. These are the areas of your image where there is a higher level of contrast. Two settings are available; A little and A lot. You can use either command multiple times for a cumulative effect on your image. To use the Smooth command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.

## **Sharpen**

Used to sharpen the areas of your image that have less noticeable detail. These are the areas of your image with a lower level of contrast. To use the Sharpen command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.

## **Outline**

Use this command to convert your image into a charcoal sketch. This command takes out the high and low shades of gray while leaving the medium shades. The created effect is one of a pencil or charcoal sketch, simple in detail but not as sparse as a line drawing. To use the Outline command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.

## **Cartoon**

Use this command to convert your image into a simple line drawing. By maintaining more of the black and whites in the image and fewer of the medium grays, the effect resembles more of a quick drawing or outline rather than a charcoal sketch. To use the Cartoon command on only a portion of your image, use one of the Selection Tools to mask areas of your image. All masked areas will be unaffected by the command. To undo the action, simply select Undo from the Edit Menu.

## **Flip Horizontal**

Flips a selected portion of the image from left to right or back by flipping right to left. To use this command.

1. Select a portion of your image with one of the Selection tools.
2. Select Flip Horizontal from the Image Menu.

Flip Horizontal can also be used in conjunction with the cut, copy and paste commands. Any area that is "active" or selected with one of the Selection tools can be flipped.



## **Flip Vertical**

Flips a selected portion of the image or the entire image from bottom to top or back. To use this command.

1. Select a portion of your image with one of the Selection tools.
2. Select Flip Vertical from the Image Menu.

Flip Vertical can also be used in conjunction with the cut, copy and paste commands. Any area that is "active" or selected with one of the Selection tools can be flipped.

## Stamp Menu

The Stamp Menu is used to create custom brushes with the Rubber Stamp tool.

Create

Load...

Save...

## **Create Stamp**

Used to create new custom "paint" for use with the Rubber Stamp tool. Shades and patterns can be copied from any portion of your PhotoPerfect image and converted into a custom brush pattern or shade using this command.

**Load Stamp**

Used to open previously created and saved custom brushes for use with the Rubber Stamp tool. Selecting this command will provide a list of all previously saved custom brushes.

**Save Stamp**

Used to name and save each custom brush you create using the Create command. Each saved brush can be loaded into PhotoPerfect using the Load command.

## **Window Menu**

The Window Menu lists the open PhotoPerfect image files. PhotoPerfect lets you open up to four files at once for cutting and pasting between images or comparing the different effects of scanner and editing settings.

To move between open images, simply go to the Window Menu and click on the name of the file you want to make active. To close a PhotoPerfect image window simply select the Close command from the File Menu.

## Keyboard accelerators

The following keyboard accelerators are available to the application:

Undo	Alt+Backspace
Cut	Shift+Del
Copy	Ctrl+Insert
Paste	Shift+Insert

The following keys modify editing operations:

Ctrl+Left button	Undo
Ctrl+Right button	Redo
Shift+tool	Constrain tool to horizontal or vertical

## **Scan Dialog**

All user-selectable options for controlling and customizing the scanning process are conveniently located in the Scanner Settings Box. To access the Scanner Settings Box, simply pull down the File Menu and select the Scan Image command.

Image Selection Area

Scanning Modes

Resolution

Brightness

Contrast

Preview

Scan



## Image Area

The Image Area is provided so you can select the desired portion of the original image that you want to scan. Smaller image areas result in a correspondingly smaller amount of memory required to store the scanned image. Since a scanned image may require a lot of memory, it is usually best to scan only the area of the original you are interested in. Using less memory also maximizes PhotoPerfect in the area of speed; performing functions faster and taking less time to redraw screens after invoking commands. Scanning only portions of the image you want also reduces editing since the unwanted areas have already been removed. The area you have defined for scanning is represented in size and position by the Image Area Box. You can define the Image Area using one of two methods. Type in exact dimensions with the Margin Settings or use a click and drag technique with the Image Area Box.

### *Margin Settings*

To use the margin settings to control the image area use the following guidelines:

Top	The top margin is measured from the top of the original down. To begin scanning one and one half inches down from the top, set the margin at 1.5.
Bottom.	The bottom margin is measured down starting at the top of the original. For example, if you want the scanner to stop scanning two inches from the bottom of an 8 x 10 original, the margin setting would be 8.0.
Left.	The left margin is measured from the left edge of the original. For example, the left margin setting may be .50 for half of an inch.
Right.	The right margin is measured from the left edge of the original. The right margin setting should be 7.5 if you want the right margin of an eight inch wide original to be one half of an inch.

Notice when you define the area to scan with the margin settings that the box inside the Image Area automatically adjusts to reflect the settings.

