

PhotoFinish® User's Guide

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For systems with Windows 3.1 or higher

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Contents

CONTENTS	1
INTRODUCTION	1
How to Use This Manual.....	2
How to Use On-Line Help.....	3
System Requirements.....	5
Installing PhotoFinish	6
Using the PhotoLibrary	8
Using a Tablet	8
Contacting Technical Support	9
GETTING ACQUAINTED	11
Bringing Pictures Into PhotoFinish	11
Starting PhotoFinish	11
The PhotoFinish Desktop.....	13
Using the AutoBar	15
Using the Tool Selector Bar	17
Using the Options Bar	18

Contents

Using Mini-Scroll Bars	18
Using the Palette	19
Using the Status Bar	20
Displaying a Different Area of Your Picture	21
Organizing Multiple Pictures on the Desktop.....	21
Maximizing the Viewing Area	22
Changing the Zoom Level.....	22
Viewing Changes as You Work.....	23
Viewing Picture Information.....	24
Clearing the Picture Window.....	24
Correcting Mistakes	25
Quitting PhotoFinish.....	25
 CUSTOMIZING PHOTOFINISH.....	 27
Setting Memory Options.....	27
Selecting the Default Unit of Measure.....	30
Specifying the Plug-in Directory	30
Displaying and Hiding Options Bar Labels	30
 WORKING WITH PICTURES	 31
Creating a New Picture.....	31
Opening an Existing Picture.....	32



Closing a Picture.....	34
Saving Your Work.....	34
Managing Pictures with a Viewer Window.....	35
Preparing to Print	36
Printing a Picture	37
WORKING WITH COLOR	40
Understanding Color Modes	40
Converting a Picture to a Different Color Mode	41
Selecting Foreground and Background Colors	44
Adjusting the Palette	45
Changing Colors in the Entire Picture	50
Changing Colors in a Part of the Picture	51
Adjusting Color Tolerance (Color Match).....	51
WORKING WITH CUTOUTS AND MASKS.....	54
Creating a Cutout	55
Working With Masks	58
Manipulating a Cutout.....	60
Canceling (Deselecting) a Cutout.....	66

ENHANCING AND RETOUCHING..... 67

How to Enhance and Retouch a Picture.....68

Automatically Enhancing a Picture.....70

Straightening and Cropping a Picture71

Choosing a Filter, Special Effect or Tune73

Adjusting the Brightness and Contrast of a Picture77

Adjusting the Color/Gray Map78

Sharpening a Picture to Enhance Detail79

Blending a Picture to Soften Colors and Smooth Textures80

Removing Spots and Moiré Patterns from a Scanned Image81

Adjusting the Intensity and Color of a Picture.....82

Smoothing Rough Edges and Removing Imperfections.....82

Adding Visual Impact to a Picture.....85

PAINTING AND DRAWING..... 100

Using a Tool101

Painting with the Natural Art Tools102

Using the Drawing Tools.....111

Loading a Tile Pattern116

Filling an Area with Solid Color, a Pattern, or a Gradient.....116

Cloning an Area of a Picture119

Adding Text to a Picture.....122



Replacing One Color with Another	123
Erasing	124
Undoing Changes.....	124
SCANNING.....	127
Selecting and Acquiring a Scanner	127
Using Device-Specific Scan Dialog Boxes	127
Cleaning Up a Scanned Image	133
REFERENCE.....	135
Additional Information	135
PhotoFinish Tool Reference	135
Tool Index.....	137
PhotoFinish Menu and Command Reference.....	146
Command Index	148
Understanding OLE (Linking and Embedding).....	158
Uninstalling PhotoFinish.....	160
INDEX	162



Introduction

Welcome to PhotoFinish!

No other image editing application at any price offers more power, flexibility, and unique features in such an easy-to-use package.

PhotoFinish provides you with fast, easy image editing and painting tools and has always been the choice of both professionals and novices.

Version 4.0 offers even more value with exciting new features, including:

New Selection Capabilities

Once you select an area with one of the selection tools, you can add to or subtract from the cutout or resize based on color.

In addition, the Auto Selection Lasso tool has been added letting you select an irregularly-shaped area and then have PhotoFinish fine tune the selection based on color.

Masking Commands

When you select an area of an image that you want to enhance, the area outside the selection is masked or protected. Masks are used in traditional photo retouching to cover and protect part of an image so it is not affected by a retouching process. A PhotoFinish mask makes it easy to alter selected areas of an image while leaving other areas untouched.

The masking commands in PhotoFinish 4.0 let you adjust the selected area and control the blending of a cutout with the underlying image. You can also display the current mask as a film color and select the color you want to use.

Mask Mode for the Painting and Drawing Tools

Once you have created a cutout, you may want to protect small, detailed areas inside the cutout from enhancement. You can use the Painting and Drawing tools to accomplish this when working with a mask.

New Filter and Tune Commands

You can add visual impact to your picture using the Antique filter and Solarize tune commands. Use the Antique filter to give your picture the look of an old photograph. Use the Solarize tune adjustment to create the photographic effect of intense or continued exposure.

New PhotoFinish Effects Dialog Box

When you select a filter, special effect, or tune adjustment in PhotoFinish 4.0, the PhotoFinish Effects dialog box appears. From this dialog box, you can apply multiple effects without reaccessing the individual commands on the Image menu.

New Paste Commands

PhotoFinish 4.0 makes it easy to create and work with composite images with the Paste Behind and Paste Controls commands. You can paste a cutout behind a selected area in an image and control the blending of a pasted cutout with the underlying image. For example, you can specify the opacity of a pasted cutout.

Improved Undo Capability

With the Undo command in PhotoFinish 4.0, you can undo the last action you made, the action made before that, and so on. The number of actions you can undo depends on the memory available.

If you change your mind after using the Undo command, you can restore the action with the Redo command.

How to Use This Manual

This *User's Guide* is designed as a companion to the PhotoFinish On-line Help system. It is a task-oriented guide with references to more specific information and step-by-step procedures in the On-line Help. The manual guides your work, and the On-line Help system answers any questions you might have along the way.

This guide assumes you have a basic knowledge of how to use Microsoft Windows with a pointing device. For information about using PhotoFinish with a digitizing tablet, see page 8.



- A Related Help Topics list is included to the left of many sections to direct you to specific topics in the On-line Help. The PhotoFinish On-line Help includes in-depth information not contained in this guide, as well as numbered procedures to guide you through each and every task. To locate the help topic listed, use the Search function in the On-line Help or look it up through the Alphabetical List of Procedures.



- Helpful Hints are scattered throughout the guide. They contain useful information you can use to increase productivity and the quality of your work.

setup.exe

- Bold type indicates words and characters you type. Unless otherwise specified, type the characters in either uppercase or lowercase letters. Press Enter after typing a command.

Alt+F,O

- The names of the keys you press appear in normal type and are abbreviated as they appear on the keyboard. If you need to hold down one key as you press another key, the key names are joined by a plus (+) sign. If you need to press keys in a sequence, the key names are separated by a comma.

C:\PHOTO

- Disk filenames and DOS commands are indicated by all uppercase characters. You can type filenames and commands in uppercase or lowercase.

How to Use On-Line Help

You use commands on the Help menu to view the PhotoFinish On-line Help system.

Introduction

The On-line Help system includes step-by-step instruction for all the procedures discussed in this manual. The following list gives details about using Help:



Helpful Hint

Choose How to Use Help from the Help menu.

Click the key symbol that appears at the top of every On-line Help topic.

- Click the Help button in any dialog box for step-by-step instructions.
- Choose Contents from the Help menu or press F1. Then choose the topic you want to read about.
- Choose Search for Help on from the Help menu to locate specific information.
- The Status Bar at the bottom of the PhotoFinish desktop displays brief context-sensitive help and other relevant information. To display or hide the Status Bar choose Screen Layout->Status Bar from the Display menu. A check mark appears next to the command when the Status Bar is displayed.

Keep the following in mind when you use Help:

- Click words with a solid underline to jump to information about that topic.

Virtual Memory

- Click words with a broken underline to read the term's definition.

24-bit color

- Click an arrow pointing down to display a pop-up window that contains additional information.



- Click an arrow pointing right to jump to a related topic or a topic that contains more in-depth information.



- Click the key symbol at the beginning of every topic to display a guide to using PhotoFinish Help.



- Click the Contents button at the top of the Help window to view the table of contents.
- Click the Back button to display the previous topic.
- Click a double arrow (chevron) button to browse through a series of related topics.
- Use the Print Topic command on the Help program's File menu to print a copy of the topics you refer to most often.

System Requirements



Related Help Topics

Displaying System
Information

You will need the following hardware and software to use PhotoFinish on your computer:

- Microsoft Windows 3.1 or higher, including Windows 95
- IBM compatible 486 or higher computer
- 8 MB of RAM memory
- At least 10 MB free disk space.

PhotoFinish Setup allows you to select which groups of files you want copied to your hard disk. If you have limited disk space, you can choose to copy only the files necessary to run the program. You can copy additional files later by running Setup again.

- SVGA or higher graphics card and monitor.
- A Windows-compatible mouse or other pointing device.
- A dual-speed CD-ROM drive

Optional system components:

- A scanner supported by PhotoFinish.
- A pressure-sensitive digitizing tablet.
- A Windows-compatible printer.

Note Some printer and display device drivers are incompatible with graphic-intensive applications like PhotoFinish. If you have problems, try using the basic drivers supplied with Windows (the standard VGA display driver, for instance). If you still have problems, contact the company that supplied your device driver.

Installing PhotoFinish

The following procedure assumes that you have installed Windows and are familiar with basic Windows terminology. If you are new to Windows, please refer to your Windows manual.

Now you are ready to install and open the PhotoFinish program.

Windows 95 Users

To install PhotoFinish:

1. Insert the CD into the CD-ROM drive.
2. Click the Start button on the Taskbar and click on Run.
3. In the Run dialog box, type **D:\SETUP**, (where “D” is CD-ROM drive letter) and click on OK or press ENTER to begin the installation process.
4. Click on the Next button to continue with the installation process.
5. Click on Yes to accept the License Agreement information.
6. Click on the Next button to accept the Destination Location for the program, or choose Browse to select a different location.
7. Select the default SoftKey folder by clicking the Next button; or type in a new folder name in the Program Folder box, then click the Next button..
8. Once the PhotoFinish program has finished installing, you will be prompted to install the fonts. Click on Next to install the fonts or click on Cancel to skip the fonts. If you choose not to install the fonts, you can install them later by running the PhotoFinish installation program again at a later time.
9. Click on Finish to complete the installation.



Windows 3.1 Users

To install PhotoFinish:

1. Start Windows 3.1, and access the Program Manager.
2. Insert the CD into the CD-ROM drive.
3. Select the Run command from the Program Manager's File menu.
4. In the Command Line text box type **D:\SETUP**, (where "D" is CD-ROM drive letter) and click on OK or press ENTER to begin the installation process.
5. Click on the Next button to continue with the installation process.
6. Click on Yes to accept the License Agreement information.
7. Click on the Next button to accept the Destination Location for the program, or choose Browse to select a different location.
8. Select the default SoftKey folder by clicking the Next button; or type in a new folder name in the Program Folder box, then click the Next button..
9. Once the PhotoFinish program has finished installing, you will be prompted to install the fonts. Click on Next to install the fonts or click on Cancel to skip the fonts. If you choose not to install the fonts, you can install them later by running the PhotoFinish installation program again at a later time.
10. Click on Finish to complete the installation.

Note to Windows 3.1 Users: The install program will automatically install the Win32S DLLs onto your system which are required to run PhotoFinish under Windows 3.1. It will therefore be necessary for you to restart your system when the installation is complete.

Using the PhotoLibrary



Related Help Topics

Understanding File
Formats



Helpful Hint

Use PhotoLibrary
pictures to spruce up
your documents if
you do not have a
scanner.

The PhotoFinish CD includes the PhotoLibrary, a collection of 1500 images you can use, royalty-free, in your documents and business presentations. You can use each PhotoLibrary image as-is or experiment with PhotoFinish's many enhancement options and painting capabilities. Try combining elements of two images with the Clone tool, or adding visual impact with a Filter or Special Effect command.

PhotoLibrary pictures are have a color mode of 256 colors, are saved in TIFF file format, and are approximately 640 by 840 pixels. To use the pictures, copy them from the PhotoFinish CD onto your hard disk.

Using a Tablet

PhotoFinish supports the use of most Windows-compatible digitizer tablets, including those that are pressure sensitive. There are a few things you should keep in mind if you are using a tablet:

- If your tablet is pressure sensitive, you can affect how most natural art tools apply paint by varying the downward force on the tablet surface.
- If your stylus has only one button, you can access the right mouse button menu by holding the Ctrl key and clicking the stylus button.
- If your stylus has only one button, you cannot use the Line or Curve tool to draw lines or curves that connect at a single point (rays).



Contacting Technical Support



Helpful Hint

Many technical difficulties are caused by hardware conflicts, when a new device (such as a mouse or scanner) is installed on your system. These problems are usually the result of two devices sharing the same hardware interrupt (IRQ) number. Consult your hardware documentation before calling Technical Support — chances are you'll save yourself a call.

If you cannot install PhotoFinish correctly on your computer or if you have a problem with the program that you can't solve by reading the *User's Guide* or checking the Troubleshooting On-line Help topic, contact our Technical Support Department.

You can contact the Technical Support Department by telephone, FAX, regular or electronic mail, or through Compuserve.

If you have trouble getting your scanner to work properly, consult the scanner documentation.

If you contact Technical Support, you should have the following information ready:

- The make and model of your computer and any peripherals you are using.
- The amount of memory installed in your computer.
- The version of PhotoFinish you have. Get the version by choosing About PhotoFinish from the Help menu.
- The version of Microsoft Windows you are using.

Telephone Numbers:

PhotoFinish Product Support: (423) 670-2032

FAX-based Product Support: (423) 670-2021

Automated Services: (423) 670-2022

Address: Softkey Product Support Center
9715 Parkside Drive
Knoxville, TN 37922

E-mail: support@softkey.com

Compuserve: go softkey

Introduction



Getting Acquainted

This chapter introduces you to the basics of the program such as starting PhotoFinish, using the different PhotoFinish desktop components, and exiting from PhotoFinish.

If you have used PhotoFinish before, you may want to read the section “The PhotoFinish Desktop” to become familiar with the new look of Version 4.0.

Bringing Pictures Into PhotoFinish

There are several ways you can bring pictures into PhotoFinish. You can copy pictures from a commercially available Photo CD, scan pictures with a TWAIN-compatible scanner, or import a picture through a PhotoShop-compliant plug-in.

You can also create a new, blank picture and use the painting and drawing tools to create an “original.”

Starting PhotoFinish

If you have not installed PhotoFinish 4.0, refer to the installation procedure in the “Introduction” chapter.

Using Windows 95

The Setup program added PhotoFinish to the programs menu and a pull-down menu that contains the application and setup program.

To start PhotoFinish, choose Start  Programs  PhotoFinish and then select the PhotoFinish icon.

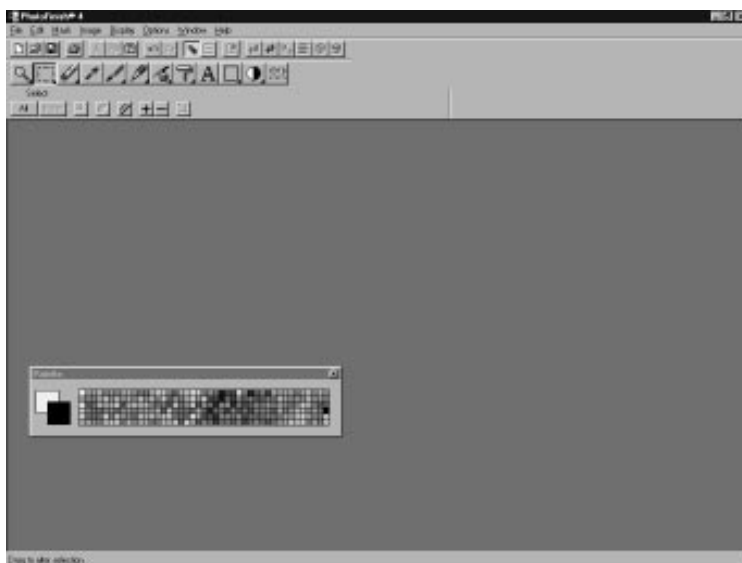
Using Windows 3.1

The Setup program created a PhotoFinish group in your Program Manager containing the PhotoFinish icon and the PhotoFinish Setup icon.

To start PhotoFinish, double-click the PhotoFinish program icon in the PhotoFinish group.

The PhotoFinish Main Window



An hourglass symbol appears on the screen. After a few seconds, the main PhotoFinish window appears:



If the main PhotoFinish window does not appear or if you get an error message, check PhotoFinish Messages in the Reference section of this manual. You can also try running PhotoFinish Setup again.



The PhotoFinish Desktop

The different components of the PhotoFinish desktop when one or more images are opened for editing are described below. Use Display   Screen Layout commands to customize the desktop to suit your needs.



Title Bar	Contains the program title.
Menu Bar	Contains the titles of the PhotoFinish menus. Click a title to display a drop-down menu of related commands.
AutoBar	Contains the most commonly used commands and auto-enhance functions..
Tool Selector Bar	Contains the PhotoFinish tools. (Some tools contain a small triangle in the lower right corner; clicking and holding the cursor over these tools will display more tools).
Options Bar	Contains tool options and settings. The label bar above it contains the names of the tool options you can adjust.

Getting Acquainted

Picture Window	A window on the PhotoFinish desktop that contains a picture. The title bar of the active picture window is highlighted.
Palette	Contains the picture color set.
Status Bar	Displays context-sensitive help, tool status, and other information.

The availability of tools and commands depends on the active picture's color mode. If a tool or command is not available for one or more color modes, it is indicated in the Reference section of this guide.



Using the AutoBar



Related Help Topics

Using the AutoBar

Showing or Hiding
the AutoBar









Click a button on the
AutoBar picture in the
Help topic to jump to
information about the
command.

The AutoBar is a fast and easy way to choose many of the most useful PhotoFinish commands. To choose a command, simply click the button you want.


Each button represents a command that can also be found on one of the PhotoFinish menus. For example, the Undo button has the same effect as choosing the Undo command from the Edit menu.

The AutoBar also contains buttons for automatic enhancement functions, including auto-enhance, auto-straighten, auto-crop, auto-brightness and contrast, auto-saturation, auto-moire removal and auto-sharpen.

Getting Acquainted

	New		Paste		Auto Straighten
	Open		Undo		Auto Crop
	Save		Redo		Auto Brightness and Contrast
	Print		Display All Image Planes		Auto Saturation
	Cut		Mask Film With Image		Auto Moire Removal
	Copy		Auto Enhance		Auto Sharpen

For more information about using a command on the AutoBar, refer to the specific command elsewhere in this manual.

Use the Screen Layout  AutoBar command on the Display menu to show or hide the AutoBar.

You can reposition the AutoBar by dragging-and-dropping it to a new location in the main window (click the area outside the buttons). If you drag the AutoBar near one of the edges of the main window, the thick gray border changes to a thin black border. This indicates that if you release the mouse, the AutoBar will snap to the edge. The AutoBar snaps in a vertical position if you drag it to the left or right edge of the main window. If you drag the AutoBar outside the main window, a title bar appears at the top.



Using the Tool Selector Bar

The Tool Selector Bar contains PhotoFinish's display, selection, correction, painting, drawing, retouch, and cloning tools.



If there is a black triangle in the lower right corner of a tool, it indicates that there are additional tools in that tool family. To display the additional tools, click anywhere on the tool with a trimmed corner. For example:



To select a tool from the Tool Selector Bar, simply click on the tool you want. The tool is highlighted to indicate it is selected, and the options on the Options Bar change to reflect the selected tool.


Once you have selected a tool and positioned the pointer over the image, you can click the right mouse button to access a menu that contains edit and selection commands.



Related Help Topics

PhotoFinish Tools

Showing or Hiding
the Tool Selector Bar



Use the Screen Layout  Tool Selector Bar command on the Display menu to show or hide the Tool Selector Bar.

You can reposition the Tool Selector Bar by dragging-and-dropping it to a new location in the main window (click the area outside the tool buttons). If you drag the Tool Selector Bar near one of the edges of the main window, the thick gray border changes to a thin black border. This indicates that if you release the mouse, the Tool Selector Bar will snap to the edge. The Tool Selector Bar snaps in a vertical position if you drag it to the left or right edge of the main window. If you drag the Tool Selector Bar outside the main window, a title bar appears at the top.

Using the Options Bar

The Options Bar makes it easy to select tool options. When you select a tool from the Tool Selector Bar, the options on the Options Bar change to reflect the selected tool. For example, when you select the Gradient tool, the following options appear:



Use the Screen Layout  Options Bar command on the Display menu to show or hide the Options Bar. Once you become familiar with the Options Bar controls, you can free screen space by hiding the Options Bar labels. Use the Preferences  Options Bar Labels command on the Options menu to show or hide labels for the Options Bar controls.

You can reposition the Options Bar by dragging-and-dropping it to a new location in the main window (click the area outside the buttons). If

you drag the Options Bar near the top or bottom edges of the main window, the thick gray border changes to a thin black border. This indicates that if you release the mouse, the Options Bar will snap to the edge. If you drag the Options Bar outside the main window, a title bar appears at the top.



Related Help Topics

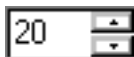
Using the Options Bar

Showing or Hiding the Options Bar

Selecting Tool Settings

Using Mini-Scroll Bars

The Options Bar and dialog boxes sometimes include mini-scroll bars that allow you to adjust numerical values with the mouse.



Click the up or down arrow to increase or decrease the value by one increment. Click and hold down the mouse button on an arrow to adjust the value by multiple increments. You can also double-click the contents of the text box and type in a new value.



Using the Palette




Related Help Topics

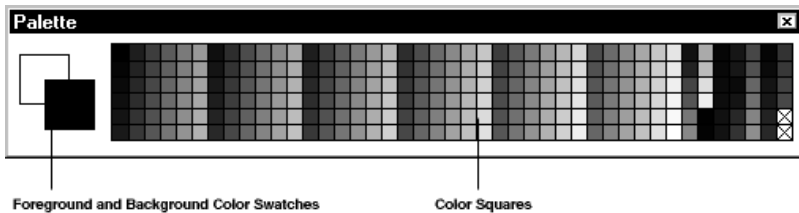
Selecting Tool Colors

Showing or Hiding
the Palette

Folding and Unfolding
the Palette

You use the Palette to select foreground and background colors to use with painting tools and certain commands. You can create and save custom palettes that contain often-used color combinations. Several custom palettes were copied to the PALETTE subdirectory when you installed PhotoFinish. Keep in mind that changing the palette of a 256 color picture can alter the appearance of the picture.

Use the Screen Layout  Palette command on the Display menu to show or hide the Palette. If the Palette obscures too much of your picture, double-click the color swatch box to hide the color squares. To redisplay the color squares, double-click the color swatch box again.



The contents of the Palette vary according to the color mode of the picture.



Helpful Hint

If you want to select a color that already exists in your picture, use the Eyedropper tool.

- If the picture is black and white, a color set consisting of a range of black and white patterns is displayed.
- If the picture is gray scale, a range of 256 grays is displayed.
- If the picture is 256 colors, the Palette contains each color used in the picture.
- If the picture is 24 bit color(RGB), an arbitrary range of colors is displayed, representing just a few of the 16 million colors available.

If you are working on a 256 color or 24 bit color picture, you can use the Palette commands on the Options menu to adjust the colors displayed in the

Palette.

If you change a color in a 256 color palette, PhotoFinish automatically changes occurrences of that color in the corresponding picture. Changing a color in a 24 bit color palette does not affect the corresponding picture.

You can also double-click a color square in the Palette to display the Color Picker dialog box where you can adjust individual colors.

Using the Status Bar



Related Help Topics

Showing or Hiding the Status Bar



Helpful Hint

You can press Ctrl+F to toggle full screen mode on and off.

You use the Screen Layout  Status Bar command to add or remove the Status Bar from the bottom of the PhotoFinish desktop.

