

# 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 Paint Shop Help menu.

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### Menu Options

File

Edit

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Image

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Help

### Paint Shop Keyboard "Hot-Keys"

### File Formats

### Questions and Answers

## **Purchasing The Licensed Version of Paint Shop**

The licensed version of Paint Shop may be purchased from the vendor of your choice.

Vendor List:	Location:
<u>BUDGETWARE</u>	Australia
<u>Pro-Soft</u>	Denmark
<u>The Thompson Partnership</u>	England
<u>Personal Data Factory</u>	Japan
<u>JASC, Inc.</u>	USA

**Other products by JASC, Inc.**

WindowShare  
Fa. MBM

France

Germany

German Version

## BUDGETWARE (Australia)

Select "File-Print Topic" from the menu bar to print this form.

You can order from BUDGETWARE by payment with check or credit card. The credit cards accepted are: MC, Visa, or Bankcard.

The numbers for ordering are: (THESE NUMBERS ARE FOR PLACING AN ORDER ONLY!)  
(02) 519-4233, FAX: (02) 516-4236 International Numbers: +61 2 519-4233, FAX: +61 2 516-4236

Please use this form when ordering by mail.

Paint Shop version 3.0

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CREDIT CARD TYPE \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

Paint Shop \$69.00 Australian.. \_\_\_\_\_

Shipping/Handling - Outside of Australia \$15.00 Australian.. \_\_\_\_\_  
=====

Total..... \_\_\_\_\_

Make cheques payable to: BUDGETWARE

Mail to:

BUDGETWARE  
P.O. Box 496  
Newtown NSW 2042  
Australia

## Pro-Soft (Denmark)

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Paint Shop version 3.0

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Disk Size preferred    3.5" \_\_\_\_\_    5.25" \_\_\_\_\_

Paint Shop Pro	374,00*** (Dkr.)
*VAT (at current Denmark rate)	_____
	=====
Total	_____

**\*\*\* Be aware that if you live in Europe and purchase a copy of Paint Shop Pro from a distributor outside of Europe, you will be liable for the VAT and Customs charges. Thus a cheaper price from a non-European distributor may end up costing you more.**

\* VAT is Value Added Tax. If you are a resident of a European Community Country, then you are required to pay the current Denmark rate. If you are unsure of the current rate, you can contact Pro-Soft.

Make cheques or EuroCheque payable to: Pro-Soft  
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Benloese Skel 4 G  
DK-4100 Ringsted  
Denmark

## The Thompson Partnership (England)

Select "File-Print Topic" from the menu bar to print this form.

You can order from The Thompson Partnership by payment with cheque or credit card. The credit cards accepted are: MC, Visa and American Express.

The numbers for ordering are: 0889 564601 (Voice) or 0889 563219 (FAX)

Please use this form when ordering by mail.

Paint Shop 3.0

NAME \_\_\_\_\_

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ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_

CITY \_\_\_\_\_

COUNTRY \_\_\_\_\_ POST CODE \_\_\_\_\_

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CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

Disk Size preferred    3.5" \_\_\_\_\_    5.25" \_\_\_\_\_

Where did you hear about Paint Shop?

\_\_\_\_\_

Paint Shop	£26.00*** (UK Pounds)
*VAT (at current UK rate)	£ _____
Insured Shipping	£ 3.00
	=====
Total	_____

**\*\*\* Be aware that if you live in Europe and purchase a copy of Paint Shop from a distributor outside of Europe, you will be liable for the VAT and Customs charges. Thus a cheaper price from a non-European distributor may end up costing you more.**

\* VAT is Value Added Tax. If you are a resident of a European Community Country, then you are required to pay the current UK rate. If you are unsure of the current rate, you can contact The Thompson Partnership.

Make cheques or EuroCheque payable to: The Thompson Partnership  
(remember to put your card number on the reverse of the cheque)

Mail to:

The Thompson Partnership  
Church Croft,  
Bramshall,  
UTTOXETER,  
Staffs, England  
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## Personal Data Factory (Japan)

Select "File-Print Topic" from the menu bar to print this form.

You can order from Personal Data Factory by payment with check .

Paint Shop version 3.0

NAME \_\_\_\_\_

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STREET \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTRY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

Disk Size preferred    3.5" \_\_\_\_\_    5.25" \_\_\_\_\_

Paint Shop                    Y7,000 X \_\_\_\_\_ (number of copies) = Y \_\_\_\_\_

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Mail to:

Personal Data Factory.  
Shimoueki-cho 451-3,  
Isesaki-shi, Gunma-ken,  
372 JAPAN.





## Other Products by JASC, INC.

If you are interested in any of our other products, please contact one of the [distributors](#).

### Paint Shop Pro

If you need more power than Paint Shop provides, try the professional version!

Paint Shop Pro is a Windows program that will allow you to work with multiple images at a time. With Paint Shop Pro you can display, convert, alter, scan and print images. In addition, it is a screen capture utility.

Paint Shop Pro supports the file formats; BMP, CLP, CUT, DIB, EPS, GIF, IFF, IMG, JAS, JIF, JPG (JPEG), LBM, MAC, MSP, PCD (Kodak Photo CD), PIC, PCX, RAS, RLE, TGA, TIFF, WMF and WPG. Paint Shop Pro includes a batch conversion for those large conversion jobs.

Scan your images directly into Paint Shop Pro using any TWAIN compliant scanner. Make your adjustments, then save the image to exactly the file type you will need.

Add image support to your other applications with Paint Shop Pro's OLE server support.

Paint Shop Pro displays images in many ways, including zooming in and out.

Altering the image includes flipping, mirroring, rotating in one degree increments, resizing, resampling, cropping, adding a border and 19 standard filters. Paint Shop Pro supports user defined filters to allow you to create, edit, delete and apply your own filters.

You can also work with the colors of an image by adjusting the brightness/contrast, highlight/shadow, gamma correction, red/green/blue. Alter the colors by greyscaling, solarizing, creating a negative. Palette manipulation allows you to change individual color values, save and load palettes. Change the image type by increasing or decreasing the color depth.

Shareware Magazine Editor's Choice

Winner of the Shareware Industry Awards - Best Graphics Application

### Professional Capture Systems

PCS is a combination of both Windows and DOS programs that will simplify screen capturing.

The Windows program, WinCapture, allows for the capturing of a defined area, full screen, window, or client area. The capture can be sent to any combination of the clipboard, printer and disk. Numerous image formats are supported. Requires Windows 3.0 or greater.

The DOS program, DosCapture, will allow you to capture standard and extended VGA text modes and standard VGA graphics modes. Captures are saved to PCX files. DosCapture requires a 286 or better and VGA.

Shareware Magazine Editor's Choice

### PerfectKeys

Written by Goldsmith Communications and published by JASC, Inc.

PerfectKeys is an editing enhancement for WordPerfect (ver. 5.0 or 5.1) for DOS. Editing time is saved by using single keystroke commands, reachable from the "home" position, for common WP commands. Many of these would normally require several key strokes or even menu selections.

Some of the tasks that are simplified are: cursor movement, block/change various amounts of text, transposition, apply styles, select fonts, switch keyboards, and much more. Extensive on line help includes WP manual index.

**Fa. MBM (Germany)**

Select "File-Print Topic" from the menu bar to print this form.

**GERMAN VERSION ONLY!!**

In Deutschland wird eine deutsche Version von Paint Shop Pro als Standardsoftware mit Handbuch angeboten. Im Kaufpreis (empf. VK Incl. MwSt 179,-DM) ist die Benutzung der Supporthotline bei auftretenden Problemen enthalten. Bezugsadresse (auch für Händler):

Fa. MBM  
Am Riedbach 3  
79774 Albbruck  
Tel. 07753/1088  
Fax 07753/5434

## WindowShare (France)

Select "File-Print Topic" from the menu bar to print this form.

### Paint Shop v. 3.0 LICENCE d'UTILISATION

(Les sociétés peuvent nous consulter pour des licences multipostes ou des licences multiples)

Remplacez le soulignement par les renseignements demandés. Imprimez cette fiche, et adressez le tout avec votre règlement de 475 F TTC (pour chaque poste) port compris à:

WindowShare SARL  
B.P. 2078  
57051-METZ cedex 2  
France  
Fax:(+33) 87 32 37 75  
Vox:(+33) 87 30 85 57  
Minitel 3615 WinShare

\_\_\_\_\_

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Paiement par chèque, Eurochèque, mandat-lettre, ou carte bancaire.  
(barrer la mention inutile)

Merci de respecter le principe du shareware.