### *Page Size*

Use the page size area to select pre-determined page sizes. Options are letter, legal, A4 and B5. A4 and B5 page sizes are used for european correspondence. When you select one of these four options, PhotoPerfect automatically sets the appropriate margin settings for you and the Image Area Box also reflects your selection.

### *Image Area Box*

The Image Area Box has four squares, or handles, on each corner. The area inside the box represents the portion of your image you want to scan. You can move the entire box by placing your pointer inside the box. The Hand icon appears. Simply click and drag with your mouse to move the box. As you do this, the Margin Settings automatically change to reflect the new settings. You can also resize the box to define a smaller or larger scan area by clicking and dragging any corner of the box while holding the mouse button down.

## Scanning Modes

PhotoPerfect supports two types of scanning modes - grayscale and line art. This lets you preserve a continuous tone image's variations in shades with gray pixels or scan images and reproduce their shades and tones in black and white instead.

### *Grayscale*

The grayscale mode is different from line art in both the way it scans and in the resulting quality of the image. Each dot or pixel making up a grayscale image is its own shade of gray, not just black or white. The grayscale mode is the most effective for photographs and other originals with variation in tone because there is more information available about the image than there is for a line art image. As you would expect, the increased information greatly improves image quality.

The grayscale scan mode always converts images to 8 bit grayscale, even if your scanner supports less. And, PhotoPerfect can also accommodate scanners that do not support grayscale. PhotoPerfect can take halftone images from scanners that do not support grayscale and convert those images into grayscale data. This allows you to use your existing scanner hardware to still enable you to produce quality images. Selecting the grayscale scan mode opens your scanned images in the PhotoPerfect grayscale editing mode.

### *Line Art*

Use the line art scan mode for scanning line art to scan black and white text and line drawings. Selecting the line art scan mode opens your scanned images in the PhotoPerfect black and white editing mode. The line art scan mode interprets the scanned information as black and white only. It does not assign shades of gray or simulate grays with patterns of dots.

## **Resolution**

When scanning your original image, PhotoPerfect allows you to select the desired resolution of the scanned image. Resolution is measured in dots per inch (DPI). The greater the number of dots per inch, the greater the resolution and the greater the image quality. For the highest quality image, use the 300 dpi setting. You may want to use the 150 dpi or 75 dpi setting to more closely match your output device. Depending on the scanner you are using, you may also use the custom setting for scanners that support resolutions higher than 300 dpi.

## **Brightness**

The Brightness Control lightens or darkens the image as a whole. If the original image is lighter or darker than normal, adjust the brightness by moving the slider towards either the moon or sun icons. The Automatic setting must not be selected (the selection box is not filled in) if you want to manually adjust the slider controls. To give PhotoPerfect more information to work with during the editing process, try to get the best results from the scanner. However, if you are not sure which brightness level would be best for scanning your image, you can scan with the Automatic setting and modify it later using PhotoPerfect tools and features. The number of brightness levels available depends on the scanner you are using.

## **Contrast**

The Contrast control alters the strength of the difference between the light and dark areas in your original. The Automatic setting must not be selected (the selection box is not filled in) if you want to manually adjust the slider controls. If your original is flat, without much noticeable difference between lights and darks, move the slider to the right. However if, the original has too much contrast and you would like to tone down the difference, move the slider to the left. To give PhotoPerfect more information to work with during the editing process, try to get the best results from the scanner. However, if you are not sure which contrast level would be best for scanning your image, you can scan with the Automatic setting and modify it later using PhotoPerfect tools and features. The number of contrast levels available depends on the scanner you are using.

**Preview**

The preview function scans your image and displays a low resolution copy of it in the image window. Preview is useful for cropping the original and selecting the exact portion of the image you want to capture. Depending on the original, this may allow you more precise control than using the margin settings. Click Preview to start a preview scan. Then, to define the area of the image you want to scan, place your cursor on one of the corners of the image. Click and drag with your mouse to make the selected area smaller or larger. Your scanner will automatically adjust and scan only the area you have selected.

## **Scan Command**

Once the scanning choices are made, the next step is to invoke the Scan command. Begin scanning by clicking on the Scan button. Depending on the image size and scanning choices selected, the image should appear in the PhotoPerfect image window within a few seconds.

If you select the grayscale scanning mode, your image will open in the grayscale editing platform with all the tools, shades and features specially designed for this type of image. If you select the line art scanning mode, your image will be opened in the black and white editing platform with the patterns, halftone patterns and tools specific for that application.

## **Tool Palette**

The Tool Palette is located on the left side of the main screen. PhotoPerfect tools are selected easily by clicking with your mouse on the desired tool's icon.

Masking tools

Viewing tools

Retouching tools



## Masking tools

Masks are used in traditional photo retouching to cover and protect part of an image so it is not affected by any of the retouching processes. PhotoPerfect uses the same technique to protect parts of images. PhotoPerfect lets you know which areas are masked by tinting them a darker or different color. On a color display, masks are red. Masks are dark gray on a monochrome display. Since continuity in photo retouching is so important, PhotoPerfect lets you see all of your image through the mask - as if looking through a thin veil.

