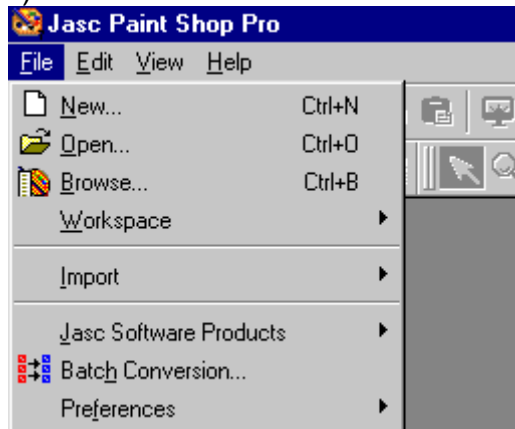


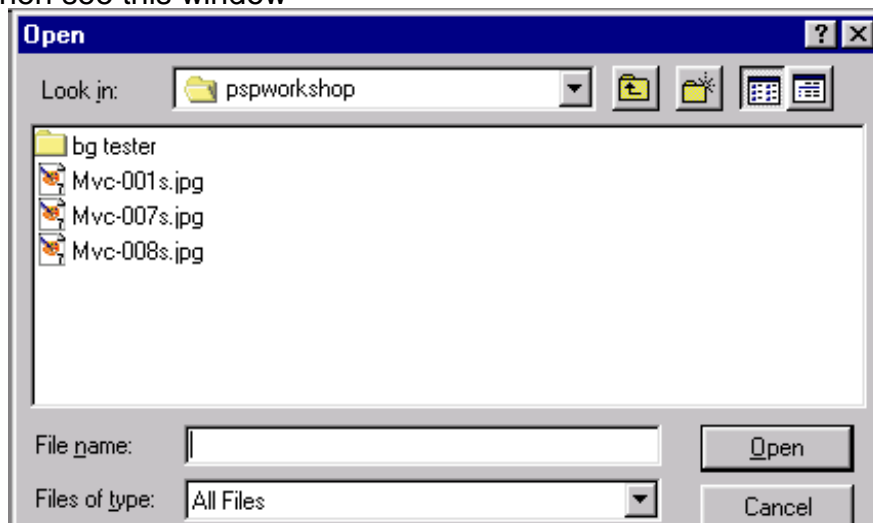
Paint Shop Pro Version 7 for Beginners  
2 or 3 Hour Workshop  
Instructor: Susan Silverman

Activity 1: Crop Images and Add Text

Click on **file/open** (to work on an existing file for this exercise) **New** (to create something new later on)



You will then see this window



**Browse to** the file you want to work with. The name will appear after File name: Click on **open**. Your image will appear in Paint Shop Pro. You will see 1:2. In order to see the true size, select the magnifying glass.



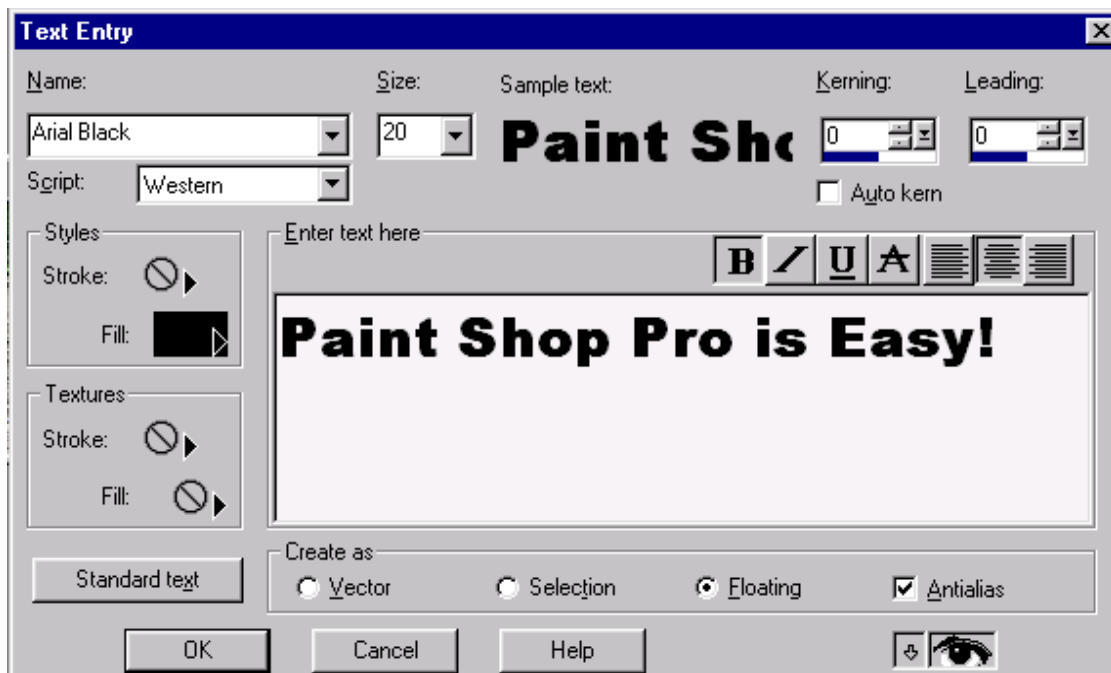
Click on the magnifying glass one time. Your image will be 1:1. Now you will try out the crop tool.