## Paint Shop Keyboard "Hot-Keys"

The following keys are shortcut "hot keys" and may be used instead of making selections through the Menu Bar:

<b>Function</b>	<b>Key(s)</b>
File-Open	Ctrl+O
File-Save As	Ctrl+S
File-Delete	Delete
File-Print	Ctrl+P
Edit-Undo	Ctrl+Z
Edit-Copy	Ctrl+C
Edit-Paste	Ctrl+V
View-Full Screen	Shift+F
Image-Flip	Ctrl+F
Image-Mirror	Ctrl+M
Image-Rotate Right	Ctrl+R
Image-Rotate Left	Ctrl+L
Help	F1

### **Scrolling Keys:**

The cursor keys may be used for scrolling an image in small increments. Scrolling an image may be done in either windowed mode or full screen mode. You can hold the cursor key down for continuous movement.

- Right Arrow - Moves toward the right side of the image.
- Left Arrow - Moves toward the left side of the image.
- Up Arrow - Moves toward the top of the image.
- Down Arrow - Moves toward the bottom of the image.

To scroll an image in larger increments use the following keys:

- End - Moves toward the right in larger increments.
- Home - Moves toward the left in larger increments.
- Page Up - Moves toward the top in larger increments.
- Page Down - Moves toward the bottom in larger increments.



## File Menu

Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

Open

Close

Save As

Delete

Print

Printer Setup

Preferences - Activate Capture

Preferences - Undo

Exit

### Associated Dialog Boxes

The "Open" Dialog Box

The "Save As" Dialog Box

The "Print Setup" Dialog Box



## File - Open

Use this selection to open an image file and display it on the screen.

### How To Open An Image File

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Open" from the pulled-down menu. This opens the "Open" dialog box.
3. Change to the drive and directory where your image resides by double clicking the drive or directory in the "Directories:" list box or the "Drives:" drop box.
4. Select a filename extension from the "List Files of Type:" drop box for the type of files to be displayed in the "File Name:" list box. If you want all files displayed then choose that option. The files that are displayed in the Files list box are the files in the current directory that match the filename extension of the file format you select.

The "List Files of Type:" has a dual functionality:

It changes the entry in the "File Name:" edit box so the files listed in the "File Name:" list box are the files in the current directory that match the filename extension.

It allows you to explicitly tell Paint Shop to open the image you select using that file format, no matter what the actual extension of the filename is. By using the "All Files (\*.\*)" option in the "List Files of Type:" list box, you are telling Paint Shop to open the image using the format that corresponds to the filename extension.

5. Highlight the file you want to open by clicking on the filename in the "File Name:" list box. Use the scroll bar to display any filenames that are scrolled off the list.

Once you have highlighted a file, you may click the "Info" command button to display information about the properties of the file before you open it. Click "OK" in the Info dialog box to return to the "Open" dialog box.

6. Click the "OK" command button (or press "Enter") to open the highlighted file.

## The "Open" Dialog Box

### "File Name:" Edit Box

When you first open this dialog box, the "File Name:" edit box displays only the filename extension which corresponds to the image file format that is highlighted in the "List Files of Type:" drop box.

You can type in the filename you want to open (if you know what it is) in this box. You will have to include the complete path with the filename if the "Directories:" display is not the one containing the file.

You can select a file displayed in the "File Name:" list box by clicking the mouse pointer on its file name to highlight it. The highlighted file name will become displayed in the "File Name:" edit box.

### "File Name:" List Box

Image files listed in the "File Name:" list box are those that are located in the directory currently displayed and have the format extension currently highlighted in the "Files of Type:" drop box.

If you want to list image files other than those currently listed, you can do this by either:  
Selecting a different drive or directory (in their respective boxes)  
or  
Selecting a different image format (in the "List Files of Type:" drop box),  
or  
Both of the above.

Use the scroll buttons to display any files that are scrolled off the list.

You can open a file displayed in the "File Name:" list box by clicking the mouse pointer on its filename and then clicking the "OK" command button. (Short cut: you can rapidly double click on the filename to open it without having to click the "OK" command button.)

### "List Files of Type:" List Box

All the image file formats that Paint Shop is capable of reading are displayed in the "List Files of Type:" drop box. A click on the arrow will drop a list displaying possible selections. Selecting "All Files (\*.\*)" will list all files, even non-image files. You can click the mouse pointer on the type of format you want to open. Use the scroll buttons to display any that are scrolled off the list.

### "Directories:" Display

This displays the current directory. If you change the drive and/or the directory (either by using the "File Name:" edit box or the "Directories:" list box and/or the "Drives:" drop box), the "Directories:" display changes accordingly.

### "Directories:" List Box

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### "Drives:" Drop Box

The "Drives:" drop box displays the current drive you are in. Clicking on the arrow will display all the available drives on your system. Click on the drive you want to change to.

### "Info" Command Button

Click the "Info" command button to display information about the properties of the highlighted file.

### "Cancel" Command Button

If you change your mind and want to back out without opening a file, you can click the "Cancel"

command button.

**"OK" Command Button**

Click the "OK" command button (or press "Enter") to open the highlighted file.

## **File - Close**

Use this selection to remove the currently displayed image from memory and the screen.

### **How To Close An Image File**

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Close" from the pulled-down menu.

If the image has changed in any way, Paint Shop will display a message box asking "The image has changed, save changes?"

Click the "Yes" command button if you want to save the changes to the image. This will activate the "Save As" dialog box where you can enter the information needed to save the image.

Click the "No" command button if you do not want to save the changes to the image.

Click the "Cancel" command button if you change your mind and you do not want to close the image file.

## **File - Save As**

Use this selection to save the current image to a file.

### **How To Save An Image To A File**

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Save As" from the pulled-down menu. This opens the "Save As" dialog box.
3. You can change to a different drive or directory by double clicking the drive or directory in the "Directories:" list box or the "Drives:" drop box.
4. Select the format in which you want to save the image. The file formats are listed in the "List Files of Type:" drop box. Use the scroll bar to display any file types that are scrolled off the list.
5. Select the desired sub-format (if available) in the "File Sub-Format:" drop box. Use the scroll bar to display any sub-formats that are scrolled off the list.
6. Change the filename if you desire. You can do this by highlighting the filename in the "File Name:" edit box, then type in the new name.

No matter what filename extension you give the file, the name of the file will automatically be changed to the proper filename extension.

7. Click the "OK" command button (or press "Enter") to save the file.

If the filename you select is already in use by another file, you will be prompted with a message box "The filename is in use. Do you want to overwrite the existing file?".

Click the "Yes" command button if you want to overwrite the existing image file with the current image.

Click the "No" command button to abort the "Save As" process.

## The "Save As" Dialog Box

### "Filename:" Edit Box

When you first open this dialog box, the "File Name:" edit box displays the filename of the current image, but changes the filename extension to match your last "Save As" operation.

If you want the image saved with a different filename, type a new filename in this box. No matter what filename you type in, the filename extension will be changed to match the image format you have chosen.

### "Filename:" List Box

Image files listed in the "File Name:" list box are those that are located in the directory currently displayed and have the format extension currently highlighted in the "Files of Type:" drop box.

### "List Files of Type:" List Box

All the image file formats that Paint Shop is capable of saving as are displayed in the "List Files of Type:" drop box. A click on the arrow will drop a list displaying possible selections. Use the scroll buttons to display any that are scrolled off the list.

To change between the available formats, click the mouse pointer on the type of format you want to use. The selected format extension will be placed in the "File Name:" edit box.

### "File Sub-Format:" Drop Box

If the format chosen in the "List Files of Type:" drop box have sub-formats available they will be listed here. Otherwise "None" will be displayed. Click on the desired sub-format.

### "Directories:" Display

This displays the current directory. If you change the drive and/or the directory (either by using the "File Name:" edit box or the "Directories:" list box and/or the "Drives:" drop box), the "Directories:" display changes accordingly.

### "Directories:" List Box

The "Directories:" list box displays the directories available. If you want to change to a different directory, double click on the directory of your choice.

### "Drives:" Drop Box

The "Drives:" drop box displays the current drive you are saving to. Clicking on the arrow will display all the available drives on your system. Click on the drive you want to change to.