Selecting areas of the image using the left button of the mouse will remove the selected areas from the mask, enabling editing on those areas. Selecting areas of the image using the right button of the mouse will add the selected areas to the mask, thereby disabling editing in those areas.

PhotoPerfect provides the following tools for creating and modifying masks:

Selection Rectangle

Selection Polygon

Lasso

## **Selection Rectangle**

With the Selection Rectangle, any part of an image can be selected for removal, moving or editing. This tool selects portions of the image in the shape of a rectangle. Use the Selection Rectangle to select any image area on the PhotoPerfect main screen. You are not limited to having only one selected area at a time; PhotoPerfect lets you select multiple areas of an image. All the selected or active areas will be affected by the next tool actions and all masked areas will be protected from the next tool actions. The mask is automatically created when you use any of the selection tools.

To select an area, click on the Selection Rectangle tool icon with your mouse. Place the mouse where the top left side of the rectangle will start, press the left mouse button and drag it to the bottom right corner of the selected area. Release the mouse button. The lines of the Selection Rectangle distinguish between the selected portion of the image and the area outside.

## **Selection Polygon**

To select an area, click on the Selection Polygon icon with your mouse. Place the mouse where you want to start the first side of the polygon and click the left mouse button one time. Drag the mouse to the next point and you will see a line in between the start point and the cursor. Click the mouse again where you want to place the next point of your polygon. Continue these steps until the desired portion of the image is inside the polygon. Take the last side back to the start point and double-click the mouse to close the polygon. An area must be completely enclosed for it to be active. To ensure this, PhotoPerfect will complete the shape for you if you double-click your mouse anywhere. PhotoPerfect will automatically draw the last side of your polygon and enclose the shape. Release the mouse button. The lines of the polygon area distinguish between the selected portion of the image and the area outside.

## **Selection Lasso**

To select an area, click on the Selection Lasso icon with your mouse. Place the mouse where you want to start the selection area, press and hold down the left mouse button and "draw" with the Lasso until the desired portion of the image is inside the selection area. Go back to your starting point and release the mouse button to enclose the shape. An area must be completely enclosed for it to be active. To ensure this, PhotoPerfect will complete the shape for you. Just release the mouse button and PhotoPerfect will finish the shape and enclose it. The lines around the newly selected area distinguish between the selected portion of the image and the area outside.

## **Viewing Tools**

PhotoPerfect provides the following tools for viewing images:

Zoom Tool

Hand Tool

## **Hand Tool**

The Hand Tool operates in one of two modes. During normal editing operation, the hand tool can be used to move the area of the image which is being viewed in the image. Just click where you want to move, and drag the image "under" the viewing window. When operating in Paste mode, the Hand Tool allows you to move pasted portions of your image anywhere within your image window for pasting.

The Hand Tool can be accessed in both the grayscale and black and white editing modes.

## **Zoom Tool**

To enlarge the view of the image, press and quickly release the left mouse button to enlarge the view. Be sure to place the Zoom Tool directly on the image. To reduce the view, press and quickly release the right mouse button. When reducing the view, the image eventually gets to a point where it is smaller than the image window. The empty area around the reduced view of the image will be grayed. Whether you want to continue reducing the view or enlarge it, be sure you are clicking with your mouse directly on the image itself, even if it is very small. Clicking in the grayed area of the image window does not activate the tool. The Zoom Tool allows enlarged viewing at 1x, 2x, 4x and 8x the original image size. Reduced views are available at 1/2x, 1/4x and 1/8x. The current view is listed in the image window menu bar.

## **Retouching Tools**

The following tools are provided for retouching an image:

- Eraser
- Pencil
- Soft edge brush
- Lighten brush
- Darken brush
- Smoothing brush
- Rubber stamp

PhotoPerfect provides the following mechanisms for modifying the behaviour of retouching tools:

- Tool Options Box
- Brush Settings Dialog Box



## **Eraser Tool**

The Eraser Tool is used to erase portions of the image. Place the Eraser where desired on the image and press the mouse button to delete. While holding down the mouse button, move the mouse in a sweeping motion to remove unwanted areas. The Eraser erases in white. You may change the size of the Eraser by clicking on the size indicator in the Tool Options Box.

## **Pencil Tool**

Freehand drawing or straight lines can be created in PhotoPerfect with the Pencil tool. The Pencil tool is available in both the grayscale and black and white editing modes. To use the Pencil, simply click on the Pencil icon in the Tool Palette, position the pencil where you want to begin editing your image, and click and drag your mouse. In the grayscale editing mode, the Pencil tool draws in the shade currently selected in the Shade Palette. To select a shade, simply click on the desired shade with the Pencil tool selected, or, position the cursor on a portion of the image that is the shade you want to edit in, and click with the right mouse button. The newly selected shade will show in the Shade Box. In the black and white editing mode, the Pencil tool draws in black.

