A Beginner's Guide
to Paint Shop Pro 2019

by Len Nasman
Bristol Village, Ohio Computer Club

Table of Contents

Beginning Paint Shop Pro 2018

Beginning Paint Shop Pro 2019

by Len Nasman, Bristol Village Ohio Computer Club
Copyright 2018 - may be copied with permission
contact webmaster@bvres.org

Introduction

Paint Shop Pro 2019 is a very powerful image processing and paint program. Although it has most of the common features of the much more expensive Adobe Photoshop, many users find **Paint Shop Pro 2019** much easier to learn. This tutorial will focus on some commonly used features of **Paint Shop Pro 2019**. Many of the features covered are also common to earlier versions of **Paint Shop Pro**.

The Paint Shop Pro 2019 Welcome Screen

When Paint Shop Pro 2019 is opened, the Welcome Screen will appear. (If this is not the first time the program has been opened, you can go to the Welcome Screen by selecting the **Home** tool.

There are two basic display options for Paint Shop Pro 2019, **Essentials** and **Complete**. The Essentials option is for new users who prefer a simpler user interface. The Complete options provides a full set of tools. In this tutorial, we will be using the Complete option.

As seen in Figure 1, there are three options on the top line of the display; **Home, Manage,** and **Edit**.

The **Manage** interface (see Figure 2) is useful for organizing image files.

In this tutorial, we will focus on the **Edit** interface.

Figure 1: The Welcome Screen.

Figure 2: The Manage Display.

The Paint Shop Pro 2019 Workspace

The secret to getting control of most software is learning the basic vocabulary used in the program. Let's start by opening the program and exploring the names for things on the **Paint Shop Pro 2019 Workspace**.
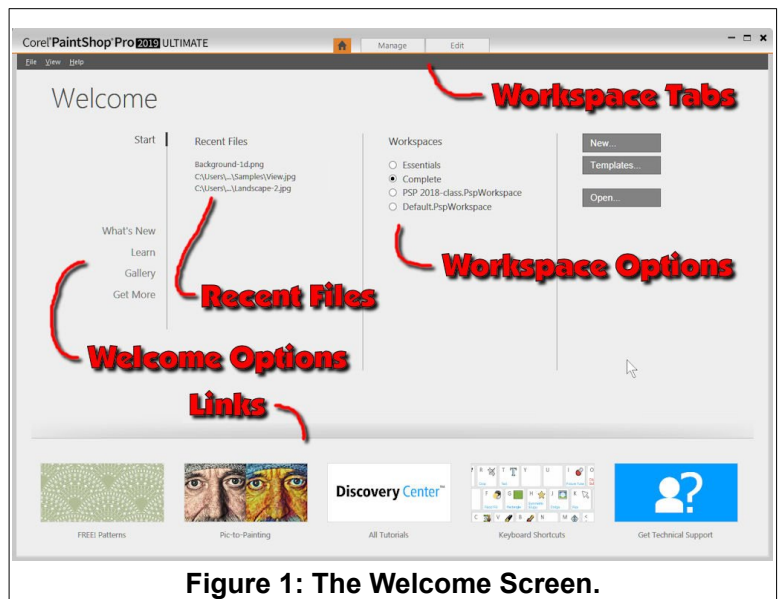
✔ Open **Paint Shop Pro 2019**.
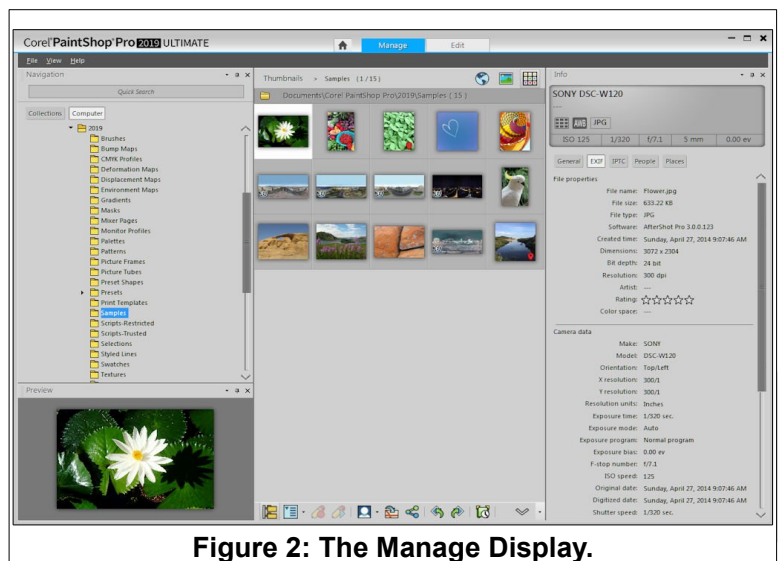
✔ From the *Home-Welcome* screen, select the **Complete** Workspace option (see Figure 1).

✔ Select **New** to open a new image file.

✔ In the *New Image* dialog box, select the *Presentation* option.

✔ Select the **1024** x **768,** toggle the *Transparent* option **OFF**.

✔ Select the **OK** button.
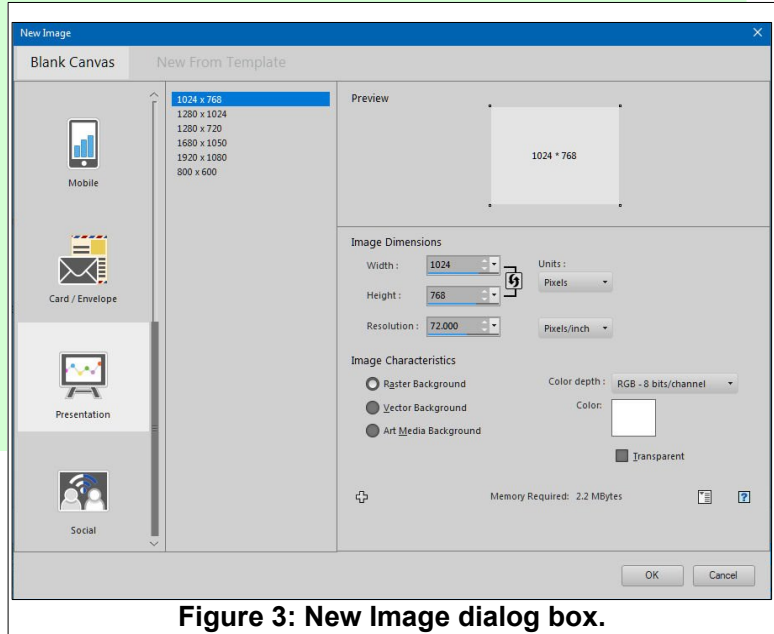
Figure 3: New Image dialog box.

Before going any further, you need to create the same *Workspace* as that used in the illustrations in this document.

✔ To customize the *Workspace*, go to the Creating a Custom Workspace Toolbar section of this document. (Click on the highlighted words above to link to the section.

✔ From the *Menubar*, select **File, Workspace Load**, and select the *PSP 2019 Class* workspace.

If you do not see the PSP 2019 Class workspace on the list, you have to complete the Creating a Custom Workspace Toolbar section of this document.

Now it's time to review the *Workspace display*.

Figure 4: Setting the tool Palettes.
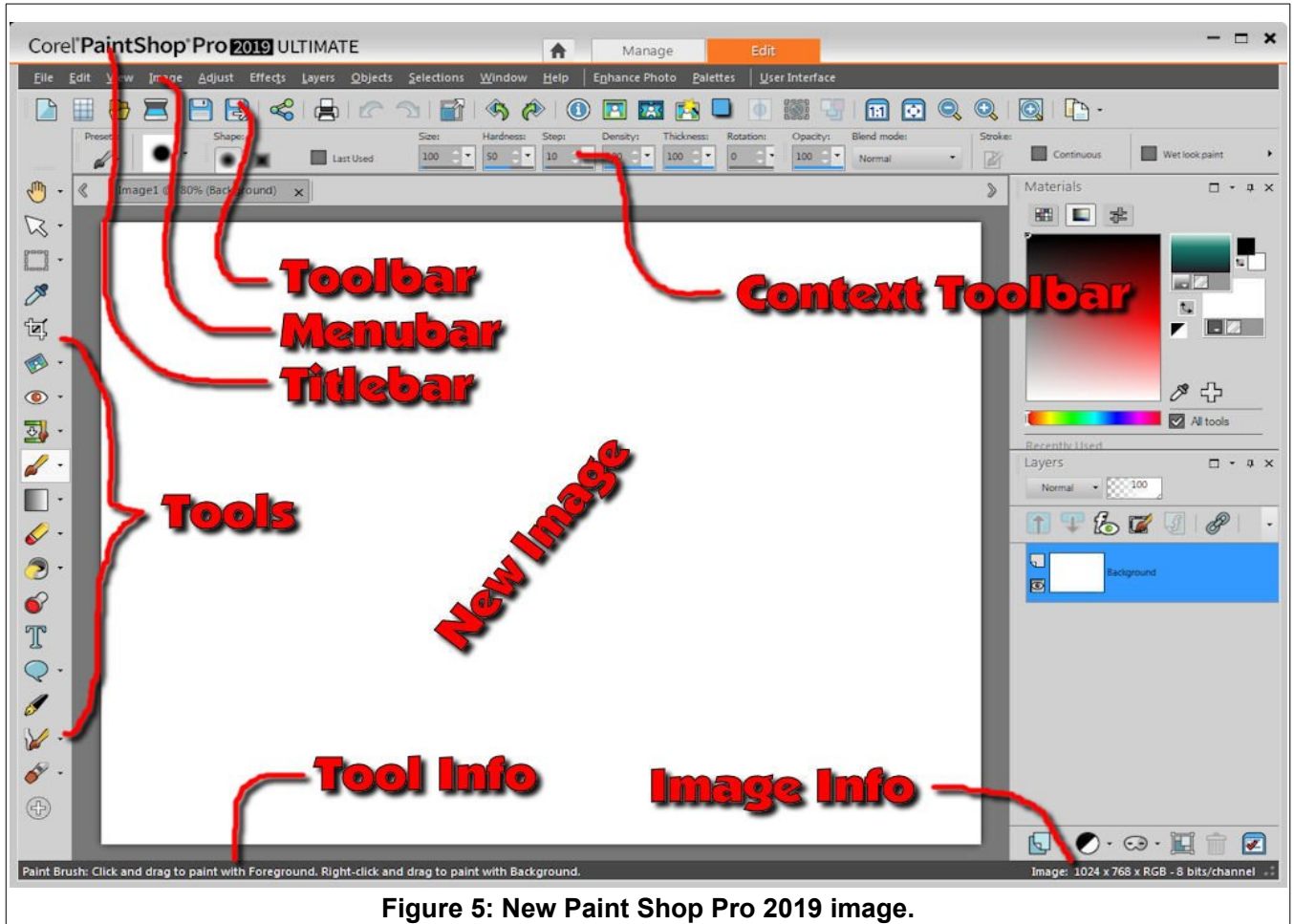
Figure 5: New Paint Shop Pro 2019 image.

