

# Paint Shop Pro 7 Notes


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## Starting Paint Shop Pro

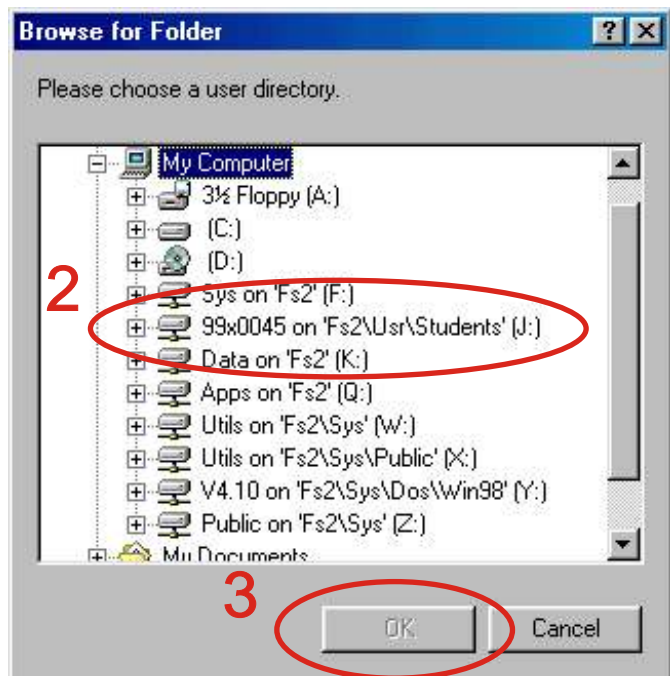
Paint Shop Pro (PSP) is available via the university network to all students enrolled in education units.  
— You can tell that PSP is delivered via the network because of the red arrow in the shortcut icon.

When you log onto the network you will see an icon for PSP on the desktop.