### "Cancel" Command Button

If you change your mind and want to back out without saving the current image, click the "Cancel" command button.

### "OK" Command Button

Click the "OK" command button (or press "Enter") to save the image to the filename in the "File Name:" edit box.

## **File - Delete**

Use this selection to delete an image file from the disk. The file that will be deleted is the file associated with the current image.

### **How To Delete An Image File**

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Delete" from the pulled-down menu. This opens the "Delete File" message box asking "Are you sure you want to delete...?".

Click the "Yes" command button to proceed with the deletion.

Click the "No" command button if you change your mind and want to cancel the deletion before it begins.

## **File - Print**

Use this selection to print the current image.

### **How To Print An Image File**

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Print" from the pulled-down menu. Paint Shop displays the printing status.



## File - Printer Setup

This option allows you to select the active printer and allows you to configure the way the active printer should operate.

### How To Select the Active Printer

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Printer Setup" from the pulled-down menu. This opens the "Print Setup" dialog box. It will display the default printer and the other printers that are installed for Windows.
3. Select either "Default Printer" or "Specific Printer" depending on where the printer that you want active is listed. If listed in the "Specific Printer" drop box, highlight the printer that you want active.
4. Click the "OK" command button (or press "Enter").

### How To Change The Configuration Of A Printer

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Printer Setup" from the pulled-down menu. This opens the "Print Setup" dialog box.
3. Click the "Options..." command button. This will display a configuration box applicable to your selected printer. This configuration box will be arranged differently depending upon which printer type you have selected. Refer to your printer's manual for information about the various configuration selections.
4. You can change the configuration of the printer as you desire. When finished, return to the "Print Setup" dialog box and click the "OK" command button.

If the printer that you have selected is using a Windows 3.x printer driver, the changes you make to your printer's setup will only be effective for Paint Shop.

### Windows On-line Printer Help

You can quickly get on-line help for setting up specific printers by using the printer's "Setup" dialog box. Here's how:

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Printer Setup" from the pulled-down menu. This opens the "Print Setup" dialog box.
3. From the "Print Setup" dialog box, click the "Options..." command button.
4. From the "Options" dialog box, click the "Help" command button. This will display an index of help topics about specific printers.
5. Click the help topic of your choice.
6. When you are finished with the help topics, close the help, and back out through the dialog boxes to Paint Shop.



## The "Print Setup" Dialog Box

### **"Printer" area**

The printers already installed to Windows will be listed here. If multiple printers are installed, you can select which printer will be active for this Paint Shop session.

### **"Orientation" area**

You may select whether the image will be printed across the shorter dimension (Portrait), or across the longer dimension (Landscape) of the paper.

### **"Paper" area**

Select the paper size you are going to be printing on and where this paper size is located.

### **"Options..." Command Button**

Click the "Options..." command button to produce additional dialog boxes containing various options for the selected type of printer. You can change the configuration of a printer's operation for this Paint Shop session.

### **"Cancel" Command Button**

If you change your mind and want to back out without changing the current printer selection, click the "Cancel" command button.

### **"OK" Command Button**

Click the "OK" command button (or press "Enter") to activate selections you have made for this Paint Shop session.

## **File - Preferences - Activate Capture**

Use this selection to determine the way capturing operates. You can select whether capturing operates immediately after selecting the type of capture or after pressing the right mouse button. Refer to the menu selection "Capture" for additional information.

### **How To Set File - Preferences - Activate Capture**

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Preferences" from the pulled-down menu. This opens another pull-down menu.
3. Select "Activate Capture". An additional pulled-down menu appears.
4. Select the option that you desire.

### **Immediately after Selection**

This option will cause Paint Shop to begin the capture immediately (after making a "Capture" menu selection). This option can speed up your capturing procedure if it is not necessary to rearrange windows before the capture begins.

### **On Right Mouse Click**

This option will cause Paint Shop to delay the capture until the right mouse button is clicked (after making a "Capture" menu selection). This option gives you the opportunity to rearrange the windows, if necessary, before the capture begins.

## **File - Preferences - Undo**

A copy of the current image can be saved before making changes to the image. After changes are made, you can then "undo" the changes with the "Edit", "Undo" option. This selection allows you to select where the "undo" image should be saved.

### **How To Set File - Preferences - Undo**

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Preferences" from the pulled-down menu. This opens another pull-down menu.
3. Select "Undo". An additional pulled-down menu appears.
4. Make the selection you desire.

#### **"Disabled" - Option**

Select this option to disable the "undo" function. The previous image, before the last operation, will not be available.

#### **"In Memory" - Option**

Select this option to allow the previous image, before the last operation, to be stored in memory. If your computer does not have a lot of memory, it may be better to select the "To Disk" option.

#### **"To Disk" - Option**

Select this option to allow the previous image, before the last operation, to be stored on disk. If your hard disk does not have a lot of available free disk space, it may be better to select the "Disabled" option.

## File - Exit

Use this selection to close Paint Shop.

### How To File - Exit

1. From the Paint Shop Menu Bar, select "File".
2. Then select "Exit", from the pulled-down menu. This will close this session of Paint Shop.

#### **Note**

If the image has changed in any way, Paint Shop will display message box asking "The image has changed, save changes?".

Select "Yes" if you want to save the changes to the image. This will activate the Save As dialog box so you can save the image.

Select "No" if you do not want to save the changes to the image. Paint Shop will be closed without saving the image.

Select "Cancel" if you change your mind about closing Paint Shop.



## **Edit Menu**

Use the scroll bar to see entries not currently visible in the Help window.

### **Menu Options**

Undo

Copy

Paste



## **Edit - Undo**

Use this selection to restore the current image to the way it was before the last operation.

### **How To Edit - Undo**

1. From the Paint Shop Menu Bar, select "Edit".
2. Then select "Undo" from the pulled-down menu.

## **Edit - Copy**

Use this selection to copy the currently marked area to the Windows clipboard. If there is no marked area, the entire image will be copied to the clipboard.

### **How To Edit - Copy**

1. Display the image you want to copy to the clipboard in the Paint Shop window.

If you want to copy the entire image displayed, don't mark an area, just go to the next step.

If you want to copy only a specific area, mark the area you want:

- a. Move the cursor to the upper left point of the area to be marked off.
  - b. Hold down the left mouse button.
  - c. Move the cursor to the lower right corner of the area to be marked off.
  - d. Release the left mouse button.
2. From the Paint Shop Menu Bar, select "Edit".
  3. Then select "Copy" from the pulled-down menu.

## **Edit - Paste**

Use this selection to paste the image residing in Windows' clipboard to the Paint Shop window. Paint Shop supports the clipboard formats of Bitmap, DIB (Device Independent Bitmap), and Picture (Windows Meta File). When Paint Shop pastes from the clipboard it looks for a compatible format in the following order: DIB, Bitmap, Picture.

### **How To Edit - Paste**

1. From the Paint Shop Menu Bar, select "Edit".
2. Then select "Paste" from the pulled-down menu.

If the image that is pasted in is a Picture (Windows Meta File) you will be prompted by a dialog box to enter the image's width and height. A meta file is a series of graphical commands. When Paint Shop imports the image, it converts these commands to a bitmapped image. During this importing, you can have Paint Shop create the size image that you desire. If the image's width and height are known, they will be displayed in the dialog box for your reference.



## "View" Menu

Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

Fit To Window

Normal

Fit To Full Screen

Full Screen

## **View - Fit To Window**

Use this selection to display the entire image in the current window. If the image is larger than the window, the image will be shrunk to the window's size. If the image is smaller than the current window, the image will be stretched to the window's size.

### **How To View - Fit To Window**

1. From the Paint Shop Menu Bar, select "View".
2. Then select "Fit To Window" from the pulled-down menu.

## **View - Normal**

Use this selection to return Paint Shop to normal image viewing.

### **How To View - Normal**

1. From the Paint Shop Menu Bar, select "View".
2. Then select "Normal" from the pulled-down menu.

## **View - Fit To Full Screen**

Use this selection to display the image using the full screen. If the image is larger than the screen, the image will be shrunk to the screen's size. If the image is smaller than the screen, the image will be stretched to the screen's size.

### **How To View - Fit To Full Screen**

1. From the Paint Shop Menu Bar, select "View".
2. Then select "Fit To Full Screen" from the pulled-down menu.

Press any key or mouse button to return to Windows.



