Paint Shop Photo Album™ 4

Jasc Software

the power to create®

This manual and the software are furnished under license and may only be used or copied in accordance with the terms of that license. This manual is furnished for informational use only and is subject to change without notice and in no way construes a commitment from Jasc Software, Inc. Jasc Software, Inc., assumes no responsibility or liability for any errors or omissions in this manual. Except as permitted under license, no part of this publication may be reproduced, stored, or transmitted in any form or by any means, electronic, mechanical, recording or otherwise.

Paint Shop Photo Album is a registered trademark or trademark of Jasc Software, Inc., in the United States and/or other countries. Copyright © 2002 Jasc Software, Inc. All rights reserved.

This software contains Macromedia Shockwave™ Player and Macromedia Flash™ Player software by Macromedia, Inc. Code Copyright © 1995-2002 Macromedia, Inc. All rights reserved. Macromedia, Shockwave, and Flash are trademarks of Macromedia, Inc.

QuickTime and the QuickTime logo are trademarks used under license from Apple Computer, Inc. Code Copyright © 1995-2002 Apple Computer, Inc.

Microsoft, Windows and the Microsoft Internet Explorer logo are registered trademarks of Microsoft Corporation in the United States and/or other countries. Copyright © 2002 Microsoft Corporation. One Microsoft Way, Redmond, Washington 98052-6399 U.S.A. All rights reserved.

ImageSynthesis is a trademark of Enroute, Inc. © 1997-1998 Enroute Inc.

Imaging Technology provided under License by AccuSoft Corporation. ImageGear © 1996-2001 by AccuSoft Corporation. All Rights Reserved.

i-mode is a trademark or registered trademark of NTT DoCoMo, Inc. In Japan and other countries.

Kodak is a trademark of Eastman Kodak Company.

Portions (upload SDK and selected graphics) copyright 1999-2001 Shutterfly.com, Inc. All rights reserved. Shutterfly and Shutterfly.com are trademarks of Shutterfly.com, Inc.

Portions copyright © 1995-2002 Xceed Software Inc. All rights reserved

Portions copyright © 2002-2003 Enterprise Corporation International (ECI). All rights reserved.

Portions of PhotoBox upload plugin are copyright © PhotoBox Limited, 2002-2003.

Printed in the United States of America

Second Printing

2003

CONTENTS C

Chapter 1 Welcome to Paint Shop Photo Album 1

What's New in Version 4 1
Learning Paint Shop Photo Album 2
Using this Guide 2
Viewing the Product Tour 3
Using Online Help 3
Accessing Online Help 3
Understanding the Help window 4
Jasc Learning Center 5
Accessing Free Customer Support 6

Chapter 2 Getting Started 7

System Requirements 7
Installing Paint Shop Photo Album 8
Exploring the User Interface 9
Starting and Exiting Paint Shop Photo Album 9
Albums and Images 9
The Main Windows and Tabs 10
The Program Tabs 15
The Main Bars 15
Using Keyboard Shortcuts 16

Chapter 3 Using a Digital Camera With Paint Shop Photo Album 21

Configuring Paint Shop Photo Album to Access a Camera 21
Viewing the Images in the Camera 24
Downloading Images to a Computer 24
Using a Camera or Memory Card Connection 25
Using Windows XP and a USB Cable 26
Using a TWAIN Connection 26

Chapter 4 Working With Albums and Images 29
Opening and Closing Albums 30
Opening and Closing Images 30
Creating a New Album 32
Sorting Images in an Album 33
Moving Images 33
Adding and Viewing Information and Keywords 36
Adding Titles and Descriptions to Albums and Images 36
Associating Keywords With Images 38
Renaming Albums and Images 39
Deleting Albums and Images 40
Saving Images 41
Creating and Using Album Shortcuts 42
Adding an Album Soundtrack 43

Chapter 5 Sharing Images 45
Sending Images Via E-mail 45
Making a VCD 46
Viewing Slide Shows 51
Sharing Slide Shows 53
Using a Photo Sharing Service 54
Setting Up an Account With a Photo Sharing Service 55
Uploading Images a Photo Sharing Service 55
Making and Publishing a Web Gallery 57
Making a Web Gallery 57
Changing the Web Template 58
Saving Web Pages 59
Publishing Web Pages 59
Making a Screen Saver 60
Modifying Screen Saver Properties 61
Making Desktop Wallpaper 61
Using i-mode 62

Chapter 6 Searching and Cataloging 65
Searching on Information 65
Searching on Keywords 66
Cataloging Albums and Images 67
Backing Up the Database File 68
Restoring Backup Files 69
Importing and Exporting the Database File 69

Chapter 7 Working With Images 71
Zooming In and Out 72
Panning Images 72
Rotating Images 73
Flipping an Image 74
Resizing an Image 75
Cropping an Image 76
Adding Text to an Image 78
Adding Audio to an Image 79
Playing Audio 79
Recording an Audio Annotation 80
Editing Audio 80
Configuring Audio Properties 81
Making Movie Files 82
Exporting Movies 83
Viewing a Movie File 85
Adding a Pen Annotation 86
Making a Panoramic Image 87

Chapter 8 Enhancing Images 91
Fixing Images in One Step 91
Fixing Images Using the Adjust Wizard 92
Manually Adjusting Images 94
Removing Red Eye 97

Chapter 9 Adding Image Effects 101
Converting an Image to Black and White 101
Making a Sepia Image 102
Thinning an Image 102
Adding Borders to an Image 103
Adding a Picture Frame to an Image 104
Adding a Photo Edge to an Image 104
Adding Special Effects 105
Adding a Ripples Effect 105
Adding a Glass Blocks Effect 106
Adding an Edges Effect 106
Adding a Fisheye Effect 107
Adding an Invert Effect 107

Chapter 10 Printing 109
Printing Albums 109
Printing Images Using Templates 110
Modifying the Images in the Print Template 111
Printing Custom Layouts 112
Making Print Adjustments 113
Changing Labels 113
Making Image Adjustments 115
Changing Layout Options 116

Chapter 11 Multiple Image Operations 119
Automatically Adjusting Multiple Images 119
Renaming Multiple Images 120
Resizing Multiple Images 121
Saving Multiple Images 122
Converting Multiple Images to Black and White 123
Converting Multiple Images to Sepia 123

Chapter 12 Configuring Program Options 125
Configuring the Toolbars 125
Configuring the Program Launch Bar 126
Setting Image View Options 127
Configuring Tool Options 127
Thumbnail Options 127
General Options 128
View/Print Options 129
Undo/Redo Options 129
Download Options 130
File Formats Options 131
Database Backup Options 131
Photo Sharing Options 132
Proxy Setting Options 133
Web Gallery Options 133

CHAPTER 1

Welcome to Paint Shop Photo Album

Paint Shop Photo Album is an easy-to-use program that allows you to view, download, organize, enhance, and share digital images. With Paint Shop Photo Album, you can make the most out of your digital images!

This guide provides you with complete information about Paint Shop Photo Album's advanced features, and provides simple procedures to help you get started using the program.

Contents

What's New in Version 4 1
Learning Paint Shop Photo Album 2
Using Online Help 3
Accessing Customer Service 6

What's New in Version 4

Some of the new features in this version of Paint Shop Photo Album include the following:

Video CD Use your images to create a video CD that you can share with others

Adjust Wizard Correct problems in images by selecting the best correction.

Borders Add colorful borders around images.

Picture Frames Frame your images using one of the many picture frames.

Edge Effects Make the edges of an image look unique by adding an edge effect.

Sepia Make images look old-fashioned by converting them to sepia.

Thinify Make the subject of images look thinner or wider.

Slide Shows

- Edit slide shows while you create them - rotate, and flag images.
- Share your images using slide shows that run automatically.

E-mail Automatically optimize photos for e-mail.

Online Help Quickly access information about the program using the new online help system.

Learning Paint Shop Photo Album

There are a variety of ways to learn Paint Shop Photo Album: use this guide, view the Product Tour, access Online Help, work through the tutorials in the online help, visit the Jasc Learning Center, or contact Technical Support.

Using this Guide

The chapters in this guide are presented in an order intended to help you learn the program as quickly as possible. When using this guide, be aware of the following formatting conventions:

- Words that appear in bold in the middle of a sentence relate to actions. For example: "Choose **File > Save As**" instructs you to click on the File menu, and then choose the Save As command.
- Words that appear in italics are references to other chapters or sections of the User Guide. For example: "Chapter 1, Welcome to Paint Shop Photo Album."
- Words that appear in angle brackets refer to specific keys on the keyboard. For example: <Ctrl>.
- Words that appear in courier font describe a directory path on your computer. For example, `C:\My Documents\Paint Shop Photo Album\` would describe a directory named "Paint Shop Photo Album," contained in directory named "My Documents," located on the C: drive of your computer.

Note
This User Guide features common terminology that relates to images, and the Windows desktop. If you've used other software programs on your Windows PC, then you'll probably find the descriptions and steps in this guide easy to follow and understand.

Viewing the Product Tour

This program includes an interactive Product Tour that shows you how to use Paint Shop Photo Album. By default the Product Tour opens whenever you open the program. For information about setting the program options to turn off the Product Tour, see "Configuring Tool Options" on page 127.

To view the Product Tour:

1. In the Windows desktop, click the **Start** button and choose **Programs**. The Programs pop-out menu appears to the right.
2. Choose **Jasc Software - Jasc Paint Shop Photo Album** to open Paint Shop Photo Album.
3. Choose **Help > Product Tour**.

When you are finished viewing the Product Tour, click **Start Using Paint Shop Photo Album** to return to the main program window.

Using Online Help

Use the new built-in help system to quickly access information about using the program. In addition there are tutorials that guide you through completing specific tasks using Paint Shop Photo Album.

Accessing Online Help

Use context sensitive help to quickly find help about the active window or dialog. Open the help window to search for help from the Contents, Index, or Search tabs. Use the Favorites tab to create a list of your favorite help topics.

Another way to learn:

Learn specific tasks by completing the tutorials in the online help system. Choose Help > Online Help to open the Help window, click the Contents tab, and then select a tutorial from the Tutorials book.

To access online help:

- Press **F1** to open the Help window and view help about the active window or dialog.
- Click the **Help button** on a dialog to open the help topic for that dialog in the Help window.
- Choose **Help > Help Topics** to open the Help window.

Understanding the Help window

The Online Help window is divided into two sections:

- The **Navigation pane** (on the left side of the window) contains four navigational tabs: Contents, Index, Search, and Favorites.
- The **Topic pane** (on the right side of the window) displays the selected help topic, or the default help topic.

  Note: To link to another topic, or view an image in a pop-up window click the colored, underlined words.

Using the Help Table of Contents

Use the Contents to view help topics, organized in books by subject.

To use the Contents:

1. Click a **book** to expand it and display the list of help topics in that book. Click the book again to contract it.
2. Click a **topic** to display it in the Topic pane.

Searching for Help

Use the Search tab of the help window to search for words in the title of body of help topics, including those topics that are not listed on the Contents tab.

Highlighting Search Words

When searching for words in help topics, you can have each occurrence of the word or phrase highlighted in the topics that are found.

To turn on Search Highlight, in the Help window choose **Options > Search Highlight On**.

To turn off this option, in the Help window choose **Options > Search Highlight Off**.

To search for words in help topics:

1. Click the **Search** tab.
2. Type the word or phrase you want to find in the text entry box.
3. Click the **List Topics** button, select a topic, and then click the **Display** button to open the topic in the topic pane.

Using the Index to find help

Use the Index tab of the help window to find topics using indexed keywords. Topics are often indexed under more than one entry.

To use the Index to find help topics:

1. Click the **Index** tab.
2. Type the keyword that you want to find in the text box, or click a keyword in the index.
3. Click the **Display** button to open the topic in the topic pane.

Creating a List of Frequently Used Help Topics

Use the Favorites tab of the help window to create a list of your favorite help topics.

To create and use a list of favorite topics:

1. Find the help topic you want to save as a favorite topic.
2. Click the **Favorites** tab, and then click the **Add** button.
3. To view topic saved on your Favorites tab, click the **Favorites** tab, select the topic, and then click the **Display** button.

Maintaining the topic list:

If you want to rename a topic, select the topic, and then type a new name in the **Current topic** box.

To remove a favorite topic, select the topic and then click the **Remove** button.

Jasc Learning Center

The Jasc Software Learning Center shows you how to use Paint Shop Photo Album's features to get organized and share your images.

To access the Jasc Software Learning Center, browse to www.jasc.com/learncenter.asp, Or, go to **Jasc.com**, click the **Support tab**, and then select **Learning Center**.

Accessing Free Customer Support

When you buy Paint Shop Photo Album, you have free access to Jasc's staff of support personnel. Contact us to get assistance in any of the following ways:

US / Canada Contact Method	Address or Number
Call Technical Support	952-930-9171
Technical Support on the Web	www.jasc.com/dell/support
Fax Technical Support	952-930-9172
Call Customer Service	800-622-2793 (8am - 5pm CST, Monday - Friday)
Go to the Jasc Website	www.jasc.com/dell

International Contact Method	Address or Number
Find your local country contact details on the Web	www.jasc.com/dell/world
International e-mail	dellintl@jasc.com
Call International Customer Service (English Only)	+1- 952-930-9800 (8am - 5pm GMT-6:00, Monday - Friday)
Fax International Customer Service	+1- 952-930-9172

CHAPTER 2

Getting Started

Get your photos out of your camera and into your life with Jasc Paint Shop Photo Album. It is easy to install and use, and offers the tools you need to perform common photo tasks quickly and easily.

Contents

System Requirements 7
Installing Paint Shop Photo Album 8
Exploring the User Interface 9
Using Keyboard Shortcuts 16

System Requirements

Before you install this program, make sure that your computer meets or exceeds these following requirements:

- An IBM or compatible computer with a Pentium processor
- Windows 98 SE, 2000, ME, XP, or Windows NT 4.0 with Service Pack 3 or later
- 64 MB RAM
- 24 MB available hard disk free space
- A CD-ROM drive
- A color monitor that can display at least 256-colors
- A video card that supports at least 256 colors
- Help system requires Microsoft Internet Explorer 4.0 or higher

How do I find out what my color settings are?

To determine if you have True Color settings, Right-click on the Windows desktop and choose **Properties** to open the Display Properties dialog. Click the **Settings** tab, and then choose a True Color setting (either 24-bit or 32-bit) from the Color drop-down list.

To view your digital images with photographic image quality use a video card and monitor that can display the True Color (24-bit or 32-bit color) setting.

Installing Paint Shop Photo Album

Before you install the program, close any programs or applications that you have running on your Windows PC.

If you have a previous version of Paint Shop Photo Album installed on your computer, a prompt will display indicating that you can import the old database file containing album and image information (keywords, information, etc.). If you do not import the database file from the previous version, the information that you entered about images and albums will not be retained in this version of the program.

Note
If you have downloaded Paint Shop Photo Album from our web site, follow the installation instructions on the web site.

To install Paint Shop Photo Album from the CD:

1 Insert the Paint Shop Photo Album CD in your CD-ROM drive. The Installation program starts automatically.

   Note: If the installation program does not start automatically, double-click the My Computer icon, and then double-click on the CD-ROM icon. When the window opens that displays the contents of the CD-ROM, double-click **Setup.exe**.

2 Follow the prompts to install the program.

Want to use Paint Shop Photo Album as the default JPEG viewer?

On the JPEG Viewer installation screen, click the **Yes** option to make Paint Shop Photo Album the default viewer for JPEG files. This setting is recommended for most users.

Exploring the User Interface

This section provides an overview of the user interface, and describes the main windows, tabs, and bars. Please review this section thoroughly to help you understand this program, and become familiar with the user interface.

Starting and Exiting Paint Shop Photo Album

To start Paint Shop Photo Album:

1. On the Windows desktop, click the **Start** button and choose **Programs**. The Programs pop-out menu appears to the right.
2. Choose **Jasc Software** to display a menu, and then choose **Jasc Paint Shop Photo Album** to open the program.

   Note: You can also double-click the program shortcut icon on the Windows desktop to open the program.

Paint Shop Photo Album Program Icon

To Exit Paint Shop Photo Album:

Choose **File > Exit** or click the Close button .in the upper-right corner of the program window.

Albums and Images

Albums are collections of digital images that are stored in folders on the computer hard drive or a removable disk, such as a CD-ROM. The Browse tab, on the left side of the program window, displays the directory structure of the albums. This directory structure directly corresponds to the directory structure of Windows Explorer.

Images are individual files, one for each digital photograph. In the program windows, these files display as thumbnail images (small digital representations of the actual images). Images are usually stored in the JPEG (.jpg) file format.

The Main Windows and Tabs

Most of your time spent working in the program will be in the two main windows: the Album View window and the Image View window. Additionally, there are three secondary windows the: Print Layout window, Web Gallery window, and the VCD window.

On the left side of the Image and Album View windows are five tabs, the Browse, Info, Keywords, Search, and Album tabs.

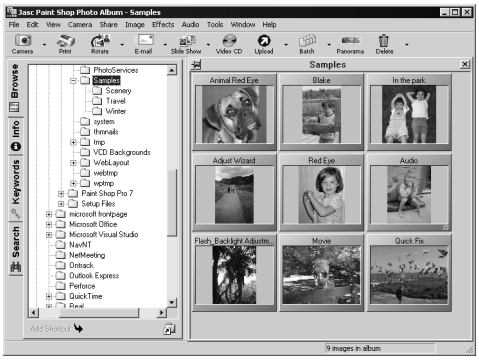
Note
The Album tab only displays when the Image View window is open.

Album View Window

Want to change the size of the thumbnail images?

In the Album View window, choose **View > Thumbnail Size**, and then choose Large, Medium, or Small.

The Album View window is the default window and displays each time you open the program. Select albums, create a slide show, access other windows, connect to a digital camera, e-mail images to others, run batch processes, sort and delete images, and create new albums using the Album View window, shown below:



The first time you open the program the Album View window displays thumbnails of the images in the Samples Album.

To open an album:

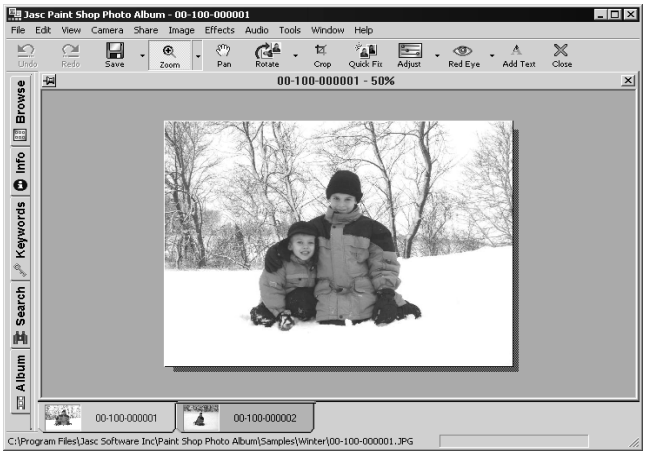
Click an album in the Browse tab to open the thumbnail images in the Album View window. Click the plus sign (+) next to the album to expand the album to display additional albums.

To close an album:

Click the close icon in the right corner of the open album, or choose **File > Close**.

Image View Window

Adjust, enhance, crop, rotate, add text, borders, and picture frames to images using the Image View window, shown below:



If there is more than one image open in the Image View window a tab displays at the bottom of the window for each open image. To view an open image, click the tab for that image.

Window Layout Options

The Normal Image View is selected by default and displays only one image in the Image View window. To display two or more images in the Image View window choose **View > Two-Image View**, or **View > Multiple-Image View**.

To open an image:

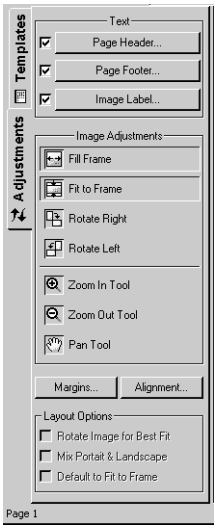
- In the Album View window, double-click a thumbnail to open the image in the Image View window.
- In the Image View window, click the Album tab, and then click an image to open it in the Image View window.
- In the Image View window, to view an open image, click the tab, for the image at the bottom of the Image View window.

