

# Beginner's Guide to Paint Shop™ Pro® Version 8

*This document is an introduction to using Paint Shop™ Pro®  
Version 8 and assumes no previous graphical knowledge.*

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# Beginner's Guide to Paint Shop™ Pro®

## OVERVIEW

Paint Shop Pro is an image editing and processing application. It can be used by novices, who wish to use its editing and retouching tools to create simple images, or enhance their family photographs to display on the Web. For the more experienced user, Paint Shop Pro version 8.0 offers many advanced features including multi-layer graphics, adjustment layers, vector tools for creating vector objects, masks, and animated graphics - but these are beyond the scope of this document.

**Note:** This guide deals only with Paint Shop Pro version 8 and assumes knowledge of Windows® 7.

## ABOUT THIS GUIDE

The aim of this document is to introduce you to the Paint Shop Pro version 8 interface and to show you how to use some of its tools. It assumes no previous knowledge of any graphical package. Many tasks in Paint Shop Pro can be carried out in a variety of different ways and this guide attempts to introduce the more common ones. You are therefore advised to carry out the actions indicated by the numbered paragraphs

As with most image editing and processing applications, Paint Shop Pro has too many features to be addressed in one document. After working through this guide, it is recommended that you refer to the extensive information available from the **Help** menu, in particular the **Product Tour**, which has interactive movies to help familiarise you with the full potential of Paint Shop Pro.

## STARTING PAINT SHOP PRO

To open Paint Shop Pro, click on the **Start** button, and then in turn choose:

**All Programs**

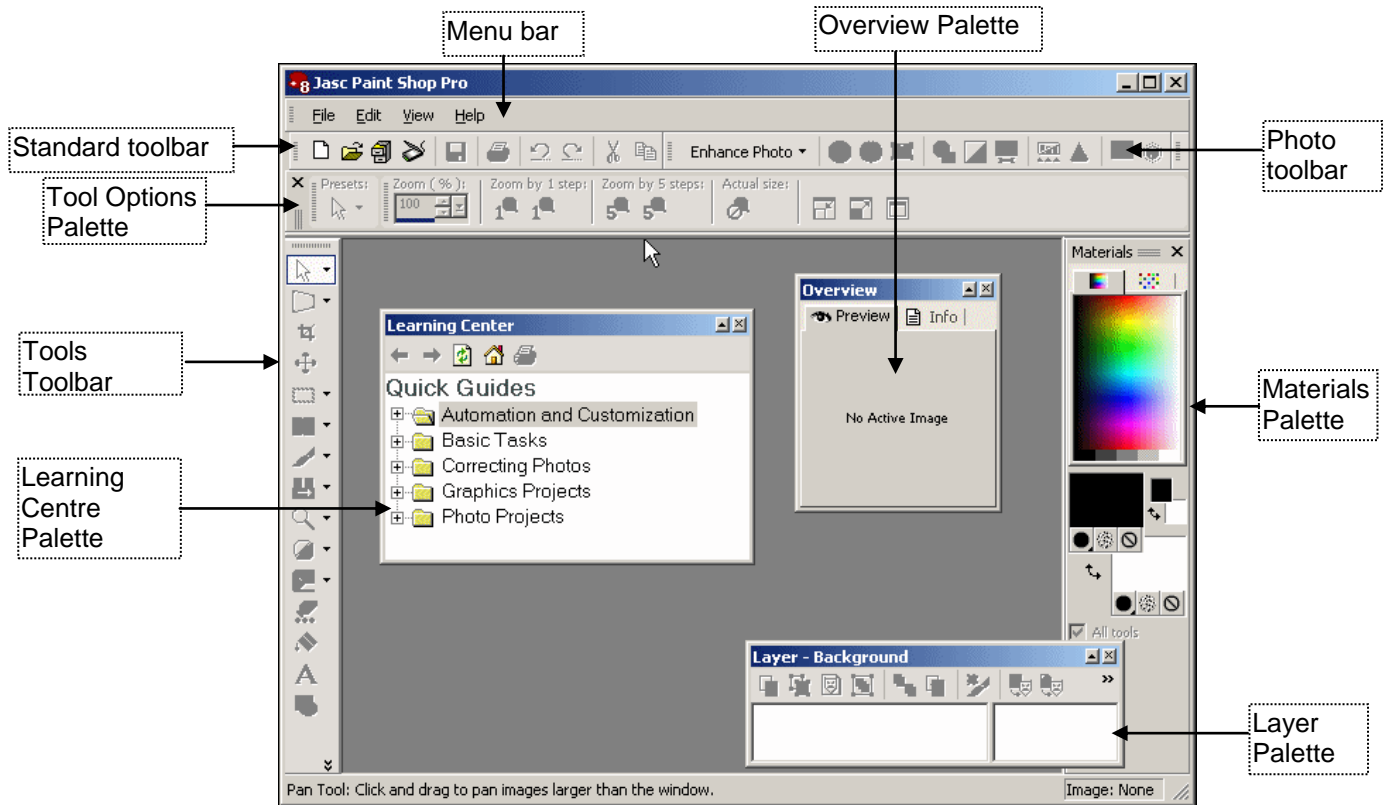
**Graphics, Design, Web and Media**

**Graphics**

**JASC Paint Shop Pro 8**

## THE OPENING SCREEN

When Paint Shop Pro opens, the main program window is displayed.



Some of Paint Shop Pro's range of palettes may be visible in the working area (eg the Learning Centre, Overview, and Layer palettes). As these are not needed at the moment, they can be closed down. (If you wish to re-open them at any time, click on the **View** menu and select them from the Palettes option.)

## TYPES OF IMAGE

Computer images consist of either raster (also known as bitmap) or vector images and both of these can be created in Paint Shop Pro. It is important however, to distinguish between the two.