1) Double click on the PSP icon 

2) Choose your J:\ drive as the user directory

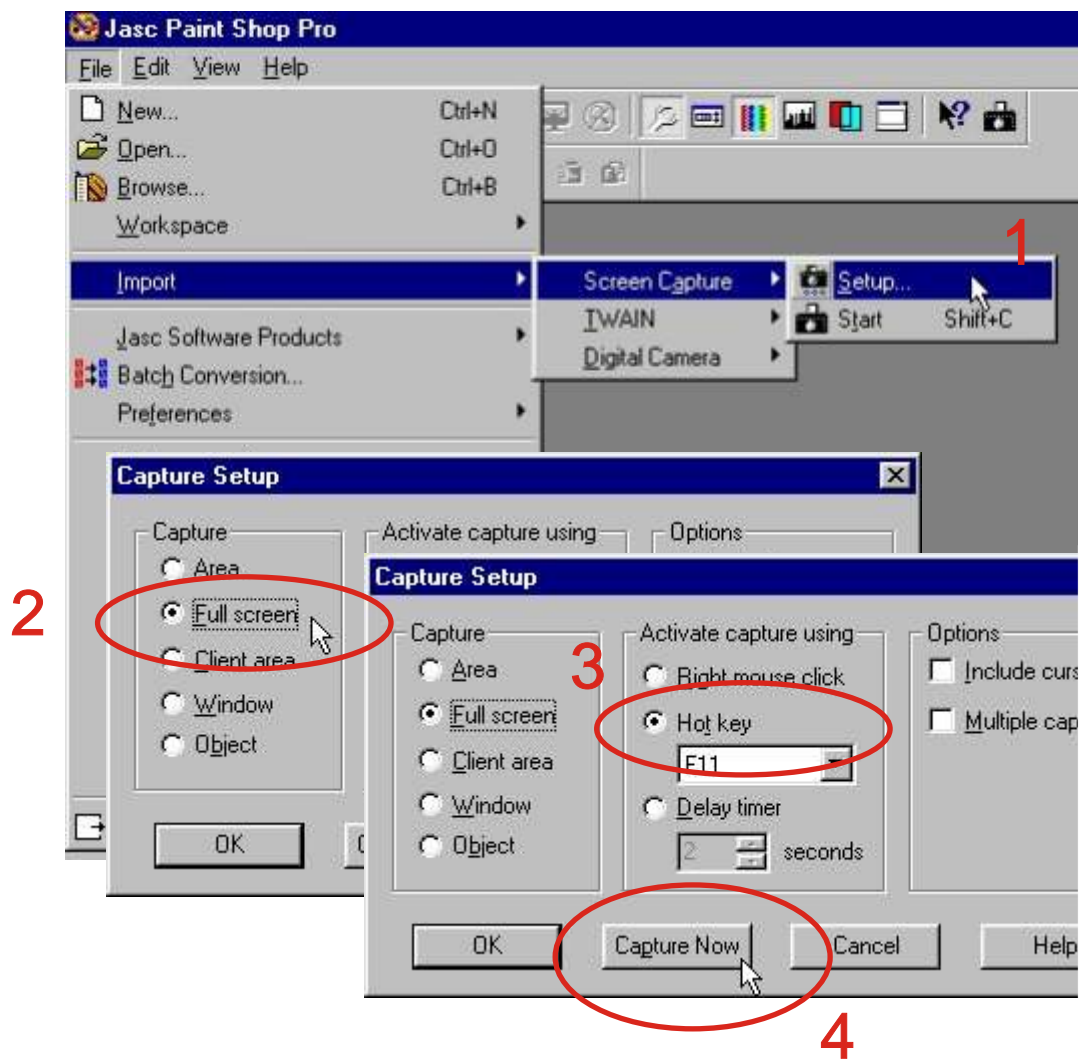
3) Click OK



## Screen Capture

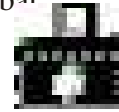
Screen capture is used to take a copy of all or part of the computer screen. PSP offers a range of different screen capture options. We will look at a full screen capture. —All the following illustrations were captured using PSP.

- 1) Select **F**ile | **I**mport | **S**creen Capture | **S**etup
- 2) Select **F**ull Screen
- 3) Select **H**ot Key as F11
- 4) Select **C**apture Now



## Screen Capture continue...

At this point PSP disappears. When you are ready to capture the screen, press the F11 key. PSP will reappear with a copy of the screen. Once you have set up your preferred capture options, you can initiate further screen captures using the screen capture button on the tool bar



## Cropping Images

Often images require cropping to  
Remove unwanted details



1) Click the Crop tool button on the toolbar.



2) Select the area of the image you want to keep. —The area outside the rectangle is deleted.

3) Place the cursor over the image at a corner of the area you want to keep.

4) Press the left mouse button and drag. A rectangle appears. The area inside the rectangle will be saved; the area outside the rectangle will be cropped.

5) When the rectangle encloses the area you want to keep, release the mouse button.

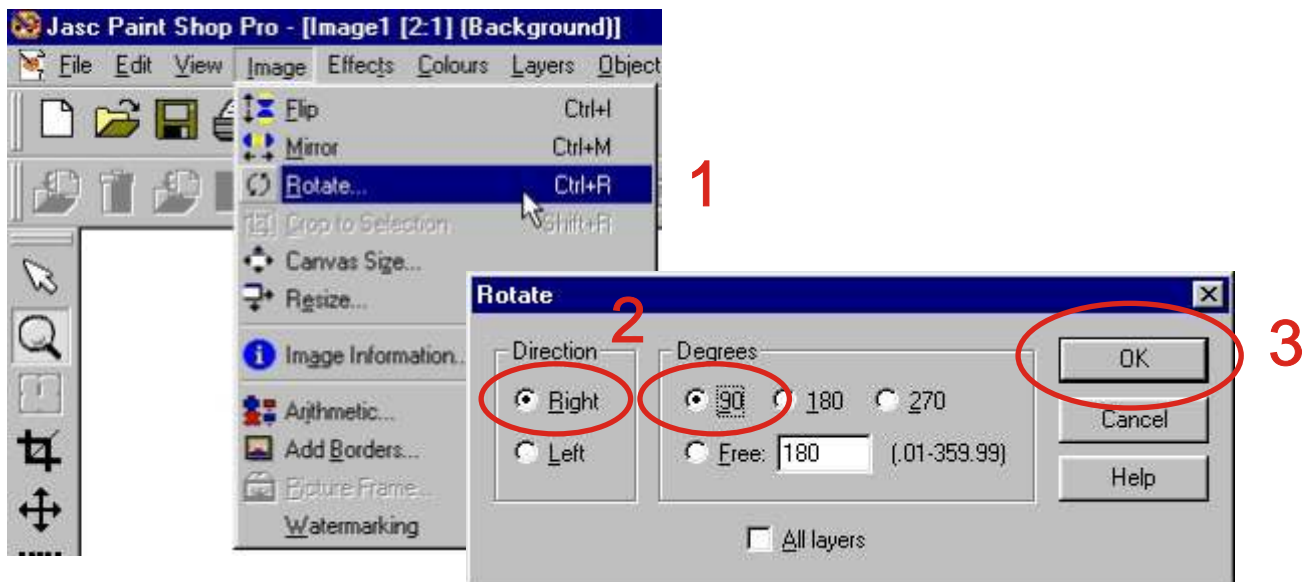
6) To crop the image select **I**mage | **C**rop