The information displayed in the Status Bar changes depending on your current activity. If you position the pointer over a command or tool, the Status Bar displays a short description of the command. If you are using a tool, the Status Bar displays brief directions on how to use the command.



Displaying a Different Area of Your Picture

You use the scroll bars or the Hand tool to reposition a picture that is larger than the picture window.



The Hand tool is located in the Display tool group.



To move the visible portion of the picture within the picture window, choose the Hand tool from the Tool Selector Bar and drag the picture in any direction. You can also click a Location button on the Options Bar when the Hand tool is selected to quickly move to another area of the picture.

To scroll the picture horizontally or vertically, use the scroll bars. Drag the scroll box, click inside the scroll bar, or click or press the direction arrows to scroll the picture by various amounts.

Organizing Multiple Pictures on the Desktop



Related Help Topics

The Window Menu

Activating a Picture Window

You use commands on the Window menu to determine how multiple pictures are displayed. Use the Cascade command on the Window menu to stack pictures so each title bar is visible. Use the Tile command on the Window menu to arrange pictures in equal sizes on the screen. For more information about these commands, see your Windows documentation.

You can resize picture windows by dragging the borders of the picture window.

If you want to move the entire picture window to a different location, drag the title bar to where you want the picture window to be.

Maximizing the Viewing Area




Related Help Topics

Editing Your Picture
Full Screen

Viewing Only Your
Picture

You use the Full Screen command on the Display menu to maximize the editing area while you work on a picture. If the Tool Selector Bar and Palette are displayed when you choose Full Screen, they remain on the screen and all menu commands are available via their Alt+underlined letter keys. You can also press Ctrl+F to switch between normal and full screen mode.

If you are working with multiple pictures, you can minimize the ones you are not currently editing by clicking the picture's minimize button. The window reduces to an icon and appears at the bottom of the PhotoFinish desktop. To restore an icon to its previous size and position, double-click the icon, click the unminimize button, or choose the picture's name from the Window menu. You can use the Arrange Icons command on the Window menu to arrange the icons in a row.

To display or remove individual parts of the desktop, use the Screen Layout commands on the Display menu. The AutoBar, Options Bar, Palette, Tool Selector Bar, and Status Bar can be removed to provide more on-screen editing room. You can also choose the Screen Layout  Show/Hide All Workboxes command on the Display menu to show or hide the Palette and Tool Selector Bar.

You can also resize a picture window or the PhotoFinish main window using the buttons in the upper-right corner of the window or by dragging the window border.

Note To remove everything from your screen except the selected picture, choose Show Screen from the Display menu. You cannot edit the picture in this mode. Press Esc to return to normal view.

Changing the Zoom Level

You use the Zoom tool or the Zoom commands on the Display menu to reduce or enlarge your view of the active picture.



The Zoom tool is located in the Display tool group.



Increasing the zoom level makes it easier to edit a small portion of a picture. Decreasing the zoom level allows you to fit more of the picture on the desktop. All of the PhotoFinish tools are available at any zoom percentage. A grid appears at 800% or greater to help distinguish individual pixels.

Click the Zoom tool to zoom in on a picture. Press and hold Ctrl and then click the Zoom tool to zoom out from a picture. The picture is centered around the area clicked. You can also select a zoom level from the drop-down list on the Options Bar when the Zoom tool is selected.

Zooming to Fit

To quickly display your entire picture in the picture window, click the Zoom to Fit button on the Options Bar when the Zoom tool is selected or choose Zoom to Fit from the Display menu. PhotoFinish resizes the picture window to the dimensions of the desktop and adjusts the zoom level accordingly.

Returning to 100% Zoom

To return to normal zoom, click the 100% button on the Options Bar when the Zoom tool is selected or choose 100% (No Zoom) from the Display menu.

Viewing Changes as You Work



Related Help Topics

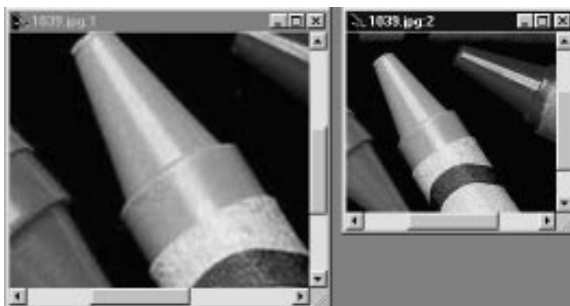
Viewing a Picture in
Multiple Views

You use the Duplicate command on the Window menu to create a copy of the active picture at the current zoom percentage. With two copies of a picture side-by-side, it is easy to work on one picture and see your changes take place at another zoom level.



Helpful Hint

It is helpful to create a duplicate picture before you zoom in to edit a small area. Zoom in on the duplicate and leave the other at 100%. As you edit the zoomed image, watch the duplicate to see how your changes affect the picture as a whole.



The order in which you open and duplicate a picture is displayed on the title bar and on the Window menu list.

To display the same area in all duplicated pictures, choose the Locator tool from the Display tool group and click the area you want to see.



You can also click a Location button on the Options Bar when the Locator tool is selected to quickly move to another area of the picture.

Viewing Picture Information



Related Help Topics

Displaying Picture Information

To view information about the active picture's name, file type, image depth, resolution, and size, choose Get Info from the Image menu or press Ctrl+I.

To view and adjust the resolution of an image, choose Resolution from the Image menu. The resolution determines the amount of detail in a picture.

Clearing the Picture Window

To erase the entire contents of a picture window, select the entire picture (choose Select All from the Mask menu) and then choose Delete from



the Edit menu. The image is replaced by a blank picture in the currently selected background color.

You can change the background color by using the Palette or Eyedropper tool.

Correcting Mistakes



You use the Undo button on the AutoBar or the Undo command on the Edit menu to undo changes made since the last time you chose a tool or command or cleared a selected area.



Undoing Changes in a Small Area

You use the Local Undo tool to erase the changes you have made to a picture, revealing the unchanged original underneath. Drag the tool over the parts of the picture you want to undo.

This tool is useful to undo a small area after you have applied a Filter, Special Effect or Tune command. For example, you might blend an entire picture of a person's face, then use Local Undo to restore the original, unblended look to the eyes and mouth area.

Reverting to the Last Saved Version

To abandon changes made since the last time you saved your picture, choose Revert from the File menu. PhotoFinish asks if you want to abandon your current changes. Choose Revert to return to the previously saved picture, choose Cancel to cancel the command and keep your changes.

Quitting PhotoFinish

There are several ways to exit PhotoFinish. You can choose Exit from the File menu, press Alt+F4, or double-click the PhotoFinish Control menu. If there are any open pictures that have not been saved, PhotoFinish prompts you to save them.

Getting Acquainted



Customizing PhotoFinish



Related Help Topics

Setting Preferences

Once you have successfully installed PhotoFinish and familiarized yourself with the basics, you may want to customize the various program options. This chapter describes how to use the Preferences commands to manage virtual memory, set the default unit of measure, specify the plug-in directory, and show or hide Options Bar labels.

Setting Memory Options

The amount of memory available determines the size and number of pictures you can open in PhotoFinish. Think of your system memory as a drawing table — the bigger the table, the more room available to display more and larger pictures.

Understanding Virtual Memory


When you work with large picture files, it is easy to exceed the capabilities of Windows's built-in memory manager, especially when you consider that a 24-bit full page 300 dpi picture consumes more than 50 megabytes of system resources (disk space and memory).

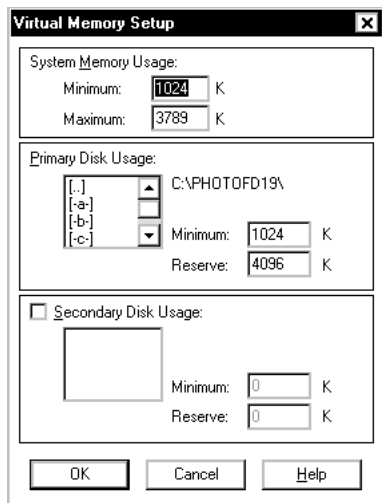
Fortunately, the size of the pictures you can open in PhotoFinish is not limited by the amount of physical Random Access Memory (RAM) installed in your system. Using a technique known as virtual memory, Windows uses free space on your hard disk to simulate expanded memory. Therefore, the amount of memory available to Windows applications is equal to the amount of free RAM, plus the amount of disk space Windows has reserved for use as virtual memory. For information on setting Windows virtual memory options, see your Windows documentation.

There may be instances (when converting a large picture to 24-bit color, for example) when PhotoFinish's memory requirements are close to or exceed the amount of available Windows resources. If the requirements are close to the amount available, PhotoFinish works very slowly. If the requirements exceed the amount available, PhotoFinish uses the

specified primary virtual memory disk for additional space. If you set up a secondary virtual memory disk, PhotoFinish uses it only when the reserve amount remains on the first (primary) disk.

Setting Up Virtual Memory

You use the Preferences  Memory command on the Options menu to access the Virtual Memory Setup dialog box.





Consider the following when changing the System Memory Usage settings:

- Determine the amount of physical RAM your computer has before adjusting the PhotoFinish memory usage amounts. (For Windows 95, open up the System Control Panel to display the amount of RAM. For Windows 3.1, choose About from the Help menu.) To enhance the performance of PhotoFinish, specify the largest amount of RAM possible as the maximum System Usage setting. This amount will depend on whether you run other applications when you use PhotoFinish.
- The maximum System Usage amount can affect the performance of PhotoFinish relative to other applications. If all applications run slowly, reduce the maximum System Memory Usage setting in the Virtual Memory dialog box. If PhotoFinish continues to run slowly, increase the maximum System Memory Usage setting until performance improves.

Consider the following when selecting the primary or secondary virtual memory disks:


- Do not specify a drive compressed with disk-doubling software (such as Stacker, DoubleSpace, or DriveSpace). RAM drives are not recommended because they are typically too small. In addition, floppy drives are not recommended because they are slow.
- If you have a second drive (or a partitioned drive) and want to make more disk space available for PhotoFinish, set up a secondary virtual memory disk. (The primary virtual memory disk is automatically set up with your startup drive and the PhotoFinish directory as the default).
- If you specify a secondary virtual memory disk, make sure the fastest disk is set up as the primary disk.
- You specify the minimum amount of storage space on the primary disk PhotoFinish can use and the amount that must be reserved. If you set up a secondary disk for virtual memory, PhotoFinish uses the secondary disk only when the reserve amount remains on the first (primary) disk.

To free system resources, close other Windows applications and other PhotoFinish picture windows. You can also delete unused files from your hard disk to free space that can be used by both the Windows and PhotoFinish virtual memory managers.

Remember you must restart PhotoFinish for the new memory settings to take effect.


Selecting the Default Unit of Measure

You can select Inches, Centimeters, Points, Picas, or Pixels as the default unit of measure for PhotoFinish. When you encounter “Units” in a dialog box (for example, the Resize dialog box), you have the option to override the default by selecting a different unit of measure from a drop-down list.

To select the default unit of measure, use the PreferencesUnits command on the Options menu and select one of the options. A check appears next to the currently selected default.

Specifying the Plug-in Directory

If you are going to import images into PhotoFinish from third-party PhotoShop compliant plug-ins, you need to specify the directory that contains the plug-ins. You need to restart PhotoFinish after specifying the plug-in directory for the settings to take effect.


Use the PreferencesPlug-in Directory command on the Options menu. A Select Plug-in Directory dialog box appears.

Select the drive and directory where the plug-ins are stored and then click Open. A message appears indicating the new settings will take effect the next time you start up PhotoFinish.

Click OK.

Displaying and Hiding Options Bar Labels

Once you become familiar with the options in the Options Bar, you may want to hide the labels to free up space on the desktop.

To display labels on the PhotoFinish Options Bar, use the PreferencesOptions Bar Labels command on the Options menu. A check mark appears next to the command to indicate it is selected.



Working with Pictures

PhotoFinish makes it easy to create new pictures and to save and store pictures on a hard disk. Finding and opening a picture is a breeze with the PhotoFinish Viewer, which displays a visual catalog of all the pictures on a Photo CD or in a hard disk directory.

This chapter shows you how to create, save, and open picture files. It also explains how to use the Viewer to visually manage your pictures.

Creating a New Picture



You use the New button on the AutoBar or the New command on the File menu to start a new picture. You are prompted for the picture width and height, resolution, type (color, grayscale, or line art), and unit of measurement.



Related Help Topics

Starting a New
Picture

PhotoFinish can create a picture in one of four color modes — black and white, gray scale, 256 color, or 24 bit color. Each color mode is used for different purposes, and you can convert a picture from one mode to another.

The new picture appears on the PhotoFinish desktop in a separate picture window. New files are automatically given the name “Imagen” where “n” is a unique number. For example, the first new picture you create in the current session is called “Image1,” the second, “Image2,” and so forth. Use the Save As command on the File menu to save the picture for the first time.

Changing the Background Color

The background color of a new picture is always white. If you want a different color, change the background color using the Palette or Eyedropper tool, choose Select All from the Mask menu, and then choose Delete from the Edit menu.

Loading the Clipboard Contents

To load the contents of the Windows Clipboard into a new picture window, choose Paste from the Edit menu. If the Clipboard is empty or PhotoFinish cannot recognize the format of the Clipboard contents, the Paste command will not be available.

Opening an Existing Picture



Use the Open button on the AutoBar or the Open command on the File menu to open a copy of a picture from disk. You can also use the Viewer command to open one or more files.



Related Help Topics

Opening an Existing Picture



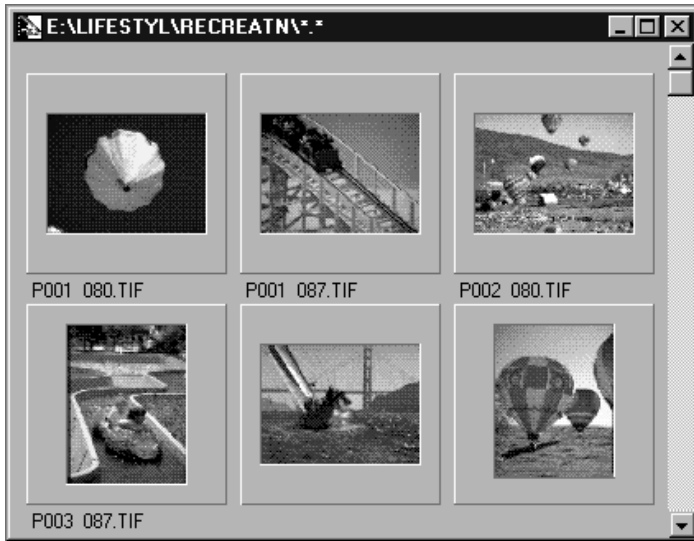
Helpful Hint

You can quickly open one of the last four pictures you edited by selecting it from the list at the bottom of the File menu.

You can open black and white, gray scale, 256 color, and 24 bit pictures. If you open a picture with fewer than 256 colors, it is converted to a 256 color picture. If you open a 32 bit color picture, it is converted to 24 bit color.

Opening Pictures with a Viewer Window

A Viewer window displays small “thumbnail” representations of all the pictures on a Photo CD or in a hard disk directory. Using a Viewer window makes it easy to open multiple pictures at the same time.



Use the scroll bar to scroll through the available pictures.

To open a Viewer window, use the Viewer command on the File menu, select the viewer source, and then specify the Photo CD or directory in the Load Contact Sheet dialog box.

To open a single picture, double-click the thumbnail.

To open multiple pictures at the same time, press and hold Shift while you click the thumbnails and then double-click one of the selected thumbnails.

To open all the pictures in the Viewer window, choose Select All from the Mask menu and then double-click one of the thumbnails.

To deselect a thumbnail, press and hold Shift and click the thumbnail.

To deselect all the pictures in the Viewer window, choose Select None from the Mask.

You can also use the Open command on the File menu to open the selected pictures in the Viewer window.

Closing a Picture

To close the active picture window, you use the Close command on the File menu. If you there are any unsaved changes, PhotoFinish prompts you to save them.

To close all the open windows within PhotoFinish, use the Close All command on the Window menu. If a picture window has unsaved changes, PhotoFinish prompts you to save them.

Note If you want to close a single copy without closing all of the duplicates, choose Close from the picture's Control menu.

Saving Your Work



Related Help Topics

Saving your Picture
with Save

Saving a Picture with
a New Name

Understanding File
Formats

When you create or open a picture, PhotoFinish keeps a copy of the picture in your computer's memory. Changes you make to the picture are actually made to this temporary copy. You should periodically save this copy to make sure the changes you make to your picture are safely stored on disk.

Saving a New Picture

You use the Save As command on the File menu to save a new picture or to save an existing picture with a new name. You are prompted to select a drive, directory, and filename for the picture.

You can change the file format of the picture by selecting a format from the Save Files of Type list drop-down list.

You can also change the image depth of the picture by selecting a depth from the Image Depth drop-down list.

Saving an Existing Picture



You use the Save button on the AutoBar or the Save command on the File menu to update a previously saved picture with your latest changes. PhotoFinish automatically overwrites the existing file with the new version. You should save your work periodically.



Saving a Picture to a Different Format or File

You use the Save As command on the File menu to save a picture to a different file format. A complete discussion of the supported file formats can be found in the PhotoFinish On-line Help.

You also use the Save As command to save a picture with a different name or to a different drive and directory.

Note If you are working with an embedded picture, the Save As command is replaced with the Save Copy As command, and the Save command is replaced with the Update command.

Managing Pictures with a Viewer Window



Related Help Topics

Viewing Pictures

When you have a Viewer Window open, you can use the commands on the File menu to manage the picture files stored on your hard disk. The File menu commands let you copy, move, rename, and delete files from within PhotoFinish.

- The Copy command creates copies of the selected pictures in another directory.
- The Move command removes the selected pictures from the current directory and places them in another directory.
- The Rename command lets you specify a new name for the selected picture and leaves it in the current directory (if you have more than one picture selected, the Rename command is not available).
- The Delete command removes the selected pictures from disk.

To select a single picture, click the thumbnail.

To select multiple pictures, press and hold Shift and click the thumbnails.

To open all the pictures in the Viewer window, choose Select All from the Mask menu and then double-click one of the thumbnails.

To deselect a picture, press and hold Shift and click the thumbnail.

To deselect all the pictures in the Viewer window, choose Select None from the Mask menu.

To copy, move, rename, or delete the selected pictures, choose the corresponding command on the File menu.

Note You can also use the Save As command on the File menu to save a picture with a new name or in a different location.

Preparing to Print



Related Help Topics

Printing a Picture

Setting Up Your Printer

Adjusting Picture
Resolution

Images created with PhotoFinish can be printed to a variety of output devices, from portable ink-jet printers to high-resolution color imagesetters. In fact, you can print a picture on any Windows-supported printer that can print graphics. Much of the quality of the final output is determined by the image and print options you select in PhotoFinish.

Selecting a Printer and Printer Options

You use the Printer Setup command on the File menu to select a printer and printer options.

Select a printer from the available list if you do not want to use the default printer. Only printers that are currently installed in Windows are listed. For information about installing a printer, see your Windows documentation.

Select the Paper Size and Source you want to use and then select the Orientation of the paper. Note that some or all of these options may be unavailable depending on the capabilities of your printer.

Choose the Properties buttons (Windows 95) or Options button (Windows 3.1) to set printer-specific options. The options available depend on the capabilities of the selected printer.

Note You should always select your printer before you start a PhotoFinish picture because the default image resolution and choice of fonts can change depending on the selected printer.

Setting the Image Resolution

You use the Resolution command on the Image menu to change the resolution of the active picture. In most cases, the image resolution of the picture should match the currently selected Windows printer. However, if you plan to export the picture to a page layout program or



send the picture to an outside printer, the image resolution should match the resolution of the final output device. The image resolution information is saved with your picture.

If you want the printed image to be exactly the same size as it appears on your screen, the image resolution should match the dots per inch resolution of your monitor, and you should select the Actual Size option in the Print dialog box when you print the picture.

The settings for vertical and horizontal resolution affect the aspect ratio of the picture. If the values are not equal, your image may appear “squashed” or “stretched.” This effect is most obvious when painting a circle or square — it might actually look more like an elongated ellipse or rectangle. If your printer has unequal vertical and horizontal resolutions, you might want to edit the picture with equal values, for example, 100x100. Then change the resolution to match the printer’s just before you print.

Printing a Picture

Use the Print button on the AutoBar or the Print command on the File menu to print the active picture. In the Print dialog box, select the size and quantity.



Helpful Hint

If the printed picture is smaller than you expected, you may have the 1 to 1 Print Size option selected. Try printing with the Actual Size or Fit to Page option instead.

To print more than one copy of the active picture, enter the value in the Number of Copies box.

To change the size of the printed picture, select one or more of the Print Size options in the Print dialog box:

Print Size Option	Description
1 to 1	Prints the picture with a 1 to 1 correlation between image pixels and printer pixels, where each pixel in the image is represented by a single printer pixel. The size of the picture depends on the resolution of the printer. For example, an image measuring 300 x 300 pixels would print exactly one inch square on a 300 dpi printer, but would be two inches square if printed on a 150 dpi printer.
Actual Size	Prints the picture actual size, calculated by comparing the image size to the image resolution. If the image resolution (set with the Resolution command on the Image menu) matches the printer resolution, the image will print at the size you specified when you created the picture. View the picture size with the Info command on the Image menu.
Fit to Page	Reduces or enlarges the picture proportionally so that it fits within the margins of the currently selected page size.
Scale	Reduces or enlarges the image proportionally by an amount you specify. If the resized picture will not fit on the currently selected page size, you might want to use the Poster option, described below.
Smooth Resize	Reduces the amount of aliasing (the “jagged edges” that can appear when a picture is significantly reduced or enlarged). This option is available when you select the Fit to Page or Scale print sizes.
Poster	Breaks apart an image that is too large to print on the current page size. Each part is printed on a separate sheet and can be pieced together to form a large poster. This option is available when you select the Scale print size.





Working with Color

PhotoFinish pictures are composed of tiny dots, called pixels. Each pixel is a specific color. The colors available for each pixel are determined by the picture's *color mode* and can be selected from the Palette color set. For example, in a 256 color picture, each pixel can be one of 256 different colors. Each one is visible as a selection in the Palette color set. In a 24 bit color picture, the color set is a selection of 256 of the more than 16 million colors available.

PhotoFinish pictures can contain as few as two colors (black and white) or as many as 16.7 million colors (24 bit color). Selecting a color mode for a picture depends on several factors, such as the amount of memory available to your system and the intended use of the picture.

In this chapter you will learn how to choose a color mode and convert pictures to different modes, select foreground and background colors, work with the Palette, and how to adjust various color controls.

Understanding Color Modes

You can create and save pictures in any one of four supported color modes. It is a good idea to determine what output device you will be using *before* you decide on a picture's color mode.

Black and White

Contains two colors (black and white) only. Grays are simulated with black dots of various size and placement, called halftones. Because the Palette contains only two colors, you cannot adjust it. This mode requires the least memory. Use this color mode for black-and-white line art or when black-and-white halftones are required, such as when creating a picture to be faxed. Note that some tools are not available when using the black-and-white mode.

Gray Scale

contains 256 solid shades of gray. You cannot adjust the Palette of a gray scale picture. This mode requires less memory than 24 bit. Use this color mode if you are printing to a black and white or gray scale printer.

256 Color

contains 256 individual colors, each represented by a selection in the Palette. Changing a color in the Palette changes all corresponding pixels in the picture.



For example, if you change the red selection in the Palette, every red pixel in the picture changes to the new value. This mode requires less memory than 24 bit color. Use this color mode when disk space is at a premium or when the picture is to be displayed on a 256 color screen. Note that some tools are not available when using the 256 color mode.

24 Bit Color

contains 256 shades in each color channel (red, blue, and green). The various combinations of these shades results in 16.7 million colors available for use in your picture. This is the color mode of choice when retouching a picture or pasting graphics between pictures with different palettes. Because there is no practical way to display all 16 million colors in the Palette, an arbitrary selection of 256 colors is displayed. Changing a color in the Palette does not affect the picture. This mode requires substantially more memory than the others.

