

Chapter 1

Opening, Viewing, and Saving Image Files

In This Chapter

- ▶ Opening and browsing image files
 - ▶ Zooming in and out
 - ▶ Saving image files
 - ▶ Reading image information
 - ▶ Working with different image types
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 - ▶ Converting or renaming batches of files
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 - ▶ Downloading images from the Web
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Images, like documents, music, or any other lump of stuff you work with on a computer, are usually stored somewhere as files. After you have an image as a file on a CD, your PC, or your computer network, Paint Shop Pro can probably open it. If the image is on a camera, you may need to download it to your PC first — see Chapter 2.

Images, like children, are easy to deal with in small quantities and variety — but in large quantity and variety, they're challenging to manage. Paint Shop Pro gives you lots of tricks for keeping an eye on all your graphical progeny, from browsing and previewing them to zooming in or out or saving them as a different type of file.



Image files come in an amazing variety of different file types because various software geeks over the years have decided that they know a much better way of storing an image on a computer — a file type — than the last geek. Image files of different types have different multi-letter extensions at the end, like .jpg, .png, or .tif. People refer to them by those extensions, saying “jay-peg” or “jay pee jee” for .jpg or “a ping file” for .png. These file types sometimes behave differently in Paint Shop Pro, so see the section “Using native

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and foreign file types,” later in this chapter, if someone gives you a file that behaves oddly. Fortunately, although you need to be aware that images come in a variety of file types, most of the time you don’t have to give a hoot. Paint Shop Pro can crack open most popular types of image file.

Opening Image Files

Paint Shop Pro gives you three ways to open a file:

- ✓ **Browsing (“I’ll know it when I see it”):** Choose File⇨Browse or press Ctrl+B. The browser window opens, as shown in the following section, in Figure 1-1. You open folders in the left panel, and double-click tiny pictures in the right panel to open them.
- ✓ **Opening (“I know its name and where it lives”):** Choose File⇨Open; or, click the Open button on the Tool Bar, or press Ctrl+O. The Open dialog box appears, as shown a couple of sections from here, in Figure 1-2.
- ✓ **Double-clicking (“There it is — open it”):** If you see a file listed and it displays a Paint Shop Pro icon (a tiny, artist’s palette), double-click that puppy and Paint Shop Pro should start up and display the image.

That’s all you need to know — well, at least most of the time, that’s all. The following sections give you some additional tricks and tips for opening files in those three ways.



If you can see the image, but aren’t sure where the image file is, see Chapter 2. Images that appear in some document (a Web page, a Microsoft Word document, an Adobe Acrobat document) may not be stored as a file on your computer. (Or, if they are, they may be very hard to find.) You may need to capture the image off your screen.

For some files, Paint Shop Pro has to translate the image file into a form it can use. Translation may especially be necessary for *vector* image files, such as DXF and WPG. To translate, Paint Shop Pro needs additional information from you: specifically, how many pixels wide and high you want the image to be. See the section “Using Vector File Types (Drawing Files),” later in this chapter for more information.

Nifty browser tricks for opening and managing files

We like the browser best for opening files because it also lets you manage them visually. Do one of the following to open the browser:



- ✓ Press Ctrl+B.
- ✓ Click the Browse icon, as shown in the margin.
- ✓ Choose File⇨Browse.
- ✓ If the Open dialog box is open already, click the Browse button.

Figure 1-1 shows the Browse window, with the sort of images you see next. (Paint Shop Pro may take a few seconds to display all the images.) To close the window when you're done, choose File⇨Close or press Ctrl+F4.

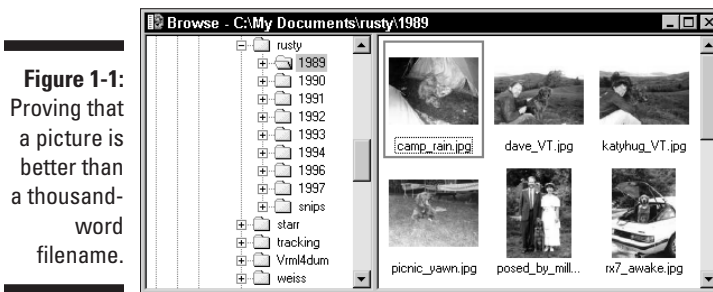


Figure 1-1: Proving that a picture is better than a thousand-word filename.

The left side of the Browse window looks and works like Windows Explorer. Click a folder to see its contents (thumbnail images of the graphics files in that folder). If the folder contains more folders, a + sign appears to its left. To open that folder, click the + sign; to close it, click the – sign that now appears where the + sign did.