The display should now look similar to Figure 5.

✔ Review the different parts of the *Paint Shop Pro 2019* workspace.

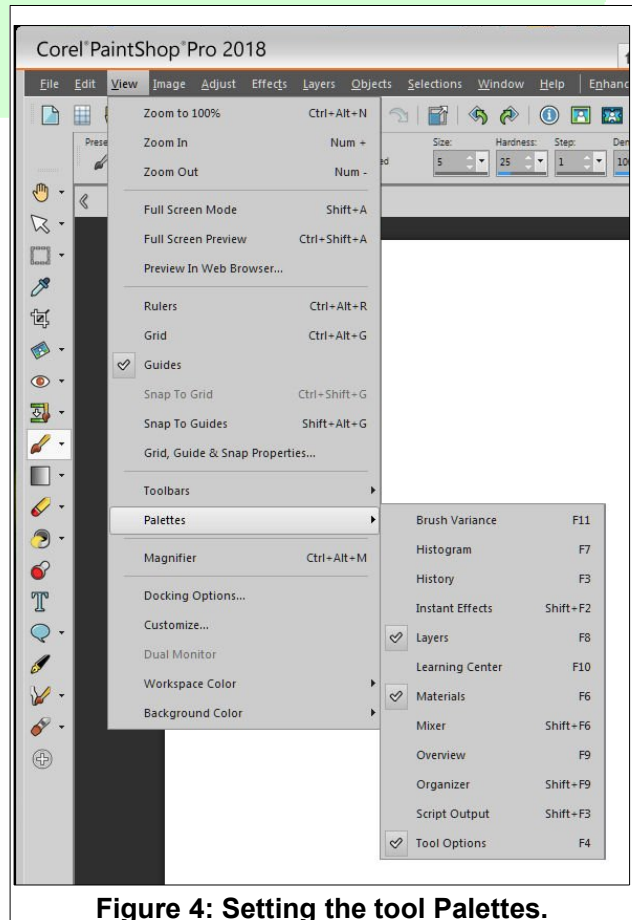➢ The *Titlebar* shows the name of the program.

➢ The *Menubar* contains words that, when selected, drop down additional options.

➢ The *Toolbar* has tools that operate on the current image.

➢ The *Tools* are in a column on the left side of the display.

➢ The *Image* area is where the current image is displayed. The mouse scroll wheel can be used to zoom in and out on the image.

➢ The *Tool Info* on the bottom line of the display has a description of the currently selected tool.

➢ The *Image Info* at the bottom right of the workspace shows information about the current image.

Basic Drawing

Drawing Lines

Let's start by drawing a few freehand lines

NOTE: *Select* means to move the mouse pointer to a tool or object and then press the left mouse button once.

Click and drag means to move the mouse pointer to a particular place, hold the left mouse button down, and move the mouse.

When you move the mouse pointer over a tool and hover for a short time, a *tool tip* will briefly show the name or function of a tool.

✔ From the tools area, select the **Paint Brush** tool.

As soon as you select the *Paint Brush* tool, the *Context Toolbar* area (see Figure 5) will change to show options for the *Paint Brush* tool.

To draw with the paint brush tool *click and drag* With the *left* mouse button.

✔ **Click and drag** a few lines on the image.

Note that when you release the left mouse button the paint brush stops painting.

Figure 6: Drawing lines.

✔ Locate the **Brush Size** tool on the **Context Toolbar** and draw a few lines with different brush sizes.

Power Users Tip: To change the brush size, hold the **Alt** key down and drag up or down with the *left* mouse button.

Changing Paint Brush Colors

Figure 6 shows some scribbled lines, using the black, blue, green, and red material colors. To change color, simply *select* a new color from the *Materials Palette*.

✔ **Select** a new color and draw some more lines.

The default materials selector is set for 8 bit color, which provides over 16 million colors to choose from. Here is how to select a *standard* color.

✔ Right click in the **foreground** color box in the **Materials palette**.

This opens a *Recent Materials* selector box.

✔ Select a standard color from the **Materials Properties** dialog box, select **OK**, and draw a few lines with the new color.
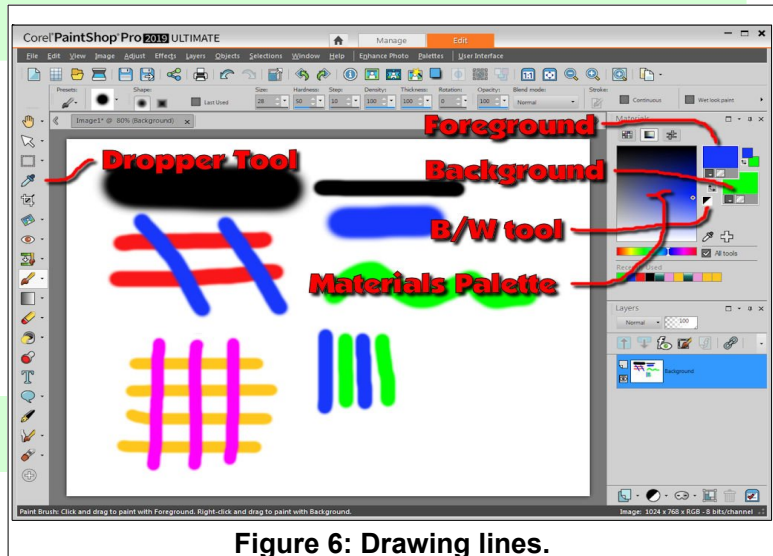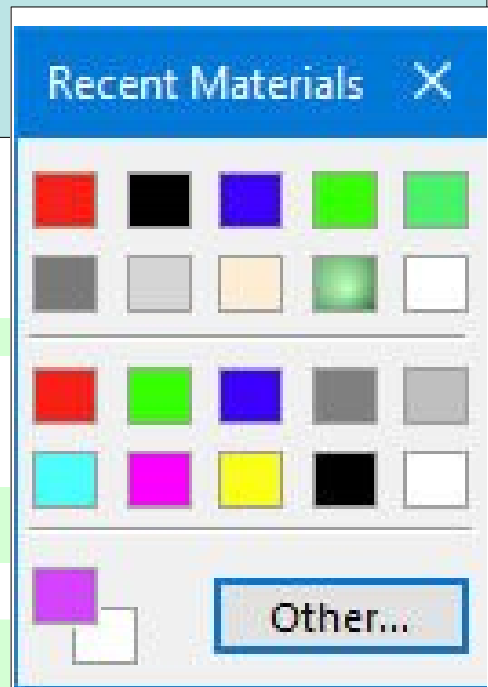

Figure 7: Recent Materials.

Note that the **Materials Palette** has boxes for **foreground** and **background** colors (see Figure 6). You can draw with either color with the paint brush.

✔ Right click in the **foreground** color box and select a color.
✔ Right click in the **background** color box and select a different color.
✔ Add a few horizontal lines to your drawing.
✔ Now draw a few vertical lines, but use the **right** mouse button instead of the left mouse button.

Observe that drawing with the left mouse button uses the foreground color, while drawing with the right mouse button uses the background color.

Selecting the **B/W tool** (see Figure 6) quickly changes the foreground and background colors back to the black and white default colors.

Power Users Tip: The Tools on the left side of the display have a **Dropper** tool. Left or right click with the Dropper tool on any color in the image to select a color that matches some color on an image.

If you right click on the foreground or background color in the Materials Palette to open the Recent Materials selection box, and then select the Other option, an expanded **Materials Properties** box will open. There are three different color choice options available.

There are almost too many options for choosing colors. ☹
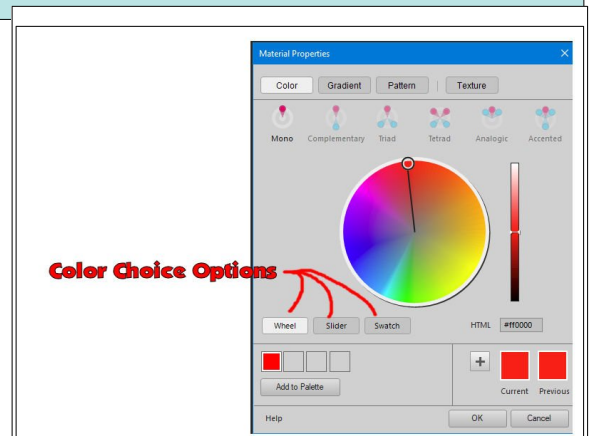
Figure 8: Expanded Materials Properties.

Changing The Brush Size and Shape

Observe that the Paint brush **Context Toolbar** include a **Size** tool. There are several ways to change the brush size. You can enter a new size number in **Size** text box, select the up or down arrows to increase or decrease the size, or click the large arrow and drag the cursor to a new size.
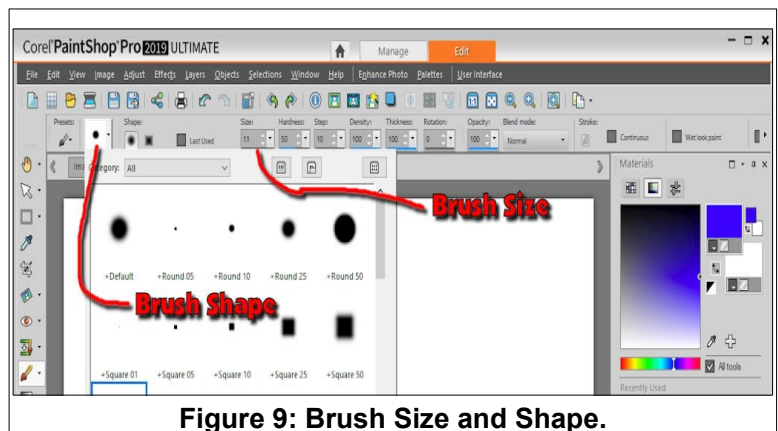

Figure 9: Brush Size and Shape.

✔ Change the brush **size** and draw new lines.