To close an image:

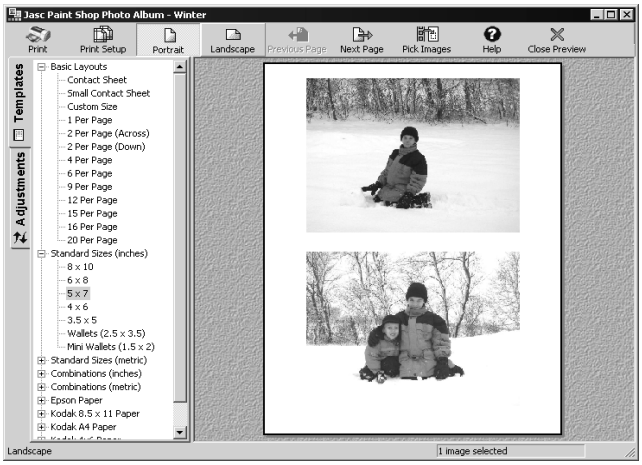
- Click the **Close** button, or choose File > Close.

Print Layout Window

Print images using multi-image layouts that make efficient use of paper, create custom print layouts, and print images using the Print Layout window, shown below:



Adjustments tab



The Print Layout window displays the selected template containing the selected images in the template view. In addition, there are two tabs on the left side of the window:

Templates tab The default tab used to select a printing format. Click (+) next to a template group to expand the options. You can print single or multiple images on one page using the print templates.

Adjustments tab Click the tab to change the header, footer, image label, make image adjustments, and change layout options.

For information about printing images, see Chapter 10, Printing.

To open the Print Layout window:

On the Album View window, click the Print button on the toolbar, or choose **File > Print**.

To close the Print Layout window:

Click the **Close Preview** button on the toolbar.

VCD Window

Create a Video CD (Video Compact Disc) of the images in your albums, add slide shows, music, text, and select a background for the VCD using the VCD View window, shown below:

The VCD window contains three main areas:

Slide Show view Add and delete albums as slide shows on the VCD. Add, select, and delete slide shows.

Selected Slide Shows view Displays the thumbnails of the slide shows that are included on the VCD. Click a chapter thumbnail to view the images in the chapter in the Image view.

Images view Displays the images in the selected slide show.

For information about making a Video CD, see “Making a VCD” on page 46.

Important:

In order to burn VCD’s using the VCD Window, your computer must have either an internal or external CD-RW drive.

To open the VCD window:

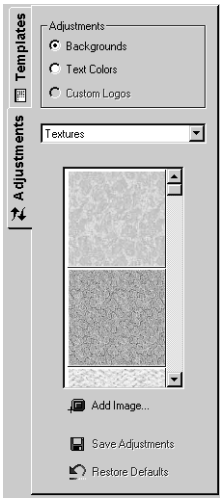
On the Album View window, click the Video CD button, or choose **Share > Create Video CD**.

To close the VCD window:

Click the **Close VCD Layout** button on the toolbar.

Web Gallery Window

Turn albums into web photo galleries using the Web Gallery window, shown below:



Adjustments tab

The Web Gallery window contains two tabs on the left side of the window:

Templates tab The default tab used to select a web page format. Select a template from the list to preview the layout.

Adjustments tab Click this tab to change the template background color, pattern, or texture, an to change text and link colors.

For information about making and publishing web pages, see “Making and Publishing a Web Gallery” on page 57.

To open the Web Gallery window:

To open the Web Gallery window, select an album from the Browse tab, and then choose **Share > Create Web Gallery**.

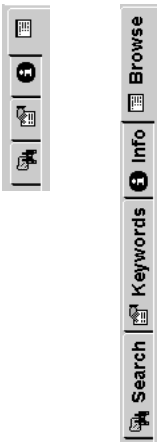
To close the Web Gallery window:

Click the **Close Web Gallery** button on the toolbar.

The Program Tabs

The tabs on the left side of the window are used to open albums, view information and keywords, search for images and albums, and to open an image from an open album.

Note
If the program has been resized small enough, the tab labels will change in to small icons.



Program Tabs

Browse tab Use this tab to locate albums. Albums are organized in a directory tree like Windows Explorer. Click the plus sign (+) next to an album to expand it. Click the minus sign (-) next to the album to contract it. For information about using the Browse tab, see Chapter 4, Working With Albums and Images.

Info tab Use this tab to view and add information about albums and images. For information about adding and viewing album and image information, see “Adding Titles and Descriptions to Albums and Images” on page 36.

Keywords tab Use this tab to create, associate, edit, and delete keywords for albums and images. For information about adding keywords to albums and images, see “Associating Keywords With Images” on page 38.

Search tab Use this tab to locate albums and images for which you have associated keywords and/or information. For information about searching for albums and images, see Chapter 6, Searching and Cataloging.

Album tab This tab displays when an image is open in the Image View window. Use this tab to view the thumbnails of the images in the album. Click a thumbnail to open the image in the Image View window.

The Main Bars

There are three main bars: Menu bar, Toolbar, and the Status bar. To view the Tool Tip for a button, hold your mouse over the button to display the name of the button. A description of the button displays in Status bar at the bottom of the program window.

Menu Bar

The Menu bar, located directly below the Title bar, displays the menu headings.

Click a menu heading to display the list of commands associated with the menu heading.

Toolbars

The toolbar, located below the Menu bar, contains buttons for accessing frequently used menu commands. The buttons on the toolbar change depending on which window is currently active.

Click a button to execute the associated menu command. Clicking the down-arrow on the right side of the button displays a menu with additional options associated with that command.

If a menu option or button on the toolbar is greyed-out, that command is not available for the current mode. For example, Image > Red Eye is not available when the Album View window is open. In order to use the Red Eye tools, you must open an image in the Image View window.

Where are all the toolbar buttons?

Depending on the size of your screen window, you may need to click on the **>>** button of the toolbar to display all of the toolbar buttons

Status Bar

The Status bar, located at the bottom of the program window, displays the directory location for albums and images, and Tool Tips.

Using Keyboard Shortcuts

Keyboard shortcuts are a quick and easy way to execute a commands. Many users find that familiarizing themselves with keyboard shortcuts saves them a lot of time, especially when performing repetitive tasks.

Most keyboard shortcuts involve the Alt, Ctrl, or Shift keys in combination with another key. Some shortcuts are activated by a Function key, such as pressing F1 to display online help.

For example, you can display the Browse tab by using the keyboard combination Ctrl + B. The following tables list the keyboard shortcuts and function keys that are available in this program.

Keyboard Shortcuts

Menu Command	Keyboard Shortcut
File Menu	**Alt + F**
New Album	Ctrl + N
Open Album	Ctrl + O
Open File	Ctrl + Shift + O
Save	Ctrl + S
Print	Ctrl + P
Jump to Paint Shop Pro	Ctrl + J
Edit Menu	**Alt + E**
Undo	Ctrl + Z
Redo	Ctrl + Alt + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete	Delete
Select All	Ctrl + A
Select None	Ctrl + D
View Menu	**Alt+ V**
Browse	Ctrl + B
Keywords	Ctrl + K
Info	Shift + I
Search	Ctrl + F
Album	
Camera Menu	**Alt + M**
View Images	Ctrl + Shift + V
Get All Images	Ctrl + Shift + G

Menu Command	Keyboard Shortcut
Erase All Images	Ctrl + Shift + E
Share Menu	**Alt + S**
View Slide Show	Ctrl + W
Online Services	
> Add Selected to Upload	Ctrl + U
Create Web Gallery	Ctrl + Shift + W
i-mode	Ctrl + Shift + I
Image Menu	**Alt + I**
Quick Fix	Ctrl + Q
Red Eye	Ctrl + Shift + D
Zoom	Ctrl + Shift + Z
Pan	Ctrl + Shift + P
Selection	
> Rectangular	Ctrl + Shift + R
> Freehand	Ctrl + Shift + F
Rotate	
> Right	Ctrl + R
> Left	Ctrl + L
> Free	Ctrl + E
Flip	
> Horizontal	Ctrl + M
> Vertical	Ctrl + I
Image Resize	Shift + S
Add Text	Ctrl + T

Function Keys

Command	Function Key
Show Help	F1
View Previous Image	F3
View Next Image	F4
Close Active Window	Alt + F4
Close Current View	Ctrl + F4
View Refresh	F5
Next Window	Alt + F6
Next Sub Window	Ctrl + F6
File > Save as	F12
File > Delete	Ctrl + Del
Toggle tabs in active dialog	Ctrl + Tab
Tab forward through controls in active window or dialog	Tab
Tab backward through controls in active window or dialog	Shift + Tab
Select	Spacebar
Cancel	Esc
View Previous Image	Alt + Left Arrow
View Next Image	Alt + Right Arrow
View Previous Album	Alt + Up Arrow

CHAPTER 3

Using a Digital Camera With Paint Shop Photo Album

Use Paint Shop Photo Album to download images from your digital camera to your computer. Even if Paint Shop Photo Album doesn't directly support your camera type, you can still use it to download and view images.

Contents

Configuring Paint Shop Photo Album to Access a Camera 21
Viewing the Images in the Camera 24
Downloading Images to a Computer 24

Configuring Paint Shop Photo Album to Access a Camera

Before you can view and download images from a digital camera, you must first configure the program to access the camera.

Your digital camera may require special software (called drivers) that enables your computer to connect to the camera. You must install this software on your computer before connecting the camera to the computer, and configuring the program to access the camera. Refer to the *documentation* supplied with your camera for more information about this software.

Note
If you are using the Windows XP operating system, your camera uses the WIA connection system, and you connect your camera to the computer using a USB cable, then you do not need to configure Paint Shop Photo Album to access your camera. For more information about using a WIA camera with Windows XP, see "Using Windows XP and a USB Cable" on page 26.

To configure Paint Shop Photo Album for your camera:

1. Connect the camera to the computer. Follow the instructions in the documentation provided with your camera to connect your camera to the computer.

   Note: If you are using a memory-card reader, make sure that it is connected to the computer, and that you have inserted the memory card from your camera into the card reader.

2. Start Paint Shop Photo Album, click the Windows **Start** button, and then choose **Programs > Jasc Software > Jasc Paint Shop Photo Album**. Or, double-click the Paint Shop Photo Album program icon on your desktop.

3. Choose **Camera > Connection** to open the Connection dialog.

4. From the **Connect Via** drop-down list choose the type of cable or accessory connection used to connect the camera to the computer:

   WIA The default for WIA compatible computers. This option only displays for computers running the Windows XP operating system.

   Serial/USB Use this setting if your camera is connected to either a serial or USB port on your computer.

   USB (Mounted Drive) The default for non-WIA computers, and the most common type of camera connection. Some cameras are viewed as an additional disk drive when they are connected to the USB port of your computer. Use this setting if your camera uses this option.

   PC Card Many cameras use removable memory cards. To use this setting, you will need a computer with a PC Card Reader. Use this setting if you will use the PC Card Reader to retrieve images from your camera's memory card.

   FlashPath A FlashPath adapter is used with SmartMedia camera memory cards. Insert the SmartMedia memory card into the FlashPath adapter, and then insert the adapter into the floppy-

disk drive of your computer. Use this setting if you're using a FlashPath adapter.

Note: For this to work properly, you need to have the current FlashPath driver installed on your computer. The necessary driver is usually available on the web site for your FlashPath or camera manufacturer.

TWAIN Most cameras and scanners are TWAIN-compliant. Use this setting if your camera is not directly supported by Paint Shop Photo Album, but is TWAIN-compliant.

5 In the **Connection Settings** group box, configure the settings for the type of device selected in step 4:

Serial/USB Select Auto and the program will automatically detect the port location and transmission speed.

USB (Mounted Drive), PC Card, and FlashPath Define the path to the image data. You may need to add a subdirectory path describing where your image files are located on the on the extra disk drive.

You can include more than one directory in the search path by separating them with semi-colons (e.g., `Photos_1; Photos_2`). If multiple directories are listed, Paint Shop Photo Album searches the directories in the order that you entered them. It then displays the images in the first directory that contains images.

TWAIN Choose the TWAIN device from the list of available devices.

6 Click **OK** to close the Options dialog and apply the setting.

Note

It is only necessary to configure the program the first time you connect your camera to the computer. The next time you want to access the camera and download pictures to the computer, simply click the Camera button on the toolbar.

Viewing the Images in the Camera

After you connect your camera to your computer and configure Paint Shop Photo Album, you can view the images in the camera without downloading them to the computer.

To view images before downloading them to the computer:

Choose **Camera > View Images**, or click the down-arrow on the Camera button to display a drop-down menu and choose View Images.

Images, called thumbnails, display in a scrollable window. Thumbnails are special miniature images that represent the actual contents of the image in your camera.

Want to erase all of the images in the digital camera?

To erase all of the images in your camera directly from Paint Shop Photo Album, choose **Camera > Erase All Images**.

Note
The camera icon in the upper left corner of each thumbnail indicates that the image currently resides in the camera or on a storage card. You can easily download the complete image to your computer, as described in the following section.

Downloading Images to a Computer

Once you have connected your camera to your computer, and configured the program to access the camera, you can easily download and store the images as files on your computer.

You can download selected images, or all of the images in the camera to the computer. Paint Shop Photo Album automatically downloads images to an album named with the current date. You can download images to another album by typing the name of that album, or by browsing for another album.

Note
When the transfer is complete, the camera icon on the image changes to an album icon to show that the image has been downloaded to your computer.

The manner in which you connect your camera to your computer determines how you download images to Paint Shop Photo Album.

- If you connect your camera to your computer using a camera or memory card connection see, “Using a Camera or Memory Card Connection” on page 25.
- If you connect your camera to your computer using a TWAIN connection, see “Using a TWAIN Connection” on page 26.

- If you have a WIA enabled camera and Windows XP, see“Using Windows XP and a USB Cable” on page 26.

Using a Camera or Memory Card Connection

Use these instructions if you connect your camera to your computer using a FlashPath adapter or a PC Card-Reader.

To download all images:

Camera button

To download all the images in a camera or storage card to your computer, choose **Camera > Get All Images**, or click the down-arrow on the Camera button and select **Get All Images** button on the toolbar.

To download a single image:

1. Choose **Camera > View Images**, or click on the **Camera** button on the toolbar.
2. To immediately transfer an image to your computer, click the thumbnail image, and then click the **Get** button.

To download selected images:

1. Choose **Camera > View Images**, or click on the **Camera** button on the toolbar.
2. Click the thumbnails of the images that you want to download.
   - To select multiple images, click on the first image, and then hold down the **<Ctrl>** key while clicking on each additional image.
   - To select a series of images, click on the first image, and then hold down the **<Shift>** key and then click the last image. All of the images in the range between the first and the last images are selected.

   Note: If you accidentally select an image that you don’t want to download, hold down the **<Ctrl>** key, and click the image.
3. While continuing to press the **<Ctrl>** key, double-click on the last image that you want to download. All of the images that you selected will be downloaded to your computer.

Erasing all the images from the camera

To erase all the images in a camera or storage card, choose **Camera > Erase All Images**.

Using Windows XP and a USB Cable

Paint Shop Photo Album supports the WIA connection system. If your computer has the Windows XP operating system, your camera uses the WIA connection system, and you connect your camera to the computer using a USB cable, then Paint Shop Photo Album and Windows XP will automatically detect when you have connected your camera to your computer.

To download from a WIA camera with Windows XP:

1. Make sure that the power for your camera is turned on.
2. Connect the camera to the computer using the USB cable.
3. When connected, a confirmation dialog opens. Choose **Paint Shop Photo Album**.

   Note: If you want to skip this confirmation in the future, mark the "Always use this program for this action" check box.
4. Click **OK** to launch Paint Shop Photo Album and view the images in your camera.

Note
If your camera supports PTP (Picture Transport Protocol), and you're using Windows XP, it's very likely that your camera will be detected automatically, and this procedure will work as described.

Using a TWAIN Connection

Paint Shop Photo Album is TWAIN compliant, which means you can import an image from virtually any scanner or camera directly into Paint Shop Photo Album.

To download images using a TWAIN connection:

1. Choose **File > Acquire** to open the Select Source dialog.
2. In the **Sources** group box, select the device from which you want to download images, and then click the **OK** button to open the Select Album dialog.
3. By default images are downloaded to a folder named with the current date. To change the album name, enter a new name in the **Download Images to Album** field.
4. Depending on your computers' operating system, images are automatically placed in either the *My Pictures*, or the in the *My Documents* directory. To change the directory location for the

album, click the **Browse** button to open the Select Album dialog and select a new directory. Click the Select button to change the directory location and close the Select Album dialog.

5 Click the **OK** button to open the download window for your camera. Refer to the documentation supplied with your camera for more information about using this software.

CHAPTER 4

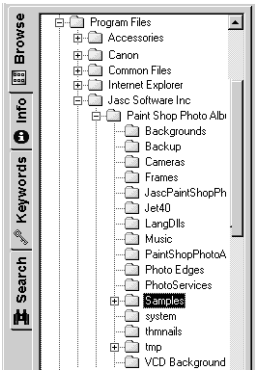
Working With Albums and Images

The images that you acquire from a digital camera, CD-ROM, scanner, or other sources are stored in folders on your hard drive. In Paint Shop Photo Album, any folder containing images is called an "album".

Contents

Opening and Closing Albums 30
Opening and Closing Images 30
Creating a New Album 32
Sorting Images in an Album 33
Moving Images 33
Adding and Viewing Information and Keywords 36
Renaming Albums and Images 39
Deleting Albums and Images 40
Saving Images 41
Creating and Using Album Shortcuts 42
Adding an Album Soundtrack 43

Opening and Closing Albums



Browse tab displaying albums

Use the Browse tab or File menu to open albums. The Browse tab functions the same as the directory tree in Windows Explorer. When you select an album, thumbnails of the images in the album display in the Album View window. Use the Close button or File menu to close an album.

To open an album using the Browse tab:

1. Click the **Browse** tab. A "directory tree" displays the contents of your disk drive, organized by drives and folders.
2. Click the **album name** or folder icon to display thumbnail views of the images in the album in the Album View window.

To open an album using the File menu:

1. Choose **File > Open Album** to display the Open Album dialog.
2. Select the location of the album from the **Look in** drop-down list.
3. Click **Open** to open the album in the Album View window.

Note
If no thumbnails appear in an album, it is either because there are no images in the album, or that the images in the album are in a file format that Paint Shop Photo Album does not support.

Want to keep an album open?

Click the **Push Pin** in the upper left corner of the Album View window to keep the album open while you open other albums.

To close an album:

Click the **Close** button in the upper-right corner of the Album View window, or choose **File > Close**.

Opening and Closing Images

Open images from an open album, using the File menu, from the Album tab, or a Picture CD. Close images using the File menu, or by clicking the Close buttons.

For information about adjusting images, see "Working With Images" on page 71.

To open an image from an open album:

With an album open in the Album View window, double-click an image thumbnail to open the image in the Image View window.

To open an Image using the File menu:

1 Choose **File > Open File** to display the Open File dialog.

2 Select the location of the image file from the **Look in** drop-down list.

3 Click **Open** to open the image in the Image View window.

To open an image from the Album tab:

1 Click the Album tab to view the contents of the album.

Note: The Album tab only displays when the Image View window is open.

2 Click the thumbnail of the image to open the image in the Image View window.

To open an image from a Picture CD:

1 Insert the Picture CD in the CD-ROM drive.

2 Choose **File > Open Picture CD**. The files on the Picture CD display in the Album View window.

Note: You can make changes to the images on a Picture CD, but you must save the changed image into an album on the hard drive of the computer. For information about saving images, see "Saving Images" on page 41.

Image View window Layout Options

The Normal Window Layout is selected by default and displays only one image in the Image View window. You can open two or more images by choosing **View > Two-Image**, or **View > Multiple-Image Views**.

To open an image In Jasc Paint Shop Pro:

1 Click the Album tab to view the contents of the album in the Album View window.

2 In the Album View window, select the image thumbnail, and then choose **File > Jump to Paint Shop Pro** to open the image in Paint Shop Pro.

To close an image and return to the Album View window:

- Choose **File > Close**.
- Click the **Close** button on the toolbar.
- Click the Close button in the right corner of the Image View window.

Creating a New Album

Create new albums to organize sets of images. Drag thumbnail images between albums to reorganize images into topic-based albums.

For information about moving images between albums, see “Moving Images” on page 33.

Note
Depending on your computer’s operating system, images are automatically placed in the Paint Shop Photo Album sub-directory of either the *My Pictures*, or the *My Documents* directory.

To create a new album:

1. Choose **File > New Album**, or right-click in the Album View Window to display a context menu and select New Album to open the New Album dialog.

   Note: To create an album within a specific folder, on the Browse tab right-click the folder in which you want to create a new album and select New Album.

2. Enter a name for the new album in the **New Album** field.

   Note: This name is also the name of the directory that you are creating on your hard drive.

3. In the **Create In** group box, choose the location for the new album.

   - By default, Paint Shop Photo Album will place the new album as a sub-folder inside the currently the selected album.
   - To place the new album in a different directory in your computer, click **Browse** to open the Select Album dialog. Choose the folder in which you want to place the new album from the Look in drop-down list, and then click Select.