On the right side of the window are the thumbnail images with their filenames. Here are some ways to make good use of your thumbnails:

- ✓ **To open an image file:** Double-click the image.
- ✓ **To check image type, size, and date:** Pause your cursor over any thumbnail. Paint Shop Pro displays the information near your cursor. For more detail, right-click the thumbnail and choose Information from the menu that appears.
- ✓ **To manually rearrange thumbnails:** Drag them where you want them.
- ✓ **To move an image to a different folder:** Drag the thumbnail from the right pane to your destination folder in the left pane.
- ✓ **To copy a file to a different folder:** Drag the thumbnail to another folder while holding the Ctrl key down.
- ✓ **To create a new folder:** In the left panel, click the folder in which you want to create a new folder. Choose File⇨Create New Folder, and in the Create New Folder dialog box that appears, type your new folder's name.

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- ✓ **To delete a file:** Right-click its thumbnail and choose Delete from the menu that appears.
- ✓ **To rename a file:** Right-click its thumbnail, choose Rename from the drop-down menu, and enter a new name in the Rename File dialog box that appears.
- ✓ **To select several files for opening, moving, copying, or deleting:** Hold down the Ctrl key and click their thumbnail images. To select a series, left-click the first (or last) image; then hold down the Shift key and click the last (or first) image. Follow the instructions in the preceding bullets for opening, moving, copying, or deleting files.

To sort your thumbnails in different ways, follow these steps:

1. **Right-click the blank area to the right of the pictures and choose Sort from the context menu that appears.**

The Thumbnail Sort dialog box appears.

2. **Choose Ascending or Descending sort order from the Primary Sort tab.**
3. **Choose what to sort by in the Sort Conditions area: file attributes, such as date, or image attributes, such as dimensions (size).**
4. **To sort within a sort (such as by filename within each file date), click the Secondary Sort tab and again choose a sort order and what to sort by.**
5. **Click OK to sort.**

Helpful hints for opening files by name and location



If you think that you know the name of your file and the disk and folder where it lives, you can choose the fastest route to opening the file. Choose the familiar old File⇨Open command (every program has one) or press Ctrl+O or click the File Open button on the toolbar (as shown in the margin of this paragraph). Paint Shop Pro adds a few special features for working with images, however. Figure 1-2 shows the Open dialog box that appears.

Double-click an image file in the Open dialog box and Paint Shop Pro tries to load it. Often, however, you find that you're poring over a big pile of files with similar names. Here are a few tricks to help you find the one you want:

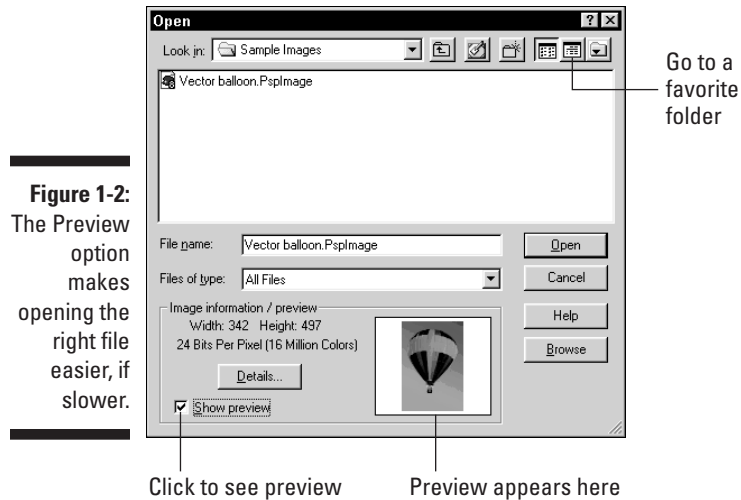


Figure 1-2:
The Preview option makes opening the right file easier, if slower.



- ✔ **To make sure that you're opening the right file:** Click to enable the Show Preview check box. Then click any file, and a preview appears in the Preview window, as shown in Figure 1-2. The Preview feature may slow you down. The computer takes a little extra time to display a picture, so you may want to disable the check box if you have big pictures and don't really need previews.
- ✔ **To switch to the browser:** Click the Browse button.
- ✔ **To open more than one file at a time:** Hold down the Ctrl button while clicking filenames, and then click the Open button. Or, to open a bunch of image files listed sequentially in the Open dialog box, click the first file, hold down the Shift button, click the last file, and then click the Open button.
- ✔ **To open a commonly used or favorite folder:** Click the Favorites button. That's the rightmost button (refer to Figure 1-2) on the dialog box toolbar. From the drop-down list that appears, choose the My Pictures folder, the My PSP8 Pictures folder (in My Documents on your hard drive), or the Paint Shop Pro 8 folder (in My Programs on your hard drive.) You can add a folder to the list. Just open that folder in the Open dialog box, click the Favorites button, and choose Add Current from the drop-down menu. To remove a folder, choose Remove and then choose the folder from the list that drops down.
- ✔ **To trim down the list of files to show just one type** (if you're looking for a GIF file, for example): Click the Files of Type selection box and choose that type from the many file types Paint Shop Pro can read.