PhotoFinish is device independent, so you can open a picture with more colors than your display supports. For example, you can open a 256 color picture on a monitor that displays only 16 colors. If you have a display driver that supports more than 16 colors, it is best to use that driver.

Converting a Picture to a Different Color Mode



Related Help Topics

Changing Color
Formats

You use the Convert To commands on the Image menu to change the color mode (image bit depth) of the active picture.

Many PhotoFinish features work differently depending on the color mode. For example, the Filter, Tune, and Special Effect commands and the Natural Paint and retouch tools work best with 24 bit or gray scale pictures. It is sometimes useful to temporarily convert a picture to another color mode.


Note Converting a picture down to a lower color mode (for example, from 256 color to grayscale) results in a very slight, but unavoidable, loss of image detail. If you plan to convert a picture to several different color modes, always convert the original instead of one of the converted copies.




If you change your mind after using a Convert To command, you can undo the conversion by using the Undo button in the AutoBar or the Undo command in the Edit menu.

Note: If you want to change the image depth but do not want to alter the original image, use the Save As command and assign a new file name to the picture after using a Convert To command.

Converting a Picture to Black and White



You use the Convert To  Black and White command on the Image menu to convert the active picture to black and white. Choose a halftone option from the second cascading menu. The following chart describes the black-and-white halftone options.

This halftone option...	does this...
	Line Art converts to black-and-white without applying a halftone. All lighter colors are converted to white and all darker colors are converted to black, resulting in a high-contrast image. Use this option for line art, text, and pictures that are already halftoned.
	Printer Halftone converts to black-and-white and applies a <i>fating</i> halftone, producing a result similar to a newspaper photograph. The coarse dots that make up this type of halftone give good results on a laser printer and reproduce well on a copier.
	Screen Halftone converts to black-and-white color mode and applies a <i>diffused</i> halftone. This halftone looks good on screen, and produces the best output if your picture contains a wide range of color. Do not use this halftone if your picture is primarily composed of a single color or you intend to photocopy the picture.




Converting a Picture to Gray Scale



Helpful Hint

Converting a picture to another color mode results in a slight but unavoidable loss of image data. For this reason, if you plan to convert a picture to several different color modes, always convert from the original instead of one of the converted copies.

You use the Convert To  Gray Scale command on the Image menu to convert the active picture to 256 shades of gray.

Use the gray scale color mode to edit pictures that contain only gray tones. The Natural Paint and retouch tools and the Filter, Special Effect, and Tune commands work well and take less time in this color mode. If you want to add color to a gray scale picture, convert it to 24 bit color and use the Palette commands on the Options menu to add colors to the color set

Note: You can “manually” add colors , but the picture will not autotmatically be “colorized.”.


Converting a Picture to 256 Color

You use the Convert To  256 Color command on the Image menu to convert the active picture to 256 color mode.

An optimized Palette is automatically created for your picture when you convert to 256 color. While this color mode saves memory and disk space, it also causes some retouch tools and Image menu commands to be unavailable or to work slowly. You may want to edit the picture in 24 bit mode, and then convert to 256 colors when you have finished editing.

When you convert a gray scale picture to 256 colors, several colors are added to the Palette. Use the Palette commands on the Options menu to change these new colors or to add more colors or grays. If you want to keep all 256 levels of gray in your picture and have other colors available, convert the picture to 24 bit color mode.

Converting a Picture to 24 Bit Color

You use the Convert To  24 Bit Color command on the Image menu to convert the active picture to 24 bit mode.

24 bit mode gives you access to more than 16.7 million colors. However, 24 bit pictures require three times more memory and disk space than 256 color or gray scale pictures.

This color mode is the best to use when retouching or enhancing a picture. When you convert a picture to 24 bit or paste an image into a 24 bit picture, the picture's original colors are maintained.

It is usually a good idea to edit a picture in 24 bit mode, then convert it to 256 colors before saving it to reduce storage size.

Selecting Foreground and Background Colors

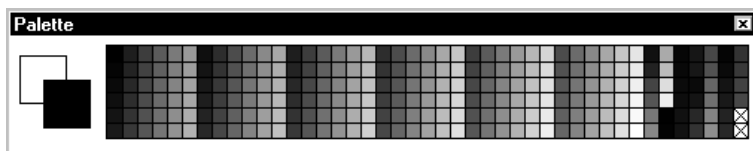


Related Help Topics

Adjusting Individual Colors

PhotoFinish uses the foreground color when you paint or fill an image or add text. The background color is the color that is behind the image. For example, when you delete or erase a part of an image, the erased part fills with the background color.

You can select foreground and background colors from the image itself with the Eyedropper or from the color squares in the Palette.



Whenever you change the foreground or background color, PhotoFinish updates the corresponding color swatch in the Palette. Press and hold Ctrl to select the background color.

In the Palette, the slider positions and the values to the right of the sliders reflect the current foreground color for the color model selected. When you change the color model, the positions of the triangles and the values change accordingly.

Using the Eyedropper



Using the Eyedropper to select a color directly from an image is useful when you want touch up by painting with another color in the picture. When you click or drag the pointer in the image, the color value of the picture element (pixel) under the pointer becomes the current foreground color. If you press and hold Ctrl and use the Eyedropper, you can select the background color.



Depending on the Sample Type option you select in the Options Bar, you can choose to pick up a single color or a 3x3 or 5x5 pixel average of the area you click. If you select an average in a black and white picture, PhotoFinish uses an appropriate halftone pattern.


Using the Palette



Related Help Topics

Mixing RGB Colors

This on-line Help topic includes a list of common colors and their RGB values.

You can change the foreground and background colors when you work with the Palette. Use the Screen Layout  Palette command from the Display menu to display the Palette.

To change the foreground color, click a color square with any painting tool.

To change the background color, press and hold Ctrl and then click a color square.

Adjusting the Palette



Related Help Topics

Changing All the Colors in Your Palette

Creating a Range of Colors

Creating a New Color

Saving a Palette

Loading a Palette

You use commands on the Options menu to adjust a palette and to create, save, and open custom palettes. There are a few things you should keep in mind when adjusting a Palette:

- If you change a color in the Palette of a 256 color picture, all occurrences of that color in the picture also change. The appearance of the picture will change.

You can minimize the change using the Color Replacer tool to replace all occurrences of one color with another similar color in the Palette. For example, replace a blue color with another similar blue. Then, use a Palette command to

change the first blue color (which was replaced and is no longer in the picture) to the color you want.

You can also convert the picture to 24 bit color, change or load a Palette, then convert the picture back to 256 color. Changing the Palette in 24 bit color mode lets you change a color in one spot in an image instead of all occurrences of it. When you convert back to 256 color mode, PhotoFinish creates an optimized Palette based on the color changes you make. As a result, you may notice slight color differences in your picture.

- You can change the Palette of a 24 bit picture so that it displays only the colors you need for your current picture. The standard color set displayed in the Palette of a 24 bit picture is an arbitrary selection of 256 colors taken from the more than 16 million colors available. Colors in a 24 bit picture are not affected by changes in the Palette.
- You cannot adjust the Palette of a black and white or gray scale picture. If you want to introduce new colors to a picture in one of these modes, first convert it to 256 color or 24 bit mode with the Convert To command on the Image menu.

When you use the Single Colors or Color Picker command, select the color model you want to use. A color model is a way of attempting to represent all the colors we see as a measurable form of data. The three different color models are RGB, HSV, and CMY.

You can switch models to determine the corresponding color values in each. For example, the RGB values for the color red are 255, 0, and 0, respectively; if you change the color model to HSV, you see the equivalent values of 0, 100, and 100, respectively. Knowing the numeric values for a specific color is helpful in case you need to change back to that color later.

RGB Color Model



Related Help Topics

Mixing RGB Colors

This On-line Help topic includes a list of common colors and their RGB values.

This acronym stands for the Red, Green, and Blue primary colors. White light from the sun or an artificial source is formed by a combination of these three primary colors. All of the colors of the spectrum can be broken down into the three colors – red, green and blue. The RGB color model is an “additive” color model, because the addition of these three colors together produces white. The value range is from 0 to 255, with 0 being black and 255 being white.

HSV Color Model

This acronym stands for Hue, Saturation, and Value. In this color model, all colors can be described using these three fundamental characteristics:

- Hue is the color family or color name we use to refer to color (for example green or red).
- Saturation refers to the purity or vividness of color (for example, a very pure red). You can also think of saturation in terms of how



much or how little white is present in the image. More white means the image is less saturated, less white means more saturation, taking us back to that very pure red.

- Value refers to how light or dark a color is. This can also be thought of in terms of how much gray is present.


The value range for hue is 0 to 360 degrees; the range for saturation and value is 0 to 100 percent.

The HSV color model is popular because it attempts to represent color based on the way people think about color. Because it is the most intuitive of the color models, the HSV color model is the basis for displaying the colors in the Color Picker. The Color Picker lets you “point and click” to choose the exact colors you want.

CMY Color Model

This acronym stands for Cyan, Magenta, and Yellow. These three colors are used to create the variety of colors we see on the printed page. Cyan, magenta, and yellow are created by subtracting one of the RGB primary colors. For example, red and blue produce magenta, green and blue produce cyan, and red and green produce yellow.


Changing an Individual Color Square in the Palette

You can change the color of a color square in the Palette with the Palette  Single Colors command on the Options menu. You can also access the Single Colors dialog box by double-clicking on a color square in the Palette.

Select a color model and then drag the three sliders until the color you want is displayed. If you know the values of three channels, you can type them in the boxes to the right of the sliders.

If you change a color in the palette of a 256 color picture, all occurrences of that color in the picture are also changed, altering the appearance of the picture. Choose Preview to see how the changes will affect a 256 color picture. Choose OK to apply the changes to the Palette.

Using the Color Picker to Change a Color Square

To adjust a color with the Color Picker, choose the Palette  Color Picker command on the Options menu, select a color model, and then

drag the vertical slider to adjust the selected color channel. You can also click the color you want in the color refiner box or drag the cross hair to the desired color.

If you are using the RGB model, the bottom of the slider represents no color (black) and the top represents the maximum color. If you are using the CMY model, the bottom of the slider represents no color (white) and the top represents maximum color.


If you are using the HSV model and Hue is the selected channel, think of the slider as a color wheel. The hues available from the bottom to the top of the slider range from 0 to 360, where red is 0, yellow is 60, green is 120, cyan is 180, magenta is 300, and red, again, is 360. If Lightness or Saturation is the selected channel, the bottom of the slider represents 0 (minimum) and the top represents 1 (maximum).

Changing a Palette Color to Match a Printed Color



Related Help Topics


Creating a New Color

You may occasionally need to change a color square in the Palette to match a color that appears in print. This is easily accomplished using the Palette  Single Colors command on the Options menu.

Select the HSV color model. Drag the Saturation slider to the maximum position (100%) and the Value slider to the center position (50%).

In good light, hold the printed color up to the monitor screen. Drag the Hue slider until the color in the sample box is close to the printed color. Adjust the Value, and then the Saturation, until the sample best matches the printed color.

Changing a Range of Colors in the Palette

You use the Palette  Range of Colors command on the Options menu to adjust a specific range of colors in the Palette color set.

This command has several uses, including:

- Changing a range of colors in a 256 color picture. For example, if your picture has a red rose on a background of green leaves, you could change the red shades in the Palette to yellow shades, altering the rose without changing the green leaves.
- Creating a duotone from a gray scale picture. Convert the picture to 256 colors, then build two color ranges of equal length, one for the dark end of the color set and one for the light. Use a different hue




range for each half of the color set without altering the overall brightness range of the original gray Palette. You can also build a single range that spans the entire Palette if you want to tint a previously gray scale picture.

- Changing the colors in a 24 bit Palette so that only the colors you need are displayed. Normally, the color set of a 24 bit picture displays an arbitrary selection of colors. By displaying only the colors you want to use in the picture, selecting a color from the color set becomes simple.

In the Range of Colors dialog box, select the beginning color with the left mouse button and select the end color with the right mouse button from the sample Palette. Adjust the beginning and end colors until they have the new values you want, then choose the Build Range button. Choose the Preview button to see how the changes affect a 256 color picture. Choose OK to apply the changes to the Palette.

Changing All the Colors in the Palette

You use the Palette  All Colors command on the Options menu to adjust the entire Palette color set. Using this command on a 256 color picture is similar to adjusting the color controls on a television.


This command can be used to tint a 256 color picture you converted from gray scale.

Drag the Amount arrow to set the amount you want. Then, drag the arrows or click the level you want on the Brightness, Contrast, and Hue scales. The sample Palette in the dialog box displays an approximation of how the color set will change.

Click Restore to return to the original colors in the Palette.

Choose Preview to see how the changes will affect a 256 color picture. Choose OK to apply the changes to the Palette.


Saving a Custom Palette

You use the Palette  Save Palette As command on the Options menu to save a customized Palette for future use.

Specify a drive and directory and type a name for the Palette in the Save a Palette to Disk dialog box. If you want to save your custom Palette with those that were included with PhotoFinish, save them in the

subdirectory named PALETTES that PhotoFinish created during setup. Palettes are saved with a .PAL extension.

Opening a Custom Palette




You use the PaletteOpen Palette command on the Options menu to load a Palette that was saved with the Save Palette As command.

To open a custom Palette, choose the drive, directory, and file you want in the Load a Palette from Disk dialog box.

Changing Colors in the Entire Picture

If you are working with a 256 color picture, you can adjust the Palette, as described in the previous sections, to change the colors in the entire picture. If you are working with any color mode other than black and white, you can also:



- Change all occurrences of the foreground color to the background color by choosing the Color Replacer tool and clicking the Replace All button on the Options Bar. This affects only the area of the picture that is currently displayed in the picture window. Choose the Zoom To Fit command from the Display menu before replacing colors if you want the action to apply to the entire picture.
- Automatically adjust all the colors by choosing AutoSaturation from the Image menu. For more precise control and to adjust the color balance, use the TuneHue and Saturation command on the Image menu. The command is available for 24 bit color pictures only.
- Reverse the colors in a picture by choosing the TuneNegative command on the Image menu. This is useful if you want to create a photographic negative effect or if your original is a negative and you want to convert it to normal “positive” colors.



Changing Colors in a Part of the Picture



You can change specific occurrences of the foreground color to the background color by dragging the Color Replacer tool over the area you want.

Adjusting Color Tolerance (Color Match)



Related Help Topics

Understanding Color Tolerance



Helpful Hint

The Magic Wand is an easy way to select part of a picture, such as the sky in a landscape. Adjust the Color Match range on the Options Bar to determine how much of the area is selected.

You use the Color Match option on the Options Bar or the Color Tolerance command on the Options menu to determine the area affected when you use the Magic Wand, Color Replacer, and Paint Roller tools. This is especially useful if you are working with a gray scale or 24 bit color picture made up of areas of similar color.

The closer to the “All” end of the Color Match range or the larger the color tolerance value, the larger the area that is affected. A value of zero (the “Exact” end of the Color Match range) will result in only a single color being affected, while a value of 255 results in the entire picture being affected. Generally, 30 is a good place to start.



Original



Color Tolerance: 70



Color Tolerance: 110

Working with Color

If you choose Color Tolerance from the Options menu, you can set separate ranges for the red, green, and blue values, or you can select Identical Values to make all color ranges equal.

Note Color tolerance has no effect on black and white pictures.





Working with Cutouts and Masks

With the PhotoFinish selection and mask tools, you can cut and paste artwork in a picture without the traditional sharp blades and heated wax. You can define a rectangular, elliptical, freehand, or polygonal shape, as well as an area that contains similar colors. The defined area (cutout) is surrounded by a flashing, dotted line called a marquee.



When you select an area, PhotoFinish automatically creates a mask that protects the areas outside the cutout. Masks are used in traditional photo retouching to cover and protect part of an image so it is not affected by a retouching process. Similarly, a PhotoFinish mask lets you alter a selected area of an image while leaving other areas untouched.

A mask appears as a darker or tinted, transparent layer on your image. The transparency of the mask allows you to see all of your image as you work on it. You can change the color of the mask so more image detail is visible. When you have a mask displayed, you can use the painting tools to add detailed areas to the protected mask area.

Once you have defined a cutout with a selection tool, you can manipulate the selected area in the following ways:

- Move or copy the cutout to another location by dragging it or by using the buttons on the AutoBar or commands on the Edit menu.
- Delete the cutout.
- Crop the cutout by using the Crop button on the Options Bar or Crop command on the Edit menu.
- Feather, add to, subtract from, or resize (grow or shrink) the selected area by using an option on the Options Bar or commands



on the Mask menu. (You can also access some of these commands by pressing the right mouse button.)

- Apply a filter or special effect to the cutout by using the commands on the Image menu.
- Fine-tune or transform the cutout by using the commands on the Image menu.
- Save the cutout to disk, an easy way to create a library of custom clip-art and tile patterns.

Note If an area is not selected, all available Image menu commands apply to the entire picture.

Creating a Cutout

You can select the entire picture or a portion of a picture to create a cutout.

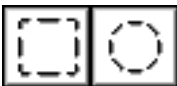
If you are going to use a non-rectangular selection tool and you want to automatically smooth the edges of the cutout, select the Anti-Alias command on the Mask menu before using the selection tool. A checkmark next to the command indicates the selection tools are in anti-alias mode.

Selecting the Entire Picture

Selecting the entire picture is useful if you want to copy it to the Clipboard (using the Copy command).

To select the entire picture, use the Select All button on the Options Bar or Select All command on the Mask menu.

Selecting a Rectangular or Elliptical Cutout



You use the Box Selection or Elliptical Selection tool to define a rectangular or elliptical area of a picture.

To crop a portion of an image, you need to first select the area with the Box Selection tool.

Drag the left mouse button to surround the area you want to define. Press and hold Shift as you drag to constrain the cutout to a square or a circle. When you release the mouse button, the marquee surrounds the cutout.

Selecting a Polygonal Cutout



You use the Polygon Selection tool to select an irregularly-shaped area that has multiple straight lines, for example a star or triangle shape.

Point near the edge of the object you want to define. Click the left mouse button to mark the starting point of the cutout. Then, point where you want the first side of the polygon to end and click the left mouse button again. You can also drag the pointer to define the sides of the polygon. Press and hold down Shift to constrain the sides horizontally, vertically, or at 45-degree angles.

Continue moving the pointer and clicking until all but the last side of the polygon are defined. Double-click to close the polygon. When the polygon is complete, the marquee surrounds the cutout.

Selecting an Area Based on Similar Colors



You use the Magic Wand tool to select an area made up of one or more similar colors.

Select the Magic Wand from the Tool Selector Bar and then use the Color Match slider on the Options Bar to adjust the range of colors selected with the Magic Wand tool.

To select a single color, position the pointer over the color in the image and click the left mouse button.

To select multiple colors, hold the left mouse button while dragging the pointer over the colors you want to select.

The magic wand tool will automatically draw a selection encompassing each area in the image that has matching colors. You can vary the selection by clicking a slightly different color, or by dragging over a different area. You can also use the Color Match slider to control the range of colors selected by the Magic Wand.



Defining a Freehand Cutout



You use the Lasso tool to select an irregularly-shaped area that has freehand curves such as a flower or beach ball.

Press the left mouse button and drag to enclose the area you want to define. Press the spacebar to constrain the tool horizontally or vertically. When you release the left mouse button, the marquee surrounds the cutout.

Auto Selection Lasso Tool

Use the Auto Selection Lasso tool to select an area by loosely looping the area. When you release the mouse button, the lasso searches for the edges of the image area and shrinks in on the area.

Creating Multiple Cutouts

You may want to work with multiple areas in a picture at the same time. For example, you can define two cutouts and apply a special effect or delete them and have the areas filled with background color.

To define additional cutouts, click the Add button (plus sign) on the Options Bar or choose Add from the Mask menu and then use one of the selection tools to define multiple cutouts.

You can also use the Add button or command to expand the boundary of an existing cutout.

Changing the Boundary of a Cutout

You can add to an existing cutout by expanding its boundary. Click the Add button in the Options Bar or choose Add from the Mask menu and then position the pointer on the boundary you want to expand. Drag the pointer to define the additional space you want to add and then release the mouse button.

You can subtract from an existing cutout by moving its boundary inward. Click the Subtract button (minus sign) in the Options Bar or choose Subtract from the Mask menu and then position the pointer on the boundary you want to move inward. Drag the pointer inward to

define the area you want to remove from the cutout and then release the mouse button.

Enlarging and Shrinking a Cutout Based on Colors

Once you have created a cutout, you may want to enlarge it to include similar colors adjacent to it or similar colors throughout the entire picture. This is useful if you want to select an irregularly shaped area that is made up of similar colors.

To enlarge a cutout to include similar colors adjacent to it, use the Grow command on the Mask menu.

To enlarge a cutout to include similar colors throughout the entire image, use the Similar command on the Mask menu.

You can also shrink an existing cutout to include only similar colors. For example, if you have a solid color background and want to select an irregularly shaped area, you can create a cutout that is slightly outside the area and then use the Shrink command on the Mask menu.

Working With Masks

Before you manipulate a cutout, you may want to work with the mask that surrounds it to make editing a cutout more convenient. The controls and options you use with a mask are in the Mask menu.

The Mask menu commands let you invert a mask, show and hide the mask, change the mask (film) color, display all three image planes (red, green, and blue) or an individual plane, and save up to three masks to reuse in the future.

Invert Mask

PhotoFinish lets you invert a mask. This lets you quickly mask the exact areas that are currently selected and select the areas that are currently masked, without using the selection tools. The masked and selected areas are reversed so you can make changes to the masked area without losing the area selection. You can also invert the mask if you want to select a color from the masked area.

This feature is useful when you want the techniques used to retouch an edited area to also affect the masked areas. For example, if you just lightened the selected area to the level you want, use Invert Mask to make all masked areas selected so you can lighten the rest of the image to the same degree.

To invert the mask, choose Invert Mask from the Mask menu.



Showing and Hiding the Mask



To show the current mask that surrounds the cutout, click the Show Mask Film in the Autobar or choose Show Mask Film from the Mask menu (a checkmark appears next to the command).

You can hide the mask at any time to compare the continuity of tones, shades and image detail next to the selected area you are retouching. The masked area remains protected and edits you make while the mask is hidden affect only the selected area. You can also hide the mask if you want to select a color from the masked area.

To hide the mask, choose Show Mask Film from the Mask menu.

Change Mask Color

You can change the color of the mask to improve contrast with the selected area or to see more image detail through the mask. For example, if your image has mostly red tones, choose a mask color other than red so you can see the image detail more clearly.

Choose Film Color from the Mask menu and then choose the desired color from the cascading menu.

Using the Painting Tools in Mask Mode


Once you have displayed the mask as a film color, you can use the different painting tools to add detailed areas to the protective mask area.

Viewing Planes and Masks

Typically when you are viewing a picture, you are looking at a combination of the red, green, and blue planes. If you want to determine the amount of red, green, or blue in a picture, use the Planes command on the Mask menu to view the individual color planes.

When you select one of the color planes from the Planes submenu, portions of the picture that match that color appear as grays.



To restore all the image planes, click the All Image Planes button in the AutoBar or use the Planes  All Image Planes command.

The Planes menu also lets you display masks that you have previously saved (mask plane 1, 2, and 3), the mask film only, and the mask film with the image.

Saving and Loading a Mask

PhotoFinish lets you save up to three unique masks that you can reuse (load) at a later time. This is useful if you have similar pictures that have a consistent area you want to protect from edits.

To save a mask, create a cutout with a selection tool and then use the Save Mask To command on the Mask menu to save the current mask as Mask plane 1, 2, or 3.

To recall or load a previously saved mask, use the Load Mask From command on the Mask menu and choose Mask plane 1, 2, or 3.

Manipulating a Cutout

Once you have defined a cutout, you can move, delete, copy, paste, crop, feather, add to and subtract from, and resize it via the boundary and based on similar colors.

Refer to the “Enhancing and Retouching” and “Painting” chapters for information on applying filters and special effects and fine-tuning a cutout.

Moving a Cutout to the Clipboard



You use the Cut button on the AutoBar or the Cut command on the Edit menu to remove a cutout from a picture and place it on the Windows Clipboard. The cut area is replaced with the current background color.