The Pencil tool can be customized for specialized editing in either the grayscale or black and white editing mode. Through the Tool Options Box, you can select the pencil shape from round or square, the pencil style from four calligraphy-type options and you can select the size or thickness of the pencil's "lead." With the Pencil tool selected, simply click on any of the desired customizing options from the Tool Options Box.

## **Soft Edge brush**

The Soft Edge Brush creates a stroke that is soft, a little diffused at the edges. The Soft Edge Brush is available in both the grayscale and black and white editing modes. In the grayscale editing mode, the Soft Edge Brush paints in the shade currently selected in the Shade Palette. To select a shade, simply click on the desired shade with the Soft Edge Brush selected, or, position the cursor on a portion of the image that is the shade you want to edit in, and click with the right mouse button. The newly selected shade shows in the Shade Box. In the black and white editing mode, the Soft Edge Brush paints in any of the available shades or patterns in the Pattern Palette. To select a pattern with the Soft Edge Brush selected, simply click on the pattern you want to use. In both modes, you can customize the brush by changing the brush size in the Tool Options Box. You can also change the pressure with which the "paint" is applied. To access this option, double-click on the Soft Edge Brush icon in the Tool Palette. An option box will appear. Make your desired selections and click the OK button. For more information on brush pressure, please refer to the Brush Control Box description.

## **Lighten Brush**

The Lighten Brush reduces the gray levels in an edited area to the point where the new shade matches the selected gray shade in the Shade Box. The Lighten Brush only lightens to the selected shade and will not reduce grays past that point. The brush does not lighten all the way immediately. Repeated brush strokes over the edited area give you more subtle control and will, within a few strokes, lighten down to the selected shade. The image detail and contour are retained.

The Lighten Brush is active in the grayscale editing mode only and lightens to the shade currently selected in the Shade Palette. To select a shade, simply click on the desired shade with the Lighten Brush selected, or, position the cursor on a portion of the image that is the shade you want to edit in, and click with the right mouse button. The newly selected shade shows in the Shade Box. You can customize the brush by changing the brush size in the Tool Options Box. You can also change the pressure with which the brush is applied. To access this option, double-click on the Lighten Brush icon in the Tool Palette. An option box will appear. Make your desired selections and click the OK button. For more information on brush pressure, please refer to the Brush Control Box description.

## **Darken Brush**

The Darken Brush increases the gray levels in an edited area to the point where the new shade matches the selected gray shade in the Shade Box. The Darken Brush only darkens to the selected shade and will not increase grays past that point. The brush does not darken all the way immediately. Repeated brush strokes over the edited area give you more subtle control and will, within a few strokes, darken to the selected shade. The image detail and contour are retained.

The Darken Brush is active in the grayscale editing mode only and darkens to the shade currently selected in the Shade Palette. To select a shade, simply click on the desired shade with the Darken Brush selected, or, position the cursor on a portion of the image that is the shade you want to edit in, and click with the right mouse button. The newly selected shade will show in the Shade Box. You can customize the brush by changing the brush size in the Tool Options Box. You can also change the pressure with which the "paint" is applied. To access this option, double-click on the Darken Brush icon in the Tool Palette. An option box will appear. Make your desired selections and click the OK button. For more information on brush pressure, please refer to the Brush Control Box description.

## **Smoothing Brush**

The Smoothing Brush is used to blend shades together. This brush acts as a neutralizer, smoothing out the shades in the edited area. The Smoothing Brush is active in the grayscale editing mode only. You can customize the brush by changing the brush size in the Tool Options Box. You can also change the pressure with which the "paint" is applied. To access this option, double-click on the Smoothing Brush icon in the Tool Palette. An option box will appear.

## Rubber Stamp

The Rubber Stamp is the most powerful retouching tool as it lets you paint simultaneously with many shades instead of one shade at a time. By allowing you to create custom stamps from the combinations of shades and patterns already in your image, you can retouch your images with professional finesse and detail. This is particularly powerful when you want to retouch an area that consists of various tones or even subtle patterns of varying tones. The Rubber Stamp allows you to "grab" that particular shade, combination of shades or patterns and turn it into custom paint. The Rubber Stamp is active in the grayscale editing mode only. To create a custom shade

1. Select the Selection Rectangle Tool by clicking on its icon.
2. Go to an area of the image that is the shade or content to you want edit in.
3. Select a small portion, of the specific area with the selection tool.
4. Go to the Stamp Menu and choose the Create command to create a custom stamp out of the selected area's tones, shades and patterns.

To paint with the new shade select the Rubber Stamp tool and begin to edit in the area where you want to apply the custom shade.