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If the file you want isn't listed, make sure that the wrong file type isn't chosen in the Files of Type selection box. File type choices are "sticky," in that if you previously chose to display only GIF files, the next time you use the Open dialog box it displays only GIF files. If you're looking for a JPG file now, you don't see it! Choose All Files under Files of Type to see all files again.

- ✓ **To see information on image width, height, and color depth:** Read the Image Information area after you click your file.
- ✓ **To see more information about an image you have clicked, such as date or file size:** Click the Details button.

Secrets of opening a file by double-clicking

If you see an image file listed on your computer — in a My Computer or Windows Explorer window, for example — and it displays the Paint Shop Pro palette icon, you can open it in Paint Shop Pro by double-clicking that icon. If you have several images you want to open, double-click each of them separately, and they all get a separate window in Paint Shop Pro. You don't end up with multiple copies of Paint Shop Pro running.

If you have an image file that Paint Shop Pro doesn't open when you double-click it, three things could be responsible:

- ✓ The file doesn't have an extension, like .jpg or .gif. This problem often happens when someone sends you a file from a Macintosh computer. Use the browsing or File⇨Open technique described in the preceding sections.
- ✓ Paint Shop Pro can't open the file. Paint Shop Pro can open many different types of files, but not all of them.
- ✓ Paint Shop Pro may not be configured to open that file type. See the nearby sidebar, "Making Paint Shop Pro open the right file types when you double-click."

Viewing and Zooming an Image

Working with images on a PC involves a great deal of *zooming* — changing the magnification of your view. Sometimes you need to work close up, taking that nasty gleam out of Uncle Charley's eye, for example (something Aunt Mabel has been trying to do for years). Other times, you really need to see the whole picture, but Uncle Charley's gleaming eye rather scarily fills the whole window.



Zooming doesn't change the size of an image (in pixels or in inches). It only changes how big Paint Shop Pro displays the image onscreen.

Zooming an image in the window



The basic way to zoom in (enlarge the view) or zoom out (see the big picture) is to use the *Zoom* tool. Click the tiny down arrow on the top button on the Tools toolbar, as shown in the margin of this paragraph. Buttons in Paint Shop Pro 8 are what we call "tool groups" from which you choose a tool.



Making Paint Shop Pro open the right file types when you double-click

Two problems can occur with double-clicking as a way of opening image files:

- ✓ Paint Shop Pro may open files that you would prefer to be opened by some other program. For example, if you're running AutoCAD or another AutoDesk program, you may prefer that the AutoDesk program open DXF files because they're one of AutoDesk's own file types.
- ✓ Paint Shop Pro may fail to open image files that you want it to open. For example, you may install new software for a new digital camera, and, suddenly, when you double-click JPG files, some program other than Paint Shop Pro opens the file.

These problems usually occur when you have more than one graphics program. The latest one installed may grab all the file types for itself. Both problems can be solved the same way. Follow these steps to determine which files are opened (or not) by Paint Shop Pro:

1. Chose **File**⇨**Preferences**⇨**File Format Associations**.

The File Format Associations dialog box appears. This box directs Windows to open certain file types using Paint Shop Pro.

2. Click the check boxes to enable or disable the file types you want opened by Paint Shop Pro.

To disable all check boxes, click Remove All. To enable all check boxes, click Select All. (After that, you can enable or disable check boxes manually, if you like.) To have Paint Shop Pro open only the file types that aren't opened by any other program, click Select Unused.

3. Click **OK**.

At this point, Paint Shop Pro is properly set up to open just the file types you want it to and leave the others alone. The *other* program you use, however, may still not be properly set up to open the files you want *it* to open. We can't give you much help with that, but we can tell you one place to get help: Choose Start⇨Help from your Windows taskbar. In the Help window that appears, click the Index tab and then, in the text box at the top left of the window, type **File extensions**. Below that text box appears a line reading "Associating with programs." Double-click that to get help with associating file extensions with your other program.