To cut more of the picture than is displayed in the picture window, zoom out before you define the cutout.

Deleting a Cutout

Press the Delete key on the keyboard or choose the Delete command on the Edit menu to delete a cutout. The deleted area is replaced with the current background color and is not copied to the Clipboard.



To delete more of a picture than is displayed, zoom out before you select the area. To remove the cutout and place it on the Clipboard, choose Cut from the Edit menu.

Copying a Cutout to the Clipboard



To copy a cutout to the Clipboard, define the area you want to copy with a selection tool and use the Copy button on the AutoBar or the Copy command on the Edit menu.

Once the selected area has been copied to the Clipboard, you can use the Paste button or command to put the cutout into another picture or elsewhere in the same picture.

Copying a Cutout to a File

To copy a cutout to a file on disk, define the area you want to copy with a selection tool and choose Copy To from the Edit menu. Select a drive, directory, and filename for the file.

Pasting a Cutout from the Clipboard



You use the Paste button on the AutoBar or the Paste command on the Edit menu to insert a picture from the Clipboard into the active picture.

If you paste a cutout that contains colors not included in the palette of a 256 color picture, the colors in the cutout will change. To avoid an unwanted change, you may want to convert the picture to 24 bit color mode first.

When you paste from the Clipboard, the graphic appears as a cutout surrounded by the marquee. You can manipulate the pasted cutout before permanently placing it.

To permanently place the cutout, click outside the marquee.

Once the cutout is in the picture window, you can use Edit menu and Image menu commands to manipulate the cutout.

Pasting a Cutout Behind a Selected Area

You use the Paste Behind command to position an entire image or part of an image behind an area you define with one of the selection tools. You can use the Paste Behind command to create realistic composite images.

To paste a cutout behind a selected area:

- 1 Copy or cut an entire picture or a portion of a picture to the Clipboard.
- 2 Use one of the selection tools to define the area behind which you want to place the cutout. You can define an area in the same picture you made the cutout or in a different picture.
- 3 Choose Paste Behind from the Edit menu. The pasted cutout appears behind the area you selected surrounded by a marquee.
- 4 If necessary, move the pasted cutout by dragging or adjust the blending of the cutout with the image with the Paste Controls command.
- 5 To permanently place the cutout, choose a tool and click outside the marquee, or choose Select None from the Mask menu.

Using the Paste Controls

Before you permanently place a pasted cutout, you can use the Paste Controls command to adjust the opacity of cutout and lighten or darken the cutout.

In addition, if you do not want all of the cutout pasted, you can specify which colors (or grays) in the cutout you do want to paste with the Floating Image Range controls.

Similarly, if there is part of the underlying image that you want to show through the pasted cutout, you can specify the colors (or grays) you want to protect with the Underlying Image Range controls.

You can use the Floating and Underlying Image Range controls to create unique effects when working with composite images. Since you can easily cancel any adjustments you make, feel free to experiment with the range controls and preview the effects.

To control the opacity and brightness of a pasted cutout:

- 1 Choose Paste Controls from the Edit menu.



- 2 To help you preview the effects of your changes, reposition the Paste Controls dialog box so the active picture is visible
- 3 To adjust the opacity of the pasted cutout, drag the slider to the desired setting. A value of 0 makes the cutout transparent (not visible at all) while a value of 100 makes the cutout opaque (fully visible).
- 4 To adjust the brightness of the pasted cutout, select the desired option from the Effects drop-down list (Normal return the cutout to its original brightness).

To adjust what is pasted and what is protected in the underlying image:

- 1 Click the Range Controls button on the Paste Controls dialog box.

Note: The number of sliders that appear depend on the color mode of the image. A single slider appears for black and white or grayscale images while three sliders (red, green, and blue) appear for color images.

- 2 If you are working with a color image and you want to adjust all three color channels at the same time, select the Adjust all colors box.
- 3 To prevent portions of the cutout from being pasted, specify the range of pixel values that you want to paste by dragging the Floating Image Range sliders to the desired settings.

Any pixels in the cutout that fall outside the range will not be pasted onto the underlying image. For example, a range of 20 to 255 prevents pixels in the cutout with a value of 1 to 19 from being pasted. A range of 0 to 255 results in the entire cutout being pasted while a single value range of 255 prevents the entire cutout from being pasted.

- 4 To protect portions of the underlying image from being pasted over, specify the range of pixel values that can be pasted over by dragging the Underlying Image Range sliders to the desired settings.

Any pixels in the underlying image that do not fall within this range will not be pasted over by the cutout and will be visible. For example, a range of 41 to 255 protects pixels in the underlying image with a value of 1 to 40. A range of 0 to 255 does not protect any of the underlying image while a single

value range of 255 protects all the pixels, preventing the entire cutout from being pasted.

5 To apply the range control adjustments to the picture, click OK.

6 To permanently place the cutout, choose a tool and click outside the marquee, or choose Select None from the Mask menu.

Pasting a Cutout from Disk

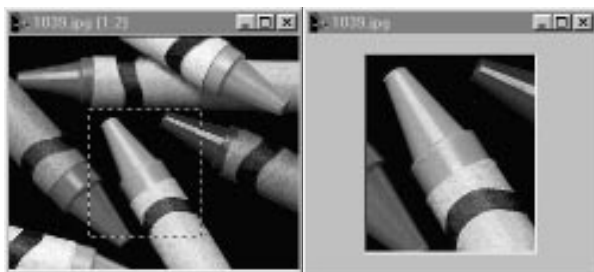
You use the Paste From command on the Edit menu to insert a picture file from disk into the active picture. Select the drive, directory, and filename of the picture you want to insert.

When you paste from a file, the picture appears on top of the active picture surrounded by a marquee. If the pasted picture covers the active picture entirely, resize it so you can permanently place it by clicking outside the marquee.

Cropping a Picture



Cropping lets you discard portions of a picture that are outside the selected area. To use the Crop command, you must first select an area with the Box Selection tool. You use the Crop button on the Options Bar or the Crop command on the Edit menu to discard portions of a picture outside the selected area.



Feathering the Edges of a Cutout

You can blend the edges of a cutout so they can be smoothly integrated into pasted areas. This makes cut and paste operations less obvious. The Feathering option assigns gray values to the pixels immediately



surrounding the cutout border to smooth the edges and remove any jagged areas of the selection.

To feather the edges of the cutout, use the Feather button on the Options Bar or the Feather command on the Mask. Enter a value between 1 and 100 in the Feather box (a higher value results in a greater degree of blending).

Note: The effect of the feathering is visible after you clear the mask.


Resizing Freehand



Related Help Topics


Resizing Your Picture

Resizing Freehand

You use the Resize button on the Options Bar or choose the Transform  Free Resize command on the Image menu to freehand resize a defined area. A check mark appears next to the command to indicate it is selected.

Handles appear on the corners of the marquee so you can freehand resize the selected area. Drag a handle to stretch or shrink the picture. Hold down Shift while dragging to proportionally resize the picture. Click the Select None button on the Options Bar to paste the resized cutout.

Resizing by Specific Amounts

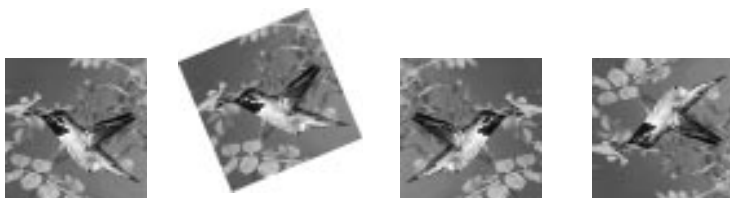
You use the Transform  Resize command on the Image menu to resize an entire picture or defined area by specific amounts.

Select the unit of measure you want to use.

Adjust the Width and Height values to specify the amount you want to increase or decrease the picture or defined area. Select Preserve Aspect Ratio to keep the same height and width ratio as in the original picture.

Note If you resize a 256 color picture, the resized image may appear blocky. You may want to convert to 24 bit color or gray scale first.

Flipping and Rotating a Cutout






Original

Rotate Arbitrary 22.5

Flip Horizontal

Flip Vertical

Use the Transform  Horizontal or Transform  Flip Vertical command on the Image menu to flip a picture or cutout on its vertical or horizontal axis.

Use the Transform  Rotate command on the Image menu to rotate a picture or cutout. Select the scale option you want and then specify an arbitrary angle of rotation, or select 90 or 180 degrees. Select clockwise or counterclockwise.

Canceling (Deselecting) a Cutout

When you are satisfied with all of the edits made to a cutout, you can cancel (deselect) it and work on another area. When you deselect a cutout you also clear the mask.

When you cancel a cutout the marquee disappears and the cutout and any changes you made are pasted into the picture.

To cancel a cutout, use the Select None button on the Options Bar or the Select None command on the Mask menu or click outside the cutout with any of the selection tools.

Note: The mask is automatically removed when you use the Paste command in the Edit menu, so you can paste an insert anywhere on the image.



Enhancing and Retouching

Customizing the appearance of a picture or cutout is easy using the automatic or do-it-yourself PhotoFinish enhance and retouch tools.

With the AutoEnhance command, you can let PhotoFinish do the work for you. With a click of a mouse button, PhotoFinish can take a poorly exposed, out-of-focus, messy photograph and transform it into a beautifully enhanced image. You can also use the individual Auto commands on the Image menu to automatically enhance a specific aspect of an image.

With the do-it-yourself enhance and retouch commands, you can:

- Apply one or more Filters to enhance or reduce intensity and tone, hide defects, or reveal hidden detail.
- Apply a Special Effect to give your picture immediate visual impact.
- Use the Tune commands to improve different aspects of a picture such as the color or brightness and contrast.
- Use the retouch tools in the Tool Selector Bar to improve the appearance of small areas freehand without affecting the entire picture. For example, you can remove a blemish or smooth a rough edge.





The best way to become familiar with the different enhancement and retouch features is to experiment. In many instances you can preview the effect of an enhancement before actually applying it to an image. In addition, the Undo command is usually available if you aren't pleased with the result of a tool or command.

How to Enhance and Retouch a Picture







Here are a few suggestions that will help you determine the commands and tools to use when you retouch or enhance a picture, as well as the order in which to use them. Depending on the picture, you may need to use all or none of them. The commands are found on the Image menu; the tools in the Tool Selector Bar. Each is explained in detail later in this chapter.

Note If your picture is black and white or 256 color, consider converting it to 24 bit or gray scale for best enhancement results. You can convert it back to the original color mode when you are finished applying enhancements.

To enhance a picture:

- 1 Try the AutoEnhance button on the AutoBar. If you don't like the automatic enhancements, click the Options button to change the selected options or choose Cancel and adjust the picture with the commands and tools described below.
- 2 Use the AutoStraighten and AutoCrop commands to straighten the picture and eliminate empty borders.

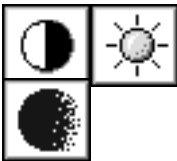
Note It is important to crop a picture before applying automatic enhancements so that PhotoFinish does not analyze the unwanted area when performing enhancement calculations. By including only the area you want, you improve the quality of the results.

- 3 Choose TuneEqualize to adjust the range of color and contrast in your picture. Choosing this command and accepting the default sample is, in many cases, all you need to do to satisfactorily enhance a picture.
- 4 If your picture is too light, too dark, or lacks contrast, use the AutoBrightness/Contrast command, or for more precise control, the TuneBrightness/Contrast command.
- 5 If you need to adjust only the lighter or darker regions without affecting the other areas of the picture, use the TuneColor/Gray Map command.
- 6 If the picture is blurred or lacks detail, use the AutoSharpen command, or for more precise control, the FilterSharpen command.



- 7 You can remove unwanted moiré patterns from a newspaper or magazine halftone with the Auto⇨⇩Remove Moiré command, or for more precise control, the Filter⇨⇩Remove Moiré command.
- 8 Use the Filter⇨⇩Remove Spots command to eliminate unwanted spots. This filter produces the best results when applied to a black and white image.
- 9 If you need to reduce the amount of detail in a picture, for example, to smooth a grainy photograph, use the Filter⇨⇩Blend command.
- 10 If you want to adjust the intensity of colors in the picture, use the Auto⇨⇩Saturation command, or for more precise control, the Tune⇨⇩Hue and Saturation command.
- 11 If you want to correct a color balance problem, use the Tune⇨⇩Hue and Saturation command and adjust the Hue settings.
- 12 You can add visual impact to your picture with one or more Special Effect commands.

To retouch an area of a picture:



- 1 Use the Contrast and Brighten Paintbrushes to create highlights and enhance shadows.
- 2 Use the Blend Paintbrush to smooth a “grainy” area, soften an abrupt edge, or blend an overly-sharpened region.
- 3 Use the Smudge Paintbrush to minimize blemishes, hide imperfections, and to create special effects.
- 4 Use the Clone tool to cover an imperfection with pixels duplicated from another area of the picture. For example, you can use this tool to cover a blemish, or duplicate a button on a coat.
- 5 Use the Sharpen Paintbrush to bring out detail and to enhance a blurred or fuzzy area.

Automatically Enhancing a Picture



You use the AutoEnhance button on the AutoBar or the AutoEnhance command on the Image menu to automatically enhance the active picture. PhotoFinish can straighten, crop, and sharpen your picture, as well as remove moiré patterns and adjust the brightness, contrast, and saturation.



Related Help Topics

Improving the Quality
of a Picture

Click the Options button in the AutoEnhance dialog box to change the automatic enhancement settings. Select the check box next to the options you want to be applied. Keep in mind that Saturation is available for 24 bit color pictures only.

Choose Begin to start enhancing. Enhancement progress is displayed in the Progress box. After the enhancement is complete, choose Accept to apply the changes to the picture or choose Cancel to return to the picture without applying the changes.



Straightening and Cropping a Picture



Straightening and cropping a picture is only the first step. On the following pages you will see the above photo dramatically improve as PhotoFinish tunes, filters, and retouch tools are applied.


Straightening a Picture



Related Help Topics

Automatically
Straightening an
Image


Automatically
Cropping

You use the AutoStraighten command on the Image menu to automatically straighten (deskew) the active picture.

Always straighten a picture before you crop, as straightening can change the borders.

PhotoFinish cannot automatically straighten a picture if the border color is too similar to the picture's background color.

Cropping a Picture

You use the AutoCrop command on the Image menu to automatically remove blank borders from the active picture. PhotoFinish cannot automatically crop a picture if the border color is too similar to the picture's background color.

You can also manually define the area to be cropped by using the Box Selection tool and then the Crop button on the Options Bar or the Crop command on the Edit menu. Areas outside the cutout are discarded.

It is important to crop a picture before applying automatic enhancements so that PhotoFinish does not analyze the unwanted area

Enhancing and Retouching

when performing enhancement calculations. By including only the area you want, you improve the quality of the results.

Note The Undo command on the Edit menu is unavailable after you use the Auto[⌘]⌘Straighten and Auto[⌘]⌘Crop commands. Be sure to save any changes *before* you use the commands. If you do not like the results, choose Revert from the File menu.



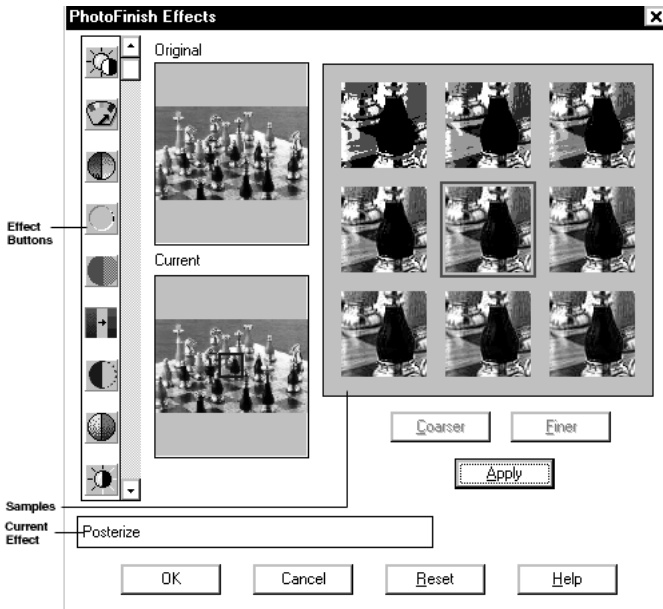
Helpful Hint

If Auto[⌘]⌘Straighten doesn't give the desired results, try this: Trace the top edge of the picture with the Line tool and note the angle in the status bar. Choose Undo to delete the line, then choose Transform[⌘]⌘Rotate from the Image menu. Enter the angle.



Choosing a Filter, Special Effect or Tune

In most instances, when you choose a Filter, Special Effect or Tune command to enhance a picture or cutout, the PhotoFinish Effects dialog box appears.



The dialog box indicates the command you selected and displays samples of the effect applied in different intensities to a portion of the picture.

You can apply the currently selected effect and then choose another Filter, Special Effect, or Tune command by selecting the corresponding button in the far left column (use the vertical scroll bar to access additional buttons).

In instances where the PhotoFinish Effects dialog box does not appear, PhotoFinish automatically applies the Filter or Special Effect.

Using the PhotoFinish Effects Dialog Box

The PhotoFinish Effects dialog box makes it easy to enhance a picture or cutout and preview the effect before applying it to the picture. It

contains samples of the currently selected filter, special effect, or tune will affect the active picture.



Helpful Hint

Many of the Filter, Special Effect, and Tune commands are available only for gray scale and 24 bit pictures. Convert your picture to one of these modes if the command you want is not available. You can convert your picture back to the original color mode when you are finished.

If you select a cutout before choosing the Filter, Special Effect, or Tune command, the selected area appears in the samples in the PhotoFinish Effects dialog box.

The PhotoFinish Effects dialog box contains the following:

- A scaled-down representation of the original picture. The original picture does not change when you apply a sample; it is there to help you make before-and-after comparisons.
 - A scaled-down representation of the current picture to which you are applying a sample. The current picture gives you a chance to preview the effect before you applying it to the actual image.
 - Samples of the effect in different intensities; in some instances there is only one sample. The currently selected sample has a red border around it.
- A blue highlight square in the current picture which represents the portion of the picture in the samples. (If you selected a cutout before accessing the PhotoFinish Effects dialog box, the blue highlight square corresponds to the cutout.) You can resize the highlight square or recreate it in a different location.
- Note If you selected a cutout before choosing the Filter, Special Effect, or Tune command, repositioning the blue highlight square only changes the portion of the image displayed in the samples. PhotoFinish applies the sample you select to the original cutout.
- Coarser and Finer buttons which let you increase and decrease the intensity differences between the samples. The availability of these buttons depends upon whether there are additional samples to display.
 - An Apply button which applies the currently selected to the current picture for preview purposes. You can also apply a sample to the current picture by double-clicking it. When you apply a sample, the intensities of the remaining samples are adjusted based on the intensity of the sample you applied.



- A Reset button, which lets you remove all samples you have applied to the current picture. The effects reflected in the current picture are not applied to the actual picture until you click OK.
- Effect-specific buttons or check boxes. For example, if you select the Apply Paper effect, a Paper button appears which lets you access the Change Paper Settings dialog box. If you select Texturize, a Load button appears letting you load a texture you want to apply.

Selecting and Applying a Sample

- 1 If you want to increase or decrease the intensity differences between the samples, use the Coarser and Finer buttons.
- 2 To apply a sample the Current (preview) picture, click the corresponding square to select it and then click Apply or double-click the sample.
- 3 To apply a different sample of the current effect, repeat step 2.
- 4 To apply a different effect, select the corresponding icon in the far left column and then repeat step 2.
- 5 To reset the Current picture to its original state, click Reset.
- 6 To apply the effects shown in the Current picture to the actual picture, click OK.

If necessary, you can use the Undo command to remove the effects from the actual picture.

Equalizing the Colors in a Picture




Related Help Topics

Changing Your
Highlights and
Shadows

Equalizing is used to automatically adjust the “exposure” of an image to the best possible range. It changes the darkest color in your picture to black, the lightest color in your picture to white, and “stretches” the colors in between. This feature is useful for improving “muddy” pictures.

Note When equalizing the entire picture, you get better results if you first use the Crop command to remove unwanted areas of the image.


Use the **Tune**  **Equalize** command to apply samples of the Equalize effect from the PhotoFinish Effects dialog box to the active picture.



Adjusting the Brightness and Contrast of a Picture



Adjusting brightness lightens or darkens the color in the picture, just as a photographer may use dodging and burning techniques when printing a negative. Adjusting contrast changes the distinction between light and dark areas.

You use the Auto  Brightness and Contrast command to automatically adjust the brightness and contrast of the active picture.




Related Help Topics

Automatically
Adjusting Brightness
and Contrast

Brightening Freehand

Changing Contrast
Freehand

Use the Tune  Brightness and Contrast command to apply samples of pre-calculated brightness and contrast adjustments in the PhotoFinish Effects dialog box to the active picture or cutout.

Adjusting the Brightness and Contrast Freehand



You use the Brighten Paintbrush and Contrast Paintbrush to freehand adjust the brightness and contrast of a small area.

Choose the paintbrush you want, adjust the settings on the Options Bar, and drag with the left mouse button. Only the first pass changes the area. Select a different value or click the tool to paste the changes. Brush again to increase the effect.

Adjusting the Color/Gray Map




The picture on the left shows the Magic Wand tool being used to select an area of similar color (the background). Note that only the selected area is affected by changes to the Color/Gray Map.

You edit the color/gray map to adjust the brightness, contrast, or color information over a range of shades. For example, if the bright colors are too bright, but the dark colors are perfect, you can adjust only the bright colors without changing the dark colors. You can also adjust each color channel (red, green, or blue) individually.



Helpful Hint

As illustrated by the examples at the top of the page, you can adjust parts of a picture without affecting the whole. In this example, the Magic Wand tool was used to select the low-contrast background. Next, the Color/Gray Map command was used to darken only the areas inside the marquee.

Use the Tune  Color/Gray Map command to apply Color/Gray Map samples in the PhotoFinish Effects dialog box to the active picture.



Sharpening a Picture to Enhance Detail



Related Help Topics

Automatically
Sharpening an Image
Sharpening Freehand

Sharpening a picture enhances hidden details and improves “out-of-focus” images.

You use the Auto⇧⇧Sharpen command to automatically sharpen the details of the active picture.

Use the Filter⇧⇧Sharpen command to apply sharpening samples in the PhotoFinish Effects dialog box to the active picture.

Sharpening a Small Area



You use the Sharpen Paintbrush to freehand adjust the sharpness of a small area of a picture. Adjust the settings on the Options Bar, and then point and drag with the left mouse button over the area you want to sharpen.


Avoid repeatedly brushing over your image — it is easy to over-sharpen.

Hold down Shift while dragging the Sharpen Paintbrush to constrain the tool vertically or horizontally. Press the spacebar to change the direction of the constraint.

Blending a Picture to Soften Colors and Smooth Textures



The Blend filter or the Blend Paintbrush (as shown here) can be used to retouch imperfections.

Blending a picture softens colors and smoothes textures and rough edges. You use the Filter  Blend command to apply samples of the Blend effect in the PhotoFinish Effects dialog box to the active picture.

Blending a Small Area

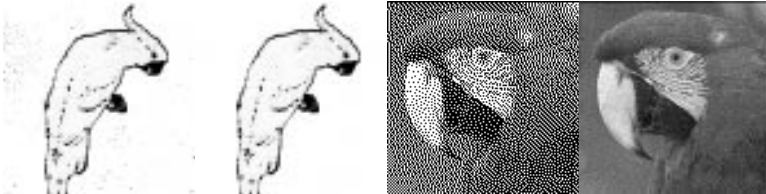


Use the Blend Paintbrush to smooth a small area of a picture. Adjust the settings on the Options Bar, and then point and drag with the left mouse button over the area you want to blend.

While it is best to follow the contours of what you are blending, you can hold down Shift while dragging the Blend Paintbrush to constrain the tool vertically or horizontally. Press the spacebar to change the direction of the constraint.