### **Raster (Bitmap) Images**

These consist of individual pixels (picture elements), which define the object in an imaginary grid. If an image is magnified, the pixels will appear as square areas of colour. A pixel is one point on a graphical image; therefore, if an image has a resolution of 320 x 200, it will measure 320 pixels across by 200 down.

Each pixel also has a "bit/colour depth" which determines how many colours it can display. A 1-bit image can display 2 (21) colours, an 8-bit image 256 (28) colours and a 24-bit image 16.7 million (224) colours.

Pixels are composed of light, and are made up of combinations of red, green or blue light (RGB) to create the different colours. To change a bitmap image, the pixels are edited rather than the object itself.

## Vector Images

Vector images are defined by the use of lines, curves and their locations. They are a combination of objects each of which can be manipulated separately without impacting on the rest of the image. Each object "contains" instructions on how it should be drawn on screen or on paper, such as size, position, colour, etc.

Note: Vector graphics are not covered in this document and users should consult the on-line help facility for further information.

## CREATING A NEW RASTER IMAGE

### Image Dimensions

1. On the **File** menu, click on **New**.

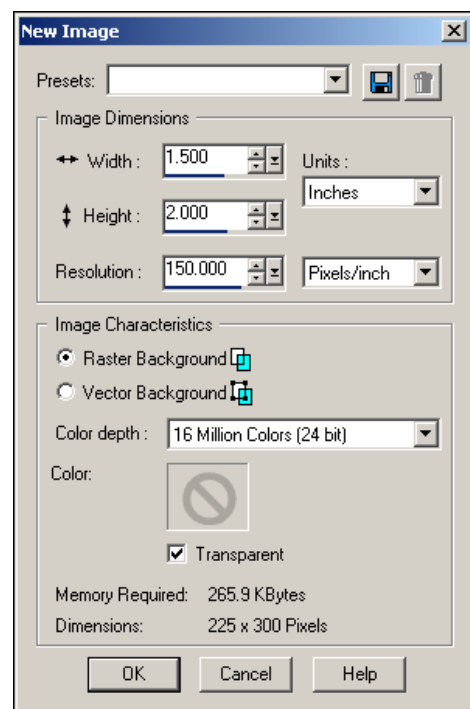
In the New Image dialog box, the Presets: box contains a range of preset sizes for a new image. Click on the arrow to view the selection, or create a new image from scratch, as described below.

Images can be created in Centimetres, Inches or Pixels.

2. In the Image Dimensions section, click on the arrow under Units.
3. If the image is to be displayed on a monitor, choose **Pixels**.

Alternatively, if the image is to be printed, (and you know the required size), choose **Inches** or **Centimetres**.

4. Now enter the dimensions for the new image in the **Width** and **Height** boxes.



### Resolution

It is important to set the correct resolution as one too high will result in an extremely large document, with little improvement in quality. However, if the resolution is too low, this will produce large pixels resulting in coarse, grainy images.

For images to be displayed on Web pages:

1. In the **Resolution** box, enter **72** (pixels per inch).

For images which will be printed:

2. Insert a resolution of  $\frac{1}{4}$  to  $\frac{1}{2}$  of the printer's resolution.

Note: The printer resolution of the Library Printer Copiers is 600 dpi (dots per inch) and for the Library Self\_Service printers is 1200 dpi, other printers may vary.

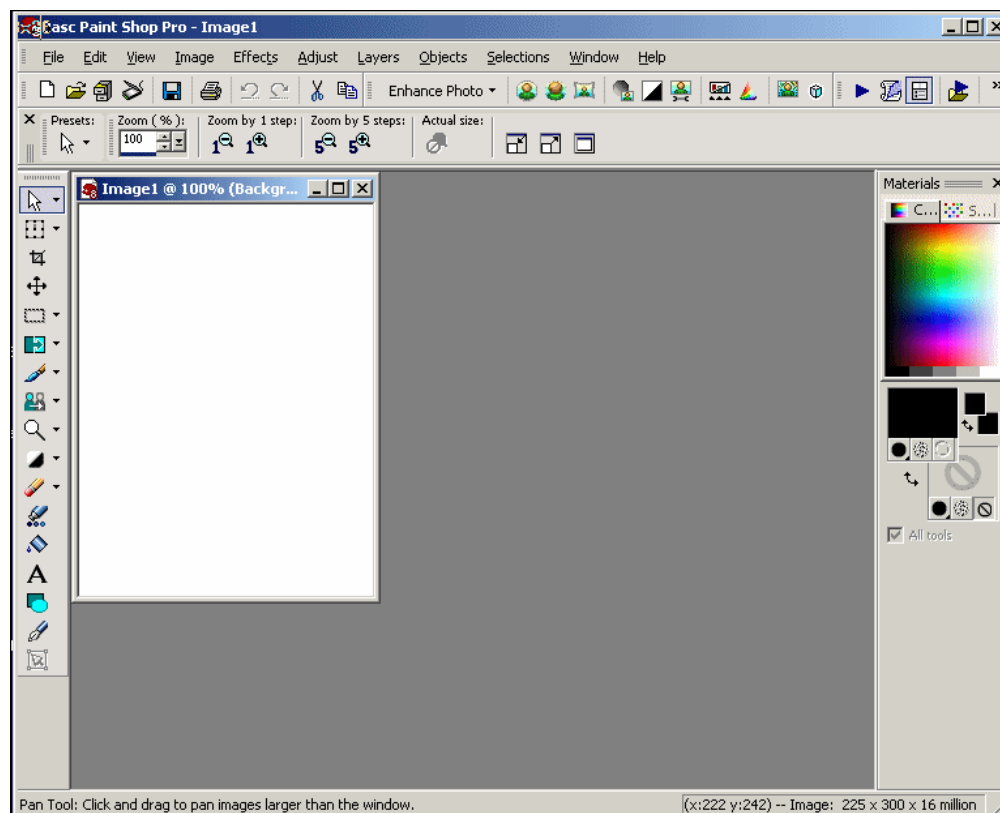
## Image Background and Colour

1. Under Image Characteristics, select the **Raster Background** option.
2. Under **Color depth**: select an option - in most cases it is recommended that you choose 16 Million Colours (24 bit), since many of Paint Shop Pro's commands require this. When the image is complete the colour depth can be decreased (if necessary) and the file saved in another format.