Changing Paint Brush Shape

Another common paint brush option is the brush *Shape* selector. The default shape is round, however, there are a variety of different brush shapes and styles available.
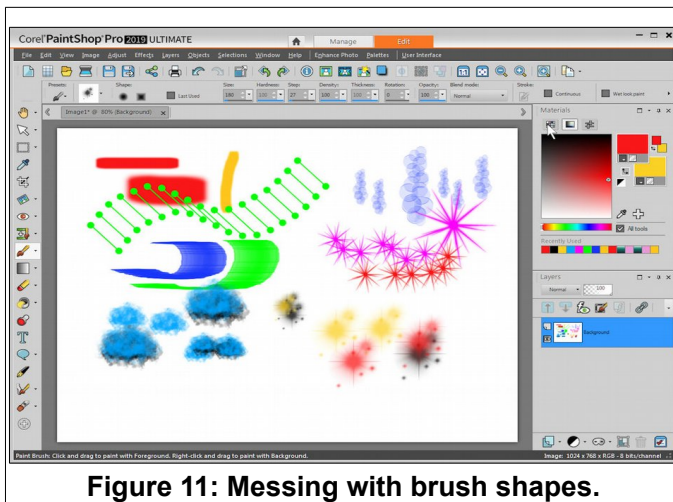
✔ Select a new brush shape and draw some lines.

Figure 10: Selecting a brush shape.

Figure 11: Messing with brush shapes.

Delete All

By now your drawing is probably pretty messy. So, here is a quick way to clear the drawing area.

NOTE: When you delete an area it will be replaced by the current *background* color.

✔ Press **Ctrl+A** to select the entire drawing area, then press the **Delete** key.
✔ Change brush shape and color and experiment until you have an idea how the **Paint Brush** tool works.
✔ Play around with the **Hardness, Step, Density, Thickness,** and **Opacity** paint brush tool options to see how they work.
✔ Use the **Ctrl+A**, **Delete** trick to clear the drawing, or close the current image and start new one.
✔ After deleting, use the *Select None* tool to remove any selected area.

Figure 12: The Select None tool.

NOTE: Figure 13 shows the different tools for closing the current image or closing the *Paint Shop Pro 2019* program.

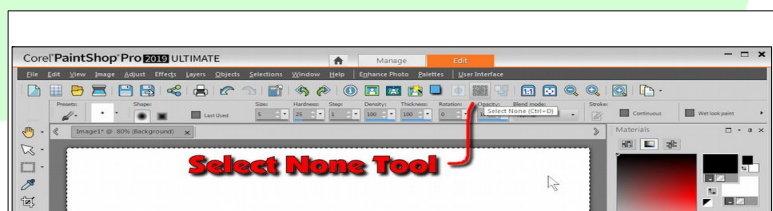
✔ Select the Foreground Background **B/W Switch** (see Figure 6) to change the background color to white.
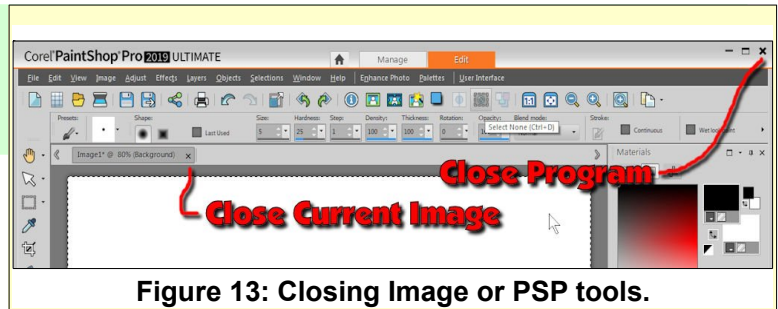
Figure 13: Closing Image or PSP tools.

Creating Text

Adding text

When the *Text* tool is selected, the *Context Toolbar* changes to text formatting tools that are similar to most word processing programs.

Figure 14 was created by entering the words *Adding Text* using a font named *Arial* with the *Size* set to *48*.

Observe that there are tools in the *Context Toolbar* for setting *justification* to *left*, *center*, or *right*, similar to word processing software. These settings affect multiple line text entries. You can enter several different lines of text in the same text entry box by pressing the Enter key after each line.

Figure 14: Adding Text.

An important difference from word processing software is that *Paint Shop Pro 2019* text uses the *foreground* color for the *border* around the characters and the *background* color for the *body* of the characters. Use the background color tool to choose a text body tool.

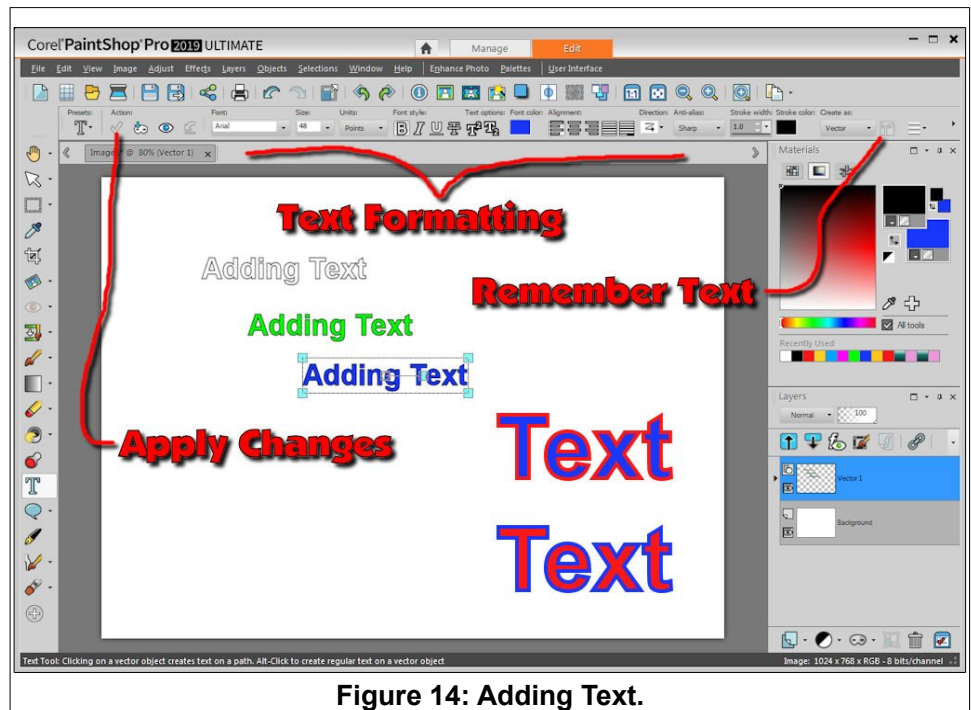NOTE: *Left clicking* on the **Font Color** tool in the Formatting Toolbar opens the *Materials Properties* dialog box, while *right clicking* opens a *Recent Materials* box.

✔ Select the **Text** tool, click at a location for the text, enter some text, then select the **Apply changes** tool.

If you cannot place text, use the *Select None* tool to remove any selected area.

When the text tool is active, you can use select all (**Ctrl+A**) or other text selection tricks (double or triple click) to select all or part of the current text.

As soon as the **Apply changes** tool is selected, the text will appear with a box surrounding it. There are *grab points* at the corners and mid points of this box. You can change the size and proportions of the selected text by dragging these grab points.
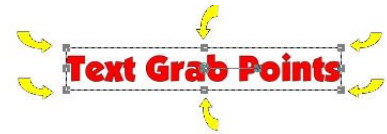
At the center of the selected text, there is a *drag point*. This can be used to drag the selected text to a new location.

✔ Create some text, select the **Apply Changes** tool, and then experiment with the **drag** and **grab** points.

Just to the right of the center drag point, there is a *rotate* grab. Dragging this point will rotate the text.
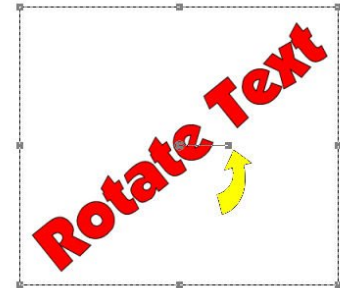
Next, you will see how the foreground and background colors affect the text.

✔ Select the **Text** tool.
✔ Set the *font* to **Ariel**, and the font *size* to **96**.
✔ Enter the words **Sample text**, but do not select the **Apply Changes** tool yet.
✔ *Triple click* on the text to select all characters.
✔ Change the **foreground** and **background** colors.
✔ Change the *Stroke Width*.

Observe how changing the foreground and background colors affects the selected text. Also note that the *Stroke width* tool controls the thickness of the text character borders.

NOTE: When the text selection box is visible, you can left click in the text to insert the edit cursor.

Centering Text

When the text selection box is visible, clicking the *Center tool* on the *Toolbar* will horizontally center the text on the image.

Creating a Text Drop Shadow

A drop shadow added to text provides a 3D effect and can help the text stand out from colored or busy backgrounds.

✔ Create some new text and select the **Apply** tool.
✔ When the text is selected, select the **Drop Shadow** tool.
✔ Adjust the shadow settings in the *Drop Shadow* dialog box and then select the **OK** button.
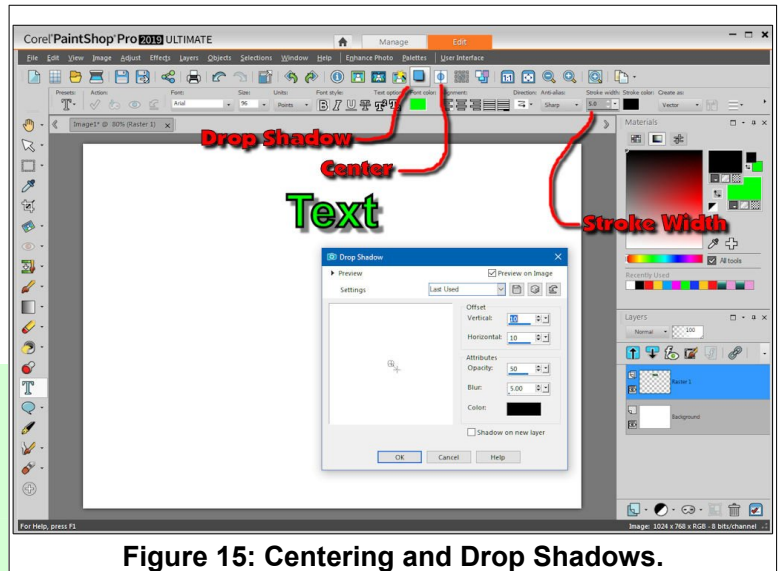
Figure 15: Centering and Drop Shadows.

NOTE: the settings used in Figure 15 were **10** for the vertical and horizontal offsets, opacity **50**, blur **5**, and a **black** color. The *Preview on image* option was on. You can experiment with the settings to see how they work.