Removing Spots and Moiré Patterns from a Scanned Image





Related Help Topics

Removing Moiré
Patterns from Your
Image

Removing Spots from
Your Image

Viewing PhotoFinish
Effects Samples

A moiré pattern sometimes results when you scan a photograph from a printed document, such as a magazine or newspaper. Moiré patterns also may appear after you convert a picture from 256 color to 24 bit. Removing moiré patterns gives a softer, more blended look to scanned halftones. Spots can result from a poor quality original or dust on the scanner glass.

You use the Filter  Remove Spots or Filter  Remove Moiré command to apply pre-calculated samples in the PhotoFinish Effects dialog box to the active picture to remove spots or moiré patterns from a scanned image.

You can also use the Auto->Remove Moiré command to automatically remove moiré patterns from the entire active picture.

Adjusting the Intensity and Color of a Picture



Related Help Topics

Adjusting Hue and Saturation

Viewing PhotoFinish Effects
Samples

You use the Auto->Saturation command to automatically adjust the intensity of colors displayed in the active picture.

Use the Tune⇄Hue and Saturation command to apply samples of pre-calculated adjustments in the PhotoFinish Effects dialog box to the active picture or cutout.

Smoothing Rough Edges and Removing Imperfections



Related Help Topics

Smudging Freehand

Blending Freehand

Replacing One Area with
Another Freehand

PhotoFinish includes several tools you can use to repair the small imperfections that occur when you scan images. You can use each tool individually, or as an ensemble. For example, you might use the Clone tool to cover an imperfection with another area of the picture, and then use the Smudge Paintbrush Grainy tool type and the Blend Paintbrush to smooth the area, removing any trace of color or tone variance.

Note Hold down Shift while dragging a retouch tool to constrain the tool vertically or horizontally. Press the spacebar to change the direction of the constraint.

Using the Smudge Paintbrush



You use the Smudge Paintbrush to “smear” or “splatter” colors and tones in a small area. Adjust the settings on the Options Bar, and then point and drag with the left mouse button over the area you want to smudge.



Use the Grainy tool type to add texture to areas that have become overly blended. Use the Smear tool type to cover small imperfections and smooth rough edges.

Using the Blend Paintbrush



You can use the Blend Paintbrush tool to smooth textures, colors, or rough edges. Adjust the settings on the Options Bar, and then drag with the left button along the rough edge. If you are not satisfied with the results, choose Undo from the Edit menu, change the tool settings, and try again.

Using the Clone Tool



In the above series of pictures, the Clone tool was used to remove the power lines by cloning areas of the building and sky so that they covered the power lines and the telephone pole.



You can use the Clone tool to cover an imperfection using pixels duplicated from another area of the picture. Adjust the settings on the Options Bar, and then press and hold Ctrl while you click on the area you want to duplicate. Then point to the imperfection and drag to cover the area with the duplicated pixels.



Adding Visual Impact to a Picture



Related Help Topics

Using Filter
Commands

Using Special Effect
Commands

Viewing PhotoFinish
Effects Samples

With PhotoFinish, you can completely alter a picture, creating new and interesting effects that can add significant visual impact.

You use the Filter and Special Effects commands on the Image menu to augment and exaggerate your picture, to create unusual effects by broadening or reducing the range of colors and tones, and to manipulate the pixels that make up the picture to produce striking results.

This is the fun part of image processing. Experiment with the various filters and special effects. Try combining them or selecting extreme custom options. You are limited only by your imagination.

Here are a few things to keep in mind when applying filters and special effects to a picture:

- You can apply filters, special effects, and tunes to the entire picture or to a cutout.
- For best results, convert the picture to gray scale or 24 bit color. Most of the filters and special effects work better and faster if your picture is in one of these color modes.
- The Outline special effect works best on black and white pictures or pictures that have been posterized.
- Use Reset button in the PhotoFinish Effects dialog box to return the Current picture to its original state.
- If you have applied an effect to the actual picture and want to remove the effect, use the Undo.

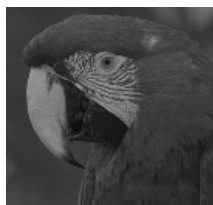
Filters Reference



Original



Add Noise



Antique



Blend



Blur



Diffuse



Maximum



Minimum



Posterize



Sharpen



Original



Remove Moiré



Original




Remove Spots

Using a Filter

You use the Filter commands on the Image menu to select a filter and apply it to the active picture or cutout. When you choose a Filter command, the PhotoFinish Effects dialog box appears, letting you apply precalculated samples and preview the effect.

To apply a filter:

- 1 Choose Image  Filter and then select the specific Filter command. The PhotoFinish Effects dialog box appears.
- 2 If you want to increase or decrease the intensity differences between the samples, use the Coarser and Finer buttons.
- 3 To apply a sample the Current (preview) picture, click the corresponding square to select it and then click Apply or double-click the sample.
- 4 To apply a different sample of the current effect, repeat step 3.
- 5 To apply a different effect, select the corresponding icon in the far left column and then repeat step 3.
- 6 To reset the Current picture to its original state, click Reset.
- 7 To apply the effects shown in the Current picture to the actual picture, click OK.

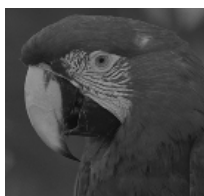
If necessary, you can use the Undo command to remove the effects from the actual picture.

A description of each filter follows.



Add Noise

The Add Noise filter creates the appearance of a grainy photograph. Applying the high intensity sample of this filter creates a granite effect. Add Noise is especially useful to give texture to a flat, over-blended area. Use a selection tool to define the area and add enough noise to match the surrounding area. This filter is available only for gray scale and 24 bit color pictures.



Antique

The Antique filter creates a sepia-tone effect by covering the image with a transparent dark brown color. The effect is similar to that of an old photograph. This filter is available only for 24 bit color pictures.



Blend

The Blend filter softens colors and smooths textures. This filter is especially useful to soften distracting background details in an image. This filter is available for gray scale and 24 bit color pictures.



Blur

The Blur filter simulates the appearance of an out-of-focus photograph. Blur is similar to Blend. By selecting a high intensity blur sample in the PhotoFinish Effects dialog box, you can create the illusion of speed in an image. This filter is available for gray scale and 24 bit color pictures.

Note To simulate motion, you might want to try the Motion Blur special effect.



Diffuse

The Diffuse filter scatters the pixels in a picture. Applying a high intensity sample of this filter makes the picture look as if you are viewing it through textured glass. This filter is not available for black and white pictures.



Maximum

The Maximum filter simulates the appearance of an impressionistic painting — the colors are lightened, and fine detail is suppressed. Maximum is useful for lightening and blurring a distracting background. Applying a high intensity sample of this filter makes the picture look as if it is painted with fewer colors and a wide brush. This filter is available for gray scale and 24 bit color pictures.

Note For a subtly different effect, try using the Minimum filter or the Crystallize or Facet special effects.



Minimum

The Minimum filter simulates the appearance of an impressionistic painting — the colors are darkened, and fine detail is suppressed. Minimum is useful for darkening and blurring a distracting background. Applying a high intensity sample of this filter makes the picture look as if it is painted with fewer colors and a wide brush. This filter is available for gray scale and 24 bit color pictures.

Note For a subtly different effect, try using the Maximum filter or the Crystallize or Facet special effects.



Posterize

The Posterize filter reduces the number of colors in the picture. The color mode of the picture remains the same. The lower the intensity of the sample, the more stark the picture appears. The boundaries between colors are enhanced, and contrast is maximized. Use Posterize as a first step when using more than one filter. For example, apply Posterize and then use the Edge Detect special effect for an interesting result. This filter is available for gray scale and 24 bit color pictures.



Remove Moiré

The Remove Moiré filter removes the pattern that can result when you scan a picture from a newspaper, magazine, or other pre-printed material. It is also useful for removing the patterns that may appear in a picture after you have converted it from 256 color to 24 bit. This filter is available for gray scale and 24 bit color pictures.





Remove Spots

The Remove Spots filter removes the unwanted dots, speckles, or dust traces from an image. This filter is available for gray scale and 24 bit color pictures.



Sharpen

The Sharpen filter enhances details and improves “out-of-focus” images. Applying a sample in the PhotoFinish Effects dialog box will enhance edge sharpness. This filter is available for gray scale and 24 bit color pictures.

Special Effects Reference



Original



Apply Paper



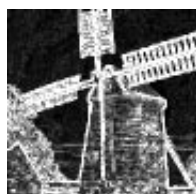
Black Hole



Crumple



Crystallize



Edge Detect



Emboss



Facet



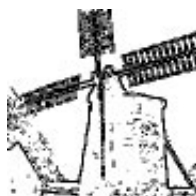
Fisheye Lens



Mosaic



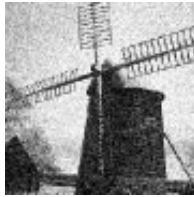
Motion Blur



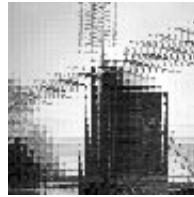
Outline



Pixelate



Texturize



Twist

Using a Special Effect

You use the Special Effects commands on the Image menu to select an effect and apply it to the active picture or cutout. When you choose a Special Effect command, the PhotoFinish Effects dialog box appears letting you apply precalculated samples and preview the effect.

To apply a special effect:

- 1 Choose Image Special Effect and then select the specific Special Effect command. The PhotoFinish Effects dialog box appears.
- 2 If you want to increase or decrease the intensity differences between the samples, use the Coarser and Finer buttons.
- 3 To apply a sample the Current (preview) picture, click the corresponding square to select it and then click Apply or double-click the sample.
- 4 To apply a different sample of the current effect, repeat step 3.
- 5 To apply a different effect, select the corresponding icon in the far left column and then repeat step 3.
- 6 To reset the Current picture to its original state, click Reset.
- 7 To apply the effects shown in the Current picture to the actual picture, click OK.

If necessary, you can use the Undo command to remove the effects from the actual picture.

A description of each special effect follows.





Apply Paper

The Apply Paper special effect makes the entire picture or cutout look as if it were printed or painted on a specific kind of paper.

Click the Paper button in the PhotoFinish Effects dialog box to load a different paper from the PAPERS subdirectory. Select the surface texture you want and a direction for the grain. Invert reverses the grain. Choose the depth of the texture in the Advanced mode. If you use this special effect, you should use it as the very last step in editing a picture. This special effect is available for gray scale and 24 bit color pictures.



Black Hole

The Black Hole special effect makes the active picture or cutout resemble a reflection in a concave mirror, that is, it appears to be “sucked” to the center. For best results with a 24 bit or gray scale picture, first use the Transform  ⌘Resize command on the Image menu to enlarge the picture by 200 percent before applying the special effect. Finally, use the Transform  ⌘Resize command again to reduce the picture by 50 percent. This special effect is available for gray scale and 24 bit color pictures.

This special effect works slowly because of the intensity of the calculations required. If you have a math coprocessor in your computer, this command will be faster.

Note For the opposite effect, try using the Fisheye Lens special effect.



Crumple

The Crumple special effect simulates the appearance of a crumpled piece of paper. For best results, create a new picture that is 25% larger than the picture you want to crumple, and then paste the original into the center of the new picture window. Apply the filter to the new picture, and then crop to remove any unwanted margins. This special effect is not available for black and white pictures.



Crystallize

The Crystallize special effect simulates the appearance of an impressionistic oil painting. Applying a high intensity sample of this filter makes the picture look as if you are viewing it through textured glass. This special effect is not available for black and white pictures.

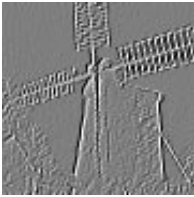
Note For a subtly different effect, try using the Maximum or Minimum filters or the Facet special effect.



Edge Detect

The Edge Detect special effect traces the boundaries between colors.

If your image includes small details, try blending or posterizing the picture before using the Edge Detect command. This special effect is available for gray scale and 24 bit color pictures.



Emboss

The Emboss special effect simulates the appearance of an image pressed into paper or metal. Applying a low intensity sample of this filter makes the picture look as if it were embossed in paper. Applying a high intensity sample results in the image looking as if it were pressed into metal. This special effect is available for gray scale and 24 bit color pictures.



Facet





The Facet special effect simulates the appearance of an impressionistic oil painting. Applying a high intensity sample of this makes the picture look as if you painted it with fewer colors and a wide brush. This special effect is available for gray scale and 24 bit color pictures.

Note For a subtly different effect, try using the Maximum or Minimum filters or the Crystallize special effect.



Fisheye Lens

The Fisheye Lens special effect to make a picture or cutout resemble a reflection in a convex mirror; that is, it appears as if it is being “pulled” to the outside.

For best results with a 24 bit or gray scale picture, use the Transform   Resize command on the Image menu to enlarge the picture by 200 percent before applying the special effect. Finally, use the Transform   Resize command again to reduce the picture by 50 percent. This special effect is not available for black and white pictures.

This special effect works slowly because of the intensity of the calculations required. If you have a math coprocessor in your computer, this command will be faster.



Note For the opposite effect, try using the Black Hole special effect.



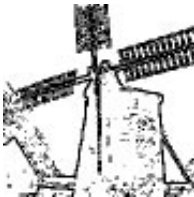
Mosaic

The Mosaic special effect makes your image look as if it were printed on tiles. If you want to apply other textures, use the Texturize special effect. This special effect is available for gray scale and 24 bit color pictures.



Motion Blur

The Motion Blur special effect simulates the appearance of movement, an effect similar to that produced by photographing a fast-moving object. Select a high intensity motion blur sample from the PhotoFinish Effects dialog box to create the illusion of speed in an image. This special effect is available for gray scale and 24 bit color pictures.



Outline

The Outline special effect creates a thin line around areas of different color. Choose a background color *before* you use this special effect.

For best results, first apply the Posterize filter to reduce the number of colors in the picture or convert the picture to black and white line art.



Pixelate

The Pixelate special effect adds a blocky effect similar to that used by television news crews to hide a person's identity.

Applying a high intensity sample of this filter results in a more pronounced effect and greater loss of detail. This special effect is not available

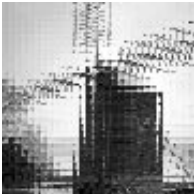
for black and white pictures.



Texturize

The Texturize special effect adds texture to the picture. PhotoFinish includes many interesting textures that were copied to the TEXTURES subdirectory when you installed the program. Any gray scale or 24 bit picture can be superimposed on the active picture. This special effect is available for gray scale and 24 bit color pictures.

Click the Load button in the PhotoFinish Effects dialog box to select a texture. Select Invert Texture to reverse the colors of the texture when it is applied.



Twist

The Twist special effect rotates blocks of pixels within the image, giving the picture a broken, “shattered” look.

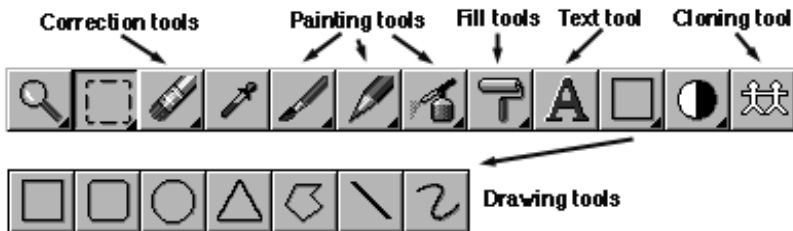
Choose Advanced to quickly adjust the size of the blocks and the angle at which they are rotated. The larger the size, the more pronounced the effect. For a multi-colored shattered effect on a 24 bit color picture, choose Random as the direction and select Color Shift. This special effect is not available for black and white pictures.



Painting and Drawing

The natural art painting and drawing tools in PhotoFinish make it possible to produce original artwork that no one will believe you created on a computer. Regardless of your artistic ability, you can use the PhotoFinish painting and drawing tools to create impressive artwork including logos, charts, and other presentation graphics.

In addition to the painting and drawing tools, PhotoFinish provides you with color and gradient fill tools, cloning tools, a color replacer tool, and eraser tools. All of the tools are located in the PhotoFinish Tool Selector Bar.



If a black triangle appears at the bottom right corner of a tool, it indicates that there are additional tools in that tool family. To view the additional tools, press and hold the left mouse button anywhere on the tool with the black triangle.

The best way to become familiar with the PhotoFinish painting and drawing tools is to experiment. Try each tool with different settings. You will soon find yourself painting like a pro.



Using a Tool

The following chart provides basic information about using tools.

Choosing a tool	Click the tool in the Tool Selector Bar you want to use. If the tool you want to use is in a tool family and not currently displayed, press and hold the left mouse button on the appropriate tool with a black triangle, and then drag to the tool you want. Notice that the pointer assumes the shape of the tool when it is in a picture window.
Getting help on a tool	Display the On-line Help topic for that particular tool.
Changing colors	When a painting tool is active, you can press and hold Ctrl and click a color in the picture to change the current foreground color. You can also use the Palette or the Eyedropper tool to change the foreground or background colors.
Choosing tool options	You use the Options Bar or the Tool Options command on the Options menu to select options for the current tool.
Painting straight brush strokes and symmetric shapes	<p>Hold down Shift to paint straight brush strokes with freehand paint tools. Press the spacebar to change the direction of the constraint.</p> <p>Hold Shift to constrain the Line, Polygon, and Scissors tools vertically, horizontally, or at 45-degree angles.</p> <p>Hold Shift to constrain the Box Selection, Elliptical Selection, and shape tools to circles, squares, or equilateral shapes.</p>
Positioning a tool	Use measurement information displayed on the status bar to aid in positioning a tool.

Painting with the Natural Art Tools



Related Help Topics

Using the Options Bar

Changing Tool Settings

Selecting a Paper Type

The natural art tools give you the ability to create artwork on your computer that is almost indistinguishable from artwork created using traditional artist's tools. They are fast, fun, and easy.

Although most natural art tools can be used regardless of the picture's color mode, you usually get the best results if you are working with a gray scale or 24 bit color picture.

Selecting Options

After you select a tool from the Tool Selector Bar, the options for that specific tool appear in the Options Bar. Some of the more common options for the painting and drawing tools are described below.

In most instances, a Size mini-scroll bar and Shape drop-down list appear so you can select the point size and shape you want to use.

In many instances, a Type drop-down list appears letting you select from a variety of effects for the selected tool. For example, if the Crayon tool is selected, you can choose from Basic Crayon, Dull, Oil Pastel, Sharp, or Waxy.

Some of the tool types have different effects depending on how fast you move the mouse or how much pressure you use with a pressure-sensitive digitizing tablet. For more information about the tool types for a particular tool, see the On-line Help.

Some of the tools have Spacing, Transparency, and Pressure settings. Spacing adjusts the distance between each drop of color as you drag the tool. Transparency is the amount of pigment in the paint. The sheerer the transparency, the lighter the paint appears. Pressure is the amount of force used to apply paint to the paper. Generally, the greater the pressure, the darker the brush stroke and the less prominent the paper grain.

You can also use the Tool Options command on the Options menu to set the different options.



Selecting a Paper




Helpful Hint

You can apply a paper texture to an image as well as custom artwork using the Special Effect  Apply Paper command.

You use the Paper button on the Options Bar or the Paper command on the Options menu to select a different paper to use with the natural art tools. In addition to selecting a paper type, you can choose a surface and grain. Experiment with the different papers — each one will produce strikingly different results.

Some natural art tool types and the retouch tools do not respond to the selected paper. In addition, the drawing tools create flat images regardless of the paper.

You can apply a three-dimensional paper texture to the entire picture or a cutout using the Special Effect  Apply Paper command on the Image menu. For best results, apply the same paper you used with the natural art tools *after* you are finished painting.

Using the Paintbrush



With the Paintbrush tool, you can simulate an artist's soft brush stroke as well as create interesting special effects. With the exception of Flat Color and Soft, all Paintbrush tool types vary in appearance depending on the selected paper.

The following tool types are available:

Basic Paintbrush	Paints smooth, soft-edged brush strokes.
Flat Color	Paints solid color, hard-edged brush strokes that are not affected by the selected paper.
Jitter	Splashes paint droplets along the length of the brush stroke.
Jitter Rainbow	Splashes multi-colored paint drops along the length of the brush stroke. The colors cycle through the hues of the rainbow, using the selected color's saturation and brightness. Drag with the left mouse button to start with the foreground color, the right to start with the background color. The greater the tool width, the more slowly the colors change.
Jitter Two Tone	Splashes paint drops along the length of the brush stroke. The colors gradually change from the foreground to the background color. Drag with the right mouse button to shift from the background to the foreground color. The greater the tool width, the more slowly the colors change.
Neon	Paints smooth, soft-edged brush strokes that build to white along the centerline of the stroke, simulating the glow of a neon tube. The effect is most visible when you paint on a dark area with a medium color in a 24 bit picture.
Rainbow	Similar to Jitter Rainbow, paints smooth, soft-edged brush strokes that cycle through the hues of the rainbow, using the selected color's saturation and brightness. Drag with the left mouse button to start with the foreground color, the right to start with the background color.



- Soft** Paints smooth, soft-edged brush strokes that are not affected by the selected paper.
- Two Tone** Similar to Jitter Two-Tone, paints smooth, soft-edged brush strokes that gradually change hue from the foreground to the background color. Drag with the right mouse button to shift from the background to the foreground color.
- Wash** Paints smooth, soft-edged brush strokes with pale, diluted paint.
- Wet Oil Paint** Paints smooth, soft-edged brush strokes where the foreground color gradually mixes with the color underneath, simulating the effect of an oil brush running out of paint on a canvas. Continuing to paint after the foreground color runs out smears the paint where you drag. Drag with the right mouse button to mix and blend the paint under the stroke.

Using the Pen



With the Pen tool, you can simulate a freehand drawing created with several different pen types. The Quill tool type varies in appearance depending on the selected paper. All other Pen tool types ignore the paper.

The following tool types are available:

- Ball Point** Paints smooth, soft-edged lines that simulate the effect of a ball point pen.
- Basic Pen** Paints solid color, hard-edged lines. This tool type is especially useful for editing individual pixels at high zoom levels.
- Calligraphy** Paints solid color, hard-edged lines with an angled nib, allowing you to create pen strokes where the apparent line width varies according to the direction of the stroke.

Fine Point	Paints thin, soft-edged lines that simulate the effect of a fine-point pen. The lines are smaller than the tool width.
Medium Point	Paints smooth, soft-edged lines that simulate the effect of a medium-point pen. The lines are slightly smaller than the tool width.
Quill	Paints smooth, soft-edged lines that fade as the quill pen runs out of ink. The effect of this tool type varies according to the paper.

Using the Color Pencil



With the Color Pencil tool, you can simulate drawing with an art pencil. All pencils vary in appearance depending on the selected paper.

The following tool types are available:

Basic Color Pencil	Paints moderately smooth, soft-edged lines.
Dull	Paints smooth, soft-edged lines that simulate a dull pencil tip.
Sharp	Paints moderately smooth, thin lines that simulate a sharp pencil tip.

Using Charcoal



With the Charcoal tool, you can simulate a freehand drawing created with several different types of artist's charcoal. All Charcoal tool types except Gritty vary in appearance depending on the selected paper.

The following tool types are available:

Basic Charcoal	Paints a moderately grainy, soft-edged charcoal mark.
-----------------------	---



- | | |
|---------------|--|
| Gritty | Paints a light grainy, soft-edged charcoal mark. |
| Soft | Paints a smooth, soft-edged charcoal mark. |

Using Chalk



With the Chalk tool, you can simulate a freehand drawing created with several different types of artist's chalk. All Chalk tool types except Powdery vary in appearance depending on the selected paper.

The following tool types are available:

- | | |
|---------------------|---|
| Basic Chalk | Paints grainy, soft-edged chalk marks. |
| Chalk Pastel | Paints smooth, soft-edged chalk marks that gradually fade and then start using colors in the picture. Drag with the right mouse button to smudge the colors already in the picture. |
| Powdery | Paints very smooth, soft-edged chalk marks. |

Using the Marker



With the Marker tool, you can simulate drawing with various types of markers. Markers bleed slightly when applied over an existing color. All markers vary slightly in appearance depending on the selected paper.