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Here, you get a choice of the Pan tool (the arrow) or the Zoom tool (the magnifying glass). Click the Zoom tool. Your cursor changes to a magnifying glass icon. Then click with it on the image in this way:

- ✓ **Click (left-click) to zoom in.**
- ✓ **Right-click to zoom out.**

To see the image at its actual size (100 percent), press Ctrl+Alt+N or choose Window⇧View Full Size.



Paint Shop Pro 8 also lets you magnify a portion of the image, rather than have to enlarge the whole thing to see a detail. With either the Pan or Zoom tool selected, choose View⇧Magnifier or press F11. Move your cursor over an area of the image, and a special 5x Zoom window shows you a close-up view of that area. Repeat the command or press F11 again to remove the magnifier.

Working on several images at a time

You can open several images at a time in Paint Shop Pro. Each one gets its own window. Having several images open is useful for tasks such as cutting and pasting between images. To help manage those windows, use the commands on the Paint Shop Pro Window menu. That menu contains the usual suspects of nearly all Windows programs: Cascade, Tile (Horizontally or Vertically), or Close All to close all image files.



Remember that Paint Shop Pro tools and commands apply to only the image window that's *active* (the one with the colored title bar). Click an image window's title bar to make that window active and bring it to the front.

Saving a Changed Image File

After you're done modifying an image in Paint Shop Pro, you need to save it. Saving an image in Paint Shop Pro is often just as easy as saving a Microsoft Word document, for example. Choose File⇧Save or click the Save button on the standard toolbar (the diskette icon) or press Ctrl+S.

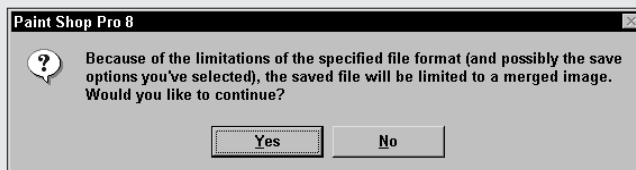
Paint Shop Pro quietly saves, in most instances, an image as the same type (format) of file (JPG, for example) that it was when you opened it. It may, however, raise a warning, depending on what changes you have made — see the following sidebar, “When Paint Shop Pro offers a merger.”

If you have added text or shapes, or overlaid images on your original image, saving the modified image as a Paint Shop Pro file is a good idea; see the following section.

When Paint Shop Pro offers a merger

Paint Shop Pro lets you do some sophisticated modifications to an image, like adding fancy text, shapes, or overlaying images. To simplify this sort of image work, Paint Shop Pro keeps some stuff on separate layers. (That way, you can fool with your changes without messing up the original.)

Not all file types (like JPG) can handle layered images. So, if you start with a JPG image, put text on it, and try to save it as a JPG image file, Paint Shop Pro will have to combine all those layers into one single layer, called a merged image. Paint Shop Pro pops up the dialog box shown in this figure.



We suggest that you decline this merger: Click No. Then save your file as a Paint Shop Pro image. If you must have an image of a certain type (for example, a JPG or PNG file for a Web

page), save a copy of the image in that file type instead. See “Saving a Copy of Your File As Another File Type,” later in this chapter.

Saving the Image First As a Paint Shop Pro File

If you bake a pie, you can (a) save it in a nice Tupperware pie carrier if you’re taking it to a community supper (b) wrap it in plastic and freeze it if you’re planning ahead for a holiday or (c) mush it into a little plastic bag and put it at the bottom of your backpack if you’re going hiking. In all cases, you still have tasty pie — but stored in ways that are appropriate for particular uses, and not appropriate for others.

Likewise, you can save an image as many different types of file. Some types are good for one purpose, and others for another. The choice depends on what you (or the people you give the file to) intend to do with the image. Another person, for example, may have Photoshop but not Paint Shop Pro, and so may want a Photoshop file instead. Or, you may need a JPG, GIF, or PNG file for putting on a Web page (which doesn’t display many of the other image file types).

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The best idea, however, is to first save the image as a Paint Shop Pro (PSP) type of file, even if it started out life as a different type. Paint Shop Pro files are a good choice because, among other things, they save layers and any current selection you may have made during the editing process. Most other file types don't save that stuff. Some file types are "lossy" (like most JPG varieties), which means that they may even lose quality. PSP files are sort of the Tupperware solution.

After you have taken the precaution of making a Paint Shop Pro file, if you (or the people to whom you're giving the file) also need a different type of file, save a *copy* as that other type of file. If you make subsequent changes to the image, always make the changes to the Paint Shop Pro file and then make copies of that file in the various file types you may need.