## **Tool Options Box**

Many of the options available for changing and customizing editing parameters are accessed in the Tool Options Box. Each time a new tool is selected, the Tool Options Box updates which options are available for that specific tool. Simply click on the options you want for the tool currently selected.

*Brush Shape* can be either square, round, or one of four calligraphy-type pencil styles.

*Brush Size* can be selected in one of six increments.



## **Brush Settings Dialog Box**

Other tool customizing options are also available in PhotoPerfect. To access these options, double-click on the following PhotoPerfect retouching tool icons: Soft Edge Brush, Lighten Brush, Darken Brush, Smoothing Brush and Rubber Stamp.

### *Tiled Brush*

Tiling is a special feature for the Rubber Stamp tool only. Tiling controls how often the stamp pattern or shade is stamped onto the image and can result in one-of-a-kind enhancements. The Rubber Stamp can stamp as often or infrequently as you'd like; either once every 1 pixel or up to one stamp every 40 pixels.

### *Brush Pressure*

This feature lets you control the pressure the brushes are applied with. Using the slide bar, you can control the brush pressure ranging from light to heavy pressure. Brush pressure does not affect the Rubber Stamp tool.

## **Save Dialog**

PhotoPerfect supports TIFF and EPSI file save formats. The Save and Save As commands under the File Menu are used to select the file save format desired and to access more advanced PhotoPerfect save options. To save a file for the first time or to resave the file under the same name, select the Save command from the File Menu. To save an existing file under a new name or with new save options, select the Save As command from the File Menu. The Save dialog box is then shown. PhotoPerfect offers different saving controls depending on the file format you select.

Enter the name of the file to be saved and select the save format desired. Click on the Save button to save the file, or simply hit the Return key on your keyboard. If additional save options are desired, press the Options button in the Save dialog box.

[File Save Formats](#)

[EPSI File Format Save Options](#)

[TIFFI File Format Save Options](#)

## **File Save Formats**

Grayscale TIFF. Tag Image File Format. This file format is effective for saving your high resolution grayscale files and is supported by several page layout and drawing packages. An image saved in the TIFF format can be re-opened by PhotoPerfect.

Line Art TIFF. Tag Image File Format. This file format is effective for saving your high resolution line art files and is supported by several page layout and drawing packages. An image saved in the TIFF format can be re-opened by PhotoPerfect.

EPSI. Encapsulated PostScript. A file format used by several page layout and drawing applications. EPSI is well suited for saving your files for printing on high resolution PostScript output devices. An image saved in EPSI cannot be re-opened by PhotoPerfect.

## **EPSI File Format Save Options**

The following options are provided for EPSI format files:

Encoding

Destination

Halftone Pattern

## Encoding

These EPSI options determine how the image data is represented in the saved EPSI PhotoPerfect file. These options are grayed-out if the TIFF File Format is selected.

*Character.* The Character Storage Format encodes the binary data in the image as ASCII data for support with RS232 (serial) output devices. You must use this selection if you are going to output your EPSI PhotoPerfect file to a serial device. As the file is saved as ASCII data, it is two times the size of a file using the Binary Storage Format.

*Binary.* The Binary Storage Format takes every bit of the image and stores it directly in the file as it is. This EPSI storage format does not support serial output devices. This format is most appropriate for machine to machine file transfers.

## **Destination**

EPSI File Destination selections are activated only when the EPSI save format has been selected. Saving your images is one of the first steps in preparing your images for output. Therefore, PhotoPerfect begins to prepare your images for output or destination when you save images. PhotoPerfect provides control over file output depending on whether you are saving your image to be opened in a desktop publishing application and printed from there, or, if you are going to save it and print directly from PhotoPerfect. By allowing you to embed certain PostScript commands into your image file, PhotoPerfect provides powerful ways to regulate your image output.

### *Export*

Use this option to export your EPSI saved PhotoPerfect image file to a desktop publishing application for layout and eventual output. Parameters such as screen pattern, screen angle, screen frequency and negative or positive output are left undecided so the desktop publishing application's parameters can be used for consistency throughout your publication. Therefore, these PhotoPerfect options are grayed-out when Export is selected. This helps ensure you don't set parameters from one application that may conflict in another.

### *Paper Positive*

Use this option to save your image for printing EPSI saved PhotoPerfect images directly from PhotoPerfect. This prints your image as a paper positive, on either a laser printer or a typesetting device. This creates a pre-screened image that can be pasted into a mechanical for quick printing. When using the paper positive selection, the screen frequency should not need to exceed 100 lines-per-inch (lpi). A higher frequency will produce a screen so fine it causes a loss of image clarity throughout your image. When you select the paper positive option, you can select parameters such as screen pattern, angle and frequency. PhotoPerfect embeds these PostScript commands into your image file so you can regulate your image output.