4. Click **OK**. The new (empty) album opens in the Album View window.

Sorting Images in an Album

Sort thumbnails by name, date, size, or type to organize and compare images in the Album View or Search Results windows.

Note
The sort selection is not “remembered” by the program. If you manually reorder thumbnails, you will need to sort the thumbnails again.

To sort the thumbnail images:

In the Album View window, Choose **View > Sort Thumbnails** to display a drop-down menu, and then choose an option:

By Name Sorts thumbnails according to the image name.

By Date Sorts thumbnails by the date that the image was created or last updated.

By Size Sorts thumbnails by the size of the file (in KB) from smallest to largest.

By Type Sorts thumbnails alphabetically by file type. For example, all files of the .jpg type would be grouped together, followed by .tif files, and so on.

By Album Sorts the thumbnails in the Search Results window by album name. This option is only available after searching for images.

Moving Images

There are two ways to move images into a different album. You can **move** them, thus removing them from one album and placing them into another album. Or, you can **copy** them from one album and paste them into another album.

To place an image directly into a document in another application (such as placing a picture into a word-processing document), use the drag-and-drop technique to move an image into another open application.

To move an image into another album:

1 On the **Browse** tab, click the album that contains the image that you want to move to a different album. The album opens in Album View window.

2 Click the **Push Pin** in the left corner of the Album View window to keep the album open while you open another album.

3 On the **Browse tab**, click another album to open it in the Album View window.

4 Select the images that you want to move.

- To select one image, click the image.
- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

5 To move the image(s) into another album, press and hold the **<Shift>** key, click on one of the selected images and hold the mouse, and then drag the selected image(s) to the other album.

The original images are removed from the first album and placed in the selected album.

Using Keyboard Shortcuts

For information about using keyboard shortcuts to copy and paste images, see "Using Keyboard Shortcuts" on page 16.

To copy an image into another album:

1 On the **Browse** tab, click the album that contains the image that you want to copy to a different album. The album opens in Album View window.

2 Click the **Push Pin** to keep the album open while you open another album.

3 On the **Browse** tab, click another album to open it in the Album View window.

4 Select the images that you want to move.

- To select one image, click the image.
- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

5 To copy the selected image(s) to another album, click and hold the mouse and drag the image(s) to the album.

The original images stay in the first album, and are copied to the second album.

Quick Summary

Click to select a single image.

Ctrl + Click to select multiple images.

Shift + Click to select a sequence of images.

Drag to copy image to a different folder.

Shift + Drag to move images to a different folder.

To copy an image into another open application:

1 Open the application into which you want to copy an image.

2 Switch back to Paint Shop Photo Album.

3 On the **Browse** tab, click the album to display thumbnail views of the images in the album in the Album View window.

4 Click the thumbnail of the image that you want to copy.

5 Click and hold the mouse button and drag the image into the other application.

Mouse Cursor

Note: When you drag the image into the other application, the mouse cursor will change shape to indicate the locations where you can drop the image.

6 Release the mouse button over the location where you want to place the image.

Note: To cancel a drag, press **<Esc>** before releasing the mouse button.

To copy a selected portion of an image to another application:

1 On the **Browse** tab, click the album to display thumbnail views of the images in the album in the Album View window.

2 Double-click the thumbnail of the image to open the image in the Image View window.

3 Choose **Image > Selection** to display a menu, and then choose a selection type:

Rectangular Makes a square or rectangular selection.

Elliptical Makes a circular selection.

Freehand Click and hold the mouse, and then drag around the image to manually create a selection area.

4 Choose **Edit > Copy**, press Ctrl + C, or right-click to display a context menu and choose Copy.

5 Switch to the destination application, place the cursor at the location where you want to insert the image, and then choose **Edit > Paste**, press Ctrl + V, or right-click to display a context menu and choose Paste.

Note

If the destination application is OLE-compliant (and most recent applications are), double-click the inserted image to edit the image in Paint Shop Photo Album without leaving that application.

Open an Image in Paint Shop Pro

To open an image in Paint Shop Pro, select the image or images, and then choose **File > Jump to Paint Shop Pro**.

Adding and Viewing Information and Keywords

Add titles, descriptions, and keywords to albums and images to help you organize, locate, and label them when using the other program features.

Plan Ahead

If you plan to display titles in your slide shows, make sure that they are short enough to fit on the screen (30 characters or less).

- **Names** All albums and images have a name. With albums, the name is the name of the folder that displays in the Browse tab. With images, the name is the actual file name.
- **Titles** Add descriptive titles to images and albums. When you create slide shows, VCD's, photo galleries for the web, or upload images to a photo sharing service, the image title can be displayed on screen.
- **Descriptions** Add longer descriptions about the subject of the image or the place where it was taken. Use the description information when searching for images, creating slide shows, and when using other program features.
- **Keywords** Add, associate, and edit keywords to further categorize, sub-categorize, and organize albums and images.

For information about searching for albums and images, see Chapter 6, Searching and Cataloging.

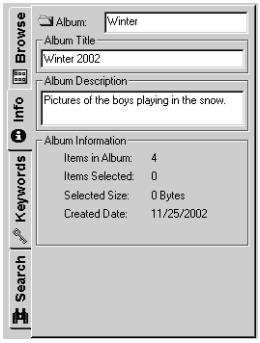
Adding Titles and Descriptions to Albums and Images

Add album and image titles and descriptions, and view additional album and image information on the Info tab.

What is EXIF?

EXIF stands for *Exchangeable Image File Format*. If your camera supports this standard, it will record the time & date the image was taken, exposure information (ISO, shutter, aperture) and other camera details in the header of each image file.

- When an **album** is selected the Info tab displays the album name, title, description, the number of images in the album, the number of images selected, the size of the selected images, and the date the album was created.
- When an **image** is selected, the Info tab displays image information (image file name, image title, image description, image size, image type, color depth, file size, and the date that the image was last changed) and the camera settings (camera name, the date the image was taken, shutter speed, flash, and camera resolution) if available.



Info tab - Album Selected

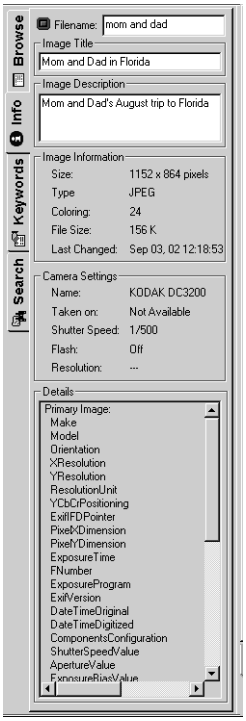
To add a title and description to an album:

1. On the Album View window, click the background behind the thumbnail images (to be sure that no images are selected), and then click the **Info** tab.
2. In the **Album Title** field, enter a title for the album. This can be any title that is meaningful for the contents of your album.
3. In the **Description** field, enter the description for the pictures in your album.

To add a title and description to an image:

1. In the Album View window, click the image for which you want to view or add information, and then click the **Info** tab.

   The name of the image displays next to the file icon on the Info tab.
2. In the **Image Title** field, enter a title that is meaningful to the subject of the image.
3. In the **Image Description** field, enter a longer description of the image.
4. **Image information** group box displays information about the image size, type, color depth, file size, and the date that the image was last changed.
5. If EXIF information was stored by the camera when the photo was taken, the camera name, the date the image was taken, shutter speed of the camera, and the flash indicator information will display in the Camera Settings group box. Choose **View > Show Image Details**, to view additional EXIF camera data information for the image.



Info tab - Image Selected

Associating Keywords With Images

Associate keywords to help you further categorize, sub-categorize, organize, and find images.

Why should I assign keywords?

Once you have assigned keywords to images, you can perform custom searches on those keywords. For example, you could search for images that were taken of your dog on a specific date, time, and place.

To associate keywords with images:

1 Select the image:

- To associate a keyword to an **image**, in the Album View window, click the image for which you want to add a keyword, and then click the Keywords tab.
- To associate the same keyword to **multiple images**, in the Album View window press and hold the **<Ctrl>** key, click the images, and then click the Keywords tab.

2 On the Keywords tab, click the (+) next to a keyword to expand the list of sub-keywords. Mark the check boxes to assign the keywords to the image(s).

To create a new keyword or sub-keyword:

New keyword Click the background on the Keywords tab to be sure that no keywords are selected. Enter the new keyword in the field at the bottom of the Keywords tab, and then click **Add**.

New Sub-keyword Select the keyword for which you want to add a sub-keyword. Enter the keyword in the field at the bottom of the keywords tab, and then click **Add**.

To edit a keyword:

Select the keyword or sub-keyword that you want to edit, and then choose an option at the bottom of the Keywords tab:

Delete Removes the selected keyword or sub-keyword from the list.

Rename Selects the keyword name. Enter the new name for the keyword and press **<Enter>**.

Renaming Albums and Images

As you work with albums and images, you may find it necessary to rename them.

To rename an album:

On the Browse tab, select the album that you want to rename, and then do one of the following:

- Choose **Edit > Rename Album**, to open the Rename Album dialog. Enter the new album name in the New Name field.
- Right-click the album name at the top of the album window to display a context menu, and select Rename Album to open the Rename Album dialog. Enter the new album name in the New Name field.
- Click the **Info tab** and enter the new name for the album in the Album field.

  Note: The new name also changes the name of the directory (folder) used to store the image files of the album.

To rename an image:

On the Browse tab, select the album that contains the image that you want to rename, select the thumbnail image, and then do one of the following:

- Click the image title on the thumbnail, and type the new name in the text box, and then press enter.
- Choose **Edit > Rename Image** to open the Rename Image dialog. Enter the new image name in the New Name field.
- Right-click on the image to display a context menu, and then choose **Rename Image** to open the Rename Image dialog. Enter the new album name in the New Name field.
- Click the **Info** tab and enter the new name for the image in the File Name field.

  Note: The new name changes the file name on your computer hard drive.

Are the images on a CD?

If you are working with a CD-R or PictureCD, then the disc cannot be written to (except through special software), so the album and image names can't be changed, edited or deleted. First save the images to an album, and then rename them.

Deleting Albums and Images

As you work with albums and images, you may find it necessary to delete them.

Delete button

To delete an album:

1. On the Browse tab, click the album that you want to delete.
2. Click the down-arrow on the **Delete** button and choose Delete Album, Choose Edit > Delete Album, or right-click to display a context menu and select Delete Album.
3. On the Confirm Folder Delete dialog, click **Yes** to move the album and all of the images in the album to the Recycle Bin. The next time you empty the Recycle Bin, all of the images and albums will be removed from the hard drive.

To delete an image:

1. In the Album View window, select the image that you want to delete.
2. Click the **Delete** button on the toolbar, choose Edit > Delete, or right-click to display a context menu a context menu and select Delete.
3. On the Confirm File Delete dialog, click **Yes** to move the image to the Recycle Bin. The next time you empty the Recycle Bin, the image will be removed from the hard drive.

To delete multiple images:

1. In the Album View window, select the images that you want to delete:
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
2. Click the **Delete** button on the toolbar, choose Edit > Delete, or right-click to display a context menu and select Delete.
3. On the Confirm Multiple File Delete dialog, click **Yes** to move the images to the Recycle Bin. The next time you empty the Recycle Bin, all of the images will be removed from the hard drive.

Saving Images

You can save an image, save an image with a different file name and/or location, or save an image to a drive (CD-ROM, or floppy disk). If you modify an image and forget to save it, you will be prompted to save the image when you try to close the image.

For information about saving multiple images at one time, see “Saving Multiple Images” on page 122.

To save an image:

Choose **File > Save** to automatically save the image with the same file name and location. This will overwrite the original image with the modified image.

To save an image when prompted by Paint Shop Photo Album:

In the Save Changes dialog, click the **Save** button to replace the file with the same name and album location. If you want to discard your changes, click **No**. If you want to save changes, but not overwrite the original file, click **Cancel** and use Save As, as described below.

Be careful when editing!

If you make major changes to an image, consider using Save As to save the image with a different file name. This preserves the original image so you can go back to it if you need to.

To save an image with a different file name and/or location:

1. With the image open in the Image View window, click the down-arrow on the **Save** button and choose Save Image As, or choose File > Save As to open the Save Image dialog.
2. In the **Save in** drop-down list choose the album location where you want to save the image. Generally, you will save the image in the same album.
3. Enter the name for the file in the **File name** field.
4. Select the file type from the **Save as type** drop-down list. Generally, you will save the image with the same file extension.
5. Select the quality level of the image (Low, Medium, High, Best) from the **Quality level** drop-down list.

   Note: The image compression settings are not available for all file types.
6. Click **Save** to save the image with the new file name and/or album location.

Want to protect an image from being changed or deleted?

In the Album View window, right-click an image to display a context menu and choose **Lock**. The locked image will be protected from changes or being deleted until you un-lock the image by right-clicking on the image and selecting **Un-lock** from the context menu.

Note: By saving the image with a different file name or location, you will not overwrite the original image file.

To save an image or multiple images to another drive:

1. In the Browse tab, select the album that contains the image or images that you want to save.
2. Select the images that you want to save to another drive.
   - To select one image, click the image.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Choose **Share > Save Slide Show** to open the Save Slide Show dialog.
4. In the **Name** field enter the album name for the image(s) you have selected.
5. Select the drive where you want to save the image(s).
6. If you want to include a program that allows anyone to view the images as a slide show, mark the **Include Slide Show Player** check box.
7. If you want your computer to copy only the selected images to the destination drive, check the box next to **Selected Image Only**. Otherwise, the entire album will be copied.
8. Click on the **OK** button to save the images to the selected drive.

Be sure to format your CD!

If saving to a CD, you must format the CD before attempting to copy images to it. For example, if you have Adaptec Direct CD software, you would run the Direct CD Wizard and follow the directions to format the CD.

Creating and Using Album Shortcuts

If you frequently work with certain albums you can use Paint Shop Photo Album to create Shortcuts to them. Once you have created Shortcuts, you can reorder and delete them from the list.

To create a shortcut to an album:

1. On the Browse tab, click the album to which you want to create a shortcut.

2 Click the **Add Shortcut** button at the bottom of the Browse tab. The Shortcut is added to the list.

Add Shortcut button

To use a shortcut:

1 Click the **Shortcuts** button at the bottom of the Browse tab. A pop-up list opens showing all of the Shortcuts that are available.

2 Click the Shortcut to open the album in the Album View window.

Shortcut button

To edit the shortcut list:

1 Click the Shortcuts button at the bottom of the Browse tab, and select **Edit Shortcut List** to open the Edit Shortcut List dialog.

2 Select the shortcut that you want to edit, and then choose an option:

Move up Moves the selected shortcut up in the list order.

Move down Moves the selected shortcut down in the list order.

Remove Deletes selected shortcut from the list.

OK Applies the changes made to the Shortcut list.

Cancel Cancels the changes and closes the dialog.

Shortcut Keys

To quickly access an album that you have added to the Shortcuts list, use the program assigned shortcut key. For example, the shortcut key for the first album on the list would be Ctrl + 1.

Adding an Album Soundtrack

Associate an audio file (.wav, mp3) with an album that plays when the album is opened in the Album View window, view an album as a slide show, add an album to a Video CD, or save a slide show to a drive to share with others.

To add an album soundtrack:

1 On the Browse tab, click the album for which you want to associate a soundtrack.

2 Choose **Audio > Album Soundtrack > Choose** to open the Choose Album Soundtrack dialog

3 Click the **Browse** button to open the Choose Album Soundtrack dialog.

4 From the **Look in** drop-down list, select the audio file (.wav, mp3).

5 Click the **Open** button to display the Choose Album Soundtrack dialog.

6 Click the **OK** button to add the soundtrack to the album.

To play an album soundtrack:

1 On the Browse tab, click the album with an associated soundtrack.

2 Choose **Audio > Album Soundtrack > Play** to play the album soundtrack.

Note: To stop playing the album soundtrack, choose **Audio > Album Soundtrack > Stop**.

To remove a soundtrack associated with an album:

1 On the Browse tab, click the album with an associated soundtrack.

2 Choose **Audio > Album Soundtrack > Remove**.

CHAPTER 5

Sharing Images

Use the images in an album to make a screen saver, slide show, desktop wallpaper, or a web page. Share your images with others by sending them an e-mail message containing images, creating a Video CD, uploading images to a photo sharing service, or sending images to a cellular telephone.

Contents

Sending Images Via E-mail 45
Making a VCD 46
Viewing Slide Shows 51
Sharing Slide Shows 53
Using a Photo Sharing Service 54
Making and Publishing a Web Gallery 57
Making a Screen Saver 60
Making Desktop Wallpaper 61
Using i-mode 62

Sending Images Via E-mail

Use Paint Shop Photo Album to send images via your e-mail program. You can send the original images, or optimize images to ensure a fast and easy download on even the slowest Internet connections.

Note
In order to send images via e-mail, your computer must have a default e-mail application that supports the MAPI Standard, such as AOL, Microsoft Outlook, or Outlook Express.

To send images via e-mail:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 Select the images that you want to send via e-mail.

- To select one image, click the image.
- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

3 Click the down-arrow on the **E-mail** button, and then select an option.

E-mail button

Optimized Images The program automatically reduces the size of the images and converts the images to JPEG so that they can be sent and opened quickly.

Original Images Sends the original images.

Note: To send an open image from the Image View window, choose **Share > E-mail Optimized Images** or **Share > E-mail Original Images**.

4 An alert message displays, asking if you want to send the selected images. Click **Yes** to open the e-mail application.

The selected images are automatically attached to an e-mail message.

5 Complete the **To**, **Subject**, and **Message** fields, and then click **Send** to deliver the e-mail message.

Making a VCD

Paint Shop Photo Album makes it easy to share your photos as slide shows with family and friends— right on your television set. A VCD is an electronic photo album, inexpensive and easy to duplicate, playable on both DVD players and computers.

Use the Auto Archive feature to save full-resolution copies of all images used in the slide show. This protects images from being lost due to possible hard drive failure. All of your previous slide shows are stored in the All Slide Shows view until you delete them. This makes it easy to create new VCD's with the slide shows that you have already created, and new slide shows.

Use the VCD window to create a slide show or set of multiple slide shows, select a background and music track for the VCD menu (used for multiple-show disks to select the slide show), insert text screens between images in a slide show, and add a slide show soundtrack. Then burn the VCD and play it in a DVD player, or a computer with a CD-ROM or DVD-ROM drive.

There are six main steps used to create a VCD:

- Add albums (called slide shows) to the All Slide Shows view.
- Select a background and soundtrack for the VCD Menu screen (optional, if your VCD has more than one slide show).
- Arrange the slide shows and images (optional).
- Add a slide show soundtrack (optional).
- Insert text screens between the images in a slide show (optional).
- Burn the VCD to a CD-ROM.

What is a VCD?

A VCD (Video Compact Disc) is a CD that contains images and sound, and looks like a regular CD. A VCD is designed to display high quality images on a television set. A VCD can be played on any DVD player that can read the VCD format and CD-R/CD-RW media. Most, but not all, DVD players have these capabilities. VCD's can also be played on a PC at full-screen resolution for even sharper images.

VCD button

To add slide shows to the VCD menu:

1. On the **Browse** tab, click the **album** that you want to burn to VCD. Thumbnails of the images in the album display in the Album View window.
2. Click the **VCD** button, or choose Share > Create Video CD, to open the album in the VCD window. The album is added to the All Slide Shows view and a thumbnail of the slide show displays in the Selected Slide Shows view.

   Note: In the Selected Slide Shows view, click the slide show thumbnail to view the images in the slide show in the Image view.
3. To add additional slide shows to the All Slide Shows view, click the **Add** button to open the Open Slide Show dialog.
4. From the **Look in:** drop-down list, select the directory location of the album that you want to add, and then double-click the folder to add the album as a slide show on the VCD.
5. Click the **Open** button to add the album as a slide show in the All Slide Shows view.
6. Repeat steps 4 - 5 for each album that you want to add as a slide show in the All Slide Shows view.

   Note: The disk space required for the VCD displays at the top of the Selected Albums view. Be sure that the available space on the CD-ROM meets or exceeds this number.

VCD Menu button

To select a background and soundtrack for the VCD Menu:

1. Click the **VCD Menu** button to open the VCD Menu Settings dialog.
2. From the **VCD Menu Background** box select a background.

