


Toolbox Basic Image Editing Tasks

Toolbox



Crop Tool – Allows you to crop an image

Move Tool – Click and hold to move objects within a layer.

Standard Selection Tools– Allows you to make selections. (lasso and marquee)

Color Selector - Allows you to make a selection based on pixel color. (Magic Wand)

Color Pickup – Allows you to select an already existing color (Eyedropper)

Clone Tools–Allows you to clone part of a layer and paint it at another spot on a layer.

Eraser Tool – Erase current layer allowing subordinate layer to show through.

Text Tool – places text within a layer.

Line – Use to draw straight lines

Image Slice –to divide the image into sections, which can be exported separately as GIFs or JPGs for Web browsers.

Zoom – Allows you to Zoom in and out. (Ctrl + or Ctrl -)

Pan – Lets you examine different portions of your image

Deform – Allows for rotation and resizing

Adjustable Selection tools – Use resizable shapes to select portions of your image.

Paint Brush – Uses foreground color to draw on canvas

Smudge – Allows you to blend an image where the cursor. (Blur Tool)

Air brush – Pressure Sensitive paint brush.

Fill– Used to fill an area with a gradient or foreground color. (Gradient/Paint Bucket)

Shape– Allows you to draw predefined shapes.

Image Map Tools
Menu of tools for creating and editing image maps

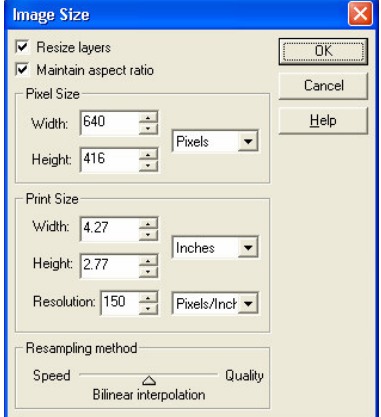
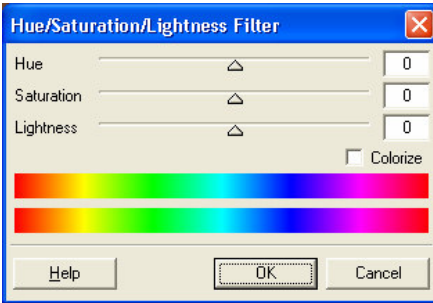
Right click on any tool in toolbox to see additional options.

Basic Image Editing Tasks

Resizing – Go to Image, then Image Size.

For **Print Quality** you should set the resolution to between 150-300, this will tell you the Max/Min size of the printed image. Make sure resize layers is unchecked.

For **Web Quality**- resolution should be set to 72 and resize layers should be checked. Adjust the pixel or document size to desired height and width.

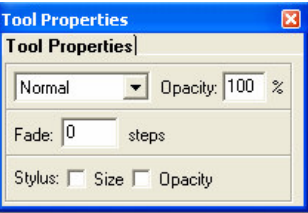
Click on **Image, Adjust, then Hue/Saturation...**

Allows you to correct for color cast and tinting by replacing/altering colors, making colors more or less intense, and adjusting brightness.

To adjust Brightness or Contrast.- Click image, adjust, Brightness Contrast.

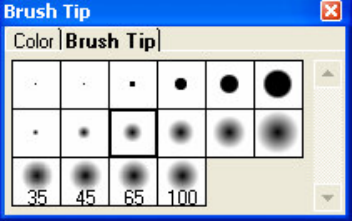
This is a quick and dirty way to adjust over & under exposed pictures. Raising the brightness and lowering the contrast will washout a picture so it can be used as background or watermark.

Brush Options



The Tool Properties panel allows you to change blending options for the currently selected brush type, transparency of ink, clarity of brush edge, and settings for stylus option (tablet, graphic pad).

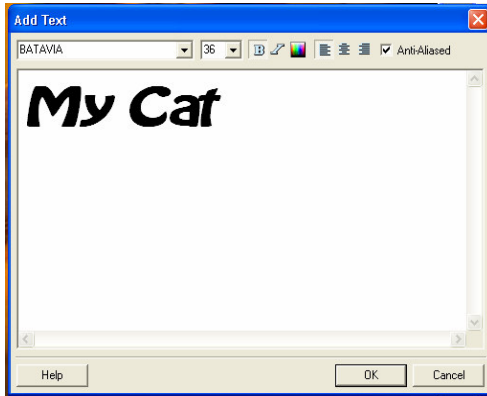
To change the brush size and style go to the color/brush tip panel and click on the Brush Tip tab. Double click on any of the brush tips to go into advanced settings.



Text

Click the text tool on the main toolbar. Type the text you would like to appear as a new layer in your image. Make color and style selections from the text toolbar as appropriate.

To add a bevel or drop shadow to your text, select that layer in the layer panel and go to **Layers >> effects** and make choices as necessary.



To move the text, select the text layer and click on the move tool. Click and drag text to proper placement.

Layers Palette

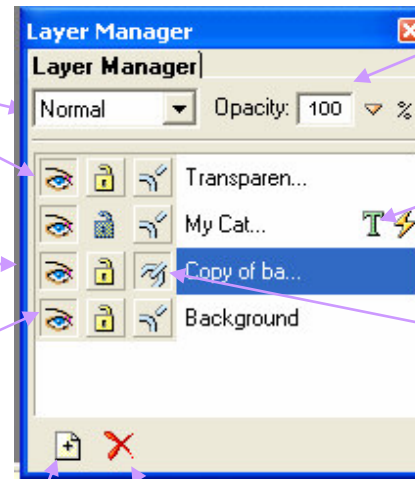
Blend Modes – Blend selected layer with the layers below it.

Click eyeball to make a layer's contents visible; click again to make the layer invisible.

Currently selected layer is highlighted in blue.

Background layer – Click padlock to prevent further editing of transparent regions on a layer.

New Layer – Single click to create a new layer.



Allows you to adjust the opacity of the current layer, so that the layer directly below will show through

Text Layer – When you use the text tool it will automatically create this layer.

Link symbol – Shows that the layer is linked to the layer below it. Multiple layers can be linked together for editing or exporting..

Delete Layer – deletes the active layer.

Filters

Blur >> Gaussian

Blur – will create a gradual blur of selected area. Allows you to bring focus to a particular object by blurring the surroundings.

Noise >> Add Noise

– Adds granular effect on the image. (pixilates the image)

Other >> Emboss

–Creates a three dimensional effect on the selection.

Other >> Sharpen

– When trying to enhance a photo it's the last step to bring the image into focus.

Other >> Mosaic

– Creates the effect of a tile mosaic from your image.

Render >> Lens Flare

– Creates the effects of the sun striking the camera lens



Adjustments

Threshold – create a black and white rendering. You can set the threshold, that is the lightness or gray value above which colors are inverted.

Equalization – evenly distribute the lightness levels between existing bottom (darkest) and top (lightest) values.

Stretch >> establishes new bottom and top values and spreads out the existing lightness levels between them.

Negative Image – inverts the colors in a selected area, giving the effect of a photographic negative.

Grayscale – reduces a color picture to 256 shades of grey

Saving and Exporting

By default Photoplus only saves images in it's own format .SPP. All other applications will require the image be in one of several other formats (.gif, .jpg, .bmp, etc)

To save in one of the formats click on the **File >> export** menu . Select the type of graphic file you would like to save it as and the name of the file. Click ok.