Note: The amount of memory required by the new image is displayed at the bottom of the box.

3. To set the colour of the background, click in the Transparent box (for no colour), or click on the **Color**: box and select the desired colour.
4. Click on **OK**.

A separate new window opens in the workspace with the default name of Image1. The magnification of the image is displayed (in this example 100%) and it consists of one layer, i.e. the Background.



## SAVING AN IMAGE

When any changes are made to an image, an \* will appear in the title bar next to the filename, indicating that the file is unsaved. Always save your work frequently. Paint Shop Pro has numerous different formats for saving files; however, if you intend making further changes to your image, you should keep a copy of it as a Paint Shop Pro file. (Image files in Paint Shop Pro version 8 are saved with the extension .pspimage.) Once your image is complete and you wish

to publish it (either on the web or for inclusion in a word-processing document) you can then save it in the appropriate format. If you are unsure as to which format to use, we recommend the following:

- **.gif** (Graphics Interchange Format) for drawings, cartoons or graphs.
- **.jpg** (Joint Photo Expert Group) for highly detailed graphics, e.g. photos or fine art.
- **.png** (Portable Network Graphics) for all the above, but not widely recognised.

Save your file now as a Paint Shop Pro file.

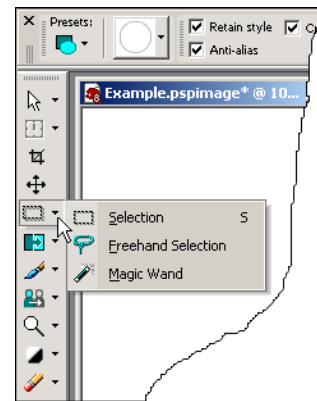
## USING TOOLBARS AND PALETTES

Note the buttons on the Tools Toolbar at the left-hand side of the main window. Many contain an arrow, which indicates that more tools share the same button.

For example, when you click the arrow next to the Selection Tool, the Freehand Selection and Magic Wand tools become available on a flyout menu.

When you select a tool on the Tools toolbar, the Tool Options Palette (above the workspace) displays specific options relevant to that particular tool.

These need to be set up before you start any task.



## DRAWING AN OBJECT

Using the tools in Paint Shop Pro is a multi-step process. First the relevant tool is selected and then further options are set in the Tool Options and Materials Palettes.

For example, to draw a circle shape, outlined in black and filled with colour:



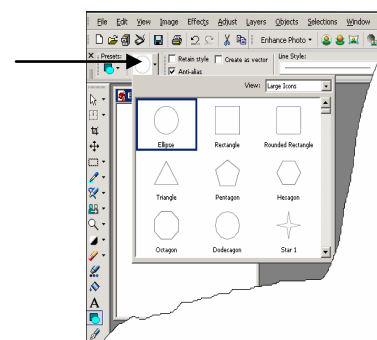
1. On the Tools toolbar, click on the Preset Shape Tool  .

Notice that the Tool Options Palette has now changed.



To set the options to draw the ellipse:

1. Click the **Shape list:** arrow to display the range of shapes.
2. Choose the **Ellipse**.



3. De-select the **Retain style** and **Create as vector** boxes, but leave the **Anti-alias** box selected. (Anti-aliasing helps to smooth out the edges of curves and corners.)
4. Ensure the **Line style:** box displays a solid line.
5. Click on the **Width:** arrows to set the measurement to **5.00** - this will be the width of the Ellipse's outline.

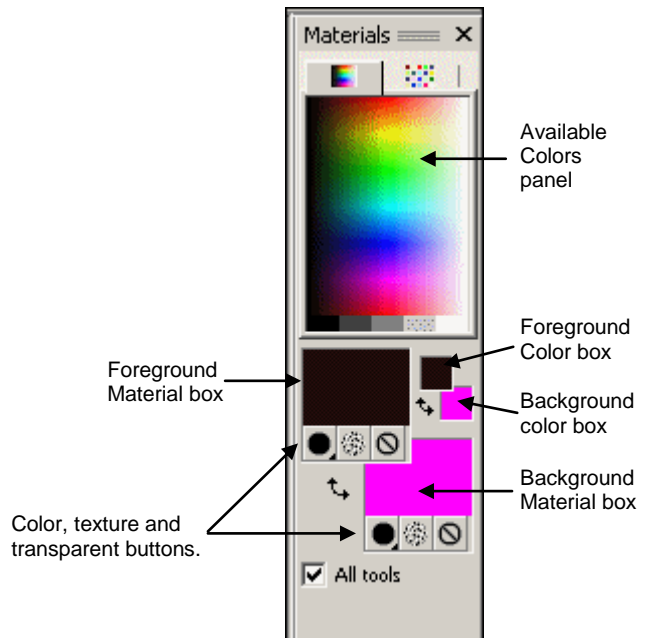
The foreground colour (for the outline) and the background colour (for the fill) can now be selected.