## Rotating Images

When an image has been taken using a digital camera in portrait orientation it must be rotated before it can be inserted into a PowerPoint presentation. Rotating an image moves it around its centre point. Rotating is also useful for re-aligning scanned images that are crooked.

1) Select **I**mage | **R**otate

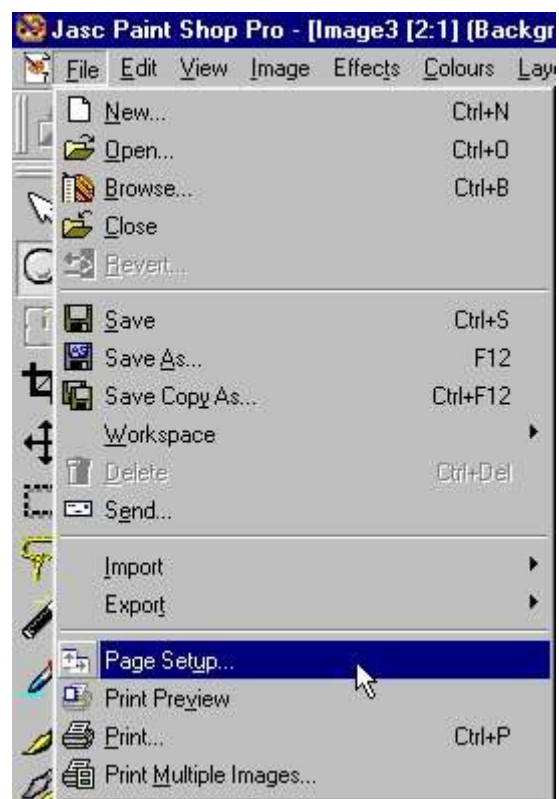


2) Choose the direction and angle of rotation and then click on OK.

## Printing Images

Before print an image using PSP you should check the **Page Setup** to make sure that the printout will fit on The page correctly.