The following tool types are available:

- | | |
|---------------------|---|
| Basic Marker | Paints smooth, soft-edged lines. |
| Felt Tip | Paints smooth, soft-edged lines that are heavier and more even than the Basic Marker. |

Painting and Drawing

Fine Point	Paints smooth, thin lines that are slightly smaller than the selected tool width.
Highlighter	Paints smooth, soft-edged lines with a high degree of transparency.
Smudgy	Paints smooth, soft-edged lines that smudge and blend more than the other Markers when applied over an existing color.

Using the Crayon



With the Crayon tool, you can simulate drawing with various types of crayons and pastels. All crayons vary in appearance depending on the selected paper.

The following tool types are available:

Basic Crayon	Paints grainy, soft-edged crayon marks.
Dull	Paints dense, moderately smooth, soft-edged crayon marks.
Oil Pastel	Paints smooth, even oil pastel marks that gradually fade to the background color. Drag with the right mouse button to mix the colors as if you were smudging them with your finger.
Sharp	Paints thin, dense crayon marks with grainy edges.
Waxy	Paints moderately smooth, semi-transparent crayon marks with a very soft edge.

Using the Airbrush



With the Airbrush tool, you can simulate a painting created with an artist's airbrush. All Airbrush tool types build up color if you move the tool slowly or hold it stationary as you press the mouse button. Because the color is applied as a spray, the selected paper does not affect the appearance of the tool.



The following tool types are available:

- | | |
|-----------------------|--|
| Basic Airbrush | Sprays very smooth, soft-edged strokes. |
| Bull's Eye | Sprays a pattern of diffused concentric rings. |
| Fat Tip | Sprays very smooth, soft-edged strokes with heavy paint coverage. |
| Feather Tip | Sprays very smooth, strokes that are smaller than the selected tool width. |
| Ring | Sprays a diffused ring pattern. |

Using the Spraycan



With the Spraycan tool, you can simulate several types of spray paint. All Spraycan tool types build up color if you move the tool slowly or hold it stationary as you press the mouse button. Because the color is applied as a spray, the selected paper does not affect the appearance of the tool.

The following tool types are available:

- | | |
|--------------------------|--|
| Basic Spraycan | Sprays moderately smooth, soft-edged strokes that build up if the Spraycan remains stationary. |
| Graffiti | Sprays moderately smooth, soft-edged strokes that run and drip if the paint accumulation becomes too thick. |
| Splatter | Sprays a diffused pattern of paint. Use this tool type to add texture to an overly blended area. |
| Two Tone Splatter | Similar to the Splatter Spraycan, this tool type sprays a diffused mixture of the foreground and background color, with the foreground color prevalent. Drag with the right mouse button if you want the background color to be prevalent. |

Using the Smudge Paintbrush



With the Smudge Paintbrush, you can smudge and smear colors in your painting. The Smudge Paintbrush tool does not use colors from the Palette. Instead, it smudges the colors that are already in the painting. The Mix and Sprinkle tool types vary in appearance depending on the selected paper. All other Smudge Paintbrush tool types ignore the paper.

The following tool types are available:

- | | |
|---------------------|--|
| Basic Smudge | Smudges the underlying colors. Similar to adding water to a watercolor painting. |
| Glaze | Smears the underlying colors, giving the appearance of a uneven, transparent glaze. |
| Grainy | Scatters pixels. Use this tool type to add texture to a flat or overly blended area. |
| Mix | Spreads colors as though you were mixing wet oil paints with your finger. |
| Smear | Smears colors very smoothly. Similar to dragging a wet brush over a wet oil painting. |
| Sprinkle | Spreads uneven spots of colors as though you were sprinkling water on a watercolor painting. |



Using the Drawing Tools

The drawing tools let you draw boxes, round boxes, ellipses/circles, regular polygons, polygons, straight lines, and curves.



Like the painting tools, the drawing tools have different options in the Options Bar you can select to customize the tool. All the drawing tools ignore the selected paper.

Selecting Options

All the drawing tools have a Size mini-scroll bar so you can control the width of the lines you draw. With the exception of the Line and Curve tool, the drawing tools also have a Style option which lets you draw the edge of the figure, draw the edge and fill the interior, or just fill the interior.

The Box and Line tools have Type option letting you select from a variety of tool types. With the Regular Polygon tool, you can select the number of sides from 3 to 10.

Drawing Boxes, Ellipses, and Polygons



Related Help Topics

Drawing a Box

Drawing an
Ellipse/Circle

Drawing an Equal-
sided Polygon

Drawing a Polygon

You use the Box, Rounded Box, Ellipse, Regular Polygon, and Polygon tools to draw different shapes. The Style option you select determines if the shape is hollow (edge only), edged and filled with background color, or just filled with background color. The foreground color is used for the edge color.

Drawing a Box or Rectangle



You use the Box tool to draw a square-edged box or rectangle. You can specify the Size (width) of the edges and the Style (edge only, edge and fill, fill only).

The following tool types are available:

Basic Box	Draws a hollow box or a box filled with the foreground color depending on the Style you select.
Horizontal Gradient	Draws a box and fills it with a gradient going from left to right.
Vertical Gradient	Draws a box and fills it with a gradient going from top to bottom.
Radial Gradient	Draws a box and fills it with a gradient starting in the center of the box and coming out in a ray-like fashion.
Tile	Draws a box and fills it with the tile pattern currently loaded through the Tile Pattern command on the Options menu.

If you select a gradient tool type, you can control where the mid-point of the gradient begins with Gradient Skew slider in the Options bar. For example, if you position the slider at the Start position, the mid-point will occur at the beginning or left side of the box. If the slider is at the End point, the mid-point will occur near the end of right side of the box.



To draw a rectangle, position the pointer where you want the upper left corner to be and then drag until the shape is the size you want.

To draw a box, press and hold Shift while you drag to constrain the shape to a box.

Drawing a Rounded Box or Rectangle



You use the Rounded Box tool to draw a round-edge box or rectangle. You can specify the Size (width) of the edges and the Style (edge only, edge and fill, fill only).

To draw a rectangle, position the pointer where you want the upper left to be and then drag until the shape is the size you want.

To draw a box, press and hold Shift while you drag to constrain the shape to a box.

Drawing an Ellipse or Circle



You use the Ellipse tool to draw elliptical or circular shapes. You can specify the Size (width) of the edge and the Style (edge only, edge and fill, fill only).

To draw an ellipse, position the pointer where you want the bottom right of the shape to be and drag the shape is the size you want.

To draw a circle, press and hold Shift while you drag to constrain the shape to a circle.

Drawing a Regular Polygon



You use the Regular Polygon tool to draw a multi-sided shape (from 3 to 10 sides) where all the sides are of the same length. Click one of the numbered buttons on the Options Bar to select the number of sides. You can specify the Size (width) of the edge and the Style (edge only, edge and fill, fill only).

To draw a regular polygon, position the pointer where you want to the bottom right of the shape to be and drag until the shape is the size you want.

Press and hold Shift while dragging to keep the polygon pointing upward.

Drawing a Polygon



You use the Polygon tool to draw multi-sided (up to 200 sides) shapes. You can specify the Size (width) of the edge and the Style (edge only, edge and fill, fill only).

Position the pointer where you want the polygon to begin and click. Now move the pointer (dragging is optional) to the end point of the next line segment and click. Repeat for each line segment. When all but the last segment are complete, double-click to finish the polygon and paste it into your picture.

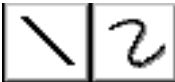
Press and hold Shift while dragging to constrain the sides of the polygon to horizontally, vertically, or at 45 degree angles.

Drawing Concentric Ellipses and Regular Polygons

After you have drawn the initial shape, press and hold Ctrl and drag until the second shape is the size you want. Press Shift while dragging to constrain the shape. A new ellipse or regular polygon appears with the same center as the first shape.

Note If you are drawing filled concentric shapes, be sure to draw the largest shape first.

Drawing Straight Lines and Curves



You use the Line tool to draw hard-edged straight lines or tile pattern lines.

The following tool types are available:

Basic Line	Draws a straight line. Use the Size and Shape options to change the width and look of the line.
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Tile

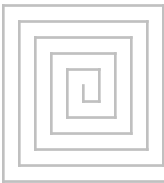
Draws a line using the tile pattern currently loaded through the Tile Pattern command on the Options menu. Use the Spacing option to control the spacing between the tiles.

To draw with the Line tool, point to where you want to begin and drag the pointer to where you want the line to. Hold Shift as you drag to constrain the Line tool vertically, horizontally, or at 45-degree angles. If you make a mistake, use the Undo command.

You use the Curve tool to draw hard-edged curves.

To draw with the Curve tool, point to where you want to begin and drag the pointer. When you release the mouse button, square handles appear on the ends of the line and circular handles appear along its length. Drag the square handles to position the ends of the curve, and then drag the circle handles to shape the curve. Click outside the curve to paste it.

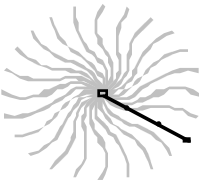
Drawing Line or Curve Segments Joined End-to-End



Create the first line or curve segment normally (if you are drawing a curve, do not paste it). Position the pointer where you want the next segment to end, press and hold Ctrl, and click. PhotoFinish connects the point you specify with the end point of the previous segment. If you are creating a joined curve, shape the curve as you would normally. Continue

adding joined lines or curves until your picture is complete. Choose another tool to paste the curves.

Drawing Line or Curve Segments Joined at a Common Point



Create the first line or curve segment normally (if you are drawing a curve, do not paste it). Click the Draw Rays button on the Options Bar and then position the pointer where you want the next segment to end and click. PhotoFinish connects the point you specify with the starting point of the first segment. If you are creating a joined curve, shape the curve as you would normally. Continue adding joined lines or

curves until your picture is complete. Choose another tool to paste the curves.

Loading a Tile Pattern

The Box and Line tools let you draw with a tile pattern. The Paint Roller tool lets you fill an area with a tile pattern. All three tools use the tile pattern currently loaded through the Tile Pattern command on the Options menu. While you can use any picture on disk as a tile pattern, several tile patterns were placed in a folder named “Tiles” when you installed PhotoFinish.

If a tile pattern is not loaded or you want to change the current tile pattern, choose the Tile Pattern command from the Options menu.

Select the folder that contains the tile pattern you want to use. (The “Tiles” folder is located in the PhotoFinish folder.)

Click the tile pattern name you want to use and click Open or double-click the tile pattern name.

Filling an Area with Solid Color, a Pattern, or a Gradient



The Paint Roller tool lets you fill an area with the foreground color or a tile pattern. The Gradient tool lets you fill an area with linear or radial gradient.

Filling an Area with Color or a Tile Pattern

You can fill an entire picture or an area using the Paint Roller tool. You can define an area with one of the selection tools and/or use the Color Match slider to further control the area that is filled.

The following tool types are available:

Basic Roller	Fills the area with the foreground color..
Tile	Fills the area with the tile pattern currently loaded through the Tile Pattern command on the Options menu. Use the Spacing option to control the spacing between the tiles. Use the Align to Upper Left button on the Options bar to align the tile fill to the upper left of the picture.



When you fill an area with a tile pattern, the pattern is repeated throughout the area. Tile patterns can enhance a bland background or add a three-dimensional effect.

Note If the current foreground color occurs in the tile pattern, it becomes transparent, allowing the background to show through.



Related Help Topics

Filling an Area

Paint Roller Tool
Options

Specifying Color
Tolerance

Understanding Color
Tolerance

Loading a Tile
Pattern

To control the area that you fill with the Paint Roller tool, you can use the Color Match slider in the Options Bar. To limit the fill area to a single pixel value, move the slider to the Exact position and click the color in the picture that you want to match. Only pixels in the picture that match that value will be filled. To increase the range of pixels that are filled, move the slider toward the All position. If the slider is at the All position, the entire picture or selected area is filled.

The Color Match slider is useful for filling the background of a picture without affecting the subject matter. For example, if the background is red and the subject matter does not have any red in it, you can move the Color Match to a midpoint and then click the red

background. If the result is not exactly what you want, use the Undo command and adjust the Color Match slider.

To fill a picture or area with the Paint Roller tool, click the picture or inside the area you defined. Only the drop on the end of the roller has to fit inside the area you want to fill. The Paint Roller is not affected by the selected paper.

If the area to be filled is not completely enclosed, the color “leaks out” to other areas of the picture. If this happens, choose Undo from the Edit menu, zoom in on the “break,” and use the Basic Pen tool to close the gap.

Using the Gradient Tool



Related Help Topics

Changing the
Direction of Your
Gradient

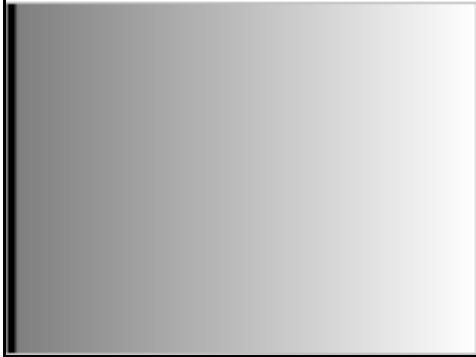
Creating a Range of
Colors

Selecting Tool Colors

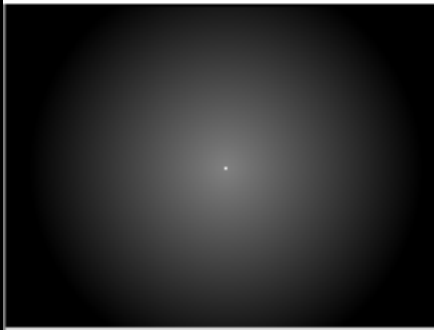
Use the Gradient tool to fill an area with a wash of color that changes hue from the foreground color to the background color.

You select a linear or radial gradient type, the color mode, and the midpoint of the gradient with the Skew range.

Linear type and Start position on Skew slider




**Radial type and End position
on Skew slider**



There are a few things you should keep in mind when creating a gradient:



- In a 256 color picture, smoother gradients can be achieved by selecting foreground and background colors of similar hue. For example, a gradient from dark red to light red is generally smoother than a gradient from blue to red.
- Because a 24 bit picture has a much wider range of colors than a 256 color picture, you should convert a 256 color picture to 24 bit color before creating a gradient. You can convert the picture back when you are finished, but the gradient most likely will no longer be as smooth.
- If you cannot convert your 256 color picture to 24 bit color, you can use the **Palette**  **Range of Color** command on the Options menu to create a range of similar colors. However, because changing the Palette of an existing 256 color picture can change the picture, you will probably want to create the color range before you start the picture.
- You do not need to convert a gray scale picture to achieve a smooth gradient.

Cloning an Area of a Picture



Clone Source



Clone Destination



Result



Helpful Hint

If there is an over-exposed or under-exposed area in an otherwise good picture, open another copy of the picture, enhance the area using Image menu commands or PhotoFinish tools. Then, clone the improved area over the original area. This lets you add the improved area to the original so that it blends better with the original.

Cloning within a single picture is useful if you want to replicate an area within the picture. For example, you can repeatedly clone a picture of a single tree until you have a forest. It is also useful for correcting unwanted imperfections and blemishes from scanned photographs.

Cloning is especially useful for creating special effects — adding emphasis to an object. For example, if you have a 24 bit color picture of an object on a colorful background, you can convert the picture to gray scale and then clone the gray background into the color picture.



Using the Clone Tool



You use the Clone tool to paint with pixels copied from another area.

You can clone only within a single picture (you can not clone between two different pictures). Use the Options Bar or the Tool Options command on the Options menu to adjust the amount of transparency for the tool. The Clone tool is not affected by the selected paper.

To use the Clone Tool:

- 1 From the Options Bar, select the point size and tool shape you want to use.
- 2 Press and hold Ctrl and click the source (the area you want to copy from).
- 3 Move the pointer to the position you want to copy to and drag the mouse to paint with pixels copied from the source area. A cross hair marking the source moves as you move the pointer, letting you know what part of the source you are cloning. No cloning occurs after you reach the edges of your picture.
- 4 Hold down Shift while dragging to constrain cloning vertically or horizontally. Press the spacebar to change the direction of the constraint. Constraining the Clone tool is especially useful for correcting bad scan lines.
- 5 To change the starting point, simply point to another area and repeat step 1.

Note You continue to clone with the original version of the source, even if it has been covered with cloned pixels. Choose the Clone tool again to paste the cloned area. You can then use the pasted area as a clone source.

Adding Text to a Picture



You use the Text tool to add text to your picture in the current foreground. Adding text is useful if you want to identify a picture or explain its contents. You specify the font, font style (such as bold or italic), font size, color, and alignment. Any TrueType font currently on your computer (the default is Times New Roman, 18 point) is available. You can also edit existing text.



Related Help Topics

Adding Text to Your Picture

Selecting a Font and Font Style

When you select the smooth edges font style, the edges of the text become softened, resulting in a smoother integration with the background.

The Text tool is not affected by the selected paper.

To add text to an image:

- 1 Position the pointer where you want to add the text and click. A blank text box with flashing cursor appears (this is a “floating” text box).
- 2 In the text box, type the text you want to add to the image. Press Enter to start a new line.
- 3 To change the font attributes, click Font in the Options Bar. The Font dialog box appears.
- 4 From the drop-down list boxes, select the font, font style, and point size you want to use. Text appears in the Sample box with the attributes you selected.
- 5 The current foreground color, used for text color, appears next to the Color button. To change the text color, click Color. The Color Wheel dialog box appears.
- 6 Do one of the following:
 - Click the color you want to use in the color wheel.
 - Type the values of the color you want to use in the RGB or HSV boxes.
 - Use the vertical scroll bar to adjust the brightness of the color.



- 7 Click OK when you are satisfied with the color. The Font dialog box reappears. Your color choice also updates the foreground color swatch in the Palette.
- 8 Click OK. The text updates to reflect your changes.
- 9 Before permanently placing the text, you can move it by clicking the text and then dragging the text box. You can also click the Font button again to make any necessary changes.
- 10 You can add additional text (before permanently placing existing text) by clicking the text cursor in the text box and typing in more text.
- 11 To permanently place a single text item, click Burn in the Options Bar.
Note Once you permanently place text, you cannot move or edit it.
- 12 To permanently place all “floating” text, click Burn All in the Options Bar.

Replacing One Color with Another



You use the Color Replacer tool to replace the foreground color with the background color. The Color Replacer tool is not affected by the selected paper.



Related Help Topics

Replacing One Color with Another

Specifying Color Tolerance

Understanding Color Tolerance

Select the tool width and color tolerance range from the Options Bar, and then drag over the area you want to change. Every pixel that is the foreground color (or similar to it depending on the color tolerance range) is changed to the background color.

You can replace all occurrences of the foreground color with the background color by choosing the Color Replacer tool and clicking the Replace All button on the Options Bar. This action affects only the portion of the picture visible in the picture window. If the picture is bigger than the window, choose the Zoom To Fit command from the Display menu before replacing colors if you want the action to apply to the entire picture.

Note The Color Replacer tool changes colors with “flat” or solid color. If you want to maintain the variations of hues in the picture, try changing colors with the Tune[⌘]Hue and Saturation or Tune[⌘]Color/ Gray Map command on the Image menu.

Erasing



With the Eraser tool, you can erase an image with white or the current background color. The Bleach Eraser varies in appearance depending on the selected paper. All other Eraser tool types are not affected by the paper.

The following tool types are available:

Basic Eraser	Erases using a soft-edged eraser.
Bleach	Erases an area to white if you continue to drag over the same area. This tool type simulates the effect of a bleach soaked cloth wiped across a printed fabric.
Hard	Erases using a solid, hard-edged eraser. This tool type is not affected by the Pressure or Transparency settings.
Soft Bleach	Bleaches an area to white if you continue to drag over the same area. This is similar to painting with a bleach soaked paintbrush. The edges of the stroke are soft and smooth.

Note It is sometimes faster to erase a large area by defining it with a selection tool and choosing Delete from the Edit menu.

Erasing the Entire Picture

To erase an entire picture, choose Mask[⌘]Select All and then choose Edit[⌘]Delete. The window is filled with the current background color.

Undoing Changes

You can undo the last change you made or all changes made since the last time the picture was saved. You can also “erase” changes with the Local Undo tool, revealing the unchanged original underneath.



Undoing the Last Change



Use the Undo button on the AutoBar or the Undo command on the Edit menu to undo the last change you made. If memory allows, you may be able to undo multiple changes.

Note If you double-click a tool to change its settings, your current work is pasted and you cannot use Undo. To keep the Undo feature available, change the option in the Options Bar or choose the Tool Options command from the Options menu.

Undoing All Changes

Use the Revert command on the File menu to return to the last-saved version of the picture.

Undoing Changes in a Small Area



Use the Local Undo tool to erase the changes you have made to a picture, revealing the unchanged original underneath. Drag the tool over the parts of the picture you want to undo. The Local Undo tool is not affected by the selected paper.

This tool is useful if you want to undo a small area after you have used a tool or applied a tune, filter, or special effect. For example, you might blend an entire picture of a person's face, and then use Local Undo to restore the original, unblended look to the eyes and mouth area.



Scanning

You use a scanner to bring a picture on a piece of paper into your computer. The scanner takes a digital “snapshot” of an original and places on the PhotoFinish desktop, ready for you to enhance, retouch, or save. To use a scanner with PhotoFinish, it must support the TWAIN interface.

TWAIN is a standard interface that allows applications to acquire images from many different sources. The source may be a scanner, video capture board, or other input device that complies with the TWAIN specification.

If your scanner or video grabber supports TWAIN and you installed the TWAIN drivers when you set up the device, you can use the TWAIN commands on the File menu to select the scanner or video grabber and initiate a scan or capture.

A scanned or captured picture appears in a new PhotoFinish picture window.

Selecting and Acquiring a Scanner

To select the scanner, choose TWAIN from the File menu and then choose Select Source. Click the scanner you want to use and click Select.

To initiate a scan or capture with the currently selected TWAIN device, choose TWAIN from the File menu and then choose Acquire. The dialog box that appears differs depending on the type of scanner or video grabber. Refer to the following section for a description of the dialog boxes.

Using Device-Specific Scan Dialog Boxes



Related Help Topics

Scanning with
PhotoFinish

Once you acquire a scanner or video grabber, a scan dialog box for the specific device appears.

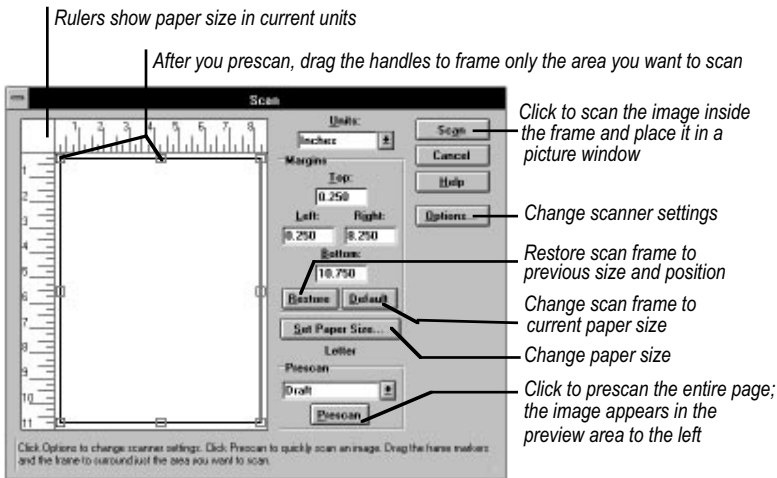
If you are using a flatbed scanner or video grabber, choose Prescan to display a thumbnail of the scan area. Select the area you want to scan by sizing and positioning the scan frame. Resize the frame by

Scanning

dragging the frame handles. Move the frame by dragging inside the frame.