## SELECTING COLOURS

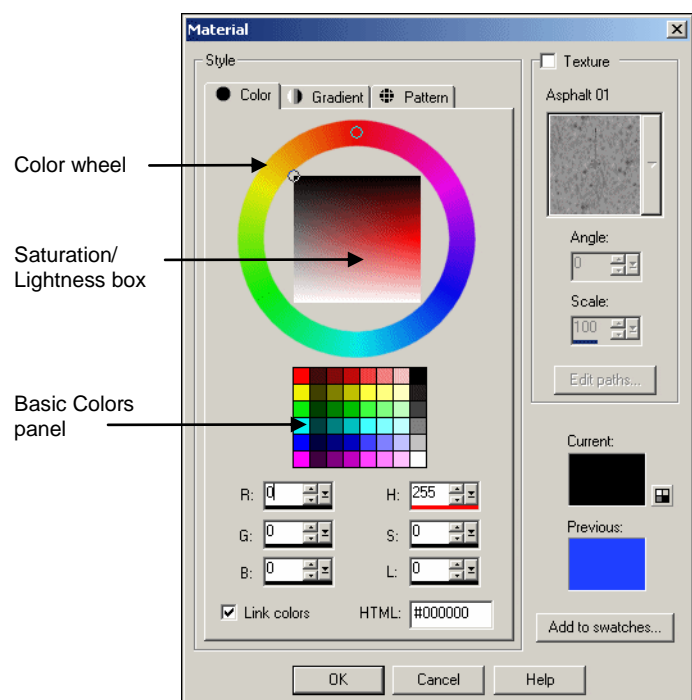
The Materials palette at the right-hand side of the work area is where colours are selected.

It also includes more advanced features such as colour gradients, patterns and textures.

Note: The Available Colors panel (shown opposite) displays all the colours available in a 16 million colour (24 bit) image. When an image contains less, fewer colours will be displayed.



1. To choose a foreground colour, click the left-mouse button on **Foreground Material** box. To choose a background colour, click the left-mouse button on the **Background Material** box.
2. Ensure the **Color** tab is selected in the Material window and the Texture box is empty.
3. Choose a colour by one of the following methods.
  - click anywhere in the wheel and then adjust the saturation/lightness by clicking in the box inside the wheel.



- Click one of the colours in the Basic colors panel.
  - Enter RGB or HSL values.
  - Enter the HTML code for the desired colour.
4. Click on **OK**. The new colours will be displayed in the Foreground and Background boxes in the Materials palette.
  5. Move the cursor into the workspace, and while keeping the mouse button depressed, drag to form the ellipse. Release the mouse to create the object.

Note: Keep the **SHIFT** key depressed to maintain the aspect ratio. If the result is unsatisfactory, click on the undo button and try again.

6. Remember to **Save** the file.

## RULERS, GRIDS AND GUIDES

Rulers, Grids and Guides can be invaluable when creating and aligning drawings and image elements.

1. To display the rulers, click on **View** and select **Rulers**. (To change the units of the ruler, click on **File, Preferences, General Program Preferences**. On the Units tab, select Centimetres, Inches or Pixels.)
2. To turn on the grid, choose **View, Grid**. (To modify the grid, right-click the mouse on the Title bar and choose **Change Grid, Guide and Snap Properties**.)
3. Guides are moveable horizontal or vertical lines, which can be dragged into precise positions on the image. After displaying the rulers, click on **View Guides**.
4. Click either the top or the left-hand ruler and drag - a guide will appear, which can be moved to any position. To change the position of a guide, double-click on the guide handle on the ruler and type in a new value.

## EXITING FROM PAINT SHOP PRO

To close a single image file, click on **File, Close**. If you have been working with multiple image files, click on **Window, Close All**. To exit, either click the Windows close button or choose **File, Exit**.

## OPENING AND EXISTING FILE

Existing files can be opened in the usual way by selecting **Open** from the **File** menu and then selecting the file. In the **Open** dialog box, click on **Show Preview** to display the image and its details prior to opening.

## Opening a File Using the Browser

The Browser displays files in a way similar to Windows Explorer. However, while the directory structure is displayed on the left-hand side, the right-hand side of the window displays the files visually in miniature thumbnail views. This enables you to see at a glance all the Paint Shop Pro supported files, without having to open them individually.

1. Click on **File, Browse** to open the Browser, then navigate to the relevant directory to display the associated files.
2. In the right-hand pane of the Browser window, rest the mouse over a thumbnail to display its details.
3. To open a file, right click on the thumbnail and select **Open**, or double-click with the mouse.
4. Close down the Browser by clicking on the button.

## CREATING SELECTIONS

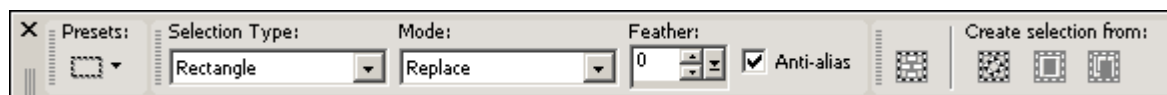
Creating a "selection" in Paint Shop Pro is extremely important as it allows you to limit the area on which you work, without affecting the whole image. A selected area of your image may be copied, saved as a separate image, coloured, or have numerous special effects applied to it.

When an area is selected, it contains a marquee - a moving border of black and white dashes. (To clear a selection, click on the **Selections** menu and choose **Select None**, or press CTRL+D).

Paint Shop Pro provides three different tools for creating selections, the Selection tool, the Freehand selection tool and the Magic Wand. Each of these tools has a different set of options on the Tool Options palette. As in creating a drawing, selecting an object in Paint Shop Pro is a multi-step process. First the relevant tool is selected from the Tool bar, and then further settings are chosen on the Tool Options palette.

### Selection Tool

1. Click on the Selection tool and observe the Tool Options palette.



2. Click on the Selection Type arrow and choose the desired shape of the selection, e.g. square, rectangle, circle, ellipse.
3. Ensure Replace is selected in the Mode box.

## Feather

This feature creates a softer edge around the selection. Extra pixels are placed on the outside of the selection and then "faded" to blend them into the background.

Set a number between 0 (no feathering) and 200 (maximum feathering) in the Feather box.



## Anti-alias

This helps to smooth out jagged edges around a selection by partially filling the pixels and making them semi-transparent, resulting in a smooth outer edge.