✔ Use the **Undo** tool to return to a previous drawing situation.

Power Users Tip: Press **Ctrl+Z** to Undo the last action.

Hopefully, when you installed Paint Shop Pro 2019 you downloaded and installed the Corel Creative Content extensions. If not, you will not find some of the Picture Tube options used here.

Figure 16: Picture Tube tools.

Picture Tube Fun

✔ From the *Menubar*, select **File, New**, and open a new 1024x768 image.
✔ Select the **Picture Tube** tool.
✔ Select a location and click the left mouse button once.

✔ Repeat the previous step a few times.

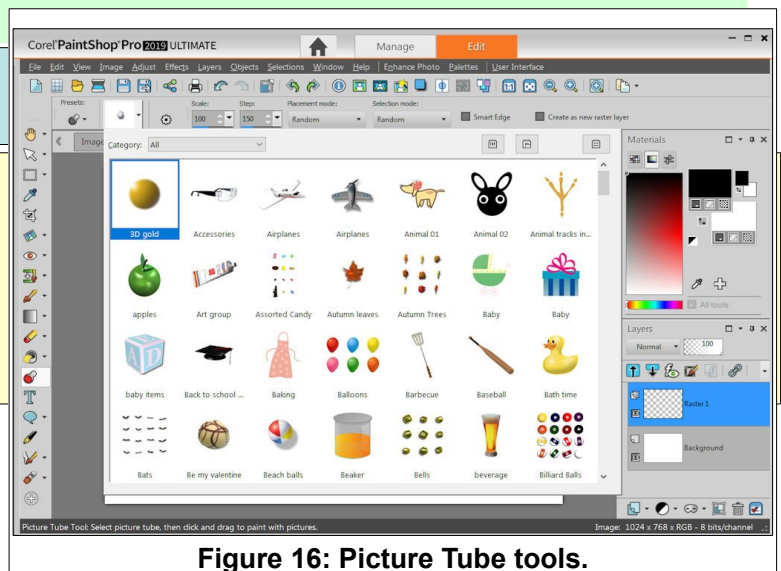Each time you click the mouse button the Picture Tube tool places a new image from that tool collection. If you drag the mouse pointer around, the tool will cycle through the image collection.

✔ Hold the left mouse button down and drag the mouse pointer around the display.
✔ Repeat this with different Picture Tubes.

The Picture Tube *Context Toolbar* provides options for changing the Scale, Size, and other picture tube options.

✔ To clear the display,
✔ press **Crtl+A**, followed by pressing the **Delete** key.
✔ Spend some time playing with the *Picture Tube* options.
✔ Leave a few images for the following *Flood Fill* section.
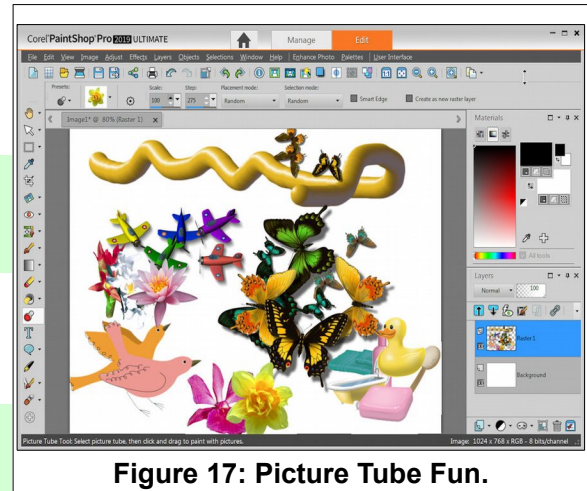
Figure 17: Picture Tube Fun.

The Flood Fill Tool

✔ Select the **Flood Fill** tool.
✔ Select a color and then select an empty section of the display and press the *left* mouse button.
✔ Select **Undo**, and then fill using the *right* mouse button.

You can flood fill with either the foreground or background color.

The Flood Full *Context Toolbar* provides options to change the flood fill properties.

Figure 18: Using Flood Fill.

You should also explore using flood fill with *gradient, patterns,* or *textures* instead of solid colors

Figure 19: Fill Options - right click on material selector to open.

Enhancing Photos

A common use of **_Paint Shop Pro 2019_** is enhancing digital photos. A few tricks for improving pictures are presented in this section. In order to import images for practice, the next steps will show how to copy an image from this document and paste it as a new image in Paint Shop Pro.
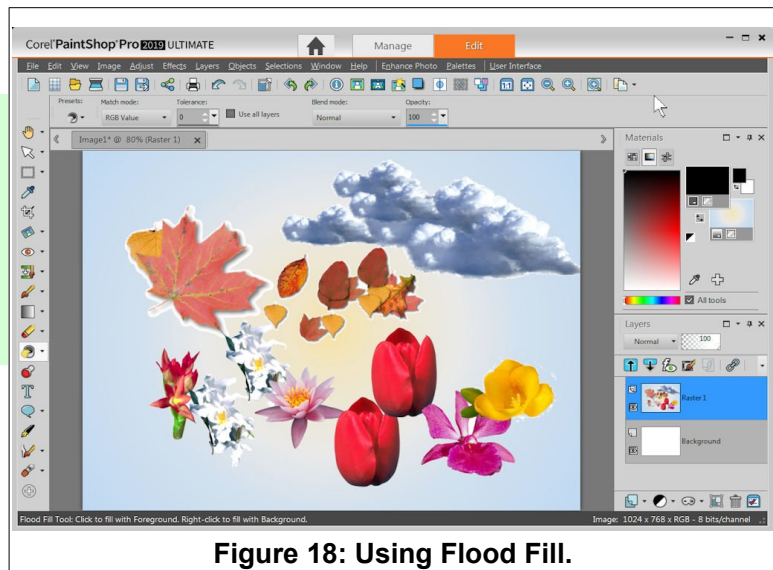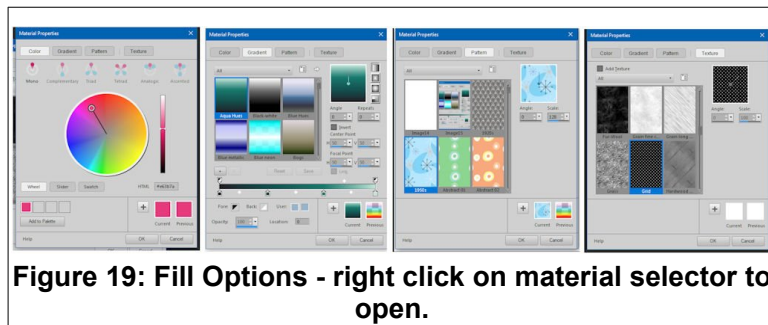
✔ In this document, jump to the Window Box image by selecting the words Window Box in this step.
✔ **Select** the **_Window Box_** image, **_right click_**, and then select **Copy Image**.
✔ Use the **_Taskbar_** or press **_Alt+tab_** and switch to Paint Shop Pro window.
✔ From the **_Paint Shop Pro Menubar_**, select **Edit, Paste as New Image**.

Power Users Tip: Use the shortcut **Shift+Insert** to paste a new image from the clipboard.

Once the image is open, it will appear in Paint Shop Pro with a tab. It is possible to have a number of different image windows open at the same time. These will either appear as separate windows or as tabs.

To show multiple images as **_Tabs_**, from the **_Menubar_** select **Window, Tabbed Documents**.

To cycle through the open images active when there are multiple images in the display, press **Ctrl+Tab**.
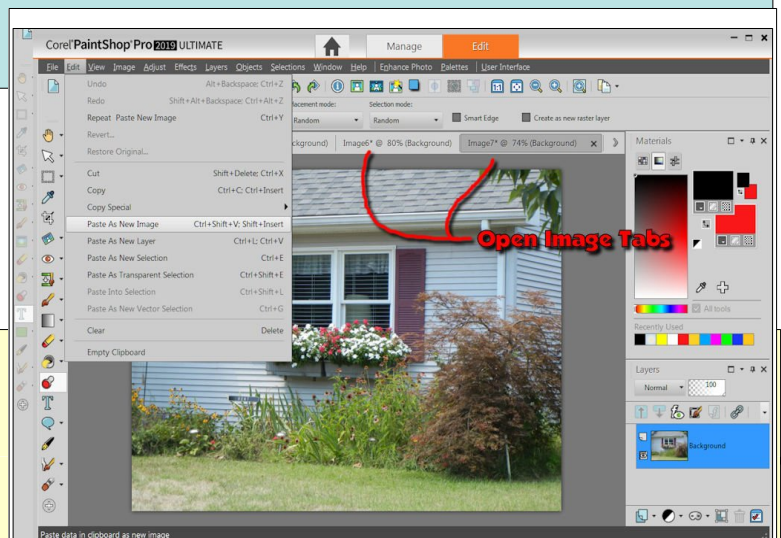
Figure 20: Copy Image.

Figure 21: Pasting a new image.

Cropping Images

Figure 22 shows an image with a crop area in place.

Observe the following features of the cropping tool.

Figure 22: Cropping options.

- ➢ A cropping area is created by **_dragging_** a rectangle.
- ➢ Once a cropping area is established, **_grab points_** can be used to adjust the cropping boundaries.
- ➢ The **_Clear_** tool is used to remove a cropping area and start a new crop.
- ➢ The **_Apply_** tool is used to finalize the crop.
- ➢ The width and height of a crop can be precisely specified with crop tools.
- ➢ Once a crop boundary has been set, the **_Crop As New Image_** tool can be used to create a new image without changing the current open image.
- ➢ The **_Style_** options provide composition guidelines.
- ➢ The **_Proportions_** options provide for setting typical aspect rations.
- ➢ After cropping an image, the **_Undo_** tool can be used to return to the earlier version.

- ✔ Use the Window Box image to practice using the **Crop** tool.
- ✔ Use the **Clear** tool (in the cropping tool area) to **_drag_** a new crop area.
- ✔ Use the **Crop As New Image** tool to create a new picture that uses the current crop area. (Use the **File, Save As** tool to rename and save the new image.)

Note that the **_Crop as New Image_** option has added a new tab to the Paint Shop Pro display.

- ✔ In this document, jump to the Street Scene image by selecting the words Street Scene in this step.
- ✔ Select the **_Window Box_** image, **_right click_**, and then select **Copy Image**.
- ✔ Use the **_Taskbar_** or press **_Alt+tab_** and switch to Paint Shop Pro window.
- ✔ Press **Shift + Insert** to paste Street Scene as a new image.

Next, we will experiment with different cropping styles. But first, observe that the horizon in the Street Scene image seems to be slanted downhill to the right. We can fix tilted horizons with the *Straighten Tool*.