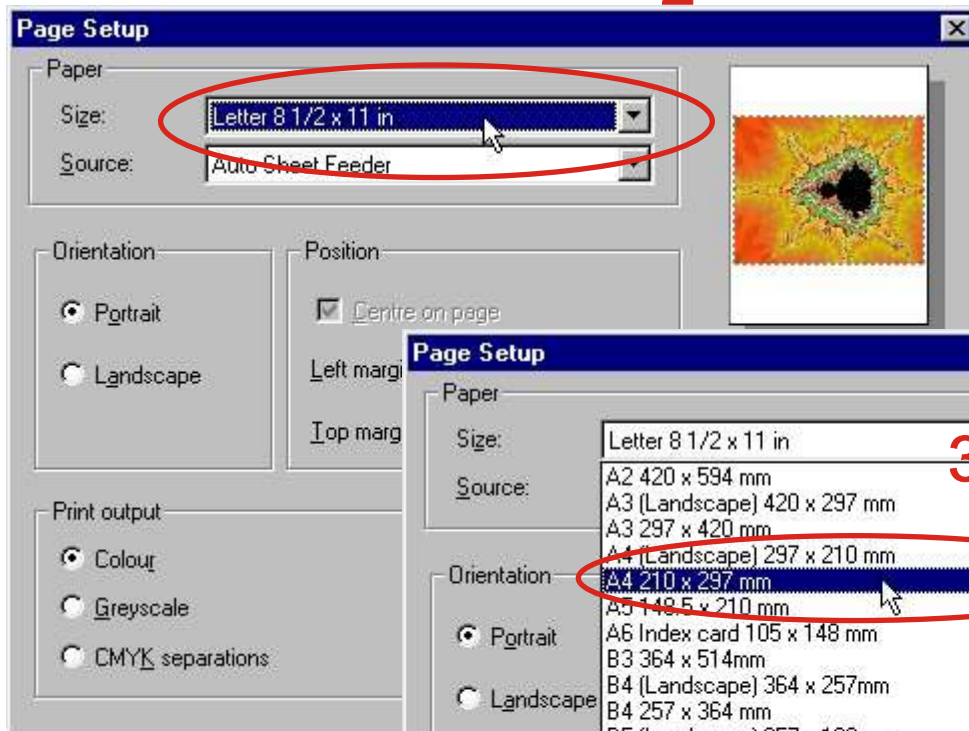
1) Select **F**ile | **P**age Setup



## Printing Images cont...

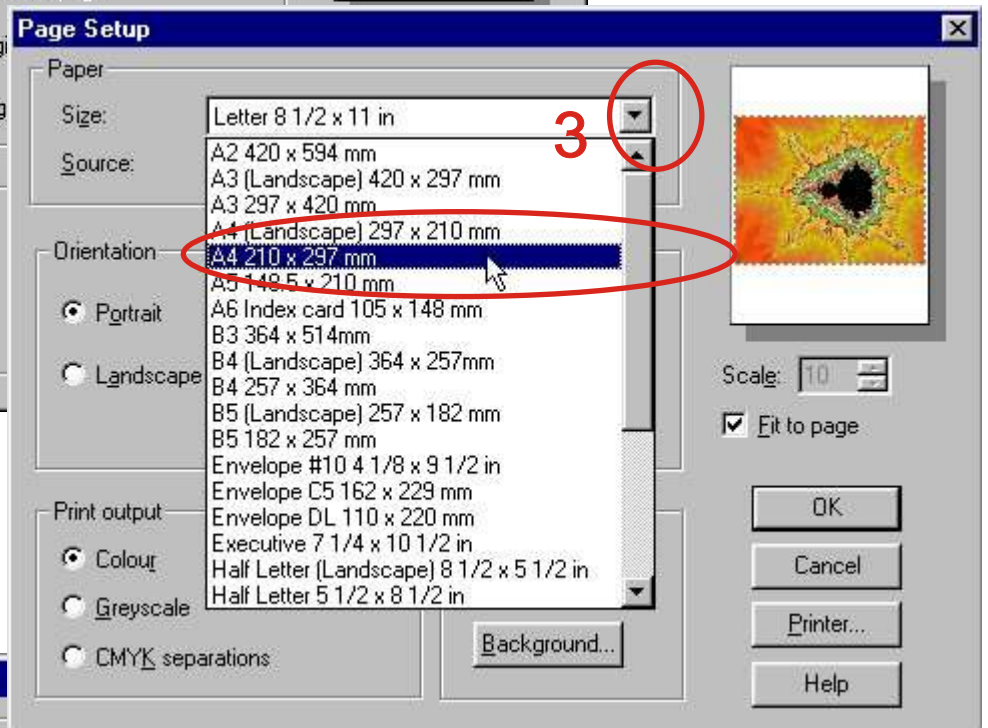
2) Check that the paper size is set to A4.