## **View - Full Screen**

Use this selection to display the image in normal viewing mode outside of Windows.

### **How To View - Full Screen**

1. From the Paint Shop Menu Bar, select "View".
2. Then select "Full Screen" from the pulled-down menu.

Pressing a key, one that is not used for scrolling, will return you to Windows.



## Image Menu

Use the scroll bar to see entries not currently visible in the Help window.

### Menu Options

Flip

Mirror

Rotate Right

Rotate Left

Crop

Resize

### Associated Dialog Boxes

The "Resize" Dialog Box

## **Image - Flip**

This selection turns the current image upside down.

### **How To Image - Flip**

1. From the Paint Shop Menu Bar, select "Image".
2. Then select "Flip" from the pulled-down menu.

## **Image - Mirror**

This selection creates a mirror image of the current image.

### **How To Image - Mirror**

1. From the Paint Shop Menu Bar, select "Image".
2. Then select "Mirror" from the pulled-down menu.

## **Image - Rotate Right**

This selection rotates the current image 90 degrees to the right (clockwise).

### **How To Image - Rotate Right**

1. From the Paint Shop Menu Bar, select "Image".
2. Then select "Rotate Right" from the pulled-down menu.

## **Image - Rotate Left**

This selection rotates the current image 90 degrees to the left (counterclockwise).

### **How To Image - Rotate Left**

1. From the Paint Shop Menu Bar, select "Image".
2. Then select "Rotate Left" from the pulled-down menu.

## **Image - Crop**

This selection is available only if your image has been marked. It allows you to crop unwanted portions of your image from outside your marked frame. The resulting image will be only the area inside the marked frame.

### **How To Crop An Image**

1. Mark the area of the image you want to keep.
  - a. Move the cursor to the upper left point of the area to be marked off.
  - b. Hold down the left mouse button.
  - c. Move the cursor to the lower right corner of the area to be marked off.
  - d. Release the left mouse button.
2. From the Paint Shop Menu Bar, select "Image".
3. Then select "Crop" from the pulled-down menu. The cropped image will replace the existing image.



## Image - Resize

This selection allows you to resize an image using pixel replication or deletion.

### How To Resize An Image

1. From the Paint Shop Menu Bar, select "Image".
2. Then select "Resize" from the pulled-down menu. This opens the "Resize" dialog box. The dialog box allows you to select the way you want the resize operation to be applied.
3. Select one of the "Standard Size" options or the "Custom Size" option.

If you select the "Custom Size:" option button, enter the new width and height in the "Custom Size:" edit boxes.

4. Click the "OK" command button (or press "Enter").

## The "Resize" Dialog Box

### "Select the new size..." Options

You must select either a "Standard Size" option button or the "Custom Size" option button.

### "Standard Size" Option Buttons

The box on the left side contains standard size option buttons. These standard sizes correspond to various video monitor resolutions. When you select one of these standard size option buttons, the "Custom Size:" option button becomes de-selected, along with all its "Custom Size" edit boxes and check box. Selecting a "Standard Size" option automatically sets the size and aspect ratio of the image.

### "Custom Size:" Option Button

The box on the right side contains the "Custom Size:" option button. When you select it, you can manipulate the image size and aspect ratio to be other than one of the "Standard Size" options.

### "Custom Size:" Edit Boxes

These edit boxes allow you to change the size of the image. The box on the left is the image's width, the box on the right is the image's height. If you have selected the "Maintain Aspect Ratio" check box, Paint Shop will automatically change the other box to a size that maintains the same aspect ratio.

### "Maintain Aspect Ratio" Check Box

The "Maintain Aspect Ratio" check box determines whether or not the displayed Aspect Ratio is to be in effect.

You have the option of maintaining or editing the aspect ratio of the image. Clicking the "Maintain Aspect Ratio" check box will toggle the selection off and on.

Selected = "X" in the check box. The displayed Aspect Ratio will be maintained.

Not selected = blank in the check box. The displayed Aspect Ratio will not be maintained.

If you have de-selected the "Maintain Aspect Ratio" check box, you can change one (or both) of the "Custom Size" edit boxes to intentionally distort the image by entering different values.

### "Maintain Aspect Ratio" Edit Box

You can change the aspect ratio to be maintained by entering a different value in the edit box.

When you enter a different aspect ratio in the edit box, the image's width remains the same, but the image's height will change to correspond with the new aspect ratio.

### "OK" Command Button

Click the "OK" command button (or press "Enter") to apply the size you have selected.

### "Cancel" Command Button

Click the "Cancel" command button to abort the process.



## Colors Menu

Use the scroll bar to see entries not currently visible in the Help window.

### Menu Selections

Adjust RGB

Brightness/Contrast

Grey Scale

Negative Image

Decrease To 2 Colors

Decrease To 16 Colors

Decrease To 256 Colors

### Associated Dialog Boxes

The "Adjust RGB" Dialog Box

The "Brightness/Contrast" Dialog Box

The "Decrease To 2 Colors" Dialog Box

## Colors - Adjust RGB

This selection allows you to alter the values of your image's red, green, and blue color components. The changes you select will be applied to all colors within the image.

### How To Adjust RGB

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Adjust RGB" from the pulled-down menu. This opens the "Adjust RGB" dialog box. This allows you to enter the way you want the operation to be applied.
3. Adjust the Red, Green, and/or Blue components to your choice.
4. Click the "OK" command button (or press "Enter") to start the process.

## **The "Adjust RGB" Dialog Box**

To change the color values, use the corresponding scroll bar to change the value or enter the value in the corresponding edit box. Acceptable values are from -100 to 100.

Entering a value that is positive will increase the color component's value. Entering a value that is negative will decrease the color component's value. For example, if the value of the red component of a pixel is 75, and you select an adjustment value of +100%, then the new value for that pixel will be 150 (doubling the original value). If you were to select a value of -100%, then the pixel would become 0 (removing that color component).

### **Scroll Bars - Red, Green, Blue**

You can use the scroll bars to edit your values.

1. Position the pointer on a scroll arrow.
2. Hold the button down on your mouse to scroll the value in the edit box to your choice.

The right scroll arrow increases positive values in increments of "1". The left scroll arrow increases negative values in increments of "1".

The scroll bar changes values in increments of "10".

The scroll box makes changes in coarse increments corresponding to the distance it is moved.

### **Edit Boxes - Red, Green, Blue**

You can use the edit boxes to enter your values.

1. Click the pointer in the edit box in which you want to change the value.
2. Type in the new value you want.

### **"OK" Command Button**

Click the "OK" command button (or press "Enter") to apply the color value adjustments you have entered.

### **"Cancel" Command Button**

Click the "Cancel" command button to abort the process.

## Colors - Brightness/Contrast

This selection allows you to alter the brightness and/or contrast of an image.

### How To Adjust Brightness/Contrast

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Brightness/Contrast" from the pulled-down menu. This opens the "Brightness/Contrast" dialog box. This allows you to enter the way you want the operation to be applied.
3. Adjust the Brightness and/or the Contrast components to your choice.
4. Click the "OK" command button (or press "Enter") to start the process.

## The "Brightness/Contrast" Dialog Box

To change the brightness and/or contrast values, use the corresponding scroll bar to change the value or enter the value in the corresponding edit box. Acceptable values are from -100 to 100.

A negative value will decrease the brightness and/or contrast.  
A positive value will increase the brightness and/or contrast.

When adjusting the Brightness of an image, you are increasing or decreasing the value of all color components. For example, if the red value=0, the green value=0 and the blue value=128 (this would be a light blue), then you were to select an adjusted brightness value of 100, this particular color would become; red value=0, green value =0, and the blue value=255 (resulting in bright blue).

When adjusting the Contrast of an image, you can move the color farther away from the color's mid-point by selecting positive adjust values. To move the colors closer to the color's mid-point select negative adjust values.

### **Scroll Bars - Brightness, Contrast**

You can use the scroll bars to edit your values.

1. Position the pointer on a scroll arrow.
2. Hold the button down on your mouse to scroll the value in the edit box to your choice.

The right scroll arrow increases positive values in increments of "1". The left scroll arrow increases negative values in increments of "1".

The scroll bar changes values in increments of "10".

The scroll box makes changes in coarse increments corresponding to the distance it is moved.

### **Edit Boxes - Brightness, Contrast**

You can use the edit boxes to enter your values.