- ✔ Select the *Straighten Tool* and create a new horizon line as shown in Figure 23,
- ✔ Select **Apply** from the *Toolbar*.

Since the days of the Old Masters, artists have used several composition styles to improve their work. Paint Shop Pro 2019 provides several classic composition style aids as shown in Figure 24.

The style options include the *Rule of Thirds, Golden Spiral, Golden Ratio, Diagonal, Triangle* and *Grid*. These options superimpose guide lines over your image to help in improving composition.

- ✔ Select the *Crop Tool* and capture the entire Street Scene image in a crop area.
- ✔ Select each of the cropping *Style* options and observe the different guide lines.

If you are interested in composition rules, do an internet search on any of the Paint Shop Pro composition style options.
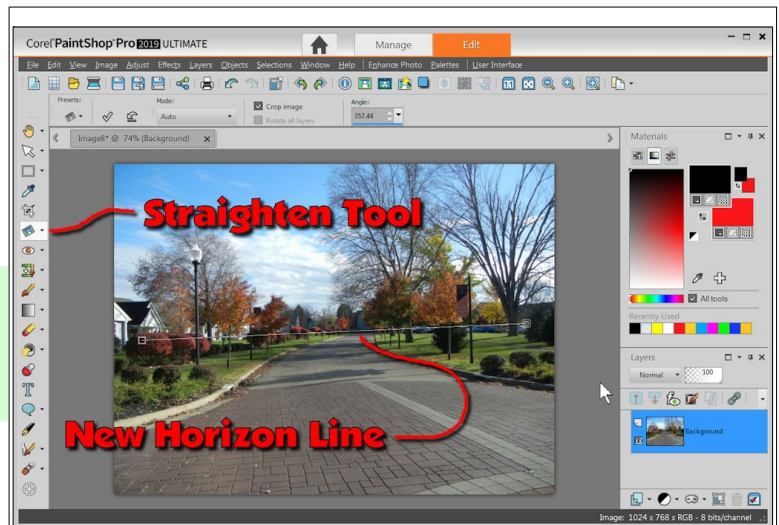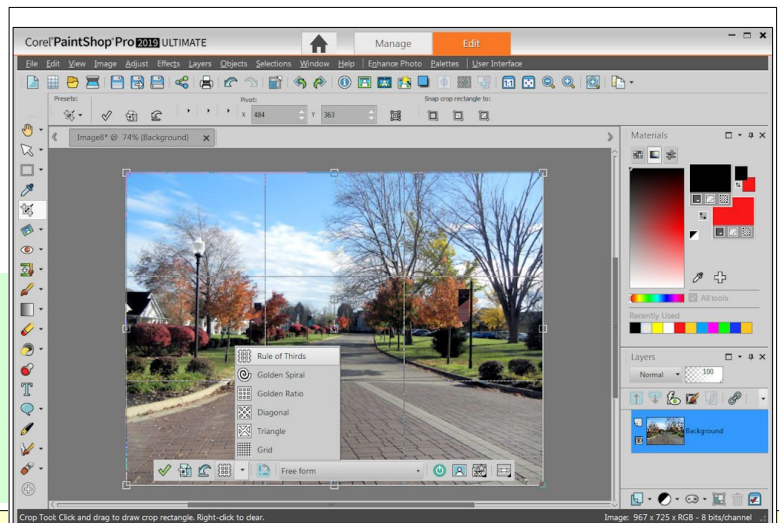

Figure 23: Using the Straighten Tool.

Figure 24: Cropping composition style aids.

Artistic composition is a very subjective thing and everyone has their own opinion about this topic. However, you should be aware that Paint Shop Pro 2019 provides some very helpful tools for improving composition. Here is an example of applying the Golden Ratio to the Street Scene.

Resizing Images

New digital cameras, even many in the under US $100 class, can create high resolution images. For example the original image in the previous illustration was taken with a 12 megapixel camera and the original image was 4000 by 3000 pixels in size.

If you are adding images to word processing documents, web pages, or if you are emailing images, a 4000 pixel image is overkill, will have an unnecessarily large file size, and result in slow email transmission times.

The sample images included in this document were reduced to a width of 1024 pixels to keep the file size of this document manageable. *Paint Shop Pro 2019* makes it easy to resize your pictures to a manageable file size.

Figure 25: Applying the Golden Ratio to the Street Scene.
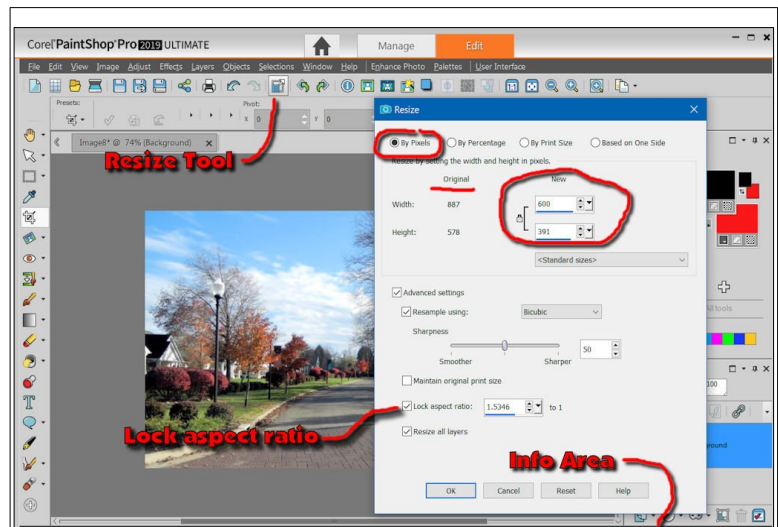
Figure 26: Resizing an image.

✔ With the *Street Scene* image on the display, observe the image size in the info area.
✔ Select the **Resize** tool.

This opens the *Resize* dialog box. The *By Pixels* option will be used in this exercise. If you wanted to email this image to a friend without filling the mail box or taking too long to transmit, a width of 600 pixels will be adequate. It is possible to change the aspect ratio during resizing an image. Typically, the aspect ratio should be locked.

✔ Toggle the *By Pixels* option **ON**.
✔ Make sure there is a check beside the *Lock aspect ratio*.
✔ Set the new width to **600** and then select **OK**.

Changing image pixel width has a dramatic effect on image file size. The file size of the 4000 ×3000 version of the picture shown was 2,615 KB, while the 1024 pixel wide version was 272 KB. The 600 pixel wide version file size is 107KB. A 600 resolution image attached to an email will look very good. Images of 1024 can be printed up to 8 × 10 inches with good results.

The only times I need image resolutions of 4000 pixels or more is when I want to print a very large poster, or if I want to crop a small area out of an image and still have a presentable quality image. I have created a large collection of my photos to use as wallpaper for the desktop, or for screen saver images. Since my monitor has a resolution of 1920x1080 I resize photos to that dimension.

Whenever you want to reduce file size of images use the Paint Shop Pro resize tool.

Enhancing Images

✔ With the Street Scene image on the display, observe the color balance of the image.
✔ From the *Menubar* select **Adjust, One Step Photo Fix**.
✔ Select *Undo* and *Redo* a couple of times to observe the changes.

The **One Step Photo Fix** tool is an easy way to improve images.

Figure 27: Before and after enhancement.

Paint Shop Pro 2019 has a variety of tools that can be used to enhance photos. The image in Figure 27 was cropped and the contrast was adjusted.

Adjusting Brightness and Contrast

✔ In this document, jump to the **Old Class Photo** image by selecting the words **Old Class Photo** in this step.

✔ Select the Old Class Photo image, *right click*, and then select **Copy Image**.

✔ From the *Paint Shop Pro Menubar*, select **Edit, Paste as New Image**.

✔ From the *Paint Shop Pro Menubar*, select *Adjust, Brightness and Contrast, Histogram Adjustment.*

Figure 28: Adjusting Brightness and Contrast.

✔ Experiment with the *Gamma* and *Midtone* sliders until you have an image you like.

✔ Use the *Crop Tool* to capture just the class.

✔ From the *Toolbar*, select the *Add Picture Frame* tool and select as frame for the old class photo.

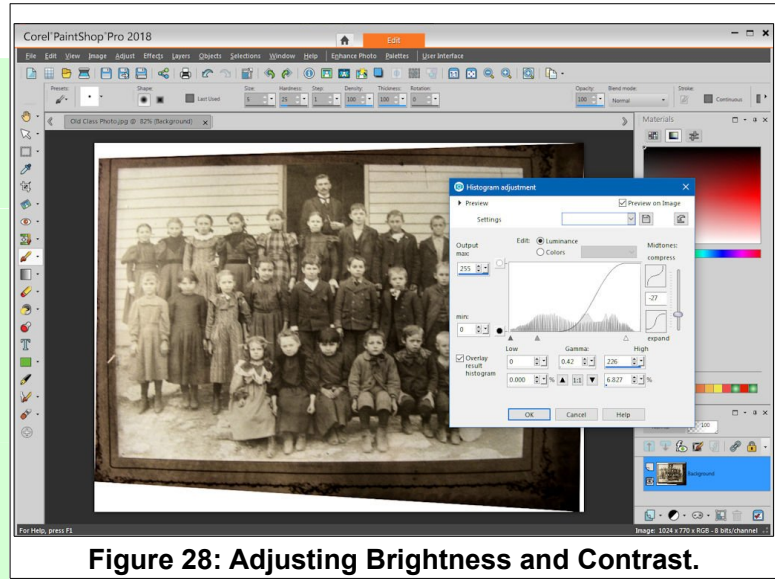✔ From the *Menubar*, select *File, Save As*, give your picture a new file name, and then select **Save**.

Figure 28 shows that the *Adjust, Brightness and Contrast, Histogram Adjustment* tool was selected from the *Menubar*. I know of no easy rules to follow for these adjustments, but it is quick and easy to experiment with the control sliders until you get something you like.

A little cropping will improve the picture. As you can see, it is possible to quickly improve an old faded photo.

Smart Photo Fix

The Smart Photo Fix tool provides a number of options for improving your pictures.

✔ Jump to the **Fall Scene** practice image in this document by selecting the words Fall Scene.

✔ Select the *Fall Scene* image, right click, and select **Copy Image**.