To save any image as a Paint Shop Pro file, first look at the filename on the title bar, in the upper-left area of the Paint Shop Pro window. (The filename appears after the words *Jasc Paint Shop Pro*.) The filename should end in a period and three letters; if not, see the following sidebar "How the FPX can I see the TIF, JPG, DXF, and other extensions?!"

If the filename has the extension .psp or .PspImage, simply choose File⇨Save or click the Save button on the toolbar. You're done! (Your image was a Paint Shop Pro file already; you just updated that file with your latest changes.)

If the filename ends in anything *other than* .psp or .PspImage, follow these steps:

- 1. Choose File⇨Save As.**

The Save As dialog box appears.

- 2. Click the Save as Type box and select the Paint Shop Pro Image option.**

- 3. Select a folder and type a name for the file.**

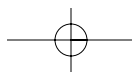
Do this exactly as you would to save a file in any other Windows program.



To save an image in a personal favorite folder, click the Favorites button, the rightmost button on the Save dialog box's toolbar. In the drop-down list that appears, you can choose the My Documents folder. (We don't recommend saving in the Temp, or temporary, folder.) To add your own favorite folder to the list, first open that folder in the Save dialog box. Then click the Favorite Folders button and choose Add Current from the drop-down menu. To remove a folder, choose Remove and then select the folder from the drop-down list.

- 4. Click the Save button.**

The image is now safely stored as the best file type possible for a Paint Shop Pro user, with nothing lost.



Saving a Copy of Your File As Another File Type

After saving the image as a Paint Shop Pro file (see the preceding section), if you also need the image in a different file type, follow these steps:

1. Choose File⇨Save Copy As.

The Save Copy As dialog box appears.

2. Select the file type you want from the Save as Type box.

If you want to save the file as a Paint Shop Pro file, but in a form that earlier versions of Paint Shop Pro can read, click the Options button. The Save Options dialog box appears; choose the version you want, and then click OK.

If you're saving the file as a non-PSP file, the Options button may be grayed-out (disabled). If not, it provides access to variations on your chosen format that can sometimes be useful, like reducing the file size or putting the file in a particular form that somebody needs. The following section provides a few examples of options.

3. Click the Save button.

When you save a copy in a different file type, the open file isn't affected. It remains whatever file type it was. If you have used layers (or floating selections) and save a copy as something other than a Paint Shop Pro file, Paint Shop Pro may have to merge (combine) those layers into a single image. The program displays a dialog box to warn you if it needs to merge layers into a single image. That merge *doesn't* happen to the Paint Shop Pro image you're working on, only to the file copy you're creating. Don't worry — just click Yes to proceed.

Using Native and Foreign File Types

You often have to open or create files that are not a Paint Shop Pro file, and knowing something about the file types can be helpful. The next sections describe a few of the most popular file types. Each file type is identified by the three-letter ending (extension) it uses. For example, Paint Shop Pro files end with the extension .psp or .PspImage.

Most of the time, you don't have to do anything special to open a particular file type or to save your work as that type of file — but, then again, sometimes you do. Paint Shop Pro, in most cases, simply asks you a few questions to resolve any problems when opening or saving a foreign file type.

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"How the FPX can I see the TIF, JPG, DXF, and other extensions?!"

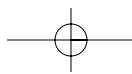
Image files are often referred to by the three-or-more letter ending (*extension*) at the end of their filenames. The file *polecat.tif*, for example, is a *TIF* (or *TIFF*) file. On many computers, Windows is set up to *hide* these extensions, which makes your life *harder* when using Paint Shop Pro. If, when you go to open a file in Paint Shop Pro, the files don't appear to end with a period and three-letter extension (such as *.psp*, *.bmp*, or *.pcx*), Windows is hiding valuable information from you.

To reveal the extensions, do this: Double-click the My Computer icon. In the window that appears, choose **View**⇨**Folder Options** (or in Windows XP, choose **Tools**⇨**Folder Options**) to display the Folder Options dialog box. Click the **View** tab there, and under **Files and Folders**, **Hidden Files**, deselect the check box labeled **Hide File Extensions For Known File Types**. (Then click **OK**.)

Paint Shop Pro files (PspImage or PSP)

PspImage is the native Paint Shop Pro 8 file type and is probably the best choice for storing your own images. (It's the metaphorical Tupperware storage solution, if you have been following our pie storage metaphor.) When you save your work as a Paint Shop Pro file, you can save everything just as it is, including any areas you have selected with the Paint Shop Pro selection tools, plus your various kinds of layers, palettes, tool settings (like current brush width), transparency, and other advanced features. You can pick up almost exactly where you left off. Paint Shop Pro files can have any color depth you choose. (See Chapter 9 to understand what we mean by color depth.) *PspImage* is the latest and greatest of the Paint Shop Pro native formats; earlier versions used the *PSP* extension.