Without anti-aliasing, slanted lines or curves can look particularly jagged, as shown in the example opposite.

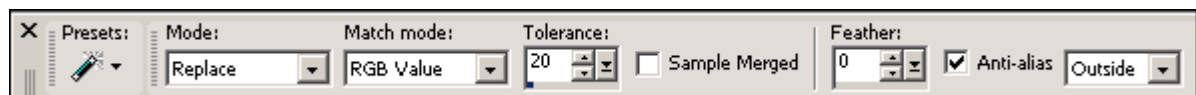


## Magic Wand Tool



This tool makes a selection on "content" rather than edges, and is based on colour values. It is particularly useful when you want to select irregular shapes, which are similar in colour. You may choose to select on colour (RGB Value), Brightness or Hue or opacity.

1. Click on the Magic Wand tool and observe the Tool Options palette.



2. Ensure **Replace** is selected in the Mode: box.

## Match Mode

This determines the criteria that will be used when the Magic Wand selects the pixels. Select one of the options from the following list:

**None** - will choose all pixels.

**RGB Value** - selects pixels, which match the red, green, and blue value of the colour selected in the image.

**Color** - selects same colour pixels when you select a colour in the image.

**Hue** - selects only the hue of the pixels that match the area at the point of contact.

**Brightness** - selects surrounding areas with the same level of brightness.

**All Opaque** - excludes transparent areas.

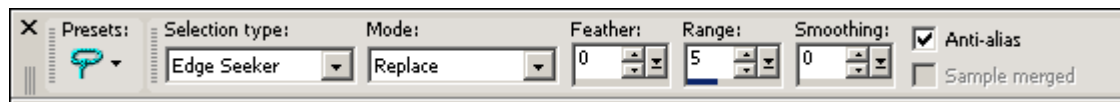
**Opacity** - selects pixels based on the opacity.

## Tolerance

Select a value in the Tolerance box. When the tolerance is set at the lowest setting, only identical pixels are selected. However, when the number is increased, the tolerance becomes greater and similar pixels will be included in the selection.

## Freehand Tool


This is used to create irregular shaped selections using either the Edge Seeker, Freehand, Point-to-Point or Smart Edge versions of the tool. The different types of selection borders are available from the **Selection type:** drop down list. In addition to the feather and anti-alias options (described previously), sharp edges and jagged lines can be smoothed by entering a value between 0 and 40 in the **Smoothing:** box.



## Edge Seeker

This selects borders between two areas of subtle colour or light. Click to start the selection, and then make subsequent clicks around the edge - if you make a mistake press the **Delete** key to take you back to the previous point. Double clicking will complete the selection.

## Freehand

When the Freehand tool is selected, the cursor changes into a lasso shape .

Freehand selections are created by holding down the left mouse button and dragging the cursor around an object. Release the mouse to complete the selection.

## Point to Point

This lasso tool selects in straight lines. Click to start the first line, and click again to change direction. Double clicking will end the drawing of the selection.

## Smart Edge

This selects borders between two areas of highly contrasting colour or light. After clicking to start the selection, a box forms around the edge as the cursor is dragged to the next point. Click again to shrink the box to a line and start the next section. Double clicking will complete the selection.



## De-Selecting an Object

To de-select a selected object, press **Ctrl + D** on the keyboard, or click on **Selections** in the menu bar and choose **Select None**.

## Moving a Selection



To move a selection, drag it to the new position with the tool used to select it (the mouse will change into a four-headed arrow). When in the correct position, press **Ctrl + D** on the keyboard to de-select. The area beneath the "moved selection" will now display the current background colour unless you are working on a transparent background.

If you wish to move or modify a selection without affecting the original, first select it and then choose **Float** from the **Selections** menu. Make the changes and then click on **Selections, Defloat** to return it to a normal selection.

## CHANGING A SELECTION'S COLOUR


### The Flood Fill Tool

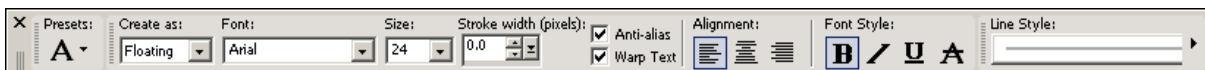
Use the Flood Fill tool to fill a selected area with a new colour, patterns or gradients.

1. Make the selection and then click on the Flood Fill Tool. 
2. In the Materials palette, select a new colour.
3. Move the  cursor inside the selection and click to fill the area with the new colour.
4. De-select the selection by pressing **Ctrl + D** on the keyboard, or click on **Selections** in the menu bar and choose **Select None**.

If you wish to create a blend of colours flowing in different directions, rather than a single colour, click on the Foreground or Background Material boxes, and select the Gradient tab. This contains a variety of ready designed gradients (which you can edit) along with a range of patterns and textures all of which can create interesting effects.

## ENTERING TEXT

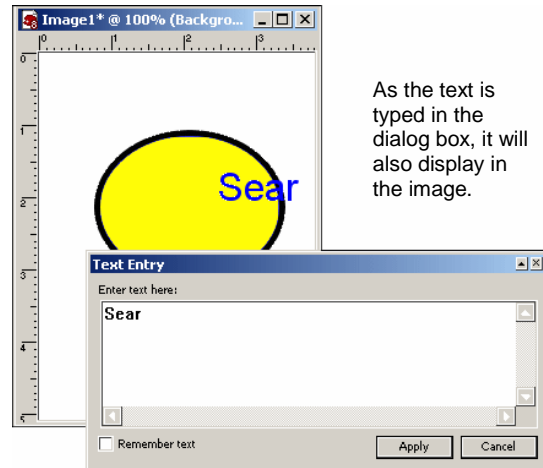
1. Click on the text tool  and observe the Tool Options palette.