2

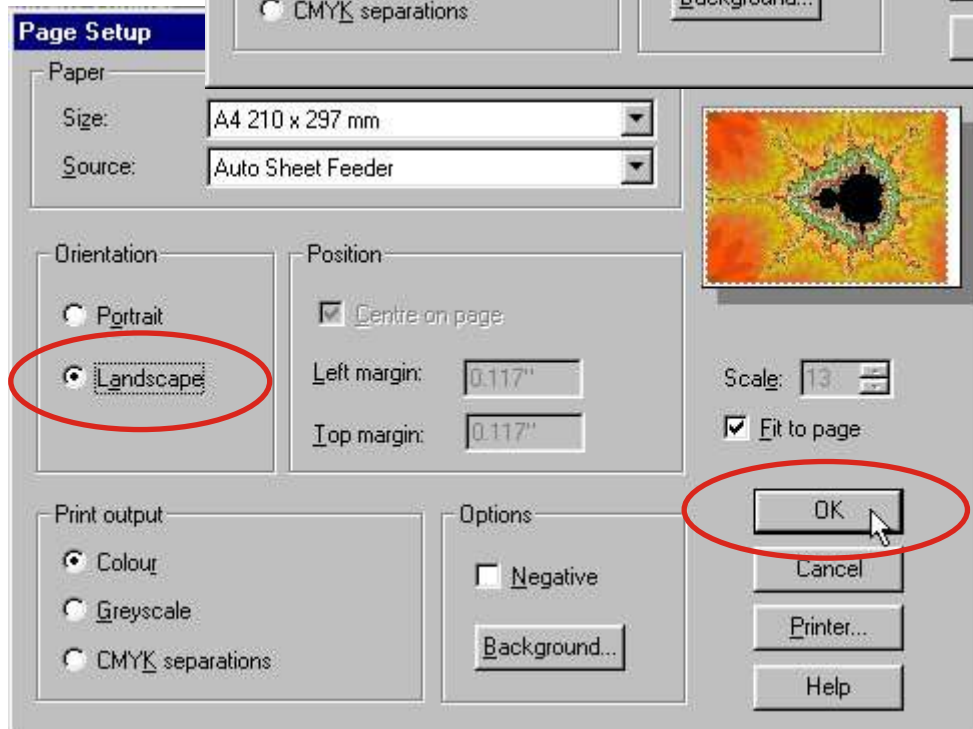


3) Select the correct paper size.

4) Select the appropriate Orientation



4

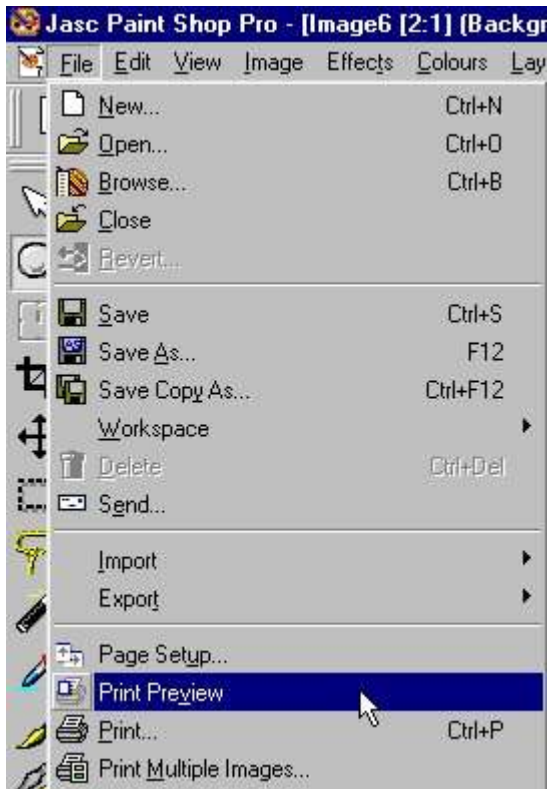


5

## Printing Images cont...

Before printing it is a good idea to do a print preview.