### *Film Negative*

Use this option to save your image for printing EPSI saved PhotoPerfect images directly from PhotoPerfect when you want to print directly to a piece of printer's film. This prints your image as a film negative, on either a laser printer or a typesetting device you may use at a desktop publishing service. When you select the film negative option, you can choose halftone parameters such as screen pattern, angle and frequency. PhotoPerfect embeds these PostScript commands into your image file so you can regulate your image output.

## **Halftone Patterns**

PhotoPerfect lets you define the halftone parameters that determine the quality of your saved images when they are printed. Use these options to select the way the pixels in your PhotoPerfect image are arranged when they are printed. To access these options, you must have the Paper Positive or Film Negative Destination selected.

## **TIFF File Format Save Options**

The following options are provided for TIFF files:

Save Masks

Compression



## **Save Masks**

PhotoPerfect saves your masks so you don't have to remask your image when you re-open it. To activate this feature, simply click in the Save Masks Box. Next time you open your image in PhotoPerfect, you can continue editing without any set-up time since the work you did defining the masked areas is preserved. Clicking again in the box turns off this feature. This option is not available when EPSI is selected.

## **Compression**

### *Grayscale Compression*

Uncompressed	Selecting this option saves your image file without using any file compression techniques. If the image is a 1 MB file, it will be saved as a 1 MB file.
LZW-256 level	Selecting this option compresses your image file and preserves all 256 levels of gray. This compression technique is best when you require that the full 256 levels of gray be preserved in your saved image file.
LZW-64 level.	Selecting this option compresses your image file and preserves only 64 levels of gray. This compression technique is gives better compression than the 256 level option so it is best when the full 256 levels of gray are not required in your saved image file.

### *Line Art Compression*

Uncompressed.	Selecting this option saves your image file without using any file compression techniques. If the image is a 1 MB file, it is saved as a 1 MB file.
CCITT Group 3	This compression technique is best for line art images such as graphs, charts, text and line drawings. CCITT Group 3 is designed to compress these types of images very effectively.
Packbits	Use this compression technique for your halftone images. Packbits compression is also more widely supported than CCITT Group 3 making it more appropriate to use for moving your images between applications.

## **Print Dialog Box**

PhotoPerfect supports various PostScript printers. The Print command under the File Menu is used to select print parameters provided by PhotoPerfect. To print a file, select the print command from the File Menu. The first level print dialog box appears to allow selection of basic print parameters such as number of copies. More advanced printing controls are available in the second level of the print command which is accessed by pressing the Options button.

### **Printer**

PhotoPerfect lists the name of the printer currently selected. This is useful when there is more than one printer available in a network since you can see at a glance what printer you are using.

### **Copies**

Type in the number of copies you want to print.

### **Setup**

Setup accesses the Printer Setup menu. This will launch the standard Windows printer setup dialog box..

## **Print Options Dialog Box**

## **Print Options**

PhotoPerfect provides more advanced print options so you can continue to control the quality of your image all the way through the production process. The advanced printing features are available in the second level of the print user interface which is accessed by clicking the Options button.

Sizing

Halftone Pattern

Screen Angle

Screen Frequency

Crop Marks

Border

Quality Control Bar

Media

Negative

Mirror

## Sizing

You can print your image at a different size to create custom effects or maintain standard proportions. You can change the size of your printed image by either altering the horizontal and vertical scale of your image in percentages or by altering the width and height in inches. Horizontal and vertical settings must be between 1 and 200 percent. PhotoPerfect prompts you if you have typed in width and height settings that are outside the valid size range. Notice as you change one, all other related measurements automatically adjust.

### *Preserve Aspect Ratio*

When this option is active, PhotoPerfect automatically preserves the aspect ratio, or proportionality, of your image when you change the size. By automatically calculating the dimensions needed to keep the aspect ratio, PhotoPerfect saves you time and prints your image with the proper relative proportions. To type in a custom size, deselect the option by clicking in the box so that it appears "empty.". PhotoPerfect now lets you adjust the size of your printed image without maintaining the proper aspect ratio. PhotoPerfect will still automatically calculate the other measurements after you change one, but they will not be proportional.

## **Halftone Pattern**

### *Error Diffusion*

Error Diffusion is the default setting for the halftone pattern. Error Diffusion gives the best average reproduction of your images and is most suited for output on a laser printer with resolution of 300 dpi. The dots used to output the image are randomized more than arranged into a repetitive or predictable pattern. Optically, the image appears to have more tonal information and detail than images created with other halftone patterns.

### *45 Degree Dot*

The 45 Degree Dot halftone pattern creates a screen used to output your images automatically aligns the dots at a 45 degree angle. The 45 degree angle is the best screen angle for dot halftone pattern.

### *Horizontal Line*

The Horizontal Line halftone pattern is used most frequently to create a special effect that is a particularly visible arrangement of the dots in your output image. You can select the Screen Angle and Screen Frequency settings to further customize your output.