Select the area you would like to keep by dragging your mouse. Then go to **image: crop to selection**



You are now ready to add text to your image. Click on the **A** and the image that you want to add your text to. You will see this menu.



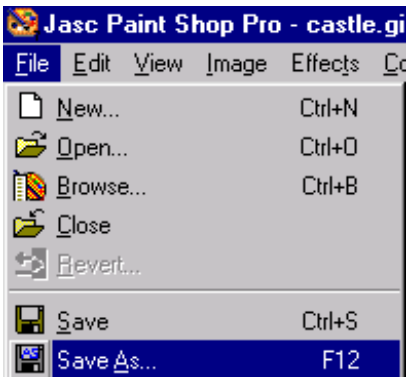
Select only the fill option. You can experiment with stroke later on. Remember to select **floating**. Click **OK** and position the text where you want it. Once you like what you have simply right mouse click one time. You can edit undo as often as you like. You can move your text on the picture only when you see the marching ants that I told you about in the workshop. You need to have the mover tool



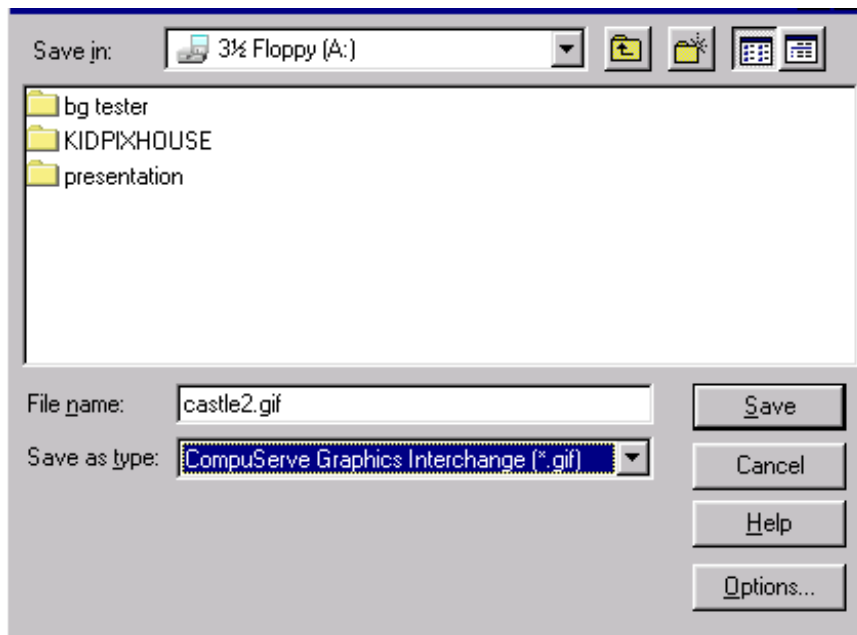
to move your text around.