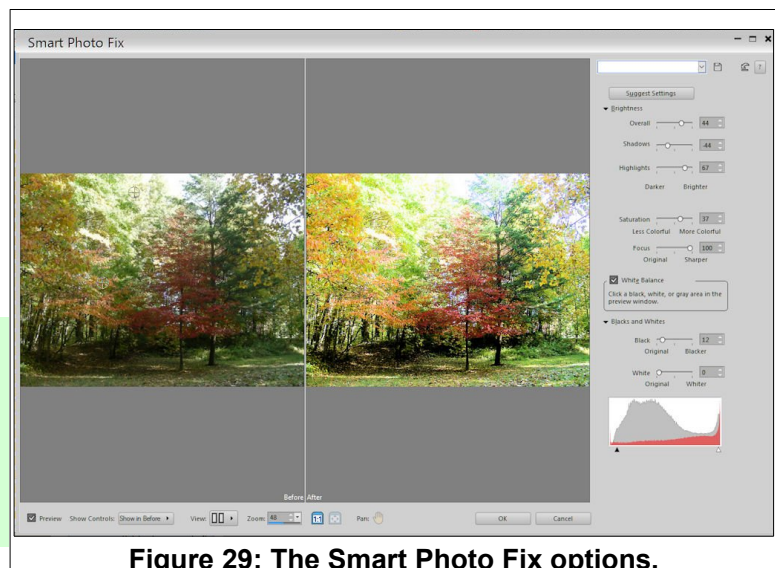**Figure 29: The Smart Photo Fix options.**

✔ From the Paint Shop Pro 2019 *Menubar*, select **Edit, Paste as New Image**.[Or press *Shift+Insert*]
✔ From the Paint Shop Pro 2019 *Toolbar*, select the **Smart Photo Fix** Tool.

There are too many features in this tool to discuss in detail here. You can easily experiment with your own photos by messing with the various control sliders and observing the results in the *Before* and *After* panels. Since every image has different characteristics, the trial and error approach can be used to achieve an improved result.

Another tool that can make your images a little more dramatic is the *Vibrancy* tool.

✔ From the Paint Shop Pro 2019 *Menubar*, select **Adjust, Hue and Saturation, Vibrancy**.
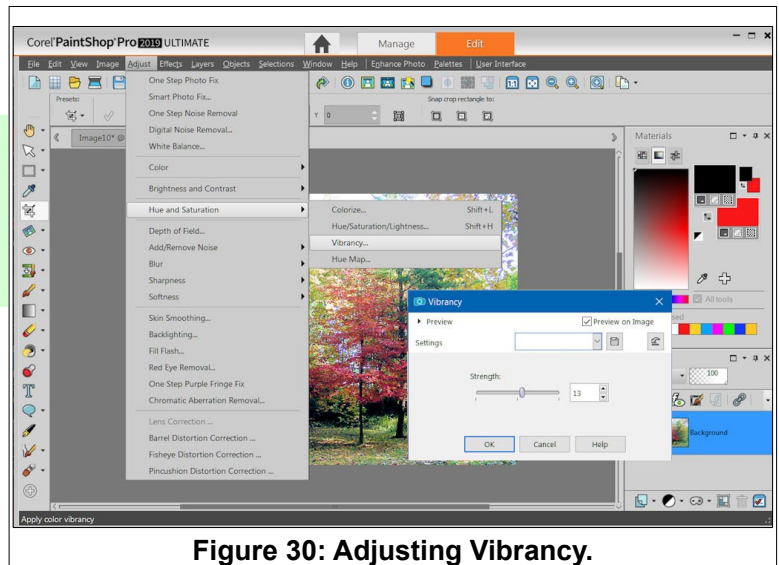✔ Experiment with the *Strength* slider and observe the results.

Figure 30: Adjusting Vibrancy.

Retouching Pictures

It is not unusual for old pictures to contain spots and scratches. Color pictures sometimes have a 'red eye' problem. All of these problems can be fixed using *Paint Shop Pro 2019*.

The Scratch Remover

Next, the *Scratch Remover* tool will be explored.

There are actually 3 tools associated with the scratch remover; *Clone, Scratch Remover*, and *Object Remover*.

Figure 31: Grandpa Family Picture.

✔ Jump to the **Grandpa Family** practice image in this document by selecting the words Grandpa Family.
✔ Select the *Grandpa Family* image, *right click*, and select **Copy Image**.
✔ In Paint Shop Pro, hold the **Shift** key down and press the **Insert** key.
✔ Use the mouse wheel to zoom in on the area shown in Figure 31.
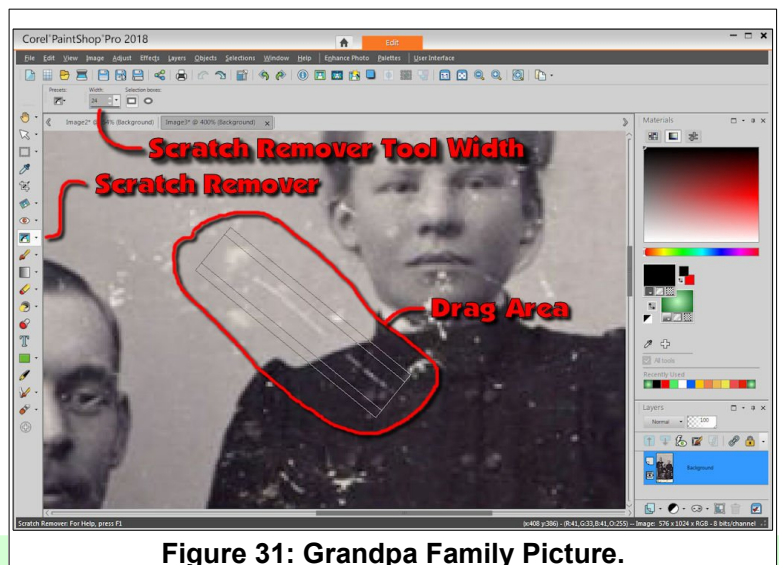✔ Select the *Scratch Remover* tool, then click and drag the tool over the scratch shown in Figure 31.

When the scratch remover is dragged over a scratch, you will see a line with three areas; a wide area in the center and two parallel areas to either side. The way the tool works is that the system copies the side areas into the center area.

The **Context Toolbar** has an option for changing the width of the **Scratch Remover** tool. There is also an option for changing the correction area type.

The scratch remover can be used to fix spots as well as long scratches.

Figure 32: The Clone Tool.

The Clone Tool

The **Clone** tool is used to copy an area of the display and paint it over another area. This provides another way to remove spots.

Using the clone tool is a little tricky. First a capture area is selected. Then the capture area is pasted into a cover area. Here is how.
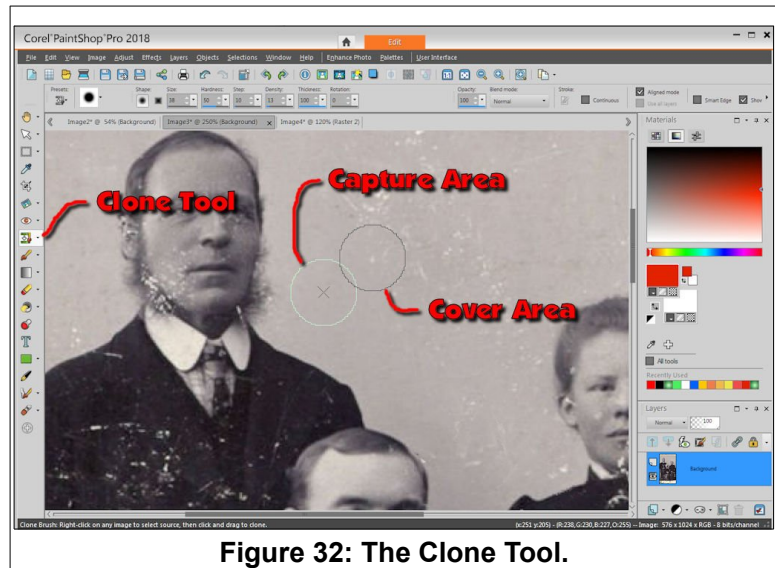
✔ Select the **Clone** tool.
✔ **Right click** to set the clone capture area, **drag** to a new location, and then release the right mouse button to set the clone cover area. Now **left click** to clone an area.
✔ Move the mouse pointer to a new area and click the **left** mouse button.

You should experiment with the options on the Clone Tool **Context Toolbar**. You can adjust the **Size, Hardness, Steps, Density, Thickness**, and **Rotation** of the tool.

Power Users Tip: When the Clone tool is in use, hold the **Alt** key down, hold the left mouse button down, and drag the mouse pointer up and down to resize the clone brush area

It takes a lot of patience to clean up a picture as bad as the one shown here. But with some time, frequent changes of the clone brush size,

Figure 33: Before and after using the clone tool.

and zooming in and out of the picture as necessary, and a lot of patience, you can clean up an old picture.

It is possible to zoom in to individual pixels for very fine pixel by pixel changes.

The Object Remover Tool

Another tool related to **Scratch Remover** and **Clone** is the **Object Remover**. The **Object Remover** tool is used to sketch a line around the object to remove.

Once the boundary is complete, the **Edit, Copy** and **Edit Paste As New Image** tools can be used to create a new image.

The illustration shows the result of extracting Grandpa Nasman from the original picture, doing a bit of retouching, and creating a new portrait.
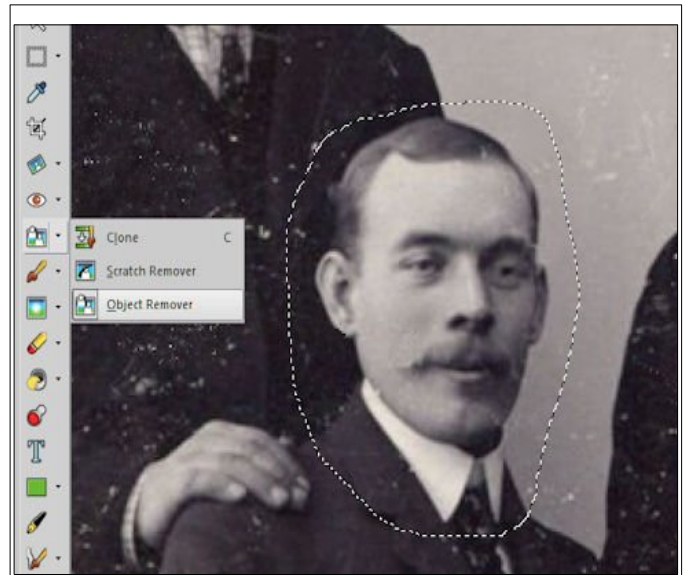

Figure 34: Using the Object Remover tool.

Paint Shop Pro Window Display Options

Early in this tutorial you set the Paint Shop Pro window to display tabbed documents. There are other display options available. When you are editing an individual image, the Tabbed option works best. However, it is good to know about the other display options.

