Paint Shop Help Index

The Index lists all Help topics available for Paint Shop. Use the scroll bar
to see entries not currently visible in the Help window.

To learn how to use Help choose Using Help from the Help menu.

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 Paint Shop Keys

Commands
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 Edit Menu Commands
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File Formats
Information about picture file formats may be obtained from the User's
Manual.

File Menu Commands

Use the scroll bar to see more commands.

New
Clears the current picture from memory and the screen.

Open
Opens a file and displays the picture.
Related Topics - **Opening Files**

Save As
Saves a picture to a file.
Related Topics - **Saving Files**

Delete
Deletes the file associated with the current picture.

Print
Prints the current picture.
Related Topics - **Printing Pictures**

Printer Setup
Activates the printer's setup dialog box.

Exit
Exit will shut down Paint Shop.

Opening Files

To open a picture file:

1. Select the file format of the picture. The file formats are aligned along the right side of the file open dialog box.

2. Change the drive or directory by double clicking the drive or directory in the Directories list box.

3. Select the file from the Files list box by double clicking on the file name.

Saving Files

To save a picture to a file:

1. Select the format that you would like to save the file as.

2. Change the drive or directory by double clicking the drive or directory in the Directory list box.

3. Alter the file name if you desire. The name of the file will automatically be changed to provide for the proper file name extension.

4. Click the OK button.

Printing Pictures

Paint Shop uses the printer resolution that you have selected. If your picture is too big for the size of your paper the picture will be shrunk to the size required to fit the paper.

The speed of the print operation depends on the type of printer used, picture size, and the selected printer resolution. The larger the picture and the higher the resolution the longer it will take. Just one step down in printer resolution will change your print time dramatically.

To print the current picture:

Select Print from the File menu.

Edit Menu Commands

Use the scroll bar to see more commands.

Copy
Copies the currently marked area to the clipboard. If there is no marked area
the entire picture is copied to the clipboard.
Related Topics - **Procedures-Marking**

Paste
Pastes the picture from the clipboard into Paint Shop.

Picture Menu Command

Use the scroll bar to see more commands.

Flip
Turns the picture upside down.

Mirror
Creates a mirror image of the picture.

Rotate Right
Rotates the picture 90 degrees to the right.

Rotate Left
Rotates the picture 90 degrees to the left.

Stretch/Shrink
Changes the size of the picture.
Related Topics - **Stretching and Shrinking**

Trim
Reduces the picture to include only the area that is marked.
Related Topics - **Procedures-Marking**

Prep for MAC
Prepares the picture to be saved as a MAC file.
Related Topics - **Prep for MAC**

Stretching and Shrinking

To stretch or shrink a picture:

1. Select one of the standard VGA sizes or Custom Size from the dialog box.

2. If you selected Custom Size, enter the new width and height in the edit boxes.

3. Click the OK button.

Prep for MAC

Prep for MAC takes care of all the work necessary to prepare a picture for saving as a MAC file.

MAC files should have a white background, Prep for MAC gives you the option to invert the picture colors during the prep operation. See **Colors-Negative Image** for more information on inverting the picture colors.

The preparation process does four steps:

1. Reduces the picture so that neither the width or height exceed the maximum allowed my MAC pictures. If Paint Shop reduces the size of your picture, the aspect ratio will be maintained.

2. Dithers the picture, if necessary, to black and white. This step will use a weighted palette, grey color and Floyd-Steinberg dithering. If you wish different options for the dithering, then dither the picture with **Colors - Dither to 2 Colors** before using Prep for MAC.

3. Inverts the picture colors if you selected this option.

4. Pads any area outside of the picture with a white background to bring the picture to the proper size of a MAC picture.

Colors Menu Command

Use the scroll bar to see more commands.

Dither to 2 Colors
Dithers the picture to black and white.
Related Topics - **Dithering to 2 Colors**

Dither to 16 Colors
Dithers the picture to 16 colors. The 16 colors that result will be the 16
default colors that Windows uses.

Grey Scale
Greyscale will change the picture's colors to the greyscale values of the
original colors.

Red - Decrease
Decreases the red component of the palette. Enter the percentage to be
decreased in the dialog box.

Red - Increase
Increases the red component of the palette. Enter the percentage to be
increased in the dialog box.

Green - Decrease
Decreases the green component of the palette. Enter the percentage to be
decreased in the dialog box.

Green - Increase
Increases the green component of the palette. Enter the percentage to be
increased in the dialog box.

Blue - Decrease
Decreases the blue component of the palette. Enter the percentage to be
decreased in the dialog box.

Blue - Increase
Increases the blue component of the palette. Enter the percentage to be
increased in the dialog box.