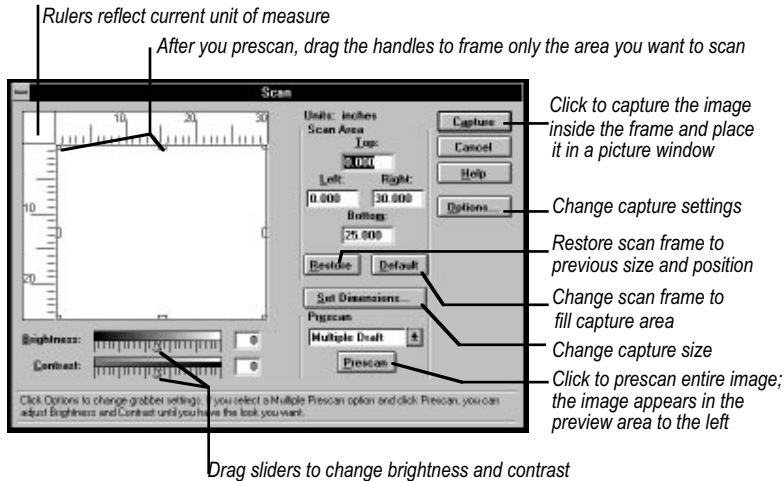
Click the Scan or Capture button to scan with the current settings. Click the Options button to change advanced settings.

Using a Flatbed Scanner

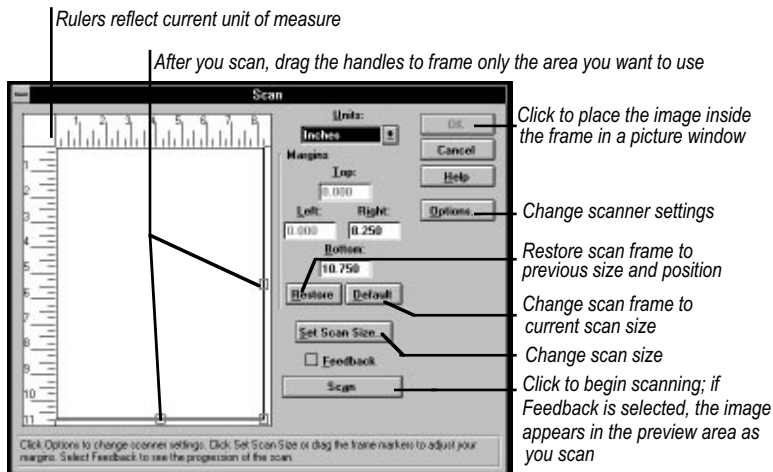




Using a Video Grabber



Using a Hand Scanner





Helpful Hint

Slow and steady movement is the key to good results with a hand scanner. You may want to use both hands when scanning — one to hold the scanner steady and one to guide the movement.

Clear the Feedback check box to increase the scan speed.

The resolution selected in the Scan Options dialog box must match the resolution set on the scanner.

Choose the Scan button to begin. Hold down the button on your hand scanner as you scan. Do not release the button until the scan light turns off. If you want to scan a smaller or larger area, change the scan size and scan again.

Memory requirements are especially important if you are using a hand scanner. The more memory required for the scanned image, the more slowly and steadily you have to move the hand scanner. Use this simple rule: scan one second per 100 dpi per inch. For example, if you are scanning at 300 dpi, you should move the scanner no faster than three seconds per inch. If you are low on memory, you should scan even more slowly.

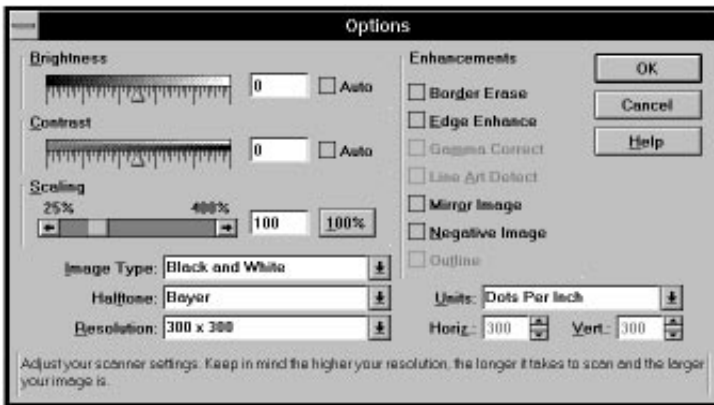


Related Help Topics

Setting Up Scanning Options

Setting Advanced Scan Options

You choose the Options button in the Scan dialog box to display more scan options. The options available depend on the capabilities of your scanner. Grayed, or dimmed, options are not available.





Helpful Hint

Use a high resolution when scanning black and white line-art to get a sharp image.



If the picture is going to be printed on a high resolution imagesetter, use a high resolution when you scan.

If the picture is going to be printed on a low resolution printer, a higher scanning resolution may not improve the final print out.

- Adjust Brightness to make the scanned image lighter or darker than the original. Select Auto to use the scanner's automatic settings.
- Adjust Contrast to change the relationship between the dark and light areas of the image. Increasing the contrast can bring out detail in a "soft" or "muddy" original. Select Auto to use the scanner's automatic settings.
- Adjust Scaling to make the scanned image larger or smaller than the original. Click 100% to quickly set Scaling to 100%.
- Select the color format and number of colors for the scan from the Image Type drop-down list. If you scan a gray scale or color picture in Black and White, select a halftone pattern to approximate the colors in the picture.
- Select a scan resolution from the Resolution drop-down list to set the sharpness of the scanned image. Only resolutions supported by your scanner appear. Keep in mind that doubling the resolution quadruples the file size.

Selecting a Scan Halftone

Determine how PhotoFinish simulates shades of gray or color not supported by your scanner by selecting a value from the Halftone drop-down list. Your scanner may not support all the halftone options listed below.

This halftone pattern...	...produces this effect.
	None high contrast black and white image.
	Bayer generally looks good on-screen and produces fair output on a printer. Creates a crisp look, but does not photocopy well. Less contrast than some of the other patterns (adjust the Contrast settings accordingly), and its criss-cross nature may be apparent.

Scanning



Coarse Fating
(also known as Spiral)

generally looks good on a laser printer, but looks large and coarse on most computer screens. With Coarse Fating, there are more shades of gray and the dots are larger than with Fine Fating. However, the image is not as crisp. Photocopies well.



Error Diffusion
(also known as Floyd and Steinberg)

use for images composed of medium shades of similar hues that do not have a great deal of black and white. Preserves greatest detail on-screen and when printed.



Fine Fating
(similar to Coarse Fating)

dots are smaller than Coarse Fating, giving a crisper look to the image with less noticeable halftoning, but there are fewer gray shades. Photocopies well.



Horizontal Line

best for preserving the horizontal properties of an image. This halftone pattern preserves the details of an image fairly well, but not as well as Bayer. Average photocopying.



Vertical Line

best for preserving the vertical properties of an image. This halftone pattern preserves the details of an image fairly well, but not as well as Bayer. Average photocopying.



Mesh

halftone pattern using square dots.



Scanner Defined 1 and 2

additional halftone patterns available with some scanners.

Selecting Scan Enhancements

Select the Enhancements you want the scanner to apply during the scan process. You can choose to apply more than one enhancement. Options not supported by your scanner are grayed.



Enhancement	Description
Border Erase	Adds a white border. Can be used to eliminate dark lines that may occur around the edges of a scanned image.
Edge Enhance	Increases the definition between the dark and light areas of your picture.
Gamma Correct	Gives the appearance of greater contrast and allows you to see more shades of gray.
Line Art Detect	Preserves high contrast black and white areas of your image and uses a halftone pattern on the multi-color areas of the picture.
Mirror Image	Flips the picture horizontally.
Negative Image	Reverses the colors of the picture. Useful when scanning a film negative.
Outline	Traces the edges of objects in the picture. Only the outline of shapes appear in the scanned image; everything else is white.

Cleaning Up a Scanned Image



Related Help Topics

Removing Moiré
Patterns from Your
Image

Removing Spots from
Your Image

You use the Remove Moiré and Remove Spots Filter commands on the Image menu to “clean up” a picture scanned from a less-than-perfect original. You can also use other Image menu Filter, Tune, and Special Effect commands to retouch and enhance a scanned image.

“Dirty” scans are usually the result of a poor quality original or a dirty scanner glass. In addition, unsightly spots and moiré patterns can result when you scan a photograph from a newspaper or a magazine. You can use the Filter commands to clean up a defined area or an entire picture.

Scanning



Reference

This section provides you with a concise guide to the PhotoFinish tools, menus, and commands. It also explains Object, Linking, and Embedding (OLE) and contains the steps to remove PhotoFinish from your hard disk with the uninstall program on the PhotoFinish CD.

Additional Information

For specific technical and background information, refer to the following On-line Help topics:

Understanding File Formats	describes the formats you can select for saving and loading pictures and identifies other files included with PhotoFinish.
Glossary	defines terms you may not know.
Memory Information	explains how to configure memory so that you get the best performance from PhotoFinish and your computer system.
Troubleshooting	explains what to do in case you have trouble with your scanner or with any other aspect of PhotoFinish.

PhotoFinish Tool Reference

Display and Selection Tools



Zoom: change magnification level



Locator: locate area in duplicates



Hand: Move a picture in window



Box Selection: define a rectangular area



Elliptical Selection: define an elliptical area



Lasso: define an irregular area

Reference



Polygon selection:
define a polygonal area



Magic Wand:
define an area of similar colors



Eyedropper:
selects a color from the image for the foreground or background color

Enhance and Retouch Tools



Contrast Paintbrush:
adjust contrast



Brighten Paintbrush:
lighten colors in an image



Darken Paintbrush:
darken colors in an image



Blend Paintbrush:
smooth colors/textures



Sharpen Paintbrush:
sharpen areas



Smudge Paintbrush:
smear colors

Painting Tools



Paintbrush:
paint freehand



Pen: paint freehand



Color Pencil:
simulate color pencil



Charcoal:
simulate charcoal



Chalk: simulate chalk



Marker:
simulate marker



Crayon:
simulate crayon



Airbrush: spray smooth color



Spraycan:
spray color



Paint Roller: fill an area with color or a tile pattern



Gradient tool:



Text: add text to annotate the picture.



Box: draw hollow or filled rectangle or square



Rounded Box:
draw hollow or filled rounded rectangle or square



Ellipse/Circle:
draw hollow or filled ellipses and circles



Regular Polygon: draw hollow or filled regular polygon



Polygon: draw hollow or filled irregular polygon



Line: draw straight line or tile pattern line



Curve: draw a rcurve



Clone: paint with pixels from another area



Color Replacer: replaces the foreground color with the background color

Correction Tools






Eraser: erase to the background color



Local Undo: undo an area

Tool Index

This section summarizes functionality for each of the tools in the PhotoFinish Toolbox in alphabetical order.

	Description	Mouse Action	Options Bar Options
 Airbrush Tool	Use this tool to paint as with a real-life airbrush.	Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.	Size, Shape, Type (Basic, Bull's Eye, Fat Tip, Feather Tip, Ring), Spacing, Transparency, Pressure, Paper
 Blend Paintbrush Tool	Use this tool to blend and smooth colors and textures in a specific small area.	Drag over the area you want to blend. Hold Shift to constrain the tool horizontally or vertically.	Size, Shape, Pressure
 Box Selection Tool	Use this tool to define a rectangular area.	Drag to enclose the desired area. Hold Shift to constrain the area to a square.	Select All, Select None, Crop, Feather, Anti-Alias, Add, Subtract, Resize

Reference



Box Tool

Use this tool to paint hollow and filled rectangles and squares.

Drag to shape the box. Hold Shift to constrain to a square.

Size, Shape, Transparency, Pressure



Brighten Paintbrush Tool

Use this tool to adjust the brightness of a specific small area.

Drag over the area you want to adjust. Hold Shift to constrain the tool. Only the first pass changes the picture. To adjust the effect, change the Pressure or click the tool again to paste the changes, then brush again.

Size, Shape, Pressure



Chalk Tool

Use this tool to paint as with real-life chalks.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Chalk Pastel, Powdery), Spacing, Transparency, Pressure, Paper



Charcoal Tool

Use this tool to paint as with real-life charcoals.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Gritty, Soft), Spacing, Transparency, Pressure, Paper



Color Pencil Tool

Use this tool to paint as with real-life color pencils.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Dull, Sharp), Spacing, Transparency, Pressure, Paper



Clone Tool

Use this tool to copy pixels from one area to another.

Press Ctrl and click to set the origin, and then drag to paint. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape



Color Replacer

Use this tool to selectively replace the foreground color with the background color.

Drag over the area that contains the color you want to change. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Transparency, Color Match (Color Tolerance)



Contrast Paintbrush Tool

Use this tool to adjust the contrast of a specific small area.

Drag over the area you want to adjust. Hold Shift to constrain the tool horizontally or vertically. Only the first pass changes the picture. To adjust the effect, click the tool again to paste the changes and then brush again.

Size, Shape



Crayon Tool

Use this tool to paint as with real-life crayons.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Dull\Oil Pastel, Sharp, Waxy), Spacing, Transparency, Pressure, Paper



Curve Tool

Use this tool to paint smooth curves.

Click to set end points, and then drag handles to shape curve. You can also create curves that are joined end-to-end or joined at a common point.

Size, Shape, Transparency, Pressure

Reference



**Darken
Paintbrush Tool**

Use this tool to darken colors of a specific small area.

Drag over the area you want to adjust. Hold Shift to constrain the tool horizontally or vertically. Only the first pass changes the picture. To adjust the effect, change the Pressure or click the tool again to paste the changes and then brush again.

Size, Shape,
Pressure



**Ellipse/Circle
Tool**

Use this tool to paint hollow and filled ellipses and circles.

Drag to shape the ellipse. Hold Shift to constrain to a circle. Press Ctrl and drag to create concentric shapes.

Size, Shape,
Transparency,
Pressure



**Elliptical
Selection Tool**

Use this tool to define an elliptical or circular area.

Drag to enclose a defined area. Hold Shift to constrain the selection to a circle.

Select All, Select
None, Crop,
Feather, Anti-
Alias, Add,
Subtract, Resize



Eraser Tool

Use this tool to erase parts of the image to the background color. The Bleach and Soft Bleach tool types use a lighter version of the selected background color, and if you continue to erase over the same area, the area becomes white.

Drag to erase. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type
(Basic, Bleach,
Hard, Soft
Bleach), Spacing,
Transparency,
Pressure, Paper



Eyedropper Tool

Use this tool to pick up a color from an existing picture.

Click on the color you want. If you have selected the 3x3 or 5x5 average options on the Options Bar, PhotoFinish calculates a color based on the average of the selected range.

Sample Type (Single pixel, 3x3 Average, 5x5 Average), Color Match (Color Tolerance)



Gradient Tool

Use this tool to fill an area with a wash of color that changes hue from the foreground color to the background color.

Click the point where you want the gradient to start and then drag the line to the end point.

Type (Linear, Radial), Color mode (RGB, HSV), Skew



Hand Tool

Use this tool to position the picture in the picture window.

Drag to move the entire picture.

Upper Left, Upper Right, Lower Left, Lower Right, Center



Lasso Tool

Use this tool to define an irregular area.

Drag to define an irregular area. Hold Shift to constrain the sides horizontally or vertically.

Select All, Select None, Crop, Feather, Anti-Alias, Add, Subtract, Resize



Line Tool

Use this tool to paint straight lines.

Click to set end points. Hold Shift to constrain the tool to horizontal, vertical or 45-degree angles. You can also create lines that are joined end-to-end or joined at a common point.

Size, Shape, Transparency, Pressure

Reference



Local Undo Tool

Use this tool to undo small areas of a widespread change.

Drag over the area you want to undo. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Transparency, Pressure



Locator Tool

Use this tool to display the same area in all duplicated views.

Click on any open duplicate to center the display on that point in all other duplicates, regardless of zoom level.

Upper Left, Upper Right, Lower Left, Lower Right, Center



Magic Wand Tool

Use this tool to define an area of similar colors.

Click within the area you want to define. Depending on the Color Tolerance settings, all contiguous areas of similar color are selected.

Select All, Select None, Crop, Feather, Anti-Alias, Add, Subtract, Resize, Color Match (Color Tolerance)



Marker Tool

Use this tool to paint as with real-life markers.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Felt Tip, Fine Point, Highlighter, Smudgy), Spacing, Transparency, Pressure, Paper



Paintbrush Tool

Use this tool to paint as with a real-life paintbrush.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Flat Color, Jitter, Jitter Rainbow, Jitter Two Tone, Neon, Rainbow, Soft, Two Tone, Wash, Wet Oil Paint), Spacing, Transparency, Pressure, Paper



Paint Roller Tool

Use this tool to fill an area with the foreground color..

To fill a selected area completely, choose the Flood type and click in the area. To fill only the area under the pointer, choose the Area Type and then click.

Type (Flood, Area), Color Match (Color Tolerance)



Pen Tool

Use this tool to paint as with a real-life pen.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Ball Point, Calligraphy, Fine Point, Medium Point, Quill), Spacing, Transparency, Pressure, Paper



Polygon Tool

Use this tool to paint hollow and filled polygons.

Click to set line segment end points. Hold Shift to constrain the sides to horizontal, vertical or 45-degree angles. Double-click to complete the polygon.

Size, Shape, Transparency, Pressure



Regular Polygon Tool

Use this tool to paint hollow and filled regular polygons.

Drag to shape the polygon. Press Ctrl and drag to create concentric shapes. Press Shift to keep the polygon pointing upward.

Size, Shape, Transparency, Pressure



Rounded Box Tool

Use this tool to paint hollow and filled rectangles and squares with rounded corners.

Drag to shape the box. Hold Shift to constrain to a square.

Size, Shape, Transparency, Pressure

Reference



Polygon Selection tool

Use this tool to define a polygonal area.

Click to set points around the area you want to define. Double-click to close the area. You can also drag to define the area. Hold Shift to constrain the sides to horizontal, vertical or 45-degree angles.

Select All, Select None, Crop, Feather, Anti-Alias, Add, Subtract, Resize



Spraycan Tool

Use this tool to paint as with a real-life can of spray paint.

Drag to paint with the selected tool type. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Graffiti, Splatter, Two Tone Splatter), Spacing, Transparency, Pressure, Paper



Sharpen Paintbrush Tool

Use this tool to sharpen colors and textures in a specific small area.

Drag over the area you want to sharpen. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Pressure



Smudge Paintbrush Tool

Use this tool to smear colors in a specific small area.

Drag over the area you want to smudge. Hold Shift to constrain the tool horizontally or vertically.

Size, Shape, Type (Basic, Glaze, Grainy, Mix, Smear, Sprinkle), Spacing, Transparency, Pressure, Paper



Text Tool

Use this tool to add text to a picture.

Type the text into the text box and click OK. Select type style and other options from the Options Bar. Click outside the text frame to paste the text.

Burn, Burn All



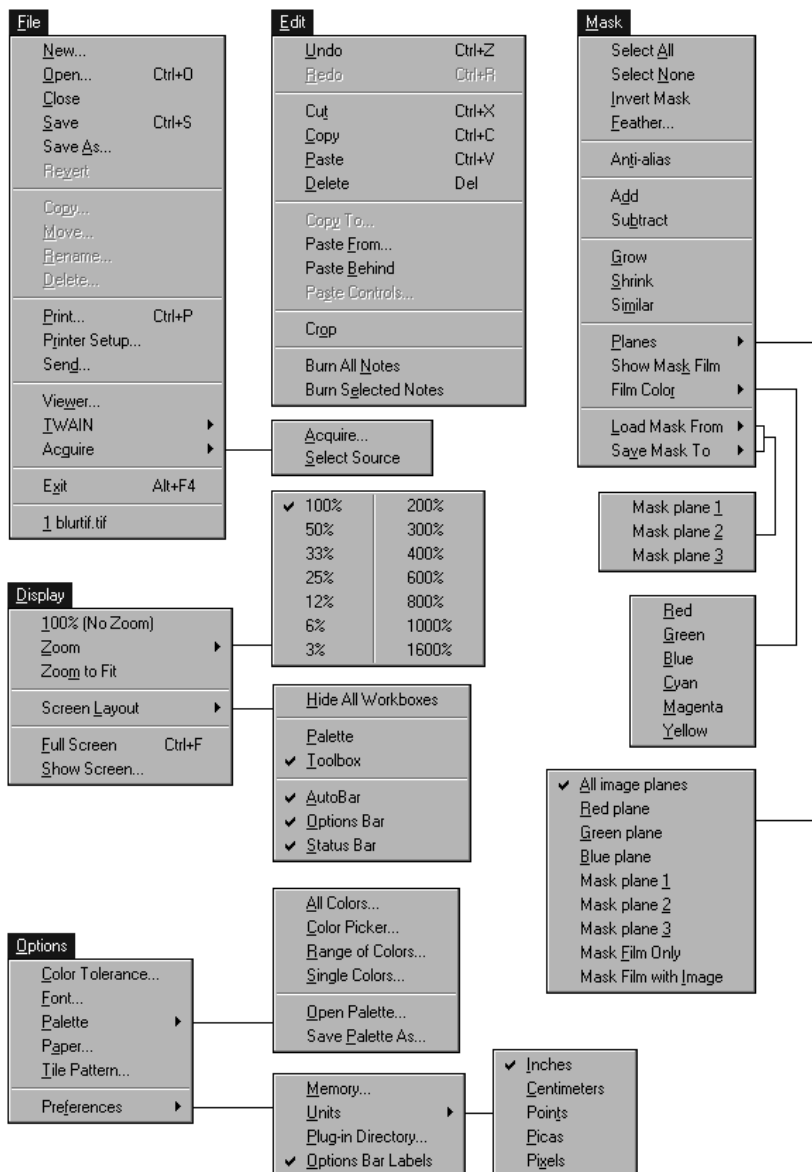
Zoom Tool

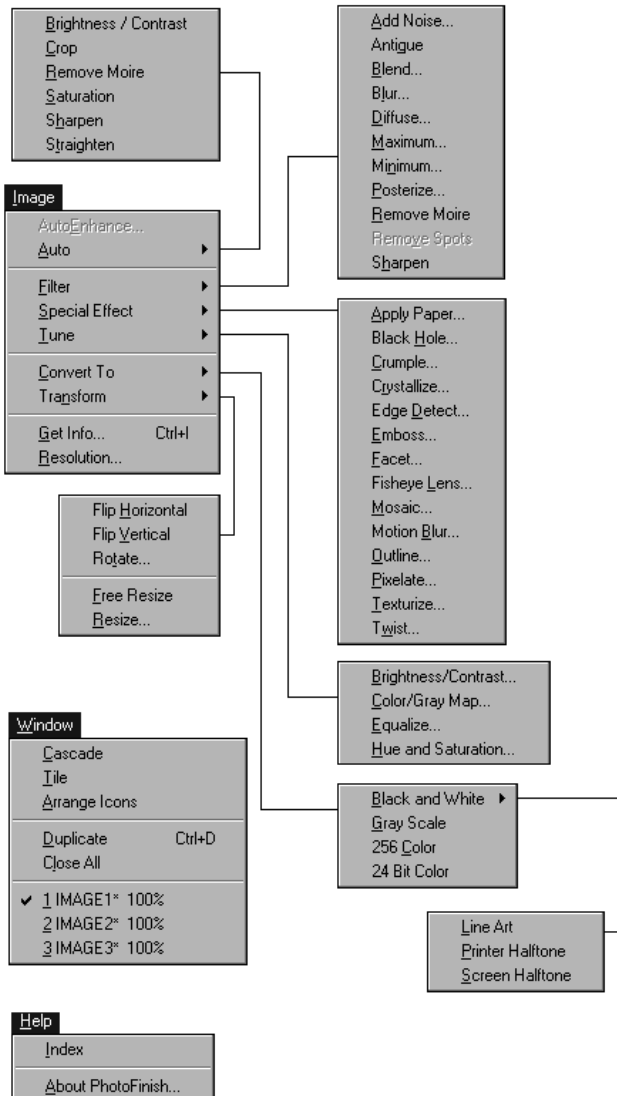
Use this tool to zoom in or out on the picture.

Click left button to zoom in to next zoom level (enlarge view).
Click right button to zoom out (reduce view).

Amount, 100%,
Zoom To Fit

PhotoFinish Menu and Command Reference





Command Index

This section is a summary of the PhotoFinish menus and commands.