Figure 35 was created with three images open. Then from the Menubar, **Windows, Cascade** was selected. Then each image window was resized (by dragging a corner) and moved (by dragging a title bar).
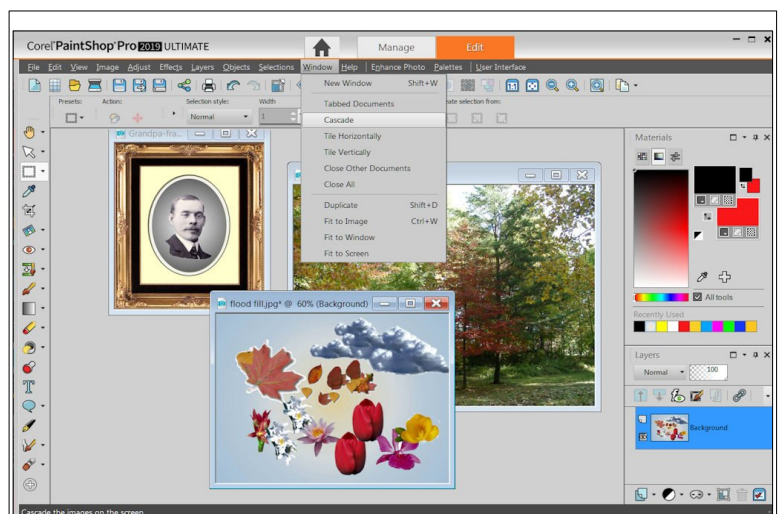

Figure 35: Paint Shop Pro Windows display options.

Printing Images with Paint Shop Pro 2019

Paint Shop Pro 2019 provides a lot of flexibility when printing pictures. The first step is simply to open the image or images to be printed.

Printing a Single Image

✔ **Open** several pictures in *Paint Shop Pro 2019*.
✔ **Crop** and/or re-size as desired.
✔ Make the desired image active.
✔ Select the **Print** tool

This opens the *Print* dialog box. You can select a printer from those installed on your system by clicking the *Printer* button. Once a printer is selected, the *Properties* button will open a settings dialog box for the selected printer. If you want to print on special paper, or use a bypass tray, the printer settings dialog box can be used to prepare the printer.
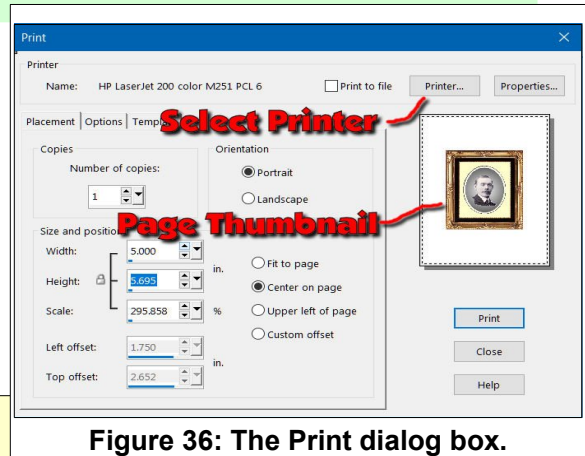
Here is a review of the *Print* dialog box options.

Figure 36: The Print dialog box.

Paint Shop Pro will remember settings the next time you print, so be sure to check the settings each time you start a new print job.

➢ *Copies*, set the number of copies here.
➢ *Orientation*, switch between *Portrait* or *Landscape*.
➢ *Size and Position*, There are 4 size and position options.

The *Fit to page* option will fill the page. There will be margins that are set by your printer. Some printers can do what is called a full bleed. That means that they can print all the way to the edge of the paper.

The *Center on page* option opens the *Width, Height*, and *Scale* settings.

A preview area shows how the currently selected image will fit the page.

If the *Center on page, Upper left of page*, or *Custom offset position* options are selected, the default *Scale* will be *100*%. This scale can be edited.

The *Upper left of page* option moves the image to the upper left corner of the page. The *Width, Height*, and *Scale* settings are available with this option.

The *Custom offset* option allows you to place the image at a specific location on the paper.

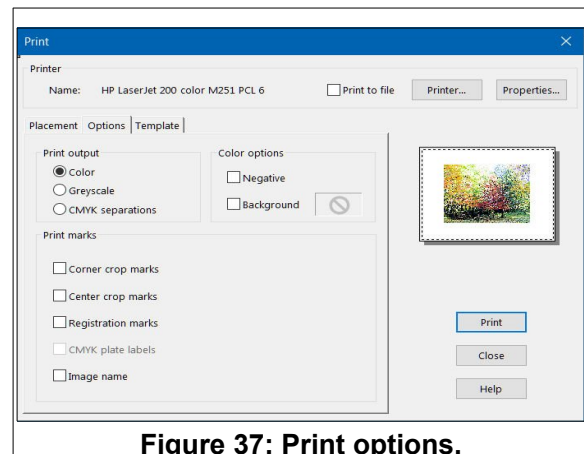The *Options* button provides several printer control functions.

Figure 37: Print options.

Using Templates

Paint Shop Pro provides a number of templates to use when printing. For example, perhaps you would like to print a couple of 5x7 copies, or maybe a page full of wallet size copies.

Figure 38, shows that the ***Template*** button was selected, the ***Print to template*** option was toggled on, the ***Fill the template with the current image*** option was toggled on, the ***Select Choices*** button was selected, and then the ***Standard Sizes, Wallets*** template was selected.

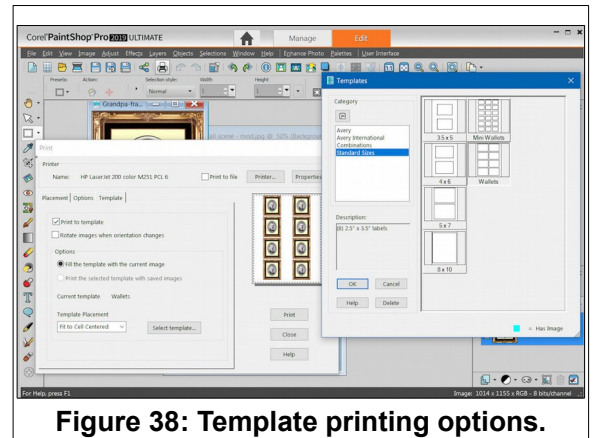If you explore the templates options, you will find it easy to print multiple images on one page.

Figure 38: Template printing options.

Using Print Layout

The ***Print Layout*** provides more options for printing multiple images on a page.

If you are printing on 8 ½ by 11 paper, and are using images from a high resolution digital camera or scanner (resolutions of more than 1024 pixels wide), you should re-size the images before opening Print Layout mode. Print Layout will allow you to scale images to fit the paper, but if you have several 4000 pixel wide images open at the same time, the computer response will be slow.

✔ Open several images in Paint Shop Pro.
✔ From the ***Menubar***, select **File, Print Layout**.

Figure 39 shows the ***File, Print Layout*** display with three images open. The open images appear in the column on the left side of the display.

Figure 39: The Print Layout display.

➢ To create a custom layout, you drag and drop pictures from the thumbnail images onto the layout. If the image is too large to fit the page, a dialog box will give you the opportunity to scale it to fit.
➢ When an image is selected, drag points will appear at the corners of the selected image. Use these to resize the image on the page.
➢ When an image is selected, you can drag the image to a new location on the page.
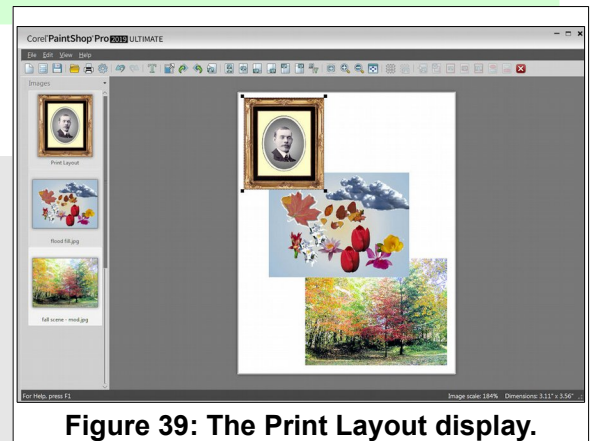➢ When images overlap, the most recently image will be on top.

➢ There are a number of layout tools available when an image is selected. A **grid** can be turned on to help align images.

➢ There is an option for adding text to the layout.

➢ One of the Print Layout toolbar tools opens the **Template** options discussed earlier. Templates make it easier to fit images into standard size boxes.

When you close a layout, the system will return to the **Paint Shop Pro 2019** window. It will give you the option for saving the template for future use.

Figure 40: Print layout tools.

Creating a Custom Workspace Toolbar
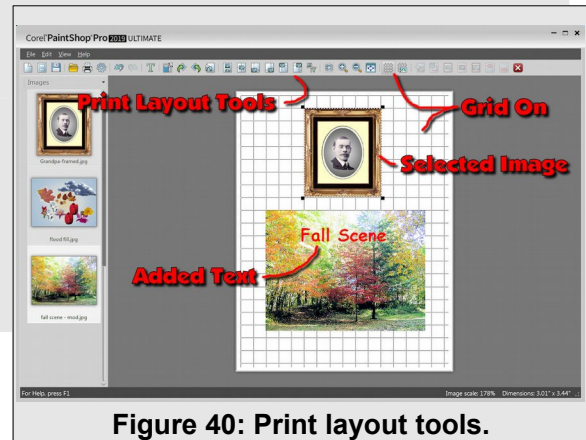
Default Workspace Toolbar

Custom Workspace Toolbar
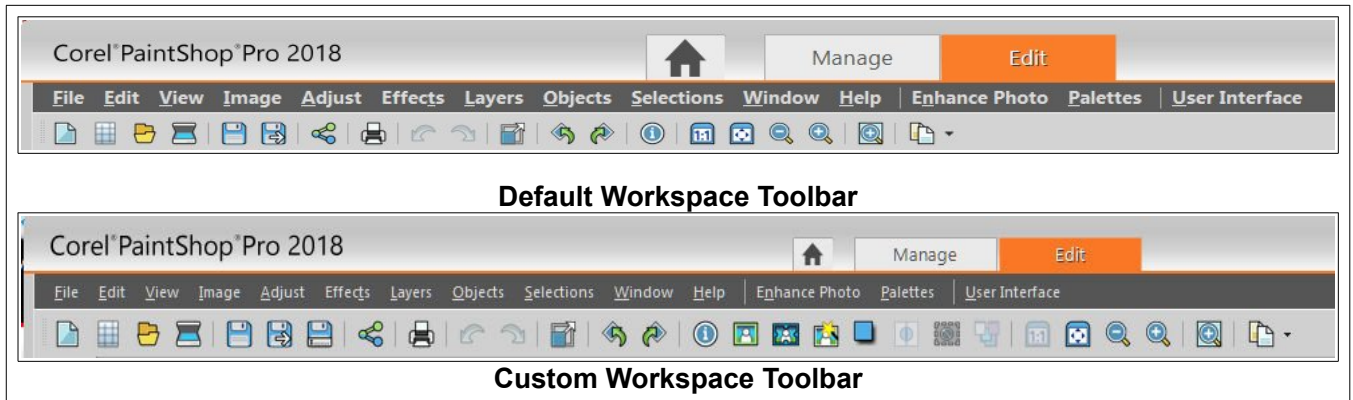
Paint Shop Pro 2019 **Toolbars** are saved as part of what is called the ***Workspace***. The ***Workspace*** contains settings for various features of the program. Experienced users typically modify the ***Workspace*** to suit their preferences.