2. Under the Create as: options, select **Floating**.
3. Set the desired Font, Size, Alignments and Font Styles.
4. To create text without an outline, ensure the Stroke width (pixels) box is set to 0.
5. From the Materials palette, select a background colour for the text, and then click in the image where the text needs to be placed.

6. In the Text Entry window, type the text.
7. Click on **Apply** when all the text is typed.

At this stage, the text is floating above the image and can now be dragged into position.



8. Carefully place the cursor over the text, and wait until a four-headed arrow  is displayed.
9. Hold down the left mouse button and then drag the text into place.
10. Release the mouse, and then de-select the text by pressing the **CTRL + D** keys.




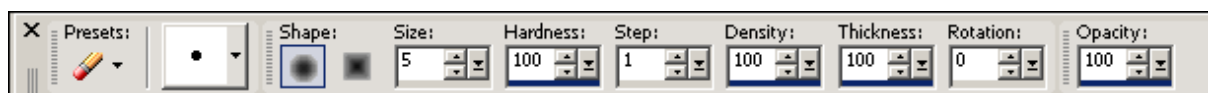
Note: This form of text cannot be edited at a later date and will need to be deleted and re-created if changes are necessary.

## THE ERASER TOOL

The Eraser tool is used to replace colours in an image. When an image contains only one layer (i.e. the background layer), it acts like a paintbrush, replacing the original colour beneath it with either the foreground or background colour, depending on which mouse button is pressed.

If however, your image contains layers and the eraser is applied to one of these, then transparent areas are created when the left-mouse button is applied. The eraser effects can be restricted to a particular area by first creating a selection within the image.

1. Select the Eraser tool  and observe the Tool Options palette.



2. Choose a Shape and Size, and then set the Hardness, Density, Thickness and Opacity to 100.
3. To erase colours on the background, drag the eraser across the image. (Holding down the left-mouse button uses the background colour; while the right uses the foreground.)

Note: To erase in straight brush strokes, click the point from where the erasing will begin, hold down the SHIFT key and then click the end point.


## THE ZOOM TOOL

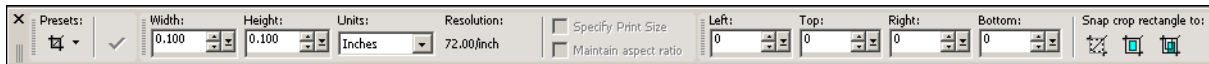
The Zoom feature is useful when you need a close up view of a specific area in the image, or when you wish to decrease the magnification level and make the image smaller.

1. To increase or decrease the Zoom factor, click on the **View** menu and select **Zoom**. You can then choose to zoom in or out by one or five steps.
2. Return to normal view by clicking on **View**, and then select **Zoom**, then **Zoom to 100%**.

## CROPPING AND IMAGE

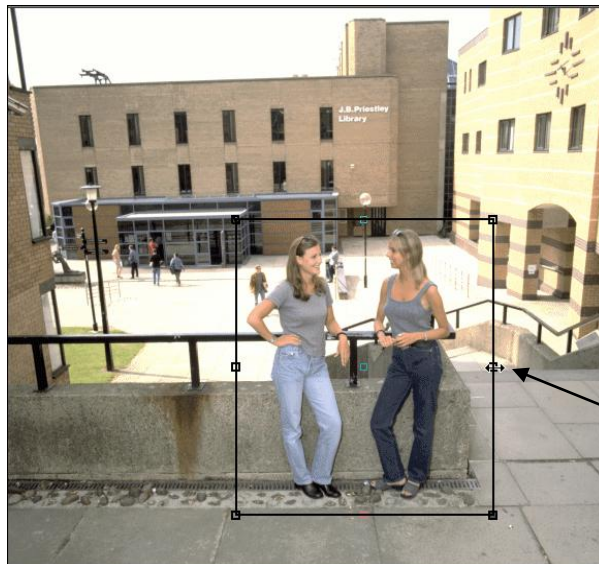
The Crop Tool is used to remove unwanted areas from an image. The area to be retained is enclosed inside a rectangle. The areas outside the rectangle are then removed.

1. Select the Crop Tool  and observe the Tool Options palette.




2. Hold down the left mouse button and drag over the area you wish to keep. This will produce a rectangle with eight resizing handles.

If you make a mistake and need to de-select the crop area, right click with the mouse.



If the rectangle needs adjusting, click and drag a handle.

3. To complete the crop, click on the Apply  button.



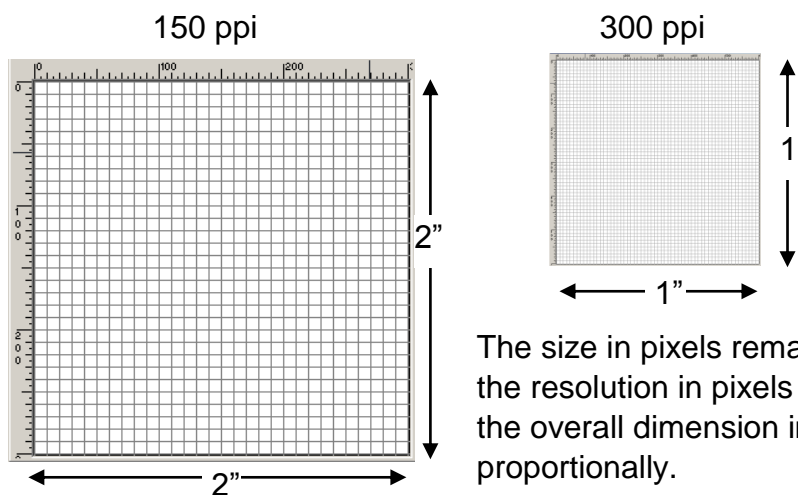
## IMAGE SIZE

Graphics and images have two types of size associated with them:

- the size of the image file, as measured in kilobytes (KB) or megabytes (MB)
- the physical dimension of the image, as measured in pixels, inches or centimetres (width by height).