The File Menu

<u>F</u>ile	Description	Shortcut
<u>N</u>ew...	Creates a new picture window of the size and color mode you specify.	
<u>O</u>pen...	Opens an existing picture and loads it into a separate picture window.	Ctrl+O
<u>C</u>lose	Closes the active picture window. You are prompted to save any previously unsaved work.	
<u>S</u>ave	Saves the active picture with its current name and in its current directory and file format.	Ctrl+S
Save <u>A</u>s...	Saves the active picture with a new name or in a new directory or file format.	
<u>R</u>evert...	Reverts to the last saved version of the picture.	
<u>C</u>opy	Copies the selected pictures in the active Viewer window to the directory you specify.	
<u>M</u>ove	Moves the selected pictures in the active Viewer window from their current directory to the directory you specify.	
<u>R</u>ename	Renames the selected picture in the active Viewer window using the new name you specify. This command is unavailable if more than one picture (thumbnail) is selected.	
<u>D</u>elete	Permanently removes the selected pictures in the active Viewer window from the hard disk or Photo CD.	
<u>P</u>rint...	Prints the active picture on any installed Windows printer.	Ctrl+P
<u>P</u>rinter Setup...	Selects the printer and sets printer options.	
Send <u>_</u>...	Lets you electronically mail the image in the active picture window (your electronic mail application must support the MAPI interface). This command appears only with Windows 95 command.	



<u>Viewer...</u>	Opens a Viewer window for the Photo CD or hard disk directory you specify. A Viewer window lets you manage picture files.	
<u>TWAIN</u>	Lets you select a TWAIN-supported scanner and acquire it to initiate scanning.	
<u>Import plug-in</u>	Lets you import an image from a PhotoShop-compliant plug-in.	
<u>Exit</u>	Closes PhotoFinish. You are prompted to save any previously unsaved work.	Alt+F4

Note If you are editing a PhotoFinish picture that is embedded in another document or application using OLE (Object Linking and Embedding), the contents of the File menu change to reflect the added functionality.

The Edit Menu

<u>Edit</u>	Description	Shortcut
<u>Undo</u>	Cancels the last change you made. This command is unavailable if PhotoFinish cannot undo the previous action.	Ctrl+Z
<u>Redo</u>	Redoes the last change you cancelled with the Undo command.	Ctrl+R
<u>Cut</u>	Removes a cutout and places it on the Windows Clipboard. The removed area is replaced with the background color. This command is unavailable if no cutout is defined.	Ctrl+X
<u>Copy</u>	Copies a cutout and places the copy on the Windows Clipboard. This command is unavailable if no cutout is defined.	Ctrl+C
<u>Paste</u>	Pastes the contents of the Clipboard into a cutout at the upper left corner of the active picture. This command is unavailable if the Clipboard is empty or contains an object not recognized by PhotoFinish.	Ctrl+V
<u>Delete</u>	Removes a cutout without placing it on the Clipboard. This command is unavailable if no cutout is defined.	Del

C<u>o</u>py To...	Copies the contents of a cutout into a file on disk. This command is unavailable if no cutout is defined.
P<u>a</u>ste F<u>r</u>om...	Pastes a picture file into another picture. This is useful for adding clip art to your picture.
P<u>a</u>ste B<u>e</u>hind	Pastes the cutout behind the area you specify.
P<u>a</u>ste C<u>o</u>ntrols...	Lets you control the blending of the cutout with the underlying image. You specify the opacity, effects, and image ranges.
C<u>r</u>op	Copies a cutout into a new picture window. This command is unavailable if no cutout is defined.
B<u>u</u>rn A<u>l</u>l N<u>o</u>tes	Permanently places all text in a picture..
B<u>u</u>rn S<u>e</u>lected N<u>o</u>tes	Permanently places the text currently selecte in a picture.

The Mask Menu

M<u>a</u>sk	Description	Shortcut
S<u>e</u>lect A<u>l</u>l	Selects the entire picture or all the pictures (thumbnails) in the active Viewer window.	
S<u>e</u>lect N<u>o</u>ne	Deselects all selected areas in a picture or all the pictures (thumbnails) in the active Viewer window.	
I<u>n</u>vert M<u>a</u>sk	Selects the area outside the current cutout inverting the mask or protected area.	
F<u>e</u>ather...	Blends the edges of the cutout resulting in a smoother integration when pasted.	
A<u>n</u>ti-A<u>l</u>ias	Automatically smoothes the edges of non-rectangular selections. Select this command before defining a cutout with a non-rectangular selection tool.	
A<u>d</u>d	Lets you add to the current cutout by expanding its boundary.	
S<u>u</u>bstract	Lets you reduce the current cutout by resizing its boundary inward.	
G<u>r</u>ow	Expands the current cutout to include adjacent areas that have the same color.	



Shrink

Shrinks the current cutout inward, eliminating non-essential edge colors.

Similar

Expands the current cutout to include non-adjacent areas that have similar colors.

Planes

Opens the following cascading menu:

All image planes

Displays all three image planes (red, green, and blue) at the same time.

Red plane

Displays only the red image plane; red color in the picture appears light gray.

Green plane

Displays only the green image plane; green color in the picture appears as light gray.

Blue plane

Displays only the blue image plane; blue color in the picture appears as light gray.

Mask plane 1

Displays the mask you previously saved as Mask plane 1.

Mask plane 2

Displays the mask you previously saved as Mask plane 2.

Mask plane 3

Displays the mask you previously saved as Mask plane 3.

Mask Film Only

Displays only the mask, hiding the underlying image.

Mask Film with Image

Displays the mask film with the image displayed underneath.

Show Mask Film

Displays the current film color over the mask to help you distinguish between the cutout and protected area.

Film Color

Opens a cascading menu that lets you choose from the following film colors: Red, Green, Blue, Cyan, Magenta, and Yellow.

Reference

- Load Mask From .** Opens a cascading menu that lets you load Mask plane 1, Mask plane 2, or Mask plane 3.
- Save Mask To .** Opens a cascading menu that lets you save the current mask as Mask plane 1, Mask plane 2, or Mask plane 3.

The Image Menu

<u>I</u>mage	Description	Shortcut
<u>A</u>utoEnhance	Automatically analyzes and enhances the active picture. This command is unavailable if the active picture is black and white or 256 color.	
<u>A</u>uto	Opens the following cascading menu:	
<u>B</u>rightness/ <u>C</u>ontrast	Analyzes the active picture, and then automatically adjusts the brightness and contrast. This command is unavailable if the active picture is black and white or 256 color.	
<u>C</u>rop	Analyzes the active picture, and then automatically removes borders. This command is unavailable if the active picture is black and white or 256 color.	
<u>R</u>emove Moiré	Analyzes the active picture, and then automatically removes moiré patterns resulting from scanned halftones. This command is unavailable if the active picture is black and white or 256 color.	
<u>S</u>aturation	Analyzes the active picture, and then automatically adjusts the intensity of colors. This command is unavailable if the active picture is black and white or 256 color.	



Sharpen Analyzes the active picture, and then automatically enhances textures and colors. This command is unavailable if the active picture is black and white or 256 color.

Straighten Analyzes the active picture, and then automatically straightens it. This command is unavailable if the active picture is black and white or 256 color.

Filter

Opens a cascading menu that contains the following Filter commands: Add Noise, Antique, Blend, Blur, Diffuse, Maximum, Minimum, Posterize, Remove Moiré, Remove Spots, and Sharpen. Some of these commands are unavailable if the active picture is black and white or 256 color.

Special Effect

Opens a cascading menu that contains the following Special Effect commands: Apply Paper, Black Hole, Crumple, Crystallize, Edge Detect, Emboss, Facet, Fisheye Lens, Mosaic, Motion Blur, Outline, Pixelate, Texturize, and Twist. Some of these commands are unavailable if the active picture is black and white or 256 color.

Tune

Opens a cascading menu that contains the following Tune commands: Brightness and Contrast, Color/Gray Map, Equalize, Hue and Saturation, Negative, and Solarize. Some of these commands are unavailable if the active picture is black and white or 256 color.

Convert To

Opens the following cascading menu:

Black and White . Opens a cascading menu from which you can select a halftone type. Converts the active picture to black and white using the halftone you select.

	<u>G</u>ray Scale	Converts the active picture to gray scale.
	256 <u>C</u>olor	Converts the active picture to 256 color and creates an optimized palette.
	<u>24</u> Bit Color	Converts the active picture to 24 bit (16.7 million) color.
<u>T</u>ransform	Opens the following cascading menu:	
	<u>F</u>lip <u>H</u>orizontal	Flips the active picture or cutout creating a horizontal mirror image.
	<u>F</u>lip <u>V</u>ertical	Flips the active picture or cutout creating a vertical mirror image.
	<u>R</u>otate...	Rotates the active picture or cutout. Use positive numbers to rotate clockwise or negative numbers to rotate counterclockwise.
<hr/>		
	<u>F</u>ree Resize	Allows you to resize the picture or cutout by dragging the handles on the marquee.
	<u>R</u>esize...	Resizes the active picture or cutout by a specified amount.
<hr/>		
<u>G</u>et Info...	Displays information about the active picture, including size, resolution, and format.	
<u>R</u>esolution...	Changes the image resolution of the active picture.	

The Display Menu

<u>D</u>isplay	Description	Shortcut
<u>100%</u> (No <u>Z</u>oom)	Changes the zoom level of the active picture to 100%.	Ctrl+1
<u>Z</u>oom	Displays a cascading menu of zoom levels from 3% to 1600%.	



Zoom To Fit Resizes a larger image so that it fits within the PhotoFinish desktop.

Screen Layout Displays the following cascading menu:

Show/Hide All Workboxes Displays or hides the Toolbox and Palette.

Palette Displays or hides the Palette

Toolbox Displays or hides the Toolbox.

AutoBar Displays or hides the AutoBar

Options Bar Displays or hides the Options Bar.

Status Bar Displays or hides the status bar.

Full Screen Removes the menu bar from the PhotoFinish desktop. You can still access the menus by pressing the appropriate Alt key combinations. Ctrl+F

Show Screen... Displays the entire picture on the screen at 100% zoom level. You cannot edit the picture in this mode. Press Esc to return to normal view.

The Options Menu

Options	Description	Shortcut
Tool Options...	Set the options for the currently selected tool.	Ctrl+O
Color Tolerance...	Sets the color tolerance to determine the area is affected by the Magic Wand, Color Replacer, and Paint Roller tools. This command is available if the Magic Wand, Color Replacer, or the Paint Roller tool is selected.	
Font...	Selects a font, style and size from a list of installed Windows fonts.	

Reference

<u>P</u>alette	Displays the following cascading menu:
<u>A</u>ll Colors...	Adjusts the entire range of colors displayed in the Palette color set. This command is unavailable if the active picture is black and white or gray scale.
<u>C</u>olor Picker...	Adjusts the value of the selected color by picking from a range. This command is unavailable if the active picture is black and white or gray scale.
<u>R</u>ange of Colors...	Adjusts a specified range of colors within the Palette color set. This command is unavailable if the active picture is black and white or gray scale.
<u>S</u>ingle Colors...	Adjusts the values of one or more colors within the Palette color set. This command is unavailable if the active picture is black and white or gray scale.
<hr/>	
<u>O</u>pen Palette...	Opens a previously saved Palette color set and loads it into the Palette. This command is unavailable if the active picture is black and white or gray scale.
<u>S</u>ave <u>P</u>alette As...	Saves the existing Palette color set with a name you specify. This command is unavailable if the active picture is black and white or gray scale.
<u>P</u>aper...	Loads a paper type for use with the natural art tools.



Tile Pattern... Loads a tile pattern or picture from disk that the Box or Line drawing tools or Paint Roller tool uses when you select the Tile tool type.

Preferences Displays the following cascading menu:

Memory... Lets you change the minimum and maximum System Memory Usage amounts and control the primary and secondary virtual memory disks.

Units Sets the default unit of measurement for PhotoFinish as inches, centimeters, points, picas, or pixels. The default unit of measure appears in different PhotoFinish dialog boxes.

Plug-in Directory... Lets you specify the directory that contains the PhotoShop-compliant plug-ins from which you want to import images.

Options Bar Labels Displays or hides the labels for the Options Bar. Hiding the labels frees up space on the PhotoFinish desktop.

System Info... Displays information about your system, including image, screen, scanner, printer, and memory.

The Window Menu

<u>W</u>indow	Description	Shortcut
<u>C</u>ascade	"Stacks" the open picture windows so that the title bar of each is visible.	
<u>T</u>ile	Arranges the open windows so that at least a part of each is visible.	

Arrange Icons	Arranges the icons of minimized picture windows in a neat row.	
Duplicate	Duplicates the active picture and places the copy in a new picture window. Changes made to one duplicate are reflected in all other duplicates.	Ctrl+D
Close All	Closes all the open windows on the PhotoFinish desktop.	
Picture List - (1-20)	Displays all opened and duplicated pictures, numbered 1 through 20. Click a picture from the list to make it the active picture.	

The Help Menu

Help	Description	Shortcut
Index	Displays the contents of the On-line Help system.	F1
About PhotoFinish	Displays the PhotoFinish version number.	

Understanding OLE (Linking and Embedding)



Related Help Topics

Working with Embedded Pictures

Saving a Copy of an Embedded Picture

Exiting and Returning to the Destination Application

PhotoFinish supports Object Linking and Embedding (OLE), a Windows feature that enhances the exchange of information between applications. PhotoFinish is an OLE server and can create objects that can be linked to or embedded within other OLE-aware applications. Note that not all Windows applications support OLE.

Working with a Linked Picture

You can use OLE to create a link between a PhotoFinish picture file and other applications or documents. Linking is useful if you intend to use a PhotoFinish picture in several different applications or documents — when you modify the picture, all applications and documents that contain the linked picture are automatically updated to reflect the changes.



Because PhotoFinish is an OLE server, you don't have to do anything special to create a picture that can be linked. Keep in mind, though, that you must first save a PhotoFinish picture to disk before you can link it to another application or document. You generally use the Paste Link command in the destination application to create a link to a PhotoFinish picture file. See the destination application's documentation for more information about linking a PhotoFinish picture to a document within the application.

Working with an Embedded Picture

You can use OLE to embed a PhotoFinish picture object within another application's document. The PhotoFinish picture then becomes a part of that document and can only be edited from within the document. Embedding is useful if you intend to use the PhotoFinish picture in one document only.

Embedding a PhotoFinish picture into another application is usually accomplished using the Paste Special or Insert Object commands in the destination application. These commands and their menu placement can vary from application to application, but they are generally found on the Edit menu. If you choose Paste Special, the PhotoFinish picture that you previously copied to the Clipboard is embedded in the document. If you choose Insert Object, PhotoFinish is launched and you can create a new picture or open an existing picture.

To edit a PhotoFinish object that was previously embedded in another application, simply open the document that contains the object and double-click the picture. PhotoFinish appears and the picture is automatically loaded into a picture window. You can then modify the picture as you would normally, using PhotoFinish's tools and commands.

Once you complete the modifications, choose File Update. This causes the embedded object to be updated to reflect your changes. Then choose File Exit and Return To to close PhotoFinish and return to the destination application. See the destination application's documentation for more information about embedding a PhotoFinish picture in a document.

If you want to save a copy of the embedded picture to a file on disk, use File Save Copy As. You can type or select a filename, as well as select the drive and directory for the saved file. The Save Copy As command does not appear on the File menu *unless* you are editing an embedded picture.

Note You can open and edit other pictures while you are editing an embedded object.

Uninstalling PhotoFinish

The PhotoFinish Setup program copied a batch file to your PhotoFinish directory that makes it easy to uninstall PhotoFinish. You use this batch file to delete all files in the PhotoFinish directory and all subdirectories the Setup program copied to your hard disk when you installed PhotoFinish.

Note Any subdirectories you have manually created in PhotoFinish are not deleted by this batch file.



Helpful Hint

UNINSTALL.BAT removes all files in the PhotoFinish directory and any subdirectories created during setup. Be sure to move any pictures you want to keep to another directory before you run this batch file.

To remove PhotoFinish from your hard disk:

- 1 Exit to DOS.
 - 2 Change to your PhotoFinish directory.
 - 3 Type UNINSTAL followed by your Windows directory. For example, if your Windows directory is located on C and is named WIN, type:

UNINSTAL C:\WIN
 - 4 At the warning, choose Yes to remove PhotoFinish from your hard disk, choose No to leave PhotoFinish on your hard disk.
- 5 You must manually remove the PhotoFinish program icons and group icons by using the File Delete command on the Program Manager menu bar. For more information, see your Windows documentation.
 - 6 You must also manually remove the PhotoFinish directory from your PATH = statement in your AUTOEXEC.BAT file if you chose to copy several program files (DLL's) to your PhotoFinish directory during Setup. For more information about editing your AUTOEXEC.BAT file, see your DOS documentation.



Index

—A—

Actual Size (Print option), 42
adding text to a picture, 141
adjusting the Brightness and Contrast of a Picture, 91
adjusting the Color/Gray Map, 93
adjusting the Intensity and Color of a Picture, 97
adjusting the Palette, 52
Airbrush tool, 126
All Image Planes button, 70
Auto Brightness and Contrast command, 91
Auto Crop command, 84
Auto Selection Lasso tool, 66
Auto Straighten command, 84
AutoBar, 13
 open button, 36
 paste button, 72
 print button, 42
 save button, 39
 Undo button, 144
AutoEnhance button, 83
automatically enhancing a picture, 83

—B—

background color, 36, 50
Black and White color mode, 45
Blend Paintbrush, 81, 95, 98
blending a picture, 95
Box Selection tool, 65
Box tool, 130

—C—

Chalk tool, 124

changing foreground and background colors, 52
changing the color mode, 47
Charcoal tool, 124
clearing the picture window, 26
clipboard
 loading the clipboard contents, 36
Clone tool, 82, 99, 140
cloning an area of a picture, 139
closing a picture, 38
CMY color model, 55
color modes, 45
Color Pencil tool, 123
Color Picker, 55
Color Replacer tool, 142
Color Tolerance
 adjusting, 60
contacting Technical Support, 9
Contrast and Brighten paintbrushes, 81
converting to 24 Bit color, 50
converting to 256 color, 49
converting to black and white, 48
converting to gray scale, 49
Copy command, 39
copying a cutout to the clipboard, 71
correcting mistakes, 26
Crayon tool, 126
cropping a picture, 75, 84
Curve tool, 133
customizing PhotoFinish, 29
Cut command, 71
cutouts
 changing the boundary, 67
 copying, 71
 copying to a file, 72
 creating multiple, 66



- deleting, 71
- deselecting, 78
- enlarging and shrinking, 67
- feathering the edges, 76
- flipping and rotating, 77
- moving to clipboard, 71
- pasting from clipboard, 72
- pasting from disk, 75
- cutouts and masks
 - creating, 64
 - working with, 63

—D—

- Delete command, 40
- deleting a cutout, 71
- deselecting a cutout, 78
- deselecting a thumbnail, 37
- digitizer tablets, 8
- Display and Selection Tools, 157
- Display Menu, 180
- drawing a Box or Rectangle, 130
- drawing a Polygon, 132
- drawing a Regular Polygon, 132
- drawing a Rounded Box or Rectangle, 131
- drawing an Ellipse or Circle, 131
- drawing Boxes, Ellipses, and Polygons, 130
- drawing Concentric Ellipses and Regular Polygons, 133
- drawing Line or Curve Segments, 134
- drawing Straight Lines and Curves, 133
- drawing tools, 129
 - options, 129
- duotone
 - creating, 57

—E—

- Edit menu, 173
- Effects dialog box, 87

- Ellipse tool, 131
- Elliptical selection tool, 65
- Embedded picture, 185
- enhance a picture
 - how to, 80
- Enhance and Retouch tools, 158
- Equalizing the colors in a picture, 90
- Eraser tool, 143
- erasing the entire picture, 144
- erasing the picture window, 26
- Exiting PhotoFinish, 27
- Eyedropper tool, 51

—F—

- feathering the edges of a cutout, 76
- File menu, 172
- filling an area, 135
- Filter and Tune Commands
 - new, 2
- Filters
 - description, 103
 - using, 102
- flatbed scanner, 148
- foreground color, 50
- Full Screen command, 22

—G—

- Gradient tool, 137
- gray scale color mode, 46

—H—

- hand scanner, 149
- Hand tool, 21
- Help menu, 184
- HSV color model, 54

—I—

- Image menu, 177
- image resolution

Index

setting, 42
installing PhotoFinish, 7
Invert Mask command, 68

—L—

Lasso tool, 66
Line tool, 133
linked picture, 185
loading a Tile Pattern, 134
Local Undo tool, 145

—M—

Magic Wand tool, 65
main window, 12
manipulating a cutout, 71
Marker tool, 125
Mask menu, 175
Masking commands
 new, 1
masks
 changing color, 69
 inverting, 68
 saving and loading, 70
 showing and hiding, 69
 working with, 63
memory
 system usage, 31
memory options
 setting, 29
menu bar, 13
mini-scroll bars
 using, 18
Moiré patterns
 removing, 96
Move command, 40
moving a cutout to the clipboard,
 71

—N—

natural art tools, 117
 painting with, 119
new picture
 creating, 35

—O—

OLE (Object Linking and
 Embedding), 185
On-Line Help
 how to use, 4
opening a picture, 36
opening multiple pictures, 37
opening pictures
 with a viewer window, 36
Options Bar, 14
 displaying and hiding labels, 33
 using, 18
Options menu, 181

—P—

Paintbrush tool, 121
painting and drawing tools, 117
Painting tools, 158
Palette, 14, 52
 changing all colors, 57
 changing an individual color, 55
 opening a custom, 58
 range of colors, 56
 saving a custom, 58
 using, 19
 using the color picker, 55
Paper button, 120
paste controls, 73
Paste From command, 75
pasting a cutout from disk, 75
pasting a cutout from the
 clipboard, 72
Pen tool, 122
picture window, 14
plug-ins
 specifying the directory, 32
 third party, 32
Polygon Selection tool, 65
Polygon tool, 132
Print Size options, 42
printer options, 41
printing
 preparation, 41
printing a picture, 42



—Q—

quitting PhotoFinish, 27

—R—

RAM, 31

Regular Polygon tool, 132

Remove Moiré command, 96

Remove Spots filter, 96

removing imperfections, 97

removing Spots and Moiré
Patterns, 96

Rename command, 40

replacing one color with another,
142

resizing by specific amounts, 77

resizing freehand, 77

Resolution command, 42

retouch a picture
how to, 80

reverting to the last saved version,
27

RGB color model, 54

Rounded Box tool, 131

—S—

Save As command, 39

saving a picture, 38
different format or file, 39
existing picture, 39
new picture, 38

scan enhancements
selecting, 153

scan halftone, 152

scan options, 150

scanner

selecting and acquiring, 147

scanning a picture, 147

Select All button, 64

Select None command, 37

selecting
multiple pictures, 40

single picture, 40
selecting a paper, 120
selecting a polygonal cutout, 65
selecting a rectangular or elliptical
cutout, 64
selecting foreground and
background colors, 50
selecting the entire picture, 64
selection capabilities
new, 1
Sharpen Paintbrush, 82, 94
sharpening a picture, 94
showing and hiding masks, 69
smoothing rough edges, 97
Smudge Paintbrush, 82, 98, 128
special effects, 87
description, 110
using, 109
Special Effects Reference, 108
Spraycan tool, 127
Status Bar, 14
using, 21
straightening a picture, 84
System Requirements, 6

—T—

Text tool, 141

tile pattern, 135

Title Bar, 13

Tool Index, 159

Tool Selector Bar, 13
using, 17

—U—

Undo button, 26, 144

undoing changes in a small
area, 26

undoing All Changes, 145

undoing the Last Change, 144

Uninstalling PhotoFinish, 187

units of measure
setting the default, 32

Index

using a tablet, 8
using the PhotoLibrary, 8
using tools, 118

—V—

Video Grabber, 149
viewer window, 37
 copy a file, 39
 delete a file, 39
 managing pictures, 39
 move a file, 39
 rename a file, 39
viewing changes, 24
viewing Picture Information, 25
viewing planes and masks, 70
Virtual Memory, 29
 primary and secondary disks, 31
 setting up, 30

—W—

Window menu, 183
Windows 3.1
 using, 12
Windows 95
 using, 11
working with masks, 68

—Z—

Zoom Level
 100% zoom, 24
 changing, 23
 zooming to fit, 24