## Activity 2: Saving Files

Let's save the photo that you just worked on. Go to: **file/save as**



You will then see the following window:



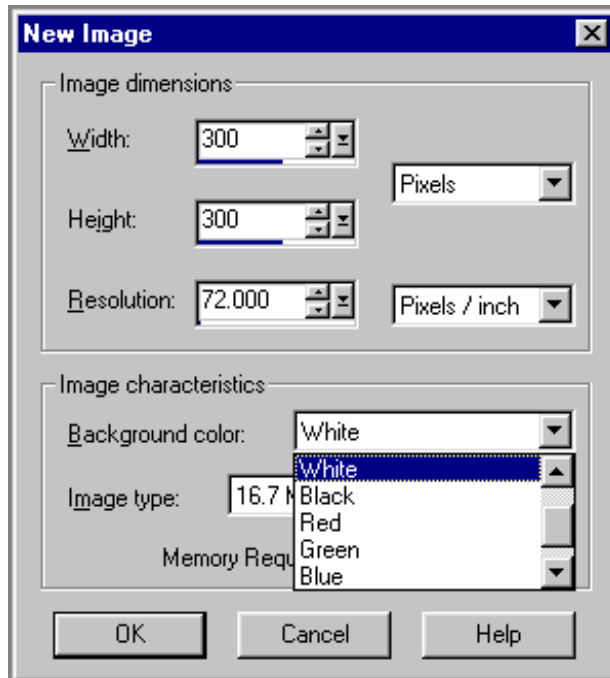
You need to give your image a name and file extension. Most of the time you will be saving your files as either gifs or jpgs. You need to scroll down to find correct file extension. (the drop down menu after **Save as type**;) The first file extension that you'll see is a psp extension. You don't want to use that as a beginner so be careful and scroll down. A common mistake is to forget to scroll down and find the correct file extension. Once you labeled your file select **save**.

You need to decide where you want to save your image. It can be in a folder on your computer or on a disc. Once you've decided, simply click on **save**. It's that easy!

You may wonder when to save your file as a gif or as a jpg. I save all photos and scanned colored images as jpgs. All computer drawings, such as buttons, banners and most backgrounds are saved as gifs. It works for me!

### Activity 3: Create Custom Buttons and Banners


Click **on file: new** and you will see a window that looks like this

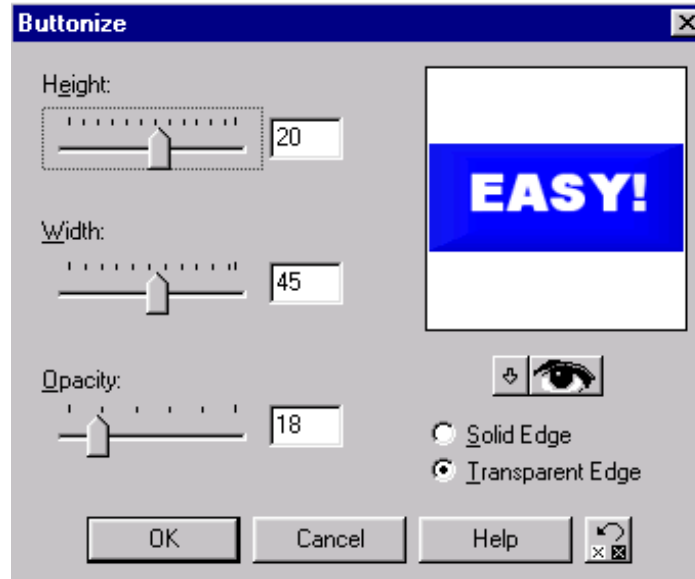
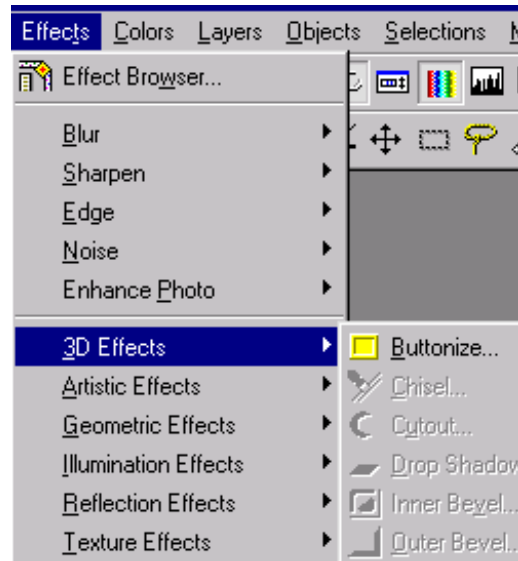


Select your width and height ( 300 works well) and your color. Think about what color background you'll be placing your image on. If you want more colors, select a color from the palette by placing the eyedropper on the color.