### *Vertical Line*

The Vertical Line halftone pattern is used most frequently to create a special effect that is a particularly visible arrangement of the dots in your output image. You can select the Screen Angle and Screen Frequency settings to further customize your output.

## **Screen Angle**

The Screen Angle setting controls how the dots or lines in the halftone screen are aligned against your original image. Measured counter-clockwise from the horizontal, you can select from 0-90 degrees. For the Halftone Dot setting, a screen angle of 45 degrees will create the best reproduction of your PhotoPerfect image.

## **Screen Frequency**

Screen Frequency controls how many dots per inch there are in the screen patterns you select. The higher the screen frequency, the higher the quality of your printed image. Magazines typically use between a 100 and 133 dpi, while high quality publications such as art publications and annual reports use a screen frequency of 150 dpi.



## **Crop Marks**

Select this option to have PhotoPerfect place crop marks around the image on the printed page. The crop marks are used by your commercial printer to determine where to cut or trim the excess paper from around your project To use crop marks, click in the crop marks box. The box will darken. To print your image without crop marks, click in the box to remove the selection.

## **Border**

PhotoPerfect can put a border around your image when it is printed. There are three border thicknesses to choose from. To select a border, simply, click on the selection to view the choices. Highlight the desired border and release your mouse button. To print your image without a border, simply choose "None" from the selection area.

## **Quality Control Bar**

The quality control bar is a gray scale that appears on the bottom of the page when your image is printed. Use the quality control bar to determine the quality of the gray shades in your output image. This is also called "calibration". By evaluating the gray shades in your output against the grays in the quality control bar you decide whether to adjust the image to increase quality.

## **Media**

PhotoPerfect lets you specify output to either film or paper. To make your selection, simply choose paper or film from the selection area. Since film is not as porous as paper, PhotoPerfect corrects less for dot gain when you select the film option. Providing your commercial printer with "camera ready" film can save you pre-press costs and time. If you want to provide your commercial printer with film, it is most likely the image should be printed as a negative and mirrored onto the film. Confirm with your printing representative what parameters are best for your expected results.

**Negative**

You can print your PhotoPerfect image as a negative simply by choosing the Negative option. If you print your image as a negative onto a piece of film, you can provide your commercial printer with "camera ready" film. This eliminates several steps involved in getting your project to the printing press. At this point, the commercial printer simply needs to create a printing plate for you. Confirm with your printing representative what the best parameters are. You may need to use the Mirror option as well.

**Mirror**

Use the Mirror option to flip the entire image horizontally. When you print the image, what is originally on the right appears on the left, and vice versa. If you are going to provide "camera ready" film to your commercial printer, use the Mirror option to print the image. To create a press negative or press plate, the image must be mirrored and negated. Confirm with your printing representative what the best parameters are. Use the Flip Horizontal command under the Image Menu to flip only selected areas of your image.

## Remap Dialog Box

The techniques associated with the Remap command let you create truly customized images. If an image is too light or dark, has too much or too little contrast, or if you want to apply special effects, the options used to invoke these techniques are accessed through the Remap command. You can choose to have these techniques effect your entire image or only selected portions of your image by using PhotoPerfect masking techniques.

To access Remap options, select the Remap command from the Image Menu. The Remap Shades Box will appear on the screen. You can move this box anywhere on the screen by simply clicking inside the title bar and dragging the box. This allows you to position the box so you can see more of your image as it changes in response the commands you select.

Graymap Graph

Clipping

Brightness

Contrast

Effects

## Graymap Graph

As described, the Graymap Graph is a representative graph that shows the relationship of the shades contained in the original image to the shades as they will be printed on an output device. The lower horizontal line represents the input shades in your scanned image, 256 for an 8-bit image. The left vertical line represents the output shades which can also be 256.

The diagonal line of the graph reflects the correlation between the shades and represents 256 shades of gray. Therefore, in effect, there are 256 invisible points along the diagonal line. In the default setting, the diagonal line is straight (linear) and shows a one to one correlation. This means shade 1 in the image will be shade 1 when output, shade 2 in the image will be shade 2 when output and so on. Another way to refer to this is that shade 1 is mapped to shade 1. Therefore, the term graymap.

### *Adjusting the Graymap*

The Graymap Graph can be adjusted two ways. You can adjust your image's graymap by using the contrast and brightness sliders, the Posterize slider and the techniques under the Effects button. Adjusting the grays in your image with these techniques offers several predefined effects to use with your PhotoPerfect images.

The correct relationship of input grays and output grays is automatically determined by PhotoPerfect to provide consistency with these techniques each time you use them. This is especially important when you decide to use the same techniques on adjoining parts of images. If you edit them at different times, or if you like a particular effect in one area and want to expand it, using these techniques ensures that the results look the same each time. When you use any of these methods, PhotoPerfect will take the new relationship of the grays and automatically adjust the Graymap Graph for you. Remember, you can choose to have these techniques affect your entire image or only selected portions of your image. Use the Selection Tools to activate mask areas of your image. All masked areas will be protected and unaffected by subsequent alterations.