1. Click the pointer in the edit box in which you want to change the value.
2. Type in the new value you want.

### **"OK" Command Button**

Click the "OK" command button (or press "Enter") to apply the brightness/contrast value adjustments you have entered.

### **"Cancel" Command Button**

Click the "Cancel" command button to abort the process.



## **Colors - Grey Scale**

This selection will change the image's colors to the grey scale values of the original colors.

### **How To Change A Color Image To Grey Scale**

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Grey Scale" from the pulled-down menu.

## **Colors - Negative Image**

This selection creates a photographic negative of the original image.

### **How To Make A Negative Image**

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Negative Image" from the pulled-down menu.

## Colors - Decrease to 2 Colors

This selection allows you to decrease the maximum number of colors that the image is capable of containing to two.

### How To Decrease To 2 Colors

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Decrease to 2 Colors..." from the pulled-down menu. A dialog box will appear from which you may select the desired reduction method.
3. Select the option buttons you want from the dialog box. Refer to [the "Decrease To 2 Colors" dialog box](#) for descriptions of your options.
4. Click the "OK" command button (or press "Enter") in the dialog box when selections have been made.

## The "Decrease to 2 Colors" Dialog Box

The "Decrease to 2 Colors" dialog box will allow you to determine the way that the image's colors should be reduced. Select your options from the three areas, Palette, Reduction Method, and Options.

### "Palette" Option Buttons

Palette refers to the original palette of colors. To determine whether a pixel should be set to black or white, the original color of the pixel is examined. Normally, the pixel's Grey Value is used to make this determination. But, you may obtain better results if just one of the color components of the original palette is used. For example, an image with a lot of flesh tones comes out better if you only use the red color component. An image that is mainly green will look better if you use only the green color component. In the Palette section, select "Grey Values" or one of the "Red", "Green", or "Blue" color components to be used in the color reduction.

### "Reduction Method" Option Buttons

Reduction Method is the way you would like to have the image's colors converted to your new palette. Select either "Nearest Color" or "Error Diffusion".

#### "Nearest Color" Option Button

This option will find the nearest color in the new palette (either black or white). Any difference between the nearest color and the original color will be ignored.

#### "Error Diffusion" Option Button

This option will find the nearest color in the new palette (either black or white). A difference between the nearest color and the original color is considered an error. This error is diffused to the neighboring pixels (this is known as Error Diffusion Dithering). Within error diffusion there are three algorithms that are most popular. They are: FloydSteinberg, Burkes, and Stucki. They each give different results. After selecting "Error Diffusion", select either "FloydSteinberg", "Burkes", or "Stucki".

### "Options" Option Buttons

#### "Weighted Palette" Option Button

This option will alter the original palette by setting the original colors closer to black or white. This will result in more of the colors being set to black or white with no error. As a result, there will be less dithering. Thus, it will appear that there are fewer levels of grey. In addition, the edges should appear sharper. You may select a weighted palette by clicking the option button.

#### "Non-weighted Palette" Option Button

This option will leave the original palette alone. This will result in normal dithering patterns. Edges may not be as sharp, but it will appear that there are more levels of grey. You may select a "Nonweighted Palette" by clicking the option button.

### "OK" Command Button

Click the "OK" command button (or press "Enter") to apply the options you have selected.

### "Cancel" Command Button

Click the "Cancel" command button to abort the process.

## **Colors - Decrease To 16 Colors**

This selection allows you to decrease the maximum number of colors that the image is capable of containing to 16.

### **How To Decrease To 16 Colors**

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Decrease to 16 Colors" from the pulled-down menu. The color capacity of the image file will automatically be reduced to 16 colors.

## **Colors - Decrease to 256 Colors**

This selection allows you to decrease the maximum number of colors that the image is capable of containing to 256.

### **How To Decrease to 256 Colors**

1. From the Paint Shop Menu Bar, select "Colors".
2. Then select "Decrease to 256 Colors" from the pulled-down menu. The color capacity of the image file will automatically be reduced to 256 colors.



## Capture Menu

Use the scroll bar to see entries not currently visible in the Help window.

### Note

The image that will be captured will have the same number of bits per pixel as your driver's maximum capabilities. Since Windows does not support a 15 or 16 bits per pixel image, the image returned on a 15 or 16 bits per pixel system will be a 24 bits per pixel image, but the image will have 32,768 colors or less with 15 bits per pixel drivers and 65,536 colors or less with 16 bits per pixel drivers.

### Menu Options

Area

Full Screen

Client Area

Window



## Capture - Area

This option allows you to capture a rectangular area of a window.

### How To Capture An Area

1. From the Paint Shop Menu Bar, select "Capture".
2. Select "Area". Paint Shop will reduce itself to an icon.

If, from the "File", "Preferences", "Activate Capture" options, you selected "On Right Mouse Click", you must press the right mouse button to activate the framing procedure described in the next step.

If, from the "File", "Preferences", "Activate Capture" options, you selected "Immediately after Selection", Paint Shop is ready to apply the framing procedure described in the next step.

3. Move the cursor to the upper left corner of the area to be captured.
4. Hold down the left mouse button.
5. Move the cursor to the lower right corner of the area to be selected.

During the framing of the area to be captured, the size of the area in pixels will be displayed in the center of the framed area.

6. Release the left mouse button.
7. The Paint Shop window will be restored to its previous size with the captured framed area displayed.

## Capture - Full Screen

This option allows you to capture the entire screen.

### How To Capture The Full Screen

1. From the Paint Shop Menu Bar, select "Capture".
2. Select "Full Screen". Paint Shop will reduce itself to an icon.

If, from the "File", "Preferences", "Activate Capture", options, you selected "On Right Mouse Click", you must press the right mouse button to activate the full screen capture described in the next step.

If, from the "File", "Preferences", "ActivateCapture", options, you selected "Immediately after Selection", Paint Shop immediately captures the full screen as described in the next step.

3. The Paint Shop window will be restored to its previous size with the captured full screen displayed.

## Capture - Client Area

This option allows you to capture only the client area of a window. The client area is the area inside the frame of a window. It will not include the title, frame, or menu bar of the window. However, it will include anything inside the window frame.

### How To Capture The Client Area

1. From the Paint Shop Menu Bar, select "Capture".
2. Select "Client Area". Paint Shop will reduce itself to an icon.

If, from the "File", "Preferences", "Activate Capture", options, you selected "On Right Mouse Click", you must press the right mouse button to activate the client area capture described in the next step.

If, from the "File", "Preferences", "Activate Capture", options, you selected "Immediately after Selection", Paint Shop immediately captures the client area as described in the next step.

3. The Paint Shop window will be restored to its previous size with the captured client area displayed. The client area that will be captured is the client area of the active window at the time of the capture.

## Capture - Window

This option allows you to capture an entire window, including the title, frame, menu bar, etc.

### How To Capture A Window

1. From the Paint Shop Menu Bar, select "Capture".
2. Select "Window". Paint Shop will reduce itself to an icon.

If, from the "File", "Preferences", "Activate Capture", options, you selected "On Right Mouse Click", you must press the right mouse button to activate the window capture described in the next step.

If, from the "File", "Preferences", "Activate Capture", options, you selected "Immediately after Selection", Paint Shop immediately captures the window as described in the next step.

3. The Paint Shop window will be restored to its previous size with the captured window displayed. The window that will be captured is the active window at the time of the capture.

## Alternate Capturing Techniques

### How To Capture A Screen, Window, or Client Area - With A Menu Pulled-Down

1. From the "File", "Preferences", "Activate Capture", options, you must select "On Right Mouse Click"
2. From the Paint Shop Menu Bar, select "Capture".
3. Select "Window", "Client Area", or "Full Screen". (You cannot capture an "Area" with a menu pulled-down.) Paint Shop will reduce itself to an icon.
4. Display the window, client area, or full screen that you want to capture with a menu pulled-down.
5. Hold down the "Alt" key and press the underlined letter of the menu to be pulled-down. The pulled-down menu remains down when you release the keys.
6. Press the right mouse button to activate the type of capture you selected.
7. The Paint Shop window will be restored to its previous size with the selected capture (including the pulled-down menu) displayed.



## Help Menu

Use the scroll bar to see entries not currently visible in the Help window.

### Menu Selections

[Index](#)

[Keyboard](#)

[Using Help](#)

[About](#)

## **Help - Index**

Use this selection to display a list of topics for using Paint Shop. Click the topic of your choice for helpful information.