Programs other than Paint Shop Pro or Animation Shop don't often read Paint Shop Pro files, however. You may need to save a copy of your image in a different file type for someone who uses other software. Also, earlier versions of Paint Shop Pro can't read later Paint Shop Pro files (Paint Shop Pro 7 can't read Paint Shop Pro 8 files, for example.) To create Paint Shop Pro 5.0, 6.0, or 7.0 files using Paint Shop Pro 8, see the instructions for saving a copy of your image in the section "Saving a Copy of Your File as Another File Type," earlier in this chapter.



BMP

BMP files are *Windows bitmap* files; that is, they were designed by Microsoft for storing images, and many programs under Windows can read and write them. BMP files can have color depths of 1, 4, 8, or 24 bits. (Set your color depth by using Colors⇨Decrease Color Depth or Colors⇨Increase Color Depth; see Chapter 9 for details.)

BMP files that are 24-bit can be quite large. When you save a file as BMP, you can click the Options button in the Save As, or Save Copy As, dialog box to choose higher *compression* (make smaller files). Under Encoding (in the Options dialog box that appears), select RLE and then click OK. (RLE stands for *Run-Length Encoding*, a way of making image files smaller.) Now, when you save the file, Paint Shop Pro asks your permission to switch to a 256-color (8-bit) version of the BMP file. The resulting file is much trimmer than the original, although the color quality may diminish slightly.

TIFF

TIFF (or TIF) stands for Tag Image File Format (which, of course, tells you nothing useful). Many graphics programs on the PC and Macintosh can read and write TIFF files, so it's a good choice of file type when you don't know what kinds of files the other person can read.

TIFF files can be quite large unless you compress them. To compress a TIFF file, click the Options button when using the Save As or Save Copy As dialog box. Then choose the LZW Compression option in the Compression area of the Options dialog box that appears. LZW gives you the best compression and compatibility with most other programs. (No image quality is lost by using LZW compression in TIFF files.)



For advanced users, TIFF is a good choice because it's capable of storing information not only in RGB primaries, but also CMYK (used for some high-quality printed images). It can also store advanced data for color accuracy, such as gamma.

GIF

The Web uses CompuServe GIF images all over the place. GIF is the most popular of three common file types used on the Internet. (JPG and PNG are the other two.)

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Many programs read GIF files. (Older programs may read only the older GIF standard, GIF87, rather than the newer GIF89a. Paint Shop Pro lets you choose which standard to use when saving a GIF file — just click the Options button in the Save As or Save Copy As dialog box.)

GIF is the metaphorical “frozen-pie” option if you’re following our pie metaphor; saving your work as GIF means that it loses something, but perhaps not enough to matter. GIF images have a maximum color depth of 256 colors, which allows fairly realistic images. That number of colors, however, isn’t enough to enable Paint Shop Pro to do all operations, so it may at some point suggest that you let it increase the number of colors. (See “File Types and ‘Action Required’ Messages About Colors,” later in this chapter.)

GIF enables you to use some special features, such as a *transparent color* (which lets the background of Web pages show through), and *interlaced display* (in which the entire image gradually forms as it is downloaded from the Web). GIF can use fewer colors than 256 if you want to save file size and, therefore, save people who view your file on the Web downloading time.

A special Paint Shop Pro tool called the *GIF Optimizer* can help you set transparency and otherwise optimize the image for Web use. See Chapter 17 for details of creating images for the Web using this tool.

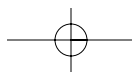
Some GIF files contain a whole series of images to be displayed as an animation. You can view these images using Animation Shop; Paint Shop Pro shows you only the first image of the series.

JPEG

JPEG (or JPG) stands for Joint Photographic Experts Group, which sounds impressive. JPEG images are common on the Web for color photographs and other realistic color images because their files are small (relative to other file types) and download quickly.

The disadvantage of JPEG is that it usually uses something called *lossy compression*, which means that the image quality is reduced a bit, especially around sharp edges like text. Storing an image as a JPEG is kind of like stuffing a pie into a baggie in your backpack for a hike. The basic taste and nutrition are still there, and it doesn’t take up lots of space, but because of the squeezing involved, the product may lose some of its appeal.

You can choose just how much squeezing you want in JPEG, but first storing your work in some other format (preferably PSP) is a good idea. Then follow the three steps for the Save Copy As operation at the beginning of this section. In Step 2, choose JPEG-JFIF Compliant in the Save As Type selection box.