5) Select **File** | **Print Preview**

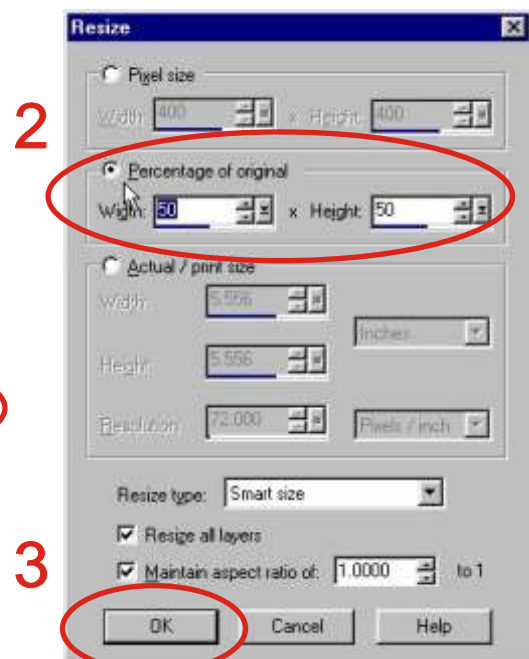
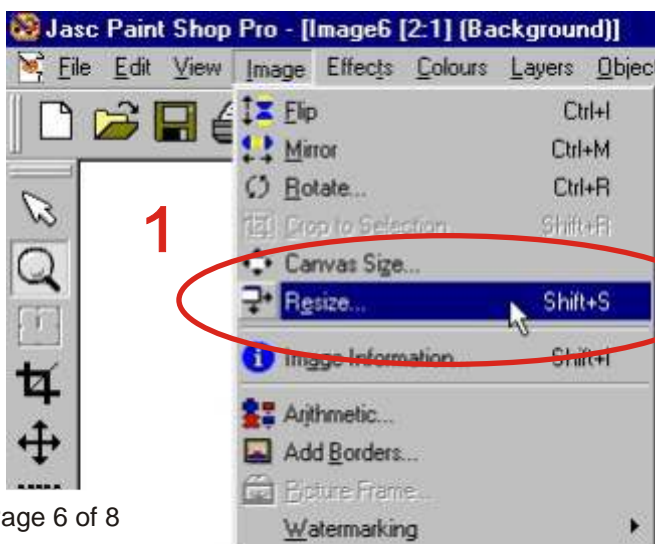


6) When you are happy with the page setup, select **File** | **Print**

## Resizing Images

When scanning images it is often necessary to resize the image to reduce the file size before importing it into PowerPoint or into a Web page.

1) Select **Image** | **Resize**



# Saving Images

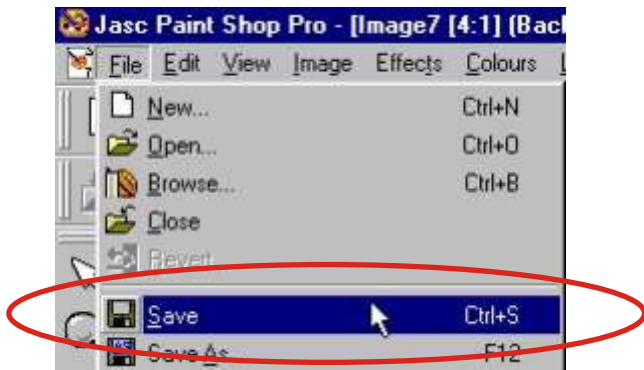
The most common file types are GIF and JPEG.

GIF images only support 256 colours and are best used for line drawings

JPEG supports 16 million colours and is best used for photographic images

To save an image

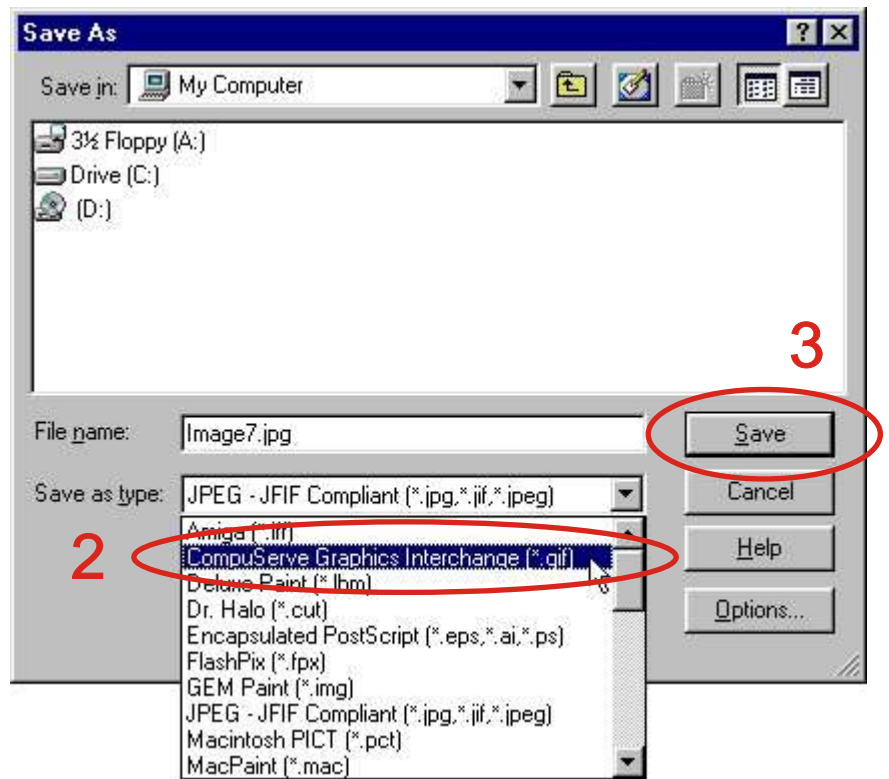
1) Select **File | Save**, use the keyboard shortcut **Ctrl + S** or click on the floppy disk icon.