You can also adjust the Graymap Graph manually by actually "grabbing" the diagonal line and moving it anywhere within the graph. To do this, place the arrow cursor directly on the diagonal line inside the box. Click and drag your mouse to manipulate the line. You can also place the cursor anywhere inside the Graymap Graph and click to adjust the curve. By adjusting your graymap in this way, you can create a more diversified and customized range of effects than available with the predefined techniques described above. As you move the line, the active areas of your image will immediately change to give you instant feedback regarding the effects. To Cancel your changes, press Reset to go back to the default settings without closing the Remap Box, or hit Cancel to return to default settings and close the Remap Box. Remember, you can choose to have these techniques effect your entire image or only selected portions of your image. Use the Selection Tools to mask areas of your image. All masked areas will be protected and unaffected by subsequent alterations.



## Clipping

When you adjust the curve of the Graymap Graph you are changing the relationship of the input grays to the output grays. In this process, your curve always represents the 256 shades of gray as they are distributed in your image. To achieve a different effect with your images however, you can force some shades to be eliminated from the curve by changing the end points of the curve. The process that eliminates some of the grays is referred to as clipping. By clicking in the Clip Curve Box, you can see the end point(s) of the graymap curve change, and as a result, you can see a different effect on your image. By deselecting the Clip Curve option, the Graymap curve will redistribute the full 256 levels of gray and maintain them throughout the image and within the curve. The Clip Curve option works with the Brightness and Contrast options only.

## **Brightness**

The Brightness control is used to fine tune the brightness values in your PhotoPerfect image. Brightness refers to the lightness or darkness of your overall image or selected portion of your image. To adjust brightness, click on slider bar and drag to the left or right. Moving towards the left decreases brightness; moving to the right increases brightness. Notice that PhotoPerfect automatically adjusts the Graymap Graph to reflect the new relationship of input grays to output grays. Click Ok to keep your changes or press Reset to go back to the default settings without closing the Remap Box.

## **Contrast**

The Contrast control is used to adjust the contrast values in your PhotoPerfect image. Contrast refers to the difference between the light and dark values of your overall image or selected portion of your image. To adjust contrast, click on the slider bar and drag either to the left or right. Moving towards the left decreases contrast; moving to the right increases contrast. Notice that PhotoPerfect automatically adjusts the Graymap Graph to reflect the new relationship of input grays to output grays. Click Ok to keep your changes or hit Reset to go back to the default settings without closing the Remap Box.

## **Posterize**

The Posterize command creates a special effect called posterization. Posterization reduces the number of gray levels in your PhotoPerfect image. Two to sixteen posterization settings are available. Click and drag the Posterize slider bar to the left to access the settings. The number in the upper right is the currently selected setting. Click Apply to activate selected settings and posterize your image or click Cancel to close the settings box. Notice that PhotoPerfect automatically adjusts the Graymap Graph to reflect the new relationship of input grays to output grays. Click Ok to keep your changes. To Cancel your changes, hit Reset to go back to the default settings without closing the Remap Box. Note using Posterize resets brightness and contrast back to zero.

## Effects

The Effects command accesses different PhotoPerfect remap effects such as Negate, Solarize and Equalize. Click Ok to keep selected settings or click Cancel to close the settings box. To Cancel your changes and start again from the default settings, click the Reset button. Note that using any of the effects resets brightness and contrast back to zero.

Normal	Does not apply any special effects to the image. Returns the image to its original state.
Negate.	The Negate command is used to reverse the gray tones in your PhotoPerfect image to create the photographic effect of a negative. White becomes black, black becomes white, dark grays become light grays and light grays become dark grays. PhotoPerfect will automatically adjust the Graymap Graph to reflect the new relationship of input grays to output grays. To Cancel your changes and start again from the default settings, click the Reset button. The Negate command is also in the Image menu.
Solarize.	Solarize is used to create the photographic effect of exposing a partially developed print to light. The effect turns lighter areas, which are not yet developed, to darker areas. PhotoPerfect will automatically adjust the Graymap Graph to reflect the new relationship of input grays to output grays. To Cancel your changes and start again from the default settings, click the Reset button.
Equalize.	Use Equalize to evenly redistribute gray shades throughout the image. Equalize can increase contrast between dark and light areas and more clearly separates different shades of gray. For example if an image is very dark, the Equalize command will redistribute the values in the dark areas to slightly lighter shades of gray. The overall effect will be to create an image that is more balanced without completely removing the darkest shades. PhotoPerfect will automatically adjust the Graymap Graph to reflect the new relationship of input grays to output grays. To Cancel your changes and start again from the default settings, click the Reset button.