Click the Options button; in the Save Options dialog box that appears, drag the Compression Factor slider to the left for higher quality but larger files, or to the right for lower-quality and smaller files.



The geeks at the Joint Photographics Experts Group have also come up with a new, lossless variety of JPEG format. To save your files in this maximum-quality-but-largest-file-size format, select Lossless in the Save Options dialog box.

If you're reading JPEG files, Paint Shop Pro offers an effect that removes some image distortions, called *artifacts*, that result from compression (see Chapter 7).

As with GIF, Paint Shop Pro offers a special tool, the JPEG Optimizer, for adjusting JPEG images for the Web. See Chapter 18 for details of fine-tuning JPEG images with this tool.

PNG

PNG (Progressive Network Graphics) was designed to take over for GIF on the Web, although it is catching on slowly. It does have some advantages over GIF and accomplishes the same functions as GIF, so it may yet take over. Because its main use is Web graphics, we discuss it a bit more in Chapter 18.

Using Vector File Types (Drawing Files)

Graphics images come in two main flavors: *raster* (also called *bitmap*) and *vector*. Here are the differences between them:

- ✓ **Raster (bitmap) images are made up of dots (pixels).** Most computer images are of this kind, and Paint Shop Pro is principally designed for this kind of image. It both reads and writes a wide variety of raster images.
- ✓ **Vector images are made up of lines, shapes, filled areas, and text.** You can change text, lines, and shapes more easily if they're stored as vectors than if they're stored as bitmaps. Although Paint Shop Pro is principally designed for raster images, it allows you to create vector layers that contain lines, text, and preset shapes. Images stored as .psp files retain any vector graphics you create. Paint Shop Pro can read certain vector image files other than its own .psp files, but converts them to rasters.

Vector files are typically created by popular *drawing* software (as opposed to *painting* software). AutoCAD, for example, a popular drafting application, writes DXF (Drawing eXchange Format) files. Corel Draw writes CDR files, and Corel WordPerfect uses WPG files. Many other vector file types are in use, too.

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Like Paint Shop Pro files, some other file types can also contain a mix of vector and bitmap graphics. These include Windows Enhanced Metafiles (EMF, a Microsoft Windows standard), Computer Graphics Metafiles (CGM, a standard by the American National Standards Institute), PICT (a Macintosh standard), and embedded PostScript (EPS, by Adobe). Some files (like embedded PostScript) may contain in some cases both a bitmap and a vector version of the same image.

Opening vector files

Paint Shop Pro can open many kinds of vector (or mixed vector and bitmap) files. You can also copy drawings, using the Windows clipboard, from most vector programs that run under Windows, and paste the images into Paint Shop Pro.

Whether you're opening or pasting vector images, however, Paint Shop Pro converts them into bitmap images. To do the conversion, it pops up a Meta Picture Import dialog box that wants you to enter a width and height for this resulting bitmap image, in pixels. (Any dimension information in the original file doesn't survive the translation, so Paint Shop Pro needs some help from you.)

Select the Maintain Original Aspect Ratio check box if you want to keep the same proportions as the original image. Because Paint Shop Pro is translating between two different kinds of image data, it may make a few mistakes that you have to clean up afterward.

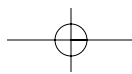
Saving vector files — not

You can't save pure vector-type image files, such as DXF, in Paint Shop Pro. You can, however, save your work as one of the file types that contains a mix of vectors and bitmaps, such as EPS or CGM.

In those instances, PSP simply stores a bitmap image and leaves the vector part blank. Because no vector data is stored, a program that handles only vector graphics may not be able to read the file.

Converting or Renaming Batches of Files

If you have lots of image files and need copies of them in a different file type or to have a series of related names like hawaii0001 through hawaii9579 for your 9,579 vacation photos, try the Paint Shop Pro batch processing.



To copy a bunch of files to a new file format, follow these steps:

1. Choose **File**⇨**Batch Processing**⇨**Convert**.
2. In the **Batch Conversion** dialog box that appears, hold down the **Ctrl** key and click the files you want to convert, to select them.
3. Near the bottom of the dialog box, click the down arrow at the right end of the **Type** selection box and select the file type you need the files to be.
4. To put the newly generated files in a different folder, click the **Browse** button and choose a new folder.
5. Click the **Start** button.

In a few seconds or minutes, you have copies in the new file type you need.

To give a bunch of files similar names, differing only by a number (as in hawaii01, hawaii02) take these steps:

1. Choose **File**⇨**Batch Processing**⇨**Rename**.
2. In the **Batch Rename** dialog box that appears, hold down the **Ctrl** key and click the files you want to convert, to select them.
3. Click the **Modify** button.