2) Select the appropriate file type.

3) When saving images for use on the WWW, don't use spaces in file names. It is also best to stick to lower case file names.

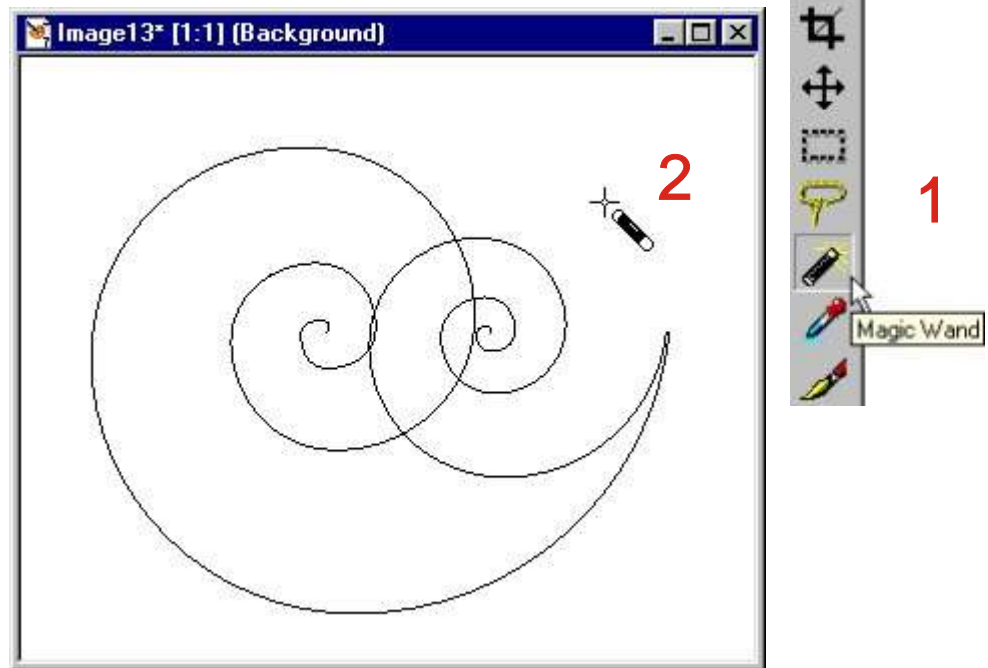
4) When saving files at uni. use save to J:\ or A:\ drives  
DO NOT use the C:\ drive..



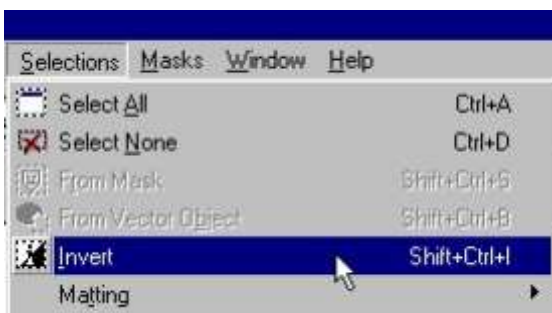
## Using the *magic wand* to crop images

When cropping images that are surrounded with solid colour, the magic wand can be used.

- 1) Click on the magic wand icon.
- 2) Click with magic wand on the solid coloured background



- 3) Select Selections | Invert



- 4) Select Image | Crop to Selection



Note: Free 30 day trial versions of PSP are available from the Jasc web page @ [www.jasc.com](http://www.jasc.com)

Notes created by Rupert Russell August 2001  
Applications used PSP 7 & CorelDraw 10  
r.russell@ballarat.edu.au  
[www.ballarat.edu.au/~rrussell/psp](http://www.ballarat.edu.au/~rrussell/psp)  
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