It is important to note the following:

- pixels represent one area of single colour and have no set, physical size.
- resizing can reduce or increase the number of pixels in the image, which in turn reduces or increases the file size.
- resolution is the number of pixels printed per inch (ppi). More pixels per inch result in smaller printed pixels and therefore a smaller printed image. Fewer pixels per inch produce larger pixels and a larger printed image.



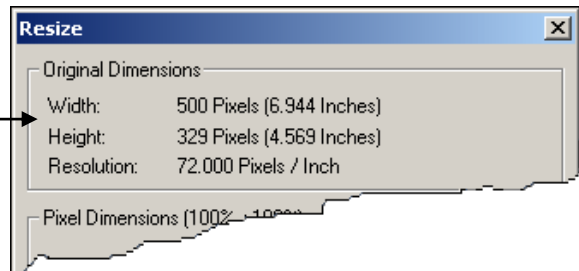
- You can also resize an image by changing the image's resolution and leave the number of pixels (and file size) unchanged.
- An image should only be resized once. (Make a copy and practice on that to avoid degrading the original.)
- Images should be retouched and corrected before being resized.
- Although an image can be re-sized in a web authoring, or HTML package, this will only result in the visible size being reduced, with the physical file size remaining the same. Therefore, if you intend using your image on a web page, you should change the size within Paint Shop Pro.

## RESIZING AND IMAGE

### *Increasing or Decreasing the Number of Pixels in an Image*

1. On the menu bar, click on **Image**, and then choose **Resize**.

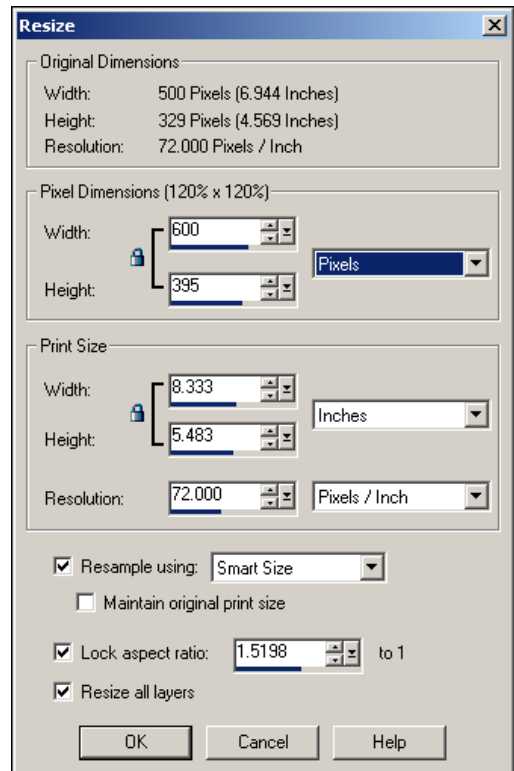
When the Resize window opens, the current dimensions of the image are displayed in the Original Dimensions section.



Note: Values displayed in the Width: and Height: boxes (under Pixel Dimensions and Print Size), may not apply to the current image

2. Ensure the **Resample using:** box is ticked, and then select **Smart Size** – this is suitable for most types of resizing.
3. To avoid distorting the image, click in the **Lock aspect ratio** box. This will constrain the dimensions of the new image to that of the current.
4. In the Pixel Dimensions section, enter new dimensions in the Width and Height boxes – you can choose to enter them either as Pixels or as a Percentage.

The Width and Height measurements under Print Size will adjust accordingly.



Note: If you want to keep the image's current print size, ensure the **Maintain original print size** box is selected. However, to compensate for this, Paint Shop Pro adjusts the resolution.

5. Click on **OK**.

### *To Change the Print Size of an Image*

1. Ensure the **Resample using:** box is empty.
2. In the Print Size section, choose a measurement and enter new values in the **Width** and **Height** boxes.
3. Click on **OK**.

To change the resolution only, ensure the Resampling using box is ticked.

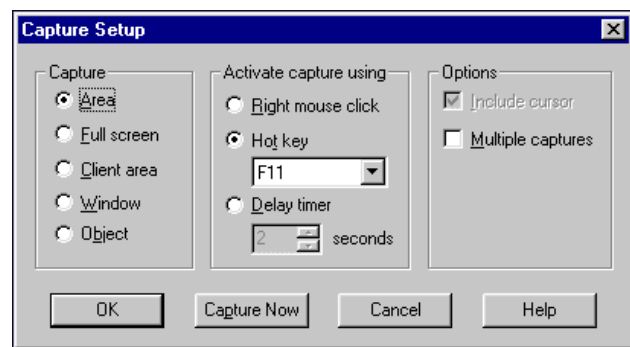
## SCREEN CAPTURES

A Screen Capture (Screen Shot) takes a picture of all or part of your screen and transfers it into Paint Shop Pro where it can then be edited and saved like a normal image file. The process involves first setting up the capture, preparing the item to be captured and then taking the actual screen shot.

Note: Material displayed on screens is most likely copyright and you must obtain permission from the owner before using the captures. Serious penalties apply to infringement of copyright.

1. Click on the **File** menu, and select in turn: **Import, Screen Capture, Setup**.
2. Select the method of capture.

- **Area**- captures a specific area of the screen.
- **Full screen**- captures everything on the screen
- **Client Area**- includes the contents of the active program
- **Window**- captures an active window



- **Object**- captures a particular object within an application such as a toolbar.
3. Select the required method, and then choose either **Right mouse click** or **Hot key** (make a note of the assigned key), which will be used to activate the capture.
  4. If applicable, and the method of capture allows this, click on Include cursor in the Options section to include the mouse pointer in the shot.
  5. Click on **Capture Now**. The Paint Shop Pro application will now minimise to a button on the Taskbar.
  6. Ensure the item to be captured is fully displayed on screen, and then follow the instructions below for the relevant type of capture.