Brightness - Lighter
Increases the brightness of the colors. Enter the percentage to be increased
in the dialog box.

Brightness - Darker
Decreases the brightness of the colors. Enter the percentage to be decreased
in the dialog box.

Contrast - Decrease
Decreases the contrast of the colors of a greyscaled picture. Enter the
percentage to be decreased in the dialog box.

Contrast - Increase
Increases the contrast of the colors of a greyscaled picture. Enter the
percentage to be increased in the dialog box.

Negative Image
Creates a photographic negative of the original picture.

Restore Orig. Colors
Restores the original colors after a Brightness or Contrast option is selected.

Dither to 2 Colors

When you select Dither to 2 Colors a dialog box will allow you to determine
the way that the picture should be dithered. No single method for dithering
will do a good job on all pictures. Thus Paint Shop gives you the options to
have the picture dithered the way you would like it dithered. This allows for
24 different outcomes. The different possibilities are setup by the
selections you make using the Dither-Mono dialog box. Your choices fall into
3 categories. You must select one choice from each of the 3 categories.

These categories are: Palette weight, Palette color and Dither type.

Palette weight:
You may select weighted or non-weighted. A weighted palette will set more of
the original colors to black and white, instead of dithering out the color to
appear as different levels of grey. You will find that edges are usually
sharper using a weighted palette.

Palette color:
You may select Grey, Red, Green or Blue. When a picture is dithered, it is
done relative to the grey values of the original palette. You may obtain
better dithered pictures if the picture is dithered relative to one of the
components of the original palette. In otherwords, only using one of the
components from Red, Blue or Green. For example, a picture with a lot of
flesh tones comes out better if you only use the red palette component. A
picture that is mainly Green will look better if you use only the green
palette component.

Dither type:
Paint Shop uses a technique called error diffusion to do the dithering.
Within error diffusion there are 3 algorithms that are most popular. They are
Floyd-Steinberg, Burkes and Stucki. They each give different results.

View Menu Command

Use the scroll bar to see more commands.

Full Screen
Displays the picture outside of a window. Press any key or mouse button to return to windowed operations.

Capture Menu Command

Use the scroll bar to see more commands.

Area
Captures a specific area of the screen.
Related Topics - **Area Capture**
                             Window Capturing
Full Screen
Captures the entire screen after a selection is made on what to do with Paint
Shop.

Area Capture

During the selection of the area to be captured the area will be outlined.
The size of the area will be displayed in the center of the area.

To capture a specific area of the screen:

1. Select an option from the dialog box as to what should happen to Paint
Shop.

2. Move the cursor to the upper left corner of the area to be captured.

3. Hold down the left mouse button.

4. Move the cursor to the lower right corner of the are to be marked.

5. Release the left mouse button.

Window Capturing

An individual window may be captured without having to use the Capture-Area option.

To capture just one window:
1. Select the window you want to capture by making it the active application.
2. Hold down the "Alt" key and press the "Print Screen" key.
3. Start Paint Shop, if it is not already running.
4. Select "Edit-Paste" from the Paint Shop menu.

To capture just one window with a menu down:
1. Select the window you want to capture by making it the active application.
2. Hold down the "Alt" key and press the letter of the menu to be displayed (i.e. press the "E" key to display the edit menu). Do not release the "Alt" key.
3. While holding down the "Alt" key press the "Print Screen" key.
4. Start Paint Shop, if it is not already running.
5. Select "Edit-Paste" from the Paint Shop menu.

Marking

Marking is a procedure for defining a specific area of the picture for a
future **copy** or **trim** operation. The area that is marked will be outlined. The
size of the area will be displayed on the title bar.

To mark an area of a picture:

1. Move the cursor to the upper left point of the area to be marked.

2. Hold down the left mouse button.

3. Move the cursor to the lower right corner of the area to be marked.

4. Release the left mouse button.

File Association

Picture files may be opened using file association. File association is the association of the file name extension within File Manager. See your Windows manual for information on how to setup associations to file name extension in File Manager.

Paint Shop Keys
Use the following keys in Paint Shop:

Function	Key(s)
File-Open	Ctrl + O
File-Save As	Ctrl + S
File-Delete	Del
Edit-Copy	Ctrl + Ins
Edit-Paste	Shift + Ins
Picture-Flip	Ctrl + F
Picture-Mirror	Ctrl + M
Picture-Rotate Right	Ctrl + R
Picture-Rotate Left	Cntl + L
View-Full Screen	Cntl + V
Help	F1

The cursor keys may be used for scrolling the picture. To scroll the picture
at larger increments use the following keys:
Page Up   - Vertical Up
Page Down - Vertical Down
Home   - Horizontal Up
End   - Horizontal Down