   Use the scroll bar to display previews of all of the available backgrounds.
3. To add a soundtrack to the VCD Menu, click the **Browse** button to open the Choose Menu Soundtrack dialog and select an audio file (.wav, mp3) to play when the VCD is inserted into the CD-ROM or DVD-ROM drive of a computer or a DVD player.
4. Click the **Open** button to add the soundtrack to the VCD Menu Soundtrack field.
5. Click the **Play** button to listen the audio file, click the **Stop** button to end the audio file.
6. Click the **OK** button to apply the VCD menu and soundtrack settings.

To arrange slide shows and images:

1. Adjust the order, delete, or remove a slide show from the Selected Slide Shows view:
   - To change the order of the slide shows in the menu, click and drag the slide show to a new position in the Selected Slide Shows View.
   - To delete a slide show from the All Slide Shows view, select the slide show from the Selected Slide Shows view, and then click the Delete button.
   - To keep a slide show in the All Slide Shows view for future use, but remove it from the Selected Slide Shows view, un-mark the check box next to the slide show in the All Slide Shows view.
2. Adjust the order, delete, or remove an image in a slide show, select the slide show from the Selected Slide Shows View to display the images in the slide show in the Image view, and then:
   - To change the order of an image in a slide show, click and drag a image to a new position in the Image view.
   - To delete an image from a slide show, select the image that you want to delete from the Image view, and then click the **Delete Image** button.

Will a VCD play on my DVD player?

To find out if your DVD player can play VCD's, go to www.vcdhelp.com and search for your specific DVD player.

Note: This deletes the image from the slide show, but the image is retained in the album on the hard drive of the computer.

To insert a slide show soundtrack and set loop options:

Slide Show button

1. In the Selected Slide Shows View, click the thumbnail of the slide show for which you want to add a slide show soundtrack, and then click the **Slide Show** button to open the Slide Show Settings dialog.
2. Click the **Browse** button to open the Choose Slide Show Soundtrack dialog and select an audio file (.wav, mp3) to play when viewing the selected slide show.
3. Click the **Play** button to listen the audio file, click the **Stop** button to end the audio file.
4. In the **Delay Time Between Slides (in seconds)** field, enter the number of seconds that an image in a chapter displays on screen.
5. Choose one of the looping options:

   Loop This Slide Show Mark this option if you want the slide show to continually replay. You must stop the slide show using the remote for the DVD player.

   Loop All Slide Shows Mark this option if you want all of the slide shows automatically advance to the next slide show, and replay all of the slide shows once the last one has played.
6. Click the **OK** button to apply the selected options.
7. Repeat these steps for each slide show for which you want to add a soundtrack.

Inserting a text screen in slide shows:

1. In the Selected Slide Shows view, click the thumbnail of the slide show to view the images in the slide show in the Image view.
2. If you want to add the text screen in between images, select the image that should display after the text screen.
3. Click the **Text** button, or click the down-arrow on the Slide Show button and choose Insert Text Screen to open the Insert Text Screen dialog.
4. Enter up to three lines of text in the text boxes.
5. In the Background group box, choose an option:

   Use VCD Menu Background to use the selected menu background as the background for the text screen. The color of the text is white.

White Text on Black Background to use a standard text screen with a black background and white text.

6 In the Insert Location group box, choose an option:

Insert at Beginning of Slide Show to insert the text screen as the first image in the slide show.

Insert Before First Selected Image to insert the text screen before the selected image in the slide show.

Insert at End of Slide Show insert the text screen as the last image in the slide show.

7 Click the **OK** button to add the text screen to the slide show.

Note: If necessary, you can drag the text screen to a new position in the slide show.

Burn the VCD:

1 Click the **Create VCD** button to open the Create VCD Settings dialog.

2 In the Select CD Drive, select the CD-RW device used to burn CD's.

Create VCD button

3 From the **Select Write Speed** drop-down list, select the appropriate write speed for the media.

Note: It is recommended that you accept the default, 4X, but you can experiment with the write speed that works best for your CD-RW.

4 Enter a name for the VCD in the **Enter Label for CD** field.

5 Select the number of copies of the VCD that you want to create in the **Copies** field.

6 In the Video Format group box, choose an option:

NTSC (North America, Japan) use this option if the VCD will be played in the United States, Canada, Japan and Mexico.

PAL/SECAM (Europe) use this option in the VCD will be played in countries other than the United States, Canada, Japan and Mexico.

7 In the Options group box, mark the following options:

Include Original Images to copy all of the original images in a folder on the VCD.

Include PC Compatible Slide Show to include a slide show player that allows the VCD to be played on a computer with a CD-ROM, or DVD drive.

8 If you want to change the background of the VCD, select a different background from the VCD Menu Background box.

9 Insert a blank CD-ROM in to the CD/RW or DVD/RW drive.

Note: To get the best results, it is recommended that you close other programs before you burn the VCD to a CD-ROM.

10 Click the **Create VCD** button to burn the VCD. This burn process could take some time to complete.

Viewing Slide Shows

View the images in albums as slide show presentations. While viewing a slide show, use the toolbar to rotate and mark images.

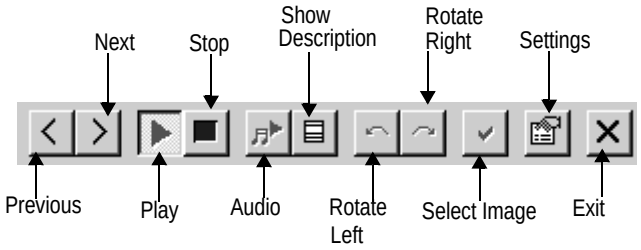
To view images as a slide show:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 Choose **Share > View Slide Show** to view the images in the selected album as a slide show.

Slide Show button

3 Use the buttons on the Slide Show toolbar to control the slide show. The buttons on the toolbar are described below:



Previous Displays the previous image in the slide show.

Next Displays the next image in the slide show.

Play Runs the slide show.

Stop Pauses the slide show.

Play Audio Plays an audio file associated with an image.

Show Description Displays the description of each image (if one exists).

Use the search results to create Slide Shows!

Search on keywords and descriptions to locate specific images. Then, use the Slide Show tool to automatically make a slide show using those images.

Rotate Left Turns the image to the left.

Rotate Right Turns the image to the right.

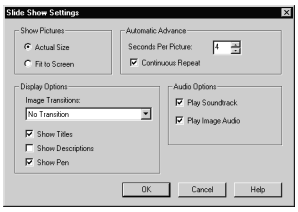
Select Image Selects the image. When you exit the slide show, all images that have been marked are selected in the Album View window. You must stop the slide show in order to mark images. For example, you could mark the images that you want to delete or copy to another album.

Settings Displays the Slide Show Settings dialog. The next section in this chapter describes how to set the slide show settings.

Exit Slide Show Closes the Slide Show window.

Once you have made a slide show, configure how the slide show is played using the Slide Show Settings dialog.

To configure the slide show settings:



Slide Show Options dialog

1 Open the Slide Show Settings dialog:

- Click the down-arrow on the Slide Show button and choose **Settings** to open the Slide Show Settings dialog.
- In an open slide show, click on the **Settings** icon on the slide show toolbar to open the Slide Show Settings dialog.

2 In the Show Pictures group box, choose an option:

Actual Size Images display at their original file size

Fit to Screen Images are sized to fill the entire screen.

3 In the Automatic Advance group box:

In the **Seconds Per Picture** field enter the number of seconds an image should display on screen.

Mark the **Continuous Repeat** check box if you want the slide show to start again after the last image in the slide show has been displayed.

4 In the Display Options group box:

From the **Image Transitions** drop-down list choose the type of transition between the images in the slide show.

Mark the **Show Titles** check box to display the image title below the image in the slide show.

Mark the **Show Descriptions** check box to display image descriptions in the description box of the slide show toolbar.

Mark the **Show Pen** check box to display pen annotations for the images in the slide show.

5 In the Audio Options group box, choose an option:

Play Soundtrack Plays the soundtrack associated with the album. For information about associating a soundtrack with an album, see "Adding an Album Soundtrack" on page 43.

Play Image Audio Plays an audio file associated with an image. For information about adding audio to an image, see "Adding Audio to an Image" on page 79.

6 Click **OK** to apply the slide show settings.

Sharing Slide Shows

Share your slide shows with others by exporting a slide show to a drive on your computer. Configure slide show settings, save the album with Slide Show Player (player.exe), and then share the slide shows with others, even if they don't have Paint Shop Photo Album.

The Slide Show Player is a separate application included along with the Paint Shop Photo Album software. Share your slide shows with others by sending them the slide show file and a copy of the Slide Show Player.

Note
Mac computer users are not able to play slide shows created with Paint Shop Photo Album.

Slide Shows Versus VCD's

If you'd like to play a slide show on both your PC and television set, use the Video CD feature. For information about making a Video CD, see "Making a VCD" on page 46.

To share a slide show:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 Select the images that you want to include in the slide show:

- To select one image, click the image.
- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

Note: If you accidentally select an image that you don't want to include in the slide show, click on the image again while holding down the **<Ctrl>** key to deselect the image.

3 Click the down-arrow on the **Slide Show** button and select **Save Slide Show**, or choose Share > Save Slide Show to open the Save Slide Show dialog.

4 Enter the name of the album in the **Name** field.

5 In the **Create In** group box, select the directory location where you want to save your slide show. Click the Browse button to browse for the directory.

Note: If you are saving the slide show to a CD-ROM, be sure that the CD has been formatted with the software supplied with your CD burner.

6 Select the transition style from the **Image Transitions** drop-down list.

7 Mark the following options:

Selected Images Only Includes only the selected images from the album in the slides show.

Include Image Audio Includes audio files associated with images.

Include Album Soundtrack Includes audio files associated with the album.

Include Slide Show Player Copies the slide show player.exe (a small program that allows the slide show to be played on a computer) to the selected directory along with your images.

8 Click the **OK** button to copy the selected image files and the Slide Show Player to the selected directory.

To play the slide show:

1 Navigate to the directory where you saved your slide show (from the previous procedure).

2 Double-click on the **Player.exe** icon to play the slide show.

Using a Photo Sharing Service

Use Paint Shop Photo Album to easily upload your images to a photo sharing service. Photo sharing services allow you to upload and store your images online, order high-quality prints and greeting cards, and share your images online.

Setting Up an Account With a Photo Sharing Service

Before you can add, share, and print pictures at a photo sharing service, you must sign up. Signing up is free and it gives you space to store, print, and share your images.

To sign up with a Photo Sharing Service

1. Choose **Share > Online Services > Visit (name of photo sharing service)** to open the photo sharing services web site.
2. Click the **Sign up** button to open the Sign up page.
3. Complete the sign up form.
4. Click the **Sign up** button. After you sign up, you will receive e-mail providing additional information about the photo sharing service.

Using Other Photo Sharing Services

As Paint Shop Photo Album is updated, support for additional photo sharing services may be included. To find out if support for additional photo sharing services is available, be sure your computer is connected to the Internet, and then choose **Help > Update Software**.

Uploading Images a Photo Sharing Service

You can use Paint Shop Photo Album to upload selected images or an entire album to a photo sharing service.

To upload images to a photo sharing service:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the images that you want to move.
   - To select one image, click the image.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Click the **Upload** button in the toolbar, to open the Upload window.

Upload button

Note: If you have a small screen, or the program window is reduced in size, you may have to click on the **>>** button on the right side of the toolbar to display the Upload button.

4 Add or remove images in the Upload window:

To **add images**, drag the thumbnail of the new image into the upload window. This can be from the current album, or from any other album.

To **remove images**, select the image and press **<Delete>**, or right-click on the image to display a context menu and choose Remove.

5 To add online titles and descriptions to images in the upload window. Choose an image, and then click the **Add Info** button, and enter the information:

Online Title Identifies an image on the web site after it has been uploaded.

Online Description A message that you want printed on the back of any prints that you order. This information is transmitted to the photo sharing site when the image is uploaded.

Note: To associate the same title and/or description with a group of images, or an entire album, simply select the images or album, type in the Online Title and Description information, and then use the **Apply to All** or **Apply to Selected** buttons that appear in the Info tab.

6 Click the **Start Upload** button in the Upload window to display the Login window appears for the photo sharing site.

7 Enter your login information, and then click the **Login** button.

8 The images are uploaded to the photo sharing site.

Notes about Uploading

If you are unable to log-in to a photo sharing service, first make sure that your computer is connected to the Internet, and that you have entered the correct e-mail address and password on the login screen.

If you are unable to log-in and are using Paint Shop Photo Album in a corporate environment, you may need to modify the Proxy Server settings. Check with your Network Administrator to get the Proxy Server information for your corporate network.

The process of uploading your images begins once you've logged into the photo sharing service. You can continue working in the program while the upload is in progress. Or, you can cancel the

upload at any time by clicking on the Cancel button. During an upload, this button appears in the lower-left corner of the program window.

Making and Publishing a Web Gallery

Use Paint Shop Photo Album to create web galleries that can be uploaded and viewed by anybody connected to the Internet. Any Album that you have created can be automatically converted into a complete, ready-to-use web gallery that includes scaled images, thumbnails, and hyperlinks that connect the web gallery pages together.

There are a variety of styles and themes that you can choose to create your web pages: professional, holidays, fun, fancy, etc. You can also choose from a wide range of backgrounds, textures, patterns and colors, and then preview your layout to make changes.

Making a Web Gallery

If you want the images in the web gallery to display a title and description, add titles and descriptions for each image in the web gallery. For information about adding image titles and descriptions, see “Adding and Viewing Information and Keywords” on page 36.

Use the search results to create web pages!

Search on keywords and descriptions to locate specific images. Then, use the Web Gallery tool to automatically make a series of web pages showing pictures and descriptions of those images.

To make web pages from the images in an album:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the images that you want in your web gallery pages.
   - To select one image, click the image.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Choose **Share > Create Web Gallery** to open the Web Gallery window.

   Depending upon the size of the album, a Progress dialog may appear as the program processes the images in the album.
4. Select a template from the Templates tab.

Changing the Web Template

Once you find a template with a layout that you like, further customize the appearance of the web gallery pages by changing the color scheme, and the patterns used for the background.

To change the template background:

1. In the Web Gallery window, click the Adjustments tab.
2. In the Adjustments group box, click the **Backgrounds** option.
3. Select a background type from the backgrounds drop-down list.
4. Scroll the list of background thumbnails and click a background to change the background of the web template.

   Note: To add a background image, click the **Add Image** button and browse for an image. The image will be added to the list of backgrounds.
5. To save the changes to the template, click the **Save Adjustments** button.

   Note: To restore the default style of the template, click the **Restore Defaults** button.

To change the color of text in a template:

1. In the Web Gallery window, click the **Adjustments tab**.
2. In the Adjustments group box, click the **Text Colors** option.
3. Select a text type from the type drop-down list.
4. Click a color to change the selected text type to the selected color.
5. To save the changes to the template, click the **Save Adjustments** button.

   Note: To restore the default style of the template, click the **Restore Defaults** button.

Saving Web Pages

When you are finished making adjustments to the web gallery pages, you can publish them or save a copy of them to the computer hard drive.

To save the web pages:

1. In the Web Gallery window, click the down-arrow on the **Save** button and choose **Save to Drive** to open the Save HTML dialog.
2. Choose where you want to save the HTML files:
   - By default, your web gallery will be saved in `C:\My Documents\Jasc Paint Shop Photo Album Web Pages`.
   - To select a different directory location, click the **Browse** button to open the Select Folder dialog and choose an new directory location.
3. Click **OK** to save your web gallery in the selected directory. The entire contents of the Web Gallery is placed in a directory (folder) named with the same name as the album that was used to create the web gallery.
4. When the Save is complete, the Save Completed dialog opens.

   A link appears highlighted in the Save Completed dialog. Click this link to start your Web Browser application, and view the web pages that you just saved in your Browser.

Publishing Web Pages

Upload web pages and images to a web server using the Web Publishing Wizard.

To publish web pages:

1. In the Web Gallery window, click down-arrow on the **Save** button and choose **Publish to Web Site** to open the Publish Your Photos to the Web wizard window.
2. Click **Next** to open the Select a Web Server wizard page.
3. To configure the program to access a FTP server, click **New** and enter the FTP Server details. Contact your Internet Service Provider if you do not know the URL or FTP server name.

   Descriptive name The name of your web site.

FTP Sever Tips:

Once you have added an FTP server to the list, the next time you upload web pages to that server you simply need to choose that server from the list. To modify the FTP server details, click the **Edit** button and make the changes. To delete an FTP server from the list, click the server name, and then click **Delete**.

URL for the web site The base URL that visitors will enter to access your web site.

FTP server name The address of the FTP server that hosts your web site.

User Name The user name assigned to you by the host service for the FTP server.

Password The password you use to gain access to the FTP server.

Subfolder containing your Web pages The folder where you want your web pages to be stored. This may be a sub-folder assigned to you by your Internet Service Provider (ISP).

4 Click **Next** to open the Ready to Publish Your Photos to the Web wizard page.

A series of screens display stepping you through the upload process. Follow the directions that appear on the screens.

5 Click **Publish** to post your files to the selected FTP site.

6 When the upload is complete, a screen is displayed with a link to the web page. Click the E-mail URL to e-mail the link to your web gallery pages to friends and family.

Note: Web gallery pages are automatically saved using the name of the Album containing the images, and uploaded to the site. On the web server, they will be located in folder called: **JascPaintShopPhotoAlbum/<album_name>**.

For information about configuring web gallery options, see “Web Gallery Options” on page 133.

Making a Screen Saver

Create a screen saver for your computer using the images in an album. When your computer is idle, your images will display as the screen saver for your computer

To create a screen saver for your computer:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 Choose **Share > Set Image as Screen Saver**. An alert appears, prompting you to confirm your selection.

3 Click **Yes** button to set the selected album as the screen saver for your computer.

Modifying Screen Saver Properties

Customize the screen savers that you create by applying additional settings using the Display Properties dialog.

To modify screen saver properties:

1 Right-click anywhere in the Windows Desktop, and choose **Properties** to open the Screen Properties dialog.

2 Click the **Screen Saver** tab and then select Jasc Paint Shop Photo Album from the Screen Saver drop-down list.

Note: The exact appearance and settings that are available in the Screen Properties depend upon your particular computer, and your computer monitor.

3 Click the **Settings** button to open the Screen Saver Options dialog and configure the settings:

Show pictures Select if you want the images to display at their actual size, or fit them to the size of the screen.

Seconds Per Picture Enter the number of seconds that the images should display on the screen.

Image Transitions Select the image transition. Choose whether to show the image title, description and, or pen annotations.

Audio Options Mark the check box if you want to play the soundtrack, or the sounds associated with images.

Show File Name Mark the check box if you want the image file name to display on screen.

Show Pen Mark this check box if you want pen annotations associated with images to display on screen.

4 Click the **OK** button to close the Screen Saver Options dialog and return to the Display Properties dialog.

5 Click the **OK** button to close the Display Properties dialog and apply the settings.

Making Desktop Wallpaper

Set an image as the background image on your windows desktop.

To create wallpaper for your desktop:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the image that you want to set as your desktop background.
3. Choose **Share > Set Image As Wallpaper** to open the Wallpaper dialog.
4. Select the Wallpaper options:

   Center Places the image in the center of the screen.

   Tile To cover your entire screen with small copies of the image.

   Resize to fit screen Mark this check box if you want the image to fill the entire screen.
5. Click the **Yes** button to close the Set Wallpaper dialog and apply the setting.

   Note: To remove desktop wallpaper, repeat steps 1 - 3, and then click the **Remove Wallpaper** button.

Using i-mode

If you subscribe to an i-mode cellular phone service, then you can use Paint Shop Photo Album to publish an image as an i-mode web page.

Note
The web pages that Paint Shop Photo Album creates for i-mode are specifically designed for small screens. i-mode web pages must be less than 5K in size (including text and graphics).

To send an image to i-mode:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the image for which you want to create an i-mode web page.
3. Choose **Share > i-mode** to open the i-mode Export dialog.
4. Enter a title for the image in the **Title** field.
5. Existing information about the image displays in the Description field. To add or change this information, enter a description of the image in the **Description** field.

6 In the Image Size group box, choose an option:

94 x 72 pixels Resizes the image to fit the average screen on a cell phone.

Custom size (pixels) Resizes the image to the dimensions that you enter in the Width and Height fields.

Preserve Aspect Ratio Mark this option to preserve the height and width ratio. This is recommended to avoid a stretched appearance after the image is resized.

7 Click the **Apply Changes** to apply the title, description, and image size settings.

8 Click the **Save** button open the Save i-mode Pages dialog.

Choose a directory location to save the i-mode pages, and then click the **OK** button.

9 Click the **Publish** button to open the Publish Your Photos to the Web dialog.

10 Click **Next** to open the Select a Web Server wizard page.

11 To configure the program to access a FTP server, click **New** and enter the FTP Server details.

Descriptive name The name of your web site

URL for the web site The base URL that your visitors will enter to access your web site.