The **Modify Filename Format** dialog box appears. The idea is to combine various naming and numbering elements into a sort of formula for Paint Shop Pro to follow. For example, hawaii50 is a “custom text” element of our choosing, followed by a two-digit “sequence.”

4. Click an element in the left panel to choose the first part of the new name, such as **Custom Text**.
5. Click the **Add** button to add that element to your formula, which gets assembled in the right panel.

Depending on what kind of element you choose, a one-line text box appears on the right for you to make a choice or enter some text. We stick with our simple example. If you have chosen **Custom Text**, type your text (**hawaii**, for example) in the **Custom Text** box that appears. If you have chosen **Sequence**, type a starting number in the **Starting Sequence** box that appears; use as many digits as you need for the batch (type **01** for 100 images). For today’s date, choose a date format.

6. Repeat Steps 4 and 5 to add more elements. Make sure that one of your elements is **Sequence**, or else you’re asking the impossible: for each file to have the same name.

The order in which you add elements on the right is the order in which they appear in the filenames.

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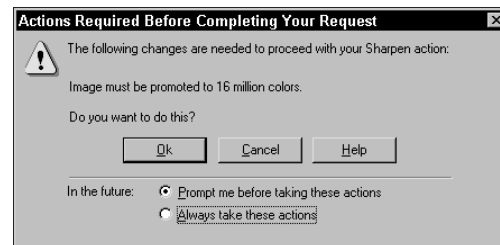
7. Click OK. When the Batch Rename dialog box returns, select the files to be converted.

The files are all renamed, and each name includes a different number.

File Types and “Action Required” Messages about Colors

When you try to use certain Paint Shop Pro features or save your work in a non-PSP format, you may get an “Action required” message from Paint Shop Pro, especially for images not originally in the Paint Shop Pro file format. For example, you may open a GIF file and want to use one of the Paint Shop Pro commands on the Adjust or Effects menu. Or, perhaps you want to add a raster layer to that GIF file. Paint Shop Pro gives you an error message like the one shown in Figure 1-3.

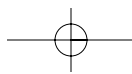
Figure 1-3: First, Paint Shop Pro may need to improve the image quality.



Don't worry — be happy; just click OK. The issue is that certain file types, like GIF, can handle only a limited number of colors (have limited “color depth”) and many Paint Shop Pro features work only on images able to handle as many as 16 million colors. Paint Shop Pro is offering to create a 16-million-color image for you so that it can apply the tool you want to use.

If you get one of these messages, if you later save your work in the original, color-limited file type (GIF, for example), you also get a message requesting permission to reduce the number of colors back down to whatever that type of file can handle. Simply click OK in whatever dialog box or boxes result, and you will probably be happy with the result.

If you're a professional and are picky, you understand what's going on and can take the necessary steps to control the result. You can always change the number of colors manually by choosing Image⇨Increase Color Depth or Image⇨Decrease Color Depth. You find more about color depth in Chapter 9.



Obtaining Image Files from the Web

The Web is a grab bag of goodies for graphics gurus. Here's how to get your hands on these fabulous fruits.

One of the best ways to get graphics is to find a Web site offering them free and clear. Most of these sites provide instructions for downloading those image files. To save an image that you're viewing in your Web browser, use the following methods:

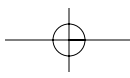
- ✓ Right-click the image and, on the pop-up menu that appears, look for Save Picture As or a similar choice. You're prompted for the location on your hard disk where you want the image saved.
- ✓ Right-click the image and, on the pop-up menu that appears, choose Copy. This choice copies the image to the Windows Clipboard; open Paint Shop Pro and press Ctrl+V to paste the image as a new image. (Choose the Edit⇨Paste command to see ways to paste the image into another open image.) Save the image by choosing File⇨Save.



A fair number of graphics images on the Web have transparent portions, especially their backgrounds. The transparent parts of these types of image have a hidden color (typically white), and that color may become visible in Paint Shop Pro. See Chapter 18 for more information about transparency in Web images.

Most Web images are one of only a few different file types: GIF, JPEG, or PNG. GIF and some PNG images are *palette images*, with a limited number of colors (typically, 256 colors). As a result of this color limitation, you may see some of the "Action Required" messages discussed in the preceding section.

Many animations on the Web are GIF files. You should open animated GIF files in Animation Shop, not Paint Shop Pro (which displays only the first frame of the animation). Some animations are, however, in a private vector format (Flash) that neither Animation Shop nor Paint Shop Pro can read.



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