The next section describes how to customize the ***Toolbar*** and save a ***Workspace***.

- ✔ ***Right click*** on an empty part of the ***Toolbar***, and select **Customize** from the pop up context menu.
- ✔ In the ***Customize*** dialog box, select the **Image Category**.
- ✔ Drag the **Add Borders** tool to the ***Toolbar*** just to a place between the ***Image Information*** tool and the ***Zoom 1:1*** tool and drop it there.
- ✔ Drag the **Picture Frame** tool to the ***Toolbar*** just to the right of the ***Add Borders*** tool and drop it there.

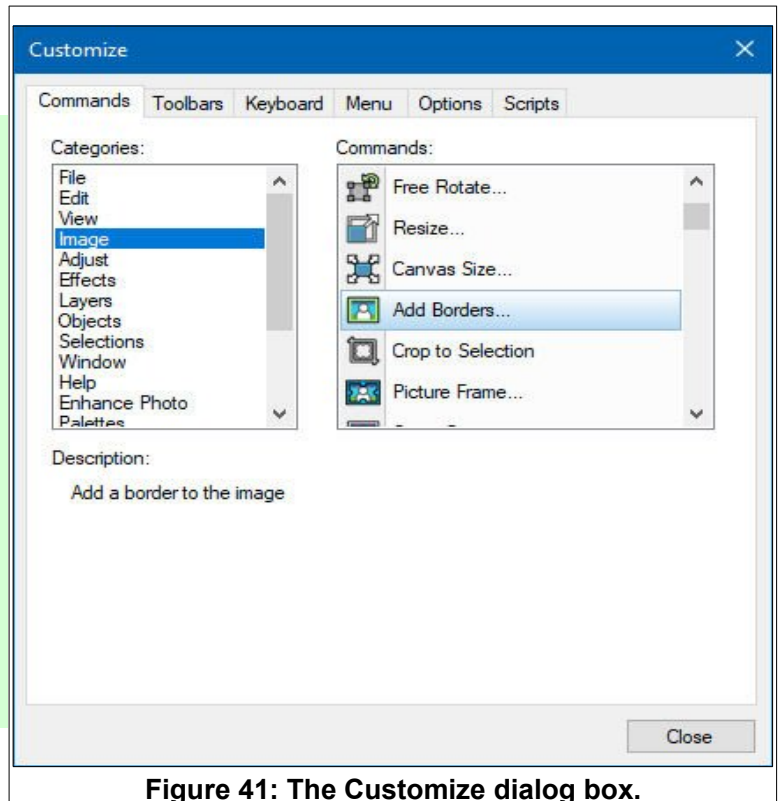**Figure 41: The Customize dialog box.**

✔ Select the **Adjust** category, and then drag the **Smart Photo Fix** tool to the *Toolbar* just to the right of the *Picture Frame* tool and drop it there.

✔ Select the **Effects** category, and then drag the **Drop Shadow** tool to the *Toolbar* just to the right of the *Smart Photo Fix* tool and drop it there.

✔ Select the **Objects** category, and then drag the **Horizontal Center in Canvas** tool to the *Toolbar* just to the right of the *Drop Shadow* tool and drop it there.

Figure 42: Adding Custom Tools.

✔ Select the **Selections** category, and then **Drag the Select None** tool to the *Toolbar* just to the right of the *Horizontal Center* tool and drop it there.

✔ Select the **Layers** category, and then drag the **Merge All** tool to the *Toolbar* just to the right of the *Select None* tool and drop it there.
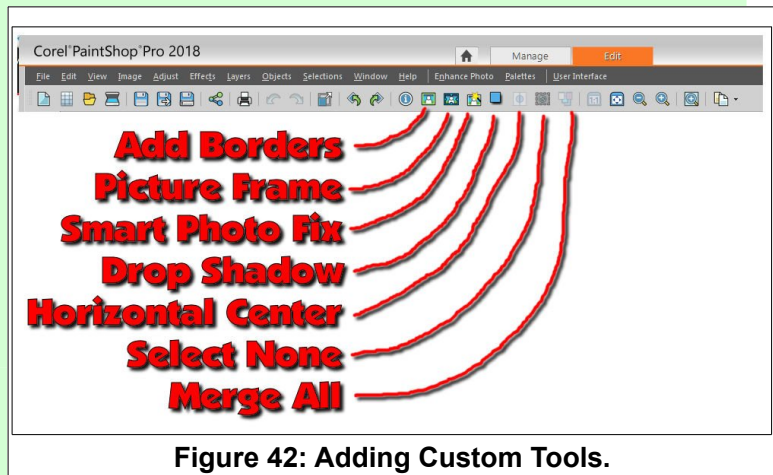
Your new tools should look similar to the tool bar in Figure 42. Observe that tools will be ghosted when they are not available for a particular operation.

There are three Workspace color options. Our custom Workspace uses Light Gray.

✔ From the *Menubar*, select **View, Workspace Color, Light Gray**.

Next we will set tool *Pallets* to match this document.

✔ From the *Menubar*, select **View, Palettes**, and toggle **ON** the **Layers, Materials**, and **Tool Options** palettes as shown in Figure 43.

Next, you have to save your custom Workspace. The Workspace includes the customized tool bars.

✔ From the *Menubar*, select **File, Workspace, Save**. Toggle the *Include Images option* **OFF**.

✔ Enter **PSP 2019 Class** as the new Workspace name, then select **Save**.

Now that you know how to customize the *Workspace Toolbar*, you may want to add your own frequently used tools.

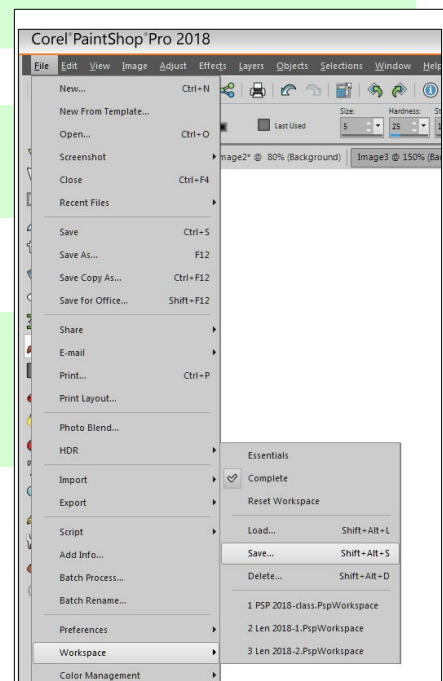Next, a new *Workspace* will be created that has the current customized Toolbar.

Figure 43: Saving a Workspace.

✔ From the *Menubar*, select **File, Workspace, Save**.

> Observe that the *Save Workspace* dialog box has an option for including open images. This option is usually left off.

✔ In the **Save Workspace** dialog box, enter a name for your new *Workspace*.

It is possible to have a number of different *Workspace* configurations. If you become a frequent *Paint Shop Pro 2019* user, you will probably develop different *Workspaces* for different types of projects.

Once you have customized your Workspace, you can return to the Workspace display section of this tutorial by selecting the words Workspace Display in this paragraph.
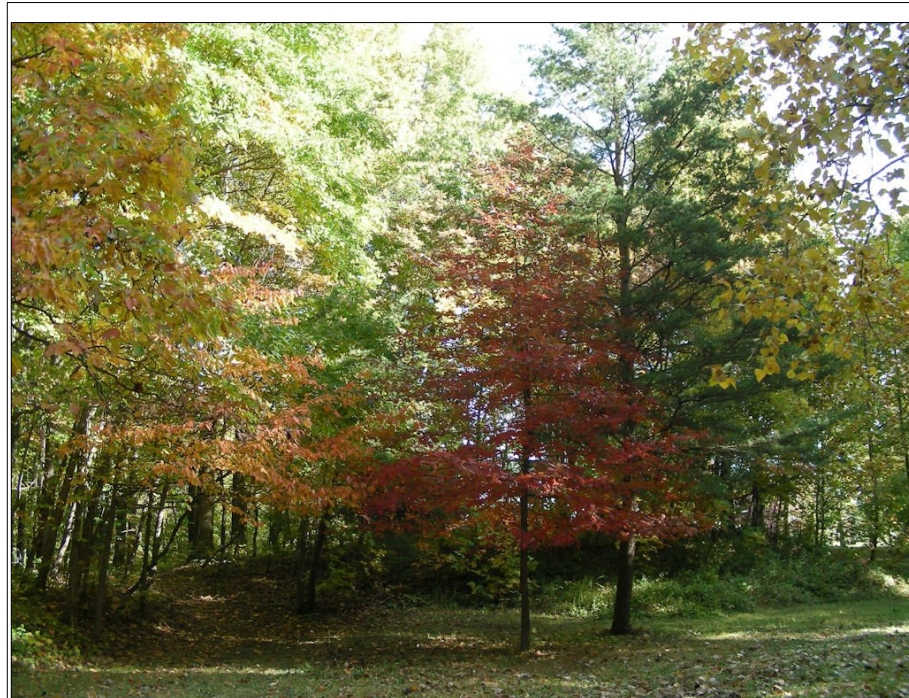
Practice Images

Practice 1: Window Box.

Practice 2: Street Scene.

Practice 3: Park Sign.

Practice 4: Old Class Photo.

Practice 5: Fall Scene.

Practice 6: Grandpa Family

This version was edited August 12, 2018.

Please credit copies to the Bristol Village Computer Club ***www.bvres.org***

See our ***Computer Club Schoolhouse*** at
<http://bvres.org/Schoolhouse-web-page/schoolhouse.html> for other tutorials.