FTP server name The address of the FTP server that hosts your web site.

User Name The user name assigned to you by the host service for the FTP server.

Password The password you use to gain access to the FTP server.

Subfolder containing your Web pages The folder where you want your web pages to be stored.

12 Click **Next** to open the Ready to Publish Your Photos to the Web wizard page.

A series of screens display stepping you through the upload process. Follow the directions that appear on the screens.

13 Click **Publish** to post your files to the selected FTP site.

14 When the upload is complete, a screen is displayed with a link to the web page.

Note: i-mode pages are automatically saved using the name of the image, and uploaded to the site. On the web server, they will be located in folder called: **<datetime>/img1.html**.

CHAPTER 6

Searching and Cataloging

If you own a digital camera, you likely find yourself taking lots of photos. Over time you will find that one of the most important uses of Paint Shop Photo Album is the ability to locate specific images in the growing library of photos that you have saved.

Contents

Searching on Information 65
Searching on Keywords 66
Cataloging Albums and Images 67

Searching on Information

Use the Search tab to perform powerful searches of album and image information.

To search on information:

1. Click the **Search** tab on the left side of the program window.
2. In the Search By group box, select the **Album and Image Info** option.
3. In the Search group box, select an option:

   All Cataloged Images Searches all cataloged information about albums and images.

   Latest Search Results Once you have performed a search, use this option to search only the results from the previous search.
4. Click the **Match Any** or **Match All** button and choose an option.

Match All Displays thumbnails that match all of the selected information.

Match Any Displays thumbnails that match any of the selected information.

5 Choose the **information type** from the top drop-down list.

6 From the bottom drop-down list, select whether the image is, contains, or matches the type of information selected in step 5.

7 If applicable, enter a search word in the text field, or select the search criteria.

8 Click **Search** to view the matching thumbnails in the Search Results window.

9 To add additional search options, click **More Options** and repeat steps 5 -7 in the blank fields.

10 The images that match the search criteria display in the Search Results window.

Search the Results!

Once you have completed a search using album and image information or keywords, choose the **Latest Search Results** option, change the search criteria and further narrow the search results.

Searching on Keywords

Use the Search tab to perform powerful searches of the keywords associated with images.

For information about associating keywords with images and albums, see “Associating Keywords With Images” on page 38.

To search on keywords:

1 Click the **Search** tab on the left side of the program window.

2 In the Search By group box, select the **Keywords** option.

3 In the Search group box, select an option:

All Cataloged Images Searches all cataloged information about albums and images.

Latest Search Results Once you have performed a search, use this option to search only the results from the previous search.

4 Click the **Match Any** or **Match All** button and choose an option.

Match All of the Selected Keywords Displays thumbnails of the images associated with the selected keywords.

Match Any of the Selected Keywords Displays thumbnails of images associated with the selected keywords.

5 Click the "**+**" next to a keyword list to expand the folder and show the sub-keywords.

6 Mark the box next to the keywords and sub-keywords that you want to search on.

7 Click the **Search** button to display the images that match the selected keywords in the Search Results window.

Cataloging Albums and Images

Paint Shop Photo Album collects information about images in your computer, and stores that information (such as file name, type and size) in a database file. This process is called Cataloging. Cataloging is automatic. You can also catalog removable media such as such as a floppy disk, CD ROM, or Picture CD.

About Cataloging

You must catalog your drives before using the Search tools. Once you have cataloged your drives, you can quickly find images based on such criteria as file type, size, date created, etc. If you're working with removable media, cataloging a drive creates a source of thumbnail images and allows large albums to open quickly.

It's important to understand that the Catalog process doesn't actually create an album, or any image files that you can see and open on your computer. Instead, the Catalog process collects information about images, and stores that information in a database. When you double-click the thumbnail for cataloged images that reside on removable media, the program will prompt you to load the correct disk or CD-ROM into the appropriate media device.

To create a catalog of images and albums:

1 Choose **Tools > Catalog**, and then select one of the following options:

Floppy Catalogs the contents of the floppy disk in the disk drive.

CDROM Catalogs the contents on the CD ROM in the CD ROM drive.

Picture CD Catalogs the contents of the Picture CD in the CD ROM drive.

Hard Drive Catalogs all of the of the images on the hard drive of the computer.

Advanced Opens the Catalog Drive dialog. Use this to select multiple drives to catalog at one time, view the date that the drives were previously cataloged, and edit media titles.

2 On the Catalog dialog, click **Start** to begin a cataloging the drive that you selected.

Note: You can continue to work in Paint Shop Photo Album while the drive is being cataloged.

Cataloging a single album

Right-click on a folder in the Browse tab to display a context menu and choose **Catalog Album**.

3 When the Catalog is complete, the Catalog Complete dialog displays. If you want to change the name of the cataloged media, then enter the new name in the **Label** field.

Note: When using the search feature Paint Shop Photo Album will prompt you to insert the media (floppy disk, CD ROM, or Picture CD) with a specific name into the appropriate drive.

4 Click **OK** and the catalog process is complete.

Backing Up the Database File

The keywords, descriptions, titles, image thumbnails, and other important information that you enter for albums and images are stored in a database. Since the database file is an important file, the program will automatically prompt you to create a backup of the database, allowing you to restore the database should it become damaged. By default the database file is backed up to `C:\Program Files\Jasc Software Inc\Jasc Paint Shop Photo Album\Backup`.

Note
Backing up the database file does not backup actual image files. To archive images, see “Saving Images” on page 41.

To manually backup the database:

Automatically backing up the database

To configure the program to automatically backup the database on exit, see “Database Backup Options” on page 131.

1 Choose **Tools > Database > Backup** to open the Backup Database dialog.

2 Click **OK** to backup the database file.

Note
To change the directory location for the backup file, click the **Browse** button to open the Select Folder dialog. Choose a new directory, and then click Select.

Restoring Backup Files

Should your database file become corrupt, you can easily restore the information from a previous backup.

To restore the database:

1. Choose **Tools > Database > Restore** to open the Restore Database dialog.
2. If you did not backup the database to the default directory then click the **Browse** button to open the Select Folder dialog. Choose directory where you backed up the database file, and then click Select.
3. Click **OK** to restore the database file.

Importing and Exporting the Database File

Export the database file for the album if you want to transfer an album to a different computer. This retains all of the information and keywords that you entered for the images. Then copy that album to the new computer, and import the database file.

Exporting a database file:

1. On the **Browse tab**, select the album for which you want to export album and image information.
2. Choose **Tools > Database > Export,** or right-click on the album to display a context menu, and choose Export to open the Export dialog.
3. If the album contains sub-folders, mark the **Include subfolders** check box.
4. Click the **OK** button to export the database file. The database file (pspa.dbt) is stored in the album.
5. Copy the entire album to a to an external drive (CD-ROM, Floppy, or network).

Importing a database file:

1. Copy the entire album from the external drive to a drive in the new computer.

Note: Be sure that Paint Shop Photo Album is installed on the new computer.

2 Open Paint Shop Photo Album, and select the album in the Browse tab.

3 Choose **Tools > Database > Import**, or right-click the album to display a context menu, and choose Import to open the Import dialog.

4 On the Import dialog, mark the following options:

Include subfolders Imports the information for all sub-folders in the album.

Overwrite existing Title/Description information Replaces any existing information with the imported information.

Remove exported data files when done Deletes the pspa.dbt file from the album.

5 Click the **OK** button to import the album and image information.

CHAPTER 7

Working With Images

Use Paint Shop Photo Album to change the view, orientation, and size of an image using the Zoom, Pan, Rotate, Flip, and Resize tools. You can also add text, audio, and pen annotations to images, make movie files, and panoramic images.

Contents

Zooming In and Out 72
Panning Images 72
Rotating Images 73
Flipping an Image 74
Resizing an Image 75
Cropping an Image 76
Adding Text to an Image 78
Adding Audio to an Image 79
Making Movie Files 82
Exporting Movies 83
Viewing a Movie File 85
Adding a Pen Annotation 86
Making a Panoramic Image 87

Zooming In and Out

Zoom button

Use the Zoom tool to magnify or reduce the size of the image in the Image View window without changing the actual size of the image.

To zoom in and out of an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click the image to open it in the Image View window.
3. Click the **Zoom** button on the toolbar to activate the Zoom tool.

   When the Zoom tool is activated, the mouse cursor changes to a small “magnifying glass”.
4. To zoom in, click the image using the left mouse button. To zoom out, click the right mouse button. Or, use the mouse wheel to change the magnification level.
5. To zoom to a specific level, click the down-arrow on the Zoom button, and then select the magnification level.

Panning Images

Pan button

Use the Pan tool to view hidden areas of a large image in the Image View window.

Note
If the entire image is viewable in the Image View window, then the Pan tool will not pan the image.

To pan an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click the image to open it in the Image View window.
3. Click the **Pan** button on the Paint Shop Photo Album toolbar to activate the Pan tool.

   When the pan tool is activated, the mouse cursor changes to a small “hand”.
4. To pan an image, click the image using the left mouse button and drag the cursor around an image.

Rotating Images

Use the Rotate tool to adjust the angle of images without degrading the quality of the image.

Rotate button

To rotate multiple images in the Album View window:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the images that you want to rotate:
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. To rotate the images to the left or right, click the down-arrow on the right side of the **Rotate** button, and then select an option:

   Rotate Right Rotates the image 90º clockwise.

   Rotate Left Rotates the image 90º counter-clockwise.

To rotate an image in the Image View window:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open the image in the Image View window.
3. To rotate the images to the left or right, click the down-arrow on the **Rotate** button, and then choose an option:

   Rotate Right Rotates the image 90º clockwise.

   Rotate Left Rotates the image 90º counter-clockwise.
4. For more advance rotation options, choose **Image > Rotate**, and then select an option:

   Rotate Right Rotates the image 90º clockwise.

   Rotate Left Rotates the image 90º counter-clockwise.

   Exact Opens the Rotate dialog. Enter a number in degrees to rotate the image, and then click OK. Positive numbers rotate the image clockwise, and negative numbers rotate the image counter-clockwise.

Free The mouse cursor changes to the Rotation icon. Click the image and drag the arrow in the direction that you want to rotate the image. Release the mouse button to apply the rotation.

Flipping an Image

Use Flip tool to flip an image horizontally or vertically.

To flip multiple images in the Album View window:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the images that you want to flip:
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Choose **Image > Flip** and then select an option:
   - **Flip Horizontal** Flips the image from left to right.
   - **Flip Vertical** Flips the image from top to bottom.
4. A confirmation window opens stating that this operation cannot be undone. Click **Yes** to continue, click **No** to cancel.

To flip an image in the Image View window:

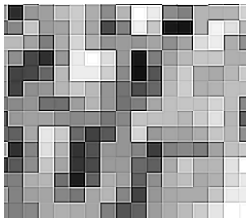
1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click the image that you want to flip to open it in the Image View window.
3. Choose **Image > Flip**, and then select an option:
   - **Flip Horizontal** Flips the image from left to right.
   - **Flip Vertical** Flips the image from top to bottom.
4. A confirmation window opens stating that this operation cannot be undone. Click **Yes** to continue, click **No** to cancel.

Resizing an Image

Use the Resize tool to change the actual pixel dimensions of an image without changing the image composition. When increasing the size of an image, pixels (the individual grid cells that make up a digital image) are added to create the enlarged image. When decreasing the size of an image, pixels are removed and the entire image is recalculated so that the image components fit into the reduced area. In either case, a new grid of pixels is created using mathematical processing.

For information about resizing multiple images at one time, see “Resizing Multiple Images” on page 121.

Note
Resizing images may reduce the sharpness of an image, so it is a good idea to keep a backup copy of the original image.



Close up of the individual pixels that make up an image.

To resize an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Choose **Image > Resize** to open the Image Resize dialog.
4. Enter in a new Width and Height (in pixels) for the image.
5. By default, the **Preserve Aspect Ratio** check box is activated. This preserves the relationship of width and height for the resized image.

   To distort the image horizontally (width) or vertically (height), un-mark the Preserve Aspect Ratio check box.
6. Click the **OK** button. Paint Shop Photo Album calculates a new grid of image pixels, and shows the result in the Image View window.

   Use the Zoom tool to magnify your image, for a detailed view of the changes to the image.

Cropping an Image

There are two ways to crop an image and trim away the parts that you don't want. Use the Crop window to crop an image to a custom size, a ratio, or standard size. Or, make a selection on an image, and then crop the image to that selection.

About the Crop Window

When you open the Crop window, the window is placed on top of the image. The areas outside of the crop window will be removed when you crop the image. Use the buttons at the bottom of the window to control the size and orientation of the crop window.

The settings that you make with the Crop tool are "remembered" by the program. These settings are used each time you open the Crop window until you change them.

To crop an image using the Crop window:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open the image in the Image View window.
3. Choose **Image > Crop**, or click the Crop button on the toolbar to open the Crop window.

Crop button

4. Position the Crop window on the image:
   - Click and drag any side of the Crop window to change the size of the window. For example, click the right edge of the Crop window and then drag left or right, to change the width of the Crop window.

- Click and drag any corner of the Crop window to change the overall size of the window without changing the shape of the window.
- Click anywhere in the center of the Crop window, and drag the window to the proper crop position.
- Click the **Portrait** or **Landscape** buttons at the bottom of the window to change the orientation of the Crop window.

5 To select a specific crop size:

- Click the **Pixel Dimensions** button at the bottom of the Crop window to open the Set Crop Size dialog. Enter the pixel size in the Width and Height fields. Mark the Preserve Aspect Ratio check box to preserve the ratio of height to width.
- Click the **Aspect Ratio** button at the bottom of the Crop window and select a size (4x6, 5x7, etc.).

6 Click **OK** to crop the image and close the Crop window.

Undo/Redo buttons

If you want to reverse your change, click the **Undo** button on the toolbar, or press **<Ctrl> + Z**. To reapply a reversed change, click the **Redo** button on the toolbar, or press **<Ctrl> + <Alt> + Z**.

To crop an image to a selection:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open the image in the Image View window.

3 Choose **Image > Selection**, and then select a shape.

Rectangular To make a square or rectangular selection.

Elliptical To make a circular selection.

Freehand To make a manual selection area.

4 Click and drag the mouse on the image to make the selection.

5 Choose **Image > Crop**, or click the Crop button on the toolbar to crop the image to the selection.

Adding Text to an Image

Add text on an image using the Text window. The text that you add with the Text window represents actual picture changes that are "painted" onto the image. You cannot perform a Search on this text, nor can you remove this text once the image is saved.

Add Text button

To add text to an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Click the **Add Text** button to open the Text Editing window.
4. Choose the font type from the **Font** drop-down list.
5. Choose the font point size from the **Size** drop-down list.
6. For bold text, click the **Bold** button.
7. For italic text, click the **Italic** button.
8. For underlined text, click the **Underline** button.
9. To select a text color, click the **Color** button to open the Color dialog, and then select a color.
10. To create a custom color, click the **Define Custom Colors** button to display the color wheel, and then:
    - Click a color from the color wheel, and then drag the slider up or down to create a custom color.
    - Click the **Add to Custom Colors** button, and then click **OK**.
11. Choose the **alignment** (left, center and right) for the text.
12. Click the **Drop Shadow** button and choose the size of the shadow effect (No Shadow, Small Shadow, Medium Shadow, or Large Shadow).
13. Mark the **Anti-alias** check box if you want to eliminate the stair-stepping look (called "jaggies").
14. Type the text in the text box.
15. Position the text on the image, click inside the Text Editing window, and then position the text over the image.

    Note: To resize the Text Editing window, hold your mouse over the edge of the window to change the cursor into an arrow, and then click and drag the edge to resize the window.

16 Click **OK** to close the Text Editing window to add the text to the image.

Note
If you want to retain the original image, save the image containing text with a new file name. For information about saving an image with a new name, see “Saving Images” on page 41.

Adding Audio to an Image

Record audio files and associate them with images using the Audio Annotation feature. If you have a camera that can record sound and associate it with an image, then you can use the Audio Annotation feature to modify the audio file. If your computer is equipped with a microphone then you can record an audio file, associate it with an image and edit the file.

Note
Your computer must be equipped with speakers and a sound card if you want to listen to audio files.

How do I know if an image has an audio file?

An image that contains audio has an audio icon in the lower right corner of the image, as shown below:

To add audio to an image:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 Select the image.

3 Choose **Audio > Record** to open the Record dialog.

4 Click **Record New**, or to add additional sound to an audio file that is already recorded, click on the **Record Additional** button to record audio.

5 When you have finished recording, click **Stop**.

Playing Audio

To play an audio file that is associated with an image, select the image, and then click on the Audio icon on the image, or choose **Audio > Play**.

Recording an Audio Annotation

You can record a new audio file or add additional audio to an existing audio file. To record an audio annotation, you must have a microphone connected to your computer.

To record an audio annotation:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Choose **Audio > Record** to open the Record dialog.
3. Click **Record New**, or to add additional sound to an audio file that is already recorded, click on the **Record Additional** button to record audio.
4. When you have finished recording, click **Stop**.
5. To listen to the audio file click **Play New**. To compare the new audio annotation to the original audio annotation click the **Play Original** button.
6. When you are satisfied with your recording, click **OK** to close the Record dialog.

Editing Audio

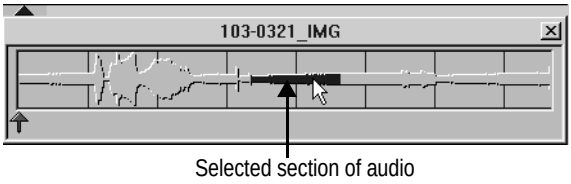
Use the audio editing tool if you have recorded an audio file with your camera and want to remove a blank portion at the beginning or the end of the recording.

To edit an existing audio file:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, click the image with the associated audio file, and then choose **Audio > Edit** to open the Audio Editing window.

   The “wavy” portion of the image in the Audio Editing window represents the sound that’s recorded. In fact, with this window displayed, click on the Audio button, and you can see the arrow indicator moving across the window as the audio is played.

3 Click and drag to select the audio you want to change. The selected audio turns blue, shown below:



4 Right-click to display a context menu, and then choose an option:

Play To play the selected section of the audio file.

Record To open the Record Audio dialog and record audio to replace the selected section of the audio file.

Cut To remove the selection of audio.

Copy To copy a selected portion of the audio file.

Paste To paste a cut or copied selection into an audio file and replace the entire contents of the file with the cut or copied section of the audio file.

Crop To remove all parts of the audio file before and after the selected selection of the audio file.

Delete To permanently remove the selected section from the audio file.

5 When you are finished modifying the audio, choose **File > Close**. If you made changes to the audio, you are prompted to save those changes.

Configuring Audio Properties

Change the audio properties for your computer system. These changes apply to the PC, not just how sounds work in Paint Shop Photo Album.

To view and configure the audio properties of your computer system:

1 Choose **Audio > System Audio Properties** to open a dialog with a series of tabs.

The exact appearance and settings that are available in this dialog depend upon the computer hardware and operating system in your computer.

2 Adjust the settings, and then click **OK** to apply the settings.

Making Movie Files

You can turn selected images into “movies” with a click of your mouse. The Movie command enables you to turn the selected images into a QuickTime movie that you can share with family, friends or business associates. (The resulting QuickTime movie requires the QuickTime software to play and view the movie.) You can also load, play, and add effects to AVI or QuickTime movies.

In addition, some digital cameras have a special “burst mode” for rapid sequential pictures. In this case, the rapid sequence of images is recorded as one large image file. You can convert this multi-image file into a QuickTime movie, or into a series of separate images.

What is AVI and QuickTime?

AVI (Audio Video Interleave) and QuickTime (developed by Apple Computer, Inc.) are common formats for audio/video data on the PC.

To turn a series of images into a QuickTime movie:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Select the images that you want to create into a movie.
   - To select one image, click the image.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Choose **Tools > Make Movie** to open the Make Movie dialog.
4. Click the **Browse** button, and choose the directory and filename that you want for your movie.
5. Enter the number of **Seconds/Frame** that you want for your movie. The default setting is Seconds Per Frame.
6. Enter the **Width** and **Height** (in pixels) that you want for the completed movie.
7. Mark the Preserve Aspect Ratio check box to preserve the height to width ratio.

   Uncheck the Preserve Aspect Ratio if you want the movie to appear “stretched” horizontally or vertically.
8. Click on the **OK** button. The images that you selected are incorporated into a QuickTime movie, located in the directory that you selected in step 4.

To convert a multi-image file:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Double-click on the thumbnail of the multi-view image to open the Edit window.