**Area:** activate the capture (right mouse click or Hot key as indicated in the setup). Position the cursor outside the area to be included, and then click the left button and release. Drag the mouse to create a rectangle over the desired area and then left click the mouse to complete the capture. The image inside the rectangle will be transferred into Paint Shop Pro.

**Full Screen/Client Area/Window:** activate the capture (right mouse click or Hot key as indicated in the setup) to transfer the image into Paint Shop Pro.

**Object:** activate the capture (right mouse click or Hot key as indicated in the setup). Move the cursor over the object to be captured. When a black border surrounds the item, click the left mouse to complete the capture.

## PRINTING

Printer resolutions are measured in dots per inch (dpi), while image resolutions use pixels per inch (ppi). To calculate the size of a printed image in inches, printers divide the image size in pixels by the pixels per inch. Therefore, an image measuring 300 x 450 pixels with a resolution of 150 ppi would produce a printed image of 2 inches by 3 inches. Images with high resolutions produce smaller printouts than images with low resolutions.

1. To check the printable size of your image, click on the **Image** menu and choose **Image Information**.
2. If necessary, increase/decrease the resolution of the image. (See the section on Resizing an Image.)

### Printing a Single Image

1. Click on **File**, and choose **Print**.
2. Click on the **Printer** button and select the correct printer.
3. Select the **Properties** button and choose the colour or black and white options, as appropriate.
4. On the **Options** tab in the Print Output section, select **Color** for colour images or **Greyscale** for black and white. Further options on this tab allow printing of the image as a negative, or applying a background colour.
5. On the placement tab, choose the correct **Orientation**.
6. To print the image at a size other than the original, enter a percentage in the **Scale** box, or select the **Fit to page** option.
7. Click on the **Print** button to print the image.

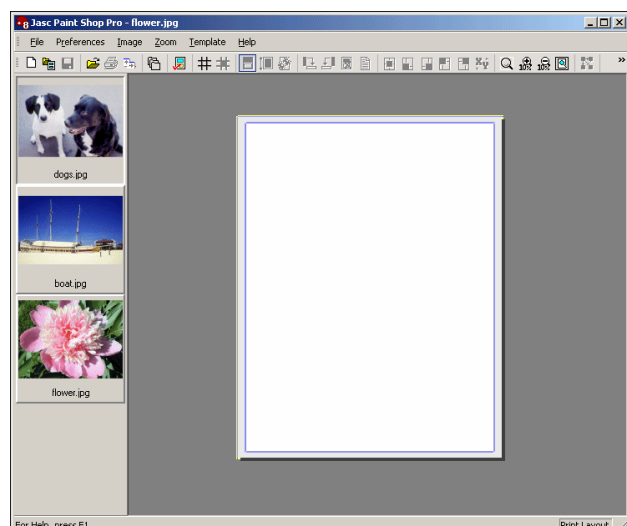
### Positioning and Printing Multiple Images

The Print Layout facility in Paint Shop Pro allows you to position and print multiple images in a variety of ways. The images can be manually arranged on the page or you can use one of Paint Shop Pro's templates to simplify positioning and placement.

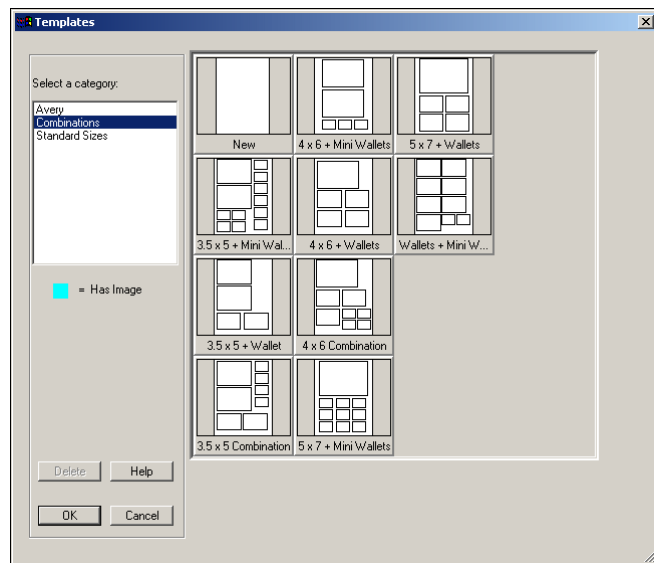
Note: In order to use the Print Layout facility, you must have an image open.

1. Open all the images you wish to arrange.
2. From the File menu, choose **Print Layout**.

All the open images are now displayed as thumbnails at the side of the window.



3. Drag the thumbnails onto the page and position as desired
4. Alternatively, to use a template, in the Print Layout window click on **File** and select **Open Template**.
5. Select a category and view the different layouts.
6. Double-click on the desired template to open it in the print layout window.
7. Drag the thumbnails onto the template.
8. When all the images are suitably arranged click on **File, Print Setup** and ensure you have selected the correct Printer and Properties.
9. Close down the Print Setup box, and then click on **File, Print** to print the layout.



## HINTS AND TIPS

- Only GIF and PNG files support transparency. If you need to make part of your image transparent for displaying on the web, Paint Shop Pro 8 has an Export GIF Optimizer facility and useful Wizard to guide you through the process. Click on File, Export, GIF Optimizer and then click the Use Wizard button.
- Save your work regularly and certainly after every step.
- Always make a backup of your file.
- It is a good idea to close down Paint Shop Pro completely every 30 minutes or so. When restarted this will utilise the maximum amount of memory and improve the application's performance.
- After working through this guide, it is recommended that you refer to the extensive Help Topics, Learning Centre, Product Tour and Jasc Software online, all available from the Help menu, to explore the full potential of Paint Shop Pro.