### **How To Select "Help - Index"**

1. From the Paint Shop Menu Bar, select "Help".
2. Then select "Index" from the pulled-down menu. This opens the "Paint Shop Help" window containing an index of topics you can select for viewing.
3. Close the help window when you are through.

## **Help - Keyboard**

Use this selection to display helpful information about the "hot-keys" available for Paint Shop.

### **How To Select "Help - Keyboard"**

1. From the Paint Shop Menu Bar, select "Help".
2. Then select "Keyboard" from the pulled-down menu. This opens the "Paint Shop Help" window listing "Hot-Keys" you may use.
3. Close the help window when you are through.



## **Help - Using Help**

If you are new to Windows, use this selection to display helpful information about using the help screens.

This is the help information that is built in to the operation of Windows. It will show you various ways you can access the help information, as well as tips about using Windows.

### **How To Select "Help - Using Help"**

1. From the Paint Shop Menu Bar, select "Help".
2. Then select "Using Help" from the pulled-down menu. This opens the "Using Windows Help" window.
3. Close the help window when you are through.

## **Help - About**

Use this selection to display the version of Paint Shop that you are using.

### **How To Select "Help - About"**

1. From the Paint Shop Menu Bar, select "Help".
2. Then select "About" from the pulled-down menu. This opens the "About Paint Shop" dialog box describing the copyright and the version of Paint Shop that you are using.

It also displays the video resolution that you are running Windows in (width x height x bits-per-pixel), as well as the filename of your video driver.

3. Click the "OK" command button (or press "Enter") in the dialog box.



## Image File Formats

Use the scroll bar to see entries not currently visible in the Help window.

Different image file formats are capable of holding different quantities of colors. Each file format will have a reference to the number of bits-per-pixel that the format is capable of supporting.

1 bit-per-pixel refers to an image with up to 2 colors.

4 bits-per-pixel refers to an image with up to 16 colors.

8 bits-per-pixel refers to an image with up to 256 colors.

16 bits-per-pixel refers to an image with up to 32,768 colors or 65,536, depending on the image file format.

24 bits-per-pixel refers to an image with up to 16,777,216 colors.

32 bits-per-pixel also refers to an image with up to 16,777,216 colors.

BMP

CUT

DIB

GIF

IMG

LBM

MAC

MSP

PCX

PIC

RLE

TGA

TIF

WPG

## BMP / DIB File Formats

The BMP and DIB files are known as "Device Independent Bitmap" files, or "DIB's". These files exist in two different formats:

### OS/2 Format

The OS/2 formats were the first of the two different formats designed. Images saved using this format may be used with OS/2's Presentation Manager. OS/2 BMP and DIB files are not compressed (RGB encoded).

### Windows Format

An enhanced "DIB" file format was released with Microsoft Windows. Windows BMP and DIB files may be saved using no compression (RGB encoded) or using run length encoded compression (RLE encoded). Compression may only be used on 4 and 8 bits-per-pixel images.

These files commonly use different extensions for their file names: BMP or DIB according to where they are used. Although their file name extensions are different, the files themselves are the same (within either OS/2 or Windows).

BMP files can be created with Windows' Paintbrush and used as "wallpaper" for the background when running Windows. See your Windows manual about using BMP files as wallpaper.

DIB files can be used as image files in the Windows environment. They can also be applied to computer multimedia systems that are emerging in the marketplace.

### Format Characteristics

BMP-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RLE - Bits-per-pixel:	4, 8.
DIB-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RLE - Bits-per-pixel:	4, 8.

### Paint Shop Capability

Paint Shop reads and saves:

BMP-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
BMP-Windows-RLE - Bits-per-pixel:	4, 8.
DIB-OS/2-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RGB - Bits-per-pixel:	1, 4, 8, 24.
DIB-Windows-RLE - Bits-per-pixel:	4, 8.

## CUT File Format

The CUT format comes from the Dr. Halo program. The CUT format does not contain palette information. The palette information for a CUT file is contained in a PAL file that has the same name (but with the PAL file extension). If no PAL file with the same name is contained in the same directory, the file is assumed to be a greyscale image.

### Format Characteristics

CUT - Bits-per-pixel: 8.

### Paint Shop Capability

Paint Shop reads and saves:

CUT - Bits-per-pixel: 8.

## GIF File Format

GIF files were designed to create the smallest possible image files for uploading and downloading from electronic Bulletin Board Systems (BBS).

There are two GIF file versions; 87a and 89a. Version 87a was the first of the two versions to appear. Version 89a added new features to the 87a format.

Both versions may use an encoding method referred to as interlacing. When an image is saved by using four passes instead of just one, it is called interlacing. On each pass, certain lines of the image are saved to the file. If the program decoding a GIF file displays the image as it is decoded, the user will be able to see the four passes of the decoding cycle. This will allow the user to get a good idea of what the image will look like before even half of the image is decoded.

Some communication programs allow the user to download GIF files and view them as they are downloaded. If the image is interlaced, the user will be able to decide if the image is one they like before half of the download is complete. If the user does not like the image, the download can be aborted. This results in the saving of time and money for the person downloading the image.

### Format Characteristics

All the GIF formats support bits-per-pixel:	1, 4, 8.
Both versions 87a and 89a may be interlaced.	
GIF files may contain more than one image.	

### Paint Shop Capability

Paint Shop reads:	
GIF Version 87a-Non interlaced - Bits-per-pixel:	1, 4, 8.
GIF Version 87a-Interlaced - Bits-per-pixel:	1, 4, 8.
GIF Version 89a-Non interlaced - Bits-per-pixel:	1, 4, 8.
GIF Version 89a-Interlaced - Bits-per-pixel:	1, 4, 8.

Paint Shop saves:	
GIF Version 87a-Interlaced - Bits-per-pixel:	1, 4, 8.

If the GIF file contains multiple images, Paint Shop will only process the first image in the file.

If a version 89a contains some of the enhanced file information, Paint Shop will ignore the information and just retrieve the image.

## IMG File Format

IMG files were designed to work with the GEM environment. The files were originally the result of the GEM Paint program. Since the application Ventura Publisher worked in the GEM environment, it also supported the IMG file format. In order to maintain compatibility, various other desktop publishing applications have added support for importing this format.

### Format Characteristics

The IMG-Old Style - Bits-per-pixel: 1, 4, 8.  
The IMG-New Style - Bits-per-pixel: 1, 4, 8.  
Images that are more than 1 bit-per-pixel are greyscaled images.

### Paint Shop Capability

Paint Shop reads:  
IMG-Old Style - Bits-per-pixel: 1, 4, 8.  
IMG-New Style - Bits-per-pixel: 1, 4, 8.

Paint Shop saves:  
IMG-Old Style - Bits-per-pixel: 1, 8.  
(This will allow applications that have not added support for the "New-style" to use images saved by Paint Shop.)



## **LBM File Format**

The LBM file format comes from Deluxe Paint. The file format uses a run length encoding compression to help reduce the size of the files.

### **Format Characteristics**

LBM - Bits-per-pixel: 1, 4, 8.

### **Paint Shop Capability**

Paint Shop reads and saves:

LBM - Bits-per-pixel: 1, 4, 8.

## MAC File Format

MAC files come from the Macintosh program MacPaint. Large libraries of clip art exist in the MAC format. When the MAC files started migrating from the Macintosh to the PC world, a header was added to the file format.

### Format Characteristics

MAC- No header - Bits-per-pixel:	1.
MAC- Header - Bits-per-pixel:	1.

The MAC format requires an image width of 576 pixels and a height of 720 lines.

### Paint Shop Capability

Paint Shop reads and saves:	
MAC- No header - Bits-per-pixel:	1.
MAC- Header - Bits-per-pixel:	1.

## MSP File Format

MSP files come from the Microsoft Paint program (that came with Windows versions prior to version 3.0). There are two versions of the MSP file format.

Old Version

New Version

### Format Characteristics

MSP-Old Version - Bits-per-pixel:	1.
MSP-New Version - Bits-per-pixel:	1.

### Paint Shop Capability

Paint Shop reads:	
MSP-Old Version - Bits-per-pixel:	1.
MSP-New Version - Bits-per-pixel:	1.

Paint Shop saves:	
MSP-New Version - Bits-per-pixel:	1.