   Note: Carefully count the number of columns (images across the top), and rows (images down the side) that you see in the image. You may want to write these numbers down for use in step 7.
3. Close the image to return to the Album View window.
4. Click thumbnail of the multi-image file.
5. Choose **Tools > Convert Multi-Image** to open the Convert Multi-Image dialog.
6. Choose whether you want the burst of images converted into a set of image files, or into a QuickTime movie.
7. In the Subdivide Multi-Image area, enter the number of columns and rows that make up the image.
8. Click **OK** to convert the file as you specified.
9. If you chose the Movie option, the Make Movie dialog opens.
10. In the Save To area, choose where you want the movie to be saved. You can click on the Browse button to help navigate to a directory.
11. Enter the number of **Seconds/Frame**, and the **Width** and **Height** dimensions that you want for the movie.
12. Click **OK** to create the movie using the array of picture images in the multi-image file. The finished movie appears in a new Movie Projector window.

Exporting Movies

Share your movies with others in a compatible file format using the Movie Projector tool. Export a movie in a different file format, apply one or more video effects, or change the video stream format.

Note
Movies exported with video effects added can only be saved as QuickTime (.mov) movies.

To export a movie:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Double-click on the thumbnail of the movie that you want to export. The movie file opens in the Movie Projector window.
3. Choose **File > Export** to open the Save Exported File As dialog.
4. Choose where the exported movie will be saved from the **Save in** drop-down list.
5. Enter the name of the movie in the **File Name** field.
6. Choose the file type for the movie from the **Export** drop-down list.
7. Choose the type of video streaming format from the **Use** drop-down list.

   If you're not sure what setting to use, choose Default Settings.
8. Click **Save** to export the movie in file format that you selected.

To export a movie with video effects:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Double-click on the thumbnail of the movie that you want to export. The movie file opens in the Movie Projector window.
3. Choose **File > Export Effect Movie** to open the Select Effect dialog.
4. Choose an effect:
   - Select an effect from the list of effects, and then adjust the effect settings.
   - To load an effect, click the Load button to open the Open dialog. Select the effect file (effect files have a.qfx extension), and then click the OK button.

   Note: A preview of the effect displays in the Preview window
5. To save the effect settings, click the **Save** button to open the Save Effect dialog. Enter a name for the effect, and then click the OK button.

   Note: Effects can be combined. For example, you can apply both the Film Noise and Emboss effects to your movie.
6. On the Select Effect dialog click the **OK** button to open the Save As dialog.

7 From the **Save in** drop-down list, choose where the exported movie with effects will be saved.

8 Enter the name of the movie in the File Name field, and then click the **Save** button.

Viewing a Movie File

Use Paint Shop Photo Album to open and view movies that have been created in AVI, DV, FLC, MPG, and QuickTime digital video formats. In the Album View window, movie files are identified with a small "movie reel" icon in the top left of the thumbnail. Any image that shows this movie icon can be opened and played.

To view a movie:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 Double-click on the thumbnail of the movie that you want to play in the Movie Projector window.

3 Controls for the Movie Projector are at the bottom of the window.

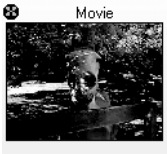
4 Click the **Play** button on the left to start the movie. When the movie is playing, clicking on the Play button a second time will pause the movie.

5 Use the **Manual Backward** and **Manual Forward** buttons to move backwards and forwards through the movie while it's playing.

6 The movie stops when it reaches the end. If you want to have the movie play repeatedly, choose **Edit > Loop**.

How do I know if a thumbnail is a movie file?

A thumbnail of a movie file it has an movie reel icon in the upper left corner of the thumbnail, as shown below:



Adding a Pen Annotation

How do I know if an image has a pen annotation?

An image that contains a pen annotation has an pen icon in the lower right corner of the image, as shown below:

Use a Pen Annotation to highlight specific portions of the image, or to make comments about the image.

Images that have an associated Pen Annotation display a Pen icon in the lower right corner of the thumbnail on the Album View window.

To add a Pen annotation to an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Choose **Image > Pen > Use Pen tool**. When you move the mouse over the image, the cursor shape changes to a pen.
4. To write the annotation, click and drag on the image.

   If you make a mistake and want to erase the pen line, choose **Image > Pen > Delete**, or click the Undo button.

Viewing Pen Annotations

By default, the program displays the ink annotations for an image. If you want to view the image without displaying the pen annotation, choose **View > Show Pen** and uncheck the option.

Configuring Pen Annotations

Change the pen color, width, and to blend the pen annotation into the image.

To configure the Pen tool:

Choose **Image > Pen** to display a context menu and choose an option:

Width Determines the size of the pen; Width 1 is the smallest pen, while Width 4 is the largest.

Color Changes the color of the pen.

Blend into Image Merges the pen annotation into the image file. Pen annotations are stored as a separate files with an .ixi extension. If you want to give your annotated image to people who don't have this program, you must permanently write the pen annotations into the image.

Note
Once you use the blend the pen annotation into an image and save the changes to the image, you will not be able to erase the pen, or uncheck the Show Pen option for that image.

Making a Panoramic Image

Use the Panorama tool to combine two (or more) images together to create a horizontal or vertical panorama, high-resolution image, or wide-angle pictures.

Taking Pictures for a Panorama

To achieve the best result, follow these tips when taking pictures for a panorama:

- Stand in one place, and rotate the camera around one spot.
- Overlap each picture with the previous one by approximately 50%.
- Don’t move from your position between shots.
- Hold the camera close to your face.
- Make sure that you’re at least 15 feet away from any subject.
- Keep the camera level to the ground.
- For the best results, place your camera on a tripod.

Once you have taken pictures using the above guidelines, you should have a series of images that can be combined as a single panoramic image. Use the Panorama tool to create large, high-resolution images by placing the images on a two-dimensional grid (for example, three-wide by two-high).

To make a panorama:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. Press and hold **<Ctrl>** and click the images for the panorama.
3. Click the **Panorama** button, or choose Tools > Panorama to open the selected images in the Panorama window.
4. Place the images in their proper order. Click and drag an image to change its position in the Panorama window.

Panorama button

Note: If you move an image on top of another image, the lower image will be removed from the Panorama window. If you accidently delete an image when moving them around, you can drag-and-drop the image from the album into the Panorama window.

Need to delete an image from the Panorama window?

Click the image to select it, and then press the Delete.

5 Configure the projection options. Click the **Settings** button on the left side of the Panorama window to display a context menu, and then select the projection options:

Perspective Projection is best used for narrow to medium width horizontal panoramas. It is also well suited for vertical scenes such as buildings, trees, poles, or other tall objects. If this option is used over a wider field-of-view, you may notice that objects at the edges of the picture appear as warped or stretched.

Cylindrical Projection is best used for wide field-of-view scenes that are not very tall, such as a horizontal panorama of a distant mountain range. Although you won't see the warping at the edges that perspective projection may produce, you may notice that lines with horizontal components are bent. Vertical straight lines will not be affected.

6 Configure the blend options to adjust the alignment and transition of the individual images in the final picture. Click the **Settings** button on the left side of the Panorama window to display a context menu, and then select the blend options:

Smooth Blend Works well for sets of images that align well with each other but vary in brightness. Smooth Blend will create soft transitions between matching image pairs, making it appropriate for use in most cases. This blending style is generally the fastest, although it may produce doubled images if the underlying fit isn't good.

Sharp Blend Uses advanced error correction for cases where images align poorly due to severe camera tilt, movement, or other changes between image pairs. It does not provide as much exposure correction, so the transition between image pairs is usually sharper.

7 Configure the output size. Click the **Settings** button on the left side of the Panorama window to display a context menu, and select the output size:

Small Best for situations where small sizes are needed, such as Web applications.

Medium Sufficient for most uses.

Large Good for situations that require high resolution, but uses more memory and produces large output files.

Very Large Best for applications that require very high resolution output. Requires a computer containing a large amount of RAM.

8 Click the **Create** button on the left side of the Panorama window to create the panorama. A blue bar progress bar displays the status of the operation.

Note: Though this operation takes time, it can take place in the "background." In other words, you can keep working with your computer and other applications while processing the images into a panorama. To stop the operation at any time, click the Cancel Panorama button on the Status bar.

9 When the operation is complete, the finished picture displays in a new window.

The image assembled by the operation may have "ragged" edges on the sides indicating the recommended cropping rectangle due to the slight variation in the camera angle between shots. Using a tripod when taking the pictures will minimize this effect.

10 Click **Crop** to crop the image and remove the ragged edges.

11 Choose **File > Save** to open the Save Image dialog, and then save the image.

CHAPTER 8

Enhancing Images

Use Paint Shop Photo Album to correct color balance, brightness, contrast, and remove red eye using the Quick Fix, Adjust, and Red Eye Removal tools.

Contents

Fixing Images in One Step 91
Fixing Images Using the Adjust Wizard 92
Manually Adjusting Images 94
Removing Red Eye 97

Fixing Images in One Step

Use the Quick Fix tool to automatically adjust the brightness, contrast, and color balance of an image.

For information about adjusting multiple images at one time, see “Automatically Adjusting Multiple Images” on page 119.

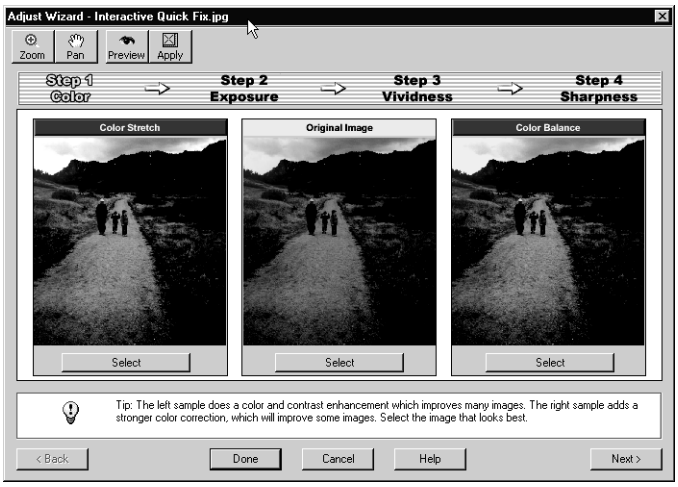
Quick Fix button

To use the Quick Fix tool:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Click the **Quick Fix** button on the toolbar, or choose Image > Quick Fix to automatically adjust the image.

Fixing Images Using the Adjust Wizard

Use the Adjust Wizard tool to correct the color balance, exposure, vividness, and sharpness of an image.



About the Adjust Wizard window

When you open the Adjust Wizard window, three previews of the image display. The left preview displays the image with less of the correction, the original displays in the center, and the image with more correction displays on the right.

For each correction, decide which preview looks the best, and then proceed to the next step. At any time you can use the buttons to preview, apply and change the view of the image previews.

- Click the **Apply** button to view the corrections on the original image.
- Click the **Preview** button to display a side-by-side comparison of the original image and the corrected image, click the Preview button again to close the preview.
- Click the **Done** button to apply the correction and close the Adjust Wizard window.
- Click **Zoom** button, left-click the mouse button to zoom-in (magnify) the image. Right-click the mouse to zoom-out (reduce the magnification of) the image. Click the Zoom button again to deactivate the zoom tool.

- Click the **Pan** button, click an image preview, and then drag the mouse to pan the image. Click the Pan button again to deactivate the pan tool.

To use the Adjust Wizard:

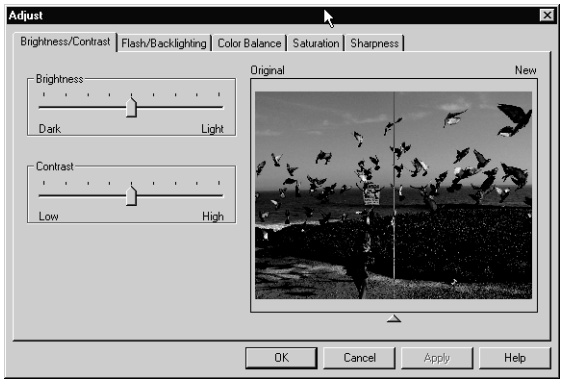
1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Choose **Image > Adjust Wizard**, or click the down-arrow on the Adjust button and choose Adjust Wizard to open the Adjust Wizard window.
4. **Step 1 Color** of the correction adjusts the color balance of the image. Click the Select button for the image preview that looks the best. The wizard automatically advances to the next step.
5. **Step 2 Exposure** of the correction adjusts the exposure of the image. Click the Select button for the image preview that looks the best. The wizard automatically advances to the next step.
6. **Step 3 Vividness** of the correction adjusts the vividness of the image. Click the Select button for the image preview that looks the best. The wizard automatically advances to the next step.
7. **Step 4 Sharpness** of the correction adjusts the sharpness of the image. Click the Select button for the image preview that looks the best, to display previews of the original image and the adjusted image
8. Click the **Done** button to apply the adjustments.

Undo/Redo buttons

If you want to reverse your change, click the **Undo** button on the toolbar, or press **<Ctrl> + Z**. To reapply a reversed change, click the **Redo** button on the toolbar, or press **<Ctrl> + <Alt> + Z**.

Manually Adjusting Images

Use the Adjust dialog when you want complete control over image corrections. Use the tabs on the Adjust dialog to adjust the brightness and contrast, flash and backlighting, color balance, saturation, and sharpness of an image.



About the Adjust Dialog

Each tab on the Adjust dialog contains slide controls and a preview window. The preview window splits the original image in half, and shows the original image on the left, and the new (corrected) image on the right. To view more or less of the new image, click and drag on the arrow at the bottom of the preview window to the right or to the left.

To use the slide controls, simply click and drag the arrow to the left or to the right. If your mouse has a mouse wheel, you can also use it to adjust the slider.

To change the magnification of the image in the preview window move the mouse cursor over the preview image to change the cursor to a "magnifying glass" icon. Left-click the mouse button to zoom-in (magnify) the image. Right-click the mouse to zoom-out (reduce the magnification of) the image.

Need more advanced image editing tools?

To open an image in Paint Shop Pro choose **File > Jump to Paint Shop Pro**.

To manually adjust brightness and contrast:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.

3 Click the down-arrow on the Adjust button and choose Adjust, or choose **Image > Adjust** to open the Adjust dialog, and then click the **Brightness/Contrast** tab.

4 Drag the **Brightness** slider to the right to make the image lighter. Drag the brightness slider to the left to make the image darker.

Adjust button

5 Drag the **Contrast** slider to the right to make the dark areas darker, and light areas lighter. Drag the contrast slider to the left to make the dark areas lighter, and the light areas darker.

6 To view the adjustment on the original image without exiting the Adjust dialog, click the **Apply** button.

7 When you are finished making adjustments to the image, click **OK**, or to make another adjustment, click the tab for the adjustment that you want to make.

To manually adjust the flash and backlighting:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Click the down-arrow on the Adjust button and choose Adjust, or choose **Image > Adjust** to open the Adjust dialog, and then click the **Flash/Backlighting** tab.

4 Adjust the slide controls.

Add Flash Drag the slide control to adjust the brightness of the flash and open up the shadows in an image.

Reduce Backlighting Drag the slide control to adjust the contrast and bring back details lost in bright areas of the image.

5 To view the adjustment without exiting the Adjust dialog, click the **Apply** button.

6 When you are finished making adjustments to the image, click **OK**, or to make another adjustment, click the tab for the adjustment that you want to make.

To manually adjust color balance:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

Undo/Redo buttons

If you want to reverse your change, click the **Undo** button on the toolbar, or press **<Ctrl> + Z**. To reapply a reversed change, click the **Redo** button on the toolbar, or press **<Ctrl> + <Alt> + Z**.

3 Click the down-arrow on the Adjust button and choose Adjust, or choose **Image > Adjust** to open the Adjust dialog and then click the **Color Balance** tab.

4 Adjust the slide controls.

To reduce the amount of color in an image, you can either increase its opposite color or reduce the amount of the adjacent colors. For example, to color adjust an image containing too much yellow, either increase the amount of blue or decrease the amount of red and green.

5 To view the adjustment without exiting the Adjust dialog, click the **Apply** button.

6 When you are finished making adjustments to the image, click **OK**, or to make another adjustment, click the tab for the adjustment that you want to make.

To manually adjust saturation:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Click the down-arrow on the Adjust button and choose Adjust, or choose **Image > Adjust** to open the Adjust dialog and then click the **Saturation** tab.

4 Adjust the slide controls to change the purity of the hue.

5 To view the adjustment on the original image without exiting the Image Adjust dialog, click the **Apply** button.

6 When you are finished making adjustments to the image, click **OK**, or to make another adjustment, click the tab for the adjustment that you want to make.

To manually adjust sharpness:

1. Open the album that contains the image that you want to adjust.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Click the down-arrow on the Adjust button and choose Adjust, or choose **Image > Adjust** to open the Adjust dialog, and then click the **Sharpness** tab.
4. Adjust the slide control to the left to soften the image, or to the right to sharpen the image.
5. To view the adjustment without exiting the Adjust dialog, click the **Apply** button.
6. When you are finished making adjustments to the image, click **OK**, or to make another adjustment, click the tab for the adjustment that you want to make.

Removing Red Eye

Use the Red Eye tools to remove the red-eye effect that frequently occurs in photographs of humans and animals.

- Use the One Click Removal tool to quickly remove red eyes.
- Use the Red Eye Brush to manually remove red eye.
- If a red eye removal tool removed the glint from the eye, use the Highlight Brush to add a bright spot in the eye.

Removing red eye with the One Click Removal tool:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image with red eye to open it in the Image View window.
3. Adjust the view of the image by using the Zoom and Pan tools. For information about using the Zoom and Pan tools, see “Fixing Images in One Step” on page 91 and “Panning Images” on page 72.

Red Eye button

4. Click the down-arrow on the right side of the **Red Eye** button and select **One Click Removal**.

   The cursor changes to a “cross hair”.

5 Center the cursor over the red area of the eye, and then click the mouse to make the correction.

Note: If you are not satisfied with the result, try clicking on a different area of the red eye.

6 If needed, repeat step 5 to adjust the other eye.

Removing red eye with the Red Eye Brush:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image with red eye to open it in the Image View window.

3 Adjust the view of the image by using the Zoom and Pan tools. For information about using the Zoom and Pan tools, see "Fixing Images in One Step" on page 91 and "Panning Images" on page 72

4 Click the down-arrow on the right side of the **Red Eye** button and select **Red Eye Brush**.

5 To change the size of the brush, click the down-arrow on the right side of the **Red Eye** button, select **Brush Width**, and then select a brush size. Width 1 is the smallest brush, while Width 4 is the largest brush.

6 Click and drag the brush around the pupil to remove the red eye.

7 If needed, repeat step 6 to adjust the other eye.

Adding a highlight:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image with red eyes to open it in the Image View window.

3 Click the arrow on the right side of the **Red Eye** button and select **Highlight Brush**.

Note: If the brush is too large or too small click Brush Width from the Red Eye drop-down menu to select a brush width. Width 1 is the smallest brush, while Width 4 is the largest brush.

4 Click the brush on the area of the pupil where you want the highlight.

5 If needed, repeat step 4 to adjust the other eye.

Changing the Red Eye Brush Color

By default, the red eye tools use a shade of black as the base color used to fill-in the unwanted “red eye” effect on the subject’s eyes. As an option, you can set this base color to be any color that you want.

To change the Red Eye Brush color:

1. To change the brush color, click the down-arrow on the **Red Eye** button and select **Brush Color** to open the Red Eye Brush Color dialog, and then select a color.
2. To select a custom color, click the **Custom Colors** button to open the Color dialog and then do the following:
   - Click the **Define Custom Colors** button to display the color wheel.
   - Click a color in the color wheel, and then drag the slider up and down to adjust the hue.
   - Click the **Add Custom** button.
   - Click **OK** to close the dialog box and display the color in the in the Red Eye Brush Color dialog.
   - Click **OK** to select the custom brush color and close the Red Eye Brush Color dialog.

Note
Until you repeat this procedure and choose a different color, the color that you chose will always be used by the Red Eye Brush tool.

CHAPTER 9

Adding Image Effects

Add interest to images by making a black and white or sepia image, thinning or widening the subject of an image, adding picture frames, photo edges, borders, or by adding special effects.

Changes made to an image can be saved over the original image, or you can easily save a copy of the image with a different name. For information about saving images while preserving the original image file, see “Saving Images” on page 41.

Contents

Converting an Image to Black and White 101
Making a Sepia Image 102
Thinning an Image 102
Adding Borders to an Image 103
Adding a Picture Frame to an Image 104
Adding a Photo Edge to an Image 104
Adding Special Effects 105

Converting an Image to Black and White

Convert an image to shades of grey (greyscale) and make an image look like a black and white photograph. For information about converting multiple images to black and white at one time, see “Converting Multiple Images to Black and White” on page 123.