This will be the foreground color, so on the drop down menu select foreground color. You will now have a nice canvas to work on. Think about the size that you

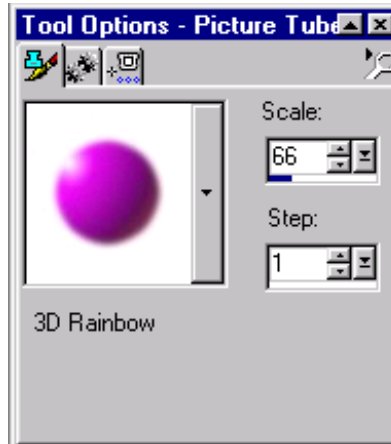
would like your image to be. Use the selection tool . You should see a rectangle of "marching ants" the size that you want your button to be. Once you like the size click on "**image**" "**crop to selection.**" Add text just like you did with the photos. Now comes the fun part. You are ready to select your button! Click on **Effects, 3D Effects, Buttonize.**



Play around with the height, width and opacity. It's all trial and error! Experiment with some of the other effects. The geometric effects are really cool. If you notice that some effects, like the bevel and drop shadows in 3 D Effects are greyed out it is because you must have those marching ants around the text to use those features.

#### Activity 4: Custom Backgrounds

Open a new canvas, any color, width and height 150. You are going to experiment with picture tubes. The full version will have more tubes to choose from.



As you can see by this diagram, the tube icon looks like a brush with a stamp above it. If you can't find the tube icon, go to **view/toolbars** and make sure that the **Tool Options Palette** is checked. For starters, select Scale:66 and Step:1. Left click once on the almost on the upper left and then again almost on the lower right.

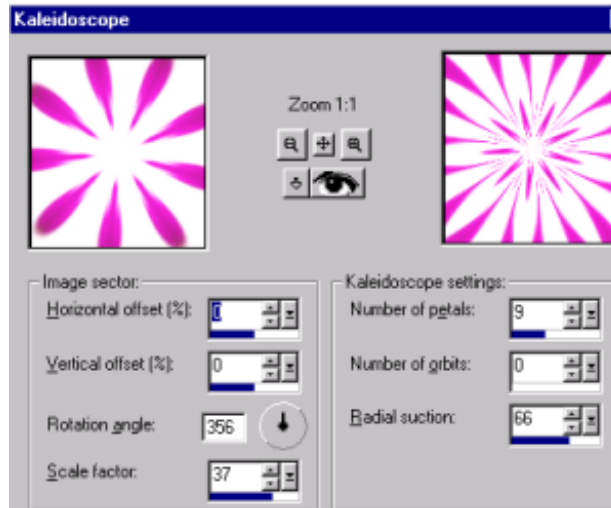


Save your file as a gif or jpg and browse to it in your background checker. You can get the checker at:

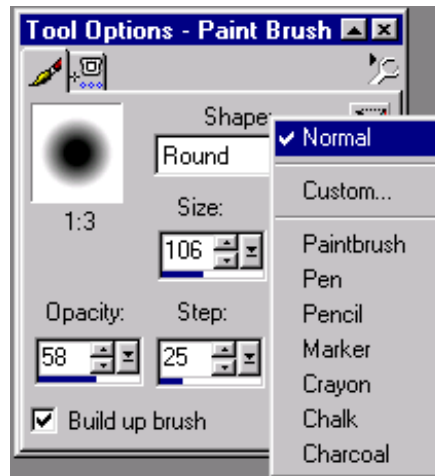
<http://kids-learn.org/bgchecker.html>

Make sure you didn't save this as a PSP file. The checker does NOT work in Netscape.

Play around with tube sizes and locations. If you want to see something real neat, once you have your background, select **effects/reflection effects/kaleidoscope**.



You can use the settings in this diagram or experiment on your own. Try making backgrounds with the the **tools options paintbrush**.



In this diagram **Normal** is checked, but if you click on **custom, a custom brush** will appear with a dropdown menu of some interesting designs. Experiment just like you did with tubes. By changing the opacity you will find some very interesting effects.

I hope you found this tutorial helpful. If you have any questions, please feel free to e-mail me at:

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