## PCX File Format

PCX files were originally created for use with the Zsoft Paintbrush program. With no standard to the industry, this format became the standard by default. This format is supported by more applications than any other format.

### Format Characteristics

PCX Version 0 - Bits-per-pixel:	1.
PCX Version 2 - Bits-per-pixel:	1, 4.
PCX Version 3 - Bits-per-pixel:	1, 4.
PCX Version 5 - Bits-per-pixel:	1, 4, 8, 24.

### Paint Shop Capability

Paint Shop reads:

PCX Version 0 - Bits-per-pixel:	1.
PCX Version 2 - Bits-per-pixel:	1, 4.
PCX Version 3 - Bits-per-pixel:	1, 4.
PCX Version 5 - Bits-per-pixel:	1, 4, 8, 24.

Paint Shop saves:

PCX Version 5 - Bits-per-pixel:	1, 4, 8, 24.
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Version 3 files do not contain palette information. If the file is a version 3, Paint Shop will use the default VGA colors used by Windows as the palette. This may result in a different looking image than you would see when using some other image viewer.

## **PIC File Format**

The PIC files that are supported come from Pictor/PC Paint. This PIC file format is not compatible with the Lotus PIC files.

### **Format Characteristics**

PIC - Bits-per-pixel: 1, 4, 8.

### **Paint Shop Capability**

Paint Shop reads and saves:

PIC - Bits-per-pixel: 1, 4, 8.

## RLE File Formats

The RLE format comes in two types; Windows and CompuServe.

### CompuServe Format

The CompuServe format is very limited in what it can hold. Images must always be 1 bit-per-pixel and the size of the image must be either 256 by 192 or 128 by 96.

### Windows Format

Windows RLE files are Windows "DIB" files that use one of the RLE compression routines. Thus, saving an image as a DIB or BMP, using one of the RLE compressions would produce an identical file as saving the image as an RLE file. The only difference would be the file name extension. An RLE image file may be used as a replacement opening screen for Windows.

### Format Characteristics

RLE - CompuServe - Bits-per-pixel:	1.
RLE - Windows - Bits-per-pixel:	4, 8.

### Paint Shop Capability

Paint Shop reads and saves:	
RLE - CompuServe - Bits-per-pixel:	1.
RLE - Windows - Bits-per-pixel:	4, 8.

## TGA File Format

The Targa TGA format was developed by Truevision for their Targa and Vista products. It is an industry standard although not as widely supported as PCX or TIFF formats. TGA files may be saved as non-compressed or compressed (run-length encoded).

### Format Characteristics

TGA - No Compression - Bits-per-pixel:	8, 16, 24, 32.
TGA - Compressed - Bits-per-pixel:	8, 16, 24, 32.

### Paint Shop Capability

Paint Shop reads:

TGA - No Compression - Bits-per-pixel:	8, 16, 24, 32.
TGA - Compressed - Bits-per-pixel:	8, 16, 24, 32.

Paint Shop saves:

TGA - No Compression - Bits-per-pixel:	8, 16, 24.
TGA - Compressed - Bits-per-pixel:	8, 16, 24.

Since Windows does not recognize 16 and 32 bits-per-pixel, Paint Shop will treat them as 24 bits-per-pixel. A 16 bits-per-pixel image will be promoted to 24 bits-per-pixel. A 32 bits-per-pixel image will be demoted to a 24 bits-per-pixel image. This should not make any difference to your image since the 8 extra bits of a TGA 32 bits-per-pixel file are used to store Alpha or transparency information.

## TIFF File Format

The Tagged Image File Format (TIFF) was designed to become the standard format. In order to become the standard, the format was designed to handle just about any possibility. The result of this design provided the flexibility of an infinite number of possibilities of how a TIFF image is saved. Therefore, no application, including Paint Shop, can claim to support all TIFF variations. The best that an application can do is to support as many TIFF variations as possible, but there will always be an obscure variation that will cause a problem for some application, including Paint Shop.

The TIFF format differentiates between types of images. These categories are: black and white, greyscaled and colored. Paint Shop supports all of these categories.

### Format Characteristics

The TIFF format can use one of six encoding routines. These encoding routines are: No-compression, Huffman, Pack Bits, LZW, Fax Group 3, and Fax Group 4.

TIFF-No Compression - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Huffman - Bits-per-pixel:	1.
TIFF-Pack Bits - Bits-per-pixel:	1, 4, 8, 24.
TIFF-LZW - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Fax Group 3 - Bits-per-pixel:	1.
TIFF-Fax Group 4 - Bits-per-pixel:	1.

### Paint Shop Capability

Paint Shop reads:

TIFF-No compression - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Huffman - Bits-per-pixel:	1.
TIFF-Pack Bits - Bits-per-pixel:	1, 4, 8, 24.
TIFF-LZW - Bits-per-pixel:	1, 4, 8, 24.

Paint Shop saves:

TIFF-No compression - Bits-per-pixel:	1, 4, 8, 24.
TIFF-Pack Bits - Bits-per-pixel:	1.
TIFF-LZW - Bits-per-pixel:	4, 8, 24.

If an application is having a problem reading compressed TIFF files created by Paint Shop, try re-saving the file without compression.



## WPG File Format

The WPG format is the format used by WordPerfect. It first appeared with the release of WordPerfect 5.0. With the release of version 5.1, the format was changed.

A WPG file may contain an image made up of vector data or raster data (a bitmapped image). Paint Shop will only process the raster data of the file. If there is no raster data to a WPG file, then Paint Shop will indicate this with a message box. Since there is no raster data, Paint Shop will not have an image to display, and therefore will not process the file.

### Format Characteristics

WPG Version 5.0 - Bits-per-pixel:	1, 4, 8.
WPG Version 5.1 - Bits-per-pixel:	1, 4, 8.

### Paint Shop Capability

Paint Shop reads and saves:	
WPG Version 5.0 - Bits-per-pixel:	1, 4, 8.
WPG Version 5.1 - Bits-per-pixel:	1, 4, 8.

Use the format option that is the same as the version of WordPerfect in which you will use the image.



## Questions & Answers

Use the scroll bar to see entries not currently visible in the Help window.

The following are the most commonly asked questions. Click on the question of your choice to see the answer.

### Color Problems

[Q. Why are the colors wrong when I display an image with Paint Shop?](#)

[Q. Why is my image grainy when viewed in Paint Shop?](#)

[Q. I have a video card in my computer that is capable of displaying more colors than mentioned in the last two questions, but I am having the same results. Why?](#)

[Q. Why do the colors of the wallpaper change as different images are displayed?](#)

### File Formats

[Q. Why does Paint Shop refuse to load a WPG image?](#)

[Q. Why can't Paint Shop open an image file created in vector graphics, such as Corel DRAW or AutoCad?](#)

[Q. How do I get my MAC image file from a PC to a Macintosh?](#)

### Memory Error Messages

[Q. Why am I getting memory error messages when working with images, and what do they mean?](#)

### Operations

[Q. Is there any difference between using "Image"-"Crop" versus "Capture"-"Area"? Don't they actually do the same thing?](#)

### Windows Opening Screens

[Q. How can I use Paint Shop to make a different opening screen for Windows?](#)

[Q. I used Paint Shop to create an RLE file for a new opening screen. But when I use this file as the new opening screen, the colors are all wrong. Why?](#)

**Q. Why are the colors wrong when I display an image with Paint Shop?**

**A.** Windows requires a 16 color driver to use a set palette. If you display a 16 color image but all of the colors of the image are outside of the Windows set palette then none of the colors can be displayed properly. Windows will map the colors of the image to the closest colors from the set palette. This will result in the image being displayed with the wrong colors.

Windows requires a 256 color driver to reserve 20 colors for Windows' use. Thus you do not truly have 256 colors, but rather 236 plus 20 set colors. If you try to display a 256 color image that does not use any of the 20 set colors, then only 236 colors can be used. Windows will map the extra 20 colors, of the image, to the closest of the other 236 colors or the 20 set colors.

### **Q. Why is my image grainy when viewed in Paint Shop?**

**A.** The grainy look you see is a dithering pattern. Paint Shop will automatically dither an image that has more colors than the video system is capable of displaying. This gives you the best color approximation possible in this environment. A short discussion of video systems will help to explain:

If you are using a video card that is capable of 256 colors but you are using a video driver that will only display 16 colors then your images with more than 16 colors will be displayed using only 16 colors. It is not uncommon to have a card capable of 256 colors and be using a driver that will only display 16 colors. The standard VGA card is capable of 256 colors in only one of its video modes. This 256 color mode is not used by Windows. The mode that is used by Windows uses only 16 colors. Thus a standard VGA card under Windows will use Windows' standard VGA driver and only be displaying 16 colors.