To make a black and white image:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Convert to Black and White** to change the image to black and white.

Making a Sepia Image

The Sepia tool applies a a warm brown tone to an image to make it look like a photograph taken in the mid- to late 19th century.

To make a sepia tone image:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Convert to Sepia** to change the image to a sepia tone.

Thinning an Image

Use the Thinify tool to shrink or stretch the width of an image and make the subject look thinner or wider.

To use the Thinify tool:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Thinify** to open the Thinify dialog.

4 Adjust the slide control to shrink or stretch the image.

5 Mark the **Maintain Image Size** to preserve the size of the image, while still shrinking or stretching the subject.

6 Click **OK**. Paint Shop Photo Album calculates a new grid of image pixels, and shows the result in the Image View window.

Adding Borders to an Image

Enhance images by surrounding an image with a colored border. Borders can be asymmetrical, or symmetrical, and you can add multiple borders of different colors to an image.

If you want to retain the original image, save the image containing the border with a new file name. For information about saving an image with a new name, see “Saving Images” on page 41.

To add a border to an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Choose **Effects > Add Border** to open the Add Border dialog.
4. In the Border Size group box:
   - Mark the **Symmetric** check box if you want all sides of the border to be the same width.
   - Enter the **pixel width** for the top, bottom, left, and right sides of the border.
5. Click the Color box, or click the **Pick Color** button to open the Color dialog. Click a color, and then click **OK**.
6. To create a custom color, click the **Define Custom Colors** button to display the color wheel, and then:
   - Click a color from the color wheel, and then drag the slider up or down to create a custom color.
   - Click the **Add to Custom Colors** button, and then click **OK**.

   Note: The colors that you select are “remembered” by the program and displayed the next time you use the Color dialog.
7. On the Add Borders dialog, click **OK** to apply the border to the image.
8. Save the image with a new file name.

Adding a Picture Frame to an Image

Simulate the look of a framed image by adding a picture frame to an image.

If you want to retain the original image, save the image containing the frame with a new file name. For information about saving an image with a new name, see “Saving Images” on page 41.

To add a picture frame to an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, double-click an image to open it in the Image View window.
3. Choose **Effects > Add Picture Frame** to open the Add Picture Frame dialog.
4. Use the scroll bar on the right to view all of the picture frames.
5. Click a picture frame to preview the image with the frame on the right side of the dialog.
6. Choose an option:

   Over the image Places the frame on top of the image, covering the edges of the image.

   Around the image Places the frame around the edges of the image, retaining all of the original photo and enlarging the image.
7. Click **OK** to apply the picture frame to the image.
8. Save the image with a new file name.

Want more picture frames?

Use Paint Shop Pro to create your own picture frames. Save the frames you create with a Jasc PSP Frame extension in the `C:\Program Files\Jasc Software Inc\Paint Shop Photo Album\Frames` directory.

Adding a Photo Edge to an Image

Add interest to an image by adding a photo edge effect.

If you want to retain the original image, save the image containing the edge with a new file name. For information about saving an image with a new name, see “Saving Images” on page 41.

To add a photo edge effect to an image:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Add Photo Edge** to open the Add Photo Edge dialog.

4 Use the scroll bar on the right to view all of the photo edges.

5 Click a photo edge to preview the image with the photo edge effect on the right side of the dialog.

6 Choose an option:

Over the image Places the photo edge on top of the image, covering the edges of the image.

Around the image Places the photo edge around the edges of the image, retaining all of the original photo and enlarging the image.

7 Click **OK** to apply the photo edge to the image.

8 Save the image with a new file name.

Adding Special Effects

Apply a ripple, glass blocks, edges, fisheye or invert effect to create interesting images using the Special Effects dialog.

The Special Effects dialog contains a preview that displays the original image on the left side of the window, and the image with the effect on the right side of the window. Click and drag the arrow at the bottom of the preview window to the right to view more of the original image, and to the left to view more of the image with the effect.

Adding a Ripples Effect

Applies concentric waves around a central point in an image. The effect is similar to the rings produced by a pebble dropped in water.

To add a ripples effect:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Special Effects** to open the Special Effects dialog, and then click the Ripples tab.

4 In the **Number of Ripples** group box, drag the slider to select the number of ripples.

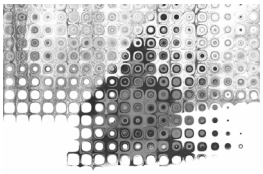
5 In the **Magnitude of Ripples** group box, drag the slider to select the size of the ripples.

6 Click the **Apply** button to add the effect to the original image.

7 Click the **OK** button to close the Special Effects dialog.

Adding a Glass Blocks Effect

Makes an image appear as though you are looking at it through glass blocks.



To add a glass blocks effect:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Special Effects** to open the Special Effects dialog, and then click the Glass Blocks tab.

4 In the **Number of Blocks** group box, drag the slider to select the number of blocks.

5 In the **Magnitude of Blocks** group box, drag the slider to select the size of the blocks.

6 Click the **Apply** button to add the effect to the original image.

7 Click the **OK** button to close the Special Effects dialog.

Adding an Edges Effect

Enhances the edges of the image and adjusts the background color bias.

To add an edges effect:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Special Effects** to open the Special Effects dialog, and then click the Edges tab.

4 In the **Strength of Effect** group box, drag the slider to select the intensity of the effect.

5 In the **Background Color Bias** group box, drag the slider to change background color of the image.

6 Click the **Apply** button to add the effect to the original image.

7 Click the **OK** button to close the Special Effects dialog.

Adding a Fisheye Effect

Creates an effect of camera lens distortion.

To add a fisheye effect:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Special Effects** to open the Special Effects dialog, and then click the Fisheye tab.

4 In the **Width of Fisheye** group box, drag the slider to adjust the width of the distortion.

5 In the **Height of Fisheye** group box, drag the slider to adjust the height of the distortion.

6 Click the **Apply** button to add the effect to the original image.

7 Click the **OK** button to close the Special Effects dialog.

Adding an Invert Effect

Makes an image look like a negative of a photograph.

To add a invert effect:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, double-click an image to open it in the Image View window.

3 Choose **Effects > Special Effects** to open the Special Effects dialog, and then click the Invert tab.

4 Drag the slider to select the intensity of the effect.

Solarize Converts all colors in an image or selection above a specific value into their inverse on the 255 scale.

Invert Replaces each pixel color with its opposite on the color wheel. The new image is like a photographic negative.

5 Click the **Apply** button to add the effect to the original image.

6 Click the **OK** button to close the Special Effects dialog.

CHAPTER 10

Printing

This program contains print templates that make it easy to print individual or multiple images on the same page.

Change page headers and footers, image labels, make image adjustments, and page layout adjustments using the Adjustments tab.

For best results in printing your images, use a good quality color inkjet printer, and photo-quality inkjet paper.

Note
This chapter assumes that you have a color printer connected to your computer, and that you have configured your Windows computer to use this printer. If you have questions or problems in printing, refer to the documentation supplied with your printer.

Contents

Printing Albums 109
Printing Images Using Templates 110
Printing Custom Layouts 112
Making Print Adjustments 113

Printing Albums

Print the contents of albums in the form of a Contact Sheet. The Contact Sheet is simply a print-out of the thumbnail images in an album, along with the file name of each image to create a printed catalog of your pictures. Adjust the header, footer, and image label to further customize the contact sheet. For information about making

adjustments to the text information, see “Changing Labels” on page 113.

To print an entire album:

1. Open the album that contains the images that you want to print.
2. Click the **Print** button to open the Print Layout window
3. Click the **Templates** tab to view the Print Layout list.
4. Expand the Basic Layouts template group, and select **Contact Sheet**.
5. Click on the **Print Setup** button. The Print Setup dialog for your particular printer opens.
6. Confirm the settings for your printer. The Properties button usually contains advanced settings that relate to the image quality of the print. Click **OK** to proceed.
7. Click the **Print** button to open the Print dialog for your particular printer.
8. Choose the **Page Range** and **Number of Copies** that you want to print.
9. Click the **OK** button to print your Contact Sheet.

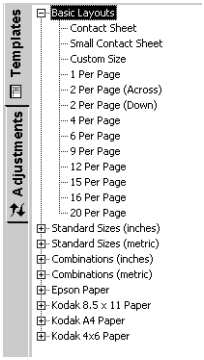
Note
If you are configuring the layout for an entire album, Paint Shop Photo Album displays by default all the images in your album sequentially using the selected layout style. To place specific images at specific locations within the layout, click on the **Pick Images** button.

Printing Images Using Templates

Paint Shop Photo Album makes it easy to choose certain images from an album, and quickly assemble them into a layout for printing. The whole process is fast and easy!

To print image(s) using a template layout:

1. In the Album View window, select the image(s) that you want to print.



Template tab - Print Layout

- To select one image, click the image to select it.
- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

2 Click on the **Print** button on the toolbar, or choose File > Print, to open the Print Layout window.

3 On the Templates tab, choose a print layout. Click the (+) next to a template group to expand the group.

4 Click **Pick Images** to view images on the Album tab.

5 Double-click an image to add it to the print template.

6 Click the **Print** button to open the Print dialog for your particular printer.

7 Choose the **Page Range** and **Number of Copies** that you want to print.

8 Click the **OK** button to print.

Modifying the Images in the Print Template

Once you pick images and add them to the print template, you can move, re-arrange, copy, and delete the images.

- **Deleting an image from the layout** Click on the image and press the <Delete> key.
- **Replacing an image in the layout** Drag a new image onto the slot occupied by the image you want to replace.
- **Copying an image** Click on the image you want to copy and drag the cursor to the new slot.
- **Moving an image** While holding down the <Shift> key, click on the image that you want to move and drag the cursor to the new slot.
- **Changing the paper orientation** Click Portrait or Landscape button on the toolbar to change the paper orientation.

Printing Custom Layouts

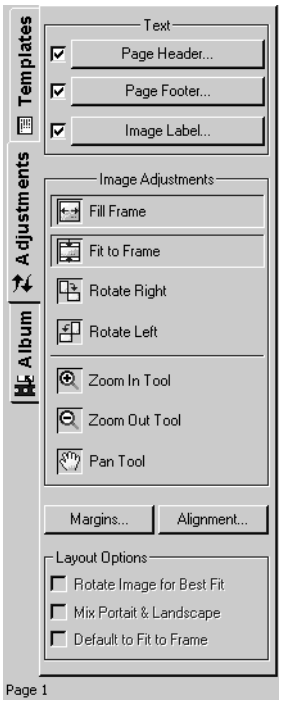
Use the Custom Size layout to manually adjust the size of the printed image.

To print images using a custom size:

1. Open the album that contains the images that you want to print.
2. Click the **Print** button to open the Print Layout window
3. Click the **Templates tab** to view the Print Layout list.
4. Expand the Basic Layouts template group, and select **Custom Size** layout.
5. Change the size of the image.
   - Click and drag one of the blue squares in the corners of the image to stretch or shrink the dimensions.
   - Type in the exact dimensions that you want for the Width and Height in the fields at the top of the Print Layout window. Select the units of measurement (Inches or Centimeters) from the drop-down list.
6. Click the **Print** button to open the Print dialog for your particular printer.
7. Choose the Page Range and Number of Copies that you want to print.
8. Click the **OK** button to print.

Making Print Adjustments

Adjust the headers, footers, and image labels, make image adjustments, and change layout options using the Adjustments tab.



Adjustments tab - Print Layout

Changing Labels

The Text group box is used to define the printing labels for the page header (the space at the top of the page), page footer (the space at the bottom of the page), and image labels.

Note
To print or edit labels, make sure the check box is marked next to the label that you want printed for the images.

To change the page header label:

1. On the Adjustments tab, click the **Page Header** button to open the Change Print Text dialog.
2. On the Change Print Text dialog, Click in the field where you want to add special characters, and then click the **Add Text** button to select the special character.

   For example, if you want the date the image was printed, centered in the header, click in the Center field, and then select or type %D.
3. To change the text font, click the **Change Font** button to open the Font dialog and make changes to the font type, style, size, effects, and color. Click **OK** to apply the font changes.
4. Mark the **Save As Default** check box to save these settings as your default.
5. Click **OK** to apply the changes to the page header.

To change the page footer label:

1. On the Adjustments tab, click the **Page Footer** button to open the Change Print Text dialog.
2. On the Change Print Text dialog, Click in the field where you want to add special characters, and then click the **Add Text** button to select the special character.

   For example, if you want the date the image was printed, centered in the footer, click in the Center field, and then select or type %D.

3 To change the text font, click the **Change Font** button to open the Font dialog and make changes to the font type, style, size, effects, and color. Click OK to apply the font changes.

4 Mark the **Save As Default** check box to save these settings as your default.

5 Click the **OK** button to apply the changes to the page header.

To change image labels:

1 On the Adjustments tab, click the **Image Caption** button to open the Change Print Text dialog.

2 On the Change Print Text dialog, Click in the field where you want to add special characters, and then click the **Add Text** button to select the special character.

For example, if you want the date the image was printed, centered in the image caption, click in the Center field, and then select or type %D.

3 To change the text font, click the **Change Font** button to open the Font dialog and make changes to the font type, style, size, effects, and color. Click OK to apply the font changes.

4 From the Placement drop-down list, choose where the image label should display:

- Display Label On Image
- Display Label Below Image - Small
- Display Label Below Image - Medium
- Display Label Below Image - Large

5 Mark the **Save As Default** check box to save these settings as your default.

6 Click **OK** to apply the changes to the page header.

About Special Characters

Special characters appear in default positions in the page header and footer. The following special characters are used in the Change Print Text dialog:

%D	Date Printed	%I	Image Title
%T	Time Printed	%i	Image Description
%n	Album Name	%d	Date Taken
%A	Album Title	%t	Time Taken
%a	Album Description	%p	Page Number
%N	File Name		

Making Image Adjustments

Once you have placed an image (or images) into a template layout, you can adjust the position of the image (in its printed frame), or zoom-in or pan the image.

To make adjustments to the image in the frame:

Click the image in the print layout that you want to change, and then select an option:

Fill Frame button, the image is resized so that it completely fills the print frame. Depending on the layout, some of the image may be cropped at the top or bottom, or at the sides. In this case, use the Pan tool to reposition the image in the frame for a pleasing picture composition.

Fit to Frame button, the image is resized to fit within the frame. This may mean that the picture does not completely fill the frame, but no parts of the picture are cropped and lost.

Rotate Right button, the image is rotated 90º clockwise. Depending on your print layout, this may be a better orientation to fit all of your pictures on the page. Each time you click on the Rotate Right button, the image is rotated 90º clockwise.

Rotate Left button, the image is rotated 90º counter-clockwise. Depending on your print layout, this may be a better orientation to fit all of your pictures on the page. Each time you click on the Rotate Left button, the image is rotated 90º counter-clockwise.

Increasing or decreasing the displayed size of an image:

1. Click the image in the print layout for which you want to zoom in or out.
2. Click on the **Zoom In Tool** or **Zoom Out Tool** buttons.
3. Click on the selected image one or more times to increase or decrease the size.
4. When you have finished adjusting the size, double-click another image to edit, or click outside the image boundary to end the editing session.

Shifting the position of an image:

1. On the Adjustments Tab, click **Pan Tool** button.
2. Move the mouse cursor over the image. The cursor changes into the Pan tool.
3. Click and drag the Pan tool over the selected image to adjust the position.
4. When you have finished adjusting the position, double-click on another image to edit it or single-click outside the image boundary to end the move session.

Changing Layout Options

Use the page layout options to set margins and alignment, rotate images, and print multiple images with different orientations on one page.

To adjust the page margins:

1. Click on the **Margins** button to open the Print Margins dialog.
2. Choose either Inches or Centimeters (cm) from the **Units** drop-down list.
3. Enter the unit in numbers for the Left, Right, Top and Bottom margins.

   Note: To use these settings as the default margin settings, mark the **Save as default** check box.
4. Click on the **OK** button to close the Print Margins dialog and activate your settings.

To set page alignment:

1 Click **Alignment** button to open the Print Alignment dialog.

The alignment settings are used to adjust the centering of the images generated by your printer.

2 If your images print too far to the left, increase the **Horizontal Alignment** setting.

3 If your images print too high on the page, increase the **Vertical Alignment** setting.

4 Click **OK** to close the Print Alignment dialog and activate your settings.

5 Make a test print to determine the affect of the settings. Any settings you make to the Margins and Alignment settings remain active until you deliberately change them.

To adjust the layout options:

In the Layout Options group box, mark the check box for the layout settings.

Rotate Image for Best Fit Chooses the best orientation of the image for its spot in the layout. For example, if the location in the layout is vertical (portrait) but the image is horizontal (landscape), the image will automatically be rotated 90° degrees to best fit the spot in the layout. This setting becomes a default for how the images are placed in the layout; you can still override this setting, and rotate any (or all) of the images that are placed in the layout.

Mix Portrait & Landscape Automatically mixes portrait (vertical) and landscape (horizontal) image orientations on the page — if those orientations will better fill the paper used for printing. For example, with this setting, you might be able to fit three 4x6 images on a single sheet if one of them were rotated. This option only applies to the Standard Size and Combinations layouts. It is automatically disabled for Basic Layouts and Specialty Paper (e.g., Epson and Kodak papers).

Default to Fit to Frame Automatically fits placed images into the frame space in the layout — rather than filling the frame. When an image is placed so that it fills the frame space, some of the image is cropped (not shown). This option reduces the image size so that it fits in the frame.

CHAPTER 11

Multiple Image Operations

Save time and automate tasks using the Batch tools. Automatically rotate, flip, correct, rename, resize, save, and convert multiple images simultaneously.

For information about rotating multiple images, see “Rotating Images” on page 73.

Contents

Automatically Adjusting Multiple Images 119
Renaming Multiple Images 120
Resizing Multiple Images 121
Saving Multiple Images 122
Converting Multiple Images to Black and White 123
Converting Multiple Images to Sepia 123

Automatically Adjusting Multiple Images

Use the Batch Quick Fix tool when you have multiple images that need to be corrected. For example, if you find that the images taken with your digital camera are always improved using Quick Fix, then you can use Batch Quick Fix to automatically fix all of the images from the camera at one time.

To adjust multiple images:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, select the images that you want to correct.

- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

3 Click the down-arrow on the Batch button and choose **Quick Fix t**o automatically fix the selected images.

Note: If no images are selected, all of the images in the selected album will be fixed.

4 A confirmation window opens stating that this operation cannot be undone. Click **Yes** to continue, click **No** to cancel.

Mark the **Do not display this warning again** check box, if you do not want to be warned when you perform an operation that cannot be undone.

Renaming Multiple Images

Use the Batch Rename tool when you want to rename batches of images with a meaningful name. For example, you can rename images IMG001 - IMG020 as 1st Birthday001 - 1st Birthday020.

To rename multiple images:

1 On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.

2 In the Album View window, select the images that you want to rename.

- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

3 Click the down-arrow on the Batch button and choose **Rename** to open the Batch Rename dialog.

4 Enter the new name for the images in the **New Title** field.

5 Enter the beginning number that you want to append to the file name, and then click **OK** to rename the images.

Resizing Multiple Images

Use the Batch Resize tool to resize multiple images to the same size. For example, you can resize all of the images that you will upload to a web photo gallery to a smaller size for faster download.

To resize multiple images:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, select the images that you want to resize.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Click the down-arrow on the Batch button and choose **Resize** to open the Batch Resize dialog.
4. To change the location where the images are saved:
   - Enter the new Album location in the **Save to Album** field.
   - Click the **Browse** button to open the Select Album dialog, select the new Album from the Look in drop-down list, and then click Select.
5. Enter in a new **Max Width** and **Max Height** (in pixels) for the image.

   Note: Depending on the shape of your images, one or two dimensions may be sized smaller than the Max values, but the Batch Resize tool will create images that fit within the dimensions that you specified.
6. Click the **OK** button. Paint Shop Photo Album calculates the new image dimensions and saves the images in the selected album with a new file name.

Saving Multiple Images

Use the Batch Save As tool to convert multiple images to a new file format.

To save multiple images with a new file format:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, select the images that you want to save with a new format.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Click the down-arrow on the Batch button and choose **Save As** to open the Batch Save As dialog.
4. Select the file type (.bmp, .fpx, .gif, .jpg) from the **Save As Type** drop-down list.
5. Select the image quality from the Quality drop-down list (for JPEG, JPEG 2000, and FlashPix formats only).
6. To change the location where the images are saved:
   - Enter the new Album location in the **Save To** field.
   - Click the **Browse** button to open the Select Album dialog, select the new Album from the **Look in** drop-down list, and then click **Select**.
7. Click the **OK** button. Paint Shop Photo Album changes the file type and saves the images in the selected album with a new file name.