These 16 colors are set to specific colors for the standard Windows palette. Any color displayed in Windows in this condition will be displayed as the closest of these 16 colors. For example, a typical portrait in 256 colors would have all the flesh tone variations displayed to the nearest of the 16 Windows colors. The results, without dithering, usually appear lobster red or a cold grey.

Paint Shop watches for the condition where the image has more colors than your video driver is capable of displaying. If this condition exists Paint Shop will dither the image down to the number of colors that your video driver is capable of displaying. The resulting dithered image will be a close approximation of what the image looks like. Paint Shop still maintains the original image in memory. If you decide to change the image in any way, that change will be applied to the original image and a new dithered image will be created to display your changes. In this way, you can work with images that are beyond the limits of your video driver.

**Q. I have a video card in my computer that is capable of displaying more colors than mentioned in the last two questions, but I am having the same results. Why?**

**A.** In order for Windows to run on your computer, Windows must communicate with your computer hardware by way of drivers. The driver that is used for your video system is called a video driver. This driver has the responsibility of being the middle man between Windows and your video system. This results in some limitations being placed on your video system. Windows places some limitations on the video driver in order that it may work properly with numerous applications all running at the same time. The video driver places limitations on your video system if you are using a video driver that is capable of fewer colors than your video system is capable of. To display the most colors possible, be sure the driver that will match your card's maximum number of colors is installed in Windows.

**Q. Why do the colors of the wallpaper change as different images are displayed?**

**A.** Windows can only handle so many colors at one time. When Paint Shop displays an image, Windows lets Paint Shop change the palette of colors to match that of the image Paint Shop is displaying. By allowing Paint Shop to have control of the palette of colors that are used, Windows cannot maintain the colors of the wallpaper. Once Paint Shop is closed, the wallpaper's colors should return to normal.

**Q. Why does Paint Shop refuse to load a WPG image?**

**A.** WPG images are saved using either vector data or bitmap data. Paint Shop will only handle bitmap data. If the WPG file that you tried to use only contains vector data, then Paint Shop will display a message indicating that the file did not contain a bitmap. A common source of vector only data are images created by DrawPerfect. More on this subject is discussed in the [next question](#).



**Q. Why can't Paint Shop open an image file created in vector graphics, such as Corel DRAW or AutoCad?**

**A.** Because Paint Shop mainly works with bit-mapped images. Bit-mapped images are made up of pixels. Vector images are made up of geometric shapes, such as circles, squares, etc. You can, however, get a vector graphics image into the bit-mapped format used by Paint Shop. Here's how you can do it.

1. Use any Windows application that will read and display the vector graphics image in a window. Leave the image displayed.
2. Use the Paint Shop "Capture" option to capture all (or any part) of the displayed vector graphics image.
3. Use the Paint Shop "Save As" option to save the captured image. The image will be saved as a bit-mapped image in the format of your choice.

**Q. How do I get my MAC image file from a PC to a Macintosh?**

**A.** You can transfer your MAC image from the PC to the Macintosh with this procedure:

1. Use Paint Shop with your PC computer to save your image file to the "MAC - No Header" format.
2. Save (or copy) the MAC image file onto a 3.5 inch double density floppy diskette, so it will fit the Macintosh floppy drive.
3. Place the 3.5 inch diskette into a Macintosh computer.
4. Use the Macintosh Apple File Exchange program to copy the MAC file from the floppy diskette to the Macintosh disk.
5. Use "Resedit" (or use "Fedit") to change the file type to "PNTG".
6. Now you should be able to use the "MacPaint" program to read the image file on the Macintosh.

## **Q. Why am I getting memory error messages when working with images, and what do they mean?**

**A.** Paint Shop keeps the current image in memory. This makes Paint Shop run faster than if it stored your current image on the disk and then accessed the disk each time some part of the image data was needed. Keeping the image in memory may require substantial amounts of memory, depending on the size and resolution of the image.

Windows 3.1, in Enhanced Mode, can simulate additional computer memory by use of a "swap file". Refer to your Windows manual for the procedure to make a swap file. This allows systems with large amounts of memory to operate Paint Shop very quickly, while systems with less memory cause Paint Shop to become a disk based application.

To help you understand how much memory is required, here are some memory requirement examples:

An image with a height of 800, a width of 600, and a bits per pixel of 1 would require 58K of memory.  
( $800 \times 600 / 8 / 1024$ )

An image with a height of 800, a width of 600, and a bits per pixel of 8 would require 468K of memory.  
( $800 \times 600 / 1024$ )

An image with a height of 800, a width of 600, and a bits per pixel of 24 would require 1.4Meg of memory.  
( $800 \times 600 \times 3 / 1024$ )

As you can see from these examples, the amount of required memory increases dramatically as the number of colors are increased.

If you do not have enough memory to handle an operation, Paint Shop will display a message to inform you of that. There are two different types of error message that Paint Shop may display.

The first type is a "Not enough contiguous memory available" and the other is "Not enough system memory available". When either of these errors occurs, the original image will be restored and you will be able to save the image at that point. Below are the procedures to follow if you get one of these error messages.

### **Not enough CONTIGUOUS memory available:**

This message indicates that Windows has enough computer system memory available to complete the operation, but there are memory blocks allocated which are dividing this area into smaller pieces. This is usually due to an application running in the background. Make sure that all other applications have been closed down. Even if an application only takes a tiny amount of memory, it can divide 8 megabytes down to four 2 megabyte blocks. If all other applications have been closed, save your image and restart Windows.

### **Not enough SYSTEM memory available:**

This message indicates that there is not enough computer system memory to complete the operation. Again, you should make sure that all other applications have been shut down. Also, any Windows wallpaper backgrounds should be removed. A 24 bit BMP wallpaper at 800x600 uses over 1.4 megabytes of memory. If all else fails, you should exit Windows and increase the size of its swap file. See your Windows manual for information on increasing the size of a swap file.

**Q. Is there any difference between using "Image"->"Crop" versus "Capture"->"Area"? Don't they actually do the same thing?**

**A.** These two functions have completely different purposes. "Image"->"Crop" will work on an image that has been opened in Paint Shop and "Capture"->"Area" is used to capture part of any Windows screen outside of Paint Shop.

**Q. How can I use Paint Shop to make a different opening screen for Windows?**

**A.** You can use an RLE image format file. (It must be a 16 color, 4 bits-per-pixel RLE file not exceeding 64K.) Here's how you can do it.

1. Go to DOS and rename your RLE image file to be XXXLOGO.RLE ("XXX" represents "VGA" or "EGA", corresponding to the video monitor type you are using). This is done by changing to the directory where your image resides and typing REN PICTURE.RLE XXXLOGO.RLE ("PICTURE" represents your filename).
2. Copy this file to the Windows directory by typing COPY XXXLOGO.RLE C:WINDOWS and pressing "ENTER".
3. Return to Windows and select Windows "Setup", select "Options", then "Change System Settings", then select "Display".
4. Change to a different monitor display that is compatible with your system. (If you are using a VGA color system, you could select "VGA with monochrome display".) When Windows is changed to use another video display, it will rebuild the WIN.COM file. The WIN.COM file uses the XXXLOGO.RLE file for screen display when Windows is started.
5. Now repeat step 4 changing back to your original display type.

**Q. I used Paint Shop to create an RLE file for a new opening screen. But when I use this file as the new opening screen, the colors are all wrong. Why?**

**A.** The Windows 3.x start up program does not pay attention to the palette of an RLE file. Since Paint Shop will not alter the palette during the saving of an RLE file, your palette is not matching the palette that the Windows 3.x start up program is using.

One way around this problem is to use Windows Paintbrush to alter the palette for you. To do this:

1. Use Paint Shop and save your original image as a BMP file (RGB encoding).
2. Use Paintbrush to open the BMP file you just created. Now have Paintbrush save the image as a PCX file.  
Note: When Paintbrush saves a 16 color image as a PCX file, it alters the original palette to the same palette used by the Windows 3.x startup program.
3. Use Paint Shop to read in the PCX file you just created. Now have Paint Shop to save this image as an RLE file.