Converting Multiple Images to Black and White

Use the Batch Convert to Black and White tool to convert multiple color images to into black and white images.

To convert multiple images to black and white:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, select the images that you want to convert.
   - To select multiple images, press and hold the **<Ctrl>** key and click the images.
   - To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.
3. Click the down-arrow on the Batch button and choose **Convert to Black and White**.
4. A confirmation window opens stating that this operation cannot be undone. Click **Yes** to continue, click **No** to cancel.

   Mark the **Do not display this warning again** check box, if you do not want to be warned when you perform an operation that cannot be undone.

Tip:

If you want to preserve the original color images, create a new album, and drag the images into the new album to create copies of the original images, and then convert the copies to black and white.

Converting Multiple Images to Sepia

Use the Batch Convert to Sepia tool to convert multiple color images to into sepia images.

To convert multiple images to sepia:

1. On the **Browse** tab, click the **album** to display thumbnail views of the images in the album in the Album View window.
2. In the Album View window, select the images that you want to convert.

Tip:

If you want to preserve the original color images, create a new album, and drag the images into the new album to create copies of the original images, and then convert the copies to sepia.

- To select multiple images, press and hold the **<Ctrl>** key and click the images.
- To select multiple images in a sequence, press and hold the **<Shift>** key, click the first image in the sequence, and then click the last image in the sequence.

3 Click the down-arrow on the Batch button and choose **Convert to Sepia**.

4 A confirmation window opens stating that this operation cannot be undone. Click **Yes** to continue, click **No** to cancel.

Mark the **Do not display this warning again** check box, if you do not want to be warned when you perform an operation that cannot be undone.

CHAPTER 12

Configuring Program Options

The program options determine how Paint Shop Photo Album displays and uses various features. You can use the default settings, or select new ones. In addition, you can configure the toolbars, image view settings, and turn on and configure the Program Launch Bar.

Contents

Configuring the Toolbars 125
Configuring the Program Launch Bar 126
Setting Image View Options 127
Configuring Tool Options 127

Configuring the Toolbars

Choose whether to hide or show the text on toolbar buttons and the Status bar at the bottom of the program window. Hiding the toolbar text and the status bar will increase the viewable area of the program.

To configure the toolbars:

- To hide or show the text on toolbar buttons, Choose **View > Show Toolbar Text** and mark the Show Toolbar Text option. To hide the toolbar text Choose **View > Show Toolbar Text** to un- mark the Show Toolbar Text option.
- To hide or show the program Status Bar, Choose **View > Show Status Bar** mark the Show Status Bar option. To hide the

Status Bar text Choose **View > Show Status Bar** to un-mark the Show Status Bar option.

Configuring the Program Launch Bar

Add program icons for graphics and multimedia applications to the Program Launch bar, and use these icons to launch the program. Once you have added programs to the launch bar, you can easily remove or edit the program location.

Another way to use the Program Launch bar

Drag a thumbnail of an image onto a program icon to open the image in that application.

To add programs to the launch bar:

1. Choose **Tools > Program Launch Bar** to open the Edit Program Launch dialog.
2. To activate the Program Launch Bar, mark the **Show Program Launch Toolbar** check-box.
3. If you want to display large application icons, mark the **Use Large Icons** check box.
4. Click **Add** to open the Edit Program Launch dialog.
5. In the Program Command Line group box, click the **Browse** button to open the Browse dialog.
6. Select the program.exe file, and then click **Open** to return to the Edit Program Launch dialog.
7. In the **Display As** field, enter the name of the application.

   Mark the file types that you want to open from the **Supported File Types** group box.

   For example, a certain application might be capable of working with both JPEG and GIF files, but you want it to edit GIF files. In this case, you would only click to select the GIF (.gif) option and use it to launch and open GIF images.
8. Click **OK** to return to the Edit Program Launch dialog.
9. Click **Close** to return to the main window, with the icons of the Program Launch Toolbar activated.

Note:
The appearance of the icons depends on the type of files currently selected. Icons that appear “dimmed” (and can’t be selected) are set to edit certain types of files (e.g., GIF files). In this case, there are no files selected of the type supported by the application.

Setting Image View Options

Configure the Image View window to display one, two, or multiple images.

To configure the image view:

- To view one image in the Image View window, choose **View > Normal Image View**.
- To view two image at once in the Image View window, choose **View > Two-Image View**.
- To view multiple images at once in the Image View window, choose **View > Multiple-Image View**.

Configuring Tool Options

Use the tabs on the Options dialog to configure advanced program options.

Thumbnail Options

Use the Thumbnail tab to change the display size of thumbnails, select a new background template for program windows, and modify the memory and disk cache options.

To configure thumbnail options:

1. Choose **Tools > Options** to open the Options dialog, and then click the **Thumbnails** tab.
2. In the Properties group box, choose thumbnail options:

   Size drop-down list, choose the display size of the thumbnails (Small, Medium, or Large). Click the **Apply** button to preview the thumbnail size.

   Background drop-down list, choose a theme for the background of the program window. Click the **Apply** button to preview the background theme.
3. In the **Memory Cache** group box, set the maximum number of thumbnails cached into memory.

Why is the cache important?

The program displays images in windows as thumbnails. The cache file stores important information about the thumbnails so that the thumbnail images display quickly when an album is opened.

4 In the **Disk Cache** group box, click the **Move Cache Folder** button to change the directory where the thumbnail images are cached.

5 From the **Store Thumbnails for** drop-down list, choose an option:

No Files The program will not cache thumbnails.

Offline Files Only caches offline thumbnails that are stored on removable media (CD's, floppy disks, etc.).

Offline and Large Files Caches offline and large thumbnail files.

All Files Caches all thumbnail files.

6 **Cache Size** Increase the size of the cache folder to make thumbnail images load faster.

7 Click **OK** to close the Options dialog.

General Options

The General tab of the Options dialog is used to control start up options for the Product Tour, image audio, and Picture CD AutoRun.

To configure general options:

1 Choose **Tools > Options** to open the Options dialog, and then click the **General** tab.

2 Mark the **Show Product Tour on startup** option to start the Product Tour when you open Paint Shop Photo Album.

3 Mark the **Play audio when image is opened** option to automatically play an associated audio file when you open an image.

4 Mark the **Disable Picture CD AutoRun while Paint Shop Photo Album is running** to indicate that a Picture CD should not automatically load when it is inserted into the CD-ROM drive.

Note: To clear an option, click the check box to clear the mark for that option.

5 Click **OK** to close the Options dialog.

View/Print Options

The View/Print tab of the Options dialog is used to control advanced view and print options.

To configure view options:

1. Choose **Tools > Options** to open the Options dialog, and then click the **View/Print** tab.
2. In the View group box, mark or select the following options:

   Open images at 100% Configures the program to automatically open images at 100% in the Image View window.

   Use alternative screen drawing Use this option if you are having trouble with screen drawing.
3. In the Print group-box, mark or select the following options:

   Print multiple pages as separate jobs Prints each page as a separate print job.

   Use alternative printing Use this option if you are having trouble printing to a printer.
4. Click **OK** to close the Options dialog.

Undo/Redo Options

This program supports the ability to undo and redo commands multiple times. Use the Undo/Redo options to control the amount of memory used to store command history, and/or the number of times the undo/redo information is stored for each active image.

To configure the Undo/Redo options:

1. Choose **Tools > Options** to open the Options dialog, and then click the **Undo/Redo** tab.
2. Mark the **Limit undo/redo disk usage** check box, and enter the number of megabytes that should be used to store undo/redo data for each open image in the Mbytes per open image field.
3. Mark the **Limit number of undo/redo steps** check box and enter the number of undo/redo steps allowed in the Steps per open image field.
4. Mark the **Warn when operation cannot be undone** check box if you want the program to display a warning message when an operation cannot be undone.

5 Click **OK** to close the Options dialog.

Download Options

Use the download options to configure how the program downloads images from a camera or other device.

To configure the download options:

1 Choose **Tools > Options** to open the Options dialog, and then click the **Download** tab.

2 In the Download actions group box, choose options:

Open image after download Automatically opens the downloaded image in the Image View window.

Prompt for keywords on download When downloading images from a digital camera, the program will automatically prompt you to enter keyword information for each image.

Preserve camera filename if possible When downloading images from a digital camera, use the filename assigned by the camera as the filename for the image in the program.

Note: If you configure your camera to reset the filename, the program will automatically protect existing images from being over-written by appending a number to the end of the filename.

3 In the TWAIN group box, mark the **Use file transfers when acquiring via TWAIN** check box to support devices/drivers for non-native TWAIN devices.

Note: It is recommended that you mark this option if you are having trouble connecting to a digital camera.

4 To change the default folder where images are automatically stored when acquired from a digital camera or other source, click the **Browse** button and select a new directory location.

5 Click **OK** to close the Options dialog.

File Formats Options

Use the File Formats tab to indicate that all JPEG and JPEG 2000 files should automatically open in Paint Shop Photo Album, and to set the default file compression for JPEG, JPEG 2000, and FlashPix images.

Supported File Formats

Still image: GIF, TIFF, PNG, PSD, QIF, SGI, TGA, JPG (includes EXIF), BMP, FPX, PSP (read-only)

Movie formats: MOV, AVI, DX, FLC

To configure the file format options:

1. Choose **Tools > Options** to open the Options dialog, and then click the **File Formats** tab.
2. Mark the **Use Paint Shop Photo Album as the default editor for JPEG files** to automatically launch Paint Shop Photo Album when you double-click a JPEG (.jpg) file.
3. In the File Compression group box, select options:

   JPEG quality level Defines the "quality" of the JPEG compression applied to images. Click the drop-down list and select an option: Low (Highest Compression), Medium, High, Best (Lowest Compression).

   JPEG 2000 quality level Defines the "quality" of the JPEG 2000 compression applied to images. Click the drop-down list and select an option: Low (Highest Compression), Medium, High, Best (Lowest Compression), Lossless Compression.

   FlashPix quality level Defines the "quality" of the compression applied to FlashPix images. Click the drop-down list and select an option: Low (Highest Compression), Medium, High, Best (Lowest Compression) and No Compression.
4. Click **OK** to close the Options dialog.

Which JPEG quality level should I choose?

Low setting uses the highest level of JPEG compression and makes web pages load more quickly, but sacrifices image quality.

Best setting uses the lowest level of JPEG compression and make the highest-quality images, but the web pages will take longer to load.

Medium and **High** are intermediate settings. You can experiment with the different settings to determine the smallest file sizes that still maintain the image quality that you want for your web site.

Database Backup Options

If you frequently add titles, descriptions, and keywords to albums and images, then you should configure the program to backup the database file automatically when you exit the program.

To automatically backup the database:

1. Choose **Tools > Options** to open the Options dialog, and then click the **Database Backup** tab.
2. Mark the **Perform automatic backups of album and image information upon exit** check box to automatically backup the database file when you close Paint Shop Photo Album.

3 Enter the number of times that you want to open and close the program before the automatic backup is performed.

4 Mark the **Display a prompt each time before performing the backup** check box if you want to be prompted before the program performs the backup.

5 If you want to change the directory where the database backup files are located, click the **Browse** button, and then select a new directory.

6 Click **OK** to close the Options dialog.

Photo Sharing Options

Use the Photo Sharing tab to set up access to a Photo Sharing web site. When you click the Upload button on the toolbar, the Photo Sharing site selected from this tab opens in the Upload window.

To configure the Photo Sharing options:

1 Choose **Tools > Options** to open the Options dialog, and then click the **Photo Sharing** tab.

2 In the **Select a photo sharing service** list box, select the name of the service where you upload photos.

Information about the selected service displays in the About group box.

3 Click **OK** to close the Options dialog.

Note
As Paint Shop Photo Album is updated, support for additional photo sharing services may be included. To find out if support for additional photo sharing services is available, be sure your computer is connected to the Internet, and then choose **Help > Update Software**, or click the Check for update link on the Photo Sharing tab.

Proxy Setting Options

Use the Proxy Settings tab to configure how the program accesses the Internet from a corporate environment.

To configure the Proxy Setting options:

1 Choose **Tools > Options** to open the Options dialog, and then click the **Proxy Settings** tab.

2 Choose an option to identify how the program accesses the Internet:

Don't use a proxy server Mark this option if your computer is not connected to the Internet.

Use system proxy configuration Mark this option to use the same proxy settings that other programs installed on the computer use to access the Internet.

Use manual proxy configuration Mark this option to use another proxy server to access the internet. Enter the proxy information in the appropriate fields. You may need to get this information from your System Administrator.

3 Click **OK** to close the Options dialog.

Web Gallery Options

Use the Web Gallery tab to set the image size, thumbnails size, image quality, audio and movie options.

To configure the web gallery options:

1 Choose **Tools > Options** to open the Options dialog, and then click the **Web Gallery** tab.

2 In the Image Settings group box, configure the settings:

Which JPEG quality level should I choose?

Low setting uses the highest level of JPEG compression and makes web page load more quickly, but sacrifices image quality.

Best setting uses the lowest level of JPEG compression and make the highest-quality images, but the web page will take longer to load.

Medium and **High** are intermediate settings. You can experiment with the different settings to determine the smallest file sizes that still maintain the image quality that you want for your web site.

Maximum Image Size Defines how large the images will be when posted to the FTP server. The default setting is 480 (pixels) wide by 360 (pixels) tall. If you choose a smaller image size, the pictures will be smaller on your web pages, but the web pages will load more quickly.

Maximum Thumbnail Size Determines the size of the thumbnail images when posted to the FTP server. Some of the Web Gallery Templates make use of thumbnails, and this setting is used to control their size. If you choose a smaller thumbnail size, the web pages will load more quickly.

JPEG Quality Level Defines the "quality" of the JPEG compression applied to your images. When you click on this drop-down list, you have four choices: Low (Highest Compression), Medium, High, Best (Lowest Compression).

3 Mark the following audio and movie options:

Include Audio Mark this check box to indicate that all Audio associated with images will be included in your web gallery. Some of the Web Gallery Templates support audio. This setting defines that audio is used, if it is associated with a file, and is appropriate for the Web Gallery Template.

Include Movie Files Mark this check box to specify that movie files will be included in your web gallery.

4 Click **OK** to close the Options dialog.

INDEX I

A

adding
- a pen annotation 86
- an audio annotation 79
- descriptions and titles to an album 37
- descriptions and titles to an image 37
- keywords 38

Adjust tools 94
Adjust Wizard 92
adjusting
- print layout 113
- web layout 58

adjusting images
- brightness/contrast 94
- color balance 95
- in one step 91
- manually 94
- multiple images 119
- red eye 97
- saturation 96
- sharpness 97
- using the Adjust Wizard 92

album
- adding a shortcut to 42
- adding a title and description 37
- adding keywords 38
- cataloging 67
- creating 32
- deleting 40
- opening 30
- renaming 39
- sound track 43

Album tab 15
Album View window 10
annotation
- audio 79
- pen 86

audio annotation
- audio properties 81
- editing 80
- playing 79
- recording 80

Audio Annotation tool 79

B

backing up information 68
bars
- Menu 15
- Status 16
- Toolbars 16

batch tool
- Convert to Black and White 123
- Convert to Sepia 123
- Quick Fix 119
- Rename 120
- Resize 121
- Save As 122

black and white, effect 101
Border tool 103
Brightness/Contrast, adjusting 94
Browse tab 15

C

camera
- connection settings 22
- downloading images 24

cataloging information 67
closing
- an album 10, 30
- an image 11, 30
- Print Layout window 12

color balance, adjusting 95
configuring
- pen annotation 86
- the Program Launch Bar 126

copying images 34
creating
- an album 32

Crop tool 76
Customer Service 6

D

database
- backing up 68
- restoring 69

deleting
- an album 40
- an image 40
- multiple images 40

description
- of an album 37
- of an image 37

desktop wallpaper 61
digital camera
- connecting 21

downloading images 24
- using a camera connection 25
- using a TWAIN connection 26
- using Windows XP 26

E

editing
- audio annotation 80
- images 71

effect
- sepia 102

effects
- black and white 101

e-mail 45
enhancing
- images 91

erasing, images in camera 24
EXIF camera data 36

F

file formats, supported 131
flash and backlighting, adjusting 95
Flip tool 74
FTP server 59

H

help
- Favorites tab 5
- Index tab 5
- saving topics 5
- Search tab 4
- Table of Contents tab 4
- viewing the Product Tour 3

I

image
- adding a edge effects 104
- adding a pen annotation 86
- adding a picture frame 104
- adding a title 37
- adding an audio annotation 79
- adding borders 103
- adding keywords 38
- adding text 78
- closing 30
- cropping 76
- deleting 40
- deleting multiple 40
- flipping 74
- making a copy 34
- opening 30
- panning 72
- panorama 87
- renaming 39
- resizing 75
- rotating 73
- saving 41
- saving as 41
- saving to another drive 42
- saving when prompted 41

thinning 102
zooming 72
image effect
edges 106
fisheye 107
glass blocks 106
invert 107
ripples 105
Image Effects 105
Image View window 11
images
cataloging 67
downloading from camera 24
moving 33
rotating 73
sorting 33
viewing in camera 24
Info tab 15
information, searching on 65
installing, Paint Shop Photo Album 8

J

Jasc Learning Center 5
JPEG quality level 131

K

keywords
adding 38
adding sub-keywords 38
editing 38
Keywords tab 15

M

making
a panorama 87
VCD's 46
wallpaper 61
Menu bar 15
movie
exporting 83
viewing 85
moving, images 33
multiple images 120

N

new features 1

O

online help 3
opening
an album 10, 30
an album from the Browse tab 30
an album using the File menu 30
an image 11
online help 3
other programs 126
Paint Shop Pro 31
Print Layout window 12
VCD View window 13
Web Gallery window 14

P

Paint Shop Photo Album
configuring view options 127
closing 9
configuring tool options 127
configuring toolbars 125
main bars 15
new features 1
Product Tour 3
starting 9
system requirements 7
Paint Shop Pro, opening 31
Pan tool 72
panorama 87
taking pictures for 87
pen annotation
configuring 86
viewing 86
Pen Annotation tool 86
Photo Edge tool 104
photo sharing service
setting up an account 55
uploading images 55
Picture Frame tool 104
playing
audio annotation 79
audio annotations 79
slide shows 53
Print Layout window 12
printing

albums 109
changing layout options 116
choosing images 110
custom layouts 112
image adjustiments 115
image label 114
layout options 116
making adjustments 113
modifying images 111
page alignment 117
page footer 113
page header 113
page margin 116
special characters 115
using print templates 110
Product Tour 3
Program Launch Bar 126
program options
Database Backup tab 131
Download tab 130
File Formats tab 131
General tab 128
Photo Sharing tab 132
Proxy Settings tab 133
Thumbnail tab 127
Undo/Redo tab 129
View/Print tab 129
Web Gallery tab 133
program tabs
Album 15
Browse 15
Info 15
Keywords 15
Search 15
PTP connection 26
publishing web pages 59

Q

Quick Fix tool 91

R

recording
audio annotation 80
red eye
adding a highlight 98
brush 98
one click removal 97
removing 97
Red Eye tool 97
renaming 120
an album 39
an image 39
Resize tool 75
resizing
multiple images 121
restoring fom backup 69
Rotate tool 73
rotating, images 73

S

saturation, adjusting 96
saving
an image 41
an image as 41
an image to another drive 42
an image when prompted 41
multiple images 122
Search tab 15
searching
for help 4
on information 65
sending
a slide show 53
e-mail 45
sepia, effect 102
sharing images
through a VCD 46
using a photo sharing service 54
via e-mail 45
sharpness, adjusting 97
shortcut
editing 43
to an album 42
using 43
sorting images 33

sound track
for an album 43
special effects
audio annotation 79
borders 103
pen annotation 86
photo edges 104
picture frame 104
text 78
Thinify 102
Status bar 16
supported file formats 131
T
tabs
Adjustments, web 58
Album 15
Browse 15
Info 15
Keywords 15
Print Adjustments 113
Search 15
Text tool 78
Thinify tool 102
thumbnails, changing the size 10
title
of an album 37
of an image 37
toolbars 16, 125
U
using a shortcut 43
V
Video CD 46
viewing
a movie 85
a slide show 53
images in camera 24
pen annotation 86
W
Web Gallery window 14
web pages
changing the template 58
gallery options 133
publishing 59
saving 59
WIA camera 26
window
Album View 10
Image View 11
Print Layout 12
VCD View 13
Web Gallery 14
Z
Zoom tool 72